## **SAP IMPLEMENTATION**

## **END USER MANUAL**



< CIAL\_EUM\_<PRICE>\_<MASTER DATA>

**PREPARED BY** 



#### **ABBREVATIONS**

ABBREVATION	DESCRIPTION		
CIAL	Cochin International Airport Ltd.		

## **CHANGE HISTORY**

Versi on	Description	Created by	Date	Reviewed by	Date
	_				

## **Table of Contents**

- 1. Create Price Master
- 2. Change Price Master/Approve Price Master in Change mode
- 3. Display Price Master

Error! Bookmark not defined.

Error! Bookmark not defined.

#### 1. Create Price Master

## **Overview**

## Trigger:

This procedure will be used to create Price master.

Business Process Description Overview			
This transaction will create Price Master record.			

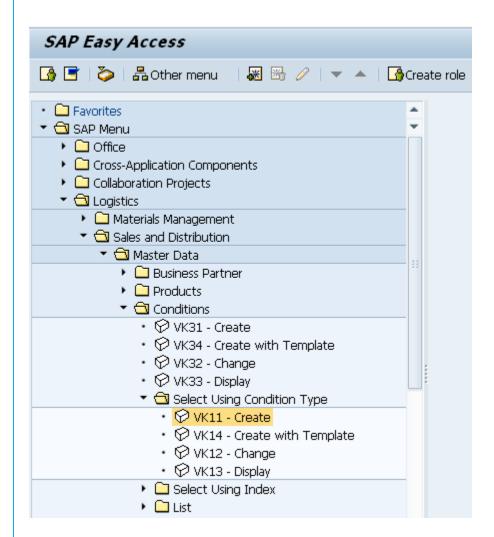
Input - Required Fields	Field Value / Comments		
Condition Type	Four character code		

Output - Results	Comments		
Condition records created			

# **Procedural Steps**

## 1.1. Access the transaction by:

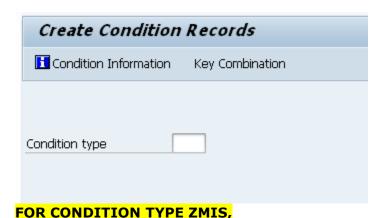
Via Menus	SAP Menu $\rightarrow$ Logistics $\rightarrow$ Sales And Distribution $\rightarrow$ Master Data $\rightarrow$ Conditions $\rightarrow$ Select using Condition type $\rightarrow$ Create
Via Transaction Code	VK11



1.2. On screen "Create Condition Records", enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	User Action and Values	Comments
Condition Type			For e.g. ZMIS	

(<u>Note</u>: On Above table in column "R/O/C'', "R'' = Required, "O'' = Optional, "C'' = Conditional)





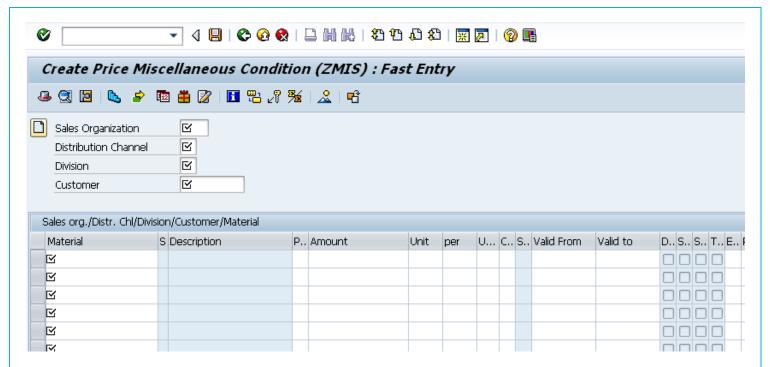
Click on Key Combination icon

#### **Key Combination 1:**

Sales Organization/ Distribution Channel/ Division/ Customer/ Material

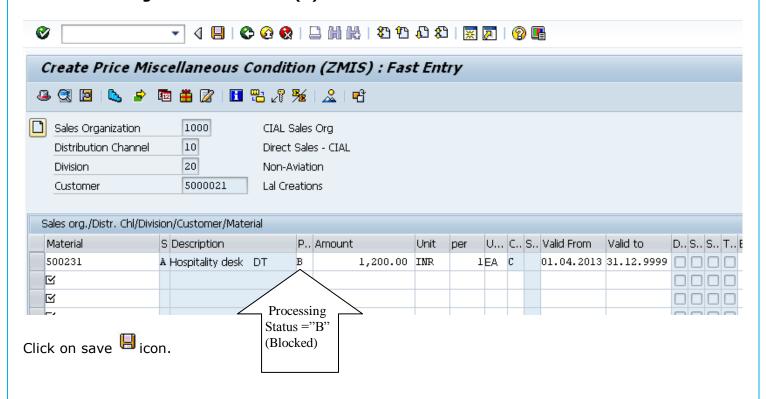


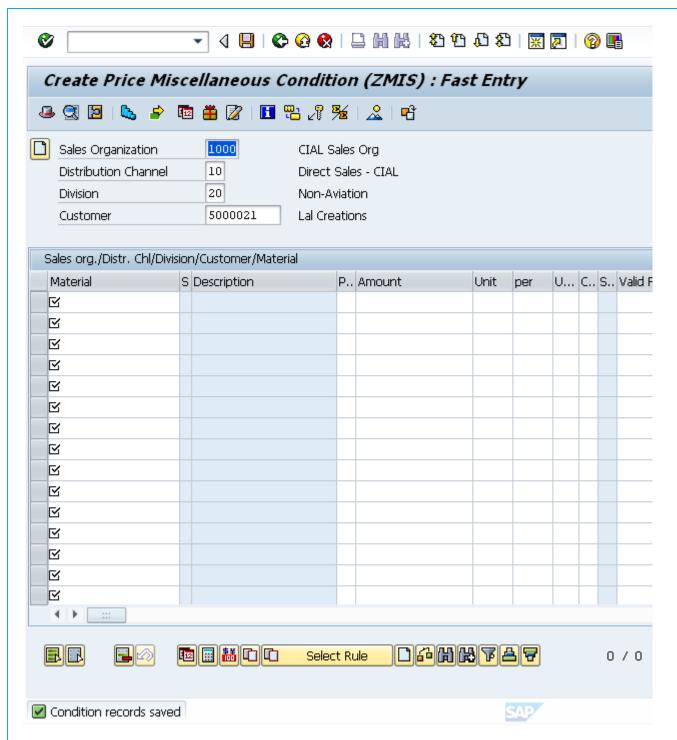
Click on Continue 🗹 icon.



Enter the details

#### Select Processing Status as Blocked (B)

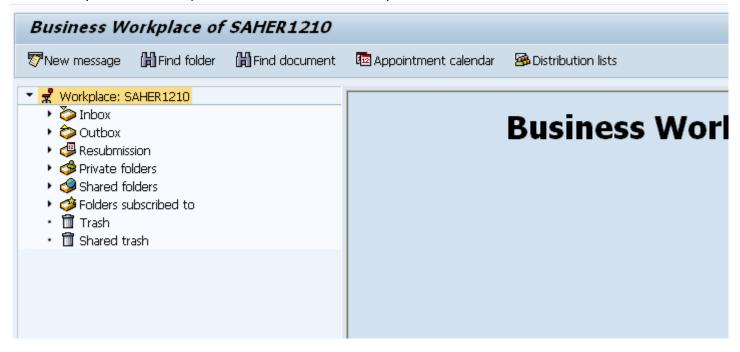


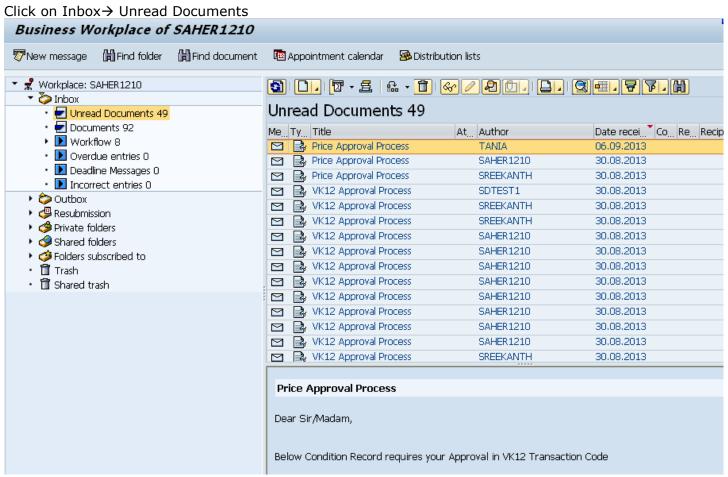


When the condition record is created with processing status as "B", a mail is triggered to SAP Mail box of Price Master Approver.

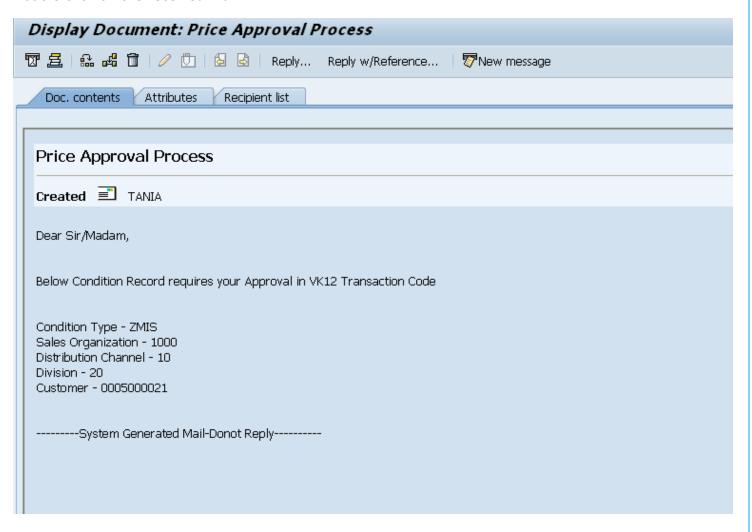
#### 1.3. Check inbox of Price Master Approver for mail on request for approving the condition record created.

In SAP Easy access screen, click on icon for inbox 2 , select Inbox





Double click on the received mail



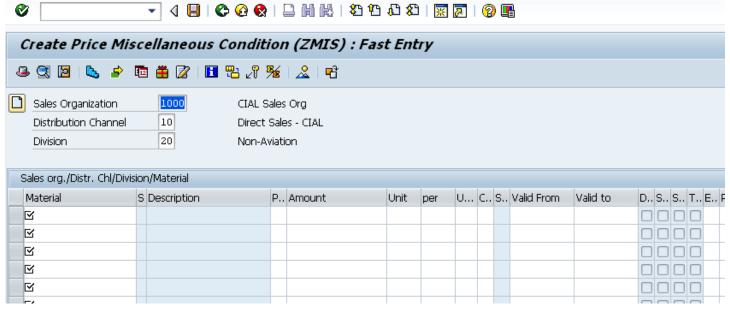
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released which is explained later (Approve Price Master in Change Mode)

#### **Key Combination 2:**

Sales Organization/ Distribution Channel/ Division/ Material

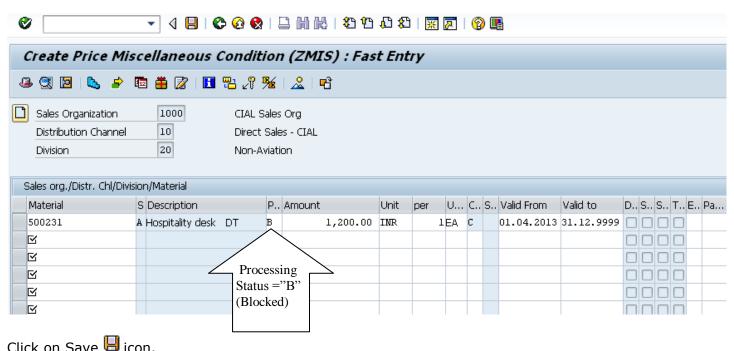


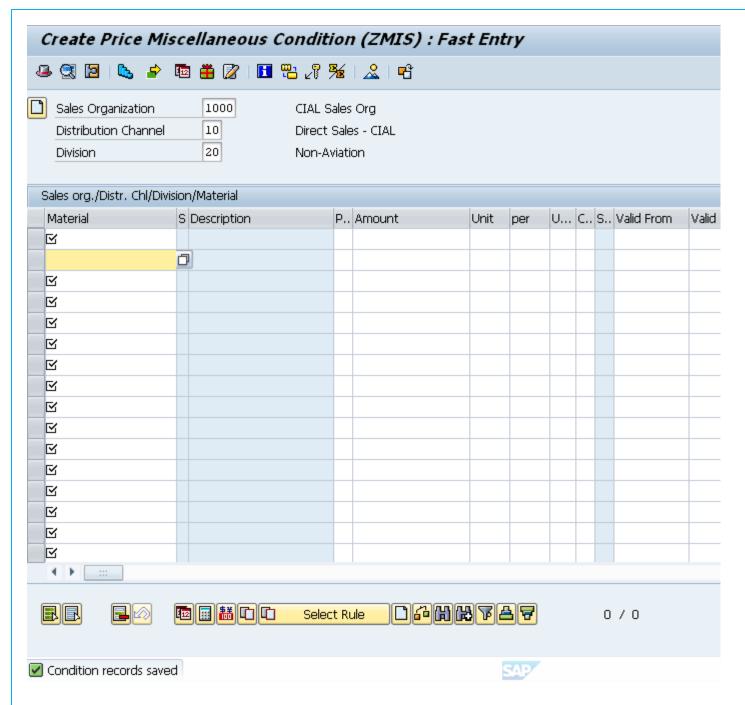
Click on Continue icon.

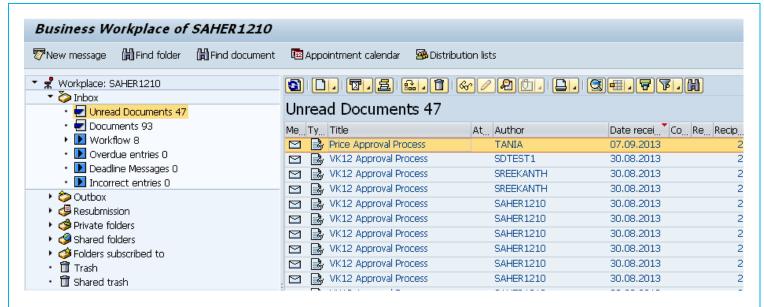


Enter the details

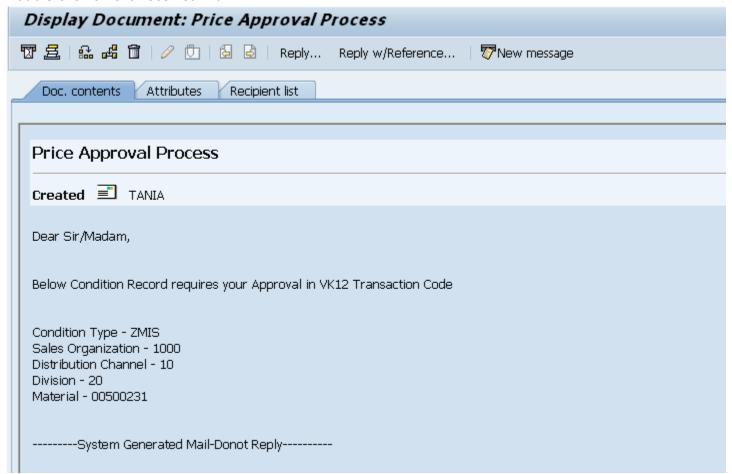
Select Processing Status as Blocked (B)





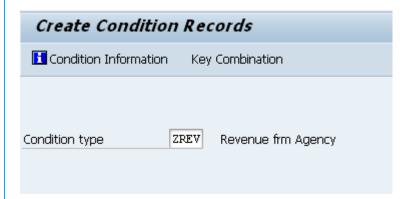


Double click on the received mail.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

### **FOR CONDITION TYPE ZREV,**



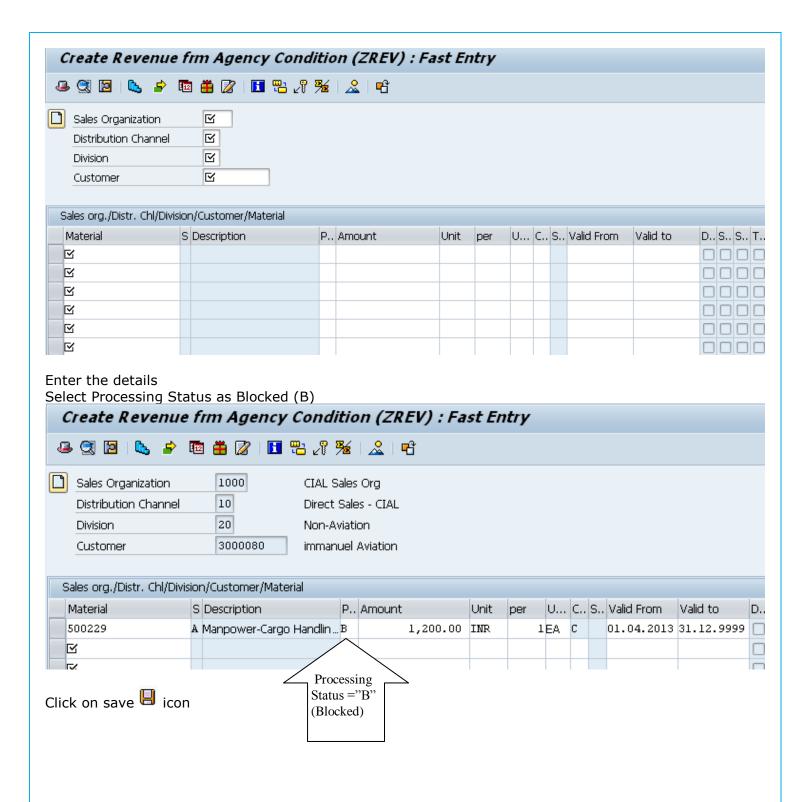
Click on Key Combination icon

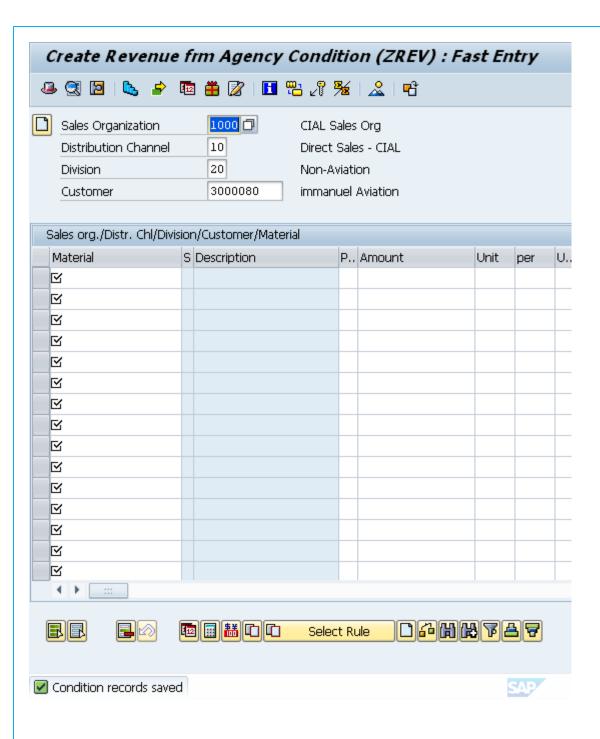
### **Key Combination 1:**

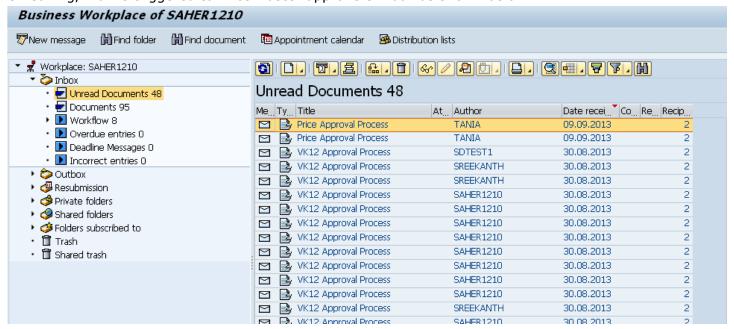
Sales Organization/ Distribution Channel/ Division/ Customer/ Material



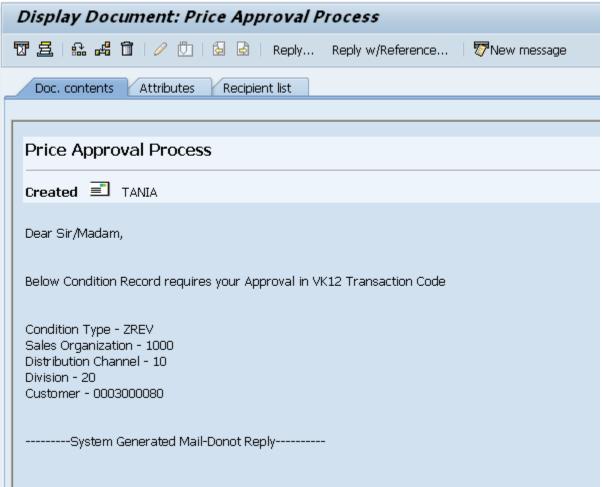
Click on Continue 🗹 icon.







Double click on the mail received.



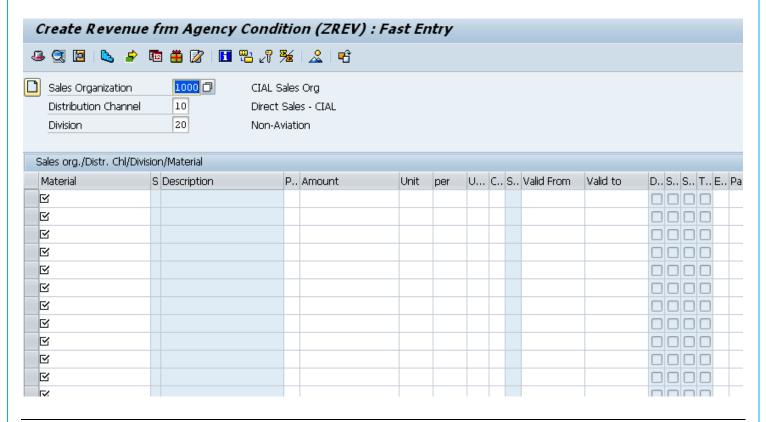
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

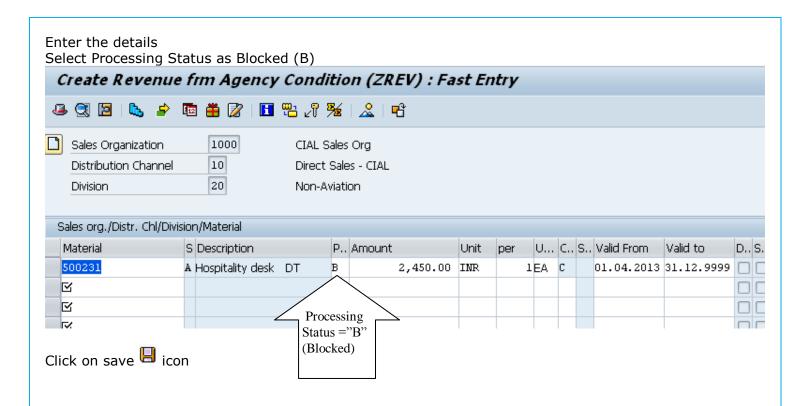
#### **Key Combination 2:**

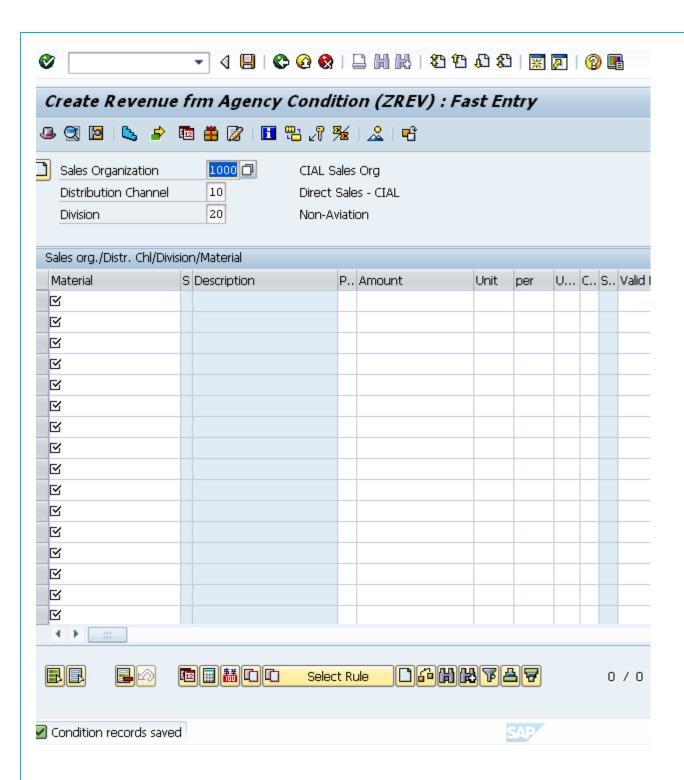
Sales Organization/ Distribution Channel/ Division/ Material

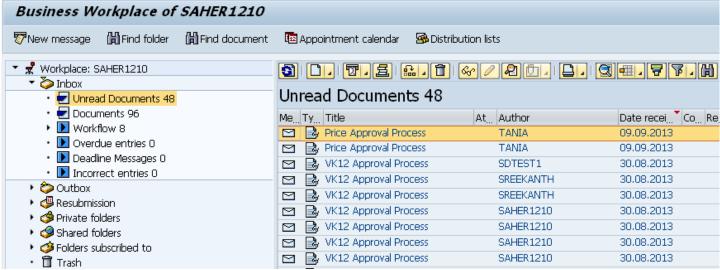


Click on Continue icon.

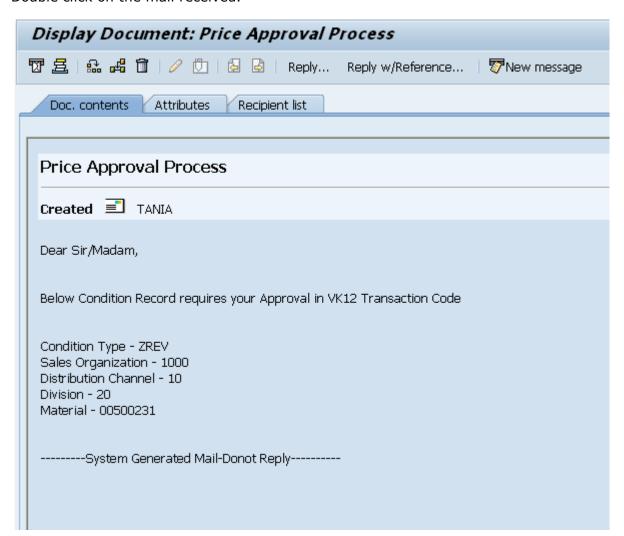








Double click on the mail received.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

#### FOR CONDITION TYPE ZRMA,



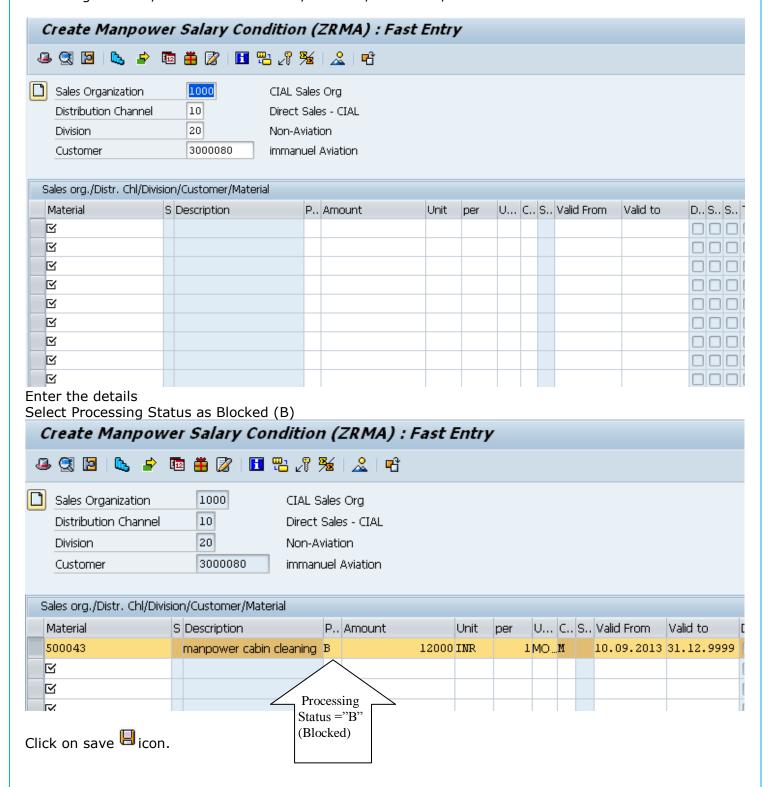
Click on Key Combination icon

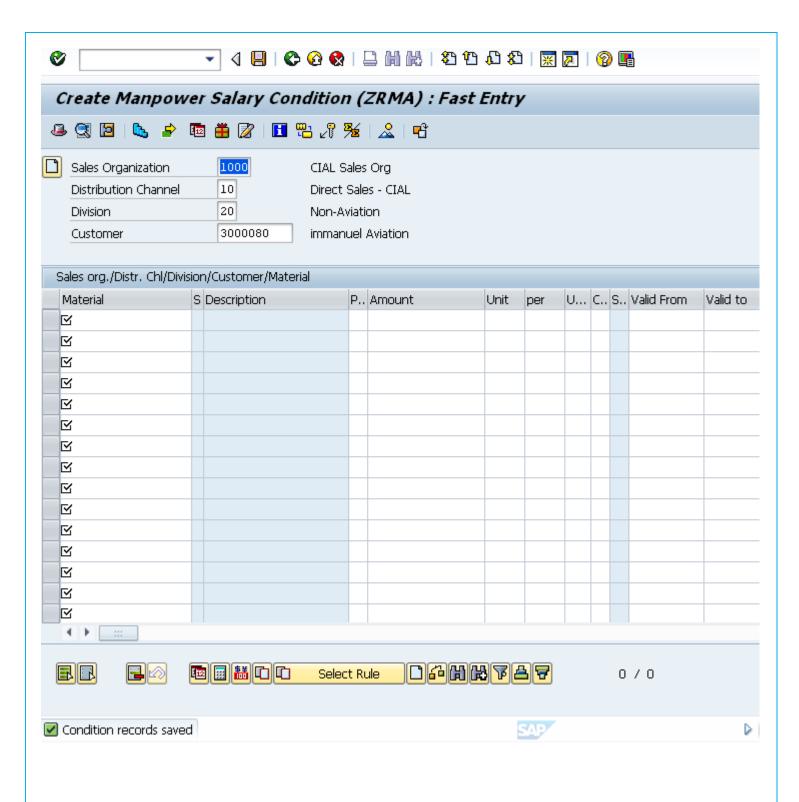


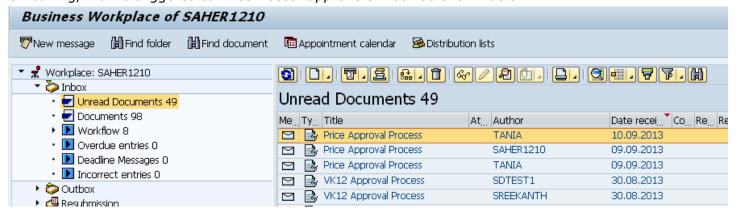
Select the combination and click on Continue  ${\color{red} \,}^{\color{red} \,}$  icon.

#### **Key Combination 1:**

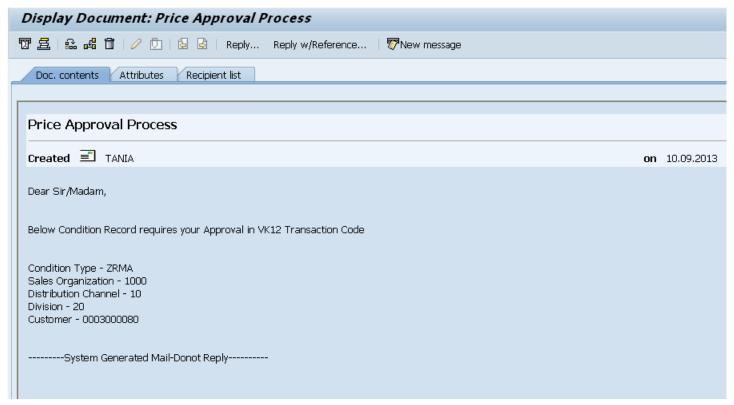
Sales Organization/ Distribution Channel/ Division/ Customer/ Material







Double click on the mail received.



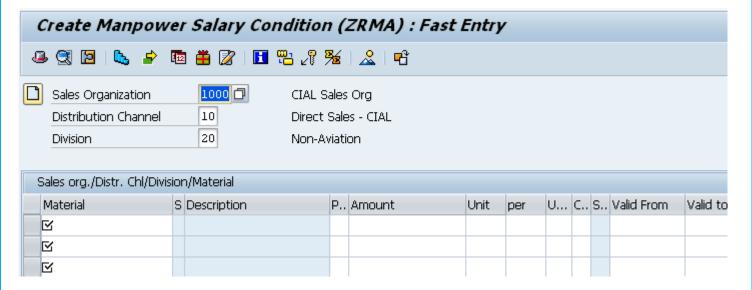
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

### **Key Combination 2:**

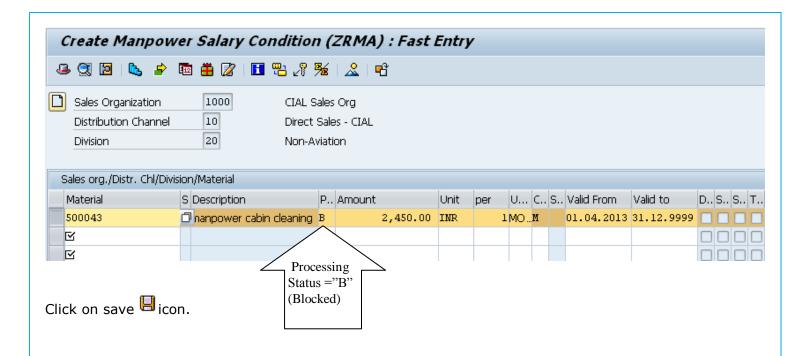
Sales Organization/ Distribution Channel/ Division/ Material

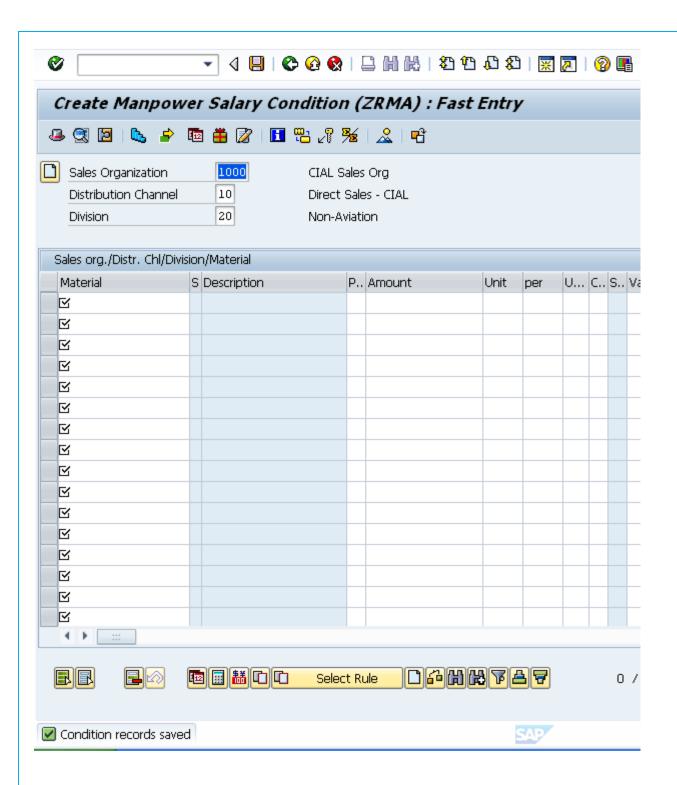


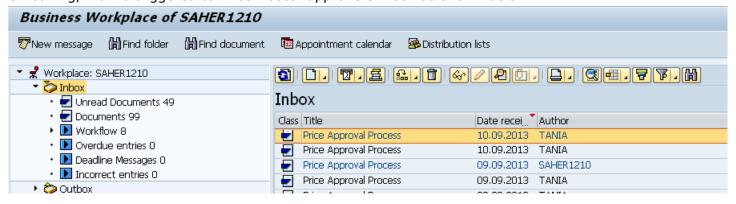
Click on Continue icon.



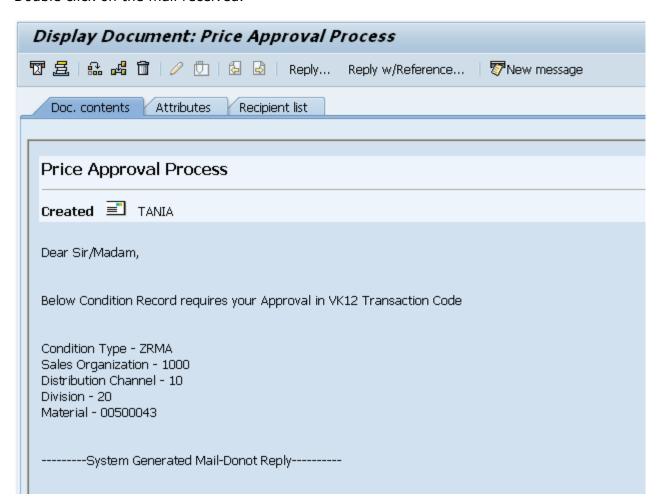
Enter the details Select Processing Status as Blocked (B)





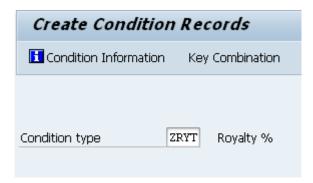


Double click on the mail received.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

### FOR CONDITION TYPE ZRYT,



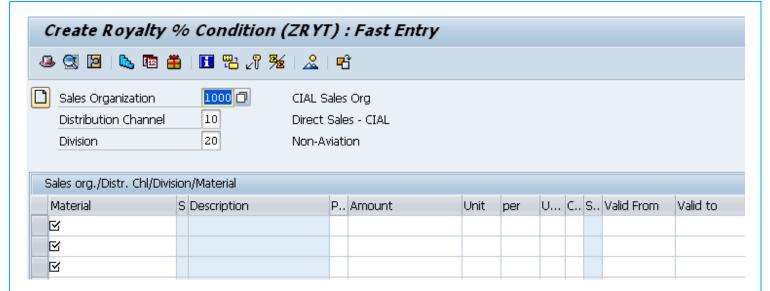
Click on Key Combination icon

#### **Key Combination 1:**

Sales Organization/ Distribution Channel/ Division/ Material

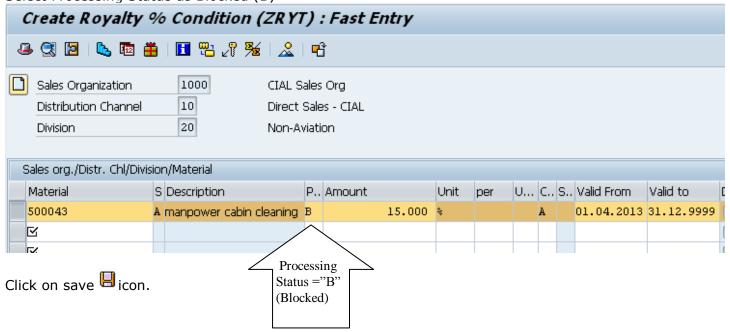


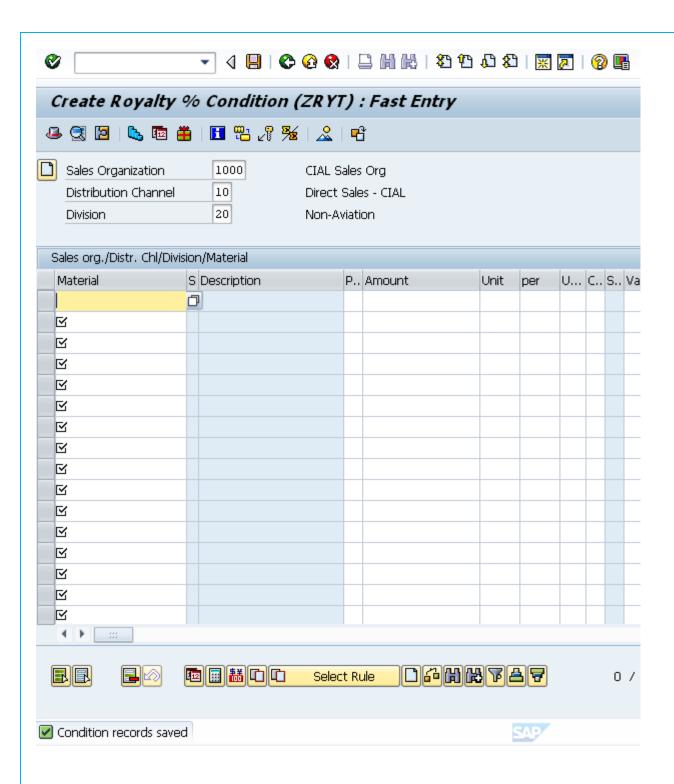
Click on Continue icon.

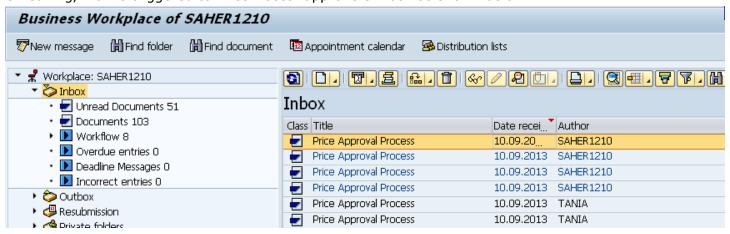


#### Enter the details

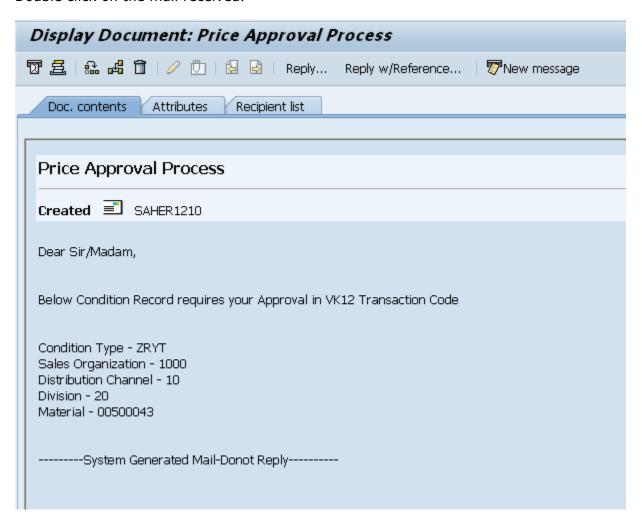
Select Processing Status as Blocked (B)







Double click on the mail received.



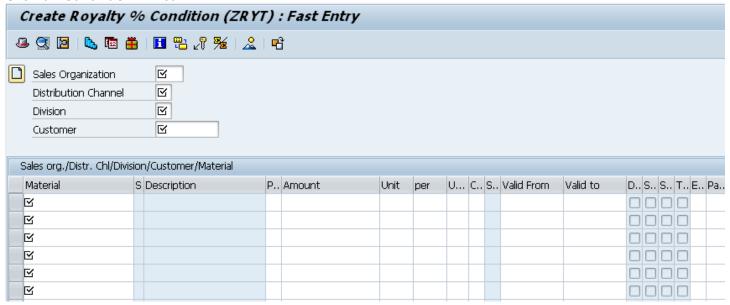
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

#### **Key Combination 2:**

Sales Organization/ Distribution Channel/ Division/Customer/Material

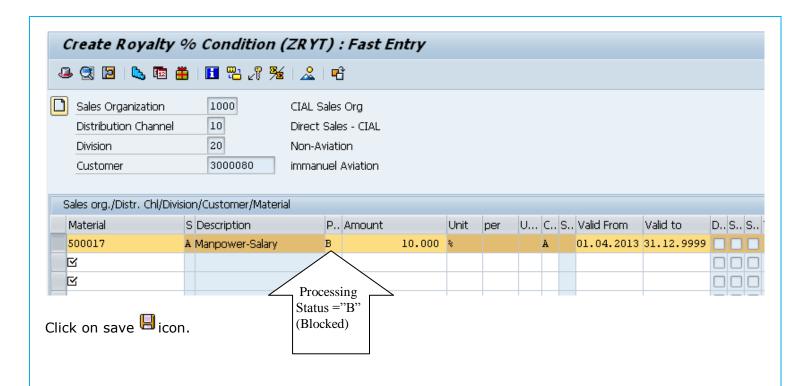


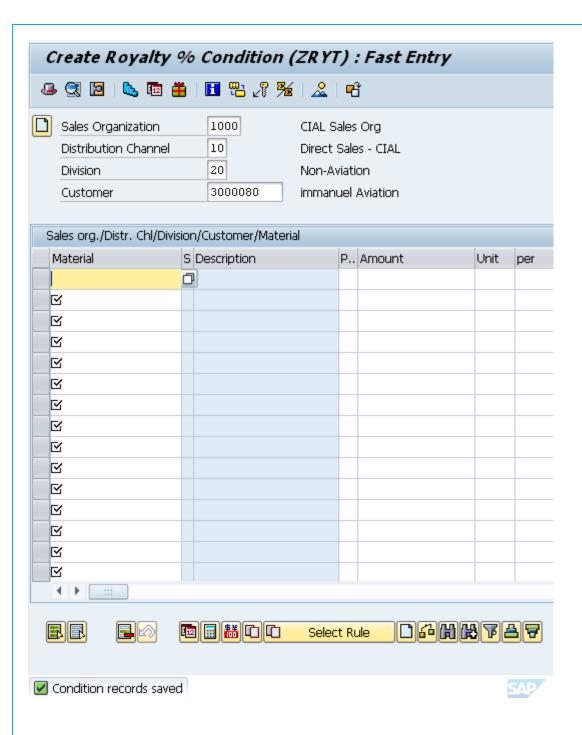
Click on Continue icon.

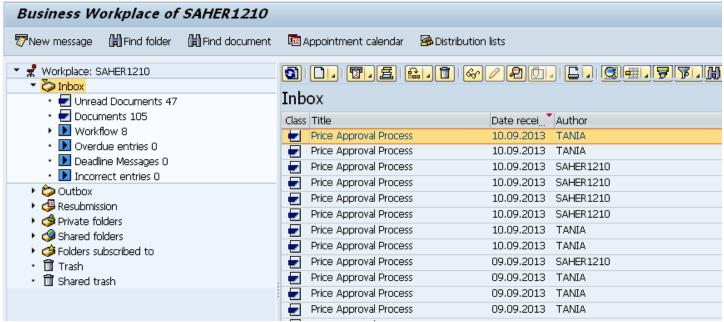


Enter the details

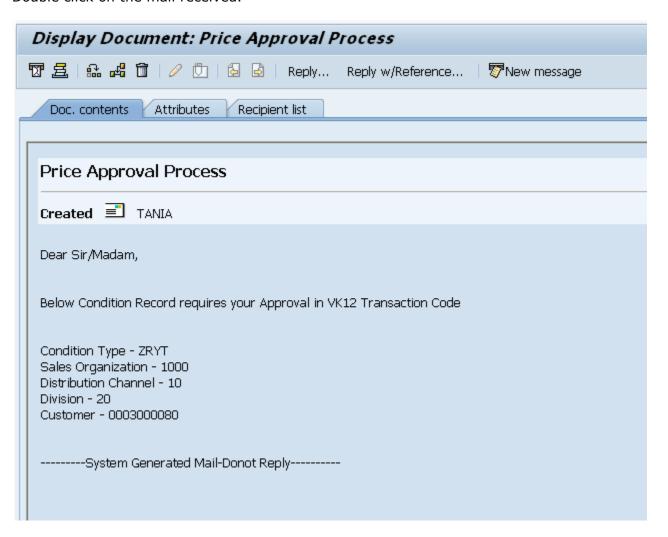
Select Processing Status as Blocked (B)







Double click on the mail received.

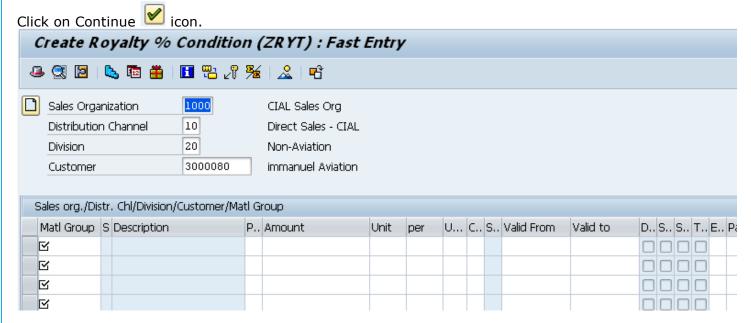


Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

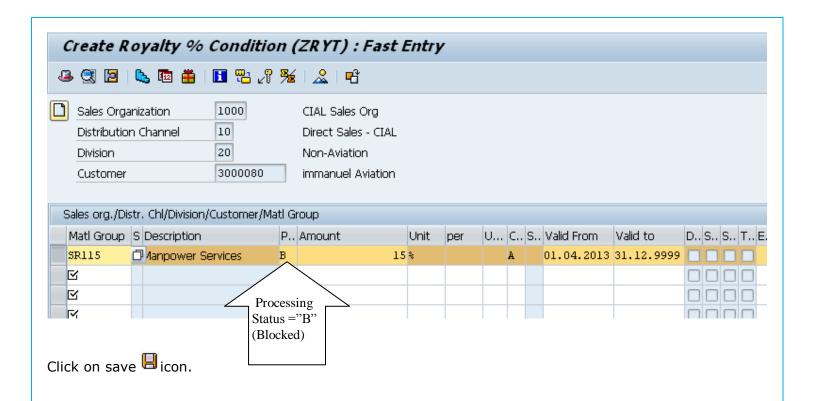
#### **Key Combination 3:**

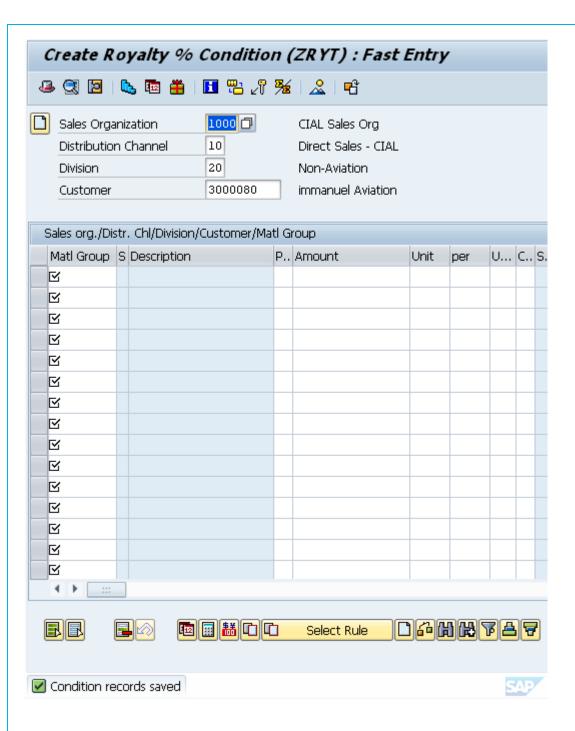
Sales Organization/ Distribution Channel/ Division/Customer/Material Group

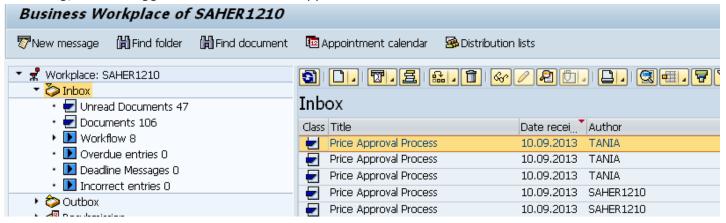




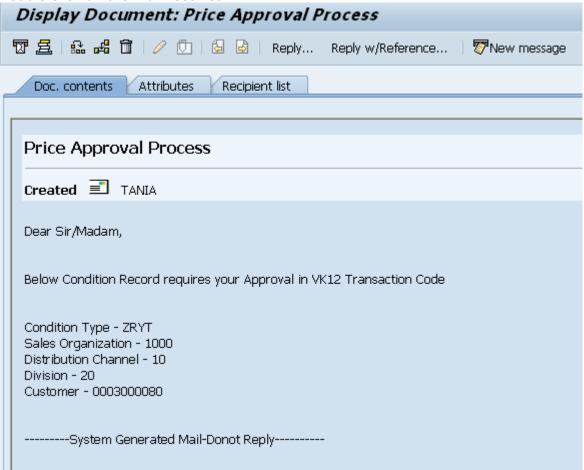
Enter the details Select Processing Status as Blocked (B)







Double click on the mail received.



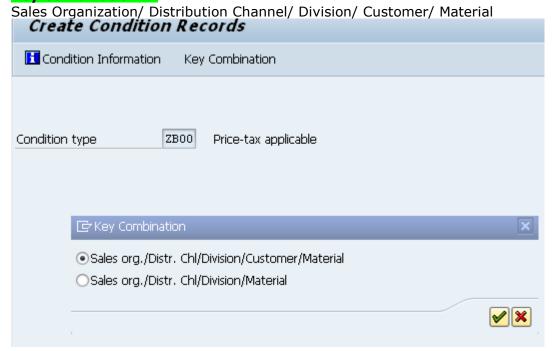
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

### **FOR CONDITION TYPE ZB00,**

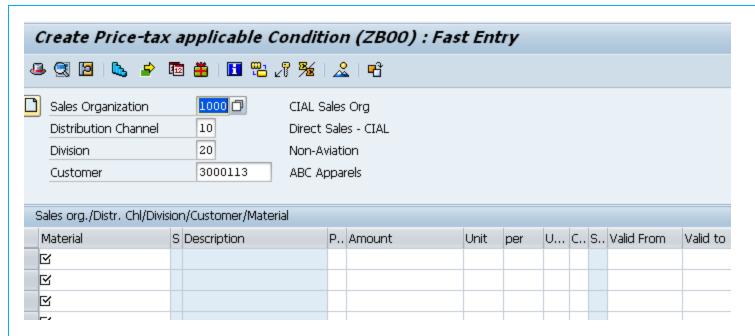


Click on Key Combination icon

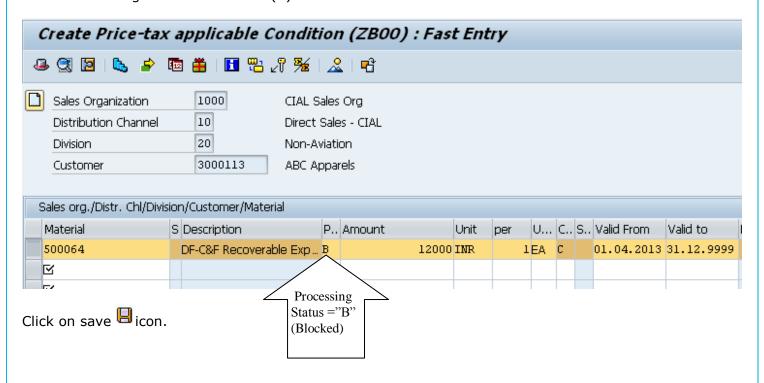
#### **Key Combination 1:**

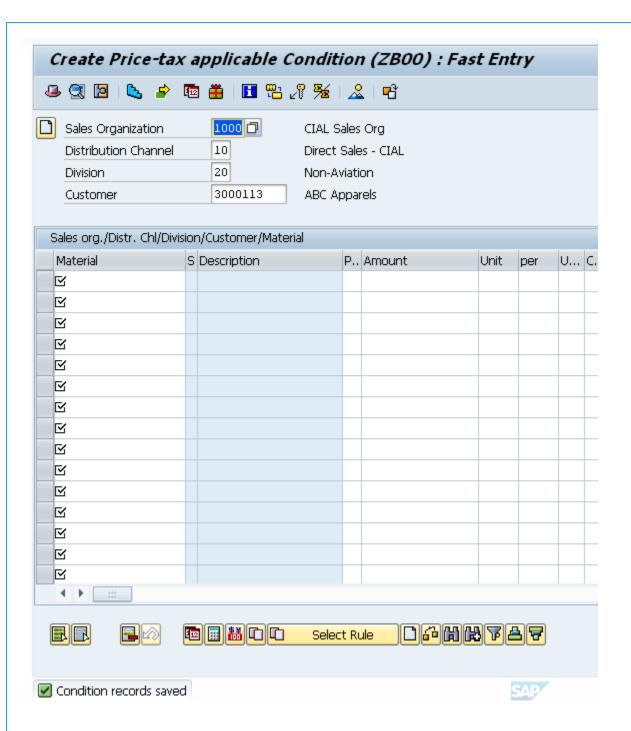


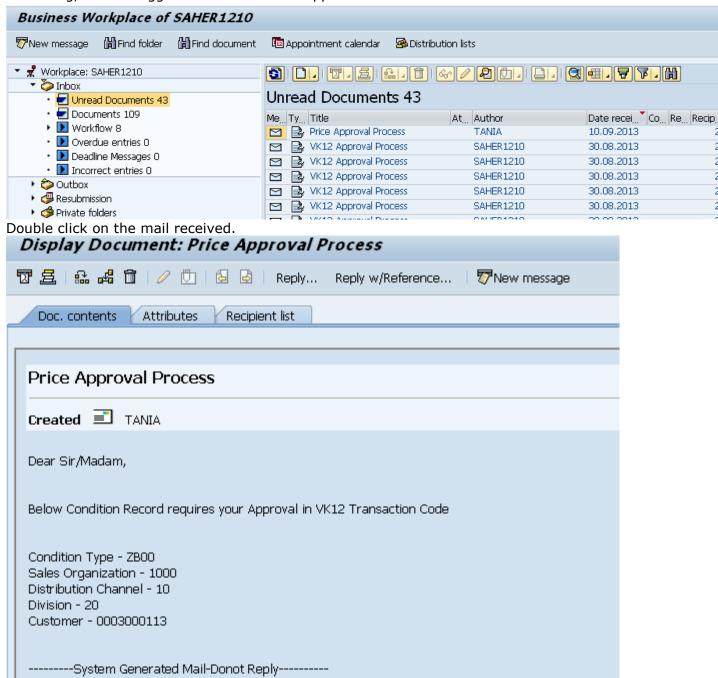
Click on Continue icon.



Enter the details Select Processing Status as Blocked (B)







Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

2

2

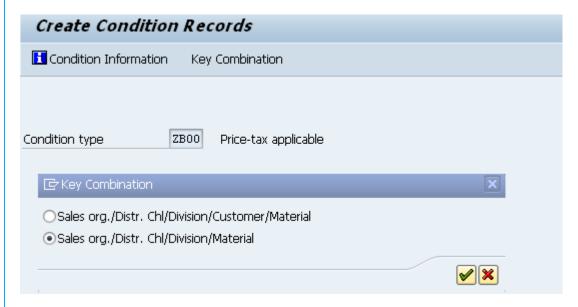
2

2

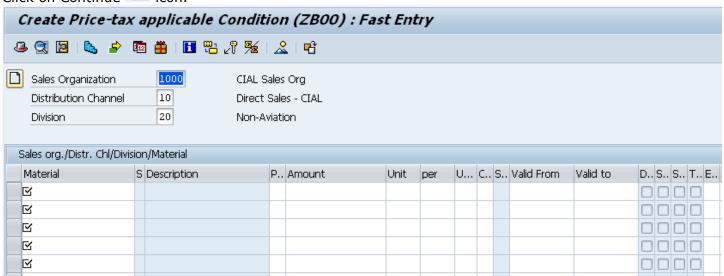
2

### **Key Combination 2:**

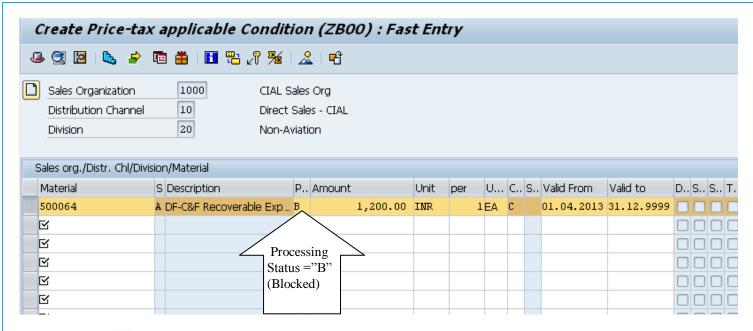
Sales Organization/ Distribution Channel/ Division/ Material



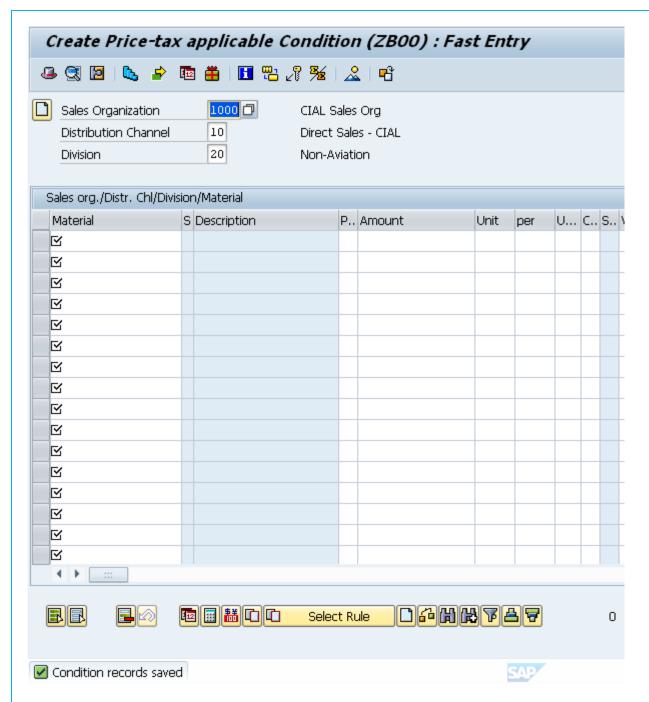
Click on Continue icon.

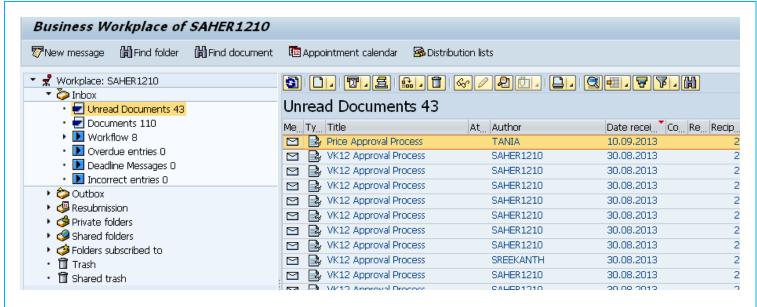


Enter the details Select Processing Status as Blocked (B)

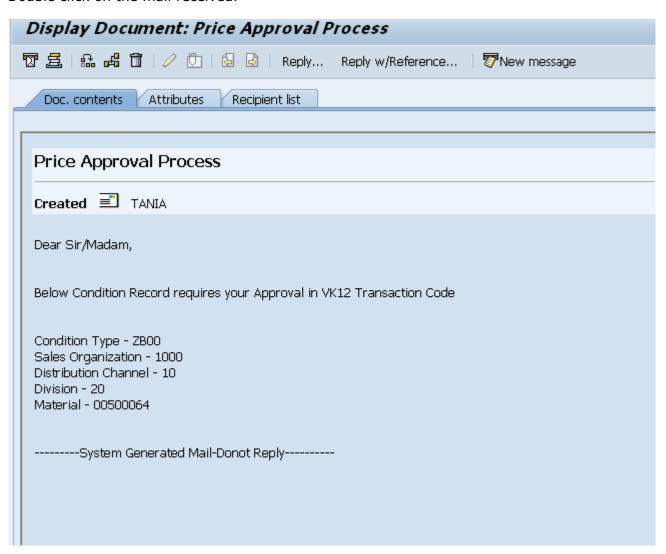


Click on save  $\blacksquare$  icon.





Double click on the mail received.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

# FOR CONDITION TYPE ZD00,

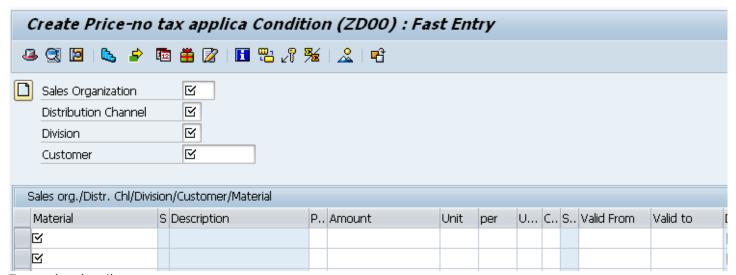


Click on Key Combination icon

# **Key Combination 1:**

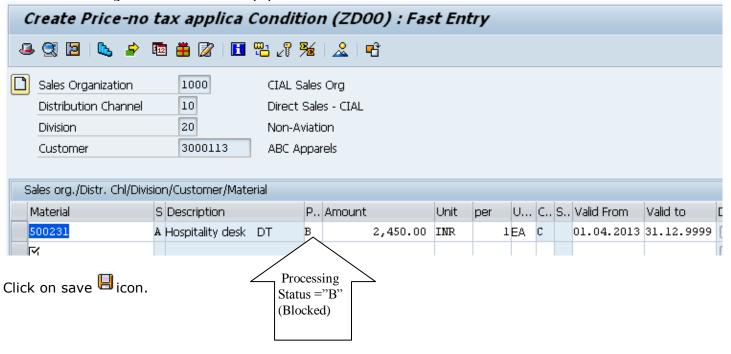
Sales Organization/ Distribution Channel/ Division/ Material

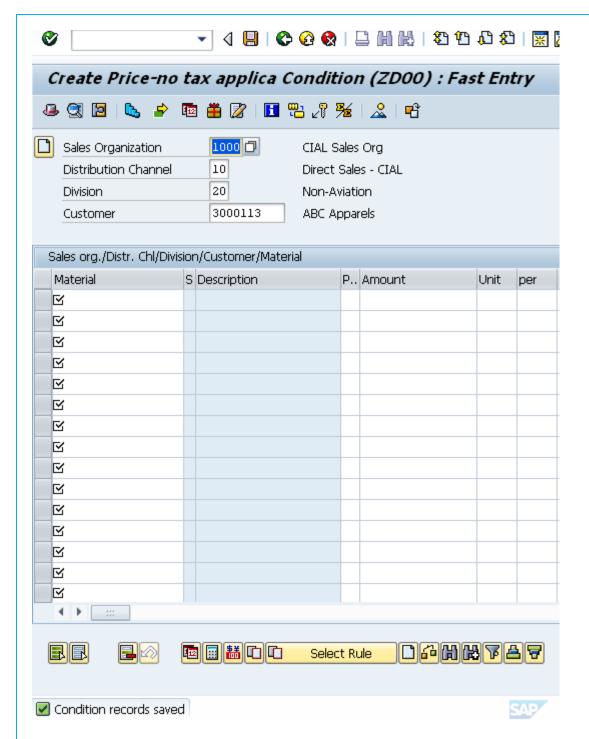


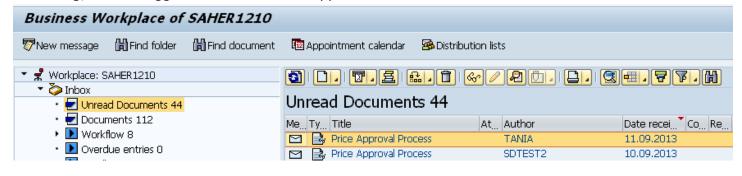


Enter the details

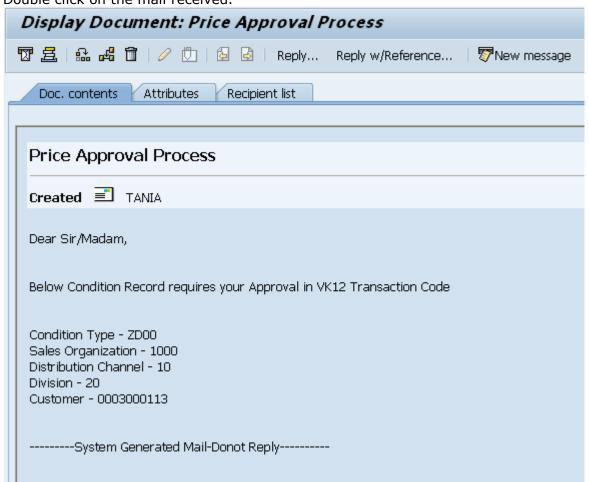
Select Processing Status as Blocked (B)







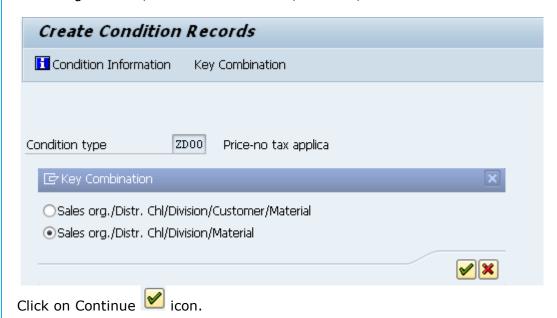
Double click on the mail received.

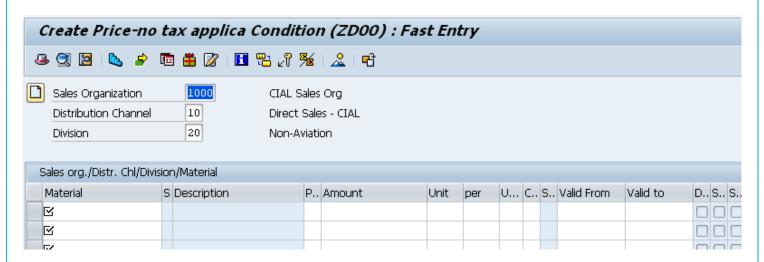


Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

#### **Key Combination 2:**

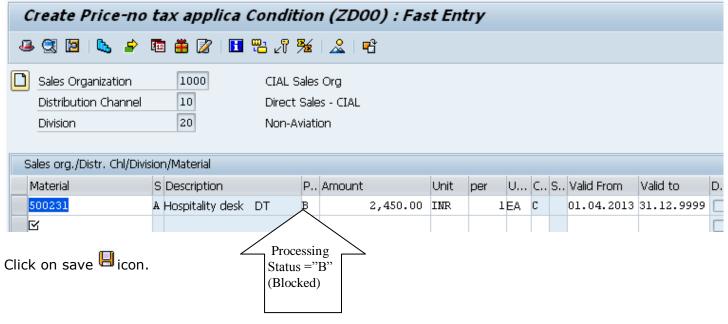
Sales Organization/ Distribution Channel/ Division/ Material

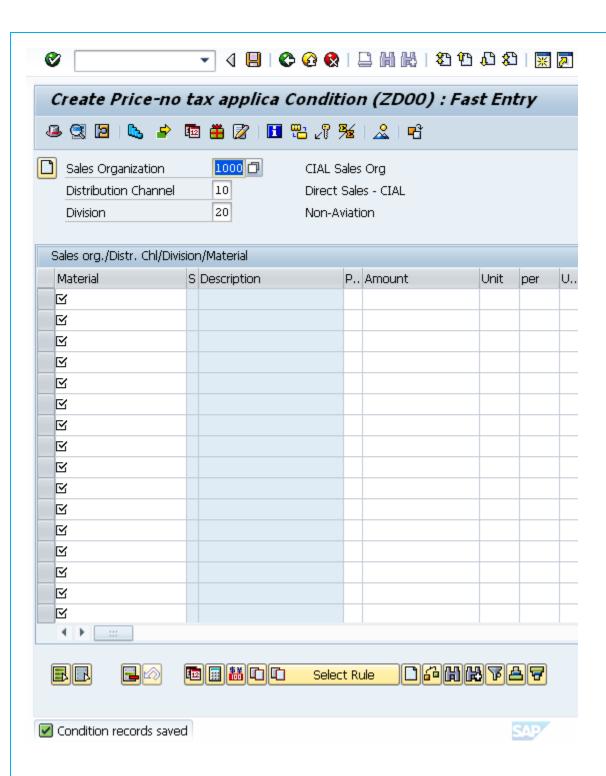


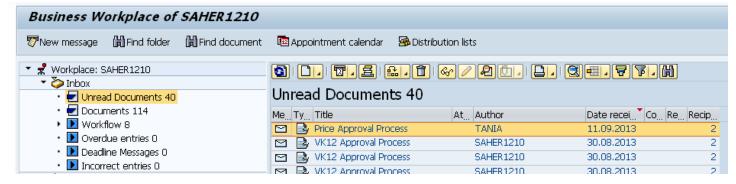


Enter the details

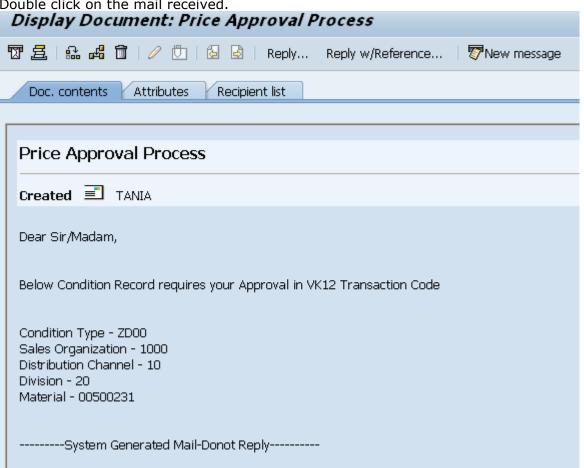
Select Processing Status as Blocked (B)







Double click on the mail received.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

# FOR CONDITION TYPE ZPDC,



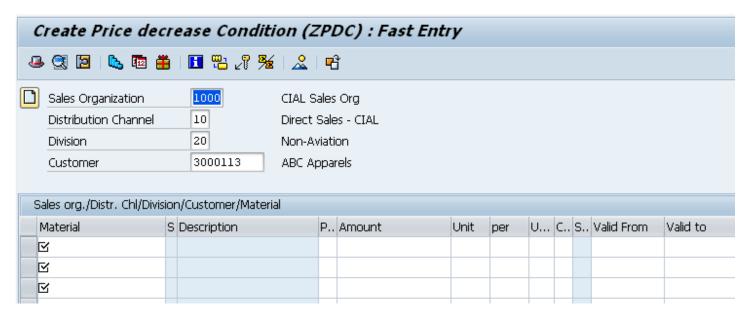
Click on Key Combination icon

# **Key Combination 1:**

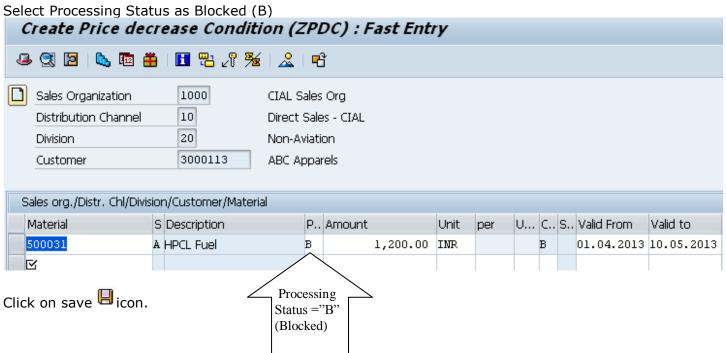
Sales Organization/ Distribution Channel/ Division/ Customer/ Material

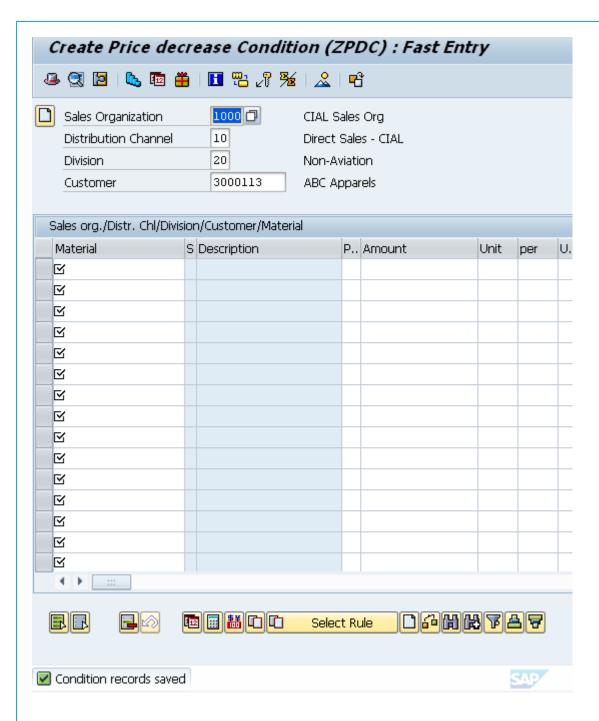


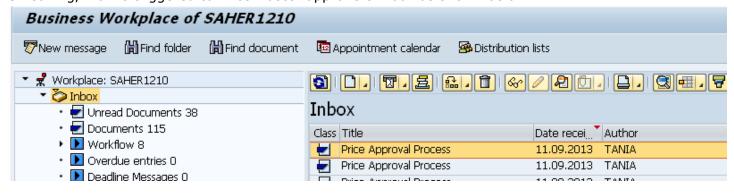
Click on Continue icon.

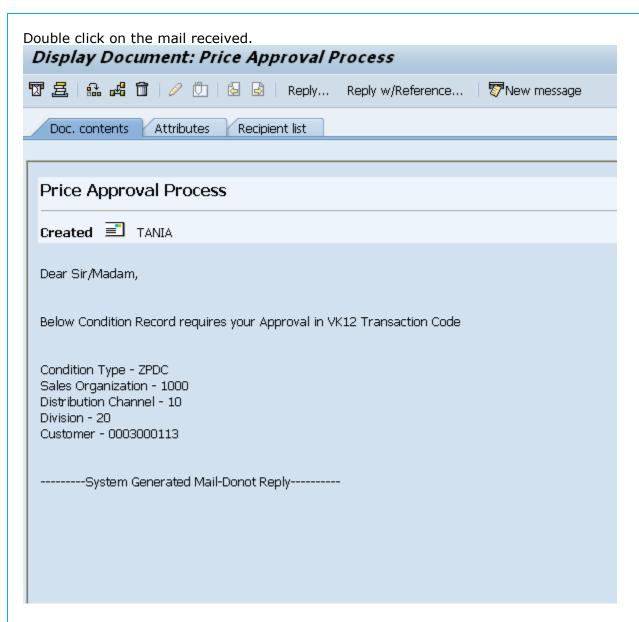


Enter the details





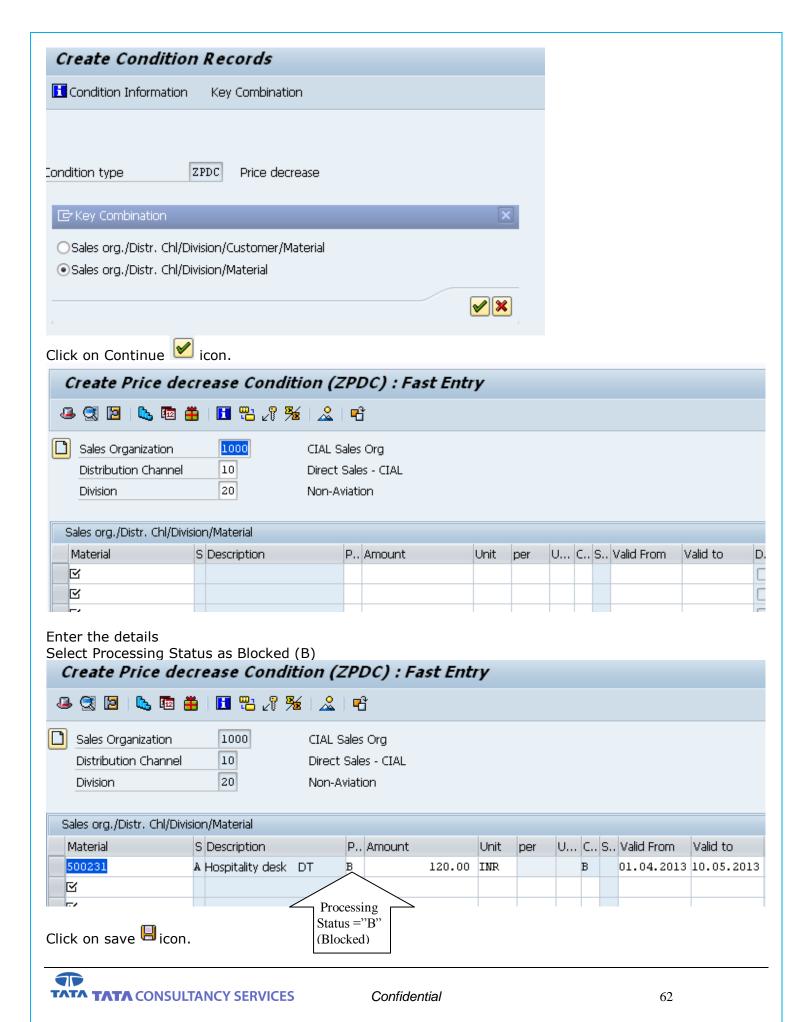


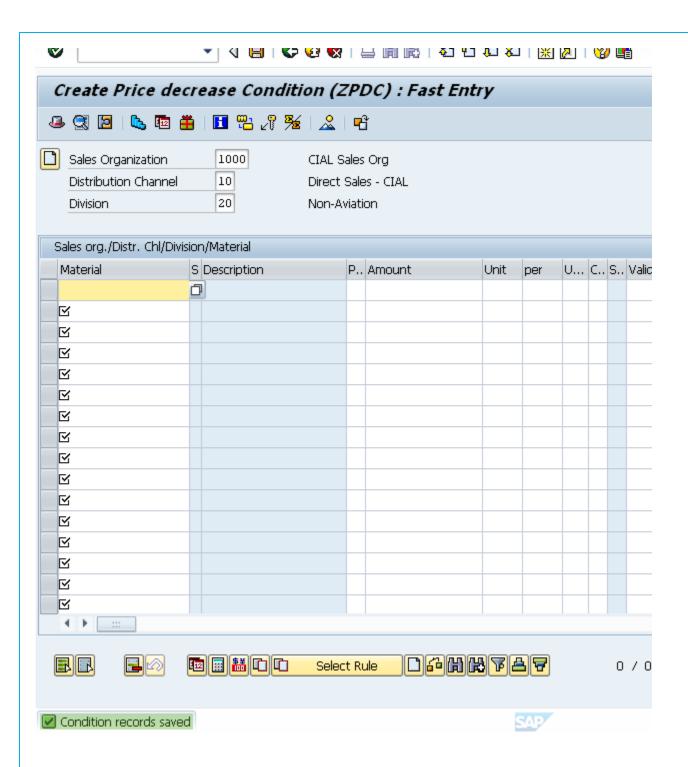


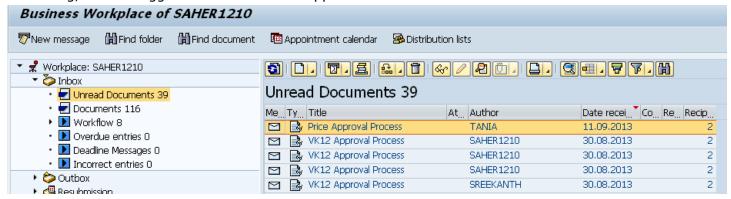
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

# **Key Combination 2:**

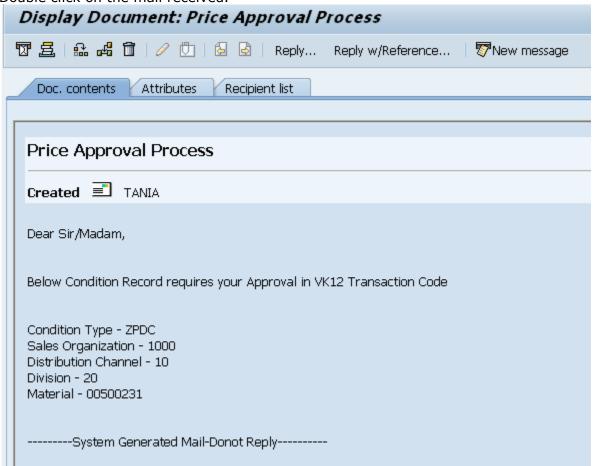
Sales Organization/ Distribution Channel/ Division/ Material







Double click on the mail received.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

# FOR CONDITION TYPE ZPIN,



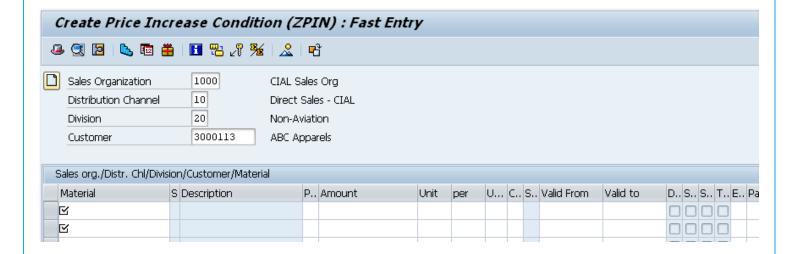
Click on Key Combination icon

#### **Key Combination 1:**

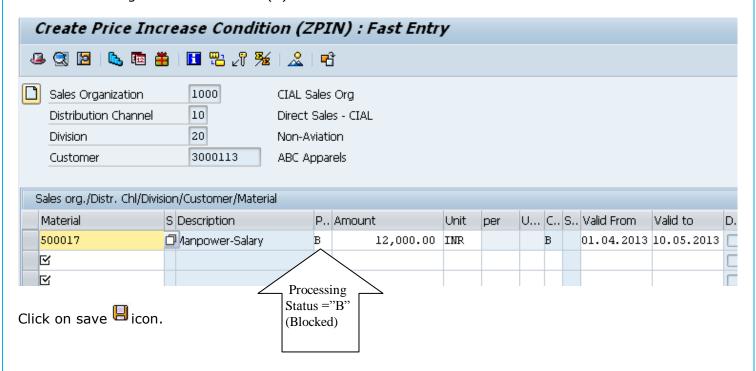
Sales Organization/ Distribution Channel/ Division/ Customer/ Material

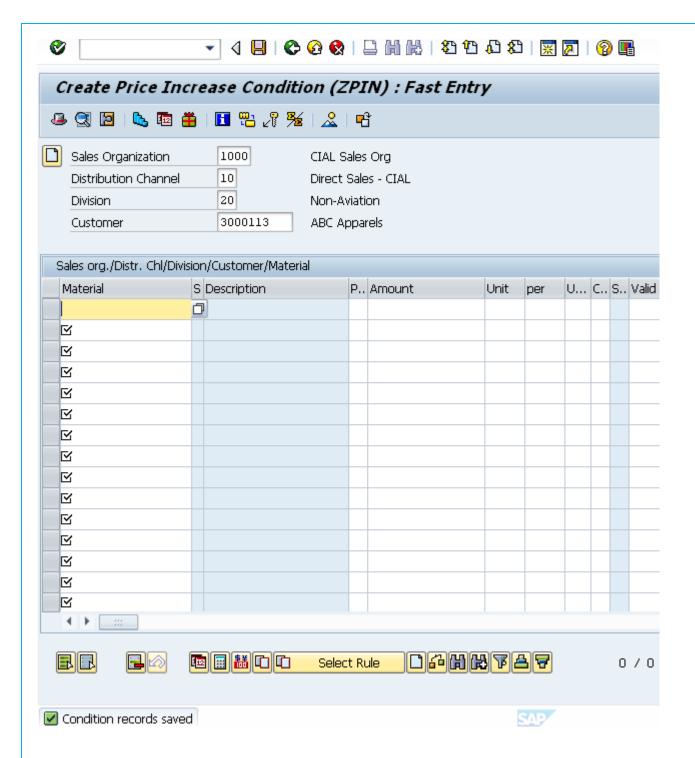


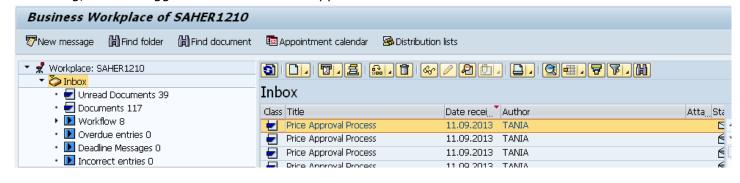
Click on Continue 🗹 icon.

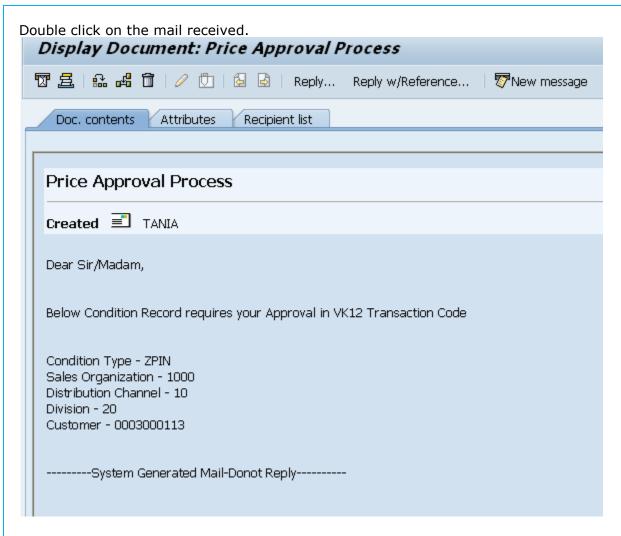


Enter the details Select Processing Status as Blocked (B)







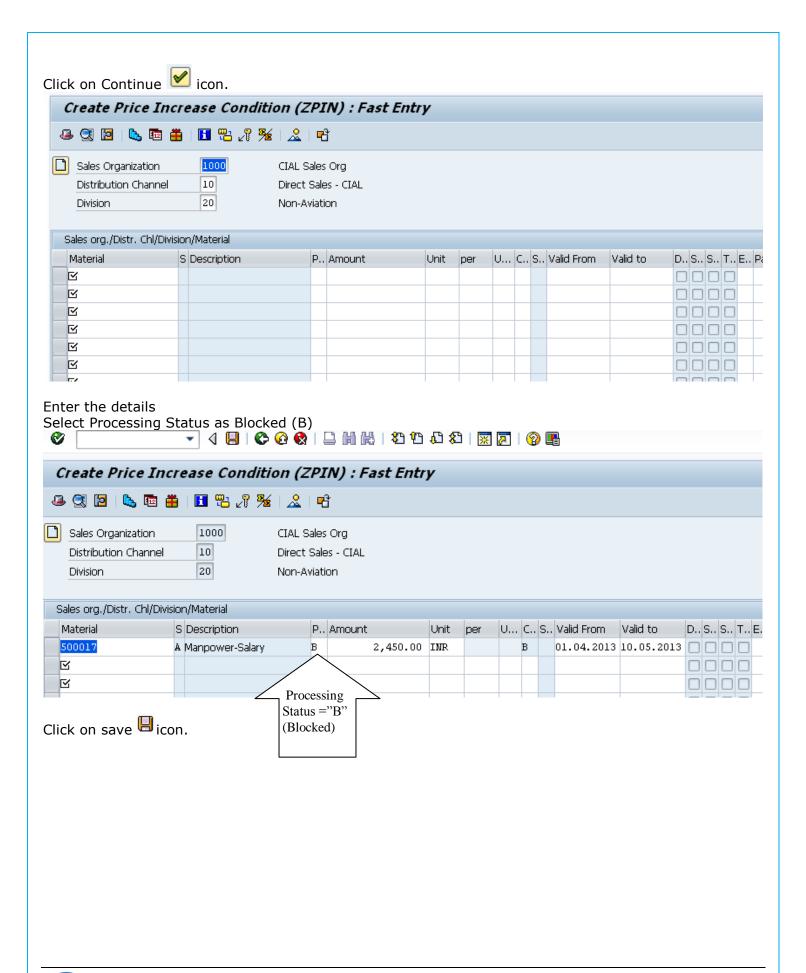


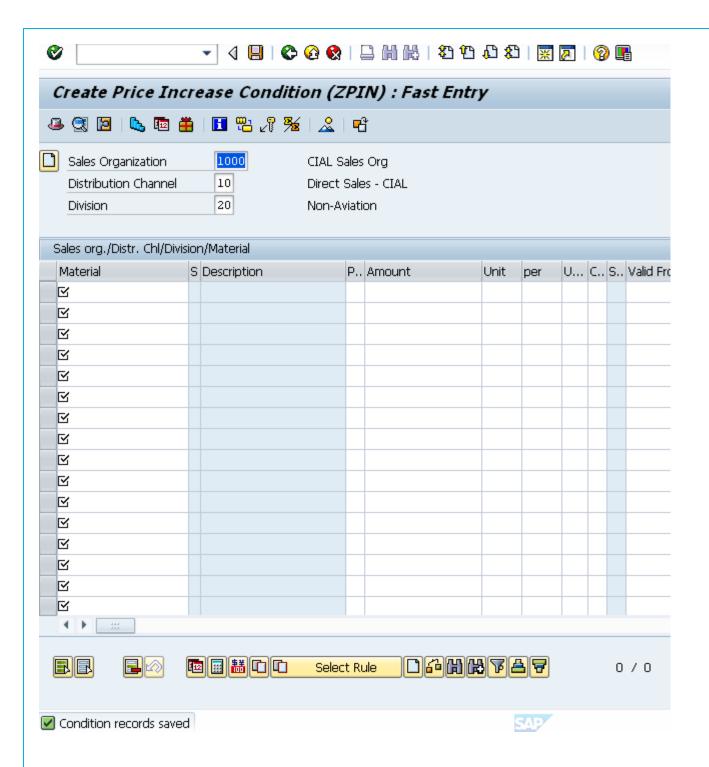
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

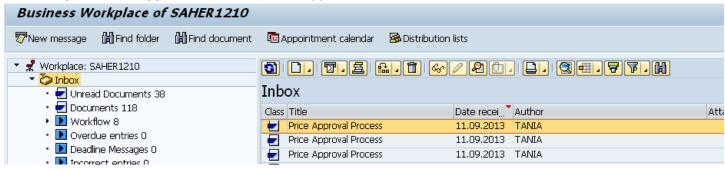
### **Key Combination 2:**

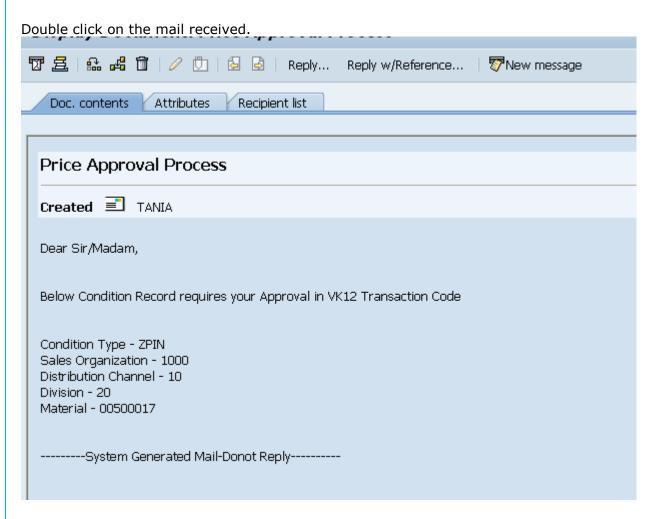
Sales Organization/ Distribution Channel/ Division/ Material



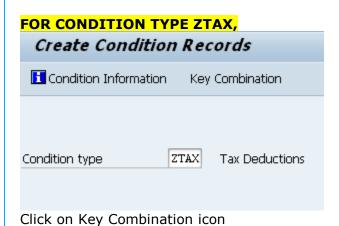






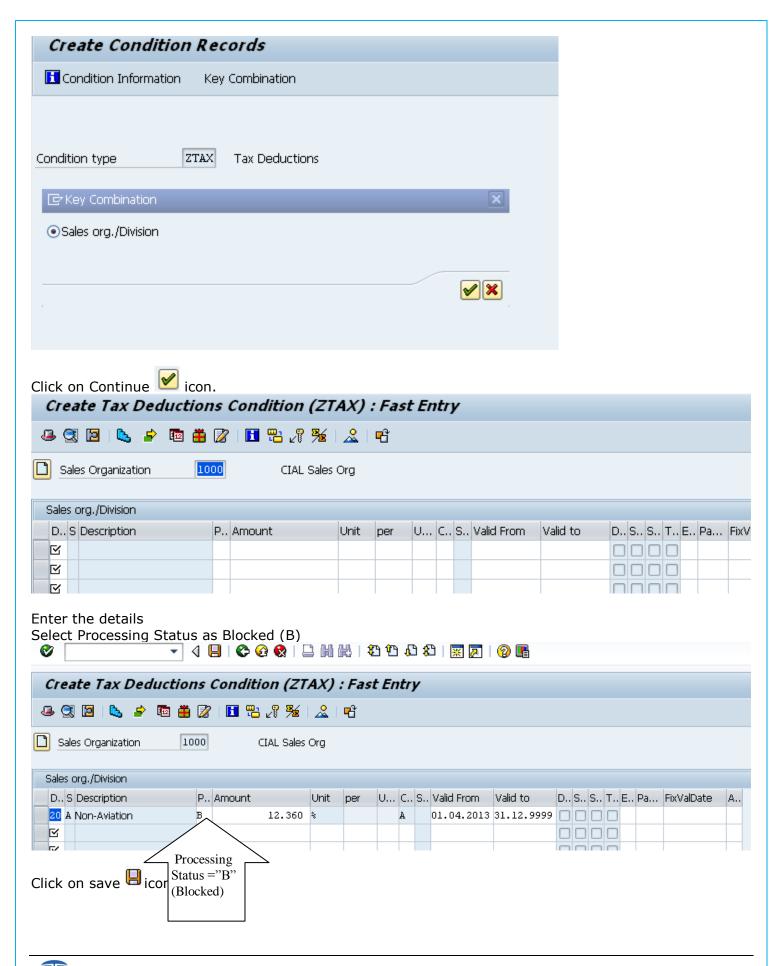


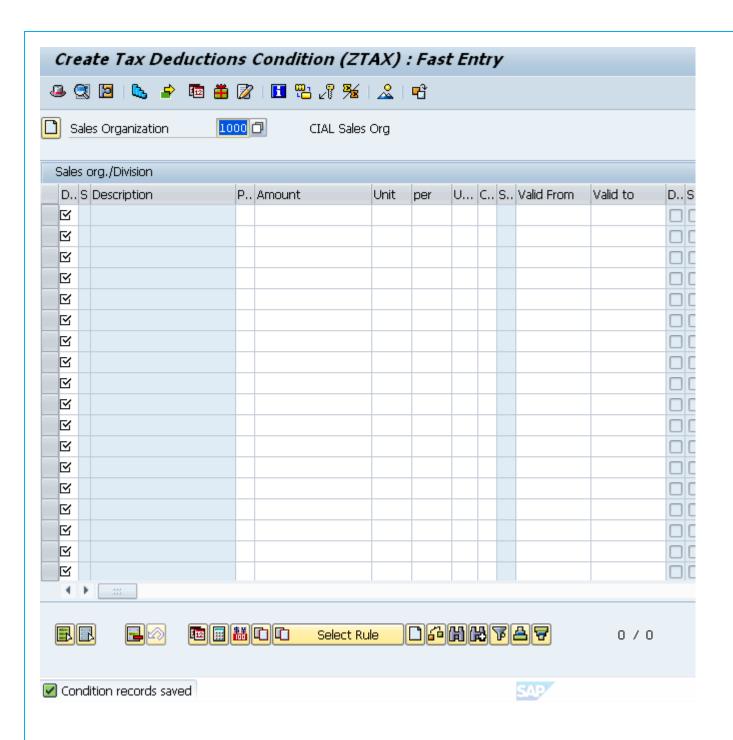
Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.



#### **Key Combination:**

Sales Organization/ Division





#### FOR CONDITION TYPE JSER,

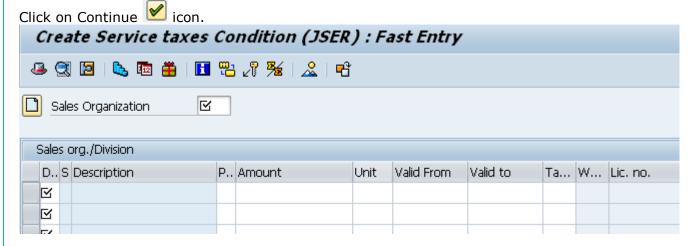


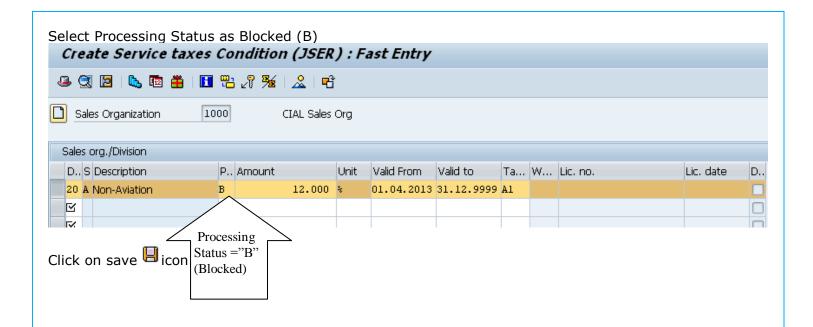
Click on Key Combination icon

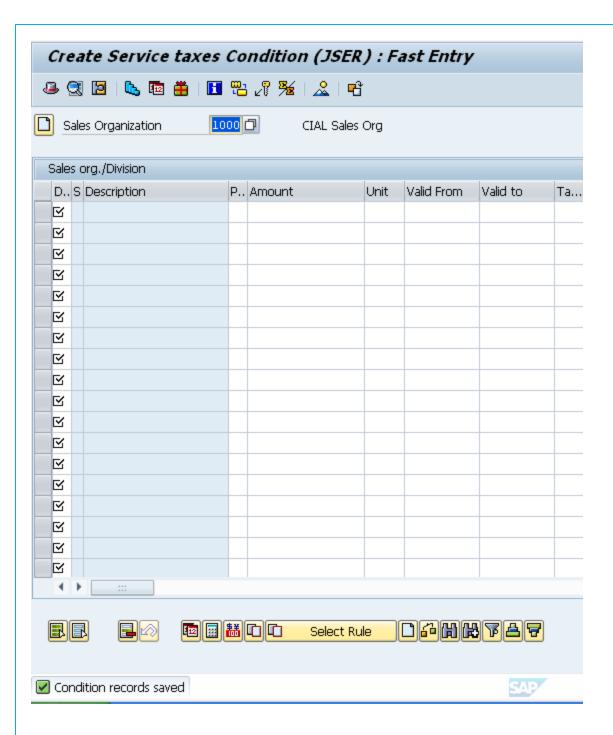
#### **Key Combination:**

Sales Organization/ Division

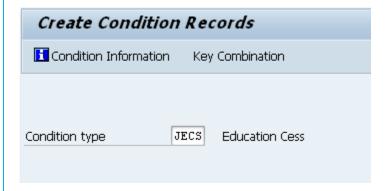








#### FOR CONDITION TYPE JECS,

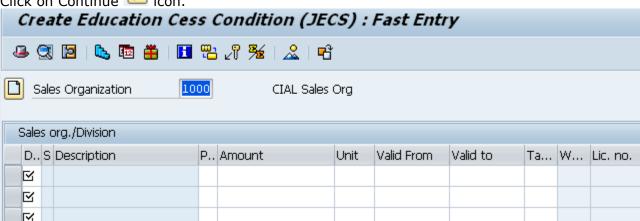


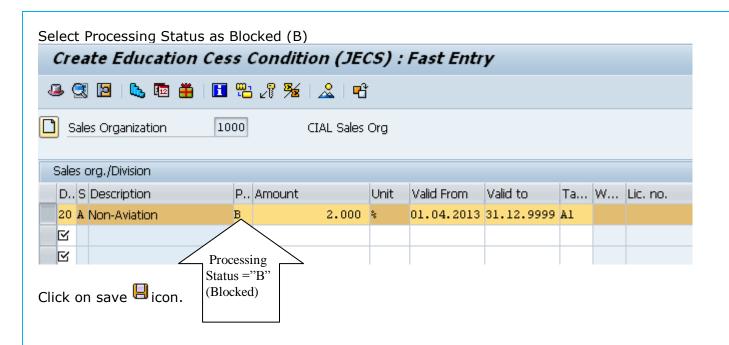
Click on Key Combination icon

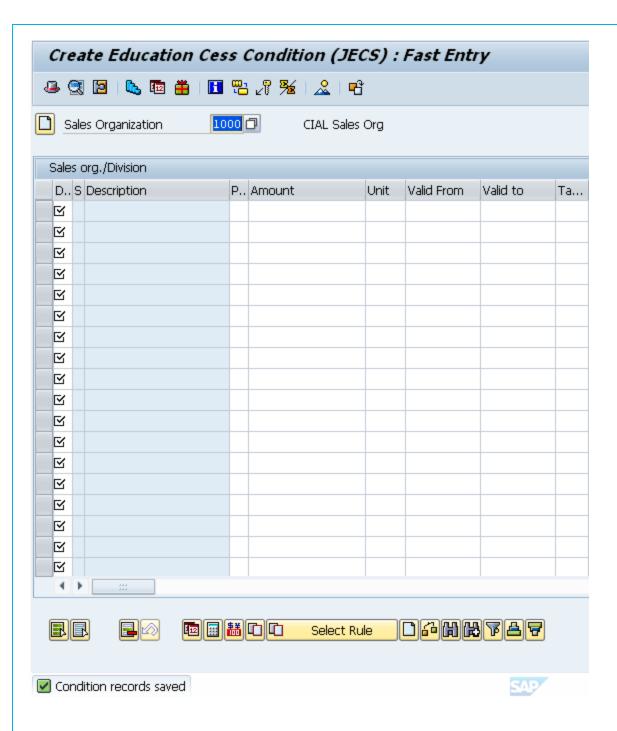
#### **Key Combination:**

Sales Organization/ Division









#### FOR CONDITION TYPE JSHE,

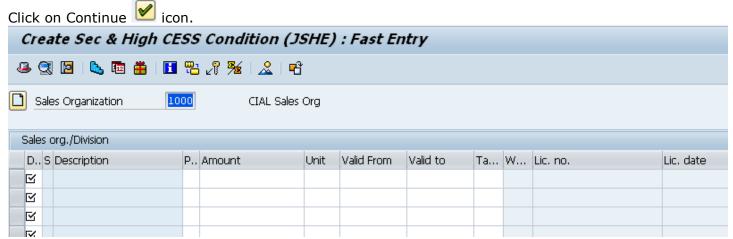


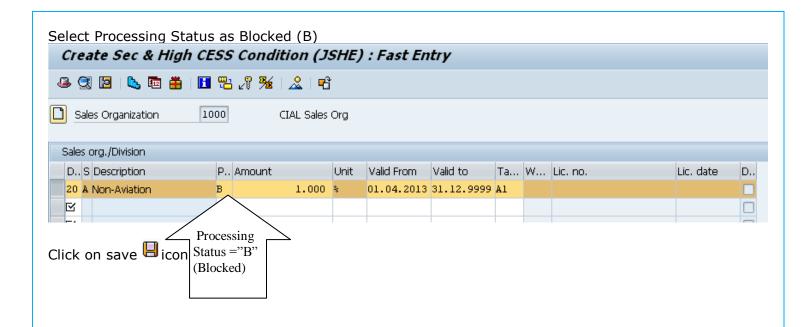
Click on Key Combination icon

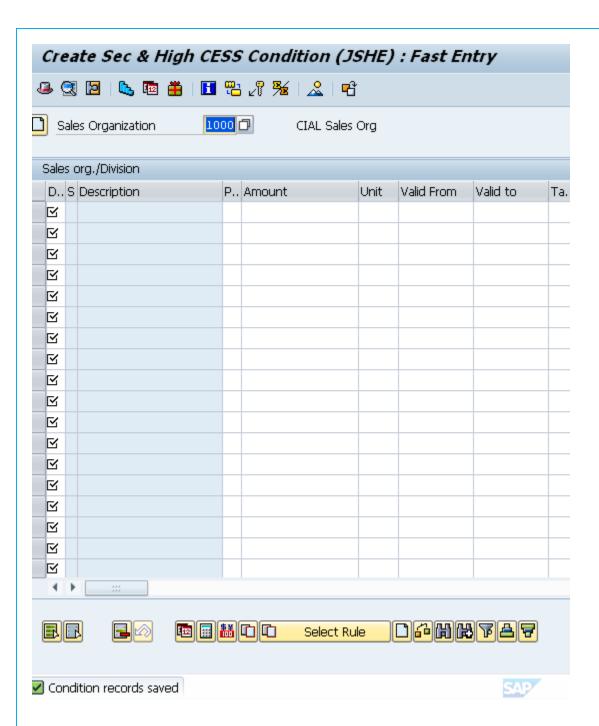
#### **Key Combination:**

Sales Organization/Division

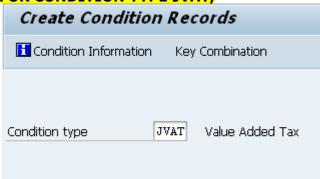








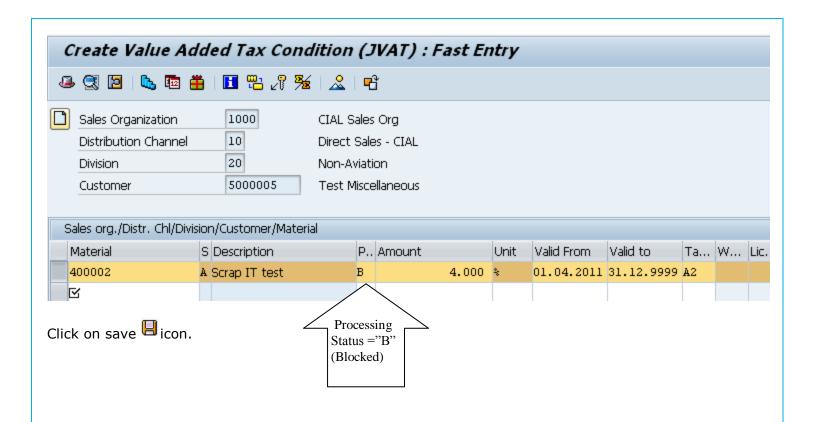
#### FOR CONDITION TYPE JVAT,

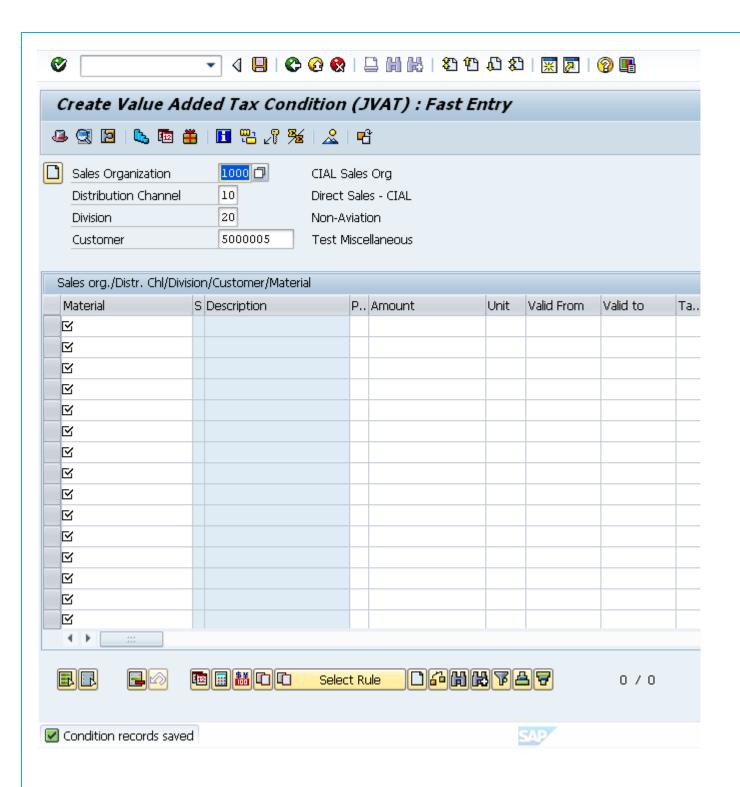


Click on Key Combination icon **Key Combination 1:** Sales Organization/ Distribution Channel/ Division/ Customer/Material Create Condition Records Condition Information Key Combination Condition type JVAT Value Added Tax Key Combination Sales org./Distr. Chl/Division/Customer/Material Sales org./Distr. Chl/Division/Material **✓** | **×** | Click on Continue 🗹 icon. Create Value Added Tax Condition (JVAT): Fast Entry 区 Sales Organization 区 Distribution Channel 区 Division  $\square$ Customer Sales org./Distr. Chl/Division/Customer/Material Material S Description P.. Amount Valid From Valid to Ta... W... Lic. no.

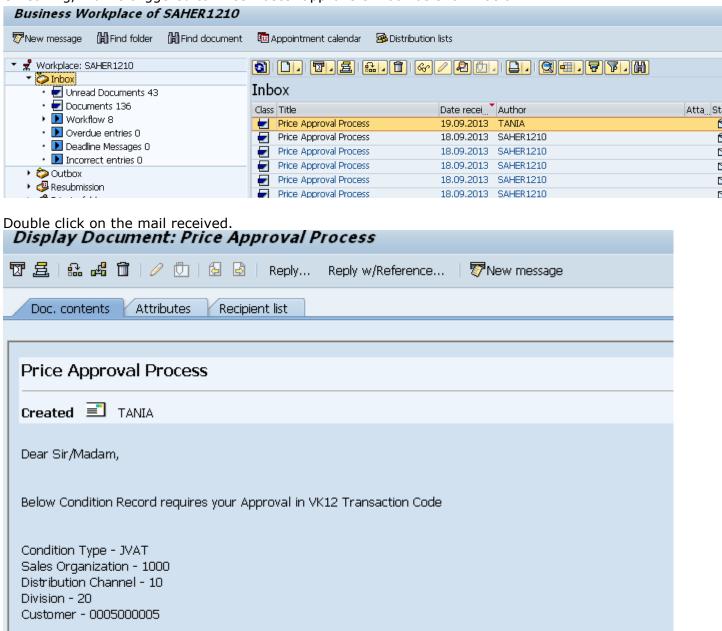
Enter the details Select Processing Status as Blocked (B)

A R R R





On saving, mail is triggered to Price Master approvers inbox as shown below.



Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

------System Generated Mail-Donot Reply------

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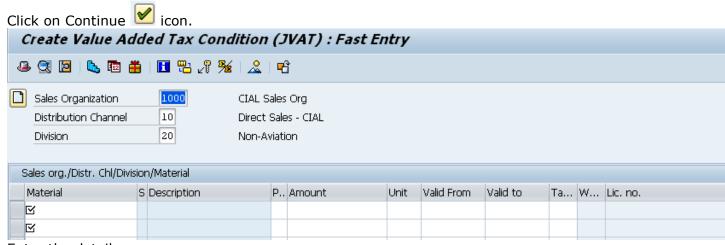
Ē

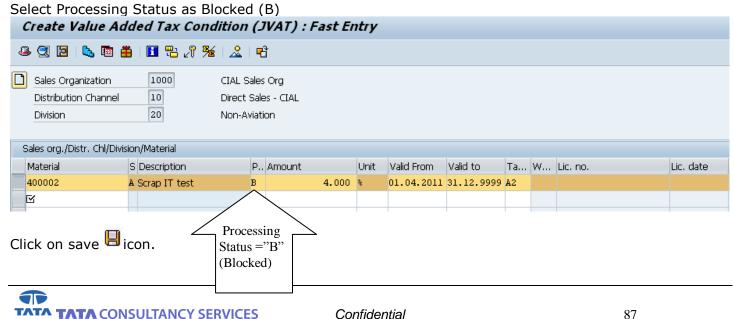
Ē

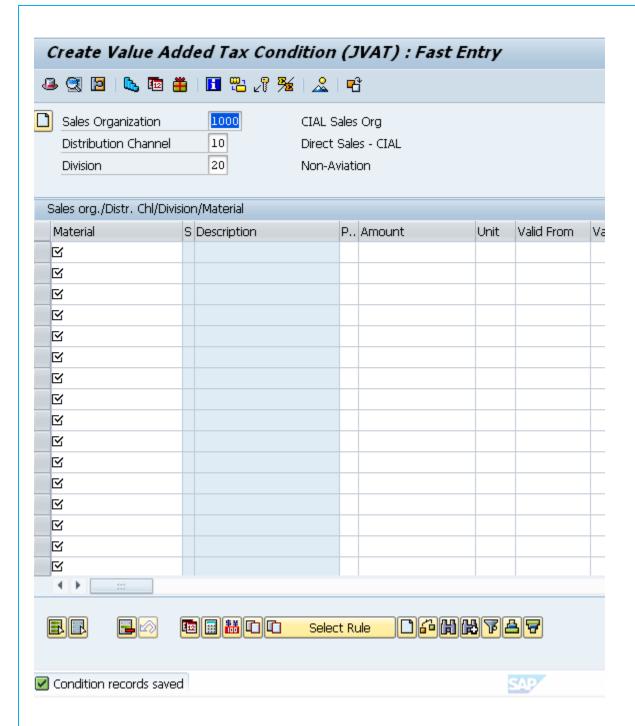
#### **Key Combination 2:**

Sales Organization/ Distribution Channel/ Division/ Material

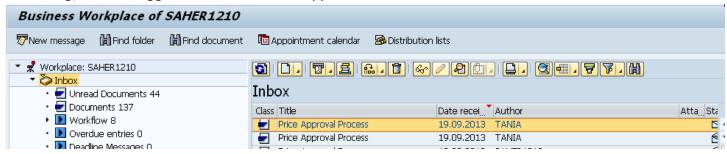


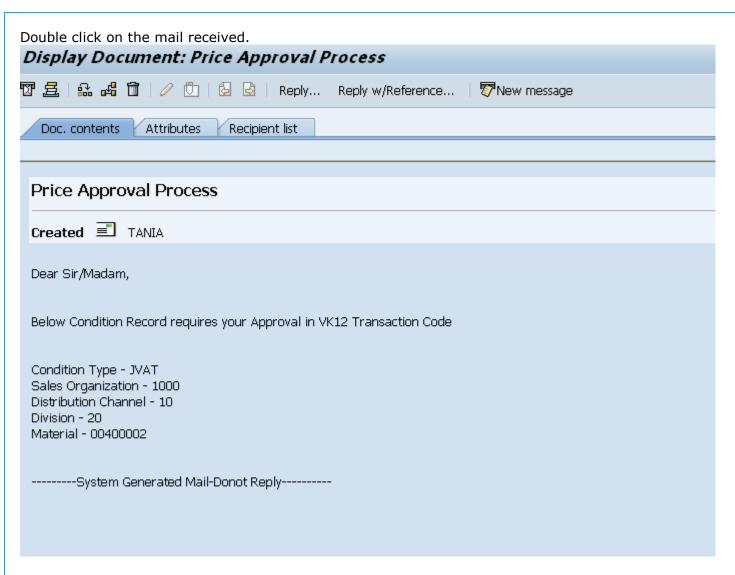






On saving, mail is triggered to Price Master approvers inbox as shown below.



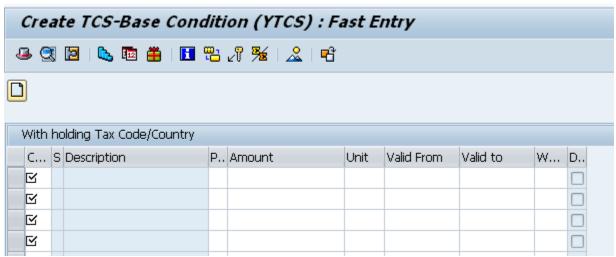


Based on the information shared in the request for approval mail, the Price master approver must go to change mode of Price master and change the Processing status from Blocked to Released.

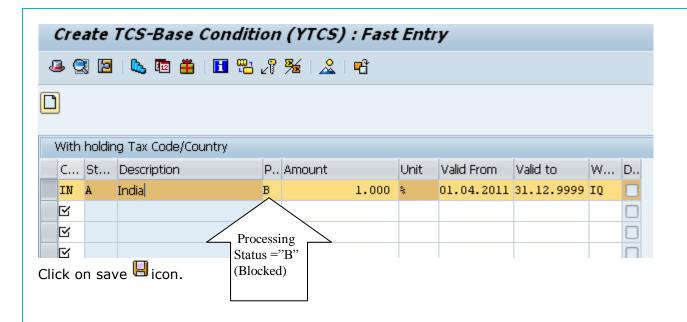
#### FOR CONDITION TYPE YTCS,

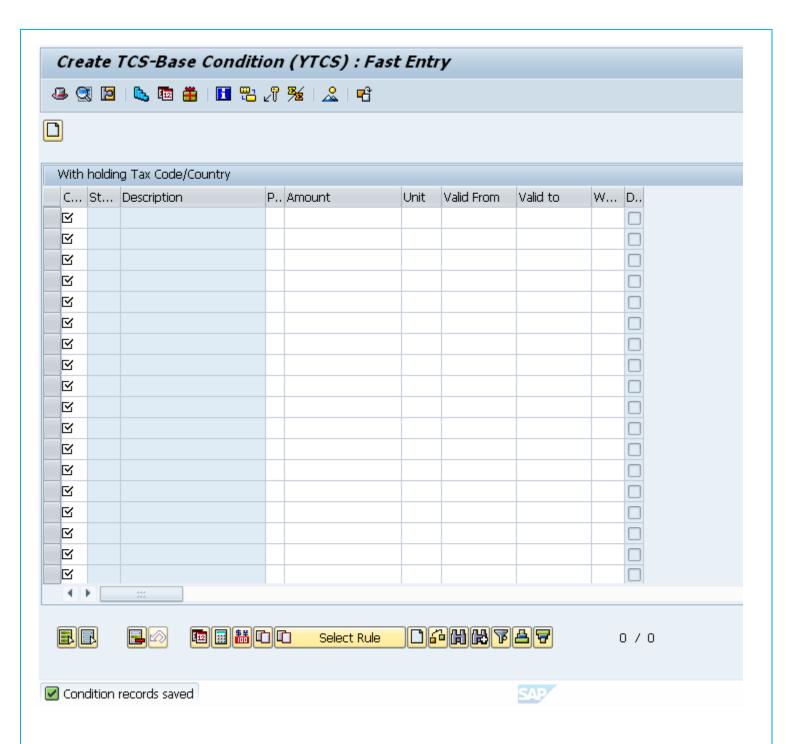


Click on Continue icon.

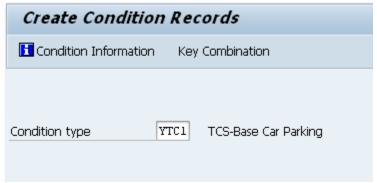


Enter the details Select Processing Status as Blocked (B)

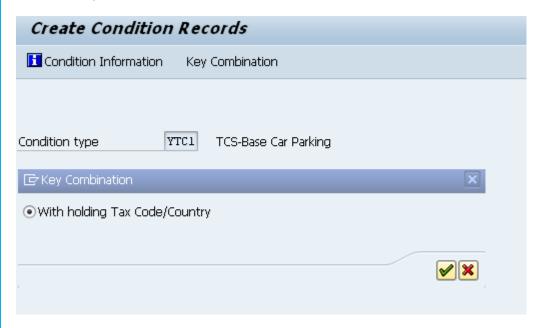


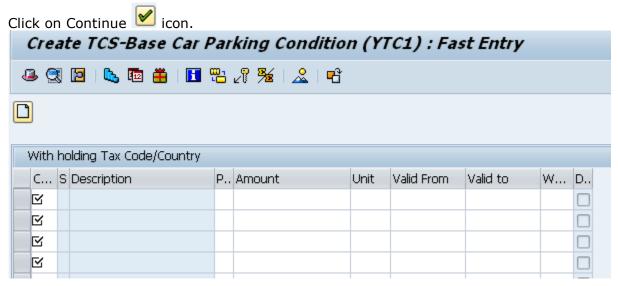


#### FOR CONDITION TYPE YTC1,

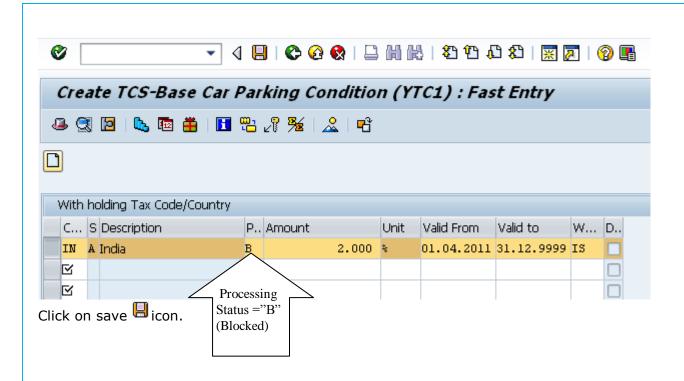


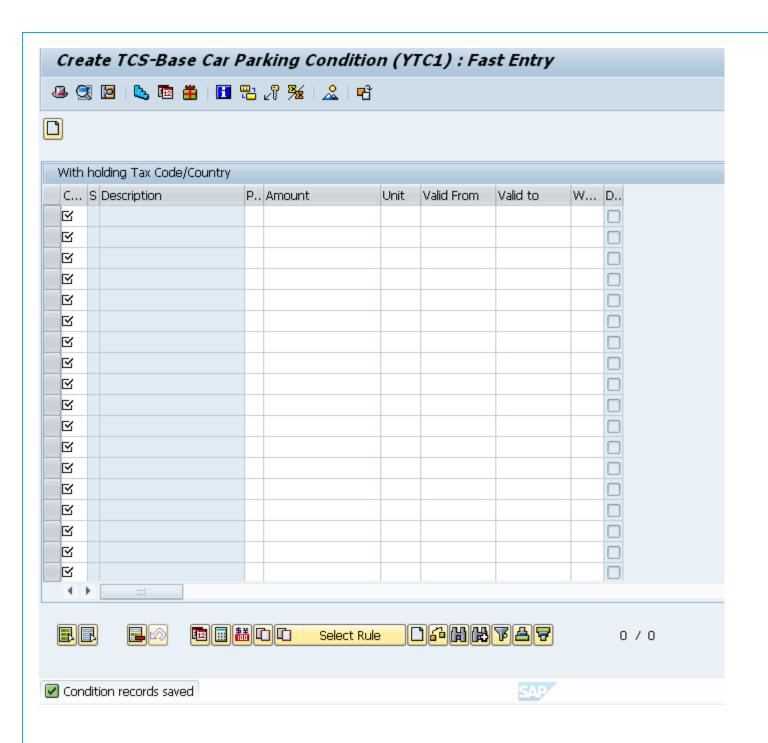
Click on Key Combination icon



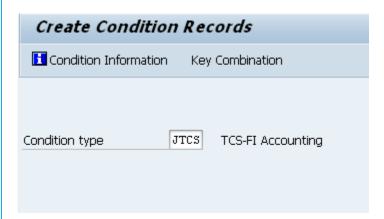


Enter the details Select Processing Status as Blocked (B)



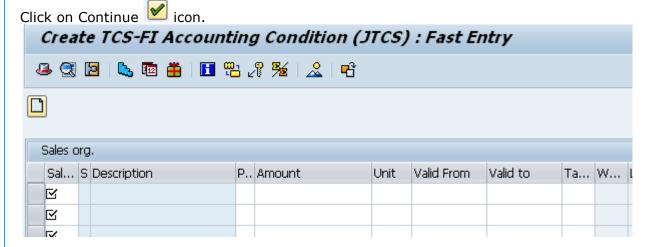


#### FOR CONDITION TYPE JTCS,

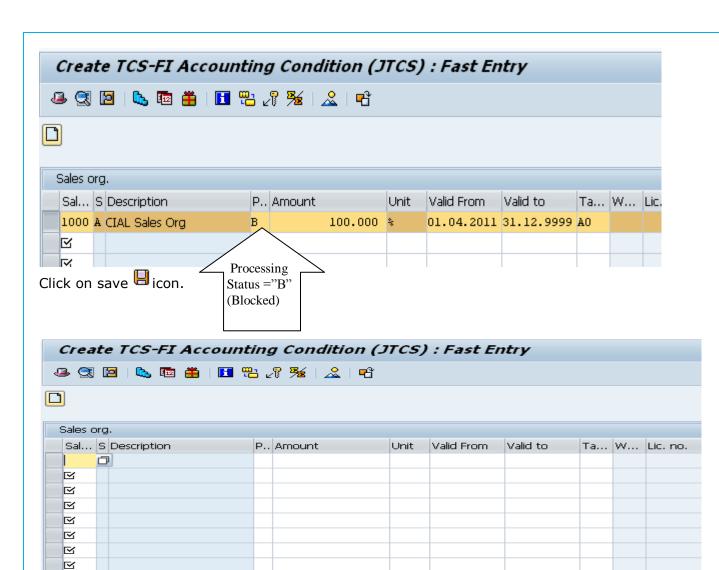


Click on Key Combination icon, select Key combination 2 i.e. Sales Organization.





Enter the details Select Processing Status as Blocked (B)



Condition records saved

K K K K K K K K K

Select Rule

0 / 0

# 2. Change Price Master

#### **Overview**

# **Trigger:**

This procedure will be used to change a price master condition record created.

#### **Business Process Description Overview**

This transaction will change a price master condition record created.

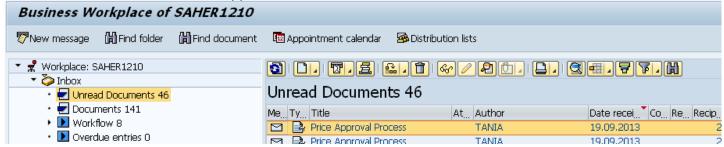
Input - Required Fields	Field Value / Comments
Condition type	Four Character Code ex. ZMIS

Output - Results	Comments
Condition record saved	Condition record will be saved with the changes made.

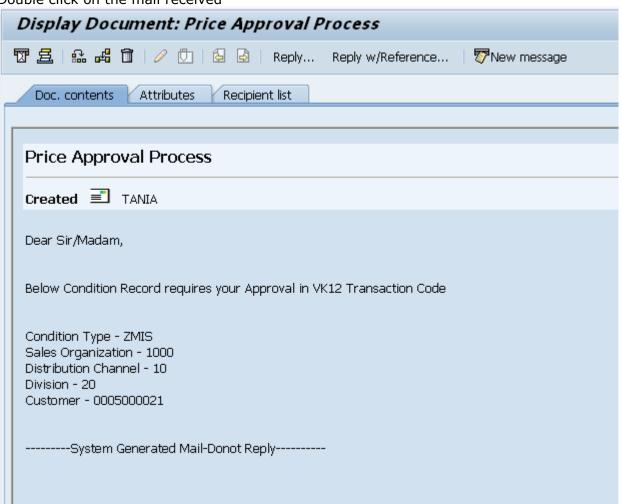
# **Procedural Steps**

#### 2.1. Check the inbox of Price Master Approver for any requests

Go to SAP inbox of Price Master Approver



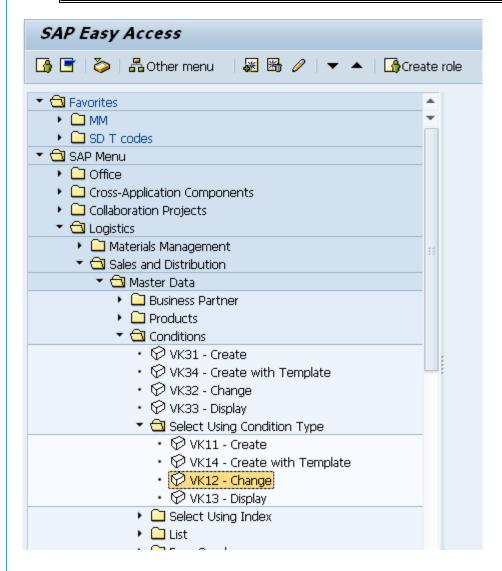
Double click on the mail received



# 2.2. Change the values in the respective fields(if needed) and changing the processing status of the Price Master record created from Blocked (B) to Released(C)(for approving the Price Master)

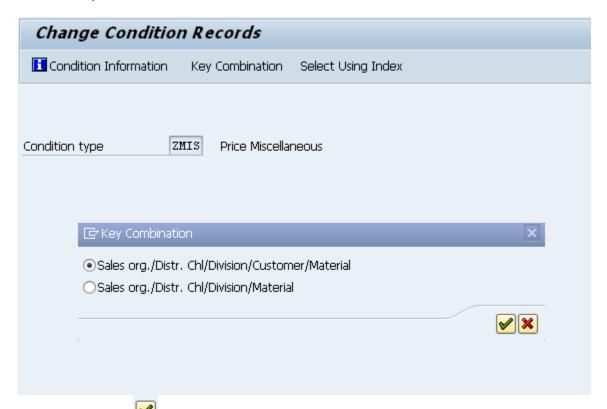
Go to change mode of Price Master Record

Via Menus	SAP Menu $\rightarrow$ Logistics $\rightarrow$ Sales And Distribution $\rightarrow$ Master Data $\rightarrow$ Conditions $\rightarrow$ Select using Condition type $\rightarrow$ Change
Via Transaction Code	VK12





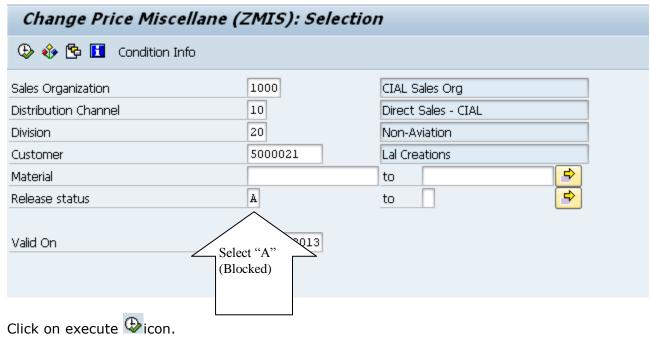
Click on Key Combinations icon

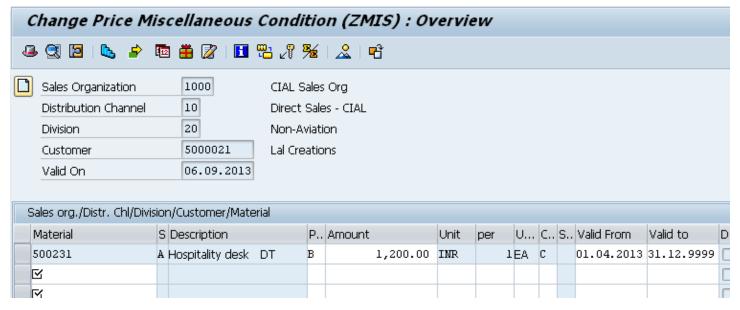


Click on Continue icon.

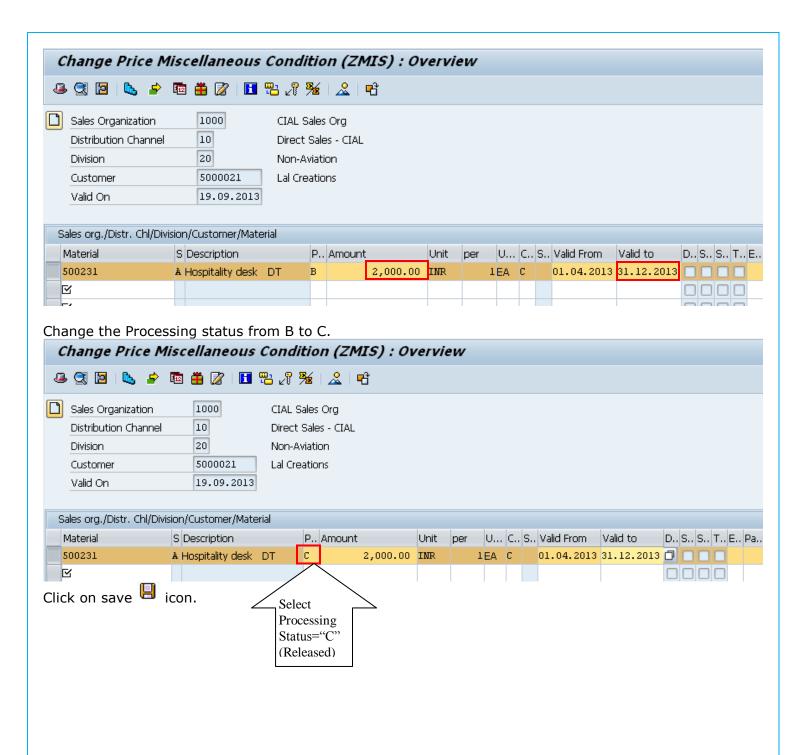
In the screen populated type in the details as given in the mail.

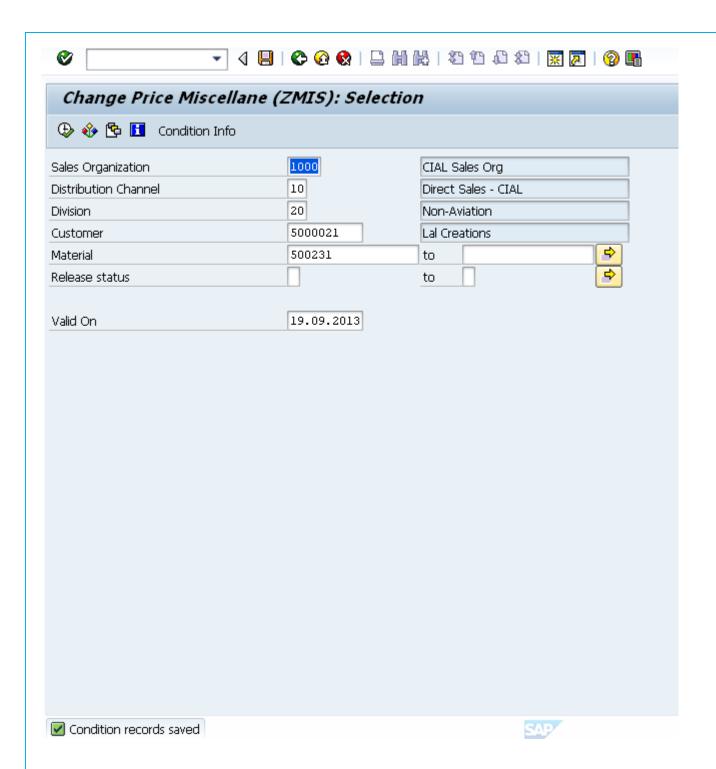
Select release status as "Blocked" (A)





Change the value in whichever fields required (for ex. Amount, Valid from, Valid To etc)





# 3. Display Price Master

# **Overview**

# **Trigger:**

This procedure will be used to view price master condition record already created.

# **Business Process Description Overview**

This transaction will display a price master condition record created.

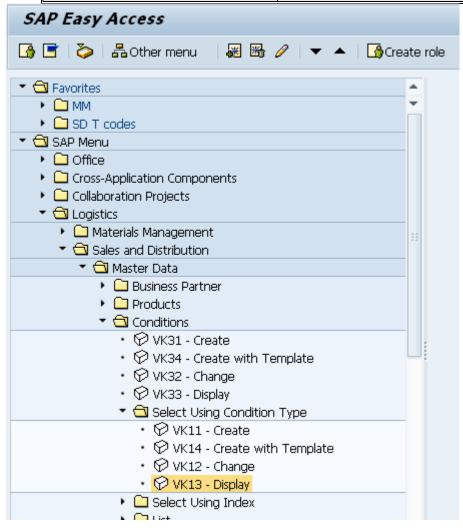
Input - Required Fields	Field Value / Comments
Condition type	Four Character Code ex. ZMIS

# **Procedural Steps**

#### 3.1. Display the created price master condition record

Go to display mode of Price Master Record

Via Menus	SAP Menu→ Logistics → Sales And Distribution → Master Data → Conditions→Select using Condition type→Display
Via Transaction Code	VK13



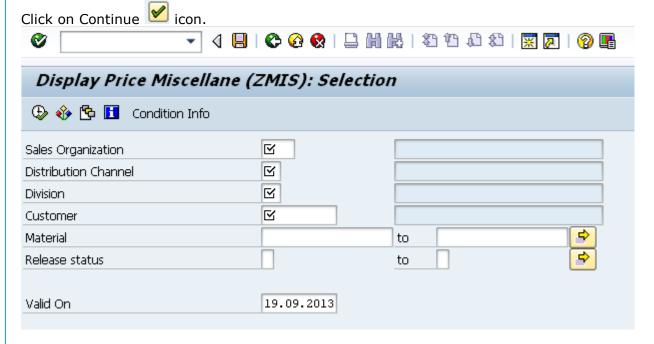


Click on Key Combination icon

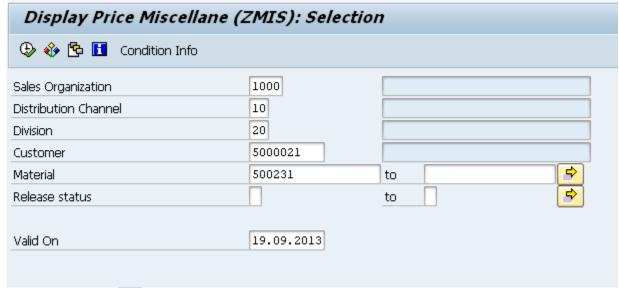
#### **Key Combination 1:**

Sales Organization/ Distribution Channel/ Division/ Material

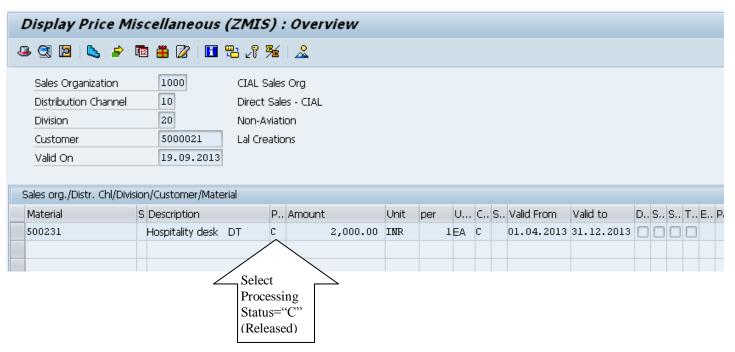




#### Enter the details



Click on Execute icon.



The condition record created can be viewed.