

Materials Management (MM) Case Study

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

Product

SAP ERP
G.B.I.
Release 6.04

Level

Undergraduate
Graduate
Beginner

Focus

Materials Management

Authors

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Version

2.1

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 Inc. (G.B.I.) data set, which has exclusively been created for SAP UA global curricula.

Process Overview

Learning Objective Understand and perform a purchasing process cycle.

Time 140 min

Scenario In order to process a complete purchasing process you will take on different roles within the GBI company, e.g. purchasing agent, warehouse worker, accounting clerk. Overall, you will be working in the Materials Management (MM) and the Financial Accounting (FI) departments.

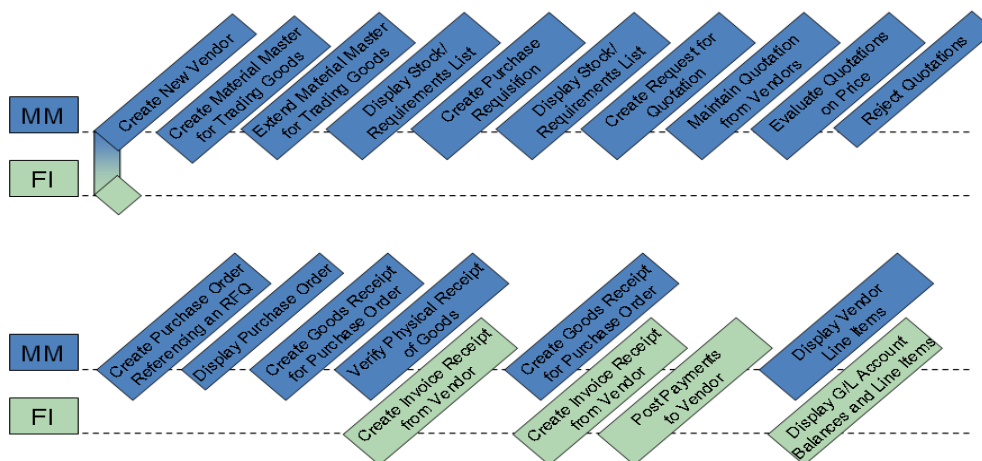
Employees involved

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

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

Process description

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



Create New Vendor

Task Create a new vendor.

Time 10 min

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

Name (Position) Joyce Hausman (Contract Administrator)

Vendors are established in both accounting and purchasing. The vendor master record requires three views – general, accounting, and purchasing in order to be active. Vendors can be created centrally meaning that all views are generated concurrently or responsibility can be distributed to accounting and purchasing for creating and maintaining their respective views. In this case study, central creation will be used to enter all of the needed data. In this way, this vendor record will contain all of the information necessary to conduct business transactions.

Vendor master

To create a new vendor, follow the menu path:

Menu path

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

This will produce the following screen.

Create Vendor: Initial Screen	
Vendor	<input type="text"/>
Company Code	US00
PurchasingOrganization	US00
Account group	KRED
Reference	
Vendor	<input type="text"/>
Company code	<input type="text"/>
PurchasingOrganization	<input type="text"/>

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

US00
US00
KRED

In the Create Vendor: Address screen, select **Company** as Title, enter **Mid-West Supply** as Name, and your number (###) for Search term. As Street enter 335 W Industrial Lake Dr, as Postal code enter **68516**, 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

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

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

12-3456###

In the Create Vendor: Accounting information Accounting screen, enter Recon. Account **300000**. Then click on or .

300000

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

0001
Chk double inv.

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

your name

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

USD
0001

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

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

Vendor master number

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



Create Material Master for Trading Goods

Task Create material masters for trading goods.

Time 15 min

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

Name (Postion) Sandeep Das (Warehouse Supervisor)

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

Menu path

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

This will produce the following screen.

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

CHLO1###
Retail

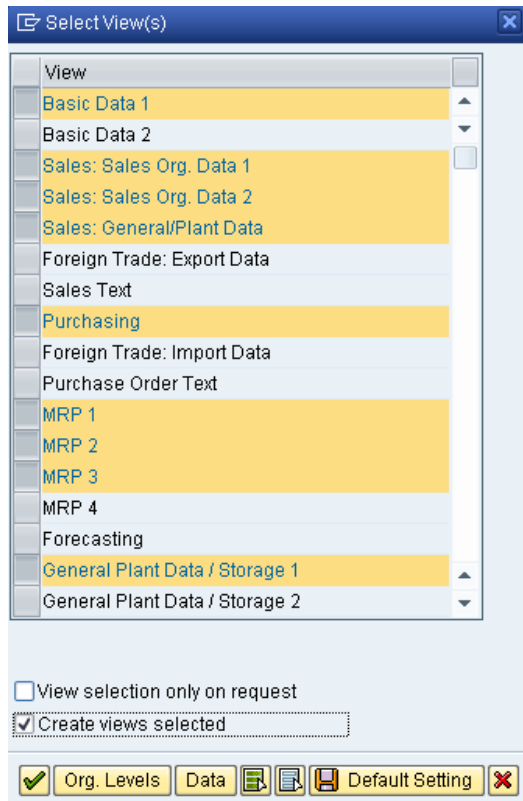
On the next screen, select the following views by clicking on the square in front of the respective rows:

- | | |
|------------------------------------|---------------------------------------|
| - <i>Basic Data 1</i> | - <i>MRP 1</i> |
| - <i>Sales: Sales Org. Data 1</i> | - <i>MRP 2</i> |
| - <i>Sales: Sales Org. Data 2</i> | - <i>MRP 3</i> |
| - <i>Sales: General/Plant Data</i> | - <i>General Plant Data/Storage 1</i> |
| - <i>Purchasing</i> | - <i>Accounting 1</i> |

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

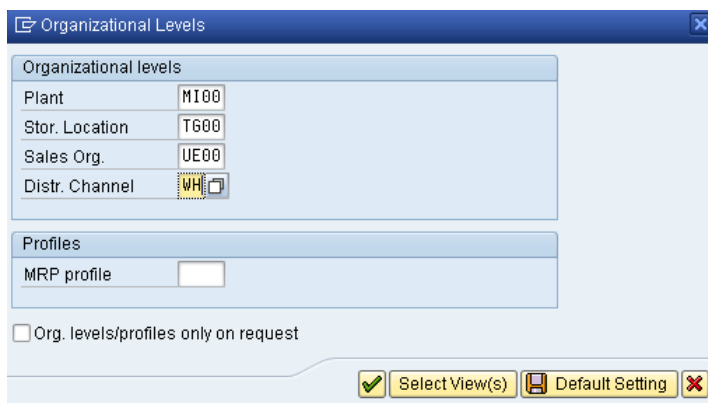
Also, select **Create views selected**. Then, click on .

Create views selected



On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods), Sales Org. **UE00** (US West), 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).




Basic Data 1
Chain Lock
EA
UTIL
AS

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

65
65
OZ

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

<u>Sales: sales org. 1</u>	
MI00	
	0
	0
	0
	1
	69.00

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

Validity		Control	
Valid From	04/28/2010	ScaleBasis	C Quantity scale
Valid to	12/31/9999	Check	A Descending

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

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

<u>Sales: sales org. 2</u>	
	1

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

<u>Sales: General/Plant</u>	
	02
	0001
	0002

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


<u>Purchasing</u>	
	N00

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

<u>MRP1</u>	
PD	000
EX	10

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


<u>MRP 2</u>	
	6
	001


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

<u>MRP 3</u>	
	02

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

<u>Accounting 1</u>	
	3100
	33.50

Then, click on  to save your material.

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



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 (Postion) Sergey Petrov (Warehouse Employee)

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

Menu path

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

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

CHLO1###
CHLO1###

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

3 Sales views
Create views selected

In the Organizational Levels window, on the left side (Organizational levels) enter Plant **SD00**, Sales Org. **UW00** and Distr. Channel **WH**. On the right side (Copy from), enter Plant **MI00**, Sales Org. **UE00** and Distr. Channel **WH**. Before pressing Enter, compare your entries with the screen shown below.

SD00	MI00
UW00	UE00
WH	WH

The system will take you to the *Sales: sales org. 1* view. Note that sales data has been copied from views created for the Wholesale distribution channel. The system displays a message saying that the material already exists and will be extended.

The material already exists and will be extended

Change Delivering Plant MI00 to **SD00**. Then, click on . Enter Scale quantity **1** and amount **65.00**. Click on and save with .

<i>Sales: sales org. 1</i>	
	SD00
1	65.00

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

Display Stock/Requirements List

Task Display the stock/requirements list.

Time 5 min

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

Name (Position) Wilton Saban (Inventory Supervisor)

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

Stock/requirements list

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

Menu path

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

This will produce the following screen.

Stock/Requirements List: Initial Screen

Individual access | Collective access

Material: CHL01000 Chain Lock
 Plant: MI00

With filter

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

CHLO1###
MI00

Stock/Requirements List as of 13:11 hrs

Show Overview Tree |

Material: CHLO1000 Chain Lock
 Plant: MI00 MRP type: PD Material Type: HAWA Unit: EA

A...	Date	MRP e...	MRP element data	Rescheduli...	E...	Receipt/Reqmt	Available Qty
	04/29/2010	Stock					0

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



Create Purchase Requisition

Task Create a purchase requisition.

Time 5 min

Short Description Sales management has informed the purchasing department of a promotional campaign that will commence in 3 months to introduce the new chain locks. Create a purchase requisition for 200 of your locks so that it may be placed out for bid so that a vendor can be chosen to fill the expected needs associated with this sales campaign.

Name (Position) Wilton Saban (Inventory Supervisor)

To create a purchase requisition, follow the menu path:

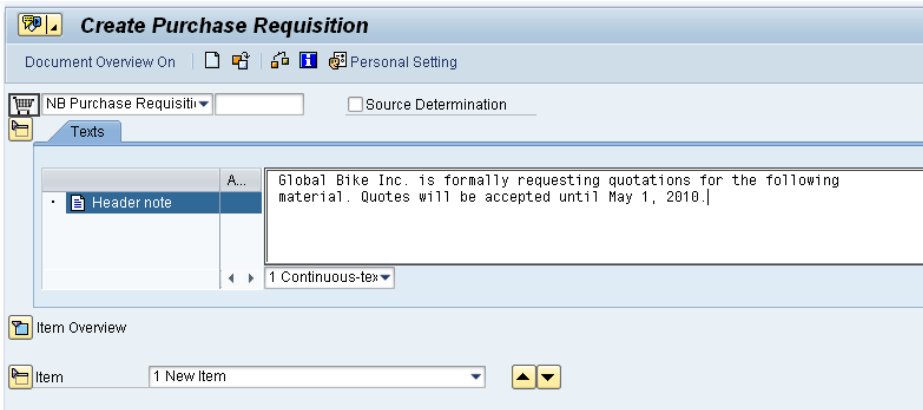
Menu path

Logistics ► **Materials Management** ► **Purchasing** ► **Purchase Requisition** ► **Create**

This will produce the following screen.

Select Header to expand the header.

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



Select Item Overview to expand the item overview.

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

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

After clicking on compare your screen with the one below.

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr
	10			CHLO1000	Chain Lock	200	EA	D	07/29/2010	Utilities	DC Miami	Trading Goc	N00

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

Purchase requisition number 0010000000 created

Purchase requisition document number

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



Display Stock/Requirements List

Task Display the stock/requirements list again.

Time 5 min


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

Name (Position) Alberto Conti (Technical Office Assistant)

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





Menu path

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



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


CHLO1###
MI00

Stock/Requirements List as of 14:29 hrs

Show Overview Tree    

Material **CHLO1000** Chain Lock
Plant **MI00** MRP type **PD** Material Type **HAWA** Unit **EA**

A...	Date	MRP e...	MRP element data	Rescheduli...	E...	Receipt/Reqmt	Available Qty	Stor...
	04/29/2010	Stock					0	
	07/29/2010	PurRqs	0010000000/00010 *		20	200	200	T600

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



Create Request for Quotation

Task Create a request for quotation for your requisition.

Time 10 min

Short Description Create a separate request for quotation (RFQ) for several vendors. This process will be used to collect the necessary pricing, delivery, etc. information that is needed to support the selection of a vendor to fill the need for your chain locks.

Name (Position) Alberto Conti (Technical Office Assistant)

To create an RFQ, follow the menu path:

Menu path

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

This will produce the following screen.

Create RFQ : Initial Screen

Reference to PReq Reference to Outline Agreement

RFQ Type AN
 Language Key EN
 RFQ Date 04/29/2010
 Quotation Deadline 05/01/2010
 RFQ

Organizational Data

Purch. Organization US00
 Purchasing Group N00

Default Data for Items

Item Category
 Delivery Date T
 Plant MI00
 Storage Location
 Material Group
 Req. Tracking Number

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

AN
 today's date
 1st day of next month

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

US00
 N00

In the Default Data for Items, enter Plant **MI00**. Then, select

MI00

Reference to PReq which will produce the following screen.

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


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

TG00

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


RFQ1 ###

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

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

F4

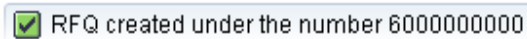
Lincoln

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

Yes

The SAP system will create a unique document number.

RFQ document number



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

Dallas Bike Basics
Spy Gear

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


US
###

City	SearchTer...	Name 1	Vendor	CoCd
ATLANTA	000	OLYMPIC PROTECTIVE GEAR	101000	US00
CARLSBAD	000	REDWOOD KITS	112000	US00
CINCINNATI	000	BOOMTOWN TIRE & WHEEL	102000	US00
EDISON	000	LIGHTBULB ACCESSORY KITS	104000	US00
GRAND RAPIDS	000	RAPIDS NUTS N BOLTS	108000	US00
HOUSTON	000	SPACE BIKE COMPOSITES	105000	US00
IRVING	000	DALLAS BIKE BASICS	103000	US00
LACROSSE	000	NIGHT RIDER ALUMINUM PROD	106000	US00
LINCOLN	000	MID-WEST SUPPLY	135000	US00
MCLEAN	000	SPY GEAR	107000	US00
MIAMI	000	FUN N THE SUN SEATS N BAR	110000	US00
PORTLAND	000	GREEN BLAZERS SEATS	109000	US00
SCOTTSDALE	000	SUNNY SIDE UP TIRE	111000	US00

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

Yes

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

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



Maintain Quotations from Vendors

Task Maintain quotations from vendors.

Time 10 min

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

Name (Position) Alberto Conti (Technical Office Assistant)

To maintain quotations from vendors, follow the menu path:


Menu path


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

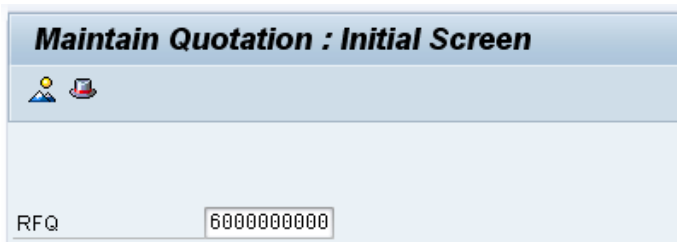
Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. On the Purchasing Documents per Vendor tab, you need to find and select your vendor Mid-West Supply first. Position your cursor in the Vendor field and press **F4** again. Start the search after typing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


F4

F4
US
###

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

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



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

32.00

Item	Material	Short Text	RFQ Quantity	O. C	Deliv. Date	Net Price	Per	O. Mat. Grp	Plnt	SLoc
10	CHL01000	Chain Lock	200	EA	D 07/29/2010	32	1 EA	UTIL	M100	T600

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

3 months from today

Variable key
Purchasing Doc. 6000000000
Item 10 Chain Lock

Validity
Valid From 04/29/2010
Valid To 12/31/9999

Condition supplement
CnTy Name
PB00 Gross Price

Calendar
04/29/2010
W N T F S S
17 26 27 28 29 30 1 2
18 3 4 5 6 7 8 9
19 10 11 12 13 14 15 16
20 17 18 19 20 21 22 23
21 24 25 26 27 28 29 30
22 31 1 2 3 4 5 6
23 7 8 9 10 11 12 13
24 14 15 16 17 18 19 20
25 21 22 23 24 25 26 27
26 28 29 30 1 2 3 4
27 5 6 7 8 9 10 11
28 12 13 14 15 16 17 18
29 19 20 21 22 23 24 25
30 26 27 28 29 30 31 1
31 2 3 4 5 6 7 8
32 9 10 11 12 13 14 15
Thursday, July 29, 2010

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

Quotation for RFQ 6000000000 maintained

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

Dallas Bike Basics **36.50 USD**

Dallas Bike Basics
36.50
Spy Gear
35.00

Spy Gear **35.00 USD**

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

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

Evaluate Quotations on Price

Task Evaluate quotations on price.

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.

Name (Position) Wilton Saban (Inventory Supervisor)

To compare vendor prices, follow the menu path:

Menu path

Logistics ▶ **Materials Management** ▶ **Purchasing** ▶ **RFQ/Quotation**
▶ **Quotation** ▶ **Price Comparison**

This will produce the following screen.

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

US00
RFQ1###
Mean Value Quotation
Determine Effective Price

Price Comparison List in Currency USD						
Material	Quot. :	6000000000	6000000002	6000000001		
Sh. Text	Bidder:	135000	107000	103000		
Qty. in Base Unit	Coll. No. :	RFQ1000	RFQ1000	RFQ1000		
CHL01000	Val. :	6,400.00	7,000.00	7,300.00		6,900.00
Chain Lock	Price:	32.00	35.00	36.50		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 %		

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



Reject Quotations

Task Reject two of the three quotations.

Time 5 min

Short Description The successful vendor (Mid-West Supply) has been selected using the criteria of lowest bidder. It is now necessary to notify the unsuccessful bidders that their quotation will not be accepted. This is accomplished by flagging those vendors needing to be notified.

Name (Position) Wilton Saban (Inventory Supervisor)

To flag/reject quotations, follow the menu path:

Menu path

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

This will produce the following screen again.


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

US00
RFQ1###
Mean Value Quotation
Determine Effective Price

Price Comparison List in Currency USD					
Material	Quot. No.	6000000000	6000000002	6000000001	MEAN
Sh. Text	Bidder:	135000	107000	103000	
Qty. in Base Unit	Coll. No.:	RFQ1000	RFQ1000	RFQ1000	
CHL01000	Val.:	6,400.00	7,000.00	7,300.00	6,900.00
Chain Lock	Price:	32.00	35.00	36.50	34.50
200 EA	Rank:	1 93 %	2 101 %	3 106 %	
Total Quot.	Val.:	6,400.00	7,000.00	7,300.00	6,900.00
	Rank:	1 93 %	2 101 %	3 106 %	


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

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R
10	CHL01000	Chain Lock	200	EA	D	07/29/2010	36.50	1 EA	UTIL	MI00	T600			<input checked="" type="checkbox"/>

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

R

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

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



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 (Postion) Aura Maxwell (Buyer)

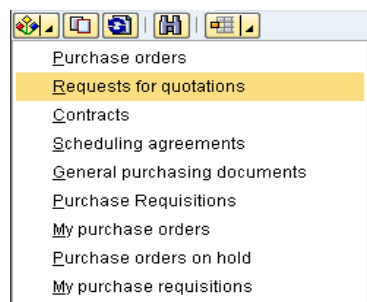
To create a purchase order, follow the menu path:

Menu path

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

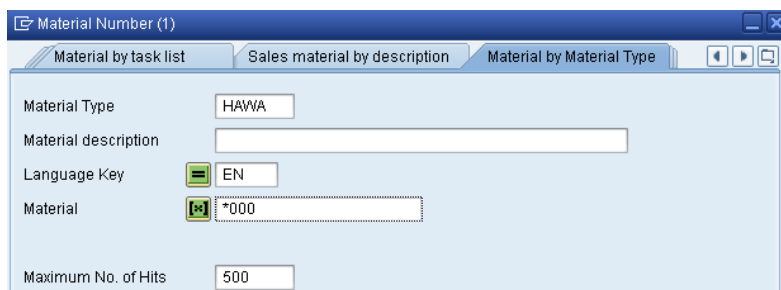
If there is no navigation screen on the left side, click on [Document Overview On](#).
As selection variant choose **Requests for quotations** as shown below.

Requests for quotations



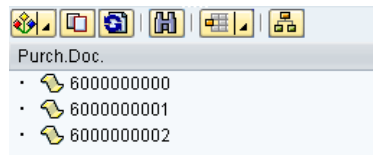
In the following screen, in the Material Number field use the F4 help to find your chain lock trading good. On the Material by Material Type tab, select Material Type **Trading Goods** (HAWA) and enter *### (e.g. *012 if your number is 012) in the Material field. Then, press Enter or click on .

Trading Goods



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

CHLO1###



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

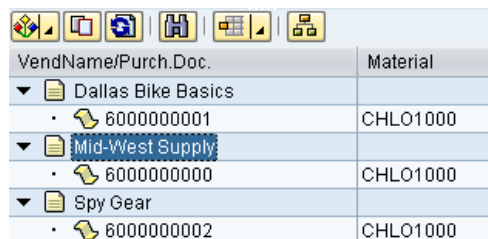
Vendor name

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

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

Material

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



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

Mid-West Supply

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



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

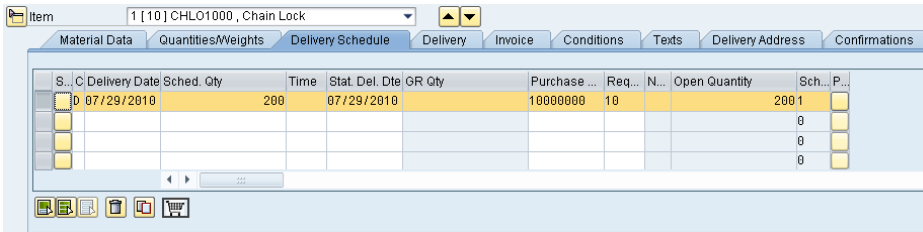
CHLO1###
200
3 months from today
32.00 USD

Purch. Org.	US00	GBI US
Purch. Group	N00	North America
Company Code	US00	Global Bike Inc.

S...	Item	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group
	10			CHLO1000	Chain Lock	200	EA	D 07/29/2010	32.00	USD	1	EA	Utilities

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

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




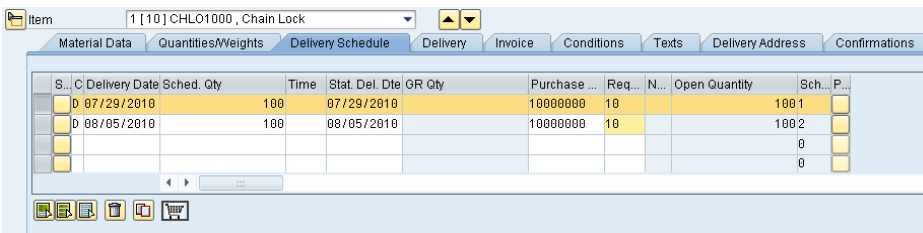
Acknowledge the red error message by changing the Sched Qty. of the first line from 200 to **100**. Then, enter the following data for the second line:

200 → 100

- Delivery Date **one week after the first delivery**
- Sched Qty. **100**
- Purchase Req. **same as previous line**
- Requisn Item **same as previous line**

1 week after 1st delivery
100
same
same

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

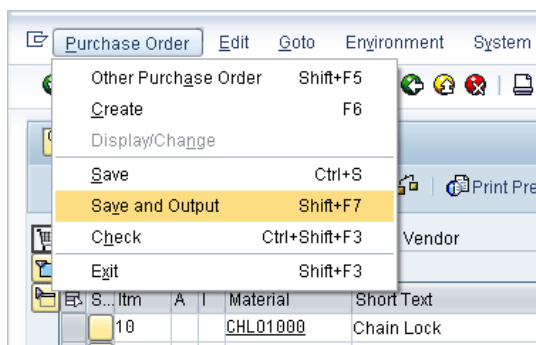


On the Material Data tab, select **InfoUpdate**.

InfoUpdate

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

Purchase Order ► Save and Output



In the following screen, select Output **Purchase Order (NEU)**, Medium **Print output (1)**, Language **English (EN)** and select  Communication method.

Purchase Order
Print output
English

In the Create Pur. Order :: Output screen, enter Logical destination **LOCL**, check indicator **Print immediately**.

LOCL
Send immediately

Vendor	135000	Mid-West Supply
Output type	NEU	Purchase order
Printing information		
Logical destination	LOCL	
Default printer connected to frontend (type SAPWIN)		
Number of messages	<input type="checkbox"/>	<input checked="" type="checkbox"/> Print immediately
Spool request name	<input type="checkbox"/>	<input type="checkbox"/> Release after output

Then, click on . Here, click on **Further data** and select **Send immediately (when saving the application)** as Dispatch time. Go back and save your order with . The system will assign a unique purchase order document number.

Send immediately (when saving the application)

Standard PO created under the number 4500000001

Purchase order document number

A similar document to the one shown below should be printed to your standard printer.

<p>Company Mid-West Supply 335 W Industrial Lake Dr Lincoln NE 68528</p> <p>Your vendor number with us 135000</p> <p>Please deliver to: Global Bike Inc. Trading Goods San Diego TG00 150 Spear Street San Diego CA 94105</p> <p>Terms of payment: Payable immediately Due net Currency USD</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Material</th> <th>Unit</th> <th>Description</th> <th>Price per unit</th> <th>Net value</th> </tr> </thead> <tbody> <tr> <td>00010</td> <td>CHLO1000</td> <td>200 each</td> <td>Chain Lock</td> <td>32.00</td> <td>6,400.00</td> </tr> </tbody> </table> <p>Total quantity spread over the following delivery dates:</p> <table border="1"> <thead> <tr> <th>Qty.</th> <th>Unit</th> <th>Deliv. date</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>each</td> <td>Day 07/29/2010</td> </tr> <tr> <td>100</td> <td>each</td> <td>Day 08/05/2010</td> </tr> </tbody> </table> <p>Total net value excl. tax USD 6,400.00</p>	Item	Material	Unit	Description	Price per unit	Net value	00010	CHLO1000	200 each	Chain Lock	32.00	6,400.00	Qty.	Unit	Deliv. date	100	each	Day 07/29/2010	100	each	Day 08/05/2010	<p>Purchase order</p> <p>PO number/date 4500000001 / 04/29/2010 Contact person/Telephone North America</p>
Item	Material	Unit	Description	Price per unit	Net value																	
00010	CHLO1000	200 each	Chain Lock	32.00	6,400.00																	
Qty.	Unit	Deliv. date																				
100	each	Day 07/29/2010																				
100	each	Day 08/05/2010																				

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



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.

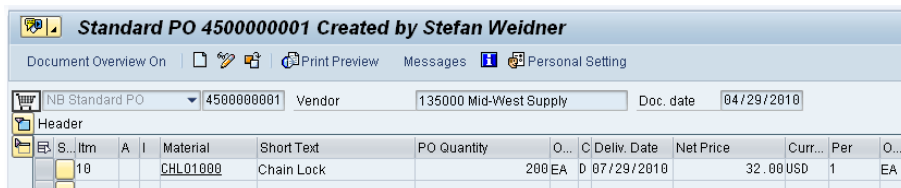
Name (Postion) Aura Maxwell (Buyer)

To display a purchase order, follow the menu path:

Menu path


Logistics ► Materials Management ► Purchasing ► Purchase Order ► Display

This will produce the following screen.



The screenshot shows the SAP Standard PO 450000001 created by Stefan Weidner. The document overview includes fields for INB Standard PO, PO number 450000001, Vendor 135000 Mid-West Supply, and Doc. date 04/29/2010. Below the header is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O., C, Deliv. Date, Net Price, Curr..., Per, O... The table contains one row with Itm 10, Material CHL01000, Short Text Chain Lock, PO Quantity 200 EA, O. D, C Deliv. Date 07/29/2010, Net Price 32.00 USD, Per 1, and O... EA.

S.	Itm	A	I	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curr...	Per	O...
	10			CHL01000	Chain Lock	200 EA	D	C	07/29/2010	32.00 USD		1	EA

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

In the following screen, enter (or find) your purchase order number in the Pur. order field, select Pur. order and click on **Other Document**. Then, click on **Print Preview** to look at the electronic printout. It should be the document sent to your printer.

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



Create Goods Receipt for Purchase Order

Task Create a goods receipt for a purchase order.

Time 5 min

Short Description Receive into inventory the stock items ordered from Mid-West Supply in the previous task. A goods receipt document will be created referencing our purchase order thereby ensuring that we receive the products ordered within the timeframes requested and in quality condition. Goods on hand will be increased and an accounting document will be generated recognizing the value associated with these goods.

Name (Postion) Tatjana Karsova (Receiving Clerk)

To create a goods receipt for a purchase order, follow the menu path:

Menu path

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

Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter (or find) **your PO number** in the field next to them. Then, press Enter which will populate your PO data into the fields.

Goods Receipt
Purchase Order
your PO number

Line	Mat. Short Text	OK	Qty in UnE	EUn SLoc	Batch	Valuation T...	M...	D Stock Type
1	Chain Lock	<input type="checkbox"/>	200	EA Trading Goods			101	Unrestricter...

Change the Quantity from 200 to **100** (remember we requested two separate deliveries). If the line item in the item overview section is read only, click on at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered.

100

OK
Trading Goods

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

Goods receipt document
number

Material document 5000000001 posted

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

Verify Physical Receipt of Goods

Task Verify the physical receipt of goods.

Time 5 min


Short Description Review the current inventory information about your chain locks. The stock overview provides inventory information relative to this material for all organizational levels.

Name (Position) Tatjana Karsova (Receiving Clerk)

To verify the receipt of goods, follow the menu path:


Menu path

Logistics ► **Materials Management** ► **Inventory Management** ► **Environment** ► **Stock** ► **Stock Overview**


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


CHLO1##
MI00
1

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

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

Stock Type	Stock
Unrestricted use	100.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	100.000
Consgt ordered	0.000

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

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



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 expense account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply. It will be settled by issuing a check to Mid-West Supply at a later date. The invoice is presented below in order to support you making the necessary journal entry.

INVOICE Number 00504-###		(Today's date)		Mid-West Supply
ITEM	QUANTITY	PER	PRICE	
CHLO1###	100	\$32.00	\$3,200.00	
TOTAL			\$3,200.00	

Mid-West Supply – always keeps you supplied.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To create an invoice receipt, follow the menu path:

Menu path

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

This will produce the following screen.

Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: 1 Invoice Balance: 0.00

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

Invoice date: 04/30/2010 Reference:

Posting Date: 04/30/2010

Amount: 3,200.00 Calculate tax

Tax Amount: XI XI (Input Tax)

Text: INVOICE 00504-000

Baseline Date:


Company Code: US00 Global Bike Inc. Dallas

1 Purchase Order/Scheduling Agreement

Layout: 7_6310 All information

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

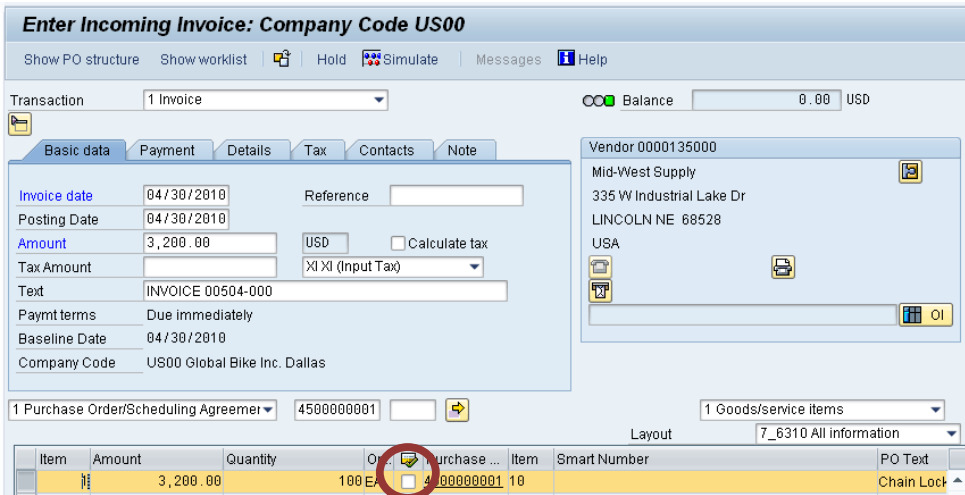
today's date
US00
3,200.00

Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** as Text and click on .


XI
INVOICE 00504-###

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


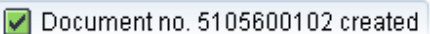
your PO number




Item	Amount	Quantity	Order	Item	Smart Number	PO Text
	3,200.00	100	4500000001	10		Chain Lock

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

Booking OK

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

Invoice document
number

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



Display Purchase Order History

Task Display the purchase order history.

Time 5 min



Short Description Review the status for the PO for chain locks. A PO history tab is created within the PO once a transaction has taken place against the order number to support this functionality.

Name (Position) Wilton Saban (Inventory Supervisor)

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



Menu path

Logistics ▶ **Materials Management** ▶ **Purchasing** ▶ **Purchase Order** ▶ **Display**

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



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


WE


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

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

RE-L

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

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

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



Create Goods Receipt for Purchase Order

Task Create a goods receipt for a purchase order.

Time 5 min

Short Description Receive into inventory the remaining stock items ordered from Mid-West Supply in the prior step. A goods receipt document will be created referencing our purchase order thereby ensuring that we receive the products ordered within the timeframes requested and in quality condition. Goods on hand will be increased and an accounting document will be generated recognizing the value associated with these goods.

Name (Position) Tatjana Karsova (Receiving Clerk)


To create a goods receipt for a purchase order, follow the menu path:

Menu path

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



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

Goods Receipt
Purchase Order
Your PO number

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


100

OK
Trading Goods

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

Goods receipt document
number

Material document 5000000002 posted

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



Create Invoice Receipt from Vendor

Task Create an invoice receipt from a vendor.

Time 5 min

Short Description Enter an invoice received from Mid-West Supply for 3,200.00 USD associated with the recent PO and goods receipts. This invoice will be posted to an existing G/L expense account in your Chart of Accounts and saved as an Accounts Payable to Mid-West Supply. It will be settled by issuing a check to Mid-West Supply at a later date. The invoice is presented below in order to support your making the necessary journal entry.

INVOICE Number 00515-###		(Today's date)		Mid-West Supply
ITEM	QUANTITY	PER	PRICE	
CHLO1###	100	\$32.00	\$3,200.00	
TOTAL			\$3,200.00	


Mid-West Supply – always keeps you supplied.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

To create an invoice receipt, follow the menu path:

Menu path


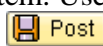
Logistics ▶ **Materials Management** ▶ **Logistics Invoice Verification**
 ▶ **Document Entry** ▶ **Enter Invoice**

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


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

Enter **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

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

Booking OK

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



Post Payments to Vendor

Task Post payments to a vendor.

Time 5 min

Short Description Issue a payment to your Mid-West Supply vendor to settle their entire Accounts Payable balance. Note that the amount due to them includes both of the invoices that you have previously entered. A journal entry is made to Accounts Payable for Mid-West Supply and to the bank checking account in the G/L.

Name (Position) Silvia Cassano (Accounts Payable Specialist)

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

Menu path

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

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

Today's date

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

100000
6,400.00
INVOICES ...

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

Mid-West Supply
Lincoln
###

Select **Process open items**. This will produce the following screen.

Document ...	D...	Document ...	P...	Bus...	Day...	USD Gross	Cash discnt	Cash...
5100000001	RE	04/30/2010	31		0	3,200.00-		
5100000002	RE	04/30/2010	31		0	3,200.00-		

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

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

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

Vendor payment document number

Document 1500000001 was posted in company code US00

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

YES

Display Vendor Line Items

Task Display the vendor line items.

Time 5 min

Short Description Display and confirm the activity and associated balance for the Accounts Payable for Mid-West Supply. You should see both a credit and debit posting indicating the receipt of the two invoices and the issuance of a single payment to settle this balance due to Mid-West Supply.

Name (Position) Shuyuan Chen (Chief Accountant)

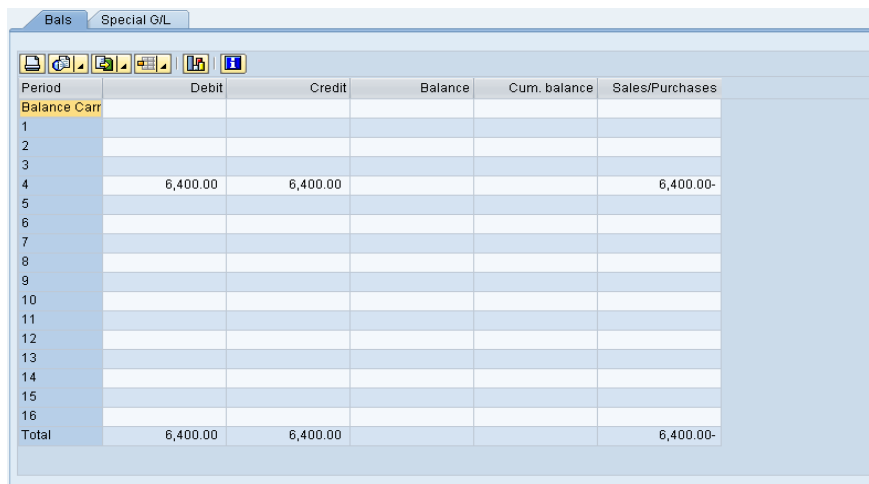
To display the vendor line items, follow the menu path:

Menu path


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


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

Mid-West Supply
US00
current year



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

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

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



Display Purchase Order History

Task Display the purchase order history.

Time 5 min



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

Name (Position) Wilton Saban (Inventory Supervisor)

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



Menu path

Logistics ► **Materials Management** ► **Purchasing** ► **Purchase Order** ► **Display**

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



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

WE


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

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

RE-L

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

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

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



Display/Review G/L Account Balances and Individual Line Items

Task Display/review the G/L account balances and the individual line items.

Time 5 min

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

Name (Position) Shuyuan Chen (Chief Accountant)

To display G/L account balances, follow the menu path:

Menu path

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

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

100000
US00
current year

Period	Debit	Credit	Balance	Cum. balance
Bal. Carryforw				
1				
2				
3				
4	65,092.50	11,650.00	53,442.50	53,442.50
5				53,442.50
6				53,442.50
7				53,442.50
8				53,442.50
9				53,442.50
10				53,442.50
11				53,442.50
12				53,442.50
13				53,442.50
Total	65,092.50	11,650.00	53,442.50	53,442.50

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

On the G/L Account Line Item Display G/L View screen, you can see all debits and credits toward GBI's bank account in the US in the current month.

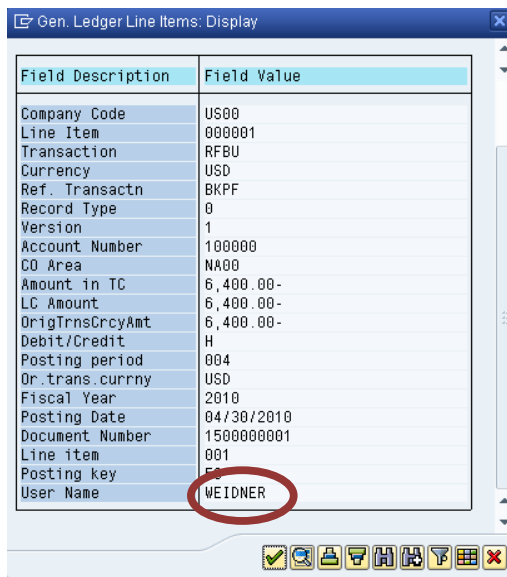
St	Assignment	DocumentNo	BusA	Typ	Doc. Date	PK	Amount in local cur.	LCurr	Amount in loc. curr. 2	LCur2	
<input type="checkbox"/>	20100423	1400000001		DZ	04/23/2010	40	15,000.00	USD			
<input type="checkbox"/>	20100424	1400000002		DZ	04/24/2010	40	15,000.00	USD			
<input type="checkbox"/>	20100424	1400000003		DZ	04/24/2010	40	20,092.50	USD			
<input type="checkbox"/>	20100427	1500000000		KZ	04/27/2010	50	5,250.00-	USD			
<input type="checkbox"/>	20100429	1400000004		DZ	04/29/2010	40	15,000.00	USD			
<input type="checkbox"/>	20100430	1500000001		KZ	04/30/2010	50	6,400.00-	USD			
* <input checked="" type="checkbox"/>							53,442.50	USD			
**	Account 100000							53,442.50	USD		

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

INVOICES 00504-000 and 00515-000

###

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



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

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

300000

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

