

# Chapter 04: Procurement

## GBI Configuration Advanced

### PRODUCT

SAP ERP 6.0 EHP7

### REVISED

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### FOCUS

Procurement

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### VERSION

3.0

### MOTIVATION

In this exercise, you will do the following for the procurement processes:

1. Configure the enterprise structure
2. Configure the business rules and parameters
3. Setup up necessary master data
4. Test the processes

### ACKNOWLEDGEMENT

These are enhanced versions of the GBI configuration exercises initially developed by Simha R. Magal, Stefan Weidner, and Tom Wilder.

These exercises include complex configuration concepts discussed in the book, *Business Process Configuration with SAP ERP* (Epistemy Press, 2017).

This material was prepared with the assistance of student interns at the Seidman ERP program at Grand Valley State University.

### PREREQUISITES

1. You should be familiar with navigation in SAP ERP.
2. You should be familiar with executing procurement processes in SAP ERP



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# Overview and Table of Contents



## Table of Contents

Part I - Enterprise Structure .....	3
Part II - Rules and Parameters .....	16
Part III - Master Data.....	44
Part IV - Process Execution.....	48
Part V - Exercise Deliverables.....	57

# ■ Part I - Enterprise Structure



## Table of Contents

Section I.1: Define Plants .....	4
Section I.2: View Calendar Options.....	7
Section I.3: Assign Plants to Company Code .....	8
Section I.4: View Material Valuation Level .....	9
Section I.5: Maintain Purchasing Organization .....	10
Section I.6: Assign Purchasing Organization to Company Code .....	11
Section I.7: Assign Purchasing Organization to Plants.....	12
Section I.8: Create Purchasing Group.....	13
Section I.9: Maintain Storage Locations.....	14

## Section I.1: Define Plants

In this section, you will create three GBI plants (Dallas, Miami, and San Diego). Each Plant is located in the United States and operates within your legal entity (e.g., your Company Code). You will give each plant a unique identifier, an address, and a tax code.

**Step: I.1.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Definition → Logistics – General → Define, copy, delete, check plant

- 1: What is the transaction code to define plants?  
SM30 

**Step: I.1.2: In the “Select Activity” pop-up, double-click “Define Plant”.**

**Step: I.1.3: In the “Change View “Plants”: Overview” screen, click New Entries** 


**Step: I.1.4: In the “New Entries: Details of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	DL##
Name 1	Name	## Plant Dallas
Factory Calendar	Identifies the factory calendar for this plant.	USA

**Step: I.1.5: Click Address** .

**Step: I.1.6: In the “Edit address: DL##” pop-up, enter the following information:**


Attribute	Description	Data Value
Title	Possible titles are stored in a check table.	Company
Name	Name of an address.	## Plant Dallas
Search term 1/2	Short description used for search helps.	0##
Street	Street name as part of the address.	N. O’Connor Blvd
House Number	House number as part of address.	5215
Postal Code	Postal code as part of the address.	75039
City	City name as part of the address.	Dallas
Country	Country the plant is located in.	USA
Region	Region of the Country	Texas


**Step: I.1.7: In the “Street Address” screen section, click more fields** .

**Step: I.1.8: Enter the following information:**


Attribute	Description	Data Value
Jurisdiction	Specifies the tax jurisdiction.	<i>Texas Jurisdiction Code</i>

**Step: I.1.9: Click Copy** .

**Step: I.1.10: In the “New Entries: Details of Added Entries” screen, click Save** .

**Step: I.1.11: In the “Edit Address: DL##” pop-up, click Copy** .

➔ You will receive a message that says, “Data was saved”.

**Step: I.1.12: In the “New Entries: Details of Added Entries” screen, click back** .

**Step: I.1.13: Repeat steps I.2.3 – I.2.11 for your Miami and San Diego plants. Use the following information:**

MIAMI PLANT		
Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	MI##
Name 1	Name	## DC Miami
Factory Calendar	Identifies the factory calendar that is valid for this plant.	USA
ADDRESS		
Title	Possible titles are stored in a check table	Company
Name	Name of an address.	## DC Miami
Search term ½	Short description used for search helps.	0##
Street	Street name as part of the address.	Blue Lagoon Drive
House Number	House number as part of the address.	5341
Postal Code	Postal code as part of the address.	33126
City	City name as part of the address.	Miami
Country	Country the Plant is located in.	USA
Region	Region of the Country	Florida
Jurisdiction	Specifies the tax Jurisdiction	Florida Jurisdiction Code
SAN DIEGO PLANT		
Plant	Key uniquely identifying a plant.	SD##
Name 1	Name	## DC San Diego
Factory Calendar	Identifies the factory calendar that is valid for this plant.	USA
ADDRESS		
Title	Possible titles are stored in a check table.	Company
Name	Name of an address.	## DC San Diego
Search term ½	Short description used for search helps.	0##

Street	Street name as part of the address.	Spear Street
House Number	House Number as part of the address.	150
Postal Code	Postal code as part of the address.	94105
City	City name as part of the address.	San Diego
Country	Country plant is located in.	USA
Region	Region of the Country	California
Jurisdiction	Specifies the tax jurisdiction.	California Jurisdiction Code

## Section I.2: View Calendar Options

In this section, you will view the factory and holiday calendars. This will give an idea of what the fiscal year consists of and how it is configured with holidays that occur over the year.

**Step: I.2.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Time Management → Work Schedules → Define Public Holiday Classes

- 2: What is the transaction code to view the calendar options?  
OY05 

**Step: I.2.2: In the “SAP Calendar: Main Menu” screen, select the “Factory calendar” radio button**

**Step: I.2.3: Click display** .

**Step: I.2.4: In the “Display Factory Calendar: Overview” screen, highlight the “USA” Calendar ID, click display calendar** .

- 3: How many number of workdays does the year 2016 have?  
366 

**Step: I.2.5: In the “Display Factory Calendar: Year Overview” screen, click back** .


**Step: I.2.6: In the “Display Factory Calendar: Overview” screen, click back** .

**Step: I.2.7: In the “SAP Calendar: Main Menu” screen, click the Holiday calendar radio button**

**Step: I.2.8: Click display** .

**Step: I.2.9: In the “Display Public Holiday Calendar: Overview” screen, highlight the “USA” Holiday Calendar**

**Step: I.2.10: Click display calendar** .

- 4: How many Holidays are on Sunday according to the 2016 holiday calendar?  
1 

**Step: I.2.11: In the “Display Public Holiday Calendar: Year Overview” screen, double click the year “2016”.**


## Section I.3: Assign Plants to Company Code

In this section, you will associate your three new Plants to your Company Code. Each Plant can be associated with exactly one Company Code.

**Step: I.3.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Assignment → Logistics – General → Assign Plants to Company Code

- 5: What is the transaction code to assign plants to company codes?  
OX18 

**Step: I.3.2: In the “Change View “Assignment Plant – Company Code”: Overview” screen, Click New Entries** .

**Step: I.3.3: In the “New Entries: Overview of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
CoCd	Unique key identifying a company	<i>Your Global Bike Inc.</i>
Plnt	Unique key identifying a plant	<i>Your Plant Dallas</i>
CoCd	Unique key identifying a company	<i>Your Global Bike Inc.</i>
Plnt	Unique key identifying a plant	<i>Your DC Miami</i>
CoCd	Unique key identifying a company	<i>Your Global Bike Inc.</i>
Plnt	Unique key identifying a plant	<i>Your DC San Diego</i>

**Step: I.3.4: Click Enter** .

**Step: I.3.5: Click Save** .

➡ You will receive a message that says, “Data was saved”.



## Section I.4: View Material Valuation Level



In this section, you will view what organizational level materials are valued at.

Be sure to use your Display/Change button  so you do not change anything in this screen.

**Step: I.4.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Definition → Logistics - General → Define valuation level

- 6: What is the Transaction Code to Define Valuation Level?  
OX14 
- 7: What is the Valuation Level?  
Valuation area is a plant 


## Section I.5: Maintain Purchasing Organization

In this section, you will create a Purchasing Organization (US##). You need a purchasing organization to negotiate conditions of purchase with vendors.

**Step: I.5.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Definition → Materials Management → Maintain Purchasing Organization

8: What is the transaction code to maintain purchasing organizations?  
SM30 

**Step: I.5.2: In the “Change View “Purchasing Organizations”: Overview” screen, highlight Purch. Organization “US00” row.**

**Step: I.5.3: Click Copy As...** 

➔ You will receive a message that says, “One entry chosen”

**Step: I.5.4: In the “Change View “Purchasing Organizations”: Overview of Selected Set” screen, change the information to the following information:**

Purch. Organization	Purch. Org. Descr.
US##	## GBI US

**Step: I.5.5: Press Enter** 

➔ You will receive a message that says, “Number of entries copied: 1”

**Step: I.5.6: Click Save** 

➔ You will receive a message that says, “Data was saved”.

## Section I.6: Assign Purchasing Organization to Company Code

In this section, you will associate your Purchasing Organization (US##) to your Company Code. GBI has adopted a company-level model. Your Purchasing Organization (US##) will be associated with (only) **your** Company Code.

**Step: I.6.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Assignment → Materials Management → Assign Purchasing Organization to Company Code

- 9: What is the transaction code to assign purchasing organization to a company code?  
SM30 

**Step: I.6.2: In the “Change View “Assign Purchasing Organization -> Company Code”:**  
**Overview” screen, enter the following information:**

Attribute	Description	Data Value
POrg	Denotes the purchasing organization	<i>Your GBI US</i>
Description	Description of purchasing organization	<i>## GBI US</i>
CoCd	The Company Code	<i>Your Global Bike Inc.</i>

**Step: I.6.3: Click Save** .

You will receive the message “Data was saved”.


## Section I.7: Assign Purchasing Organization to Plants

In this section, you will associate your three Plants to your Purchasing Organization. In previous steps, you created a Purchasing Organization (US##) and then associated *that* Purchasing Organization to your Company Code. In this step, you will associate *each* of your Plants to that Purchasing Organization. GBI manages their contracts and pricing through a company-level Procurement Strategy. Specifically, all the plants within your Company Code (and only your Company Code) are associated with your Purchasing Organization.

**Step: I.7.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Enterprise Structure → Assignment → Materials Management → Assign Purchasing Organization to Plant

10: What is the transaction code to assign a purchasing organization to plants?  
SM30 

**Step: I.7.2:** In the “Change View “Assign Purchasing Organization to Plant”: Overview” screen, click New Entries .

**Step: I.7.3:** In the “New Entries: Overview of Added Entries” screen, enter the following information:

Attribute	Description	Data Value
POrg	Unique key identifying a purchasing organization	<i>Your GBI US</i>
Plnt	Unique key identifying a plant	<i>Your Plant Dallas</i>
POrg	Unique key identifying a purchasing organization	<i>Your GBI US</i>
Plnt	Unique key identifying a plant	<i>Your DC Miami</i>
POrg	Unique key identifying a purchasing organization	<i>Your GBI US</i>
Plnt	Unique key identifying a plant	<i>Your DC San Diego</i>

➔ Use the scrollbar if you don’t see your purchasing organization right away.

**Step: I.7.4:** Click Save .

➔ You will receive a message that says, “Data was saved”.

## Section I.8: Create Purchasing Group

In this section, you will create a Purchasing Group (N##). You need your purchasing group to do day-to-day purchasing activities such as, approve Purchase Requisitions. In a later step, you will associate your Purchasing Group to your materials.

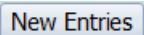
**Step: I.8.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Materials Management → Purchasing → Create Purchasing Groups

11: What is the transaction code for creating a purchasing group?  
SM30 

**Step: I.8.2: In the “Change View “Purchasing Groups”: Overview” screen, click New Entries**



**Step: I.8.3: In the “New Entries: Overview of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
Purchasing Group	Key for the purchasing group	N##
Descr. Pur. Grp	Description of Purchasing Group	## North America

**Step: I.8.4: Click Save** .

You will receive a message that says, “Data was saved”.

## Section I.9: Maintain Storage Locations

In this section, you will create Storage Locations within your three Plants. Storage Locations (e.g., Raw Material = RM##, Trading Goods = TG##) indicate where material is physically kept, track the on-hand quantity of each material, and indicate asset valuation. There must be one or more storage locations within a plant. You can assign more than one storage location to the same warehouse number within a plant. It is possible to store material data specific to a storage location. Stock is managed only on a quantity basis and not on a value basis at storage location level in the system.

**Step: I.9.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

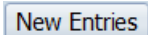
SAP Customizing Implementation Guide → Enterprise Structure → Definition → Materials Management → Maintain Storage Location

12: What is the transaction code to maintain storage locations?  
OX09 

**Step: I.9.2: In the “Determine Work Area: Entry” pop-up, enter the following information:**

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your Plant Dallas</i>

**Step: I.9.3: Click Continue** .

**Step: I.9.4: In the “Change View “Storage locations”: Overview” screen, click New Entries**  
.

**Step: I.9.5: In the “New Entries: Overview of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
SLoc	Number of storage location	FG##
Description	Description of storage location	## Fin. Goods
SLoc	Number of storage location	MI##
Description	Description of storage location	## Misc. Goods
SLoc	Number of storage location	TG##
Description	Description of storage location	## Trading Goods
SLoc	Number of storage location	SF##

Description	Description of storage location	## Semi-Finished
SLoc	Number of storage location	RM##
Description	Description of storage location	## Raw Materials

**Step: I.9.6: Click Save** .

➡ You will receive a message that says, “Data was saved”.

**Step: I.9.7: Click Exit** .

**Step: I.9.8: Repeat Steps I.9.1 – I.9.7 to complete your Miami and San Diego plants, use the following information:**

MIAMI Plant		
Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your DC Miami</i>
SLoc	Number of storage location	FG##
Description	Description of storage location	## Fin. Goods
SLoc	Number of storage location	MI##
Description	Description of storage location	## Misc. Goods
SLoc	Number of storage location	TG##
Description	Description of storage location	## Trading Goods
SAN DIEGO PLANT		
Plant	Key uniquely identifying a plant.	<i>Your DC San Diego</i>
SLoc	Number of storage location	FG##
Description	Description of storage location	## Fin. Goods
SLoc	Number of storage location	MI##
Description	Description of storage location	## Misc. Goods
SLoc	Number of storage location	TG##
Description	Description of storage location	## Trading Goods

# Part II - Rules and Parameters



## Table of Contents

Section II.1: Determine Tax Versions.....	17
Section II.2: Maintain Default Values for Tax Codes .....	18
Section II.3: View Different Material Types .....	20
Section II.4: Define Attributes of Material Types.....	22
Section II.5: View Account Category and Valuation Class .....	25
Section II.6: Group Together Valuation Areas .....	29
Section II.7: Configure Automatic Postings.....	30
Section II.8: View Tax Account Determination .....	34
Section II.9: Set Tolerance for Price Variance .....	35
Section II.10: Set Tolerance for Goods Receipt.....	37
Section II.11: Set Tolerance for Invoice .....	39
Section II.12: Define Tolerances (Vendors) .....	40
Section II.13: Define Values for Plant.....	42



## Section II.1: Determine Tax Versions

In this section, you will set the number of tax codes and tax rates that can be associated with a given vendor (or vendor invoice). SAP allows *up to four* different tax codes and tax rates per vendor (and per vendor invoice). In this step, you limit GBI users to only one tax code and one tax rate per vendor (and per vendor invoice) in order to minimize screen clutter and improve the user experience. Note that for the first time we are not using the *SAP Customizing Implementation Guide*, but are directly editing a table (T169P) using a simple editor.

**Step: II.1.1: In the “SAP Easy Access” screen, follow the navigation path below:**

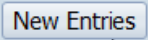
### Navigation

SAP Customizing Implementation Guide → SAP Menu Bar → System → Services → Table Maintenance → Extended Table Maintenance

**Step: II.1.2: In the “Edit Table Views: Initial Screen” screen, enter the following information:**

Attribute	Description	Data Value
Table/View	Name of table/view for extended table maintenance.	T169P

**Step: II.1.3: Click Maintain** .

**Step: II.1.4: In the “Change View Parameters, Invoice Verification”: Overview” screen, click New Entries** .

**Step: II.1.5: In the “New Entries: Details of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>
Tax version	Determines how many different tax rates can be entered directly on the vendor screen.	One tax amount and tax code

**Step: II.1.6: Click Save** .

➡ You will receive a message that says, “Data was saved”.


## Section II.2: Maintain Default Values for Tax Codes

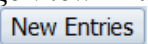
In this section, you will specify the **default** value for the tax code to be used during *the Invoice Verification* process. GBI personnel will be more efficient during Invoice Verification process since the correct tax code is defaulted into their screen.

**Step: II.2.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Materials Management → Logistics Invoice Verification → Incoming Invoice → Maintain Default Values for Tax Codes

13: What is the transaction code to maintain default values for tax codes?  
SM30 

**Step: II.2.2: In the “Change View “Tax Defaults in Invoice Verification”: Overview” screen, Click New Entries** .

**Step: II.2.3: In the “New Entries: Details of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>

**Step: II.2.4: Click Enter** .

**Step: II.2.5: Enter the following information:**

Attribute	Description	Data Value
(Defaults, domestic) Tax Code	A tax category which must be taken into consideration when making a tax return to the tax authorities.	<i>Input Tax</i>

**Step: II.2.6: Click Save** .

➔ You will receive a message that says, “Data was saved”.

**Step: II.2.7: Exit the current transaction back to the “SAP Easy Access Menu”.**

**Step: II.2.8: Follow the navigation below:**

### ***Navigation***

**SAP Customizing Implementation Guide → Financial Accounting (New) → Financial Accounting Global Settings (New) → Tax on Sales/Purchases → Calculation → Define Tax Codes for Sales and Purchases**

**Step: II.2.9: In the “Country” pop-up, enter the following information:**

Attribute	Description	Data Value
Country	The country in which you wish to check the tax code	USA

**Step: II.2.10: Click Continue** .

**Step: II.2.11: In the “Maintain Tax Codes: Initial Screen” screen, enter the following information:**

Attribute	Description	Data Value
Tax Code	Represents a tax category.	<i>Input Tax</i>
Tax Jurisdiction	Defines the tax authority you must pay your taxes.	<i>Texas</i>

**Step: II.2.12: Click Enter** .

➡ You do NOT have the ability to use your Display/Change button . Be extra careful you do not change anything in this screen.

14: What is the Procedure?

TAXUSJ 

15: What is the Tax Percent Rate for Expensed Items?

0.000 

## Section II.3: View Different Material Types


In this section, you will view the different material types that have been pre-configured in GBI. Each material created in the system will fall under one of these material types. Material types also help determine user departments, price control, account category, and valuation.

➡ Be sure to use your Display/Change button  so you do not change anything in this screen.

**Step: II.3.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation




SAP Customizing Implementation Guide → Logistics – General → Material Master → Basic Settings → Material Types → Define Attributes of Material Types

16: What is the transaction code to view different material types?  
SM34 







**Step: II.3.2: In the “Change View “Material types”: Overview” screen, highlight the “Finished Product” material type.**

**Step: II.3.3: Click Details** .

**Step: II.3.4: In the “Display View “Material Types”: Overview” screen, answer the following questions:**

- 17: What is the Price control for finished goods?  
Standard price 
- 18: What is the Acct cat. reference for finished goods?  
0009 
- 19: What is the Quantity/value updating radio button selected for finished goods?  
By valuation area 

**Step: II.3.5: Repeat steps II.3.2 – II.3.4 for the “Trading Goods” and “Nonvaluated materials” material types.**

- 20: What is the Price control for trading goods?  
Moving average price/periodic unit price 
- 21: What is the Acct cat. reference for trading goods?  
0005 
- 22: What is the Quantity/value updating radio button selected for trading goods?  
By valuation area 
- 23: What is the Price control for nonvaluated materials?  
None 
- 24: What is the Acct cat. reference for nonvaluated materials?  
0007 
- 25: What is the Quantity/value updating radio button selected for nonvaluated materials?  
In no valuation area 

**Step: II.3.6: Click Exit** .

## Section II.4: Define Attributes of Material Types

In this section, you will specify valuation techniques for your Material Types. Material Types already exist in your SAP instance. In this section, you indicate that you want to track the *quantity and value* of each material type within each Storage Location within each Plant.

**Step: II.4.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Logistics-General → Material Master → Basic Settings → Material Types → Define Attributes of Material Types

26: What is the transaction code to define attributes of material types?  
SM34 

**Step: II.4.2: In the “Change View “Material types”: Overview” screen, highlight “FERT”.**

**Step: II.4.3: Double click the “Quality/value updating” folder under the Dialog Structure.**

**Step: II.4.4: In the “Change View “Quantity/value updating”: Overview” screen, enter the following information:**

Attribute	Description	Data Value
Val. Area	Organizational level at which the material is valued.	DL##
Matl type	Key that assigns the material to a group of materials.	FERT
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	Selected
Value Updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	Selected
Val. Area	Organizational level at which the material is valued.	MI##
Matl type	Key that assigns the material to a group of materials.	FERT
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	Selected
Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	Selected
Val. Area	Organizational level at which the material is valued.	SD##
Matl type	Key that assigns the material to a group of materials.	FERT
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	Selected
Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	Selected

**Step: II.4.5: Click Save** .

**Step: II.4.6: Click Enter**  to dismiss the message “Changing the quantity/value update may cause inconsistencies”

➔ You will receive a message that says, “Data was saved”.

**Step: II.4.7: Click Back** .

**Step: II.4.8: In the “Change View “Material types”: Overview” screen, highlight “HALB”.**

**Step: II.4.9: Double click the “Quality/value updating” folder under the Dialog Structure.**

**Step: II.4.10: In the “Change View “Quantity/value updating”: Overview” screen, enter the following information:**

Attribute	Description	Data Value
Val. Area	Organizational level at which the material is valued.	<i>DL##</i>
Matl type	Key that assigns the material to a group of materials.	<i>HALB</i>
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	<i>Selected</i>
Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	<i>Selected</i>

**Step: II.4.11: Click Save** .

**Step: II.4.12: Click Enter**  to dismiss the message “Changing the quantity/value update may cause inconsistencies”

➔ You will receive a message that says, “Data was saved”.

**Step: II.4.13: Click Back** .

**Step: II.4.14: In the “Change View “Material types”: Overview” screen, highlight “HAWA”.**

**Step: II.4.15: Double-click on the “Quantity/value updating” folder under the Dialog Structure.**

**Step: II.4.16: In the “Change View “Quantity/value updating”: Overview” screen, enter the following information:**

Attribute	Description	Data Value
Val. Area	Organizational level at which the material is valued.	<i>MI##</i>
Matl type	Key that assigns the material to a group of materials.	<i>HAWA</i>
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	<i>Selected</i>

Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	<i>Selected</i>
Val. Area	Organizational level at which the material is valued.	<i>SD##</i>
Matl type	Key that assigns the material to a group of materials.	<i>HAWA</i>
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	<i>Selected</i>
Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	<i>Selected</i>

**Step: II.4.17: Click Save** .

➡ You will receive a message that says, “Data was saved”.


**Step: II.4.18: Click Back** .

**Step: II.4.19: In the “Change View “Material types”: Overview” screen, highlight “ROH”.**

**Step: II.4.20: In the “Change View “Material types”: Overview” screen double-click on “Quantity/value updating”.**

**Step: II.4.21: In the “Change View “Quantity/value updating”: Overview” screen, enter the following information:**

Attribute	Description	Data Value
Val. Area	Organizational level at which the material is valued.	<i>DL##</i>
Matl type	Key that assigns the material to a group of materials.	<i>ROH</i>
Qty updating	Specifies that the material is managed on a quantity basis in the material master record for the valuation area.	<i>Selected</i>
Value updating	Specifies that the material is managed on a value basis in the material master record for the valuation area.	<i>Selected</i>

**Step: II.4.22: Click Save** .

➡ You will receive a message that says, “Data was saved”.



## Section II.5: View Account Category and Valuation Class

In this section, you will compare account categories and valuation classes to see how they are connected.

**Step: II.5.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Menu → Logistics → Materials Management → Material Master → Material → Display → Display Current

**Step: II.5.2:** In the “Display Material (Initial Screen)” Screen, enter the following information:

Attribute	Description	Data Value
Material	Alphanumeric key uniquely identifying the material.	Original SOCKET HEAD BOLT 5X20MM

**Step: II.5.3:** Press Enter .

**Step: II.5.4:** In the “Select View(s)” screen, click the Deselect All button .

**Step: II.5.5:** Select “Accounting 1”

**Step: II.5.6:** In the “Select View(s)” screen, press Continue .

**Step: II.5.7:** In the “Organizational Levels” screen, enter the following information:

Attribute	Description	Data Entry
Plant	Key uniquely identifying a plant.	Original Plant Dallas

**Step: II.5.8:** Press Continue .


27: What is the Valuation Class?  
3000 

**Step: II.5.9:** Click Back .


**Step: II.5.10:** In the “Display Material (Initial Screen)” Screen, enter the following information:

Attribute	Description	Data Value
Material	Alphanumeric key uniquely identifying the material.	Original Road Helmet

**Step: II.5.11: Press Enter** .

**Step: II.5.12: In the “Select View(s)” screen, click the Deselect All button** .

**Step: II.5.13: Select “Accounting 1”**

**Step: II.5.14: In the “Select View(s)” screen, press Continue** .

**Step: II.5.15: In the “Organizational Levels” screen, enter the following information:**

Attribute	Description	Data Entry
Plant	Key uniquely identifying a plant.	<i>Original DC Miami</i>


**Step: II.5.16: Press Enter** .

28: What is the Valuation Class?  
3100 


**Step: II.5.17: In the “Display Material (Initial Screen)” Screen, enter the following information:**

Attribute	Description	Data Value
Material	Alphanumeric key uniquely identifying the material.	<i>Original Deluxe Touring Bike (red)</i>

**Step: II.5.18: Press Enter** .

**Step: II.5.19: In the “Select View(s)” screen, click the Deselect All button** .

**Step: II.5.20: Select “Accounting 1”**

**Step: II.5.21: In the “Select View(s)” screen, press Continue** .

**Step: II.5.22: In the “Organizational Levels” screen, enter the following information:**

Attribute	Description	Data Entry
Plant	Key uniquely identifying a plant.	<i>Original Dallas Plant</i>

**Step: II.5.23: Press Enter** .

29: What is the Valuation Class?  


**Step: II.5.24: Exit the current transaction.**

**Step: II.5.25:** In the “SAP Easy Access Menu” screen, and follow the navigation path below:

### Navigation







SAP Customizing Implementation Guide → Materials Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Define Valuation Classes

➡ Be sure to use your Display/Change button  so you do not change anything in this screen.

**Step: II.5.26:** In the “Account Category Reference/Valuation Classes” screen, Click

“Valuation Class”




Valuation Class

- 30: What is the Valuation Class for Raw Materials 1?  
3000 
- 31: What is the Valuation Class for Trading Goods?  
3100 
- 32: What is the Valuation Class for Finished Products?  
7920 
- 33: What is the ARef for Raw Materials 1?  
0001 
- 34: What is the ARef for Trading Goods?  
0005 
- 35: What is the ARef for Finished Products?  
0009 

**Step: II.5.27:** Click Back .

**Step: II.5.28:** In the “Account Category Reference/Valuation Classes” screen, Click “Account category reference”




Account category reference

- 36: What is the ARef for Raw Materials?  
0001 
- 37: What is the ARef for Trading Goods?  
0005 
- 38: What is the ARef for Finished Products?  
0009 

**Step: II.5.29:** Click Back .

**Step: II.5.30:** In the “Account Category Reference/Valuation Classes” screen, Click “Material type/account category reference”

Material type/account category reference

- 39: What is one example of a Material Type with a Raw Materials ARef?  
Intra Materials 
- 40: What is one example of a Material Type with a Semifinished Products ARef?  
Perishables 
- 41: What is one example of a Material Type with a finished product ARef?  
Finished Product 


## Section II.6: Group Together Valuation Areas

In this section, you will associate each of your three Plants (DL##, MI##, SD##) to Valuation Grouping Code 0001 (note that this Valuation Group Code already exists within your SAP instance). This will insure at a very high level that your three Plants use similar General Ledger conventions during material movement transactions.

**Step: II.6.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Materials Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Group Together Valuation Areas

42: What is the transaction code to group together valuation areas?  
OMWD 

**Step: II.6.2:** In the “Change View “Acct Determination for Val. Areas”: Overview” screen, enter the following information:

Val. Area	CoCode	Company Name	Chrt/Accts	Val.Grpg Code
DL##	US##	## Global Bike Inc.	GL##	0001
MI##	US##	## Global Bike Inc.	GL##	0001
SD##	US##	## Global Bike Inc.	GL##	0001

**Step: II.6.3:** Click Save .

➡ You will receive a message that says, “Data was saved”.

**Step: II.6.4:** Click Back .

**Step: II.6.5:** Enter the transaction “Define Valuation Control”.

43: Is the Valuation Group Code Active?  
Yes 


## Section II.7: Configure Automatic Postings


This section is where you will configure the General Ledger accounts associated with the Procure-to-Pay process steps *Create Goods Receipt* and *Invoice Verification*. We are also designating General Ledger accounts for posting a variety of transactions that are usually the result of small differences (e.g., differences between the Goods Receipt and the Vendor Invoice amounts).

**Step: II.7.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Materials Management → Valuation and Account Assignment → Account Determination → Account Determination Without Wizard → Configure Automatic Postings

44: What is the transaction code to configure automatic postings?  
OMWB 

➔ You may receive a “DL## Valuation Area” pop-up, simply click  to dismiss the message.

**Step: II.7.2:** In the “Automatic Posting” screen, click on the  icon.

**Step: II.7.3:** In the “Configuration Accounting Maintain: Automatic Posts – Procedures” screen, double-click on BSX.

45: What is the description for BSX?  
Inventory Posting 

**Step: II.7.4:** In the “Configuration Accounting Maintain: Automatic Posts – Rules screen, enter the following information:

Attribute	Description	Data Value
Valuation modif.	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>
Valuation class	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>

**Step: II.7.5:** Click Save .

➔ You will receive a message that says, “Changes have been made”.

**Step: II.7.6: In the “Configuration Accounting Maintain: Automatic Posts – Accounts” screen, enter the following information:**





Valuation modif.	Valuation class	Account
0001	<i>Raw materials 1</i>	<i>Your Inventory-Raw Materials</i>
0001	<i>Trading Goods</i>	<i>Your Inventory-Trading Goods</i>
0001	<i>Finished products</i>	<i>Your Inventory-Finished Goods</i>
0001	<i>Semifinished products</i>	<i>Your Inventory-Semi-finished Goods</i>

➔ Use the accounts WITHOUT Direct Post.

**Step: II.7.7: Click Save** .

➔ You will receive a message that says, “Changes have been made”.


**Step: II.7.8: Click Posting Key** .

- 46: What is the Debit Posting Key?  
89 
- 47: What is the Credit Posting Key?  
99 
- 48: What is the Debit Posting Key Name?  
Stock inwrd movement 
- 49: What is the Credit Posting Key Name?  
Stock outwrd movement 

**Step: II.7.9: Click Back** .

**Step: II.7.10: In the “Configuration Accounting Maintain: Automatic Posts – Procedures” screen, double-click on DIF.**

- 50: What is the description for DIF?  
Materials management small differences 

**Step: II.7.11: In the “Configuration Accounting Maintain: Automatic Posts - Rules” screen, click Save** .

➔ You will receive a message “Changes have been made”.

**Step: II.7.12: You are in the “Configuration Accounting Maintain: Automatic Posts – Accounts” screen, enter the following information:**


Attribute	Description	Data Value
Account	The general ledger account number identifies the general ledger account in a chart of accounts.	<i>Your Purchase Price Difference</i>

**Step: II.7.13: Click Save** .

➔ You will receive a message that says, “Changes have been made”.


**Step: II.7.14: Click Back** .

**Step: II.7.15: In the “Configuration Accounting Maintain: Automatic Posts – Procedures” screen, double-click on “PRD”.**

51: What is the description for PRD?  
Cost (price) differences 

**Step: II.7.16: In the “Configuration Accounting Maintain: Automatic Posts – Rules” screen, enter the following information:**

Attribute	Description	Data Value
Valuation modif.	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>
Valuation class	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>

**Step: II.7.17: Click Save** .

➔ You will receive a message that says, “Changes have been made”.

**Step: II.7.18: In the “Configuration Accounting Maintain: Automatic Posts – Accounts” screen.**

**Step: II.7.19: Enter the following information:**


Valuation modif.	Valuation class	Account
0001	<i>Raw Materials 1</i>	<i>Your Purchase Price Difference</i>
0001	<i>Operating supplies</i>	<i>Your Purchase Price Difference</i>
0001	<i>Trading goods</i>	<i>Your Purchase Price Difference</i>

**Step: II.7.20: Click Save** .

➔ You will receive a message that says, “Changes have been made”.

**Step: II.7.21: Click Back** .

**Step: II.7.22: In the “Configuration Accounting Maintain: Automatic Posts – Procedures” screen, double-click on “WRX”.**

52: What is the description for WRX?  
GR/IR clearing account 

**Step: II.7.23: In the “Configuration Accounting Maintain: Automatic Posts – Rules” screen, enter the following information:**

Attribute	Description	Data Value
-----------	-------------	------------



Valuation modif.	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>
Valuation class	Adds this attribute to Automatic Posting – Accounts screen	<i>Selected</i>

**Step: II.7.24: Click Save** .

➡ You will receive a message that says, “*Changes have been made*”.

**Step: II.7.25: In the “Configuration Accounting Maintain: Automatic Posts – Accounts” screen, enter the following information:**

Valuation modif.	Valuation class	Account
0001	<i>Raw Materials 1</i>	<i>Your Goods Receipt / Invoice Receipt Account</i>
0001	<i>Operating supplies</i>	<i>Your Goods Receipt / Invoice Receipt Account</i>
0001	<i>Trading goods</i>	<i>Your Goods Receipt / Invoice Receipt Account</i>
0001	<i>Finished products</i>	<i>Your Goods Receipt / Invoice Receipt Account</i>
0001	<i>Semifinished products</i>	<i>Your Goods Receipt / Invoice Receipt Account</i>

**Step: II.7.26: Click Save** .

➡ You will receive a message that says, “*Changes have been made*”.

## Section II.8: View Tax Account Determination

In this section, you will view the general ledger account to which taxes accrue.

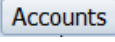
**Step: II.8.1:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Financial Accounting (New) → Financial Accounting Global Settings (New) → Tax on Sales/Purchases → Posting → Define Tax Accounts

**Step: II.8.2:** In the “*Configure Accounting Maintain: Automatic Posts – Procedures*” screen, Double Click “VS1”.

**Step: II.8.3:** In the “*Configure Accounting Maintain: Automatic Posts – Accounts*” screen, answer the following questions.

➡ If you are not in the Accounts screen, click Accounts .

53: What is the account defined for sales tax? GL00 

## Section II.9: Set Tolerance for Price Variance

In this section, you set tolerance limits to be used when GBI sends a Purchase Order (PO) to a Vendor. Specifically, when GBI sends a Purchase Order, management wants to validate that the Purchase Order price for each material is close to the price on the material master record. You will set a tolerance that the PO price can be 20% less or 10% more than the price on the material record.


**Step: II.9.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Materials Management → Purchasing → Purchase Order → Set Tolerance Limits for Price Variance

54: What is the transaction code to set tolerance limits for price variance? SM30 

**Step: II.9.2:** In the “Change View “Tolerance Limits”: Overview” screen, click New Entries

New Entries 

**Step: II.9.3:** In the “New Entries: Details of Added Entries” screen, enter the following information:

Attribute	Description	Data Value
Tolerance key	Determines which tolerance limits are checked.	<i>Price variance: purchasing</i>
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>
Lower limit Percentage Check limit	Checks if the tolerance limit has been adhered to.	<i>Selected</i>
Lower limit Percentage Tolerance limit %	A maximum permissible percentage variation.	20
Upper limit Percentage Check limit	Checks if the tolerance limit has been adhered to.	<i>Selected</i>
Upper limit Percentage Tolerance limit %	A minimum permissible percentage variation.	10

55: What does Tolerance key SE stand for?  
Max Cash disc. Deduction 

**Step: II.9.4:** Click Next Entry .

**Step: II.9.5: Enter the following information:**

Attribute	Description	Data Value
Tolerance key	Determines which tolerance limits are checked.	<i>Max. cash disc. deduction (purchasing)</i>
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>

**Step: II.9.6: Click Save** .

➡ You will receive a message that says, “*Data was saved*”.

## Section II.10: Set Tolerance for Goods Receipt


In this section, you set tolerance limits to be used when GBI receives material against a Purchase Order. Specifically, management wants to validate that the:

- Quantity received by GBI is close to the quantity on the Purchase Order; and
- Goods receipt price is close to both the PO price and the moving average price for this material.

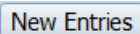
**Step: II.10.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Customizing Implementation Guide → Materials Management → Inventory Management and Physical Inventory → Goods Receipt → Set Tolerance Limits

56: What is the transaction code to set tolerance for goods receipt?  
OMC0 

**Step: II.10.2: In the “Change View “Tolerance Limits”: Overview” screen, click New Entries**



**Step: II.10.3: In the “New Entries: Details of Added Entries” screen, enter the following information:**

Attribute	Description	Data Value
Tolerance key	Determines which limits are checked.	<i>Order price qty variance (GR)/E-MSG</i>
Company Code	Organizational unit within accounting.	<i>Your Global Bike Inc.</i>

**Step: II.10.4: Click on Next Entry** .

**Step: II.10.5: Enter the following information:**

Attribute	Description	Data Value
Tolerance key	Determines which limits are checked.	<i>Order price qty variance (GR)/W-MSG</i>
Company Code	Organizational unit within accounting.	<i>Your Global Bike Inc.</i>

**Step: II.10.6: Click Next Entry** .

**Step: II.10.7: Enter the following information:**

Attribute	Description	Data Value
Tolerance key	Determines which tolerance limits are checked.	<i>Moving average price variance</i>
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>

**Step: II.10.8: Click Save** .

➡ You will receive a message that says, “*Data was saved*”.

## Section II.11: Set Tolerance for Invoice

In this section, management wants to validate that the Vendor Invoice price and quantity are close to those on:

- Original Purchase Order
- Good Receipt transaction

This allows GBI to ensure that they are invoiced the appropriate amount for each Purchase Order.

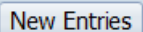
**Step: II.11.1:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Materials Management → Logistics Invoice Verification → Invoice Block → Set Tolerance Limits

57: What is the transaction code to set tolerance for invoice?  
OMR6 

**Step: II.11.2:** In the “*Change View “Tolerance Limits”: Overview*” screen, click **New Entries**



**Step: II.11.3:** In the “*New Entries: Details of Added Entries*” screen, enter the following information:

Attribute	Description	Data Value
Tolerance key	Determines which limits are checked.	<i>Amount for item without order reference</i>
Company Code	Organizational unit within accounting.	<i>Your Global Bike Inc.</i>

**Step: II.11.4:** Click Next Entry .

**You have just created the Tolerance Key for an “amount for item without order reference” in the steps above. Appendix D contains data about all of the Tolerance Keys in GBI. Use the data in appendix D to create the remaining Tolerance Keys.**

➡ You may receive an error saying a certain tolerance key already exists. Simply skip that key and move on.

**Step: II.11.5:** Click Save .

➡ You will receive a message that says, “Data was saved”.

## Section II.12: Define Tolerances (Vendors)

In this section, management wants to specify a default Vendor Tolerance (## GBI Default) to validate that:

- Payment shortfalls of up to \$10 (or 1%) are automatically posted to a designated revenue account.
- Payment excess of up to \$1 (or 1%) is automatically posted to a designated expense account.

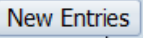
Tolerance Groups can be assigned to specific Vendors to allow more – or less – tolerance in the Pay Vendor section.

**Step: II.12.1:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Financial Accounting (New) → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments → Define Tolerances (Vendors)

58: What is the transaction code to define vendor tolerances?  
SM30 

**Step: II.12.2:** In the “*Change View “Customer/Vendor Tolerances”: Overview*” screen, click **New Entries** .

**Step: II.12.3:** In the “*New Entries: Details of Added Entries*” screen, enter the following information:

Attribute	Description	Data Value
Company Code	Organizational unit within accounting.	<i>Your Global Bike Inc.</i>
Tolerance group	Group for customers and vendors, or accounts.	<i>Leave Blank</i>
Name of Tolerance Group	Name of Tolerance Group	## GBI Default
Gain Amount	Payment differences to our advantage are allowed up to the amount entered here.	10
Gain Percent	Differences when settling payments are posted automatically by the system up to this rate.	1
Loss Amount	Payment differences to our disadvantage are allowed up to the amount entered here.	1
Loss Percent	Differences when settling payments are posted automatically by the system up to this rate.	1
Payment Term from Invoice	Indicates terms of payment are to be transferred from the original item for residual.	<i>Selected</i>



Only grant partial cash disc.	Indicates partial cash discount is granted when clearing invoices if an outstanding receivable is posted due to insufficient payment.	<i>Selected</i>
-------------------------------	---	-----------------

**Step: II.12.4: Click Next Entry** .

**Step: II.12.5: Enter the following information:**

Attribute	Description	Data Value
Company Code	Organizational unit within accounting.	<i>Your Global Bike Inc.</i>
Tolerance group	Group for customers and vendors, or accounts.	GBI
Name of Tolerance Group	Name of Tolerance Group	## Global Bike Inc.
Gain Amount	Payment differences to our advantage are allowed up to the amount entered here.	20
Gain Percent	Differences when settling payments are posted automatically by the system up to this rate.	2
Loss Amount	Payment differences to our disadvantage are allowed up to the amount entered here.	2
Loss Percent	Differences when settling payments are posted automatically by the system up to this rate.	2
Payment Term from Invoice	Indicates terms of payment are to be transferred from the original item for residual.	<i>Selected</i>
Only grant partial cash disc.	Indicates partial cash discount is granted when clearing invoices if an outstanding receivable is posted due to insufficient payment.	<i>Selected</i>

**Step: II.12.6: Click Save** .

➔ You will receive a message that says, “Data was saved”.

## Section II.13: Define Values for Plant

In this section, you will specify inventory management parameters at each of your three plants. GBI management wants to improve plant efficiency by creating the following **automatic actions** at each Plant:

- **Storage locations** are **automatically generated** when needed. Thus, if a warehouse person receives Raw Material for the first time, a RM storage location is **automatically** created.
- **Purchase order deliveries** are **automatically completed** when the correct quantity is received.
- **Reservations of inventory for a Sales Order** are **automatically deleted** after 30 days.

**Step: II.13.1:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Customizing Implementation Guide → Materials Management → Inventory Management and Physical Inventory → Plant Parameters

59: What is the transaction code to define values for plant?  
SM30 

**Step: II.13.2:** In the “*Change View “General plant settings in Inventory Management”*” screen, click **New Entries** .

**Step: II.13.3:** In the “*New Entries: Details of Added Entries*” screen, enter the following information:

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your Plant Dallas</i>
Create SLoc. automat.	Creation of storage location data in the material master record at the time of the first goods receipt is allowed.	<i>Selected</i>
Del. compl. default	The setting of the “delivery completed” indicator.	<i>Selected</i>
Movement Allowed	Specifies that goods movements are allowed.	<i>Selected</i>
Days mvt. allowed	Days on the basis of which the program checks whether movements are allowed for a reservation item.	30
Retention period	Time in days during which a reservation item resides in the system before being deleted by the program.	30

**Step: II.13.4:** Click **Next Entry** .

**Step: II.13.5: Enter the following information:**

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your DC Miami</i>
Create SLoc. automat.	Creation of storage location data in the material master record at the time of the first goods receipt is allowed.	<i>Selected</i>
Del. compl. default	Controls setting of the “delivery completed” indicator.	<i>Selected</i>
Movement Allowed	Specifies that goods movements are allowed.	<i>Selected</i>
Days mvt. allowed	Days on the basis of which the program checks whether movements are allowed for a reservation item.	30
Retention period	Time in days during which a reservation item resides in the system before being deleted by the program.	30

**Step: II.13.6: Click Next Entry** .

**Step: II.13.7: Enter the following information:**

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your DC San Diego</i>
Create SLoc. automat.	Creation of storage location data in the material master record at the time of the first goods receipt.	<i>Selected</i>
Del. compl. default	Controls the “delivery completed” indicator.	<i>Selected</i>
Movement Allowed	Specifies that goods movements are allowed.	<i>Selected</i>
Days mvt. allowed	Days on the basis of which the program checks whether movements are allowed for a reservation.	30
Retention period	Time in days during which a reservation item resides in the system before being deleted by the program.	30

**Step: II.13.8: Click Save** .

➡ You will receive a message that says, “Data was saved”.

# Part III - Master Data



## Table of Contents

Section III.1: Create Trading Goods.....	45
Section III.2: Create Vendor .....	47

## Section III.1: Create Trading Goods

In this section, you will create Trading Goods in your Company Code by copying from the material master in Company Code US00. You will start by copying Elbow Pads (EPAD1000) from Company Code US00 to US##. You will re-number the original Elbow Pads (EPAD1000) as EPAD10## and change the description to ## Elbow Pads. You will also associate each of your new Trading Goods with your Purchasing Group (N##) that you created earlier.

**Step: I.1.1:** In the “SAP Easy Access” screen, follow the navigation path below:

### Navigation

SAP Menu → Logistics → Materials Management → Material Master → Material → Create (Special) → Trading Goods

60: What is the transaction code for creating a trading good?  
MMH1 

**Step: III.1.1:** In the “Create Trading Goods (Initial Screen)” screen, enter the following information:

Attribute	Description	Data Value
Material	Alphanumeric key uniquely identifying the material.	EPAD10##
Industry sector	The branch of industry to which the material is assigned.	Retail
Copy from...Material	Material whose data you want the system to copy.	EPAD1000

**Step: I.1.2:** Click Enter .

**Step: III.1.2:** In the “Select View(s)” pop-up, click the Deselect All  button.

**Step: III.1.3:** Highlight the “Basic Data 1” row.

**Step: III.1.4:** Highlight the “Purchasing” row.

**Step: III.1.5:** Highlight the “Accounting 1” row.

**Step: I.1.3:** Click “Save As Default Values”  Default Setting.

**Step: I.1.4:** Click Continue .

**Step: III.1.6: In the “Organizational Levels” pop-up, enter the following information:**

Attribute	Description	Data Value
Plant	Key uniquely identifying a plant.	<i>Your DC Miami</i>
Copy from Plant	Plant of the reference material.	<i>The Original DC Miami</i>

**Step: I.1.5:** Click “Save As Default Values” .

**Step: I.1.6:** Click Continue .

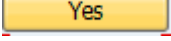
➡ You will receive a message that says, “The material already exists and will be extended”.

**Step: III.1.7: In the “Create Trading Goods EPAD10##” screen, enter the following information:**

Attribute	Description	Data Value
Material Description (Short Text)	Material Description	## Elbow Pads
Purchasing Group	Key for a buyer or a group of buyers.	<i>Your North America</i>

**Step: I.1.7:** Click Enter  until you reach the last screen.

**Step: I.1.8:** Click Enter .

**Step: III.1.8: In the “Last data screen reached” pop-up, click on the  icon.**

➡ You will receive a message that says “Material EPAD10## created”.

**You have just created your Elbow Pads in the steps above. Appendix E contains data about all the Trading Goods in GBI. Use the data in appendix E to create the following Trading Goods: RHMT10## and RKIT10##. You are not required to create all of the materials, only the RHMT10## and RKIT10##. Create each of the materials with the same views you used above. You will use Appendix E again in later exercises to add more views to your trading good materials.**

## Section III.2: Create Vendor

In this section, you will create a Vendor in your Company Code by copying from the Vendor master in Company Code US00. This vendor will be used during testing to procure your Trading Goods. You will copy Vendor 101000 from Company Code US00 to Company Code US##. You will renumber the Vendor as 1010##. You will also associate your new Vendor with your Purchasing Organization (NA##) that you created earlier.

**Step: I.1.9:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation


SAP Menu → Logistics → Materials Management → Purchasing → Master Data → Vendor → Central → Create

61: What is the transaction code to create a vendor?  
XK01 

**Step: III.2.1:** In the “*Create Vendor: Initial Screen*” screen, enter the following information:

Attribute	Description	Data Value
Vendor	Identifies a vendor.	1010##
Company Code	Organizational unit within financial accounting.	<i>Your Global Bike Inc.</i>
Purchasing Organization	Purchasing Organization	<i>Your GBI US</i>
Account group	A classifying feature within vendor master records.	<i>Vendor (int.number assgnmnt)</i>
Reference Vendor	Vendor account that you want to use as a reference when creating.	101000
Company code	Here you enter the company code you want to use as a reference during creation.	<i>Global Bike Inc.</i>
Reference Purchasing Organization	Organizational unit that negotiates general conditions of purchase for a plant or plants.	<i>GBI US</i>

**Step: I.1.10:** Click Enter .

**Step: III.2.2:** In the “*Create Vendor: Accounting information Accounting*” screen, click Save .

You will receive a message that says, “Vendor 00001010## has been created for company code US## purchasing organization US##”.

# Part IV - Process Execution



## Table of Contents

Section IV.1: Create Purchase Requisition .....	49
Section IV.2: Create Purchase Order .....	51
Section IV.3: Create Goods Receipt .....	53
Section IV.4: Receive Invoice .....	54
Section IV.5: Pay Vendor.....	55
Section IV.6: View Info Record.....	56



## Section IV.1: Create Purchase Requisition

This section is the first of five steps to test your Procure-to-Pay configuration. In this section, you will create a purchase requisition: a request to procure a certain quantity of a material – or services – to be available at a certain time. Your purchase requisition will be for the Trading Goods you created earlier: 50 Elbow Pads, 50 Road Helmets, and 50 Repair Kits all to arrive in one week.

**Step: I.1.11: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

**SAP Menu → Logistics → Materials Management → Purchasing → Purchase Requisition → Create**


62: What is the transaction code to create a purchase requisition?  
ME51N 

**Step: IV.1.1: In the “Create Purchase Requisition” screen, enter the following information in the Item Overview section:**

➔ You may need to click the Expand Items  Icon next to “Item Overview”

Attribute	Description	Data Value
Material	Number identifying a material.	<i>Your Elbow Pads</i>
Quantity	Specifies the quantity to be ordered.	50
Deliv. Date	Date on which the goods are to be delivered.	<i>One Week from Today</i>
Plant	Plant in which you wish to procure material.	<i>Your DC Miami</i>
Stor. Loc.	Storage location where materials are stored.	<i>Your Miami Trading Goods</i>
Material	Number identifying a material.	<i>Your Road Helmet</i>
Quantity	Specifies the quantity to be ordered	50
Deliv. Date	Date on which the goods are to be delivered.	<i>One Week from Today</i>
Plant	Plant in which you wish to procure material.	<i>Your DC Miami</i>
Stor. Loc.	Storage location where materials are stored.	<i>Your Miami Trading Goods</i>
Material	Number identifying a material.	<i>Your Repair Kit</i>
Quantity	Specifies the quantity to be ordered.	50
Deliv. Date	Date on which the goods are to be delivered.	<i>One Week from Today</i>
Plant	Plant in which you wish to procure material.	<i>Your DC Miami</i>
Stor. Loc.	Storage location where materials are stored.	<i>Your Miami Trading Goods</i>

**Step: IV.1.2: Click Enter** .

**Step: IV.1.3: Click Enter**  through each of the warning messages “Can Delivery Date be met?”.

**Step: IV.1.4: Click Save** .

➡ You will receive a message that says, “Purchase requisition number ##### created”.

63: What is your Purchase Requisition Number?  
0010000063 

## Section IV.2: Create Purchase Order

In this section, you will create a Purchase Order from your Purchase Requisition to be sent to your Vendor. A Purchase Order is issued by a buyer to a seller, indicating types, quantities, and agreed prices for products – or services – the seller will provide to the buyer.

**Step: I.1.12:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Menu → Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known

64: What is the transaction code to create a purchase order?  
ME21N 

**Step: IV.2.1:** In the “*Create Purchase Order*” screen, enter the following information in the header section:

Attribute	Description	Data Value
Vendor	Number and name of the vendor (external supplier) or plant from which the materials are to be procured.	<i>Your Olympic Protective Gear</i>
Purch. Org.	Denotes the purchasing organization.	<i>Your GBI US</i>
Purch. Group	Key for a buyer or group of buyers, who is/are responsible for certain purchasing activities.	<i>Your North America</i>

➡ Input this information on the Org Data tab.

**Step: IV.2.2:** Click Enter .

**Step: IV.2.3:** Click the “Document Overview On” button.

**Step: IV.2.4:** Click Selection Variant .

**Step: IV.2.5:** Click on My purchase requisitions.

**Step: IV.2.6:** In the “*Document Overview*” pane of the “*Create Purchase Order*” screen, click on your purchase requisition number.

**Step: IV.2.7:** Click Adopt .

➡ If you double click on the purchase requisition number, the system will display the requisition. You are no longer in the application to create a purchase order. If this happens, you must exit back to the main menu and start at the beginning of this step.


- ➡ You will receive an Error message that says, “*Net price must be greater than 0*”. This means you must enter a price, follow the next step to enter your prices.


**Step: IV.2.8: Click Expand Items**  to open the “Item Overview” section.

**Step: IV.2.9: Enter the following information:**

Material	Net Price	Currency
<i>Your Elbow Pads</i>	37.50	<i>United States Dollar</i>
<i>Your Road Helmet</i>	25.00	<i>United States Dollar</i>
<i>Your Repair Kit</i>	16.00	<i>United States Dollar</i>

**Step: IV.2.10: Click Enter** .

**Step: IV.2.11: Click Enter**  through the warning messages “Can Delivery Date be met?”.

**Step: IV.2.12: Click Save** .

- ➡ You will receive a message that says, “Standard PO created under the number #####”.

65: What is your Purchase Order Number?  
4500000050 

## Section IV.3: Create Goods Receipt

In this section, you will verify that you received the goods shipped in response to the Purchase Order by creating a goods receipt transaction. The goods receipt will specify the quantity and storage location for each item received.

**Step: IV.3.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Easy Access → Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known

66: What is transaction code to create a goods receipt?  
MIGO 

**Step: IV.3.2: In the “Goods Receipt Purchase Order” screen, enter the following information:**

Attribute	Description	Data Value
Purchase Order	Key uniquely identifying the document.	<i>Purchase Order Number</i>

**Step: IV.3.3: Click Enter** .

**Step: IV.3.4: Select OK and confirm following information:**

Mat. Short Text	OK	Qty in UnE	SLoc
Elbow Pads	<i>Selected</i>	50	<i>Your Trading Goods</i>
Road Helmet	<i>Selected</i>	50	<i>Your Trading Goods</i>
Repair Kit	<i>Selected</i>	50	<i>Your Trading Goods</i>

➡ To select OK for all the materials you need to close the “**Detail Data**” section of the screen.

**Step: IV.3.5: Click Post** .

➡ You will receive a message that says, “Material document ##### posted”.

67: What is the resulting document number?  
5000000051 

## Section IV.4: Receive Invoice

In this section, you will receive an invoice from your vendor against the Purchase Order you previously created. This called is called **Invoice Verification** in SAP and verifies that the incoming invoice is correct regarding material, prices, quantity, and arithmetic. If the invoice is correct (within the tolerances you set up earlier), financial accounting transactions will be created (debit GR/IR and credit Accounts Payable).

**Step: IV.4.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Menu → Logistics → Materials Management → Purchasing → Purchase Order → Follow-On Functions → Logistics Invoice Verification


68: What is the transaction code for invoice verification?  
MIRO 

**Step: IV.4.2: In the “Enter Incoming Invoice: Company Code US##” screen, enter the following information:**

Attribute	Description	Data Value
Invoice Date	The issue Date of the original document	<i>Current Date</i>
Amount	Line item amount in document currency	3925
Purchasing Document Number	Key uniquely identifying the document	<i>Purchase Order Number</i>

**Step: IV.4.3: Click Enter** .

**Step: IV.4.4: Enter the following information:**

Attribute	Description	Data Value	Booking OK (  )
1	1875.00	50	<i>Selected</i>
2	1250.00	50	<i>Selected</i>
3	800.00	50	<i>Selected</i>

**Step: IV.4.5: Click Save** .

➡ You will receive a message that says, “Document no #####. created”.

69: What is the resulting document number?  
5105600147 

## Section IV.5: Pay Vendor

In this section, you will pay the vendor invoice that you just verified. This step is called Post Outgoing Payment in SAP. If the payment is correct (within the tolerances you set up earlier), financial accounting transactions will be created (debit Accounts Payable and credit Bank).

**Step: IV.5.1: In the “SAP Easy Access” screen, follow the navigation path below:**

### Navigation

SAP Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post

70: What is the transaction code to pay a vendor?  
F-53 

**Step: IV.5.2: In the “Post Outgoing Payments: Header Data” screen, enter the following information:**

Attribute	Description	Data Value
Document Date	The date on which the original document was issued	<i>Current Date</i>
Bank Data Account	Account Number	<i>Your Bank Account</i>
Amount	Line item amount in document	3925
Open item selection Account	The account from which the open items are to be selected for further processing or the key of a work list which represents a group of accounts	<i>Your Olympic Protective Gear</i>

**Step: IV.5.3: Click on the  icon.**

➔ You will receive a message that says “1 item(s) were selected”.

**Step: IV.5.4: In the “Post Outgoing Payments Process open items” screen, click Post .**

➔ You will receive a message that says “Document ##### was posted in company code US##”.

71: What is the resulting document number?  
1500000010 

## Section IV.6: View Info Record

In this section, you will display your vendor info record after making your purchases.

**Step: IV.6.1:** In the “*SAP Easy Access*” screen, follow the navigation path below:

### Navigation

SAP Menu → Logistics → Materials Management → Purchasing → Master Data → Info Record → Display

**Step: IV.6.2:** In the “*Display Info Record: Initial Screen*” screen, enter the following information:

Attribute	Description	Data Value
Vendor	Key uniquely identifying the doc.	<i>Your Olympic Protective Gear</i>
Material	Key uniquely identifying the material	<i>Your Elbow Pads</i>
Purchasing Org.	Denotes the purchasing organization	<i>Your GBI US</i>
Plant	Key uniquely identifying the plant	(Enter nothing in this field)

**Step: IV.6.3:** Click Enter .

**Step: IV.6.4:** Click Purch. Org. Data 1 .

72: What is the Standard Quantity?  
50 

















# Part V - Exercise Deliverables
























**Name:** Juan Pablo Cano / Julián Mendoza
























**Course and Section:** Sistemas Empresariales - 01












**Identifier:** 201712395 / 201730830

**Client:** 19

- 1: What is the transaction code to define plants?  
SM30 
- 2: What is the transaction code to view the calendar options?  
OY05 
- 3: How many number of workdays does the year 2016 have?  
366 
- 4: How many Holidays are on Sunday according to the 2016 holiday calendar?  
1 
- 5: What is the transaction code to assign plants to company codes?  
OX18 
- 6: What is the Transaction Code to Define Valuation Level?  
OX14 
- 7: What is the Valuation Level?  
Valuation area is a plant 
- 8: What is the transaction code to maintain purchasing organizations?  
SM30 
- 9: What is the transaction code to assign purchasing organization to a company code?  
SM30 
- 10: What is the transaction code to assign a purchasing organization to plants?  
SM30 
- 11: What is the transaction code for creating a purchasing group?  
SM30 
- 12: What is the transaction code to maintain storage locations?  
OX09 
- 13: What is the transaction code to maintain default values for tax codes?  
SM30 
- 14: What is the Procedure?  
TAXUSJ 

- 15: What is the Tax Percent. Rate for Expensed Items?  
0.000 
- 16: What is the transaction code to view different material types?  
SM34 
- 17: What is the Price control for finished goods?  
Standard price 
- 18: What is the Acct cat. reference for finished goods?  
0009 
- 19: What is the Quantity/value updating radio button selected for finished goods?  
By valuation area 
- 20: What is the Price control for trading goods?  
Moving average price/periodic unit price 
- 21: What is the Acct cat. reference for trading goods?  
0005 
- 22: What is the Quantity/value updating radio button selected for trading goods?  
By valuation area 
- 23: What is the Price control for nonvaluated materials?  
None 
- 24: What is the Acct cat. reference for nonvaluated materials?  
0007 
- 25: What is the Quantity/value updating radio button selected for nonvaluated materials?  
In no valuation area 
- 26: What is the transaction code to define attributes of material types?  
SM34 
- 27: What is the Valuation Class?  
3000 
- 28: What is the Valuation Class?  
3100 
- 29: What is the Valuation Class?  

- 30: What is the Valuation Class for Raw Materials 1?  
3000 
- 31: What is the Valuation Class for Trading Goods?  
3100 
- 32: What is the Valuation Class for Finished Products?  
7920 
- 33: What is the ARef for Raw Materials 1?  
0001 
- 34: What is the ARef for Trading Goods?  
0005 
- 35: What is the ARef for Finished Products?  
0009 
- 36: What is the ARef for Raw Materials?  
0001 
- 37: What is the ARef for Trading Goods?  
0005 

- 38: What is the ARef for Finished Products?  
0009 
- 39: What is one example of a Material Type with a Raw Materials ARef?  
Intra Materials 
- 40: What is one example of a Material Type with a Semifinished Products ARef?  
Perishables 
- 41: What is one example of a Material Type with a finished product ARef?  
Finished Product 
- 42: What is the transaction code to group together valuation areas?  
OMWD 
- 43: Is the Valuation Group Code Active?  
Yes 
- 44: What is the transaction code to configure automatic postings?  
OMWB 
- 45: What is the description for BSX?  
Inventory Posting 
- 46: What is the Debit Posting Key?  
89 
- 47: What is the Credit Posting Key?  
99 
- 48: What is the Debit Posting Key Name?  
Stock inwrd movement 
- 49: What is the Credit Posting Key Name?  
Stock outwrd movement 
- 50: What is the description for DIF?  
Materials management small differences 
- 51: What is the description for PRD?  
Cost (price) differences 
- 52: What is the description for WRX?  
GR/IR clearing account 
- 53: What is the account defined for sales tax?  
GL00 
- 54: What is the transaction code to set tolerance limits for price variance?  
SM30 
- 55: What does Tolerance key SE stand for?  
Max Cash disc. Deduction 
- 56: What is the transaction code to set tolerance for goods receipt?  
OMC0 
- 57: What is the transaction code to set tolerance for invoice?  
OMR6 
- 58: What is the transaction code to define vendor tolerances?  
SM30 
- 59: What is the transaction code to define values for plant?  
SM30 
- 60: What is the transaction code for creating a trading good?  
MMH1 

- 61: What is the transaction code to create a vendor?  
XK01 
- 62: What is the transaction code to create a purchase requisition?  
ME51N 
- 63: What is your Purchase Requisition Number?  
0010000063 
- 64: What is the transaction code to create a purchase order?  
ME21N 
- 65: What is your Purchase Order Number?  
4500000050 
- 66: What is transaction code to create a goods receipt?  
MIGO 
- 67: What is the resulting document number?  
5000000051 
- 68: What is the transaction code for invoice verification?  
MIRO 
- 69: What is the resulting document number?  
5105600147 
- 70: What is the transaction code to pay a vendor?  
F-53 
- 71: What is the resulting document number?  
1500000010 
- 72: What is the Standard Quantity?  
50 