

Contents

xi Course Overview

1 Unit 1: Procurement Processes

2	Lesson: Using Processes and Organizational Levels in Procurement	60 Minutes
17	Lesson: Maintaining Purchase Orders	60 Minutes
29	Exercise 1: Create and Display a Purchase Order	10 Minutes
35	Exercise 2: Execute Print Outputs for Purchase Orders	5 Minutes
38	Lesson: Posting Goods Receipts	60 Minutes
49	Exercise 3: Post a Goods Receipt	20 Minutes
55	Lesson: Entering Invoices	45 Minutes
65	Exercise 4: Enter an Invoice	15 Minutes

79 Unit 2: Master Data

80	Lesson: Maintaining Vendor Master Records	75 Minutes
91	Exercise 5: Create a Vendor Master Record	20 Minutes
98	Lesson: Maintaining Material Master Records	60 Minutes
107	Exercise 6: Create a Material Master Record	15 Minutes
115	Exercise 7: Extend a Material Master Record	5 Minutes
118	Lesson: Using Entry Aids for Master Data Maintenance	60 Minutes
127	Exercise 8: Maintain Material Master Data Using Entry Aids	20 Minutes
134	Lesson: Performing Mass Maintenance	20 Minutes

147 Unit 3: Procurement of Stock Material

149	Lesson: Using Conditions in Purchasing	30 Minutes
155	Lesson: Handling Requests for Quotations and Quotation Processes	60 Minutes
165	Exercise 9: Create Requests for Quotations	15 Minutes
175	Exercise 10: Enter Incoming Quotations	15 Minutes
182	Lesson: Creating Purchase Orders with Reference	60 Minutes
191	Exercise 11: Create a Purchase Order with Reference	20 Minutes
198	Lesson: Maintaining Purchasing Info Records	60 Minutes
211	Exercise 12: Maintain Purchasing Info Records	25 Minutes
219	Lesson: Using Material Valuation	30 Minutes
229	Lesson: Posting Goods Receipts for Purchase Orders	60 Minutes
237	Exercise 13: Post Goods Receipts for Purchase Orders	30 Minutes
253	Lesson: Entering Invoices with Reference to Purchase Orders	60 Minutes
263	Exercise 14: Enter an Invoice with Reference to a Purchase Order	20 Minutes

285 Unit 4: Procurement of Consumable Material

286	Lesson: Purchasing Consumable Materials	40 Minutes
292	Lesson: Creating Purchase Requisitions	45 Minutes
305	Exercise 15: Create Purchase Requisitions	15 Minutes
314	Lesson: Creating Purchase Orders with Reference to Purchase Requisitions	60 Minutes
323	Exercise 16: Create a Purchase Order with Reference to a Purchase Requisition	15 Minutes
331	Exercise 17: Enter an Order Acknowledgement	10 Minutes
335	Lesson: Entering Valuated and Non-Valuated Goods Receipts	60 Minutes
349	Exercise 18: Enter Goods Receipts for Consumable Materials	25 Minutes
364	Lesson: Creating Blanket Purchase Orders	50 Minutes
377	Exercise 19: Create a Blanket Purchase Order	15 Minutes

399 Unit 5: Procurement of External Services

400	Lesson: Maintaining Master Data for External Services	45 Minutes
407	Exercise 20: Maintain Master Data for External Services	10 Minutes
413	Lesson: Ordering Services	55 Minutes
419	Exercise 21: Create a Purchase Order for Services	10 Minutes
423	Lesson: Creating Service Entries and Verifying Invoices	60 Minutes
429	Exercise 22: Create a Service Entry Sheet	15 Minutes
439	Exercise 23: Enter an Invoice for a Service Purchase Order	5 Minutes

449 Unit 6: Reporting and Analytics

450	Lesson: Using Standard Reports	60 Minutes
461	Exercise 24: Use List Displays for Purchase Orders	10 Minutes
467	Exercise 25: Use the List of Material Documents	10 Minutes
472	Lesson: Performing Standard Analyses in the Logistics Information System	45 Minutes
483	Exercise 26: Perform Standard Analyses in the Logistics Information System	15 Minutes

497 Unit 7: Basics of Consumption-Based Planning

498	Lesson: Drafting Material Requirements Planning	55 Minutes
504	Lesson: Outlining MRP Procedures	30 Minutes
511	Lesson: Maintaining the Material Master	45 Minutes
521	Exercise 27: Create a Material Master Record	10 Minutes
527	Exercise 28: Check the MRP Profiles	5 minutes
531	Exercise 29: Assign an MRP Profile	5 minutes
535	Exercise 30: Create an MRP Profile	5 minutes
538	Lesson: Exploring Reorder Point Planning	60 Minutes
545	Exercise 31: Review the Material Master Settings	5 Minutes
547	Exercise 32: Determine the Availability Date	5 Minutes
551	Exercise 33: Check the MRP Types (Optional Exercise)	5 Minutes

561 Unit 8: Planning Run

563	Lesson: Drafting a Planning Run	20 Minutes
571	Lesson: Executing a Planning Run	50 Minutes
581	Exercise 34: Display a Planning Run	3 Minutes
585	Exercise 35: Carry Out a Planning Run	3 Minutes
589	Exercise 36: Display a Planning File Again	3 Minutes
591	Exercise 37: Verify the Material Master Settings	3 Minutes
593	Exercise 38: Check the MRP Group Parameters	5 Minutes
595	Exercise 39: Check the Plant Parameters	3 Minutes
598	Lesson: Converting Planning Results	30 Minutes
603	Exercise 40: Verify the Planning Results	5 Minutes
607	Exercise 41: Convert a Planned Order	5 Minutes
609	Exercise 42: Evaluate the MRP Lists	5 Minutes
612	Lesson: Evaluating the Planning Results	40 Minutes
627	Exercise 43: Review the Stock/Requirements List	4 Minutes
631	Exercise 44: Control the Personal Settings of the List	4 Minutes
635	Exercise 45: Choose a Navigation Profile	4 Minutes
639	Exercise 46: Use the Navigation Profile	4 Minutes
641	Exercise 47: Use the Material Tree	4 Minutes
645	Lesson: Calculating a Lot Size	40 Minutes
655	Exercise 48: Apply Lot-Sizing Procedures	20 Minutes