

## SD 1: Display Customer Master Data

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

**Time** 10 min

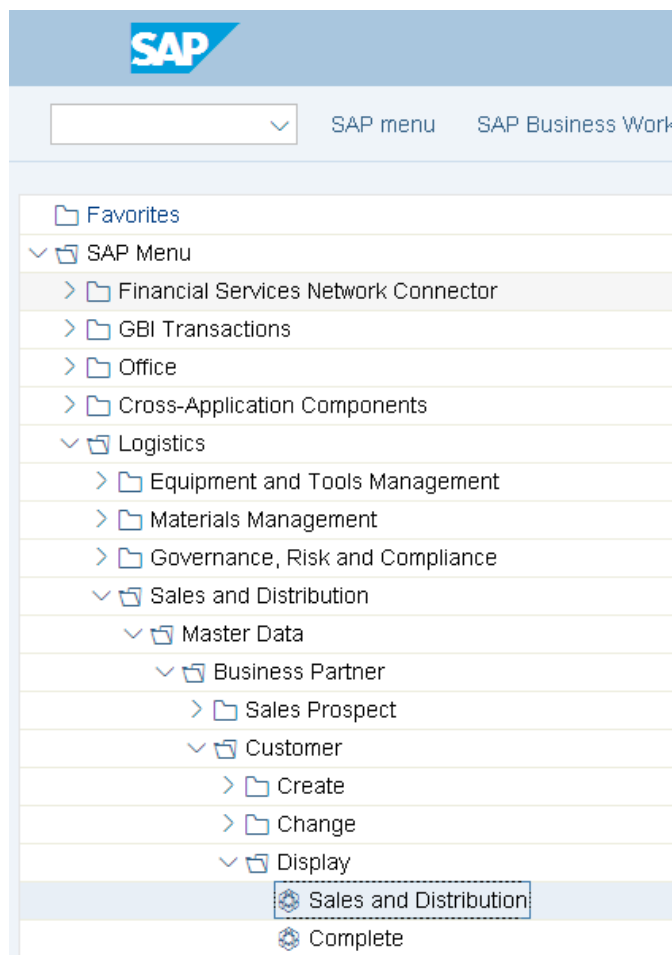
**Task** Global Bike Inc. has several customers in the USA. Display one customer from the USA (Beantown Bikes).

**Name (Position)** Maria Diaz (Sales Person 1)

To display a customer, follow the menu path:

Menu path

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

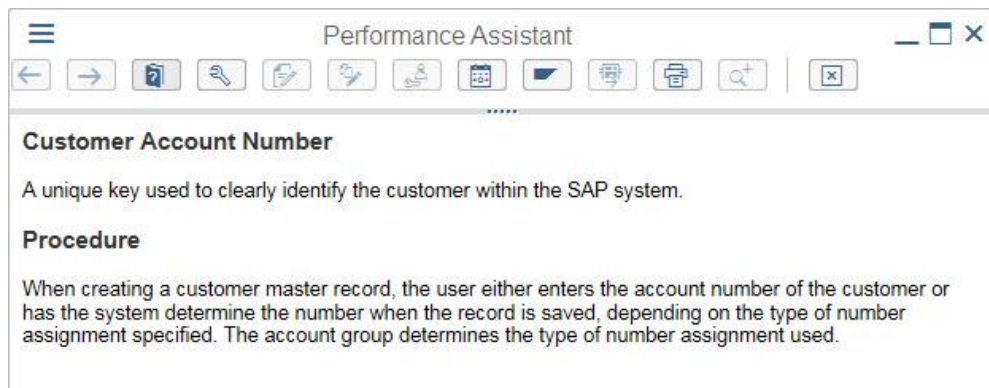


Follow the menu path and double-click **Sales and Distribution**.

In the next screen, the SAP system expects you to enter search criteria such as the customer, the company and the sales area data. You can use the SAP


ad-hoc help to have the system explain particular fields on the screen.  
Position your cursor in the Customer field and press **F1**.

F1



According to the SAP definition, SAP expects you to enter the unique Customer Account Number for the customer's master record in the **Customer** field.

Customer

Press the  -button in the upper right corner of the screen in order to close the window.

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

F4

The tabs allow you to enter different search criteria. The values in the text boxes are used to filter the search operation. In the tab *Customers (by company code)*, you can enter all information you have about a customer. In our case, please enter the **three-digit number (###)** you were given by your instructor into the field Search term.

###


**Please note** Each time the curriculum material requests you to type in ###, please enter the three-digit number you received from your instructor. Since

each participant receives his or her own master data, the three-digit number serves to distinguish between the individual data sets. Please remember that all participants work in the same GBI company and if you do not select any search criteria, you will see all master data (just like in a real company). If you wish to see all 1000 master data entries for each client, you can leave the field Search term empty.

After having entered your three-digit number (###) into the field Search term, position your cursor in the field Company Code and press **F4**. In the following screen, double-click on Global Bike Inc. to select this company. Afterwards, the field Company Code should be filled with **US00**.

F4

US00

Subsequently, click  or press Enter. Consequently, the following screen will come up. Please note that your customer number might be different from the number presented on the following screen.

Customer Account Number (1) 14 Entries found


Customers (general) Customers (by company code) Customers by cc

Search term: 000  
Country: US

PostalCode	City	Name 1	Customer	CoCd
02210	BOSTON	BEANTOWN BIKES	5000	US00
10014	NEW YORK CITY	BIG APPLE BIKES	2000	US00
19073	PHILADELPHIA	PHILLY BIKES	3000	US00
20003	WASHINGTON DC	DC BIKES	11000	US00
30319	ATLANTA	PEACHTREE BIKES	4000	US00
32804	ORLANDO	THE BIKE ZONE	25005	US00
32804	ORLANDO	THE BIKE ZONE	25011	US00
48076	DETROIT	MOTOWN BIKES	8000	US00
49504	GRAND RAPIDS	FURNITURE CITY BIKES	7000	US00
60515	CHICAGO	WINDY CITY BIKES	6000	US00
80207	DENVER	ROCKY MOUNTAIN BIKES	1000	US00
92612	IRVINE	SOCAL BIKES	9000	US00
94304	PALO ALTO	SILICON VALLEY BIKES	10000	US00
98146	SEATTLE	NORTHWEST BIKES	12000	US00

You can select **Beantown Bikes** by double-click. When doing so, the search result screen will close and **your customer account number (5####)** of Beantown Bikes will be displayed in the Customer field. Furthermore, the system automatically enters US00 into the field Company code. Please note that your customer account number might be different from the number presented in the following screen.

Beantown Bikes

Click  or Enter in order to display the master data for Beantown Bikes.

**Note:** A basic SAP S/4HANA function is data simplification. Therefore, some transactions, like managing debtors or creditors, are merged to one transaction. It is still possible to navigate over the familiar tree structure in the SAP Easy Access Menu.

The following screen will come up:

This screen displays the general data of your customer Beantown Bike. In the context of the SAP system, this data implies all information about the customer that are relevant for the whole GBI such as global names and the address. Click the other tabs in order to see further global data about Beantown Bikes.

To display company code data of your customer Beantown Bike, click on the Button **Company Code**.

Display Organization: 4001, role FI Customer

Business Partner: 4001 Beantown Bikes / Boston MA 02210

\*Display in BP role: FI Customer

Company Code

Company Code: US00 Global Bike Inc. Company Codes

Customer: 5000 Switch Company Code

Vendor:

Customer: Account Management Customer: Payment Transactions Customer: Correspondence C...

Account Management

Reconciliation acct: 110000 Trade Accounts receivables

Head office:

Sort key: 001 Posting date

Please check whether the company code number (US00) is displayed on the screen. Data such as reconciliation account or sort key are account management data which might display different values for other company codes.

Click **Exit** to return to the SAP Easy Access Menu.



## SD 2: Display Customer Order

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

**Time** 10 min

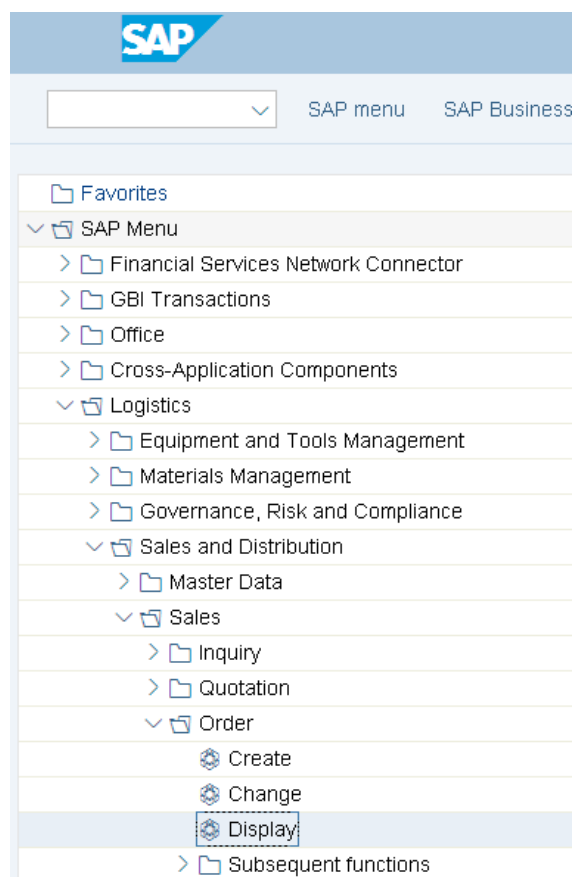
**Task** Watch a customer order for black Deluxe Touring Bikes.

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

To display a customer order, follow the Easy Access Menu:

**Logistics ► Sales and Distribution ► Sales ► Order ► Display**

Menu path



Expand the menu path and double-click Display.

Enter **2** for Order to display a document of a customer order that has already been listed. Press **Continue** or Enter.

2

The order number is the number that clearly identifies the sales document. Generally, there are different types of sales documents in the SAP S4HANA System:

- Request
- Offer
- Order
- Master Contract
- Complaints.

In the next screen, all details of the order placed by the company Beantown Bikes from Boston are displayed.

By means of this sales document, you can observe the typical division of the sales documents. They are composed of

- Document header
- Document items.

The document header consists of data that is valid for the complete sales document, whereas the document items reflect the data of the individual goods that are listed in the sales document.

In the following screen, you can see the document header for the sales document with the number 2. As you can see, this sales order is listed under the purchase order number Z998 and its net value amounts to 15,000 \$.

The screenshot displays the SAP 'Display Standard Order 2: Overview' interface. At the top, there's a navigation bar with the SAP logo and the title. Below it, a toolbar contains buttons for 'Change', 'Display Document Flow', 'Status Overview', 'Header Output Preview', 'More', and 'Exit'. The main content area shows the following details:

- Standard Order:** 2
- Net Value:** 15,000.00 USD
- Sold-To Party:** 5998 (Beantown Bikes / 299 Summer St / Boston MA 02210)
- Ship-To Party:** 5998 (Beantown Bikes / 299 Summer St / Boston MA 02210)
- Cust. Reference:** Z998
- Cust. Ref. Date:** (empty field)

**Please note** The purchase order number must not be confused with the number of the sales document, which in this case is the document of a standard order.


On the other hand, the purchase order number can be assigned freely because that is the order number your customer gives you. The sales document number is generated automatically when you save the document.

In the Item Overview, you can see that the order only contains the product Deluxe Touring Bike in black. Using this order, Beantown Bike ordered five bicycles of this kind.

Please select the line presenting the Deluxe Touring Bike (black).

All items





<input checked="" type="checkbox"/>	Item	Material	Order Quantity	Un	S	Description
<input checked="" type="checkbox"/>	10	DXTR1998	5	EA		Deluxe Touring Bike (black)

Subsequently, please click the symbol Item conditions .

Quantity: 5 EA

Net: 15.000,00 USD

Tax: 0,00

    Condition rec.  Analysis

Pricing Elements

<input type="checkbox"/>	I...	CnTy	Description	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Nu
<input type="checkbox"/>		PR00	Price	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>			Gross Value	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>			Discount Amount	0,00	USD	1	EA	0,00	USD		
<input type="checkbox"/>			Rebate Basis	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>			Net Value for Item	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>			Net Value 2	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>			Total	3.000,00	USD	1	EA	15.000,00	USD		
<input type="checkbox"/>		SKTO	Cash Discount	0,000	%			0,00	USD		
<input type="checkbox"/>		VPRS	Internal price	1.400,00	USD	1	EA	7.000,00	USD		
<input type="checkbox"/>			Standard - USA /With	1.600,00	USD	1	EA	8.000,00	USD		

This screen shows that each bicycle costs 3,000 \$ and that neither discounts nor supplements were determined. It furthermore shows that GBI makes a profit of 1,600 \$ per bicycle sold.

Click  to return to the SAP Easy Access Menu.





## SD 3: Display Outbound Delivery Document for Sales Order

**Exercise** Use the SAP Easy Access Menu in order to display an outbound delivery.

**Time** 10 min


**Task** In the context of the sales order process, after the order was created, the outbound delivery takes place. As a next step, please display the outbound delivery document.

**Name (Position)** Sergey Petrov (Warehouse Employee Miami)

To create a delivery, follow the SAP Easy Access menu path:

**Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Display**

Menu path

Enter **80000001** as Outbound Delivery number in order to view the document of the sales order introduced in the previous step. Click  or Enter.


80000001

Item Overview						Picking	Loading	Shipment	Status Overview	Goods Movement Data
Planned GI:		05/27/2016	00:00...	Total Weight:		42,550		G		
Actual GI Date:		05/27/2016	00:00	No. of Packages:		0				
All Items										
<input type="checkbox"/>	itm	Material	Deliv. Qty	Un	Description					
<input type="checkbox"/>	10	DXTR1998	5	EA	Deluxe Touring Bike (black)					

In the tab *Picking*, you can see that the 5 bicycles mentioned in the previous step were removed from the warehouse in Miami.

**Please note** by means of the indicator OvrllPickStatus, you can detect whether a picking has already been started, is partly conducted, or already finished.

In this case, the delivery quantity is already fully picked.

Click  in order to return to the SAP Easy Access Menu.



## SD 4: Display Billing Document

**Exercise** Use the SAP Easy Access Menu in order to display billing documents.

**Time** 5 min

**Task** After the outbound delivery of the bicycles to the customer, a billing document was created for the customer. Display the billing document in the system.

**Name (Position)** Stephanie Bernard (Billing clerk)

To display a billing document, follow the menu path:

**Logistics ► Sales and Distribution ► Billing ► Billing Document ► Display**

Menu path

Enter **90000001** as Billing document number in order to watch the billing document for the sales order examined in the previous steps. Click

90000001

**Continue**

or Enter.

As you can see, there is a billing document that shows the costs incurred of 7,000\$ plus profit. This billing document thus represents a claim for payment of 15,000\$ for Beantown Bikes.

Invoice 90000001 (F2) Display: Overview of Billing Document

Display Document Flow Accounting Pricing Conditions Header Change More

F2 Invoice 90000001 Net Value: 15,000.00 USD

Payer: 5998 Beantown Bikes / 299 Summer St / Boston MA 02210

Billing Date: 05/27/2016

Item	Material	Item Description	Tax Amount	Cost
10	DXTR1998	Deluxe Touring Bike (black)	0.00	7,000.00

If you select the document and press **Accounting**, you will be able to see the document from the accounting perspective and thus the accounts involved.

Click **Exit** to return to the SAP Easy Access Menu.

## SD 5: Analysis Document Flow

**Exercise** Use the SAP Easy Access Menu in order to view the Document Flow.

**Time** 15 min

**Task** There are various possibilities to display the Document Flow. The SAP system offers one possibility that starts directly from the sales order document.

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

SAP provides a Document Flow tool that tracks the entire sales transaction process from beginning to end. The Document Flow tool is extremely powerful because it can be used at any point in the sales order process. It provides an audit trail (booking control) for the sales order and all follow-up documents chronologically. Furthermore, it is possible to navigate into these documents and to display them in detail (drill down).

Document Flow

To display the sales order, follow the menu path:

Menu path

**Logistics ► Sales and Distribution ► Sales ► Order ► Display**

Make sure that **2** is entered as order number.

2

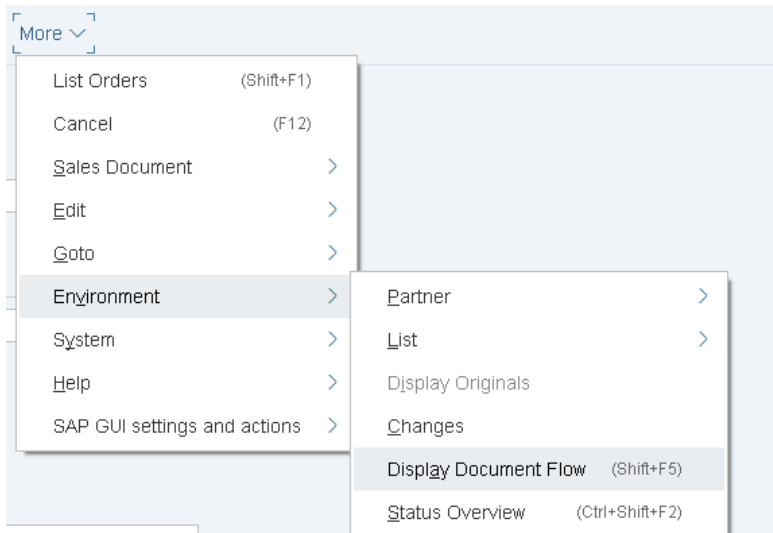
**Please note** If you log out of the SAP system after having created an order, the document number is not recorded automatically. You can search for the order number by using the F4-Help and selecting the tab *Sales Documents by Customer*. Enter **UE00** as Sales organization and **Z998** as Customer Reference.

Search Sales Order  
Number

UE00  
Z998

To access the supporting document, click **Display Document Flow** (Display Document Flow) or follow the pull-down menu path:

**More ► Environment ► Display Document Flow**



The Document Flow for the sales order of Beantown Bikes should look as follows:

<b>Business Partner</b> 0000005998 Beantown Bikes <b>Material</b> DXTR1998 Deluxe Touring Bike (black)							
Document	Quantity	Unit	Ref. Value	Currency	On	Time	Status
✓ → Standard Order 0000000002 / 10	5	EA	15,000.00	USD	05/27/2016	13:45:42	Completed
▼ Outbound Delivery 0080000001 / 10	5	EA			05/27/2016	13:48:05	Completed
Picking Request 20160527 / 10	5	EA			05/27/2016	13:48:48	Completed
GD goods issue: delvy 4900002054 / 1	5	EA	7,000.00	USD	05/27/2016	13:49:14	Complete
▼ Invoice 0090000001 / 10	5	EA	15,000.00	USD	05/27/2016	13:50:40	Completed
Accounting Document 0090000001	5	EA			05/27/2016	13:50:40	Cleared

The Document Flow guarantees access to each document.

As an example, in order to display the invoice, click the invoice line and press **Display Document** afterwards. The following screen should come up:

<b>Business Partner</b> 0000005998 Beantown Bikes <b>Material</b> DXTR1998 Deluxe Touring Bike (black)																				
Invoice 90000001 (F2) Display: Overview of Billing Items																				
Display Document Flow   Accounting   Pricing Conditions Header   Change   More ▼																				
F2 Invoice 90000001   Net Value: 15,000.00 USD																				
Payer: 5998   Beantown Bikes / 299 Summer St / Boston MA 02210																				
Billing Date: 05/27/2016																				
<table border="1"> <thead> <tr> <th>Item</th> <th>Material</th> <th>Item Description</th> <th>Billed Quantity</th> <th>SU</th> <th>Net Value</th> <th>Curre...</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>DXTR1998</td> <td>Deluxe Touring Bike (black)</td> <td>5</td> <td>EA</td> <td>15,000.00</td> <td>USD</td> </tr> </tbody> </table>							Item	Material	Item Description	Billed Quantity	SU	Net Value	Curre...	10	DXTR1998	Deluxe Touring Bike (black)	5	EA	15,000.00	USD
Item	Material	Item Description	Billed Quantity	SU	Net Value	Curre...														
10	DXTR1998	Deluxe Touring Bike (black)	5	EA	15,000.00	USD														

In order to access invoice details, follow the menu path:

**More ► Goto ► Header ► Header**

This will produce the following screen:

The screenshot shows the SAP Billing Invoice 90000001 (F2) Display: Header Data screen. The interface includes a top navigation bar with the SAP logo and a breadcrumb trail: Billing Invoice 90000001 (F2) Display: Header Data. Below the navigation bar, there is a section for document flow with tabs: Display Document Flow, Items, Accounting, Output, and More. The main content area is divided into several sections. The top section contains the document number 90000001, the payer 5998, the address Beantown Bikes / 299 Summer St / Boston MA 02210, the created by HAEUSLER, the created on date 05/27/2016, and the time 13:50:40. Below this, there is a section for Header Detail with tabs: Header Detail, Header Partners, Conditions, and Header Texts. The Accounting Data section is expanded, showing fields for Billing Date (05/27/2016), Document Currency (USD), Company Code (US00), Set Exchange Rt (checkbox), Reference (Z998), Exchng. Rate Acctg. (1.00000), Assignment (0090000001), Payment Method (dropdown), Trading partner (dropdown), Dunning Area (dropdown), Fixed Value Date (dropdown), Dunning Key (dropdown), Addit. Value Days (0), Dunning Block (Freed for dunning), Acct Assmt Grp Cust. (01 Domestic Revenues), and Posting Status (C Posting document has been created). The Price Data section is also visible at the bottom.

Please watch the invoice details or click [Exit](#) to return to the document flow.  
Investigate the other documents and use [Exit](#) twice to return to the SAP Easy Access screen.

