Materials Management (MM)

This case study explains an integrated Materials Management process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

RECORD SCREENSHOTS AND MESSAGES IN A WORD DOCUMENT AS DIRECTED THOUGHOUT THE CASE STUDY TO SHOW YOUR PROGRESS.

Product

S/4HANA 1809
Global Bike
Fiori 2.0

Level

Undergraduate
Graduate
Beginner

Focus

Materials Management

Authors

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Version

3.3

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MOTIVATION

The data entry requirements in the Materials Management exercises (MM 1 through MM 5) were minimized because much of the data was stored in the SAP system. This stored data, known as Master Data, simplifies the processing of business transactions.

In the Purchase-To-Pay process, you use Master Data for Vendors, Materials (Products you purchase) to simplify the procurement process.

In this case study, you will create the Master Data for a new Vendor and a new Trading Good Material.

PREREQUISITES

Before you use this case study, you should be familiar with navigation in the SAP system.

In order to successfully work through this case study, it is not necessary to have finished the MM exercises (MM 1 through MM 5). However, it is recommended.

NOTES

This case study uses the Global Bike (GBI) data set, which has exclusively been created for SAP UA global curricula.

Please remember to use your own dataset number when working the exercises; replace any ### symbols with the three digits from your logon ID. (For example, if your logon ID is Learn-050, you would use 050 whenever you see the ###.)

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Process Overview

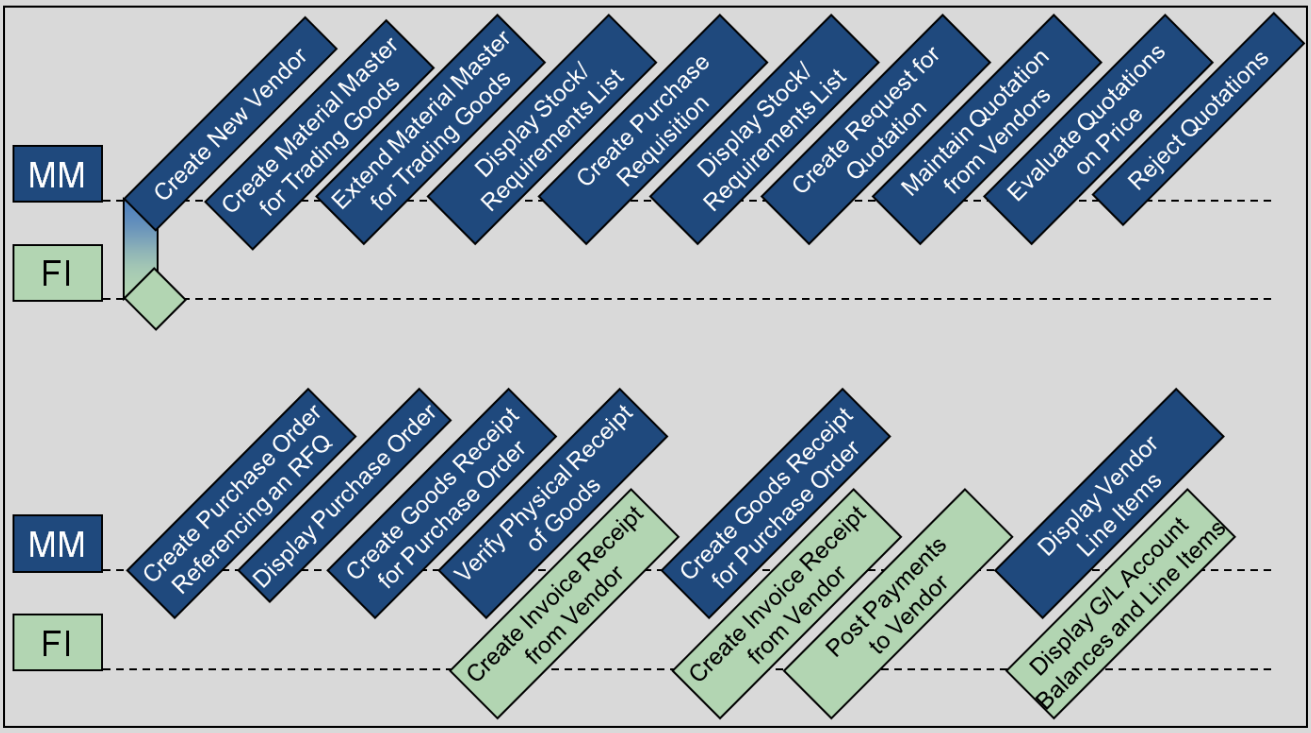
Learning Objective: Understand and perform the Purchase-To-Pay process. **Time:** 140 min

Scenario: In order to complete the Purchase-To-Pay process, you will take on different roles within the GBI company, e.g. Purchasing Agent, Warehouse Worker, Accounting Clerk. Overall, you will be working in the Materials Management (MM) and the Financial Accounting (FI) departments.

Employees Involved: Joyce Hausman, Contract Administrator
Sandeep Das, Warehouse Supervisor
Sergey Petrov, Warehouse Employee
Wilton Saban, Inventory Supervisor
Alberto Conti, Technical Office Assistant
Aura Maxwell, Buyer
Tatjana Karsova, Receiving Clerk
Silvia Cassano, Accounts Payable Specialist
Shuyuan Chen, Chief Accountant

Before you start the Purchase-To-Pay process, you will create a new Vendor, Mid-West Supply ### in Lincoln, Nebraska. Then you will create a new Material Master Data Record for a Trading Good, a Chain Lock (CHLK1###), in the system. After checking the stock (which will be zero), you start the procurement process by creating a Purchase Requisition. As the Buyer, you will create a Request for Quotation and enter the submitted bids from various Vendors – including your new Vendor. After evaluating and accepting the Quotation of Mid-West Supply ###, you will create a Purchase Order referencing the RFQ. You will then post the Goods Receipt and verify the physical receipt into stock. After creating two partial Vendor Invoices, you will post the payments to the Vendor and review the G/L Accounts.

The graphic below displays the complete process tasks and the modules in which they are carried out (20 Tasks):



Step 1: Create New Supplier

Task: Create a new Supplier. **Time:** 10 min

Short Description: Use the SAP Fiori Launchpad to create a new Supplier, Mid-West Supply ### in Lincoln, Nebraska.

Name, Position: Joyce Hausman, Contract Administrator

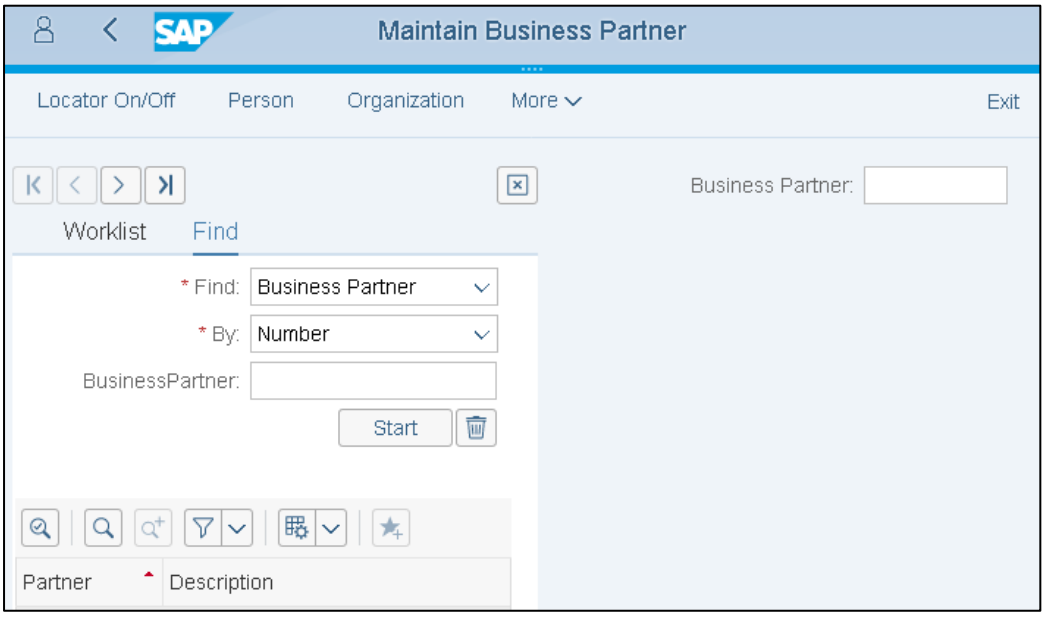
Vendor Master

Suppliers are established in both Accounting and Purchasing. The Vendor Master Record requires three Views – General, Accounting, and Purchasing in order to be active. Vendors can be created centrally, meaning all Views are generated concurrently, or responsibility can be distributed to Accounting and Purchasing for creating and maintaining their respective Views. In this case study, central creation will be used to enter all of the needed data. In this way, this Vendor record will contain all of the information necessary to conduct business transactions.

Fiori App

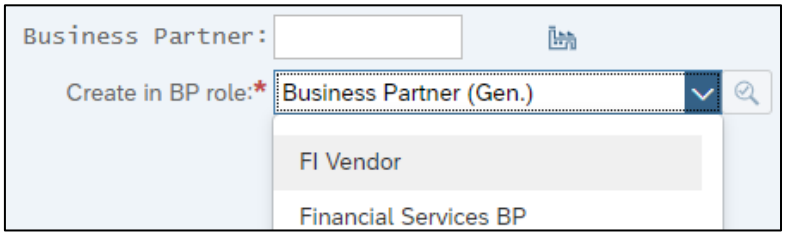
To create a new Vendor, use the app **Maintain Business Partner**.

This will produce the following screen:

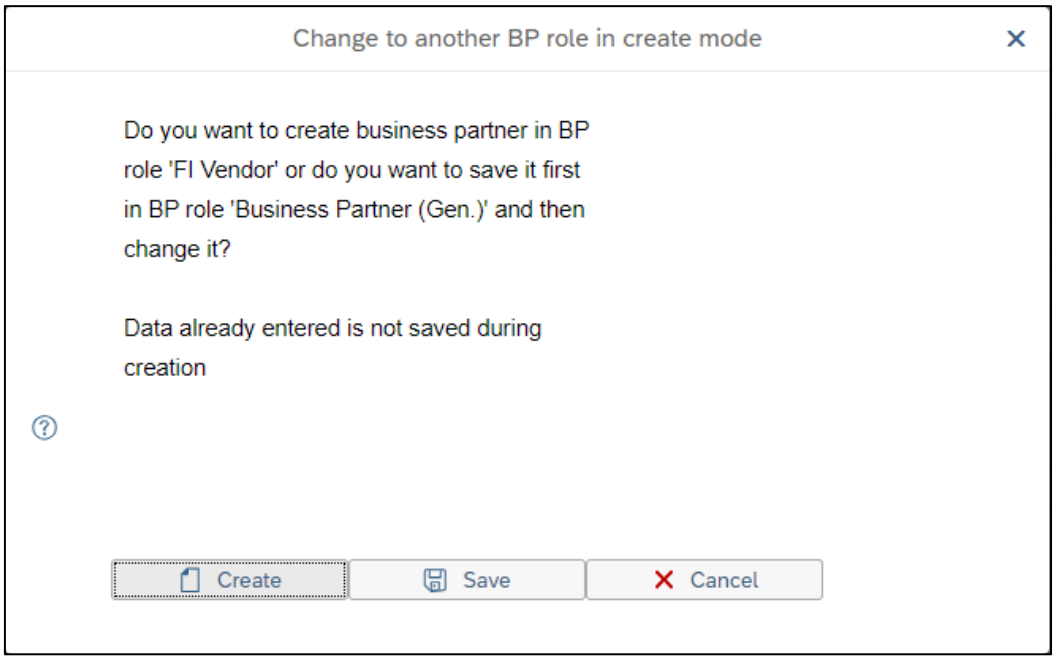


On the **Maintain Business Partner** screen, choose Organization.

Using the Create in BP role pull-down menu, select **FI Vendor**.

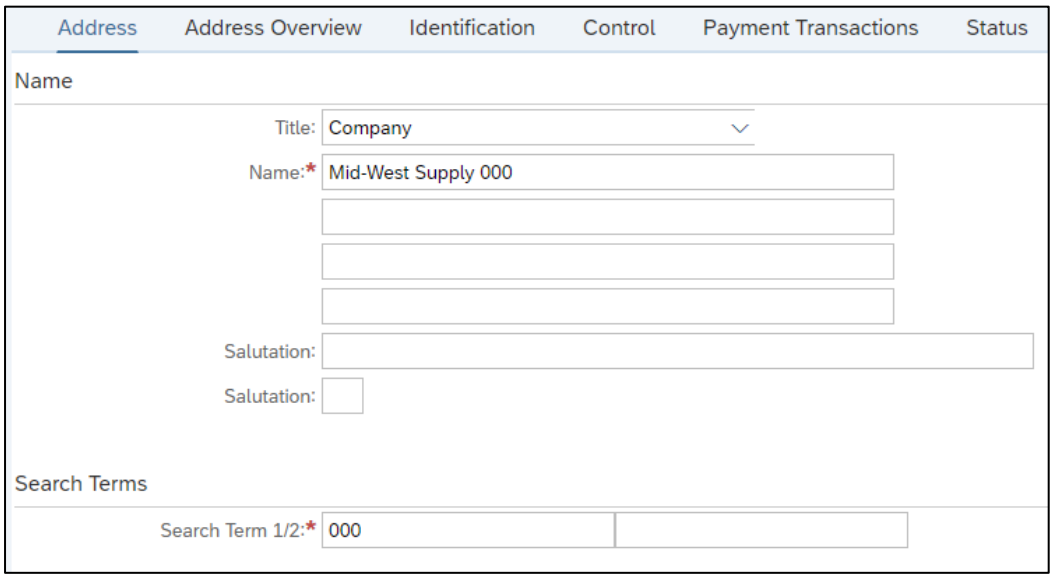


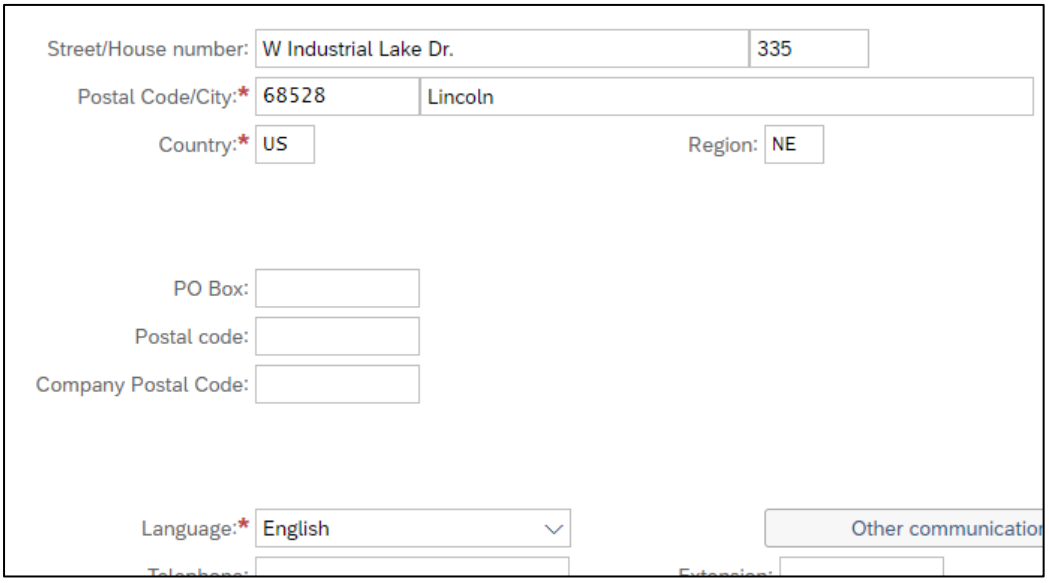
On the pop-up, **Change to another BP role in create mode,** click Create.



Select **Company** as Title and then enter the Name **Mid-West Supply ###** (remember to replace ### with your dataset number; ie, Learn-007 = 007 for ###), and then enter your dataset number **###** for Search term. For Street enter **W Industrial Lake Dr** and **335** as the Number, enter **68528** for Postal code, and **Lincoln** for City. Further, specify **US** (Country) and **NE** (Region). As Communication Language choose **English**. Compare your entries with the following screen:

Company
Mid-West
Supply ###
###
W Industrial Lake
Dr / 335
68528 Lincoln
US NE
English





Click the icon at the right edge of the tab row to find a menu listing all the tabs; select the **Vendor: Tax Data** tab.

In the Additional Tax Data field group, enter **12-3456###** as Tax Number (again, remember to replace ### with your dataset number). Press or click **Enter** to confirm your entry.

12-3456###

Click the Company Code button on the system menu bar. (This may be found under the **More** button.)

US00

Enter **US00** for Company Code. **Confirm with Enter** to activate your entry.

On the **Vendor: Account Management** tab, enter **300000** as Reconciliation acct. Then confirm with **Enter**.

300000

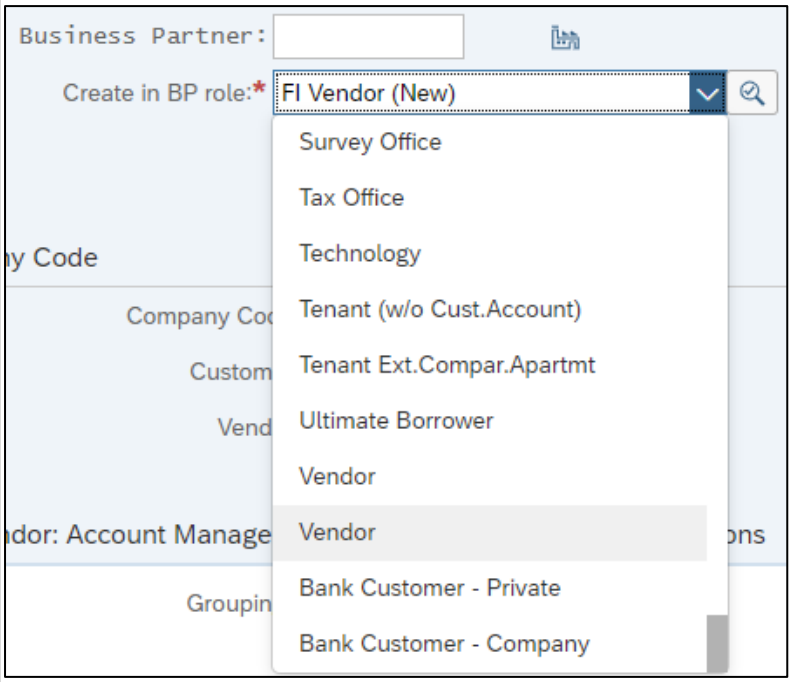
On the **Vendor: Payment Transactions** tab, enter **0001** as Terms of Payment and activate the checkbox for **Check Double Invoice**.

0001
Check Double Invoice

On the **Vendor: Correspondence** tab, enter **your name** as Clerk at vendor.

Your name

Using the **Create in BP role** dropdown menu, choose the **second Vendor** of the listed Vendor-options.



In the **Change to another BP role in create mode** pop-up, click Save. Save.

To expand the Purchasing data information of your newly created partner Mid-West Supply ###, click Purchasing. (Check the More button if not available on the System Menu.)

Enter **US00** as Purchasing Organization. Then, press or click **Enter** to activate this selection.

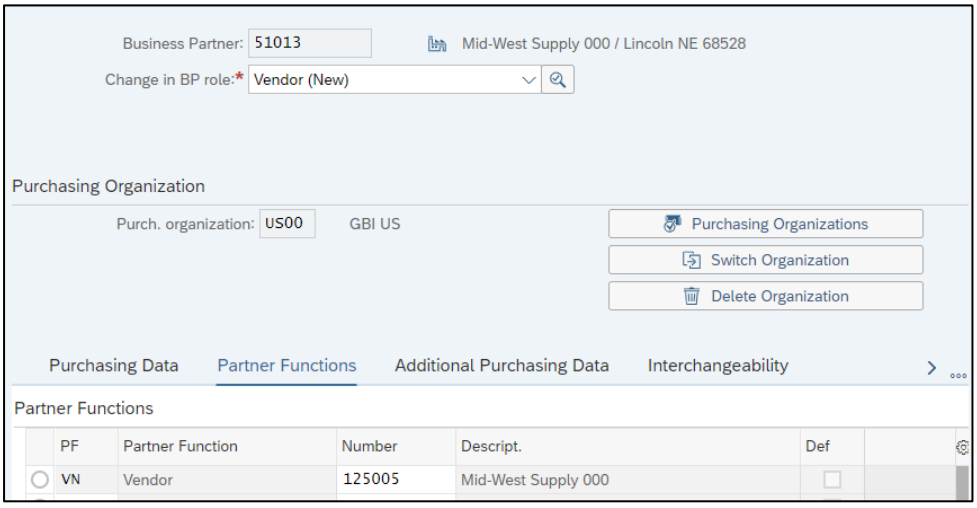
US00

In the Conditions field group, enter **USD** as Order currency and with F4-help, choose **Payable immediately Due net** for Payment Terms.

USD
Payable immediately Due net

Navigate to the **Partner Functions** tab and enter **VN** in the PF column. Press **Enter**.

VN



TAKE A SCREENSHOT OF YOUR VENDOR / BUSINESS PARTNER INFORMATION AND PASTE IT INTO YOUR WORD DOCUMENT.

Click

to save your Vendor Master record. The system will automatically assign a unique number for your Vendor.

RECORD THE BUSINESS PARTNER NUMBER AND THE VENDOR NUMBER IN YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

NOTE: Please pay attention to the number of **HOME** tabs that appear at the top of your browser. Leaving a transaction to return to the Home page often does not return you to the original Home page from which you started. Each Home tab creates a new connection to the client; too many connections can cause performance issues with the client. As you only need one Home tab, close any additional HOME pages if this happens.

Step 2: Create Material Master for Trading Good

Task: Create a Material Master for a Trading Good. **Time:** 15 min

Short Description: Use the SAP Fiori Launchpad to create a Trading Good Master Data record for a Chain Lock ### in the Wholesale Distribution Channel.

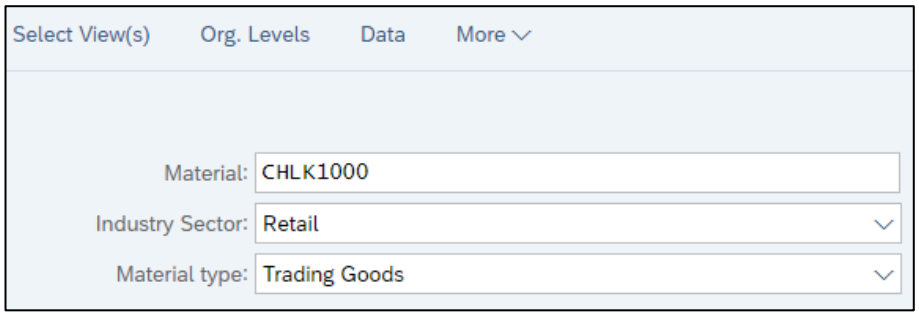
Name, Position: Sandeep Das, Warehouse Supervisor

To create a Trading Good Material Master record, use the app **Create Material**.

Fiori App

In the Material field, enter **CHLK1###** (replace ### with your dataset number), select **Retail** as the Industry sector, and **Trading Goods** as Material type. Then, click Continue or press Enter.

CHLK1###
Retail
Trading Goods



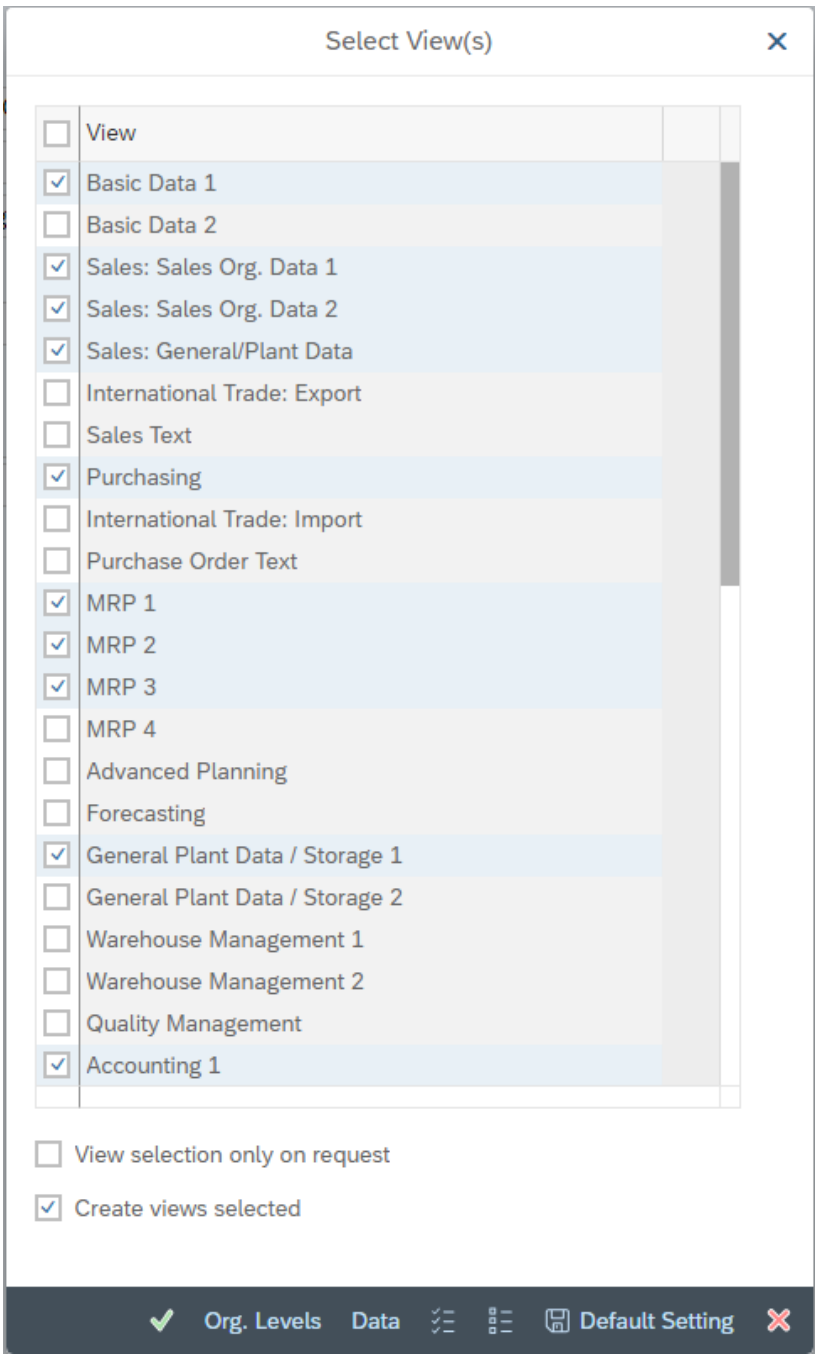
On the Select View(s) screen, select the following 10 views by clicking the checkbox to the left of the respective rows:

- **Basic Data 1**
- **Sales: Sales Org. Data 1**
- **Sales: Sales Org. Data 2**
- **Sales: General/Plant Data**
- **Purchasing**
- **MRP 1**
- **MRP 2**
- **MRP 3**
- **General Plant Data/Storage 1**
- **Accounting 1**

Basic Data 1
Sales: Sales Org. Data 1
Sales: Sales Org. Data 2
Sales: General/Plant Data
Purchasing
MRP 1
MRP 2
MRP 3
General Plant Data /St.1
Accounting 1

Also, select **Create views selected**.

Create views selected



Then, click .

NOTE: When you procure a Material directly for consumption, no Material Master record is necessary.
The characteristics of Consumable Materials with a Master record are as follows:

- There is no value-based inventory management.
- The system automatically updates consumption in the Material Master record.

In the SAP application, the term “Consumable Material” is any Material subject to procurement whose value is settled using Cost Element Accounts or Asset Accounts. (Purchases made for Projects, Cost Centers, etc; NOT an Inventory item.) Therefore, a Consumable Material is procured directly for an Account Assignment object. When procuring a Consumable Material without a Material Master record, you will enter a short Description, a Material Group, and a

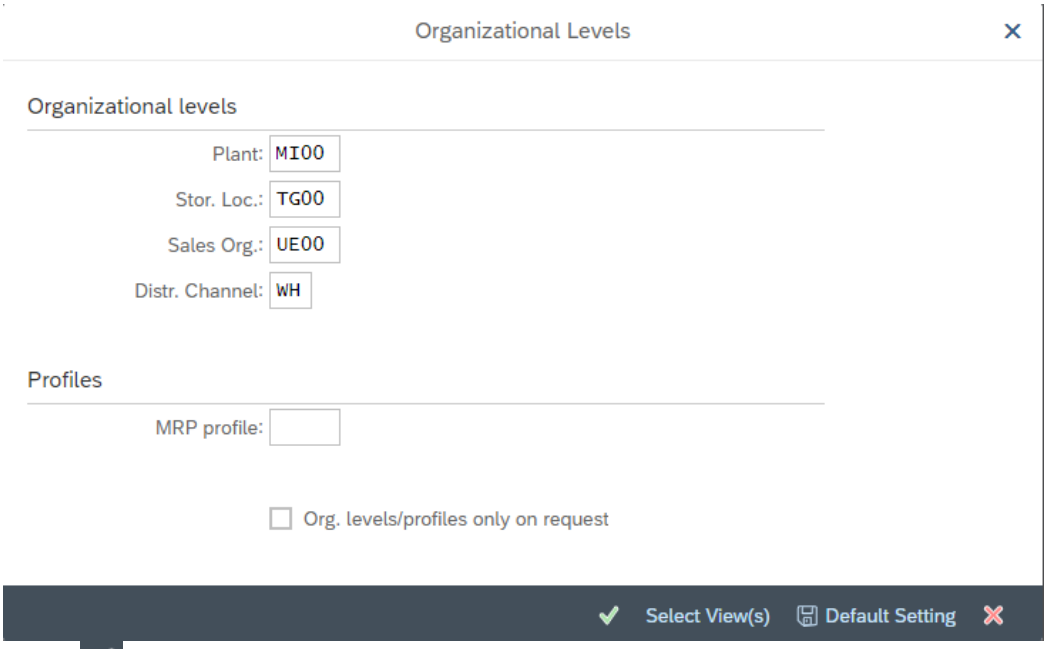
Purchase Order unit in the document manually. You have to do this because you cannot fetch this data from a Master record. This is not true for a Material with a Master record. For these Materials, the Material Type controls whether inventory management takes place on a value basis.

On the Organizational Levels pop up, enter Plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods), Sales Org. **UE00** (US East), and Distr. Channel **WH** (Wholesale).

MI00
TG00
UE00
WH

NOTE: If selecting Organizational Units from the Search results pop-up, **make sure the objects you select are for the MI00 Plant**. All GBI Plants are listed in the results and selecting the wrong line item can change the other entries on this screen.

Compare your entries with the screen shown below to ensure they are correct.



Click ✔ to continue.

On the **Basic Data 1** tab, enter **Chain Lock ###** as a Description. As Base Unit of Measure, use F4 Help to find and select **each** (**EA**). In the Material Group field, select **UTIL** (Utilities). As Division, choose **AS** (Accessories).

Chain Lock ###
EA
UTIL
AS

In the Gross Weight field and in the Net Weight field, enter **65** and select **OZ** (Ounce) as Weight unit. Then press **Enter**.

65
65
OZ

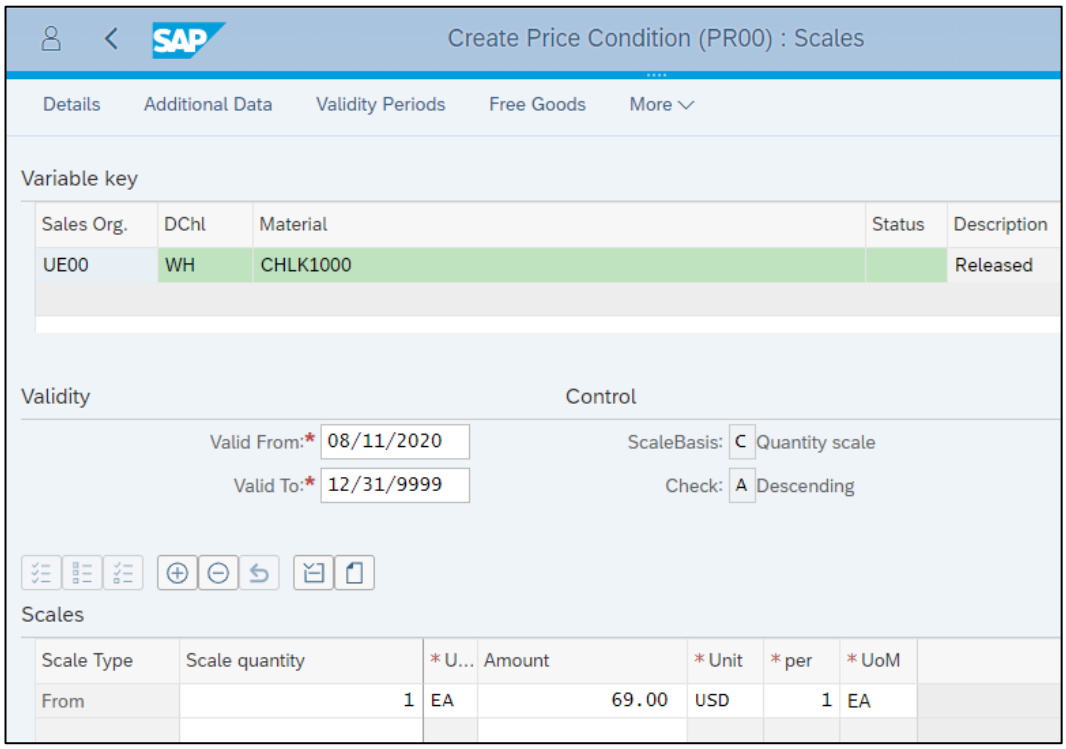
On the **Sales: sales org. 1** tab, in the Delivering Plant field use F4 Help to find and select the Miami Plant (**MI00**). In the Tax data field group, in the left Tax classification column (the one that is editable = white background color) select Exempt (**0**) for all three Tax Categories.

MI00

0
0
0

Click Conditions. On the following screen, enter Scale quantity **1** and Amount **69.00**. Compare your entries with the following screen:

1
69.00



Click **Back** to return to the Sales: sales org. 1 tab. Then, place the cursor in the Delivering Plant field and press **Enter**.

On the **Sales: sales org. 2** tab, select Matl statistics grp **1**. Then press **Enter**. 1

On the **Sales: General/Plant** tab, change the Availability check to **02** (Individual requirements) and use F4 Help to choose Trans. Grp **0001** (On pallets) and LoadingGrp **0002** (Hand lift). Press **Enter**. 02 0001 0002

On the **Purchasing** tab, enter Purchasing Group **N00** (North America) and confirm with **Enter**. N00

On the **MRP 1** tab, select MRP type **PD** (MRP), MRP Controller **000**, use F4 Help to select **Lot-for-lot order quantity (EX)** for Lot size procedure and Minimum Lot Size **10**. Click **Enter** PD 000 EX 10

On the **MRP 2** tab, enter Planned Deliv. Time **6** (days) and select SchedMargin key **001**. 6 001

Under **Net requirements calculation**, you can enter a Safety stock (you won't though). What does that mean? (Hint: use F1 Help.)

Confirm with **Enter**.

On the **MRP 3** tab, check if Availability check is set correctly to **02**. Then, press **Enter**. 02

Skip the **Plant data / stor. 1** view by choosing **Enter**.

On the **Accounting 1** tab, select Valuation Class **3100** (Trading Goods), enter a Per. Unit price of **33.50**. (This is a Moving Average Price.) 3100 33.50

ANSWER THE FOLLOWING QUESTION IN YOUR WORD DOCUMENT.

With regards to Accounting, what is the difference between a Moving Average Price and a Standard Price?

_____

_____

If you press Enter and see a message that you have reached the last page, click Cancel to return to the transaction. Use the Tab Menu icon to **return to the Basic Data 1 tab.**

TAKE A SCREENSHOT OF THE BASIC DATA 1 SCREEN FOR YOUR MATERIAL AND PASTE IT INTO YOUR WORD DOCUMENT.

Then, click Save to save your Trading Goods Material. You will receive a message indicating your Material has been created. (If you receive a message regarding changes to the Currency, press Enter to continue, then press Enter again.)

RECORD THE MESSAGE YOU RECEIVE INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 3: Extend Material Master for Trading Goods

Task: Extend a Material Master. **Time:** 10 min

Short Description: Copy the Sales Views of the new Trading Good (Chain Lock ###) from the Miami Plant to the San Diego Plant to maintain a different pricing Condition.

Name, Position: Sergey Petrov, Warehouse Employee

To create new Views for an existing Trading Good, use the Fiori app **Create Material**.

Fiori App

Enter your Material number **CHLK1###** (again, replace ### with your three-digit number) in the Material field. In the Copy from… pane, enter **CHLK1###** in the Material field again. Then, press Enter or Continue.

CHLK1###

CHLK1###

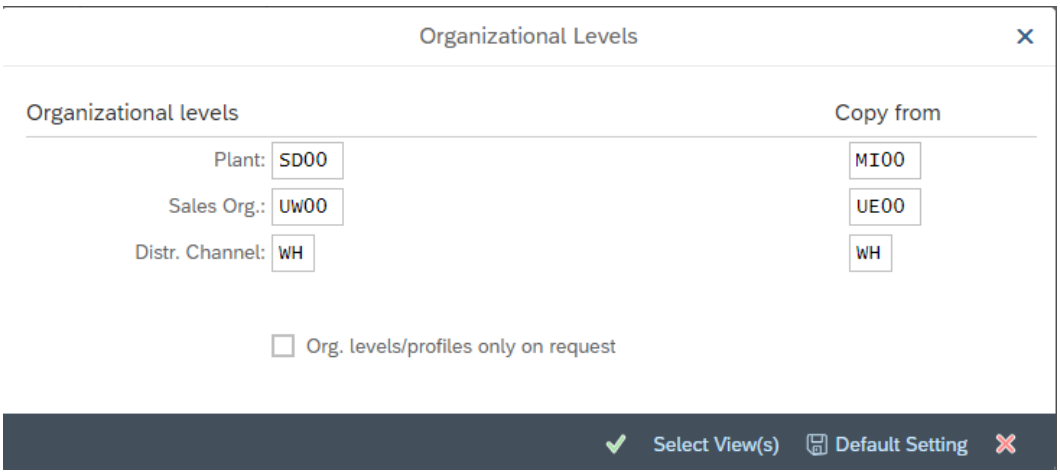
The system automatically copies the Industry sector and material type. Press Continue again to confirm the warning message.

In the Select View(s) window, highlight all **three Sales Views**, make sure the indicator **Create views selected** is checked, and then click ✓.

3 Sales views
Create views selected

In the **Organizational Levels** window, on the left side (Organizational levels) enter Plant **SD00**, Sales Org. **UW00** and Distr. Channel **WH**. On the right side (Copy from), enter Plant **MI00**, Sales Org. **UE00** and Distr. Channel **WH**. Compare your entries with the following screenshot:

SD00
UW00
WH
MI00
UE00
WH



Press Enter or click .

The system will take you to the **Sales: sales org. 1** View. Note that sales data has been copied from Views created for the Wholesale Distribution Channel. The system displays a message saying the Material already exists and will be extended.

Change the Delivering Plant from MI00 to **SD00**. Then, click Conditions Enter Scale quantity **1** and amount **65.00**.

SD00
1
65.00

TAKE A SCREENSHOT OF YOUR PRICING CONDITION FOR SD00 AND PASTE IT INTO YOUR WORD DOCUMENT.

Click and click Save. The Material will be created in the SD00 Plant.

RECORD THE STATUS MESSAGE RECEIVED INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 4: Display Stock Overview: Basic List

Task: Display the Stock Overview: Basic List. **Time:** 10 min

Short Description: Display and review the Stock Overview: Basic List for your Chain Lock ### on-hand balance. The report should show there is no stock and, therefore, nothing is available for use at this time.

Name, Position: Wilton Saban, Inventory Supervisor

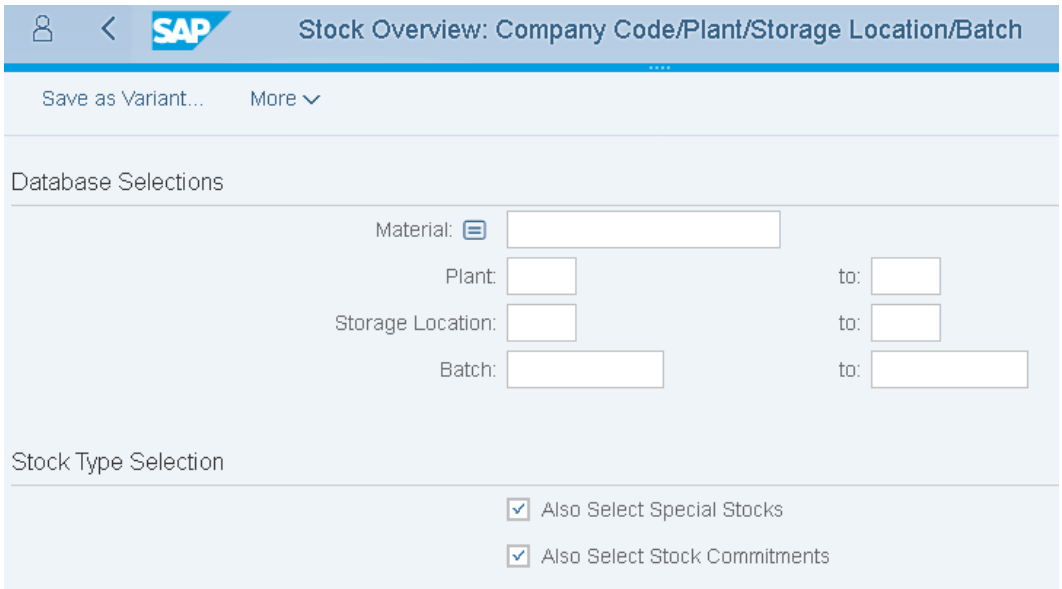
The Stock Overview: Basic List is a dynamic list and, therefore, changes whenever a transaction occurs using the given Material.

Stock/Requirements List

To display the Stock Overview: Basic List, use the app **Display Stock Overview**.

Fiori App

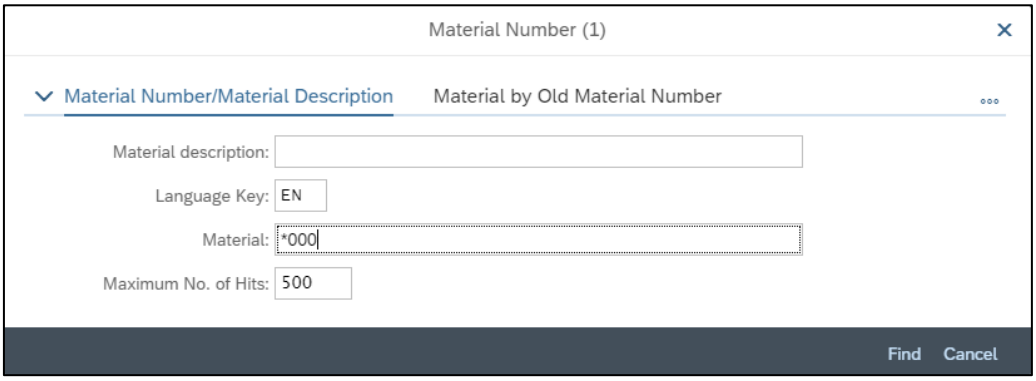
This will produce the following screen:



Your Material number may default into the Material field.

If not, find the Material number for your Chain Lock ### by clicking the Material field, then clicking the Search icon. Use the Material Number/Material Description tab in the Search pop-up.

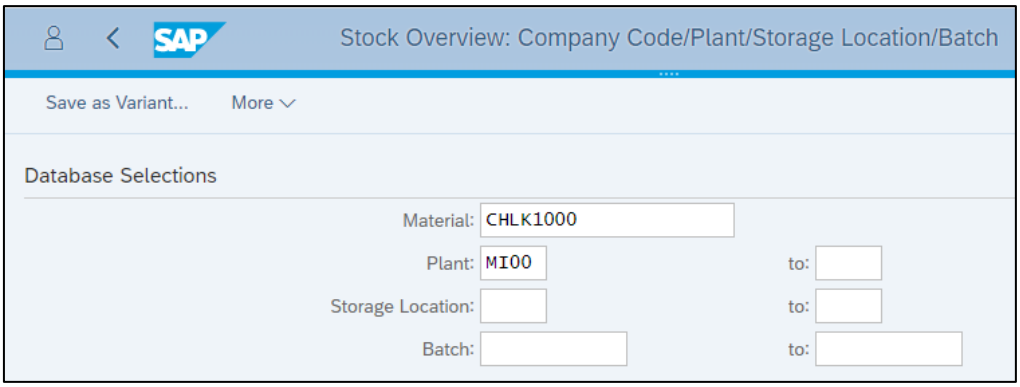
Enter ***###** in the Material field. (Remember the asterisk is a Wildcard; replace ### with your dataset number.)



Click Find to get your list of Materials. Double click your CHLK1### to select it.

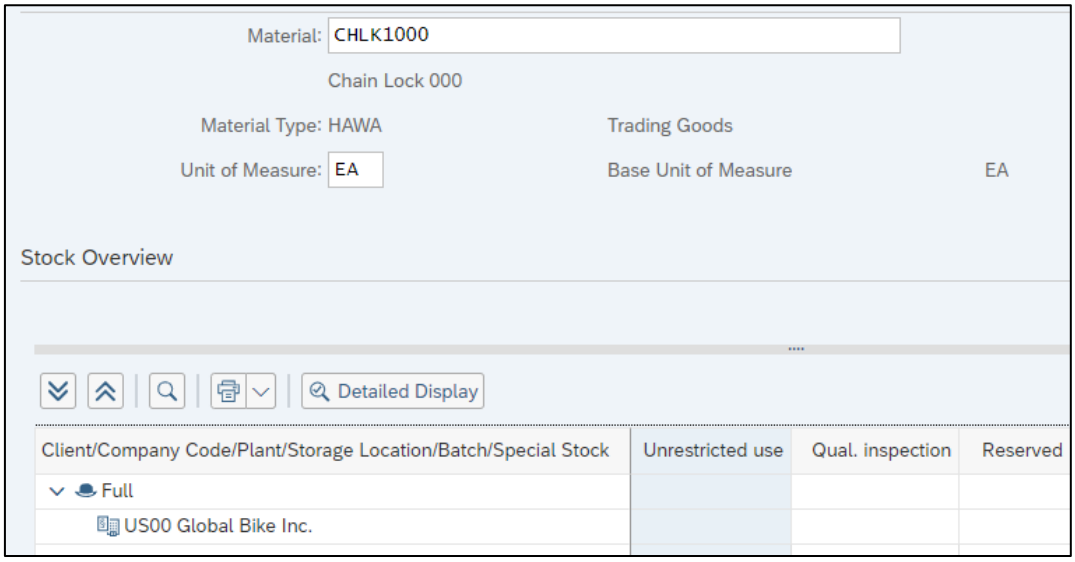
Enter Miami **MI00** as the Plant.

MI00



Click Execute to view your Inventory stock level.

Your Stock Overview: Basic List should look similar to the following screenshot:



TAKE A SCREENSHOT OF YOUR STOCK OVERVIEW: BASIC LIST SCREEN AND PASTE IT INTO YOUR WORD DOCUMENT.

Note there is no value in the Unrestricted Use column. This is where quantities of Materials available for use in either Sales or Production are displayed. There are other types of Storage at the Plant, which also do not have any values as there are no CHLK1### Materials in stock and none have been ordered yet either, as shown in the On-Order Stock column.

Click the Home icon to return to the Fiori Launchpad overview.

Step 5: Create Purchase Requisition

Task: Create a Purchase Requisition. **Time:** 5 min

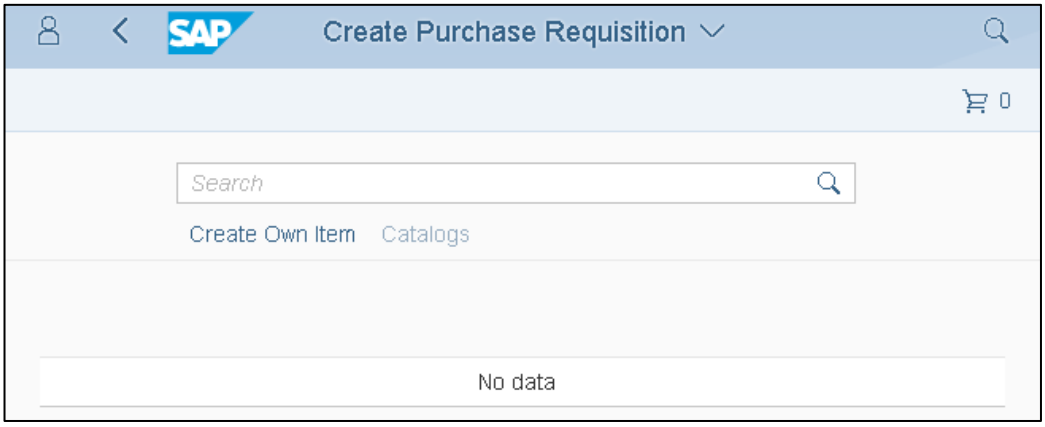
Short Description: Sales management has informed the Purchasing department of a promotional campaign that will commence in 3 months to introduce the new Chain Lock ###. Create a Purchase Requisition for 200 of your CHLK1### to request bids so a Vendor can be chosen to fill the expected needs associated with this sales campaign.

Name, Position: Wilton Saban, Inventory Supervisor

To create a Purchase Requisition, use the app **Create Purchase Requisition**.

Fiori App

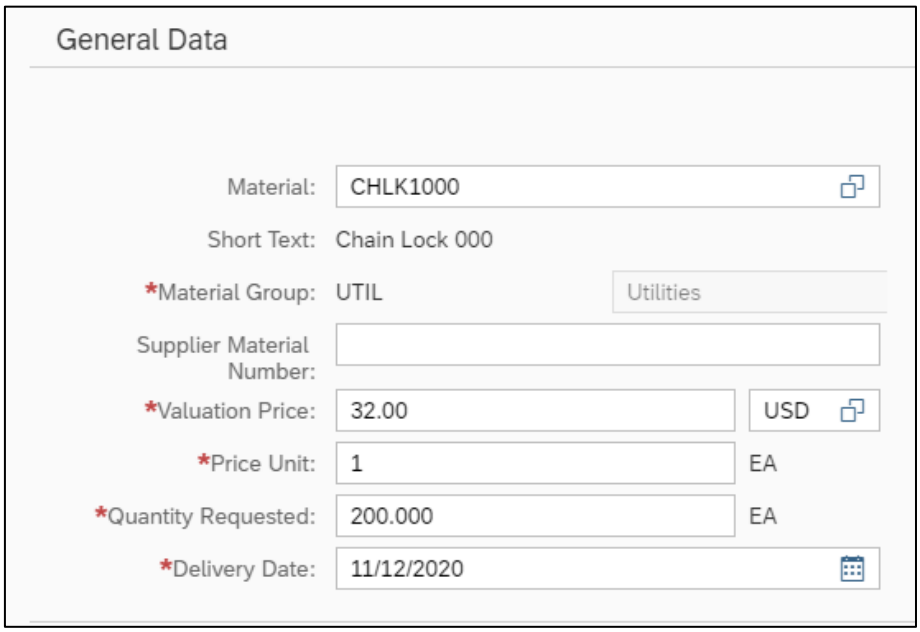
This will produce the following screen:



Choose Create Own Item.

Enter Material **CHLK1###** (replace ### with your number). For Valuation Price enter **32.00 USD**, for Price Unit **1** and Quantity **200**. As Delivery Date, select or enter the day **three months from today**. Compare your screen with the following graphic:

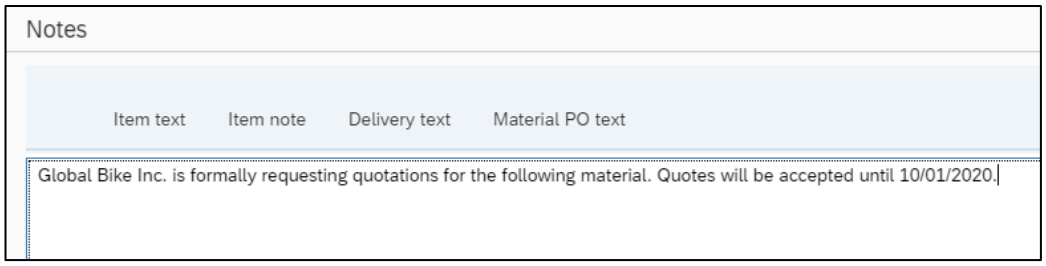
CHLK1###
32.00 USD
1
200
3 months from today



Scroll down to find the **Notes** pane. On the **Item text** tab, type the following Header note:

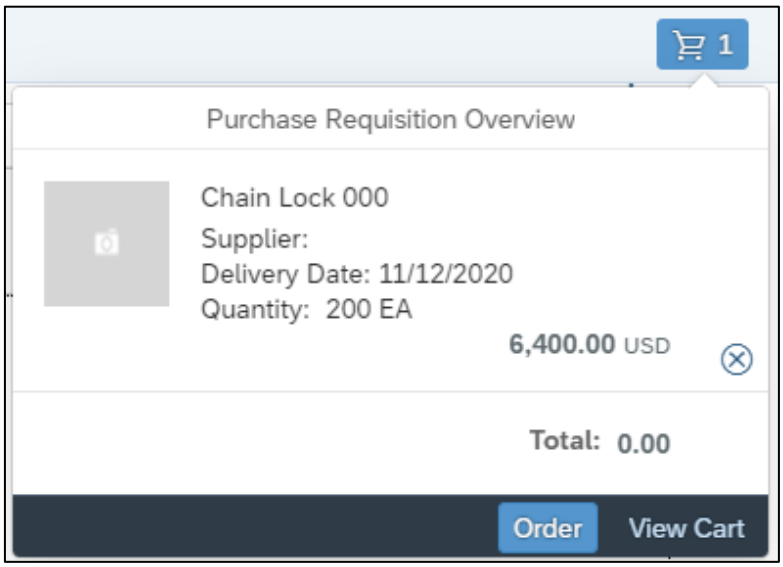
"Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until [1st day of the next month]."

NOTE: Use a date that is at least 30 days past today's date.

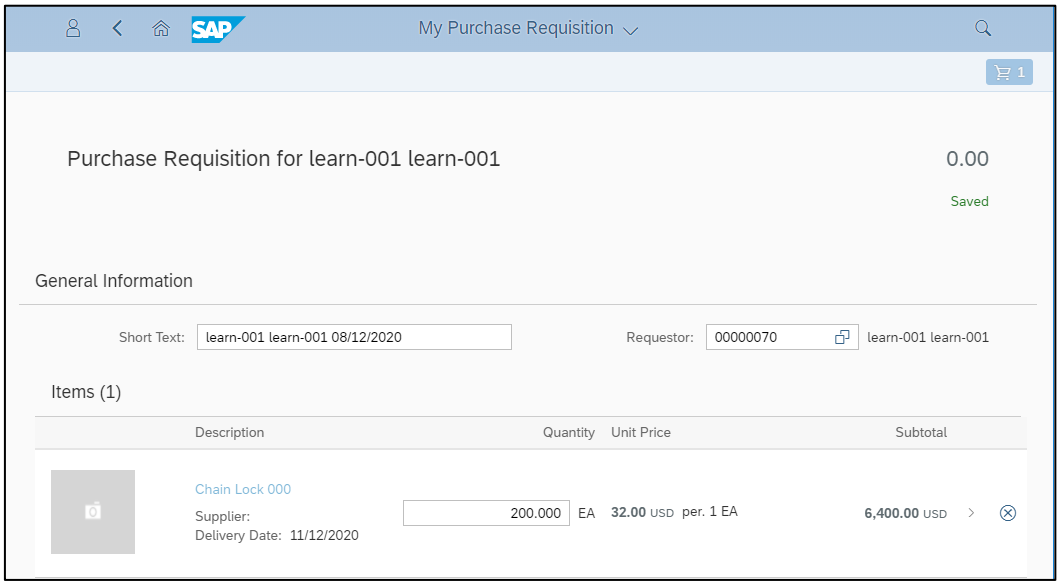


Choose Add to Cart. You will receive Item added to cart.

In the right upper corner, the item is shown in the cart.



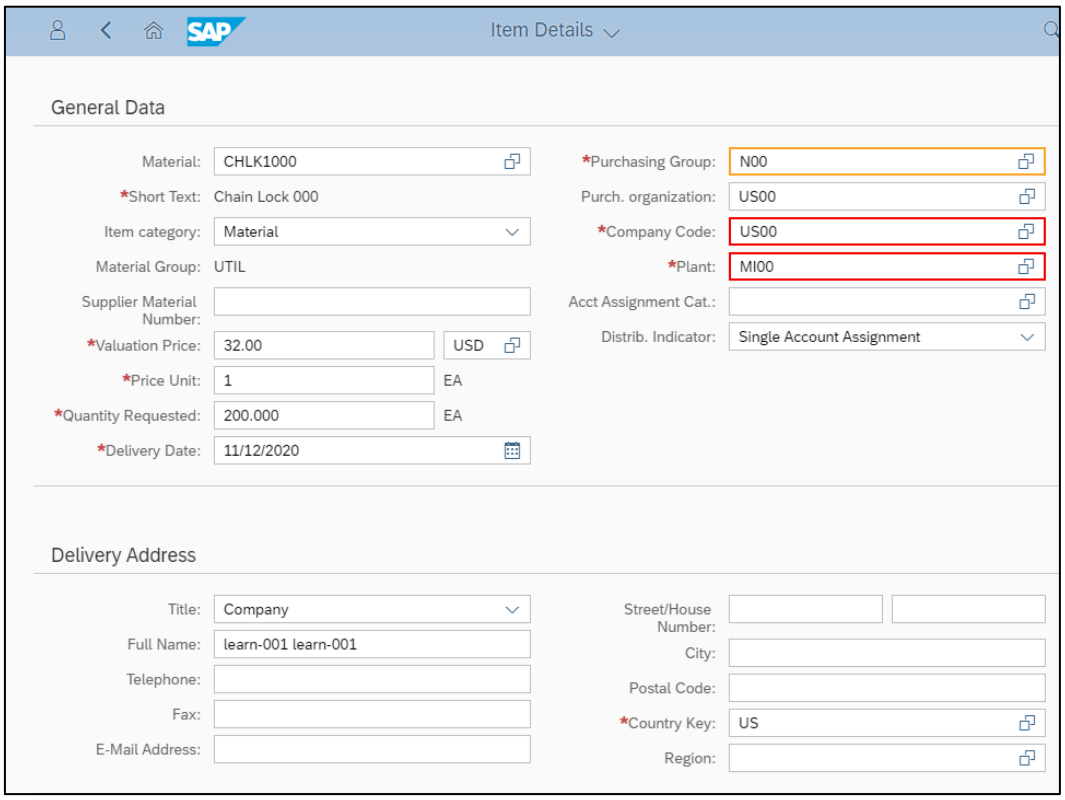
Click View Cart to view your Purchase Requisition.



Choose >, to add some details. In the **Item Details** view, enter **N00** as Purchasing Group, **US00** as Purchasing Organization, **US00** as Company Code and **MI00** as Plant. Enter as Country Key **US**.

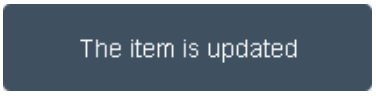
N00
US00
US00

MI00
US



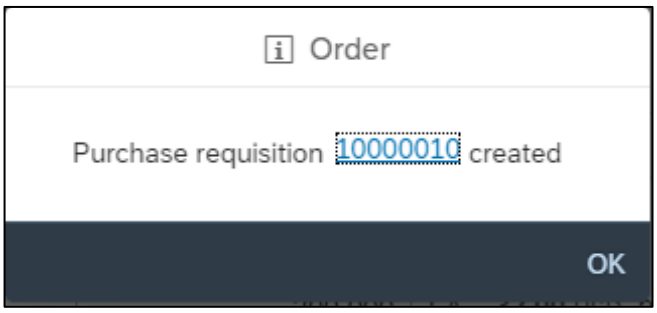
TAKE A SCREENSHOT OF YOUR PURCHASE REQUISITION ITEM DETAIL SCREEN AND PASTE IT INTO YOUR WORD DOCUMENT.

Click Save. You will receive a message that your Cart Item was updated.



Click **Back** to return to the My Purchase Requisition screen; click Order, to confirm your request.

The system will create a unique Purchase Requisition document number.



RECORD YOUR PURCHASE REQUISITION NUMBER INTO YOUR WORD DOCUMENT.

Click **OK**. Click the Home icon to return to the Fiori Launchpad overview.

Step 6: Manage Stock

Task: Manage the stock. **Time:** 5 min

Short Description: Display the Stock List for your Chain Lock ### to show on-hand stock and the demand that exists against this product. You will check to see if the Purchase Requisition you just created has any effect on the Inventory.

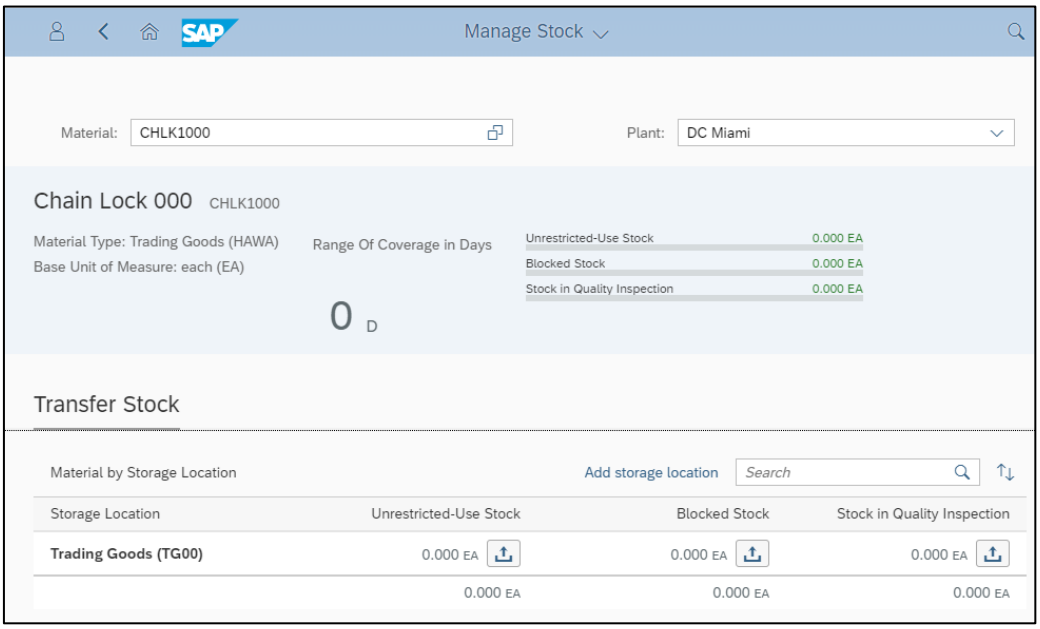
Name, Position: Alberto Conti, Technical Office Assistant

To display the Stock List, use the app **Manage Stock**.

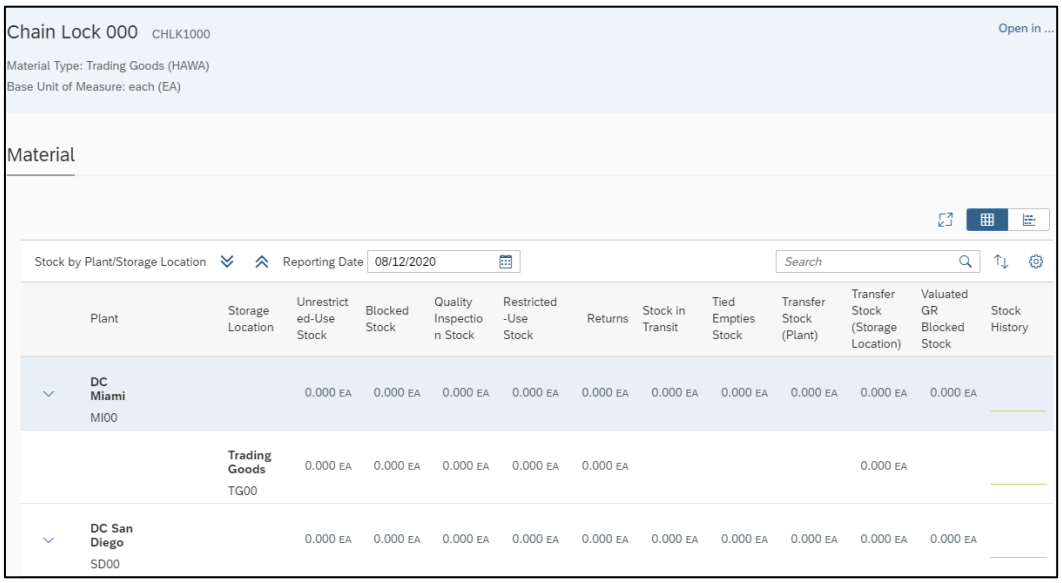
Fiori App

If not already defaulted in, enter Plant **MI00** and your Material **CHLK1###**. Your screen will change to look similar to the graphic below:

MI00
CHLK1###

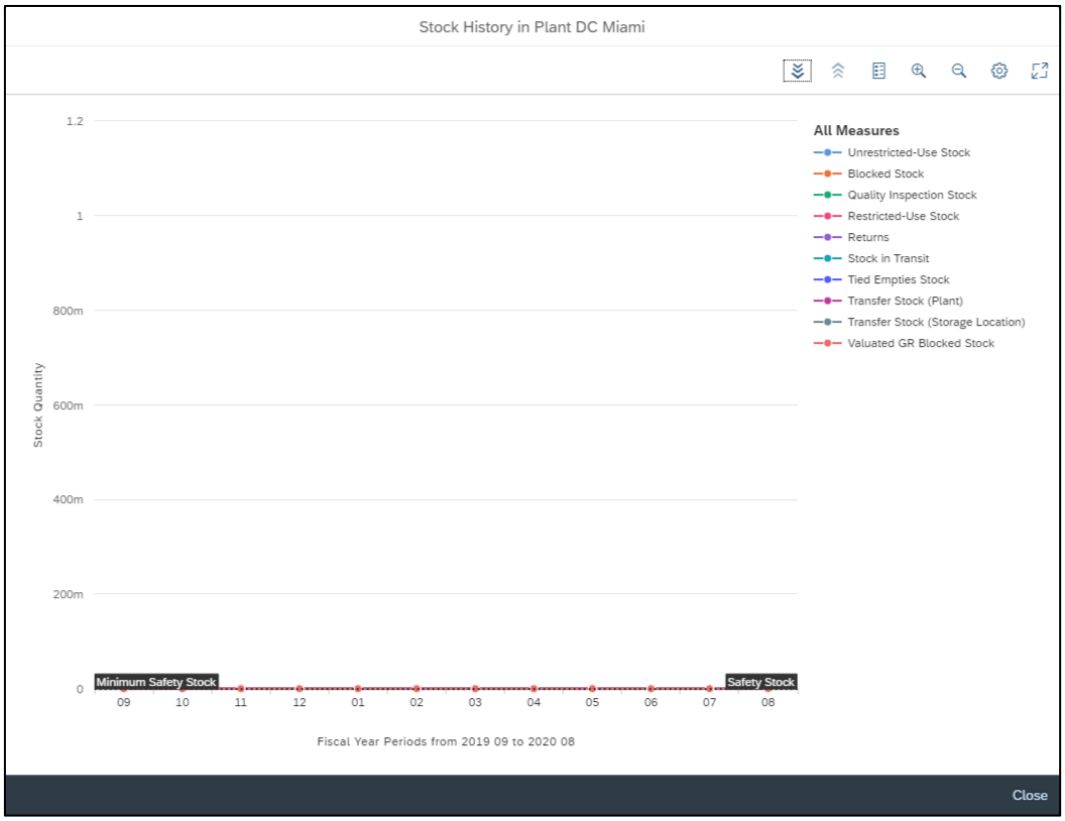


On the bottom right of the toolbar, click Stock - Single Material.



TAKE A SCREENSHOT OF THE STOCK – SINGLE MATERIAL SCREEN AND PASTE IT INTO YOUR WORD DOCUMENT.

On the Stock – Single Material screen, click the green line at the right end of the row for MI00 in the Stock History column. The graph indicates Stock levels and Materials On-Order for MI00; notice there are none available yet. The Purchase Requisition did not change the Stock position for your CHLK1###.



Click the Home icon to return to the Fiori Launchpad overview.

Step 7: Create Request for Quotation

Task: Create a Request for Quotation referencing your Purchase Requisition. **Time:** 10 min

Short Description: Create a separate Request for Quotation (RFQ) for several Vendors. This process will be used to collect the necessary pricing and delivery information needed to support the selection of a Vendor to supply your Chain Locks ###.

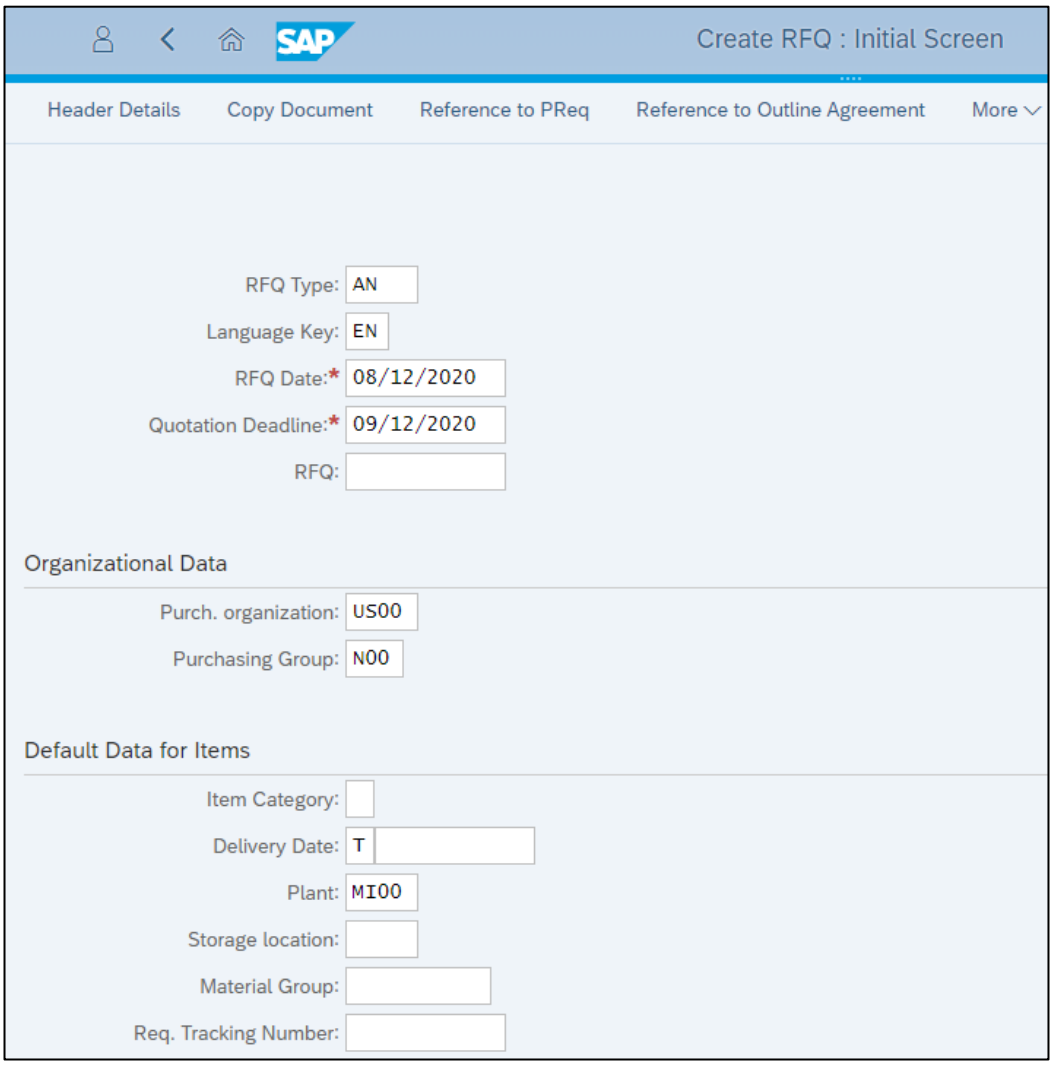
Name, Position: Alberto Conti, Technical Office Assistant

To create a Request for Quotation (RFQ), use the Fiori App **Create Request for Quotation.**

Fiori App

Enter RFQ Type **AN (RFQ)**, set **today in one month** as Quotation Deadline, as Purchasing Organization **US00, N00** as Purchasing Group, and as Plant **MI00**. Then click Overview.

AN
today + one month
US00
N00
MI00

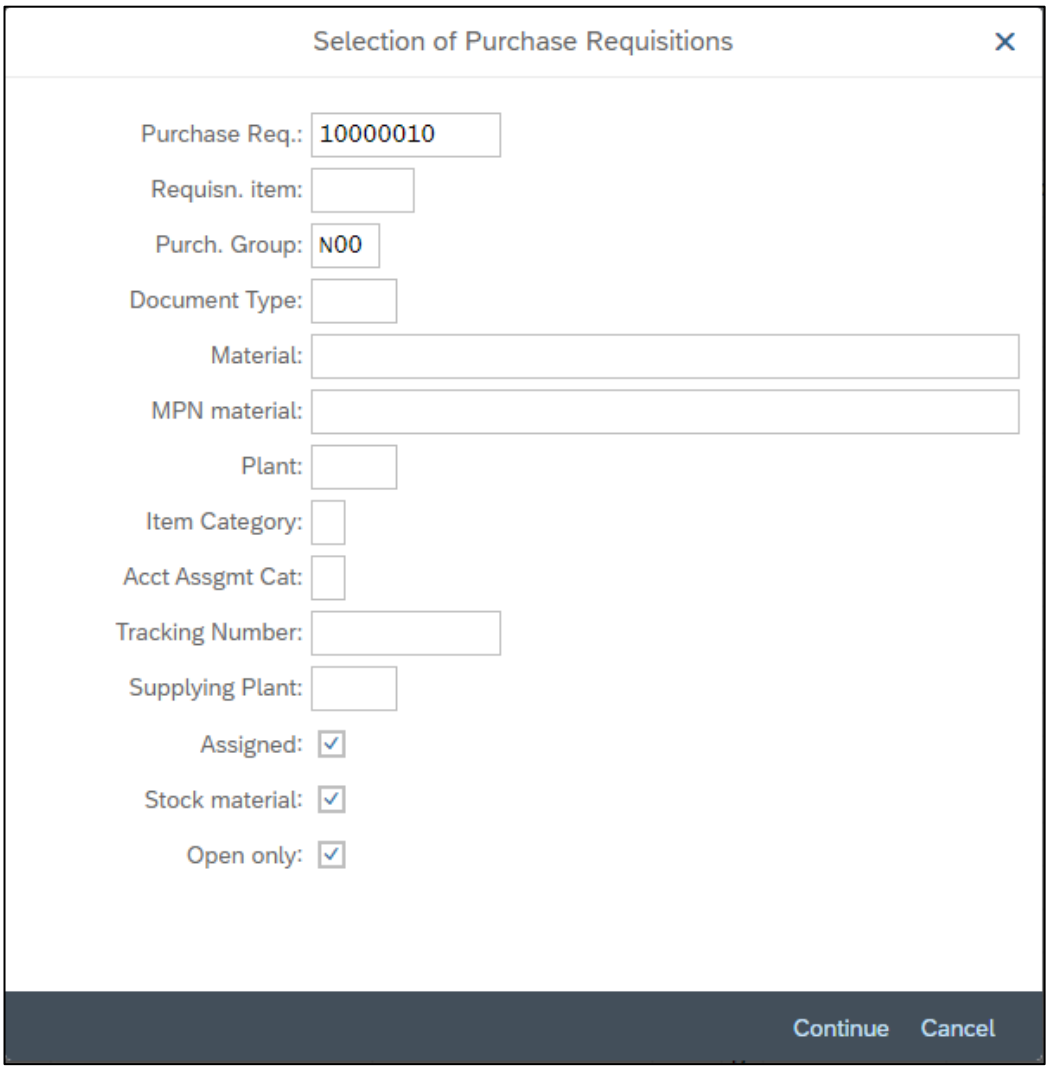


Next, select **More ► RFQ ► Create with Reference ► To Purchase Req.**

Enter or Search for your Purchase Requisition number.

HINT: Search using the Purchase Requisitions per Material tab; it should default your CHLK1### into the Material field. Click Find, then double click to select your Purchase Requisition number from the Result List.

CHLK1###



Click Continue.

The data from the Purchase Requisition will be entered into your RFQ. Ensure the following is entered: your Material, **CHLK1###,** is in the **Material** field and **200** is entered as RFQ Quantity. The Requested Delivery Date should be set for **three months from today**.

CHLK1###
200
Three months from today

Now you will need to enter SLoc (Storage Location) **TG00** In the **Create RFQ: Selection List: Purchase Requisitions** screen. Confirm with **Enter**.

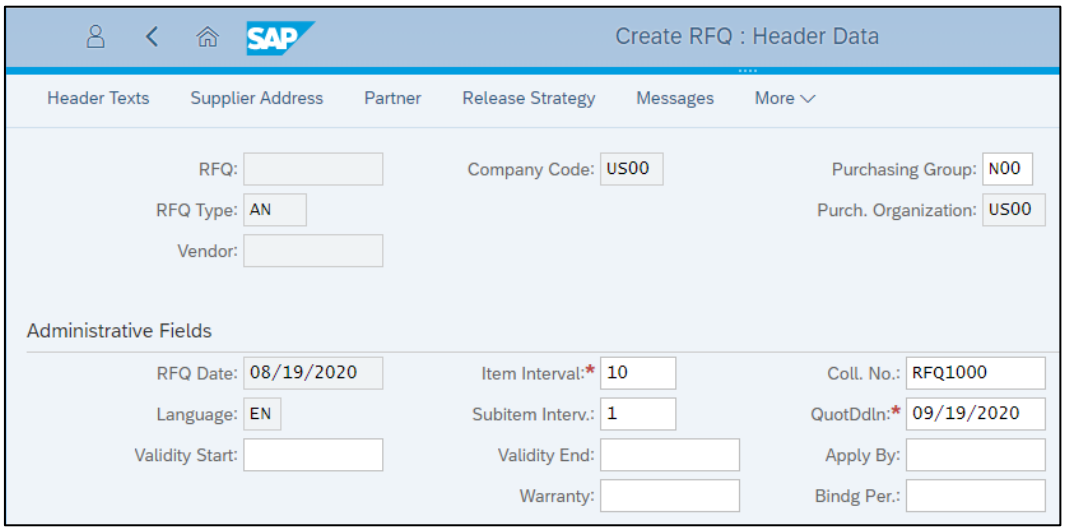
TG00

Click Select All Items. Then, click Adopt to adopt all item information into the RFQ.

In the **Create RFQ: Item Overview** screen, click Header Details. Enter **RFQ1###** as Coll. No. (Remember to replace ### with your dataset number.)

RFQ1###

After comparing your entries with the following screen, click Overview in the bottom right corner to display the Line Items.



In the **Create RFQ: Item Overview** screen, review the Line Items to ensure they are correct. Then, select Supplier Address to enter the Vendor address. (This may be on the MORE button.)

In the **Create RFQ: Supplier Address** screen, use **F4** help in the Vendor field to find your Mid-West Supply ### Vendor. Use the fields Search term (### = your number) and City (**Lincoln**) and then double-click the result row to insert your Vendor's account number into the Vendor field. Then click **Enter**, which will populate your Vendor's data into the other corresponding fields.

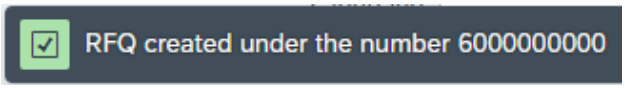
F4

###
Lincoln

Click Save to save your RFQ. If a warning message appears, press **Yes** to save anyway.

Yes

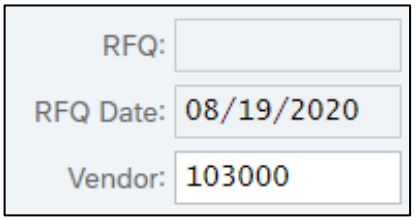
You will get the following message in the Status bar, though your number may be different:



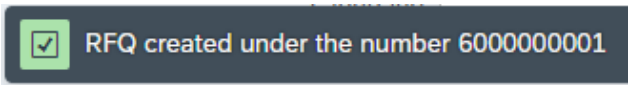
RECORD THE RFQ NUMBER FOR MID-WEST SUPPLY ### IN YOUR WORD DOCUMENT

103###

Repeat these steps with Dallas Bike Basics (**103###**).



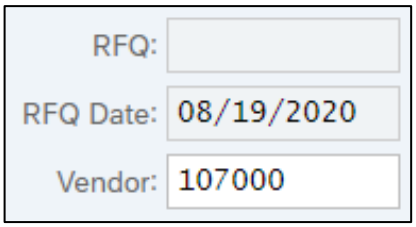
You will get the following message in the lower bar:



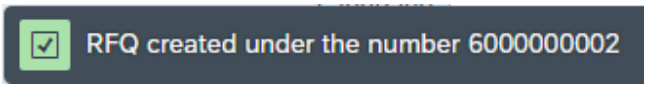
RECORD THE RFQ NUMBER FOR DALLAS BIKE BASICS ### IN YOUR WORD DOCUMENT

Repeat the step again for Spy Gear (**107###)**.

107###



You will get the following message in the lower bar:



RECORD THE RFQ NUMBER FOR SPY GEAR ### IN YOUR WORD DOCUMENT

Click the Home icon to return to the Fiori Launchpad overview.

Step 8: Maintain Quotations from Vendors

Task: Maintain Quotations from Vendors.

Time: 5 min

Short Description: As you receive responses to your RFQs submitted to Vendors, it is necessary to maintain their respective data in your procurement system so a comparison can be made to support the Vendor selection process.

Name, Position: Alberto Conti, Technical Office Assistant

To maintain Quotations from Vendors, use the app **Maintain Quotations from Vendors.**

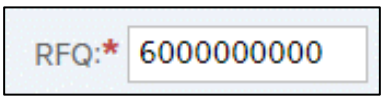
Fiori App

Use **F4** help in the RFQ field to find and enter the RFQ number for your Mid-West Supply ### Vendor. On the **Purchasing Documents per Supplier** tab, position your cursor in the Vendor field and press **F4** again. Start the search after typing in Country **US** and your dataset number (**###**) as Search term.

F4
Mid-West Supply ###
F4
US
###

Double-click your Vendor to select it. Now your Vendor's number is in the Vendor field, press Enter or click Find to find the first RFQ number you created in the last step.

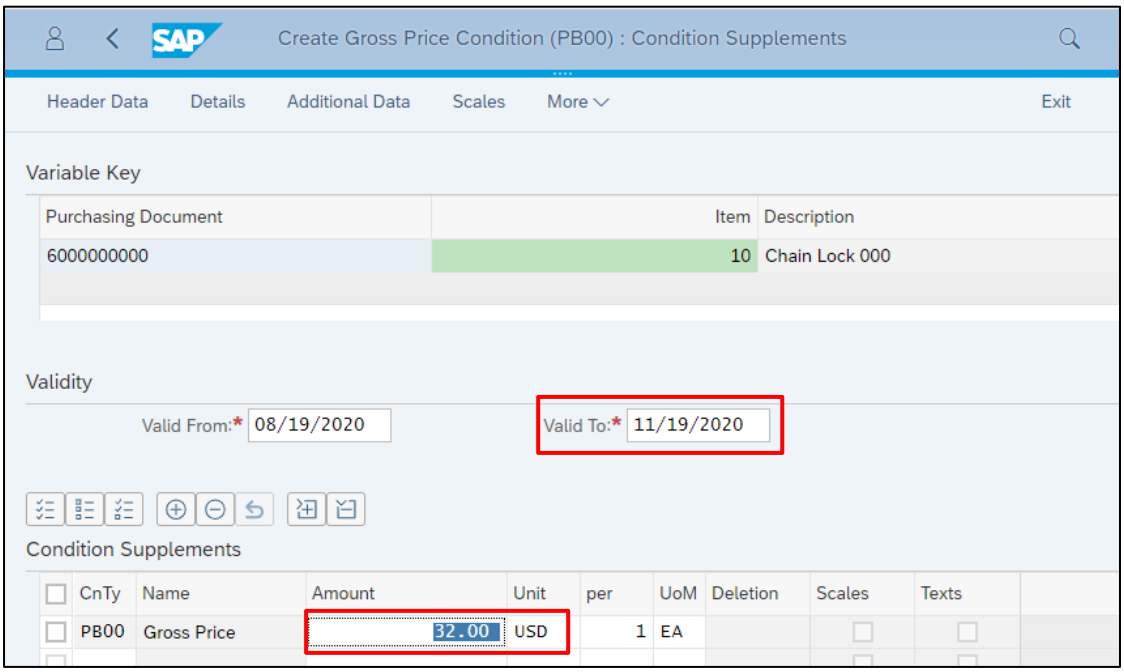
Double-click your RFQ to populate the number into the RFQ field on the **Maintain Quotation: Initial Screen**. Then click Overview or press Enter.



Mid-West Supply ### provided a Net Price of **32.00** USD, which you now need to enter into the RFQ. On the **Maintain Quotation: Item Overview** screen, click Select All Items. Then, click Item Conditions (this may be on the MORE button).

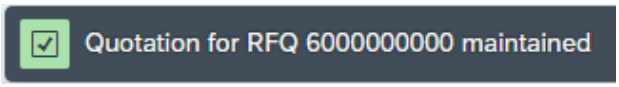
The **Create Gross Price Condition (PB00): Condition Supplements** screen will appear which allows you to enter the Quoted Price and to set the Valid To date. Here, other discounts and surcharges to be included in the Quotation could also be specified. In this case, set the Amount to **32.00 USD** and the **Valid To** date to **three months from today**.

32.00
3 months from today



TAKE A SCREENSHOT OF YOUR MID-WEST SUPPLY ### PRICING CONDITION AND PASTE IT INTO YOUR WORD DOCUMENT.

Click Back to return to the Line Item overview. Then, click to save your maintained Quotation for your Mid-West Supply ### Vendor. The system acknowledges the changes to your first Quotation with a success message:



Repeat this process for the other two RFQs you created. Ensure you enter the correct price quote for each Vendor. Enter the following prices:

Dallas Bike Basics **36.50 USD**

Dallas Bike Basics 36.50

TAKE A SCREENSHOT OF YOUR DALLAS BIKE BASICS ### PRICING CONDITION AND PASTE IT INTO YOUR WORD DOCUMENT.

Spy Gear **35.00 USD**

Spy Gear 35.00

TAKE A SCREENSHOT OF YOUR SPY GEAR ### PRICING CONDITION AND PASTE IT INTO YOUR WORD DOCUMENT.

Make sure you save both RFQs and receive the Quotation maintained messages.

Click the Home icon to return to the Fiori Launchpad overview.

Step 9: Evaluate Quotations on Price

Task: Evaluate Quotations on Price. Reject two of the three Quotations. **Time:** 5 min

Short Description: Generate a comparison list for the prices obtained from each of the Vendors. The comparison list ranks the Quotations by item from lowest to highest price.

The successful Vendor, Mid-West Supply ###, has been selected using the criteria of lowest bidder. It is now necessary to notify the unsuccessful bidders that their Quotation will not be accepted. This is accomplished by flagging those Vendors needing to be notified.

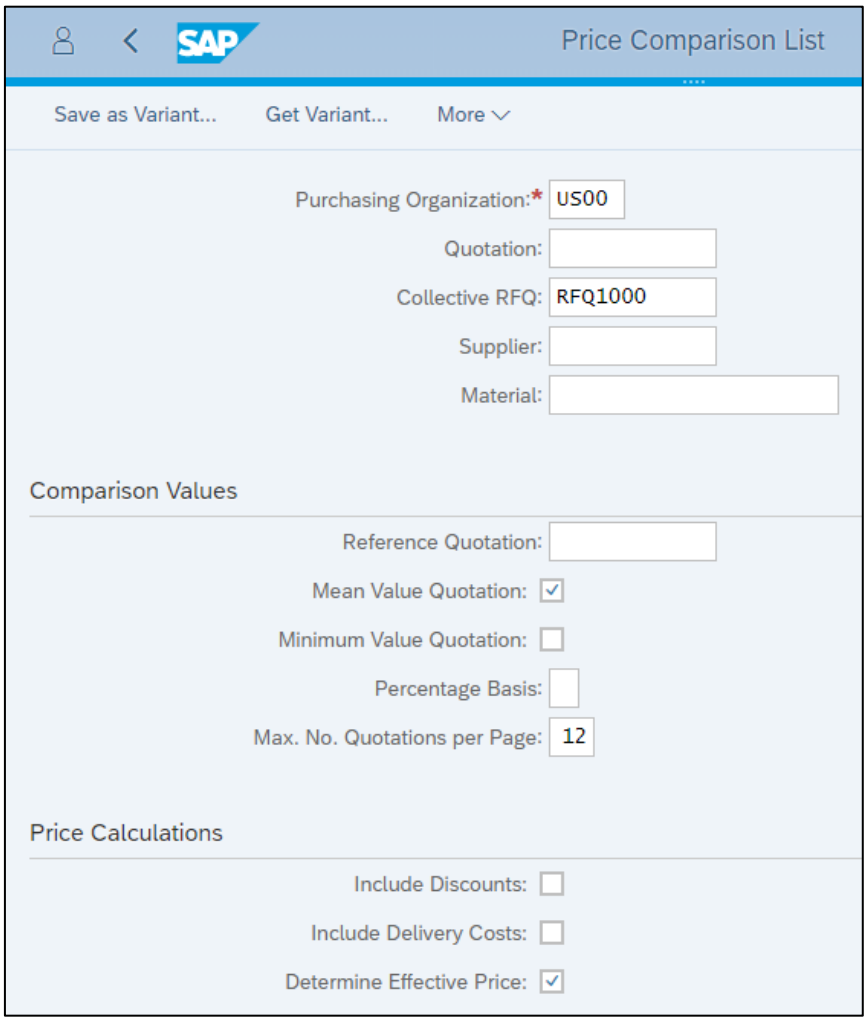
Name, Position: Wilton Saban, Inventory Supervisor

To flag/reject Quotations, use the App **Evaluate quotations on price**.

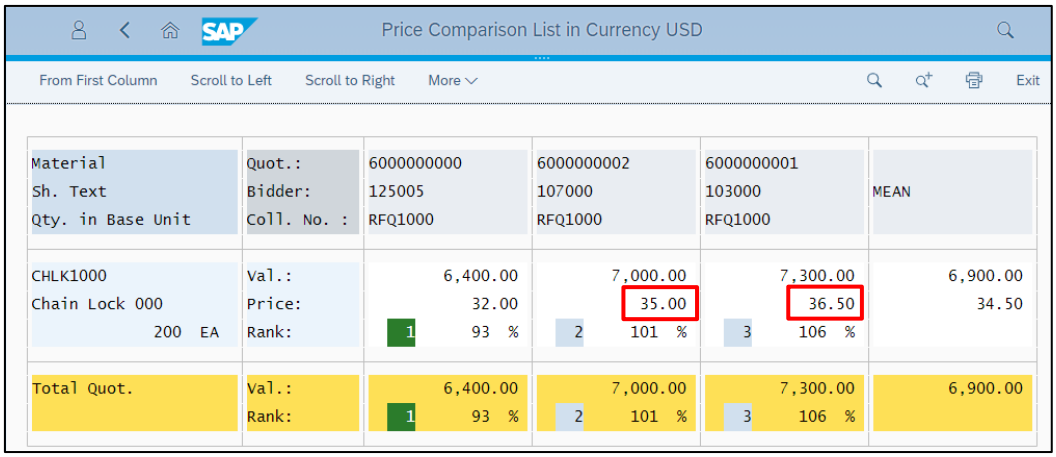
Fiori App

Enter Purchasing Organization **US00** and Collective RFQ **RFQ1###**. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select Execute to execute the price comparison.

US00
RFQ1###
Mean Value Quotation
Determine Effective Price



This will produce the following screen:

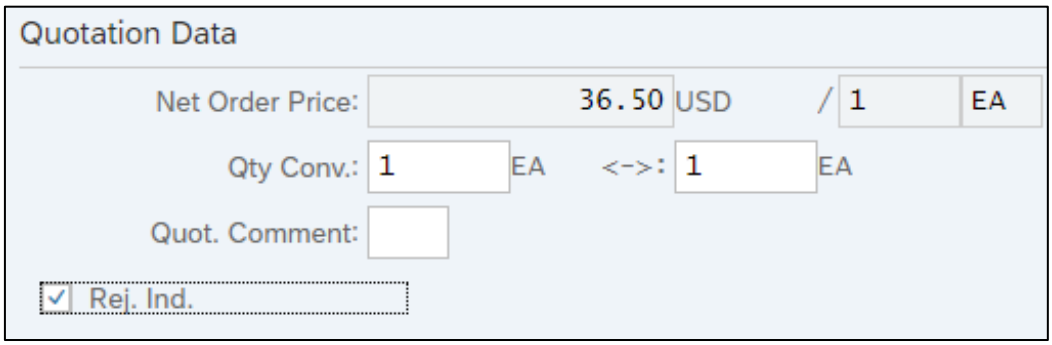


You will now determine the Vendor you are going to do business with (the lowest priced Quotation) by rejecting the other two. To do this, double-click 36.50 USD.

36,50

In the **Quotation Data** pane of the **Maintain Quotation: Item 00010** screen, activate the checkbox for **Rej. Ind.** (on the lower left) to indicate your Rejection of this Quotation.

Rej. Ind.



TAKE A SCREENSHOT OF YOUR FIRST REJECTED QUOTATION AND PASTE IT INTO YOUR WORD DOCUMENT.

Click Save. Acknowledge the system warning message with **Yes** to Save anyway.

Yes

Repeat the process for the second Quotation to be rejected (35.00 USD).

TAKE A SCREENSHOT OF YOUR SECOND REJECTED QUOTATION AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 10: Create Purchase Order Referencing an RFQ

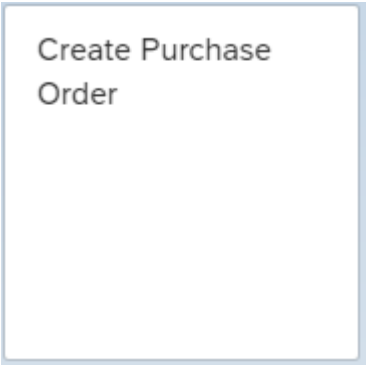
Task: Create a Purchase Order with reference to an RFQ. **Time:** 5 min

Short Description: Create a Purchase Order by referencing the Quotation received from the successful Vendor. Reference is made to the successful Quotation and the details are imported into a new Purchase Order.

Name, Position: Aura Maxwell, Buyer

To create a Purchase Order, use the app **Create Purchase Order**.

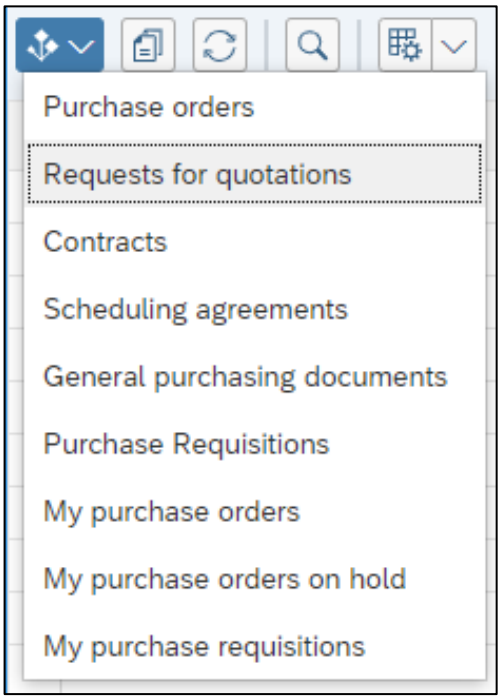
Fiori App



If there is no Navigation pane on the left side, click Document Overview On.

Click the drop-down arrow to the right of Selection Variant to access its menu: choose **Requests for quotations** as shown in the following graphic:

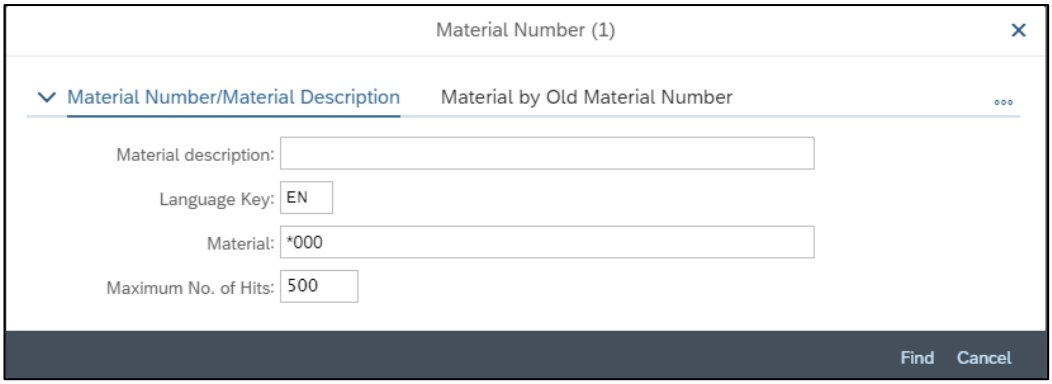
Requests for quotations



Click in the Material Number field on the following screen; use **F4** Help to find your Chain Lock ### Trading Good.

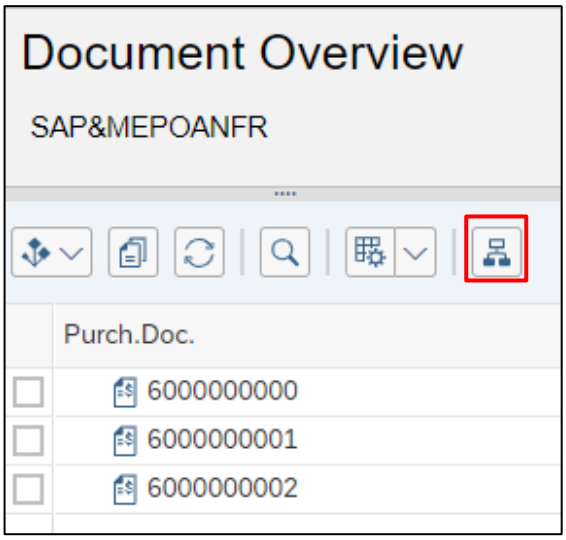
On the **Material Number/Material Description** tab, enter *### (e.g. *700 if your number is 700) in the Material field. Then, press Enter or click Find.

HAWA
*###



The result list will display all your associated Materials; double-click your Chain Lock (**CHLK1###**) to select it. When your Material number is populated in the Material Number field, **make sure all other search criteria fields are blank** (only Material Number, Purchasing Organization, and Document Category should have an entry). Click Execute. The Document Overview pane will populate with your three RFQs. Click Change Breakdown. (If you don't see this icon, expand your Document Overview pane further to the right.)

CHLK1###



In the following screen, select **Vendor name** in the right table (Column Set) and click to add it to the Sort criteria. Then, select **Vendor name** in the left table (Sort criteria) and click to display the Vendor name first, then the document number.

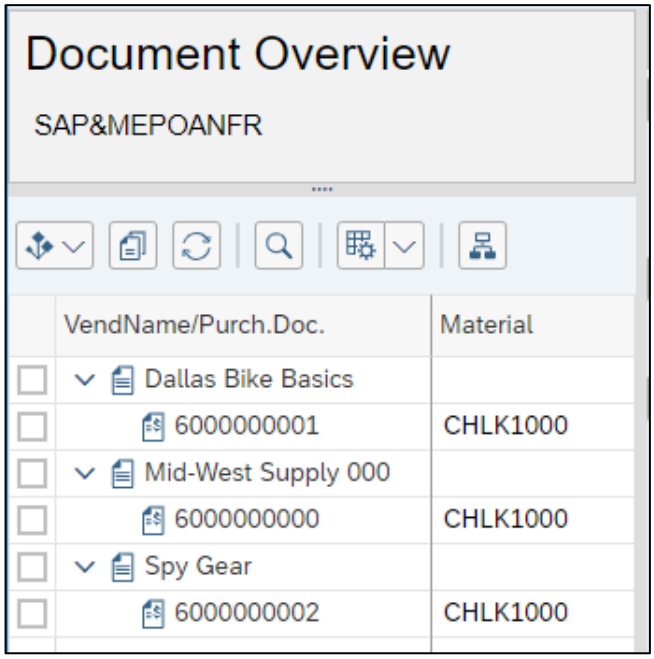
Vendor

Confirm your changes by clicking Transfer; you will now see the names of your Vendors in alphabetic order in the Document Overview pane.

Click the drop-down arrow on the right of the Select Layout icon and then choose **Change layout….** Select **Material** in the right table (Column Set) and click to add it to the Displayed Columns pane.

Material

Confirm your changes by clicking Transfer. Expand all three folders, you will now see the following data:



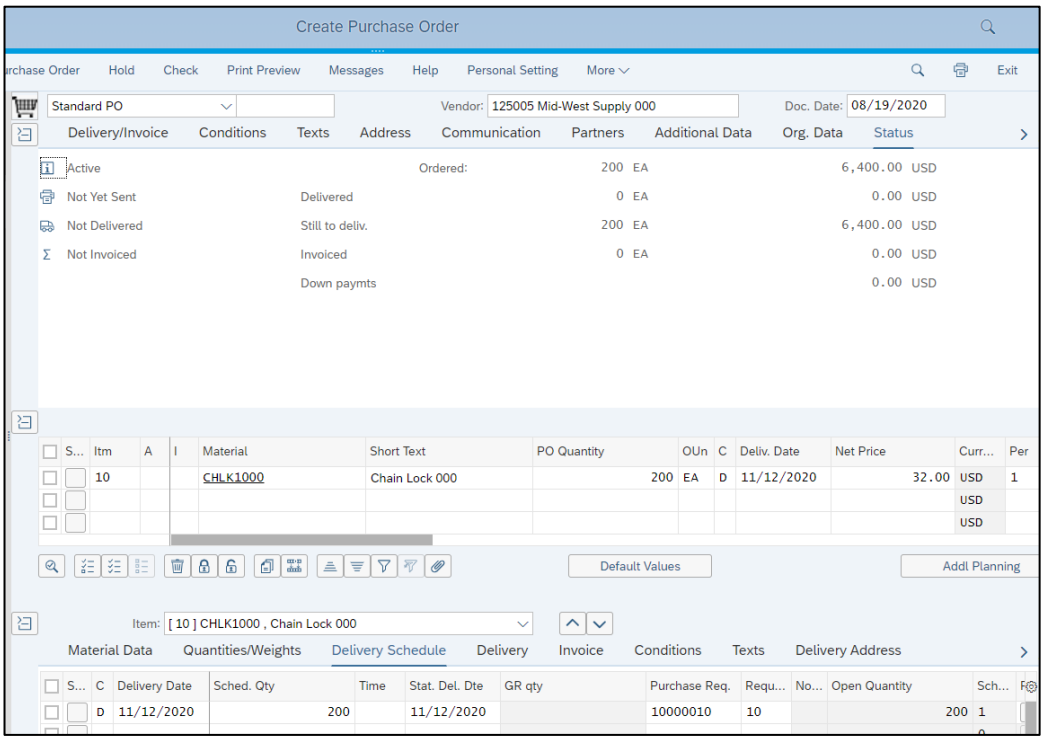
Single-click the Requisition/Quotation number you want to reference (**Mid-West Supply ###**) and select to Adopt the information.

Mid-West Supply

Note: If you try to adopt one of the other Quotations you will get a message stating the Quotation item has already been rejected.

Verify the system copied the Material number **CHLK1###**, Quantity **200**, **three months from today** as Deliv. Date, and the Net Price of **32.00 USD**.

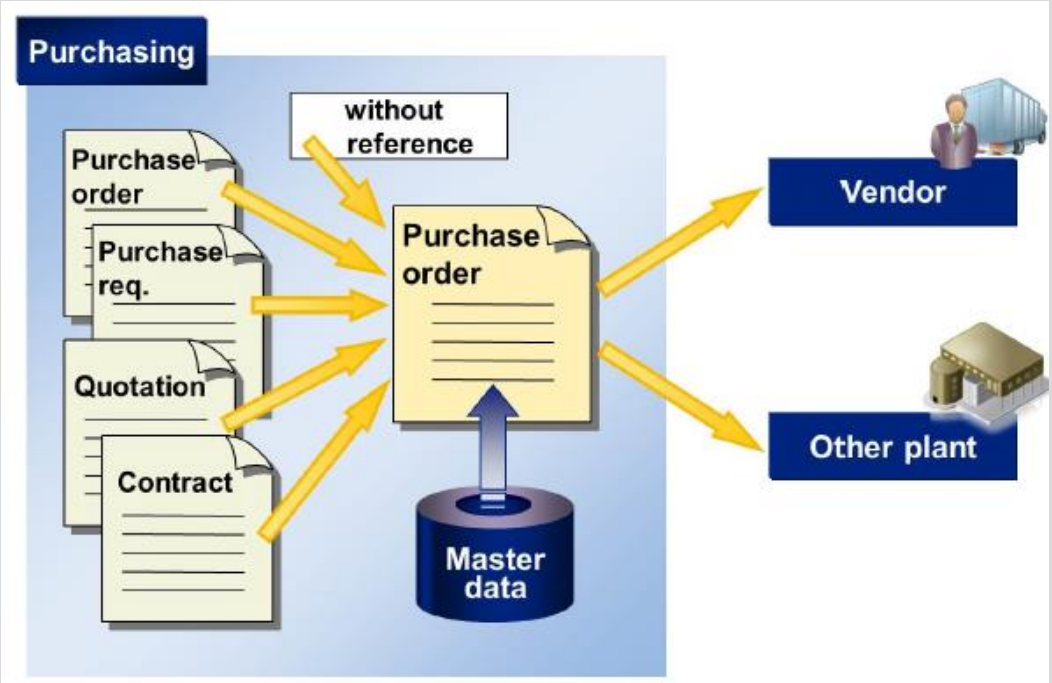
CHLK1###
200
3 months from today
32.00 USD



If the header data is not displayed, open the section by clicking

. On the **Status** tab, review the Quantity Ordered and the total value of the Purchase Order (6,400 USD).

Note: A Purchase Order is a formal request to a Vendor to supply goods or services based on the Conditions of the Purchase Order. Several system objects can trigger a Purchase Order (see graphic).

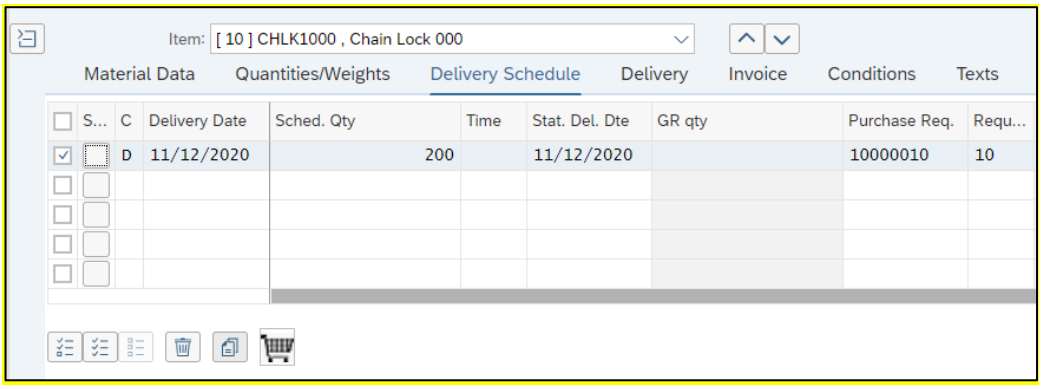


The Goods Receipt and Invoice Verification are usually based on the Purchase Order.

If the Item Detail data is not displayed, open the section by clicking Item Detail.

First line

Click the Delivery Schedule tab, then select the **first line**. Next, click below the table to perform a **Schedule Line Split**.

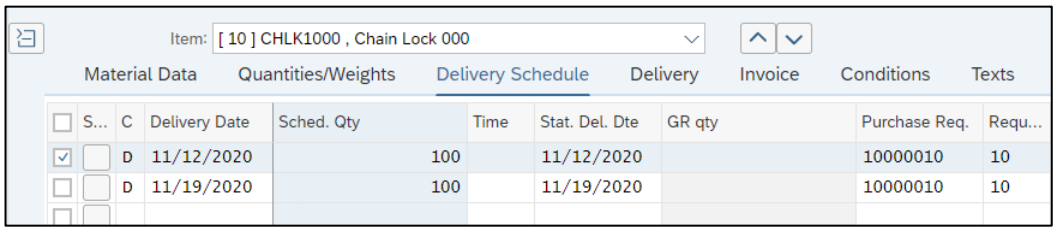


200 → 100
Second line
1 week after 1st delivery

Change the Scheduled Quantity of **both Line Items to 100**. Then change the Delivery Date of the **second line** to **one week after the first delivery**.

If an error message occurs, acknowledge it.

Then, press **Enter**. Verify your Item Details with the screenshot below.

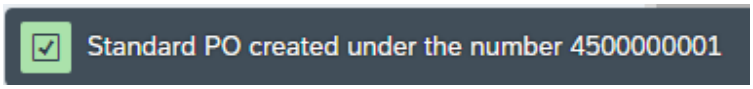


InfoUpdate

TAKE A SCREENSHOT OF YOUR PURCHASE ORDER SHOWING THE TWO SCHEDULE LINES AND PASTE IT INTO YOUR WORD DOCUMENT.

Check the **Material Data** tab to ensure the **InfoUpdate** checkbox is activated.

Click Save to Save your Purchase Order. The system will assign a unique Purchase Order document number.



RECORD YOUR PURCHASE ORDER NUMBER IN YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 11: Display Purchase Order

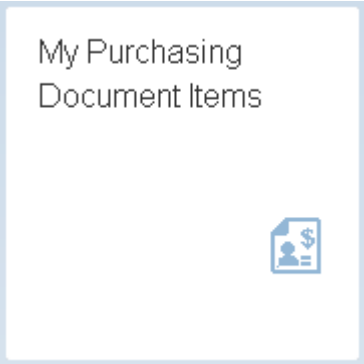
Task: Review your purchase order. **Time:** 5 min

Short Description: Now you want to display electronically the Purchase Order you sent to your Vendor.

Name, Position: Aura Maxwell, Buyer

To display a Purchase Order, use the Fiori app **My Purchasing Document Items**.

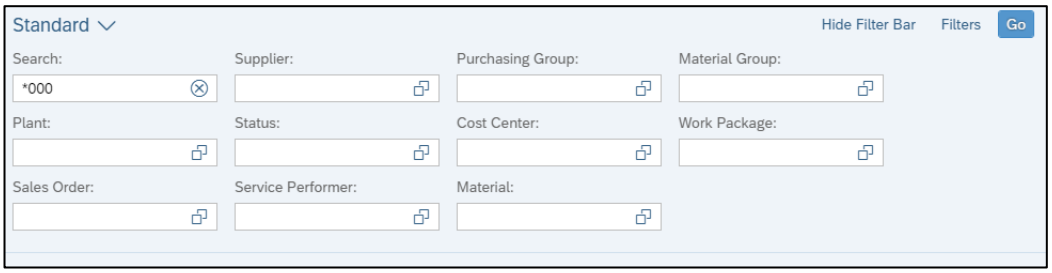
Fiori App



The app provides an overview of all Purchase Requisitions, Purchase Orders, Goods Receipts, and Supplier Invoices.

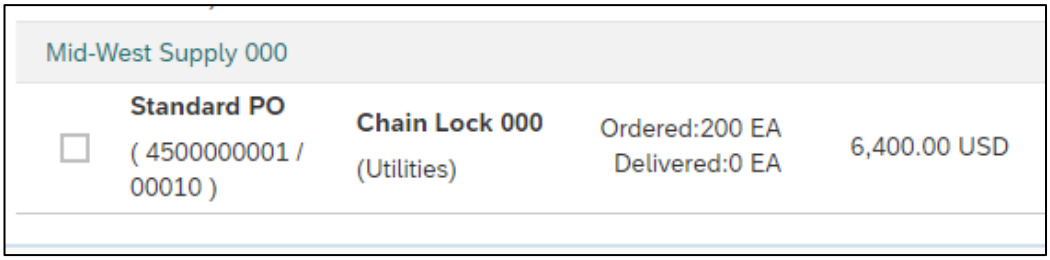
You can find your Purchase Order by using your dataset number; enter ***###** in the Search field. Click Go.

*###



Click to select your Purchase Orders. 3 Purchase Orders.

You may need to scroll down to find your Supplier and your Purchase Order.



TAKE A SCREENSHOT OF YOUR PURCHASE ORDER ITEMS AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

☐

Step 12: Create Goods Receipt for Purchase Order

Task: Create a Goods Receipt for your Purchase Order **Time:** 5 min

Short Description: You will receive into inventory the stock items ordered from Mid-West Supply ### in the previous task. A Goods Receipt document will be created referencing your Purchase Order, thereby ensuring you receive the products ordered within the timeframes requested and in a quality condition. Goods on-hand will be increased and an Accounting document will be generated recognizing the value associated with these goods.

Name, Position: Tatjana Karsova, Receiving Clerk

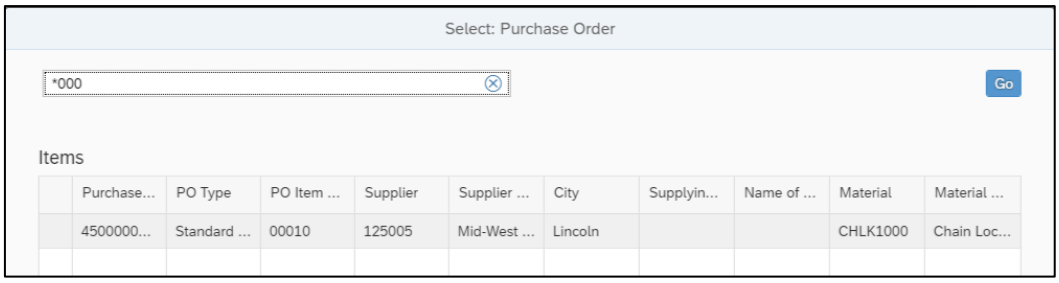
To create a Goods Receipt for a Purchase Order, use the app **Post Goods Receipt for Purchase Order**.

Fiori App

Enter **your PO number** in the Purchase Order field. You may need to search for your PO number by using **F4**-Help. Enter ***###** in the Search field and choose Go.

your PO number
F4
###

your PO

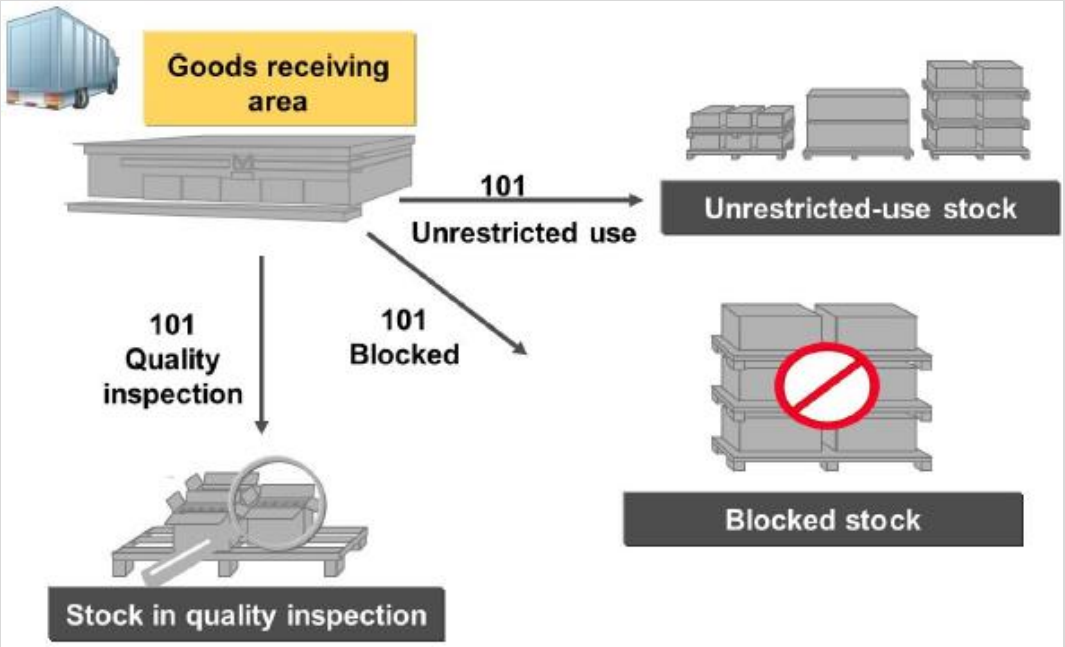


Double click to select **your Purchase Order**. Your PO data will be entered into the Post Goods Receipt for Purchase Order screen. Make sure the entries show the correct Material and Quantity and that **Trading Goods** as Storage Location and **Unrestricted Use** as Stock Type are displayed.

Trading Goods
Unrestricted Use

Note: You can post a Goods Receipt for the warehouse to the following stock types:

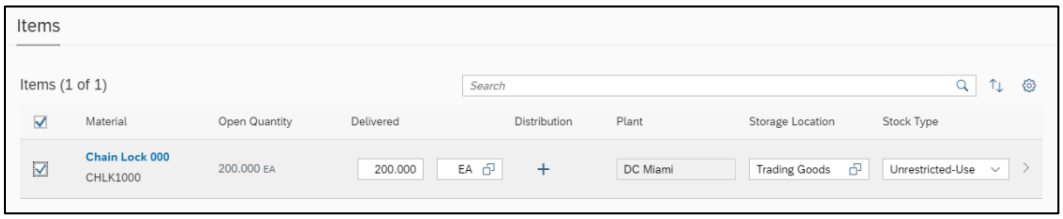
- Unrestricted-use Stock
- Quality Inspection Stock
- Blocked Stock



When receiving goods, you can decide which Stock Type is relevant when posting a quantity. The Stock Type is relevant for determining the available stock in Materials Planning and is also used for withdrawals in Inventory management.

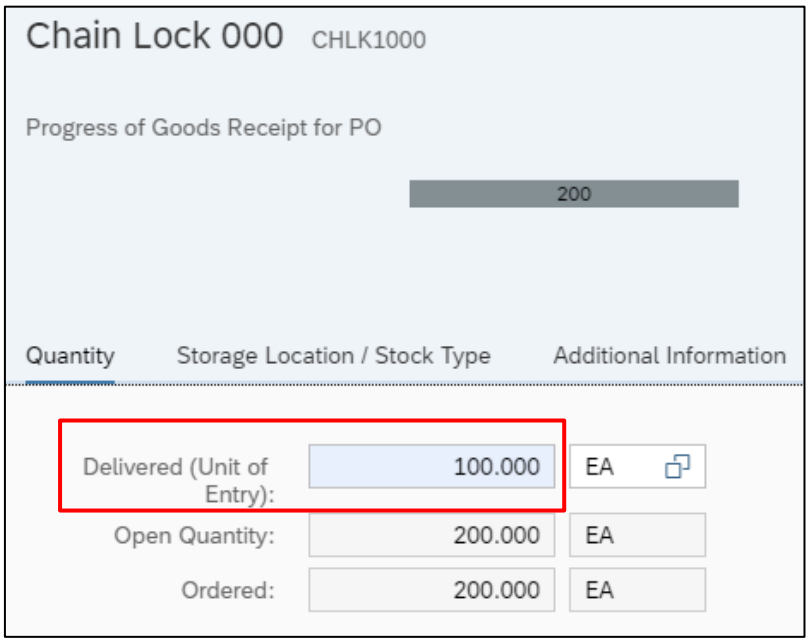
You can only post withdrawals for consumption from Unrestricted-use Stock. You can withdraw one sample, scrap a quantity, or post an inventory difference from Quality Inspection Stock and Blocked Stock.

Remember your order is to be split into two deliveries. To do this, select the Line Item and click the arrow at the end of the row.

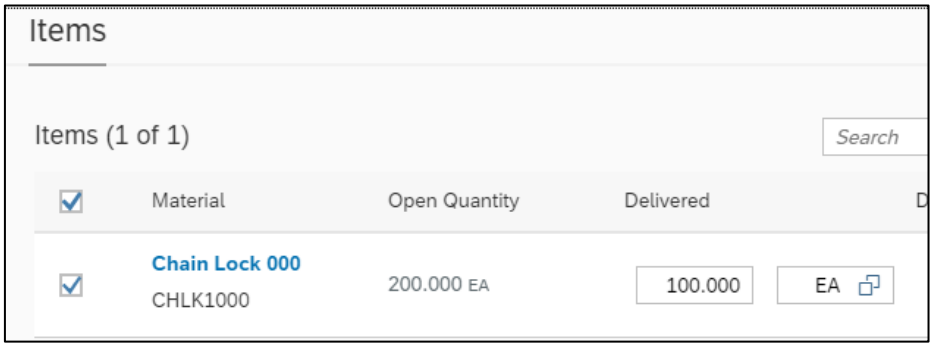


In the Goods Receipt Item screen, enter **100** in the Delivered (Unit of Entry) field. 100

Do NOT activate the Delivery Completed checkbox at this point or you will not be able to perform a Goods Receipt for the other 100 Chain Locks still to be delivered.



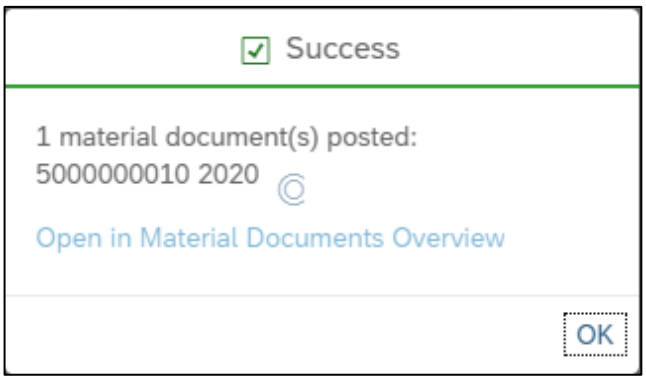
Click Apply to confirm your Delivered Quantity. Your screen will return to the Goods Receipt screen and the Delivered field will show the value you just entered.



TAKE A SCREENSHOT OF YOUR GOODS RECEIPT DISPLAYING YOUR DELIVERED QUANTITY AND PASTE IT INTO YOUR WORD DOCUMENT.

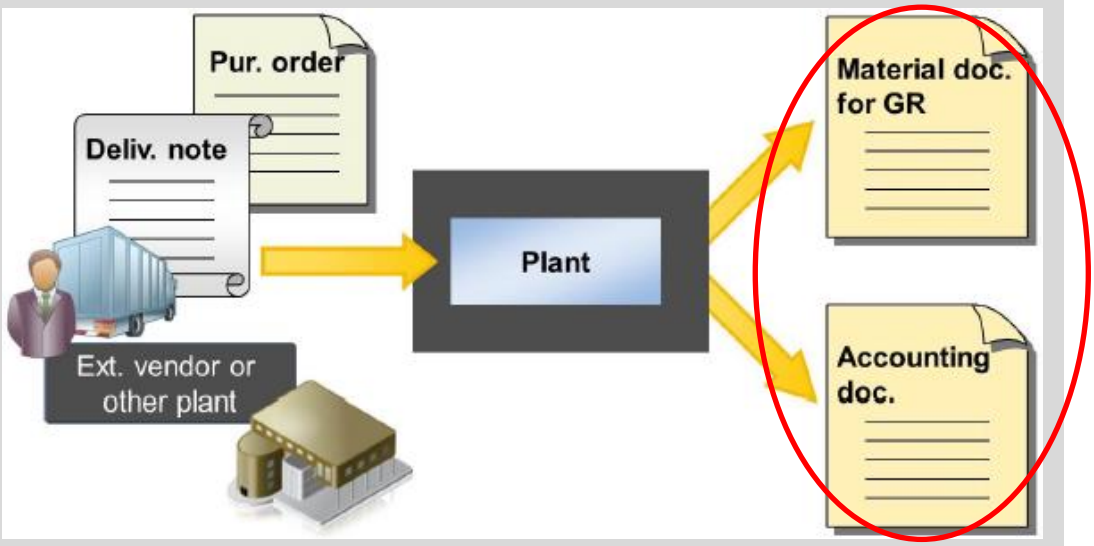
Goods Receipt document number

Finally, with your Line Item selected, click to post your Goods Receipt. The system will create a unique Goods Receipt document.



RECORD THE GOODS RECEIPT SUCCESS MESSAGE INTO YOUR WORD DOCUMENT.

Note When you post the Goods Receipt to the warehouse or stores, the system generates a Material Document. This document contains information about the Material delivered and the relevant Quantity of the Material. For stock items, the relevant Plant Storage Location is also recorded. An Accounting Document is also created that records the value of the Goods Received into Inventory.



Click the Home icon to return to the Fiori Launchpad overview.

Step 13: Verify Physical Receipt of Goods

Task: Verify the physical receipt of goods. **Time:** 5 min

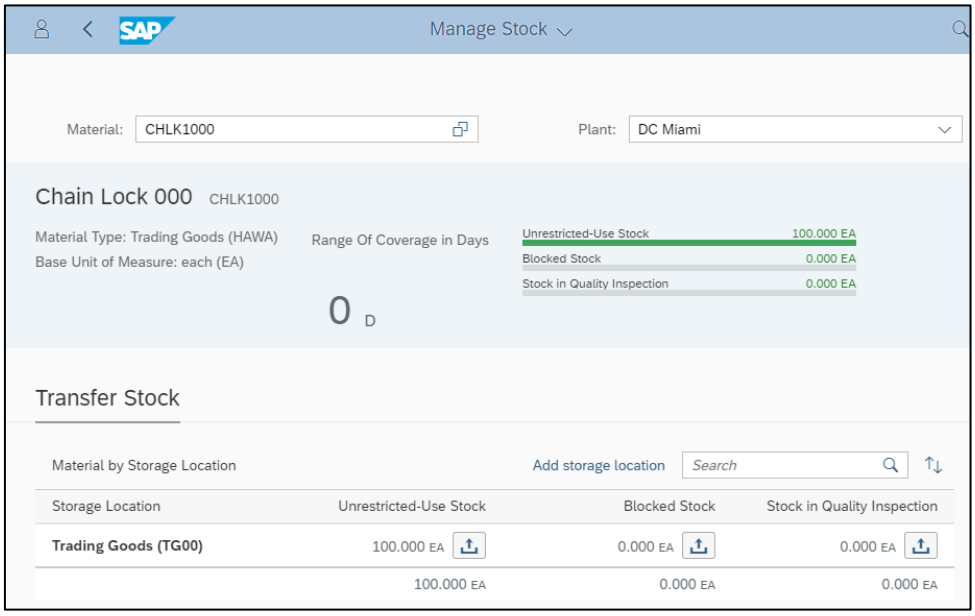
Short Description: Review the current inventory information about your Chain Lock ###s. The Stock Overview provides inventory information relative to this Material for all organizational levels.

Name, Position: Tatjana Karsova, Receiving Clerk

To verify the receipt of your goods, use the Fiori app **Manage Stock**.

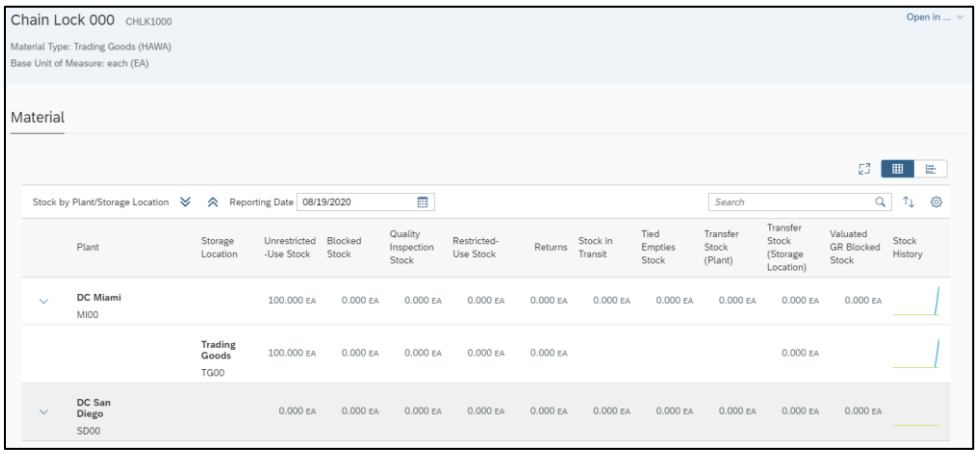
Fiori App

Ensure Plant DC Miami is selected and then enter your Chain Lock ### as Material; the screen will change to display the following data:

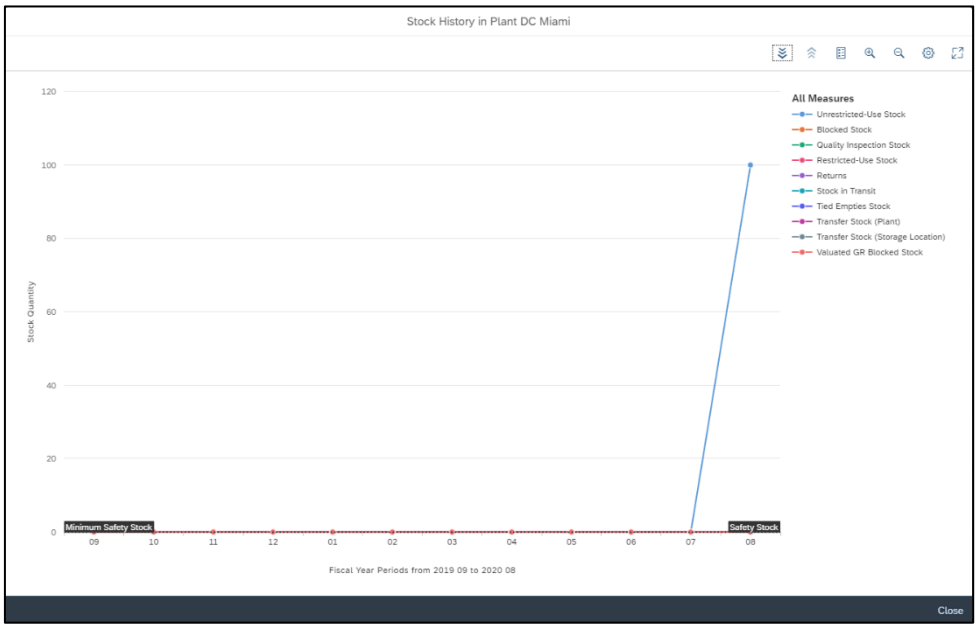


This report displays Stock levels for the Distribution Center in Miami.

You can get an overview of the Material by choosing the Stock - Single Material button in the bottom right corner. This will give you very specific information about the inventory of the Chain Lock ### at each Plant in which it is relevant.



Click in the **Stock History** column at the end of the line item for DC Miami (MI00). The following screen presents a graphical overview of the inventory for the Chain Lock ###.



TAKE A SCREENSHOT OF THE STOCK HISTORY GRAPH FOR YOUR CHLK1### AND PASTE IT INTO YOUR WORD DOCUMENT.

Click **Close** to return to the Overview screen.

Click the Home icon to return to the Fiori Launchpad overview.

Step 14: Create Invoice Receipt from Vendor

Task: Create an Invoice Receipt from your Vendor. **Time:** 5 min

Short Description: Enter an Invoice received from Mid-West Supply ### for 3,200.00 USD associated with the recent Purchase Order and Goods Receipt. This Invoice will be posted to an existing G/L Account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply ###. The Invoice is presented below in order to support your making the necessary journal entry.

Mid-West Supply

Mid-West Supply, P.O. Box 4523, 68518 Lincoln

Invoice **00504-###**

Global Bike Inc.
Trading Goods Miami
TG00 5341 Blue Lagoon Drive
Miami FL 33136

Date	06/01/2012
Accountin Clerk:	Addison Bennet
Order Number:	20417823410
Payment method:	invoice
Dispatch:	free delivery
Page:	1

Billing Date:
06/01/2012

Payment Date:
09/01/2012

Invoice

Dear Ms. Aura Maxwell,
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
		Invoice 00504-###		
1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD

Please transfer the total amount with reference to the invoice and specify the invoice number in the bank account listed below.

The goods remain our property until the complete amount is paid.
The delivery and accomplishment underlie our general terms and conditions.
We are constantly expanding our range of information on our website at www.mid-west-supply.com where you can get a quick overview of our service portfolio.

Mid-West Supply
335 W Industial Lake
68516 Lincoln, USA

Telephon: 555-0101
Telefax: 555-0143

www.mid-west-supply.com

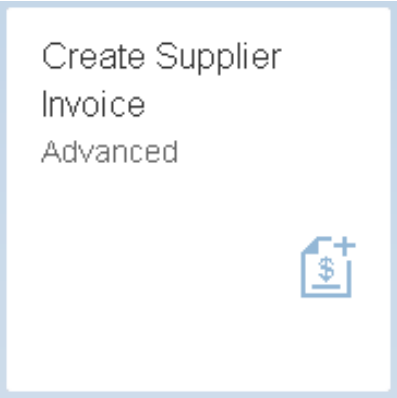
Account Number. 100000
RTN: 435 222 956
Bank of America, Lincoln

BIC: BOALUSLIABC
IBAN: US22 8400 0000 0991 0044 01

Name, Position: Silvia Cassano, Accounts Payable Specialist

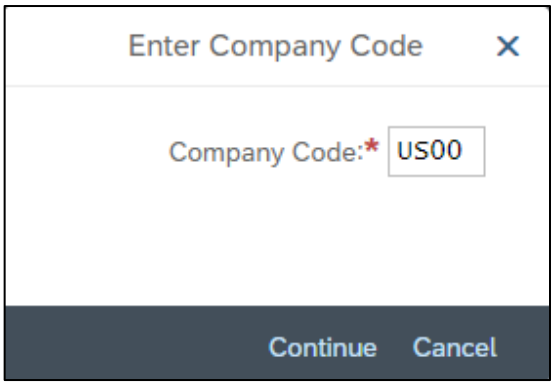
To create an Invoice Receipt, use the app **Create Supplier Invoice – Advanced.**

Fiori App



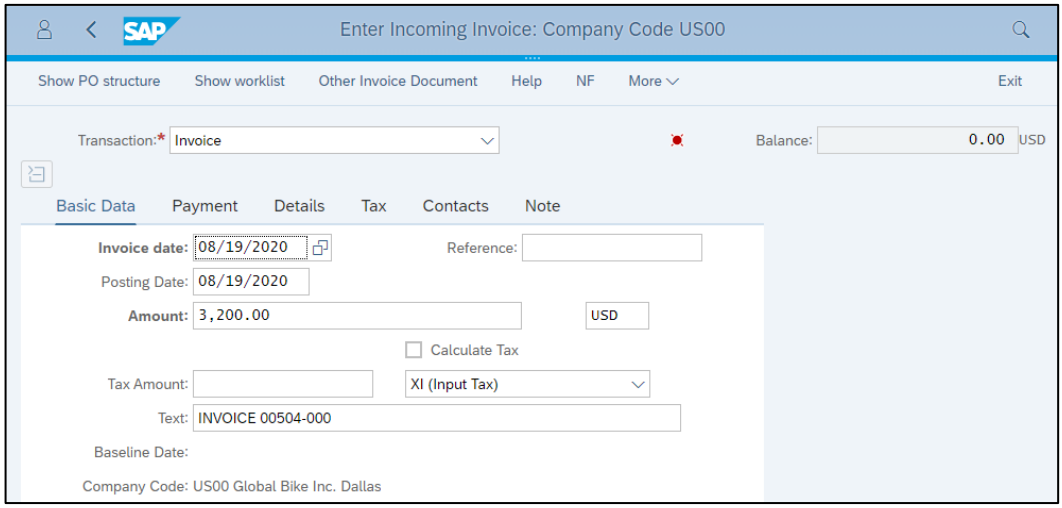
In the **Enter Company Code** pop-up, enter **US00** and click Continue.

US00



Enter **today's date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the Amount from the invoice above (**3,200**) in the Amount field, enter USD in the field to the right of Amount, and then select **XI** as Tax Code (field next to Tax Amount). Finally, type **INVOICE 00504-###** as Text and press **Enter**. Notice the Balance pane in the upper right corner is showing a Red light; this indicates the document is not yet balanced and needs additional data. You will reference your Purchase Order to enter the needed information.

today's date
US00
3,200.00
XI
INVOICE 00504-###



On the lower section of the screen, select the **PO Reference** tab.

Enter **your PO number** in the middle of the screen (right of the drop-down field with Purchase Order/Scheduling Agreement).

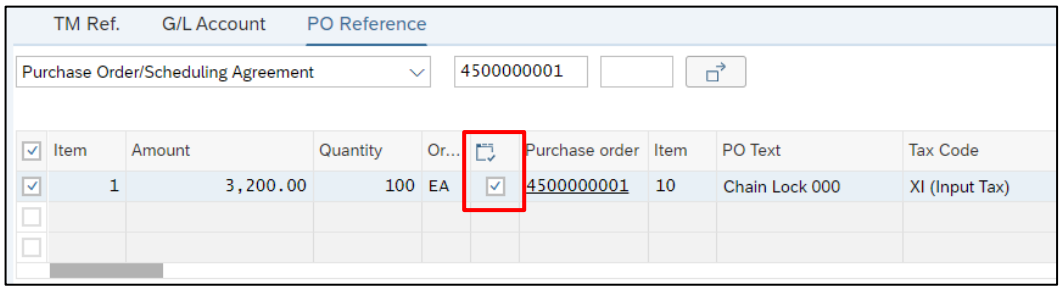
your PO number

Find your PO with F4 Help and your Supplier number; click Execute. Activate the checkbox next to your PO number and then select Copy at the top of the screen to enter the PO number into the Invoice form. Press **Enter** to pull in your Purchase Order data.

Once the PO data is entered, the Balance light in the upper right corner should turn green to indicate the Amount entered is equal to the PO value of goods received.

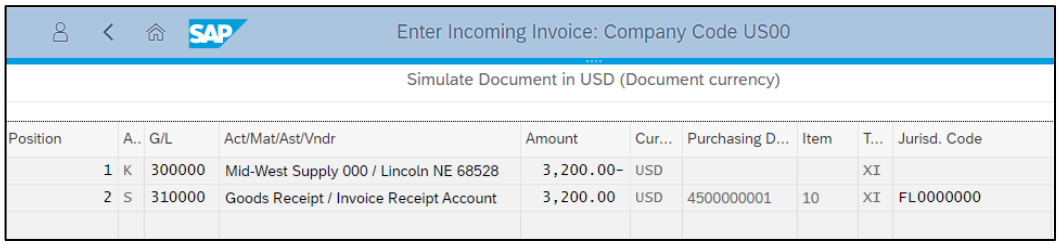
Activate the checkbox for **Booking OK** for the line item and then scroll way over to the right to ensure **FL0000000** is already entered in the Jurisd. Code field.

Booking OK
FL0000000



Click the Simulate button to see if the postings are correct.

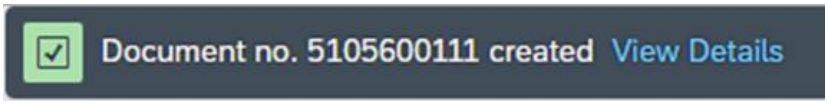
NOTE: You should have only two line items; if you show any entries for Differences, you need to return to your Invoice Form and adjust the Amount value to match the PO value.



TAKE A SCREENSHOT OF YOUR SIMULATE SCREEN AND PASTE IT INTO YOUR WORD DOCUMENT.

Finally, click to close the Simulate screen and then Post to post your Invoice Receipt. The system will generate a unique number for this document.

Invoice document number



RECORD THE MESSAGE RECEIVED AFTER SAVING YOUR INVOICE INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 15: Display Purchase Order History

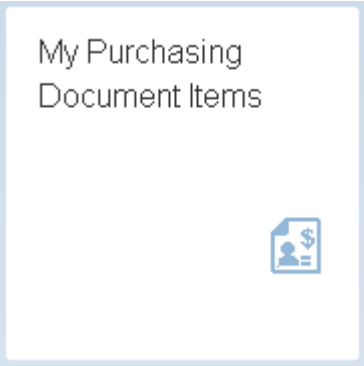
Task: Display the Purchase Order History. **Time:** 5 min

Short Description: Review the status for the PO for Chain Locks ###. A PO History tab is created within the PO once a transaction has taken place against the order number to support this functionality.

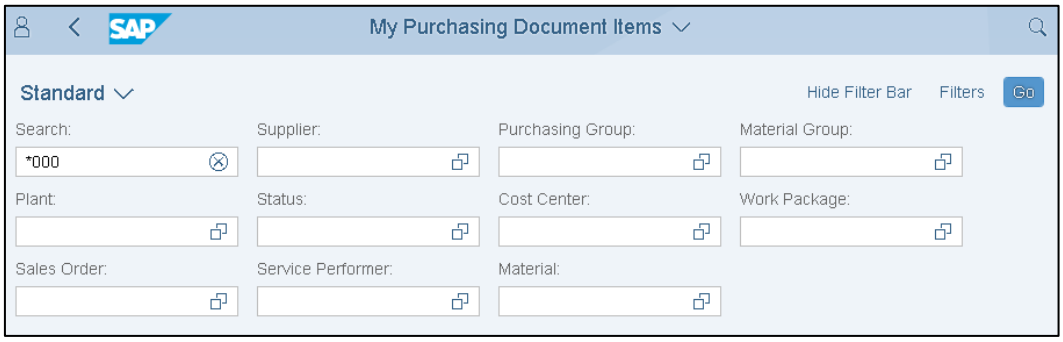
Name, Position: Wilton Saban, Inventory Supervisor

To display the Purchase Order History, use the app **My Purchasing Document Items**.

Fiori App



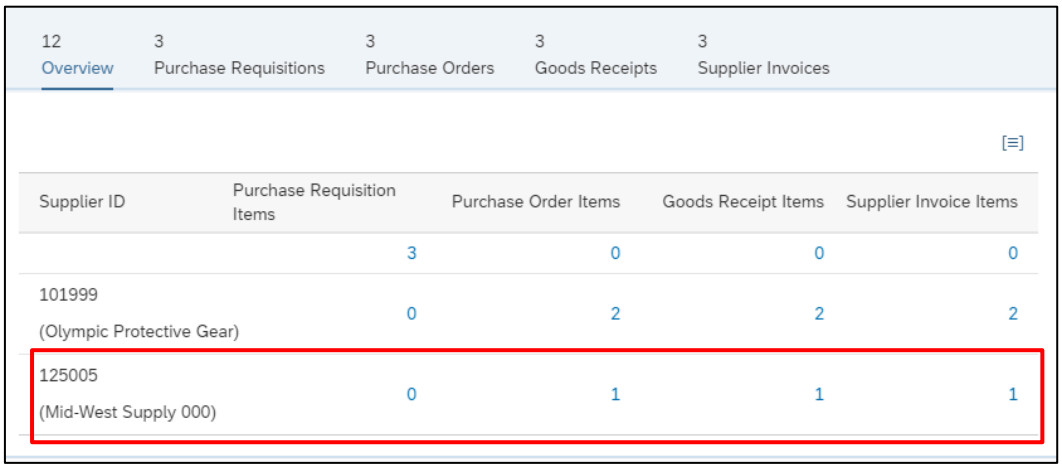
The app provides an overview of all Purchase Requisitions, Orders, Goods Receipts, and Supplier Invoices. You can find your Purchase Order by using your dataset number. Therefore, enter ***###** in the Search field; click Go.

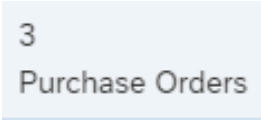


Any documents relevant to your search will appear below the Search pane. You can see how many of each document are available and the History of each is shown to the right.

*###

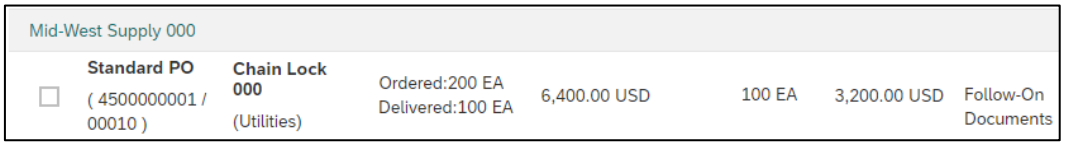
Find your Mid-West Supply ###'s information; notice there is a Purchase Order Item, and there is a Goods Receipt and an Invoice Receipt associated with it.



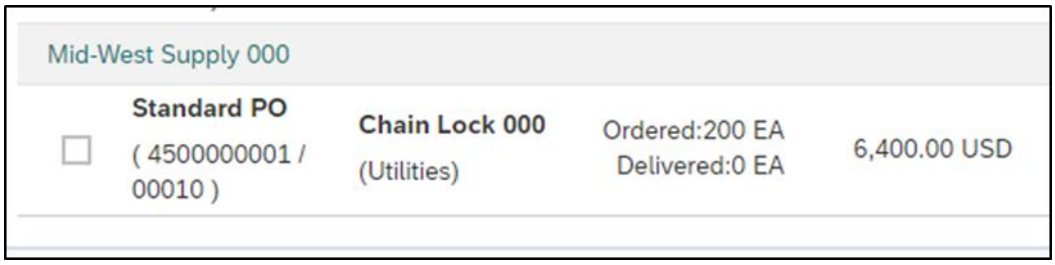
Click 

to view only the Purchase Order Items.

You may need to scroll down to find your Purchase Order.



Reminder: In Step 11 your Purchase Order had the following overview:

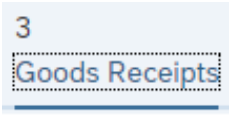


WHAT DIFFERENCE DO YOU SEE TO YOUR OVERVIEW SCREEN NOW?
EXPLAIN IN YOUR WORD DOCUMENT.

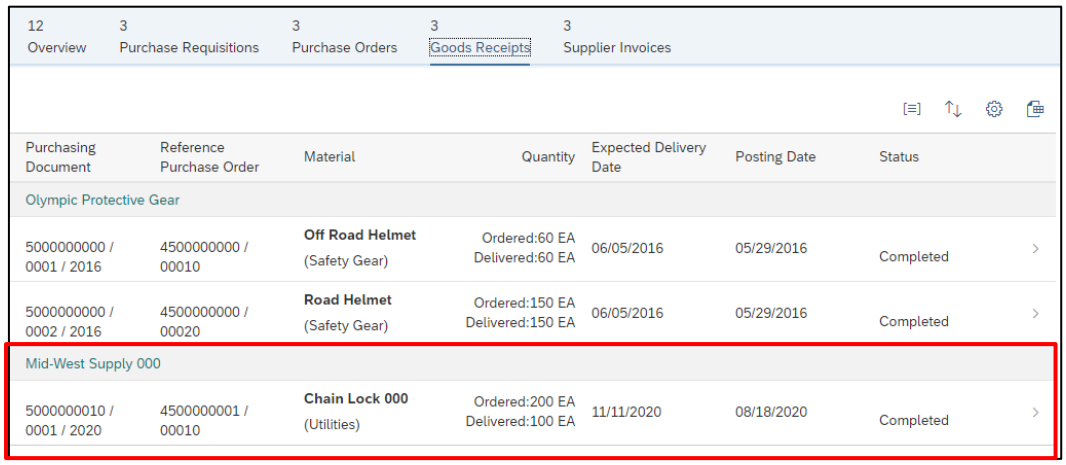
_____

_____

_____

Now, click 

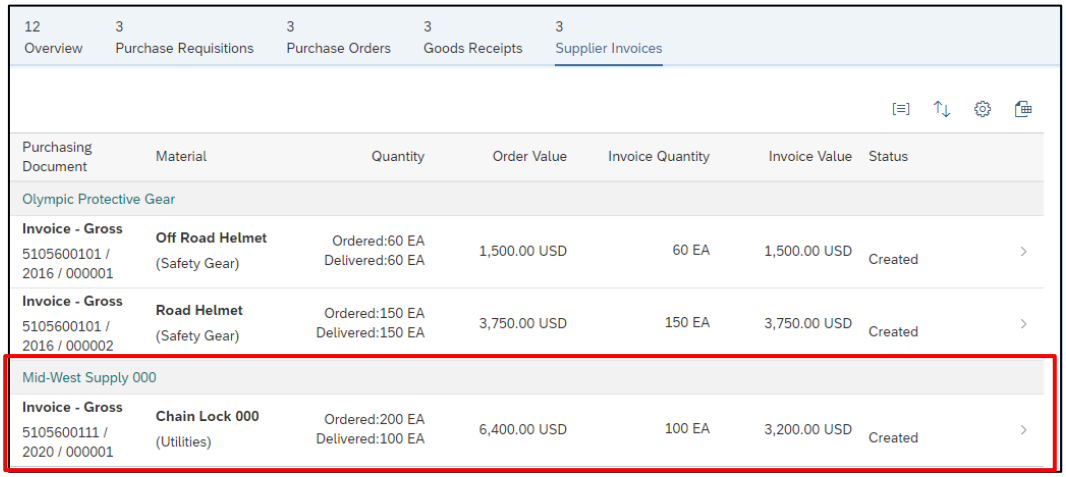
to review the Goods Receipts for your orders.
You may need to scroll down to find your Mid-West Supply ### document.
You will see your 100 delivered Chain Locks ###.



12 Overview | 3 Purchase Requisitions | 3 Purchase Orders | 3 Goods Receipts | 3 Supplier Invoices

Purchasing Document	Reference Purchase Order	Material	Quantity	Expected Delivery Date	Posting Date	Status
Olympic Protective Gear						
5000000000 / 0001 / 2016	4500000000 / 00010	**Off Road Helmet** (Safety Gear)	Ordered:60 EA Delivered:60 EA	06/05/2016	05/29/2016	Completed
5000000000 / 0002 / 2016	4500000000 / 00020	**Road Helmet** (Safety Gear)	Ordered:150 EA Delivered:150 EA	06/05/2016	05/29/2016	Completed
Mid-West Supply 000						
5000000010 / 0001 / 2020	4500000001 / 00010	**Chain Lock 000** (Utilities)	Ordered:200 EA Delivered:100 EA	11/11/2020	08/18/2020	Completed

Finally, click the 3 Supplier Invoices tab to see the Supplier Invoices you have entered.

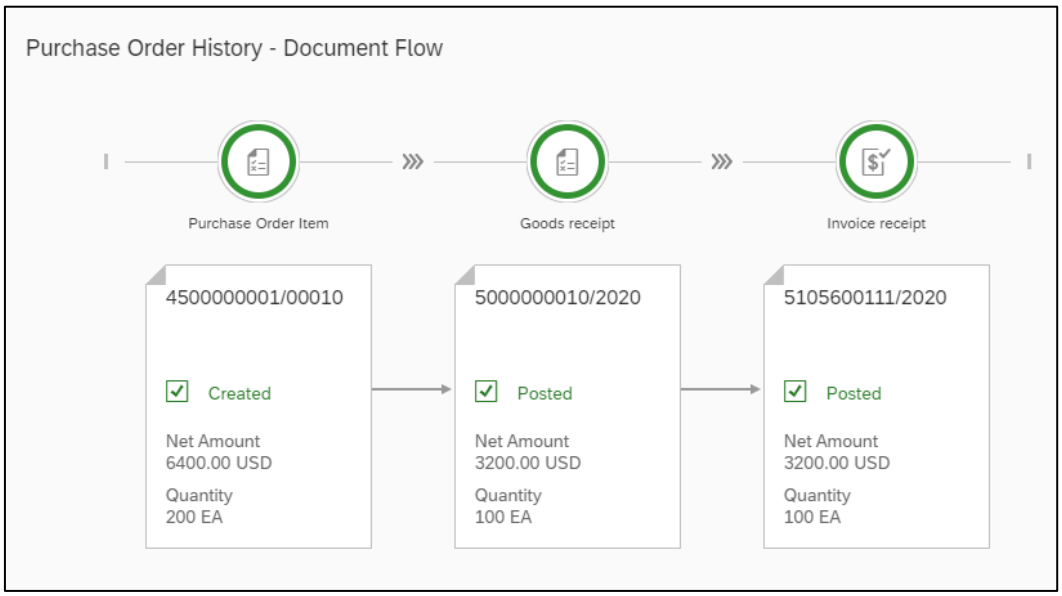


12 Overview | 3 Purchase Requisitions | 3 Purchase Orders | 3 Goods Receipts | 3 Supplier Invoices

Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status
Olympic Protective Gear						
Invoice - Gross 5105600101 / 2016 / 000001	**Off Road Helmet** (Safety Gear)	Ordered:60 EA Delivered:60 EA	1,500.00 USD	60 EA	1,500.00 USD	Created
Invoice - Gross 5105600101 / 2016 / 000002	**Road Helmet** (Safety Gear)	Ordered:150 EA Delivered:150 EA	3,750.00 USD	150 EA	3,750.00 USD	Created
Mid-West Supply 000						
Invoice - Gross 5105600111 / 2020 / 000001	**Chain Lock 000** (Utilities)	Ordered:200 EA Delivered:100 EA	6,400.00 USD	100 EA	3,200.00 USD	Created

You will see information about the invoice you created earlier. Click the **Purchase Order References** tab.

Click the arrow at the end of the Invoice Items row. Now click the **Purchase Order History tab**. You will see the Process/Document Flow of the documents which were created relevant to the Purchase Order. Scroll your screen so the Document Flow is entirely visible.



TAKE A SCREENSHOT OF THE DOCUMENT FLOW FOR YOUR PURCHASE ORDER AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 16: Create Goods Receipt for Purchase Order

Task: Create a Goods Receipt for a Purchase Order. **Time:** 5 min

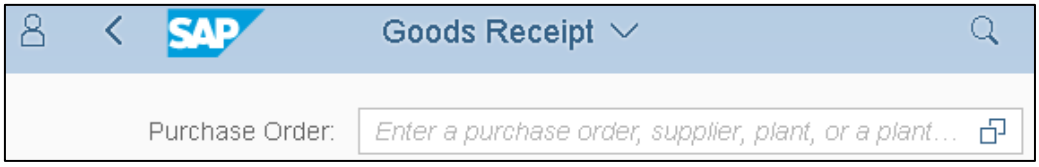
Short Description: Receive into inventory the remaining stock items ordered from Mid-West Supply ###. A Goods Receipt document will be created referencing your Purchase Order, thereby ensuring you receive the products ordered within the timeframes requested and in quality condition. Goods on-hand will be increased, and an Accounting Document will be generated recognizing the value associated with these goods.

Name, Position: Tatjana Karsova, Receiving Clerk

To create a Goods Receipt for a Purchase Order, use the app **Post Goods Receipt for Purchase Order.**

Fiori App

You will see the **Goods Receipt** screen:



Use **F4** Help in the **Purchase Order** field to search for your PO number.

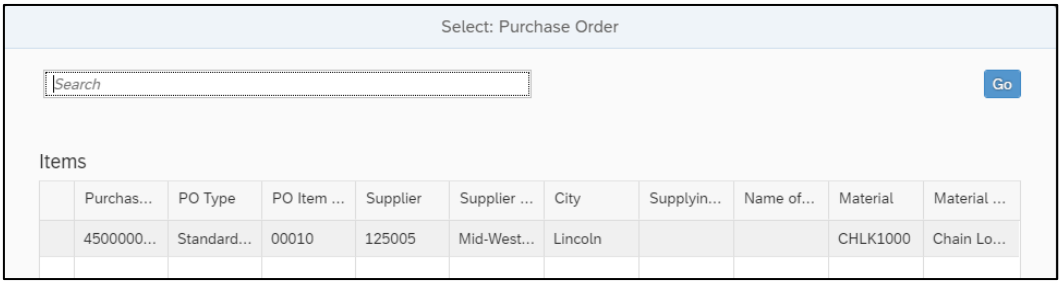
F4

If not entered by default, in the **Select: Purchase Order** screen, enter your three-digit number *### in the Search field and click Go.

*###

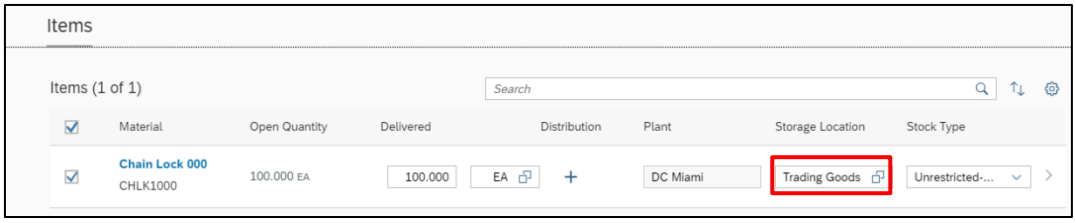
Search for your PO information in the Items result list and double click to select it.

CHLK1###

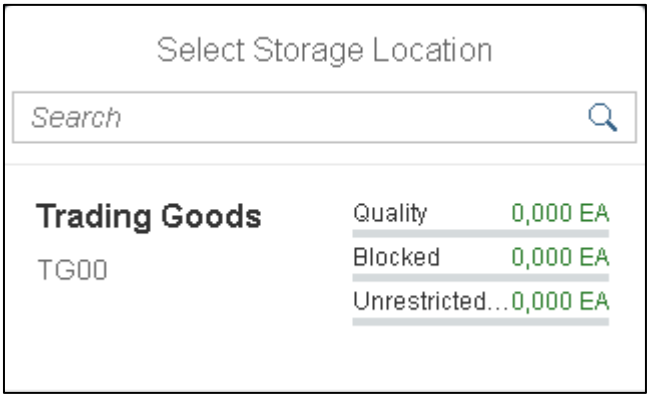


Your Purchase Order information should open in the Post Goods Receipt for Purchase Order screen. You should now see only one Line Item is available for the second 100 quantity. Activate the checkbox to the left of the Item.

Check that there is a value in the Storage Location field.



If this field is blank, select the available Storage Location **TG00 (Trading Goods)**.

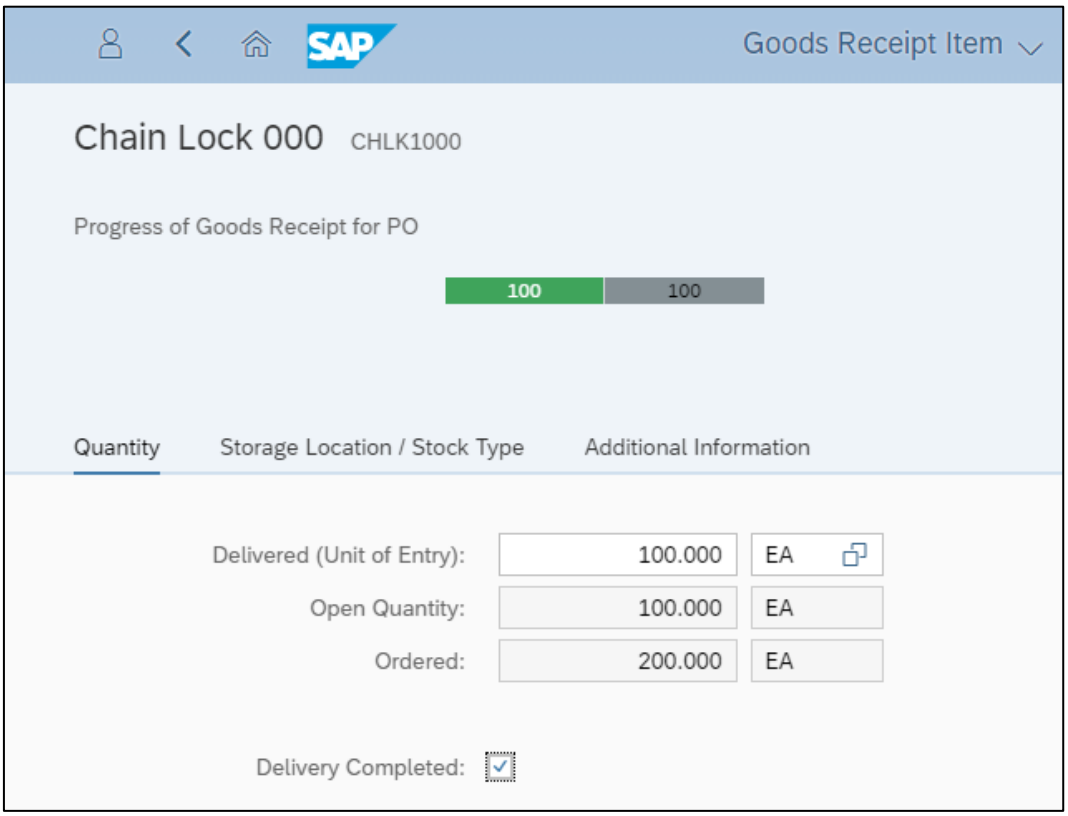


For further information and to check if all entries are correct, click the arrow at the right end of the line item ›.

Notice the Progress bar at the top of the screen indicates your past receipts of 100 CHLK1###. The other fields should also contain the relevant information for completing this Goods Receipt.

The Delivered (Unit of Entry) field should already be set for the final Quantity of **100;** if not, enter the value. Next, activate the **Delivery Completed** checkbox.

100
Delivery
Completed



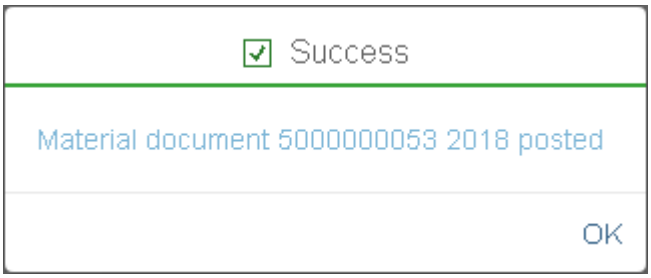
TAKE A SCREENSHOT OF YOUR GOODS RECEIPT INFORMATION AND PASTE IT INTO YOUR WORD DOCUMENT.

Click Apply.

You will be returned to the Goods Receipt screen. Ensure your Line item is still selected, then click Post.

You will receive a message which includes your Material Document number.

Material Document Number



RECORD THE SUCCESS MESSAGE AND DOCUMENT NUMBER INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 17: Display Purchase Order History

Task: Display the Purchase Order History **Time:** 10 min

Short Description: Review the status for the Purchase Order for Chain Locks ###. A Purchase Order History is created within the PO once a transaction has taken place against the order number to support this functionality.

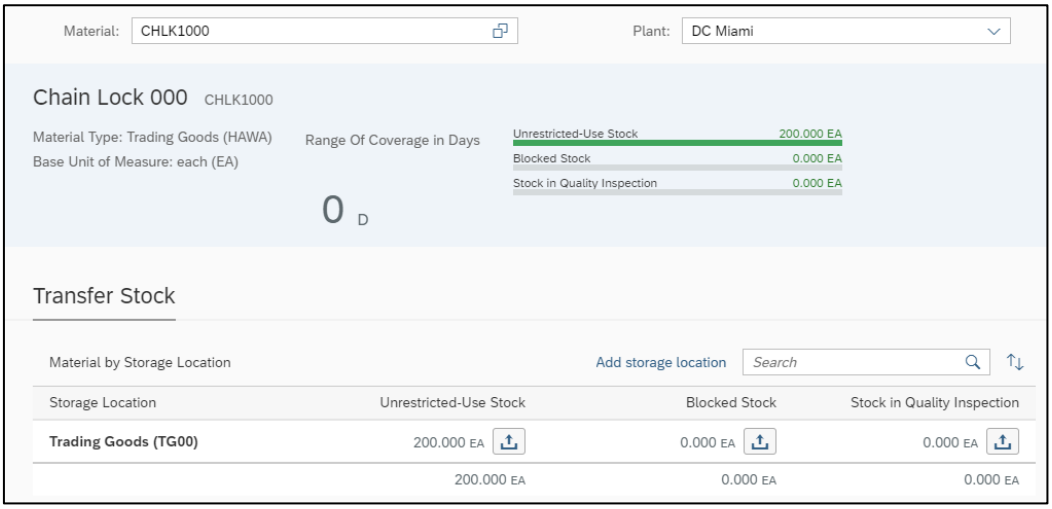
Name, Position: Wilton Saban, Inventory Supervisor

To display the Stock list for the item in your purchase order, use the app **Manage Stock.**

Fiori App

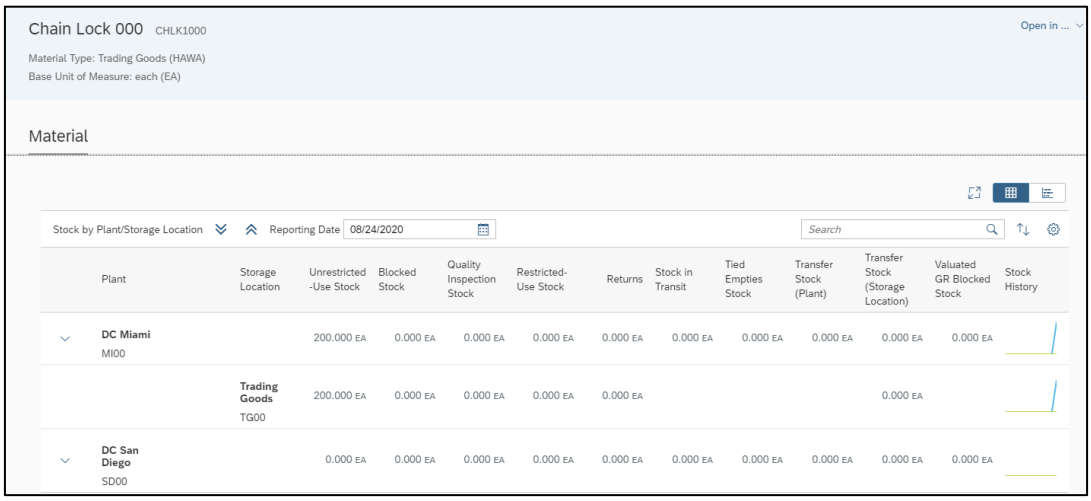
Select the **Miami Plant, MI00**, using the drop-down menu to the right. To find your Material, enter **CHLK###** or use **F4** Help in the Material field. Your screen will automatically change to display your current position for inventory of your Chain Lock ###.

MI00
F4

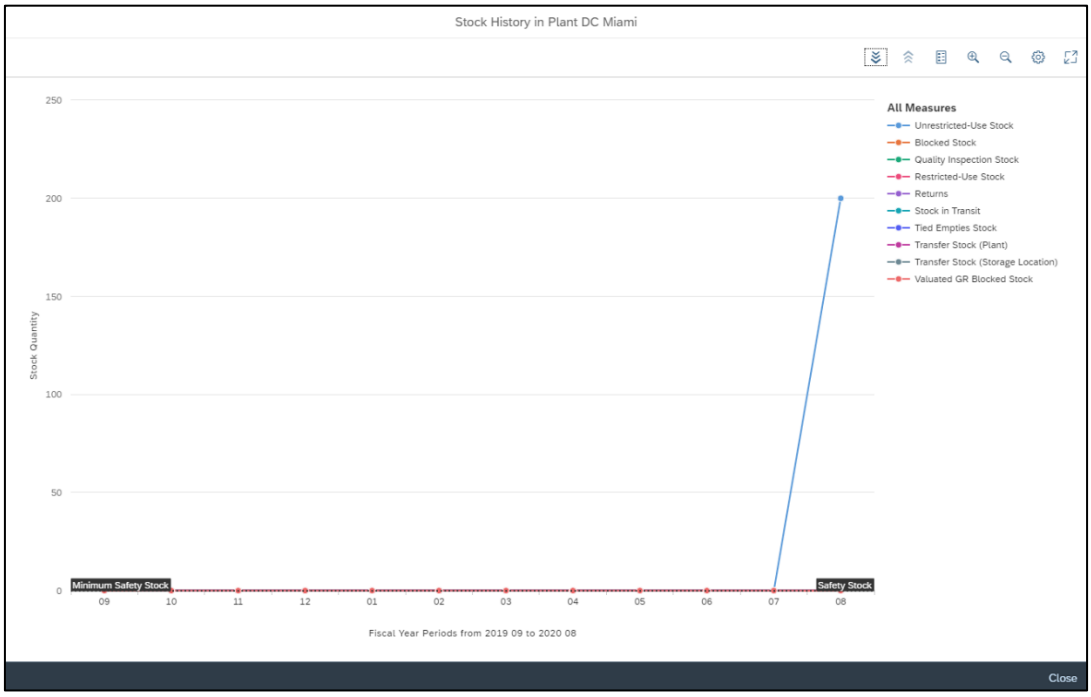


TAKE A SCREENSHOT OF YOUR CHLK### STOCK INFORMATION AND PASTE IT INTO YOUR WORD DOCUMENT.

To get further information about the current stock of your Material, click Stock - Single Material at the bottom of the screen. Information regarding all locations which carry the CHLK### Material will appear.



Click the icon under **Stock History** for the Miami Plant. You can now see the graphical overview of your Material Goods Receipts.



TAKE A SCREENSHOT OF YOUR STOCK-SINGLE MATERIAL GRAPH AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 18: Create Invoice Receipt from Vendor

Task: Create an Invoice Receipt from a Vendor. **Time:** 5 min

Short Description: Enter an Invoice received from Mid-West Supply ### for 3,200.00 USD associated with the recent Purchase Order and Goods Receipt. This invoice will be posted to an existing G/L Account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply ###. It will be settled by issuing a check to Mid-West Supply ### later. The Invoice is presented below in order to support your making the necessary journal entry.

Dear Ms. Aura Maxwell,

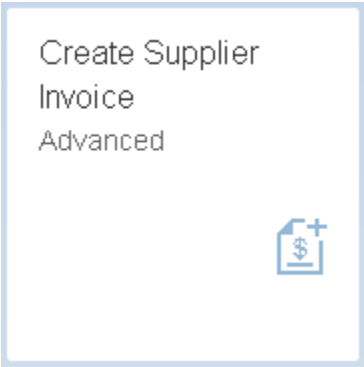
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
		Invoice 00515-###		
1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD

Name, Position: Silvia Cassano, Accounts Payable Specialist

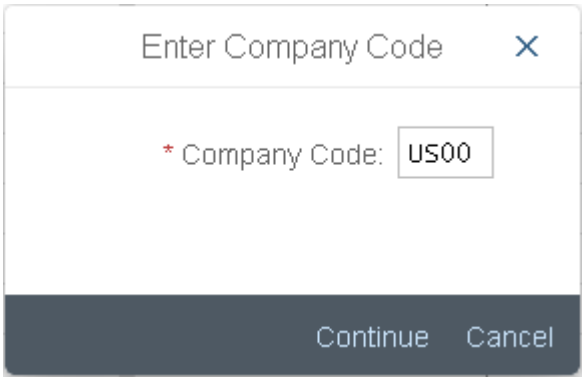
To create an Invoice Receipt from your Vendor, use the Fiori app: **Create Supplier Invoice – Advanced.**

Fiori App



Enter Company Code **US00**. and confirm with Continue.

US00

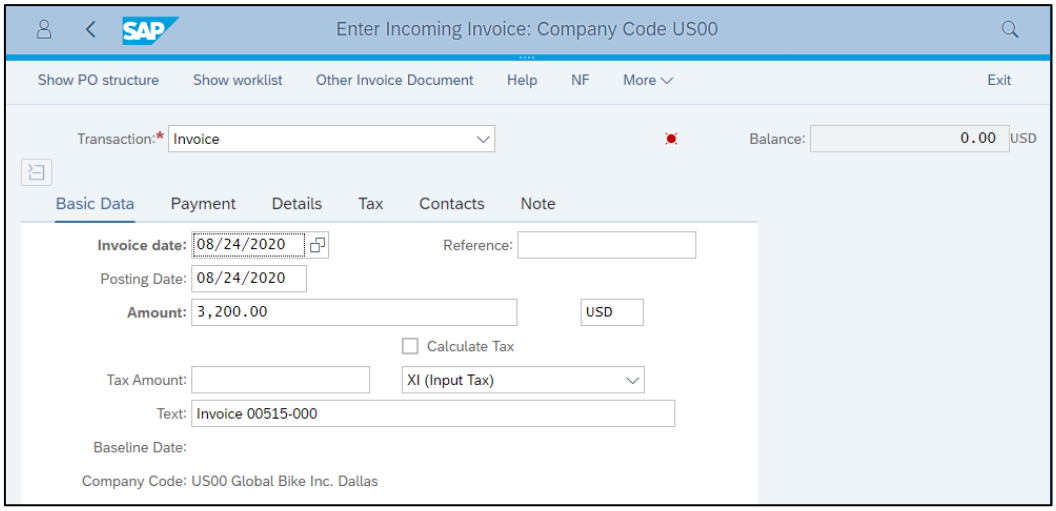


Enter **today´s date** for Invoice Date. Check if the Company Code **US00** is selected. Enter **3,200** in the Amount field and USD in the field to the right of Amount. Select

Today´s date
US00

XI (Input Tax) in the field next to Tax Amount. Then, enter **INVOICE 00515-###** in the Text field; click Enter. Notice the Balance in the upper right corner is not correct as indicated by the red stop light. You will now balance the Invoice.

3,200 USD
XI (Input Tax)
INVOICE 00515-###



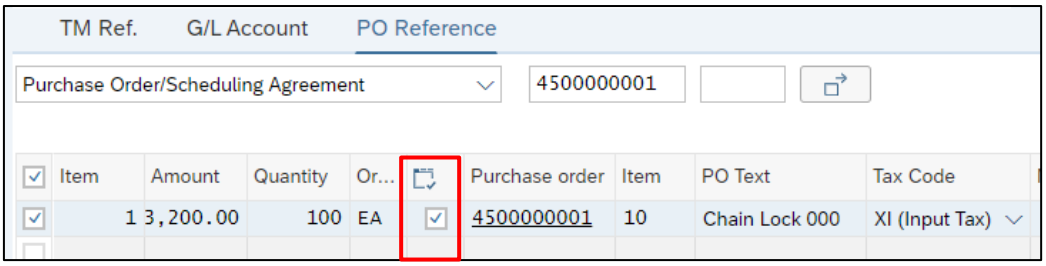
Select the **PO Reference** tab in the lower part of the screen.

Enter **your PO number** in the middle field of the screen (or find it with F4 Help and your Supplier) and press **Execute**. Select your PO by activating the checkbox to the left of it and then clicking the **Copy** button. Press **Enter** to pull in all the PO data; the Balance in the upper right corner should now display a green stop light and your Vendor information should appear below it.

your PO number

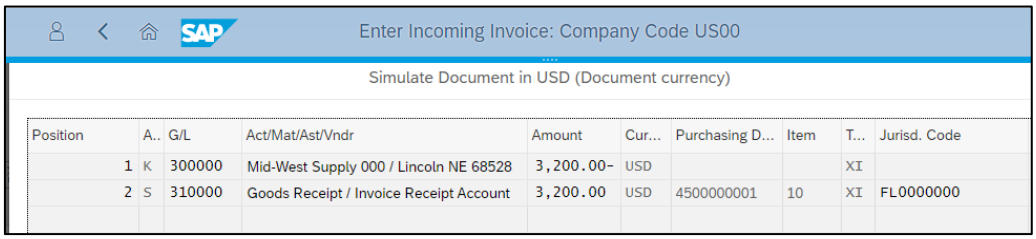
In the Item 1 line, activate the checkbox for **Booking OK**.

Booking OK



Use the Simulate button to see if the entries you made are correct. You should have two lines showing equal Debit and Credit values.

NOTE: If you show additional line items for Differences, go back and change the values to match what is shown on the Purchase Order.



TAKE A SCREENSHOT OF YOUR SIMULATE SCREEN AND PASTE IT INTO YOUR WORD DOCUMENT.

Invoice document number

Finally, click and then

to post your Invoice Receipt. The system will generate a unique number for this document.

RECORD THE DOCUMENT NUMBER MESSAGE INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 19: Post Payments to Vendor

Task: Post payments to a Vendor. **Time:** 5 min

Short Description: Issue a payment to your Mid-West Supply ### Vendor to settle their entire Accounts Payable balance. Note the amount due to them includes both invoices you previously entered. A journal entry is made to Accounts Payable for Mid-West Supply ### and to the Bank Checking Account in the G/L.

Name, Position: Silvia Cassano, Accounts Payable Specialist

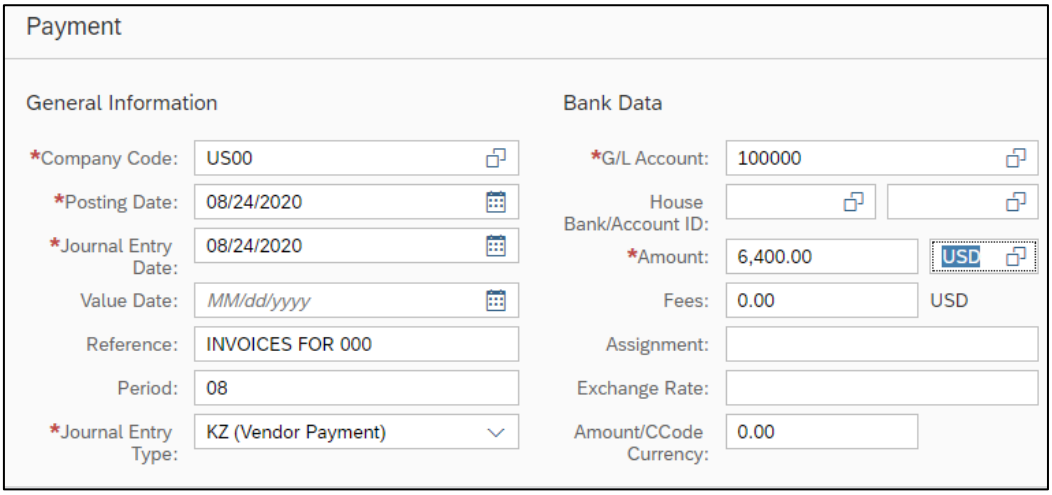
To post payments to a Vendor, use the app **Post Outgoing Payments**.

Fiori App

In the **Post Outgoing Payments** screen, enter **US00** for the Global Bike Inc. Company Code, and then **today´s date** for both Posting Date and Journal Entry Date. Enter **INVOICES FOR ###** in the field Reference, the **current period** (Month), enter **100000** for G/L Account and the total Amount of both your invoices, **6.400,00 USD**. Finally, check to ensure **KZ (Vendor Payment)** is selected for Journal Entry Type.

US00
today´s date
INVOICE ###
Current period
100000
6.400,00 USD
KZ (Vendor Payment)

Compare your screen with the following graphic.

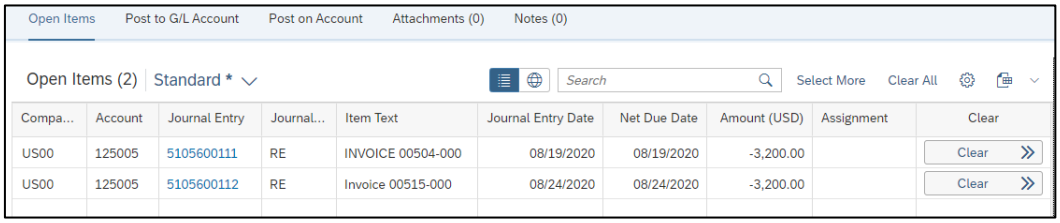


In the **Open Item Selection** pane, ensure the Account Type is set to **Supplier**, then use **F4** Help to search for your **Mid-West Supply ###** account number.

Mid-West Supply ###

Then click Show Items.

Both your Open Invoices will appear under the Open Items pane



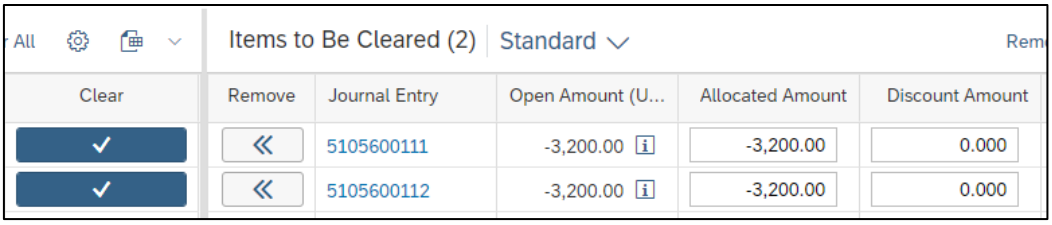
Compa...	Account	Journal Entry	Journal...	Item Text	Journal Entry Date	Net Due Date	Amount (USD)	Assignment	Clear
US00	125005	5105600111	RE	INVOICE 00504-000	08/19/2020	08/19/2020	-3,200.00		Clear
US00	125005	5105600112	RE	Invoice 00515-000	08/24/2020	08/24/2020	-3,200.00		Clear

Also, in the top right corner, you will see the Balance Amount, 6,400.00 USD.

Balance: 6.400,00 USD

To schedule a payment for both Open Items, click Clear in both lines.

Check that both lines are now marked as Clear and an Allocated Amount is shown in the Items to Be Cleared pane.



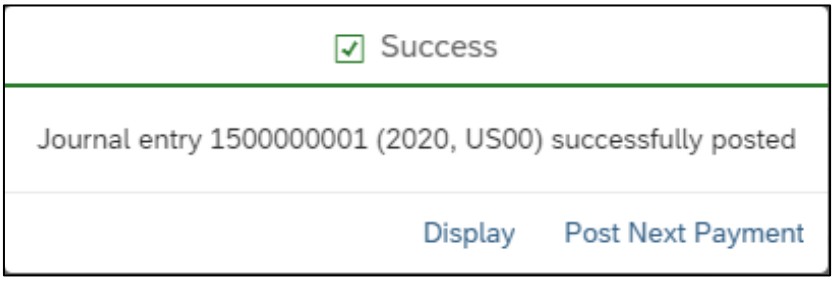
Clear	Remove	Journal Entry	Open Amount (U...	Allocated Amount	Discount Amount
✓	«	5105600111	-3,200.00	-3,200.00	0.000
✓	«	5105600112	-3,200.00	-3,200.00	0.000

TAKE A SCREENSHOT OF YOUR ITEMS TO BE CLEARED AND PASTE IT INTO YOUR WORD DOCUMENT.

Also notice the Balance will now display 0.00 USD. **Balance: 0.00** USD

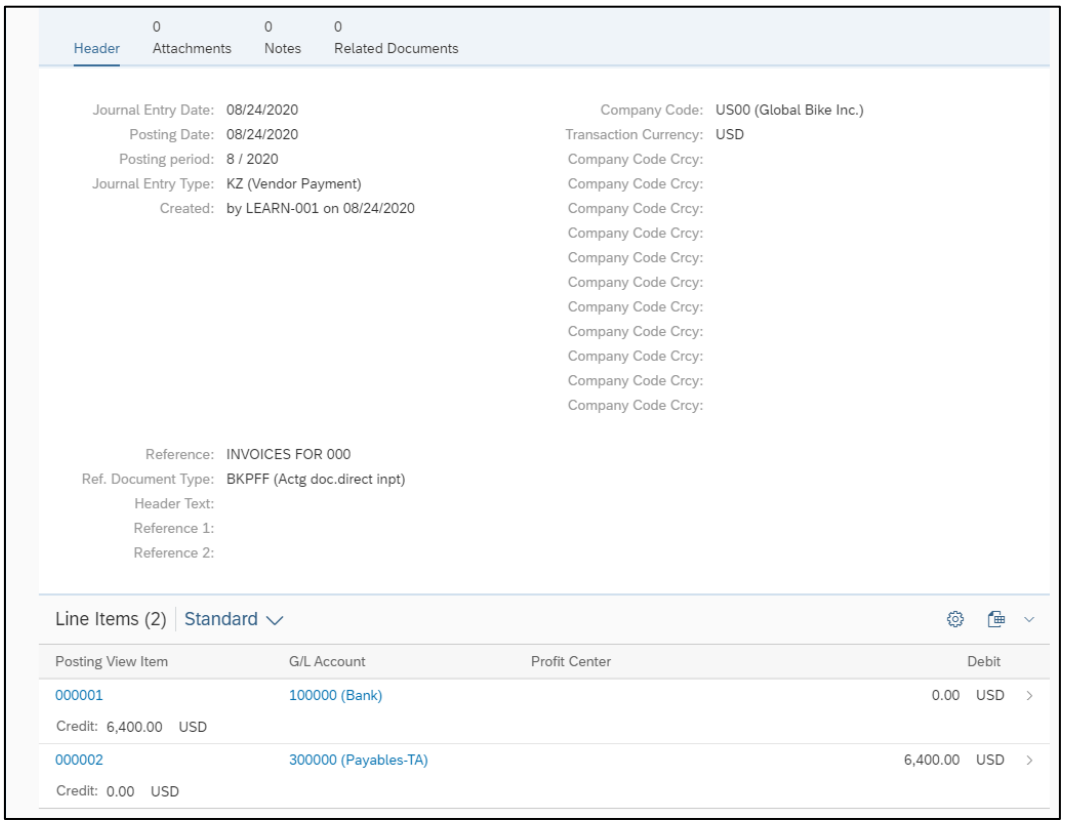
Finally, click Post to pay your invoice to Mid-West Supply ###. The system generates a Journal Entry Number for your payment.

Journal Entry Number



RECORD THE SUCCESS MESSAGE AND JOURNAL ENTRY NUMBER INTO YOUR WORD DOCUMENT.

Finally, click Display to see your Journal Entry.



Header | 0 Attachments | 0 Notes | 0 Related Documents

Journal Entry Date: 08/24/2020
Posting Date: 08/24/2020
Posting period: 8 / 2020
Journal Entry Type: KZ (Vendor Payment)
Created: by LEARN-001 on 08/24/2020

Company Code: US00 (Global Bike Inc.)
Transaction Currency: USD
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:
Company Code Crcy:

Reference: INVOICES FOR 000
Ref. Document Type: BKPFF (Actg doc.direct inpt)
Header Text:
Reference 1:
Reference 2:

Line Items (2) | Standard

Posting View Item	G/L Account	Profit Center	Debit
000001	100000 (Bank)		0.00 USD
Credit: 6,400.00 USD			
000002	300000 (Payables-TA)		6,400.00 USD
Credit: 0.00 USD			

TAKE A SCREENSHOT OF YOUR JOURNAL ENTRIES AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 20: Display Supplier Balances

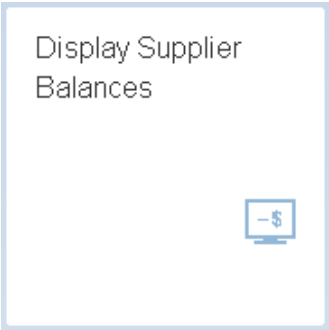
Task: Display your Supplier Account balances. **Time:** 5 min

Short Description: Display and confirm the activity and associated balance for Accounts Payable for Mid-West Supply ###. You should see both Credit and Debit postings indicating the receipt of the two Invoices and the issuance of a single payment to settle this balance due to Mid-West Supply ###.

Name, Position: Shuyuan Chen, Chief Accountant

To display the Supplier Account balances, use the app **Display Supplier Balances**.

Fiori App

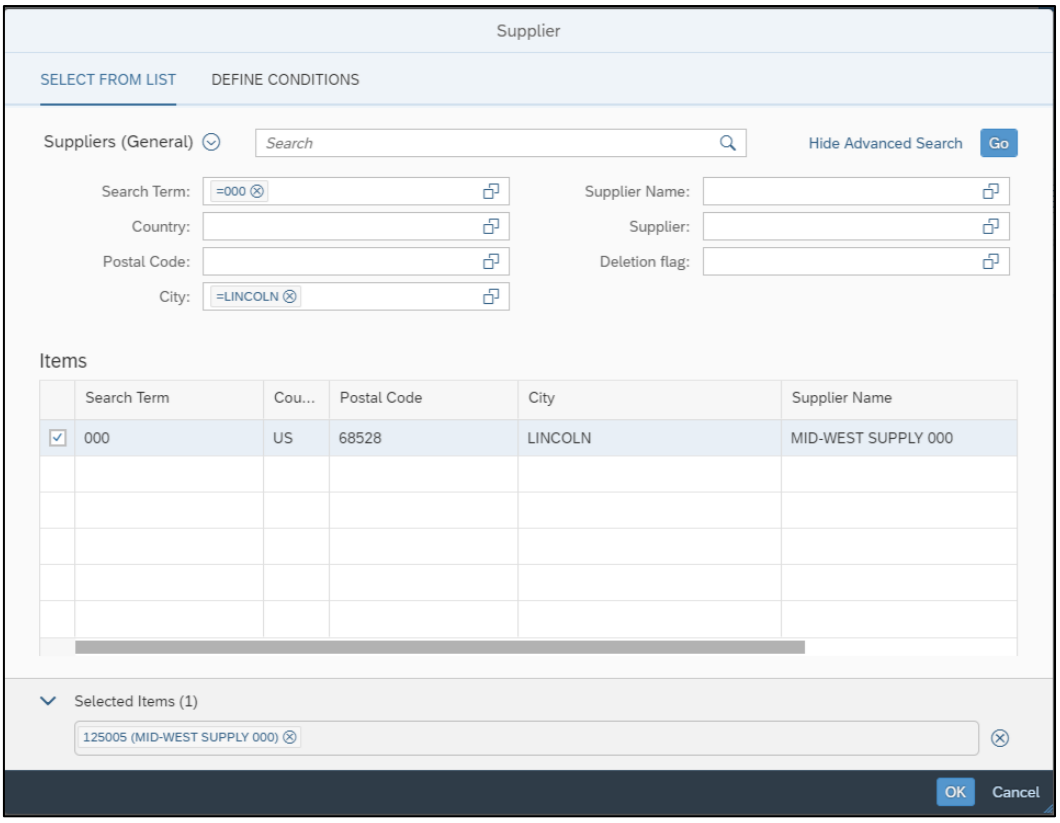


Use **F4** Help in the Supplier field to find your Mid-West Supply ### Account. Enter ***###** into Search Term and Lincoln into the City field, then press Go.

*###
Lincoln

Select your Supplier, **Mid-West Supply ###**, and click **OK**.

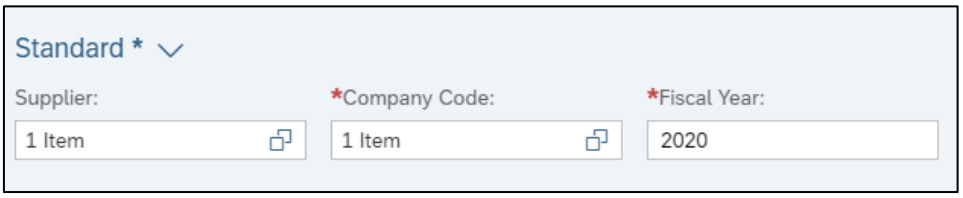
Mid-West Supply ###



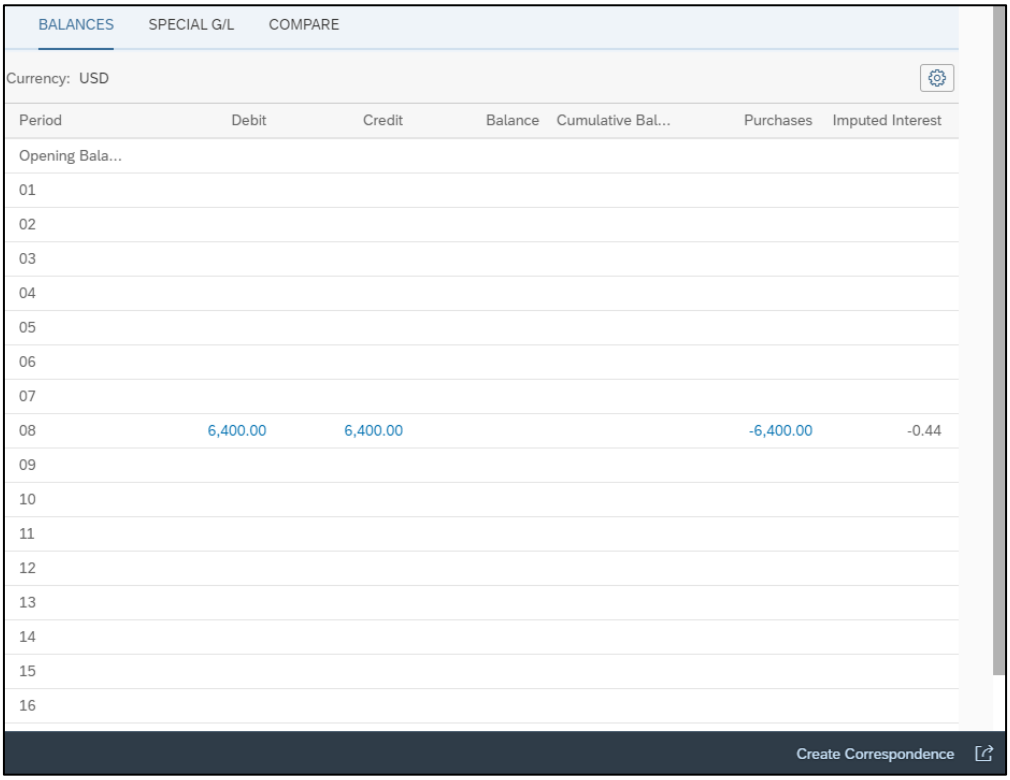
US00

current year

Back in the **Manage Supplier Balances** screen, enter **US00** for Company Code and the **current year** in Fiscal Year. Then click Go.

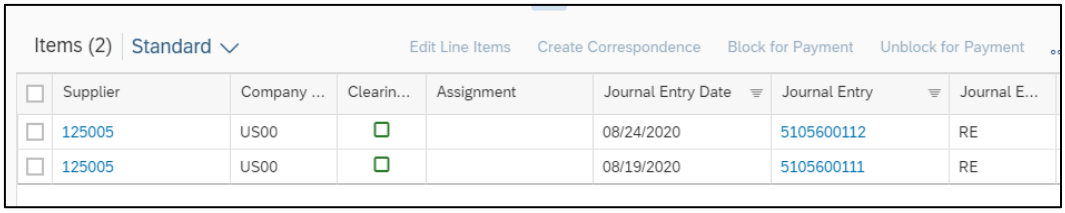


The overview of your Supplier Account Balance is displayed.



TAKE A SCREENSHOT OF YOUR ACCOUNT BALANCES AND PASTE IT INTO YOUR WORD DOCUMENT.

Double click the value under the Credit column to display the Line Items making up that value. Notice this screen displays both the Invoice items.



TAKE A SCREENSHOT OF YOUR CREDIT LINE ITEMS AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 21: Display Purchase Order History

Task: Display the Purchase Order History **Time:** 5 min

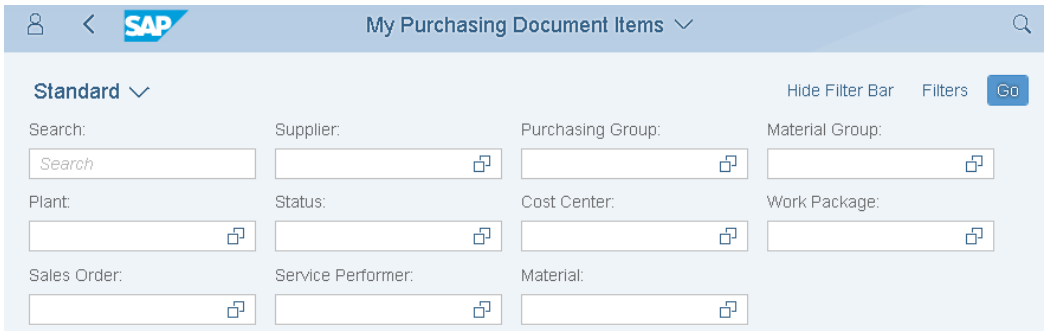
Short Description: Review the Status of your Purchase Order for Chain Lock ###s. The Purchase Order History is updated once a transaction has taken place against the Purchase Order number.

Name, Position: Wilton Saban, Inventory Supervisor

To display the Purchase Order History, use the Fiori App **My Purchasing Document Items.**

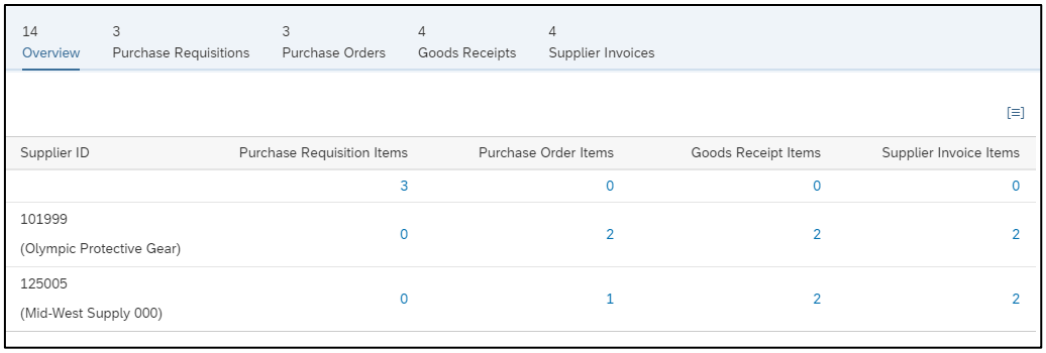
Fiori App

The app provides a way to search for all information regarding Purchase Requisitions, Purchase Orders, Goods Receipts, and Invoice Receipts.



Enter ### in the Search field and press Go. The Overview list will show all Purchasing documents relevant to your dataset.

###



Supplier ID	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
	3	0	0	0
101999 (Olympic Protective Gear)	0	2	2	2
125005 (Mid-West Supply 000)	0	1	2	2

Click 3 Purchase Orders. (The number may be different depending on the other students who have completed this case study.)

If needed, scroll down to find your Purchase Order to Mid-West Supply ###.

14 Overview | 3 Purchase Requisitions | 3 Purchase Orders | 4 Goods Receipts | 4 Supplier Invoices

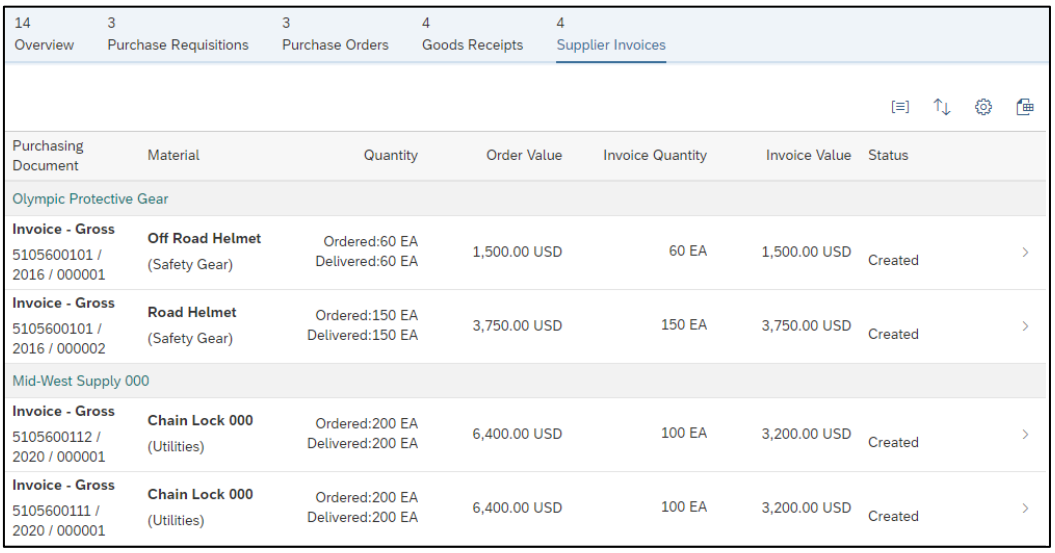
Selection	Purchasing Document	Material	Quantity	Order Value	Invoice Quantity	Invoice Value	Status	Relevance
Olympic Protective Gear								
	Standard PO (4500000000 / 00010)	**Off Road Helmet** (Safety Gear)	Ordered:60 EA Delivered:60 EA	1,500.00 USD	60 EA	1,500.00 USD	Completed	
	Standard PO (4500000000 / 00020)	**Road Helmet** (Safety Gear)	Ordered:150 EA Delivered:150 EA	3,750.00 USD	150 EA	3,750.00 USD	Completed	
Mid-West Supply 000								
	Standard PO (4500000001 / 00010)	**Chain Lock 000** (Utilities)	Ordered:200 EA Delivered:200 EA	6,400.00 USD	200 EA	6,400.00 USD	Completed	

Click 4 Goods Receipts. Scroll down to find your Goods Receipts. The other 100 Chain Locks now show to have been delivered.

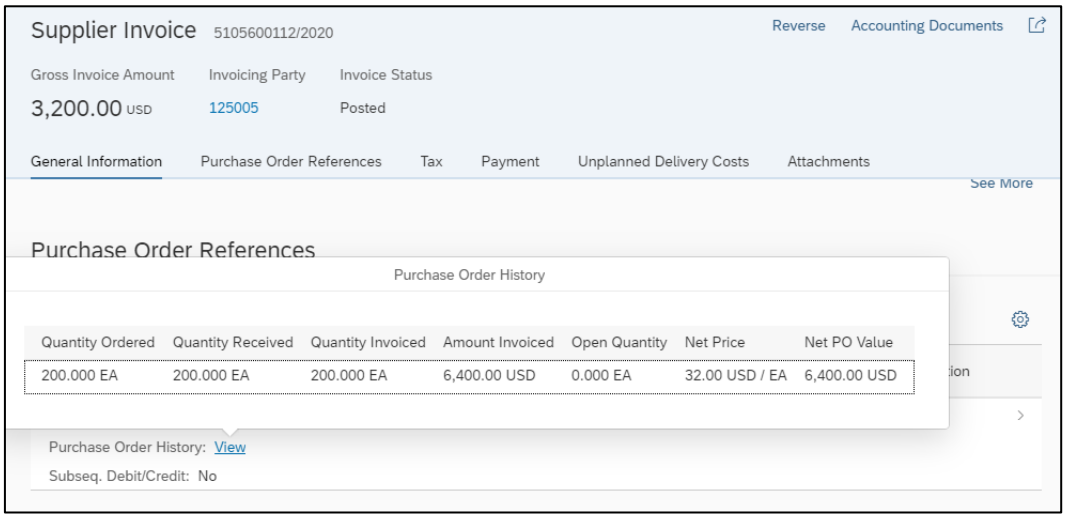
14 Overview | 3 Purchase Requisitions | 3 Purchase Orders | 4 Goods Receipts | 4 Supplier Invoices

Purchasing Document	Reference Purchase Order	Material	Quantity	Expected Delivery Date	Posting Date	Status
Olympic Protective Gear						
5000000000 / 0001 / 2016	4500000000 / 00010	**Off Road Helmet** (Safety Gear)	Ordered:60 EA Delivered:60 EA	06/05/2016	05/29/2016	Completed
5000000000 / 0002 / 2016	4500000000 / 00020	**Road Helmet** (Safety Gear)	Ordered:150 EA Delivered:150 EA	06/05/2016	05/29/2016	Completed
Mid-West Supply 000						
5000000011 / 0001 / 2020	4500000001 / 00010	**Chain Lock 000** (Utilities)	Ordered:200 EA Delivered:100 EA	11/11/2020	08/23/2020	Completed
5000000010 / 0001 / 2020	4500000001 / 00010	**Chain Lock 000** (Utilities)	Ordered:200 EA Delivered:100 EA	11/11/2020	08/18/2020	Completed

Click 4 Supplier Invoices. Scroll down to find your Goods Receipts.



Both Invoices from Mid-West Supply ### are displayed. To see further information about the invoices, click the arrow at the end of a row. In the Supplier Invoice screen, click the link to display the Purchase Order History. A pop-up will appear with the complete Purchase Order information.



TAKE A SCREENSHOT OF THE SUPPLIER INVOICE AND THE PURCHASE ORDER HISTORY AND PASTE IT INTO YOUR WORD DOCUMENT.

Click the Home icon to return to the Fiori Launchpad overview.

Step 22: Display/Review G/L Account Balances and Line Items

Task: Display/review the G/L Account balances and the individual Line Items. **Time:** 5 min

Short Description: Display and confirm by individual account number the activity and associated balances for several accounts in your G/L.

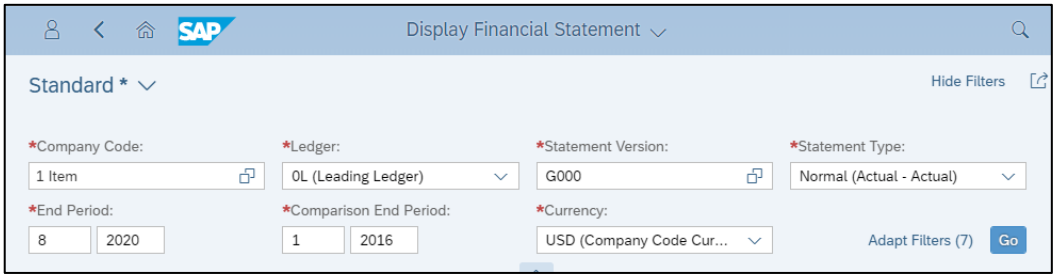
Name, Position: Shuyuan Chen, Chief Accountant

To display G/L Account balances, use the Fiori App **Display Financial Statement**.

Fiori App

In the **Financial Statement** screen, enter **US00** for Company Code, **0L** for Ledger, and **G000** for Statement Version. Check that Statement Type is set as **normal,** the **current period (Month)** is set for End Period and set the Comparison End Period to **1/2016**. Compare with the following screen:

US00
0L
G000
normal
current period
1/2016

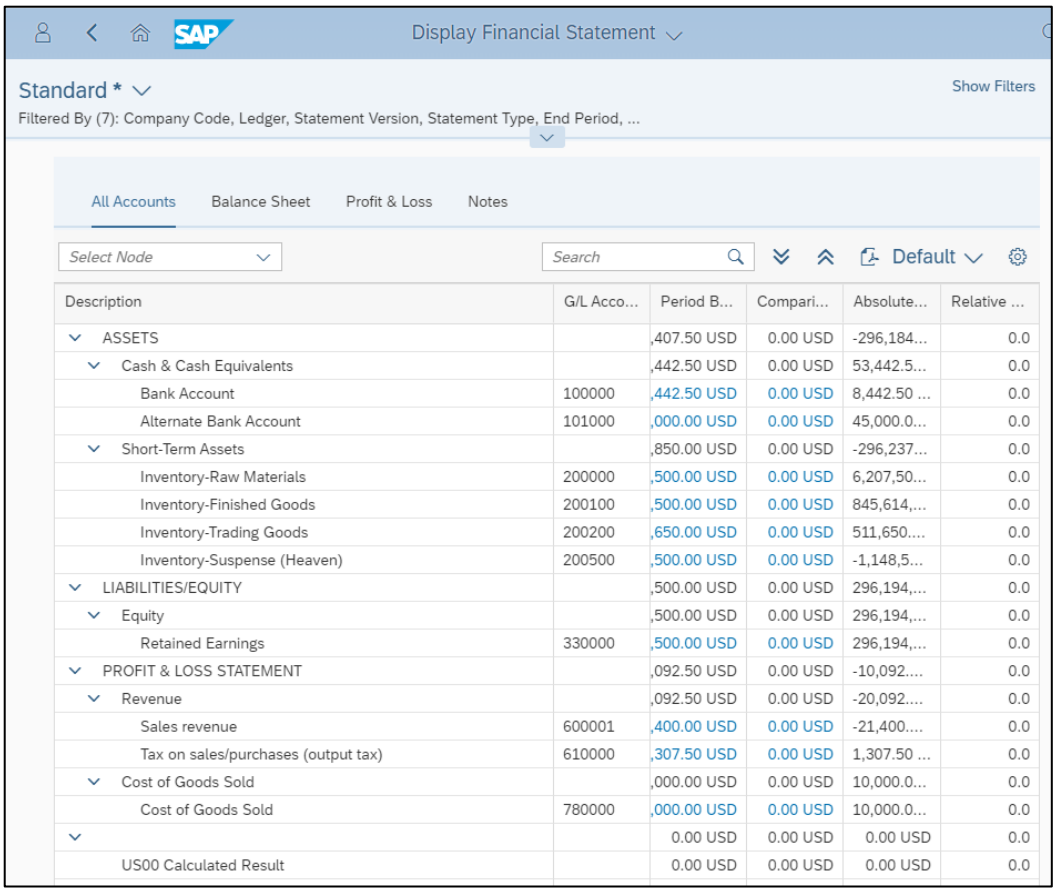


Press

to pull up the Financial Statement. Open all subfolders. If needed, collapse the Search pane and expand the Statement information pane to see all the accounts.

With this app you can see all the General Ledger Accounts for GBI US.

Which Bank Account did you use in the previous steps?



Description	G/L Acco...	Period B...	Compari...	Absolute...	Relative ...
ASSETS		,407.50 USD	0.00 USD	-296,184...	0.0
Cash & Cash Equivalents		,442.50 USD	0.00 USD	53,442.5...	0.0
Bank Account	100000	,442.50 USD	0.00 USD	8,442.50 ...	0.0
Alternate Bank Account	101000	,000.00 USD	0.00 USD	45,000.0...	0.0
Short-Term Assets		,850.00 USD	0.00 USD	-296,237...	0.0
Inventory-Raw Materials	200000	,500.00 USD	0.00 USD	6,207,50...	0.0
Inventory-Finished Goods	200100	,500.00 USD	0.00 USD	845,614,...	0.0
Inventory-Trading Goods	200200	,650.00 USD	0.00 USD	511,650....	0.0
Inventory-Suspense (Heaven)	200500	,500.00 USD	0.00 USD	-1,148,5...	0.0
LIABILITIES/EQUITY		,500.00 USD	0.00 USD	296,194,...	0.0
Equity		,500.00 USD	0.00 USD	296,194,...	0.0
Retained Earnings	330000	,500.00 USD	0.00 USD	296,194,...	0.0
PROFIT & LOSS STATEMENT		,092.50 USD	0.00 USD	-10,092....	0.0
Revenue		,092.50 USD	0.00 USD	-20,092....	0.0
Sales revenue	600001	,400.00 USD	0.00 USD	-21,400....	0.0
Tax on sales/purchases (output tax)	610000	,307.50 USD	0.00 USD	1,307.50 ...	0.0
Cost of Goods Sold		,000.00 USD	0.00 USD	10,000.0...	0.0
Cost of Goods Sold	780000	,000.00 USD	0.00 USD	10,000.0...	0.0
		0.00 USD	0.00 USD	0.00 USD	0.0
US00 Calculated Result		0.00 USD	0.00 USD	0.00 USD	0.0

TAKE A SCREENSHOT OF THE FINANCIAL STATEMENT AND PASTE IT INTO YOUR WORD DOCUMENT.

Please consider: All students of this course are Posting to the same US Bank Account. Therefore, the number next to the Bank Account 100000 you used may vary.

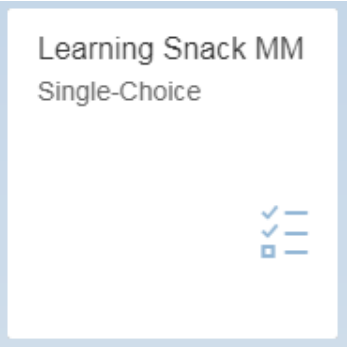
Cash & Cash Equivalents		53,442.50 USD
Bank Account	100000	8,442.50 USD
Alternate Bank Account	101000	45,000.00 USD

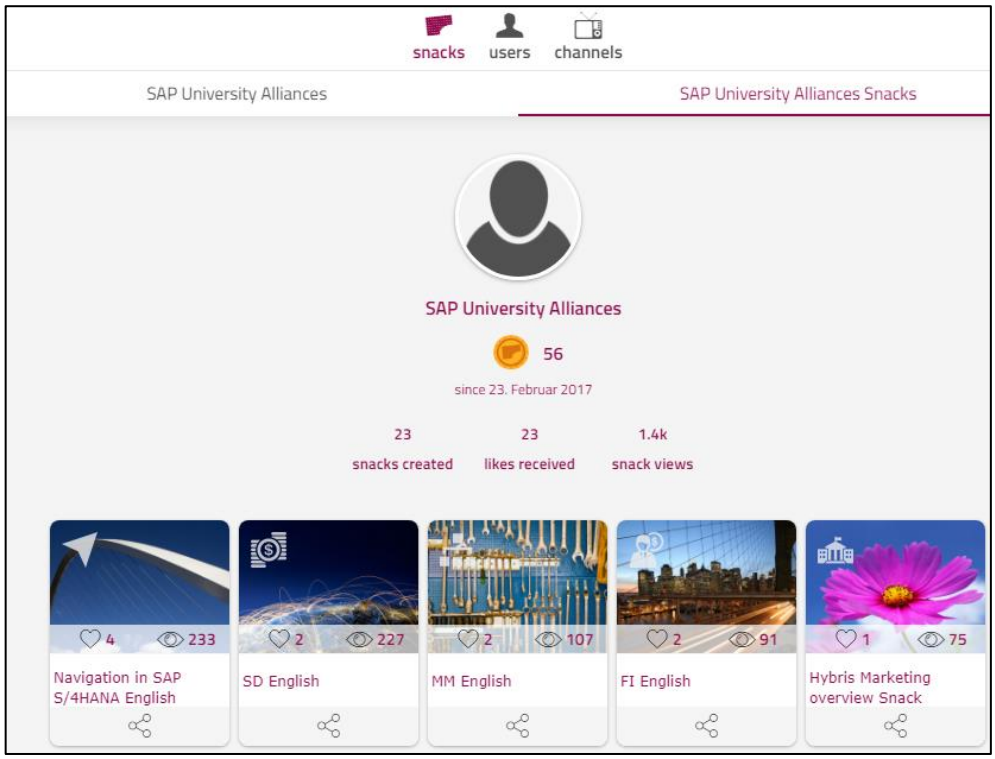
Click the Home icon to return to the Fiori Launchpad overview.

Learning Snacks

In order to test and consolidate your knowledge, use the app **Learning Snack MM.**

Fiori App

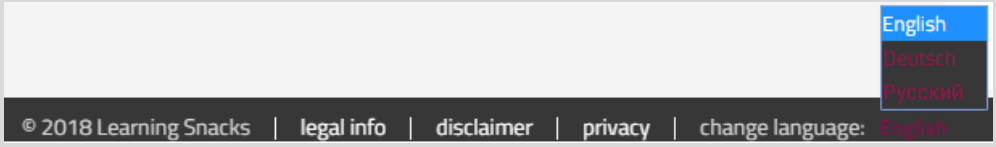




You see all the Snacks for the individual Case Studies. Select the Snack **MM English** and answer all seven questions.

Learning Snack

Note: If you do not see any Apps, you need to change the language on the Learning Snacks page. To do this, click the current language right next to **change language** and choose **English**.



When you have answered all the questions you will receive a success message and your placement.

TAKE A SCREENSHOT OF YOUR SCORECARD AND PASTE IT INTO YOUR WORD DOCUMENT.

☐

SUBMIT YOUR WORD DOCUMENT AS DIRECTED BY YOUR INSTRUCTOR.

MM Challenge

Learning objective Understand and perform a Material Management process. **Time** 75 Min

Motivation After you have successfully worked through the material management case study, you should be able to solve the following task on your own.

Scenario A new Security Chain Lock is available on the market and you want to add it to your inventory. This security chain lock has the same characteristics as the created Chain Lock, with a price of 50.00 USD. To create the new Security Chain Lock, use the Chain Lock created previously to Copy from. Select CHLK2### as material number. Based on your inquiry of 300 pieces the Mid-West Supply gives a new offer to the price of 26.00 USD per piece. The Dallas Basic Bike gives an offer of 25.50 USD. Please choose the best offer and order the material. Then pay the delivery.

Advice You can use this case study as guidance since it is based on the same process. However, it is recommended that you solve it without any help in order to test your acquired knowledge.