



Name(s):

Course & Selection:

Identifier:

Client:

Chapter 04: The Procurement Process

Exercise 04-01: Review Procurement Master Data

Single Company Code

Rev: 08/25/2010

Introduction

General Notes and Information

It is strongly recommended that you read through the entire exercise prior to starting. Not all instructions can be provided in a linear manner.

The following symbols are used to indicate important information as described below:

- ➔ An arrow highlights an important instruction that must not be overlooked.
- ☐ A text box prompts you to type-in an important piece of information.

Each student or group will be assigned a unique **three digit identifier**. This identifier is used in all exercises to uniquely identify your data. Whenever you see **###** in these exercises, replace it with your identifier.

- ➔ Always work with your data – your vendor, your materials, your general ledger accounts, etc.

Business Process Overview

The procurement process allows GBI to acquire or purchase material from a vendor. This process can be used to purchase trading goods as well as raw material.

In this exercise you will review the master data relevant to purchasing.

Exercise Prerequisites

None

Exercise Workflow



Exercise Deliverables

Deliverables are consolidated into one answer sheet at the end of this exercise. For this exercise you will need the following deliverables.

In the System:

- None

On the answer sheet:

- Answers to the Questions
- Fill out answer sheet and submit to your instructor

➡ You may be assigned additional deliverables. Be sure to check with your instructor!

Step 1: Review Material Master



Step 1.1: Navigate to the transaction to display material master:


Navigation


Logistics → Materials Management → Material Master → Material → Display → Display Current

- Q1:** What is the transaction code to display (current) a material: -----
- Q2:** What is the transaction code to create (general) a material: -----
- Q3:** What is the transaction code to change (immediately) a material: -----

Step 1.2: In the "Display Material (Initial Screen)" enter the following information:

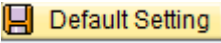
Field Name	Data Entry
Material	Code for your ELBOW PADS

- ➔ In order to search for your Elbow Pads, click on the search box next to the text field.  In the search window, enter *### in the Material field. This will bring up all of your materials.

 (ENTER)

Step 1.3: In the "Select View(s)" window highlight the following options:

Basic Data 1
Purchasing
Accounting 1

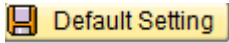
The first time you go through the above step, click on the Default Setting icon  Default Setting on the dialog box. This will save these selections as defaults so that they will automatically be selected the next time through. In subsequent iterations of this step, just click ENTER



(ENTER)

Step 1.4: Next, in the *“Organizational Levels”* window, specify the desired organization levels.

Field Name	Data Entry
Plant	Code for the Miami Distribution Center
Valuation Type	Leave Blank

The first time you go through the above step, click on the Default Setting icon  on the dialog box. This will save these selections as defaults so that they will automatically be selected the next time through. In subsequent iterations of this step, just click ENTER.




(ENTER)

You are now in the *“Display Material EPAD1### (Trading Goods)”* screen.

Step 1.5: Using the information in the material master, fill in the Table 1. You will have to navigate between tabs in order to find all the information. Once you are done with your elbow pads, exit from the Display Material screen and repeat the steps for the four materials listed below and complete the following table. Each row in the table is for one material:

- Your Road Helmet
- Your Repair Kit
- Your Off Road Helmet
- Your Knee Pad

You can use the navigation arrows  in the upper-right to find all of the views. The simplest way to access each selected view is to press enter- this will move you through each of the selected views. Be sure to look at the data in each view; scroll down as well.

Your Material Number	Base unit Of measure	Gross weight and Unit of Weight	Material Group	Purchasing Group	Moving Price	Price Control	Valuation Class
EPAD1###	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RHMT1###	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
RKIT1###	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OHMT1###	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KPAD1###	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Table 1 – Material master data

Exercise Deliverables

In the system:

- None

On the answer sheet:

- Answers to the Questions
- The table with data for your materials



Step 2: Review Vendor Master



Step 2.1: Navigate to the transaction to display vendor master:


Navigation

Logistics → Materials Management → Purchasing → Master Data → Vendor → Central → Display

- Q4:** What is the transaction code to display a vendor:-----
- Q5:** What is the transaction code to create a vendor:-----
- Q6:** What is the transaction code to change a vendor:-----

Step 2.2: In the "Display Vendor: Initial Screen" screen, enter the following information

Field Name	Data Entry
Vendor	Code for your Olympic Protective Gear
Company Code	Code for the GBI US
Purchasing Organization	Code for the US Purchasing Organization



- ➔ To find your version of Olympic Protective Gear, click on the search box next to the text field. () In the search window, enter *### in the vendor field and press enter. This will bring up all of your vendors.

Select the following check boxes:

- Under General Data: Address
- Under Company Code Data: Accounting info
- Under Purchasing Organization: Purchasing data



(ENTER)

Step 2.3: Scroll through the different screens using the previous screen  and next screen  icons at the top and answer the following questions:

- Q7:** What is the postal code for this vendor: -----
- Q8:** What is the reconciliation account number for this vendor: -----
- Q9:** What are the payment terms: -----
- Q10:** What is the order currency: -----
- Q11:** What is the minimum order value: -----

Exercise Deliverables

In the System:

- None

On the answer sheet:

- Answers to the Questions



Step 3: Review Material Inventory



Step 3.1: Navigate to the transaction to display material inventory:


Navigation

Logistics → Materials Management → Inventory Management → Environment → Stock → Warehouse Stock

Q12: What is the transaction code to display a material's inventory level: ---

Step 3.2: In the "Display Warehouse Stock of Material" screen, enter the following:

Field Name	Data Entry
Material	<i>Number for your elbow pads</i>

 (EXECUTE)

Q13: How many of your elbow pads are there in the Miami plant: -----

Exercise Deliverables

In the System:

None

On the answer sheet:

Answers to the Questions

Step 4: Review Account Balance



Step 4.1: Navigate to the transaction to display vendor account balances:

Navigation

Accounting → Financial Accounting → Accounts Payable → Account → Display Balances

Q14: What is the transaction code to display a vendor's balance: -----

Step 4.2: In the "Vendor Balance Display" screen, enter the following:

Field Name	Data Entry
Vendor	<i>Number</i> for your Olympic Protective Gear
Company Code	<i>Code</i> for GBI US
Fiscal Year	Current Year

 (EXECUTE)

Q15: What is the vendor number for **your** Olympic Protective Gear: -----

Q16: What is the current account balance for **your** Olympic Protective Gear: -----

- ➔ If you get a message "No data read for fiscal year" this means that there are no transactions in the system for your vendor. Therefore the vendor balance is zero.

Exercise Deliverables

In the System:

None

On the answer sheet:

Answers to the Questions

Attachment 1: Exercise Answer Sheet

Name(s):

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Identifier:

Client:

- Q1:** What is the transaction code to display a material: -----
- Q2:** What is the transaction code to create a material: -----
- Q3:** What is the transaction code to change a material: -----
- Q4:** What is the transaction code to display a vendor: -----
- Q5:** What is the transaction code to create a vendor: -----
- Q6:** What is the transaction code to change a vendor: -----
- Q7:** What is the postal code for this vendor: -----
- Q8:** What is the reconciliation account number for this vendor: -----
- Q9:** What are the payment terms: -----
- Q10:** What is the order currency: -----
- Q11:** What is the minimum order value: -----
- Q12:** What is the transaction code to display a material's inventory level: -----
- Q13:** How many of **your** elbow pads are there in the Miami plant: -----
- Q14:** What is the transaction code to display a vendor's balance: -----
- Q15:** What is the vendor number for **your** Olympic Protective Gear: -----
- Q16:** What is the current account balance for **your** Olympic Protective Gear: -----

Your Material Number	Base unit of measure	Gross Weight and Unit of Weight	Material Group	Purchasing Group	Moving Price	Price Control	Valuation Class
EPAD1###							
RHMT1###							
RKIT1###							
OHMT1###							
KPAD1###							

Table 1 – Material master data