

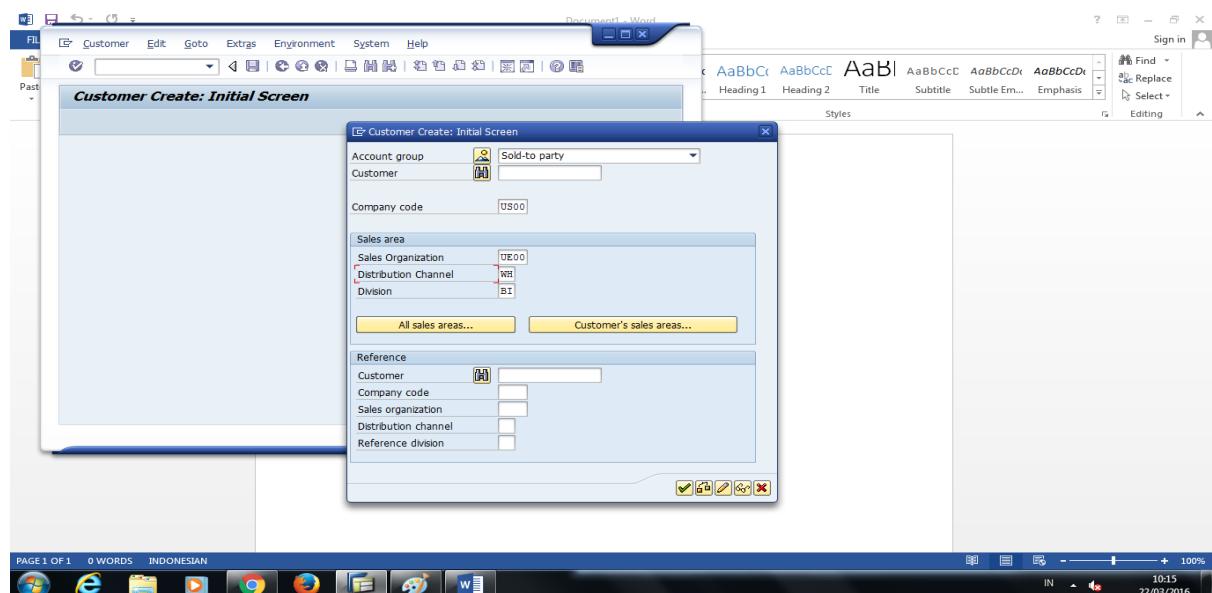
Task Create a new customer.

Time 10 min

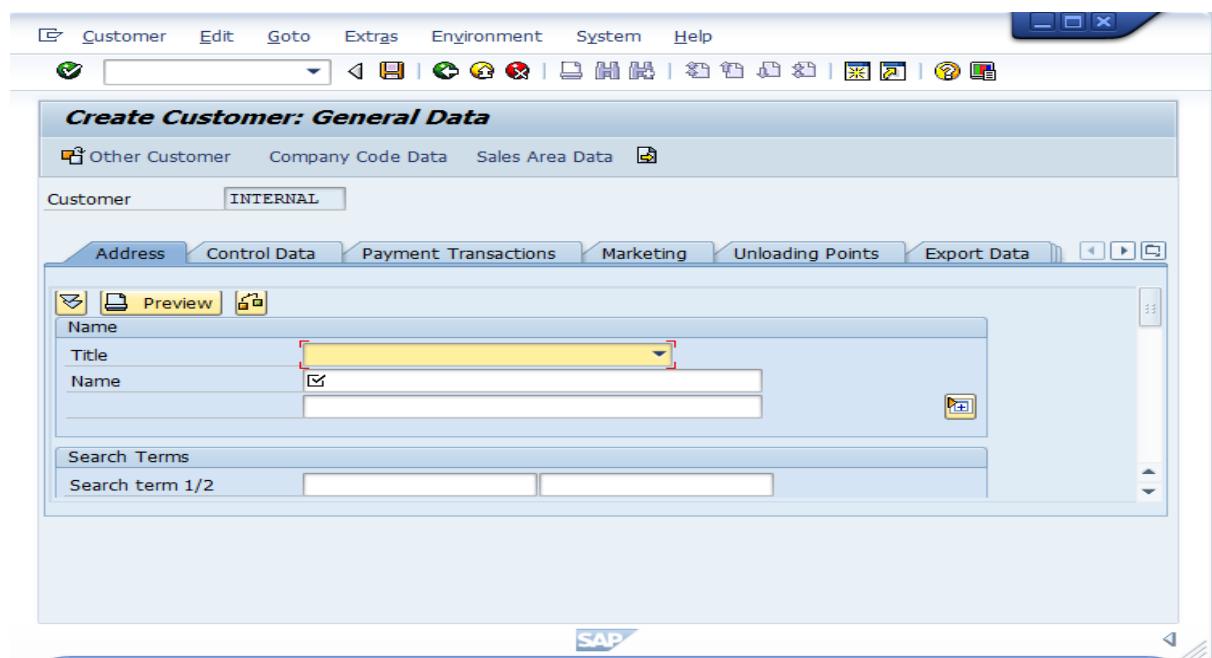
Short Description Use the SAP Easy Access Menu to create a new customer.

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

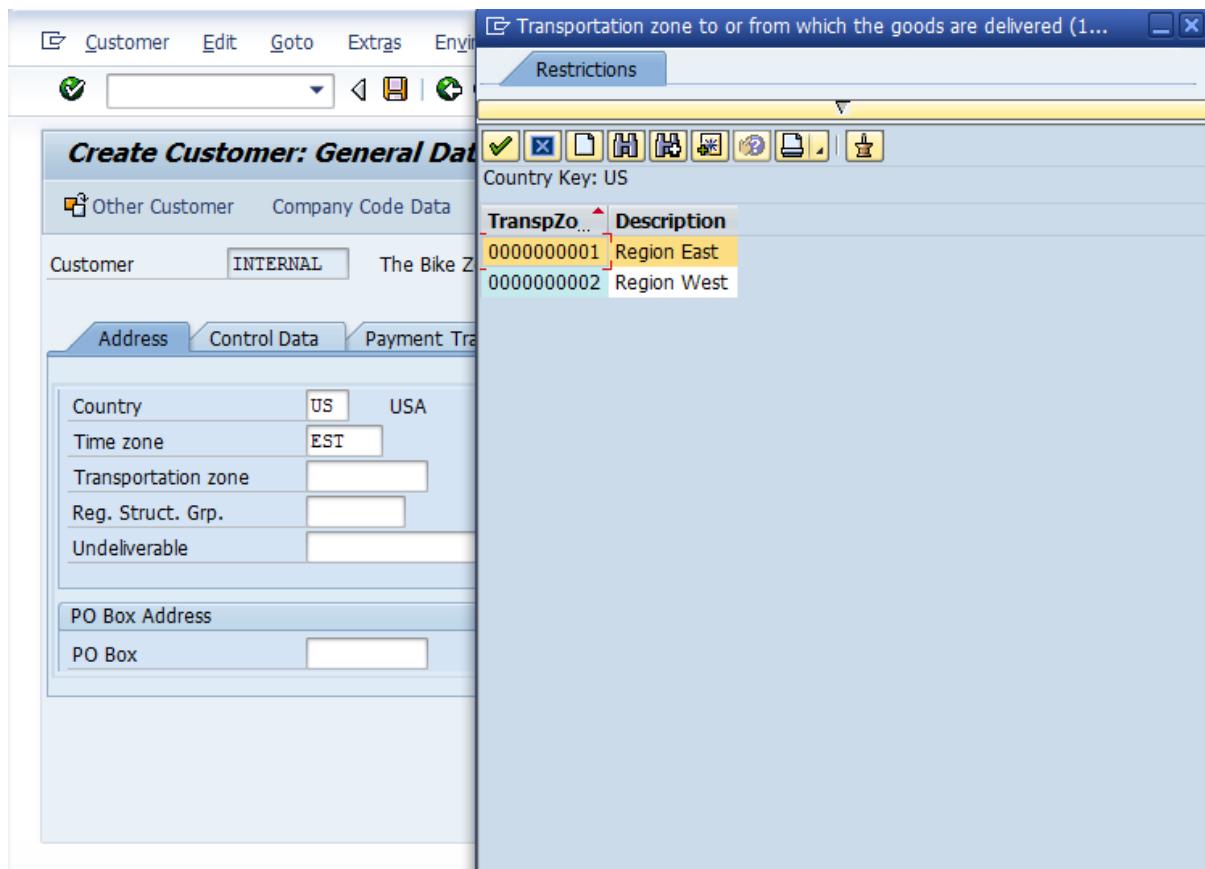
- 1.Create a new customer, follow the menu path: Logistics ► Sales and Distribution ► Master Data ► Business Partner ► Customer ► Create ► Complete



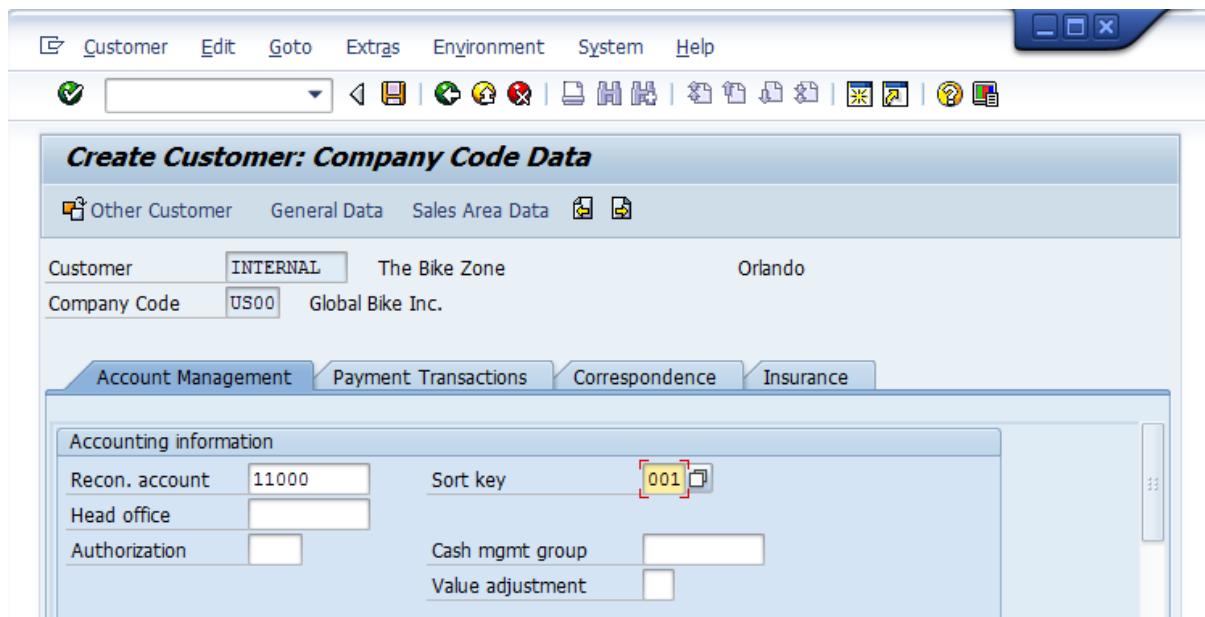
- 2.Select Sold-to Party for the Account group. Enter US00 for Company code, UE00 for Sales Organization, WH for Distribution Channel, and BI for Division. Meng-input data detail customer seperti jenis customer,nama,serta alamat.

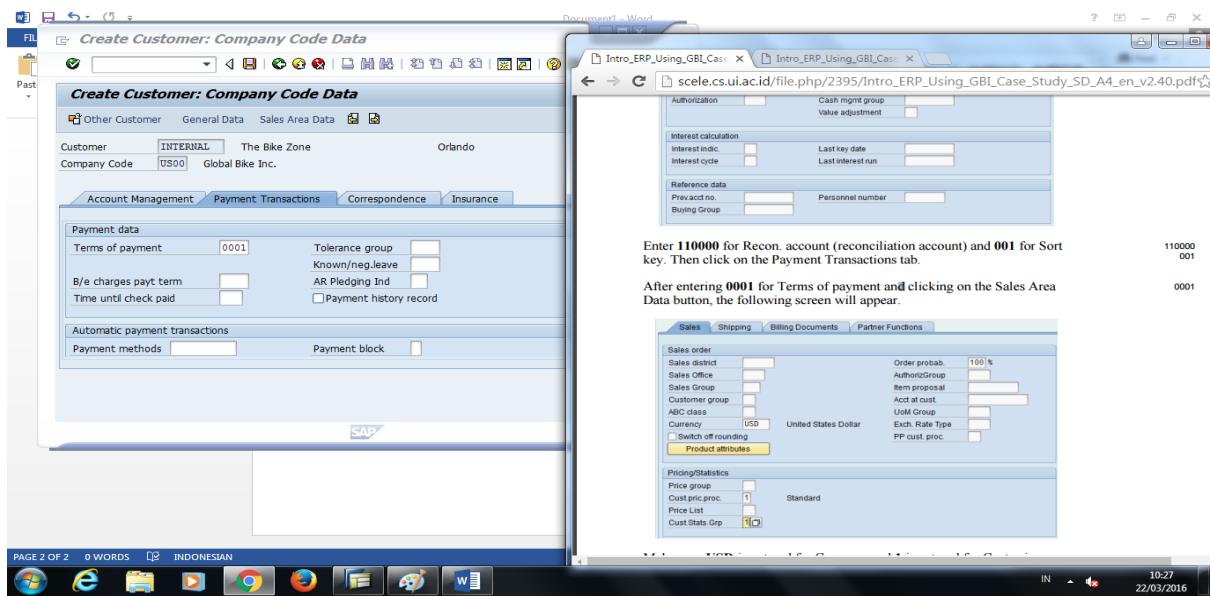


3. Memilih Transportation zone.

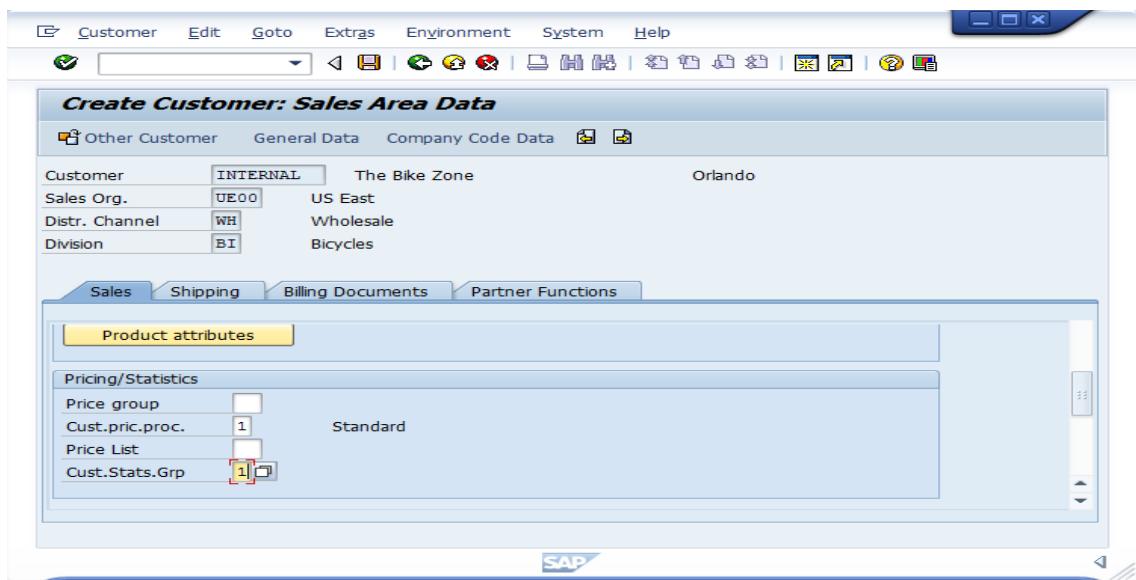


4. Enter 11000 for Recon. account (reconciliation account) and 001 for Sort key. Then click on the Payment Transactions tab.





5.110000 001 After entering 0001 for Terms of payment and clicking on the Sales Area Data button, the following screen will appear



6. Make sure USD is entered for Currency and 1 is entered for Cust.pric.proc. Enter 1 for CustStats.Grp.

Create Customer: Sales Area Data

<input type="checkbox"/> Other Customer	General Data	Company Code Data		
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Customer	INTERNAL	The Bike Zone	Orlando
Sales Org.	UE00	US East	
Distr. Channel	WH	Wholesale	
Division	BI	Bicycles	

Sales Shipping Billing Documents Partner Functions

Delivering Plant	MI00
<input type="checkbox"/> Relevant for POD	
POD timeframe	

Partial deliveries	
<input type="checkbox"/> Complete delivery required	
Partial delivery per item	<input type="checkbox"/> Partial delivery allowed
Max. partial deliveries	3

 Entry UE00 WH MI00 does not exist in TVKWZ (check entry) 

7. As shown above, enter 02 (normal) for Delivery Priority, 01 (standard) for Shipping Conditions, MI00 for Delivering Plant, and 3 for Max. partial deliveries.

Create Customer: Sales Area Data

<input type="checkbox"/> Other Customer	General Data	Company Code Data		
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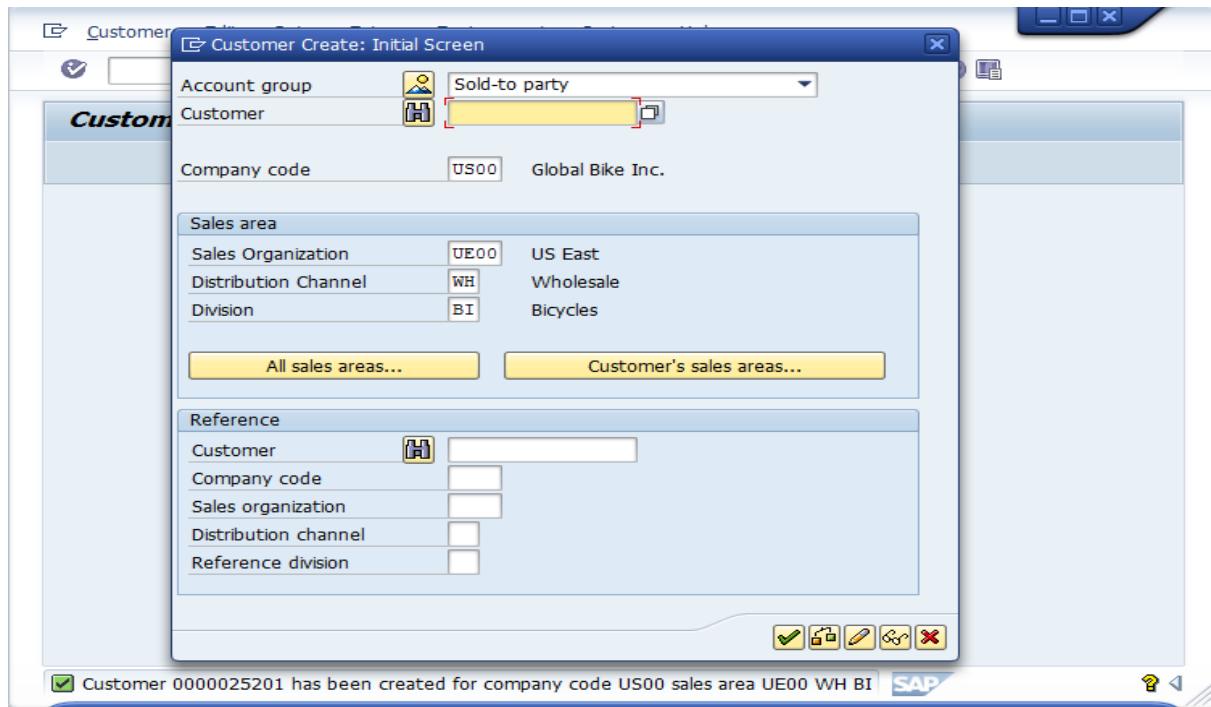
Customer	INTERNAL	The Bike Zone	Orlando
Sales Org.	UE00	US East	
Distr. Channel	WH	Wholesale	
Division	BI	Bicycles	

Sales Shipping Billing Documents Partner Functions

US	USA	UTX2	County Sales Tax	0	Exempt
US	USA	UTX3	City Sales Tax	0	Exempt
US	USA	UTXJ	Tax Jurisdict.Code	0	Exempt

   Licenses 

8.Then click on the Billing Documents tab. 02 01 MI00 3 Enter FOB and Miami for Incoterms, 0001 for Terms of payment, 01 for Acct.assgmt group and 0 for Tax classification for all three categories. Then click on the save.



9.The SAP system will create the master record for the new customer and assign the customer a unique customer number.

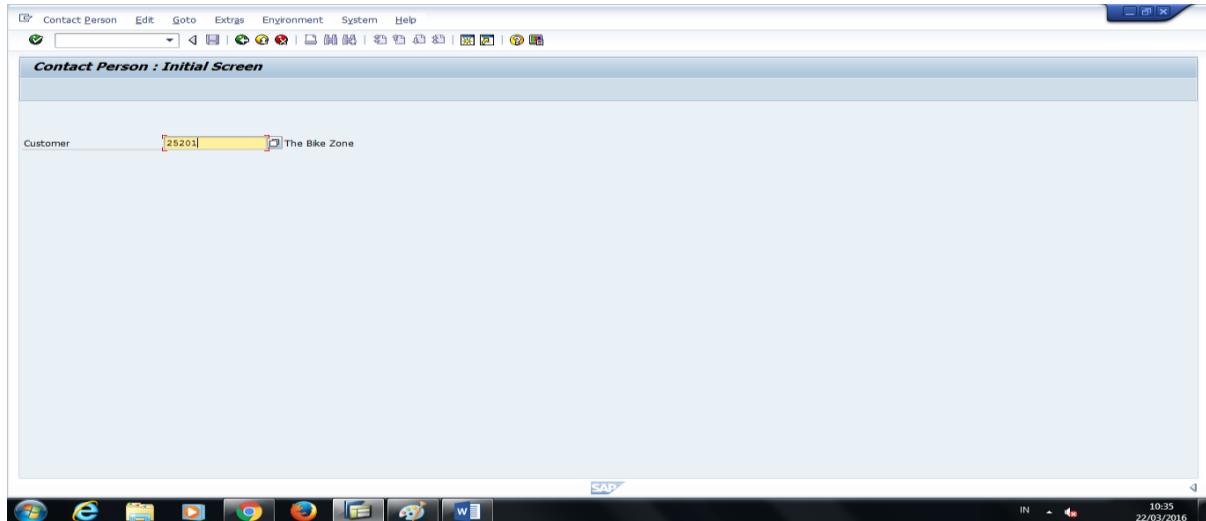
Task Create a contact person for a customer.

Time 5 min

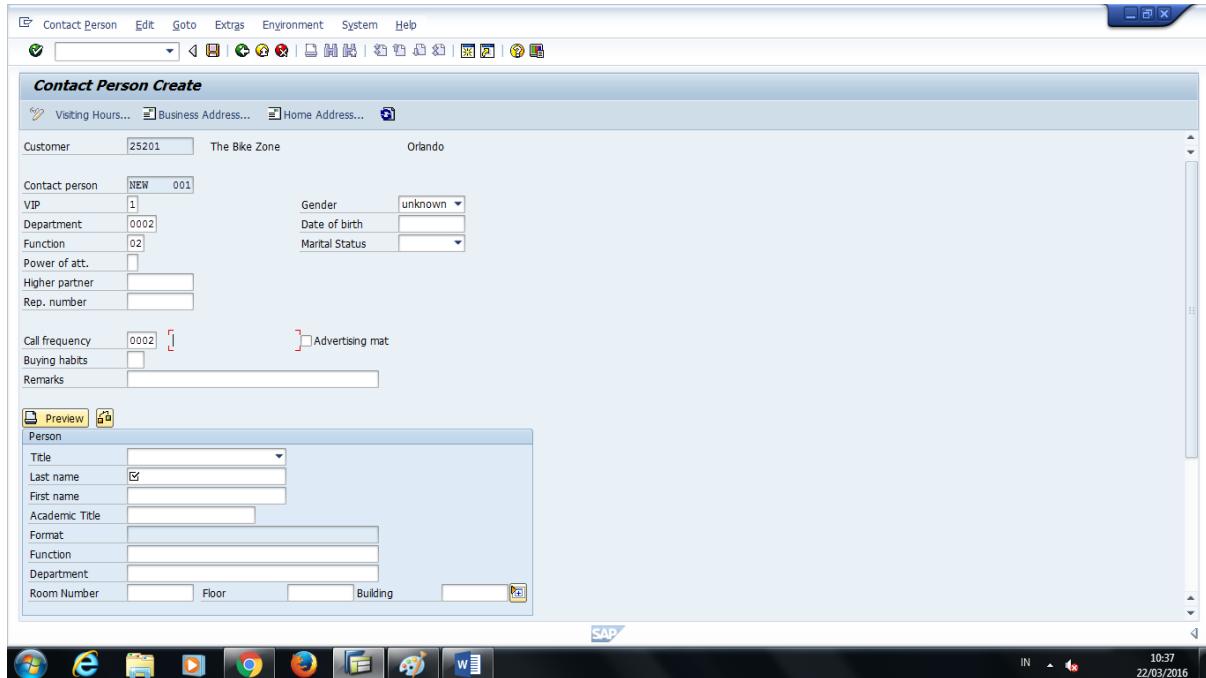
Short Description Use the SAP Easy Access Menu to create a contact person.

Name (Position) Maria Diaz (Sales Person 1)

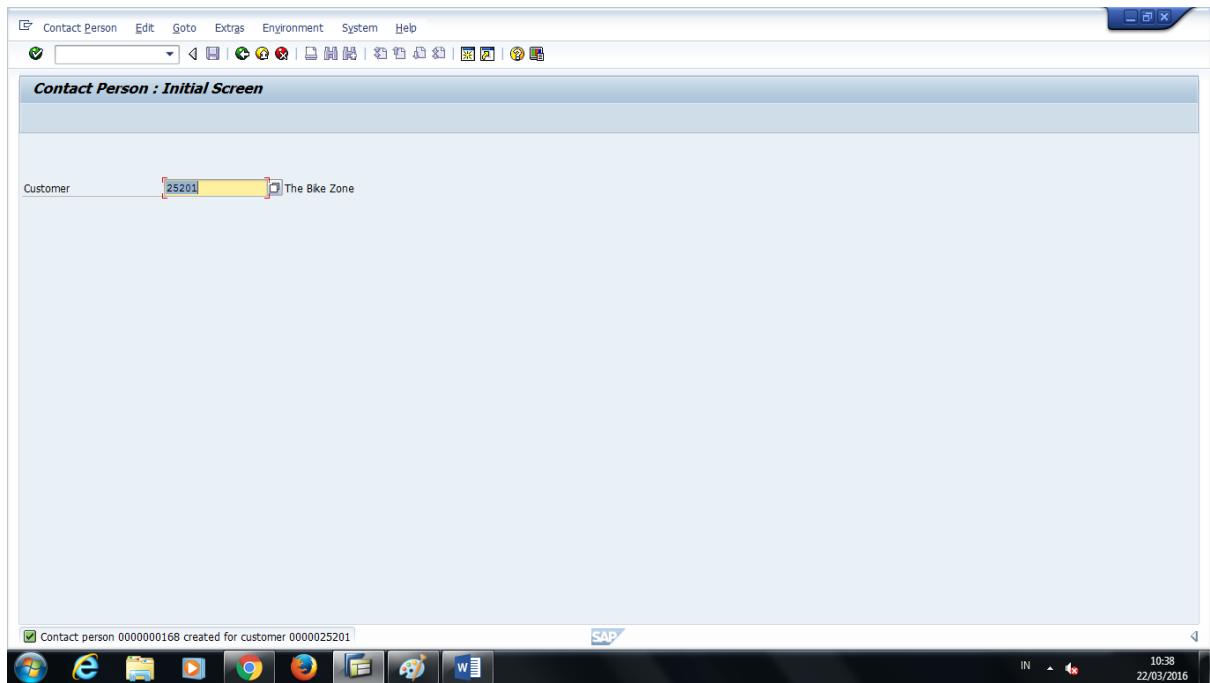
1.Create a contact person, follow the menu path: Logistics ► Sales and Distribution ► Master Data ► Business Partner ► Contact Person ► Create. Contact person dapat dibuat setelah membuat master data customer kita dapat membuat master data contact person customer.



2.Meng-input data informasi kontak customer. Enter 1 for VIP (management), 0002 for Department (Purchasing), 02 for Function (head of purchasing), and 0002 for call frequency (weekly). Enter whatever name you wish, and fill in any other data you like, then click on



3. Setelah kontak customer dibuat SAP akan mengenerate unique number contact customer.



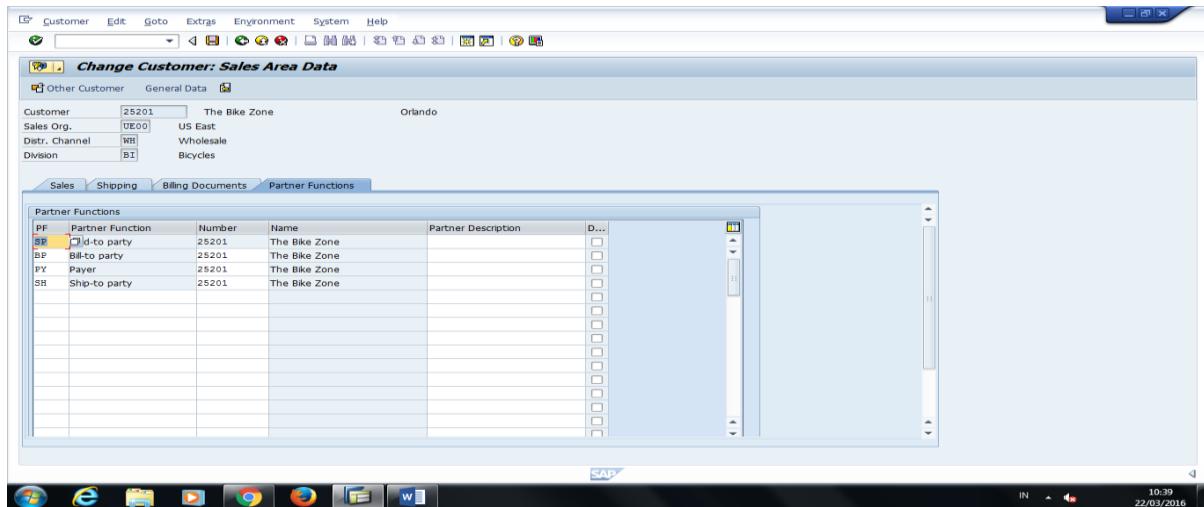
Task Change a customer.

Time 5 min

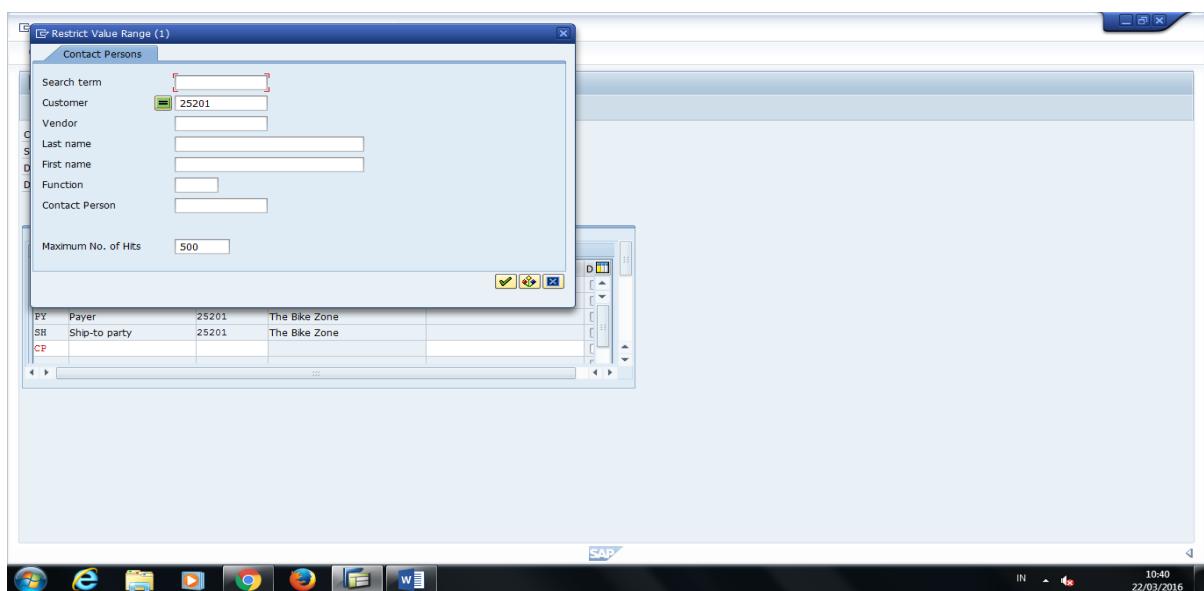
Short Description Use the SAP Easy Access Menu to change a customer.

Name (Position) Maria Diaz (Sales Person 1)

1. To change a customer master record, follow the menu path: Logistics ► Sales and Distribution ► Master Data ► Business Partner ► Customer ► Change ► Sales and Distribution. On the Sales Area Data screen, select the Partner Functions tab. The following screen will appear.



2.In the next empty row, enter CP for PF (partner function). Click on the Number field and then on the search icon , which will bring up the following search window. Your customer number is entered automatically. Make sure that all other fields are empty like it is shown in the screenshot above. Then, click on the enter icon to begin the search and find your newly created contact person.



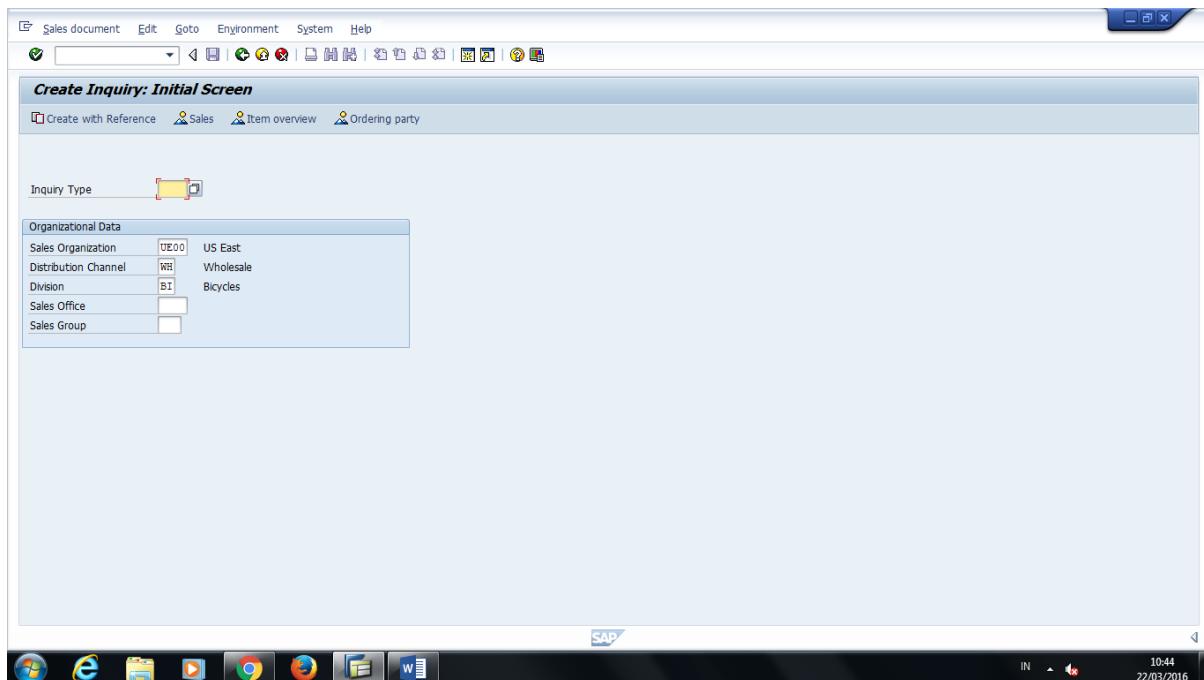
Task Create a customer inquiry.

Time 10 min

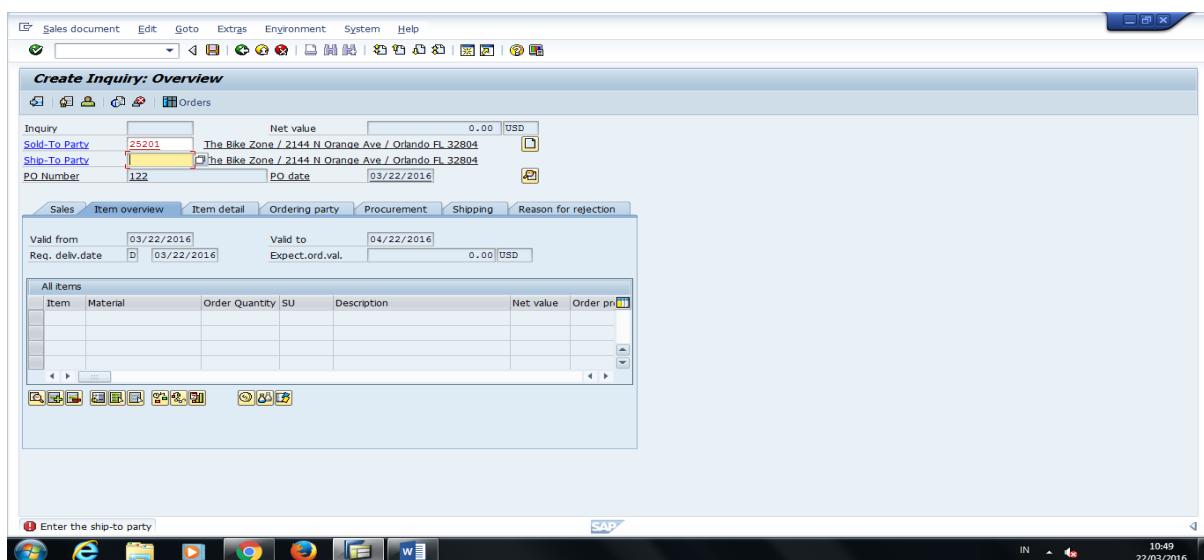
Short Description Use the SAP Easy Access Menu to create a customer inquiry.

Name (Position) Matthias Dosch (Sales Person 2)

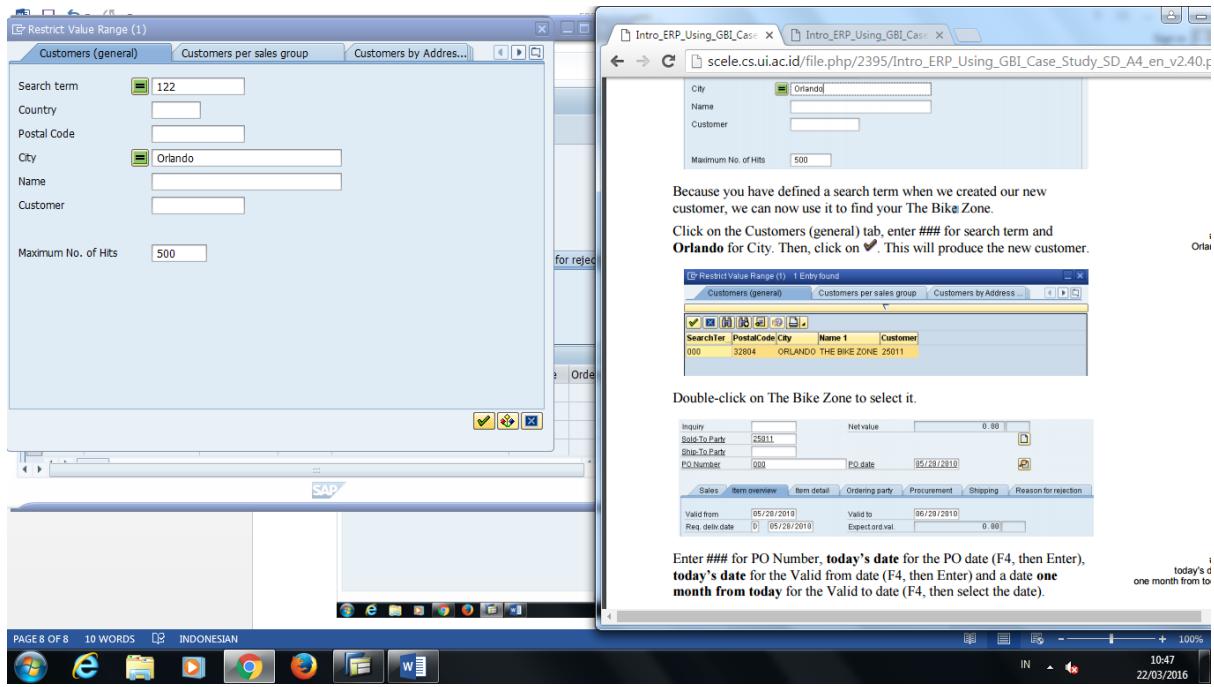
- 1.To create an inquiry, follow the menu path: Logistics ► Sales and Distribution ► Sales ► Inquiry ► Create



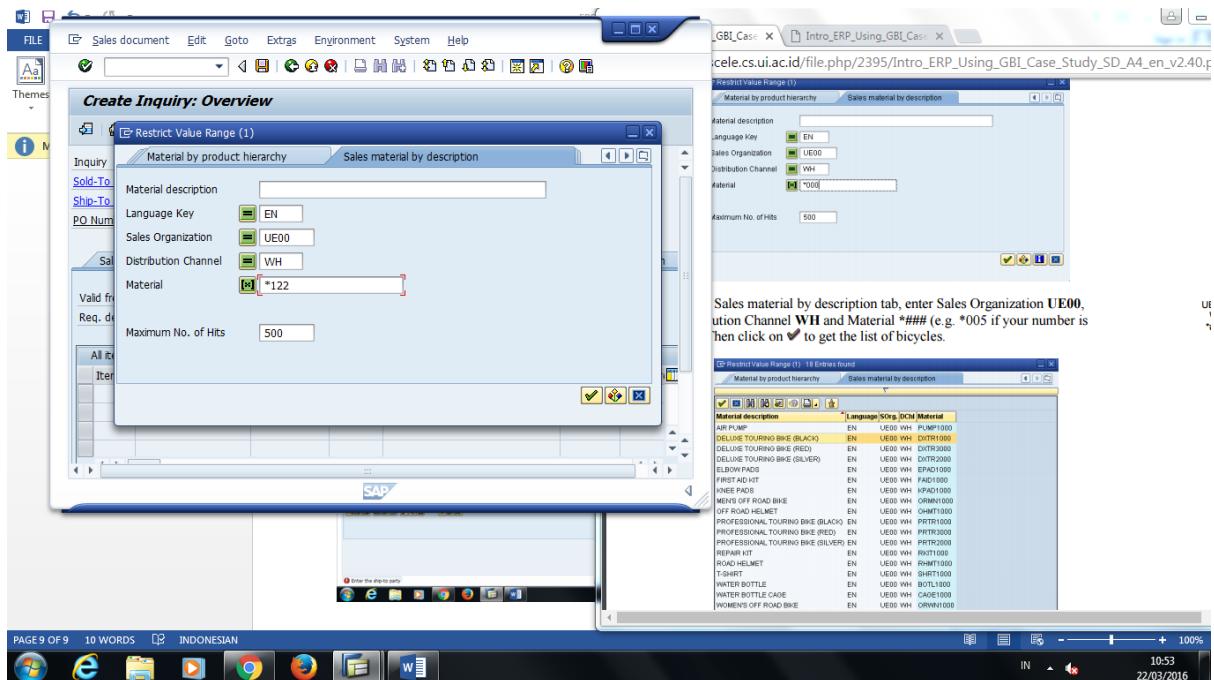
- 2.Enter the following information: IN for Inquiry Type, UE00 for Sales Organization, WH for Distribution Channel and BI for Division. Then click on . This will produce the following screen



- 3.Click on the Sold-to party field, then click on the search icon , which will bring up the following search screen.



4. Click on the Customers (general) tab, enter 122 for search term and Orlando for City. Then, click on . This will produce the new customer. Enter 122 for PO Number, today's date for the PO date (F4, then Enter), today's date for the Valid from date (F4, then Enter) and a date one month from today for the Valid to date (F4, then select the date). The Bike Zone wants a quote on two products – the Deluxe Touring Bike (black) and the Professional Touring Bike (black). To find these products, we need to use the search function.



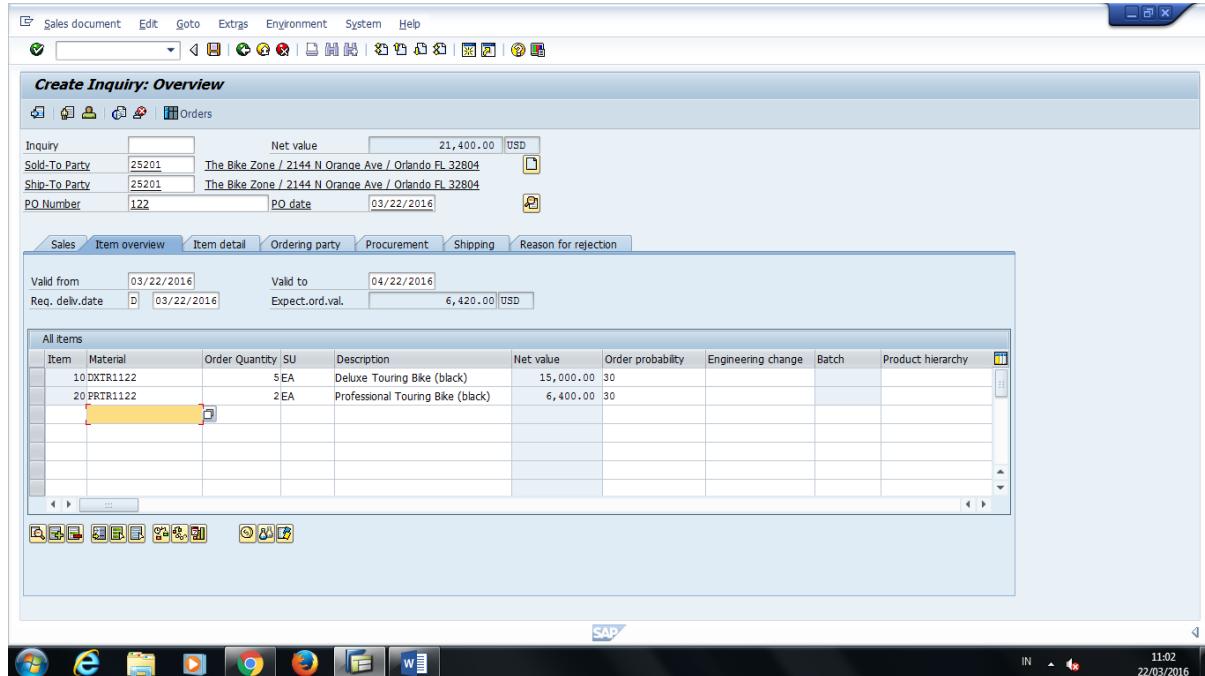
5.On the Sales material by description tab, enter Sales Organization UE00, Distribution Channel WH and Material 122.Then choose deluxe touring black

The screenshot shows two windows side-by-side. On the left, the 'Material by product hierarchy' screen displays a list of items under 'Material description'. One item, 'DELUXE TOURING BIKE (BLACK)', is highlighted. On the right, a search results window titled 'Restrict Value Range (1) 18 Entries found' shows a list of 18 entries, with the first entry being 'DELUXE TOURING BIKE (BLACK)'.

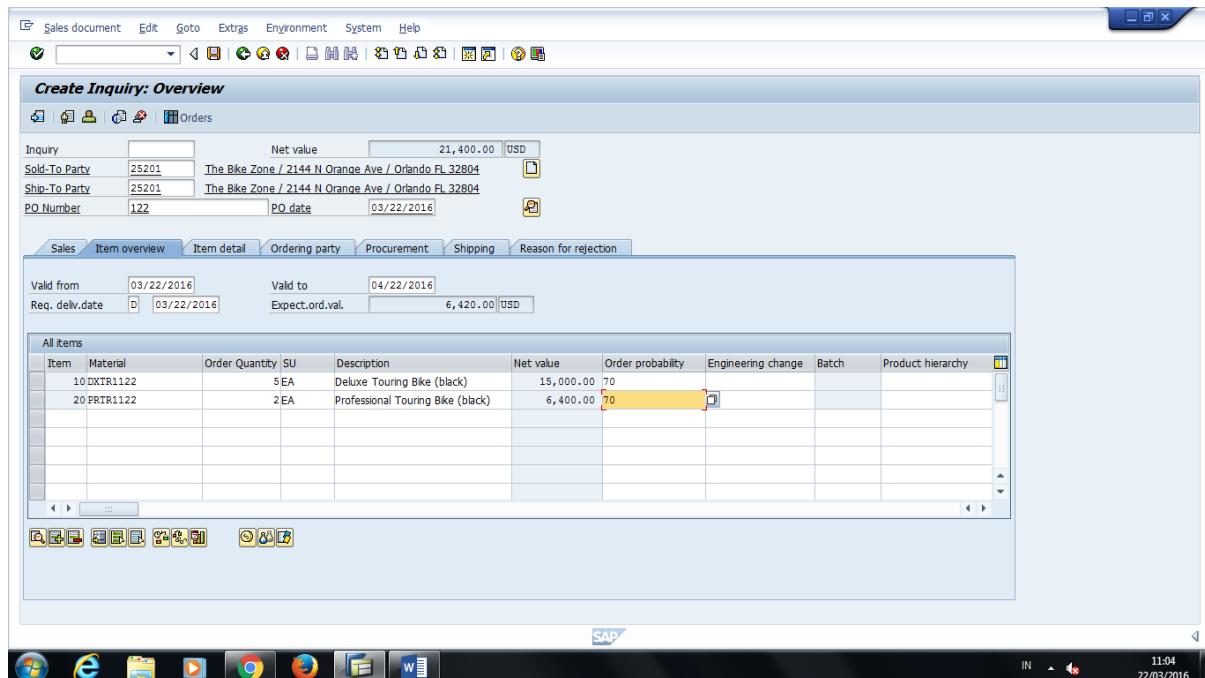
6.Mengganti order quantity menjadi 5

The screenshot shows the 'Create Inquiry: Overview' screen. In the top section, fields for 'Inquiry', 'Sold-To Party' (25201), 'Ship-To Party' (25201), 'PO Number' (122), 'Net value' (0.00 USD), and 'Ordering party' are filled. Below this, tabs for 'Sales', 'Item overview', 'Item detail', 'Procurement', 'Shipping', and 'Reason for rejection' are visible. Under 'Sales', date ranges for 'Valid from' (03/22/2016) and 'Valid to' (04/22/2016) are set, along with 'Req. delv.date' (03/22/2016) and 'Expect.ord.val.' (0.00 USD). The 'Item overview' section shows a table for 'All items' with one row for '10 DXTR1122' with a quantity of 'EA'. At the bottom, there are various toolbar icons.

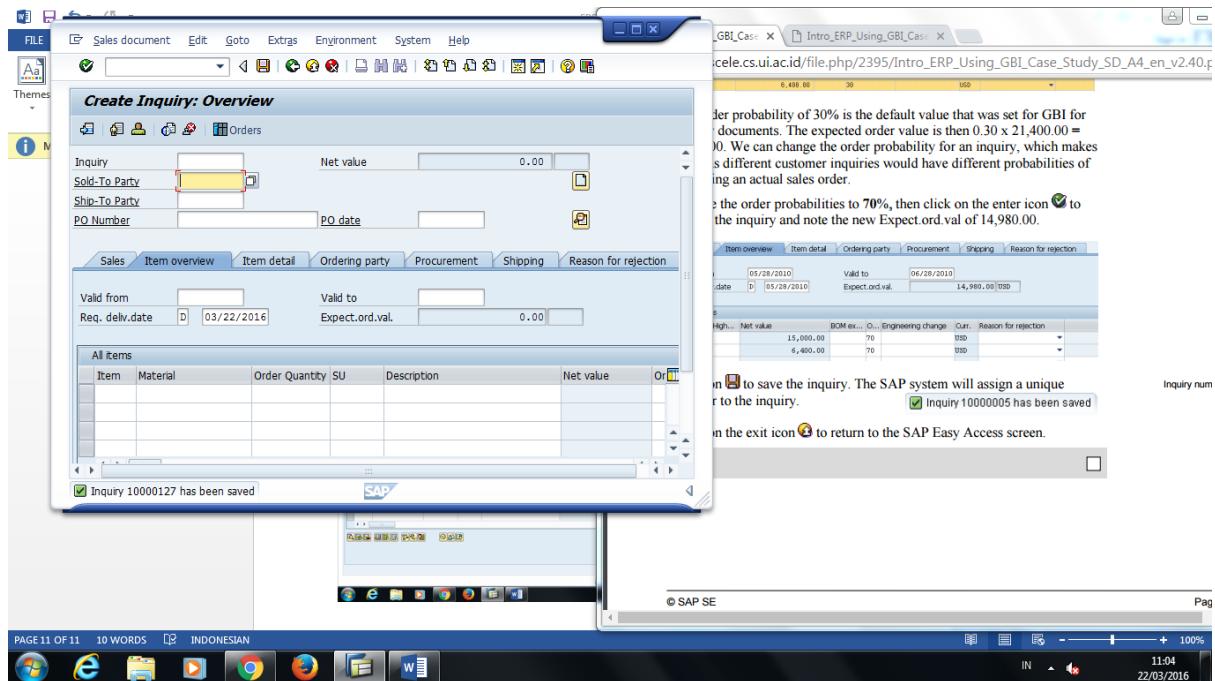
7. Mengulangi langkah yang sama untuk mendapatkan material profesional touring bike dan mengganti jumlahnya ordernya menjadi 2.



8. Untuk mengganti order probabilities(Kemungkinan untuk order) pada kolom order probabilities ganti dengan nilainya. Misal 70 artinya 70% order probabilities maka net sales akan dikali dengan 0,7.



9.Kemudian save maka akan ada notifikasi di pojok kiri bahwa inquiry telah dibuat.



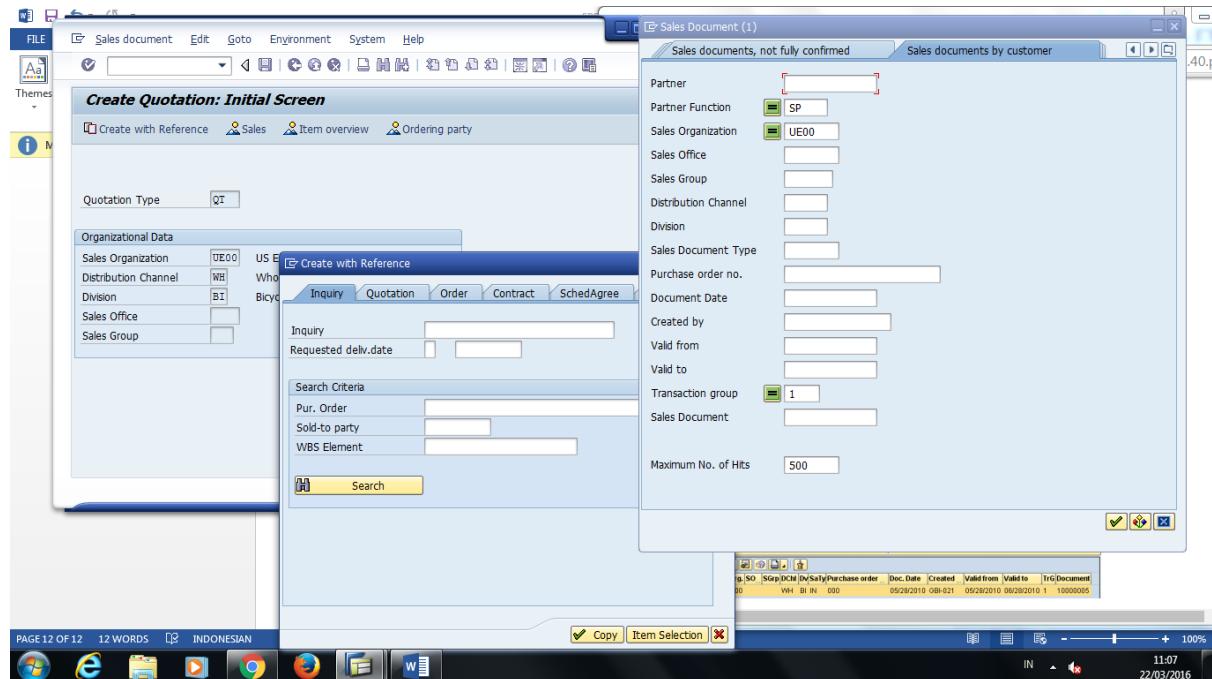
Task Create a customer quotation.

Time 10 min

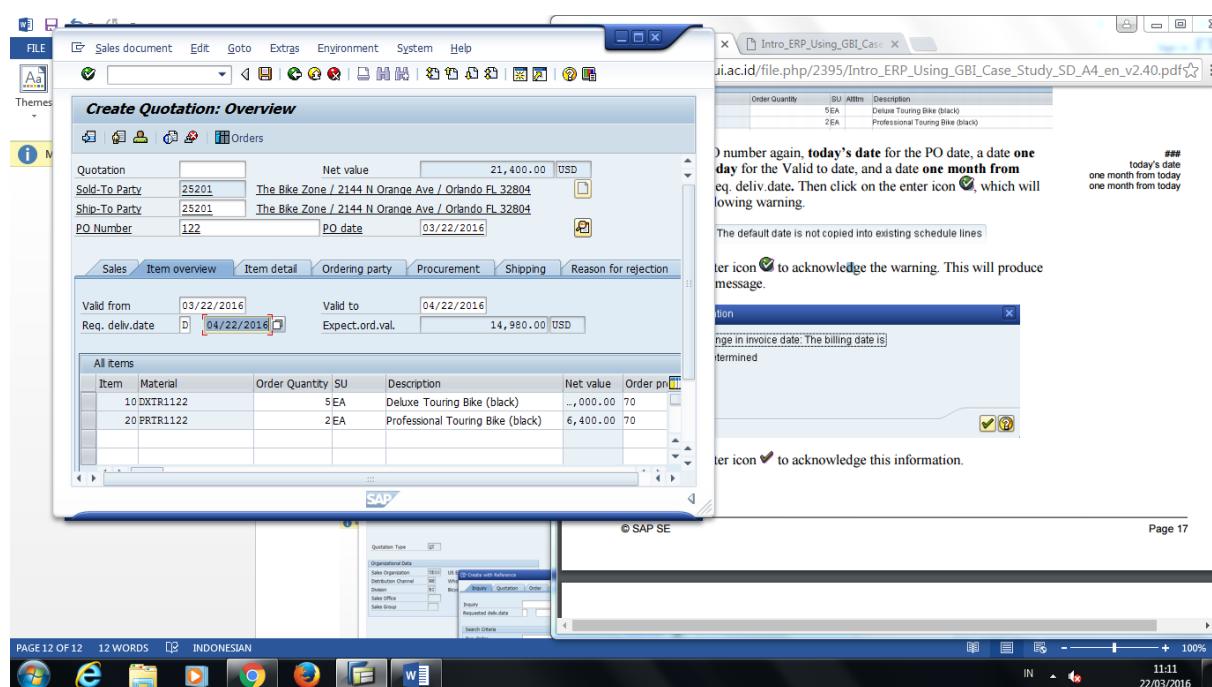
Short Description Use the SAP Easy Access Menu to create a customer quotation.

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

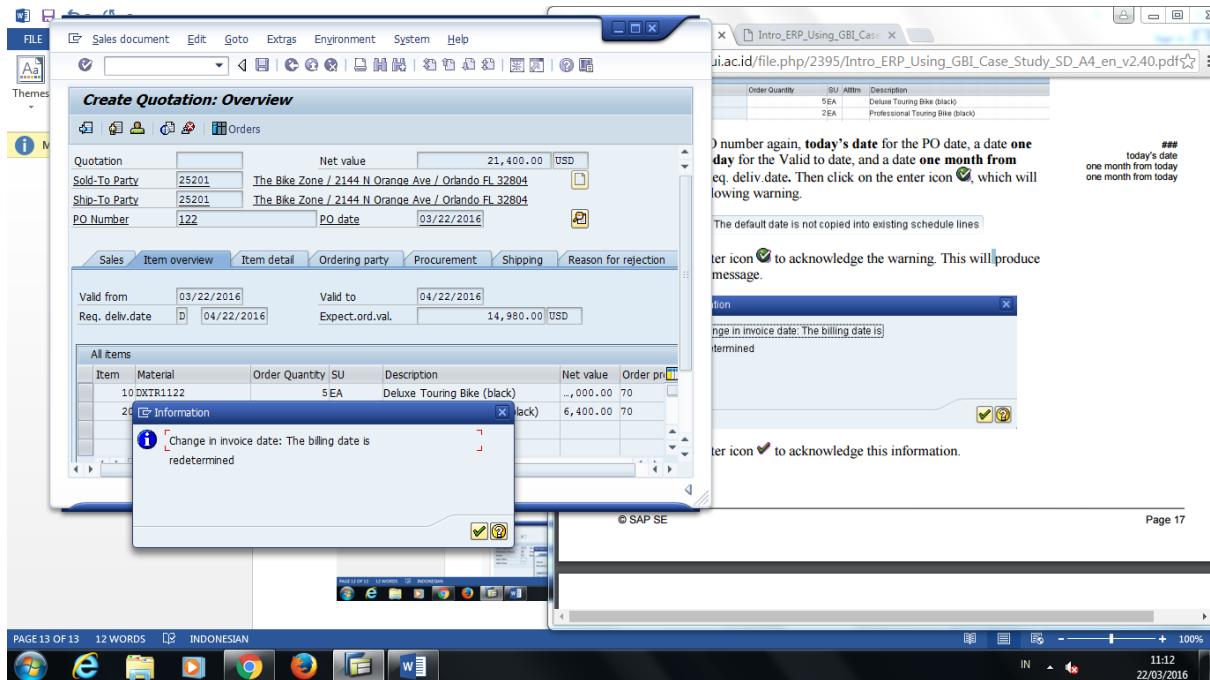
1. Membuat customer quotation dengan Logistics ► Sales and Distribution ► Sales ► Quotation ► Create.



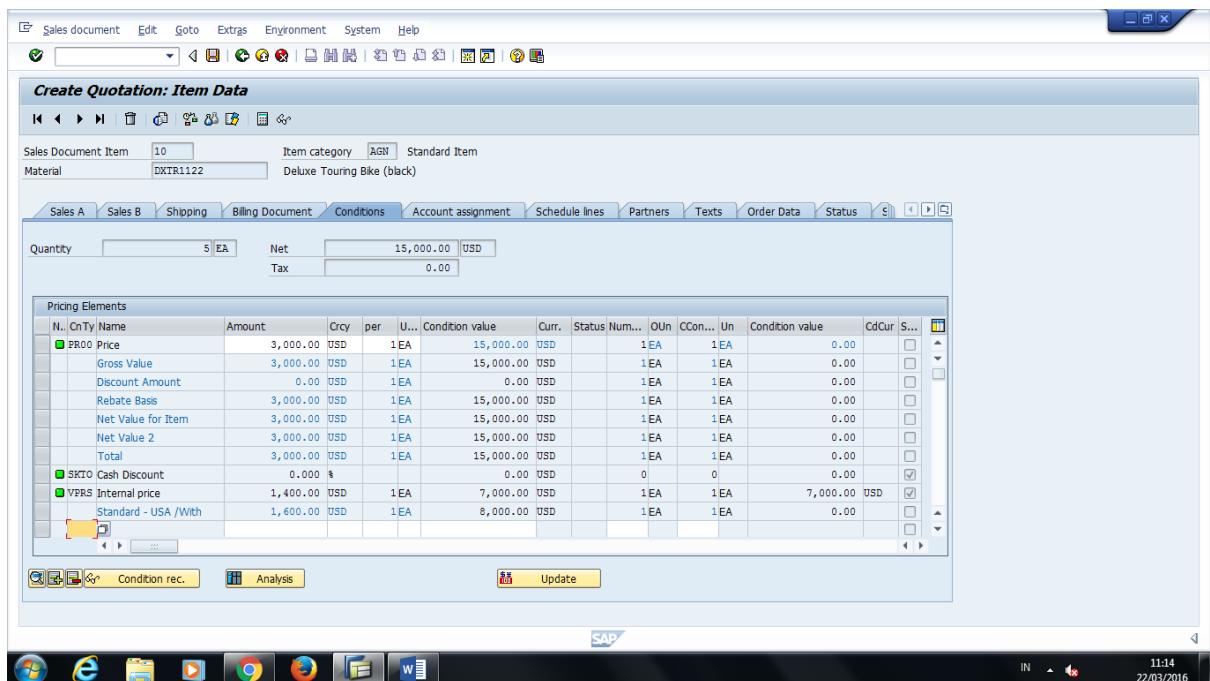
2. Enter 122 as PO number again, today's date for the PO date, a date one month from today for the Valid to date, and a date one month from today for the Req. deliv.date.



3. Setelah click enter akan muncul peringatan dibawah ini.click Ok.



4. Memberikan discount kepada the Bike Zone di setiap pembelian deluxe touring bike . Dengan cara select the Deluxe Touring bike line in the order, then click on the Item conditions icon . You will get a screen that shows the pricing details for your Deluxe Touring Bike. In SAP, pricing is done using conditions. The pricing procedure defines which condition types are to be used to calculate the final price. Condition type PR00 is a gross price condition.



5.To add a discount, we can add condition type K004 (material discount) with an amount of 50 to the pricing procedure. After clicking on the enter icon , a new price for the 5 Deluxe Touring bikes will be calculated.

The screenshot shows the SAP Create Quotation: Item Data interface. At the top, there are tabs for Sales document, Edit, Goto, Extras, Environment, System, and Help. Below the tabs, there are fields for Sales Document Item (10), Item category (AGN), Standard Item, Material (DXTR1122), and Description (Deluxe Touring Bike (black)). The main area displays a table titled 'Pricing Elements' with columns for N., CnTy, Name, Amount, Crcy, per, U..., Condition value, Curr., Status, Num..., OUn, CCon..., Un, Condition value, CdCur, S..., and a checkbox column. The table contains several rows, including 'Discount Amount' (50.00-USD), 'Rebate Basis' (2,950.00 USD), 'Net Value for Item' (2,950.00 USD), 'Net Value 2' (2,950.00 USD), 'Total' (2,950.00 USD), 'SKTO Cash Discount' (0.00 \$), 'VRBS Internal price' (1,400.00 USD), and 'Standard - USA /With' (1,550.00 USD). The 'SKTO Cash Discount' row has a checked checkbox in the last column. At the bottom of the table are buttons for Condition rec., Analysis, and Update. The SAP logo is visible at the bottom right.

6.To apply a 5% discount to the entire order, follow the pull-down menu path: Goto ► Header ► Conditions. To apply the 5% discount, enter CnTy (condition type) RA00 (Net Discount) with an amount of 5, then click on . Note that the price does not yet include the 5% discount

The screenshot shows the SAP Create Quotation: Header Data interface. At the top, there are tabs for Accounting, Conditions, Account assignment, Partners, Texts, Order Data, Status, Additional data A, and Additional data B. Below the tabs, there are fields for Quotation (122), Purchase order no. (122), and Sold-to party (25201). The description is The Bike Zone / 2144 N Orange Ave / Orlando FL 32804. The main area displays a table titled 'Pricing Elements' with columns for N., CnTy, Name, Amount, Crcy, per, U..., Condition value, Curr., Status, Condition value, CdCur, S..., and a checkbox column. The table contains several rows, including 'RA00 Net Discount' (21,400.00 USD), 'Gross Value' (21,400.00 USD), 'K004 Material' (250.00-USD), 'Discount Amount' (250.00-USD), 'Rebate Basis' (21,150.00 USD), 'Net Value for Item' (21,150.00 USD), 'Net Value 2' (21,150.00 USD), 'Total' (21,150.00 USD), 'SKTO Cash Discount' (0.00 USD), 'VRBS Internal price' (10,000.00 USD), and 'Standard - USA /With' (11,150.00 USD). The 'SKTO Cash Discount' row has a checked checkbox in the last column. At the bottom of the table are buttons for Condition rec., Activate, and Update. The SAP logo is visible at the bottom right.

7.To include the 5% discount, click on the activate icon .

The screenshot shows the SAP ERP interface for creating a quotation. The top menu bar includes Sales document, Edit, Goto, Extras, Environment, System, and Help. The title bar says "Create Quotation: Header Data". The main area displays header data such as Purchase order no. (122), Quotation (25201), and Sold-to party (The Bike Zone / 2144 N Orange Ave / Orlando FL 32804). Below this is a navigation bar with tabs: Accounting, Conditions, Account assignment, Partners, Texts, Order Data, Status, Additional data A, and Additional data B. The "Conditions" tab is selected. The "Pricing Elements" table is displayed, showing various discount and price components. One row, "SKTO Cash Discount", has a checked checkbox in the "Activate" column. The SAP logo is visible in the bottom right corner of the application window.

N..	CnTy	Name	Amount	Cry	per	U...	Condition value	Curr.	Status	Condition value	CdCur	S...
		Discount Amount					1,307.50	USD		0.00		
		Rebate Basis					20,092.50	USD		0.00		
		Net Value for Item					20,092.50	USD		0.00		
		Net Value 2					20,092.50	USD		0.00		
		Total					20,092.50	USD		0.00		
		SKTO Cash Discount					0.00	USD		0.00		<input checked="" type="checkbox"/>
		VRBS Internal price					10,000.00	USD		10,000.00	USD	<input checked="" type="checkbox"/>
		Standard - USA /With					10,092.50	USD		0.00		

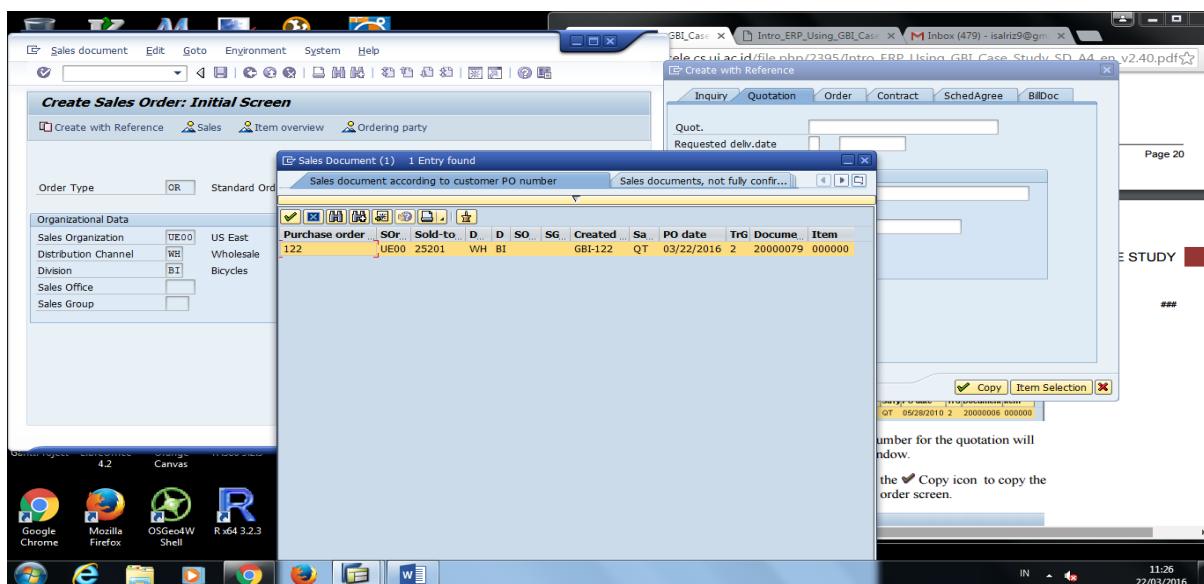
Task Create a sales order with reference to a quotation.

Time 10 min

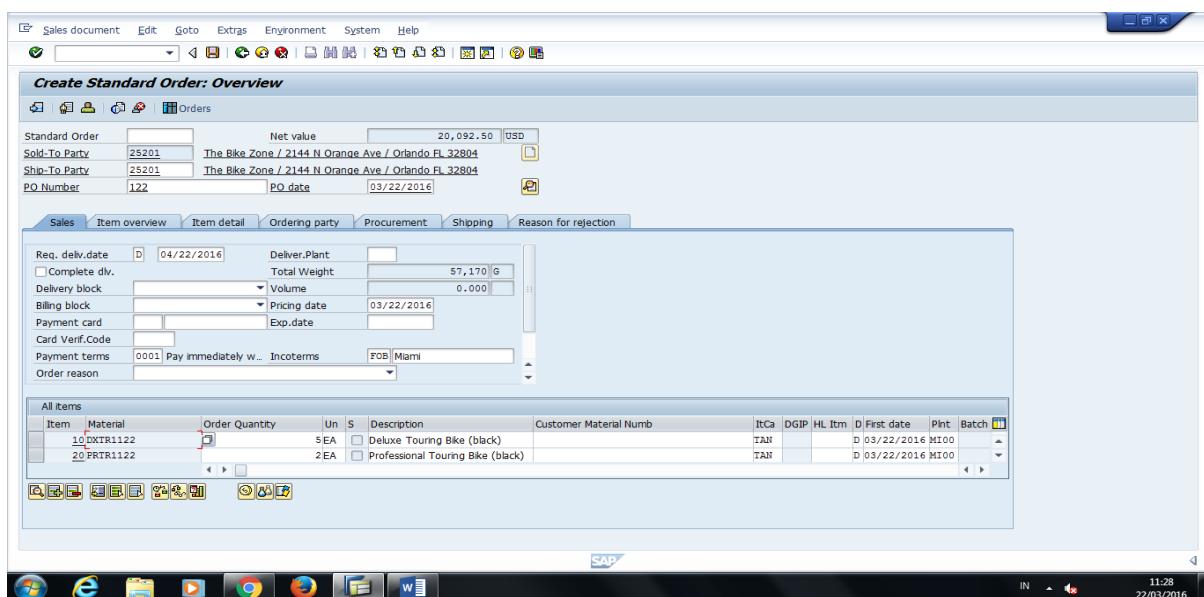
Short Description Use the SAP Easy Access Menu to create a sales order.

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

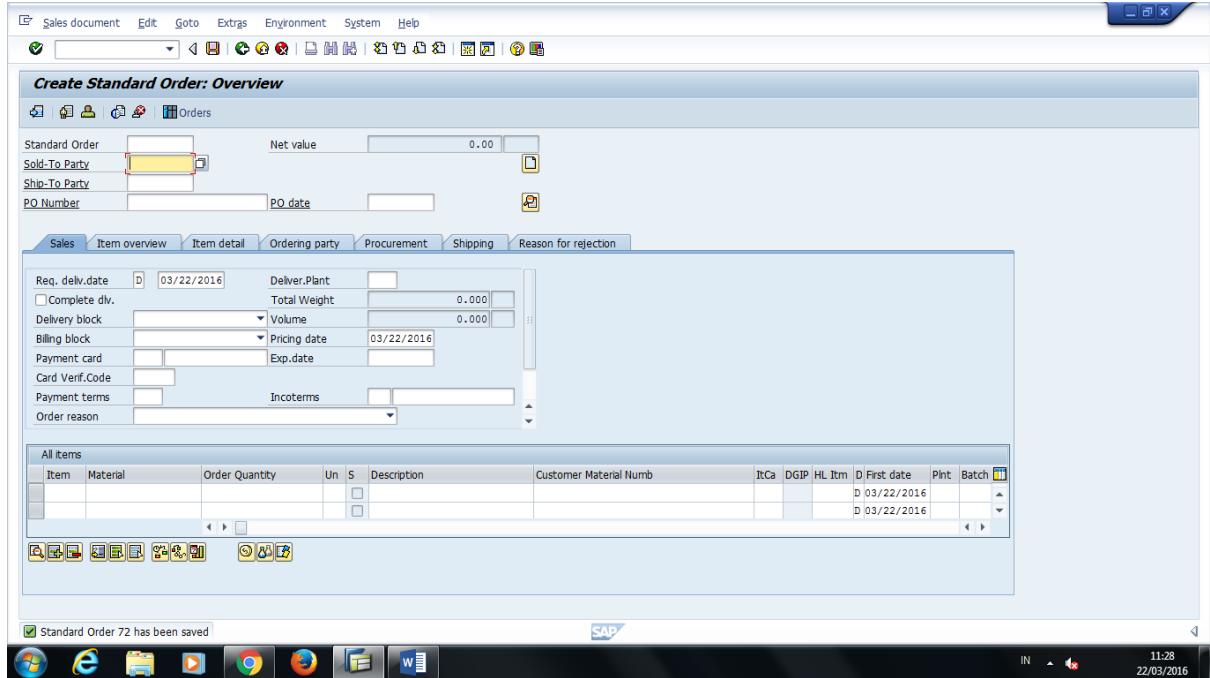
1. Simplifikasi order dengan menyalin proses pembuatan order ke sales order dengan cara. follow the menu path: Logistics ► Sales and Distribution ► Sales ► Order ► Create. Enter Order Type OR. The other fields do not necessarily need to be filled. Then, click on the Create with Reference icon. This will produce the following pop-up create with reference window. Make sure that the Quotation tab is selected, click on the Quotation field, then on the search icon.



2. After double-clicking on the quotation, the number for the quotation will be entered into the Create with Reference window. With the Quotation number entered, click on the Copy icon to copy the information from the quotation into the sales order screen.



1. Enter 122 for PO number and today's date (F4, then Enter) for the PO date. Note that the Req.deliv.date is copied from the quotation. Click on to save the sales order. The SAP system will assign a sales order number. Maka akan muncul notifikasi di kiri pojok bawah.

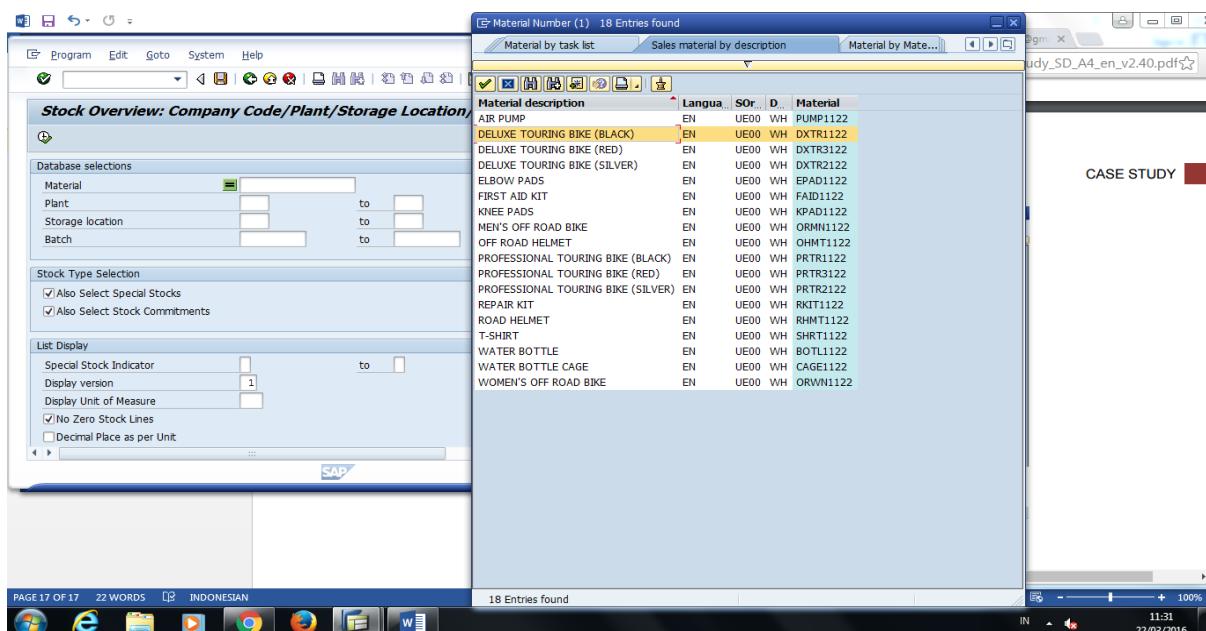


Task Check the inventory.

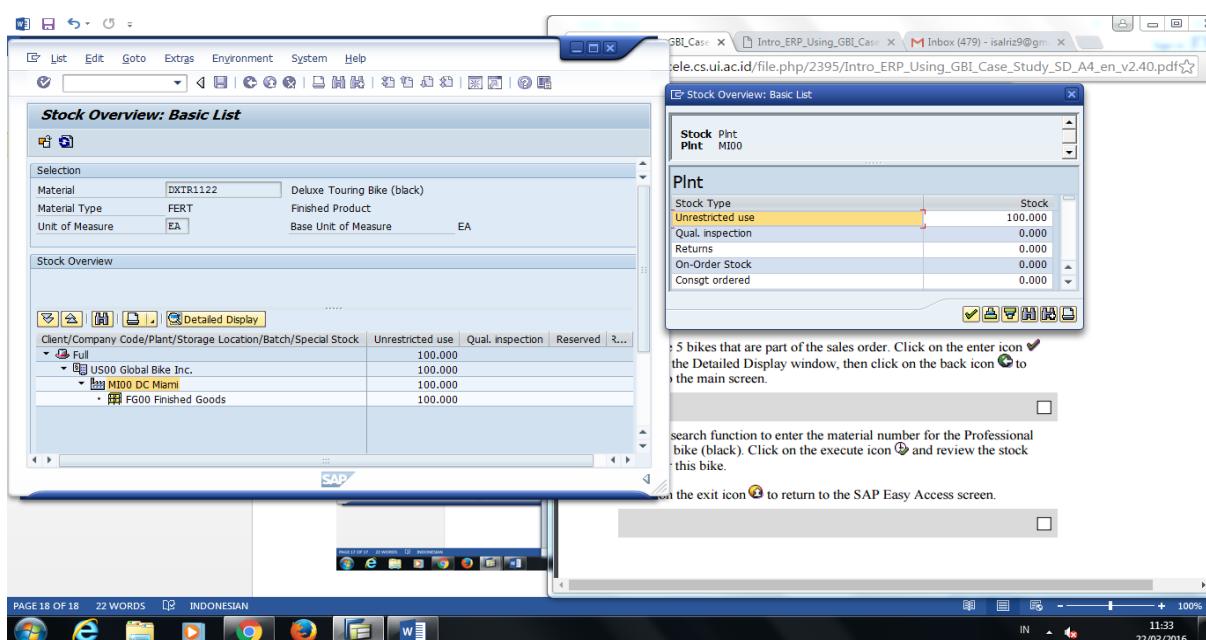
Time 5 min

Short Description Use the SAP Easy Access Menu to check the stock status.**Name (Position)** David Lopez (East Rep. Miami)

1.Untuk Mengecek Inventory level.Dengan cara Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock Overview. To find the material number for your bikes, click on the Material field, then click on the search icon . Use the far-right icon to select the tab Sales material by description. Enter UE00 for Sales Organization, WH for Distribution Channel and Material *122 .Then click the enter icon to find the list of materials. Double-click on the Deluxe Touring Bike (black) to select it.

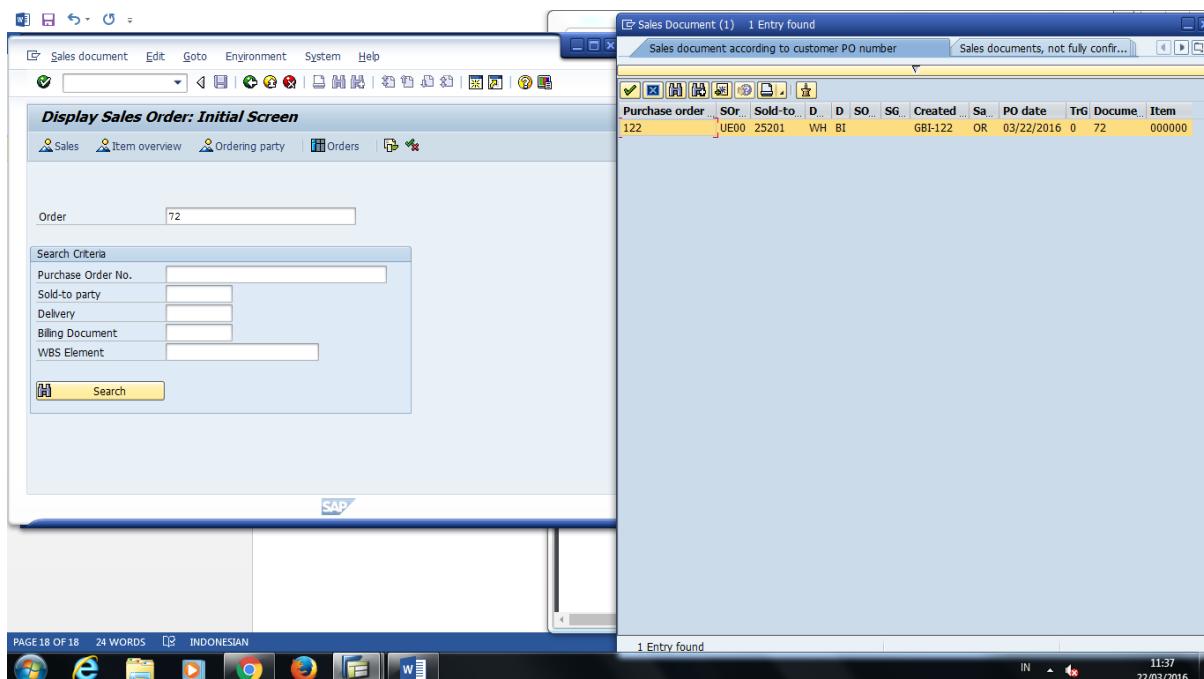


2.With the material number entered from the search list, enter MI00 for Plant. Then click on the execute icon to look at the stock level.Untuk melihat laporan stock yang ada di miami

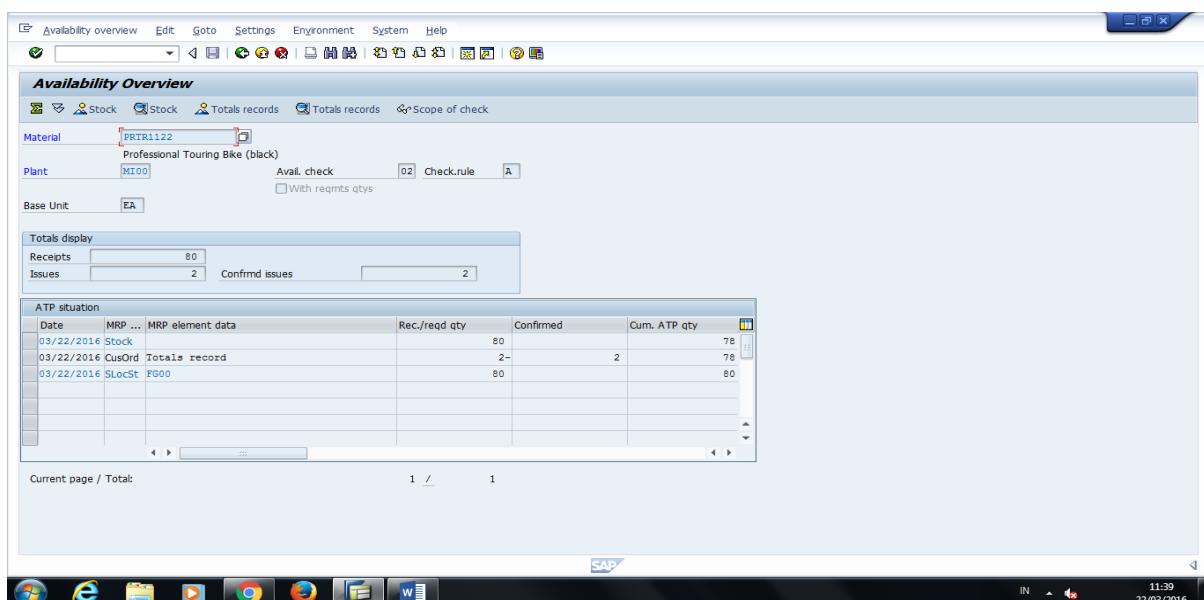


Task Display a sales order.**Time** 10 min**Short Description** Use the SAP Easy Access Menu to display a sales order.**Name (Position)** Sandeep Das (Warehouse Supervisor)

1. Display a sales order, follow the menu path: Logistics ► Sales and Distribution ► Sales ► Order ► Display. To make sure you have the correct sales order number, use the search function to find it. Click on the order field, then click on the search icon . This will bring up the search pop-up window. After entering your PO number 122, click on the enter icon to get a list of sales orders



2. After double-clicking OK your sales order number, click on to display the sales order. This will produce the following sales order items. Select the Professional Touring bike line item, then click on the display availability icon to explore the stock for this item in detail.



3.This screen displays the elements considered when performing the availability check. For example, Incl. purchase orders is selected, which means that a purchase order will be considered as available stock from its receipt date onward.

The screenshot shows the SAP Availability Overview interface. In the center, a modal dialog box titled "Display Scope of Check" is open. The "Availability check" section has checkbox 02 "Divid.requirements" checked. The "Checking rule" section has checkbox A "SD order" checked. The "Stock overview" section contains several checkboxes, with "Incl.purchase orders" checked. The "In/outward movements" section also contains several checkboxes, with "Incl.purchase orders" checked. Other sections like "Replenishment lead time", "Storage location inspection", and "Receipts in the past" have their own sets of checkboxes. At the bottom right of the dialog box is a red "X" button.

4.After selecting the Deluxe Touring bike line and clicking on the item conditions icon , the following screen will be displayed

The screenshot shows the SAP Sales Document Item Data screen. The top navigation bar includes "Sales document", "Edit", "Goto", "Extras", "Environment", "System", and "Help". The main area shows a sales document item with number 10, category TAN, and material DXTR1122 (Deluxe Touring Bike (black)). Below this, a tab bar includes "Sales A", "Sales B", "Shipping", "Billing Document", "Conditions", "Account assignment", "Schedule lines", "Partners", "Texts", "Order Data", and "Status". The "Conditions" tab is currently selected. A table titled "Pricing Elements" is displayed, showing various discounts and their amounts. At the bottom of the screen are buttons for "Condition rec.", "Analysis", and "Update". The SAP logo is at the bottom center, and the taskbar at the bottom right shows the date as 22/03/2016 and the time as 11:47.

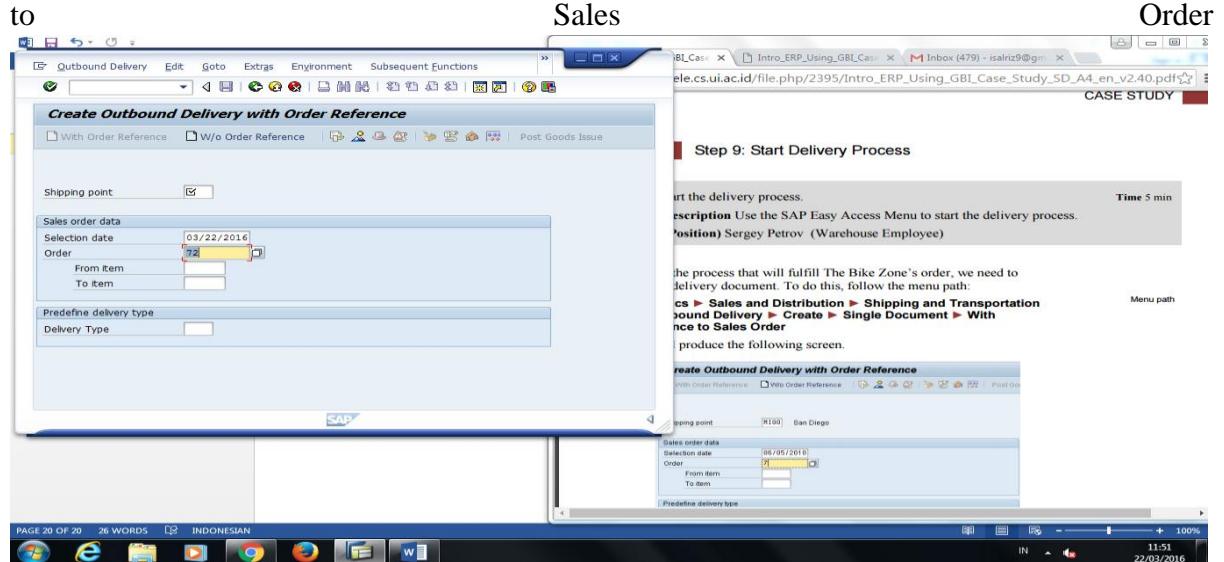
Task Start the delivery process.

Time 5 min

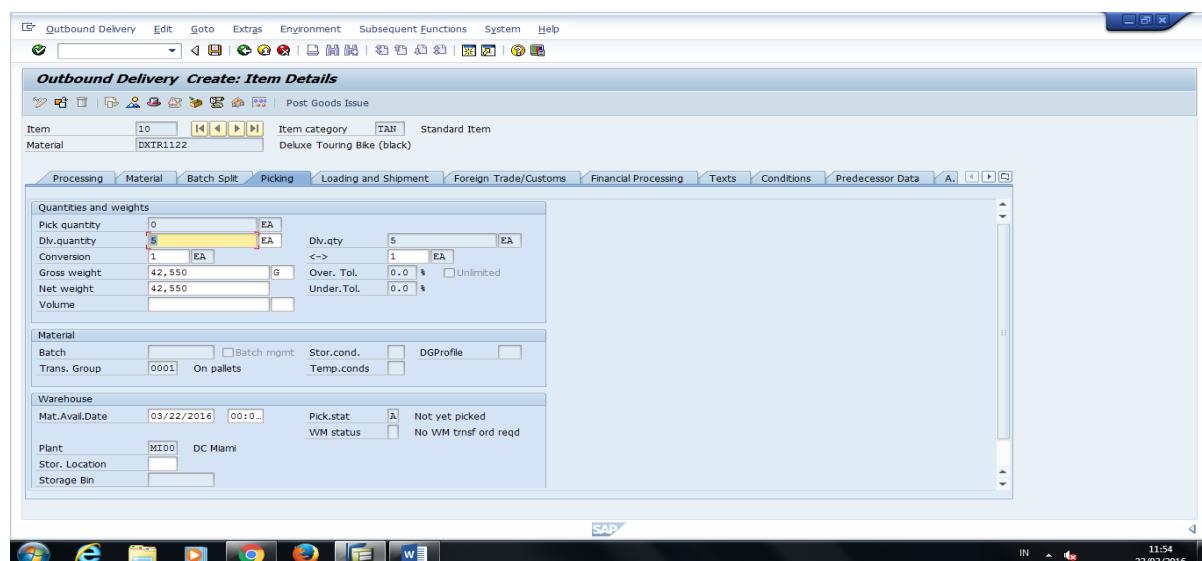
Short Description Use the SAP Easy Access Menu to start the delivery process.

Name (Position) Sergey Petrov (Warehouse Employee)

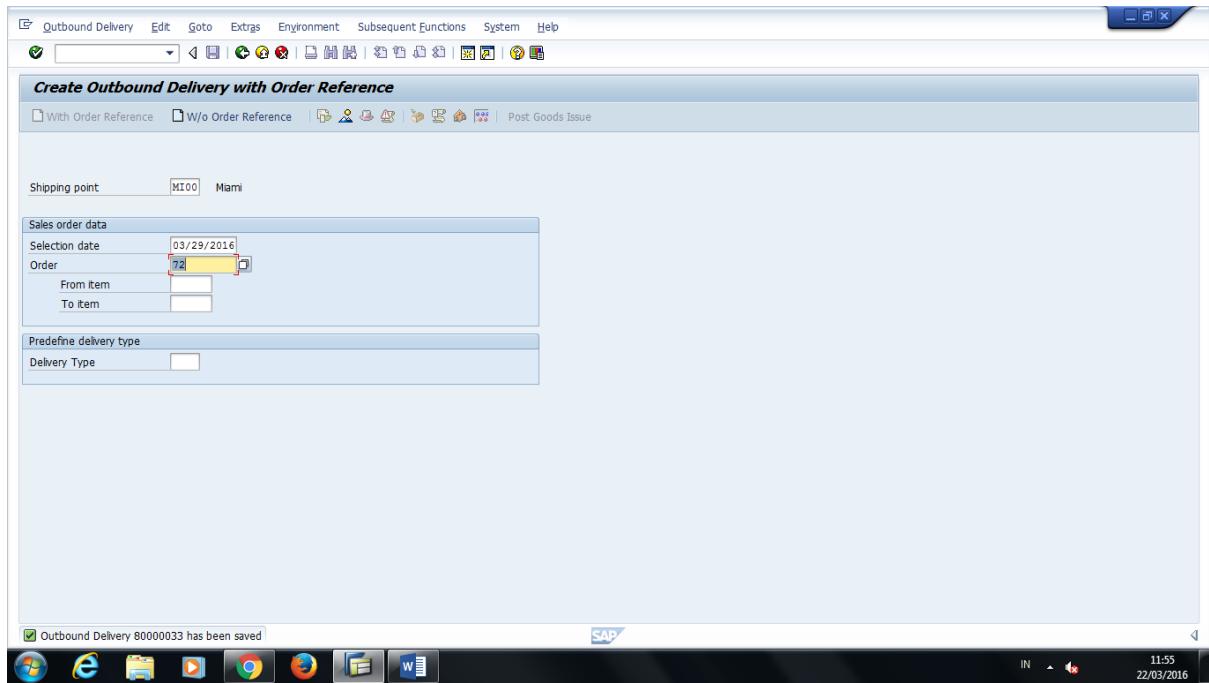
- 1.To start the process that will fulfill The Bike Zone's order, we need to create a delivery document. To do this, follow the menu path: Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Create ► Single Document ► With Reference to



- 2.Enter MI00 for Shipping Point. Enter a selection date one week from today (you can use F4 to call up the calendar window). If the sales order number is not entered automatically, you can search for your sales order number using the Sales documents according to customer PO number tab. Enter your PO number (122). Then click on the enter icon . Select the Deluxe Touring bike line, then click on the details icon , which will produce the following screen

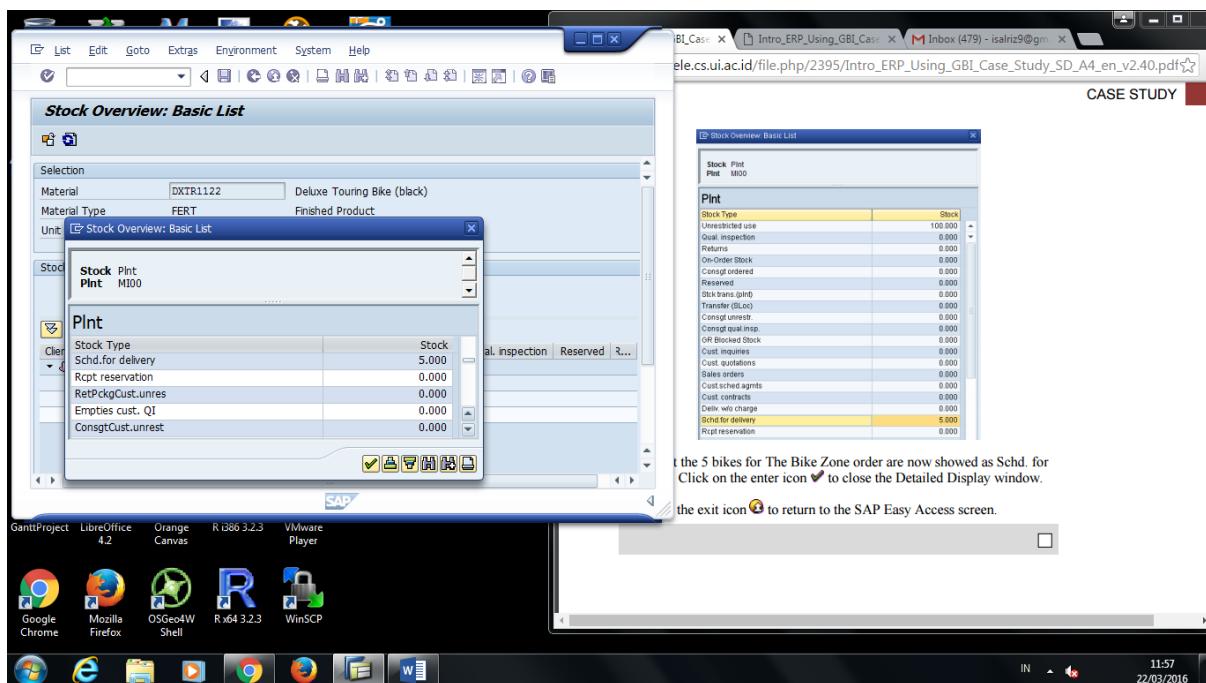


3. This screen shows that the order has not yet been picked. After clicking on , a delivery document will be created with a unique document number .



Task Check the inventory.**Time** 5 min**Short Description** Use the SAP Easy Access Menu to check the stock status.**Name (Position)** Sergey Petrov (Warehouse Employee)

- 1.To check on the inventory for the bikes in the sales order for The Bike Zone, follow the menu path: Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock Overview. When the Material and the Plant field are correctly filled (compare with the screenshot above), click on Select the Miami DC, then click on the Detailed Display icon.



- 2.the 5 bikes for The Bike Zone order are now showed as Schd. for delivery. Click on the enter icon to close the Detailed Display window.

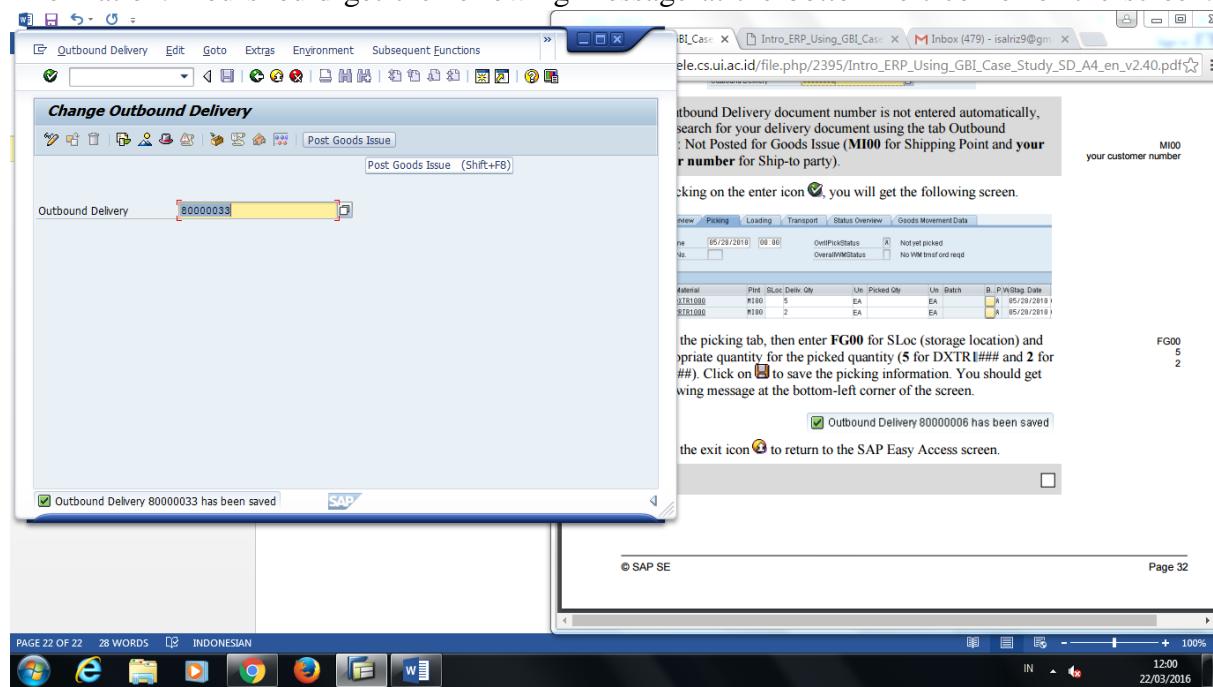
Task Pick materials on delivery note.

Time 5 min

Short Description Use the SAP Easy Access Menu to pick materials.

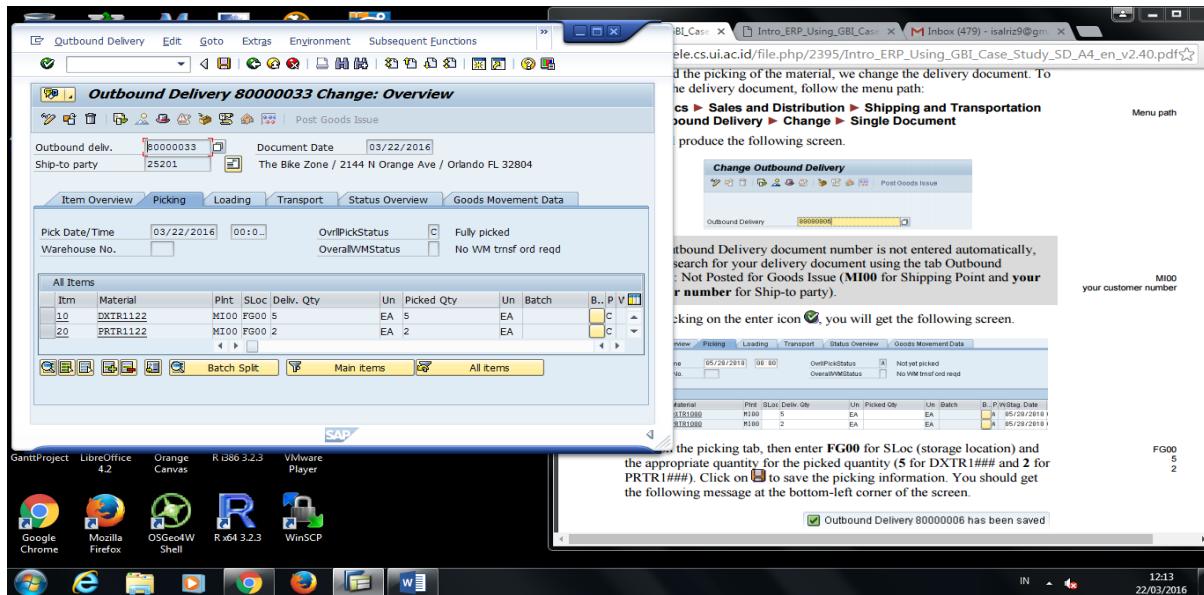
Name (Position) Sandeep Das (Warehouse Supervisor)

1. Record the picking of the material, we change the delivery document. To change the delivery document, follow the menu path: Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Change ► Single Document. Click on the picking tab, then enter FG00 for SLoc (storage location) and the appropriate quantity for the picked quantity (5 for DXTR1### and 2 for PRTR1##). Click on to save the picking information. You should get the following message at the bottom-left corner of the screen.

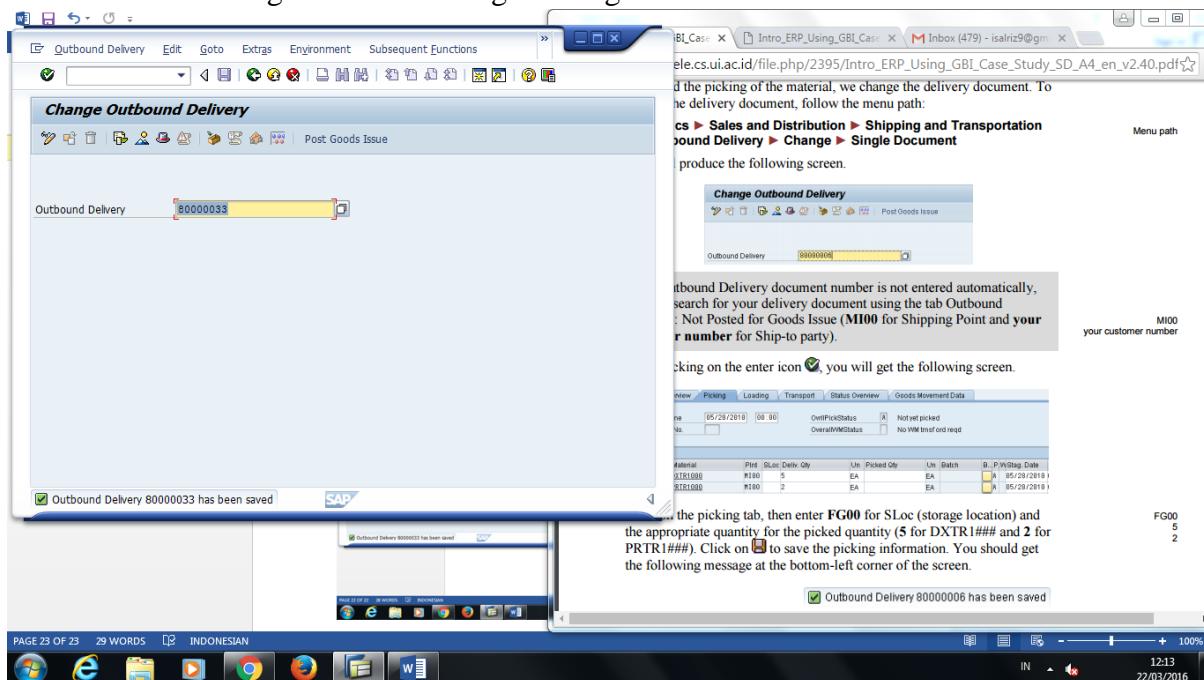


Task Post a goods issue.**Time 5 min****Short Description** Use the SAP Easy Access Menu to post a goods issue.**Name (Position)** Sandeep Das (Warehouse Supervisor)

- Post the goods issue (change the possession of the material from GBI to The Bike Zone), follow the menu path: Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Change ► Single Document



- If the Outbound Delivery document number is not entered automatically, you can search for your delivery document using the tab Outbound Delivery: Not Posted for Goods Issue (MI00 for Shipping Point and your customer number With the correct delivery document number filled in, click on the Post Goods Issue icon. You should get the following message at the bottom-left corner of the screen.



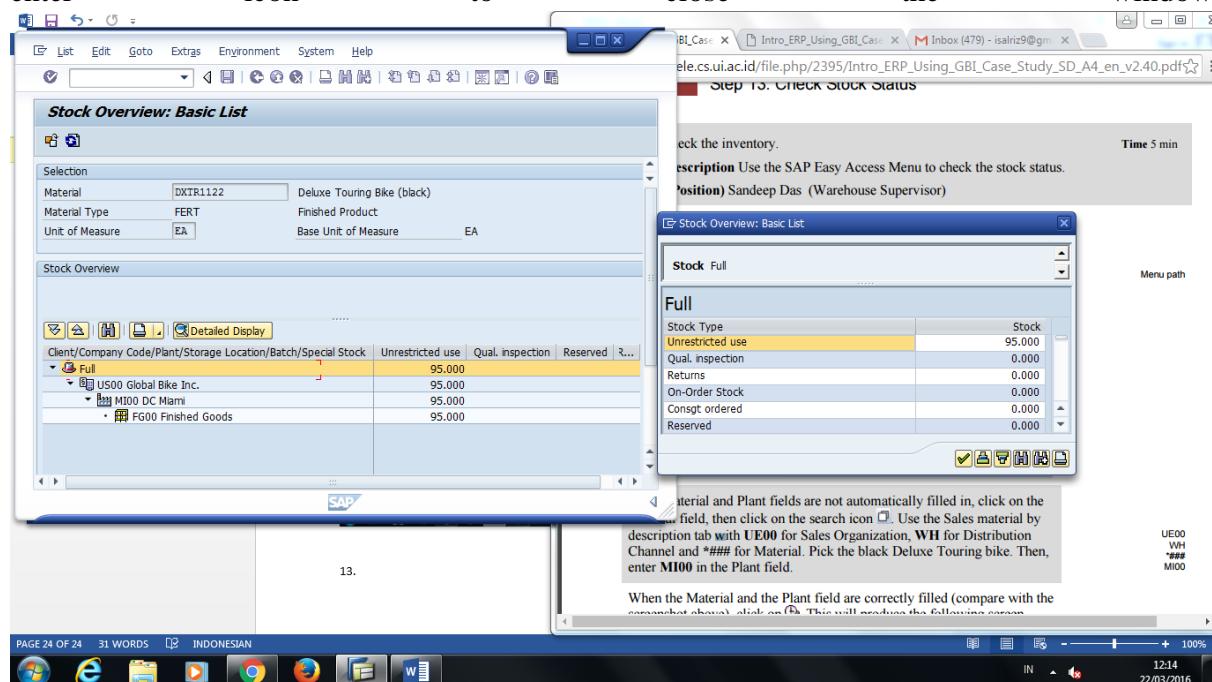
Task Check the inventory.

Time 5 min

Short Description Use the SAP Easy Access Menu to check the stock status.

Name (Position) Sandeep Das (Warehouse Supervisor)

1. See the impact that the goods issue for the bikes in the sales order for The Bike Zone has had on the inventory position of GBI, follow the menu path: Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock Overview. When the Material and the Plant field are correctly filled (compare with the screenshot above), click on . This will produce the following screen Note that the available inventory has changed. Select the Miami DC, then click on the Detailed Display icon. The inventory is reduced from before by the amount that used to appear as Schd. for delivery. Click on the enter icon to close the window



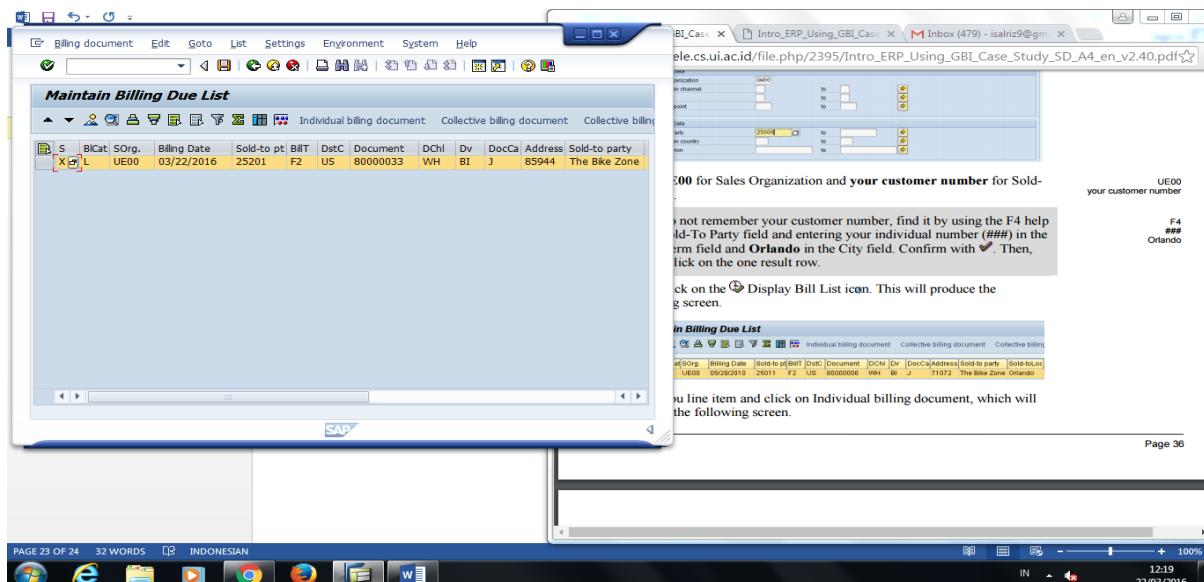
Task Create a billing document for a customer.

Time 10 min

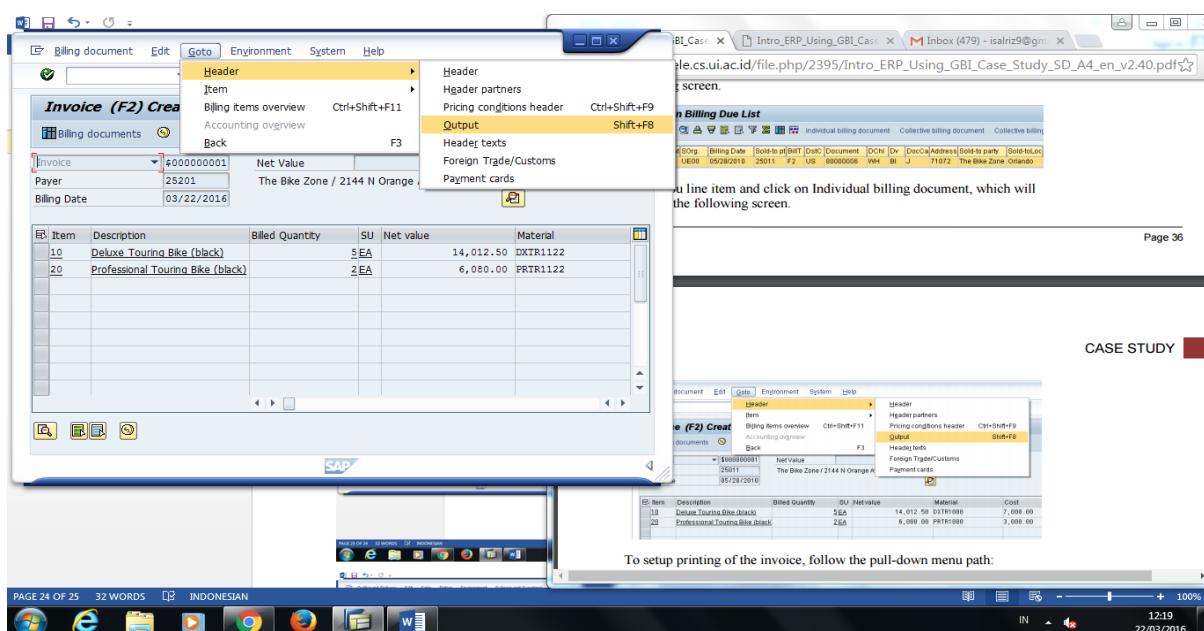
Short Description Use the SAP Easy Access Menu to create a customer billing document.

Name (Position) Stephanie Bernard (Billing Clerk)

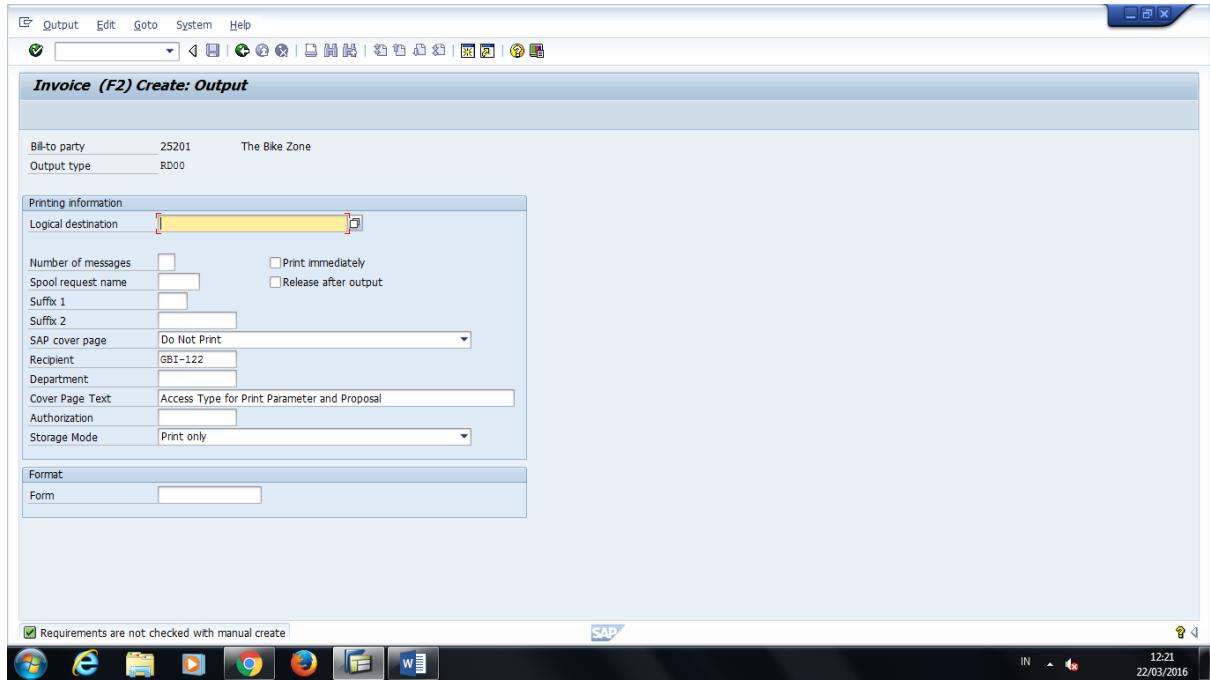
- 1.The customer can be invoiced. To do this, follow the menu path: Logistics ► Sales and Distribution ► Billing ► Billing Document ► Process Billing Due List. Enter UE00 for Sales Organization and your customer number for SoldTo Party. Then, click on the Display Bill List icon. This will produce the following screen



- 2.To setup printing of the invoice, follow the pull-down menu path: Goto ► Header ► Output which will call up the Output screen. Enter RD00 (Invoice) for Output and select Print output for Medium, then click on the Communication method icon. This will produce the following screen



3. Enter LOCL for Logical destination and select Print immediately, then click on the back icon



Requirements are not checked with manual create

IN 12:21 22/03/2016

LOCL
Print immediately

the Further data button, which will produce the following screen.

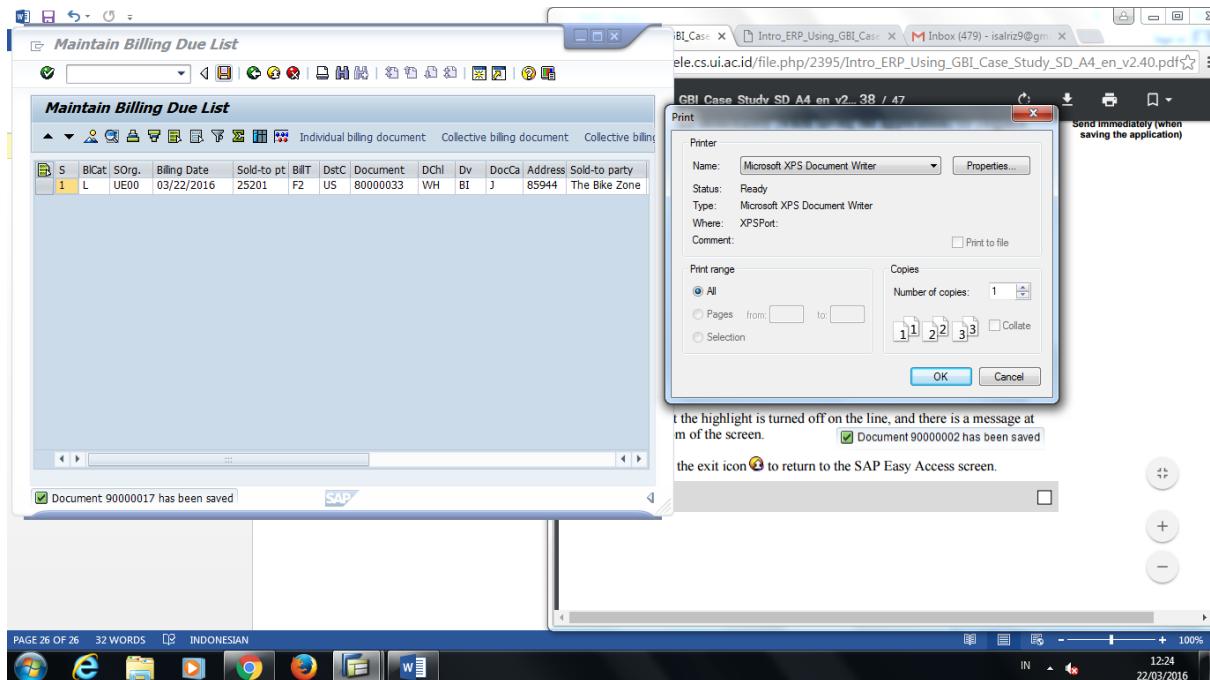
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IN 12:22 22/03/2016

4. Select Send immediately (when saving the application) for Dispatch time so that the invoice will print immediately, then click on the icon twice.



5. Click on the save icon to return to the Maintain Billing Due List screen

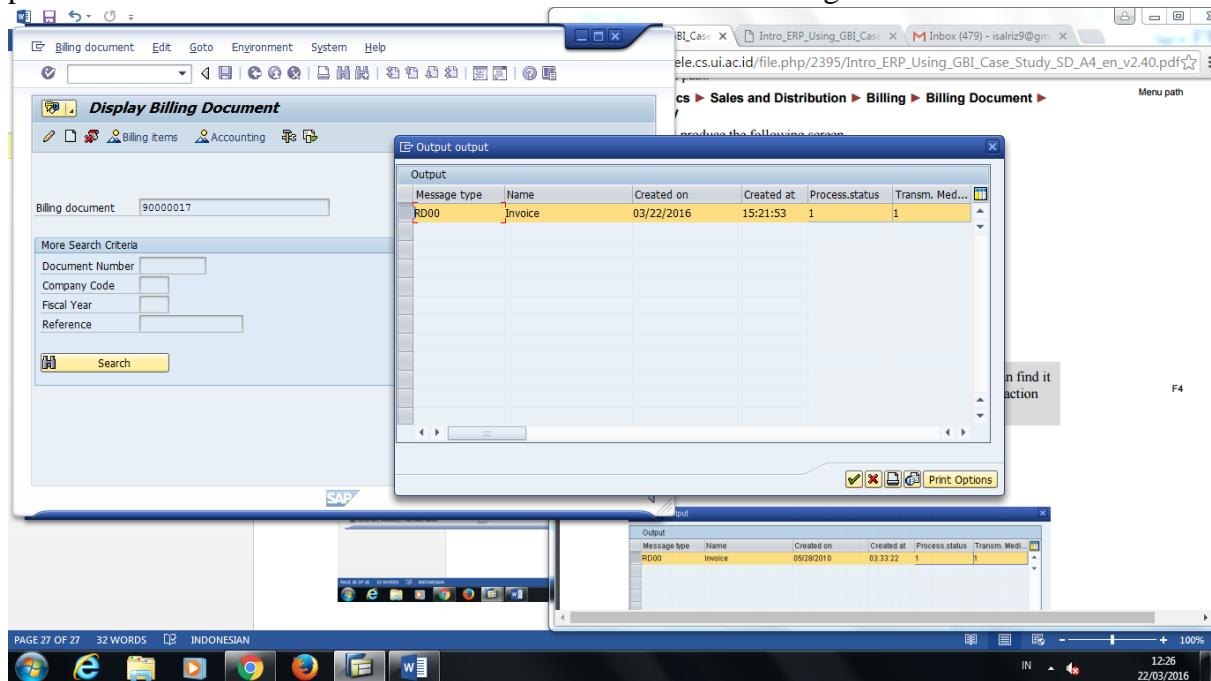
Task Display a billing document and a customer invoice.

Time 5 min

Short Description Use the SAP Easy Access Menu to display a billing document/customer invoice.

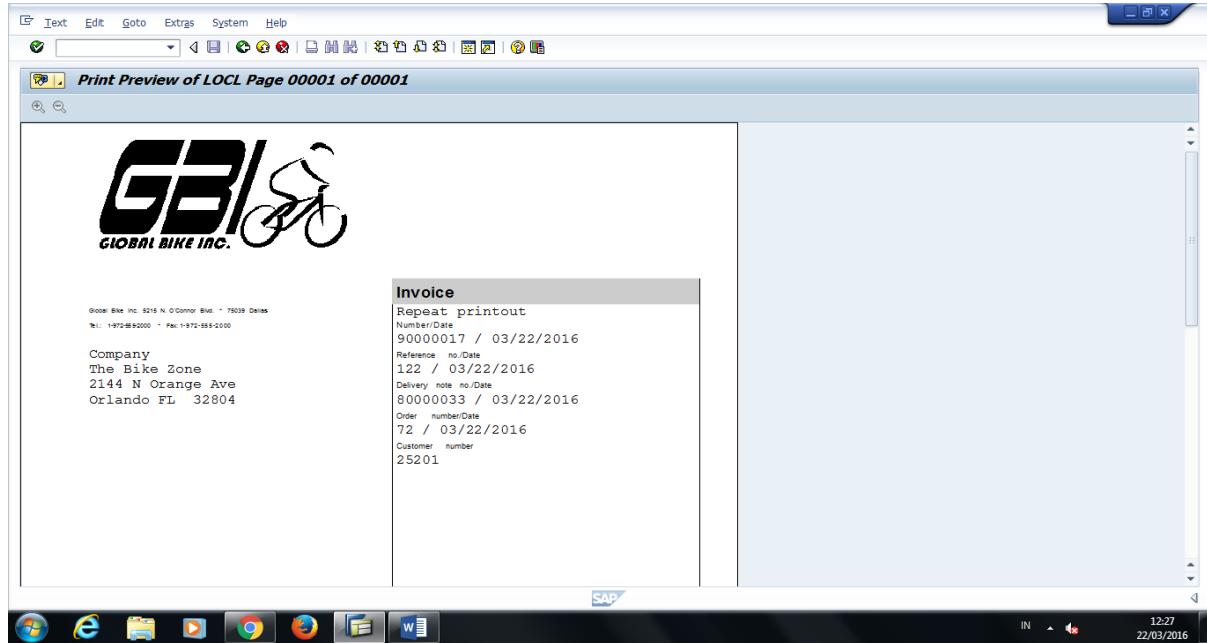
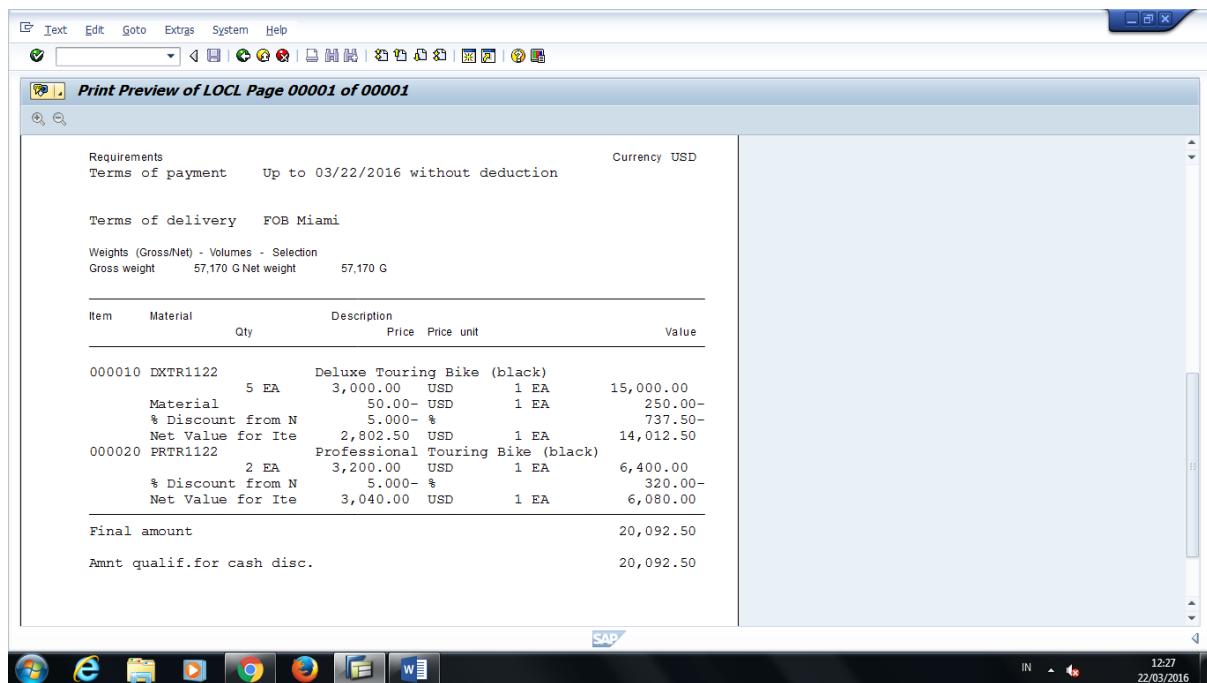
Name (Position) Stephanie Bernard (Billing Clerk)

1.The invoice that will be sent to The Bike Zone can be viewed by following the menu path: Logistics ► Sales and Distribution ► Billing ► Billing Document ► Display .This will produce the following screen.



2.Follow the pull-down menu path: Billing document ► Issue Output To

3. Make sure the invoice line is selected, then click on the Print preview icon  . This will produce the following screen.

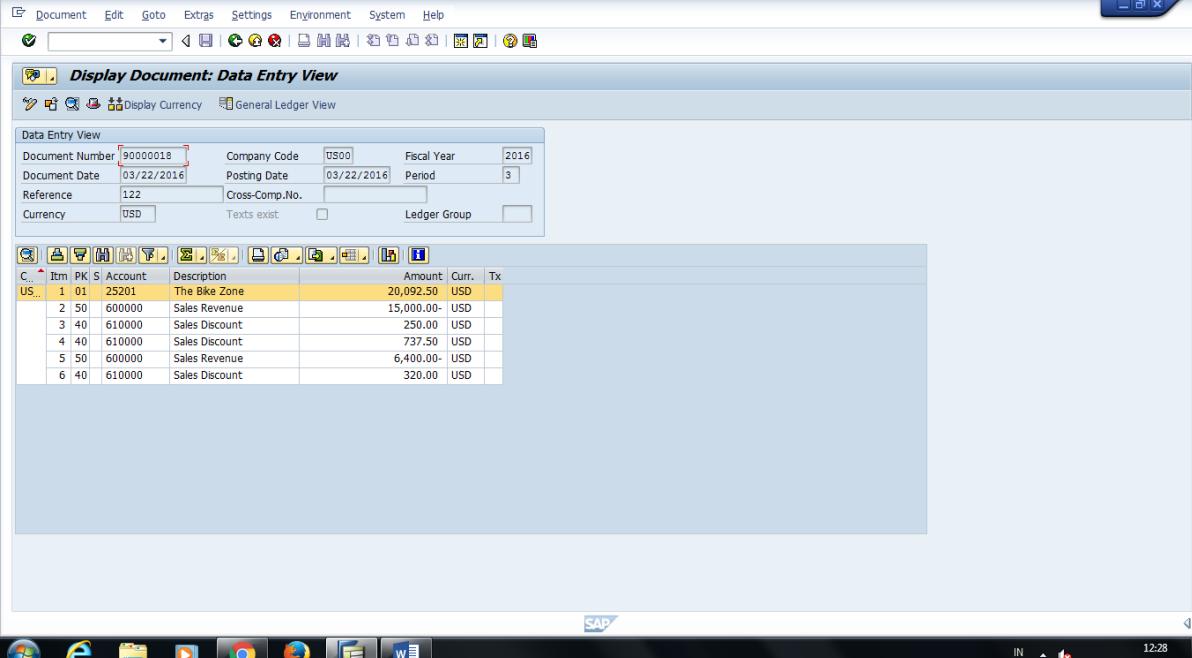



This screenshot provides a detailed view of the SAP Print Preview for the same invoice. It includes requirements like payment terms (Up to 03/22/2016 without deduction) and delivery terms (FOB Miami). It also lists weights and volumes. The main focus is the item details table:

Item	Material	Description	Qty	Price	Price unit	Value	
000010	DYTR1122	Deluxe Touring Bike (black)	5 EA	3,000.00	USD	1 EA	15,000.00
	Material			50.00-	USD	1 EA	250.00-
	% Discount from N			5.000-	%		737.50-
	Net Value for Ite			2,802.50	USD	1 EA	14,012.50
000020	PRTR1122	Professional Touring Bike (black)	2 EA	3,200.00	USD	1 EA	6,400.00
	Material			5.000-	%		320.00-
	% Discount from N			3,040.00	USD	1 EA	6,080.00
Final amount							20,092.50
Amnt qualif.for cash disc.							20,092.50

The SAP logo is at the bottom right, and the system status bar shows the date and time (12:27 22/03/2016).

After reviewing the invoice that will be printed and sent to The Bike Zone, click on the back icon , then close the pop-up window by clicking on the cancel icon . To review the accounting implications of this sale, click on  the Accounting icon. This will produce the following screen. Review the accounting postings due to this sales order



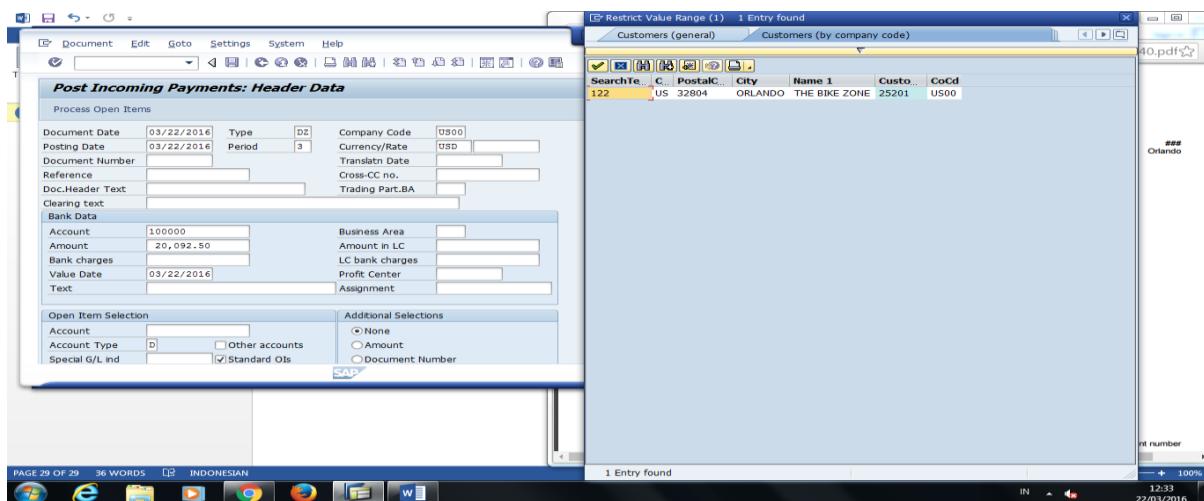
The screenshot shows the SAP ERP Data Entry View interface. At the top, there is a toolbar with various icons. Below the toolbar, the title bar reads "Display Document: Data Entry View" and "General Ledger View". The main area displays a table of accounting entries:

C.	Itr	PK	S	Account	Description	Amount	Curr.	Tx
US..	1	01		25201	The Bike Zone	20,092.50	USD	
	2	50		600000	Sales Revenue	15,000.00-	USD	
	3	40		610000	Sales Discount	250.00	USD	
	4	40		610000	Sales Discount	737.50	USD	
	5	50		600000	Sales Revenue	6,400.00-	USD	
	6	40		610000	Sales Discount	320.00	USD	

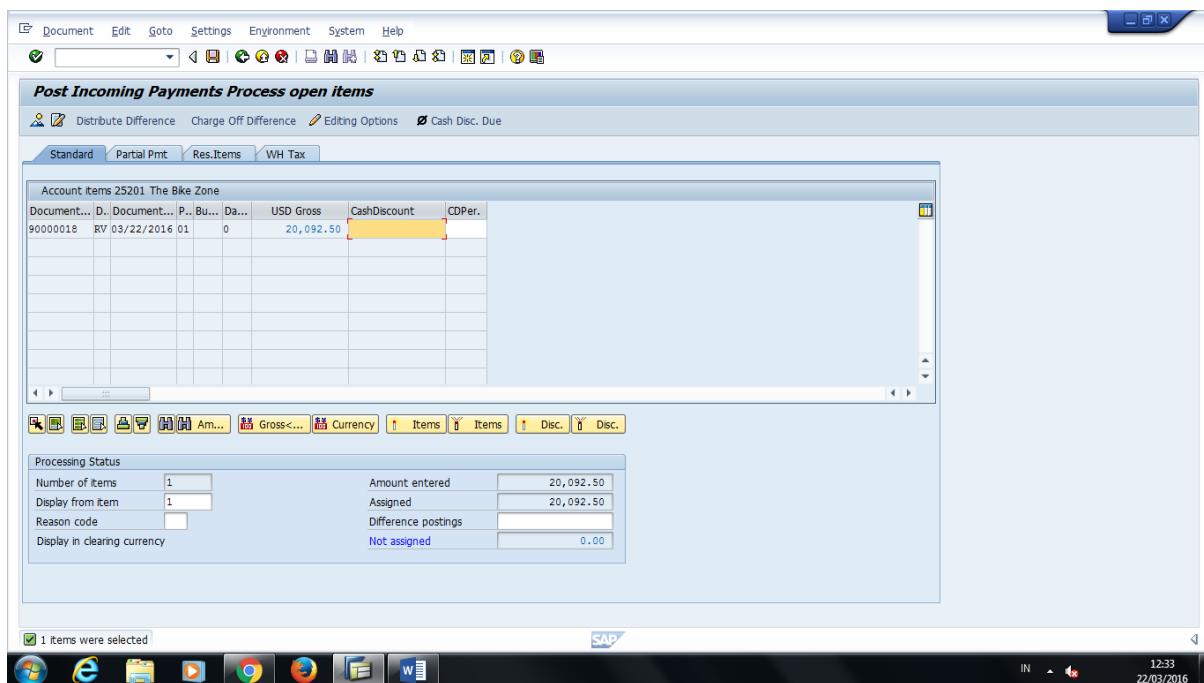
The table shows six accounting lines. Lines 1 and 5 represent revenue, while lines 2, 3, 4, and 6 represent discounts. Line 1 has a total amount of 20,092.50 USD. The SAP logo is visible in the bottom right corner of the application window.

Task Post a customer payment receipt.**Time** 10 min**Short Description** Use the SAP Easy Access Menu to post a customer payment receipt.**Name (Position)** Jamie Shamblin (Cost Accountant)

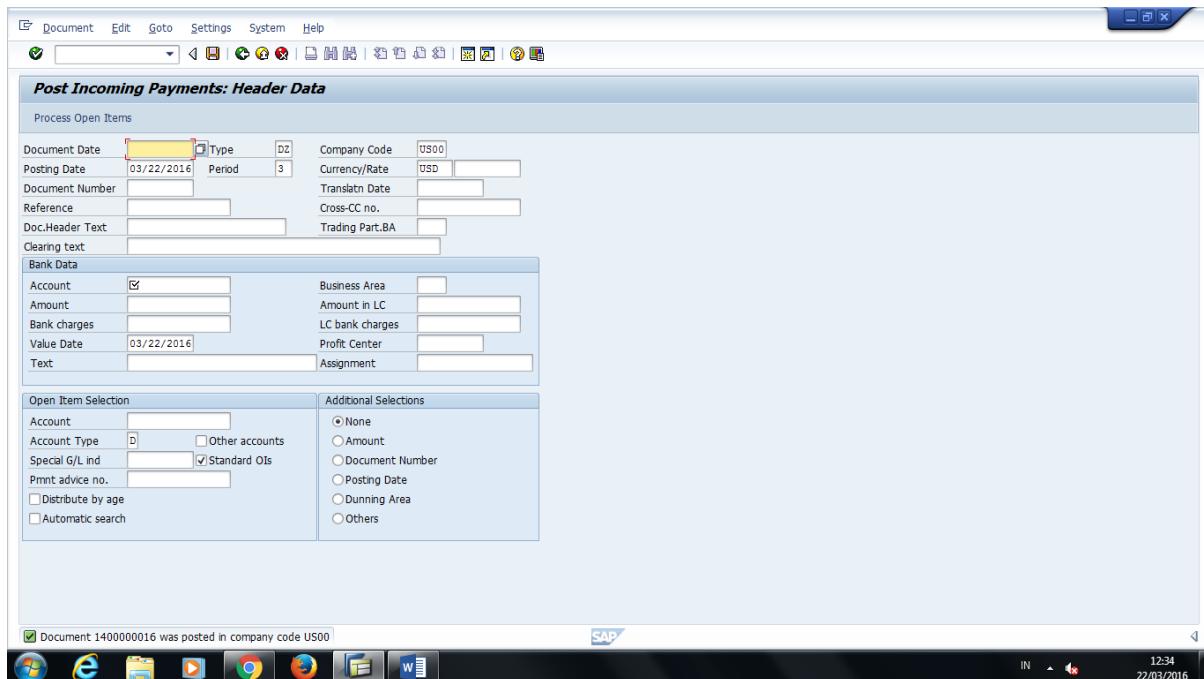
1. After The Bike Zone mails its payment, it needs to be recorded. To do this, follow the menu path: Accounting ► Financial Accounting ► Accounts Receivable ► Document Entry ► Incoming Payments.



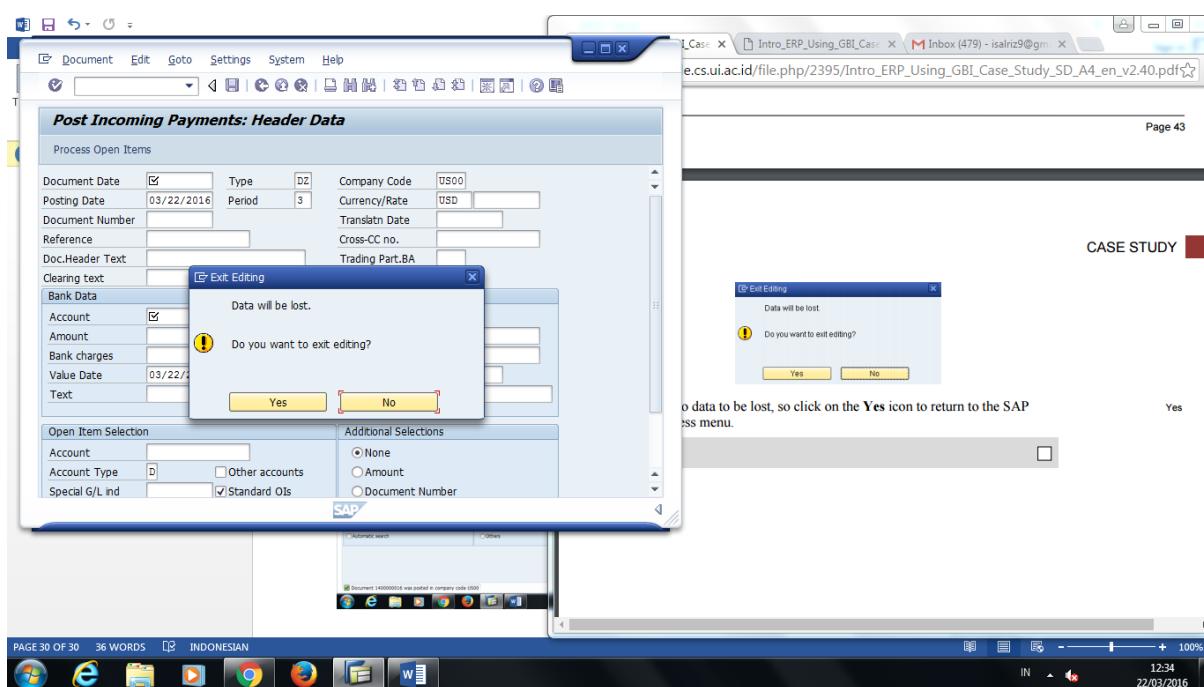
2. Use F4 and Enter to enter the current date for the document date. Enter US00 for Company Code, USD for Currency/Rate, 100000 for Account, and 20,092.50 for amount. Under Open item selection, click on the account field, then the search icon , to get the following search pop-up window.



3. As The Bike Zone was created with the data set number (###) as a search term, you can use this and the City Orlando to find your Bike Zone customer. After entering 122 and Orlando on the Customers (by company code) tab, click on the enter icon If the Not assigned field does not show a 0.00 balance, double-click on the 20,092.50 amount to assign the payment to the accounts receivable. Then click on the save icon to post the payment. The system will assign a document number automatically and you will get the following results.



4. Click on the exit icon , which will produce the following pop-up window.



Task Review the document flow.**Time** 5 min**Short Description** Use the SAP Easy Access Menu to review the document flow.**Name (Position)** David Lopez (East Rep. Miami)

1. To display the document flow, follow the menu path: Logistics ► Sales and Distribution ► Sales ► Order ► Display . If your sales order is not displayed, you can search for your sales order number using the Sales document according to customer PO number tab. Enter your PO number (122). To access the document flow tool, follow the pull-down menu path: Environment ► Display document flow. The document flow for The Bike Zone will look like the following.

The screenshot shows the SAP Document Flow interface. At the top, there's a toolbar with icons for Document flow, Edit, Goto, Environment, System, and Help. Below the toolbar, a navigation bar includes Status overview, Display document, Service documents, and Additional links. The main area is titled "Document Flow" and shows a tree view of documents under "Business partner 0000025201 The Bike Zone". The tree structure includes:

- Inquiry 0010000127 (On 03/22/2016, Status Completed)
- Quotation 0020000079 (On 03/22/2016, Status Completed)
- Standard Order 0000000072 (On 03/22/2016, Status Completed)
 - Outbound Delivery 0080000033 (On 03/22/2016, Status Completed)
 - Picking request 20160322 (On 03/22/2016, Status Completed)
 - GD goods issued/dely 49000002619 (On 03/22/2016, Status complete)
 - Invoice 0090000017 (On 03/22/2016, Status Completed)
 - Accounting document 0090000018 (On 03/22/2016, Status Cleared)

2. Review the documents for The Bike Zone's order. You may select any document and click on [Display document](#) to look at it in detail.

The screenshot shows the SAP Display Standard Order 72: Overview interface. At the top, there's a toolbar with icons for Sales document, Edit, Goto, Extras, Environment, System, and Help. Below the toolbar, a navigation bar includes Orders, Sales document, Item overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection. The main area displays the following details for Standard Order 72:

Standard Order	72	Net value	20,092.50 USD
Sold-To Party	25201	The Bike Zone / 2144 N Orange Ave / Orlando FL 32804	
Ship-To Party	25201	The Bike Zone / 2144 N Orange Ave / Orlando FL 32804	
PO Number	122	PO date	03/22/2016

Below the header, there are tabs for Sales, Item overview, Item detail, Ordering party, Procurement, Shipping, and Reason for rejection. The Sales tab is selected, showing fields for Req. delv.date (04/22/2016), Delivery plant, Total weight (57,170 g), Delivery block, Volume (0.000), Billing block, Pricing date (03/22/2016), Payment card, Exp.date, Payment terms (0001 Pay immediately w... Incoterms FOB Miami), and Order reason. At the bottom, there's a table for Order items:

Item	Material	Order Quantity	Un	Description	Customer Material Numbr	ItCa	DGIP	HL Itm	ID	First date	Pint	Batch
20BTR1122		2 EA	S	Professional Touring Bike (black)	TAN					03/22/2016	M100	