

# Business Process Integration

ERP Configuration for FI & MM modules using Pen Company

*These Pen Company exercises were designed to work with  
SAP's S/4HANA and a Fiori Launchpad Configured  
To emulate each Unit's exercises.*

## **Unit 1: Organizational Structure for Financial Accounting**

### **Purpose of Unit**

The purpose of Unit 1 is to establish the Organizational Structure for Financial Accounting (FI). Once the various organizational elements are defined, they will need to be assigned. This unit will establish the core structure necessary to conduct financial transactions within the system.

Initial Setup Options:

- To display technical names of transaction codes, use:
- Extras -> Settings
  - Display Technical Names
- To display messages:
  - Click More on the toolbar
  - Click "SAP GUI settings and actions" from the drop-down menu
  - Click "Options" from the drop-down menu
  - Expand the Interaction Design folder
  - Click on "Notifications" under the Interaction Design folder
  - Under the "Messages" section choose the following:




Reminders:

Use /n to move from transaction screen to the next without going through the main menu or as an option to return to the main menu. Use /o to open a new session.

01 – Create  
02 – Change  
03 – Display

Use F4 on your keyboard to go to the options screen for the selected field.  
Use F4 then F2 to display current date.

## **EX 1: Create Company Code**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to define a company code. A company code represents a legal organizational entity and a separate accounting unit in Financial Accounting (FI). This organizational element is often referred to as a balanced set of books. The company code is the level at which all accounting transactions are captured.	
<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Definition → Financial Accounting → Edit, Copy, Delete, Check Company Code</b>
<b>Trans Code</b>	SPRO → OX02

Double Click on Edit company Code Data.

Click on [New Entries](#) to define your company.

Enter the following information:

- Company: C \_ \_ \_ (where \_ \_ \_ is your BPI #) (Include the "C")
- Company Name: (Your Name) Pen Inc. (e.g., John Doe Pen Inc.)
- City: Vermillion
- Country: US
- Currency: USD
- Language Key: EN

Hit Save – [Save](#)

Enter the following information

- Title: Company
- Name: (Your Name) Pen Inc. (e.g., John Doe Pen Inc.)
- Search term 1/2: \_ \_ \_
- Street: Forest Avenue
- House number: 123
- Postal code: 57039
- City: Vermillion
- Country: US
- Region: SD
- Language: EN

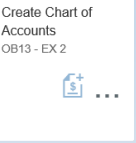
- 1) Hit Enter – [✓](#) 2) Hit OK 3) Hit Exit – [Exit](#) 4) Hit Cancel – [Cancel](#)

Record the system message:

<b>Message</b>

## **EX 2: Create Chart of Accounts**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to create a Chart of Accounts. All general ledger accounts for your company will exist within your Chart of Accounts.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → General Ledger Accounting → Master Data → G/L Accounts → Preparations → Edit Chart of Accounts List</b>
<b>Trans Code</b>	SPRO → OB13

Click on the  button.

Enter the following information:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| ➤ Chart of Accts:               | C _ _ _                            |
| ➤ Description:                  | Chart of Accounts – Pen Inc. _ _ _ |
| ➤ Maint. Language:              | English                            |
| ➤ Length of G/L Account Number: | 6                                  |

Hit Save – 

Hit Ok - 

And Exit – 

Record the system message:


<b>Message</b>

## **EX 3: Assign Company Code to Chart of Accounts**

### **Purpose of Exercise**

The purpose of this exercise is to assign your company code to your chart of accounts. A company code can have only one operating chart of accounts. Multiple Company Codes can use the same chart of accounts. In addition, a company code can be assigned up to two additional Chart of Accounts.

If you have several legal entities within your enterprise, it would make sense to have all of the entities use the same chart of accounts. This would facilitate the creation of consolidated financial statements.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → General Ledger Accounting → Master Data → G/L Accounts → Preparations → Assign Company Code to Chart of Accounts</b>
<b>Trans Code</b>	SPRO → OB62

Find your Company Code      C\_ \_ \_

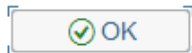
Enter the following information:

➤ Chrt/Accts                      C\_ \_ \_

Hit Save –



Hit Ok-



And Exit –



Record the system message:

<b>Message</b>

## **EX 4: Assign Company Code to Fiscal Year Variant**


### **Purpose of Exercise**

The purpose of this exercise is to assign your company code to a fiscal year variant. A fiscal year variant is used to define the following:

- how many posting periods a fiscal year has
- how many special periods you need
- how the system is to determine the posting periods when posting

When defining your fiscal year, you have the several options:

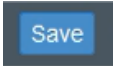
- Your fiscal year is the calendar year
- Your fiscal year is not the same as the calendar year and is not year-dependent
- Your fiscal year is not the same as the calendar year and is year-dependent

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Fiscal Year and Posting Periods → Assign Company Code to a Fiscal Year Variant</b>
<b>Trans Code</b>	<b>SPRO → OB37</b>


Find your Company Code      C \_ \_ \_

Enter the following information:

➤ Fiscal Year Variant      K1      (Cal. Year, 1 Special Period)

Hit Save – 

Hit Ok- 

And Exit – 

Record the system message:

<b>Message</b>


**Please notify your instructor if you encounter problems in saving your entry due to the table locking mechanism.**

## **EX 5: Create Credit Control Area**

### **Purpose of Exercise**


The purpose of this exercise is to create an organizational structure that is used to specify and control the credit limits for customers.

A credit control area can include one or more company codes. Including more than one company code in an enterprise allows for the control of a customer's credit across all company codes assigned to that credit control area. It is not possible to assign a company code to more than one credit control area. The credit limits must be specified in the same currency for all company codes in a credit control area.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Definition → Financial Accounting →</b> <b>Define Credit Control Area</b>
<b>Trans Code</b>	SPRO → OB45

- Click on the [New Entries](#) button.

Enter the following information:

- Cred. Contr. Area                      C \_ \_ \_
- Currency                                USD
-  (Back)

- Description                            Pen Inc. Credit Control Dept. \_ \_ \_

Hit Save –



Hit Ok-



And Exit –

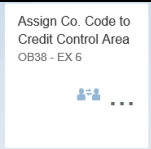


Record the system message:

### **Message**

## **EX 6: Assign Company Code to Credit Control Area**

<b>Purpose of Exercise</b>	
This exercise has you assign your company code to the credit control area you created to manage your customers credit limits.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Assignment → Financial Accounting →</b> <b>Assign company code to credit control area</b>
<b>Trans Code</b>	SPRO → OB38

Find your Company Code      C\_ \_ \_

Enter the following information:

➤ CCAr field                      C\_ \_ \_

Hit Save –



Hit Ok -



And Exit –




Record the system message:

<b>Message</b>



## **EX 7: Assign Permitted Credit Control Areas to Company Code**

<b>Purpose of Exercise</b>	
In this activity you can enter additional credit control areas which are allowed for each company code, in addition to this default credit control area.	
The control area assigned to the company code only acts as a default value and is used, for example, for crediting commitments in the case of non-assignable incoming payments from customers. Otherwise, with every payment, the credit amount is deducted in the control area in which it was also added (as previously).	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Supply Chain Management → Credit Management → Integration with Accounts Receivable Accounting and Sales and Distribution → Integration with Account Receivable Accounting → Assign Permitted Credit Control Areas to Company Code</b>
<b>Trans Code</b>	SPRO

➤ Click on the [New Entries](#) button.

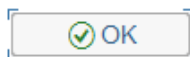
Enter the following information:

- Company Code                    C\_ \_ \_
- Cred. Contr. Area              C\_ \_ \_

Hit Save –



Hit Ok -



And Exit –



Record the system message:

<b>Message</b>




## **Unit 2: Organizational Structure for Material Management (MM)**

<b>Purpose of Unit</b>
The purpose of Unit 2 is to establish the Organizational Structure for Material Management (MM). Once the various organizational elements are defined, they will need to be assigned. This unit will establish the core structure necessary to conduct material management transactions within the system.


## **EX 8: Verify Valuation Area**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to verify that the valuation area is set to plant level.	
Having the valuation set at the plant level facilitates plant level materials requirements planning.	

<b>Fiori App</b>	
<b>Menu Path:</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Definition → Logistics – General →</b> <b>Define valuation level</b>
<b>Trans Code:</b>	SPRO → OX14



**The defined valuation level is preset at the plant level.**

Hit Ok - 

And Exit – 

## **EX 9: Define Plant**

<b>Purpose of Exercise</b>	
This exercise will allow you to create a plant. A plant is an organizational structure within our company.	
As an organizational structure, the plant is assigned to a company code. However a company code can have several plants.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>Enterprise Structure → Definition → Logistics – General →</b> <b>Define, copy, delete, check plant</b>
<b>Trans Code</b>	SPRO → OX10

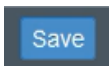
Double click on **Define Plant**

- Click on the  button.

Enter the following information:

- Plant: P\_\_\_\_ (\_\_\_\_ = your BPI number)
- Name: Pen Inc. Warehouse \_\_\_\_
- Name 2: Plant \_\_\_\_

Hit Save –



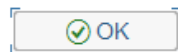
Enter the following information in the Address pop-up:

- Title: Company
- Name: Pen Inc. Warehouse \_\_\_\_
- Plant \_\_\_\_
- Search term 1/2: \_\_\_\_
- Street/House Number: Glen Avenue 123
- Postal Code/City: 57069 Vermillion
- Country: US
- Region: SD

1) Hit Enter -



2) Hit Ok -



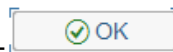
Enter the following information:

- Factory Calendar: US

1) Hit Save –



2) Hit OK -



3) Hit Exit –




Record the system message:


<b>Message</b>

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## **EX 10: Define Storage Locations (Inventory and Quality)**

<b>Purpose of Exercise</b>	
<p>This exercise will have you create the locations where our inventory will be physically kept.</p> <p>A storage location is where the quantity of inventory is managed not the value. The value is managed at the plant level. A plant can have more than one storage location.</p>	
<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Definition → Materials Management →</b> <b>Maintain storage location</b>
<b>Trans Code</b>	SPRO → OX09

Enter the following information:

- Plant P\_ \_ \_
- Hit Continue 
- Hit OK
- Click on the [New Entries](#) button.

Enter the following information:

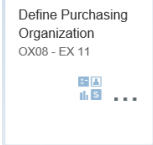
- SLoc 10
- Description Inventory
- SLoc 20
- Description Quality

- 1) Hit Save –  2) Hit OK –  3) Hit Exit – 

Record the system message:

<b>Message</b>

## **EX 11: Define Purchasing Organization**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to create the Purchasing Organization. The purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions. The purchasing organization is the organizational unit that subdivides an enterprise according to the requirements of purchasing.	
<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Definition → Materials Management →</b> <b>Maintain purchasing organization</b>
<b>Trans Code</b>	SPRO → OX08

Click on the  button.

Enter the following information:

- Purch. Organization: P \_ \_ \_
- Purch. Org. Descr.: Purchasing Org. \_ \_ \_

1) Hit Save –  2) Hit OK -  3) Hit Exit – 

Record the system message:

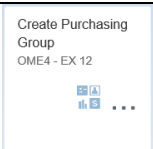
<b>Message</b>



## **EX 12: Create Purchasing Group**

### **Purpose of Exercise**

This exercise has you create a purchasing group. A purchasing organization (such as created in the previous exercise) can be subdivided into purchasing groups, which consist of buyers responsible for certain day-to-day purchasing activities (e.g., precious metals, services, etc.).

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project</b> → <a href="#">SAP Reference IMG</a> <b>Materials Management → Purchasing → Create Purchasing Groups</b>
<b>Trans Code</b>	SPRO → OME4

Click on the  button.

Enter the following information:

- Purchasing Group                      \_ \_ \_
- Desc Pur. Grp.                         (Type in Your First and Last Name)
- Tel. No. Pur. Grp                      605 555 1414

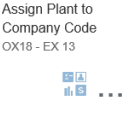
1) Hit Save –       2) Hit OK -       3) Hit Exit – 

Record the system message:

<b>Message</b>

## **EX 13: Assign Plant to Company Code**

<b>Purpose of Exercise</b>	
This exercise has you assign your plant to your company code. This will facilitate the recording or tracking of transactions at the plant level. Each plant must be assigned to a company code. A plant can only belong to one company code.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Assignment → Logistics – General →</b> <b>Assign plant to company code</b>
<b>Trans Code</b>	SPRO → OX18

Click on the  button.

Enter the following information:

- CoCd (Company Code): C\_ \_ \_
- Plnt (Plant): P\_ \_ \_

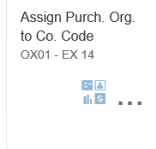
- 1) Hit Save –       2) Hit OK -       3) Hit Exit – 

Record the system message:

<b>Message</b>

## **EX 14: Assign Purchasing Organization to Company Code**

<b>Purpose of Exercise</b>	
<p>The purpose of this exercise is to assign your purchasing organization to your company code. The assignment can be done differently based on the type of purchasing your organization does. For example:</p> <ul style="list-style-type: none"> <li>You can assign a purchasing organization to one company code. This facilitates company-specific purchasing.</li> <li>You can assign a purchasing organization to no company code. This purchasing organization can then procure for all plants assigned to it, without regard to the company code to which it belongs.</li> </ul>	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Assignment → Materials Management →</b> <b>Assign purchasing organization to company code</b>
<b>Trans Code</b>	SPRO → OX01

Find your Purchasing Organization

Enter the following information:

➤ CoCd (Company Code):    C \_ \_ \_


1) Hit Save –     2) Hit OK -     3) Hit Exit – 

Record the system message:

<b>Message</b>

## **EX 15: Assign Purchasing Organization to Plant**

<b>Purpose of Exercise</b>	
This exercise allows you to assign your purchasing organization to a plant for plant specific purchasing. A purchasing organization can be assigned to one or more plants.	

<b>Fiori App</b>	Assign Purch. Org. to Plant OX17 - EX 15 
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Enterprise Structure → Assignment → Materials Management → Assign Purchasing Organization to Plant</b>
<b>Trans Code</b>	SPRO → OX17

Click on the  button.

Enter the following information:

- POrg (Purchasing Organization): P \_ \_ \_
- PInt (Plant): P \_ \_ \_

1) Hit Save –  2) Hit OK -  3) Hit Exit – 

Record the system message:

<b>Message</b>


➤ .

### **Unit 3: Rules (internal controls) for Financial Accounting (FI)**

<b>Purpose of Unit</b>
The purpose of Unit 3 is to establish some of the Rules (internal controls) for Financial Accounting (FI). You have established the organizational structure for FI and now you can begin to establish some rules with regard to the creation and of Master Data and Transactions.

## **EX 16: Create Account Groups**

Purpose of Exercise
<p>The account group is a classifying feature within the G/L account master records. The account group is a required entry.</p> <p>The account group determines the fields for the entry screens if you create or change a master record in the company code. In the account group a number range interval is defined to which accounts can be assigned. Field statuses for each account group control the behavior of the fields when you are creating a general ledger account such as whether or not the field is required, suppressed, optional, or display only.</p>

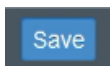
<b>Fiori App</b>	 Create Account Groups OBD4 - Exercise 37
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → General Ledger Accounting → Master Data → G/L Accounts → Preparations → Define Account Group</b>
<b>Trans Code</b>	SPRO → OBD4

### **Balance Sheet Accounts**

Click on the [New Entries](#) button.

Enter the following information:

- Chrt/Accts C \_ \_ \_
- Acct Group BS
- Name Balance Sheet Accounts
- From acct 100000
- To account 399999



1) Hit Save –



2) Hit OK -

Select **C \_ \_ \_**, **Group BS–Balance Sheet Accounts 100000 – 399999**

Select Field status [Field status](#)

Double click on Account Control group and select the following controls

Account Control group	Suppress	Req. entry	Opt. entry	Display
Currency			X	
Tax category			X	
Reconciliation account	X			
Exchange Rate Difference	X			
Account managed in ext. system	X			
Only balances in local crcy			X	

Alternative account number	X			
Inflation key			X	
Tolerance group	X			

**Save**

1) Hit Save –

2) Hit OK -

 OK

Select Field status **Field status** again.

Double click on Account Management group and select the following controls

Account management group	Suppress	Req. entry	Opt. entry	Display
Open item management			X	
Sort key			X	
Authorization group	X			
Administrator	X			
Clearing Spec. to Ledger Group			X	

**Save**

1) Hit Save –

2) Hit OK -

 OK

Select Field status **Field status** again.

Double click on Document Entry group and select the following controls

Document entry group	Suppress	Req. entry	Opt. entry	Display
Reconcil.acct ready for input	X			
Field status group		X		
Post automatically only			X	
Supplement automatic postings			X	

**Save**

1) Hit Save –

2) Hit OK -

 OK

3) Hit back



## Income Statement Accounts

**New Entries**

Click on the **New Entries** button. (Same screen and button as the Balance Sheet Account above)

Enter the following information:

- Chrt/Accts C\_ \_ \_
- Acct Group PL
- Name Profit & Loss Accounts
- From acct 400000
- To account 999999

**Save**

1) Hit Save – 2)

Hit OK -

 OK

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Select **C\_ \_ \_**, Group **PL–Profit & Loss Accounts 400000 – 999999**

Select Field status **Field status**

Make the selections necessary for each group similar to the Balance Sheet Accounts

Account Control group	Suppress	Req. entry	Opt. entry	Display
Currency			X	
Tax category			X	
Reconciliation account	X			
Exchange rate difference	X			
Account managed in ext. system	X			
Only balances in local crcy			X	
Alternative account number	X			
Inflation key	X			
Tolerance group	X			

Account management group	Suppress	Req. entry	Opt. entry	Display
Open item management	X			
Sort key			X	
Authorization group	X			
Administrator	X			
Clearing Spec. to Ledger Group			X	

Document entry group	Suppress	Req. entry	Opt. entry	Display
Reconcil.acct ready for input	X			
Field status group		X		
Post automatically only			X	
Supplement automatic postings	X			

1) Hit Save –  2) Hit OK –  3) Hit back 

Repeat the above procedure for the Reconciliation Accounts

### Reconciliation Accounts

- Chrt/Accts C\_ \_ \_
- Acct Group RA
- Name Reconciliation Accounts
- From acct 110000
- To account 310000

Account Control group	Suppress	Req. entry	Opt. entry	Display
Currency			X	
Tax category	X			
Reconciliation account		X		



Exchange rate difference key	X			
Account managed in ext. system	X			
Only balances in local crcy			X	
Alternative account number	X			
Inflation key	X			
Tolerance group	X			

Account management group	Suppress	Req. entry	Opt. entry	Display
Open item management	X			
Sort key			X	
Authorization group	X			
Administrator	X			
Clearing Spec. to Ledger Group			X	


Document entry group	Suppress	Req. entry	Opt. entry	Display
Reconcil.acct ready for input	X			
Field status group		X		
Post automatically only	X			
Supplement automatic postings	X			

1) Hit Save –  2) Hit OK -  3) Hit Exit – 

Record the system message:

<b>Message</b>

## **EX 17: Define Retained Earnings Account**


<b>Purpose of Exercise</b>		
The purpose of this exercise is to designate an account as the retained earnings account in financial accounting. The retained earnings account is tied to a variety of accounts and is used in closing the fiscal year. At the end of a fiscal year, the system carries forward the balance of the P&L account to the retained earnings account.		
<b>Fiori App</b>	Define Retained Earnings Account OB53 - Exercise 38  ...	
<b>Menu Path:</b>	Tools → Customizing → IMG → Execute Project → <a href="#">SAP Reference IMG</a> Financial Accounting → General Ledger Accounting → Master Data → G/L Accounts → Preparations → Define Retained Earnings Account	
<b>Trans Code:</b>	SPRO → OB53	

Enter the following information:

- Chart of Accounts                    C \_ \_ \_
- Continue

Enter the following information:


- P&L statmnt-acct-type            RE
- Account                                330 \_ \_ \_

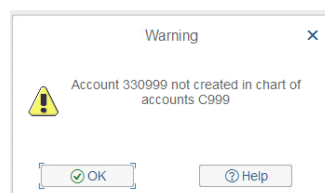
1) Hit Save – 

1) Acknowledge the pop-up warning by pressing OK or  
Hit Enter to get passed the warning at the bottom

2) Select OK in the pop-up

3) Note “Changes have been made” at the bottom

4) Hit Exit – 

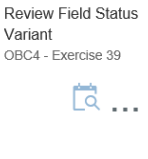


Record the system message:

<b>Message</b>

## **EX 18: Review Field Status Variant**

<b>Purpose of Exercise</b>	
A field status variant groups together several field status groups. You assign a field status variant to each company code.	
The field status group specifies which fields are ready for input, which fields must be filled or which fields are suppressed when entering documents. Specifying which fields are required, suppressed, optional, or display only when using the various general ledger accounts. A field status group is assigned to a general ledger account when it is created.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Fields → Define Field Status Variants</b>
<b>Trans Code</b>	SPRO → OBC4

- Select **VPEN** (click on check box to the left of "VPEN")
- Double click Field status groups folder
- Select **ZALL, All Accounts** (click on check box to the left of "ZALL")
- Select [Field status](#)
- Double click General Data
- **View fields statuses** (Do not change – only review)

<b>General Data</b>	<b>Suppress</b>	<b>Req. entry</b>	<b>Opt. entry</b>
Assignment number			X
Text			X
Invoice Reference			X
Hedging			X
Collective Invoice			X
Reference specification 1/2			X
Reference specification 3			X
Inflation Index			X

Hit Exit – [Exit](#)

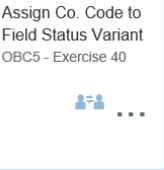
Exercise Complete:

☐ Yes

## **EX 19: Assign Company Code to Field Status Variant**

### **Purpose of Exercise**

The purpose of this exercise is to assign your company code to the field status variant you just created. By doing this you will allow your company code to use the field status variant and the groups that you created within the variant.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project</b> → <a href="#">SAP Reference IMG</a> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Fields → Assign Company Code to Field Status Variants</b>
<b>Trans Code</b>	SPRO → OBC5

Enter the following information:

- Select your Company Code C\_ \_ \_ \_
- Fld stat. var. (Field Status Variant): VPEN

1) Hit Save –  2) Hit OK -  3) Hit Exit – 

Record the system message:

<b>Message</b>

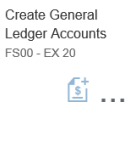
## **Unit 4: Create General Ledger Accounts**

<b>Purpose of Unit</b>
<p>The purpose of Unit 4 is to create the General Ledger Accounts necessary for the legal reporting requirements associated with a Balance Sheet and an Income Statement. This includes:</p> <ul style="list-style-type: none"><li>• Balance Sheet accounts for assets, liabilities and retained earnings</li><li>• Income Statement for revenues and expenses</li></ul> <p>The General Ledger Accounts will be created using the Rules you created in Unit 3:</p> <ul style="list-style-type: none"><li>• BS = Balance Sheet Accounts (Assets and Liabilities)</li><li>• PL = Profit &amp; Loss Accounts (Revenues and Expenses)</li><li>• RA = Reconciliation Accounts (Accounts Payable and Accounts Receivable)</li></ul>

## **EX 20: Create General Ledger Account – Bank Account**

### **Purpose of Exercise**

This exercise will create a general ledger account for your bank account. This is an asset balance sheet account. There are a total of 10 accounts you will create from this exercise. The other accounts you will need to create include the following: Trading Goods Inventory, Operating Supplies, GR/IR, Accrued Tax – Output, Accrued Tax – Input, Retained Earnings, Common Stock, AR Recon, and AP Recon.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally</b>
<b>Trans Code</b>	FS00

Enter the following information:

- G/L Account: 100\_ \_ \_
- Company Code: C\_ \_ \_

### ➤ Create **Type/Description TAB**

Control in chart of accounts

- G/L Account Type: Balance Sheet Account
- Account Group: BS (Balance Sheet Account)

Description

- Short text: Bank (Checking)
- G/L Acct Long Text: Bank (Checking Account)

### **Control Data TAB**

Account control in company code

- Account Currency: USD
- Select: "Balances in Local Crcy Only"

Account Management in Company Code

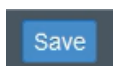
- Sort key: 001

### **Create/bank/interest TAB**

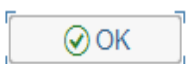
Control of document creation in company code

- Field status group: ZALL

1) Hit Save –



2) Hit OK–



3) Hit Exit –



Record the system message:

<b>Message</b>


## BUSINESS PROCESS INTEGRATION FOR S/4HANA

Continue creating the general ledger (G/L) accounts:

GL Account	201_ _ _	203_ _ _	310_ _ _
Company Code	C _ _ _		
	Create		
<b><u>Type/Description TAB</u></b>			
<u>Control in chart of accounts</u>			
G/L Account Type	Balance Sheet Account		
Account Group	BS (Balance Sheet Account)		
<u>Description</u>			
Short text	Inventory - Trading	Operating Supplies	GR/IR Account
G/L Acct Long Text	Trading Goods Inventory	Operating Supplies Inventory	Goods Receipt / Invoice Receipt Account
<b><u>Control Data TAB</u></b>			
<u>Account control in company code</u>			
Account Currency	USD		
Select	"Balances in Local Crncy Only"		
Tax category			* (All tax types allowed)
Select			Posting without tax allowed
<u>Account Management in Company Code</u>			
Select			Open Item Management
Sort key	001		
<b><u>Create/bank/interest TAB</u></b>			
<u>Control of document creation in company code</u>			
Field status group	ZALL		
Post Automatically Only	X		

1) Hit Save –      2) Hit OK-      3) Hit Exit –


# BUSINESS PROCESS INTEGRATION FOR S/4HANA

GL Account	320_ _ _	321_ _ _	330_ _ _	350_ _ _
Company Code	C_ _ _			
	Create			
<b><u>Type/Description TAB</u></b>				
<u>Control in chart of accounts</u>				
G/L Account Type	Balance Sheet Account			
Account Group	BS (Balance Sheet Account)			
<u>Description</u>				
Short text	Accrued Tax - Output	Accrued Tax - Input	Retained Earnings	Common Stock
G/L Acct Long Text	Accrued Tax - Output	Accrued Tax - Input	Retained Earnings	Common Stock _ _ _
<b><u>Control Data TAB</u></b>				
<u>Account control in company code</u>				
Account Currency	USD			
Select	"Balances in Local Crpy Only"			
<u>Account Management in Company Code</u>				
Sort key			001	001
<b><u>Create/bank/interest TAB</u></b>				
<u>Control of document creation in company code</u>				
Field status group	ZALL			
Post Automatically Only			X	

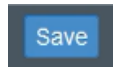
1) Hit Save –  2) Hit OK-  3) Hit Exit – 



## BUSINESS PROCESS INTEGRATION FOR S/4HANA

GL Account	110__	300__
Company Code	C__	
	Create	
<b><u>Type/Description TAB</u></b>		
<u>Control in chart of accounts</u>		
G/L Account Type	Balance Sheet Account	
Account Group	RA (Reconciliation Accounts)	
<u>Description</u>		
Short text	AR Recon	AP Recon
G/L Acct Long Text	Accounts Receivable Reconciliation	Accounts Payable Reconciliation
<b><u>Control Data TAB</u></b>		
<u>Account control in company code</u>		
Account Currency	USD	
Recon. acct for acct type:	Customers	Vendors
<b><u>Create/bank/interest TAB</u></b>		
<u>Control of document creation in company code</u>		
Field status group	ZALL	

1) Hit Save –



2) Hit OK-



3) Hit Exit –



## **EX 21: Create General Ledger Account – Trading Goods Consumption Expense Account**


### **Purpose of Exercise**

The purpose of this exercise is to create a Trading Goods Consumption Expense account. This Income Statement account will track the expenses that are posted to this account.

### **Instructions**

Search for prior “Create General Ledger Account” exercise

Enter the following information:

- G/L Account: 721\_ \_ \_
- Company Code: C\_ \_ \_
- Create 

### **Type/Description TAB**

Control in chart of accounts

- G/L Account Type: Primary Costs or Revenue
- Account Group: Profit & Loss Accounts

### **Description**

- Short Text: Trading Goods Exp.
- G/L Acct Long Text: Trading Goods Consumption/Expense

### **Control Data TAB**

Account control in company code

- Account Currency: USD
- Select: Posting without tax allowed

Account Management in Company Code

- Sort Key: 001

### **Create/bank/interest TAB**

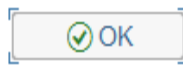
Control of document creation in company code

- Field status group: ZALL

1) Hit Save –



2) Hit OK -



3) Hit Exit –



Record the system message:

### **Message**

## **EX 22: Create General Ledger Account – Additional Expense Accounts**

### **Purpose of Exercise**

The purpose of this exercise is to create 6 expense accounts. You will create each of these expense accounts using the Trading Goods Consumption expense account used in the prior exercise. The Income Statement account will track the expenses that are posted to this account. The expense accounts include: Supplies, Utilities, Purchase Price Difference, Information Technology, Miscellaneous and Cost of Goods Sold.

### **Instructions**

**Search for prior “Create General Ledger Account” exercise**

Enter the following information:

- G/L Account: 740\_ \_ \_
- Company Code: C\_ \_ \_

- Create With Template

 With Template

- G/L Account: 721\_ \_ \_
- Company Code: C\_ \_ \_

### **Type/Description TAB**

#### **Description**

- Short text: Supplies Expense
- G/L Acct Long Text: Supplies Expense

1) Hit Save –



**REPEAT** the above process for the following accounts:

Account Number	Short text	G/L Acct Long Text
750_ _ _	Utilities Expense	Utilities Expense Account
760_ _ _	Pur Price Dif Acct	Purchase Price Difference Account
770_ _ _	IT Expense	Information Technology Expense
781_ _ _	Misc. Expense	Miscellaneous Expense
790_ _ _	Cost of Goods Sold	Cost of Goods Sold Expense

2) Hit OK-



3) Hit Exit –




Record the system message:

### **Message**

## **EX 23: Run General Ledger List of Accounts Report**

### **Purpose of Exercise**

This exercise will provide you with a report that summarizes all accounts assigned to your company code. Use this report to verify that you have indeed created all the accounts you needed to create for your company.

<b>Fiori App</b>	Run GL List of Accounts Report S_ALR_87012333 -...  ...
<b>Menu Path</b>	<b>Information System → General Report Selection → Financial Accounting → General Ledger Reports → Master Data → Display Changes to G/L Accounts → G/L Accounts List</b>
<b>Trans Code</b>	S_ALR_87012333 (or S_ALR_87012328 to check by company code)

Enter the following information:

### **General selections**

- Chart of Accounts: C\_ \_ \_
- Execute

Verify details of:

G/L Account	Description – Long Text
100_ _ _	Bank (Checking Account)
110_ _ _	Account Receivable Reconciliation
201_ _ _	Trading Goods Inventory
203_ _ _	Operating Supplies Inventory
300_ _ _	Accounts Payable Reconciliation
310_ _ _	Goods Receipt / Invoice Receipt Account
320_ _ _	Accrued Tax – Output
321_ _ _	Accrued Tax – Input
330_ _ _	Retained Earnings
350_ _ _	Common Stock _ _ _
721_ _ _	Trading Goods Consumption/Expense
740_ _ _	Supplies Expense
750_ _ _	Utilities Expense Account
760_ _ _	Purchase Price Difference Account
770_ _ _	Information Technology Expense
781_ _ _	Miscellaneous Expense
790_ _ _	Cost of Goods Sold Expense

1) Hit Exit –



Record the system message:

### **Message**

--

## **Unit 5: Rules (internal controls) and Master Data for MM**

<b>Purpose of Unit</b>
<p>The purpose of Unit 5 is to create the Rules (internal controls) and Master Data necessary for Material Management. This includes:</p> <ul style="list-style-type: none"><li>• Rules that control how master data is created and how master data responds when used in transactions.</li><li>• Master Data<ul style="list-style-type: none"><li>○ Vendor Master Data – who you buy from</li><li>○ Material Master Data – what you buy</li></ul></li></ul>

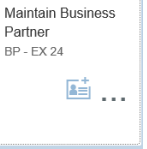
## **EX 24: Create Business Partner Master Record – Vendor**

### **Purpose of Exercise**

This exercise has you create the general, financial, and purchasing views of a business partner - vendor master record. Business transactions are posted to accounts and managed using those accounts. A master record must be created for each account that you require. Vendor master records have three primary views:

- General Data
- Financial Accounting Data – often referred to as company code data and
- Purchasing Data

The master record can be created by financial accounting or purchasing. The record can be created with only that department's view along with the general view or it can be created centrally if all the information is known. The business partner is created centrally.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → Accounts Payable → Master Records → Create</b>
<b>Trans Code</b>	BP

- Select Organization
- Select OK (on pop-up indicating to choose business partner role)
- Business Partner: BP\_ \_ \_ Promo (use this BP number for all External/Internal numbers)
- Grouping: External number assignment (Note capitalizations)
- Create in BP role: Business Partner (Gen.)

### **Address**

#### **Name**

- Title: Company
- Name: Promotions Ltd. \_ \_ \_

#### **Search Term**

- Search Term 1/2: \_ \_ \_ (Your BPI Number)

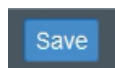
#### **Standard Address**

- Postal code 95929
- City Chico
- Country US
- Region CA

#### **Communication**

- Language English

1) Hit Save –



2) Hit OK -



- Select Switch between Display and Change
- Change BP role to FI Vendor

## Vendor: General

➤ External Vendor No: BP \_\_\_ Promo

Menu->More->Company Code

Select Company Code (Maximize screen to view)

Company Code C \_\_\_

## Vendor: Accounting Management

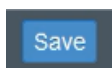
➤ Reconciliation Acct: 300\_\_

## Vendor: Payment Transaction

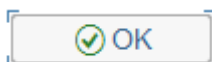
➤ Payment Terms: 0001

➤ Select Check double inv.

1) Hit Save



– 2) Hit OK -



➤ Change BP role to Vendor (the 2<sup>nd</sup> occurrence)

➤ Menu->More->Purchasing

➤ Select Purchasing (top toolbar)

➤ Purchasing Organization P \_\_\_

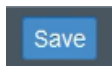
## Vendor: Purchasing Data

### Conditions

➤ Order Currency USD

➤ Terms of payment 0001

1) Hit Save –



2) Hit OK -



Repeat the steps above for the Business Partners in the table below with the respective information replacement:

<b>Business Partner:</b>	BP ___ Slick	BP ___ Premi	BP ___ SupBo
<b><u>Address</u></b>			
<b><u>Name</u></b>			
<b>Name:</b>	Slick Pens ___	Premier Pens ___	Boxes Inc. ___
<b><u>Standard Address</u></b>			
<b>Postal Code:</b>	53201	70803	57101
<b>City:</b>	Milwaukee	Baton Rouge	Sioux Falls
<b>Country:</b>	US		
<b>Region:</b>	WI	LA	SD
<b><u>Vendor: General</u></b>			
<b>External Vendor No:</b>	BP ___ Slick	BP ___ Premi	BP ___ SupBo

Record the system message:

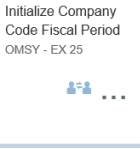
<b>Message</b>

## **EX 25: Initialize the Fiscal Period for Company Code**

### **Purpose of Exercise**

The purpose of this exercise is to initialize the fiscal period for your company code. This allows for the movement of materials and will facilitate your ability to conduct transactions. Great care needs to be utilized when carrying out this exercise.

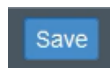
Note: If you create an initial posting period in the future, no transactions will be possible until that period. You will then need to start over at the beginning of the exercises.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Logistics – General → Material Master → Basic Settings →</b> <b>Maintain Company Codes for Materials Management</b>
<b>Trans Code</b>	SPRO → OMSY

Enter the following information for your Company Code:

- Year                                      Current Year (e.g, 2020)
- Pe (Period)                              Enter the current period (1=January; 2=February, etc.)
- Select                                      ABp (allow posting to previous period)

1) Hit Save –



2) Hit OK-



Record the system message:

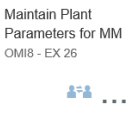
<b>Message</b>



## **EX 26: Maintain Plant Parameters for Materials Management**

### **Purpose of Exercise**

In this exercise you will specify the plant parameters you will need for material requirements planning.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project</b> → <a href="#">SAP Reference IMG</a> <b>Materials Management → Consumption-Based Planning → Plant Parameters → Carry Out Overall Maintenance of Plant Parameters</b>
<b>Trans Code</b>	SPRO → OMI8

Enter the following information

- Select Create
- Plant P\_ \_ \_
- Select Create
- Select Confirm
- Select Cancel (if prompted)
- Select Maintain
- Plant P\_ \_ \_
- Select Maintain
- Select Number Ranges (under the Environment section)

### **Number Ranges**

- Select Planned Orders
- NRge pl. orders 01 (Code for assigning a number range to your plant's planned orders)

1) Hit Save –  2) Hit OK -  3) Hit Back - 

- Select Reservations/Dependent Requirements
- NR: StkTrns Res. 01 (Code for assigning a number range to your plant's reservations)

1) Hit Save –  2) Hit OK-  3) Hit Back - 

- Select Purchase Requisitions
- NR - PReq 01 (Code for assigning a number range to your plant's purch. reqs)




1) Hit Save –  2) Hit OK-  3) Hit Back - 

- Select MRP Lists
- No. Range -MRP 01 (Code for assigning a number range to your plant's MRP Lists)

1) Hit Save –  2) Hit OK -  3) Hit Back - 

- Select Simulative Dep Req

- NR. SimDepRs                      01 (Code for assigning a number range to your plant's Simulative Dependent Requirements)


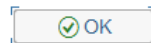

1) Hit Save –       2) Hit OK-       3) Hit Back twice - 

### **Master data**

- Select                      MRP Controllers  
➤ Select                      New Entries  
➤ Plant:                      P\_ \_ \_  
➤ MRP controller            \_ \_ \_  
➤ Description                <Last Name> MRP Controller




1) Hit Save –       2) Hit OK -       3) Hit Back - 

- Select                      Floats  
➤ Select                      New Entries  
➤ Plant                      P\_ \_ \_  
➤ Marg.                      \_ \_ \_ (Your BPI Number)  
➤ Op.Per.                      1 (Workdays prior to order start)  
➤ FI Bef                      1 (Workdays between order start and scheduled start)  
➤ FI After                      1 (Workdays between order due date and scheduled finish date)  
➤ Rel. Per:                      1 (Workdays in release period)

1) Hit Save –       2) Hit OK -       3) Hit Back - 

### **Planned Orders**

- Select                      Conversion POrd->PReq  
➤ Number of planned orders    1

1) Hit Save –       2) Hit OK -       3) Hit Back twice - 

- Select                      Availability Dep Req  
➤ Select your plant  
➤ Avail. Check Rule            PP

1) Hit Save –       2) Hit OK-       3) Hit Back twice - 

### **Reporting**

- Select                      Runtime Statistics  
➤ Select                      Display list  
➤ Frequency                      1

1) Hit Save –       2) Hit OK-       3) Hit Back twice - 

### **Planning Run**

- Select                      External Procurement

Plant parameters

Acct Assignments for Non-Valuated Mats

➤ Unknown Acct Assignment U (Unknown)

1) Hit Save –



2) Hit OK-

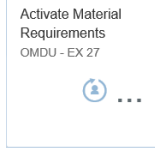


3) Hit Back three times -



## **EX 27: Activate Material Requirements Planning**

<b>Purpose of Exercise</b>	
This exercise activates Material Requirements Planning for your plant.	

<b>Fiori App</b>	
<b>Menu Path</b>	
<b>Trans Code</b>	SPRO → OMDU

Enter the following information:

- Select 
  - Select Activate requirements planning for your plant
- 1) Hit Save –       2) Hit OK-       3) Hit Back two times - 

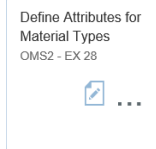
Record the system message:

<b>Message</b>

## EX 28: Define Attributes for Material Types

### Purpose of Exercise

The purpose of this exercise is to define the attributes for the material types. The attributes for a material type determine the functions allowed for materials of that category (HAWA, HIBE, etc.). Each material type has specific functions and views required to maintain the data.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Logistics – General → Material Master → Basic Settings → Material Types → Define Attributes of Material Types</b>
<b>Trans Code</b>	SPRO → OMS2

Select HAWA (Trading Goods) (click on the check box to the left of the HAWA listing)

Double Click "Quantity/value updating" folder

Find your Valuation Area

- Select Qty updating
- Select Value updating

Dialog Structure		Quantity/value updating				
Material types		Val. area	Matl type	Qty updating	Value updating	Pipe.mand.
Quantity/value updating		<input type="checkbox"/> DL00	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> HD00	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> HH00	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> MI00	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> MUC0	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> P999	HAWA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> SD00	HAWA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1) Hit Save –



2) Click Enter through warning message if applicable 3) Hit OK-



4) Hit Back -




**Complete the same set of operations for *HIBE (Operating Supplies)* after you are done with HAWA.**

Record the system message:

Message

## **EX 29: Maintain Accounting Principles for Company Code**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to assign accounting principles to your company code. Accounting principles determine the rules and guidelines a company must follow when reporting financial data. Since the Pen Company is based in the United States, the Generally Accepted Accounting Principles (GAAP) will be assigned. (Adopted from Magal, Boykin, Prabhakar, & Goodrich, 2017, Epistemy Press, LLC)	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers →</b> <b>Ledger → Define Settings for Ledgers and Currency Types</b>
<b>Trans Code</b>	SPRO →

- Click 'x' to exit pop-up window

In the 'Change View' Ledger: Overview screen:

- Use the check box to highlight '0L'
- Double click the 'Company Code Settings for the Ledger' Folder under 'Ledger' Folder on the left

- Click 'x' to exit pop-up window

In the 'Change View' Company Code Settings for the Ledger: Overview screen

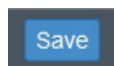
- Use the check box to highlight your Company Code
- Double click the 'Accounting Principles for Ledger and Company Code' Folder under 'Company Code Settings for the Ledger' on the left

- Click on the [New Entries](#) button.

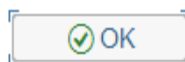
Enter the following information:

- Accounting Principle      GAAP

1) Hit Save –



2) Hit OK -



3) Hit Exit –




Record the system message:

<b>Message</b>

## **EX 30: Assign Valuation Area to Material Ledger Type**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to assign a material ledger type to your valuation area (plant). The material ledger type determines the currency in which materials will be evaluated. The company code currency is used for valuation. (Adopted from Magal et al., 2017, Epistemy Press, LLC)	

<b>Fiori App</b>	Assign Val. Area to Mat. Ledger Type OMX3 - EX 30  ...
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Parallel Valuation Approaches → Multiple Valuation Approaches/Transfer Prices → Basic Settings → Check Material Ledger Settings → Assign Material Ledger Types to Valuation Area</b>
<b>Trans Code</b>	SPRO → OMX3

- Click on the [New Entries](#) button.

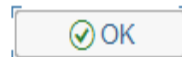
Enter the following information:

- Valuation area                      P\_\_-\_\_-  
➤ Mat. ledger type                    9000

2) Hit Save –



2) Hit OK -



3) Hit Exit –

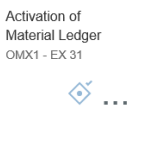


Record the system message:

<b>Message</b>

## **EX 31: Activation of Material Ledger**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to activate the material ledger to ensure that costs are reconciled correctly across the enterprise. The material ledger acts as a subledger for material inventories and enables a company to value its inventory in multiple currencies. (Adopted from Magal et al., 2017, Epistemy Press, LLC)	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project → <a href="#">SAP Reference IMG</a></b> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Parallel Valuation Approaches → Multiple Valuation Approches/Transfer Prices → Basic Settings → Check Material Ledger Settings → Activate Valuation Area for Material Ledger</b>
<b>Trans Code</b>	SPRO → OMX1

➤ Double Click                      Activate Material Ledger

Enter the following information:

- Select                              ML Act.
- Price Deter.                      2

1) Hit Save –



2) Hit OK -



3) Hit Exit –



4) Hit 'X'

Record the system message:

<b>Message</b>



## **EX 32: Set Valuation Areas as Productive**

<b>Purpose of Exercise</b>
The purpose of the exercise

<b>Fiori App</b>	Set Valuation Areas as Productive CKMSTART - EX 32  ...
<b>Menu Path</b>	<b>Accounting -&gt; Controlling -&gt; Product Cost Controlling -&gt; Actual Costing/Material Ledger -&gt; Environment -&gt; Production Startup -&gt; Set Valuation Areas as Productive</b>
<b>Trans Code</b>	CKMSTART

Enter the following information:

➤ Plant P\_ \_ \_

### **Parameters**

➤ Exchange Rate Type: 1001  
➤ Immediately After Period Chge: Check

### **Processing Options**

➤ Background Processing: Check  
➤ Test Run: Uncheck

Hit Execute –



➤ Job name: P\_ \_ \_Production Startup  
➤ Check Start immediately (Select OK for warning)

1) Hit Confirm

2) Hit Continue



3) Hit OK

4) Hit Exit

Record the system message:

<b>Message</b>

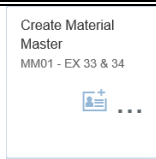


## **EX 33: Create Material Master for Trading Goods**

### **Purpose of Exercise**

This exercise will have you create the trading good materials that will be necessary for your company. The Material Master has several views as you saw in the previous exercise when looking at the material type attributes. The views required are dependent on the type of material and the functionality required by the company.

This exercise will also introduce you to the use of defaults in the creation of material master data.

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Material Master → Material → Create (Special) → Trading Goods</b>
<b>Trans Code</b>	MMH1 or MM01 (Fiori App)

- Select industry sector: Retail
- Select Material type: Trading Goods (when using the Fiori App)

**First Time set the defaults via the System Menu Bar for both the Industry Sector, Material Views, and Organization Levels**

### **System Menu Bar: More → Defaults→ Industry Sector**

- Select: Retail

### **System Menu Bar: More → Defaults→ Views**

- Select the following views: Basic data 1  
Purchasing  
MRP 1  
MRP 2  
MRP 3  
General Plant Data/Storage 1  
Accounting 1  
(Deselect the Sales Views if selected)
- Select Create views selected
- Select Enter

### **System Menu Bar: More → Default→ Organization levels...**

- Plant: P\_ \_ \_
- Select Continue

### **Initial Screen**

- Material: BPEN\_ \_ \_
- Select Continue (Enter) three times

➤ Descr:                            Barrel Pen

- Base Unit of Measure: EA (Each)
- Material Group: TRDG

- Gross Weight: 1
- Net Weight: 1
- Weight unit: OZ

### General Data

➤ Purchasing Group: \_ \_ \_

### MRP Procedure

- MRP Type: PD (MRP)
- MRP Controller: \_ \_ \_

- Lot Sizing Procedure: EX (Lot-for-lot order quantity)
- Minimum Lot Size: 12

- Planned Deliv. Time: 3
- SchedMargin key: \_ \_

➤ Safety Stock: 50

➤ Availability check: 02 (Individ.requirements)

- Valuation Class: 3100
- Per. unit price: 0.65
- Price Unit: 1

Save

S/4HANA - Release July 2018 Page 52 The Information Systems Department  
The University of Arkansas, Walton College  
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Adopted from The Rushmore Group, LLC

## BUSINESS PROCESS INTEGRATION FOR S/4HANA

Use the following information to create the materials. Use your BPI number for all entries where \_\_\_ is indicated.

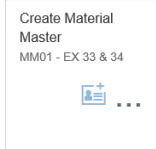
Material (Enter on Initial Screen)	CPEN_ _ _	PPEN_ _ _	BOX_ _ _
<b>Basic data 1 View</b>			
<b>Description:</b>	___ Click Pen	___ Premium Pen	___ Pen Box
<b>Base Unit of Measure:</b>	EA (Each)	EA (Each)	EA (Each)
<b>Material Group:</b>	TRDG	TRDG	TRDG
<b>Gross Weight:</b>	1	2	1
<b>Net Weight:</b>	1	2	1
<b>Weight Unit:</b>	OZ	OZ	OZ
<b>Purchasing View</b>			
<b>Purchasing Group:</b>	___	___	___
<b>MRP 1 View</b>			
<b>MRP Type:</b>	PD	PD	PD
<b>MRP Controller:</b>	___	___	___
<b>Lot Sizing Procedure:</b>	EX	EX	EX
<b>Minimum Lot Size</b>	12		144
<b>MRP 2 View</b>			
<b>Planned Deliv. Time:</b>	3	6	3
<b>SchedMargin key:</b>	___	___	___
<b>Safety Stock:</b>	35	20	50
<b>MRP 3 View</b>			
<b>Availability check:</b>	02	02	02
<b>Accounting 1 View</b>			
<b>Value Class:</b>	3100	3100	3100
<b>Per. unit price:</b>	\$ 1.50	\$ 3.00	\$ 0.20
<b>Price Unit:</b>	1	1	1

Record the system messages:

Message

## **EX 34: Create Material Master for Operating Supplies**

<b>Purpose of Exercise</b>	
This exercise will have you create the operating supplies that will be necessary for your company. The Material Master has several views as you saw in the previous exercise when looking at the material type attributes. The views required are dependent on the type of material and the functionality required by the company.	
Use the same default information for this exercise that you used when creating the trading good material master data.	

<b>Fiori App</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Material Master → Material → Create (Special) → Operating Supplies</b>
<b>Trans Code</b>	MMI1 or MM01 (Fiori App)

- Select Material type:                      Operating supplies (when using the Fiori App)

Use the following information to create the materials

<b>Material:</b>	<b>Tape</b> __ __	<b>Tissue</b> __ __	<b>Paper</b> __ __	<b>Forms</b> __ __
<b>Basic data 1 View</b>				
<b>Description:</b>	__ __ Tape	__ __ Tissue	__ __ Paper	__ __ Forms
<b>Base Unit of Measure:</b>	EA (Each)	CAR (Carton)	EA (Each)	CAR (Carton)
<b>Material Group:</b>	OPSUP	OPSUP	OPSUP	OPSUP
<b>Gross weight:</b>	8	1	1	30
<b>Net weight:</b>	8	1	1	30
<b>Weight unit:</b>	OZ	LB	LB	LB
<b>Purchasing</b>				
<b>Order Unit:</b>	DZ (hit enter so that the conversion factor window will open)		CV (hit enter so that the conversion factor window will open)	
<b>Conv. Factors Unit of Measure</b>	1 = 12		1 = 10	
<b>Purchasing Group:</b>	__ __	__ __	__ __	__ __
<b>MRP 1 View</b>				
<b>MRP Type:</b>	PD	PD	PD	VB
<b>Reorder Point:</b>				1
<b>MRP Controller:</b>	__ __	__ __	__ __	__ __
<b>Lot Sizing Procedure:</b>	FX	EX	FX	EX
<b>Minimum Lot Size:</b>		1		1
<b>Fixed lot size:</b>	12		10	

## BUSINESS PROCESS INTEGRATION FOR S/4HANA

MRP 2 View				
Planned Deliv. Time:	1	1	2	5
SchedMargin Key:	---	---	---	---
Safety Stock:	10	10	2	1
MRP 3 View				
Availability check:	02	02	02	02
Accounting 1 View				
Value Class:	3030	3030	3030	3030
Per. unit price:	\$ 9.60	\$ 2.50	\$ 35.50	\$ 52.50
Price Unit:	12	1	10	1

Record the system message:



Message

## **Unit 6: Rules Controlling Financial Accounting (FI)**

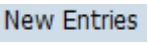
<b>Purpose of Unit</b>
<p>The purpose of Unit 6 is to establish some of the rules that will control the financial accounting (FI) transactions. In addition to the rules document number ranges will be established and a payment program will be established.</p> <p>Once these rules and other parameters are established you will test your system in the next unit.</p>

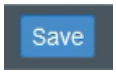
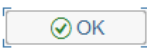



## **EX 35: Define Posting Periods Variant**

<b>Purpose of Exercise</b>	
This exercise will define the variant to which the posting period will be assigned. Financial accounting (FI) posting periods will be opened to allow transactions to be tracked by period. This variant will then be assigned to your company code.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Fiscal Year and Posting Periods → Posting Periods → Define Variants for Open Posting Periods</b>
<b>Trans Code</b>	SPRO → OBBO

Enter the following information:

- Click on 
- Variant V\_ \_ \_
- Name Posting Period Variant \_ \_ \_

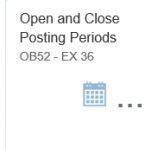

- 1) Hit Save –       2) Hit OK-       3) Hit Back - 

Record the system message:

<b>Message</b>

## **EX 36: Open and Close Posting Periods**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to establish when the posting periods will be effective. In addition to establishing the open posting periods for financial accounting, you will also define the additional special closing periods. This will be in accord with the fiscal year variant (K1 – calendar year with 1 special closing period) you set up earlier.	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers → Fiscal Year and Posting Periods → Posting Periods → Open and Close Posting Periods</b>
<b>Trans Code</b>	<b>SPRO → OB52</b>

Enter the following information:

- Pstng Period Variant: V\_ \_ \_
- Select Continue

If entry is not found

- Click on 
- Var. V\_ \_ \_
- A + (Valid for all accounts)

Leave account columns blank

Open periods 1 to 12 plus one extra period for current fiscal year by typing the following:

- From Per. 1 1
- Year Current year
- To Per. 1 12
- Year 3 years from current year
- From Per. 2 13
- Year Current year
- To Per. 2 13
- Year 3 years from current year

- 1) Hit Save –  2) Hit OK-  3) Hit Back - 

Record the system message:

<b>Message</b>

## **EX 37: Assign Posting Period Variant to Company Code**

<b>Purpose of Exercise</b>	
This exercise will have you assign the posting period variant to your company code.	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Ledgers →</b> <b>Fiscal Year and Posting Periods → Posting Periods → Assign Variants to</b> <b>Company Code</b>
<b>Trans Code</b>	SPRO → OBBP

Enter the following information:

- Find your Company Code    C\_ \_ \_ \_
- Variant                            V\_ \_ \_ \_

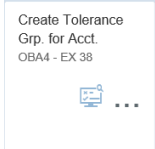

1) Hit Save –      2) Hit OK-      3) Hit Back -

Record the system message:

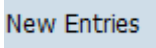
<b>Message</b>

## **EX 38: Create Tolerance Groups for Account Postings**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to set up the tolerances you will use for the entry of financial accounting (FI) documents. A blank group is a valid tolerance group. By creating a blank group code the system will apply these rules as defaults unless a specific group is entered resulting in any person not assigned to another group by default will be assigned to this group	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Document →</b> <b>Tolerance Groups → Define Tolerance Groups for Employees</b>
<b>Trans Code</b>	<b>SPRO → OBA4</b>

Enter the following information:

- Click on the  button.
- Group (Leave blank)
- Company code C\_ \_ \_

### **Upper limits for posting procedures**

- Amount per document 1,000,000
- Amount per open item account item 100,000
- Cash discount per line item 5%

### **Permitted payment differences**

- Revenue 100 10% 10
- Expense 100 10% 10



- 1) Hit Save –  2) Hit OK-  3) Hit Back twice - 

Record the system message:

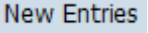
<b>Message</b>


## **EX 39: Setup Payment Program**

<b>Purpose of Exercise</b>														
The payment program allows the company to have flexibility in paying bills.														
<p>Example 1</p> <p>Company code 0001 pays its own items and the items of company codes 0002 and 0003. All items are grouped into one payment.</p> <table border="1"> <thead> <tr> <th>Company code</th> <th>Paying company code</th> <th>Sending company code</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>0001</td> <td>0001</td> </tr> <tr> <td>0002</td> <td>0001</td> <td><b>0001</b></td> </tr> <tr> <td>0003</td> <td>0001</td> <td><b>0001</b></td> </tr> </tbody> </table>			Company code	Paying company code	Sending company code	0001	0001	0001	0002	0001	<b>0001</b>	0003	0001	<b>0001</b>
Company code	Paying company code	Sending company code												
0001	0001	0001												
0002	0001	<b>0001</b>												
0003	0001	<b>0001</b>												
<p>Example 2</p> <p>Company code 0001 pays its own items and the items of company codes 0002 and 0003. However, a separate payment is created for each company code.</p> <table border="1"> <thead> <tr> <th>Company code</th> <th>Paying company code</th> <th>Sending company code</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>0001</td> <td>0001</td> </tr> <tr> <td>0002</td> <td>0001</td> <td><b>0002</b></td> </tr> <tr> <td>0003</td> <td>0001</td> <td><b>0003</b></td> </tr> </tbody> </table>			Company code	Paying company code	Sending company code	0001	0001	0001	0002	0001	<b>0002</b>	0003	0001	<b>0003</b>
Company code	Paying company code	Sending company code												
0001	0001	0001												
0002	0001	<b>0002</b>												
0003	0001	<b>0003</b>												

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Automatic Outgoing Payments → Payment Method/Bank Selection for Payment Program → Setup All Company Codes for Payment Transactions</b>
<b>Trans Code</b>	SPRO

Enter the following information:

- Click on 
- Company Code C\_ \_ \_ (your company code)
- Sending company code C\_ \_ \_ (your company code)
- Paying company code C\_ \_ \_ (your company code)



- 1) Hit Save –  2) Hit OK-  3) Hit Back twice - 

Record the system message:

<b>Message</b>

## **EX 40: Create Tolerance Groups for Accounts Receivable and Accounts Payable**

<b>Purpose of Exercise</b>
<p>This exercise will create tolerance groups that contain rules that affect cash discount and payment difference processing. These rules become effective during payment entry.</p> <p>As with earlier tolerances, a blank group field means that these rules will apply to all persons not assigned to a specific group.</p>

<b>Fiori</b>	
<b>Menu Path</b>	<p><b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b></p> <p><b>Financial Accounting → Accounts Receivable and Accounts Payable → Business Transactions → Outgoing Payments → Manual Outgoing Payments → Define Tolerances (Vendors)</b></p>
<b>Trans Code</b>	SPRO → OBA3

Enter the following information:

- Click on 
- Company Code C\_ \_ \_
- Tolerance group (Leave blank)
- Tolerance group description DEFAULT \_ \_ \_

### Permitted Payment Differences

- Rev.:
  - Amount 10
  - Percent 1
- Loss:
  - Amount 1
  - Percent 1

### Specifications for Posting Residual Items from Payment Differences

- Select Payment Term from Invoice
- Select Only grant partial cash disc

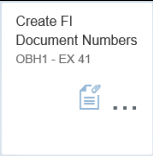

- 1) Hit Save –  2) Hit OK-  3) Hit Back twice - 

Record the system message:

<b>Message</b>

## **EX 41: Create Financial Accounting (FI) Document Numbers**

<b>Purpose of Exercise</b>
<p>The purpose of this exercise is to have you establish which number ranges are assigned to the company code. Each document in the system is unique based on the following:</p> <ul style="list-style-type: none"> <li>• Company Code</li> <li>• Fiscal Year</li> <li>• Document Number</li> </ul>

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Document → Document Number Ranges → → Copy to Company Code</b>
<b>Trans Code</b>	SPRO → OBH1

Enter the following information:

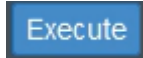
Source Company Code Details

➤ Company code      US01

Target Company Code Details

➤ Company code      C\_ \_ \_

➤ Hit Execute –



➤ Click      Enter to accept the message.

Review the information

➤ Hit Back twice

Record the system message:

<b>Message</b>

## **Unit 7: Post Initial cash investment**

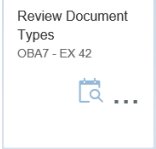

<b>Purpose of Unit</b>
The purpose of Unit 7 is to post your initial cash investment and conduct an initial test on the system by posting the purchase of some supplies.



## **EX 42: Review Document Types**

### **Purpose of Exercise**

The purpose of this exercise is to review the different type of documents you will be using. A document type is used to; distinguish between different types of business transactions, the document type controls which account type that you are allowed to post (G/L account, customer, vendor, fixed assets....), and a document type is assigned to a specific document number range. Below are listed a few of the document types that we will be using throughout this course.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b>  <b>SAP Reference IMG</b> <b>Financial Accounting → Financial Accounting Global Settings → Document → Document Types → Define Document Types for Entry View</b>
<b>Trans Code</b>	SPRO → OBA7

- (Change -> Display)

Make sure the title of the screen is: **Display View “Document Types”; Overview**

- Select the following document types and record the Document Number Ranges


Review the details of:

<b>Document type</b>	<b>Document</b>	<b>Enter Document Number Range</b>
DR	Customer invoice	
DZ	Customer payment	
KR	Vendor invoice	
KZ	Vendor payment	
RE	Invoice – Gross	
SA	G/L account document	
WA	Goods issue	
WE	Goods receipt	

- Details list the Documents Number Range in the table above.

- Select Back twice

## **EX 43: Post Transaction – Initial Cash Investment by Owners**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to test your initial FI setup. The business scenario is that you ingest \$875,000 to start up your business. You need to account for this transaction in your Financial Accounting System.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → General Ledger → Document Entry → Enter G/L Account Document</b>
<b>Trans Code</b>	FB50

Enter the following information:

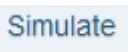

### **Basic data Tab**

- Document Date: Today's date
- Currency: USD
- Company Code: (Your code should default)

### **On the first line Enter:**

- G/L acct 100\_ \_ \_ (Bank - Checking)
- D/C Debit
- Amount in doc.curr. \$ 875,000

### **On the second line Enter:**

- G/L acct 350\_ \_ \_ (Common Stock)
- D/C Credit
- Amount in doc.curr. \$ 875,000
- Select Enter
- Use the  button to see if the postings are correct.
- Hit Post – 

NOTE: Do not click on the Park Save option. This will essentially put the document aside and will not allow complete processing.

Record the system message:

<b>Message</b>

## **EX 44: Post Purchase of Operating Supplies**

### **Purpose of Exercise**

The purpose of this exercise is to test your initial FI setup. The business scenario is that you need some office supplies immediately. You drive down to Office Supply Depot and buy \$125 of supplies (paper, folders, etc) and pay for the purchase with a company check.

### **Instructions**

Search for prior “Post Transaction” exercise

Enter the following information:

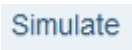

#### **Basic data Tab**

- Document Date                      Today's date
- Currency                              USD
- Company Code                      (Your code should default)

#### **On the first line Enter:**

- G/L acct                              740\_ \_ \_ (Supplies Expense Account)
- D/C                                      Debit
- Amount in doc.curr.              \$ 125

#### **On the second line Enter:**

- G/L acct                              100\_ \_ \_ (Bank - Checking)
- D/C                                      Credit
- Amount in doc.curr.              \$ 125
- Select                                  Enter
- Use the  button to see if the postings are correct.
- Hit Post – 

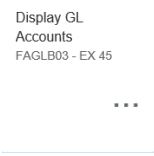
NOTE: Do not click on the Park Save option. This will essentially put the document aside and will not allow complete processing.

Record the system message:

### **Message**

## **EX 45: Display and Review General Ledger Account Balances and Individual Line Items**

<b>Purpose of Exercise</b>
The purpose of this exercise is to Display the General Ledger Account balance and line item.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → General Ledger → Account → Display Balances (New)</b>
<b>Trans Code</b>	FAGLB03

Enter the following information (Fiori App is a different exploration):

- Account Number                    100\_ \_ \_
- Company code                    C\_ \_ \_
- Fiscal year                        (current year)

- Hit Execute –
- Record the entry below

**Execute**

If the system says there is nothing to display for the fiscal year, it is most likely because your document(s) are parked.

- Hit Back
- G/L Account                        350\_ \_ \_

- Hit Execute –
- Record the entry below

**Execute**

- Hit Back
- G/L Account                        740\_ \_ \_

- Hit Execute –
- Record the entry below

**Execute**

Record the balances for the current period

<b>Account</b>	<b>Period</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	<b>Cumulative Balance</b>
100_ _ _					
350_ _ _					

740_ _ _					
----------	--	--	--	--	--

**Business Case Scenario****Purpose of Exercise**

Pen Inc. has rented more warehouse space and is about to receive the invoice for the first month's lease. In order to do this, you must create a new vendor and add an expense account for rent.

**Unit 8: Test Receiving Invoices & Posting Payments****Purpose of Unit**

The purpose of Unit 8 is to test your systems ability to receive invoices from vendors and post payment to the vendors account.

## **EX 46: Create Business Partner Master Record – Vendor for Landlord**

### **Purpose of Exercise**

The purpose of this exercise is to create a new business partner-vendor. The Chief Financial Officer has requested you create a new vendor account for Tanager Leasing – the firm from which you are renting your new office and warehouse space.

### **Instructions**

**Search for prior “Business Partner” exercise**

- Select Organization
- Select OK (on pop-up indicating to choose business partner role)
- Business Partner: BP\_ \_ \_ Tanag (use this BP number for all External/Internal numbers)
- Grouping: External number assignment (Note capitalizations)
- Create in BP role: Business Partner (Gen.)
- Select Create on pop-up window

### **Address**

#### **Name**

- Title: Company
- Name: Tanager Leasing \_ \_ \_

#### **Search Term**

- Search Term 1/2: \_ \_ \_ (Your BPI Number)

#### **Standard Address**

- Postal code 57069
- City Vermillion
- Country US
- Region SD

#### **Communication**

- Language English

2) Hit Save –

 Save

2) Hit OK

- Select Switch between Display and Change
- Change BP role to FI Vendor

### **Vendor: General**

- External Vendor No: BP \_ \_ \_ Tanag
- Select Company Code
- Company Code C \_ \_ \_

### **Vendor: Accounting Management**

- Reconciliation Acct: 300 \_ \_ \_

### **Vendor: Payment Transaction**

- Payment Terms: 0001

- Select Check double inv.

2) Hit Save –



2) Hit OK

- Change BP role to Vendor (the 2<sup>nd</sup> occurrence)  
➤ Select Purchasing (top toolbar)  
➤ Purchasing Organization P\_ \_ \_

### **Vendor: Purchasing Data**

#### Conditions

- Order Currency USD  
➤ Terms of payment 0001

2) Hit Save –



2) Hit OK

Record the system message:

Message

## **EX 47: Create General Ledger Account – Rent Expense Account**

<b>Purpose of Exercise</b>
----------------------------

This exercise has you create and new expense account for rent in your chart of accounts using a previous account as a template for the new account.
---

<b>Instructions</b>	<b>Search for prior “Create General Ledger Account – Additional Expense Accounts” exercise</b>
---------------------	--

Please reference to a previous exercise to create the following expense account:

Account Number	Short text	G/L Acct Long Text
780__ _	Rent Expense	Rent Expense

Record the system message:

<b>Message</b>




## **EX 48: Create Invoice Receipt for Rent Expense**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to log the invoice that Tanager Leasing, Inc. has sent for the first month's rent of \$2,500.00 total. Please post the invoice using the accounts you have created in your Company code.	

<b>INVOICE # 123</b>	<b>Tanager Leasing, Inc.</b>
<b>CURRENT Month Rent</b>	
Total	\$2,500.00

<b>Fiori</b>	<div> <div>Create Invoice Receipt</div> <div>FB60 - EX 48</div> <div>  ... </div> </div>
<b>Menu Path</b>	<b>Accounting → Financial Accounting → Accounts Payable → Document Entry → Invoice</b>
<b>Trans Code</b>	FB60

If your Company Code did not default in:

**System Menu Bar:** More → Edit → Switch Company Code and enter yours.

Enter the following information:

**Basic data Tab**

- Vendor BP\_\_ \_ Tanag
- Invoice date Today
- Amount \$ 2,500
  
- G/L acct 780\_ \_ \_ (Rent Expense)
- D/C Debit
- Amount in doc.curr. \$ 2,500
- Select Enter
  
- Use the Simulate button to see if the postings are correct (This is an optional step)
  
- Hit Post – Post

Verify details of:

Account	Description	Amount	Your Comments
Vendor #	Tanager Leasing _ _ _	2,500-	
780_ _ _	Rent Expense	2,500	

Record the system message:

<b>Message</b>

## **EX 49: Display and Review General Ledger Account Balances and Individual Line Items**

<b>Purpose of Exercise</b>
----------------------------

The purpose of this exercise is to display the Rent Expense account balance and line item.
--

<b>Instructions</b>	Search for prior “Display and Review General Ledger” exercise
---------------------	---

Enter the following information (Fiori App is a different exploration):

- Account Number                    780\_ \_ \_
- Company code                    C\_ \_ \_
- Fiscal year                        (current year)

- Hit Execute –
- Record the entry below

Execute
---------

If the system says there is nothing to display for the fiscal year, it is most likely because your document(s) are parked.

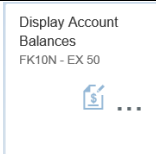
- Record the information in the ledger below.
- Double click on period balance to see individual line items.

Record the balance of the Rent Expense Account for the current and previous period


Period	Debit	Credit	Balance	Cumulative Balance

## **EX 50: Display and Review Vendor Account Balances and Individual Line Items**

<b>Purpose of Exercise</b>
The purpose of this exercise is to display the Vendor account balance and line item.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Accounting→ Financial Accounting→ Accounts Payable→ Account→ Display Balances</b>
<b>Trans Code</b>	FK10N

Enter the following information:

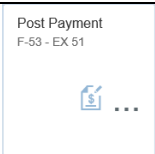
- Vendor (Vendor # for Tanager Leasing)
- Company code C\_ \_ \_
- Fiscal year (Current Year)
- Hit Execute –  (Hit Go if you are in Fiori)
- Record the information in the ledger below.
- Double click on period balance to see individual line items.

Record the balance of the Vendor Account for the current and previous period

<b>Period</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>	<b>Cumulative Balance</b>	<b>Sales/ Purchases</b>

## **EX 51: Post Payment to Landlord**

<b>Purpose of Exercise</b>	
This exercise will have you pay the invoice from Tanager Leasing which is due for payment now. You are requested to clear the invoice amount by posting an outgoing payment using the bank account of your chart of accounts.	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post</b>
<b>Trans Code</b>	F-53

Enter the following information:

- Document Date: Today's date (Journal Entry Date: for Fiori)

### Bank data

- Account: 100\_ \_ \_ (Bank - Checking)
- Amount: 2,500
- Text: Invoice # \_ \_ \_ Tanag (Assignment: for Fiori ????)

### Open items selection

- Account (Vendor # for Tanager Leasing \_ \_ \_)
- All other settings remain unchanged.

- Select 

- Review the line item information.
- If your "Not assigned" at the bottom right hand corner does not equal zero (\$0.00), make sure that the correct amount was entered. If the correct amount was entered and if there are more than one line items listed, double click on the dollar amount under the "USD Gross" column that should not be processed. When assignment has been made correctly the 'Not assigned' value on the bottom should equal \$0.00.

- Hit Post – 

Record the system message:

<b>Message</b>


Review Account balances to confirm payment posting (See prior exercises – Display and Review GL Account and Display and Review Vendor Account Balances)

## **Unit 9: Rules Controlling MM Transactions**

<b>Purpose of Unit</b>
<p>The purpose of Unit 9 is to establish some of the rules that will control the material management (MM) transactions. Included in these rules is the configuration of automatic account assignment.</p> <p>Once these rules and other parameters are established you will test your system in the next unit.</p>

## **EX 52: Set Default Values for Inventory Management Reservations**

<b>Purpose of Exercise</b>	
This exercise will enable the system to automatically create a storage location upon goods receipt.	
The movement allowed indicator must be turned on to allow goods movements for reservations. The Days movement allowed limits the goods movements to a specific number of days prior to the reservation date. The Retention period is the number of days after the reservation date the system will hold the reservation before setting the deletion indicator.	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Inventory Management and Physical Inventory → Plant Parameters</b>
<b>Trans Code</b>	SPRO

Enter the following information:

- Click on [New Entries](#)
- Plant P \_ \_ \_

### **Goods movements**

- Select Create SLoc. automat.:
- Select Del. compl. default:

### **Reservations**

- Select Movement Allowed:
- Days mvt. allowed 15 days
- Retention period 15 days

1) Hit Save –



2) Hit OK-



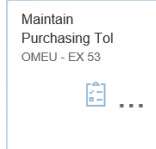
3) Hit Exit –



Record the system message:

<b>Message</b>

## **EX 53: Maintain Purchasing Tolerance Limits**

<b>Purpose of Exercise</b>	
The purpose of this exercise is for you to decide how much variation from the data in the purchase order will be allowed.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Purchasing → Purchase Order →</b> <b>Set Tolerance Limits for Price Variance</b>
<b>Trans Code</b>	SPRO → OMEU

Enter the following information:

- Click [New Entries](#)
- Tolerance key PE (Price variance: purchasing)
- Company Code C\_ \_ \_

### **Lower Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

### **Upper Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check
- Select Next Entry
- Tolerance key SE (Max. cash disc. deduction purchasing)
- Company Code C\_ \_ \_

### **Lower Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

### **Upper Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

1) Hit Save –



2) Hit OK-



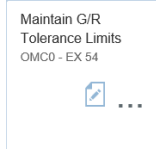
3) Hit Exit –



Record the system message:

<b>Message</b>

## **EX 54: Maintain Goods Receipt Tolerance Limits**

<b>Purpose of Exercise</b>	
The purpose of this exercise is for you to decide how much variation from the data in the purchase/production order will be allowed.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Inventory Management and Physical Inventory → Goods Receipt → Set Tolerance Limits</b>
<b>Trans Code</b>	SPRO → OMC0

Enter the following information:

- Click [New Entries](#)
- Tolerance key: B1 (Order price qty variance (GR)/E-MSG)
- Company Code: C\_ \_ \_

### **Lower Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

### **Upper Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

- Select Next Entry

- Tolerance key B2 (Order price qty variance (GR)/W-MSG)
- Company Code C\_ \_ \_

### **Lower Limit**

- For Absolute – Select Do not check
- For Percentage – Select Check limit
- Tolerance limit %: 10 (ten)

### **Upper Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check
- Tolerance limit %: 0 (zero)

- Select Next Entry

- Tolerance key VP (Moving average price variance)
- Company Code C\_ \_ \_

### **Lower Limit**



- For Absolute – Select      Do not check
- For Percentage – Select      Do not check

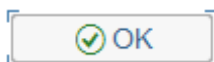
### **Upper Limit**

- For Absolute – Select      Do not check
- For Percentage – Select      Do not check

1) Hit Save –



2) Hit OK-



3) Hit Exit –



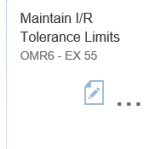
Record the system message:

Message

## **EX 55: Maintain Invoice Receipt Tolerance Limits**

### **Purpose of Exercise**

The purpose of this exercise is for you to decide how much variation from the data in the purchase order will be allowed.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Logistics Invoice Verification → Invoice Block → Set Tolerance Limits</b>
<b>Trans Code</b>	SPRO → OMR6

Enter the following information:

- Click [New Entries](#)
- Tolerance key (Use reference table below to step through all tolerance keys)
- Company Code C \_ \_ \_

### **Lower Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check

### **Upper Limit**

- For Absolute – Select Do not check
- For Percentage – Select Do not check
- Select Next Entry (for next Tolerance Key)

Once all Tolerance Keys are entered.

- 1) Hit Save –  2) Hit OK-  3) Hit Exit – 


Description	Tolerance Key	<input checked="" type="checkbox"/>
Amount for item without order reference	AN	
Amount for item with order reference	AP	
Form small differences automatically	BD	
Percentage OPUn Variance (IR before GR)	BR	
Percentage OPUn Variance (GR before IR)	BW	
Exceed amount: quantity variance	DQ	
Var. from condition value	KW	
Price variance	PP	
Price variance: estimated price	PS	
Date variance (value x days)	ST	

Record the system message:

**Message**

--

## **EX 56: Set (review) Valuation Control**

<b>Purpose of Exercise</b>	
This exercise will have you activate the valuation grouping code, you can group together valuation areas allowing multiple plants to share the same rules. This makes the configuration of automatic postings much easier.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Valuation and Account Assignment →</b> <b>Account Determination → Account Determination Without Wizard →</b> <b>Define Valuation Control</b>
<b>Trans Code</b>	SPRO → OMWM

Enter the following information:

- The valuation grouping code default is set as active
- **Verify** that the valuation grouping code is active.


1) Hit Save –



2) Hit Back




## **EX 57: Assign Valuation Area Grouping**

<b>Purpose of Exercise</b>	
This exercise has you group together valuation areas and use the same rules for account determination. Within the chart of accounts, you assign the valuation grouping code to the valuation areas you want to assign to the same account.	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Valuation and Account Assignment →</b> <b>Account Determination → Account Determination Without Wizard →</b> <b>Group Together Valuation Areas</b>
<b>Trans Code</b>	SPRO → OMWD

Enter the following information: Assign valuation grouping code to your valuation area

➤ Val. Grpg Code                      G\_ \_ \_

1) Hit Save –     2) Hit OK-     3) Hit Exit – 


Record the system message:

<b>Message</b>

## **EX 58: Define (review) Valuation Classes**

### **Purpose of Exercise**

The purpose of this exercise is to review which valuation classes are assigned to each material type and account category reference.

<b>Fiori</b>	Define(Review) Valuation Classes OMSK - EX 58  ...
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Valuation and Account Assignment →</b> <b>Account Determination → Account Determination Without Wizard →</b> <b>Define Valuation Classes</b>
<b>Trans Code</b>	SPRO → OMSK

Enter the following information:

➤ Click

Material type/account category reference

NOTE: the account category reference assigned to each of the material types used in this case study.

Verify details of:

<b>MType</b>	<b>Material type descr.</b>	<b>ARef</b>	<b>Description</b>
HAWA	Trading Goods	0005	Reference for trading goods
HIBE	Operating supplies	0002	Ref. for operating supplies

➤ Hit Exit –

Exit

➤ Click

Valuation Class

Verify details of:

<b>Valuation Class</b>	<b>Account Category Reference</b>	<b>Description</b>	<b>Description</b>
3100	0005	Trading Goods	Reference for trading goods
3030	0002	Operating supplies	Ref. for operating supplies

NOTE: Which valuation classes are linked to the account category references you noted from above?

Why do Operating Supplies have more than one valuation class?

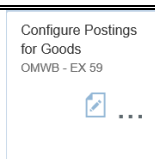
➤ Hit Exit –

Exit

➤ Hit Exit –

Exit

## **EX 59: Configure Automatic Postings for Goods Movement**

<b>Purpose of Exercise</b>	
This exercise will have you establish the system settings controlling automatic postings to G/L accounts for Inventory Management and Invoice Verification transactions.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Valuation and Account Assignment →</b> <b>Account Determination → Account Determination Without Wizard →</b> <b>Configure Automatic Postings</b>
<b>Trans Code</b>	SPRO → OMWB

The next few pages will have you create the automatic postings rules for the following transactions:

<b>Transaction Description</b>	<b>Key</b>
Inventory Posting	<b>BSX</b>
Materials Management Small Differences	<b>DIF</b>
Offsetting Entry for Inventory Postings	<b>GBB</b>
Cost (price) Difference	<b>PRD</b>
GR/IR clearing account	<b>WRX</b>

- Click [Account Assignment](#)
- Note: You may have to click the “Cancel” button to see the “Account Assignment” button.

### **Inventory Posting**

- Double click on                      Inventory posting – BSX
- Chart of Accounts                  C\_ \_ \_
- Click                                    Continue
- Select                                  Valuation modif.
- Select                                  Valuation class

1) Hit Save –  2) Hit OK

### **Transaction: (Event Key) BSX**

Enter the following automatic account assignments (use F4 to lookup the account number):

<b>Valuation modif.</b>	<b>Valuation class</b>	<b>Account</b>	<b>(Use this information to know which account)</b>
G_ _ _	3100		(Trading Goods Inventory Account)
G_ _ _	3030		(Operating Supplies Inventory)

1) Hit Save –  2) Hit OK      3) Hit Back





**Offsetting Entry for Inventory Posting**

- Double click on Transaction Event Key                      GBB

Note: See the spreadsheet on the next page for additional information on Account Modifiers.

- Select                      General modification  
➤ Select                      Valuation modif.  
➤ Select                      Valuation class

- 1) Hit Save –  2) Hit OK            3) Hit Back

**Transaction Event Key   GBB**

Enter the following automatic account assignments (use F4 to lookup the account number):

Valuation Modifier	General Modification	Valuation Class	Enter Account Number	Account Name
G_ _ _	(Blank)	3030	740_ _ _	(Supplies Expense)
G_ _ _	(Blank)	3100	721_ _ _	(Trading Goods Consumption/Expense)
G_ _ _	VAX	3100	790_ _ _	(Cost of Goods Sold)
G_ _ _	VBR	3030	740_ _ _	(Supplies Expense)
G_ _ _	VBR	3100	721_ _ _	(Trading Goods Consumption/Expense)

- 1) Hit Save –  2) Hit OK            3) Hit Back

**Cost (price) differences**

- Double click on Transaction Event Key                      PRD

- Select                      Valuation modif.  
➤ Select                      Valuation class

- 1) Hit Save –  2) Hit OK            3) Hit Back

**Transaction Event Key   PRD**

Enter the following automatic account assignments (use F4 to lookup the account number):

Valuation Modifier	Valuation Class	Enter Account Number	Account Name
G_ _ _	3030		(Purchase Price Difference Account)
G_ _ _	3100		(Purchase Price Difference Account)

- 1) Hit Save –  2) Hit OK            3) Hit Back

**Materials Management Small Differences**

- Double click on Transaction Event Key                      DIF

1) Hit Save –



Enter the following automatic account assignments (F4 to lookup the account number):

Enter Account Number	Account Name
	(Purchase Price Difference Account)

1) Hit Save –



2) Hit OK

3) Hit Back

**GR/IR clearing account**

- Double click on Transaction Event Key                      WRX

- Select                                      Valuation modif.  
➤ Select                                      Valuation class

1) Hit Save –



2) Hit OK

**Transaction Event Key    WRX**

Enter the following automatic account assignments (use F4 to lookup the account number):

Valuation Modif.	Valuation Class	Account Number	Account Name
G _ _ _	3030		(Goods Receipt / Invoice Receipt Account)
G _ _ _	3100		(Goods Receipt / Invoice Receipt Account)

1) Hit Save –



2) Hit OK

3) Hit Back Three times to return to the IMG Activity Menu

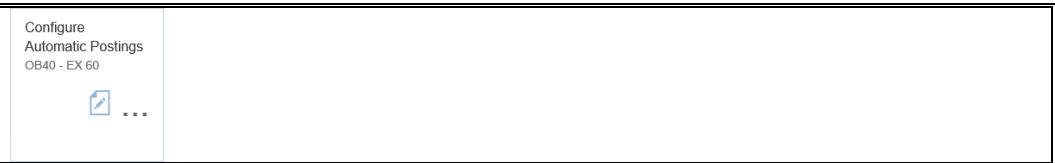
## BUSINESS PROCESS INTEGRATION FOR S/4HANA

### Transaction Event Key: GBB – Inventory Posting Offsetting Entries

General Account Modifier	Description of Usage of Account Modifier Key	Material Movement Type
	Goods Receipt From Purchase Order with Account Assignment – post to consumption (exp.>rev.) – i.e., non-inventory purchases	101>102 GR from Purchase Order>Reverse
AUF	Goods Receipt From Production Order – post to production settlement	101>102 GR from Production Order>Reverse 122 RE return to order
BSA	Goods Receipt Into Initial Stock – only used once for posting inventory off-set for initial stock data load	561>562 GR to Initial Stock Unrestricted>Reverse 563>564 GR to Initial Stock Quality Insp>Reverse 565>566 GR to Initial Stock Blocked>Reverse
INV	MM Physical Inventory Posting – MM goods receipt for increase count in stock, goods issue for decrease count in stock	701>702 GR to Physical In. Unrestricted>GI from 703>704 GR to Physical In. Quality I>GI from 707>708 GR to Physical In. Blocked>GI from
	WMS Physical Inventory Posting – WMS goods issue to difference (i.e., loss) for decrease count in stock, goods receipt from difference for increase count in stock	711>712 GI to Inventory diff.>GR from diff. 713>714 GI to Inventory diff. QI>GR from diff. 717>718 GI to Inventory diff. Blocked>GR from
VAX	Goods Issue To Sales - post to Cost of Goods Sold (COGS)	231>232 GI to Sales Order (MM)>Reverse MM 531> GD, goods issue to delivery 623>624 GI cust. Returnable packaging>Reverse 633>634 GI customer consignment>Reverse
VAY	Goods Issue To Sales for Consumption (e.g., goods issue to free sales samples)	531> GD, goods issue to delivery 623>624 GI cust. Returnable packaging>Reverse 633>634 GI customer consignment>Reverse 641>642 TR to Stock in Transit Order>Reverse
VBO	Goods Issue To Subcontracting Stock	543>544 GI to Subcontracting Stock>Reverse
VBR	Goods Issue to Consumption - post to material consumption (i.e., expense>revenue) (e.g., goods issue to job or production order)	201>202 GI to Cost Center>Reverse 221>222 GI to Project>Reverse 251>252 GI to Sales>Reverse 261>262 GI to Order>Reverse 291>292 GI to All Acct. Assignments>Reverse 401>402 TP Own from Sales Order>Reverse
VNG	Goods Issue to Scrap – post to scrapping material consumption (i.e., expense>revenue)	551>552 GI to Scrap Unrestricted>Reverse 553>554 GI to Scrap Quality Insp.>Reverse 555>556 GI to Scrap Blocked Stock>Reverse
VQP	Goods Issue to Sampling – post to sampling material consumption (i.e., expense>revenue)	331>332 GI to Sampling Quality Insp.>Reverse 333>334 GI to Sampling Unrestricted>Reverse
ZOB	Transfer Returns – Own (unrestricted) – post valuated returned stock from customer	453>454 TP Returns to Own>Reverse
	Goods Receipt w/o Purchase Order – post expense>revenue account as offset to inventory received without purchase order	501>502 GR w/o P.O. to Unrestricted>Reverse

## **EX 60: Configure Automatic Postings for Taxes**

<b>Purpose of Exercise</b>	
This exercise will have you establish the system settings controlling automatic postings to G/L accounts for taxes.	

<b>Fiori</b>	
<b>Menu Path</b>	
<b>Trans Code</b>	SPRO → OB40

Enter the following information:

➤ Select                                      Sales Tax 1                                      MW1

1) Hit Save –  2) Hit OK


➤ Account                                      320\_ \_ \_

1) Hit Save –  2) Hit OK                                      3) Hit Back

➤ Select                                      Sales Tax 1                                      VS1

1) Hit Save –  2) Hit OK

➤ Account                                      321\_ \_ \_

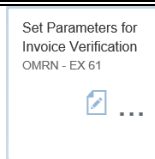
1) Hit Save –  2) Hit OK                                      3) Hit Back Twice to return to the IMG Menu

Record the system message:

<b>Message</b>

## **EX 61: Set Parameters for Invoice Verification**

<b>Purpose of Exercise</b>	
<p>The objective of this exercise is to link the company code to the valuation elements within materials management. The Price Carry Over indicates whether price changes in the previous period or previous year are to affect the prices in the current period.</p> <p>If you do not select this field, the price changes in the previous period or previous year have no effect on the prices in the current period.</p>	

<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Valuation and Account Assignment →</b> <b>Configure Price Change in Previous Period</b>
<b>Trans Code</b>	SPRO → OMRN

Enter the following information:

- Click


➤ CoCd (Company Code)

➤ Check

**New Entries**

C\_ \_ \_

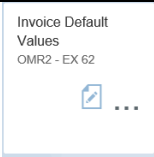
Price carr. over

1) Hit Save –  2) Hit OK 3) Hit Back twice to return to the IMG Menu

Record the system message:

<b>Message</b>

## **EX 62: Create Default Values for Invoice Verification**


<b>Purpose of Exercise</b>	
The purpose of this exercise is for you to maintain the default values for the tax codes used in invoice verification.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Tools → Customizing → IMG → Execute Project →</b> <a href="#">SAP Reference IMG</a> <b>Materials Management → Logistics Invoice Verification → Incoming Invoice → Maintain Default Values for Tax Codes</b>
<b>Trans Code</b>	SPRO → OMR2

Enter the following information:

- Click 
- Company Code C \_ \_ \_

Defaults, domestic

- Tax Code XI

- 1) Hit Save –  2) Hit OK 3) Hit Back twice to return to the IMG Menu

Record the system message:

<b>Message</b>

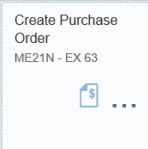
## **Unit 10: Test the Integration of MM and FI**

<b>Purpose of Unit</b>
The purpose of Unit 10 is to test the integration of your Material Management and Financial Accounting systems. With both configured, it is time to create purchase orders for trading goods and operating supplies, receive the invoices and post payment to the vendors for goods provided to your company.

## **EX 63: Create Purchase Order (PO) for Slick Pens**

### **Purpose of Exercise**

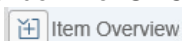
The purpose of this exercise is to create a Purchase Order from a known supplier (Slick Pens). This is the first order and you need to evaluate their pens and timeliness of delivery.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known</b>
<b>Trans Code</b>	ME21N

Enter the following information:

➤ Vendor: \_\_\_\_\_ (Vendor # for SLICK PENS)

➤ Click



Enter details of:

Material	PO Quantity	Deliv. Date	Net Price	Currency
BPEN_ _ _	500	(Future date – at least 1 week)	0.65	USD
CPEN_ _ _	250	(Future date – at least 1 week)	1.50	USD
BOX_ _ _	1000	(Future date – at least 1 week)	0.29	USD



➤ Hit

➤ Click OK if you receive a “Can delivery date be met?” message.

### **Conditions Tab**

➤ Record the total value of the Purchase order \$\_\_\_\_\_ (check figure \$990)

Hit Save –



Order the following materials from Business Partner PREMIER PENS: (check figure \$430)

Material	PO Quantity	Deliv. Date	Net Price	Currency
CPEN_ _ _	250	(Future date – at least 1 week)	1.60	USD
PPEN_ _ _	10	(Future date – at least 1 week)	3.00	USD

Order the following materials from Business Partner PROMOTIONS LTD.: (check figure \$267.50)

Material	PO Quantity	Deliv. Date	Net Price	Currency
BPEN_ _ _	500	(Future date – at least 1 week)	0.50	USD
PPEN_ _ _	5	(Future date – at least 1 week)	3.50	USD


Record the system message:

Business Partner	Purchase order	Message
Slick Pens		
Premier Pens		
Promotions Ltd.		



## **EX 64: Create a Goods Receipts for the Purchase Orders**

<b>Purpose of Exercise</b>
The purpose of this exercise is to receive the stock items into inventory that were ordered from the three vendors.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Inventory Management → Goods Movement → GR for Purchase Order (MIGO)</b>
<b>Trans Code</b>	MIGO_GR

Enter the following information for each line item:

- Purchase Order: 4500000??? And enter to see the line items
- Check Each Line Item Check Indicates item OK
- Storage Location 10 (Inventory)

For the first line item, enter the SLoc on the “Where” tab in the “Detail data” section at the bottom of the screen.

- Select 

- **The exercise can be repeated to receive each item on a PO individually.**

Record the system message:

<b>Purchase order</b>	<b>Message</b>

## **EX 65: Create an Invoice Receipts from Vendors**


### **Purpose of Exercise**

The purpose of this exercise is to record the information from the invoice sent to you by the vendor. The following vendor invoices for the stock items ordered should be entered.

<b>INVOICE #567</b>	<b>(Today's date)</b>		<b>Slick Pens</b>
ITEMS:	QUANTITY	PER	PRICE:
BPEN _ _ _	500	\$0.65	\$325.00
CPEN _ _ _	250	\$1.50	\$375.00
BOX _ _ _	1,000	\$0.29	<u>\$290.00</u>
TOTAL			\$990.00
Thank you for your order			

<b>INVOICE #3245</b>	<b>(Today's date)</b>		<b>Premier Pens</b>
ITEMS:	QUANTITY	PER	PRICE:
CPEN _ _ _	250	\$1.60	\$400.00
PPEN _ _ _	10	\$3.00	\$ 30.00
TOTAL			<u>\$430.00</u>
Thank you for your order			

<b>INVOICE #7890</b>	<b>(Today's date)</b>		<b>Promotions Ltd</b>
ITEMS:	QUANTITY	PER	PRICE:
BPEN _ _ _	500	\$0.50	\$250.00
PPEN _ _ _	5	\$3.50	\$ 17.50
TOTAL			<u>\$267.50</u>
Thank you for your order			

<b>Fiori</b>	Post Invoice Receipt MIRO - EX 65  ...
<b>Menu Path</b>	<b>Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice</b>
<b>Trans Code</b>	MIRO

Enter the following information:

### **Basic data Tab**

- Invoice date                      Today's date
- Company Code                  C \_ \_ \_

**PO Reference**

- Select Purchase Order/Scheduling Agreement
- Enter Purchase Order number
- Hit Enter
- Enter amount: \$ 990.00 (or the amount from the invoice above – look at Balance amount)
- Jurisd. Code Search for correct Tax Jur. based on the business partner's address
- Hit Enter
  
- Use Simulate to see if the postings are correct.
  
- Select Post
  
- Select Exit (When all invoices have been entered)

Verify details of:

GL Account	Description	Amount	Comments

Verify details of:

GL Account	Description	Amount	Comments

Verify details of:

GL Account	Description	Amount	Comments

Record the system message:

Purchase order	Vendor	Invoice #	Message

## **EX 66: Post Payments to Business Partners – Vendors**

### **Purpose of Exercise**

The purpose of this exercise is to make payment to the vendors for the goods received. You will post a payment to each of the three vendors from which you have purchased trading goods.

Since the invoices are due for payment now, you are requested to clear the invoices by posting outgoing payments to the vendors using the bank account (100\_\_ \_\_) of your chart of accounts.

### **Instructions**

**Search for prior “Post Payment” exercise**

Enter the following information:

- Document Date                      Today's date (F-53)  
    OR
- Journal Entry Date:                Today's date (Fiori app)

### General Information

- Company Code                      C\_ \_ \_
- Posting Date                        Today's date
- Journal Entry Date:                Today's date
- Journal Entry Type:                KZ (Vendor Payment)

### Bank data

- Account:                              100\_\_ \_\_ (Bank – Checking)
- Amount:                                Enter the amount you are going to pay

### Open item selection

- Account Type                        Supplier
- Account:                                (Vendor # for Slick Pens\_ \_ \_)

- Select

**Show Items**

### Post on Account

**Clear >>**

- Account Type                        Supplier
- Supplier                                (Vendor # for Slick Pens\_ \_ \_)
- Debit Amount (USD)                Enter the amount you are going to pay

Review the balance. If the “Not Assigned” in the bottom right hand corner is not 0.00, then click on the \$\$ amount(s) under the USD Gross column that does not represent your invoice. Ensure “Not Assigned” field equals zero.

- Select

**Post**

- Select                                    Exit (When all payments have been entered)

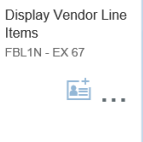
**Repeat this process for the other two vendors**

Record the system message:

Purchase order	Vendor	Invoice #	Message

## **EX 67: Display Vendor Line Items**

Purpose of Exercise
The purpose of this exercise is to make payment to the vendors for the goods received. You will post a payment to each of the three vendors from which you have purchase trading goods.
Since the invoices are due for payment now, you are requested to clear the invoices by posting outgoing payments to the vendors using the bank account (100__ __) of your chart of accounts.



<b>Fiori</b>	
<b>Menu Path</b>	<b>Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items</b>
<b>Trans Code</b>	FBL1N

Enter the following information:

### Vendor selection

- Vendor (Enter vendor number range – lowest to the highest) or leave blank
- Company code C\_ \_ \_
- Status: All items (Fiori app)

### Line item selection

- Select All items (SAP GUI)
- Hit  (SAP GUI) or  (Fiori)

Review for Open items


- Select Back (Fiori) or Exit (SAP GUI)

## **Unit 11: Run MRP to Generate a Purchase Requisition**

<b>Purpose of Unit</b>
The purpose of Unit 11 is to have you run Material Requirements Planning to generate a purchase requisition that you will convert to a purchase order. Following conversion of the requisition you will change the quantity and complete the purchasing (procurement) cycle.

## **EX 68: Create Purchase Outline Agreement (Contract) for Stock Items**

<b>Purpose of Exercise</b>
The purpose of this exercise is to create a contract for the premium pen from Premier Pens for 100 pens in the next three months.

<b>Fiori</b>	 ...
<b>Menu Path</b>	<b>Logistics → Materials Management → Purchasing → Outline Agreement → Contract → Create</b>
<b>Trans Code</b>	ME31K

Enter the following information:

- Vendor (Vendor # for Premier Pens)
- Agreement Type MK (Quantity Contract)
- Agreement Date Today's date
- Hit Enter

### **Administrative Fields**

- Validity end (3 months from today)
- Select 

### **Outline Agreement Items**

- Material PPEN\_ \_ \_
- Targ. Qty 300
- Net Price \$ 3.00
- SLoc 10
- Select 

- Select OK to accept the message and record the Contract Number: \_\_\_\_\_

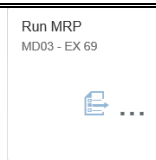
If you wish to review your outline agreement use ME3N transaction code.

Record the system message:

<b>Message</b>



## **EX 69: Run Material Requirements Planning – Single Item, Single Level**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to allow the system to plan the availability and requirements for the premium pen.	
<b>Fiori</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Materials Requirements Planning (MRP) → MRP → Planning → Single-Item, Single-Level</b>
<b>Trans Code</b>	MD03

Enter the following information:

- Material PPEN\_ \_ \_
- Plant P\_ \_ \_

### **MRP Control Parameters**

- Processing key: NETCH
- Create Purchase Req: 2
- SA Deliv. Sched. Lines: 3
- Create MRP List: 1
- Planning mode: 1
- Scheduling: 1

### **Process Control Parameters**

- Select Display Results Prior to Saving
- Select 

A warning message appears - Please check input parameters

- Select OK
- Select 
- Select OK
- Select 

Record the system message:

<b>Message</b>




## **EX 70: Convert Proposed Purchase Requisition to Purchase Order**

<b>Purpose of Exercise</b>
In this exercise you will accept the system generated replenishment proposal for PPEN_ __. After you have adopted the system proposal you will increase the quantity to 100 for PPEN_ __.

<b>Fiori</b>	<div> <div>Convert PR to PO</div> <div>MD04 - EX 70</div> <div>  ... </div> </div>
<b>Menu Path</b>	<b>Logistics → Materials Management → Materials Requirements Planning (MRP) → MRP → Evaluations → Stock/Reqmts List</b>
<b>Trans Code</b>	MD04

Enter the following information:

### **Individual access Tab**


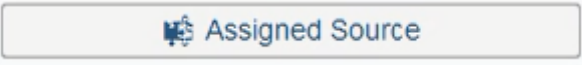
- Material PPEN\_ \_ \_
- Plant P\_ \_ \_
- Hit Continue
- Double click the MRP element for PurRqs
- Select Change Element (F8) 

### **Item Overview section**

- Delivery Date Today's Date
- Stor. Loc. 10 (Inventory)

### **Item section**


#### **Source of Supply Tab**

- Select 
- Select the line with your contract number (Info/agmt. 460000####)
- Select 

### **Item Overview section**

- Quantity 100
- Select Save 
- Select OK

- Double click the MRP element for PurRqs

- Select  to convert the MRP generated purch. Req. to a PO
- Vendor (Vendor # for Premier Pens)
- Hit Enter

### **In the Document Overview (Convert Purchase Requisitions) window on left side of screen**

- Click once on Open Requisitions
- Select your open requisition

- Select Adopt



### **In the main screen**

- Select (Open) Item overview
- Select (Open) Header

### **Conditions Tab**

- Record the value of the Purchase Order Gross Price \$ \_\_\_\_\_

- Select Save



- Select OK

Record the Purchase Order Number \_\_\_\_\_

- Select OK

- Select Refresh



You should see the MRP Element Data changes to your Purchase Order Number

## **EX 71: Complete Purchasing Process**

<b>Purpose of Exercise</b>	
The purpose of this exercise is to complete the Purchasing Process for the materials in this unit.	


<b>Instructions</b>	Search for prior “Goods Receipt” exercise
	Search for prior “Invoice Receipt” exercise
	Search for prior “Invoice Payment” exercise

Record the system messages:

<b>Message</b>

## **EX 72: Review Outline Agreements**

<b>Purpose of Exercise</b>
Review the outline agreement you assigned to the purchase order.

<b>Fiori</b>	
<b>Menu Path</b>	<b>Logistics → Materials Management → Purchasing → Outline Agreements → List Displays → By Agreement Number</b>
<b>Trans Code</b>	ME3N

Enter the following information:

- Purchasing document      Leave Blank
- Purchasing organization    P \_ \_ \_
- Select

**Execute**

Examine your open target quantity