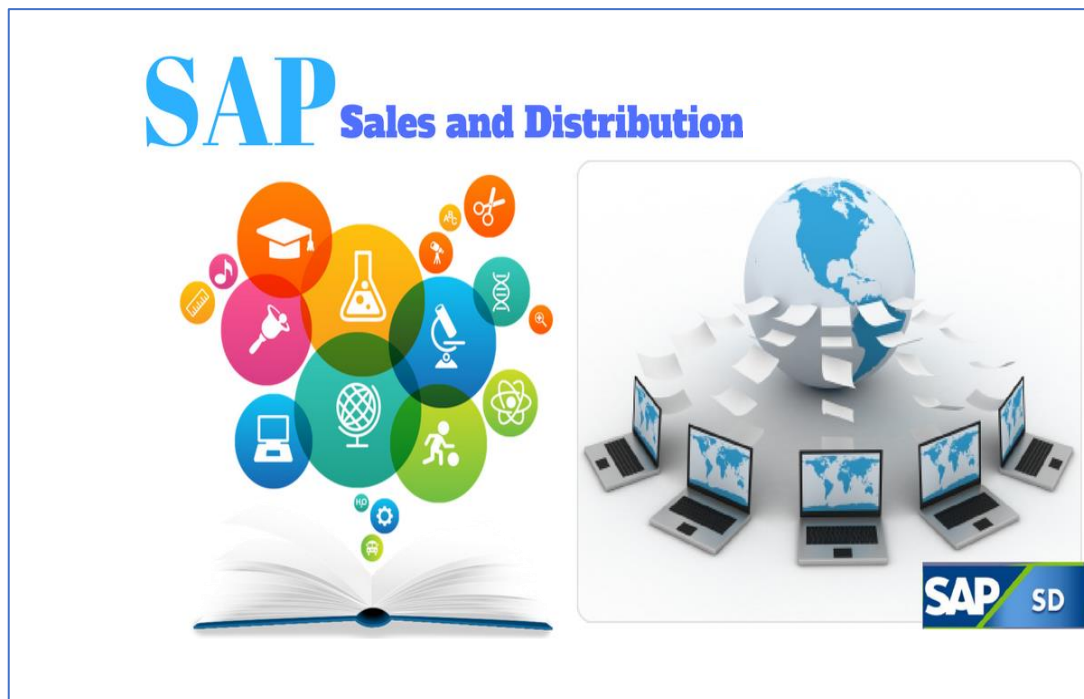


FIT3138 Real Time Enterprise Systems

Worksheet 04

Sales & Distribution



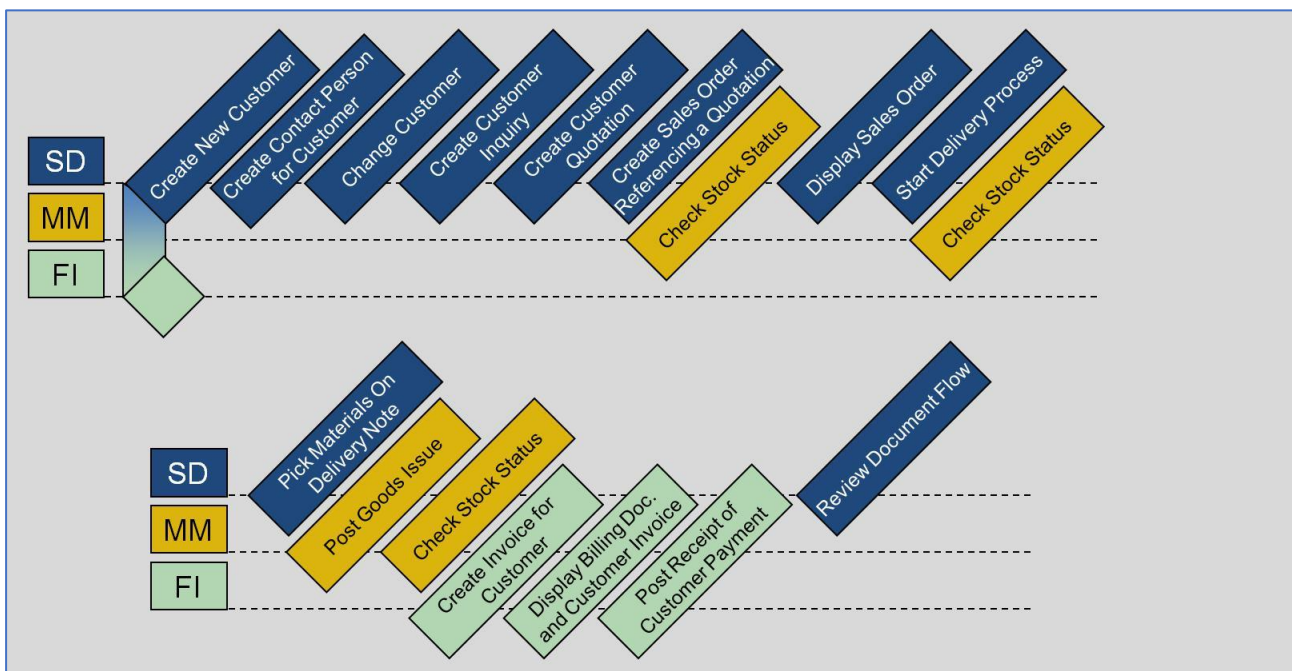
Version 2022.00

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.

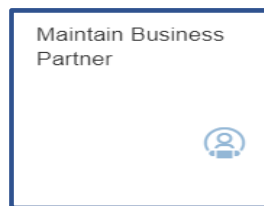
The graphic below displays the complete process.



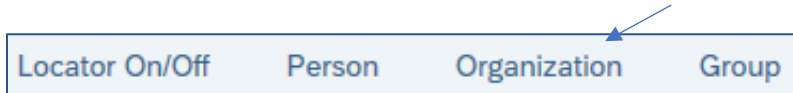
A. Create a new customer

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*.

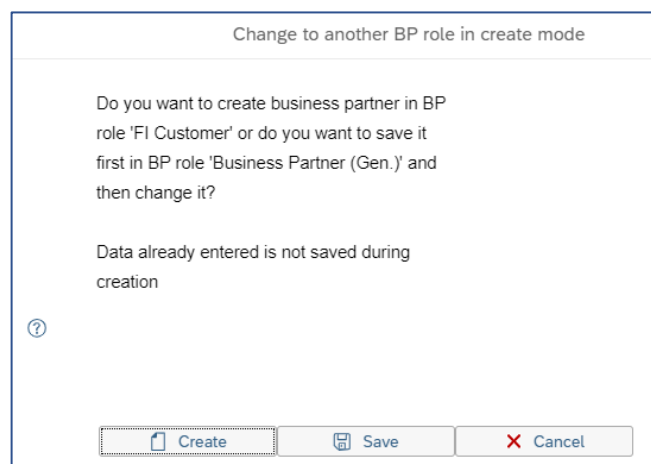


2. In the *Maintain Business Partner* screen choose the **Organization** tab.



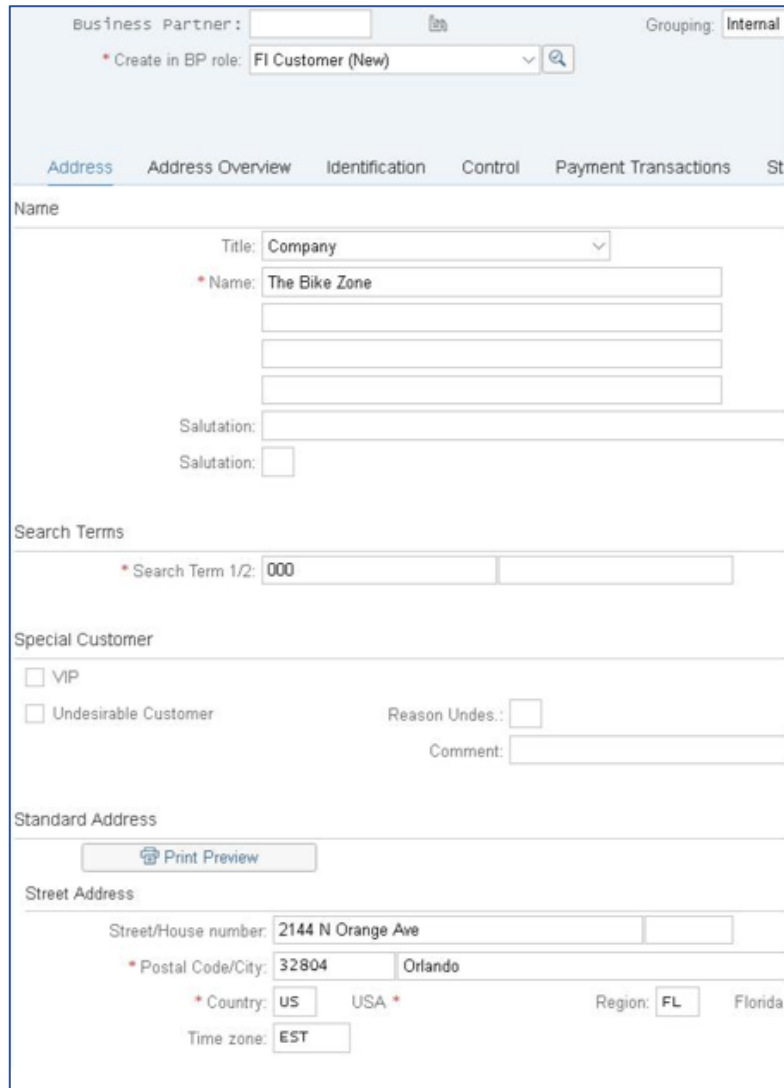
3. In the *Create Organization* screen move to the *Create in BP role* field and select in the drop-down menu the Business Role: **FI Customer**.

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.



Business Partner: Grouping: Internal r

* Create in BP role: FI Customer (New)

Address Address Overview Identification Control Payment Transactions Sta

Name

Title: Company

* Name: The Bike Zone

Salutation:

Salutation:

Search Terms

* Search Term 1/2: 000

Special Customer

☐ VIP

☐ Undesirable Customer Reason Undes.:

Comment:

Standard Address


Street Address

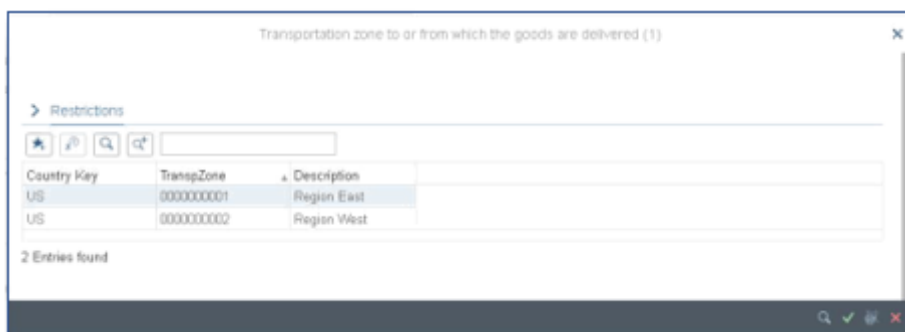
Street/House number: 2144 N Orange Ave

* Postal Code/City: 32804 Orlando

* Country: US USA * Region: FL Florida

Time zone: EST

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:



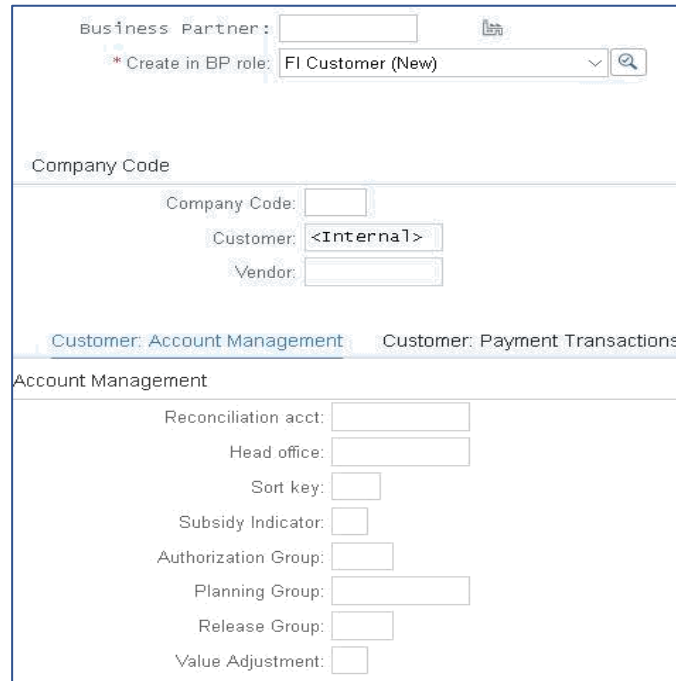
Transportation zone to or from which the goods are delivered (1)

> Restrictions

Country Key	TranspZone	Description
US	0000000001	Region East
US	0000000002	Region West

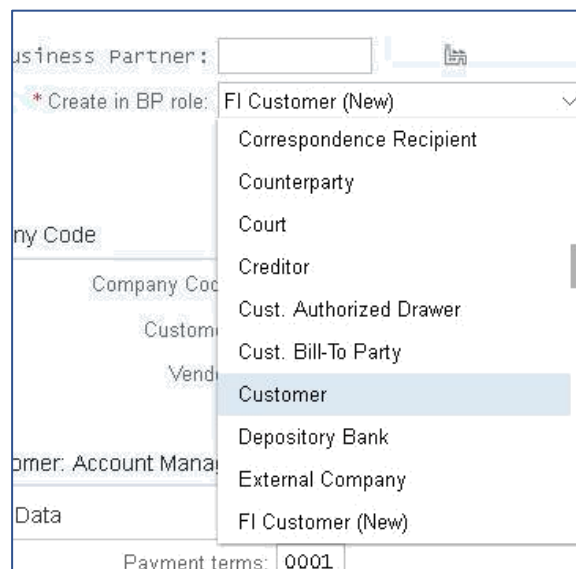
2 Entries found

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**.




The screenshot shows the SAP Business Partner screen. At the top, there is a 'Business Partner' field and a dropdown menu for '* Create in BP role:' with 'FI Customer (New)' selected. Below this is the 'Company Code' section, which includes fields for 'Company Code:', 'Customer:' (set to '<Internal>'), and 'Vendor:'. There are two tabs: 'Customer: Account Management' and 'Customer: Payment Transactions'. The 'Account Management' tab is active, showing fields for 'Reconciliation acct:', 'Head office:', 'Sort key:', 'Subsidy Indicator:', 'Authorization Group:', 'Planning Group:', 'Release Group:', and 'Value Adjustment:'.

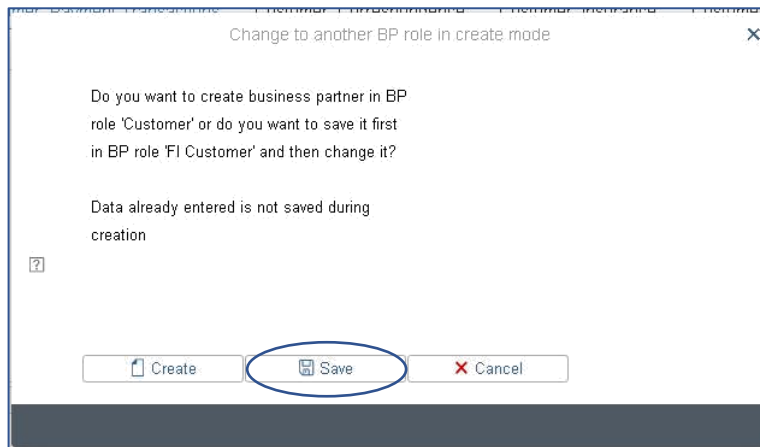
9. In the tab *Customer: Account Management* enter **110000** for Reconciliation acct. and **001** for Sort key.
10. Then click on the tab *Customer: Payment Transactions* and enter **0001** for Payment Terms. Confirm with **Enter**.
11. In the drop-down menu **Create in BP role*, choose **Customer**.



This screenshot shows the same SAP Business Partner screen as before, but with the '* Create in BP role:' dropdown menu open. The menu lists various roles, and 'Customer' is highlighted. Other roles visible include 'Correspondence Recipient', 'Counterparty', 'Court', 'Creditor', 'Cust. Authorized Drawer', 'Cust. Bill-To Party', 'Depository Bank', 'External Company', and 'FI Customer (New)'. The 'Payment terms:' field at the bottom is set to '0001'.

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

 Save



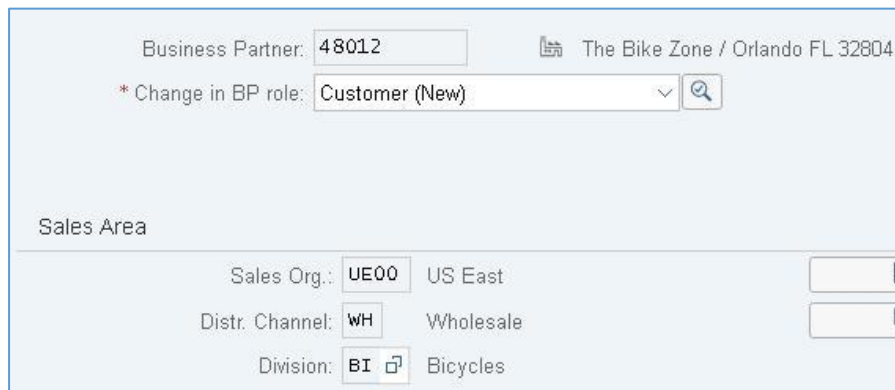
13. You will receive a message that you created a Business Partner.



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*.

Orders	Shipping	Billing	Partner Functions	Additional D
Order				
* Sales District: <input type="text" value="US0003"/> Southeast USA				
Customer Group: <input type="text"/>				
Sales Office: <input type="text"/>				
Sales Group: <input type="text"/>				
Authorization Group: <input type="text"/>				
Account at customer: <input type="text"/>				
Order Probability: <input type="text" value="100"/> %				
Item proposal: <input type="text"/>				
ABC Class: <input type="text"/>				
<input type="checkbox"/> Rounding off				
Unit of Measure Grp: <input type="text"/>				
PP customer proced.: <input type="text"/>				
* Currency: <input type="text" value="USD"/> United States Dollar				
Exchange Rate Type: <input type="text"/>				
Pricing/Statistics				
* Price Group: <input type="text" value="01"/> Bulk buyer				
* Cust.Pric.Procedure: <input type="text" value="1"/> Standard				

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.

Orders	Shipping	Billing	Partner Functions
Shipping			
Delivery Priority: <input type="text" value="02"/>			
<input type="checkbox"/> Order Combination			
Delivering Plant: <input type="text" value="MI00"/>			
Shipping Conditions: <input type="text" value="01"/>			
<input type="checkbox"/> POD-Relevant			
POD Timeframe: <input type="text"/>			
Partial Deliveries			
<input type="checkbox"/> Complete Delivery			
Max.Part.Deliveries: <input type="text" value="3"/>			
Part.dlv./item: <input type="text"/>			

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:

Orders Shipping **Billing** Partner Functions Additional Data

Delivery and Payment Terms

Inco. Version:

Incoterms: **FOB**

Inco. Location1: **Miami**

Inco. Location2:

Payment terms: **0001**

Credit control area:


Paymt guarant. proc.:

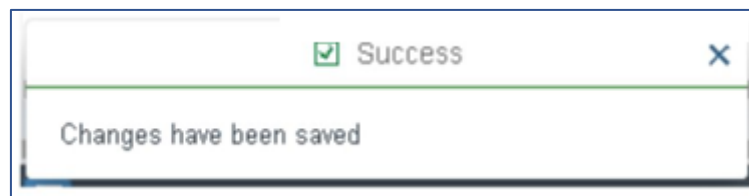
Accounting

Account AssignmentGp:

Output Tax

Cou...	Name	Tax categ...	Name	Tax ...
US	USA	UTX1	Tax Jurisdict.Code	0
US	USA	UTX2	County Sales Tax	0
US	USA	UTX3	City Sales Tax	0

18. Click on  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.

Business Partner: **48012** The Bike Zone / Orlando FL 32804

* Change in BP role: **FI Customer (defined)**


Company Code

Company Code: **US00** Global Bike Inc.

Customer: 25005

Vendor:

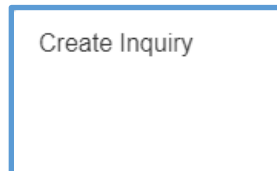
Note the customer number

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

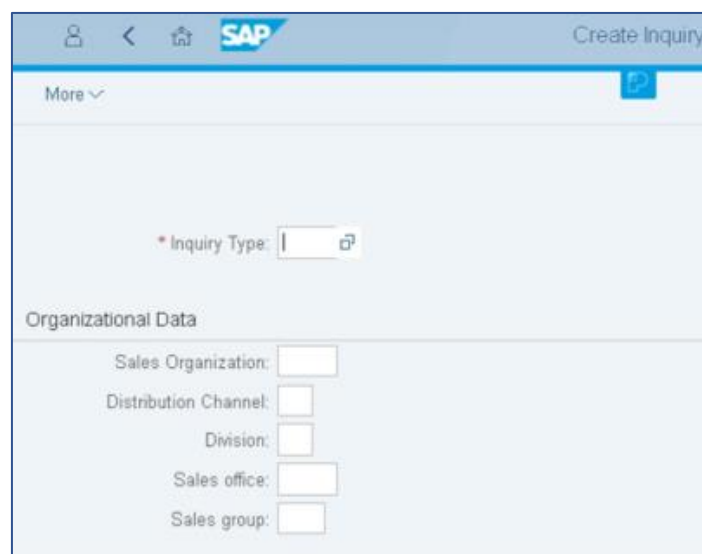
B. Create Customer Inquiry


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.

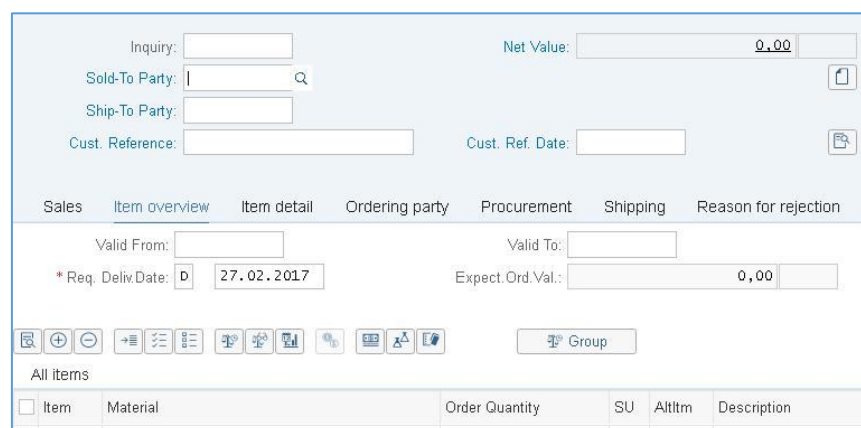
21. To create an inquiry, use the app *Create Inquiry*.



This will produce the following screen:



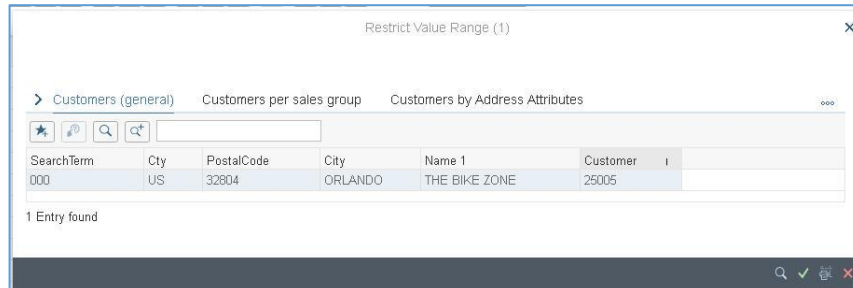
22. Enter the following information: **IN** for Inquiry Type, **UE00** for Sales Organization, **WH** for Distribution Channel and **BI** for Division. Then click on . This will produce the following screen.



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”.

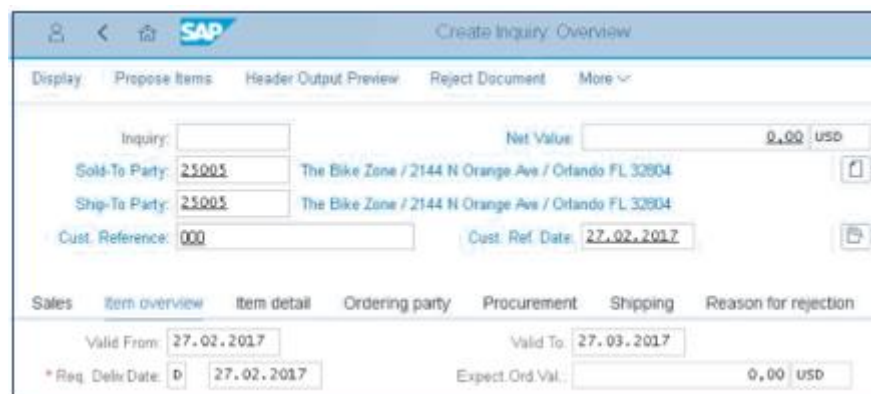
Click on the **Customers (general)** tab, enter **###** for search term and **Orlando** for City. Then, click on **Find**. This will display the new customer.



SearchTerm	Cty	PostalCode	City	Name 1	Customer
###	US	32804	ORLANDO	THE BIKE ZONE	25005

1 Entry found

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



Net Value: 0.00 USD

Sold-To Party: 25005 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

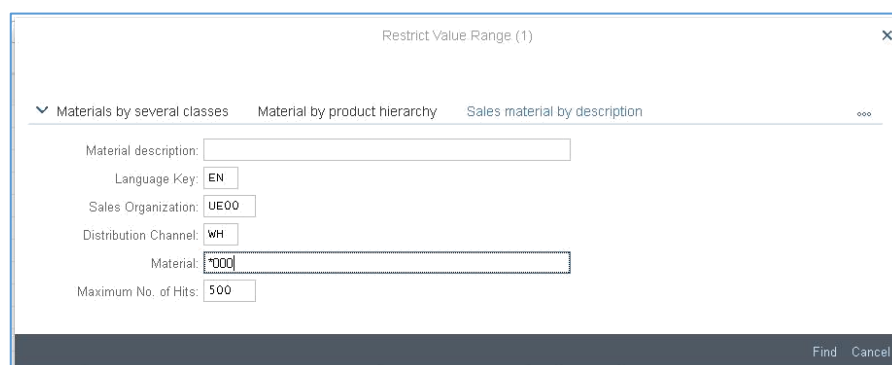
Ship-To Party: 25005 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Cust. Reference: 000 Cust. Ref. Date: 27.02.2017

Valid From: 27.02.2017 Valid To: 27.03.2017

* Req. Deliv Date: D 27.02.2017 Expect. Ord Val: 0.00 USD

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 **###**.



Material description:

Language Key: EN

Sales Organization: UE00

Distribution Channel: WH

Material: ###

Maximum No. of Hits: 500

Find Cancel

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.

Restrict Value Range (1)					
Materials by several classes Material by product hierarchy Sales material by description					
<input type="text"/>					
Material description	Language	SOrg	DCM	Material	
AIR PUMP	EN	UE00	WH	PUMP1000	
CHAIN LOCK	EN	UE00	WH	CHLO1000	
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DITR1000	
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DITR3000	
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DITR2000	
ELBOW PADS	EN	UE00	WH	EPAD1000	
FIRST AID KIT	EN	UE00	WH	FAD1000	
KNEE PADS	EN	UE00	WH	KPAD1000	
MENS OFF ROAD BIKE	EN	UE00	WH	ORMN1000	
OFF ROAD HELMET	EN	UE00	WH	OHMT1000	
PROFESSIONAL TOURING BIKE (BLACK)	EN	UE00	WH	PRTR1000	
PROFESSIONAL TOURING BIKE (RED)	EN	UE00	WH	PRTR3000	
PROFESSIONAL TOURING BIKE (SILVER)	EN	UE00	WH	PRTR2000	
REPAIR KIT	EN	UE00	WH	RKT1000	
ROAD HELMET	EN	UE00	WH	RHMT1000	
T-SHIRT	EN	UE00	WH	SHRT1000	
WATER BOTTLE	EN	UE00	WH	BOTL1000	
WATER BOTTLE CAGE	EN	UE00	WH	CAGE1000	
WOMENS OFF ROAD BIKE	EN	UE00	WH	OWMN1000	

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

All items						
<input type="checkbox"/>	Item	Material	Order Quantity	SU	Altitm	Description
<input type="checkbox"/>		DXTR1000		5		

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.

Inquiry:		Net Value:	21.400,00	USD
Sold-To Party:	25005	The Bike Zone / 2144 N Orange Ave / Orlando FL 32804		
Ship-To Party:	25005	The Bike Zone / 2144 N Orange Ave / Orlando FL 32804		
Cust. Reference:	000	Cust. Ref. Date:	27.02.2017	

[Sales](#)
[Item overview](#)
[Item detail](#)
[Ordering party](#)
[Procurement](#)
[Shipping](#)
[Reason for rejection](#)

Valid From: 27.02.2017
 Valid To: 27.03.2017

* Req. Deliv.Date: D 27.02.2017
 Expect.Ord.Val.: 6.420,00 USD

All Items

Item	Material	Order Quantity	SU	AltItm	Description
<input type="checkbox"/>	10 DXT1000		5	EA	Deluxe Touring Bike (black)
<input type="checkbox"/>	20 PR1000		2	EA	Professional Touring Bike (black)

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 $0.30 \times 21,400.00 = 6,420.00$. 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.

Item	Material	Order Quantity	SU	AltItm	Description
10	DXTR1000	5	EA		Deluxe Touring Bike (black)
20	PRTR1000	2	EA		Professional Touring Bike (black)

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:

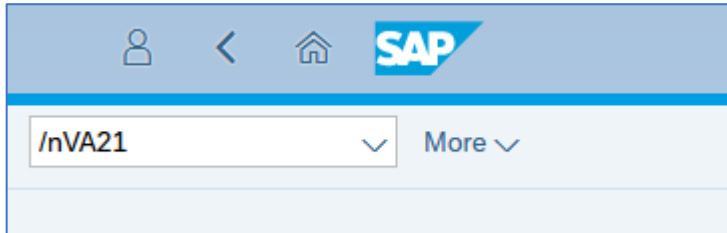
37. Click on the home icon to return to the Fiori Launchpad overview.

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.

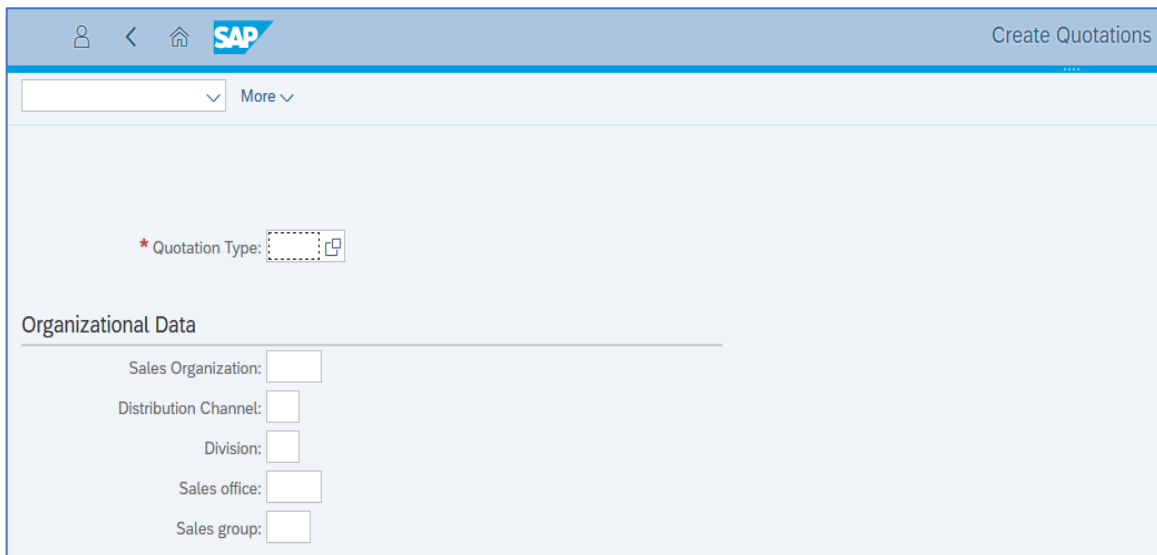
The Bike Zone would like a firm quote for the items in the inquiry created before. We can do this easily by copying the details from the inquiry into the new quotation.

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:

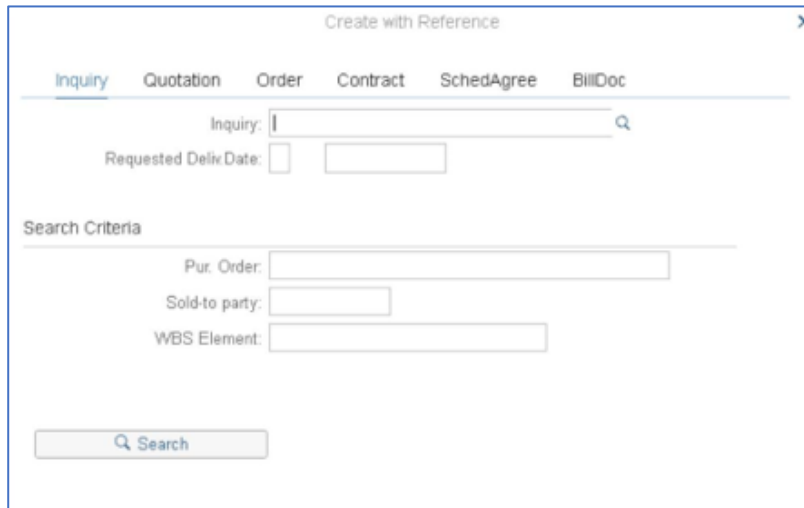
The image shows the SAP Command Window interface. At the top, there is a navigation bar with icons for user, back, and home, followed by the SAP logo. Below this, there is a text input field containing the command "/nVA21". To the right of the input field is a "More" button with a downward arrow.

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


Press *Enter*, the following screen will be displayed:

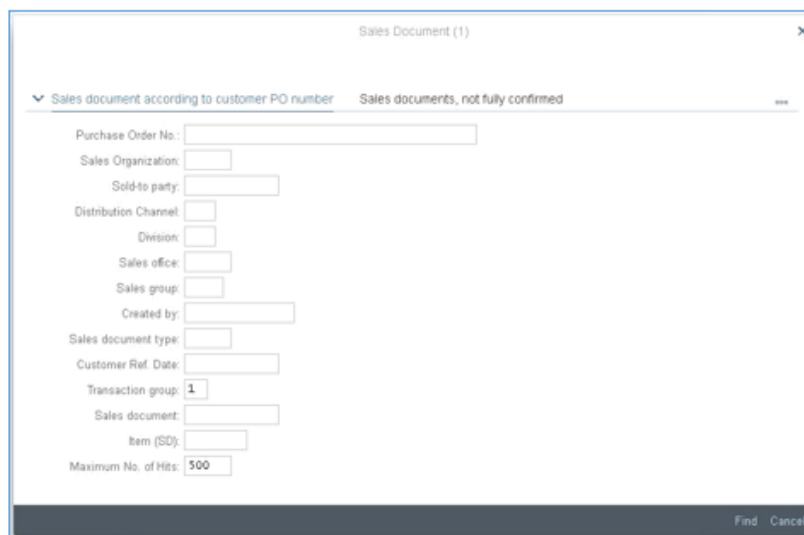
The image shows the SAP "Create Quotations" screen. At the top, there is a navigation bar with icons for user, back, and home, followed by the SAP logo. The title "Create Quotations" is displayed in the top right corner. Below the navigation bar, there is a text input field containing the command "/nVA21". To the right of the input field is a "More" button with a downward arrow. The main area of the screen is titled "Organizational Data" and contains several input fields: "Sales Organization:", "Distribution Channel:", "Division:", "Sales office:", and "Sales group:". Each field has a corresponding input box.

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




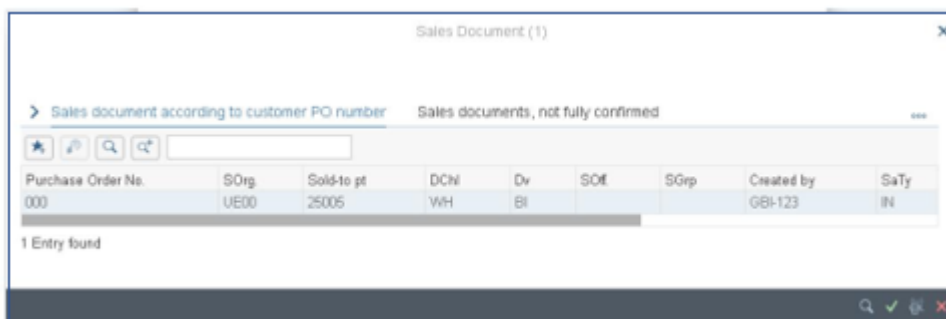
The 'Create with Reference' window is shown with the 'Inquiry' tab selected. It contains fields for 'Inquiry:', 'Requested Deliv Date:', 'Pur. Order:', 'Sold-to party:', and 'WBS Element:'. A 'Search' button is at the bottom.

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.



The 'Sales Document (1)' search window is shown. It has a tab 'Sales document according to customer PO number' and a sub-tab 'Sales documents, not fully confirmed'. Fields include 'Purchase Order No.', 'Sales Organization', 'Sold-to party', 'Distribution Channel', 'Division', 'Sales office', 'Sales group', 'Created by', 'Sales document type', 'Customer Ref. Date', 'Transaction group' (set to 1), 'Sales document', 'Item (SD)', and 'Maximum No. of Hits' (set to 500). A 'Find' button is at the bottom right.

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 . This will produce a list with the inquiry for The Bike Zone.



The 'Sales Document (1)' search results window is shown. It displays a table with the following data:

Purchase Order No.	S'Org	Sold-to pt	DCH	Dv	SOt	SGrp	Created by	SaTy
000	UE00	25005	WH	BI			GBI-123	IN

1 Entry found

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

Create with Reference

Inquiry Quotation Order Contract SchedAgree BillDoc

Inquiry: 10000000

Requested Deliv.Date:

Search Criteria

Pur. Order:

Sold-to party:

WBS Element:

Search

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

Quotation: Net Value: 21.400,00 USD

Sold-To Party: 23001 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Ship-To Party: 23001 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Cust. Reference: Cust. Ref. Date:

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

Valid From: 27.02.2017 Valid To:

* Req. Deliv.Date: 27.02.2017 Expect.Ord.Val: 14.980,00 USD

Group

All items

Item	Material	Order Quantity	SU	AltItm	Description
<input type="checkbox"/>	10 DXTB1000		5	EA	Deluxe Touring Bike (black)
<input type="checkbox"/>	20 PRTR1000		2	EA	Professional Touring Bike (black)

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.

Warning

The default date is not copied into existing schedule lines

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

L	CnTy	Name	Amount	Crcy	per	UoM	Condition Value	Curr	Status	Num	AT
	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
		Discount Amount	50,00	USD	1	EA	250,00	USD			1
		Rebate Basis	2.950,00	USD	1	EA	14.750,00	USD			1
		Net Value for Items	2.950,00	USD	1	EA	14.750,00	USD			1
		Net Value 2	2.950,00	USD	1	EA	14.750,00	USD			1
		Total	2.950,00	USD	1	EA	14.750,00	USD			1
	SKT0	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	1.350,00	USD	1	EA	7.750,00	USD			1

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.

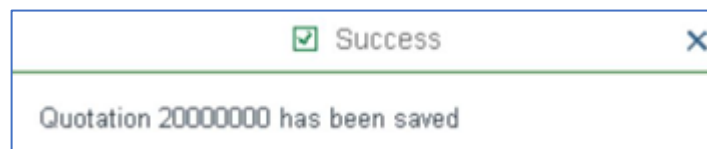
Pricing Elements										
<input type="checkbox"/>	L..	CnTy	Name	Amount	Crcy	per	UoM	Condition	Value	Curr.
<input type="checkbox"/>		PR00	Price						21.400,00	USD
<input type="checkbox"/>			Gross Value						21.400,00	USD
<input type="checkbox"/>		K004	Material						250,00-	USD
<input type="checkbox"/>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

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

Pricing Elements										
<input type="checkbox"/>	L..	CnTy	Name	Amount	Crcy	per	UoM	Condition	Value	Curr.
<input type="checkbox"/>			PR00 Price						21.400,00	USD
<input type="checkbox"/>			Gross Value						21.400,00	USD
<input type="checkbox"/>			K004 Material						250,00-	USD
<input type="checkbox"/>			RA00 % Discount from Net	5,000-	%				1.057,50-	USD
<input type="checkbox"/>			Discount Amount						1.307,50-	USD
<input type="checkbox"/>			Rebate Basis						20.092,50	USD
<input type="checkbox"/>			Net Value for Item						20.092,50	USD
<input type="checkbox"/>			Net Value 2						20.092,50	USD
<input type="checkbox"/>			Total						20.092,50	USD
<input type="checkbox"/>			SKTO Cash Discount						0,00	USD
<input type="checkbox"/>			VPRS Internal price						10.000,00	USD
<input type="checkbox"/>			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  to save the new quotation and note the quotation number.
-



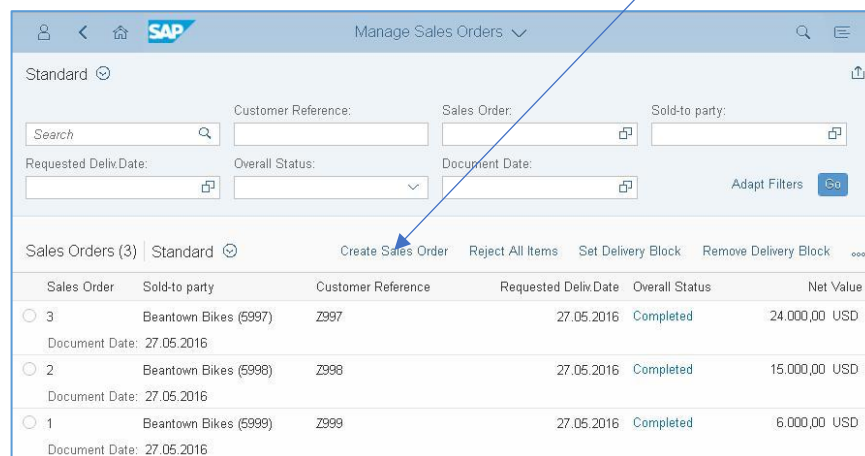
53. Click on the home icon  to return to the Fiori Launchpad overview.

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.



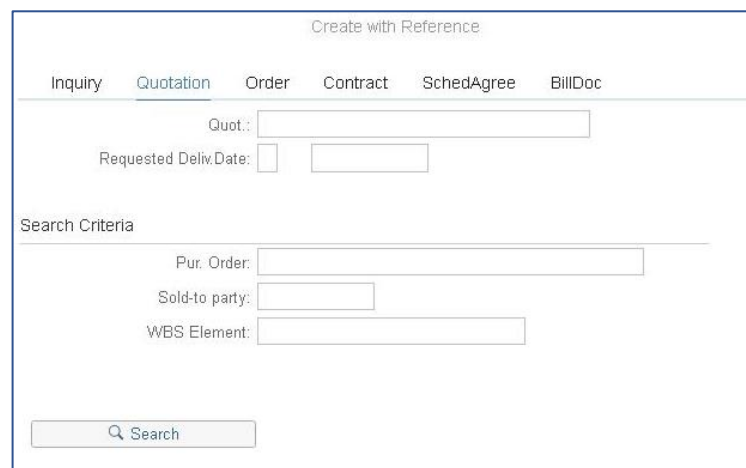
55. In the screen *Manage Sales Orders* you can display all Sales Orders from GBI. Therefore, just choose **Go** and click on the button **Create Sales Order**.



The screenshot shows the 'Manage Sales Orders' app interface. At the top, there are search and filter options. Below, a table lists three sales orders. The 'Create Sales Order' button is highlighted with a blue arrow.

Sales Order	Sold-to party	Customer Reference	Requested Deliv.Date	Overall Status	Net Value
3	Beantown Bikes (5997)	Z997	27.05.2016	Completed	24.000,00 USD
2	Beantown Bikes (5998)	Z998	27.05.2016	Completed	15.000,00 USD
1	Beantown Bikes (5999)	Z999	27.05.2016	Completed	6.000,00 USD

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 search window.



The screenshot shows the 'Create with Reference' pop search window. It has tabs for Inquiry, Quotation, Order, Contract, SchedAgree, and BillDoc. The 'Quotation' tab is selected. Below the tabs, there are input fields for Quot., Requested Deliv.Date, Search Criteria, Pur. Order, Sold-to party, and WBS Element. A 'Search' button is at the bottom.

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**.

Purchase Order No.	Org.	Sold-to	Billed to	Doc.	Doc.	Doc.	Doc.	Doc.	Doc.	Doc.
100	UE00	2000	WH	BI						

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 icon to copy the information from the quotation into the sales order.

Standard Order: Net Value: 20.092,50 USD

Sold-To Party: 25005 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Ship-To Party: 25005 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Cust. Reference: Cust. Ref. Date:

* Req. Deliv. Date: 27.03.2017 Deliver. Plant:

Complete Delv: ☐ Total Weight: 57.170 G

Delivery Block: Volume: 0,000

Billing Block: Pricing date: 27.02.2017

Card type: Exp. date:

Card Verif. Code:

Pyt Terms: 0001 Pay immediately w/o deduction

Inco. Version:

Inco. Location1: Miami

Inco. Location2:

Order Reason:

Sales Area: UE00 / WH / BI US East, Wholesale, Bicycles

Item	Material	Order Quantity	Un	S	Description
10	DXTR1000	5	EA	<input checked="" type="checkbox"/>	Deluxe Touring Bike (black)
20	PRTR1000	2	EA	<input checked="" type="checkbox"/>	Professional Touring Bike (black)

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**.

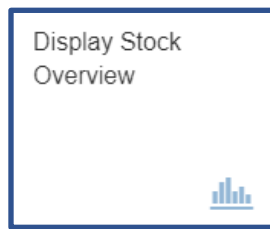
Click on to save the sales order. The SAP system will assign a sales (standard) order number.

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*.



Stock Overview: Company Code/Plant/Storage Location/Batch

Database Selections

Material: Plant: to: Storage Location: to: Batch: to:

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 Number (1)

> Material by task list Sales material by description Material by material type Material by Supply Area


Material description	Language	SOrg	DCh	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.


Database Selections

Material: Plant: to: Storage Location: to: Batch: to:



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.

Stock Overview		
		
Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Full	100,000	
US00 Global Bike Inc.	100,000	
MI00 DC Miami	100,000	
FG00 Finished Goods	100,000	

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  icon. This will give you very specific information about the inventory of the black deluxe Touring bikes.

Stock Plant	
Plant MI00	
Plant	
Stock Type	Stock
Unrestricted use	100,000
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	5,000
Cust.sched.agmts	0,000
Cust. contracts	0,000
Deliv. w/o charge	0,000

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.

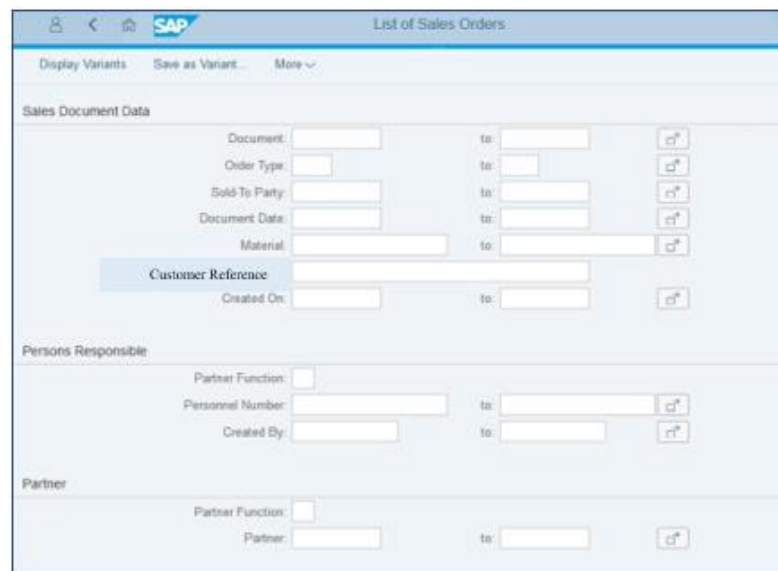
Click on the home icon  to return to the Fiori Launchpad overview.

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:

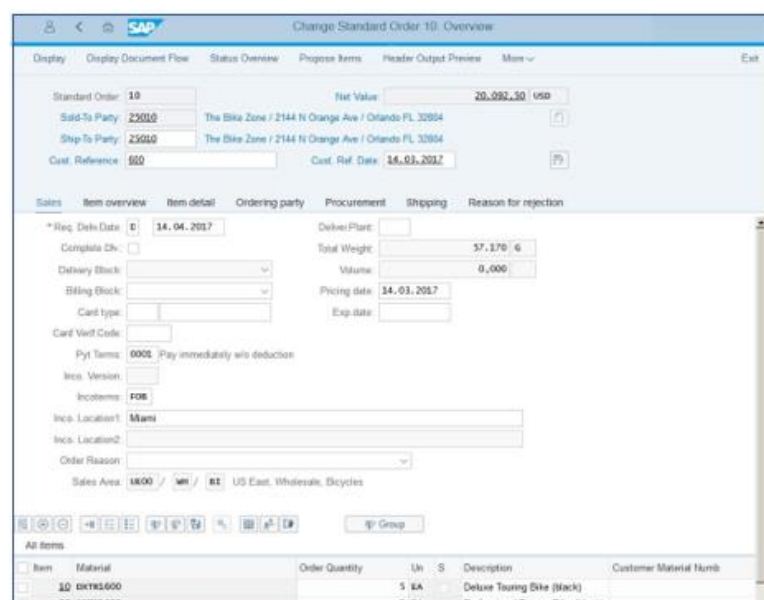


The screenshot shows the 'List of Sales Orders' screen in SAP. It features a search bar at the top with the SAP logo. Below the search bar, there are tabs for 'Display Variants', 'Save as Variant...', and 'More...'. The main section is titled 'Sales Document Data' and contains several input fields for search criteria: Document, Order Type, Sold-To Party, Document Date, Material, Customer Reference, and Created On. Each field has a corresponding 'to' field and a search icon. Below this section is 'Persons Responsible' with fields for Partner Function, Personnel Number, and Created By. The bottom section is 'Partner' with fields for Partner Function and Partner. A blue 'Execute' button is visible on the right side of the screen.

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

Purchase Order Number	Doc. Date	Sales doc. type	Sales document	Item	Sold-to pt	Material
600	14.03.2017	OR	10	10	25010	DIKTR1600
600	14.03.2017	OR	10	20	25010	PRTR1600

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



The screenshot shows the 'Change Standard Order 10: Overview' screen in SAP. It features a search bar at the top with the SAP logo. Below the search bar, there are tabs for 'Display', 'Display Document Flow', 'Status Overview', 'Propose Items', 'Header Output Preview', and 'More...'. The main section is titled 'Standard Order: 10' and contains several input fields for search criteria: Sold-To Party, Ship-To Party, Customer Reference, and Created On. Each field has a corresponding 'to' field and a search icon. Below this section is 'Persons Responsible' with fields for Partner Function, Personnel Number, and Created By. The bottom section is 'Partner' with fields for Partner Function and Partner. A blue 'Execute' button is visible on the right side of the screen.




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

Date	MRP	MRP element data	Rec./reqd. qty	Confirmed	Cum. ATP qty
30.03.2017	Stock			95	0
30.03.2017	SLocSt	F600		95	0

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...	CoTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATC/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
	SK70	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

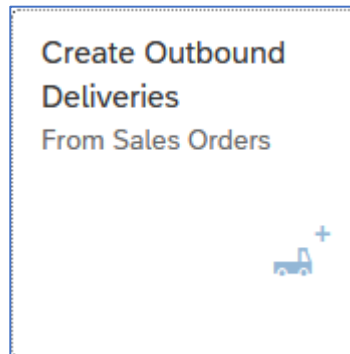
The details of the price calculation for the Deluxe Touring bike are displayed. Note the two discounts that were manually applied to this line item.

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

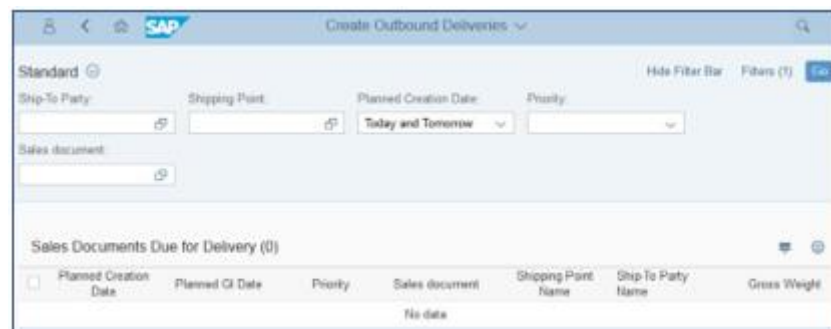
- Click on the home icon  to return to the Fiori Launchpad overview.

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:

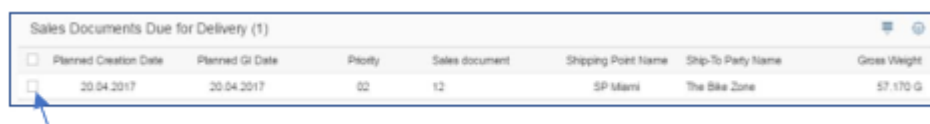


71. Use the F4 help in the field *Ship-To Party* .


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

Items					
<input type="checkbox"/>	Cou...	Postal Code	City	Customer Name	Customer
<input type="checkbox"/>	US	32804	ORLANDO	THE BIKE ZONE	25010

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



Sales Documents Due for Delivery (1)						
<input type="checkbox"/>	Planned Creation Date	Planned GI Date	Priority	Sales document	Shipping Point Name	Ship-To Party Name
<input type="checkbox"/>	20.04.2017	20.04.2017	02	12	SP Miami	The Bike Zone
						Gross Weight
						57.170 G

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

Sales Documents Due for Delivery (0)				
<input type="checkbox"/>	Planned Creation Date	Planned GI Date	Priority	Sales document
No data				

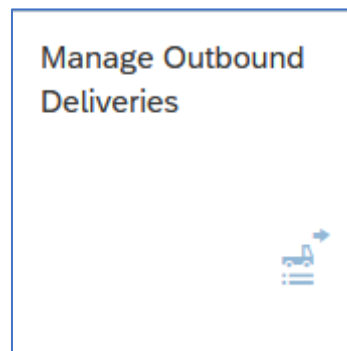
Click on the home icon  to return to the Fiori Launchpad overview.

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

Manage Outbound Deliveries

Standard *

Shipping Point:

Picking Date:

Ship-to party:

Planned GI Date:

Overall Status:

All

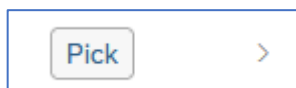
Adapt Filters (1)

Go

Deliveries (13)

<input type="checkbox"/>	Outbound Delivery	Picking Date	Priority	Picking Status	Confirmation Status	GI Status	Pick
<input type="checkbox"/>	80000000	27.05.2016	Normal item (02)	Completely Processed (C)	Completely Processed (C)	Completely Processed (C)	<div><div>Pick</div><div></div></div>
<input type="checkbox"/>	80000001	27.05.2016	Normal item (02)	Completely Processed (C)	Completely Processed (C)	Completely Processed (C)	<div><div>Pick</div><div></div></div>

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



Delivery Items (2)								
<input type="checkbox"/>	Item	Material	Delivery Quantity	Picking Quantity	Serial Numb...	Picking Status	Confirmation...	
<input type="checkbox"/>	000010	Deluxe Touring Bike (black) (DXTR1001)	5 EA	0 EA	◇	□	◇	
<input type="checkbox"/>	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 00010 enter **FG00** (Finishes Goods) for the Storage Location. Confirm with **Apply**.

Delivery Item 000010

Delivery 00000000

Sales Order: 12

Sales Order Item: 000010

Item Type: Standard Item (T4H)

Original Delivery Quantity: 5 EA

Picking Quantity: 5 EA

Delivery Quantity: 5 EA

Conversion Rate: 1 EA: 1 EA

Base Unit Delivery Quantity: 5 EA

Material: Deluxe Touring Bike (black) (DXTR1001)

Gross Weight: 42.550 G

Net Weight: 42.550 G

Volume: 0

Plant: DC Miami (400)

Storage Location: FG00

Storage Bin: Finished Goods

Material Availability: 25.04.2017

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

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



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:

Screenshot of SAP Stock Overview for Plant M00. The table shows inventory levels for different stock types. The 'Unrestricted use' column is circled in red.

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	95,000
US00 Global Bike Inc.	95,000
M00 DC Miami	95,000
FG00 Finished Goods	95,000

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

Screenshot of SAP Stock Plant M00. The table shows inventory levels for different stock types. A red arrow points to the 'Unrestricted use' column.

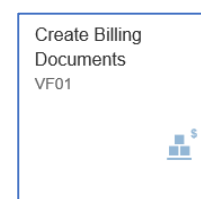
Stock Type	Stock
Unrestricted use	95,000
Qual. inspection	0,000
Returns	0,000
Out. trans. (Subst.)	0,000

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 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.

Screenshot of the SAP 'Create Billing Document' view. The view shows a header section with fields for Billing Type, Billing Date, Serv. Rendered, and Pricing Date. Below the header is a table titled 'Docs to Be Processed' which is currently empty.

Document	Item	SD Document Category	Processing Status	Bill...	Canceled BILL...

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*.

	S	BlCat	SOrg.	Billing Date	Sold-To Pt	BillT	DstC	Document	DChl	Dv	Doc.Cat.
<input checked="" type="checkbox"/>	X		UE00	03.03.2020	25007	F2	US	80000004	WH	BI	J

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.

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...
<input type="checkbox"/>	10 DXTR1001	Deluxe Touring Bike (black)	5	EA	14.012,50	USD
<input type="checkbox"/>	20 PRTR1001	Professional Touring Bike (black)	2	EA	6.400,00	USD

86. Click on  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.



Billing Document (1)

Restrictions

Billing Document:

Billing Type:

Sold-to party: 25020

Payer:

Billing date:

Sales Organization:

Distribution Channel:

Posting Status:

Maximum No. of Hits: 500

1 Entry found

Bill Doc.	BIT	Sold-to pt	Payer	Bill date	SOrg	DCN	PsSt
90000006	F2	25020	25020	20.04.2017	UE00	WH	C

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:

Display Document: Data Entry View

Change Display/Change Mode Display Another Document Select Individual Object More

Data Entry View

Document Number: 90000006 Company Code: US00 Fiscal Year: 2017

Document Date: 20.04.2017 Posting Date: 20.04.2017 Period: 4

Reference: 100 Cross-Comp.No.: Texts Exist: Ledger Group:

Currency: USD

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.

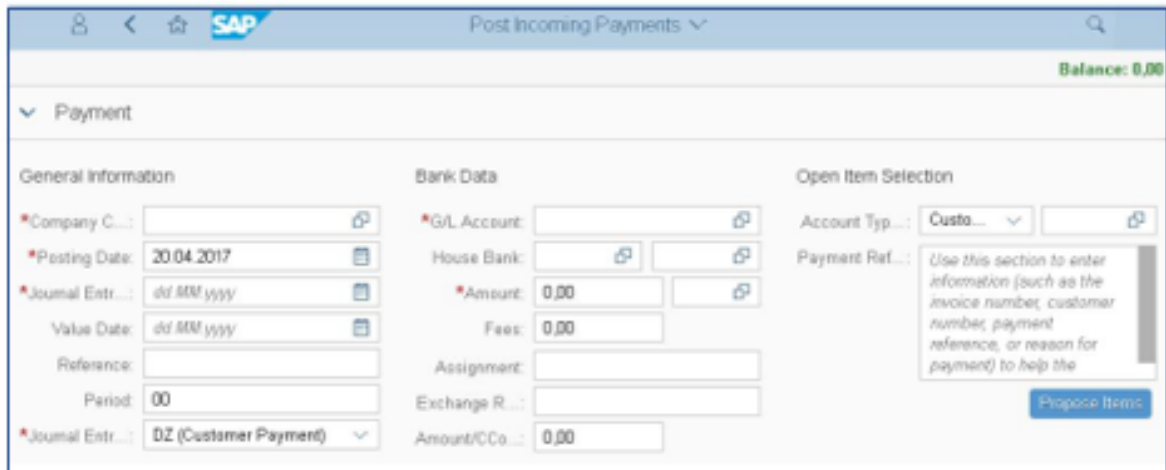
Return to the screen.

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*.

Post Incoming Payments

This will produce the following screen:



Post Incoming Payments

Balance: 0.00

Payment

General Information

*Company C.:

*Posting Date: 20.04.2017

*Journal Entr.: dd.MM.yyyy

Value Date: dd.MM.yyyy

Reference:

Period: 00

*Journal Entr.: DZ (Customer Payment)

Bank Data

*G/L Account:

House Bank:

*Amount: 0.00

Fees: 0.00

Assignment:

Exchange R.:

Amount/C.Co.: 0.00

Open Item Selection

Account Typ.: Cus...

Payment Ref.:

Use this section to enter information (such as the invoice number, customer number, payment reference, or reason for payment) to help the

Propose Items

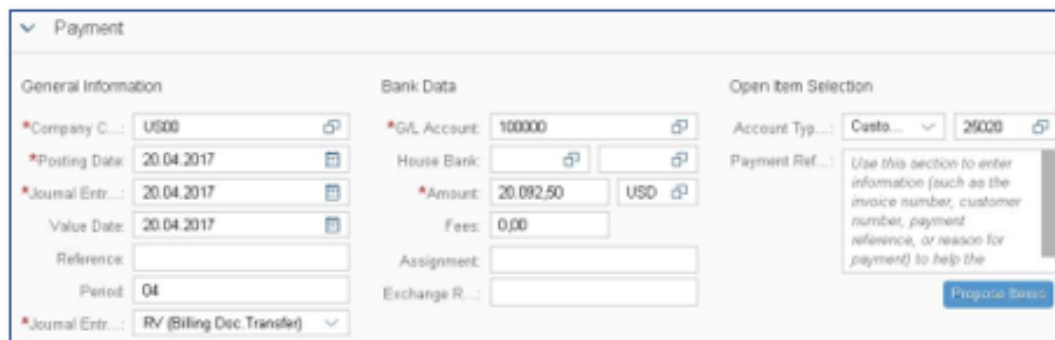
90. Enter **US00** for Company Code, the **current date** for the *Posting and Journal Entry Date*. In the pull-down menu *Journal Entry Type* select **RV** and enter the **current period** (month no.) for *Period*.

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



Payment

General Information

*Company C.: US00

*Posting Date: 20.04.2017

*Journal Entr.: 20.04.2017

Value Date: 20.04.2017

Reference:

Period: 04

*Journal Entr.: RV (Billing Doc. Transfer)

Bank Data

*G/L Account: 100000

House Bank:

*Amount: 20.092,50 USD

Fees: 0.00

Assignment:

Exchange R.:

Open Item Selection

Account Typ.: Cus...

Payment Ref.:

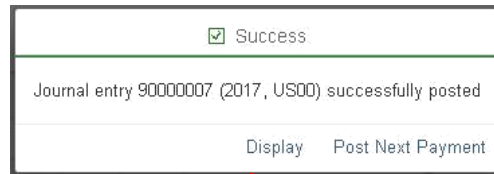
Use this section to enter information (such as the invoice number, customer number, payment reference, or reason for payment) to help the

Propose Items

Click the button.

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

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



Click on **Display**

Journal Entry (90000007) - Entry View

0 HEADER 0 ATTACHMENTS 0 NOTES 0 RELATED DOCUMENTS

Buchungsbelegdatum: 20.04.2017 Buchungsjahr: US00 (Global Bike Inc.)
 Buchungsdatum: 20.04.2017 Transaktionswährung: US0
 Buchungsper: 4 / 2017
 Buchungsbelegart: RV (Billing Doc. Transfer)

Referenz
 Referenzvorgang: BK-PPF (Aktg. des direct impl)
 Kopftext
 Created: by GEB-061 in 20.04.2017

Line Items (2) Standard

Buchungsbelegposition	G/L Account	Profitcenter	Debit	Credit
000001	100000 (Bank)		21,150.00 US0	0.00 US0
000002	110000 (Trade Receivables)		0.00 US0	21,150.00 US0

Tax (0) Standard

Steuerkennzeichen	Sachkonto	Tax Base Amount	Debit	Credit	Steuersatz
No results found. Adjust your search and filter settings.					

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 .

Standard* v

*Stock Change: All v Plant: M00 Storage location: Stock Type: Material Document: Material Document Year: -2020 Material: Deluxe Touring Bike (bl... Professional Touring Bl... Posting Date: 01.10.2016 - 30.03.2020

Document Date: dd.MM.yyyy - dd.MM.yyyy

Adapt Filters (5) Go

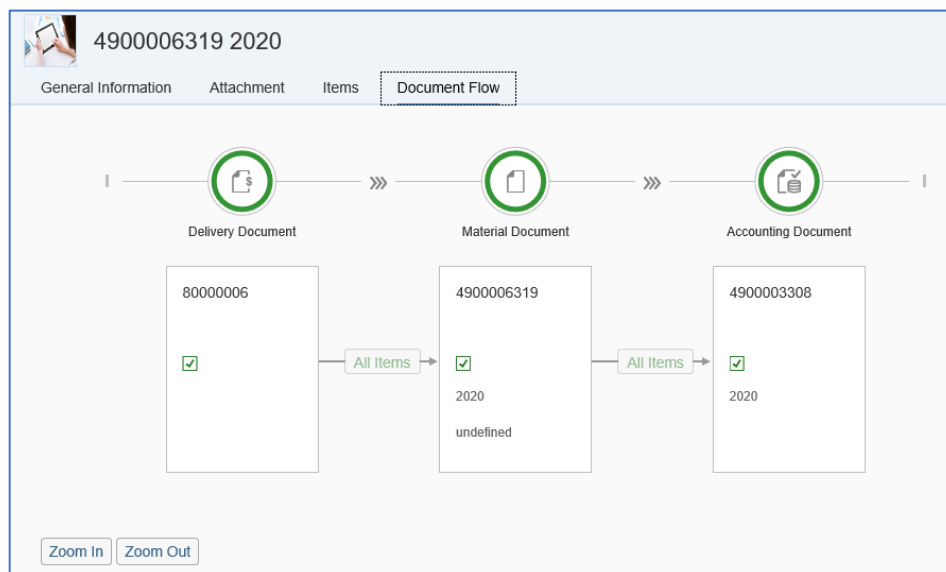
You will get an overview of the items:

Material Documents (2)					
Material Document	Material Document Year	Material	Plant	Storage location	Posting Date
4900002080	2017	Deluxe Touring Bike (black) (C&TR1100)	DC Miami (M00)	Finished Goods (FG00)	20.04.2017 >
Stock Type: Unrestricted-Use Stock (01)					
4900002080	2017	Professional Touring Bike (black) (P&TR1100)	DC Miami (M00)	Finished Goods (FG00)	20.04.2017 >
Stock Type: Unrestricted-Use Stock (01)					

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

Process Flow

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

END OF WORKSHEET