

SD 1: Display Customer Master Record

Exercise Use the SAP Easy Access Menu to display a customer.

Time 10 min

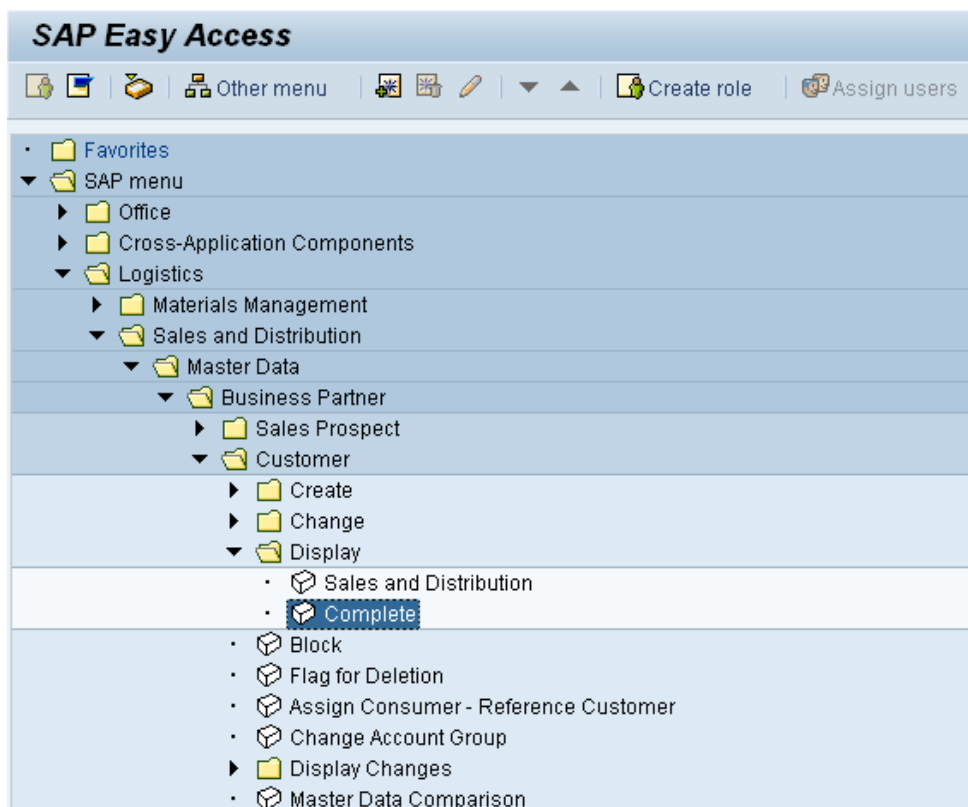
Task Global Bike Inc. has numerous customers both in the US and in Germany. Display one customer for the US (Philly Bikes) and one for Germany (NeckaRad).

Name (Position) Maria Diaz (Sales Person 1)

In order to create a sales order, follow the SAP Easy Access menu path:

Menu path

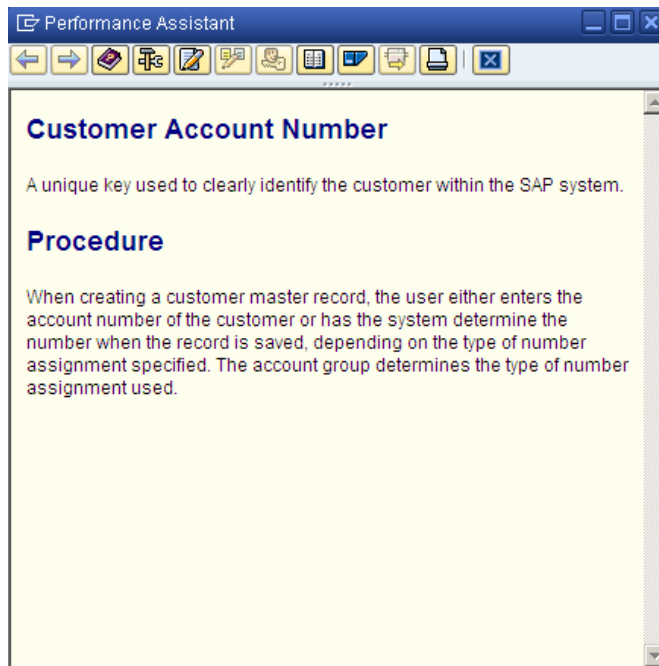
**Logistics ► Sales and Distribution ► Master Data ► Business Partner
► Customer ► Display ► Complete**



Expand the menu path, then double-click on Complete.


On the next screen, the SAP system expects you to enter search criteria such as the customer, the company and sales area data. You can use the SAP ad-hoc help to have the system explain particular fields on the screen. Position your cursor in the Customer field and press **F1**.

F1



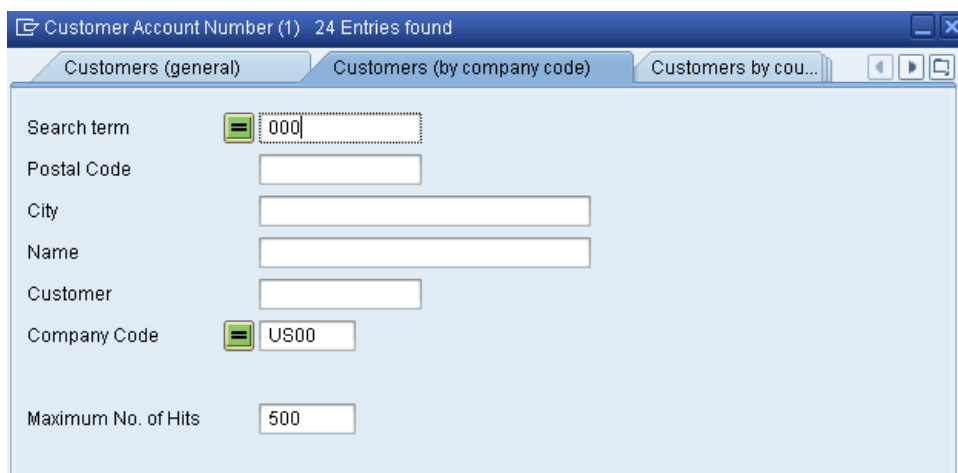
According to the SAP definition, in the Customer field, SAP expects you to put in the unique key identifying the customer master record.

Customer

Click on the  button in the upper right corner of the screen to close the window.

As you do not know any customer number in the GBI company, you need to find them. In order to do so, position your cursor in the Customer field again and press **F4**.

F4



Tabs allow you to specify different search criteria. Values in the text boxes are used to filter the search. On the *Customers (by company code)* tab, you may enter any information you know of a customer you are looking for. In our case, in the Search term field, enter the three-digit number (###) that was given to you by your instructor.


###

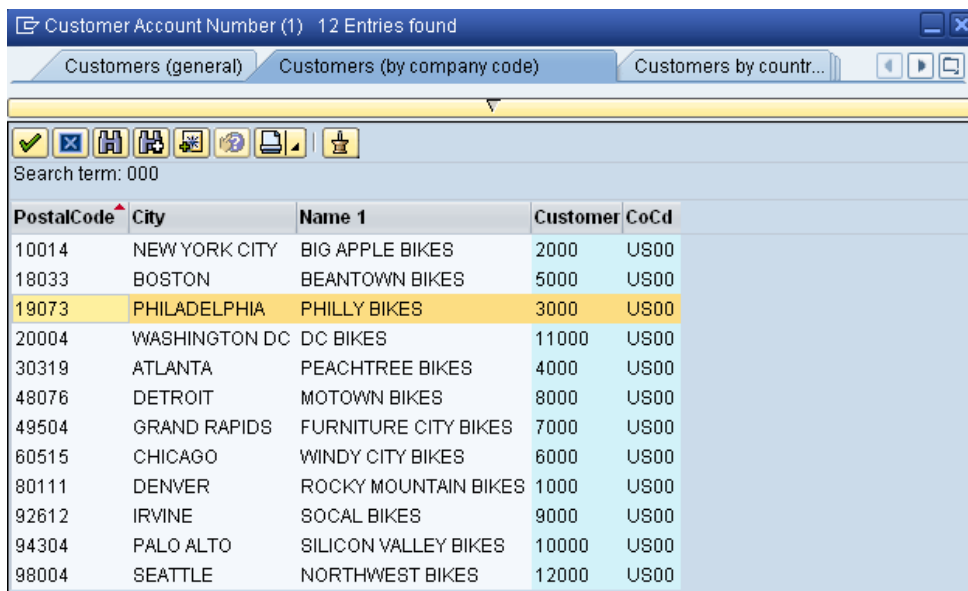
Note Every time the curriculum material requests you to type in ###, please enter the three-digit number assigned to you for this class. As each student has its own set of data, this number is used to distinguish between individual data sets. Please remember that all participants are working in the same GBI company and if not setting their search criteria as requested could see all master data (as in a real company). As for customer master records, if you would like to see once all 1000 copies of each customer, you can leave the Search term field blank.

After you have entered your number (###) in the Search term field, position your cursor in the Company Code field and press **F4**. In the following screen double-click on Global Bike Inc. in Dallas to select this company. After doing so, the Company Code field should be populated with **US00**.

F4

US00

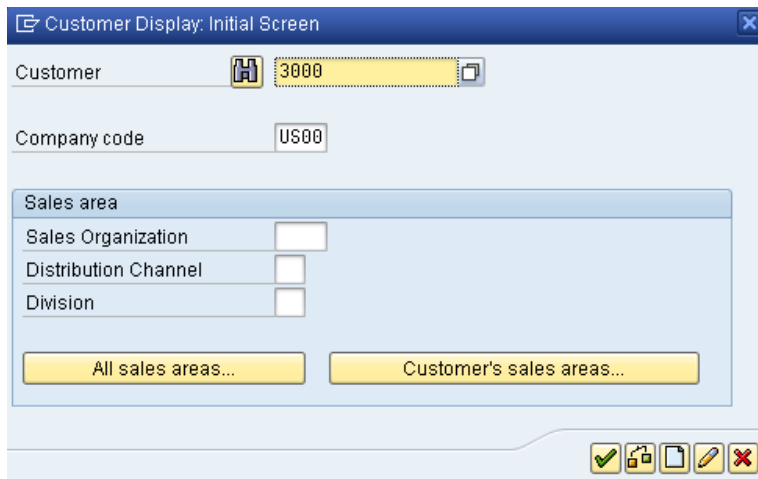
Then, click on  or press Enter. This will produce the following screen. Remember that the customer numbers could be different on your result screen.



PostalCode	City	Name 1	Customer	CoCd
10014	NEW YORK CITY	BIG APPLE BIKES	2000	US00
18033	BOSTON	BEANTOWN BIKES	5000	US00
19073	PHILADELPHIA	PHILLY BIKES	3000	US00
20004	WASHINGTON DC	DC BIKES	11000	US00
30319	ATLANTA	PEACHTREE BIKES	4000	US00
48076	DETROIT	MOTOWN BIKES	8000	US00
49504	GRAND RAPIDS	FURNITURE CITY BIKES	7000	US00
60515	CHICAGO	WINDY CITY BIKES	6000	US00
80111	DENVER	ROCKY MOUNTAIN BIKES	1000	US00
92612	IRVINE	SOCAL BIKES	9000	US00
94304	PALO ALTO	SILICON VALLEY BIKES	10000	US00
98004	SEATTLE	NORTHWEST BIKES	12000	US00

You can select **Philly Bikes** by double-clicking on it. When you do, the search result window will close, and the customer number for your number (###) of the Philly Bikes will be entered in the Customer field. In addition, the system will automatically fill in the Company Code field with US00. Again, note that your customer number might be different than the one in the screen below.

Philly Bikes



Customer


Company code

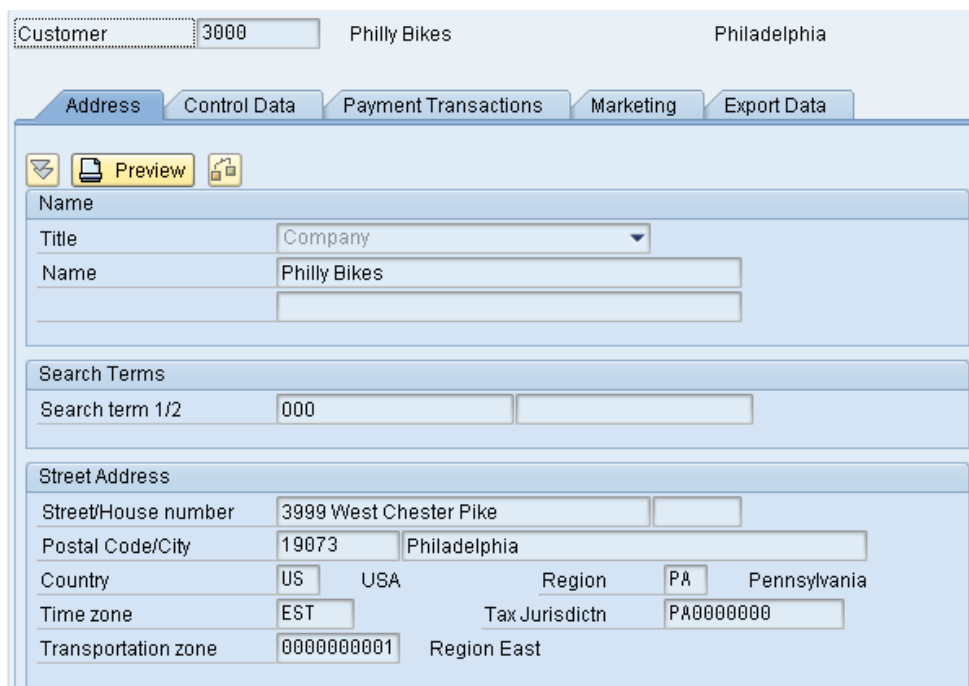
Sales area

Sales Organization

Distribution Channel

Division

Now, click on  or press Enter to display the customer master record stored for Philly Bikes. This will produce the following screen.



Customer Philly Bikes Philadelphia

Address Control Data Payment Transactions Marketing Export Data

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country USA Region Pennsylvania

Time zone Tax Jurisdiction

Transportation zone Region East

On this screen, you can see the general data of your Philly Bikes customer. In SAP, this means all information of this customer that is relevant to the entire GBI concern (US and Germany) such as global name and address. You can click on the other tabs to see other global data stored for Philly Bikes.

In order to display US-specific data, click on the Company Code Data button.

Customer	3000	Philly Bikes	Philadelphia
Company Code	US00	Global Bike Inc.	


Account Management	Payment Transactions	Correspondence	Insurance
--------------------	----------------------	----------------	-----------



Accounting information			
Recon. account	110000	Sort key	001
Head office		Posting date	
Authorization		Cash mgmt group	
		Value adjustment	

Interest calculation			
Interest indic.		Last key date	
Interest cycle	0	Last interest run	

Reference data			
Prev.acct no.		Personnel number	0
Buying Group			






Note that the company code number (US00) has been added to the screen. Data such as Reconciliation account or Sort key are company code-specific data and different values could be entered for other company codes, e.g. DE00 (Germany).

In order to continue with your second task (display NeckaRad customer in Germany) click on  to go back to the Initial Screen.

Customer Display: Initial Screen	
Customer	 3000  Philly Bikes
Company code	US00 Global Bike Inc.

Sales area	
Sales Organization	
Distribution Channel	
Division	


All sales areas...	Customer's sales areas...
--------------------	---------------------------

				
---	---	---	---	---

In order to find the customer number, position your cursor in the Customer field and press **F4** again. On the following screen, make sure that you are on the *Customers (by company code)* tab. Again, position your cursor in the Company Code field and press **F4**. Then, select Global Bike Germany GmbH (DE00).

F4

F4

After the system has populated **DE00** in the Company Code field, enter your number (###) in the Search term field again and click on . This will produce a list of all German customers (in your data set).

DE00
###

Customer Account Number (1) 12 Entries found

Customers (general) Customers (by company code) Customers by cou...

Search term: 000

PostalCode	City	Name 1	Customer	CoCd
04227	LEIPZIG	DRAHTESEL	18000	DE00
16341	BERLIN	CAPITAL BIKES	16000	DE00
17389	ANKLAM	OSTSEERAD	21000	DE00
22760	HAMBURG	ALSTER CYCLING	14000	DE00
22767	HAMBURG	RED LIGHT BIKES	23000	DE00
30627	HANNOVER	CRUISER BIKES	17000	DE00
39130	MAGDEBURG	VELODOM	24000	DE00
44784	BOCHUM	FAHRPOTT	19000	DE00
60549	FRANKFURT	AIRPORT BIKES	13000	DE00
69115	HEIDELBERG	NECKARAD	20000	DE00
70825	STUTTGART	RÄDLELAND	22000	DE00
92275	MÜNCHEN	BAVARIA BIKES	15000	DE00

Double-click on the **NeckaRad** line to select this customer (with its number). Remember that your customer number might be different again.

NeckaRad

Customer Display: Initial Screen

Customer Philly Bikes


Company code Global Bike Inc.

Sales area

Sales Organization

Distribution Channel

Division

Note that the system does not only copy the customer number, but also the Company code which is now Germany (DE00). Click on  and discover both the general and the company code data for NeckaRad.

After you are done, click on the exit icon  to return to the SAP Easy Access Menu.



SD 2: Create Sales Order

Exercise Use the SAP Easy Access Menu to create a sales order.

Time 15 min

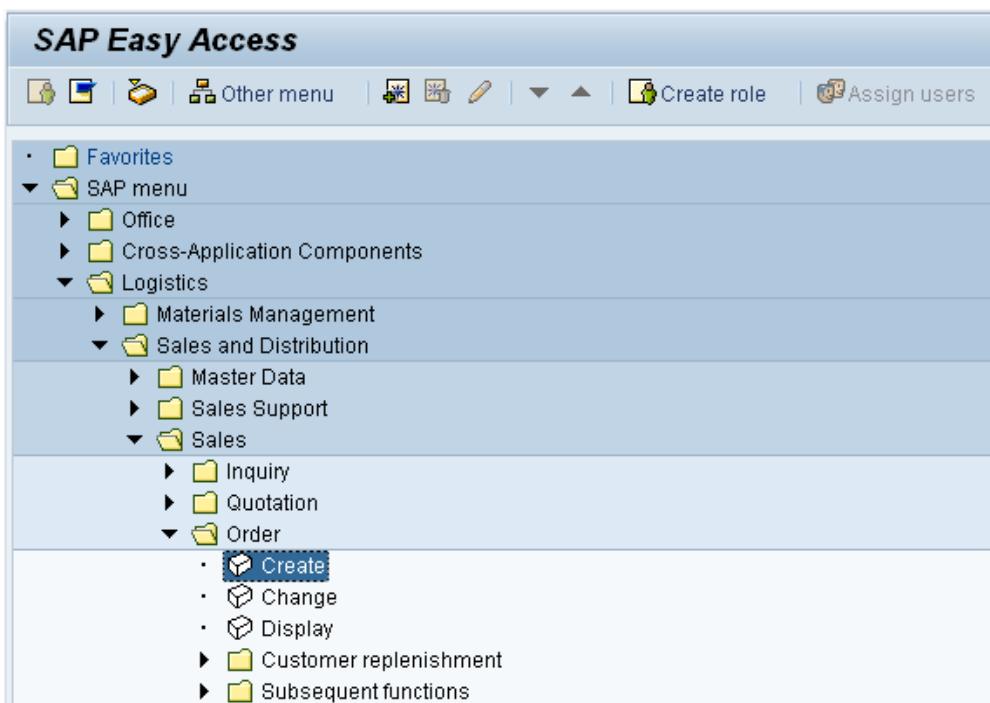
Task Create a sales order for five black Deluxe Touring Bikes to the Philly Bikes Company to start the sales order process.

Name (Position) David Lopez (East Rep. Miami)


In order to create a sales order, follow the SAP Easy Access menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Create



Expand the menu path, then double-click on Create.

Enter **OR** for Order Type (Standard Order), **UE00** for Sales Organization (US East), **WH** for Distribution Channel (Wholesale), and **BI** for Division (Bicycles). Then click on  or press Enter.

OR
UE00
WH
BI

Create Sales Order: Initial Screen

Create with Reference Sales Item overview Ordering party

Order Type Standard Order

Organizational Data

Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		

Order type OR is a standard sales order. Other order types can be implemented, like cash sale, rush order, consignment sale, etc. The Sales Organization, Distribution Channel and Division define the Sales Area, which will determines many of the terms of this sale like pricing.

Order type

Sales Area

Create Standard Order: Overview

Standard Order Net value

Sold-To Party

Ship-To Party

PO Number PO date

First, we need to enter the customer number for the Sold-to party. In order to look up the customer number again, use the search capability to find customer Philly Bikes. Click on the Sold-to party text box, then press F4, which will produce the following pop-up window:

Sold-to party

F4

Restrict Value Range (2)

Customers (general) Customers per sales group Customers by Address ...

Search term

Postal Code

City

Name

Customer

Maximum No. of Hits

On the *Customers (general)* tab, in the Search term field put your individual number (###) assigned by your instructor. After clicking on , you will get a list of customers that meet the search criteria. This time, you will see the complete list of GBI customers for number (###) both in the US and in Germany.

###

Search term: 000

PostalCode	City	Name 1	Customer
04227	LEIPZIG	DRAHTESEL	18000
10014	NEW YORK CITY	BIG APPLE BIKES	2000
16341	BERLIN	CAPITAL BIKES	16000
17389	ANKLAM	OSTSEERAD	21000
18033	BOSTON	BEANTOWN BIKES	5000
19073	PHILADELPHIA	PHILLY BIKES	3000
20004	WASHINGTON DC	DC BIKES	11000
22760	HAMBURG	ALSTER CYCLING	14000
22767	HAMBURG	RED LIGHT BIKES	23000
30319	ATLANTA	PEACHTREE BIKES	4000
30627	HANNOVER	CRUISER BIKES	17000
39130	MAGDEBURG	VELODOM	24000
44784	BOCHUM	FAHRPOTT	19000
48076	DETROIT	MOTOWN BIKES	8000
49504	GRAND RAPIDS	FURNITURE CITY BIKES	7000
60515	CHICAGO	WINDY CITY BIKES	6000
60549	FRANKFURT	AIRPORT BIKES	13000
69115	HEIDELBERG	NECKARAD	20000
70825	STUTTGART	RÄDLELAND	22000
80111	DENVER	ROCKY MOUNTAIN BIKES	1000
92275	MÜNCHEN	BAVARIA BIKES	15000
92612	IRVINE	SOCAL BIKES	9000
94304	PALO ALTO	SILICON VALLEY BIKES	10000
98004	SEATTLE	NORTHWEST BIKES	12000

You can sort the result list by clicking on the column names, e.g. on Customer to sort the list by customer number. Then, select **Philly Bikes** by double-clicking on it. When you do, the search result window will close, and the customer number for your number (###) of the Philly Bikes will be entered in the Sold-to party text box. Please note that your customer number might be different than the one in the screen below.

Philly Bikes

Create Standard Order: Overview

Standard Order Net value

Sold-To Party

Ship-To Party

PO Number PO date

Next, you must enter the PO (purchase order) number for this transaction. The PO number is supplied by the customer and is the number the customer's purchasing department uses to track this transaction. When we save this sales order, the SAP system will assign a sales order number to this transaction, which is the number we (the supplier) will use to track this transaction. We enter the PO number supplied by the customer in this sales order screen so that we can reference this document by the customer's PO number. Please enter your individual number (###).

PO number

###

Create Standard Order: Overview

Standard Order Net value

Sold-To Party

Ship-To Party

PO Number PO date

Next, we need to enter the PO date. We want to enter today's date, and rather than typing in the date, we can use the search capability to simplify this task. First, click in the PO Date field, then press the **F4** key. This will produce the pop-up calendar window shown below.

PO date

F4

Calendar

04/23/2010

	W	T	M	Th	F	Sa	Su
2010/4	11	12	13	14	15	16	17
2010/5	18	19	20	21	22	23	24
2010/6	25	26	27	28	29	30	1
2010/7	2	3	4	5	6	7	8
2010/8	9	10	11	12	13	14	15
2010/9	16	17	18	19	20	21	22
2010/10	23	24	25	26	27	28	29
2010/11	30	1	2	3	4	5	6

Here, you can select any date. For this exercise please simply press Enter, which selects the current date and enters it into the PO date field.

Create Standard Order: Overview

Standard Order Net value

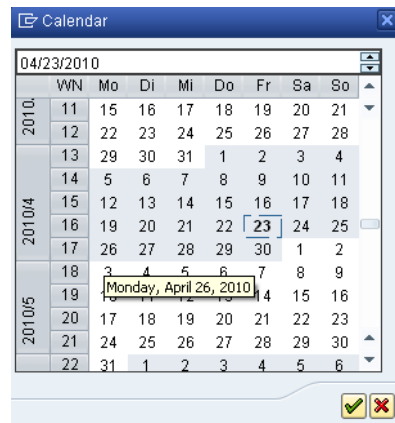
Sold-To Party

Ship-To Party

PO Number PO date

Next, we want to set the customer's required delivery date to three days from now. To do this, click on the Req. deliv.date field, then press the **F4** key. This will again produce the calendar pop-up window.

F4

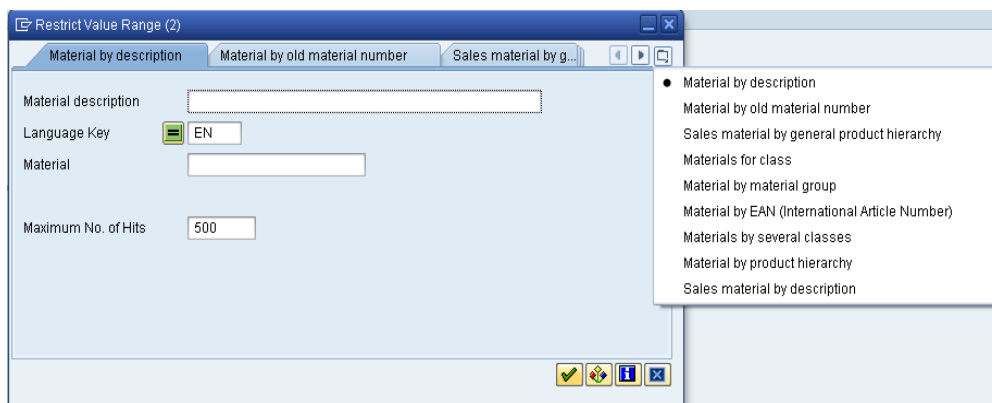



Today's date is indicated by a box. Double-click on the date **three days from today** to select it.

three days from today

Now we need to specify that this customer wants to buy the Deluxe Touring Bike in black. For the sales order form, we need the material number for this product, and the search capability will allow us to find this number easily. First, click on the first Material field, then click press F4. The following screen will appear.

F4

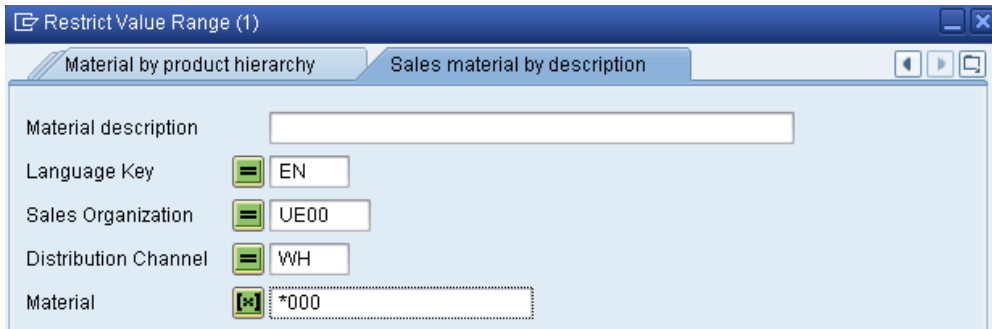


To easily get a list of bikes that we can sell, we can use the *Sales Material by description* tab. We can get a list of the search tabs by clicking on the  icon to get a list of tabs (shown above), then selecting Sales material by description.

If not already defaulted by the system, enter Sales Organization **UE00** and Distribution channel **WH**. As you only would like to see the sales goods for your number, enter ***###** in the Material text box. So, if your number is 005, enter *005. Please compare to the screen shown below and note that your material search criterion differs.


UE00

WH
*##



The dialog box 'Restrict Value Range (1)' has two tabs: 'Material by product hierarchy' and 'Sales material by description'. The 'Sales material by description' tab is active. It contains the following fields:


- Material description: (empty text box)
- Language Key: [EN]
- Sales Organization: [UE00]
- Distribution Channel: [WH]
- Material: [*000]

Then, click on . The system will produce a list of bikes ending with your number that GBI sells in the US East sales organization through Wholesale.

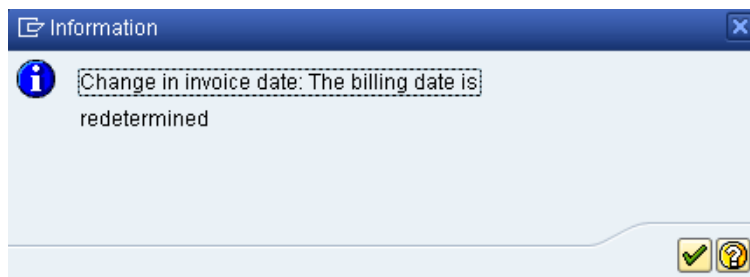
In the list, you can see that in addition to bicycles (finished goods) GBI sells trading goods such as t-shirts or pads to its customers. For this task, double-click on the black Deluxe Touring bike to select it. The material number for this bike (**DXTR1###**) is entered. Again, your material number will differ from the one in the screen below.

DXTR1###

All Items							
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa
	DXTR1000						

Next, click on the Order Quantity text box, enter **5**, then click on . This will cause the SAP system to check the data we have entered and call up additional data from the database. First, we will get an information message.

5




After clicking on , we will get additional data on the sales order screen.

All Items														
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DGIP	HL	Itm	D First date	PInt	Batch	CnTy Amount
10	DXTR1000	5	EA		Deluxe Touring Bike (black)		TAN				D 04/23/2010	M100		
											D 04/26/2010			
											D 04/26/2010			
											D 04/26/2010			



A significant amount of data retrieval and calculation has occurred:

Pricing


- Customer address data is now presented
- The price for this order has been calculated
- The total shipping weight has been calculated
- The description of the bike is now presented

After selecting (high-lighting) the line with the Deluxe Touring bike, click on the pricing icon .


Sales A Sales B Shipping Billing Document Conditions Account assignment Schedule lines Partners Texts Order Data Status																
Qty	5 EA			Net	15,000.00 USD			Tax	0.00							
Pricing Elements																
N.	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC...	OU	CCon...	Un	Condition value	CdCur	Stat
PR00		Price	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Gross Value	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Discount Amount	0.00	USD		1 EA	0.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Rebate Basis	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Net Value for Item	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Net Value 2	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
		Total	3,000.00	USD		1 EA	15,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
SKT0		Cash Discount	0.000	%			0.00	USD		0		0		0.00		<input checked="" type="checkbox"/>
VPRS		Internal price	1,400.00	USD		1 EA	7,000.00	USD		1 EA		1 EA		0.00		<input checked="" type="checkbox"/>
		Standard - USA /With	1,600.00	USD		1 EA	8,000.00	USD		1 EA		1 EA		0.00		<input type="checkbox"/>
																<input type="checkbox"/>

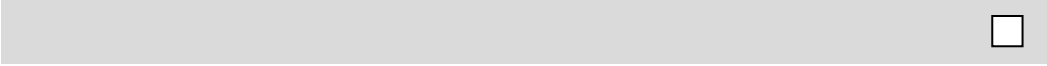
This screen shows that each bike costs \$3,000, and no discounts or surcharges have been applied. It also shows that GBI should make \$1,600 profit per bike sold. Click on the back icon  to return to the sales order screen. Click on the save icon  to save the sales order.

Note that SAP will assign a sales document number to this sales order (bottom-left of the screen).

 Standard Order 1 has been saved

Sales document
number

The sales order screen is again blank, ready for another sales order to be entered. Click on the exit icon  to return to the SAP Easy Access Menu.



SD 3: Create Delivery Note for Sales Order

Exercise Use the SAP Easy Access Menu to create a delivery note.

Time 10 min

Task To begin processing the sales order, create a delivery document.

Name (Position) Sergey Petrov (Warehouse Employee)

In order to create a sales order, follow the SAP Easy Access menu path:

Menu path

Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Create ► Single Document ► With Reference to Sales Order

This will produce the following screen.

Look up possible Shipping points using the F4 help and select the GBI Shipping Point in Miami (**MI00**). Enter a selection date **one week from today** (you can use F4 to call up the calendar window). The sales order number should be entered automatically. Then click on

MI00
one week from today

Note If you have logged off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for your sales order number using the F4 help in the Order field. Here, please use the *Sales documents by customer* tab. Enter Sales Organization **UE00** and the Purchase order no. you had entered (###).

Sales document
search

F4

UE00
###

Outbound Delivery Create: Overview

Post Goods Issue


Outbound deliv.: Document Date: 04/23/2010
 Ship-to party: 3000 Philly Bikes / 3999 West Chester Pike / Philadelphia PA 19073

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

Planned GI: 04/23/2010 00:00 Total Weight: 42,550 6
 Actual GI date: No. of packages:

All Items


Item	Material	Deliv. Qty	Un	Description	B...	ITyp	P.W	Batch	Val. Type	Open Qty	Un	Stag. Date	Matl Stag...	Picked Qty
10	DXTR1000	5	EA	Deluxe Touring Bike (black)		TAN	A			5	EA	04/23/2010	00:00:00	


Notice that information from the sales order document has been copied into the new delivery document. Click on the save icon  to create this document. In creating the delivery document, the SAP system performed a material availability check to make sure that the material was available to meet the customer's required delivery date.

Delivery document
number

Once the delivery document has been created, materials management personnel in the warehouse can begin processing the sales order – picking, packing and shipping.

Note that the SAP system will assign a unique number for this new delivery document. This number will appear in a message at the lower-left corner of the screen.

 Outbound Delivery 800000000 has been saved

Click on the exit icon  to return to the SAP Easy Access Menu.



SD 4: Pick Materials on Delivery Note

Exercise Use the SAP Easy Access Menu to pick materials.

Time 10 min

Task The next step in the delivery process is to record the picking of the materials in the delivery document. Picking an order is the process of taking material from its storage location and moving it to a packing area. To record the picking of the material, we will actually make a change to the delivery document.

Name (Position) Sandeep Das (Warehouse Supervisor)

In order to create a sales order, follow the SAP Easy Access menu path:

Menu path

Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Change ► Single Document

The Outbound Delivery document number should be entered automatically.

Click on

Note If you have logged off the SAP system after creating the delivery document, the delivery document number will not be entered automatically. You can search for your delivery document using the F4 help in the Outbound Delivery field. Here, please use the *Outbound Delivery: Not Posted for Goods Issue* tab. You can use the Shipping Point **MI00** and your customer (**3###**) as search criteria.

Delivery document search

F4


MI00
3###


To enter the picked quantity, click on the *Picking* tab, which will produce the following.

F4
FG00
5


In this case, the storage location providing the picked materials is not automatically retrieved by the system. Please use the **F4** key in the SLoc field to find and select the Finished Goods storage (**FG00**). In addition, you need to enter **5** for the picked quantity.

Item Overview Picking Loading Transport Status Overview Goods Movement Data													
Pick Date/Time		04/23/2010		00:00		OvrllPickStatus		A		Not yet picked			
Warehouse No.				OverallVWMStatus				No VWM trnsf ord reqd					
All Items													
Item	Material	Plant	Storage Loc	Deliv. Qty	Un	Picked Qty	Un	Batch	B...	P...	Stag. Date	Matl ...	Val. Type
10	DXTR1000	M100	F600	5	EA	5		EA		A	04/23/2010	00:00:	

Then, click on  to save the picking information. You should get the following message at the bottom-left corner of the screen.

 Outbound Delivery 800000000 has been saved

Delivery document
number

Click on the exit icon  to return to the SAP Easy Access Menu.

	
--	---

SD 5: Post Goods Issue

Exercise Use the SAP Easy Access Menu to post a goods issue.

Time 5 min

Task Posting the goods issue reduces unrestricted stock (material available to sell to customers) to reflect the inventory shipped – an inventory control function. In addition, legal ownership of the goods changes hands from you to the customer as the goods leave the plant (FOB shipping point) or when the goods are received by the customer (FOB destination). From an accounting perspective, both inventory and costs of goods sold are impacted by this transaction. The system reflects that the materials are no longer available in stock regardless of the shipping terms.

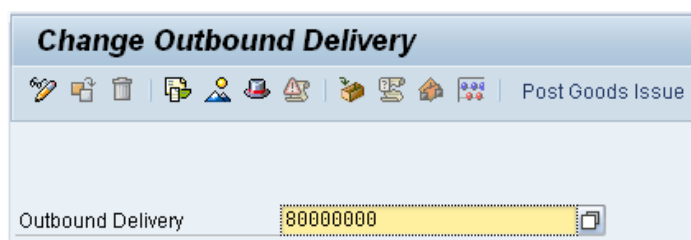
Name (Position) Sandeep Das (Warehouse Supervisor)

Posting the goods issue is another change to the delivery document. To do this, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Change ► Single Document


This will produce the following screen.



Confirm that the delivery document number is entered, then click on the Post Goods Issue icon. You should get the following message at the bottom-left corner of the screen.

Post goods issue

☒ Outbound Delivery 80000000 has been saved

Click on the exit icon  to return to the SAP Easy Access Menu.



SD 6: Create Billing Document for Customer

Exercise Use the SAP Easy Access Menu to create a billing document.

Time 5 min

Task Now that the bikes are being shipped to the customer, it is important to invoice the customer for the bikes so that payment can be received.

Name (Position) Stephanie Bernard (Billing Clerk)


To do this, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Billing ► Billing Document ► Process Billing Due List

This will produce the following screen.

Billing Data			
Billing Date from	<input type="text" value="04/23/2010"/>	to	<input type="text" value="04/23/2010"/>
Billing Type	<input type="text"/>	to	<input type="text"/>
SD Document	<input type="text"/>	to	<input type="text"/>

After specifying GBI's Sales Organization for US East (**UE00**) and your customer (**3###**) as Sold-To Party (remember to replace ### with your three-digit number), click on the  Display Bill List button. This will produce the following screen.

UE00
3###

Maintain Billing Due List															
Individual billing document Collective billing document Collective billing doc./online															
S	BICat	SOrg.	Billing Date	Sold-to pt	BIIT	DstC	Document	DChl	Dv	DocCa	Address	Sold-to pt	Sold-to locat	Sort ...	C ... ShPt F
X	L	UE00	04/23/2010	3000	F2	US	80000000	WH	BI	J	48919	Philly Bikes	Philadelphia		M100

Click on the Collective billing document icon. The system will indicate that the invoice has been created by turning the highlight off on the delivery line.

Click on the exit icon  twice to return to the SAP Easy Access Screen.

Delivery document
number



SD 7: Post Receipt for Customer Payment

Exercise Use the SAP Easy Access Menu to post a customer payment.

Time 10 min

Task We assume that our customer, Philly Bikes, has mailed us the payment for the bike order in the form of a check. Before we deposit the customer's check, we need to record the receipt of this payment.

Name (Position) Jamie Shamblin (Cost Accountant)

To do this, follow the menu path:

Menu path

Accounting ► Financial Accounting ► Accounts Receivable ► Document Entry ► Incoming Payments

This will produce the following screen.

Use the **F4** function key to enter the current date for the Document Date. Then enter:


F4

US00 for Company Code

USD for Currency/Rate

100000 for Account (Bank data) **15000** for Amount

US00
USD
100000
15000

Under Open item selection, please click in the Account field and then on the search icon  or F4. In order to find your customer number for Philly Bikes (3###), you may use several criteria. The screenshot below shows an example search by Search term and City.

3###

Restrict Value Range (1)

Customers (general) Customers (by company code) Customers by countr...

Search term

Postal Code

City

Name

Customer

Company Code

Maximum No. of Hits

After clicking on to display the result list, double-click on Philly Bikes (customer number 3###) to select it.

3###

Document Date 04/23/2010 Type DZ Company Code US00

Posting Date 04/23/2010 Period 4 Currency/Rate USD

Document Number Translatn Date

Reference Cross-CC no.

Doc. Header Text Trading Part. BA

Clearing text

Bank data

Account 100000 Business Area

Amount 15000 Amount in LC

Bank charges LC bank charges

Value Date 04/23/2010 Profit Center

Text Assignment

Open item selection

Account 3000

Account Type D ☐ Other accounts

Special G/L ind ☐ Standard OIs

Pmnt advice no.

☐ Distribute by age

☐ Automatic search

Additional selections

☒ None

☐ Amount

☐ Document Number

☐ Posting Date

☐ Dunning Area

☐ Others

After clicking on **Process open items**, you will get the following screen.

Open items

Post Incoming Payments Process open items

Distribute diff. Charge off diff. Editing options Cash Disc. Due

Standard Partial Pmt Res.items Withhldg tax

Account items 3000 Philly Bikes


Document ...	D... Document ...	P... Bus...	Day...	USD Gross	Cash discont	Cash...
90000001	RV 04/23/2010	01	BI00 0	15,000.00		


If the **15000** amount is not displayed in blue you may need to double-click on it to assign the payment to the accounts receivable. Confirm that the Not assigned field on the bottom of the screen is balanced (USD 0).


Editing status	
Number of items	1
Display from item	1
Reason code	
Amount entered	15,000.00
Assigned	15,000.00
Difference postings	
Display in clearing currency	Not assigned 0.00

Note: Customers may have more than one invoice that must be paid, and may send a check that will cover more than one invoice, so this screen facilitates applying payments to more than one invoice.

Combined payments


After assigning the payment to the invoice, click on the save icon  to post the payment. You should get the following message at the bottom-left corner of the screen.

 Document 1400000000 was posted in company code US00

Click on the exit icon .

Exit Editing

Data will be lost.

 Do you want to exit editing?

Yes No

There is no data to be lost, so click on the **Yes** icon to return to the SAP Easy Access menu.



SD 8: Review Document Flow

Exercise Use the SAP Easy Access Menu to review the document flow.

Time 15 min

Task There are many ways to access the document flow tool. One way is to start by displaying the sales order document.

Name (Position) David Lopez (East Rep. Miami)

SAP provides the Document Flow tool that tracks the entire sales transaction process from beginning to end. The Document Flow tool is extremely powerful because it can be used at any point in the sales order process. It provides an audit trail of all of the documents within the order cycle. Further, any of the referenced documents can be recalled and easily reviewed in detail (drilling down) from the document flow.

Document flow

To display the sales order document, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Display

This will produce the following screen.


The screenshot shows the 'Display Sales Order: Initial Screen' in SAP. At the top, there is a navigation bar with icons for Sales, Item overview, Ordering party, Orders, and a search icon. Below this, there is a field for 'Order' with the value '1' entered. Underneath the 'Order' field is a 'Search Criteria' section with several input fields: 'Purchase Order No.', 'Sold-to party', 'Delivery', 'Billing Document', and 'WBS Element'. At the bottom of the 'Search Criteria' section is a 'Search' button with a magnifying glass icon.

Your sales order number should be entered by default.

Note If you log off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for your sales order number using the *Sales documents by customer* tab. Enter sales organization **UE00** and the Purchase order no. you had entered (###).

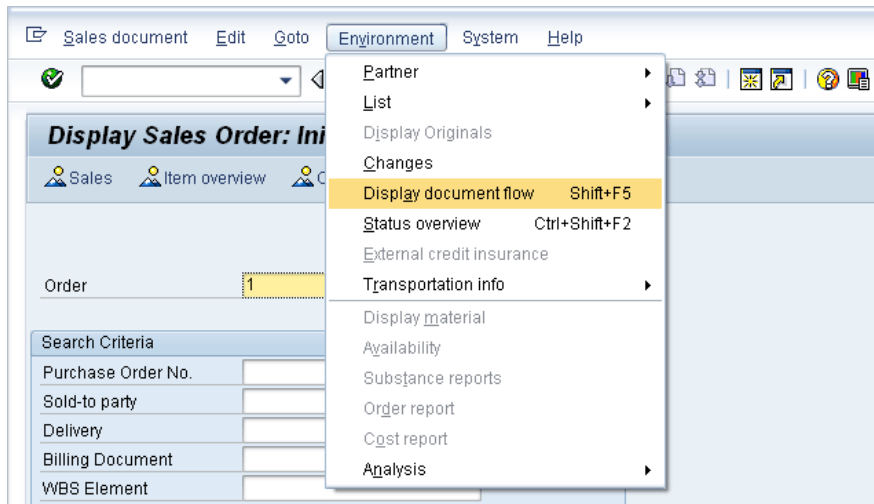
Sales document search

UE00
###

To access the document flow tool, click on  or follow the pull-down menu path:


Document flow

Environment ► Display document flow



The document flow for the Philly Bike sales order will look like the following.

Document Flow			
Status overview Display document Service documents Additional links			
Business partner 0000003000 Philly Bikes			
Document	On	Status	
Standard Order 0000000001	04/23/2010	Completed	
Outbound Delivery 0080000000	04/23/2010	Completed	
Picking request 20100423	04/23/2010	Completed	
GD goods issue:delv 4900000002	04/23/2010	complete	
Invoice 0090000000	04/23/2010	Completed	
Accounting document 0090000001	04/23/2010	Cleared	

Any document can be accessed from the document flow. For example, to look at the invoice, click on the invoice line, then click on  Display document.

This should produce the following screen.

Invoice 90000000

(F2) Display: Overview of Billing Items

Accounting

Billing documents

F2 Invoice

90000000

Net Value

15,000.00

USD

Payer

3000

Billing Date

04/23/2010

Philly Bikes / 3999 West Chester Pike / US - 19073 Phila

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	Deluxe Touring Bike (black)	5 EA		15,000.00	DXTR1000	7,000.00

To access details of the invoice, follow the pull-down menu path:

Goto ► Header ► Header

This will produce the following screen.

Billing Invoice 90000000 (F2) Display : Header data

Billing items Accounting Output

F2 Invoice 90000000
 Payer 3000 Philly Bikes / 3999 West Chester Pike / US - 19073 Philadelphia
 Created by WEIDNER Created on 04/23/2010 Time 16:40:28

Header Head.prtnts Conditions ForTrade/Customs Head.text

Accounting Data

Billing Date 04/23/2010 Document Currency USD
 Company Code US00 ☐ Set exchange rt
 Reference 000 Exchange rate-acctng 1.00000
 Assignment 0090000000 Payment Method
 Trading Partner Dunning Area
 Fixed value date Dunning Key
 Addit.value days 0 Dunning Block Freed for dunning
 AcctAssgGr 01 Domestic Revenues
 Posting Status C Posting document has been created

Price data

Price List Exch. Rate Type
 Customer group Agreement
 Price group
 Terms of Paymen 0001 Pay immediately w/o deduction
 Incoterms FOB Miami
 Pricing procedure RVAJUS Standard - USA/With Jur.Code



Taxes

Destination Country US Region PA
 TaxClass1-Cust. 00000000 County code
 VAT Registration No. City code
 Country sls.tax no. US Export ☐
 Origin sls.tax no. A Ship-to party ☐ EU triangular deal

General information

Sales Organization UE00 US East Inv.list type LR
 Distribution Channel WH Wholesale Billing date
 Division BI Bicycles Cancld bill.dc
 Sales district ☐ Cancelled
 Shipping Conditions 01 standard ☐ Man.invoice mainten.

Note details of the invoice, like who created the invoice and when and the customer's PO number.

Click on the exit icon  to return to the document flow. Explore the document flow tool, then click on  twice to return to the SAP Easy Access screen.

