Pricing Procedure / Calculation Schema
in Procurement Processes

SAP S/4HANA Sourcing and Procurement (Configuration and End-User)

Business Scenario

- The Procurement Super Users want to know that how they can set up and configure the prices for purchasing documents into SAP system such as:
  - Gross Price
  - Cash Discount
  - Taxes
  - Freight Charges

Pricing Procedure / Calculation Schema in Procurement Processes

- A pricing procedure is used to determine the price of a material in a PO

- The net price of a material depends on discounts, surcharges, taxes, freight, and so on

- In the SAP system, the different prices are represented by Condition types

- **IMG Menu path:** Display IMG -> Materials Management -> Purchasing -> Conditions -> **Define Price Determination Process:**

Document Types
and Number Ranges
for Purchasing Documents

SAP S/4HANA Sourcing and Procurement (Configuration and End-User)

Business Scenario

- The Procurement team wants that the different purchasing functions or categories should be identified through a unique document type such as Purchase order, Purchase requisition, RFQ, Contract and so on

- The Purchasing documents for different purchasing functions or categories should be within the specified number ranges

Document Types in Purchasing Documents

- Document type is a required field within a Purchasing document that differentiates each purchasing document category such as Purchase order, Purchase requisition, RFQ, Contract, Scheduling agreement and so on

- They are defined at client level and are therefore valid for all the company codes

- SAP has already provided the list of standard document types which can be used, changed or copied

- They control:
  - Number assignment and Number range
  - Allowed Item categories
  - Field selection key
  - Allowed follow-on documents

- **IMG Menu path:** Display IMG -> Materials Management -> Purchasing -> Purchase Order -> Define Document Types

Define Default Values for Document Type

- **IMG Menu path:** Display IMG -> Materials Management -> Purchasing -> Define Default Values for Document Type

Document Structure in Purchasing Documents

- Every document includes two levels of information:
  - **Document header level** – controlled by Document type and **Table information: EKKO**
  - **Document item level** – **Table information: ACDOCA (Universal Journal) / EKPO**
- Custom number ranges can be created within SAP system

Posting Keys
in Logistics Invoice Verification

- Posting key is a two-character numerical key which controls the document item level
- They are defined at client level and are therefore valid for all the company codes
- SAP has already provided the list of standard posting keys which can be used, changed or copied
- They define:
  - Account type
  - Debit/credit posting - For example, Posting Key 40 is for 'Debit entry' and Posting Key 50 is for 'Credit entry'.
  - Layout of entry screens
- Field status (suppressed, required or optional) can be controlled using Posting Key Field status as well as Field status Group assigned to G/L
- **Transaction code:** OB41
- **Menu path:** Display IMG -> Financial Accounting -> Financial Accounting Global Settings -> Document -> Define Posting Keys

Item Category
in Procurement Processes

SAP S/4HANA Sourcing and Procurement (Configuration and End-User)

Item Category in Procurement Processes

- Item category is used to determine what can be procured and how procurement can be carried out

- It determines the type of procurement process and is defined in the procurement documents

- The availability of the Item category in a purchasing document is based on the document type

- The item category controls the following configuration:
  - **Account assignment** (Material Required, Addit. Account Assignment, Inventory Management)
  - **Goods receipt** (GR - PO Item Linked, GR Indicator Firm, GR valuation)
  - **Invoice receipt** (IR - PO Item Linked, IR Indicator Firm)

- **IMG Menu path:** Display IMG -> Materials Management -> Purchasing -> Define External Representation of Item Categories