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|  | MM 1: Display Purchase Order | |
| **Exercise** Use the Fiori Launchpad to display a purchase order.  **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) | | **Time** 10 min |
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| Choose *My Purchasing Document Items* app. | | Fiori App |
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| By choosing the app, the search purchase order transaction will be displayed. | |  |
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| 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 |
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| Back in the *My Purchasing Document Items* screen enter *MI00* as Plant and choose . Choose the tab *Purchase Orders*. | | MI00 |
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| 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. | |  |
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| Notice that the ordered and delivered quantity is the same. Furthermore, you can see that the status for the document is completed. This mean, that you already received the material and it has been completed successfully. | |  |
| Click on the home icon  to return to the Fiori Launchpad overview. | |  |
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|  | MM 2: Display Goods Receipt for Purchase Order | | |
| **Exercise** Display the goods receipt for the purchase order.  **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) | | **Time** 10 min |
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| Choose the app *Material Documents Overview* to display the goods receipt for purchase order. | | Fiori App |
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| Change the Material Document Year to **2016**. | | 2016 |
| In the field Material Document, enter the receipt number **5000000000**.Press enter or choose . | | 5000000000 |
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| 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“. | |  |
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| 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. | |  |
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| Scroll to the tab Document Flow. | |  |
| The display now shows the current status of the purchase process from the material document 5000000000. | |  |
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| Choose the button . | |  |
| Click on the home icon  to return to the Fiori Launchpad overview. | |  |
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|  | MM 3: Display Invoice Overview from the Vendor | | |
| **Exercise** Use the Fiori Launchpad in order to display an invoice.  **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.    **Name (Position)** Silvia Cassano (Accounts Payable Specialist) | | **Time** 10 min |
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| To display the invoice overview from your vendor, choose the app *My Purchasing Document Items*. | | Fiori App |
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| Use F4-Help in the field Supplier. There enter **101999** in Supplier ID and choose . Select the line of Olympic Protective Gear. | | 101999 |
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| Choose . | |  |
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| Leave the other fields blank and choose . | |  |
| Click on the tab *Supplier Invoices*. | |  |
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| 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. | |  |
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| 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. | |  |
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| Note the Document No.  and Posting Date . | | 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. | |  |
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|  | MM 4: Display Payment to Vendor | | |
| **Exercise** Use the Fiori Launchpad to get information about the payment to the vendor.  **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) | | **Time** 10 min |
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| 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 |
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| 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. | |  |
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| 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**. | |  |
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| You are directed to the journal entry: | |  |
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| 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:  . | |  |
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| Click on the home icon  to return to the Fiori Launchpad overview. | |  |
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|  | MM 5: Display Supplier Line Items | | |
| **Exercise** Display the line items of a supplier.  **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) | | **Time** 5 min |
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| In order to display the vendor line items, use the app *Manage Supplier Line Items*. | | Fiori App |
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| This will produce the following screen. | |  |
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| 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 . | |  |
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| 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 |
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| Press . A screen similar to the one shown below should appear: | |  |
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| 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. | |  |
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| If you do not see those related Fiori apps, click on define Links and choose the apps you want to see.. | |  |
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| Choose . | |  |
| Click on the home icon  to return to the Fiori Launchpad overview. | |  |
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