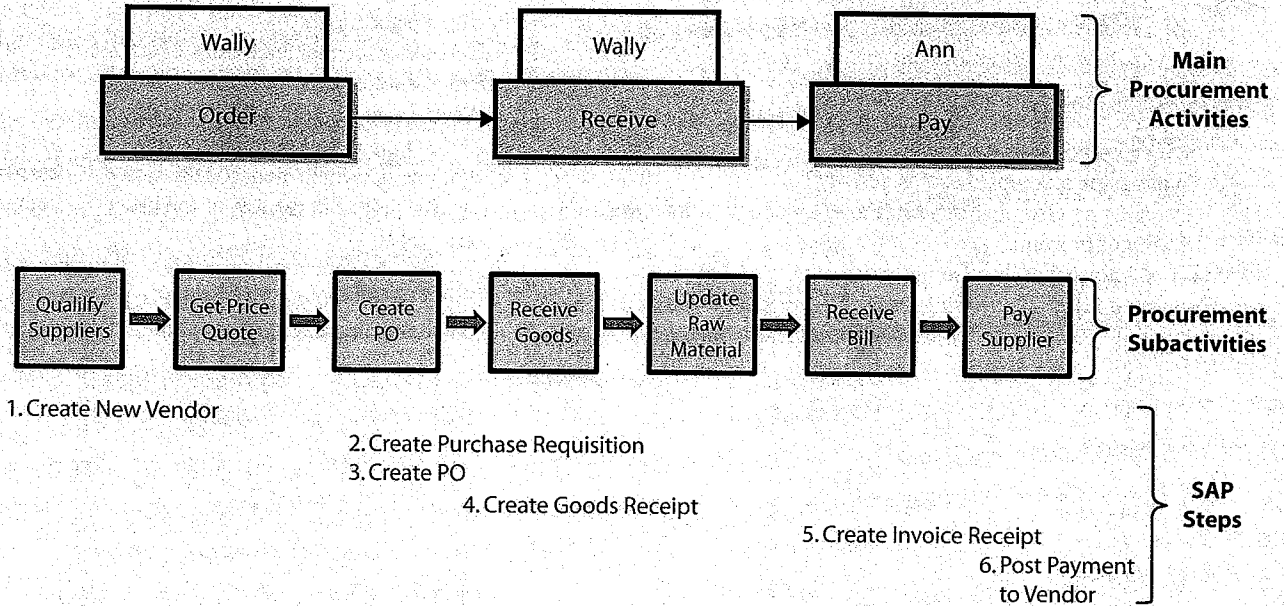


APPENDIX 7—SAP PROCUREMENT TUTORIAL

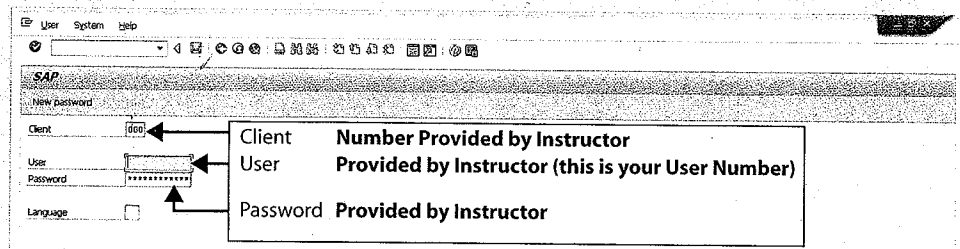
FIGURE 7A-1
Procurement Process and SAP Steps

This tutorial follows the Procurement process shown in Figure 7A-1. The top of Figure 7A-1 appears in Chapter 7 as Figure 7-3. This top figure shows the three main Procurement activities—Order, Receive, and Pay, and the subactivities (Qualify Suppliers, etc.). At the bottom of Figure 7A-1, we have added the six SAP steps included in this tutorial. These six steps were chosen to keep this tutorial simple. To further simplify the process we begin with step 3, Create Purchase Order. As shown in Figure 7A-1, you will play the roles of Wally and Ann.



Navigate to the SAP Welcome screen (Figure 7A-2).

FIGURE 7A-2
Welcome Screen



In this first exercise, we will purchase 20 water bottles and 30 water bottle cages from an existing vendor called Space Bike Composites. The bottles cost \$10.00 and the cages \$9.00. While our company in this tutorial is Global Bike, Inc., our actors—Wally and Ann—and our Procurement process are from Chuck’s Bikes.¹ The three digits at the end of your User ID will be used throughout this tutorial. For example if your User ID is GBI-123, then 123 is your User Number. In this tutorial 001 is used as the User Number.

1 Create New Vendor

Skipped—does not apply to this first exercise, it is introduced later.

¹ All tutorials in this text use Global Bike 2 (6.04), IS8 System ID, and IDES SAP ERP ECC 6.04 SAPGUI Description.

You are now finished with You Try It 1. Return to the SAP Easy Access menu by clicking the Exit icon.

You Try It 2

In step 1 of You Try It 2, you will create a new vendor called Bike Parts. Then, in step 2, Creating a Purchase Requisition, you will request a price quote for 10 repair kits. In step 3, you will once again create a PO; however, this time the PO is based on the purchase requisition you created in step 2.

1 Create New Vendor

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

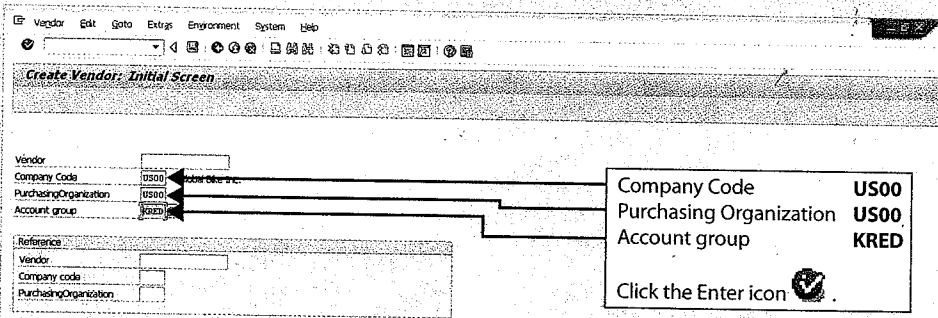


FIGURE 7A-30
Create Vendor Initial Screen

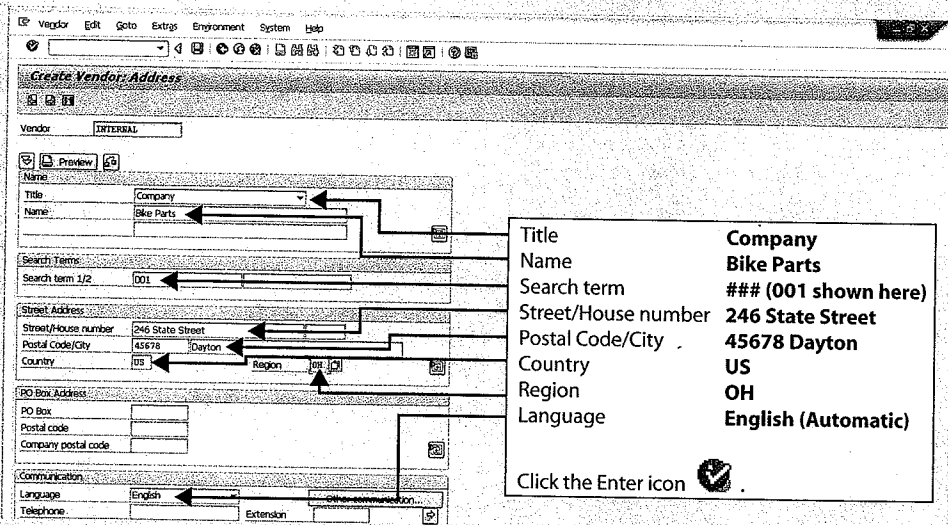


FIGURE 7A-31
Create Vendor Address Screen

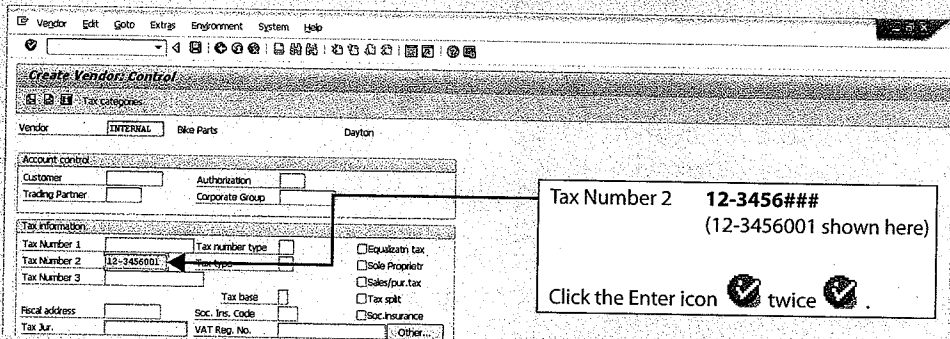


FIGURE 7A-32
Create Vendor Tax Screen

FIGURE 7A-33
Create Vendor Accounting Screen

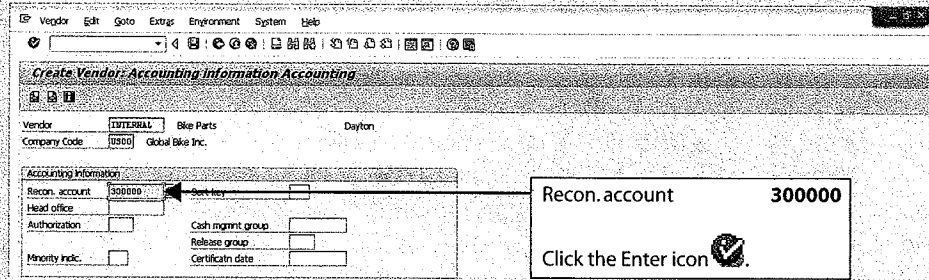


FIGURE 7A-34
Create Vendor Payment Screen

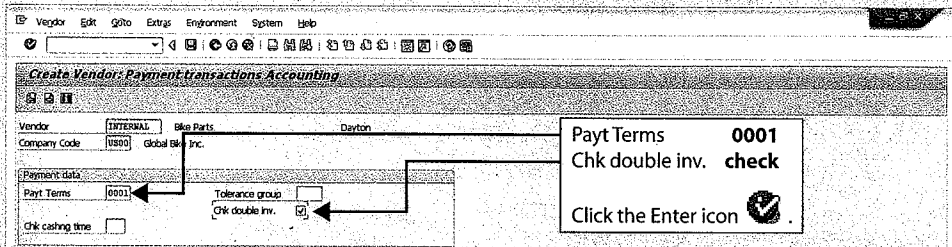


FIGURE 7A-35
Create Vendor Correspondence Screen

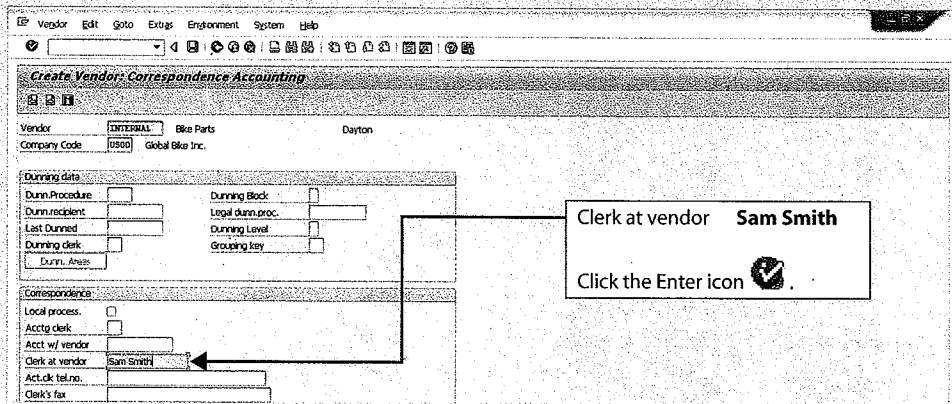


FIGURE 7A-36
Create Vendor Purchasing Screen

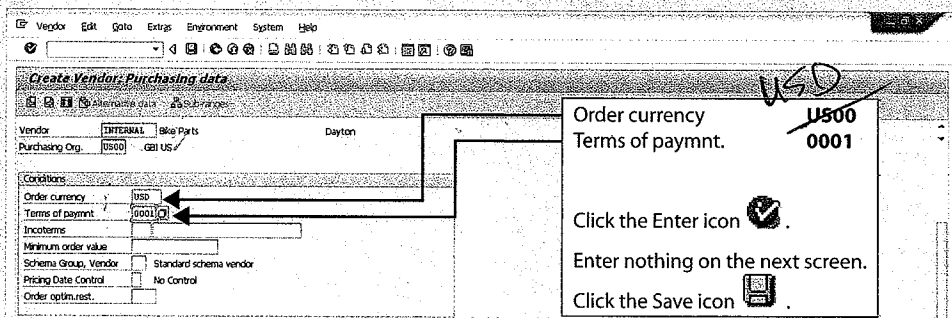


FIGURE 7A-37
Create Vendor Number Screen



2 Create Purchase Requisition

Logistics > Materials Management > Purchasing > Purchase Requisition > Create

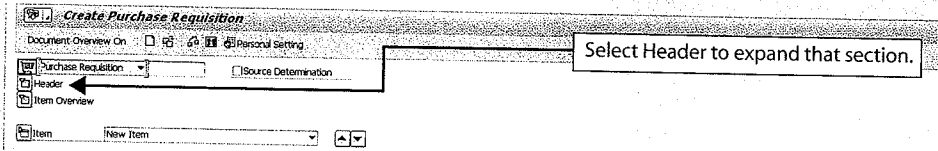


FIGURE 7A-38
Purchase Requisition Screen

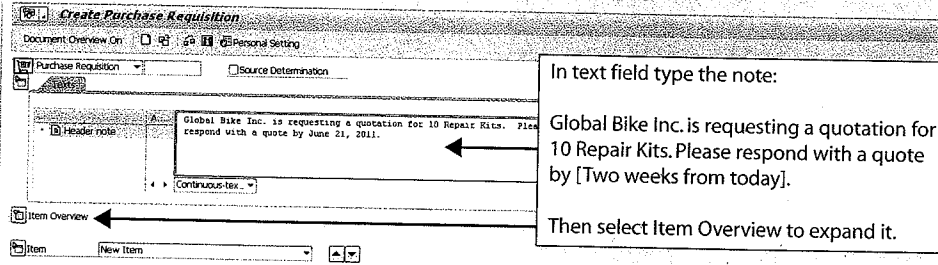


FIGURE 7A-39
Purchase Requisition Text Screen

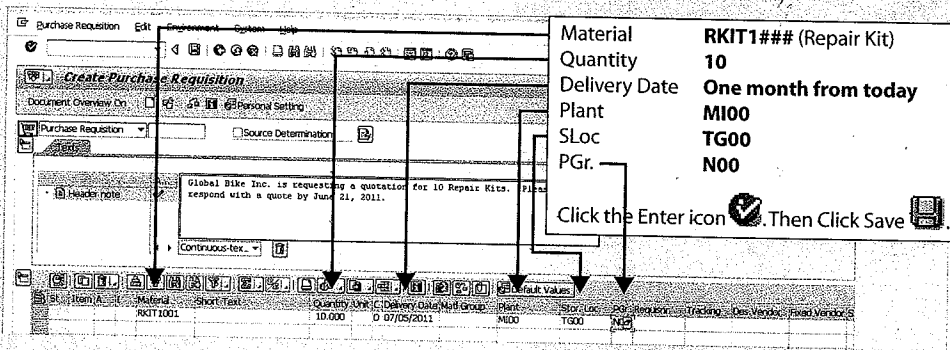


FIGURE 7A-40
Purchase Requisition Item Screen

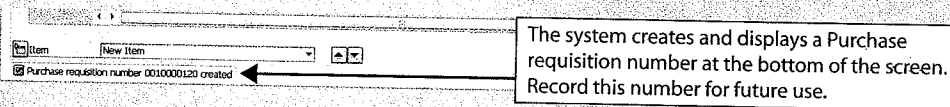


FIGURE 7A-41
Purchase Requisition Number Screen

3 Create Purchase Order (now from Requisition)

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

Step 3 was completed in the first exercise and in You Try It 1. This time you are creating the PO from the purchase requisition you created in step 2.

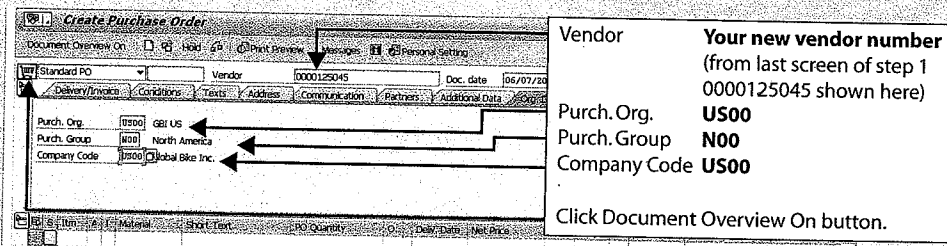


FIGURE 7A-42
Purchase Order Screen

2 Create Purchase Requisition

Skipped—does not apply to this first exercise, it is introduced later.

3 Create Purchase Order

As a warehouse manager like Wally, your first step is to create a Purchase Order. From the SAP Easy Access screen (Figure 7A-3), navigate to the Purchase Order screen by selecting:

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

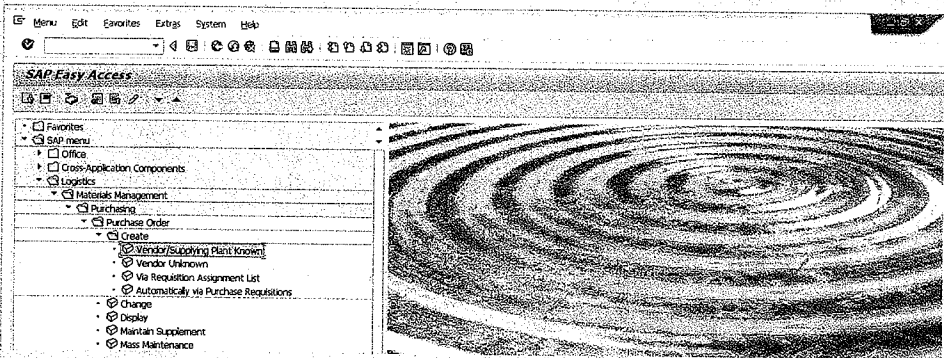


FIGURE 7A-3
SAP Easy Access Screen

A purchase order, when received and accepted by a vendor, creates a legally binding contract between two parties. The first screen is the Create Purchase Order screen (Figure 7A-4).

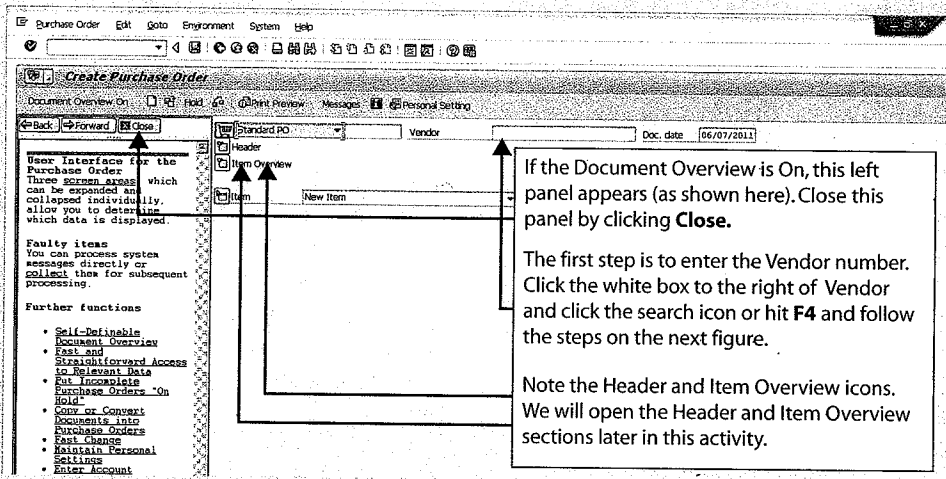


FIGURE 7A-4
Create Purchase Order Screen

The next screen is the Vendor Search screen (Figure 7A-5). We need to find the vendor number for Space Bike Composites to complete the Purchase Order. While Wally might have this number memorized, we want to search in order to demonstrate how searching is done within SAP. Please note that where 001 appears in Figure 7A-5 you will type in your User Number.

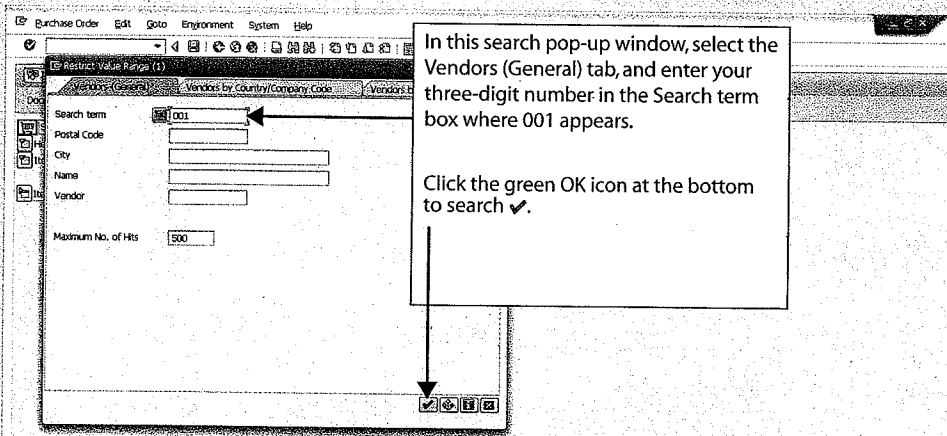
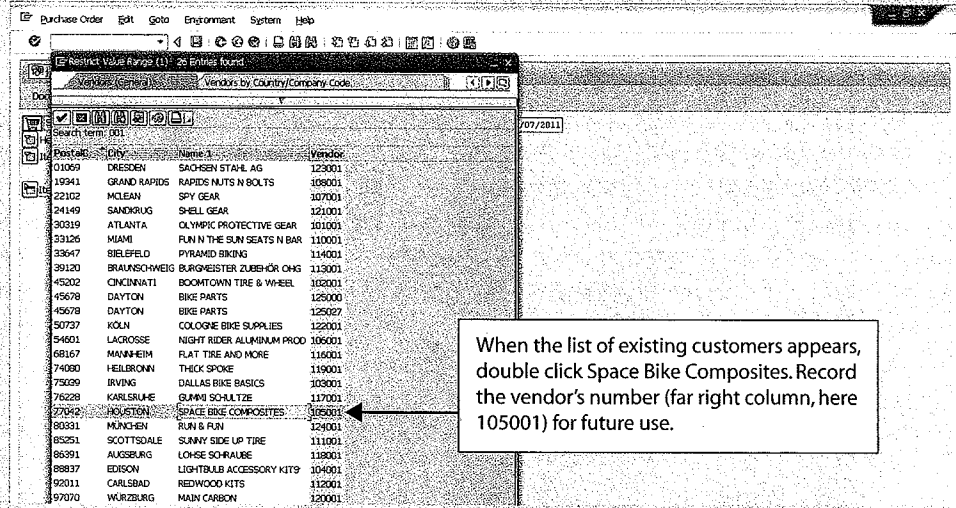


FIGURE 7A-5
Vendor Search Screen

The Vendor List screen (Figure 7A-6) now loads.

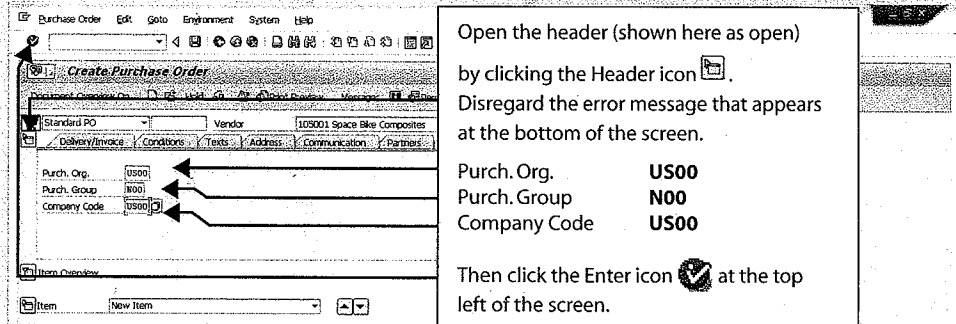
FIGURE 7A-6
Vendor List Screen



When the list of existing customers appears, double click Space Bike Composites. Record the vendor's number (far right column, here 105001) for future use.

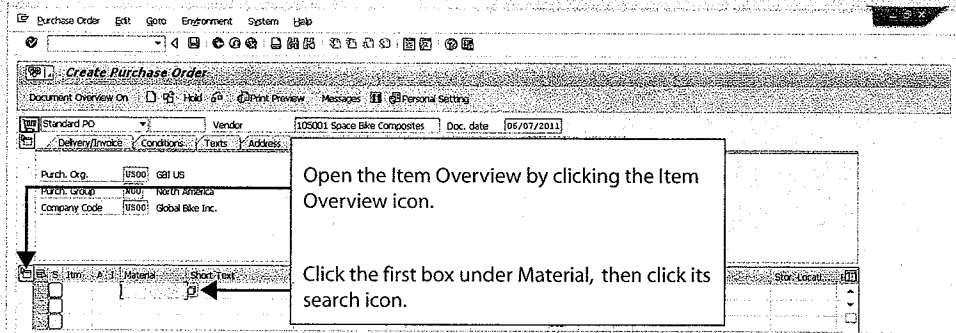
After double-clicking on Space Bike Composites, the system returns to the Create Purchase Order screen. On the next screen (Figure 7A-7), you will enter three inputs for Purch. Org., Purch. Group, and Company Code, the last two digits of each of the inputs is a zero, not the letter "O." These three inputs specify which office at Global Bikes is making the order.

FIGURE 7A-7
Create Purchase Order with Vendor Screen



After clicking Enter, the system loads more data on the screen. Next we will enter data about the Material (the water bottles and cages) we are purchasing (Figures 7A-8 through 7A-11).

FIGURE 7A-8
Create Purchase Order with Item Overview On Screen



This will load the Material Search screen (Figure 7A-9) that will help us find the Material numbers we need for the Purchase Order.

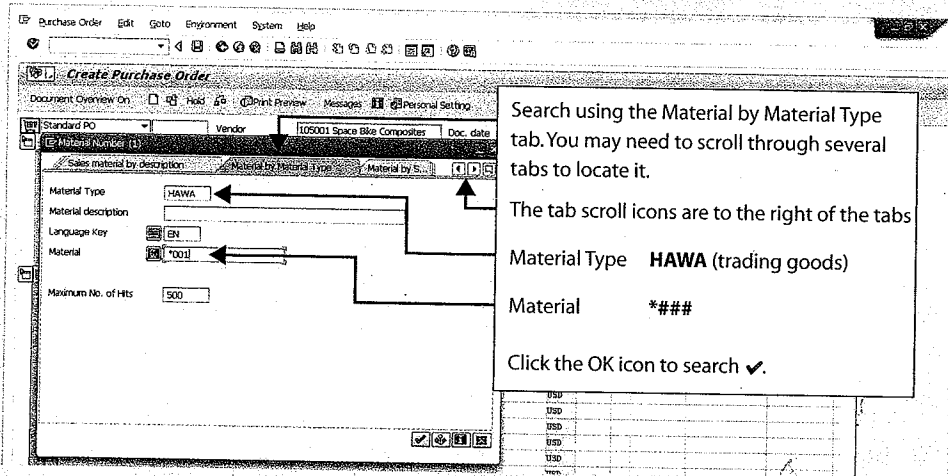


FIGURE 7A-9
Material Search Screen

HAWA is the code used by SAP to identify trading goods. The next screen (Figure 7A-10) will show the trading goods you can order.

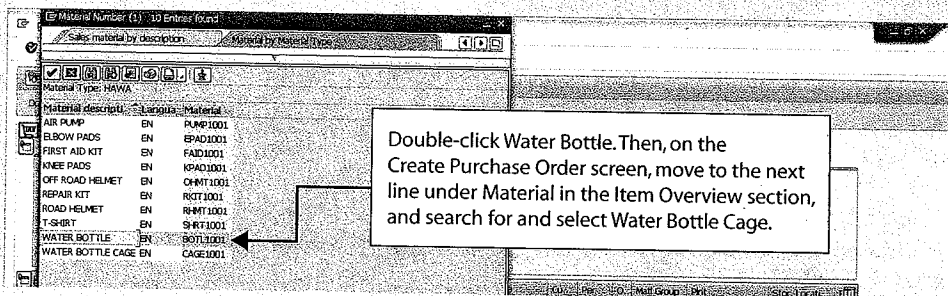


FIGURE 7A-10
Material List Screen

When you return to the Create Purchase Order screen after selecting Water Bottle, complete the following inputs (as shown in Figure 7A-11). Then to complete the second line, you can search for *Water Bottle Cages* or simply type in *Cage1###* (where ### is your User Number). On the following screen (Figure 7A-11), you will enter a date (for the delivery date). To enter date data, use the convenient Search button located to the right of the date input box. Also note, the plant (PInt on the screen) is MI00, not M100.

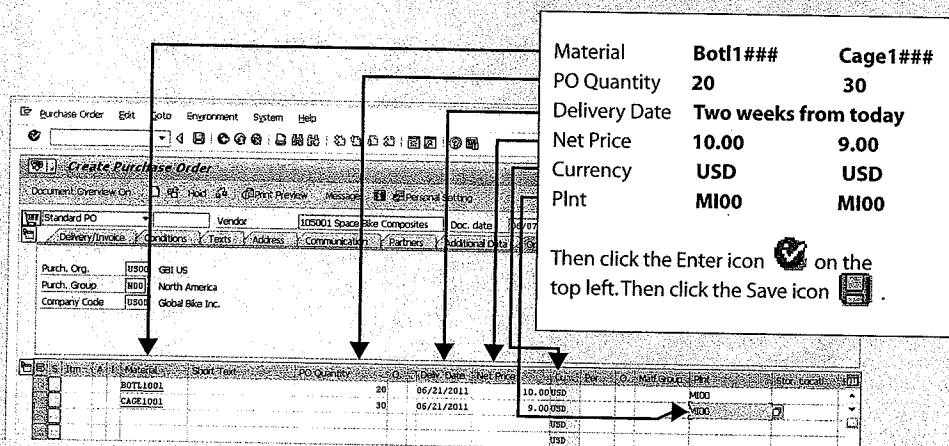
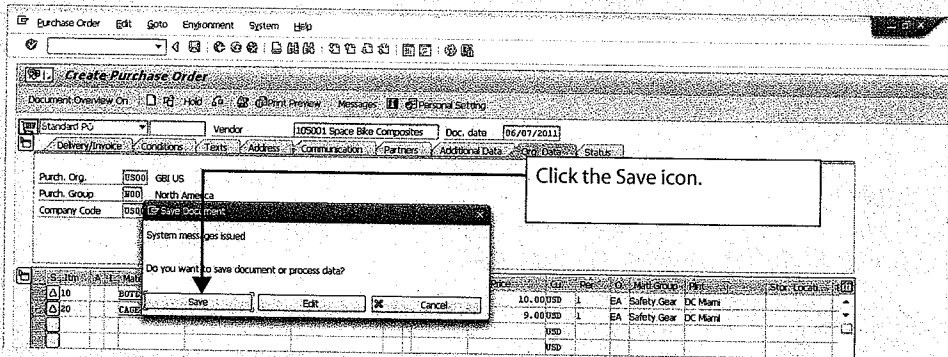


FIGURE 7A-11
Create Purchase Order with Material Screen

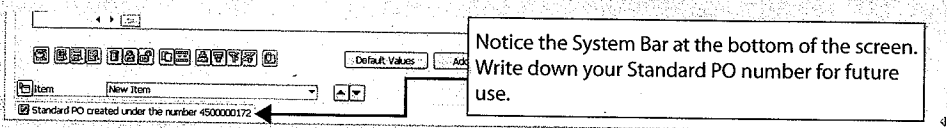
A pop up box appears (Figure 7A-12), click the Save button.

FIGURE 7A-12
Create Purchase Order
Save Screen



The SAP database now updates and when complete, the Purchase Order screen reappears, the bottom of the screen is shown in Figure 7A-13.

FIGURE 7A-13
Purchase Order Number
Screen



Return to the SAP Easy Access menu by clicking the yellow circle Exit icon near the top of the screen. This icon is located on the same ribbon as the Enter and Save icons.

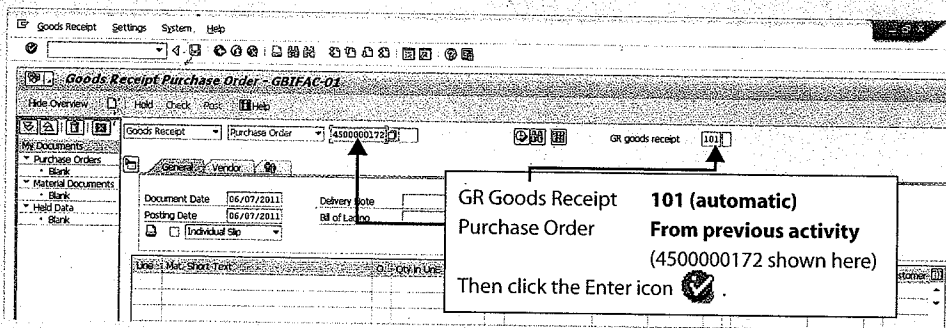
4 Create Goods Receipt for Purchase Order

The next step for Wally and for you is to create a Goods Receipt for this Purchase Order. This step will occur after the water bottles and cages arrive at Wally’s warehouse. From the SAP Easy Access screen, navigate to the Goods Receipt Purchase Order screen by selecting:

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

A goods receipt is recognition that the goods ordered in the PO have arrived. Once the goods receipt has been created, inventory for these items is increased and accounts payable is increased (Figure 7A-14).

FIGURE 7A-14
Goods Receipt Screen



The system loads data from the PO, as shown in Figure 7A-15.

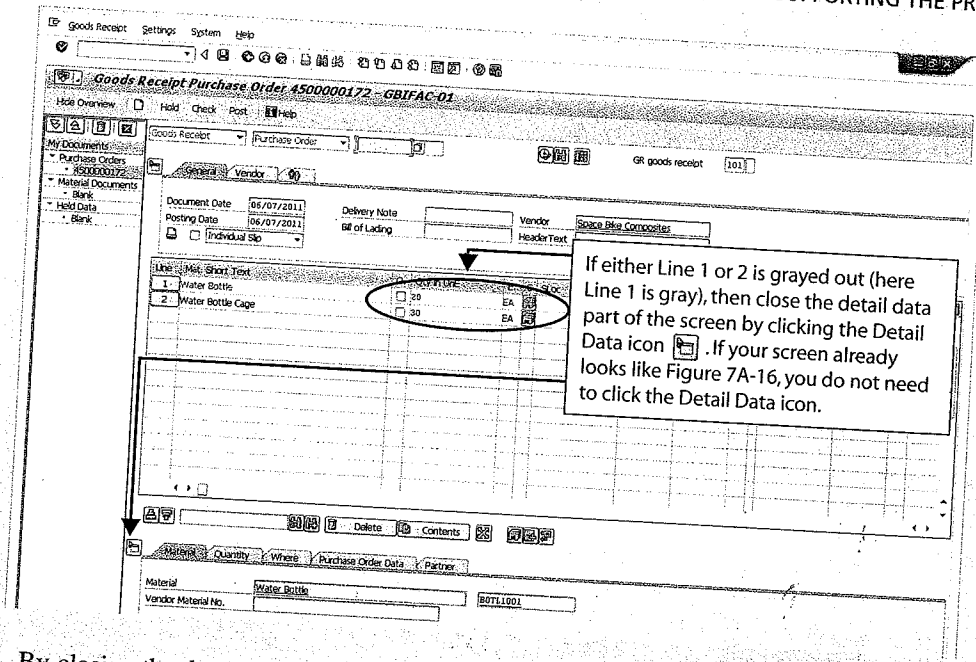


FIGURE 7A-15
Goods Receipt with Detail On Screen

By closing the detail data part of the screen, your screen will look like Figure 7A-16. The reason the Water Bottle line was grayed out in 7A-15 is that the Detail Data section was open at the bottom of the screen. Notice in 7A-16 the Detail Data section is closed.

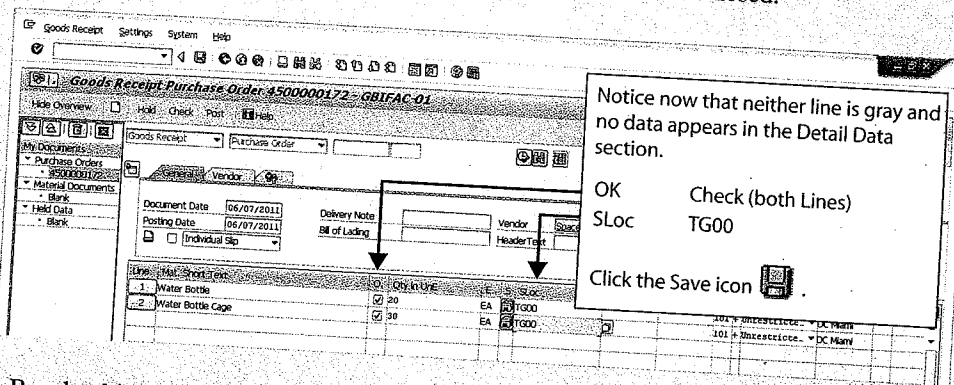


FIGURE 7A-16
Goods Receipt with Detail Off Screen

By checking OK, you are verifying that 20 water bottles and 30 cages were delivered (Figure 7A-17). If not, you would not check OK and would instead enter the quantity that did arrive. Figure 7A-16 shows this column header as O. instead of O.K., which can be shown by adjusting the column width.

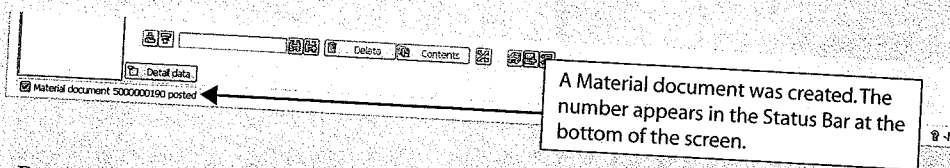


FIGURE 7A-17
Goods Receipt Material Document Screen

Return to the SAP Easy Access menu by clicking the Exit icon.

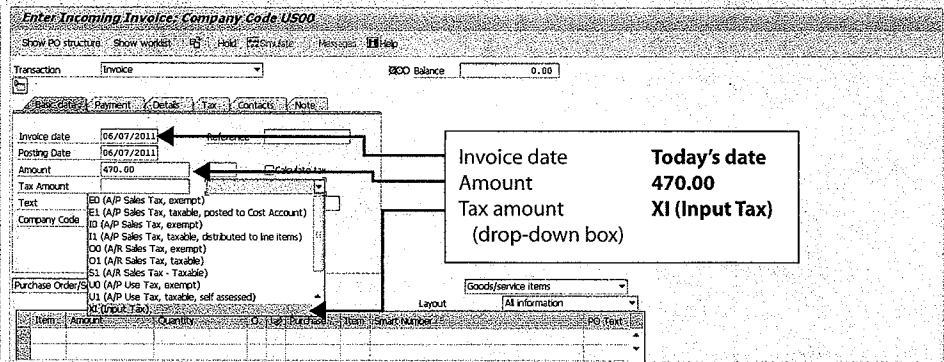
5 Create Invoice Receipt from Vendor

An accountant, like Ann, would accomplish the final two steps—Creating an Invoice and Paying the Vendor. From the SAP Easy Access screen, navigate to the Enter Incoming Invoice screen by selecting:

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

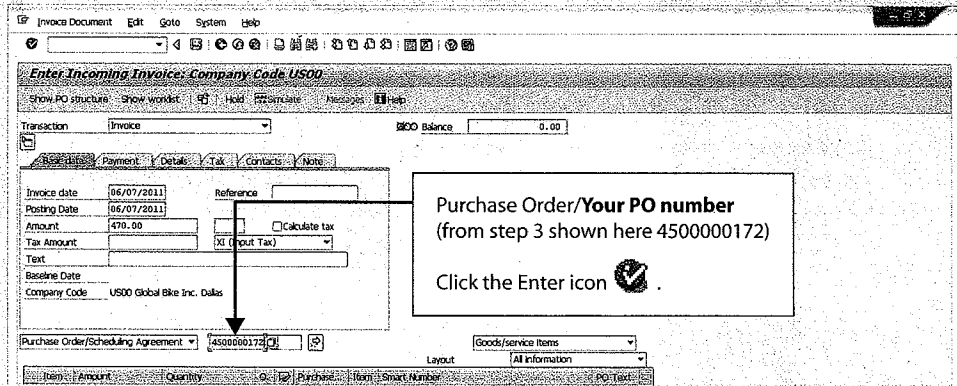
Shortly after the goods arrived, the vendor has sent us a bill for \$470 for the bottles and cages, and here we record this bill in our system (Figure 7A-18). Note, in Figure 7A-18 that the Tax Amount is entered via a drop-down box, which is the rightmost input box for Tax Amount.

FIGURE 7A-18
Create Invoice Screen



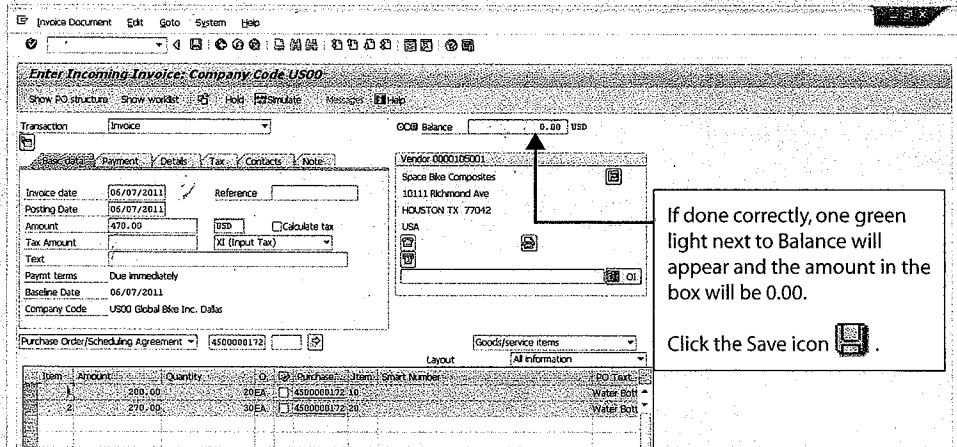
We also enter our PO number, which was generated earlier in this process at the end of step 3 (Figure 7A-13). This is shown below in Figure 7A-19.

FIGURE 7A-19
Create Invoice with PO Number Screen



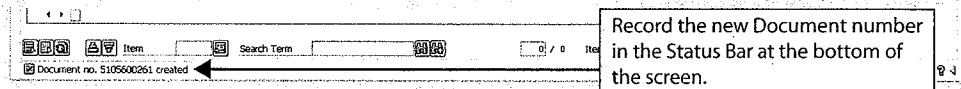
The system loads vendor data and displays the updated Incoming Invoice screen (Figure 7A-20).

FIGURE 7A-20
Create Invoice Final Screen



If there are no errors, a document number is produced on the bottom of the next screen (Figure 7A-21).

FIGURE 7A-21
Create Invoice Document Number Screen



Return to the SAP Easy Access menu by clicking the Exit icon.

6 Post Payment to the Vendor

The final step occurs when you or Ann pays the vendor. This payment may be made immediately upon receipt of the invoice or shortly thereafter. From the SAP Easy Access screen, navigate to the Post Outgoing Payments screen by selecting:

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

In this activity, we record our payment to the vendor for \$470.00 (Figure 7A-22). A journal entry is made to decrease accounts payable.

The screenshot shows the 'Post Outgoing Payments: Header Data' screen. Annotations on the right side of the screen provide the following information:

- Document Date:** Today's date
- Company Code:** US00 (automatic)
- Currency/Rate:** USD (automatic)
- Account:** 100000
- Amount:** 470.00
- Account:** 105### Your vendor number for Space Bike Composites (from step 3 shown here 105001)
- Action:** Click Process open items icon.

FIGURE 7A-22
Post Outgoing Payments Screen

If you have to search for your vendor number in the bottom Account text box, select the Vendors (General) tab in the search pop-up window and use ### as the search term. Once you click on Process open items, the Post Outgoing Payments Process open items screen appears (Figure 7A-23).

The screenshot shows the 'Post Outgoing Payments: Process open items' screen. A table lists the items with columns for Document, Date, Amount, and Currency. The first row shows a document of 5100000039 on 03/03/2011 for an amount of 470.00 USD. Annotations on the right side provide the following instructions:

- The Not Assigned value should be 0.00 as shown.
- If yours is not 0.00, then double-click the 470.00 to assign this payment to the bill.
- Then click the save icon.

At the bottom of the screen, the 'Editing status' section shows:

- Number of items: 1
- Amount entered: 470.00
- Assigned: 470.00
- Difference postings: (empty)
- Not assigned: 0.00

FIGURE 7A-23
Post Outgoing Payments Final Screen

The SAP database is again updated and the Post Payment Document Number screen (Figure 7A-24) appears.

FIGURE 7A-24
Post Payment Document
Number Screen



Record the document number that once again appears on the Status bar. Return to the SAP Easy Access screen by clicking the Exit icon. This will generate a pop-up window that is misleading. There is no data to be lost at this point, so click Yes.

You have finished the first exercise.

You Try It 1

Purchase the following three materials from a different vendor—Rapids Nuts N Bolts:

- 5 Air Pumps \$14 each
- 10 Elbow Pads \$375 each
- 15 First Aid Kits \$20 each

Request delivery in 2 weeks. Use Miami for the plant. The total amount is \$4120.00.

3 Create Purchase Order

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

Data needed:

- Vendor **108### (Your Rapids Nuts N Bolts vendor number based on your User Number)**
- Purch. Org. **US00**
- Purch. Group **N00**
- Company Code **US00**
- Material **PUMP1###, EPAD1###, FAID1### (These are Trading Goods)**
- Quantity **5, 10, 15**
- Delivery Date **Two weeks from today**
- Net Price **14, 375, 20**
- Currency **USD**
- Plnt **MI00**

Not every screen is shown here. Refer to the first exercise to see each screen. The completed Create Purchase Order screen as it appears at the *end* of step 3 is shown in Figure 7A-25.

FIGURE 7A-25
Completed Create
Purchase Order

