

MM 1: Display Purchase Order

Exercise Use the Fiori Launchpad to display a purchase order.

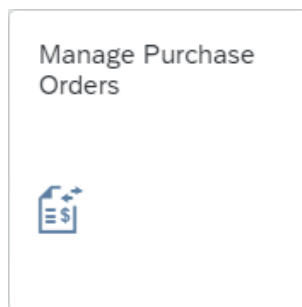
Time 10 Min

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 1)

Please go to the *Materials Management* space. In the role of *Purchasing Agent*, you can use the *Manage Purchase Orders* app.

Start



Enter **101999** (Olympic Protective Gear) for *Supplier* and **N00** (North America) for *Purchasing Group*. The company code will be added automatically

101999
N00

SAP Manage Purchase Orders

Standard* ▾

Search Editing Status: Supplier: Purchase Order:

Purchasing Group: Company Code: Status: Material:

Plant: Purchase Order Date:

Adapt Filters (3) **Go**

Press **Go**, the system will now show you the order(s) found for the values.

Purchase Order	Supplier	Company Code	Status	Approval Status	Approver	Net Order Value
Standard PO 4500000000	Olympic Protective Gear (101999)	Global Bike Inc. (US00)	Follow-On Documents			5.250,00 USD

Overdue Items: 0
Overdue


Purchase Order Date: 02.08.2021

Click on the free area of a row to get more details.

SAP Purchase Order ▾

4500000000 Edit Copy Display Commitments 🔗

Standard PO

 Status: Follow-On Documents Purchase Order Date: 02.08.2021 Net Value: 5.250,00 USD

General Information Items Limit Items Delivery and Invoice Supplier Contact Data Notes Output Management Attachments: > ▾

Basic Data

Purchase Order Type:
Standard PO (NB)

Supplier:
[Olympic Protective Gear \(101999\)](#)

Currency:
United States Dollar (USD)

Language Key:
English (EN)

Organization

Purchasing Group:
North America (N00)

Purchasing Organization:
Global Bike US (US00)

Company Code:
Global Bike Inc. (US00)

Further Information

Created by:
—

Purchase Order Date:
02.08.2021


Approval Status:
—

Approver:
—

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.

Purchase Order Items (2) Standard ▾ Search Copy 🔗 🔍

Item	Item Category	Material	Short Text	Material Group	
10	Standard	Off Road Helmet (OHMT1999)	Off Road Helmet	Safety Gear (SFTY)	>
Plant: DC Miami (MI00) Order Quantity: 60 EA Net Order Price: 25.00 USD Price Unit: 1 EA Net Order Value: 1,500.00 USD Status:					
20	Standard	Road Helmet (RHMT1999)	Road Helmet	Safety Gear (SFTY)	>
Plant: DC Miami (MI00) Order Quantity: 150 EA Net Order Price: 25.00 USD Price Unit: 1 EA Net Order Value: 3,750.00 USD Status:					

Click  to return to the SAP Fiori Launchpad.



MM 2: Display Goods Receipt for Purchase Order

Exercise Display the goods receipt for the purchase order.

Time 10 Min.

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)

To check the goods receipt for the purchase order, please go to the *Materials Management* space. In the role of *Goods Receipt Clerk*, you can use the *Material Documents Overview* app.

Start

Material Documents Overview



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



SAP

Material Documents Overview

Standard*

Stock Change:*

All

Plant:

Storage location:

Stock Type:

Material Document:

Material Document Year:

=2021

Material:

Posting Date:

dd.MM.yyyy - dd.MM.yyyy

Document Date:

dd.MM.yyyy - dd.MM.yyyy

Adapt Filters (2)

Go

Material Documents (32.057)

Material Document	Material Document Year	Material	Plant	Storage location	Posting Date	Stock Type	
4900000000	2021	Professional Touring Bike (black) (PRTR1612)	DC Miami (MI00)	Finished Goods (FG00)	01.08.2021	Unrestricted-Use Stock (01)	>
4900000001	2021	Off Road Helmet (OHMT1580)	DC Miami (MI00)	Trading Goods (TG00)	01.08.2021	Unrestricted-Use Stock (01)	>
4900000002	2021	Men's Off Road Bike (ORMN1096)	DC Miami (MI00)	Finished Goods (FG00)	01.08.2021	Unrestricted-Use Stock (01)	>
4900000003	2021	Men's Off Road Bike (ORMN1516)	DC Hamburg (HH00)	Finished Goods (FG00)	01.08.2021	Unrestricted-Use Stock (01)	>
4900000004	2021	Lock Washer 5 mm (LWSH1064)	Plant Dallas (DL00)	Raw Materials (RM00)	01.08.2021	Unrestricted-Use Stock (01)	>

5000000000

Enter the *Document Number* **5000000000** for Material Document and delete the current year for Material Document Year

Stock Change: *	Plant:	Storage location:	Stock Type:
<input type="text" value="All"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Material Document:	Material Document Year:	Material:	Posting Date:
<input type="text" value="5000000000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd.MM.yyyy - dd.MM.yyyy"/>
Document Date:			
<input type="text" value="dd.MM.yyyy - dd.MM.yyyy"/>			

Adapt Filters (2) **Go**

Press **Go**. 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)".

Material Documents (2)						
Material Document	Material Document Year	Material	Plant	Storage location	Posting Date	Stock Type
5000000000	2021	Off Road Helmet (OHMT1999)	DC Miami (MI00)	Trading Goods (TG00)	23.08.2021	Unrestricted-Use Stock (01)
5000000000	2021	Road Helmet (RHMT1999)	DC Miami (MI00)	Trading Goods (TG00)	23.08.2021	Unrestricted-Use Stock (01)

By clicking on one of the lines you can find out more information, for example the booking date and the process flow.

< SAP Material Document

5000000000 2021 Reverse Related Apps

Number of Reversed Items: 0 of 2

General Information | Items | Process Flow | Attachment

General Information Document Date: 08/23/2021 Posting Date: 08/23/2021 Created by: RHAEUSLER	Document Type: Goods Receipt (WE) Inventory Transaction Type: Goods Receipt for Purchase Order (WE) Created On: 08/23/2021, 17:10:45	Document Notes Delivery Note: -- Bill of Lading: -- Note: --
--	--	--

Items

Material Document Items (2)

Material Document Item	Material	Goods Movement Type	Quantity	Plant
1	Off Road Helmet (OHMT1999)	GR goods receipt (101)	60	EA DC Miami (MI00)
2	Road Helmet (RHMT1999)	GR goods receipt (101)	150	EA DC Miami (MI00)

Click **SAP** to return to the SAP Fiori Launchpad.

MM 3: Display Invoice Overview from the Vendor

Exercise Use the Fiori Launchpad in order to display an invoice.

Time 10 Min.

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.

Dear Mr. Tirrell Winstel,

Regarding your request, we hereby send you with the following invoice:

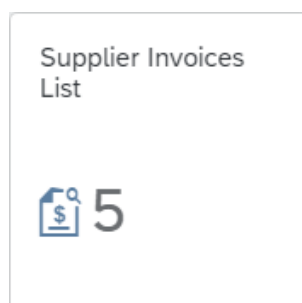
Position	Quantity	Description	Amount	Total Amount
Invoice 00123-###				
1.1	60	OHMT### Road Helmet	25.00	1,500.00 USD
1.2	150	RHMT### Off-road Helmet	25.00	3,750.00 USD

Name (Position) Silvia Cassano (AP Accountant)

To view the invoice from your supplier, please go to the *Materials Management* space. In the role of *AP Accountant*, 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.



Enter **101999** for *Invoicing Party* (=supplier), the company code will be added automatically.

101999

Press **Go** to execute the search.

You will now see the selected invoice document. 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).

Invoices (1)								
<input type="checkbox"/>	Invoice Number	Invoicing Party	Status	Company Code	Gross Invoice Amount	Posting Date	Invoice Date	Reference
<input type="checkbox"/>	5105600101/2021	Olympic Protective Gear (101999)	Posted	US00	5,250.00 USD	23.08.2021	23.08.2021	>
Entry Type: Online								
Blocked (Logistics): Yes								
Cash Disc 1 Due Date: 23.08.2021								

Select the line of the invoice document to open its details.


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 ▾

Supplier Invoice
5105600101/2021

Gross Invoice Amount	Invoicing Party	Invoice Status	Payment Status
5,250.00 USD	101999 (Olympic Protective Gear)	Posted	Blocked for Payment

Click  to return to the SAP Fiori Launchpad.

☐

Supplier invoice
document number

MM 4: Display Payment to Vendor

Exercise Use the Fiori Launchpad to get information about the payment to the vendor.

Time 10 Min.

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)

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 role of *AP Accountant*, you can use the *Manage Journal Entries* app.


Start



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 **Go**. The corresponding journal entry is displayed.

supplier invoice
document number

SAP Manage Journal Entries		Search in: "Apps"					
Standard		View Reversal Logs		Hide Filters			
Company Code:	Ledger Group:	Journal Entry Type:	Journal Entry:	Journal Entry Date:	Period:	Fiscal Year:	
			5105600101				
Posting Date:	Journal Entry Attribute:						
Journal Entries (1)		Standard					
<input type="checkbox"/>	Journal Entry	Header Text	Company Code	Journal Entry Type	Journal Entry Created By	Posting D...	Company Code Currency A...
<input type="checkbox"/>	5105600101		US00 (Global Bike Inc.)	RE (Invoice - Gross)	RHAEUSLER	08/23/2021	5,250.00 USD

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).

SAP

Manage Journal Entries

Journal Entry (5105600101) - Entry View

Header0Attachments0Notes4Related Documents

Journal Entry Date:
23.08.2021

Company Code:
US00 (Global Bike Inc.)

Reference:
-

Posting Date:
23.08.2021

Transaction Currency:
USD

Ref. Document Type:
RMRP (Invoice receipt)

Posting period:
8 / 2021

Header Text:
-

Journal Entry Type:
RE (Invoice - Gross)

Created:
by RHAEUSLER on 23.08.2021 17:19:56

Show More

Line Items (3) Standard

T-Account View

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	3300000 (Trade payables)		0,00 USD	5.250,00 USD
000002	9100000 (GR/IR)		1.500,00 USD	0,00 USD
000003	9100000 (GR/IR)		3.750,00 USD	0,00 USD

Tax (2) Standard

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
XI (Input Tax)		5.250,00 USD	0,00 USD	0,00 USD	0,00
XI (Input Tax)	1400000 (Deductible input tax)	5.250,00 USD	0,00 USD	0,00 USD	0,00

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.

Items (4)		
Document Type	Document No.	Journal Entry Type
Accounting document	5105600101	RE (Invoice - Gross)
Incoming Invoice	5105600101 2021	

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.

Items (4)

Document Type	Document No.	Journal Entry Type
✓ Accounting document	5105600101	RE (Invoice - Gross)
✓ Incoming Invoice	5105600101 2021	
✓ Purchase Order	4500000000	
✓ Material Document	5000000000 2021	
Accounting document	5000000000	WE (Goods Receipt)

Click  to return to the SAP Fiori Launchpad.



MM 5: Display Supplier Line Items

Exercise Display the line items of a supplier.

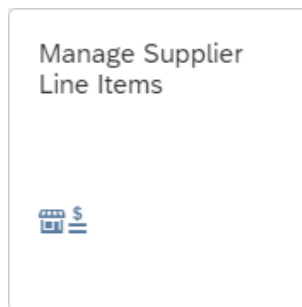
Time 5 min

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)

To do this, go to the *Materials Management* space. In the role of *Head of Accounting*, you can use *Manage Supplier Line Items* app.

Start



Enter **101999** (Olympic Protective Gear) for *Supplier* and **US00** for *Company Code*. Then select **Cleared Items** in the *Status* dropdown.

101999
US00
Cleared Items

Press **Go** to get an overview of the corresponding items. This contains, among other things, the journal entry and journal entry type of the individual items.

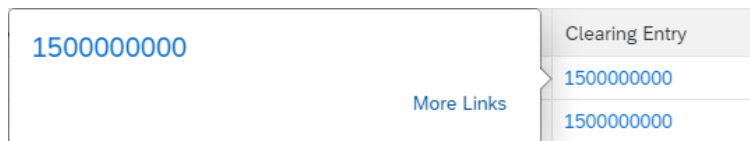
Items (2) Standard ▾		Edit Line Items Create Correspondence Block for Payment Unblock for Payment ...						
Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal E...	Sp	
<input type="checkbox"/> 101999	US00	<input type="checkbox"/>		23.08.2021	5105600101	RE		
<input type="checkbox"/> 101999	US00	<input type="checkbox"/>		23.08.2021	1500000000	KZ		

If you scroll further to the right in the overview, you can see the respective amounts of the items and the associated clearing entries.

Items (2) Standard* ▾		Edit Line Items Create Correspondence Block for Payment Unblock for Payment ...				
	Journal Entry	Journal E...	Special...	Due Net ...	Amount (CoCode CrCy)	Clearing Entry
<input type="checkbox"/>	5105600101	RE			-5.250,00 USD	1500000000
<input type="checkbox"/>	1500000000	KZ			5.250,00 USD	1500000000
					0,00 USD	

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.



Click on the entry number to view the clearing entry.

SAP

Manage Journal Entries

Q

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LL

Journal Entry (1500000000) - Entry View

Header

0 Attachments

0 Notes

0 Related Documents

Journal Entry Date:
23.08.2021

Company Code:
US00 (Global Bike Inc.)

Reference:
-

Posting Date:
23.08.2021

Transaction Currency:
USD

Ref. Document Type:
BKPF (Accounting document)

Posting period:
8 / 2021

Header Text:
-


Created:
by RHAEUSLER on 23.08.2021 17:22:03

Journal Entry Type:
KZ (Vendor Payment)

Show More

In the Line Items section you can see both the liability on the debit side and the bank account used on the credit side.

Line Items (2) Standard ▾		T-Account View ⚙️ 📄 ▾		
Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	1810000 (Bank 1)		0,00 USD	5.250,00 USD >
000002	3300000 (Trade payables)		5.250,00 USD	0,00 USD >

Click  to return to the SAP Fiori Launchpad.

