

## MM 1: Display Purchase Order

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

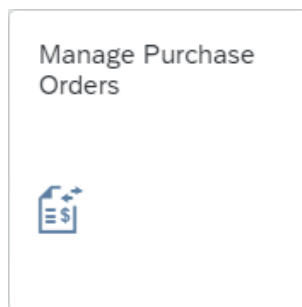
**Time** 10 Min

**Task** Display a purchase order for 60 off road helmets and 150 road helmets from the vendor, Olympic Protective Gear. The purchasing group North America (N00) created this purchase order for the purchasing organization GB US (US00).

**Name (Position)** Tirrell Winsten (Purchasing Agent)

Please go to the *Materials Management* space. In the *Purchasing Agent* section, you can use the *Manage Purchase Orders* app.

Start



Enter **101999** (Olympic Protective Gear) for *Supplier* and **N00** (North America) for *Purchasing Group*. The company code will be added automatically.

101999  
N00

**Manage Purchase Orders**

Standard\* ▾

Search  Editing Status:  Supplier:  Purchase Order:

Purchasing Group:  Company Code:  Status:  Material:

Plant:  Purchase Order Date:

Adapt Filters (3) **Go**

Press **Go**, the system will now show you the order(s) found for the values.

Purchase Order	Supplier	Company Code	Status	Approval Status	Approver	Net Order Value
Standard PO 4500000000	Olympic Protective Gear (101999)	Global Bike Inc. (US00)	Follow-On Documents			5.250,00 USD


Overdue Items: 0  
Overdue

Purchase Order Date: 02.08.2021

Click on the free area of a row to get more details.

The screenshot shows the SAP Fiori 'Purchase Order' app interface. At the top, the header bar displays the SAP logo, the title 'Purchase Order', and navigation icons. Below the header, the purchase order number '4500000000' is shown, along with 'Standard PO' and buttons for 'Edit', 'Copy', 'Display Commitments', and a share icon. A small image of a person in a shopping cart is visible. The main data area displays the status 'Follow-On Documents', the purchase order date '02.08.2021', and the net value '5.250,00 USD'. Below this, a horizontal menu bar includes 'General Information' (selected), 'Items', 'Limit Items', 'Delivery and Invoice', 'Supplier Contact Data', 'Notes', 'Output Management', and 'Attachments'. The 'General Information' section is expanded, showing a table with two columns: 'Basic Data' and 'Organization'. The 'Basic Data' column contains fields for Purchase Order Type (Standard PO (NB)), Supplier (Olympic Protective Gear (101999)), Currency (United States Dollar (USD)), and Language Key (English (EN)). The 'Organization' column contains fields for Purchasing Group (North America (N00)), Purchasing Organization (Global Bike US (US00)), and Company Code (Global Bike Inc. (US00)). Below this table, the 'Further Information' section shows 'Created by: -', 'Purchase Order Date: 02.08.2021', 'Approval Status: -', and 'Approver: -'.

Take a look at the purchase order. You can see that 60 off road helmets and 150 road helmets were ordered from the supplier Olympic Protective Gear at 25.00 USD each for delivery to the Miami (MI00) plant.

Click  to return to the SAP Fiori Launchpad.



## MM 2: Display Goods Receipt for Purchase Order

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

**Time** 10 Min.

**Task** After the ordered goods have arrived from the supplier, the goods receipt into the warehouse is posted manually in the system by the warehouse receipt accountant. This records that the ordered products have arrived within the required time period and under the specified quality conditions. Display the goods receipt for the purchase order from Task 1.


**Name (Position)** Tatiana Karsova (Goods Receipt Clerk)

To check the goods receipt for the purchase order, please go to the *Materials Management* space. In the *Goods Receipt Clerk* section, you can use the *Material Documents Overview* app.

Start

### Material Documents Overview



The app starts with a collapsed header area and all material documents of the current year are listed automatically. Expand the header area by clicking on .

**SAP Material Documents Overview**

Standard\* ▾

Stock Change: \* ▾ All ▾ Plant: ▾ Storage location: ▾ Stock Type: ▾

Material Document: ▾ Material Document Year: ▾ =2021 ▾ Material: ▾ Posting Date: ▾ dd.MM.yyyy - dd.MM.yyyy

Document Date: ▾ dd.MM.yyyy - dd.MM.yyyy

Adapt Filters (2) Go

Material Documents (32.057)

Material Document	Material Document Year	Material	Plant	Storage location	Posting Date	Stock Type	
4900000000	2021	Professional Touring Bike (black) (PRTR1612)	DC Miami (MI00)	Finished Goods (FG00)	01.08.20 21	Unrestricted-Use Stock (01)	>
4900000001	2021	Off Road Helmet (OHMT1580)	DC Miami (MI00)	Trading Goods (TG00)	01.08.20 21	Unrestricted-Use Stock (01)	>
4900000002	2021	Men's Off Road Bike (ORMN1096)	DC Miami (MI00)	Finished Goods (FG00)	01.08.20 21	Unrestricted-Use Stock (01)	>
4900000003	2021	Men's Off Road Bike (ORMN1516)	DC Hamburg (HH00)	Finished Goods (FG00)	01.08.20 21	Unrestricted-Use Stock (01)	>
4900000004	2021	Lock Washer 5 mm (LWSH1064)	Plant Dallas (DL00)	Raw Materials (RM00)	01.08.20 21	Unrestricted-Use Stock (01)	>

5000000000

Enter the *Document Number* **5000000000** for Material Document and delete the current year for Material Document Year

Stock Change: *	Plant:	Storage location:	Stock Type:
<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Material Document:	Material Document Year:	Material:	Posting Date:
<input type="text" value="5000000000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd.MM.yyyy - dd.MM.yyyy"/>
Document Date:			
<input type="text" value="dd.MM.yyyy - dd.MM.yyyy"/>			


Adapt Filters (2) **Go**

Press **Go**. The system displays the goods receipt documents per material. Document 5000000000 contains information about the material Off Road Helmet (OHMT1999) and Road Helmet (RHMT1999). The line items are each assigned to the Miami plant (MI00) and the Trading Goods (TG00) storage location. Both items have the stock type "Unrestricted-Use Stock (01)".

Material Documents (2)						
Material Document	Material Document Year	Material	Plant	Storage location	Posting Date	Stock Type
5000000000	2021	Off Road Helmet (OHMT1999)	DC Miami (MI00)	Trading Goods (TG00)	23.08.2021	Unrestricted-Use Stock (01)
5000000000	2021	Road Helmet (RHMT1999)	DC Miami (MI00)	Trading Goods (TG00)	23.08.2021	Unrestricted-Use Stock (01)

By clicking on one of the lines you can find out more information, for example the booking date and the process flow.

5000000000 2021 Reverse Related Apps [↗](#)

 Number of Reversed Items: 0 of 2


[General Information](#) [Items](#) [Process Flow](#) [Attachment](#)

<b>General Information</b> Document Date: 23.08.2021 Posting Date: 23.08.2021 Created by: RHAUSLER	Document Type: Goods Receipt (WE) Inventory Transaction Type: Goods Receipt for Purchase Order (WE)	<b>Document Notes</b> Delivery Note: - Bill of Lading: - Note: -
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**Items**

Material Document Items (2)  [⚙](#)

Material Document Item	Material	Goods Movement Type	Quantity	Plant	Storage Location
1	Off Road Helmet (OHMT1999)	GR goods receipt (101)	60,000 EA	DC Miami (MI00)	Trading Goods (TG00)
2	Road Helmet (RHMT1999)	GR goods receipt (101)	150,000 EA	DC Miami (MI00)	Trading Goods (TG00)

Click  to return to the SAP Fiori Launchpad.

## MM 3: Display Invoice Overview from the Vendor

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

**Time** 10 Min.

**Task** In the meantime, an invoice for 5,250.00 USD has been received from the supplier Olympic Protective Gear for the delivered goods. This was entered manually in the system. The invoice is posted to an existing expense account in the general ledger and creates an open item in Accounts Payable. The invoice will be cleared at a later time point by issuing a check to Olympic Protective Gear. View the invoice entered in the system.

Dear Mr. Tirrell Winstel,

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

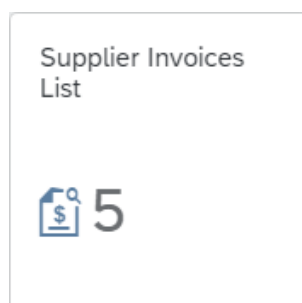
Position	Quantity	Description	Amount	Total Amount
<b>Invoice 00123-###</b>				
1.1	60	OHMT### Road Helmet	25.00	1,500.00 USD
1.2	150	RHMT### Off-road Helmet	25.00	3,750.00 USD

**Name (Position)** Silvia Cassano (AP Accountant)

To view the invoice from your supplier, please go to the *Materials Management* space. In the *AP Accountant* section, you can use the *Supplier Invoices List* app.

Start

This app is dynamic and in this case shows a 5. This means that Global Bike currently has 5 different supplier invoices. The number you see depends on the invoices that you and the other participants have previously created. You will encounter this functionality in other apps as well.



Enter **101999** for *Invoicing Party* (=supplier), the company code will be added automatically.

101999

Press **Go** to execute the search.

You will now see the invoice document from the supplier. This was previously entered in the system manually by the payment representative, Ms. Silvia Cassano, when the invoice was received by post (with reference to the purchase order).

Invoices (1) <span>Delete</span> <span>Settings</span> <span>Print</span> <span>Dropdown</span>								
<input type="checkbox"/>	Invoice Number	Invoicing Party	Status	Company Code	Gross Invoice Amount	Posting Date	Invoice Date	Reference
<input type="checkbox"/>	5105600101/2021	Olympic Protective Gear (101999)	Posted	US00	5,250,00 USD	23.08.2021	23.08.2021	>
Entry Type: Online								
Blocked (Logistics): Yes								
Cash Disc 1 Due Date: 23.08.2021								

Select the line of the invoice document to open its details.


**Note** By referencing a previous document (here the purchase order), the expected data (e.g. materials, quantities, prices) is already pre-filled by the system when creating a new (follow-on) document.

As you can see in the document, the invoice document shows the total amount and the individual amounts for the two invoice line items in USD.

Take a look at the document and the data it contains.


In the *Payment* tab, you can see, among other things, the payment terms of the invoice, such as due date and cash discount.

Finally, make a note of the supplier invoice document number. You will find it in the header. Note that you only need to enter the front number, without the slash followed by the year.

 **Supplier Invoice** ▼

**Supplier Invoice**  
5105600101/2021

Gross Invoice Amount	Invoicing Party	Invoice Status	Payment Status
5.250,00 USD	101999	Posted	Blocked for Payment

Click  to return to the SAP Fiori Launchpad.

☐

Supplier invoice  
document number

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## 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 has been entered in the system, it can be paid by the payment officer. This clears the vendor account debited by the invoice receipt. Since the invoice in this example is paid by bank check, this will debit the bank check account in the general ledger (with the same value) at the same time.

The payment transaction creates a posting for Olympic Protective Gear's vendor account (101000; **Note** Please note that the vendor number and the associated vendor account have the same number in the system!) **and** a posting for the payables account (3300000) in the general ledger. This is done automatically in one step when creating the payment.

**Name (Position)** Silvia Cassano (AP Accountant)

By paying the supplier, the supplier account (which was debited with 5,250.00 USD by the invoice) was credited again. Take a look at the journal entry (as a follow-up document to the invoice).

To do this, go to the *Materials Management* space. In the *AP Accountant* section, you can use the *Manage Journal Entries* app.

Start



In the *Journal Entry* field, enter the **supplier invoice document number** noted in the MM 3 task, remove the value on the *Fiscal Year* field and press **Go**. The corresponding journal entry is displayed.

supplier invoice  
document number



**SAP Manage Journal Entries**

Standard\* ▾ [View Reversal Logs](#) [Hide Filters](#) [LL](#)

Company Code:  Ledger Group:  Journal Entry Type:  Journal Entry:

Journal Entry Date:  Period:  Fiscal Year:  Posting Date:

Journal Entry Attribute:  [Adapt Filters \(1\)](#) [Go](#)

Journal Entries (1) Standard ▾ [Settings](#) [Print](#) [Filter](#)

<input type="checkbox"/>	Journal Entry	Header Text	Company Code	Journal Entry T...	JE Created By	Posting Date	Company Code...	
<input type="checkbox"/>	5105600101		US00 (Global Bi...	RE (Invoice - Gro...	RHAEUSLER	23.08.2021	5.250,00 USD	>

Click [>](#) at the end line of the journal entry to see more details.

Here you can see value flows on the G/L accounts concerned. On the one hand, this includes the goods receipt/invoice receipt account (9100000 - GR/IR) for the respective purchase order/delivery item, and on the other hand, the credit of 5,250 USD to the account for trade payables (3300000).

**SAP Manage Journal Entries**

Journal Entry (5105600101) - Entry View [LL](#)

Header 0 Attachments 0 Notes 4 Related Documents

Journal Entry Date: 23.08.2021 Company Code: US00 (Global Bike Inc.) Reference: --

Posting Date: 23.08.2021 Transaction Currency: USD Ref. Document Type: RMRP (Invoice receipt)

Posting period: 8 / 2021 Header Text: --

Journal Entry Type: RE (Invoice - Gross) Created: by RHAEUSLER on 23.08.2021 17:19:56 [Show More](#)

Line Items (3) Standard ▾ [T-Account View](#) [Settings](#) [Print](#) [Filter](#)

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	3300000 (Trade payables)		0,00 USD	5.250,00 USD >
000002	9100000 (GR/IR)		1.500,00 USD	0,00 USD >
000003	9100000 (GR/IR)		3.750,00 USD	0,00 USD >

Tax (2) Standard ▾ [Settings](#) [Print](#) [Filter](#)

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
XI (Input Tax)		5.250,00 USD	0,00 USD	0,00 USD	0.00
XI (Input Tax)	1400000 (Deductible input tax)	5.250,00 USD	0,00 USD	0,00 USD	0.00

Now select the *Related Documents* tab. The tab is interactive and displays the current number of documents.


On the first level, you start from the current posting document and the related invoice that was already viewed in the previous task.

Items (4)

Document Type	Document No.	Journal Entry Type
Accounting document	5105600101	RE (Invoice - Gross)
Incoming Invoice	5105600101 2021	

Expand the tree structure to get an overview of the related documents. You will see a kind of history of documents that preceded the final accounting document.

Items (4)		
Document Type	Document No.	Journal Entry Type
✓ Accounting document	5105600101	RE (Invoice - Gross)
✓ Incoming Invoice	<a href="#">5105600101 2021</a>	
✓ Purchase Order	<a href="#">4500000000</a>	
✓ Material Document	<a href="#">5000000000 2021</a>	
Accounting document	<a href="#">5000000000</a>	WE (Goods Receipt)

Click  to return to the SAP Fiori Launchpad.



## MM 5: Display Supplier Line Items

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

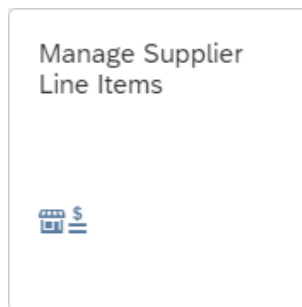
**Time** 5 min

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

**Name (Position)** Shuyuan Chen (Head of Accounting)

To do this, go to the *Materials Management* space. In the *Head of Accounting* section, you can use *Manage Supplier Line Items* app.

Start



Enter **101999** (Olympic Protective Gear) for *Supplier* and **US00** for *Company Code*. Then select **Cleared Items** in the *Status* dropdown.

101999  
US00  
Cleared Items

Press **Go** to get an overview of the corresponding items. This contains, among other things, the journal entry and journal entry type of the individual items.

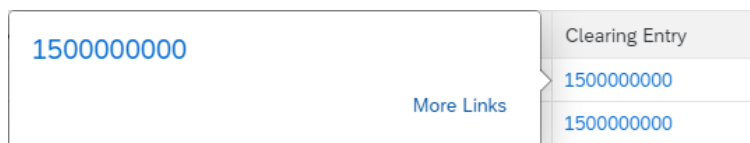
Items (2) Standard ▾		Edit Line Items Create Correspondence Block for Payment Unblock for Payment ...						
Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Sp	
<input type="checkbox"/> 101999	US00	<input type="checkbox"/>		23.08.2021	5105600101	RE		
<input type="checkbox"/> 101999	US00	<input type="checkbox"/>		23.08.2021	1500000000	KZ		

If you scroll further to the right in the overview, you can see the respective amounts of the items and the associated clearing entries.

Items (2)   Standard* ▾		Edit Line Items   Create Correspondence   Block for Payment   Unblock for Payment   ...				
	Journal Entry	Journal E...	Special...	Due Net ...	Amount (CoCode CrCy)	Clearing Entry
<input type="checkbox"/>	5105600101	RE			-5.250,00 USD	1500000000
<input type="checkbox"/>	1500000000	KZ			5.250,00 USD	1500000000
					0,00 USD	

The clearing entry include the postings between the accounts payable and a bank account, as the credit to the accounts payable account simultaneously results in a debit to a bank account for the same amount.

Click on the clearing document, a context menu will open.



Click on the entry number to view the clearing entry.

SAP

Manage Journal Entries

Q

?

LL

Journal Entry (1500000000) - Entry View

Header

0 Attachments

0 Notes

0 Related Documents

Journal Entry Date:  
23.08.2021

Posting Date:  
23.08.2021

Posting period:  
8 / 2021

Journal Entry Type:  
KZ (Vendor Payment)

Company Code:  
US00 (Global Bike Inc.)

Transaction Currency:  
USD

Reference:  
-

Ref. Document Type:  
BKPF (Accounting document)


Header Text:  
-

Created:  
by RHAEUSLER on 23.08.2021 17:22:03

Show More

In the Line Items section you can see both the liability on the debit side and the bank account used on the credit side.

Line Items (2)   Standard ▾		T-Account View ⚙️ 📄 ▾		
Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	1810000 (Bank 1)		0,00 USD	5.250,00 USD >
000002	3300000 (Trade payables)		5.250,00 USD	0,00 USD >

Click  to return to the SAP Fiori Launchpad.

