Chapter 07: Warehouse Management (WM)

Exercise 07-02: WM Procure from Vendor

Multiple Company Code

Version 4.15

Revised 01/14/2016

Introduction

General Notes and Information

It is strongly recommended that you read through the entire exercise prior to starting. Not all instructions can be provided in a linear manner in the exercise itself. READ CAREFULLY!

The following symbols are used to indicate important information as described below.

* An arrow highlights an important instruction that must not be overlooked.

🖉 A pencil prompts you to write down an important piece of information.

Each student or group will be assigned a unique two-digit identifier. This identifier is used in all exercises. Whenever you see ##, replace it with your identifier. For example, Joe may have an identifier of 05. Every time Joe sees the ## symbol, he will replace it with “05”.

**Differences in Font**:Throughout this exercise you will see tables with different fonts used in the Data Entry column(s). The normal Times New Roman indicates you enter exactly what is typed out except for the ## Symbol where you would put in your identifier. The italicized *Times New Roman* font indicates the data is looked up, found, or otherwise not to be entered literally as written.

* Always work with your data.
* Provide both the code and its description in your answers. The questions are designed for you to locate the code but also understand the meaning

Business Process Overview

In this exercise, you purchase materials and place them into warehouse managed storage. You execute the process steps from receiving the goods to storing them in the warehouse using two different methods of tracking inventory: Inventory Management and Warehouse Management.

Exercise Prerequisites

Chapter 07-01 Version MCC 4.10

Exercise Workflow

Exercise Deliverables

Deliverables are consolidated into one worksheet at the end of the exercise. It is only necessary to turn in that worksheet and that worksheet alone along with data in the system if required.

For this exercise you will need the following deliverables:

In the System:

* Purchase Order Created
* Goods Receipt Created
* Transfer Order Created
* Transfer Order Confirmed
* Invoice Created
* Vendor Account Paid Off

On Paper:

* Answer(s) to Question(s)
* Document Number(s)
* You may be assigned additional deliverables. Make certain to check with your instructor.

Step 1: Create Purchase Order

In this step, you create a purchase order to order material from a vendor. You create the purchase order directly without first creating a purchase requisition. This is done to save time.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Materials Management 🡪 Purchasing 🡪 Purchase Order 🡪 Create 🡪 Vendor/Supplying Plant Known

1. What is the transaction code to create a purchase order? ME21N 🖉

* The screen is divided into three sections (Header, Item Overview, and Item Detail). Clicking on the  icon next to each section will open and close them. It is required to open and close the sections as needed to complete the following steps. These steps will assume that you have all three of these sections open within the entire screen for simplicity purposes.

1. In the “Create Purchase Order” screen, enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Vendor | Your Green Blazers Seats |
| Purch. Org. | Your GBI US |
| Purch. Group | Your GBI Buyer |
| Company Code | Your Global Bike Inc. |

1. At the bottom of the screen, enter the following information:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Material | PO Quantity | Deliv. Date | Net Price | Cur. | Plant | Stor. Location |
| RHMT10## | 200 | One Week from Today | 25 | USD | SD## | TG## |

1. Click on  (SAVE).

You will receive a message that says “Standard PO created under the num.”.

1. What is the resulting document number? 4500000002 🖉

* Refer to a previous step in a previous exercise for instructions on how to review inventory balance. Review the inventory balance of your road helmet. While the balance in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in unrestricted stock? 0.000 🖉

* Refer to a previous step in a previous exercise for instructions on how to review warehouse inventory. Review the warehouse inventory of your road helmet. While the amount in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in your STBN-1-000 storage bin? 0 🖉

Exercise Deliverables

In the System:

* Purchase Order Created

On Paper:

* Answer(s) to Question(s)
* Document Number(s)

Step 2: Receive Shipment from Vendor

In this step, you receive the shipment that you ordered through the purchase order previously.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Materials Management 🡪 Inventory Management 🡪 Goods Movement 🡪 Goods Receipt 🡪 For Purchase Order 🡪 PO Number Known

1. What is the transaction code to receive the goods? MIGO 🖉
2. In the “Goods Receipt Purchase Order” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Purchasing Document Number | Your Purchase Order Number |

1. Click on  (ENTER).
2. Enter the following information:

|  |  |
| --- | --- |
| Mat. Short Text | OK |
| ## Road Helmet | Selected |

1. Click on  (SAVE).

You will receive a message that says “Material document posted”.

1. What is the resulting document number? 4500000002 🖉

* Refer to a previous step in a previous exercise for instructions on how to review inventory balance. Review the inventory balance of your road helmet. While the balance in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in unrestricted stock? 200.000 🖉

* Refer to a previous step in a previous exercise for instructions on how to review warehouse inventory. Review the warehouse inventory of your road helmet. While the amount in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in your STBN-1-000 storage bin? 0 🖉

* Hint: While you are in the overview screen for all of your bins in your warehouse, review the list of storage bins. You should notice additional storage bins with material in them. Search for a storage bin that is labeled with your purchase order number from Step 1.

1. How many road helmets are in the GR Area External Receipts? 200 🖉

Exercise Deliverables:

In the System:

* Goods Receipt Created

On Paper:

* Answer(s) to Question(s)
* Document Number(s)

Step 3: Create Transfer Order

In this step, the system recognizes that there are goods received and they need to be put away.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Logistics Execution🡪 Inbound Process🡪 Goods Receipt for Purchase Order, Order, Other Transactions 🡪 Putaway 🡪 Create Transfer Order 🡪 For Material

1. What is the transaction code to create a transfer order? LB11 🖉
2. You are in the “Display Transfer Requirement: List for Material” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Warehouse number | Your San Diego Warehouse |
| Material | Your Road Helmet |
| Plant | Your DC San Diego Plant |
| Storage Location | Your Trading Goods |

1. Click on  (ENTER).

* In the next screen, you should see a line item describing the goods just received from your purchase order. The requirement number should be the same as your purchase order number.

1. You are in the “Transfer Requirements for Material” screen.

Click on  (TO IN FOREGROUND).

1. You are in the “Create TO for TR 0000000001: Prepare for Putaway” screen.

Click on  (ENTER).

1. Click on  (SAVE).

You will receive an error that says “Data for storage type is not defined”.

* This error is normal when clicking on the “Save” icon. All the system wants to know is where the road helmets will be going within the San Diego Warehouse. In this case, they are going to put the road helmets into the shelf storage bin which is what you will enter.

1. You are in the “Create Transfer Order from TR: Generate Transfer” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Destination Storage Type | *Shelf Storage* |
| Destination storage section | *Total Section* |

1. Click on  (ENTER).

You will receive a message that says “Transfer order created”.

1. What is the resulting document number? 0000002003 🖉

* Refer to a previous step in a previous exercise for instructions on how to review inventory balance. Review the inventory balance of your road helmet. While the balance in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in unrestricted stock? 200.000 🖉

* Refer to a previous step in a previous exercise for instructions on how to review warehouse inventory. Review the warehouse inventory of your road helmet. While the amount in your inventory may be obvious, it is always good to check for grading purposes.

1. How many road helmets are in your STBN-1-000 storage bin? 0 🖉

* Hint: While you are in the overview screen for all of your bins in your warehouse, review the list of storage bins. You should notice additional storage bins with material in them. Search for a storage bin that is labeled with your purchase order number from Step 1.

1. How many road helmets are in the GR Area External Receipts? 200 🖉

Exercise Deliverables:

In the System:

* Transfer Order Created

On Paper:

* Answer(s) to Question(s)

Step 4: Confirm Transfer Order

In this step, you confirm the transfer order you created in the previous step.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Logistics Execution 🡪 Inbound Process 🡪 Goods Receipt for Inbound Delivery 🡪 Putaway 🡪 Confirm Transfer Order 🡪 Single Document 🡪 In One Step

1. What is the transaction code to confirm a transfer order? LT12 🖉
2. You are now in the “Confirm Transfer Order: Initial Screen” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field | Data Entry |
| TO Number | Your Transfer Order Number |
| Warehouse Number | Your Warehouse Number |

1. Click on the  (ENTER) icon.
2. You are in the “Confirm Transfer Order: Overview of Transfer Order” screen. Click on  (SAVE).

You will receive a message that says “Transfer order confirmed”.

* Refer to a previous step in a previous exercise on how to review inventory balance.

1. How many road helmets are in unrestricted stock? 200.000 🖉

* Refer to a previous step in a previous exercise on how to review warehouse inventory.

1. How many road helmets are in your STBN-1-000 storage bin? 200 🖉

Exercise Deliverables:

In the System:

* Transfer Order Confirmed

On Paper:

* Answer(s) to Question(s)
* Document Number(s)

Step 5: Receive Invoice

In this step, you receive an invoice from the vendor and record it into the system.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Materials Management 🡪 Purchasing 🡪 Purchase Order 🡪 Follow-On Functions 🡪 Logistics Invoice Verification

1. What is the transaction code to enter the invoice into the system? MIRO 🖉
2. You are in the “Enter Incoming Invoice: Company Code US##” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Invoice date | Current Date |
| Amount | Invoice Total Amount |
| Purchase Order Document Number | Your Purchase Order Number |

* Hint: View the purchase order to verify the total amount.

1. Click on  (ENTER).

* The  icon should equal zero in the top right corner.

1. At the bottom of the screen, enter the following information:

|  |  |
| --- | --- |
| Item | Booking OK |
| 1 | Selected |

1. Click on  (SAVE).

You will receive a message that says “Document no. created”.

1. What is the resulting document number?       🖉

* Refer to a previous step in a previous exercise on how to review inventory balance.

1. How many road helmets are in unrestricted stock? 200.000 🖉

* Refer to a previous step in a previous exercise on how to review warehouse inventory.

1. How many road helmets are in your STBN-1-000 storage bin? 200 🖉

Exercise Deliverables:

In the System:

* Invoice Created

On Paper:

* Answer(s) to Question(s)
* Document Number(s)

Step 6: Send Payment

In this step, you pay the vendor for the materials you purchased.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Accounting 🡪 Financial Accounting 🡪 Accounts Payable 🡪 Document Entry 🡪 Outgoing Payment 🡪 Post

1. What is the transaction code to pay your vendor? F-53 🖉
2. You are in the “Post Outgoing Payments: Header Data” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Document Date | Current Date |
| Bank data Account | Your Bank Account |
| Amount | Amount Owed to this Vendor |
| Open item selection Account | Your Green Blazers Seats |

1. Click on  (ENTER).

You will receive a message that says “1 items were selected”.

* The following screen shows you the unpaid invoices from this vendor. In the bottom right part of the screen, the amount entered should equal the assigned amount and thus would make the not assigned amount zero. If the not assigned amount is not equal to zero, click on the amount under the “USD Gross” column. This will tell you if there is more than one listed.

1. Click on  (SAVE).

You will receive a message that says “Document was posted in company”.

1. What is the resulting document number?       🖉

* Refer to a previous step in a previous exercise on how to review inventory balance.

1. How many road helmets are in unrestricted stock? 200.000 🖉

* Refer to a previous step in a previous exercise on how to review warehouse inventory.

1. How many road helmets are in your STBN-1-000 storage bin? 200 🖉

Exercise Deliverables:

In the System:

* Vendor Account Paid Off

On Paper:

* Answer(s) to Question(s)
* Document Number(s)

Attachment 1: Exercise Worksheet

**Name:** THUY HONG HA

**Course and Section:** CH-07-02

**Identifier:** 054

**Client:** 701

* Provide both the code and its description in your answers. The questions are designed for you to locate the code but also understand the meaning

1. What is the transaction code to create a purchase order? 🖉
2. What is the resulting document number? 🖉
3. How many road helmets are in unrestricted stock? 🖉
4. How many road helmets are in your STBN-1-000 storage bin? 🖉
5. What is the transaction code to receive the goods? 🖉
6. What is the resulting document number? 🖉
7. How many road helmets are in unrestricted stock? 🖉
8. How many road helmets are in your STBN-1-000 storage bin? 🖉
9. How many road helmets are in GR Area External Receipts? 🖉
10. What is the transaction code to create a transfer order? 🖉
11. What is the resulting document number? 🖉
12. How many road helmets are in unrestricted stock? 🖉
13. How many road helmets are in your STBN-1-000 storage bin? 🖉
14. How many road helmets are in GR Area External Receipts? 🖉
15. What is the transaction code to confirm a transfer order? 🖉
16. How many road helmets are in unrestricted stock? 🖉
17. How many road helmets are in your STBN-1-000 storage bin? 🖉
18. What is the transaction code to enter the invoice into the system? 🖉
19. What is the resulting document number? 🖉
20. How many road helmets are in unrestricted stock? 🖉
21. How many road helmets are in your STBN-1-000 storage bin? 🖉
22. What is the transaction code to pay your vendor? 🖉
23. What is the resulting document number? 🖉
24. How many road helmets are in unrestricted stock? 🖉
25. How many road helmets are in your STBN-1-000 storage bin? 🖉