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HS2041 – Enterprise Systems

Guideline for Lab 3 - Fulfillment

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Lab Exercises ⌄

	DUE DATE	DUE TIME
Lab 1	12 May, 2024	11.59 pm
Lab 2	~~19 May, 2024~~ 24 May, 2024	11.59 pm
Lab 3	~~2 June, 2024~~ 7 June, 2024	11.59 pm

Please refer to the Weekly Lab Submissions menu item for all requirements

To excel in the Lab 3 assignment for HS2041: Enterprise Systems, you need to follow a series of specific steps in SAP to handle the tasks effectively. Below are the step-by-step instructions tailored to the lab assignment questions, along with general guidelines to ensure a high-distinction mark.

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Steps for Task 1: Create a New Customer

1. Access SAP S/4HANA:

- **Login to SAP**: Use your provided credentials to log in to SAP S/4HANA.

2. Create a New Customer:

- **Navigate to Maintain Business Partner App**:

  - Go to the SAP Fiori Launchpad.

  - Click on the Profile icon and select "Sales and Distribution" from the Space Selection Bar.

  - Add the "Maintain Business Partner" app if it is not already there by clicking on the Profile icon, selecting Edit Current Page, finding the app under GB SD in the App Finder, and adding it.

- **Create New Customer**:
- Select "Create New Business Partner" and choose "FI Customer".
- Enter the following details:
  - **Title**: Company
  - **Name**: Sports Co Inc ### (where ### is your User ID Number)
  - **Address**: 555 Stanford Avenue, Los Angeles, CA 90013
  - **Region**: West
  - **Company Code**: US00 Global Bike Inc.
  - **Reconciliation Account**: 1200000 (Trade Receivables)
  - **Payment Terms**: 0001 (Payment is due immediately)
  - **Sales Org**: UW00 US West
  - **Distr. Channel**: WH (Wholesale)
  - **Division**: AS (Accessories)
  - **Sales District**: US002 (Southwest US)
  - **Price Group**: 02 (Occasional Buyer)
  - **Cust.Price.Procedure**: 1 (Standard)
  - **Delivery Priority**: 02 (Normal)
  - **Delivering Plant**: SD00 (DC San Diego)
  - **Max.Part.Deliveries**: 2

- Save and Screenshot: Save the customer record and take a screenshot showing the properties of the above elements in the Customer record. Attach the screenshot to your report.

Steps for Task 2: Create a Sales Order

1. Access Sales Order Creation:

- **Navigate to Manage Sales Order App**:

    - Go to the Sales and Distribution space.

    - Click on "Manage Sales Order" in the Sales Representative role.

    - Click "Create" to start a new sales order.

- **Create Sales Order Referencing a Quotation**:Select "Create with Reference".

  - Enter "OR1" in the Order Type field.

  - Enter your Customer Reference number (###).

  - Click "Search" and select your Quotation.

  - Click "Copy" to transfer the details from the Quotation into the Sales Order.

- Enter the following details:

  - **Cust. Reference**: ### (your logon number)

  - **Cust. Ref date**: Today's date

  - **Req.deliv.date**: Tomorrow's date

- **Save Sales Order**: Save the Sales Order and note down the Sales Order number. Attach a screenshot of the saved Sales Order.

- For the Materials, please follow the instruction of the Fulfilment.pdf document on the Blackboard

94.	Click	the **Material** field on the 2nd row.
95.	Repeat	the previous process to enter the **Deluxe Touring Bike (silver)** details.
96.	Type	**2** in the **Order Quantity** field for this material.
97.	Press	**<ENTER>** to confirm the entries and determine the price for this Inquiry.

All Items

	Material	Req. Segment	Order Quantity	SU	AltItm	Item Description
☐	DXTR1000			5	EA	Deluxe Touring Bike (black)
☐	PRTR1000			2	EA	Professional Touring Bike (black)

The total price for these 7 bikes to The Bike Zone is $USD21,400.00, which is indicated by the **Net Value** field. Not all Inquiries turn into sales. The system calculates the value of the inquiry based on a probability figure. The **Expected Order Value** (6,420.00) is a calculated value that takes the net value of the order and multiplies it by the probability of having an inquiry from this customer turn into an actual sale. The system sets a default probability of 30%. You are confident that The Bike Zone will buy the identified products and need to change the probability accordingly. To change the Conditions of the Inquiry:

Steps for Task 3: Create an Invoice for Customer

1. Access Billing Document Creation:

- **Navigate to Create Billing Documents App**:

  - Go to the Sales and Distribution space.

  - Click on the "Create Billing Documents" app in the AR Accountant role.

  - Enter your Customer Reference number (###).

  - Click "Search" and select your Sales Document.

  - Click "Create Billing Document".

- **Complete Billing Document**:

  - Enter US00 in the Company Code field.

  - Verify the details and click "Save".

  - Record the generated billing document number and take a screenshot. Attach the screenshot to your report.

General Guidelines for High-Distinction Mark

1. Start Early: Begin the assignment well in advance to ensure ample time for each step.

2. Follow the Instructions: Carefully read and follow all provided instructions and guidelines.

3. Organize Your Work: Clearly organize your report with appropriate headings and sections as specified.

4. Use Screenshots Effectively: Ensure all required screenshots are clear and properly labeled.

5. Reference Correctly: Use Holmes Institute Adapted Harvard Referencing for all sources.

6. Review and Edit: Thoroughly review and edit the final document to eliminate any errors or inconsistencies.

7. Submit Correctly: Ensure the final document is in MS Word format and submitted via the correct Blackboard link.

By following these steps and preparing effectively, you will be well-equipped to handle this course assignment and achieve a high distinction.

Good luck!

Farshid

Theory: Explain the significance of creating a new customer in SAP, including the business implications and data flow.

Create a New Customer

Theory: Describe the role of sales orders in the fulfillment process, including how they trigger subsequent steps like delivery and invoicing.

Create a Sales Order

Theory: Explain the importance of invoicing in financial management and its impact on accounts receivable.

Create an Invoice

Theory: The importance of purchase order details in supply chain management.

Access Purchase Order Details

Theory: The role of goods receipt verification in inventory management.

Verifying Goods Receipt

Theory: How inventory levels impact business operations.

Displaying Inventory Levels

Theory: The impact of procurement on financial statements.

Analyzing General Ledger Impact

Theory: The role of vendor payments in cash flow management.

Posting Payment to Vendor