

SAP S/4HANA 1809 FPS01 Fully-Activated Appliance:

Overview Pages for Finance / Procurement / Sales

Demo Guide



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Document History

Revision	Date	Change
1.0	<2019-04-15>	Release for customer

1 Where Can This Script Be Used?

This demo script has been written for usage with the SAP S/4HANA 1809 Feature Package Stack 01 (FPS01) Fully-Activated Appliance (in short “appliance” in this script), hence you will need such an appliance to make use of this guide.

The appliance can be brought up in two ways, and the demo scenario in this script is largely the same for both:

1. Via SAP Cloud Appliance Library (hosted on cloud providers)
You need a cloud provider account at AWS, MS Azure, or GCP. With this, you can deploy the appliance within 1-2 hours from <https://cal.sap.com> > Solutions > SAP S/4HANA 1809 FPS01 Fully-Activated Appliance.
2. Via installing it on your own on-premise hardware.
You need to provide your own hardware, and order & install the appliance as explained in [SAP Note 2041140](#).

If you are new to the SAP S/4HANA Fully-Activated Appliance, introductory information can be found here:

<https://blogs.sap.com/2018/12/12/sap-s4hana-fully-activated-appliance-create-your-sap-s4hana-1809-system-in-a-fraction-of-the-usual-setup-time/>

Important:

Before you start your demo, please read [SAP S/4HANA Fully-Activated Appliance: Demo Scripts](#) for information about necessary preparations, especially any post-deployment steps to ensure the full functionality of your appliance.

Besides this, you will also find links to all demo scripts on this page.

2 Demo Story: Overview Pages

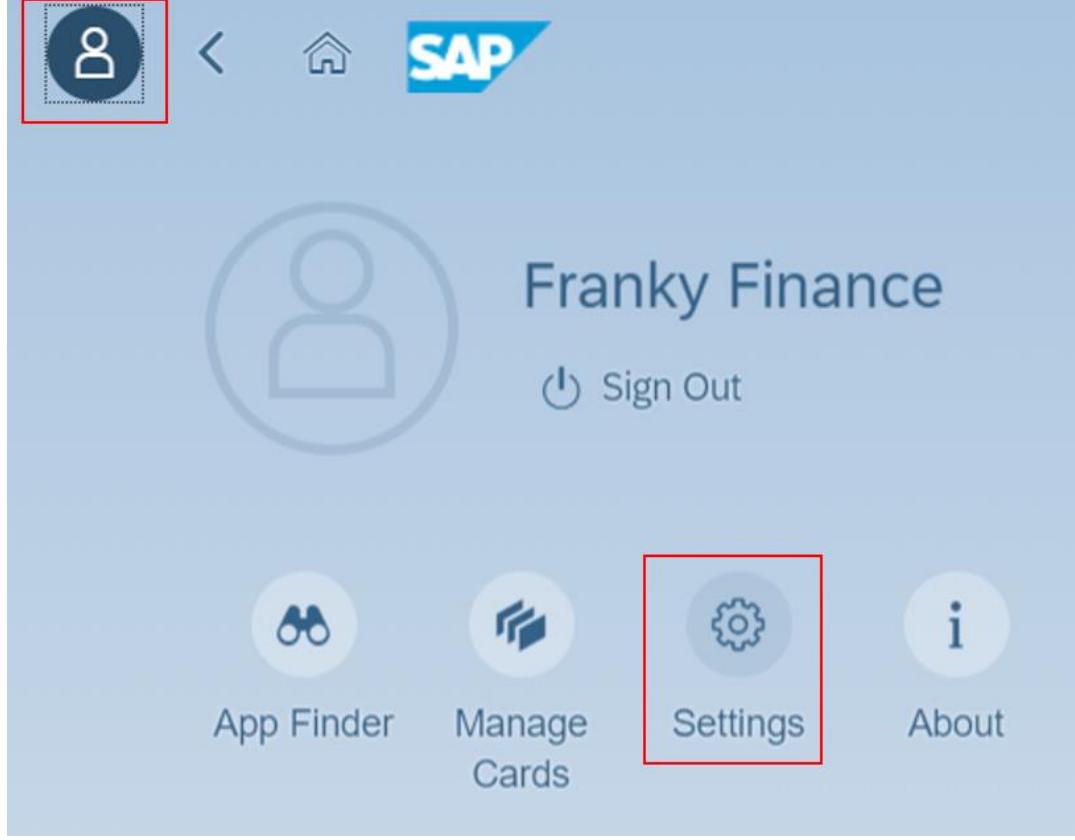
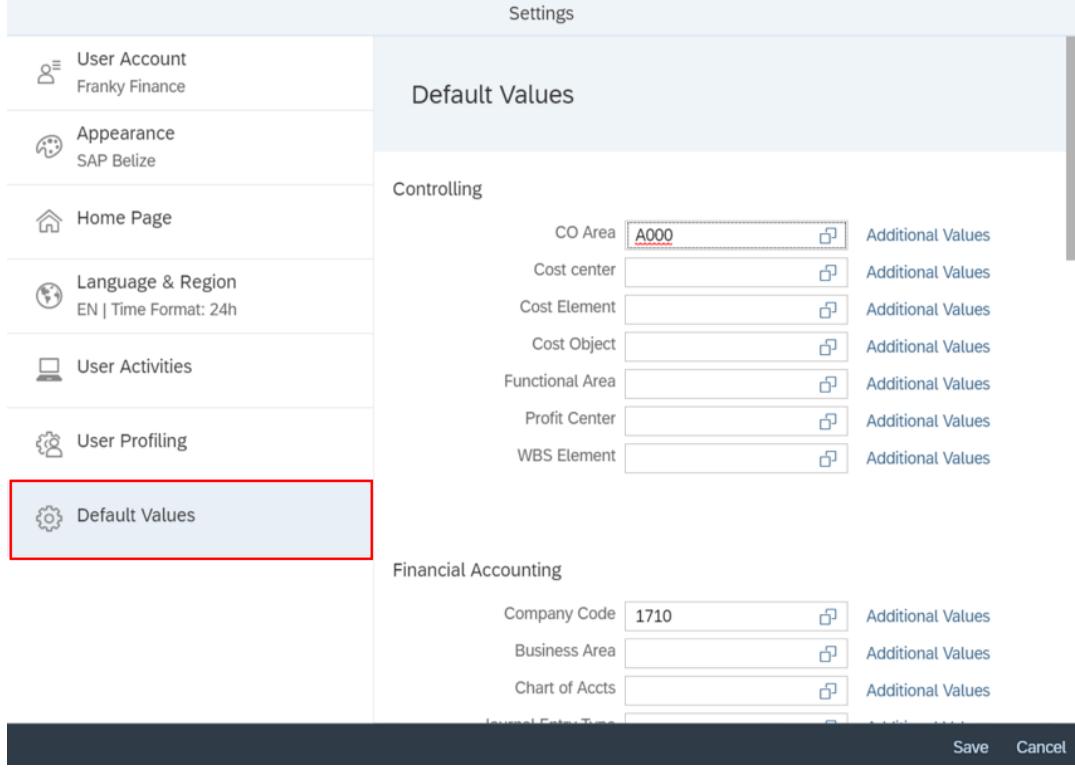
2.1 Financial Overview

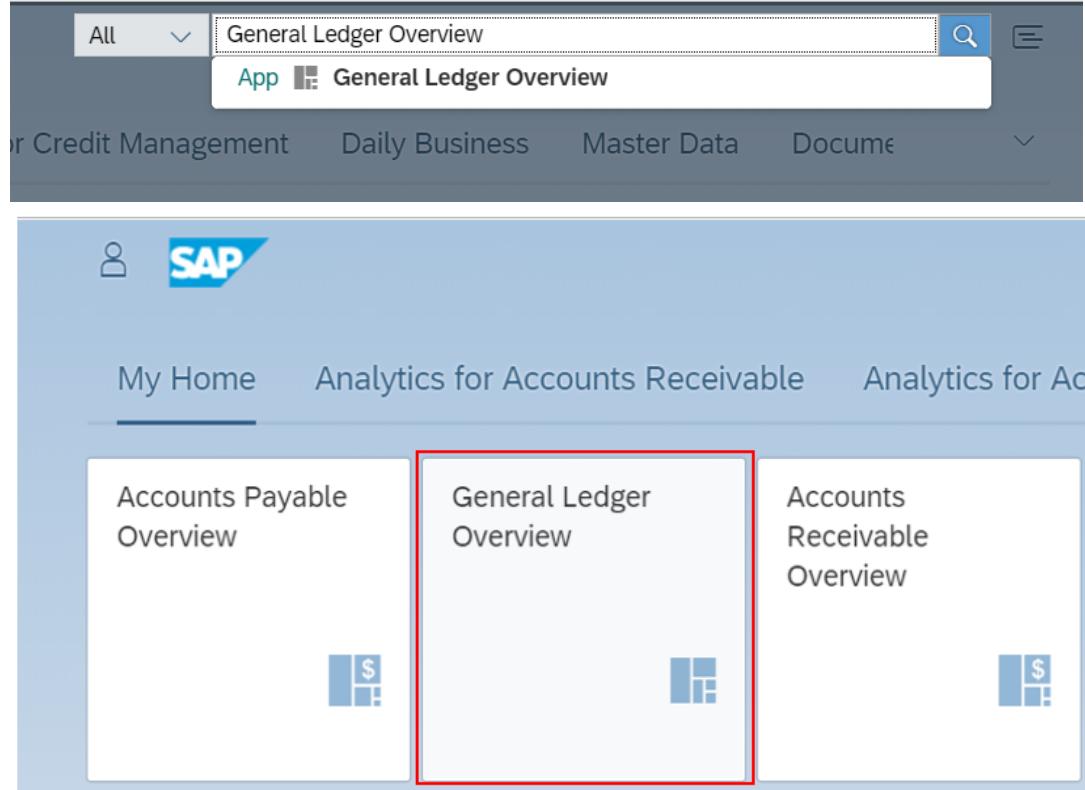
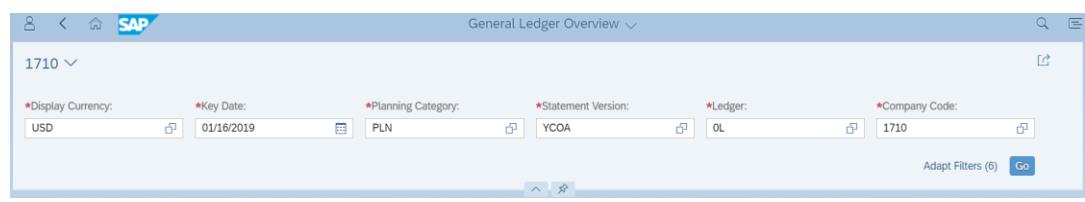
2.1.1 Background Information

This scenario describes Financial Accounting Overview transactions, providing a centralized, up-to-date reference for the rendering of accounts. Actual individual transactions are reviewed with real-time processing, displaying the original documents, line items, and transaction figures at various levels. It includes the following transactions:

- General Ledger Overview
- Journal Entries to be Verified
- G/L Account Balance
- Quick Links
- Tax Reconciliation Account Balance
- G/L Items Changes
- Days Payable Outstanding Indirect
- Days Sales Outstanding
- Accounts Payable Overview
- Payables Aging
- Cash Discount Utilization
- Days Payable Outstanding Indirect
- Days Payables Outstanding Direct
- Suppliers with Debit Balances
- Accounts Receivable Overview
- AR Aging Analysis
- Days Sales Outstanding
- Cash Collection Tracker
- Top 10 Debtors

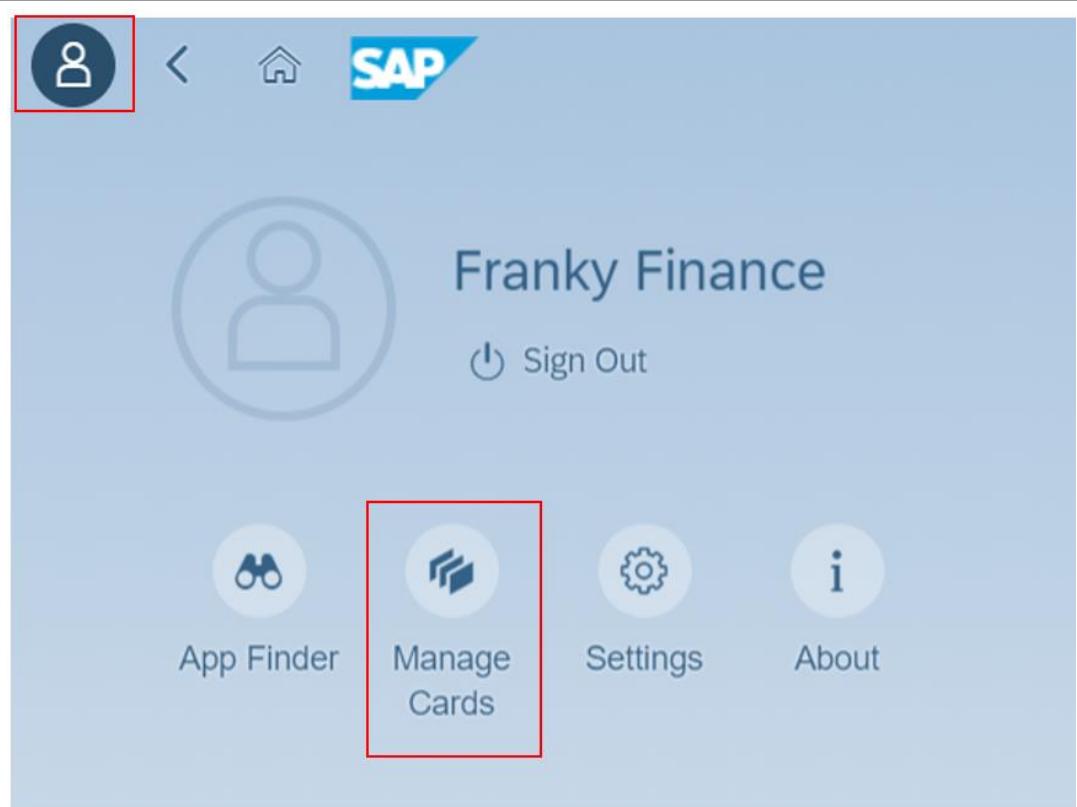
2.1.2 General Accounting Overview

What to Do	What You Will See																																																
<p>Open the Fiori Launchpad.</p> <p>User: S4H_FIN_DEM, Password: Welcome1</p> <p>Set <i>Default Value</i> for SAP Fiori Launchpad User Settings (Optional).</p> <p>On the SAP Fiori launchpad, go to <i>User > Settings > Default Values</i>.</p>																																																	
<p>The following input fields are available:</p> <p><i>Display Currency</i> <i>Fin. Statement Vers.</i> <i>Ledger</i> <i>Company Code</i> <i>Planning Category</i></p> <p>You can enter and save default values.</p>	 <table border="1"> <thead> <tr> <th colspan="3">Settings</th> </tr> </thead> <tbody> <tr> <td colspan="3">Default Values</td> </tr> <tr> <td colspan="3">Controlling</td> </tr> <tr> <td>CO Area</td> <td>A000</td> <td>Additional Values</td> </tr> <tr> <td>Cost center</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Cost Element</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Cost Object</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Functional Area</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Profit Center</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>WBS Element</td> <td></td> <td>Additional Values</td> </tr> <tr> <td colspan="3">Financial Accounting</td> </tr> <tr> <td>Company Code</td> <td>1710</td> <td>Additional Values</td> </tr> <tr> <td>Business Area</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Chart of Accts</td> <td></td> <td>Additional Values</td> </tr> <tr> <td>Journal Entry Type</td> <td></td> <td>Additional Values</td> </tr> <tr> <td colspan="2" style="text-align: right;">Save Cancel</td> <td></td> </tr> </tbody> </table>	Settings			Default Values			Controlling			CO Area	A000	Additional Values	Cost center		Additional Values	Cost Element		Additional Values	Cost Object		Additional Values	Functional Area		Additional Values	Profit Center		Additional Values	WBS Element		Additional Values	Financial Accounting			Company Code	1710	Additional Values	Business Area		Additional Values	Chart of Accts		Additional Values	Journal Entry Type		Additional Values	Save Cancel		
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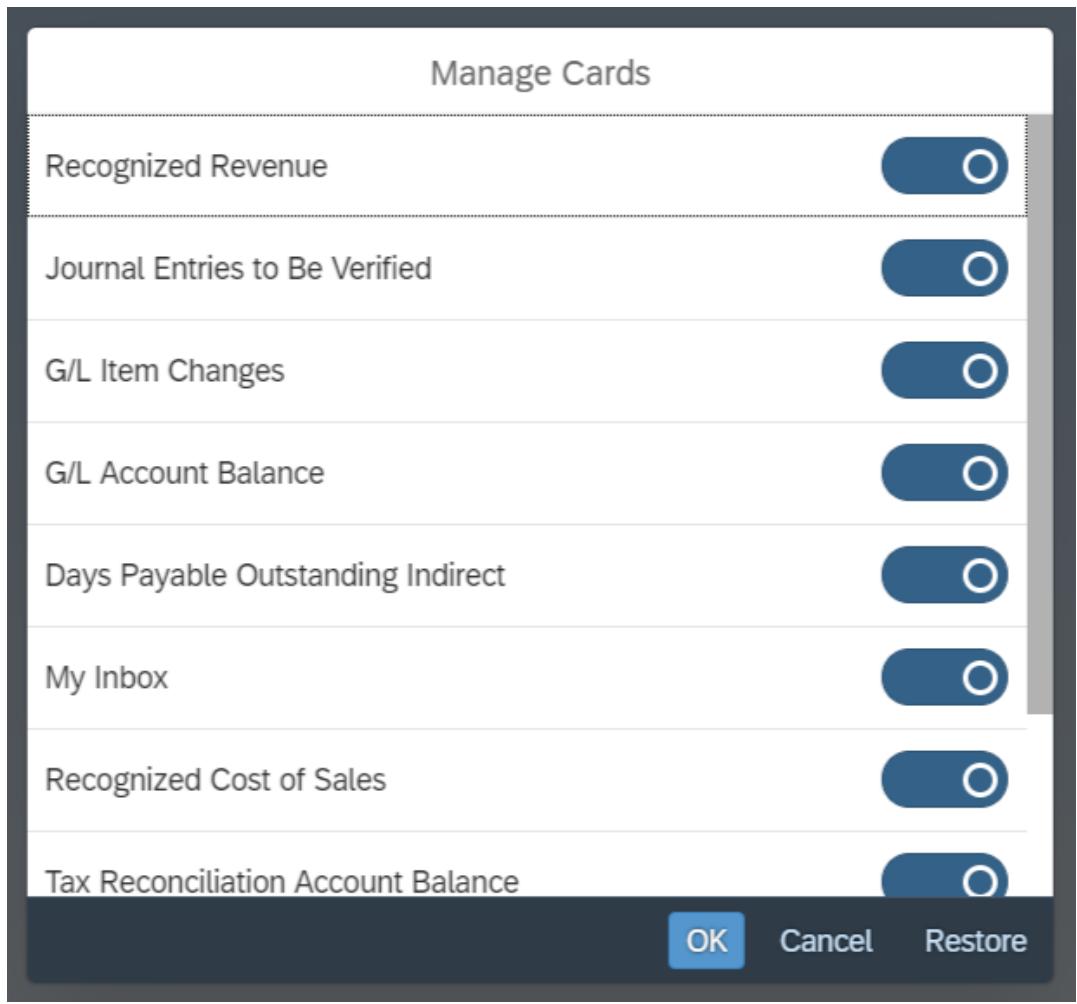
What to Do	What You Will See
<p>Open General Ledger Overview.</p>	 <p>The screenshot shows the SAP Fiori Launchpad. At the top, there is a search bar with "General Ledger Overview" and a dropdown menu showing "All". Below the search bar, there is a navigation bar with links for "Credit Management", "Daily Business", "Master Data", and "Documents". The main area displays three tiles: "Accounts Payable Overview", "General Ledger Overview" (which is highlighted with a red box), and "Accounts Receivable Overview". Each tile has a small icon below it.</p>
<p>Make the following entries on the filter bar and choose Go:</p> <p><i>Display Currency: USD</i></p> <p><i>Key Date: <current date></i></p> <p><i>Planning Category: <PLN></i></p> <p><i>Statement Version: <YCOA></i></p> <p><i>Ledger: </i></p> <p><i>Company Code: <1710></i></p>	 <p>The screenshot shows the "General Ledger Overview" screen with the filter bar at the top. The filter settings are as follows:</p> <ul style="list-style-type: none"> Display Currency: USD Key Date: 01/16/2019 Planning Category: PLN Statement Version: YCOA Ledger: OL Company Code: 1710 <p>At the bottom right of the filter bar, there are buttons for "Adapt Filters (6)" and "Go".</p>

What to Do

To customize the cards on the overview page, choose the *User Icon* on your home dashboard and choose *Manage Cards*.

What You Will See

Set your preferences and choose *OK*.



What to Do

Navigate to *Journal Entries to be Verified*.

Choose the header (or line point) of the card to get further information.

What You Will See

The screenshot shows the SAP General Ledger Overview interface. In the center, there is a card titled "Journal Entries to Be Verified" with a dropdown menu set to "All". This card displays three journal entries:

Journal Entry	Posting Date	Amount in Disp Crcy
100000055	10/17/2017	1.6K
100000048	10/17/2017	200.0
100000046	10/17/2017	100.0

Below this card is another card titled "My Inbox" with a dropdown menu set to "All".

What to Do

Navigate to *G/L Account Balance*.

Choose the header (or line point) of the card to get further information.

The screenshot shows the SAP General Ledger Overview interface. In the center, there is a card titled "G/L Account Balance" with a dropdown menu set to "As of Key Date". This card displays the following information:

Account Group	Amount in Disp Crcy
Pnl.Result	-4.61M

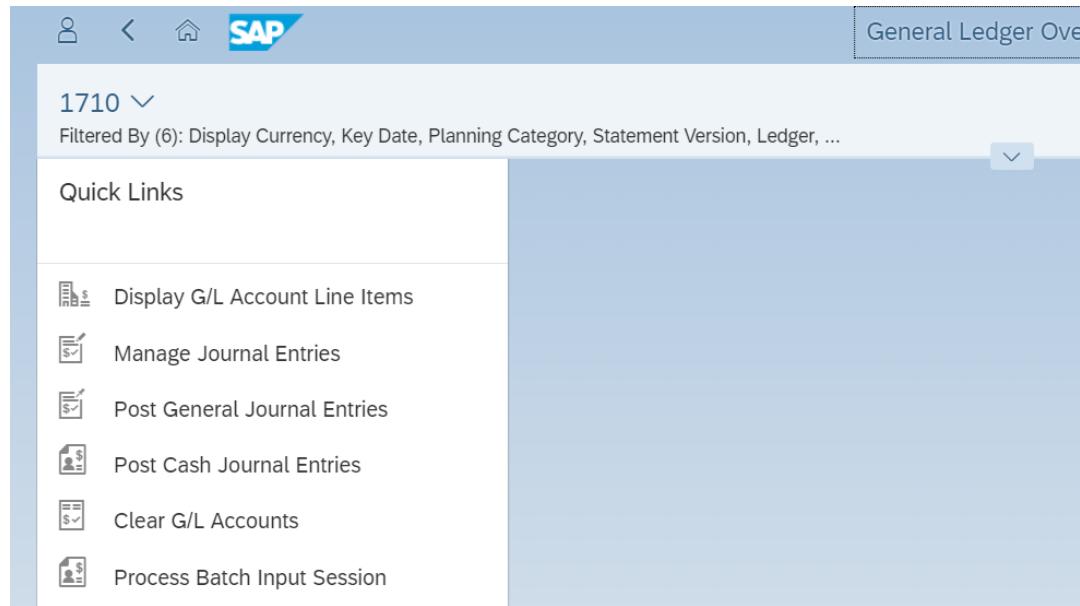
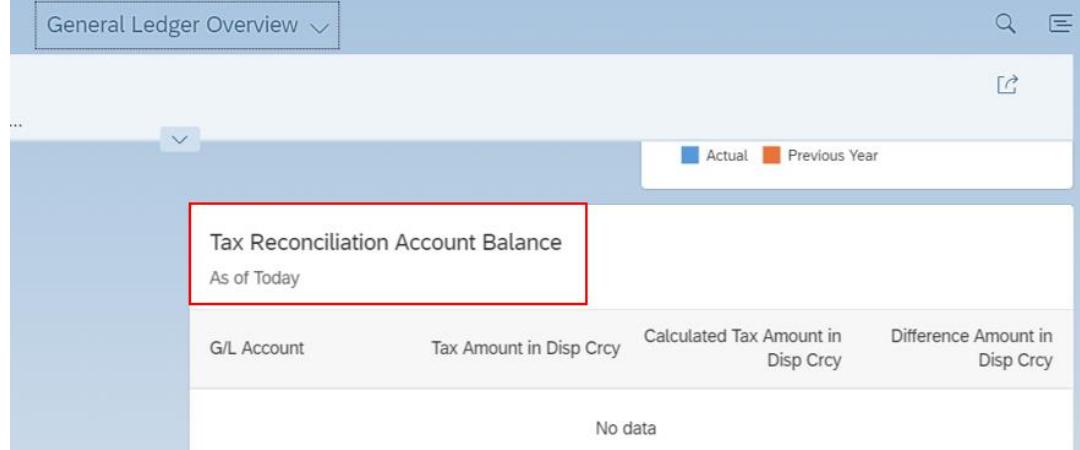
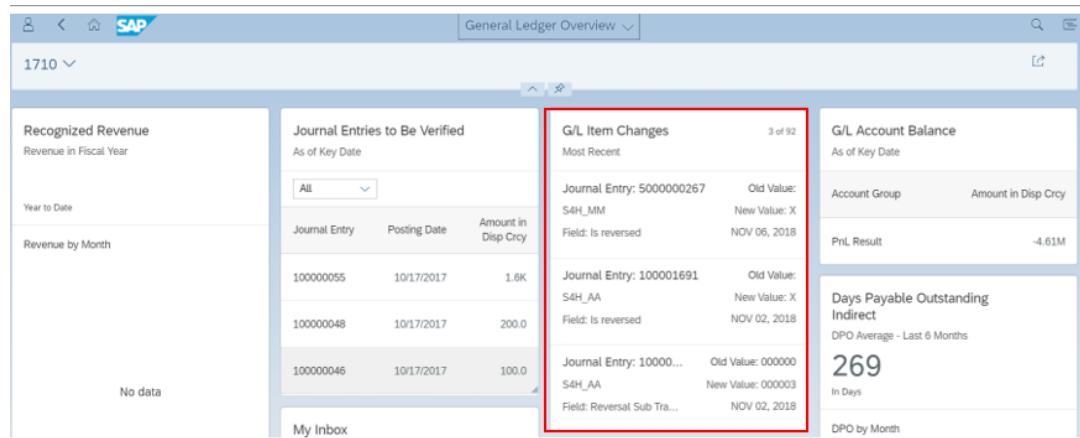
Below this card is another card titled "Days Payable Outstanding Indirect" with a dropdown menu set to "In Days".

What to Do

If you choose an item line, you are directly navigated to the selected account group.

The screenshot shows the SAP G/L Account Balances interface. At the top, there is a navigation bar with tabs for "Balances" and "Compare", and a dropdown for "Currency: USD (Company Code Currency)". Below this is a table with columns: Period, Debit, Credit, Balance, and Cumulative Balances. The table shows the following data:

Period	Debit	Credit	Balance	Cumulative Balances
Opening Balance			0.00	0.00
01.2019	18,509,278.82	18,509,278.82	0.00	0.00
02.2019				0.00
03.2019				0.00
04.2019				0.00
05.2019				0.00
06.2019				0.00
07.2019				0.00
08.2019				0.00
09.2019				0.00
10.2019				0.00
11.2019				0.00
12.2019				0.00
13.2019				0.00
14.2019				0.00
15.2019				0.00
16.2019				0.00
Totals	18,509,278.82	18,509,278.82	0.00	0.00

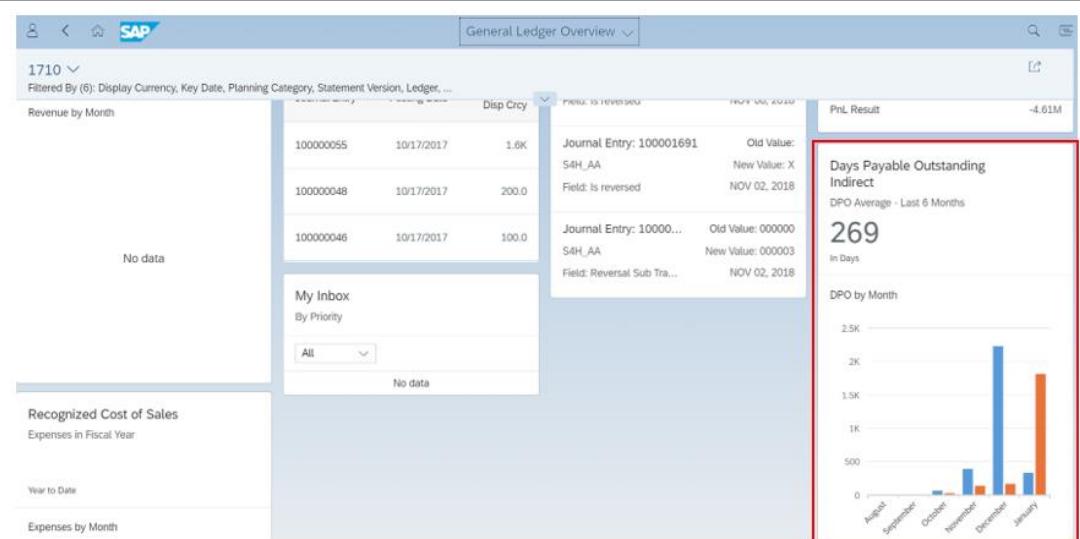
What to Do	What You Will See
<p>Navigate to Quick Links.</p> <p>Choose the links below in the card to get further information:</p> <ul style="list-style-type: none"> Display G/L Account Line Items Manage Journal Entries Post General Journal Entries Post Cash Journal Entries Clear G/L Accounts Process Batch Input Session 	
<p>Navigate to Tax Reconciliation Account Balance.</p> <p>Choose the line item of the card to get further information</p>	
<p>Navigate to G/L Items Changes.</p> <p>Choose the header (or line point) of the card to get further information.</p>	

What to Do

Navigate to *Days Payable Outstanding Indirect*.

Choose the header (or each item) of the card to get further information.

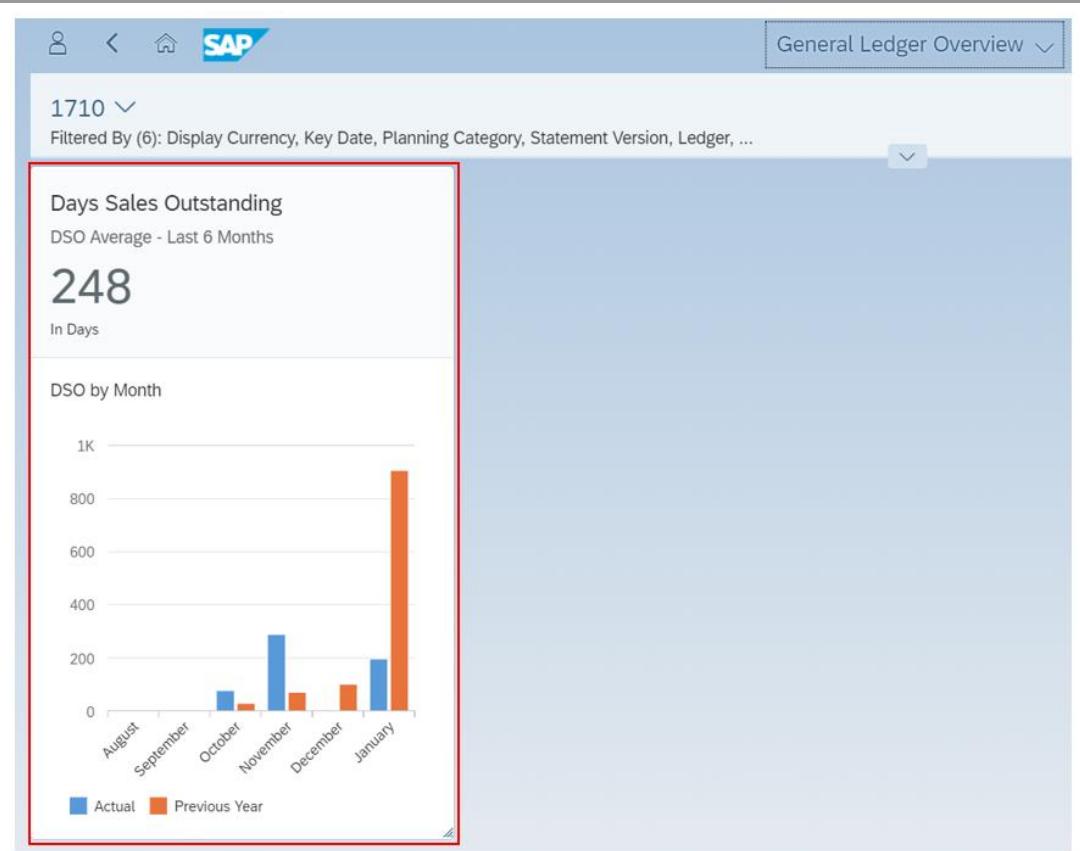
What You Will See



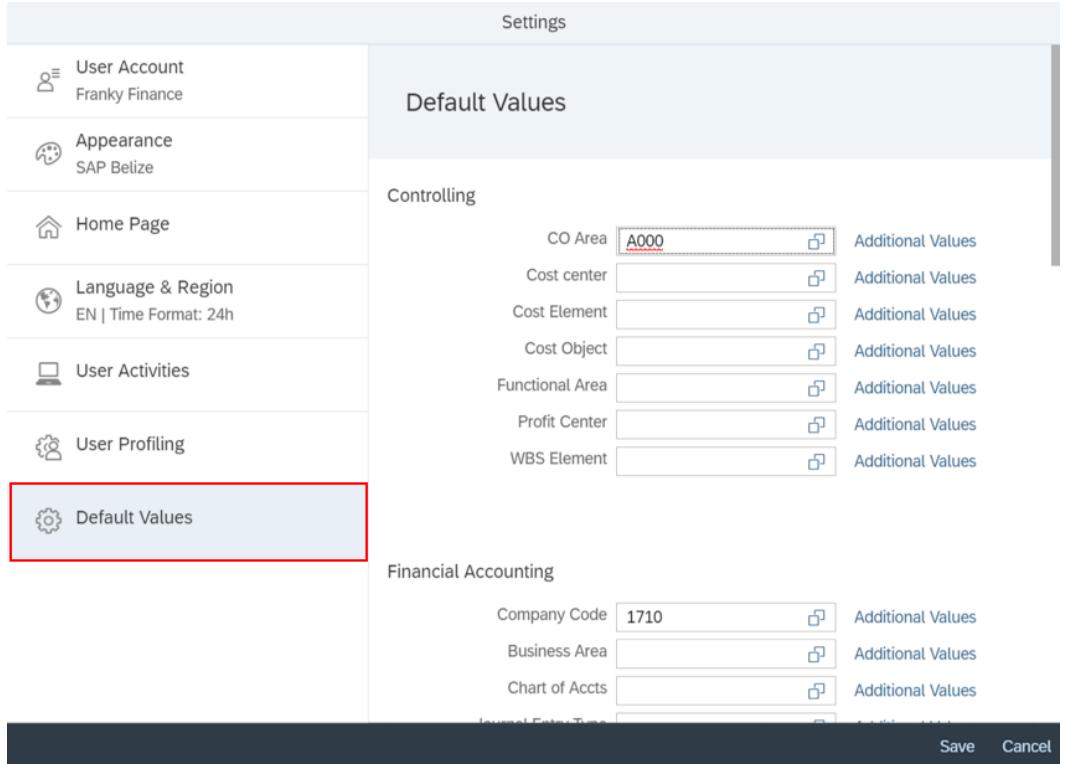
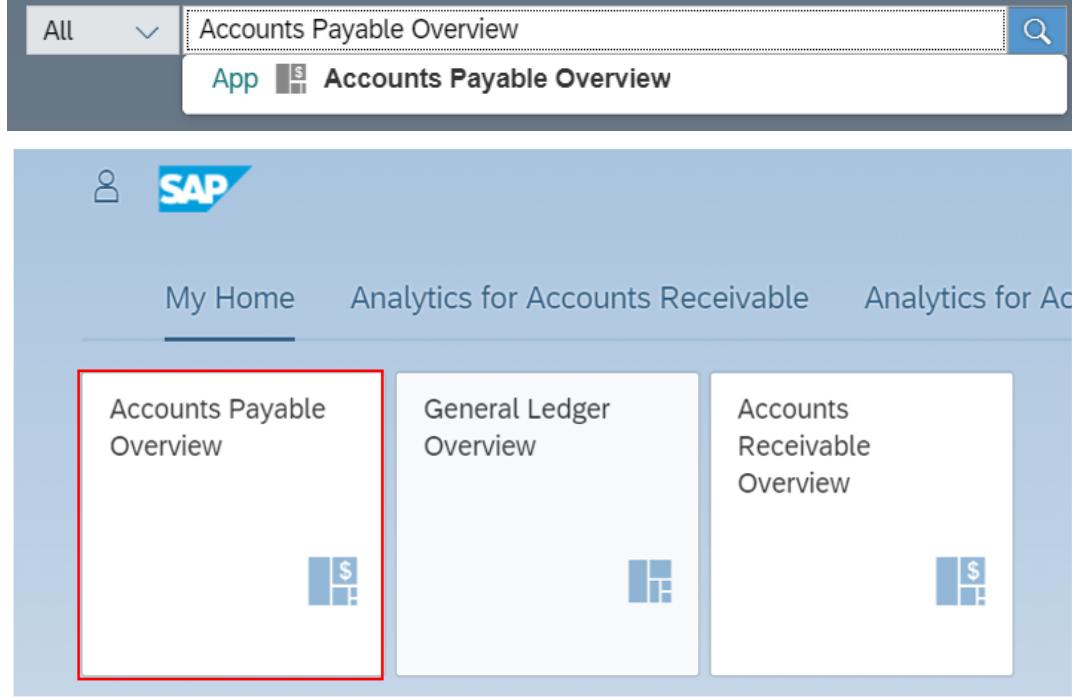
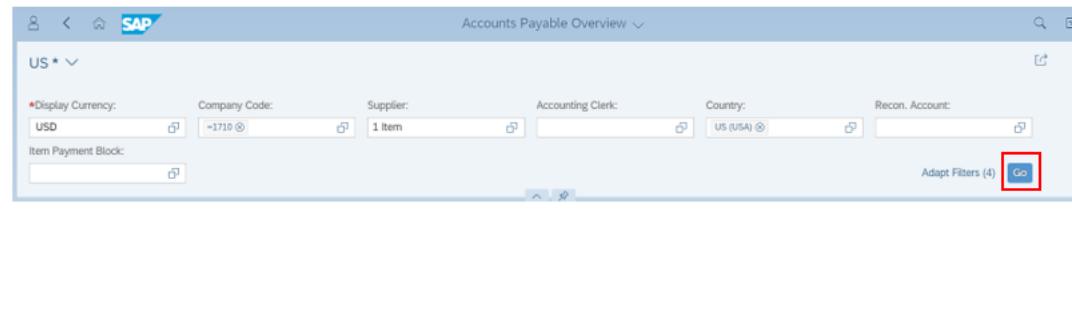
What to Do

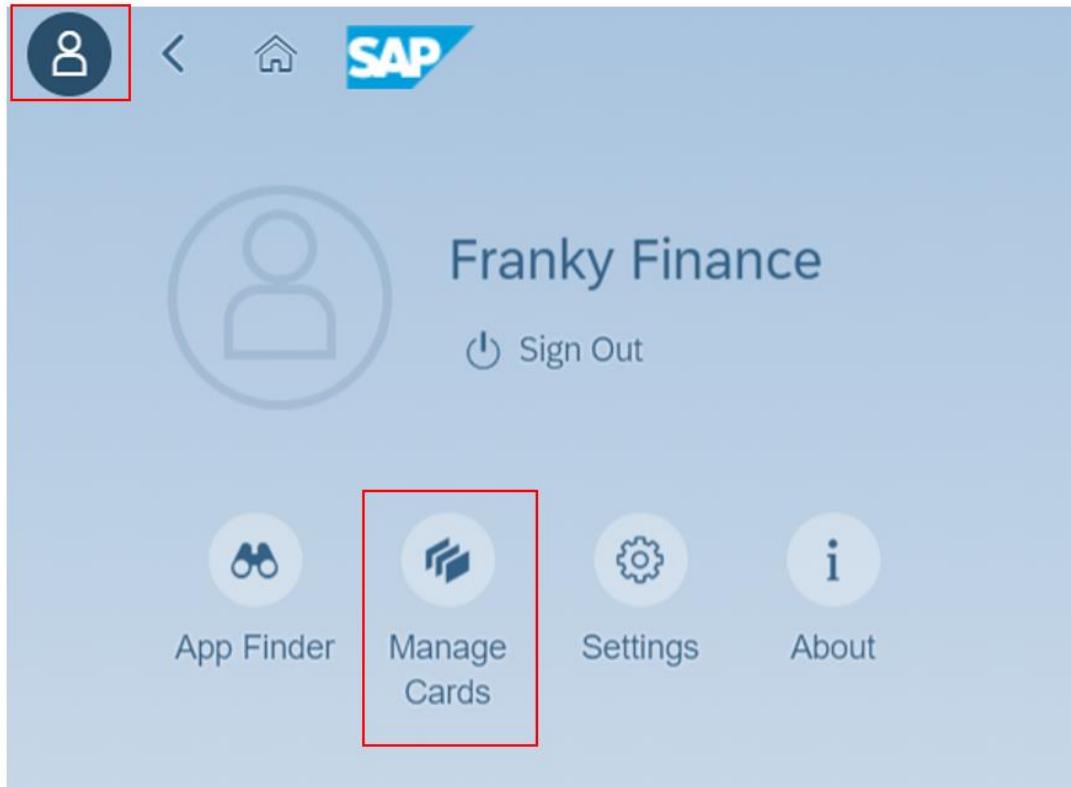
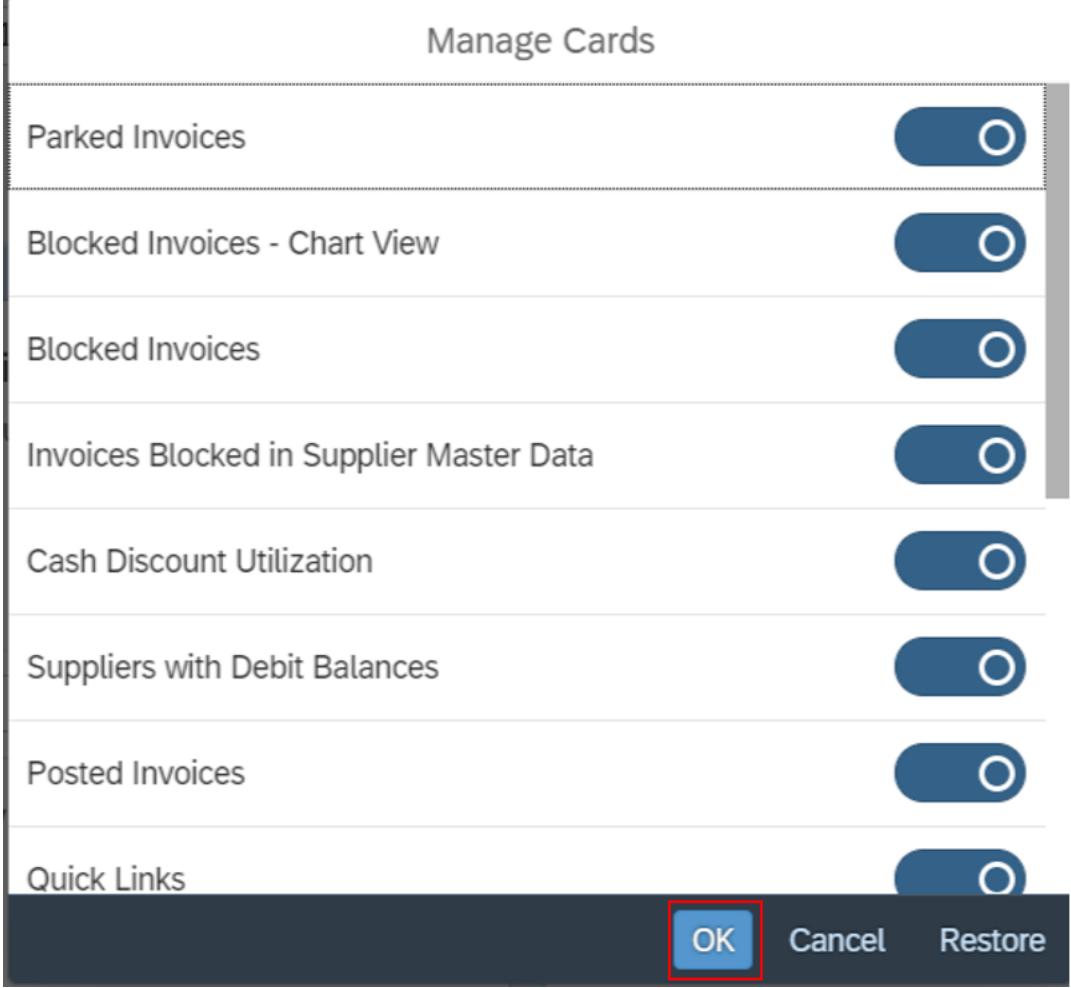
Navigate to *Days Sales Outstanding*.

Choose the header (or each item) of the card to get further information.



2.1.3 Accounts Payable Overview

What to Do	What You Will See
<p>Open the Fiori Launchpad.</p> <p>User: S4H_FIN_DEM, Password: Welcome1</p> <p>Set Default Value for SAP Fiori Launchpad User Settings (Optional).</p> <p>On the SAP Fiori launchpad, go to User > Settings > Default Values.</p> <p>The following input fields are available:</p> <ul style="list-style-type: none"> Display Currency Fin. Statement Vers. Ledger Company Code Planning Category <p>You can enter and save default values.</p>	 <p>The screenshot shows the SAP Fiori Launchpad settings interface. On the left, there's a sidebar with various options like User Account, Appearance, Home Page, Language & Region, User Activities, and User Profiling. The 'Default Values' option is highlighted with a red box. On the right, there are sections for Controlling (CO Area, Cost center, Cost Element, Cost Object, Functional Area, Profit Center, WBS Element) and Financial Accounting (Company Code, Business Area, Chart of Accts). At the bottom right are 'Save' and 'Cancel' buttons.</p>
<p>Open Accounts Payable Overview.</p>	 <p>The screenshot shows the Accounts Payable Overview page. It features a navigation bar with 'All' and a search bar containing 'Accounts Payable Overview'. Below the navigation bar are three cards: 'Accounts Payable Overview' (highlighted with a red box), 'General Ledger Overview', and 'Accounts Receivable Overview'.</p>
<p>Make the following entries on the filter bar and choose Go:</p> <p>Display Currency: USD</p> <p>Company Code: <1710></p> <p>Supplier: <any supplier></p> <p>Country: <us></p>	 <p>The screenshot shows the filter bar for the Accounts Payable Overview page. It includes fields for Display Currency (USD), Company Code (<1710>), Supplier (1 Item), Accounting Clerk, Country (US (USA)), and Recon. Account. At the bottom right of the filter bar is a 'Go' button, which is highlighted with a red box.</p>

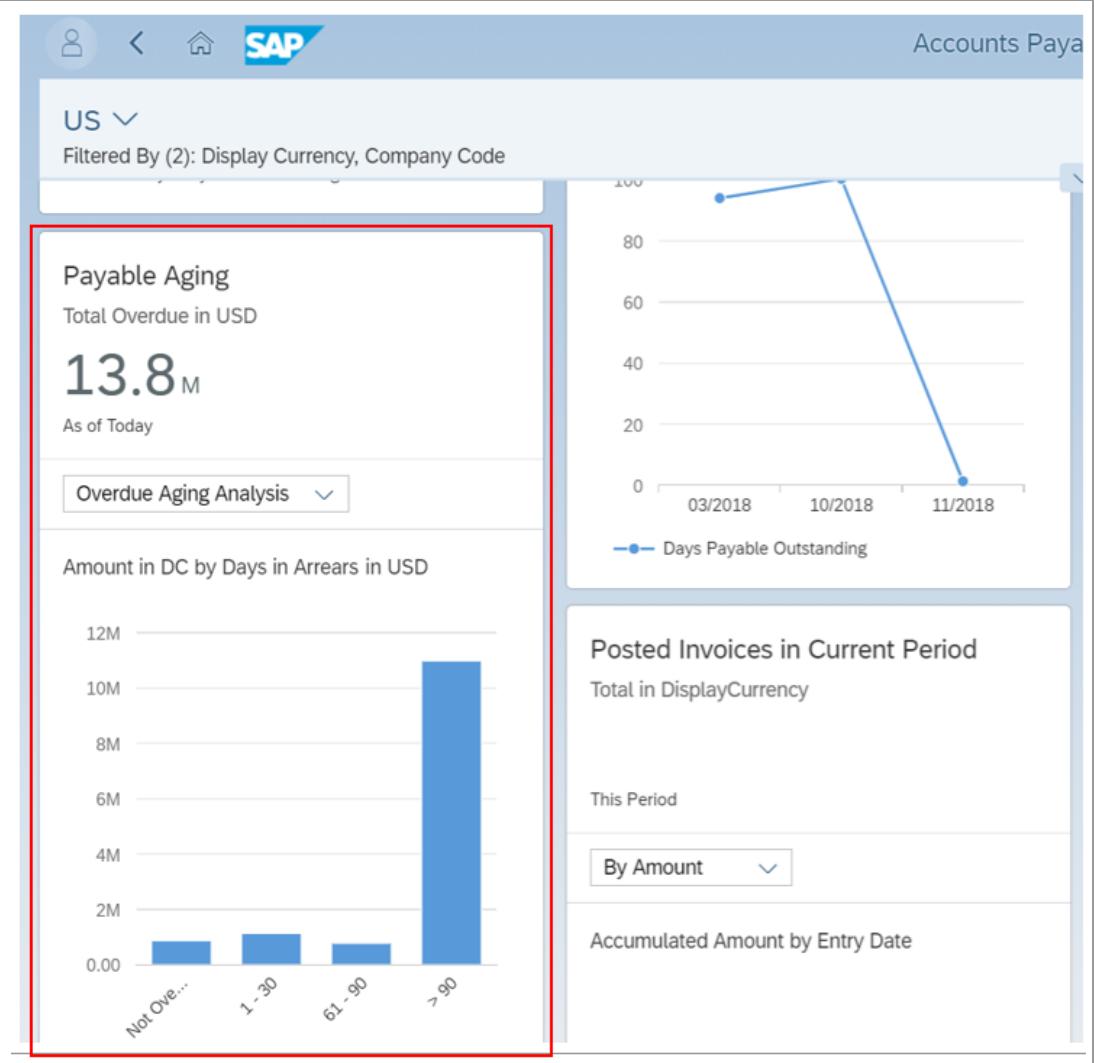
What to Do	What You Will See
<p>To customize the cards on the overview page, choose the User button on your home dashboard and choose Manage Cards.</p>	 <p>The screenshot shows the SAP Fiori Home interface. At the top, there's a user icon with a red box around it, a back arrow, a home icon, and the SAP logo. Below that is a large circular profile picture placeholder. To the right of the profile picture is the text "Franky Finance" and a "Sign Out" button. At the bottom of the screen, there are four buttons: "App Finder" (binoculars icon), "Manage Cards" (two overlapping document icon), "Settings" (gear icon), and "About" (info icon). The "Manage Cards" button is also highlighted with a red box.</p>
<p>Set your preferences and choose OK.</p>	 <p>The screenshot shows the "Manage Cards" configuration dialog. It lists seven items with toggle switches on the right: <ul style="list-style-type: none"> Parked Invoices Blocked Invoices - Chart View Blocked Invoices Invoices Blocked in Supplier Master Data Cash Discount Utilization Suppliers with Debit Balances Posted Invoices Quick Links At the bottom, there are three buttons: "OK" (highlighted with a red box), "Cancel", and "Restore".</p>

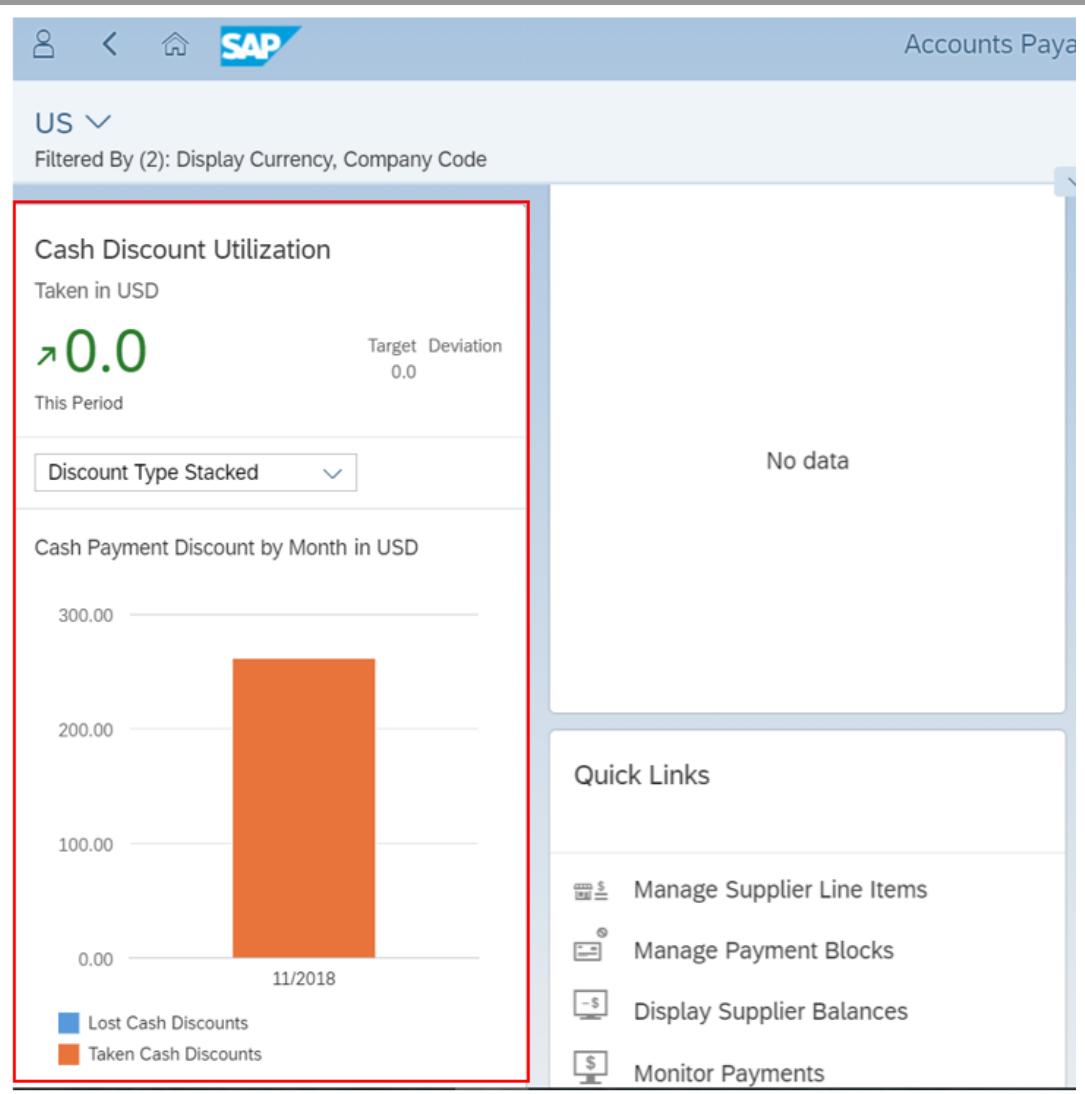
What to Do

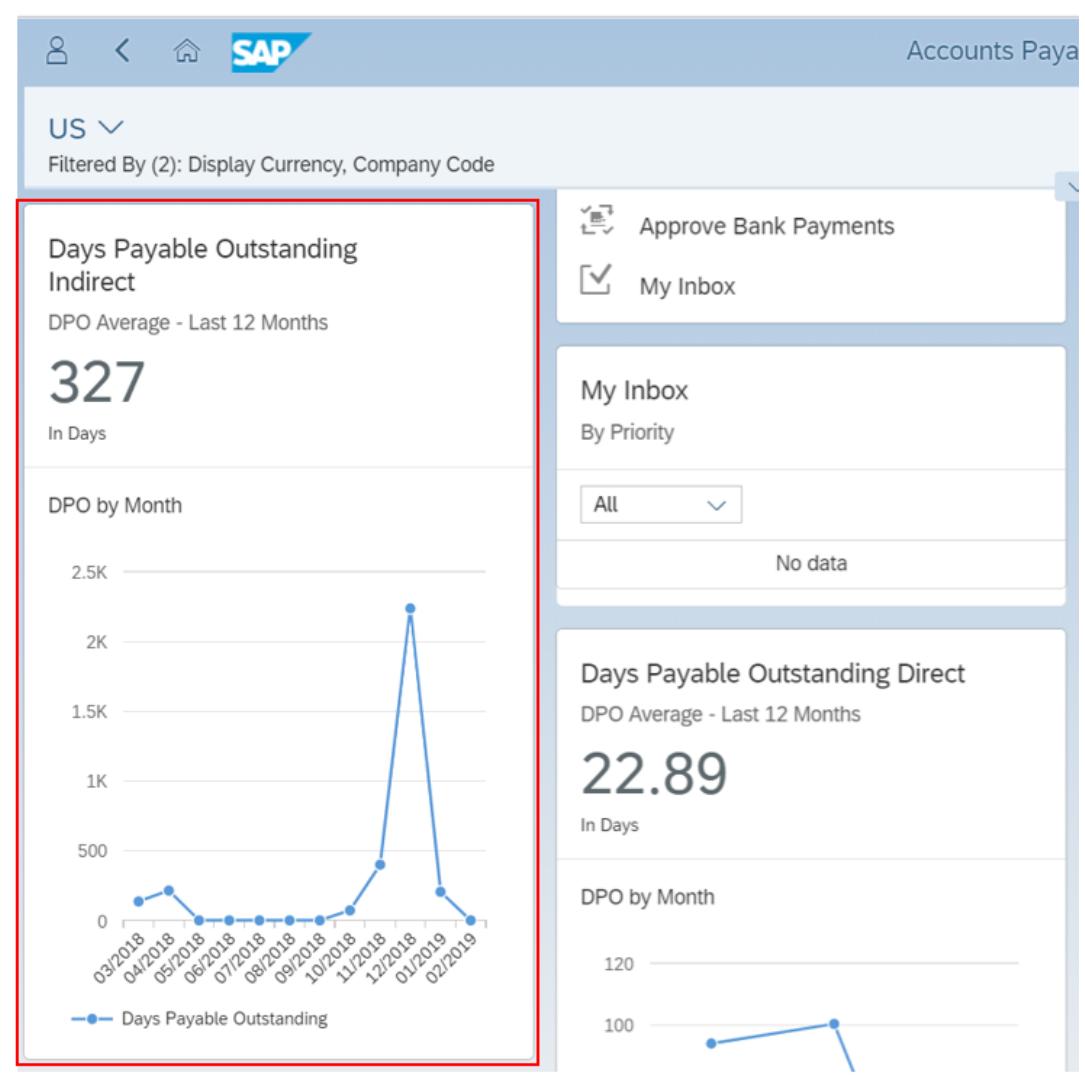
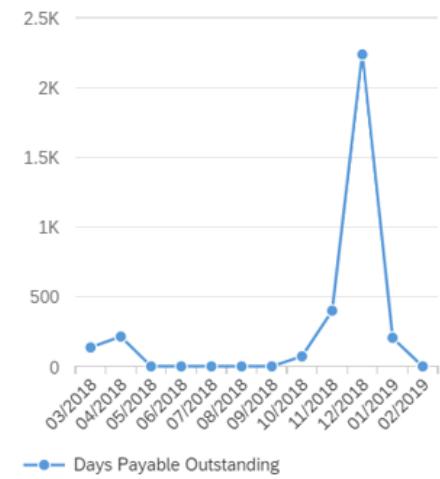
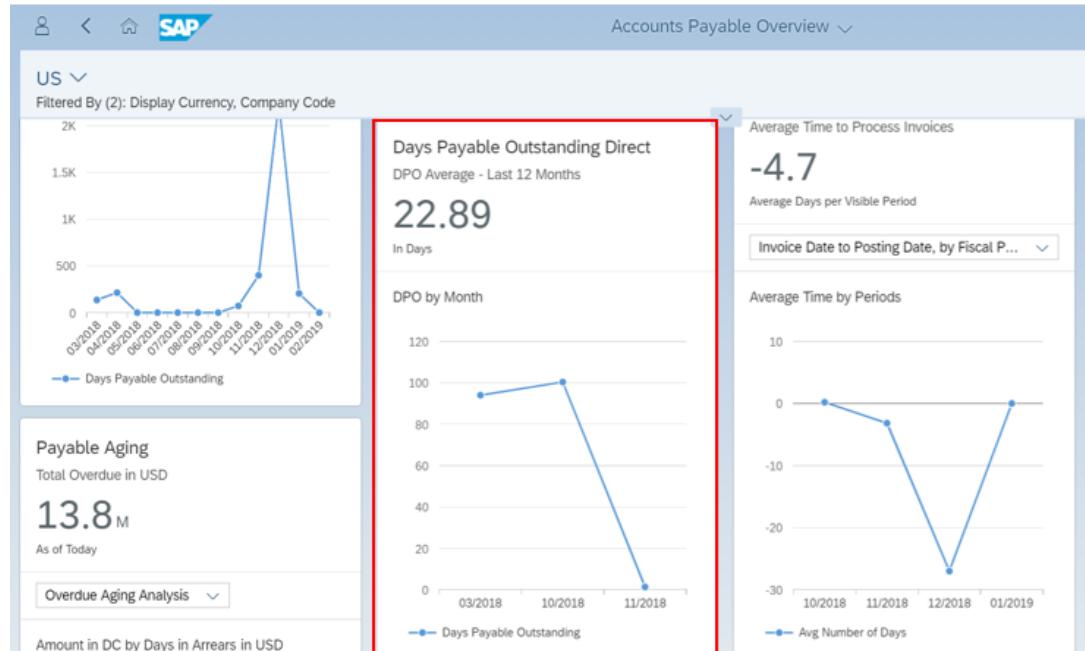
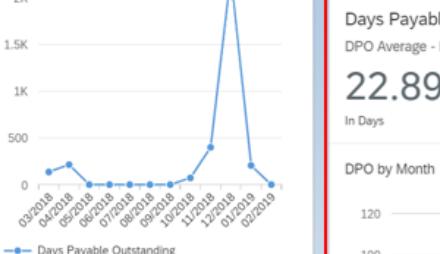
Navigate to *Payables Aging*.

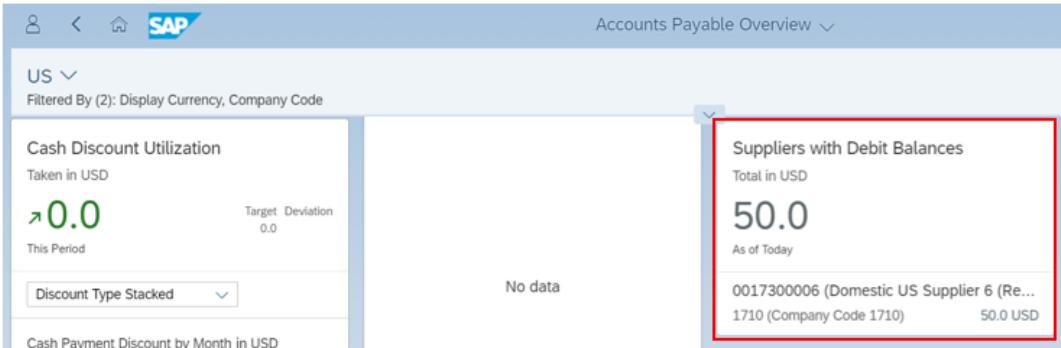
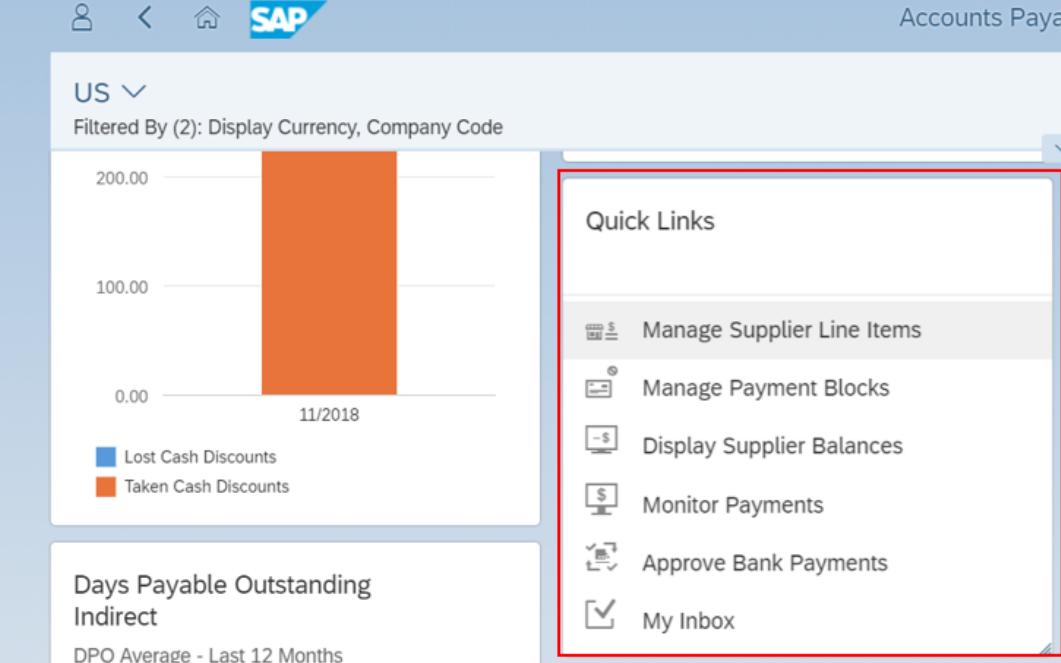
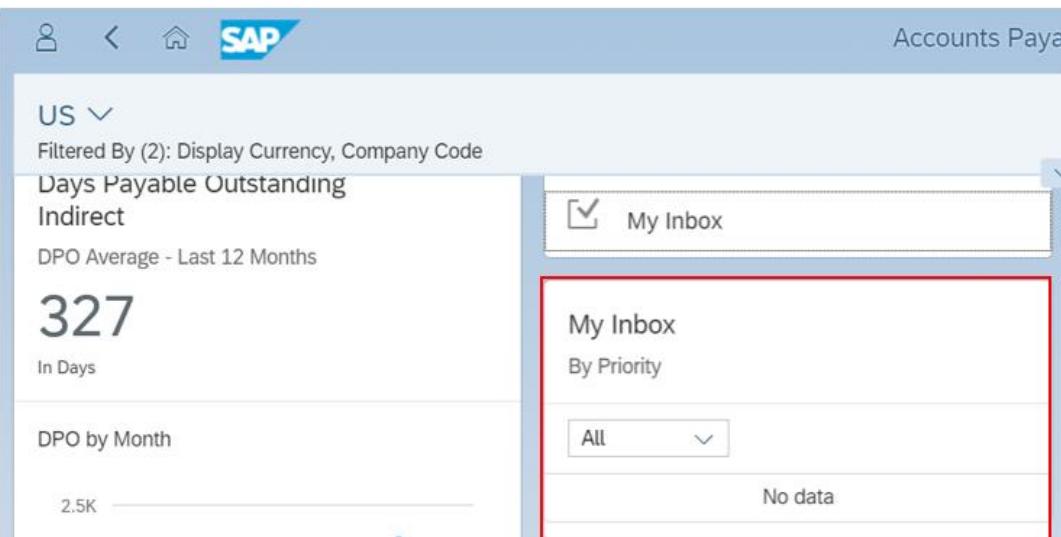
Choose the header (or line point) of the card to get further information

The card will navigate you to the *Aging Analysis* SAP Fiori app.

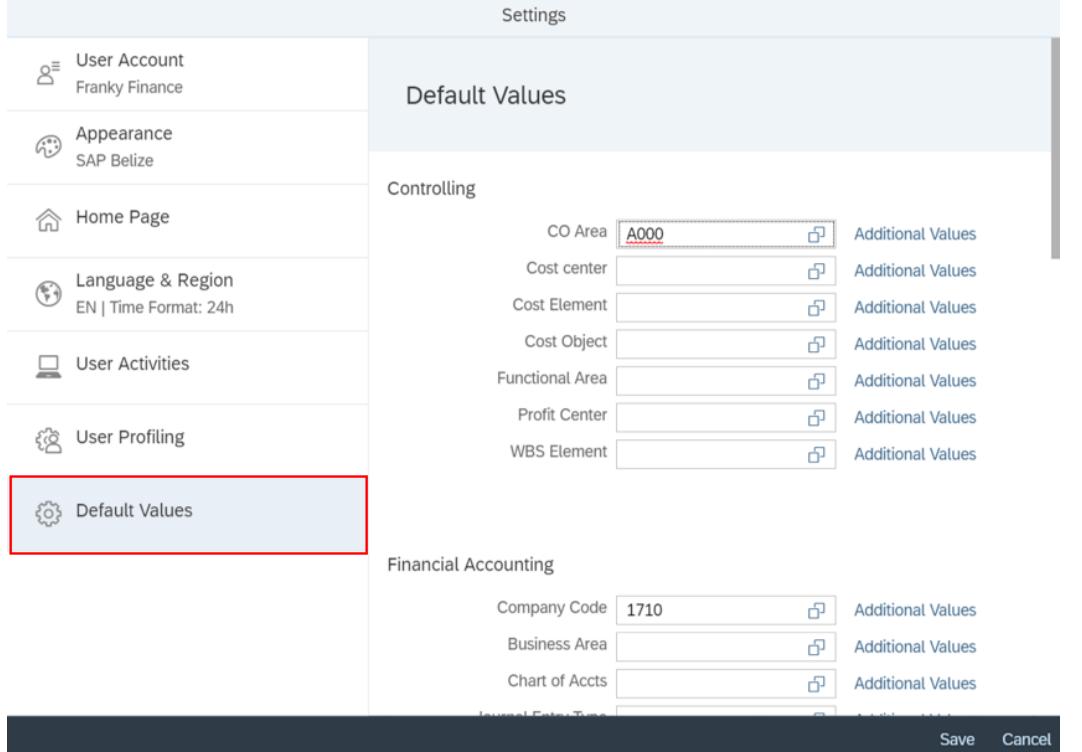
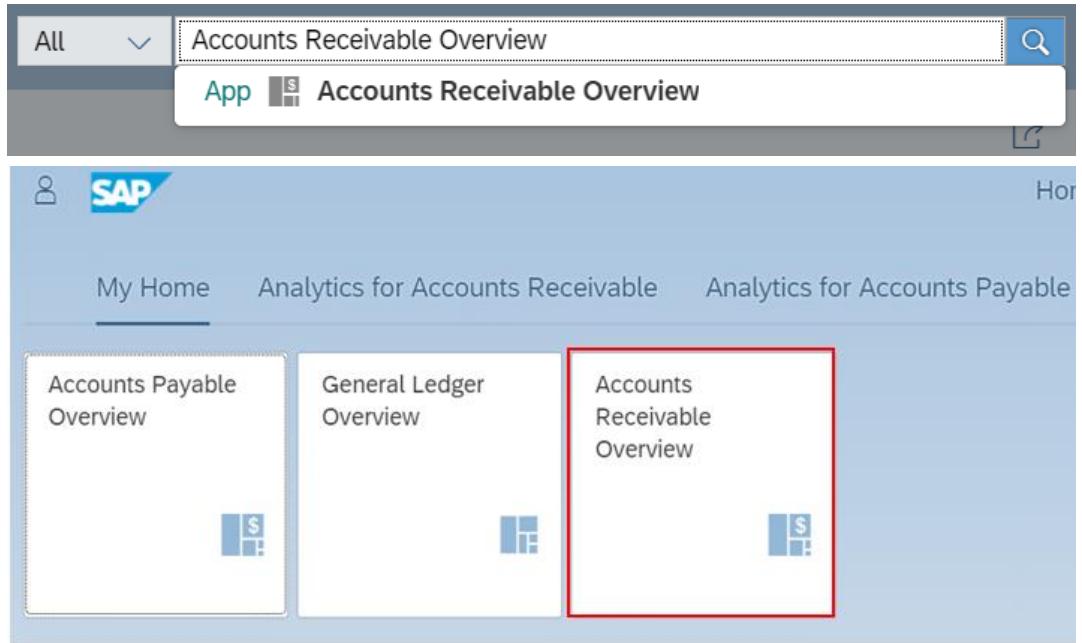
What You Will See

What to Do	What You Will See
<p>Navigate to <i>Cash Discount Utilization</i>.</p> <p>Choose the header (or line point) of the card to get further information.</p> <p>The card will navigate you to the <i>Cash Discount Utilization</i> SAP Fiori app.</p>	 <p>Cash Discount Utilization Taken in USD</p> <p>0.0 Target Deviation 0.0</p> <p>This Period</p> <p>Discount Type Stacked</p> <p>Cash Payment Discount by Month in USD</p> <p>300.00 200.00 100.00 0.00</p> <p>11/2018</p> <p>Legend: Lost Cash Discounts (blue), Taken Cash Discounts (orange)</p> <p>Quick Links</p> <ul style="list-style-type: none"> Manage Supplier Line Items Manage Payment Blocks Display Supplier Balances Monitor Payments

What to Do	What You Will See
<p>Navigate to <i>Days Payable Outstanding Indirect</i>.</p> <p>Choose the header (or line point) of the card to get further information.</p> <p>The overview page navigates you to the target apps. The global filter and header (and line point/bar item) information is carried over.</p> <p>The card will navigate you to the <i>Days Payable Outstanding Indirect</i> SAP Fiori app.</p>	 <p>Days Payable Outstanding Indirect DPO Average - Last 12 Months</p> <p>327 In Days</p> <p>DPO by Month</p>  <p>—●— Days Payable Outstanding</p>
<p>Navigate to <i>Days Payables Outstanding Direct</i>.</p> <p>The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over.</p> <p>The card will navigate to the <i>Days Payable Outstanding</i> SAP Fiori app.</p>	 <p>Days Payable Outstanding Direct DPO Average - Last 12 Months</p> <p>22.89 In Days</p> <p>DPO by Month</p>  <p>—●— Days Payable Outstanding</p> <p>Payable Aging Total Overdue in USD 13.8M As of Today</p> <p>Overdue Aging Analysis</p> <p>Amount in DC by Days in Arrears in USD</p> <p>Average Time to Process Invoices -4.7 Average Days per Visible Period</p> <p>Average Time by Periods</p>  <p>—●— Avg Number of Days</p>

What to Do	What You Will See
<p>Navigate to Suppliers with Debit Balances.</p> <p>Choose the header (or line point) of the card to get further information.</p> <p>The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over.</p> <p>The card will navigate to the Manage Supplier Line Items SAP Fiori app.</p>	 <p>Accounts Payable Overview</p> <p>Suppliers with Debit Balances Total in USD 50.0 As of Today 0017300006 (Domestic US Supplier 6 (Re...) 1710 (Company Code 1710) 50.0 USD</p>
<p>Navigate to Quick Links.</p> <p>Choose Approve Bank Payments (or My Inbox) of the card to get further information.</p> <p>The overview page navigates you to the target apps.</p> <p>Choose Approve Bank Payments. The card will navigate you to the Approve Bank Payments SAP Fiori app.</p>	 <p>Accounts Payable Overview</p> <p>US ▼ Filtered By (2): Display Currency, Company Code</p> <p>Days Payable Outstanding Indirect DPO Average - Last 12 Months</p> <p>Quick Links</p> <ul style="list-style-type: none"> Manage Supplier Line Items Manage Payment Blocks Display Supplier Balances Monitor Payments Approve Bank Payments <input checked="" type="checkbox"/> My Inbox
<p>Navigate to My Inbox.</p> <p>Choose each item of the card to get further information.</p>	 <p>Accounts Payable Overview</p> <p>US ▼ Filtered By (2): Display Currency, Company Code</p> <p>Days Payable Outstanding Indirect DPO Average - Last 12 Months</p> <p>327 In Days</p> <p>DPO by Month</p> <p>2.5K</p> <p>My Inbox</p> <p>By Priority</p> <p>All</p> <p>No data</p>

2.1.4 Accounts Receivable Overview

What to Do	What You Will See																														
<p>Open the Fiori Launchpad.</p> <p>User: S4H_FIN_DEM, Password: Welcome1</p> <p>Set Default Value for SAP Fiori Launchpad User Settings (Optional). On the SAP Fiori launchpad, go to User > Settings > Default Values</p> <p>The following input fields are available:</p> <ul style="list-style-type: none"> Display Currency Fin. Statement Vers. Ledger Company Code Planning Category <p>You can enter and save default values.</p>	 <p>Settings</p> <p>User Account: Franky Finance</p> <p>Appearance: SAP Belize</p> <p>Home Page</p> <p>Language & Region: EN Time Format: 24h</p> <p>User Activities</p> <p>User Profiling</p> <p>Default Values (highlighted with a red box)</p> <p>Controlling</p> <table border="1"> <tr><td>CO Area</td><td>A000</td><td>Additional Values</td></tr> <tr><td>Cost center</td><td></td><td>Additional Values</td></tr> <tr><td>Cost Element</td><td></td><td>Additional Values</td></tr> <tr><td>Cost Object</td><td></td><td>Additional Values</td></tr> <tr><td>Functional Area</td><td></td><td>Additional Values</td></tr> <tr><td>Profit Center</td><td></td><td>Additional Values</td></tr> <tr><td>WBS Element</td><td></td><td>Additional Values</td></tr> </table> <p>Financial Accounting</p> <table border="1"> <tr><td>Company Code</td><td>1710</td><td>Additional Values</td></tr> <tr><td>Business Area</td><td></td><td>Additional Values</td></tr> <tr><td>Chart of Accts</td><td></td><td>Additional Values</td></tr> </table> <p>Journal Entry Type: <input type="text"/> (disabled)</p> <p>Save Cancel</p>	CO Area	A000	Additional Values	Cost center		Additional Values	Cost Element		Additional Values	Cost Object		Additional Values	Functional Area		Additional Values	Profit Center		Additional Values	WBS Element		Additional Values	Company Code	1710	Additional Values	Business Area		Additional Values	Chart of Accts		Additional Values
CO Area	A000	Additional Values																													
Cost center		Additional Values																													
Cost Element		Additional Values																													
Cost Object		Additional Values																													
Functional Area		Additional Values																													
Profit Center		Additional Values																													
WBS Element		Additional Values																													
Company Code	1710	Additional Values																													
Business Area		Additional Values																													
Chart of Accts		Additional Values																													
Open Accounts Receivable Overview	 <p>All <input type="button" value="▼"/> Accounts Receivable Overview <input type="button" value="🔍"/></p> <p>App  Accounts Receivable Overview</p> <p>SAP Home My Home Analytics for Accounts Receivable Analytics for Accounts Payable</p> <p>Accounts Payable Overview General Ledger Overview Accounts Receivable Overview (highlighted with a red box)</p>																														

Make the following entries on the filter bar and choose *Go*:

Display Currency: **USD**

Net Due Interval 1:

<30>

Net Due Interval 2:

<60>

Net Due Interval 3:

<90>

Company Code:

<1710>

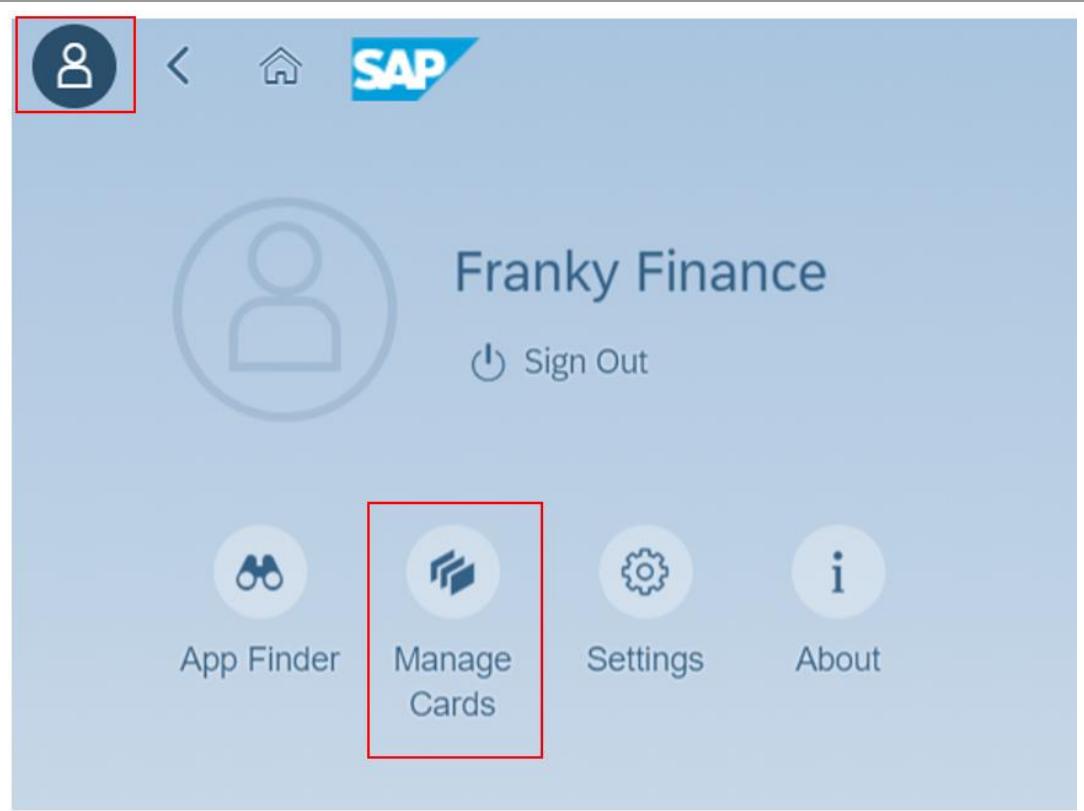
If a default value is set in the SAP Fiori launchpad user settings, the filters have already been populated with the default values.

The screenshot shows the SAP Fiori Accounts Receivable Overview page. At the top, there's a filter bar with the following fields:

- *Display Currency: USD
- *Net Due Interval 1: 30
- *Net Due Interval 2: 60
- *Net Due Interval 3: 90
- Company Code: (Company Code 1710) (0)
- Accounting Clerk: (empty)

Below the filter bar, there are additional fields: Customer, Country Key, Reconciliation acct, and Posting Key. On the right side of the filter bar, there are buttons for "Adapt Filters (5)" and a blue "Go" button, which is highlighted with a red box.

To customize the cards on the overview page, choose the *User* button on your home dashboard and choose *Manage Cards*.



Set your preferences and choose *OK*.

Manage Cards

Quick Links	<input checked="" type="checkbox"/>
AR Aging Analysis	<input checked="" type="checkbox"/>
Top 10 Debtors	<input checked="" type="checkbox"/>
Days Sales Outstanding	<input checked="" type="checkbox"/>
My Inbox	<input checked="" type="checkbox"/>
Cash Collection Tracker	<input checked="" type="checkbox"/>
AR Breakdown	<input checked="" type="checkbox"/>

OK **Cancel** **Restore**

Navigate to *Quick Links*.

Choose *Supervise Collections Worklist* of the card to get further information.

The overview page navigates you to the target apps.

If you choose *Supervise Collections Worklist*, the card will navigate you to the *Supervise Collections Worklist* SAP Fiori app.

Accounts Receivable

US ▾

Filtered By (4): Display Currency, Net Due Interval 1, Net Due Interval 2, Net Due Interval 3

Quick Links

- Supervise Collections Worklist
- Collection Progress
- Cash Collection Tracker
- Open Disputes

AR Aging Analysis

Overdue and Future Receivables

75.4 %

Net Overdue for More Than Interval 1 Days

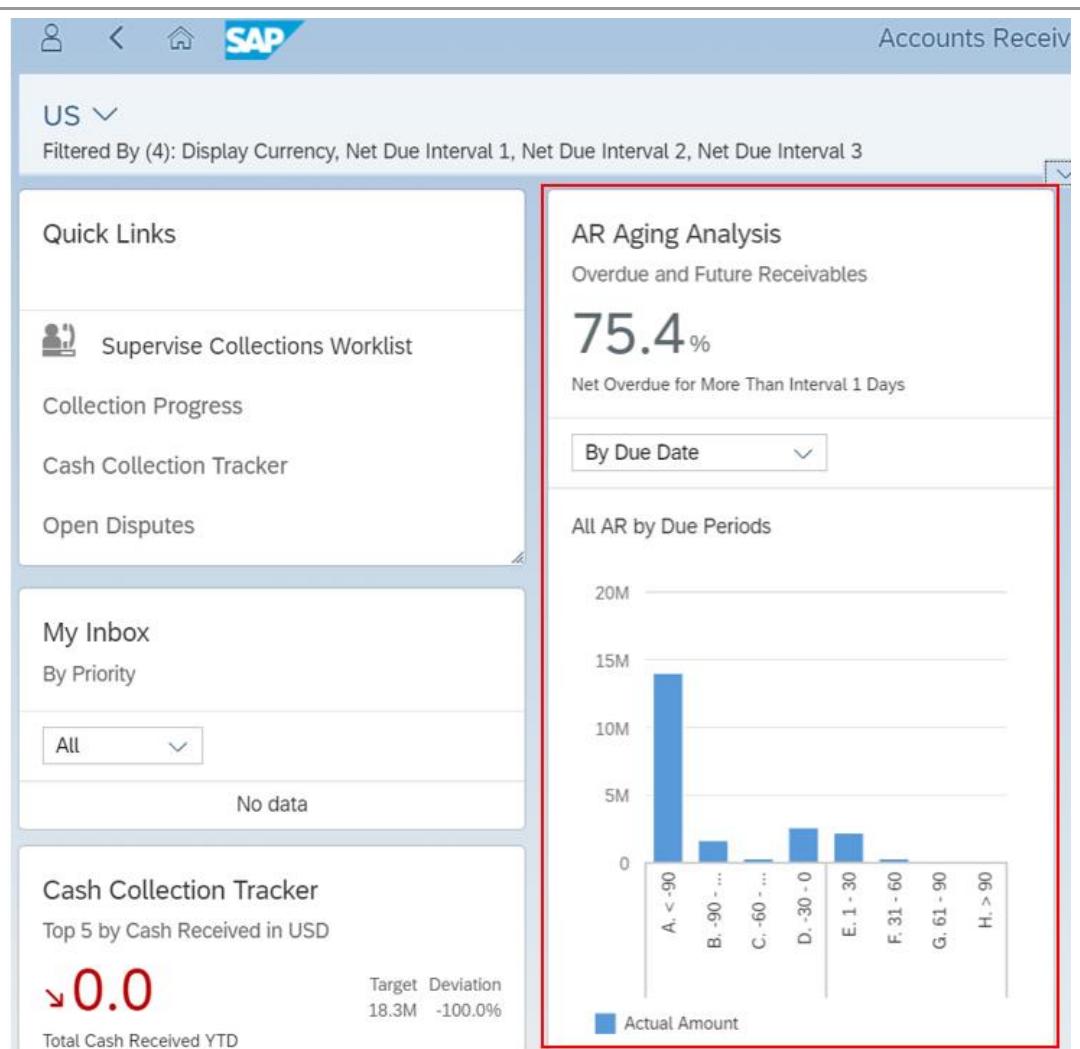
By Due Date

All AR by Due Periods

Navigate to *AR Aging Analysis*.

Choose the header (or each item) of the card to get further information.

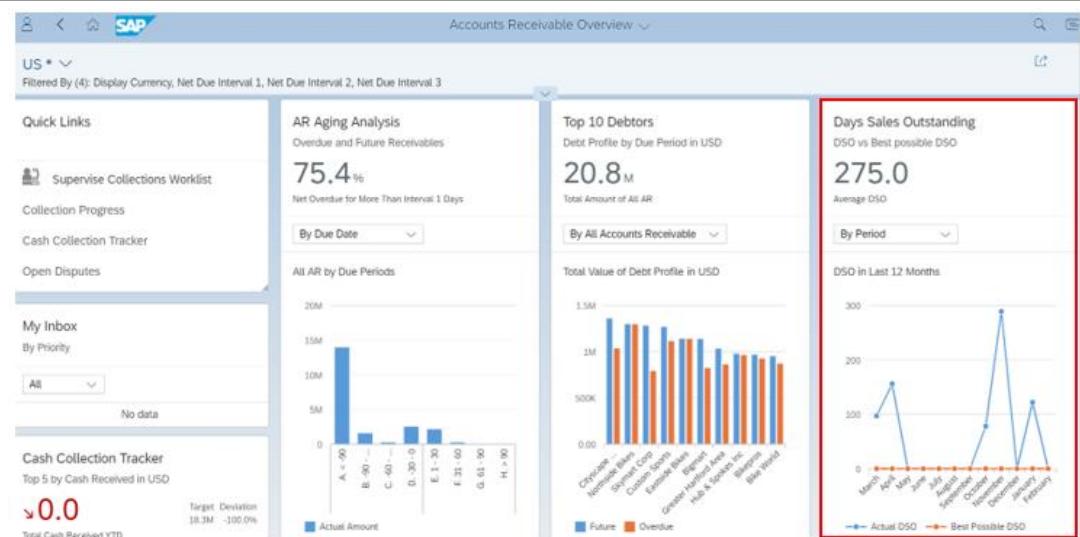
The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the *Total Receivables* SAP Fiori app.



Navigate to *Days Sales Outstanding*.

Choose the header (or each item) of the card to get further information.

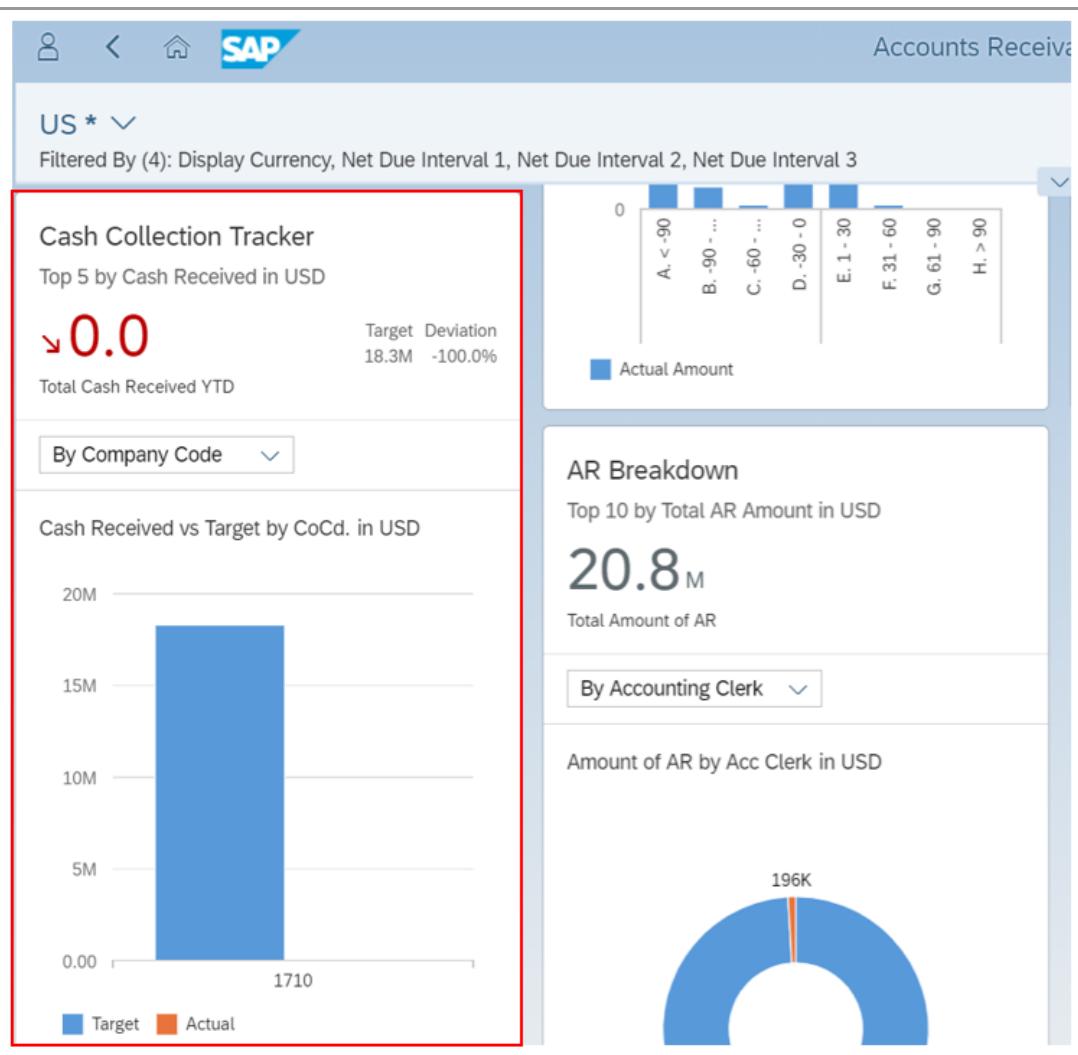
The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the *Days Sales Outstanding* SAP Fiori app



Navigate to [Cash Collection Tracker](#).

Choose the header (or each item) of the card to get further information.

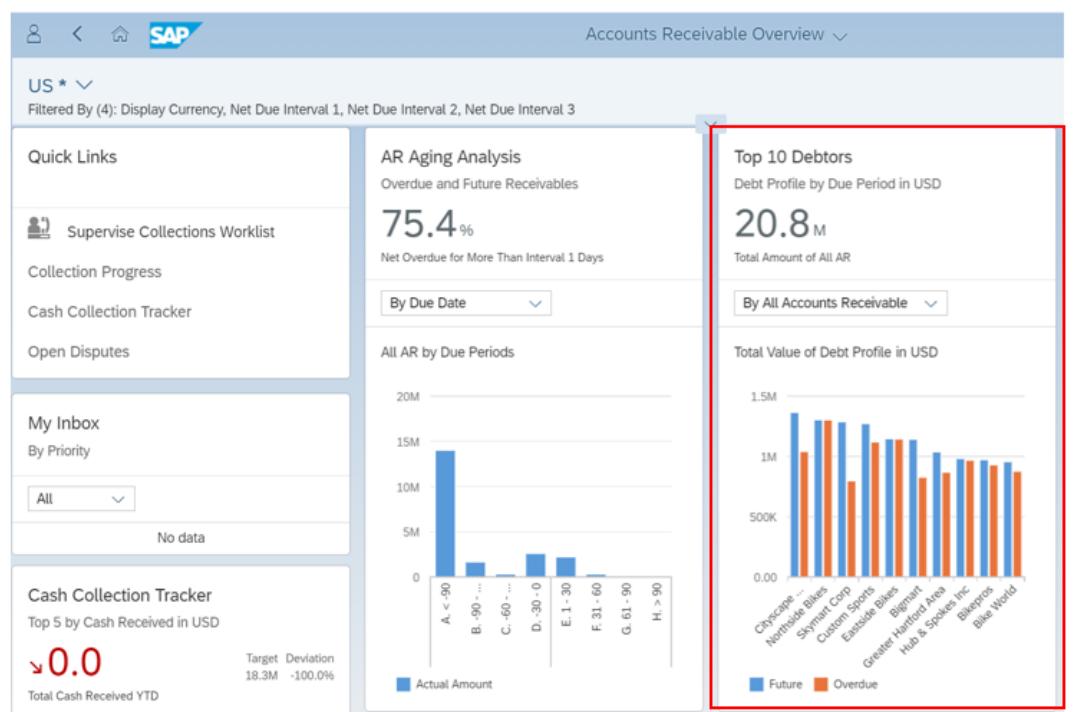
The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the [Cash Collection Tracker](#) SAP Fiori app



Navigate to [Top 10 Debtors](#).

Choose the header (or each item) of the card to get further information.

The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card will navigate you to the [Total Receivables](#) SAP Fiori app



2.2 Procurement Overview

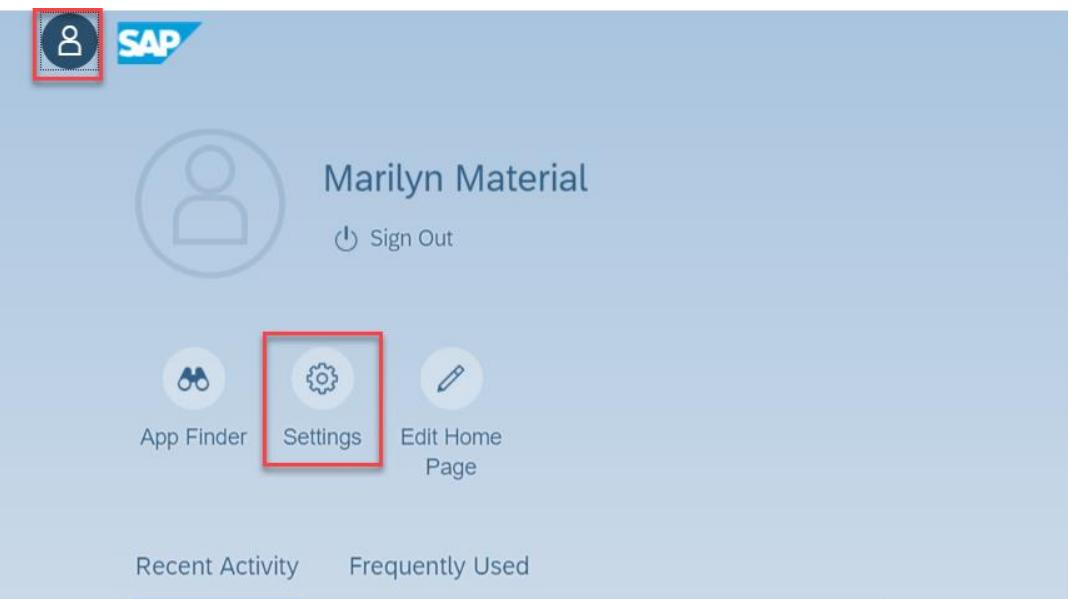
2.2.1 Background information:

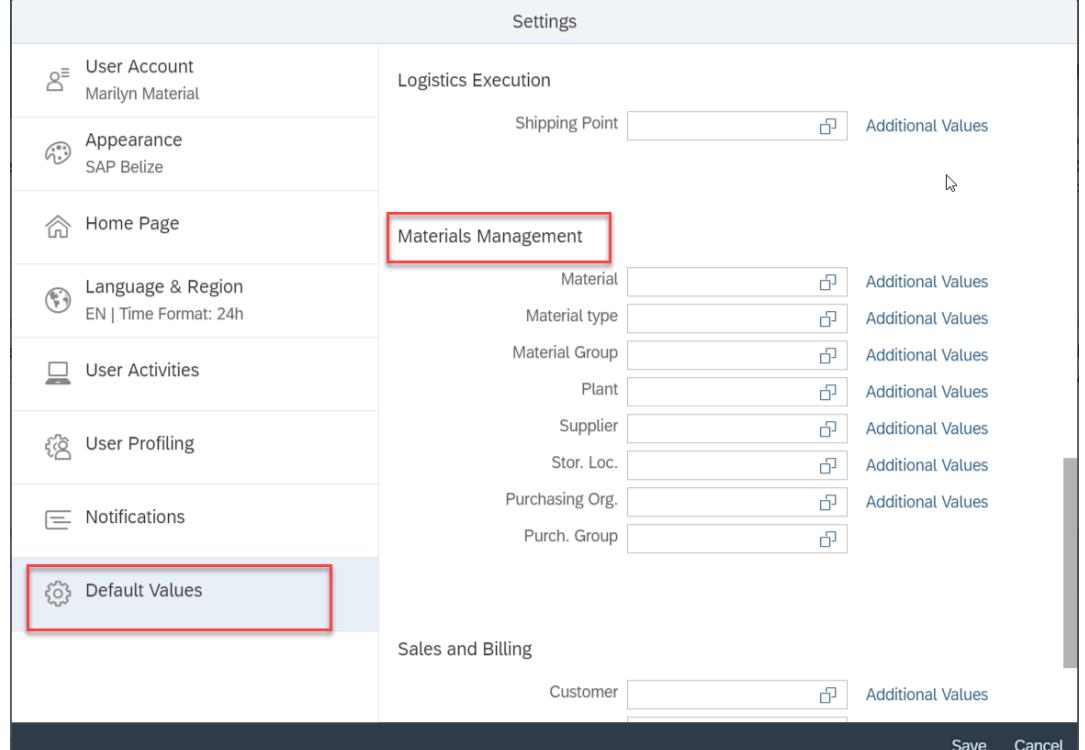
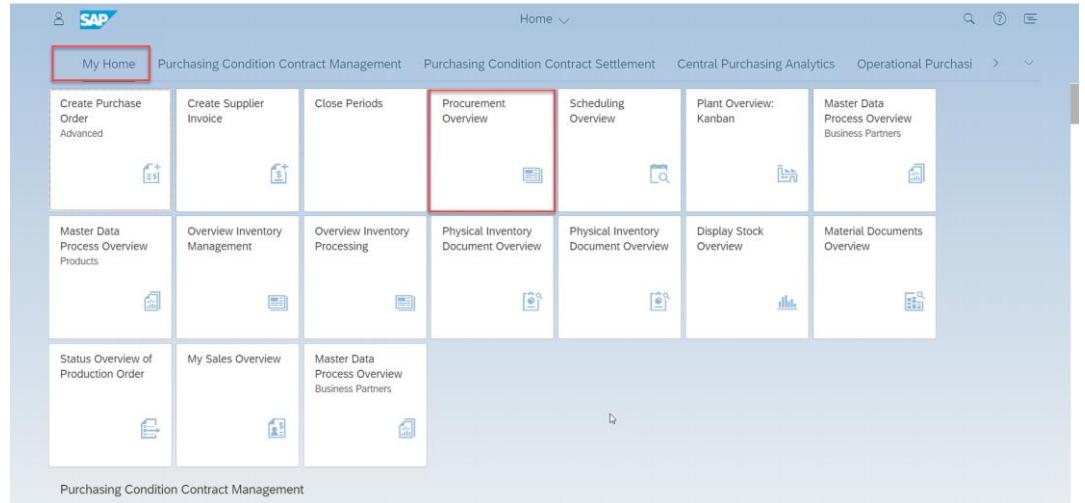
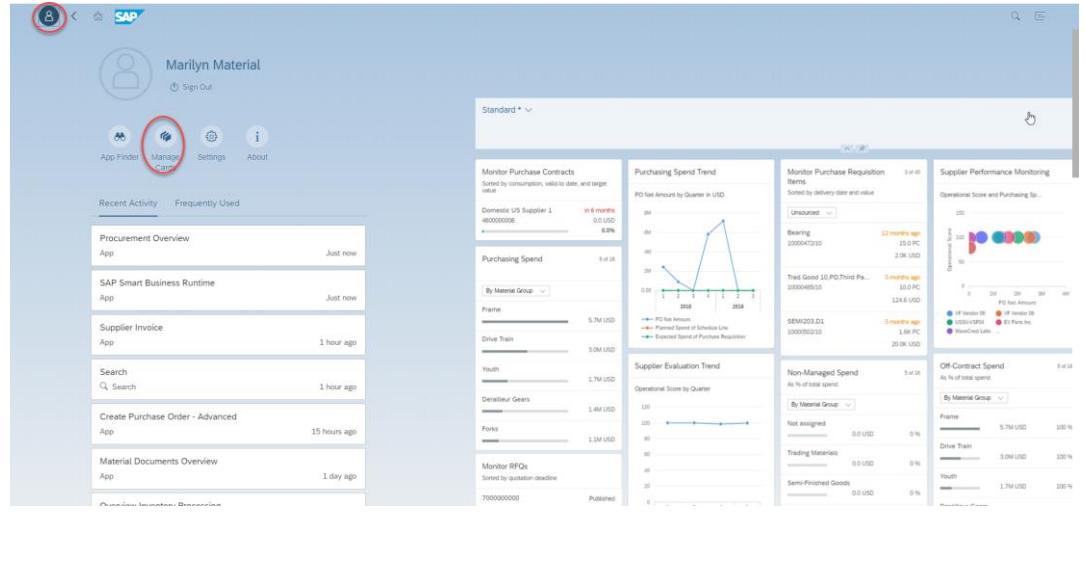
The *Procurement Overview* app shows the most important information and tasks relevant for a procurement specialist at a glance. The information is displayed on set of actionable cards. Therefore, the procurement specialist focuses on the most important tasks, enabling faster decisions and immediate action. The cards show the most important information ranked according to relevance.

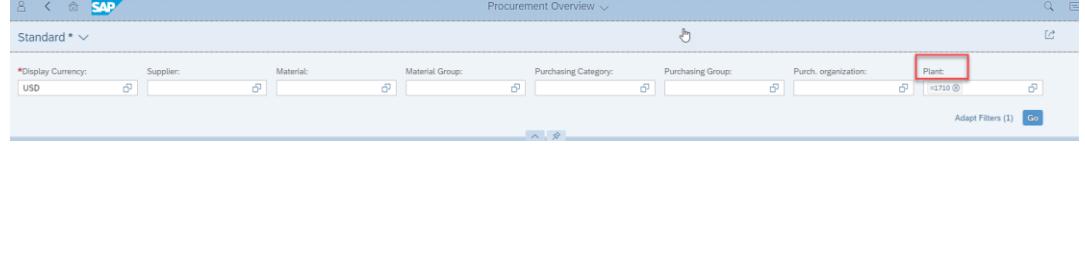
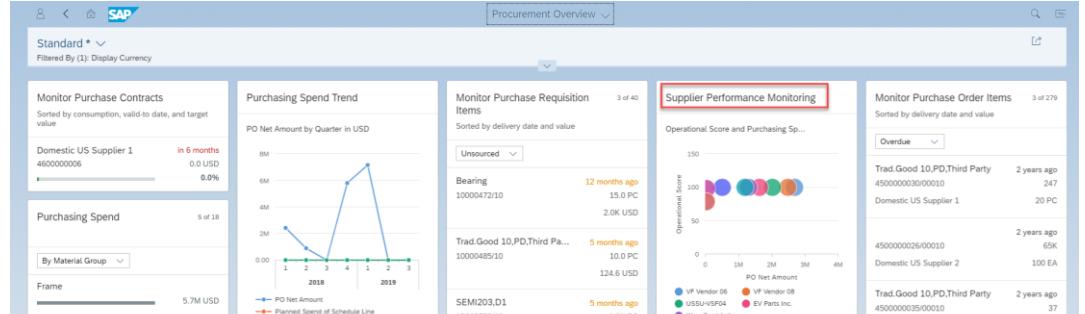
It includes the following transactions:

- Monitor Purchase Contracts
- Monitor Purchase Requisition Items
- Monitor Purchase Order Items
- Monitor RFQ
- Purchasing Spend
- Purchasing Spend Trend
- Non-Managed Spend
- Off-Contract Spend
- Supplier Performance Monitoring
- Supplier Evaluation Trend
- Purchase Requisition Touch Rate
- Purchase Requisition Item Types
- Open Activities

2.2.2 Procurement Overview

What to Do	What You Will See
<p>Open the Fiori Launchpad <i>User: S4H_MM_DEM Password: Welcome1</i></p> <p>Set <i>Default Value</i> for SAP Fiori Launchpad User Settings (Optional).</p> <p>On the SAP Fiori launchpad, go to <i>User > Settings > Default Values</i></p>	

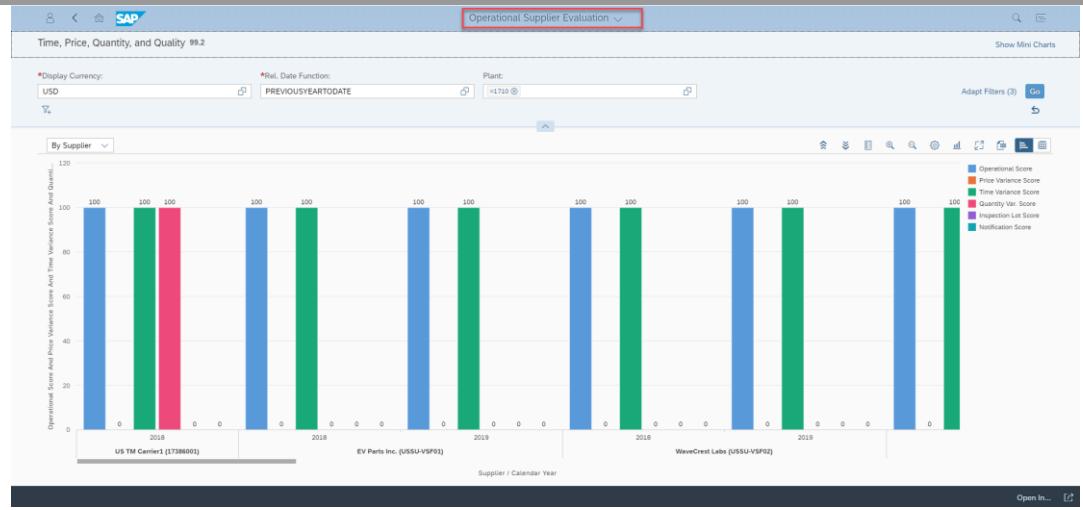
What to Do	What You Will See
<p>The following input fields are available:</p> <ul style="list-style-type: none"> <i>Material</i> <i>Material Type</i> <i>Material Group</i> <i>Plant</i> <i>Supplier</i> <i>Stor. Loc.</i> <i>Purchasing Org.</i> <i>Purch. Group</i> <i>Sold-to Party</i> <p>You can enter and save default values</p>	 <p>Materials Management</p> <p>Default Values</p>
<p>Choose the <i>Procurement Overview</i> app.</p>	
<p>To customize the cards on the overview page, choose the <i>User</i> button.</p> <p>Choose <i>Manage Cards</i> and make the settings of your choice.</p> <p>Choose <i>OK</i>.</p>	

What to Do	What You Will See
	
<p>You can use the smart filter bar to set filters that are applied to the data displayed on all <i>My Sales Overview</i> cards.</p>	
<p>After you make your selection, choose <i>Go</i> and the cards will be updated.</p>	
<p>Navigate to <i>Supplier Performance Monitoring</i> card.</p> <p>The card shows you a bubble chart of purchasing spend against the supplier performance.</p>	
<p>You can also see the Supplier Feedback Score.</p>	

What to Do

Selecting the header or the chart brings you to the Supplier Evaluation KPI, grouped by supplier.

What You Will See



Navigate to Purchasing Spend Trend.

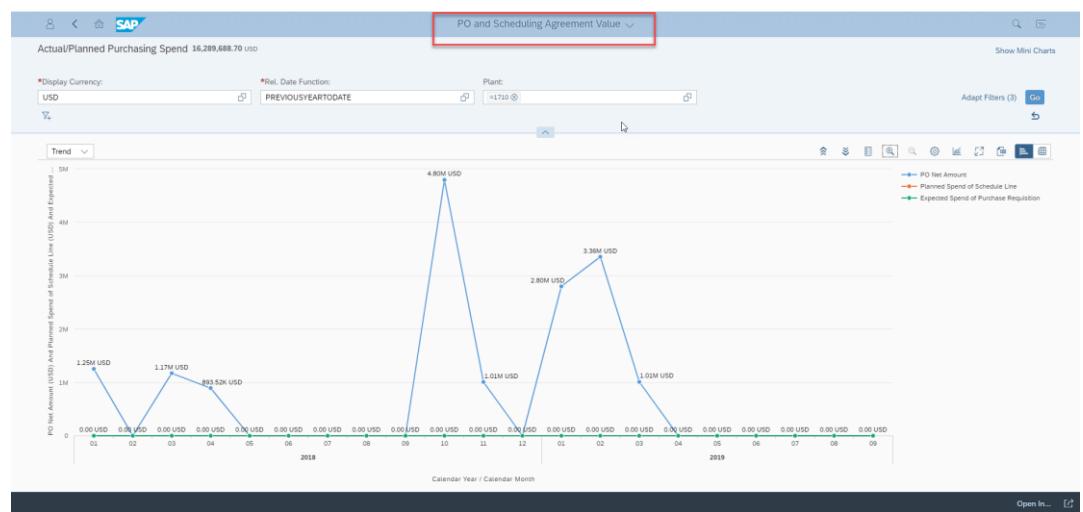
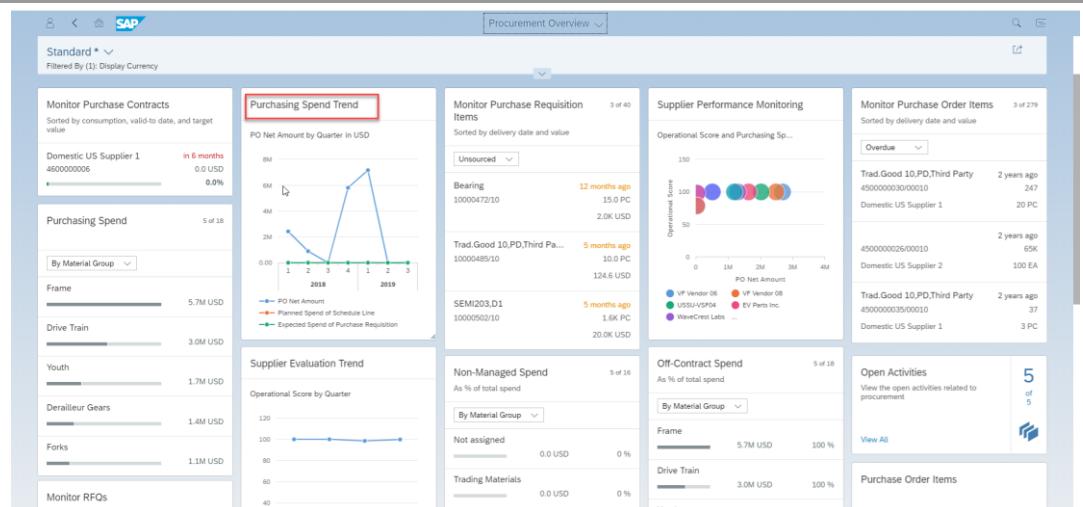
Shows you the trend of the overall purchasing spend over the last four quarters.

The graph reflects information filtered based on information entered in the smart filter bar.

Selecting the header or the chart brings you to the Purchasing Spend KPI.

Or

You can also choose one of the quarterly data points to get more information.



What to Do

Navigate to *Open Activities*.

The *Manage Activities* application is opened when clicking the main body of the card and the procurement specialist can directly start processing the open activities.

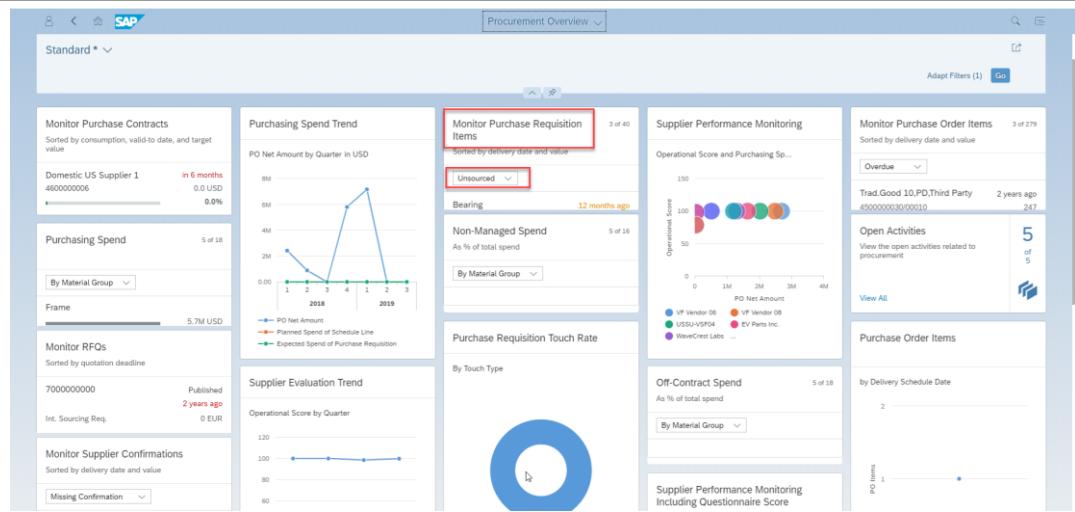
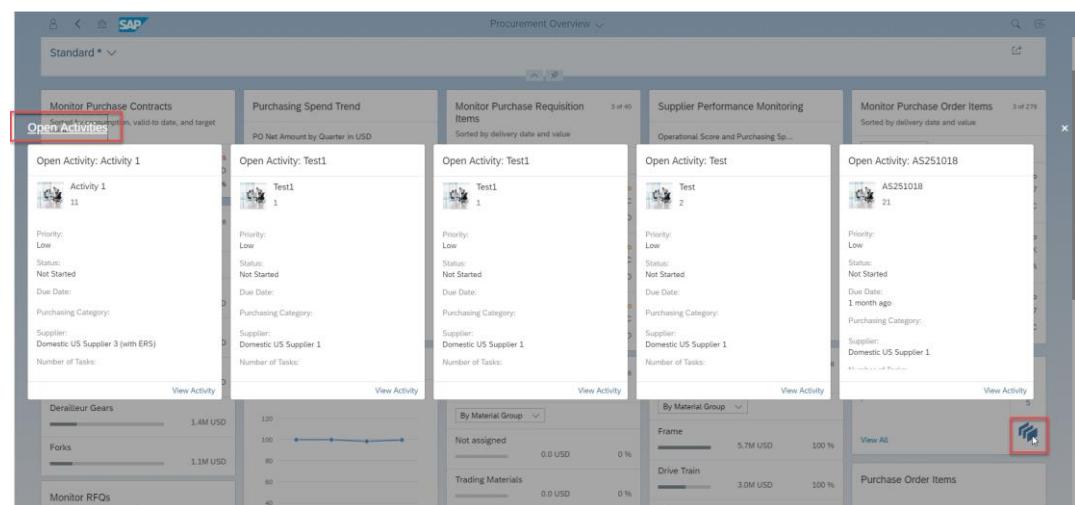
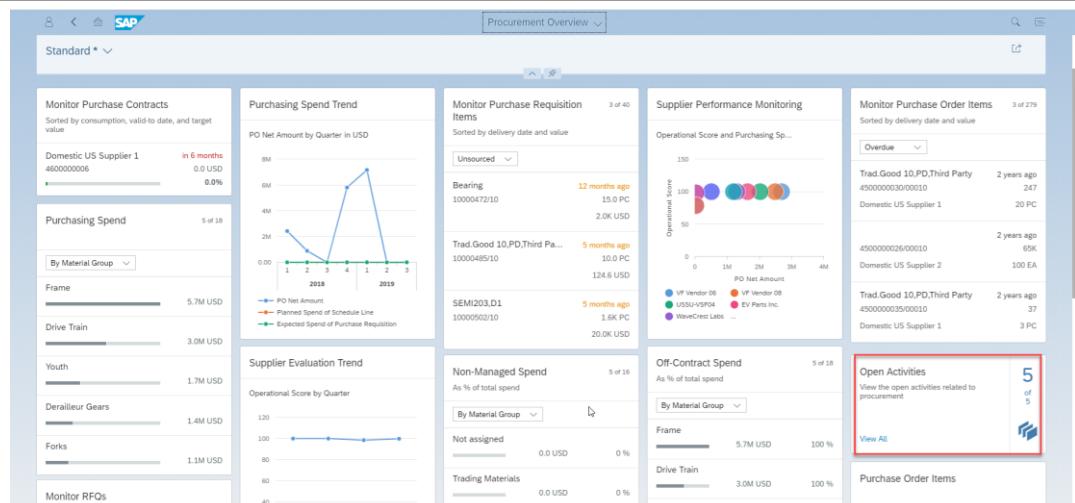
When choosing the right side of the card, you see the open activities in an object stream.

Navigate to *Monitor Purchase Requisition Items*.

Using active filters, the procurement specialist can see only unsourced requisitions or all open requisitions

Choose the header (or line point) of the card to get access the *Manage Purchase Requisitions* application.

What You Will See



What to Do

Once the *Manage Purchase Requisitions* is opened the procurement specialist can directly start evaluating the unsourced purchase requisitions.

What You Will See

The screenshot shows the SAP S/4HANA interface for managing purchase requisitions. The main table lists various requisitions with columns for Item, Material, Material Group, Quantity, Purchase Order Quantity, Price, Assigned Supplier, Delivery Date, Plant, and Processing Status. One specific row is highlighted with a red box around the 'Assigned Supplier' column, which contains '5 Sources'. Below the table is a modal dialog titled 'Select: Source of Supply' containing a search bar and a list of suppliers with their total value:

Supplier	Total Value
Domestic US Supplier 1 (17300001)	Total 2,000.00 EUR
Info Record (5300000118)	
Domestic US Supplier 2 (17300002)	Total 1,800.00 EUR
Info Record (5300000119)	
Domestic US Supplier 80 (Ariba (17300080))	Total 600.00 USD
Info Record (5300000150)	
Domestic US Supplier 3 (with E (17300003))	Total 500.00 USD
Info Record (5300000363)	
Domestic US Supplier 10 (17300010)	Total 600.00 USD
Info Record (5300000376)	

Once the source of supply is selected the Purchase Requisition is updated and does not appear in the list.

This screenshot shows the same SAP S/4HANA interface after a selection has been made. The row from the previous screenshot, which had a red box around its 'Assigned Supplier' field, is no longer present in the list. The rest of the table and the 'Select: Source of Supply' dialog remain the same.

What to Do

Navigate to *Off-Contract Spend* card.

Shows the total invoice spend where that spend isn't associated with a contract.

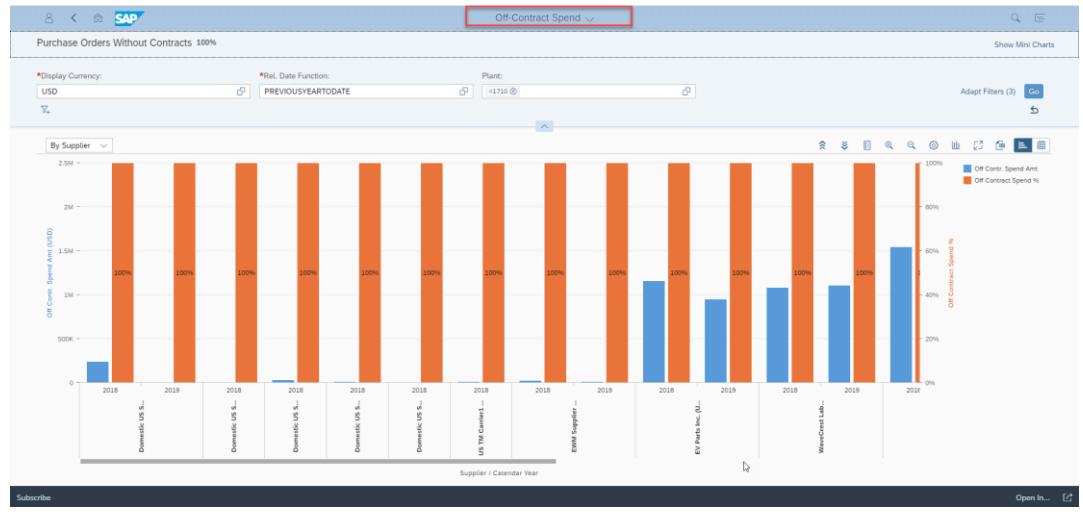
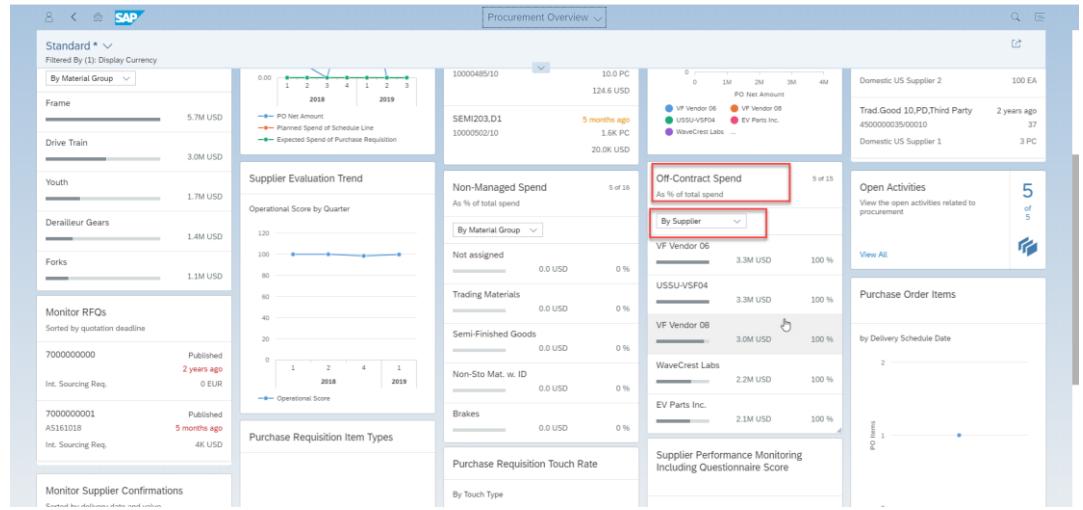
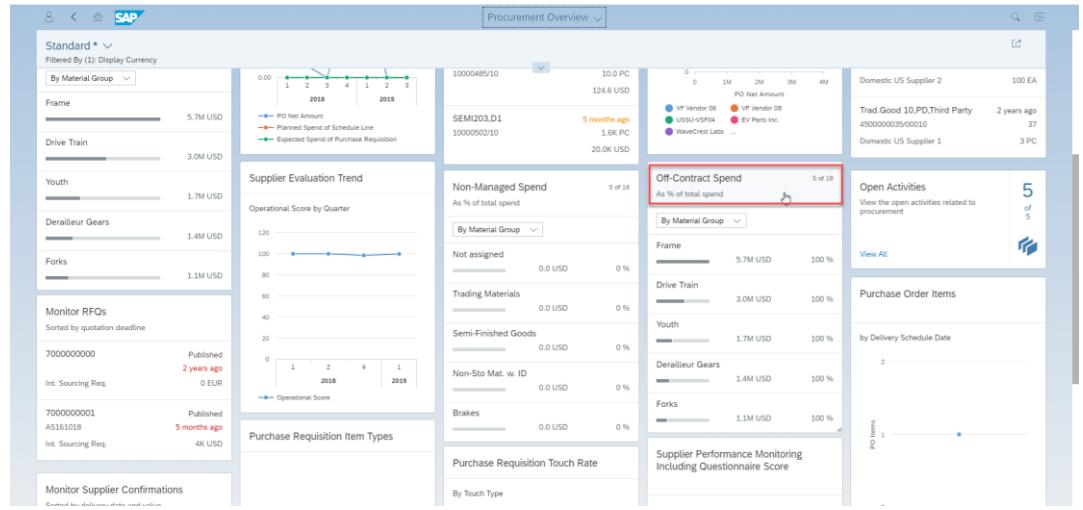
Using active filters, the view can be switch between supplier and material group.

The bar chart shows the spend amount as a percentage of the invoiced spend by material group (or supplier).

The number shows the value of the non-managed spend.

Choosing the header or the chart brings you to the Purchasing Spend KPI.

What You Will See



2.3 My Sales Overview

2.3.1 Background information

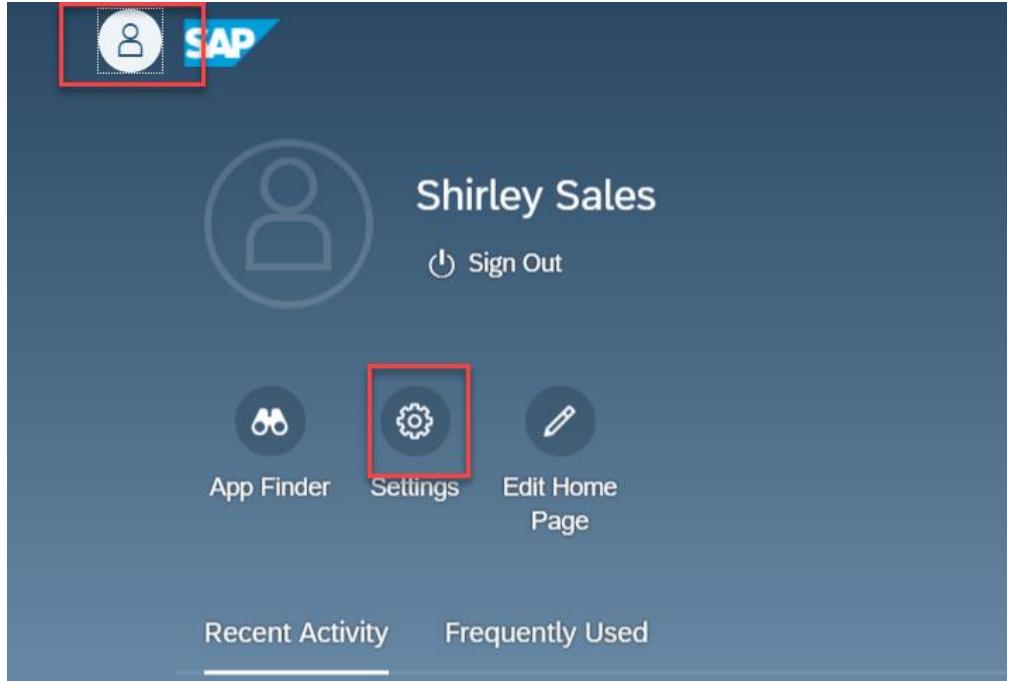
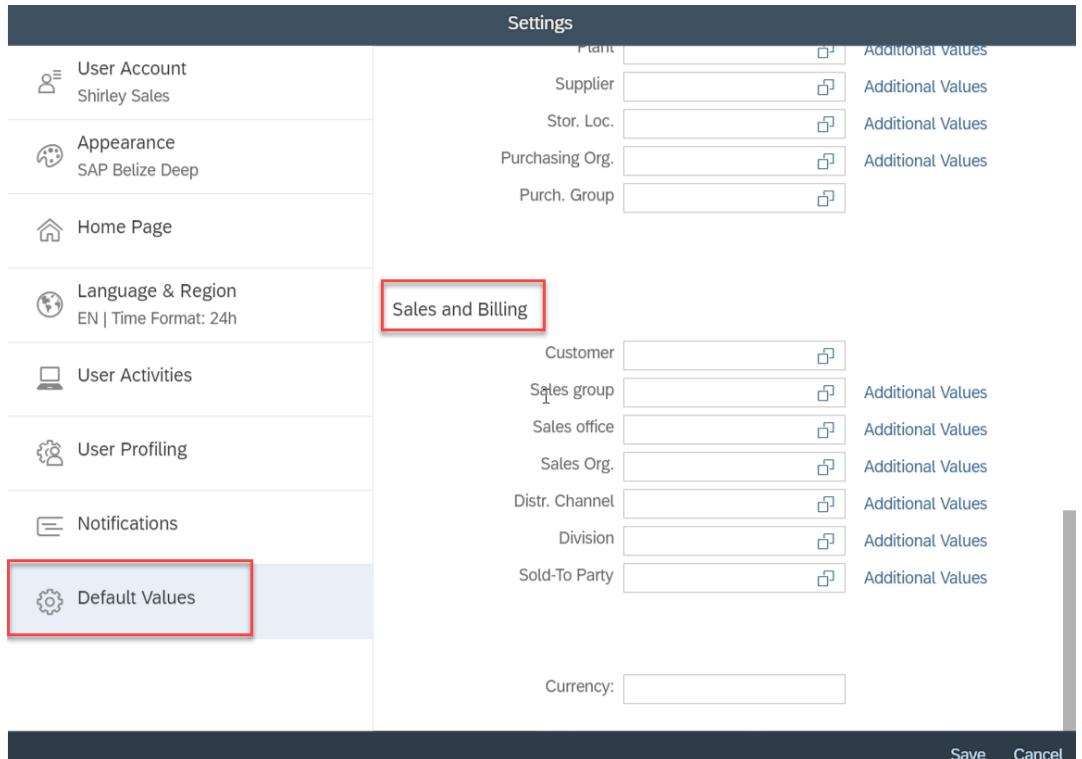
This scenario describes how an internal sales representative can have an overview of various sales activities to make better and faster business decisions. *My Sales Overview* dashboard is an entry point for these sales activities. The application allows you to view and create sales data in actionable cards, which display in a dashboard format.

It includes the following transactions:

- Blocked Credit Memo Requests
- Open Sales Quotations
- Open Sales Orders
- Customer Returns

- Customer Contacts
- Sales Order Fulfillment – Monitor Issues
- Sales Quotation Pipeline
- Compared to Month of Previous Year – Incoming Sales Orders

2.3.2 My Sales Overview

What to Do	What You Will See
<p>Open the Fiori Launchpad.</p> <p>User: S4H_SD DEM</p> <p>Password: Welcome1</p> <p>Set <i>Default Value</i> for SAP Fiori Launchpad User Settings (Optional). On the SAP Fiori launchpad, go to <i>User > Settings > Default Values</i></p>	
<p>The following input fields are available:</p> <p><i>Customer</i></p> <p><i>Sales Group</i></p> <p><i>Sales Office</i></p> <p><i>Sales Org.</i></p> <p><i>Distr. Channel</i></p> <p><i>Division</i></p> <p><i>Sold-to Party</i></p> <p><i>Currency</i></p> <p>You can enter and save default values</p>	

What to Do

Choose [My Sales Overview](#).

What You Will See

The screenshot shows the SAP Fiori Home interface. At the top, there is a navigation bar with tabs: My Home (selected), Sales Analytics, Billing Documents, Sales Orders, Sales Quotations, and Order. Below the navigation bar are several cards:

- My Sales Overview**: A card with a person icon and a dollar sign icon.
- Sales Management Overview**: A card with a chart icon.
- Predicted Delivery Delay**: A card showing a bar chart comparing 'Late' (11) and 'Early' (4) delivery items. It includes a link to 'now'.

Below these cards, there is a section titled "Sales Analytics" containing five more cards:

- Sales Contract Fulfillment Rates**: Shows "Currently Valid" and a large green "40 %".
- Sales Volume Credit Memo**: Shows "Sales Volu... 25.75M USD" and "Credit Memos 1.23K". It includes a link to 'now'.
- Sales Volume Profit Margin**: Shows "Dom. Sales Org ... 26.5%". It includes a link to 'now'.
- Quotation Conversion Rates**: Shows "Valid/Not Completed". It includes a link to 'now'.
- Incoming Orders**: Shows "Flexible A".

To customize the cards on the overview page, choose the [User](#) button in your home dashboard.

Choose [Manage Cards](#).

Set your preferences and choose [OK](#).

The screenshot shows the "Manage Cards" dialog box. At the top left, there is a user icon with a red circle around it. In the center, there is a "Manage Cards" button with a red circle around it. The main area contains several cards:

- Blocked Credit Memo Requests**: A card with a blue toggle switch.
- Customer Contacts**: A card with a blue toggle switch.
- Customer Returns**: A card with a blue toggle switch.
- Compared to Month of Previous Year**: A card with a blue toggle switch.
- Open Sales Quotations**: A card with a blue toggle switch.
- Sales Order Fulfillment**: A card with a blue toggle switch.
- Sales Quotation Pipeline**: A card with a blue toggle switch.
- Open Sales Orders**: A card with a blue toggle switch.

At the bottom of the dialog box are three buttons: OK, Cancel, and Restore.

What to Do

You can use the smart filter bar to set filters that are applied to the data displayed on all *My Sales Overview* cards.

After you make your selection, choose **Go** and the cards will be updated.

Choose your desired row in the *Customer Contacts* card for the *Customer - 360° View* displays.

Navigate to *Customer Returns*.

Entries on the card are displayed starting with the most recently changed or created.

Choose the header (or line point) of the card to get further information.

The *Manage Customer Returns* application opens and the sales

What You Will See

Blocked Credit Memo Requests
Sorted By: Last Changed / Created Date

Credit Memo Request	Overall Status	Net Value
No data		

Customer Contacts
Sorted by: Classification / Customer

Customer	Classification	Contact
Domestic US Customer 1	Susan Miller	
Domestic US		James Smith

Customer Returns
Sorted By: Last Changed / Created Date

Active Returns
60000024 Invoice 90000621 4 months ago
60000022 Order 46 5 months ago
60000019 Order 713 5 months ago

Compared to Month of Previous Year
Incoming Sales Orders in USD
↓1.9 M Target Deviation 2.2M -12.9%

Customer - 360° View

Domestic US Customer 1

Sales Quotations (0)

Sales Quotation	Customer Reference	Quotation Valid From	Quotation Valid To	Overall Status	Net Value	Document Date
No data found. Try adjusting the filter settings.						

Sales Orders

Sales Order	Customer Reference	Requested Delivery Date	Overall Status	Net Value	Document Date	Order Type
981	WILLIE-REF	02/19/2019	Open	169.00 USD	02/19/2019	Standard Order (OR)
814	zx454	11/16/2018	Completed	8,300.00 USD	11/13/2018	Standard Order (OR)
812	X031189	11/13/2018	Completed	8,350.00 USD	11/13/2018	Standard Order (OR)
729	zxcsee	11/12/2018	Open	92,000.00 USD	11/06/2018	Standard Order (OR)
728	xcwer	11/06/2018	Open	66,800.00 USD	11/06/2018	Standard Order (OR)
725	WIL-1809-2	11/05/2018	Open	338.00 USD	11/05/2018	Standard Order (OR)
723	1000402	11/08/2018	Open	353.50 USD	11/05/2018	Standard Order (OR)
709	CR180916	10/26/2018	Completed	17,199.00 USD	10/26/2018	Standard Order (OR)

Blocked Credit Memo Requests
Sorted By: Last Changed / Created Date

Credit Memo Request	Overall Status	Net Value
No data		

Customer Contacts
Sorted by: Classification / Customer

Customer	Classification	Contact
Domestic US Customer 1	Susan Miller	
Domestic US Customer 1	James Smith	
Domestic US Customer 2	Mary Brown	
Domestic US Customer 2	Ronald Williams	
Inlandskunde DE 1	Alina Müller	

Customer Returns
Sorted By: Last Changed / Created Date

Active Returns
60000024 Invoice 90000621 4 months ago
60000022 Order 46 5 months ago
60000019 Order 713 5 months ago

Compared to Month of Previous Year
Incoming Sales Orders in USD
↓1.9 M Target Deviation 2.2M -12.9%

What to Do

representative can directly process the returns.

What You Will See

The screenshot shows the SAP Fiori application 'Manage Customer Returns'. The header includes the SAP logo and a search bar labeled 'Manage Customer Returns'. Below the header, it says 'Standard * Filtered By (1): Sales Organization'. The main area displays a table titled 'Customer Returns (16) | Standard'. The columns are: Customer Return, Sold-To Party, Reference document, Return Reason, Release Status, Refund Progress, and Document Date. Five rows are listed, each with a small icon and some text. The fifth row, which is the last one, has its entire row highlighted with a red box.

Navigate to Open Sales Orders.

Entries on the card are displayed starting with the most recently changed or created.

Choose the header (or line point) of the card to get further information

The screenshot shows the SAP Fiori application 'My Sales Overview'. The header includes the SAP logo and a search bar labeled 'My Sales Overview'. Below the header, it says 'Standard * Filtered By (1): Sales Organization'. The main area is divided into several sections: 'Sales Quotation Pipeline' (with a message 'No data'), 'Open Sales Orders' (with a message '3 of 57' and a table showing three rows), 'Quick Actions' (with icons for creating sales order, quotation, credit memo request, customer return, and customer return VA01), and 'Sales Order Fulfillment' (with four progress bars: In Order, In Supply, In Delivery, and In Invoice). One specific row in the 'Open Sales Orders' table is highlighted with a red box.

The *Manage Sales Orders* application opens, and the sales representative can directly start checking/processing the sales order.

The screenshot shows the SAP Fiori application 'Manage Sales Orders'. The header includes the SAP logo and a search bar labeled 'Manage Sales Orders'. Below the header, it says 'Standard * Filtered By (2): Overall Status, Sales Organization'. The main area displays a table titled 'Sales Orders (57) | Standard'. The columns are: Sales Order, Sold-To Party, Customer Reference, Requested Delivery Date, Overall Status, Net Value, and Document Date. Numerous rows are listed, with one specific row highlighted with a red box.

What to Do

Navigate to *Sales Order Fulfillment – Monitor Issues*.

Choose the header (or line point) of the card to get access to the *Sales Order Fulfillment – Resolve Issues* application.

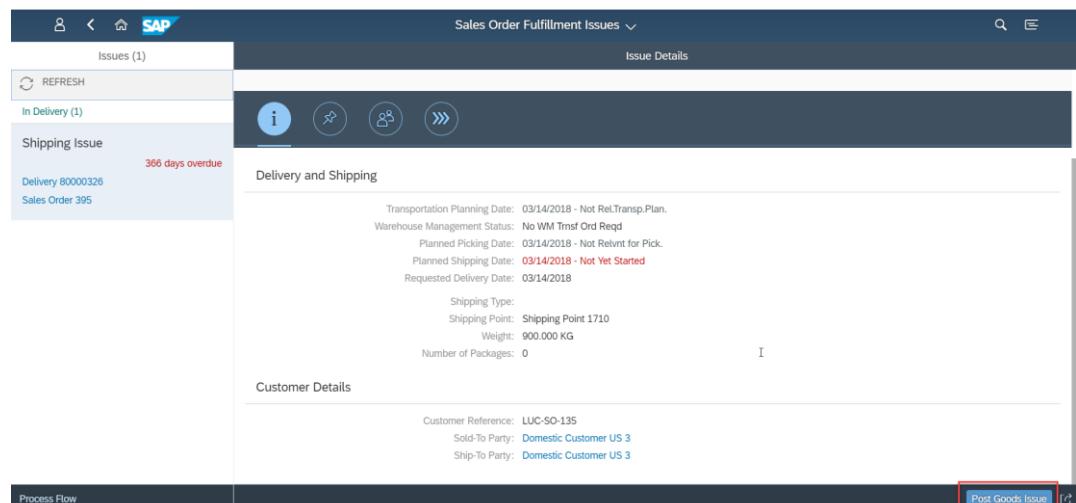
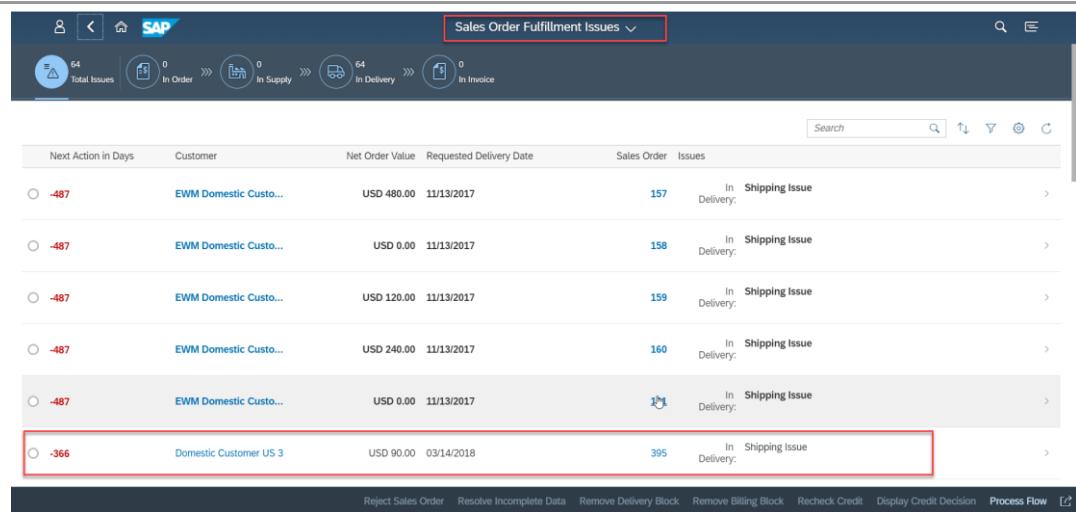
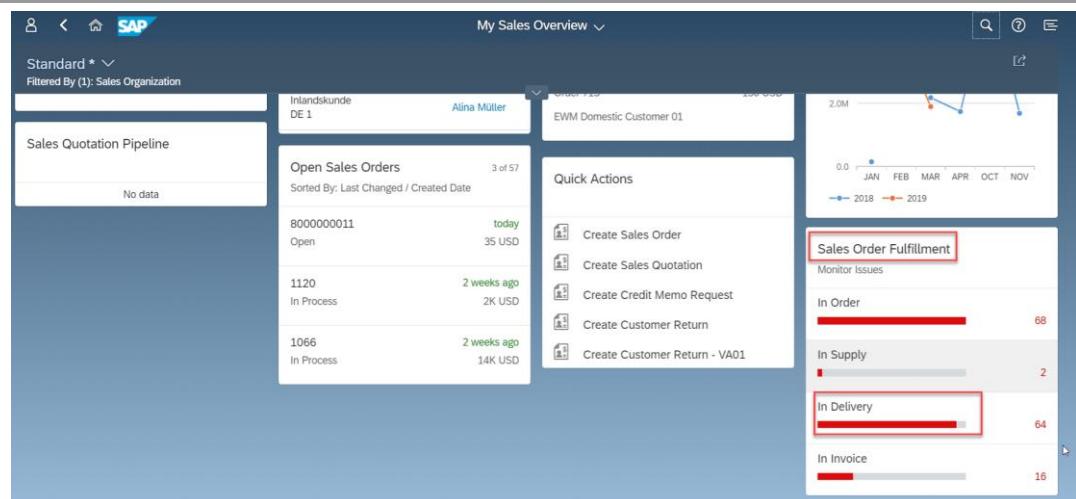
Once the *Sales Order Fulfillment – Resolve Issues* opens, and the sales representative can directly check and start solving the issues.

Choose one issue to go to the issue details

System automatically proposes a solution for the problem.

Choose the *Post Goods Issue* button to solve the fulfillment issue.

What You Will See



What to Do

What You Will See

Navigate to *Compared to Month of Previous Year – Incoming Sales Orders* card.

The card header displays revenue from incoming sales orders of the current month compared to the same month of the previous year. The deviation between the two amounts is shown as a percentage.

The graph displays revenue from incoming sales orders of the current year compared to the incoming sales orders of last year. Months for which there are no incoming sales orders are not displayed.

Choose the header of the card to get further information.

