SAP Copyrights and Trademarks

© 2014 SAP AG. 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 AG. The information contained herein may be changed without prior notice.

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

- Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.

- IBM, DB2, DB2 Universal Database, System i, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.

- Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

- Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

- Oracle is a registered trademark of Oracle Corporation.

- UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.

- Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.

- HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.

- Java is a registered trademark of Sun Microsystems, Inc.

- JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

- SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP BusinessObjects Explorer, StreamWork, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and other countries.

- Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects Software Ltd. Business Objects is an SAP company.

- Sybase and Adaptive Server, iAnywhere, Sybase 365, SQL Anywhere, and other Sybase products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Sybase, Inc. Sybase is an SAP company.
All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group 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.
Typographic Conventions

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information is displayed in the instructor’s presentation</td>
<td>![Monitor Icon]</td>
</tr>
<tr>
<td>Demonstration</td>
<td>![Arrow Icon]</td>
</tr>
<tr>
<td>Procedure</td>
<td>![Checkmark Icon]</td>
</tr>
<tr>
<td>Warning or Caution</td>
<td>![Exclamation Icon]</td>
</tr>
<tr>
<td>Hint</td>
<td>![Lightbulb Icon]</td>
</tr>
<tr>
<td>Related or Additional Information</td>
<td>![Right Arrow Icon]</td>
</tr>
<tr>
<td>Facilitated Discussion</td>
<td>![Comment Icon]</td>
</tr>
<tr>
<td>User interface control</td>
<td>Example text</td>
</tr>
<tr>
<td>Window title</td>
<td>Example text</td>
</tr>
</tbody>
</table>
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Unit</th>
<th>Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>ix</td>
<td>Course Overview</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Unit 1: Solution Manager and Customizing Projects</td>
<td>Lesson: Defining Customizing Projects</td>
</tr>
<tr>
<td>3</td>
<td>Unit 2: General Settings</td>
<td>Lesson: Checking Countries and Currencies, Lesson: Defining Units of Measurements, Lesson: Setting Up a Factory Calendar</td>
</tr>
<tr>
<td>5</td>
<td>Unit 3: Organizational Units</td>
<td>Lesson: Defining Organizational Units in Materials Management, Lesson: Defining and Assigning Plants</td>
</tr>
<tr>
<td>Unit 6: Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Creating Document Types in Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Using Document Types in Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Creating Account Assignment Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Adjusting the Screen Layout of Purchasing Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Defining Text Types and Text Adoption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Specifying Texts for Output Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Controlling the Output of Messages in Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lesson: Using Condition Technique for Message Determination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit 7: Inventory Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
</tr>
<tr>
<td>Lesson: Adjusting Settings for Material and Accounting Documents</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>Lesson: Adjusting Settings for Goods Movements</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>Lesson: Adjusting the Output of Messages in Inventory Management</td>
</tr>
</tbody>
</table>
Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User
Lesson 1: Defining Customizing Projects

Lesson Objectives
After completing this lesson, you will be able to:

• Define a Customizing project
Lesson 1: Checking Countries and Currencies

Lesson Objectives
After completing this lesson, you will be able to:

• Define countries and currencies

Lesson 2: Defining Units of Measurements

Lesson Objectives
After completing this lesson, you will be able to:

• Define a unit of measurement

Lesson 3: Setting Up a Factory Calendar

Lesson Objectives
After completing this lesson, you will be able to:

• Set up a factory calendar
Lesson 1: Defining Organizational Units in Materials Management

Lesson Objectives
After completing this lesson, you will be able to:

• Define organizational units in accounting and purchasing

Lesson 2: Defining and Assigning Plants

Lesson Objectives
After completing this lesson, you will be able to:

• Define and assign plants
Lesson 1: Setting Up Material Master Records

Lesson Objectives
After completing this lesson, you will be able to:
● Define basic settings for material master records

Lesson 2: Creating Material Types

Lesson Objectives
After completing this lesson, you will be able to:
● Create material types

Lesson 3: Setting Up Field Selection for Material Master Records

Lesson Objectives
After completing this lesson, you will be able to:
● Configure field selection for material master records

Lesson 4: Defining Field References for Material Master Records

Lesson Objectives
After completing this lesson, you will be able to:
● Define field references for material master records

Lesson 5: Configuring the Material Master

Lesson Objectives
After completing this lesson, you will be able to:
● Configure the material master

Lesson 6: Defining Settings for Vendor Master Records

Lesson Objectives
After completing this lesson, you will be able to:

- Define settings for vendor master records
Lesson 1: Describing Automatic Account Determination

Lesson Objectives
After completing this lesson, you will be able to:

• Introduce automatic account determination

Lesson 2: Determining the Relevance of Company Codes and Valuation Areas

Lesson Objectives
After completing this lesson, you will be able to:

• Determine the relevance of company codes and valuation areas

Lesson 3: Creating Valuation Classes and Account Category References

Lesson Objectives
After completing this lesson, you will be able to:

• Create valuation classes and account category references

Lesson 4: Setting Up Account Determination for Specific Transactions

Lesson Objectives
After completing this lesson, you will be able to:

• Set up account determination for specific transactions

Lesson 5: Subdividing a Transaction with the Account Grouping Code

Lesson Objectives
After completing this lesson, you will be able to:

• Subdivide a transaction with the account grouping code
Lesson 6: Adjusting Account Determination for Special Cases

Lesson Objectives
After completing this lesson, you will be able to:

- Adjust account determination for special cases

Lesson 7: Adjusting Settings for Split Valuation

Lesson Objectives
After completing this lesson, you will be able to:

- Adjust the settings for split valuation
Lesson 1: Creating Document Types in Purchasing

Lesson Objectives
After completing this lesson, you will be able to:

- Create document types in Purchasing

Lesson 2: Using Document Types in Purchasing

Lesson Objectives
After completing this lesson, you will be able to:

- Use document types in Purchasing

Lesson 3: Creating Account Assignment Categories

Lesson Objectives
After completing this lesson, you will be able to:

- Create account assignment categories

Lesson 4: Adjusting the Screen Layout of Purchasing Documents

Lesson Objectives
After completing this lesson, you will be able to:

- Adjust the screen layout of purchasing documents

Lesson 5: Defining Text Types and Text Adoption

Lesson Objectives
After completing this lesson, you will be able to:

- Define text types and text adoption

Lesson 6: Specifying Texts for Output Processing

Lesson Objectives
After completing this lesson, you will be able to:

- Specify texts for output processing

**Lesson 7: Controlling the Output of Messages in Purchasing**

**Lesson Objectives**

After completing this lesson, you will be able to:

- Adjust message determination and output control

**Lesson 8: Using Condition Technique for Message Determination**

**Lesson Objectives**

After completing this lesson, you will be able to:

- Use condition technique for message determination
Lesson 1: Adjusting Settings for Material and Accounting Documents

Lesson Objectives
After completing this lesson, you will be able to:

• Adjust settings for material and accounting documents

Lesson 2: Adjusting Settings for Goods Movements

Lesson Objectives
After completing this lesson, you will be able to:

• Adjust settings for goods movements

Lesson 3: Adjusting the Output of Messages in Inventory Management

Lesson Objectives
After completing this lesson, you will be able to:

• Adjust the output of messages in Inventory Management