

SAP Posting Process Flow

Checking Suppliers in SAP



Reviewing Material Prices from the Previous Period



Invoicing



Sending SBIs to Suppliers

SBI Definition: Self Billed Invoice

- ★ You have to finish the Previous Month's End Closing before you can go through the SAP Posting Process or SAP Week Closing that includes any dates from the new Month
- ★ If you forget to finish the Previous Month's End Closing first before SAP Posting any Dates in the new Month you will have to include these days in the Previous Month's End Closing
- ★ Everything should be finished and corrected with B.O. Analysis (in terms of Atro Factors) for the time period that you're doing SAP Posting for before you SAP Post
- ★ When SAP Closing for the typical Week check use the Previous Monday to Sunday for the dates
- ★ The New Month's First Week Might not Start on a Monday; whatever day of the Week it starts on is the beginning point of New Month's SAP Weekly Closing for it's Dates
- ★ When you are checking Material Prices for Multiple Days filter for Multiple Dates so that you will save time
- ★ Download the most up to date version of **Material Cost EGP.xlsx** from SharePoint, do this even if you downloaded it earlier in the same day
- ★ When you're checking the ZH21 and ZH51 Pricing against the **Material Cost GEP.xlsx** sheet, match them individually
- ★ If there is a discrepancy between the ZH21 and ZH51 Pricing look at the Price Column in the **Material Cost EGP.xlsx** sheet, this should equal the ZH21 Cell and ZH51 Cell Added together, if the Price Column is not the Total of the ZH21 and ZH51 Column then something is wrong
- ★ Do not Click the Trash Can Icon when SAP Posting

Check SAP Wood Posting Suppliers

SAP Search ZSHO_BK - SAP-Wood posting control

You Come to the SAP-Wood Page

Click the Creation of PO & inbound Del. Radio so that it is Filled

Location Field: LEX Value

Weigh group 1st Field: 1 Value

Click the Multiple selection Button to the Right of weigh group

The Multiple Selection for weigh group Box Pops Up

Si... Column-2nd Row-Cell: 4 Value

Click the Copy Button

You Return to the SAP-Wood Page

weighing-in date First Field: [Start Date Entry {Format- MM/DD/YYYY}]

weighing-in date Second Field: [End Date Entry {Format- MM/DD/YYYY}]

Click the Selection Option

You Come to the SAP-Wood Posting Control Page

Click the First Name 1 Column Header

Click the Sort in Ascending Order Button

Scroll down the page to the Bottom, Check to see that the First Name Column, the Short Text Column and the Second Name 1 Column all match Left to Right

Review Material Prices

OneNote Search "**Readying Material Prices**" [this will help you with checking material prices](#)

- ★ Check BO Analysis to make sure that all the Atro Factors are there from Sunday
- ★ You Cannot Do Invoicing Until the Atro Factors have been Generated by the Sampling Station which is usually 12:00 PM
- ★ You need to Every Time Confirm that the BDT Atro Factors have been Updated. SAP Search ZRHO400 - absolutely dry sample ON (SAP_wood), enter all the Log Numbers from the **B.O. Analysis** sheet that have a Zero Atro Factor, if the %-Solid Content Field is not Zero then the Atro Factor has been Updated

Go through Invoices

Invoices

SAP Search ZSHO_BK - SAP-Wood Posting Control

You Come to the SAP-Wood Page

Click the Creation of PO & inbound Del. Radio so that it is Filled

Location Field: LEX Value

Weigh group 1st Field: 1 Value

Click the Multiple selection Button to the Right of weigh group

The Multiple Selection for weigh group Box Pops Up

Si... Column-2nd Row-Cell: 4 Value

Click the Copy Button

You Return to the SAP-Wood Page

weighing-in date First Field: [Start Date Entry {Format- MM/DD/YYYY}]

weighing-in date Second Field: [End Date Entry {Format- MM/DD/YYYY}]

Click the Selection Option

★ Confirm that the number of Weigh Certificates match the Number of Entries in B.O. Analysis

You Come to the SAP-Wood Posting Control Page

Click the Select All Column Header Button

Click the Yellow Rectangular Simulation Button

Scroll down the page to the Bottom, the entire Status Column should be filled with Yellow Triangles

→ If there are Red Octagons in the Status Column then...

Error: There is no Settlement Rate for the simulated Ticket

Solution A: The Supplier has recently been changed to a BDT Contract

Solution Step 1: Click the LogNo. Column-Current Row-Cell of the Ticket that has an Red Octagon Error

Solution Step 2: You Come to the Timberyard CHANGE Page

Solution Step 3: Go to the Material Tab

Solution Step 4: Click the Yellow Rectangular Receipt Button

Solution Step 5: The Settl.rate Column-Current Row-Cell should fill in

Solution Step 6: Click the Yellow Up Arrow Circular Exit Button

Solution Step 7: You Return to the SAP-Wood Page

→ If the Entire Status Column has been confirmed to Contain Yellow Triangles then...

Click the Yellow Rectangular Create Button

Scroll down the page to the Bottom, the entire Purch. Doc. Column should be filled with Number Entries

Click the Yellow Up Arrow Circular Exit Button

The Exit SAP-Wood Posting Control Box Pops Up

Click the Yellow Rectangular Yes Button

You Return to the SAP-Wood Page

Click the freight doc. (transport) Radio so that it is Filled

Click the Selection Option

SAP Should Display the Message No data records selected for processing!

Click the freight doc. (freight costs) Radio so that it is Filled

SAP Should Display the Message No data records selected for processing!

Click the Goods Receipt Radio so that it is Filled

Click the Selection Option

You Return to the SAP-Wood Posting Control Page

★ **Confirm that the number of Weight Certificates match the Number of Weight Certificates that finished the Simulation Process (this means accounting for the ones you deselected too)**

Click the Select All Column Header Button

Click the goods receipt Button

Scroll Down the Goods Receipt Table, the Entire Status Column should be filled with Green Squares

→ If you're missing a Green Square in one of the Rows of the Status Column then...

...

Click the Yellow Up Arrow Circular Exit Button

The exit SAP-wood posting control Box Pops Up

Click the Yellow Rectangular Yes Button

You Reload the SAP-Wood Page

Click the ERS Radio so that it is Filled

Click the Selection Option

You Come to the Selection Autom. GR Settlement (ERS) Page

Company Code Field: 0730 Value

Purch. Organization Field: 0009 Value

Plant Field: 1055 Value

Fiscal year, goods receipt Field: [Calendar Year Entry, **not the Fiscal Year**]

★ **When SAP Closing for the last week of the Month, use the Last Date of the Previous month for the Posting Date IV-Document Field, not the Current Date in the New Month**

Posting Date IV-Document Field: [Current Date Entry, **when closing for the Last Week of the Month this should be the Last Date of the Previous Month**]

Click the White Circular Execute Button

You Come to the Evaluated Receipt Settlement (ERS) with Logistics Invoice Verification Page

★ If the Number of Entries is less than One Page's Worth there won't be a scroll bar

Click and Hold the Scroll Bar so that you can see the Number of Entries on the Page, the Number of Entries Displayed should match B.O. Analysis

★ If the Numbers displayed when holding the Scroll Bar don't match B.O. Analysis it's possible that some Suppliers (like Pallet Express) are free of charge for being Timberpak

You should see a Number roughly close to 121422 at the top of the Vendor Column

You Should see a Number roughly close to 151971 at the bottom of the Vendor Column

Click the Yellow Up Arrow Circular Exit Button

You Return to the Selection Autom. GR Settlement (ERS) Page

Click the Test Run Checkbox so that it is Unchecked

Click the White Circular Execute Button

You Return to the Evaluated Receipt Settlement (ERS) with Logistics Invoice Verification Page

Click and Hold the Scroll Bar so that you can see the Number of Entries on the Page, the Number of Entries Displayed should match B.O. Analysis

You should see a Number roughly close to 121422 at the top of the Vendor Column

You Should see a Number roughly close to 151971 at the bottom of the Vendor Column

Click the Yellow Up Arrow Circular Exit Button

You Return to the Selection Autom. GR Settlement (ERS) Page

Click the White Circular Execute Button Twice, SAP Should Display the Message No Items Selected - check selection criterial! Both times you Click the Execute Button

Click the Yellow Up Arrow Circular Exit Button

You Reload the SAP-Wood Page

Click the Invoice Verification (Freight) Radio so that is filled

Click the Selection Option

SAP Should Display the Message No data records selected for processing!

Send SBIs to Suppliers

SAP Search MR90 - Messages for Invoice Documents (Creating Invoice Verifications)

You Come to the Output Messages in Logistics Invoice Verification Page

Output Type Field: ZZHL Value

Created on Field: [Current Date Entry {Format- MM/DD/YYYY}]

Sort Order Field: 01 Value

Processing Mode Field: 2 Value

Fiscal Year Field: [Current Fiscal Year (changes over in May), [not the Calendar Year](#)]

Company Code Field: 0730 Value

Click the White Circular Execute Button

You Reload the Output Messages in Logistics Invoice Verification Page

- ★ You can have multiple Output Messages for the same supplier if you create multiple SBIs for the same SAP Posting
- ★ For a normal length week you should see roughly 50 suppliers on the Logistics Invoice Verification Page

Click the Yellow Up Arrow Circular Exit Button

- ★ You need to check suppliers using ZHOL to make sure that they all received an SBI Statement, if a SBI shows up in the ZHOL list you need to send it directly to the supplier

You Reload the Output Messages in Logistics Invoice Verification Page

Output Type Field: ZHOL Value

Created on Field: [Current Date Entry {Format- MM/DD/YYYY}]

Sort Order Field: 01 Value

Processing Mode: 1 Value

Fiscal Year Field: [Current Fiscal Year (changes over in May), [not the Calendar Year](#)]

Company Code Field: 0730 Value

Click the White Circular Execute Button

You Reload the Output Messages in Logistics Invoice Verification Page

Start Repeat: Sending SBIs to Suppliers

Highlight the Row of the Supplier that you're sending the SBI to

Click the Goto Option at the Top of the Page

Click the Print Preview Option

The CompuS... Box Pops Up

Once the Street Light Icon Turns Green Click the Gray Rectangular Button

Save this PDF in your Hard Drive in your SBI folder

Email this PDF to the Supplier's Accounting Contact, Transportation Contact, Andrea, Tripp, Patrick P, Marla ([exclude Adam](#))

SBI Email Example:

Subject- [\[Vendor Name\]](#) SBI Week [\[Week ##\]](#)

Hello,

Attached you will find your SBI for Week [\[Week ##\]](#) of 2023. If you have any questions or concerns, please Contact the Wood Purchasing Team at Egger.

Regards

End Repeat: Sending SBI's to Suppliers

