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  Author  Dirk Deiter  Chris Bernhardt  Version  3.2  Last Change  May 2018 | 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 S/4HANA 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. |



|  | 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 ERP 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). | | 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). | | Company background |
| 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 client version |
| **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  XK04 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 transaction **ME23N** in order to display a purchase order. If no purchase order or the wrong one is displayed, click . Now you can change the **purchase order number** and display the correct one. | | **ME23N**  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. | |  |
|  | |  |
| After successfully processing the case study all students should have one purchase order (based on one of three quotations) with two goods receipts (WE) and two 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 transaction MM02. This example illustrates a change in the Basic Data 1 view. | | |
|  | | |
| **Change Material Master Record** | |  |
| Please open transaction MM02 to change a material master record. In the material text field, enter the the number of the material you would like to change. Then, press Enter or click on . | | MM02 |
|  | |  |
| 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 |
|  | |  |
| 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 |
|  | |  |
| Then, click on  to save your material. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | 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 transaction MM01. The exemplary creation of the MRP3 view is shown below. | | |
|  | | |
| **Create Material Master Record View** | |  |
| With transaction **MM01** you can create missing material master record views. | | MM01 |
|  | |  |
| In the Material field, enter **CHLK1###** (replace ### with the students’ number) and select **Retail** as an Industry sector. Then, click on  or press Enter. | | CHLK1###  Retail |
| 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 . | | MRP 3  Create views selected |
| 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. | | MI00  TG00 |
| Enter the information given in the case study. Afterwards, click on  to save the material. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | 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 transaction MM01 you can create the material for the correct plant duplicating all necessary data from a copy-from material. | | MM01 |
|  | |  |
| 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 http://www.tricktresor.de/wp-content/uploads/tt_images/corbu/gifs_corbu/s_b_okay.gif. | | 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 transaction **ME49** you open the price comparison. | | ME49 |
| MM_077_rfq_1 | |  |
| Make sure that Purchasing Organization **US00** is filled out. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select  to execute the price comparison. This shows the following screen. | | US00  Mean Value Quotation  Determine Effective Price |
|  | |  |
| 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 transaction code **ME47**. | | ME47 |
| 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  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. Then, click on  or press Enter. | |  |
|  | |  |
| The result screen should list all three quotations now. | |  |
| Then, click on  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 the choose button. | |  |
|  | |  |
| If necessary, correct the price or set the Valid to data to **three months from today**. Afterwards, click on  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 transaction code **ME21N**. | | ME21N | |
| 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 | |
|  | |  | |
| Make sure that only the material number (**CHLK1###**) is entered and that all other search criteria fields are blank. Then, click on . The system will produce a screen with all three RFQs. | | CHLK1### | |
| In case an RFQ is still missing, please check if all RFQs have been created by the student. | |  | |
|  | |  | |

|  |  |  |
| --- | --- | --- |
|  | 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 transaction code **ME23N**. | | ME23N |
| If no purchase order or the wrong one is displayed, click on . Now you can change the **purchase order number** and display the correct one. | | 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  Header. 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. | |  |
|  | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | 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 transaction code **MIRO**. | | MIRO |
| 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.  Make sure that **XI (Input Tax)** is selected. Other tax codes lead to a balance different from 0.00 USD. | | XI |
|  | |  |
| Set the correct tax code. Then press Enter. | |  |
|  | |  |
| With a 0.00 balance you can save the invoice with . | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | 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. | | |
|  | | |
| **Change material master record** | |  |
| Change your material with transaction **MM02**. When your material number (**CHLK1###**) is entered in the Material field, click on  or press Enter. On the following screen, please select **Sales: Sales Org. Data 1, Sales: Sales Org. Data 2, Sales: General/Plant Data**. | | MM02  CHLK1###  Sales: Sales Org. Data 1  Sales: Sales Org. Data 2  Sales: General/Plant Data |
| Find and select the GBI organization levels Plant DC San Diego, Sales Organisation US West and Distribution Channel Wholesale. Press Enter or click on . | | SD00  UW00  WH |
|  | |  |
| The system shows you the register Sales: Sales Org. Data 1. | |  |
| Click on . On the following screen, enter Scale quantity **1** and Amount **50.00**. Then, click on  to save your material. | | 50.00 |
| Click on the  icon to return to the SAP Easy Access screen. | |  |
| **Create purchase requisition** | |  |
| Enter Transaction code **ME51N** to create a purchase requisition. This will produce the following screen. | | ME51N |
|  | |  |
| Select  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 **CHLK1###** (replace ### with your number) and Quantity **300**. 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. | | CHLK1###  300  3 months from today  MI00  TG00  N00 |
|  | |  |
| Then, click on  to save your purchase requisition. The system will create a unique document number. | | Purchase requisition document number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Click on the  icon to return to the SAP Easy Access screen | |  |
| **Create request for quotation** | |  |
| Enter transaction code **ME41**. This will produce the following screen. | | ME41 |
|  | |  |
| 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 field group, 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 the Button . Then, click on  to adopt all item information into the RFQ. | | TG00 |
| In the *Create RFQ : Item 00010* screen, click on More→Header→Details or hit F6 to display the RFQ header data. 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  or use F7 to display the supplier address. | |  |
| In the *Create RFQ: Supplier Address* screen, 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. | | F4  ###  Lincoln |
| Click on  to save your RFQ. A warning message will appear. Press **Yes** to save anyway. | | Yes |
| The SAP system will create a unique document number. | | RFQ document number |
| Stay in the same screen and repeat the last step once to create the same RFQ for our vendor Dallas Bike Basic. | | Dallas Bike Basics |
| In order to find your vendor, in the Vendor field use the F4 help again. This time, enter **US** for country and your number (**###**) in the Search term field. Then, press Enter to display your set of US vendors. | | F4  US  ### |
| Click on the  icon to return to the SAP Easy Access screen. | |  |
| **Maintain quotations from vendors** | |  |
| Use transaction code **ME47**. | | ME47 |
| 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 Vendor 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. | | F4  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. Then press Enter. | |  |
|  | |  |
| In the Maintain Quotation: Item Overview screen, enter a net price of **26.00** USD. Click on . | | 26.00 |
|  | |  |
| 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** and 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 **25.50** USD  Make sure you save both RFQs and receive the system success messages. | | Dallas Bike Basics  25.50 |
| Click on the  icon to return to the SAP Easy Access screen. | |  |
| **Reject two quotation** | |  |
| Open Transaction **ME49.** | | ME49 |
|  | |  |
| 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 32.00 USD. This will produce the following screen. | | 32.00 |
|  | |  |
| Select **Rej. Ind.** to indicate rejection of this quotation. Click on. Acknowledge the warning message prompted by the system with Yes and save anyway. | | Rej. Ind. |
| Repeat the process for the second quotation to be rejected (26.00 USD). | |  |
| Click on the  icon to return to the SAP Easy Access screen. | |  |
| **Create purchase order referencing an RFQ** | |  |
| Transaction ME21N | | ME21N |
| 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. On the Material Number select Material CHLK1### in the Material Number field. Then, press Enter or click on  . | | Trading Goods |
|  | |  |
| Click on  (Change Breakdown). In the following screen, select **Vendor name** in the right table (Column Set) and click on S_B_COLLto add it to the Sort criteria. Then, select vendor name in the left table (Sort criteria) and click on S_B_NXTI to display the vendor name first, then the document number. | | Vendor name |
| Single-click on the requisition/quotation that you want to reference (Dallas Bike Basics) and select  to adopt the information. | | Dallas Bike Basics |
| Verify that the system copied the Material number **CHLK1###**, Quantity **300**, **three months from today** as Deliv. Date, and the Net Price of **25.50 USD**. | | CHLK1###  300  3 months from today  25.50 USD |
| Save your purchase order with . | |  |
| **Create goods receipt for purchase order** | |  |
| Open transaction **MIGO**. | |  |
| Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter (or find) **your PO number** in the field next to them. Then, press Enter which will populate your PO data into the fields. | | Goods Receipt  Purchase Order  your PO number |
|  | |  |
| 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. | | 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  icon to return to the SAP Easy Access screen. | |  |
| **Create and post an invoice** | |  |
| Open transaction **MIRO**. | | MIRO |
|  | |  |
| 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 click on Enter. | | Today’s date  US00  7,650.00  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. | | your PO number |
|  | |  |
| Check the **Booking OK** check box in your line item. Use the button  to see if the postings are correct. | | Booking OK |
| Finally,  your invoice receipt. The system will generate a unique number for this document. | | Invoice document number |
| Click on the  icon to return to the SAP Easy Access screen. | |  |
| **Post outgoing payment** | |  |
| Open transaction **F-53**. | | F-53 |
| In the Post Outgoing Payments: Header Data screen, enter (or select) **today’s date** as Document Date. | | Today’s date |
| In the Bank data field group, enter Account **100000** (Bank Account), the amount you are going to pay (**7,650.00**), and the Text “**INVOICES 00504-###**”. | | 100000  7,650.00  Invoices 00504-### |
| 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. | | Dallas Bike Basics  ### |
|  | |  |
| Select . | |  |
| Invoices selected will be displayed in blue. At the bottom of the screen, you should see that the total amount has been fully assigned. | |  |
|  | |  |
| your payments to the Mid-West Supply. The system will create a unique vendor payment document number. | | Vendor payment document number |
| Click on the  icon and select YES to return to the SAP Easy Access screen. | | Yes |
|  | |  |