

Materials Management (MM) Case Study

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.

Undergraduate
Graduate
Beginner

Focus

Materials Management

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3.0

Last Change

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data was stored in the SAP system. This stored data, known as master data, simplifies the processing of business transactions.

In the procurement process, we used master data for vendors, materials (products we purchased) to simplify the procurement process.

In this case study, we will create the master data for a new vendor and a new trading good.

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.

Process Overview

Learning Objective Understand and perform a purchasing process cycle

Time 140 min

Scenario In order to process a complete purchasing 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 purchasing process you create a new vendor (Mid-West Supply) in Lincoln. Then, you create a new master record for a trading good (Chain Lock) in the system. After checking the stock (empty) you are starting the procurement process by creating a purchase requisition. Then, you generate a request for quotations and enter the quotations from various vendors – including your new vendor. After evaluating and accepting the quotation of Mid-West Supply you create a purchase order referencing the RFQ. Then, you will post the goods receipt and verify the physical receipt in stock. After creating two partial invoices you will post the payments to the vendor and review the G/L accounts.

The graphic below displays the complete process (20 tasks).

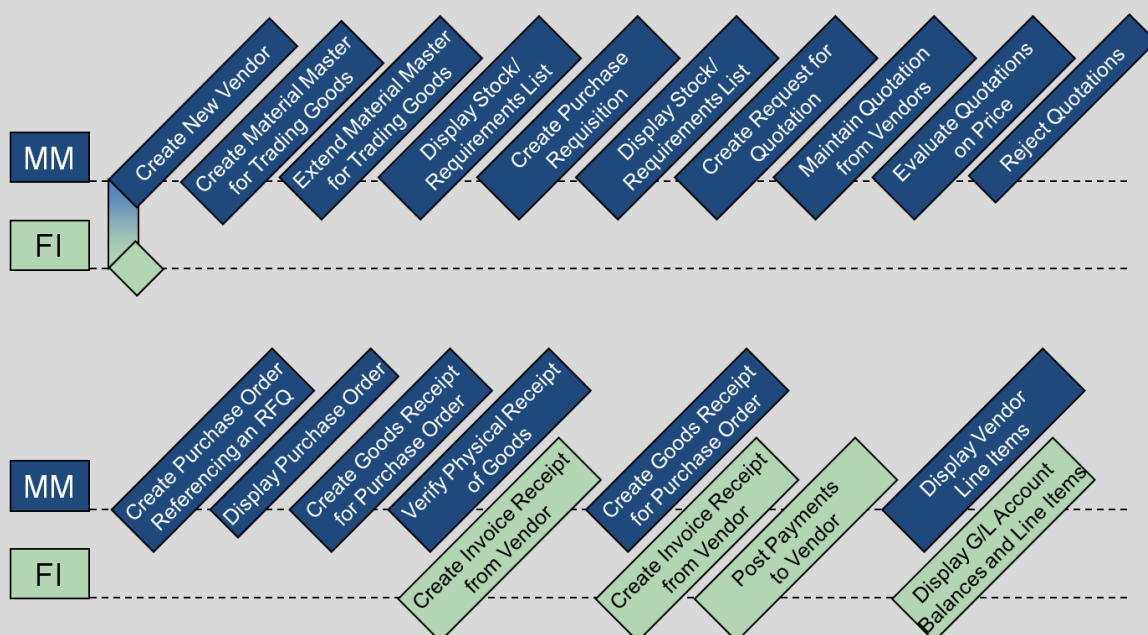


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Step 1: Create New Vendor

Task Create a new vendor.

Time 10 min

Short Description Use the SAP Easy Access Menu to create a new vendor (Mid-West Supply).

Name (Position) Joyce Hausman (Contract Administrator)

Vendors 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 that 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.

Vendor master

To create a new vendor, follow the menu path:

Logistics ▶ Materials Management ▶ Purchasing ▶ Master Data ▶ Vendor ▶ Central ▶ Create

This will produce the following screen.

Menu path

Create Vendor: Initial Screen

Vendor

Company Code

US00

Global Bike Inc.

PurchasingOrganization

US00

GBI US

Account group

KRED

Reference

Vendor

Company code

PurchasingOrganization

Leave the vendor field blank. The system will generate a new number. Enter **US00** for Company Code, **US00** for Purchasing organization, and **KRED** as Account Group. Then, click on .

US00
US00
KRED

In the Create Vendor: Address screen, select **Company** as Title, enter **Mid-West Supply** as Name, and your number (####) for Search term. As Street enter 335 W Industrial Lake Dr, as Postal code enter **68528**, and **Lincoln** for City. Further specify **US** (Country) and **NE** (Region). As communication language choose **English**. Compare your entries with the screen shown below.

Company
Mid-West Supply

335 W Industrial Lake
Dr
68528 Lincoln
US
NE
English

Create Vendor: Address



MENA Certificate

Vendor

INTERNAL



Preview

Name

Title

Company

Name

Mid-west Supply

Search Terms

Search term 1/2

000

Street Address

Street/House number

335 W Industrial Lake Dr

Postal Code/City

68528

Lincoln

Country

US

Region

NE

PO Box Address

PO Box

Postal code

Company Postal Code

Communication

Language

EN English

Other communication...

Then, click on  or  until you see the Create Vendor: Control screen.

In the Create Vendor: Control screen, in the Tax information field group enter **12-3456###** as Tax Number 2 – remember to replace ### with your number. Confirm your entry and skip the next screen (Create Vendor: Payment transactions) by clicking  or  twice.

In the Create Vendor: Accounting information Accounting screen, enter Recon. Account . Then click on  or .

In the Create Vendor: Payment transactions Accounting screen, enter Payt Terms **0001**, and select **Chk double inv.** Then click on  or .

In the Create Vendor: Correspondence Accounting screen, enter **your name** as Clerk at vendor. Then click on  or .

In the Create Vendor: Purchasing data screen, enter **USD** as Order currency and **0001** for Terms of paymnt. Then click on  or .

There is no data to be entered in the Create Vendor: Partner functions screen.

Click on  to save your vendor master record. The system will automatically assign a unique number for your vendor.

Click on the exit icon  to return to the SAP Easy Access screen.

12-3456###

300000

0001

Chk double inv.

your name

USD

0001

Vendor master number

Step 2: Create Material Master for Trading Goods

Task Create material masters for trading goods.

Time 15 min

Short Description Use the SAP Easy Access Menu to create a trading good master record for a chain lock in the Wholesale distribution channel.

Name (Position) Sandeep Das (Warehouse Supervisor)

To create a trading good material master record, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Material Master ▶ Material ▶ Create (Special) ▶ Trading Goods

This will produce the following screen.

Create Trading Goods (Initial Screen)

Select View(s) Org. Levels Data

Material

Industry sector

Change Number

Copy from...

Material

In the Material field, type in **CHLO1###** (replace ### with your number) and select **Retail** as an Industry sector. Then, click on  or press Enter.

CHLO1###
Retail

On the next screen, select the following views by clicking on the square in front of the respective rows:

- *Basic Data 1*

- *MRP 1*

- *Sales: Sales Org. Data 1*

- *MRP 2*

- *Sales: Sales Org. Data 2*

- *MRP 3*

- *Sales: General/Plant Data*

- *General Plant Data/Storage 1*

- *Purchasing*

- *Accounting 1*

Basic Data 1

Sales: Sales Org. Data 1

Sales: Sales Org. Data 2

Sales: General/Plant Data

Purchasing

MRP 1

MRP 2

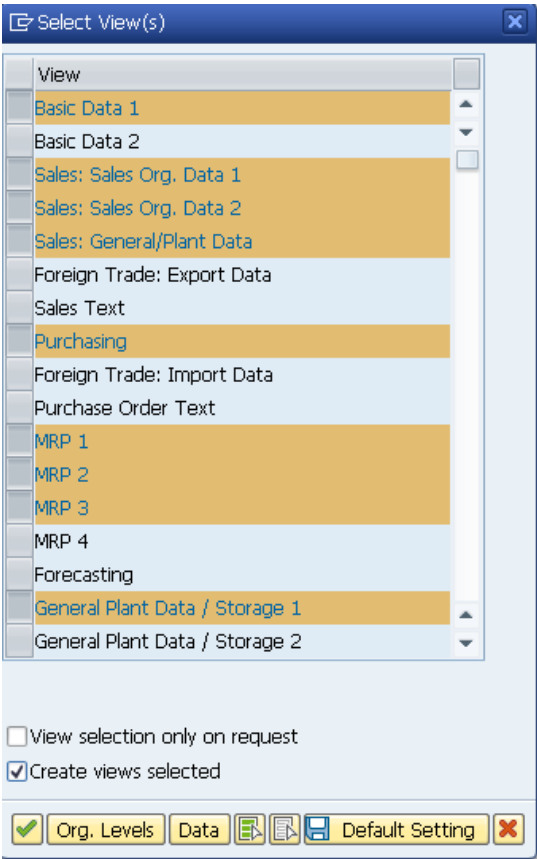
MRP 3

General Plant Data / St. 1

Accounting 1

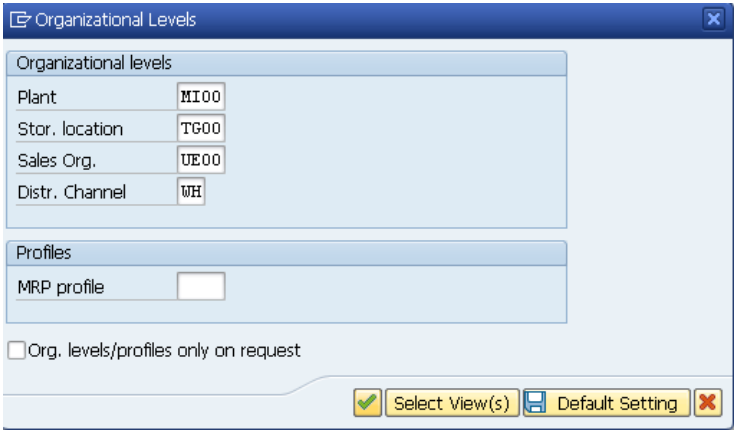
Create views selected

Also, select **Create views selected**. Then, click on .



On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods), Sales Org. **UE00** (US East), and Distr. Channel **WH** (Wholesale). Compare with the screen shown below. Then, click on .

MI00
TG00
UE00
WH



On the *Basic Data 1* tab, enter **Chain Lock** as a description (text field next to the material number). As Base Unit of Measure, use the F4 help to find and select **each (EA)**. In the Material Group field, select **UTIL** (Utilities). As division, choose **AS** (Accessories).

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

Basic Data 1
Chain Lock
EA
UTIL
AS

65
65
OZ

On the *Sales: sales org. 1* tab, in the Delivering Plant field use the 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 colour) select Exempt (**0**) for all three tax categories.

Click on . On the following screen, enter Scale quantity **1** and Amount **69.00**. Compare your entries with the screen below, then click on  to return to the Sales: sales org. 1 view. There, press Enter or click on .

Validity		Control	
Valid From	06/22/2016	ScaleBasis	C Quantity scale
Valid to	12/31/9999	Check	A Descending

Scales						
Scale Type	Scale quantity	U...	Amount	Unit	per	UoM
From		1 EA	69.00	USD		1 EA

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

On the *Sales: General/Plant* tab, select Availability check **02** (Individual requirements) and use the F4 help to choose Tans. Grp **0001** (On pallets) and LoadingGrp **0002** (Handcart).

On the *Purchasing* tab, enter Purchasing Group **N00** (North America).

On the *MRP 1* tab, select MRP type **PD** (MRP), MRP Controller **000**, Lot size **EX** (Lot-for-lot order quantity) and Minimum Lot Size **10**.

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

On the *MRP 3* tab, check if the Availability check is set correctly to **02**. Then, press Enter. Skip the *Plant data / stor. 1* view by clicking on .

On the *Accounting 1* tab, select Valuation Class **3100** (Trading Goods), enter Moving price **33.50**.

Then, click on  to save your material.

Click on the exit icon  to return to the SAP Easy Access screen.

Sales: sales org. 1
MI00

0
0
0

1
69.00

Sales: sales org. 2
1

Sales: General/Plant
02
0001
0002

Purchasing
N00

MRP1
PD 000
EX 10

MRP 2
6
001

MRP 3
02

Accounting 1
3100
33.50

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 condition.

Name (Position) Sergey Petrov (Warehouse Employee)

To create new views for an existing trading good, follow the menu path:

Menu path

Logistics ► **Materials Management** ► **Material Master** ► **Material** ► **Create (Special)** ► **Trading Goods**

Enter your material number **CHLO1###** (again, replace **###** with your three-digit number) in the Material field. In the Copy from... field group, enter **CHLO1###** in the Material field again. Then, press Enter.

CHLO1###
CHLO1###

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

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**. Before pressing Enter, compare your entries with the screen shown below.

SD00
UW00
WH
MI00
UE00
WH

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 that the material already exists and will be extended.

 The material already exists and will be extended

Change Delivering Plant MI00 to **SD00**. Then, click on

Conditions

. Enter Scale quantity **1** and amount **65.00**. Click on  and save with .

Sales: sales org. 1
SD00
1 65.00

Finally, click on the exit icon  to return to the SAP Easy Access screen.



Step 4: Display Stock/Requirements List

Task Display the stock/requirements list.

Time 5 min

Short Description Display and review the stock/requirements list for your chain lock on hand balance and the demand that exists against this product. The report should show that there is no stock and therefore nothing is available for use at this time.

Name (Position) Wilton Saban (Inventory Supervisor)

The stock/requirements list is a dynamic list and, therefore, changes whenever a transaction occurs using the given material.

Stock/requirements list

To display the stock/requirements list, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Environment ▶ Stock ▶ Stock/Requirements List

This will produce the following screen.

Stock/Requirements List: Initial Screen

Individual access

Collective access

Material

CHL01000

Chain Lock

Plant

MI00

☐ With filter

In the Material field, enter the number of your new chain lock trading good **CHLO1###** (replace ### with your number) and Plant **MI00**. Then click on . Your stock/requirements list should look similar to the screen below.

CHLO1###
MI00

Stock/Requirements List as of 14:29 hrs

Show Overview Tree

Material

CHL01000

Chain Lock

Plant

MI00

MRP Type

PD

Material type

HAWA

Unit

EA

A.. Date	MRP ...	MRP element data	Rescheduli...	E.. Receipt/Reqmt	Available Qty
06/22/2016	Stock				0

Click on the exit icon to return to the SAP Easy Access screen.

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 locks. Create a purchase requisition for 200 of your locks so that it may be placed out for bid so that 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, follow the menu path:

Menu path

Logistics ► Materials Management ► Purchasing ► Purchase Requisition ► Create

This will produce the following screen.

Select  Header to expand the header.

In the text field, type the Header note: “Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until [1st day of the next month].”

Select  Item Overview to expand the item overview.

Enter Material **CHLO1###** (replace ### with your number) and Quantity **200**. As Delivery Date select or enter the day **three months from today**. Then, enter Plant **MI00**, Stor. loc. **TG00**, and PGr. **N00**.

After clicking on  compare your screen with the one below.

Default Values																
St.	Item I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking	Vendor	Fixed vendor	SPlt
	10	CHLO1000	Chain Lock	200	EA	D	09/22/2016	Utilities	DC Marri	Trading G...	N00					

Then, click on  to save your purchase requisition. The system will create a unique document number.

 Purchase requisition number 0010000000 created

Click on the exit icon  to return to the SAP Easy Access screen



CHLO1###
200
3 months from today
MI00
TG00
N00

Purchase requisition
document number

Step 6: Display Stock/Requirements List

Task Display the stock/requirements list again.

Time 5 min

Short Description Display and review the stock/requirements list for your chain locks on hand and the demand that exists against this product. Since we just created a purchase requisition for 200 of them, this event should be visible within the stock/requirements list with a date of roughly 3 months from today.
Name (Position) Alberto Conti (Technical Office Assistant)

To display the stock/requirements list again, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Environment ▶ Stock ▶ Stock/Requirements List

If not already defaulted in, enter your Material **CHLO1###** and Plant **MI00**. Then click on . Your stock/requirements list should now look similar to the screen below.

CHLO1###
MI00

Stock/Requirements List as of 14:40 hrs

Show Overview Tree

Material Chain Lock

Plant MRP Type Material type Unit

A...	Date	MRP ...	MRP element data	Rescheduli...	E...	Receipt/Reqmt	Available Qty	St...
	06/22/2016	Stock					0	
	09/22/2016	PurRqs	0010000014/00010 *		20	200	200	TG00

Click on the exit icon to return to the SAP Easy Access screen.



Step 7: Create Request for Quotation

Task Create a request for quotation for your 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, delivery, etc. information that is needed to support the selection of a vendor to fill the need for your chain locks.

Name (Position) Alberto Conti (Technical Office Assistant)

To create an RFQ, follow the menu path:

Menu path

Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Request for Quotation ► Create

This will produce the following screen.

Create RFQ : Initial Screen

 Reference to PReq

 Reference to Outline Agreement

RFQ Type

AN

Language Key

EN

RFQ Date

06/22/2016

Quotation Deadline

07/01/2016

RFQ

Organizational Data

Purch. organization

US00

Purchasing Group

N00

Default Data for Items

Item category

Delivery Date

T

Plant

MI00

Storage location

Material Group

Req. Tracking Number

Enter RFQ Type **AN**, **today's date** as RFQ Date, and the **first day of the next month** as Quotation Deadline.

AN
today's date
1st day of next month

In the Organizational Data field group, enter Purch. Organization **US00** and Purchasing Group **N00**.

US00
N00

In the Default Data for Items, enter Plant **MI00**. Then, select  **Reference to PReq** which will produce the following screen.

MI00

Selection of Purchase Requisitions

Purch.req.10000014

Requisn. item

Purch. groupN00

Document Type

Material

MPN material

Plant

Item category

Acct.assig.cat.

Tracking Number

Supplying Plant

☒Assigned

☒Stock material

☒Open only

If your Purchase Requisition number is not already entered, use the F4 help to find the number of your purchase requisition. Then, click on .

In the Create RFQ: Selection List: Purchase Requisitions screen, enter SLoc (Storage Location) **TG00**. Click on  to select all items. Then, click on  to adopt all item information into the RFQ.

TG00

In the Create RFQ: Item 00010 screen, click on  to display the RFQ header data. Enter **RFQ1###** as *Coll. No.* Remember to replace ### with your three-digit number. After comparing your entry with the screen below, click on  to display the line items.

RFQ1 ###

Create RFQ : Header Data



RFQ

Company Code

Purchasing Group

RFQ Type

Vendor

AN

US00

N00

US00

Administrative Fields

RFQ Date

Language

Validity Start

Item Interval

Subitem Interv.

Validity End

Warranty

Coll. No.

QuotDdln

Apply By

Bindg Per.

06/22/2016

EN

10

1

RFQ1000

07/01/2016

In the Create RFQ: Item Overview screen, review the line items and ensure they are correct. Then, select  to display the vendor address.

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

F4

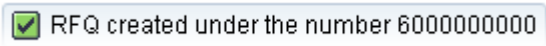
Lincoln

Click on  to save your RFQ. A warning message will appear. Press **Yes** to save anyway.

Yes

The SAP system will create a unique document number.

RFQ document number



Stay in the same screen and repeat the last step twice to create the same RFQ for our vendors Dallas Bike Basics and Spy Gear.

Dallas Bike Basics
Spy Gear

In order to find your vendor, in the Vendor field use the F4 help again. This time, enter **US** for country and your number (###) in the Search term field. Then, press Enter to display your set of US vendors (see list below).

US
###

Vendor's account number (1) 26 Entries found				
Vendors (General) Vendors by Country/Company Code Vendors by...				
Search term: 000				
Cty*	PostalCode	City	Name 1	Vendor
DE	01069	DRESDEN	SACHSEN STAHL AG	123000
DE	24149	SANDKRUG	SHELL GEAR	121000
DE	33647	BIELEFELD	PYRAMID BIKING	114000
DE	39120	BRAUNSCHWEIG	BURGMEISTER ZUBEHÖR OHG	113000
DE	50737	KÖLN	COLOGNE BIKE SUPPLIES	122000
DE	68167	MANNHEIM	FLAT TIRE AND MORE	116000
DE	74080	HEILBRONN	THICK SPOKE	119000
DE	76228	KARLSRUHE	GUMMI SCHULTZE	117000
DE	80331	MÜNCHEN	RUN & FUN	124000
DE	86391	AUGSBURG	LOHSE SCHRAUBE	118000
DE	97070	WÜRZBURG	MAIN CARBON	120000
DE	99099	ERFURT	ABS BRAKES GMBH	115000
US	19341	GRAND RAPIDS	RAPIDS NUTS N BOLTS	108000
US	22102	MCLEAN	SPY GEAR	107000
US	30319	ATLANTA	OLYMPIC PROTECTIVE GEAR	101000
US	33126	MIAMI	FUN N THE SUN SEATS N BAR	110000
US	45202	CINCINNATI	BOOMTOWN TIRE & WHEEL	102000
US	54601	LACROSSE	NIGHT RIDER ALUMINUM PROD	106000
US	55347	EDEN PRAIRIE	CARDINAL PROPERTIES 000	125000
US	68528	LINCOLN	MID-WEST SUPPLY	125001
US	75039	IRVING	DALLAS BIKE BASICS	103000
US	77042	HOUSTON	SPACE BIKE COMPOSITES	105000

First, double-click on Dallas Bike Basics to select it. Back on the Create RFQ : Vendor Address screen, press Enter and save the second RFQ. Again, accept the system warning message with **Yes**.

Yes

Repeat the same procedure to create a third RFQ (for Spy Gear) and save it.

Click on the exit icon  to return to the SAP Easy Access screen.





Step 8: Maintain Quotations from Vendors

Task Maintain quotations from vendors.

Time 5 min

Short Description As we receive responses to our RFQs submitted to vendors, it is necessary to maintain their respective data in our procurement system so that a comparison can be made to support the vendor selection process.

Name (Position) Alberto Conti (Technical Office Assistant)

To maintain quotations from vendors, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Purchasing ▶ RFQ/Quotation ▶ Quotation ▶ Maintain

Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. On the Purchasing Documents per Vendor tab, you need to find and select your vendor Mid-West Supply first. Position your cursor in the Vendor field and press **F4** again. Start the search after typing in Country **US** and your three-digit number (**###**) as Search term.

F4
F4
US
###

Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on  to find the first RFQ number you have created in the last task.

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

Maintain Quotation : Initial Screen



RFQ

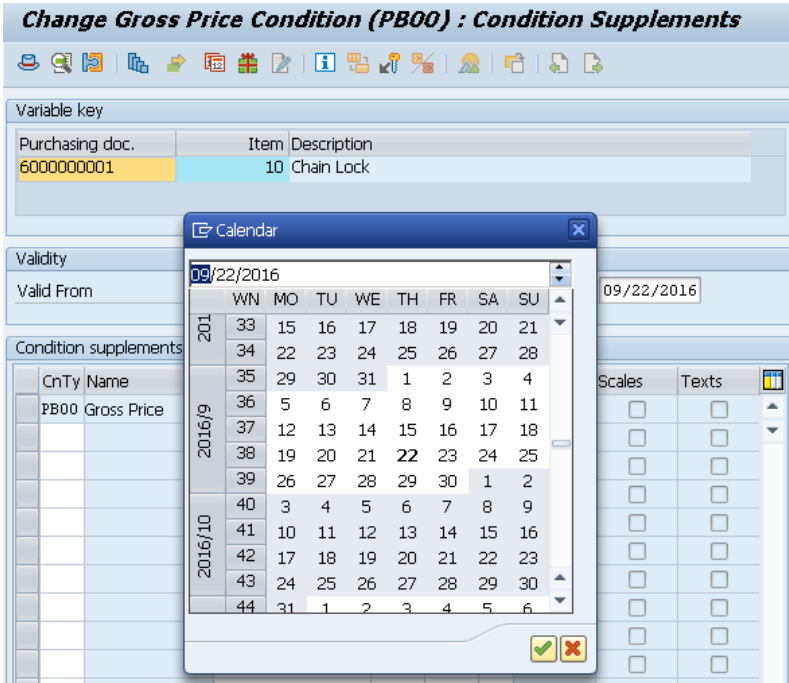
6000000001

In the Maintain Quotation : Item Overview screen, enter a net price of **32.00** USD. Click on  to select all items.

32.00

Then, click on  to display conditions. Here, other discounts and surcharges included in the quotation could be specified. In our case, just set the Valid to data to **three months from today**.

3 months from today



Click on  to go back to the line item overview. Then, click on  to save your maintained quotation for your Mid-West Supply vendor. The system acknowledges the changes to your first quotation with a success message.

 Quotation for RFQ 6000000000 maintained

Repeat this process for the other two RFQs you created. Make sure you use the above-described search criteria to find the vendors for your number (###). Enter the following prices:

- Dallas Bike Basics36.50 USD
- Spy Gear35.00 USD

Dallas Bike Basics
36.50
Spy Gear
35.00

Make sure you save both RFQs and receive the system success messages.

Click on the exit icon  to return to the SAP Easy Access screen.



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, follow the menu path:

Menu path

Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Quotation ► Price Comparison

This will produce the following screen again.

Price Comparison List

Purchasing Organization

US00

Quotation

to

Collective RFQ

RFQ1000

to

Vendor

to

Material

to

Comparison Values

Reference Quotation

☒ Mean Value Quotation

☐ Minimum Value Quotation

Percentage Basis

Max. No. Quotations per Page

12

Price Calculations

☐ Include Discounts

☐ Include Delivery Costs

☒ Determine Effective Price

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

US00
RFQ1###
Mean Value Quotation
Determine Effective
Price

Price Comparison List in Currency USD						
◀ ◻ ▶ Quotation ⚙ Material ⚙ Vendor Additional Info 🔗						
Material	Quot.:	6000000001	6000000003	6000000002	6000000000	MEAN
Sh. Text	Bidder:	125001	107000	103000	125001	
Qty. in Base Unit	Coll. No. :	RFQ1000	RFQ1000	RFQ1000	RFQ1000	
CHL01000	Val.:	6,400.00	7,000.00	7,300.00		6,900.00
Chain Lock	Price:	32.00	35.00	36.50	no price	34.50
200 EA	Rank:	1 93 %	2 101 %	3 106 %		
Total Quot.	Val.:	6,400.00	7,000.00	7,300.00		6,900.00
	Rank:	1 93 %	2 101 %	3 106 %		

Determine the Vendor that you are going to do business with (the lowest priced quotation) by rejecting the other two. To do so, double-click on the quotation number with 36.50 USD. This will produce the following screen.

 **Maintain Quotation : Item Overview**



RFQ6000000002RFQ TypeANRFQ Date06/22/2016

Vendor103000Dallas Bike BasicsQuotDdln07/01/2016

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	...
10	CHL01000	Chain Lock	200	EA	09/22/2016	36.50	1EA	UTIL	MI00	TG00			☒	

Select **R** (Rejection Ind.) to indicate rejection of this quotation. Click on . Acknowledge the warning message prompted by the system with Yes and save anyway.

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

Click on the exit icon  to return to the SAP Easy Access screen.

R

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 PO by referencing the quotation received from the successful vendor. Reference is made to the successful quotation and the details are imported into a new PO.

Name (Position) Aura Maxwell (Buyer)

To create a purchase order, follow the menu path:

Menu path

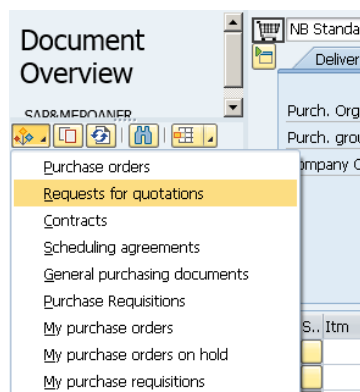
**Logistics ► Materials Management ► Purchasing ► Purchase Order
► Create ► Vendor/Supplying Plant Known**

If there is no navigation screen on the left side, click on

Document Overview On

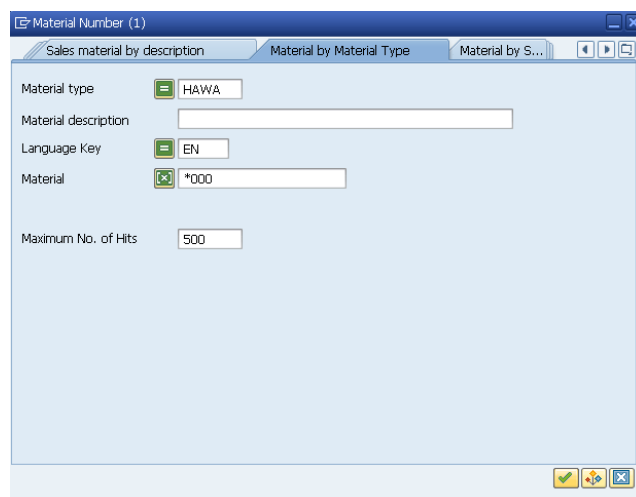
. As selection variant choose **Requests for quotations** as shown below.

Requests for quotations



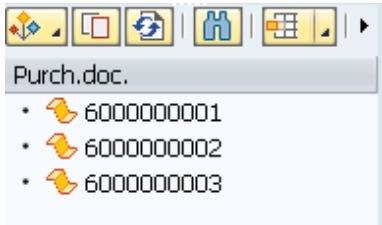
In the following screen, in the Material Number field use the F4 help to find your chain lock trading good. On the Material by Material Type tab, select Material Type **Trading Goods** (HAWA) and enter *### (e.g. *012 if your number is 012) in the Material field. Then, press Enter or click on .

Trading Goods



Double-click on your chain lock (**CHLO1###**) to select it. When your material number is populated in the Material Number field, make sure that all other search criteria fields are blank and click on . This will produce a screen with your three RFQs.

CHLO1###



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

Vendor name

After you have confirmed your changes by clicking on , you will see the names of your vendors in alphabetic order.

Click on the right part of the Select Layout icon and choose Change layout... Select **Material** in the right table (Column Set) and click on to add it to the displayed columns.

Material

After you have confirmed your changes by clicking on and expanding all three folders, you will see the following screen.

VendName/Purch.doc.		Material
Dallas Bike Basics		
• 60000000002		CHLO1000
Mid-West Supply		
• 60000000001		CHLO1000
Spy Gear		
• 60000000003		CHLO1000

Single-click on the requisition/quotation that you want to reference (Mid-West Supply) and select to adopt the information.

Mid-West Supply

Note: If you try and adopt one of the other quotations you will get a message that the quotation item is already rejected.

Verify that the system copied the Material number **CHLO1###**, Quantity **200**, **three months from today** as Deliv. Date, and the Net Price of **32.00 USD**.

CHLO1###
200
3 months from today
32.00 USD

Conditions		Texts		Address		Communication		Partners		Additional Data		Org. Data		Status	
Purch. Org.		US00		GBI US											
Purch. group		000		North America											
Company Code		US00		Global Bike Inc.											

EB	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	
		10			CHL01000	Chain Lock		200	EA	D 09/23/2016		32.00	USD	1	EA	Utilities	DC Miami	Trading Goods

If the header data is not yet displayed, open the section by clicking on  Header. On the Conditions tab, record the total value of the purchase order (6,400 USD).

If the line item data is not yet displayed, open the section by clicking on  Item Detail. On the Delivery Schedule tab, select the first line. Then, click on  below the table to perform a schedule line split.

Material Data		Quantities/Weights		Delivery Schedule		Delivery	Invoice	Conditions	Texts	Delivery Address		Conf
S...	C	Delivery D...	Sched. Qty	Time	Stat. Del. ...	GR qty	Purch.req.	Req...	N...	Open Quantity	Sc...	P...
	D	09/23/2016	200		09/23/2016		10000014	10			200	1

Acknowledge the red error message by changing the Sched Qty. of the first line from 200 to **100**. Then, enter the following data for the second line:

Delivery Date **one week after the first delivery**

Sched Qty. **100**

Purchase Req. **same as previous line**

Requisn Item **same as previous line**

200  100

1 week after 1st delivery

100

same

same

Then, click on . Verify your item details with the screenshot below.

Material Data		Quantities/Weights		Delivery Schedule		Delivery	Invoice	Conditions	Texts	Delivery Address	Conf		
	S..	C	Delivery D...	Sched. Qty	Time	Stat. Del. ...	GR qty	Purch.req.	Req...	N...	Open Quantity	Sc...	P..
		D	09/23/2016	100		09/23/2016		10000014	10		100	1	
		D	09/30/2016	100		09/30/2016		10000014	10		100	2	

On the Material Data tab, select **InfoUpdate**.

InfoUpdate

Then, find the following menu item in the system menu:

Purchase Order ► Save.

The system will assign a unique purchase order document number.

 Standard PO created under the number 4500000001

Purchase order document number

Click on the exit icon  to return to the SAP Easy Access screen.



Step 11: Display Purchase Order

Task Review your purchase order.

Time 5 min

Short Description Now you want to display electronically what you have sent to your vendor.

Name (Position) Aura Maxwell (Buyer)

To display a purchase order, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Purchasing ▶ Purchase Order ▶ Display

This will produce the following screen.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr... F
	10			CHL01000	Chain Lock	200 EA		09/23/2016	32.00 USD	1

If the purchase order number from the previous step is not already displayed, click on (Other Purchase Order).

In the following screen, enter (or find) your purchase order number in the Pur. order field, select Pur. order and click on **Other Document**.

Then, click on **Print Preview** to look at the electronic printout.

Click on the exit icon twice to return to the SAP Easy Access screen.



Step 12: Create Goods Receipt for Purchase Order

Task Create Goods Receipt for Purchase Order

Time 5 min

Short Description Receive into inventory the stock items ordered from Mid-West Supply in the previous task. A goods receipt document will be created referencing our purchase order thereby ensuring that we 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, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Goods Movement ▶ Goods Receipt ▶ For Purchase Order ▶ GR for Purchase Order (MIGO)

Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter **your PO number** in the field next to them. You might want to search for your PO number by using the F4-Help. In that case use the Purchasing Documents for Material tab, enter your material and select Standard PO (NB) for Order Type. Then, select your purchase order. Delete the number in the second field next to your PO number.

Goods Receipt
Purchase Order
your PO number

After you PO number is entered, press Enter which will populate your PO data into the fields.

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D Stock Type	Print
1	Chain Lock	☐	100	EA	Trading Goods			101 +	Unrestrict..	▼ DC Miami
2	Chain Lock	☐	100	EA	Trading Goods			101 +	Unrestrict..	▼ DC Miami

You should see two lines with 100 ea each of Chain lock. Here we only work on the first line. In the case that you have only one line with 200 ea of the Chain lock please change the Quantity from 200 to **100**. If the line item in

100

the item overview section is read only, click on at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered.

OK
Trading Goods

Finally, click on or to post your goods receipt. The system will create a unique goods receipt document.

Goods receipt
document number

Material document 5000000001 posted

Click on the exit icon to return to the SAP Easy Access screen.





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 locks. 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 goods, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Environment ▶ Stock ▶ Stock Overview

Enter Material **CHLO1###** (replace ### with your number), Plant **MI00**, and Display version **1**. Then, click on .

CHLO1##
MI00
1

 Detailed Display

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved
Full	100.000		
US00 Global Bike Inc.	100.000		
MI00 DC Miami	100.000		
TG00 Trading Goods	100.000		

In the Unrestricted use column, the current inventory is displayed. Select the line with your plant’s stock and click on .

Stock Overview: Basic List

Stock	SLoc
Plnt	MI00
SLoc	TG00
SLoc	
Stock Type	Stock
Sales orders	0.000
Cust.sched.agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000
Schd.for delivery	0.000
On-Order Stock	100.000
Consgt ordered	0.000

Note that there are 100 pieces on stock for unrestricted use and another 100 in on-order stock (still to be delivered to the Miami plant). Click on .

Click on the exit icon  to return to the SAP Easy Access screen.



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 associated with the recent PO and goods receipts. This invoice will be posted to an existing G/L expense 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 you 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 Industrial Lake 68516 Lincoln, USA	Account Number. 100000 RTN: 435 222 956 Bank of America, Lincoln
Telephone: 555-0101 Telefax: 555-0143	BIC: BOALUSLIABC IBAN: US22 8400 0000 0991 0044 01

www.mid-west-supply.com

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To create an invoice receipt, follow the menu path:

Menu path

**Logistics ► Materials Management ► Logistics Invoice Verification
► Document Entry ► Enter Invoice**

Enter **today's date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**3,200.00**) in the Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** as Text and click on

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

Enter (or find) **your PO number** in the middle of the screen (next to the drop-down field with Purchase Order/Scheduling Agreement) and press Enter.

your PO number
TX0000000

Enter **TX0000000** in the Jurisd. Code field

Check the **Booking OK** check box in your line item. Use the button to see if the postings are correct.

Booking OK

Finally, click on to post your invoice receipt. The system will generate a unique number for this document.

Invoice document
number

Document no. 5105600102 created

Click on the exit icon  to return to the SAP Easy Access screen.



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, follow the menu path:

Menu path

Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display

Your PO is displayed automatically. If not, click on  (Other Purchase Order) and find your PO number. If the line item data is not yet displayed, open the section by clicking on  Item Detail.

On the Purchase Order History tab, review the activity that has taken place in reference to this purchase order. Click on your **WE** (Goods Receipt) **material document number**. This will bring you directly to the material document created when you did your goods receipt.

WE

On the Doc. info tab, select  **FI Documents**. You are now looking at the General Ledger posting that took place in the background when you saved your goods receipt. Click on  twice to go back to your PO.

On the Purchase Order History tab, click on your **RE-L** (Invoice Receipt) document number. This will bring you directly to the invoice document you just created when you did your invoice receipt.

RE-L

Select  **Follow-On Documents ...**. You are now looking at the General Ledger posting that happened in the background when you saved your invoice receipt. Click on  to go back to the invoice document.

On the right side of the screen, click on  **OI** (Line item list) to see here that the invoice is still open, meaning that you have not paid the vendor.

Click on the exit icon  three times to return to the SAP Easy Access screen.



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 in the prior step. A goods receipt document will be created referencing our purchase order thereby ensuring that we 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, follow the menu path:

Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Goods Movement ▶ Goods Receipt ▶ For Purchase Order ▶ GR for Purchase Order (MIGO)

Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter **your PO number** in the field next to them. Then, press Enter. The data of your purchase order should now be populated into the fields.

Goods Receipt
Purchase Order
Your PO number

The system should default in the remaining **100** pieces. If the line item in the item overview section is read only, click on  at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered.

100

OK
Trading Goods

Finally, click on  or  to post your goods receipt. The system will create a unique goods receipt document.

Goods receipt
document number

 Material document 5000000002 posted

Click on the exit icon  to return to the SAP Easy Access screen.



Step 17: 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 PO and goods receipts. This invoice will be posted to an existing G/L expense 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 at a later date. 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, follow the menu path:

Logistics ▶ Materials Management ▶ Logistics Invoice Verification ▶ Document Entry ▶ Enter Invoice

Analogous to the first invoice receipt, enter **today's date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**3,200.00**) in the Amount field and select **XI** as Tax Code. Then, type in **INVOICE 00515-###** as Text and click on

Enter **your PO number** in the middle of the screen (next to the drop-down field with Purchase Order/Scheduling Agreement) and press Enter.
Enter **TX0000000** in the Jurisd. Code field.

Check the **Booking OK** check box in your line item. Use the button to see if the postings are correct. Click on to post your invoice receipt. The system will generate a unique number for this document.

Click on the exit icon to return to the SAP Easy Access screen.

Menu path

today's date
US00
3,200.00
XI
INVOICE 00515-###

your PO number
TX0000000

Booking OK

Step 18: 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 that the amount due to them includes both of the invoices that you have 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, follow the menu path:

Menu path

Accounting ► Financial Accounting ► Accounts Payable ► Document Entry ► Outgoing Payment ► Post

In the Post Outgoing Payments: Header Data screen, enter (or select) **today’s date** as Document Date.

Today’s date

In the Bank data field group, enter Account **100000** (Bank Account), the amount you are going to pay (**6400**), and the Text “**INVOICES 00504-### & 00515-###**”.

100000
6,400.00
INVOICES ...

In the Open items selection field group, enter (or find) the vendor number for your **Mid-West Supply** vendor in the Account field (again, use City **Lincoln** and Search term **###** in the F4 help). Verify your data with the screenshot below.

Mid-West Supply
Lincoln
###

Post Outgoing Payments: Header Data

Process Open Items

Document Date	06/27/2016	Type	KZ	Company Code	US00
Posting Date	06/27/2016	Period	4	Currency/Rate	USD
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data

Account	100000	Business Area	
Amount	6400.00	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	06/27/2016	Profit Center	
Text	INVOICES 00504-000 & 00515-000		Assignment

Open item selection

Account	125001
Account type	K ☐ Other accounts
Special G/L ind	☐ ☒ Standard OIs
Print advice no.	
☐ Distribute by age	
☐ Automatic search	

Additional selections

- ☒ None
- ☐ Amount
- ☐ Document Number
- ☐ Posting Date
- ☐ Dunning Area
- ☐ Others

Select **Process Open Items** . This will produce the following screen.

Post Outgoing Payments Process open items									
Distribute DifferenceCharge Off DifferenceEditing OptionsCash Disc. Due									
StandardPartial PmtRes.ItemsWH Tax									
Account items 125001 Mid-West Supply									
Document...	D..	Document...	P..	Bu...	Da...	USD Gross	CashDiscount	CDPer.	
5105600111	RE	06/27/2016	31		0	3,200.00-			
5105600112	RE	06/27/2016	31		0	3,200.00-			

Invoices selected will be displayed in blue. At the bottom of the screen, you should see that the total amount has been fully assigned.

Processing Status			
Number of items	2	Amount entered	6,400.00-
Display from item	1	Assigned	6,400.00-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Click on  to post payments to the Mid-West Supply. The system will create a unique vendor payment document number.

Vendor payment
document number

☒ Document 1500000001 was posted in company code US00

Click on the exit icon  and select YES to return to the SAP Easy Access screen.

Yes



Step 19: Display Vendor Line Items

Task Display the vendor line items

Time 5 min

Short Description Display and confirm the activity and associated balance for the Accounts Payable for Mid-West Supply. You should see both a credit and debit posting 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)

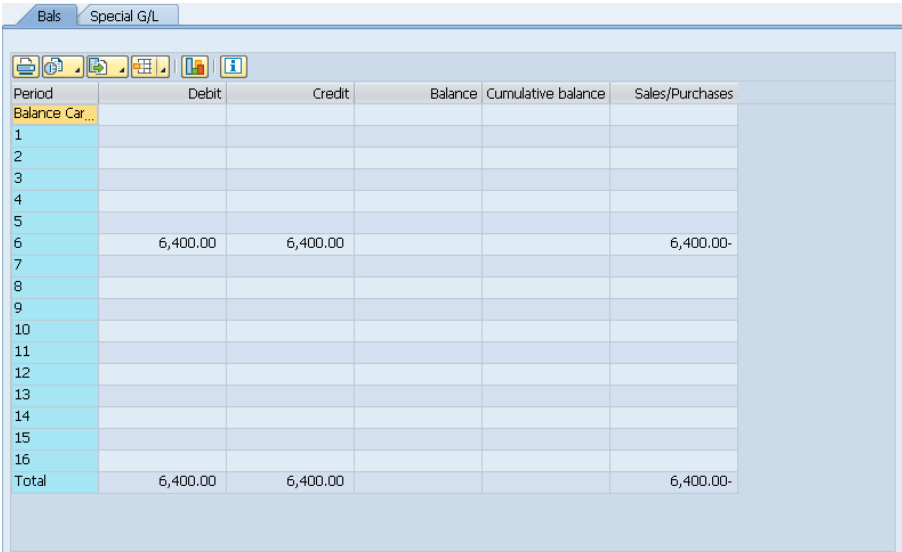
To display the vendor line items, follow the menu path:

Menu path

Accounting ► Financial Accounting ► Accounts Payable ► Account ► Display Balances

Find or enter the number of your **Mid-West Supply** vendor (for your number ####) in the Vendor field, Company code **US00**, and the **current year** as Fiscal year. Then, click on . This will produce the following screen.

Mid-West Supply
US00
current year



Period	Debit	Credit	Balance	Cumulative balance	Sales/Purchases
Balance Car...					
1					
2					
3					
4					
5					
6	6,400.00	6,400.00			6,400.00-
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
Total	6,400.00	6,400.00			6,400.00-

Review for open items. Double-click on the current period to review the line items that make up the balance. Here, you can see which line items are open and which ones have been cleared. In your case, you should see a  symbol.

Click on  three times to return to the SAP Easy Access screen.



Step 20: Display Purchase Order History

Task Display the purchase order history.

Time 5 min

Short Description Review the status of POs for chain locks. The PO history tab is updated once a transaction has taken place against the order number.

Name (Position) Wilton Saban (Inventory Supervisor)

To display the purchase order history, follow the menu path:

Menu path

Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display

Your PO is displayed automatically. If not, click on  (Other Purchase Order) and find your PO number. If the line item data is not yet displayed, open the section by clicking on  Item Detail.

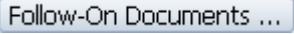
On the Purchase Order History tab, review the activity that has taken place in reference to this purchase order. Click on the new **WE** (Goods Receipt) material document number – you should now have two documents. This will bring you directly to the material document created when you did your goods receipt.

WE

On the Doc. info tab, select  **FI Documents**. You are now looking at the General Ledger posting that took place in the background when you saved your goods receipt. Click on  twice to go back to your PO.

On the Purchase Order History tab, click on the new **RE-L** (Invoice Receipt) document number – you should now have two documents. This will bring you directly to the invoice document you just created when you did your invoice receipt.

RE-L

Select  **Follow-On Documents ...**. You are now looking at the General Ledger posting that happened in the background when you saved your invoice receipt. Click on  twice to go back to your PO.

On the Delivery Schedule tab, review the line items that have had deliveries against them. Are there any line items left outstanding?

Click on the exit icon  to return to the SAP Easy Access screen.



Step 21: Display/Review G/L Account Balances and Individual 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, follow the menu path:

Menu path

Accounting ► Financial Accounting ► General Ledger ► Account ► Display Balances (New)

Enter G/L account **100000** (Bank Account), Company code **US00**, and the **current year** as Fiscal year. Then, click on . A similar screen to the one below will appear (amounts might be different for you).
(Your number may be different)

100000
US00
current year

Period	Debit	Credit	Balance	Cumulative balance
Bal. Carryfor...				
1				
2				
3				
4				
5		5,250.00	5,250.00-	5,250.00-
6	20,092.50	11,400.00	8,692.50	3,442.50
7				3,442.50
8				3,442.50
9				3,442.50
10				3,442.50
11				3,442.50
12				3,442.50
13				3,442.50
Total	20,092.50	16,650.00	3,442.50	3,442.50

Double-click on the row for the current month (the first column indicates the SAP periods which are 12 month plus 1 special period).

On the G/L Account Line Item Display G/L View screen, you can see all debits and credits toward GBI's bank account in the US in the current month.
(Your numbers may be different except the 6,400.00- USD)

G/L Account		100000	Bank Account	
Company Code		US00		
Ledger		01		

St	Assignment	DocumentNo	BusA	Typ	Doc..Date	PK	Amount in local cur.	LCurr
☐	20160617	100000000		SA	06/17/2016	50	5,000.00-	USD
☐	20160617	1400000003		DZ	06/17/2016	40	20,092.50	USD
☐	20160627	1500000002		KZ	06/27/2016	50	6,400.00-	USD
*	☒						8,692.50	USD
** Account 100000							8,692.50	USD

Note: Because all participants in your class (virtual GBI employees) are posting to the same US bank account, you need to find your postings in the overall list. In order to do so, take a look at the Text column and search for your ###, e.g. “INVOICES 00504-000 and 00515-000” if your number is 000.

###

INVOICES 00504-000 and 00515-000

Once you find your line item, you should also recognize the Document Number. Double-click on your line item to display details. When you scroll down, you should find your user name indicating that you have created the vendor payment document.

Gen. Ledger Line Items: Display	
Field Description	Field Value
Transaction	RFBU
Currency	USD
Ref. procedure	BKPF
Record Type	0
Version	1
Account Number	100000
CO Area	NA00
Amount in TC	6,400.00-
LC Amount	6,400.00-
OrigTrnsCrcyAmt	6,400.00-
Debit/Credit	H
Posting period	006
Or.trans.currncy	USD
Fiscal Year	2016
Posting Date	06/27/2016
Document Number	1500000002
Line item	001
Posting Key	30
User Name	GBI-000
Time Stamp	20.160.027,124,004

Click on  and then choose  twice to go back to the G/L Account Balance Display screen.

Repeat the above procedure for the G/L account **300000** (Payables-Trade Accounts). In the list of documents, you should find your two invoices (INVOICE 00504-### and INVOICE 00515-###).

300000

Click on the exit icon  to return to the SAP Easy Access screen.



 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 The price of your material CHLO1### has decreased. Now the price is 50.00 USD. 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.

