

Login SAP System SAP S/4HANA Cloud University of Rijeka, Faculty of Economics and Business



Link to the SAP S/4HANA System

<https://m29z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=259&sap-language=EN>

USER-ID: learn-**xxx** **xxx** = your ID-No., please see list below.
Initial PW: tlestart -> then you set your own password.
Language: EN
Client: 259


Lecturer: Dr. Uwe Lebefromm, mail: uwe.lebefromm@sap.com


When login for the first time, you set you own password.

User	LEARN-065
Password 
Language	EN - English 
Client	259

Log On


Change Password



User	LEARN-065
Current Password
New Password
Repeat Password 

This is an initial password that must be changed

Change



The password was changed

Continue



Settings

Select an App

The screenshot shows the SAP Fiori Launchpad interface. At the top left, there is a user profile icon and the SAP logo. To the right, there is a 'Home' dropdown menu and a search icon. Below this is a horizontal navigation bar with several app categories: Controlling, Enterprise Asset Management, Financial Accounting, Human Capital Management, Materials Management, Navigation, Production Planning and Execution, Project Management, and Qu. The 'Financial Accounting' app is highlighted with a blue arrow pointing to it from the text 'Select an App' above. Below the navigation bar is a grid of 33 app tiles, each with a title and an icon. The tiles are arranged in four rows: the first three rows have 9 tiles each, and the fourth row has 6 tiles. The first tile in the first row is highlighted with a dashed border. The tiles include functions such as 'Curricula Material PDF', 'Manage Cost Center Groups', 'Display Cost Center Groups', 'Create Cost Centers', 'Change Statistical Key Figure Planning', 'Create Material', 'Change Material', 'Display Material', 'Display Bill of Material', 'Create Bill of Material', 'Change Bill of Material', 'Create Routing', 'Change Routing', 'Display Routing', 'Plan Primary Cost Inputs', 'Price Calculation of Activity Types', 'Create Material Cost Estimates', 'Display Material Cost Estimates', 'Release Material Cost Estimates', 'Manage Statistical Key Figures', 'Manage Activity Type', 'Manage G/L Account Master Data', 'Display Cost Element Groups', 'Edit Prices for Activity Types', 'Display Report Profitability Analysis', 'Create Actual Assessment Cycle', 'Run Overhead Allocation', 'Run Actual Price Calculation', and 'Learning Snack CO Single-Choice'.

Curricula Material PDF Download Curricula	Manage Cost Center Groups	Display Cost Center Groups	Create Cost Centers	Manage Cost Centers	Change Statistical Key Figure Planning	Create Material	Change Material	Display Material
Display Bill of Material	Create Bill of Material	Change Bill of Material	Create Routing	Change Routing	Display Routing	Plan Primary Cost Inputs Depreciation/Interest	Price Calculation of Activity Types	Create Material Cost Estimates
Display Material Cost Estimates	Release Material Cost Estimates	Manage Statistical Key Figures	Manage Activity Type	Manage G/L Account Master Data	Display Cost Element Groups	Edit Prices for Activity Types Cost Centers	Display Report Profitability Analysis	Create Actual Assessment Cycle
Run Overhead Allocation Cost Centers - Actual	Run Actual Price Calculation Cost Centers	Learning Snack CO Single-Choice						


Search an App




The screenshot displays the SAP Fiori 'Search an App' interface. At the top, the SAP logo is on the left, and 'Home' with a dropdown arrow is in the center. A search bar on the right contains the text 'Cost Center' and a magnifying glass icon. Below the search bar is a horizontal navigation bar with the following menu items: Controlling, Enterprise Asset Management, Financial Accounting, Human Capital Management, Materials Management, Navigation, Production Planning and Execution, Project Management, and Qu (with a dropdown arrow). The main area is a grid of application tiles, each with a title, a subtitle, and an icon. The tiles are arranged in four rows and nine columns, with the last cell in the bottom row being empty.

Curricula Material PDF Download Curricula	Manage Cost Center Groups	Display Cost Center Groups	Create Cost Centers	Manage Cost Centers	Change Statistical Key Figure Planning	Create Material	Change Material	Display Material
Display Bill of Material	Create Bill of Material	Change Bill of Material	Create Routing	Change Routing	Display Routing	Plan Primary Cost Inputs Depreciation/Interest	Price Calculation of Activity Types	Create Material Cost Estimates
Display Material Cost Estimates	Release Material Cost Estimates	Manage Statistical Key Figures	Manage Activity Type	Manage G/L Account Master Data	Display Cost Element Groups	Edit Prices for Activity Types Cost Centers	Display Report Profitability Analysis	Create Actual Assessment Cycle
Run Overhead Allocation Cost Centers - Actual	Run Actual Price Calculation Cost Centers	Learning Snack CO Single-Choice						

Settings

 [Search Bar]




























 **learn-065 learn-065**
[Sign Out](#)

[App Finder](#) [Settings](#) [Edit Home Page](#) [Contact Support](#)

Recent Activity **Frequently Used**

There are no recent activities

Controlling Enterprise Asset Management Financial Accounting Human Capital Management Materials Management Navigation Production Planning and Execution

Curricula Material PDF Download Curricula 	Manage Cost Center Groups 	Display Cost Center Groups 	Create Cost Centers 	Manage Cost Centers 	Change Statistical Key Figure Planning 	Create Material 	Change Material 
Display Bill of Material 	Create Bill of Material 	Change Bill of Material 	Create Routing 	Change Routing 	Display Routing 	Plan Primary Cost Inputs Depreciation/Interest 	Price Calculation of Activity Types 
Display Material Cost Estimates 	Release Material Cost Estimates 	Manage Statistical Key Figures 	Manage Activity Type 	Manage G/L Account Master Data 	Display Cost Element Groups 	Edit Prices for Activity Types Cost Centers 	Display Report Profitability Analysis 
Run Overhead Allocation Cost Centers - Actual 	Run Actual Price Calculation Cost Centers 	Learning Snack CO Single-Choice 					

Introduction to SAP S/4HANA

Next Generation Business Suite

SAP

SAP UCC
Magdeburg

Curriculum Information



Curriculum Version

- GBI 3.3 (July 2019)

- Software used
 - S/4HANA 1809

- Prerequisites
 - /

Module Information



Authors

- Babett Ruß



Target Audience

- Beginner to advanced

Module Information



Learning Objectives

At the completion of this module, you will:

- Describe the SAP vision of the Intelligent Enterprise
- Be able explain the basic concepts of an Enterprise Resource Planning solution based on the SAP S/4HANA system.
- Explain how to use the SAP Fiori User Interface to interact with the S/4HANA system

Agenda

- SAP – The Intelligent Enterprise
- Fast Facts about SAP S/4HANA
- What's New?
- Transition to SAP S/4HANA
- Guess What

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- SAP – The Intelligent Enterprise
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SAP – The Intelligent Enterprise

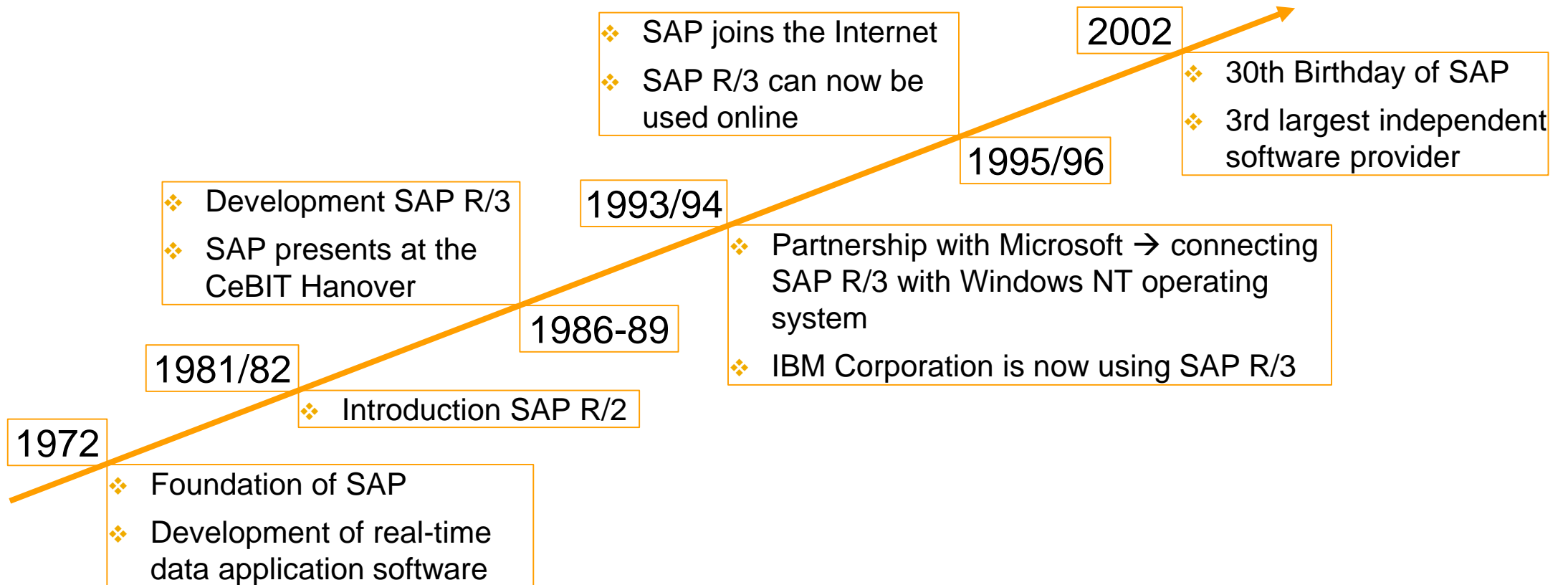
- Market leader in enterprise application software
- One of the world largest independent software manufacturer
- 400,000 satisfied Customers in 190 countries
- SAP enables companies to
 - Streamline processes
 - Use live data
 - Predict customer trends
 - Connect entire businesses

Intelligence will reinvent industries and change business forever

Best-run technologies and solutions deployed end-to-end for your industry.

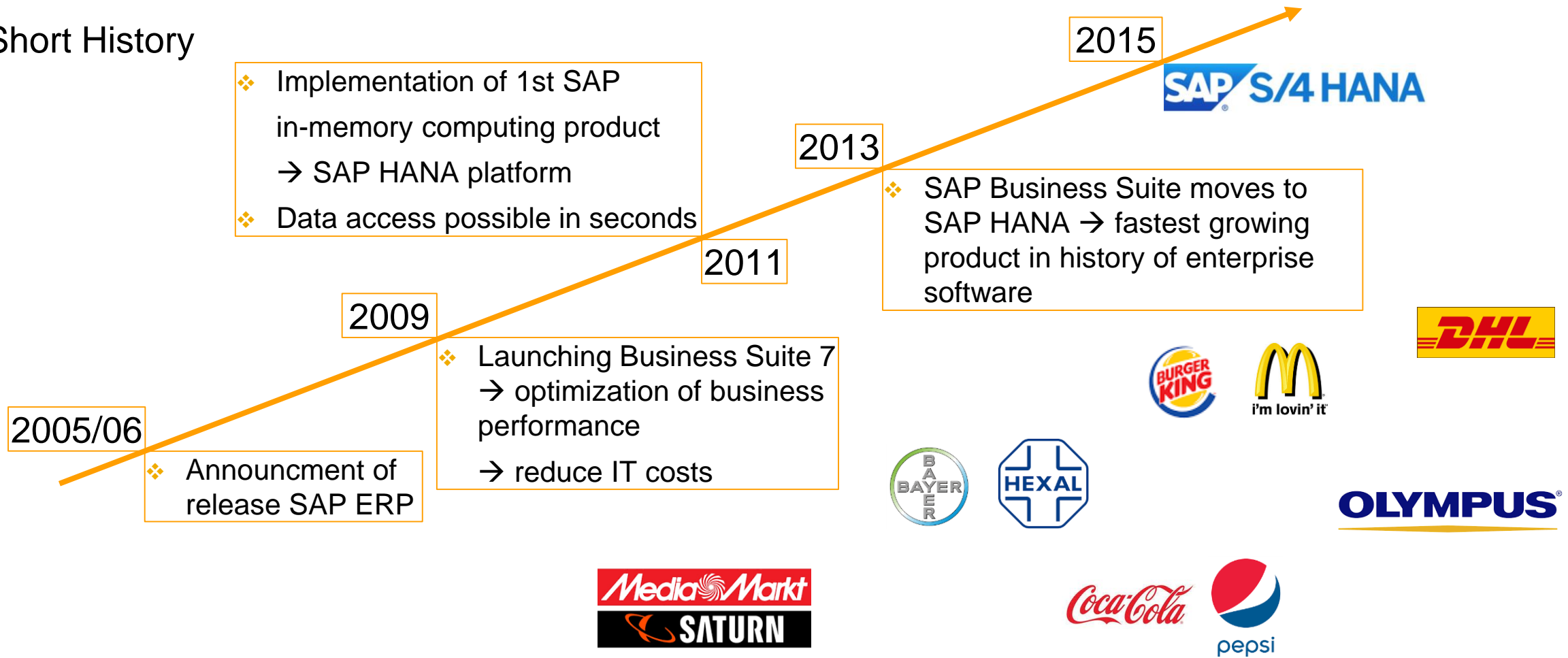
SAP – Run Simple

■ A Short History



SAP – Run Simple

■ A Short History



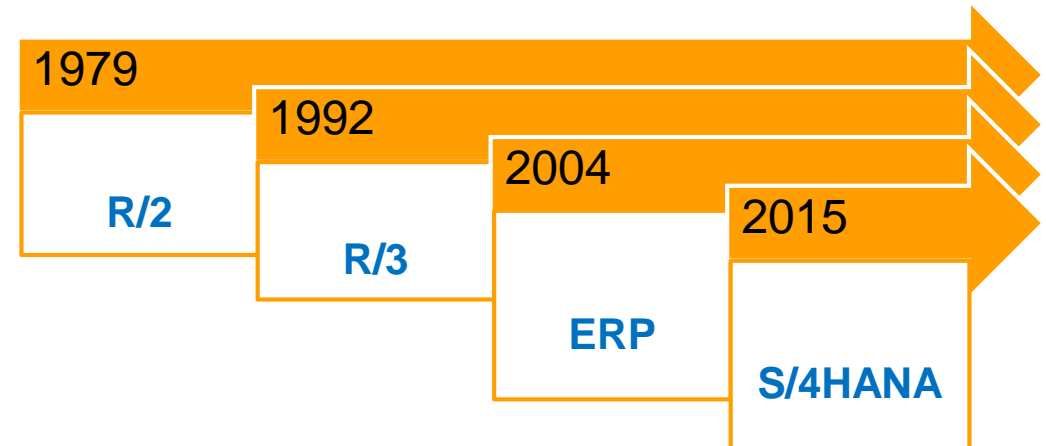
Agenda

- SAP – The Intelligent Enterprise
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What's New?

■ SAP S/4HANA ...

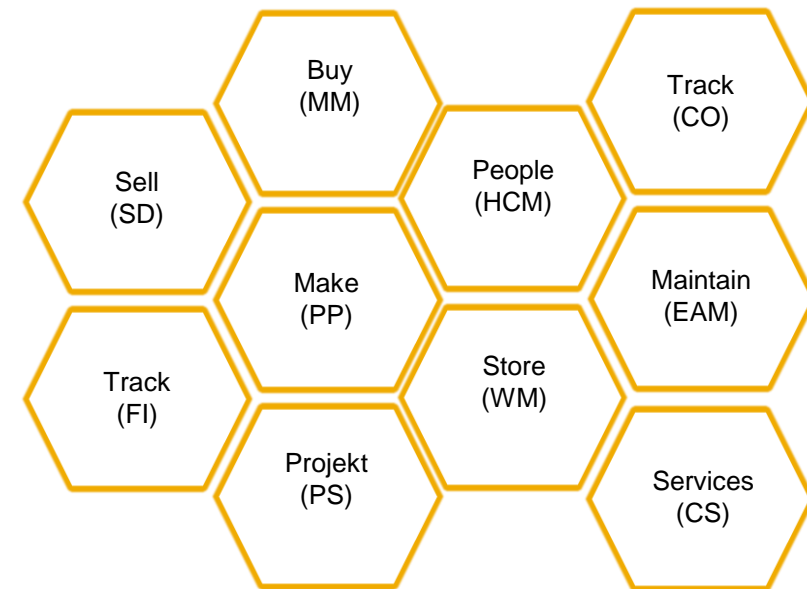
- ... is the next generation Business Suite
- ... is the biggest innovation since SAP R/3
- ... connects people, business networks and devices
- ... works in real time
- ... represents efficiency, simplicity and innovation
- ... master data is managed centrally, for example partners, customers and vendors



Fast Facts about SAP S/4HANA

Enterprise Resource Planning (SAP ERP)

- Enables a company to support and optimize its business processes
- Helps the organization run smoothly
- Real-time environment, Scalable and flexible
- Collections of logically related transactions within identifiable business functions



Fast Facts about SAP S/4HANA

Data Types in ERP Systems

?	?	?
...

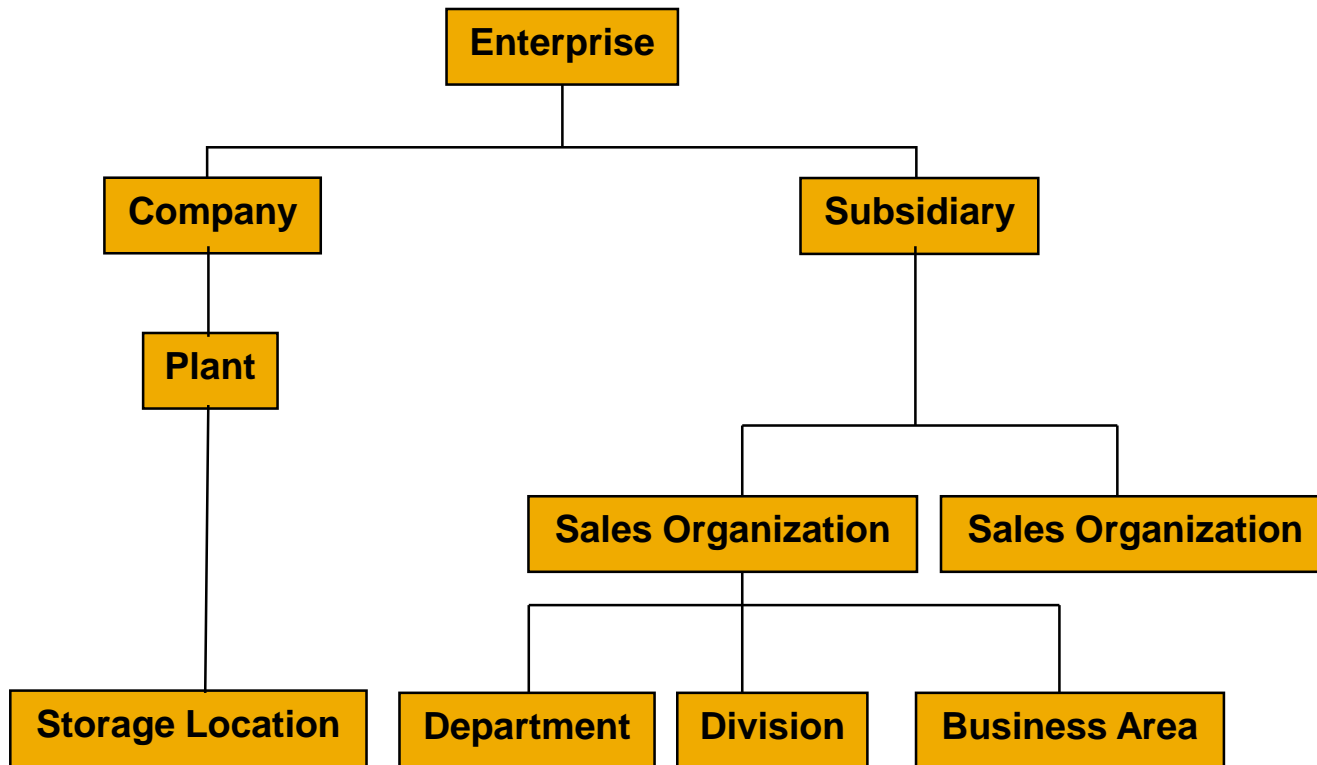
Fast Facts about SAP S/4HANA

Data Types in ERP Systems

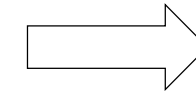
Organizational Data	Master Data	Transaction Data
Company Code	Person	Purchase Order
Plant	Material	Invoice
Storage Location	Customer	Quotation
Distribution Channel	Vendor	Sales Order
Purchasing Organization	Work Centre	Transportation Order
...

Fast Facts about SAP S/4HANA

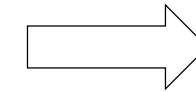
Organizational Unit



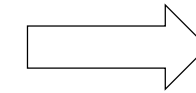
SAP Terminology:



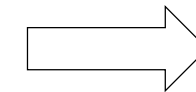
Client



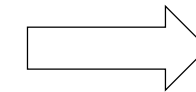
Company Code



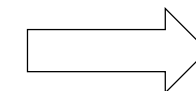
Plant



Sales Organization



Division



Storage Location

Fast Facts about SAP S/4HANA

Master Data

- Stored for a long time and seldom changed
- Represent logically grouped data like:
 - Customer Master
 - Material Master
 - Vendor Master
 - General Ledger accounts

Display Material DXTR1000 (Finished Product)

Other Material Additional Data Org. Levels Services for Object More Exit

Basic data 1 Basic data 2 Sales: sales org. 1 Sales: sales org. 2

Material: DXTR1000
Descr.: Deluxe Touring Bike (black)

General Data

Base Unit of Measure: EA each Material Group: BIKES
Old Material Number: Ext. Matl Group:
Division: BI Lab/Office:
Product allocation: Prod.hierarchy:
X-plant matl status: Valid from:
Assign effect. vals: GenItemCatGroup: NORM Standard item

Material authorization group

Authorization Group:

Dimensions/EANs

Gross Weight: 8.510 Weight unit: G
Net weight: 8.510
Volume: 0,000 Volume unit:
Size/dimensions:
EAN/UPC: EAN category:

Packaging material data

Matl Grp Pack.Matls:

Basic Data Texts

Fast Facts about SAP S/4HANA

Transaction Data

- Transaction data is the system record of business event.
- Depending on the business event, different master data and organizational data will be referenced
- For example, during a sales order business event, the following data is stored
 - Organizational level: client, company code, sales organization
 - Master data: customer, material, pricing (condition)
 - Situational data: date, time, person, amount

The screenshot displays the SAP S/4HANA 'Manage Sales Orders' interface. At the top, there is a search bar and a 'Standard' filter. Below this, there are input fields for 'Sales Order', 'Sold-to party', 'Customer Reference', 'Reqd Delivery Date', 'Overall Status', and 'Document Date'. A 'Go' button is visible next to the 'Adapt Filters' option. The main part of the screen shows a table of sales orders with columns for 'Sales Order', 'Sold-to party', 'Customer Reference', 'Reqd Delivery Date', and 'Overall Status'. The table contains 8 rows of data, each representing a sales order with its net value and document date.

Sales Order	Sold-to party	Customer Reference	Reqd Delivery Date	Overall Status
48	Go Kunde 001 (25006)	GO 001 Round 4	17.07.2018	Completed
Net Value: 133.950,00 USD Document Date: 17.07.2018				
47	Go Kunde 000 (25005)	GO 000 Round 4	17.07.2018	Completed
Net Value: 133.950,00 USD Document Date: 17.07.2018				
46	Go Kunde 001 (25006)	GO 001 Round 3	17.07.2018	Completed
Net Value: 150.400,00 USD Document Date: 17.07.2018				
45	Go Kunde 000 (25005)	GO 000 Round 3	17.07.2018	Completed
Net Value: 150.400,00 USD Document Date: 17.07.2018				
44	Go Customer 001 (25012)	GO 001 Runde 4	17.07.2018	Completed
Net Value: 133.950,00 USD Document Date: 17.07.2018				
43	Go Customer 000 (25011)	GO 000 Runde 4	17.07.2018	Completed
Net Value: 133.950,00 USD Document Date: 17.07.2018				
42	Go Customer 001 (25012)	GO 001 Runde 3	17.07.2018	Completed
Net Value: 155.100,00 USD Document Date: 17.07.2018				
41	Go Customer 000 (25011)	GO 000 Runde 3	17.07.2018	Completed

Fast Facts about SAP S/4HANA Documents

- Transactions are data sets that are generated if a business transaction was executed.
- Is a record of the business transaction
- Includes all relevant predefined information from the master data and organizational entities
- Example:
 - Sales Document
 - Purchasing Document
 - Material Document
 - Accounting Document



Document Flow

- The document flow as well as the order status allow the setting of the status at any point in time
- SAP revises the status every time a change in a document takes place

The screenshot shows the SAP Document Flow interface. At the top, there is a navigation bar with the SAP logo and the title 'Document Flow'. Below this, there are tabs for 'Details', 'Status Overview', 'Display Document', 'Service Documents', and 'More'. The main content area displays the following information:

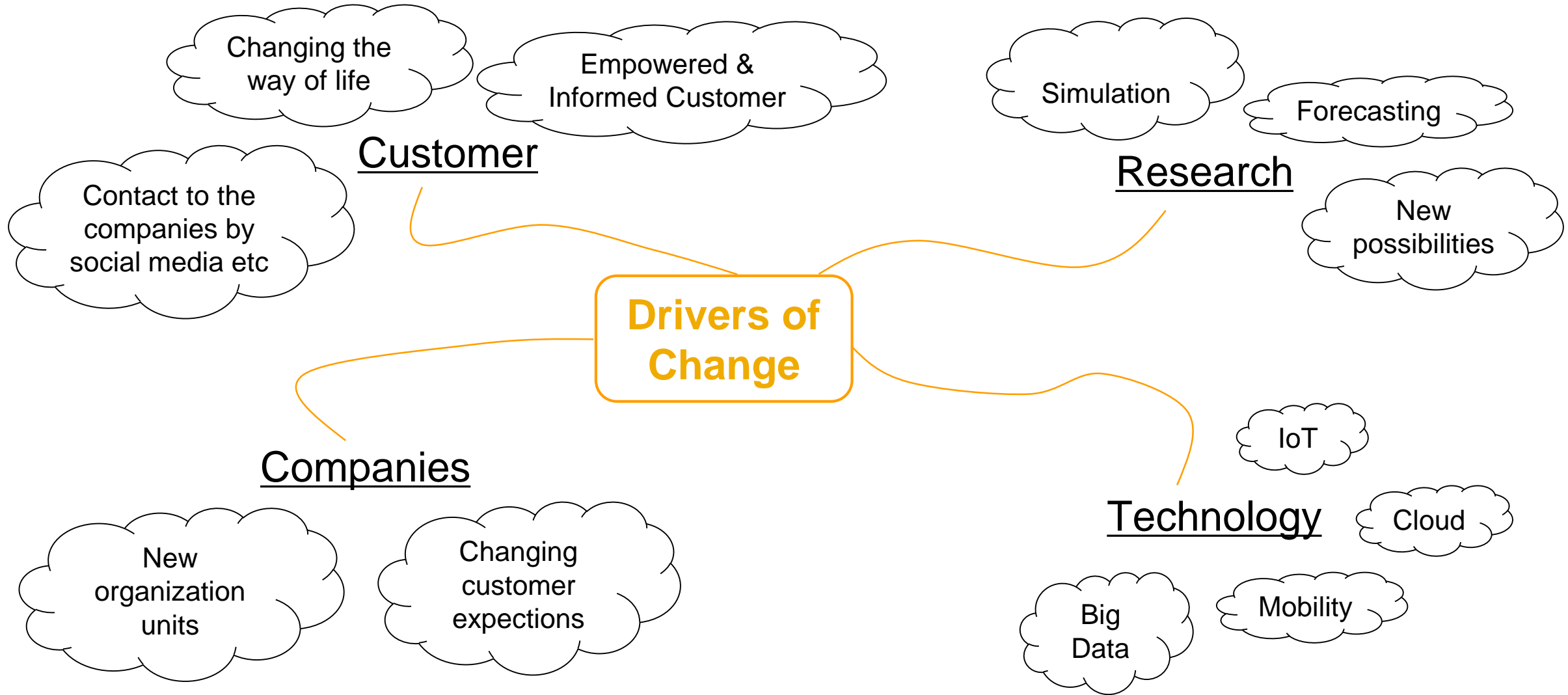
Business Partner 0000025006 Go Kunde 001
Material DXTR1SIM Deluxe Touring Bike (black)

Below this information is a table with the following columns: Document, Quantity, Unit, Ref. Value, Currency, On, and Status. The table contains the following data:

Document	Quantity	Unit	Ref. Value	Currency	On	Status
Standard Order 0000000048 / 10	57	EA	142.500,00	EUR	17.07.2018	Completed
Outbound Delivery 0080000027 / 10	57	EA			17.07.2018	In Process
Picking Request 0000000048 / 10	57	EA			17.07.2018	Completed
GD goods issue:delvy 4900012094 / 1	57	EA	41.726,85	EUR	17.07.2018	Complete

Fast Facts about SAP S/4HANA

Digital Transformation - Why?



Fast Facts about SAP S/4HANA

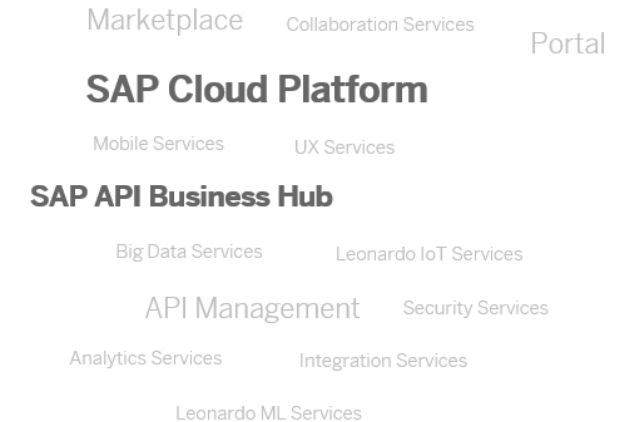
- S/4HANA is the digital core of the company that enables digital transformation.



Digital Platform unlocks data-driven intelligence and innovation

Unified data management to capture real-time value from different types of data

Best-in-class digital platform for new app development, extensions, and integration



Next generation data management expands SAP HANA in-memory database to address structured and unstructured data use cases and external data

SAP HANA powers SAP Applications as the foundation of high performance data warehousing and analytics

Data Hub provides data orchestration and meta data management across heterogeneous data sources

Platform for extending the business processes of our Intelligent Suite and enabling new innovations

Delivering deep data and process integrations through APIs and microservices

Marketplace for ecosystem to build new innovations leveraging APIs and Business Services

4th Generation Customer Experience Suite SAP C/4HANA

Trusted, personalized customer experience by giving customers transparency & control over their data

SAP C/4HANA

Unified Intelligent User Experience

Conversational, Contextual and Intelligent UX



SAP Marketing Cloud

Market with Intelligence in the Moment



SAP Commerce Cloud

Personalized Shopping Experience across Touchpoints



Built-in Intelligence



SAP Sales Cloud

Build Relationships and guide Customers throughout their journey



SAP Service Cloud

Make Customers happy

SAP Customer Data Cloud

Build Customer Trust and Loyalty



Microservices

SAP Cloud Platform Extension Factory

Cloud-native Microservice based universal Extension Framework.



Extensions



Internet of Things



Machine Learning

SAP® Cloud Platform



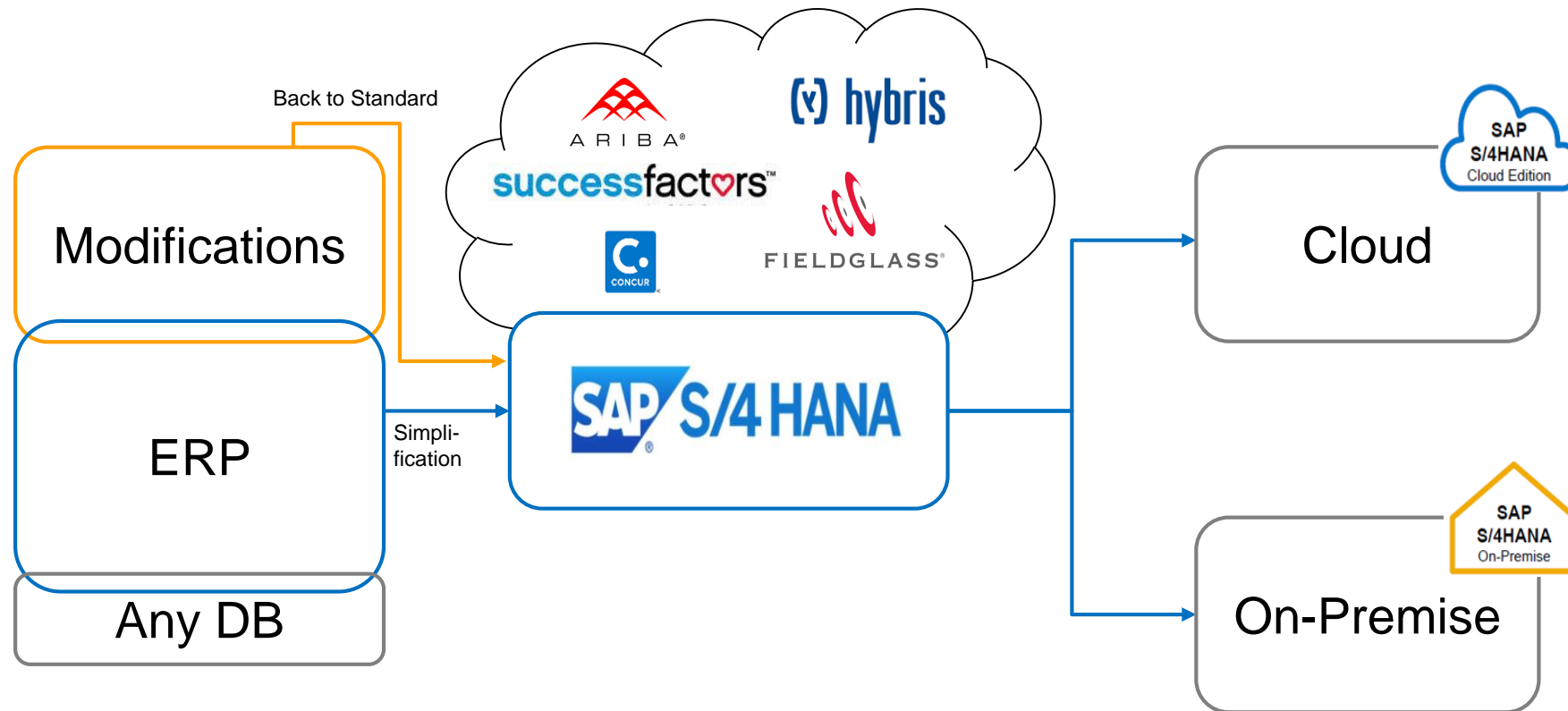
Integration



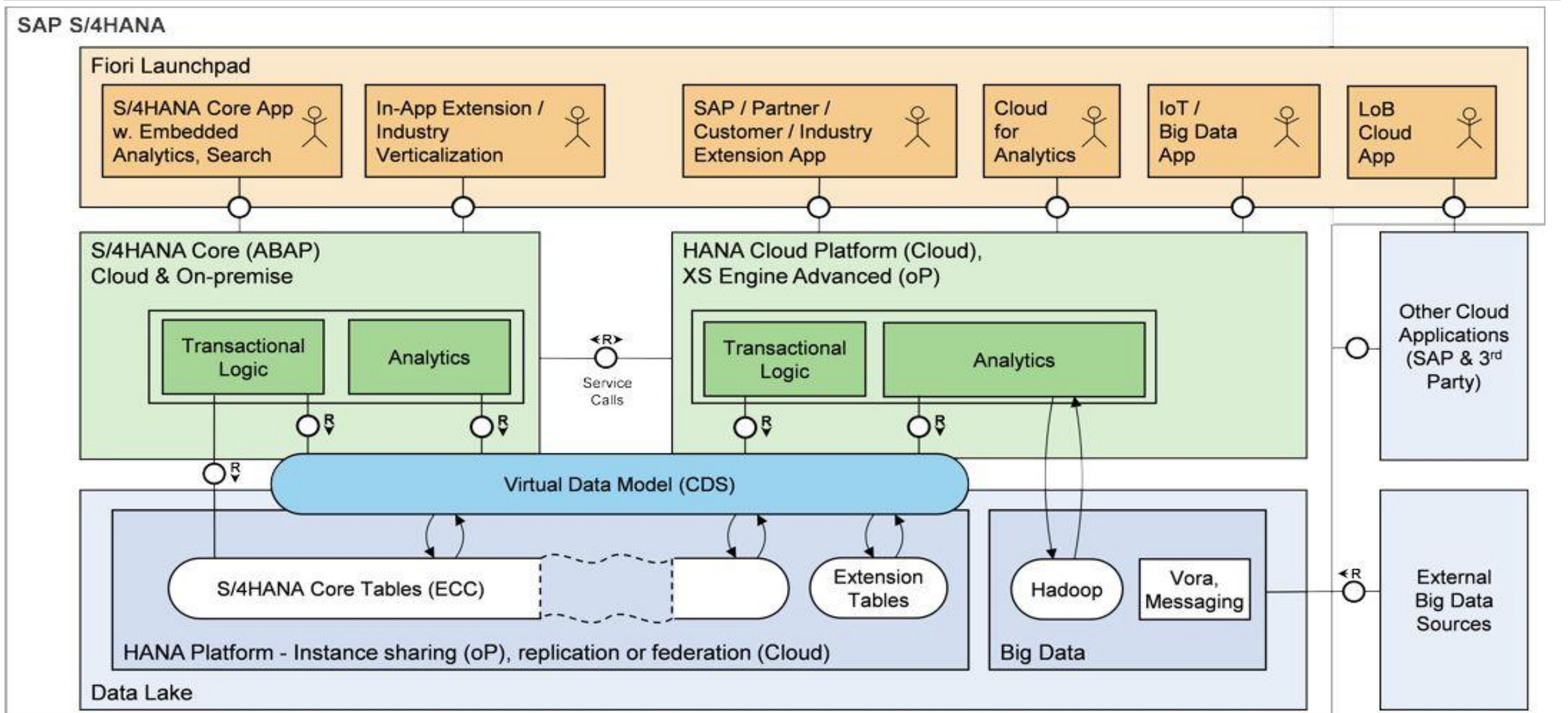
Blockchain

SAP S/4HANA®

Fast Facts about SAP S/4HANA



SAP S/4HANA Architecture



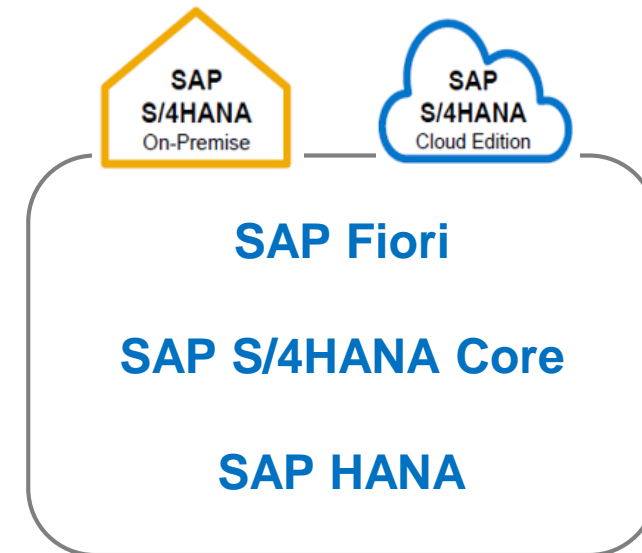
Fast Facts about SAP S/4HANA

On-Premise vs. Cloud

- **SAP S/4HANA ...**

- ... Choose between Cloud and On-Premise

- Cloud and On-Premise can be used hybridly without losing the company's integration
- Possible migration of SAP Business Suite customers



Fast Facts about SAP S/4HANA

On-Premise vs. Cloud



Subscription Licensing

→ Deployment in the private cloud, maintained by SAP

- SAP provides system and controls maintenance
- Automatic participation in quarterly innovation upgrades
- In-App extensibility with limited ABAP
- Current release cycles
- SAP ERP embedded



Traditional licensing

→ Traditional licensing with customer control of deployment and maintenance

- Private control of deployment and maintenance
- Hardware at companies location
- Privately controlled data
- Fewer release cycles
- Individual requirements possible
- Traditional ABAP extensibility up to core modification

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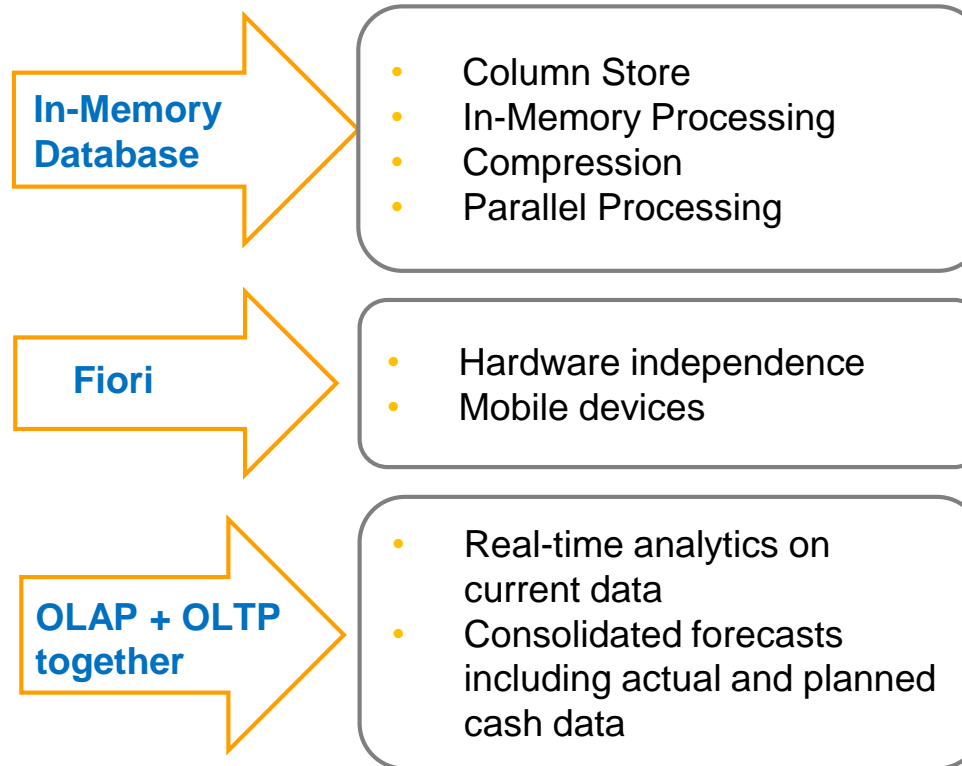
What's New?

■ SAP S/4HANA ...

... works with in-memory

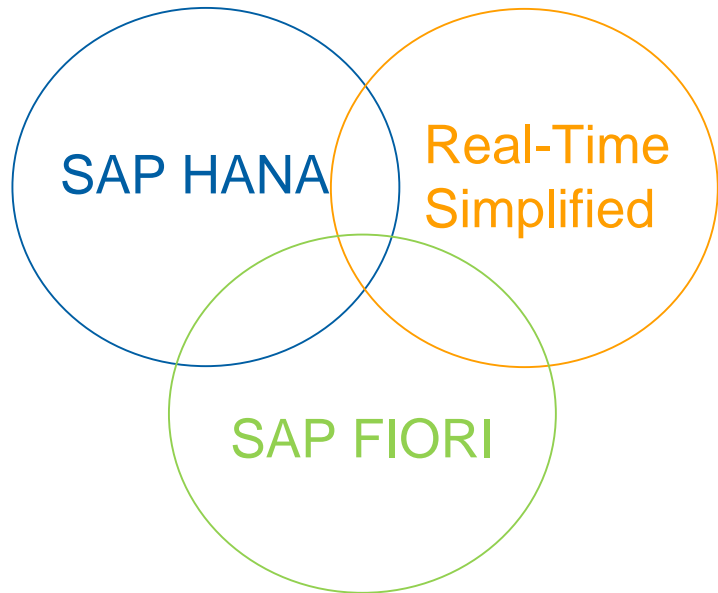
... has a new and modern design

... works with new technology

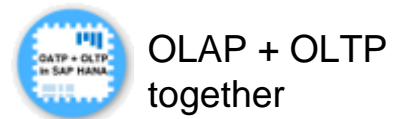
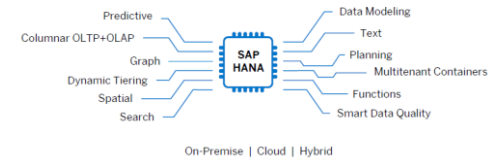


What's New?

Innovation & Simplification



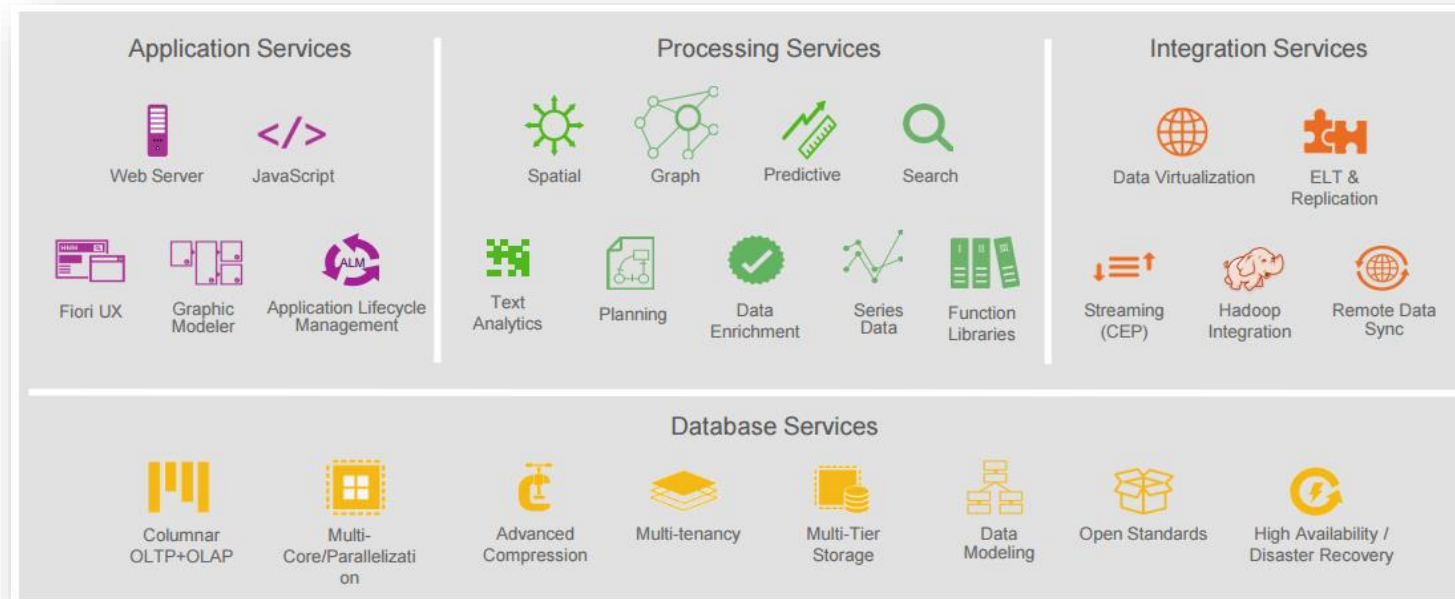
4th GENERATION CORE SAP HANA



What's New?

SAP HANA

- SAP HANA is an In-Memory Database that allows you to process data very fast
- But SAP HANA can do way more with its different processing engines



What's New?

Real Time Simplification

- Example of data compression

Traditional DB



A typical booking transaction addressed 15 tables.
→ Now it only impacts 4 tables.



		Table sizes of customer system	
Table	Description	ERP Financials in Suite on HANA	Simple Finance on HANA
BKPF	Accounting documents	1.2 GB	1.2 GB
BSEG	Accounting document line items	4.5 GB	** 5.0 GB
BSID	Open items Accounts Receivable	0.1 GB	
BSIK	Open items Accounts Payable	0.0 GB	
BSIS	Open items General Ledger	* 23.2 GB	
BSAD	Cleared items Accounts Receivable	3.3 GB	
BSAK	Cleared items Accounts Payable	2.1 GB	
BSAS	Cleared items General Ledger	* 5.5 GB	
KNC1	Totals Accounts Receivable	0.1 GB	
LFC1	Totals Accounts Payable	0.0 GB	
GLT0	Totals General Ledger	0.0 GB	
Total (of above tables)		40.0 GB	6.2 GB

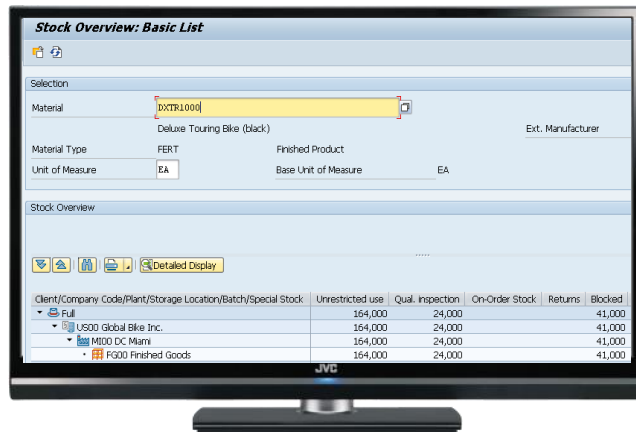
Traditional Database Architecture	Principles of the S/4HANA Data Model
<ul style="list-style-type: none"> Normalized data modeling third normal form Avoid unwanted redundancies Avoid inconsistencies and anomalies <p>Disadvantages</p> <ul style="list-style-type: none"> Frequent use of redundant data to increase the performance of e.g. data aggregation Higher effort to update redundant data 	<ul style="list-style-type: none"> Storage of data in denormalized form Single source of data No longer need for redundant data storage for tasks such as aggregation Processing of aggregation and analytics on the fly Check for inconsistencies and anomalies due to denormalization are no longer a critical task



What's New?

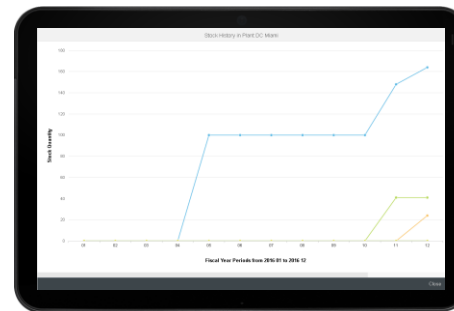
SAP FIORI

- SAP S/4HANA ... provides SAP Fiori user experience and interface



SAP S/4 HANA

- Independent of hardware
- Real-time



Simulation



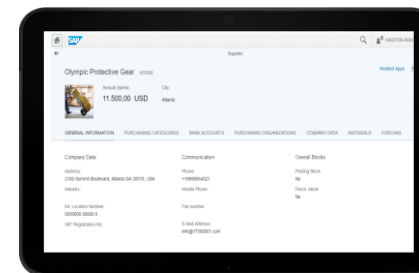
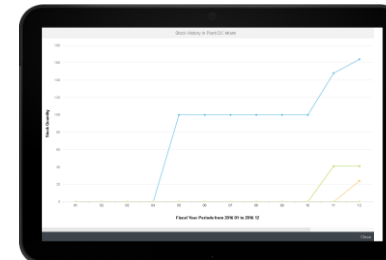
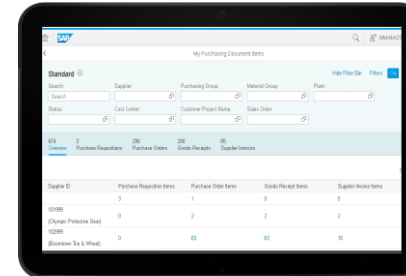
Decision Support



What's New?

SAP FIORI

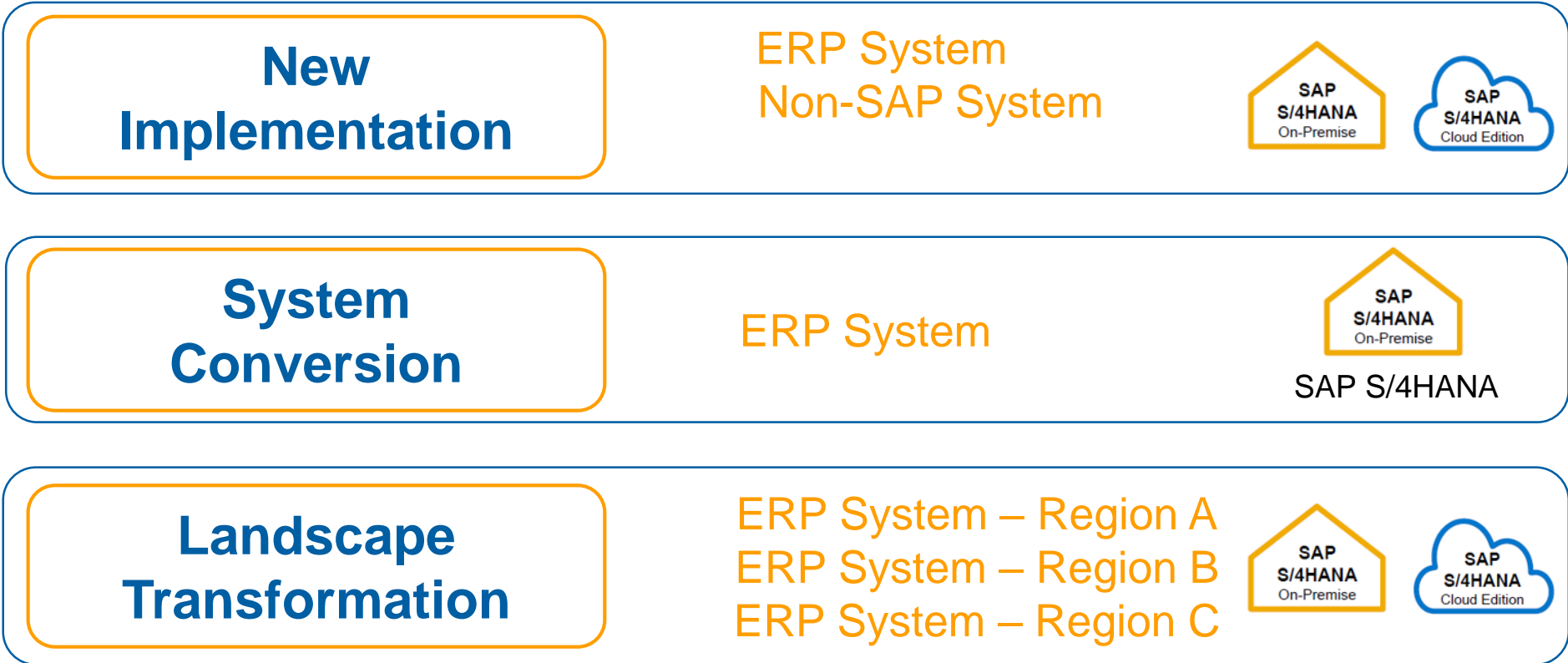
- SAP Fiori offers three application types:
 - **Transactional Apps:**
 - Access to tasks like create, change or display process with guided navigation
 - **Analytical Apps:**
 - Visual overview about business data
 - **Factsheet:**
 - View essential information about objects and contextual navigation between related objects



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Transition to SAP S/4HANA



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Guess What...

... Which of the following statements regarding SAP S/4HANA On-Premise are true?

- SAP provides system and controls maintenance
- Privately controlled data
- Automatic participation in quarterly innovation upgrades
- Hardware at companies location
- Fewer release cycles

Guess What...

... Which of the following statements regarding SAP S/4HANA On-Premise are true?

- SAP provides system and controls maintenance
- Privately controlled data
- Automatic participation in quarterly innovation upgrades
- Hardware at companies location
- Fewer release cycles



Guess What...

...On which of the following key concepts is SAP S/4HANA mainly based?

- Distributed data storage
- Simplified data model
- Extended upgrade cycles
- Guided configuration
- SAP Fiori-Enabled user interaction

Guess What...

...On which of the following key concepts is SAP S/4HANA mainly based?

Distributed data storage

Simplified data model

Extended upgrade cycles

Guided configuration

Completely SAP Fiori-Enabled user interaction

Guess What...

... SAP Fiori offers in S/4HANA different application types. Which of the following statements are true?

- With SAP S/4HANA Factsheet you can view essential information about objects and contextual navigation between related objects
- Since SAP S/4HANA you are able to use WebGUI
- Transactional Apps provides an visual overview about business data
- Access to tasks like create, change or display process with guided navigation are given by Analytical Apps

Guess What...

... SAP Fiori offers in S/4HANA different application types. Which of the following statements are true?

With SAP S/4HANA Factsheet you can view essential information about objects and contextual navigation between related objects



Since SAP S/4HANA you are able to use WebGUI

Transactional Apps provides an visual overview about business data

Access to tasks like create, change or display process with guided navigation are given by Analytical Apps

Guess What...

... Which of the following statements regarding SAP S/4HANA are true?

- SAP S/4HANA provides scalable, real-time, predictive and simulation capabilities
- SAP S/4HANA is only available as a cloud solution
- SAP S/4HANA is made for siloed, non-integrated business
- SAP S/4HANA enables instant, contextual information and a personal experience
- SAP S/4HANA is SAP's new suite to help customer reimagine their business

Guess What...

... Which of the following statements regarding SAP S/4HANA are true?

SAP S/4HANA provides scalable, real-time, predictive and simulation capabilities



SAP S/4HANA is only available as a cloud solution

SAP S/4HANA is made for siloed, non-integrated business

SAP S/4HANA enables instant, contextual information and a personal experience



SAP S/4HANA is SAP's new suite to help customer reimagine their business



Guess What...

... Which of the following are top capabilities in the Real-Time Inventory Management use case from an IT perspective?

- No aggregate tables
- Reduced memory footprint
- Separation of data entities
- Highest possible data consistency
- Unlimited backups for inventory data

Guess What...

... Which of the following are top capabilities in the Real-Time Inventory Management use case from an IT perspective?

No aggregate tables



Reduced memory footprint



Separation of data entities

Highest possible data consistency



Unlimited backups for inventory data

Guess What...

... Which types of integration are currently available between SAP S/4HANA and other cloud solutions from SAP?

- Hybris
- Ariba
- SAP Business One
- Successfactors
- SAP S/4HANA integration to SAP Business ByDesign

Guess What...

... Which types of integration are currently available between SAP S/4HANA and other cloud solutions from SAP?

Hybris



Ariba



SAP Business One

Successfactors



SAP S/4HANA integration to SAP Business ByDesign



Thank you!

Navigation

SAP University Competence Center Magdeburg
01. Mai 2019

Teaching material - Information



Teaching material - Version

- GBI 3.3 on S/4HANA 1909 / May 2019

- Software used
 - S/4HANA 1809
 - Fiori 2.0

- Model
 - Global Bike

- Prerequisites
 - No Prerequisites needed

Module Information



Authors

- Babett Ruß



Target Audience

- Beginner

Module Information

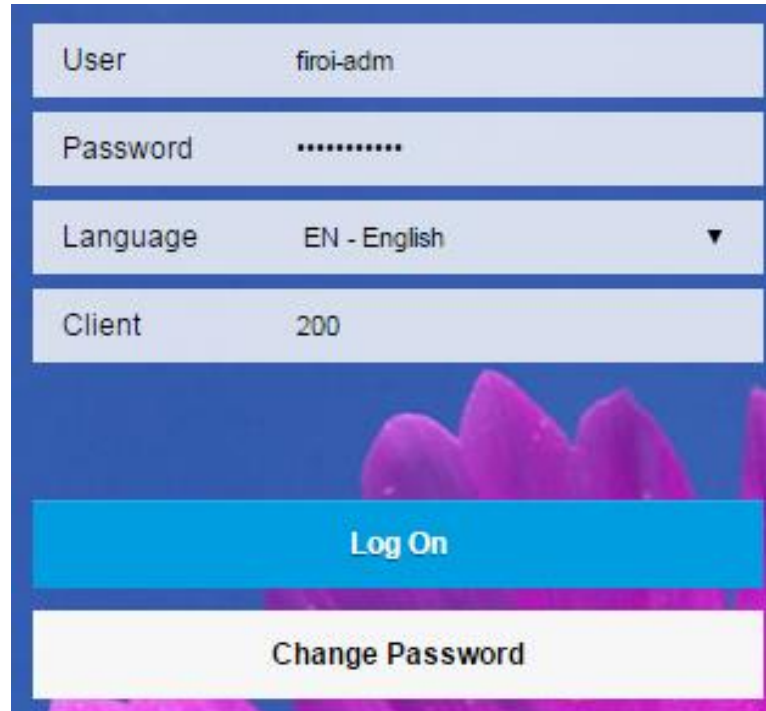


Learning Objectives

At the end of this chapter you can

- Log on to the Fiori Launchpad
- Describe the FLP elements of tile groups, tiles, help and search
- Apply personal system settings,
- Effectively use help
- Understand the difference between the transactional, analytical and Fact Sheet Fiori app types.

Log on to an SAP system

A screenshot of the SAP login interface. It features a blue header bar at the top. Below it, there are four input fields: 'User' with the value 'firoi-adm', 'Password' with masked characters '*****', 'Language' with a dropdown menu showing 'EN - English', and 'Client' with the value '200'. At the bottom, there are two buttons: a blue 'Log On' button and a white 'Change Password' button. The background of the form area is a light blue gradient with a faint image of purple flowers.

User	firoi-adm
Password	*****
Language	EN - English ▼
Client	200

Log On

Change Password

SAP Fiori Launchpad (FLP)

The screenshot displays the SAP Fiori Launchpad (FLP) interface. At the top left, there is a user profile icon and the SAP logo, with an arrow pointing to the text "User Options Page". To the right of the logo is the text "Company Logo". The top navigation bar includes the word "Home" and a search icon, with an arrow pointing to the text "Global Search". Below the navigation bar, there are several tabs for different business areas: Controlling, Enterprise Asset Management, Financial Accounting, Materials Management, Navigation, Production Planning and Execution, Project Management, Sales and Distribution, and Warehouse Management. The main area is filled with a grid of Fiori tiles, each representing a specific business process. An arrow points to one of these tiles with the text "Fiori Tile". On the right side, an arrow points to the grid of tiles with the text "Tile Groups".

User Options Page

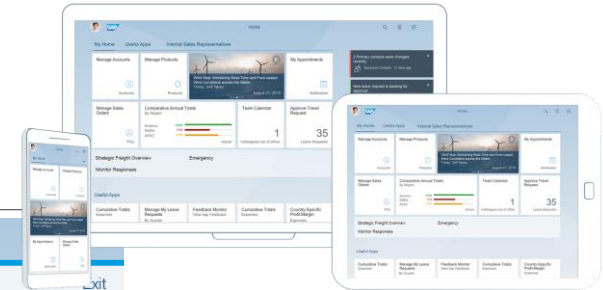
Company Logo

Global Search

Tile Groups

Fiori Tile

Fiori app example - Sales Order



Display Standard Order 2: Overview

Change Display Document Flow Status Overview Header Output Preview Loading Units and Aggregation Categories More

Standard Order: 2 Net Value: 15.000,00 USD

Sold-To Party: 5998 Beantown Bikes / 299 Summer St / Boston MA 02210

Ship-To Party: 5998 Beantown Bikes / 299 Summer St / Boston MA 02210

Cust. Reference: Z998 Cust. Ref. Date:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. Deliv.Date: D 27.05.2016 Deliver.Plant:

Complete Delv.: Total Weight: 42.550 G

Delivery Block: Volume: 0,000

Billing Block: Pricing date: 27.05.2016

Card type: Exp.date:

Card Verif. Code:

Pyt Terms: 0001 Pay immediately w/o deduction

Inco. Version:

Incoterms: FOB

Inco. Location1: Miami

Inco. Location2:

Order Reason:

Sales Area: UE00 / WH / BI US East, Wholesale, Bicycles

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	HL Itm	De	First date	Plnt	CnTy	A
<input type="checkbox"/>	10 DXTR1998		5	EA	Deluxe Touring Bike (black)		TAN	0	D	27.05.20...	MI00		
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													

Consider the subsequent documents View Details

Header Data

Item overview

Item Details

Help Functions in 'classic' Fiori Apps

The screenshot illustrates the help functions available in a classic Fiori app. It shows the main app interface with a search field for 'Business Partner:'. A callout box labeled 'F1: Description of input fields' points to the search field. A second callout box labeled 'F4: Value list' points to a search dialog box. This dialog box contains search criteria fields: 'Name 1/last name', 'Name 2/First name', 'Search term 1', 'Search term 2', 'Business Partner', 'BP Category', and 'Maximum No. of Hits' (set to 500). An arrow from the dialog points to a results window titled 'Business Partner Number (1)'. This window displays a table of search results with columns for Name, Search term 1, Search term 2, and BP. The table lists 54 entries, including 'ABS BRAKES GMBH', 'AIRPORT BIKES', 'ALSTER CYCLING', 'BAVARIA BIKES', 'BEANTOWN BIKES', 'BIG APPLE BIKES', 'BOOMTOWN TIRE & WHEEL', 'BURGMESTER ZUBEHÖR OHG', 'CAPITAL BIKES', 'CARDINAL PROPERTIES 000', 'COLOGNE BIKE SUPPLIES', 'CRUISER BIKES', 'DALLAS BIKE BASICS', 'DC BIKES', 'DRAHTSEIL', 'FAHRROTT', 'FLAT TIRE AND MORE', 'FUN N THE SUN SEATS N BARS', 'FURNITURE CITY BIKES', and 'GREEN BI AZERS SEATS'. A 'Performance Assistant' window is also visible in the top right, providing a description of the 'Business Partner Number' field: 'Key identifying a business partner in the SAP system. The key is unique within a client.'

F1: Description of input fields

F4: Value list

Name 1/last name	Name 2/First name	Search term 1	Search term 2	BP
ABS BRAKES GMBH		000		2
AIRPORT BIKES		000		2
ALSTER CYCLING		000		2
BAVARIA BIKES		000		2
BEANTOWN BIKES		000		2
BIG APPLE BIKES		000		2
BOOMTOWN TIRE & WHEEL		000		2
BURGMESTER ZUBEHÖR OHG		000		2
CAPITAL BIKES		000		2
CARDINAL PROPERTIES 000		000		2
COLOGNE BIKE SUPPLIES		000		2
CRUISER BIKES		000		2
DALLAS BIKE BASICS		000		2
DC BIKES		000		2
DRAHTSEIL		000		2
FAHRROTT		000		2
FLAT TIRE AND MORE		000		2
FUN N THE SUN SEATS N BARS		000		2
FURNITURE CITY BIKES		000		2
GREEN BI AZERS SEATS		000		5

SAP Help Portal - https://help.sap.com

SAP SAP Help Portal

Search across All SAP Products

Enter keywords or a product name

Search and Navigation Basics

This video will show you how to search and navigate in the SAP Help Portal.

Advanced Search

Optimize your search with a variety of advanced search features.

[Learn about search features](#)

View a complete list of products on the Product Finder.

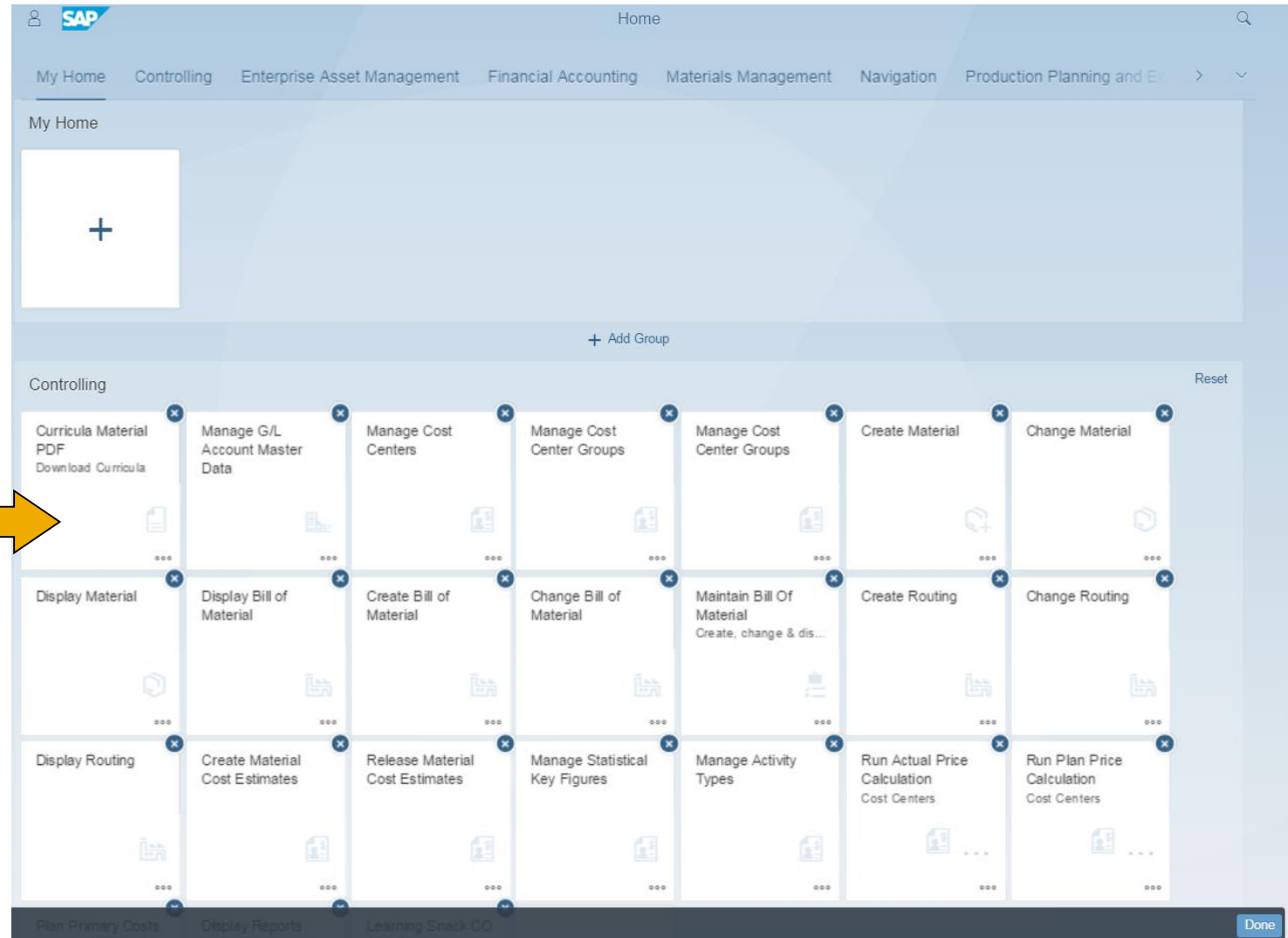
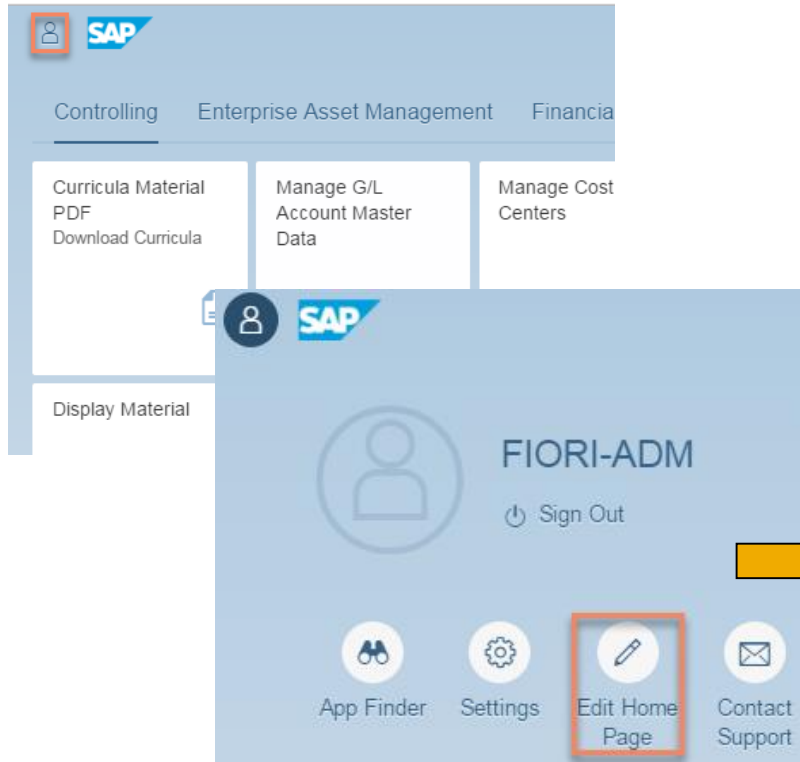
[Product Finder](#)

Support

Get service, support, and professional advice

[Contact support](#)

Edit Launchpad



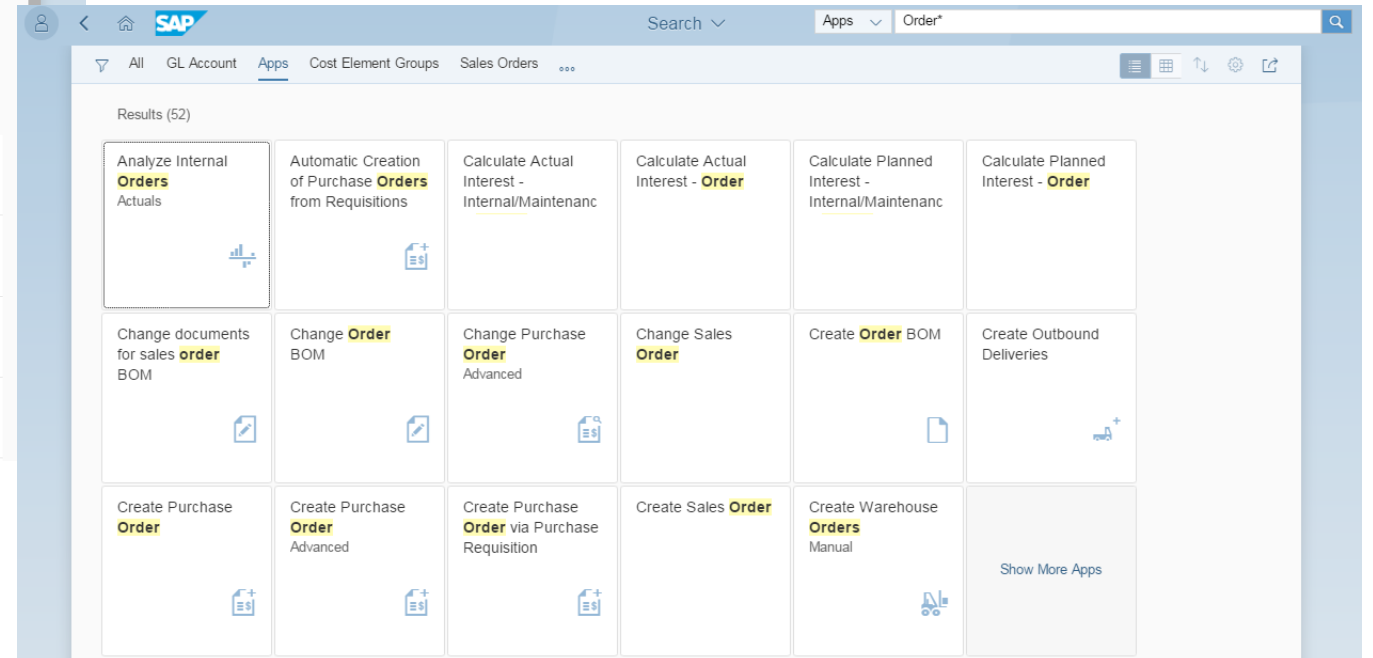
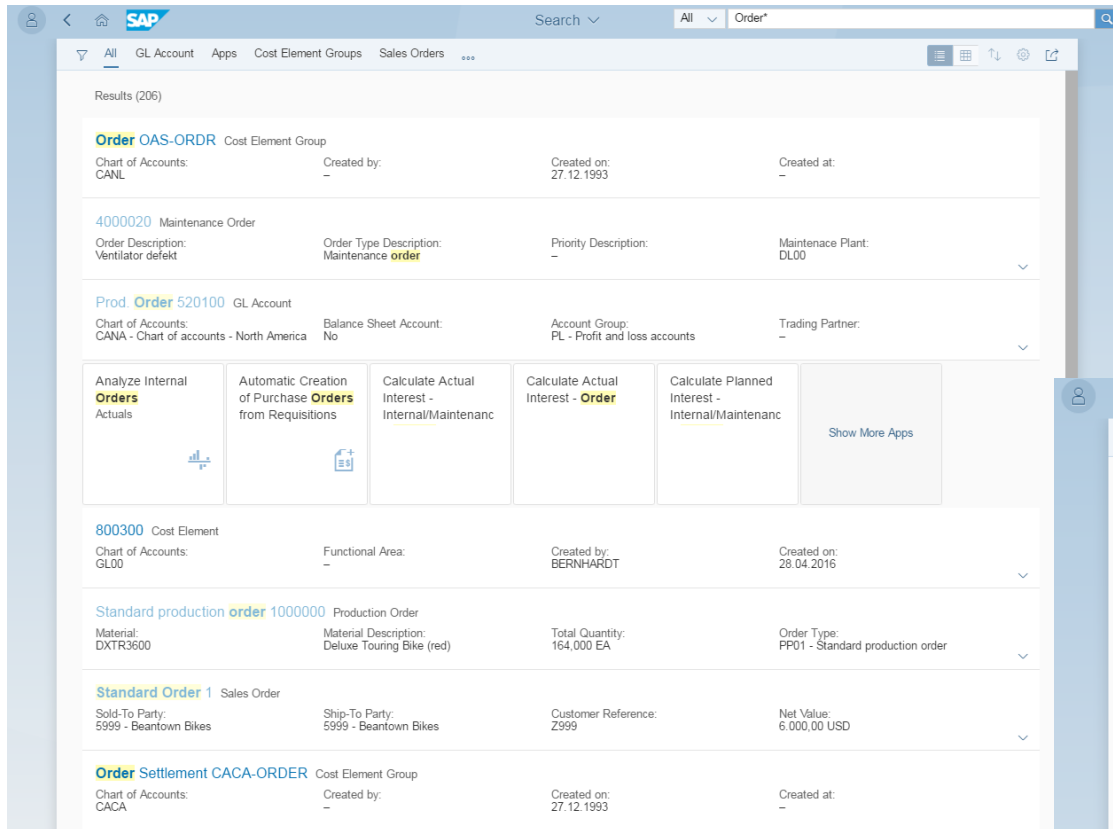
In this area, you can add and delete apps or change the names of existing ones. Please note that you can only include apps that you are authorized to use.

Change Appearance

The image illustrates the process of changing the appearance theme in SAP Fiori-ADM. On the left, a screenshot of the Fiori-ADM home screen shows the 'Settings' icon highlighted with a red box. A yellow arrow points from this icon to the right, where a detailed view of the 'Settings' application is shown. The 'Appearance' section is selected, displaying three theme options: 'SAP Belize' (selected with a checkmark), 'SAP Belize Deep', and 'SAP High Contrast Black'. Below this, the 'DISPLAY SETTINGS' section is visible, with 'Cozy Content Spacing' currently set to 'OFF'. The bottom of the settings screen features 'Save' and 'Cancel' buttons.

In this area, you can change the screen colour theme.

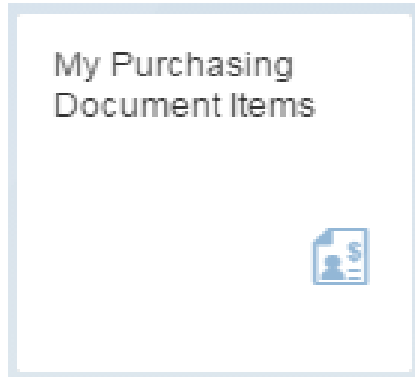
Search Function



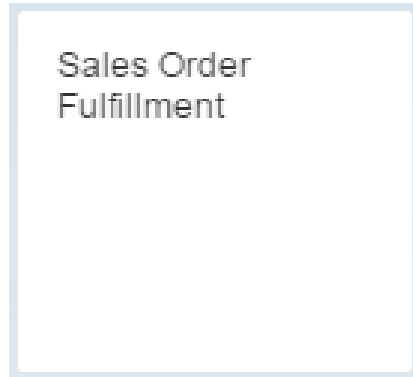
Using the SAP Enterprise Search, you can search for any master data, transaction data or apps.

Fiori Apps

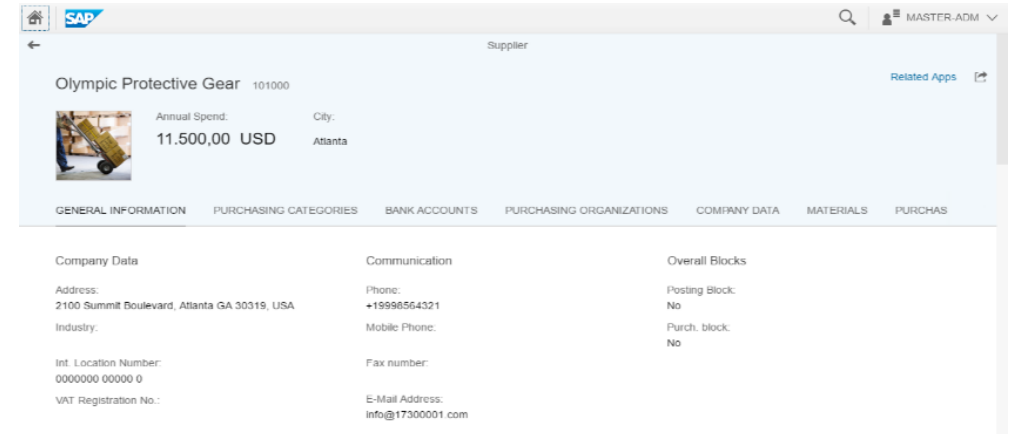
Transactional Apps



Analytical Apps



Fact Sheet Apps



SAP Fiori UX App Types

Transactional	Analytical	Factsheet
Task-based Access Access to tasks like change, create, or entire processes with guided navigation	Insights Visual overview of a dedicated topic for further KPI related analyses	Search and Explore View essential information about objects and contextual navigation between related objects
Run on: Any DB, SAP HANA • Exceptions apply for Financials and MRP • Selected apps were downloaded (next slide)	Run on: SAP HANA For SAP Smart Business, consider «HANA side car» approach as long as you are not running Suite on HANA	Run on: SAP HANA

Multiple Selection

Database Selections

Material:

Plant:

Storage Location:

Batch:

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	465,000
DE00 Global Bike Germany GmbH	120,000
HD00 Plant Heidelberg	120,000
FG00 Finished Goods	120,000
US00 Global Bike Inc.	345,000
DL00 Plant Dallas	250,000
FG00 Finished Goods	250,000
MI00 DC Miami	95,000
FG00 Finished Goods	95,000

Database Selections

Material:

Plant: to:

Storage Location: to:

Batch:

Select Single Values (2)

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	345,000
US00 Global Bike Inc.	345,000
DL00 Plant Dallas	250,000
FG00 Finished Goods	250,000
MI00 DC Miami	95,000
FG00 Finished Goods	95,000

O...	Sing...
<input type="checkbox"/>	DL00
<input type="checkbox"/>	MI00

Summary

You are now able to:

- Log on to the Fiori Launchpad
- Describe the FLP elements of tile groups, tiles, help and search
- Apply personal system settings,
- Effectively use help
- Understand the difference between the transactional, analytical and Fact Sheet Fiori app types.



Thank you!

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Navigation in SAP S/4HANA

Introduction to Navigation in SAP solutions on the example of SAP S/4HANA.

Product

SAP S/4HANA
On-premise
SAP Fiori

Level

Beginner

Focus

Navigation in SAP
S/4HANA Fiori 2.0

Authors

Babett Ruß
Stefan Weidner

Version

3.3

Last Update

May 2019

MOTIVATION

This material explains how to navigate in SAP S/4HANA systems using the SAP Fiori apps. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP Fiori. It can be used in the class or for self-study.

After completion of the course, students will be able to navigate through the SAP Fiori interface to work on business processes and case studies on their own. Furthermore, this material serves as a reference for occasional users of SAP systems.

LEARNING METHOD

Before you use this case study, you need to have an SAP S/4HANA user account.

The learning method used is guided learning. This is a suitable method because navigating in SAP systems is a fundamental skill but also very complex.

The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. Similar to a case study, this method explains a process or procedure in detail.

By using exercises at the end of each part, students can put their knowledge into practice and gain a sustainable understanding of the underlying processes.

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LEARNING SNACKS36

Step 1: Logging in to SAP S/4HANA

Task Log in to the system.

Time 10 Min.

Launch a web browser and use the link provided by your instructor to log in.

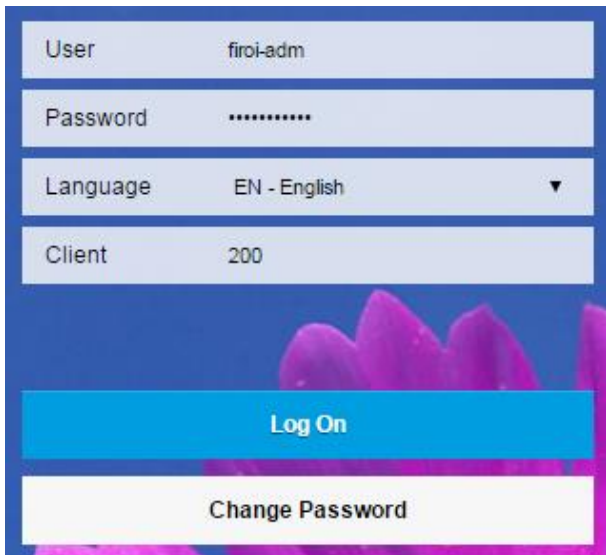
Alternatively, you can use the SAP GUI. Enter the SAP Easy Access Menu and click on the **Fiori Launchpad** in your favorites.

SAP Fiori Launchpad



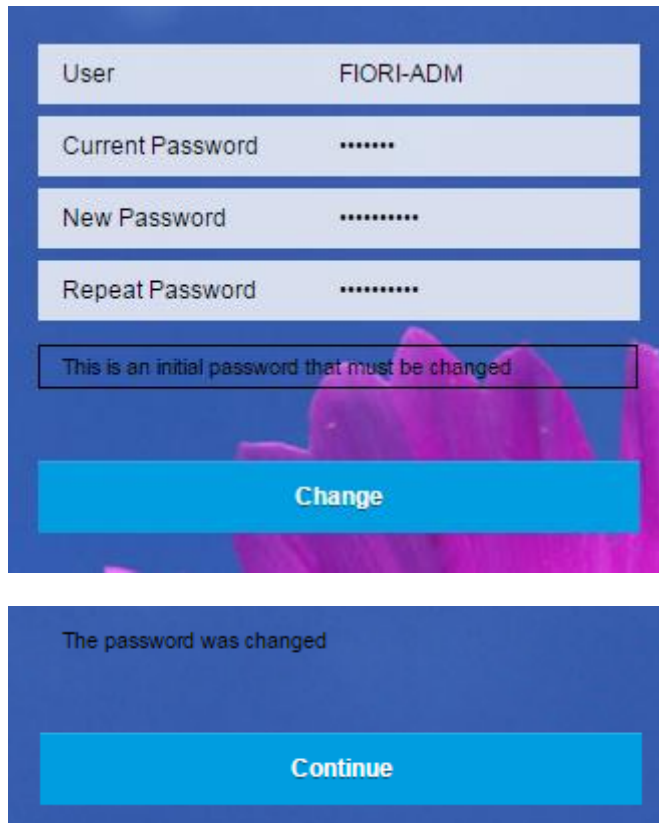
In the log in screen enter your UserID, password, **EN** should be defaulted for Language, and enter your **client** number. Click on Log On.

User name
Password
Client
English

A screenshot of the SAP Fiori Launchpad login interface. It features four input fields: 'User' with the value 'fiori-adm', 'Password' with masked characters, 'Language' with a dropdown menu set to 'EN - English', and 'Client' with the value '200'. Below the fields are two buttons: a blue 'Log On' button and a white 'Change Password' button. The background has a decorative floral pattern.

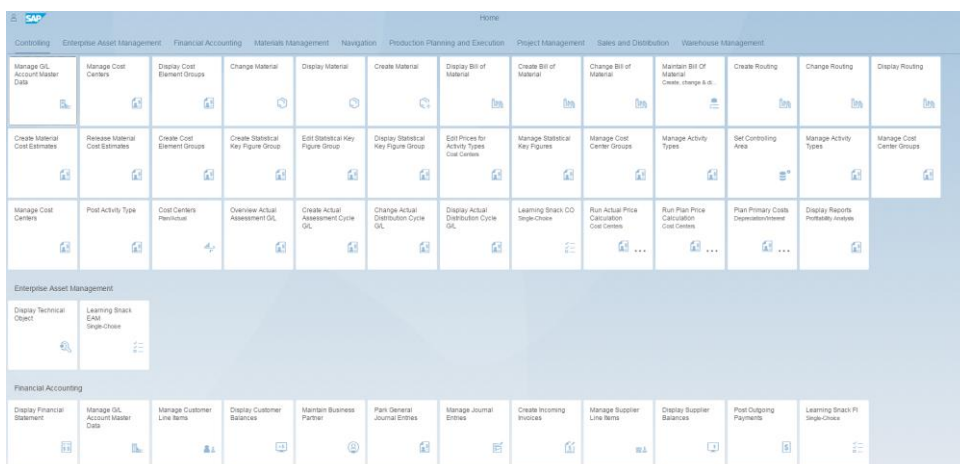
When you log in for the first time, you are requested to change your password. Enter a **password of your choice**, confirm it and click change.


Password of your choice



The next screen verifies the password change. Click on **Continue** to reach the SAP S/4HANA home page which is also called the Launchpad. The Launchpad represents the starting point to navigate through all applications and shows all the SAP Fiori apps you are authorised to use. Furthermore, the Launchpad provides an Enterprise Search tool to find more SAP Fiori apps, transaction data, or master data. All SAP Fiori apps are presented as tiles and grouped into different business process groups like Project Management or Financial Accounting.

Continue



Whenever you are in a App and you would like to get back to the Launchpad, you can press the home button  in the upper left corner.

home button



Step 2: Three SAP Fiori app types

Task Get familiar with the three different SAP Fiori app types provided by the Launchpad.

Time 10 Min.

The SAP S/4HANA Fiori Launchpad enables you to use all SAP functions online using a computer or using a mobile device. You can access SAP S/4HANA from tablets or smartphones to perform simple tasks on your mobile device. Furthermore, the SAP Fiori apps provide personalized and faster access to all business processes.

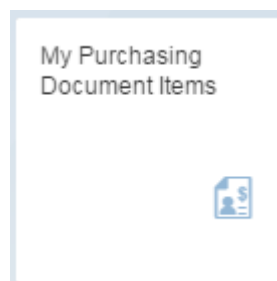
SAP Fiori apps are divided into three different types: Transactional Apps, Analytical Apps, and Fact Sheets.

Transactional Apps:

Transactional Apps are used to perform discrete tasks in a business process or entire business processes including leave or travel requests or purchase orders.

One example of a Transactional App is: *My Purchasing Document Items* which can be found under the Materials Management tab at the top of screen.


My Purchasing
Document Items



Using this app, you can search for a particular purchase order created in the system. Search for Global Bike's Miami distribution center and click GO. You should be able to see two items ordered from Olympic Protective Gear supplier and both materials have been received.

The screenshot shows the SAP Fiori app interface for 'My Purchasing Document Items'. It features a search bar with various filters and a summary table below.

Supplier ID	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
101999 (Olympic Protective Gear)	0	2	2	2

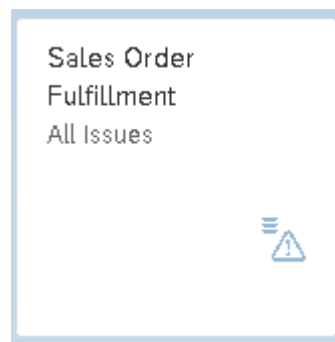
To get back to the Launchpad, press the home button  in the upper left corner.

Analytical Apps:

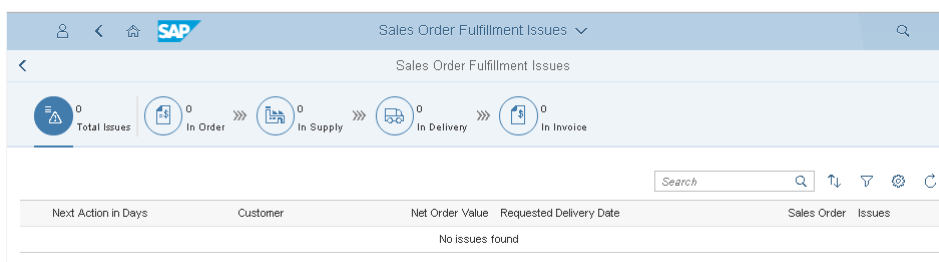
These apps provide role-based real time information about business operations. They create visual overviews and enable you to use complex calculations to react to global market changes. Analytical Apps combine the power of SAP HANA and the ERP suite in S/4HANA. There are two types of analytical apps: SMART Business and Virtual Data Models. SAP SMART Business apps monitor Key Performance Indicators (KPIs) in real time and are flexible to market changes. Virtual Data Models are used to perform queries on enterprise data and present the results in a Fiori app.

The *Sales Order Fulfillment* tile shown below in the Sales and Distribution section is an example of an Analytical App. Click on the *Sales Order Fulfillment* app. You may see that there are Sales Order Fulfillment issues in your client but you may not.

Sales Order Fulfillment




The screenshot below shows all sales orders in the system.



After you perform the order-to-cash case study, you will see more data insight with this app. With the graphic, it is easy to identify the locations of different sales orders. You can select all the orders that have the status *In Order* by

choosing  .

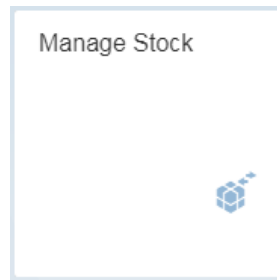
Note It is possible that you see more or less sales orders. Depending on the case studies you solved before.

To get back to the Launchpad, press the home button  in the upper left corner.

home button

Another example of an Analytical App is *Manage Stock*. Click on the app.

ManageStock

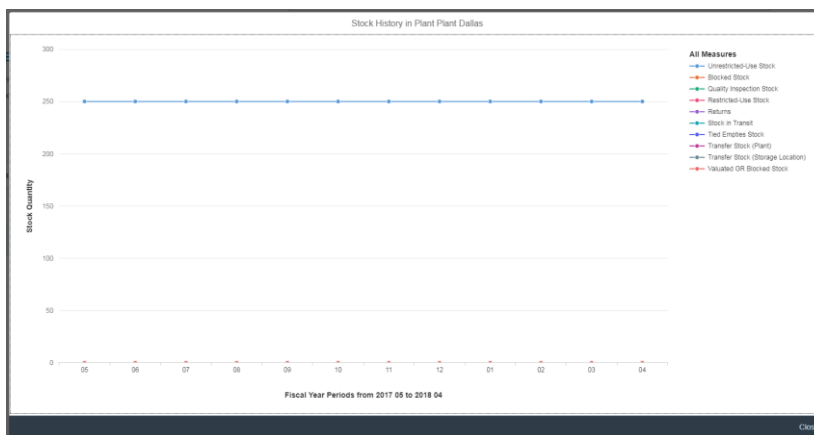



For material fill in **DXTR1###** and make sure **Dallas DL00** is selected for plant.

DXTR1###
DL00

Click on **Stock - Single Material**.

To show the stock history of the plant in Dallas click on the blue and green lines under **Stock History**.



To get back to the Launchpad, press the home button  in the upper left corner.

Fact Sheet Apps:


Fact Sheet Apps provide key information and detailed facts of any business operation. They also allow you to navigate one Fact Sheet to all its related Fact Sheet or to connect to other Transactional Apps.

The three Apps mentioned above are arranged in static and dynamic apps.

Dynamic Apps



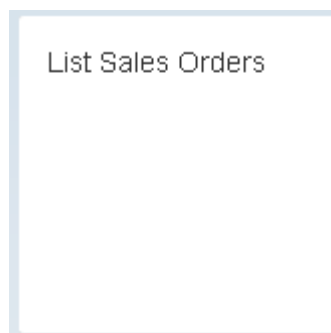
The *Manage Sales Order* app is a dynamic app. At the moment Global Bike has 3 different Sales Orders. If you would create another sales order the number would raise to 4. You might see a number larger than 3 because other students may have already created additional orders.


To get back to the Launchpad, press the home button  in the upper left corner.

home button

Static Apps

The app *List Sales Orders* is an Static app. With this app you can also view sales orders, but you can't see how many sales orders GBI has at the start Launchpad.



To get back to the Launchpad, press the home button  in the upper left corner.

home button



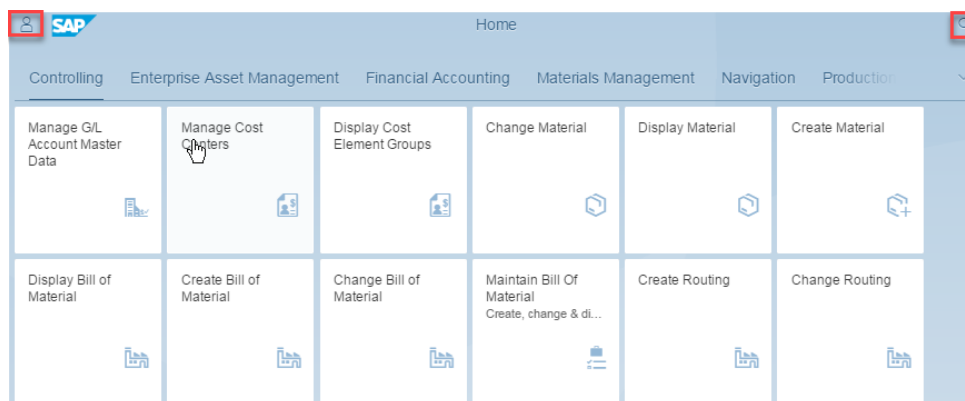
Step 3: Organization and Composition of the Launchpad

Task Acquaint yourself with options and elements of the Launchpad.

Time 10 Min.

The top of the Launchpad includes a search function as well as a setting button.

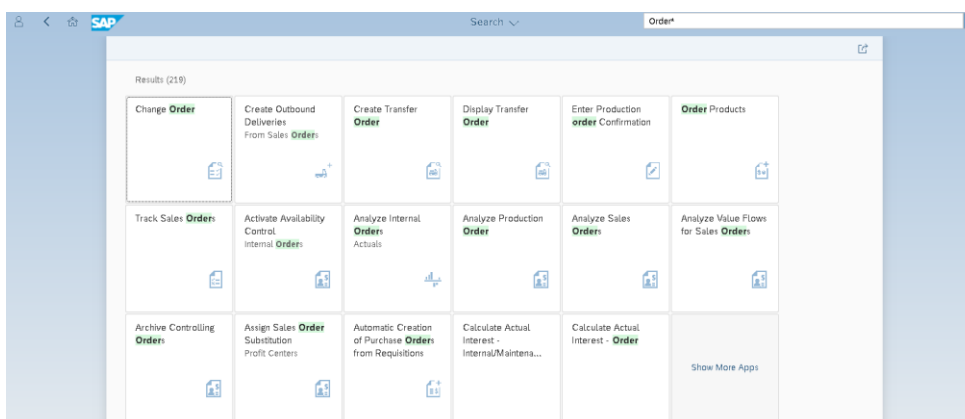
Local Layout



The search function enables you to run a global search or to look for other available SAP Fiori Apps. Due to this search function in SAP S/4HANA, transaction codes are no longer necessary.

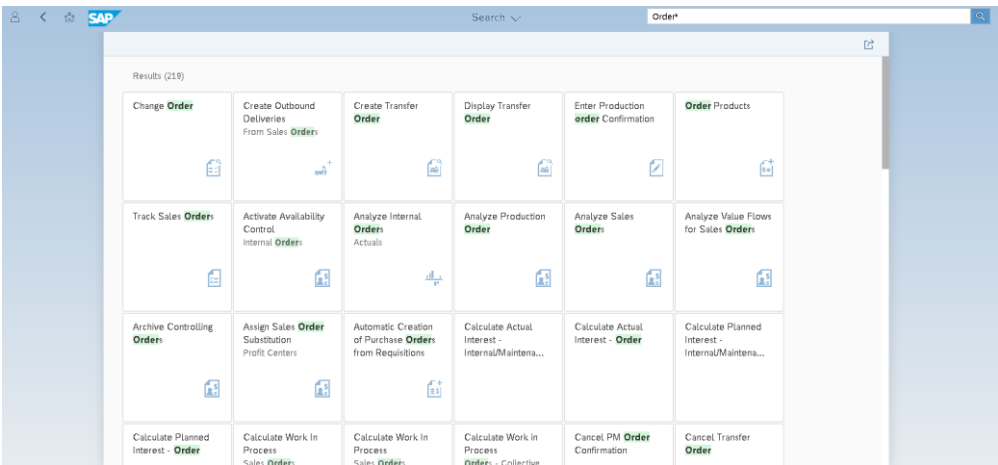
Enter **Order*** as a search term and press Enter. The * represents a wildcard.

Order*



Click on the tile named **Show More Apps** to see all search results.


Show more Apps

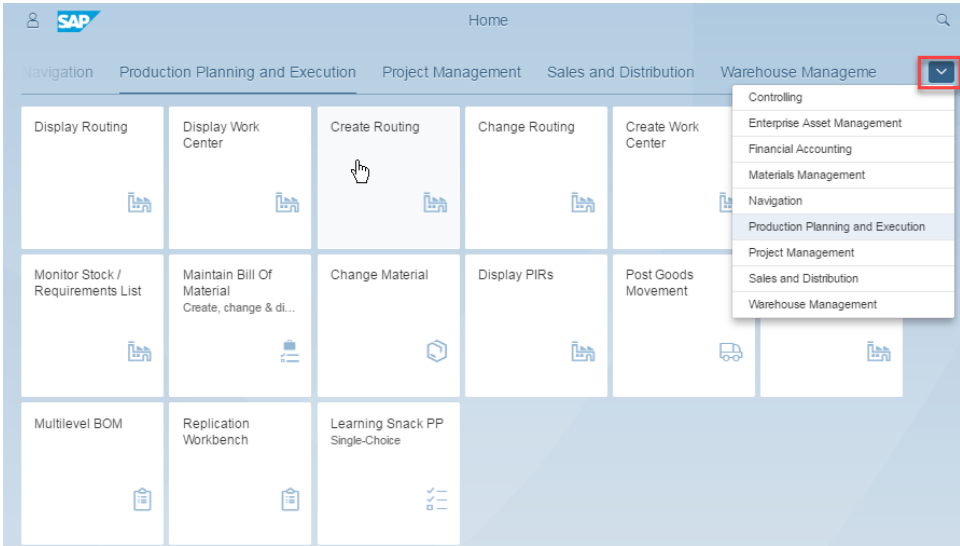


You can see any tile that has anything to do with an order (whether it's a sales order, purchase order, plant maintenance order, etc.) Click on the home button to get back to the Launchpad. Click on the home button to get back to the Launchpad.

home button

All SAP Fiori Apps are depicted as tiles and grouped together. Several tiles give a preview of the content of this specific business process without opening the app.


To see all tile groups listed, click on  in the top right corner. All groups listed are those necessary for your case studies and exercises. The number of tile groups may vary depending on your role.





Please have a look at the group *Materials Management*. Fiori apps are listed such as Manage Stock or Display Supplier Balances.

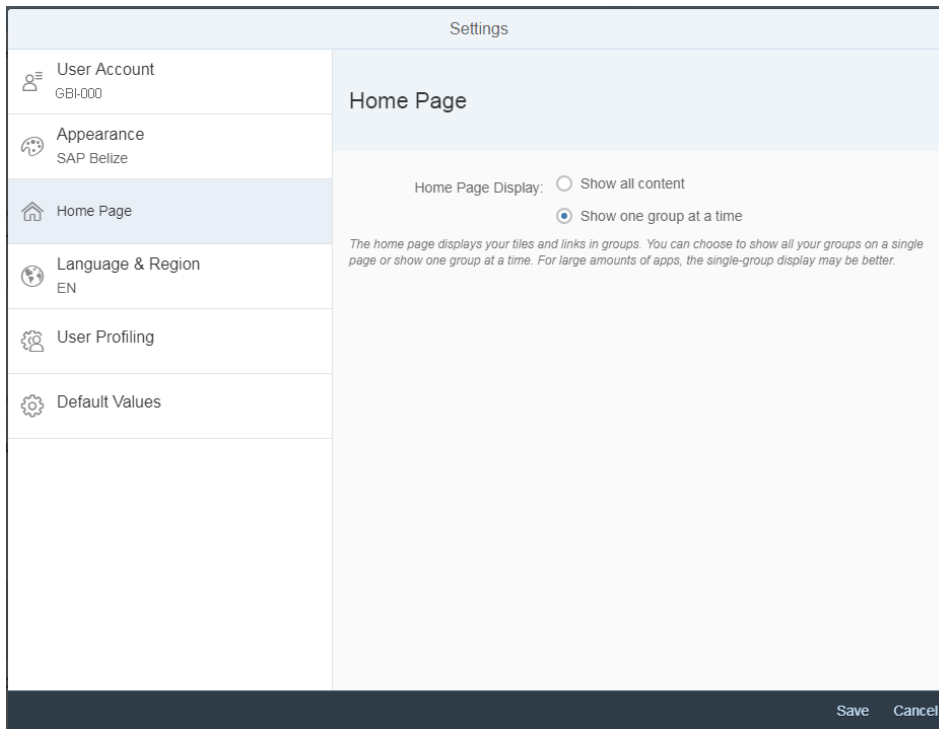
Maintain Business Partner	Create Material	Change Material	Display Material	Create Purchase Requisition	My Purchase Requisitions
Manage RFQs	Create Purchase Order Advanced	Change Purchase Order Advanced	My Purchasing Document Items	Manage Stock	Display Stock Overview MMBE
Material Documents Overview	Post Goods Receipt for Purchase Order	Manage Journal Entries	Manage Supplier Line Items	Manage Supplier Quotations	Display Supplier Invoice Advanced
Create Supplier Invoice Advanced	Supplier Invoices List	Post Outgoing Payments	Display Financial Statement	Create Purchase Order via Purchase Requisition...	Manage Purchase Requisitions
Display and Maintain Purchas... Advanced	Automatic Creation of Purchase Orders from Requisitions	Learning Snack MM Single-Choice			

You have the option to only show one group on the Homepage, or you can show all the tiles of the groups underneath each other.

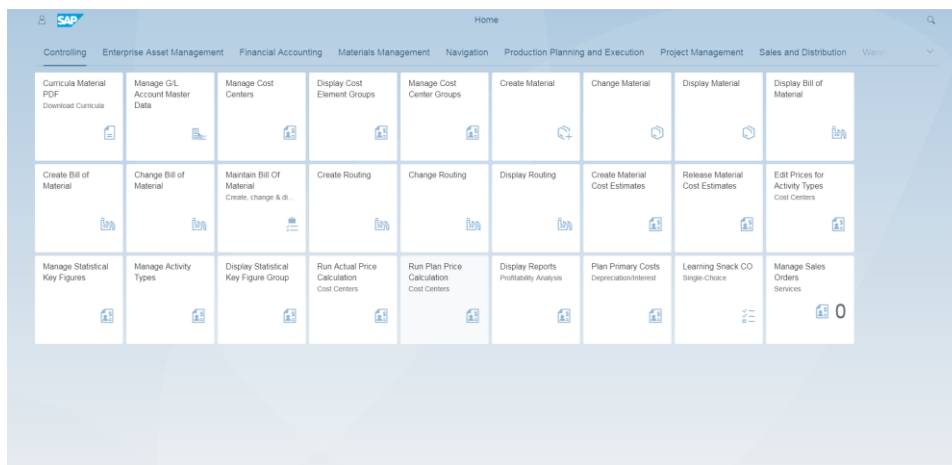
Select the personalize icon  next to the SAP Logo. Open the setting by

clicking on  **Settings**. In the settings choose  **Home Page**.

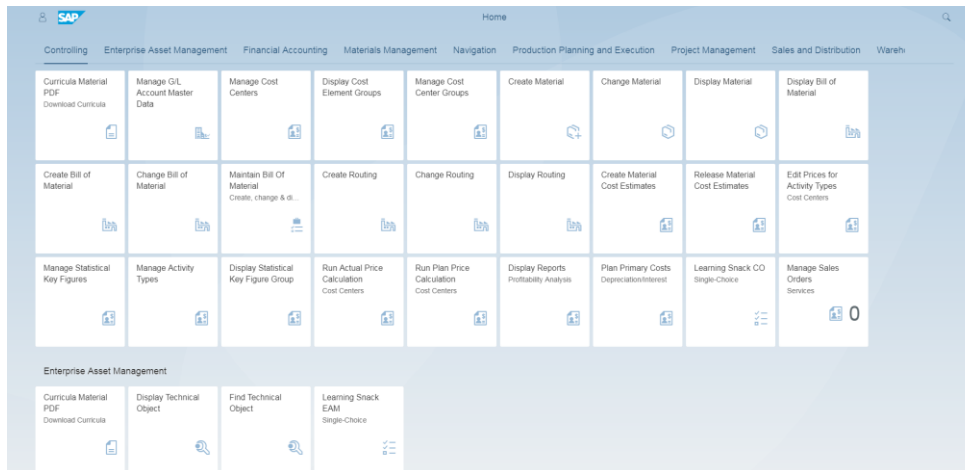
To only see tiles from one group select **Show one group at a time** or **Show all content** to display all groups. Select  to save your change.



Your Launchpad should now just show tiles from one group.



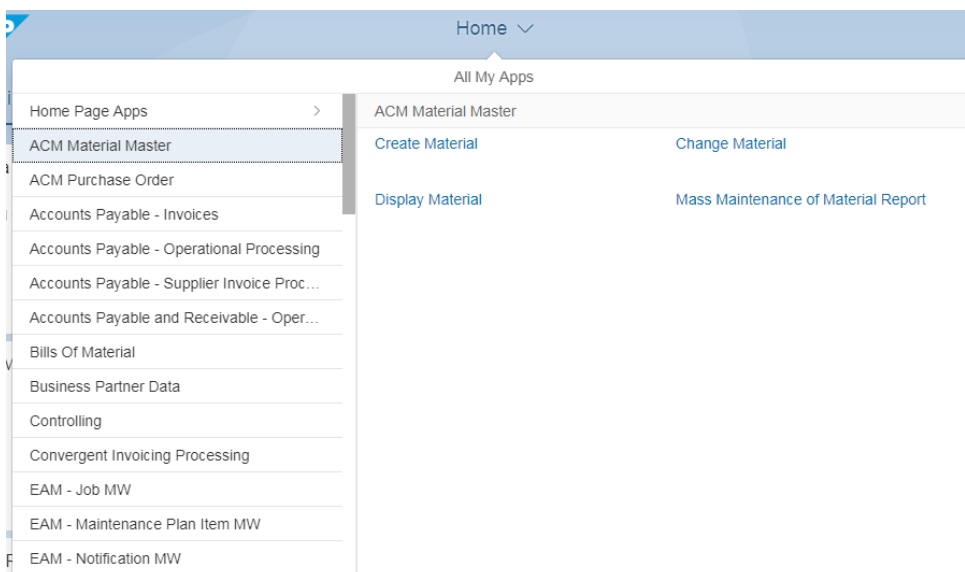
Change it back to the standard **Show one group at a time**.



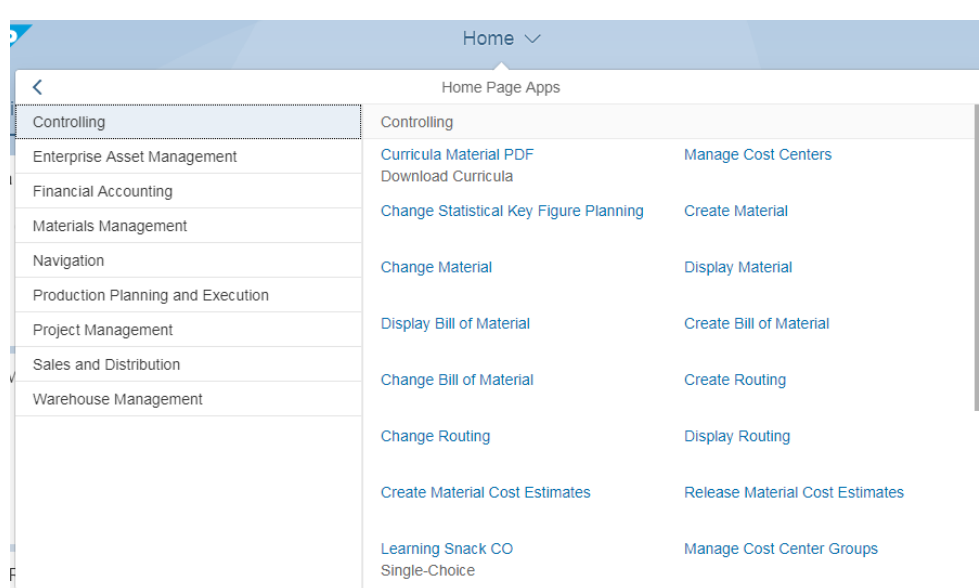
Another way to navigate is through the drop down menu on the top of your Launchpad.

Click on **Home** at the top of your Launchpad.

In the pop-up select **Home Page Apps**.



On the left side you will now see all module groups. On the right side you will see all apps from the selected module group.

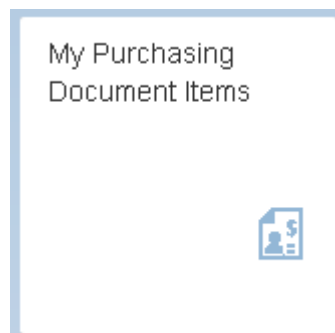


To close the pop-up either click again on Home or outside of the pop-up.

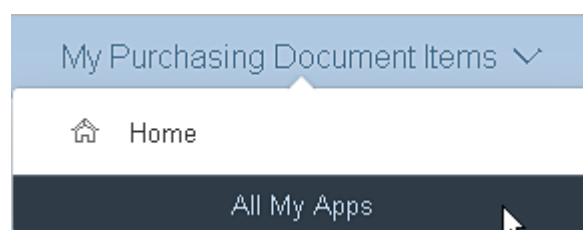
Depending on the app you can use this inside the app to navigate to another one or go back to the homepage.


This functionality is just available with Transactional Apps, Analytical Apps and Fact Sheets. Please note that some of the apps you are using are still WebGUI. This is indicated by the fact that they open in an extra window.

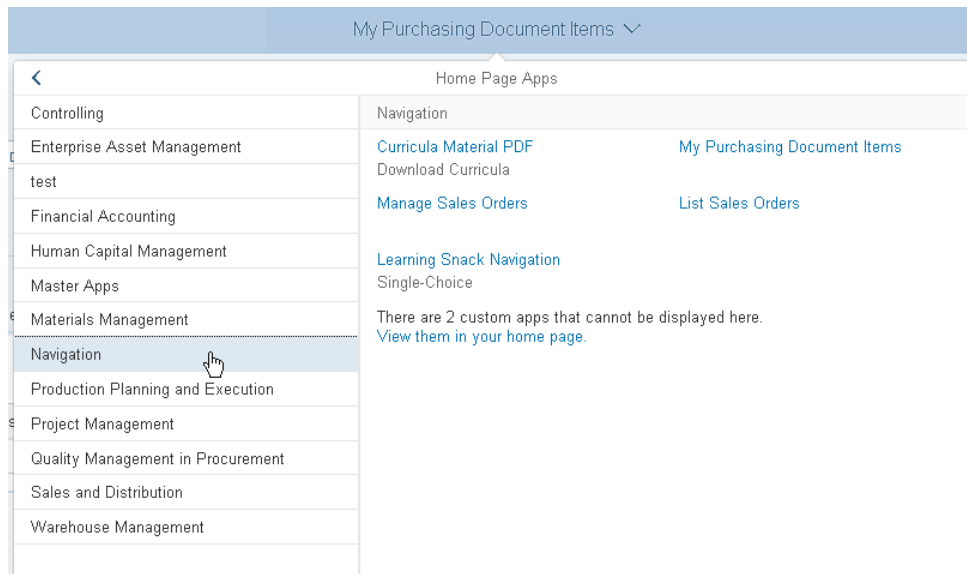
Fiori apps give you the ability to navigate from one app to another app. Select the app *My Purchasing Document Items*.




Select the navigation menu  and then click




Click on . Now you have the ability to navigate to all apps from the different groups of your launchpad. Click on the Navigation group.

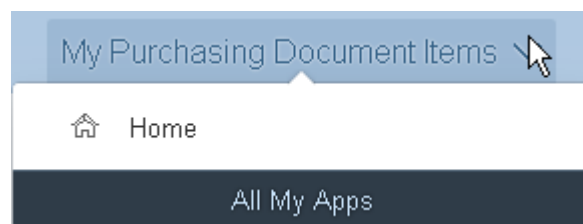


Choose the app [Manage Sales Orders](#).

To get back to the Launchpad, press the home button  in the upper left corner.

There is another way to navigate from a Fiori App to the Fiori Launchpad. Select the *My Purchasing document item* app again.

Select the navigation menu .



Click on  Home


Stay in the Launchpad for the next task.

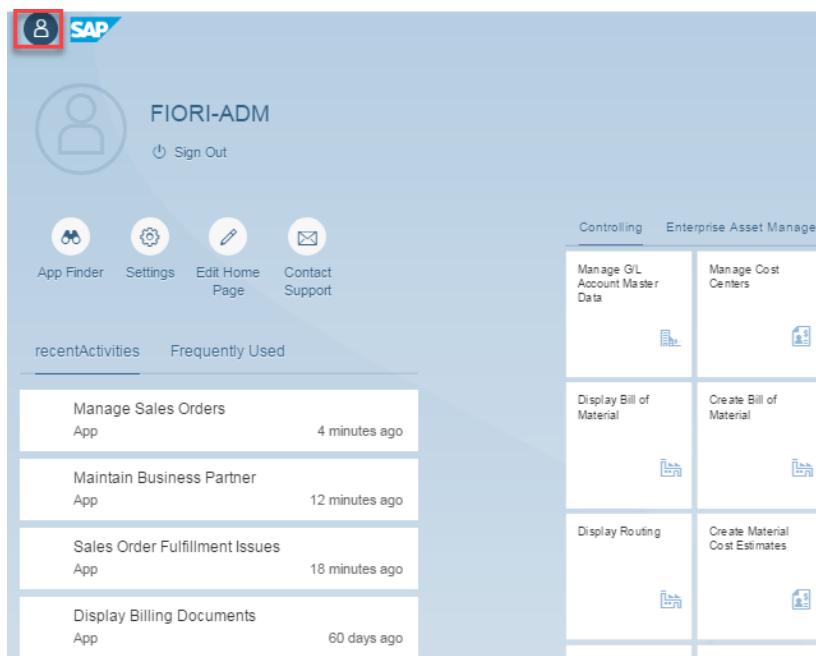


Step 4: Add favorites to your own group

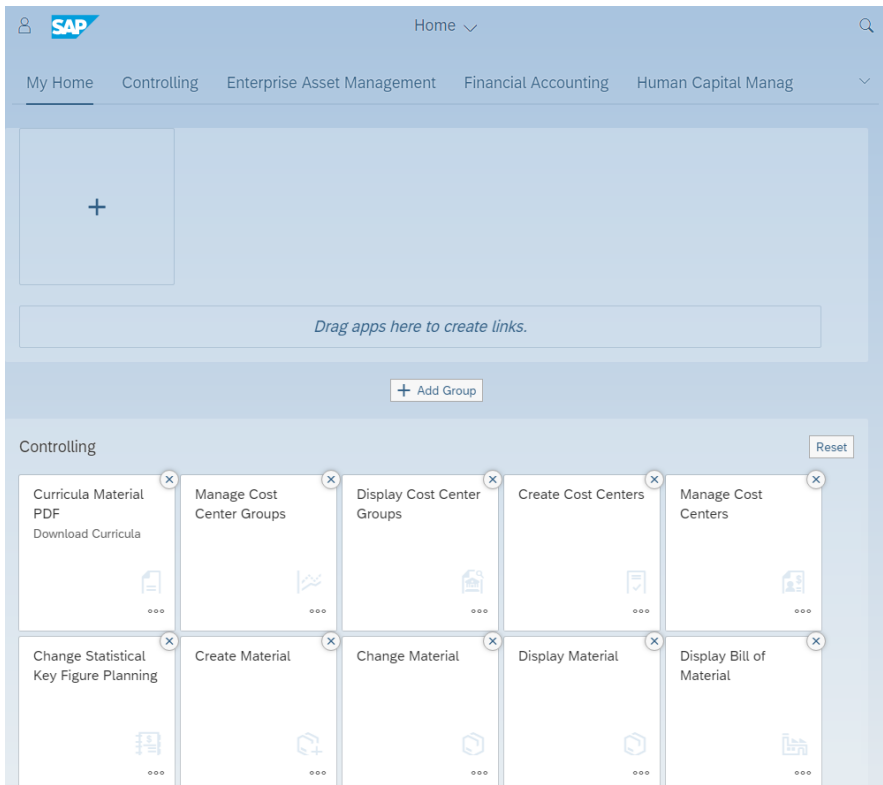
Task Create your own group with your favorite apps.

Time 10 Min.

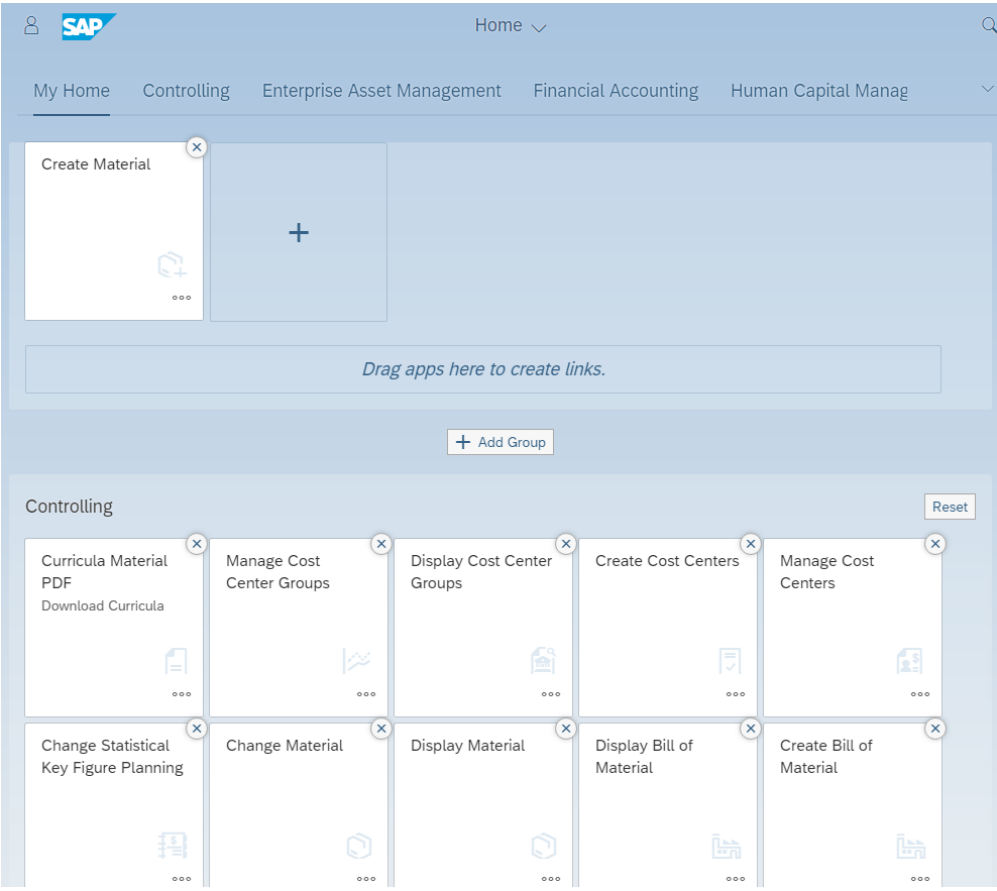
Next to the SAP Logo you find your personalize button . By clicking on it, you can display and change your account settings and personalize your Launchpad. Click on *Edit Home Page*. This mode allows you to rearrange tiles, move them to other tile groups, and label them as you wish.



You can click on one of the tiles and move the tile to a preferred folder.

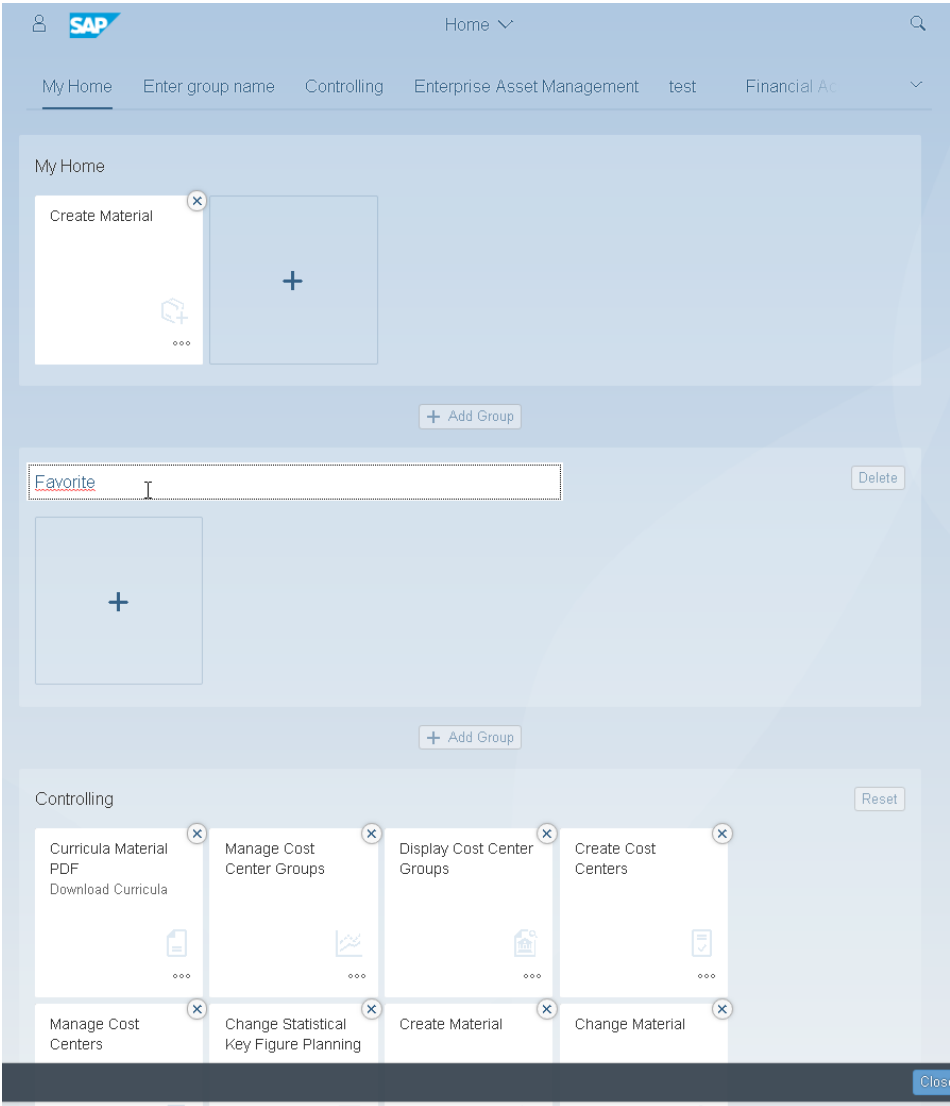


Use Drag & Drop to move the app *Create Material* to the My Home group.

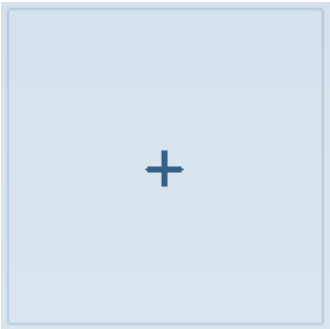


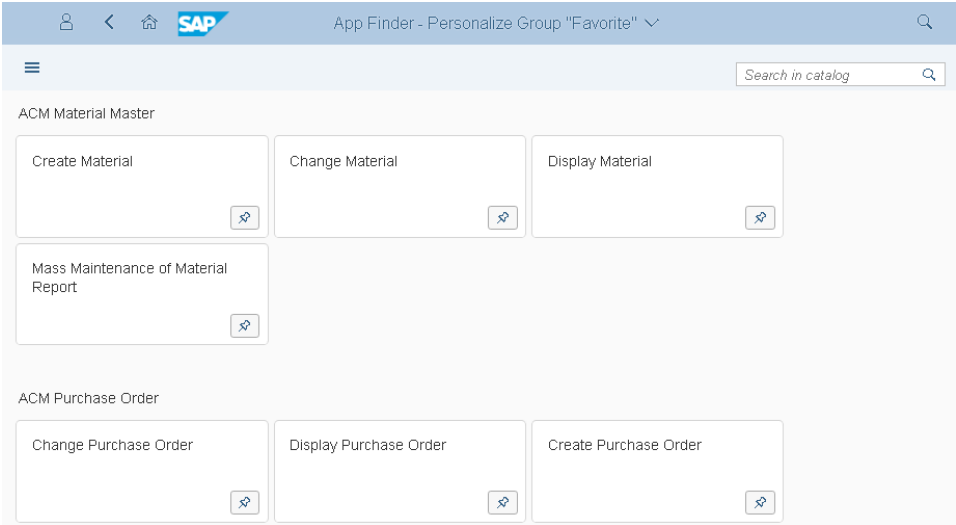
In addition, the Launchpad allows you to create additional groups. Click on **+ Add Group**. Enter **Favorite** as the group name.


Favorite

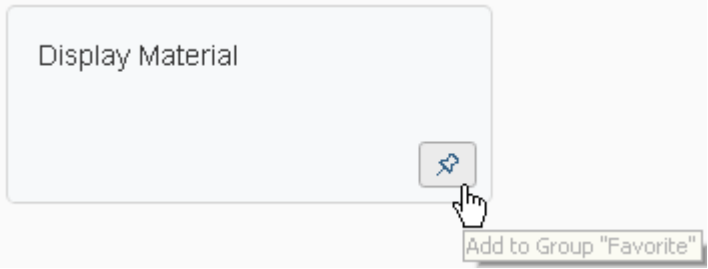


Add an app by clicking



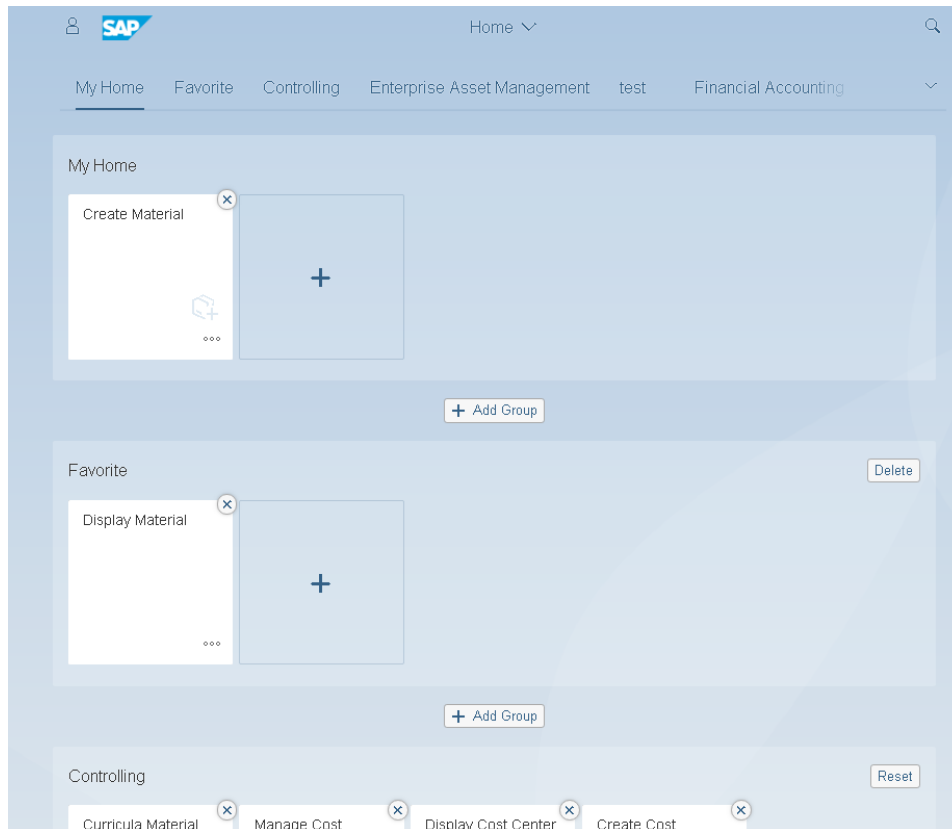



Click on the icon  by the app *Display Material*.




"Display Material" was added to group "Favorite"


Click on .



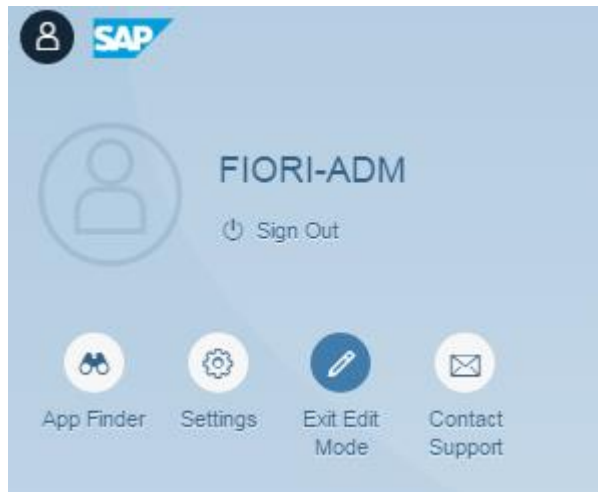
Additionally, you can delete apps with the button . Be careful not to delete apps because this might prevent you from successfully completing your case studies. However, if you do it, you can reset your settings by


choosing . Do this for the group *Controlling*.

If you want you can delete the group *Favorite*, as you will not use it in further tasks.

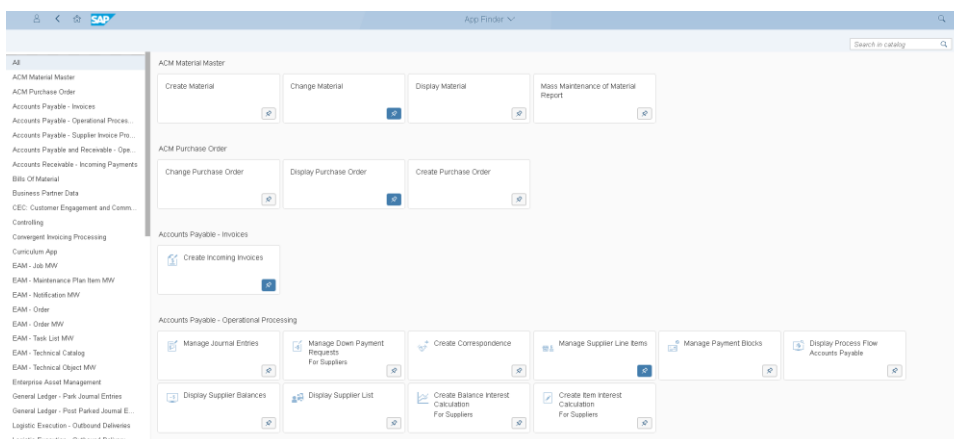
If you want to go back to the Launchpad choose . Alternatively, you




can choose  and press .

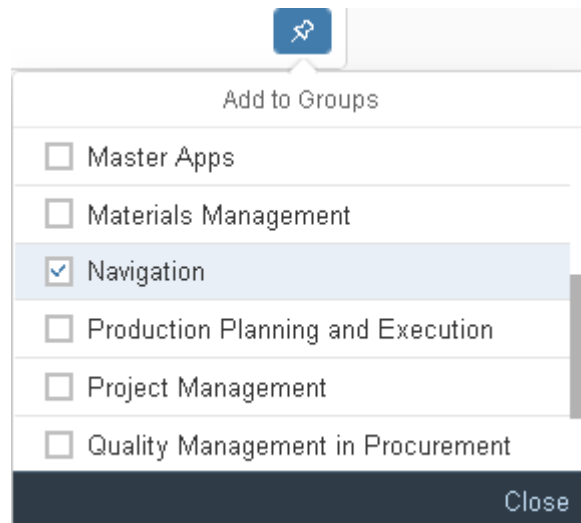


Choose  and then press .

Search in the left section for the group *Material Management*.



Click on  at the app *Maintain Quotations from Vendors* and add the app to *Navigation*. Then click on  and on .



Look in your Fiori Launchpad for the group Navigation and check whether the app has been added to this group.

You can also add an app to your group directly from the application.

To do this, select the app *My Purchasing Document Items* from the *Navigation* group.



Click the Share icon

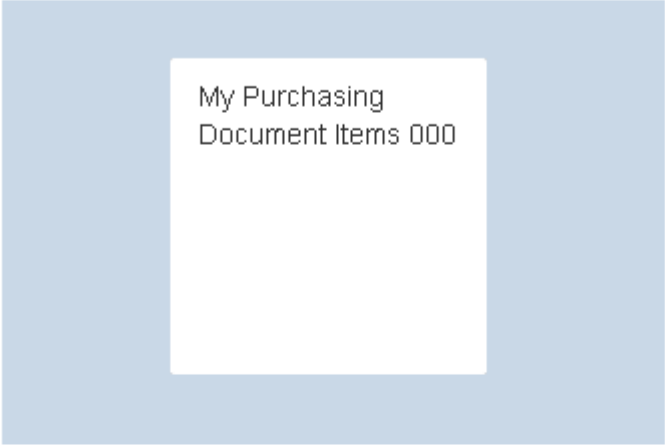


Choose **Save as Tile**. You now have the option to save the app with your own title in any group. Name the app **My Purchasing Document Items ###** and save it in the Navigation group.

My Purchasing
Document Items ###

Save as Tile

Preview:



* Title:

Subtitle:

Description:

Group:

OK Cancel

In your Fiori Launchpad, look for the Navigation group and see if the app has been added to this group.

Stay in the Launchpad for the next task.



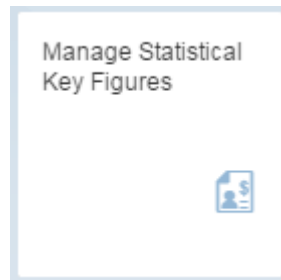
Step 5: Set Settings

Task Learn how to set Settings.

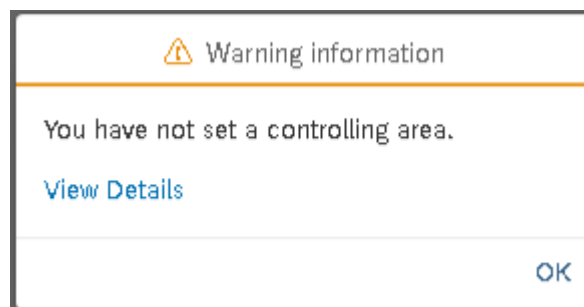
Time 5 Min.


Open the app *Manage Statistical Key Figures*.

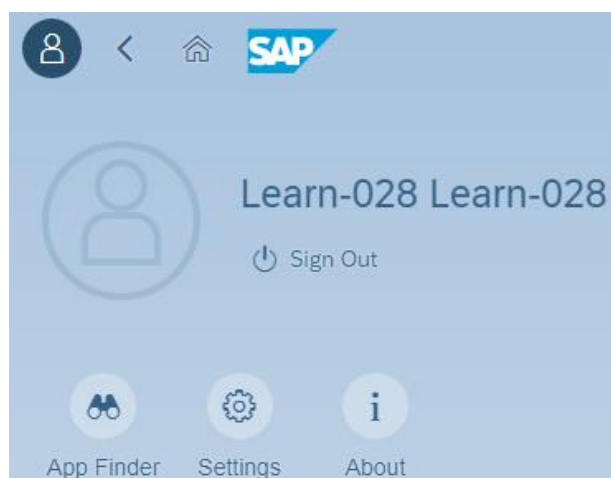
Manage Statistical
Key Figures




You may get the following warning message.



Choose [OK](#). Click on  to set personal settings. You will see the following screen.





Choose . The following screen will appear. Here you can change settings like Language, Date Format and change Default Values.

The screenshot shows the SAP Settings page for user Learn-028. The page is titled "Settings" and has a sidebar on the left with the following menu items: "User Account" (Learn-028 Learn-028), "Appearance" (SAP Belize), "Home Page", "Language & Region" (EN | Time Format: 24h), "User Activities", and "Default Values". The main content area shows the user's profile information: "Learn-028 Learn-028" with a user icon. Below this, there are three input fields: "Name" (Learn-028 Learn-028), "E-Mail" (empty), and "Server" (r65z.ucc.ovgu.de). At the bottom right of the page, there are "Save" and "Cancel" buttons.


Choose Default Values. Scroll to CO Area and enter NA00 for GBI North America Controlling Area. This is the Controlling Area we will use for managerial accounting.

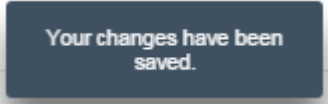
NA00

Default Values

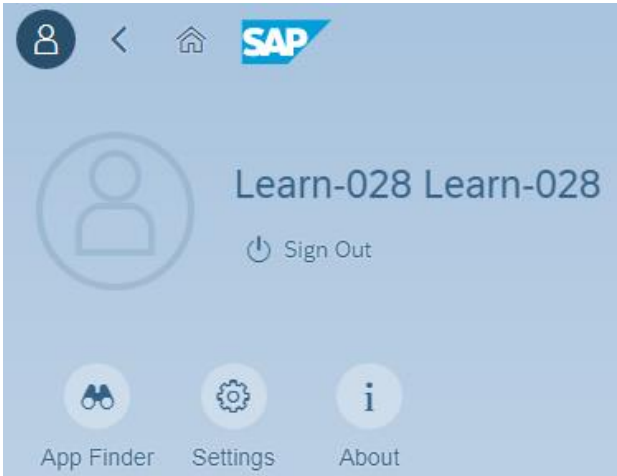
Controlling

CO Area	NA00		Additional Values
Activity Type			Additional Values
Acty Type Group			
Cost center			Additional Values
Cost ctr group			
Cost Element			Additional Values
Cost Object			Additional Values
Functional Area			Additional Values
Order			Additional Values
Profit Center			Additional Values
Stat. key fig.			Additional Values
Stat. KF group			
WBS Element			Additional Values
Project def.			Additional Values


Click on  to save your settings.



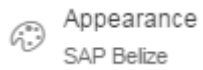
Click at  to personalize SAP Fiori again. You will see the following screen.





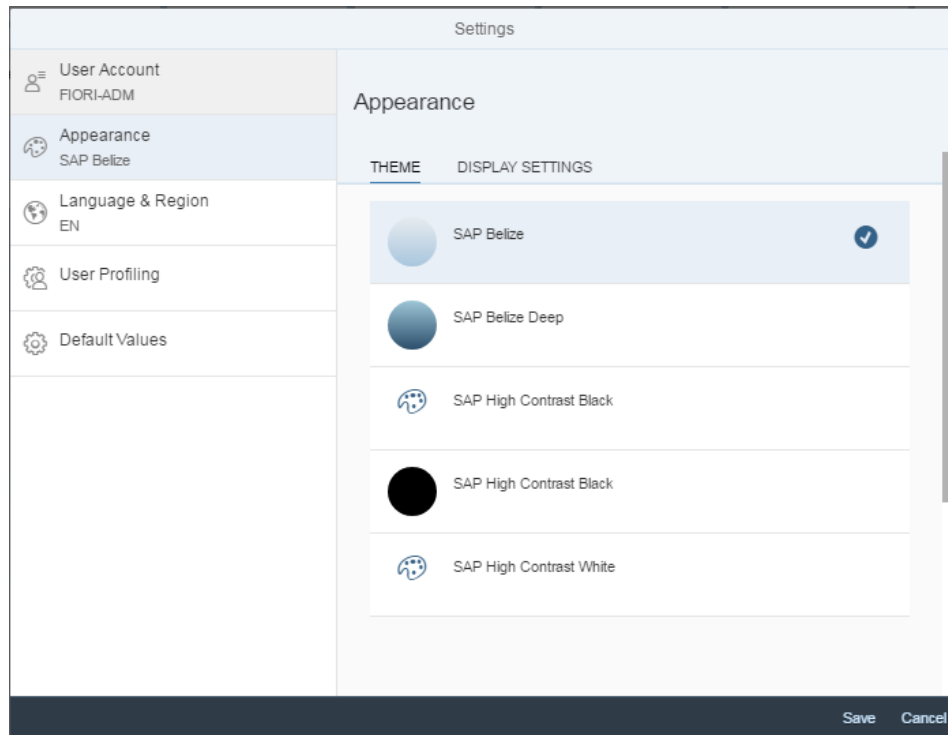


Choose . The following screen will appear. Here you can change settings like Language, Date Format and change default values.

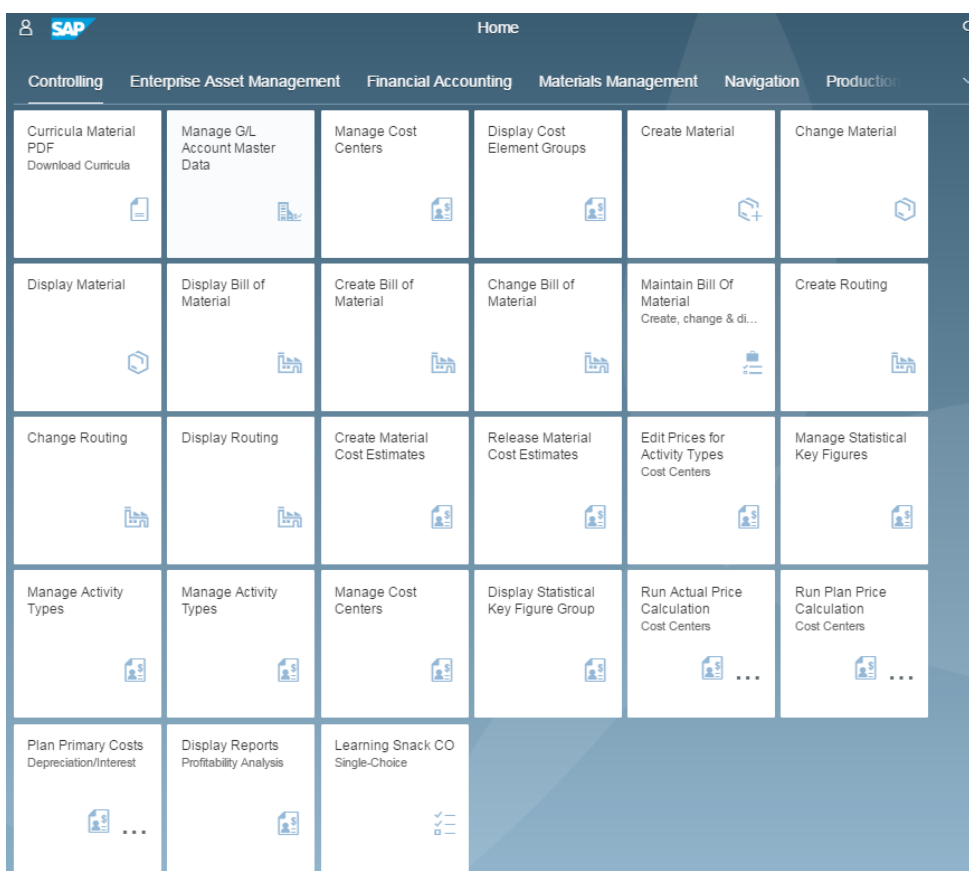
The screenshot shows the SAP Fiori Settings application. The title bar at the top is labeled "Settings". On the left side, there is a vertical navigation menu with the following items: "User Account" (Learn-028 Learn-028), "Appearance" (SAP Belize), "Home Page", "Language & Region" (EN | Time Format: 24h), "User Activities", and "Default Values". The main content area on the right displays the "User Account" settings for the user "Learn-028 Learn-028". It includes three input fields: "Name" (containing "Learn-028 Learn-028"), "E-Mail" (empty), and "Server" (containing "r65z.ucc.ovgu.de"). At the bottom right of the main content area, there are "Save" and "Cancel" buttons.



Choose  **Appearance** . Here you can personalize your Fiori Launchpad by using the tab **THEME**. As you can see, the default theme is SAP Belize.



Choose a new theme and click on **Save**. Your Fiori Launchpad should have changed. The following screenshot displays the theme SAP Belize Deep.



Change it back to the standard theme if you wish.

Stay in the SAP Fiori Launchpad for the next task.



Step 6: Transfer Data into Excel

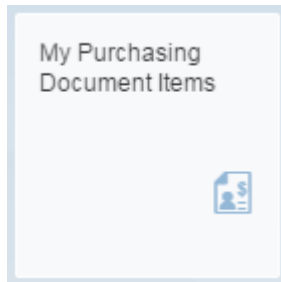
Task Learn how to transfer data into Excel.

Time 5 Min.

As in SAP GUI you have the opportunity to transfer data into external programs. Almost every Fiori app allows a transfer of data into Microsoft Excel.

Open the app *My Purchasing Document Items*.

My Purchasing Document Items




There chose **Supplier Invoices** . Now click on download  .

The screenshot shows the SAP Fiori app interface for 'My Purchasing Document Items'. At the top, there is a search bar and a 'Go' button. Below that are several filter fields: Search, Supplier, Purchasing Group, Material Group, Plant, Status, Cost Center, WBS Element, Sales Order, and Service Performer. A 'Material' field is also present. Below the filters, there is a navigation bar with tabs for 'Overview', 'Purchase Requisitions', 'Purchase Orders', 'Goods Receipts', and 'Supplier Invoices'. The 'Supplier Invoices' tab is selected. Below the navigation bar is a table with columns: Purchasing Document, Material, Quantity, Order Value, Invoice Quantity, Invoice Value, and Status. The table contains four rows of invoice data.

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: 0 EA	1500.00 USD	60 EA	1500.00 USD	Created
Invoice - Gross 5105600101 / 2016 / 000002	Road Helmet (Safety Gear)	Ordered: 150 EA Delivered: 0 EA	3750.00 USD	150 EA	3750.00 USD	Created
Mid-West Supply						
Invoice - Gross 5105600112 / 2017 / 000001	Kettenschloss (Utilities)	Ordered: 200 EA Delivered: 0 EA	6400.00 USD	100 EA	3200.00 USD	Created
Invoice - Gross 5105600111 / 2017 / 000001	Kettenschloss (Utilities)	Ordered: 200 EA Delivered: 0 EA	6400.00 USD	100 EA	3200.00 USD	Created

The system automatically creates and downloads an Excel chart. The Excel document is either shown in your download folder or shown directly in your browser.

	A	B	C	D	E	F	G
	DocumentNo	Year	InvItem	Purch.Doc.	Item	Material	Quantity
1							
2	5105600101	2016	000001	4500000000	00010	OHMT1999	60,00000
3	5105600101	2016	000002	4500000000	00020	RHMT1999	150,00000
4	5105600112	2017	000001	4500000005	00010	CHLO1600	100,00000
5	5105600111	2017	000001	4500000005	00010	CHLO1600	100,00000

To get back to the Launchpad, press the home button  in the upper left corner.



Step 7: Sending Emails


Task Learn how to send emails from SAP S/4HANA

Time 5 Min.


Open the app tile *Manage Statistical Key Figures*.

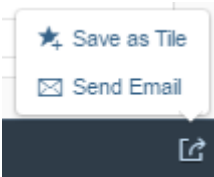
Spend Variance



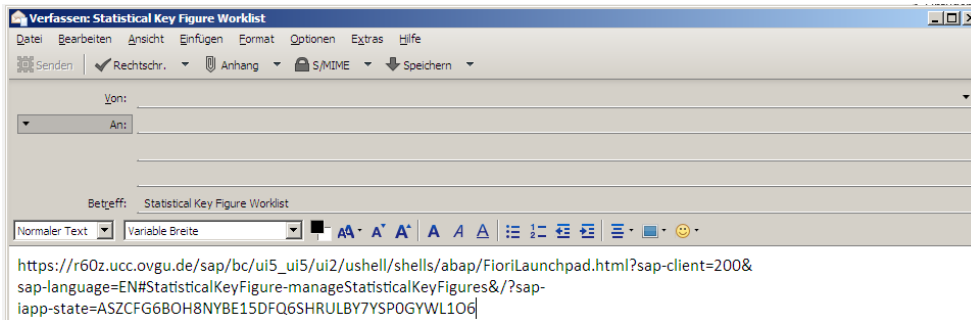
Without entering any values, press . These are cost drivers for costs incurred in the company. Costs will be allocated in managerial accounting using number of employees as the base or area of square meters.

Stat. Key Fig.	Stat. Key Fig. Name	Unit	Stat. Key Fig. Cat.	LIS Data	Assignment	Controlling Area
1001	Number of employees	EA	1 (Fixed values)			NA00 (GBI North America)
1002	Area in square meters	M2	1 (Fixed values)			NA00 (GBI North America)
EMP000	Number of employees	EA	1 (Fixed values)			NA00 (GBI North America)
EMP999	Number of employees	EA	1 (Fixed values)			NA00 (GBI North America)
MA600		PRS	1 (Fixed values)			NA00 (GBI North America)


Click on the button action  which is located in the bottom right corner.



Then click on **Send Email**. If you have already installed an email program, it will open immediately. From there you can see all the important information and the link is also provided.



Close your mailing program.

To get back to the Launchpad, press the home button  in the upper left corner.


home button

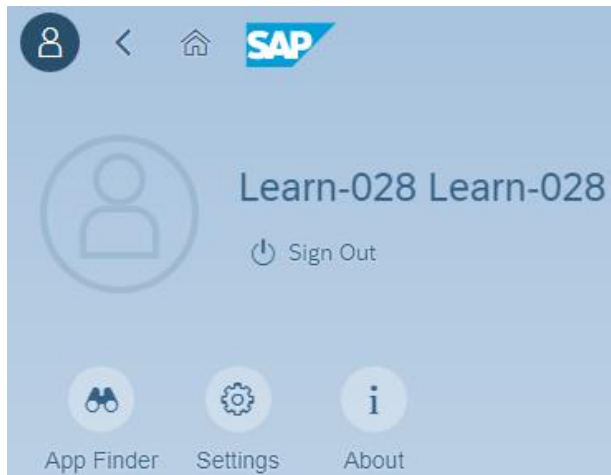


Step 8: Logging off SAP S/4HANA

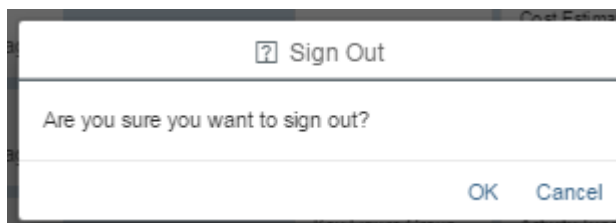
Task Learn how to log off SAP S/4HANA in Fiori.

Time 5 Min.

To log off your SAP S/4HANA account you need to click at  in the top left corner. Choose **Sign Out**.



Confirm the following message by clicking on **OK**.



After logging off your SAP S/4HANA Launchpad you can see the screen shown below.

User

Password

Language EN - English ▼

Client

Log On

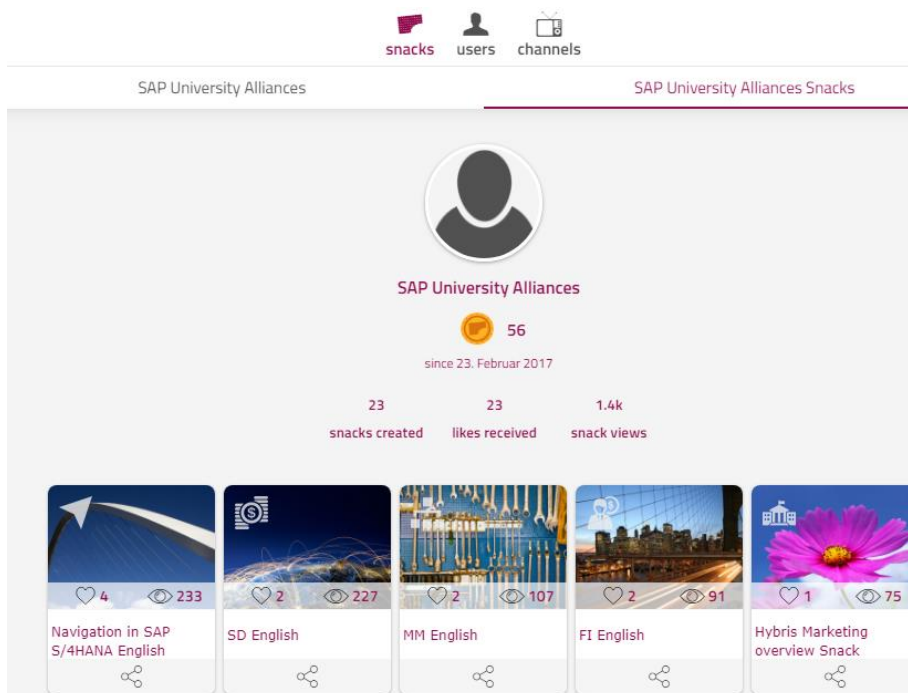
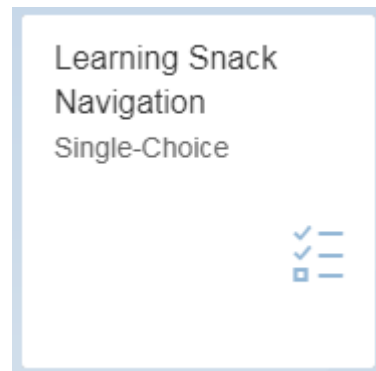
Change Password



Learning Snacks

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

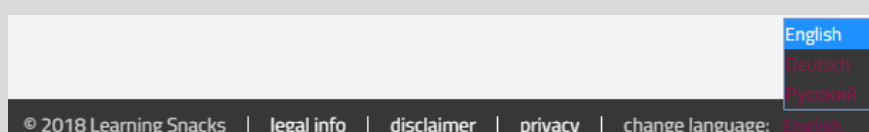
Fiori App



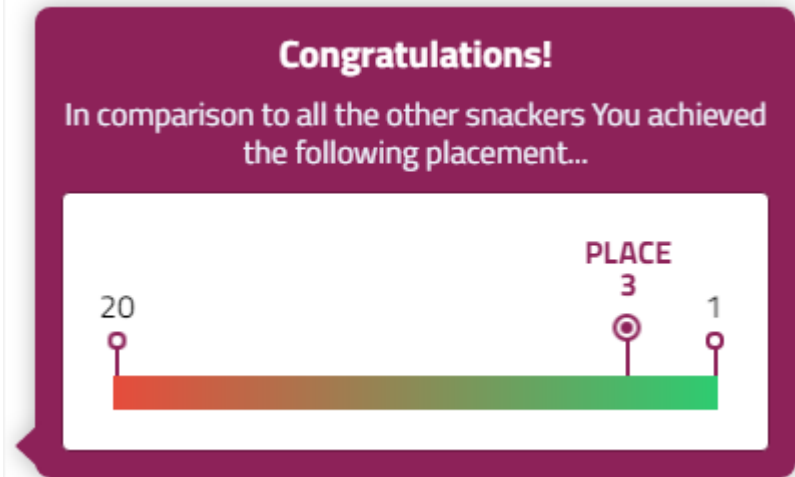
You see all the snacks for the individual case studies. Select the Snack *Navigation in SAP S/4HANA English* and answer all six questions.

Learning Snack

Hint If you do not see any Apps, you need to change the language on the page Learning Snacks. Therefore, click on 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.



Materials Management (MM)

Curriculum: Introduction to S/4HANA using Global Bike





Teaching material - Version

- 3.3 (May 2019)

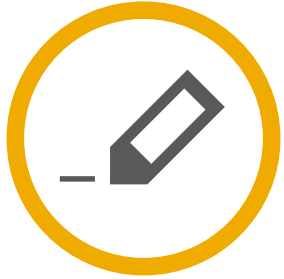
- Software used
 - S/4HANA 1809
 - Fiori 2.0

- Model
 - Global Bike

- Prerequisites
 - No Prerequisites needed



Module Information



Authors

- Bret Wagner
- Stefan Weidner
- Babett Ruß



Target Audience

- Beginner

Module Information



Learning Objectives

- Describe the purchase-to-pay business process
- Identify the organizational levels that support the purchase-to-pay business process
- Create a material master record
- Create a vendor master record
- List other vendor-specific master data
- Create a purchase requisition for stock and consumable materials
- Create a purchase order by referencing a purchase requisition
- Post a goods receipt for a purchase order
- Explain the warehouse structure in Warehouse Management (WM)
- Perform a putaway in WM using a transfer order (TO)
- Enter a vendor's invoice
- Process the automatic payment run
- Explain the integration points of the purchase-to-pay business process

Functionality

- Inventory Management
- Purchasing
- MRP
- Physical Inventory
- Valuation
- Service Master
- Invoice Verification
- Product Catalogs

Unit Overview

- Innovations in S/4HANA compared to ERP in Materials Management
- MM Organizational Structure
- MM Master Data
- MM Processes
 - Procure-to-Pay Process

Innovations in S/4 HANA compared to ERP in Materials Management

- 1) Business Partner (BP) is the Single Point of Entry for master data such as customer, vendor or contact person
 - ➔ Transaction BP replaces: FD01, FD02, FD03, FD05, FD06, FD0 FK01, FK02, FK03, FK05, FK06, FK08 MAP1, MAP2, MAP3, MK01, MK02, MK03, MK05, MK06, MK12, MK18, MK19, V-03, V-04, V-05, V-06, V-07, V-08, V-09, V-11, V+21, V+22, V+23, VAP1, VAP2, VAP3 VD01, VD02, VD03, VD05, VD06 XD01, XD02, XD03, XD05, XD06, XD07 XK01, XK02, XK03, XK05, XK06, XK07
- 2) The maximum length of the material field (material number) has been extended from 18 to 40 characters
- 3) Data model has been changed significantly
- 4) Obligatory to use the Material Ledger
- 5) Simplifications in transactions MM01/02/03
- 6) Simplification in transaction Request for Quote
- 7) Cloud Integration: Ariba
- 8) In Output Management, the target architecture is based on Adobe Document Server and Adobe Forms
- 9) Change in the data model in MM Inventory Management
- 10) Transactions for executing and displaying goods movements are replaced by transaction MIGO
 - ➔ Transaction MIGO replace: MB01, MB02, MB03, MB04, MB05, MB0A, MB11, MB1A, MB1B, MB1C, MB31, MBNL, MBRL, MBSF, MBSL, MBST, MBSU

Innovations in SAP S/4HANA

Business Partner

- The core function of SAP S/4HANA is the simplification of data structures
- ➔ various transactions, such as the management of customers or suppliers, are brought together
- It is (so far) still possible to navigate through the well-known tree paths

Display Vendor: Initial Screen

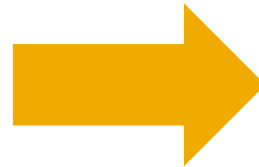
Vendor	114000	Pyramid Biking GmbH
Company Code	DE00	GBI Deutschland GmbH
Purch. Organization	DE00	GBI Germany

Display Vendor: Address

Vendor: 114000

Name: Pyramid Biking GmbH

Street Address: Hofstraße 12, 33647 Bielefeld, DE Germany, Region 05, Nrh Rhine Westf...



Display Organization: 37001, role FI Vendor

Business Partner: 37001

Company Code: DE00, Global Bike Germany GmbH

Vendor: 114000

A unique business partner number is assigned to creditor 114000. This business partner number is assigned to various roles such as the customer, creditor, contact person.

Relationship: n:m

Innovations in SAP S/4HANA

Business Partner

- There are redundant object models in the traditional ERP system where the vendor master and customer master is used.
 - The (mandatory) target in SAP S/4HANA is the Business Partner approach.
- Business partners can be categorized as a person, group, or organization as follows:
 - An organization represents units such as a company (for example, a legal person), parts of a legal entity (for example, a department), or an association. Organization is an umbrella term to map every kind of situation in the day-to-day business activities.
 - A group represents a shared living arrangement, a married couple, or an executive board.

Innovations in SAP S/4HANA

- The maximum length of the material field (material number) has been extended from 18 to 40 characters

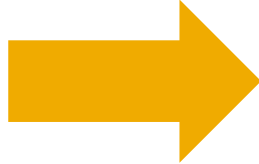
Create Material (Initial Screen)

Select View(s) Org. Levels Data

Material: []

Industry Sector: []

Material Type: []



Create Material (Initial Screen)

Select View(s) Org. Levels Data More

Material: []

Industry Sector: []

Material type: []

- Simplifications in transactions MM01/02/0
 - Relevant views are displayed only for material type, e.g. Material type SERV (Service material)

Material: TEST000

Industry Sector: Mechanical engineering

Material type: Finished Product

Change Number: []

m...

Material: []

Select View(s)

- View
- Basic Data 1
- Basic Data 2
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Advanced Planning
- Forecasting
- Work Scheduling
- General Plant Data / Storage 1
- General Plant Data / Storage 2
- Warehouse Management 1
- Warehouse Management 2
- Quality Management
- Accounting 1
- Accounting 2



Material: TEST000

Industry Sector: Mechanical engineering

Material type: Service Materials

Change Number: []

om...

Material: []

Select View(s)

- View
- Basic Data 1
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- Accounting 1

View selection only on request


Create views selected

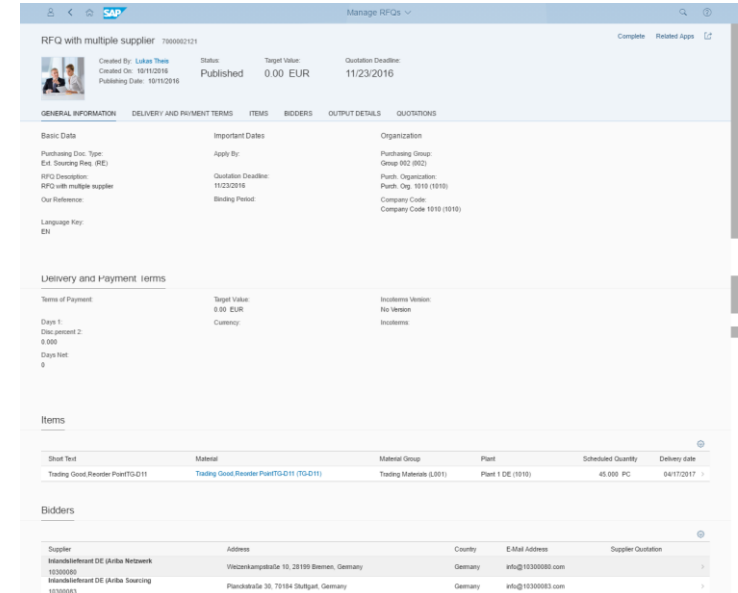
Org. Levels Data [] [] [] Default Setting

Innovations in SAP S/4HANA

- Data model has been changed significantly
 - the new denormalized table, MATDOC, has been introduced which contains the former header and item data of a material document as well as a lot of further attributes.
 - Material document data will be stored in MATDOC only and no longer in MKPF and MSEG.
 - Actual stock quantity data will be calculated on-the-fly from the new material document table MATDOC
 - ➔ With the new MM-IM data model, the system works on database level in an INSERT only mode without DB locks.
- Obligatory to use the Material Ledger
 - This simplification makes it obligatory to use the Material Ledger in all SAP S/4HANA systems.
 - Material Ledger, as the inventory subledger, values material inventories in multiple currencies and GAAPs in parallel.
 - In addition, Material Ledger is a base prerequisite for the use of Actual Costing.
 - tables need to be updated less often, which leads to a higher throughput due to fewer database locks.
 - In MM02 and MR21, material prices can now be maintained in multiple currencies. I
 - The inventory account balances are calculated separately for each currency and result, therefore, in a cleaner and more consistent valuation in currencies other than the local currency.

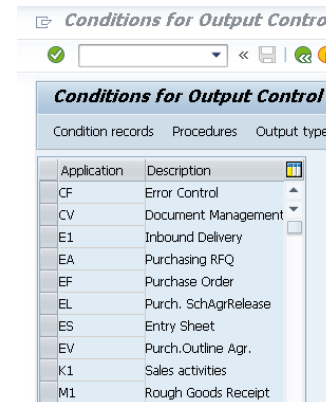
Innovations in SAP S/4HANA

- Simplification of the Request for Quote transaction
- So far supplier field is mandatory
 - Only one supplier offer per request could be maintained
 -  Now you can send one RFQ via Fiori App to different suppliers



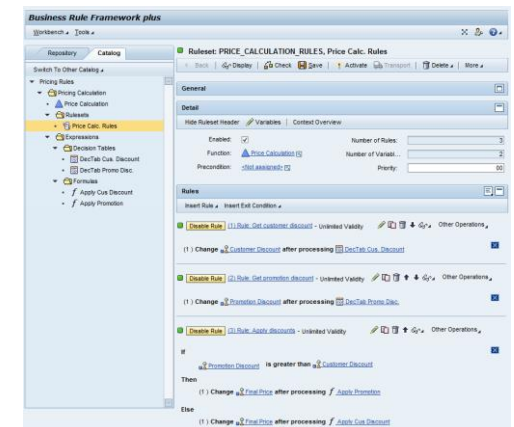
The screenshot shows the 'Manage RFQs' Fiori app interface. At the top, it displays 'RFQ with multiple supplier' with ID 700000121. Key details include: Status: Published, Target Value: 0.00 EUR, and Quotation Deadline: 11/23/2016. The interface is divided into several sections: 'GENERAL INFORMATION', 'DELIVERY AND PAYMENT TERMS', 'ITEMS', 'BIDDERS', 'OUTPUT DETAILS', and 'QUOTATIONS'. The 'GENERAL INFORMATION' section includes fields for Purchasing Doc. Type, RFQ Description, and Our Reference. The 'DELIVERY AND PAYMENT TERMS' section shows Terms of Payment, Target Value, and Incoterms. The 'ITEMS' section contains a table with columns for Short Text, Material, Material Group, Plant, Scheduled Quantity, and Delivery date. The 'BIDDERS' section lists suppliers with their addresses and contact information.

- Output Management in S/4HANA is based solely on Adobe Document Server and Adobe Forms
 - NAST (message control) is not supported any further
 - *BRFplus* (Business Rule Framework plus) is the new standard
 - Intrasystem, can be used by all SAP applications that are based on SAPNetWeaver
 - Also generate web services that can be offered in SOA principle in system landscape, regardless of the software platform



The screenshot shows the 'Conditions for Output Control' Fiori app. It features a search bar at the top and a main table with columns for 'Application' and 'Description'. The table lists various SAP applications and their corresponding output control conditions.

Application	Description
CF	Error Control
CV	Document Management
E1	Inbound Delivery
EA	Purchasing RFQ
EF	Purchase Order
EL	Purch. SchAgrRelease
ES	Entry Sheet
EV	Purch.Outline Agr.
K1	Sales activities
M1	Rough Goods Receipt

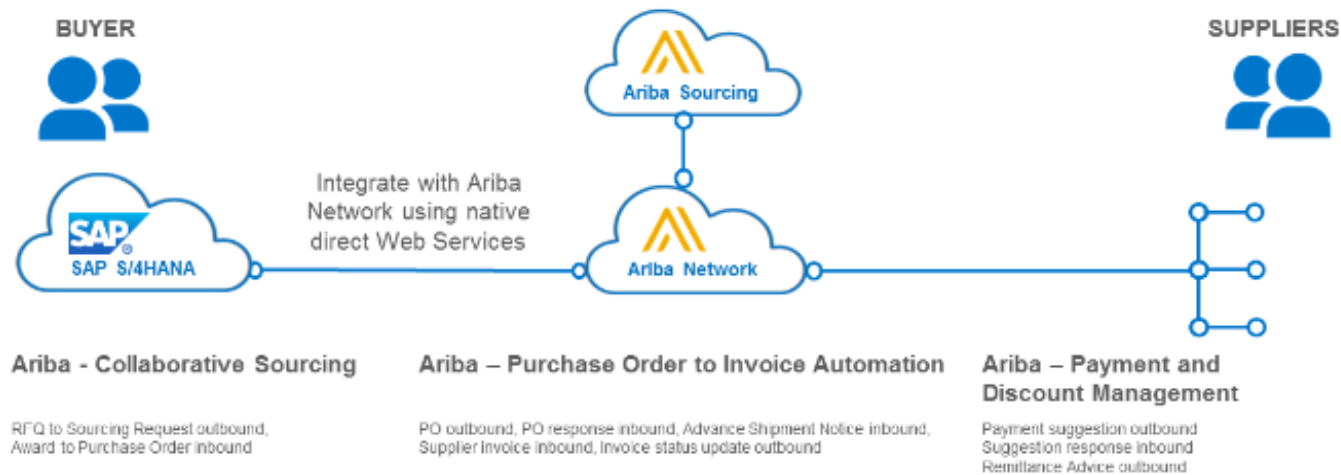



The screenshot shows the 'Business Rule Framework plus' Fiori app. It displays a configuration screen for a rule named 'PRICE_CALCULATION_RULES, Price Calc. Rules'. The interface includes a 'Repository' pane on the left and a main configuration area on the right. The configuration area shows various settings such as 'General', 'Rules', and 'Then' clauses, with options to insert, change, or delete rules.

Innovations in SAP S/4HANA

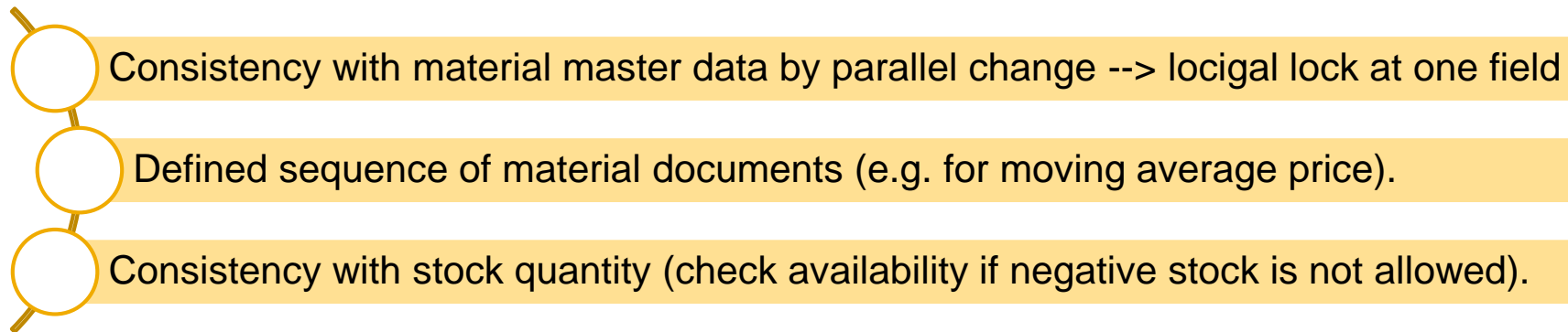
- Cloud Integration: Ariba
 - Ariba allows for the location of new suppliers, the streamlining of transaction processes, and the realization of savings with cloud-based procurement software
 - The Ariba network supports the entire source-to-pay process.

Big Picture: SAP S/4HANA cloud integration with SAP Ariba solutions



Innovations in SAP S/4HANA

- Performance optimizations within Material Document Processing - lock behaviour
 - no UPDATE processes on the actual stock quantity fields → INSERT Only
 - from a data base perspective there are no locks → enables - from a DB perspective - parallel execution of material document processing
 - logical locks still required because:



- The consistency check with master data and stock quantity (1 + 3) is necessary in any case. The defined sequence of material documents (2) is ensured only in the case that exclusive lock is chosen in the customizing
- Transactions for executing and displaying goods movements are replaced by transaction MIGO
Transaction MIGO replace: MB01, MB02, MB03, MB04, MB05, MB0A, MB11, MB1A, MB1B, MB1C, MB31, MBNL, MBRL, MBSF, MBSL, MBST, MBSU

MM Organizational Structure (Materials Mgmt.)

- Client
 - An independent environment in the system

- Company Code
 - Smallest org unit for which you can maintain a legal set of books

- Plant
 - Operating area or branch within a company
 - Manufacturing, distribution, purchasing or maintenance facility

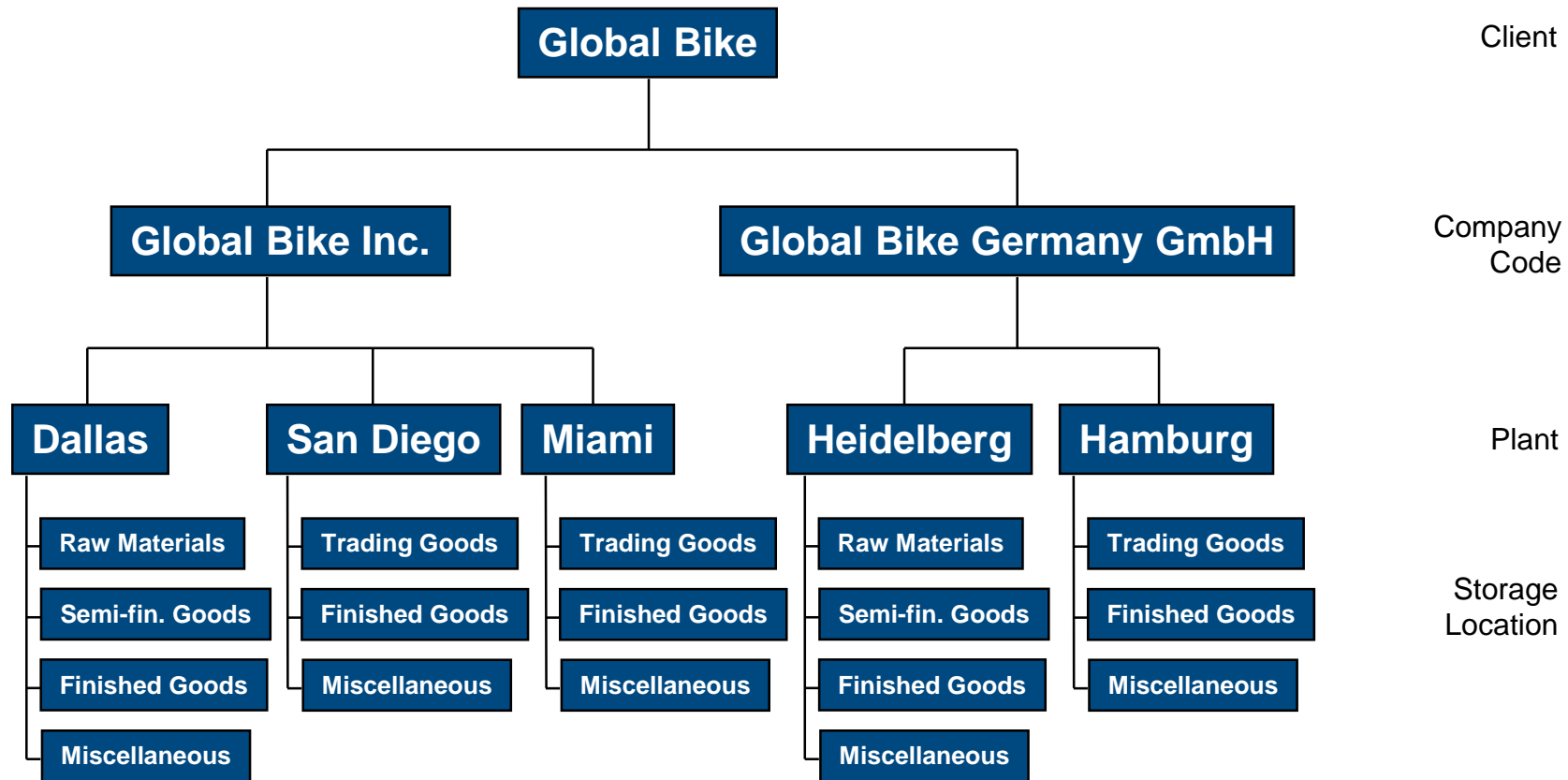
- Storage Location
 - An organizational unit allowing differentiation between the various stocks of a material in a plant

MM Organizational Structure (Purchasing)

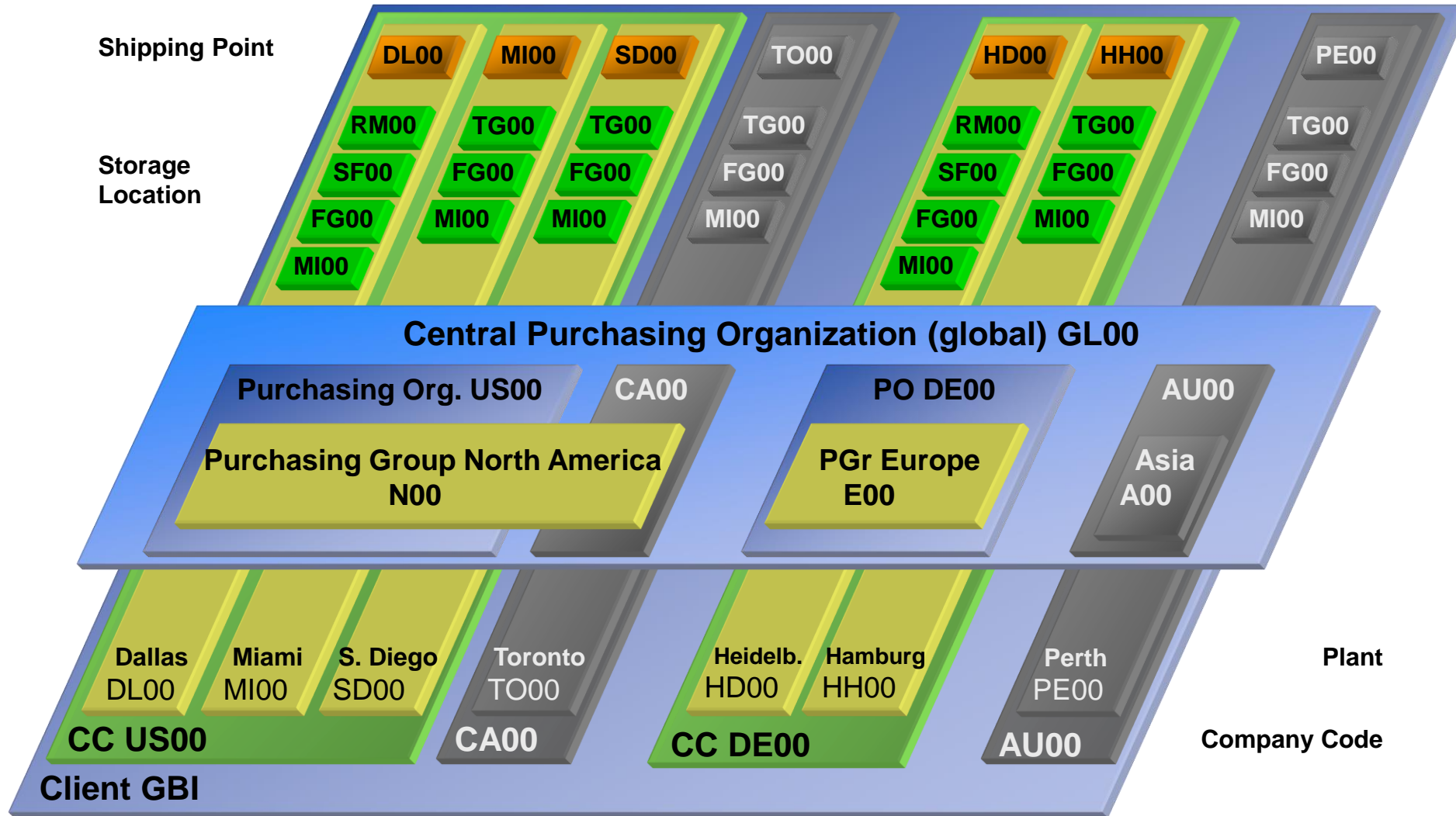
- Purchasing Organization
 - The buying activity for a plant takes place at the purchasing organization
 - Organization unit responsible for procuring services and materials
 - Negotiates conditions of the purchase with the vendors

- Purchasing Group
 - Key that represents the buyer or group of buyers who are responsible for certain purchasing activities
 - Channel of communication for vendors

Global Bike Structure for Materials Management



Global Bike Enterprise Structure in SAP ERP (Logistics)



MM Master Data

SAP Create Purchase Order

Document Overview On Create Other Purchase Order Hold Check Help Personal Setting More

NB Standard PO Vendor: 125015 Mid-West Supply Doc. Date: 20.04.2018

Header

...	Itm	A	I	Material	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10			CHLK1000	Chain Lock	200	EA	20.07.2018	32,00	USD	1	EA	Utilities	DC Miami

Item: 1 [10] CHLK1000 , Chain Lock

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmations Condition Control Retail

Quantity: 200 EA Net: 6.400,00 USD

Condition rec. Analysis Update

Pricing Elements

I...	CnTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.	Status	NumC...	OUn	CCon...	Un	Condition Value
	PB00	Gross Price	32,00	USD		1 EA	6.400,00	USD			1 EA		1 EA	0,00
		Net value incl. disc	32,00	USD		1 EA	6.400,00	USD			1 EA		1 EA	0,00
	NAWM	Non-Deductible Tax	0,00	USD			0,00	USD			0		0	
		Net value incl. tax	32,00	USD		1 EA	6.400,00	USD			1 EA		1 EA	
	SKTO	Cash Discount	0,000	%			0,00	USD			0		0	
		Actual price	32,00	USD		1 EA	6.400,00	USD			1 EA		1 EA	
	WOTB	OTB Procurement	32,00	USD		1 EA	6.400,00	USD			1 EA		1 EA	

Vendor Master Data

Material Master Data

Purchasing Info Record

Condition Master Data

Output Master Data

Vendor Master Data

- Vendor Master
 - Contains all the necessary information needed to business with an external supplier
 - Used and maintained primarily by the Purchasing and Accounting Departments
 - Every vendor MUST have a master record

The screenshot displays the SAP 'Create Organization: Role FI Vendor' form. The interface includes a top navigation bar with the SAP logo and a breadcrumb trail: 'Create Organization: Role FI Vendor'. Below this, there are several tabs: 'Address', 'Address Overview', 'Identification', 'Control', 'Payment Transactions', 'Status', 'Legal Data', and 'Vendo...'. The 'Address' tab is currently active.

The form is divided into several sections:

- Name:** Includes a 'Title' dropdown set to '0003 Company', a required '* Name' field containing 'Mid-West Supply', and a 'Salutation' field.
- Search Terms:** Features a required '* Search Term 1/2' field with the value '000'.
- Special Customer:** Contains checkboxes for 'VIP' and 'Undesirable Customer', a 'Reason Undes.' field, and a 'Comment' field.
- Standard Address:** Includes a 'Print Preview' button.
- Street Address:** Contains fields for 'Street/House number' (335 W Industrial Lake Dr), '* Postal Code/City' (68528 Lincoln), '* Country' (US), 'Region' (NE), and 'Time zone' (CST).

Vendor Master Views

- Client Level
 - Address
 - Vendor Number
 - Preferred Communication
- Company Code Data
 - Reconciliation Account
 - Terms of Payment
 - Bank Account
- Purchase Org Data
 - Purchasing Currency
 - Salesman's Name
 - Vendor Partners

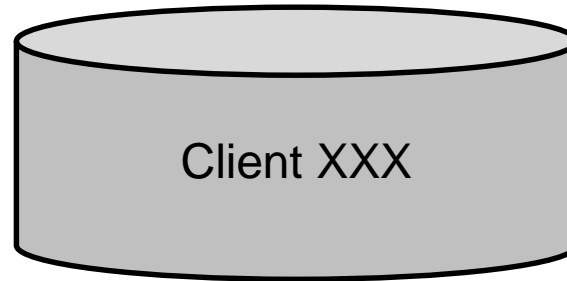
General Data

Company Code Data
Financial Accounting (FI)

Purchasing Data
Materials Mgmt (MM)

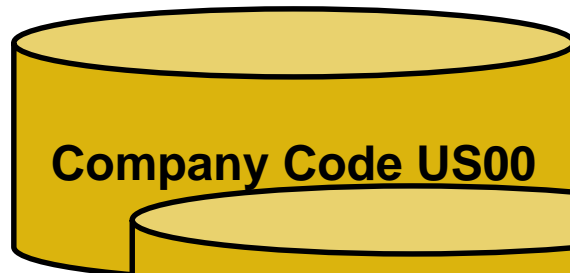
Vendor Master

General Information relevant for the entire organization:

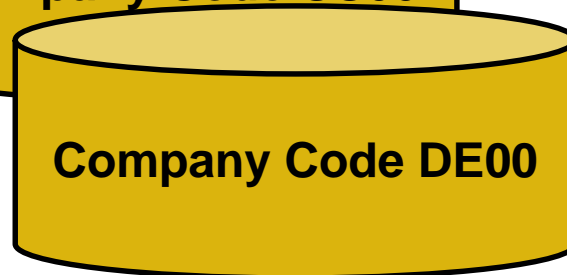


Name
Address
Communication

Company Code specific information:



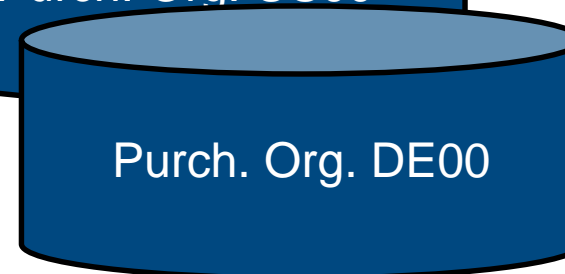
Acc. Mgmt
Payment
Bank



Purch. Organization specific information:



Incoterms
Currency



Material Master Data

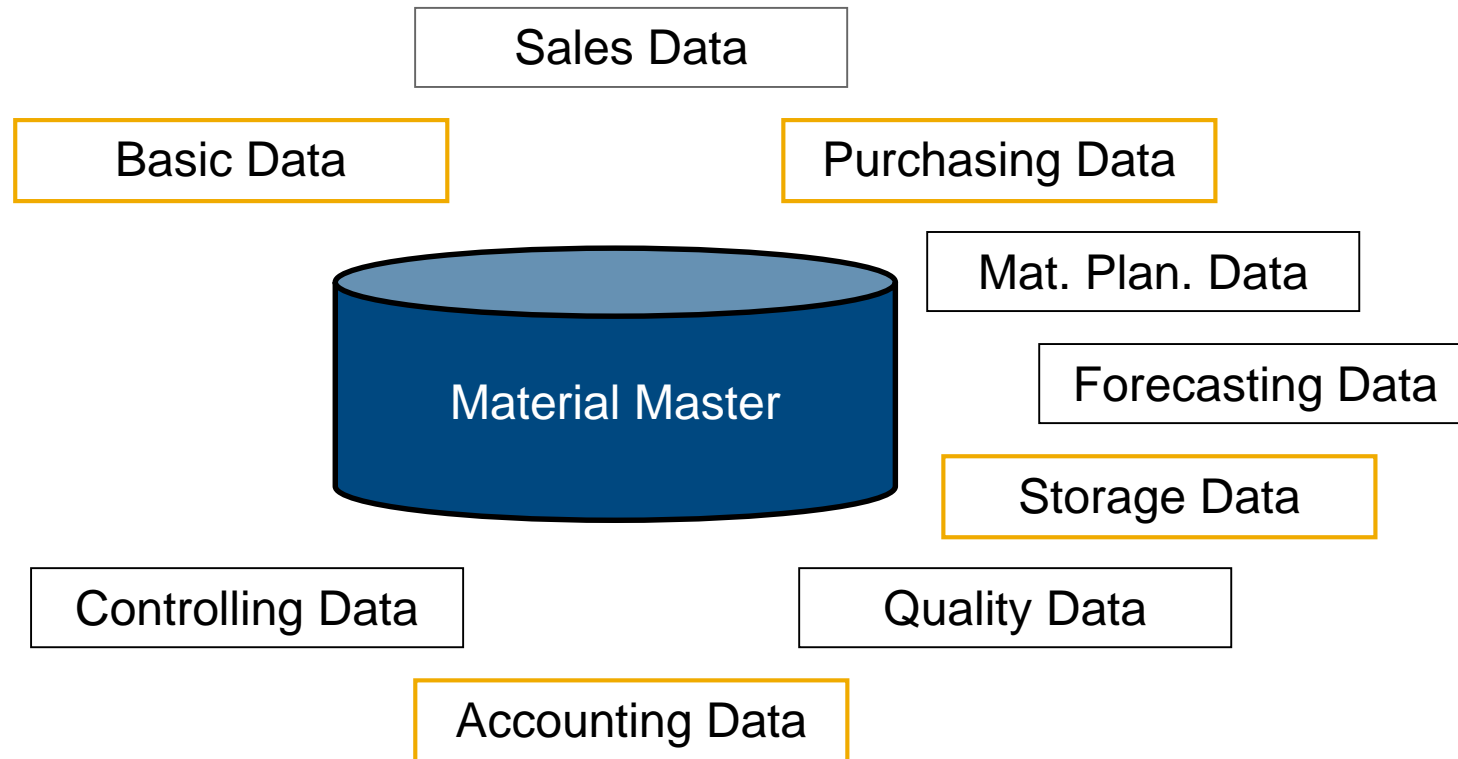
■ Material Master

- Contains all the information a company needs to manage about a material
- It is used by most components within the SAP system
 - Sales and Distribution
 - Materials Management
 - Production
 - Plant Maintenance
 - Accounting/Controlling
 - Quality Management
- Material master data is stored in functional segments called Views

The screenshot displays the SAP Material Master Data for material DXTR1000, a Deluxe Touring Bike (black). The interface is organized into several functional segments:

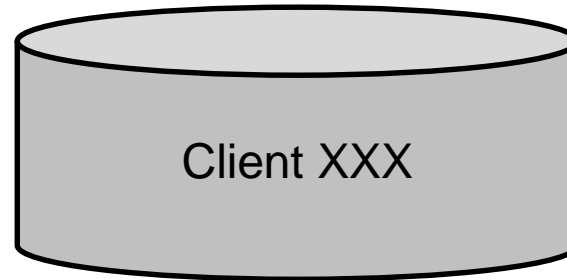
- General Data:** Base Unit of Measure: EA (each); Material Group: BIKES; Division: BI; Product allocation: [empty]; X-plant matl status: [empty]; Assign effect. vals: [empty]; Ext. Matl Group: [empty]; Lab/Office: [empty]; Prod.hierarchy: [empty]; Valid from: [empty]; GenItemCatGroup: NORM (Standard item).
- Material authorization group:** Authorization Group: [empty].
- Dimensions/EANs:** Gross weight: 8.510; Net weight: 8.510; Volume: 0,000; Size/dimensions: [empty]; EAN/UPC: [empty]; Weight unit: G; Volume unit: [empty]; EAN category: [empty].
- Packaging material data:** Matl Grp Pack.Matts: [empty].

Material Master Views



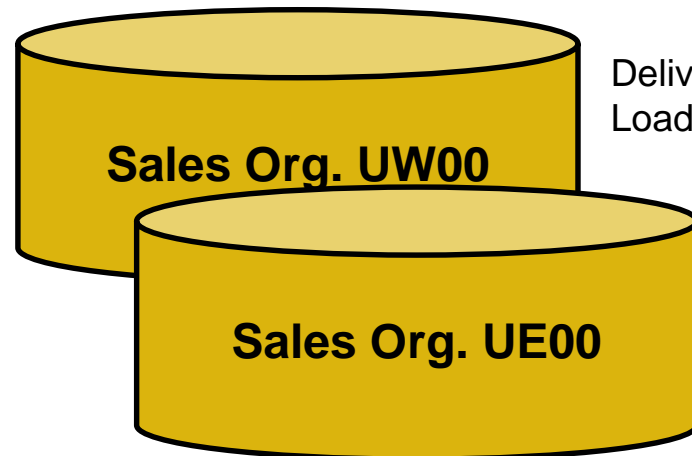
Material Master

General Information relevant for the entire organization:



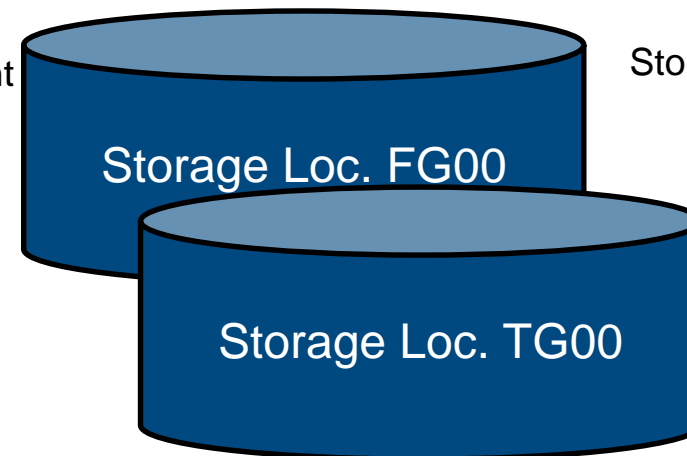
Name
Weight
Unit of Measure

Sales specific information:



Delivering Plant
Loading Grp

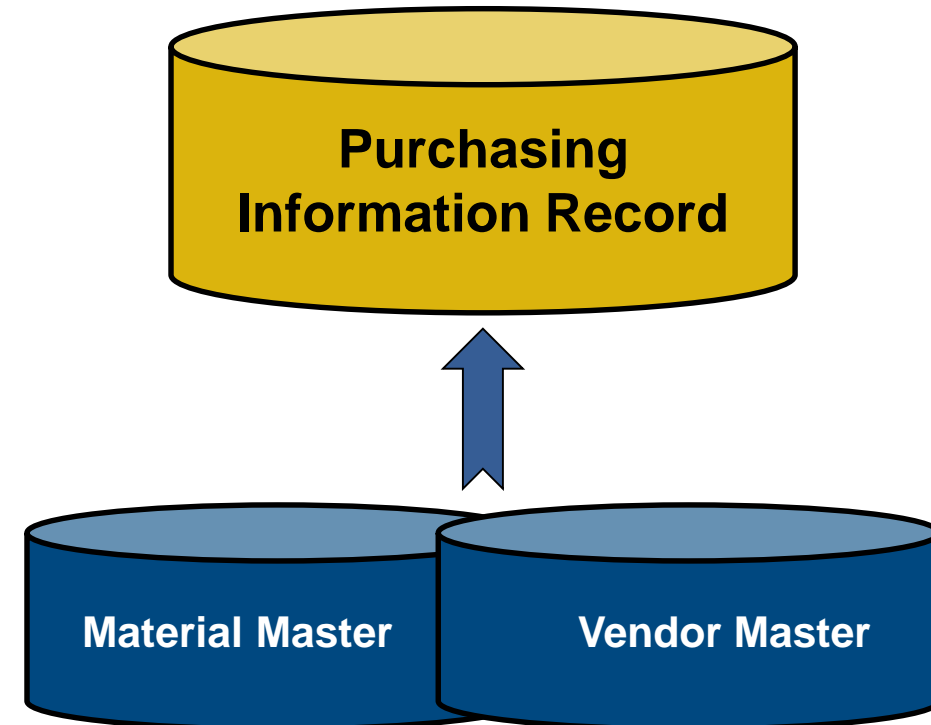
Storage Location specific information:



Stock Qty

Purchasing Information Record

- Framework for Purchase Order
 - Contains the relationship between a vendor and a material
- Can be created:
 - Manually
 - Automatically – Quotations
 - Automatically – Purch. Orders
- Reporting
 - Vendor Evaluation



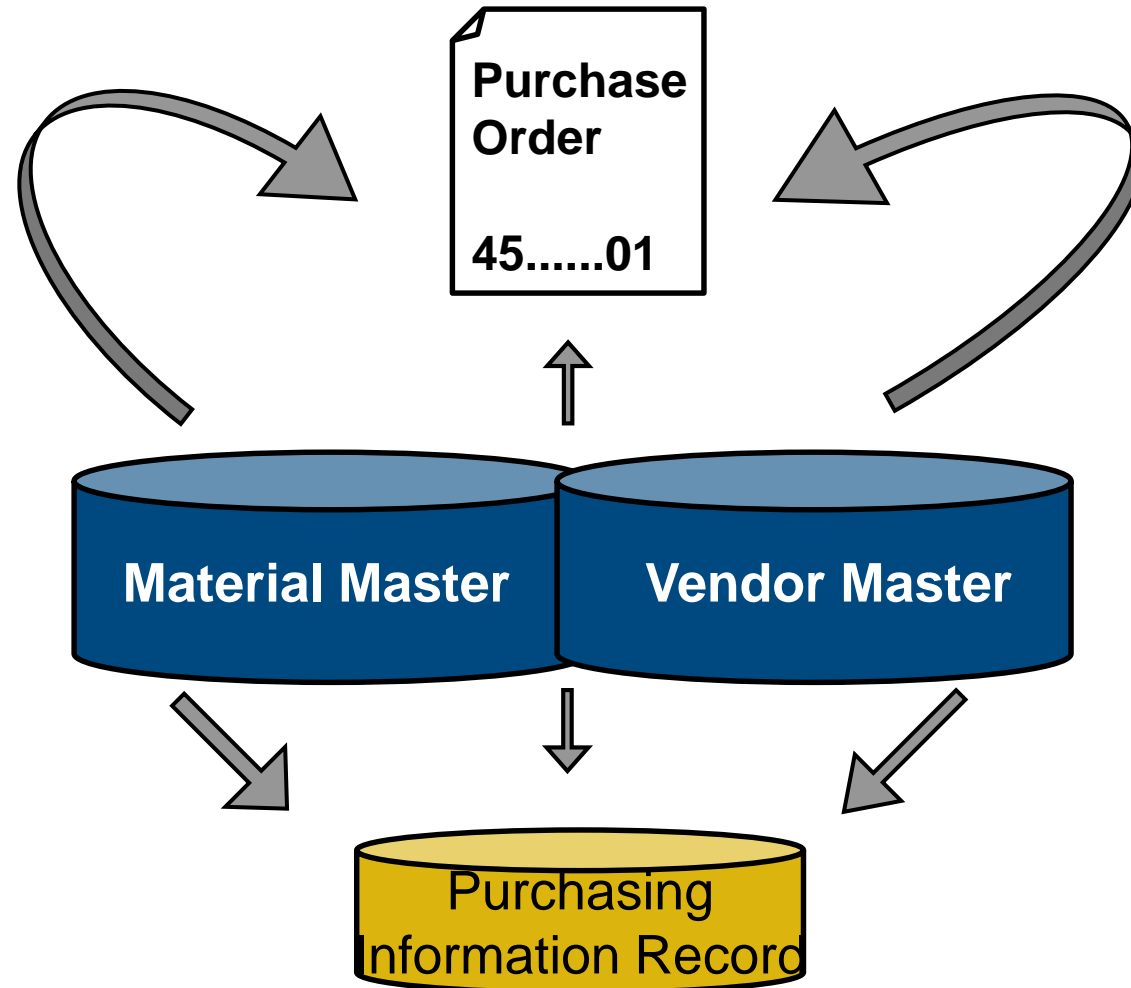
Purchasing Information Record

- Allows buyers to quickly determine:
 - Which vendors have offered or supplied specific materials

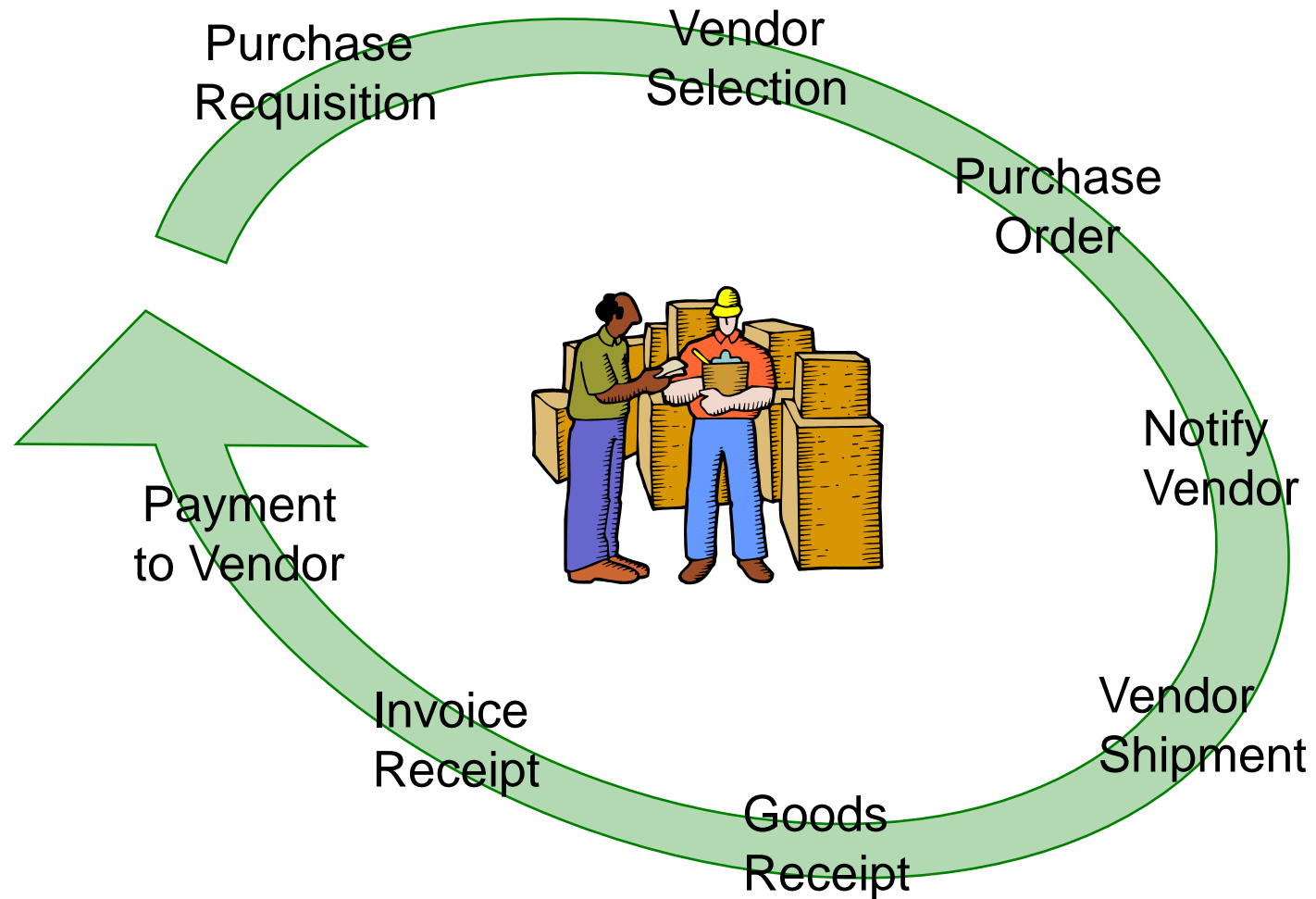
- Info Records contain:
 - Data on pricing and conditions
 - Last purchase order
 - Tolerance limits for deliveries
 - Specific lead times
 - Availability periods
 - Vendor Evaluation data

- Serves as default information for Purchase Orders

Master Data in Use



Procure-To-Pay Process



Purchase Requisition

- Internal Document instructing the purchasing department to request a specific good or service for a specified time

- Requisitions can be created two ways:
 - Directly - Manually
 - person creating determines: what, how much, and when

 - Indirectly - Automatically
 - MRP
 - Production Orders
 - Maintenance Orders
 - Sales Orders

Requisition Sourcing

- Once the requisition has been assigned a source of supply it can be released for processing

- There are a variety of ways that a purchasing department can process a requisition to determine the appropriate Source of Supply:
 - Internal Sourcing Requirements
 - Source List
 - Outlined Agreement
 - RFQ

Internal Sourcing

- The requisition for materials could be satisfied by sources within our company.
 - It is possible that a plant within your firm could represent a potential source of supply for the material needed (centralized warehouse)
 - If an internal source is identified the requirement is covered by an internal procurement transaction (stock transport order)

Source List

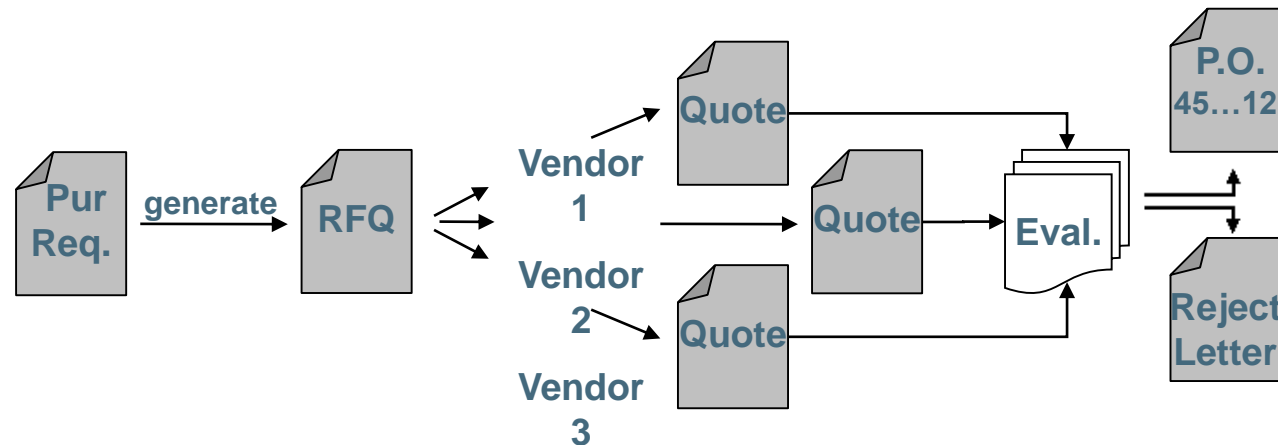
- A source list is a record that specifies the allowed means for procuring a material for a certain plant within a given time period.
 - If the list contains a sole source the system will assign the vendor to the requisition.
 - If several options exist the system will display a list of vendors for you to choose from.
 - If no source has been established the system will revert to search information records and outline agreements.

Outline Agreement

- Requisitions can be satisfied through existing longer-term purchasing agreement
- These agreements are subdivided into:
 - Contracts
 - Consists of items defining the individual materials, material groups, or services with prices and in many cases quantities
 - Quantity
 - Value
 - Scheduling Agreements
 - Total quantity of material is spread over a certain period in a delivery schedule, consisting of line items indicating quantities and their planned delivery date

Request for Quotation

- If nothing exist in the system we may need to submit a request for quotation to our vendors. An RFQ is an invitation to a vendor by a Purchasing Organization to submit a bid for the supply of materials or services
 - The accepted quotations will generate Purchasing Information Records
 - Perform Quotation Price Comparisons
 - Finally Select a Quotation



Quotation from Vendor

- The quotation received by your company is a legally binding offer, should decide to do business with the vendor, containing price's and conditions for the materials specified in the RFQ for a predefined period of time.
- In SAP the RFQ and the Quotation will be become a single document, you will enter the vendor's response in the RFQ you created.

Vendor Evaluation once Identified

- Vendor evaluation helps purchasing evaluate vendors for sourcing while also enabling the company to monitor vendor relationships through performance scores and criteria you put in place.
 - Supports a maximum of 99 main criteria and 20 sub criteria for each main:
 - Price
 - Price Level
 - Price History
 - Quality
 - Goods Receipt
 - Quality Audit
 - Complaints/Rejection level
 - Delivery
 - On-time delivery performance
 - Quantity reliability
 - Compliance with shipping instructions
 - Confirmation Date
 - You then must establish a scoring range (1 -100) and determine the weight factors of scores for each.

Purchase Order

- A purchase order is a formal request to a vendor for a specific material or service under the stated conditions

- Purchase Orders can be created manually
 - Reference a Purchase Order
 - Reference a Purchase Requisition
 - Reference a RFQ/Quotation
 - Without Reference

- Purchase Orders can be create automatically

Purchase Order

■ A purchase order can be used for a variety of purposes, the item category (procurement type) defined in the PO will dictate the use of the order and the process that the order will follow:

- Standard
 - Stock or Consumption
- Services
- Subcontracting
- Third-Party
- Consignment

The screenshot displays the SAP 'Create Purchase Order' interface. At the top, the document type is 'NB Standard PO' and the vendor is '125015 Mid-West Supply'. The document date is '20.04.2018'. The purchase organization is 'US00 GBI US', the purchase group is 'N00 North America', and the company code is 'US00 Global Bike Inc.'.

The main table lists the purchase order items:

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr.	Per	Mat. Group
10	CHLK1000	Chain Lock	200 EA	20.07.2018	32,00	USD	1	EA Utilities

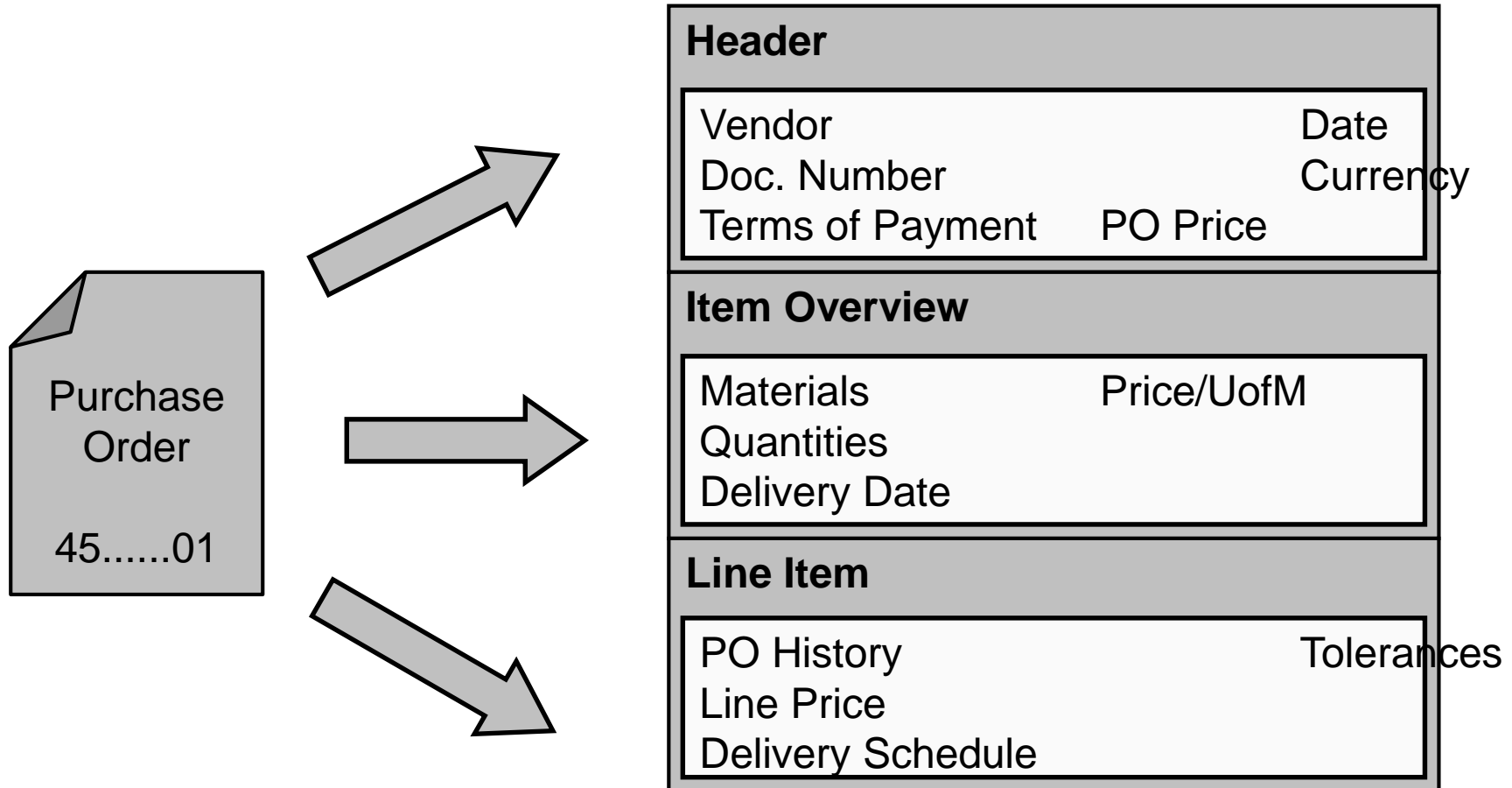
Below the table, the 'Conditions' tab is active, showing the following details:

Quantity: 200 EA Net: 6.400,00 USD

The 'Pricing Elements' table is also visible:

I...	CnTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.	Status	NumC...	ATO/MTS	Compor
	PB00	Gross Price	32,00	USD	1	EA	6.400,00	USD		1		
		Net value incl. disc	32,00	USD	1	EA	6.400,00	USD		1		
	NAWM	Non-Deductible Tax	0,00	USD			0,00	USD		0		
		Net value incl. tax	32,00	USD	1	EA	6.400,00	USD		1		
	SKTO	Cash Discount	0,0000	%			0,00	USD		0		
		Actual price	32,00	USD	1	EA	6.400,00	USD		1		
	wOTB	OTB Procurement	32,00	USD	1	EA	6.400,00	USD		1		

Purchase Order Structure

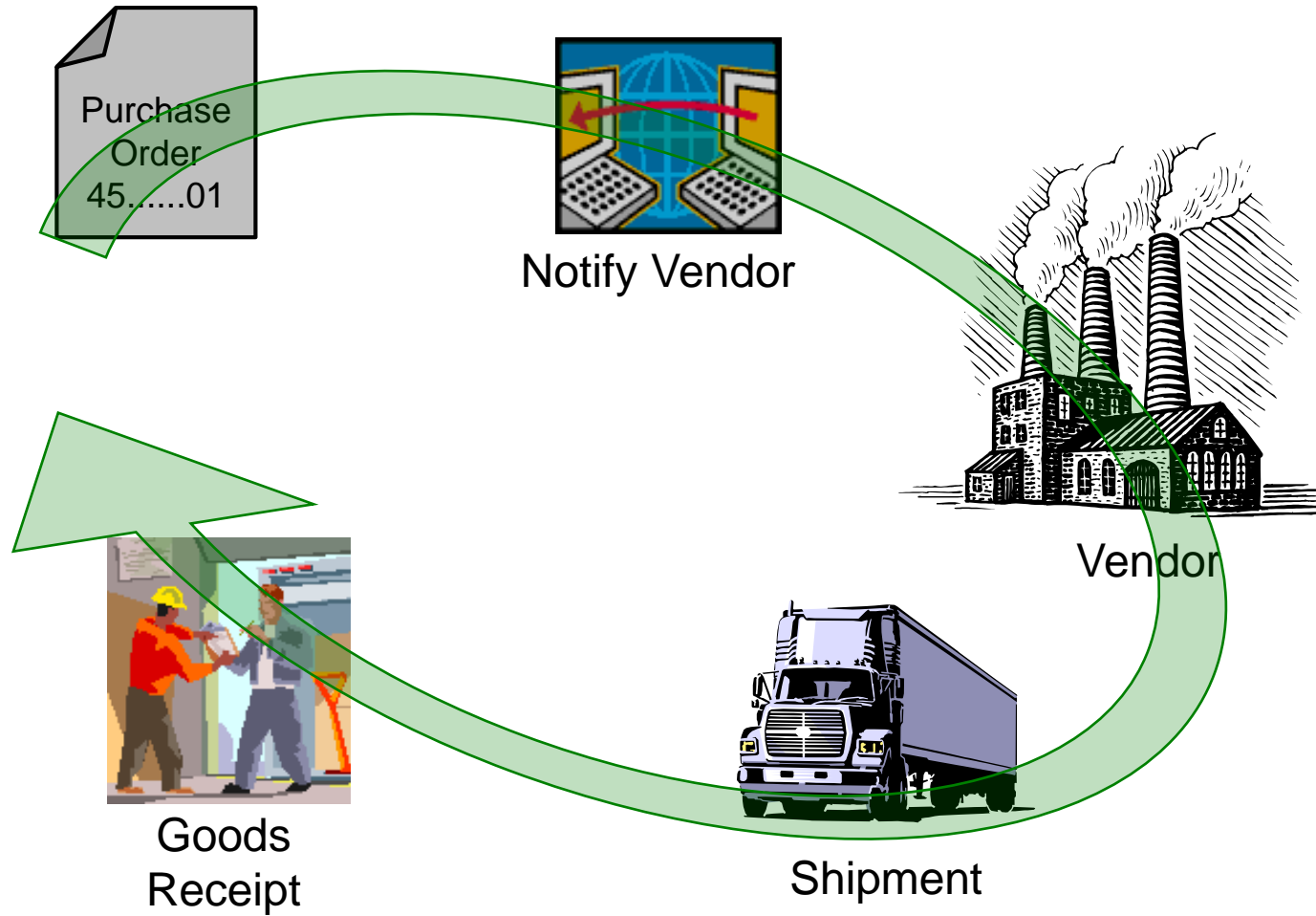


Purchase Order Output

- Once a Purchase Order has been created the vendor needs to be notified
 - Printed
 - E-mail
 - EDI
 - Fax
 - XML

- There are a variety of forms that aid in the purchasing process and are generated from the Purchase Order
 - Purchase Order Output
 - Order Acknowledgement Forms
 - Reminders
 - Schedule Agreements

Goods Receipt



Goods Receipt

- Goods movement in which we accept goods into our system
- If materials are delivered against a Purchase Order we will reference that Order
 - Determine if we got what we ordered
 - System can purpose data for us from the PO
 - Material, quantity
 - Purchase Order History is update with the receipt
 - Updates Physical Inventory
 - Updates Inventory G/L Account

Material Movements

- When a goods movement takes place it is represented by a Movement Type
 - Movement types are three-digit keys used to represent a movement of goods
 - 101 – goods receipt into warehouse
 - 103 – goods receipt into GR blocked stock
 - 122 – return delivery to vendor
 - 231 – consumption for a sales order
 - 561 – initial entry of stock

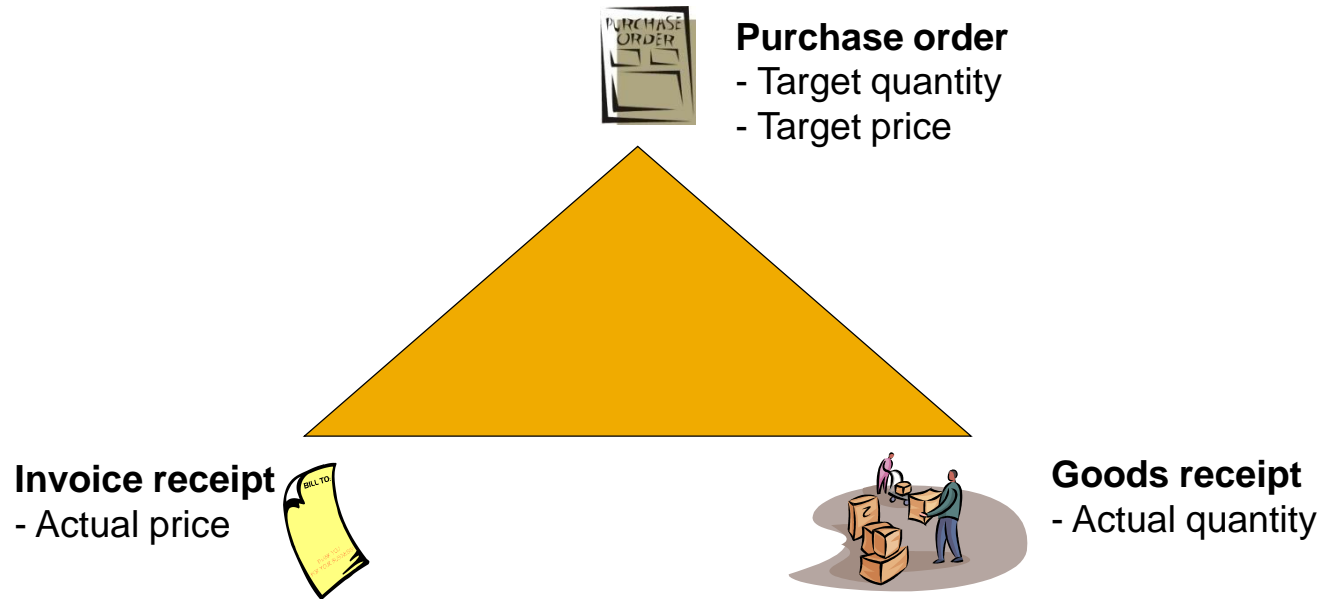
- Destinations for Receipt of Goods
 - Warehouse – Unrestricted, Quality, Blocked
 - Quality
 - Goods Receipt Blocked Stock

Effects of a Goods Receipt

- When a Goods Movement for the receipt of goods takes place a series of events occur
 - Material Document is Created
 - Accounting Document is Created
 - Stock Quantities are Updated
 - Stock Values are Updated
 - Purchase Order is Updated
 - Output can be generated (GR slip / pallet label)

Invoice Processing

- Incoming Invoices are reference against a Purchase Order to verify their content, prices, and arithmetic.
- If discrepancies arise between the purchase order or goods receipt and the invoice the system will generate a warning or an error
 - Depending on system configuration the difference could cause the system to Block the Invoice



Invoice Processing

- When an invoice is saved it applies the liability from the Goods Receipt of our Purchase Order to a Vendor
- Upon verification the:
 - Purchase Order is updated
 - Material Master is Updated (MAP)
 - Accounting Document is created
- Once the Invoice has been posted the verification process is completed and the payment process is initiated within Financial Accounting

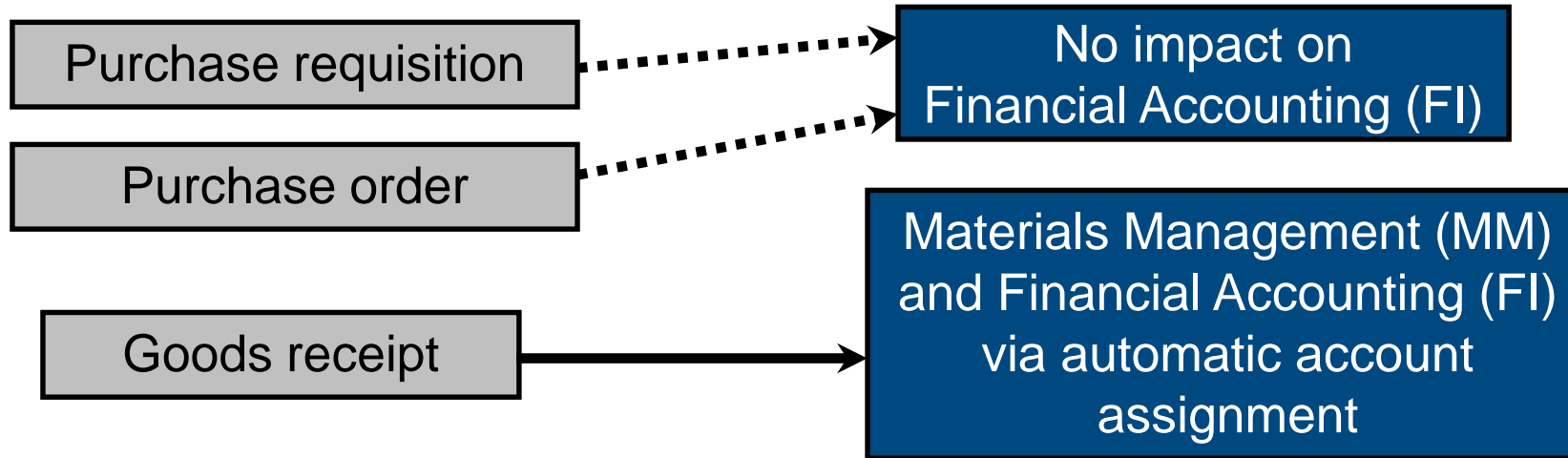
Payment to Vendor

- Can be done automatically or manually
 - Post Outgoing Payment vs. Payment Program

- Elements of the Payment Transaction:
 - Payment Method
 - Bank from which they get paid
 - Items to be Paid
 - Calculate Payment Amount
 - Print Payment Medium

- Process will create a financial accounting document to record the transaction

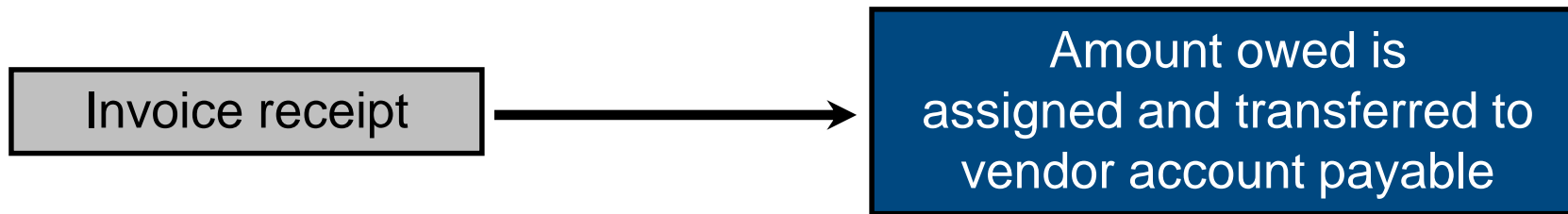
Goods Receipt / Invoice Receipt Reconciliation Account



Inventory	
Dr	Cr
\$100	

GR / IR	
Dr	Cr
	\$100

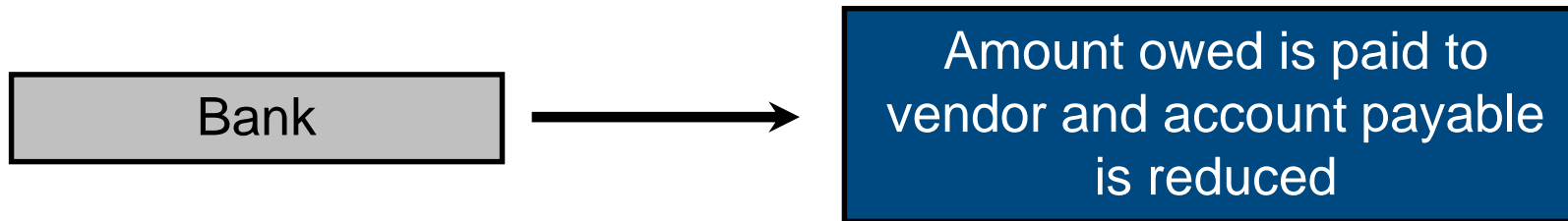
Goods Receipt / Invoice Receipt Reconciliation Account



GR / IR	
Dr	Cr
\$100	

Vendor A/P	
Dr	Cr
	\$100

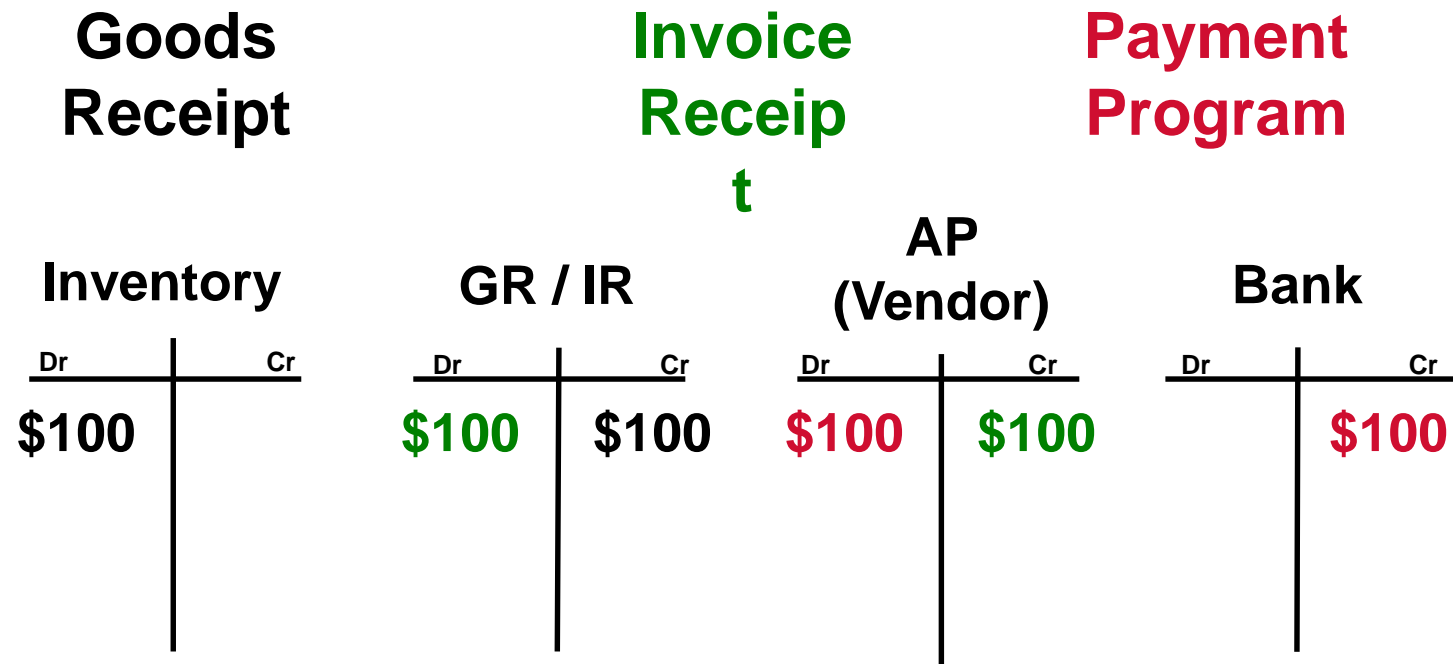
Vendor Payment



Bank	
Dr	Cr
	\$100

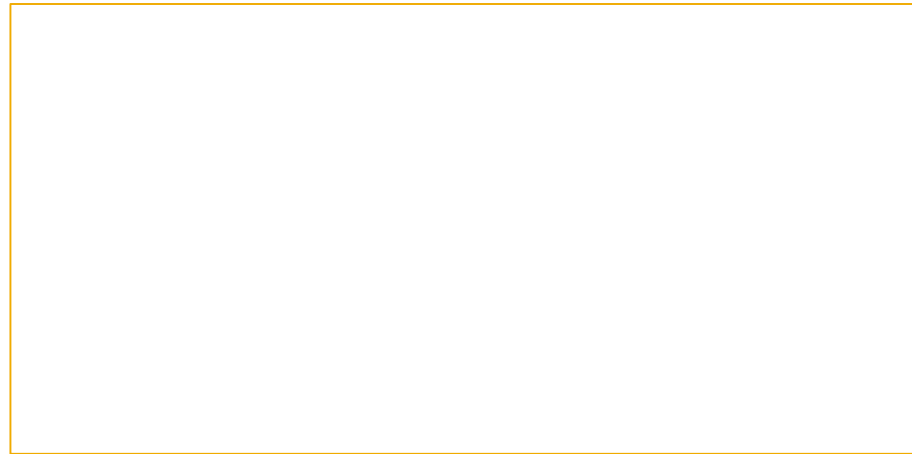
Vendor A/P	
Dr	Cr
\$100	

FI – MM Integration Point





Thank you!



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.

Product

S/4HANA 1809
Global Bike

Fiori 2.0

Level

Undergraduate
Graduate
Beginner

Focus

Materials Management

Authors

Bret Wagner
Stefan Weidner

Version

3.3

Last Change

June 2019

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 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.

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.

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 will 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 (that 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 invoices you will post the payments to the vendor and review the G/L accounts.

The graphic below displays the complete process.

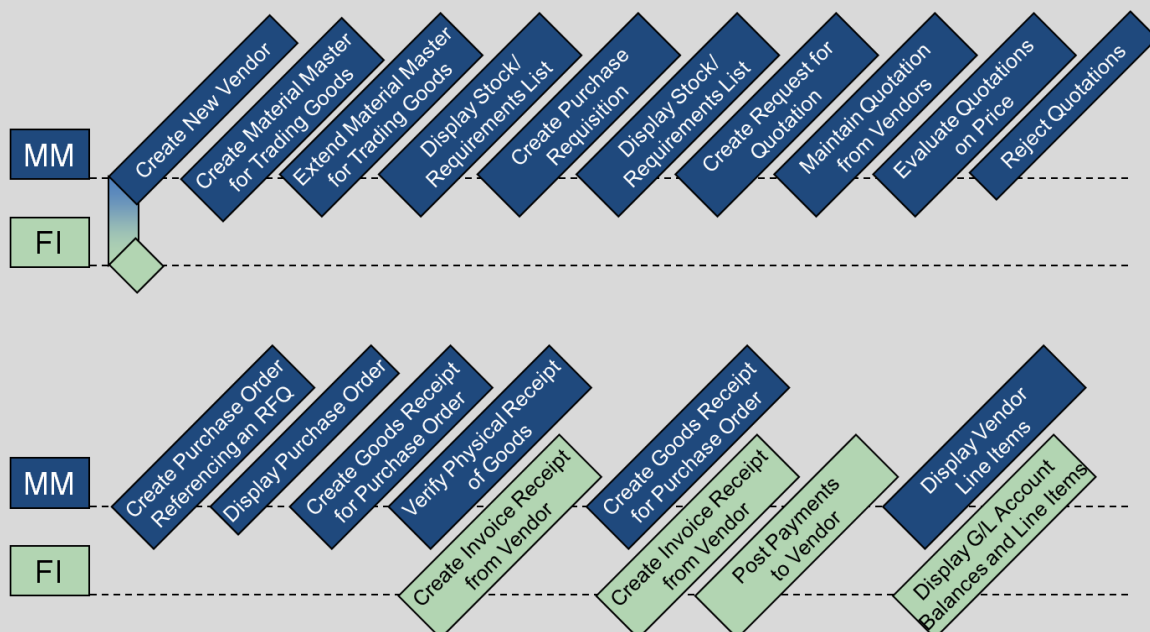


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Step 1: Create New Supplier

Task Create a new supplier.

Time 10 min

Short Description Use the SAP Fiori Launchpad to create a new supplier (Mid-West Supply).

Name (Position) Joyce Hausman (Contract Administrator)

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 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, use the app *Maintain Business Partner*.

Fiori App



This will produce the following screen.

In the *Maintain Business Partner* screen choose **Organization**.

In the *Create Organization* choose in the pull-down menu Create in BP role **FI Vendor**.

In the pop-up *Change to another BP role in create mode* click on



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

Navigate to the tab *Vendor: Tax Data*.

In the Additional Tax Data field group enter **12-3456###** as Tax Number (remember to replace ### with your number). Confirm your entry and click on the button **Company Code** in the menu bar.

12-3456###

Enter **US00** for company code. Confirm with Enter.

US00

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

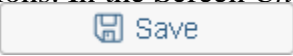
300000

In the tab *Vendor: Payment Transactions* enter **0001** as Terms of Payment and select the checkbox for **Check Double Invoice**.

0001
 Check Double Invoice

Your name

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

In the dropdown menu *Create in BP role* choose the **second Vendor** of the listed Vendor-options. In the Screen *Change to another BP role in create mode* click on .

To expand your purchase data information of your newly created partner Mid-West Supply click on .

Enter **US00** as Purchasing Organization. Then click on Enter.

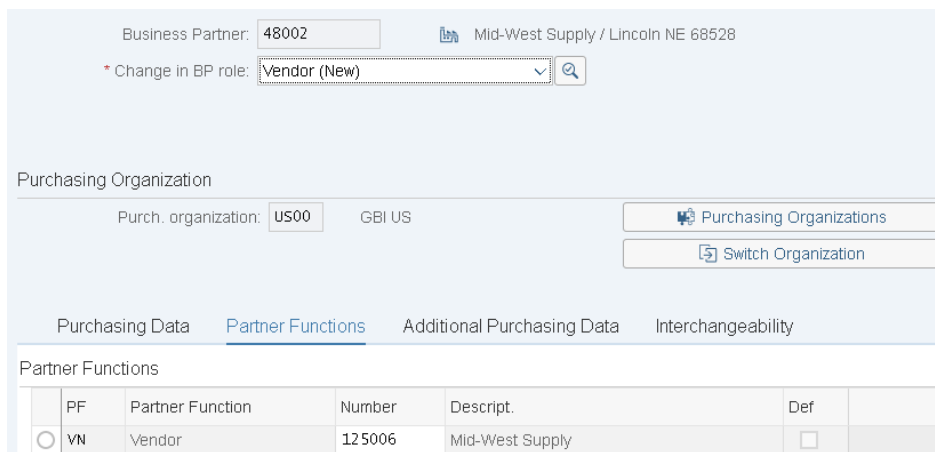
US00

Enter **USD** as Order currency and choose with the F4-help **Payable immediately Due net** in Payment Terms.


USD
Payable immediately Due net

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

VN



PF	Partner Function	Number	Descript.	Def
<input type="radio"/>	VN Vendor	125006	Mid-West Supply	<input type="checkbox"/>

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

Click on the home icon  to return to the Fiori Launchpad overview.



Step 2: Create Material Master for Trading Goods

Task Create material masters for trading goods.

Time 15 min

Short Description Use the SAP Fiori Launchpad 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, use the app *Create Material*.

Fiori App



In the Material field, type in **CHLK1###** (replace ### with your number), select **Retail** as an Industry sector and **Trading Goods** as Material type.

CHLK1###
Retail
Trading Goods

Then, click on **Continue** or press Enter.

On the next screen, select the following views by clicking on the square in front 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 on .

Select View(s) ✕

<input type="checkbox"/>	View
<input checked="" type="checkbox"/>	Basic Data 1
<input type="checkbox"/>	Basic Data 2
<input checked="" type="checkbox"/>	Sales: Sales Org. Data 1
<input checked="" type="checkbox"/>	Sales: Sales Org. Data 2
<input checked="" type="checkbox"/>	Sales: General/Plant Data
<input type="checkbox"/>	International Trade: Export
<input type="checkbox"/>	Sales Text
<input checked="" type="checkbox"/>	Purchasing
<input type="checkbox"/>	International Trade: Import
<input type="checkbox"/>	Purchase Order Text
<input checked="" type="checkbox"/>	MRP 1
<input checked="" type="checkbox"/>	MRP 2
<input checked="" type="checkbox"/>	MRP 3
<input type="checkbox"/>	MRP 4
<input type="checkbox"/>	Advanced Planning
<input type="checkbox"/>	Forecasting
<input checked="" type="checkbox"/>	General Plant Data / Storage 1
<input type="checkbox"/>	General Plant Data / Storage 2
<input type="checkbox"/>	Warehouse Management 1
<input type="checkbox"/>	Warehouse Management 2
<input type="checkbox"/>	Quality Management
<input checked="" type="checkbox"/>	Accounting 1

View selection only on request
 Create views selected

✓ Org. Levels
Data
☰
☰
📄 Default Setting
✕


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. Therefore, a consumable material is procured directly for an

account assignment object. When procuring a consumable material without a material master record, you have to 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). 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).

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 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 color) select Exempt (**0**) for all three tax categories.

MI00
0
0
0

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

1
69.00

below, then click on  to return to the *Sales: sales org. 1* tab. Then place the cursor in the field Delivering Plant and press Enter.

Scale Type	Scale quantity	* UoM	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.

1

On the *Sales: General/Plant* tab, select Availability check **02** (Individual requirements) and use the F4 help to choose Trans. Grp **0001** (On pallets) and LoadingGrp **0002** (Hand lift). Click 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 the 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. What does that mean?

Confirm with Enter.

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 choosing Enter.


02

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

What is the difference between a moving and a standard price?

Then, click on  to save your material.



Click on the home icon  to return to the Fiori Launchpad overview.



Step 3: Extend Material Master for Trading Goods

Task Extend a material master.

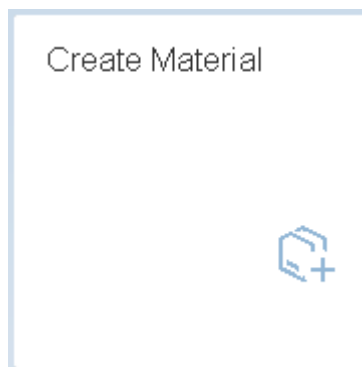
Time 10 min

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 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... field group, enter


CHLK1###

CHLK1### in the Material field again. Then, press Enter or **Continue**.

CHLK1###

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

 Material type Trading Goods and industry Retail copied from master record


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 [View Details](#)


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

[Conditions](#)

. Enter Scale quantity **1** and amount **65.00**.

Click on  and save with [Save](#).

 Material CHLK1000 created

Click on the home icon  to return to the Fiori Launchpad overview.

SD00
1
65.00



Step 4: Display Stock/Requirements List

Task Display the stock/requirements list.

Time 10 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.

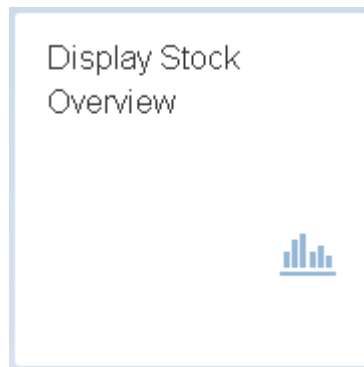
Name (Position) Wilton Saban (Inventory Supervisor)

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, use the app *Display Stock Overview*.

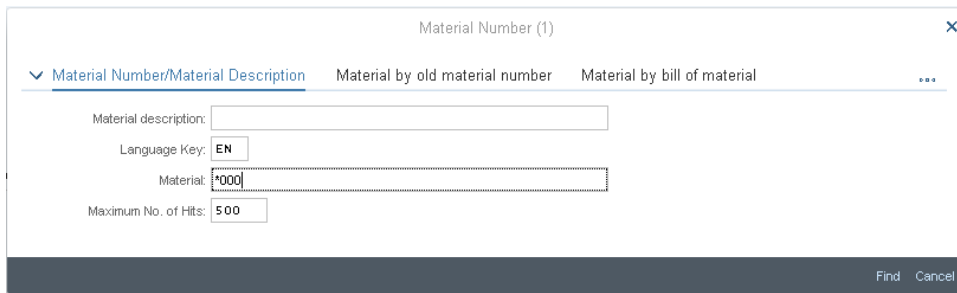
Fiori App



This will produce the following screen.

To find the material number for your Chain Lock, click on the Material field, then click on the search icon .

Enter in the Material field your number *###.

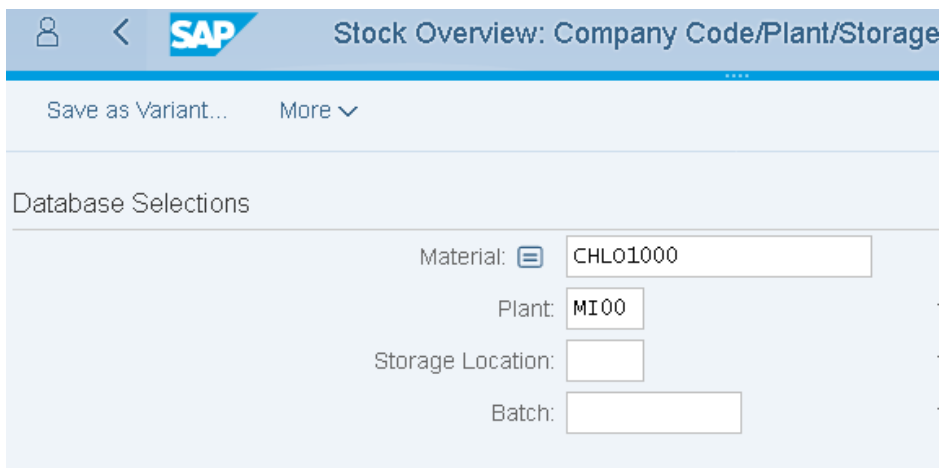


The screenshot shows a dialog box titled "Material Number (1)". It has three tabs: "Material Number/Material Description" (selected), "Material by old material number", and "Material by bill of material". The "Material Number/Material Description" tab contains the following fields: "Material description:" (empty), "Language Key:" with a dropdown menu showing "EN", "Material:" with a text input field containing "1000", and "Maximum No. of Hits:" with a text input field containing "500". At the bottom right, there are "Find" and "Cancel" buttons.

Use the Button **Find** to get the list of materials. Double click on your material to select it.

Enter the plant DC Miami (**MI00**).

MI00




The screenshot shows the SAP "Stock Overview: Company Code/Plant/Storage" screen. The title bar includes the SAP logo and navigation icons. Below the title bar, there are buttons for "Save as Variant..." and "More". The main area is titled "Database Selections" and contains the following fields: "Material:" with a dropdown menu and a text input field containing "CHLO1000", "Plant:" with a dropdown menu containing "MI00", "Storage Location:" with an empty text input field, and "Batch:" with an empty text input field.

Choose **Execute** to view at the stock level.

Your stock/requirements list should look similar to the screen below.

The screenshot displays the SAP Fiori 'Stock Overview: Basic List' application. At the top, there is a navigation bar with the SAP logo and the title 'Stock Overview: Basic List'. Below the navigation bar, there are action buttons: 'New Selection', 'Refresh', and 'More'. The main content area is divided into two sections. The first section, titled 'Selection', contains several input fields: 'Material' with the value 'CHL01000', 'Chain Lock', 'Material Type' with the value 'HAWA', 'Trading Goods', 'Unit of Measure' with the value 'EA', and 'Base Unit of Measure' with the value 'EA'. The second section, titled 'Stock Overview', features a toolbar with icons for expand, collapse, search, and print, along with a 'Detailed Display' button. Below the toolbar is a table with two columns: 'Client/Company Code/Plant/Storage Location/Batch/Special Stock' and 'Unrestricted use'. A dropdown menu is open under the first column, showing 'Full' and 'US00 Global Bike Inc.' as options.

Click on 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 Locks. Create a purchase requisition for 200 of your locks to request bids so that a vendor can be chosen to fill the expected needs associated with this sales campaign.

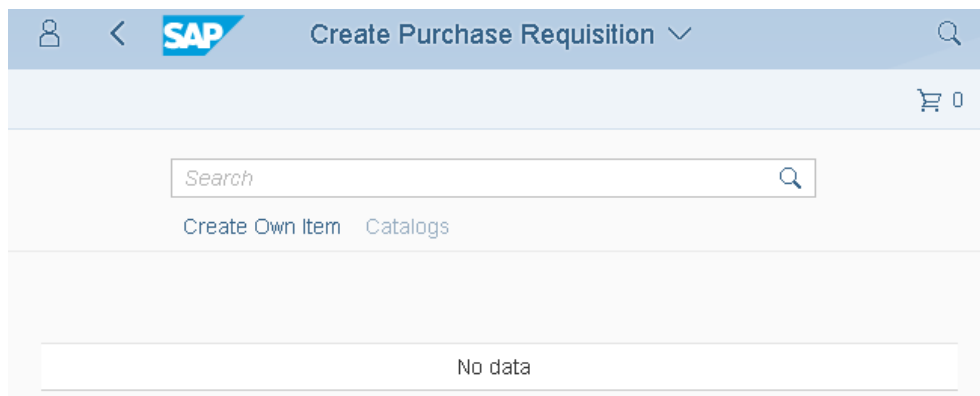
Name (Position) Wilton Saban (Inventory Supervisor)

To create a purchase requisition, 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**.

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

General Data

Material:	CHLK1028	
Short Text:	Chain Lock	
*Material Group:	UTIL	Utilities
Supplier Material Number:		
*Valuation Price:	32	USd
*Price Unit:	1	EA
*Quantity Requested:	200,000	EA
*Delivery Date:	16.08.2019	

In the Item 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].”

Notes

Item text	Item note	Delivery text	Material PO text
Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until 1st of May.			

Choose **Add to Cart**.

You will receive

Item added to cart

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

Purchase Requisition Overview

	Chain Lock
	Supplier:
	Delivery Date: 17.07.2018
	Quantity: 200,000 EA
	6.400,00 USD

Total: 0,00

Order View Cart

Then, click on **View Cart** to view your purchase requisition.

Purchase Requisition for Learn-028 Learn-028

0,00


Saved



General Information

Short Text: Learn-028 Learn-028 16.05.2019

Requestor: 00000097 Learn-028 Learn-028

Items (1)

Description	Quantity	Subtotal
 Chain Lock Supplier: <input type="text"/> Delivery Date: 16.08.2019	200,000 EA	6.400,00 USD
Unit Price: 32,00 USD per. 1 EA		

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

N00
 US00
 US00
 MI00
 US

Item Details

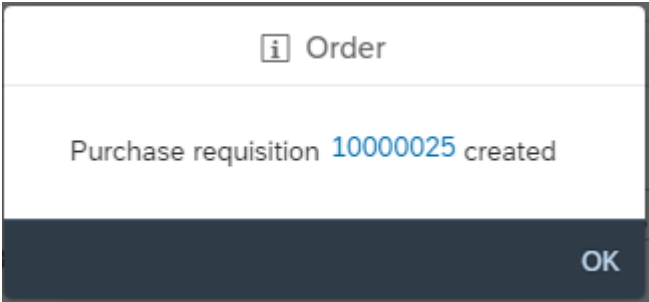
General Data


Material: <input type="text" value="CHLO1000"/>	*Purchasing Group: <input type="text" value="N00"/>
*Short Text: Chain Lock	Purch. organization: <input type="text" value="US00"/>
Item category: <input type="text" value="Material"/>	*Company Code: <input type="text" value="US00"/>
Material Group: UTIL	*Plant: <input type="text" value="MI00"/>
*Valuation Price: <input type="text" value="32.00"/> <input type="text" value="USD"/>	Acct Assignment C...: <input type="text"/>
Price unit: <input type="text" value="1"/> EA	
*Quantity requested: <input type="text" value="200.000"/> EA	
*Delivery date: <input type="text" value="07/06/2017"/>	

The item is updated

Click at  and choose , to confirm your request.

The system will create a unique document number.



Click on the home icon  to return to the Fiori Launchpad overview.



Step 6: Manage Stock

Task Manage the stock.

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, use the app *Manage Stock*.

Fiori App



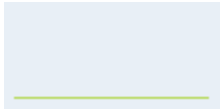
If not already defaulted in, choose Plant **MI00** and enter your Material **CHLK1###**. A list shows up under the Material field. Click on your Material **CHLK1###**. Your stock/requirements list should now look similar to the screen below.

MI00
CHLK1###

The screenshot shows the SAP Manage Stock app interface. At the top, there's a header with the SAP logo and the title 'Manage Stock'. Below the header, there are input fields for 'Material: CHLK1028' and 'Plant: DC Miami'. The main content area displays 'Chain Lock CHLK1028' with a large '0' and a small 'D' below it. To the right, there are three rows of stock data: 'Unrestricted-Use Stock 0,000 EA', 'Blocked Stock 0,000 EA', and 'Stock in Quality Inspection 0,000 EA'. Below this, there's a 'Transfer Stock' section with a table showing stock levels for 'Trading Goods (TG00)' across different storage locations.




Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Trading Goods (TG00)	0,000 EA	0,000 EA	0,000 EA
	0,000 EA	0,000 EA	0,000 EA

Click on **Stock - Single Material**.

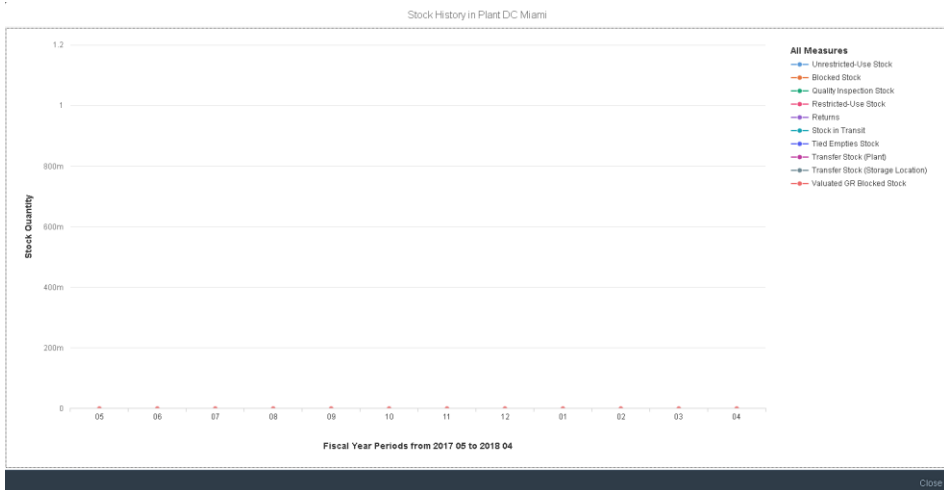
In the new screen click on  in the row of MI00 in the column of Stock History


Chain Lock (CHLO1000)
 Material Type: Trading Goods (HAWA)
 Base Unit of Measure: each (EA)

Stock by Plant/Storage Location | Reporting Date: 17.04.2018

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Employee Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valued GR Blocked Stock	Stock History
DC Miami (MI00)		0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
Trading Goods (T000)		0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
DC San Diego (SD00)		0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	

The system will show the history of your material CHLK1### in the plant MI00.



Click on the home icon  to return to the Fiori Launchpad overview.



Step 7: Create Request for Quotation

Task Create a request for quotation for your requisition.

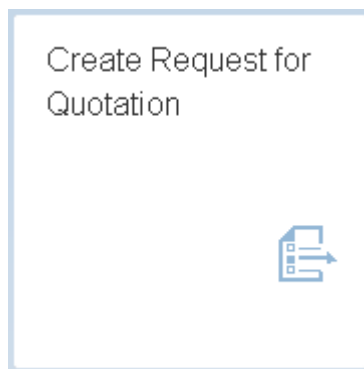
Time 10 min

Short Description Create a separate request for quotation (RFQ) for several vendors. This process will be used to collect the necessary pricing and delivery information that is 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)**, **today in one month** as Quotation Deadline, as Purchasing Organization **US00, N00** as Purchasing Group and as Plant **MI00**. Then click on [Overview](#).

AN
today in one month
US00
N00
MI00

The screenshot shows the 'Create RFQ : Initial Screen' in SAP. The interface includes a header with a user icon, a back arrow, the SAP logo, and the title 'Create RFQ : Initial Screen'. Below the header are three tabs: 'Header Details', 'Copy Document', and 'More'. The main content area is divided into three sections:

- Header Details:**
 - RFQ Type: AN
 - Language Key: EN
 - * RFQ Date: 28.05.2018
 - * Quotation Deadline: 28.06.2018 (with a calendar icon)
 - RFQ: (empty field)
- Organizational Data:**
 - Purch. organization: US00
 - Purchasing Group: N00
- Default Data for Items:**
 - Item Category: (empty field)
 - Delivery Date: T (with a date picker icon)
 - Plant: MI00

Enter in the *Create RFQ: Item Overview* screen your material number **CHLK1###** in the *Material* field and confirm with Enter or . Enter as RFQ Quantity **200** and as Deliv. Date **three months from today**. Then, select **More** ► **RFQ** ► **Create with Reference** ► **To Purchase Req.** which will produce the following screen.

CHLK1###

200
Three months from
today

Selection of Purchase Requisitions

Purchase Req.: 10000021

Requisn. item:

Purch. Group: N00

Document Type:

Material:

MPN material:

Plant:

Item Category:

Acct Assgmt Cat:

Tracking Number:


Supplying Plant:

Assigned:

Stock material:

Open only:

Continue Header Details Cancel

Note If your Purchase Requisition number is not already entered, use the F4 help to find the number of your purchase requisition. Choose with the  button the tab *Purchase Requisitions per Material*. Enter your Material **CHLK1###** and click on **Find**. Double click on your purchase order will enter it in the *Selection of Purchase Requisitions* screen.

CHLK1###

Then, click on **Continue**.

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

TG00

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

RFQ1###

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

In the *Create RFQ: Supplier 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 Enter which will populate your vendor's data into corresponding fields.

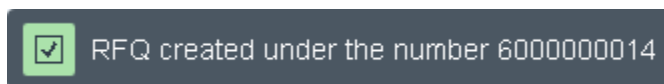
F4

Lincoln

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

Yes


You will get the following message in the lower bar:



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

103###

You will get the following message in the lower bar:


 RFQ created under the number 6000000015


Repeat the step also for Spy Gear **107###**.

107###

RFQ:	<input type="text"/>
RFQ Date:	<input type="text" value="28.05.2018"/>
Vendor:	<input type="text" value="107000"/>

You will get the following message in the lower bar:

 RFQ created under the number 6000000016

Click on 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 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, use the app *Maintain Quotations from Vendors*.

Fiori App



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 Supplier* 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.

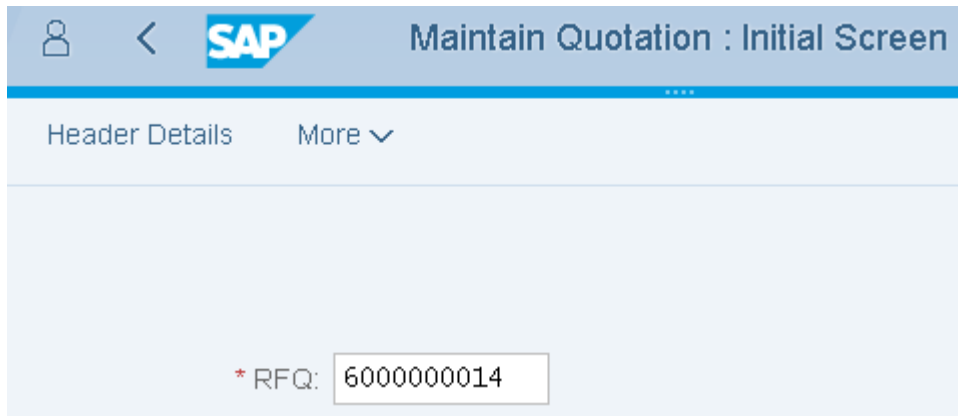
F4

Mid-West Supply
F4

US
###

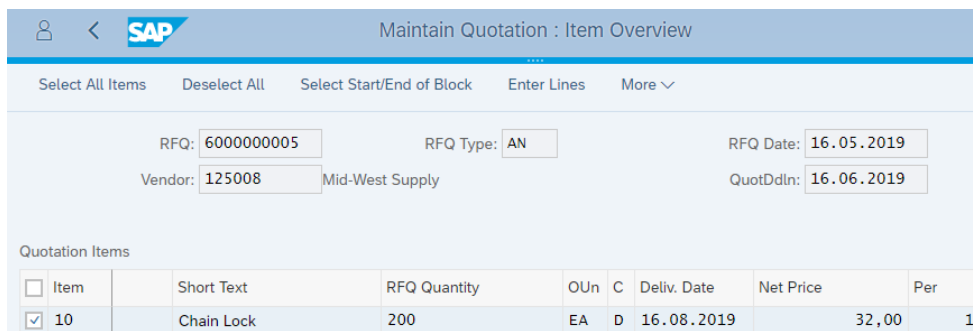
Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on **Find** to find the first RFQ number you have created in the last task.

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



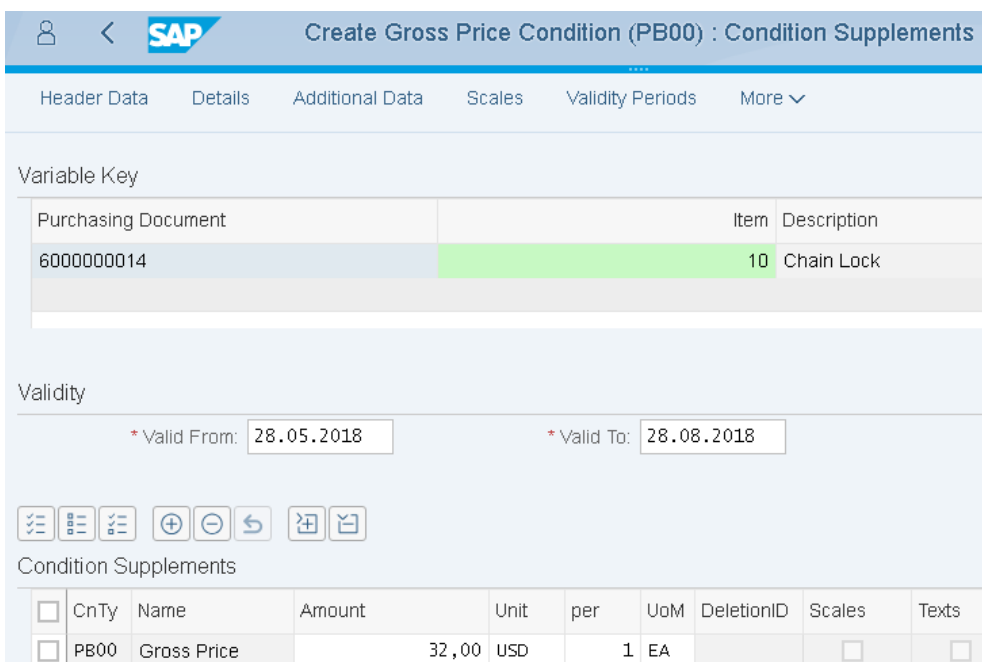
In the *Maintain Quotation: Item Overview* screen, enter a net price of **32.00** USD. Click on **Select All Items** . Then, click on **Item Conditions** .



32.00



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 6000000014 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 Basics	36.50 USD
Spy Gear	35.00 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 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

SAP Price Comparison List

Save as Variant... Get Variant... More ▾

Purchasing Organization:*

Quotation: to:

Collective RFQ: to:

Supplier: to:

Material: to:

Comparison Values

Reference Quotation:

Mean Value Quotation:

Minimum Value Quotation:

Percentage Basis:

Max. No. Quotations per Page:

Price Calculations

Include Discounts:

Include Delivery Costs:

Determine Effective Price:

This will produce the following screen.

Material	Quot.:	6000000014	6000000016	6000000015	MEAN
Sh. Text	Bidder:	125006	107000	103000	
Qty. in Base Unit	Coll. No. :	RFQ 000	RFQ 000	RFQ 000	
CHL01000	Val.:	6.400,00	7.000,00	7.300,00	6.900,00
Chain Lock	Price:	32,00	35,00	36,50	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 36.50 USD.


36,50

In the screen *Maintain Quotation: Item 00010* in the section *Quotation Data* choose the checkbox for **Rej. Ind.** to indicate rejection of this quotation.

Rej. Ind.

Click on . Acknowledge the warning message prompted by the system with **Yes** and save anyway.

Yes

 Maintain Quotation : Item 00010

Next Delete Header Details Additional Data Item Conditions More ▾


Item: 6000000015 10 ItCat.: Plant: MI00
Material: CHLO1000 Stor. loc.:
Short Text: Chain Lock
Mat. Grp: UTIL

Quantity and Date
RFQ Quantity: 200 EA QuotDdln: 28.06.2018
Delivery Date: D 28.08.2018

Deadline Monitoring
1st Rem./Exped.: TrackingNo.:
2nd Rem./Exped.: S. Mat.:
3rd Rem./Exped.:
No. Exped.: 0

Quotation Data
Net Order Price: 36,50 USD / 1 EA InfoUpdate:
Qty Conv: 1 EA <->: 1 EA
Quot. Comment: Tax Code:
 Rej. Ind.

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

Click on 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.

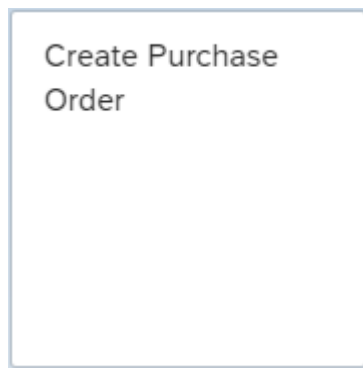
Time 5 min

Short Description Create a 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, use the app *Create Purchase Order - Advanced*.

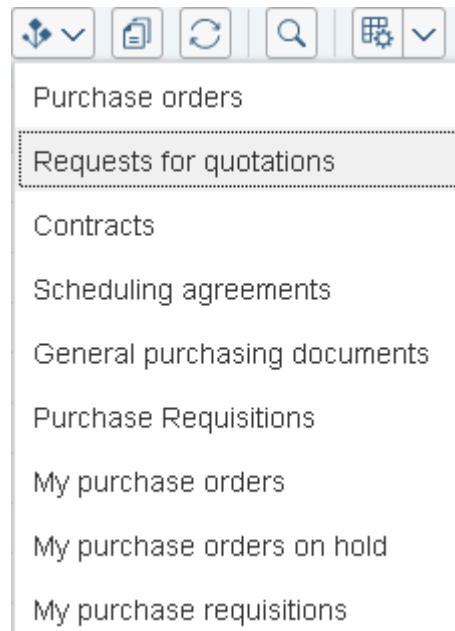
Fiori App



[Document Overview On](#)

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 **Find**.

HAWA
*###

Material Number (1) ×

Material by Task List
 Sales Material by Description
 Material by Material Type
 Material by Supply Area
 ...

Material type:


Material Description:

Language Key:

Material:



Maximum No. of Hits:

Find Cancel

Double-click on your Chain Lock (**CHLK1###**) 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 **Execute**. This will produce a screen with your three RFQs. Click on  (Change Breakdown). If you don't see this Button expand your Document Overview screen.



CHLK1###

Document Overview	
SAP&MEPOANFR	
....	
Purch.Doc.	
<input type="checkbox"/>	60000000014
<input type="checkbox"/>	60000000015
<input type="checkbox"/>	60000000016

In the following screen, select **Vendor** 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

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

Document Overview	
SAP&MEPOANFR	
<input type="checkbox"/>	▼ Dallas Bike Basics
<input type="checkbox"/>	6000000006 CHLK1028
<input type="checkbox"/>	▼ Mid-West Supply
<input type="checkbox"/>	6000000005 CHLK1028
<input type="checkbox"/>	▼ Spy Gear
<input type="checkbox"/>	6000000007 CHLK1028

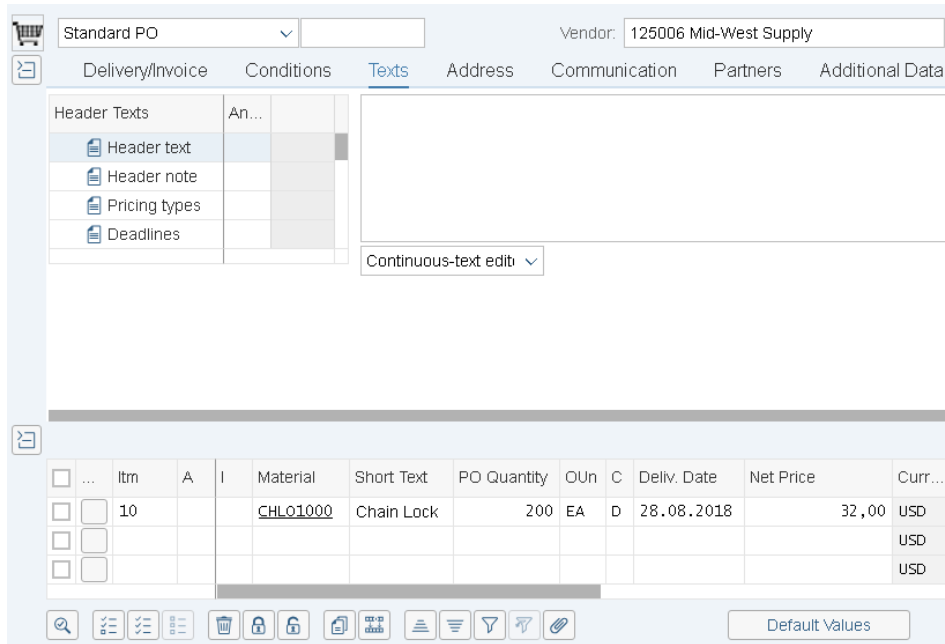
Single-click on the requisition/quotation that you want to reference (**Mid-West Supply**) and select to adopt the information.


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.

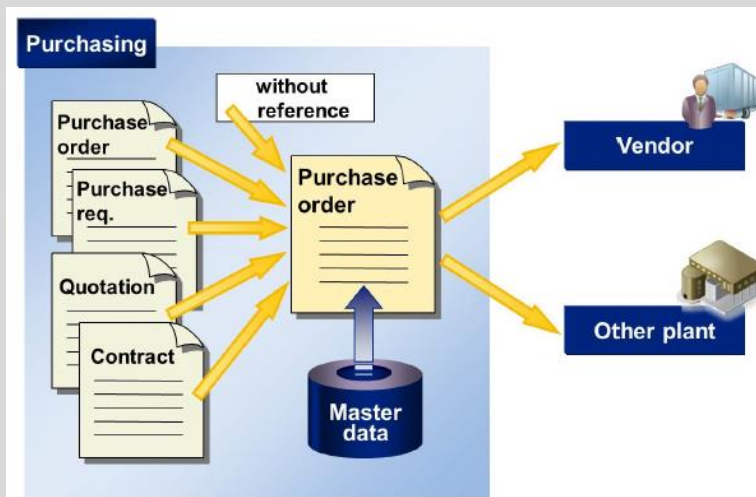
Verify that the system copied the Material number **CHLK1###**, Quantity **200**, **three months from today** as Deliv. Date, and the Net Price of **32.00 USD**.

CHLK1###
200
3 months from
today
32.00 USD




If the header data is not yet displayed, open the section by clicking on  Header . On the *Conditions* tab, record 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 objects can trigger a purchase order (see graphic).



The Goods Receipt and invoice verification are usually based on the purchase order.

If the line item data is not yet displayed, open the section by clicking on  Item Overview .

Select the *first line*. Then, click on  below the table to perform a schedule line split.

First line

<input type="checkbox"/>	...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...
<input type="checkbox"/>		10			CHLO1000	Chain Lock	200	EA	D	28.08.2018	32,00	USD
<input type="checkbox"/>												USD
<input type="checkbox"/>												USD

Change the PO Quantity of both items from 200 to **100**. Then change the Delivery Date of the *second line* to **one week after the first delivery**.

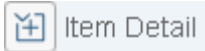
200 → 100
Second line
1 week after 1st
delivery

If an error message occur, acknowledge it.

Then, press Enter. Verify your item details with the screenshot below.

<input type="checkbox"/>	S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date
<input type="checkbox"/>	<input type="checkbox"/>	10			CHLK1028	Chain Lock	100	EA	D	16.08.2019
<input type="checkbox"/>	<input type="checkbox"/>	20			CHLK1028	Chain Lock	100	EA	D	23.06.2019

If the line item data is not yet displayed, open the section by clicking on



Check for both positions on the *Material Data* tab, that **InfoUpdate** is selected.

InfoUpdate

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


More ▶ Purchase Order ▶ Save

Menu bar

The system will assign a unique purchase order document number.



Purchase order
document number

Click on the home icon  to return to the Fiori Launchpad overview.



Step 11: Display Purchase Order

Task Review your purchase order.

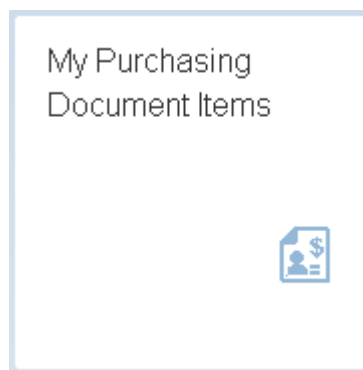
Time 5 min

Short Description Now you want to display electronically what you have 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, orders, goods receipts and supplier invoices.

You can find your purchase order by using your assigned number. Therefore, enter *### in the field Search. Choose .

*###


2
Purchase Orders

Choose

Maybe you need to scroll down to find your supplier and your purchase order.

Mid-West Supply

<input type="checkbox"/>	Standard PO (4500000034 / 00010)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 0 EA	3200.00 USD	0 EA	0.00 USD	Not Yet Sent	■■■■■	>
<input type="checkbox"/>	Standard PO (4500000034 / 00020)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 0 EA	3200.00 USD	0 EA	0.00 USD	Not Yet Sent	■■■■■	>

Click on the home icon  to return to the Fiori Launchpad overview.

Step 12: Create Goods Receipt for Purchase Order

Task Create Goods Receipt for Purchase Order

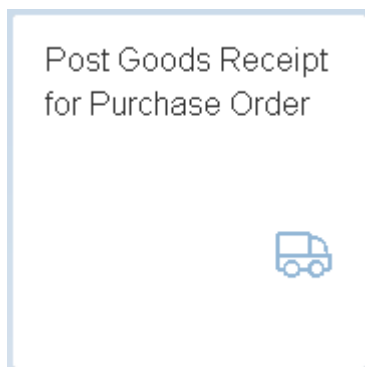
Time 5 min


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 our purchase order thereby ensuring that we 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 field Purchase Order. You might want to search for your PO number by using the **F4-Help**. Enter ***####** in the Search field and choose . Select the **first one of your Purchase Order** by performing a double click on it.

your PO number
F4
###

First one of your PO

Select: Purchase Order

Hide Advanced Search 

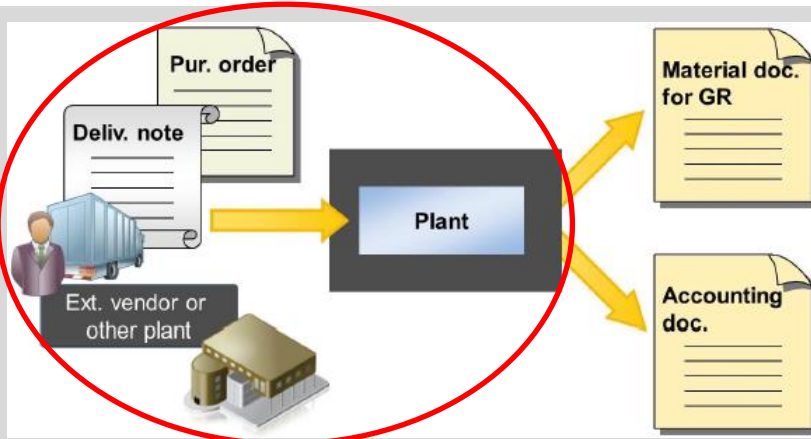
Enter search te...: 

Items

Purch...	PO Type	PO lte...	Supplier	Suppli...	City	Supply...	Name ...	Material	Materi...
45000...	Stand...	00020	125006	Mid-W...	Lincoln			CHLO...	Chain ...
45000...	Stand...	00010	125006	Mid-W...	Lincoln			CHLO...	Chain ...

Click in the field of Storage Location of your first line.

Note When goods are delivered against a purchase order, you enter a goods receipt, referencing the purchase order. The system checks the purchase order and copies only the open purchase order items into the goods receipt transaction.



When a good receipt is recorded against a production order, the following details are checked:

- If the correct material has been delivered
- If the correct quantity of material has been delivered or whether there has been over- or under-delivery
- If perishable goods meet the minimum shelf life criteria (the shelf life expiration date check must be active in this case)

Purchase Order: 4500...

Mid-West Supply

Purchase Order: 4500000034
Purchase Order Type: Standard PO (NB)

GENERAL INFORMATION ITEMS ATTACHMENTS

Printing: No ... Note: Documen...: 28.05.2018
Bill of Lad...: Delivery ...: Posting D...: 28.05.2018

ITEMS

Items (2 of 2) Search

<input type="checkbox"/>	Material	Open Quantity	Delivered	Distribution	Plant	Storage Location	Stock Type
<input type="checkbox"/>	Chain Lock (CHLO1000)	100,000 EA	100,000 EA	+	DC Miami		Unre... >
<input type="checkbox"/>	Chain Lock (CHLO1000)	100,000 EA	100,000 EA	+	DC Miami		Unre... >

Select the available Storage Location **TG00 (Trading Goods)**.

TG00

Select Storage Location

Trading Goods	Quality	0,000 EA
TG00	Blocked	0,000 EA
	Unrestricted...	0,000 EA

Your order is already split. Select the first item and click on .

Make sure that **Trading Goods** as Storage Location and **Unrestricted Use** as stock Type is selected.

Trading Goods
Unrestricted Use

Select **Delivery Completed** and click on **Apply**.

Delivery Completed

Chain Lock CHLK1028

Progress of Goods Receipt for PO

100

Quantity	Storage Location / Stock Type	Additional Information
Delivered (Unit of Entry):	<input type="text" value="100,000"/> EA	
Open Quantity:	<input type="text" value="100,000"/> EA	
Ordered:	<input type="text" value="100,000"/> EA	
Delivery Completed: <input checked="" type="checkbox"/>		

Storage Location / Stock Type

*Plant:

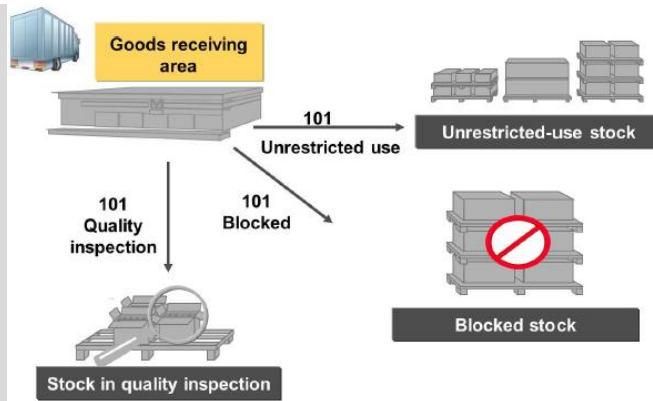
*Storage Location:

Stock Type:

Special Stocks:

Note You can post a goods receipt for the warehouse to the following stock types:

- Unrestricted-use stock
- Quality inspection stock
- Blocked stock

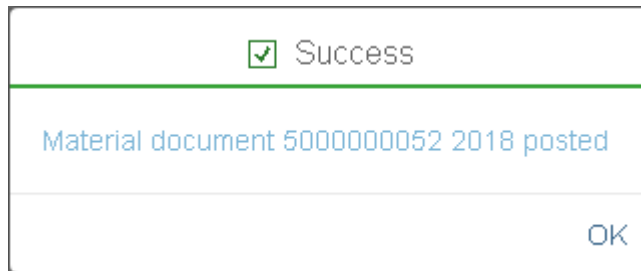


For good receiving, you can decide which stock type is relevant when posting a quantity. The stock type is relevant for determining the stock available in materials planning and is also used for withdrawals in inventory management.

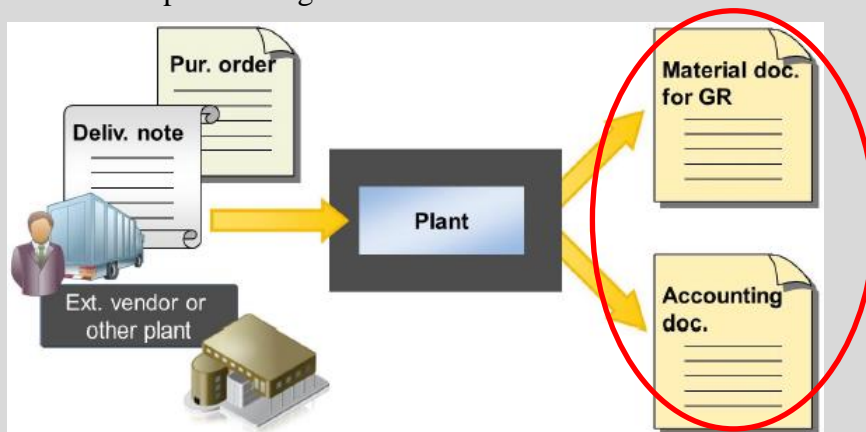
You can only post withdrawals for consumption from unrestricted-use stock. You can withdraw one sample, scrap a quantity, or post an inventory difference from quality inspection stock and blocked stock.


Finally, leave your first item marked and click on **Post** to post your goods receipt. The system will create a unique goods receipt document.

Goods receipt document number



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 recorded.



Click on 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 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, use the Fiori app *Manage Stock*.

Fiori App



This will produce the following screen.


 The screenshot shows the SAP Fiori app interface for "Manage Stock". At the top, there is a header bar with the SAP logo, a back arrow, and the title "Manage Stock" with a dropdown arrow and a search icon. Below the header, there are input fields for "Material:" (with a placeholder "Enter a material" and a search icon) and "Plant:" (with a dropdown menu showing "Plant Dallas (DL00)"). To the right of these fields is a summary table of stock types:

Unrestricted-Use Stock	0,000
Restricted-Use Stock	0,000
Blocked Stock	0,000
Stock in Quality Inspection	0,000

 Below the table, there are labels for "Material Type:" and "Base Unit of Measure:". At the bottom, there is a section titled "Material by Storage Location" with a search bar and a refresh icon. Below this is a table with columns: "Storage Location", "Unrestricted-Use Stock", "Unrestricted-Use Stock", "Blocked Stock", "Blocked Stock", "Stock in Quality Inspection", and "Stock in Quality Inspection". The table currently displays "No data".

In the pull-down menu select the plant DC Miami (**MI00**).


MI00

To find the material number for your Chain Lock, click on the Material field, then click on the search icon .

Use the Button **Show Advanced Search** to select the material by the following description. Enter in the search field your number ***###**.

*###

 A search input field containing the text "*000". To the right of the field is a search icon (magnifying glass) and a close icon (X).

Then click the  icon to find the list of materials.

Select: Material

Go

Items

Material	Material ...	Batch	Plant	Plant Name	Material T...	Material T...	Product H...
BOTL1028	Water Bottle		MI00	DC Miami	HAWA	Trading G...	
CAGE1028	Water Bot...		MI00	DC Miami	HAWA	Trading G...	
CHLK1028	Chain Lock		MI00	DC Miami	HAWA	Trading G...	
DXTR1028	Deluxe To...		MI00	DC Miami	FERT	Finished P...	
DXTR2028	Deluxe To...		MI00	DC Miami	FERT	Finished P...	
DXTR3028	Deluxe To...		MI00	DC Miami	FERT	Finished P...	
EPAD1028	Elbow Pads		MI00	DC Miami	HAWA	Trading G...	
FAID1028	First Aid Kit		MI00	DC Miami	HAWA	Trading G...	
KPAD1028	Knee Pads		MI00	DC Miami	HAWA	Trading G...	
OHMT1028	Off Road ...		MI00	DC Miami	HAWA	Trading G...	
ORMN1028	Men's Off ...		MI00	DC Miami	FERT	Finished P...	
ORWN1028	Women's ...		MI00	DC Miami	FERT	Finished P...	
PRTR1028	Profession...		MI00	DC Miami	FERT	Finished P...	
PRTR2028	Profession...		MI00	DC Miami	FERT	Finished P...	
PRTR3028	Profession...		MI00	DC Miami	FERT	Finished P...	
PUMP1028	Air Pump		MI00	DC Miami	HAWA	Trading G...	
RHMT1028	Road Hel...		MI00	DC Miami	HAWA	Trading G...	
RKIT1028	Repair Kit		MI00	DC Miami	HAWA	Trading G...	
SHRT1028	T-shirt		MI00	DC Miami	HAWA	Trading G...	

Cancel

You can extend the Material Short Text. Then, scroll down until you find the Chain Lock **CHLK1####**. Select it by double clicking on it.

CHLK1###

Items

Material	Material ...	Batch	Plant	Plant Name	Material T...	Material T...
CHLK1028	Chain Lock		MI00	DC Miami	HAWA	Trading G...

This report gives stock levels for the DC in Miami.

Material: CHLK1028 **Plant:** DC Miami

Chain Lock CHLK1028
 Material Type: Trading Goods (HAWA) Range Of Coverage in Days: 0 D
 Base Unit of Measure: each (EA)

Unrestricted-Use Stock	100,000 EA
Blocked Stock	0,000 EA
Stock in Quality Inspection	0,000 EA

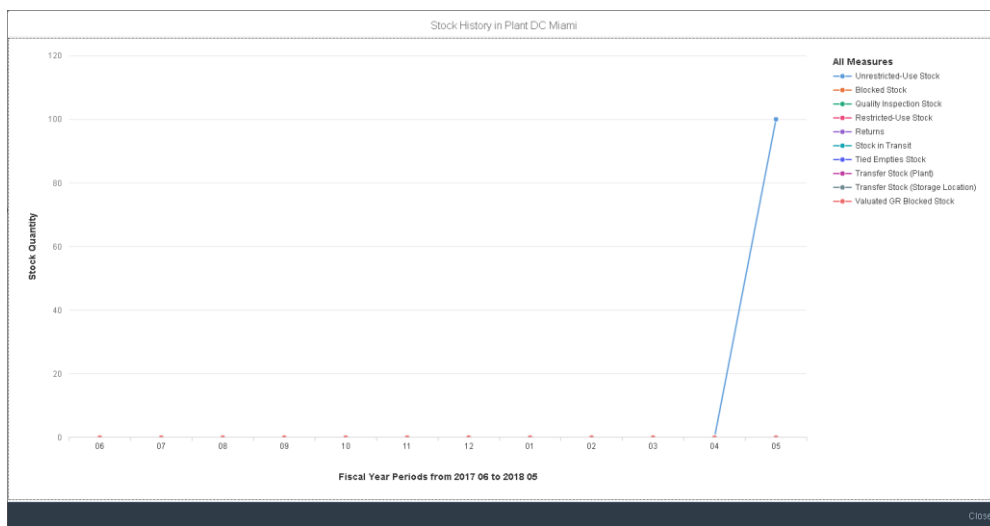
Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Trading Goods (TG00)	100,000 EA	0,000 EA	0,000 EA
	100,000 EA	0,000 EA	0,000 EA


You can get an overview about the material by choosing the button **Stock - Single Material** in the right corner. This will give you very specific information about the inventory of the Chain Lock.

Click on  in the *Stock History* column in the line of DC Miami (MI00).

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami (MI00)		100,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
	Trading Goods (TG00)	100,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	

In the following screen you get a graphical overview.



Click on 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 PO and goods receipts. 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 you making the necessary journal entry.

Mid-West Supply

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

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

Invoice 00504-###

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

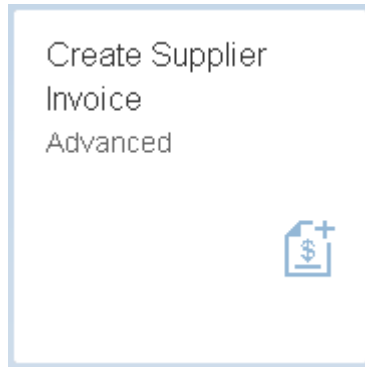
BIC: BOALUSLIABC
IBAN: US22 8400 0000 0991 0044 01

www.mid-west-supply.com

Name (Position) Silvia Cassano (Accounts Payable Specialist)

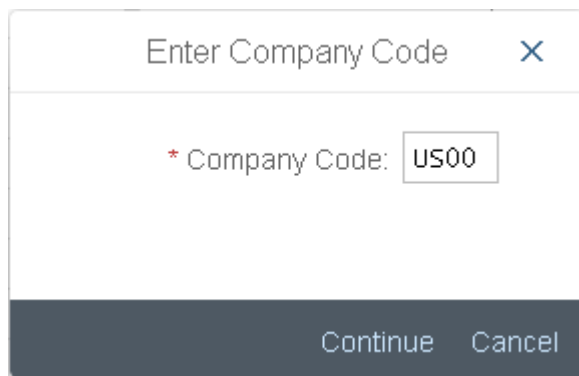
To create an invoice receipt, use the app *Create Supplier Invoice – Advanced*.

Fiori App



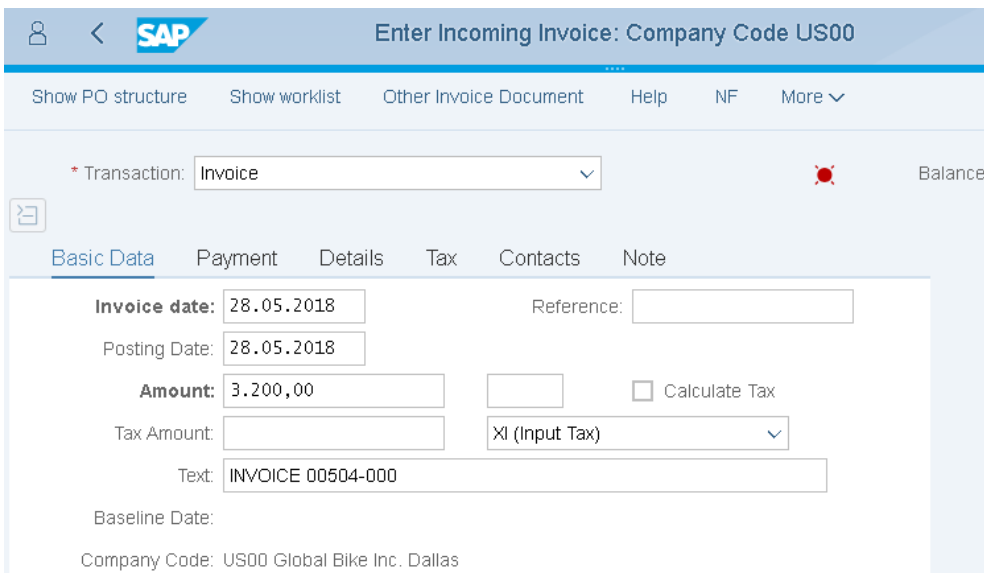
Enter **US00** in the Pop up *Enter Company Code* and click at **Continue**.

US00



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

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



Choose in the lower section the tab *PO Reference*.

Enter (or find with F4 help and your supplier as Invoicing Party) **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 and mark the checkbox for **Booking OK** only for the first line.

your PO number

TX0000000

Booking OK

TM Ref. G/L Account PO Reference

Purchase Order/Scheduling Agreement 4500000034

<input type="checkbox"/>	Item	Amount	Quantity	Or...	<input type="checkbox"/>	Purchase o...	Item	Stock Segment
<input checked="" type="checkbox"/>	1	3.200,00	100	EA	<input checked="" type="checkbox"/>	4500000034	10	
<input type="checkbox"/>	2			EA	<input type="checkbox"/>	4500000034	20	
<input type="checkbox"/>								

Item: Search Term:

Use the **Simulate** button to see if the postings are correct.


Simulate Document in USD (Document currency)

Position	...	G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing...	Item	T...	Jurisd. Code	Ta
1	K	300000	Mid-West Supply / Li...	3.200,00-	USD				XI	
2	S	310000	Goods Receipt / Invoi...	3.200,00	USD	4500000034	10		XI	TX0000000

Finally, click on **Post** or on **X** and then on **Post** to post your invoice receipt. The system will generate a unique number for this document.

Invoice document number

Document no. 5105600121 created (Blocked for payment) [View Details](#)

Click on the home icon  to return to the Fiori Launchpad overview.



Step 15: Display Purchase Order History

Task Display the purchase order history.

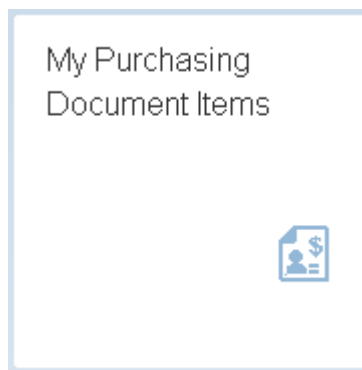
Time 5 min

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.

The screenshot shows the top section of the app with a search filter bar. It includes a user icon, a back arrow, the SAP logo, and the app title 'My Purchasing Document Items'. Below the title are options for 'Standard', 'Hide Filter Bar', 'Filters', and a 'Go' button. The filter bar contains several input fields: Search (with a placeholder 'Search'), Supplier, Purchasing Group, Material Group, Plant, Status, Cost Center, Work Package, Sales Order, Service Performer, and Material. Each field has a small square icon to its right.

You can find your purchase order by using your assigned number.

Therefore, use enter *### in the field Search choose .

*###

This screenshot is identical to the previous one, but the 'Search' input field now contains the text '*000'. The 'Go' button is highlighted in blue.

2
Purchase Orders

Click on

Maybe you need to scroll down to find your Purchase Order.

Mid-West Supply								
<input type="checkbox"/>	Standard PO (4500000034 / 00010)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Completed	██████ >
<input type="checkbox"/>	Standard PO (4500000034 / 00020)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 0 EA	3200.00 USD	0 EA	0.00 USD	Not Yet Sent	██████ >

Reminder: In Step 11 you had the following overview. What is the difference to you screen now? Try to explain!

Mid-West Supply								
<input type="checkbox"/>	Standard PO (4500000034 / 00010)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 0 EA	3200.00 USD	0 EA	0.00 USD	Not Yet Sent	██████ >
<input type="checkbox"/>	Standard PO (4500000034 / 00020)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 0 EA	3200.00 USD	0 EA	0.00 USD	Not Yet Sent	██████ >

43
Goods Receipts

Choose . You will see your 100 delivered Chain Locks, maybe you need to scroll down.

Mid-West Supply							
5000000052 / 0001 / 2018	4500000034 / 00010	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	28.08.2018	Mon May 2...	Completed	>

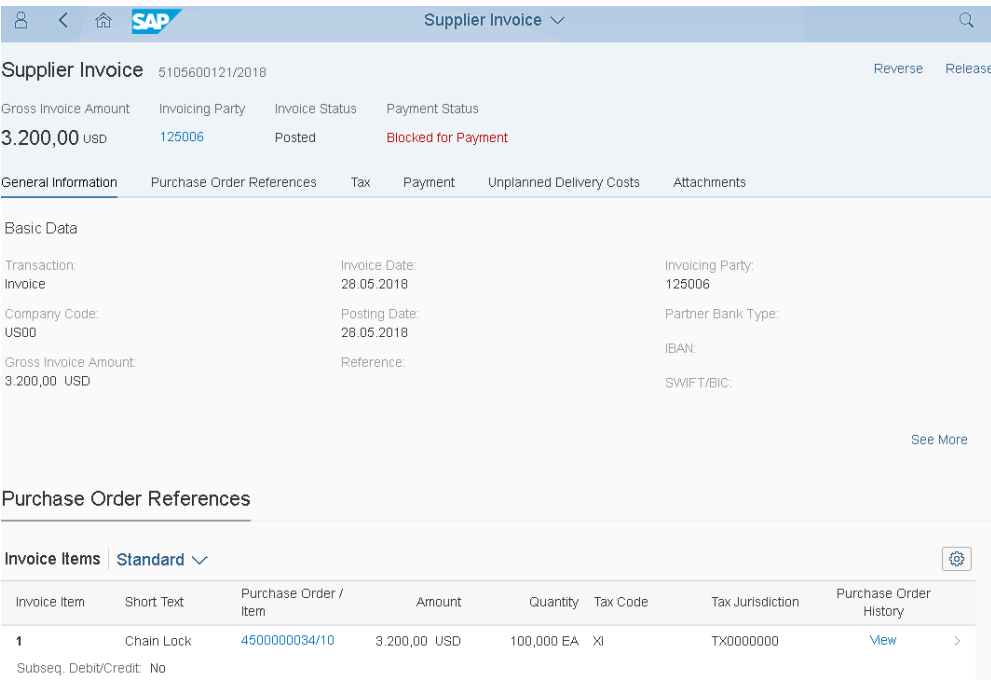
8
Supplier Invoices

Choose the tab . There you will see further activities regarding your order.


You see, that an invoice was created. Click at >

Mid-West Supply							
Invoice - Gross 5105600121 / 2018 / 000001	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Created	>

You will see the financial document, which was created when you have created the supplier invoice.



The screenshot shows the SAP Fiori interface for a Supplier Invoice. At the top, there is a navigation bar with a home icon, the SAP logo, and the title 'Supplier Invoice'. Below this, the invoice details are displayed: 'Supplier Invoice 5105600121/2018' with 'Reverse' and 'Release' buttons. A summary row shows 'Gross Invoice Amount' of 3,200.00 USD, 'Invoicing Party' 125006, 'Invoice Status' Posted, and 'Payment Status' Blocked for Payment. A menu bar includes 'General Information', 'Purchase Order References', 'Tax', 'Payment', 'Unplanned Delivery Costs', and 'Attachments'. The 'Basic Data' section lists fields like Transaction, Invoice, Invoice Date, Invoicing Party, Company Code, Posting Date, Partner Bank Type, Gross Invoice Amount, Reference, IBAN, and SWIFT/BIC. Below this is the 'Purchase Order References' section. The 'Invoice Items' section is expanded to 'Standard' and shows a table with one item: 'Chain Lock' with a purchase order of 4500000034/10, amount of 3,200.00 USD, quantity of 100,000 EA, and tax code XI. A 'View' button is next to the item. At the bottom right of the screenshot, there is a small square icon.

Click on the home icon  to return to the Fiori Launchpad overview.

Step 16: Display Document Flow

Task Display the document flow.

Time 5 min


Short Description Review goods receipt document and the document flow of your material

Name (Position) Wilton Saban (Inventory Supervisor)

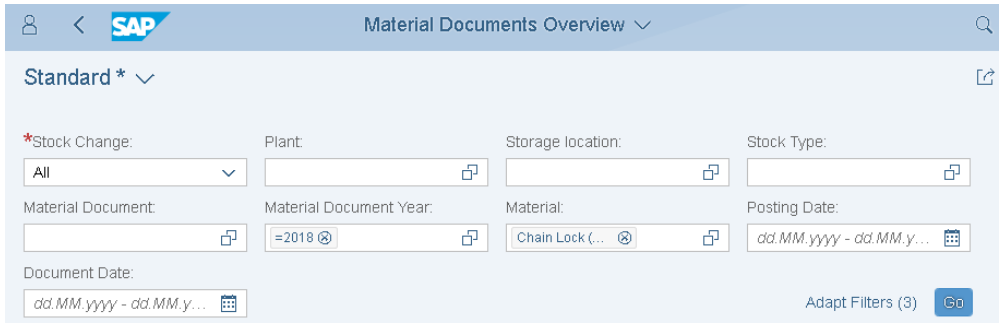
To display the document flow, use the app *Materials Document Overview*.

Fiori App



The app provides an overview of the material documents. You can find your purchase order by using your assigned number. Therefore, enter your material number **CHLK1###** in the field **Material** and then choose .

CHLK1###



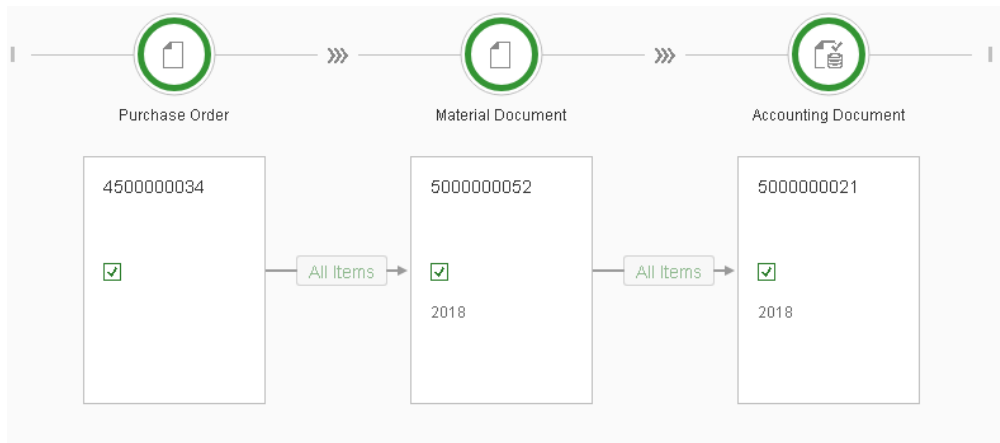
Click on the line.


Material Document	Material Document Year	Material	Plant	Storage location
5000000038	2019	Chain Lock (CHLK1028)	DC Miami (MI00)	Trading Goods (TG00)

Posting Date: 16.05.2019
Stock Type: Unrestricted-Use Stock (01)

You will then see your material document information from step 12 as you confirmed the goods receipt. Click on the tab *Document Flow*.

The document flow will be displayed. You can see the related purchase order. Maybe you need to click on [Zoom In](#), to see the related document numbers.



Click on the home icon  to return to the Fiori Launchpad overview.



Step 17: Create Goods Receipt for Purchase Order

Task Create a goods receipt for a purchase order.

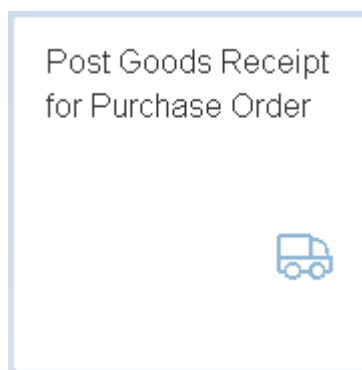
Time 5 min

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.

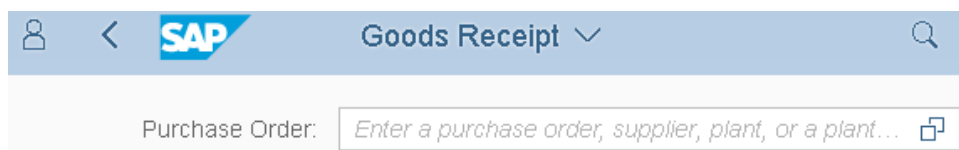
Name (Position) Tatjana Karsova (Receiving Clerk)

To create a goods receipt for a purchase order, use the app *Post Goods Receipt for Purchase Order*.

Fiori App



You will see the following screen *Goods Receipt*.



Choose the **F4** help in the field *Purchase Order*.

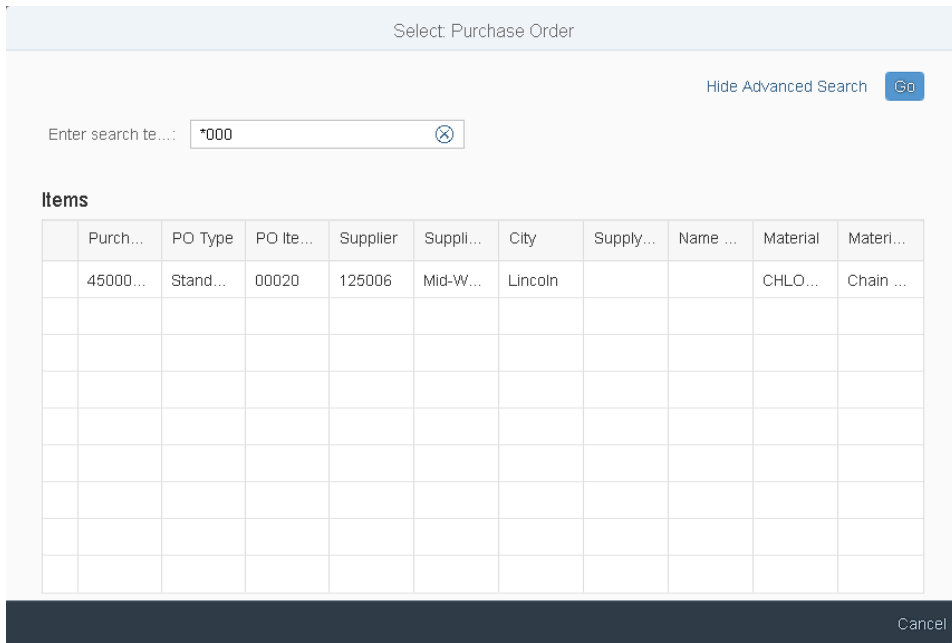
F4

In the screen *Select: Purchase Order* click on **Show Advanced Search** and enter your three-digit number ***###** in the search field. Click on **Go**.

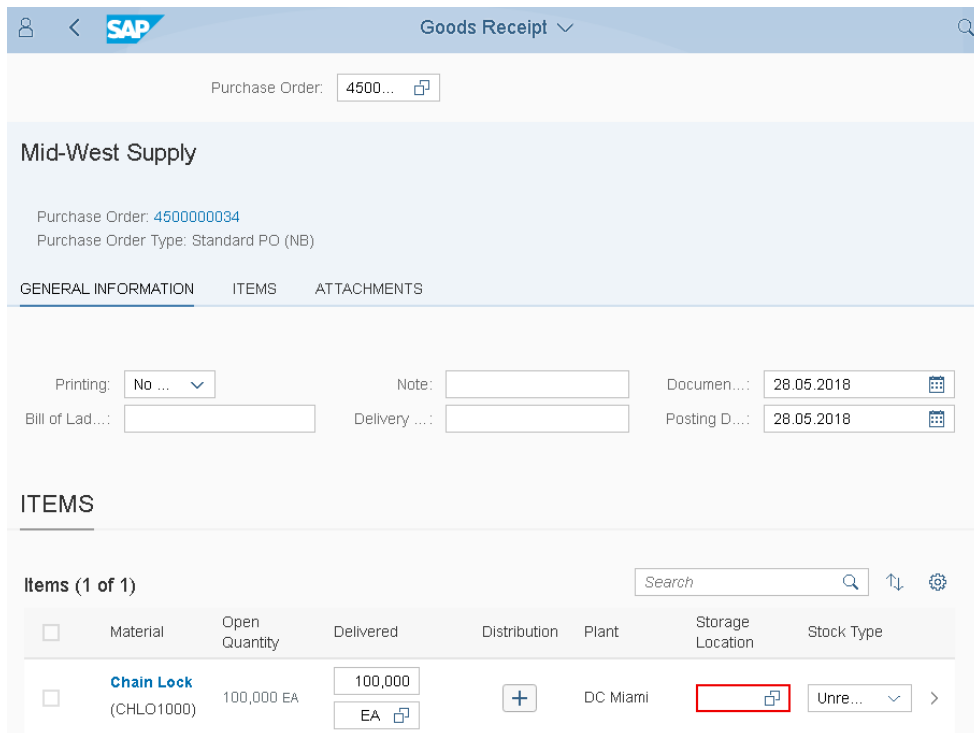
*###

Search for your material **CHLK1###** and select it with a double click. Now, only one order is shown. Select it with a double click.

CHLK1###



The following screen will appear. You should now see only one line. Click in the field of Storage Location.



Select the available Storage Location **TG00 (Trading Goods)**.

Select Storage Location

Trading Goods	Quality	0,000 EA
TG00	Blocked	0,000 EA
	Unrestricted...	0,000 EA

For further information and to check, if all entries are correct, click on .

Select **Delivery Completed** and click on **Apply** .

Delivery Completed

Quantity	Storage Location / Stock Type	Additional Information
Delivered (Unit of Entry):	100,000	EA
Open Quantity:	100,000	EA
Ordered:	100,000	EA
Delivery Completed: <input checked="" type="checkbox"/>		

Back in the screen *Goods Receipt* select your item and click on **Post** .

You should receive the following message, which includes your material document number.

Material Document Number

✔ Success

Material document 5000000053 2018 posted

OK

Click on the home icon to return to the Fiori Launchpad overview.



Step 18: Display Purchase Order History

Task Display the purchase order history

Time 10 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 stock list for your purchase order, use the app *Manage Stock*.

Fiori App



In the drop-down menu choose the plant Miami (MI00). To find your material document number use the **F4** help in the material field.

MI00
F4

Click on **Show Advanced Search** and enter your three-digit number *### into the search field. Afterwards click on **Go** to see all material.

*###

Scroll down until you found your material **CHLK1###** and choose it with a double click.

CHLK1###

Select Material

Hide Advanced Search [Go](#)

Items

Material	Material ...	Batch	Plant	Plant Name	Material ...	Material ...	Product ...
BOTL1000	Water Bo...		MI00	DC Miami	HAWA	Trading ...	
CAGE1000	Water Bo...		MI00	DC Miami	HAWA	Trading ...	
CHLO1000	Chain Lock		MI00	DC Miami	HAWA	Trading ...	
CHLO2000	Chain Lock		MI00	DC Miami	HAWA	Trading ...	
DXTR1000	Deluxe T...		MI00	DC Miami	FERT	Finished ...	
DXTR2000	Deluxe T...		MI00	DC Miami	FERT	Finished ...	
DXTR3000	Deluxe T...		MI00	DC Miami	FERT	Finished ...	
EPAD1000	Elbow Pads		MI00	DC Miami	HAWA	Trading ...	
FAID1000	First Aid Kit		MI00	DC Miami	HAWA	Trading ...	

[Cancel](#)

The stock increased from 100 to 200. Can you explain why?

Material: Plant:

Chain Lock CHLK1028

Material Type: Trading Goods (HAWA) Range Of Coverage in Days **0** D

Base Unit of Measure: each (EA)

Unrestricted-Use Stock	200,000 EA
Blocked Stock	0,000 EA
Stock in Quality Inspection	0,000 EA

Transfer Stock

Material by Storage Location Add storage location

Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Trading Goods (TG00)	200,000 EA	0,000 EA	0,000 EA
	200,000 EA	0,000 EA	0,000 EA

To get further information about the current stock of your material, click on [Stock - Single Material](#).

Click on  for the Stock History of the plant Miami.

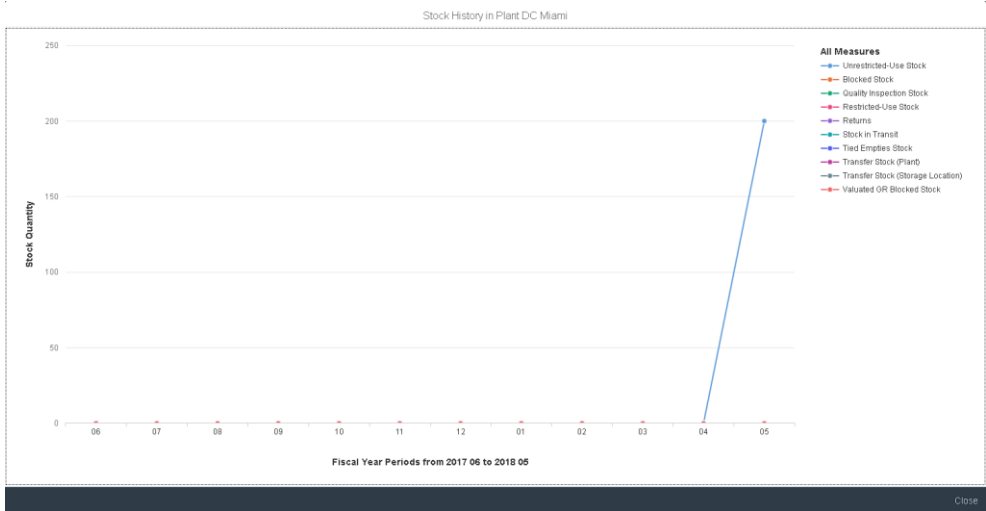
Chain Lock (CHLO1000)

Material Type: Trading Goods (HAWA)
 Base Unit of Measure: each (EA)


Stock by Plant/Storage Location Reporting Date: 28.05.2018 Search

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
▼ DC Miami (MI00)		200,0...	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
	Trading Goods (TG00)	200,0...	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	
▼ DC San Diego (SD00)		0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	

You can now see the graphical overview.



To which stock type is your material assigned?

Click on the home icon  to return to the Fiori Launchpad overview.



Step 19: 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 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.

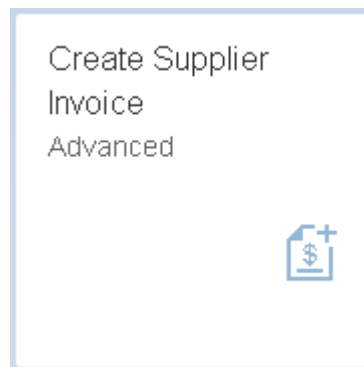
Dear Ms. Aura Maxwell,
Regarding your request, we hereby send you with the following invoice:

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 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 the amount of the invoice (**3.200,00**) and choose **XI** in the field next to tax amount. Furthermore, enter **INVOICE 00515-###** in the text field and click on Enter.

Today's date
US00
3.200,00
XI
INVOICE 00515-###

Choose in the lower section the tab *PO Reference*.

Enter (or find with F4 help and your supplier as Invoicing Party) **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

Enter **TX0000000** in the Jurisd. Code field and mark the checkbox for **Booking OK** only for the second line.




TX0000000

Booking OK


Item	Amount	Quantity	Or...	Purchase o...	Item	Jurisd. Code
1			EA	4500000034	10	FL0000000
2	3.200,00	100	EA	4500000034	20	TX0000000

Use the **Simulate** button to see if the postings are correct.

Position	G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing...	Item	T...	Jurisd. Code
1	K 300000	Mid-West Supply / Li...	3.200,00-	USD			XI	
2	S 310000	Goods Receipt / Invoi...	3.200,00	USD	4500000034	20	XI	TX0000000

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

 Document no. 5105600122 created (Blocked for payment) [View Details](#)

Click on the home icon  to return to the Fiori Launchpad overview.

Invoice document
number



Step 20: 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, use the app *Post Outgoing Payments*.

Fiori App



In the screen *Post Outgoing Payments* enter the Global Bike Inc. (US00) for Company Code, **today's date** for Posting Date and Journal Entry Date. Enter **INVOICE ###** in the field Reference, the **current period**, for G/L Account **100000** and the Amount of your total invoice **6.400,00 USD**.

US00
today's date
INVOICE ###
Current period
100000
6.400,00 USD

Check if **KZ (Vendor Payment)** is selected for Journal Entry Type and compare your screen with the one below.

KZ (Vendor Payment)

In the section *Open Item Selection* use the **F4** help to search for your supplier **Mid-West Supply**.

Mid-West Supply






Then click on [Show Items](#).

In the top right corner, you see, that the balance amounts 6,400.00 USD.

Balance: 6.400,00 USD

Have a look at the tab *Open Items*, where the delivery you have split is listed.

To pay for both click on  in every line.

Open Items (2) Standard   Search  Select More Clear All  


Compa...	Account	Journal ...	Journal...	Item Text	Journal ...	Net Due ...	Amount (...)	Assignm...	Clear
US00	125006	5105600...	RE	INVOICE ...	28.05.2018	28.05.2018	-3.200,00		Clear >>
US00	125006	5105600...	RE	INVOICE ...	29.05.2018	29.05.2018	-3.200,00		Clear >>

Check, that both lines are marked as clear.




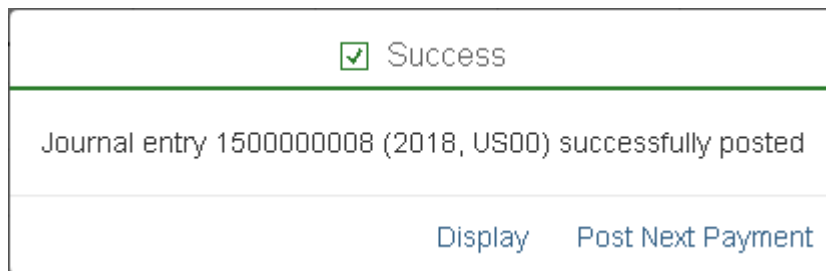
Now, the balance should amount 0,00 USD.

Balance: 0,00 USD

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

Journal Entry Number

Then click on  to see your Journal Entry.



Which bank accounts were used? Try to explain!

Journal Entry (1500000008) - Entry View

0 ATTACHMENTS 0 NOTES 0 RELATED DOCUMENTS


Journal Entry Date: 29.05.2018 Company Code: US00 (Global Bike Inc.)
 Posting Date: 29.05.2018 Transaction Cur...: USD
 Posting Period: 5 / 2018
 Journal Entry Type: KZ (Vendor Payment)
 Reference: INVOICE 000
 Ref. Document ...: BKPFF (Actg doc.direct inpt)
 Header Text:
 Created: by LEARN-708 on 29.05.2018

Line Items (2) Standard

Posting View Item	G/L Account	Profit Center	Debit	Credit
000001	100000 (Bank)		0,00 USD	6.400,00 USD
000002	300000 (Payables-TA)		6.400,00 USD	0,00 USD

Tax (0) Standard

Tax Code	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
No items found. Check the search and filter settings.					

Click on the home icon  to return to the Fiori Launchpad overview.



Step 21: Display Supplier Balances

Task Display the supplier balances.

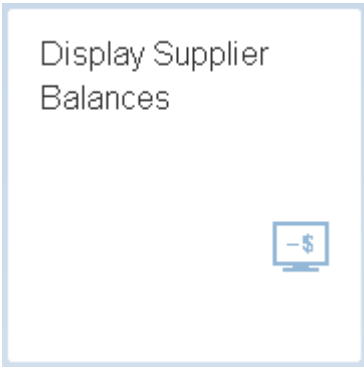
Time 5 min

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 supplier balances, use the app *Display Supplier Balances*.

Fiori App



Use the **F4** help in the field Supplier and enter *### into the Search Term. Then press **Go**.

*###

Scroll down to your supplier **Mid-West Supply**, select it and click on **OK**.

Mid-West Supply

Supplier

SELECT FROM LIST DEFINE CONDITIONS

Suppliers (General) Hide Adv...

Search Term: Supplier Name:

Country: Supplier:

Postal Code: Deletion flag:

City:

Items

<input type="checkbox"/>	Search Term	Cou...	Postal Code	City	Supplier Name
<input type="checkbox"/>	000	DE	01069	DRESDEN	SACHSEN STA
<input type="checkbox"/>	000	DE	24149	SANDKRUG	SHELL GEAR
<input type="checkbox"/>	000	DE	33647	BIELEFELD	PYRAMID BIKI
<input type="checkbox"/>	000	DE	39120	BRAUNSCHWEIG	BURGMEISTE
<input type="checkbox"/>	000	DE	50737	KÖLN	COLOGNE BI
<input type="checkbox"/>	000	DE	68167	MANNHEIM	FLAT TIRE AN
<input type="checkbox"/>	000	DE	74080	HEILBRONN	THICK SPOKE
<input type="checkbox"/>	000	DE	76228	KARLSRUHE	GUMMI SCHUI
<input type="checkbox"/>	000	DE	80331	MÜNCHEN	RUN & FUN
<input type="checkbox"/>	000	DE	86391	AUGSBURG	LOHSE SCHR

Selected Items (1)

Back in the screen *Manage Supplier Balances* enter **US00** for company code and the **current year** in fiscal year. Then click on .

US00
current year

< **SAP** Display Supplier Balances


Standard * Hide Filter Bar Filters (3)


Supplier:

*Company Code:

*Fiscal Year:

You get the following overview of your supplier balances.

BALANCES SPECIAL G/L COMPARE						
Currency: USD 						
Period	Debit	Credit	Balance	Cumulative Bal...	Purchases	Imputed Interest
Opening Bala...						
01						
02						
03						
04						
05	6.400,00	6.400,00			-6.400,00	-0,09
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
Total	6.400,00	6.400,00			-6.400,00	-0,09

Click on the home icon  to return to the Fiori Launchpad overview.



Step 22: Display Purchase Order History

Task Display the purchase order history

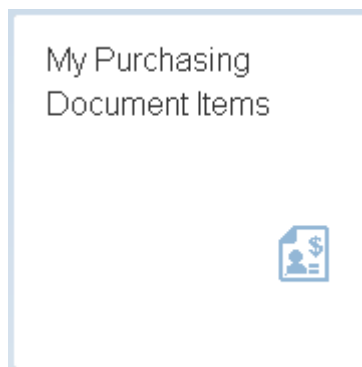
Time 5 min

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, use the Fiori App *My Purchasing Document Items*.

Fiori App



The app provides all information regarding purchase requisitions, purchase orders and good receipts.

 The screenshot shows the top part of the SAP Fiori app. The header bar is blue with the SAP logo and the title 'My Purchasing Document Items'. Below the header is a filter bar with a 'Standard' dropdown, 'Hide Filter Bar', 'Filters', and a 'Go' button. The filter bar contains several input fields: Search (with a placeholder 'Search'), Supplier, Purchasing Group, Material Group, Plant, Status, Cost Center, Work Package, Sales Order, Service Performer, and Material. Each field has a small square icon to its right.

Enter **###** in the search field and press .

###

 This screenshot is identical to the previous one, but the 'Search' field now contains the text '000'. The 'Go' button is highlighted in blue.

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Purchase Orders

Click on

Maybe you need to scroll down to find your Purchase Order.

Mid-West Supply							
<input type="checkbox"/>	Standard PO (4500000034 / 00010)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Completed ■■■■■ >
<input type="checkbox"/>	Standard PO (4500000034 / 00020)	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Completed ■■■■■ >

44

Goods Receipts

Click on

Maybe you need to scroll down to find your Goods Receipt. The other 100 Chain Locks have been delivered.

Mid-West Supply							
5000000053 / 0001 / 2018	4500000034 / 00020	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	04.09.2018	Mon May 2...	Completed	>
5000000052 / 0001 / 2018	4500000034 / 00010	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	28.08.2018	Mon May 2...	Completed	>

9

Supplier Invoices

Click on

Maybe you need to scroll down to find your Goods Receipt. Both invoices are displayed. To see further information

about the invoices, click on

Mid-West Supply							
Invoice - Gross 5105600122 / 2018 / 000002	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Created	>
Invoice - Gross 5105600121 / 2018 / 000001	Chain Lock (Utilities)	Ordered: 100 EA Delivered: 100 EA	3200.00 USD	100 EA	3200.00 USD	Created	>

Click on the home icon



to return to the Fiori Launchpad overview.



Step 23: 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 use the Fiori App *Display Financial Statement*.

Fiori App



In the screen *Financial Statement* enter **US00** for Company Code, **0L** for Ledger and **G000** for Statement Version. Check if Statement Type is set as **normal**, the **current period** is set for End Period and the Comparison End Period is **1/2016**. Compare with the screen below and press .

US00
0L
G000
normal
current period
1/2016

The screenshot shows the SAP Fiori 'Display Financial Statement' app interface. The top navigation bar includes the SAP logo and the title 'Display Financial Statement'. Below the navigation bar, there are filter fields for Company Code (US00), Ledger (DL), Statement Version (G000), Statement Type (Normal), and End Period (5/2018). A 'Go' button is visible. Below the filters, there are tabs for 'All Accounts', 'Balance Sheet', 'Profit & Loss', 'Unassigned Accounts (7)', and 'Notes'. A table displays the following data:

Description	G/L Account	Period Balance	Comparison ...	Absolute Diff...	Relative Diffe...
> ASSETS		584.459,60 USD	0,00 USD	584.459,60 U...	0,0
> LIABILITIES/EQUITY		-25.500,00 USD	0,00 USD	-25.500,00 USD	0,0
> PROFIT & LOSS STATEMENT		-548.759,60 USD	0,00 USD	-548.759,60 ...	0,0
>		-10.200,00 USD	0,00 USD	-10.200,00 USD	0,0
>		-10.200,00 USD	0,00 USD	-10.200,00 USD	0,0


Open all subfolders. Which bank account did you use in the previous steps?

With this app you can see all bank accounts of GBI US.

All Accounts Balance Sheet Profit & Loss Unassigned Accounts (7) Notes					
Select Node		Search			
Description	G/L Account	Period Balance	Comparison B...	Absolute Differ...	Relative Differ...
ASSETS		584.459,60 USD	0,00 USD	584.459,60 USD	0,0
Cash & Cash Equivalents		156.450,00 USD	0,00 USD	156.450,00 USD	0,0
Bank Account	100000	152.950,00 USD	0,00 USD	152.950,00 USD	0,0
Bank Account 000	100005	3.500,00 USD	0,00 USD	3.500,00 USD	0,0
Short-Term Assets		428.009,60 USD	0,00 USD	428.009,60 USD	0,0
Inventory-Raw Materials	200000	1.030.959,60 USD	0,00 USD	1.030.959,60 U...	0,0
Inventory-Finished Goods	200100	6.299.950,00 USD	0,00 USD	26.299.950,00 ...	0,0
Inventory-Trading Goods	200200	52.100,00 USD	0,00 USD	52.100,00 USD	0,0
Inventory-Semi-finished Goods	200300	173.300,00 USD	0,00 USD	173.300,00 USD	0,0
Inventory-Suspense (Heaven)	200500	6.733.500,00 USD	0,00 USD	-26.733.500,00 ...	0,0
Clearing For Company Code DE00	200700	-394.800,00 USD	0,00 USD	-394.800,00 USD	0,0
LIABILITIES/EQUITY		-25.500,00 USD	0,00 USD	-25.500,00 USD	0,0
Current Liabilities		-25.500,00 USD	0,00 USD	-25.500,00 USD	0,0
Goods Receipt / Invoice Receipt Account	310000	-25.500,00 USD	0,00 USD	-25.500,00 USD	0,0
PROFIT & LOSS STATEMENT		-548.759,60 USD	0,00 USD	-548.759,60 USD	0,0
Revenue		-199.800,00 USD	0,00 USD	-199.800,00 USD	0,0
Sales revenue	600001	-206.500,00 USD	0,00 USD	-206.500,00 USD	0,0
Tax on sales/purchases (output tax)	610000	6.700,00 USD	0,00 USD	6.700,00 USD	0,0
Expenses		-578.959,60 USD	0,00 USD	-578.959,60 USD	0,0
Raw Material Consumption Expense	720000	352.540,40 USD	0,00 USD	352.540,40 USD	0,0
Semi-Finished Consumption Expense	720300	176.700,00 USD	0,00 USD	176.700,00 USD	0,0
Miscellaneous Expense	741000	-67.500,00 USD	0,00 USD	-67.500,00 USD	0,0
Manufacturing Output settlement	741600	-672.163,30 USD	0,00 USD	-672.163,30 USD	0,0
Material Expenses 000	750005	1.500,00 USD	0,00 USD	1.500,00 USD	0,0
Production Variance	760100	-370.036,70 USD	0,00 USD	-370.036,70 USD	0,0
Cost of Goods Sold		230.000,00 USD	0,00 USD	230.000,00 USD	0,0

Please consider: All members of this course are booking the same US bank account. Therefore, the number next to the bank account 100000 you used may vary.

Description	G/L Account	Period Balance
ASSETS		584.459,60 USD
Cash & Cash Equivalents		156.450,00 USD
Bank Account	100000	152.950,00 USD

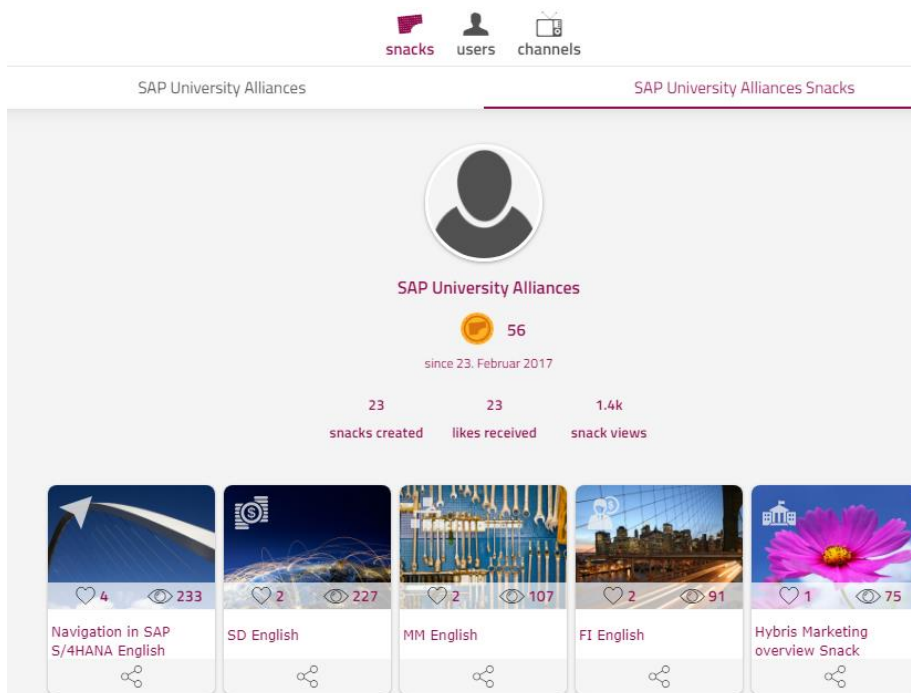
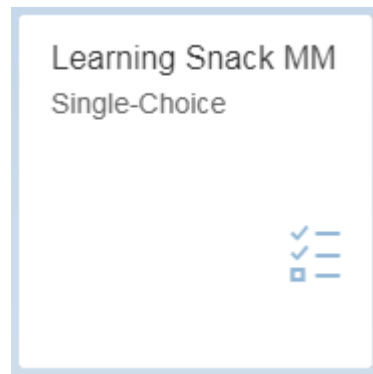
Click on the home icon  to return to the Fiori Launchpad overview.



Learning Snacks

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

Fiori App

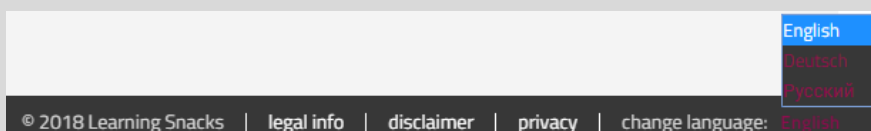


You see all the snacks for the individual case studies. Select the Snack *MM English* and answer all seven questions.

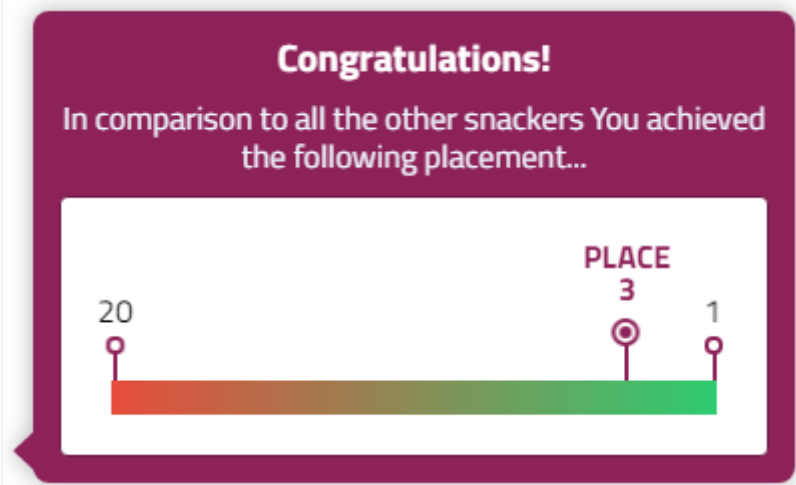
Learning Snack

Note

If you do not see any Apps, you need to change the language on the page Learning Snacks. Therefore click on 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.



 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.

