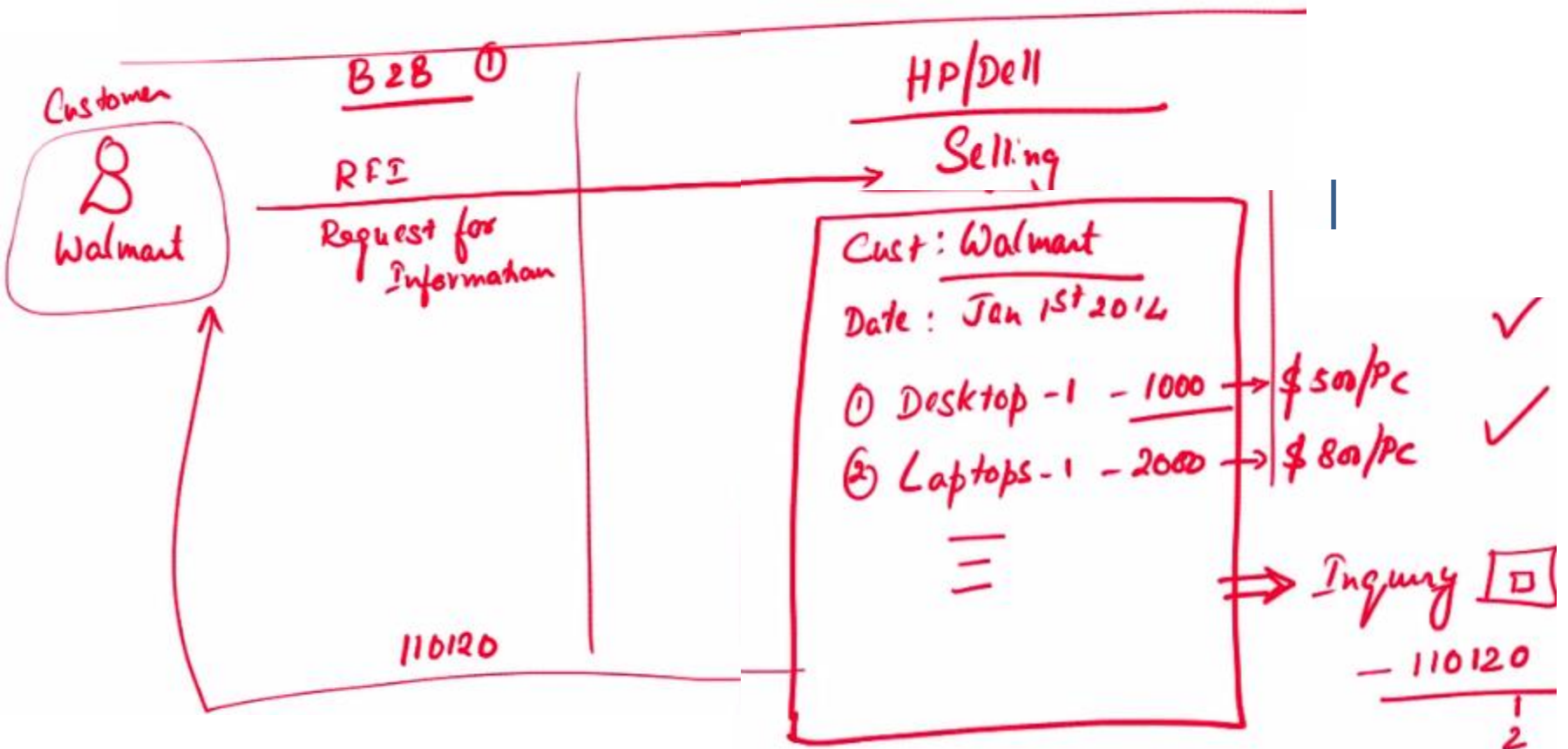


3. INQUIRY

① What?



3. INQUIRY

Sales Order Cycle

⑦ What?

FI → A/R } Report to Recad
→ Cash }

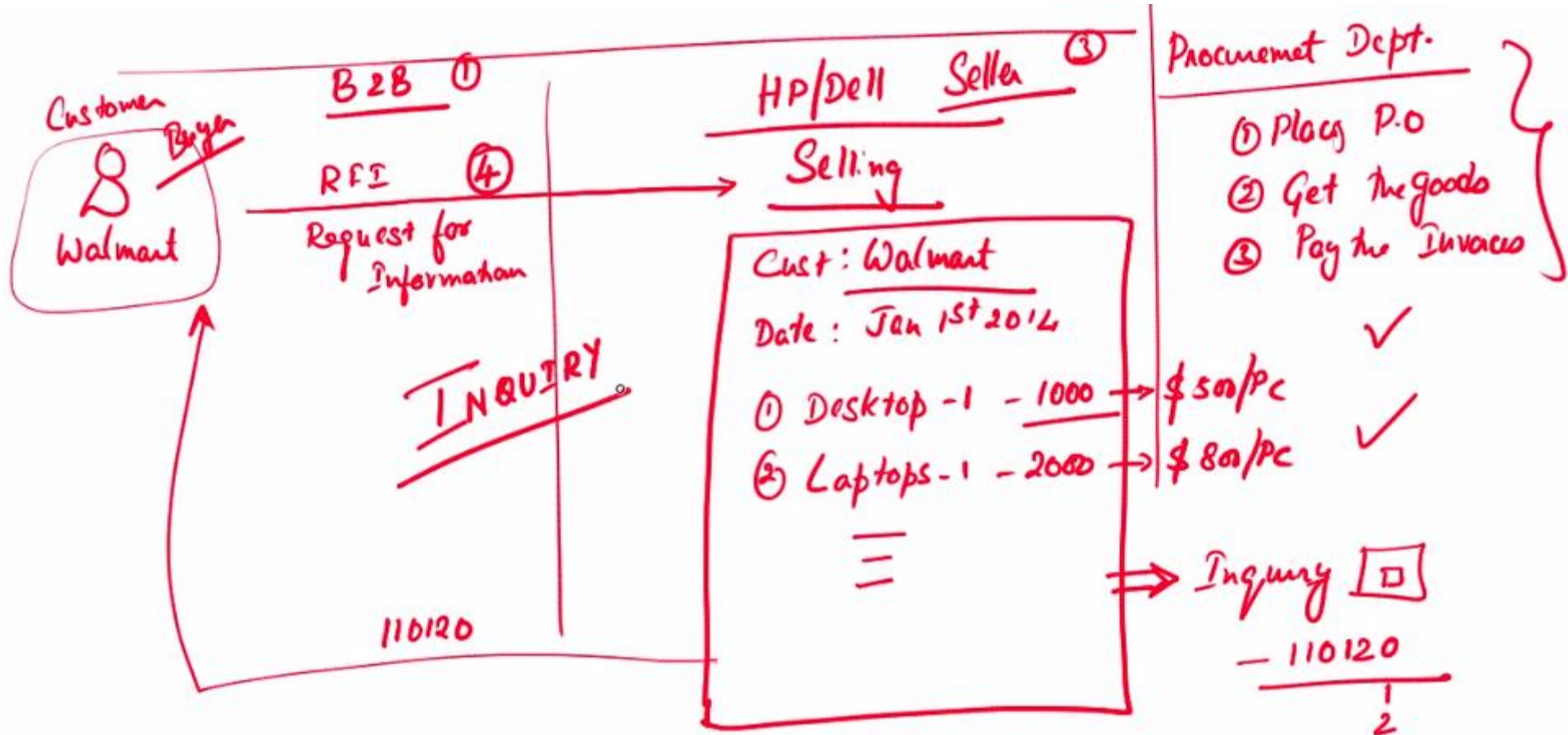
Procurement Dept.

- ① Place P.O
- ② Get the goods
- ③ Pay the Invoices

✓

Procure to
Pay
P2P

3. INQUIRY



4. QUOTATION

INQUIRY	
Date: Jan 15, 2014	✓
① Desktop - 1 - 1000 → \$500/PC	✓
② Laptops - 1 - 2000 → \$800/PC	✓
≡	
⇒ Inquiry	<input type="checkbox"/>
	- 110120
	2

110120

① Informal.

→

Cust: Walmart			
① Desktop	- 1	- 1000	- \$500/PC
② Laptop	- 1	- 2000	- 800/PC

4. QUOTATION

INQUIRY

110120

Date: Jan 15th 2014

① Desktop - 1	- 1000	→ \$500/PC	✓
② Laptops - 1	- 2000	→ \$800/PC	✓
=			

⇒ Inquiry ☐

- 110120

2

- ① Informal
- ②

→

Cust: Walmart

① Desktop - 1	- 1000	- \$500/PC
② Laptop - 1	- 2000	- 800/PC

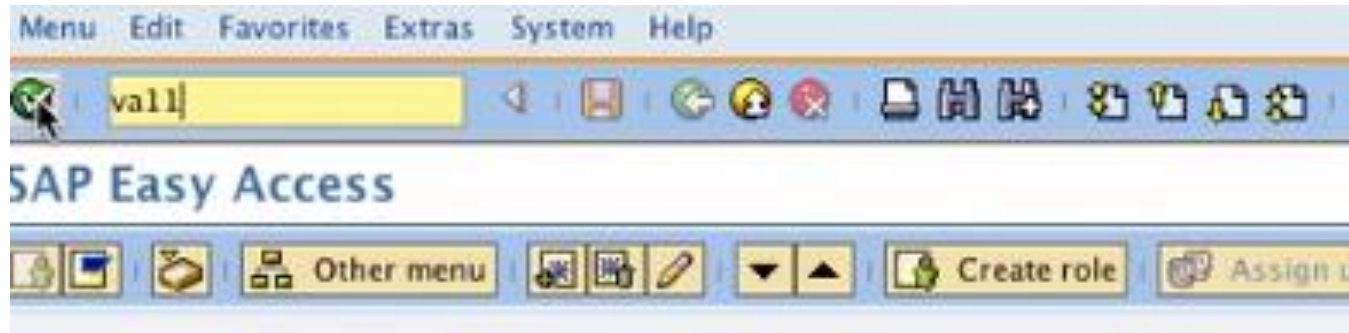
- ① Formal
- ② Terms & Conditions
 - { Prices
 - { Quantities
 - { Dp

5. INQUIRY- HANDS ON

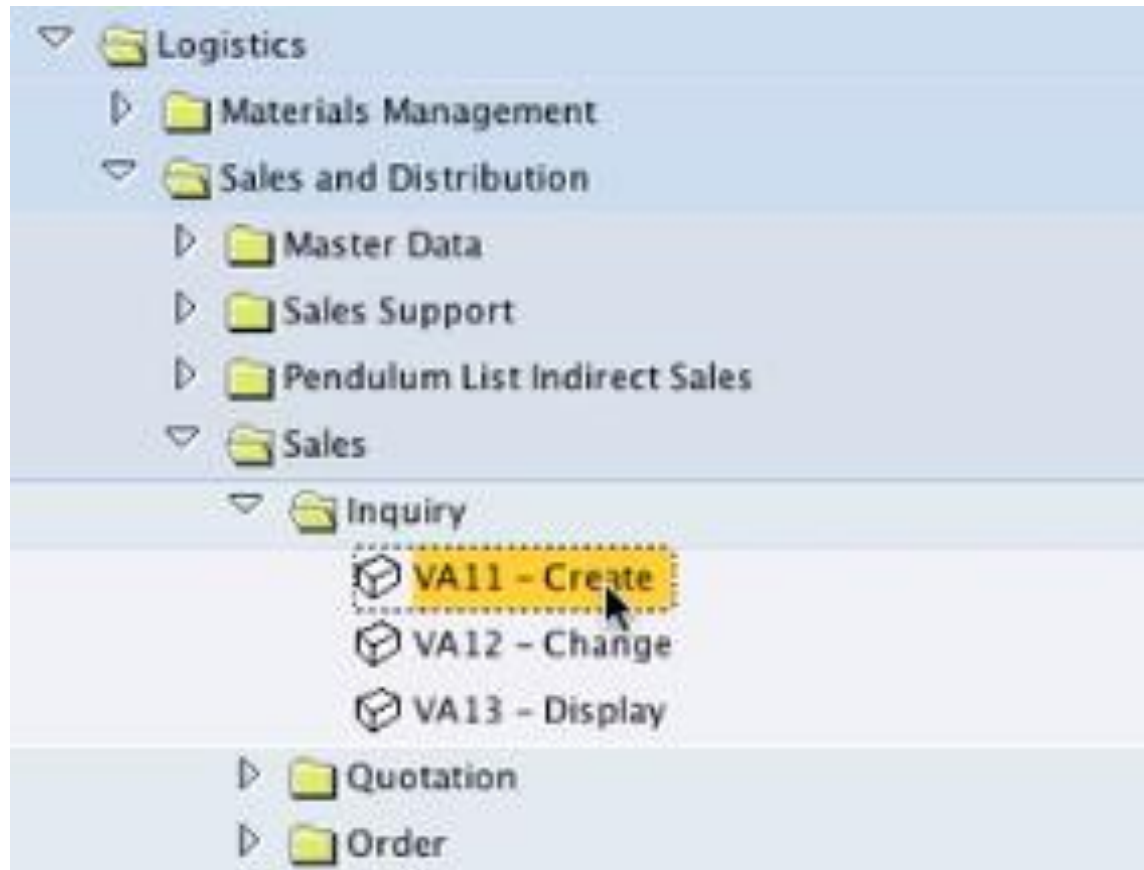
Step No 1 \Rightarrow Go to transaction VAI!

Inquiry Hands-on

5.INQUIRY- HANDS ON



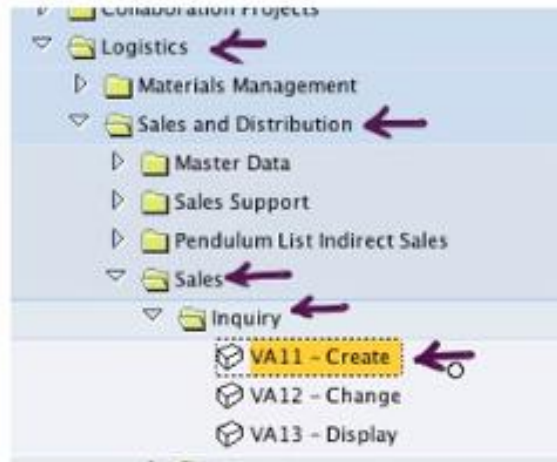
5.INQUIRY- HANDS ON



5. INQUIRY- HANDS ON

Inquiry Hands-on

Step No 1 ⇒ Go to transaction VA11



OR Use the menu path

5. INQUIRY- HANDS ON

Sales document Edit Goto Environment System Help VAN (1) (800)

Create Inquiry: Initial Screen

Create with Reference Sales Item overview Ordering party

Inquiry Type

Organizational Data

Sales Organization

Distribution Channel

Division 00 Cross-division

Sales Office

Sales Group

Handwritten annotations:

- Inquiry Type** is circled in red, with a red arrow pointing to **Parts**.
- Capital Goods** and **Routes** are also circled in red, with red arrows pointing to them.
- Org Data** is circled in red, with a red arrow pointing to a box containing **US Retail Partsales**.
- SG Retail Capital Goods** is circled in red, with a red arrow pointing to it.

5. INQUIRY- HANDS ON

Step No 2

The screenshot shows the SAP Inquiry Type screen. At the top, 'Inquiry Type' is set to 'IN'. Below this is a section titled 'Organizational Data' which contains the following fields:

Organizational Data	
Sales Organization	1000
Distribution Channel	10
Division	00
Sales Office	
Sales Group	

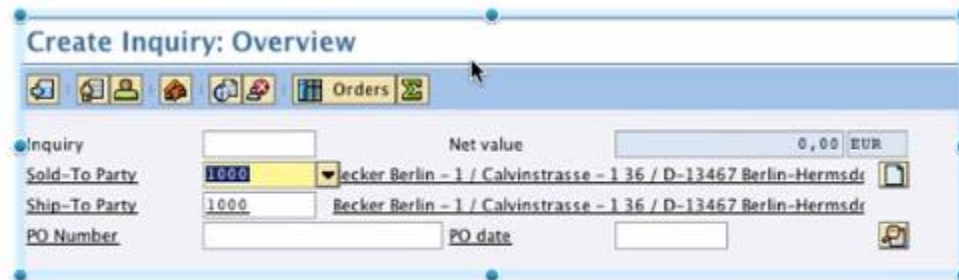
Handwritten annotations in purple ink are present:

- An arrow points from the 'IN' value to the handwritten text 'Inquiry Type'.
- A bracket groups the 'Organizational Data' section, with an arrow pointing to the handwritten text 'Org Data'.

5.INQUIRY- HANDS ON

Step 3

Enter Header Data { Customer # - 1000
& Purchase Order # - "AB0125"



The screenshot shows the 'Create Inquiry: Overview' dialog box in SAP. The 'Inquiry' tab is selected. The 'Sold-To Party' field is populated with '1000' and a dropdown arrow. The 'Ship-To Party' field is also populated with '1000'. The 'PO Number' field is empty. The 'Net value' field shows '0,00 EUR'. The 'Orders' icon in the toolbar is highlighted. The background of the dialog box is light blue.

Field	Value
Inquiry	
Sold-To Party	1000
Ship-To Party	1000
PO Number	
Net value	0,00 EUR

5.INQUIRY- HANDS ON

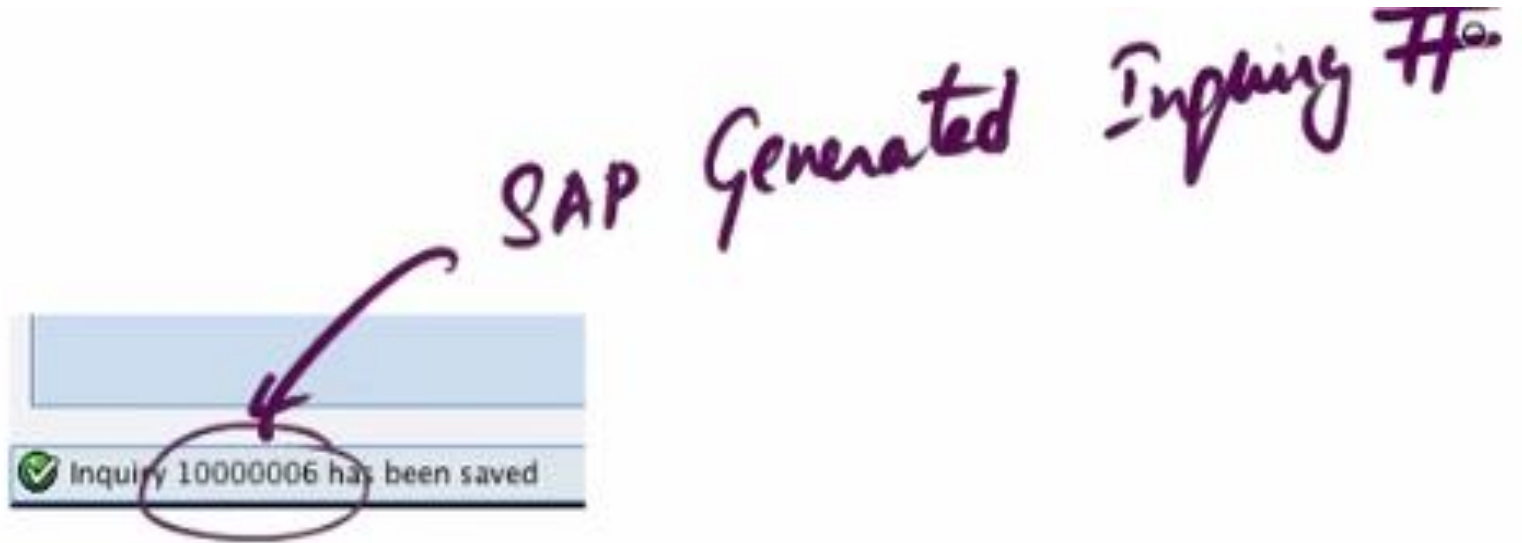
Step 4

Enter line item level Details

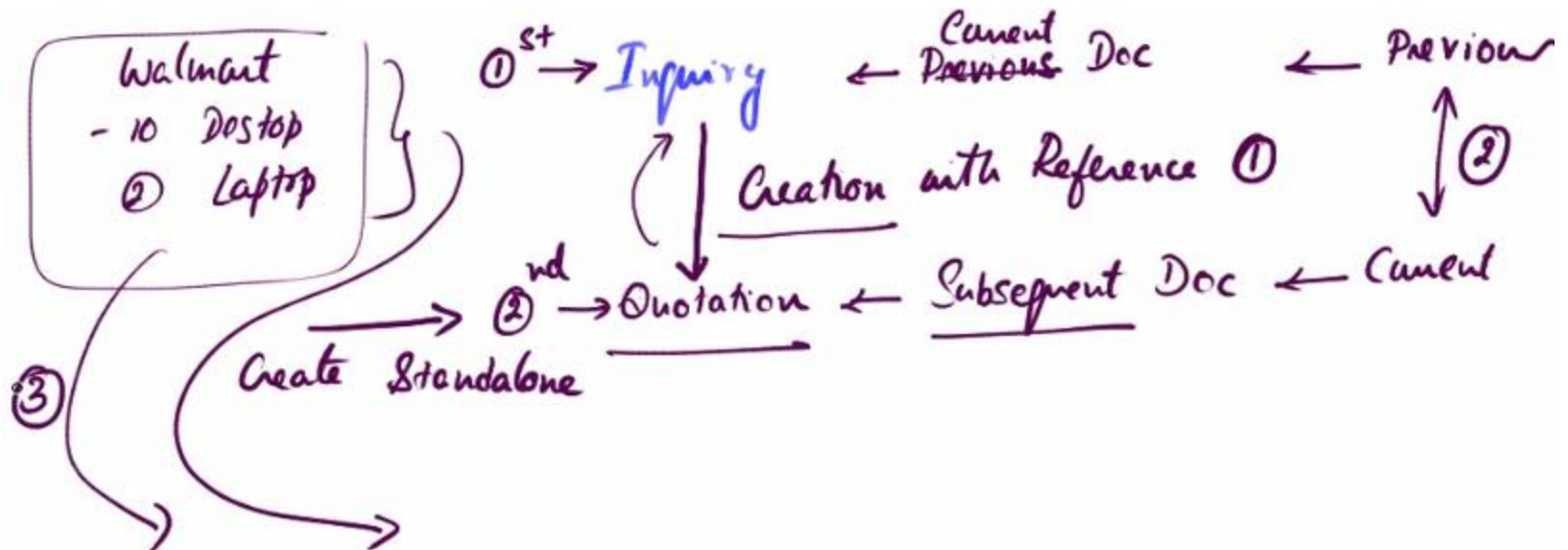
The screenshot shows the SAP 'Item detail' view. At the top, there are tabs: Sales, Item overview, Item detail (selected), Ordering party, Procurement, Shipping, and Reason for rejection. Below the tabs, there are fields for 'Valid from', 'Valid to', 'Req. deliv.date', and 'Expect.ord.val'. The 'Valid from' field is empty, 'Valid to' is empty, 'Req. deliv.date' is 'D 11', and 'Expect.ord.val' is '257,79 EUR'. Below these fields is a table titled 'All Items'. The table has columns: Item, Material, Order Quantity, SU, Altitm, and Sunny Sunny 01. The first row of the table has the following values: Item (1001-01), Material (1001-01), Order Quantity (1 PC), SU (SU), Altitm (SU), and Sunny Sunny 01. Handwritten purple annotations are present: 'Material' with an arrow pointing to the 'Material' column header, and 'Quantity' with an arrow pointing to the 'Order Quantity' column header. The 'Item' column header and the value '1001-01' in the first row are circled in purple.

Item	Material	Order Quantity	SU	Altitm	Sunny Sunny 01
1001-01	1001-01	1 PC	SU	SU	Sunny Sunny 01

5.INQUIRY- HANDS ON



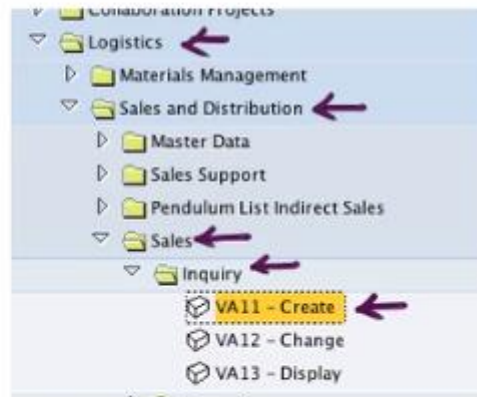
6. QUOTATION-HANDS ON



6. QUOTATION-HANDS ON

Step No 1 ⇒ Go to transaction VA11 } ⇒ Transaction Code

Inquiry Hands-on



OR Use the menu path

6. QUOTATION-HANDS ON

Step No 2

The screenshot shows the 'Inquiry Type' selection screen in SAP. The 'IN' option is circled in blue, with a handwritten arrow pointing to it and the text 'Inquiry Type'. Below this, the 'Organizational Data' section is highlighted with a blue box. Inside this box, the 'Sales Organization' field is set to '1000', 'Distribution Channel' to '10', and 'Division' to '00'. A handwritten bracket on the right side of this section points to the text 'Org Data'. The 'Cross-division' checkbox is also visible.

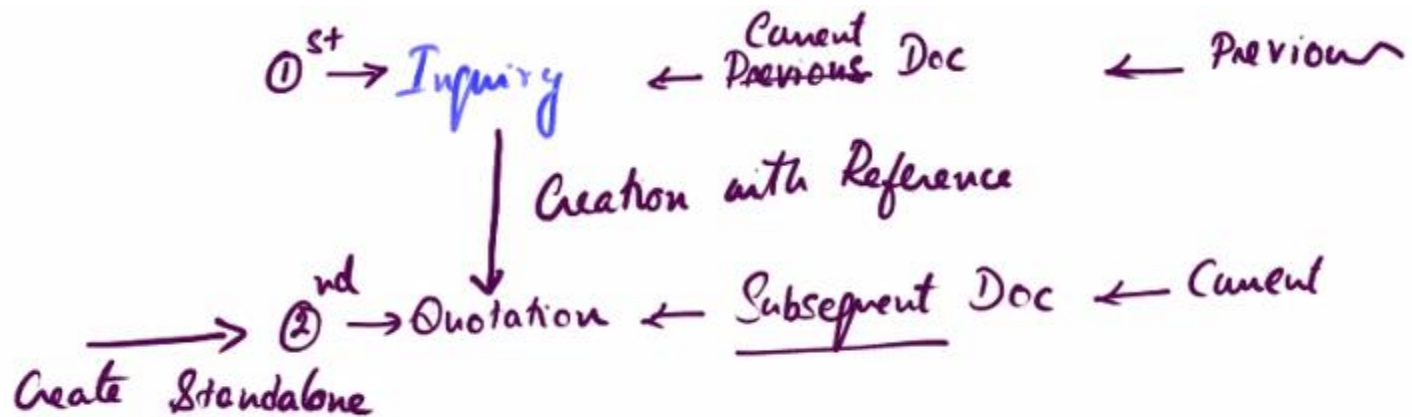
Step 3

Enter "Header Data" { Customer # - 1000
& Purchase Order # - "AB0125"

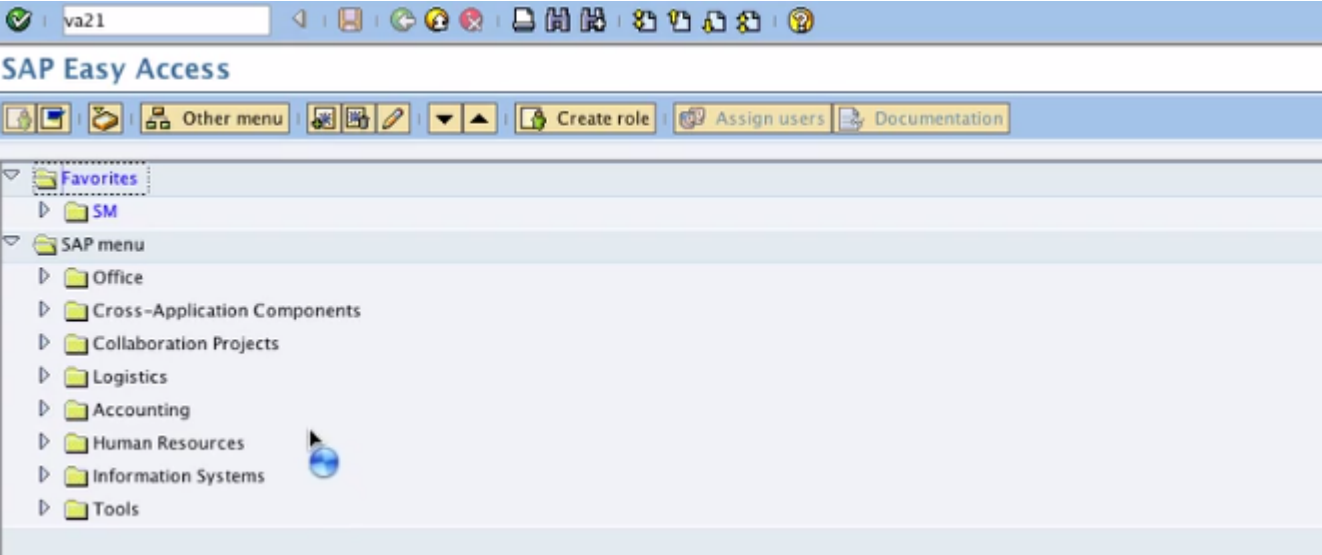
Create Inquiry: Overview

The screenshot shows the 'Create Inquiry: Overview' screen. The 'Inquiry' field is empty. The 'Net value' field shows '0,00 EUR'. The 'Sold-To Party' field is set to '1000' and 'Lecker Berlin - 1 / Calvinstrasse - 136 / D-13467 Berlin-Hermsdorf'. The 'Orders' button is highlighted in the top toolbar.

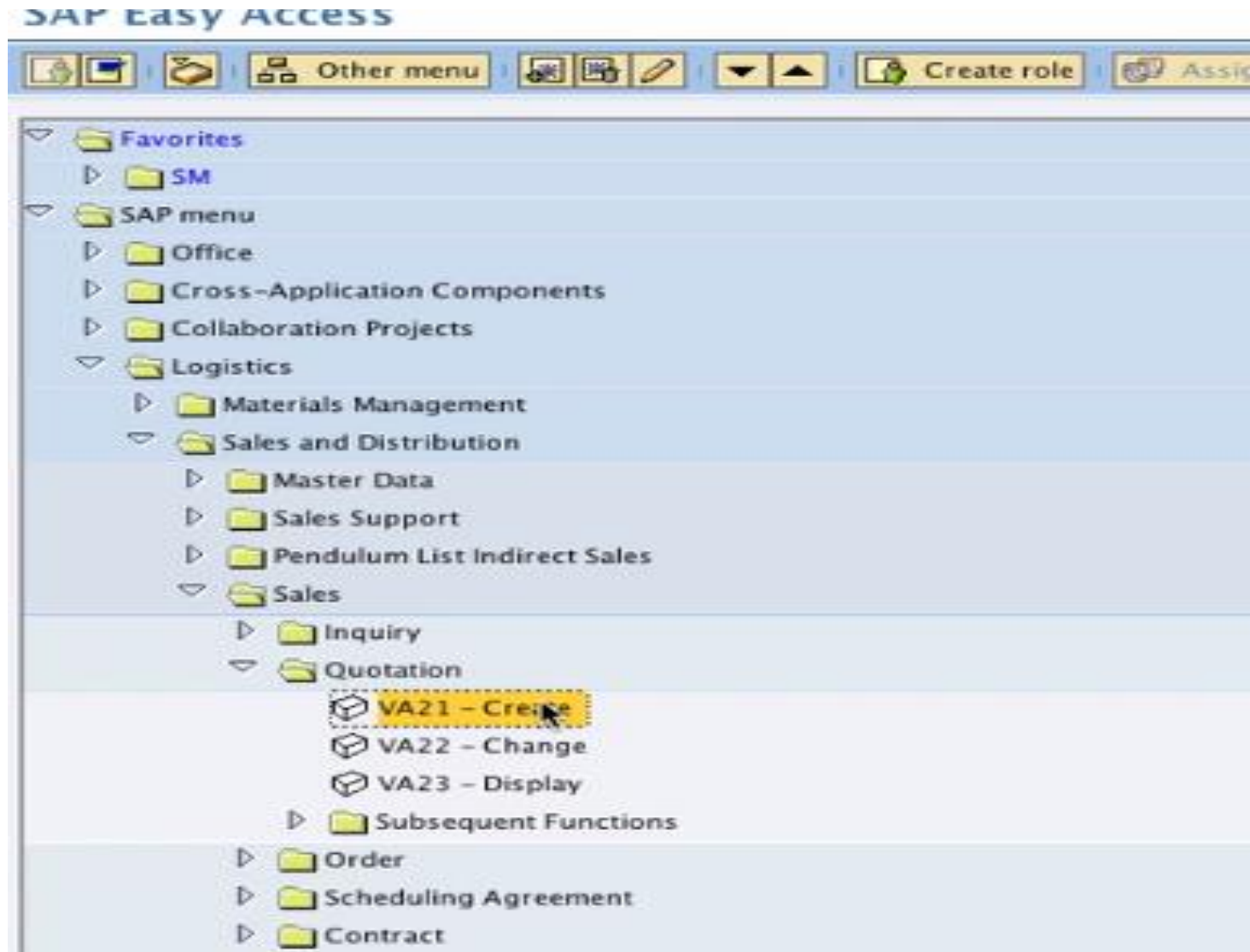
6. QUOTATION-HANDS ON



6. QUOTATION-HANDS ON



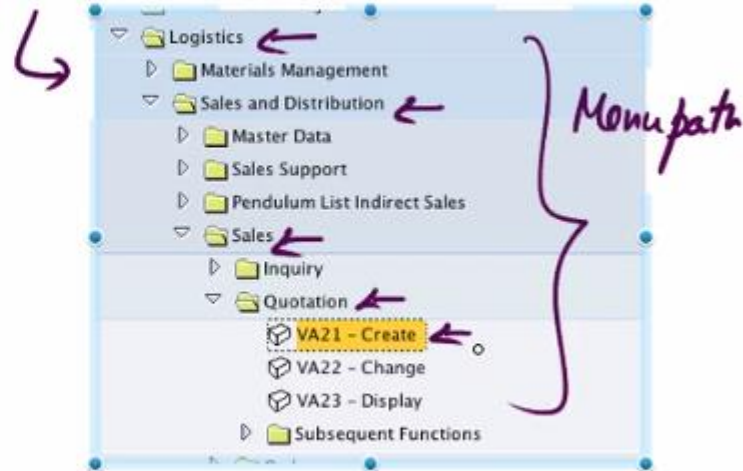
6. QUOTATION-HANDS ON



6. QUOTATION-HANDS ON

→

p 1 : Create Quotation using → Tcode VA21



6. QUOTATION-HANDS ON

Step 2 :

Create Quotation: Initial Screen

Create with Reference | Sales | Item overview | Ordering party

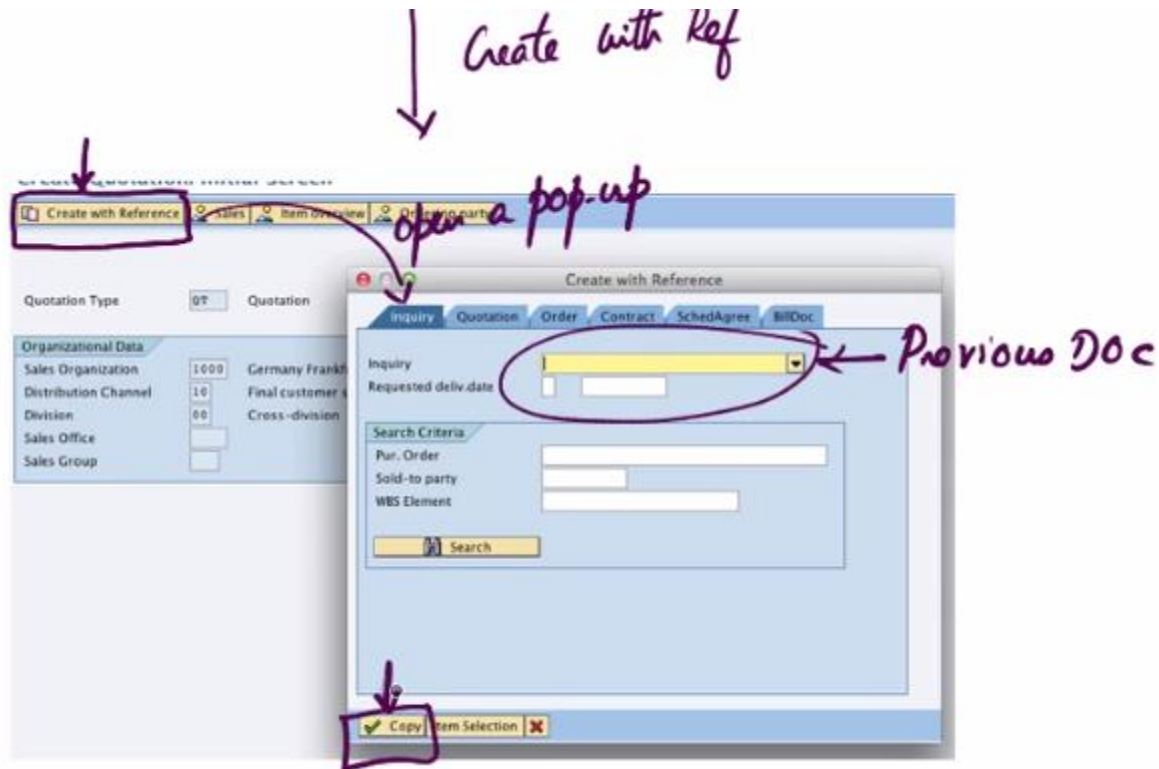
Quotation Type: 02 Quotation ← Doc Type

Organizational Data

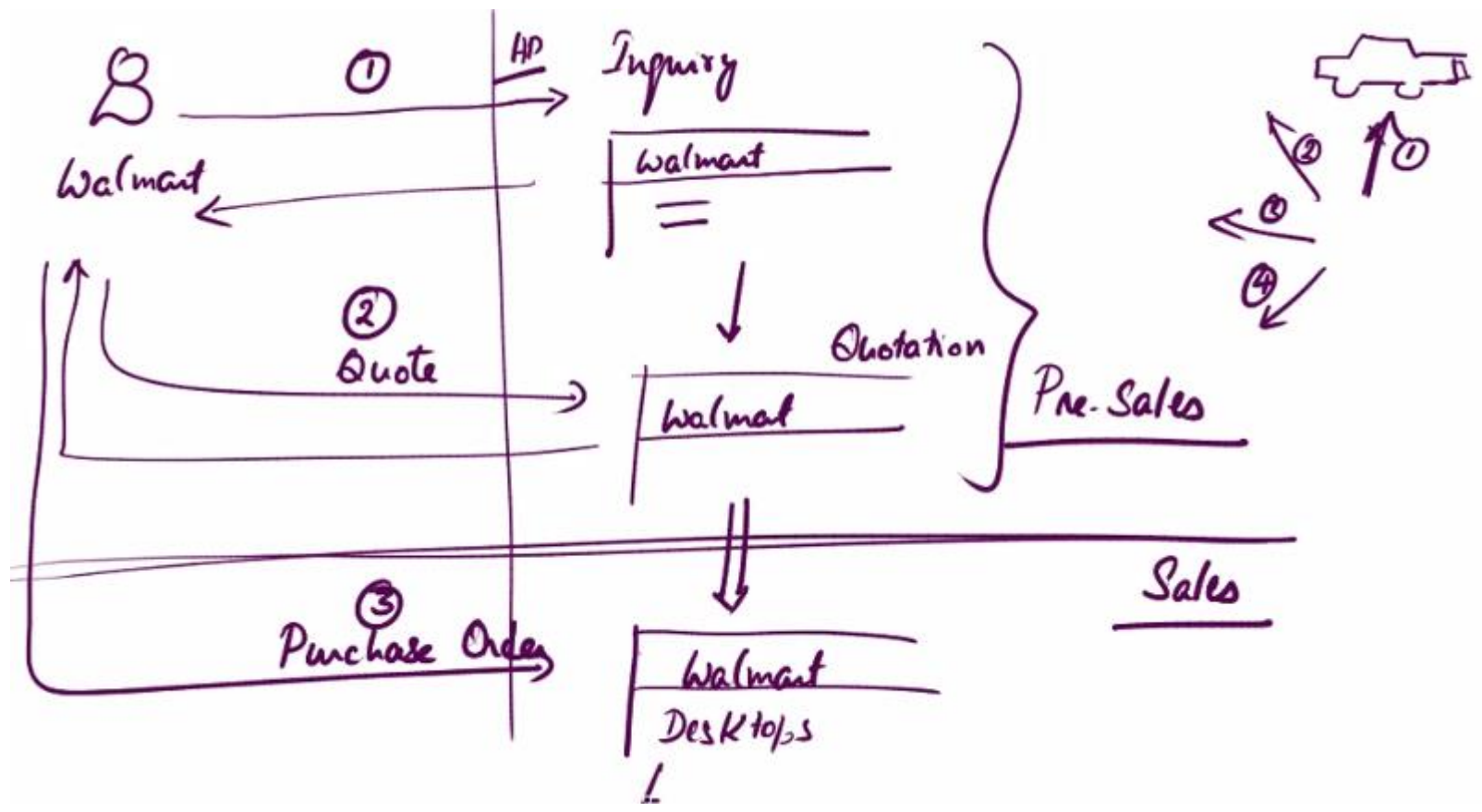
Sales Organization	1000	Germany Frankfurt
Distribution Channel	10	Final customer sales
Division	00	Cross-division
Sales Office		
Sales Group		

} Org Data

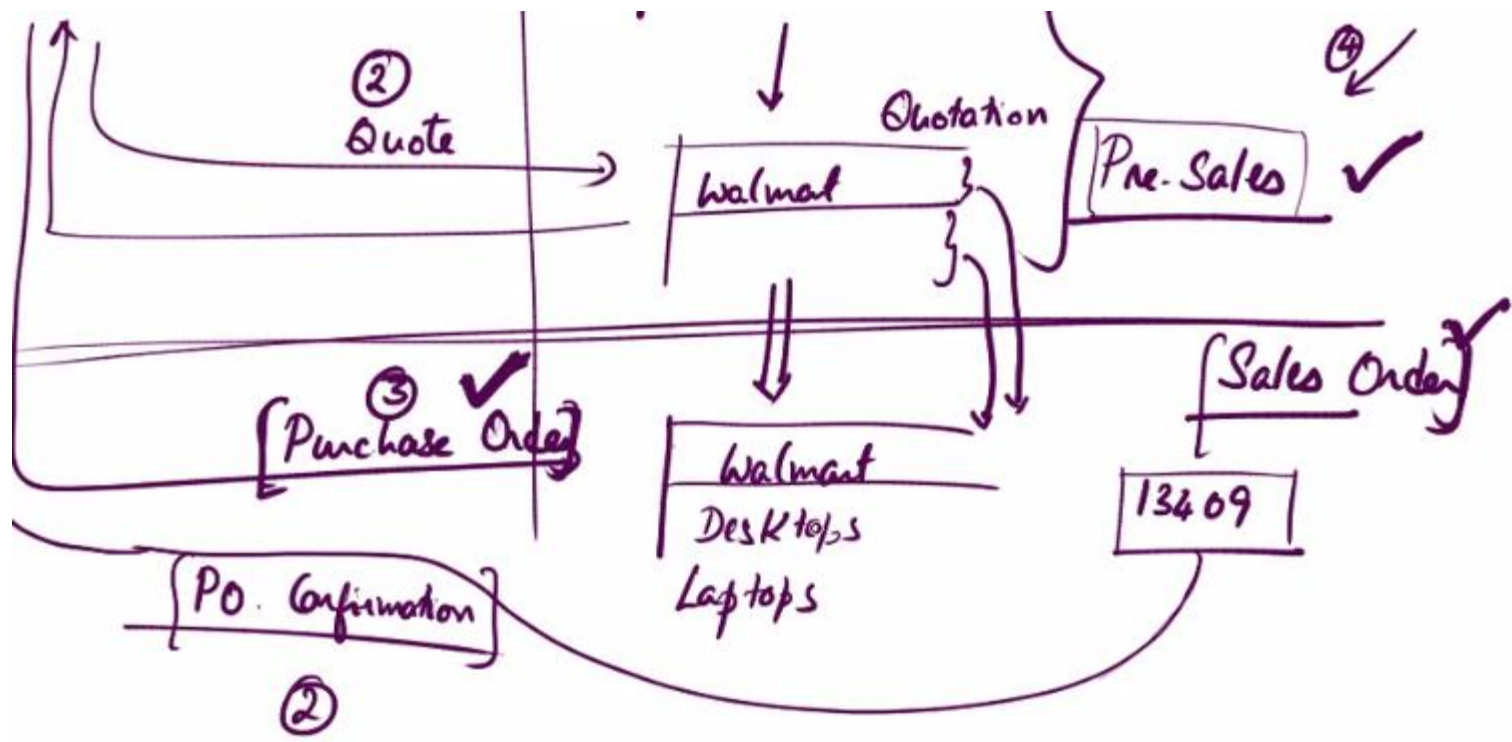
6. QUOTATION-HANDS ON



7.SALES ORDER

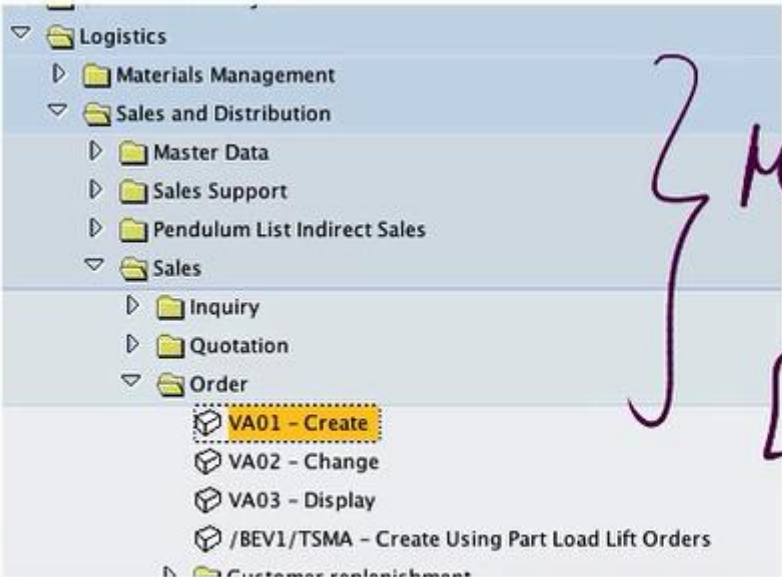


7.SALES ORDER



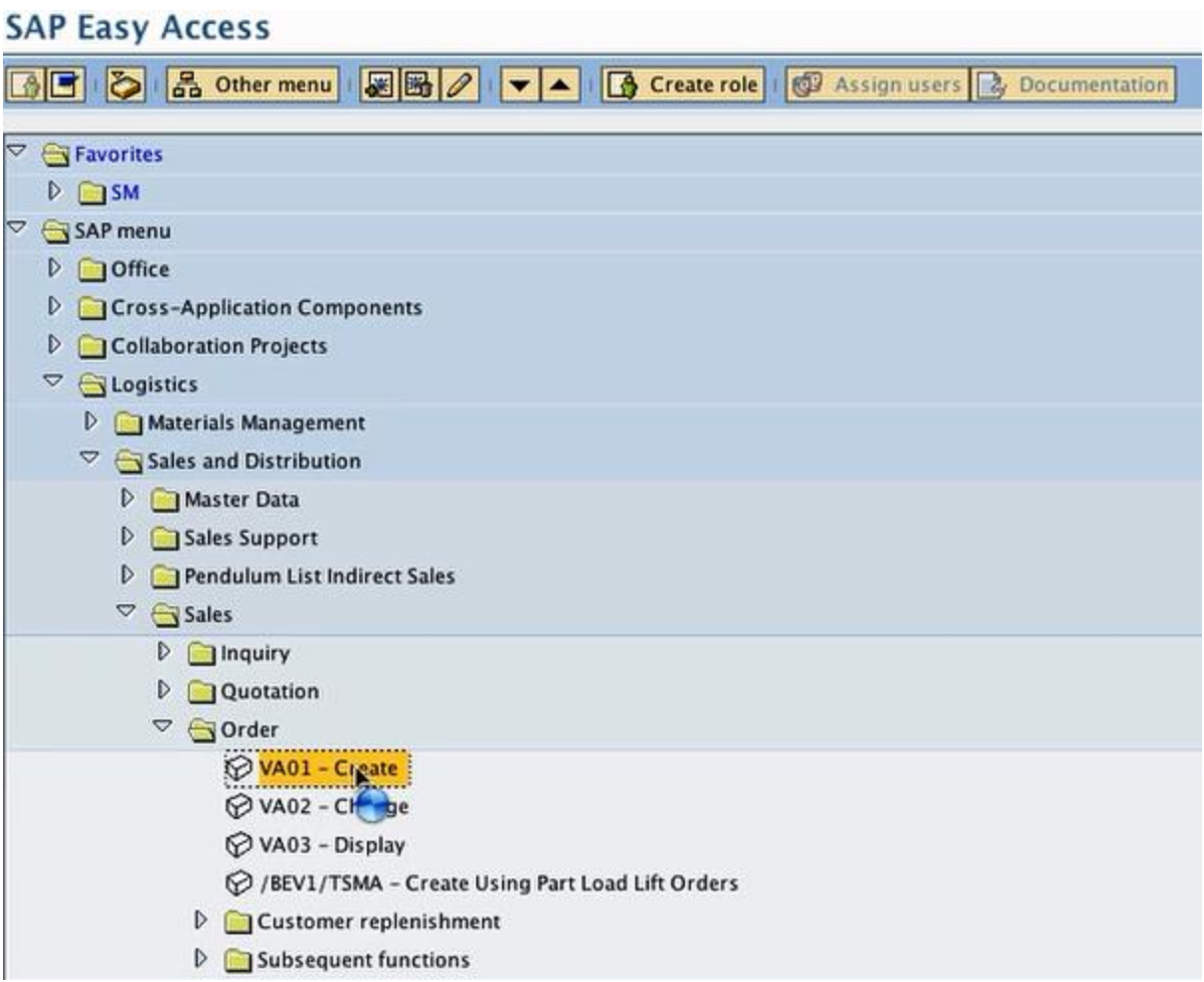
8.SALES ORDER -HANDS ON

Step 1



} Menu path
[ON]
[VA01]

8.SALES ORDER -HANDS ON



8.SALES ORDER -HANDS ON

Create Sales Order: Initial Screen

Create with ReferenceSalesItem overviewOrdering party

Order Type

Order Type – Sales Document Type

Organizational Data

Sales Organization

Distribution Channel

Division

Sales Office

Sales Group

SECTION 3 :ORDER TO CASH CYCLE

28

8.SALES ORDER -HANDS ON

Create Sales Order: Initial Screen

Create with Reference

Sales

Item overview

Ordering party

Order Type

oz▼

Organizational Data

Sales Organization

Distribution Channel

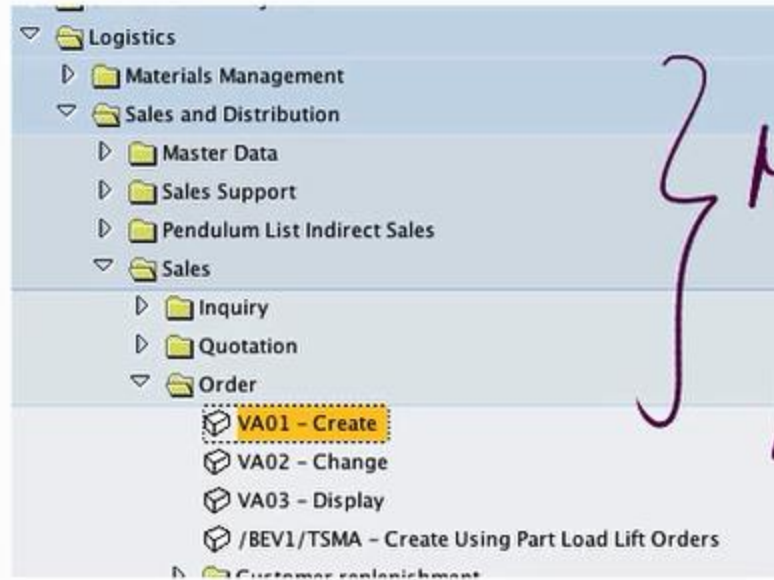
Division

Sales Office

Sales Group

8.SALES ORDER -HANDS ON

Step 1



Step 2

Create Sales Order: Initial Screen

Create with Reference | Sales | Item overview | Ordering party

Order Type

Organizational Data

Sales Organization	<input type="text" value="1000"/>
Distribution Channel	<input type="text" value="10"/>
Division	<input type="text" value="00"/> ▼

8.SALES ORDER -HANDS ON

Order

VA01 - Create

VA02 - Change

VA03 - Display

/BEV1/TSMA - Create Using Part Load Lift Orders

Customer replenishment

[VA01]

Create Sales Order: Initial Screen

Create with Reference

Sales

Item overview

Ordering party

Order Type

or

Order Type

Organizational Data

Sales Organization

1000

Distribution Channel

10

Division

00

Sales Office

Sales Group

} Org Data

8.SALES ORDER -HANDS ON

Standard Order: Availability Control

Complete div.	Delivery proposal	Continue	ATP quantities	Scope of check	Other plants
Item	10	Schd. Line	1		
Material	M-01				
Plant	Sunny Sunny 01				
Req.deliv.date	31.01.2014	Open Quantity	1	PC	
End lead time	13.02.2014	Max.Part.Deliveries	9		
<input type="checkbox"/> Fix qty/date					
One-time del. on req. del. dte : not possible					
Dely/Conf.Date	31.01.2014 / 04.02.2014	Confirmed Quantity	0		
Complete delivery					
Dely/Conf.Date	13.02.2014 ▼ 10.02.2014				✓
Dely proposal					
Dely/Conf.Date	13.02.2014 / 10.02.2014	Confirmed qty	1		✓

8.SALES ORDER -HANDS ON

Step 3

Search and select the Quotation #

Step 4

Copy or select items to be copied

Step 5

Modify if necessary°

8.SALES ORDER -HANDS ON

Step 6

If the A/Check Screen comes up
accept the system proposed delivery date

Step 7

Save

8.SALES ORDER -HANDS ON

Step 2

Quotation

Sales

Inquiry

VA10 - Create

VA10 - Change

VA13 - Display

Quotation

VA20 - Create

VA20 - Change

VA23 - Display

Subsequent Functions

Order

VA01 - Create

VA01 - Change

VA03 - Display

Create

Change

Display

8.SALES ORDER -HANDS ON

Quotation

- VA20 - Create
- VA20 - Change
- VA23 - Display

Subsequent Functions

Order

- VA01 - Create
- VA02 - Change
- VA03 - Display

Display Sales Order: Initial Screen

SalesItem overviewOrdering partyOrders

Order13347

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

To Show The history

Show the latest Order #

VA03

SECTION 3 :ORDER TO CASH CYCLE

36

8.SALES ORDER -HANDS ON

Document Flow

Document Flow

Status overview | Display document | Service documents | Additional links

Business partner 0000001000 Becker Berlin - 1

Document	On	Status
Inquiry 0010000006	30.01.2014	Completed
Quotation 0020000041	01.02.2014	Completed
Standard Order 0000013	03.02.2014	Open

View Documents
in Doc. Flow

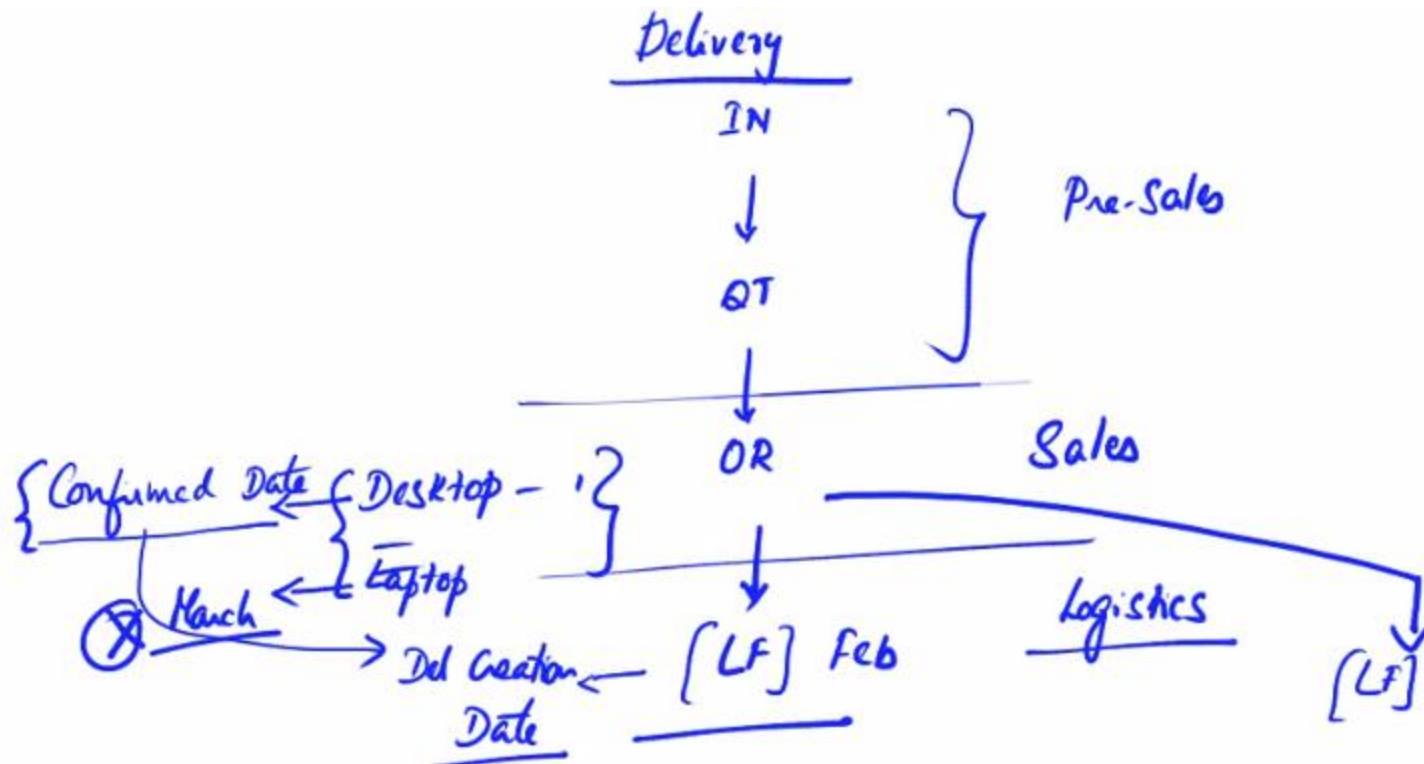
Document Flow

Status overview | Display document | Service documents | Additional links

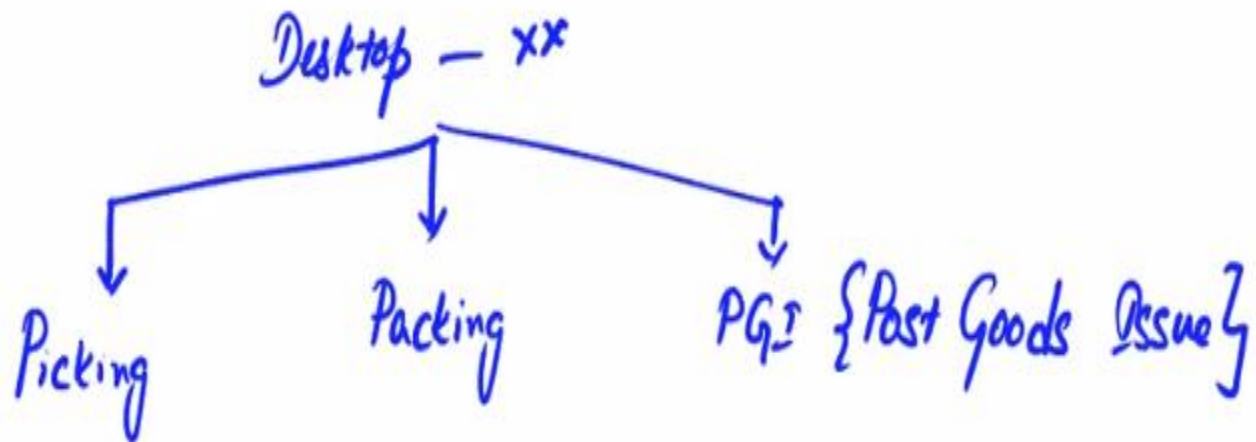
Business partner 0000001000 Becker Berlin - 1

Document	On	Status
Inquiry 0010000006	30.01.2014	Completed
Quotation 0020000041	01.02.2014	Completed
Standard Order 0000013	03.02.2014	Open

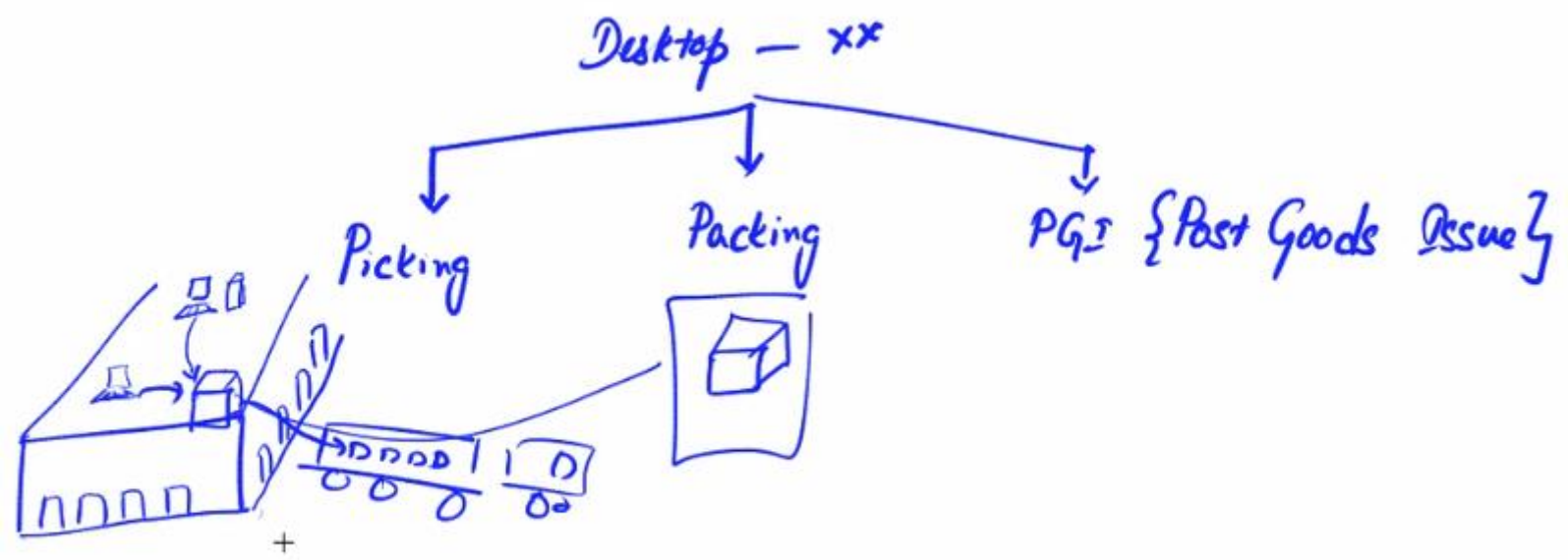
9.DELIVERY



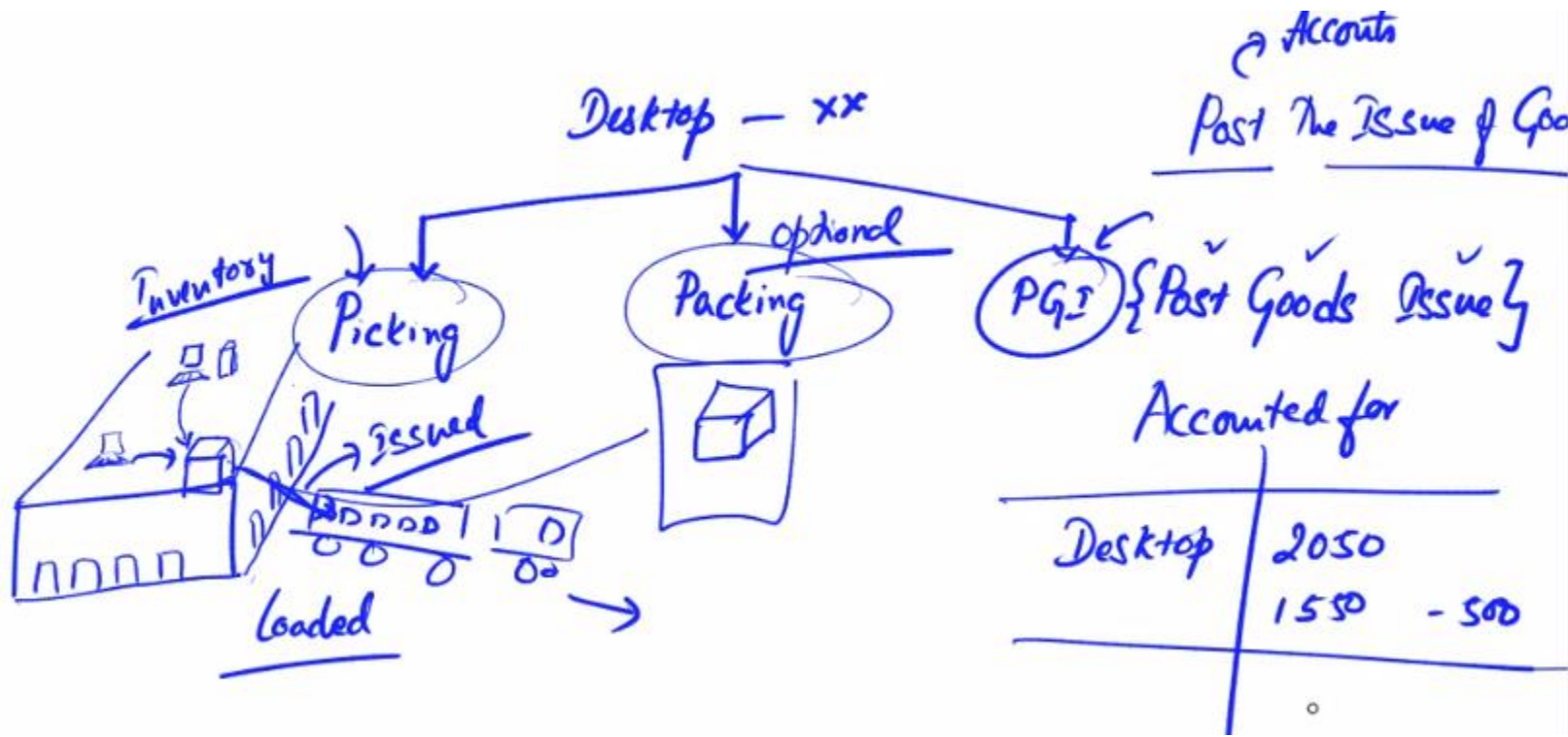
9.DELIVERY



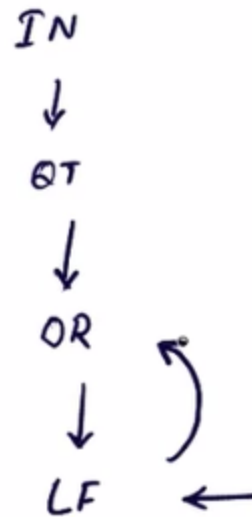
10.PICKING,PACKING AND PGI



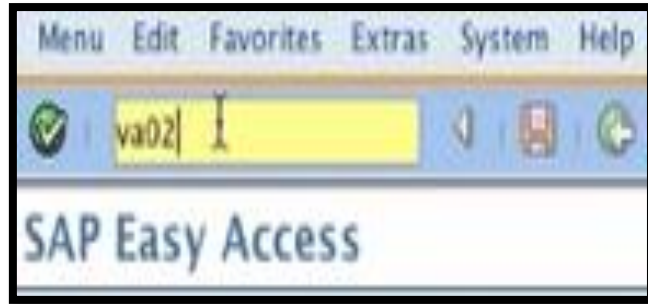
10.PICKING,PACKING AND PGI



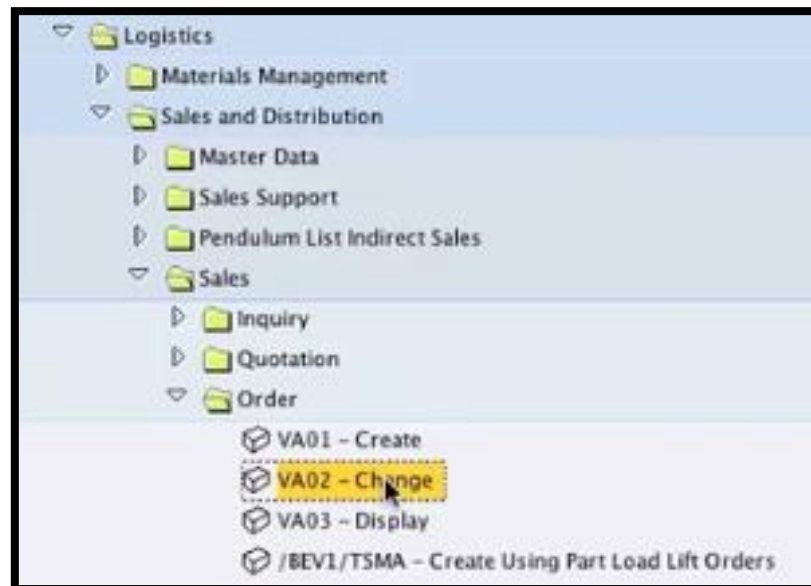
11.DELIVERY –HANDS ON



11.DELIVERY –HANDS ON



OR



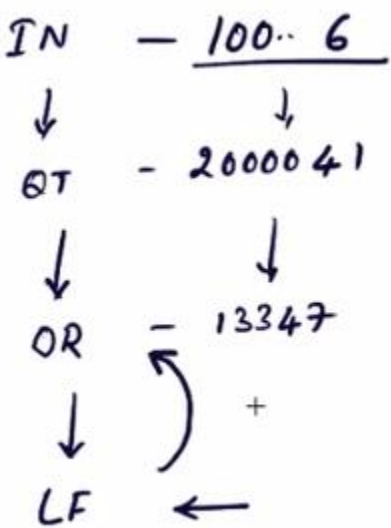
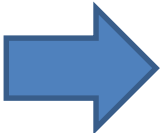
11.DELIVERY –HANDS ON

Document Flow

Status overview | Display document | Service documents | Additional links

Business partner 0000001000 Becker Berlin - 1

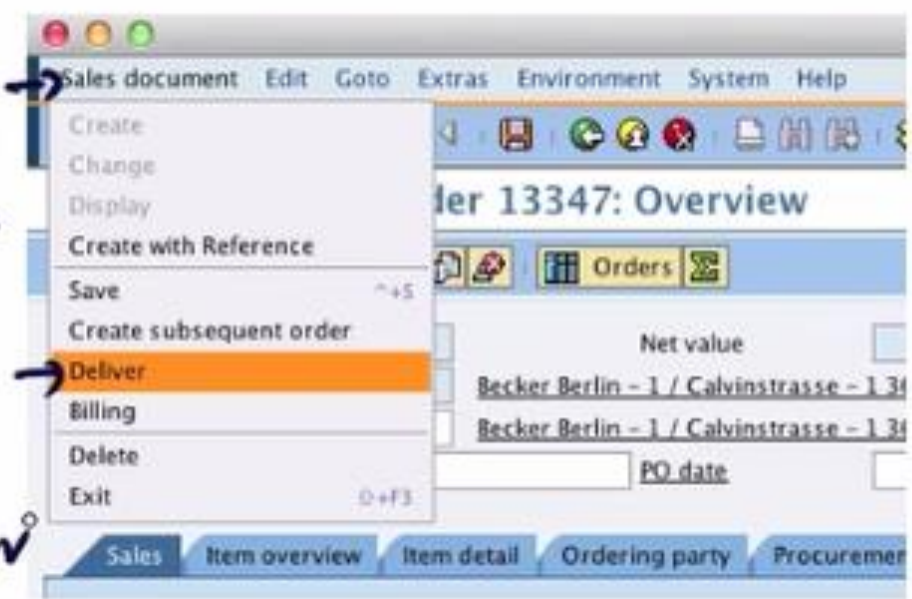
Document	On	Status
Inquiry 0010000006	30.01.2014	Completed
Quotation 0020000041	01.02.2014	Completed
Standard Order 0000013347	03.02.2014	Open



11.DELIVERY –HANDS ON

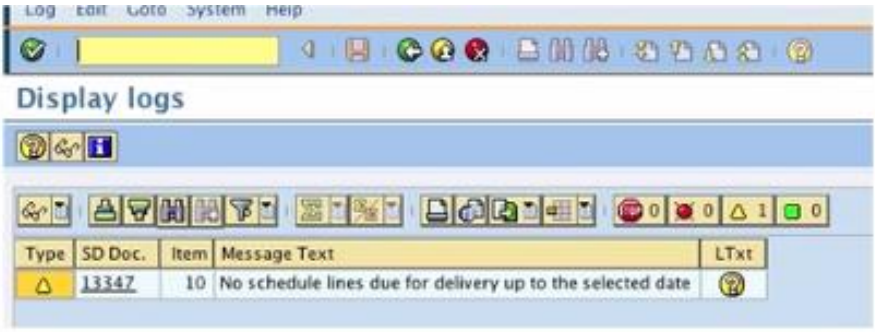
Step 1
VA01
open the order

Step 2
Sales Doc → Deliver

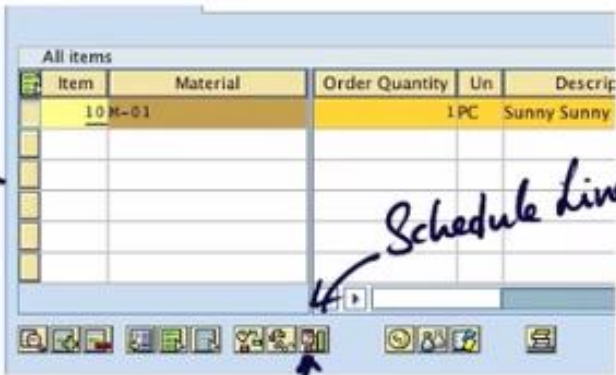


11.DELIVERY –HANDS ON

if you get this
Screen



Go back to the order
[VA02] and
select the line item
and click on



11.DELIVERY –HANDS ON

Change Standard Order 13347: Item Data

Sales Document Item: 10
Material: M-01

Item category: TAN
Sunny Sunny 01

Sales A

Sales B

Shipping

Billing Document

Conditions

Account assignment

☐ Fixed date and qty

Order Quantity:

Delivery time:

Delivered qty:

Quantities / Dates					
	Delivery Date	Order quantity	Rounded qty	Confirmed Qty	St...
	01.01.2014	1	1	0 PC	
	01.02.2014	0	0	1 PC	

Delivery Create: Overview

Post Goods Issue

Go back to the header & try to process the delivery with the future date

Find the date for which BTR is fully confirmed.

Delivery Create: Overview

Post Goods Issue

Outbound deliv.:

Document Date: 06.02.2014

Ship-to party: 1000

Becker Berlin - 1 / Calvinstrasse - 136 / D-13467 Berlin-He...

Item Overview

Picking

Loading

Transport

Status Overview

Goods Movement Data

Pick Date/Time: 12.02.2014 00:00

OvrllPickStatus: A Not yet picked

Warehouse No.:

OverallWMStatus: No WM trnsf ord re

All Items									
Item	Material	Plant	Slr.	Deliv. Qty	Un	Picked Qty	Un	B	
10	M-01	1200	00011		PC 1		PC		

11.DELIVERY –HANDS ON

Delivery Create: Overview

Packing (handwritten arrow pointing to the Packing icon in the toolbar)

PGI (handwritten arrow pointing to the Post Goods Issue button)

Outbound deliv. Document Date

Ship-to party Becker Berlin - 1 / Calvinstrasse - 1 36 / D-13467 Berlin-Hei

Item Overview **Picking** Loading Transport Status Overview Goods Movement Data

Pick Date/Time OvrllPickStatus Not yet picked

Warehouse No. OverallWMStatus No WM trnsf ord r

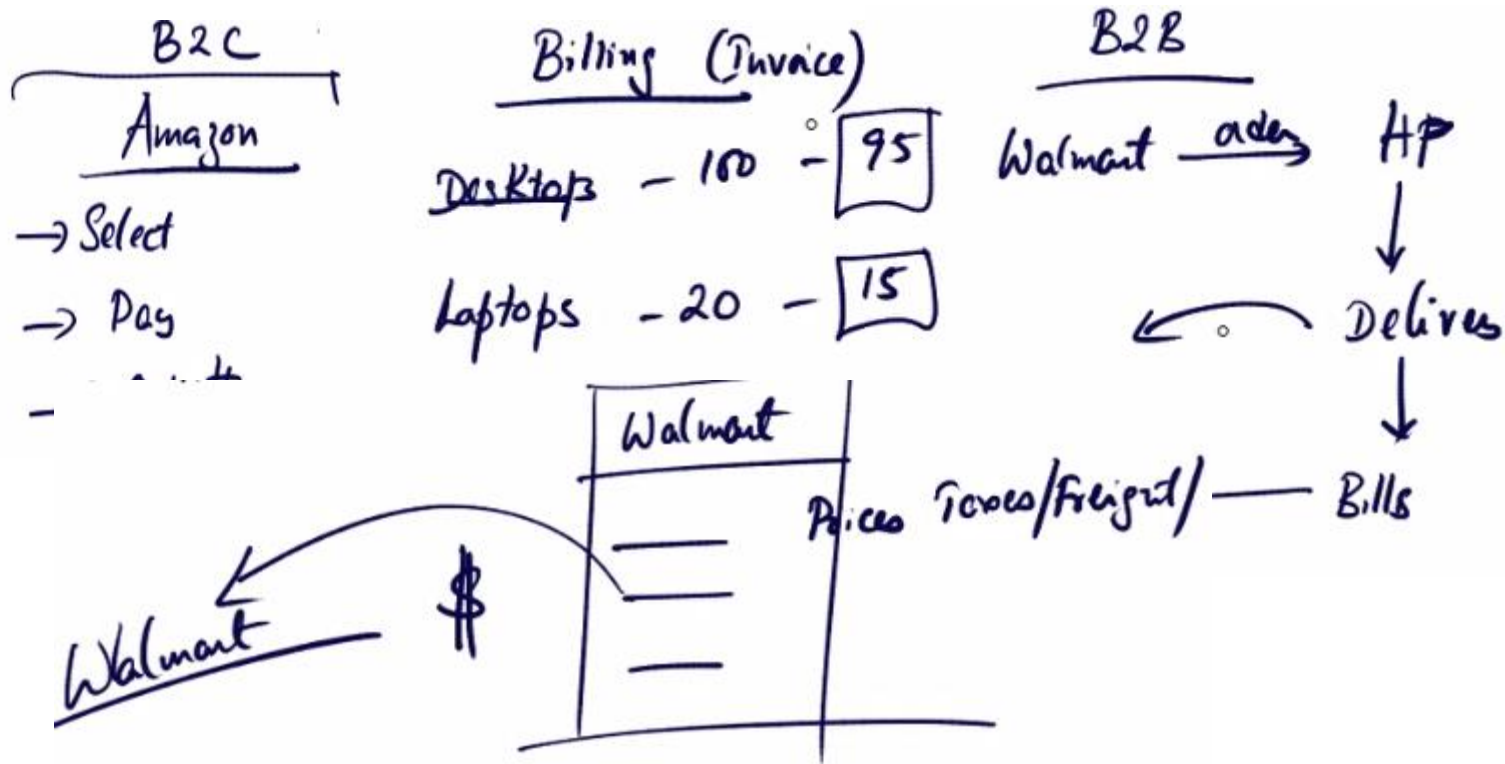
All Items

Item	Material	Pint	SLo	Deliv. Qty	Un	Picked Qty	Un	B
10	M-01	1200	00011		PC	1	PC	

PGI (handwritten arrow pointing to the Picked Qty field in the table)

① Picking

12.BILLING

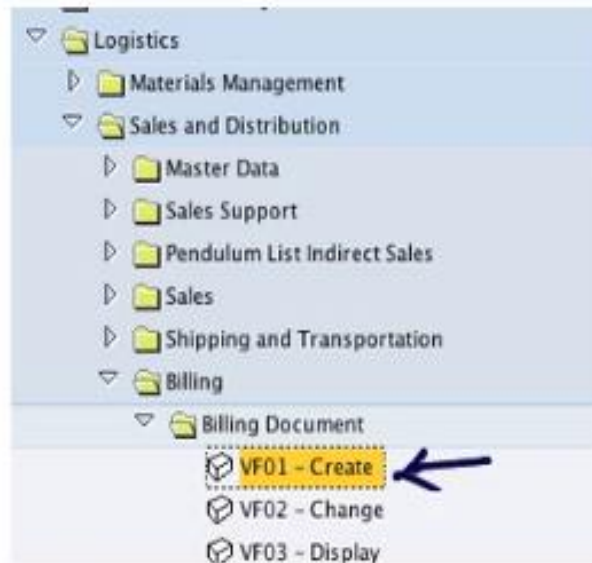


13.BILLING –HANDS ON

Billing Hands-on

Step 1

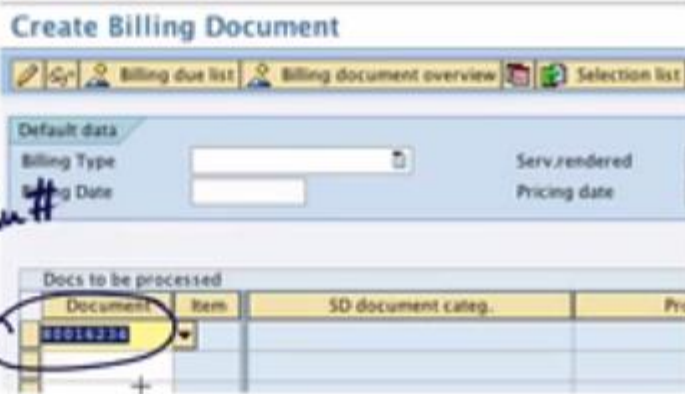
[VF01]



13.BILLING –HANDS ON

Step 2

Make sure the last created deliv#



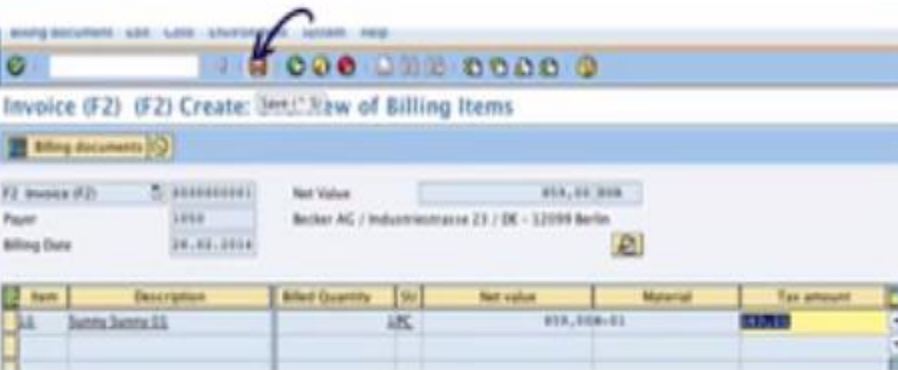
Document: 80010230

Item: 1

SD document categ.:

Pro:

Invoice #
7000-807



Invoice (F2) (F2) Create: View of Billing Items

Billing documents

F2 Invoice (F2): 8000000001

Net Value: 814,00

Partner: 1010

Billing Date: 28.02.2018

Becker AG / Industriestrasse 29 / DE - 12099 Berlin

Item	Description	Billed Quantity	Net value	Tax amount
1	Summe Summe SL	1	814,00	13,10

13.BILLING –HANDS ON

