Sales and Distribution
SD Part I LAB BOOK

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Capgemini Public

Table of Contents

Table of Contents 2
Getting Started 3
Lab 1-1 Enterprise Structure-Defining 4
Lab 2-1 Enterprise Structure-Assigning 6
Lab 3-1 Sales Area and assignments 8
Lab 4-1 Shipping Point and assignment to Plant 9
Lab 5-1 Business Partner 11
Lab 6-1 Material 14
Lab 6-1-1 Extend material to different Sales Organisations 17
Lab 7-1 Create Condition Table 20
Lab 8-1 Create an Inquiry 22
Lab 9-1 Create a Quotation 24
Lab 10-1 Quantity Contract 26
Lab 11-1 Value Contract 28
Lab 12-1 Scheduling Agreement 30
Lab 13-1 Update Stock for the material in plant 32
Lab 14-1 Sales Order type 36
Lab 15-1 Item Category type 37
Lab 16-1 Creation of a Sales Order document 39
Lab 17-1 Sales Order Cycle 41
Lab 18-1 Sales Order with reference to Value only contract 43
Lab 19-1 Delivery Document Type 45
Lab 20-1 Delivery Type to Item Category 46
Lab 21-1 Sales Order, Delivery and Billing document 48
Lab 22-1 Split Delivery and Collective Billing document 52
Lab 23-1 Pricing Procedure 55

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Capgemini Public

1.1 Overview

This lab book is a guided tour for learning SAP SD. It comprises of assignments to be done. Refer the demos and work out the assignments given by referring the case studies which will expose you to work with Java applications.

1.2 Setup Checklist for SAP SD

Here is what is expected on your machine in order to work with lab assignment.

Minimum System Requirements

- Intel Pentium 90 or higher (P166 recommended)
- Microsoft Windows 7 or higher.
- Memory: (1GB or more recommended)

Please ensure that the following is done:

- SAP GUI is installed
- Connection to the SAP Server is present

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

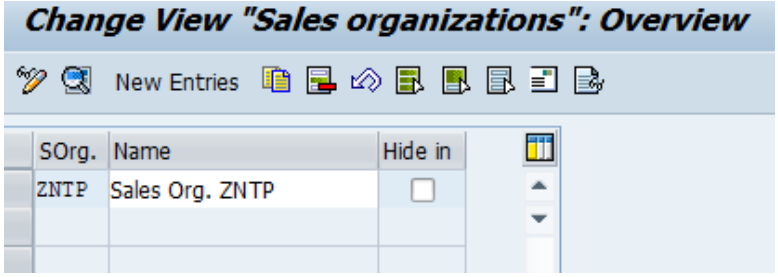
Capgemini Public

Goals	• Defining Sales Organization, Distribution Channel, Sales Office and Sales Group
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create a Sales Organization.

Transaction code: – OVX5

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Define, copy, delete, check Sales Organisation

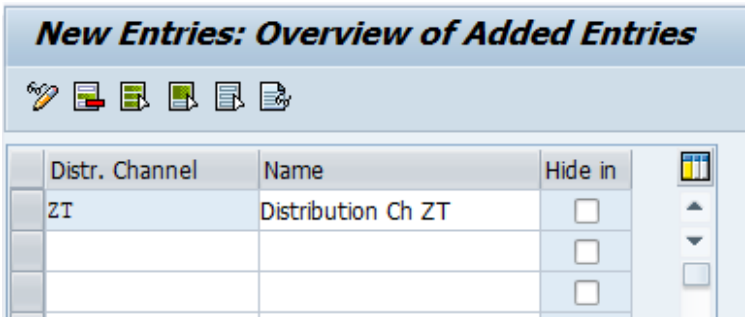


Sales Organisation- ZNTP is created

2. Create a Distribution channel

Transaction code: – OVXI

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Define, copy, delete, check Distribution Channel

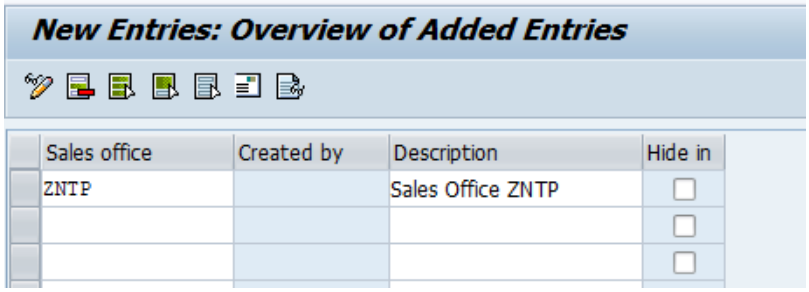


Distribution Channel – ZT is created

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

3. Create a Sales Office.

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Maintain sales office

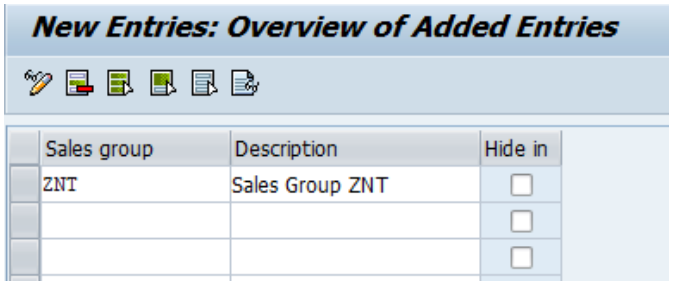


You are allowed to enter up to 4 alphanumeric digits.

Sales Office – ZNTP is created

4. Create a Sales Group.

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Maintain sales group



You are allowed to enter maximum three alphanumeric digits.

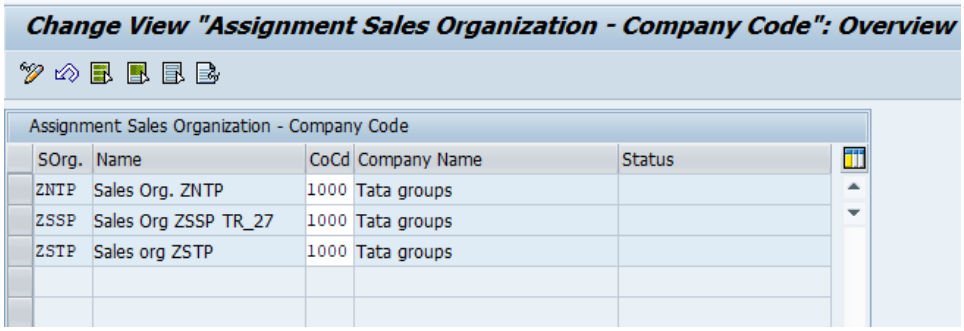
Sales Group – ZNT is created

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Goals	• Assignment of different organizational units
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Assign Sales Organization to Company code

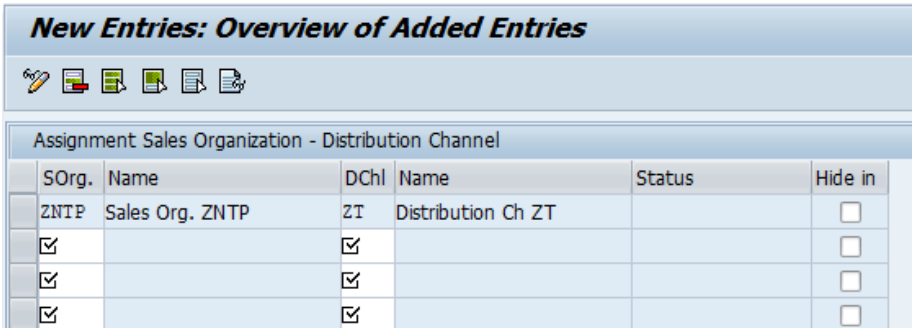
Menu path: SPRO -> SAP Customizing implementation Guide -> Enterprise Structure -> Assignment -> Sales & Distribution -> Assign sales organization to company code.



Sales Organization ZNTP is assigned to Company Code 1000.

2. Assign Distribution Channel to Sales organization

Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign distribution channel to sales organization.

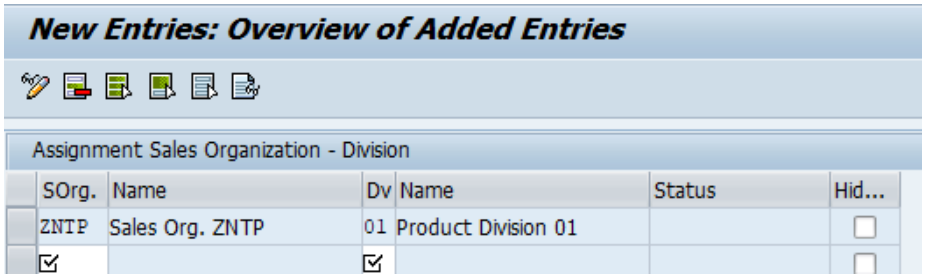


Distribution Channel ZT is assigned to Sales organization ZNTP

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

3. Assign Division to Sales Organization

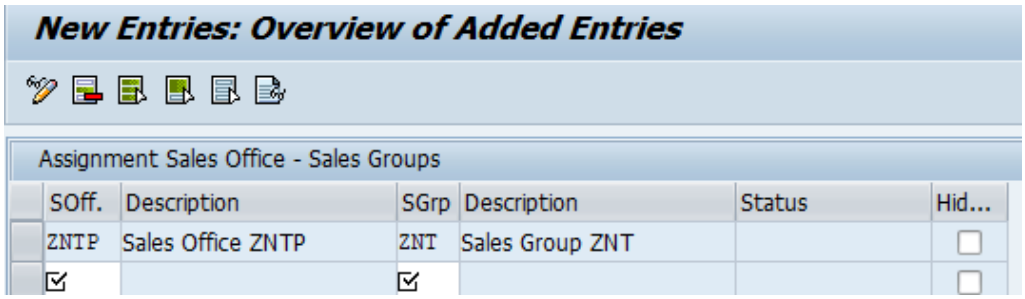
Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Division to Sales Organization



Division 01 to Sales Organization ZNPT

4. Assign Sales Group to Sales Office

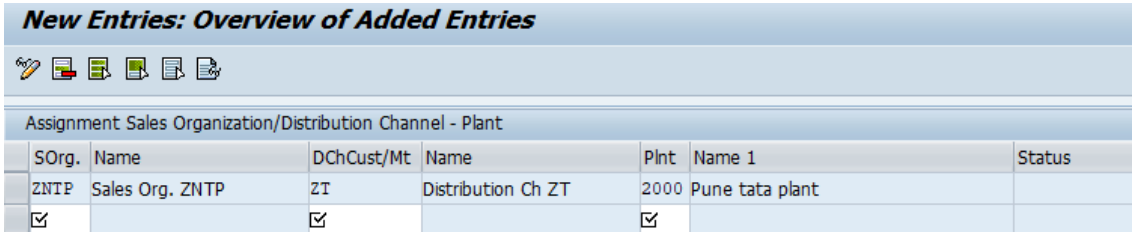
Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Sales Group to Sales Office



Sales Group ZNT assigned to Sales Office ZNTP

5. Assign Sales Organization and Distribution Channel to Plant

Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Sales Organization - Distribution Channel – Plant



Sales Organization ZNTP and Distribution Channel ZT assigned to Plant 1000

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 3-1 Sales Area and assignments

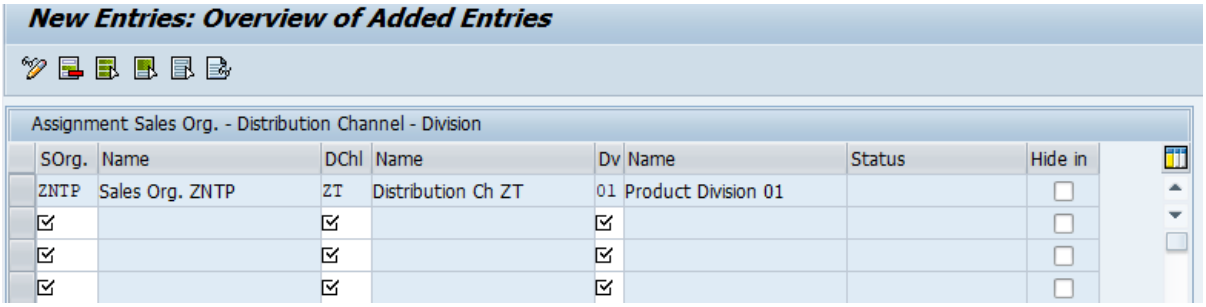
Goals	• Create Sales Area and assign it to Sales Office and Sales Group
Time	10 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

Create Shipping and assign it to a Plant

1. Create Sales Area.

In SAP, Sales area is a combination of three organizational units i.e. Sales Organization, Distribution Channel and Division. The sales area represents the basic sales process of company and uses to maintain master data, to configure the documents to process documents(by customers) and generate reports.

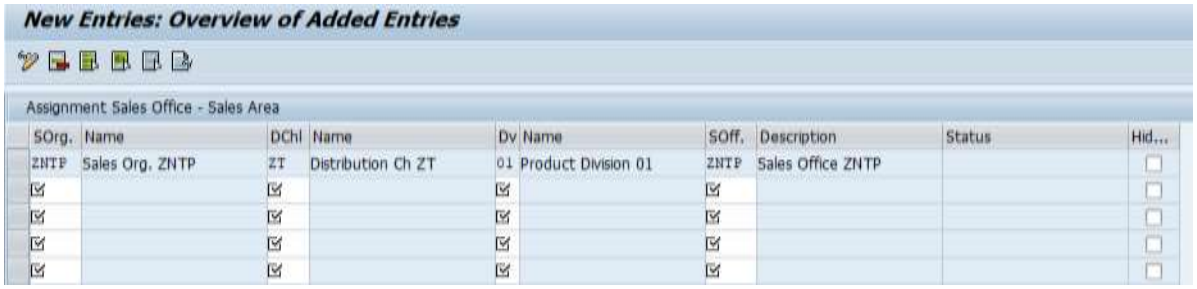
MENU Path: SPRO -> IMG –> Enterprise Structure –> Assignment –> Sales and Distribution –> Set up sales area.



Sales Organization ZNTP, Distribution Channel ZT and Division 01

2. Assign Sales Office to Sales area

MENU Path: SPRO -> IMG –> Enterprise Structure –> Assignment –> Sales and Distribution –> Assign Sales Office to Sales area



Assigning Sales area to Sales Office ZNTP

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 4-1 Shipping Point and assignment to Plant

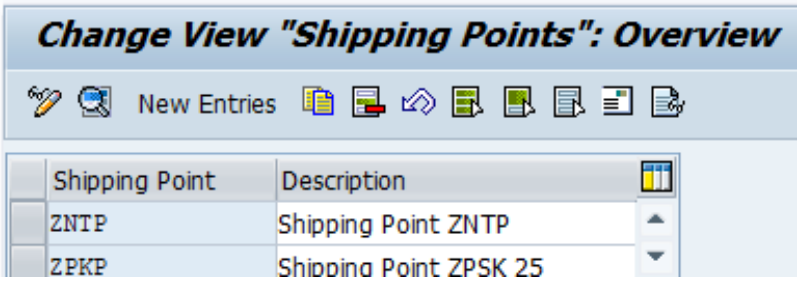
Goals	• Create Shipping Point and assign it to a Plant
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create Shipping Point.

Shipping point is a place or location where the goods and services are delivered to the customers

Transaction code: – OVXD

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Logistics Execution -> Define copy, delete, check shipping point.



Shipping Point ZNTP is created

2. Assign Shipping Point to Plant

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Assignment -> Logistic Execution -> Assign Shipping Point to Plant

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Shipping Point ZNTP is assigned to Plant 2000

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

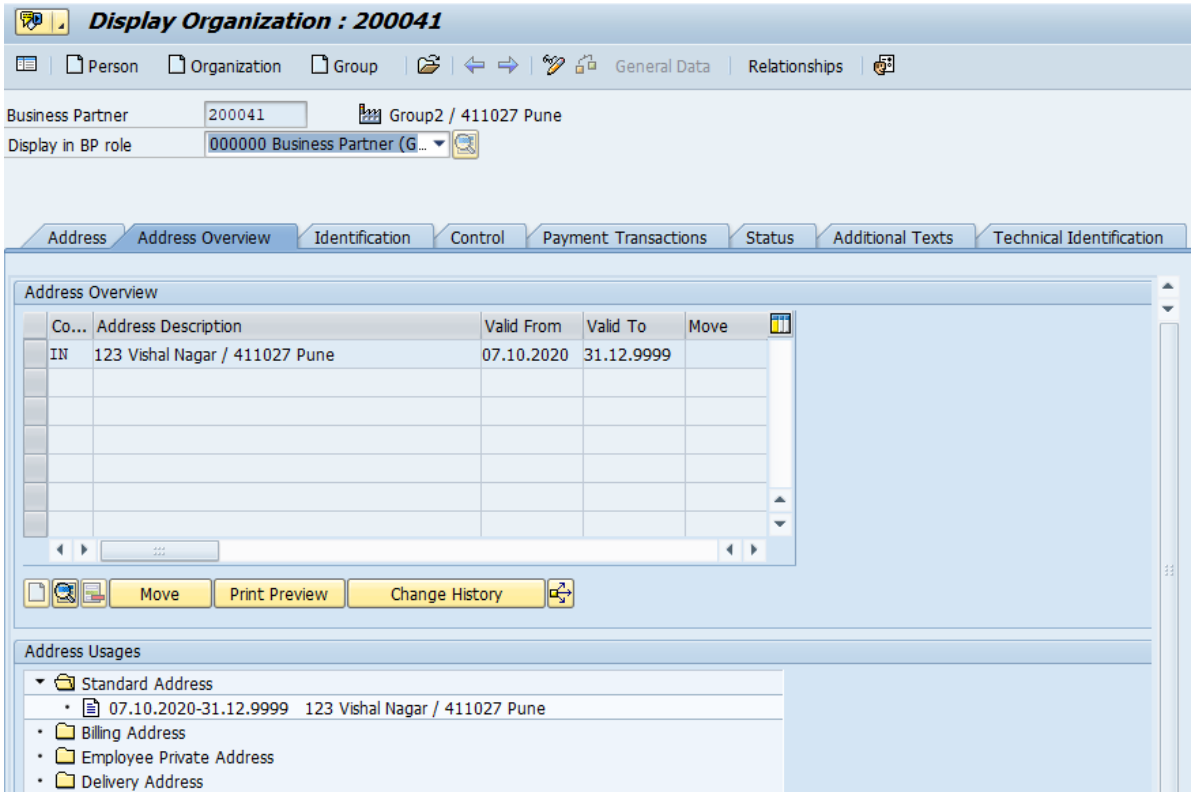
Goals	• Create a Business Partner General Data and extend it to Customer FLCU01 for Sales Data and to Customer Role FLCU00 for Financial Accounting
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

Business Partner can be created as a person, organization or a group in which we has some business interest.

It is a single transaction to create, edit, and display the master data. You can assign different roles for a single business partner which implies whether this BP is a customer or a vendor or both.

Transaction Code – **BP**

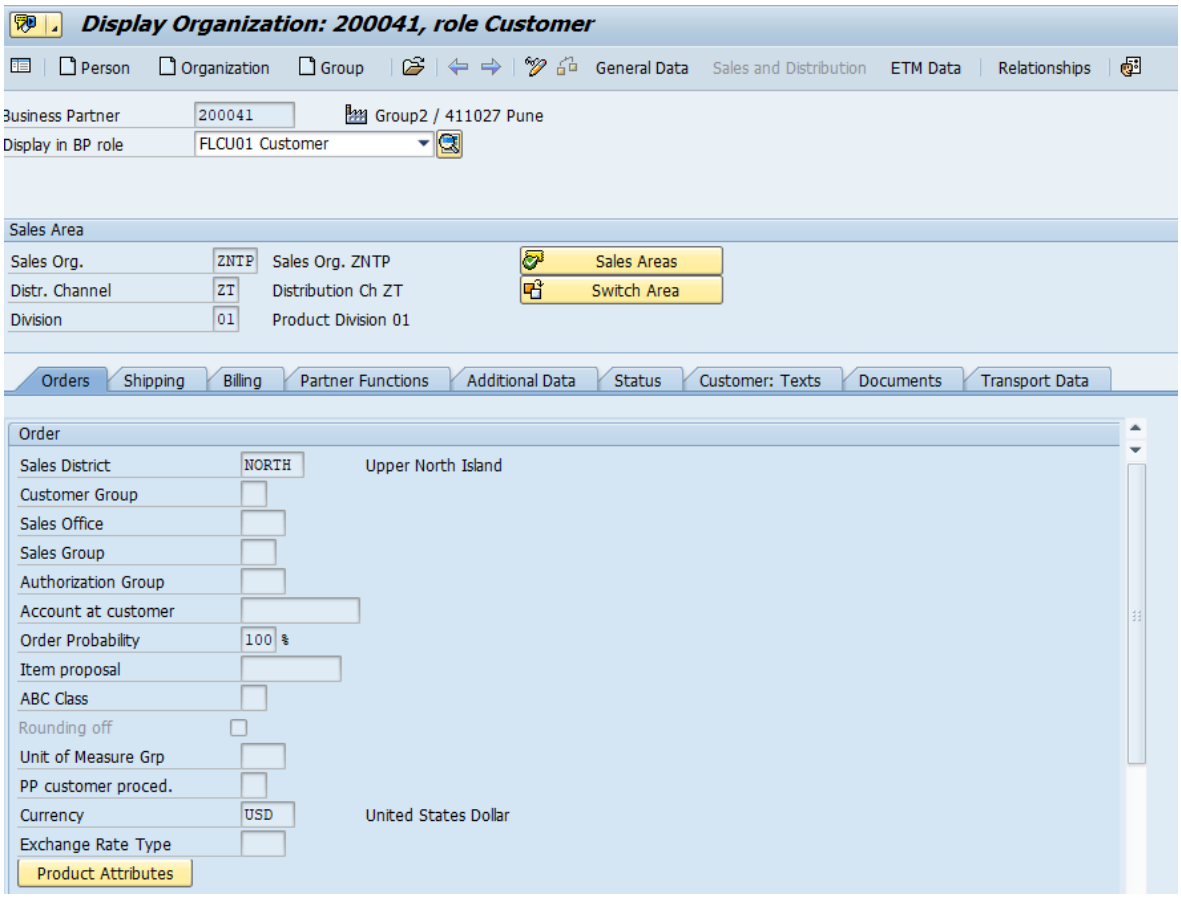
1. Business Partner General Data



BP 200041 is created

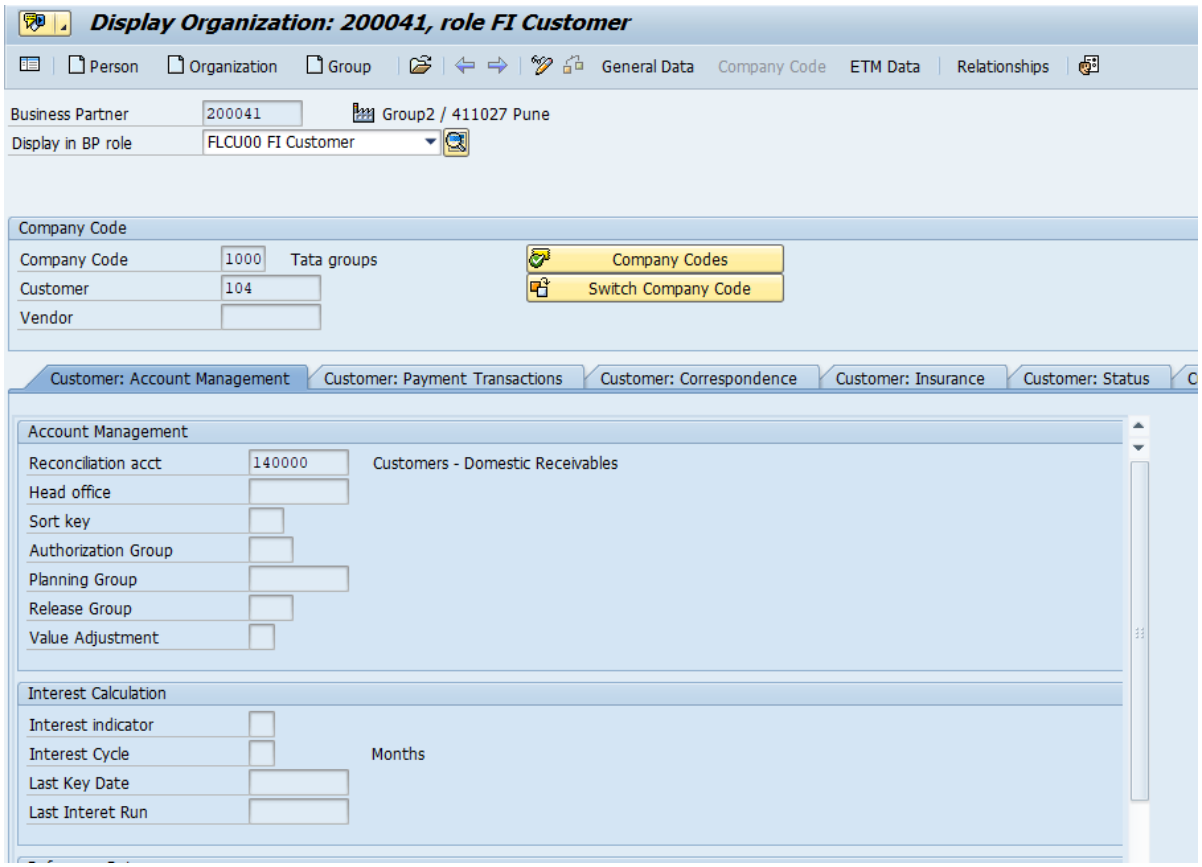
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

2. Extend BP to Customer FLCU01 for Sales Data



©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

3. Extend BP to Customer FLCU00 for Financial Accounting



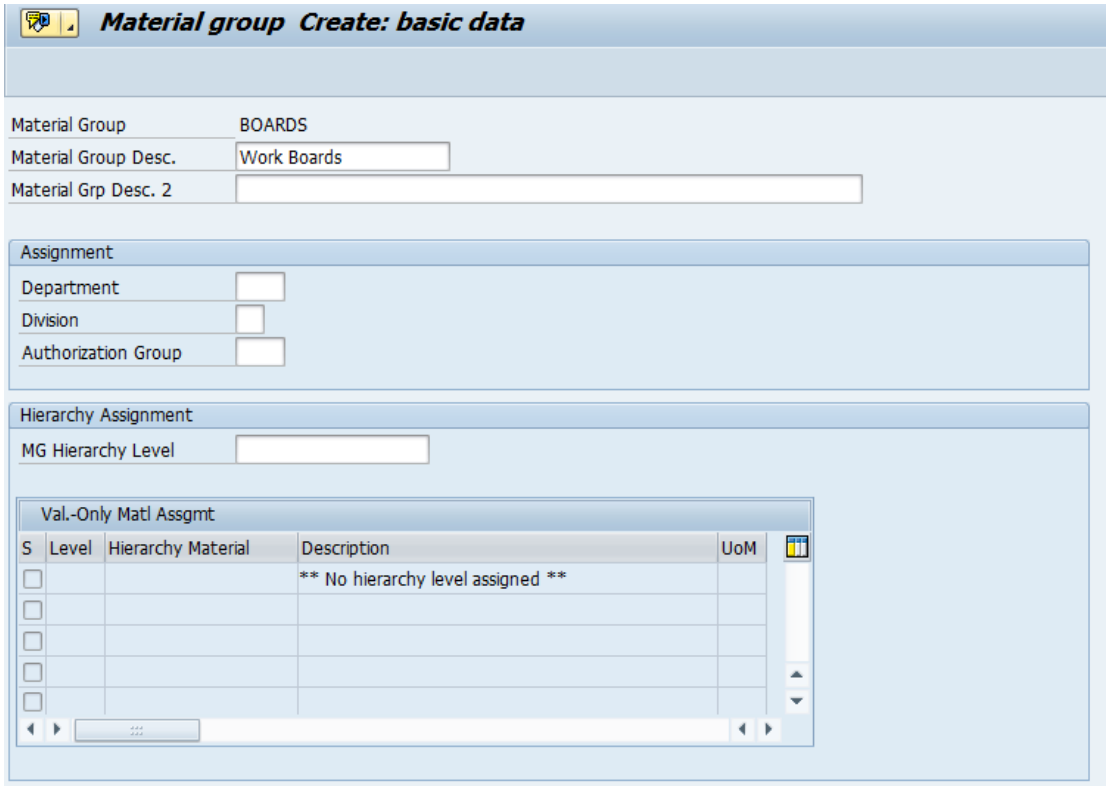
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Goals	• Create Material Group, Material type and a material.
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create a Material Group.

Transaction Code: WG21

Menu Path : SPRO -> Logistic general -> **Material** Master -> Settings for Key Fields -> Define Material Group.

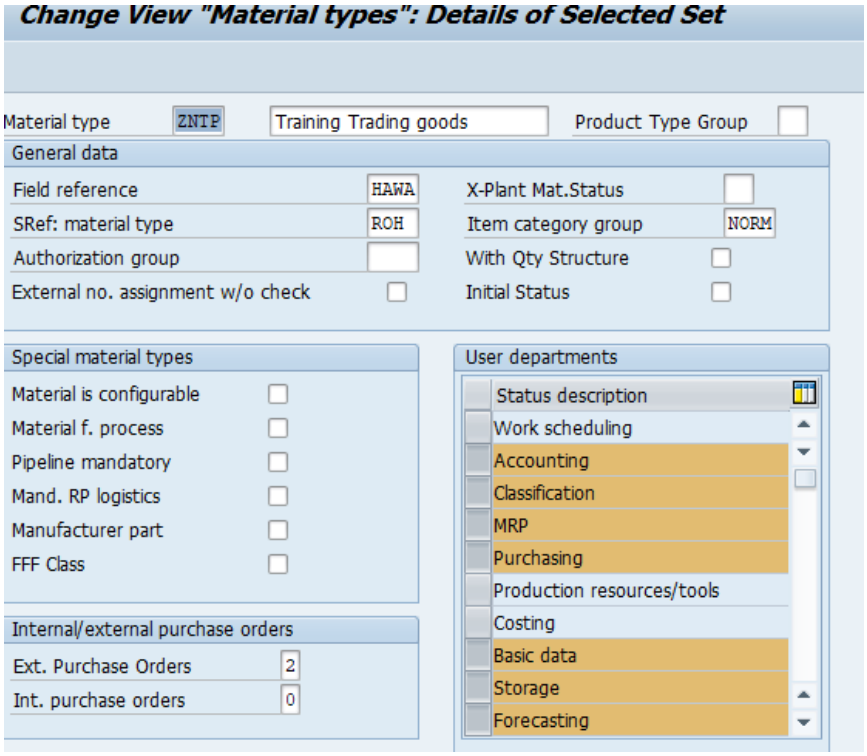


Material Group Boards have been created.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

2. Create Material Type

Menu Path: SPRO -> Logistics General -> Material Master -> Basic Setting -> Material Master



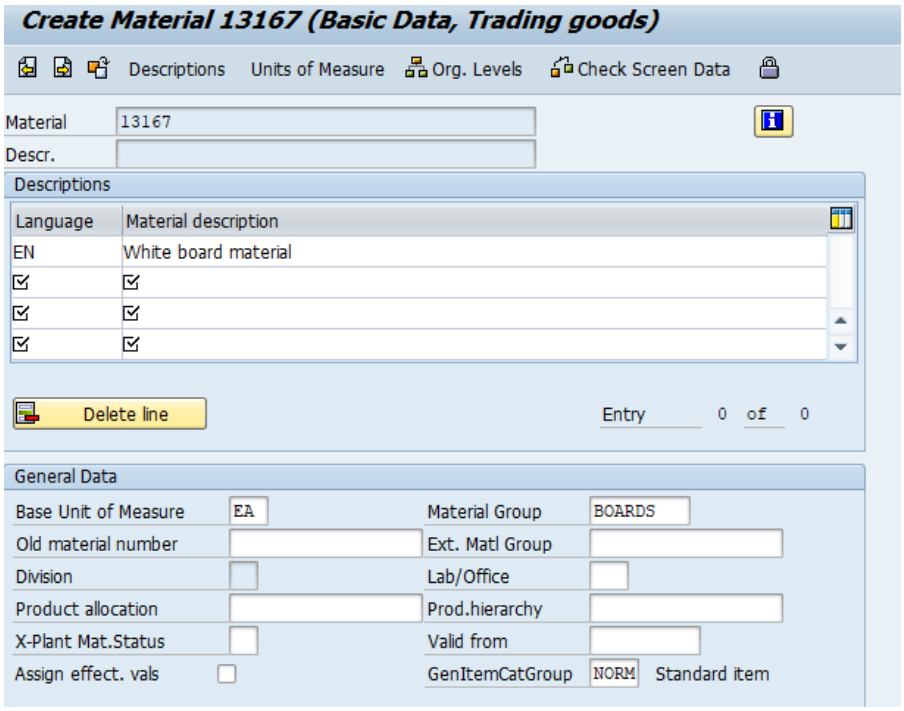
Material Type ZNTP is created

3. Create Material using the material group and material type created

Transaction Code:

1. MM01 – Create Material
2. MM02 – Change Material
3. MM03 – Display material

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



Material 13167 created

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

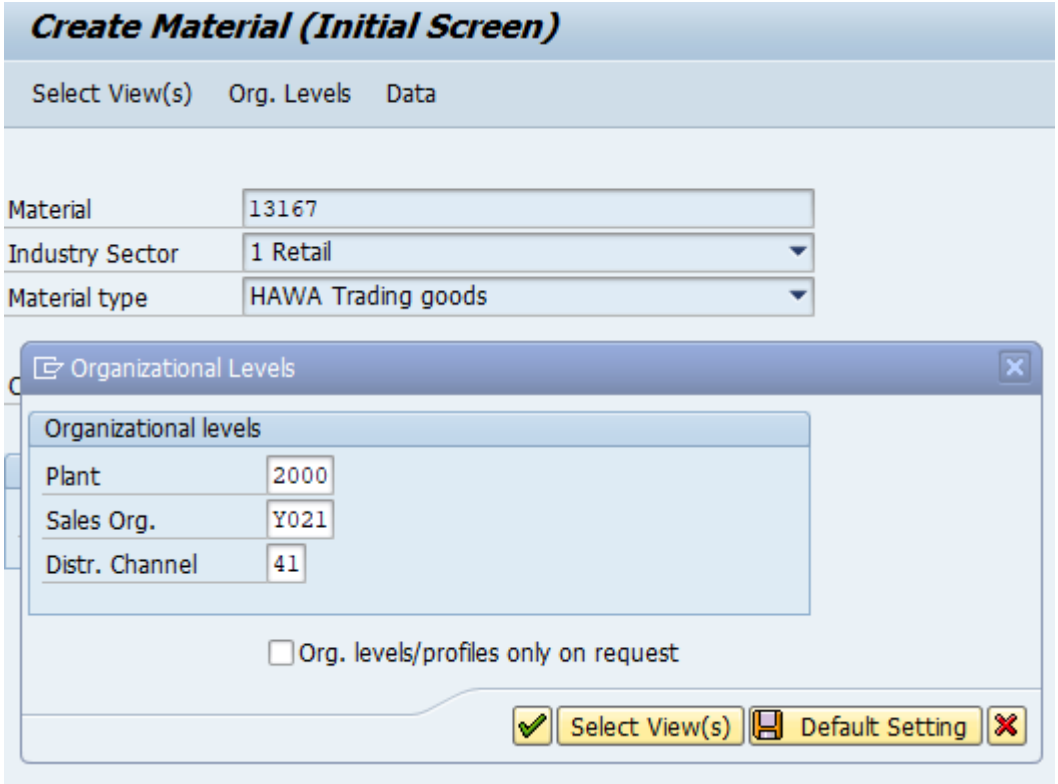
Lab 6-1-1 Extend material to different Sales Organisations

Goals	• Extend the new material to at least 3 sales organization and verify in SAP Table MVKE (Tcode- SE16N)
Time	90 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting SAP server

1. Extend material to at least 3 sales organization

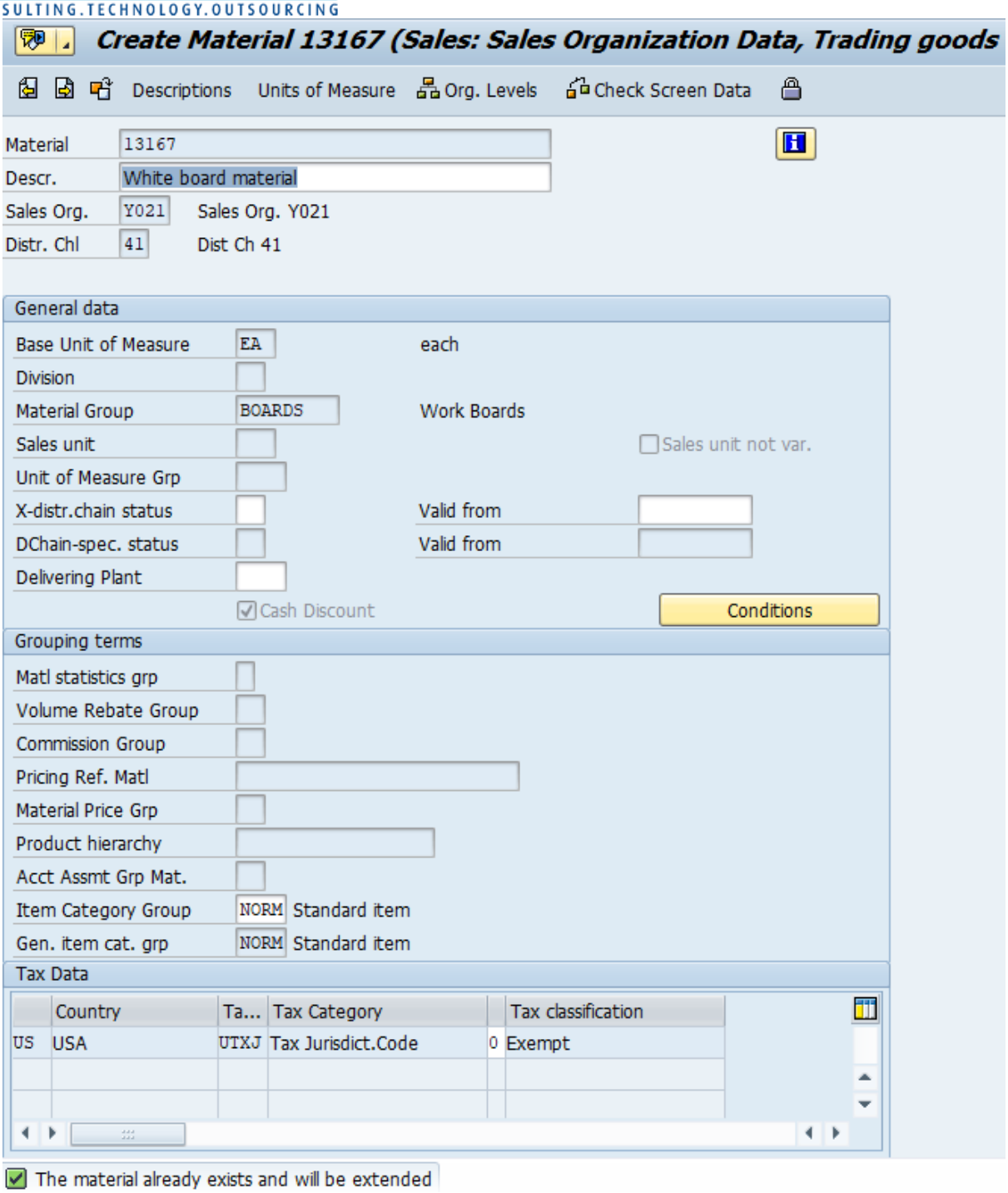
Transaction Code: MM01

1. Enter Material and choose Sales data
2. Enter Plant and Sales Organisation (to wish you wish to extend the material)



3. SAVE the document

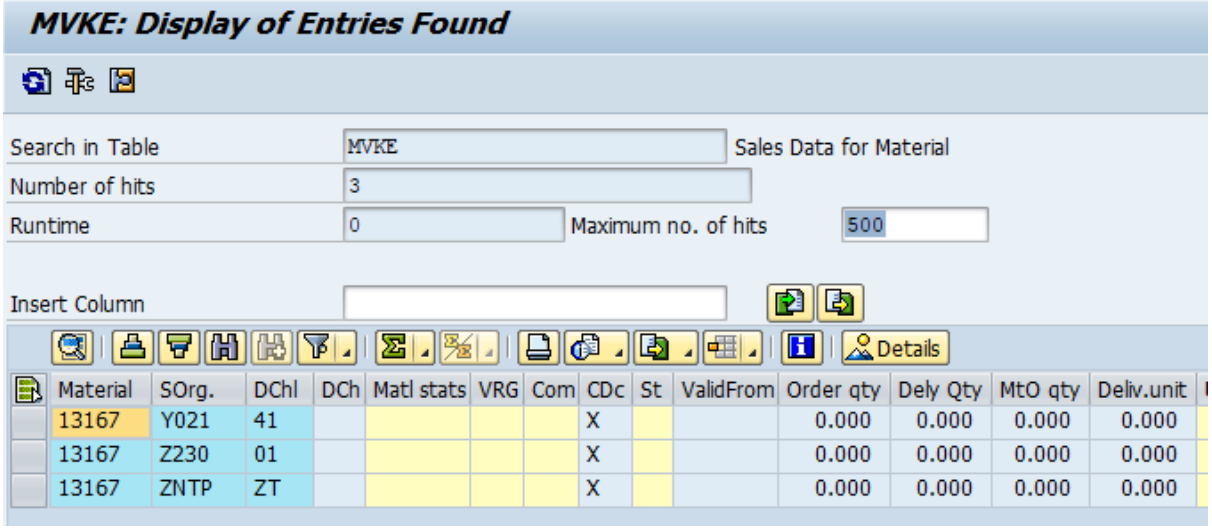
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



2. Verify in SAP Table MVKE

T-Code- SE16N

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



Material	SOrg.	DChl	DCh	Matl stats	VRG	Com	CDc	St	ValidFrom	Order qty	Dely Qty	MtO qty	Deliv.unit
13167	Y021	41					X			0.000	0.000	0.000	0.000
13167	Z230	01					X			0.000	0.000	0.000	0.000
13167	ZNTP	ZT					X			0.000	0.000	0.000	0.000

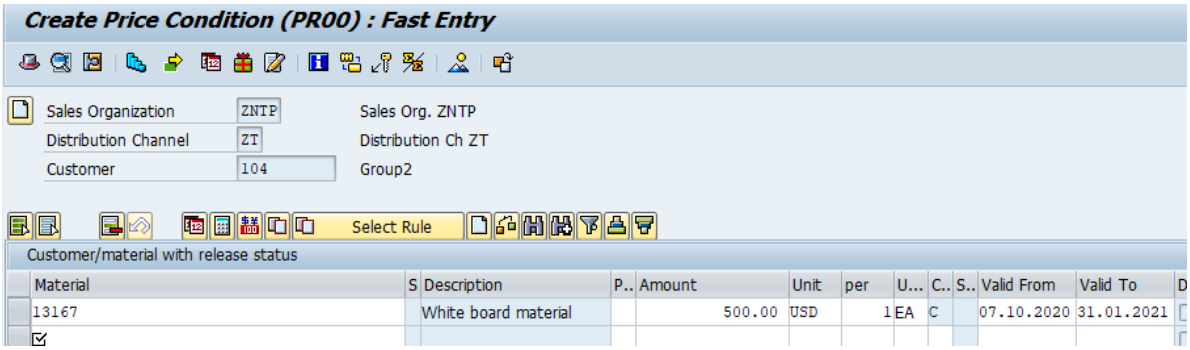
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 7-1 Create Condition Table

Goals	• Create Condition Table
Time	60 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create Condition

T-Code: VK11

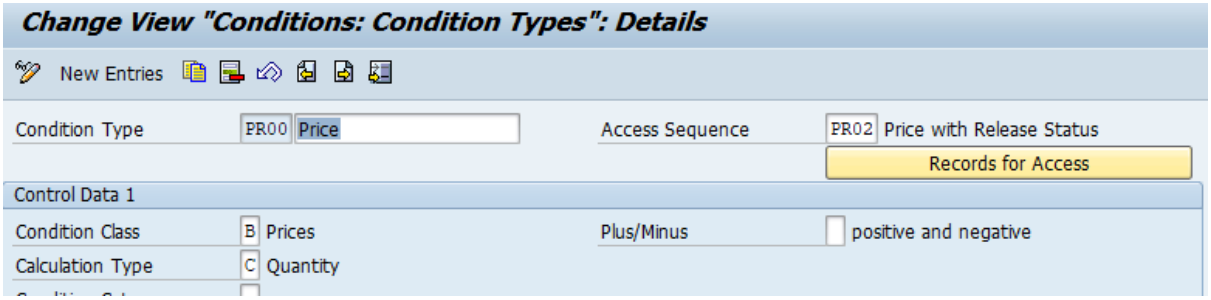


2. Display Condition

T-code: VOK0

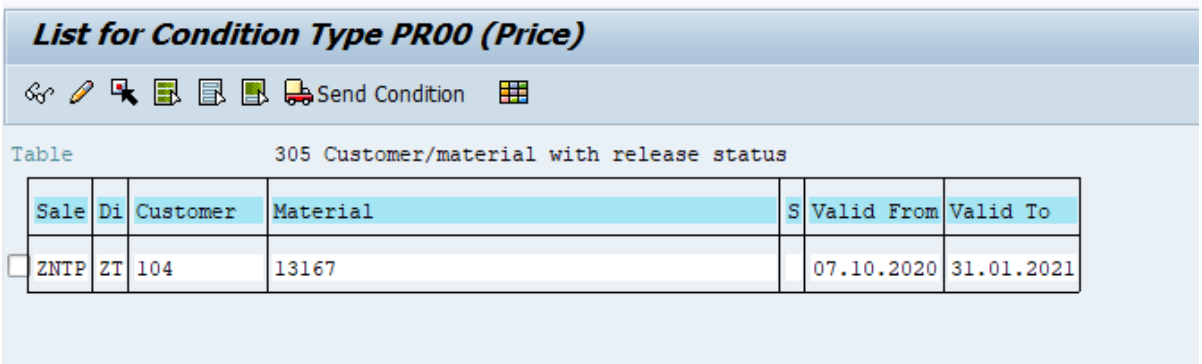
TAB Condition type -> Condition type -> Definition

1. Select PR00
2. Goto Display
3. Select Record for Access

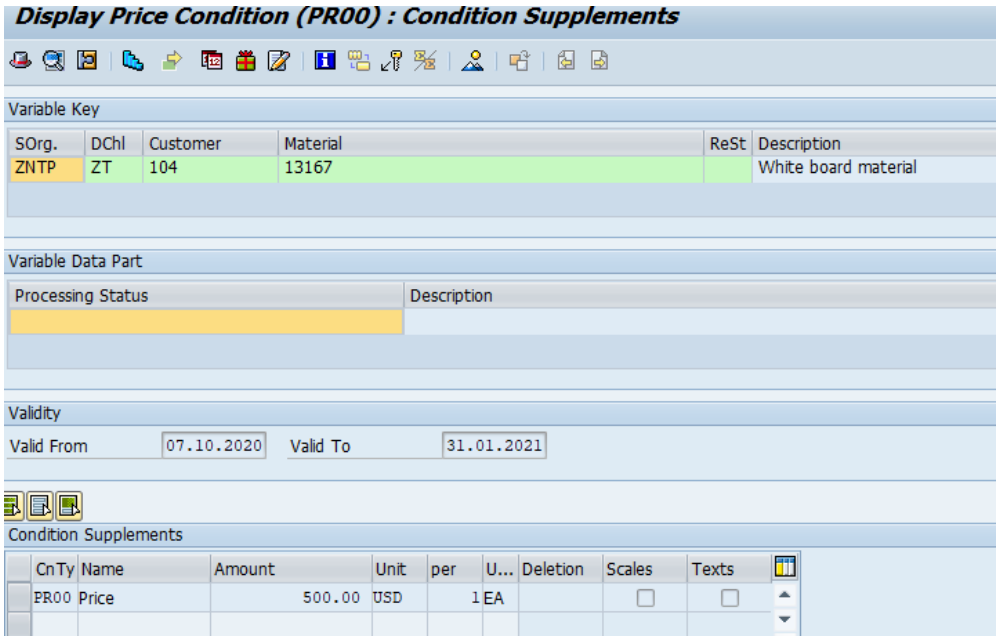


4. Execute

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



Sale	Di	Customer	Material	S	Valid From	Valid To
ZNTP	ZT	104	13167		07.10.2020	31.01.2021



©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 8-1 Create an Inquiry

Goals	• Create an Inquiry
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

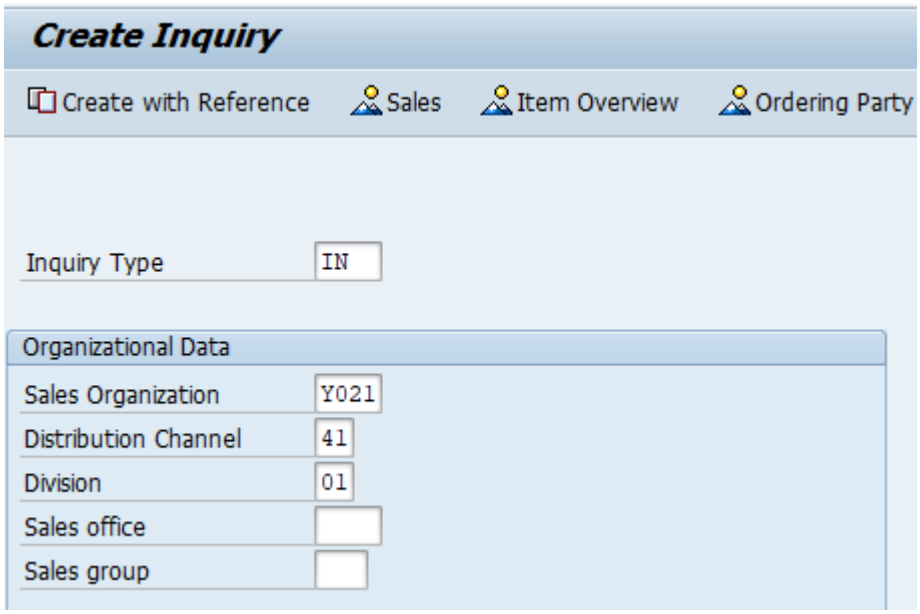
An inquiry document is an internal document .It records the information about the request from prospective customer to be circulated in the company and is not a legal document.

The information captured is mainly the materials and the quantity.More details could be added to the document which is optional. The big advantage of creating inquiry is to reduce any business overhead needed for completing the reply to the customer.

1. Enter T-code and details

Transaction code:
VA11 – Create Inquiry
VA12 – Change Inquiry
VA13 – Display Inquiry

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Inquiry -> VA11 - Create



Type: IN

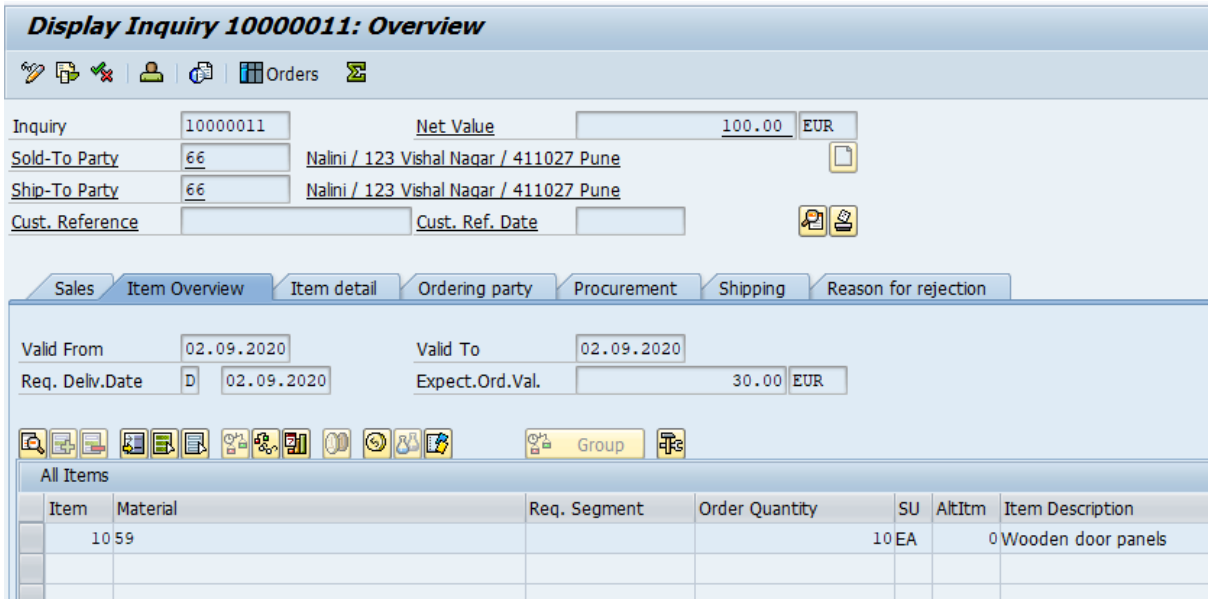
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Sales Organisation: Y021 (Use yours)

Distribution Channel: 41

Division: 01

2. Enter the details and complete the document by filling the required fields



Sold to Party: 66

Material: 59

Complete the document and SAVE.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 9-1 Create a Quotation

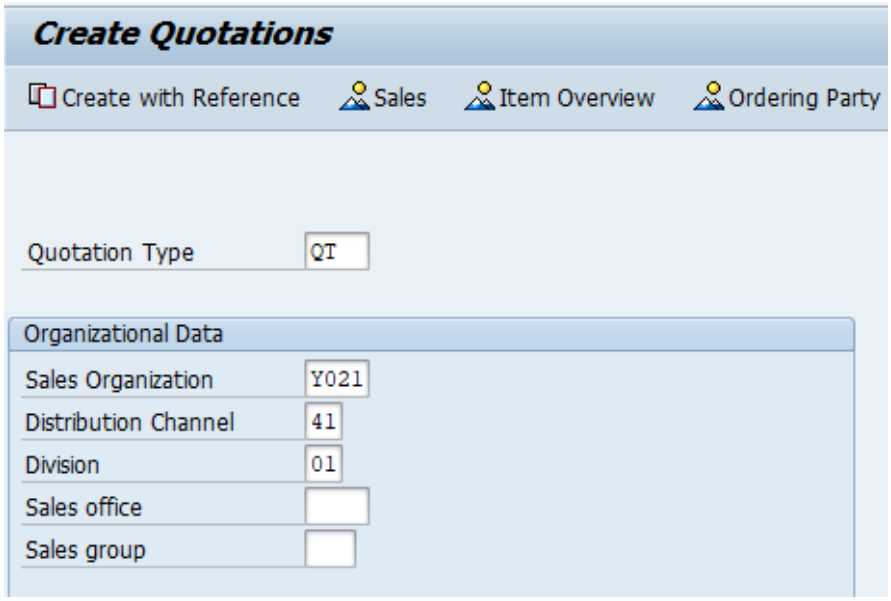
Goals	• With reference to the Inquiry, create a Quotation.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

A quotation is also a sales document which is created after the creation of the inquiry document as a response to the customer request. Based on Inquiry we can create Quotation. A Quotation is a document, in which a seller offers goods or services at a stated price, under specified conditions to a buyer.

1. Enter T-code and details

Transaction code:
VA21 – Create Quotation
VA22 – Change Quotation
VA23 – Display Quotation

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Inquiry -> VA21 - Create



Create with Reference: Enter Inquiry created

Type: QT

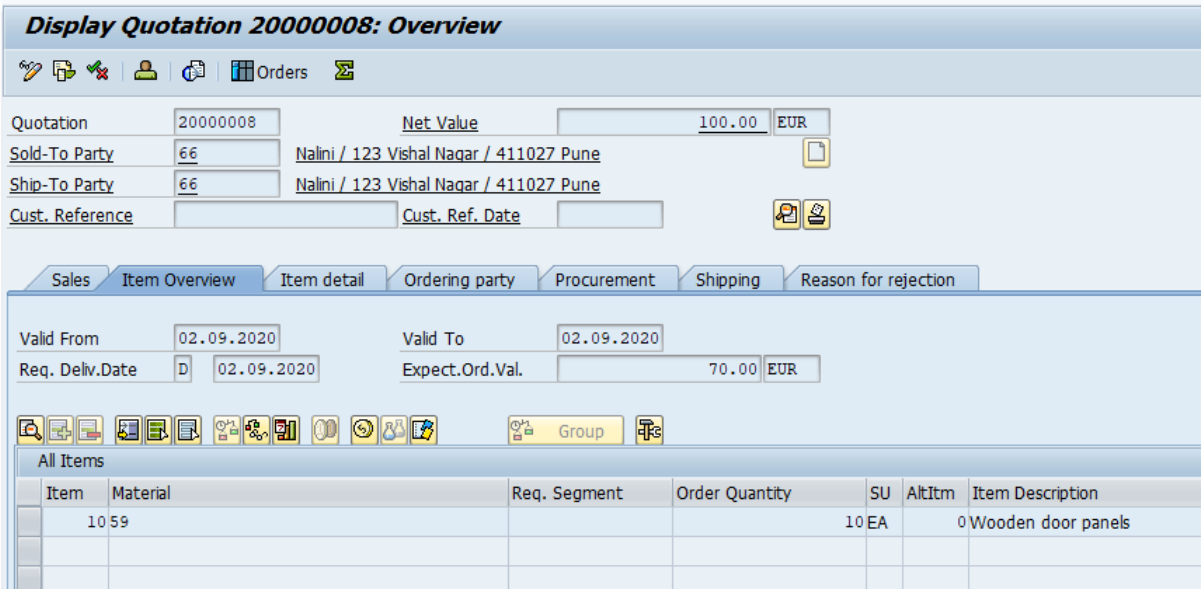
Sales Organisation: Y021 (Use yours)

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Distribution Channel: 41

Division: 01

2. Enter the details and complete the document by filling the required fields



Quotation: 20000008 is created.

Complete the document and SAVE.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 10-1 Quantity Contract

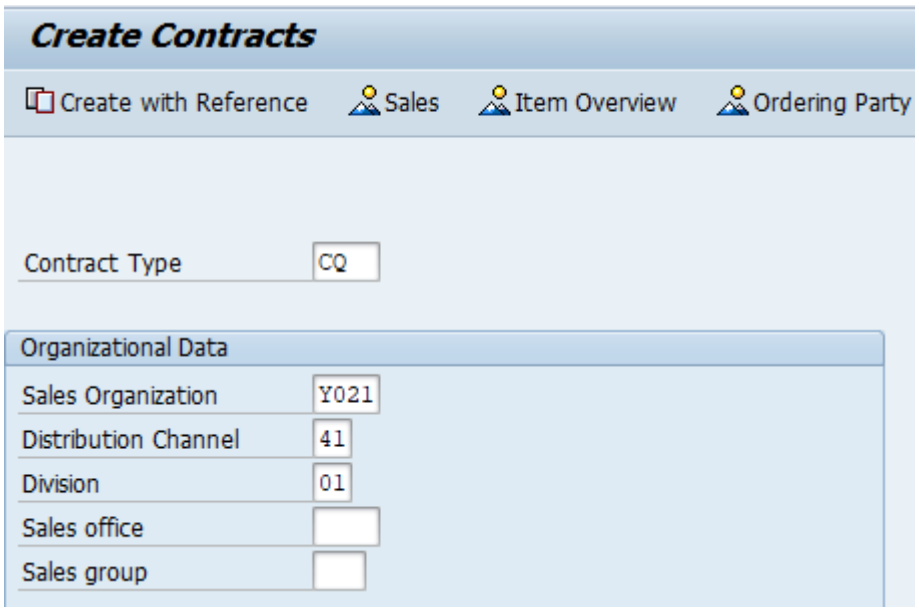
Goals	• Create a Quantity Contract.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

A quantity contract is an agreement that a customer will order a certain quantity of a product from you during a specified period.

1. Enter T-code and details

Transaction code:
VA41 – Create Quantity Contract
VA42 – Change Quantity Contract
VA43 – Display Quantity Contract

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Contract -> VA41 – Create



Type: CQ

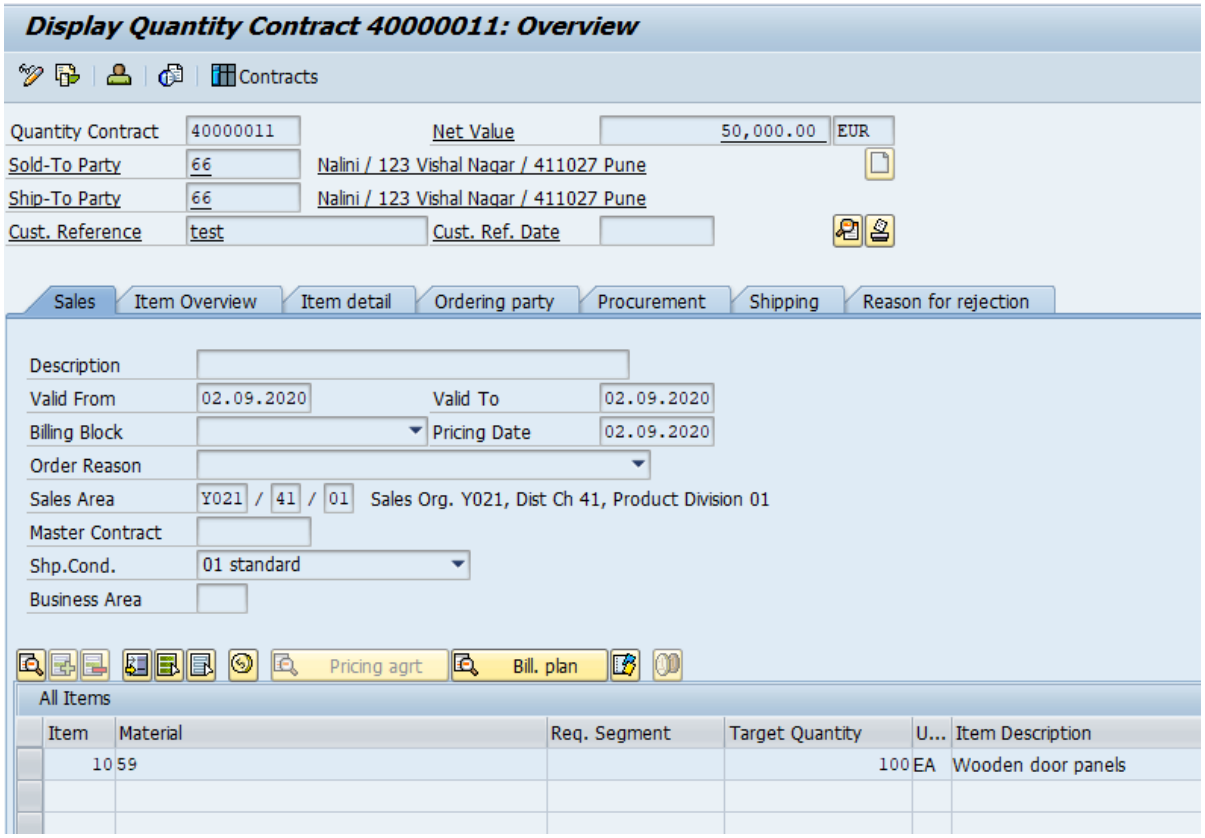
Sales Organisation: Y021 (Use yours)

Distribution Channel: 41

Division: 01

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

2. Enter the details and complete the document by filling the required fields



Complete the document and SAVE.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 11-1 Value Contract

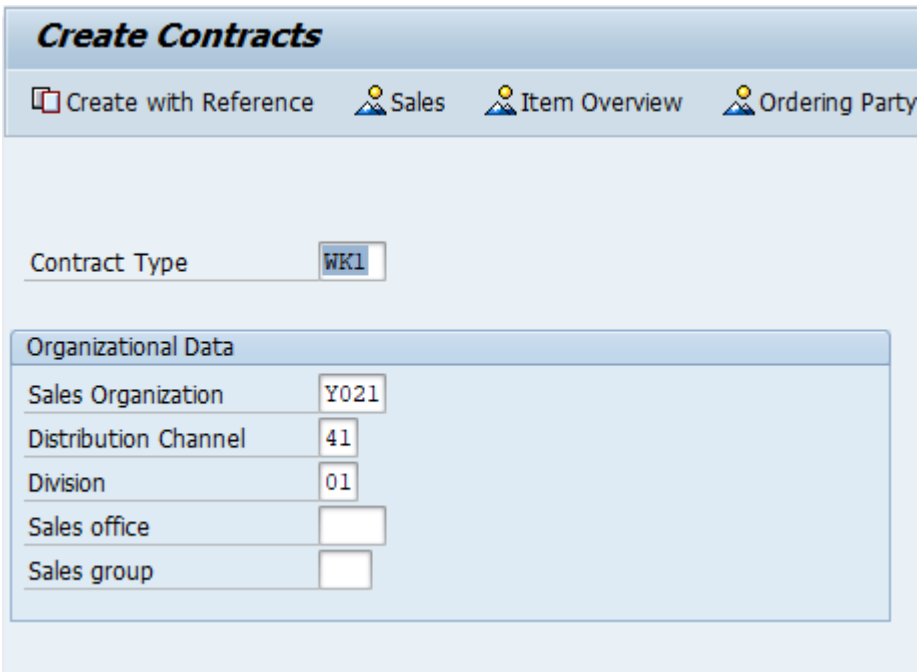
Goals	• Create a Value Contract.
Time	2 Hours
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

A value contract is a legal agreement with a customer that contains the materials and services that the customer receives within a specified time period, and for a value up to a specified target value. A value contract can contain certain materials or a group of materials (product hierarchy, assortment module).

1. Enter T-code and details

Transaction code:
VA41 – Create Value Contract
VA42 – Change Value Contract
VA43 – Display Value Contract

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Contract -> VA41 – Create



Type: WK1

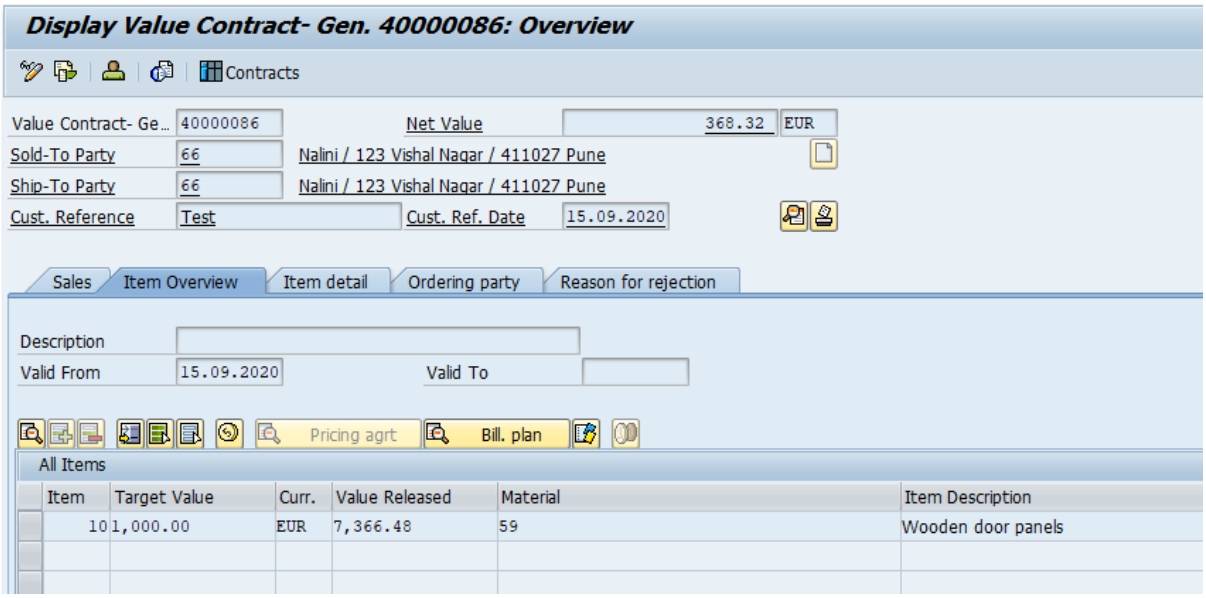
Sales Organisation: Y021 (Use yours)

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Distribution Channel: 41

Division: 01

2. Enter the details and complete the document by filling the required fields



Complete the document and SAVE.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 12-1 Scheduling Agreement

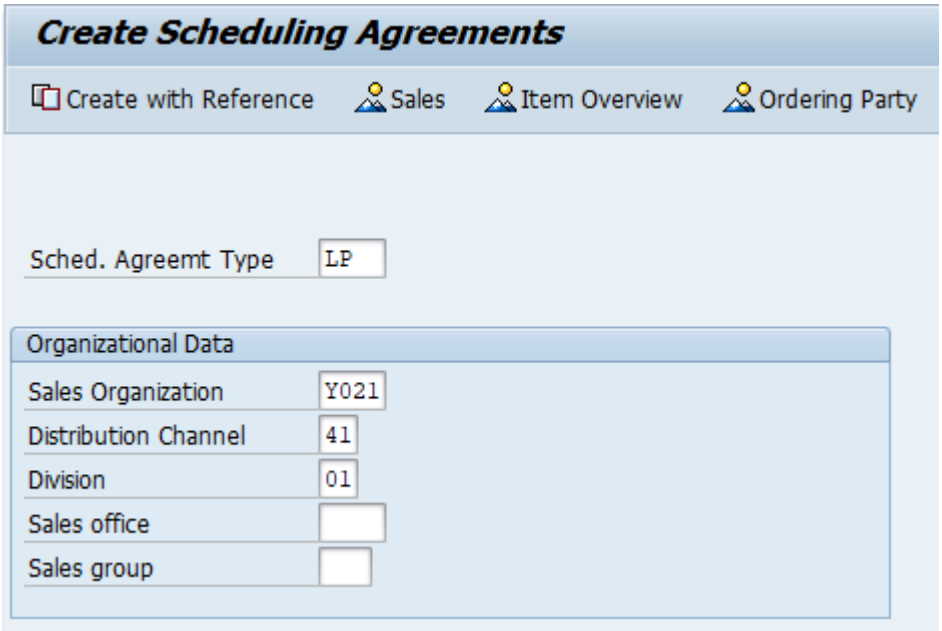
Goals	• Create a Scheduling Agreement.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

A scheduling agreement is an outline agreement between you and a sold-to party that is valid for a certain period of time. The scheduling agreement contains fixed delivery dates and quantities. These dates are contained in the schedule lines for the scheduling agreements.

1. Enter T-code and details

Transaction code:
VA31 – Create Scheduling Agreement
VA32 – Change Scheduling Agreement
VA33 – Display Scheduling Agreement

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Scheduling Agreement



Type: LP

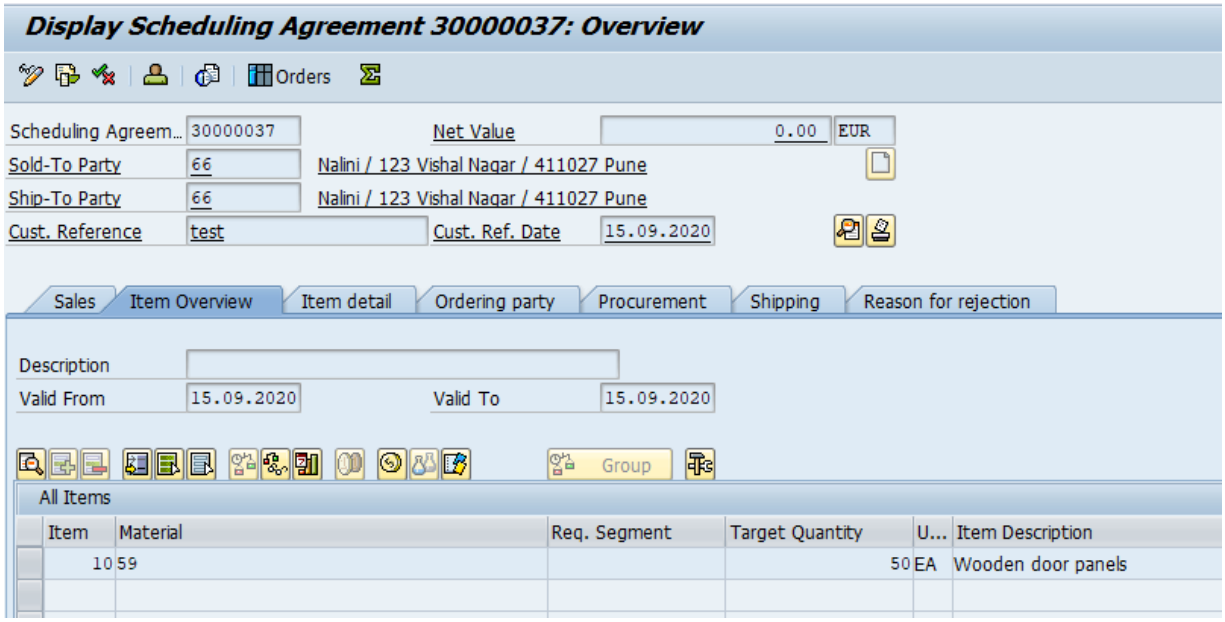
Sales Organisation: Y021 (Use yours)

Distribution Channel: 41

Division: 01

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

2. Enter the details and complete the document by filling the required fields



Complete the document and SAVE.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

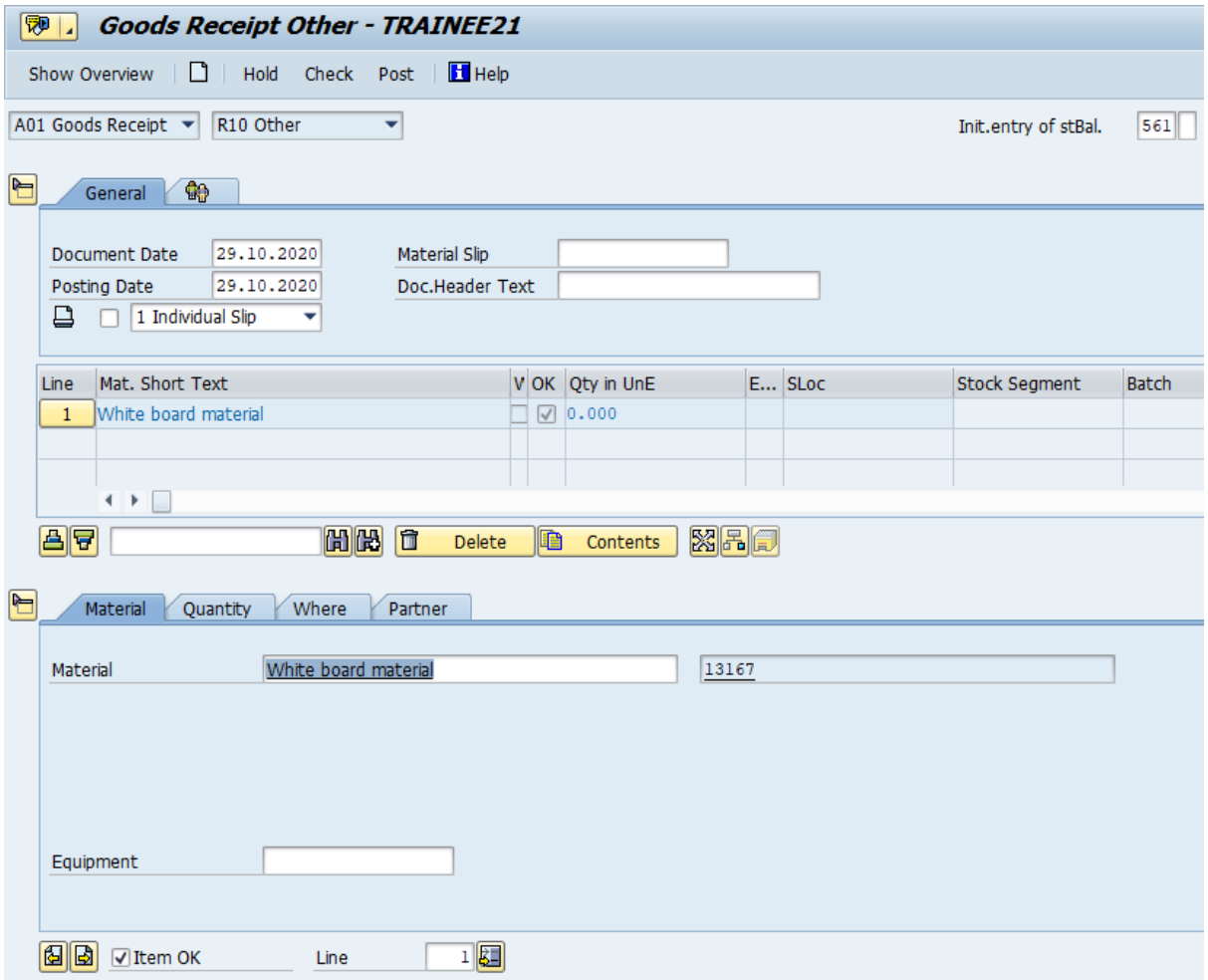
Lab 13-1 Update Stock for the material in plant

Goals	• Create Stock for the material (50QTY) in plant 2000.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

Stock material can be defined as: A material with a value-based inventory management (tracked in an inventory) A material purchased for a specific stock account where its quantity, value, and consumption will be updated in its SAP material master record.

Transaction code:
MIGO – Stock Update
MMBE – Table for checking

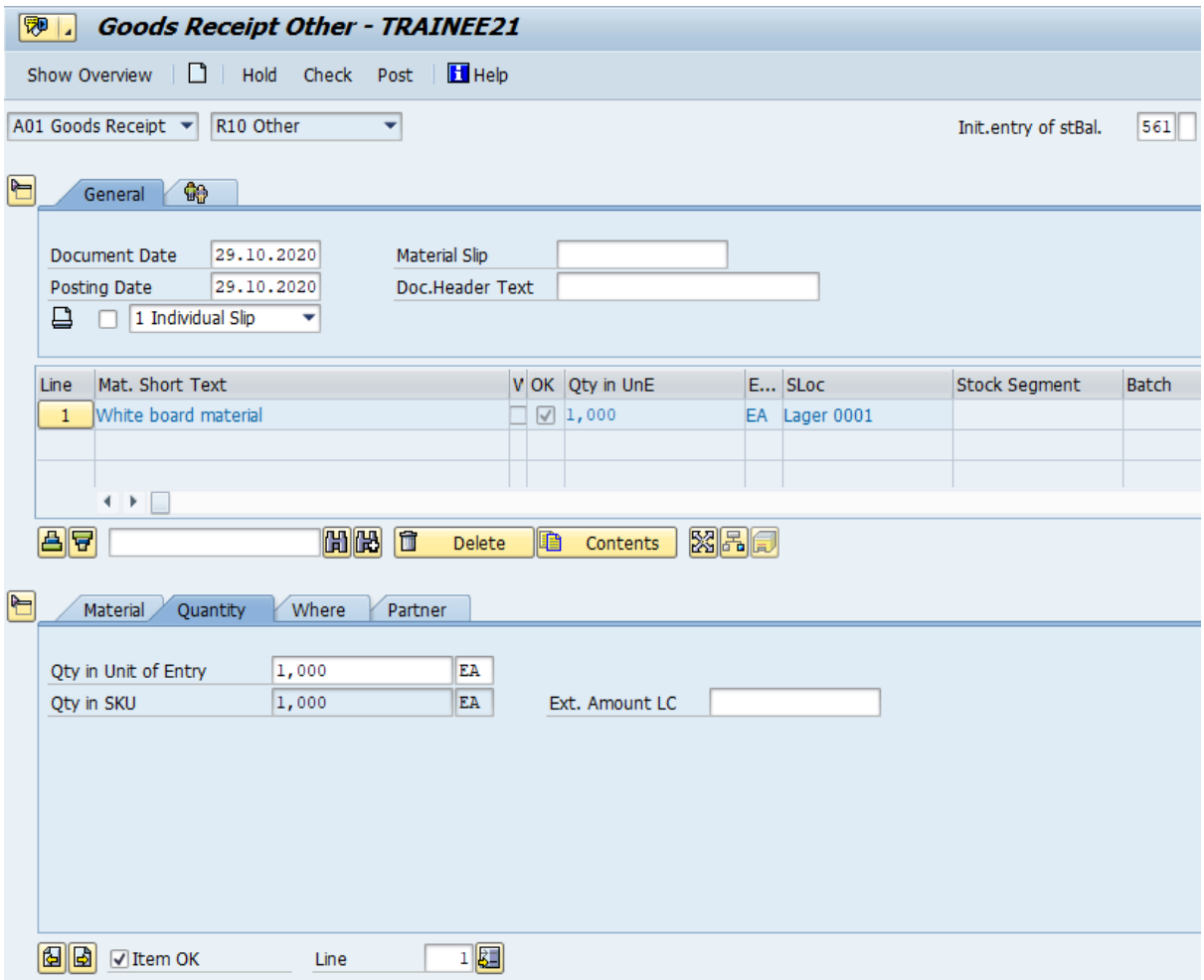
1. Enter the material



©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Material: 13167

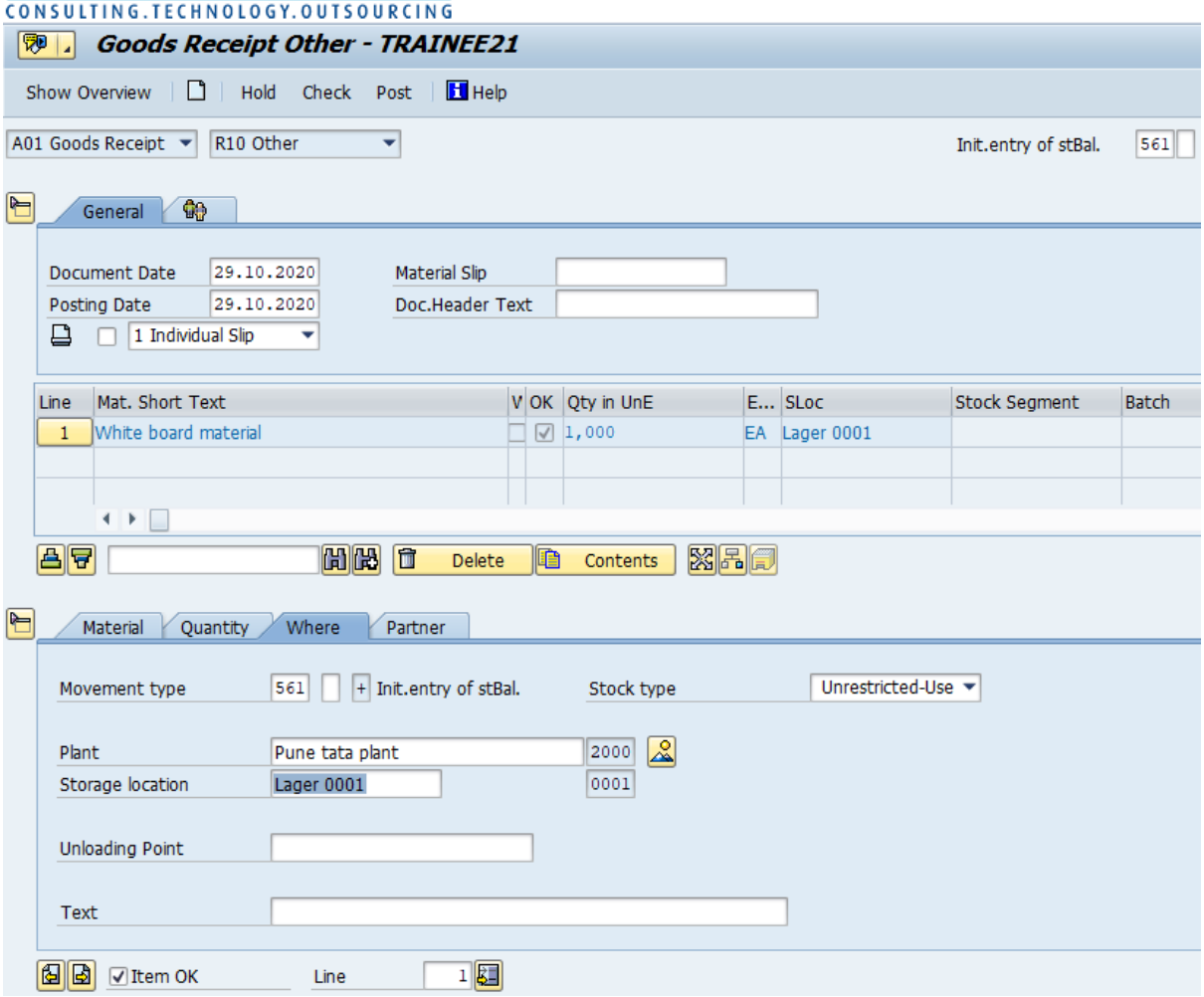
2. Enter Quantity



Quantity: 1000

3. Enter Plant details

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



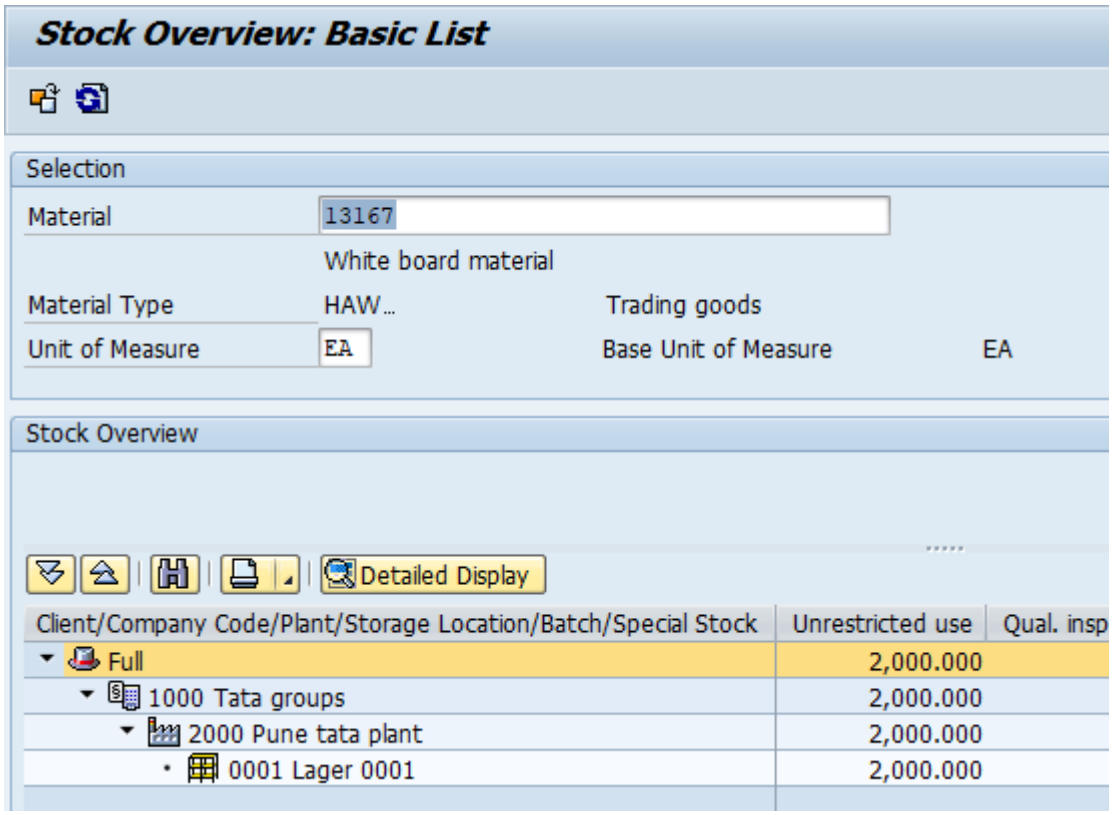
Plant: 2000
Storage Location: 0001

SAVE the document.

4. Check updated stock in Table

T-Code: MMBE

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



Stock before: 1000
New Stock added: 1000
Hence, Total stock: 2000

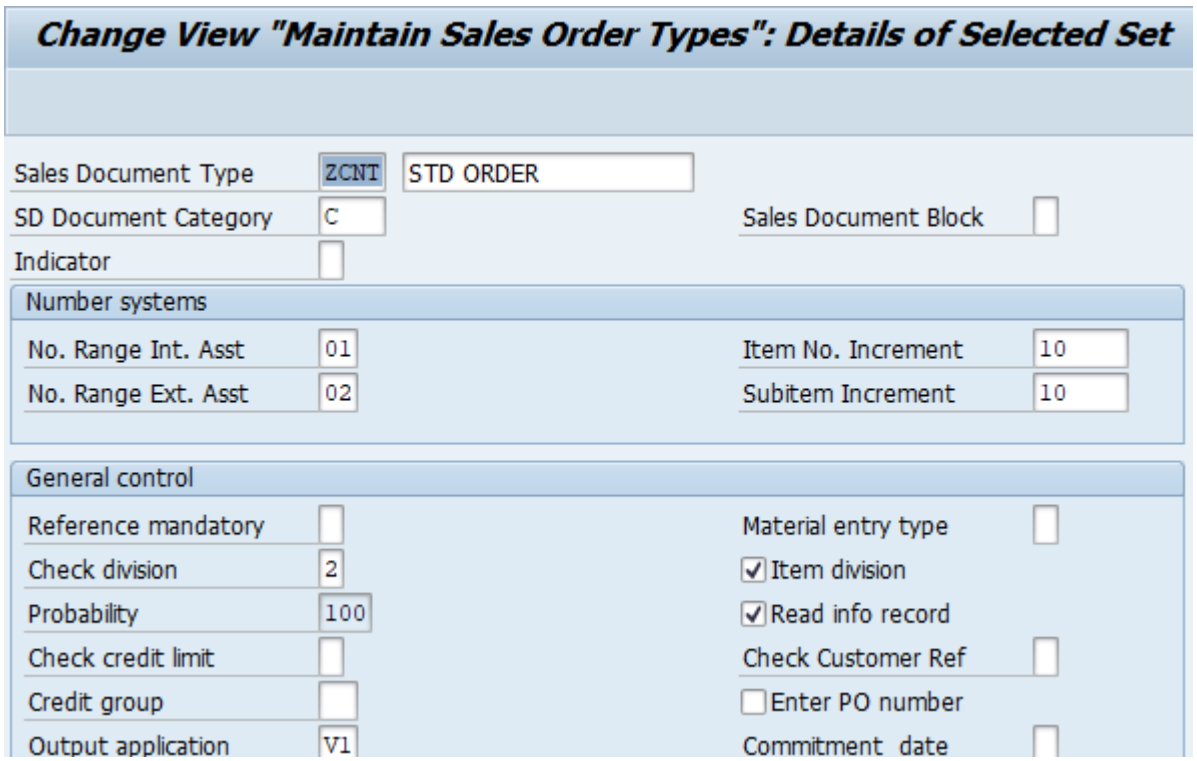
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 14-1 Sales Order type

Goals	• Create a Sales Order type in SPRO.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

MENU Path:
SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Header -> Define Sales Document Types

1. Copy Sales Order Type "OR"
2. Enter Name and description



Sales Document Type: ZCNT created and saved.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

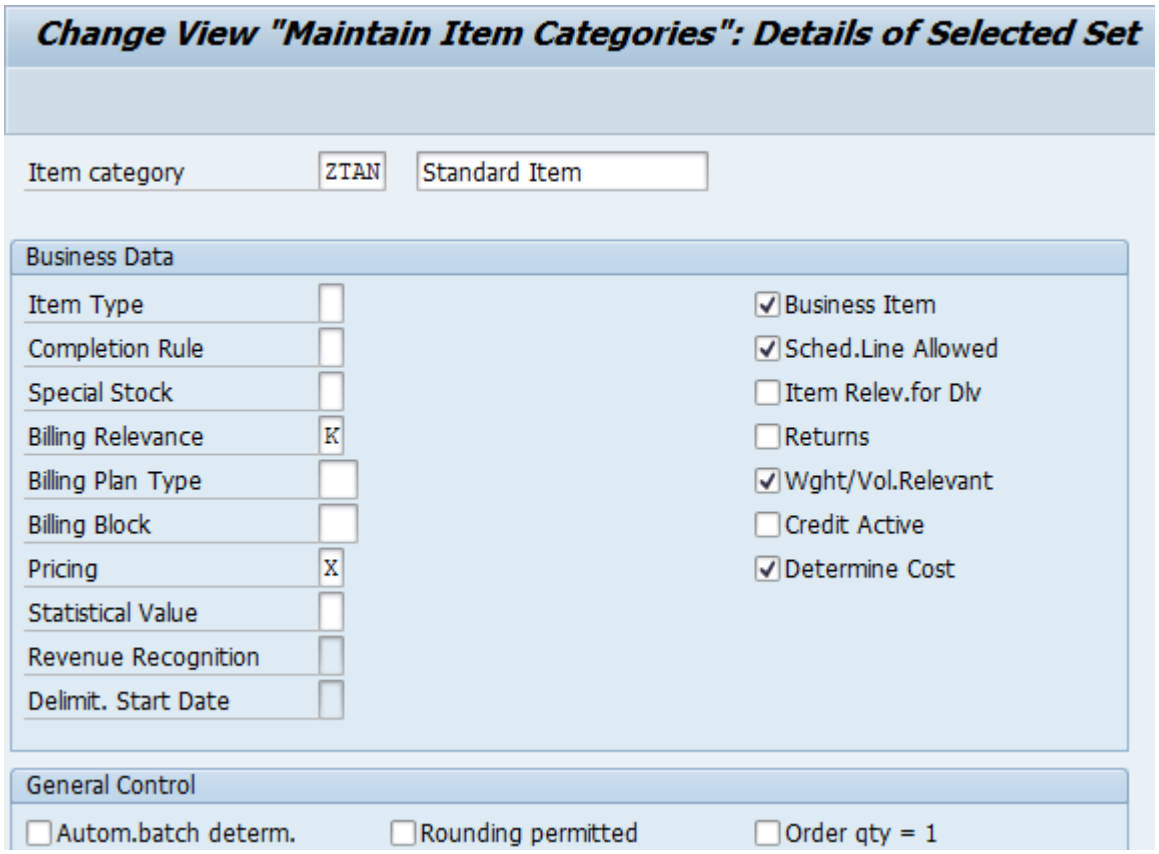
Lab 15-1 Item Category type

Goals	• Create an Item Category type and assign it to the Sales Order.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create Item Category Type

MENU Path:
SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Item -> Define Item Categories

1. Copy Item Category Type "TAN"
2. Enter Name and description

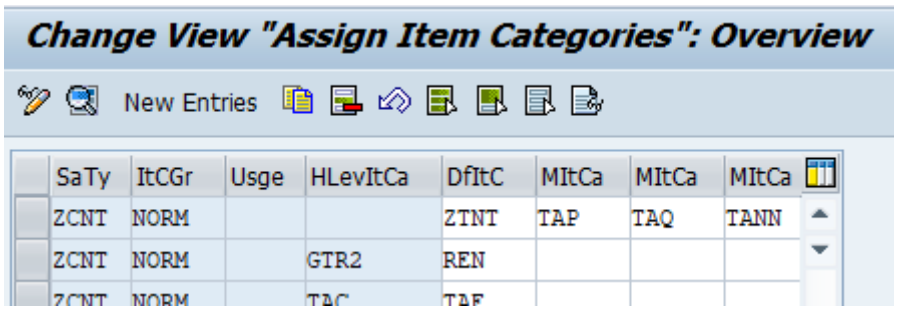


Item category: ZTNT created and saved.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

2. Assign it to the Sales Order

MENU Path:
SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Item -> Assign Item Categories



SaTy	ItCGr	Usge	HLevItCa	DfItC	MItCa	MItCa	MItCa
ZCNT	NORM			ZTNT	TAP	TAQ	TANN
ZCNT	NORM		GTR2	REN			
ZCNT	NORM		TAC	TAE			

Default Item Category updated to ZTNT for Sales Document Type ZCNT.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

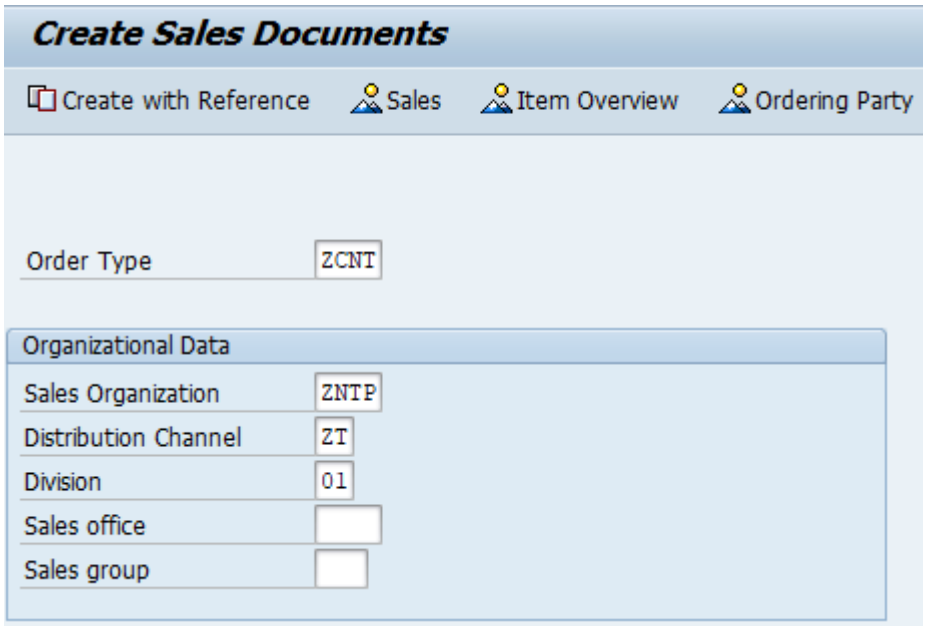
Capgemini Public

Lab 16-1 Creation of a Sales Order document

Goals	• Create a Sales Order document with the above configuration changes.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

Transaction code:
VA01: Create Sales Order
VA02: Change Sales Order
VA03: Display Sales Order

1. Enter T-Code VA01 and enter details



Type: ZCNT

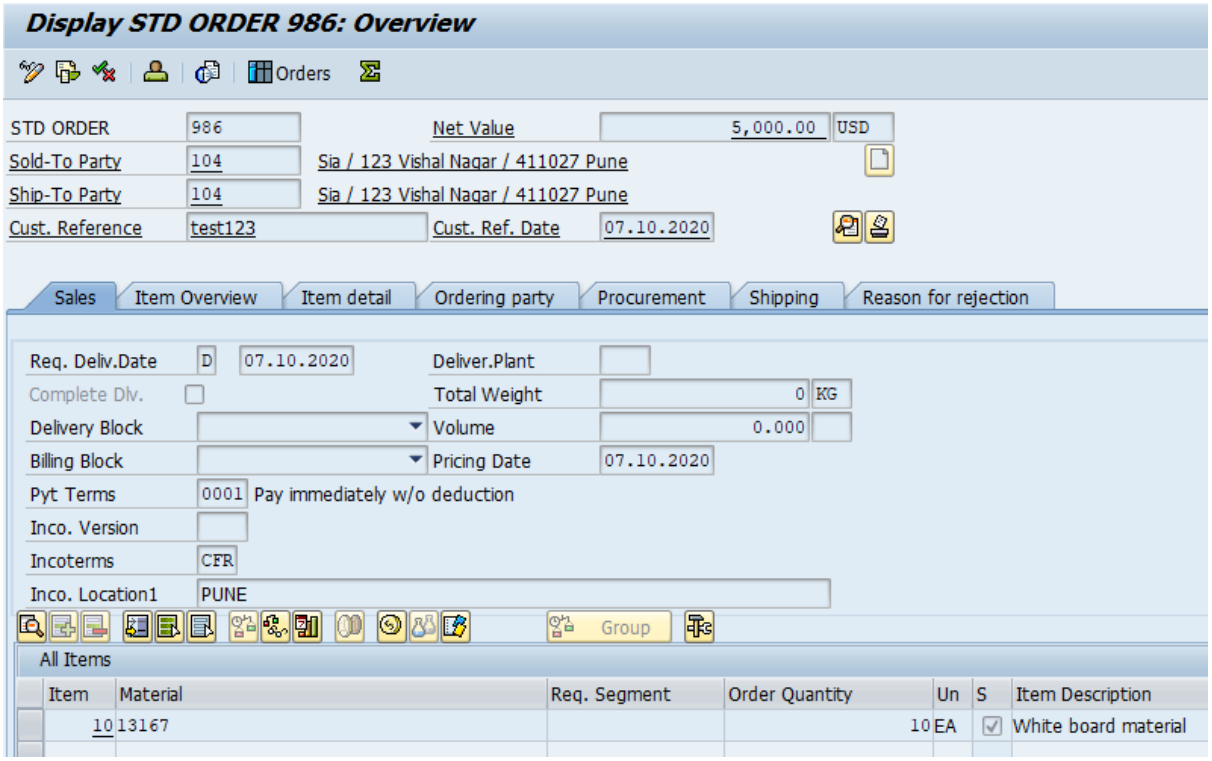
Sales Organisation: ZNTP (Use yours)

Distribution Channel: ZT

Division: 01

2. Enter details and SAVE

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



Sales Order 986 is created.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 17-1 Sales Order Cycle

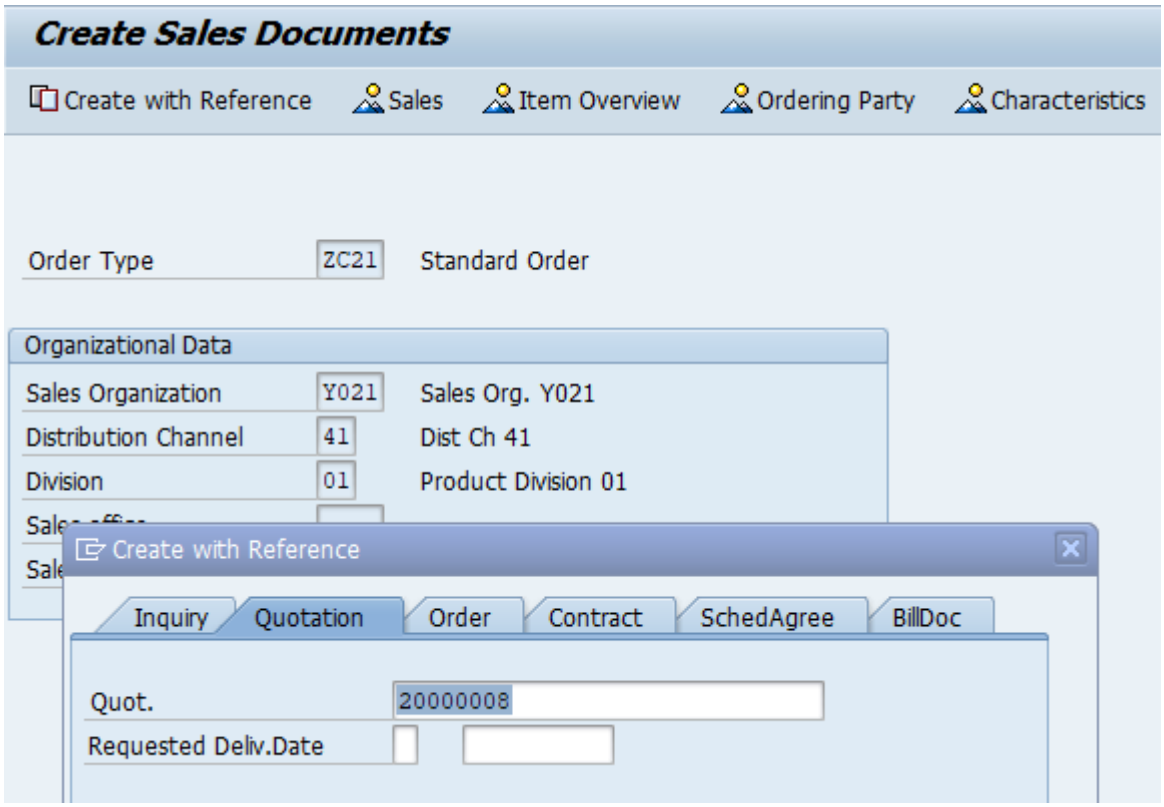
Goals	• Create an Inquiry -> Quotation -> Sales Order Cycle.
Time	20 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

- Create Inquiry and Quation as mentioned in LAB 8 and LAB 9.

- Create Sales order with respect to Quotation

Transaction code:
VA01: Create Sales Order
VA02: Change Sales Order
VA03: Display Sales Order

1. Enter T-Code VA01 and enter details and click on the create to reference and enter quotation created



Type: ZC21

Sales Organisation: Y021 (Use yours)

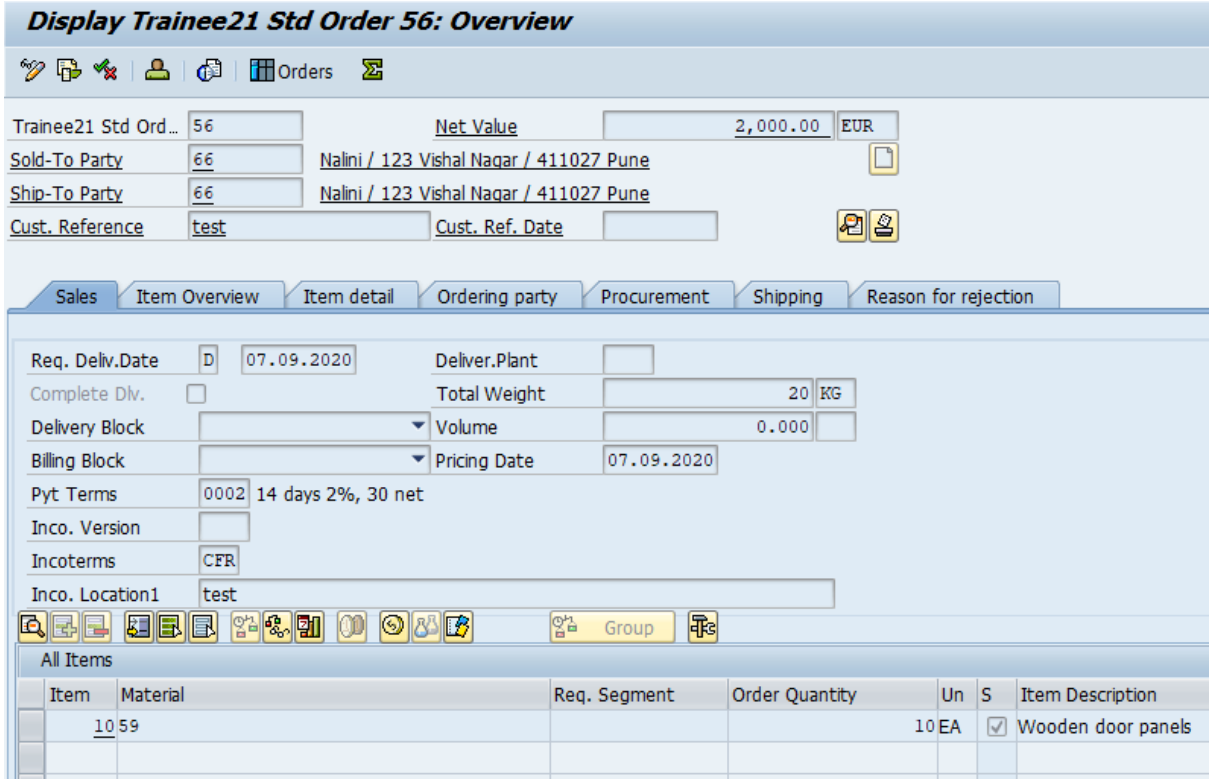
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Distribution Channel: 41

Division: 01

Quotation: 20000008

2. Complete the document and SAVE



Sales order 56 has been created.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

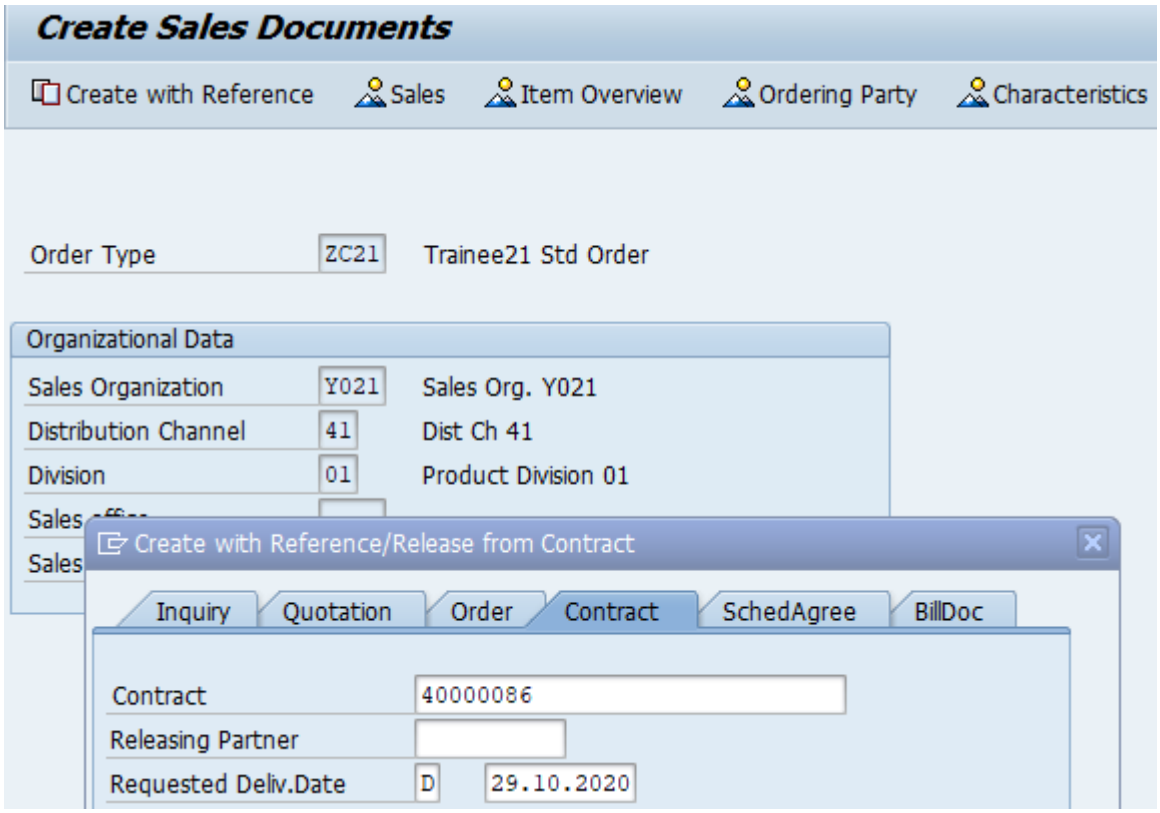
Lab 18-1 Sales Order with reference to Value only contract

Goals	• Create Sales Order with reference to Value only contract created.
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

- Create Value contract as mentioned in LAB 11
- Create Sales order with respect to Value contract

Transaction code:
VA01: Create Sales Order
VA02: Change Sales Order
VA03: Display Sales Order

1. Enter T-Code VA01 and enter details and click on the create to reference and enter Value contract created



Type: ZC21

Sales Organisation: Y021 (Use yours)

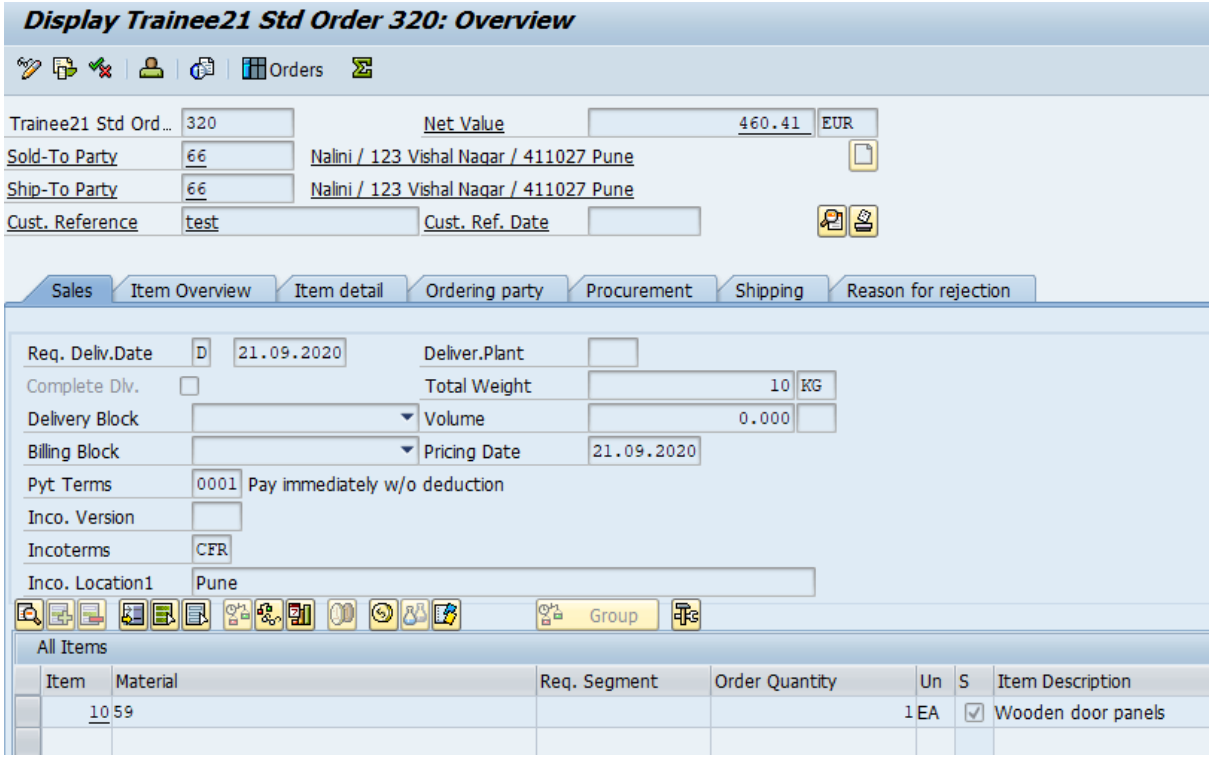
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Distribution Channel: 41

Division: 01

Value Contract: 40000086

2. Complete the document and SAVE



Sales Order 320 has been created.

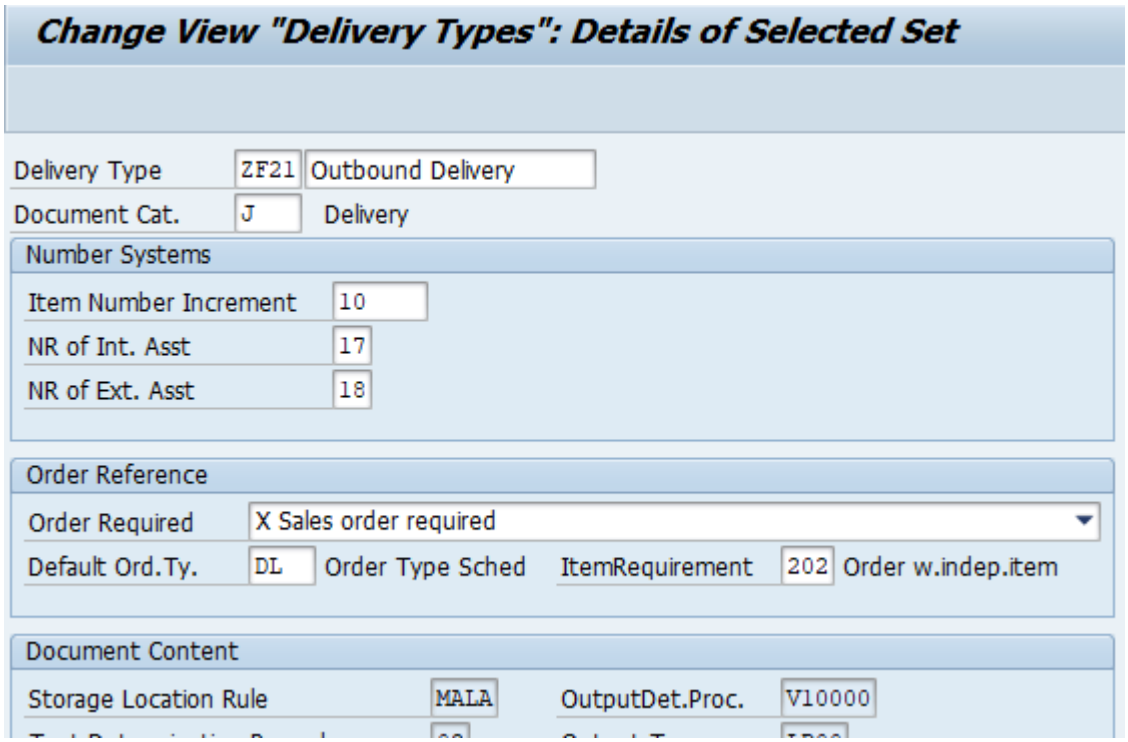
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 19-1 Delivery Document Type

Goals	• Create a Delivery Document Type in SPRO.
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

MENU Path:
SPRO -> Logistics Execution -> Shipping -> Deliveries -> Define Delivery Types

1. Copy Delivery Type "LF"
2. Enter Name and description



Delivery Type: ZF21 is created.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

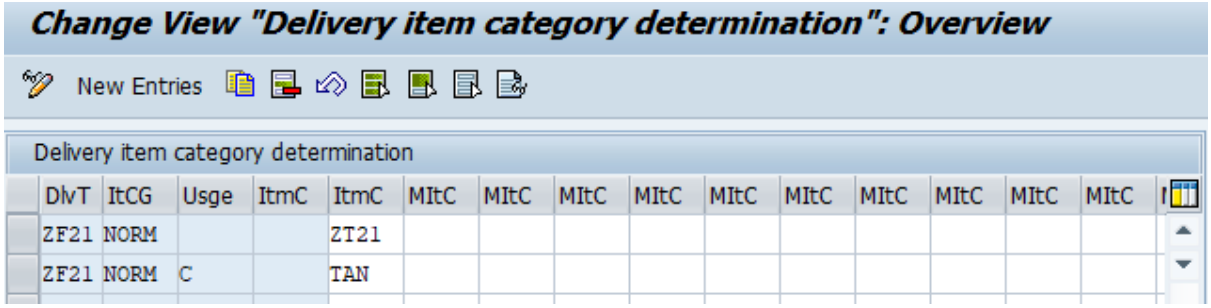
Lab 20-1 Delivery Type to Item Category

Goals	• Assign the Delivery Type to Item Category (SPRO) and attach the Delivery Type to the Sales Order Type.
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Assign Delivery Type to Item Category

MENU Path:
SPRO -> Logistics Execution -> Shipping -> Deliveries -> Define Item Category Determination in Deliveries

For Delivery type ZF21 and Item Category NORM assign the Item Category ZT21
(Use your Delivery type and Item Category)



2. Attach Delivery Type to the Sales Order Type

MENU Path:
SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Header -> Define Sales Document Types

1. Search -> Sales Document type (ZC21)
2. Goto Details
3. Add Corr. Delivery Type (ZF21)
4. SAVE

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Capgemini
CONSULTING.TECHNOLOGY.OUTSOURCING

Change View "Maintain Sales Order Types": Details

New Entries

Sales Document Type	ZC21	Trainee21 Std Order		
SD Document Category	C		Sales Document Block	
Indicator				

Number systems

No. Range Int. Asst	01	Item No. Increment	10
No. Range Ext. Asst	02	Subitem Increment	10

General control

Reference mandatory		Material entry type	
Check division	2	☑ Item division	
Probability	100	☑ Read info record	
Check credit limit		Check Customer Ref	
Credit group		☐ Enter PO number	
Output application	V1	Commitment date	
		☐ Disp. Preceding Docs	

Transaction flow

Screen sequence grp.	AU	Sales Order	Display Range	UALL
Incompl.Proced.	EA	LOGS	FCode for overv.scr.	UER1
Transaction group	0	Sales Order	Quotation Messages	
Doc. Pricing Proc.	A		Outline Agrmt Mess.	
Status profile			Message: Mast.contr.	
Alt.sales doc. type1			ProdAttr.messages	A
Alt.sales doc. type2			☐ Incomplet.messages	
Variant				

Scheduling Agreement

Corr.delivery type	ZF21	Delivery block	

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

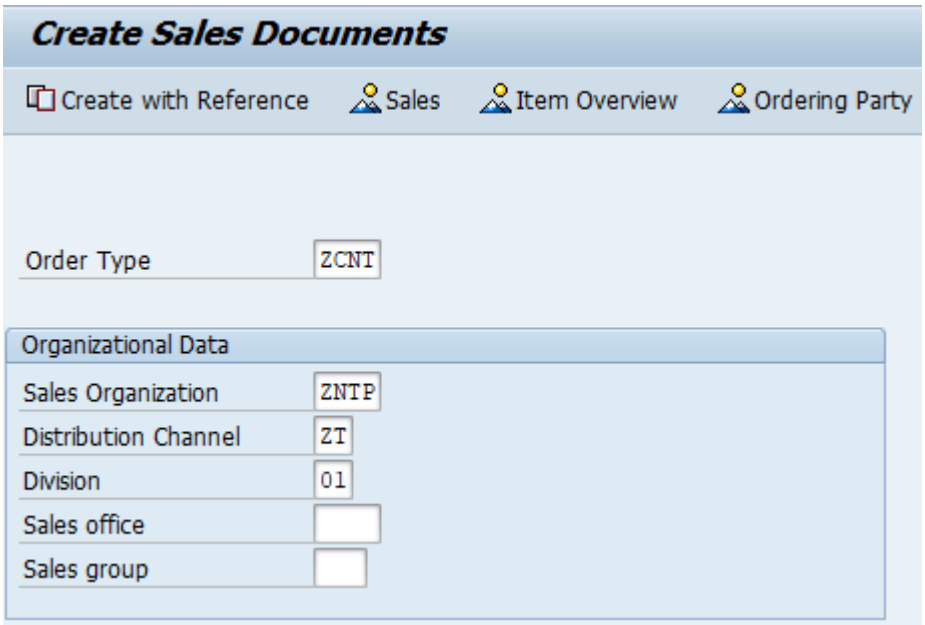
Lab 21-1 Sales Order, Delivery and Billing document

Goals	• Create Sales Order->Delivery (VL01N, prefer VA02)->Billing Document and verify the Flow in VA02.
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create Sales Order

Transaction code:
VA01: Create Sales Order
VA02: Change Sales Order
VA03: Display Sales Order

1. Enter T-Code VA01 and enter details



Type: ZCNT

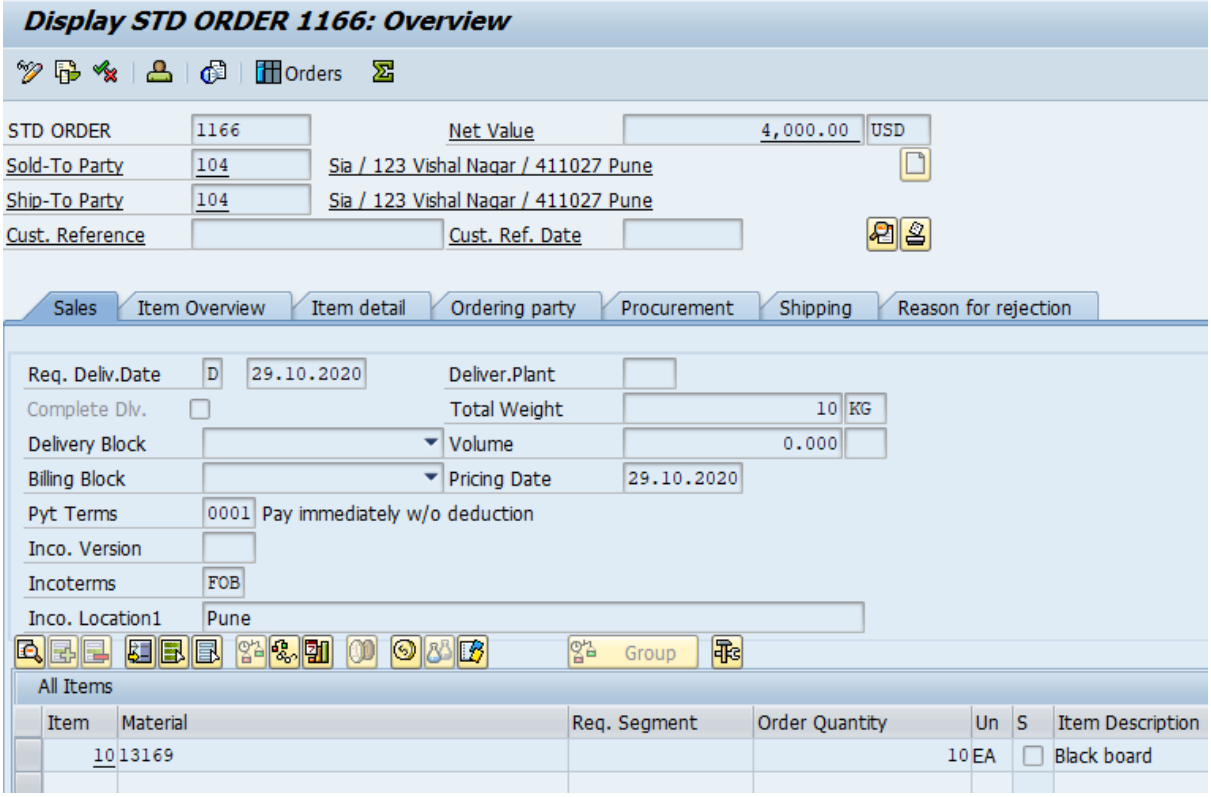
Sales Organisation: ZNTP (Use yours)

Distribution Channel: ZT

Division: 01

2. Enter details and SAVE

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



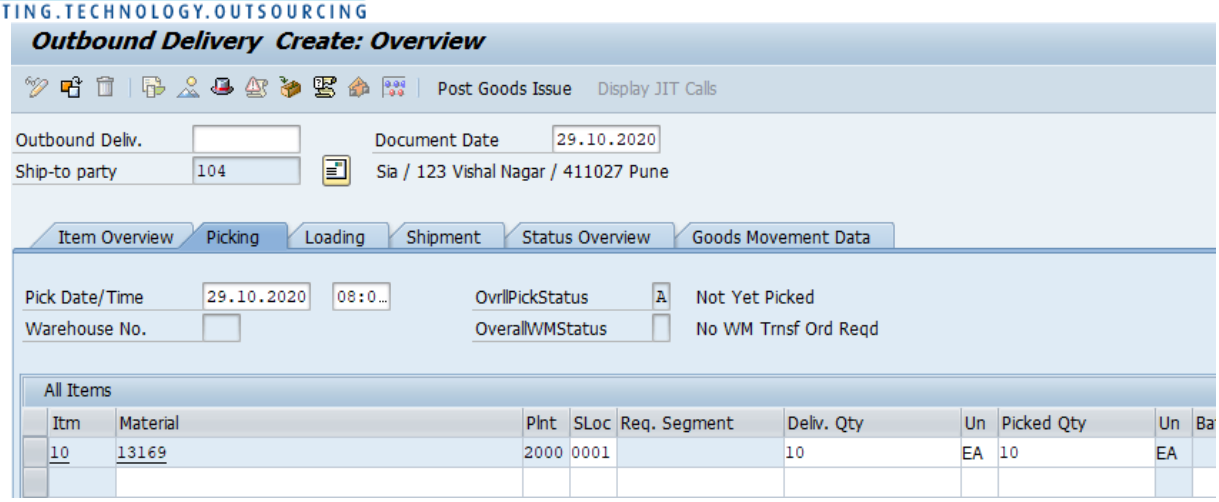
Sales Order 1166 is created.

2. Create Delivery (VL01N, prefer VA02)

Transaction code:
VL01N
VA02

1. Goto VA02
2. Enter Sales Order
3. Goto Tab –> Sales Document -> Deliver
4. Enter Picked Qty
5. Post Goods Issue

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

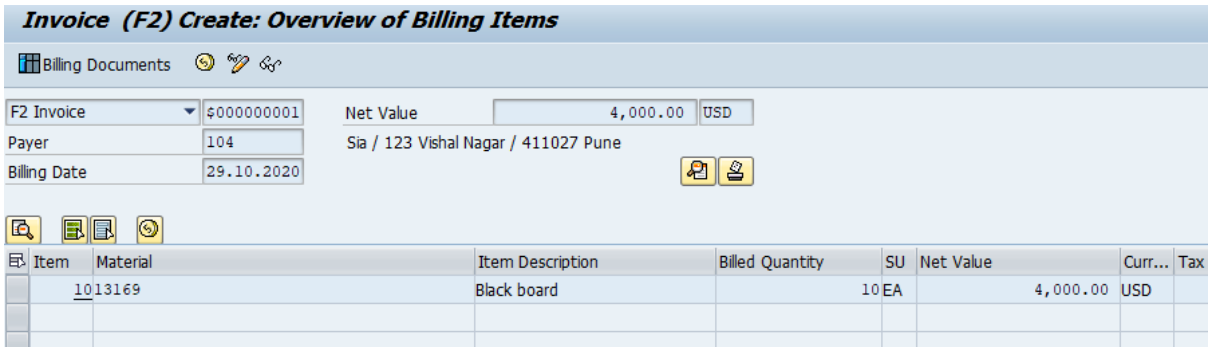


Outbound Delivery 80000610 created

3. Billing Document

Transaction code: VF01

SAVE the document.



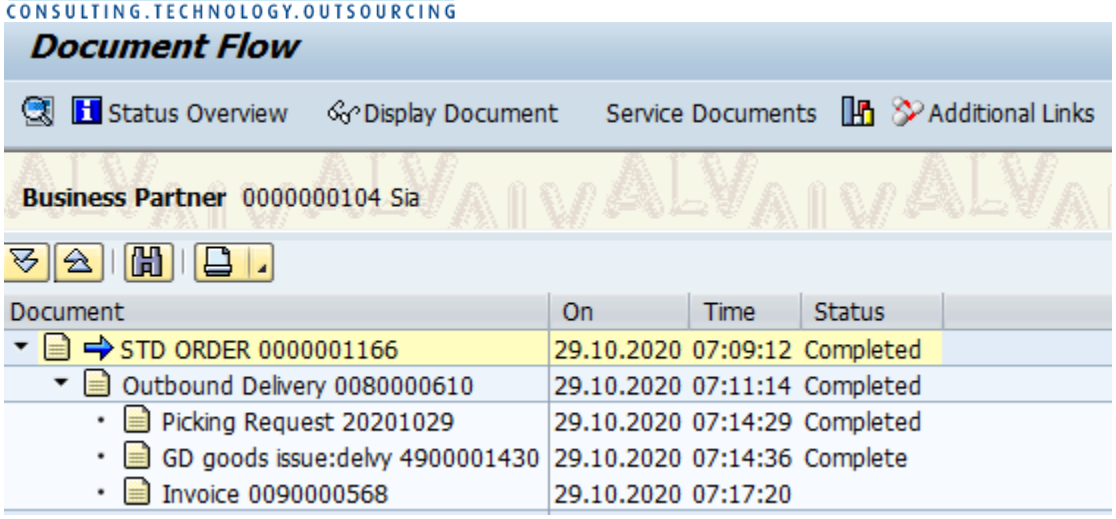
Billing Document 90000568

4. Flow of document

Transaction code: VA02

Enter Order and goto display document flow

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

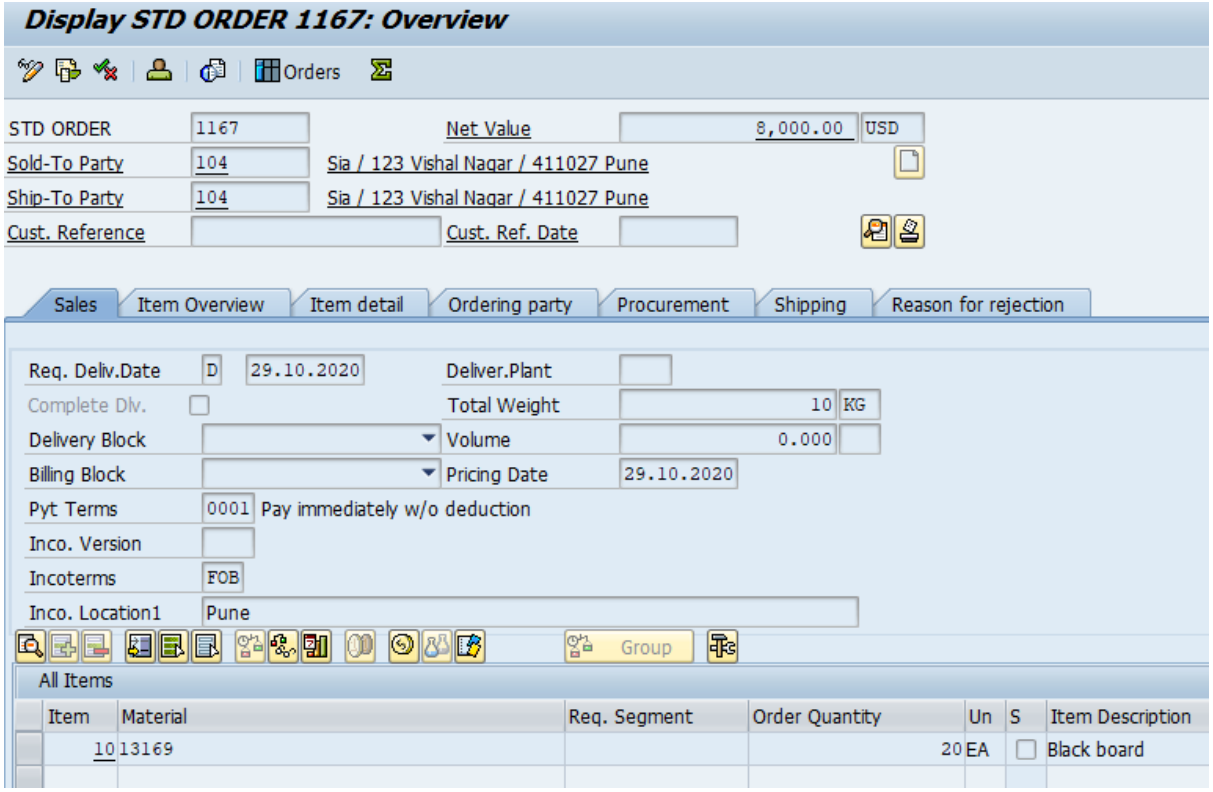


©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 22-1 Split Delivery and Collective Billing document

Goals	• Create Sales Order with 20 QTYs -> Split Delivery into 10 QTY each -> Create a collective Billing Document (VF04).
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create Sales Order with 20 QTYs
T-code VA01

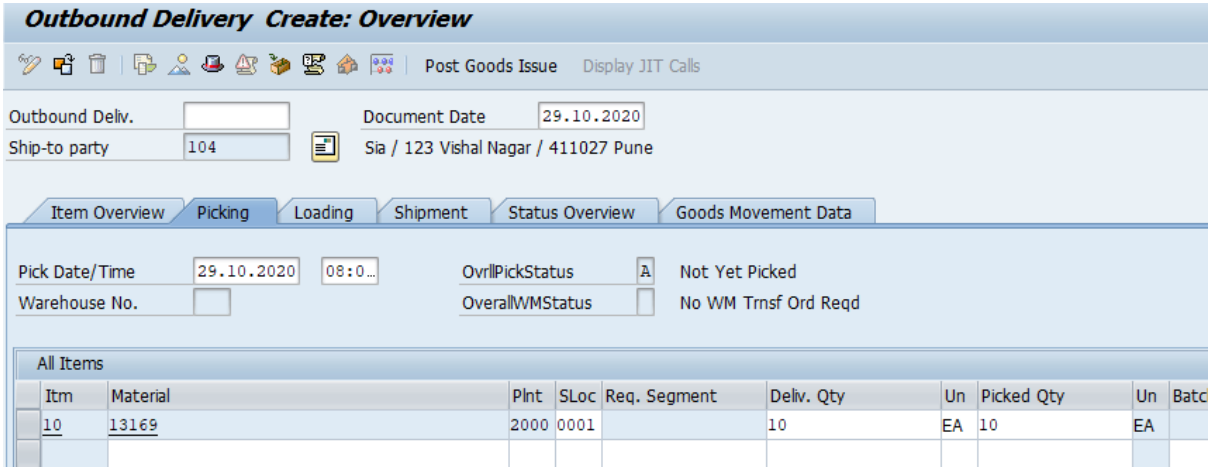


2. Split delivery

1. Goto VA02
2. Enter Sales Order
3. Goto Tab –> Sales Document -> Deliver
4. Enter Delivery Qyt - 10 and Picked Qty - 10
5. Post Goods Issue

Repeat again.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

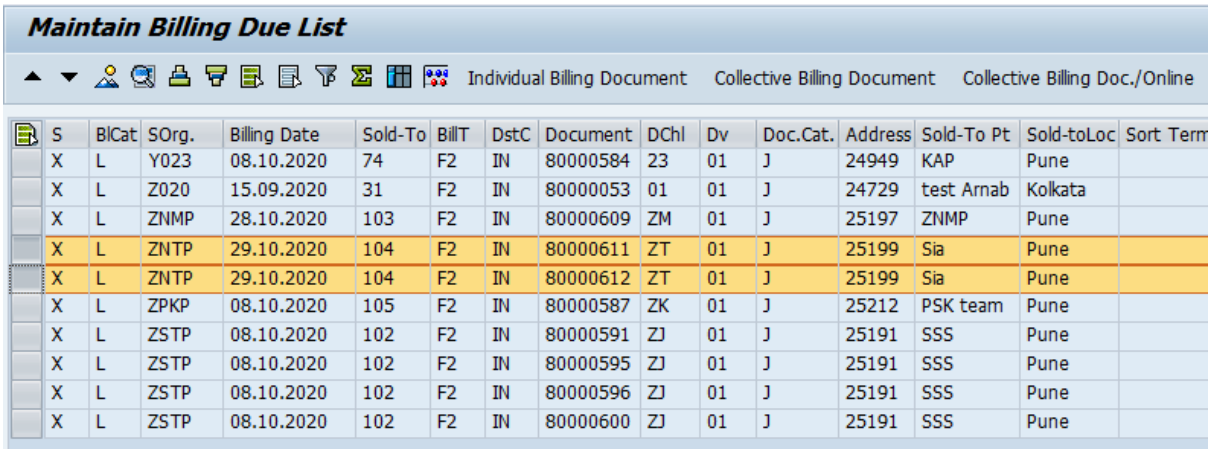


Outbound Delivery 80000611 and 80000612 created

3. Create a collective Billing Document

T-Code: VF04

1. Select the outbound deliveries
2. Click – Collective Billing Document



S	BlCat	SOrg.	Billing Date	Sold-To	BillT	DstC	Document	DChl	Dv	Doc.Cat.	Address	Sold-To Pt	Sold-toLoc	Sort Term
X	L	Y023	08.10.2020	74	F2	IN	80000584	23	01	J	24949	KAP	Pune	
X	L	Z020	15.09.2020	31	F2	IN	80000053	01	01	J	24729	test Arnab	Kolkata	
X	L	ZNMP	28.10.2020	103	F2	IN	80000609	ZM	01	J	25197	ZNMP	Pune	
X	L	ZNTP	29.10.2020	104	F2	IN	80000611	ZT	01	J	25199	Sia	Pune	
X	L	ZNTP	29.10.2020	104	F2	IN	80000612	ZT	01	J	25199	Sia	Pune	
X	L	ZPKP	08.10.2020	105	F2	IN	80000587	ZK	01	J	25212	PSK team	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000591	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000595	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000596	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000600	ZJ	01	J	25191	SSS	Pune	

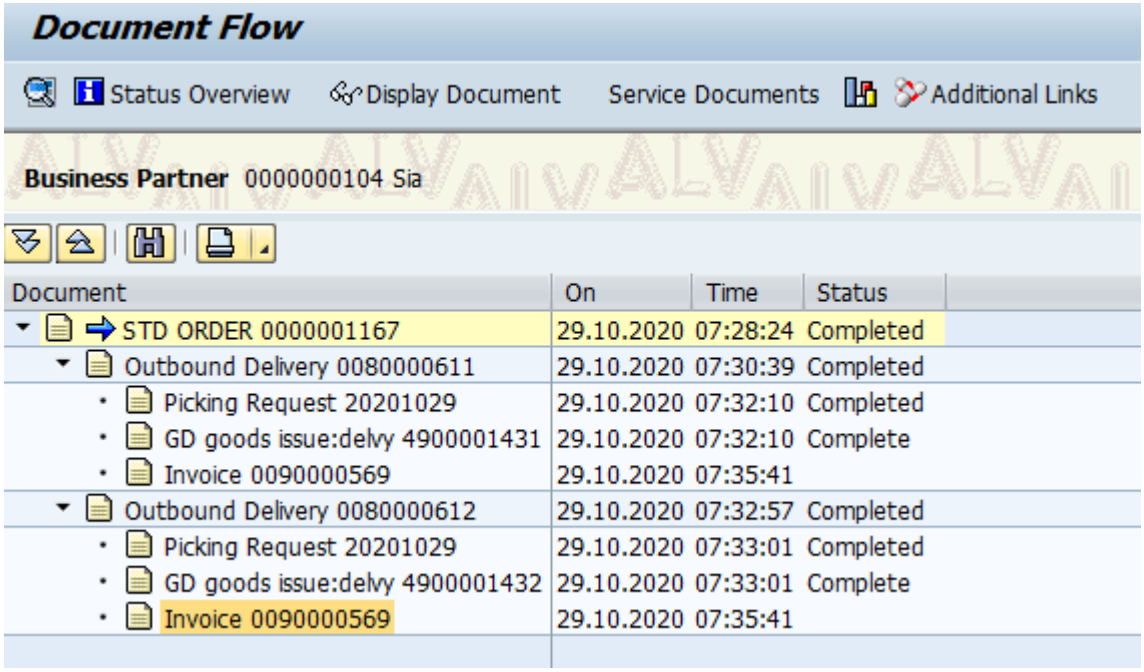
Invoice 0090000569 created

4. Flow of document

Transaction code: VA02

Enter Order and goto display document flow

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.

Lab 23-1 Pricing Procedure

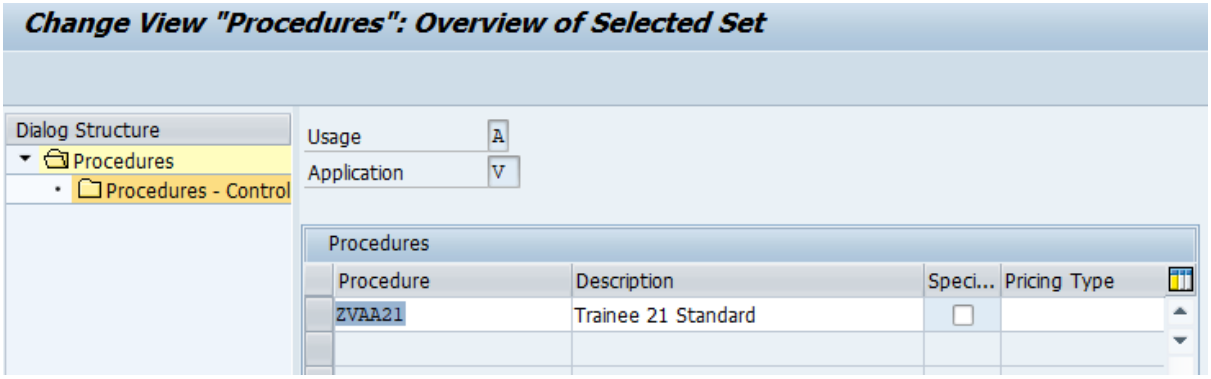
Goals	• Create a new Pricing Procedure and a Discount Condition type-SPRO. • Assign the New Condition type -> New Pricing Procedure -> Sales Order type – SPRO • Maintain Condition record for the new condition type and create a Sales Order
Time	30 Minutes
Lab Setup	• Connectivity to SAP server • Login details for connecting to SAP server

1. Create a new Pricing Procedure and a Discount Condition type

1. Pricing Procedure

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define And Assign Pricing Procedures - Set Pricing Procedures

1. Copy RVAA01
2. Enter name and description
3. Copy all
4. SAVE

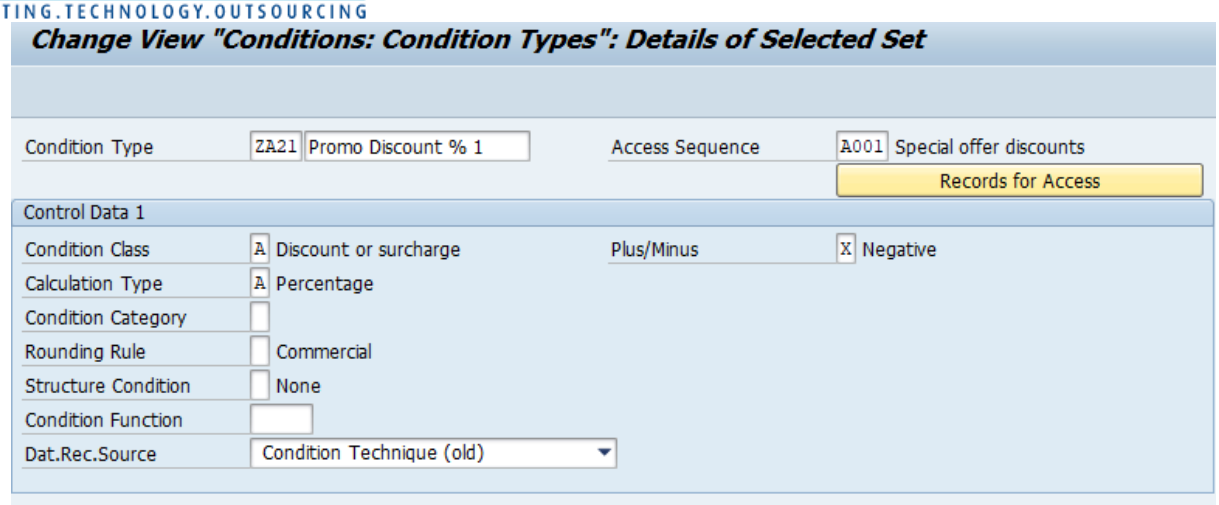


2. Discount Condition Type

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define Condition Types - Set Condition Types for Pricing

1. Copy KA02
2. Enter name and description
3. SAVE

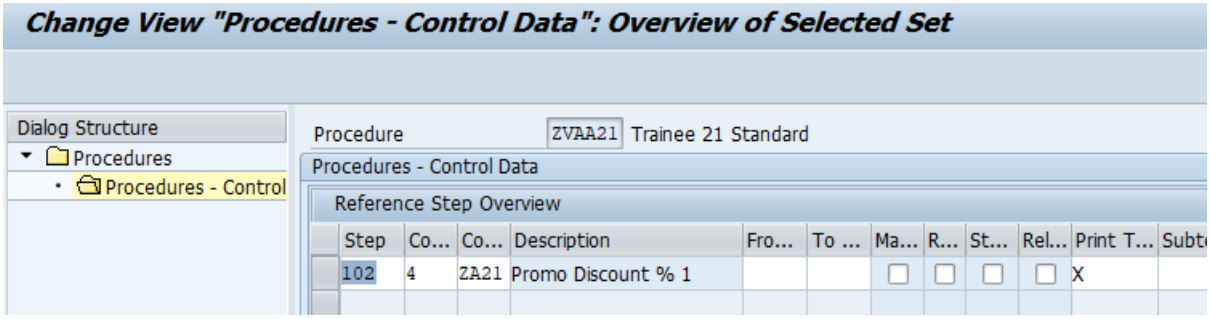
©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



2. Assign the New Condition type -> New Pricing Procedure -> Sales Order type

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define And Assign Pricing Procedures - Set Pricing Procedures

1. Select ZVAA21 and goto Procedures – Control Data
2. Copy any and put counter and condition type
3. SAVE

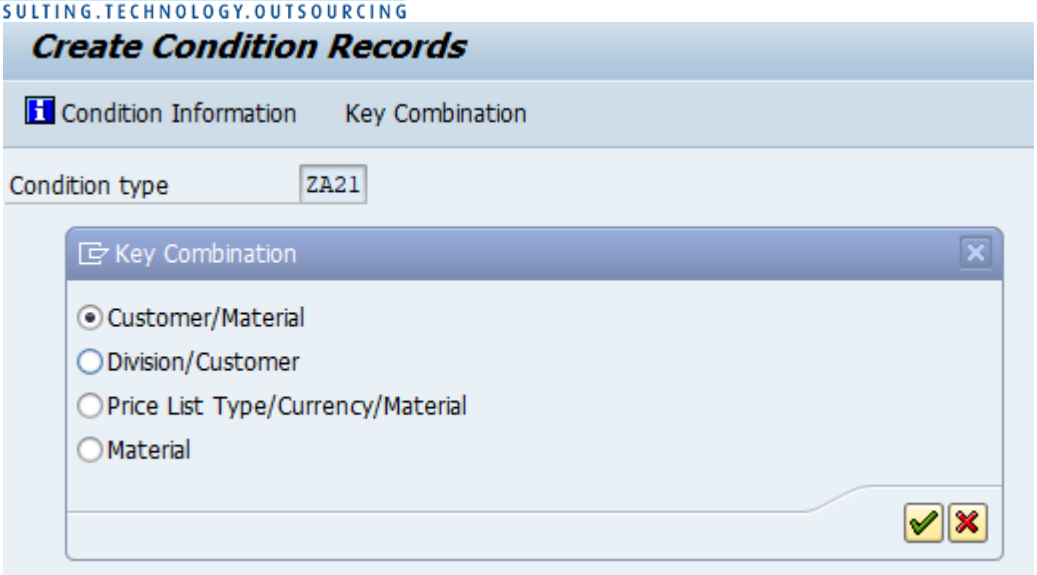


3. Maintain Condition record for the new condition type and create a Sales Order

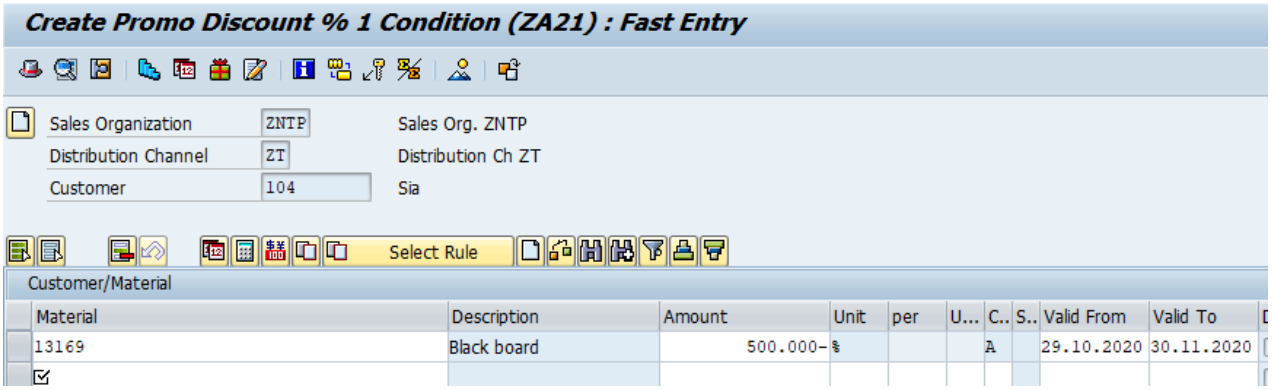
T-Code: VK11

1. Condition Type: ZA21

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



2. Enter details and SAVE



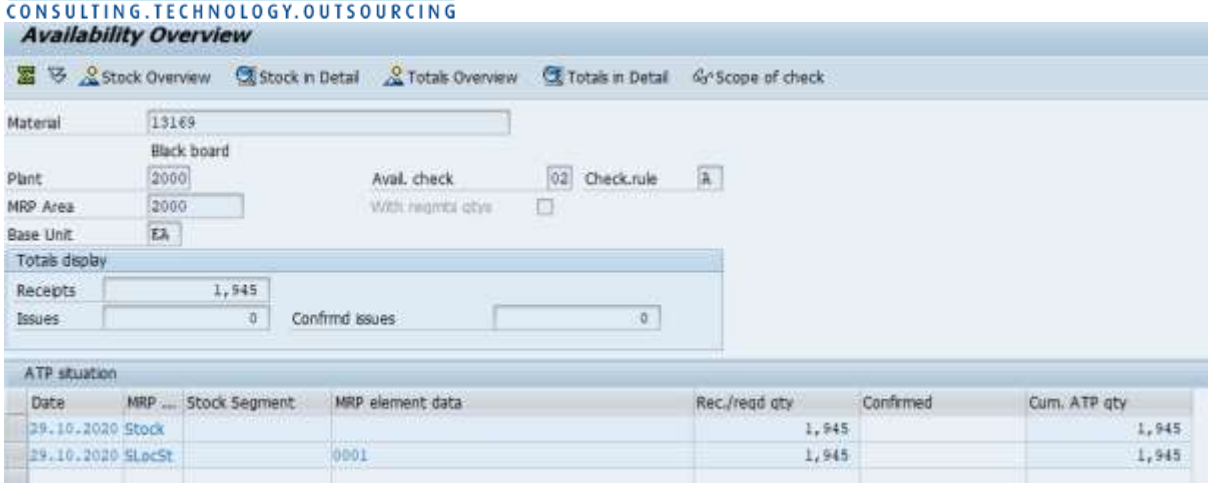
3. Create Sales Order

T-Code: VA01

Complete the document

Then goto Availability Check

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.



SAVE the document.

Sales Order 1169 created.

©2016 Capgemini. All rights reserved.
The information contained in this document is proprietary and confidential. For Capgemini only.