

SD 1: Create Sales Order

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

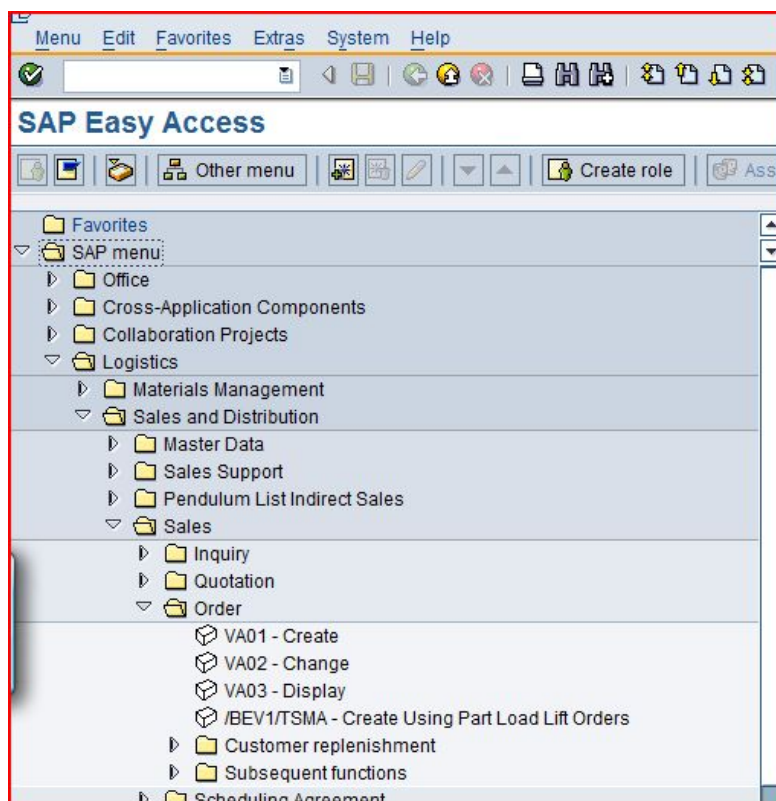
Time 15 min

Task Create a sales order for five Stream N3 28" bikes to the Heartland Bike Company to start the sales order process.

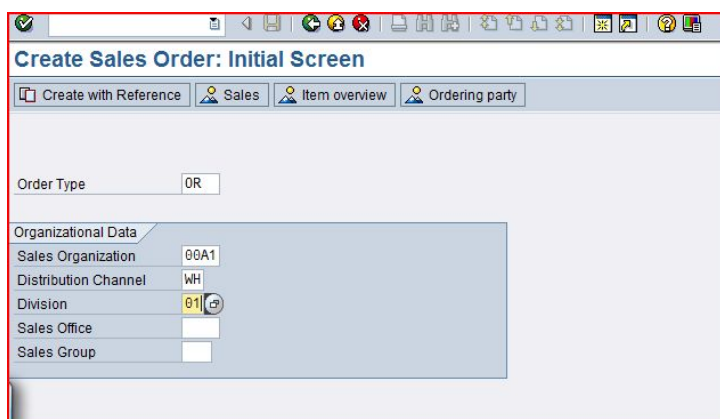
In order to create a sales order, follow the SAP Easy Access menu path:


Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Create



Expand the menu path, then double-click on **Create**.



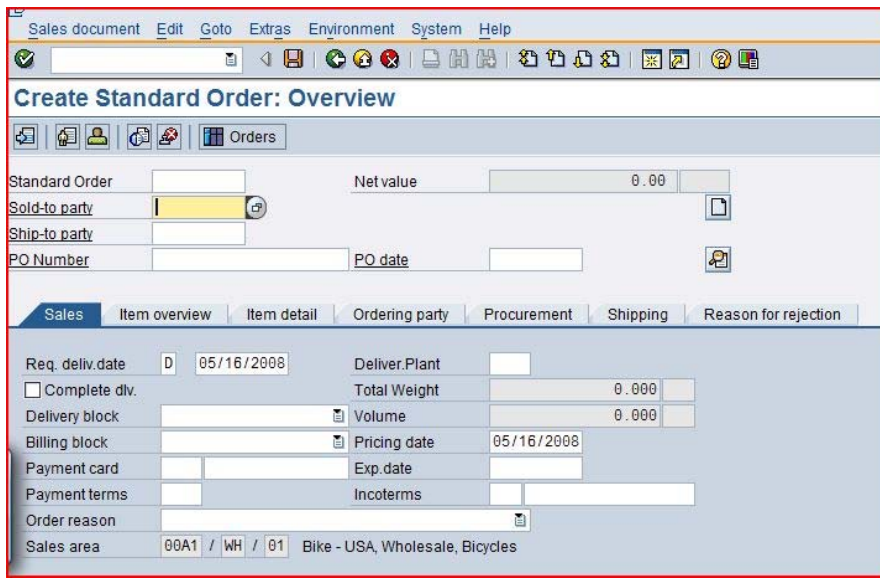
Enter **OR** for Order Type, **##A1** for Sales Organization, **WH** for Distribution Channel, and **01** for Division. Then click on .

OR
##A1
WH
01

Order type

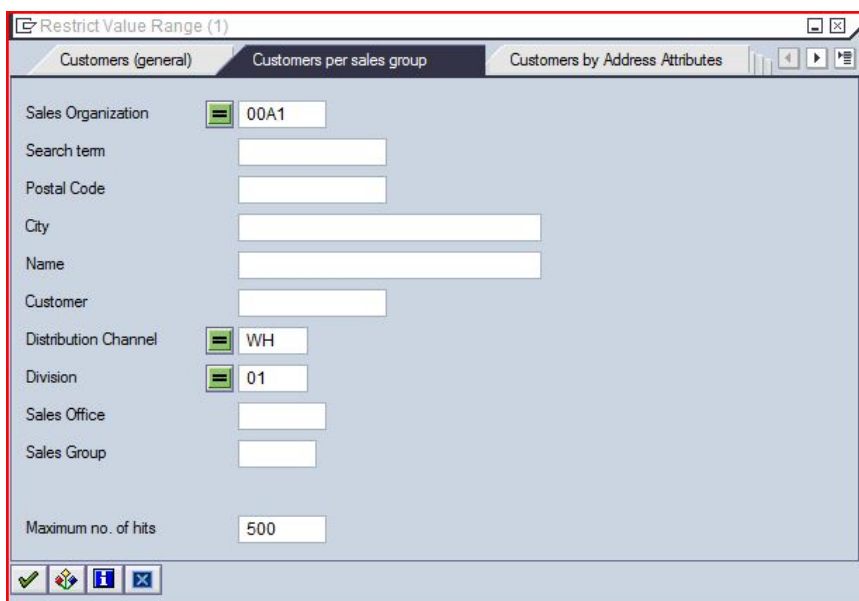
Sales Area


Order type OR is a standard sales order. Other order types can be implemented, like cash sale, rush order, consignment sale, etc. The Sales Organization, Distribution Channel and Division define the Sales Area, which will determines many of the terms of this sale like pricing.



First, we need to enter the customer number for the Sold-to party. Since most people can't remember customer numbers, we will use the search capability to find our customer – Heartland Bike Company. Click on the Sold-to party text box, then click on the search icon, which will produce the following pop-up window:

Sold-to party



Tabs allow you to specify different search criteria. Values in the text boxes are used to filter the search. Make sure that only **##A1** is entered for Sales Organization, **WH** for Distribution Channel and **01** for Division. After clicking on , you will get a list of customers that meet the search criteria.



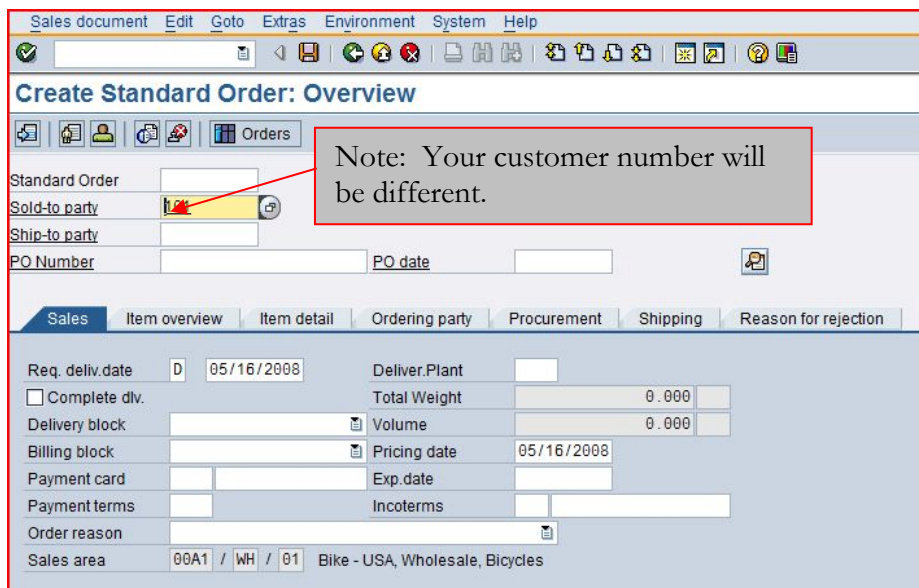
Restrict Value Range (1) 2 Entries Found

Customers (general) Customers per sales group Customers by Address Attri...

Sales Organization: 00A1

SearchTer...	PostalCode	City	Name 1	Customer	DChl	Dv	SO...	SGrp
00	97204	PORTLAND	00 THE BIKE ZONE	301	WH	01		
100	64118	KANSAS CITY	HEARTLAND BIKE COMPANY	101	WH	01		


You can select **Heartland Bike Company** by double-clicking on it. When you do, the search result window will close, and the customer number for **YOUR COPY** of the Heartland Bike Company will be entered in the Sold-to party text box.



Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order

Sold-to party 

Ship-to party

PO Number PO date

Note: Your customer number will be different.

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

Req. deliv.date D 05/16/2008 Deliver.Plant

Complete div. Total Weight 0.000

Delivery block Volume 0.000

Billing block Pricing date 05/16/2008

Payment card Exp.date

Payment terms Incoterms

Order reason

Sales area 00A1 / WH / 01 Bike - USA, Wholesale, Bicycles

Next, you must enter the PO (purchase order) number for this transaction. The PO number is supplied by the customer and is the number the customer's purchasing department uses to track this transaction. When we save this sales order, the SAP system will assign a sales order number to this transaction, which is the number we (the supplier) will use to track this transaction. We enter the PO number supplied by the customer in this sales order screen so that we can reference this document by the customer's PO number. You can enter any combination of numbers and letters (up to 35 characters in length) for the PO number.

PO number

Next, we need to enter the PO date. We want to enter today's date, and rather than typing in the date, we can use the search capability to simplify this task. First, click on the PO Date field, then press the **F4** key.

PO date

The screenshot shows the SAP 'Create Standard Order: Overview' window. The 'PO date' field is highlighted in yellow. The window contains various fields for order details, including 'Standard Order', 'Sold-to party', 'Ship-to party', 'PO Number', 'Net value', 'Req. deliv. date', 'Deliver. Plant', 'Total Weight', 'Volume', 'Billing block', 'Pricing date', 'Payment card', 'Exp. date', 'Payment terms', 'Incoterms', 'Order reason', and 'Sales area'.

After pressing the **F4** key, you will get the pop-up calendar window shown below. Here, you can select any date. For this exercise please simply press **F2**, which selects the current date and enters it into the PO date field.

F4 + F2

The screenshot shows the SAP 'Calendar' pop-up window. The date 05/16/2008 is selected and highlighted in the calendar grid. The window displays a monthly calendar for May 2008, with the current date (16th) highlighted. The window also includes a search bar at the top and navigation buttons at the bottom.

	WN	Mo	Tu	We	Th	Fr	Sa	Su
	13	24	25	26	27	28	29	30
	14	31	1	2	3	4	5	6
2008/4	15	7	8	9	10	11	12	13
	16	14	15	16	17	18	19	20
	17	21	22	23	24	25	26	27
	18	28	29	30	1	2	3	4
2008/5	19	5	6	7	8	9	10	11
	20	12	13	14	15	16	17	18
	21	19	20	21	22	23	24	25
	22	26	27	28	29	30	31	1
2008/6	23	2	3	4	5	6	7	8
	24	9	10	11	12	13	14	15
	25	16	17	18	19	20	21	22
	26	23	24	25	26	27	28	29
	27	30	1	2	3	4	5	6

Sales document Edit Goto Extras Environment System Help

Create Standard Order: Overview

Standard Order Net value

Sold-to party

Ship-to party

PO Number PO date

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

Req. deliv. date Deliver.Plant

Complete div. Total Weight

Delivery block Volume

Billing block Pricing date

Payment card Exp.date

Payment terms Incoterms

Order reason

Sales area Bike - USA, Wholesale, Bicycles

Next, we want to set the customer's required delivery date to three days from now. To do this, click on the **Req. deliv. date** field, then press the **F4** key. This will again produce the calendar pop-up window.

Req. deliv. date

Today's date is indicated by a box. Double-click on the date three days from today to select it.

Calendar

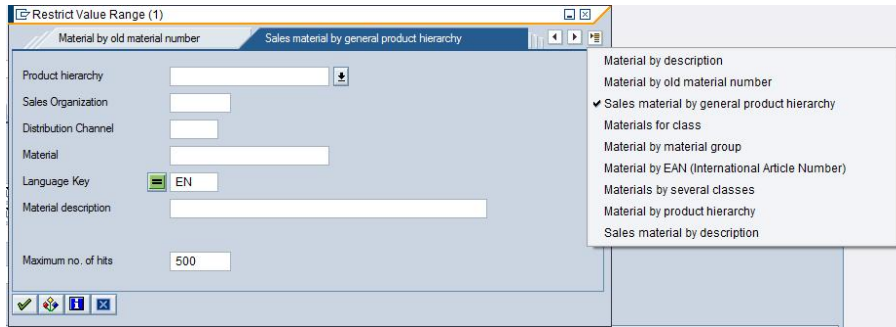
05/16/2008


	WN	Mo	Tu	We	Th	Fr	Sa	Su
	13	24	25	26	27	28	29	30
	14	31	1	2	3	4	5	6
2008/4	15	7	8	9	10	11	12	13
	16	14	15	16	17	18	19	20
	17	21	22	23	24	25	26	27
	18	28	29	30	1	2	3	4
2008/5	19	5	6	7	8	9	10	11
	20	12	13	14	15	16	17	18
	21	19	20	21	22	23	24	25
	22	26	27	28	29	30	31	1
2008/6	23	2	3	4	5	6	7	8
	24	9	10	11	12	13	14	15
	25	16	17	18	19	20	21	22
	26	23	24	25	26	27	28	29
	27	30	1	2	3	4	5	6


✓ ✗

Now we need to specify that this customer wants to buy the Stream N3 28" bike. For the sales order form, we need the material number for this product, and the search capability will allow us to find this number easily. First, click on the first material field, then click on the search icon.

Material




To easily get a list of bikes that we can sell, we can use the **Sales material by description** tab. We can get a list of the search tabs by clicking on the  icon to get a list of tabs, then selecting **Sales material by description**.

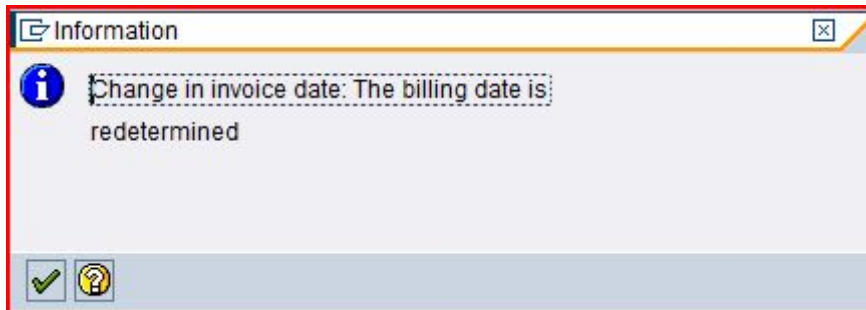
Enter **##A1** for Sales Organization and **WH** for Distribution channel, then click on . This will produce a list of bikes that GBI sells.

##A1
WH

Material description	Language	SOrg.	DChl	Material
7 GEAR BIKE	EN	00A1	WH	CB-0010-00
AC DS 1	EN	00A1	WH	MB-0012-00
ALULITE 8	EN	00A1	WH	CB-0014-00
BACKFIRE 40	EN	00A1	WH	MB-0013-00
BELUGA SPEED	EN	00A1	WH	RB-0013-00
BIKES CITY	EN	00A1	WH	CB-0013-00
CONCEPTION PALERMO	EN	00A1	WH	CB-0012-00
CRUZE BIKE	EN	00A1	WH	KB-0012-00
DEVIL	EN	00A1	WH	RB-0012-00
DISNEY BIKE	EN	00A1	WH	KB-0011-00
FINISHED BIKE	EN	00A1	WH	FG-0010-00
JAKIMA	EN	00A1	WH	TB-0011-00
KIDS 10	EN	00A1	WH	KB-0010-00
M6 HARDTAIL 18	EN	00A1	WH	MB-0014-00
MEKENA	EN	00A1	WH	KB-0013-00
MONACO MEN RAHMEN	EN	00A1	WH	TB-0013-00
MTB LIGHT V-BRAKE	EN	00A1	WH	MB-0010-00
OCR 1.0	EN	00A1	WH	RB-0014-00
RACE SCANDIUM	EN	00A1	WH	RB-0011-00
SE 9000 DISC	EN	00A1	WH	MB-0011-00
SOLERO MEN	EN	00A1	WH	TB-0012-00
STAR LADY BIKE 28	EN	00A1	WH	TB-0014-00
STREAM N3 28	EN	00A1	WH	CB-0011-00
STREETMAX	EN	00A1	WH	KB-0014-00
VIA NIRONE 7	EN	00A1	WH	RB-0010-00
XT PRO	EN	00A1	WH	TB-0010-00

Double-click on the Stream N3 28 to select it. The material number for the Stream N3 28” bike is entered.

Next, click on the **Order Quantity** text box, enter 5, then click on . This will cause the SAP system to check the data we have entered and call up additional data from the database. First, we will get an information message.



After clicking on , we will get additional data on the sales order screen.

The screenshot displays the 'Create Standard Order: Overview' screen in SAP. The top menu bar includes 'Sales document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

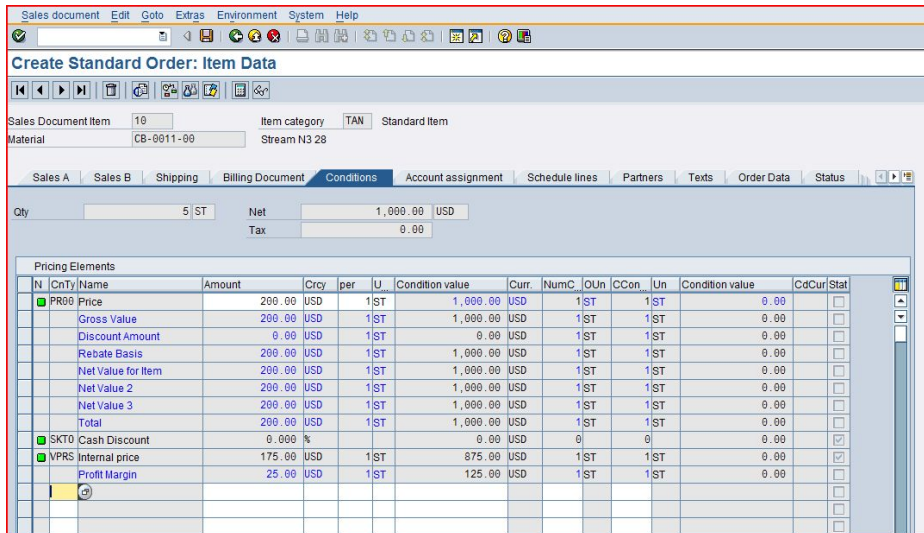
- Standard Order:** Includes fields for 'Net value' (1,000.00 USD), 'Sold-to party' (101 Heartland Bike Company // Kansas City MO 64118), 'Ship-to party' (101 Heartland Bike Company // Kansas City MO 64118), 'PO Number' (A23211), and 'PO date' (05/16/2008).
- Ordering party:** Includes 'Req. deliv.date' (D 05/19/2008), 'Deliver.Plant', 'Total Weight' (60 KG), 'Delivery block', 'Volume' (0.000), 'Billing block', 'Pricing date' (05/16/2008), 'Payment card', 'Exp.date', 'Payment terms' (0001 Pay immediately w/o), 'Incoterms' (FOB Origin Shipping Dock), 'Order reason', and 'Sales area' (00A1 / WH / 01 Bike - USA, Wholesale, Bicycles).
- All items:** A table with columns: Item, Material, Order Quantity, SU, S, Description, and Customer Material Numb. The first row is highlighted in yellow and contains: Item 10, Material CB-0011-00, Order Quantity 5, SU ST, S, Description Stream N3 28, and Customer Material Numb.



A significant amount of data retrieval and calculation has occurred:

Pricing

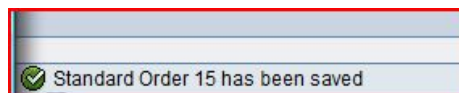
- Customer address data is now presented
- The price for this order has been calculated
- The total shipping weight has been calculated
- The description of the bike is now presented

After selecting the line with the Stream N3 28 bike, click on the pricing icon .

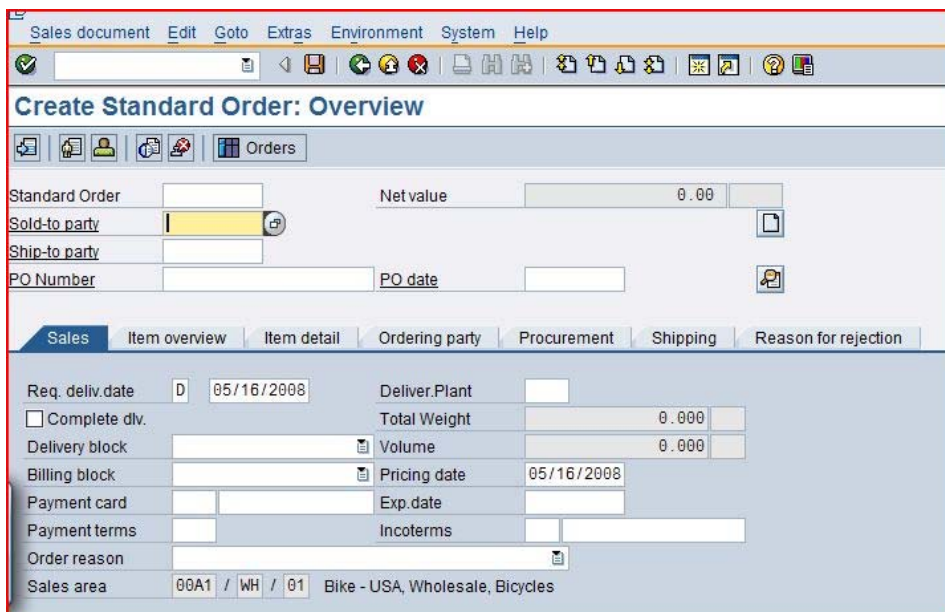



This screen shows that each bike costs \$200, and no discounts or surcharges have been applied. It also shows that GBI should make \$25 profit per bike sold. Click on the back icon  to return to the sales order screen. Click on the save icon  to save the sales order.

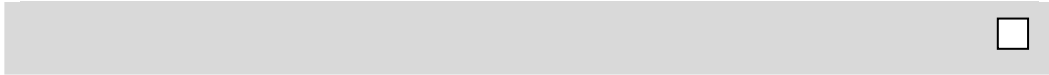
Note that SAP will assign a sales document number to this sales order (bottom-left of the screen).



Sales document number



The sales order screen is again blank, ready for another sales order to be entered. Click on the exit icon  to return to the SAP Easy Access Menu.



SD 2: Create Delivery Note for Sales Order

Exercise Use the SAP Easy Access Menu to create a delivery note.

Time 10 min

Task To begin processing the sales order, 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 **##A2** for Shipping Point. Enter a selection date one week from today (you can use **F4** to call up the calendar window). The sales order number should be entered automatically. Then click on

##A2

Note: If you log off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for your sales order number using the **Sales documents by customer tab**. Enter your sales organization (**##A1**) and transaction group **0** (sales order).

Sales document search

##A1
0

Outbound Delivery Create: Overview

Outbound deliv. Document Date 05/16/2008


Ship-to party 101 Heartland Bike Company // Kansas City MO 64118

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Planned GI 05/19/2008 00:00 Total Weight 60 KG

Actual GI date No. of packages


Itm	Material	Deliv. Qty	Un	Description	B	ITyp	P	W	Ba
10	CB-0011-00	5	ST	Stream N3 28		TAN	A		

Notice that information from the sales order document has been copied into the new delivery document. Click on the save icon  to create this document. In creating the delivery document, the SAP system performed a material availability check to make sure that the material was available to meet the customer's required delivery date.

Delivery document number

Once the delivery document has been created, materials management personnel in the warehouse can begin processing the sales order – picking, packing and shipping.

Note that the SAP system will assign a unique number for this new delivery document. This number will appear in a message at the lower-left corner of the screen.

 Outbound Delivery 80000006 has been saved



SD 3: Pick Materials on Delivery Note

Exercise Use the SAP Easy Access Menu to pick materials.

Time 10 min

Task The next step in the delivery process is to record the picking of the materials in the delivery document. Picking an order is the process of taking material from its storage location and moving it to a packing area. To record the picking of the material, we will actually make a change to 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

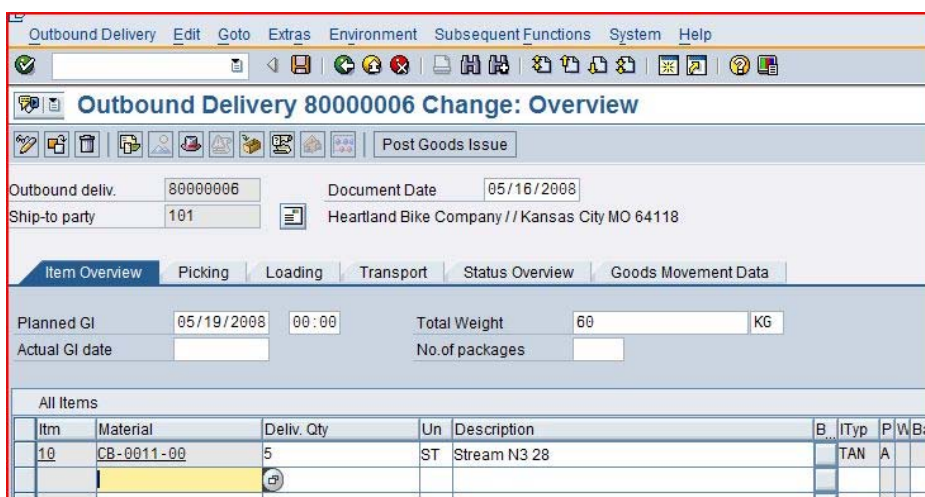
This will produce the following screen.



The Outbound Delivery document number should be entered automatically. Click on .

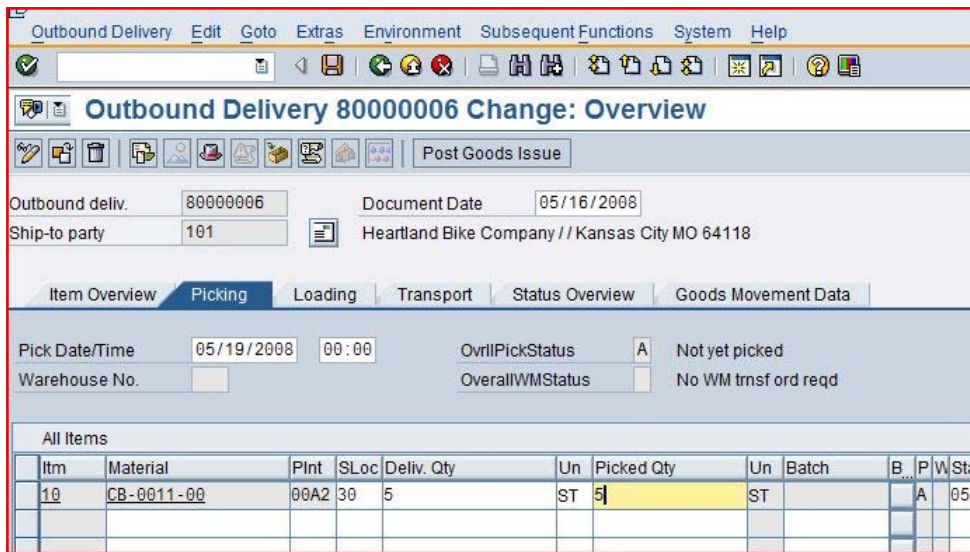
Note: If you log off the SAP system after creating the delivery document, the delivery document number will not be entered automatically. You can search for your delivery document using the tab **Outbound Delivery: Not Posted for Goods Issue**.

Delivery document search



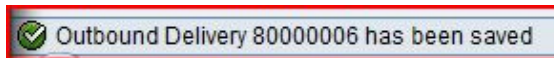
To enter the picked quantity, click on the Picking tab, which will produce the following.

Picked quantity



After entering **30** for SLoc (storage location—the area of the warehouse where the material was picked from) and **5** for the picked quantity, click on to save the picking information. You should get the following message at the bottom-left corner of the screen.

Delivery document number



SD 4: Post Goods Issue

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

Time 5 min

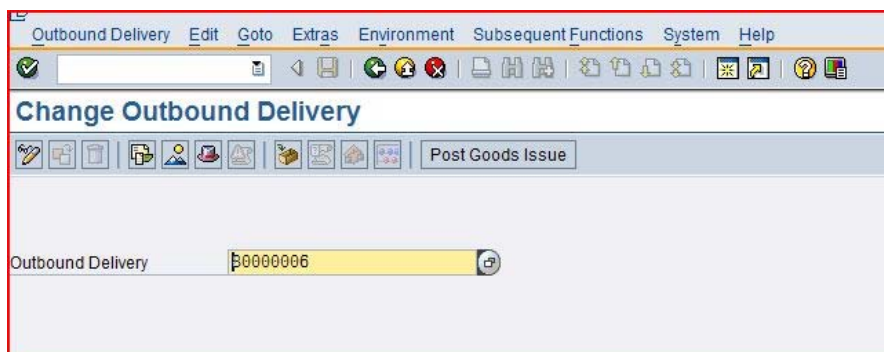
Task Posting the goods issue reduces unrestricted stock (material available to sell to customers) to reflect the inventory shipped – an inventory control function. In addition, legal ownership of the goods changes hands from you to the customer as the goods leave the plant (FOB shipping point) or when the goods are received by the customer (FOB destination). From an accounting perspective, both inventory and costs of goods sold are impacted by this transaction. The system reflects that the materials are no longer available in stock regardless of the shipping terms.

Posting the goods issue is another change to the delivery document. To do this, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Shipping and Transportation ► Outbound Delivery ► Change ► Single Document

This will produce the following screen.



Confirm that the delivery document number is entered, then click on the **Post Goods Issue** icon.

Post goods issue

After confirming that you have the delivery document number, click on the **Post Goods Issue** icon. You should get the following message at the bottom-left corner of the screen.

Delivery document number

 Outbound Delivery 80000006 has been saved



SD 5: Create Billing Document for Customer

Exercise Use the SAP Easy Access Menu to create a billing document.

Time 5 min

Task Now that the bikes are being shipped to the customer, it is important to invoice the customer for the bikes so that payment can be received.

To do this, follow the menu path:

Menu path

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

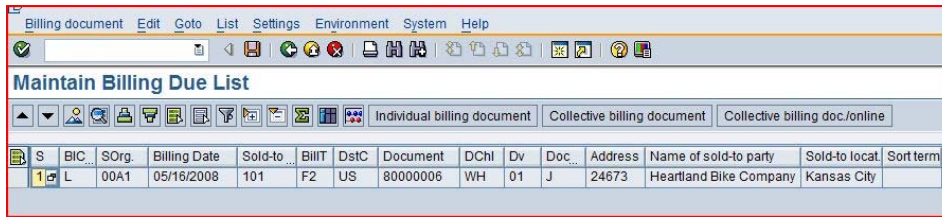
This will produce the following screen.

After confirming that the correct sales organization (**##A1**) is specified, click on the **Display Bill List** icon. This will produce the following screen.

Bill list


S	BICat	SOrg	Billing Date	Sold-to pt	BIIT	DstC	Document	DChl	Dv	DocCa	Address	Name of sold-to party	Sold-toLoc	Sort term
X	L	00A1	05/16/2008	101	F2	US	80000006	WH	01	J	24673	Heartland Bike Company	Kansas City	

Click on the **Collective billing document** icon. The system will indicate that the invoice has been created by turning the highlight off on the delivery line.



The screenshot shows the SAP 'Maintain Billing Due List' interface. The menu bar includes 'Billing document', 'Edit', 'Goto', 'List', 'Settings', 'Environment', 'System', and 'Help'. The title bar reads 'Maintain Billing Due List'. Below the title bar are three tabs: 'Individual billing document', 'Collective billing document', and 'Collective billing doc/online'. A table displays the following data:

S	BIC...	SOrg...	Billing Date	Sold-to...	BIIT	DstC	Document	DChl	Dv	Doc...	Address	Name of sold-to party	Sold-to locat.	Sort term
1	L	00A1	05/16/2008	101	F2	US	80000006	WH	01	J	24673	Heartland Bike Company	Kansas City	

Click on the exit icon  twice to return to the SAP Easy Access Screen.

Delivery document
number



SD 6: Post Receipt for Customer Payment

Exercise Use the SAP Easy Access Menu to post a customer payment.

Time 10 min

Task We assume that our customer, Heartland Bike Company, has mailed us the payment for the bike order in the form of a check. Before we deposit the customer's check, we need to record the receipt of this payment.

To do this, follow the menu path:

Menu path

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

This will produce the following screen.

The screenshot displays the 'Post Incoming Payments: Header Data' screen in SAP. The interface includes a menu bar (Document, Edit, Goto, Settings, System, Help) and a toolbar. The main area is divided into several sections:

- Process open items:** Document Date (05/16/2008), Type (DZ), Company Code (00A1), Posting Date (05/16/2008), Period (5), Currency/Rate (USD), Document Number, Reference, Translatn Date, Doc.Header Text, Cross-CC no., Clearing text, Trading part.BA.
- Bank data:** Account (100100), Business Area, Amount (1000), Amount in LC, Bank charges, LC bank charges, Value date, Profit Center, Text, Assignment.
- Open item selection:** Account, Account Type (D), Special G/L ind, Pmnt advice no., checkboxes for 'Other accounts', 'Standard OIs', 'Distribute by age', and 'Automatic search'.
- Additional selections:** Radio buttons for 'None', 'Amount', 'Document Number', 'Posting Date', 'Dunning Area', and 'Others'.

Use the **F4/F2** function keys to enter the current date for the document date.

F4 + F2

Then enter:

##A1 for Company Code

USD for Currency/Rate

1001## for Account

1000 for amount

##A1
USD
1001##
1000

Please click on the account field, then the search icon, to search for the customer number for Heartland Bike Company.

Restrict Value Range (1)

Customers (general) Customers (by company code) Customers by country/c...

Search term

Postal Code

City

Name

Customer

Company Code

Maximum no. of hits

Customer search

After entering **##A1** on the **Customers (by company code)** tab, click on the enter icon and you will get the following results.

##A1

Restrict Value Range (1) 3 Entries Found

Customers (general) Customers (by company code) Customers by cou...


SearchTer...	PostalCode	City	Name 1	Customer	CoCd
00	97204	PORTLAND	00 THE BIKE ZONE	301	00A1
100	48202	DETROIT	DETROIT BIKING COMPANY	1	00A1
100	64118	KANSAS CITY	HEARTLAND BIKE COMPANY	101	00A1


Double-click on Heartland Bike Company to select it.

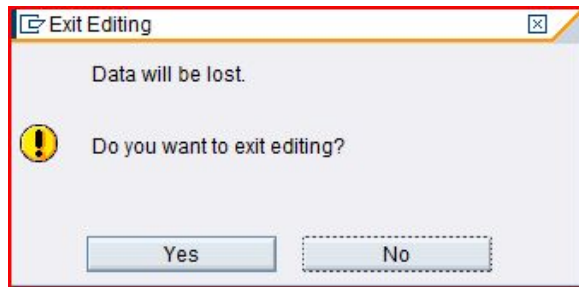
After clicking on **Process open items**, you will get the following screen.

Open items

Document	D	Document	P	Bus	Day	USD Gross	Cash disct	Cash
90000002	RV	05/16/2008	01	0		1,000.00		

Double-click on the **1,000.00** amount to assign the payment to the accounts receivable. Note that customers may have more than one invoice that must be paid, and may send a check that will cover more than one invoice, so this screen facilitates applying payments to more than one invoice. After assigning the payment to the invoice, click on the save icon  to post the payment.

Click on , 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.



SD 7: Review Document Flow

Exercise Use the SAP Easy Access Menu to review the document flow.

Time 15 min

Task There are many ways to access the document flow tool. One way is to start by displaying the sales order document.

SAP provides the **Document Flow** tool that tracks the entire sales transaction process from beginning to end. The Document Flow tool is extremely powerful because it can be used at any point in the sales order process. It provides an audit trail of all of the documents within the order cycle. Further, any of the referenced documents can be recalled and easily reviewed in detail (drilling down) from the document flow.

Document flow

There are many ways to access the document flow tool. One way is to start by displaying the sales order document. To do this, follow the menu path:

Menu path

Logistics ► Sales and Distribution ► Sales ► Order ► Display


This will produce the following screen.

Your sales order number should be entered by default.

Note: If you log off the SAP system after creating the sales order, the sales order number will not be entered automatically. You can search for your sales order number using the **Sales documents by customer** tab. Enter your sales organization (**##A1**) and transaction group **0** (sales order).

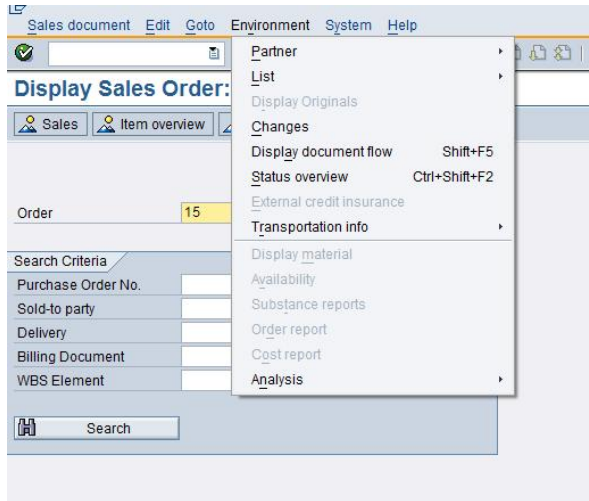
Sales document search

##A1
0

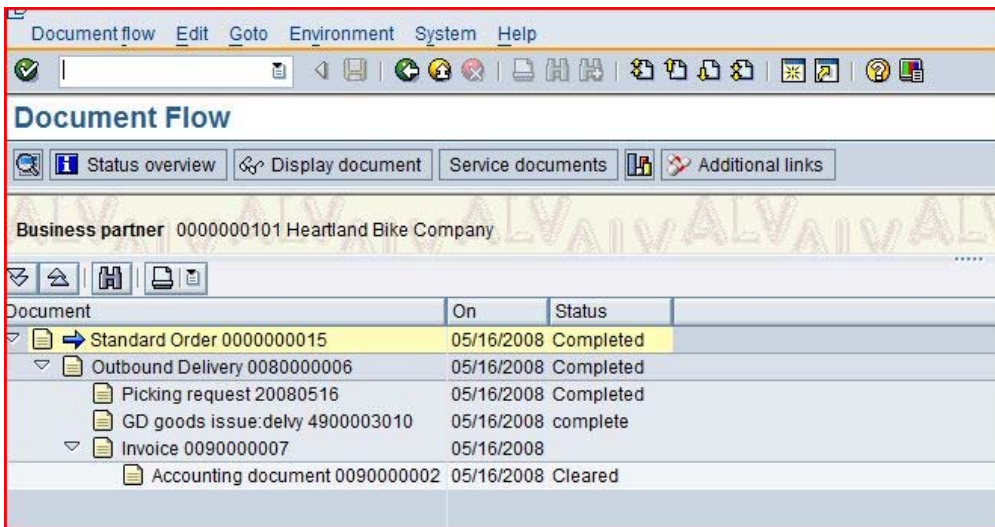
To access the document flow tool, click on  or follow the pull-down menu path:

Document flow

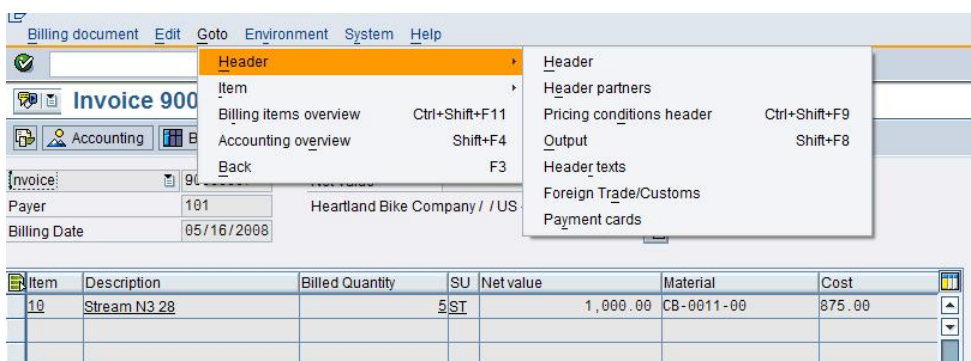
Environment ► Display document flow



The document flow for the Heartland Bike sales order will look like the following.



Any document can be accessed from the document flow. For example, to look at the invoice, click on the invoice line, then click on the display document icon.



To access details of the invoice, follow the pull-down menu path:

Goto ► Header ► Header

This will produce the following screen.

Billing Invoice 90000007 (F2) Display : Header data

Invoice: 90000007
 Payer: 101 Heartland Bike Company / / US - 64118 Kansas City
 Created by: BWAGNER Created on: 05/16/2008 Time: 10:48:23

Header | Head.prtnts | Conditions | ForTrade/Customs | Head.text | Global Trade



Accounting Data

Billing Date	05/16/2008	Document Currency	USD
Company Code	00A1	<input type="checkbox"/> Set exchange rt	
Reference	A23211	Exchange rate-accntg	1.00000
Assignment	0090000007	Payment Method	
Trading Partner		Dunning Area	
Fixed value date		Dunning key	
Addit.value days	0	Dunning block	Freed for dunning
AcctAssgGr	Domestic Revenues		
Posting Status	Posting document has been created		

Price data

Price List		Exch. Rate Type	
Customer group		Agreement	
Price group			
Terms of Paymen	0001	Pay immediately w/o deduction	
Incoterms	FOB	Origin Shipping Dock	
Pricing procedure	STBIKE	Standard - Bike Company	

Note details of the invoice, like who created the invoice and when and the customer's PO number.

Click on the exit icon  to return to the document flow. Explore the document flow tool, then click on  twice to return to the SAP Easy Access screen.

