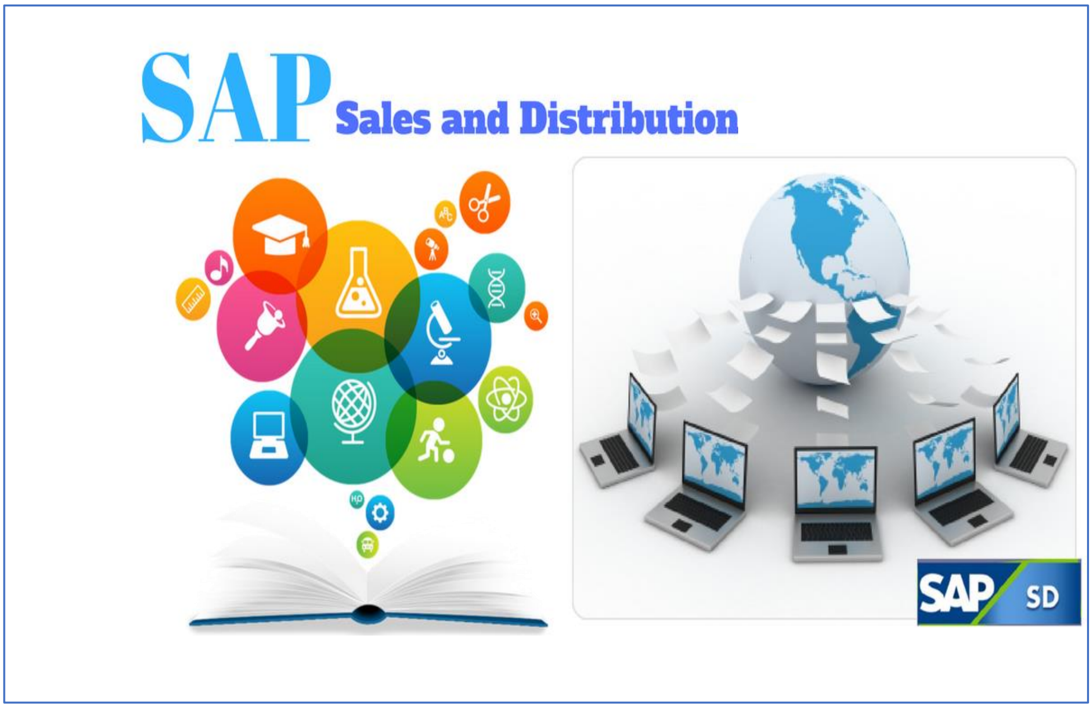
FIT3138 Real Time Enterprise Systems

Worksheet 04

Sales & Distribution



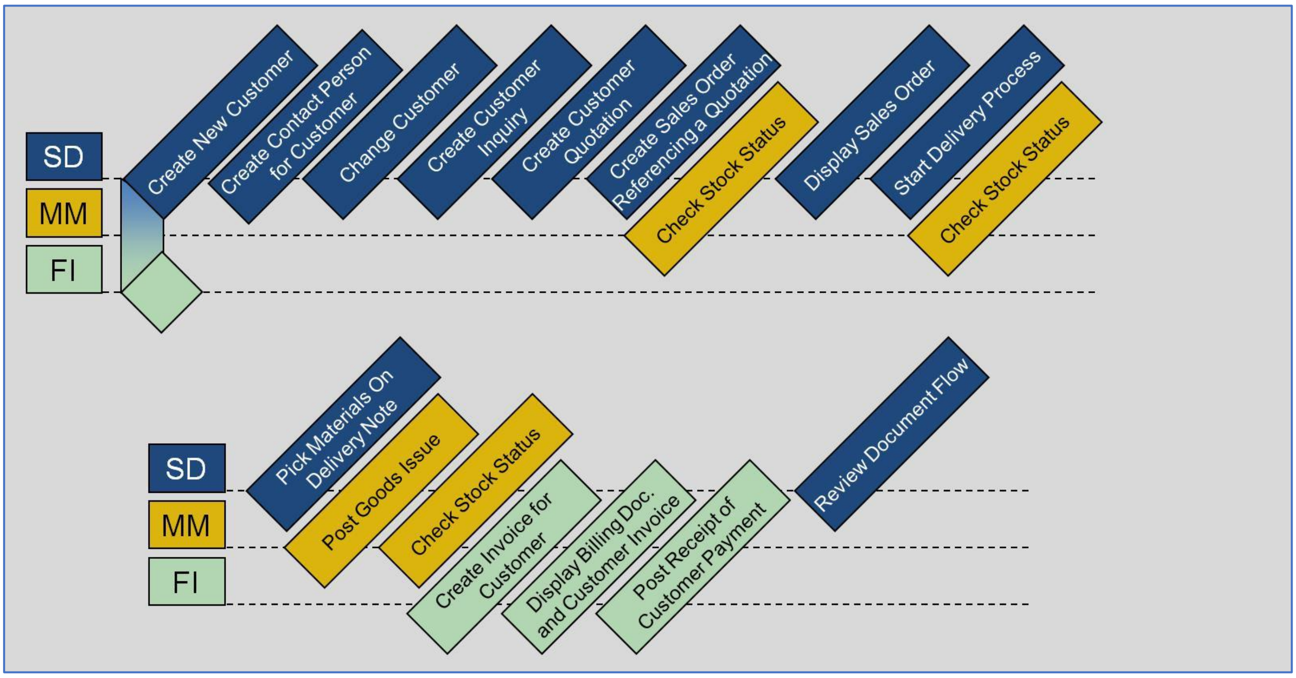
Version 2022.00

Scenario

In order to process a complete order-to-cash process you will take on different roles within the GBI company, e.g. sales agent, warehouse worker, accounting clerk. Overall, you will be working in the Sales and Distribution (SD), the Materials Management (MM) and the Financial Accounting (FI) departments.

You start the sales order process by creating a new customer (The Bike Zone) in Orlando. Then, you receive an inquiry which you will process into a quotation. Once the quotation is accepted by the customer you create a sales order referencing the quotation. As you will have enough bikes in stock, you deliver the products sold to your customer, create an invoice, and receive the payment.

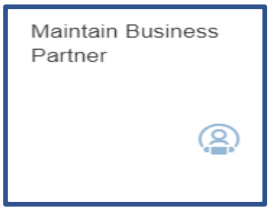
The graphic below displays the complete process.



A. Create a new customer

In this case study, we will create the master data record 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 the needed data to define a new customer.

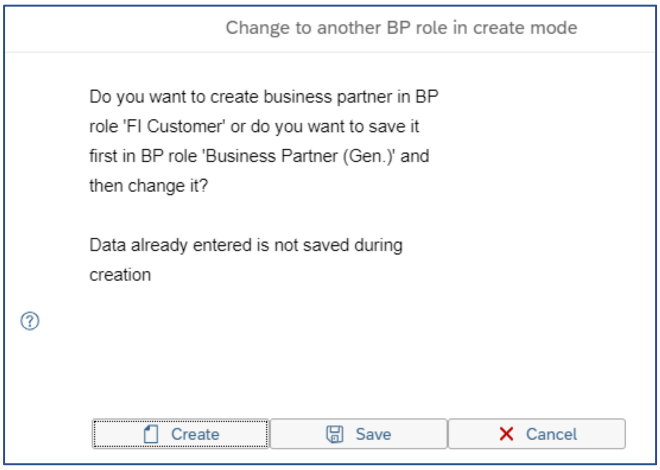
1. To create a new customer, use the app *Maintain Business Partner* in the *Sales and Distribution Group.*



2. In the *Maintain Business Partner* screen choose the **Organization** tab.

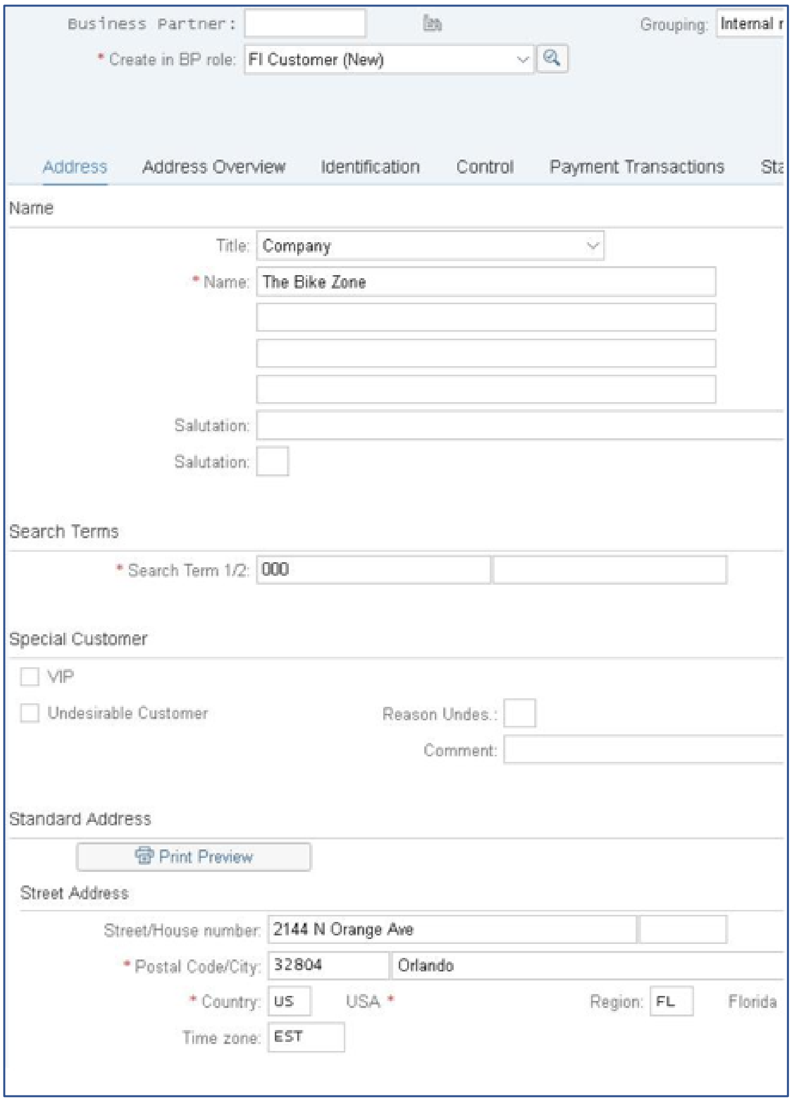
3. In the *Create Organization* screen move to the *Create in BP role* field and select in the drop-down menu the Business Role: **FI Customer**.

   In the pop-up *Change to another BP role in create mode* choose 



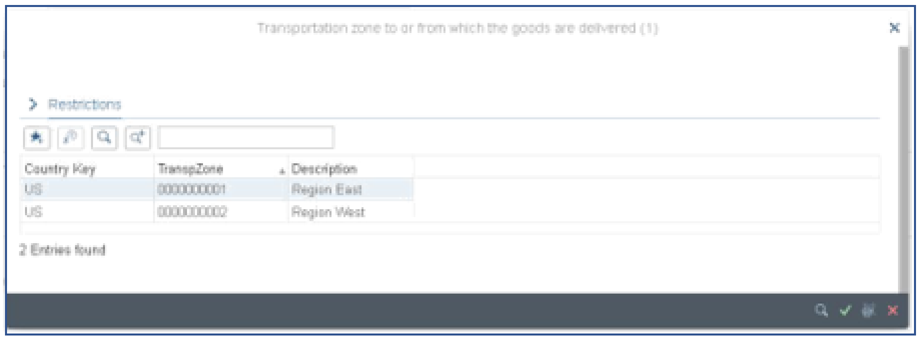
4. In the *Create Organization: Role FI Customer* screen make sure, that for the field *Create in BP Role*, **FI Customer (New)** is selected.
   Select **Company** for Title, enter **The Bike Zone ###** for Name and your number (**###)** for Search Term 1.
   Further, enter **2144 N Orange Ave** for Street/House, **32804** for Postal Code, **Orlando** for City, **US** for Country and **FL** for Region.

5. Select **English** for Language.

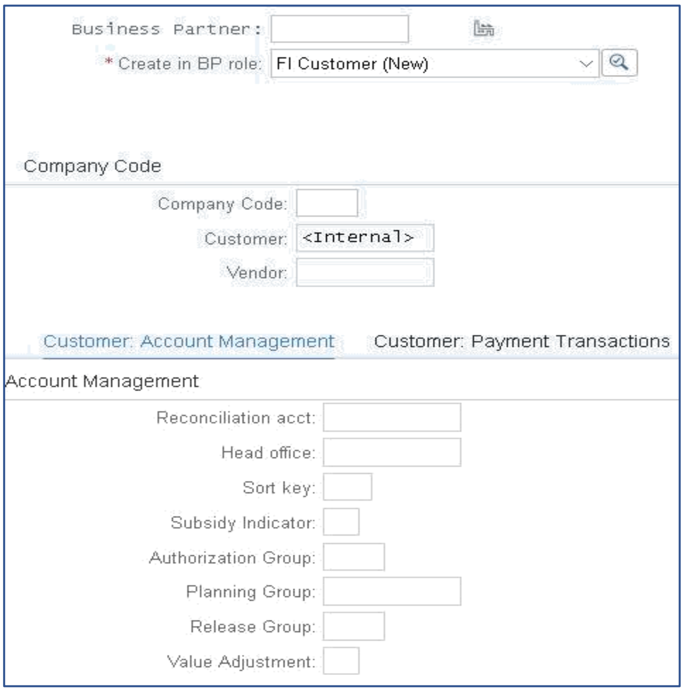


6. Then click on the More Fields icon  (to the right of Street Address) to access additional street address fields.

7. Scroll down and click on the search icon next to the Transportation Zone field or click into the field Transportation Zone and press the F4 key. This will produce the following pop-up window:



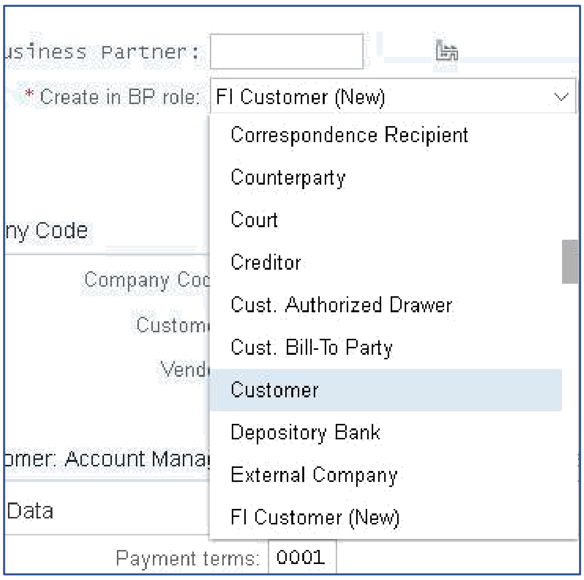
8. Double-click on **Region East** to select it.
   Select Language = “English”.
   Select the **Company Code** tab at the top of the screen. (If you cannot see it click on “**More v**” at the top of the screen).
   This will produce the following screen.
   Enter **US00** for Company Code and confirm with ***Enter***.



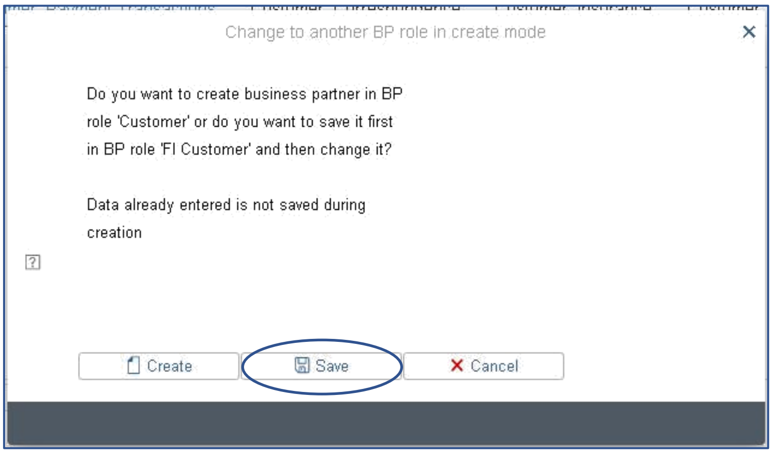
9. In the tab *Customer: Account Management* enter **110000** for Reconciliation acct. and **001** for Sort key.

10. Then click on the tab *Customer: Payment Transactions* and enter **0001** for Payment Terms. Confirm with ***Enter***.

11. In the drop-down menu **Create in BP role*, choose **Customer.**



12. In the pop-up *Change to another BP role in create mode*, choose 

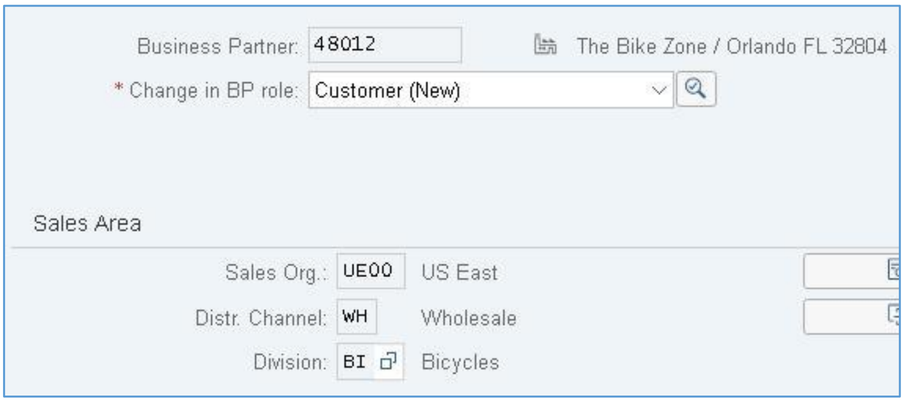


13. You will receive a message that you created a Business Partner.

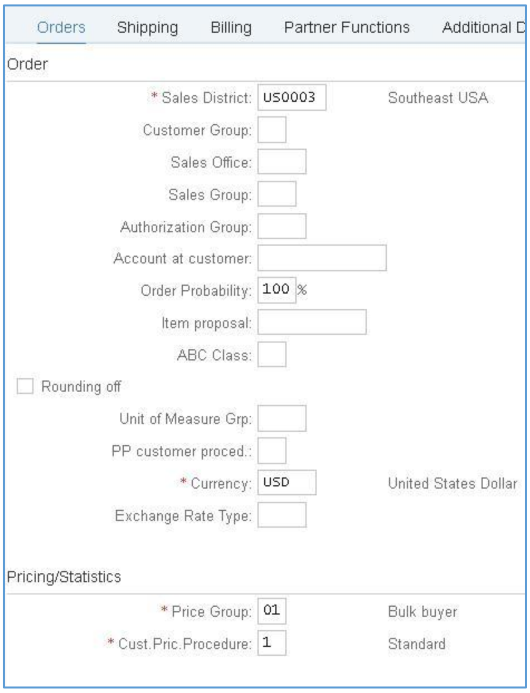
Record this number: ………………………..

Now you want to add additional information in the BP role Customer.

14. Click on the **Sales and Distribution** tab**.** (If you cannot see it click on "**More v**").
Enter **UE00** for Sales Org., **WH** for Distr. Channel and **BI** for Division.
Confirm with ***Enter***.



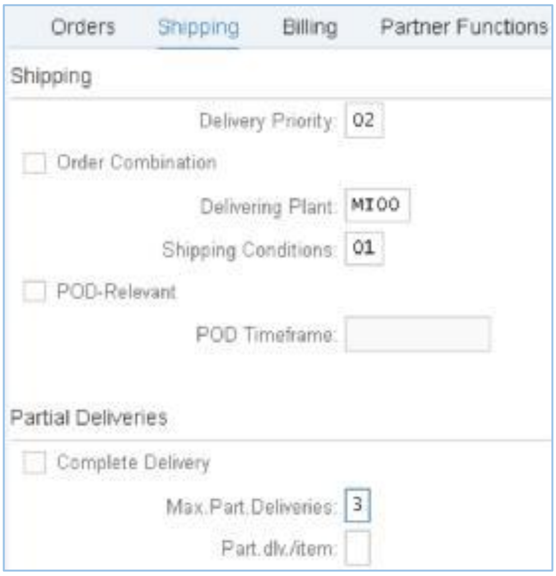
15. Enter **US0003** for *Sales District*, **USD** for *Currency*, **01** for *Price Group*, and **1** for *Cust.Price.Procedure*.



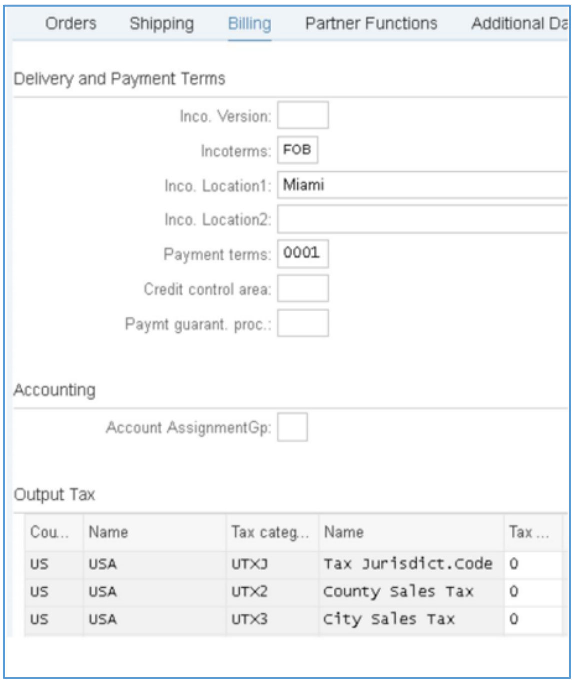
16. Then click on the tab **Shipping**.

    Enter **02** for Delivery Priority, **MI00** for Delivering Plant, **01** for Shipping Conditions and **3** for Max.Part.Deliveries.

    Check with the screen below.



17. Navigate to the tab **Billing** and enter **FOB** for Incoterms and **Miami** for Incoterms Location 1, **0001** for Payment Terms and **0** for all three Tax classifications.
    Check with the screen below:



18. Click on Save to save your new customer data. **The SAP System creates a unique customer number.**

19. Choose again **FI Customer (defined)** in the drop-down menu: *Change in BP role.* Choose the tab: *Customer:General Data*.

    Note: You have created a customer with a unique number, and for this customer you have created a unique Business Partner number. With the Business Partner number, you can assign your customer more roles.

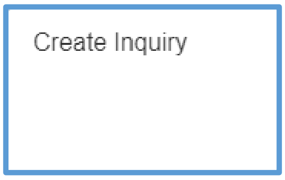
Note the customer number …………………………………..

20. Click on the home icon to return to the Fiori Launchpad overview.

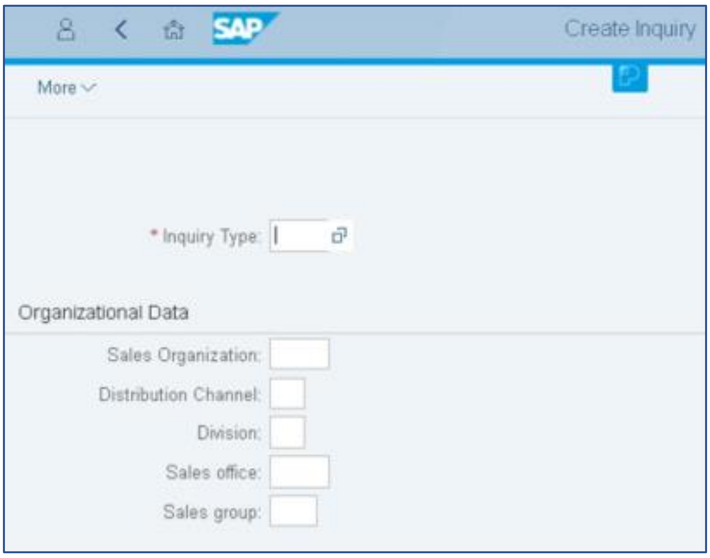
B. Create Customer Inquiry

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.

21. To create an inquiry, use the app *Create Inquiry.*

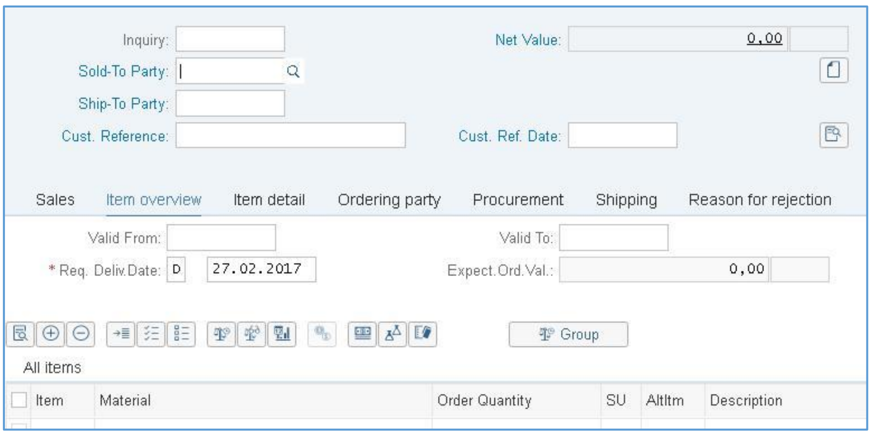


This will produce the following screen:



22. Enter the following information: **IN** for Inquiry Type, **UE00** for Sales Organization, **WH** for Distribution Channel and **BI** for Division. Then click on 

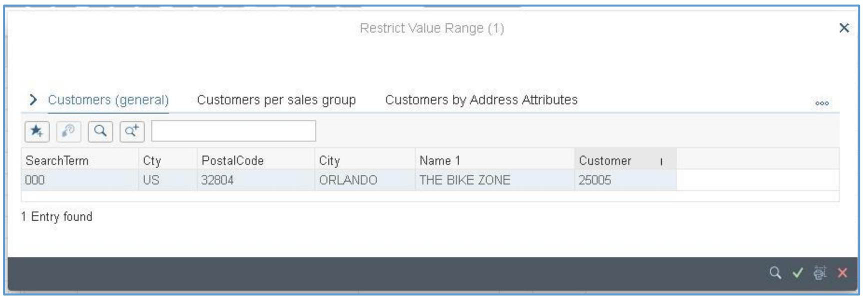
. This will produce the following screen.



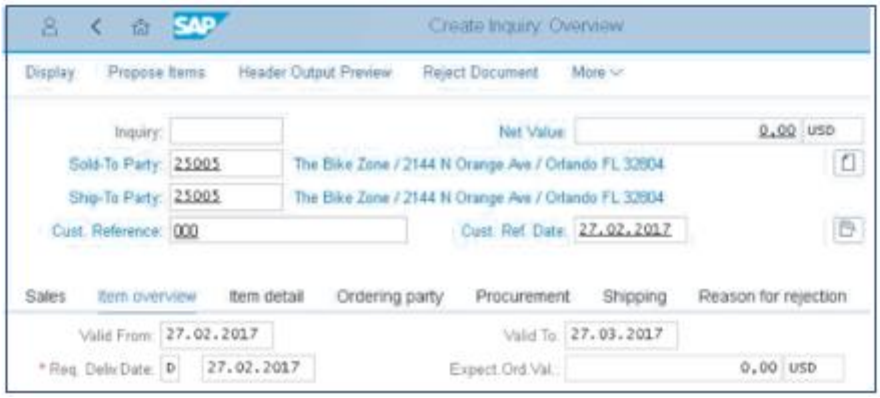
23. Click on the Sold-To Party field, then click on the search icon to display the search screen.

24. Because you have defined a search term when we created our new customer, we can now use it to find your “The Bike Zone”.

Click on the **Customers (general)** tab, enter ### for search term and **Orlando** for City. Then, click on Find. This will display the new customer.

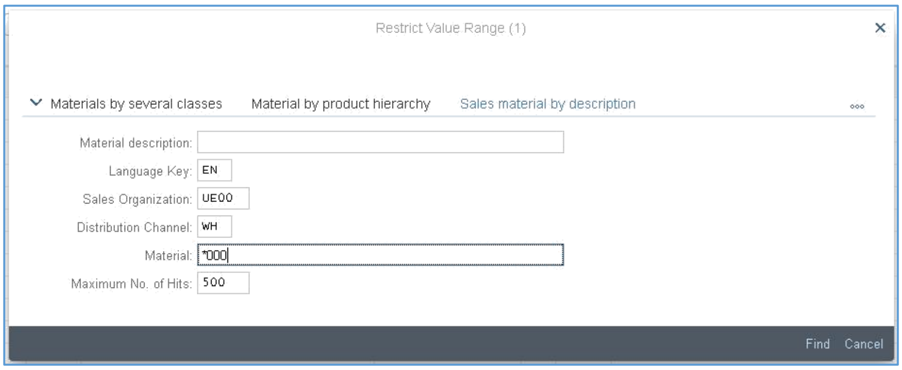


25. Double-click on *The Bike Zone ###* to select it.

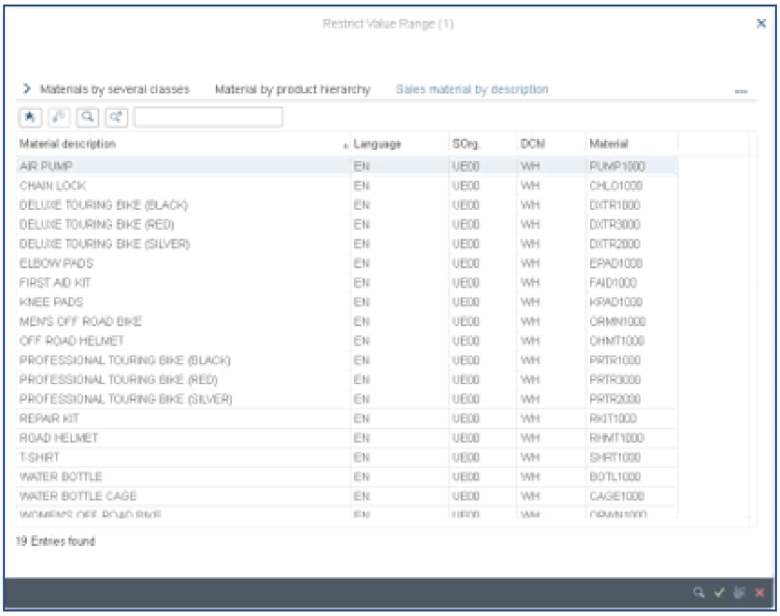


26. Enter ### for Cust. Reference, **today’s date** for the Customer Reference Date (F4, then Enter), **today’s date** for the Valid from date (F4, then Enter) and a date **one month from today** for the Valid to date (F4, then select the date).

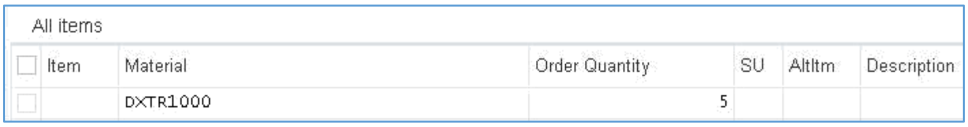
27. The Bike Zone wants a quote on two products – the Deluxe Touring Bike (black) and the Professional Touring Bike (black). To find these products, we need to use the search function. Click on the material field, then click on the search icon. Make sure you are on the **Sales Material by Description** tab. You can find it by using ooo .



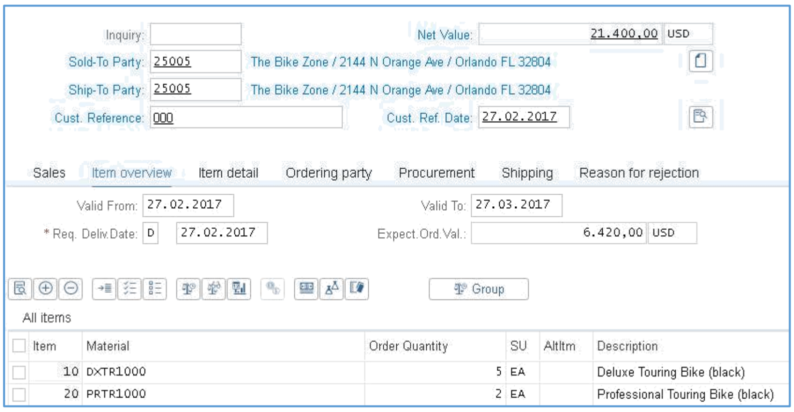
28. On the **Sales Material by Description** tab, enter Sales Organization **UE00**, Distribution Channel **WH** and Material ***###** (e.g. *005 if your number is 005). Then click on Find to get the list of bicycles.



29. Double-click on the **Deluxe Touring Bike (Black)** to select it and enter an order quantity of **5** pieces.

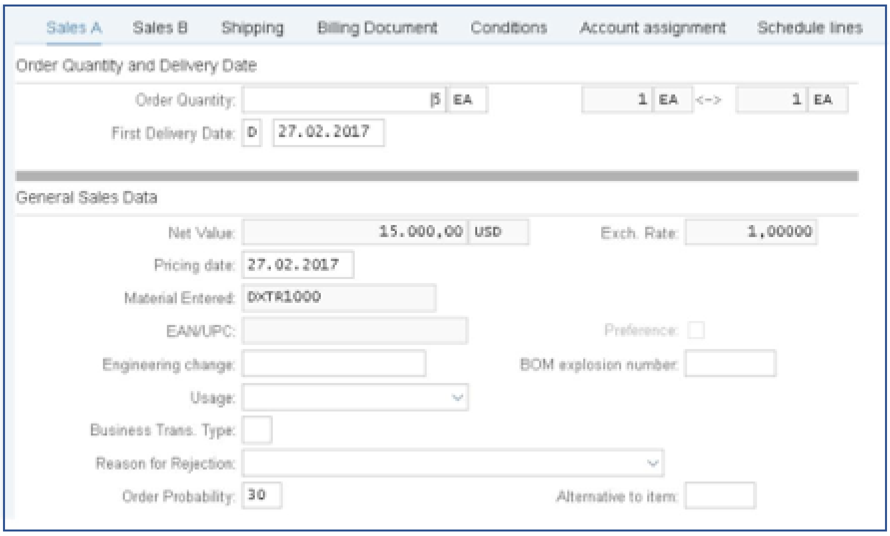


30. Now repeat the process to enter a quantity of **2** of the **Professional Touring Bike (Black)**. Choose *Enter* to determine the price for this order.



31. The total price for these 7 bikes to The Bike Zone is 21,400.00, which is given by the net value. The Expected Order Value (6,420.00) is a calculated value which takes the net value of the order and multiplies it by the probability of having an inquiry from this customer turn into an actual order.

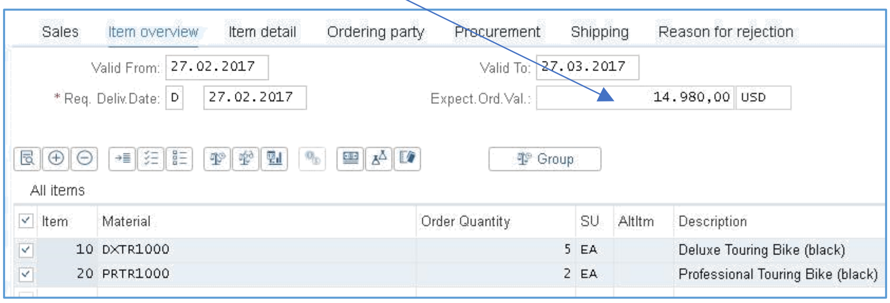
    Select both items and choose the *Item Conditions* icon . Then choose the tab *Sales A*.

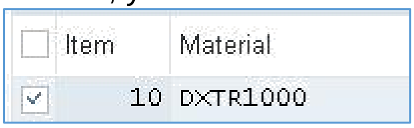


32. The order probability of 30% is the default value that was set for GBI for inquiry documents. The expected order value is then 0.30 x 21,400.00 = 6,420.00. We can change the order probability for an inquiry, which makes sense as different customer inquiries would have different probabilities of becoming an actual sales order.

33. Change the Order Probability to 70%  then choose **Next Item** to get to PRTR1###. There change again the Order Probability to 70%.

34. Choose **Back** on the Title Bar (**not** Previous Item) to update the inquiry and note the new *Expect.ord.val* of 14,980.00.



35. Furthermore, you can check the availability of your material. Therefore, select your item  and click on *Display Availability* .

How many bikes of your PRTR1### are available? ………………..

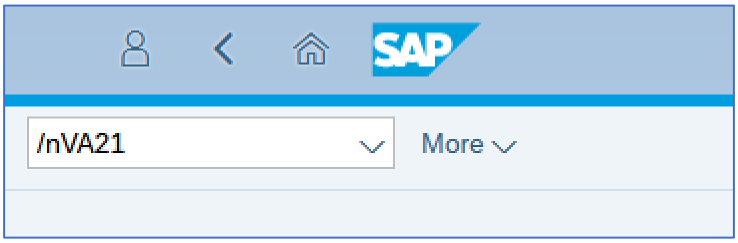
36. Choose to go back to the overview screen.
Click on **Save** to save the inquiry. The SAP system will assign a unique number to the inquiry.
Note it down: ……………

37. Click on the home icon to return to the Fiori Launchpad overview.

C. Create Customer Quotation

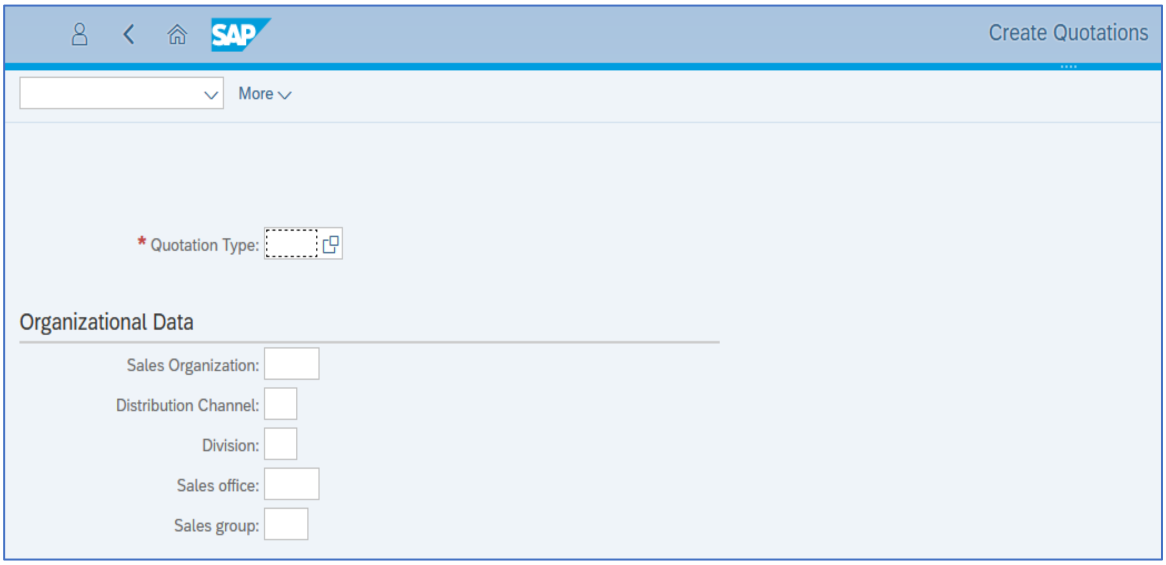
An inquiry presents the terms (price, delivery schedule) to a customer considering a purchase. A quotation is similar, except that it is a legally binding offer for delivering the requested product or services.
The Bike Zone would like a firm quote for the items in the inquiry created before. We can do this easily by copying the details from the inquiry into the new quotation.

38. To do this, go back to the *Create Inquiry* transaction and in the **Command Window**, type “/n” followed by the transaction code for the *Create Quotation* transaction, VA21:

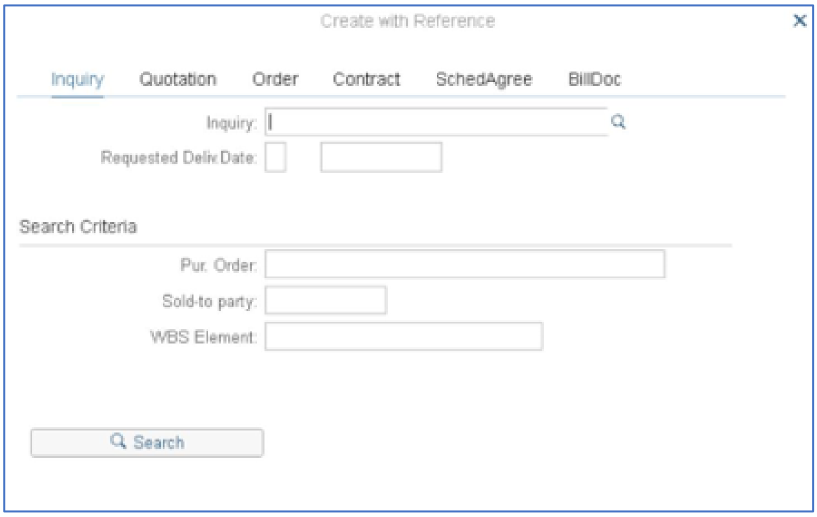


If you cannot see the command window, refer to Worksheet 01, Page 22

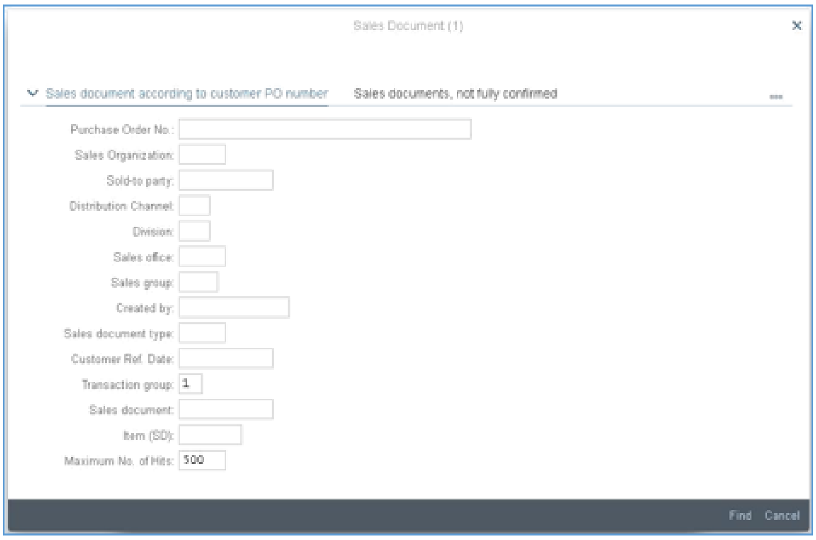
Press *Enter, t*he following screen will be displayed:



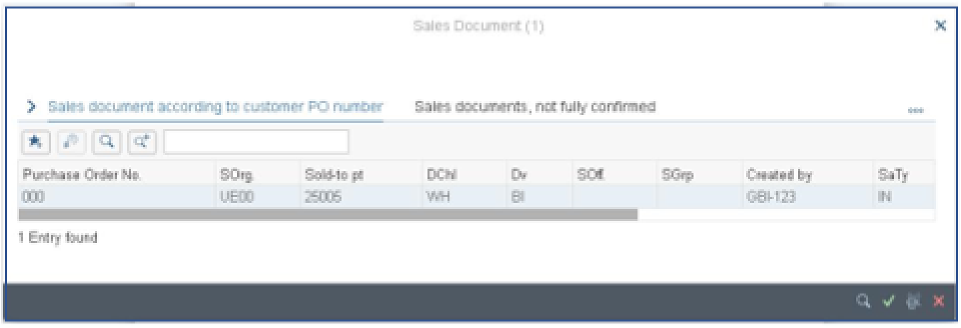
Enter **QT** for Quotation Type, then click on Create with Reference.
This will produce the following screen.



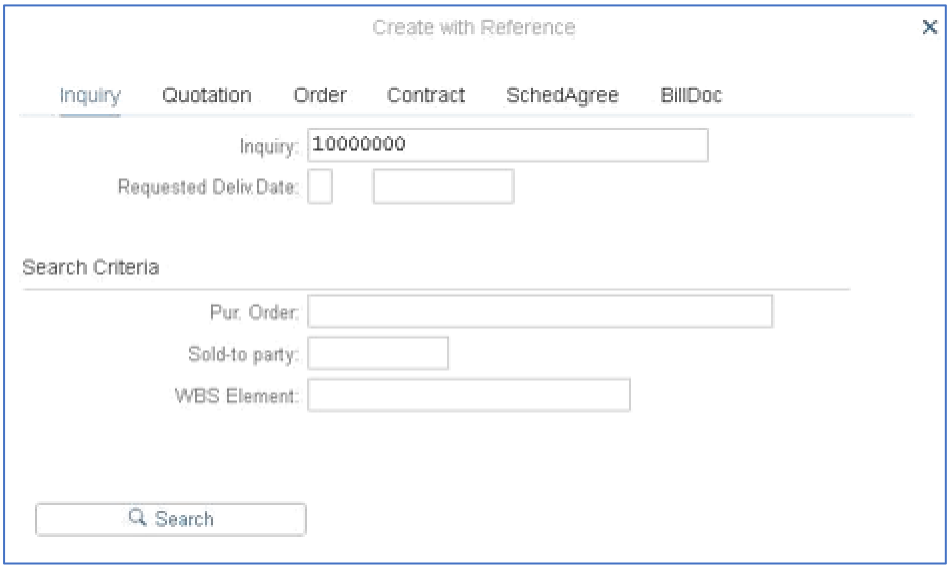
39. Make sure the *Inquiry* tab is selected, click on the *Inquiry* field, then on the search icon . This will produce the following search window.



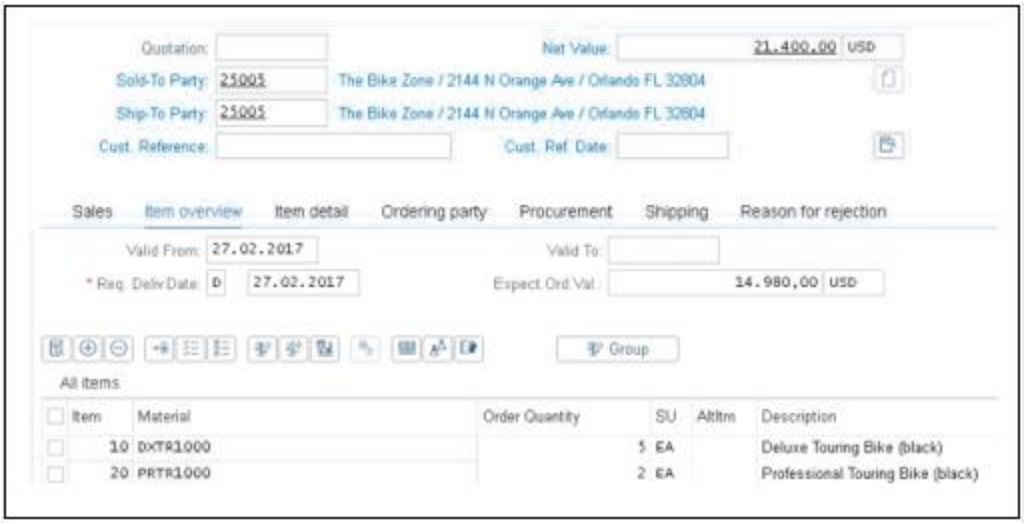
40. In the *Sales document according to customer PO* tab, enter the Purchase Order No. (###) (This was the Customer Reference Number entered on the Enquiry), then click on Find. This will produce a list with the inquiry for The Bike Zone.



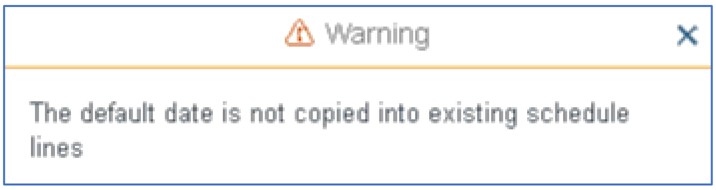
41. Double-click on the inquiry to select it, and the inquiry number will be copied in the *Create with Reference* window.



42. Click on the Copy button to copy information from the inquiry into the quotation screen.



43. Enter ### as Customer Reference number again, **today's date** for the Customer Ref. Date, a date **one month from today** for the Valid to date, and **tomorrow's date** for the Required Delivery date**.** Then press *Enter*, which **may** produce the following warning.

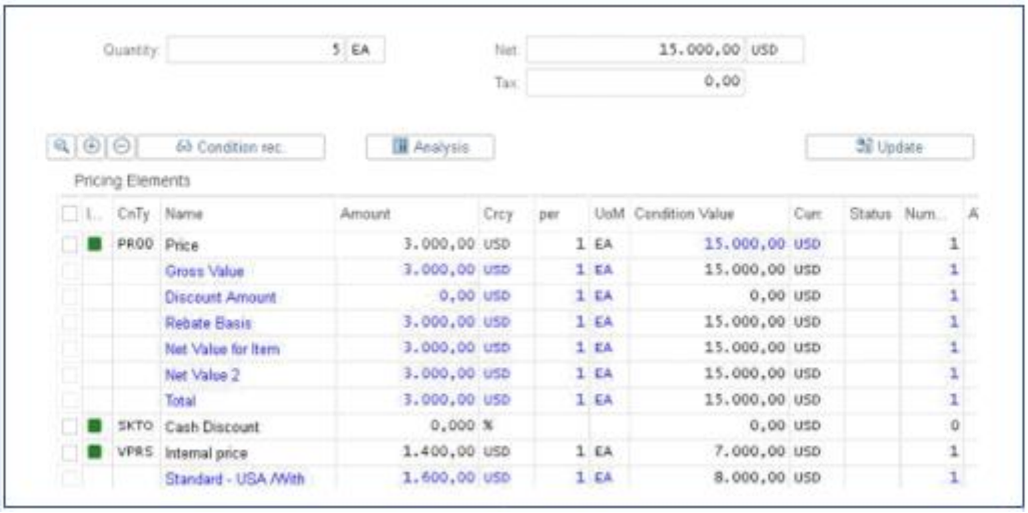


44. Press *Enter* again. This **may** produce an information message.

Press *Enter* to acknowledge this information.

45. To encourage The Bike Zone to become a loyal customer, you have been authorized to give a $50.00 discount on each Deluxe Touring bike, as well as a 5% discount on the entire order.

    To add the $50.00, select the Deluxe Touring bike line in the order, then click on the Item conditions icon . You will get a screen that shows the pricing details for your Deluxe Touring Bike.

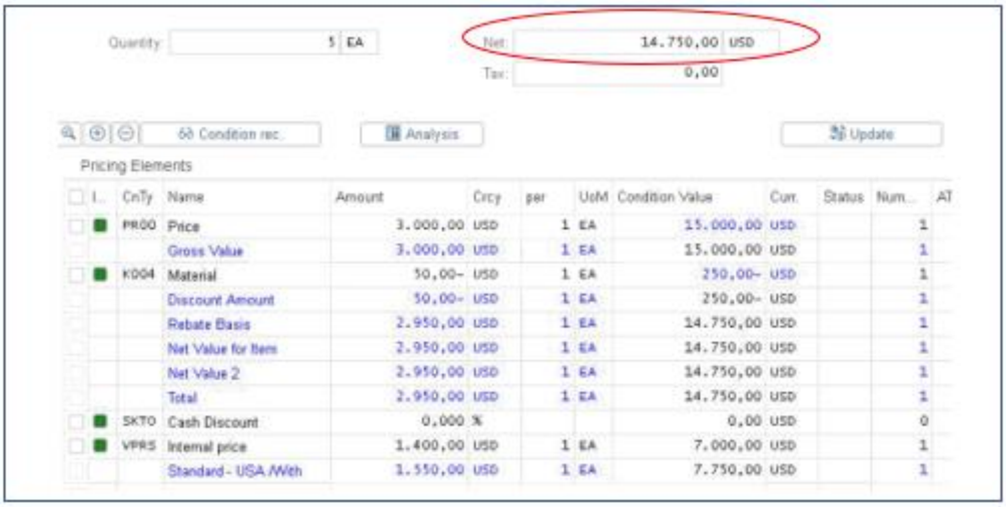


I...	CnTy	Name	Amount	Crcy	per	UoM	Condition Value	Curr.	Status	Num...	A
	PR00	Price	3.000,00	USD	1	EA	15.000,00	USD		1	
		Gross Value	3.000,00	USD	1	EA	15.000,00	USD		1	
		Discount Amount	0,00	USD	1	EA	0,00	USD		1	
		Rebate Basis	3.000,00	USD	1	EA	15.000,00	USD		1	
		Net Value for Item	3.000,00	USD	1	EA	15.000,00	USD		1	
		Net Value 2	3.000,00	USD	1	EA	15.000,00	USD		1	
		Total	3.000,00	USD	1	EA	15.000,00	USD		1	
	SKTO	Cash Discount	0,000	%			0,00	USD		0	
	VPRS	Internal price	1.400,00	USD	1	EA	7.000,00	USD		1	
		Standard - USA /With	1.600,00	USD	1	EA	8.000,00	USD		1	

46. 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 an amount of **50** to the pricing procedure.

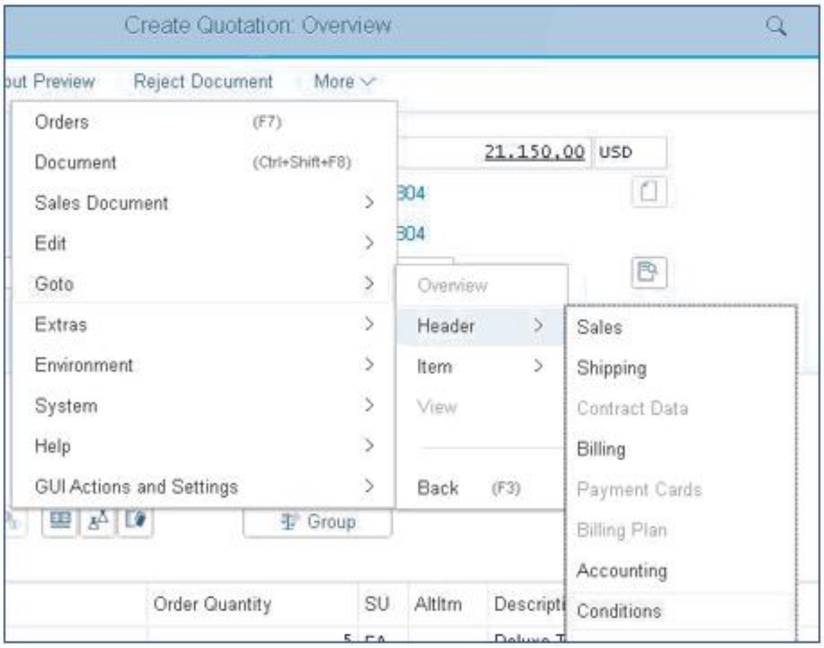
I...	CnTy	Name	Amount	Crcy
	PR00	Price	3.000,00	USD
		Gross Value	3.000,00	USD
		Discount Amount	0,00	USD
		Rebate Basis	3.000,00	USD
		Net Value for Item	3.000,00	USD
		Net Value 2	3.000,00	USD
		Total	3.000,00	USD
	SKTO	Cash Discount	0,000	%
	VPRS	Internal price	1.400,00	USD
		Standard - USA /With	1.600,00	USD
	K004		50	

47. Press *Enter.* A new price for the 5 Deluxe Touring bikes will be calculated.



Note that the discount is now applied to the order. Click on the back icon  (Not previous) to return to the main quotation screen.

48. To apply a 5% discount to the entire order, follow the pull-down menu path: **More > Go to > Header > Conditions**



49. To apply the 5% discount, enter *CnTy (condition type)* **RA00** (Net Discount) with an amount of **5**, then choose *Enter*. Note that the price does not yet include the 5% discount.

Pricing Elements

I...	CnTy	Name	Amount	Crcy	per	UoM	Condition Value	Curr.
	PR00	Price					21.400,00	USD
		Gross Value					21.400,00	USD
	K004	Material					250,00-	USD
		Discount Amount					250,00-	USD
		Rebate Basis					21.150,00	USD
		Net Value for Item					21.150,00	USD
		Net Value 2					21.150,00	USD
		Total					21.150,00	USD
	SKTO	Cash Discount					0,00	USD
	VPRS	Internal price					10.000,00	USD
		Standard - USA /With					11.150,00	USD
	RA00		5					

50. To include the 5% discount, click on the Activate button in the middle of the screen.

Pricing Elements

I...	CnTy	Name	Amount	Crcy	per	UoM	Condition Value	Curr.
	PR00	Price					21.400,00	USD
		Gross Value					21.400,00	USD
	K004	Material					250,00-	USD
	RA00	% Discount from Net	5,000-	%			1.057,50-	USD
		Discount Amount					1.307,50-	USD
		Rebate Basis					20.092,50	USD
		Net Value for Item					20.092,50	USD
		Net Value 2					20.092,50	USD
		Total					20.092,50	USD
	SKTO	Cash Discount					0,00	USD
	VPRS	Internal price					10.000,00	USD
		Standard - USA /With					10.092,50	USD

51. The 5% discount is now applied. Note that it is applied to the price **after** the $50 discount per Deluxe Touring bike.
What is the difference between the first and the second discount regarding the DXTR1### and PRTR1###?
………………………………………………………………………………………………

52. Click on Save to save the new quotation and note the quotation number.
……………………………………………

Success

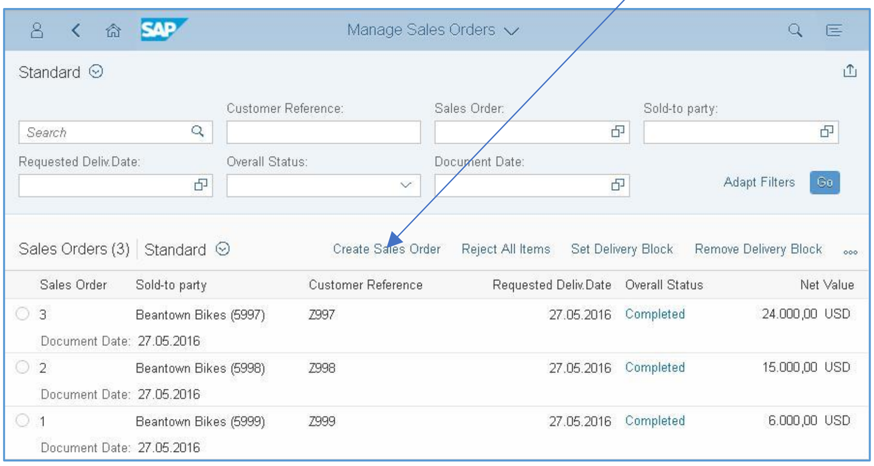
Quotation 20000000 has been saved

53. Click on the home icon to return to the Fiori Launchpad overview.

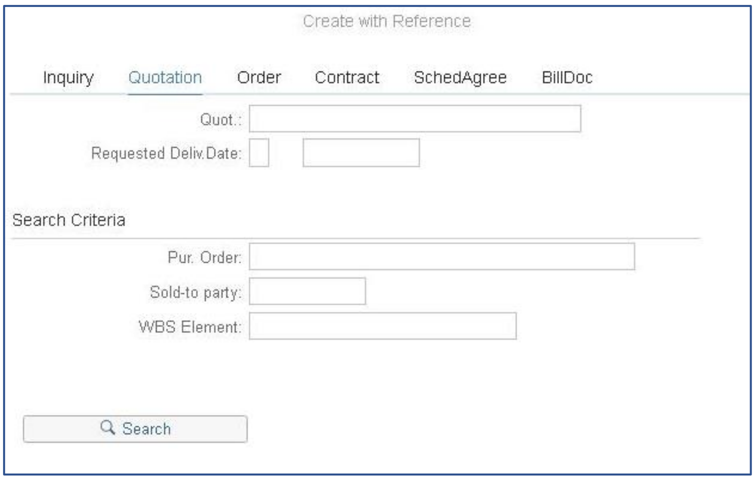
D. Create a Sales Order Referencing a Quotation

54. 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 the sales order.
To create a sales order, use the app *Manage Sales Order.* This is a **dynamical app,** which in this example shows a 3. This means that GBI has three different sales orders.

55. In the screen *Manage Sales Orders* you can display all Sales Orders from GBI.
Therefore, just choose Go and click on the button Create Sales Order.

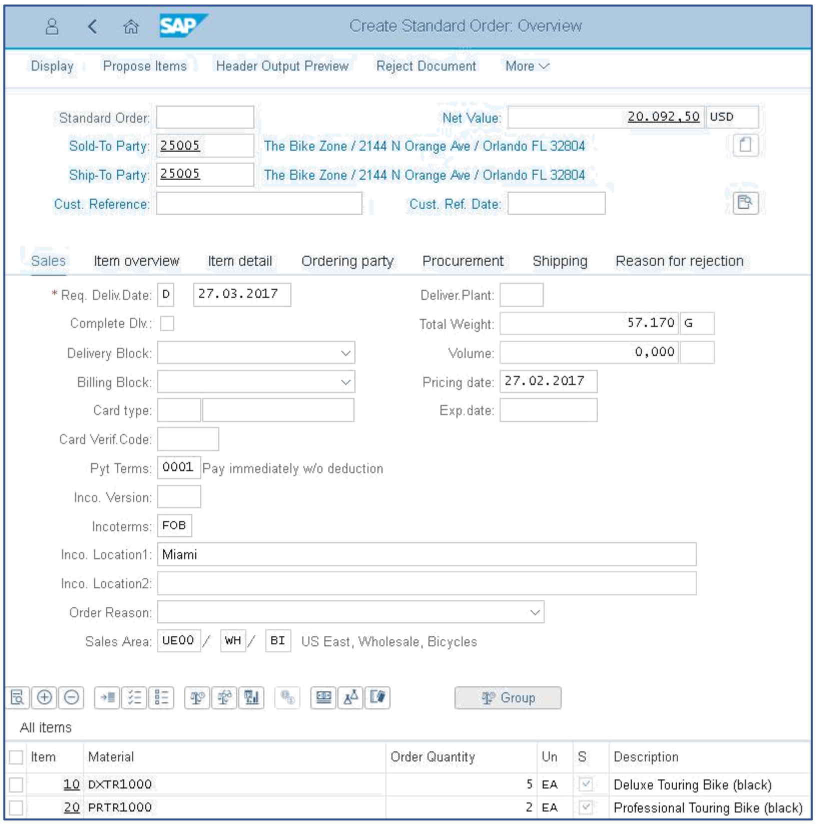


56. On the *Create Sales Order* screen, enter order type **OR**. The other fields do not need to be filled. Then click on the Create with Reference button. This will produce the following pop-up search window.



57. Make sure that the *Quotation* tab is selected, click on the Quotation field, then on the search icon .
On the following search window, make sure you select the *Sales document according to customer PO number,* enter ### for Purchase Order Number, then click **Continue.**

58. 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.

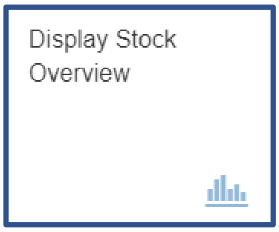


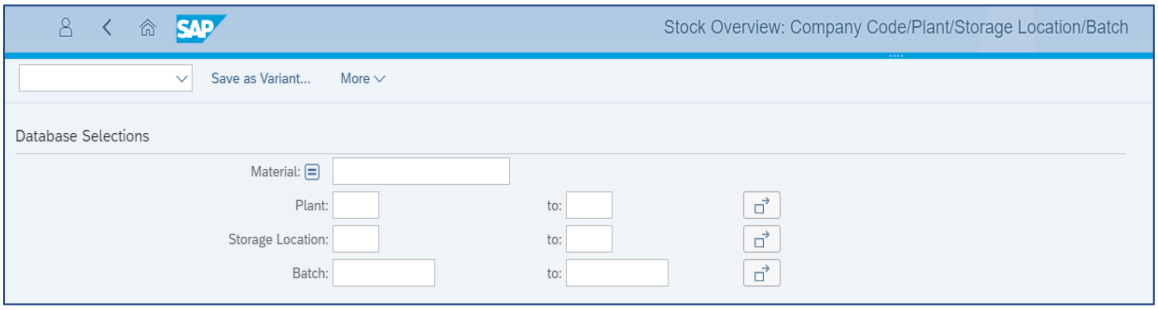
59. Enter ### for Cust. Reference and **today's date** (F4, then Enter) for the Cust. Ref date. Note that the *Req.deliv.date* is copied from the quotation.
Change the *First Date* for each order line item to ***tomorrow's date***.
Click on Save to save the sales order. The SAP system will assign a sales (standard) order number.
Note it down: ……………………

Click on the home icon to return to the Fiori Launchpad overview.

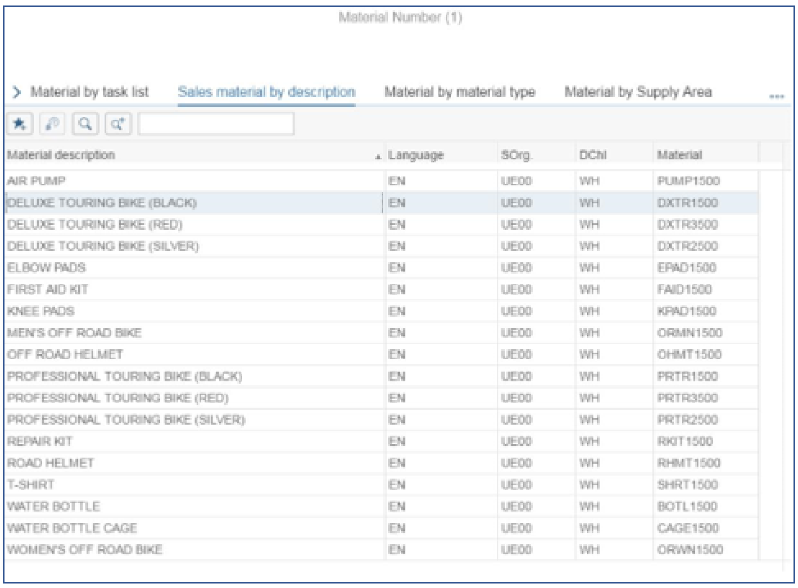
E. Check Stock Status

60. We can check on the inventory level of the bikes in the sales order for The Bike Zone. To do this, use the app *Display Stock Overview*.





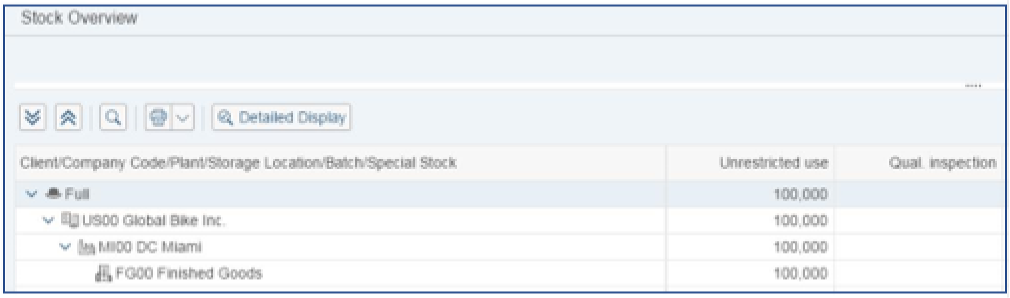
61. To find the material number for your bikes, click on the Material field, then click on the search icon .
Select the tab **Sales Material by Description**. Enter **UE00** for Sales Organization, **WH** for Distribution Channel and Material *### (e.g., *002 if your number is 002). Then click the Find button to find the list of materials.



Material description	Language	SOrg.	DChl	Material
AIR PUMP	EN	UE00	WH	PUMP1500
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1500
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DXTR3500
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DXTR2500
ELBOW PADS	EN	UE00	WH	EPAD1500
FIRST AID KIT	EN	UE00	WH	FAID1500
KNEE PADS	EN	UE00	WH	KPAD1500
MEN'S OFF ROAD BIKE	EN	UE00	WH	ORMN1500
OFF ROAD HELMET	EN	UE00	WH	OHMT1500
PROFESSIONAL TOURING BIKE (BLACK)	EN	UE00	WH	PRTR1500
PROFESSIONAL TOURING BIKE (RED)	EN	UE00	WH	PRTR3500
PROFESSIONAL TOURING BIKE (SILVER)	EN	UE00	WH	PRTR2500
REPAIR KIT	EN	UE00	WH	RKIT1500
ROAD HELMET	EN	UE00	WH	RHMT1500
T-SHIRT	EN	UE00	WH	SHRT1500
WATER BOTTLE	EN	UE00	WH	BOTL1500
WATER BOTTLE CAGE	EN	UE00	WH	CAGE1500
WOMEN'S OFF ROAD BIKE	EN	UE00	WH	ORWN1500

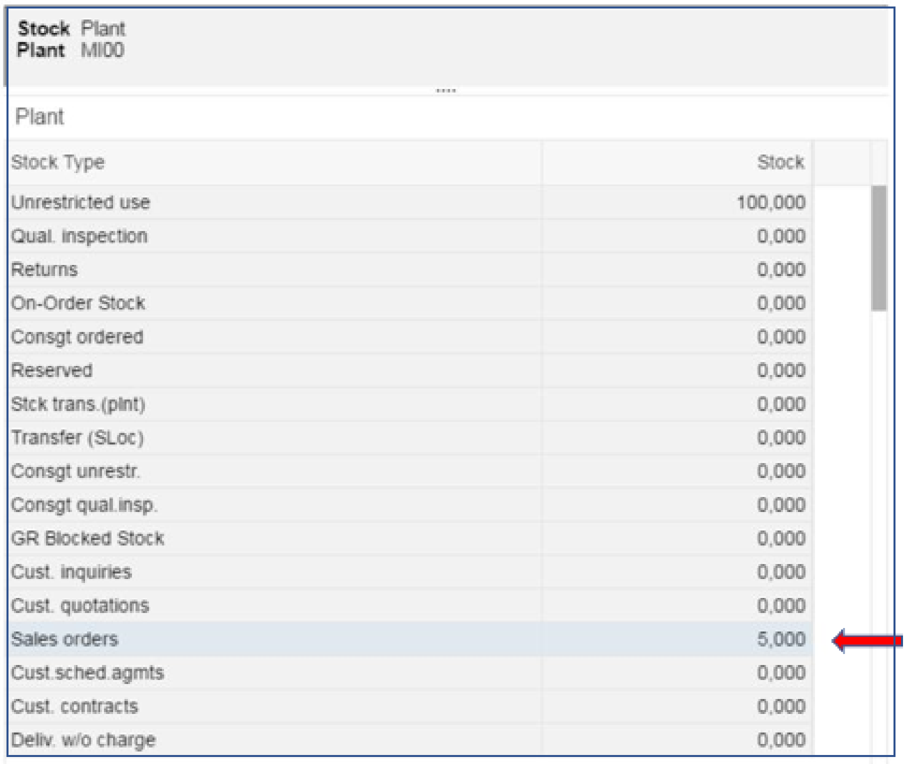
62. Double-click on the Deluxe Touring Bike (Black) to select it.

With the material number entered from the search list, enter MI00 for Plant. Then click on the **Execute** icon to look at the stock level.



This report gives stock levels for the DC in Miami.

You can get more detail on the stock of black Deluxe Touring bikes. Select the Miami DC, then click on the Detailed Display icon. This will give you very specific information about the inventory of the black deluxe Touring bikes.



63. Note the 5 bikes 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.

Use the *Search* function to enter the material number for the Professional Touring bike (Black). Click on the *Execute* button and review the stock level for this bike.

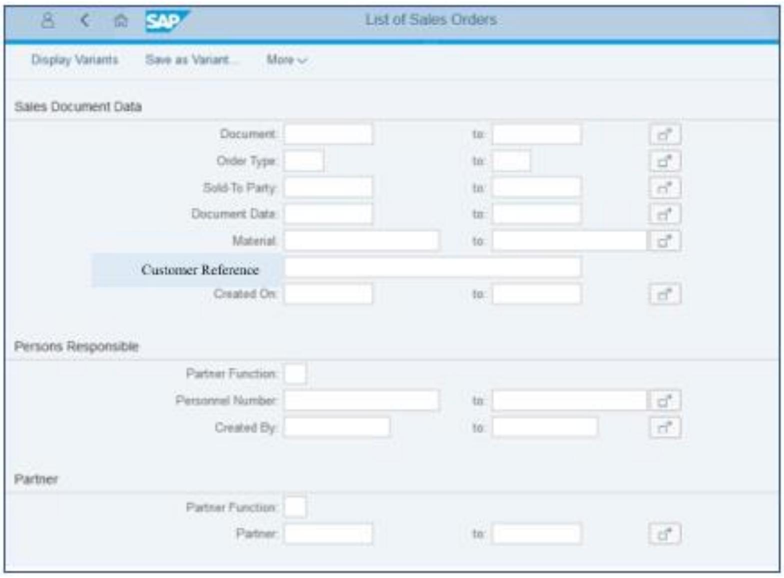
Click on the home icon to return to the Fiori Launchpad overview.

F. Display the Sales Order.

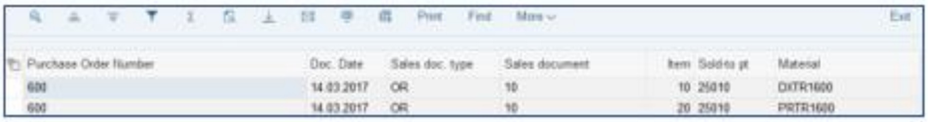
64. With relatively little user input, the sales order for The Bike Zone has been created. The Display Sales Order transaction provides the opportunity to review the order in detail.

    To display a sales order, use the app *List Sales Orders*.

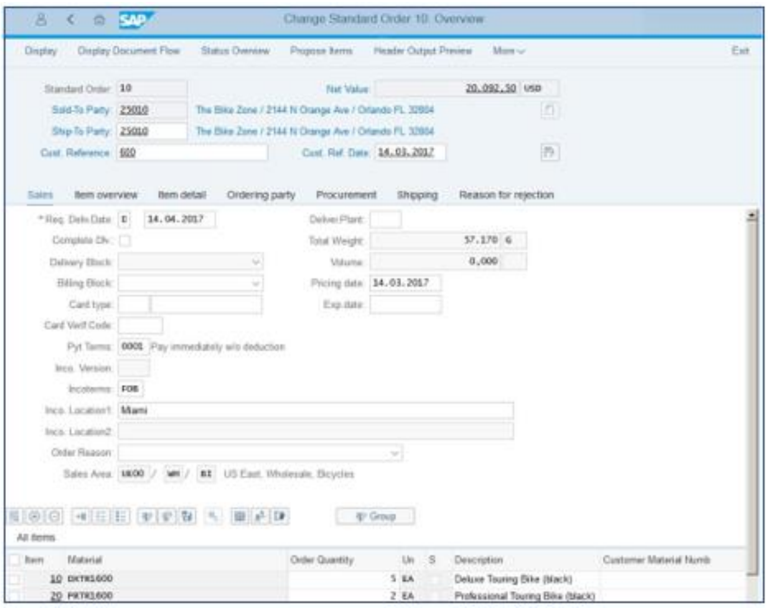
    This will produce the following screen:



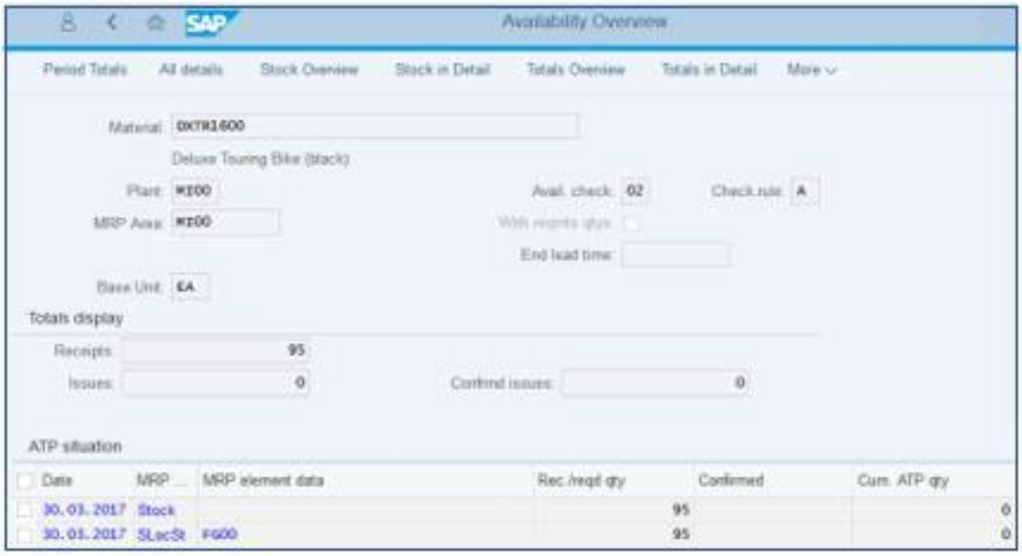
65. Enter ### in the field *Customer Reference*, then click Execute.



66. After double-clicking on your sales order number (Item 10, Sales document column), this view should be produced:



67. Select the Deluxe Touring bike line item, then click on the display availability icon to explore the stock for this item in detail.



This screen shows how many bikes we have in stock and the order we are displaying will use 5 of these.
Note: Your numbers may be different.

68. Click on the back icon to return to the overview screen.

69. Select the Deluxe Touring bike line and click on the **item conditions** icon . The following screen will be displayed:


Pricing Elements

I...	CnTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS
	PR00	Price	3.000,00	USD	1	EA	15.000,00	USD		1	
		Gross Value	3.000,00	USD	1	EA	15.000,00	USD		1	
	K004	Material	50,00-	USD	1	EA	250,00-	USD		1	
	RA00	% Discount from Net	5,000-	%			737,50-	USD		0	
		Discount Amount	197,50-	USD	1	EA	987,50-	USD		1	
		Rebate Basis	2.802,50	USD	1	EA	14.012,50	USD		1	
		Net Value for Item	2.802,50	USD	1	EA	14.012,50	USD		1	
		Net Value 2	2.802,50	USD	1	EA	14.012,50	USD		1	
		Total	2.802,50	USD	1	EA	14.012,50	USD		1	
	SKTO	Cash Discount	0,000	%			0,00	USD		0	
	VPRS	Internal price	1.400,00	USD	1	EA	7.000,00	USD		1	
		Standard - USA /With	1.402,50	USD	1	EA	7.012,50	USD		1	

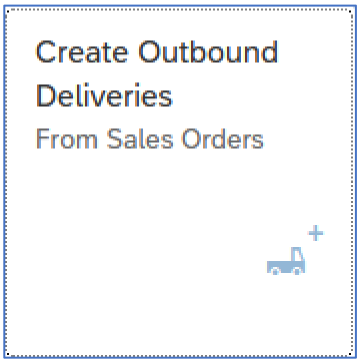
The details of the price calculation for the Deluxe Touring bike are displayed. Note the two discounts that were manually applied to this line item.

What is the Internal price of your bike DXTR1####? ………………….

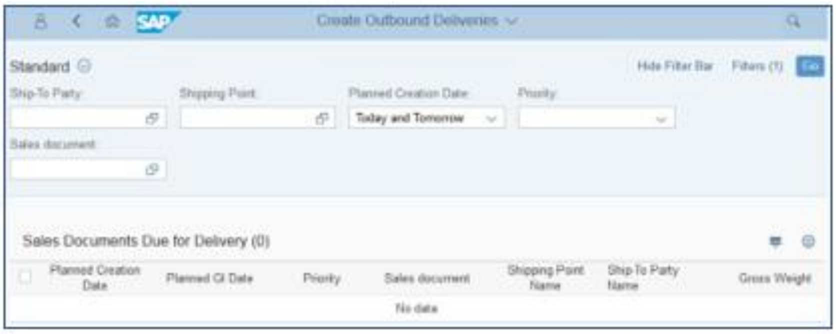
Click on the home icon to return to the Fiori Launchpad overview.

G. Perform the Delivery Process

70. To start the process that will fulfill The Bike Zone's order, we need to create a delivery document. To do this, use the app *Create Outbound Deliveries*.



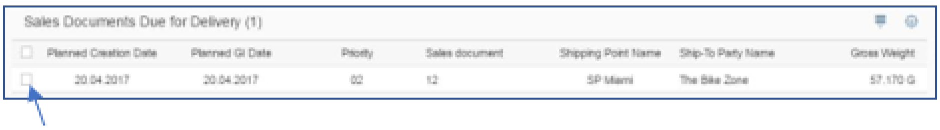
This will produce a screen similar to:



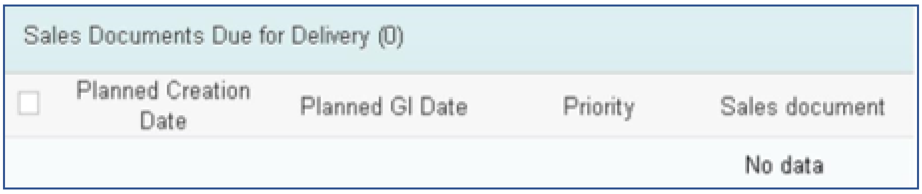
71. Use the F4 help in the field *Ship-To Party* .

Enter ***###** in Search field, US in Country Key field and choose Go. Scroll down until you find your customer. Select your customer The Bike Zone ### and click on OK.

72. In the field *Planned Creation Date* select **Due up until next week** and click on Go. This will produce the following screen:



73. Select the Sales Document ( ) and click on Create Deliveries (1). You will see that the sales document is not available anymore.



	Planned Creation Date	Planned GI Date	Priority	Sales document
				No data

Sales Documents Due for Delivery (0)

Click on the home icon  to return to the Fiori Launchpad overview.

74. Use the *Display Stock Overview* to check the stock status. (Refer to Section E). Check the *Detailed Display* and you will see that the 5 Bikes for The Bike Zone order are now shown as *Schd. For delivery.*

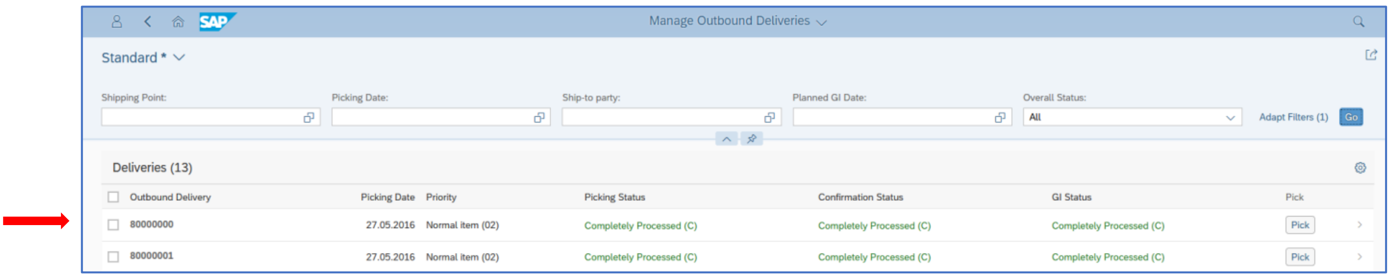
Deliv. w/o charge	0,000
Schd.for delivery	5,000
Rcpt reservation	0,000

Close the detailed display window and return to the  screen.

75. To check the outbound delivery status for the sales order from The Bike Zone, use the app *Manage Outbound Deliveries*.

Change the Overall Status to *All* and enter your **Customer No**. in the Ship-to-Party field.

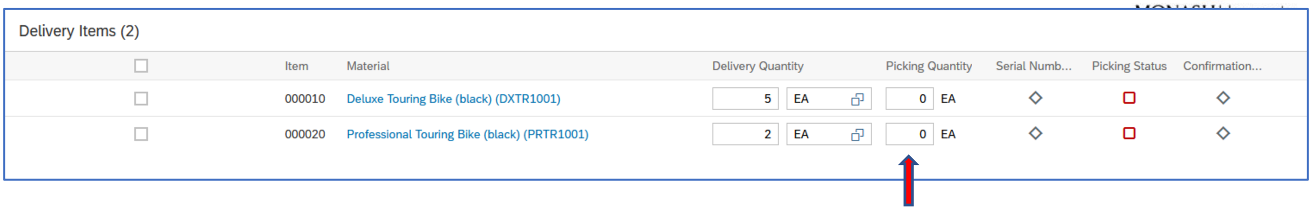
Click on . You should see your delivery. Note the docket number ………………….



Outbound Delivery	Picking Date	Priority	Picking Status	Confirmation Status	GI Status	Pick
80000000	27.05.2016	Normal item (02)	Completely Processed (C)	Completely Processed (C)	Completely Processed (C)	Pick
80000001	27.05.2016	Normal item (02)	Completely Processed (C)	Completely Processed (C)	Completely Processed (C)	Pick

76. You can check the status of your delivery. For further information, click on

.



Delivery Items (2)

	Item	Material	Delivery Quantity		Picking Quantity		Serial Numb...	Picking Status	Confirmation...
☐	000010	Deluxe Touring Bike (black) (DXTR1001)	5	EA	0	EA	◇	☐	◇
☐	000020	Professional Touring Bike (black) (PRTR1001)	2	EA	0	EA	◇	☐	◇

77. In the field *Picking Quantity* enter **5** for your material DXTR1### and **2** for your material PRTR1###.

    Click on **>** next to your Deluxe Touring Bike. In the screen: Delivery Item 0010 enter **FG00** (Finishes Goods) for the Storage Location.
    Confirm with **Apply**.

78. Repeat the steps for your material **PRTR1###**.

    Back in the screen *Pick Outbound Delivery* click on Save.
    You should get the following message: Outbound delivery saved

    Now the system will be ready to book the goods issue.

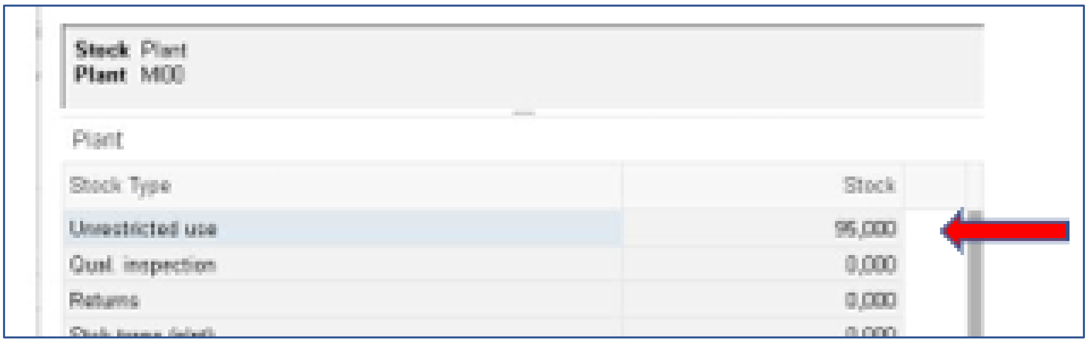
79. Click on the Post GI button.
    You will see a message "GI Posted", and on the screen is the text "GI 99999999".
    Note that number …………..

Click on the home icon to return to the Fiori Launchpad overview.

80. To see the impact that the goods issue for the bikes in the sales order for The Bike Zone has had on the inventory position of GBI, use the app *Display Stock Overview* as before.

    You should see the following:

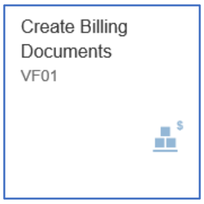
81. Note that the available inventory has changed. Select the Miami DC, then click on the Detailed Display button.



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

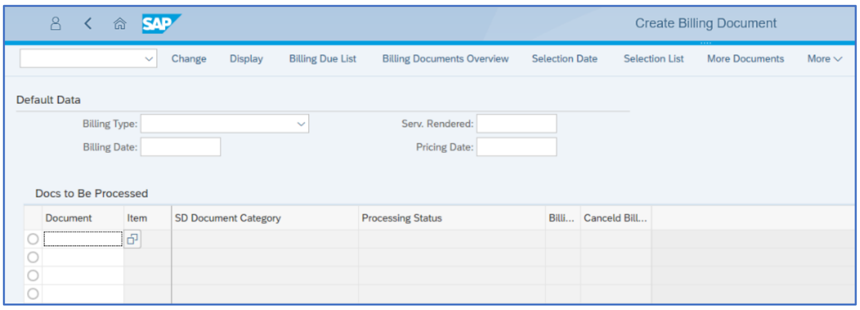
Close the window and return to the home screen.

H. Create Invoice for Customer



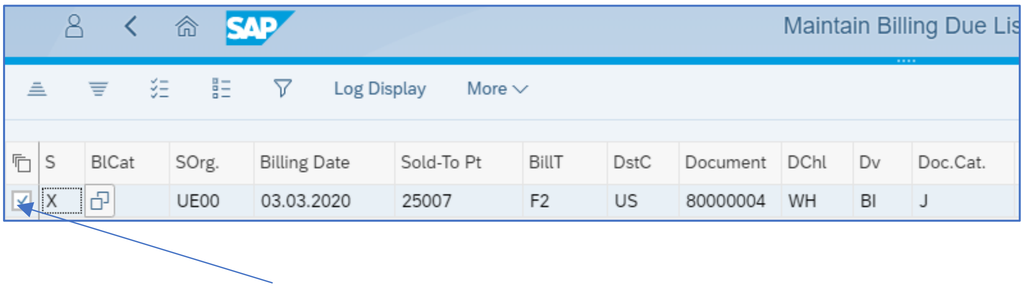
83. To create a billing document for the customer, click on the *Create Billing Documents – VF01* tile.

In the *Create Billing Document* view you will see that the list is empty.

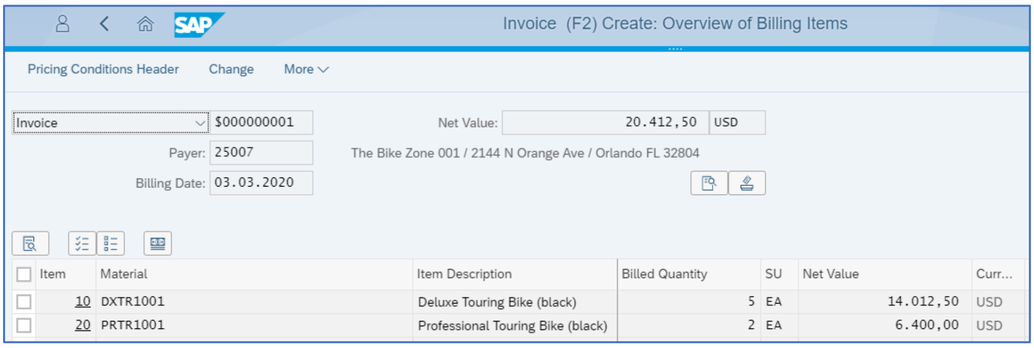


84. Click on *Billing Due List* tab to find your Sales Document.

In the following screen *Maintain Billing Due List* enter **today's date** for *Billing Date from.*
In the *Sold to Party* enter your Customer Number.
Then click on *Display Billing List.*



85. Make sure that your document is selected and click on *Individual Billing Document.* You will get an overview of your Billing Items. Your two bikes should be listed.

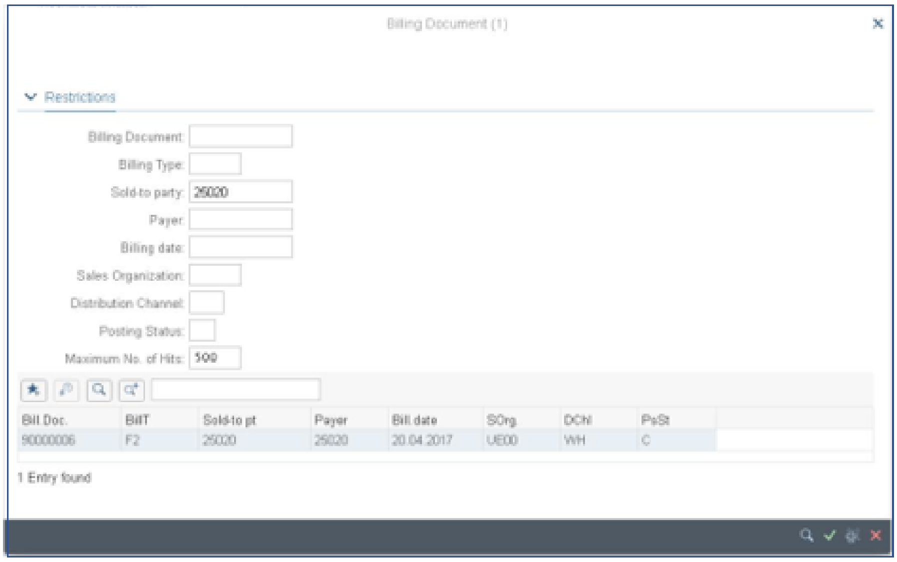


86. Click on SAVE and record the billing document generated: ……………..

Return to the screen

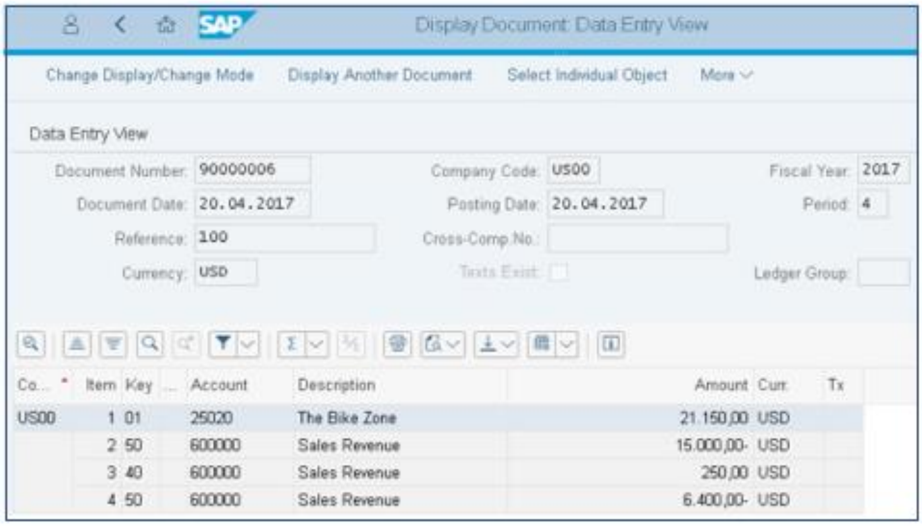
87. The invoice that will be sent to The Bike Zone can be viewed by using the app *Display Billing Document.*

If the billing document number is not entered automatically, you can find it with the F4 help as follows:
Click on *Restrictions*.
Enter your Sold-to party and press *Enter.*
Double-click your Billing Document number.



Back in the *Display Billing Document* press Continue.

88. To review the accounting implications of this sale, click on the "Accounting" tab. This will produce a screen similar to the following:



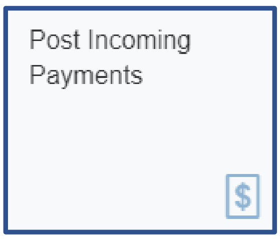
Co...	Item	Key	Account	Description	Amount	Curr.	Tx
US00	1	01	25020	The Bike Zone	21.150,00	USD	
	2	50	600000	Sales Revenue	15.000,00-	USD	
	3	40	600000	Sales Revenue	250,00	USD	
	4	50	600000	Sales Revenue	6.400,00-	USD	

Review the accounting postings due to this sales order.

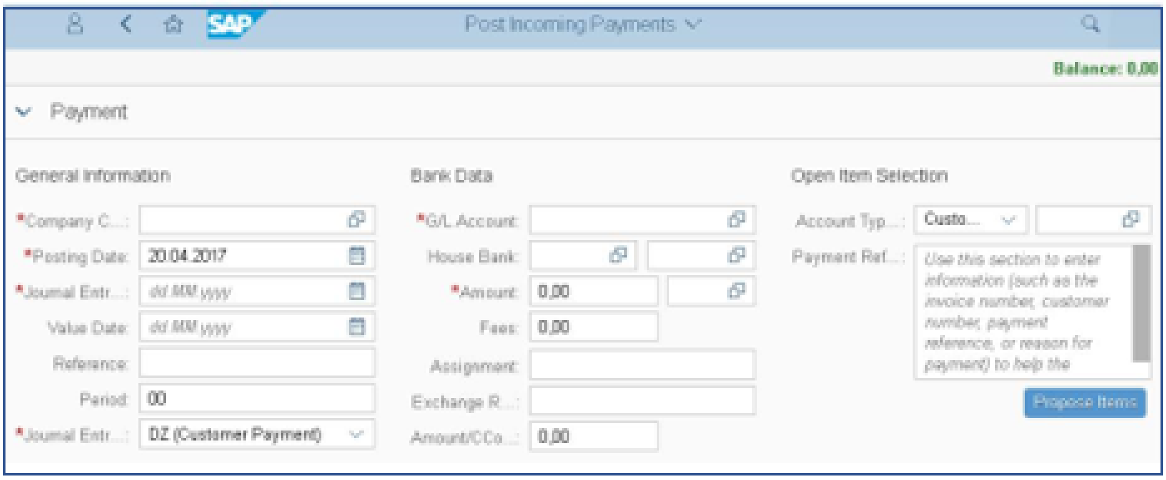
Return to the screen.

I. Post receipt of Customer Payment

89. After The Bike Zone mails its payment, it needs to be recorded. To do this, use the app *Post Incoming Payments*.



This will produce the following screen:

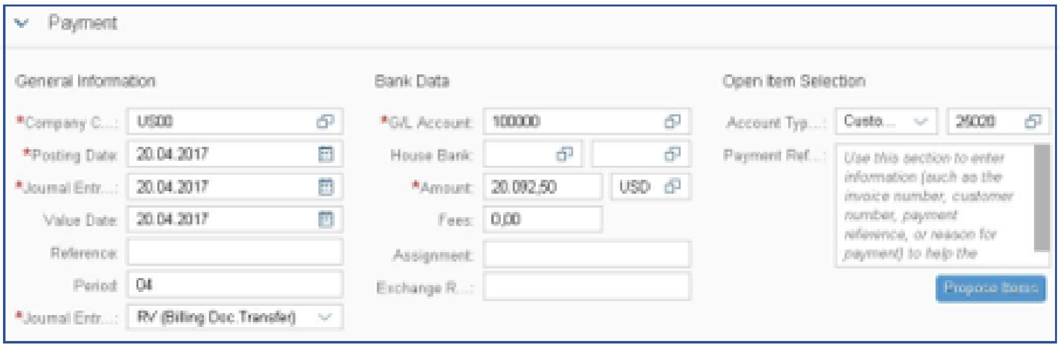


90. Enter **US00** for Company Code, the **current date** for the *Posting and Journal Entry Date*. In the pull-down menu *Journal Entry Type* select **RV** and enter the **current period** (month no.) for *Period*.

Enter **100000** for G/L Account, **20.092,50** and **USD** for Amount/Currency. Under Open Item Selection, select in the *Account Type/ Account ID field* **Customer** and use the F4 help to find and enter your customer.

As The Bike Zone was created with the data set number (###) as a search term, you can use this and the City **Orlando** to find your Bike Zone customer.

91. Compare your screen with the screenshot below and press Propose Items .

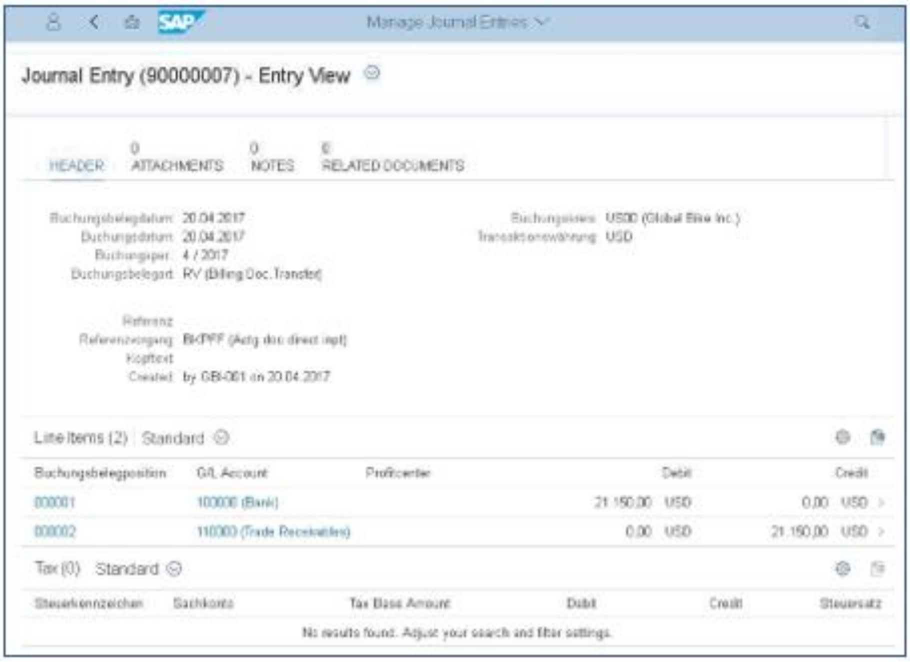


Click the Clear » button.

The screen shows you a 0.00 balance Balance: 0,00 USD (in the top right corner)

92. Now click on the Post icon to post the payment. The system will assign a document number automatically.

Click on Display



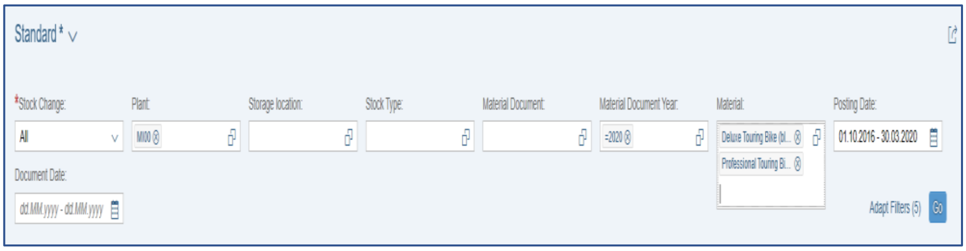
Return to the  screen.

J. Review Process Flow & Document Flow

93. 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 all material documents.
To display the document flow, use the app *Material Documents Overview*.

In the Material Documents Overview screen enter **MI00** for Plant, **DXTR1###** ***and*** **PRTR1###** as Materials and as Posting Date **01.10.2016-(today's date)**.

Compare your screen with the screenshot below and press Go.

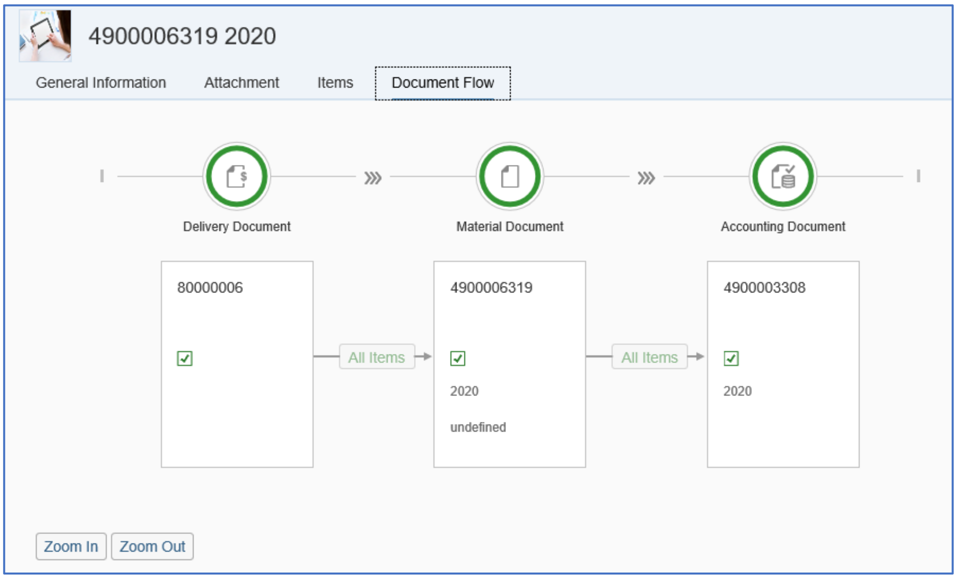


You will get an overview of the items:

94. Click > in the Deluxe Touring Bike row, to get more information about the material document.

In the following screen click on Process Flow

The process flow for the order will look like the following:



Click on the home icon to return to the Fiori Launchpad overview.

95. A more detailed process (or **document**) flow can be obtained as follows:

Click on the *List of Sales Orders* app.

Enter the *Sold-to Party (Customer number)* and *Execute.*

Drill-down (double-click) on the *Sales Document* number.

Choose Display Document Flow.

Business Partner 0000025005 Bike Zone 004
Material PRTR1004 Professional Touring Bike (black)

Document	Quantity	Unit	Ref. Value	Currency	On	Time	Status
Inquiry 0010000000 / 20	2	EA	6.400,00	USD	11.03.2022	02:31:22	Completed
Quotation 0020000000 / 20	2	EA	6.080,00	USD	11.03.2022	09:47:12	Completed
→ Standard Order 0000000004 / 20	2	EA	6.080,00	USD	11.03.2022	10:08:29	Completed
Outbound Delivery 0080000003 / 20	2	EA			11.03.2022	10:26:13	Completed
Picking Request 0080000003 / 20	2	EA			11.03.2022	10:33:10	Completed
GD goods issue:delvy 4900014342 / 2	2	EA	3.000,00	USD	11.03.2022	10:33:23	Complete
Invoice 0090000003 / 20	2	EA	6.080,00	USD	11.03.2022	10:37:51	Completed
Accounting Document 0090000003	2	EA			11.03.2022	10:37:51	Cleared

END OF WORKSHEET