# Business Process Integration

ERP Configuration for SD modules using Pen Company

*These Pen Company exercises were designed to work with
SAP's S/4HANA and a Fiori Launchpad Configured
To emulate each Unit's exercises.*

The University of Arkansas, Walton College
Adopted from The Rushmore Group, LLC

# Unit 1: Create the Organizational Structure for Customer Order Management

| Purpose of Unit |
| --- |
| The purpose of Unit 1 is to create the organizational structure necessary to carry out the customer order management functions of your company. |

# EX 1:  Create Sales Organization

| **Purpose of Exercise** |
|---|
| This exercise will have you create the Sales Organization.  This is the highest-level organizational structure in Sales and Distribution.  Your pen company will have one Sales Organization.<br>The sales organization is the unit or structure responsible for the terms and conditions for the sale of products or services. |

| **Fiori** | Create Sales Organization OVX5 - EX 1 |
|---|---|
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** SAP Reference IMG <br><br>**Enterprise Structure → Definition → Sales and Distribution → Define, copy, delete, check sales organization** |
| **Trans Code** | SPRO → OVX5 |

➢ Select　　New Entries

➢ Sales Organization　　S_ _ _ (use your BPI student number)
➢ Description　　Pen Inc. Sales _ _ _

**Detailed information** (MAKE SURE YOU USE CAPITAL LETTERS AS DIRECTED)

➢ Address text name:　　ADRS_SENDER
➢ Letter header text:　　ADRS_HEADER
➢ Footer lines text:　　ADRS_FOOTER
➢ Greeting text name:　　ADRS_SIGNATURE
➢ Sales Org. Calendar:　　US
➢ Rebate proc. active　　Checked

➢ Select　　Address

**Edit Address:S _ _ _**
➢ Postal Code:　　57069
➢ City:　　Vermillion
➢ Country:　　US
➢ Region:　　SD
➢ Language:　　English
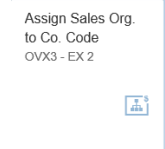
1) Hit Enter – ⊘　2) Hit Save - Save　3) Hit Exit – Exit

Record the system message:

| **Message** |
|---|
| |

# EX 2: Assign Sales Organization to Company Code

| Purpose of Exercise |
|---|
| This exercise will tie your Sales Organization to Finance Accounting (FI) by assigning it to your Company Code. |

| | |
|---|---|
| **Fiori** | Assign Sales Org. to Co. Code OVX3 - EX 2 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**  SAP Reference IMG <br><br> **Enterprise Structure → Assignment → Sales and Distribution → Assign sales organization to company code** |
| **Trans Code** | SPRO → OVX3 |

For the SAP GUI menu path navigation:  Find your sales organization S_ _ _

For the Fiori App or Transaction code navigation:  Find your company code C_ _ _

*Check with your professor about course of action if there is a required company code entry or entries that are not yours.*

For the SAP GUI menu path navigation:  Enter the following information next to your sales organization

➢  Enter company code          C_ _ _

For the Fiori App or Transaction code navigation:  Click once on your company code, then click Assign and choose your sales organization

1) Hit Save –  Save        2) Hit OK         3) Hit Exit –  Exit

Record the system message:

| Message |
|---|
|  |

# EX 3:  Define Distribution Channels, Division, and Loading Groups

| Purpose of Exercise |
|---|
| Distribution channels are created at the client level. Once created, everyone has access for use in their own organizational structure.  Distribution channels are used to define the way in which products or services reach your customer.<br><br>Divisions are also created at the client level. Once created, everyone has access for use in their own organizational structure.  Divisions are a way of grouping materials, products, or services.  A product can exist in only one division.  It is a way in which you could further divide you distribution channels if you desired to do so.<br><br>Loading Groups are created at the client level. Once created they are available for all to use. Loading groups are a way of grouping of materials that share the same loading requirements.  They are also used in determining the shipping point in a plant. |

| Instructions | **To define distribution channels, divisions, and loading groups search for the configuration exercise in "BPI-S4HANA-Supplemental-Config"** |
|---|---|

**\*Distribution channels, division, and loading groups are already defined in the system.**
**All students will use these Distribution Channels, Division, and Loading Groups for Pen Company.**

**Distribution channels to be used for Pen Company**
Distr. Channel                         RE (Retail)
Distr. Channel                         WH (Wholesale)

**Division to be used for Pen Company**

Division                                   01 (General Products)

**Loading groups to be used for Pen Company**
LGrp                                       Hand (Load by Hand)
LGrp                                       Cart (Handcart)

# EX 4: Assign Distribution Channels to Sales Organization

| Purpose of Exercise |
| --- |
| This exercise has you assign the different ways in which your products reach your customer to your Sales Organization. |

| | |
| --- | --- |
| **Fiori** | Assign DC to Sales Org OVXK - EX 4 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** SAP Reference IMG<br><br>**Enterprise Structure → Assignment → Sales and Distribution → Assign distribution channel to sales organization** |
| **Trans Code** | SPRO → OVXK |

For Fiori App or Transaction code navigation:

Find your sales organization in the listing, click on it once, then click Assign and select the Retail and

Wholesale distribution channels and click Copy .

1) Hit Save – Save    2) Hit OK    3) Hit Exit – Exit
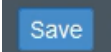
For SAP GUI menu path navigation:

Enter the following information:

➢ Select    New Entries

**Enter the following information to assign your Sales Organization to the DCs:**

➢ SOrg.                S_ _ _
➢ DChl                RE

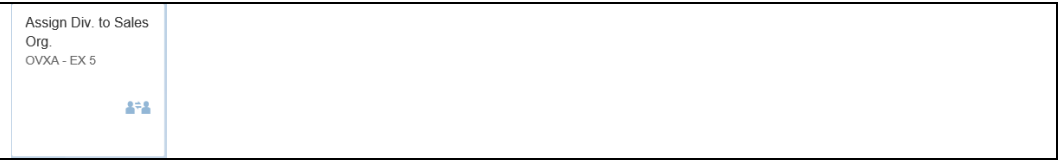➢ SOrg.                S_ _ _
➢ DChl                WH

1) Hit Save – Save    2) Hit OK    3) Hit Exit – Exit

Record the system message:

| Message |
| --- |
| |

# EX 5: Assign Division to Sales Organization

| **Purpose of Exercise** |
|---|
| This exercise will have you tie your Divisions, or groupings of materials, to your Sales Organization. |

| **Fiori** | Assign Div. to Sales Org. OVXA - EX 5 |  |
|---|---|---|
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**     SAP Reference IMG <br><br> **Enterprise Structure → Assignment → Sales and Distribution → Assign division to sales organization** | |
| **Trans Code** | SPRO → OVXA | |

For Fiori App or Transaction code navigation:

Find your sales organization in the listing, click on it once, then click Assign and select the division and

click Copy .

1) Hit Save – Save    2) Hit OK     3) Hit Exit – Exit

For SAP GUI menu path navigation:

Enter the following information:

➢ Select      New Entries

**Enter the following information to assign your Sales Organization to the Division:**

➢ SOrg.                S_ _ _
➢ Dv                     01

1) Hit Save – Save    2) Hit OK     3) Hit Exit – Exit

Record the system message:

| **Message** |
|---|
| |

# EX 6: Set up Sales Areas

| **Purpose of Exercise** |
|---|
| This exercise will have you create Sales Areas. Sales Areas are made up of a Sales Organization, a Distribution Channel and a Division. Sales Areas are crucial in pricing. |

| | |
|---|---|
| **Fiori** | Set up Sales Areas<br>OVXG - EX 6 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** SAP Reference IMG<br><br>**Enterprise Structure → Assignment → Sales and Distribution → Set up sales area** |
| **Trans Code** | SPRO → OVXG |

Instructions will vary slightly depending upon navigation path (i.e. New Entries vs. Assign).

Enter the following information:

➢ Select         New Entries

**Assign all the Distribution channels and Divisions to your Sales Organization as follows:**

➢ SOrg.           S_ _ _
➢ DChl            RE
➢ Dv               01
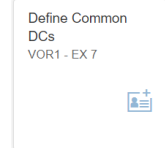
➢ SOrg.           S_ _ _
➢ DChl            WH
➢ Dv               01

1) Hit Save –   Save     2) Hit OK       3) Hit Exit –   Exit

Record the system message:

| **Message** |
|---|
| |

# EX 7: Define Common Distribution Channels

| Purpose of Exercise |
|---|
| This exercise is to define distribution channels that have common master data. The allocation is valid within a sales organization. |

| | |
|---|---|
| **Fiori** | Define Common DCs VOR1 - EX 7 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**    SAP Reference IMG <br><br> **Sales and Distribution → Master Data → Define Common Distribution Channels** |
| **Trans Code** | SPRO → VOR1 |

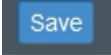Enter the following information:

**Locate your Sales Organizations S_ _ _ - Verify**

First Line – DChl RE
➢ DCh-Conds            RE
➢ DCh-Cust/Mt          RE

Next Line – DChl WH
➢ DCh-Conds            WH
➢ DCh-Cust/Mt          WH

1) Hit Save –    Save    2) Hit OK     3) Hit Exit –    Exit

Record the system message:

| Message |
|---|
| |

# EX 8:  Define Common Divisions

| Purpose of Exercise |
|---|
| This exercise is to define the divisions that common master data should apply to. The definition is valid within each sales organization. |

| | |
|---|---|
| **Fiori** | Define Common Div. VOR2 - EX 8 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**  SAP Reference IMG <br><br> **Sales and Distribution → Master Data → Define Common Division** |
| **Trans Code** | SPRO → VOR2 |

Enter the following information:

**Locate your Sales Organization S _ _ _ - Verify**
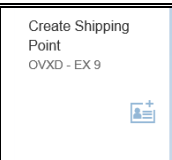
➢ DivCon:                          01
➢ Div-Cus:                        01

1) Hit Save –       Save        2) Hit OK        3) Hit Exit –       Exit

Record the system message:

| Message |
|---|
|  |

# EX 9:  Create Shipping Point

| Purpose of Exercise |
| --- |
| This exercise has you create a shipping point within your plant.  A shipping point is a physical location inside your plant, from which you will ship items.  Based on different loading and/or shipping requirements, you can create one or more shipping points to meet your business requirements. |

| | |
| --- | --- |
| **Fiori** | Create Shipping Point OVXD - EX 9 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** SAP Reference IMG <br><br> **Enterprise Structure → Definition → Logistics Execution → Define, copy, delete, check shipping point** |
| **Trans Code** | SPRO → OVXD |

Enter the following information:

Double click on "**Define shipping point**" (SAP GUI menu path navigation only)

➢ Select      New Entries

➢ Shipping Point:        S_ _ _
➢ Shipping Point Description    Shipping Point _ _ _

**Times**
➢ Factory Calendar        US
➢ All other fields blank

➢ Select      Address

**Edit Address: S _ _ _**
➢ Postal Code        57069
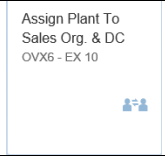➢ City        Vermillion
➢ Country        US
➢ Region        SD

1) Hit Enter – ⊘    2) Hit Save – 3) **Save** - 4) Hit Exit – ⊘      Exit

Record the system message:

| Message |
| --- |
| |

# EX 10: Assign Plant to Sales Organization and Distribution Channel

| Purpose of Exercise |
|---|
| This exercise will enable the integration between the Material Management (MM) and the Sales and Distribution (SD) modules. You will need to assign your plant to all combinations of a Sales Organization and a Distribution Channel. |

| | |
|---|---|
| **Fiori** | Assign Plant To Sales Org. & DC OVX6 - EX 10 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**　SAP Reference IMG<br><br>**Enterprise Structure → Assignment → Sales and Distribution → Assign sales organization – distribution channel – plant** |
| **Trans Code** | SPRO → OVX6 |

Instructions will vary slightly depending upon navigation path (i.e. New Entries vs. Assign).

➤ Select ⬚ New Entries

Enter the following information:

➤ SOrg.  　　　　　　　 S_ _ _
➤ DChCust/Mt　　　　　 RE
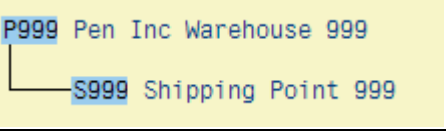➤ Plnt　　　　　　　　　 P_ _ _

➤ SOrg.　　　　　　　　 S_ _ _
➤ DChCust/Mt　　　　　 WH
➤ Plnt　　　　　　　　　 P_ _ _

1) Hit Save – 　**Save**　 2) Hit OK　　 3) Hit Exit – 　Exit

Record the system message:

| Message |
|---|
| |

# EX 11: Assign Shipping Point to Plant

| Purpose of Exercise |
|---|
| The purpose of this exercise is to assign your shipping point to your plant. A shipping point can only exist in one plant. However, a plant can have many shipping points. The number of shipping points will be dependent on your business requirements. Remember that a shipping point is a physical location within a plant from which items are shipped.<br><br>P999 Pen Inc Warehouse 999<br><br>      S999 Shipping Point 999 |

| | |
|---|---|
| **Fiori** | Assign Shipping Point to Plant OVXC - EX 11 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** SAP Reference IMG<br><br>**Enterprise Structure → Assignment → Logistics Execution → Assign shipping point to plant** |
| **Trans Code** | SPRO → OVXC |

Instructions will vary slightly depending upon navigation path (i.e. New Entries vs. Assign).

Enter the following information:

➢ Select your plant by double-clicking P_ _ _

➢ From the pop-up window, select YOUR shipping point to be assigned to your plant

➢ Select Copy          Copy

1) Hit Save –     Save     2) Hit OK          3) Hit Exit –     Exit

Record the system message:

| Message |
|---|
|  |

# Unit 2: SD Master Data

| Purpose of Unit |
| --- |
| The purpose of Unit 2 is to create master data needed for conducting the customer order management cycle.  This will include creating the additional views needed for the material master, creating additional General Ledger accounts, creating customers, assigning a pricing procedure, and creating condition records (pricing). For pricing, we will define prices for materials, specific customer prices, and discounts.  In this unit, you will also establish credit limits for your customers and define those material stocks that will be considered when you are conducting an availability check for a sales order. |

# EX 12:  Create Sales Views for Trading Goods

| Purpose of Exercise |
| --- |
| This exercise will have you create (extend) the trading good materials created in earlier material management exercises.  These new views for the material masters must now be created (extended) to include the sales views in order to make the materials available for sale.<br><br>Additionally, materials must have sales views created (extended) for both distribution channels where they will be sold; RE and WH. |

| Instructions | Search for prior "Create Material Master for Trading Goods" exercise in the FI-MM module |
| --- | --- |

Enter the following information (FIORI):

➢ Material type:              Trading Goods

(Trans Code & Fiori)
**System Menu Bar:  More → Defaults → Organization levels…**

|  | **Organizational Levels** | **Copy from…** |
| --- | --- | --- |
| Plant: | P_ _ _ | P_ _ _ |
| Sales Org.: | S_ _ _ | S_ _ _ |
| Distr. Channel: | **RE** | **RE** |

➢ Select              Continue

**System Menu Bar:  More → Defaults → Views…**

➢ Keep the views selected in Exercise 69.  Select the additional views:

    Sales: Sales Org. Data 1
    Sales: Sales Org. Data 2        *(Do not deselect the other views, add to existing)*
    Sales: General/Plant Data

➢ Select              Continue (Enter)  ⊘
➢ Material            BPEN_ _ _
➢ Select              Continue (Fiori) or Next (Trans Code)
➢ Select              Create views selected (Above three views should already be selected)

➢ Select              Continue (Enter)  ⊘

Make Sure Plant:, Sales Org.: and Distr. Channel: are filled in
➢ Select              Continue (Enter)

**Sales: Sales org. 1 Tab**
General data
➢ Division              01 (General Products)
➢ Delivering Plant              P_ _ _

Tax data
➢ Tax Jurisdiction Code          UTXJ              0 (Exempt)

| | | | |
|---|---|---|---|
| ➢ County Sales Tax | UTX2 | 0 (Exempt) | |
| ➢ City Sales Tax | UTX3 | 0 (Exempt) | |
| ➢ Select | Enter | | |

**Sales: sales org. 2 Tab**
Grouping terms
➢ Matl statistics grp:     1 ("A" materials)
➢ Select                         Enter

**Sales:  General/Plant Tab**
Shipping data (time in days)
➢ Trans. grp.:         0001           (Pallets (for route determination))
➢ Loading Grp.:       HAND           (Load by Hand (shipping point determination))

1) Hit Save –        Save        2) Hit OK        3) Hit Exit –     Exit

Complete for the other materials that you sell using the same settings as BPEN_ _ _:
        CPEN_ _ _
        PPEN_ _ _
        BOX_ _ _

*Repeat this process for each material that you will sell in the Distribution channel: WH*

**\*Remember to change the defaults from RE and create the WH views for all the materials**

Hint: To expedite the Sales view creation process use the "copy" method by entering a material (that has already been extended) in the "Copy from…" field.  Then continue as instructed, noticing that the initial materials data defaults into the new materials fields.

➢  Hit Save -      Save        (After each material)

Record the system messages:

| Material | Created/Extended - RE | Created/Extended - WH |
|---|---|---|
| BPEN_ _ _ | | |
| CPEN_ _ _ | | |
| PPEN_ _ _ | | |
| BOX_ _ _ | | |

➢  Hit Exit        Exit

# EX 13: Create Sales Revenue and Sales Revenue Deductions Account

| Purpose of Exercise |
| --- |
| To process billing we will need Profit & Loss Statement accounts for Sales Revenue and Sales Discounts |

| Instructions | **Search for prior "Create General Ledger Account – Additional Expense Accounts" exercise in the FI-MM module** |
| --- | --- |

Please reference previous exercise to create the following expense accounts:

| Account Number | Short text | G/L Acct Long Text |
| --- | --- | --- |
| 600_ _ _ | Sales Revenue | Sales Revenue |
| 610_ _ _ | Revenue Deductions | Revenue Deductions |

In addition to the steps from the referenced exercise, please do the following for both accounts:

**CREATE/BANK/INTEREST**
<u>Control of document creation</u>
➢ Post Automatically Only:     Checked

# EX 14:  Create Business Partner Master Record – Customer

| Purpose of Exercise |
|---|
| The purpose of this exercise is to have you create customers.  You have already created business partners (Vendors) in both Financial Accounting (FI) and Material Management (MM).  Since you are in the Sales and Distribution (SD) module now, you will create general, company code (FI) and sales and distribution (SD) views for your customers.  When you created vendors, you could create them centrally – this created all three views from a single point.  The same functionality is available for customers.  In Sales and Distribution (SD) it is called "Create Complete" indicating that you want to create the General Data, Company Code (FI) and Sales and Distribution views at the same time.<br><br>In this exercise you will create five customers.  Three of these will be in your retail distribution channel and two will exist in your wholesale distribution channel. |

| Instructions | **Search for prior "Create Business Partner Master Record" exercise in the FI-MM module** |
|---|---|

- ➢ Select                 Organization
- ➢ Select                 OK (on pop-up indicating to choose business partner role)
- ➢ Business Partner:        BP_ _ _ Rush (use this BP number for all External/Internal numbers)
- ➢ Grouping:              External number assignment (Note capitalizations)
- ➢ Create in BP role:        Business Partner (Gen.)

## Address
Name
- ➢ Title:                  Company
- ➢ Name:                The Rushmore Group, LLC _ _ _

Search Term
- ➢ Search Term 1/2:         _ _ _ (Your BPI Number)

Standard Address
- ➢ Postal code             57069
- ➢ City                   Vermillion
- ➢ Country                US
- ➢ Region                  SD
- ➢ Transportation Zone     Enter appropriate Transportation zone (used for route determination)

Communication
- ➢ Language             English

    1)   Hit Save –     [Save]     2) Hit OK - [⊘ OK]

- ➢ Select                 Switch between Display and Change
- ➢ Change BP role to       FI Customer

Menu->More->Company Code
Select                    Company Code (Maximize screen to view)
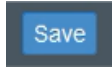Company Code          C _ _ _

**Customer: Accounting Management**
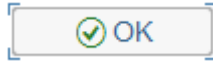➢ Reconciliation Acct:      110_ _ _
➢ Sort Key                001

**Customer: Payment Transaction**
➢ Payment Terms:           0001

1) Hit Save     **Save**    – 2) Hit OK -   ⊘ OK

*Make note of the Customer internal
number assigned under the "Company Code" section (entry at the bottom of this exercise).*

➢ Change BP role to       Customer

➢ Menu->More->Sales and Distribution
**Sales Area**
➢ Sales Org.             S_ _ _
➢ Distr. Channel         RE
➢ Division              01

**Orders TAB:**
Order
➢ Sales District:         APPROPRIATE location
➢ Currency:            USD
Pricing/Statistics
➢ Price Group         01 (bulk buyer/ 02 occasional buyer)
➢ Cust.Pric.Procedure   1 (standard)

**Shipping TAB:**
Shipping
➢ Delivery priority      02 (normal item)
➢ Order Combination   Selected (default)
➢ Delivering Plant     P_ _ _
➢ Shipping Conditions  01 (standard)
Partial deliveries
➢ Max.part.deliveries   3

**Billing TAB:**
Delivery and payment terms
➢ Incoterms           FOB
➢ Incoterms Location 1:  Origin Shipping Dock
➢ Payment terms      0001
Accounting
➢ Acct Assmt Grp Cust.  01 (Domestic Revenues)
Taxes
➢ Tax Classification    0 (for all 3 tax categories)

1) Hit Save     **Save**    – 2) Hit OK -   ⊘ OK

➢ Change BP role to     SAP Credit Management

➢ Menu->More->Credit Segment Data

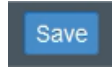➤ Credit Segment:         0000 Main Credit Segment

**Credit Limit and Control TAB:**
Credit Limit
Select Limit Defined
➤ Limit:         $5,000

1) Hit Save – [Save]    2) Hit OK - [✓ OK]

***Create the remaining customers using the previous steps with the appropriate changes documented below.***

If you have not left BP, you can use the following steps to create new business partners.
More > Business Partner > Create > Organization (do this after each organization is saved)

| Customer: | SAP, America | Promotional Products | Pleasure Boats | SAP, America - UAP |
|---|---|---|---|---|
| **Business Partner:** | BP_ _ _ SAP | BP_ _ _ Prod | BP_ _ _ Boats | BP_ _ _UAP |
| **Address** | | | | |
| **Name** | | | | |
| Name: | SAP, America _ _ _ | Promotional Products, Inc. _ _ _ | Pleasure Boats Buying Group _ _ _ | SAP, America – UAP _ _ _ |
| **Standard Address** | | | | |
| **Postal Code:** | 19073 | 95814 | 33010 | 19073 |
| **City:** | Newtown Square | Sacramento | Miami | Newtown Square |
| **Region:** | PA | CA | FL | PA |

**For BP role FI Customer – Instruction remains the same**

**For BP role Customer, instruction remains the same except for distributional channel.**

| Customer: | SAP, America | Promotional Products | Pleasure Boats | SAP, America - UAP | Tanager Leasing |
|---|---|---|---|---|---|
| **Sales Area** | | | | | |
| **Distr. Channel:** | RE | WH | WH | RE | RE |

**For BP role SAP Credit Management**

| Customer: | SAP, America | Promotional Products | Pleasure Boats | SAP, America - UAP | Tanager Leasing |
|---|---|---|---|---|---|
| **Credit Limit:** | | | | | |
| **Limit:** | $25,000 | $2,500 | $5,000 | N/A | $1,000 |

***For Tanager Leasing Only***

If you have not left BP, you can use the following steps to open a previous business partner.
More > Business Partner > Open (enter the BP number)

| | |
|---|---|
| **Customer:** | Tanager Leasing |
| **Business Partner:** | BP_ _ _ Tanag |
| Note: Switch between Display and Change | |
| **Address** | |
| **Standard Address** | |
| **Transportation Zone:** | Enter appropriate zone |

1) Hit Save – **Save**    2) Hit OK - ⊘ OK

Select                                    Switch between Display and Change (if Necessary)
Change BP role to                         FI Customer
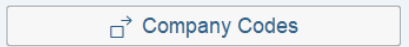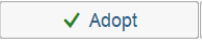
**Customer: General Data**
General Data
➢ Vendor:                                BP_ _ _ Tanag

A warning message may appear that says, "Vendor _____ is not currently referenced and will be updated accordingly". This warning message is a confirmation that you want to link the customer you are creating with the same named vendor. Click the "OK" button on the warning message dialog box.

Click 'Ok' for warning message about reconciliation required, as it will be completed in the following step.

Continue completing the appropriate fields for the FI Customer Role.

Note: If the Reconciliation acct field is not available, click on the    ⇗ Company Codes button under the **Company Code** area. In the "FI Customer Create: Company Codes" pop-up window, select your company code and also select the "Customer" check box to add a customer role to the vendor. Click on the    ✓ Adopt    button. This also allows you to proceed with entering the Reconciliation account and other fields required.

***The remaining directions are the same as the other business partners.***

Record the system message:

| Customer | Customer External Number | Customer Internal Number |
|---|---|---|
| The Rushmore Group, LLC _ _ _ | | |
| SAP, America _ _ _ | | |
| Promotional Products, Inc. _ _ _ | | |
| Pleasure Boats Buying Group _ _ _ | | |
| SAP, America – UAP _ _ _ | | |
| Tanager Leasing _ _ _ | | |

# EX 15:  Assign Ship-to party

| Purpose of Exercise |
| --- |
| In this exercise you will assign an alternative ship-to location or goods recipient.  SAP, America has an organization to which they wish to have you ship directly.  This new ship-to or goods recipient party is SAP, America – UAP (University Alliance Program).  In order to do this you will assign a specific ship-to customer for this separate address. |

| Instructions | **Search for prior "Create Business Partner Master Record" exercise in the FI-MM module** |
| --- | --- |

Click the Open BP button.

Enter the following information:

➢ Business Partner: BP_ _ _SAP

➢ Click Enter

➢ Select                              Switch between Display and Change
➢ Change BP role to              Customer
➢ Menu->More->Sales and Distribution

**Partner Functions TAB:**
    Add a new row by entering:
➢ PR                                  SH (Ship-to party)
➢ Number                          Internal customer number for SAP, America – UAP _ _ _

➢ Click Enter

1) Hit Save –   Save       2) Hit OK -   ⊘ OK

Record the system message:

| Message |
| --- |
|  |

# EX 16: Create Condition Record

| Purpose of Exercise |
|---|
| In this exercise you will create three different condition records:<br>    1) Material prices that any customer would pay<br>    2) Special price for a specific customer (with specified validity period)<br>    3) Customer specific discount (pricing scale).<br><br>The customer specific discount condition type is currently set for Item condition (line item) but could be changed to Header condition in configuration.  If it is set to a Header condition, the discount would apply to the order as a whole rather than to the individual line items in the order.<br><br>Prices are defined by Sales Organization and Distribution Channel. |

| Fiori | Create Condition Record<br>VK31 - EX 16 |
|---|---|
| **Menu Path** | **Logistics → Sales and Distribution → Master Data → Conditions → Create** |
| **Trans Code** | VK31 |

## Create Material Price

| Left side menu option | > ☐ Prices  →  ⏲ Material Price |
|---|---|

Enter the following information to set up retail prices:

- ➢ Select                    ☐ ty SOrg. DChl Material  ReSt
- ➢ Sales Organization           S_ _ _
- ➢ Distribution Channel       RE

Enter the following material and pricing information:

| Condition Type | Material | Amount |
|---|---|---|
| PR00 | BPEN_ _ _ | $ 1.09 |
| PR00 | CPEN_ _ _ | $ 2.29 |
| PR00 | PPEN_ _ _ | $ 9.95 |
| PR00 | BOX_ _ _ | $ 0.49 |

The system will automatically enter the material descriptions, units of measure, and validity dates.

- ➢ Select save           Save

Record the system message:

| Message |
|---|
|  |

Enter the following information to set up wholesale prices:

➢ Double click on       ⏳ Material Price

➢ Select      📄 y SOrg. DChl Material  ReSt

➢ Sales Organization      S _ _ _

➢ Distribution Channel      WH

Enter the following material and pricing information:

| Condition Type | Material | Amount |
|---|---|---|
| PR00 | BPEN_ _ _ | $ 0.89 |
| PR00 | CPEN_ _ _ | $ 1.99 |
| PR00 | PPEN_ _ _ | $ 7.50 |
| PR00 | BOX_ _ _ | $ 0.49 |

The system will automatically enter the material descriptions, units of measure, and validity dates.

➢ Select save      Save

Record the system message:

| Message |
|---|
|  |

## Create Customer Specific Material Price

| Left side menu option | ⟩ 🗀 Prices  →  ⏳ Individual Prices |
|---|---|

Enter the following information:

➢ Select      📄 y SOrg. DChl Material  ReSt

➢ Sales Organization      S_ _ _

➢ Distribution Channel      RE

➢ Customer      SAP, America

Enter the following material and pricing information:

| (Co) Condition | Material | Amount | Valid From | Valid to |
|---|---|---|---|---|
| PR00 | CPEN_ _ _ | $ 2.09 | Today's Date | 3 months from today |
| PR00 | PPEN_ _ _ | $ 8.50 | Today's Date | 3 months from today |

The system will automatically enter the material descriptions, units of measure, and validity dates.

➢ Select save      Save

Record the system message:

| Message |
|---|
|  |

## Create Customer Discount

| Left side menu option | > ⬚ Discounts/Surcharges → ⟳ By Customer |
|---|---|

Enter the following information:

- Select                 CnTy SOrg. DChl Customer   ReSt

- Sales Organization       S_ _ _

- Distribution Channel      WH

Customer with Release Status
- (Co) Condition            K007

- Customer                   Promotional Products, Inc.

- Click on the scales **Scales** button to give the customer a discount of 5% for order values between $1,000.00 and $1,999.99 and a discount of 8% for order values between $2,000.00 and $2,999.99 and a discount of 10% for orders larger than $2,999.99.

|  |  |
|---|---|
| Scale value 1000.00 | Amount 5 |
| Scale value 2000.00 | Amount 8 |
| Scale value 3000.00 | Amount 10 |

1) Hit Save –    **Save**    2) Hit OK     3) Hit Exit –   **Exit**

Record the system message:
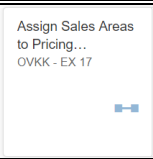
| Message |
|---|
|  |

# Unit 3: SD Rules

| Purpose of Unit |
| --- |
| The purpose of Unit 3 is to complete some final details necessary to prepare you for the comprehensive system test that begins in the next unit. This unit will have you create some specialized master data as well as complete the final configuration steps of shipping point and revenue account assignment determinations. |

# EX 17: Assign Sales Areas to Pricing Procedure

| Purpose of Exercise |
|---|
| The purpose of this exercise is to link your sales area to a pricing procedure. The RVAAPC pricing procedure is a standard pricing procedure with jurisdiction code. The pricing procedure which will be discussed in detail in the next unit is the way prices are assigned to individual line items in your order as well as discounts, surcharges, etc. |

| | |
|---|---|
| **Fiori** | Assign Sales Areas to Pricing… OVKK - EX 17 |
| **Menu Path** | Tools → Customizing → IMG → Execute Project→ &° SAP Reference IMG<br>Sales and Distribution → Basic Functions → Pricing → Pricing Control → Define and Assign Pricing Procedures |
| **Trans Code** | OVKK |

Double click on **Set Pricing Procedure Determination** (SAP GUI menu path navigation only)

Enter the following information:

➢ Select New Entries

Verify details of:

| Sales Organization | Distribution Channel | Division | Doc. Pricing Proc | Cust. Pric. Procedure | Pricing Procedure |
|---|---|---|---|---|---|
| S_ _ _ | RE | 01 | A | 1 | RVAAPC |
| S_ _ _ | WH | 01 | A | 1 | RVAAPC |

1) Hit Save - Save    2) Hit Exit – Exit

Record the system message:

| Message |
|---|
| |

# EX 18: Create Shipping Point Determination

| Purpose of Exercise |
| --- |
| In this exercise you will create the table that will determine the shipping point to be used in your plant. While you have only created one shipping point, you still need to create the determination table. In determining the shipping point, the following are considered: |

- The Plant from the (1) Customer Ship-to Master or the (2) Material Master,
- The Shipping Conditions from the customer master, and
- The Loading Group from the material master.

| | |
| --- | --- |
| **Fiori** | Create Shipping Point Determination OVL2 - EX 18 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→** [SAP Reference IMG] **Logistics Execution → Shipping → Basic Shipping Functions → Shipping Point and Goods Receiving Point Determination → Assign Shipping Points** |
| **Trans Code** | OVL2 |

Enter the following information:

➤ Select New Entries

Shipping Point Information:

| SC (Shipping condition): | LGrp (Loading group): | Plnt (Plant): | PrShP (Proposed Shipping point): |
| --- | --- | --- | --- |
| 01 (Standard) | HAND (Load by Hand) | P_ _ _ | S_ _ _ |
| 01 (Standard) | CART (Handcart) | P_ _ _ | S_ _ _ |
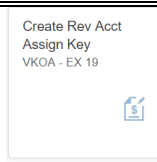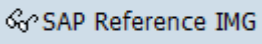
1) Hit Save - Save    2) Hit Exit – Exit

Record the system message:

| Message |
| --- |
| |

# EX 19: Create Revenue Account Assignment Key

| Purpose of Exercise |
|---|
| This exercise creates the automatic posting of revenues when the billing document is created.  At time of billing revenues are posted to the General Ledger Account.  Which account to be posted is determined by a combination of:<br>• The Sales Organization,<br>• The Account assignment key, and<br>• The Account Assignment Group (Customer Master) |

| | |
|---|---|
| **Fiori** | Create Rev Acct Assign Key<br>VKOA - EX 19 |
| **Menu Path** | **Tools → Customizing → IMG → Execute Project→**    SAP Reference IMG<br>**Sales and Distribution → Basic Functions → Account Assignment/Costing →**<br>**Revenue Account Determination → Assign G/L Accounts** |
| **Trans Code** | VKOA |

➤ Select Table 2:     "Cust.Grp/Account Key"

➤    (Choose)

Enter the following information:

➤ Select New Entries

Account assignment information:

| App | CndTy. | ChAc | SOrg. | AAGC | ActKy | G/L Account |
|---|---|---|---|---|---|---|
| V | KOFI | C_ _ _ | S_ _ _ | 01 | ERL | 600_ _ _ |
| V | KOFI | C_ _ _ | S_ _ _ | 01 | ERS | 610_ _ _ |
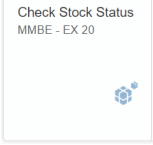
1) Hit Save -  Save    2) Hit Exit –  Exit

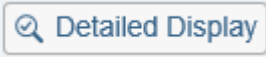Record the system message:

| Message |
|---|
| |

# EX 20: Check Stock Status

| Purpose of Exercise |
| --- |
| The purpose of this exercise is to obtain current inventory information about your products. |

| | |
| --- | --- |
| **Fiori** | Check Stock Status<br>MMBE - EX 20 |
| **Menu Path** | **Logistics → Materials Management → Inventory Management → Environment → Stock → Stock Overview** |
| **Trans Code** | MMBE |

Enter the following information:

Database selections
- Material                               (Any material from your sales order)
- Plant                                  P_ _ _
- Select Execute            Execute

- Select the plant line in the display.

- Select                🔍 Detailed Display

- This will open a pop-up window showing the details of the inventory by stock type at the level you selected.

- Record the unrestricted use quantity (Unrestricted use) stock type

- Record the sales orders quantity (Sales orders) stock type

- Record the delivery quantity (Scheduled for delivery) stock type

Record the storage location and quantity of inventory for each Stock type:

| Plant<br>  Storage Location<br>    Stock Type | BPEN_ _ _<br><br>Quantity | CPEN_ _ _<br><br>Quantity | PPEN_ _ _<br><br>Quantity | BOX_ _ _<br><br>Quantity |
| --- | --- | --- | --- | --- |
| **Unrestricted Use** | | | | |
| **Sales Orders** | | | | |
| **Scheduled for Delivery** | | | | |

- 1) Hit Back – ‹

# Unit 4: Creating Sales Orders

| Purpose of Unit |
|---|
| The purpose of Unit 4 is to provide a comprehensive testing of the organizational and master data, you have set up using a series of transactions. These transactions will provide you with an understanding of how the options you selected during configuration impact your transactions.<br><br>       • Standard Sales Order<br>       • Sales Order using Customer Info Record<br>       • Sales Order with a Scheduling Agreement<br>       • Sales Order with Item Proposal<br>       • Sales Order with a Value Discount<br><br>You will create a sales order using your customer info record for Pleasure Boats Buying Group and then complete the order to cash business process.<br><br>Also, you will create a sales order using a scheduling agreement for The Rushmore Group and deliver against the scheduling agreement.<br><br>Lastly, you will create two additional sales orders. One sales order using the item proposal and the second sales order that will result in a credit warning, as well as request more goods than you have for sale. This will require you to run Material Requirements Planning, convert purchase requisitions to purchase orders, receive the goods, receive the invoices, and post payment to the vendors. The deliveries for these sales orders will be completed in the next unit. |
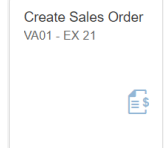
# EX 21:  Create Standard Sales Order

| Purpose of Exercise | |
|---|---|
| This exercise will have you create a sales order.  This if the first exercise that will test the configuration of your system as a trading goods company. | |

| | |
|---|---|
| **Fiori** | Create Sales Order<br>VA01 - EX 21 |
| **Menu Path** | **Logistics → Sales and Distribution → Sales → Order → Create** |
| **Trans Code** | VA01 |

Enter the following information:
➢ Order type                                    OR

Organizational Data
➢ Sales Organization                  S_ _ _
➢ Distribution channel                 RE
➢ Division                                     01

➢    **Continue**
➢ Sold-To Party                          (Customer # for The Rushmore Group, LLC)
➢ Ship-To-Party                          (Customer # for The Rushmore Group, LLC)
➢ Cust. Reference                       (Customer # for The Rushmore Group, LLC)
➢ Cust. Ref. Date                        Today's date

**Sales TAB**
➢ Req. Deliv. Date                       (3 days from today)

**Item Overview TAB**
Enter the following:
➢ Requested Deliv.Date               (3 days from today)

Enter the following:

| Material | QTY |
|---|---|
| BPEN_ _ _ | 250 |
| CPEN _ _ _ | 100 |
| PPEN _ _ _ | 50 |
| BOX _ _ _ | 150 |

**Review- On the Sales Tab**
*Item Specific Data:*
➢ Select line item 10

➢    (Conditions)
➢ Review item pricing

What is the price per unit for BPEN_ _ _? _____

➢ < (Back)

➢ Select line item 20

➢ 🗓 (Schedule lines for item)

➢ What is the date for the confirmed quantity? _____

➢ < (Back)

➢ Select line item 30

➢ ⚖ (Check availability)

➢ What is a confirmed quantity? _____ Does it match the open quantity? _____ Choose the "Complete delivery" green check.

*Header Data:*
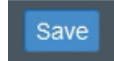**System Menu Bar:  Goto → Header → Sales**

**Sales TAB**
Note and record the pricing procedure _____

**Conditions TAB**
Note and record the net value for the order – this is the total of all line items $_____ ($1,072.50)
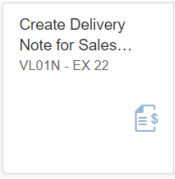
1) Hit Save –   Save     2) Hit OK       3) Hit Exit –   Exit

# EX 22: Create Delivery Note, Picking, and Post Goods Issue for Sales Order

| Purpose of Exercise | |
|---|---|
| The purpose of this exercise is to create a delivery based on the customer's order. Creating the delivery brings your order to the point where stock availability is re-determined, and the quantity of ordered items are moved to a scheduled for delivery stock status.

The purpose of this exercise is to pick the materials. The delivery note indicates the quantity of the proposed materials per delivery.

This exercise will have you post goods issue. Post goods issue reduces unrestricted stock to reflect the inventory shipped. This is the time at which the ownership of the goods changes from you to the customer. These goods have left your plant and are now owned by your customer. Both inventory and costs of goods sold are impacted by this transaction.

If you have shipped or sold the goods FOB Destination, the actual change of ownership takes place at the time the goods are received at the customer's location. However, the system reflects the materials are no longer available in your stock at the time of post good issue. | |

| | |
|---|---|
| **Fiori** | Create Delivery Note for Sales… VL01N - EX 22 |
| **Menu Path** | **Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Create → Single Document → With Reference to Sales Order** |
| **Trans Code** | VL01N |

Enter the following information:

➢ Shipping point:                    S_ _ _

Sales order data
➢ Selection date:                    (Enter a date 7 days from today)

➢ Order:                              (Enter the order number of the sales order created earlier)

➢ Continue

The system defaults the items and quantities from the sales order that are scheduled to be delivered.

**Item Overview Tab**
➢ Click on the line item 10

➢ [🔍] (Item Details)

➢ What is the picking status? _____

➢ [<] (Back)

➢ Is the Deliv. Qty for each item the same as the Open Qty? _____
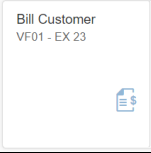
**Picking Tab:**

➢ Enter the Storage location for each item

➢ Sloc:                 10 (Inventory)

➢ Enter Pick quantity to match the proposed delivery quantity

➢ Picked Qty =          Deliv. Qty

➢ Select    Post Goods Issue

    1) Hit Exit -    Exit

Record the system message:

| Message |
|---|
|  |

# EX 23:  Bill Customer

| Purpose of Exercise | |
|---|---|
| This exercise will create the billing document for the customer.  It is at this time when the revenue is recognized and posted to the general ledger.  Once the post goods issue has been completed, you can bill your customer for those goods. | |

| | |
|---|---|
| **Fiori** | Bill Customer<br>VF01 - EX 23 |
| **Menu Path** | **Logistics → Sales and Distribution → Billing → Billing Document → Create** |
| **Trans Code** | VF01 |

The system will default the last delivery document created.  If not enter your delivery document number from the previous exercise.

> Hit Execute

The system displays the customer and the materials on the delivery with total values to be billed.

> Record the total amount billed to the customer:  $_____

> 1) Hit Save –  [Save]  2) Hit OK  3) Hit Exit –  [Exit]

Record the billing document number that is displayed at the bottom of the screen _____

Record the system message:

| Message |
|---|
| |

# EX 24:  Post Receipt of Customer Payment

| Purpose of Exercise |
| --- |
| This exercise will see your customer paying the invoice you created in the billing exercise.  The payment will be posted to the general ledger accounts.  This entry will increase the bank account and reduce the customer's account receivable balance as well as the account receivable reconciliation account. |

| | |
| --- | --- |
| **Fiori** | Post Receipt of Customer Payment F-28 - EX 24 |
| **Menu Path** | **Accounting → Financial Accounting → Accounts Receivable → Document Entry → Incoming Payment** |
| **Trans Code** | F-28 |

Enter the following information:

- ➢ Document Date:          Today's date
- ➢ Company Code:          C_ _ _
- ➢ Currency/Rate:          USD

Bank data:
- ➢ Account:          100_ _ _
- ➢ Amount:          (Enter the amount of the payment (from sales order))

Open item selection
- ➢ Account:          (Customer # for The Rushmore Group, LLC)

- ➢ Select   Process open items

If the "Not Assigned" in the bottom right hand corner is not 0.00, then click on the $$ amount(s) under the USD Gross column that does not represent your invoice.  Ensure "Not Assigned" field equals zero.

- ➢  Hit Save -   Save

- ➢  Record the document number for this posting _____

  1) Hit Exit -   Exit

Record the system message:

| Message |
| --- |
| |

# EX 25: Review Document Flow

| Purpose of Exercise |
| --- |
| This exercise provides you with exposure to a powerful tool in customer order management. The document flow provides a look at the entire transaction from beginning to the end. In this example, you have created an order, a delivery, posted goods issue, billed the customer and received payment. To examine the flow, you can begin with any one of these document numbers and the document flow will show an audit trail of all documents tied to that number. |

| | |
| --- | --- |
| **Fiori** | Review Document Flow<br>VA03 - EX 25<br><br>☺ |
| **Menu Path** | **Logistics → Sales and Distribution → Sales → Order → Display** |
| **Trans Code** | VA03 |

➢ Document:                    Enter your sales order number
➢ Select                        Continue
➢ Select Line with your Sales Order number

**System Menu Bar: More → Environment → Display Document Flow**

The system displays a list of documents associated with the order.

➢ Click on the line of the **GD goods issue: delvy 49000….###**

➢ Select                     **Display Document**

The system displays the material document with a goods movement "601", which is the movement type for goods issue to a delivery note (Post Goods Issue).

➢ Select       **Account Assignment**       to view the account postings for this goods movement

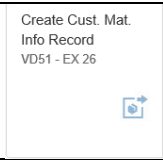➢ Select               **Exit**            to return to the Document Flow Screen

It can be seen that the:
1. The entire document flow is shown.
2. There are no open documents.
3. The business cycle is complete.

| Document | Quantity | Unit | Ref. Value | Currency | On | Status |
| --- | --- | --- | --- | --- | --- | --- |
| ⌄ 📄 → Standard Order 0000000001 / 10 | 2 | EA | 6,000.00 | USD | 05/27/2016 | Completed |
| ⌄ 📄 Outbound Delivery 0080000000 / 10 | 2 | EA | | | 05/27/2016 | Completed |
| 📄 Picking Request 20160527 / 10 | 2 | EA | | | 05/27/2016 | Completed |
| 📄 GD goods issue:delvy 4900002053 / 1 | 2 | EA | 2,800.00 | USD | 05/27/2016 | Complete |
| ⌄ 📄 Invoice 0090000002 / 10 | 2 | EA | 6,000.00 | USD | 05/27/2016 | Completed |
| 📄 Accounting Document 0090000002 | 2 | EA | | | 05/27/2016 | Cleared |

# EX 26:  Create Customer Material Info Record

| Purpose of Exercise |
|---|
| This exercise introduces you to the concept of Customer Material Information Records.  When a customer wishes to order materials from us using a different naming convention than you do, you can set up a Customer Material Info Record which allows us to enter materials by the customer's specific naming convention.  This is especially true in the wholesale area.  Customers order products by their product number not necessarily your product number.  SAP provides for the translation of these materials into your material names, which enables the customer and your sales representative to communicate clearly. |

| Fiori | Create Cust. Mat. Info Record VD51 - EX 26 |
|---|---|
| **Menu Path** | **Logistics → Sales and Distribution → Master Data → Agreements → Customer Material Information → Create** |
| **Trans Code** | VD51 |

Enter the following information:

➢  Customer                                     (Customer # for Pleasure Boats Buying Group)

➢  Sales Organization                     S_ _ _

➢  Distribution Channel                  WH

➢  Continue

➢  Enter the following materials and the corresponding customer material name as indicated:

Material – Customer Specific Information:

| Material No | Pleasure Boats Buying Group Material Number |
|---|---|
| BPEN_ _ _ | Pen-Low |
| CPEN_ _ _ | Pen-Med |
| PPEN_ _ _ | Pen-High |
| BOX_ _ _ | Pen-Box |

➢  1) Hit Enter  2) Hit Save -      Save       3) Hit Exit –      Exit

Record the system message:

| Message |
|---|
|  |

# EX 27:  Create Sales Order Using Customer Info Record

| Purpose of Exercise |
| --- |
| This exercise will have you create a sales order using Pleasure Boats Buying Group customer/material info record (their part numbers/name). |

| Instructions | Search for prior "Create Sales Order" exercise in this module |
| --- | --- |

Enter the following information:

➤ Order type                              OR

Organizational Data
➤ Sales Organization            S_ _ _
➤ Distribution channel           WH
➤ Division                            01

➤ Select                          Continue

➤ Sold-To Party                   (Customer # for Pleasure Boats Buying Group)
➤ Ship-To-Party                   (Customer # for Pleasure Boats Buying Group)
➤ Cust. Reference                (Customer # for Pleasure Boats Buying Group)
➤ Cust. Ref. Date               Today's date

**Sales TAB**
➤ Req. Deliv. Date               (3 days from today)

**Item Overview TAB**
Enter the following:
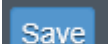➤ Requested Deliv.Date          (3 days from today)

**Ordering party tab**
A new field appears in the Sales Order line item: "Customer Material Numb."

Enter the following customer materials and quantities:

| *Customer Material Numb* | Order Quantity | Material  (Leave blank) |
| --- | --- | --- |
| Pen-Low | 250 | |
| Pen-Med | 100 | |
| Pen-High | 30 | |
| Pen-Box | 130 | |

Note: The system references the customer material numbers and copies our equivalent material number and all relevant data.

➤ Check the pricing to see that wholesale pricing was applied.

➤ Go to the header and record the Sales Orders Net Value $_____ ($710.20)

➤ Select     Save

Record the order number: _____

# EX 28:  Complete Sales Process

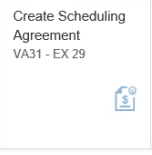| Purpose of Exercise |
|---|
| The purpose of this exercise is to complete the Sales Process for the materials in this unit. |

| Instructions | **Search for prior "Create Delivery Note, Picking, and Post Goods Issue for Sales Order" exercise**<br>**Search for prior "Bill Customer" exercise**<br>**Search for prior "Post Receipt of Customer Payment" exercise**<br>**Search for prior "Review Document Flow" exercise** |
|---|---|

Record the system message:

| Message |
|---|
|  |
|  |
|  |

# EX 29:  Create a Scheduling Agreement

| **Purpose of Exercise** |
|---|
| This exercise will have you create a scheduling agreement for The Rushmore Group. |

| **Fiori** | Create Scheduling Agreement VA31 - EX 29 |
|---|---|
| **Menu Path** | **Logistics → Sales and Distribution → Sales → Scheduling Agreement → Create** |
| **Trans Code** | VA31 |

Enter the following information:
- Sched. Agreemt Type     LP

Organizational Data
- Sales Organization     S_ _ _
- Distribution Channel     RE
- Division     01
- Select
-        Continue
-
- Scheduling Agreement     (leave blank)
- Sold-To Party     (Customer # for The Rushmore Group, LLC)
- Ship-To Party     (leave blank)
- Cust. Reference     (Customer # for The Rushmore Group, LLC)
- Cust. Ref. Date     (Today's date)

**Item overview TAB:**
- Description:     Scheduling Agreement _ _ _
- Valid From :     (Today's date)
- Valid To :     (Six months from today's date)

All items
- Material:     CPEN_ _ _
- Target quantity:     175
- Hit Enter -

- Select the item line for     CPEN_ _ _

- Select      Schedule lines for items button from the button bar on the bottom

Enter three schedule lines
- First line     (6 days from today for 35 pens)
- Second line     (14 days from today for 40 pens)
- Third line:     (2 months from today for 100 pens)
- Hit Enter -     Hit Save -     Save

- Record the Scheduling Agreement Number: _____

Record the system message:

| **Message** |
|---|
|  |

---

# EX 30:  Process Deliveries, Billing, and Receive Payment for a Scheduling Agreement

| Purpose of Exercise |
|---|
| This exercise will have you create deliveries, billings, and receive payment with reference to the scheduling agreement. |

| Instructions | Search for prior "Complete Sales Process" exercises |
|---|---|

Note: Perform your delivery for 7 days from today and perform another delivery for 14 days from today's date. Perform billing for your delivery documents. Complete the receipt of payment (both billings may be processed together).
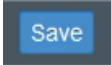
Record any system message:

| Message |
|---|
|  |
|  |
|  |
|  |
|  |

# EX 31:  Create Item Proposal

| Purpose of Exercise |
|---|
| The purpose of this exercise is to allow for situations where a customer often places an order with the same line items, an Item Proposal (order template) can be created with the standard line items and quantities already filled in.  You can then pull the standard items in as you create the sales order by referencing the Item Proposal.   Once referenced and pulled into the order quantities can be changed, line items can be deleted or added. |

| Fiori | Create Item Proposal VA51 - EX 31 |  |
|---|---|---|
| **Menu Path** | **Logistics → Sales and Distribution → Master Data → Products → Item Proposal → Create** | |
| **Trans Code** | VA51 | |

Enter the following information:

➤ Item Proposal Type          PV

Organizational Data
➤ Sales Organization          S_ _ _

➤ Distribution Channel          RE

➤ Division                    01

➤ (Enter)

➤ Item proposal              (leave blank)

➤ Description                SAP Promotion Set

➤ Valid-from date            (Today's date)

➤ Valid-to date              (One year from today)

➤ Enter the following materials and quantities:

           BPEN_ _ _              100
           CPEN_ _ _              75
           PPEN_ _ _              25
           BOX_ _ _               100

➤ Hit Enter –

➤ Hit Save -

➤ Record the Item Proposal Number: _____

Record any system message:

| Message |
|---|
|  |

# EX 32:  Assign Item Proposal to Customer

| Purpose of Exercise |
|---|
| In this exercise you will now assign that item proposal to the Business Partner - Customer master record.  Whenever you ask for an Item Proposal in a sales order for that customer, the system will default this Item Proposal. |

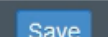| Instructions | **Search for prior "Create Business Partner Master Record" exercise in the FI-MM module** |
|---|---|

Click the Open BP button.

Enter the following information:

➢ Business Partner:                                  BP_ _ _SAP

➢ Click Enter

➢ Select                                          Switch between Display and Change
➢ Change BP role to                      Customer
➢ Menu->More->Sales and Distribution

**Orders TAB**
Order
➢ Item proposal                    (# of the newly created item proposal)

➢ Hit Save -     Save

Record the system message:

| Message |
|---|
|  |

# EX 33: Create Sales Order Using Item Proposal

| **Purpose of Exercise** |
|---|
| This exercise will have you create a sales order using the item proposal we created and assigned to SAP, America. We will use the materials and quantities in the item proposal. |

| **Instructions** | **Search for prior "Create Sales Order" exercise in this module** |
|---|---|

Enter the following information:

- ➢ Order type                           OR
<u>Organizational Data</u>
- ➢ Sales Organization           S_ _ _
- ➢ Distribution channel          RE
- ➢ Division                            01

- ➢   ⊘  (Enter)
- ➢ Sold-To Party               (Customer # for SAP, America)
- ➢ Ship-To-Party              (Customer # for SAP, America - UAP)
- ➢ Cust. Reference           (Customer # for SAP, America)
- ➢ Cust. Ref. Date           Today's date

**Sales TAB**
- ➢ Req. Deliv. Date           (3 days from today)

**Item Overview TAB**
Enter the following:
- ➢ Requested Deliv.Date      (3 days from today)

- ➢ Click in the first cell under the Item column, and then right click. Choose Propose Items from the drop down list.

In the pop-up window, the system copies the number of the product proposal for this customer

- ➢ Select   [Default with quantity]

You may also need to select the delivery you wish:
- • One-time del. On req. del. dte.
- • **Complete delivery (If not available choose the One-time del. On req. del dte. Option)**
- • Dely proposal

- ➢ Select   [✓]  (Copy) for a Complete delivery – Note: This may happen for multiple items.

Review the pricing options:

- ➢ Select the line item CPEN_ _ _

- ➢ Click  [⊞]  and note the pricing _____

- ➢   [<]  (Back)
- ➢ Select the line item PPEN_ _ _

➢ Click ▣ and note the pricing _____

➢ ❮ (Back)

➢ Select the line item BPEN_ _ _

➢ Click ▣ and note the pricing _____

➢ ❮ (Back)

➢ Record the Sales Order Net Value: _____ ($527.25)

➢ (Save) **Save**

➢ Record the Sales Order Number: _____

Record any system message:

| Message |
| --- |
|  |

# EX 34: Create Sales Order – Value Discount

| Purpose of Exercise |
| --- |
| This exercise will have you create a sales order that will demonstrate the discounts prices we established for Promotional Products, Inc. |

| Instructions | Search for prior "Create Sales Order" exercise in this module |
| --- | --- |

Enter the following information:

➢ Order type                          OR
Organizational Data
➢ Sales Organization               S_ _ _
➢ Distribution channel             WH
➢ Division                             01

➢       ⊘ (Enter)

➢ Sold-To Party                     (Customer # for Promotional Products, Inc.)
➢ Ship-To-Party                     (Customer # for Promotional Products, Inc.)
➢ Cust. Reference                  (Customer # for Promotional Products, Inc.)
➢ Cust. Ref. Date                   Today's date

**Sales TAB**
➢ Req. Deliv. Date                  (3 days from today)

**Item Overview TAB**
Enter the following:
➢ Requested Deliv.Date           (3 days from today)

Enter the following:

| Material | QTY |
| --- | --- |
| BPEN_ _ _ | 1000 |
| CPEN _ _ _ | 550 |
| PPEN _ _ _ | 275 |
| BOX _ _ _ | 825 |

➢       ⊘ (Enter)

You will need to select the delivery you wish:
- One-time del. On req. del. dte.
- **Complete delivery (Or select the One-time del. On req. del. dte. If not an option)**
- Dely proposal

➢ Select ✅ (Copy) for a Complete delivery

You will receive one or more warnings that credit limit is exceeded – Note: This is only an information message or warning; as such you will be able to continue processing the order.

➢ Select the line item CPEN_ _ _

➢ Click [icon] and note the pricing and discount _____ and _____

➢ [Back icon] (Back)

➢ Select the line item PPEN_ _ _

➢ Click [icon] and note the pricing and discount _____ and _____

**Review**
The material pricing includes the 5% discount from the customer-specific material pricing record for >$1,000 and <$2,000 and the 8% discount for items with an extended value of >$2,000 and <$3,000 and the 10% discount for items with an extended value of >$3,000.
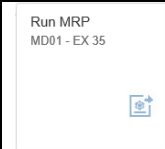
➢ Change the quantity of the line item for PPEN_ _ _ from **275 to 420** and verify that the discount changed.  Keep the quantity at 420 for PPEN_ _ _.

➢ Select the line item PPEN_ _ _

➢ Click [icon] and note the pricing and discount _____ and _____

➢ [Back icon] (Back)

➢ Record the Sales Order Net Value: _____ ($5,169.02)

➢ [Save] (Save)

➢ Record the Sales Order Number: _____

Record the system message:

| Message |
| --- |
|  |

# EX 35:  Run Material Requirements Planning – Single Item, Single Level

| **Purpose of Exercise** |
|---|
| The purpose of this exercise is to have the system plan all MRP relevant materials. |

| **Fiori** | Run MRP<br>MD01 - EX 35 |
|---|---|
| **Menu Path** | **Logistics → Materials Management →Material Requirements Planning (MRP) → MRP → Planning → Total Planning → Online** |
| **Trans Code** | MD01 |

Enter the following information:

➢ Scope of planning                        Leave Blank
➢ Plant                                    P_ _ _
MRP control parameters
➢ Processing key                           NETCH
➢ Create purchase req                      2
➢ Schedule lines                           3
➢ Create MRP list                          1
➢ Planning mode                            1
➢ Scheduling                               1
Display results before they are saved
➢ Select                                   Display material list
➢   (Enter)
➢ A warning message appears - please check input parameters
➢   (Enter) again to confirm and check the warning message
➢ An information message appears indicating you will need to press enter to start the planning run.

➢ ☑| (Continue)

➢ Select material          PPEN_ _ _

➢ To review the MRP list select   **MRP list**

➢ Review the MRP list for PPEN_ _ _
Note that there may be multiple requisitions for each material due to different requirement dates.

➢ Review MRP list for BPEN_ _ _ ; CPEN_ _ _ ; PPEN_ _ _; and BOX_ _ _

|  | **BPEN_ _ _** | **CPEN_ _ _** | **PPEN_ _ _** | **BOX_ _ _** |
|---|---|---|---|---|
| **Total for all Requisitions** |  |  |  |  |

Record the system message:

| **Message** |
|---|
|  |

# EX 36: Create Purchasing Information Record for PPEN

| Purpose of Exercise | |
|---|---|
| The purpose of this exercise is to create purchasing information records for PPEN_ _ _. A purchasing information record creates a link between a material and a vendor. | |

| **Fiori** | Create Purch Info Record<br>ME11 - EX 36 |
|---|---|
| **Menu Path** | **Logistics → Materials Management →Purchasing → Master Data → Info Record → Create** |
| **Trans Code** | ME11 |

Enter the following information:

- ➢ Vendor                         (Vendor # for Slick Pens)
- ➢ Material                       PPEN_ _ _
- ➢ Purchasing Org.               P_ _ _
- ➢ Plant                          P_ _ _

Info Category

- ➢ Select                         Standard
- ➢ Select                         Enter
- ➢ Select                         Purch. Org. Data 1

Enter the following information on the Create Info Record: Purch. Organization Data 1 screen

Control

- ➢ Standard Qty.:                 1

Conditions

- ➢ Net Price:                     3.25

- ➢ Select                         Save –   Save

Record Purchasing Info record number      _____

- ➢ Select                         Exit –   Exit

Record the system message:

| Message |
|---|
|  |

# EX 37:  Assign Source of Supply to Purchase Requisitions

| Purpose of Exercise |
| --- |
| The purpose of this exercise is to assign a source of supply for your purchase requisitions. |

| Instructions | **Search for prior "Convert Proposed Purchase Requisition to Purchase Order" exercise in FI-MM module** |
| --- | --- |

Assign Slick Pens as the Source of Supply for all PPEN_ _ _; BPEN_ _ _; CPEN_ _ _; and BOX_ _ _ requisitions.

Record the system message:

| Message |
| --- |
|  |

# EX 38: Create Purchase Order via Requisition Assignment List

| Purpose of Exercise |
|---|
| The purpose of this exercise is to create a purchase order using a requisition assignment list. Since you have assigned a source of supply to your requisition in the previous exercise, you can now convert these purchase requisitions into a single purchase order as they are all assigned to the same vendor. |

| | |
|---|---|
| **Fiori** | Create PO via PR List<br>ME58 - EX 38 |
| **Menu Path** | **Logistics → Materials Management → Purchasing → Purchase Order → Create → Via Requisition Assignment List** |
| **Trans Code** | ME58 |

Enter the following information:

➢ Supplier                                              (Vendor # for Slick Pens)
➢ Plant                                                   P_ _ _

➢ **Execute**

➢ Make sure that the "Assignments" area is active. Select the line showing the number of purchase orders (there should be 4)

➢ Click on the [⊕] Create purchase order button

➢ Single-Click on Open Requisitions line in the left window (see below)

Vendor/SupplySrc/Category/Object

∨ ⛉ BP777SLICK

  ∨ ▤ Slick Pens 777 / Purchasing Org. 777

    ∨ ⤓ Open Requisitions

      ▤ 10000010

      ▤ 10000011

      ▤ 10000012

      ▤ 10000015

➢ Then  Select  (Adopt)

➢
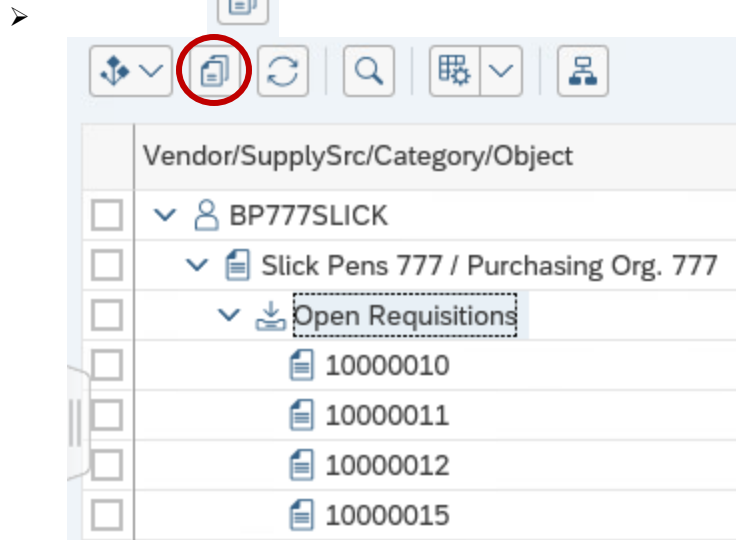


➢ Enter through warning if delivery date can't be met and the existence of a contract.

➢ Verify the details of the purchase order

➢ Increase the PO Quantity for each item by **150 over** the total of all requisitions recorded when you ran MRP online.

➢ Record the amounts for the individual lines items as well as the total order in the table below

| Item | Number Ordered | Dollar Amount |
|---|---|---|
| PPEN _ _ _ | | |
| CPEN _ _ _ | | |
| BPEN _ _ _ | | |
| BOX _ _ _ | | |
| **Total for PO** | | |

➢ **Save**  (Save)

  ➢ Record the new purchase order number._____

➢ Exit  (Exit )

Record the system message:

| Message |
|---|
| |

# EX 39: Complete Purchasing Process

| Purpose of Exercise |
| --- |
| The purpose of this exercise is to complete the Purchasing Process for the materials in this unit. |

| Instructions | **Search for prior "Goods Receipt" exercise in FI-MM module**<br>**Search for prior "Invoice Receipt" exercise in FI-MM module**<br>**Search for prior "Invoice Payment" exercise in FI-MM module** |
| --- | --- |

Record the system messages:

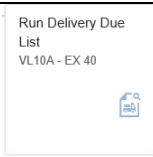| Message |
| --- |
|  |
|  |
|  |

# Unit 5: Delivery and Billing

| Purpose of Unit |
|---|
| The purpose of Unit 5 is to look at the functionality of delivery and billing due lists.  Delivery and billing due list provide you the opportunity to create your deliveries and billings collectively, rather than one at a time. |

# EX 40:  Run Delivery Due List

| Purpose of Exercise |
|---|
| The purpose of this exercise is to have you run a delivery due list.  In normal daily operation, creating delivery notes for each individual sales order is the exception rather than the rule.  In most companies, the shipping department would run the delivery due list, which, creates delivery notes for any material with deliverable items.<br><br>Items which are due for delivery are defined by the following parameters:<br>• Material is available and scheduled<br>• The date of due delivery has arrived<br>• Material is delivered for the chosen shipping point (determined from shipping point determination) |

| Fiori | Run Delivery Due List<br>VL10A - EX 40 |
|---|---|
| **Menu Path** | **Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Create → Collective Processing of Documents Due for Delivery → Sales Orders** |
| **Trans Code** | VL10A |

Enter the following information:

➢ Shipping Point/Receiving Pt          S_ _ _

➢ Deliv. Creation Date                   (Enter dates from one week ago to 14 days from today)

**General data TAB:**

➢ Sales Organization                 S_ _ _

➢    Execute

➢ Select the desired line(s) (complete one line at a time)

➢ Select   Dialog   In some cases, the system has combined deliveries from different orders on the

same delivery note number.  This is set in the customer master, by selecting Order combination.

| Instructions | **Search for prior "Create Delivery Note, Picking, and Post Goods Issue for Sales Order" exercise and complete the delivery process for all deliveries.** |
|---|---|

# EX 41:  Run Billing Due List, Invoice Customers

| Purpose of Exercise |
|---|
| This exercise introduces you to the concept of collective billing.  The Billing due list is a collective display of all bills due in a specified period of time.  This allows you to then individually or collectively create all the invoices. |

| | |
|---|---|
| **Fiori** | Run Billing Due List<br>VF04 - EX 41 |
| **Menu Path** | **Logistics → Sales and Distribution → Billing → Billing Document → Process Billing Due List** |
| **Trans Code** | VF04 |

Enter the following information:

Billing Data

➢ Billing Date from               (a week ago)
➢ Billing to date                 (today's date is defaulted as the "to" date)
➢ Billing Type                    (leave blank)
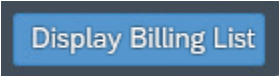➢ SD Document                     (leave blank)

**Selection Tab**

Organizational. Data

➢ Sales organization            S_ _ _

Documents to be selected

➢ Select                        Order-related
➢ Select                        Delivery-related
➢ Click        **Display Billing List**

The system lists all the documents (Delivery numbers) due for invoicing

**Now we complete the invoices as follows:**

➢ Select SD document numbers
➢ Click on        **Individual Billing Document**

➢

➢ Record Billing net value: _____ and Payer number: _____
➢ **Save** (Save)

➢ Record Billing Document Number: _____

➢ Repeat for the second billing document

➢ Record Billing net value: _____ and Payer number: _____
➢ **Save** (Save)

➢ Record Billing Document Number: _____

# EX 42: Post Receipt of Customer Payment

| Purpose of Exercise |
| --- |
| This exercise will have you go through and post receipt of payment from all of our customers for all the orders you have created to date.  You post the incoming payment to the customer's account. |

| Instructions | Search for prior "Post Receipt of Customer Payment" exercise and complete payments of the customers. |
| --- | --- |

Record the system message:
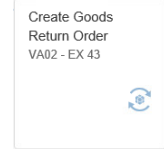
| Message |
| --- |
|  |
|  |

# Unit 6: Return Process

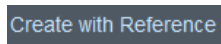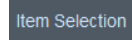| Purpose of Unit |
| --- |
| The purpose of Unit 6 is to introduce you to the return process. In this unit you will create a goods return order, receive the goods, and complete the process by transferring them back into unrestricted stock, issuing a credit and pay the customer for the goods they returned. |

# EX 43: Create Goods Return Order

| Purpose of Exercise |
|---|
| In this exercise you will create a return for fifty (50) Barrel Pens due to a quantity discrepancy. The process of creating a goods return order is no different from that of creating a standard sales order. |

<br>

| | |
|---|---|
| **Fiori** | Create Goods Return Order VA02 - EX 43 |
| **Menu Path** | **Logistics → Sales and Distribution → Sales → Order → Change** |
| **Trans Code** | VA02 |

Enter the following information:

➢  Order          (Order # from Promotion Products, Inc.)  (Use VA05 if unsure)

➢  ☑ (Enter)

➢  Acknowledge Information pop-up window: "Consider the subsequent documents"

**System Menu Bar: Sales Document → Create subsequent order**

➢  Order type                              RE

Organizational Data

➢  Sales Organization                S_ _ _

➢  Distribution Channel               WH

➢  Division                                 01

➢  Select    Create with Reference

➢  Select    Item Selection

➢  ▤ (Deselect All)

➢  Select Material                       BPEN_ _ _

➢  Change Open Quantity             50

➢  Select    Copy                        This will return you to the Create Returns Overview Screen

**Sales Tab**

➢  Order reason                          Quantity Discrepancy

Verify

➢  Material                                  BPEN_ _ _

➢  Quantity                                 50

➢  Record the Return Order Net Value $_____  ($44.50)

➢  Save (Save)

➢  Record Return Order Number _____

➢  Record the system message:

| Message |
|---|
|  |

# EX 44: Create Delivery Note, Pick Goods, and Post Goods Issue for Return

| Purpose of Exercise |
|---|
| This exercise will have you create the goods receipt for the returned pens.  The menu path for a goods receipt of a return order is no different from that of a delivery creation for sales order.  A goods receipt is issued for blocked (inspection) stock.<br><br>The purpose of this exercise is to pick the goods and post goods issue. |

---

**Promotional Products, Inc. – Return Merchandise Authorization**

**RMA–1234**
Reason for rejection:                         Quantity Discrepancy

ITEMS:  BPEN_ _ _                         QUANTITY:  50

---

| Instructions | **Search for prior "Create Delivery Note, Picking, and Post Goods Issue for Sales Order" exercise** |
|---|---|

The following is the unique data to this exercise:

➢ Order                         (Returns order number from previous exercise)

**Picking Tab**
Note: we are not entering picking quantity just a storage location.

➢ Select          Post Goods Receipt

Record the system message:

| Message |
|---|
|  |

# EX 45: Review Document Flow

| Purpose of Exercise |
|---|
| This exercise will have you review the document flow up to this point in the return process. |

| Instructions | Search for prior "Review Document Flow" exercise |
|---|---|

**System Menu Bar: Environment → Display document flow**

➢ Display the GD document

A material document is displayed showing a single goods movement. We see that movement type 651 is displayed. Since we haven't accepted ownership yet, there are no accounting documents. Movement type 651 moves material into a "Returns" stock type.

# EX 46:  Transfer Return Stock to Unrestricted Use

| Purpose of Exercise | |
|---|---|
| The purpose of this exercise is to transfer the returned goods to unrestricted stock.  The movement results in a debit to the trading goods account and a credit to the COGS account. | |

| | |
|---|---|
| **Fiori** | Transfer Returned Stock<br>MIGO_TR - EX 46 |
| **Menu Path** | **Logistics → Materials Management → Inventory Management →**<br>**Goods Movement → Transfer Posting** |
| **Trans Code** | MIGO_TR |

**System Menu Bar:  More → Settings → Default Values**

Enter the following:

Defaults for Document Items
- "Transfer Posting" Movement type          453 (is defaulted)
- Plant                                                      P_ _ _
- Storage Location                                    10
- Adopt and Continue

Items
- Material                                                  BPEN_ _ _
- Qty in UnE (Quantity)                              50
- EUn (Unit of Entry)                                  EA
- ⊘  (Enter)
- Post
- Record the material document number _____

Record the system message:

| Message |
|---|
| |

# EX 47:  Post Customer Credit

| Purpose of Exercise |
|---|
| This exercise will have you prepare to issue a credit, the Billing block must be removed from the Return's sales order to proceed with issuing the credit. |

| Instructions | Search for prior "Create Goods Return Order" exercise |
|---|---|

Enter the following information:

➢ Order:                                        (Return sales order number)

➢        ⊘        (Enter)

➢ Acknowledge Information pop-up window: "Consider the subsequent documents."

➢ Select the blank entry option in the field "Billing block"

➢     Save     (Save)

Record the system message:

| Message |
|---|
|  |

# EX 48:  Create a Billing Document

| Purpose of Exercise |
|---|
| The purpose of this exercise is to create the account payable to the customer for the returned goods. |

| Instructions | Search for prior "Bill Customer" exercise |
|---|---|

Enter the following information:

> ➢ SD Document:                Return number
>
> ➢ Billing Dates Until:          (Two Weeks from today)

> ➢ Select        Execute

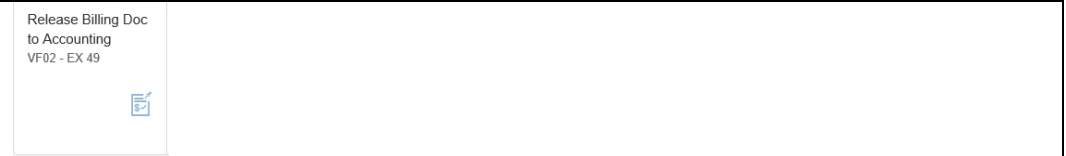Record the total amount billed to the customer. $_____

> ➢ Select        Save

Record the billing document number: _____

Record the system message:

| Message |
|---|
|  |

# EX 49:  Release Billing Document to Accounting

| Purpose of Exercise |
| --- |
| The purpose of this exercise is to release the billing document to accounting.  Before the billing document can be processed, Sales must release it to Accounting.  All credits are automatically blocked for processing so that they may be reviewed prior to being released to Accounting for payment. |

| **Fiori** | Release Billing Doc to Accounting<br>VF02 - EX 49 | |
| --- | --- | --- |
| **Menu Path** | **Logistics → Sales and Distribution → Billing → Billing Document → Change** | |
| **Trans Code** | VF02 | |

Enter the following information:

➢  Billing document                              (Billing Document number)

**System Menu Bar:  Billing Document → Release To Accounting**


Record the system message:

| **Message** |
| --- |
|  |

# EX 50:  Post Payment to the Customer – Refund

| Purpose of Exercise | |
|---|---|
| This exercise will have you post a payment to your customer.  Now that they have received the invoice with the credit you will need to send them a payment.  The payment will be reflected in their account. | |

| | |
|---|---|
| **Fiori** | Post Payment to Customer - Refund F-31 - EX 50 |
| **Menu Path** | **Accounting → Financial Accounting → Accounts Receivable → Document Entry → Other → Outgoing Payments** |
| **Trans Code** | F-31 |

Enter the following information:

➢ Document Date            (Today's date)

➢ Company Code            C_ _ _

➢ Currency/Rate            USD

Bank data
➢ Account                (G/L account for your Bank (Checking Account))

➢ Amount                (Enter the amount of the payment (from sales order))

Open item selection
➢ Account                (Customer # for Promotional Products, Inc.)

➢ Select                Process open items

Note:    The "not assigned" amount should be 0.00

➢        Save        (Save)


➢ Record the document number for this posting _____


Record the system message:

| Message |
|---|
| |

# EX 51: Check Document Flow

| Purpose of Exercise |
| --- |
| This exercise will have you review the document flow now that the process is complete. |

| Instructions | Search for prior "Create Goods Return Order" exercise in this module |
| --- | --- |

Enter the following:

➢ Document      Original Sales Order Number

➢ **System Menu Bar: Environment → Display Document flow** or  Display Document Flow

Review the entire document flow for the entire sales order process, making sure all documents are completed and cleared.