

Business Processes in SAP S/4HANA Sourcing & Procurement

COURSE OUTLINE

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

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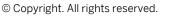
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Typographic Conventions

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	
User interface control	Example text
Window title	Example text

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15		Lesson: Using the Procurement Overview Page

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:



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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:

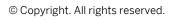
• Identify key features of SAP Fiori

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

