

# **Le rapport de Test pratique SAP**

NOM : YAO

PRENOM: ZE LIANG

PROMO: 2018

BI Group1

## **Index :**

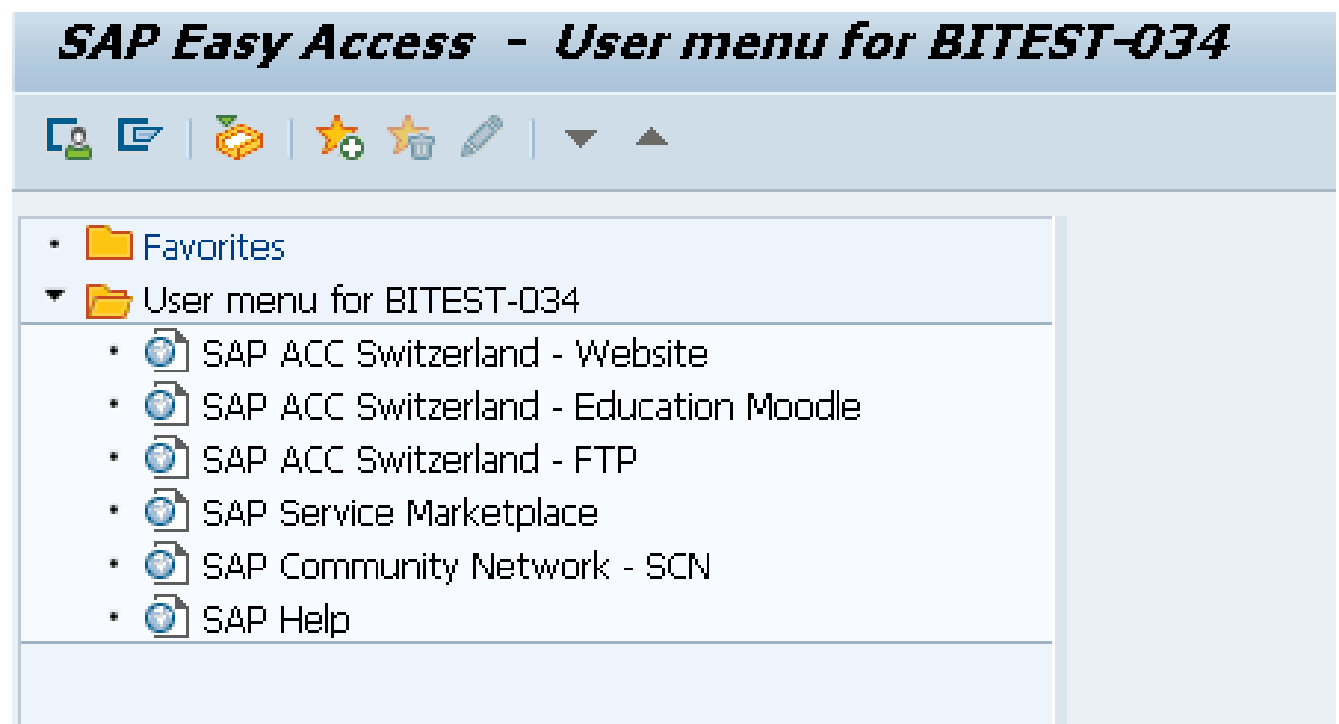
1. Introduction
2. Initialisation
3. Customer
4. Standard Customer Order
5. Outbound Delivery
6. Transfer Order
7. Outbound Delivery
8. Billing
9. Collection

## 1. Introduction

My account : BITEST-034

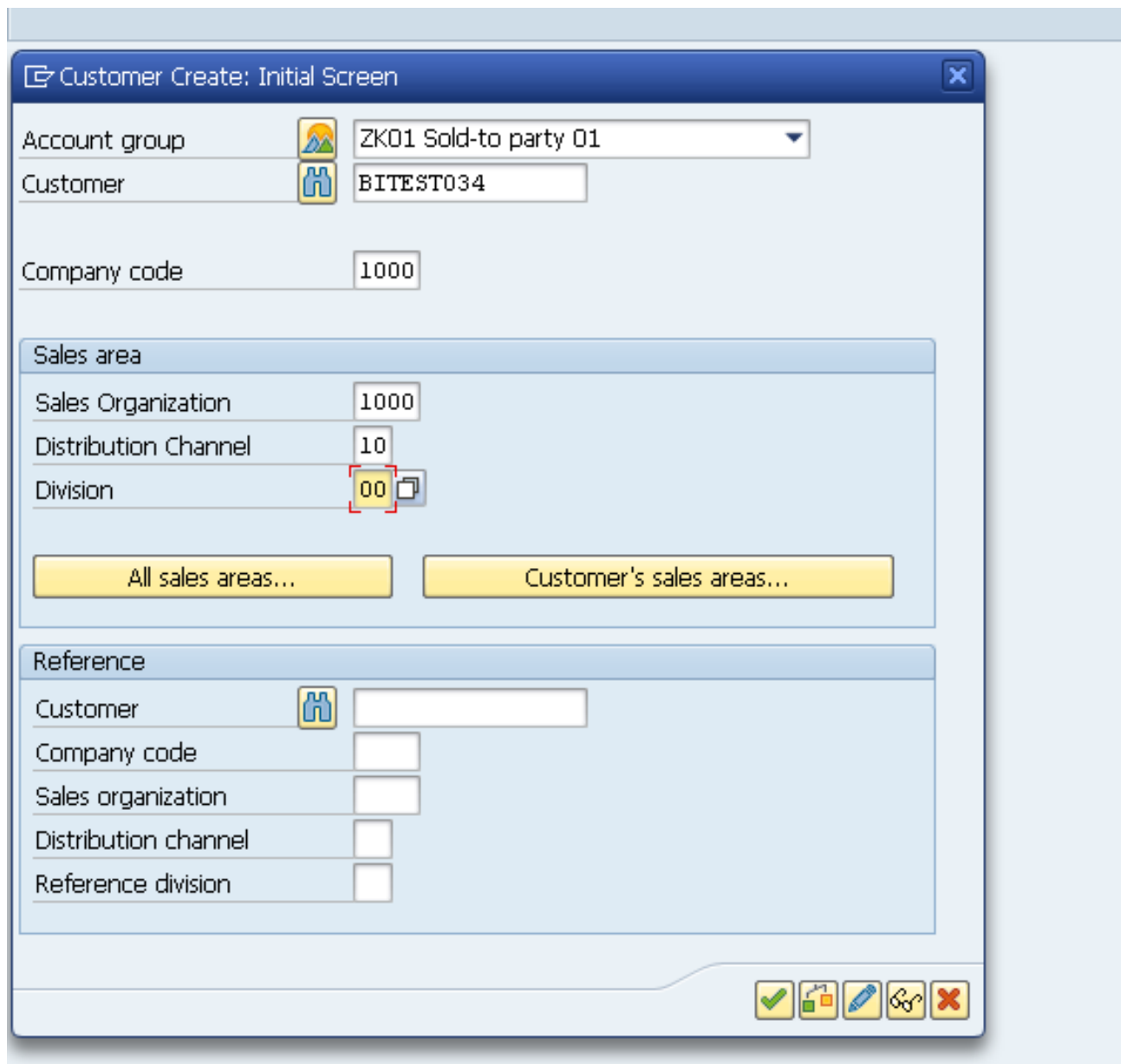
Password : 112358 (after reset)

## 2. Initialisation






### 3 Customer

Create centralised customer:



The screenshot shows the 'Customer Create: Initial Screen' in SAP. The window has a title bar with a close button. The main area contains several input fields and buttons. The 'Account group' is set to 'ZK01 Sold-to party 01'. The 'Customer' field is 'BTEST034'. The 'Company code' is '1000'. The 'Sales area' section includes 'Sales Organization' (1000), 'Distribution Channel' (10), and 'Division' (00). Below these are two buttons: 'All sales areas...' and 'Customer's sales areas...'. The 'Reference' section has fields for 'Customer', 'Company code', 'Sales organization', 'Distribution channel', and 'Reference division', all of which are empty. At the bottom right, there is a toolbar with icons for save, print, edit, and delete.

Account group		ZK01 Sold-to party 01
Customer		BTEST034
Company code		1000
<b>Sales area</b>		
Sales Organization		1000
Distribution Channel		10
Division		00
<b>Buttons</b>		
All sales areas...		Customer's sales areas...
<b>Reference</b>		
Customer		
Company code		
Sales organization		
Distribution channel		
Reference division		

### 3.1 General data

**Create Customer: General Data**

Other Customer

Company Code Data

Sales Area Data

Additional Data, Empties

Additional Data, DSD

Sales Area In

Customer 

BITEST034

Address

Control Data

Payment Transactions

Marketing

Unloading Points

Export Data

Contact Person

Preview Internat. versions

Name

Title

Mr.

Name

YAOZELIANG

Search Terms

Search term 1/2

YAO

Street Address

Street/House number

129 AVE MOULIN DU SAQUET

Postal Code/City

94400

VITRY SUR SEINE

Country

DE

Region

11

Transportation zone

D000010000

PO Box Address

PO Box

Postal code

Communication

Language

EN English

Other communication...

## 3.2 Data export

Under the section Account Management:

**Create Customer: Company Code Data**

Other Customer

General Data

Sales Area Data

Additional Data, Empties

Additional Data, DSD

Sales Area Data

Customer

BITEST034

YAOZELIANG

VITRY SUR SEINE

Company Code

1000

IDES AG

Account Management

Payment Transactions

Correspondence

Insurance

Accounting information

Recon. account

140000

Sort key

Head office

Preference ind.

Authorization

Cash mgmt group

Interest calculation

Interest indic.

Last key date

Interest cycle

Last interest run

Reference data

Prev.acct no.

Personnel number

Buying Group

Under the section Payment Transactions:

Create Customer: Company Code Data			
Other Customer    General Data    Sales Area Data     Additional Data, Empties    Additional Data, DSD    Sales Area Inf			
Customer	BITE\$T034	YAOZELIANG	VITRY SUR SEINE
Company Code	1000	IDES AG	
<div>Account Management    <b>Payment Transactions</b>    Correspondence    Insurance</div>			
Payment data			
Terms of payment	ZB01	Tolerance group	<input type="text"/>
		Known/neg.leave	<input type="text"/>
B/e charges payt term	<input type="text"/>	AR Pledging Ind	<input type="text"/>
Time until check paid	<input type="text"/>	<input type="checkbox"/> Payment history record	
Automatic payment transactions			
Payment methods	<input type="text"/>	Payment block	<input type="text"/>
Alternat.payer	<input type="text"/>	House Bank	<input type="text"/>
B/exch.limit	<input type="text"/> EUR	Grouping key	<input type="text"/>
<input type="checkbox"/> Single payment		Next payee	<input type="text"/>
<input type="checkbox"/> Payment advice by EDI		Lockbox	<input type="text"/>
Payment advice notes			
Rsn code conv.	<input type="text"/>	Selection rule	<input type="text"/>

### 3.3 Commercial data

Under the tab “sales”:

**Create Customer: Sales Area Data**

General Data Company Code Data   Sales Area

Customer  YAOZELIANG VITRY SUR SEINE

Sales Org.  Germany - Frankfurt

Distr. Channel  Final customer sales

Division  Cross-division

**Sales** Shipping Billing Documents Partner Functions

**Sales order**

Sales district  Order probab.  %

Sales Office

Sales Group

Customer group

ABC class

Currency  Euro (EMU currency as ...

☐ Switch off rounding

AuthorizGroup

Item proposal

Acct at cust.

UoM Group

Exch. Rate Type

PP cust. proc.

**Pricing/Statistics**

Price group

Cust.pric.proc.  Standard

Price List

Cust.Stats.Grp

**Agency business**

☐ Relevant for agency business

**Customer hierarchy**

Hierarchy type



Under the tab “shipping”:

**Create Customer: Sales Area Data**

Other Customer

General Data

Company Code Data

Additional Data, Empties

Additional Data, L

Customer	BITEST034	YAOZELIANG	VITRY SUR SEINE
Sales Org.	1000	Germany - Frankfurt	
Distr. Channel	10	Final customer sales	
Division	00	Cross-division	

Sales

Shipping

Billing Documents

Partner Functions

Shipping

Delivery Priority

2

Normal

☒ Order Combination

Shipping Conditions

02

Standard

Delivering Plant

1000

Werk Hamburg

☒ Relevant for POD

POD timeframe

Partial deliveries

☐ Complete delivery reqd by law

Partial delivery per item

Partial delivery allowed

Max. partial deliveries

9

☐ Unlimited tol.

Underdel. Tolerance

Overdeliv. Tolerance

General transportation data

Transportation zone

D000010000

Region Berlin

Under the tab “Facture (bill) “:

**Create Customer: Sales Area Data**

Other Customer General Data Company Code Data Additional Data, Empties Additional Data, DSD Sales Area Information



Customer BITEST034 YAOZELIANG VITRY SUR SEINE

Sales Org. 1000 Germany - Frankfurt

Distr. Channel 10 Final customer sales


Division 00 Cross-division

Sales Shipping **Billing Documents** Partner Functions

Invoicing dates   
InvoicingListDates 

Delivery and payment terms

Incoterms CFR Berlin

Terms of payment ZB01 14 Days 3%, 30/2%, 45 net Paym.guar.proc. 




Credit ctrl area 1000

Accounting

Acct assgmt group 01 Domestic revenues

Taxes

Country	Name	Tax categ...	Name	Tax...	Description
DE	Germany	MWST	Output Tax	1	Liable for Tax

   Licenses

Under the tab “Partner function”:

**Create Customer: Sales Area Data**

Other Customer   General Data   Company Code Data   Additional Data, Empties   Additional Data, DSD   Sales Area Information, DSD

Customer	BITEST034	YAOZELIANG	VITRY SUR SEINE
Sales Org.	1000	Germany - Frankfurt	
Distr. Channel	10	Final customer sales	
Division	00	Cross-division	

Sales   Shipping   Billing Documents   Partner Functions

Partner Functions

PF	Partner Function	Number	Name	Partner Description	D..
BP	d-to party	BITEST034	YAOZELIANG		<input type="checkbox"/>
BP	Bill-to party	BITEST034	YAOZELIANG		<input type="checkbox"/>
PY	Payer	BITEST034	YAOZELIANG		<input type="checkbox"/>
SH	Ship-to party	BITEST034	YAOZELIANG		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Position:   Partn.Functn   Number

✔ Customer BTEST034 has been created for company code 1000 sales area 1000 10 00






CUSTOMER ID: BITEST034

## 4. Standard Customer Order

Transaction Code: VA01

**Create Sales Order: Initial Screen**

☐ Create with Reference  Sales  Item overview  Ordering party

Order Type

Organizational Data

Sales Organization	<input data-bbox="485 1048 553 1099" type="text" value="1000"/>	Germany - Frankfurt
Distribution Channel	<input data-bbox="485 1115 523 1167" type="text" value="10"/>	Final customer sales
Division	<input data-bbox="485 1182 523 1234" type="text" value="00"/>	Cross-division
Sales Office	<input data-bbox="485 1240 553 1292" type="text"/>	
Sales Group	<input data-bbox="485 1308 539 1359" type="text"/>	

**Create Standard Order: Overview**

Standard Order:  Net value: 9.970,20 EUR

Sold-To Party: BITEST034 YAOZELIANG / 129 AVE MOULIN DU SAQUET / D-94400 VITR ...

Ship-To Party: BITEST034 YAOZELIANG / 129 AVE MOULIN DU SAQUET / D-94400 VITR ...

PO Number:  PO date:

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv.date: D 30.04.2017 Deliver.Plant:

☐ Complete delv. Total Weight: 840 KG

Delivery block:  Volume: 2,250 M3

Billing block:  Pricing date: 31.03.2017

Payment card:  Exp.date:

Card Verif.Code:

Payment terms: ZB01 14 Days 3%, 30/2 ... Incoterms: CIF Berlin

Order reason: 008 Good service

Item	Material	Order Quantity	Un	Description	S	Customer Material Numb	ItCa	DGIP	HL Itm	D f
	10 P-103	3	PC	Pump PRECISION 103	<input type="checkbox"/>		TAN			
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					
					<input type="checkbox"/>					

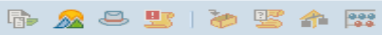
Insert the value and save

☒ Standard Order 13844 has been saved

Customer order number: 13844


[illegible]

**Create Outbound Delivery with Order Reference**

With Order Reference   W/o Order Reference   |      Post Goods Issue


Shipping point  Shipping Point Hamburg


**Sales order data**


Selection date	<input type="text" value="30.04.2017"/>
Order	<input type="text" value="13844"/> 
From item	<input type="text"/>
To item	<input type="text"/>

**Predefine delivery type**

Delivery Type	<input type="text"/>
---------------	----------------------



 Delivery 80016714 has been saved




The outgoing delivery number: 80016174

## 6. Transfer order


Transaction Code: LT03


**Create Transfer Order for Delivery Note: Initial Screen**

Warehouse Number	010	
Plant	1000	
Delivery	80016714	
Group		

**Control**

- ☒ Activate Item
- Foreground/Backgrnd D Background ▾
- Adopt Pick Quantity ☐
- Adopt putaway qty ☐
- Putaway TO proc. ☐

 Transfer order 0000003253 created




Order transfer number:0000003253






## 7. Outbound delivery

Transaction Code: VL02N

**Change Outbound Delivery**

 Post Goods Issue

Outbound Delivery

Goods movement: Error log									
									
									
Type	Item	Msg.	Area	MT	Message Text	Material	Desc.	Dlv.qty	SU Batch
		602	VL	E	Goods issue has already been posted for delivery			0,000	

## Transaction Code: VF01

[illegible]

Follow the instructions and save

We have the Bill number: 90038545

## 9. Collection

Transaction Code: F-28

**Invoice (F2) 90038545 (F2) Display: Item Data**

Billing Items Accounting

Item: 10 Created by: BITEST-034  
Item category: TAN Created on: 31.03.2017 Time: 11:13:13  
Material: P-103 Pump PRECISION 103  
Batch:

Item Detail Item Partners Conditions ForTrade/Customs Item Texts PO Data

Qty: 3 PC Net: 9.970,20 EUR  
Tax: 1.894,34

Pricing Elements																
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
	PR00	Price	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
		Gross Value	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
		Discount Amount	0,00	EUR		1PC	0,00	EUR			1PC		1PC	0,00		
		Rebate Basis	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
		Net Value for Item	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
			3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
		Net Value 2	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
		Net Value 3	3.323,40	EUR		1PC	9.970,20	EUR			1PC		1PC	0,00		
	HWST	Output Tax	19,000	%			1.894,34	EUR			0		0	0,00		
		Total	3.954,85	EUR		1PC	11.864,54	EUR			1PC		1PC	0,00		
	SKTO	Cash Discount	3,000	%			355,94	EUR			0		0	0,00		✓
	VPRS	Cost	829,59	EUR		1PC	2.488,77	EUR			1PC		1PC	2.488,77	EUR	✓
		Profit Margin	2.493,81	EUR		1PC	7.481,43	EUR			1PC		1PC	0,00		

Condition rec. Analysis Update

we check the total amount first, and fill the bill

the total number is 11.864,54

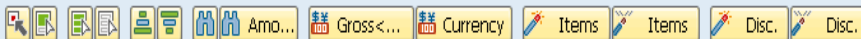
<b>Post Incoming Payments: Header Data</b>			
Process open items			
Document Date	31.03.2017	Type	DZ
Posting Date	31.03.2017	Period	3
Document Number		Company Code	1000
Reference		Currency/Rate	EUR
Doc.Header Text		Translatn Date	
Clearing text		Cross-CC no.	
		Trading part.BA	
Bank data			
Account	113100	Business Area	
Amount	11.864,54	Amount in LC	11.864,54
Bank charges		LC bank charges	
Value date	31.03.2017	Profit Center	
Text		Assignment	
Open item selection		Additional selections	
Account	BITEST034	<input checked="" type="radio"/> None	
Account Type	D <input type="checkbox"/> Other accounts	<input type="radio"/> Amount	
Special G/L ind	<input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number	
Pmnt advice no.		<input type="radio"/> Posting Date	
<input type="checkbox"/> Distribute by age		<input type="radio"/> Dunning Area	
<input type="checkbox"/> Automatic search		<input type="radio"/> Others	

### Post Incoming Payments Process open items


 Distribute diff.  
  Charge off diff.  
  Editing options  
  Cash Disc. Due  
  Create Dispute Case

Standard Partial Pmt Res.items Withhldg tax

Account items BITEST034 YAOZELIANG

[illegible]

Editing status











Number of items	1	Amount entered	11.864,54
Display from item	1	Assigned	11.508,60
Reason code	TP	Difference postings	355,94
Display in clearing currency		Not assigned	0,00

☒ Document 1400002138 was posted in company code 1000

Number of the accounting sheet: 1400002138

## Show the workflow

Transaction Code: VA03

Document Flow			
 Status overview  Display document   Service documents  Additional links			
Business partner BITEST034 YAOZELIANG			
			
Document	On	Status	
▼  ➔ Standard Order 0000013844	31.03.2017	Being processed	
▼  Initial Doc. 80016714	31.03.2017	Completed	
•  Transfer order 0000003253	31.03.2017	Completed	
•  GD goods issue:delvy 4900038911	31.03.2017	complete	
▼  Invoice (F2) 0090038545	31.03.2017	FI doc. generated	
•  Accounting document 1400002126	31.03.2017	Cleared	

All completed .

Thanks for reading