

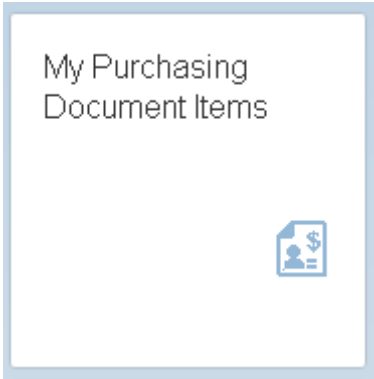
MM 1: Display Purchase Order

**Exercise** Use the Fiori Launchpad to display a purchase order. **Time** 10 min

**Task** Display a purchase order for 60 Off Road Helmets and 150 Road Helmets from vendor Olympic Protective Gear. This purchase order was created by the purchasing group “North America“(N00) for the purchasing organization “GBI US“(US00).

**Name (Position)** Tirrell Winsten (Buyer)

Choose *My Purchasing Document Items* app. Fiori App



By choosing the app, the search purchase order transaction will be displayed.

My Purchasing Document Items

Standard

Hide Filter Bar

Filters

Go

Search:

Supplier:

Purchasing Group:

Material Group:

Plant:

Status:

Cost Center:

WBS Element:

Sales Order:

Service Performer:

Material:

8 Overview

2 Purchase Requisitions

2 Purchase Orders

2 Goods Receipts

2 Supplier Invoices

Supplier ID

Purchase Requisition Items

Purchase Order Items

Goods Receipt Items

Supplier Invoice Items

101999



0

2

2

2


(Olympic Protective Gear)


Use the F4-Help in the field Supplier. Enter *Olympic Protective Gear* in the supplier name field and press . Select the supplier 101999 from the items line and press .

Olympic Protective Gear

Supplier ID

SELECT FROM LIST DEFINE CONDITIONS

Hide Filter Bar 

Search 

Supplier ID:


Supplier Name:

Country:

City:

**Items**

<input type="checkbox"/>	Supplier ID	Supplier Name	Country	City
<input checked="" type="checkbox"/>	101999	Olympic Protective Gear	USA	Atlanta

Back in the *My Purchasing Document Items* screen enter *MI00* as Plant and choose . Choose the tab *Purchase Orders*.


MI00

6	0	2	2	2
Overview	Purchase Requisitions	Purchase Orders	Goods Receipts	Supplier Invoices

You will see the first and second line (00010 and 00020) of the Standard Purchase Order Number 4500000000 from the Vendor 101999 Olympic Protective Gear.

Selection	Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status	Relevance
OLYMPIC PROTECTIVE GEAR								
<input type="checkbox"/>	Standard PO ( 4500000000 / 00010 )	Off Road Helmet (Safety Gear)	Ordered: 60 EA Delivered: 60 EA	1500.00 USD	60 EA	1500.00 USD	Completed	■ ■ ■ ■ ■ >
<input type="checkbox"/>	Standard PO ( 4500000000 / 00020 )	Road Helmet (Safety Gear)	Ordered: 150 EA Delivered: 150 EA	3750.00 USD	150 EA	3750.00 USD	Completed	■ ■ ■ ■ ■ >

Notice that the ordered and delivered quantity is the same. Furthermore, you can see that the status for the document is completed. This means that you already received the material and it has been completed successfully.

Click on the home icon  to return to the Fiori Launchpad overview.



## MM 2: Display Goods Receipt for Purchase Order

**Exercise** Display the goods receipt for the purchase order.

**Time** 10 min

**Task** After the goods have arrived in Miami, the goods receipt at the warehouse is manually posted in the system by the receiving clerk. This process ensures that the goods have arrived within the required time frame and in accordance with the necessary quantity and quality. Display the goods receipt for the purchase order displayed in the previous task (MM 1).

**Name (Position)** Tatiana Karsova (Receiving Clerk)


Choose the app *Material Documents Overview* to display the goods receipt for purchase order.

Fiori App



Change the Material Document Year to **2016**.

2016

In the field Material Document, enter the receipt number **5000000000**. Press enter or choose .

5000000000





Standard \* ⓘ

*Stock Change:	Plant:	Storage location:	Stock Type:
All ▾			
Material Document:	Material Document Year:	Material:	Posting Date:
5000000000 ⓘ	2016 ⓘ		dd.MM.yyyy - dd.MM...
Document Date:			
dd.MM.yyyy - dd.MM...	Adapt Filters (3)		


The system now displays the goods receipt document. The document 5000000000 contains information about the materials Off Road Helmet (OHMT1999) and Road Helmet (RHMT1999). The line items are each assigned to the plant Miami and the storage Location Trading Goods. Both positions have the stock type “Unrestricted-Use Stock”.

Material Documents (2)				
Material Document	Material Document Year	Material	Plant	Storage location
50000000000	2016	Off Road Helmet (OHMT1999)	DC Miami (MI00)	Trading Goods (TG00) >
Posting Date: 30.05.2016 Stock Type: Unrestricted-Use Stock (01)				
50000000000	2016	Road Helmet (RHMT1999)	DC Miami (MI00)	Trading Goods (TG00) >
Posting Date: 30.05.2016 Stock Type: Unrestricted-Use Stock (01)				

By performing a double click on a material or the material document number you can find more information, for example about the posting date and the who performed the transaction.




Material Document 

50000000000 2016



Reversal Status  
Number of Reversed Items / Number of Items  
0 of 2

General Information   Attachment   Items   Document Flow

General Information

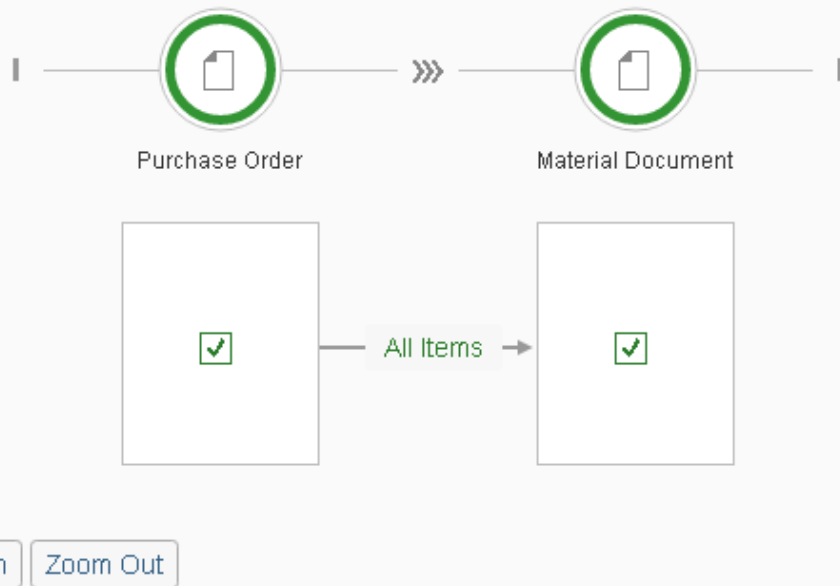
Document Date:  
30.05.2016  
  
Posting Date:  
30.05.2016  
  
Created by:  
COCCHI  
  
Document Type:  
Goods Receipt (WE)  
  
Inventory Transaction Type:  
Goods Receipt for Purchase Order (WE)

Document Notes  
  
Delivery Note:  
  
Bill of Lading:  
  
Note:


Scroll to the tab Document Flow.

The display now shows the current status of the purchase process from the material document 50000000000.

## Document Flow



Choose the button [Zoom In](#).

Click on the home icon  to return to the Fiori Launchpad overview.



## MM 3: Display Invoice Overview from the Vendor

**Exercise** Use the Fiori Launchpad in order to display an invoice.

**Time** 10 min

**Task** The vendor “Olympic Protective Gear“ has sent an invoice with 5,250.00 USD for the goods delivered. This invoice was entered into the system manually. The posting of the invoice occurs within an existing account in the general ledger and generates an open item in Accounts Payable. The invoice is cleared at a later point by issuing a cheque for “Olympic Protective Gear“. Display the invoice entered in the system.

Dear Mr. Tirrell Winstel,

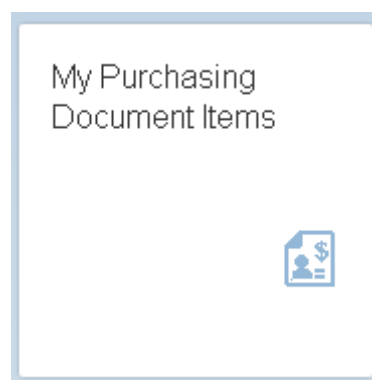
Regarding your request, we hereby send you with the following invoice:


Position	Quantity	Description	Amount	Total Amount
<b>Invoice 00123-###</b>				
1.1	60	OHMT### Road Helmet	25.00	1,500.00 USD
1.2	150	RHMT### Off-road Helmet	25.00	3,750.00 USD

**Name (Position)** Silvia Cassano (Accounts Payable Specialist)

To display the invoice overview from your vendor, choose the app *My Purchasing Document Items*.

Fiori App



Use F4-Help in the field Supplier. There enter **101999** in Supplier ID and choose . Select the line of Olympic Protective Gear.

101999

### Items

<input type="checkbox"/>	Supplier ID	Supplier Name	Country	City
<input checked="" type="checkbox"/>	101999	Olympic Protective Gear	USA	Atlanta

Choose

OK

Standard \*

Hide Filter Bar Filters **Go**

Search:  Supplier:  Purchasing Group:  Material Group:

Plant:  Status:  Cost Center:  WBS Element:

Sales Order:  Service Performer:  Material:

Leave the other fields blank and choose

Go

Click on the tab *Supplier Invoices*.

6	0	2	2	2
Overview	Purchase Requisitions	Purchase Orders	Goods Receipts	<u>Supplier Invoices</u>

You now see the selected invoice document. It was previously recorded in the system by the accounts payable specialist, Silvia Cassano, after the invoice arrived by mail.




Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status	
OLYMPIC PROTECTIVE GEAR							
<b>Invoice - Gross</b> 5105600101 / 2016 / 000001	<b>Off Road Helmet</b> (Safety Gear)	Ordered: 60 EA Delivered: 0 EA	1500.00 USD	60 EA	1500.00 USD	Created	>
<b>Invoice - Gross</b> 5105600101 / 2016 / 000002	<b>Road Helmet</b> (Safety Gear)	Ordered: 150 EA Delivered: 0 EA	3750.00 USD	150 EA	3750.00 USD	Created	>

In this Overview you can see the ordered and the delivered quantity, the order value as well as the status of each line item.

**Note** By relating the invoice to a preceding document (purchase order), necessary data such as material, amounts, and prices were pre-filled by the system when the subsequent invoice was created.

In the first line choose .

You get an overview about the invoice.

 Supplier Invoice  

**Supplier Invoice** 5105600101/2016 Reverse Release

Gross Invoice Amount: **5250.00** USD    Invoice Status: **Posted**    Payment Status: **Blocked for Payment**

[GENERAL INFORMATION](#)   [PURCHASE ORDER REFERENCES](#)   [TAX](#)   [PAYMENT](#)   [UNPLANNED DELIVERY COSTS](#)   [ATT#](#)   [...](#)

**Basic Data**

Transaction: Invoice    Invoice Date: 30.05.2016

Company Code: US00    Posting Date: 30.05.2016

Gross Invoice Amount: 5,250.00 USD    Reference:

Invoicing Party: 101999


Partner Bank Type:

IBAN:

SWIFT/BIC:

[See More](#)

**Purchase Order References**

Invoice Items | Standard 


Invoice Item	Short Text	Purchase Order / Item	Amount	Quantity	Tax Code	Tax Jurisdiction	
1	Off Road Helmet	4500000000/10	1,500.00 USD	60,000 EA	XI	FL00000000	>
2	Road Helmet	4500000000/20	3,750.00 USD	150,000 EA	XI	FL00000000	>


Note the Document No. **5105600101/2016** and Posting Date **30.05.2016**.

Document No. \_\_\_\_\_

Posting Date \_\_\_\_\_

Please scroll down to get more information about the invoice like payment terms or the tax.

Click on the home icon  to return to the Fiori Launchpad overview.





## MM 4: Display Payment to Vendor

**Exercise** Use the Fiori Launchpad to get information about the payment to the vendor.

**Time** 10 min

**Task** After the invoice document was recorded in the system, it can be paid by the accounts payable specialist. Through this process, the vendor account debited by the invoice receipt is cleared. Since the invoice is paid with a bank cheque in this example, the bank cheque G/L account is debited (to the same amount).


Through the payment transaction, a posting to the vendor account of Olympic Protective Gear (101999) and a posting to the bank cheque account (300000) were set up in the general ledger. This is done automatically as a one-step process when executing the payment.

**Name (Position)** Silvia Cassano (Accounts Payable Specialist)

Through the vendor payment process, the vendor account (which was debited with 5,250.00 USD) was credited. Please take a look at the corresponding document (as a follow-up document of the invoice). Therefore, please choose the app *Manage Journal Entries*.

Fiori App



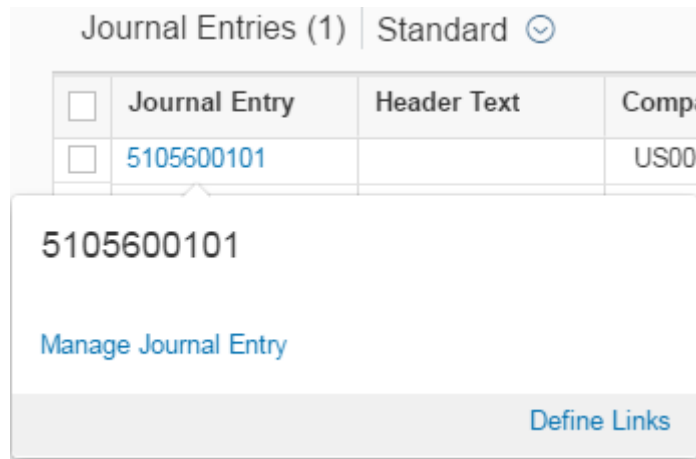
Enter the Company Code **Global Bike Inc.**, **Posting Date** noted down in task MM3, the **Document No.** and choose .

US00  
30.05.2016  
Document No

You will see the following screen. Please note, that you will depending on the case studys you solve before, see more journal entries.

Journal Entries (1)   Standard							
<input type="checkbox"/>	Journal Entry	Header Text	Company Code	Journal Entry T...	JE Created By	Posting Date	Amount in CC C...
<input type="checkbox"/>	5105600101		US00 (Global ...	RE (Invoice - ...	CASSANO	30.05.2016	5.250,00 USD

Search for your document number, you noted in the task before, in the row Journal Entry. Click on the number and select **Manage Journal Entry**.



You are directed to the journal entry:

Manage Journal Entries

Journal Entry (5105600101) - Entry View

0

0

4

HEADER

ATTACHMENTS

NOTES

RELATED DOCUMENTS

Journal Entry Date: 30.05.2016

Company Code: US00 (Global Bike Inc.)

Posting Date: 30.05.2016

Transaction Curr...: USD

Posting Period: 5 / 2016

Journal Entry Type: RE (Invoice - Gross)

Reference:

Ref. Document ...: RMRP (Invoice receipt)

Header Text:

Created: by CASSANO on 30.05.2016

Line Items (3)

Standard

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	300000 (Payables-TA)		0,00 USD	5.250,00 USD
000002	310000 (GR/IR Accou...		1.500,00 USD	0,00 USD
000003	310000 (GR/IR Accou...		3.750,00 USD	0,00 USD

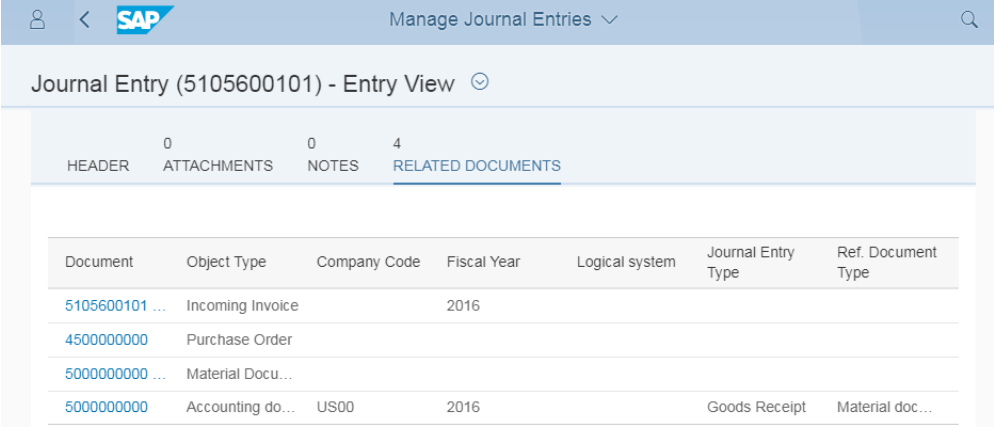
You see the posting that originated from the clearing of the vendor account through the payment to the vendor. Furthermore, is displayed the values posted to the respective G/L accounts (on the goods receipt/invoice receipt

account for the particular purchase order item/delivery item (310000) and the credit of 5,250.00 USD.

Since the payment was made by a bank cheque, the credit of the vendor account led to a bank cheque G/L account debit (300000) of the same amount.


To see all related documents, click on:

4  
RELATED DOCUMENTS



The screenshot shows the SAP Fiori 'Manage Journal Entries' application. The header bar includes the SAP logo, a back arrow, the title 'Manage Journal Entries', and a search icon. Below the header, the title bar reads 'Journal Entry (5105600101) - Entry View'. The main content area has a tabbed interface with four tabs: 'HEADER' (0), 'ATTACHMENTS' (0), 'NOTES' (0), and 'RELATED DOCUMENTS' (4). The 'RELATED DOCUMENTS' tab is selected, displaying a table of related documents.

Document	Object Type	Company Code	Fiscal Year	Logical system	Journal Entry Type	Ref. Document Type
5105600101 ...	Incoming Invoice		2016			
4500000000	Purchase Order					
5000000000 ...	Material Docu...					
5000000000	Accounting do...	US00	2016		Goods Receipt	Material doc...

Click on the home icon  to return to the Fiori Launchpad overview.



## MM 5: Display Supplier Line Items

**Exercise** Display the line items of a supplier.

**Time** 5 min

**Task** Display all activities and the corresponding balance of the supplier Olympic Protective Gear. You should see one debit posting and one credit posting representing the invoice receipt and the payment posting to Olympic Protective Gear for balance clearing.


**Name (Position)** Shuyuan Chen (Chief Accountant)

In order to display the vendor line items, use the app *Manage Supplier Line Items*.

Fiori App



This will produce the following screen.

Use the F4-Help in the field Supplier. Enter in the field Search Term **999** and Supplier Name **Olympic Protective Gear** and choose .

999  
Olympic Protective Gear

Select your Supplier and press .

Supplier

SELECT FROM LIST    DEFINE CONDITIONS

**Suppliers (General)**  Hide Advanced Search

Search Term:

Country:

Postal Code:

City:

Supplier Name:

Supplier:

**Items**

<input type="checkbox"/>	Search Term	Cou...	Postal Code	City	Supplier Name
<input checked="" type="checkbox"/>	999	US	30319	ATLANTA	OLYMPIC PROTI
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Selected Items (1)

OK    Cancel

In the drop-down menu Status choose **All Items** and for Posting Date **01.01.2016-30.08.2016**. Compare your screen with the screenshot below.

All Items  
01.01.2016-30.08.2016

**Standard** \*

Supplier:

Company Code:

\*Status:

Posting Date:

\*Item Type:

Hide Filter Bar    Filters (4)

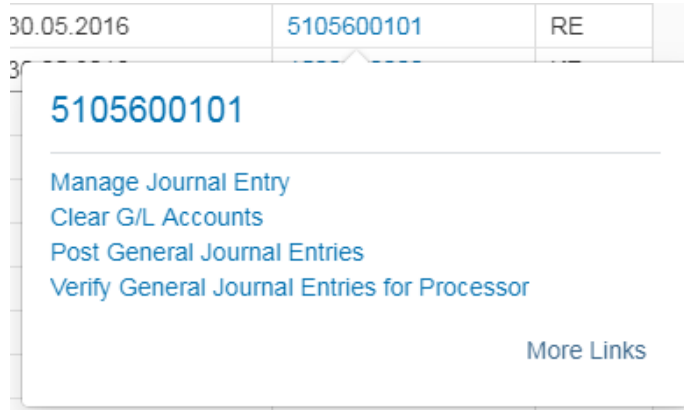
Press . A screen similar to the one shown below should appear:

**Items (2)** **Standard**

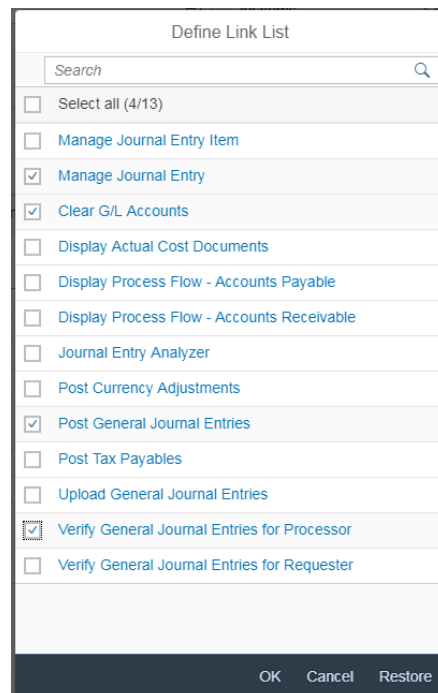
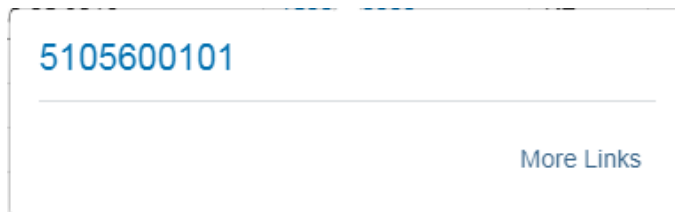
[Edit Line Items](#)   [Create Correspondence](#)   [Block for Payment](#)   [Unblock for Payment](#)   [Create Single Payment](#)

<input type="checkbox"/>	Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Special...	Due Ne...	Am
<input type="checkbox"/>	101999	US00			30.05.2016	5105600101	RE			
<input type="checkbox"/>	101999	US00			30.05.2016	1500000000	KZ			


You can see that all postings for the vendor are balanced. Click on the Document Number 5105600101. You can see that you are able to jump in other related Fiori apps.



If you do not see those related Fiori apps, click on define Links and choose the apps you want to see..



Choose .

Click on the home icon  to return to the Fiori Launchpad overview.

