

MM 1: Create Purchase Order

Exercise Use the SAP Easy Access Menu to create a purchase order.

Time 5 min

Task Create a Purchase Order (PO) for the Road and Off-road helmets. Submit the PO to the vendor, Olympic Protective Gear. When received and accepted by the vendor, the PO creates a legally binding contract between the two parties.

Name (Position) Tirrell Winsten (Buyer)

In order to create a purchase order, follow the SAP Easy Access menu path:

Menu path

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

The screenshot shows the SAP Easy Access menu path: Logistics ► Materials Management ► Purchasing ► Purchase Order ► Create ► Vendor/Supplying Plant Known. Below the menu path, there is a screenshot of the SAP 'Create Purchase Order' screen. The 'Vendor' field is highlighted, and the 'Company Code' is set to US00. The 'Purch. Org.' is US00 and the 'Purch. Group' is N00. The 'Company Code' is US00 and the 'Company Name' is Global Bike Inc.

In the Vendor field, press F4 to find the number for Olympic Protective Gear in Atlanta. On the Vendors (General) tab, enter your three-digit number (###) as Search term and **Atlanta** in the City field. In the result list, double-click on the vendor number to select it.

Atlanta

Back on the Create Purchase Order screen, open the header data by clicking on Header. Select or enter **US00** for Purchasing Org, **N00** for Purch. Group, and **US00** for Company Code. Then click on .

US00
N00
US00


Open the item list by clicking on Item Overview. You have to enter the following materials and information (as shown below). You may use the F4 help to search and select both helmets (off-road and road). In order to do so, use the Material by Material Type search tab, select **Trading Goods** as Material Type and enter *#### (e.g. *012 if your number is 012) as Material. Then, double-click the respective helmet to select it.

Trading Goods
*####

Material	PO Quantity	Delivery Date	Net Price	Currency	Plnt
OHMT1###	60	(two weeks from today)	25.00	USD	MI00
RHMT1###	150	(two weeks from today)	25.00	USD	MI00

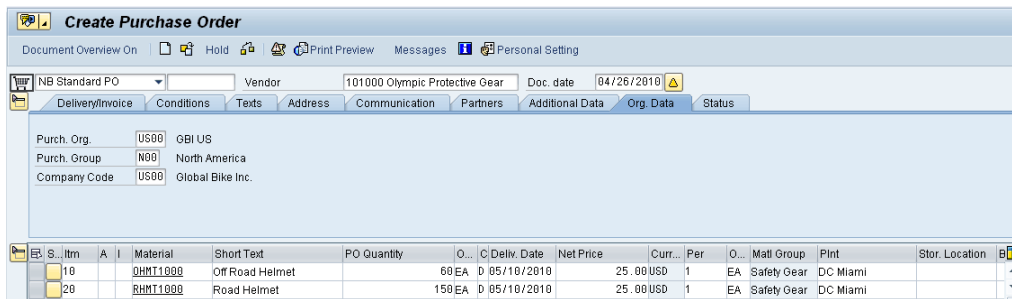
Click on the Enter icon . If you receive a system message whether the delivery date can be met accept it with Enter for both line items.

Go to Conditions tab in the Header section and record the total value of the purchase order: _____ (5,250.00 USD).


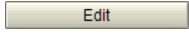
Then go to the Conditions tab in the  Item Detail section and record the value of both line items. You switch between items by using the ▲ and ▼ icons.

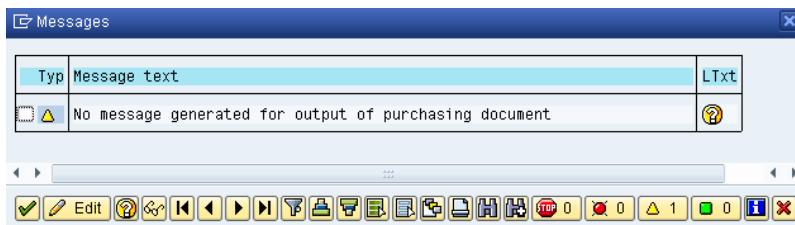
OHMT1###: _____ (1,500.00 USD)



RHMT1###: _____ (3,750.00 USD)



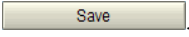


Item	Material	Short Text	PO Quantity	UoM	Deliv. Date	Net Price	Curr.	Per	Matl Group	Plant	Stor. Location
10	OHMT1000	Off Road Helmet	60	EA	05/10/2010	25.00	USD	1	EA Safety Gear	DC Miami	
20	RHMT1000	Road Helmet	150	EA	05/10/2010	25.00	USD	1	EA Safety Gear	DC Miami	


Click on  to save the purchase order. A message will appear. To view the system messages, choose . The following message should appear.




Typ	Message text	LText
	No message generated for output of purchasing document	

The message tells you that you are creating a purchase order, but have not generated any output to notify the selected vendor. Select  to continue. Then click on  again. This time we will save past the message indicating that no output device (i.e. Printer, FAX, EDI) was found to communicate this PO to the vendor. Select .

Note that SAP will assign a purchase order document number (bottom-left of the screen).

 Standard PO created under the number 4500000000

Purchase order document number

The purchase order screen is again blank, ready for another purchase order to be entered. Click on the exit icon  to return to the SAP Easy Access Menu.



MM 2: Create Goods Receipt for Purchase Order

Exercise Use the SAP Easy Access Menu to create a goods receipt.

Time 5 min

Task Receive into inventory the stock items ordered from Olympic Protective Gear in the previous exercise. 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) Tatiana Karsova (Receiving Clerk)

To create a goods receipt, follow the menu path:

Menu path

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

This will produce the following screen.

Make sure that the Movement type (top-right corner) is set to GR goods receipt **101**. Enter your **PO number** from the previous exercise. If you do not have the number, find it by using the F4 help (Purchasing Document per Vendor tab or Purchasing Document for Material tab). Then press Enter.

101
PO number

If a line is grayed out minimize the Item Detail Data by selecting (Close Detail Data). Ensure that the box in the **OK** column is checked for each item. Checking it indicates that you want to adopt it into the goods receipt document.

OK

In the SLoc column, enter storage location **TG00** (Trading Goods) for both line items. Then click on to save your goods receipt.

TG00

Note that the SAP system will assign a unique number for this new goods receipt document. This number will appear in a message at the lower-left corner of the screen. Click on the exit icon to return to the SAP Easy Access Menu.

Goods receipt
document number



MM 3: Create Invoice Receipt from Vendor

Exercise Use the SAP Easy Access Menu to create an invoice receipt.

Time 5 min

Task Enter an invoice received from Olympic Protective Gear for **5,250.00 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 Olympic Protective Gear. It will be settled by issuing a check to Olympic Protective Gear at a later date. The invoice is presented below in order to support you making the necessary journal entry.

Dear Mr. Tirrell Winstel,

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

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

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To enter an invoice, follow the menu path:

Menu path

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

This will produce the following screen.

Enter **today's date** as Invoice Date (you may use F4 to display the calendar and press Enter to select today's date). Then, in the Amount field enter the **total amount** from the invoice document above and select Tax Code **XI** (drop-down field right of Tax amount field). As Text, enter '**INVOICE 00123-###**' (replace ### with your number). Check if your screen looks like shown below.

today's date

5,250.00

XI

INVOICE 00123-###

Transaction: 1 Invoice Balance: 0.00

Basic data | Payment | Details | Tax | Contacts | Note

Invoice date: 04/27/2010 Reference:

Posting Date: 04/27/2010

Amount: 5,250.00 Calculate tax

Tax Amount: XI XI (Input Tax)

Text: INVOICE 00123-000

Baseline Date:

Company Code: US00 Global Bike Inc. Dallas

1 Purchase Order/Scheduling Agreement

1 Goods/service items

Then choose **Purchase Order/Scheduling Agreement** in the bottom drop-down list and enter your **PO number** from the first exercise in the text field next to it. Again, to find it you may use F4 and helpful search criteria such as vendor. Click on

PO number

If the transaction is entered correctly (in respect to Debits and Credits), we will have a green light with a \$0 balance.

Balance USD

We want to view what the actual postings will look like in the general ledgers. It is here that we can ensure that the Debit/Credit posting is correct and that the accounts are affected correctly. Use the **Simulate** button to see whether the postings are correct.

Position	A/G/L	Act/Mat/Ast/Vndr	Smart Number	Amount	Cur...	Purchasing...	Item	T...	Jurisd. Code
1	K 300000	Olympic Protective Gear / Atlanta GA 30319		5,250.00 - USD				XI	
2	S 310000	Goods Receipt / Invoice Receipt Account		1,500.00 USD	4500000000	10		XI	FL0000000
3	S 310000	Goods Receipt / Invoice Receipt Account		3,750.00 USD	4500000000	20		XI	FL0000000

Press **Post** to save the invoice receipt. The system will again create a unique document number.

Document no. 5105600101 created

Invoice document number

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



MM 4: Post Payment to Vendor

Exercise Use the SAP Easy Access Menu to post a payment to a vendor.

Time 5 min

Task Issue a payment to Olympic Protective Gear to settle the Accounts Payable. A journal entry is made to Accounts Payable for Olympic Protective Gear and to the bank checking account in the G/L.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To post a payment to a vendor, follow the menu path:

Menu path

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

First, enter **today's date** as Document Date. If requested, enter Company Code **US00** and Currency/Rate **USD**. In the Bank data field group, for Account use **F4** to find and select **100000** (Bank Account) and enter the amount you are going to pay (**5,250.00**).

today's date
US00
USD
100000
5,250.00


In the Open item selection field group, search for the account number for your Olympic Protective Gear (use search term **###**) and populate it into the Account field. All other settings remain unchanged. Make sure that your screen looks like the one shown below.

###

Document Date	04/27/2010	Type	KZ	Company Code	US00
Posting Date	04/27/2010	Period	4	Currency/Rate	USD
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc. Header Text		Trading Part. BA			
Clearing text					
Bank data					
Account	100000	Business Area			
Amount	5,250.00	Amount in LC			
Bank charges		LC bank charges			
Value Date	04/27/2010	Profit Center			
Text		Assignment			
Open item selection			Additional selections		
Account	101000	<input type="checkbox"/> Other accounts	<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others		
Account Type	K	<input checked="" type="checkbox"/> Standard OIs			
Special G/L ind					
Pmnt advice no.					
<input type="checkbox"/> Distribute by age					
<input type="checkbox"/> Automatic search					


Select **Process open items**. The following screen will appear.

Account items 101000 Olympic Protective Gear								
Document ...	D...	Document ...	P...	Bus...	Day...	USD Gross	Cash discnt	Cash...
5100000000	RE	04/27/2010	31		0	5,250.00-		

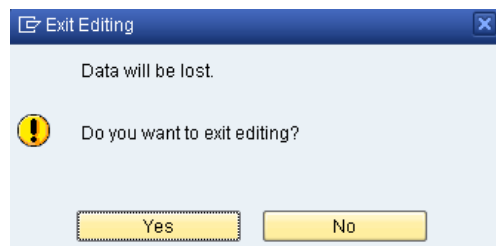
If the Not Assigned field on the bottom of the screen is not equal 0.00 USD, then double-click on your invoice amount (USD Gross). Then, the invoice selected will turn blue. Review the Not assigned balance on the bottom of the screen. Click on  to post your payment. Again, the system creates a unique document number.

Payment document
number

Document 1500000000 was posted in company code US00

The Post Outgoing Payments screen is again blank, ready for another payment to be entered. Click on the exit icon  to return to the SAP Easy Access Menu and as no data will be lost accept the SAP warning message with **Yes**.

Yes



MM 5: Display Vendor Line Items

Exercise Use the SAP Easy Access Menu to display vendor line items.

Time 5 min

Task Display and confirm the activity and associated balance for the Accounts Payable for Olympic Protective Gear. You should see both a credit and debit posting indicating the receipt of the invoice and the issuance of a payment to settle this balance due to Olympic Protective Gear.

Name (Position) Shuyuan Chen (Chief Accountant)

To do this, follow the menu path:

Menu path

Accounting ► **Financial Accounting** ► **Accounts Payable** ► **Account** ► **Display/Change Line Items**

In the Vendor field, search for the number for your **Olympic Protective Gear** supplier (use search term ###). Enter **US00** as Company Code and select **All items** in the Line Item Selection section. Then, click on . A similar screen to the one shown below should appear.

US00
All items

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input type="checkbox"/>	1500000000	KZ	04/27/2010			5,250.00	USD	1500000000	
<input type="checkbox"/>	<input type="checkbox"/>	5100000000	RE	04/27/2010			5,250.00-	USD	1500000000	INVOICE 00123-000
*	<input type="checkbox"/>						0.00	USD		
** Account 101000							0.00	USD		

You can see that all of the postings made to our vendor have been cleared.

RE

Double-click on the Invoice Line (RE). Select to view the G/L line items.

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	31		101000	Olympic Protective Gear	5,250.00-	USD	XI
	2	86		310000	GR/IR Account	1,500.00	USD	XI
	3	86		310000	GR/IR Account	3,750.00	USD	XI

Click on to go back to the invoice line items, and double-click on the Vendor Payment Line (KZ). Select to view the G/L line items.

KZ

C...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	50		100000	Bank	5,250.00-	USD	
	2	25		101000	Olympic Protective Gear	5,250.00	USD	

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

