Materials Management (MM) Case Study – Lecturer Notes

This document is intended to help instructors understand the case study process and manage the learning process in and outside the classroom. The main focus lies on prerequisites and common tasks such as testing and trouble-shooting.

Product
SAP S/4HANA
Global Bike

Level
Instructor

Focus
Materials Management

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MOTIVATION

Theoretical lectures explain concepts, principles, and theories through reading and discussion. They, therefore, enable students to acquire knowledge and gain theoretical insights.
In contrast, case studies allow them to develop their abilities to analyze enterprise problems, learn and develop possible solutions, and make sound decisions.

The main objective of the GBI case studies in general is for students to understand the concept of integration. These descriptive and explanatory case studies will allow students to understand the importance and the advantages of integrating enterprise areas using an ERP system.

The main goal of this document is to help instructors prepare the SAP system for the Material Management case study process and to support them trouble-shoot problems that might occur during the course.

Beside technical and didactic prerequisites, the lecturer notes list SAP transactions for testing and correcting student results in the SAP system. In addition, this document describes common problems and explains their reason and solution.

SAP University Alliances

Prerequisites

Note Before using this case study in your classroom please make sure that all technical (month-end closing, user management etc.) and didactic prerequisites are fulfilled. Such prerequisites are briefly pointed out below. Detailed documentation can be displayed at and downloaded from the *Learning Hub of SAP UA* or the *UCC web sites*.

Technical Prerequisites

The Materials Management case study is based on a standard SAP ERP client with the current GBI dataset. Before processing the case study on your own or with your students all general setting should be checked.

This includes **month-end closing** in Materials Management (transaction **MMPV**) which is documented on the UCC web sites.

Month-end closing in MM
MMPV

Note: With the current version of the GBI client a **year-end closing** is not necessary, because it has already been automated or because it is not needed for the process described in the curriculum material.

~~Year-end closing~~

User accounts in the SAP system need to be created or unlocked.

User management

These student user accounts should end with a three-digit numeric number (e.g. LEARN-001, LEARN-002 etc.). This number will be represented by ### in the case study and helps differentiate customer accounts, products etc.

In an SAP ERP GBI client already exist 1000 user accounts from **LEARN-000** to **LEARN-999**. These users need to be unlocked. The initial password for each LEARN-### account is set to **tlestart**.

LEARN-000 to LEARN-999

tlestart

Transaction **ZUSR** was developed in the GBI client in order to mass maintain SAP user accounts. For a detailed description of this and SAP standard transactions for user management (**SU01** and **SU10**) please refer to the *lecturer notes „SAP User Management"* (see: current GBI curriculum → chapter 99 – Instructor Tools).

ZUSR

SU01
SU10

All LEARN-### user accounts have been assigned to the role *Z_UCC_GBI_SCC* and have authorizations to use all applicative transactions in the SAP S/4HANA system. The role allows access to all transactions necessary for GBI exercises and case studies. If you need access to system-critical transactions, i.e. for development purposes, you may assign the composite profile *SAP_ALL* to your student accounts.

It is useful for the instructor to have a user account available for testing that has the same authorizations as the student accounts. You may use the predefined instructor account **LEARN-000** for this purpose.

Instructor account
LEARN-000

Didactic Prerequisites

In order to successfully process this case study, students should be familiar with the **navigation** in SAP systems, especially the SAP Easy Access menu, the SAP transaction concept as well as possible documentation and help options. We highly recommend using the *navigation slides* and the *navigation course* (see: current GBI curriculum → chapter 2 – Navigation).

In addition, it has been proven beneficial that students have a thorough understanding of the **historic background** and the enterprise structure of the Global Bike concern before they start working on the SAP system. For this purpose we recommend the *case study „Global Bike Inc."* (see: current GBI curriculum → chapter 3 – GBI) or the *case study „Business Process Analysis 1"* (see: current GBI curriculum → chapter 98 – Cross-Module).

Because the case study is not based on the exercises, it is not necessary to have processed the MM exercises (MM 1 to MM 5) before you start with the case study. However, it is recommended.

In order to function properly this case study needs a **GBI client version** that is equal to or higher than the case study version (see cover page). Please check. If you do not know the client version please use the transaction **ZGBIVERSION** within your SAP ERP system or contact your UCC team.

GBI Mobile App

With GBI the App GBI DataViewer was released for all compatible Android and iOS devices. It can be downloaded through Google Play Store and Apple Store. The purpose of this app is to show the possibility of platform-independent support of business processes. Therefore, some task of the case study can optionally substituted by using the GBI DataViewer App.

Please read the document Intro_ERP_Using_GBI_GBI_mobile_app_(beta) for a more detailed description of the app. It can be found in the folder 98 Cross-Module of the GBI release.

Please keep in mind that this app is an additional functionality designed by the UCC Magdeburg and you might encounter a bug. Therefore we kindly ask you to send any feedback or detailed error descriptions to the following address: gbi@ucc.ovgu.de

Global Feedback

Do you have any suggestions or feedback about GBI? Please send it to our new email-address gbi@ucc.ovgu.de which is used to gather feedback globally. All emails will be evaluated by the persons responsible for the curriculum bi-weekly. This way your feedback might influence future releases directly.

Please note that any support requests send to this email-address will be ignored. Please keep using the common support channels for your support requests.

Student Assessment

Note With the transactions listed below you can check and correct master and transactional data that your students have created during your course.

Master Data

BP	Change Vendor
BP	Display Vendor
BP	Display Vendor Account Changes
MM02	Change Material
MM03	Display Material
MM60	Materials List

Transactional Data

ME53N	Display Purchase Req.
ME42	Change RFQ
ME43	Display RFQ
ME47	Maintain Quotation
ME23N	Display Purchase Order
MMBE	Display Stock Overview
MC.9	Material Analysis – Stock
FK10N	Display Vendor Balance
FAGLB03	Display G/L Account Balance

GBI Monitoring Tool (beta)

Also we are developing a GBI Monitoring Tool, which is available in this GBI release. Since it is still in development the beta version does not support all case studies yet.

A detailed tutorial for this tool is available in the module 99 Instructor Tools of the current GBI curriculum. You will find the file Intro_ERP_Using_GBI_GBI_Monitoring_Tool_(beta) in the corresponding folder.

Please keep in mind that this transaction is an additional functionality designed by the UCC Magdeburg and still in development. Therefore, we kindly ask you to send any feedback or detailed error descriptions to the following address: gbi@ucc.ovgu.de

Process Monitoring

Note During the case study the SAP system creates documents which are automatically logging all business process steps. These documents rely on master data that were either predefined by the curriculum development team or created by your students.

The **Purchase Order History** visualizes all documents related to a purchase order and thus helps you monitor individual procurement processes and serves as a starting point for trouble-shooting student problems.

Purchase Order History

Open Fiori App *My Purchasing Documents* in order to display a purchase order.

Fiori App

My Purchasing
Document Items
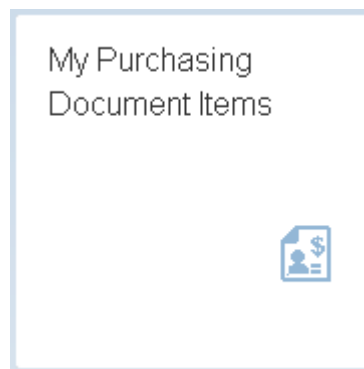
58
Purchase Orders

Choose _____. Look for the **purchase order number** and take a look at the right one by clicking on ⟩

Purchase order number

You find the *Purchase Order History* tab in the item details on the bottom of the screen. If the item details are not displayed click on ⊞ Item Detail. Then, click on the *Purchase Order History* tab.

Item: [10] CHLO1000 , Chain Lock									
Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions		Purchase Order History		
Short Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery co...	OUn	Amt.in loc.cur.	L.cur
WE	101	5000000052	1	28.05.2018	100	0	EA	3.200,00	USD
Tr./Ev. Goods receipt					100		EA	3.200,00	USD
RE-L		5105600121	1	28.05.2018	100	0	EA	3.200,00	USD
Tr./Ev. Invoice receipt					100		EA	3.200,00	USD

After successfully processing the case study all students should have one purchase order (based on one of three quotations) with two items each, a goods receipts (WE) and a vendor invoices (RE-L) each. The amount of each goods receipt and invoice is 3,200 USD each and a total sum of 6,400 USD.

▮ Problem: Incorrect or Incomplete Material Master Record

Symptom During the case study the SAP system requests additional data not mentioned in the documentation or error messages occur.

Reason The student created all required views in the material master, but forgot to fill out some of the given data from the case study. In this example the material group and the division are missing.

Solution Please change incorrect or incomplete data using Fiori App *Change Material*. This example illustrates a change in the Basic Data 1 view.

Change Material Master Record

Please open Fiori App *Change Material* to change a material master record.

Fiori App

Change Material

In the material text field, enter the number of the material you would like to change for example **CHLK1###**. Then, press Enter or click on Continue.

CHLK1###
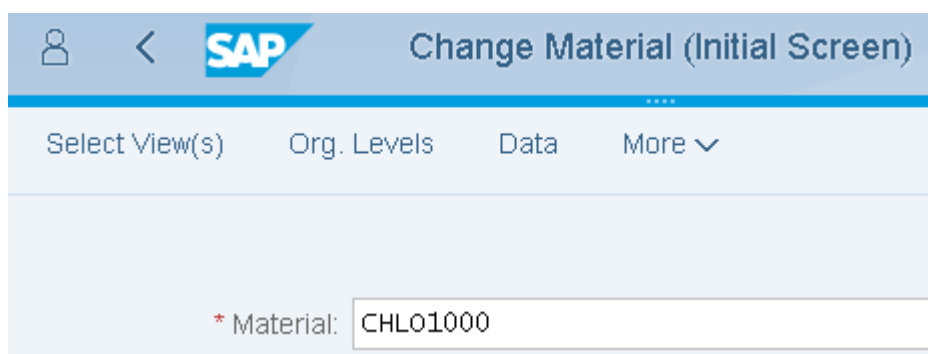
Select the incomplete views by clicking on the square in front of the respective rows. In this case **Basic Data 1** is required, since the material group and the division are defined there.

Basic Data 1

Select View(s)   ✕

	View
☐	View
☑	Basic Data 1
☐	Basic Data 2

On the *Basic Data 1* tab, enter **UTIL** (Utilities) as a material group. As division, choose **AS** (Accessories) as specified in the case study.

UTIL
AS

Change Material CHLK1000 (Trading Goods)

Other Material   Additional Data   Org. Levels   Check Screen Data   Lock material   More ∨

Basic data 1   Basic data 2   Sales: sales org. 1   Sales: sales org. 2   Sales: General/Plant   Foreign trade ...

Material: CHLK1000
* Descr.: Chain Lock

General Data

*Base Unit of Measure:	EA each	*Material Group:	UTIL
Old material number:		Ext. Matl Group:	
Division:	AS	Lab/Office:	
Product allocation:		Prod.hierarchy:	
X-plant matl status:		Valid from:	
Assign effect. vals: ☐		GenItemCatGroup:	NORM Standard item

Then, click on   **Save**   to save your material.

☑ Material CHLO1000 changed

Problem: Create Missing Material Master Record View

Symptom During the case study, the user receives error messages that a material or a view of this material does not exist.

Reason The student has missed one or more views when creating the trading good. In this example, the student forgot the MRP 3 view.

Solution Create the missing views using Fiori App *Change Material*. The exemplary creation of the MRP3 view is shown below.

Create Material Master Record View

With Fiori App *Create Material* you can create missing material aster record views.

Fiori App

In the Material field, enter **CHLK1###** (replace ### with the students' number) and select **Retail** as an Industry sector. Then, click on Continue or press Enter.

CHLK1###
Retail

The system automatically copies the Industry sector and material type. Press again Continue to confirm the message.

⚠ Material type Trading Goods and industry Retail copied from master record

On the next screen, select the missing view by clicking on the square in front of **MRP 3**. Make sure **Create views selected** is selected. Then, click on ⊘.

On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods). Then, click once more on ⊘. You will be informed that the material already exists and will be extended.

Enter the information given in the case study. Afterwards, click on **Save** to save the material.

MRP 3
Create views
selected

MI00
TG00

Problem: Material Created in Wrong Plant

Symptom During the case study, the user receives error messages that a material does not exist in a specific plant.

Reason The student created the material in the wrong plant and therefore cannot work with it during the case study.

Solution Copy the material master record to the correct plant.

Copy Material Master Record

With Fiori App *Create Material* you can create the material for the correct plant duplicating all necessary data from a copy-from material.

Fiori App

In the Material field, enter **CHLK1###** (replace ### with the students' number), select **Retail** as an Industry sector and **Trading Goods** as Material type. In the section Copy from... the material **CHLK1###**, which you want to copy. Then, click on Continue or press Enter.

CHLK1###
Retail
Trading Goods

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

All information will be copied from the existing material. Click on to save the material for the correct plant.

Problem: Only 1 of 3 Quotations in Price Comparison

Symptom During the price comparison only one of the three requests for quotation is displayed by the system.

Reason If only one quotation is displayed, usually the number of this quotation has been entered in the quotation field unintentionally so that the system displays only this one quotation.

Solution In order to see all quotations keep the quotation number field blank and enter Collective RFQ **RFQ1###**.

Price Comparison

With Fiori App *Evaluate quotations on price* you open the price comparison.

Fiori App

Make sure that Purchasing Organization **US00** is filled out. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select Execute to execute the price comparison.

*US00
Mean Value Quotation
Determine Effective Price*

This shows the following screen.

Material Sh. Text Qty. in Base Unit	Quot.: Bidder: Coll. No. :	6000000014 125006 RFQ 000	6000000016 107000 RFQ 000	6000000015 103000 RFQ 000
CHLO1000 Chain Lock 200 EA	Val.: Price: Rank:	6.400,00 32,00 1 93 %	7.000,00 35,00 2 101 %	7.300,00 36,50 3 106 %
Total Quot.	Val.: Rank:	6.400,00 1 93 %	7.000,00 2 101 %	7.300,00 3 106 %

The result screen should list all three quotations now.

Problem: Incorrect Quotation Data

Symptom The system produces an error that the price for the quotation or its validity is wrong.

Reason The student made a mistake in the quotation creation task.

Solution The existing quotation needs to be changed, in this example for Mid-West Supply.

Change Quotation

To change a quotation, use the Fiori App *Maintain Quotations from Vendor*.

Fiori App

Maintain Quotations from Vendors

Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. On the Purchasing Documents per Supplier tab, you need to find and select your vendor **Mid-West Supply** first. Place your cursor in the Vendor field and press **F4** again. Start the search after typing in Country **US** and your three-digit number (**###**) as Search term.

F4

Mid-West Supply
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 `Find` 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. Then, click on `Overview` or press Enter.

The result screen should list all three quotations now.

Then, click on **Item Conditions** to display the conditions. In the pop-up window you can either choose the invalid period to correct it or create a new one. If the price is wrong, edit the existing period by clicking on ⊘ **Choose**.

If necessary, correct the price or set the Valid to data to **three months from today**. Afterwards, click on **Save** to save the quotation.

3 months from today

Problem: Only 1 RFQ Displayed

Symptom While creating the purchase order with reference to an RFQ, the system displays one one of the three RFQs.

Reason In the search screen, the RFQ number field was not blanked. Thus, the system only displays this one instead of all three RFQs.

Solution Change the selection criteria.

Create Purchase Order

To create a purchase order, use the Fiori App *Create Purchase Order – Advanced*.

Fiori App
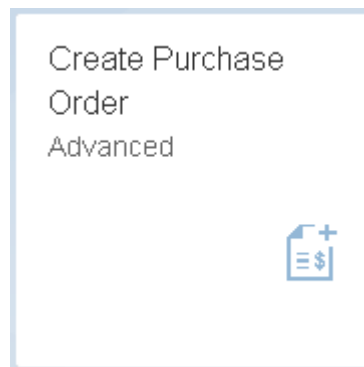
If there is no navigation screen on the left side, click on

Requests for quotations

Document Overview On. As selection variant choose **Requests for quotations** as shown below.
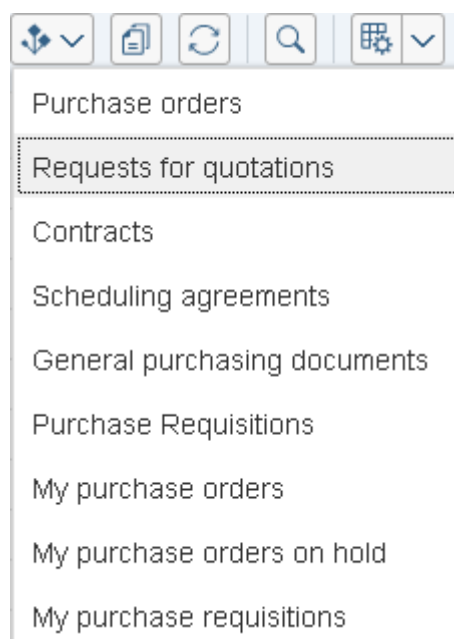
Make sure that only the material number (**CHLK1###**) is entered and that **all other search criteria fields are blank**. Then, click on Execute . The system will produce a screen with all three RFQs.

In case an RFQ is still missing, please check if all RFQs have been created by the student.

CHLK1###

☐

Problem: No Open Item When Posting the Goods Receipt

Symptom A student is not able to find open items when creating a goods receipt for the purchase order.

Reason This case occurs if the goods receipt has already been posted or if the wrong purchase order number was entered.

Solution Check your purchase order status.

Display Purchase Order

To display a purchase order, use the Fiori App *My Purchasing Document Items*.

Fiori App
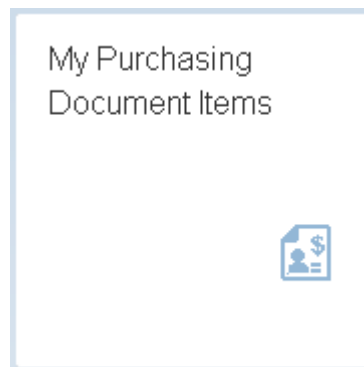
Choose . Now you can search for the **purchase order number** and display the correct one by clicking on .

Purchase order number

Furthermore, you can check the purchase order status. If the header data is not yet displayed, open the section by clicking on . Now, click on the *Status* tab. In this example, no open items are available because all 200 pieces were already delivered. This happens when the student forgot to reduce the quantity for the first goods receipt from 200 to 100 pieces.

	Delivery/Invoice	Conditions	Texts	Address	Communication	Partners	Additional Data	Org. Data	Status
Active					Ordered:	200 EA			6.400,00 USD
Not Yet Sent			Delivered			200 EA			6.400,00 USD
Fully Delivered			Still to deliv.			0 EA			0,00 USD
Σ Fully Invoiced			Invoiced			200 EA			6.400,00 USD
			Down paymts						0,00 USD

Problem: Wrong Balance When Creating Vendor Invoice

Symptom When creating the vendor invoice, the system displays a balance different than 0.00 USD.

Reason Probably, students have not noted down the correct invoice amount or they have made mistakes in previous case study tasks.

Solution Check the purchase order quantity and crate the invoice with the correct amount.

Create Vendor Invoice

To create a vendor invoice, use the Fiori App *Display Supplier Invoice – Advanced*.

Fiori App
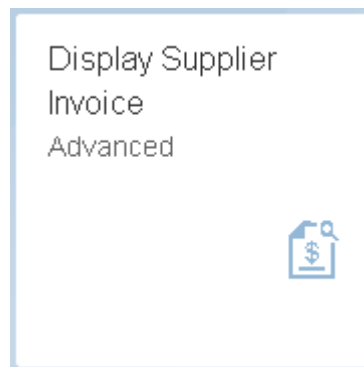
Enter the students **invoice number**. If the student forgot to reduce the quantity during goods receipt from 200 to 100 the total invoice amount is 6,400.00 instead of 3,200.00 USD.

Invoice number

Make sure that **XI (Input Tax)** is selected. Other tax codes lead to a balance different from 0.00 USD.

XI

Solution: MM Challenge

Learning objective: Understand and perform a Material Management process.

Motivation After you have successfully worked through the material management case study, you should be able to solve the following task on your own.

Scenario A new Security Chain Lock is available on the market and you want to add it to your inventory. This security chain lock has the same characteristics as the created Chain Lock, certainly the price is just 50.00 USD. To create the new Security Chain Lock use the Chain Lock created previously to Copy from. Select CHLK2### as material number. Based on your inquiry of 300 pieces the Mid-West Supply gives a new offer to the price of 26.00 USD per piece. The Dallas Basic Bike gives an offer of 25.50 USD. Please choose the best offer and order the material. Then pay the delivery.

Advice You can use this case study as guidance since it is based on the same process. However, it is recommended that you solve it without any help in order to test your acquired knowledge.

Create Material

Use the Fiori App *Create Material* to create the new Security CHain LOck. Enter **CHLK2###** as material number (replace ### with your three-digit number), as Industry Sector **Retail** and as Material type **Trading Goods**. In the section Copy from... enter **CHLK1###**-.	CHLK2### Retail Trading Goods CHLK1###
Use the case study as assist for the following steps.	
Click on ⌷Conditions⌷. On the following screen, enter Scale quantity **1** and Amount **50.00**.	1 50.00
On the *Accounting 1* tab, select Valuation Class **3100** (Trading Goods), enter Moving price (Per. Unit price) **26.00**.	3100 26.00
Then, click on ⌷Save⌷ to save your material	

Change material master record

Use the Fiori App *Change Material* to change your material.	Fiori App
Enter your material number **CHLK2###** and click on ⌷Continue⌷ or press Enter.	CHLK2###
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
Find and In the *Organizational Levels* window, on the left side (Organizational levels) enter, enter Plant **MI00**, Sales Org. **UE00** and Distr. Channel **WH**. Before pressing Enter, compare your entries with the screen shown below.	MI00 UE00 WH

The system shows the register *Sales: Sales Org. Data 1*.

On the *Sales: sales org. 1 tab*, change the Delivering Plant to **MI00**.Then, click on [Save] to save your material.

Click on 🏠 to return to the Fiori Launchpad.

Create purchase requisition

Use the Fiori App *Create Purchase Requisition*. This will produce the following screen. Choose [Create Own Item] .

Enter Material **CHLK2###** (replace ### with your number). For Valuation Price enter **25.00 USD** and Quantity **300**. As Delivery Date select or enter the day **three months from today**.

In the text field, type the Header note:

"Global Bike Inc. is formally requesting new quotations for the following material. Quotes will be accepted until [1st day of the next month]."

MI00

Fiori App

CHLK2###
25.50
USD
300
3 months from today

Global Bike Inc. is formally requesting new quotations for the following material. Quotes will be accepted until July 1 2018.

Choose [Add to Cart]. You will recive [Item added to cart].

In the right upper corner the item is shown in the cart.

Then, click on [View Cart] to view your purchase requisition.

Choose ⟩ , to add some details.

In the view *Item Details* enter **N00** as Purchasing Group, **US00** as Purchasing Organization, **US00** as Company Code and **MI00** as Plant. Enter as Country Key **US**. Click on [Save]

Click at [<] and choose [Order], to confirm your request.

Click on [🏠] to return to the Fiori Launchpad.

N00
US00
US00
MI00
US

Create request for quotation

Use the Fiori App *Create Request for Quotation*.

Fiori App

Enter RFQ Type **AN (RFQ)**, **today in one month** as Quotation Deadline, as Purchasing Organization **US00, N00** as Purchasing Group and as Plant **MI00**. Then click on Overview .

Enter in the *Create RFQ: Item Overview* screen your material number **CHLK2###** in the *Material* field and confirm with Enter or 🔍 . Enter as RFQ Quantity **300** and as Deliv. Date **three months from today**. Then press Enter. Then click on Header Details .

In the *Create RFQ: Header Data* screen enter as Coll. No. **RFQ ###**. Then click on Supplier Address .

Administrative Fields		
RFQ Date: 29.06.2018	* Item Interval: 10	Coll. No.: RFQ 300
Language: EN	Subitem Interv.: 1	* QuotDdln: 29.07.2018
Validity Start:	Validity End:	Apply By:
	Warranty:	Bindg Per.:

Enter the number for your vendor **Mid-West Supply**, press Enter and then click on Save .

RFQ:

RFQ Date: 29.06.2018

Vendor: 125020

You will get the following message in the lower bar:

☑ RFQ created under the number 6000000033

Repeat this steps with Dallas Bike Basics **103###**.

RFQ:

RFQ Date: 29.06.2018

Vendor: 103300

Click on ⌂ to return to the Fiori Launchpad.

Maintain quotations from vendors

Use the Fiori App *Maintain Quotations from Vendors*.

Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. 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 in Country **US** and your three-digit number (**###**) as Search term.

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 Find to find the first RFQ number you have created in the last task.

Double-click on your RFQ to populat Double-click on your RFQ to populate the number into the RFQ field on the *Maintain Quotation: Initial Screen*.

Then click on **Overview** or press Enter.e the number into the RFQ field on the Maintain Quotation: Initial Screen. Then press Enter.

In the *Maintain Quotation: Item Overview* screen, enter a net price of **26.00** USD. Click on Select All Items . Then, click on Item Conditions .

26.00

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**.

3 months from today

Click on ⟨ to go back to the line item overview. Then, click on **Save** 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

Dallas Bike Basics 25.50

Dallas Bike Basics   **25.50** USD

Make sure you save both RFQs and receive the system success messages.

Click on 🏠 to return to the Fiori Launchpad.

Reject quotation

Use the Fiori App *Evaluate quotations on price*.
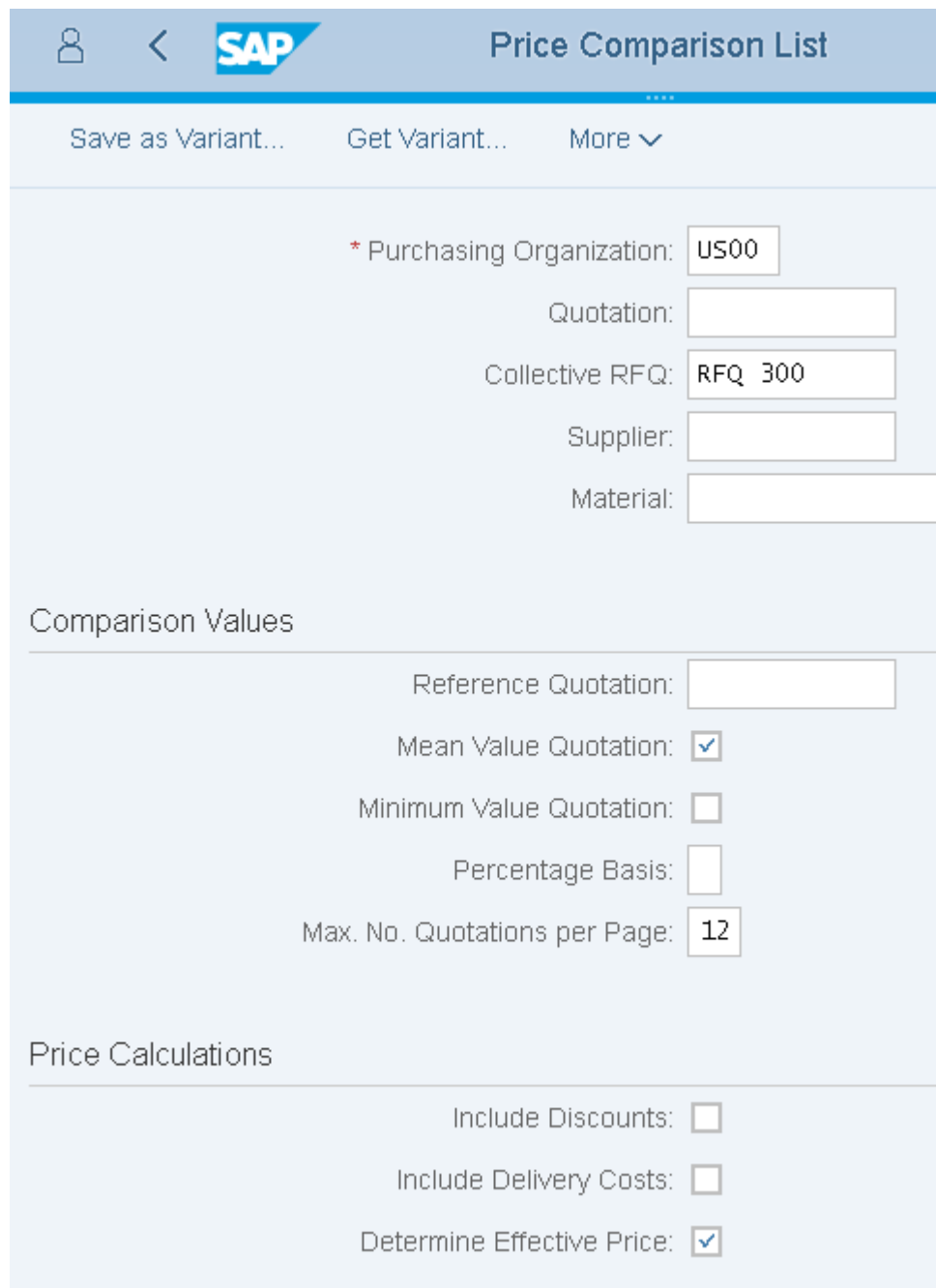
Enter Purchasing Organization **US00**, and Collective RFQ **RFQ ###**. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select

Execute to execute the price comparison. This shows the following screen.

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 **26.00** USD. This will produce the following screen.

```
Material          Quot.:    6000000034        6000000033
Sh. Text          Bidder:   103300            125020
Qty. in Base Unit Coll. No. : RFQ 300         RFQ 300

CHLO2300          Val.:          7.650,00           7.800,00
Chain Lock        Price:            25,50              26,00
          300  EA Rank:      1    99  %        2    101  %

Total Quot.       Val.:          7.650,00           7.800,00
                  Rank:      1    99  %        2    101  %
```

In the screen *Maintain Quotation: Item 00010* in the section *Quotation Data* choose the checkbox for **Rej. Ind.** to indicate rejection of this quotation.

Click on Save . Acknowledge the warning message prompted by the system with **Yes** and save anyway.

Click on 🏠 to return to the Fiori Launchpad.

Create purchase order referencing an RFQ

Use the Fiori App *Create Purchase Order – Advanced*

If there is no navigation screen on the left side, click on
Document Overview On . As selection variant choose **Requests for quotations** as shown below.
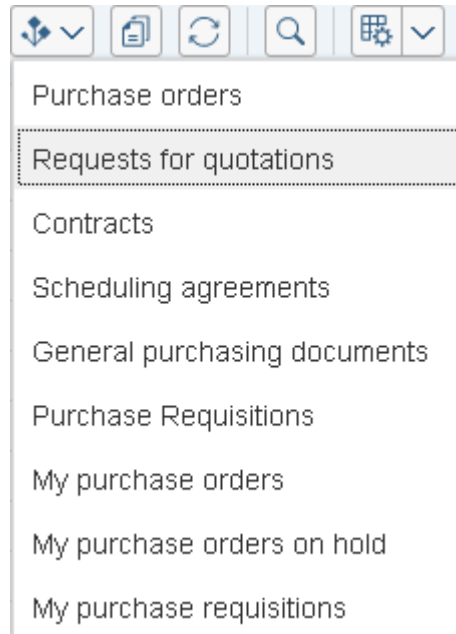
In the following screen, in the Material Number field enter your Material **CHLK2###**. Make sure, that every other field is empty. Then, click on Execute .

This will produce a screen with your three RFQs. Click on (Change Breakdown).

In the following screen, select **Vendor** 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.

After you have confirmed your changes by clicking on Transfer , 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.

Single-click on the requisition/quotation that you want to reference (**Dallas Bike Basic**) and select ⧉ to adopt the information.

Verify that the system copied the Material number **CHLK2###**, Quantity **300**, **three months from today** as Deliv. Date, and the Net Price of **25.50 USD**.

Save your purchase order with Save .

	Material
	Dallas Bike Basic
	CHLK1###
	300
	3 months from today
	25.50 USD

Create goods receipt for purchase order

Use the Fiori App *Post Goods Receipt for Purchase Order*.

Enter **your PO number** in the field Purchase Order and then click Enter.

Select the available Storage Location **TG00 (Trading Goods)**.

Fiori App

Your purchase order

TG00

Your order is already split. Select the first item and click on > .

Make sure that **Trading Goods** as Storage Location and **Unrestricted Use** as stock Type is selected.

Trading Goods
Unrestricted Use

Select **Delivery Completed** and click on ◁ .

Delivery Completed

Finally, leave your first item marked and click on Post to post your goods receipt. The system will create a unique goods receipt document.

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

Create and post an invoice

Use the Fiori App *Create Supplier Invoice – Advanced*.

Enter **US00** in the Pop up *Enter Company Code* and click at Continue .

Enter **today's date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**7,650.00**) in the Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** as Text and press Enter.

Basic Data	Payment	Details	Tax	Contacts	Note

Invoice date: 02.07.2018   Reference:

Posting Date: 02.07.2018

Amount: 7.650,00   ☐ Calculate Tax

Tax Amount: XI (Input Tax) ⌄

Text: INVOICE 00504-300

Baseline Date:

Company Code: US00 Global Bike Inc. Dallas

Choose in the lower section the tab *PO Reference*.

Enter (or find with F4 help and your supplier as Invoicing Party) **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 and mark the checkbox for **Booking OK**.

TM Ref.	G/L Account	PO Reference

Purchase Order/Scheduling Agreement ⌄   4500000044   ⬚   ⬚

	Item	Amount	Quantity	Or...	⬚	Purchase o...	Item	Stock Segment
☑	1	7.650,00	300	EA	☑	4500000044	10	

Use the Simulate button to see if the postings are correct.

Finally, click on Post The system will generate a unique number for this document.

☑ Document no. 5105600132 created (Blocked for payment)

Fiori App

US00

today's date
US00
7,650.00
XI
INVOICE 00504-###

your PO number

TX0000000

Booking OK

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

Post outgoing payment

Use the Fiori App *Post Outgoing Payments*.

In the screen *Post Outgoing Payments* enter **today´s date** for Posting Date and Journal Entry Date. Enter **INVOICE ###** in the field Reference, the **current period**.

In the *Bank data* field group, enter Account **100000** (Bank Account), the amount you are going to pay **7,650.00**.
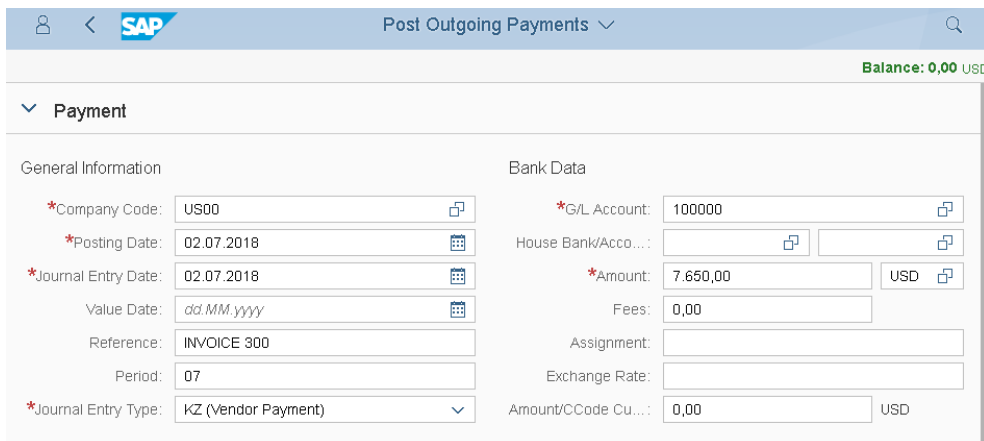
Check if **KZ (Vendor Payment)** is selected for Journal Entry Type and compare your screen with the one below.

In the *Open items selection* field group, enter (or find) the vendor number for your **Dallas Bike Basic** vendor in the Account field (again, use City **Irving** and Search term **###** in the F4 help). Verify your data with the screenshot below.

Then click on **Show Items**.

In the top right corner you see, that the balance amounts 7,650.00 USD.

Balance: 7.650,00 USD

To pay for both click on **Clear »**.

Open Items (1)	Standard								
Compa...	Account	Journal E...	Journal...	Item Text	Journal E...	Net Due D...	Amount (U...	Assignment	Clear
US00	103300	5105600132	RE	INVOICE 0...	02.07.2018	02.07.2018	-7.650,00		Clear »

Check, that both lines are marked as clear.

Clear

✓

Now, the balance should amount 0,00 USD. **Balance: 0,00** USD

Finally, click on **Post** to pay your invoice to Mid-West Supply. The system generates a Journal Entry Number for your payment.

☑ Success

Journal entry 1500000013 (2018, US00) successfully posted

Display   Post Next Payment

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