

Sales and Distribution (SD) Case Study

This case study explains an integrated sales and distribution process in detail and thus fosters a thorough understanding of each process step and underlying SAP functionality.

Product

SAP ERP
G.B.I.
Release 6.04

Level

Undergraduate
Graduate
Beginner

Focus

Sales and Distribution

Authors

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Version

2.1

MOTIVATION

The data entry requirements in the sales & distribution exercises (SD 1 through SD 8) were minimized because much of the data was stored in the SAP system. This stored data, known as master data, simplifies the processing of business transactions.

In the sales order process, we used master data for customers, materials (the products we sold) and pricing to simplify the sales order process.

In this case study, we will create the master data for a new customer.

PREREQUISITES

Before you use this case study, you should be familiar with navigation in the SAP system.

In order to successfully work through this case study, it is not necessary to have finished the SD exercises (SD 1 through SD 8). However, it is recommended.

NOTES

This case study uses the Global Bike Inc. (G.B.I.) data set, which has exclusively been created for SAP UA global curricula.

Process Overview

Learning Objective Understand and perform an integrated order-to-cash cycle. **Time** 120 min

Scenario In order to process a complete order-to-cash process you will take on different roles within the GBI company, e.g. sales agent, warehouse worker, accounting clerk. Overall, you will be working in the Sales and Distribution (SD), the Materials Management (MM) and the Financial Accounting (FI) departments.

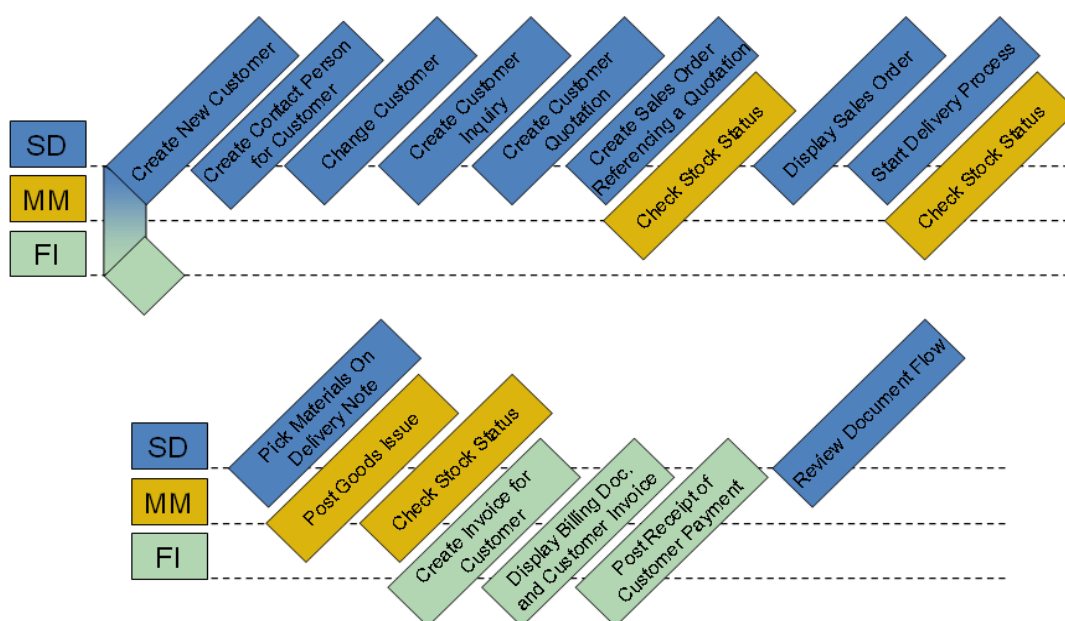
Employees involved

- David Lopez (East Rep. Miami)
- Maria Diaz (Sales Person 1)
- Matthias Dosch (Sales Person 2)
- Sandeep Das (Warehouse Supervisor)
- Sergey Petrov (Warehouse Supervisor)
- Stephanie Bernard (Billing Clerk)
- Jamie Shamblin (Cost Accountant)

You start the sales order process by creating a new customer (The Bike Zone) in Orlando. Then, you receive an inquiry which you will process into a quotation. Once the quotation is accepted by the customer you create a sales order referencing the quotation. As you will have enough bikes in stock, you deliver the products sold to your customer, create an invoice and receive the payment.

Process description

The graphic below displays the complete process (17 tasks).



Create New Customer

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)

In this case study, we will create the master data for a new customer. Two types of customer data are stored about a customer – sales data and accounting data. The customer master data is created in three groups, or views – general, accounting, and sales. Customers can be created centrally, meaning that all views are generated concurrently, or responsibility can be distributed so that different personnel in the accounting and sales areas are responsible for creating and maintaining the data in their respective views. For this task, central creation will be used to enter all of the needed data to define a new customer.

To create a new customer, follow the menu path:

Menu path


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


This will produce the following screen.

The screenshot displays the 'Customer Create: Initial Screen' in SAP. The interface includes the following elements:

- Account group:** A dropdown menu set to '0001 Sold-to party'.
- Customer:** An empty text field with a search icon.
- Company code:** A text field containing 'US00' and the company name 'Global Bike Inc.' to its right.
- Sales area:** A section containing three empty text fields for 'Sales Organization', 'Distribution Channel', and 'Division'. Below these are two buttons: 'All sales areas...' and 'Customer's sales areas...'.
- Reference:** A section containing five empty text fields for 'Customer', 'Company code', 'Sales organization', 'Distribution channel', and 'Reference division'.
- Bottom right:** A row of five icons: a green checkmark, a printer, a pencil, a magnifying glass, and a red X.

US00
UW00
WH
BI

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. After clicking on , the following screen will appear.

Select **Company** as Title, enter **The Bike Zone** for Name and **###** for Search term 1. Remember to replace **###** with your three-digit number, e.g. 003 if your number is 003. Then, enter **2144 N Orange Ave** for Street, **32804** for Postal Code, **Orlando** for City, **US** for Country, and **FL** for Region. Then click on the expand icon  to access additional street address fields.

Company
The Bike Zone

2144 N Orange Ave
Orlando, FL 32804
US

Scroll down and click on the search icon next to the Transportation Zone field. This will produce the following pop-up window.

TranspZone	Description
0000000001	Region East
0000000002	Region West

Double-click on **Region East** to select it. Clicking on Company Code Data will produce the following screen.

Region East

Enter **110000** for Recon. account (reconciliation account) and **001** for Sort key. Then click on the Payment Transactions tab.

110000
001

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

0001


Make sure **USD** is entered for Currency and **1** is entered for Cust.pric.proc. Enter **1** for Cust.Stats.Grp, and then click on the Shipping tab. Fill in the following data.

USD
1
1

The screenshot shows the SAP Shipping configuration screen. It has four tabs: Sales, Shipping, Billing Documents, and Partner Functions. The Shipping tab is active. The 'Shipping' section contains: Delivery Priority (02), Shipping Conditions (01), Delivering Plant (MI00), a checked 'Order Combination' box, and a 'Relevant for POD' checkbox. The 'Partial deliveries' section contains: 'Complete delivery reqd by law' checkbox, 'Partial delivery per item' checkbox, 'Max. partial deliveries' (3), 'Unlimited tol.' checkbox, 'Underdel. Tolerance' and 'Overdeliv. Tolerance' input fields. The 'General transportation data' section contains 'Transportation zone' (0000000001) and 'Region East'.

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

FOB Miami
0001
01
0

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

Customer number

Customer 0000025011 has been created for company code US00 sales area UE00 WH BI

Click on the cancel icon  to return to the SAP Easy Access screen.



Create Contact Person for Customer

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)

Now that we have created the master data for our new customer, **The Bike Zone**, we can create the master data for a contact person. A contact person is an employee/representative of the new customer's company. The contact person defines a specific person to communicate with when dealing with The Bike Zone.

To create a contact person, follow the menu path:

Menu path


Logistics ▶ Sales and Distribution ▶ Master Data ▶ Business Partner ▶ Contact Person ▶ Create


This will produce the following screen.

The screenshot shows the 'Contact Person : Initial Screen' in SAP. At the top, there is a header bar with the title 'Contact Person : Initial Screen'. Below the header, there is a large empty rectangular area. At the bottom of the screen, there is a field labeled 'Customer' containing the value '25011'. To the right of this field is a selection icon (a small square with a checkmark) and the text 'The Bike Zone'.

If your customer number is not entered by default, then search for your new customer using the F4 help with search term ###.

###


When your customer number is entered, click on  which will produce the following screen.


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 .

1
0002
02
0002

Your contact person will be given a unique number.

Contact person number

 Contact person 0000000005 created for customer 0000025011

Click on the exit icon  to return to the SAP Easy Access screen.



Change 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)

The contact person created for The Bike Zone needs to be assigned as a business partner within the customer master.

To change the customer master data, follow the menu path:

Menu path

Logistics ▶ Sales and Distribution ▶ Master Data ▶ Business Partner ▶ Customer ▶ Change ▶ Sales and Distribution


This will produce the following screen.

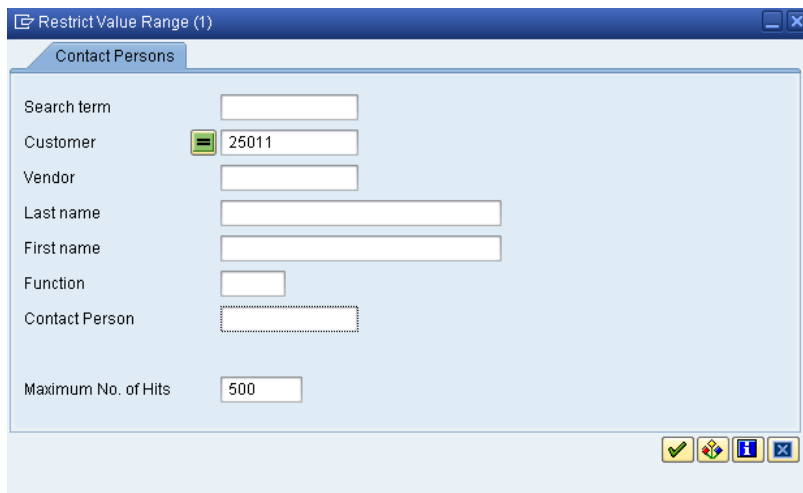
If the customer number is not entered by default, search for it using the F4 help and the search term ### (your number). Make sure that following values are entered: **UE00** for Sales Organization, **WH** is entered for Distribution Channel, and **BI** for Division. Then, press Enter.


UE00
WH
BI

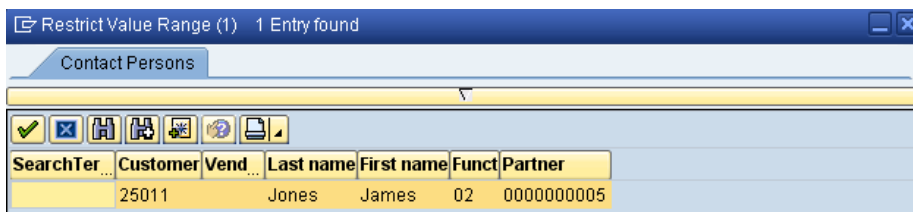
On the Sales Area Data screen, select the Partner Functions tab. The following screen will appear.

PF	Partner Function	Number	Name	Partner Description	D...
SP	Sold-to party	25011	The Bike Zone		<input type="checkbox"/>
BP	Bill-to party	25011	The Bike Zone		<input type="checkbox"/>
PY	Payer	25011	The Bike Zone		<input type="checkbox"/>
SH	Ship-to party	25011	The Bike Zone		<input type="checkbox"/>


In the next empty row, enter **CP** for PF (partner function). Click in 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.



SearchTer	Customer	Vend	Last name	First name	Funct	Partner
25011	25011	Jones	Jones	James	02	0000000005

Double-click on the partner to enter the partner number. Click on  to save.

Click on the cancel icon  to return to the SAP Easy Access screen.



Create Customer Inquiry

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)

Now we will enter an inquiry from our new customer, The Bike Zone. An inquiry is a customer's request to be provided with a quotation or sales information without obligation. An inquiry can relate to materials or services, conditions, and if necessary delivery dates.

To create an inquiry, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Inquiry ► Create

This will produce the following screen.

The screenshot shows the 'Create Inquiry: Initial Screen' in SAP. At the top, there are navigation icons for 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. Below this, the 'Inquiry Type' is set to 'IN' with a dropdown arrow. The 'Organizational Data' section contains the following fields:


Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		

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.


IN
UE00
WH
BI

The screenshot shows the 'Create Inquiry: Overview' screen. It features a navigation bar with icons for 'Sales', 'Item overview', 'Item detail', 'Ordering party', 'Procurement', 'Shipping', and 'Reason for rejection'. The main area contains the following fields:

Inquiry		Net value	0.00
Sold-To Party			
Ship-To Party			
PO Number		PO date	
Valid from		Valid to	
Req. deliv. date	D 05/28/2010	Expect.ord.val.	0.00

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

Because you have defined a search term when we created our new customer, we can now use it to find your The Bike Zone.

Click on the Customers (general) tab, enter **###** for search term and **Orlando** for City. Then, click on . This will produce the new customer.


Orlando

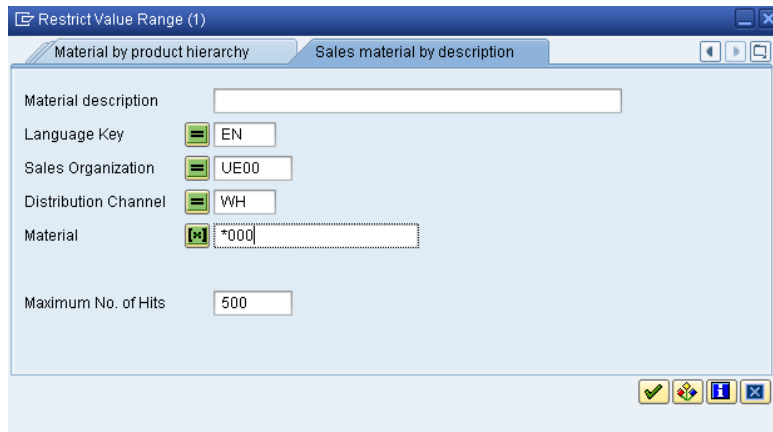
SearchTer...	PostalCode	City	Name 1	Customer
000	32804	ORLANDO	THE BIKE ZONE	25011

Double-click on The Bike Zone to select it.

Enter **###** 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).

today's date
one month from today

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. Click on the material field, then click on the search icon . Make sure you are on the Sales material by description tab.



On the Sales material by description tab, enter Sales Organization **UE00**, Distribution Channel **WH** and Material ***###** (e.g. *005 if your number is 005). Then click on to get the list of bicycles.

UE00
WH
*###

Material description	Language	SOrg.	DChl	Material
AIR PUMP	EN	UE00	WH	PUMP1000
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1000
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DXTR3000
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DXTR2000
ELBOW PADS	EN	UE00	WH	EPAD1000
FIRST AID KIT	EN	UE00	WH	FAID1000
KNEE PADS	EN	UE00	WH	KPAD1000
MEN'S OFF ROAD BIKE	EN	UE00	WH	ORMN1000
OFF ROAD HELMET	EN	UE00	WH	OHMT1000
PROFESSIONAL TOURING BIKE (BLACK)	EN	UE00	WH	PRTR1000
PROFESSIONAL TOURING BIKE (RED)	EN	UE00	WH	PRTR3000
PROFESSIONAL TOURING BIKE (SILVER)	EN	UE00	WH	PRTR2000
REPAIR KIT	EN	UE00	WH	RKIT1000
ROAD HELMET	EN	UE00	WH	RHMT1000
T-SHIRT	EN	UE00	WH	SHRT1000
WATER BOTTLE	EN	UE00	WH	BOTL1000
WATER BOTTLE CAGE	EN	UE00	WH	CAGE1000
WOMEN'S OFF ROAD BIKE	EN	UE00	WH	ORWN1000

Double-click on the **Deluxe Touring Bike (black)** to select it and enter an order quantity of **5** pieces.

DXTR1###
5

Item	Material	Order Quantity	SU	Allttn	Description
	DXTR1000	5			

Repeat the process to enter a quantity of **2** of the **Professional Touring Bike (black)**. Click on the enter icon to determine the price for this order.

PRTR1###
2

Valid from: 05/28/2010 Valid to: 06/28/2010
 Req. deliv.date: 05/28/2010 Expect.ord.val.: 6,420.00 USD

Item	Material	Order Quantity	SU	Altitm	Description
	10DXTR1000		5 EA		Deluxe Touring Bike (black)
	20PRTR1000		2 EA		Professional Touring Bike (black)

The total price for these 7 bikes to The Bike Zone is 21,400.00, which is given by the net value. The Expect.ord.val (6,420.00) is a calculated value which takes the net value of the order and multiplies it by the probability of having an inquiry from this customer turn into an actual order. Use the scroll icon to get to the Order probability column (two columns right of the Net value column).

Item	Material	Net value	BOM exp...	Order probability	Engineering change	Curr.	Reason for rejection
AFN		15,000.00		30		USD	
AFN		6,400.00		30		USD	

The order probability of 30% is the default value that was set for GBI for inquiry documents. The expected order value is then $0.30 \times 21,400.00 = 6,420.00$. We can change the order probability for an inquiry, which makes sense as different customer inquiries would have different probabilities of becoming an actual sales order.

Change the order probabilities to **75%**, then click on the enter icon to update the inquiry and note the new Expect.ord.val of 16,050.00.

75

Item	Material	Net value	BOM exp...	Order probability	Engineering change	Curr.	Reason for rejection
AFN		15,000.00		75		USD	
AFN		6,400.00		75		USD	

Click on to save the inquiry. The SAP system will assign a unique number to the inquiry.

Inquiry number

Inquiry 10000005 has been saved

Click on the exit icon to return to the SAP Easy Access screen.



Create Customer Quotation

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)

An inquiry presents the terms (price, delivery schedule) to a customer considering a purchase. A quotation is similar, except that it is a legally binding offer for delivering the requested product or services.

The Bike Zone would like a firm quote for the items in the inquiry created before. We can do this easily by copying the details from the inquiry into the new quotation. To do this, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Quotation ► Create

This will produce the following screen.

The screenshot shows the 'Create Quotation: Initial Screen' in SAP. At the top, there are navigation icons for 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. Below this, the 'Quotation Type' field is set to 'QT' and 'Quotation'. An 'Organizational Data' table is displayed with the following values:

Organizational Data		
Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		

Enter **QT** for Quotation Type, then click on Create with Reference. This will produce the following screen.

QT

Create with Reference

Inquiry Quotation Order Contract SchedAgree BillDoc

Inquiry

Requested deliv.date

Search Criteria

Pur. Order

Sold-to party

WBS Element

Search

Make sure the **Inquiry** tab is selected, click on the **Inquiry** field, then on the search icon . This will produce the following search window.

Sales Document (1)

Sales documents, not fully confirmed Sales documents by customer

Partner

Partner Function

Sales Organization

Sales Office

Sales Group

Distribution Channel

Division

Sales Document Type

Purchase order no.

Document Date

Created by

Valid from

Valid to

Transaction group

Sales Document

Maximum No. of Hits

In the Sales documents by customer tab, enter your Purchase order no. (###), then click on . This will produce a list with the inquiry for The Bike Zone.

###

Partn	Funct	SOrg	SO	SGrp	DChl	Dv	SaTy	Purchase order	Doc. Date	Created	Valid from	Valid to	TrG	Document
25011	SP	UE00			WH	BI	IN	000	05/28/2010	GBI-021	05/28/2010	06/28/2010	1	10000005

Double-click on the inquiry to select it, and the inquiry number will be copied in the Create with Reference window.

Click on the Copy button to copy information from the inquiry into the quotation screen.

Item	Material	Order Quantity	SU	Altitm	Description
	10DXTR1000		5	EA	Deluxe Touring Bike (black)
	20PRTR1000		2	EA	Professional Touring Bike (black)

Enter ### 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. Then click on the enter icon , which will produce the following warning.

today's date
one month from today
one month from today

The default date is not copied into existing schedule lines

Click on the enter icon to acknowledge the warning. This will produce an information message.



Click on the enter icon to acknowledge this information.

To encourage The Bike Zone to become a loyal customer, you have been authorized to give a \$50.00 discount on each Deluxe Touring bike, as well as a 5% discount on the entire order.

To add the \$50.00, 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.

Pricing Elements										
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC...OU
	PR00	Price	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Gross Value	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Discount Amount	0.00	USD		1 EA	0.00	USD		1 EA
		Rebate Basis	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Net Value for Item	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Net Value 2	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Total	3,000.00	USD		1 EA	15,000.00	USD		1 EA
	SKTO	Cash Discount	0.000	%			0.00	USD		0
	VPRS	Internal price	1,400.00	USD		1 EA	7,000.00	USD		1 EA
		Standard - USA. With	1,600.00	USD		1 EA	8,000.00	USD		1 EA


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. To add a discount, we can add condition type **K004** (material discount) with a value of **50** to the pricing procedure.

K004
50

		Total	3,000.00	USD		1 EA
	SKTO	Cash Discount	0.000	%		
	VPRS	Internal price	1,400.00	USD		1 EA
		Standard - USA. With	1,600.00	USD		1 EA
	K004		50			

After clicking on the enter icon , a new price for the 5 Deluxe Touring bikes will be calculated.

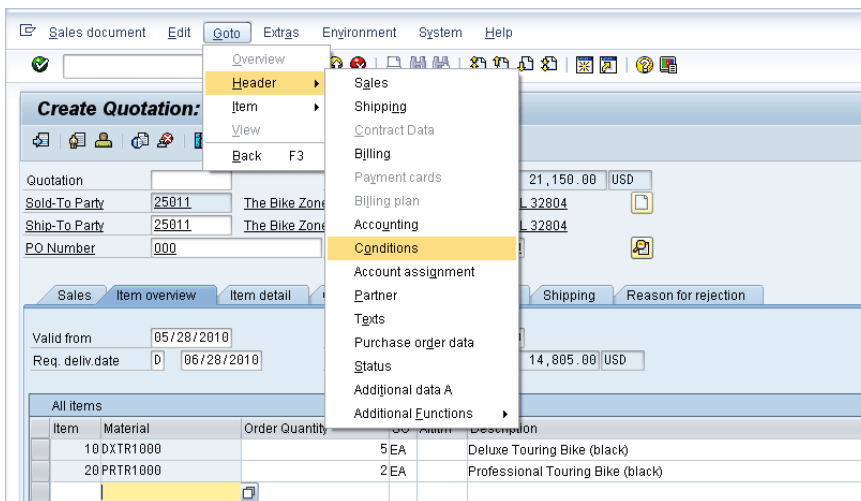
Pricing Elements										
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC... OUn
PR00		Price	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Gross Value	3,000.00	USD		1 EA	15,000.00	USD		1 EA
K004		Material	50.00	USD		1 EA	250.00	USD		1 EA
		Discount Amount	50.00	USD		1 EA	250.00	USD		1 EA
		Rebate Basis	2,950.00	USD		1 EA	14,750.00	USD		1 EA
		Net Value for Item	2,950.00	USD		1 EA	14,750.00	USD		1 EA
		Net Value 2	2,950.00	USD		1 EA	14,750.00	USD		1 EA
		Total	2,950.00	USD		1 EA	14,750.00	USD		1 EA
SKT0		Cash Discount	0.000	%			0.00	USD		0
VPRS		Internal price	1,400.00	USD		1 EA	7,000.00	USD		1 EA
		Standard - USA With	1,550.00	USD		1 EA	7,750.00	USD		1 EA


Note that the discount is now applied to the order. Click on the back icon  to return to the main quotation screen.

To apply a 5% discount to the entire order, follow the pull-down menu path:

Goto ► Header ► Conditions


This will produce the following screen.




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.


RA00
5

Pricing Elements												
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Condition value	CdCur	Stat
PR00		Price					21,400.00	USD		0.00		<input type="checkbox"/>
		Gross Value					21,400.00	USD		0.00		<input type="checkbox"/>
K004		Material					250.00	USD		0.00		<input type="checkbox"/>
		Discount Amount					250.00	USD		0.00		<input type="checkbox"/>
		Rebate Basis					21,150.00	USD		0.00		<input type="checkbox"/>
		Net Value for Item					21,150.00	USD		0.00		<input type="checkbox"/>
		Net Value 2					21,150.00	USD		0.00		<input type="checkbox"/>
		Total					21,150.00	USD		0.00		<input type="checkbox"/>
SKT0		Cash Discount					0.00	USD		0.00		<input checked="" type="checkbox"/>
VPRS		Internal price					10,000.00	USD		0.00		<input checked="" type="checkbox"/>
		Standard - USA With					11,150.00	USD		0.00		<input type="checkbox"/>
	RA00				5							<input type="checkbox"/>

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

Pricing Elements												
N...	CrTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Condition value	CdCur	Stat
<input checked="" type="checkbox"/>	PR00	Price					21,400.00	USD		0.00		<input type="checkbox"/>
		Gross Value					21,400.00	USD		0.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	K004	Material					250.00	USD		0.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	RA00	% Discount from Net	5.000	%			1,057.50	USD		0.00		<input type="checkbox"/>
		Discount Amount					1,307.50	USD		0.00		<input type="checkbox"/>
		Rebate Basis					20,092.50	USD		0.00		<input type="checkbox"/>
		Net Value for Item					20,092.50	USD		0.00		<input type="checkbox"/>
		Net Value 2					20,092.50	USD		0.00		<input type="checkbox"/>
		Total					20,092.50	USD		0.00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	SKT0	Cash Discount					0.00	USD		0.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	VP05	Internal price					10,000.00	USD		0.00		<input checked="" type="checkbox"/>
		Standard - USA/With					10,092.50	USD		0.00		<input type="checkbox"/>

The 5% discount is now applied. Note that it is applied to the price **after** the \$50 discount per Deluxe Touring bike. Click on  to save the new quotation.

Click on the exit icon  to return to the SAP Easy Access screen.



Create Sales Order Referencing a Quotation

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)

The Bike Zone has agreed to the terms and conditions in the quotation, and wants to order the bikes in the quotation. As a result, we can simplify the order creation process by copying the quotation into a sales order.

To create a sales order, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Create

This will produce the following screen.

The screenshot shows the 'Create Sales Order: Initial Screen' in SAP. At the top, there are navigation icons for 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. Below this, the 'Order Type' is set to 'OR' (highlighted in yellow) and 'Standard Order'. A section titled 'Organizational Data' contains the following fields:


Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		


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 search window.

OR

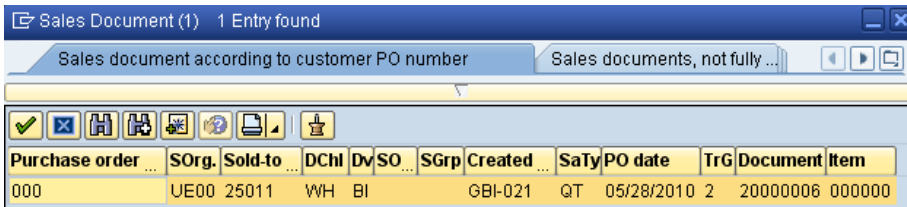
The screenshot shows the 'Create with Reference' pop-up search window. It has a title bar with a close button and a menu bar with options: 'Inquiry', 'Quotation', 'Order', 'Contract', 'SchedAgree', and 'BillIDoc'. The 'Quotation' tab is selected. The window contains the following fields:

- Quot. (highlighted in yellow)
- Requested deliv.date (with a date input field)
- Search Criteria section:
 - Pur. Order (input field)
 - Sold-to party (input field)
 - WBS Element (input field)
- A 'Search' button with a magnifying glass icon.

Make sure that the Quotation tab is selected, click on the Quotation field, then on the search icon .


On the following search window, make sure you select the Sales document according to customer PO number tab, enter ### for PO number, then click on the enter icon .

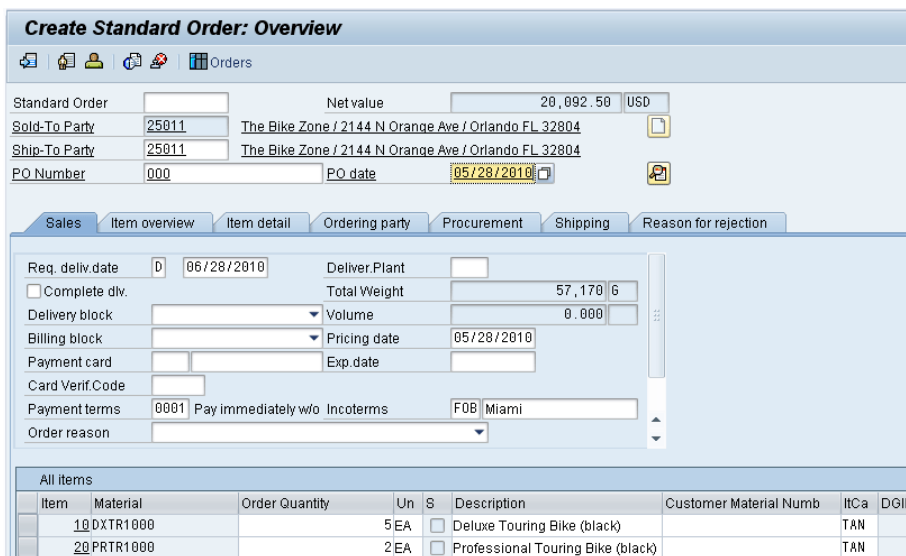
###



Purchase order	SOrg.	Sold-to	DChl	DvSO	SGrp	Created	SaTy	PO date	TrG	Document	Item
000	UE00	25011	WH	BI	GBI-021	QT	05/28/2010	2	20000006	000000	

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.



Create Standard Order: Overview

Standard Order: Net value: 20,092.50 USD

Sold-To Party: 25011 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

Ship-To Party: 25011 The Bike Zone / 2144 N Orange Ave / Orlando FL 32804

PO Number: 000 PO date: 05/28/2010

Req. deliv. date: 06/28/2010 Deliver. Plant:

Complete dlv. Total Weight: 57,170.6

Delivery block: Volume: 0.000

Billing block: Pricing date: 05/28/2010


Payment card: Exp. date:

Card Verif. Code:


Payment terms: 0001 Pay immediately w/o Incoterms FOB Miami


Order reason:

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DGIP
	10 DXTTR1000		5	EA	Deluxe Touring Bike (black)		TAN	
	20 PRTR1000		2	EA	Professional Touring Bike (black)		TAN	

Enter ### 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.

today's date

 Standard Order 7 has been saved

Click on the exit icon  to return to the SAP Easy Access screen.



Check Stock Status

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)



We can check on the inventory level of the bikes in the sales order for The Bike Zone. To do this, follow the menu path:

Menu path

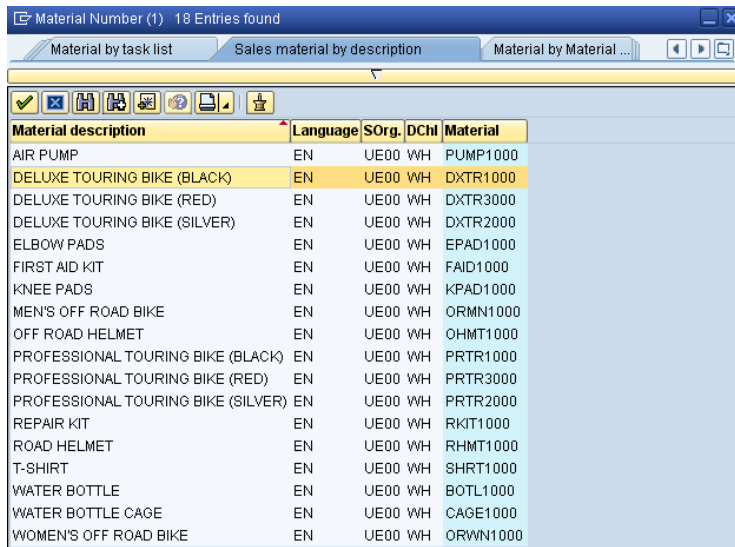
Logistics ► **Materials Management** ► **Inventory Management** ► **Environment** ► **Stock** ► **Stock Overview**

This will produce the following screen.

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 ***###** (e.g. *002 if your number is 002). Then click the enter icon  to find the list of materials.

UE00
WH
*###

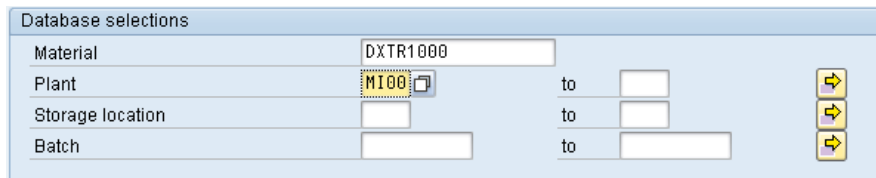


Material Number (1) 18 Entries found

Material by task list | Sales material by description | Material by Material ...

Material description	Language	SOrg.	DChl	Material
AIR PUMP	EN	UE00	WH	PUMP1000
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1000
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DXTR3000
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DXTR2000
ELBOW PADS	EN	UE00	WH	EPAD1000
FIRST AID KIT	EN	UE00	WH	FAID1000
KNEE PADS	EN	UE00	WH	KPAD1000
MEN'S OFF ROAD BIKE	EN	UE00	WH	ORMN1000
OFF ROAD HELMET	EN	UE00	WH	OHMT1000
PROFESSIONAL TOURING BIKE (BLACK)	EN	UE00	WH	PRTR1000
PROFESSIONAL TOURING BIKE (RED)	EN	UE00	WH	PRTR3000
PROFESSIONAL TOURING BIKE (SILVER)	EN	UE00	WH	PRTR2000
REPAIR KIT	EN	UE00	WH	RKIT1000
ROAD HELMET	EN	UE00	WH	RHMT1000
T-SHIRT	EN	UE00	WH	SHRT1000
WATER BOTTLE	EN	UE00	WH	BOTL1000
WATER BOTTLE CAGE	EN	UE00	WH	CAGE1000
WOMEN'S OFF ROAD BIKE	EN	UE00	WH	ORWN1000

Double-click on the Deluxe Touring Bike (black) to select it.




Database selections

Material: DXTR1000

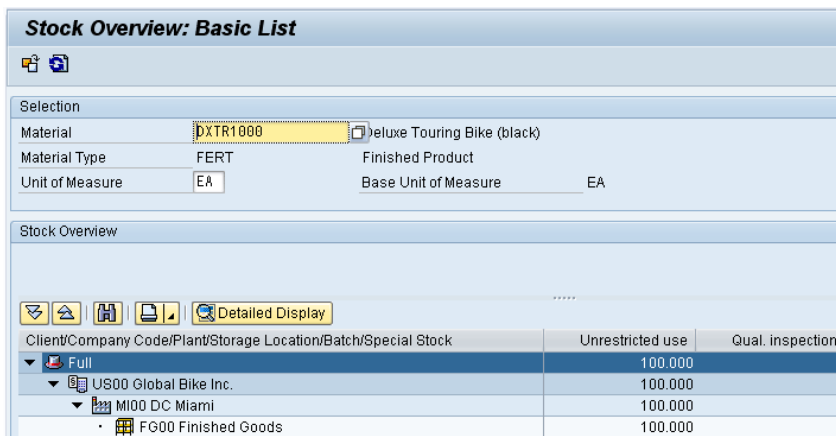
Plant: MI00

Storage location: [] to []

Batch: [] to []

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.

MI00



Stock Overview: Basic List

Selection

Material: DXTR1000 Deluxe Touring Bike (black)


Material Type: FERT Finished Product

Unit of Measure: EA Base Unit of Measure: EA

Stock Overview



Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Full	100.000	
US00 Global Bike Inc.	100.000	
MI00 DC Miami	100.000	
FG00 Finished Goods	100.000	

This report gives stock levels for the DC in Miami.


You can get more detail on the stock of black Deluxe Touring bikes. Select the Miami DC, then click on the  Detailed Display icon. This will give you very specific information about the inventory of black Deluxe Touring bikes.




Stock Type	Stock
Unrestricted use	100.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgt ordered	0.000
Reserved	0.000
Stck trans.(plnt)	0.000
Transfer (SLoc)	0.000
Consgt unrestr.	0.000
Consgt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	5.000
Cust.sched.agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000

Note the 5 bikes that are part of the sales order. Click on the enter icon  to close the Detailed Display window, then click on the back icon  to return to the main screen.



Use the search function to enter the material number for the Professional Touring bike (black). Click on the execute icon  and review the stock level for this bike.

Click on the exit icon  to return to the SAP Easy Access screen.



Display Sales Order

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)

With relatively little user input, the sales order for The Bike Zone has been created. The Display Sales Order transaction provides the opportunity to review the order in detail.


To display a sales order, follow the menu path:


Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Display

This will produce the following screen.

The screenshot shows the 'Display Sales Order: Initial Screen' in SAP. At the top, there is a navigation bar with icons for Sales, Item overview, Ordering party, and Orders. Below this is a search field labeled 'Order' with a search icon. A 'Search Criteria' section contains several input fields: 'Purchase Order No.', 'Sold-to party', 'Delivery', 'Billing Document', and 'WBS Element'. A 'Search' button is located at the bottom of this section.


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 ###, click on the enter icon  to get a list of sales orders.

###


The screenshot shows a search results window titled 'Sales Document (1) 1 Entry found'. The window displays a table of sales documents. The table has the following columns: Purchase order, SOrg., Sold-to, DChl, DvSO, SGrp, Created, SaTy, PO date, TrG, Document, and Item. The data row shows: 000, UE00, 25011, WH, BI, GBI-021, OR, 05/28/2010, 0, 7, 000000.

Purchase order	SOrg.	Sold-to	DChl	DvSO	SGrp	Created	SaTy	PO date	TrG	Document	Item
000	UE00	25011	WH	BI	GBI-021	OR	05/28/2010	0	7	000000	

After double-clicking on your sales order number, click on  to display

the sales order. This will produce the following sales order items.

All items						
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb
	10 DXTR1000		5 EA	<input type="checkbox"/>	Deluxe Touring Bike (black)	
	20 PRTR1000		2 EA	<input type="checkbox"/>	Professional Touring Bike (black)	

Select the Professional Touring bike line item, then click on the display availability icon  to explore the stock for this item in detail.

Material: PRTR1000
 Professional Touring Bike (black)
 Plant: M100
 Avail. check: 02 Check.rule: A
 With reqmts qtys
 Base Unit: EA

Totals display
 Receipts: 80
 Issues: 2 Confmrd issues: 2

ATP situation					
Date	MRP e...	MRP element data	Rec./reqd qty	Confirmed	Cum. ATP qty
05/28/2010	Stock		80		78
05/28/2010	CusOrd	Totals record	2-	2	78
05/28/2010	SLocSt	F600	80		80

This screen shows that, in this case, there are actually 80 bikes in stock and the order we are displaying will use 2 of these.

Note: your numbers may be different.


Clicking on the Scope of check icon will produce the following pop-up window.


Display Scope of Check

Availability check: 02 Individ.requirements
 Checking rule: A SD order


<p>Stock overview</p> <input type="checkbox"/> Include safety stock <input type="checkbox"/> Incl.stock in transfer <input type="checkbox"/> Incl.quality insp. stock <input type="checkbox"/> Include blocked stock <input type="checkbox"/> Include restricted-use stock <input type="checkbox"/> W/o subcontracting	<p>In/outward movements</p> <input checked="" type="checkbox"/> Incl.purchase orders <input type="checkbox"/> Incl. purch.requisitions <input type="checkbox"/> Incl. dependent reqs <input checked="" type="checkbox"/> Include reservations <input checked="" type="checkbox"/> Include sales reqmts <input checked="" type="checkbox"/> Include deliveries <input type="checkbox"/> Incl.ship.notificat. Incl.depen.reservat. <input type="checkbox"/> Do not check Incl.rel.order reqs <input type="checkbox"/> Do not check Incl. planned orders <input type="checkbox"/> Do not check Incl. production orders <input type="checkbox"/> Do not take into acc
<p>Replenishment lead time</p> <input checked="" type="checkbox"/> Check without RLT	<p>Receipts in the past</p> <input type="checkbox"/> Include receipts from past and future
<p>Storage location inspection</p> <input type="checkbox"/> No storage location inspection	

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.


Click on the cancel icon  to close the pop-up window, then click on the


back icon  to return to the overview screen.

All Items							
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ITCa
10	DXTR1000	5 EA			Deluxe Touring Bike (black)		TAN
20	PRTR1000	2 EA			Professional Touring Bike (black)		TAN

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

Pricing Elements										
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	NumC...OUn
PR00		Price	3,000.00	USD		1 EA	15,000.00	USD		1 EA
		Gross Value	3,000.00	USD		1 EA	15,000.00	USD		1 EA
K004		Material	50.00	USD		1 EA	250.00	USD		1 EA
RA00		% Discount from Net	5.000	%			737.50	USD		0
		Discount Amount	197.50	USD		1 EA	987.50	USD		1 EA
		Rebate Basis	2,802.50	USD		1 EA	14,012.50	USD		1 EA
		Net Value for Item	2,802.50	USD		1 EA	14,012.50	USD		1 EA
		Net Value 2	2,802.50	USD		1 EA	14,012.50	USD		1 EA
		Total	2,802.50	USD		1 EA	14,012.50	USD		1 EA
SKT0		Cash Discount	0.000	%			0.00	USD		0
VPRS		Internal price	1,400.00	USD		1 EA	7,000.00	USD		1 EA
		Standard - USA WWith	1,402.50	USD		1 EA	7,012.50	USD		1 EA

The details of the price calculation for the Deluxe Touring bike are displayed. Note the two discounts that were manually applied to this line item. Click on the back icon  twice to return to the overview screen.

Click on the exit icon  to return to the SAP Easy Access screen.



Start Delivery Process

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 Supervisor)

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:

Menu path

Logistics ▶ Sales and Distribution ▶ Shipping and Transportation ▶ Outbound Delivery ▶ Create ▶ Single Document ▶ With Reference to Sales Order


This will produce the following screen.

Enter **MI00** for Shipping Point. Enter a selection date **one week from today** (you can use F4 to call up the calendar window).


MI00
one week from today

If the sales order number is not entered automatically, you can search for you sales order number using the Sales documents according to customer PO number tab. Enter your PO number (###).


###

Then click on the enter icon .

Item	Material	Pint	SLoc	Deliv. Qty	Un	Picked Qty	Un	Batch	B..	P..	WStag. Date	M...	Val. Type	Description
10	DXR1000	M100		5	EA		EA		A		05/28/2010 00:00	€		Deluxe Touring Bike (black)
20	PRTR1000	M100		2	EA		EA		A		05/28/2010 00:00	€		Professional Touring Bike (black)


Select the Deluxe Touring bike line, then click on the details icon , which will produce the following screen.

Processing	Material	Batch Split	Picking	Loading and Shipment	Foreign Trade/Customs	Financial Processing
Quantities and weights						
Pick quantity	0	EA				
Div. quantity	5	EA	Div. qty	5	EA	
Conversion	1	EA	< - >	1	EA	
Gross weight	42,550	6	Over. Tol.	0.0 %	<input type="checkbox"/> Unlimited	
Net weight	42,550		Under. Tol.	0.0 %		
Volume						
Material						
Batch		<input type="checkbox"/> Batch mgmt	Stor. cond.		DGProfile	<input type="checkbox"/>
Trans. Group	0001	On pallets	Temp. conds			
Warehouse						
Mat. Avail. Date	05/28/2010	00:00	Pick. stat	A	Not yet picked	
			WM status	<input type="checkbox"/>	No WM trnsf ord reqd	
Plant	MI00	DC Miami				
Stor. Location						
Storage Bin						

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

Outbound delivery document number

Outbound Delivery 80000006 has been saved

Click on the exit icon  to return to the SAP Easy Access screen.



Check Stock Status

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 Supervisor)

To check on the inventory for the bikes in the sales order for The Bike Zone, follow the menu path:


Menu path

Logistics ▶ Materials Management ▶ Inventory Management ▶ Environment ▶ Stock ▶ Stock Overview

This will produce the following screen.

If the Material and Plant fields are not automatically filled in, click on the Material field, then click on the search icon . Use the Sales material by description tab with **UE00** for Sales Organization, **WH** for Distribution Channel and ***###** for Material. Pick the black Deluxe Touring bike. Then, enter **MI00** in the Plant field.

UE00
WH
*###
MI00

When the Material and the Plant field are correctly filled (compare with the screenshot above), click on . This will produce the following screen.

Stock Overview: Basic List

Selection

Material: DXTR1000 Deluxe Touring Bike (black)
 Material Type: FERT Finished Product
 Unit of Measure: EA Base Unit of Measure: EA

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock Unrestricted use Qual. inspection

Full		100.000	
US00 Global Bike Inc.		100.000	
MI00 DC Miami		100.000	
FG00 Finished Goods		100.000	

Select the Miami DC, then click on the Detailed Display icon.

Stock Overview: Basic List

Stock: Pint
Pint: MI00

Pint

Stock Type	Stock
Unrestricted use	100.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgt ordered	0.000
Reserved	0.000
Stck trans. (pint)	0.000
Transfer (SLoc)	0.000
Consgt unrestr.	0.000
Consgt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	0.000
Cust.sched agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000
Schd.for delivery	5.000
Rcpt reservation	0.000

Note that 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.

Click on the exit icon to return to the SAP Easy Access screen.



Pick Materials on Delivery Note

Task Pick materials on delivery note.

Time 5 min

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

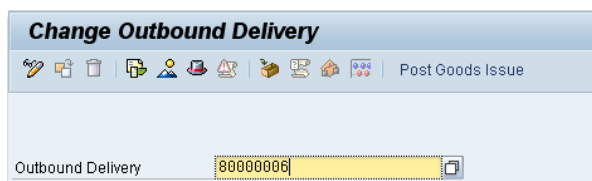
Name (Position) Sandeep Das (Warehouse Supervisor)

To record the picking of the material, we change the delivery document. To change the delivery document, follow the menu path:

Menu path

Logistics ▶ **Sales and Distribution** ▶ **Shipping and Transportation**
 ▶ **Outbound Delivery** ▶ **Change** ▶ **Single Document**

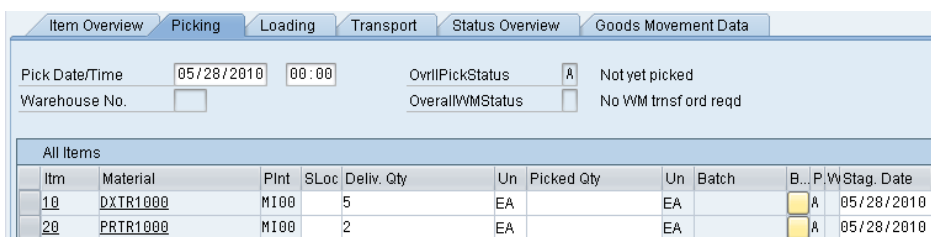
This will produce the following screen.




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** for Ship-to party).

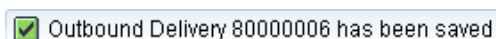
MI00
your customer number


After clicking on the enter icon , you will get the following screen.



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.

FG00
5
2



Click on the exit icon  to return to the SAP Easy Access screen.

Post Goods Issue

Task Post a goods issue.

Time 5 min

Short Description Use the SAP Easy Access Menu to post a goods issue.

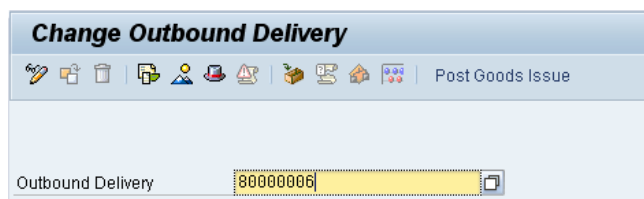
Name (Position) Sandeep Das (Warehouse Supervisor)

To post the goods issue (change the possession of the material from GBI to The Bike Zone), follow the menu path:

Menu path

**Logistics ▶ Sales and Distribution ▶ Shipping and Transportation
▶ Outbound Delivery ▶ Change ▶ Single Document**

This will produce the following screen.




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** for Ship-to party).

MI00
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.

Outbound Delivery 80000006 has been saved

Click on the exit icon  to return to the SAP Easy Access screen.



Check Stock Status

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)

To 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:

Menu path

Logistics ▶ **Materials Management** ▶ **Inventory Management** ▶ **Environment** ▶ **Stock** ▶ **Stock Overview**


This will produce the following screen.

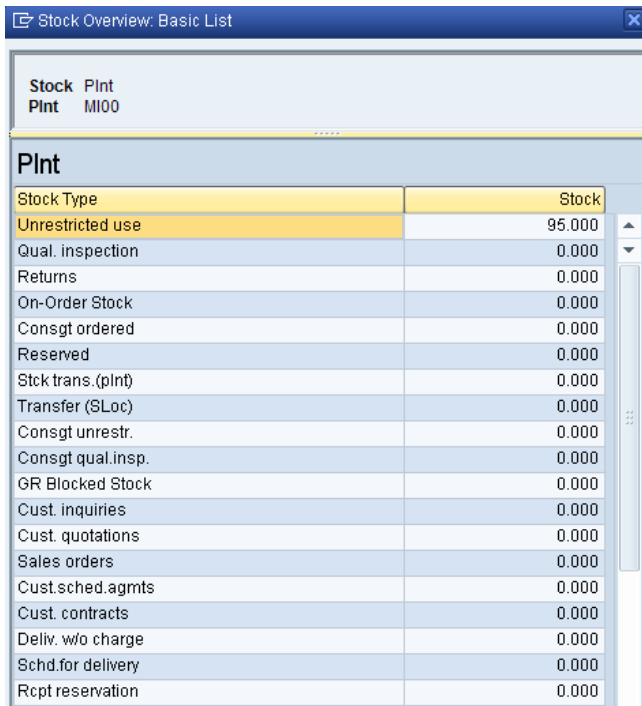
If the Material and Plant fields are not automatically filled in, click on the Material field, then click on the search icon . Use the Sales material by description tab with **UE00** for Sales Organization, **WH** for Distribution Channel and ***###** for Material. Pick the black Deluxe Touring bike. Then, enter **MI00** in the Plant field.

UE00
WH
*###
MI00


When the Material and the Plant field are correctly filled (compare with the screenshot above), click on . This will produce the following screen.


Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
Full	95.000	
US00 Global Bike Inc.	95.000	
MI00 DC Miami	95.000	
FG00 Finished Goods	95.000	

Note that the available inventory has changed. Select the Miami DC, then click on the  Detailed Display icon.



Stock Type	Stock
Unrestricted use	95.000
Qual. inspection	0.000
Returns	0.000
On-Order Stock	0.000
Consgt ordered	0.000
Reserved	0.000
Stck trans.(plnt)	0.000
Transfer (SLoc)	0.000
Consgt unrestr.	0.000
Consgt qual.insp.	0.000
GR Blocked Stock	0.000
Cust. inquiries	0.000
Cust. quotations	0.000
Sales orders	0.000
Cust.sched.agmts	0.000
Cust. contracts	0.000
Deliv. w/o charge	0.000
Schd.for delivery	0.000
Rcpt reservation	0.000

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.

Click on the exit icon  to return to the SAP Easy Access screen.



Create Invoice for Customer

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)

With the delivery complete, the customer can be invoiced. To do this, follow the menu path:

Menu path

Logistics ▶ Sales and Distribution ▶ Billing ▶ Billing Document ▶ Process Billing Due List

This will produce the following screen.

Maintain Billing Due List

DisplayBillList DisplayVariants

Billing Data

Billing Date from to 05/28/2010

Billing Type to

SD Document to

Selection Default Data Batch and Update

Organizat. Data

Sales Organization UE00

Distribution channel to

Division to

Shipping point to

Customer Data

Sold-To Party 25011 to

Destination country to

Sort Criterion to

Enter **UE00** for Sales Organization and **your customer number** for Sold-To Party.

UE00
your customer number

If you do not remember your customer number, find it by using the F4 help in the Sold-To Party field and entering your individual number (###) in the Search term field and **Orlando** in the City field. Confirm with . Then, double-click on the one result row.

F4

Orlando

Then, click on the Display Bill List icon. This will produce the following screen.

Maintain Billing Due List													
S	BICat	SOrg	Billing Date	Sold-to pt	BIIT	DstC	Document	DChl	Dv	DocCa	Address	Sold-to party	Sold-to Loc
X	L	UE00	05/29/2010	25011	F2	US	80000006	WH	BI	J	71072	The Bike Zone	Orlando

Click on Individual billing document, which will produce the following screen.

The screenshot shows the SAP Billing document screen. The 'Goto' menu is open, and the path 'Goto > Header > Output' is highlighted. The main screen displays 'Invoice (F2) Create' with fields for Payer (25011), Billing Date (05/28/2010), and a table of items:

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	Deluxe Touring Bike (black)		5 EA	14,012.50	DXTR1000	7,000.00
20	Professional Touring Bike (black)		2 EA	6,080.00	PRTR1000	3,000.00

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.

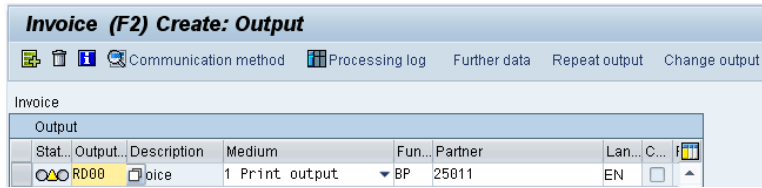
RD00
Print output

The screenshot shows the 'Invoice (F2) Create: Output' screen. It displays the following information:

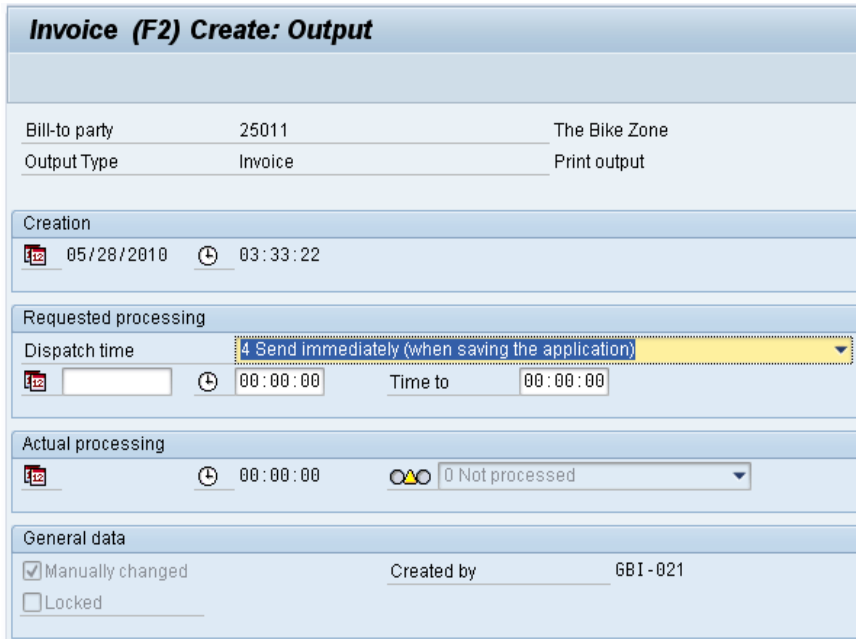
- Bill-to party: 25011 The Bike Zone
- Output type: RD00
- Printing information:
 - Logical destination: LOCL
 - Number of messages:
 - Print immediately
 - Release after output
 - Spool request name:
 - Suffix 1:
 - Suffix 2:
 - SAP cover page: Do Not Print
 - Recipient: GBI-021
 - Department:
 - Cover Page Text: Access Type for Print Parameter and Proposal
 - Authorization:
 - Storage Mode: 1 Print only


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

LOCL
Print immediately

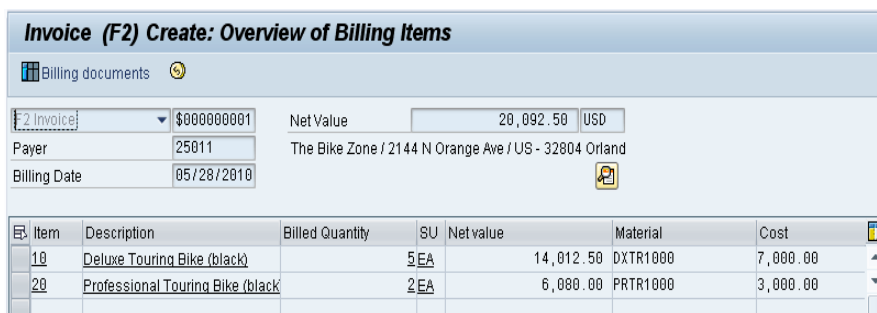



Click on the Further data button, which will produce the following screen.

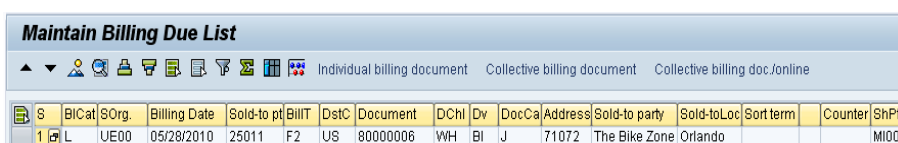


Select **Send immediately (when saving the application)** for Dispatch time so that the invoice will print immediately, then click on the  icon twice.


Send immediately (when saving the application)




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



Note that the highlight is turned off on the line, and there is a message at the bottom of the screen.

 Document 90000002 has been saved

Click on the exit icon  to return to the SAP Easy Access screen.



Display Billing Document and Customer Invoice

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)

The invoice that will be sent to The Bike Zone can be viewed by following the menu path:

Menu path

Logistics ► **Sales and Distribution** ► **Billing** ► **Billing Document** ► **Display**

This will produce the following screen.

If the billing document number is not entered automatically, you can find it from the document flow in your sales order or with the **F4** help in this screen.


F4

Follow the pull-down menu path:

Billing document ► **Issue Output To**

This will produce the following pop-up window.

Message type	Name	Created on	Created at	Process status	Transm. Medi...
RD00	Invoice	05/28/2010	03:33:22	1	1

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

Invoice

DES:ReTime AG, Fortsch. 16.05.20, P-60070 Frankfurt

Company
The Bike Zone
2144 N Orange Ave
ORLANDO FL 32804
USA

Repeat Print

Payment Information
Doc. No./Date: 90000005/ 05/28/2010
Delivery Note No./Date: 80000006/ 05/28/2010
Order No./Date: 7/ 05/28/2010
Reference No./Date: 000/ 05/28/2010
Customer: 25011
Currency: USD
Invoice Amount: 20,092.50



Conditions **Weight - Volume**


Payment: Up to 05/28/2010 without deduction Gross Weight: 57,170 G
Net Weight: 57,170 G

Delivery: FOB
Miami

Invoice Details

Item	Material Description	Quantity	Price	Price Unit	Value
000010	DXTR1000 Deluxe Touring Bike (black)	5 EA			
	Gross Value		3,000.00 USD	1 EA	15,000.00
	Material		50.00 USD	1 EA	250.00
	% Discount from Net		5.00 %		737.50
	Net Value for Item		2,802.50 USD	1 EA	14,012.50
000020	PRTR1000 Professional Touring Bike (black)	2 EA			
	Gross Value		3,200.00 USD	1 EA	6,400.00
	% Discount from Net		5.00 %		320.00
	Net Value for Item		3,040.00 USD	1 EA	6,080.00
	Invoice Amount				20,092.50
	Amount Eligible for Cash				20,092.50

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.

Display Document: Data Entry View


Display Currency General Ledger View

Data Entry View

Document Number: 90000006 Company Code: US00 Fiscal Year: 2010
 Document Date: 05/28/2010 Posting Date: 05/28/2010 Period: 5
 Reference: 000 Cross-CC no.:
 Currency: USD Texts exist: Ledger Group:

C...	Item	PK	S	Account	Description	Amount	Curr.	Tx
US00	1	01		25011	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	

Review the accounting postings due to this sales order.

Click on the exit icon  until you are on the SAP Easy Access screen.



Post Receipt of Customer Payment

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)

After The Bike Zone mails its payment, it needs to be recorded. To do this, follow the menu path:

Menu path


Accounting ▶ **Financial Accounting** ▶ **Accounts Receivable** ▶ **Document Entry** ▶ **Incoming Payments**

This will produce the following screen.

Post Incoming Payments: Header Data			
Process open items			
Document Date	05/28/2010	Type	DZ
Posting Date	05/28/2010	Period	5
Document Number		Company Code	US00
Reference		Currency/Rate	USD
Doc. Header Text		Translatn Date	
Clearing text		Cross-CC no.	
		Trading Part.BA	
Bank data			
Account	100000	Business Area	
Amount	20,092.50	Amount in LC	
Bank charges		LC bank charges	
Value Date	05/28/2010	Profit Center	
Text		Assignment	
Open item selection		Additional selections	
Account	<input type="text"/>	<input checked="" type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others	
Account Type	D <input type="checkbox"/> Other accounts		
Special G/L ind	<input type="text"/> <input checked="" type="checkbox"/> Standard OIs		
Pmnt advice no.	<input type="text"/>		
<input type="checkbox"/> Distribute by age			
<input type="checkbox"/> Automatic search			

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.

current date
US00
USD
100000
20,092.50

Under Open item selection, click on the account field, then the search icon , to get the following search pop-up window.

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 ### and Orlando on the Customers (by company code) tab, click on the enter icon and you will get the following results.

Orlando

SearchTer...	PostalCode	City	Name 1	Customer	CoCd
000	32804	ORLANDO	THE BIKE ZONE	25011	US00

After double-clicking on Bike Zone to select it, click on the Process open items button. You will get the following screen.

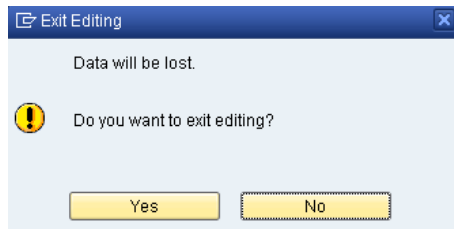
Document ...	D...	Document ...	P...	Bus...	Day...	USD Gross	Cash discnt	Cash...
90000006	RV	05/28/2010	01	BI00	0	20,092.50		

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.

Payment document
number

Document 1400000006 was posted in company code US00

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



There is no data to be lost, so click on the **Yes** icon to return to the SAP Easy Access menu.

Yes



Review Document Flow

Task Review the document flow.

Time 5 min

Short Description Use the SAP Easy Access Menu to review the document flow.

Name (Position) Jamie Shamblin (East Rep. Miami)

The document flow tool links all documents that were used in The Bike Zone's sales order. Again, there are many ways to access the document flow tool. One way is to start by displaying the sales order document.

To display the document flow, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Display

This will produce the following screen.

Display Sales Order: Initial Screen

Sales | Item overview | Ordering party | Orders

Order

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

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 (###).

###

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.


Document Flow

Status overview & Display document Service documents Additional links

Business partner 0000025011 The Bike Zone

Document	On	Status
▼ Inquiry 0010000005	05/28/2010	Completed
▼ Quotation 0020000006	05/28/2010	Completed
▼ Standard Order 0000000007	05/28/2010	Completed
▼ Outbound Delivery 0080000006	05/28/2010	Completed
· Picking request 20100528	05/28/2010	Completed
· GD goods issue:delv 4900000047	05/28/2010	complete
▼ Invoice 0090000005	05/28/2010	Completed
· Accounting document 0090000006	05/28/2010	Cleared

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.

Click on the exit icon  to return to the SAP Easy Access screen.

