Chapter 05: Fulfillment

Exercise 05-01: Fulfillment Master Data

Multiple Company Code

Version 4.15

Revised 01/12/2016

Introduction

General Notes and Information

It is strongly recommended that you read through the entire exercise prior to starting. Not all instructions can be provided in a linear manner in the exercise itself. READ CAREFULLY!

The following symbols are used to indicate important information as described below.

* An arrow highlights an important instruction that must not be overlooked.

🖉 A pencil prompts you to write down an important piece of information.

Each student or group will be assigned a unique two-digit identifier. This identifier is used in all exercises. Whenever you see ##, replace it with your identifier. For example, Joe may have an identifier of 05. Every time Joe sees the ## symbol, he will replace it with “05”.

**Differences in Font**:Throughout this exercise you will see tables with different fonts used in the Data Entry column(s). The normal Times New Roman indicates you enter exactly what is typed out except for the ## Symbol where you would put in your identifier. The italicized *Times New Roman* font indicates the data is looked up, found, or otherwise not to be entered literally as written.

* Always work with your data.
* Provide both the code and its description in your answers. The questions are designed for you to locate the code but also understand the meaning

Business Process Overview

The fulfillment process starts by receiving a customer’s inquiry and then creating an internal sales quotation. This quotation is later converted to a sales order for inventory in the system.

In this exercise, you create the master data that are relevant to the fulfillment process.

Exercise Prerequisites

Chapter 04-01 Version MCC 4.10

Exercise Workflow

Exercise Deliverables

Deliverables are consolidated into one worksheet at the end of the exercise. It is only necessary to turn in that worksheet and that worksheet alone along with data in the system if required.

For this exercise you will need the following deliverables:

In the System:

* Customer Created
* Trading Goods Extended
* Pricing Conditions Created
* Print Parameters for Sales Quotation Defined
* Print Parameters for Invoice Defined

On Paper:

* Answer(s) to Question(s)
* You may be assigned additional deliverables. Make certain to check with your instructor.

Step 1: View Material Inventory

In this step, you view how much of your inventory you have in Miami.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Materials Management 🡪 Physical Inventory 🡪 Environment 🡪 Stock Overview

1. What is the transaction code to display a material’s inventory level? MMBE🖉
2. You are in the “Stock Overview: Company Code/Plant/Storage Location/Batch” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Material | Your Elbow Pads |
| Plant | Your DC Plant Miami |
| Storage Location | Your Trading Goods |

1. Click on  (EXECUTE).
2. What is the material type for your elbow pads? HAWA🖉
3. How many elbow pads are in unrestricted use? 50 🖉
4. How many elbow pads are in reserved stock?0🖉

Exercise Deliverables

In the System:

* None

On Paper:

* Answer(s) to Question(s)

Step 2: Create Customer

In this step, you create the customer that you sell to.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Sales and Distribution 🡪 Master Data 🡪 Business Partner 🡪 Customer 🡪 Create 🡪 Complete

1. What is the transaction code to create the customer? XD01🖉
2. What is the transaction code to display the customer?XD03🖉
3. What is the transaction code to change the customer?XD02🖉
4. You are in the “Customer Create: Initial Screen” pop-up.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Account group | Sold-to party |
| Customer | 110## |
| Company code | Your Global Bike Inc |
| Sales Organization | Your US East |
| Distribution Channel | Wholesale |
| Division | Accessories |
| Reference Customer | Original DC Bikes |
| Reference Company code | Original Global Bike Inc. |
| Reference Sales organization | Original US East |
| Reference Distribution channel | Wholesale |
| Reference division | Accessories |

1. Click on  (CONTINUE (ENTER)).
2. In the “Create Customer” screen, click on the “Sales Area Data” icon.
3. In the “Create Customer: Sales Area Data” screen, click on the “Shipping” tab.
4. Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Delivering Plant | Your DC Plant Miami |

1. Click on the “Company Code Data” icon.
2. What is the reconciliation account name?110000🖉
3. Click on the “Payment Transactions” tab.
4. What is your customer’s payment block setting? Nothing🖉
5. What is your customer’s bill of exchange limit? Nothing🖉
6. Click on the “Sales Area Data” icon.
7. What is your customer’s pricing procedure? 1 - Standard🖉
8. What is your customer’s currency? USD🖉
9. Click on the “Shipping” tab.
10. What is your customer’s delivery priority?2 - Normal Item🖉
11. What are your customer’s shipping conditions? 01 - Standard🖉
12. Click on the “Billing Documents” tab.
13. What is your customer’s incoterms? F0B🖉
14. Click on  (SAVE).

You will receive a message that says “Customer 110## has been created”.

Exercise Deliverables:

In the System:

* Customer Created

On Paper:

* Answer(s) to Question(s)

Step 3: Extend Trading Goods

In this step, you go back to the trading goods that you created in the procurement exercise and add more functionality to the materials. SAP differs adding a new functionality from changing a pre-existing function. Hence, you will be creating the material by adding onto it sales views and giving other functionality to the materials to sell them to the customer.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Materials Management 🡪 Material Master 🡪 Material 🡪 Create (Special) 🡪 Trading Goods

1. What is the transaction code to create trading goods?MMH1🖉
2. You are in the “Create Trading Goods (Initial Screen)” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Material | Your Elbow Pads |
| Industry Sector | Retail |
| Copy from…Material | Original Elbow Pads |

1. Click on  (ENTER).
2. In the “Select View(s)” pop-up, click on the “Deselect All” icon.
3. Highlight the “Sales: Sales Org. Data 1” row.
4. Highlight the “Sales: General/Plant Data” row.
5. Click on  (SAVE AS DEFAULT VALUES).

* The first time you go through the above step, clicking on this default icon will save these selections as defaults so that they will automatically be selected the next time through. This speeds up the process of creating the rest of your trading goods for this exercise.

1. Click on  (CONTINUE (ENTER)).
2. In the “Organizational Levels” pop-up, enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Plant | Your DC Plant Miami |
| Sales Org. | Your US East |
| Distr. Channel | Wholesale |
| Copy From Plant | Original DC Plant Miami |
| Copy from Sales Org. | Original US East |
| Copy from Distr. Channel | Wholesale |

1. Click on  (SAVE AS DEFAULT VALUES).
2. Click on  (CONTINUE (ENTER)). You will receive a message that says “The material already exists and will be extended”.
3. You are in the “Create Trading Goods EPAD10##” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Delivering Plant | Your DC Plant Miami |

1. Click on  (ENTER).
2. Click on  (ENTER).
3. In the “Last data screen reached” pop-up, click on the  icon. You will receive a message that says “Material EPAD10## created”.
4. Refer to the beginning of this step to create the rest of your trading goods.

* Trading goods used in this exercise are Elbow Pads, Road Helmet, and Repair Kit. Keep in mind when creating the goods to use YOUR identifier.

Exercise Deliverables:

In the System:

* Trading Goods Extended

On Paper:

* Answer(s) to Question(s)

Step 4: Create Pricing Conditions

In this step, you assign a selling price to all your materials. Notice that the selling prices are different from the moving average prices within your material master data as this is selling.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Sales and Distribution 🡪 Master Data 🡪 Conditions 🡪 Create

1. What is the transaction code to create material prices for customers?VK31🖉
2. In the “Create Conditions Records” screen, follow the navigation path below:

Navigation

Prices 🡪 Material Prices

1. You are in the “Create Condition Records: Overview” screen.

Double-click on CnTy SOrg. DChl Material.

1. You are in the “Create Condition Records: Fast Entry” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Sales Organization | Your US East |
| Distribution Channel | Wholesale |

1. Enter the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Condition | Material | Amount | Unit |
| *Price* | Your Elbow Pads | 75 | *United States Dollar* |
| *Price* | Your Road Helmet | 50 | *United States Dollar* |
| *Price* | Your Repair Kit | 32 | *United States Dollar* |

1. Click on  (SAVE).

You will receive a message that says “Condition records saved”.

Exercise Deliverables:

In the System:

* Pricing Conditions Created

On Paper:

* Answer(s) to Question(s)

Step 5: Define Print Parameters for Quote

The new customer you have created needs its own printing parameters set-up to output sales documents. In a real business environment, you may have to print your documents differently for different customers because you may be dealing with people in different countries, using different accounting standards, or even using different-sized paper!

* The following steps will set up printing for a sales quotation document you will be using in the next exercise.
* These transactions can only be accessed by one user at a time! You may choose to do this step after the next one so you do not have to wait for your classmates. SAP locks the table when one person is making changes to prevent someone else from making changes to the same data. You simply have to wait until the lock is released.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Sales and Distribution 🡪 Master Data 🡪 Output 🡪 Sales Document 🡪 Change

1. What is the transaction code to define print parameters for quotations?VV12🖉
2. You are in the “Change Output – Condition Records: Sales” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Output type | Quotation |

1. Click on  (ENTER).
2. In the “Change Quotation (AN00): Selection” screen.

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Sales Organization | *Your US East* |

* Make sure the “Customer” and “to” fields are empty.

1. Click on the  icon.
2. You are in the “Change Condition Records (Quotation): Fast Change” screen. Enter the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer | Funct | Medium | Date/Time | Language |
| Your DC Bikes | Sold-to Party | Print output | 3 | English |

1. What is the medium’s code for fax?1🖉
2. Click on  (ENTER).
3. Click on  (COMMUNICATION).
4. You are in the “Change Condition Records (Quotation): Communication” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Output Device | Default printer connected to frontend (type SAPWIN) |
| Print immediately | Selected |
| Release after output | Selected |
| Form | ZRVORDER01 |

1. Click on  (SAVE).

You will receive a message that says “Condition records saved”.

Exercise Deliverables:

In the System:

* Print Parameters for Sales Quotation Defined

On Paper:

* Answer(s) to Question(s)

Step 6: Define Print Parameters for Invoice

The new customer you have created needs its own printing parameters set-up to output sales documents. In a real business environment, you may have to print your documents differently for different customers because you may be dealing with people in different countries, using different accounting standards, or even using different-sized paper!

* The following steps will set up printing for a document you will be using in the next exercise. This document consists of a sales invoice for the fulfillment process.
* These transactions can only be accessed by one user at a time! You may choose to do this step after the next one so you do not have to wait for your classmates. SAP locks the table when one person is making changes to prevent someone else from making changes to the same data. You simply have to wait until the lock is released.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Logistics 🡪 Sales and Distribution 🡪 Master Data 🡪 Output 🡪 Billing Document 🡪 Change

1. What is the transaction code to define print parameters for invoices?VV32🖉
2. You are in the “Change Output – Condition Records: Billing” screen.

Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Output type | Invoice |

1. Click on  (ENTER).
2. Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Sales Organization | Your US East |
| Customer | Your DC Bikes |

1. In the “Change Invoice (RD00): Selection” screen, click on the  icon.
2. You are in the “Change Condition Records (Invoice): Fast Change” screen. Enter the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Customer | Funct | Medium | Date/Time | Language |
| Your DC Bikes | Bill-to Party | Print output | 3 | English |

1. Click on  (ENTER).

* You will get no type of confirmation after this step

1. Click on  (COMMUNICATION).
2. You are in the “Change Condition Records (Invoice): Communication” screen. Enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Output Device | Default printer connected to frontend (type SAPWIN) |
| Print immediately | Selected |
| Release after output | Selected |
| Form | RVINVOICE01 |

1. Click on  (SAVE).

You will receive a message that says “Condition records saved”.

1. How many users have the ability to set up printing parameters all at once?1🖉

Exercise Deliverables:

In the System:

* Print Parameters for Invoice Defined

On Paper:

* Answer(s) to Question(s)

Step 7: View Account Balance

In this step, you view your customer’s accounts receivable balance.

1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

Accounting 🡪 Financial Accounting 🡪 Accounts Receivable 🡪 Account 🡪 Display Balances

1. What is the transaction code to display a customer’s balance? FD10N🖉
2. In the “Customer Balance Display” screen, enter the following information:

|  |  |
| --- | --- |
| Field Name | Data Entry |
| Customer | Your DC Bikes |
| Company Code | Your Global Bike Inc. |
| Fiscal year | Current Year |

1. Click on  (EXECUTE).

* You may receive a pop-up with a message that says, “No data read for fiscal year (long text)”. If this should happen, this simply means that there is no balance for your customer.

1. What is the current debit balance for your customer?No balance for customer🖉
2. What is the current credit balance for your customer?No balance for customer🖉
3. What kind of natural balance does accounts receivable contain (Debit or Credit)?No balance for customer🖉

* Use your in class knowledge to answer this last question

Exercise Deliverables:

In the System:

* None

On Paper:

* Answer(s) to Question(s)

Attachment 1: Exercise Worksheet

**Name:** Thuy Hong Ha

**Course and Section:** Ch-05-01

**Identifier:** 54

**Client:** 516

* Provide both the code and its description in your answers. The questions are designed for you to locate the code but also understand the meaning

1. What is the transaction code to display a material’s inventory level? MMBE 🖉
2. What is the material type for your elbow pads? HAWA 🖉
3. How many elbow pads are in unrestricted use? 50 🖉
4. How many elbow pads are in reserved stock? 0 🖉
5. What is the transaction code to create the customer? XD01 🖉
6. What is the transaction code to display the customer? XD03 🖉
7. What is the transaction code to change the customer? XD02 🖉
8. What is the reconciliation account name? 110000 🖉
9. What is your customer’s payment block setting? Nothing 🖉
10. What is your customer’s bill of exchange limit? Nothing 🖉
11. What is your customer’s pricing procedure? 1 - Standard 🖉
12. What is your customer’s currency? USD 🖉
13. What is your customer’s delivery priority? 2 - Normal Item 🖉
14. What are your customer’s shipping conditions? 01 - Standard 🖉
15. What is your customer’s incoterms? F0B 🖉
16. What is the transaction code to create trading goods? MMH1 🖉
17. What is the transaction code to create material prices for customers? VK31 🖉
18. What is the transaction code to define print parameters for quotations? VV12 🖉
19. What is the medium’s code for fax? 1 🖉
20. What is the transaction code to define parameters for invoices? VV32 🖉
21. How many users have the ability to set up printing parameters all at once? 1 🖉
22. What is the transaction code to display a customer’s balance? FD10N 🖉
23. What is the current debit balance for your customer? No balance for customer 🖉
24. What is the current credit balance for your customer? No balance for customer 🖉
25. What kind of natural balance does accounts receivable contain (Debit or Credit)? No balance for customer 🖉