

Amplify Mindware

Department of Information Technology & Management

Batch 2011-2013

Semester - II

SAP- Introduction to Enterprise

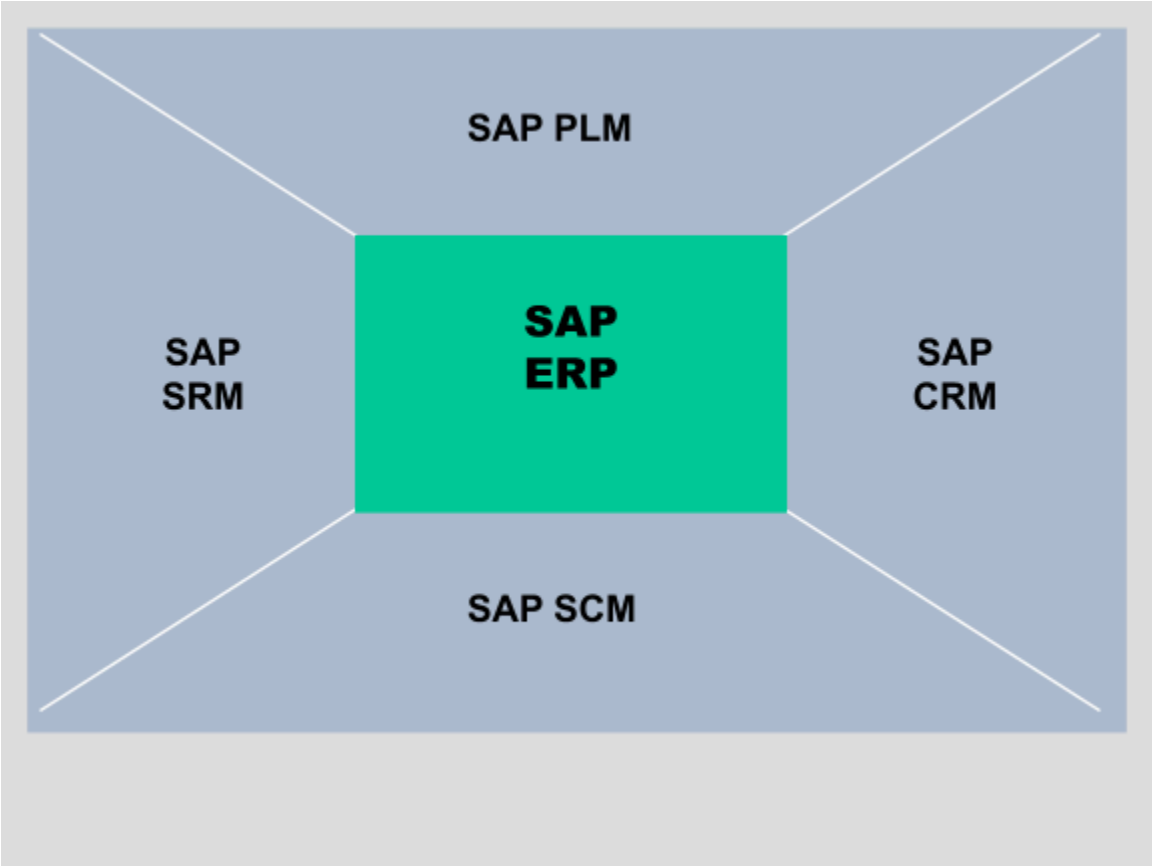
Resource Planning

Dataset: IDES

Name	:	_____
Roll No.	:	_____
Group Code	:	__
Server	:	
Client	:	
User ID	:	
Password	:	_____

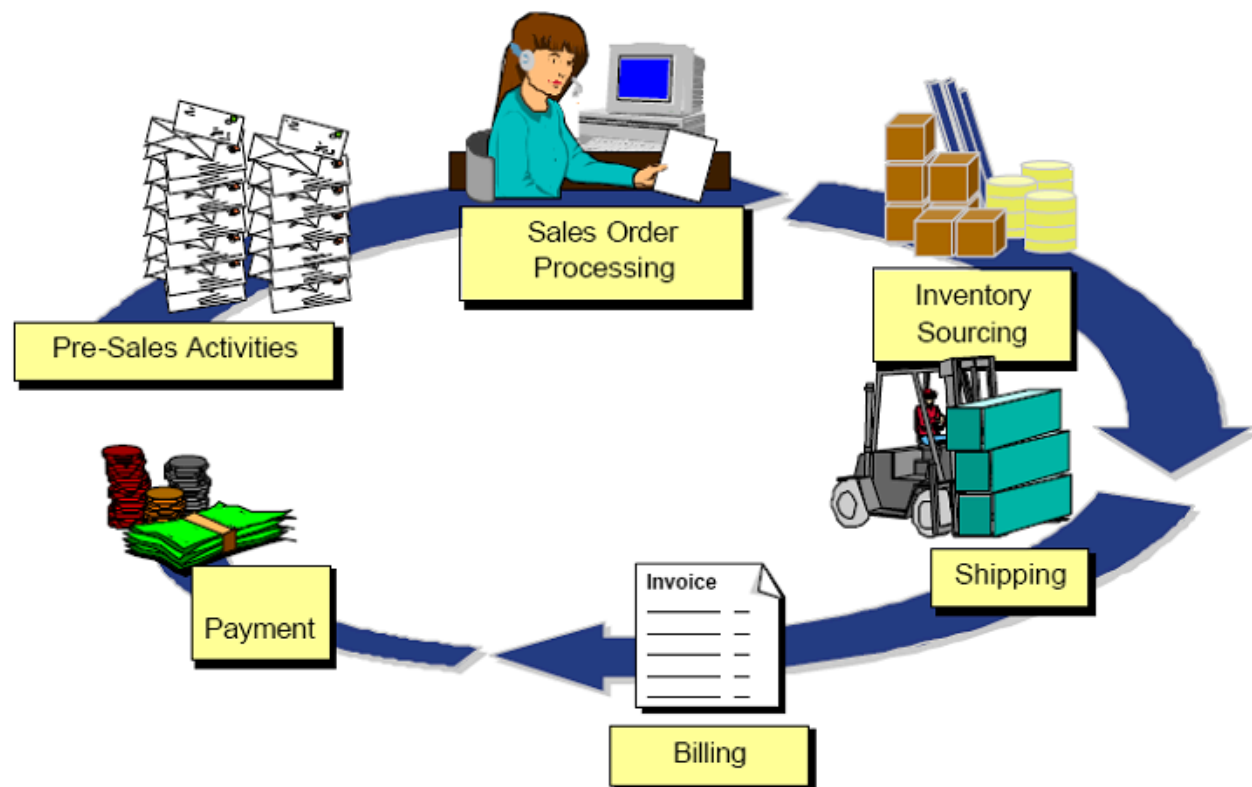
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5)

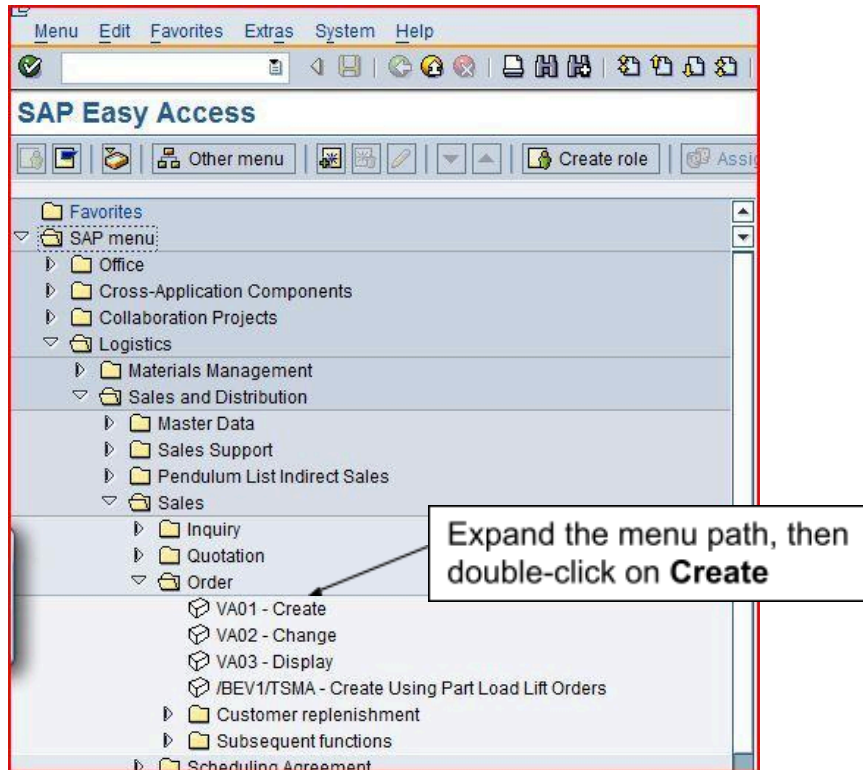
Sales and Distribution (SD)



Exercise SD 1: Create Sales Order

In this exercise we will create a sales order for five HP300 to the Daimler AG. To start the sales order process, follow the menu path:

Logistics>Sales and Distribution>Sales>Order>Create:



This will produce the following screen:

Create Sales Order: Initial Screen

Order Type: OR

Organizational Data:

- Sales Organization: 1000
- Distribution Channel: 10
- Division: 00
- Sales Office:
- Sales Group:

Enter:
OR for Order Type,
1000 for Sales Organization
10 for Distribution Channel
00 for Division
 Then click on the enter icon

Order type **OR** is a standard sales order. Other order types can be implemented, like cash sale, rush order, consignment sale, etc. The Sales Organization, Distribution Channel and Division define the **Sales Area**, which will determines many of the terms of this sale like pricing. After entering the date shown in the screen above, click on the enter icon(), which will produce the following screen:

Create Standard Order: Overview

Standard Order: 1

Sold-to party: 1

Ship-to party:

PO Number:

Net value: 0.00

Req. deliv. date: D 05/16/2008

Deliver.Plant:

Complete div. ☐

Delivery block:

Billing block:

Payment card:

Payment terms:

Order reason:

Sales area: 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

Click on the Sold-to party text box, then click on the search icon

First, we need to enter the customer number for the Sold-to party. Since most people can't remember customer numbers, we will use the search capability to find our customer—Daimler AG. Click on the Sold-to party text box, then click on the search icon, which will produce the following pop-up window:

The screenshot shows the 'Restrict Value Range (1)' dialog box with three tabs: 'Customers (general)', 'Customers per sales group', and 'Customers by Address Attributes'. The 'Customers (general)' tab is active. The following fields are visible:

- Sales Organization: 1000
- Search term: (empty)
- Postal Code: (empty)
- City: (empty)
- Name: (empty)
- Customer: (empty)
- Distribution Channel: 10
- Division: 00
- Sales Office: (empty)
- Sales Group: (empty)
- Maximum no. of hits: 500

Annotations:

- "Tabs allow you to specify different search criteria." points to the tab area.
- "Make sure that only **1000** is entered for Sales Organization, **10** for Distribution Channel and **00** for Division, then click on enter" points to the Distribution Channel and Division fields.
- "Values in the text boxes are used to filter the search" points to the text input fields.

After entering the values shown above and clicking on the enter icon () , you will get a list of customers that meet the search criteria:

The screenshot shows the 'Restrict Value Range (1)' dialog box with the 'Customers per sales group' tab active. The 'Sales Organization' is set to '00A1'. The search results are displayed in a table:

SearchTer...	PostalCode	City	Name 1	Customer	DChl	Dv	SO...	SGrp
00	97204	PORTL						
100	64118	KANSA						

Annotation: "Double-click on **Daimler AG** to select it" points to the first row of the table.

You can select **Daimler AG** by double-clicking on it. When you do, the search result window will close.:

Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order

Sold-to party

Ship-to party

PO Number PO date

Note: Your customer number will be different

Next, enter any combination of numbers and letters (up to 35 characters) for the PO number

Sales Item overview Item detail

Req. deliv.date D 05/16/2008

☐ Complete div.

Delivery block Volume

Billing block Pricing date 05/16/2008

Payment card Exp.date

Payment terms Incoterms

Order reason

Sales area 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

Next, you must enter the PO (purchase order) number for this transaction. The PO number is supplied by the customer and it the number the customer's purchasing department uses to track this transaction. When we save this sales order, the SAP system will assign a sales order number to this transaction, which is the number we (the supplier) will use to track this transaction. We enter the PO number supplied by the customer in this sales order screen so that we can reference this document by the customer's PO number. For the purposes of this exercise, you can enter any combination of numbers and letters (up to 35 characters in length) for the PO number.

Next, we need to enter the PO date. We want to enter today's date, and rather than typing in the date, we can use the search capability to simplify this task. First, click on the PO Date field, then press the **F4** key:

Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order Net value

Sold-to party

Ship-to party

PO Number PO date

Click on the PO date field, then press the F4 key

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date Deliver.Plant

☐ Complete div. Total Weight

Delivery block Volume

Billing block Pricing date

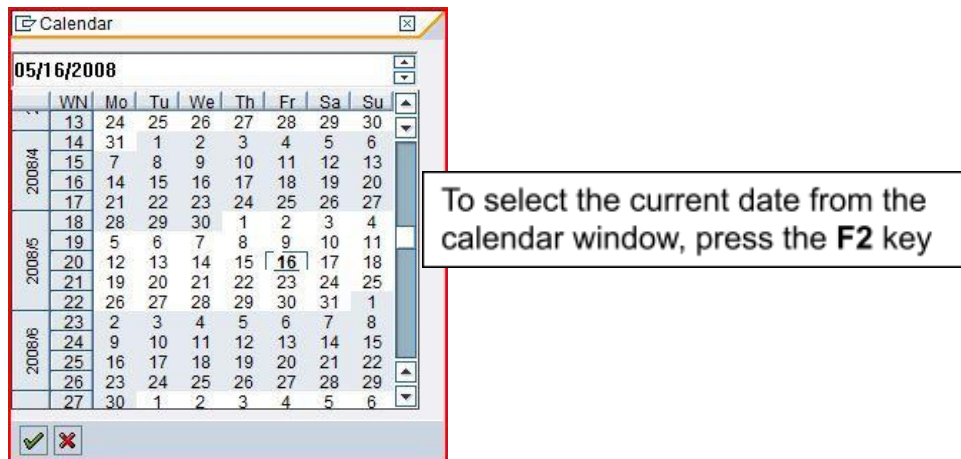
Payment card Exp.date

Payment terms Incoterms

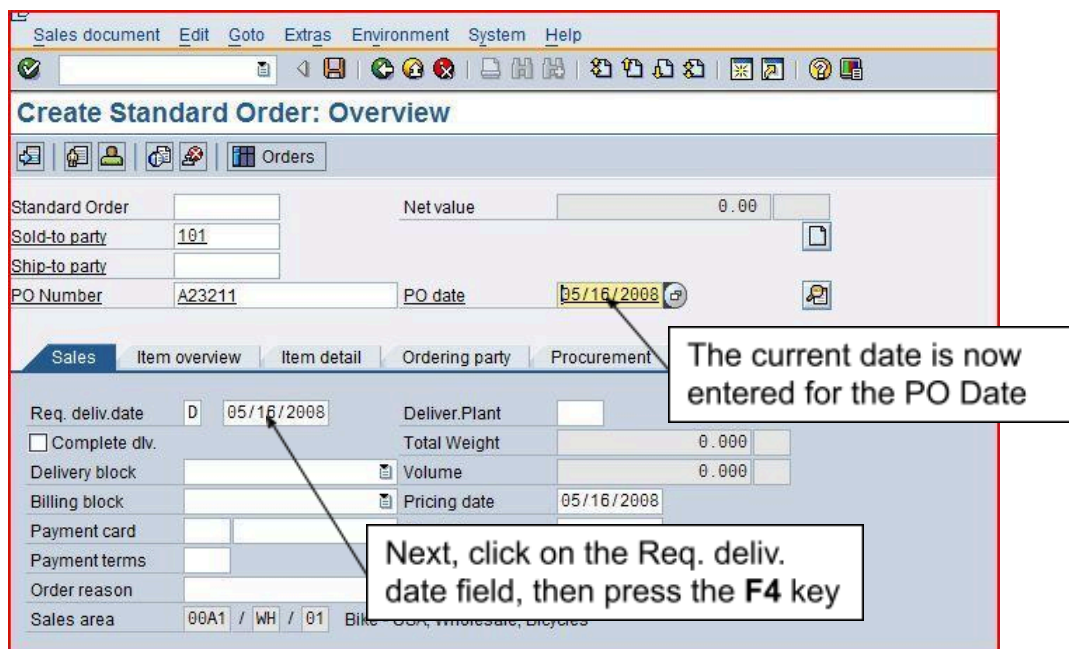
Order reason

Sales area / / Bike - USA, Wholesale, Bicycles

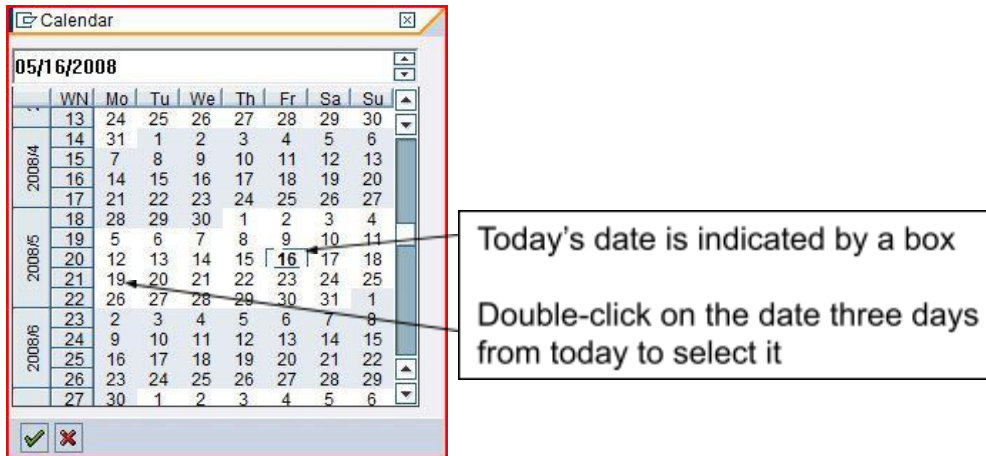
After pressing the F4 key, you will get the following pop-up calendar window:



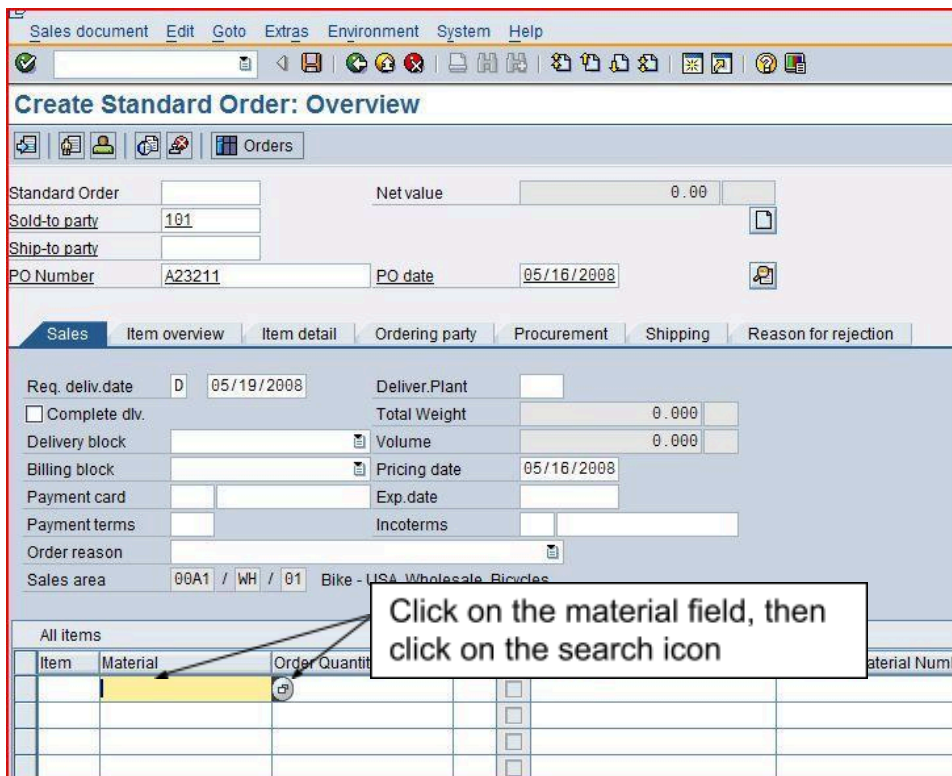
After pressing the F2 key, the current date will be entered in the PO Date field:



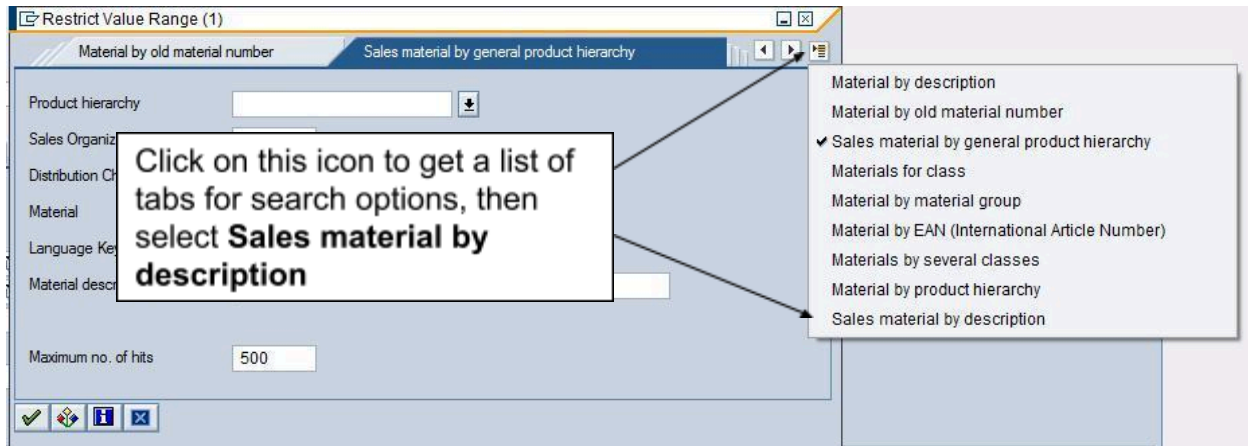
Next, we want to set the customer's required delivery date to three days from now. To do this, click on the **Req. deliv. date** field, then press the F4 key. This will again produce the calendar pop-up window:



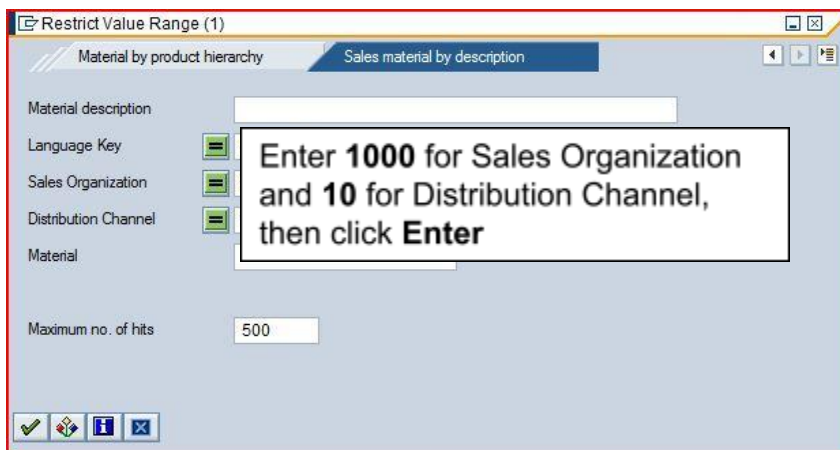
Now we need to specify that this customer wants to buy the HP300. For the sales order form, we need the material number for this product, and the search capability will allow us to find this number easily. First, click on the first material field, then click on the search icon:



Clicking on the search icon will produce the following pop-up window:



To easily get a list of bikes that we can sell, we can use the **Sales material by description** tab. We can get a list of the search tabs by clicking on the far-right icon to get a list of tabs, then selecting **Sales material by description**:



Enter **1000** for Sales Organization and **10** for Distribution channel, then click on the enter icon (). This will produce a list of bikes that IDES sells:

Restrict Value Range (1) 26 Entries Found

Material by product hierarchy Sales material by description

Material description	Language	SOrg.	DChl	Material
7 GEAR BIKE	EN	00A1	WH	CB-0010-00
AC DS 1	EN	00A1	WH	MB-0012-00
ALULITE 8	EN	00A1	WH	CB-0014-00
BACKFIRE 40	EN	00A1	WH	MB-0013-00
BELUGA SPEED	EN	00A1	WH	RB-0013-00
BIKES CITY	EN	00A1	WH	CB-0013-00
CONCEPTION PALERMO	EN	00A1	WH	CB-0012-00
CRUZE BIKE	EN	00A1	WH	KB-0012-00
DEVIL	EN	00A1	WH	RB-0012-00
DISNEY BIKE	EN	00A1	WH	KB-0011-00
FINISHED BIKE	EN	00A1	WH	FG-0010-00
JAKIMA	EN	00A1	WH	TB-0011-00
KIDS 10	EN	00A1	WH	KB-0010-00
M6 HARDTAIL 18	EN	00A1	WH	MB-0014-00
MEKENA	EN	00A1	WH	KB-0013-00
MONACO MEN RAHMEN	EN	00A1	WH	TB-0013-00
MTB LIGHT V-BRAKE	EN	00A1	WH	MB-0010-00
OCR 1.0	EN	00A1	WH	RB-0014-00
RACE SCANDIUM	EN	00A1	WH	RB-0011-00
SE 9000 DISC	EN	00A1	WH	MB-0011-00
SOLERO MEN	EN	00A1	WH	TB-0012-00
STAR LADY BIKE 28	EN	00A1	WH	TB-0014-00
STREAM N3 28	EN	00A1	WH	CB-0011-00
STREETMAX	EN	00A1	WH	KB-0014-00
VIA NIRONE 7	EN	00A1	WH	RB-0010-00
XT PRO	EN	00A1	WH	TB-0010-00

Double-click on the HP300 to select it

Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order Net value

Sold-to party

Ship-to party

PO Number PO date

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date Deliver.Plant

☐ Complete div. Total Weight

Delivery block Volume

Billing block Pricing date

Payment card Exp.date

Payment terms Incoterms

Order reason

Sales area Bike-Us

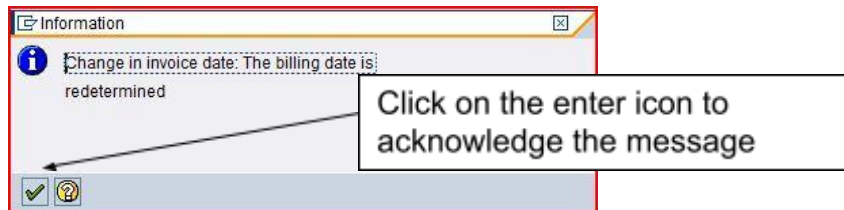
Material number for the HP300 is entered

All items

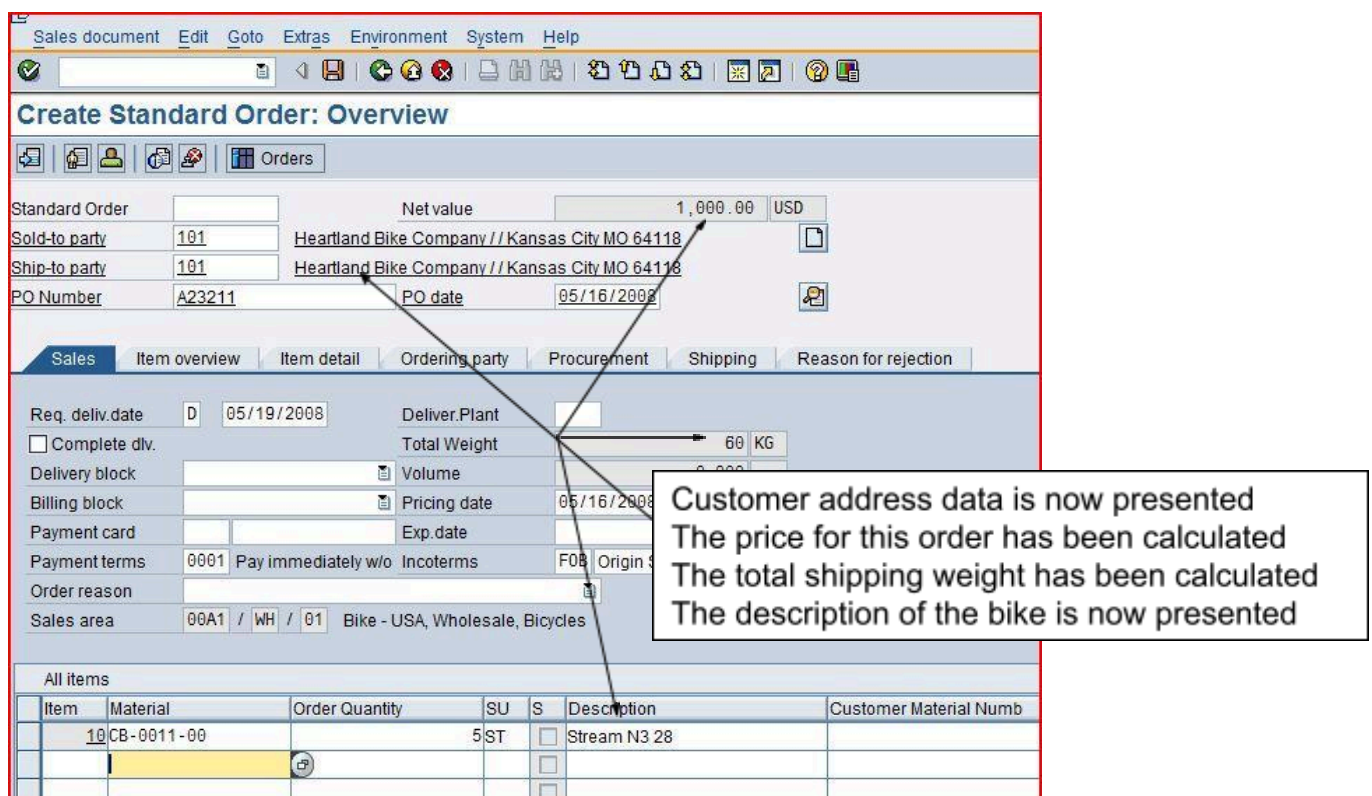
Item	Material	Order Quantity	SU	S	Description	Customer Material Numb
	CB-0011-00			☐		
				☐		
				☐		

Click on the Order Quantity text box,
enter 5, then click on the enter icon

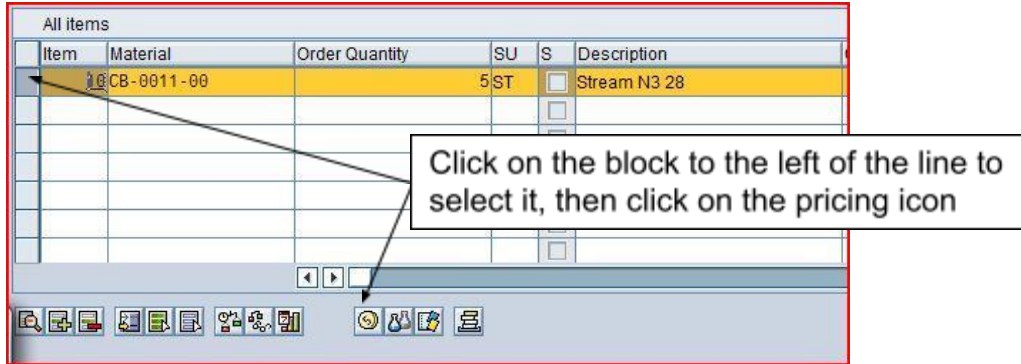
Enter the order quantity of **5**, then click on the enter icon (). This will cause the SAP system to check the data we've entered and call up additional data from the database. First, we will get an information message:



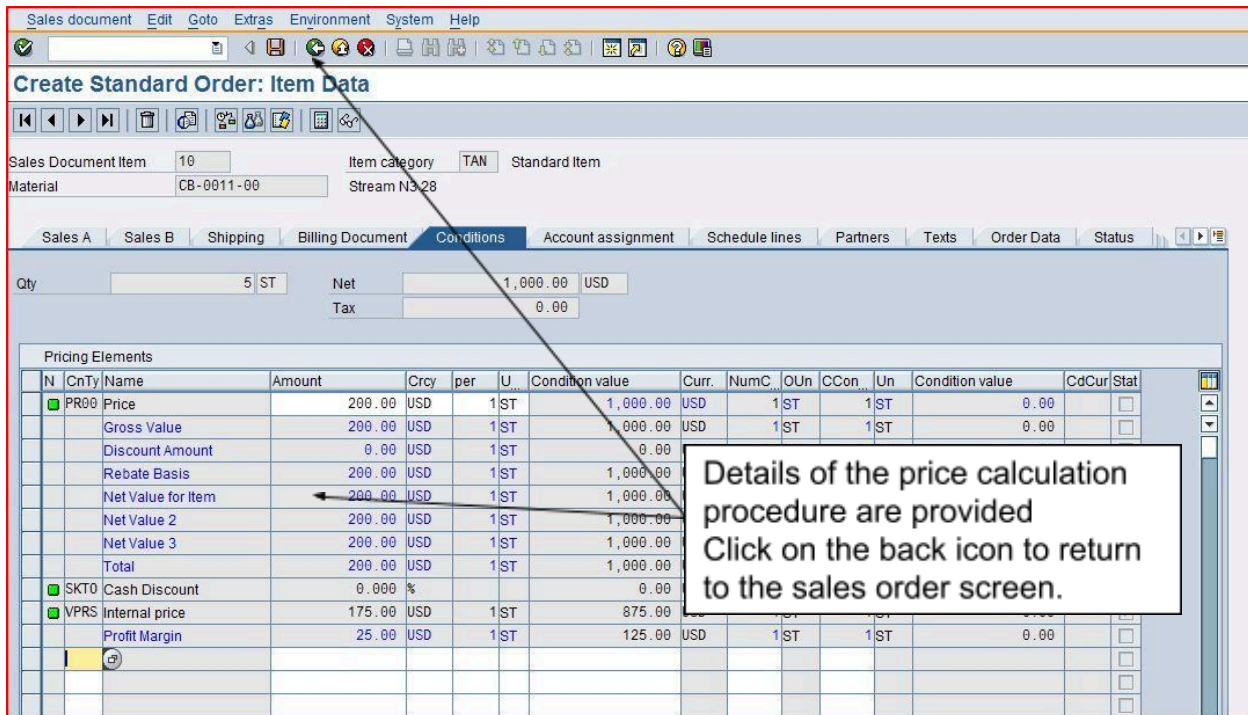
After clicking on the enter icon of the information message, we will get additional data on the sales order screen:



A significant amount of data retrieval and calculation has occurred as a result of clicking on the enter icon (). One of the things that occurred was the calculation of the price for this order. We can easily see the details of this calculation process. First, select the line with the HP300, then click on the pricing icon ():

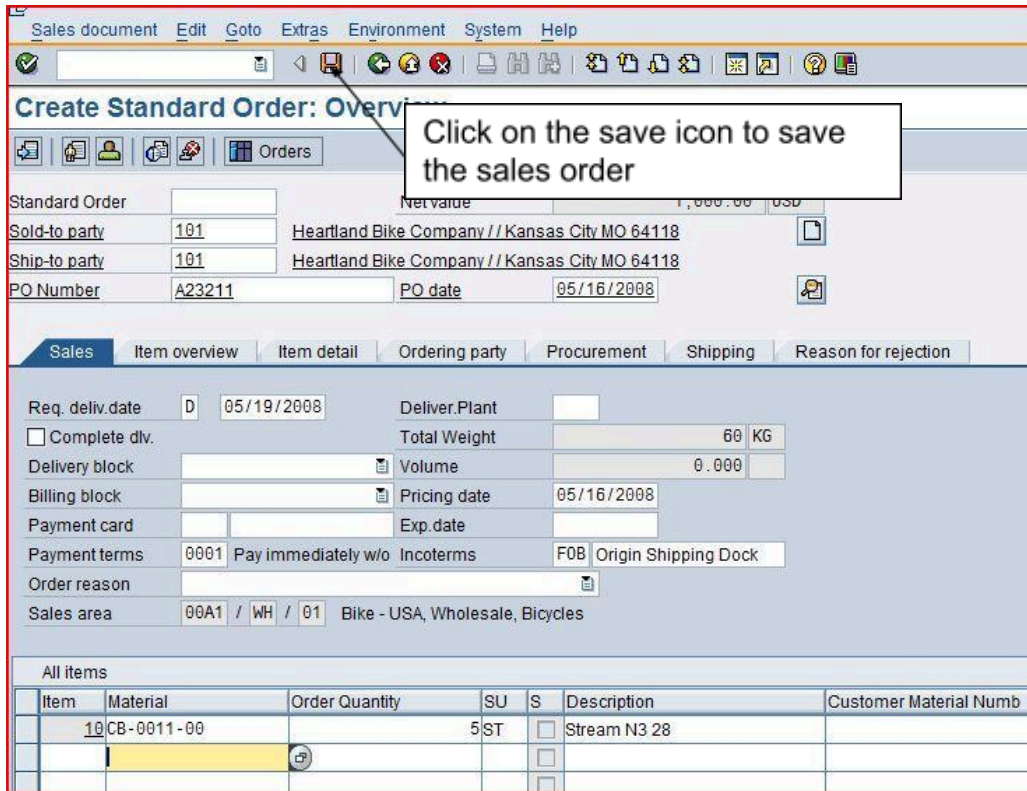


Selecting the HP300 line and clicking on the pricing icon will produce the following screen:



This screen shows that each product costs eur15, and no discounts or surcharges have been applied. It also shows that IDES should make eur5 profit per item sold.

Click on the back icon () to return to the sales order screen. Click on the save icon () to save the sales order:



Create Standard Order: Overview

Standard Order: Net value: 1,000.00 USD

Sold-to party: 101 Heartland Bike Company // Kansas City MO 64118

Ship-to party: 101 Heartland Bike Company // Kansas City MO 64118

PO Number: A23211 PO date: 05/16/2008

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv. date: D 05/19/2008 Deliver. Plant:

☐ Complete div. Total Weight: 60 KG

Delivery block: Volume: 0.000

Billing block: Pricing date: 05/16/2008

Payment card: Exp. date:

Payment terms: 0001 Pay immediately w/o Incoterms: FOB Origin Shipping Dock

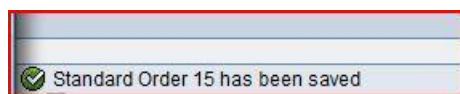
Order reason:

Sales area: 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

All items

Item	Material	Order Quantity	SU	S	Description	Customer Material Numb
10	CB-0011-00	5	ST	☐	Stream N3 28	
				☐		
				☐		

After clicking on the save icon (), note that SAP will assign a sales document number to this sales order (bottom-left of screen):



The sales order screen is again blank, ready for another sales order to be entered.

Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order Net value

Sold-to party 

Ship-to party

PO Number PO date 

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. deliv.date D 05/16/2008 Deliver.Plant

☐ Complete dlv. Total Weight

Delivery block  Volume

Billing block  Pricing date 05/16/2008

Payment card Exp.date

Payment terms Incoterms

Order reason 

Sales area 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 2: Create Delivery Note for Sales Order

To begin processing the sales order, a delivery document must be created. To do this, follow the menu path:

Logistics>Sales and Distribution>Shipping and Transportation>Outbound Delivery>Create>Single Document>With Reference to Sales Order:

This will produce the following screen:

Create Outbound Delivery with Order Reference

☐ With Order Reference ☐ W/o Order Reference

Shipping point: 00A2 Shipping Point 00

Sales order data

Selection date: 05/23/2008

Order: 15

From item:

To item:

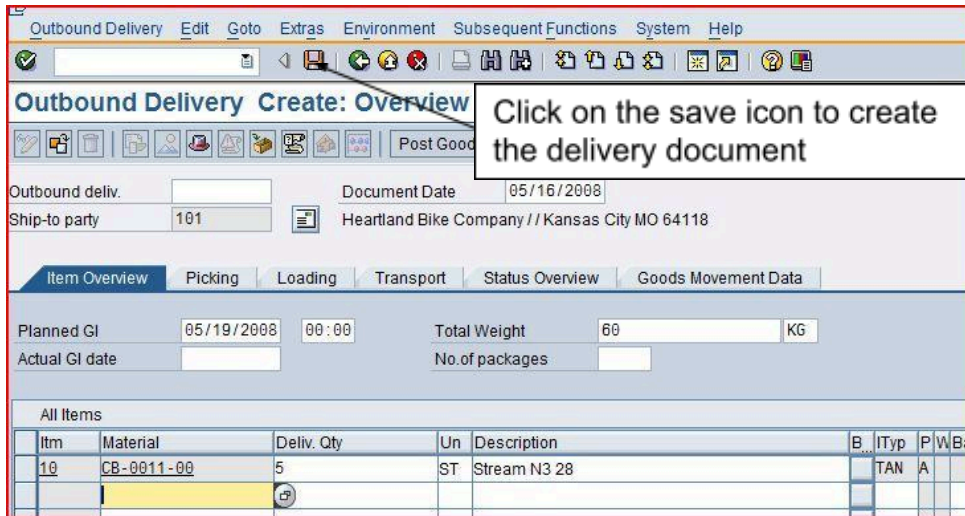
Predefine delivery type

Delivery Type:

Enter 1000 for Shipping Point
Enter a selection date one week from today (you can use F4 to call up the calendar window)
The sales order number should be entered automatically
Then click on the enter icon

Note: If you log off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for your sales order number using the **Sales documents by customer** tab. Enter your sales organization 1000 and transaction group 0 (sales order).

After entering the shipping point and verifying the other data, click on the enter icon (), which will produce the following screen:



Outbound Delivery Create: Overview

Outbound deliv. Document Date 05/16/2008

Ship-to party 101 Heartland Bike Company // Kansas City MO 64118

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Planned GI 05/19/2008 00:00 Total Weight 60 KG

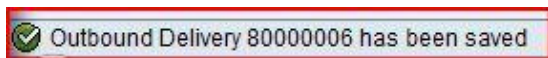
Actual GI date No. of packages

Item	Material	Deliv. Qty	Un	Description	B.	ITyp	P	W	Ba
10	CB-0011-00	5	ST	Stream N3 28		TAN	A		

Notice that information from the sales order document has been copied into the new delivery document. Click on the save icon () to create this document. In creating the delivery document, the SAP system performed a material availability check to make sure that the material was available to meet the customer's required delivery date.

Once the delivery document has been created, materials management personnel in the warehouse can begin processing the sales order—picking, packing and shipping.

Note that the SAP system will assign a unique number for this new delivery document. This number will appear in a message at the lower-left corner of the screen:



Outbound Delivery 80000006 has been saved

Exercise SD 3: Create Transfer Order for Delivery;

To begin processing the delivery transfer order must be created in Warehouse. To do this, follow the menu path:

Logistics>Sales and Distribution>Shipping and Transportation>Picking>Create Transfer Order >Single Document

This will produce the following screen:

The screenshot shows the SAP 'Create Transfer Order for Delivery Note: Initial Screen'. The title bar includes 'Transfer Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a menu bar with icons for various functions. The main area contains several input fields: 'Warehouse Number' with value '001', 'Plant' with value '1000', 'Delivery' with value '800000235' and a selection icon, and 'Group' which is empty. Below these fields is a 'Control' section with a tabbed interface. The 'Control' section includes a checked checkbox for 'Activate Item', a 'Foreground/Backgrnd' dropdown set to 'Background', and three other fields: 'Adopt Pick Quantity' with value '2', 'Adopt putaway qty' which is empty, and 'Putaway TO proc.' which is empty.

Make sure that the delivery document No. is the same from previous exercise.

And the other values on the screen must be:

Warehouse No. 001

Plant: 1000

Foreground/Background: Background

Adopt picking quantity: 2 (Inclusive pick quantities in delivery and PGI)

Enter & Save.

Record the system message.

Exercise SD 4: Create Billing for Customer

Now that the products are being shipped to the customer, it is important to invoice the customer for the materials so that payment can be received. To do this, follow the menu path:

Logistics>Sales and Distribution>Billing>Billing Document>Process Billing Due List

This will produce the following screen:

Maintain Billing Due List

DisplayBillList DisplayVariants

Billing Data

Billing Date from 05/16/2008 to 05/16/2008
Billing Type to
SD Document to

Selection Default Data Batch and Update

Organizat. Data

Sales Organization 00A1
Distribution channel
Division to
Shipping point to

Make sure **1000** is entered for Sales Organization, then click on the Display Bill List icon

After confirming the correct sales organization is specified, click on the **Display Bill List** icon. This will produce the following screen:

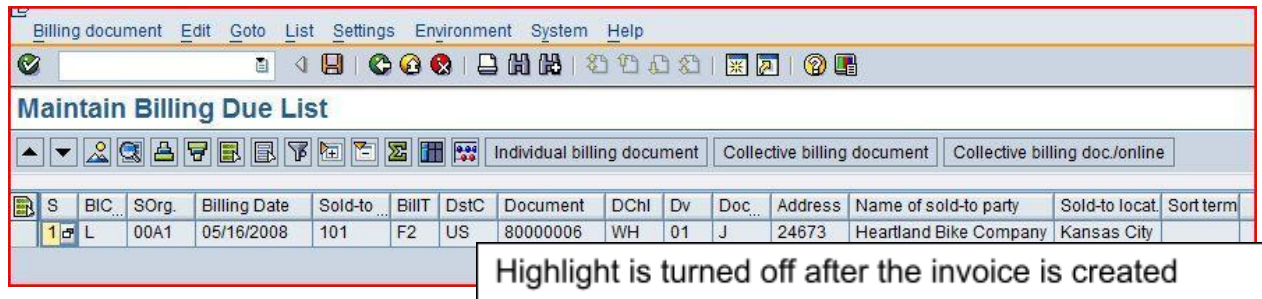
Maintain Billing Due List

Individual billing document Collective billing document Collective billing doc/online

S	BlCat	SOrg	Billing Date	Sold-to pt	BlIT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc	Sort term
X	L	00A1	05/16/2008	101	F2	US	80000006	WH	01	J	24673	Heartland Bike Company	Kansas City	

Click on the individual billing document icon

The system will indicate that the invoice has been created by turning the highlight off on the delivery line:



On the next screen, the invoice amount will be displayed.
Save the document.
Invoice will be created.

Now You can see the Customer invoice physical print-out copy.

Note the Gross amount on invoice that has to be received as customer payment.

Click on the exit icon () till you return to the SAP Easy Access Screen.

Exercise SD 5: Post Receipt of Customer Payment

We assume that our customer, Daimler AG, has mailed us the payment for the bike order in the form of a check. Before we deposit the customer's check, we need to record the receipt of this payment. To do this, follow the menu path:

Accounting>Financial Accounting>Accounts Receivable>Document Entry>Incoming Payments

This will produce the following screen:

The screenshot shows the SAP 'Post Incoming Payments: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Settings, System, Help) and a toolbar. The main data entry area is divided into several sections:

- Process open items**: A button at the top left.
- Document Data**: Fields for Document Date (05/16/2008), Posting Date (05/16/2008), Document Number, Reference, Doc. Header Text, and Clearing text.
- Bank data**: Fields for Account (100100), Amount (1000), Bank charges, Value date, and Text.
- Open item selection**: Fields for Account Type (D), Special G/L ind, and Pmnt advice no. There are checkboxes for 'Other accounts', 'Standard Ols', 'Distribute by age', and 'Automatic search'.
- Additional selections**: Radio buttons for None, Amount, Document Number, Posting Date, Dunning Area, and Others.
- Business Area**: A field for Business Area.
- Amount in LC**: A field for Amount in LC.
- LC bank charges**: A field for LC bank charges.
- Profit Center**: A field for Profit Center.
- Assignment**: A field for Assignment.

Annotations with arrows point to the following fields:

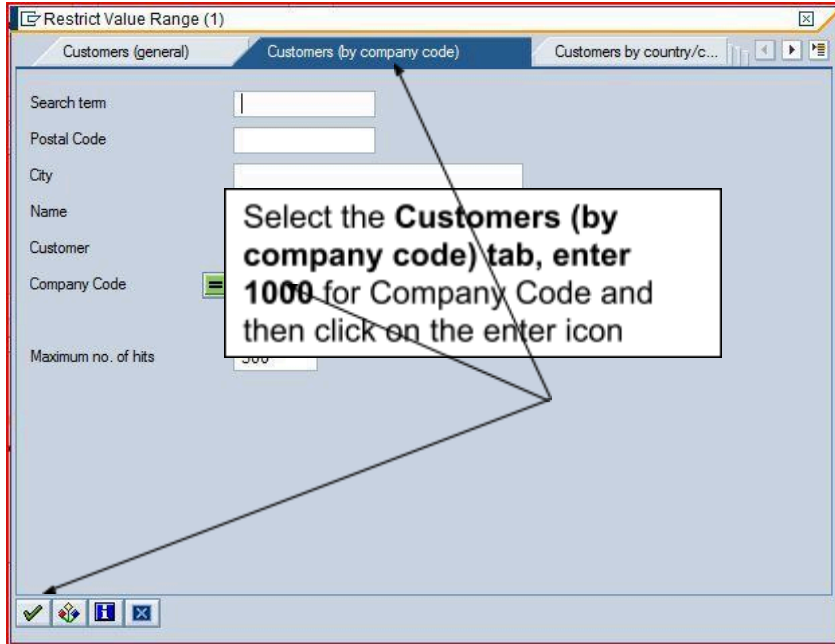
- Document Date (05/16/2008)
- Posting Date (05/16/2008)
- Company Code (00A1)
- Account (100100)
- Amount (1000)
- Business Area
- Account field in the Open item selection section

A text box on the right provides instructions:

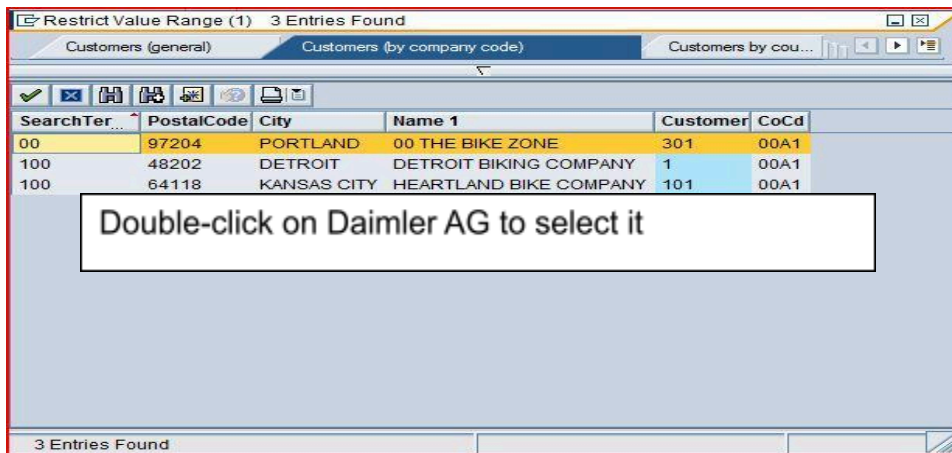
Use the **F4/F2** function keys to enter the current date for the document date
Enter:
1000 for Company Code
EUR for Currency/Rate
1100000 for Account
********* for amount

Then click on the account field, then the search icon, to search for the customer number for Daimler AG

After entering the information above, click on the Account field, and then click on the search icon to get the search pop-up window:



After entering **1000** on the **Customers (by company code)** tab, click on the enter icon and you will get the following results:



After selecting the Daimler AG, click on the Process open items icon:

Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items

Document Date 05/16/2008 Type DZ Company Code 00A1
Posting Date 05/16/2008 Period 5 Currency/Rate USD
Document Number
Reference
Doc.Header Text
Clearing text

Bank data

Account 100100 Business Area
Amount 1000 Amount in LC
Bank charges LC bank charges
Value date Profit Center
Text Assignment

Open item selection

Account 101
Account Type D ☐ Other accounts
Special G/L ind ☒ Standard OIs
Pmnt advice no.
☐ Distribute by age
☐ Automatic search

Additional selections

☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Others

Click on Process open items

After clicking on **Process open items**, you will get the following screen:

[illegible]

Double-click on the **116** amount to assign the payment to the accounts receivable. Note that customers may have more than one invoice that must be paid, and may send a check that will cover more than one invoice, so this screen facilitates applying payments to more than one invoice. After assigning the payment to the invoice, click on the save icon () to post the payment.

Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items

Document Date Type DZ Company Code 00A1

Posting Date 05/16/2008 Period 5 Currency/Rate USD

Document Number Translatn Date

Reference Cross-CC no.

Doc.Header Text Trading part.BA

Clearing text

Bank data

Account ☐ Business Area

Amount Amount in LC

Bank charges LC bank charges

Value date Profit Center

Text Assignment

Open item selection

Account

Account Type D ☐ Other accounts

Special G/L ind ☒ Standard OIs

Pmnt advice no.

☐ Distribute by age

☐ Automatic search

Additional selections

☒ None

☐ Amount

☐ Document Number

☐ Posting Date

☐ Dunning Area

☐ Others

Click on the exit icon to exit this transaction

Click on the exit icon (), which will produce the following pop-up window:

Exit Editing

Data will be lost.

Do you want to exit editing?

Yes No

Click on Yes

There is no data to be lost, so click on the **Yes** icon to return to the SAP Easy Access menu.

Exercise SD 7: Review Document Flow

SAP provides the **Document Flow** tool that tracks the entire sales transaction process from beginning to end. The Document Flow tool is extremely powerful because it can be used at any point in the sales order process. It provides an audit trail of all of the documents within the order cycle. Further, any of the referenced documents can be recalled and easily reviewed in detail (drilling down) from the document flow.

There are many ways to access the document flow tool. One way is to start by displaying the sales order document. To do this, follow the menu path:

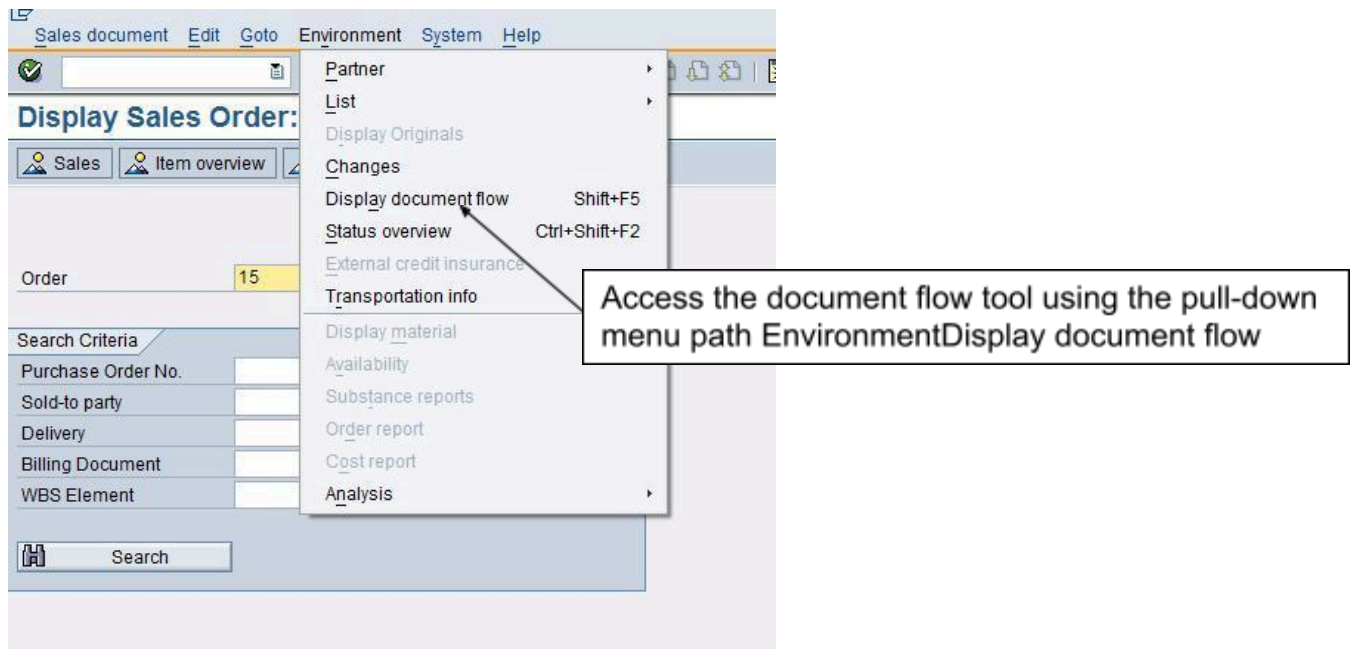
Logistics>Sales and Distribution>Sales>Order>Display

This will produce the following screen:

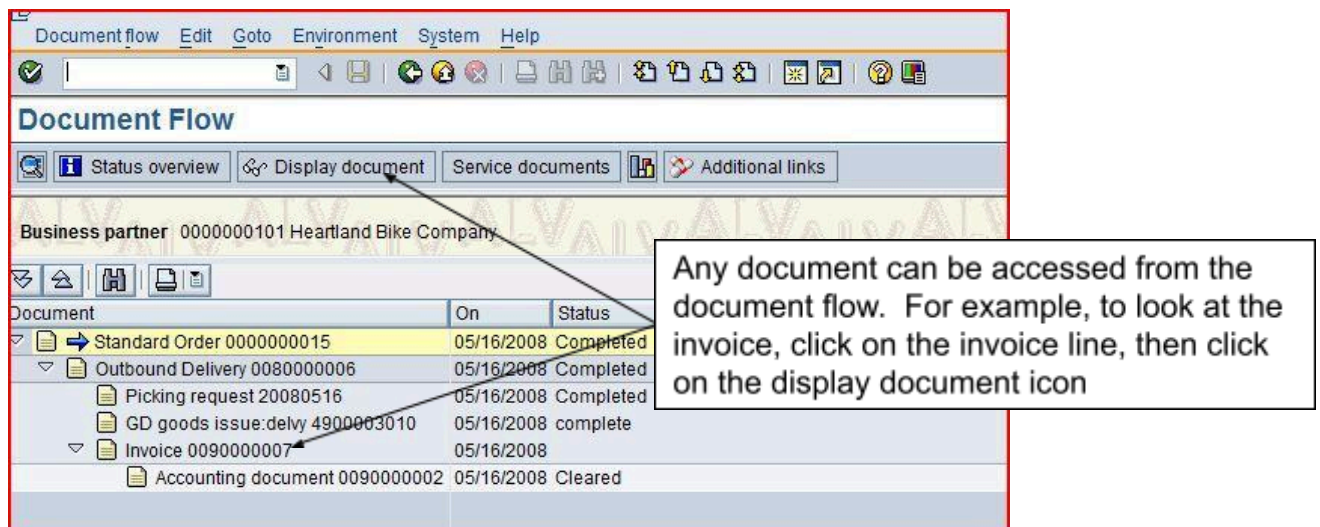
The screenshot shows the SAP 'Display Sales Order: Initial Screen'. At the top, there are tabs for 'Sales', 'Item overview', 'Ordering party', and 'Document flow'. Below the tabs, there is a field labeled 'Order' with a value '15' entered. A callout box points to this field with the text: 'Your sales order number should be entered by default.' Below the 'Order' field, there is a 'Search Criteria' section with fields for 'Purchase Order No.', 'Sold-to party', 'Delivery', 'Billing Document', and 'WBS Element'. A 'Search' button is located at the bottom of this section. To the right of the search criteria, there is a large callout box with the following text: 'Note: If you log off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for you sales order number using the **Sales documents by customer** tab. Enter your sales organization 1000) and transaction group **0** (sales order).'

To access the document flow tool, follow the pull-down menu path:

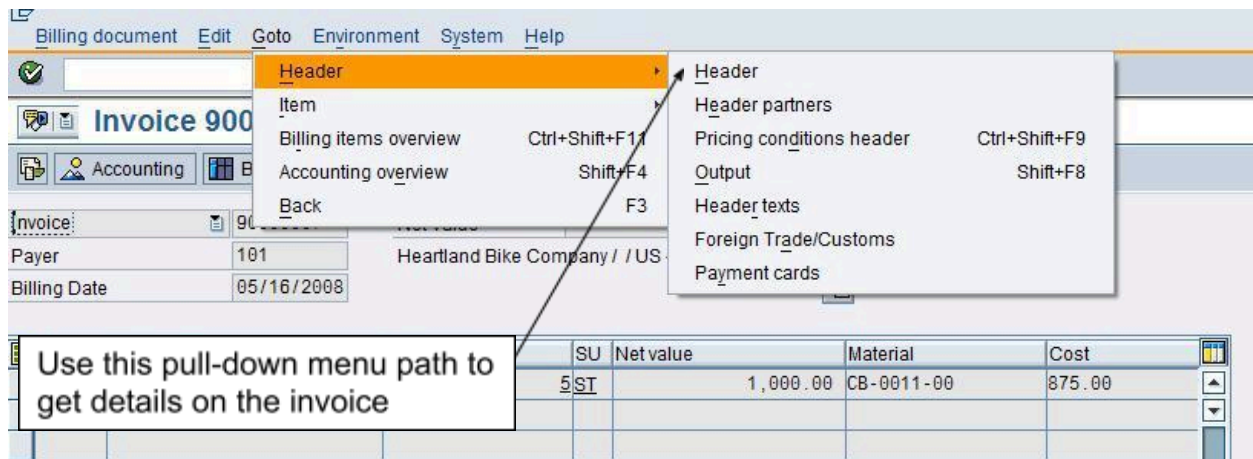
Environment□Display document flow



The document flow for the Heartland Bike sales order will look like the following:



After selecting the invoice line and clicking on the Display document icon, the following screen will appear:



To access details of the invoice, follow the pull-down menu path:

Goto □ Header □ Header

Which will produce the following screen:

Billing Invoice 90000007 (F2) Display : Header data

Billing Invoice 90000007 (F2) Display : Header data

Billing items Accounting Output

Invoice 90000007
Payer 101 Heartland Bike Company / / US - 64118 Kansas City
Created by BWAGNER Created on 05/16/2008 Time 10:48:23

Header Head.prtns Conditions ForTrade/Customs Head text

Accounting Data

Billing Date	05/16/2008	Document Currency	USD
Company Code	00A1	☐ Set exchange rt	
Reference	A23211	Exchange rate-accntg	1.00000
Assignment	0090000007	Payment Method	
Trading Partner		Dunning Area	
Fixed value date		Dunning key	
Addit.value days	0	Dunning block	Freed for dunning
AcctAssgGr	Domestic Revenues		
Posting Status	Posting document has been created		

Price data

Price List		Exch. Rate Type	
Customer group		Agreement	
Price group			
Terms of Paymen	0001	Pay immediately w/o deduction	
Incoterms	FOB	Origin Shipping Dock	
Pricing procedure	STBIKE	Standard - Bike Company	

Note details of the invoice, like who created the invoice and when and the customer's PO number

Click on the exit icon () to return to the document flow. Explore the document flow tool, then click on the exit icon () twice to return to the SAP Easy Access screen.

Exercise SD 8: Create New Customer

The data entry requirements in the sales order exercise (SD 1 through SD 6) were minimized because much of the data was stored in the SAP system. This stored data, known as master data, simplifies the processing of business transactions. In the sales order process, we used master data about customers, materials (the products we sold) and pricing to simplify the sales order process.

In this exercise, we will create the master data for a new customer. Two types of customer data are stored about a customer—sales data and accounting data. The customer master data is created in three groups, or views—general, accounting, and sales. Customers can be created centrally, meaning that all views are generated concurrently, or responsibility can be distributed so that different personnel in the accounting and sales areas are responsible for creating and maintaining the data in their respective views. For this exercise, central creation will be used to enter all of the needed data to define a new customer.

To create a new customer, follow the menu path:

Logistics>Sales and Distribution>Master Data>Business
Partner>Customer>Create>Complete

This will produce the following screen:

Customer Create: Initial Screen

Account group: Sold-to party

Customer:

Company code: 00A1

Sales area

Sales Organization: 00A1

Distribution Channel: WH

Division: 01

All sales areas... Customer's sales areas...

Reference

Customer:

Company code:

Sales organization:

Distribution channel:

Reference division:

Select **Sold-to party** for the account group
Enter:
1000 for Company code
1000 for Sales
Organization
10 for Distribution
Channel
00 for Division
Then click on the enter icon

After entering the data showed above, click on the enter icon () and the following screen will appear:

Customer Edit Goto Extras Environment System Help

Create Customer: General Data

Other Customer Company Code Data Sales Area Data Additional Data, Empties

Customer INTERNAL

Address Control Data Payment Transactions Marketing Unloading Points Export Data

Preview Internat. versions

Name

Title

Name 00 The Bike Zone

Search Terms

Search term 1/2 00

Street Address

Street/House number

Postal Code/City 97204 Portland

Country US Region OR

PO Box Address

PO Box

Postal code

Company postal code

Communication

Language English Other communication...

Enter the following data:
The Bike Zone for Name
for search term 1
68956 for Postal Code
Hamburg for City
DE for Country
02 for Region
 Then click on the expand icon to access addition fields

After expanding the Street Address fields, scroll down to the Transportation Zone field:

Address Control Data Payment Transactions Marketing Unloading Points Export Data Contact Person

Search Terms
Search term 1/2 00

Street Address
Building Code Room Floor
c/o
Street 2
Street 3
Street/House number
Street 4
Street 5
District
Different City
Postal Code/City 97204 Portland
Country US USA Region OR Oregon
Time zone Tax Jurisdictn
Transportation zone
Reg. Struct. Grp.
Undeliverable

Scroll down to the Transportation zone field, then click on the field and then click on the search icon

Clicking on the search icon for the Transportation zone field will produce the following pop-up window:

Transportation zone to or from which the goods are delivered (1) 2

Restrictions

Country Key: US

TranspZone	Description
0000000001	Region East

Double-click on Region D000020000 Hamburg to select it

After selecting Region West, click on the Company Code Data icon:

Create Customer: General Data

Other Customer Company Code Data Sales Area Data Additional Data, Empties

Customer INTERNAL

Address Control Data Payment Transactions Marketing Unloading Points Export Data

Search Terms
Search term 1/2 00

Click on Company Code Data

Clicking on the **Company Code Data** icon will produce the following screen:

Customer 00 The Bike Zone
Company Code Bike - America

Account Management | Payment Transactions | Correspondence | Insurance

Accounting information

Recon. account	110100	Sort key	001
Head office		Cash mgmt group	
Authorization		Value adjustment	

Enter:
140000 for Recon.
account
(reconciliation account)
001 for Sort key
Then click on the payment
transactions tab

After entering the data above, click on the Payment Transactions tab and enter the following data:

Customer 00 The Bike Zone
Company Code Bike - America

Account Management | Payment Transactions | Correspondence

Payment data

Terms of payment	0001	Tolerance group	
B/e charges payt term		Known/neg.leave	
Time until check paid		AR Pledging Ind	
		☐ Payment history record	

Enter **0001** for Terms of
payment, then click on the
Sales Area Data icon

After entering the **Terms of payment** and clicking on the **Sales Area Data** icon, the following screen will appear:

Sales Shipping Billing Documents Partner Functions

Sales order

Sales district Order probab. 100 %

Sales Office Authoriz.Group

Sales Group

Customer group

ABC class

Currency USD United States

☐ Switch off rounding

Product attributes

Pricing/Statistics

Price group

Cust.pric.proc. 1 Standard

Price List

Cust.Stats.Grp 1

Make sure **EUR** is entered for Currency and **1** is entered for Cust.pric.proc., then enter **1** for Cust.Stats.Grp

Then click on the **Shipping** tab

After entering the data on the **Sales** tab, click on the **Shipping** tab and fill in the following data:

Sales Shipping Billing Documents Partner Functions

Shipping

Delivery Priority 02

Shipping Conditions 01

Delivering Plant 00A2

☐ Relevant for POD

POD timeframe

Partial deliveries

☐ Complete delivery reqd by law

Partial delivery per item Partial delivery allowed

Max. partial deliveries 3

☐ Unlimited tol.

Underdel. Tolerance

Overdeliv. Tolerance

Enter:

02 (normal) for Delivery Priority

01 (standard) for Shipping Conditions

1000 for Delivering Plant

3 for Max. partial deliveries

Then click on the **Billing Documents** tab

After entering the data on the Shipping tab, click on the **Billing Documents** tab and fill in the following data:

Customer Edit Goto Extras Environment System Help

Create Customer: Sales Area Data

Other Customer General Data Company Code Data Additional Data, Empties

Customer INTERNAL 00 The Bike Zone Portland

Sales Org. 00A1 Bike - USA

Distr. Channel WH Wholesale

Division 01 Bicycles

Sales Shipping **Billing Documents**

Billing document

☐ Subs. invoice processing ☐ Reba

Invoicing dates

InvoicingListDates

Delivery and payment terms

Incoterms FOB Origin Shipping Dock

Terms of payment 0001

Accounting

Acct assgmt group 01

Taxes

Country	Name	Tax category	Name	Tax c...	Description
US	USA	UTX2	County Sales Tax	0	
US	USA	UTX3	City Sales Tax	0	
US	USA	UTXJ	Tax Jurisdict.Code	0	

Enter:
FOB and Origin Shipping Dock for Incoterms
0001 for Terms of payment
01 for Acct.assgmt group
1 for Tax classification for all the categories
 Then click on the save icon

After entering the data shown above, click on the save icon (). The SAP system will create the master record for the new customer and assign the customer a unique customer number:

Customer Edit Goto Extras Environment System Help

Customer Create: Initial Screen

Customer Create: Initial Screen

Account group Sold-to party

Customer

Company code 00A1 Bike - America

Sales area

Sales Organization	00A1	Bike - USA
Distribution Channel	WH	Wholesale
Division	01	Bicycles

All sales areas... Customer's sales areas...

Reference

Customer	
Company code	
Sales organization	
Distribution channel	
Reference division	

✓ ☐ ✎ ⚙ ✖

Customer 0000000306 has been created for company code 00A1 sales area 00A1 WH 01

Click on the cancel icon to return to the SAP Easy Access screen

Customer number assigned to new customer

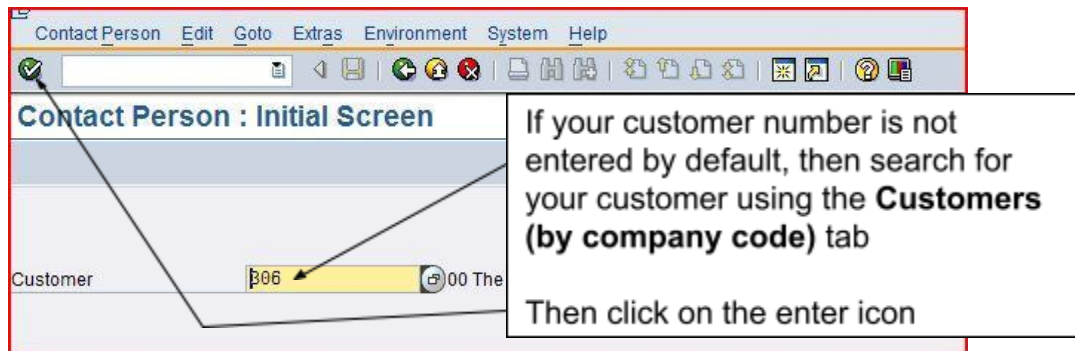
Exercise SD 9: Create Contact Person for Customer

Now that we have created the master data for our new customer, **The Bike Zone**, we can create the master data for a contact person. A contact person is as a subordinate of the new customer's company. The contact person defines a specific person to communicate with when dealing with The Bike Zone.

To create a contact person, follow the menu path:

Logistics>Sales and Distribution>Master Data>Business Partner>Contact Person>Create

This will produce the following screen:



With the customer number for **The Bike Zone** entered in the customer field, click on the enter icon () which will produce the following screen:

Contact Person Edit Goto Extras Environment System Help

Contact Person Create

Visiting Hours... Business Address... Home Address...

Customer: 306 00 The Bike Zone Portland

Contact person: NEW 001

VIP: 1 Gender: unknown

Department: 0002 Date of birth:

Function: 02 Marital Status:

Power of att.:

Higher partner:

Rep. number:

Call frequency: 0002 ☐ Advertising

Buying habits:

Remarks:

Preview

Person

Title:

Last name: Jones

First name: James

Academic Title:

Format:

Function:

Department:

Room Number: Floor: Building:

Enter:

1 for VIP (management)
 0002 for Department (purchasing)
 02 for Function (head of purchasing)
 0002 for call frequency (weekly)

Enter whatever name you wish, and fill in
 any other data you like, then click on the
 save icon

Enter the required data above, and any other data you wish, then click on the save icon
 (). Your contact person will be given a unique number:

Contact person 0000023215 created for customer 0000000306

Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 10: Change Customer

The contact person created for The Bike Zone needs to be assigned as a business partner within the customer master. To change the customer master data, follow the menu path:

Logistics>Sales and Distribution>Master Data>Business Partner>Customer>Change>Sales and Distribution

This will produce the following screen:

The screenshot shows the SAP 'Customer Change: Initial Screen'. The 'Customer' field contains '306'. The 'Sales area' section is expanded, showing 'Sales Organization' as '00A1' (Bike - USA), 'Distribution Channel' as 'WH' (Wholesale), and 'Division' as '01' (Bicycles). A callout box on the right provides instructions: 'If the customer number is not entered by default, search for it using the search tab **Customers (by company code)**. Make sure that following values are entered: **1000** for Sales Organization, **10** is entered for Distribution Channel, **00** for Division. Then click on the enter icon'. The 'enter' icon (a green checkmark in a square) is located at the bottom left of the screen.

After making sure the correct values are entered in the initial screen, click on the enter icon () and the following screen will appear:

Customer Edit Goto Extras Environment System Help

Change Customer: Sales Area Data

Other Customer General Data Additional Data, Empties

Customer 306 00 The Bike Zone Portland
 Sales Org. 00A1 Bike - USA
 Distr. Channel WH Wholesale
 Division 01 Bicycles

Sales Shipping Billing Documents **Partner Functions**

PF	Partner Function	Number	Name
SP	Sold-to party	306	00 The Bike Zone
BP	Bill-to party	306	00 The Bike Zone
PY	Payer	306	00 The Bike Zone
SH	Ship-to party	306	00 The Bike Zone
CP			

Click on the **Partner Functions** tab, then enter **CP** for PF (partner function) then click on the number field, then click on the search icon

On the **Partner Functions** tab, enter **CP** for the partner function, then click on the **Number** field and click on the search icon, which will bring up the following search window:

Restrict Value Range (1)

Contact Persons

Search term

Customer 306

Vendor

Last name

First name

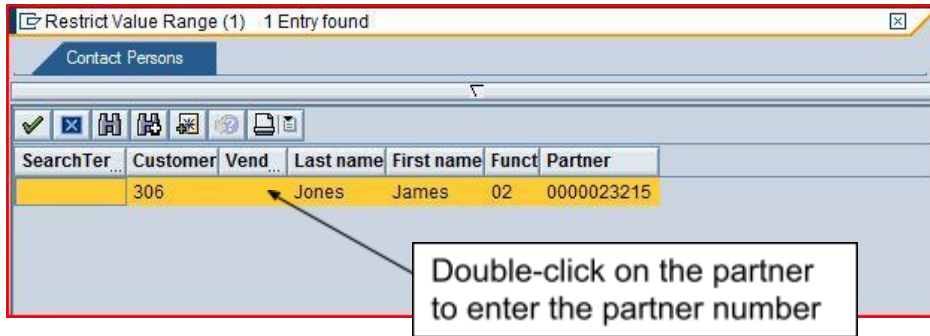
Function

Contact Person

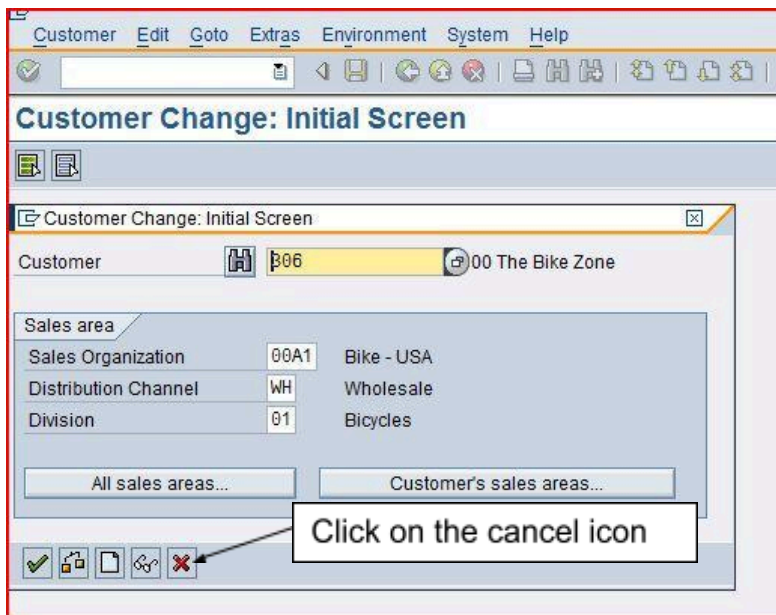
Maximum no. of hits 500

Your customer number is entered automatically. Click on the enter icon to begin the search

Click on the enter icon () to begin the search, which will find the newly-created contact person:



Click on the save icon (). This will return you to the initial entry screen:



Click on the cancel icon () to return to the SAP Easy Access screen.

Exercise SD 11: Create Customer Inquiry

Now we will enter an inquiry from our new customer, The Bike Zone. An inquiry is a customer's request to be provided with a quotation or sales information without obligation. An inquiry can relate to materials or services, conditions, and if necessary delivery dates.

To create an inquiry, follow the menu path:

Logistics>Sales and Distribution>Sales>Inquiry>Create:

This will produce the following screen:

The screenshot shows the 'Create Inquiry: Initial Screen' in SAP. The screen has a menu bar (Sales document, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the menu bar, there are tabs for 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. The main area contains the following fields:

- Inquiry Type: in
- Organizational Data:
 - Sales Organization: 00A1 (Bike - USA)
 - Distribution Channel: WH (Wholesale)
 - Division: 01 (Bicycles)
 - Sales Office:
 - Sales Group:

A callout box with the following text is overlaid on the screen:

Enter the following information:
In for inquiry
1000 for Sales
Organization
10 for Distribution
Channel
00 for Division
Then click on the enter icon

Enter the data shown above, then click on the enter icon (). This will produce the following screen:

Click on the search icon for the **Sold-to party** field, which will produce the following search screen:

Select the Customers (general) tab, enter **##** for the Search term, then click on the enter icon (). This will produce the new customer:

Restrict Value Range (1) 1 Entry found

Customers (general) Customers per sales group Customers by Address Attri...

SearchTer...	PostalCode	City	Name 1	Customer
00	97204	PORTLAND	00 THE BIKE ZONE	306

Double-click on concerned customer **The Bike Zone** to select it

Sales document Edit Goto Extras Environment Syst

Create Inquiry: Overview

Inquiry

Sold-to party 306

Ship-to party

PO Number Z4513 PO date 05/17/2008

Valid from 05/17/2008 Valid to 06/21/2008

Req. deliv.date D 05/17/2008 Expect.ord.val. 0.00

Enter:
any number for PO Number
today's date for the PO date (use F4/F2)
today's date for the Valid from date (use F4/F2)
a date one month from today for the Valid to date (use F4, then select the date)

The Bike Zone wants a quote on the product—HP300. To find the product, we need to use the search function. Click on the material field, then click on the search icon:

Sales document Edit Goto Extras Environment System Help

Create Inquiry: Overview

Inquiry

Sold-to party 306

Ship-to party

PO Number Z4513 PO date 05/17/2008

Valid from 05/17/2008 Valid to 06/21/2008

Req. deliv.date D 05/17/2008 Expect.ord.val. 0.00

Click on the search icon

Item	Material	Order Quantity	SU	Altitm	Description	Cu

Clicking on the search icon will produce the following search window:

Restrict Value Range (1)

Materials by several classes Material by product hierarchy **Sales material b...**

Material description

Language Key

Sales Organization

Distribution Channel

Material

Maximum no. of hits

Select the tab **Sales material by description**, enter **1000** for Sales Organization and **10** for Distribution Channel, then click on the enter icon

✓ 🔍 ? ✕

Set the search criteria, then click on the enter icon () to get the list of products:

Restrict Value Range (1) 26 Entries Found

Material by product hierarchy Sales material by description

Material description	Language	SOrg.	DChI	Material
7 GEAR BIKE	EN	00A1	WH	CB-0010-00
AC DS 1	EN	00A1	WH	MB-0012-00
ALULITE 8	EN	00A1	WH	CB-0014-00
BACKFIRE 40	EN	00A1	WH	MB-0013-00
BELUGA SPEED	EN	00A1	WH	RB-0013-00
BIKES CITY	EN	00A1	WH	CB-0013-00
CONCEPTION PALERMO	EN	00A1	WH	CB-0012-00
CRUZE BIKE	EN	00A1	WH	KB-0012-00
DEVIL	EN	00A1	WH	RB-0012-00
DISNEY BIKE	EN	00A1	WH	KB-0011-00
FINISHED BIKE	EN	00A1	WH	FG-0010-00
JAKIMA	EN	00A1	WH	TB-0011-00
KIDS 10	EN	00A1	WH	KB-0010-00
M6 HARDTAIL 18	EN	00A1	WH	MB-0014-00
ME				KB-0013-00
MC				TB-0013-00
MT				MB-0010-00
OCR 1.0	EN	00A1	WH	RB-0014-00
RACE SCANDIUM	EN	00A1	WH	RB-0011-00
SE 9000 DISC	EN	00A1	WH	MB-0011-00
SOLERO MEN	EN	00A1	WH	TB-0012-00
STAR LADY BIKE 28	EN	00A1	WH	TB-0014-00
STREAM N3 28	EN	00A1	WH	CB-0011-00
STREETMAX	EN	00A1	WH	KB-0014-00
VIA NIRONE 7	EN	00A1	WH	RB-0010-00
XT PRO	EN	00A1	WH	TB-0010-00

Double-click on the HP300 select it

After selecting the Product, enter a quantity of 10:

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Valid from 05/17/2008 Valid to 06/21/2008

Req. deliv.date D 05/17/2008 Expect.ord.val. 0.00

All items

Item	Material	Order Quantity	SU	Altitm	Description
	KB-0013-00	10			

Sales document Edit Goto Extras Environment System Help

Create Inquiry: Overview

Orders

Inquiry: Net value 3,195.00 USD

Sold-to party: 306 00 The Bike Zone // Portland OR 97204

Ship-to party: 306 00 The Bike Zone // Portland OR 97204

PO Number: Z4513 PO date: 05/17/2008

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Valid from: 05/17/2008 Valid to: 06/21/2008

Req. deliv.date: D 05/17/2008 Expect.ord.val.: 958.50 USD

All items						
High...	Net value	BOM exp...	Or...	Engineering change	Curr.	Reason for rejection
	1,850.00		30		USD	
	1,345.00		30		USD	

The order probability is n% for each item

The order probability of n% is the default value that was set for IDES for inquiry documents. The expected order value is then $0.n \times \text{****.00} = \text{****.00}$. We can change the order probability for an inquiry, which makes sense as different customer inquiries would have different probabilities of becoming an actual sales order.

Change the order probabilities to 75%, then click on the enter icon () and note the new Expect.ord.val.:

Sales document Edit Goto Extras Environment System Help

Create Inquiry: Overview

Inquiry Net value
 Sold-to party 306 00 The Bike Zone // Portland OR 97204
 Ship-to party 306 00 The Bike Zone // Portland OR 97204
 PO Number Z4513 PO date 05/17/2008

Valid from 05/17/2008 Valid to 06/21/2008
 Req. deliv.date D 05/17/2008 Expect.ord.val. 2,396.25 USD

All items							
	Highe...	Net value	BOM exp...	Op...	Engineering change	Curr.	Reason for rejection
		1,850.00		75		USD	
		1,345.00		75		USD	

Change the order probability to 75% and click on the enter icon to update the inquiry, and the new expected order is recalculated.

Click on the save icon () to save the inquiry. The SAP system will assign a unique number to the inquiry:

 Inquiry 10000003 has been saved

Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 12: Create Customer Quotation

An inquiry presents the terms (price, delivery schedule) to a customer considering a purchase. A quotation is similar, except that it is a legally binding offer for delivering the requested product or services.

The Bike Zone would like a firm quote for the items in the inquiry created in exercise SD 11. We can do this easily by copying the details from the inquiry into the new quotation. To do this, follow the menu path:

Logistics>Sales and Distribution>Sales>Quotation>Create:

This will produce the following screen:

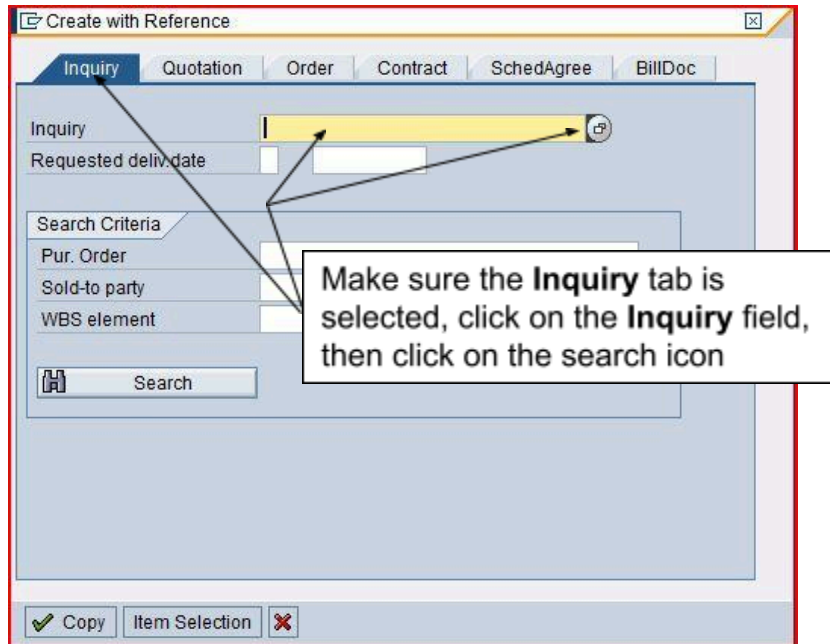
Create Quotation: Initial Screen

Quotation Type: QT

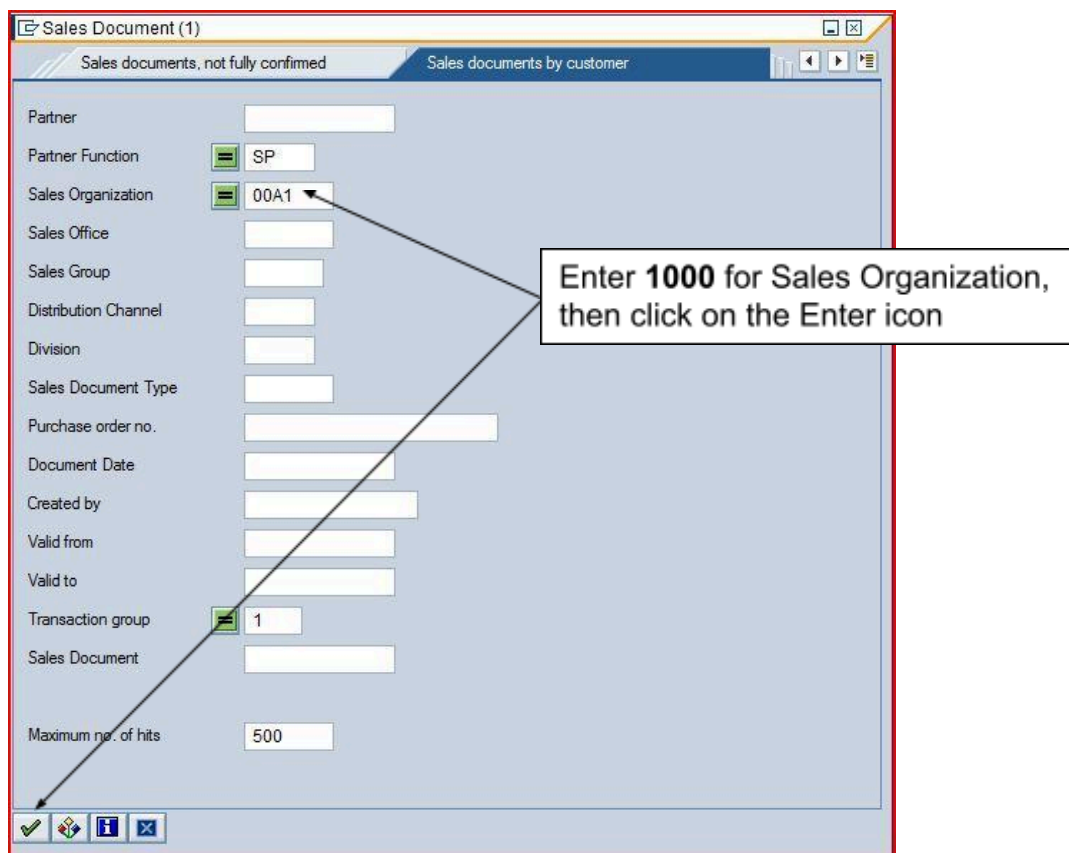
Organizational Data

Sales Organization	
Distribution Channel	
Division	
Sales Office	
Sales Group	

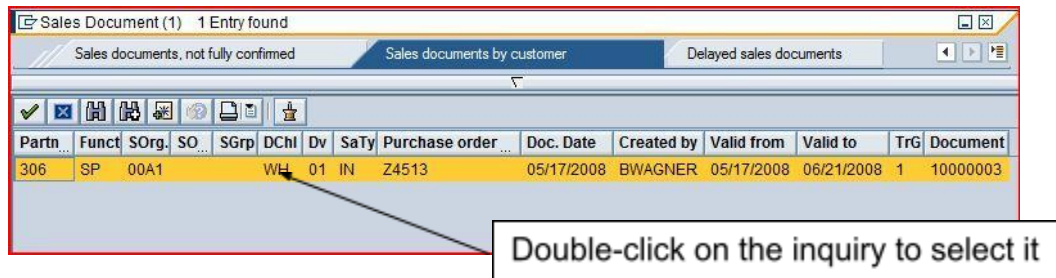
Enter **QT** for the Quotation Type, then click on the icon **Create with Reference**. This will produce the following screen:



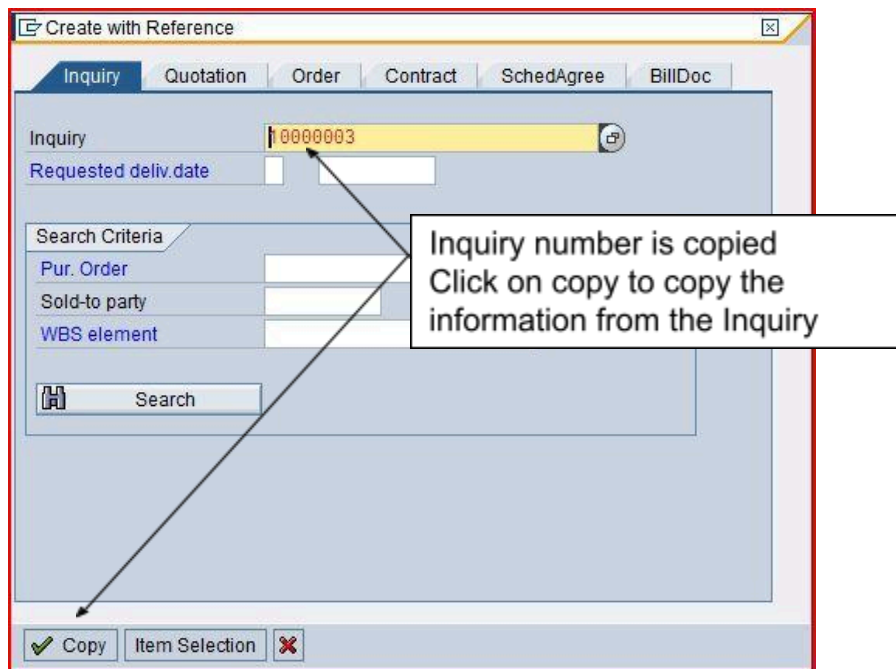
From the **Inquiry** tab, click on the **Inquiry** field, then click on the search icon. This will produce the following search window:



Enter **1000** for Sales Organization, then click on the enter icon (). This will produce a list with the inquiry for The Bike Zone:



Double-click on the inquiry to select it, and the inquiry number will be copied in the **Create with Reference** window:



Click on the copy icon () to copy information from the inquiry into the quotation screen:

Sales document Edit Goto Extras Environment System Help

Create Quotation: Overview

Quotation Net value 3,195.00 USD

Sold-to party 306 00 The Bike Zone // Portland OR 97204

Ship-to party 306 00 The Bike Zone // Portland OR 97204

PO Number Z4513A PO date 05/19/2008

Valid from 05/19/2008 Valid to 06/16/2008

Req. deliv.date D 06/16/2008 Expect. ord. val. 2,236.50 USD

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection

Item	Material	Order Quantity
10	KB-0013-00	
20	TB-0014-00	

Enter:

A **PO number** of your choice

Today's date for the **PO date (F4/F2)**

A date one month from today for the **Valid to date**

A date one month from today for the **Req. deliv.date**

Then click on the enter icon

After entering a PO number and the appropriate dates, click on the enter icon (), which will produce the following warning:

 The default date is not copied into existing schedule lines

Click on the enter icon () to acknowledge the warning. This will produce an information message:

Information

 Change in invoice date: The billing date is redetermined

Click on the enter icon

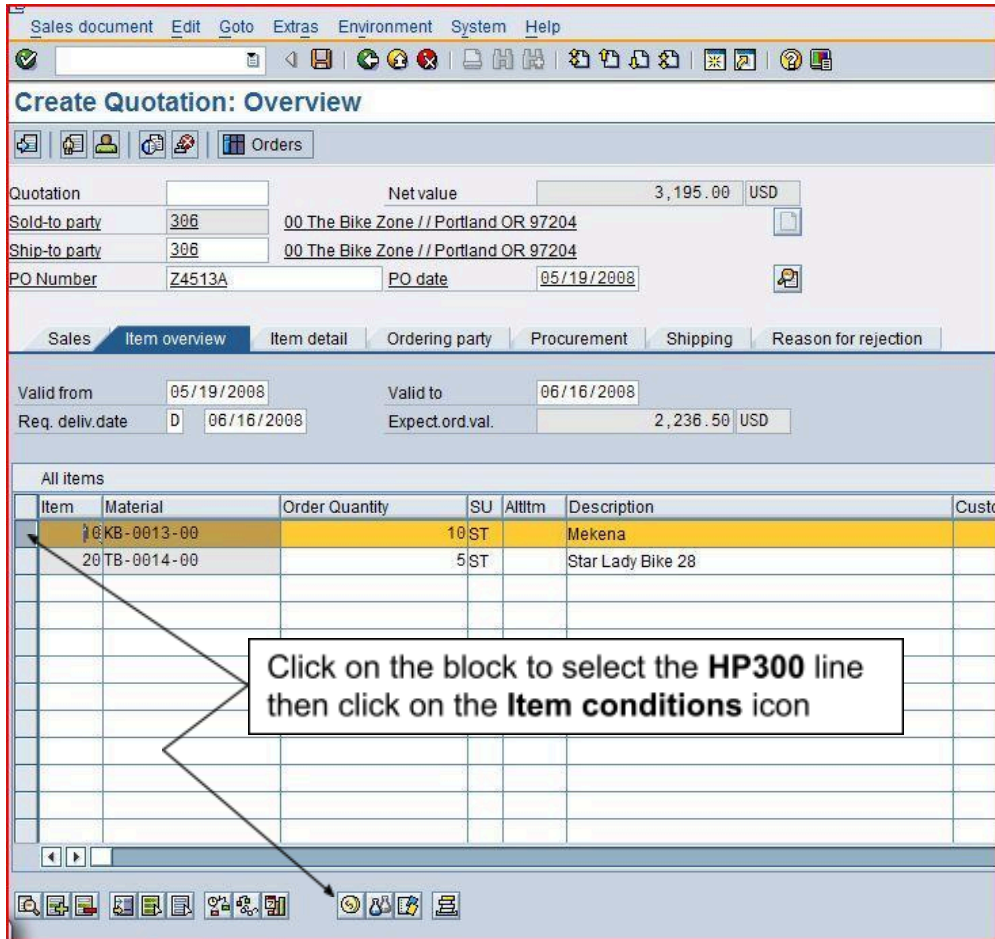
 

Click on the enter icon () to acknowledge this warning.

Discounts

To encourage The Bike Zone to become a loyal customer, you have been authorized to give a 5.00 EUR discount on each product, as well as a 5% discount on the entire order.

Select the HP300 line in the order, then click on the Item conditions icon ():



Create Quotation: Overview

Quotation: Net value: 3,195.00 USD

Sold-to party: 306 00 The Bike Zone // Portland OR 97204

Ship-to party: 306 00 The Bike Zone // Portland OR 97204

PO Number: Z4513A PO date: 05/19/2008

Valid from: 05/19/2008 Valid to: 06/16/2008

Req. deliv.date: D 06/16/2008 Expect.ord.val.: 2,236.50 USD

Item	Material	Order Quantity	SU	Alt itm	Description	Cust
10	KB-0013-00	10	ST		Mekena	
20	TB-0014-00	5	ST		Star Lady Bike 28	

Click on the block to select the **HP300** line then click on the **Item conditions** icon

After selecting the line for the product and clicking on the Item conditions icon (), you will get a screen that shows the pricing details for HP300:

Sales document Edit Goto Extras Environment System Help

Create Quotation: Item Data

Sales Document Item 10 Item category AGN Standard Item
Material KB-0013-00 Mekena

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Schedule lines Partners Te

Qty 10 ST Net 1,850.00 USD
Tax 0.00

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	NumC	OUn	CCon	Un	Con
	PR00	Price	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Gross Value	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Discount Amount	0.00	USD		1ST	0.00	USD	1	ST	1	ST	
		Rebate Basis	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Net Value for Item	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Net Value 2	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Net Value 3	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
		Total	185.00	USD		1ST	1,850.00	USD	1	ST	1	ST	
	SKT0	Cash Discount	0.000	%			0.00	USD	0		0		
	VPRS	Internal price	155.00	USD		1ST	1,550.00	USD	1	ST	1	ST	
		Profit Margin	30.00	USD		1ST	300.00	USD	1	ST	1	ST	
	K004		5										

To add the EUR 5.00 discount, enter **K004** for CnTy (condition type) and **5** for the amount, then click on the enter icon

In SAP, pricing is done using **conditions**. The pricing procedure defines which condition types are to be used to calculate the final price. Condition type **PR00** is a gross price condition. To add a discount, we can add condition type **K004** (material discount) with a value of **5** to the pricing procedure. After clicking on the enter icon, a new price for the 10 HP300 will be calculated:

Sales document Edit Goto Extras Environment System Help

Create Quotation: Item Data

Sales Document Item: 10 Item category: AGN Standard Item
Material: KB-0013-00 Mekena

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Schedu

Qty: 10 ST Net: 1,800.00 USD Tax: 0.00

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Nun
PR00		Price	185.00	USD		1 ST			
		Gross Value	185.00	USD		1 ST			
K004		Material	5.00	USD		1 ST			
		Discount Amount	5.00	USD		1 ST			
		Rebate Basis	180.00	USD		1 ST			
		Net Value for Item	180.00	USD		1 ST			
		Net Value 2	180.00	USD		1 ST	1,800.00	USD	
		Net Value 3	180.00	USD		1 ST	1,800.00	USD	
		Total	180.00	USD		1 ST	1,800.00	USD	
SKT0		Cash Discount	0.000	%			0.00	USD	
VPRS		Internal price	155.00	USD		1 ST	1,550.00	USD	
		Profit Margin	25.00	USD		1 ST	250.00	USD	

Note that the discount of EUR5.00 per bike is now included in the price
Click on the back icon to return to the main sales screen

Note that the discount is now applied to the order. Click on the back icon to return to the main quotation screen. To apply a 5% discount to the entire order, follow the pull-down menu path:

Goto□Header□Conditions

Sales document Edit Goto Extras Environment System Help

Create Quotation

Quotation: 306
Sold-to party: 306
Ship-to party: 306 00 The Bike Zone // Portland OR 97204
PO Number: Z4513A PO date: 05/19/2008

Sales Item overview Item detail Ordering party Procurement

Valid from: 05/19/2008 Valid to: 06/16/2008
Req. deliv.date: D 06/16/2008 Expect.ord.val.

All items

Item	Material	Order Quantity	SU	Altitm	Descrip
10	KB-0013-00	10 ST			Mekena

Overview Header Item View Loading Units and Aggregation Categories Back F3

- Sales
- Shipping
- Contract Data
- Billing
- Payment cards
- Billing plan
- Accounting
- Conditions**
- Account assignment
- Partner
- Texts
- Purchase order data
- Status
- Additional data A
- Additional Functions

This will

Sales document Edit Goto Extras Environment System Help

Create Quotation: Header Data

Quotation Purchase order no. Z4513A

Sold-to party 306 00 The Bike Zone // Portland OR 97204

Sales Shipping Billing Document Accounting **Conditions** Account assignment Partners

Net 3,145.00 USD

Tax 0.00

N	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Condi
	PR00	Price					3,195.00	USD	
		Gross Value					3,195.00	USD	
	K004	Material					50.00	USD	
		Discount Amount					50.00	USD	
		Rebate Basis							
		Net Value for Item							
		Net Value 2							
		Net Value 3					3,145.00	USD	
		Total					3,145.00	USD	
	SKT0	Cash Discount					0.00	USD	
	VPRS	Internal price					2,675.00	USD	
		Profit Margin					470.00	USD	
	RA00		5						

Enter RA00 for CnTy and 5 for the amount, then click on the enter icon

To apply the 5% discount, enter CnTy (condition type) RA00 (Net Discount) with a value of 5, then click on the enter icon (). Note that the price does not yet include the 5% discount:

Sales document Edit Goto Extras Environment System Help

Create Quotation: Header Data

Quotation: Purchase order no.: Z4513A

Sold-to party: 306 00 The Bike Zone // Portland OR 97204

Sales Shipping Billing Document Accounting **Conditions** Account assignment Partners

Net: 3,145.00 USD
Tax: 0.00

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Condit
PR00		Price					3,195.00	USD	
		Gross Value					3,195.00	USD	
K004		Material					50.00	USD	
RA00		% Discount from Net	5.000 - %				0.00	USD	
		Discount Amount					50.00	USD	
		Rebate Basis					3,145.00	USD	
		Net Value for Item					3,145.00	USD	
		Net Value 2							
		Net Value 3							
		Total							
SKT0		Cash Discount							
VPRS		Internal price							
		Profit Margin					470.00	USD	

Condition rec.  Activate  Update

Note price does not yet include discount. Click on the activate icon to recalculate the quotation pricing

The discount is not yet included in the pricing of the quotation. To do this, click on the activate icon ( Activate):

Sales document Edit Goto Extras Environment System Help

Create Quotation: Header Data

Quotation: Purchase order no.: Z4513A
 Sold-to party: 306 00 The Bike Zone // Portland OR 97204

Sales Shipping Billing Document Accounting **Conditions** Account assignment Partners Texts Order Data

Net: 2,987.75 USD
 Tax: 0.00

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Condition value	CdCur	Stat
PR00		Price					3,195.00	USD	0.00		☐
		Gross Value					3,195.00	USD	0.00		☐
K004		Material					50.00	USD	0.00		☐
RA00		% Discount from Net	5.000-%				157.25	USD	0.00		☐
		Discount Amount					207.25	USD	0.00		☐
		Rebate Basis					2,987.75	USD	0.00		☐
		Net Value for Item					2,987.75	USD	0.00		☐
		Net Value 2					2,987.75	USD	0.00		☐
		Net Value 3					2,987.75	USD	0.00		☐
		Total					2,987.75	USD	0.00		☐
SKT0		Cash Discount					0.00	USD	0.00		☒
VPRS		Internal price					2,675.00	USD	0.00		☒
		Profit Margin					312.75	USD	0.00		☐

Condition rec. Activate Update

Discount is now applied

The 5% discount is now applied. Note that it is applied to the price **AFTER** the EUR 5 discount per HP300. As a final detail, it is good practice to document the reason that these discounts are being given. To do this, click on the **Texts** tab:

Sales document Edit Goto Extras Environment System Help

Create Quotation: Header Data

Quotation: Purchase order no.: Z4513A
 Sold-to party: 306 00 The Bike Zone // Portland OR 97204

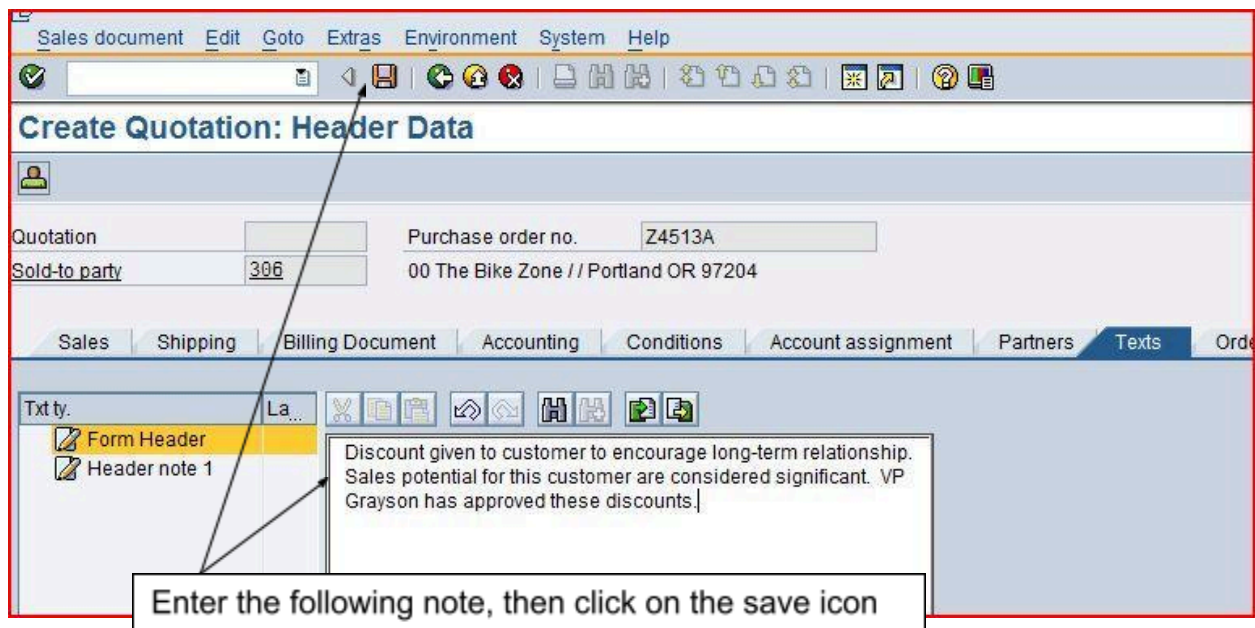
Sales Shipping Billing Document Accounting **Conditions** Account assignment Partners **Texts** Order Data

Net: 2,987.75 USD
 Tax: 0.00

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Condition value	CdCur	Stat
PR00		Price					3,195.00	USD	0.00		☐
		Gross Value					3,195.00	USD	0.00		☐

Click on the Texts tab

Clicking on the **Texts** tab produces a screen where notes can be attached to the quotation:



After entering the note to support the discounts, click on the save icon () to save the new quotation. The following message will appear at the lower-left corner of the screen:



Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 13: Create Sales Order Referencing a Quotation

The Bike Zone has agreed to the terms and conditions in the quotation, and wants to order the bikes in the quotation. As a result, we can simplify the order creation process by copying the quotation into a sales order. To do this, follow the menu path:

Logistics>Sales and Distribution>Sales>Order>Create:

Which will produce the following screen:

Sales document Edit Goto Environment System Help

Create Sales Order: Initial Screen

Create with Reference Sales Item overview Ordering party

Order Type or

Enter Order Type **OR**, then click on **Create with Reference**

Organizational Data

Sales Organization	
Distribution Channel	
Division	
Sales Office	
Sales Group	

Enter Order Type **OR**, then click on the **Create with Reference** icon. This will produce the following pop-up search window:

Create with Reference

Inquiry **Quotation** Order Contract SchedAgree BillDoc

Quot. |

Requested deliv.date

Search Criteria

Pur. Order	
Sold-to party	
WBS element	

Search

Make sure the **Quotation** tab is selected, then click on the **Quotation** field, then click on the search icon

Copy Item Selection

Make sure that the **Quotation** tab is selected, then click on the **Quotation** field, then click on the search icon. This will produce the following search window:

Sales Document (1)

Sales documents, not fully confirmed Sales documents by customer

Partner

Partner Function

Sales Organization

Sales Office

Sales Group

Distribution Channel

Division

Sales Document Type

Purchase order no.

Document Date

Created by

Valid from

Valid to

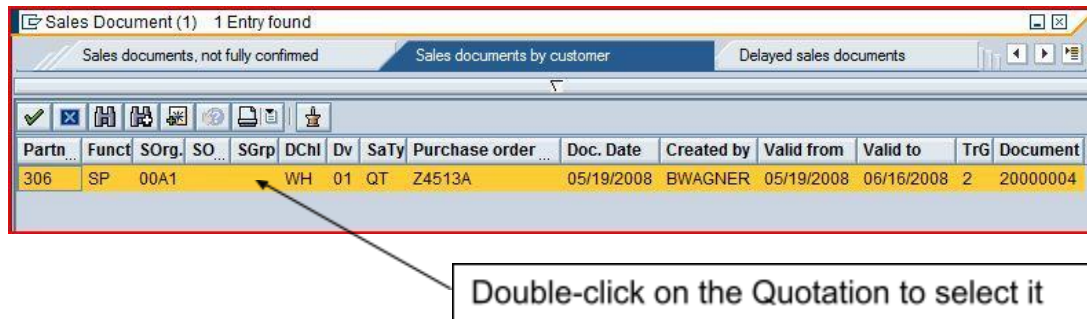
Transaction group

Sales Document

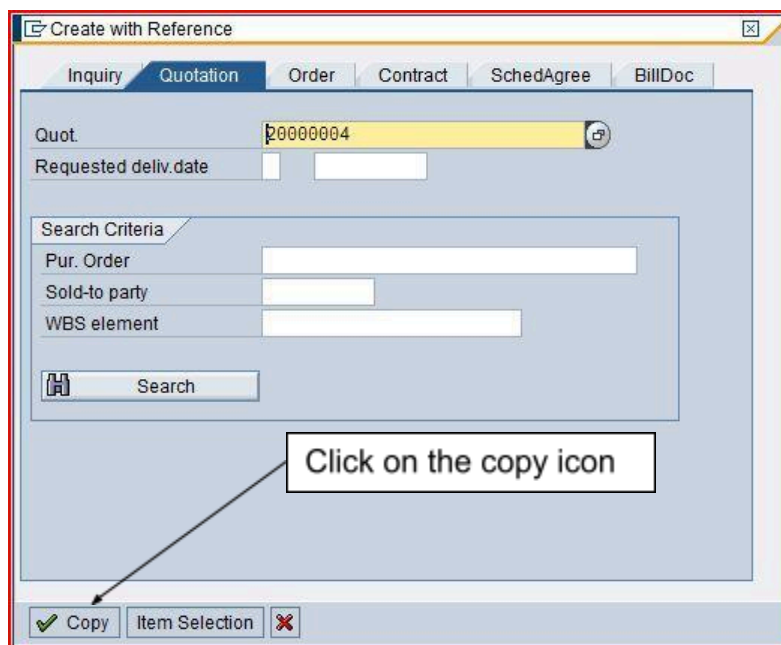
Maximum no. of hits

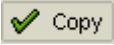
Make sure you select the **Sales documents by customer** tab, enter **1000** for Sales organization, then click on the enter icon

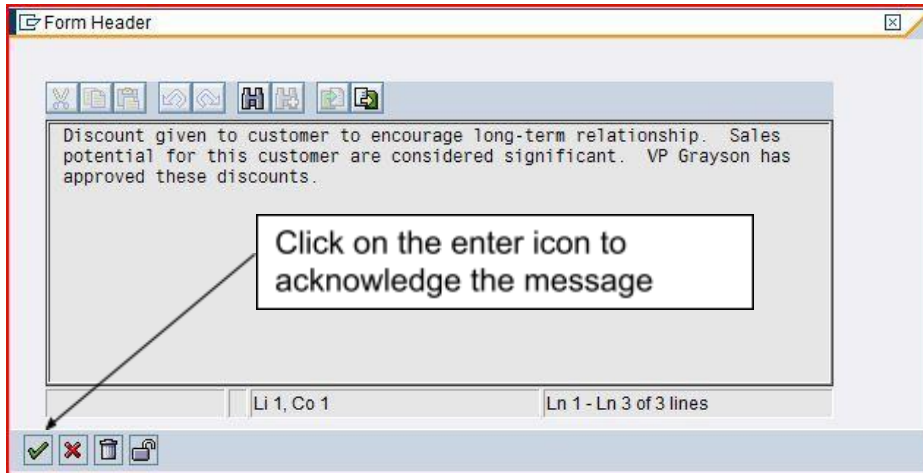
✓ ✗ ⓘ ×



After double-clicking on the quotation, the number for the quotation will be entered into the **Create with Reference** window:



With the Quotation number entered, click on the copy icon () to copy the information from the quotation into the sales order screen. You will get the following message:



The note that was entered in the header area of the quotation document is displayed as an information message. Click on the enter icon (), and an Availability Control screen will appear:

Standard Order: Availability Control

Complete div. Delivery proposal Continue ATP quantities Scope of check Other plants

Item 10 Sched. Line 1

Material KB-0013-00

Plant Makena 00A2

Req. deliv. date 05/17/2008 Open Quantity

End lead time 05/22/2008

☐ Fix qty/date Max. Part. Deliveries 3

One-time del. on req. del. dte : not possible

Dely/Conf. Date 05/17/2008 / 05/19/2008 Confirmed Quantity 0

Complete delivery

Dely/Conf. Date 05/22/2008 05/22/2008

Dely proposal

Dely/Conf. Date 05/22/2008 / 05/22/2008 Confirmed qty 10

Today's date is used as the default Required delivery date
The earliest date that HP300 can be delivered is in the future

Three options are given. Nothing can be delivered today, but the entire order can be delivered in the future. Select either the second or third option to continue

The SAP system performs the availability check using today's date as the default delivery date. The Product cannot be delivered by this date, so the system provides alternatives. When an order cannot be delivered on its required delivery date, there are potentially three options:

- 1) A single shipment of the available quantity on the required delivery date, with cancellation of the remaining portion.
- 2) Complete shipment of the order on the earliest available date.
- 3) A partial shipment of the available quantity on the required delivery date, with a second shipment of the remaining quantity on the earliest available date.

In our case, option (1) is not possible, while options (2) and (3) are identical. Select either option (2) or (3), and the sales order creation screen will appear:

Create Standard Order: Overview

Standard Order: Net value 2,987.75 USD

Sold-to party: 306 00 The Bike Zone // Portland OR 97204

Ship-to party: 306 00 The Bike Zone // Portland OR 97204

PO Number: Z4513B PO date: 05/19/2008

Req. deliv.date: D 06/16/2008 Deliver.Plant: Total Weight: 1.5 Volume: 0.0

Billing block: Pricing date: 05/17/2008

Payment card: Exp.date:

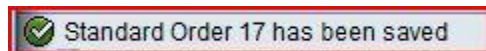
Payment terms: 0001 Pay immediately w/o Incoterms: FOB Origin Shipping

Order reason:

Sales area: 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

Item	Material	Order Quantity	SU	S	Description	Customer Material Num
10	KB-0013-00	10	ST		Mekena	
20	TB-0014-00	5	ST		Star Lady Bike 28	

After entering a PO number and today's date for the PO date, click on the save icon () to save the sales order. The SAP system will assign a sales order number:



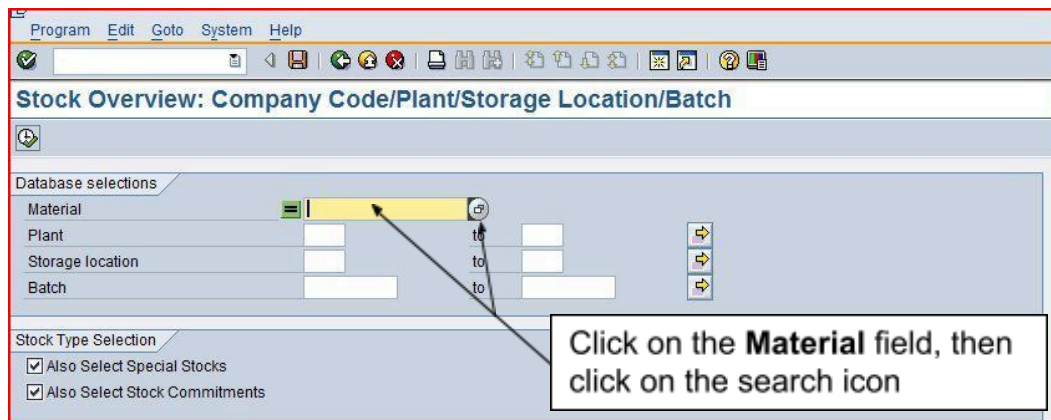
Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 14: Check Stock Status

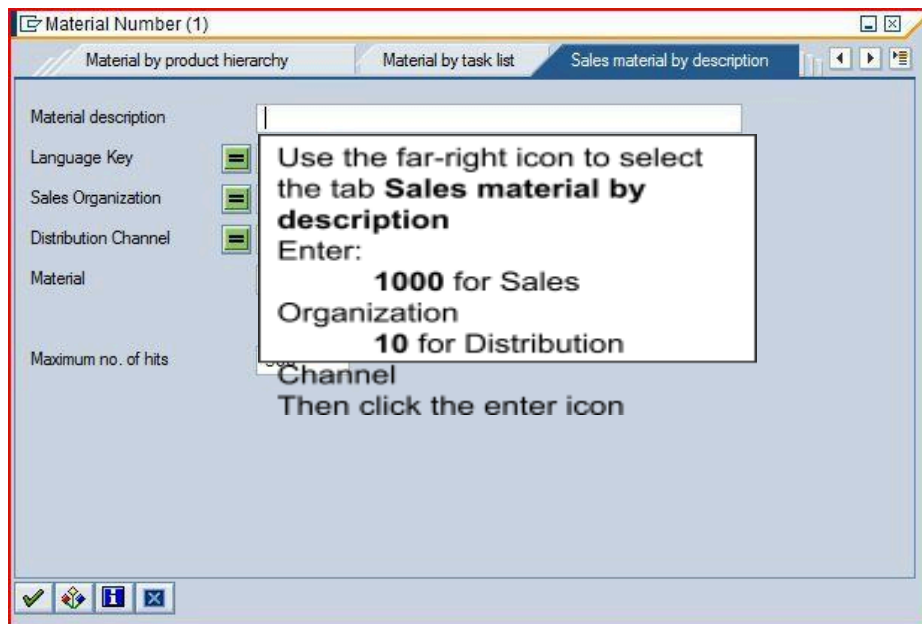
We can check on the inventory level of the bikes in the sales order for The Bike Zone. To do this, follow the menu path:

Logistics>Materials Management>Inventory Management>Environment
>Stock>Stock Overview:

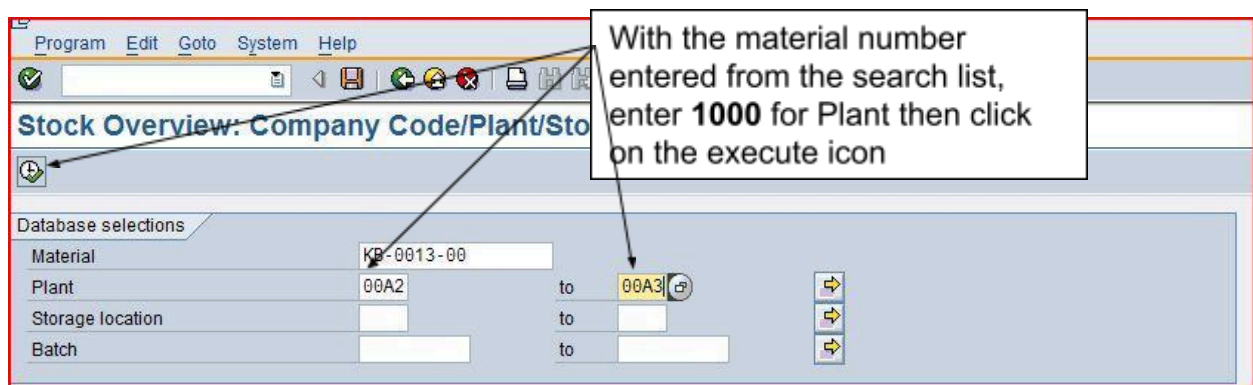
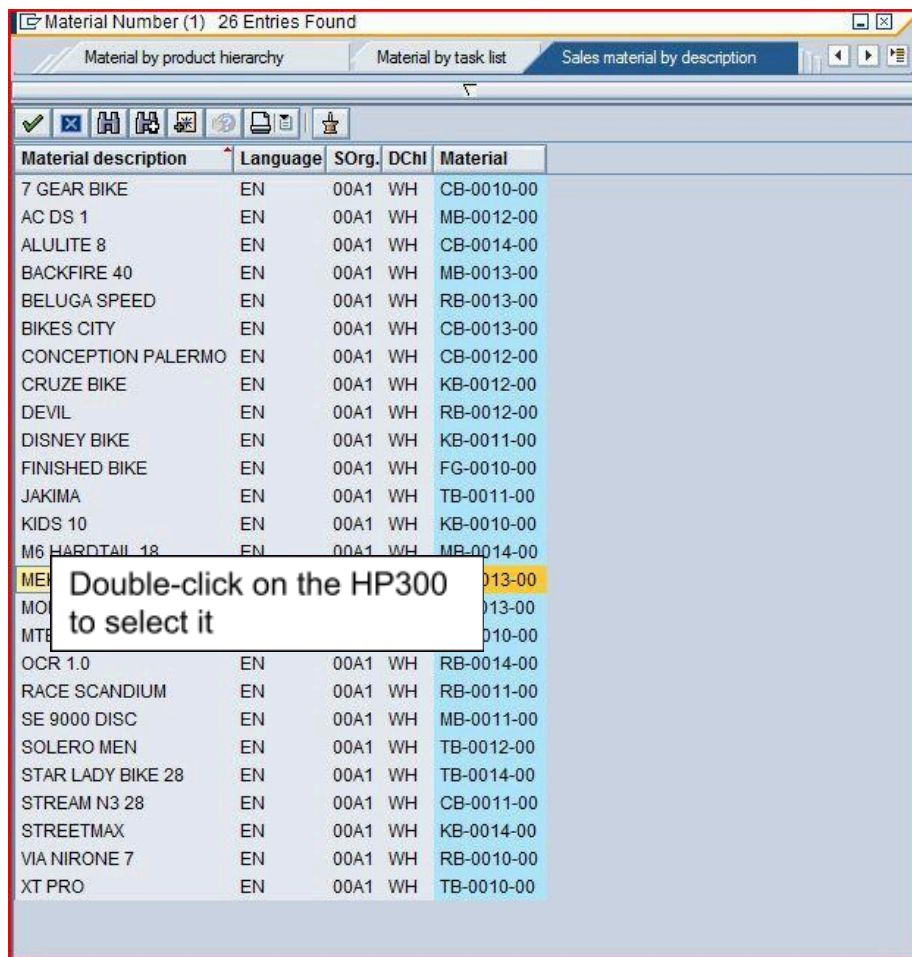
This will produce the following screen:



To find the material number for your bikes, click on the **Material** field then click on the search icon. This will produce the following search screen:



Enter the **Sales Organization (1000)** and Distribution channel (**10**) into the **Sales material by description**, then click on the enter icon to find the list of materials:



To look at the stock level in all locations, enter **1000** for plant, then click on the execute icon (). This will produce the following screen:

Stock Overview: Basic List

Selection

Material: KB-0013-00 Iekena

Material Type: HAWA Trading Goods

Unit of Measure: ST Base Unit of Measure: ST

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock Unrestricted use

Full	990.000
00A1 Bike - America	990.000
00A2 Bike DC - San Diego	490.000
30 Finished Goods	490.000
00A3 Bike DC - Miami	500.000
30 Finished Goods	500.000

Note that stock levels are given for both the distribution centers

This report gives stock levels for both the distribution center (from which Bike Zone's order will be sent) and the other distribution center for IDES if any.

We can get more detail on the stock of HP300. Select the one location, then click on the detailed display icon:

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock Unrestricted use

Full	990.000
00A1 Bike - America	990.000
00A2 Bike DC - San Diego	490.000
30 Finished Goods	
00A3 Bike DC - Miami	
30 Finished Goods	

Click on the location, then click on the Detailed Display icon

The Detailed Display will give very specific information about the inventory of HP300

Stock Overview: Basic List

Stock Plnt
Plnt 00A2

Plnt

Stock Type	Stock
Unrestricted use	490.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgt ordered	0.000
Reserved	0.000
Stck trans. (plnt)	0.000
Transfer (SLoc)	0.000
Consgt unrestr.	0.000
Consgt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	10.000
Cust.sched.agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000
Schd.for delivery	0.000
Rcpt reservation	0.000
RetPckgCust.unres	0.000
Empties cust. Ql	0.000
ConsgtCust.unrest	0.000
Consgt cust. Ql	0.000
Stock in transit	0.000
SC stock unrestr.	0.000
SC stock Ql	0.000
Sales order unre.	0.000
Sales order Ql	0.000

Click on the enter icon to close the Detailed Display window

We can see the M materials that are part of the sales order.

Click on the enter icon () to close the Detailed Display window, then click on the back icon () to return to the main screen. Click on the execute icon () and review the stock level for this bike.

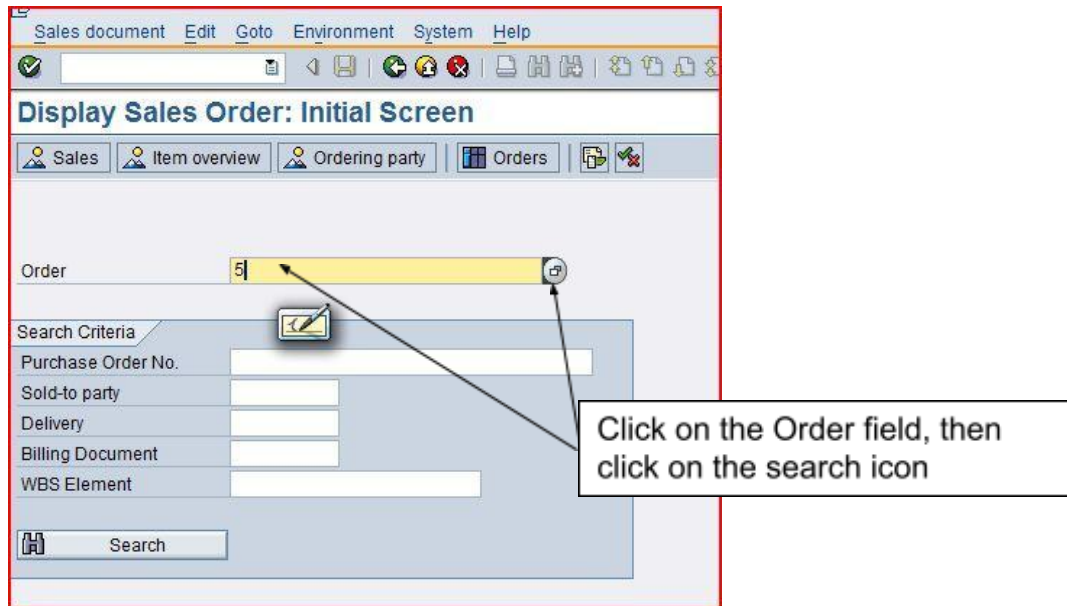
Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 15: Display Sales Order

With relatively little user input, the sales order for The Bike Zone has been created. The Display Sales Order transaction provides the opportunity to review the order in detail. To display the sales order, follow the menu path:

Logistics>Sales and Distribution>Sales>Order>Display:

Which will produce the following screen:



To make sure we have the correct sales order number, we will use the search function to find it. Click on the order field, then click on the search icon. This will bring up the search pop-up window:

Sales Document (1)

Sales documents, not fully confirmed Sales documents by customer

Partner:

Partner Function:

Sales Organization:

Sales Office:

Sales Group:

Distribution Channel:

Division:

Sales Document Type:

Purchase order no.:

Document Date:

Created by:

Valid from:

Valid to:

Transaction group:

Sales Document:

Maximum no. of hits:

Enter **1000** for sales organization, then click enter

After entering your sales organization (**1000**), click on the enter icon () to get a list of sales orders:

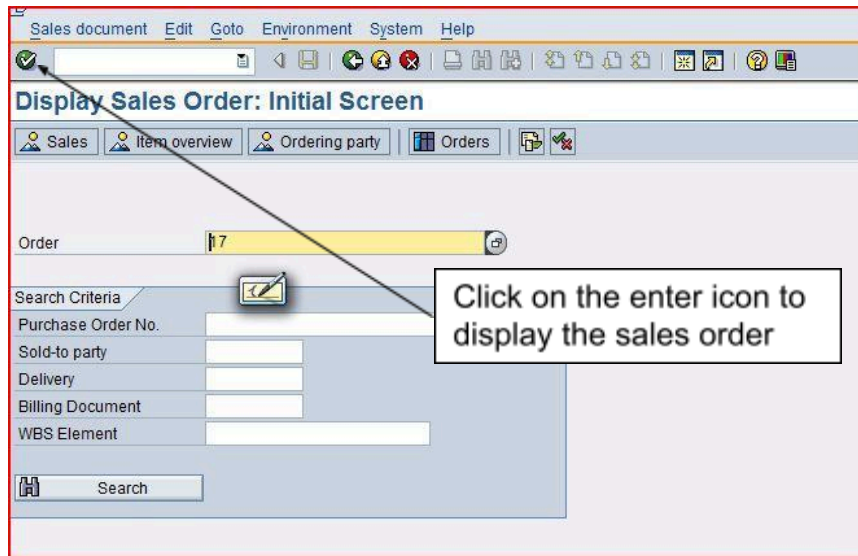
Sales Document (1) 4 Entries Found

Sales documents, not fully confirmed Sales documents by customer Credit memo request for rebate

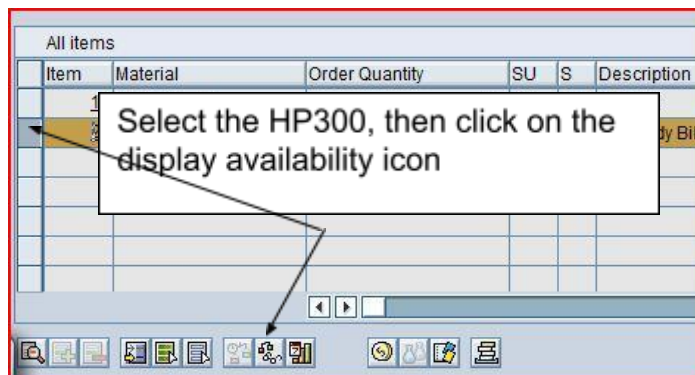
Partn...	Funct	SOrg.	SO...	SGrp	DChl	Dv	SaTy	Purchase order ...	Doc. Date	Created by	Valid from	Valid to	TrG	Document
101	SP	00A1			WH	01	OR	1234	05/15/2008	BWAGNER	00/00/0000	12/31/9999	0	13
101	SP	00A1			WH	01	OR	1234	05/15/2008	BWAGNER	00/00/0000	12/31/9999	0	14
101	SP	00A1			WH	01	OR	A23211	05/16/2008	BWAGNER	00/00/0000	12/31/9999	0	15
306	SP	00A1			WH	01	OR	Z4513B	05/19/2008	BWAGNER	00/00/0000	12/31/9999	0	17

Click on the heading **Document** to sort by document number, then double-click on the last item on the list to select it

You can sort the search results list by any of the columns merely by clicking on the column heading. As sales order numbers are assigned sequentially, the most recent sales order can be easily found by sorting by document number and selecting the last one on the list. After double-clicking on the most recent sales order number, click on the enter icon to display the sales order:



Clicking on the enter icon will produce the following screen:



Select the HP300 and then click on the display availability icon to explore the stock for this item in detail:

Availability overview Edit Goto Settings Environment System Help

Availability Overview

Stock Stock Totals records Totals records Scope of check

Material: TB-0014-00
Star Lady Bike 28
Plant: 00A2
Base Unit: ST
Avail. check: 0
☐ With reqmts qty's
End lead time: 0

Totals display
Receipts: 395
Issues: 5 Confirmed issues: 0

ATP situation

Date	MRP e...	MRP element data	Rec./reqd qty	Confirmed	Cum. ATP qty
05/20/2008	Stock		395		390
05/19/2008	CusOrd	Totals record	5-	5	390
05/20/2008	SLocSt	30	495		495

This screen shows that, in this case, there are actually X products in stock, but because a safety stock of Y is desired, we ideally have M available to sell, and the order we are displaying will use 10 of these.
Note: your numbers may be different

Click on the **Display Scope of check** icon

Clicking on the **Display Scope of check** icon will produce the following pop-up window:

Display Scope of Check

Availability check: 02 Individ.requirements
Checking rule: A SD order

Stock overview

- ☐ Include safety stock
- ☐ Incl.stock in transfer
- ☐ Incl.quality insp. stock
- ☐ Include blocked stock
- ☐ Include restricted-use stock
- ☐ W/o subcontracting

Replenishment lead time

- ☐ Check without RLT

Storage location inspection

- ☐ No storage location inspection

In/outward movements

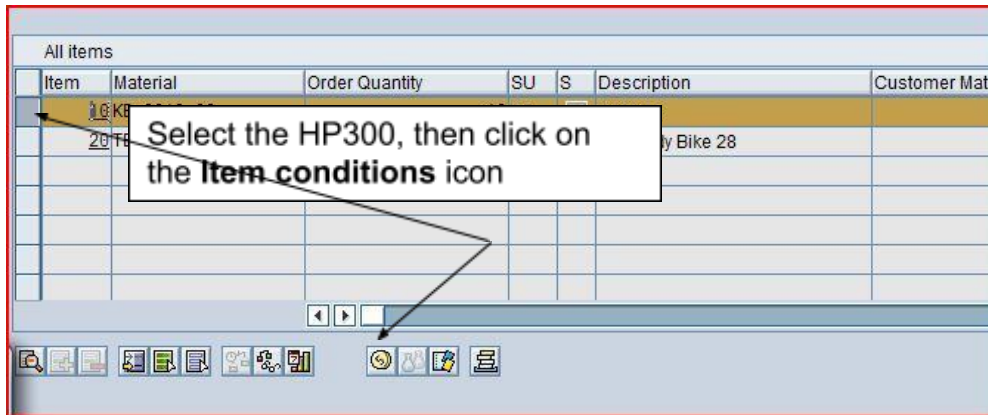
- ☒ Incl.purchase orders
- ☐ Incl. purch.requisitions
- ☐ Incl. dependent reqs
- ☒ Include reservations
- ☒ Include sales reqmts
- ☒ Include deliveries
- ☐ Incl.ship.notificat.
- Incl.depen.reservat. ☐ Do not check
- Incl.rel.order reqs ☐ Do not check
- Incl. planned orders ☐ Do not check
- Incl. production orders ☐ Do not take into acc

Receipts in the past

- ☐ Include receipts from past and future

Review, then click on cancel

This screen displays the elements that considered when performing the availability check. For example, **Incl. purchase orders** is selected, which means that a purchase order will be considered as available stock from its receipt date onward. Click on the cancel icon to close the pop-up window, then click on the back icon to return to the overview screen:



After selecting HP300 and clicking on the item conditions icon (), the following screen will be displayed:

Sales document Edit Goto Extras Environment System Help

Display Standard Order 17: Item Data

Sales Document Item: 10 Item category: TAN Standard Item
Material: KB-0013-00 Mekena

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Schedule lines Partners Text

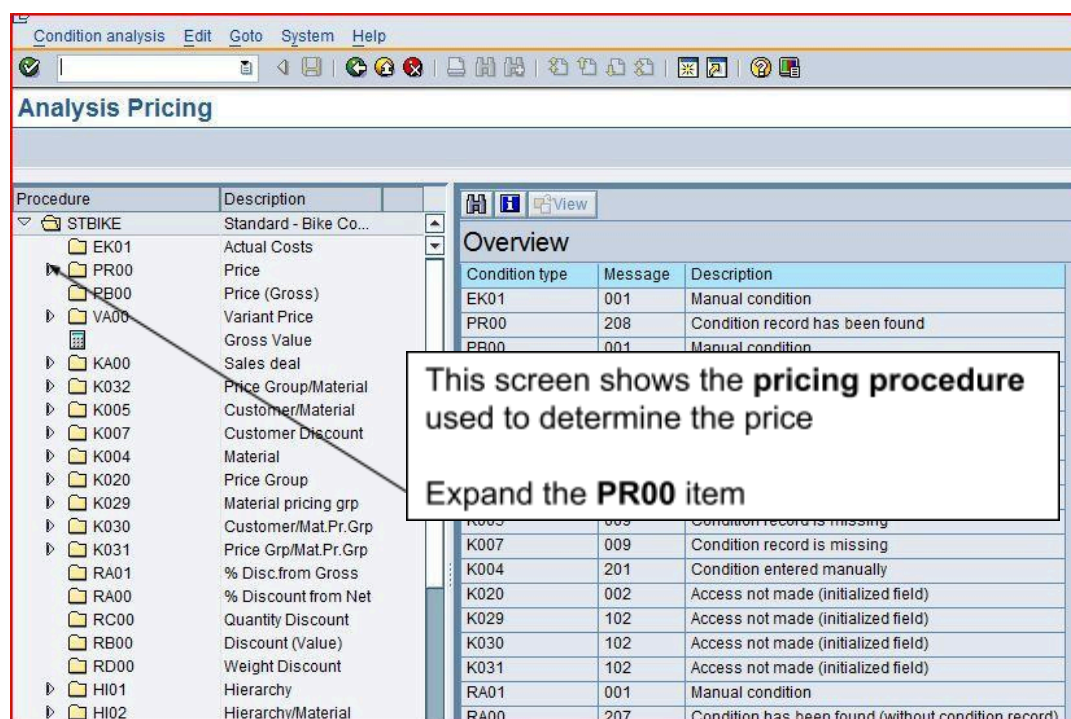
Qty: 10 ST Net: 1,710.00 USD Tax: 0.00

Pricing Elements													
N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	NumC	OUn	CCon	Un	Con
PR00		Price	185.00	USD		1 ST	1,850.00	USD	1	ST	1	ST	
		Gross Value	185.00	USD		1 ST	1,850.00	USD	1	ST	1	ST	
K004		Material	5.00	USD		1 ST	50.00	USD	1	ST	1	ST	
RA00		% Discount from Net	5.000-%				90.00	USD	0		0		
		Discount Amount	14.00	USD		1 ST	140.00	USD	1	ST	1	ST	
		Rebate Basis	171.00	USD		1 ST	1,710.00	USD	1	ST	1	ST	
		Net Value for Item	171.00	USD		1 ST	1,710.00	USD	1	ST	1	ST	
		Net Value 2	171.00	USD		1 ST	1,710.00	USD	1	ST	1	ST	
		Net Value 3	171.00	USD		1 ST	1,710.00	USD	1	ST	1	ST	
		Total	171.00	USD		1 ST	1,710.00	USD	1	ST	1	ST	
SKT0		Cash Discount	0.000-%				0.00	USD	0		0		
VPRS		Internal price	155.00	USD		1 ST	1,550.00	USD	1	ST	1	ST	
		Profit Margin	16.00	USD		1 ST	160.00	USD	1	ST	1	ST	

Condition rec. Analysis Update

The details of the price calculation for HP300 are displayed
Click on the Analysis icon

Clicking on the Analysis icon ( Analysis) produces the following screen:



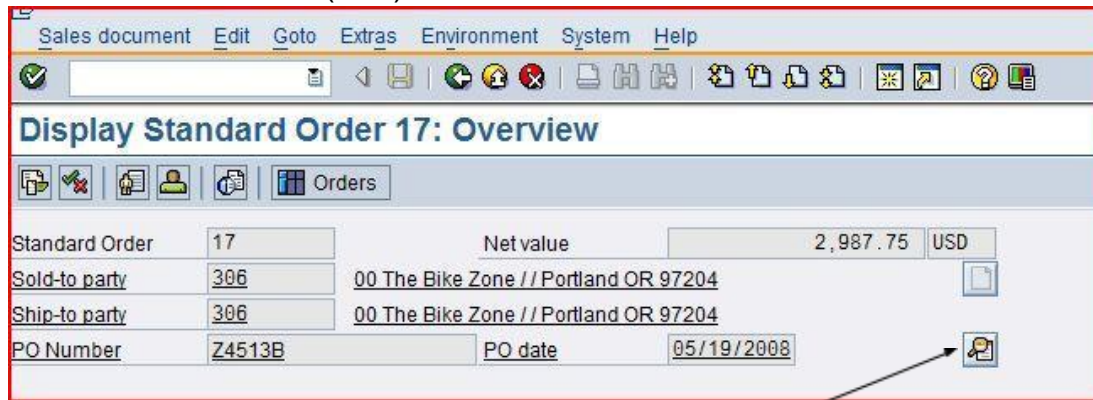
This screen shows the pricing procedure, which is the sequence of steps used to calculate the price. The procedure looks for a number of **conditions** that may apply to this item purchased by this customer. Conditions are prices, discounts, surcharges, etc.

Condition **PR00** is a price condition, and establishes the base price for the bike. Expand on this condition to see the details of the pricing procedure's search for a price:



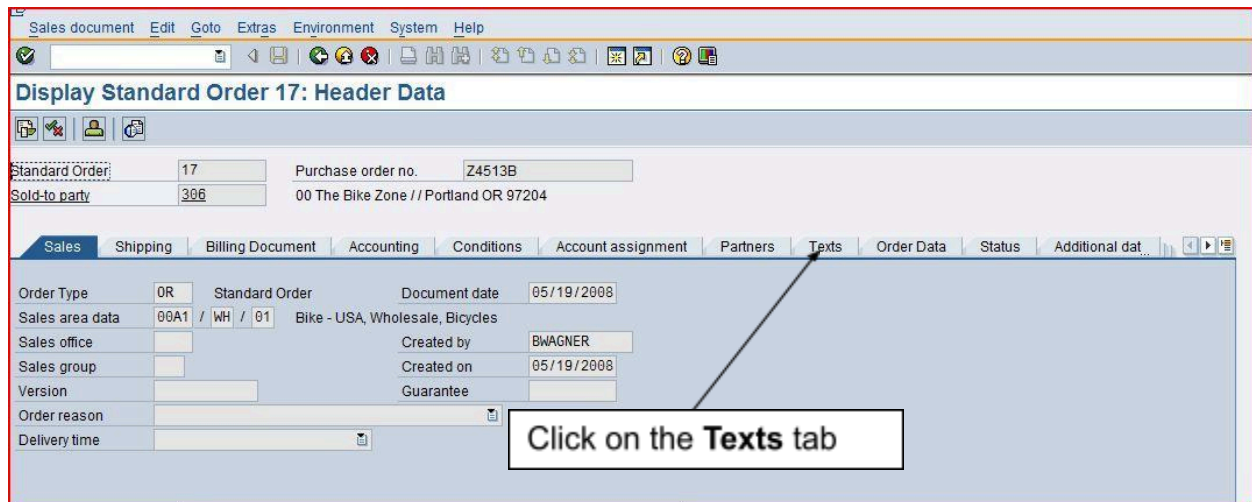
In searching for the price, the procedure first looks for a Customer/material price, which is a price for a particular customer for a particular material. It then looks for a price list, which might have a price for the material for a customer group (wholesale, retail, etc.) or currency. Finally, it looks for a price for the material itself. In our case, there is no special pricing for this product with this customer, so the material price of X EUR is used.

Click on the back icon () twice to return to the overview screen:



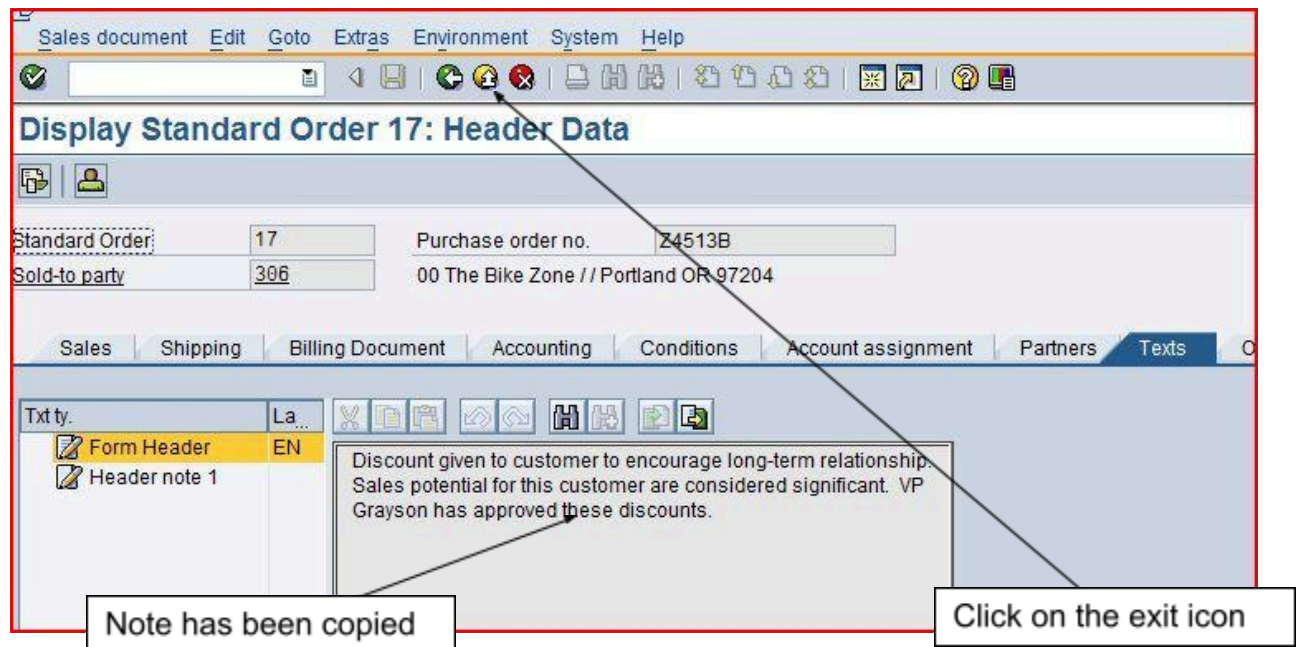
Click to display the header details

Two discounts were manually applied to The Bike Zone's order. We justified these discounts with a note in the quotation. This note was copied from the quotation into the sales order, which we can confirm by clicking on the header details icon ():



Click on the **Texts** tab

Click on the **Texts** tab to view the note:



"Note" that the note has been copied.

Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 16: Start Delivery Process

To start the process that will fulfill The Bike Zone's order, we need to create a delivery document. To do this, follow the menu path:

Logistics>Sales and Distribution>Shipping and Transportation>
Outbound Delivery>Create>Single Document>With Reference to Sales Order:

This will produce the following screen:

Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help

Create Outbound Delivery with Order Reference

☐ With Order Reference ☐ W/o Order Reference

Shipping point 00A2 Shipping Point 00A2

Sales order data

Selection date 06/02/2008

Order 17

From item

To item

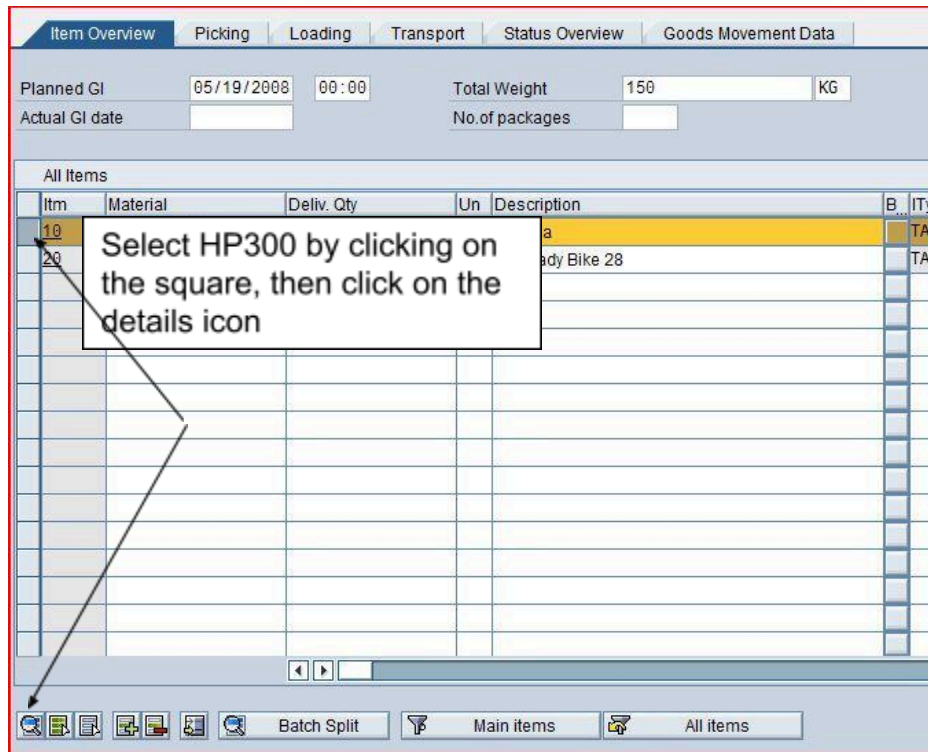
Predefine delivery type

Delivery Type

Enter **1000** for Shipping Point
Enter a selection date one week from today (you can use **F4** to call up the calendar window)
The sales order number should be entered automatically
Then click on the enter icon

If the sales order number is not entered automatically, you can search for you sales order number using the **Sales documents by customer** tab. Enter your sales organization (**1000**) and transaction group **0** (sales order).

Enter **1000** for the shipping point and a **Selection date** one week from today, then click on the enter icon ():



Select HP300, then click on the details icon (), which will produce the following screen:

Outbound Delivery Create: Item Details

Item: 10 Item category: TAN Standard Item
Material: KB-0013-00 Mekena

Processing Material Batch Split Picking Global Trade Loading and Shipment Foreign

Item status

Picking	A	Not yet picked
WM activities		No WM trnsf ord reqd
Confirmation		Not sub. to confirm.
Pack		Packing not required
Goods issue	A	Not yet started
POD		Not Relevant
Billing Doc.	A	Not invoiced

POD differences
Interco.BS Not Relevant

Quality inspection
Inspection Lot: 0
Partial lot: 0

Marketing
Promotion

This screen shows that the order has not yet been picked
Click on the save icon to save the delivery document

After clicking on the save icon (), a delivery document will be created with a unique document number:

 Outbound Delivery 80000008 has been saved

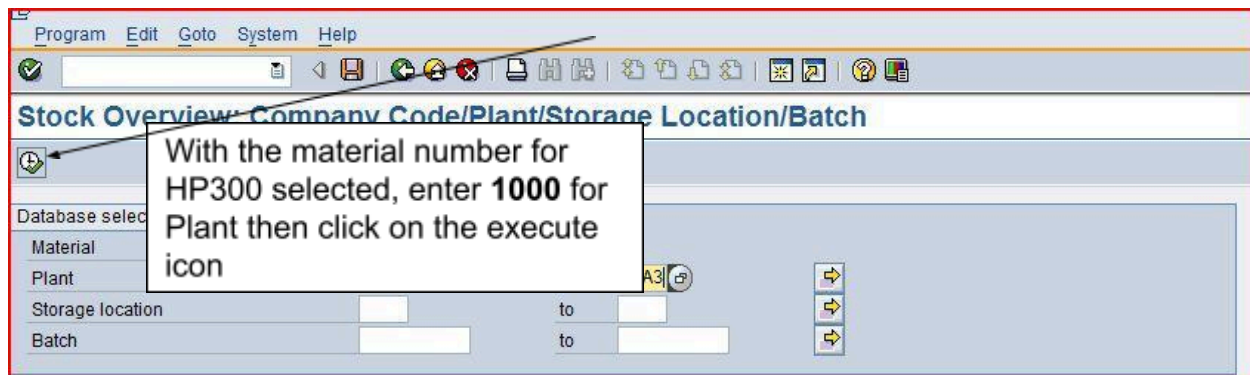
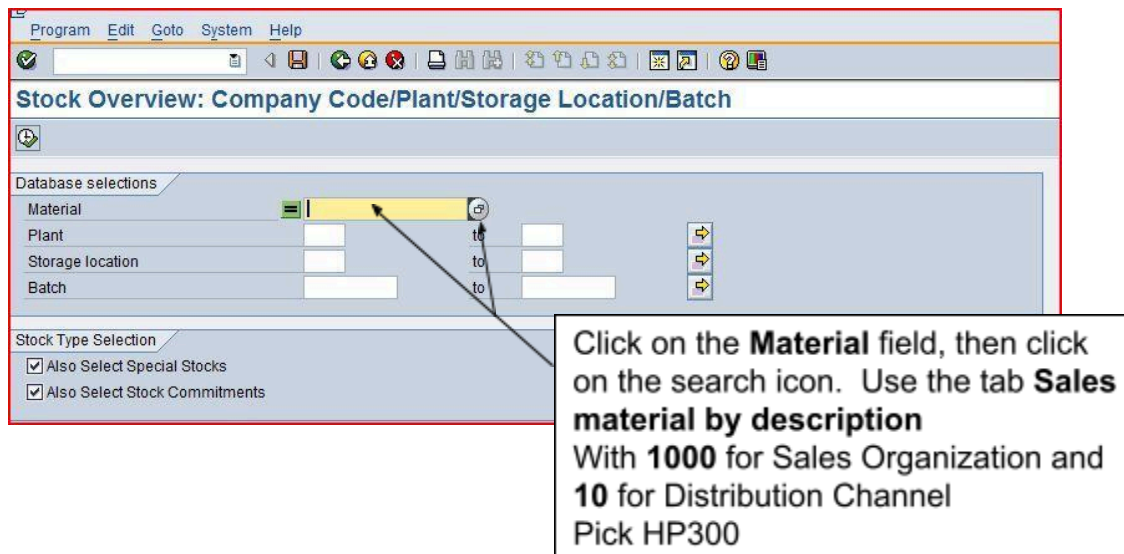
Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 17: Check Stock Status

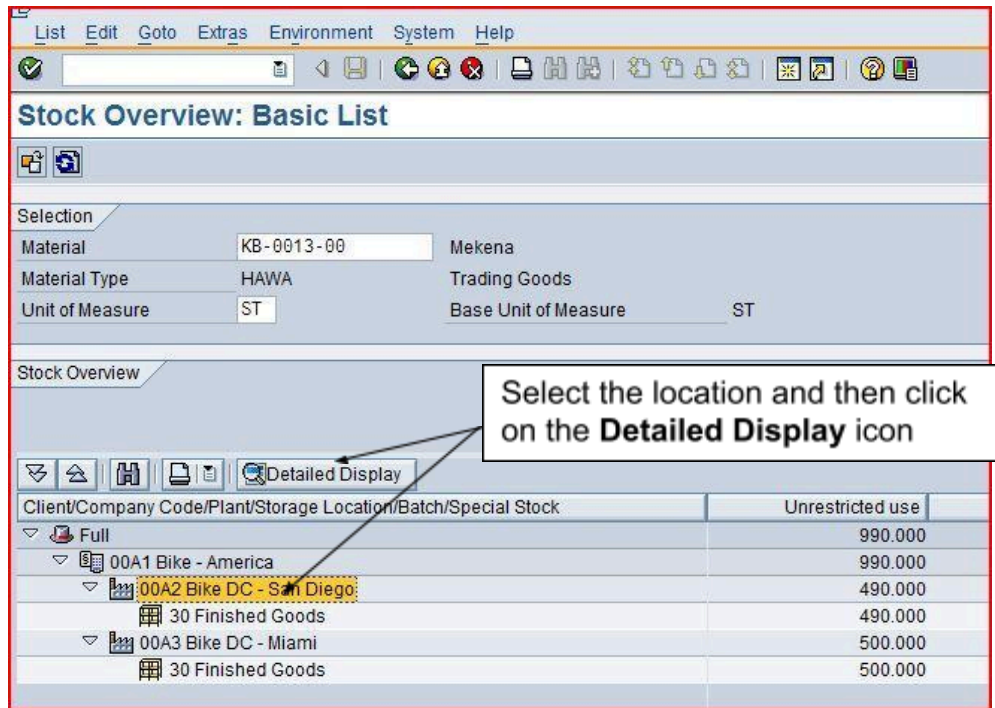
To check on the inventory for the bikes in the sales order for The Bike Zone, follow the menu path:

Logistics>Materials Management>Inventory Management>Environment
>Stock>Stock Overview:

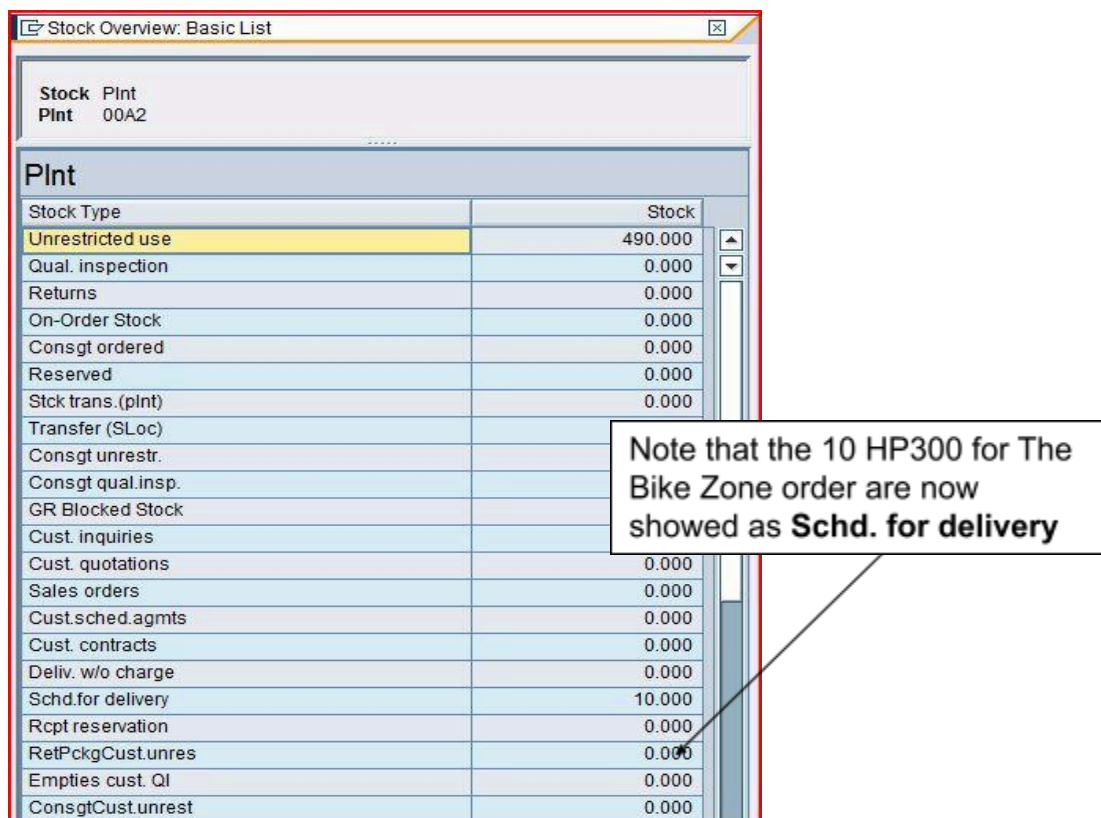
This will produce the following screen:



After using the search function to find the material number for HP300, enter **1000** for plant, then click on the execute icon (). This will produce the following screen:



Select the San Diego DC, then click on the detailed display icon:



Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 18: Picking Materials and PGI of Delivery Note

To record the picking of the material, we create the transfer Order. To do this, follow the menu path:

Logistics>Sales and Distribution>Shipping and Transportation>Picking>Create Transfer Order >Single Document

This will produce the following screen:

The screenshot shows the SAP 'Create Transfer Order for Delivery Note: Initial Screen'. The title bar includes 'Transfer Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a menu bar with 'Transfer Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main area contains several input fields: 'Warehouse Number' (001), 'Plant' (1000), 'Delivery' (800000235), and 'Group' (empty). Below these fields is a 'Control' section with a 'Control' tab. The 'Control' section contains the following fields: 'Activate Item' (checked), 'Foreground/Backgrnd' (Background), 'Adopt Pick Quantity' (2), 'Adopt putaway qty' (empty), and 'Putaway TO proc.' (empty).

Make sure that the delivery document No. is the same from **exercise SD16**.

And the other values on the screen must be:

Warehouse No. 001

Plant: 1000

Foreground/Background: Background

Adopt picking quantity: 2 (Inclusive pick quantities in delivery and PGI)

Enter & Save.

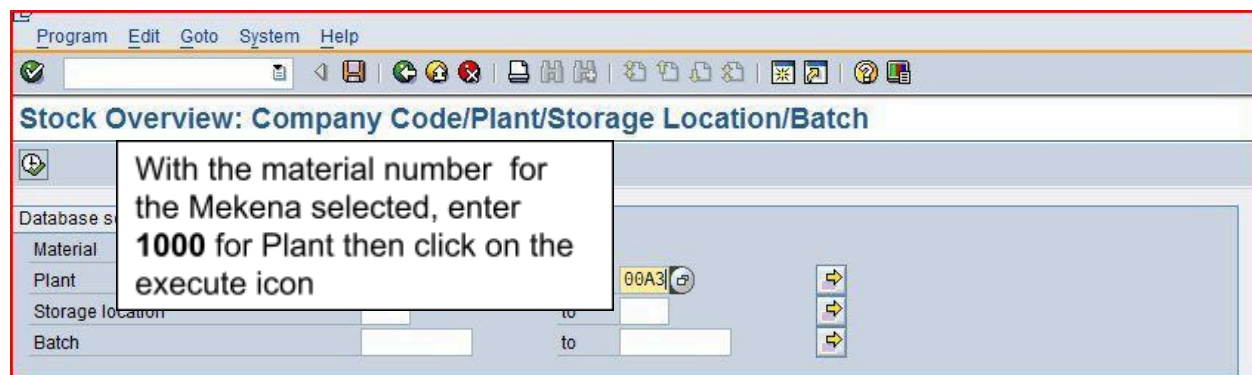
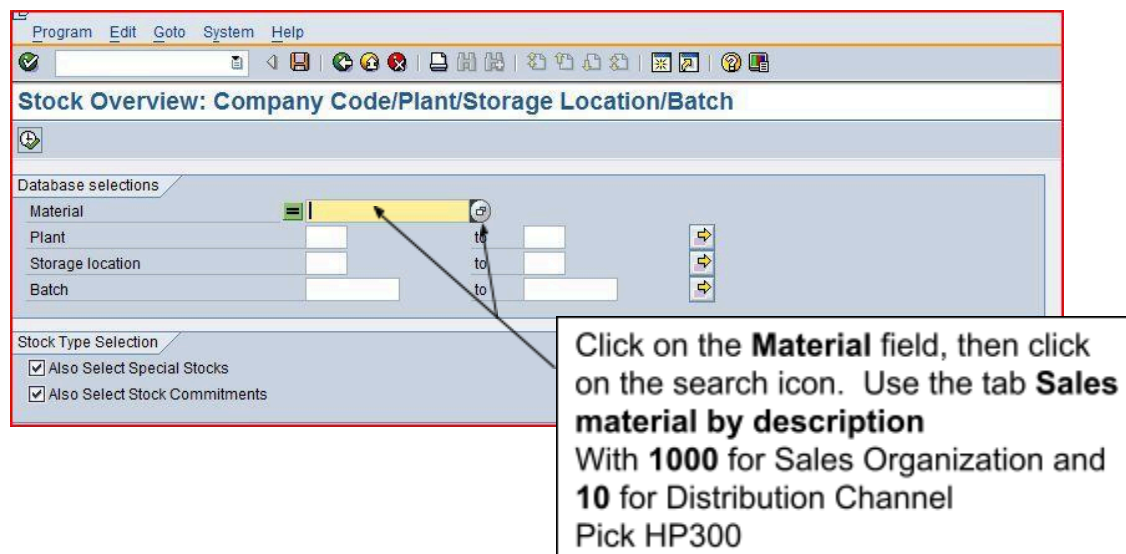
Record the system message.

Exercise SD 19: Check Stock Status

To see the impact that the goods issue for the bikes in the sales order for The Bike Zone, follow the menu path:

Logistics>Materials Management>Inventory Management>Environment
>Stock>Stock Overview:

This will produce the following screen:



After using the search function to find the material number for HP300, 1000 for plant, then click on the execute icon (). This will produce the following screen:

Stock Overview: Basic List

Selection

Material: KB-0013-00 | Tekena

Material Type: HAWA | Trading Goods

Unit of Measure: ST | Base Unit of Measure: ST

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock | Unrestricted use

Full	980.000
00A1 Bike - America	980.000
00A2 Bike DC - San Diego	480.000
30 Finished Goods	480.000
00A3 Bike DC - Miami	500.000
30 Finished Goods	500.000

Note that the available inventory has changed
Select the location, then click on the **Detailed Display** icon

Select the San Diego DC, then click on the detailed display icon:

Stock Plant
Plant 00A2

Plant

Stock Type	Stock
Unrestricted use	480.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgrt ordered	0.000
Reserved	0.000
Stck trans.(plant)	0.000
Transfer (SLoc)	0.000
Consgrt unrestr.	0.000
Consgrt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	0.000
Cust.sched.agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000
Schd.for delivery	0.000
Rcpt reservation	0.000
RetPckgCust.unres	0.000
Empties cust. Ql	0.000

The inventory is reduced from before by the amount that used to appear as **Schd. for delivery**

Click on the exit icon () to return to the SAP Easy Access screen.

Exercise SD 20: Create Billing for Customer

With the delivery complete, the customer can be invoiced. To do this, follow the menu path:

Logistics>Sales and Distribution>Billing>Billing Document>Process Billing Due List

This will produce the following screen:

Maintain Billing Due List

Display Bill List | Display Variants

Billing Data

Billing Date from: [] to: 05/27/2008
Billing Type: [] to: []
SD Document: [] to: []

Selection | Default Data | Batch and Update

Organizat. Data

Sales Organization: 00A1
Distribution channel: []
Division: []
Shipping point: []

Make sure 1000 is entered for Sales Organization, then click on the Display Bill List icon

After confirming the correct sales organization is specified, click on the **Display Bill List** icon. This will produce the following screen:

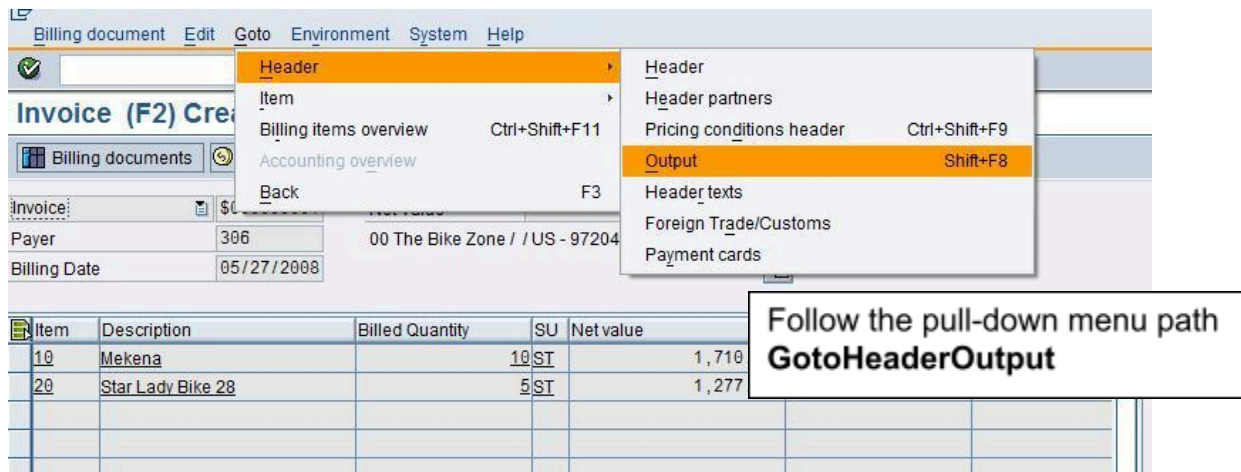
Maintain Billing Due List

Individual billing document | Collective billing document | Collective billing doc./online

S	BI Cat	S Org	Billing Date	Sold-to pt	Bill T	Dst C	Document	D Chl	Dv	Doc Ca	Address	Sold-to party	Sold-to Loc	Sort term
X	L	00A1	05/27/2008	306	F2	US	80000008	WH	01	J	26014	00 The Bike Zone	Portland	

Click on the Individual billing document icon

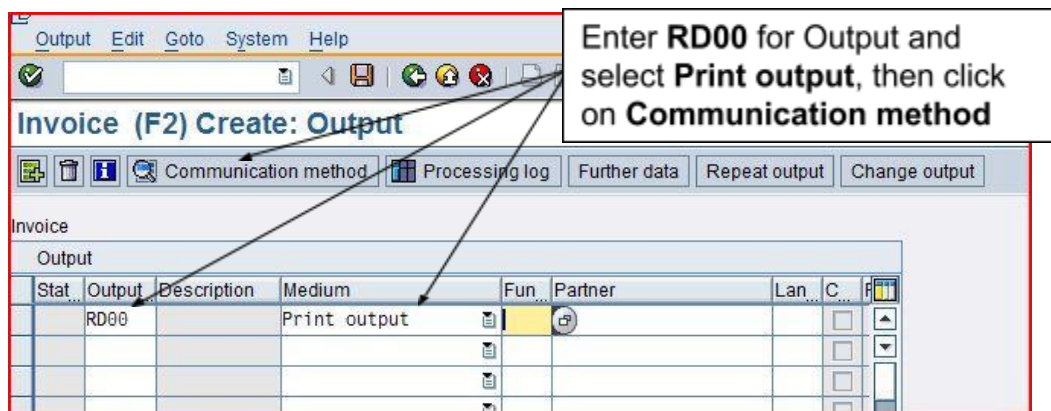
Click on **Individual billing document**, which will produce the following screen:



To setup printing of the invoice, follow the pull-down menu path:

Goto□Header□Output

which will call up the following screen:



Enter **RD00** (Invoice) for Output and select **Print output** for Medium, then click on the Display Communication method ( Communication method) icon. This will produce the following screen:

Output Edit Goto System Help

Invoice (F2) Create: Output

Bill-to party 306 00 The Bike Zone

Output type RD00

Printing information

Logical destination LOCL

Number of messages

Spool request name

Suffix 1

Suffix 2

SAP cover page Do Not Print

Recipient BWAGNER

Department

Cover Page Text Access Type for Print Parameter and Proposal

Authorization

Storage Mode Print only

Format

Form

Enter **LP01** for Logical destination and select **Print immediately**, then click on the back icon

Enter **LP01** for Logical destination and select **Print immediately**, then click on the back icon ():

Output Edit Goto System Help

Invoice (F2) Create: Output

Communication method Processing log Further data Repeat output Change output

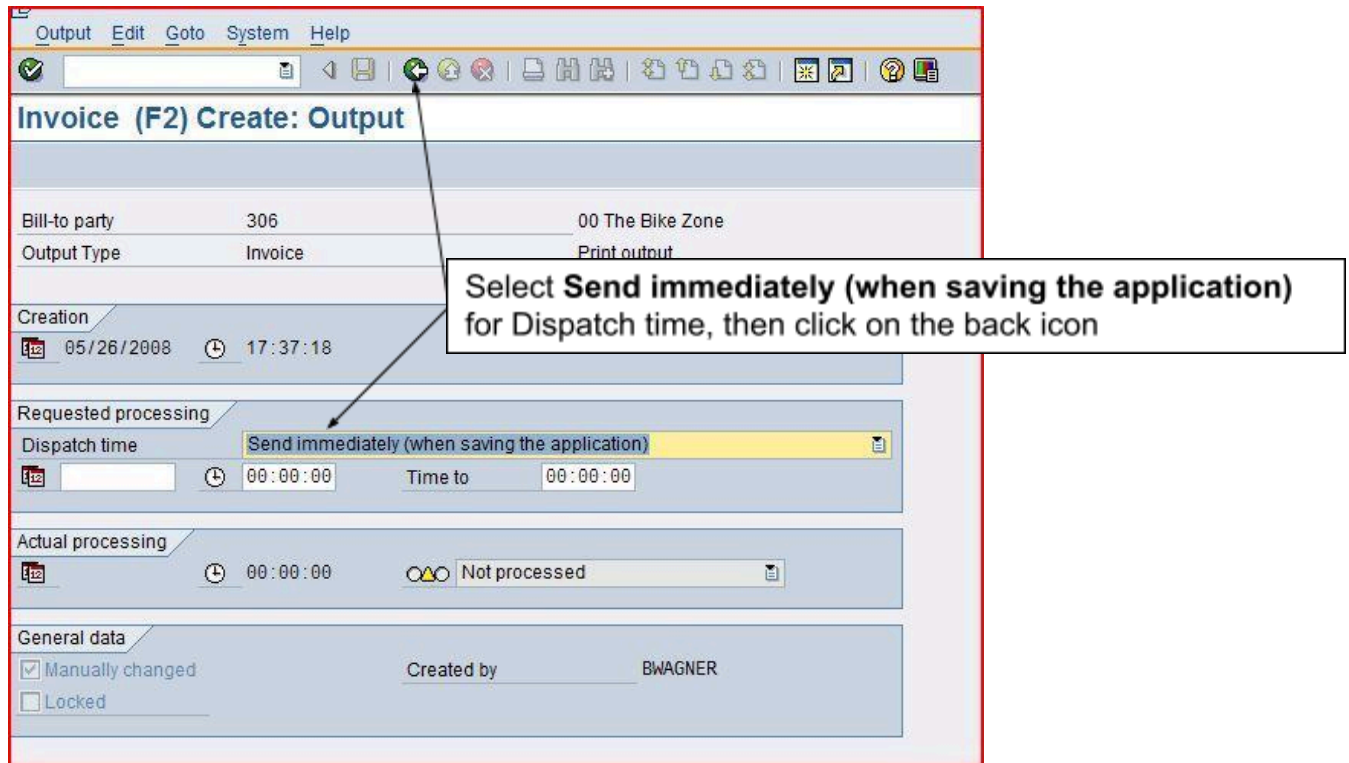
Invoice

Output

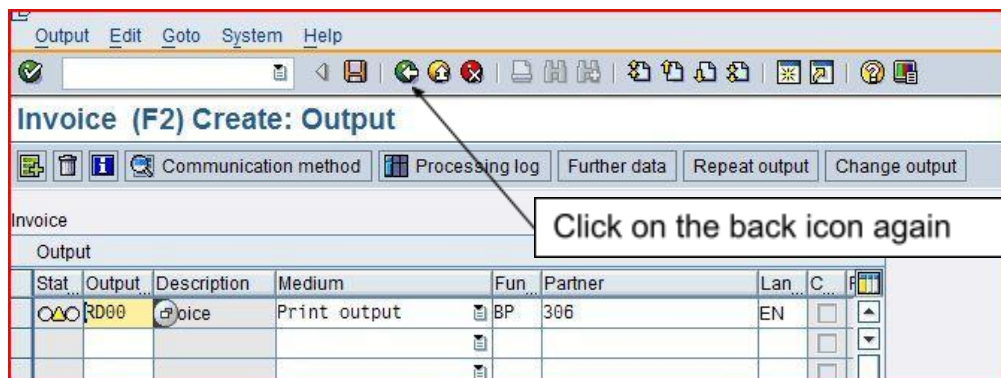
Stat	Output	Description	Medium	Fun	Partner	Lan	C	
○△○	RD00	Invoice	Print output	BP	306	EN		

Click on the **Further data** icon

Click on the **Further data** icon, which will produce the following screen:



Select **Send immediately (when saving the application)** for Dispatch time so that the invoice will print immediately, then click on the back icon ():



Click on the back icon () again:

Billing document Edit Goto Environment System Help

Invoice (F2) Create: Overview of Billing Items

Billing documents

Invoice: \$000000001 Net Value 2,987.75 USD
Payer 306 00 The Bike Zone / US - 97204 Portland
Billing Date 05/27/2008

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	Mekena	10	ST	1,710.00	KB-0013-00	1,550.00
20	Star Lady Bike 28	5	ST	1,277.75	TB-0014-00	1,125.00

Click on the save icon

Click on the save icon to return to the Maintain Billing Due List screen:

Billing document Edit Goto List Settings Environment System Help

Maintain Billing Due List

Individual billing document Collective billing document Collective billing doc/online

S	BIC...	SOrg.	Billing Date	Sold-to...	BIIT	DstC	Document	DChI	Dv	Doc...	Address	Sold-to party	Sold-toL...	Sort term	C
1	L	00A1	05/27/2008	306	F2	US	80000008	WH	01	J	26014	00 The Bike Zone	Portland		

Highlight is turned off after the invoice is created

Note that the highlight is turned off on the line, and there is a message at the bottom of the screen:

Document 90000010 has been saved

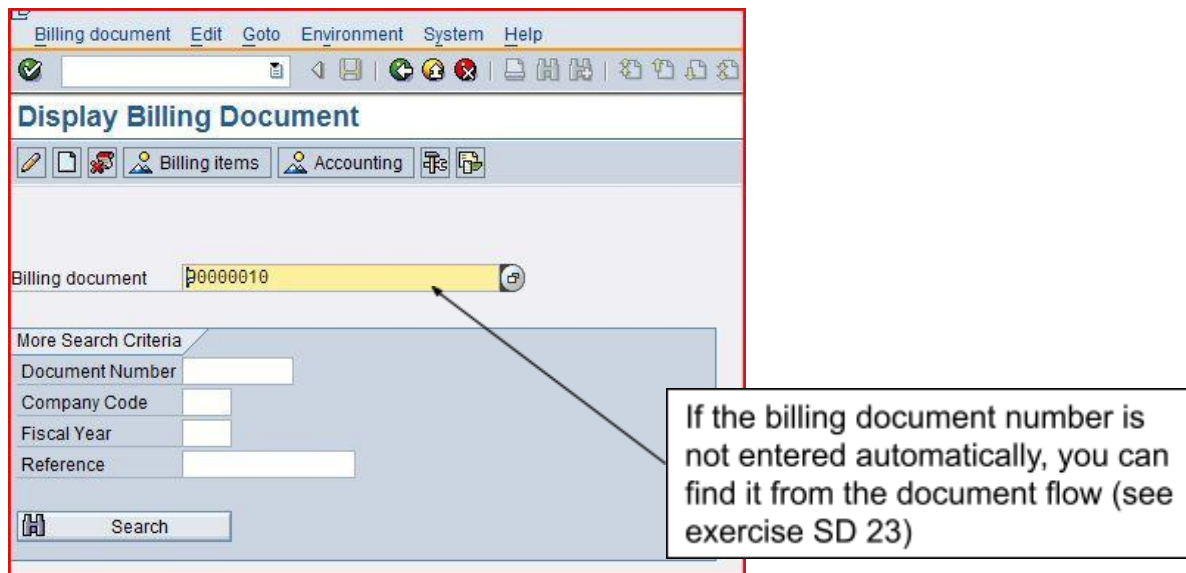
Click on the exit icon () twice to return to the SAP Easy Access Screen.

Exercise SD 21: Display Billing Document and Customer Invoice

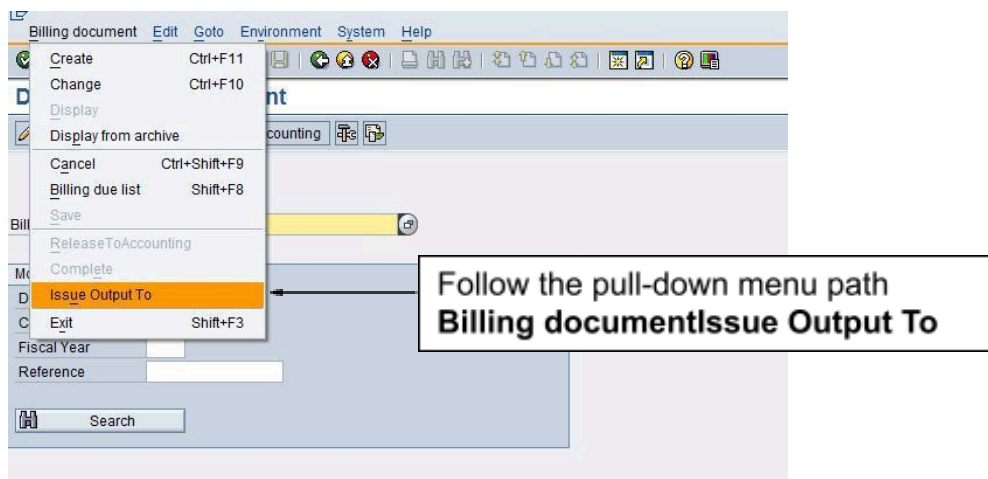
The invoice that will be sent to The Bike Zone can be viewed by following the menu path:

Logistics>Sales and Distribution>Billing>Billing Document>Display

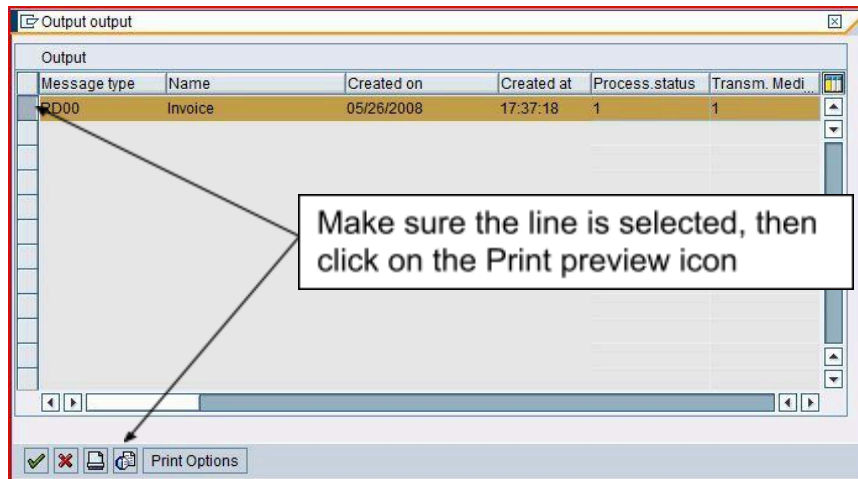
This will produce the following screen:



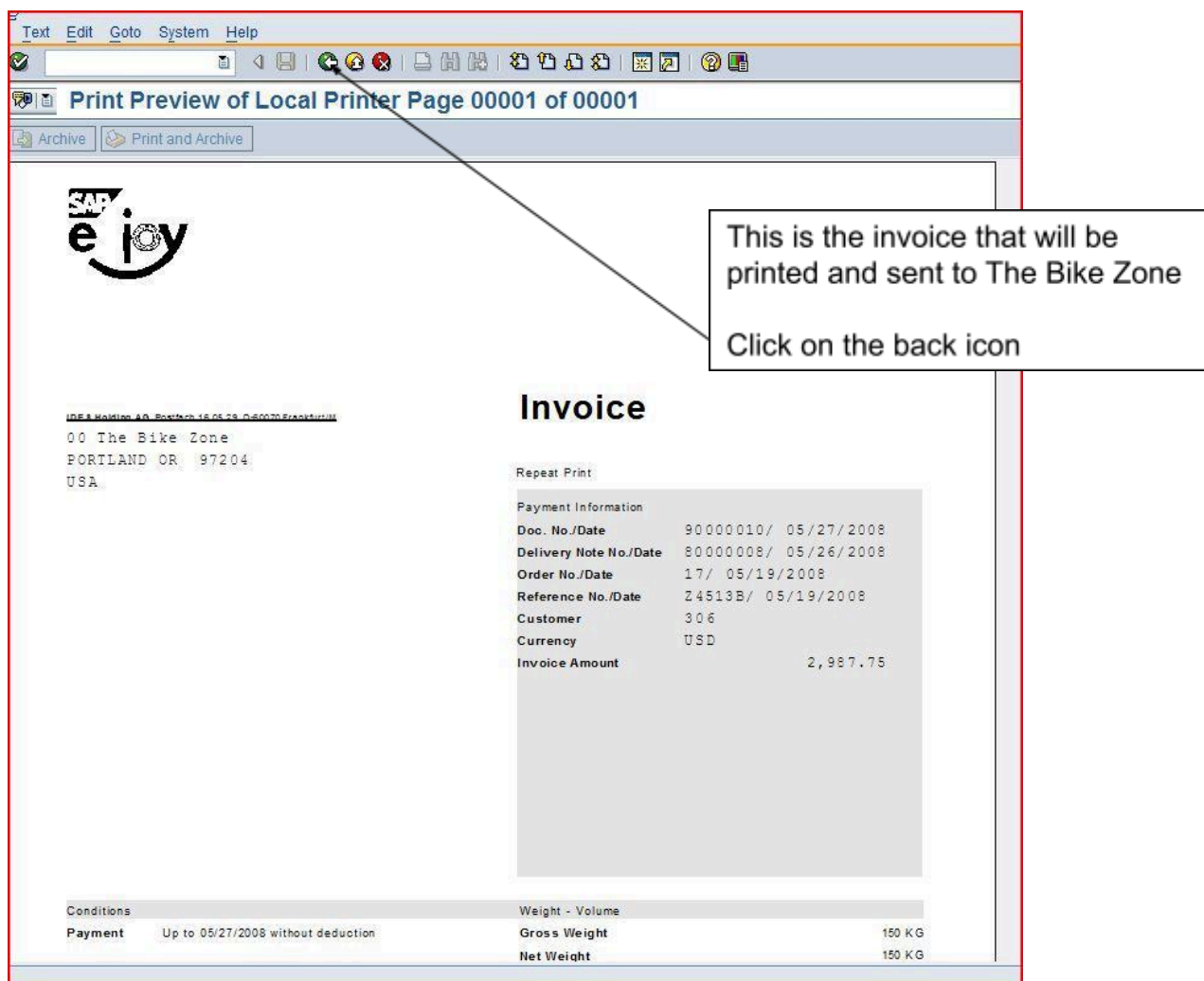
Follow the pull-down menu path **Billing document**▾**Issue Output To**:



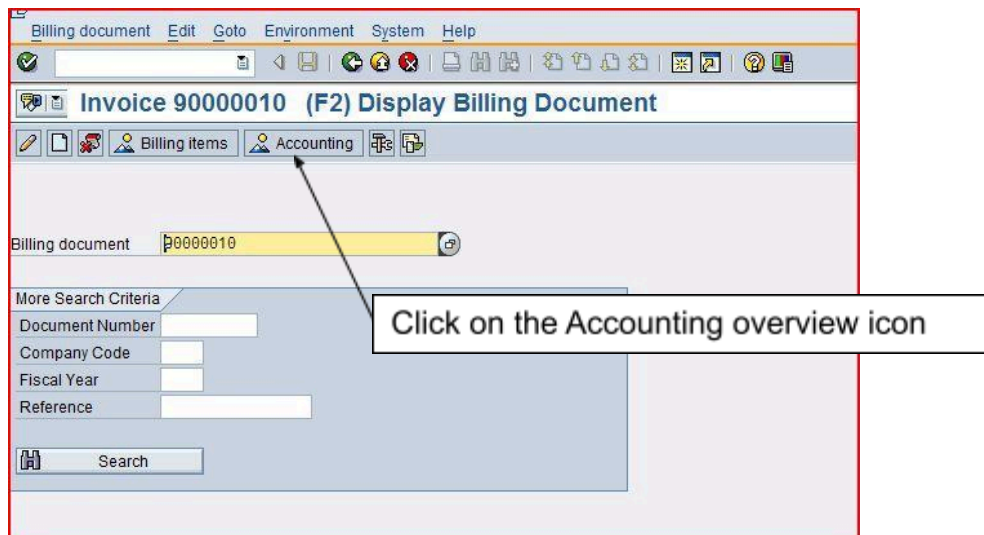
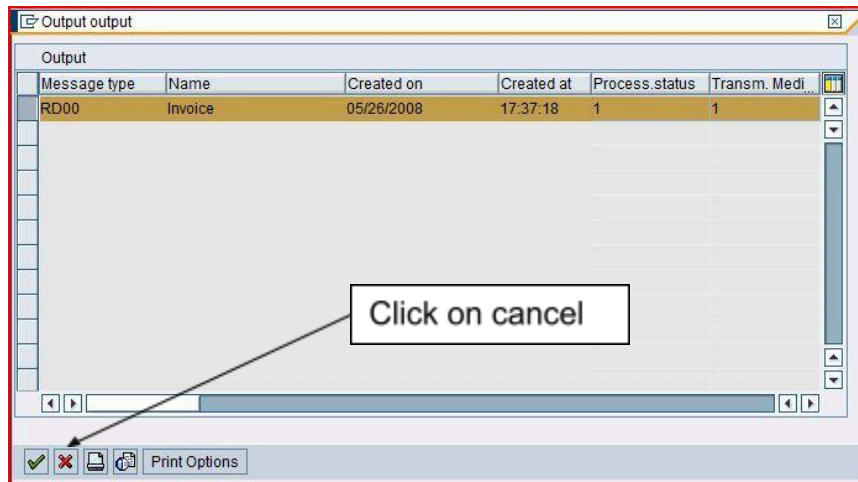
This will produce the following pop-up window:



Make sure the invoice line is selected, then click on the **Print preview** icon (). This will produce the following screen:



After reviewing the invoice, click on the back icon (), then close the pop-up window by clicking on the cancel icon ():



To review the accounting implications of this sale, click on the Accounting overview icon. This will produce the following screen:

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 90000004 Company Code: 00A1 Fiscal Year: 2008

Document Date: 05/27/2008 Posting Date: 05/27/2008 Period: 5

Reference: Z4513B Cross-CC no.:

Currency: USD Texts exist: ☐ Ledger Group:

C...	Item	P	S	Account	Description	Amount	Curr.	Tx
00A1	1	01		306	00 The Bike Zone	2,987.75	USD	
	2	50		600100	Sales Revenue	1,850.00-	USD	
	3	40		610100	Revenue Deductions	50.00	USD	
	4	40		610100	Revenue Deductions	90.00	USD	
	5	50		600100	Sales Revenue	1,345.00-	USD	
	6	40		610100	Revenue Deductions	67.25	USD	

Review the accounting postings due to this sales order

Click on the exit icon () twice to return to the SAP Easy Access Screen.

Exercise SD 22: Post Receipt of Customer Payment

After The Bike Zone mails its payment, it needs to be recorded. To do this, follow the menu path:

Accounting>Financial Accounting>Accounts Receivable>Document Entry>Incoming Payments

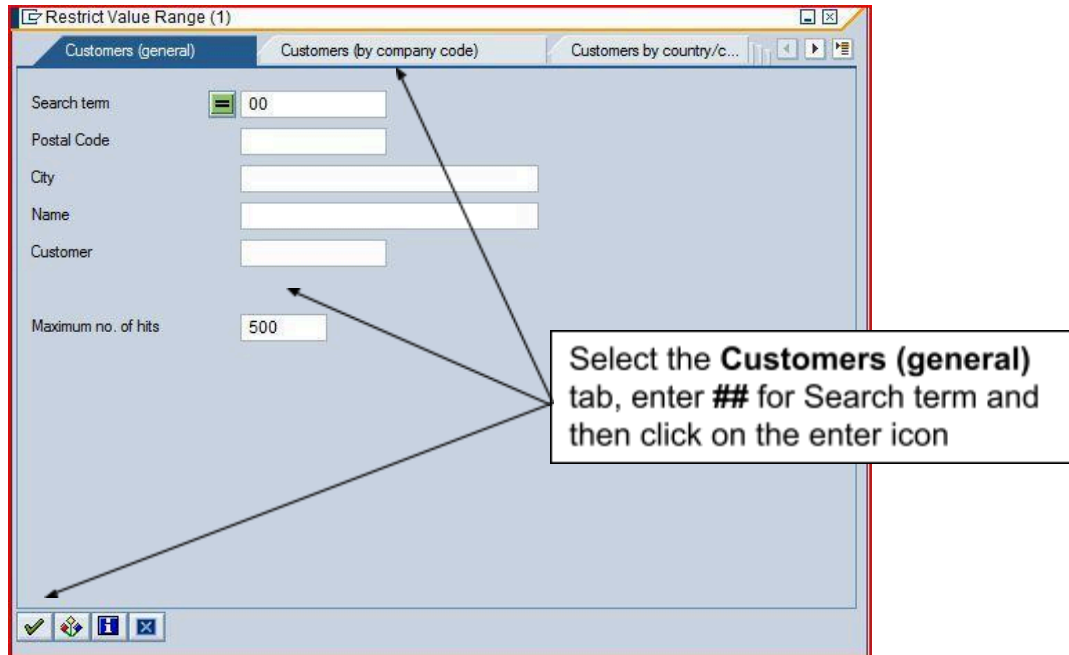
This will produce the following screen:

The screenshot shows the SAP 'Post Incoming Payments: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, Settings, System, Help) and a toolbar. The main area is divided into several sections: 'Process open items', 'Document Date' (05/27/2008), 'Posting Date' (05/27/2008), 'Document Number', 'Reference', 'Doc.Header Text', 'Clearing text', 'Bank data', 'Open item selection', and 'Additional selections'. The 'Bank data' section contains fields for 'Account' (100100), 'Amount' (2987.75), 'Bank charges', 'Value date', and 'Text'. The 'Open item selection' section includes 'Account Type' (D), 'Special G/L ind', 'Pmnt advice no.', 'Distribute by age', and 'Automatic search'. The 'Additional selections' section includes 'None', 'Amount', 'Document Number', 'Posting Date', 'Dunning Area', and 'Others'. Annotations with arrows point to the 'Document Date' field, the 'Company Code' field (00A1), the 'Currency/Rate' field (USD), the 'Account' field (100100), and the search icon in the 'Account' field. A text box on the right provides instructions on using F4/F2 function keys to enter the current date for the document date and lists the values to enter: 1000 for Company Code, EUR for Currency/Rate, 110000 for Account, and ***** f for amount. Another text box below it instructs to click on the account field, then the search icon, to search for the customer number for The Bike Zone.

Use the **F4/F2** function keys to enter the current date for the document date
Enter:
1000 for Company Code
EUR for Currency/Rate
110000 for Account
******* f** or amount

Then click on the account field, then the search icon, to search for the customer number for The Bike Zone

After entering the information above, click on the Account field, then click on the search icon to get the search pop-up window:



As The Bike Zone was created with the data set number (##) as a search term, you can use this to find The Bike Zone. After entering ## on the **Customers (general)** tab, click on the enter icon and you will get the following results:



After selecting The Bike Zone, click on the Process open items icon:

Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items

Document Date 05/27/2008 Type DZ Company Code 00A1
Posting Date 05/27/2008 Period 5 Currency/Rate USD
Document Number
Reference
Doc.Header Text
Clearing text

Bank data

Account 100100 Business Area
Amount 2987.75 Amount in LC
Bank charges LC bank charges
Value date Profit Center
Text Assignment

Open item selection

Account 006
Account Type D ☐ Other accounts
Special G/L ind ☒ Standard Ols
Pmnt advice no.
☐ Distribute by age
☐ Automatic search

Additional selections

☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Others

Click on Process open items

After clicking on **Process open items**, you will get the following screen:

Document Edit Goto Settings System Help

Post Incoming Payments: Header Data

Process open items

Click on the exit icon to exit this transaction

Document Date Type DZ Company Code 00A1
Posting Date 05/27/2008 Period 5 Currency/Rate USD
Document Number Translatn Date
Reference Cross-CC no.
Doc.Header Text Trading part.BA
Clearing text

Bank data

Account ☒ Business Area
Amount Amount in LC
Bank charges LC bank charges
Value date Profit Center
Text Assignment

Open item selection

Account
Account Type D ☐ Other accounts
Special G/L ind ☒ Standard OIs
Pmnt advice no.
☐ Distribute by age
☐ Automatic search

Additional selections

☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Others

Click on the exit icon (), which will produce the following pop-up window:

Exit Editing

Data will be lost.

Do you want to exit editing?

Click on Yes

Yes No

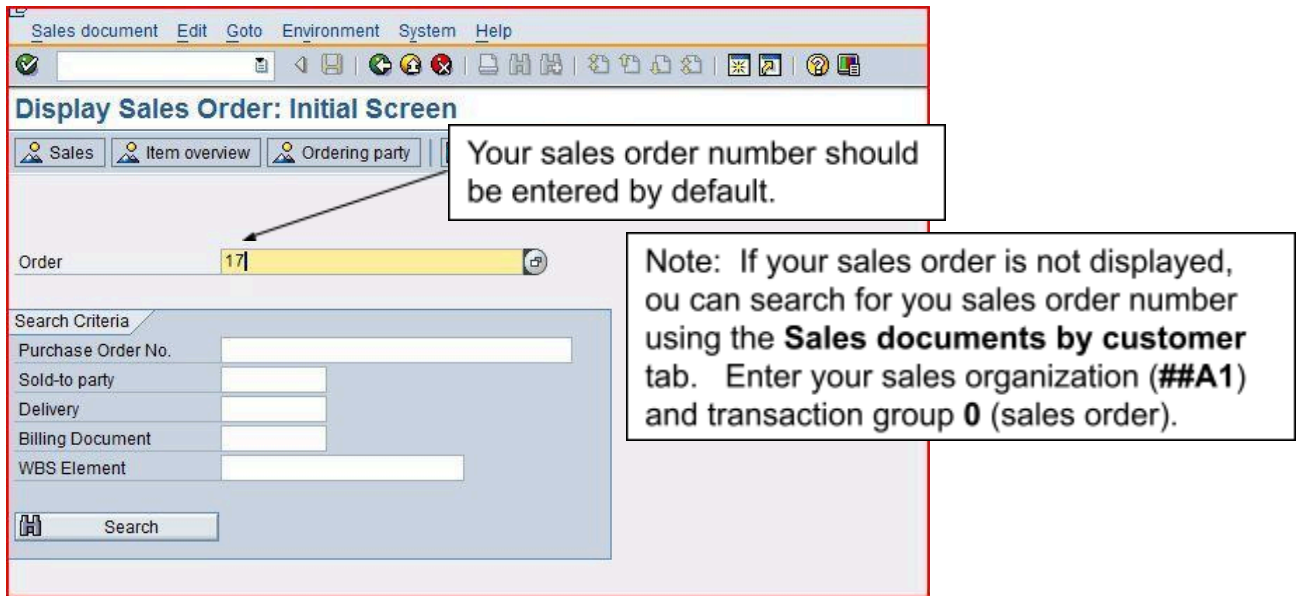
There is no data to be lost, so click on the **Yes** icon to return to the SAP Easy Access menu.

Exercise SD 23: Review Document Flow

The document flow tool links all documents that were used in The Bike Zone's sales order. Again, there are many ways to access the document flow tool. One way is to start by displaying the sales order document. To do this, follow the menu path:

Logistics>Sales and Distribution>Sales>Order>Display

This will produce the following screen:



Display Sales Order: Initial Screen

Sales Item overview Ordering party

Order: 17

Search Criteria

Purchase Order No.	
Sold-to party	
Delivery	
Billing Document	
WBS Element	

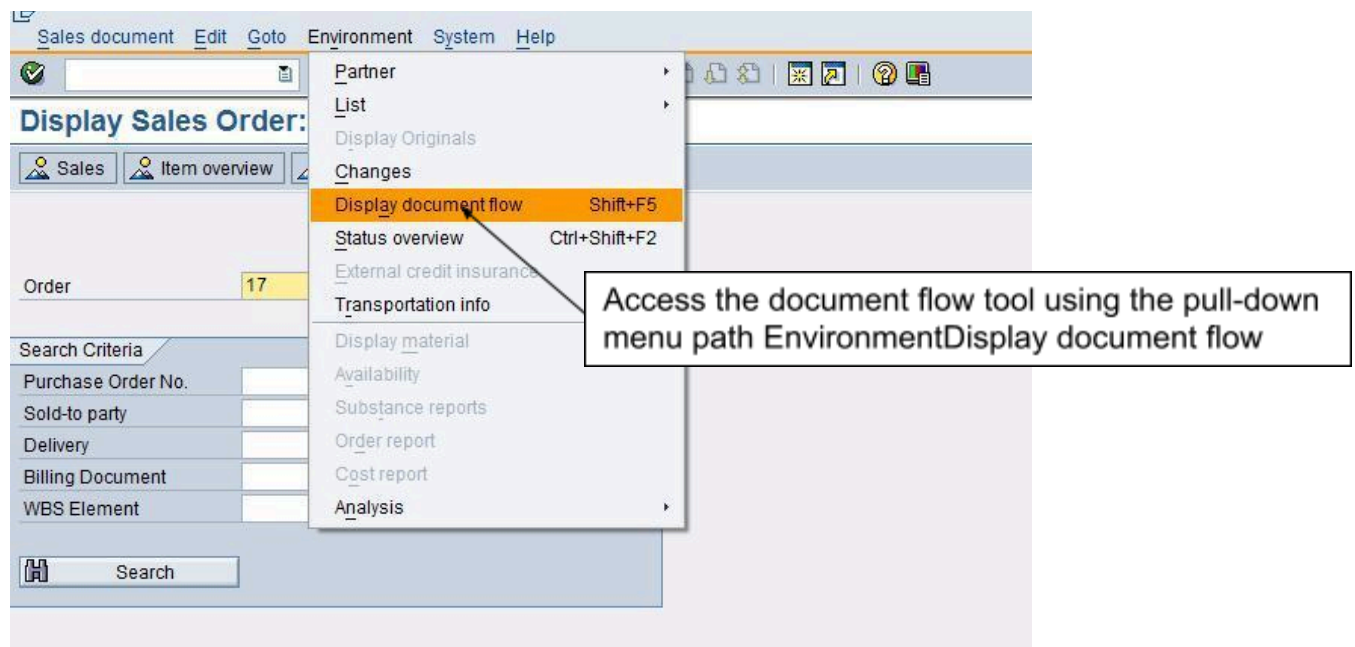
Search

Your sales order number should be entered by default.

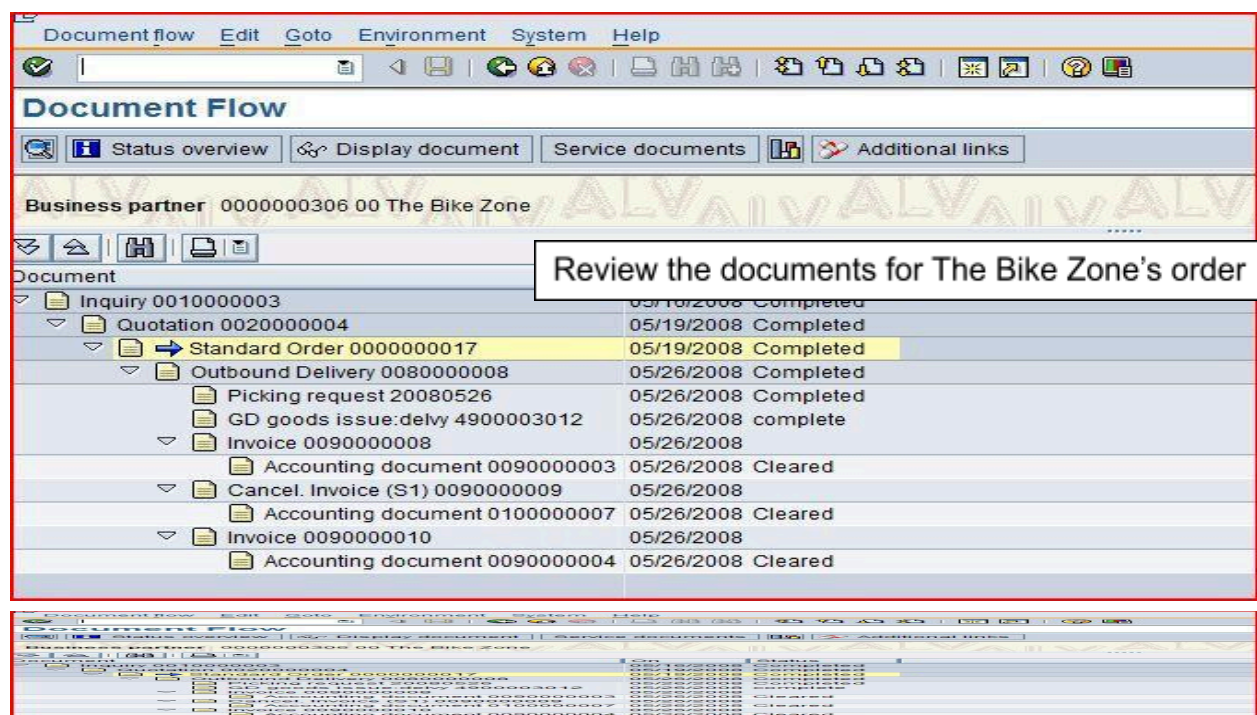
Note: If your sales order is not displayed, you can search for your sales order number using the **Sales documents by customer** tab. Enter your sales organization (**##A1**) and transaction group **0** (sales order).

To access the document flow tool, follow the pull-down menu path:

Environment □ Display document flow



The document flow for The Bike Zone will look like the following:



Click on the exit icon () to return to the SAP Easy Access menu.