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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 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) | | **Time** 10 Min |
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| Please go to the *Materials Management* space. In the *Purchasing Agent* section, you can use the *Manage Purchase Orders* app. | | Start |
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| Enter **101999** (Olympic Protective Gear) for *Supplier* and **N00** (North America) for *Purchasing Group*. The company code will be added automatically. | | 101999  N00 |
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| Press , the system will now show you the order(s) found for the values. | |  |
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| Click on the free area of a row to get more details. | |  |
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| 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. | |  |
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|  | MM 2: Display Goods Receipt for Purchase Order | | |
| **Exercise** Display the goods receipt for the purchase order.  **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) | | **Time** 10 Min. |
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| 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 |
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| 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 . | |  |
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| Enter the *Document* *Number* **5000000000** for Material Document and delete the current year for Material Document Year | | 5000000000 |
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| Press . 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)". | |  |
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| By clicking on one of the lines you can find out more information, for example the booking date and the process flow. | |  |
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| Click  to return to the SAP Fiori Launchpad. | |  |
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|  | MM 3: Display Invoice Overview from the Vendor | | |
| **Excercise** Use the Fiori Launchpad in order to display an invoice.  **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.    **Name (Position)** Silvia Cassano (AP Accountant) | | **Time** 10 Min. |
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| 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. | |  |
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| Enter **101999** for *Invoicing Party* (=supplier), the company code will be added automatically. | | 101999 |
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| Press  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). | |  |
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| Select the line of the invoice document to open its details. | |  |
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| **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 document number  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Click  to return to the SAP Fiori Launchpad. | |  |
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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 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) | | **Time** 10 Min. |
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| 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 |
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| 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 . The corresponding journal entry is displayed. | | supplier invoice document number |
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| 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). | |  |
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| 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. | |  |
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| 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. | |  |
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| Click  to return to the SAP Fiori Launchpad. | |  |
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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 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) | | **Time** 5 min |
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| To do this, go to the *Materials Management* space. In the *Head of Accounting* section, you can use *Manage Supplier Line Items* app. | | Start |
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| Enter **101999** (Olympic Protective Gear) for *Supplier* and **US00** for *Company Code*. Then select **Cleared Items** in the *Status* dropdown. | | 101999  US00  Cleared Items |
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| Press  to get an overview of the corresponding items. This contains, among other things, the journal entry and journal entry type of the individual items. | |  |
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| If you scroll further to the right in the overview, you can see the respective amounts of the items and the associated clearing entries. | |  |
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| 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. | |  |
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| Click on the entry number to view the clearing entry. | |  |
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| In the Line Items section you can see both the liability on the debit side and the bank account used on the credit side. | |  |
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| Click  to return to the SAP Fiori Launchpad. | |  |
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