

**MM 1: Create Purchase Order**

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

**Time** 5 min

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

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

Menu path

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



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

###  
Atlanta

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

US00  
N00  
US00

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

Trading Goods  
\*###

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

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

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

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

OHMT1###: \_\_\_\_\_ (1,500.00 USD)

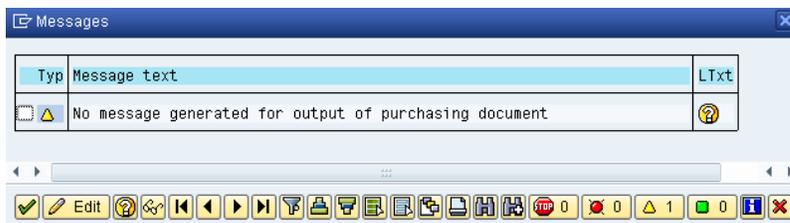
RHMT1###: \_\_\_\_\_ (3,750.00 USD)



The screenshot shows the SAP 'Create Purchase Order' interface. The header section includes fields for Vendor (101000 Olympic Protective Gear), Doc. date (04/26/2010), and various organizational data. The conditions tab is active, showing purchase organization (US00), group (N00), and company code (US00). Below the header is a table with two line items:

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

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



The screenshot shows the SAP Messages dialog box with the following content:

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

Below the message table is a toolbar with various icons, including a green checkmark icon.

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

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

 Standard PO created under the number 4500000000

Purchase order document number

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



## MM 2: Create Goods Receipt for Purchase Order

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

**Time** 5 min

**Task** Receive into inventory the stock items ordered from Olympic Protective Gear in the previous exercise. A goods receipt document will be created referencing our purchase order thereby ensuring that we receive the products ordered within the timeframes requested and in quality condition. Goods on hand will be increased and an accounting document will be generated recognizing the value associated with these goods.

To create a goods receipt, follow the menu path:

Menu path

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

This will produce the following screen.

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

101  
PO number

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

OK

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

TG00

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

Goods receipt  
document number



## MM 3: Create Invoice Receipt from Vendor

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

**Time** 5 min

**Task** Enter an invoice received from Olympic Protective Gear for **5,250.00 USD** associated with the recent PO and goods receipts. This invoice will be posted to an existing G/L expense account in your Chart of Accounts and saved as an Accounts Payable to Olympic Protective Gear. It will be settled by issuing a check to Olympic Protective Gear at a later date. The invoice is presented below in order to support you making the necessary journal entry.

<b>INVOICE Number 00123-###</b>		<i>(Today's date)</i>	
<b>OLYMPIC PROTECTIVE GEAR</b>			
ITEMS	QUANTITY	PER	PRICE
OHMT1###	60	25.00 USD	1,500.00 USD
RHMT1###	150	25.00 USD	3,750.00 USD
<b>TOTAL</b>			<b>5,250.00 USD</b>

*Thank you for your order.*

To enter an invoice, follow the menu path:

Menu path

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

This will produce the following screen.

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

today's date

5,250.00  
XI

INVOICE 00123-###

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

PO number

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

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

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

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

Invoice document number

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

## MM 4: Post Payment to Vendor

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

**Time** 5 min

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

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

Menu path

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

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

today's date  
US00  
USD  
100000  
5,250.00

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

###

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

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

Standard Partial Pmt Res.items Withldg tax								
Account items 101000 Olympic Protective Gear								
Document ...	D...	Document ...	P...	Bus...	Day...	USD Gross	Cash disct	Cash...
5100000000	RE	04/27/2010	31		0	5,250.00-		

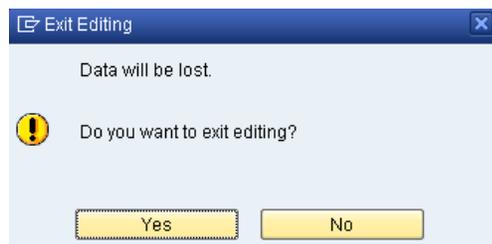
If the Not Assigned field on the bottom of the screen is not equal 0.00 USD, then double-click on your invoice amount (USD Gross). Then, the invoice selected will turn blue. Review the Not assigned balance on the bottom of the screen. Click on  to post your payment. Again, the system creates a unique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

Payment document  
number

Document 1500000000 was posted in company code US00

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

Yes



## MM 5: Display Vendor Line Items

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

**Time** 5 min

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

To do this, follow the menu path:

Menu path

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

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

###  
US00  
All items

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

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

RE

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

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

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

KZ

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

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

