



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:**
 - **Reconciliation Account:**
 - **Payment Terms:**
 - **Sales Org:**
 - **Distribution Channel:**
 - **Division:**
 - **Sales District:**
 - **Price Group:**
 - **Customer Price Procedure:**
 - **Delivery Priority:**
 - **Delivering Plant:**
 - **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