

2024-T1-HS2041: Enterprise Systems using SAP – Week 4

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Welcome to the introductory course on SAP S/4HANA, designed to equip you with a foundational understanding of the SAP S/4HANA enterprise system. This course is tailored for both classroom learning and self-study, providing a comprehensive exploration of essential ERP functionalities through guided learning methods.



Educational Goals:

Upon completion, you will be familiar with the basic navigation and functionalities of SAP S/4HANA, enabling you to apply these skills in real-world business scenarios. The course material also serves as a reference for occasional SAP system users.



Key Learning Modules:

1. Introduction to SAP ERP:

- Understand the motivation for using SAP S/4HANA, its role in managing complex business processes, and its capabilities in handling vast databases and transaction volumes.

2. Course Structure:

- The course utilizes a "guided learning" approach to facilitate quick and effective learning, supplemented by practical exercises to reinforce theoretical knowledge.



3. Detailed Course Content:

- Financial Accounting:**

Learn about general ledger operations, financial statements, and transaction postings.

This module is crucial for managing an enterprise's financial records.

W4 &
W5

- Procurement:**

Explore the procurement cycle from creating purchase orders to payment postings and vendor interactions, essential for effective procurement management.

W6 &
W7

- Fulfillment:**

Delve into the order-to-cash process, including creating sales orders, inventory management, and invoicing, which are integral to SAP's sales and distribution functions.

W8 &
W9



4. Practical Exercises:

- Engage in exercises that simulate real-world business scenarios to apply and practice your skills in navigating and using the SAP S/4HANA system effectively.

5. Reporting and Analytics:

- Learn techniques to generate and analyze reports to gain business insights, enhancing decision-making processes within the enterprise.



6. Using SAP Fiori:

- Experience a modernized user interface for accessing SAP applications, which simplifies and personalizes the user experience.

7. ERP Terminology and Navigation:

- Familiarize yourself with essential ERP terminology and master the navigation through various SAP S/4HANA functionalities, enhancing your efficiency in using the system.



Expectations and Tasks:

- Attend and participate in all sessions, whether in a classroom or through self-study modules.
- Complete all assigned exercises and case studies, which are designed to mimic handling real business transactions and scenarios.
- Regularly engage with the learning materials and actively participate in discussions or forums if available.



Conclusion:

By the end of this course, you should be adept at basic ERP functionalities, proficient in navigating the SAP S/4HANA system, and capable of applying this knowledge to support and manage business operations effectively. This tutorial is not just a learning tool but also a stepping stone into the world of enterprise resource planning and management.



Comprehensive Guide to SAP S/4HANA: From Basics to Advanced Applications

SAP Tutorial V3 07032024.docx is designed for both classroom and self-study purposes, aiming to familiarize you with the basic navigation and functionality of enterprise systems.



A summary of the course content:

1. Introduction to SAP ERP:

- This section outlines the motivation for using SAP S/4HANA and its application in managing complex business processes with a focus on its vast database and transactional capabilities.

2. Course Structure:

- The tutorial is structured around "guided learning", which facilitates quick learning and the acquisition of practical skills. It includes exercises that allow students to apply their knowledge practically.



A summary of the course content:

3. Course Content:

- The SAP Tutorial V3 (2024) document includes detailed walkthroughs of various SAP S/4HANA functionalities including:
 - **Logging On and Navigation:** Instructions on accessing the SAP system and basic navigation tips.
 - **Master Data Navigation:** Guidelines on managing and navigating through master data.
 - **Financial Accounting:** Covers general ledger operations, financial statements, and other accounting processes.

W4 & W5
 - **Procurement and Fulfillment Processes:** Detailed steps from creating purchase orders to managing inventory and executing sales orders.
 - **Reporting and Analytics:** Techniques to generate and analyze reports for business insights.

4. Practical Exercises:

- Practical exercises are interspersed throughout the tutorial to reinforce learning by applying concepts to simulate real-world scenarios involving fictional company data.

5. Additional Features:

- The tutorial incorporates SAP Fiori for a modernized user experience, emphasizing its role in simplifying access to applications through a personalized launchpad.



Comprehensive Guide to SAP S/4HANA: From Basics to Advanced Applications

By the end of the course, you are expected to understand basic ERP functionality, be adept at navigating the SAP S/4HANA system and apply this knowledge to real-world business scenarios. The material also serves as a reference for occasional users of SAP systems, enhancing their understanding of enterprise resource planning and its implementation in global business environments.



Logging On and Navigation

A) SAP Log in: <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp>

The screenshot shows a web browser window with the URL <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp> in the address bar. The page displays a SAP logon interface. A red box highlights the following fields:

- Username: Learn-649
- Password: (represented by six dots)
- Language: EN - English
- Client: 274
- Log On button

Below the highlighted area, there is a link labeled "Change Password".

Username)

Learn-601 to Learn-650 (Sydney)

Password) learnGBI



Financial Accounting: Page 1 – 41 (W4 & W5): Covers general ledger operations, financial statements, and other accounting processes.

2024-T1-HS2041: Enterprise Systems Tutorial Materials

Tutorial Materials

Build Content Assessments Tools Partner Content

SAP Access details

Attached Files: [SAP Tutorial V3 07032024.docx](#) (9.772 MB)

Hello students,
Kindly see the login details for SAP S/4 HANA below for your tutorials:
Clients: 274
WEB-GUI access <https://m32z.ucc.ovgu.de/sap/bc/ui2/flp>

1. The S/4HANA logon screen appears.
2. The student accounts
Username: Learn-501 to Learn-600 (Melbourne) , Learn-601 to Learn-650 (Sydney), Learn-651 to Learn-700
Default Password: learnGBI

SAP S/4HANA can operate on a variety of personal computers using different operating systems. You can access it via the web (HTML5 based) or the UI5 standard. But no matter which equipment, operating system or interface is used, the system will guide you through the setup process. Once you log in for the first time, the system will ask you to change your default password and please keep your new password safe.
If you have any questions, I am happy to discuss them.
Regards

Tutorial file

Attached Files: [SAP Tutorial V3 07032024.docx](#) (9.772 MB)

 SAP

SAP ERP: S/4HANA Introduction

MOTIVATION
This tutorial is an introduction to the SAP S/4HANA enterprise system. It can be used in the classroom or for self-study. On completion of the course, students will be able to understand the basic navigation and functionality concepts of the enterprise systems. The material also serves as a reference for occasional users of SAP systems.

LEARNING METHOD
The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies.

Exercises, in the end, enable students to put their knowledge into practice.

Product
SAP S/4HANA

Level
Introductory

Focus
ERP Systems

Author
Professor. Paul Hawking

Version 3.2024

SAP Mentors



Light Mode is:



built with

Example) Mastering Financial Accounting in SAP S/4HANA: A Practical Case Study Approach for Students

FarshidKeivaniyan

Overview Repositories 21 Projects Packages Stars 2

Find a repository... Type Language

Sessions_Database_SQL Public

This page is created to provide students with SQL examples

Updated 8 minutes ago

Sessions_R Public

R programming

• R Updated yesterday

Sessions_EnterpriseSystems_SAP Public

main 1 Branch 0 Tags

Search: Week4 Add

Lecture_Tutorial_Week4_HS2041_Enterprise.pdf Go to file

Lecture_Tutorial_Week4_HS2041_Enterprise_Example.pdf

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SAP Tutorial





SAP ERP: S/4HANA

Introduction

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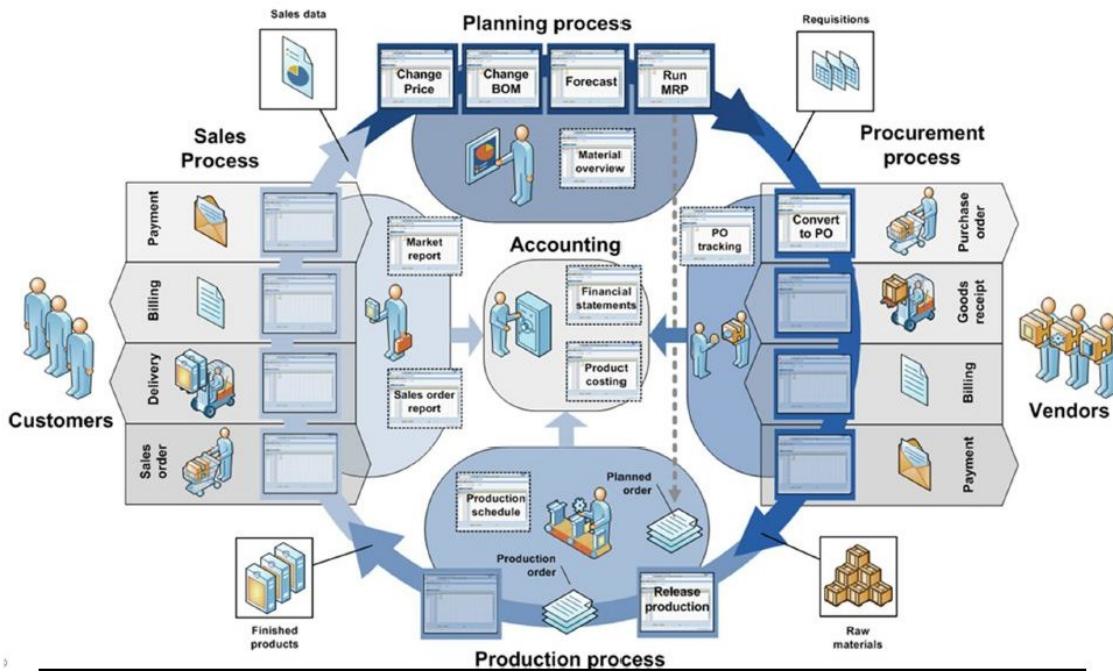


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Introduction to SAP ERP

SAP's Enterprise Resource Planning (ERP) system is designed to assist an organisation in integrating and managing business processes. The system deals with the problems of organising and executing the millions of transactions that are fundamental to many large businesses. SAP is the leader in the ERP market. SAP ERP is a very large system that incorporates over 30,000 tables and 50,000 transactions. This tutorial is an introduction designed to assist you with familiarising yourself with the SAP ERP basics utilising SAP's latest ERP release: S/4HANA.

The exercises will focus on how these Enterprise systems support the key accounting functions in an organisation. Accounting processes are core to the operations of a business. These processes support the other business scenarios within an organisation.



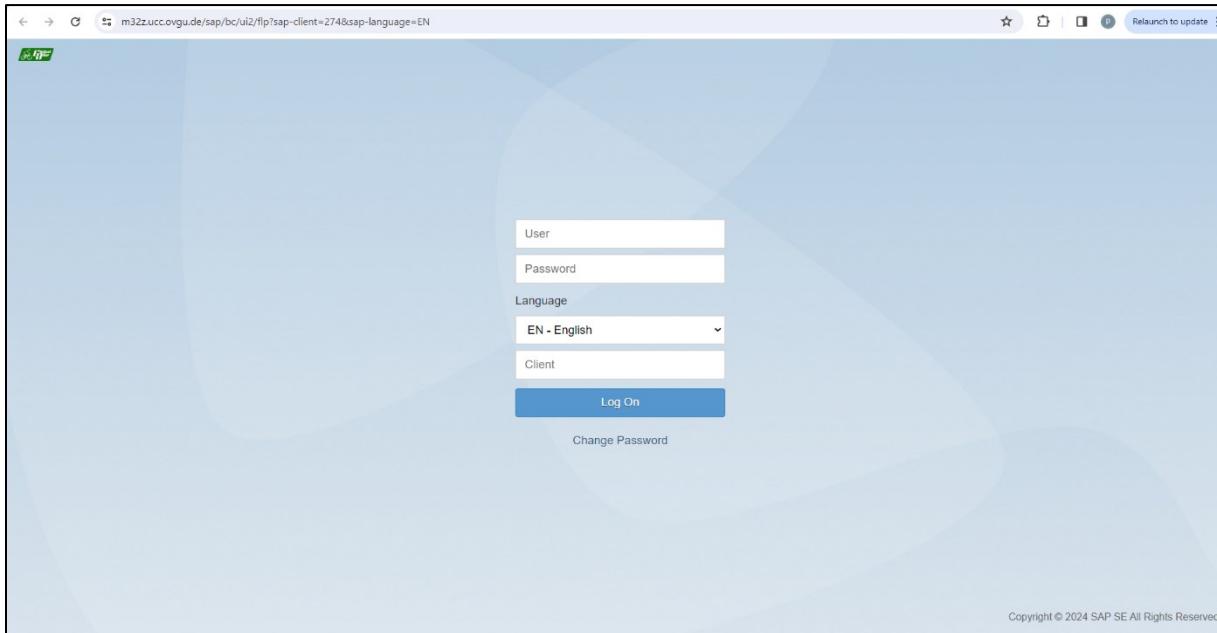
Logging on to the SAP System

There are various techniques to open **SAP S/4HANA**. For the purpose of these exercises you will access the ERP system via a web browser.

Type

1. Type `https://m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN` in the Address bar.
2. Press **<ENTER>** to display the S/4HANA logon screen.

The S/4HANA logon screen appears similar to the one below:



A screenshot of a web browser displaying the SAP S/4HANA logon screen. The URL in the address bar is `m32z.ucc.ovgu.de/sap/bc/ui2/flp?sap-client=274&sap-language=EN`. The page features a light blue background with a central form. The form contains four input fields: 'User', 'Password', 'Language' (set to 'EN - English'), and 'Client'. Below the client field is a 'Log On' button. At the bottom left is a 'Change Password' link, and at the bottom right is a copyright notice: 'Copyright © 2024 SAP SE All Rights Reserved.'

SAP S/4HANA can operate on a variety of personal computers using different operating systems. You can access S/4HANA either through the traditional interface (SAPGUI) or the new interface (Fiori) built with HTML5 based (web) on the UI5 standard. But no matter which equipment, operating system or interface is used, there are some necessary requirements:

Log On details

Due to the value of the information stored in the ERP system, it is necessary to control the access to the software. The SAP administrator would need to establish a user account for each user who intends to use the ERP system. Each user account is identified by a user name and requires a password for security. Each user account is also allocated a particular type of security profile which determines the data a user is allowed to view and change.

The other log on detail you require is the **Client** number. A **Client** is a set of self-contained tables required for processing transactions in the SAP system. A Client could be created for separate companies in an organisation. A user in one client cannot change the data in another **Client**. You will need to know your **user name**, **Password** and **client** before you attempt to access the system. These can be obtained from your workshop leader.



Identify your log on details

User name	LEARN-###
Password	
Client	289

3. Type your User Id **LEARN-###** where **###** is the number assigned to you.
4. Press **<TAB>** to move the cursor to the **Password** text box.
5. Type your **Password**, which the workshop leader will supply.

To hide your Password from other people, it is hidden by ●● as you type.

6. Type the **Client** details as provided by the workshop leader.
7. Click **Log On** to authorise your details.

A new screen will appear, which allows you to enter a new password to replace the temporary one you were supplied with.

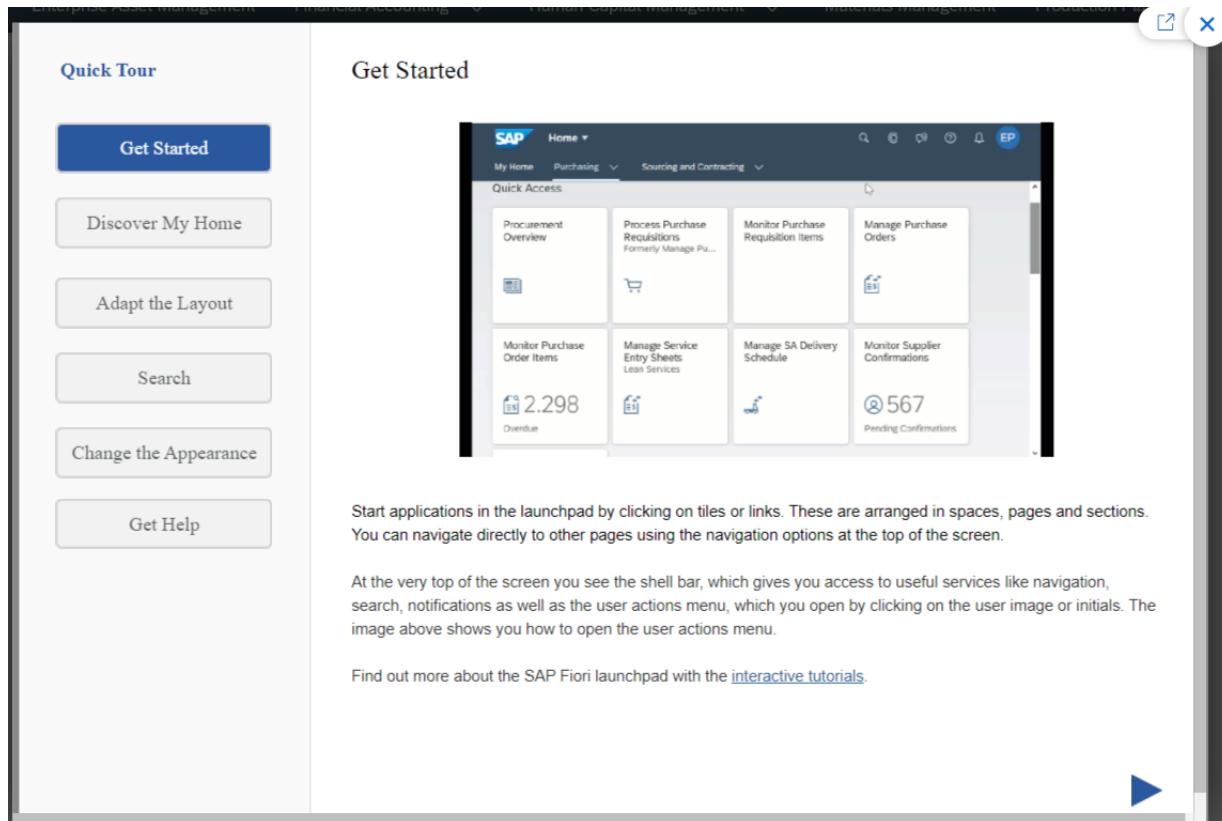
You now need to create a new password. You will be the only person who knows this Password, so it is important to create a password that is easy to remember. However, the ERP system has some rules about what it allows to be a password. The system administrator can change these rules. But in general, the following applies:

Password Rules

- Passwords must be at least six characters.
- Passwords are case-sensitive.
- Passwords cannot start with a blank space, question mark(?). or an exclamation mark (!).
- The Password cannot be any of the previous five passwords.

8. Type your **Current Password**.
9. Type your **New Password**.
10. Type your new password again in the **Repeat Password** field to confirm it.
11. Click **Change** to change your Password.

After initially logging on to the SAP S/4HANA system, a tutorial screen appears:

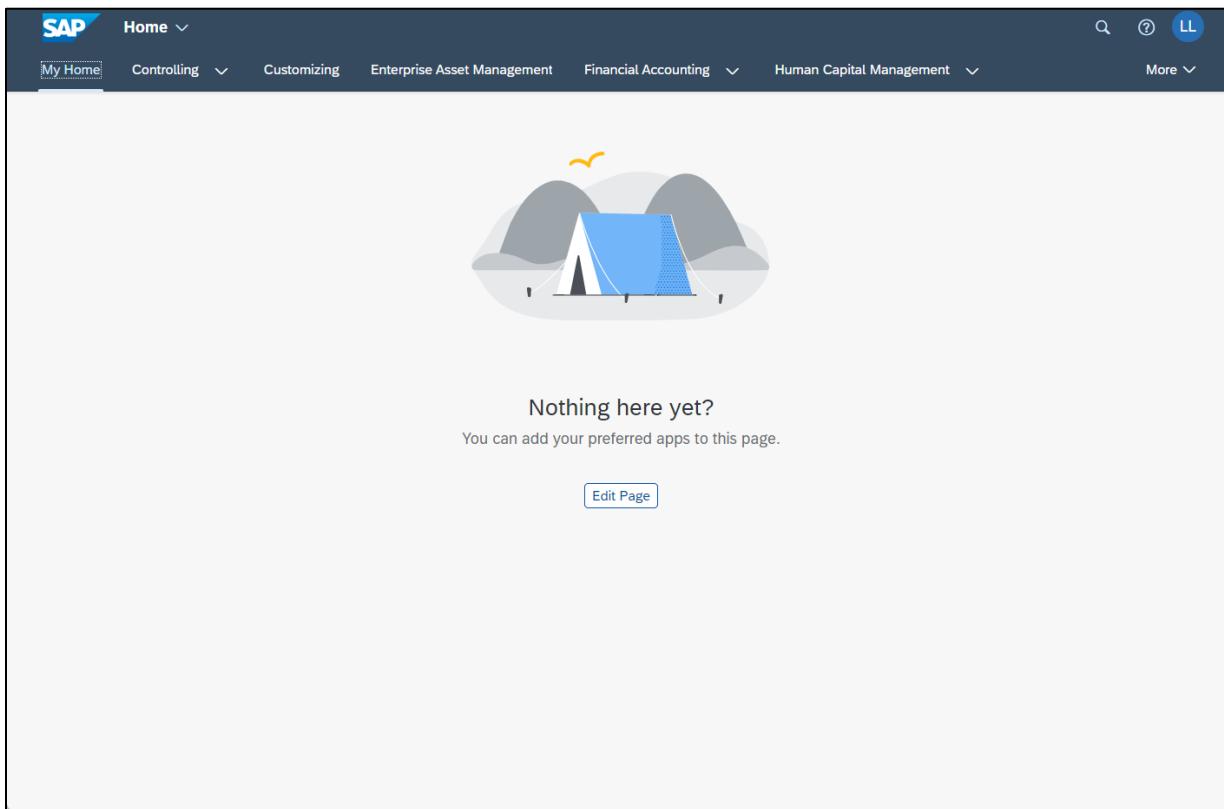


You can undertake the **Quick Tour** tutorial to get a better understanding of the system environment. This Quick Tour is available at anytime by clicking the Help icon .

12. Click  to close the **Quick Tour** tutorial screen.

SAP S/4HANA Fiori Launch Pad

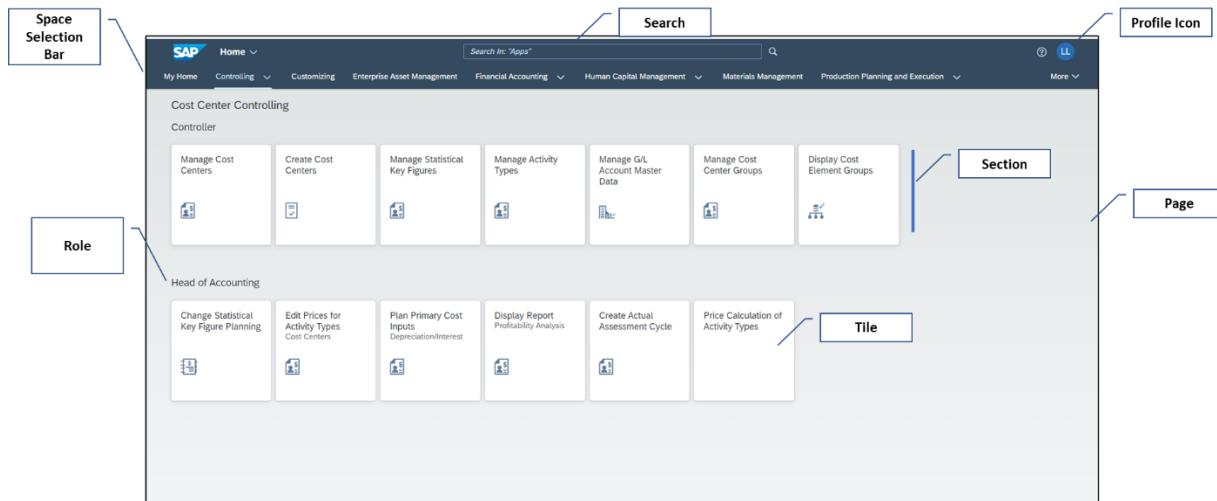
The SAP Fiori launch pad home page is the first page that users see after they have logged on. It is the main entry point to SAP Fiori apps on mobile and desktop devices. The home page is the primary place where a user will look for applications. The page features tiles that allow the user to launch apps and may show additional information. The page can be personalised, and tiles can be added, removed, or bundled in groups.



At the moment your **Launch Pad** contains Fiori Apps. As the Launch Pad screen is the main way users interact with the system there are several screen elements you need to become familiar with. To view a **Launch Pad** screen:

13. Click **Controlling** on the Space Selection Bar.

The following screen appears which includes the following elements:



Space

At the highest level the Launch Pad contains Spaces (**Controlling** etc.). A space serves as an entry point for a business role and shows information and functions that are assigned to that business role. A space consists of one or multiple pages that are used to further structure the content of a space.

Page

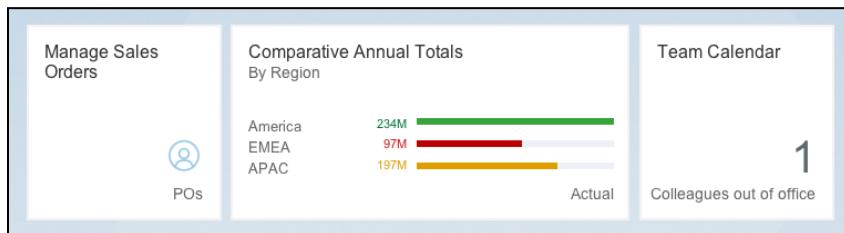
A Page is part of a Space, and a space may have one or multiple pages. Each Page contains a number of Fiori Apps. Business roles with fewer apps may use one Page per Space, whereas business roles with more apps may use multiple Pages per Space. A Page consists of sections that are used to further structure the content.

Tiles

The Tiles provide direct access to Fiori Apps or content. They are similar to large icons and have a rectangular shape. The Launchpad comes with a predefined set of groups and Tiles. However, the user can also personalise the launchpad home page to reflect their individual roles by choosing from the App finder's wide range of ready-to-use tiles.



Tiles differ in the content they display. They can contain an icon, a title, some informative text, numbers, and charts. The information that is shown depends on the function of the tile or app.



Icon

Chart

Number

Profile Icon

The Profile Icon provides access to the **Me Area**. This area provides a number of options for customising your Home screen. It also lists the most recent tiles or objects you have worked on.

Search Icon

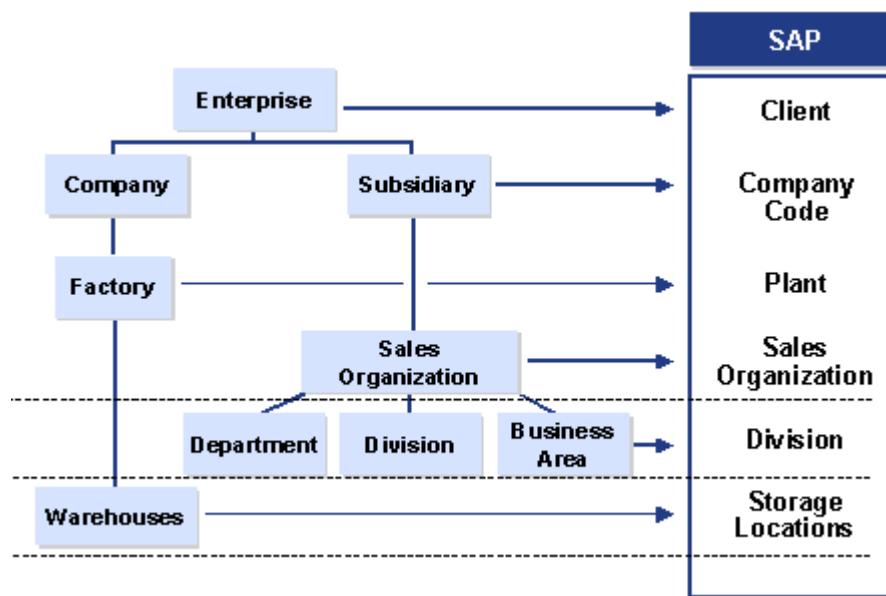
The Search Icon allows users to find business objects such as materials or sales orders and tiles such as Leave Request or Current Accounts Balance.

ERP Terminology

While using the SAP system, you will encounter a number of ERP terms that are important to understand if you understand how these systems operate.

Business Scenario: Grouping of business processes in a specific **organisational unit** that share some similar goals in the enterprise, such as purchasing, services, balance sheet preparation, production, personnel administration, and so on.

Organisational Units: An organisational unit represents any type of organisational entity found within a company, for example, subsidiaries, divisions, departments, or special project teams. These organisational units need to be mapped in the SAP ERP system as they are the locations where the various **Business Scenarios** occur. Some of the possible organisational units are displayed below

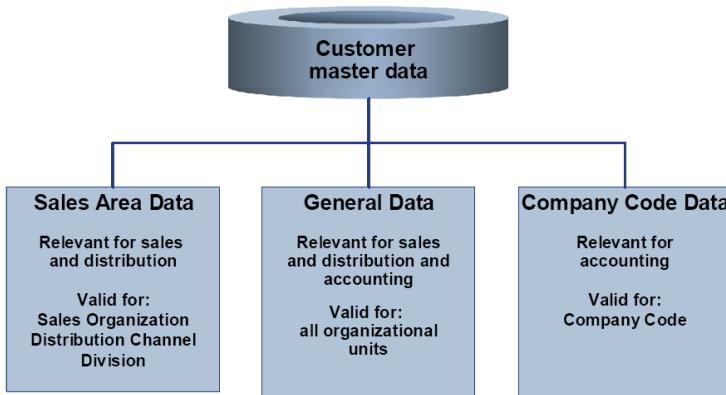


The types of **organisational units** mapped in the SAP system will depend upon which **Business scenarios** will be used. Some units are only relevant to specific SAP modules.

- ☛ List some of the **Organisational Units** you would find in a university.

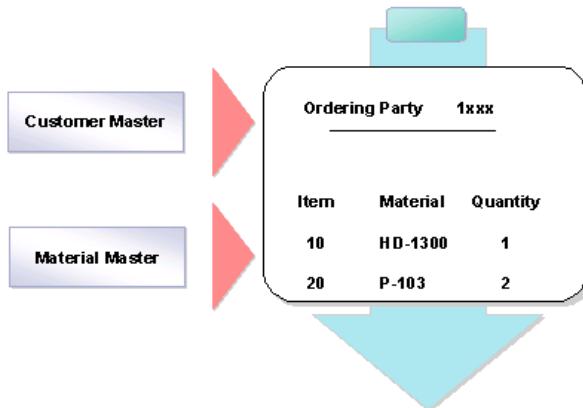
Master Data:

Business Scenarios involve various objects such as customers, vendors, products, employees etc. Data that describes these objects are referred to as **Master Data**. This data describes the various objects stored within the SAP system. This data usually remains unchanged over an extended period of time. A **Master Data** object, such as a customer, can be used by more than one module. Each module may only be concerned with certain aspects of the **Master Data**.



☛ List **Master Data** objects in a Student Administration system

Transactions: are application programs that execute business processes in the ERP system. They usually result in the interaction with master data objects such as creating a customer order, posting an incoming payment, or approving a leave request. The majority of processing in the SAP ERP system is related to transactions. For example, the diagram below illustrates a **Transaction**, the interaction between the **Master Data** objects of **Customer** and **Material** in the creation of a sales document.



Document: A data record that is generated when a transaction is carried out and contains all the predefined information such as sales document, order, pay slip etc.

Reports: Program which reads certain data elements and displays them in a list. SAP has extensive reporting facilities which enable users to access and display the data in various formats.



Case Study

Scenario

The SAP system you are working on has been configured to support a fictitious company, Global Bikes Inc (GBI). Global Bikes Inc (GBI) was founded in 2001 following the merger of two bicycle manufacturers, one based in the US and the other in Germany. GBI has three lines of business: deluxe and professional touring bikes, men's and women's off-road bikes, and bike accessories. GBI sells its bikes to a network of specialised dealers throughout the world, and it procures its raw materials from a variety of suppliers globally.

GBI has two manufacturing facilities in the US and one in Germany. It also has three additional warehouses, two in the US and one in Germany. GBI has more than 100 employees globally. The organisation uses SAP ERP to support its processes. The company has a new bicycle for sale - Mongoose Mountain Bike. The SAP systems contain all the necessary data to support GBI's business processes.

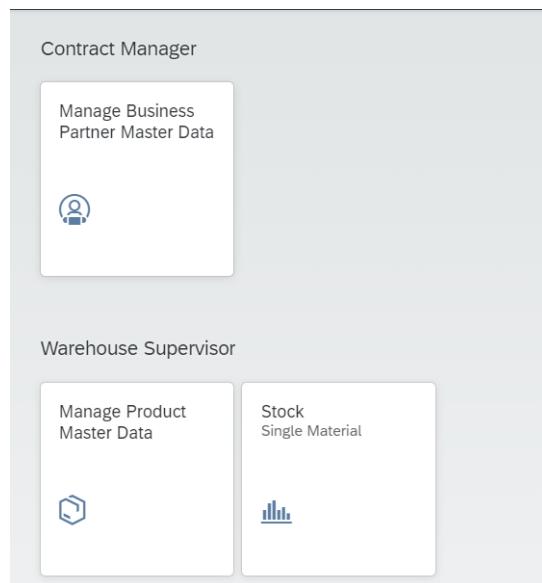
SAP S/4HANA Navigation

Master Data Navigation

An ERP system stores vast amounts of data about the various objects used in different business processes. To display the data, you require from such a large system; there are various navigation techniques you need to become familiar with. SAP S/4HANA includes a number of tools that can facilitate this navigation.

This exercise requires you to find the **Master Data** for a particular product. The product we are interested in is referred to as **Deluxe Touring Bike**. The **Master Data** referring to a product is called a **Material Master**. To display the **Material Master** for a product you will use the Display Material App. You would expect this to be available in the **Material Management** Space.

14. Click **Materials Management** on the **Space Selection Bar** to display this Space.

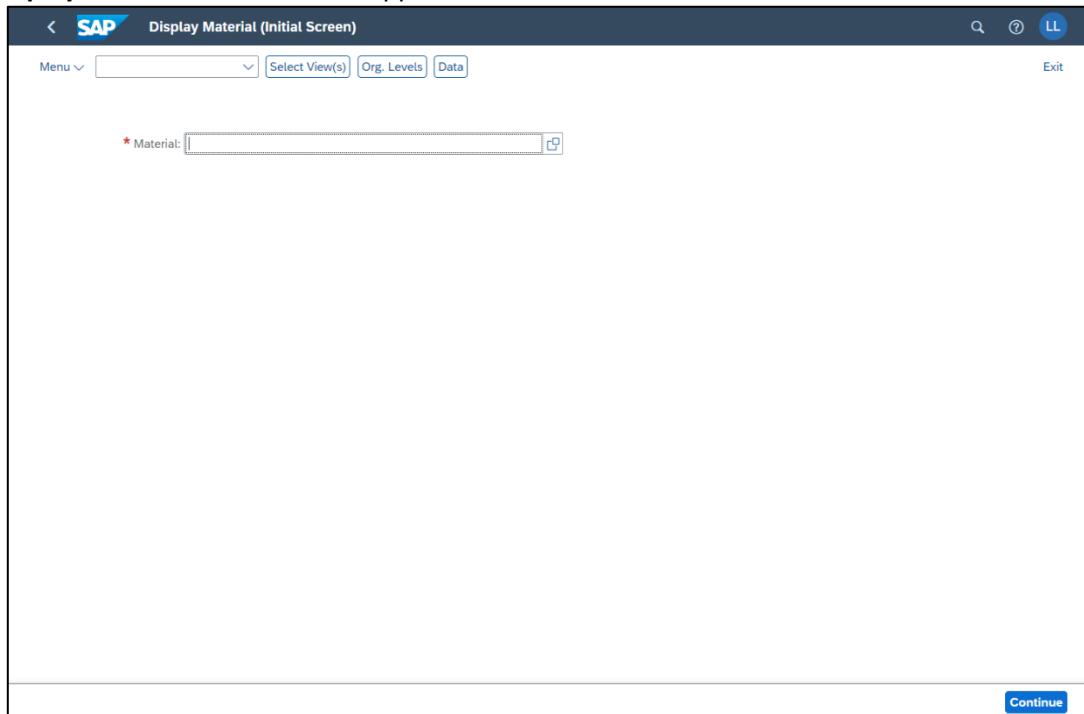


You will notice that the Apps have been customized around the business roles that would perform that activity. This improves the usability of the system.

15. Scroll down to display the **Warehouse Employee** business role.

16. Click  app to start this transaction.

The **Display Material: Initial Screen** appears:



The screenshot shows the SAP Display Material (Initial Screen). The title bar reads "Display Material (Initial Screen)". Below the title bar, there is a menu bar with "Menu", "Select View(s)", "Org. Levels", "Data", and "Exit". A search bar is located above the main area, with the placeholder text "* Material:" followed by a text input field and a magnifying glass icon. At the bottom right of the screen, there is a blue "Continue" button.

The screen requires the details of the **Material** you want to display. If you can remember the details of the **Material**, you can type them directly into the Material field. Notice that the Material field has an * which indicates that it is required information for this transaction to occur. Often it is difficult to remember the Material's details, so you would need to search for it. In this exercise, you want to search for a material (product) called "*Deluxe Touring Bike*".

There are usually thousands of different Materials (products) in the ERP system, and a facility called a match code can make the searching for a Material a lot easier. A match code is a method of finding a certain piece of data when you do not know the specific details of that record.

To access the match code tool for a particular field, you click the  icon of the relevant field

17. Click  to display a **Search** dialogue box.

Material Number (1)		
Search and Select		
M: Material Number/Material Description 		
Material description:	Language Key:	Material:
<input type="text"/>	<input type="text"/> EN 	<input type="text"/> 
Items (0)		

There are numerous ways to search for a Material. We want to search by **Material description**.

Match Codes

You are able to replace letters and numbers by using **wildcards**. A summary of the different types of wildcards can be seen below:

Wildcard	Represents
* and +	Characters you do not know
*	Multiple characters
+	Exactly one character

For example:

Character	Searches for everything
z*	Starting with z
sale	Containing the character string sale , such as rvsale07
*f+	Containing an f as the second-to-last character, such as rmlogifa
rp+++sch	Starting with rp , ending in sch , and containing any three characters in between, such as rp012sch or rpinvsch

18. Type **Deluxe*Bike*** in the **Material description:** field to display all **materials** with a **Material Description** that includes the words **Deluxe** and **Bike**.

19. Click  in the dialogue box to accept this option and display the search results.

There are a number of products that satisfies the Matchcode.

Material Number (1)

Search and Select

M: Material Number/Material Description ▾

Material description: Language Key: Material:

Hide Filters

Material description	Langu...	Material
<input checked="" type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1114
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1115
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1116
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1117
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1118
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1119
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1120
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1121
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1122
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1123
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1124
<input type="checkbox"/> DELUXE TOURING BIKE (BLACK)	EN	DXTR1125

Items (500)

More than 500 input options

20. Click **Deluxe Touring Bike (Black)** (any one) to select it.

21. Click **OK** in the dialog box to accept this option and to move to the next screen.

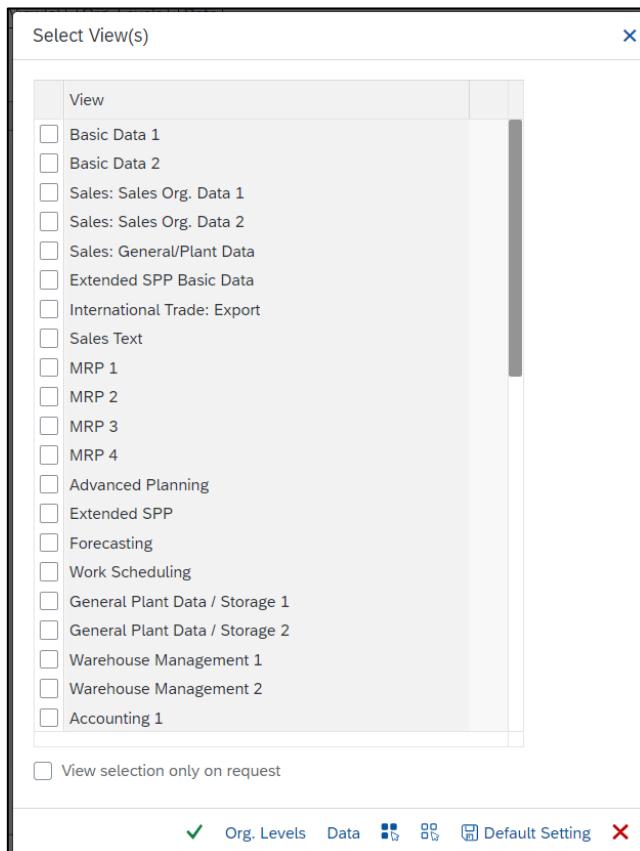
Notice that the ERP system has automatically places the **material number** in the **Material** field.

☞ *What is the **Material Number** for the **Deluxe Touring Bike (Black)**?*

Now that the relevant **Material Number** has been found, you can display the **Master Data** for the product.

22. Click **Continue** or press <ENTER>

The **Select Views** dialog box appears on screen. The **Material Master** stores a large amount of data about a Material depending upon which Business Scenarios it is involved in within the organisation. The costing data about a material would be of little interest to someone responsible for its storage in the warehouse. The **Select View** dialog box allows the user to select which data from the **Material Master** which will be displayed.



From this dialog box, it is evident that a large amount of information is available about a Material. We are going to assume that you are assigned to the Purchasing Department and therefore only require details relevant to this area.

23. Click next to **Plant Stock** to select this view of the data. You will need to use the scroll bar to display the other possible views.

24. Click  or press <ENTER>

Often a Material may be used at more than one organisation levels in a large corporation or produced at different plants within a country or around the world. To display the material details which are relevant to you, an organisation level will need to be indicated.

Organizational Levels

Organizational Levels

* Plant: 

Organizational Levels/ Profiles Only on Request

 Select View(s)  Default Setting 

25. Click ***Plant** field to insert the cursor.



26. Click  to display a list of possible entries.

This displays the **Plants** that are responsible for the **Deluxe Touring Bike (Black)**.

27. Click **DC Miami** to select it. (MI00)

28. Click **Choose** to automatically insert the **Plant** number in the **Plant** field.

29. Click  or press <ENTER> to display the **Material** details.

Display Material DXTR114 (Finished Product)

Material: **DXTR114** 

Desc.: Deluxe Touring Bike (black) 

Plant: **MI00 DC Miami**

General data

Base Unit of Measure:	EA	each
Current period:	03 2024	
Previous period:	02 2024	
Invent. corr. factor:	0.00000	

Plant stocks in the current period

Unrestricted:	100	Unrestr. Consignment:	0
Restricted-Use Stock:	0	Restr. Consignment:	0
Quality Inspection:	0	Cnsgt in Inspection:	0
Blocked:	0	Blocked Consignment:	0
Returns:	0		
Stock in transfer:	0		
In transfer (plant):	0	Stock in Transit:	0

Plant stocks in the previous period

Unrestricted:	100	Unrestr. Consignment:	0
Restricted-Use Stock:	0	Restr. Consignment:	0
Quality Inspection:	0	Cnsgt in Inspection:	0
Blocked:	0	Blocked Consignment:	0
Returns:	0		
Stock in transfer:	0		
In transfer (plant):	0	Stock in Transit:	0



You can see from this screen the stock available for this **Material**. However, you would like to know the price which this bike sells for and its weight. This data is stored in the **Accounting 1** and **Basic Data 1** views.

You will notice that the required **Views** do not appear on the **View** toolbar. You can display the **Views** available by clicking on the toolbar

☞ What is the price and weight of the bike?

Price:

Weight:.....

30. Click to close this transaction and return to the Home screen.

SAP S/4HANA Reports

One of the major reasons a company implements an ERP system, like SAP, is to get up to date information about what is happening in the company. SAP S/4HANA includes a broad range of reporting functionality. The next exercise will look at an example of common reporting functionality.

Your manager has asked for details of sales since 2016 for East United States (UE00) sales organisation. The report is to include sale order details and total revenue. You are going to use an existing Fiori app in the Sales and Distribution Space to display this report. You will notice that Sales and Distribution does not appear on the Space Selection bar. To view all the available Spaces:

31. Click to display Spaces.

32. Choose **Sales and Distribution** to display the associated tiles.

The List Sales Orders app is not included in the Sales and Distribution Space. To customise the Space to add this app:

33. Click the **Profile** icon to display the menu

34. Click **Edit Current Page** to change the Space to edit mode

The List Sales Orders app needs to be added to the Sales Person Section.

35. Click in the **Sales Person Section**.

The App Finder screen appears.

36. Click **GB SD** in the left pane to display apps related to Sales and Distribution.

37. Click  in the List Sales Orders tile to add this app to the Sales and Distribution Space.

Notice the  changes to .

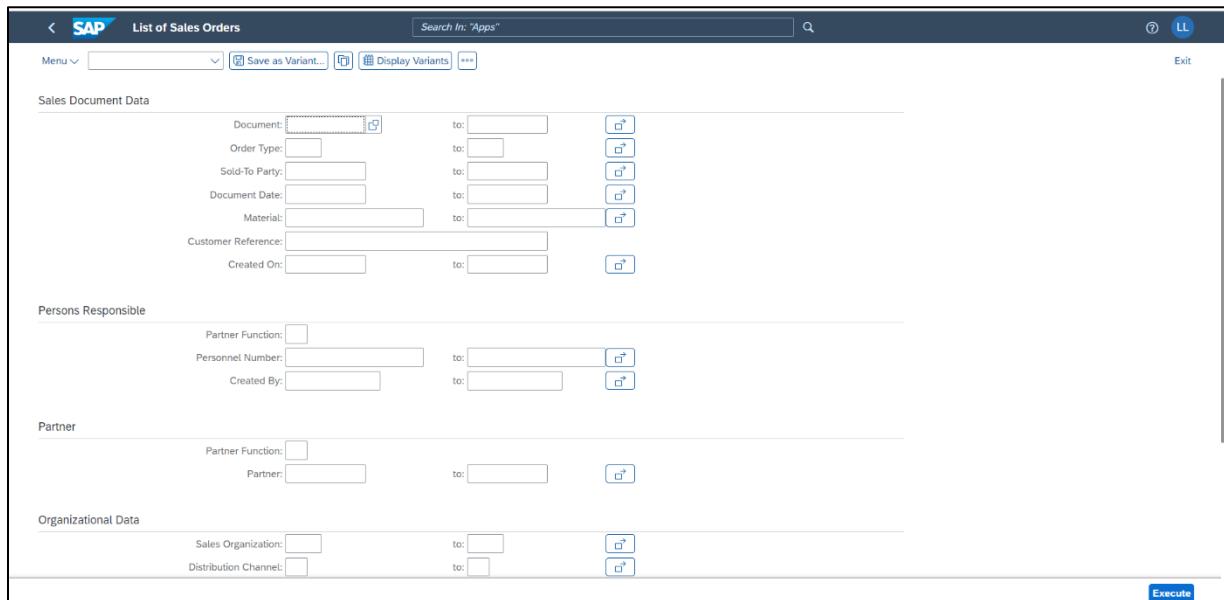
38. Click  until you return to the revised Sales and Distribution Space edit mode.

39. Click 

The Sales and Distribution Space now includes the List Sales Orders app under the Sales Person Role.

40. Choose  to display this report.

A screen appears which enables you to enter variables as **selection criteria** to help narrow the scope of the information required. As mentioned earlier, the information required pertains to sales orders since 01/01/2023.



To satisfy the report's requirements, you need to specify the date range.

41. Click the **Document Date** field to select it.

42. Type **01/01/2023** as the **date from**

43. Press **<TAB>** to move to the **date to** the field.



44. Type today's date.

You now need to limit the data to the sales for East United States (UE00).

45. Click Sales Organisation field to select.



Notice that the icon appears in the field, enabling you to search for the required variable.



46. Click to display a list of available Sales Organisations.

47. Click **UE00** to select it.



48. Click to transfer the variable to the report selection screen.

You have now entered the required variables to filter the report data.



49. Click to run the report.

The report appears similar to the one below. Your report may have more data depending on more recent sales orders.

Customer Reference	Doc. Date	Sales Document Type	Sales Document	Item	Sold-to Party	Material	Order Quantity (Item)	Sal...	Net Value (Item)	Doc. Currency
Z997	08/23/2021	OR	3	10	129997	DXTR1997	8	EA	24,000.00	USD
Z999	08/23/2021	OR	2	10	129999	DXTR1999	2	EA	6,000.00	USD
Z998	08/23/2021	OR	1	10	129998	DXTR1998	5	EA	15,000.00	USD

Sorting

To make the report more meaningful for your manager, you need to sort the Net Value of the orders from highest to lowest. This can be done by selecting the appropriate **Sort** icon from the **Application Toolbar**. The first icon is for ascending, while the other is order descending.

50. Click to display the **Sort** dialog box.

You want to sort by **Net Value (Item)**, so it needs to be transferred to the Sort criteria pane.

51. Click **Net Value (Item)** to select this field (You may have to scroll down).

52. Click to transfer this field to the search criteria.

Notice that radio buttons appear to give the option to sort either ascending or descending .

53. Select as the sort criteria.

54. Click to apply the sort criteria to the report.

The report is now sorted by **Net Value (Item)**. Notice a small triangle appears in the column heading to indicate that it is part of the sort criteria. An alternate technique for performing a sort is by clicking the column heading of the field you want to sort and then clicking the appropriate **Sort** icon.

Totals

You can perform a number of calculations on your reports to make them more meaningful. This can be done by clicking the **Total** button on the **Application Toolbar**. For example, to determine total Net Value (Item) for all orders.

55. Click **Net Value (Item)** to select this column.

56. Click  to perform the calculation.

Notice a new row appears with the total of this column.

	Net Value (Item)	Currency
	24,000.00	USD
	15,000.00	USD
	6,000.00	USD
.	45,000.00	USD

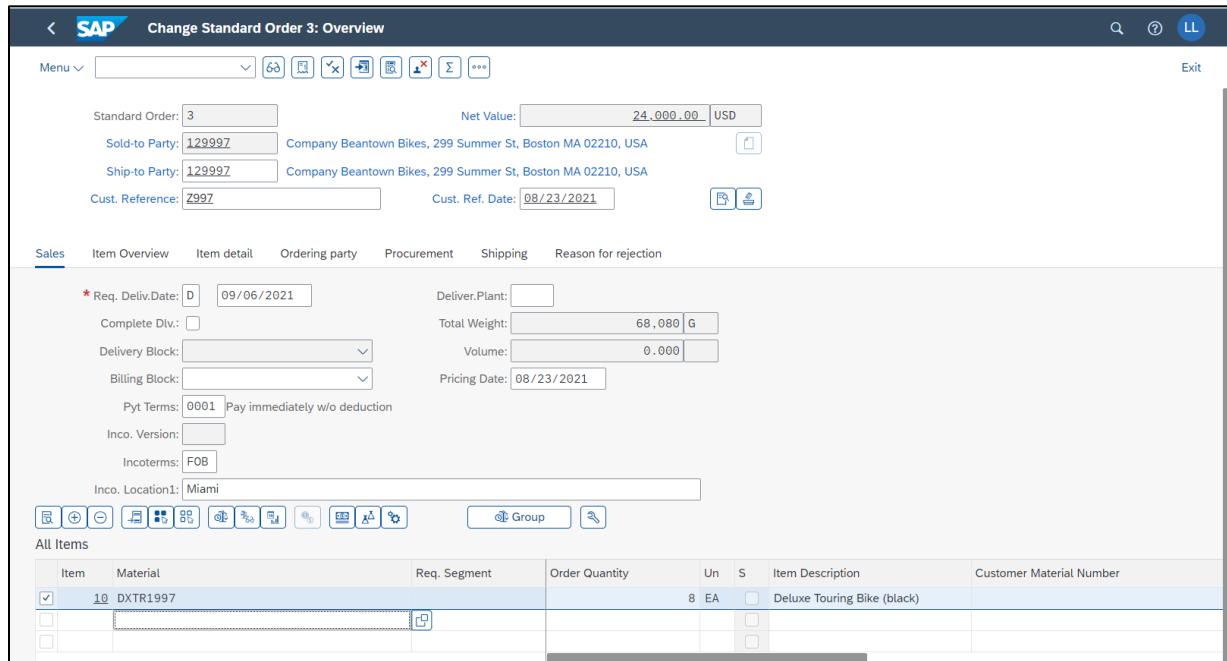
Drilling Down

SAP S/4HANA provides the facility to **drill down** to get further details about any item on a screen. This is done by double clicking the item you to get more details about. For example, for shipping purposes, you would like to determine the weight of the materials in Sales Document 3.

Once you have viewed the further details, you can click the back button to return to the previous screen. At the moment, we have created a report for a specific time period. But the report only indicates a match code for the vendor rather than the vendor's details.

57. Double Click **Material DXTR1997** to view more details about this order's materials.

If an Information window appears, click "Continue". The order's details appear on the screen.



The screenshot shows the SAP S/4HANA Change Standard Order 3: Overview screen. The top navigation bar includes the SAP logo and a search bar. Below the header, there are several input fields for standard order details: Standard Order (3), Net Value (24,000.00 USD), Sold-to Party (129997 Company Beantown Bikes, 299 Summer St, Boston MA 02210, USA), Ship-to Party (129997 Company Beantown Bikes, 299 Summer St, Boston MA 02210, USA), Cust. Reference (Z997), and Cust. Ref. Date (08/23/2021). The main content area has tabs for Sales, Item Overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection. Under the Sales tab, there are fields for Req. Deliv. Date (09/06/2021), Deliver.Plant, Total Weight (68,080 G), Volume (0.000), and Pricing Date (08/23/2021). Below these are fields for Pyt Terms (0001 Pay immediately w/o deduction), Inco. Version, Incoterms (FOB), and Inco. Location (Miami). At the bottom, there is a table titled 'All Items' with columns for Item, Material, Req. Segment, Order Quantity, Un, S, Item Description, and Customer Material Number. One row is selected, showing Item 10, Material DXTR1997, Order Quantity 8 EA, and Item Description Deluxe Touring Bike (black).



The weight (68,080g) of the combined materials is displayed (you may need to use the scroll bar to make this field visible). Drilling down is a very powerful feature which you should familiarise yourself with.

58. Click to return to the report.

Logging Off

It is important that when you have finished working with SAP S/4HANA that you log off correctly. This will protect data, but more importantly, it will prevent others from unlawfully using the system under your name.

59. Click **Profile** icon on the **Title bar** to exit SAP ERP.

60. Click **Sign Out**

A dialog box appears asking to confirm your actions:



61. Click to exit the system.

You have now completed the introductory tutorial for SAP ERP: S/4HANA. As you become more familiar with the system, you will find alternative ways of doing things. We have only covered the basics, and there is a lot more to learn.

Summary

☞ There were a number of new ERP terms you were introduced to throughout this exercise. These are important to understand.

- Master data
- Material Master
- Transaction
- Drill down
- Match code
- Vendor
- Wildcard
- Client
- Organisational Unit

SAP ERP: S/4HANA Accounting

MOTIVATION

This material is an introduction to SAP S/4HANA financial functionality. It is aimed at students at universities and other educational institutions with limited experience with accounting.

It can be used in the classroom or for self-study.

On completion of the course, students will understand the basic concepts of general ledger accounting.

The material also serves as a reference for occasional users of SAP systems.

LEARNING METHOD

The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. As with an exercise, this method explains a process or procedure in detail using the GBI case study

Exercises in the end enable students to put their knowledge into practice.

Product

SAP S/4HANA

Level

Introductory

Focus

ERP Systems- Finance

Author

Professor Paul Hawking

Version V3 2024



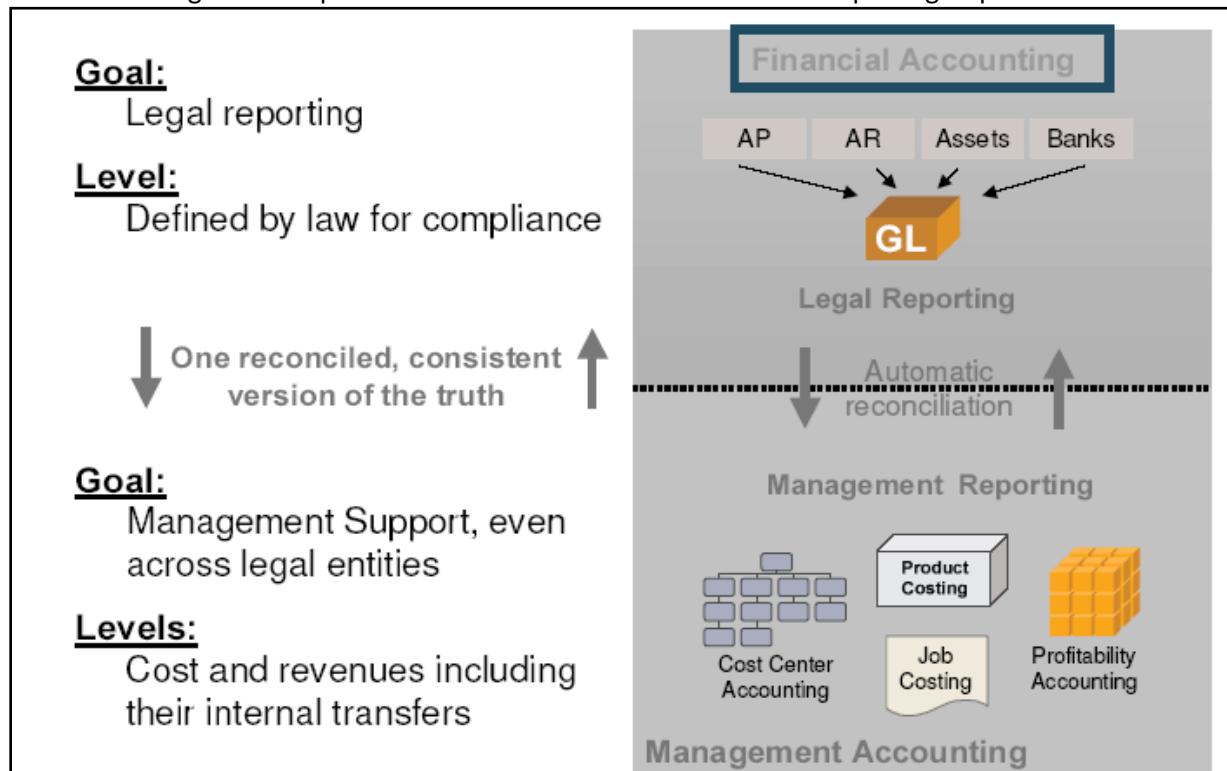
Accounting

The function of accounting is to provide financial documentation and information for an enterprise and other interested parties that are associated with it. There are two types of accounting:

- *External accounting* is oriented more towards satisfying the information requirements of external parties. This is referred to as **Financial Accounting (FI)**.
- *Internal accounting* meets the reporting demands of internal enterprise groups. This is referred to as **Cost Accounting (CO)**.

	Financial accounting	Management accounting
Focus	External	Internal
Purpose	Legal reporting (financial statements) Tracking financial impact of processes Communicate with investors	Managing the firm with regard to costs and revenues
Content	Defined by laws and regulations	Defined by management needs

Each accounting area comprises a number of business scenarios and reporting requirements.



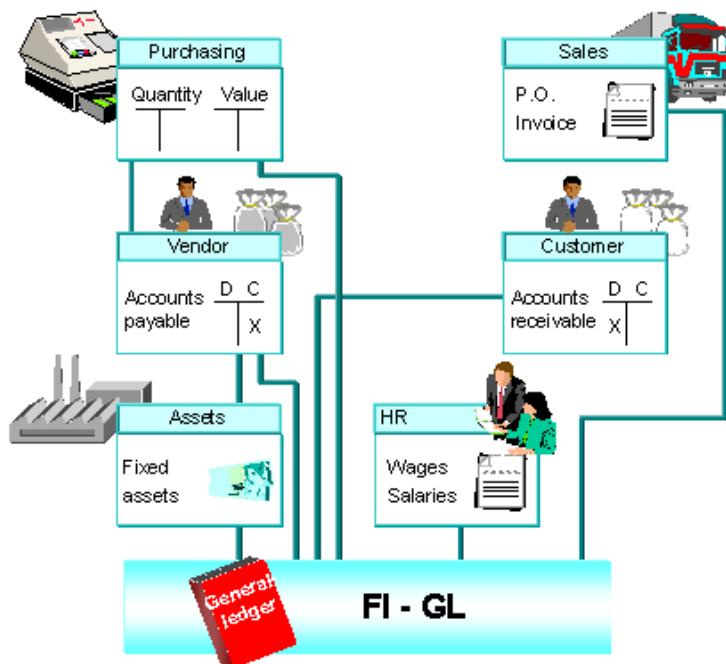
Financial Accounting

The main components of Financial Accounting are the general ledger(G/L) and sub-ledger accounting (accounts payable, accounts receivable, and asset accounting) and consolidation.

- **Accounts Payable** records all accounting transactions for dealings with suppliers. Much of its data is obtained from procurement. This supports the procure to pay business scenario.
- **Accounts Receivable** records all accounting transactions for dealings with customers. This supports the order to cash business scenario
- **Asset Accounting** records all accounting transactions relating to the management of assets.
- **Travel Management** manages and calculates travel costs and supports travel planning and travel expenses
- **Bank ledger** supports the posting of cash flows.

General Ledger (G/L) is the foundation of the accounting function. It serves as a complete record of all business transactions. It is the centralised, up-to-date reference for the maintaining of accounts. Actual individual transactions can be checked at any time in real-time processing by displaying the original documents, line items, and transaction figures at various levels, such as:

- Account information
- Journals
- Totals/transaction figures
- Balance sheet/profit and loss evaluations



General Ledger Master Records

General Ledger (G/L) account master records contain the data that is always needed by the general ledger to determine the account's function. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data. Before you can make postings to a G/L account, you need to create a master record in that account's system.

G/L account master records are divided into two areas so that companies (company codes) with the same chart of accounts can use the same G/L accounts.

- Chart of accounts area

The chart of accounts area contains the valid data for all company codes, such as the account number. It is a list of all G/L account master records which are used in one or several company codes. For every G/L account master record, the chart of accounts contains the account number, the account name and controlling information. This information is consistent across companies in the same organisation.

- Company code specific area

The company code specific area contains data that may vary from one company code to another, such as the currency in which the account may be posted.

The **G/L account master record in the company code** contains company code-specific information which controls the entry of data to this account and the management of the account.

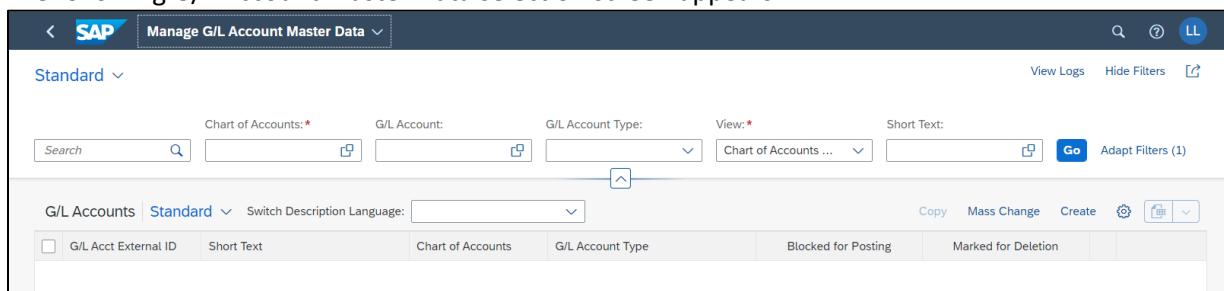
Displaying the Chart of Accounts

Many company codes may share a chart of accounts in the same organisation. For example, Apple Australia and Apple Singapore. Each company code must be assigned a chart of accounts. Once assigned to a company code, it is used to capture information for both Financial Accounting (FI) and Cost Accounting (CO). For each G/L Account, the chart of accounts contains the account number, the account name, and additional technical information

You want to view the Chart of Accounts to understand the structure of General Ledger better.

1. Logon to SAP S/4HANA if not already logged on.
- 2.
3. Click **Financial Accounting** on the Space Selection Bar to display this Space.
4. Click **Manage G/L Account Master Data** to select this function.

The following G/L Account master Data selection screen appears:



You want to view the **Chart of Accounts** for GBI Global

5. Click in the Chart of Accounts* field to display the Search screen.
6. Click for **GL00** (Financial Statement (GBI) 000) to select this Chart of Accounts.
7. Click to continue and return to the selection screen.
8. Click to display the account definitions for the GBI Chart of Accounts.

As you can see there are a lot of G/L accounts in this Chart of Accounts. You can filter the list to a particular account by using the search facilities in the header of the page. For example, to view the accounts associated with Finished Goods (acct. 1100000) you:

9. Click in the G/L Account: field to display the Search screen.
10. Type **Finished Goods** or **1100000** in the text field.
11. Click to display the accounts that match the selection criteria.
12. Click for 1100000 (Finished Goods) to select this account.
13. Click to continue and return to the selection screen.
14. Click to display the account.

To view further details:

15. Click of the account.

The screenshot shows the SAP G/L Account Master Data screen for account 1100000. The account is identified as 'Finished goods'. The General tab is selected, showing the following details:

Control		Description in Maintenance Lang. (EN)	Consolidation Data
Chart of Accounts:	GL00 (Global Bike Group)	Short Text: Finished goods	Trading Partner No.: -
G/L Account Type:	Balance Sheet Account	G/L Account Long Text: Finished goods and merchandise (inventories)	
Account Group:	01 (Current Asset Accounts)		

Administration

Others			
Created On:	08/17/2021	Blocked for Creation:	No
Created by:	CREICH	Blocked for Posting:	No
Group Chart of Accounts:	-	Blocked for Planning:	No
		Marked for Deletion:	No

Translation

The Chart of Accounts includes a structure for Account codes.

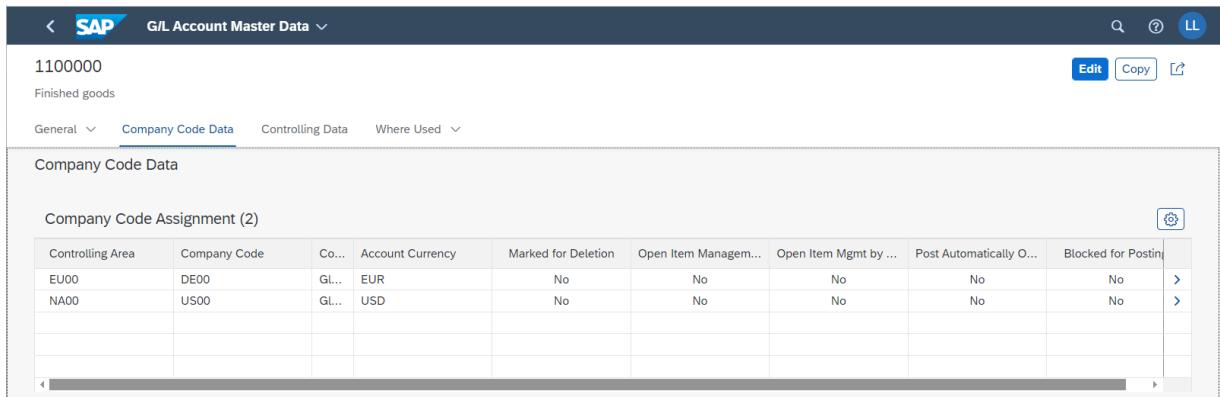
What Account Group is this G/L account assigned to?

What type of account is this account?

The Chart of Accounts Applied to the General Ledger

The General Ledger is a version of the Chart of Accounts implemented for each Company. Each G/L Account being used by a company code is defined by the Charts of Accounts (Account Group, Numbering, Type, Description). Although there is a consistent definition of accounts in the General Ledger additional information needs to be added for specific company codes especially when these companies operate in different countries for example Currency, tax etc. In this way, in an organisation, a chart of accounts may be used by several company codes, with each having its own unique information and settings (different countries) but at the same time facilitating the integration of accounting information across the organisation. For example, Account 600000 would reflect sales transactions in each company.

16. Click [Company Code Data](#) to view company code specific data for the Finished Goods account (110000).



Company Code Assignment (2)								
Controlling Area	Company Code	Co...	Account Currency	Marked for Deletion	Open Item Managem...	Open Item Mgmt by ...	Post Automatically O...	Blocked for Postin...
EU00	DE00	Gl...	EUR	No	No	No	No	No
NA00	US00	Gl...	USD	No	No	No	No	No

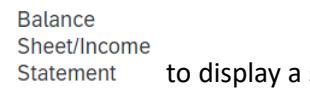
The screen indicates that this Account is used in the DE00 – Global Bike Germany GmbH and US00 Global Bike Inc. Company Codes. Also, it indicates that the currency for DE00 is euros (EUR) and US dollars (USD) for US00.

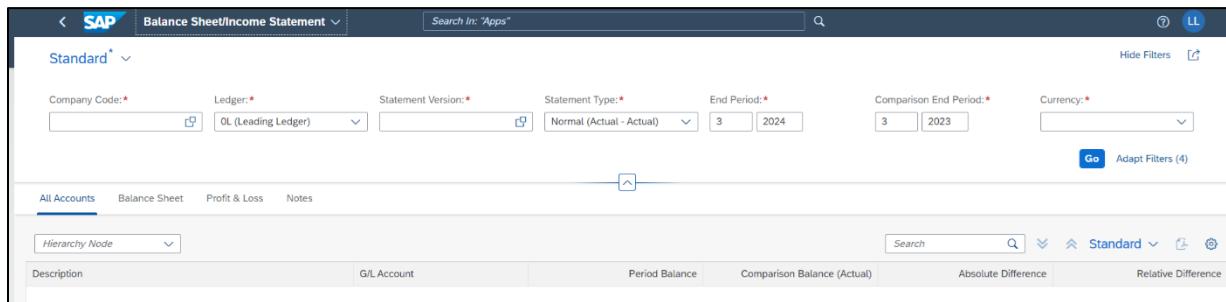
Display Financial Statements

Often Financial staff need to display financial statements which involves Balance Sheets and Profit and Loss statements for a company to gain insight to company's performance. These reports are generated by analysing all the relevant accounting line items. From these reports, a user can also access the line items of a specific G/L account or customer/supplier line items. To do this:

17. Click  to return to the home screen.

18. Click **Financial Accounting** on the Space Selection Bar to display this Space.

19. Click  to display a selection screen.



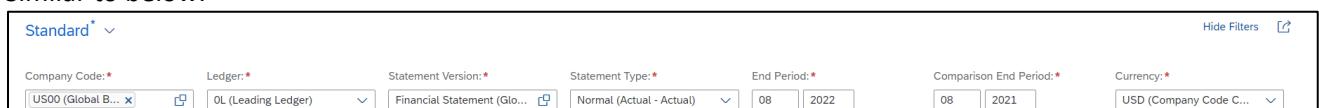
20. Type **US00** (Company Code for Global Bike Inc.) in the **Company Code*** field.

21. Type **G000** in the **Statement Version*** field.

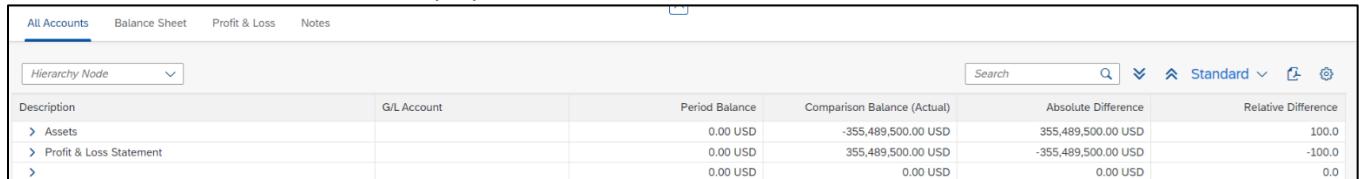
22. Type **08 2022** in the **End Period*** field.

23. Type **08 2021** in the **Comparison End Period*** field

Similar to below:



24. Click  to display the results.



Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
> Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
> Profit & Loss Statement		0.00 USD	355,489,500.00 USD	-355,489,500.00 USD	-100.0
>		0.00 USD	0.00 USD	0.00 USD	0.0

The data is displayed in a hierarchy to assist the user with navigation. To display all the data:

25. Click 

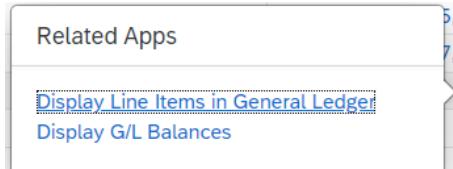
Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
1 Current Assets		0.00 USD	-355,489,500.00 USD	355,489,500.00 USD	100.0
Inventories of raw materials, consumables and supp	1000000	0.00 USD	6,009,500.00 USD	-6,009,500.00 USD	-100.0
Work in progress (inventories)	1040000	0.00 USD	915,465,500.00 USD	-915,465,500.00 USD	-100.0
Finished goods and merchandise (inventories)	1100000	0.00 USD	-1,277,509,500.00 USD	1,277,509,500.00 USD	100.0
Merchandise inventories	1140000	0.00 USD	505,250.00 USD	-505,250.00 USD	-100.0
Bank 1	1810000	0.00 USD	-5,250.00 USD	5,250.00 USD	100.0
Bank 2	1820000	0.00 USD	45,000.00 USD	-45,000.00 USD	-100.0
Profit & Loss Statement		0.00 USD	355,489,500.00 USD	-355,489,500.00 USD	-100.0
Revenues		0.00 USD	-45,000.00 USD	45,000.00 USD	100.0
Sales	4000000	0.00 USD	-45,000.00 USD	45,000.00 USD	100.0
Expenditure		0.00 USD	355,534,500.00 USD	-355,534,500.00 USD	-100.0

You will notice that the aggregated period balances appear at the top of each hierarchy level.

As mentioned previously one of the strengths of these types of systems is to be quickly navigate to related data enabling a user to gain an insight as to the factors that contribute to balance. The highlighted data on the screen indicates that a user can drill-down to further detail. For example:

26. Click the **Comparison balance (Actual)** for Merchandise inventories.

A dialog screen appears;



27. Click [Display Line Items in General Ledger](#)

The following screen appears;

Line Items (1,002) Standard		Line Item Details									
Status	Assignment Reference	Journal Entry	Journal Entry T...	Posting Date	Posting Key	Amount in Company Code ...	Tax Code	Clearing Journal Entry	Profit Center	Segment	Journal En
> Company Code: US00 - Global Bike Inc.						505,250.00 USD					

28. Click  next to [Company Code: US00 - Global Bike Inc.](#) to expand the hierarchy.

The G/L Account associated with the balance is displayed.

29. Click  of this account to display the Journal Entries which contributed to the merchandise inventories balance.

30. Click the first **Journal Entry** number to display its details.

A dialog screen appears.

4900000001
Manage Journal Entries
More Links

31. Click [Manage Journal Entries](#).

Details of the Journal Entry appear. This includes the amount, quantity, business area, and controlling area.

Post Transfer of Funds to an Account

The General Ledger contains a number of accounts. In some scenarios, funds may need to be transferred between accounts. In this exercise you are going to generate a journal entry for the US GBI company to transfer funds (\$USD5,000) from the Consumables account (1010000) to the Concessions bank account (1000000).

To create a Journal Entry you are going to use the **Post General Journal Entries** app.



32. Click  to return to the home screen.

33. Click **Financial Accounting** on the Space Selection Bar to display this Space.

34. Click **Post General Journal Entries** to display the posting screen.



SAP Post General Journal Entries

Header

Journal Entry Date: * MM/dd/yyyy
Posting Date: * 03/04/2024
Period:
Journal Entry Type: * SA

Company Code: *
Transaction Currency: *
Ledger Group:
Reference:

Intercompany Transac:
Partner Bus. Area:
Header Text:
Exchange Rate:
Translation Date: MM/dd/yyyy

Total Balance: 0.00

Line Items (2)

Line Item	Company Code	G/L Account	Debit	Credit	Action
1	Company Code	G/L Account	0.00	0.00	+ X D
2	Company Code	G/L Account	0.00	0.00	+ X D

Total Debit: 0.00 Total Credit: 0.00

Tax Items | Standard | Calculate Tax | Net Entry | Tax Reporting Date: MM/dd/yyyy | Exchange Rate Taxes:

Tax Doc. Item	G/L Account	Debit Amt in DC	Credit Amt in DC	LC Tax	LC 2 Tax	LC 3 Tax
No data available						

Select Templates | Upload New Entry | Hold Journal Entry | Simulate | **Post** |

First you need to indicate the Journal Entry Date.

35. Click in the **Journal Entry Date** field to display the calendar.

You will notice that today's date is highlighted.

36. Click <ENTER> to transfer today's date to the **Journal Entry Date** field.

The Posting Date has defaulted to the same date but you could make the Posting date sometime in the future. For this exercise you will leave it as it is. You now need to indicate the company which is involved in the transfer.

37. Type **US00** in the **Company Code** field to indicate GBI US.

As monies are often transferred in different currencies to need to indicate the currency type.

38. Type **USD** in the **Transaction Currency** field.

Now you need to enter the details of the transfer. Transfer funds (\$USD5,000) from the Consumables account (debit) to the Concessions bank account (credit)

39. Type the following details

Line Items (2)

Line Item	Company Code	G/L Account	Debit	Credit	Currency
1	US00	1010000	5,000.00	0.00	USD
2	US00	0100000	0.00	5,000.00	USD



You can test if the postings are correct by simulating the posting.

40. Click **Simulate** to test the postings

No errors should appear and a summary of the Journal Entry appears. You are now ready to make the transfer of post it.

41. Click **Post** to complete the transfer.

The details of the posting appears. Notice that it indicates which user was involved what time it occurred.

Display G/L Account Balance

You can now view the impact that the Journal Entry had on the accounts involved. It is important for users to be able to quickly view the balance of different accounts. The accounting function underpins all businesses process in a company. The General Ledger and its accounts is the area where accounting activity is recorded. Throughout the exercises you will be continually reviewing the general ledger accounts to get an understanding how the various business processes and their associated transactions impact on the accounting function.

42. Click **SAP** to return to the home screen.

43. Click **Financial Accounting** on the Space Selection Bar to display this Space.

44. Click **Display G/L Account Balances** app to start this application.

The following screen appears:

The screenshot shows the SAP Fiori Launchpad with the "Display G/L Account Balances" application selected. The application interface includes fields for Ledger, Company Code, G/L Account, From Period, To Period, and Fiscal Year of Ledger. There are also fields for Currency and Controlling Area. A "Go" button and "Adapt Filters (2)" link are visible. Below the search bar, there are "Overview" and "Compare" buttons. The main content area displays a table with columns: Period, Debit Amount, Credit Amount, Balance Amount, and Ending Balance Amount. A message "No data" is shown at the bottom of the table.

You will notice that there are a number of fields in the **Header** area which require data.

45. Type **US00** in the **Company Code** field.

As you type the relevant data for US GBI Bike is displayed.

46. Click **US00** to select it and transfer the details to the **Company Code** field.
47. Type **1010000** (Consumables) in the **Account** field.

Again, notice that as you type, the available accounts are being searched automatically and those which match are being displayed.

48. Click **101000 Consumables** to select it.

49. Ensure that the **Ledger Fiscal Year** matches the current year.

50. Click **Go** to display the details.

A screen similar to below appears:

Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amount in Company Cod...
Opening Balance				0.00
001/2024				0.00
002/2024				0.00
003/2024	5,000.00	0.00	5,000.00	5,000.00
004/2024				5,000.00

Notice that this account has been debited.

If your numbers are different, can you explain why?

Answer: Other students have also been using this account.

Now you need to view the account balance of the account that was to be credited to ensure that the posting has occurred. Rather than enter most of the same details again you can just change the account number.

51. Click the  in **G/L Account:** field.
52. Type **100000** in the **G/L Account** field.
53. Click **Go** to display the details.

A screen similar to below appears:

Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amount in Company Cod...
Opening Balance				0.00
001/2024				0.00
002/2024				0.00
003/2024	0.00	5,000.00	-5,000.00	-5,000.00
004/2024				-5,000.00

Notice that this account has been credited indicating the posting has been successful.

Journal Entry - Business Scenario

The business scenario is that you need some office supplies immediately. You drive down to OfficeWorks and buy \$175 of supplies (paper, folders, and a software package) and pay for the purchase with a company check drawn on your alternate bank account. Two Cost Center's budgets (Internal Services-\$80, IT Costs-\$95) in the company will incur these costs.

54. Click  to return to the home screen.

55. Click **Financial Accounting** on the Space Selection Bar to display this Space.
 Post General
 Journal Entries

56. Click  to display the posting screen.

First you need to indicate the Journal Entry Date.

57. Click  in the **Journal Entry Date** field to display the calendar.

You will notice that today's date is highlighted.

58. Click <ENTER> to transfer today's date to the **Journal Entry Date** field.

You now need to indicate the company which is involved in the transfer.

59. Type **US00** in the **Company Code** field to indicate GBI US.

As monies are often transferred in different currencies to need to indicate the currency type.

60. Type **USD** in the **Transaction Currency** field.

61. Type **###** (your id) in the **Reference** field.

62. Type **OfficeWorks** in the **Header Text** field.

You now need to provide the sending account details, the type of transfer, and the amount. However, you are not sure what the account number for the Supplies Expense account. You will need to search for it.

63. Click  in the first row of the **G/L Account** field to display the search facility.

Select: G/L Account

<input type="text" value="Search"/>		<input type="button" value="Hide Advanced Search"/> <input type="button" value="Go"/>	
G/L Account:	<input type="text"/>	Chart of Accounts:	<input type="text"/>
Short Text:	<input type="text"/>	Company Code:	<input type="text" value="US00"/>
Long Text:	<input type="text"/>		
Items			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Use the search to get results			



The screen is requesting the G/L Account number but you are unsure what this number is. You need to search by description.

64. Type **Supplies*** in the **Short Text:** field.
65. Click **Go** to display the search results.

The following results appear:

Select: G/L Account					
G/L Account Description		supplies		X	Q
Items (3)					
G/L Acct External ID	Company Code	Chart of Accou...	G/L Account Name	G/L Account Long Name	Alternative G/L
6815000	US00	GL00	Office supplies	Office supplies	
1020000	US00	GL00	Production Supplies	Production Supplies (inventories	
6850000	US00	GL00	Other oper. supplies	Other operating supplies	

The account you require is the Office supplies account.

66. Click the first column to select this record and transfer these details.
67. Type **80** in the **Debit** field.
68. Press **<ENTER>** to display additional fields

You now need to indicate which Cost Centre's budget will be impacted. This data is displayed in the **Account Assignment** area.

69. Type **NAIS1000** for (Internal Services).in the **Cost Center:** field.

Now you need to repeat the process for the second Cost Center.

70. Scroll down to the next input area.

>	2 Company Code	US00	<input type="button" value=""/>	G/L Account*	<input type="button" value=""/>	Debit*	0.00	USD	Credit*	0.00	USD
---	----------------	------	---------------------------------	--------------	---------------------------------	--------	------	-----	---------	------	-----

71. Type **6850000** (Other oper. supplies) in the **G/L Account** field.
72. Type **95** in the **Debit** field.
73. Press **<ENTER>** to display additional fields

You now need to indicate which Cost Centre's budget will be impacted.

74. Type **NAIS1000** for (Internal Services).in the **Cost center** field.

At the bottom of the screen there is a summary of the transactions.

Total Debit: **175.00** USD Total Credit: **0.00** USI

You have indicated which cost center accounts will be contributing to the purchase of the office supplies. However, funds from the Consumables account will be used to pay OfficeWorks. The debited amounts need to be credited to the Consumables account. To do this you need to add an additional line item.

75. Scroll to the top of the screen and click **+** to add another line item (3).



76. Scroll to the bottom of the screen to access the new line item.
77. Type **1010000** (Consumables) in the **G/L Account** field on the first line.
78. Type **175** in the **Credit** field.
79. Press <ENTER> to check the details.

You have entered all the required details and should simulate the posting to detect any errors.

80. Click **Simulate** to test the postings

A screen similar to below should appear:

Header				
Journal Entry Date:	03/04/2024	Company Code:	US00	Reference:
Posting Date:	03/04/2024	Transaction Currency:	USD	##
Posting Period:	3 / 2024			Reference Document Type:
Journal Entry Type:	SA (G/L Account Document)			BKPFF (Actg Doc.Direct Inpt)
				Header Text:
				OfficeWorks
				Journal Entry Created By:
				—
				Entered At (Local Time):
				—
Show More				
Line Items (3) Standard ▾				
Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	6815000 (Office supplies)		80.00 USD	0.00 USD >
000002	6850000 (Other oper. supplies)		95.00 USD	0.00 USD >
000003	1010000 (Consumables)		0.00 USD	175.00 USD >

As there are no errors you are now ready to make the transfer of post the Journal Entry.

81. Click **Post** to complete the transfer.

Display General Ledger Account Balances

You now need to display and confirm by individual account number the activity and associated balances for several accounts in the general ledger of the US GBI company.

Previously you displayed account balances in the general ledger ([steps 25 to 31](#))

82. Repeat these steps for each of the accounts involved in the purchase of office supplies

What is the account balance for:

- Consumables?
- Supplies Expenses?

You have now completed the exercises on Financial Accounting. However, as accounting underpins all other company processes the exercises will continually be referring to accounting functions.

SAP S/4HANA Procurement

MOTIVATION

This material is an introduction to SAP S/4HANA procurement functionality. It is aimed at students at universities and other educational institutions with limited experience with procurement.

It can be used in the classroom or for self-study.

On completion of the course, students will be able to understand the procurement process.

The material also serves as a reference for occasional users of SAP systems.

LEARNING METHOD

The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. As with an exercise, this method explains a process or procedure in detail using the GBI case study.

Exercises, in the end, enable students to put their knowledge into practice.

Product

SAP S/4HANA

Level

Introductory

Focus

Procurement

Author

Dr. Paul Hawking

Version 2024

SAP Mentors

Procurement (procure to pay)

The purpose of this exercise is to understand the fundamentals of the purchasing process and how SAP S/4HANA supports this function and how the accounting processes support this function. There are a number of processes and transaction involved in the Procurement process. In summary these are:



Case Study Scenario

GBI re-sells a range of bicycles. There is a request for the Deluxe Touring Bike (red). After reviewing the stock, you realise that stock is required and you start the procurement process. The Deluxe Touring Bike (red) is purchased from the vendor; Olympic Protective Gear. This vendor is already created in the system. You create a purchase order for the Deluxe Touring Bike (red) which is forwarded to the vendor. The goods arrive and you will create a goods receipt and verify the physical receipt in stock. An invoice will arrive which will need to be entered into the system. Payments will be posted to the vendor and you will review the impact the purchase has on the General Ledger.

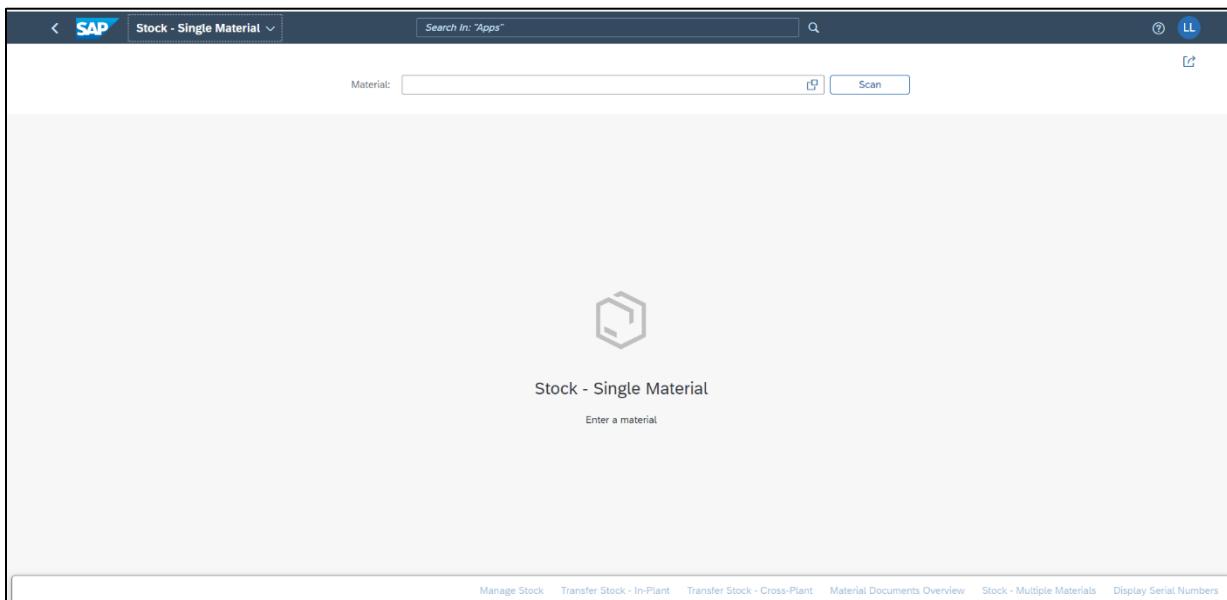
The two key modules involved are Material Management and Financials.

Display Stock Requirements List

You need to display and review the stock/requirements list for a Deluxe Touring Bike (red) to determine the stock available and the demand that exists for this product. The report should show that there is no stock and therefore nothing is available for use at this time. The stock/requirements list is a dynamic list and, therefore, changes whenever a transaction occurs using the given material, such as sales or damaged bikes. To display the stock/requirements:

1. Logon to the S/4HANA system.
2. Click **Materials Management** to display the various functions.
 Stock
3. Click **Single Material**.

The following screen appears:



This screenshot shows the SAP S/4HANA interface for managing single materials. The top navigation bar includes the SAP logo, a back arrow, and the title "Stock - Single Material". A search bar labeled "Search In: 'Apps'" is also present. Below the header, there's a search field labeled "Material:" with a placeholder "Enter a material" and a "Scan" button. The main content area displays a large, light-gray placeholder with a small cube icon and the text "Stock - Single Material" followed by "Enter a material". At the bottom of the screen, a navigation bar contains links for "Manage Stock", "Transfer Stock - In-Plant", "Transfer Stock - Cross-Plant", "Material Documents Overview", "Stock - Multiple Materials", and "Display Serial Numbers".

This screen enables you to enter a Material number to search for the stock levels of that Material.

4. Type **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) in the **Material** field.
5. Select **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) from the list.

The following screen appears indicating that there is no stock available:

The screenshot shows the SAP S/4HANA Stock - Single Material interface. The search bar at the top contains 'DXTR3000'. Below it, the material 'Deluxe Touring Bike (red)' is listed with its code 'DXTR3000'. It is identified as a 'Finished Product (FERT)' with a 'Base Unit of Measure: each (EA)'. The main table displays stock levels by plant/storage location. The table has columns for Plant, Storage Location, Unrestricted-Use Stock, Blocked Stock, Quality Inspection Stock, Restricted-Use Stock, Returns, Stock in Transit, Tied Empties Stock, Transfer Stock (Plant), Transfer Stock (Storage Location), Valuated GR Blocked Stock, and Stock History. Data is shown for two plants: Plant Dallas (DL00) and Plant Heidelberg (HD00). Under Plant Dallas, there are entries for 'Finished Goods' (FG00) and 'Raw Materials' (RM00). Under Plant Heidelberg, there is an entry for 'Finished Goods'. The bottom of the screen includes navigation links: Manage Stock, Transfer Stock - In-Plant, Transfer Stock - Cross-Plant, Material Documents Overview, Stock - Multiple Materials, and Display Serial Numbers.

Firstly, the screen indicates that the Deluxe Touring Bike (red) could be available from a number of different Plants within the company. Secondly, after reviewing the stock levels, you realise that there is a need to order 5 bikes for the DC Miami Plant from Olympic Protective Gear. Normally a Purchase Requisition would be created but this is an optional step in the procurement process. The Purchase Requisition contains the Material to be purchased, the quantity, the vendor from whom the Material would be purchased and the expected delivery date. Once the Purchased Requisition was approved, the details from the Purchase Requisition would be copied to the Purchase Order. The Purchase Order is a commitment to purchase the goods and is supplied to the vendor. You are going to create a Purchase Order directly.

6. Click on the Title Bar to display recently accessed apps.
7. Click **Material Management** to return to this screen.

Create a Purchase Order



A purchase order (PO) is a legal document a buyer sends to a supplier or vendor to authorise a purchase. Purchase Orders outline what the buyer would like to purchase and how much of it they would like to receive, the agreed costs and when the buyer would like the goods delivered. These agreements help both the buyer and seller document transactions. You create a purchase order using the Create Purchase Order app in the Purchasing Agent role in the Materials Management space.



Create Purchase
Order

8. Click as per the tile above.

The Create Purchase Order screen appears similar to:

The screenshot shows the SAP Create Purchase Order screen. At the top, there's a toolbar with various icons like Back, Forward, Close, Hold, Print Preview, Messages, Personal Settings, and Services for Object. Below the toolbar, the document number is set to 'NB Standard PO' and the supplier is listed as 'Supplier:'. The date is set to '03/05/2024'. The main area is divided into sections: 'Header' (which is collapsed), 'Item Overview' (which is expanded, showing '1 New Item'), and 'Further functions' (which is also expanded, listing various SAP features). At the bottom right, there are 'Save' and 'Cancel' buttons, and at the bottom center, there's a system status bar showing the date and time.

The screen includes Help Facility which you turn off to increase the Create Purchase Order screen. If the Help Facility is displayed:

9. Click

If you had purchased a Material previously the Purchase Order would be listed to facilitate future purchases. An existing Purchase Order does not exist for the Deluxe Touring Bike (red). You will need to create a new Purchase Order. The first data required is the vendor's details. As mentioned previously, you need to purchase 5 Deluxe Touring Bikes (red) (DXTR3###) from the vendor Olympic Protective Gear (101###).

10. Click in the **Supplier** field to display a search screen.

The following screen appears:

Restrict Value Range (1)

Search and Select

A: Suppliers (General) ▾

Go Hide Filters 

Search term:	Country/Region Key:	Postal Code:	City:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name:	Supplier:	Deletion Flag:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Items (0)

Cancel

You will notice that you can search for a Supplier using a variety of methods.

11. Type **101###** (where ### is your logon) in the **Supplier** field.
12. Press **<ENTER>** or .

The system searches for the supplier and automatically populates related fields with default values.

13. Click  to transfer the Supplier's details to the Purchase Order.

Each company has business rules about how they purchase goods. These rules are managed by the Purchasing Organization (BI US) and Purchasing Group (North America). These organizational units need to be identified on the Purchase Order.

14. Click  adjacent to **Header** to expand this section of the Purchase Order.

	Delivery/Invoice	Conditions	Texts	Address	Communication	Partners	Additional Data	<u>Org. Data</u>	Status	Incoterms
Purch. Org.:	<input type="text"/>									
Purch. Group:	<input type="text"/>									
Company Code:	<input type="text"/>									

15. Type **US00** the code for BI US in the **Purch Org** field.
16. Type **N00** the code for North America in the **Purch Group** field.
17. Select North America from the list
18. Type **US00** for Global Bike Inc in the **Company Code** field.

You have entered the Supplier (vendor) details in the Purchase Order. You now need to enter details about the items to be ordered.

-  adjacent to **Item Overview** to expand this section of the Purchase Order.
19. Click **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) in the **Material** field.
 20. Type **5** in the **PO Quantity** field.
 21. Select **1400** in the **Net Price** field.
 22. Type **USD** in the **Currency** field if it is not identified.
 23. Type **MI00** in the **Plnt** field to represent the DC Miami Plant.
 24. Press <ENTER> to display additional purchasing data.

Your screen should appear similar to below:

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl. Group	Plant	S...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10		DXTR3000	Deluxe Touring Bike (red)	5	EA	D	03/05/2024	1,400.00	USD	1	EA	Finished Bikes	DC Miami	

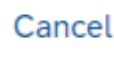
There are other fields available to define how the purchase is undertaken but for the purpose of this exercise the required data has been entered.

27. Click  to save your **Purchase Order**. If you receive a warning message, click **SAVE** again

The **Purchase Order** is saved, and a unique Purchase Order number appears on the status bar.

 Standard PO created under the number **4500000001**

 Record your Purchase Order number:

28. Click  to return to the launchpad.

You now need to see if the stock levels have been impacted by the creation of the Purchase Order.

Display Stock Requirements List

You need to review the impact the creation of a Purchase Order has on stock levels for a material.

29. Click Stock Single Material

The Stock Overview screen appears. It should have the details of the material last accessed. If not:

30. Type **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) in the **Material** field.
 31. Select **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) from the list.
 32. Type **M100** for DC Miami in the **Plant** field.
 33. Select the **DC Miami** plant from the list.

The stock overview appears. You will notice that the stock levels for the Deluxe Touring Bike (red) in DC Miami has not changed even though you have created a Purchase Order.

Create Goods Receipt for Purchase Order



After a couple of weeks, a delivery from Olympic Protective Gear (101###) occurs for the ordered bikes. These materials need to be received into inventory. A goods receipt document will be created referencing and checking your Purchase Order thereby ensuring that GBI receives the correct Materials ordered within the agreed timeframes. Goods on hand (inventory) will be increased and an accounting document will be generated recognising the value associated with these goods. In other words, the value of inventory needs to be recorded when goods are received or manufactured.

34. Click  on the Title Bar to display recently accessed apps.

35. Click **Material Management** to return to this screen.
Post Goods Receipt
for Purchasing

36. Click **Document** app, in the **Goods receipt Clerk** role, to start the **Goods Receipt** process.

The following screen appears:

Post Goods Receipt for Purchasing Document

Purchasing Document:  


Enter a purchasing document, supplier, plant,
or a plant name
[Check the filter settings](#)

The screen is requesting a Purchase Order number to be entered. It is often difficult to remember this number and easier to remember the Material or Vendor. You can search for the Purchase Order using the material, Vendor, or Plant.

37. Click  in the **Purchasing Document** field to display a search screen.
 38. Type **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) in the **Search field**.
 39. Click .
- The details of the Purchase Order is displayed. Check that the Purchasing Document number matches the number you previously recorded.
40. Click the Purchase Order details for the Purchase Order number to be transferred to the **Purchasing Document** field and display the Purchase Order details.

Post Goods Receipt for Purchasing Document

Purchasing Document:  

Olympic Protective Gear
Purchasing Document: 450000001
Purchasing Document Type: Standard PO NB

[General Information](#) [Items](#) [Attachments](#)

Printing: Note:
Bill of Lading: Delivery Note: Document Date: * 03/05/2024  Posting Date: * 03/05/2024 

Items

Material	Open Quantity	Delivered	Distribution	Plant	Storage Location	Stock Type
<input type="checkbox"/> Deluxe Touring Bike (red) DXTR3000	5.000 EA	5.000 EA 		DC Miami (M100) 		Unrestricted-Use 

Attachments

41. If you have misplaced the PO Number then you can use the other details of the Purchase Order to search for your Purchase Order.

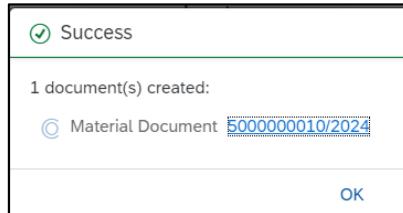
You will notice that **Storage Location** field is highlighted as you need to identify where the bikes are going to be stored after they have been received.

42. Click  in the **Storage Location** field to display the available options.
43. Select **Finished Goods** to transfer this value to the Goods Receipt document.

You will notice that the **Stock Type** field has defaulted to **Unrestricted-Use**. If there was a problem with the delivered bikes, then you could change this field to indicate that the Materials need to be sent off to Quality Inspection or they are Blocked for use. As the bikes meet GBI's requirements the field will remain as **Unrestricted-Use**. The Purchase Order indicated that the Quantity of bikes to be ordered was 5 and the Delivered field has been populated automatically. If more or less bikes were received then you could change the Quantity in the Delivered field. Depending on how the company handles over or under Goods Receipt quantities this would trigger other actions.

44. Click  to complete the **Goods Receipt**.

A dialog screen appears to confirm the **Goods Receipt** has been created and provides a **Material Document Number** for the **Goods Receipt**.



 Record your Material Document number:

45. Press **<ENTER>** to close the dialog screen,

As mentioned previously; when a **Goods Receipt** occurs two documents are automatically generated. The **Material Document** updates the inventory levels for the materials received while the **Accounting Document** increases the value of the inventory as new goods have arrived. This is a good example of the type of integration that occurs in an ERP system. You will review the impact of these two documents.

46. Click  on the Title Bar to display recently accessed apps.
47. Click **Material Management** to return to this screen.

Verify Physical Goods Receipt

You need to review the impact the creation of a **Goods Receipt** has on stock levels for a material.

48. Click **Stock Single Material**.

The Stock Overview screen appears. It should have the details of the material last accessed. If not:

49. Type **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) in the **Material** field.
50. Select **DXTR3###** (where ### is your logon) for the Deluxe Touring Bike (red) from the list.
51. Scroll down to display the DC Miami stock levels.

DC Miami	5.000 EA	0.000 EA							
MI00									
Finished Goods	5.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA
FG00									

You will notice that the inventory has been increased by 5 bikes and they have been classified for Unrestricted Use.

Displaying Account Balances

As mentioned previously a Goods Receipt also produces an Accounting Document to update the General ledger in regards to value of inventory. To check this:

52. Click on the Title Bar to display recently accessed apps.
53. Click **Material Management** to return to this screen.

The **Display G/L Account Balances** app is not available on this Space and need to be added. To customise the Space to add this app:

54. Click **Profile** icon to display the menu
55. Click **Edit Current Page** to change the Space to edit mode

The List Sales Orders app needs to be added to the Sales Person Section.

56. Click **Add Tile** in the **Head of Accounting Section**.

The App Finder screen appears.

57. Click **GB FI** in the left pane to display apps related to Financials.

58. Click in the **Display G/L Account Balances** to add it to the Space.

59. Click until you return to the revised Sales and Distribution Space edit mode.

60. Click

The Materials Management Space now includes the Display G/L Account Balances app under the Head of Accounting Role.

Display G/L Account

61. Click Balances to open this app.

The following screen appears:

You will notice that there are a number of fields in the Selection area which require data.

83. Type **US00** in the **Company Code** field.

84. Click **US00** to select it and transfer the details to the **Company Code** field.

You now need to identify the Account related to Inventory Finished Goods.

85. Click in the **G/L Account** field to display the search options.

All the G/L Accounts displayed but there could be a lot to scroll through.

86. Type **Goods** in the **Search** field.

87. Click

The relevant G/L Accounts are displayed.

88. Click associated with **1110000 Fin Goods (inv.)** to select this account.

89. Click **OK** to transfer the selection.

90. Type **The current year** in the **Fiscal Year of Ledger:***.

91. Click **Go** to display the balances for the identified account.



Your screen will appear similar to below:

The screenshot shows the SAP Display GL Account Balances interface. The search bar contains "Search In: 'Apps'". The filter section includes "Standard" dropdown, "Ledger: DL (Leading Ledger)", "Company Code: US00 (Global Bike)", "G/L Account: 1110000 (Fin. g...)", "From Period: 001/2024", "To Period: 003/2024", "Fiscal Year of Ledger: 2024", "Currency: USD (Company Code C...)", and "Controlling Area: NA00 (Global Bike)". Below the filters is a table with columns: Period, Debit Amount in Company Code Currency, Credit Amount in Company Code Currency, Balance Amount in Company Code Curre..., and Ending Balance Amount in Company Cod... The table data is as follows:

Period	Debit Amount in Company Code Currency	Credit Amount in Company Code Currency	Balance Amount in Company Code Curre...	Ending Balance Amount in Company Cod...
Opening Balance				0.00
001/2024				0.00
002/2024				0.00
003/2024	7,000.00	0.00	7,000.00	7,000.00

The data may appear different to the screen above as this account is continually being updated with other Goods Receipts. To verify your **Goods Receipt** you will need to drill down to further data.

92. Click the Debit Amount of the current month to drill down to further details.
93. Click adjacent to **Company Code: US00 - Global Bike Inc.** to display further Company details.
94. Click adjacent to **G/L Account: 1110000 - Finished goods (inventories)** to display the Finished Goods account details.
95. Locate the Journal Entry for the date you created the Goods Receipt for the bikes (\$7000)
96. your Journal Entry number to display its details.
97. Click **Manage Journal Entries**

After a short period of time a screen appears with the Journal Entry details.

The screenshot shows the SAP Manage Journal Entries interface. The search bar contains "Search In: 'Apps'". The table displays the following information for Item 1 of 2 (5000000001):

General Data		Payment Transaction	Accounts Receivable / Accounts Payable
Posting Key: 89 (Stock inwrd movement)		Value Date: 03/05/2024	Purchasing Document: 4500000001
Supplier: 101000 (Olympic Protective Gear)			Purchasing Doc. Item: 00010
G/L Account: 1110000 (Fin. goods (inv.))			
Company Code Ctry: 7,000.00 USD	Amt:		
Transaction Ctry Amt: 7,000.00 USD			
Functional Currency: 7,000.00 USD			
Functional Currency Amt: 7,000.00 USD			
Assignment: 20240305			
Quantity: 5 EA			

Account Assignment

Business Area: BI00 (Bikes)
Partner Bus. Area: BI00 (Bikes)
Company Code: US00 (Global Bike Inc.)
Controlling Area: NA00
Earmarked funds: -
Document item: 000
Completion ind.: No
Plant: MI00 (DC Miami)
Material: DXTR3000 (Deluxe Touring Bike (red))

The screen identifies the details of the Journal Entry. It includes the materials purchased and Purchase Order number and these details can help auditors trace financial transactions.

98. Click to return to the launchpad.

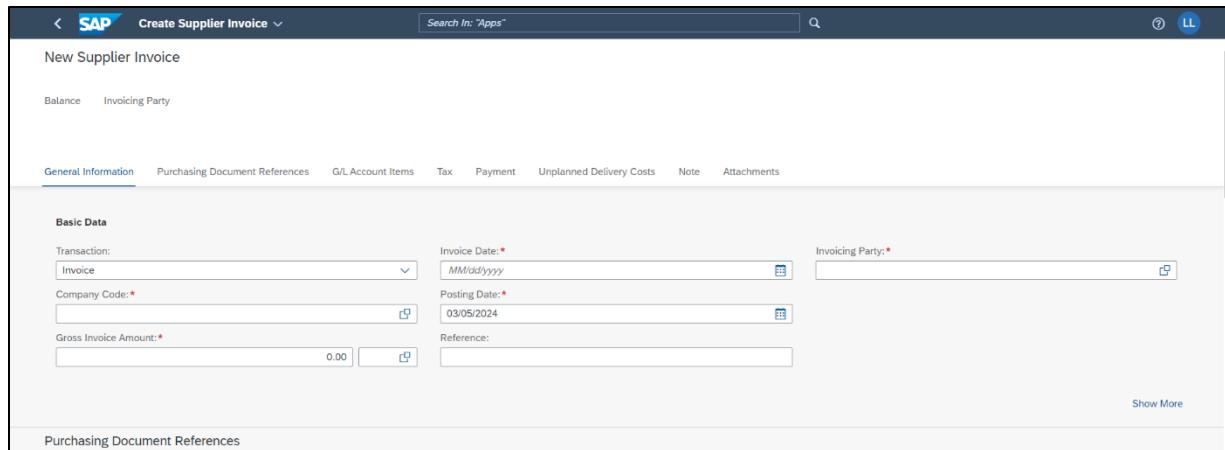
Create Invoice Receipt from Vendor



You have completed a Goods Receipt for the bikes on their arrival. Also included with the delivery is an invoice from the supplier for payment. The invoice details need to be entered into the system, checked and then paid at a later date.

99. Click  on the Title Bar to display recently accessed apps.
100. Click Material Management to return to this screen.
101. Click Create Supplier Invoice in the app under the **AP Accountant** role to start the payment process.

The following screen appears:



102. Type **US00** for Global Bike Inc in the **Company Code*** field.
103. Press <ENTER> to close the warning screen and continue.
104. Type **7000** in the **Gross Invoice Amount:*** field.

Ensure that USD has automatically appears adjacent to this amount.

105. Type today's date in the **Invoice Date*** field (American format MM/DD/YYYY).

The Posting date* is automatically updated. You now need to enter the details of the **Invoicing Party** (Supplier).

106. Click  in the **Invoicing Party** field to display the search options.
107. Search for your Supplier (101### where ### is your logon).
108. Click your Supplier to transfer the details.

At the moment, you have entered the amount to be paid but there is nowhere to indicate who this money should be paid to. However, there is a field for Purchase Order. If you remember the Purchase Order you created included the vendor's details. It also include the amount that should be paid. This enables the user to compare the Invoice amount to the amount on the Purchase Order.

109. Click  **Purchase Order/Scheduling Agreement:** to display the search screen.
110. Type your Supplier number (101### where ### is your logon) in the **Supplier** field.
111. Click  to display all Purchasing Documents for this Supplier.



112. Click the relevant Purchasing Document to select it.
113. Click **OK** to transfer these details to the **Create Invoice** screen.

Notice that the details about Material, Amount and Quantity from the Purchase Order appear on the screen. You now need to enter the Tax details.

114. Click in the **Tax Code** field to display the search options.
115. Click **XI Input Tax** to select it and transfer the Tax Code to the **Create Supplier Invoice** screen.

You now need to check that all the required data for the invoice have been completed.

116. Click **Check**.

If everything is correct then the following message will appear:

Invoice was successfully checked.

117. Click to close this dialog screen.

You now need to check that the details in the invoice will integrate across the system and update the data accordingly. To do this:

118. Click **Simulate** to check the invoice.

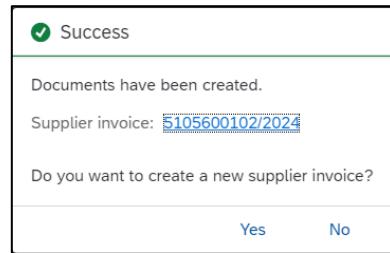
The following screen appears:

Debit		Credit	
9100000 (GR/IR)		7,000.00 USD	3300000 (Olympic Protective Gear / Atlanta GA 30319)
Total		7,000.00 USD	Total
<hr/>			
Details			
Standard			
Item	Account type	G/L Account	Name
1	K	3300000	Olympic Protective Gear / Atlanta GA 30319
2	S	9100000	GR/IR
		Amount	Tax Code
		-7,000.00 USD	XI
		7,000.00 USD	US00

The **Simulate** screen appears indicates which G/L Accounts are impacted and the amounts debited and credited and who the payment is made to.

119. Click **Post** to save the invoice.

A screen appears similar to



☛ Record the Supplier Invoice number.

120. Click [No](#) to close the screen and return to the Material Management space.

Process Flow

The Process Flow enables a user to examine the status of the procurement process.

121. Click [Material Documents Overview](#) in the Inventory Supervisor or Goods Receipt Clerk roles.

The following screen appears

Material Documents Overview

Standard

Stock Change: * Plant: Storage Location: Stock Type: Material Document: Material Document Year: Material:

All Adapt Filters (2)

Posting Date: Document Date:

Material Documents

Material Document	Material Doc...	Material	Plant	Storage Location	Posting Date	Stock Type
-------------------	-----------------	----------	-------	------------------	--------------	------------

This screen provides a number of ways to search for Material Documents.

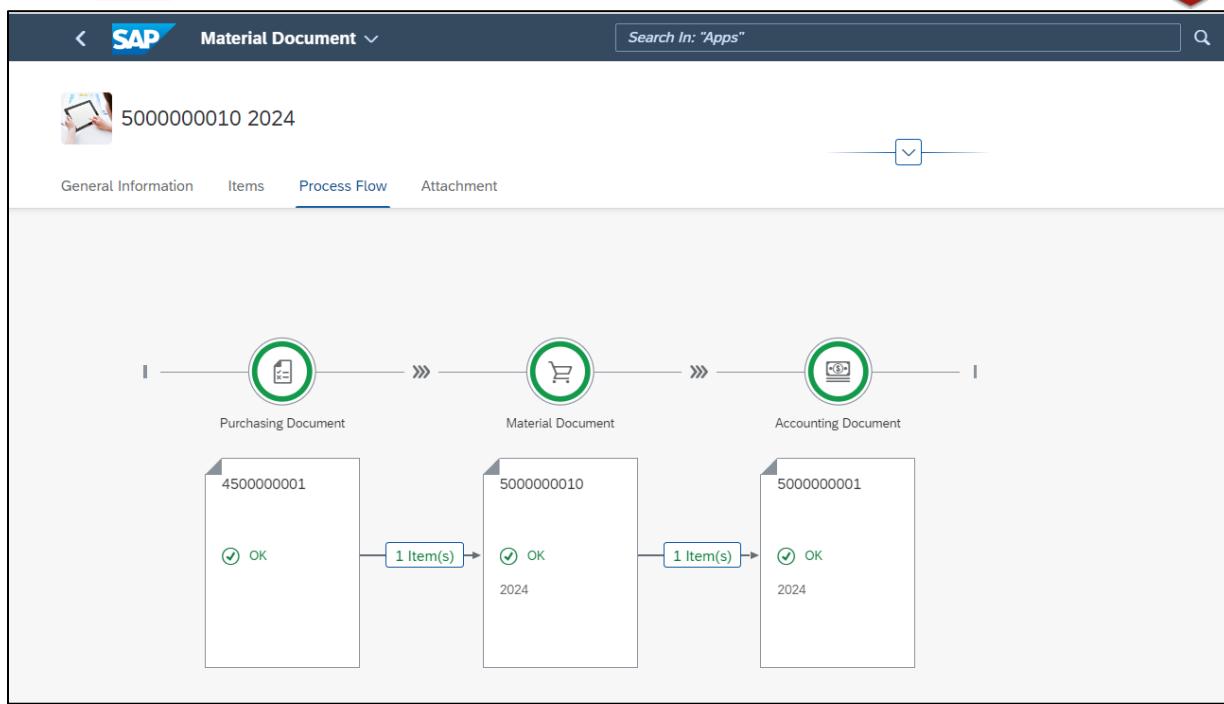
122. Type the date you posted the invoice in the Posting date field (MM/DD/YYYY).
123. Click [Go](#) to display the relevant documents.

A list of Material Documents which have been saved on the specified data are displayed.

124. Click [your Material Document](#) number to drill down to further details.

Details appear related to the purchase of the bikes and which user created the documents..

125. Scroll down the screen to display the **Process Flow**.



This screen identifies the stages of the procurement process so far and the **Material Documents** involved. You could drill down on any of these documents to see the actual document. If a supplier contacted GBI in regards to a payment, you could view the **Process Flow** and understand the status of the process.

Post Payments to Suppliers



The invoice from Olympic Protective Gear for the 5 Deluxe Touring Bicycles (red) has been entered and checked in the ERP system. The goods have arrived and have been receipted, and it is now time to post a payment as per the invoice. This process is often called **Accounts Payable**. To make a payment:

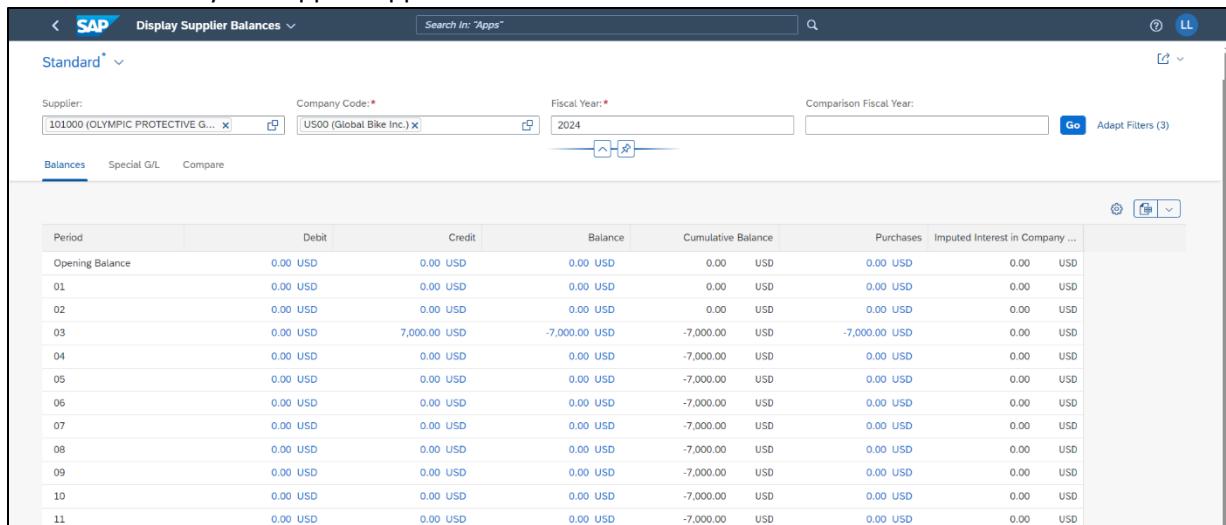
126. Click on the Title Bar to display recently accessed apps.
127. Click **Material Management** to return to this screen.
128. Click under the **Heading of Accounting** role.

The following screen appears:

Period	Debit	Credit	Balance	Cumulative Balance	Purchases	Imputed Interest in Company ...
To start, set the relevant filters.						

129. Type **101###** (where ### is your logon) in the **Supplier** field.
130. Click your Supplier to select it.
131. Type **US00** in the **Company Code*** field.
132. Click your Company Code to select it.
133. Type the current year in the field .
134. Click .

The balances for your Supplier appears:

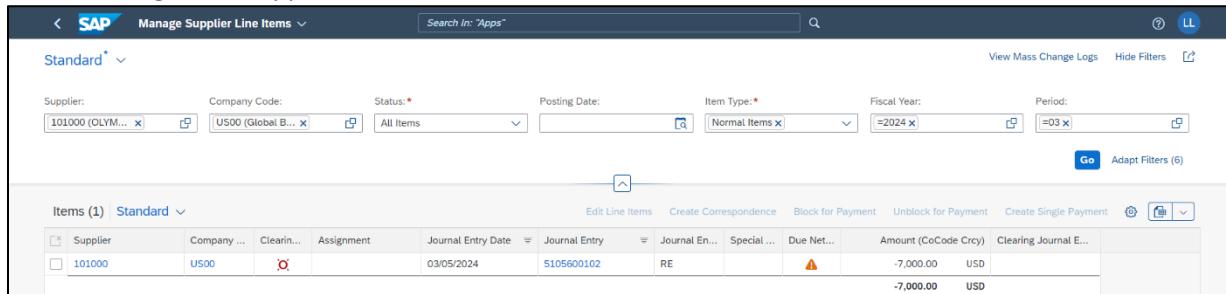


The screenshot shows the SAP Display Supplier Balances interface. At the top, there are filter fields for Supplier (101000), Company Code (US00), Fiscal Year (2024), and Comparison Fiscal Year. Below the filters is a navigation bar with tabs: Standard*, Balances (which is selected), Special G/L, and Compare. The main area displays a table of financial data:

Period	Debit	Credit	Balance	Cumulative Balance	Purchases	Imputed Interest in Company ...
Opening Balance	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
01	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
02	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
03	0.00 USD	7,000.00 USD	-7,000.00 USD	-7,000.00 USD	-7,000.00 USD	0.00 USD
04	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
05	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
06	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
07	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
08	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
09	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
10	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD
11	0.00 USD	0.00 USD	0.00 USD	-7,000.00 USD	0.00 USD	0.00 USD

135. Click the **Balance** amount (-7000 USD) to view the items that make up this balance.

The following screen appears:



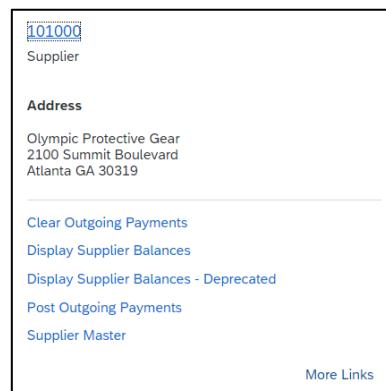
The screenshot shows the SAP Manage Supplier Line Items interface. At the top, there are filter fields for Supplier (101000), Company Code (US00), Status (All Items), Posting Date, Item Type (Normal Items), Fiscal Year (2024), and Period (03). Below the filters is a navigation bar with tabs: Standard* (selected), Edit Line Items, Create Correspondence, Block for Payment, Unblock for Payment, Create Single Payment, and More Links. The main area displays a table of supplier line items:

Items (1) Standard *									
Supplier	Company ...	Clearin...	Assignment	Journal Entry Date	Journal Entry	Journal En...	Special ...	Due Net...	Amount (CoCode Crcy)
101000	US00	RE		03/05/2024	5105600102	RE		⚠	-7,000.00 USD
									-7,000.00 USD

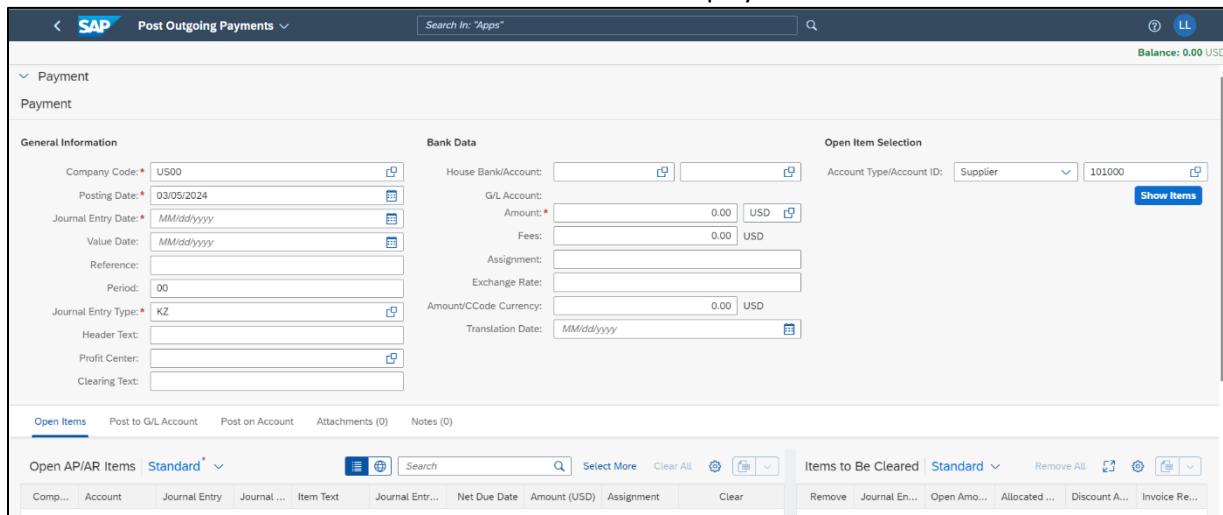
The  icon indicates that the journal entry is still open. This means it needs to be paid.

136. Click  on the line of the open item to select this entry.

137. Click the **Supplier** id to display the context menu.



138. Click **Post Outgoing Payments** to display this screen.



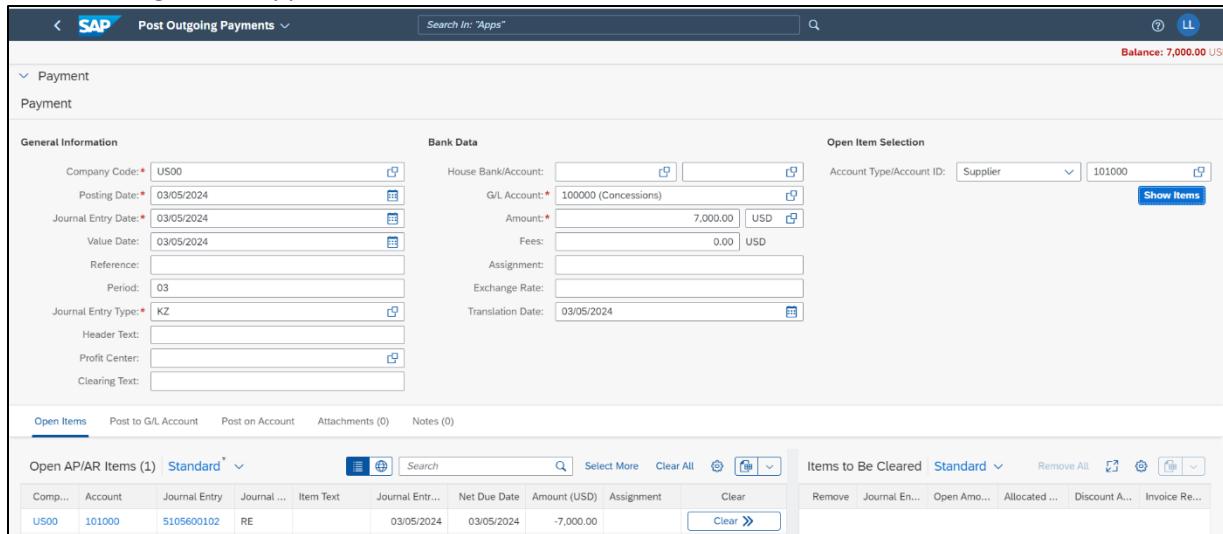
The screenshot shows the SAP Post Outgoing Payments interface. In the General Information section, Company Code is US00, Posting Date is 03/05/2024, Journal Entry Date is MMddyyyy, Value Date is MMddyyyy, Reference is blank, Period is 00, Journal Entry Type is KZ, Header Text is blank, Profit Center is blank, and Clearing Text is blank. In the Bank Data section, House Bank/Account is blank, G/L Account is blank, Amount is 0.00 USD, Fees is 0.00 USD, Assignment is blank, Exchange Rate is blank, and Translation Date is MM/dd/yyyy. In the Open Item Selection section, Account Type/Account ID is Supplier 101000, and the Show Items button is visible. The bottom navigation bar includes Open Items, Post to G/L Account, Post on Account, Attachments (0), Notes (0), Open AP/APR Items (Standard), and various search and filter options.

139. Type today's date for Posting Date, Journal Entry Date, and Value Date fields.
140. Type today's month (MM) in the **Period** field.
141. Type **100000** in the **G/L Account** field for the Concessions account.
142. Type **7000** in the **Amount** field representing the amount to be paid.

Ensure that USD appears in the currency field.

143. Click **Show Items** to open this item for the Supplier.

The following screen appears:



The screenshot shows the SAP Post Outgoing Payments interface after entering values. In the General Information section, Company Code is US00, Posting Date is 03/05/2024, Journal Entry Date is 03/05/2024, Value Date is 03/05/2024, Reference is blank, Period is 03, Journal Entry Type is KZ, Header Text is blank, Profit Center is blank, and Clearing Text is blank. In the Bank Data section, House Bank/Account is blank, G/L Account is 100000 (Concessions), Amount is 7,000.00 USD, Fees is 0.00 USD, Assignment is blank, Exchange Rate is blank, and Translation Date is 03/05/2024. In the Open Item Selection section, Account Type/Account ID is Supplier 101000, and the Show Items button is visible. The bottom navigation bar includes Open Items, Post to G/L Account, Post on Account, Attachments (0), Notes (0), Open AP/APR Items (1), and various search and filter options. The Open AP/APR Items table shows one row with Company: US00, Account: 101000, Journal Entry: 5105600102, RE, Date: 03/05/2024, Net Due Date: 03/05/2024, Amount (USD): -7,000.00, and Assignment: blank.

Notice the screen indicates in the top right that 7,000 is owing.



144. Click **Clear** identify this open item is ready to be paid.

Notice the details are moved to the **Items to Be Cleared** pane. Also, a 0.00 balance appears in the top right of the screen. You can simulate the transaction to check all details are correct.

145. Click **Simulate** to simulate the transaction.

A screen similar to the below appears:

The details are correct so the Journal Entry is ready to be saved (posted).

146. Click **Post** .

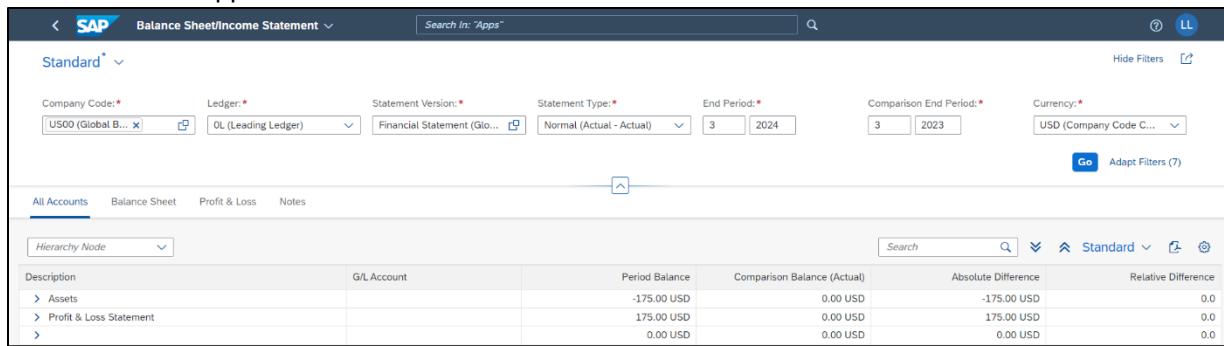
☞ Record the Journal Entry number

Reviewing General Ledger.

As mentioned previously, the General Ledger underpins all business transactions. To view the impact of this payment on the General Ledger:

147. Click on the Title Bar to display recently accessed apps.
148. Click **Material Management** to return to this screen.
149. Click **Balance** under the **Heading of Accounting** role.
150. Type **US00** in the **Company Code*** field.
151. Type **G### (### is your logon number)** in the **Statement Version*** field.
152. Click **Go** to display the balances.

Your screen will appear similar to below:



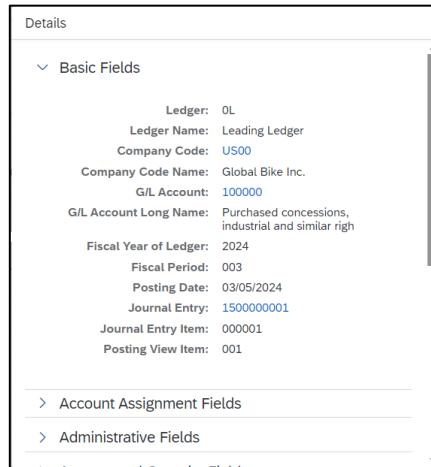
Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
> Assets		-175.00 USD	0.00 USD	-175.00 USD	0.0
> Profit & Loss Statement		175.00 USD	0.00 USD	175.00 USD	0.0
>		0.00 USD	0.00 USD	0.00 USD	0.0

153. Click  to display all accounts.

You will notice a number of transactions. To further review the transactions for G/L Account 100000:

154. Click the **Period Balance** for G/L Account 100000 to display a context menu.
155. Click .
156. Click  adjacent to **Company Code: US00 - Global Bike Inc.** to display further Company details.
157. Click  adjacent to **G/L Account: 100000** to display the account details.
158. Locate the Journal Entry for the date you created the payment for the bikes (-\$7000)
159. Click  of the Journal Entry (-7000USD) you previously recorded.

A dialog screen appears which provides details about the Journal Entry.



Details

Basic Fields

- Ledger: OL
- Ledger Name: Leading Ledger
- Company Code: US00
- Company Code Name: Global Bike Inc.
- G/L Account: 100000
- G/L Account Long Name: Purchased concessions, industrial and similar righ
- Fiscal Year of Ledger: 2024
- Fiscal Period: 003
- Posting Date: 03/05/2024
- Journal Entry: 1500000001
- Journal Entry Item: 000001
- Posting View Item: 001

Account Assignment Fields

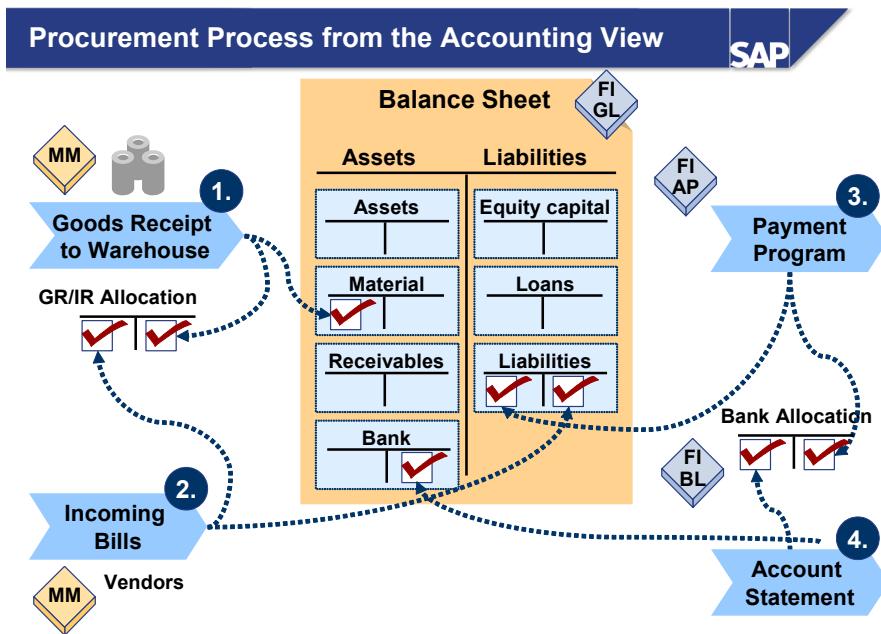
Administrative Fields

If you wanted further details you could drill down on the Journal Entry, G/L Account and or the Company Code.

106. Click the background screen for the **Journal Entry Details** to disappear.

107. Click to return to the Launchpad.

The integrated nature of the ERP system results in different related functional areas being updated in real time. The following document summarises the procure to pay process and the accounting function is integral in this process.



Summary

The procurement process involves a number of steps as outlined below:



Quiz

What happens when a Goods Receipt occurs? What are functional areas of the company updated?

What is the essential information entered for a purchase order to be created?

SAP S/4HANA Fulfilment

MOTIVATION

This material is an introduction to SAP S/4HANA sales and distribution functionality. It is aimed at students at universities and other educational institutions with limited experience with procurement.

It can be used in the classroom or for self-study.

On completion of the course, students will be able to understand the procurement process.

The material also serves as a reference for occasional users of SAP systems.

LEARNING METHOD

The learning method used is "guided learning." The benefit of this method is that knowledge is imparted quickly. Students also acquire practical skills and competencies. As with an exercise, this method explains a process or procedure in detail using the GBI case study.

Exercises, in the end, enable students to put their knowledge into practice.

Product

SAP S/4HANA

Level

Introductory

Focus

Fulfilment

Author

Dr. Paul Hawking

Version 2024

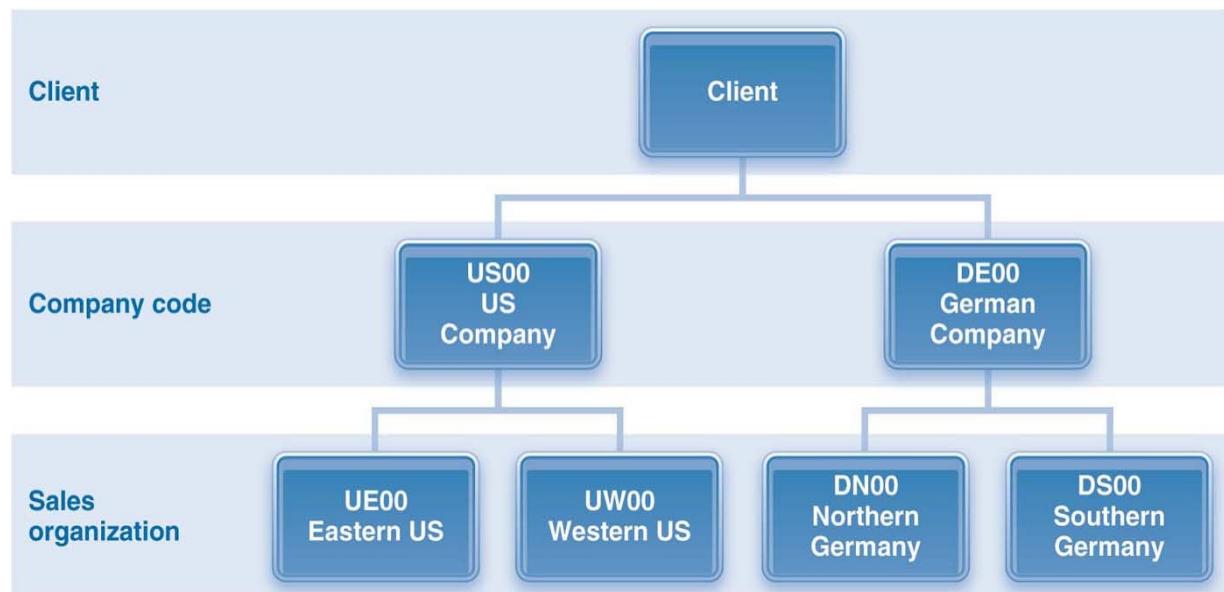
Fulfilment (order to Cash)

This exercise aims to provide students with an understanding of the fundamentals of the fulfilment process, how SAP S/4HANA supports this function, and how the accounting processes supports this function.

There are a number of processes and transactions involved in the Fulfillment process. In summary, these are:



In order to complete the Fulfillment (order-to-cash) process, you will take on different roles within the GBI company, e.g. sales representative, warehouse employee and accounting clerk. Overall, you will be working in the Sales and Distribution (SD), the Materials Management (MM) and the Financial Accounting (FI) departments. Below are the organisational units involved in the Fulfilment process.



Scenario

You start the sales order process by creating a new customer (The Bike Zone) in Orlando. Then, you receive an inquiry which you will process into a quotation for two bikes (Deluxe Touring Bike (black) and the Professional Touring Bike (black)). Once the customer accepts the Quotation, they create a purchase order to purchase the materials. You use the customer's purchase order as the basis to create a sales order referencing the Quotation. As you will have enough bikes in stock, you deliver the products sold to your customer, create an invoice, and receive the payment.

Create a New Customer

In this case study, you will create a new customer (The Bike Zone) and the required master data (general data, sales data and accounting data). A customer is a type of Business Partner in the ERP system. To create a new customer, use the app *Maintain Business Partner* in the Sales and Distribution space.



You will notice that Sales and Distribution does not appear the Space Selection Bar. To access this space:

1. Click  in the **Space Selection Bar** to display all the available spaces.
2. Click **Sales and Distribution** to add this space and access it.

The Maintain Business Partner app is not included in the Sales and Distribution Space. To customise the Space to add this app:

3. Click  the **Profile** icon to display the menu
4. Click  **Edit Current Page** to change the Space to edit mode

The Maintain Business Partner app needs to be added to the Sales Representative Section.

5. Click  in the **Sales Person Section**.

The App Finder screen appears.

6. Click **GB SD** in the left pane to display apps related to Sales and Distribution.

7. Click  in the Maintain Business Partner tile to add this app to the Sales and Distribution Space.

Notice the  changes to .

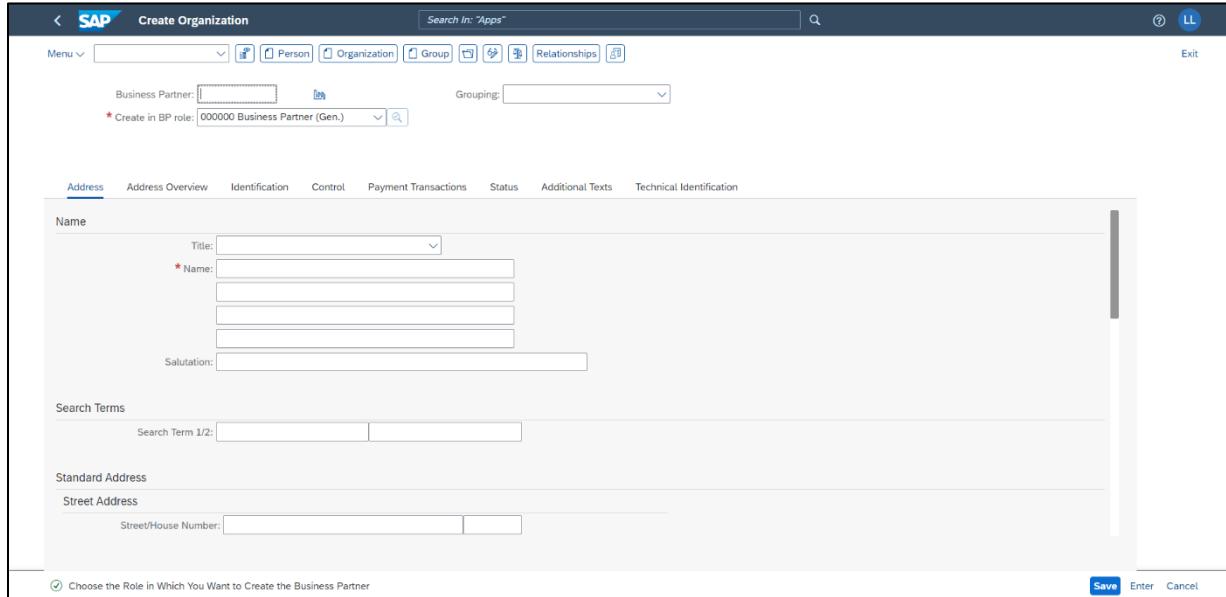
8. Click  until you return to the revised Sales and Distribution Space edit mode.

9. Click 

The Sales and Distribution Space now includes the Maintain Business Partner app under the Sales Representative Role.

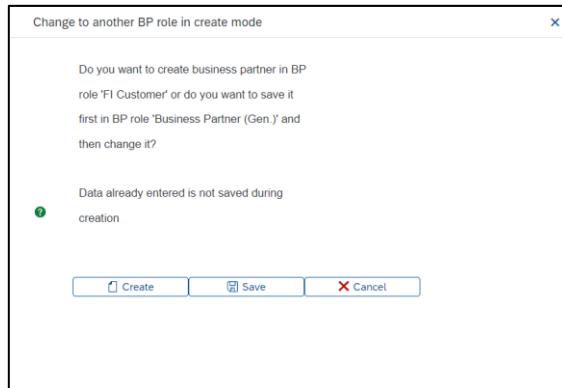
10. Click  in either the **Sales Representative** roles.
 11. Click 

The following screen appears:



12. Click  in the *** Create in BP role: 000000 Business Partner (Gen.)** to display the options.
 13. Select **FI Customer** to start entering the accounting data for this customer.

A dialog window appears confirming you want to create a Business Partner which is a FI Customer.



14. Click  to confirm the customer creation.

The **BP Role** is now changed to FI Customer (New).

15. Click  in the **Title:** field and select **Company**.
16. Type **The Bike Zone ####** (where #### is your logon) in the **Name** field.
17. Type **####** in the **Search Term 1** field, where #### is your logon.
18. Type **N Orange Ave** for **Street/House number**.
19. Press **<TAB>** to move to the next field.
20. Type **2####** (where #### is your logon).
21. Type **32804** for **Postal Code**.
22. Press **<TAB>** to move to the next field
23. Type **Orlando** for **City**.
24. Type **US** for **Country**
25. Click **USA** to select it.
26. Type **FL** for **Region**.
27. Click **Florida** to select it.
28. Select **English** for **Language**.

Your screen should appear similar to:



Address	Address Overview	Identification	Control	Payment Transactions	Status	Legal Data	Customer: General Data	Customer: Tax Data	Customer: Additional Data
Name									
<p>Title: 0003 Company</p> <p>* Name: The Bike Zone 000</p> <p>Salutation:</p> <p>Salutation:</p>									
Search Terms									
<p>* Search Term 1/2: 000</p>									
Special Customer									
<p>VIP <input type="checkbox"/></p>									
Standard Address									
<p>Street Address</p> <p>Street/House Number: N Orange Ave 2000</p> <p>* Postal Code/City: 328084 Orlando</p> <p>* Country/Reg.: US Region: FL </p>									
PO Box Address									
<p>PO Box: <input type="text"/></p> <p>Postal code: <input type="text"/></p> <p>Company Postal Code: <input type="text"/> </p>									
Communication									
<p>* Language: EN English</p> <p>Telephone: <input type="text"/> Extension: <input type="text"/> </p>									

You need to add additional address details to facilitate deliveries.

29. Click to the right of **Street Address** to display more fields.

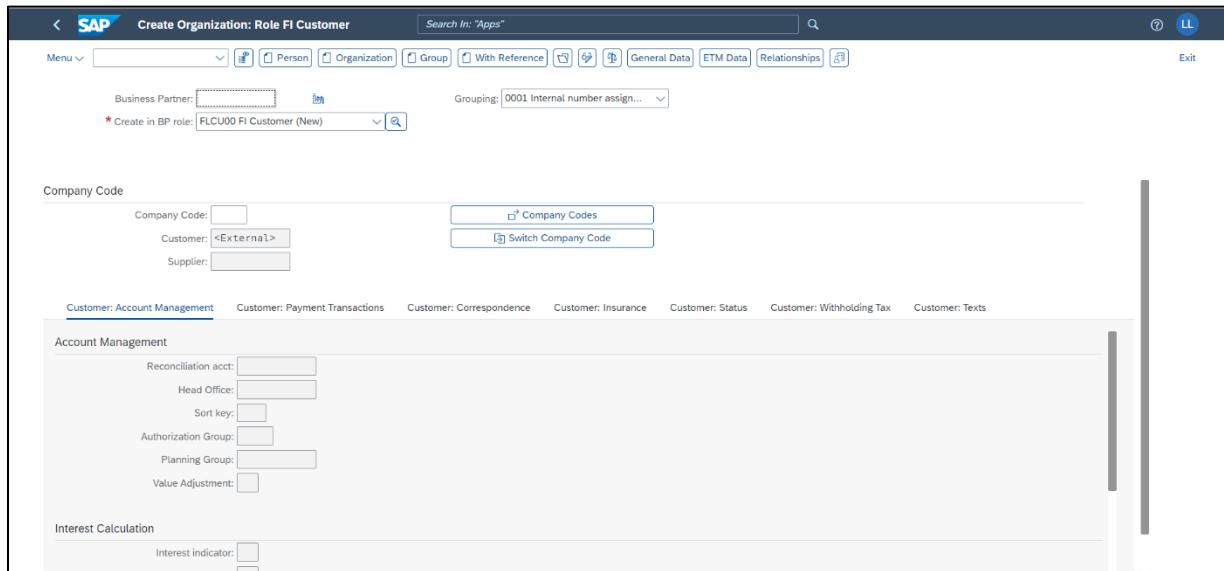
You will notice additional fields appear in the Street Address section.

30. Click **Transportation Zone:** to select this field.
31. Click in this field to display the search screen.

Search and Select																		
Restrictions																		
Country/Region Key:			Transportation Zone:			Description:												
US			<input type="text"/>			<input type="text"/>												
Items (2)																		
<p>Create Find Find next Add to Favorites </p> <table border="1"><thead><tr><th>Country/Region ...</th><th>TranspZo...</th><th>Descript...</th></tr></thead><tbody><tr><td>US</td><td>0000000001</td><td>Region East</td></tr><tr><td>US</td><td>0000000002</td><td>Region West</td></tr></tbody></table>										Country/Region ...	TranspZo...	Descript...	US	0000000001	Region East	US	0000000002	Region West
Country/Region ...	TranspZo...	Descript...																
US	0000000001	Region East																
US	0000000002	Region West																

32. Double-click on **Region East** to select it and transfer it to the previous screen.
33. Select on the top toolbar to display the Company and Accounting screen.

The Company and Accounting screen appears.



34. Type **US00** in the **Company Code** field.

35. Select **Global Bike Inc.**

36. Type **120000** (Trade Receivables account) in the **Reconciliation acct:** field

If the field doesn't allow you to add any data (it is dulled), then click  on the top toolbar or click **Enter**.

37. Type **001** for the Sort key field.

You now need to add details about the customer payment details.

Customer: Payment Transactions

38. Click

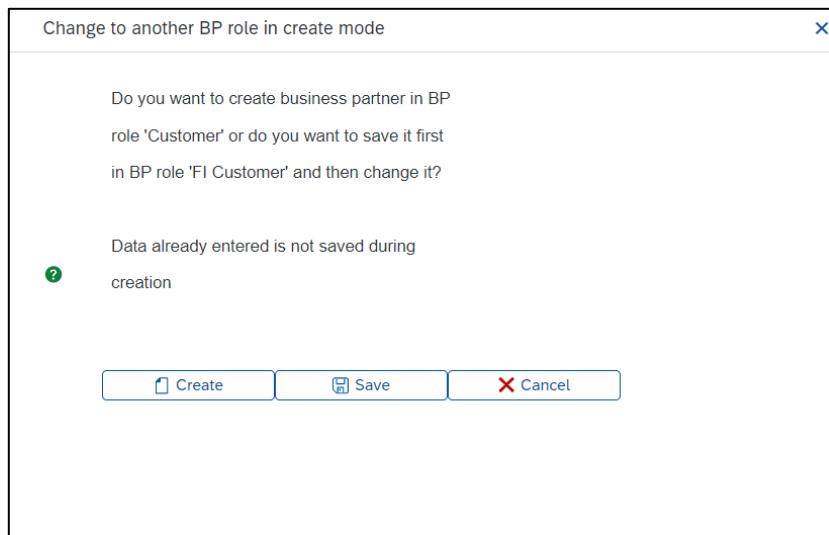
39. Type **0001** in the **Payment Terms** field to indicate payment is due immediately.

You now need to create the Sales and Distribution data for this customer.

40. Click  in the *** Create in BP role: FI Customer (New)** dropdown to display the options.

41. Select **Customer** to start entering the sales data for this customer.

A dialog window appears confirming you want to create a Business Partner which is a Customer.



42. Click  to create a sales Business Partner role.

You will receive a message on the Status Bar that you have created a Business Partner.

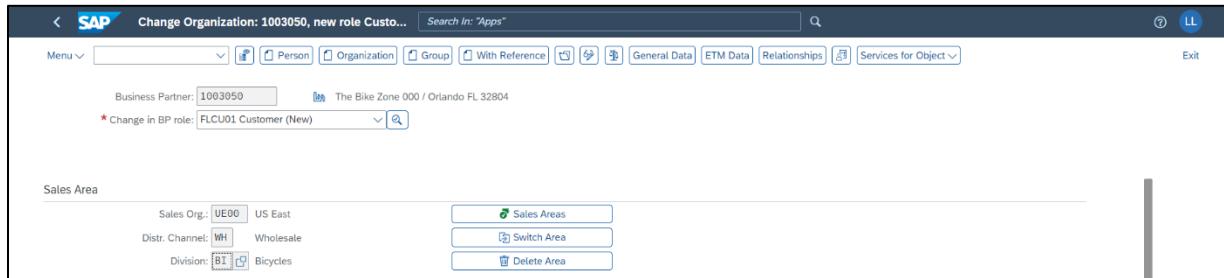
 Business partner 1003050 created

Record this number:

You have created the general and accounting data for your new customer. You now need to create your new customer's sales and distribution data.

43. Click  on the top toolbar.
44. Type **UE00** (US East) in the **Sales Org.** field.
45. Select **UE00 US East**.
46. Type **WH** (Wholesale) in the **Distr. Channel** field.
47. Select **WH Wholesale**.
48. Type **BI** (Bicycles) in the **Division** field.
49. Select **BI Bicycles**.
50. Click **Enter** to confirm the entries are correct.

Your screen should appear similar to below:



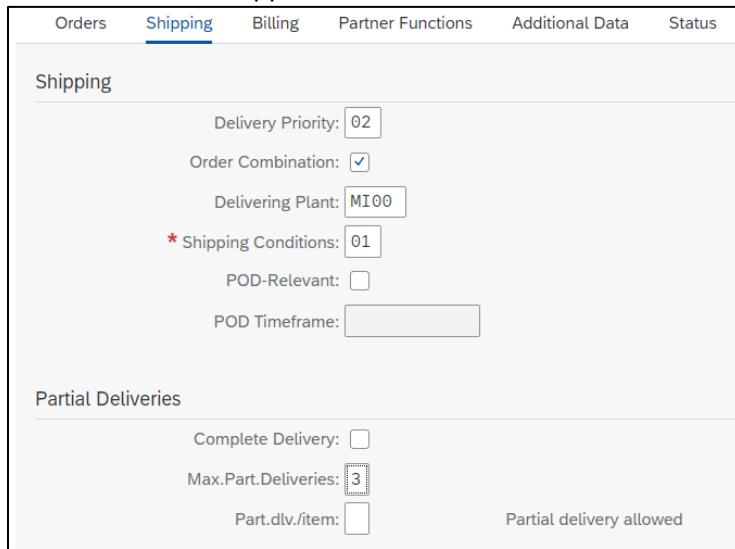
The screenshot shows the SAP Change Organization screen for Business Partner 1003050, which is The Bike Zone 000 / Orlando FL 32804. A note indicates a change in BP role to FLCU01 Customer (New). The Sales Area section is configured with Sales Org: UE00, US East; Distr. Channel: WH Wholesale; Division: B1 Bicycles. Buttons for Sales Areas, Switch Area, and Delete Area are visible.

51. Type **US0003** (Southeast US) in the **Sales District** field.
52. Type **USD** in the **Currency** field if it does not appear.
53. Type **01** (Bulk Buyer) in the **Price Group** field.
54. Type **1** (Standard) in the **Cust.Price.Procedure** field if it does not appear.

You now need to enter the shipping details for this customer.

55. Click **Shipping** to display this screen.
56. Type **02** (Normal Item) in the **Delivery Priority** field.
57. Type **M100** (DC Miami) in the **Delivering Plant** field.
58. Type **01** (Standard) in the **Shipping Conditions** field.
59. Type **3** in the **Max.Part.Deliveries** field.

Your screen should appear similar to below:



The screenshot shows the SAP Shipping screen for Business Partner 1003050. The Shipping tab is selected. Delivery Priority is set to 02. Order Combination is checked. Delivering Plant is M100. Shipping Conditions is 01. POD-Relevant is unchecked. POD Timeframe is empty. In the Partial Deliveries section, Complete Delivery is unchecked. Max.Part.Deliveries is set to 3. Part.dlv./item is empty. A note states "Partial delivery allowed".

You now need to enter the billing information for the Customer.

60. Click **Billing** to display this screen.
61. Type **FOB** (Free on board) in the **Incoterms** field.
62. Type **Miami** in the **Incoterms Location 1** field.
63. Type **0001** (Payment due immediately Net) in the **Terms of Payment** field.



64. Type **0** (Exempt) in each of the three Tax classifications fields. Could appear as **Tax...**

our screen should appear similar to below: screen below:

Orders	Shipping	Billing	Partner Functions	Additional Data
Delivery and Payment Terms				
Inco. Version:	<input type="text"/>			
Incoterms:	FOB			
Inco. Location1:	Miami			
Inco. Location2:	<input type="text"/>			
Payment terms:	0001			
Credit control area:	<input type="text"/>			
Paymt guarant. proc.:	<input type="text"/>			
Accounting				
<input type="text"/> Account AssignmentGp:				
Output Tax				
Country	Name	Tax category	Name	Tax ...
US	USA	UTX3	Tax Jurisdiction	Code 0
US	USA	UTX2	County Sales Tax	0
US	USA	UTX3	city Sales Tax	0

65. Click **Save** to save the changes.

A message appears on the Status Bar to indicate the changes have been saved.

You have now created a new **Business Partner** (The Bike Zone ####). A **Business Partner** can have many different roles. You could buy goods from a company (vendor) while at the same time you could sell goods this company (customer).

Create Customer Inquiry

The Order to Cash process can begin with Pre-Sales Activities. These activities evolve around the establishing and maintaining customer relationships but are not mandatory in the Order to Cash process. Typical Pre Sales Activities include:

- Creating and tracking customer contacts
- Mailing campaigns
- Answering customer questions received by email.
- Inquiries
- Quotations.

For the purpose of this tutorial, you will create an inquiry from your new customer (The Bike Zone ####). An inquiry is a customer's request to be provided with a quotation or sales information without obligation. An inquiry can relate to materials or services, conditions, and if necessary, delivery dates. The Bike Zone wants a quote on two products – the Deluxe Touring Bike (black) and the Professional Touring Bike (black).

66. Click **SAP** to return to the Launchpad.

67. Click **More ▾** in the **Space Selection Bar** to display all the available spaces.

68. Click **Sales and Distribution** to add this space and access it.



Create Sales

69. Click the **Inquiries** app in the **Sales Person** role.

The following screen appears:

The following information may appear by default but if not enter the following details:

70. Type **IN** (Inquiry) in the **Inquiry Type:** field.
71. Type **UE00** (US East) in the **Sales Organization** field.
72. Type **WH** (Wholesale) in the **Distribution Channel** field.
73. Type **BI** (Bikes) in the **Division** field.
74. Click **Continue**.

The following screen appears:

You now need to enter the customer details (The Bike Zone ####).

75. Click the Sold-To Party field.
76. Click search icon  to display the search screen.

Restrict Value Range (1)

Search and Select

A: Customers (General) ▾

Search term:	Country/Region Key:	Postal Code:	City:	Name:
<input type="text"/>				
Customer:	Deletion Flag:			
<input type="text"/>	<input type="text"/>			

Items (0)

Previously when you created a search term (####) to assist you quickly locate your customer. You will now use this search term to locate your customer.

77. Type **####** in the search term: field, where (#### is your logon number)
78. Type **Orlando** in the **City** field.
79. Click  to search for your customer.

A similar screen to below should appear:

Restrict Value Range (1)

Search and Select

A: Customers (General) ▾

Search term:	Country/Region Key:	Postal Code:	City:
<input type="text"/> 000	<input type="text"/>	<input type="text"/>	<input type="text"/> Orlando
Name:	Customer:	Deletion Flag:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Items (1)

SearchT...	C...	PostalC...	City	Name 1	Custo...	Delf...	Std.A...	Par...
000	US	32804	ORLANDO	THE BIKE ZONE 000	1003050	X		1003050

OK **Cancel**

80. Click  to transfer the customer details.



81. Press <ENTER> to confirm the customer and display associated data.

The screenshot shows the SAP Create Inquiry: Overview screen. At the top, there's a menu bar with a dropdown, a search bar for "Search In: 'Apps'", and a magnifying glass icon. Below the menu are several input fields: "Inquiry:" (empty), "Net Value:" (0.00 USD), "Sold-to Party:" (1003050, Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA), "Ship-to Party:" (1003050, Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA), "Cust. Reference:" (empty), and "Cust. Ref. Date:" (empty). There are also two small icons on the right side of the input area.

82. Type #### (where #### is your logon) in the **Cust. Reference** field.

83. Type today's date (MM/DD/YYYY) in the **Cust Ref Date** field.

Inquiries are usually for a specific time period as prices can change over time. You need to indicate the time period the Inquiry is valid for.

84. Type today's date (MM/DD/YYYY) in the **Valid From:** field

85. Type the date **one month from today** in the **Valid to** field.

The Bike Zone is inquiring about two products – the Deluxe Touring Bike (black) and the Deluxe Touring Bike (silver). To find these products, we need to use the search function.

86. Click in the **Material** field on the first row.

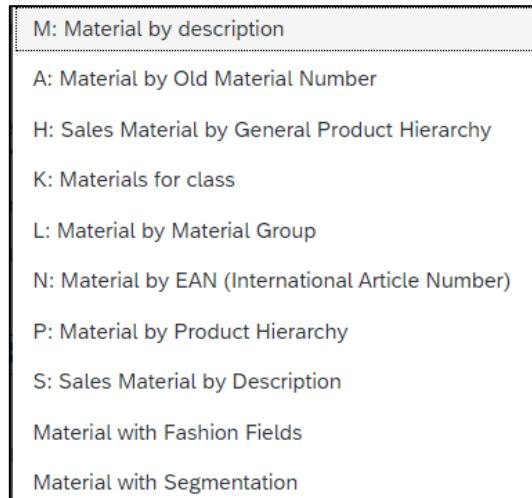


87. Click to display the search options.

The screenshot shows a search interface for materials. At the top, it says "Restrict Value Range (1)" and has a "Search and Select" button. Below that is a dropdown menu "M: Material by description". The search area contains three input fields: "Material description" (with a placeholder "I" and a dropdown arrow), "Language Key" (set to "EN" with a dropdown arrow), and "Material" (with a dropdown arrow). To the right of these fields are "Go", "Hide Filters", and a context menu icon. At the bottom left, it says "Items (0)".

Due to the large number of products that can exist in an ERP system, the search function has lots of options. You are going to use an alternative search criteria than one on your screen.

88. Click **M: Material by description** to display the search criteria context menu.



89. Click [S: Sales Material by Description](#) to select this option.

The **Search** screen appears with a number of fields populated based on the previously entered data.

90. Type *### in the **Material** field, where ### is your logon number.



91. Click [Go](#) to search for your customer.

A list of materials which match the search criteria appear on screen.

Restrict Value Range (1)				
Search and Select				
S: Sales Material by Description ▾				
Material description:	Language Key:	Sales Organization:	Distribution Channel:	Material:
<input type="text"/>	<input type="text"/> EN	<input type="text"/> UE00	<input type="text"/> WH	<input type="text"/> *0... <input type="button"/>
Items (24)				
Material description	Lang...	S...	D...	Material
<input checked="" type="checkbox"/> AIR PUMP	EN	UE00	WH	PUMP1000
DELUXE GPS-BIKE COMPUTER CARMINE RED	EN	UE00	WH	DGR2000
DELUXE GPS-BIKE COMPUTER ROYAL BLUE	EN	UE00	WH	DGRB2000
DELUXE GPS-BIKE COMPUTER SILVER WHITE	EN	UE00	WH	DGRW2000
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1000
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DXTR3000
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DXTR2000
ELBOW PADS	EN	UE00	WH	EPAD1000
FIRST AID KIT	EN	UE00	WH	FAID1000
GPS-BIKE COMPUTER ROAD 64GB CARMINE RED	EN	UE00	WH	GRRL2000
GPS-BIKE COMPUTER ROAD 64GB ROYAL BLUE	EN	UE00	WH	GRBL2000
GPS-BIKE COMPUTER ROAD 64GB SILVER WHITE	EN	UE00	WH	GRWL2000

92. Double Click **Deluxe Touring Bike (Black)** to select this Material and transfer the details to the Create Inquiry screen.

The material number is transferred to the Inquiry screen. You now need to enter the Quantity.

93. Type **5** in the **Order Quantity** field for this material.

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
<input type="checkbox"/> DXTR1000			5	EA	Deluxe Touring Bike (black)
<input type="checkbox"/> 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:

98. Click on each material line item to select it

All Items					
Material	Req. Segment	Order Quantity	SU	AltItm	Item Description
<input checked="" type="checkbox"/> DXTR1000			5	EA	Deluxe Touring Bike (black)
<input checked="" type="checkbox"/> PRTR1000			2	EA	Professional Touring Bike (black)

99. Click the **Item Conditions** icon  to display the conditions of this Inquiry.

This screen includes details of the prices for the materials. Notice that there is an area to enter discounts. To change the probability figure:

100. Click **Sales A**

Create Inquiry: Item Data

Search In: "Apps"

Sales Document Item: 10 Item Category: AFN Inquiry Item

Material: DXTR1000 Deluxe Touring Bike (black)

Sales A Sales B Shipping Billing Document Conditions Account Assignment Schedule lines Partner Texts

Order Quantity and Delivery Date

Order Quantity: 5 EA 1 EA <-> 1 EA

First Delivery Date: D 03/06/2024 Requirement Segment

General Sales Data

Net Value: 15,000.00 USD Exch. Rate: 1.00000

Pricing Date: 03/06/2024

Material Entered: DXTR1000

EAN/UPC:

Engineering Change:

Usage:

Reason for Rejection:

BOM explosion number:

Preference:

Order Probability: 30 Alternative to Item:

The **Order Probability** of 30% is the default value that was set for GBI for inquiry documents. The expected order value is then $0.30 \times \$21,400.00 = \$6,420.00$. You need to change the **Order Probability** for this Inquiry.

101. Change the **Order Probability** to 70.

You will notice that the **Order Quantity** is 5 which corresponds to the first material. To move to the next material.

102. Click .

103. Change the **Order Probability** to 70.

104. Click  on the top toolbar to return to the **Inquiry Overview**.



Notice the **Expected.ord.val** has increased to \$14,980 due to the change in probability. From the Inquiry screen, you can check the availability of the Inquiry's materials. To do this

105. Click  on the first material line item to select it

106. Click Display Availability icon .



A screen appears indicating the quantity of Materials available (Available to Promise -ATP) and their Storage Location.

107. Click on the top toolbar to return to the **Inquiry Overview**.



108. Click to save the changes.

The SAP system provides a message in the Status Bar to indicate the Inquiry has been saved and assign a unique number to the inquiry.

Record your Inquiry number:

109. Click to return to the Fiori Launchpad.

110. Press <ENTER> to acknowledge the warning message and return to the Launchpad.

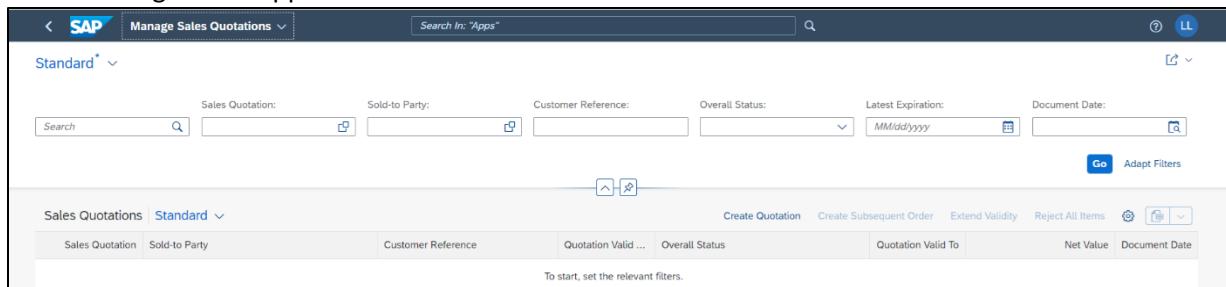
Create Customer Quotation

An inquiry presents the terms (price, delivery schedule) to a customer considering a purchase. A Quotation is similar, except that it is a legally binding offer for delivering the requested product or services. The Bike Zone would like a **Quotation** for the items in the **Inquiry** you provided before. You can do this easily by copying the details from the **Inquiry** into the new **Quotation**. To do this, you use the **Manage Sales Quotation** app.



111. Click in the **Space Selection Bar** to display all the available spaces.
112. Click **Sales and Distribution** to add this space and access it.
113. Click **Manage Sales Quotations** in the **Sales Representative** role.

The following screen appears:

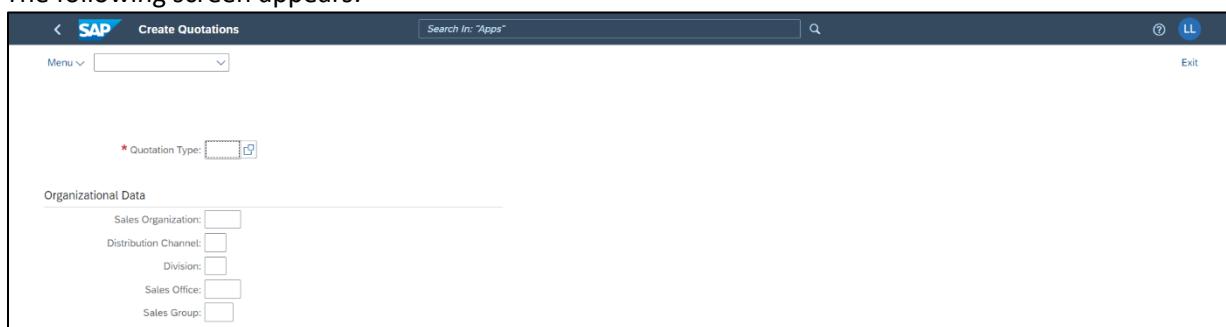


This screenshot shows the SAP S/4HANA interface for managing sales quotations. At the top, there's a header bar with the SAP logo and the title "Manage Sales Quotations". Below the header, a search bar says "Search In: 'Apps'". The main area has a section titled "Standard* <". It includes fields for "Sales Quotation", "Sold-to Party", "Customer Reference", "Overall Status", "Latest Expiration", and "Document Date". There are also buttons for "Go" and "Adapt Filters". Below this, there's a toolbar with buttons for "Create Quotation", "Create Subsequent Order", "Extend Validity", "Reject All Items", and "Print". The bottom part of the screen shows a table with columns for "Sales Quotation", "Sold-to Party", "Customer Reference", "Quotation Valid ...", "Overall Status", "Quotation Valid To", "Net Value", and "Document Date". A note at the bottom says "To start, set the relevant filters."

114. Click

[Create Quotation](#)

The following screen appears:



This screenshot shows the SAP S/4HANA interface for creating quotations. At the top, it says "Create Quotations". The main area has a field labeled "Quotation Type" with a dropdown menu. Below this, there's a section for "Organizational Data" with fields for "Sales Organization", "Distribution Channel", "Division", "Sales Office", and "Sales Group", each with a dropdown menu. The right side of the screen has buttons for "Menu", "Search In: 'Apps'", "Exit", and a help icon.

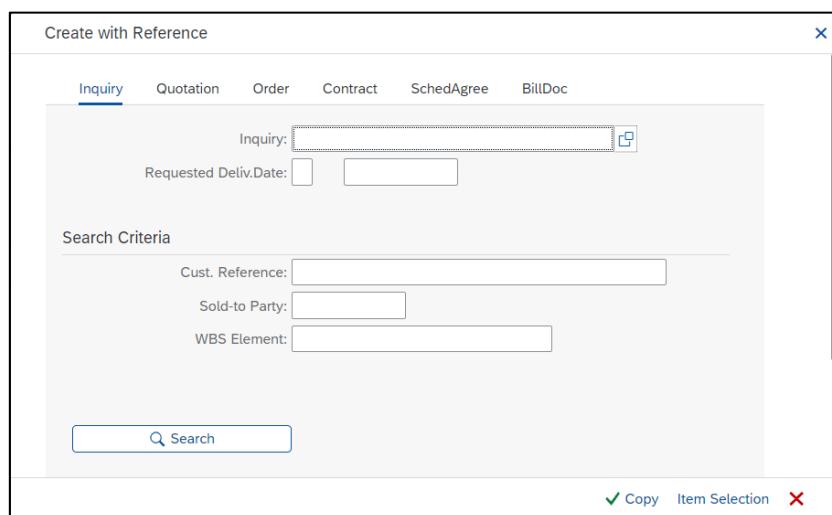
115. Type **QT** in the ***Quotation Type**: field to indicate it a standard quotation to be created.

As you have already created a **Sales Inquiry** for the customer you want the to create a **Quotation** which references the details contained in the Sales Inquiry.

116. Click

[Create with Reference](#) to import data from your previously created Inquiry.

The following screen appears which requires you to identify which **Sales Inquiry** you want to reference.



This screenshot shows a modal dialog box titled "Create with Reference". It has tabs for "Inquiry", "Quotation", "Order", "Contract", "SchedAgree", and "BillDoc". The "Inquiry" tab is selected. It contains a field "Inquiry:" with a dropdown menu and a "Requested Deliv.Date:" field with two date input boxes. Below this is a "Search Criteria" section with fields for "Cust. Reference", "Sold-to Party", and "WBS Element", each with dropdown menus. At the bottom, there's a "Search" button and a row of buttons: "Copy" (green checkmark), "Item Selection" (blue link), and "X" (red X).



117. Type **###** (where **###** is your logon) in the **Cust. Reference** field.

118. Click .

Your screen will appear similar to below:

Restrict Value Range (1)											
Search and Select											
Items (1)											
Customer Refer...	S...	Sol...	D...	D..	S...	S...	Created...	Sa...	CustRef...	T...	Docum..
000	UE00	1003050	WH	BI			LEARN-000	IN	03/06/2024	1	1000000

OK **Cancel**

119. Double-click the highlighted Inquiry to select it and transfer the details.

120. Click  to copy the information from the **Inquiry** into the **Quotation** screen.

Create Quotation: Overview

Sales		Item Overview		Item detail		Ordering party		Procurement		Shipping		Reason for rejection	
Quotation:		Net Value:	21,400.00	USD									
Sold-to Party:	1003050	Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA											
Ship-to Party:	1003050	Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA											
Cust. Reference:		Cust. Ref. Date:											
Valid From:	03/07/2024	Valid To:											
*Req. Deliv.Date:	D	03/07/2024	Expect.Ord.Val.:	14,980.00	USD								
All Items													
Item	Material	Req. Segment	Order Quantity	SU	Altitm	Item Description							
<input type="checkbox"/> 10 DXTR1000				5	EA	Deluxe Touring Bike (black)							
<input type="checkbox"/> 20 PTR1000				2	EA	Professional Touring Bike (black)							

Save **Cancel**

The date details may have changed since you created the Inquiry. These need to be confirmed.

121. Type **###** in the **Cust. Reference** field.

122. Type today's date in the **Cust Ref Date** field.

123. Type today's date in the **Valid from** field

124. Type the date one month from today in the **Valid to** field.

125. Type tomorrow's date in the **Req. Deliv date** field.

126. Press **<ENTER>** to confirm.

The following warning may appear in the Status Bar.

The default date is not copied into existing schedule lines

127. Press **<ENTER>** to acknowledge the warning and continue.

Another warning dialog screen appears which you will ignore.

128. Click

Save

129. Click .

If an error message appears ignore it and return to the SAP window. A message appears on the Status Bar to confirm the **Quotation** has been saved

Record your Quotation number:

Create a Sales Order Referencing a Quotation



A sales order is an electronic document that records your customer's request for goods or services. The sales order contains all information to process the customer's request during sales order processing. Standard orders normally contain:

- Customer information
- Shipping information
- Pricing for each item
- Item quantities
- Billing information

The Bike Zone ### is satisfied with the **Quotation** and has produced a **Purchase Order** to purchase the bikes. A **Purchase Order** is a legally commitment to the purchase. The Purchase Order is displayed below:



The Bike Zone ###

PURCHASE ORDER

2### N Orange Ave
Orlando 32804

DATE	07/03/2024
PO #	23###

VENDOR

Global Bike Inc.

Learn-###

SHIP TO

The Bike Zone ###

2### N Orange Ave

Orlando 32804

DELIVERY DATE	SHIPPING TERMS
Next day	Freight on Board

Comments or Special Instructions

Payment shall be 30 days upon receipt of the items included in this order.

SUBTOTAL	21400.00
TAX	
SHIPPING	
OTHER	
TOTAL	\$21400.00

The details from the **Purchase Order** and the **Quotation** (if it exists) are used as the basis for the creation of a **Sales Order**. The **Sales Order** is required to commence the **Sales and Distribution** process. While an **Inquiry**, **Quotation** and **Purchase Order** have been created, they are not compulsory components of the **Sales and Distribution** process.

To create a sales order, use the app *Manage Sales Order*. This is a **dynamical app**, which in this example shows a 3. This means that GBI has three different sales orders being processed at the moment.



If the **Sales and Distribution** space is not visible:

130. Click **More ▾** in the **Space Selection Bar** to display all the available spaces.
131. Click **Sales and Distribution** to add this space and access it.
132. Click **Manage Sales Orders** in the **Sales Representative** role to start the process.

The Manage Sales Orders screen appears. In this screen you can display all **Sales Orders** from GBI. You also use this screen to create a **Sales Order**. You can create a **Sales Order** referencing a **Quotation** where the details are copied across. Where a **Quotation** does not exist, you create a **Sales Order** where the user enters all the details. As you have previously created a **Quotation**, you are going to use the **Create with Reference** command.

133. Click **Create ▾** to display the context menu.
134. Click **Create Sales Order VA01**

There are a number of different types of sales Orders which can be created. You need specify which type you want to create. You are going to create a standard Sales Order type OR1.

135. Type **OR1** in the ***Order Type:** field.
136. Click **Create with Reference** to display a search screen.
137. Type **###** (where **###** is your logon) in the Customer Reference field.
138. Click **Search**

Your **Quotation** details should be displayed.

139. Double Click your **Quotation** to transfer the Quotation number to the previous screen.
140. Click **✓ Copy** to transfer the details from the **Quotation** into the **Sales Order**.



SAP Create Standard order: Overview

Net Value: 21,400.00 USD

Sold-to Party: 1003050 Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA

Ship-to Party: 1003050 Company The Bike Zone 000, 2000 N Orange Ave, Orlando FL 32804, USA

Cust. Reference: Cust. Ref. Date:

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. Deliv.Date: 03/08/2024 Deliver.Plant: 57,170 G

Complete Deliv.: Delivery Block: Billing Block: Pyt Terms: 0001 Pay immediately w/o deduction

Inco. Version: Incoterms: FOB

Inco. Location1: Miami

All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description	Customer Material Number	ItCa	HL Itm	D. Fir:
<input type="checkbox"/>	10 DXTR1000		5	EA	<input checked="" type="checkbox"/>	Deluxe Touring Bike (black)	TAN	D	03	
<input type="checkbox"/>	20 PRTTR1000		2	EA	<input checked="" type="checkbox"/>	Professional Touring Bike (black)	TAN	D	03	

Save Cancel

141. Type **###** for **Cust. Reference** field.
142. Type today's date in the **Cust. Ref date**.

Note that the **Req.deliv.date** is copied from the **Quotation**.

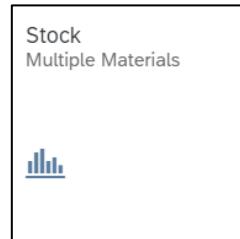
143. Change the **First Date** field for each order line item to **tomorrow's date**.
144. Click **Save** to save the **Sales Order**.

The Status Bar indicates that the **Sales Order** has been saved. The system will assign a sales (standard) order number.

Record your **Sales Order** number:

Check Stock Status

The creation of a **Sales Order** has an impact on various areas in the system. For example, the bikes in stock need to be reserved so that they are available for delivery. You can check on the inventory level of the bikes in the **Sales Order** for The Bike Zone **###**. To do this, use the **Stock – Multiple Materials** app.



145. Click **SAP** to return to the Launchpad.
146. Press <ENTER> to bypass any warning messages
147. Click **More ▾** in the **Space Selection Bar** to display all the available spaces.
148. Click **Sales and Distribution** to add this space and access it.
149. Click **Stock** in the **Sales Representative** role to start the process.

The **Stock – Multiple Materials** screen appears.

150. Type **DXTR1###** (where ### is your logon) for the Deluxe Touring Bike (black) in the **Material:** field.
151. Select **DXTR1###** (where ### is your logon) for the Deluxe Touring Bike (black) from the list.
152. Type **MI00** for DC Miami in the **Plant:** field.
153. Click **MI00 Global Bike Inc** to select it.
154. Click **Go**

The stock overview appears. You will notice that the stock levels for the Deluxe Touring Bike (black) in DC Miami is 100 in the Unrestricted Stock.

Materials (1)								
Material	Material Description	P..	Plant Name	Storage ...	Description of Storage Lo...	Special Stoc...	Special Stock Type Descri...	Unrestricted Sto
DXTR1000	Deluxe Touring Bike (black)	MI00	DC Miami	FG00	Finished Goods			100

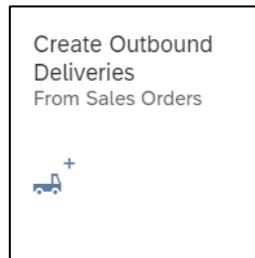
Perform the Delivery Process



The Materials now need to be delivered (shipped) to the Customers as specified in the Sales Order. Shipping consists of several tasks that are necessary to prepare and send shipments of Materials. To initiate the shipping activities for the Sales Order, a **Delivery Document** needs to be created which authorises the delivery of orders that are ready to be shipped. For a **Delivery Document**, the system re-determines the Stock Availability, and the number of ordered items are placed in a scheduled for Delivery Status. Then, the necessary Materials are Picked from storage and placed in a staging area where they can be Packed appropriately. After the order is shipped, a Goods Issue is recorded in the system, which triggers processes in accounting.

Create Outbound Delivery

To start the process that will fulfill The Bike Zone's order, you need to create a delivery document. To do this, use the **Create Outbound Deliveries** app.



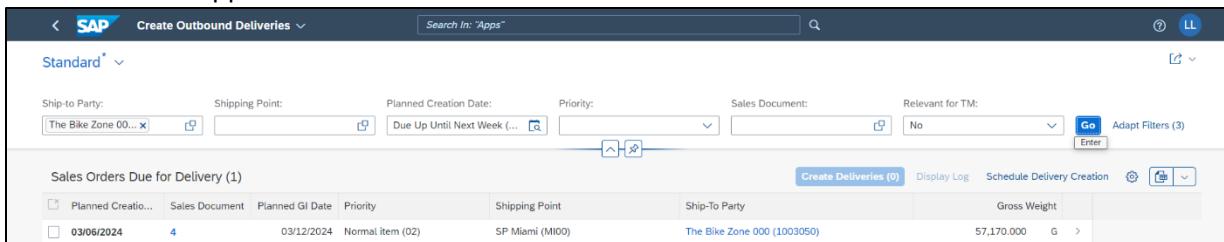
155. Click **Stock - Multiple Materials**  to display the menu.
156. Click **Sales and Distribution** to navigate to this space.
- 1.
157. Click **Create Outbound Deliveries From Sales Orders** app in the **Warehouse Employee** role.

The following screen appears:

Planned Creation Date	Priority	Sales Document	Relevant for TM	Go	Adapt Filters (2)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Adapt Filters (2)"/>

158. Click  in the **Ship-To Party** field to display the search options screen.
159. Type ***###** in the **Search** field
160. Click **Show Filters** to display more search options
161. Type **Orlando** in the **City:** field.
162. Click **Go** to continue.
163. Click **The Bike Zone ####** to select it.
164. Click **OK** to continue.
165. Click  in the **Planned Creation Date** field to display the options.
166. Click 
167. Select **Due up until next week.**
168. Click **Go**.

A similar screen appears:



The screenshot shows the SAP Create Outbound Deliveries interface. At the top, there are fields for Ship-to Party (The Bike Zone 000), Shipping Point (dropdown), Planned Creation Date (Due Up Until Next Week), Priority (dropdown), Sales Document (dropdown), and Relevant for TM (checkbox). Below this is a table titled "Sales Orders Due for Delivery (1)" with one row showing: Planned Creat... (checkbox), Sales Document (dropdown), Planned GI Date (03/12/2024), Priority (Normal Item (02)), Shipping Point (SP Miami (MI00)), Ship-To Party (The Bike Zone 000 (1003050)), and Gross Weight (57,170.000 G).

This screen identifies the sales document for the previous created Sales Order. Notice that it has calculated the weight of the delivery, which has implications for the delivery (handled by hand, size of delivery vehicle etc.).

169. Click to select the sales document.

170. Click **Create Deliveries (1)** to start the shipping process.

Picking

You now need to continue the shipping process by **Picking** the materials from their storage locations. **Picking** refers to preparing the right quantity and quality of goods for shipping on schedule as required by the customer.

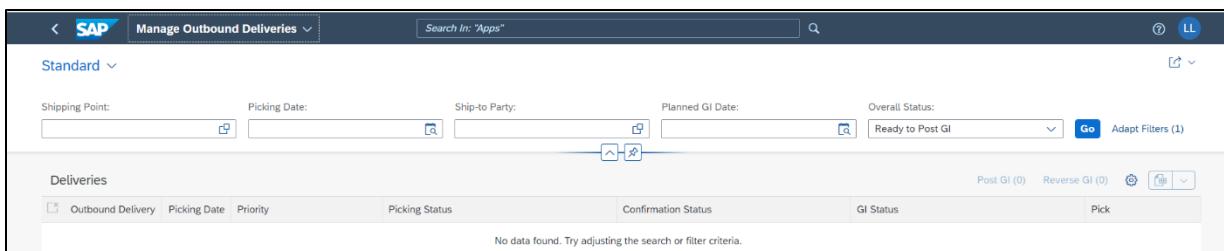
171. Click **Create Outbound Deliveries** ▾

172. Click **Sales and Distribution** to navigate to this space.

Manage Outbound

173. Click **Deliveries** in the **Warehouse Employee** role.

The following screen appears:



The screenshot shows the SAP Manage Outbound Deliveries interface. At the top, there are fields for Shipping Point (dropdown), Picking Date (dropdown), Ship-to Party (dropdown), Planned GI Date (dropdown), and Overall Status (Ready to Post GI). Below this is a table titled "Deliveries" with columns: Outbound Delivery, Picking Date, Priority, Picking Status, Confirmation Status, GI Status, and Pick. A note at the bottom says "No data found. Try adjusting the search or filter criteria."

Note is the screen does not appear similar to above repeat the preceding 3 steps.

174. Type **###** in the **Ship to Party** field.

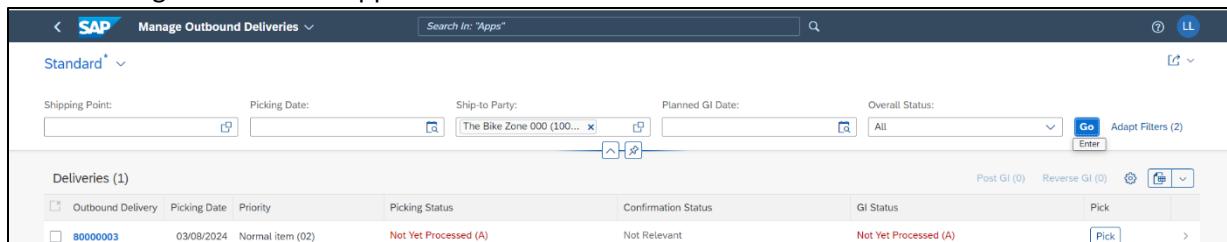
175. Click **The Bike Zone ###** (where ### is your logon) to select it.

176. Click **▼** in the **Overall Status:** field to display the options.

177. Select **All.**

178. Click **Go**.

The following similar screen appears:



Manage Outbound Deliveries

Standard*

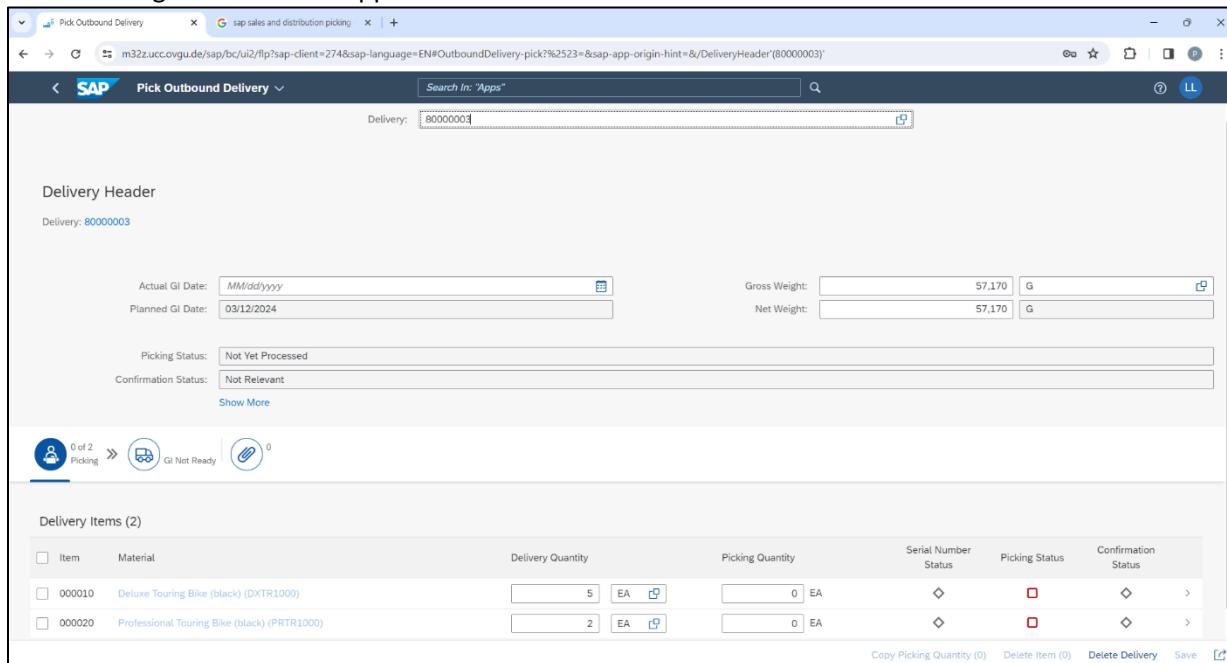
Shipping Point: Picking Date: Ship-to Party: Planned GI Date: Overall Status: Go Adapt Filters (2) Enter

Deliveries (1)

Outbound Delivery	Picking Date	Priority	Picking Status	Confirmation Status	GI Status	Pick
80000003	03/08/2024	Normal item (02)	Not Yet Processed (A)	Not Relevant	Not Yet Processed (A)	Pick

179. Click **Pick**.

The following similar screen appears:



Pick Outbound Delivery

Delivery: 80000003

Delivery Header

Delivery: 80000003

Actual GI Date: MM/dd/yyyy Planned GI Date: 03/12/2024

Gross Weight: 57.170 G Net Weight: 57.170 G

Picking Status: Not Yet Processed Confirmation Status: Not Relevant

Show More

0 of 2 Picking Gi Not Ready 0

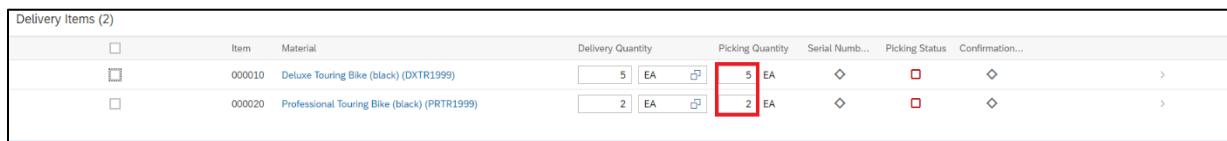
Delivery Items (2)

Item	Material	Delivery Quantity	Picking Quantity	Serial Number Status	Picking Status	Confirmation Status
000010	Deluxe Touring Bike (black) (DXTR1000)	5 EA	0 EA	◇	□	◇
000020	Professional Touring Bike (black) (PRTR1000)	2 EA	0 EA	◇	□	◇

Copy Picking Quantity (0) Delete Item (0) Delete Delivery Save

180. Type **5** in the **Picking Quantity** field for the first material (DXTR1###).

181. Type **2** in the **Picking Quantity** field for the second material (PRTR1###).

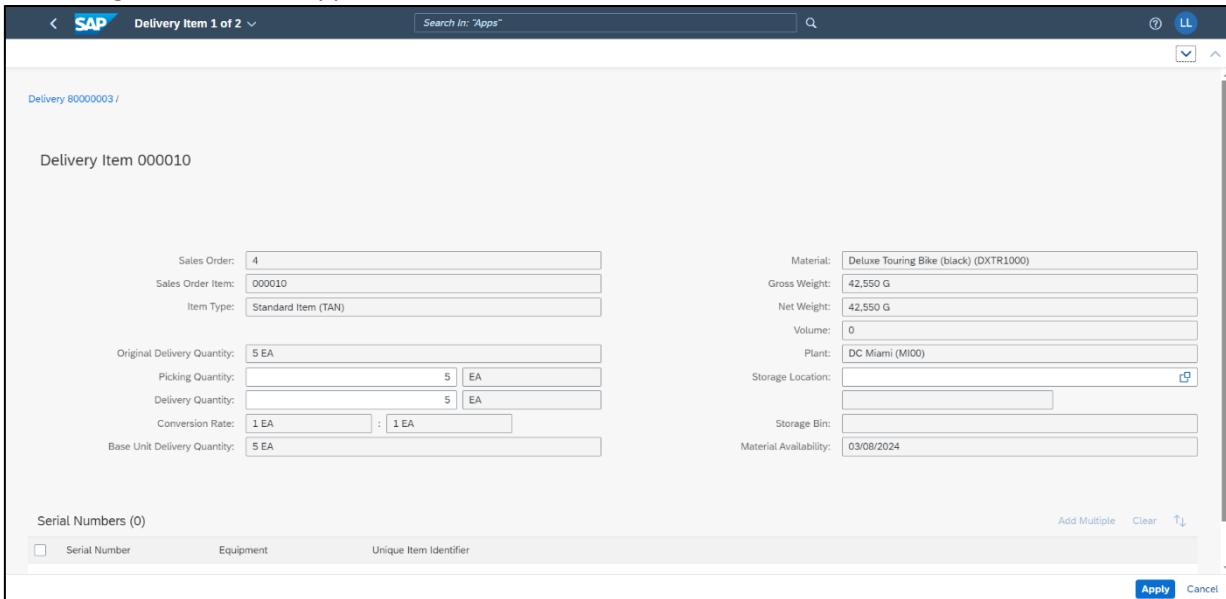


Item	Material	Delivery Quantity	Picking Quantity	Serial Number Status	Picking Status	Confirmation Status
000010	Deluxe Touring Bike (black) (DXTR1000)	5 EA	5 EA	◇	□	◇
000020	Professional Touring Bike (black) (PRTR1000)	2 EA	2 EA	◇	□	◇

You have indicated how many materials are going to be **Picked** for this Shipment. You now need to identify where the materials are going to be **Picked** from.

182. Click  next to your **Deluxe Touring Bike**.

The following similar screen appears:



Delivery Item 1 of 2

Delivery 80000003 /

Delivery Item 000010

Sales Order:	4	Material:	Deluxe Touring Bike (black) (DXTR1000)
Sales Order Item:	000010	Gross Weight:	42,550 G
Item Type:	Standard Item (TAN)	Net Weight:	42,550 G
Original Delivery Quantity:	5 EA	Volume:	0
Picking Quantity:	5 EA	Plant:	DC Miami (M100)
Delivery Quantity:	5 EA	Storage Location:	<input type="text"/>
Conversion Rate:	1 EA : 1 EA	Storage Bin:	<input type="text"/>
Base Unit Delivery Quantity:	5 EA	Material Availability:	03/08/2024

Serial Numbers (0)

Serial Number Equipment Unique Item Identifier

Add Multiple Clear 

Apply **Cancel**

183. Type **FG00** (Finished Goods) in the **Storage Location** field.

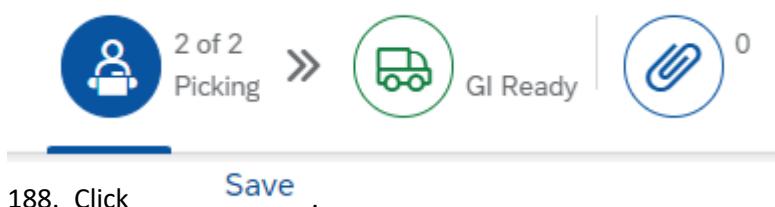
Apply.

184. Click  next to your **Professional Touring Bike**.

185. Click **FG00** (Finished Goods) in the **Storage Location** field.

Apply.

A graphic indicates the status of the Outbound Delivery process.

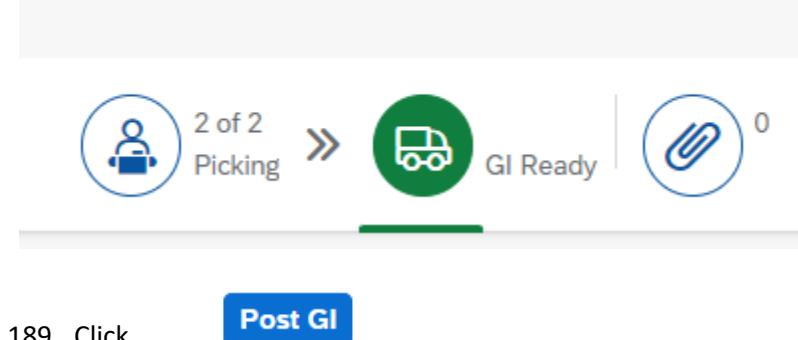


186. Click **Save**.

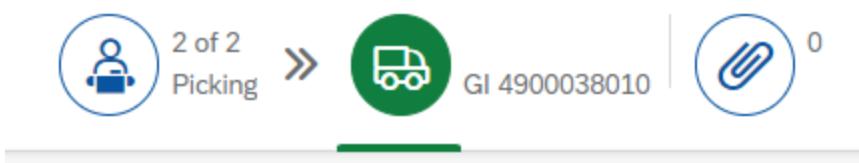
A message appears on the screen to confirm the outbound delivery. You have identified the materials which need to be **Picked**, their quantity and the **Storage Location**. You now need to do a **Goods Issue**.

Goods Issue

Goods Issue involves a movement of Materials that reduces the quantity of those Materials in inventory. Therefore, in addition to the reduction of inventory value in the General Ledger, the inventory quantity is also reduced in the delivering plant. A Material Document is created to record this movement. Relevant sales documents, such as Quotations and Sales Orders, are updated with the details of the Shipment. Finally, the Billing Due list is updated. The Billing Due list is a list of deliveries for which the billing step can be executed. Notice that the delivery is ready for Goods Issue.



You will see a message “GI Posted” and on the screen and **Outbound Delivery** flow graphic is updated.



Record your Goods Issue number

To see the impact that the goods issue for the materials in the Sales Order for The Bike Zone has had on the inventory position of GBI, use the **Stock Multiple Materials** app as before. You will notice that the available stock has been reduced

Stock - Multiple Materials									
Standard*									
Material:	Plant:	Storage Location:	Base Unit:	Reporting Date:					
DELUXE TOURING BIKE ...	Global Bike Inc. (MI00)								
Materials (1)									
Material	Material Description	Plant Name	Storage ...	Description of Storage Lo...	Special Stoc...	Special Stock Type Descri...	Unrestrict...		
DXTR1000	Deluxe Touring Bike (black)	MI00 DC Miami	FG00	Finished Goods			95		

Stock - Multiple Materials									
Standard*									
Material:	Plant:	Storage Location:	Base Unit:	Reporting Date:					
PROFESSIONAL TOURI... X	Global Bike Inc. (MI00) X								
Materials (1)									
Material	Material Description	Plant Name	Storage ...	Description of Storage Lo...	Special Stoc...	Special Stock Type Descri...	Unrestrict...		
PRTR1000	Professional Touring Bike (black)	MI00 DC Miami	FG00	Finished Goods			78		

Create Invoice for Customer



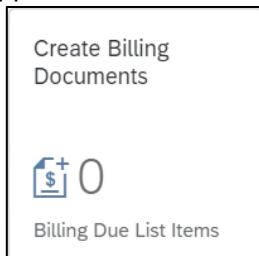
You have completed the **Goods Issue**, and now the Materials have to be paid for by the customer. To do this, you need to create a **Billing Document** for The Bike Zone, relative to the Shipment. The **Billing Document** permits the recognises potential revenue and its associated accounts receivable.

When you create a **Billing Document**, data is copied from the **Sales Order** and the **Delivery Document** to the **Billing Document**.

The **Billing Document** serves several important functions:

- It is the sales and distribution document that helps you to generate invoices.
- The billing document serves as a data source for financial accounting (FI) to help you to monitor and process customer payments.

You use the **Create Billing Documents** app.



190. Navigate to the **Sales and Distribution** space.

Create Billing

191. Click **Documents** app in **AR Accountant** role.

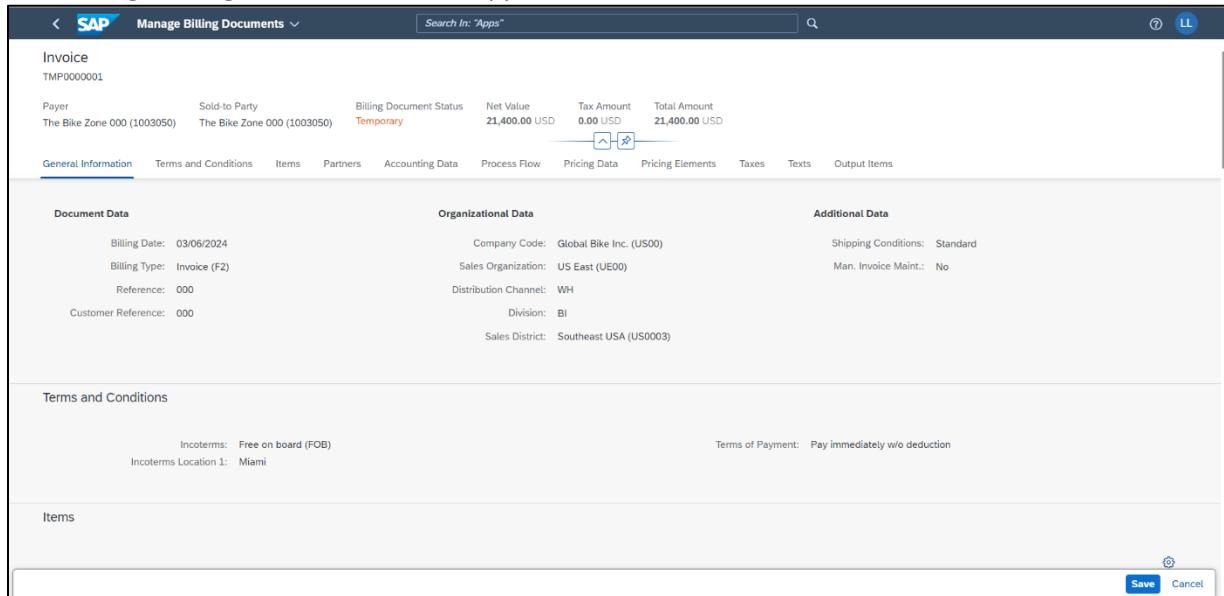
The following similar screen appears with a list of sales documents. There maybe many more than one or just yours.

This screenshot shows the SAP S/4HANA Create Billing Documents screen. The top navigation bar includes the SAP logo, the page title "Create Billing Documents", a search bar, and various icons for user and system settings. The main area has a "Standard" dropdown and several filter fields: "SD Document", "SD Document Category", "Sold-to Party", and "Billing Date" (set to "To 03/07/2024"). A "Go" button and a "Adapt Filters (1)" link are also present. Below these filters is a section titled "Billing Due List Items (1)". This section displays a table with one row, showing details for a specific document: SD Document (80000003), SD Document Category (Delivery), Sold-to Party (The Bike Zone 000 (1003050)), Billing Date (03/06/2024), and Net Value (21,400.00 USD). At the bottom right of this table are links for "Create Billing Documents", "Billing Settings", and a refresh icon.

If there are a lot sales documents listed you can restrict the list by:

192. Type **###** in the **Sold to Party** field.
193. Press **<ENTER>**.
194. Click next to your Sales Document.
195. Click [Create Billing Documents](#).

The **Manage Billing Documents** screen appears



196. Click **Save** and record the billing document generated:
197. Click [Post Billing Document](#) to release the document accounting.

The invoice that will be sent to The Bike Zone can be viewed by using the **Display Billing Documents** app.

198. Navigate to the **Sales and Distribution** space.
199. Click [Display Billing Documents](#) in the **AR Accountant** role.



The following screen appears

This screenshot shows the SAP Display Billing Documents interface. At the top, there's a header bar with the SAP logo and the title "Display Billing Documents". Below the header are several buttons: "Menu", "Items", "Accounting", and "Exit". A search bar is also present. The main area has a section titled "Billing Document:" with a text input field and a "Search" button. Underneath, there's a "More Search Criteria" section with fields for "Document Number", "Company Code", "Fiscal Year", and "Reference", each with their own input fields. A "Search" button is located below these criteria. In the bottom right corner of the main area, there's a "Continue" button.

200. Type **US00** in the **Company Code:** field.
201. Type **###** (where ### is your logon) in the Reference: field.
202. Click .

A list of documents that match your search criteria appear.

203. Click  your Billing Document to select it.
204. Click  to display the document.

A screen similar to below appears:

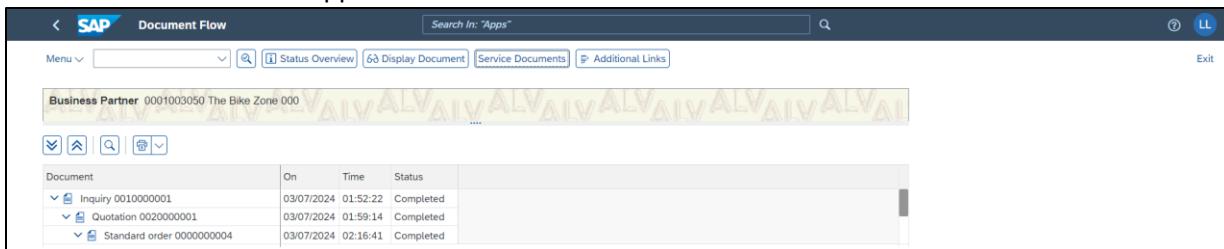
This screenshot shows the SAP Invoice 90000003 (F2) Display: Overview of Bill... screen. The top bar includes the SAP logo, the invoice number "90000003", and a search bar. Below the bar, there are fields for "Payer" (1003050), "Company" (The Bike Zone 000, 2000 N Orange Ave, Orlando FL 3280..), and "Billing Date" (03/06/2024). The main area displays a table of items with columns: Item, Material, Item Description, Billed Quantity, SU, Net Value, Curr..., and Tax. Two items are listed: DXTR1000 and PRTR1000. The total net value is 21,400.00 USD.

205. Type **###** (where ### is your logon) in the **Sold-to party:** field.
206. Click **The Bike Zone ###** to select it.
207. Click .

You can view the status of the process by accessing the **Document Flow** using .

208. Click  to display the **Document Flow**.

A screen similar to below appears:



The Document Flow indicates each of the documents in the Sales and Distribution process. It indicates their number and the date they created and their status. You can select any document and navigate to display it by using [Display Document](#).

An alternative technique to view the status of the process is by using the Process Flow. To access the **Process Flow**:

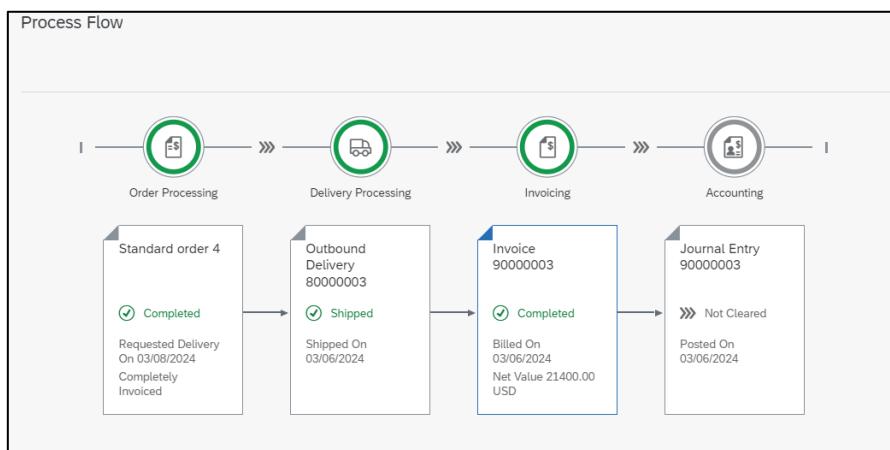
209. Navigate to the **Sales and Distribution** space.
210. Click [Manage Billing Documents](#) in the **AR Accountant** role.
211. Type **###** (where **###** is your logon) in the first search field.
212. Click  to display the result.

The **Billing Document** is displayed.

213. Click  at the end of the Billing Document to display the full document.

Throughout the **Sales and Distribution** process you can view the status of the process by accessing the **Process Flow**.

214. Scroll down the **Billing Document** to display the Process Flow.



The **Process Flow** displays the status of the process, the document numbers of each stage, and the date it was completed in the process. From the **Process Flow** you can navigate to each document by clicking the different document details.

You will notice that the first 3 stages have been completed but the **Accounting** stage indicates that it is **Not Cleared**. The **Accounting** stage is not complete until a Customer's payment as per the Invoice has been received.

Post Receipt of Customer Payment



You have sent the **Invoice** to the customer for the **Sales Order**. The Bike Zone has sent the payment. You now need to **Post** the receipt of payment to settle the billing. A **Journal Entry** is made to **Accounts Receivable** for The Bike Zone and the General Ledger bank checking account.

After The Bike Zone mails its payment, it needs to be recorded. To do this, use the **Post Incoming Payments** app.



215. Navigate to the **Sales and Distribution** space.

Post Incoming

216. Click **Payments** in the **AR Accountant** role.

The following screen appears:



SAP Post Incoming Payments

Search In: "Apps"

Balance: 0.00

Payment

General Information

Company Code:	US00
Posting Date:	03/07/2024
Journal Entry Date:	MM/dd/yyyy
Value Date:	MM/dd/yyyy
Reference:	
Period:	00
Journal Entry Type:	DZ
Header Text:	
Profit Center:	
Clearing Text:	

Bank Data

House Bank/Account:	
G/L Account:	1810000 (Bank 1)
Amount:	21,400.00
Fees:	0.00
Assignment:	
Exchange Rate:	
Amount/CCode Currency:	USD
Translation Date:	MM/dd/yyyy

Open Item Selection

Account Type/Account ID:	Customer
Payment Reference:	1003050
Use this section to enter information such as the invoice number, journal entry number or payment reference to help the system find the right items.	

Proposed Items

Post to G/L, Account Post on Account Attachments (0) Notes (0)

Open AP/AR Items Standard* Search Select More Clear Items to Be Cleared Standard* Remove All

Comp... Account Journal Entry Journal ... Item Text Journal Entr... Net Due Date Amount Assignment Clear Remove Journal En... Open Amo... Allocated ... Discount A... Invoice Re...

217. Type **US00** in the **Company Code:*** field.
218. Click **US00** to select it.
219. Type today's date in the **Posting Date** and **Journal Entry Date** fields.
220. Click in the **Journal Entry Type** field to display the options.
221. Select **DZ** (Customer Payment).
222. Type the **current month number** in the **Period** field.
223. Type **1810000** (Bank 1) in the **G/L Account:*** field.
224. Type **21400** and **USD** for Amount/Currency.
225. Check **Customer** is selected in the **Account Type/ Account ID** field in the **Open Item Selection** area.
226. Click in the field adjacent to **Account Type/ Account ID** to search for your customer.
227. Click **Show Filters** to display more search options.
228. Type **Orlando** in the City: field.
229. Click **Go** to display the results.
230. Double Click your Customer to transfer the details

Your screen should appear similar to below:

SAP Post Incoming Payments

Search In: "Apps"

Balance: 0.00

Payment

General Information

Company Code:	US00
Posting Date:	03/07/2024
Journal Entry Date:	03/07/2024
Value Date:	MM/dd/yyyy
Reference:	
Period:	03
Journal Entry Type:	DZ
Header Text:	
Profit Center:	
Clearing Text:	

Bank Data

House Bank/Account:	
G/L Account:	1810000 (Bank 1)
Amount:	21,400.00
Fees:	0.00
Assignment:	
Exchange Rate:	
Amount/CCode Currency:	USD
Translation Date:	MM/dd/yyyy

Open Item Selection

Account Type/Account ID:	Customer
Payment Reference:	1003050
Use this section to enter information such as the invoice number, journal entry number or payment reference to help the system find the right items.	

Proposed Items

Post to G/L, Account Post on Account Attachments (0) Notes (0)

Open AP/AR Items Standard* Search Select More Clear Items to Be Cleared Standard* Remove All

Comp... Account Journal Entry Journal ... Item Text Journal Entr... Net Due Date Amount Assignment Clear Remove Journal En... Open Amo... Allocated ... Discount A... Invoice Re...

231. Click **Propose Items**

You need to check that the processing of the Journal Entry will integrate correctly across the system.

232. Click **Simulate**

Notice the balance has been updated **Balance: -21,400.00 USD** (top right corner) and an Open AP/AR items are displayed:

Open AP/AR Items (1) Standard*									
Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entr...	Net Due Date	Amount (USD)	Assignment	Clear
US00	1003050	90000003	RV			03/06/2024	03/06/2024	21,400.00	0090000003

233. Click **Clear >** to add the open items to the *Items to be Cleared* with the recorded incoming payment.

Open AP/AR Items (1) Standard*										Items to Be Cleared (1) Standard*					
Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entr...	Net Due Date	Amount (USD)	Assignment	Clear	Remove	Journal En...	Open Amo...	Allocated ...	Discount A...	Invoice Re...
US00	1003050	90000003	RV			03/06/2024	03/06/2024	21,400.00	0090000003	✓	90000003	1,400.00	21,40...	0.00	

The screen shows you a 0.00 balance **Balance: 0,00 USD** (in the right corner).

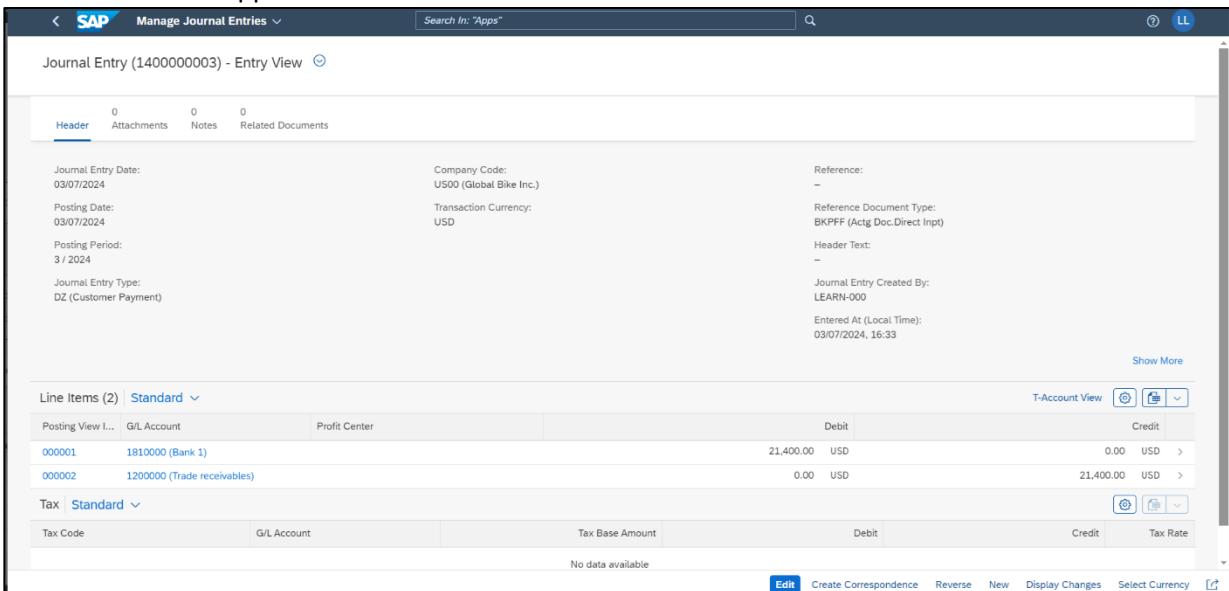
234. Click **Post** to post the payment. The system will assign a document number automatically.

A dialog screen appears to verify the posting:



235. Click on **Display** to display the **Journal Entry**.

A screen similar to below appears:



The screenshot shows the SAP S/4HANA interface for managing journal entries. The header displays "Manage Journal Entries" and "Journal Entry (1400000003) - Entry View". The main area shows a journal entry for a customer payment (D2). The entry details include:

- Header:** 0 Attachments, 0 Notes, 0 Related Documents.
- Journal Entry Date:** 03/07/2024
- Company Code:** US00 (Global Bike Inc.)
- Reference:** -
- Posting Date:** 03/07/2024
- Transaction Currency:** USD
- Header Text:** -
- Posting Period:** 3/ /2024
- Journal Entry Type:** D2 (Customer Payment)
- Journal Entry Created By:** LEARN-000
- Entered At (Local Time):** 03/07/2024, 16:33

Line Items (2) | Standard

Posting View I...	G/L Account	Profit Center	Debit	Credit
000001	1810000 (Bank 1)		21,400.00 USD	0.00 USD >
000002	1200000 (Trade receivables)		0.00 USD	21,400.00 USD >

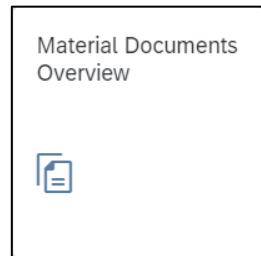
T-Account View

Tax	Standard	G/L Account	Tax Base Amount	Debit	Credit	Tax Rate
No data available						

Buttons at the bottom: Edit, Create Correspondence, Reverse, New, Display Changes, Select Currency, and a search icon.

Review Process Flow & Document Flow

The document flow tool links all documents that were used in The Bike Zone's sales order processing. Again, there are many ways to access the Document Flow tool. One way is to start by displaying all material documents. To display the document flow, use the Material Documents Overview app.



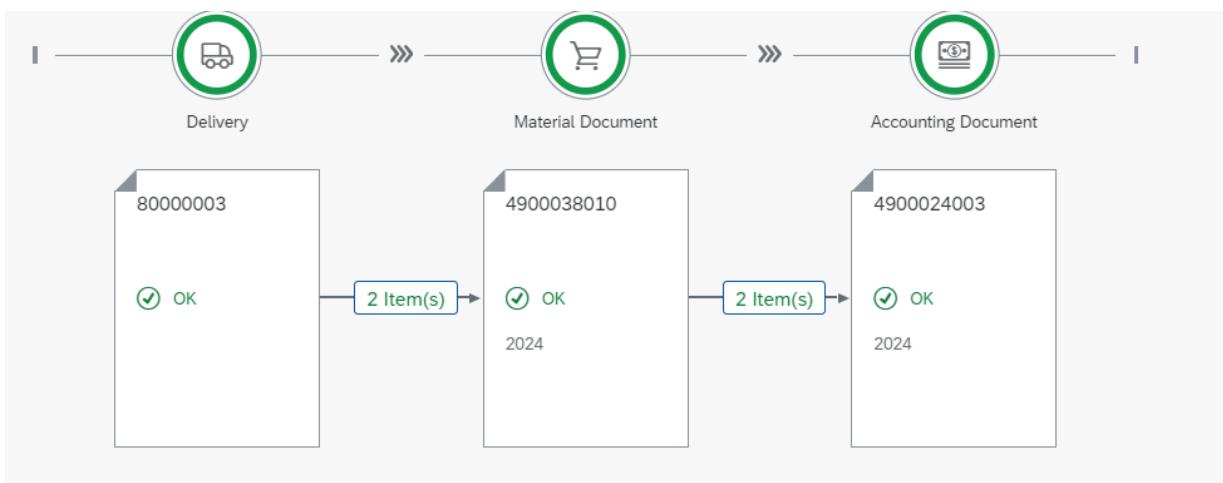
236. Click  to return to the Launchpad.
237. Click **Materials Management** to display this space.
Material Documents
238. Click Overview
239. Type **M100** (DC Miami) in the **Plant:** field.
240. Click **M100** to select it
241. Type **DXTR1###** in the **Material:** field.
242. Click to select your bicycle.
243. Click **Go** to display the results.

You will get an overview of the items:

Material Documents (1)						
Material Document	Material Doc...	Material	Plant	Storage Location	Posting Date	Stock Type
4900038010	2024	Deluxe Touring Bike (black) (DXTR1000)	DC Miami (MI00)	Finished Goods (FG00)	03/06/2024	Unrestricted-Use Stock (01)

244. Click  associated with the Material document to display its details.
 245. Scroll down  to view the Process Flow.

The **Process Flow** should look similar to below. Notice that all stages associated with processing of the material have been completed. You should also notice that the **Sales Order** is not displayed. The material is only impacted once the **Delivery** process is commenced.



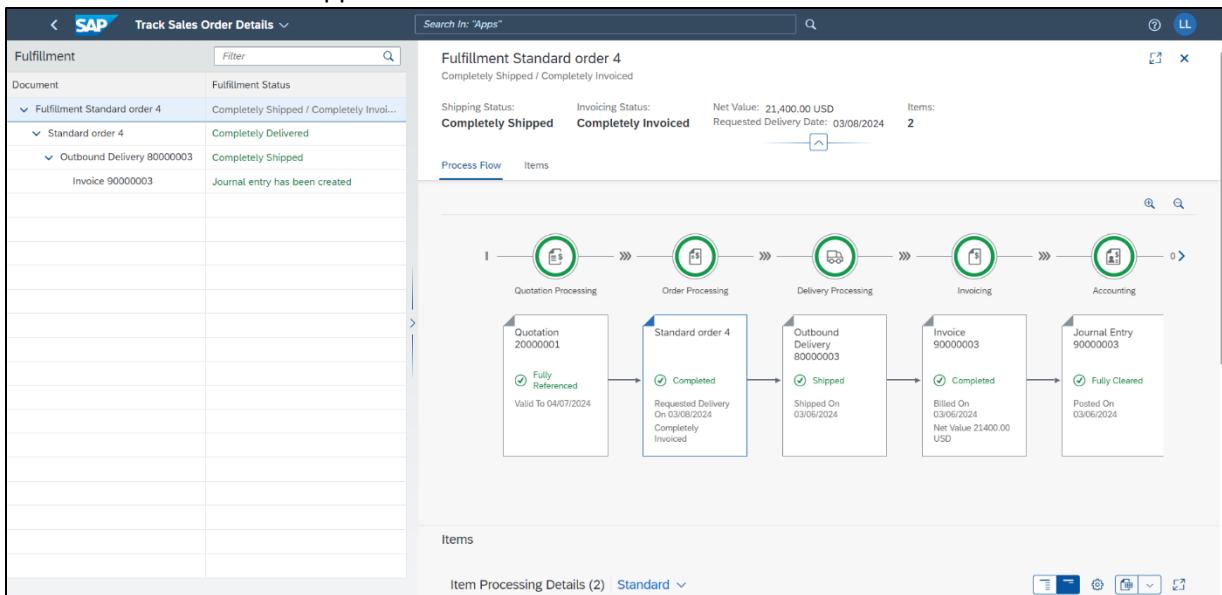
To view the **Process Flow** that includes the **Sales Order**:

246. Navigate  to the Sales and Distribution space.
 247. Click  app in the **Sales Representative** role.
 248. Type **####** in the **Customer Reference:** field.
 249. Click  to display the results

A summary of the sales documents appear which match the search criteria.

250. Click  associated with the line item to display the details.

A screen similar to below appears:



The screenshot shows the SAP Track Sales Order Details application. On the left, a navigation tree lists 'Fulfillment' and 'Document'. Under 'Document', 'Fulfillment Standard order 4' is selected, showing 'Completely Shipped / Completely Invoiced'. To the right, the main area displays 'Fulfillment Standard order 4' with status 'Completely Shipped' and 'Completely Invoiced'. It shows 'Net Value: 21,400.00 USD' and 'Requested Delivery Date: 03/08/2024'. Below this, a 'Process Flow' diagram illustrates the five steps of the sales process: Quotation Processing, Order Processing, Delivery Processing, Invoicing, and Accounting. Each step is represented by a circle with an icon and a box containing details. For example, 'Quotation Processing' shows 'Quotation 20000001' with 'Fully Referenced' checked. 'Order Processing' shows 'Standard order 4' with 'Completed' checked. 'Delivery Processing' shows 'Outbound Delivery 80000003' with 'Shipped' checked. 'Invoicing' shows 'Invoice 90000003' with 'Completed' checked. 'Accounting' shows 'Journal Entry 90000003' with 'Fully Cleared' checked. At the bottom, there are tabs for 'Items' and 'Item Processing Details (2) Standard'.

From this screen you can see that the process has been completed and you can navigate to any of the associated documents. The **Track Sales Order** app also enables you to trouble shoot where a sales order has not been completed.

You have now completed the SAP tutorial. You should now be aware of some of the core business functions this type of system supports. Also, you should be aware different functional areas (accounting, procurement, sales and distribution) integrate with each other.

