



HOLMES  
INSTITUTE

HS2041 – Enterprise Systems

**Week 8 & 9 Workshop - Fulfillment**

## Learning Outcomes:

If we thoroughly study and follow these steps, we will be able to:

- Create a new customer with all the specified details and provide the required screenshot.
- Describe the steps for creating a sales order, including referencing a quotation.
- Detail the steps for creating an invoice for the customer.

# Step-by-Step Instructions for Lab 3

- 1. Follow Each Step Meticulously:** Ensure no step is skipped and double-check each entry in SAP S/4HANA.
- 2. Understand the Theory:** Pay attention to the theoretical explanations to accurately describe the process in their submissions.
- 3. Provide Clear Screenshots:** Ensure all necessary elements are visible in the screenshots and annotate them as needed to highlight key information.

# Step-by-Step Instructions for Lab 3

## Task 1: Create a New Customer

### 1. Log into SAP S/4HANA:

- Open SAP GUI and log in using your credentials.

### 2. Create a New Customer:

- Navigate to the Customer Creation transaction (e.g., XD01 for creating a customer in SAP GUI).
- Fill in the customer details as specified:
  - **Name:** ..
  - **Address:** ...
  - **Region:** ....
  - **Company Code:** US00 Global Bike Inc.
  - **Reconciliation Account:** 1200000 (Trade Receivables)
  - **Payment Terms:** 0001 (Payment is due immediately)
  - **Sales Org:** UW00 US West
  - **Distribution Channel:** WH (Wholesale)
  - **Division:** AS (Accessories)
  - **Sales District:** US002 (Southwest US)
  - **Price Group:** 02 (Occasional Buyer)
  - **Customer Price Procedure:** 1 (Standard)
  - **Delivery Priority:** 02 (Normal)
  - **Delivering Plant:** SD00 (DC San Diego)
  - **Max. Part Deliveries:** 2

## **3. Save the Customer:**

- Click on 'Save' and take a screenshot of the confirmation screen showing the customer details.

## **Task 2: Create a Sales Order**

### **1.Navigate to Sales Order Creation:**

- Use transaction code VA01 for creating a sales order.

### **2.Enter Sales Order Details:**

- Enter the Order Type (e.g., OR for Standard Order).
- Enter the Sales Organization (UW00), Distribution Channel (WH), and Division (AS).

## 3. Search for Products:

- For product search, enter the material field and use the search function:
  - Click on the search icon in the **Material** field.
  - Select **Material by Description** from the search criteria context menu.
  - Enter descriptions for the Deluxe Touring Bike (black) and Deluxe Touring Bike (silver).
  - Confirm and select the products.

## **4. Complete Sales Order Details:**

- Fill in other required fields such as quantity, delivery date, and pricing.
- Reference the quotation number if provided.

## **5. Save the Sales Order:**

- Click on 'Save' and take a screenshot of the sales order confirmation screen.

## **Task 3: Create an Invoice for the Customer**

### **1.Navigate to Invoice Creation:**

- Use transaction code VF01 for creating an invoice.

### **2.Enter Billing Document Details:**

- Enter the billing type, sales organization, distribution channel, and division.

### **3.Select the Sales Order:**

- Use the sales order number created in Task 2 as a reference.

### **4.Complete Invoice Details:**

- Fill in necessary details such as invoice date, payment terms, and billing items.

### **5.Save the Invoice:**

- Click on 'Save' and take a screenshot of the invoice confirmation screen.



## Additional Tasks and Queries

### Accessing Purchase Order Details

#### 1. Access Purchase Order Details:

- Use transaction code ME23N to display the purchase order.
- Enter the PO number for the Deluxe Touring Bike.

#### 2. Review and Annotate Details:

- Identify the vendor name, expected delivery date, and key items ordered.
- Take a screenshot and annotate it with the relevant details

## Verifying Goods Receipt

### 1. Create Goods Receipt:

- Use transaction code MIGO for goods receipt against the purchase order.
- Confirm the received quantity and note any discrepancies.

### 2. Record Discrepancies:

- Describe any discrepancies, notify the responsible department, and document corrective actions.
- Take a screenshot of the Goods Receipt.

## Displaying Inventory Levels

### 1. Display Inventory Levels:

- Use transaction code MMBE to view inventory levels.
- Ensure to refresh the data for the most recent information.
- Take a screenshot of the updated inventory levels.

## Analyzing General Ledger Impact

### 1. Predict General Ledger Impact:

- Before checking in SAP, predict how the procurement process affects the General Ledger.

### 2. Verify in SAP:

- Use transaction code FBL3N to view the General Ledger entries related to the purchase order.
- Take a screenshot of the General Ledger impact.

## Posting Payment to Vendor

### 1. Post Payment:

- Use transaction code F-53 to post a payment to the vendor.
- Explain how this fits into broader financial management practices.
- Take a screenshot of the payment posting.

By following these steps, you should be able to complete Lab 3 successfully. If you encounter any further issues, please feel free to reach out.

Best regards,

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