

**Business Processes in SAP S/4HANA Sourcing & Procurement** 

**COURSE OUTLINE** 

Course Version: 06 Course Duration: 4 Day(s)

# **SAP Copyrights and Trademarks**

© 2017 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

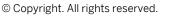
SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <a href="http://global12.sap.com/corporate-en/legal/copyright/index.epx">http://global12.sap.com/corporate-en/legal/copyright/index.epx</a> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.





iii

# **Typographic Conventions**

American English is the standard used in this handbook. The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	*
Procedure	1 2 3
Warning or Caution	
Hint	
Related or Additional Information	>
Facilitated Discussion	<b></b>
User interface control	Example text
Window title	Example text

## Contents

#### vii Course Overview

1	Unit 1:	Key Features of SAP Fiori and SAP GUI
1 1		Lesson: Identify the SAP Fiori User Experience Lesson: SAP GUI
3	Unit 2:	Processes and Enterprise Structure in Procurement
3 3		Lesson: Delinating Procurement Processes Lesson: Identifing the Organizational Units in Procurement
5	Unit 3:	Plain Procurement Process
5 5 5		Lesson: Creating a Purchase Order Lesson: Posting a Goods Receipt Lesson: Entering an Invoice
7	Unit 4:	Master Data in Procurement
7 7 7 7		Lesson: Maintaining Business Partner Master Data Lesson: Maintaining Material Master Data Lesson: Maintaining Purchasing Information Record Lesson: Analyzing Material Valuation
9	Unit 5:	Stock Material compared with Consumable Material
9 9 9 9 9	Unit 5:	Stock Material compared with Consumable Material   Lesson: Comparing Procurement Process for Stock and   Consumption   Lesson: Creating Purchase Requisition   Lesson: Creating Purchase Order with Reference to Purchase   Requisition   Lesson: Entering Valuated and Non-Valuated Goods Receipts
9 9 9	Unit 5: Unit 6:	Lesson: Comparing Procurement Process for Stock and Consumption Lesson: Creating Purchase Requisition Lesson: Creating Purchase Order with Reference to Purchase Requisition
9 9 9 9		Lesson: Comparing Procurement Process for Stock and Consumption Lesson: Creating Purchase Requisition Lesson: Creating Purchase Order with Reference to Purchase Requisition Lesson: Entering Valuated and Non-Valuated Goods Receipts
9 9 9 9 <b>11</b> 11		Lesson: Comparing Procurement Process for Stock and Consumption Lesson: Creating Purchase Requisition Lesson: Creating Purchase Order with Reference to Purchase Requisition Lesson: Entering Valuated and Non-Valuated Goods Receipts Self-Service Requisition Lesson: Performing a Self Service Processes
9 9 9 <b>11</b> 11	Unit 6:	Lesson: Comparing Procurement Process for Stock and Consumption Lesson: Creating Purchase Requisition Lesson: Creating Purchase Order with Reference to Purchase Requisition Lesson: Entering Valuated and Non-Valuated Goods Receipts Self-Service Requisition Lesson: Performing a Self Service Processes Lesson: Confirming Goods Receipt



15	Unit 8:	Reporting and Analytics
15		Lesson: Using Analytical Apps
15		Lesson: Using the Procurement Overview Page

## **Course Overview**

#### TARGET AUDIENCE

This course is intended for the following audiences:



vii

## UNIT1 Key Features of SAP Fiori and SAP GUI

## Lesson 1: Identify the SAP Fiori User Experience

#### **Lesson Objectives**

After completing this lesson, you will be able to:

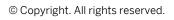
• Identify key features of SAP Fiori

## Lesson 2: SAP GUI

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Understand and use the SAP GUI





## UNIT 2 Processes and Enterprise Structure in Procurement

## **Lesson 1: Delinating Procurement Processes**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain a whole procurement cycle
- Describe some special procurement processes

## Lesson 2: Identifing the Organizational Units in Procurement

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Explain the enterprise structure relevant for procurement processes



## UNIT 3 Plain Procurement Process

## Lesson 1: Creating a Purchase Order

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Create purchase order

## Lesson 2: Posting a Goods Receipt

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Post a goods receipt for purchase order

## Lesson 3: Entering an Invoice

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Execute an invoice verification



## UNIT 4 Master Data in Procurement

## Lesson 1: Maintaining Business Partner Master Data

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the Concept of the Business Partner
- Maintain Supplier Master Record

### Lesson 2: Maintaining Material Master Data

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Structure of the Material Master
- Maintain Material Master Record
- Material Valuation Data

## **Lesson 3: Maintaining Purchasing Information Record**

#### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain Purchasing Information Record
- Determin Conditions in Purchasing

### Lesson 4: Analyzing Material Valuation

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Understand the FI Postings for a Goods Receipt for PO



## UNIT 5 Stock Material compared with Consumable Material

# Lesson 1: Comparing Procurement Process for Stock and Consumption

#### Lesson Objectives

After completing this lesson, you will be able to:

• Describe the differences between procurement of stock material and consumable material

### Lesson 2: Creating Purchase Requisition

#### Lesson Objectives

After completing this lesson, you will be able to:

Create Purchase Requisition

# Lesson 3: Creating Purchase Order with Reference to Purchase Requisition

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Assign Source of Supply and Creat Purchase Order

### Lesson 4: Entering Valuated and Non-Valuated Goods Receipts

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Enter Goods Receipt and Analyse the Results
- Enter Non-Valuated GR and analyze the Results



# UNIT 6 Self-Service Requisition

## Lesson 1: Performing a Self Service Processes

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Use the Employee Self Service to Request Material

## Lesson 2: Confirming Goods Receipt

#### Lesson Objectives

After completing this lesson, you will be able to:

• Confirm Receipt of Requested Material



## UNIT 7 Advanced Transactions in Procurement

## **Lesson 1: Maintaining Purchasing Contract**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain the Item Categories in Purchasing Document Items
- Create a Purchase Contract

## Lesson 2: Creating Purchase Requisition with Source Determination

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Maintain Source List for Automatic Source Determination
- Create a Purchase Requisition with Advanced Transaction

## Lesson 3: Using Advanced Transaction for Purchase Order Creation

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create a PO with Reference to Purchase Requisition using the Advanced Transaction
- Create a Purchase Order automatically with Advanced Transaction ME59N

## Lesson 4: Using Advanced Transaction for Goods Receipt

#### **Lesson Objectives**

After completing this lesson, you will be able to:

Post Goods Receipt with Transaction for Goods Movements

## Lesson 5: Using Advanced Transaction for Invoice Verification

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Enter an Invoice with Advanced Transaction



# UNIT 8 Reporting and Analytics

## Lesson 1: Using Analytical Apps

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Use Analytical Apps

### Lesson 2: Using the Procurement Overview Page

#### **Lesson Objectives**

After completing this lesson, you will be able to:

Use Procurement Overview Page

