

# S4500

## **Business Processes in SAP S/4HANA Sourcing and Procurement**

### **COURSE OUTLINE**

Course Version: 23

Course Duration:



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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  |    |
| Warning or Caution   |    |
| Hint   |   |
| Related or Additional Information                              |  |
| Facilitated Discussion   |  |
| User interface control   | <i>Example text</i>   |
| Window title   | <i>Example text</i>   |

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# Course Overview

## TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant





## Lesson 1: Identifying the SAP Fiori User Experience

### Lesson Objectives

After completing this lesson, you will be able to:

- Use the SAP Fiori launchpad

## Lesson 2: Working with the SAP GUI

### Lesson Objectives

After completing this lesson, you will be able to:

- Work with the SAP GUI



## Lesson 1: Delineating Procurement Processes

### Lesson Objectives

After completing this lesson, you will be able to:

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

## Lesson 2: Identifying the Organizational Units in Procurement

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the enterprise structure relevant for procurement processes



## Lesson 1: Creating a Purchase Order

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a purchase order

## Lesson 2: Posting a Goods Receipt

### Lesson Objectives

After completing this lesson, you will be able to:

- Post a goods receipt for a purchase order

## Lesson 3: Entering an Invoice

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute an invoice verification



## 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 a supplier master record

## Lesson 2: Maintaining Material Master Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the structure of the material master
- Maintain the material master record
- Work with material valuation data

## Lesson 3: Maintaining Purchasing Info Record

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain a purchasing information record
- Apply conditions in purchasing

## Lesson 4: Analyzing Material Valuation

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the FI postings for a goods receipt for PO





## Lesson 1: Comparing Procurement Processes for Stock and Consumption

### Lesson Objectives

After completing this lesson, you will be able to:

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

## Lesson 2: Creating a Purchase Requisition

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a purchase requisition

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

### Lesson Objectives

After completing this lesson, you will be able to:

- Assign a source of supply and create a purchase order

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

### Lesson Objectives

After completing this lesson, you will be able to:

- Enter a valuated goods receipt and analyze the results
- Enter a non-valuated goods receipt and analyze the results



## Lesson 1: Performing a Self-Service Process

### Lesson Objectives

After completing this lesson, you will be able to:

- Use the employee self-service to request material

## Lesson 2: Confirming a Goods Receipt

### Lesson Objectives

After completing this lesson, you will be able to:

- Confirm receipt of requested material



## Lesson 1: Maintaining a Purchasing Contract

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a purchasing contract

## Lesson 2: Creating a Purchase Requisition with Source Determination

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the source list for automatic source determination
- Create a purchase requisition with the advanced transaction

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

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a purchase order with reference to a purchase requisition using the advanced transaction ME21N
- Create a purchase order automatically using the advanced transaction ME59N

## Lesson 4: Using the Advanced Transaction for Goods Receipt

### Lesson Objectives

After completing this lesson, you will be able to:

- Post a goods receipt with the transaction for goods movements

## Lesson 5: Using the Advanced Transaction for Invoice Verification

### Lesson Objectives

After completing this lesson, you will be able to:

- Enter an invoice with the advanced transaction



## Lesson 1: Running Materials Requirements Planning

### Lesson Objectives

After completing this lesson, you will be able to:

- Sketch the Material Requirements Planning process
- Outline the MRP procedures, calculation of quantities, and schedules
- Explain source determination in Material Requirements Planning

## Lesson 2: Generating Purchase Orders Automatically

### Lesson Objectives

After completing this lesson, you will be able to:

- Convert purchase requisitions automatically to purchase orders

## Lesson 3: Creating Invoices Automatically Using Evaluated Receipt Settlement

### Lesson Objectives

After completing this lesson, you will be able to:

- Create invoices automatically using evaluated receipt settlement (ERS)





## 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 App

### Lesson Objectives

After completing this lesson, you will be able to:

- Use the Procurement Overview app