Materials Management (MM) Case Study

This case study explains an integrated materials management process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

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| Product  S/4HANA 1709  Global Bike  GUI 7.50  Level  Undergraduate  Graduate  Beginner  Focus  Materials Management  Authors  Bret Wagner  Stefan Weidner  Version  3.2  Last Change  May 2018 | MOTIVATION  The data entry requirements in the materials management exercises (MM 1 through MM 5) were minimized because much of the data was stored in the SAP system. This stored data, known as master data, simplifies the processing of business transactions.  In the procurement process, we used master data for vendors, materials (products we purchased) to simplify the procurement process.  In this case study, we will create the master data for a new vendor and a new trading good. |  | PREREQUISITES  Before you use this case study, you should be familiar with navigation in the SAP system.  Furthermore, it is mandatory to review the note GUI 7.50 Configuration. Your lecturer got this documentation together with other lecturer notes. If you do like to use the old GUI settings, please use the S/4HANA documents for SAP GUI 7.40  In order to successfully work through this case study, it is not necessary to have finished the MM exercises (MM 1 through MM 5). However, it is recommended.  NOTES  This case study uses the Global Bike (GBI) data set, which has exclusively been created for SAP UA global curricula. |



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|  | Process Overview | | |
| **Learning Objective** Understand and perform a purchasing process cycle  **Scenario** In order to process a complete purchasing process you will take on different roles within the GBI company, e.g. purchasing agent, warehouse worker, accounting clerk. Overall, you will be working in the Materials Management (MM) and the Financial Accounting (FI) departments.  **Employees involved** Joyce Hausman (Contract Administrator)  Sandeep Das (Warehouse Supervisor)  Sergey Petrov (Warehouse Employee)  Wilton Saban (Inventory Supervisor) Alberto Conti (Technical Office Assistant)  Aura Maxwell (Buyer)  Tatjana Karsova (Receiving Clerk)  Silvia Cassano (Accounts Payable Specialist)  Shuyuan Chen (Chief Accountant) | | **Time** 140 min |
|  | |  |
| Before you start the purchasing process you create a new vendor (Mid-West Supply) in Lincoln. Then, you create a new master record for a trading good (Chain Lock) in the system. After checking the stock (empty) you are starting the procurement process by creating a purchase requisition. Then, you generate a request for quotations and enter the quotations from various vendors – including your new vendor. After evaluating and accepting the quotation of Mid-West Supply you create a purchase order referencing the RFQ. Then, you will post the goods receipt and verify the physical receipt in stock. After creating two partial invoices you will post the payments to the vendor and review the G/L accounts.  The graphic below displays the complete process (20 tasks).  Bild4 | | |
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|  | Step 1: Create New Supplier | |
| **Task** Create a new supplier.  **Short Description** Use the SAP Easy Access Menu to create a new supplier (Mid-West Supply).  **Name (Position)** Joyce Hausman (Contract Administrator) | | **Time** 10 min |
|  | |  |
| Suppliers are established in both accounting and purchasing. The supplier master record requires three views – general, accounting, and purchasing in order to be active. Suppliers can be created centrally meaning that all views are generated concurrently or responsibility can be distributed to accounting and purchasing for creating and maintaining their respective views. In this case study, central creation will be used to enter all of the needed data. In this way, this vendor record will contain all of the information necessary to conduct business transactions. | | Vendor master |
|  | |  |
| To create a new supplier , follow the menu path:  Logistics ► Materials Management ► Purchasing ► Master Data ► Vendor ► Central ► Create  This will produce the following screen. | | Menu path |
|  | |  |
| In the *Create Business Partner* screen choose **Organization**. Press enter or click on . | |  |
| In the *Create Organization: Role FI Vendor* screenin the tabAddress, select **Company** as Title, enter **Mid-West Supply** as Name, and your number (**###)** for Search term. Also enter as Street **335 W Industrial Lake Dr**, as Postal code **68528**, **Lincoln** for City, **US** as Country and **NE** as Region.  As communication language choose **English**. Compare your entries with the screen shown below. | | Company  Mid-West Supply  ###  335 W Industrial Lake Dr  68528 Lincoln  US  NE  English |
|  | |  |
| Choose the button  to get an overview of all tabs. Navigate to the tab *Vendor: Tax Data*. | |  |
| In the *Additional Tax Data* section enter **12-3456###** as Tax Number (remember to replace ### with your number). Confirm your entry and click on the button . | | 12-3456### |
| Enter **US00** for company code. Then click on Enter. | | US00 |
| In the tab *Vendor: Account Management* enter **300000** as Reconciliation acct. Then click on Enter. | | 300000 |
| Switch to the tab *Vendor: Payment Transactions* and enter **0001** as Payment Terms and select **Check Double Invoice**. | | 0001  Check Double Invoice |
| Switch to the tab *Vendor: Correspondence* enter **your name** as Clerk at vendor. | | your name |
| In the dropdown menu *Create in BP role* choose **Vendor**. | | Vendor |
| In the Popup *Change to another BP role in create mode* click on . | |  |
| To expand your purchase data information of your newly created partner Mid-West Supply click on . | |  |
| In the *Purchasing Organization* areaenter **US00** as Purch. organization. Then click on Enter. | | US00 |
| In the tab *Purchasing Data* enter **USD** as Order currency and enter **0001 (Payable immediately Due net)** or choose it with the F4-help **Payable immediately Due net** in Payment terms. | | USD  0001 (Payable immediately Due net) |
| Navigate to the tab *Partner Functions* and enter **VN** for the slot PF. Press enter. | | VN |
|  | |  |
| Click on  to save your vendor master record. The system will automatically assign a unique number for your vendor. | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
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|  | Step 2: Create Material Master for Trading Goods | |
| **Task** Create material masters for trading goods.  **Short Description** Use the SAP Easy Access Menu to create a trading good master record for a chain lock in the Wholesale distribution channel.  **Name (Position)** Sandeep Das (Warehouse Supervisor) | | **Time** 15 min |
|  | |  |
| To create a trading good material master record, follow the menu path:  Logistics ► Materials Management ► Material Master ► Material ► Create (Special) ► Trading Goods  This will produce the following screen. | | Menu path |
|  | |  |
| In the Material field, type in **CHLO1###** (replace ### with your number) and select **Retail** as an Industry sector. Then, click on  or press Enter. | | CHLO1###  Retail |
| On the next screen, select the following views by clicking on the square in front of the respective rows:  - **Basic Data 1** - **MRP 1**  - **Sales: Sales Org. Data 1** - **MRP 2**  - **Sales: Sales Org. Data 2** - **MRP 3**  - **Sales: General/Plant Data** - **General Plant Data/Storage 1**  - **Purchasing** - **Accounting 1**  Also, select **Create views selected**. Then, click on . | | Basic Data 1  Sales: Sales Org. Data 1  Sales: Sales Org. Data 2  Sales: General/Plant Data  Purchasing  MRP 1  MRP 2  MRP 3  General Plant Data/St. 1  Accounting 1  Create views selected |
|  | |  |
| On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods), Sales Org. **UE00** (US East), and Distr. Channel **WH** (Wholesale). Compare with the screen shown below. Then, click on . | | MI00  TG00  UE00  WH |
|  | |  |
| On the *Basic Data 1* tab, enter **Chain Lock** as a description (text field next to the material number). As Base Unit of Measure, use the F4 help to find and select **each** (**EA**) or enter **EA**. In the Material Group field, select **UTIL** (Utilities). As division, choose **AS** (Accessories).  In the Gross Weight field and in the Net Weight field, enter **65** and select **Ounce** (**OZ**) as Weight unit. Then press Enter. | | Chain Lock  EA  UTIL  AS  65  65  OZ |
| On the *Sales: sales org. 1* tab, in the Delivering Plant field use the F4 help to find and select the Miami plant (**MI00**). In the Tax data section, in the left Tax classification column (the one that is editable = white background colour) select Exempt (**0**) for all three tax categories.  Click on . On the following screen, enter Scale quantity **1** and Amount **69.00**. Compare your entries with the screen below, then click on  to return to the *Sales: sales org. 1* view. There, press Enter. | | MI00  0  0  0  1  69.00 |
|  | |  |
| On the *Sales: sales org. 2* tab, select Matl statistics grp **1**. Then press Enter. | | 1 |
| On the *Sales: Genereal/Plant* tab, select Availability check **02** (Individual requirements) and use the F4 help to choose Trans. Grp **0001** (On pallets) and LoadingGrp **0002** (Handcart). Click Enter. | | 02  0001  0002 |
| On the *Purchasing* tab, enter Purchasing Group **N00** (North America) and click Enter. | | N00 |
| On the *MRP 1* tab, select MRP type **PD** (MRP), MRP Controller **000**, Lot Sizing Procedure **EX** (Lot-for-lot order quantity) and Minimum Lot Size **10**. Then click Enter. | | PD  000  EX  10 |
| On the *MRP 2* tab, enter Planned Deliv.Time **6** (days) and select SchedMargin key **001**. Click Enter. | | 6  001 |
| On the *MRP 3* tab, check if the Availability check is set correctly to **02**. Then, press Enter. Skip the *Plant data / stor. 1* view by clicking Enter. | | 02 |
| On the *Accounting 1* tab, select Valuation Class **3100** (Trading Goods), enter Per. unit price **33.50**. | | 3100  33.50 |
| Then, click on  to save your material. | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
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|  | Step 3: Extend Material Master for Trading Goods | |
| **Task** Extend a material master.  **Short Description** Copy the sales views of the new trading good (chain lock) from the Miami plant to the San Diego plant to maintain a different condition.  **Name (Position)** Sergey Petrov (Warehouse Employee) | | **Time** 10 min |
|  | |  |
| To create new views for an existing trading good, follow the menu path:  Logistics ► Materials Management ► Material Master ► Material ► Create (Special) ► Trading Goods | | Menu path |
| Enter your material number **CHLO1###** (again, replace ### with your three-digit number) in the Material field. In the Copy from… section, enter **CHLO1###** in the Material field again. Then, press Enter. | | CHLO1###  CHLO1### |
| In the Select View(s) window, highlight all **three Sales views**, make sure the indicator **Create views selected** is checked, and click on . | | 3 Sales views  Create views selected |
| In the Organizational Levels window, on the left side (Organizational levels) enter Plant **SD00**, Sales Org. **UW00** and Distr. Channel **WH**. On the right side (Copy from), enter Plant **MI00**, Sales Org. **UE00** and Distr. Channel **WH**. Before pressing Enter, compare your entries with the screen shown below. | | SD00  UW00  WH  MI00  UE00  WH |
|  | |  |
| The system will take you to the *Sales: sales org. 1* view. Note that sales data has been copied from views created for the Wholesale distribution channel. The system displays a message saying that the material already exists and will be extended. | |  |
|  | |  |
| Change Delivering Plant MI00 to **SD00**. Then, click on . Enter Scale quantity **1** and amount **65.00**. Click on  and save with . | | SD00  1  65.00 |
| Finally, click on the exit icon  to return to the SAP Easy Access screen. | |  |
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|  | Step 4: Display Stock/Requirements List | |
| **Task** Display the stock/requirements list.  **Short Description** Display and review the stock/requirements list for your chain lock on hand balance and the demand that exists against this product. The report should show that there is no stock and therefore nothing is available for use at this time.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| The stock/requirements list is a dynamic list and, therefore, changes whenever a transaction occurs using the given material. | | Stock/requirements list |
|  | |  |
| To display the stock/requirements list, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock/Requirements List  This will produce the following screen. | | Menu path |
|  | |  |
| In the Material field, enter the number of your new chain lock trading good **CHLO1###** (replace ### with your number) and Plant **MI00**. Then click on . Your stock/requirements list should look similar to the screen below. | | CHLO1###  MI00 |
|  | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
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|  | Step 5: Create Purchase Requisition | |
| **Task** Create a purchase requisition.  **Short Description** Sales management has informed the purchasing department of a promotional campaign that will commence in 3 months to introduce the new chain locks. Create a purchase requisition for 200 of your locks so that it may be placed out for bid so that a vendor can be chosen to fill the expected needs associated with this sales campaign.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To create a purchase requisition, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Requisition ► Create  This will produce the following screen. | | Menu path |
|  | |  |
| Select  next to Header to expand the header. | |  |
| In the text field, type the Header note: “Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until [1st day of the next month].”. | |  |
|  | |  |
| Select  Item Overview to expand the item overview. | |  |
| Enter Material **CHLO1###** (replace ### with your number) and Quantity **200**. As Delivery Date select or enter the day **three months from today**. Then, enter Plant **MI00**, Stor. loc. **TG00**, and PGr. **N00**.  After clicking on Enter compare your screen with the one below. | | CHLO1###  200  3 months from today  MI00  TG00  N00 |
|  | |  |
| Then, click on  to save your purchase requisition. The system will create a unique document number. | |  |
|  | |  |
| Click on the exit icon  to return to the SAP Easy Access screen | |  |
|  | |  |

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|  | Step 6: Display Stock/Requirements List | | |
| **Task** Display the stock/requirements list again.  **Short Description** Display and review the stock/requirements list for your chain locks on hand and the demand that exists against this product. Since we just created a purchase requisition for 200 of them, this event should be visible within the stock/requirements list with a date of roughly 3 months from today.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 5 min | |
|  | |  | |
| To display the stock/requirements list again, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock/Requirements List | | Menu path |
| If not already defaulted in, enter your Material **CHLO1###** and Plant **MI00**. Then click on Enter. Your stock/requirements list should now look similar to the screen below. | | CHLO1###  MI00 |
|  | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
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|  | Step 7: Create Request for Quotation | |
| **Task** Create a request for quotation for your requisition.  **Short Description** Create a separate request for quotation (RFQ) for several vendors. This process will be used to collect the necessary pricing, delivery, etc. information that is needed to support the selection of a vendor to fill the need for your chain locks.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 10 min |
|  | |  |
| To create an RFQ, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Request for Quotation ► Create  This will produce the following screen. | | Menu path |
|  | |  |
| Enter RFQ Type **AN**, **today’s date** as RFQ Date, and the **first day of the next month** as Quotation Deadline. | | AN  today’s date  1st day of next month |
| In the Organizational Data section, enter Purch. Organization **US00** and Purchasing Group **N00**. | | US00  N00 |
| In the Default Data for Items, enter Plant **MI00**. Then, select  which will produce the following screen. | | MI00 |
|  | |  |
| If your Purchase Requisition number is not already entered, use the F4 help to find the number of your purchase requisition. Then, click on . | |  |
| In the *Create RFQ: Selection List: Purchase Requisitions* screen, enter SLoc (Storage Location) **TG00**. Click on . Then, click on  to adopt all item information into the RFQ. | | TG00 |
| In the *Create RFQ: Item Overview* screen, click on . Enter **RFQ1###** as *Coll. No*. Remember to replace ### with your three-digit number. After comparing your entry with the screen below, click on  to display the line items. | | RFQ1### |
|  | |  |
| In the *Create RFQ: Item Overview* screen, review the line items and ensure they are correct. Then, select  to display the vendor address. | |  |
| In the *Create RFQ: Supplier Address* screen in the Vendor field, use the **F4** help to find your vendor Mid-West Supply. In order to do so, use the fields Search term (**###** = your number) and City (**Lincoln**) and double-click on the result row to insert the number into the Vendor field. Then, click on Enter which will populate your vendor’s data into corresponding fields. | | F4  ###  Lincoln |
| Click on  to save your RFQ. If a warning message appears, press **Yes** to save anyway. | | Yes |
| The SAP system will create a unique document number. | |  |
|  | |  |
| Stay in the same screen and repeat the last step twice to create the same RFQ for our vendors **Dallas Bike Basics** and **Spy Gear**. | | Dallas Bike Basics  Spy Gear |
| In order to find your vendor, in the Vendor field use the F4 help again. This time, enter your number (**###**) in the Search term field and **US** for country. Then, press Enter to display your set of US vendors (see list below). | | ###  US |
|  | |  |
| First, double-click on *Dallas Bike Basics* to select it. Back on the *Create RFQ : Supplier Address* screen, press Enter and click on  for the second RFQ. Again, accept the system warning message with **Yes**. | | Yes |
| Repeat the same procedure to create a third RFQ (for Spy Gear) and click on . | |  |
| Click on the icon  to return to the SAP Easy Access screen and answer the Exit Document popup with **No**. | | No |
|  | |  |

|  | Step 8: Maintain Quotations from Vendors | |
| --- | --- | --- |
| **Task** Maintain quotations from vendors.  **Short Description** As we receive responses to our RFQs submitted to vendors, it is necessary to maintain their respective data in our procurement system so that a comparison can be made to support the vendor selection process.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 5 min |
|  | |  |
| To maintain quotations from vendors, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Quotation ► Maintain | | Menu path |
| Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. | | F4 |
| On the *Purchasing Documents per Supplier* tab, you need to find and select your vendor Mid-West Supply first. Position your cursor in the Vendor field and press **F4** again. Start the search after typing your three-digit number (**###**) as Search term and in Country **US**. | | F4  ###  US |
| Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on  to find the first RFQ number you have created in the last task. | |  |
| Double-click on your RFQ to populate the number into the RFQ field on the *Maintain Quotation : Initial Screen* screen. Then press Enter. | |  |
|  | |  |
| In the *Maintain Quotation: Item* Overview screen, enter a net price of **32,00** USD. Click on . | | 32,00 |
|  | |  |
| Then, click on  to display conditions. Here, other discounts and surcharges included in the quotation could be specified. In our case, just set the Valid to data to **three months from today**, confirm your entries with Enter. | | 3 months from today |
|  | |  |
| Click on  to go back to the line item overview. Then, click on  to save your maintained quotation for your Mid-West Supply vendor. The system acknowledges the changes to your first quotation with a success message. | |  |
|  | |  |
| Repeat this process for the other two RFQs you created. Make sure you use the above-described search criteria to find the vendors for your number (###). Enter the following prices:  Dallas Bike Basics **36,50** USD  Spy Gear **35,00** USD  Make sure you save both RFQs and receive the system success messages. | | Dallas Bike Basics  36,50  Spy Gear  35,00 |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  | Step 9: Evaluate quotations on price | |
| --- | --- | --- |
| **Task** Evaluate quotations on price. Reject two of the three quotations.  **Short Description** Generate a comparison list for the prices obtained from each of the vendors. The comparison list ranks the quotations by item from lowest to highest price.  The successful vendor (Mid-West Supply) has been selected using the criteria of lowest bidder. It is now necessary to notify the unsuccessful bidders that their quotation will not be accepted. This is accomplished by flagging those vendors needing to be notified.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To flag/reject quotations, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Quotation ► Price Comparison  This will produce the following screen again. | | Menu path |
|  | |  |
| Enter Purchasing Organization **US00**, and Collective RFQ **RFQ1###**. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select  to execute the price comparison. This shows the following screen. | | US00  RFQ1###  Mean Value Quotation  Determine Effective Price |
|  | |  |
| Determine the Vendor that you are going to do business with (the lowest priced quotation) by rejecting the other two. To do so, double-click on the quotation number with 36.50 USD. This will produce the following screen. | |  |
|  | |  |
| Select **Rej. Ind.** to indicate rejection of this quotation. Click on . Acknowledge the warning message prompted by the system with **Yes** and save anyway. | | R  Yes |
| Repeat the process for the second quotation to be rejected (35.00 USD). | |  |
| Click on the exit icon  twice to return to the SAP Easy Access screen. | |  |
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|  | Step 10: Create Purchase Order Referencing an RFQ | |
| **Task** Create a purchase order with reference to an RFQ.  **Short Description** Create a PO by referencing the quotation received from the successful vendor. Reference is made to the successful quotation and the details are imported into a new PO.  **Name (Position)** Aura Maxwell (Buyer) | | **Time** 5 min |
|  | |  |
| To create a purchase order, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Order ► Create ► Vendor/Supplying Plant Known | | Menu path |
| If there is no navigation screen on the left side, click on . As selection variant choose **Requests for quotations** as shown below. | | Requests for quotations |
|  | |  |
| In the following screen, in the Material Number field use the F4 help to find your chain lock trading good. | | F4 |
| On the Material by Material Type tab, select Material Type **Trading Goods** (HAWA) and enter **\*###** (e.g. \*012 if your number is 012) in the Material field. Then, press Enter or click on . | | Trading Goods  \*### |
|  | |  |
| Double-click on your chain lock (**CHLO1###**) to select it. When your material number is populated in the Material Number field, make sure that all other search criteria fields are blank and click on . This will produce a screen with your three RFQs. | | CHLO1### |
|  | |  |
| Click on  (Change Breakdown). In the following popup, select **Vendor name** in the right table (Column Set) and click on  to add it to the Sort criteria. Then, select vendor name in the left table (Sort criteria) and click on  to display the vendor name first, then the document number. | | Vendor name |
| After you have confirmed your changes by clicking on , you will see the names of your vendors in alphabetic order. | |  |
| Click on the right part of the Select Layout icon  and choose Change layout… Select **Material** in the right table (Column Set) and click on  to add it to the displayed columns. | | Material |
| After you have confirmed your changes by clicking on  and expanding all three folders, you will see the following screen. | |  |
|  | |  |
| Select the checkbox that you want to reference (Mid-West Supply) and select  to adopt the information. | | Mid-West Supply |
| Note: If you try and adopt one of the other quotations you will get a message that the quotation item is already rejected. | |  |
| Verify that the system copied the Material number **CHLO1###**, Quantity **200**, **three months from today** as Deliv. Date, and the Net Price of **32.00 USD**. | | CHLO1###  200  3 months from today  32.00 USD |
|  | |  |
| If the header data is not yet displayed, open the section by clicking on  Header. On the *Conditions* tab, record the total value of the purchase order (6,400 USD). | |  |
| If the line item data is not yet displayed, open the section by clicking on  Item Detail. On the *Delivery Schedule* tab, select the first line. Then, click on  below the table to perform a schedule line split. | |  |
|  | |  |
| Acknowledge the red error message by changing the Sched Qty. of the first line from 200 to **100**. Then, enter the following data for the second line:  Delivery Date **one week after the first delivery**  Sched Qty. **100**  Purchase Req. **same as previous line**  Requisn Item **same as previous line**  Then, click on Enter. Verify your item details with the screenshot below. | | 100  1 week after 1st delivery  100  same  same |
|  | |  |
| On the *Material Data* tab, select **InfoUpdate**. | | InfoUpdate |
| Then click on  to save the purchase order | |  |
| The system will assign a unique purchase order document number. | |  |
|  | | Purchase order document number |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

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| --- | --- | --- |
|  | Step 11: Display Purchase Order | |
| **Task** Review your purchase order.  **Short Description** Now you want to display electronically what you have sent to your vendor.  **Name (Position)** Aura Maxwell (Buyer) | | **Time** 5 min |
|  | |  |
| To display a purchase order, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display  This will produce the following screen. | | Menu path |
|  | |  |
| If the purchase order number from the previous step is not already displayed, click on . | |  |
| In the following screen, enter (or find) **your purchase order number** in the Pur. order field, select radio button for **Pur. order** and click on  . | | Your purchase order number  Pur. Order |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

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| --- | --- | --- |
|  | Step 12: Create Goods Receipt for Purchase Order | |
| **Task** Create Goods Receipt for Purchase Order  **Short Description** Receive into inventory the stock items ordered from Mid-West Supply in the previous task. A goods receipt document will be created referencing our purchase order thereby ensuring that we receive the products ordered within the timeframes requested and in quality condition. Goods on hand will be increased and an accounting document will be generated recognizing the value associated with these goods.  **Name (Position)** Tatjana Karsova (Receiving Clerk) | | **Time** 5 min |
|  | |  |
| To create a goods receipt for a purchase order, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Goods Movement ► GR for Purchase Order | | Menu path |
| Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter **your PO number** in the field next to them. You might want to search for your PO number by using the F4-Help. In that case use the *Purchasing Documents for Material* tab, enter your material and select Standard PO (NB) for Order Type. Then, select your purchase order. Delete the number in the second field next to your PO number.  After you PO number is entered, press Enter which will populate your PO data into the fields. | | Goods Receipt  Purchase Order  your PO number |
|  | |  |
| You should see two lines with 100 ea each of Chain lock. Here we only work on the first line. In the case that you have only one line with 200 ea of the Chain look please change the Quantity from 200 to **100**. If the line item in the item overview section is read only, click on  at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered. | | 100  OK  Trading Goods |
| Finally, click on  to post your goods receipt. The system will create a unique goods receipt document. | |  |
|  | | Goods receipt document number |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 13: Verify Physical Receipt of Goods | |
| **Task** Verify the physical receipt of goods.  **Short Description** Review the current inventory information about your chain locks. The stock overview provides inventory information relative to this material for all organizational levels.  **Name (Position)** Tatjana Karsova (Receiving Clerk) | | **Time** 5 min |
|  | |  |
| To verify the receipt of goods, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock Overview | | Menu path |
| Enter Material **CHLO1###** (replace ### with your number), Plant **MI00**, and Display version **1**. Then, click on . | | CHLO1##  MI00  1 |
|  | |  |
| In the Unrestricted use column, the current inventory is displayed. Select the line with **your plant’s stock** and click on  . | | Your plant´s stock |
|  | |  |
| Note that there are 100 pieces on stock for unrestricted use and another 100 in on-order stock (still to be delivered to the Miami plant). Click on . | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  | Step 14: Create Invoice Receipt from Vendor | |
| --- | --- | --- |
| **Task** Create an invoice receipt from your vendor.  **Short Description** Enter an invoice received from Mid-West Supply for 3,200.00 USD associated with the recent PO and goods receipts. This invoice will be posted to an existing G/L account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply. The invoice is presented below in order to support you making the necessary journal entry.  lieferantenrechnung mm en-page-002  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To create an invoice receipt, follow the menu path:  Logistics ► Materials Management ► Logistics Invoice Verification ► Document Entry ► Enter Invoice | | Menu path |
| If necessary enter in the following popup the company code **US00** and click Enter. | | US00 |
|  | |  |
|  | |  |
| Enter **today’s date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**3.200,00 USD**) in the Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** as Text and click on Enter. | | today’s date  US00  3.200,00  XI  INVOICE 00504-### |
| Enter (or find) **your PO number** in the middle of the screen (next to the drop-down field with Purchase Order/Scheduling Agreement) and press Enter.  Enter **TX0000000** in the Jurisd. Code field. To find this field scroll in the *PO Reference* tab to the right. | | your PO number  TX0000000 |
|  | |  |
| Check the **Booking OK** check box  in your line item. Use the  button to see if the postings are correct. | | Booking OK |
| Finally, click on  to post your invoice receipt. The system will generate a unique number for this document. | |  |
|  | | Invoice document number |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 15: Display Purchase Order History | |
| **Task** Display the purchase order history.  **Short Description** Review the status for the PO for chain locks. A PO history tab is created within the PO once a transaction has taken place against the order number to support this functionality.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To display the purchase order history, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display | | Menu path |
| Your PO is displayed automatically. If not, click on  and find your PO number. If the line item data is not yet displayed, open the section by clicking on  Item Detail. | |  |
| On the *Purchase Order History* tab, review the activity that has taken place in reference to this purchase order. Click on your **WE** (Goods Receipt) **material document number**. This will bring you directly to the material document created when you did your goods receipt. | | WE |
| On the *Doc. info* tab, select . You are now looking at the General Ledger posting that took place in the background when you saved your goods receipt. Close the pop up and then click on  to go back to your PO. | |  |
| On the *Purchase Order History* tab, click on your **RE-L** (Invoice Receipt) **document number**. This will bring you directly to the invoice document you just created when you did your invoice receipt. | | RE-L |
| Select . You are now looking at the General Ledger posting that happened in the background when you saved your invoice receipt. Click on  to go back to the invoice document. | |  |
| On the right side of the screen, click on  (Line item list) to see here that the invoice is still open, meaning that you have not paid the vendor. | |  |
| Click on  three times to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 16: Create Goods Receipt for Purchase Order | |
| **Task** Create a goods receipt for a purchase order.  **Short Description** Receive into inventory the remaining stock items ordered from Mid-West Supply in the prior step. A goods receipt document will be created referencing our purchase order thereby ensuring that we receive the products ordered within the timeframes requested and in quality condition. Goods on hand will be increased and an accounting document will be generated recognizing the value associated with these goods.  **Name (Position)** Tatjana Karsova (Receiving Clerk) | | **Time** 5 min |
|  | |  |
| To create a goods receipt for a purchase order, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Goods Movement ► GR for Purchase Order | | Menu path |
| Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter **your PO number** in the field next to them. Then, press Enter. The data of your purchase order should now be populated into the fields. | | Goods Receipt  Purchase Order  Your PO number |
| The system should default in the remaining **100** pieces. If the line item in the item overview section is read only, click on  at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered. | | 100  OK  Trading Goods |
| Finally, click on  to post your goods receipt. The system will create a unique goods receipt document. | |  |
|  | | Goods receipt document number |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 17: Create Invoice Receipt from Vendor | |
| **Task** Create an invoice receipt from a vendor.  **Short Description** Enter an invoice received from Mid-West Supply for 3,200.00 USD associated with the recent PO and goods receipts. This invoice will be posted to an existing G/L account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply. It will be settled by issuing a check to Mid-West Supply at a later date. The invoice is presented below in order to support your making the necessary journal entry.    **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 Min |
|  | |  |
| To create an invoice receipt, follow the menu path:  Logistics ► Materials Management ► Logistics Invoice Verification ► Document Entry ► Enter Invoice | | Menu path |
| Analogous to the first invoice receipt, enter **today’s date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**3.200,00**) in the Amount field and select **XI** as Tax Code. Then, type in **INVOICE 00515-###** as Text and click on Enter. | | today’s date  US00  3.200,00  XI  INVOICE 00515-### |
| Enter **your PO number** in the middle of the screen (next to the drop-down field with Purchase Order/Scheduling Agreement) and press Enter.  Enter **TX0000000** in the Jurisd. Code field. | | your PO number  TX0000000 |
| Check the **Booking OK** check box  in your line item. Use the  button to see if the postings are correct. | | Booking OK |
| Finally, click on  to post your invoice receipt. The system will generate a unique number for this document. | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 18: Post Payments to Vendor | |
| **Task** Post payments to a vendor.  **Short Description** Issue a payment to your Mid-West Supply vendor to settle their entire Accounts Payable balance. Note that the amount due to them includes both of the invoices that you have previously entered. A journal entry is made to Accounts Payable for Mid-West Supply and to the bank checking account in the G/L.  **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 5 min |
|  | |  |
| To post payments to a vendor, follow the menu path:  Accounting ► Financial Accounting ► Accounts Payable ► Document Entry ► Outgoing Payment ► Post | | Menu path |
| In the Post Outgoing Payments: Header Data screen, enter (or select) **today’s date** as Document Date. | | Today’s date |
| In the *Bank data* section, enter Account **100000** (Bank Account), the amount you are going to pay (**6400**), and the Text “**INVOICES 00504-### & 00515-###**”. | | 100000  6,400.00  INVOICES … |
| In the *Open items selection* section, enter (or find) the vendor number for your **Mid-West Supply** vendor in the Account field (again, use City **Lincoln** and Search term **###** in the F4 help). Verify your data with the screenshot below. | | Mid-West Supply  Lincoln  ### |
|  | |  |
| Select . This will produce the following screen. | |  |
|  | |  |
| Invoices selected will be displayed with a red frame. At the bottom of the screen, you should see that the total amount has been fully assigned. | |  |
|  | |  |
| Click on  to post payments to the Mid-West Supply. The system will create a unique vendor payment document number. | |  |
|  | | Vendor payment document number |
| Click on the exit icon  and select YES to return to the SAP Easy Access screen. | | Yes |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 19: Display Vendor Line Items | |
| **Task** Display the vendor line items  **Short Description** Display and confirm the activity and associated balance for the Accounts Payable for Mid-West Supply. You should see both a credit and debit posting indicating the receipt of the two invoices and the issuance of a single payment to settle this balance due to Mid-West Supply.  **Name (Position)** Shuyuan Chen (Chief Accountant) | | **Time** 5 min |
|  | |  |
| To display the vendor line items, follow the menu path:  Accounting ► Financial Accounting ► Accounts Payable ► Account ► Display Balances | | Menu path |
| Find or enter the number of your **Mid-West Supply** vendor (for your number ###) in the Vendor field, Company code **US00**, and the **current year** as Fiscal year. Then, click on . This will produce the following screen. | | Mid-West Supply  US00  current year |
|  | |  |
| Review for open items. Double-click on the line of the current period to review the line items that make up the balance. Here, you can see which line items are open and which ones have been cleared. In your case, you should see a  symbol. | |  |
| Click on  three times to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | Step 20: Display Purchase Order History | |
| **Task** Display the purchase order history.  **Short Description** Review the status of POs for chain locks. The PO history tab is updated once a transaction has taken place against the order number.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To display the purchase order history, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display | | Menu path |
| Your PO is displayed automatically. If not, click on  and find your PO number. If the line item data is not yet displayed, open the section by clicking on  Item Detail. | |  |
| On the *Purchase Order History* tab, review the activity that has taken place in reference to this purchase order. Click on the new **WE** (Goods Receipt) **material document number** – you should now have two documents. This will bring you directly to the material document created when you did your goods receipt. | | WE |
| On the *Doc. info* tab, select . You are now looking at the General Ledger posting that took place in the background when you saved your goods receipt. Close the pop up and then click on  to go back to your PO. | |  |
| On the Purchase Order History tab, click on the new **RE-L** (Invoice Receipt) **document number** – you should now have two documents. This will bring you directly to the invoice document you just created when you did your invoice receipt. | | RE-L |
| Select . You are now looking at the General Ledger posting that happened in the background when you saved your invoice receipt. Click on  twice to go back to your PO. | |  |
| On the *Delivery Schedule* tab, review the line items that have had deliveries against them. Are there any line items left outstanding? | |  |
| Click on  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  | Step 21: Display/Review G/L Account Balances and Individual Line Items | |
| --- | --- | --- |
| **Task** Display/review the G/L account balances and the individual line items.  **Short Description** Display and confirm by individual account number the activity and associated balances for several accounts in your G/L.  **Name (Position)** Shuyuan Chen (Chief Accountant) | | **Time** 5 min |
|  | |  |
| To display G/L account balances, follow the menu path:  Accounting ► Financial Accounting ► General Ledger ► Account ► Display Balances (New) | | Menu path |
| Enter G/L account **100000** (Bank Account), Company code **US00**, and the **current year** as Fiscal year. Then, click on . A similar screen to the one below will appear (amounts might be different for you).  (Your numbers may be different) | | 100000  US00  current year |
|  | |  |
| Double-click on the row for the current month (the first column indicates the SAP periods which are 12 month plus 1 special period). | |  |
| On the *G/L Account Line Item Display G/L View* screen, you can see all debits and credits toward GBI’s bank account in the US in the current month. (Your numbers may be different except the 6,400.00- USD) | |  |
|  | |  |
| Note: Because all participants in your class (virtual GBI employees) are posting to the same US bank account, you need to find your postings in the overall list. In order to do so, take a look at the Text column and search for your **###**, e.g. “INVOICES 00504-100 and 00515-100” if your number is 100. | | ### |
| Once you find your line item, you should also recognize the Document Number. Double-click on your line item to display details. When you scroll down, you should find your user name indicating that you have created the vendor payment document. | |  |
|  | |  |
| Click on  and then choose  o go back to the G/L Account Balance Display screen. | |  |
| Repeat the above procedure for the G/L account **300000** (Payables-Trade Accounts). In the list of documents, you should find your two invoices (INVOICE 00504-### and INVOICE 00515-###). | | 300000 |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |