



S/4HANA Configuration Case Phase III – Handbook

This handbook comprises all tasks that need to be executed in the SAP system in order for Global Bike to configure the Sales and Distribution module in general and the fulfillment process in particular.

Product

S/4HANA 2023
Global Bike

Fiori 3.0

Level

Intermediate
Advanced

Focus

ERP Configuration
Sales and Distribution

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4.3

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MOTIVATION

In the initial Global Bike configuration case, you have identified and analyzed problems as well as developed and discussed possible solutions.

After you implemented basics of Financial Accounting in phase I and Materials Management in phase II, now you will configure the enterprise structure and business processes necessary for Fulfillment within the Sales and Distribution module.

After setting up the organization units and process parameters, you will create necessary master data and test the business process.

PREREQUISITES

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

It is also recommended that you have gone through the Intro to Sales and Distribution exercises and case studies based on GBI.

NOTES

This case study uses the Global Bike data set which has been created for SAP UA global curricula exclusively.

ACKNOWLEDGEMENT

This material was prepared with the assistance of student interns at the Seidman ERP program at Grand Valley State University and the SAP Club at CSU Chico as well as student and research assistants at SAP UCC Magdeburg.

Phase III – Fulfillment

Learning Objective Understand and configure Sales and Distribution

Time 275 min

Phase Scenario After Financial Accounting and Procurement have been configured in S/4HANA in phases I and II, implement and test enterprise structures and the Fulfillment process within the Sales and Distribution module.

Name (Position)	Bianca Cavarini	(Chief Information Officer)
	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)
	[external]	(Senior SAP Logistics consultant)
	[external]	(Junior SAP SD consultant)

At this point, **Bianca Cavarini**'s team has analyzed Global Bike's accounting and procurement processes and successfully implemented them in S/4HANA, now the sales department is in the spotlight. Two consultants from an external firm are contributing their functional and technical experience in the Sales and Distribution module of the S/4HANA system. Again, three data types need to be implemented in the system: **G** *organizational data* (enterprise structure and process configuration), **G** *master data*, and **G** *transactional data*.

Scenario setting

The graphic and table of content below display the four parts of this phase.

Project structure



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 General Notes and Cautions

Warning: When working with other classmates at the same time in the same transactions within S/4HANA Configuration (transaction *SPRO*), tables will tend to **lock up** and you will only be able to display them. This is due to the fact that the system will not let multiple users work in the same transaction at the same time. To get passed this message, wait until the current user is finished in the transaction and then proceed.

The ## Symbol: When working with other classmates at the same time, you will be assigned your own unique identifier which is called the ## Symbol or the “Pound” Symbol. This will be your identifier and is ASSIGNED FOR YOUR OWN USE ONLY!!! Please be cautious about other classmates attempting to use your identifier whether it is on purpose or not and if you suspect other classmates using it, inform your professor immediately so that fixes can be made accordingly. For example, if Ashley has an identifier of 09 and David has an identifier of 13, Ashley’s company code will be US09 and David’s company code will be US13. So, every time you see “##” in this document, it is referring to 09 for Ashley and 13 for David.

The Search Tool: At times in this document, the instructions will ask you to search for something to put in a field. When it does this, simply click on the field itself and click on the icon to the right of it. Clicking on it will bring up another window and you will search from there. You may also search other fields by clicking on the downward arrow that may be on the left or right of the field. It will bring up a drop-down menu that has options to choose from and click.

Please specifically note that when it says *SAP menu* in the navigation, it is referring to the *SAP Easy Access* menu. This menu is where all of the transactional and master data are entered. The *SAP configuration menu*, also referred to as the *SAP Implementation Guide (IMG)*, is different. For an introduction, please use the navigation exercise (next task).

Saving: In this document, the instructions will tell you to save data and when it does, always press enter to validate. If there are error(s) that occur, they must be corrected before continuing to the next task. You will find errors from a transaction when there are red icons that appear in the message area. Messages that are yellow contain warnings and not errors. At times, these must be fixed in order to move on. However, most of the time, they do not need to be fixed and you can simply press enter to get through them. Green messages are obviously showing that nothing went wrong.

Data Entry: When a data value is in italics then you will need to search for the correct data value using the search tool. When a data value is not italicized then you enter the data as it appears in the tasks. ALWAYS change ## to your identifier. For example: if the data value is your Company Code or US## and your identifier is 09, then you would enter US09 into the data field. Also, if the data value is United States Dollar, then you would need to use the search tool to locate the appropriate data entry, which will probably be USD.



Introduction to SAP Implementation Guide (IMG)

Task Familiarize yourself with the SAP configuration menu.

Time 10 min

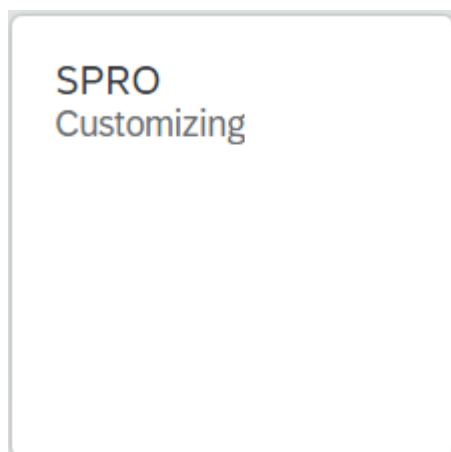
IMG is a menu within the system which lists all configuration activities and tasks. Just like the *SAP Easy Access* menu for master and transactional data, this menu is the main menu for enterprise structure and process configuration. In contrast to the Easy Access menu, it is not accessible by most employees, but it is used by external consultants or internal key users.

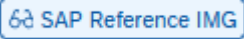
IMG menu

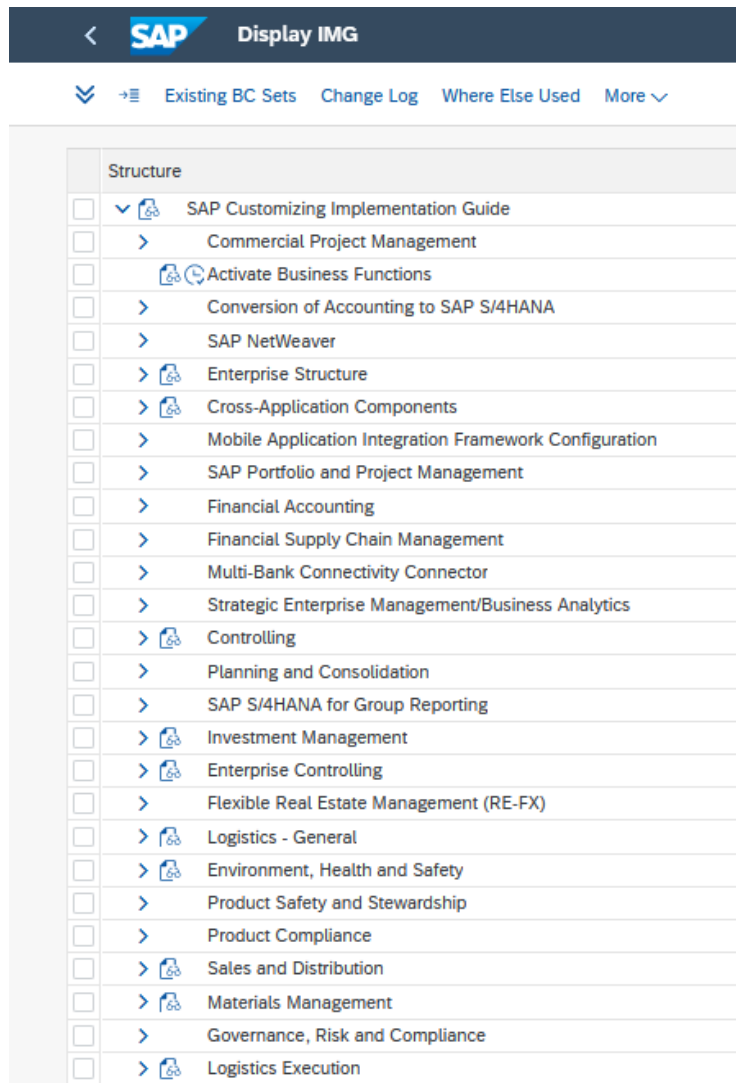
There are three ways to proceed to the IMG menu.

1. In the Fiori Launchpad, in the Customizing area, open the app *SPRO*
SAP Fiori Menu ► Customizing ► SPRO ► Sap Reference IMG

Menu path



2. In the *Customizing: Execute Project* screen, on the top left click on the  icon.
3. Now, you see the *Display IMG* screen. This is where most tasks will ask you to start from.

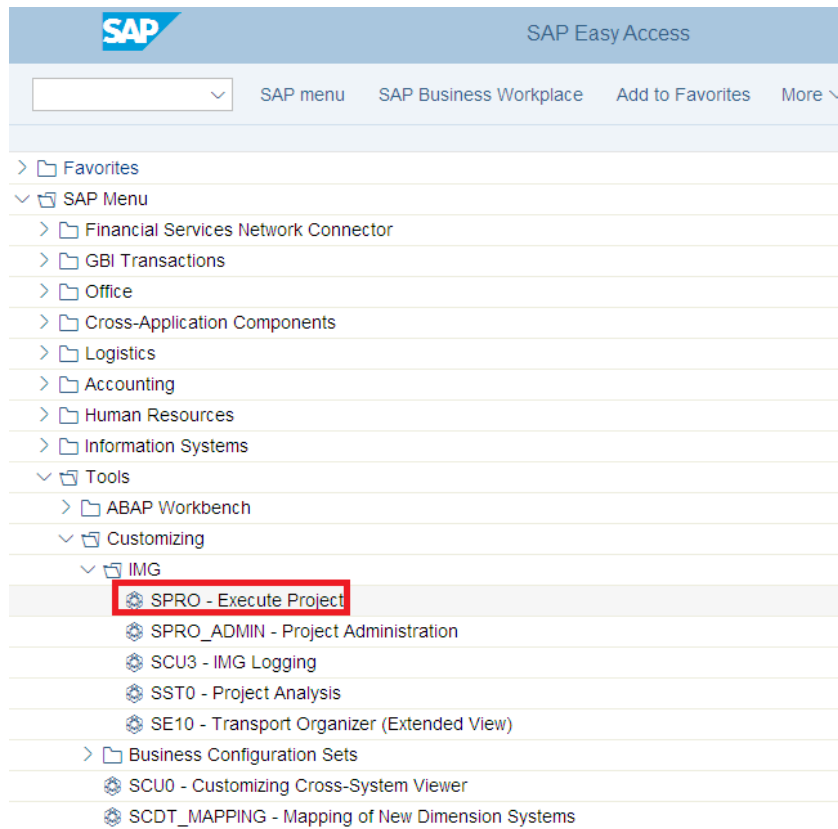


Alternative 1 From the *SAP Easy Access* menu, you may also use the following short cut to start the IMG menu.

1. In the *SAP Easy Access* menu, click on the black arrows on the left to open the following menu path and double-click on *Execute Project*.

SAP Menu ► Tools ► Customizing ► IMG ► Execute Project

Menu path



2. In the *Customizing: Execute Project* screen, on the top left click on the **SAP Reference IMG** icon.
3. Now, you see the *Display IMG* menu. This is where most tasks will ask you to start from.

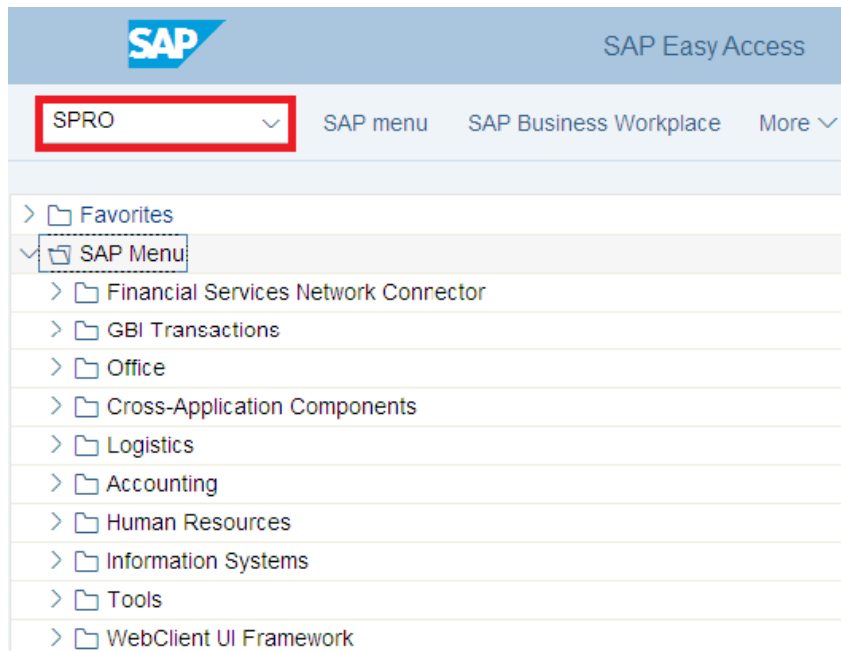


When this handbook later on refers to the definition and the assignment of organization units, it means the *Enterprise Structure* folder at the beginning of the menu (see above). All folders below it contains IMG activities which are configuring business processes within the S/4HANA system.

Note Similar to the *SAP Easy Access* menu where you as learners see all possible functions in the S/4HANA system, here in the IMG menu you also have access to all configuration activities. In a real company even, external consultants would be restricted to IMG activities related to their specific project and their ERP configuration skills. However, in this case study you will be taking on different project roles and need to see and be able to use the entire ERP system.

Alternative 2 From the *SAP Easy Access* menu, you may also use the following short-cut to start the IMG menu.

1. Locate the transaction code field in the top left corner of your screen and simply type in **SPRO**.



2. Then, press **Enter**.

Enter

3. In the *Customizing: Execute Project* screen, on the top left click on the **SAP Reference IMG** icon.



Phase III.1 – Enterprise Structure

Task Configure Global Bike’s enterprise structure for Fulfillment.

Time 95 min

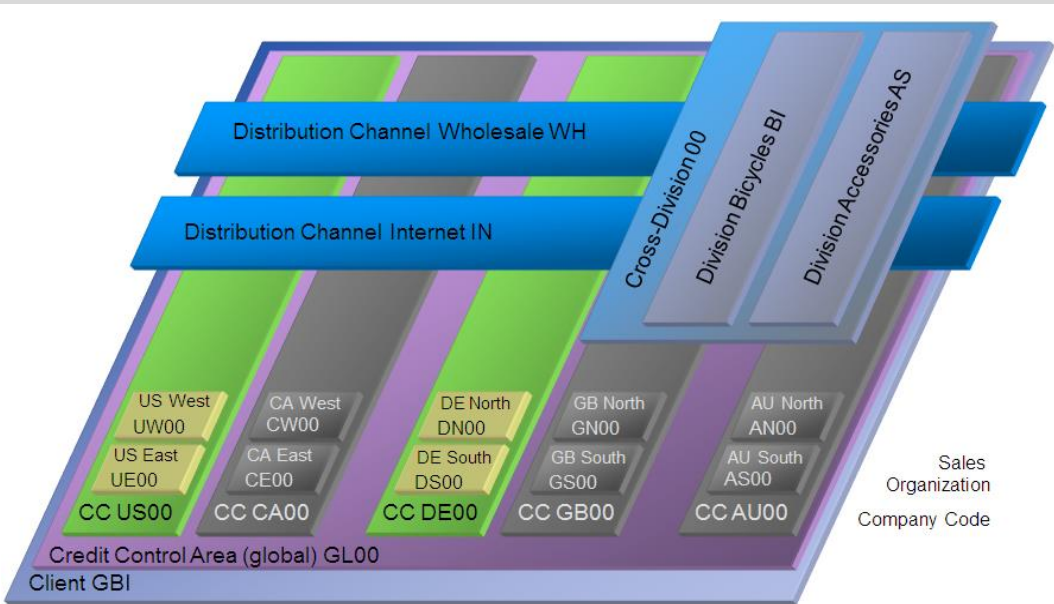
Short Description Based on Sarah Garcia’s results (organizational charts Logistics, S/4HANA) review Global Bike’s organizational structure, study the mapping of S/4HANA organizational units and configure them in the system.

Name (Position)	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)

In the preparation phase, **Sarah Garcia** sketched the organizational charts for Sales and Distribution. Then, she mapped the Global Bike units to ERP terminology and defined a unique number for each object. The below graphic illustrates these configuration objects and their relationship to each other.

Scenario setting

Sarah Garcia
[Business Analyst
2]



Organizational
chart
S/4HANA
Global Bike Sales
and Distribution

Note The graphic used in this handbook differs slightly from Sarah’s original as the numbering digits (00) have already been replaced by ##. In all tasks, please make sure to use your own unique identifier instead of the ## symbol.

Project
structure



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III.1.1 Define Sales Organization

Task Define a sales organization for Global Bike Inc. in the US.

Time 10 min

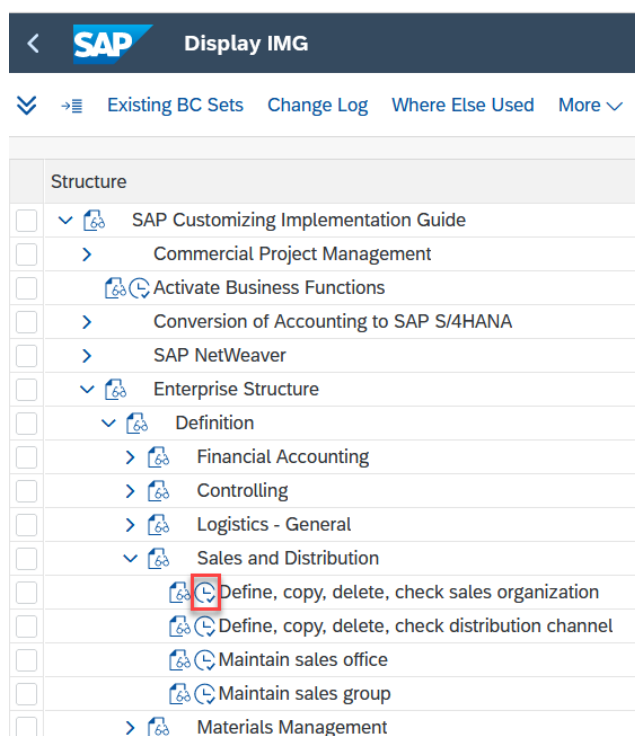
In this task, you create a **G** sales organization, the highest summation level for the sales function.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Sales and Distribution ► Define, copy, delete, check sales organization

Menu path



2. In the *Select Activity* pop-up, double-click on *Define Sales Organizations*.

Select Activity:

Activities

Perf...	Name of Activity
	Define Sales Organization
	Copy, delete, check sales organization

3. In the *Change View "Sales organizations": Overview* screen, click on the **New Entries** icon.

SAP Change View "Sales organizations": Overview

[New Entries](#)

	SOrg.	Name	Hide in
☐	DB00	Germany Bavaria	☐
☐	DN00	Germany North	☐
☐	DS00	Germany South	☐
☐	UE00	US East	☐
☐	US01		☐
☐	US02		☐

4. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data Value
Sales Organization	US##
Name	## Global US
Statistics Currency	United States Dollar (USD)
Address text name	ARDS_SENDER
Letter header text	ARDS_HEADER
Footer lines text	ARDS_FOOTER
Greeting text name	ARDS_SIGNATURE
Sales Org. Calendar	USA (US)
Rebate proc.active	Selected

US##
 ## Global US
 USD
 ARDS_SENDER
 ARDS_HEADER
 ARDS_FOOTER
 ARDS-SIGNATURE
 US
 Selected

SAP New Entries: Details of Added Entries

Sales Organization:

Detailed information

Statistics Currency:

Address text name:

Letter header text:

Footer lines text:

Greeting text name:

Text SDS sender:

RefSorg.SalesDocType:

Cust.Inter-Co.Bill.:

Sales Org. Calendar:

☒ Rebate proc.active

5. Click on **Save**.

6. In the *Information* pop-up, click ☒.

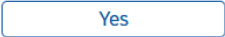
Information

 WARNING: Changing the statistics currency causes data inconsistency



7. In the *Edit address: US##* pop-up, click on the  icon

8. In the *Cancel Address Editing* pop-up, click on the  icon.

9. You will receive a message that says  Data was saved .

10. Click on  and  to return to the *SPRO* menu.



III.1.2 Define Shipping Points

Task Define Global Bike shipping points for Dallas, Miami, and San Diego.

Time 20 min

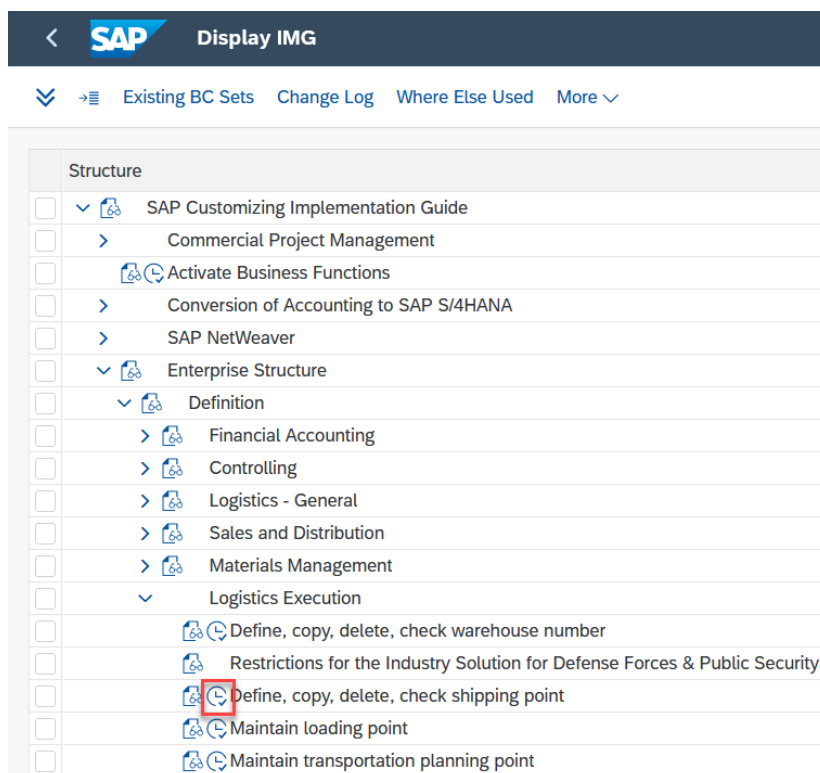
In this task, you create your own **G** shipping points (DL##, MI##, and SD##) in the United States. A delivery is processed by one shipping point only.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Definition ► Logistics Execution ► Define, copy, delete, check shipping point

Menu path



2. In the *Select Activity* pop-up, double-click on *Define shipping point*.

Select Activity:

Activities

Perf...	Name of Activity
	Define Shipping Points
	Copy, Delete, Check Shipping Point

3. In the *Change View "Shipping Points": Overview* screen, click on the **New Entries** icon.

Shipping Point	Description
☐ DL00	SP Dallas
☐ HD00	SP Heidelberg
☐ HH00	SP Hamburg
☐ MI00	SP Miami
☐ MU00	SP Munich
☐ SD00	SP San Diego

4. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data value
Shipping Point	DL##
Description	## SP Dallas
Factory Calendar	USA (US)
Determine Load. Time	Default from shipping point (C)
Det. Pick/Pack Time	Default from shipping point (C)

DL##
SP Dallas
US
C
C

Shipping Point: DL30 30 SP Dallas

Location

Country: Departure Zone:

Times

Factory Calendar: US Working Times:

Determine Times

Determine Load. Time: C no loading time determination

Det. Pick/Pack Time: C pick/pack time not determined

5. Click on **Next Entry**.

6. In the *Edit Address: DL##* pop-up, click on the (Cancel) icon.

7. In the *Cancel Address Editing* pop-up, click on the **Yes** icon.

Cancel Address Editing

Data will be lost.

Do you want to exit
address editing?

Yes

No

8. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data value
Shipping Point	MI##
Description	## SP Miami
Factory Calendar	USA (US)
Determine Load. Time	Default from shipping point (C)
Det. Pick/Pack Time	Default from shipping point (C)

MI##
SP Miami
US
C
C

SAP New Entries: Details of Added Entries

Shipping Point: **MI30** **30 SP Miami**

Location

Country: Departure Zone:

Times

Factory Calendar: **US**

Working Times:

Determine Times

Determine Load. Time: **C** No loading time determination

Det.Pick/Pack Time: **C** Pick/pack time not determined

9. Click on **Next Entry**.

10. In the *Edit Address: MI##* pop-up, click on the icon.

11. In the *Cancel Address Editing* pop-up, click on the **Yes** icon.

Cancel Address Editing

Data will be lost.

Do you want to exit
address editing?

Yes

No

12. In the *New Entries: Details of Added Entries* screen, enter the following information:

Attribute	Data value
Shipping Point	SD##
Description	## SP San Diego
Factory Calendar	USA (US)
Determine Load. Time	Default from shipping point (C)
Det. Pick/Pack Time	Default from shipping point (C)

SD##
SP San Diego
US
C
C

< **SAP** New Entries: Details of Added Entries

⌕ ↺ ⌂ ⌄ More ▾

Shipping Point: **SD30** **30 SP San Diego**

Location

Country: Departure Zone:

Times

Factory Calendar: **US**

Working Times:

Determine Times

Determine Load. Time: **C** No loading time determination

Det.Pick/Pack Time: **C** Pick/pack time not determined

13. Click on **Save**.

14. In the *Edit Address: SD##* pop-up, click on the icon.

15. In the *Cancel Address Editing* pop-up, click on the **Yes** icon.

Cancel Address Editing

Data will be lost.



Do you want to exit
address editing?

Yes

No

16. You will receive a message that says  Data was saved .

17. Click on  and  to return to the *SPRO* menu.



III.1.3 Assign Sales Organization to Comp. Code

Task Assign sales organization to your US company code.

Time 5 min

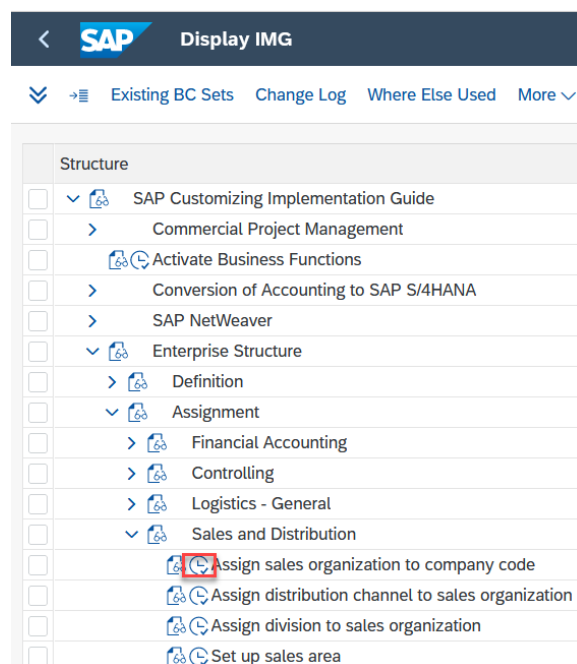
In this task, you assign your sales organization to your **G** company code (US##). Sales transactions will eventually lead to financial transactions. Therefore, it is important to provide the link between the sales and financial accounting enterprise structure by linking a sales organization to a company code. Each sales organization is assigned to only one company code.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ▶ Enterprise Structure ▶ Assignment ▶ Sales and Distribution ▶ Assign sales organization to company code

Menu path



2. In the *Change View “Assignment Sales Organization – Company Code”*: *Overview* screen enter the following information:

SOrg.	Name	CoCd	Name
US##	## Global US	US##	## Global Bike Inc.

US##

3. Click on **Save**. You will receive a message that says Data was saved.

< **SAP** Change View "Assignment Sales Organization - Compa

🏠 📊 📅 📁 📄 More ▾

Assignment Sales Organization - Company Code

SOrg.	Name	* C...	Company Name
☐ DB00	Germany Bavaria	DE00	Global Bike Germany GmbH
☐ DN00	Germany North	DE00	Global Bike Germany GmbH
☐ DS00	Germany South	DE00	Global Bike Germany GmbH
☐ UE00	US East	US00	Global Bike Inc.
☐ US01		US01	01 GlobalBike Inc.
☐ US02		US02	02 Global Bike Inc.
☐ US05		US05	05 Global Bike Inc.
☐ US06		US06	06 Global Bike Inc.
☐ US08		US08	08 Gobal Bike Inc.
☐ US10		US10	10 Global Bike Inc.
☐ US20		US20	20 Global Bike Inc.
☐ US30	30 Global US	US30	30 Global Bike Inc.
☐ UW00	US West	US00	Global Bike Inc.

Note: Should you perform this step, all open assignments must be made before you can save. It is recommended to do this step together with all participants.

4. Click on [Exit](#) to return to the *SPRO* menu.



III.1.4 Assign Distribution Channel to Sales Org.

Task Assign distribution channels to your US sales organization.

Time 5 min

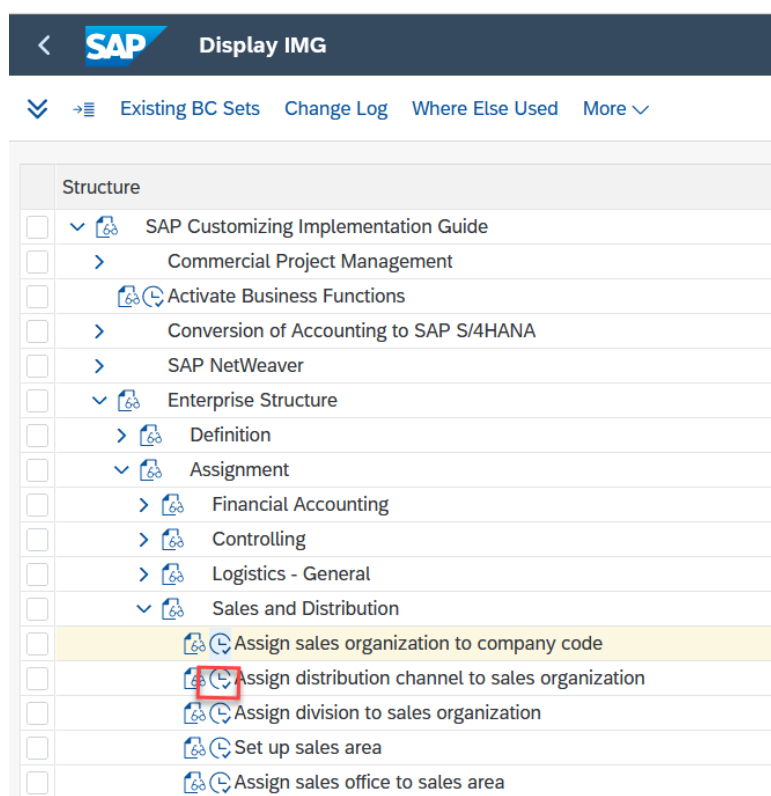
In this task, you assign **G** *distribution channels* to your US sales organization. As many distribution channels as desired can belong to a sales organization. In addition, a distribution channel can be valid for several sales organizations.

Motivation

1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Sales and Distribution ► Assign distribution channel to sales organization



2. In the *Change View “Assignment Sales Organization – Distribution Channel”*: On screen, click on the **New Entries** icon.

Change View "Assignment Sales Organization - Distribution Channel": Ov

New Entries More ▾

New Entries (F5)

Assignment Sales Organization - Distribution Channel

SOrg.	Name	DChI	Name	Status	Hide in
☐ 0001		01		Element Missing	☐
☐ 0003		01		Element Missing	☐
☐ DB00	Germany Bavaria	BS	Bike Sharing		☐
☐ DB00	Germany Bavaria	WH	Wholesale		☐
☐ DN00	Germany North	IN	Internet		☐
☐ DN00	Germany North	WH	Wholesale		☐
☐ DS00	Germany South	WH	Wholesale		☐
☐ UE00	US East	IN	Internet		☐
☐ UE00	US East	WH	Wholesale		☐
☐ UW00	US West	IN	Internet		☐
☐ UW00	US West	WH	Wholesale		☐

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SOrg.	DChI
US##	Wholesale (WH)
US##	Internet (IN)

US##
US##
WH
IN

4. Click on **Save**. You will receive a message that says Data was saved.

New Entries: Overview of Added Entries

More ▾

Assignment Sales Organization - Distribution Channel

* S...	Name	* D...	Name	Status	Hide in
☐ US30	30 Global US	WH	Wholesale		☐
☐ US30	30 Global US	IN	Internet		☐
☐					☐

5. Click on **Exit** to return to the *SPRO* menu.



III.1.5 Assign Division to Sales Organization

Task Assign your division to your US sales organizations.

Time 5 min

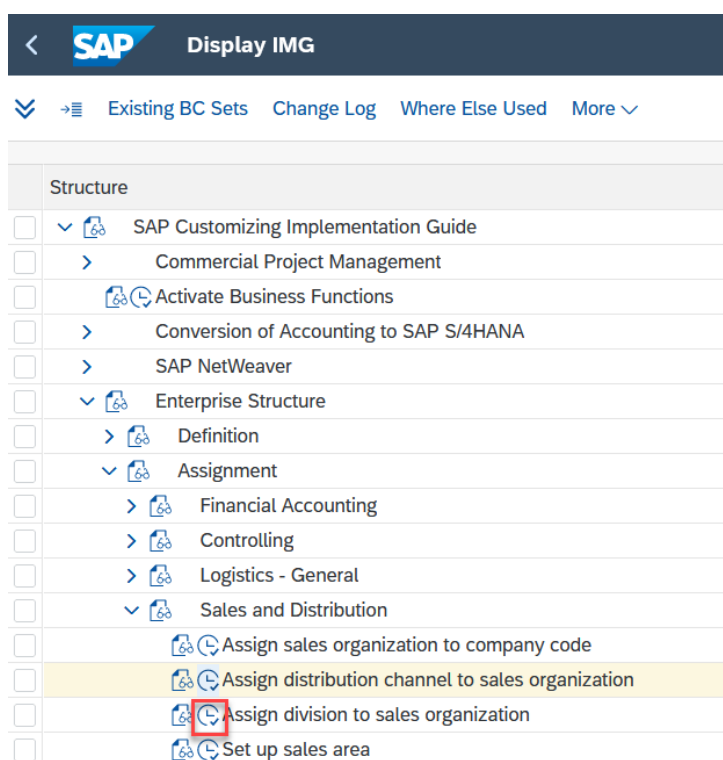
In this task, you assign your **G** division to your US sales organizations. Global Bike Inc. has three divisions i.e., Bicycles (BI), Accessories (AS), and Cross Division (00). We will only be using the BI and AS divisions.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ▶ Enterprise Structure ▶ Assignment ▶ Sales and Distribution ▶ Assign division to sales organization

Menu path



2. In the *Change View “Assignment Sales Organization – Division”*: Overview screen, click on the **New Entries** icon.

SAP Change View "Assignment Sales Organization - Division": Overview

New Entries

New Entries (F5)

Assignment Sales Organization - Division

	SOrg.	Name	Dv	Name	Status	Hide in
☐	0001		01		Element Missing	☐
☐	0003		01		Element Missing	☐
☐	DB00	Germany Bavaria	00	Cross-Division		☐
☐	DB00	Germany Bavaria	AS	Accessories		☐
☐	DB00	Germany Bavaria	BI	Bicycles		☐
☐	DN00	Germany North	00	Cross-Division		☐
☐	DN00	Germany North	AS	Accessories		☐
☐	DN00	Germany North	BI	Bicycles		☐
☐	DS00	Germany South	00	Cross-Division		☐
☐	DS00	Germany South	AS	Accessories		☐
☐	DS00	Germany South	BI	Bicycles		☐
☐	UE00	US East	00	Cross-Division		☐
☐	UE00	US East	AS	Accessories		☐
☐	UE00	US East	BI	Bicycles		☐
☐	UE00	US East	BR	Bike Rental		☐
☐	UW00	US West	00	Cross-Division		☐
☐	UW00	US West	AS	Accessories		☐

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SOrg.	Dv- Division
US##	Accessories (AS)
US##	Bicycles (BI)

US##
US##
AS
BI

SAP New Entries: Overview of Added Entries

Assignment Sales Organization - Division

	* S...	Name	* D Name	Status	Hide in
☐	US30		AS		☐
☐	US30		BI		☐

4. Click on **Save**. You will receive a message that says Data was saved .
5. Click on **Exit** to return to the *SPRO* menu.

III.1.6 Set up Sales Area

Task Set up your US Global Bike Inc. Sales Area.

Time 5 min

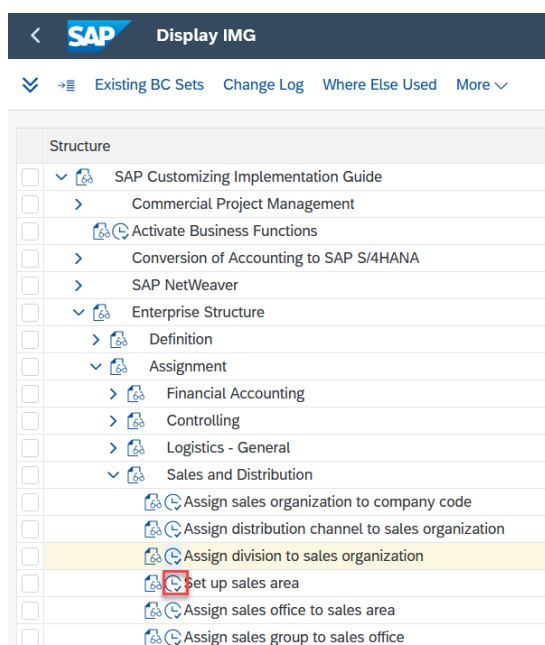
In this task, you set up the necessary **G** *sales areas* for your US Global Bike Company. A sales area is a combination of a sales organization, distribution channel, and division. Without a sales area, you cannot create a sales document or enter a customer master record in sales and distribution.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Sales and Distribution ► Set up sales area

Menu path



2. In the *Change View “Assignment Sales Org. – Distribution Channel – Division”*: screen, click on the **New Entries** icon.

SAP Change View "Assignment Sales Org. - Distribution Channel - Division":

New Entries        More ▾

New Entries (F5)

Assignment Sales Org. - Distribution Channel - Division

SOrg.	Name	DChl	Name	Dv	Name
☐ 0001		01		01	
☐ 0003		01		01	
☐ DB00	Germany Bavaria	BS	Bike Sharing	BI	Bicycles
☐ DN00	Germany North	IN	Internet	AS	Accessories
☐ DN00	Germany North	IN	Internet	BI	Bicycles
☐ DN00	Germany North	WH	Wholesale	00	Cross-Division
☐ DN00	Germany North	WH	Wholesale	AS	Accessories
☐ DN00	Germany North	WH	Wholesale	BI	Bicycles
☐ DS00	Germany South	WH	Wholesale	00	Cross-Division
☐ DS00	Germany South	WH	Wholesale	AS	Accessories
☐ DS00	Germany South	WH	Wholesale	BI	Bicycles
☐ UE00	US East	IN	Internet	BR	Bike Rental
☐ UE00	US East	WH	Wholesale	00	Cross-Division
☐ UE00	US East	WH	Wholesale	AS	Accessories
☐ UE00	US East	WH	Wholesale	BI	Bicycles
☐ UW00	US West	IN	Internet	AS	Accessories
☐ UW00	US West	IN	Internet	BI	Bicycles

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SOrg	DChl	Dv
US##	Wholesale (WH)	Accessories (AS)
US##	Internet (IN)	Accessories (AS)
US##	Wholesale (WH)	Bicycles (BI)
US##	Internet (IN)	Bicycles (BI)

US##
US##
US##
US##
WH
IN
WH
IN
AS
AS
BI
BI

SAP New Entries: Overview of Added Entries

     More ▾

Assignment Sales Org. - Distribution Channel - Division

* S...	Name	* D...	Name	* D	Name
☐ US30		WH		AS	
☐ US30		IN		AS	
☐ US30		WH		BI	
☐ US30		IN		BI	

4. Click on **Save**. You will receive a message that says  Data was saved
5. Click on **Exit** to return to the *SPRO* menu.



III.1.7 Assign SOrg – Distribution Channel – Plant

Task Assign your US sales organization to distribution channels and plants.

Time 10 min

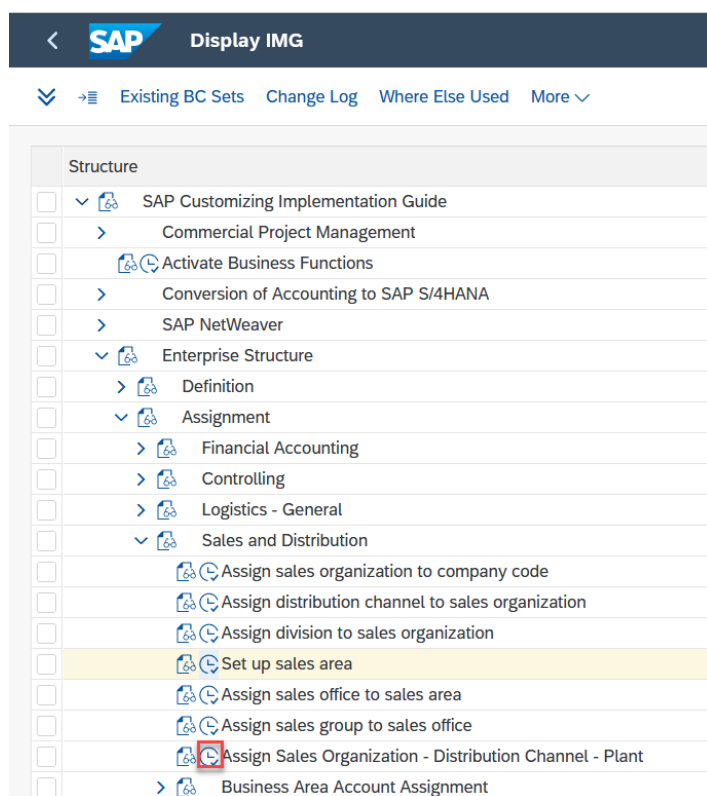
In this task, you assign your US sales organization to distribution channels and plants.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Sales and Distribution ► Assign sales organization – distribution channel - plant

Menu path



2. In the *Change View “Assignment Sales Organization/Distribution Channel – Plant”*: *Overview* screen, click on the **New Entries** icon.

< **SAP** Change View "Assignment Sales Organization/Distribution Channel - Plan"

New Entries

New Entries (F5)

Assignment Sales Organization/Distribution Channel - Plant

SOrg	Name	DChCust/Mt	Name	Plnt	Name 1
☐ DB00	Germany Bavaria	BS	Bike Sharing	MU00	Plant Munich
☐ DN00	Germany North	IN	Internet	HH00	DC Hamburg
☐ DN00	Germany North	WH	Wholesale	HH00	DC Hamburg
☐ DS00	Germany South	WH	Wholesale	HD00	Plant Heidelberg
☐ UE00	US East	IN	Internet	NY00	DC New York City
☐ UE00	US East	WH	Wholesale	DL00	Plant Dallas
☐ UE00	US East	WH	Wholesale	MI00	DC Miami
☐ UW00	US West	IN	Internet	DL00	Plant Dallas
☐ UW00	US West	IN	Internet	SD00	DC San Diego
☐ UW00	US West	WH	Wholesale	DL00	Plant Dallas
☐ UW00	US West	WH	Wholesale	SD00	DC San Diego

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SOrg	DChCust/Mt	Plnt
US##	Wholesale (WH)	## Dallas (DL##)
US##	Internet (IN)	## Dallas (DL##)
US##	Wholesale (WH)	## DC Miami (MI##)
US##	Internet (IN)	## DC Miami (MI##)
US##	Wholesale (WH)	## DC San Diego (SD##)
US##	Internet (IN)	## DC San Diego (SD##)

< **SAP** New Entries: Overview of Added Entries

Assignment Sales Organization/Distribution Channel - Plant

* S...	Name	* DChCust/Mt	Name	* Plnt	Name 1
☐ US30		WH		DL30	
☐ US30		IN		DL30	
☐ US30		WH		MI30	
☐ US30		IN		MI30	
☐ US30		WH		SD30	
☐ US30		IN		SD30	

4. Click on **Save**. You will receive a message that says  Data was saved .
5. Click on **Exit** to return to the *SPRO* menu.

III.1.8 Assign Sales Area to Credit Control Area

Task Assign your US sales area to your credit control area.

Time 10 min

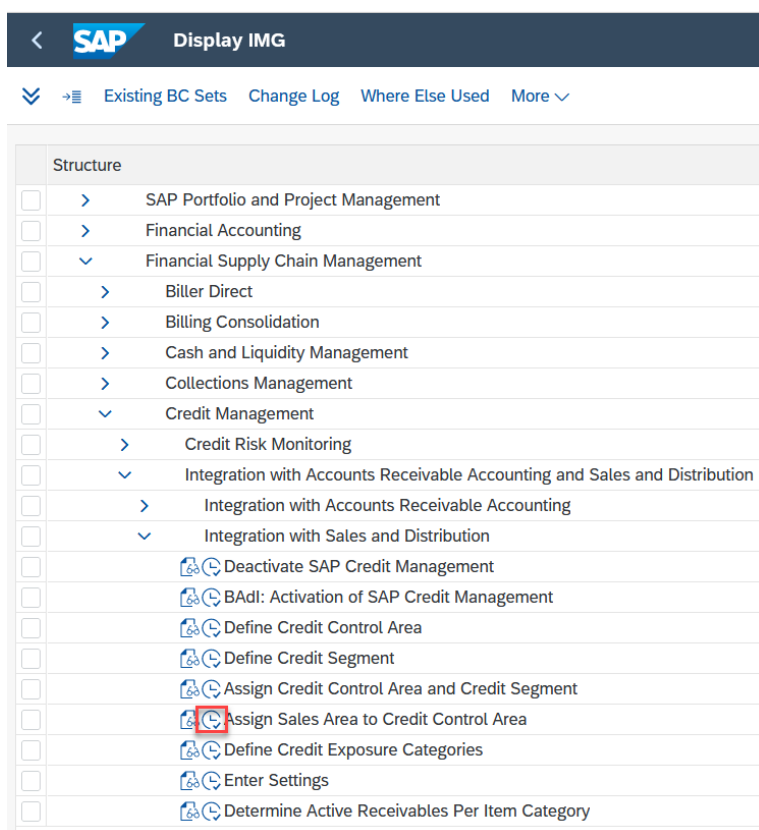
In this task, you assign the **G** credit control area that was defined in Phase I to your US sales organization.

Motivation

1. In the *Display IMG* screen, follow the menu path:

Menu path

SAP Customizing Implementation Guide ► Financial Supply Chain Management ► Credit Management ► Integration with Accounts Receivable and Sales and Distribution ► Integration with Sales and Distribution ► Assign Sales Area to Credit Control Area



2. In the *Change View “Sales Area: Allocation to Credit Control Area”*: *Overview* screen, enter the following information:

SOrg	DChI	Dv	CCAr
US##	Internet (IN)	Accessories (AS)	## Global Bike Inc. (GL##)
US##	Internet (IN)	Bicycles (BI)	## Global Bike Inc. (GL##)
US##	Wholesale (WH)	Accessories (AS)	## Global Bike Inc. (GL##)
US##	Wholesale (WH)	Bicycles (BI)	## Global Bike Inc. (GL##)

GL##
GL##
GL##
GL##

< **SAP** Change View "Sales Area: Allocation to Credit Control Area": Overview

🏠 📄 📊 📁 📌 More ▾

	SOrg.	DChl	Dv	CCAr
☐	US08	IN	AS	GL08
☐	US08	IN	BI	GL08
☐	US08	WH	AS	GL08
☐	US08	WH	BI	GL08
☐	US10	IN	AS	GL10
☐	US10	IN	BI	GL10
☐	US10	WH	AS	GL10
☐	US10	WH	BI	GL10
☐	US20	IN	AS	GL20
☐	US20	IN	BI	GL20
☐	US20	WH	AS	GL20
☐	US20	WH	BI	GL20
☐	US30	IN	AS	GL30
☐	US30	IN	BI	GL30
☐	US30	WH	AS	GL30
☐	US30	WH	BI	GL30

3. Click on **Save**. You will receive a message that says  Data was saved .
4. Click on **Exit** to return to the SPRO menu.



III.1.9 Assign Credit Control Area and Credit Segment

Task Assign your US credit control area and credit segment.

Time 10 min

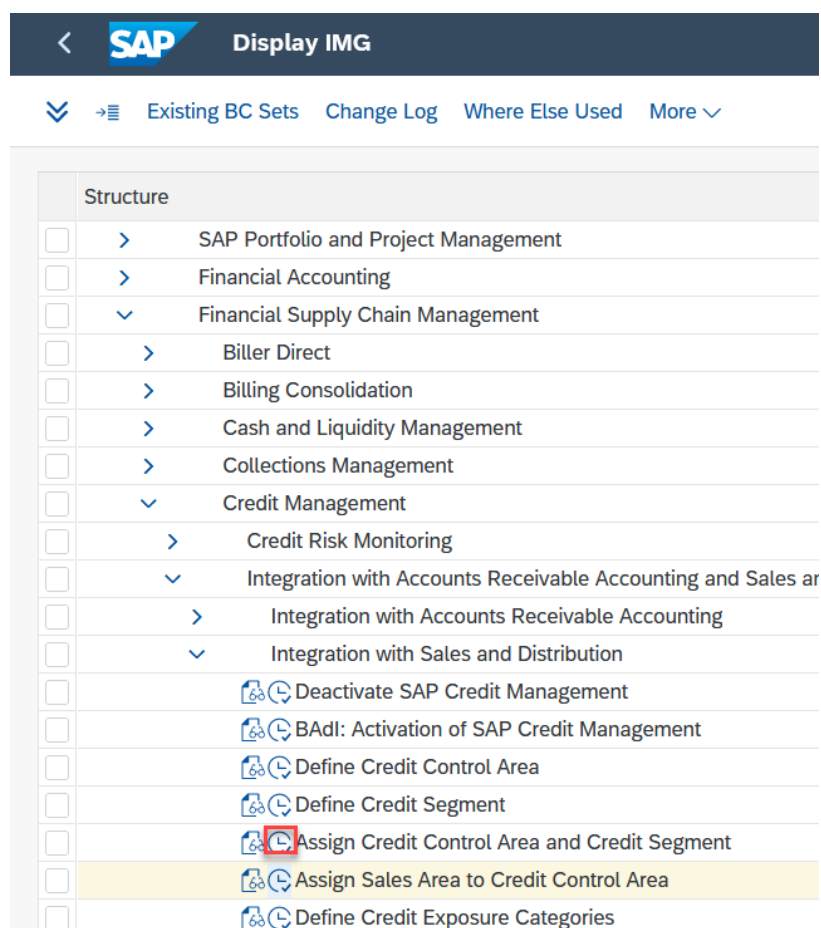
In this task, you assign the **G** credit control area that was defined in Phase I to credit segment.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Financial Supply Chain Management ► Credit Management ► Integration with Accounts Receivable and Sales and Distribution ► Integration with Sales and Distribution ► Assign Credit Control Area and Credit Segment

Menu path



2. In the *Change View "Credit Control Area and Segment": Overview* screen, enter the following information:

CC Ar	Description	Crcy	Cr.Segment	Update
GL ##	## Global Bike Inc.	USD	0000 (Main Credit Segment)	000012

0000

< **SAP** Change View "Credit Control Area and Segment": Overview

New Entries  More

Credit Control Area and Segment					
CCAr	Description	Crcy	All CoCodes	Cr.Segment	Update
☐ GL00	Global Bike Group	USD	☐	0000	000012 Open order value on time a... 
☐ GL01		USD	☐	0000	000012 Open order value on time a... 
☐ GL02		USD	☐	0000	000012 Open order value on time a... 
☐ GL03		USD	☐		000012 Open order value on time a... 
☐ GL04		USD	☐		000012 Open order value on time a... 
☐ GL05		USD	☐	0000	000012 Open order value on time a... 
☐ GL06		USD	☐	0000	000012 Open order value on time a... 
☐ GL08		USD	☐	0000	000012 Open order value on time a... 
☐ GL09		USD	☐		000012 Open order value on time a... 
☐ GL10		USD	☐	0000	000012 Open order value on time a... 
☐ GL20		USD	☐	0000	000012 Open order value on time a... 
☐ GL30	30 Global Bike Inc.	USD	☐	0000	000012 Open order value on time a... 
☐ GL90		USD	☐		000012 Open order value on time a... 

3. Click on . You will receive a message that says  Data was saved.

4. Click on  to return to the SPRO menu.



III.1.10 Assign Business Area to Plant and Division.

Task Assign your Business Area to your Global Bike Inc. plants and divisions.

Time 10 min

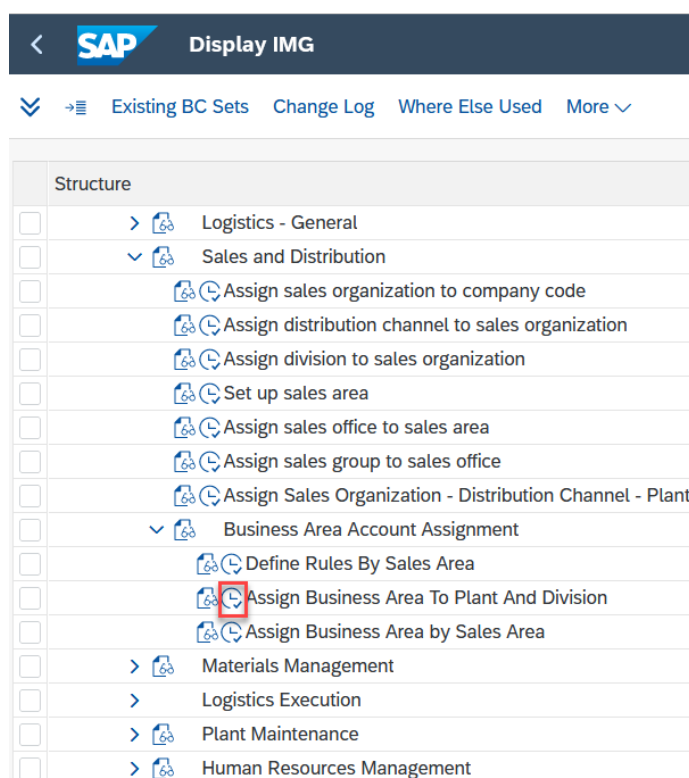
In this task, you create a combination of the **G** business area, plant, and division for automatic business area account assignment. The SAP system uses the plant and the division to find the relevant business area for account assignment for revenue postings.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Sales and Distribution ► Business Area Account Assignment ► Assign Business Areas to Plant and Division

Menu path



2. In the *Change View “Org. Unit: Business Area Determination”*: Overview screen, click on the **New Entries** icon.

< **SAP** Change View "Org. Unit: Business Area Determination": Overview

New Entries

New Entries (F5)

	Plnt	Dv	Name	BusA	Description
☐	DL00	00	Cross-Division	BI00	Bikes
☐	DL00	AS	Accessories	BI00	Bikes
☐	DL00	BI	Bicycles	BI00	Bikes
☐	HD00	00	Cross-Division	BI00	Bikes
☐	HD00	AS	Accessories	BI00	Bikes
☐	HD00	BI	Bicycles	BI00	Bikes
☐	HH00	00	Cross-Division	BI00	Bikes
☐	HH00	AS	Accessories	BI00	Bikes

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

Plnt	Dv	BusA
DL## (## Dallas)	Accessories (AS)	## Bikes (BI##)
MI## (## DC Miami)	Accessories (AS)	## Bikes (BI##)
SD## (## DC San Diego)	Accessories (AS)	## Bikes (BI##)
DL## (## Dallas)	Bicycles (BI)	## Bikes (BI##)
MI## (## DC Miami)	Bicycles (BI)	## Bikes (BI##)
SD## (## DC San Diego)	Bicycles (BI)	## Bikes (BI##)

< **SAP** New Entries: Overview of Added Entries

More

	Plnt	Dv	Name	BusA	Description
☐	DL30	AS		BI30	
☐	MI30	AS		BI30	
☐	SD30	AS		BI30	
☐	DL30	BI		BI30	
☐	MI30	BI		BI30	
☐	SD30	BI		BI30	

4. Click on **Save**. You will receive a message that says  Data was saved .
5. Click on **Exit** to return to the *SPRO* menu.



III.1.11 Assign Shipping Point to Plant

Task Assign your shipping points to corresponding plants.

Time 15 min

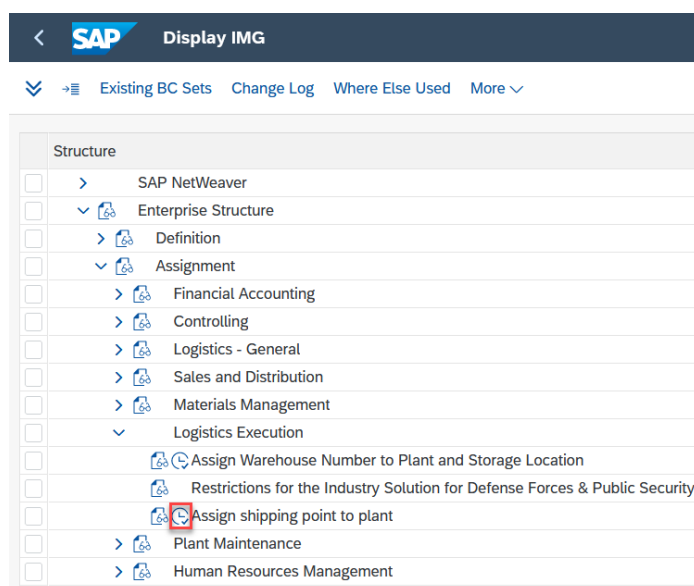
In this task, you assign your shipping points to corresponding plants. Shipping transactions can only take place at a location where materials are stored. Therefore, it is important to define which shipping points are assigned to your specific plants.

Motivation

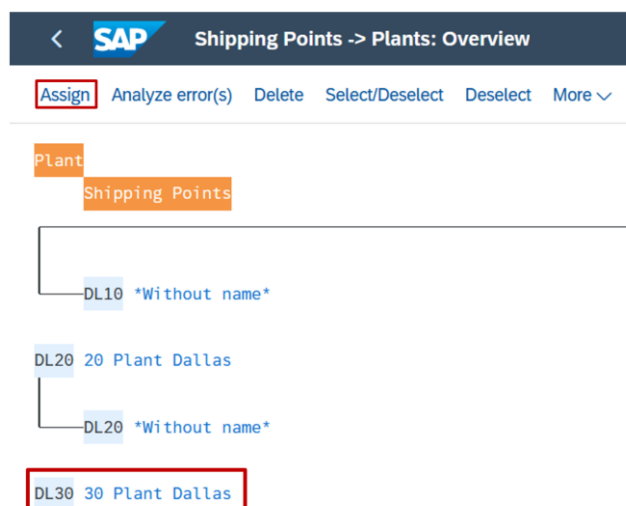
1. In the *Display IMG* screen, follow the menu path:

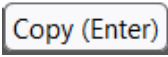
Menu path

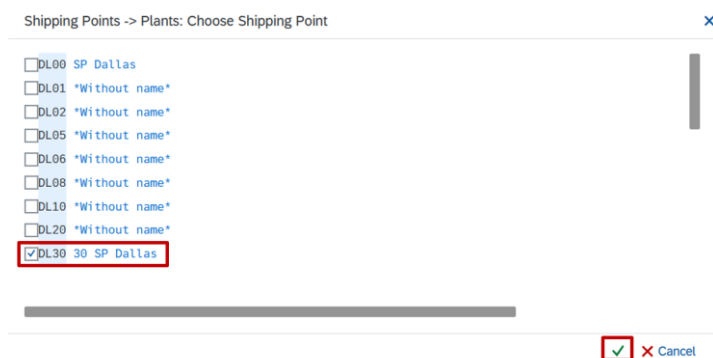
SAP Customizing Implementation Guide ► Enterprise Structure ► Assignment ► Logistics Execution ► Assign shipping point to plant



2. In the *Shipping Points -> Plants: Overview* screen, click on *DL##* and then click on **Assign**.



3. In the *Shipping Points -> Plants: Choose Shipping Point* pop-up, select your ## SP Dallas shipping point and click on the   icon.

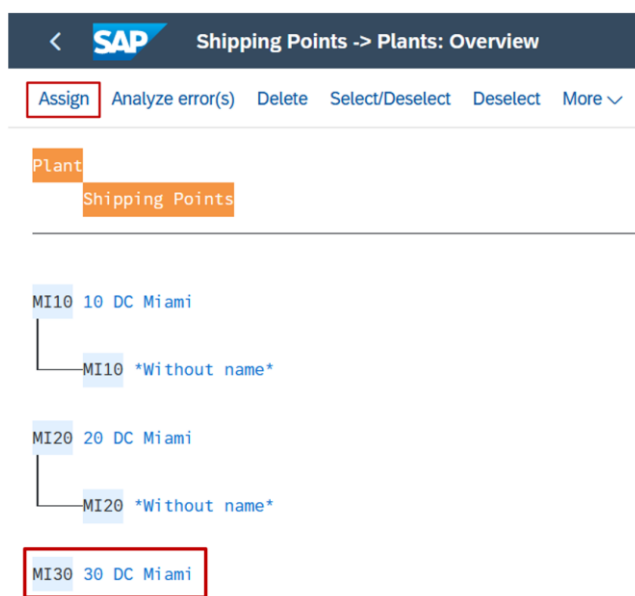


Shipping Points -> Plants: Choose Shipping Point

☐	DL00	SP Dallas
☐	DL01	*Without name*
☐	DL02	*Without name*
☐	DL05	*Without name*
☐	DL06	*Without name*
☐	DL08	*Without name*
☐	DL10	*Without name*
☐	DL20	*Without name*
☒	DL30	30 SP Dallas

 Cancel

4. In the *Shipping Points -> Plants: Overview* screen, click on MI## and then click on .



< **SAP** Shipping Points -> Plants: Overview

 Analyze error(s) Delete Select/Deselect Deselect More v

Plant

Shipping Points

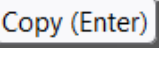
MI10 10 DC Miami

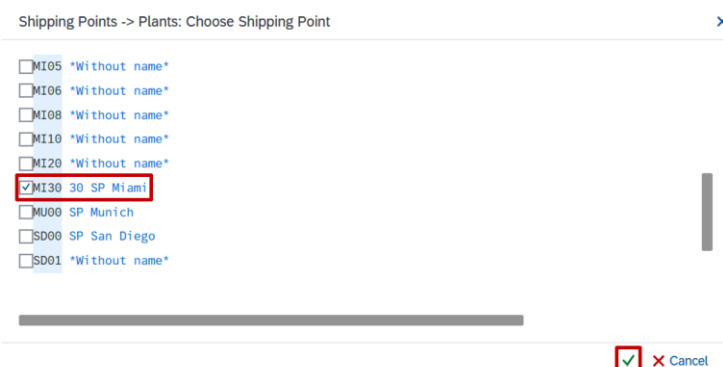
MI10 *Without name*

MI20 20 DC Miami

MI20 *Without name*

MI30 30 DC Miami

5. In the *Shipping Points -> Plants: Choose Shipping Point* pop-up, select your ## Miami shipping point and click on the   icon.



Shipping Points -> Plants: Choose Shipping Point

☐	MI05	*Without name*
☐	MI06	*Without name*
☐	MI08	*Without name*
☐	MI10	*Without name*
☐	MI20	*Without name*
☒	MI30	30 SP Miami
☐	MU00	SP Munich
☐	SD00	SP San Diego
☐	SD01	*Without name*

 Cancel

6. In the *Shipping Points -> Plants: Overview* screen, click on *SD##* and then click on .



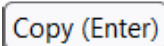
Shipping Points -> Plants: Overview

Assign Analyze error(s) Delete Select/Deselect Deselect More ▾

Plant

Shipping Points

- SD01 *Without name*
- SD02 02 DC San Diego
 - SD02 *Without name*
- SD05 05 DC San Diego
 - SD05 *Without name*
- SD06 06 DC San Diego
 - SD06 *Without name*
- SD08 08 DC San Diego
 - SD08 *Without name*
- SD10 10 DC San Diego
 - SD10 *Without name*
- SD20 20 DC San Diego
 - SD20 *Without name*
- SD30 30 DC San Diego**

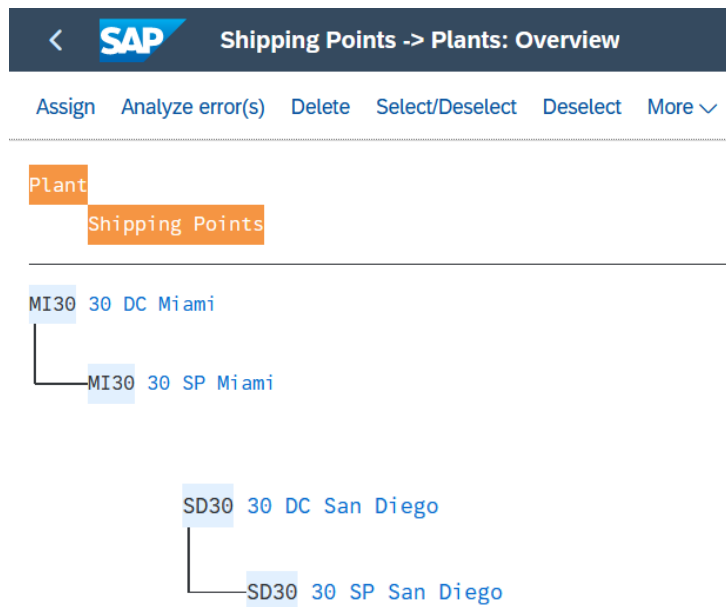
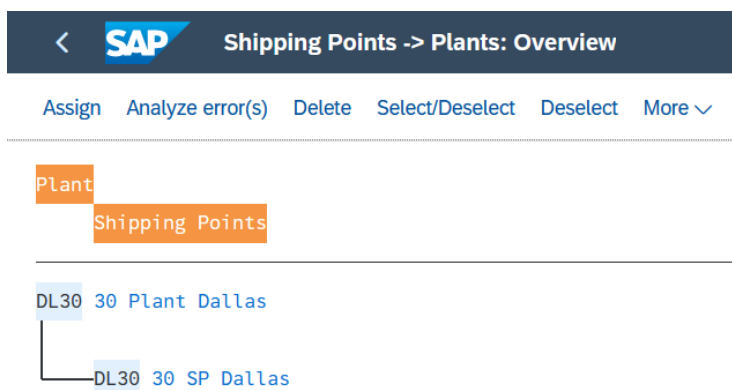
7. In the *Shipping Points -> Plants: Choose Shipping Point* pop-up, select your ## San Diego shipping point and click on the   icon.

Shipping Points -> Plants: Choose Shipping Point ✕

☐	SD00	SP	San Diego
☐	SD01	*Without name*	
☐	SD02	*Without name*	
☐	SD05	*Without name*	
☐	SD06	*Without name*	
☐	SD08	*Without name*	
☐	SD10	*Without name*	
☐	SD20	*Without name*	
☒	SD30	30	SP San Diego

☒ ✕ Cancel

8. Click on **Save**. You will receive a message that says  Data was saved.



9. Click on **Exit** to return to the *SPRO* menu.

Phase III.2 – Process Configuration

Task Configure GBI’s core fulfillment processes.

Time 60 min

Short Description Based on the results of the project preparation by both Global Bike employees and external consultants, essential settings for the sales department now need to be made in the S/4HANA system.

Name (Position)	Mona Falco	(System Design and Development Manager)
	Sarah Garcia	(Business Analyst 2)
	[external]	(Senior SAP Logistics consultant)

In the preparation phase, **Mona Falco** analyzed the business processes in Global Bike’s sales department and identified issues which will be overcome by the ERP system. Together with her colleague **Sarah Garcia** and a logistics consultant of an external firm she has studied the SAP system and found configuration settings that are needed now that the enterprise structure has been created in the previous phase.

Scenario setting

Mona Falco
[System Design and Development Manager]

Sarah Garcia
[Business Analyst 2]

Project structure



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III.2.5 Define Pricing Procedure Determination	53
III.2.6 Define Rules by Sales Area.....	55



III.2.1 Configure Automatic Postings

Task Set up automatic posting from materials management to financial accounting. **Time** 10 min

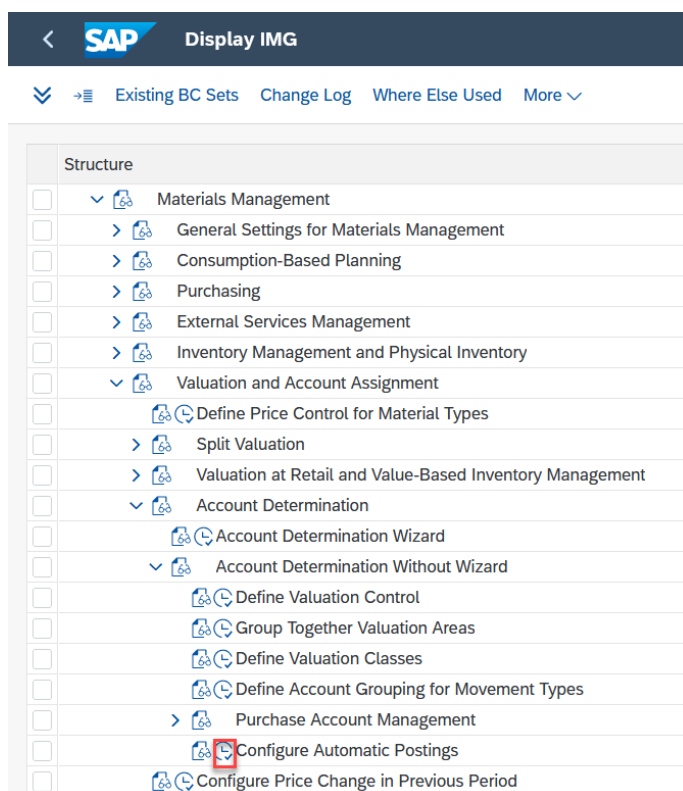
In this task, you enter the system settings for inventory management and invoices. Configuring **G** *automatic postings* will automatically determine the account assignment for transactions in materials management that make postings to accounts in financial accounting. Rules will also be determined for the postings made into financial accounting.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Materials Management ► Valuation and Account Assignment ► Account Determination ► Account Determination Without Wizard ► Configure Automatic Postings

Menu path



2. close the pop-up: NY00 Valuation Area by clicking Cancel.

Cancel

NY00 Valuation Area

Valuation

Valuation area: NY00

CoCde reference: US00 Global Bike Inc.

Chart of Accounts: GL00 Global Bike Group

Val. group. code:

Plant

Plant: NY00 DC New York City

Val. area reference: NY00

Next Entry **Cancel**

3. In the *Automatic Posting* screen, click on the **Account Assignment** icon.

< **SAP** Automatic Posting

Account Assignment Simulation G/L Accounts More v

Account Assignment (Shift+F4)

4. In the *Configuration Accounting Maintain: Automatic Posts - Procedures* screen, double-click on *GBB*.

GBB

< **SAP** Configuration Accounting Maintain : Automatic Posts - Procedures

More v

Group: RMK Materials Management postings (MM)

Procedures

Description	Transaction	Account Determ.
ESA < missing >	ESA	☒
ESE < missing >	ESE	☒
Freight clearing	FR1	☒
Freight provisions	FR2	☒
Customs clearing	FR3	☒
Customs provisions	FR4	☒
Purchasing freight account	FRE	☒
External activity	FRL	☒
Incidental costs of external activities	FRN	☒
G01 < missing >	G01	☒
G02 < missing >	G02	☒
G04 < missing >	G04	☒
Offsetting entry for inventory posting	GBB	☒
Expense/revenue from handling surcharge	HSC	☒
Account-assigned purchase order	KBS	☐

5. In the *Enter Chart of Accounts* pop-up enter **GL##**.

GL##

Enter Chart of Accounts



Chart of Accounts: GL30



6. In the *Configuration Accounting Maintain: Automatic Posts – Rules* screen, enter the following information:

Attribute	Data value
General modification	<i>Selected</i>
Valuation modif.	<i>Selected</i>
Valuation class.	<i>Selected</i>

Configuration Accounting Maintain : Automatic Posts - Rules

< > Accounts Posting Key More ▾

Chart of Accounts: GL30 30 GBI COA

Transaction: GBB Offsetting entry for inventory posting

Accounts are determined based on

Debit/Credit: ☐

General modification: ☒

Valuation modif.: ☒

Valuation class: ☒

7. Click on **Save**. You will receive a message that says **Changes have been made**.
8. In the *Configuration Accounting Maintain: Automatic Posts – Accounts* screen, enter the following information:

Valuation modification	General modification	Valuation class	Account
0001	VAX	Trading goods (3100)	Your Cost of Goods Sold (6993000)
0001	VAX	Finished products (7920)	Your Cost of Goods Sold (6993000)

9. Click on . You will receive a message that says:
 Changes have been made

  Configuration Accounting Maintain : Automatic Posts - Accounts

     Posting Key  Procedures Rules More 

Chart of Accounts: 30 GBI COA
Transaction: Offsetting entry for inventory posting

Account assignment

Valuation mo...	General mod...	Valuation class	Account
0001	VAX	3100	6993000
0001	VAX	7920	6993000

10. Click  three times to return to the *SPRO* menu.



III.2.2 Maintain Automatic Acct. Asgmt. of Revenue Elements

Task Maintain automatic account assignment for revenue elements.

Time 10 min

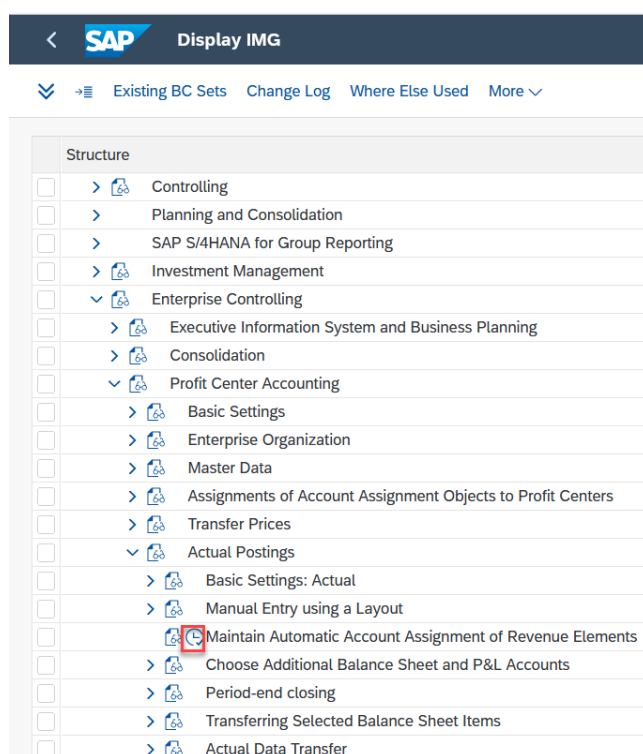
In this task, you assign revenue elements and sales deductions to profit centers. Automatic and default account assignments for cost elements that always post to a particular cost center are maintained in this step.

Motivation

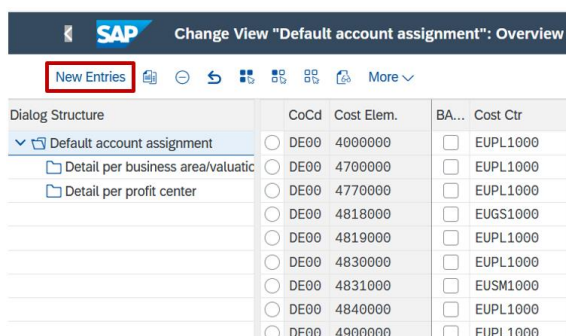
1. In the *Display IMG* screen, follow the menu path:

..SAP Customizing Implementation Guide ► Enterprise Controlling ► Profit Center Accounting ► Actual Postings ► Maintain Automatic Account Assignment of Revenue Elements

Menu path



2. In the *Change View "Default account assignment": Overview* screen, click on the **New Entries** icon.



3. In the *New Entries: Overview of Added Entries* screen, enter the information below:

CoCd	Cost Elem.	Cost Center	Acct assignmt detail
US##	4000000	NAPL10##	
US##	4700000	NAPL10##	
US##	4770000	NAPL10##	
US##	4818000	NAGS10##	
US##	4819000	NAPL10##	
US##	4830000	NAPL10##	
US##	4831000	NASM10##	1 (Bewertungskreis obligatorisch)
US##	4840000	NAPL10##	
US##	4900000	NAPL10##	
US##	6300000	NAPR20##	
US##	6993000	NASA10##	

1

The screenshot shows the SAP 'New Entries: Overview of Added Entries' screen. The table displays the same data as the previous table. The entry for US##, 4831000, NASM10##, and '1 (Bewertungskreis obligatorisch)' is highlighted with a red box. The 'A...' column contains the value '1'.

4. Click on **Save**. If you receive a message that about a Cost Center locked for revenue postings press **Enter**. You will receive a message that says Data was saved .

Enter

5. Click twice to return to the *SPRO* menu.

III.2.3 Assign Shipping Points with Loading Groups

Task Assign shipping points with Loading groups.

Time 10 min

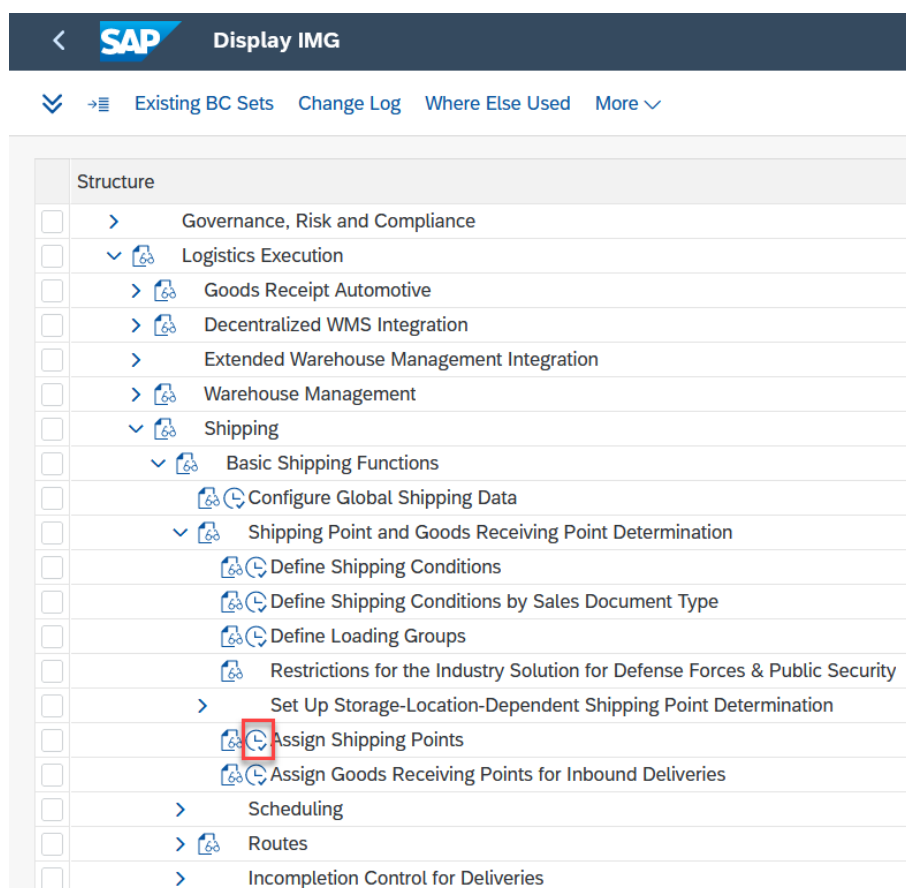
In this task, you assign a valid combination of shipping points, **G** *shipping conditions*, **G** *loading groups* to each plant. Loading groups identify the equipment required to load the goods. For example, a crane or fork lift truck could be defined as loading groups.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Logistics Execution ► Shipping ► Basic Shipping Function ► Shipping Point and Goods Receiving Point Determination ► Assign Shipping Points

Menu path



2. In the *Change View “Shipping Point Determination”: Overview* screen, click on the **New Entries** icon.

< **SAP** Change View "Shipping Point Determination": Overview

New Entries

Shipping Point Determination

Shipping Condition	Loading Group	Plant	Proposed Shipping Point	Manual Shipping Point	Manual Shipping Point
☐ 01	0001	DL00	DL00		
☐ 01	0001	DL20	DL20		
☐ 01	0001	HD00	HD00		
☐ 01	0001	HH00	HH00		
☐ 01	0001	MI00	MI00		

3. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SC	LGrp	Plnt	Proposed Shipping Point
Standard (01)	Crane (0001)	Your Plant Dallas (DL##)	Your Dallas (DL##)
Standard (01)	Hand lift (0002)	Your Plant Dallas (DL##)	Your Dallas (DL##)
Standard (01)	Crane (0001)	Your DC Miami (MI##)	Your Miami (MI##)
Standard (01)	Hand lift (0002)	Your DC Miami (MI##)	Your Miami (MI##)
Standard (01)	Crane (0001)	Your DC San Diego (SD##)	Your San Diego (SD##)
Standard (01)	Hand lift (0002)	Your DC San Diego (SD##)	Your San Diego (SD##)

4. Click on **Save**. You will receive a message that says Data was saved .

< **SAP** New Entries: Overview of Added Entries

Shipping Point Determination

Shipping Condition	Loading Group	Plant	Proposed Shipping Point
☐ 01	0001	DL30	DL30
☐ 01	0002	DL30	DL30
☐ 01	0001	MI30	MI30
☐ 01	0002	MI30	MI30
☐ 01	0001	SD30	SD30
☐ 01	0002	SD30	SD30

5. Click twice to return to the *SPRO* menu.

III.2.4 Assign G/L Revenue Accounts

Task Assign G/L Revenue Accounts.

Time 20 min

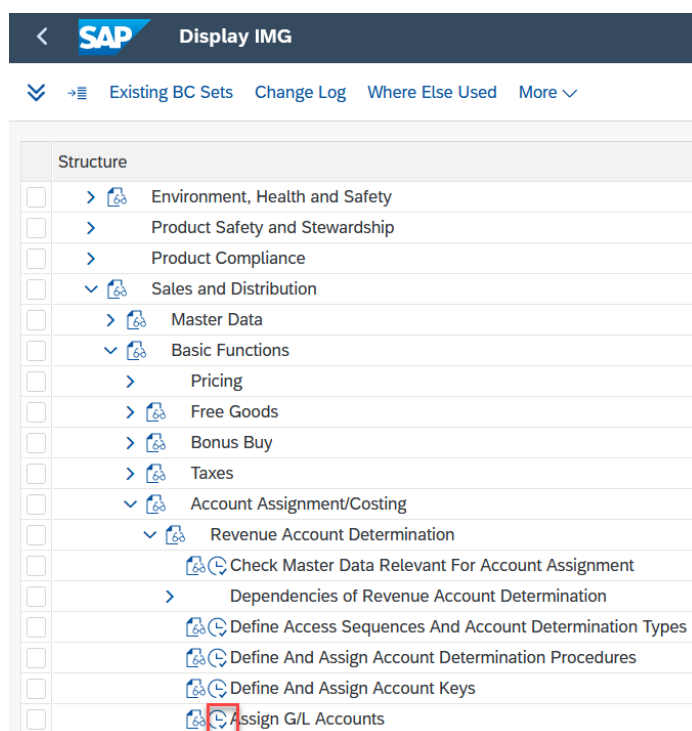
In this task, you assign G/L accounts. The general ledger is the main accounting record of a business. General ledger revenue accounts are items that a business entity earns from third parties in the form of income such as sales revenue, fees, and services earned.

Motivation

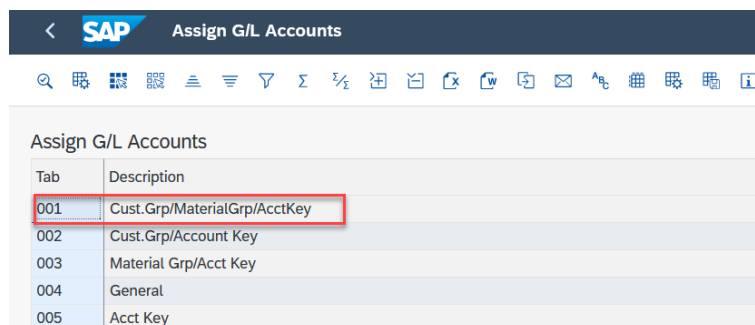
1. In the *Display IMG* screen, follow the menu path:

..SAP Customizing Implementation Guide ► Sales and Distribution ► Basic Functions ► Account Assignment/Costing ► Revenue Account Determination ► Assign G/L Accounts

Menu path



2. In the *Assign G/L Accounts* screen, double-click on *Cust.Grp/MaterialGrp/AcctKey*.



3. In the *Change View “Cust.Grp/MaterialGrp/AcctKey”*: *Overview* screen, click on the **New Entries** icon.

App	CndTy.	Chrt/Accts	SOrg.	AAGC	AA...	ActKy	G/L Account	Accruals Acc.
☐ V	KOFI	CABC	0001	01	01	ERL	700000	
☐ V	KOFI	CABC	0001	01	02	ERL	700000	
☐ V	KOFI	CABC	0001	02	01	ERL	700000	
☐ V	KOFI	CABC	0001	02	02	ERL	700000	
☐ V	KOFI	CABC	0001	03	01	ERL	700000	
☐ V	KOFI	CABC	0001	03	02	ERL	700000	
☐ V	KOFI	CACH	0001	01		ERL	30000	
☐ V	KOFI	CACH	0001	01	01	ERL	32000	

4. In the *New Entries: Overview of Added Entries* screen, enter the following information:

Attribute	Data value
<i>App</i>	<i>Sales/Distribution (V)</i>
<i>CndTy.</i>	<i>Acct Determ.with CO (KOFK)</i>
<i>Chrt/Accts</i>	<i>Your GBI COA (GL##)</i>
<i>SOrg.</i>	<i>Your US (US##)</i>
<i>AAGC</i>	<i>Domestic Revenues (01)</i>
<i>AAGM01</i>	<i>Trading Goods (01)</i>
<i>ActKy</i>	<i>Revenue (ERL)</i>
<i>G/L Account</i>	<i>Your Customer Service Revenue Settlement (8011000)</i>

V
KOFK
GL##
US##
01
01
ERL
8011000

App	CndTy.	Chrt/Accts	SOrg.	AAGC	AA...	ActKy	G/L Account	Accruals Acc.
☐ V	KOFK	GL30	US30	01	01	ERL	8011000	

5. Click on **Save**. You will receive a message that says Data was saved .
6. Click on **Exit**.
7. In the *Assign G/L Accounts* screen, double-click on *Cust.Grp/Account Key*.

Assign G/L Accounts	
Tab	Description
001	Cust.Grp/MaterialGrp/AcctKey
002	Cust.Grp/Account Key
003	Material Grp/Acct Key

8. In the *Change View “Cust.Grp/Account Key”*: *Overview* screen, click on the **New Entries** icon.
9. In the *New Entries: Overview of Added Entries* screen, enter the following information:

Attribute	Data value
App	Sales/Distribution (V)
CndTy.	Acct Determin.with CO (KOFK)
Chrt/Accts	Your GBI COA (GL##)
SOrg.	Your US (US##)
AAGC	Domestic Revenues (01)
ActKy	Revenue (ERL)
G/L Account	Your Customer Service Revenue Settlement (8011000)
Attribute	Data value
App	Sales/Distribution (V)
CndTy.	Acct Determin.with CO (KOFI)
Chrt/Accts	Your GBI COA (GL##)
SOrg.	Your US (US##)
AAGC	Domestic Revenues (01)
ActKy	Revenue (ERL)
G/L Account	Your Sales Revenue (4000000)
Attribute	Data value
App	Sales/Distribution (V)
CndTy.	Acct Determin.with CO (KOFI)
Chrt/Acctsv	Your GBI COA (GL##)
SOrg.	Your US (US##)
AAGC	Domestic Revenues (01)
ActKy	Sales deductions (ERS)
G/L Account	Your Sales allowances (4700000)

V
KOFK
GL##
US##
01
ERL
8011000

V
KOFI
GL##
US##
01
ERL
4000000

V
KOFI
GL##
US##
01
ERS
4700000

New Entries: Overview of Added Entries

More

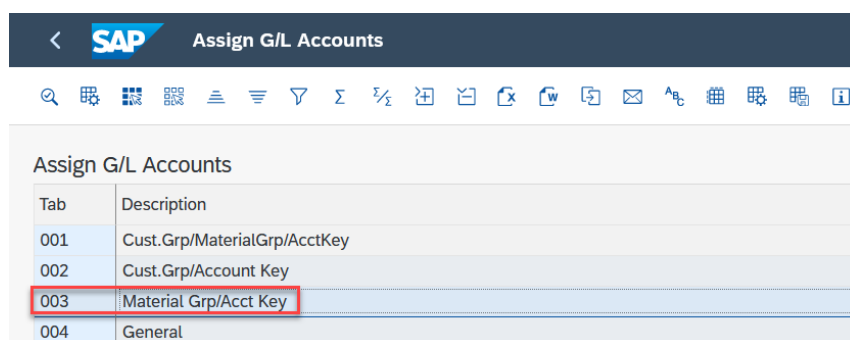
Cust.Grp/Account Key

	App	CndTy.	Chrt/Accts	SOrg.	AAGC	ActKy	G/L Account	Accruals Acc.
☐	V	KOFK	GL30	US30	01	ERL	8011000	
☐	V	KOFI	GL30	US30	01	ERL	4000000	
☐	V	KOFI	GL30	US30	01	ERS	4700000	

10. Click on **Save**. You will receive a message that says  Data was saved .

11. Click on **Exit**.

12. In the *Assign G/L Accounts* screen, double-click on *Material Grp/Acct Key*.



Tab	Description
001	Cust.Gr/MaterialGrp/AcctKey
002	Cust.Gr/Account Key
003	Material Grp/Acct Key
004	General

13. In the *Change View “Material Grp/Acct Key”: Overview* screen, click on the **New Entries** icon.

14. In the *New Entries: Overview of Added Entries* screen, enter the following information:

	Data value
App	Sales/Distribution (V)
CndTy.	Acct Determ.with CO (KOFK)
Chrt/Accts	Your GBI COA (GL##)
SOrg.	Your US (US##)
AAGC	Trading Goods (01)
ActKy	Revenue (ERL)
G/L Account	Your Customer Service Revenue Settlement (8011000)

V
KOFK
GL##
US##
01
ERL
8011000

15. Click on **Save**. You will receive a message  Data was saved .

 **New Entries: Overview of Added Entries**



Material Grp/Acct Key								
	App	CndTy.	Chrt/Accts	SOrg.	AA...	ActKy	G/L Account	Accruals Acc.
☐	V	KOFK	GL30	US30	01	ERL	8011000	

16. Click on .

17. Click  to return to the *SPRO* menu.

☐

III.2.5 Define Pricing Procedure Determination

Task Define the price procedures for your sales area.

Time 5 min

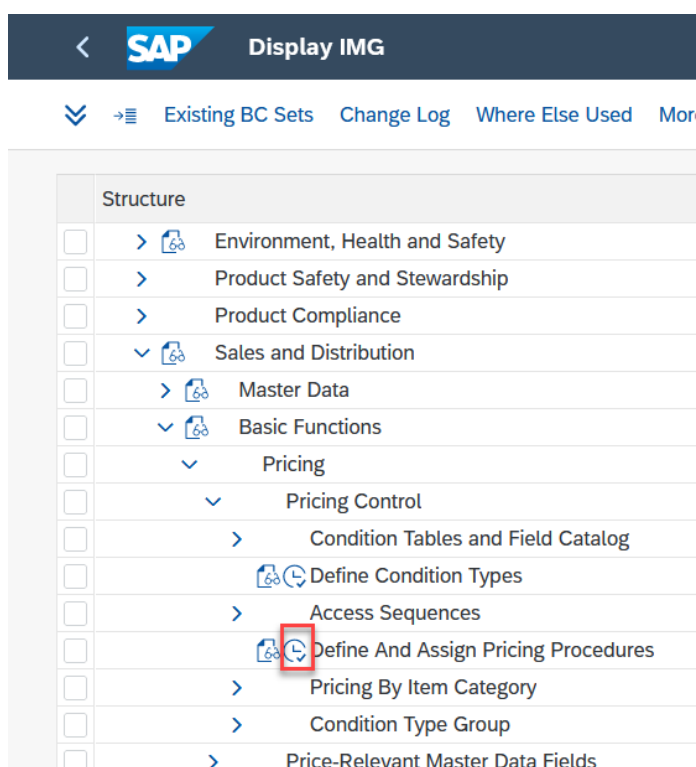
In this task, you determine the **G** price procedures for your sales area. The system considers the business transaction being carried out and takes the **G** condition types contained in the pricing procedures sequentially into account.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Sales and Distribution ► Basic Functions ► Pricing ► Pricing Control ► Define and Assign Pricing Procedures

Menu path



2. In the *Select Activity* pop-up, double-click on *Set Pricing Procedure Determination*.

Select Activity:

Activities

Perf...	Name of Activity
	Set Pricing Procedures
	Set Customer Pricing Procedures
	Set Document Pricing Procedures
	Assign Document Pricing Procedures to Order Types
	Assign Document Pricing Procedures to Billing Types
	Set Pricing Procedure Determination
	Check Settings for Pricing Procedures

3. In the *Change View “Det. of Pricing Procedures in Sales Docs.”: Overview* screen, click on **New Entries**.

Sales Org.	Distrib...	Division	Doc...	Cus...	Pricing Proce...	Pricing Procedure	Con...	Condition Type for Fast Entry
0001	01	01	2	1	18CBCL	CEM internal view		
0001	01	01	5	1	J3GINT	CEM external view		
0001	01	01	6	1	J3GEXT	CEM external view		

4. In the *New Entries: Overview of Added Entries* screen, enter the following information:

SOrg.	DChl	Dv	DoPr	CuPP	PriPr.
US##	Wholesale (WH)	Accessories (AS)	Standard (A)	Standard (1)	Standard - USA /With Jur. Code (RVAJUS)
US##	Wholesale (WH)	Bicycles (BI)	Standard (A)	Standard (1)	Standard - USA /With Jur. Code (RVAJUS)
US##	Internet (IN)	Accessories (AS)	Standard (A)	Standard (1)	Standard - USA /With Jur. Code (RVAJUS)
US##	Internet (IN)	Bicycles (BI)	Standard (A)	Standard (1)	Standard - USA /With Jur. Code (RVAJUS)

Sales Org.	Distrib...	Division	Doc...	Cus...	Pricing Proce...
US30	WH	AS	A	1	RVAJUS
US30	WH	BI	A	1	RVAJUS
US30	IN	AS	A	1	RVAJUS
US30	IN	BI	A	1	RVAJUS

5. Click on **Save**. You will get a message that says Data was saved.
6. Click on **Exit** and then to return to the *SPRO* menu.

III.2.6 Define Rules by Sales Area

Task Define rules for your US sales area.

Time 5 min

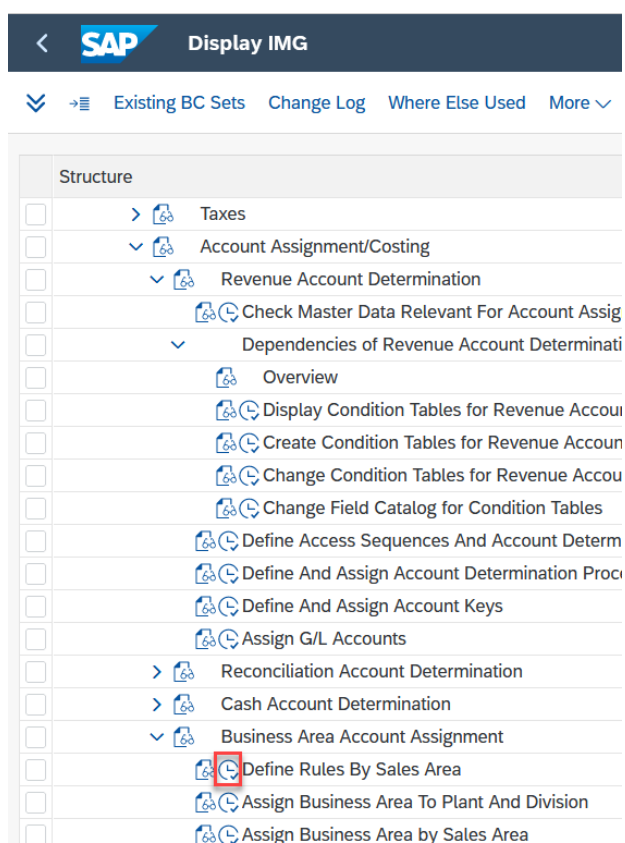
In this task, you define the rules for each sales area according to which business area account assignment should be carried out. If you do not specify a rule for a sales area, account determination cannot be carried out per business area.

Motivation

1. In the *Display IMG* screen, follow the menu path:

SAP Customizing Implementation Guide ► Sales and Distribution ► Basic Functions ► Account Assignment/Costing ► Business Area Account Assignment ► Define Rules by Sales Area

Menu path



2. In the *Change View “Org.Unit: Sales Area – Business Area Determination Rule”* screen, enter the following information:

SOrg.	DChI	Dv	Rule
US##	Wholesale (WH)	Accessories (AS)	001
US##	Internet (IN)	Accessories (AS)	001
US##	Wholesale (WH)	Bicycles (BI)	001
US##	Internet (IN)	Bicycles (BI)	001

001
001
001
001

Change View "Org.Unit: Sales Area - Business Area Determination Rule":

	SOrg.	DChI	Dv	Name	Rule
☐	US10	IN	BI	Bicycles	1
☐	US10	WH	AS	Accessories	1
☐	US10	WH	BI	Bicycles	1
☐	US20	IN	AS	Accessories	1
☐	US20	IN	BI	Bicycles	1
☐	US20	WH	AS	Accessories	1
☐	US20	WH	BI	Bicycles	1
☐	US30	IN	AS	Accessories	1
☐	US30	IN	BI	Bicycles	1
☐	US30	WH	AS	Accessories	1
☐	US30	WH	BI	Bicycles	1
☐	UW00	IN	AS	Accessories	1
☐	UW00	IN	BI	Bicycles	1
☐	UW00	WH	00	Cross-Division	1
☐	UW00	WH	AS	Accessories	1
☐	UW00	WH	BI	Bicycles	1

- Click on . You will receive a message that says  Data was saved.
- Click  to return to the *SPRO* menu.

☐

Phase III.3 – Master Data

Task Enter or load Global Bike master data.

Time 60 min

Short Description Migrate Global Bike’s master data for sales and distribution from the legacy system to the S/4HANA system.

Name (Position)

Mona Falco

Sarah Garcia

[external]

(System Design and Development Manager)

(Business Analyst 2)

(Junior SAP SD consultant)

After the enterprise structure and the business processes for the purchasing department were configured in the system, now the sales master data needs to be migrated from the old system(s).

Scenario setting



Project structure

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III.3.1 Extend Material Master..... 58

III.3.2 Create Customer..... 61

III.3.3 Create Pricing Conditions 69



III.3.1 Extend Material Master

Task Extend a materials master record for trading goods in the system.

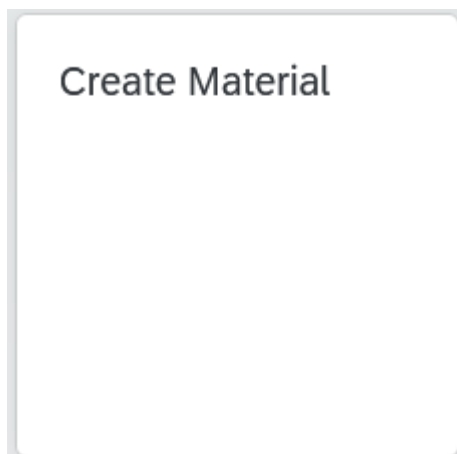
Time 30 min

The material master record for trading goods contains purchasing data and sales data and are managed in the system using the key HAWA. In this task, you extend sales views of the new  *trading goods* that were previously created for procurement in phase II.

Motivation

Original materials do not include identifiers. For example, EPAD1000 is the original Elbow Pad. Your materials will include your identifier (example, EPAD10##). Be sure you “Copy from” the ORIGINAL.

To extend the material master records, click the Create Material app in the Quality Management area in the Warehouse Supervisor role.



1. In the *Create Material (Initial Screen)* screen, enter the following information:

Attribute	Data value
Material	EPAD01##
Industry sector	Retail
Copy from...Material	EPAD1000

EPAD01##
Retail
EPAD1000

< **SAP** Create Material (Initial Screen)

Select View(s) Org. Levels Data More ▾

Material: EPAD0130

Industry Sector: 1 Retail ▾

Material type: ▾

Change Number:

Copy from...

Material: EPAD1000

2. Click on **Continue**. If you receive this message:

 **Material type Trading Goods copied from master record**, press **Enter** to continue.

3. In the *Select View(s)* pop-up, highlight the *Basic Data 1*, *Sales: Sales Org. Data 1* and *Sales: General/Plant Data* rows.

Select View(s) ✕

View	Selected
☒ Basic Data 1	
☐ Basic Data 2	
☒ Sales: Sales Org. Data 1	
☐ Sales: Sales Org. Data 2	
☒ Sales: General/Plant Data	
☐ Extended SPP Basic Data	
☐ International Trade: Export	
☐ Sales Text	
☐ Purchasing	
☐ International Trade: Import	
☐ Purchase Order Text	
☐ MRP 1	
☐ MRP 2	
☐ MRP 3	
☐ MRP 4	
☐ Advanced Planning	
☐ Extended SPP	
☐ Forecasting	
☐ General Plant Data / Storage 1	
☐ General Plant Data / Storage 2	
☐ Warehouse Management 1	
☐ Warehouse Management 2	

☐ View selection only on request
☒ Create views selected

☒ Org. Levels Data                                       

Attribute	Data value
Plant	Your DC Miami (MI##)
Sales Org.	Your Global US (US##)
Distr. Channel	Wholesale (WH)
Copy from Plant	DC Miami (MI00)
Copy from Sales Org.	US East (UE00)
Copy from Distr. Channel	Wholesale (WH)

MI##
US##
WH
MI00
UE00
WH

Organizational Levels ✕

Organizational levels Copy from

Plant: MI30 30 DC Miami MI00

Valuation type:

Sales Org.: US30 UE00

Distr. Channel: WH Wholesale WH

☐ Org. levels/profiles only on request

☒ Select View(s) Default Setting ✕

7. Click on  **Default Setting**.

8. Click on .

9. In the *Create Material EPAD01##* screen, enter the following information:

Attribute	Data value
Delivering Plant	Your DC Miami (MI##)

MI##

 Create Material EPAD0130 (Trading Goods)

→ Additional Data  Org. Levels  Check Screen Data  Services for Object More

Basic data 1 Basic data 2  Sales: sales org. 1 Sales: sales org. 2  Sales: General/Plant Ext. SPP Basic Data

Material: EPAD0130

* Descr.: 30 Elbow Pads

Sales Org.: US30 30 Global US

Distr. Chn: WH Wholesale

General data

Base Unit of Measure: EA each Division: AS Accessories

Sales Unit: Sales unit not var.: ☐

Unit of Measure Grp:

X-dist. chain status: Valid from:

DChain-spec. status: Valid from:

Delivering Plant: MI30 DC Miami

Material Group: SFTY Safety Gear

Cash Discount: ☒

Conditions

10. Click on  **Save**. You will receive a message that says:

 **Material EPAD0130 created**

11. Repeat steps 2 to 13 for the remaining Trading goods i.e., **RHMT01##**; **RKIT01##**; **OHMT01##** and **KPAD01##**.

III.3.2 Create Customer

Task Create a master record for a new customer from the US in the system.

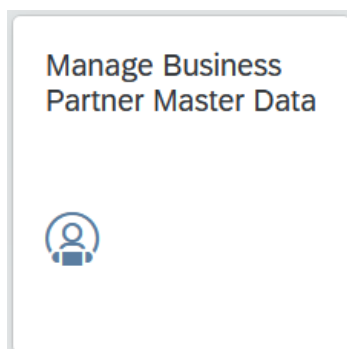
Time 20 min

In this task, you create **G** customer that will purchase from you. The customer master database contains information about the customer e.g., name and address, as well as sales area data and accounting data. This information is grouped into 3 groups i.e.; general, accounting and sales data and is stored in individual customer master records.

Motivation

To create a new customer, click the Manage Business Partner Master Data app in the Sales and Distribution area in the Sales Representative role.

Fiori App



1. In the *Manage Business Partner* screen, choose **Create**. A submenu opens. Click **Organization** here.

Organization

 The screenshot shows the SAP Fiori 'Manage Business Partner' app. At the top is a dark blue header with the SAP logo and the title 'Manage Business Partner'. Below the header is a search bar and several filter fields: 'Editing Status' (set to 'All'), 'Role', and 'Business Partner'. There are also input fields for 'Last Name/Name1', 'First Name/Name2', 'Street', 'City', and 'Country'. A 'Go' button is next to the 'Adapt Filters' label. Below these fields is a table titled 'Business Partners (0)'. The table has columns for 'Business Partner', 'Street', 'City', 'Postal Code', 'Country', and 'Role'. Above the table, there is a 'Create' button (highlighted with a red box) and a submenu that is open, showing 'Person' and 'Organization' (both highlighted with red boxes).

Note: The business partner is created as a roles (e.g. customer, supplier) are assigned to it. The different roles are created for specific organizational levels (company code, sales area). Business partners can be categorized as a person, group or organization as follows:

- An organization represents entities, such as a company (e.g. a legal entity), parts of a legal entity (e.g. a department) or an association. "Organization" is a generic term to represent any situation that may occur in daily business activities.

A group represents a shared apartment, a married couple or a board of directors.

2. In *Create Organization*, click on  icon in the BP Role field. In the pop-up, search for **FI Customer** and then select the entry **FLCU00 | FI Customer**.

FI Customer
FLCU00 – FI Customer

Select: BP Role

FI Customer   Hide Filters 

BP Role:  Role Description: 

Items (1)

BP Role	Role Description
FLCU00	FI Customer

Cancel

3. Select **Company** as the *Organization Title*, enter **## DC Bikes** as the *name 1* (insert your two-digit number for ##, for example if your number is 03, please enter 03). Then enter **1300 Pennsylvania Ave** in the *Street* field and **Washington DC** as the *City*. Also add **20003** as the *Postal code*, **US** as the *country*, **DC** as the *region* and **EN** as the *language*. Confirm your entries with .

Company
DC Bikes
1300 Pennsylvania Ave
Washington DC
20003
US
DC
EN

Create Organization

General Data	Standard Address
Business Partner: 	Street: 1300 Pennsylvania Ave
Grouping: 	House Number: 
BP Category: 2	City: Washington DC
BP Role: FLCU00 	Postal Code: 20003
Organization Title: Company 	Country: US 
Name 1: 30 DC Bikes	Region: DC 
Name 2: 	Language: EN 

 Cancel

4. A new screen (*Business Partner*) is generated. Make sure that you have selected the *Basic data* tab. In the *General information*, enter your three-digit number **0##** as *search term 1*.

0##

Basic Data ▾ Roles Address ▾ Bank Accounts Payment Cards Identification ▾ Contacts Attachments

General Information

Title:
Company ▾

Name 4:

Name 1:
30 DC Bikes

Search Term 1:
030

Name 2:

Search Term 2:

Name 3:

5. Then select the *Roles* tab. Auto-scroll will take you to the correct position. You will see a line with the details of the business partner role as well as the valid date. Click at the end of the line  to maintain more details.

Roles

Roles				
Search  Create Delete Paste 				
Business Partner Role	Valid From		Valid To	
☐ FLCU00 	01/11/2023 	12/31/9999 		

6. A new screen is loaded. Select the *Company codes* tab. Currently no data record is maintained for the company codes, select the button **Create**.

Company Codes

Company Codes

Search 

[Copy](#) [Create](#) [Delete](#) 

Company Code	Reconciliation Account	Accounting Clerk	Payment Terms	Blocks
No data found.				

7. In the *Company code* field, click on the  icon . The following pop-up (*Select: Company Code*) opens.

Company Codes

Select: Company Code

Search

Company Code: Company Name: Currency: Country/Region Key:

Items (13)

Co...	Company Name	Currency
US04	04 Global Bike Inc	USD
US05	05 Global Bike Inc.	USD
US06	06 Global Bike Inc.	USD
US08	08 Global Bike Inc.	USD
US10	10 Global Bike Inc.	USD
US20	20 Global Bike Inc.	USD
US30	30 Global Bike Inc.	USD
US90	90 Global Bike Inc	USD

8. Click on **US##** (## *Global Bike Inc.*) to select it. In the *Finance* area, enter **1200000** (Trade receivables) as the *reconciliation account* and **001** (posting date) as the *sort key*. Also add **0001** (payable immediately Due net) as the *payment terms*.

US##
1200000
001
0001

Finance

Accounting	Interest Calculation	Payment Data
Reconciliation Account: 1200000	Interest Indicator: 	Payment Terms: Payable immediately Due net (0001)
Head Office: 	Calculated To: MM/dd/yyyy	Credit Memo Payment Terms:
Sort Key: Posting date (001)		Tolerance Group:
Planning Group: 		Known/Negotiated Leave:
Value Adjustment: 		Payment History Record: ☐

9. Select **Apply** to save the entry. You can save the customer role by clicking on **Apply**.

Note The general role of the business partner documents the name and address of the business partner. The general role data is relevant for sales and for accounting. To avoid data redundancy, they are stored on a client-specific basis. They apply to all organizational units of a client.

10. To enter sales data for the customer, you must assign a new business partner role to it. To do this, select the *Roles* tab. There, select again **Create** to create a new row in the Business Partner Role area.

Roles

☐ 01/11/2023 12/31/9999

11. In the empty Business Partner Role field, click on icon. In the pop-up (Select: BP Role), search for **Customer** and then select the **FLCU01 – Customer**.

Customer
FLCU01 – Customer

Select: BP Role

BP Role: Role Description:

Items (5)

BP Role	Role Description
FLCU00	FI Customer
FLCU01	Customer
TR0603	Partner w. Customer Acct
TR0605	Owner (Customer)
VLC001	End Customer

Cancel

12. Click at the end of the line to maintain more details. Switch to the Sales Areas tab to maintain your customer's sales area data. Since currently no data exists, select the button

Sales Areas

Sales Areas

Sales Organization	Distribution Channel	Division	Delivery Block	Billing Block	Order Block
No data found.					

13. In the *Sales organization* field, click on the icon. In the pop-up (Select: Sales Organization), enter **US##** as the *sales organization*, **WH** (wholesale) as the *distribution channel*, and **AS** (accessories) as the *division*. Then press .

US##
WH
AS

Select: Sales Organization

Sales Organization: Sales Organization Description:

Distribution Channel: Distribution Channel Description:

Division: Division Description:

Items (52)

Sal...	Di...	Di...	Sales Organization Description	Distribution Channel Description	Division Description
--------	-------	-------	--------------------------------	----------------------------------	----------------------

14. Click **## Global US** to apply the entry. The fields will be filled accordingly in the General Data.

Global US

15. Select the *Sales Area Details* tab. In the Sales Orders area, enter **US0003** as *sales district* and make sure that **USD** is specified as the *currency*.

Sales Orders
US0003
USD

Sales Orders

Sales District:
Southeast USA (US0003)

Customer Group:

Sales Office:

Sales Group:

Account At Customer:

Order Probability in Percentage:

Item Proposal:

ABC Class:

PP Customer Procedure:

Currency:
United States Dollar (USD)

Exchange Rate Type:

16. In the *Billing* section, enter **FOB** (Free on Board) as the *Incoterms* and **Miami** as the *Incoterms Location 1*. Also add **0001** (payable immediately Due net) as *payment terms*.

FOB
Miami
0001

Incoterms (**I**nternational **C**ommercial **T**erms) are internationally recognized terms of delivery published by the International Chamber of Commerce (ICC) for international trade law.

Billing

Invoice Dates:

Incoterms Version:

Incoterms:
Free on board (FOB)

Incoterms Location 1:
Miami

Incoterms Location 2:

Payment Terms:
Payable immediately Due net (0001)

Payment Guarantee Procedure:

Invoice List Schedule:

17. In the *Shipping* section, select **Normal item** from the drop-down list as the *delivery priority* and **Standard** as the *shipping conditions*. Enter **MI##** (Miami) as the *delivery plant*.

Normal item
Standard
MI##

Shipping

Delivery Priority:

Normal item

Delivery Plant:

Shipping Conditions:

Standard

Order Combination:

☐

18. In the *accounting* section, select **Domestic Revenues** as the *account assignment group*. In the last area of this input mask *Pricing and statistics* select as *price group*, **bulk buyers** and enter as *customer pricing procedure* **1** (standard). Compare your entries with the following screenshots and confirm your entries with Enter. Under *Partial Deliveries*, maintain *Partial Deliveries Per Item*: **Partial delivery allowed**.

Domestic Revenues

Bulk buyer
1

Partial delivery allowed

Accounting

Account assignment group:

Domestic Revenues

Partial Deliveries

Partial Delivery Per Item:

Partial delivery allowed

Complete Delivery Required:

☐**Pricing and Statistics**

Price Group:

Bulk buyer

Customer Pricing Procedure:

Standard (1)

19. Then select the *Taxes* section. Enter the *tax classification* **0** (no tax) for all three tax categories.

Taxes

0

Taxes

Sales Area Taxes (3)

Search



Paste



Country	Tax Category	Tax Classification	
US	UTXJ	0	>
US	UTX2	0	>
US	UTX3	0	>

20. Select **Apply** to save your adjustments as a draft. Then press **Apply** to finish editing the customer role. To finally save the business partner, click on **Create**

21. The SAP system creates the master data record for the new Business Partner and assigns a unique business partner number. Make a note of BP number, which you can find in the header area.



The screenshot shows the SAP Business Partner master data record for '30 DC Bikes'. The business partner number '1003193' is highlighted in a red box. The record includes the following details:

- Grouping: Internal number assignment (0001)
- Business Partner Category: Organization (2)
- Standard Address: 1300 Pennsylvania 20003 Washington DC US
- Standard Communication

Business partner
number (Customer)

.....

22. Click on  to return to the SAP Fiori Launchpad.



III.3.3 Create Pricing Conditions

Task Assign a selling price to all trading goods.

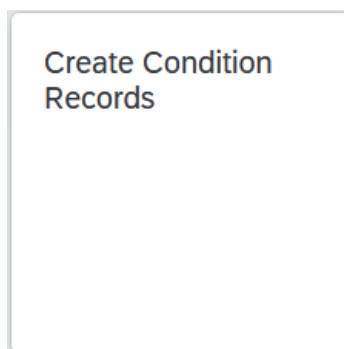
Time 10 min

In this task, you assign a selling price to all your trading goods. Notice that the selling prices are different from moving average prices within your material master data. Moving average prices are updated from buying the material (procurement). They are the average costs that we pay for an item. Pricing is used to determine the amount of internal costs and overall prices for customers or vendors

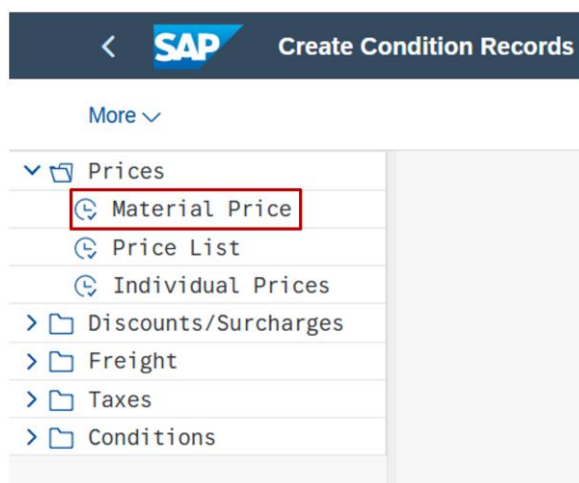
Motivation

1. In the *Customizing* section, open the Create Condition Records app.

Menu Path



2. In the *Create Condition Records* screen, follow the menu path *Prices* ► *Material price*.



3. In the *Create Condition Records: Overview* screen, double-click on *CnTy SOrg. DChl Material*.

4. In the *Create Conditions Records: Fast Entry* screen, check that the *Sales Organization* is **US##** and the *Distribution Channel* is **WH**.

US##
WH

5. Enter the following information:

Condition type	Material	Amount	Unit
Price (PR00)	Your Elbow Pads (EPAD01##)	75	United States Dollar (USD)
Price (PR00)	Your Road Helmet (RHMT01##)	50	United States Dollar (USD)
Price (PR00)	Your Repair Kit (RKIT01##)	32	United States Dollar (USD)
Price (PR00)	Your Off-Road Helmet (OHMT01##)	50	United States Dollar (USD)
Price (PR00)	Your Knee Pads (KPAD01##)	75	United States Dollar (USD)

Con...	Material	Ste Description	P... Amount	Unit
PR00	EPAD0130		75 USD	
PR00	RHMT0130		50 USD	
PR00	RKIT0130		32 USD	
PR00	OHMT0130		50 USD	
PR00	KPAD0130		75 USD	

6. Click on **Save**. You will receive the following message:
✔ Condition records saved

7. Click on **Exit** to return to the Fiori Launchpad.



Phase III.4 – Process Execution

Task Execute an end-to-end fulfillment process in the SAP system.

Time 50 min

Short Description Test your system configuration by creating sales transactional data.

Name (Position) Sarah Garcia (Business Analyst 2)

After organizational data (enterprise structure & process configuration) and master data have been implemented in S/4HANA, it is time to test the system by creating transactional data.

Scenario setting



Project structure

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III.4.1 Create Sales Quotation

Task Create a sales quotation in the newly configured system.

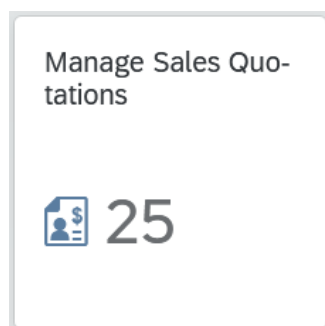
Time 10 min

In this task, you create a  *sales quotation* for your customer. This task is a response to an inquiry from a customer. It involves creating a quotation and forwarding it to the customer. A quotation is a formal statement that contains specific information about a good or service.

Motivation

1. To create a sales quotation, click *Manage Sales Quotations* app in the *Sales and Distribution* section in the *Sales Representative* role.

Fiori App



2. If you want for a list of all available quotations to be displayed, press . If you want to attend to the customer's request, press [Create Quotation](#).

3. In the *Create Quotations* screen, enter the following information:

Attribute	Data value
Quotation Type	QT
Sales Organization	US##
Distribution Channel	WH
Division	AS

QT
US##
WH
AS

<

 Create Quotations

More ▾

* Quotation Type:

QT

Organizational Data

Sales Organization:

US30

30 Global US

Distribution Channel:

WH

Wholesale

Division:

AS

Sales Office:

Sales Group:

- Click on .
- In the *Create Quotation: Overview* screen, enter the following information:

Attribute	Data value
Sold-To Party:	<i>Your ## DC Bikes (Washington DC)</i>
Cust. Reference	<i>0##</i>
Cust. Ref. Date	<i>current date</i>
Valid To	<i>One month from current date</i>

```
## DC Bikes
0##
current date
One month from current
date
```

<

SAP

Create Quotation: Overview

🔍

🔗

📄

👤

Σ

More

Quotation:

Net Value:

Sold-To Party:

Ship-To Party:

Cust. Reference:

Cust. Ref. Date:

Sales

Item Overview

Item detail

Ordering party

Procurement

Shipping

Reason for rejection

Valid From:

Valid To:

* Req. Deliv.Date:

Expect.Ord.Val.:

6. Then enter the following information in the *Item Overview* tab:

Item Overview

Material	Order Quantity
Your Elbow Pads (EPAD10##)	20
Your Road Helmet (RHMT10##)	15
Your Repair Kit (RKIT10##)	12
Your Off-Road Helmet (OHMT10##)	10
Your Knee Pads (KPAD10##)	5

SAP Create Quotation: Overview

68 More ▾

Quotation: Net Value:

Sold-To Party:

Ship-To Party:

Cust. Reference: Cust. Ref. Date:

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

Valid From: Valid To:

* Req. Deliv.Date: Expect.Ord.Val.:

All Items

Item	Material	Req. Segment	Order Quantity	SU	Alt itm
☐	EPAD0130		20		
☐	RHMT0130		15		
☐	RKIT0130		12		
☐	OHMT0130		10		
☐	KPAD0130		5		

- Click on . You will receive a message that says:
 Quotation 20000026 has been saved. Save the quotation number as a note for later use.

Quotation number
.....

Click on to return to SAP Fiori Launchpad.

5

III.4.2 Create Sales Order

Task Create a sales order referencing to a sales quotation.

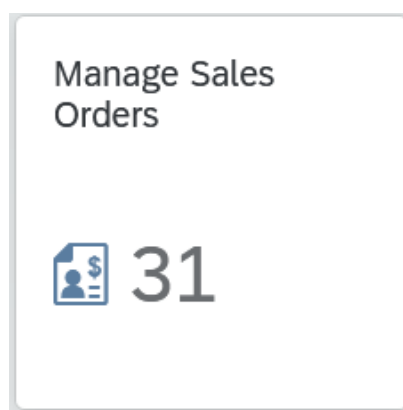
Time 15 min

In this task, you create a **G** sales order from a sales quotation created in the previous task. The system copies all relevant data from the referenced document.

Motivation

1. To create a sales order, click on *Manage Sales Orders* app in the *Sales and Distribution* section in the *Sales Representative* role.

Fiori App



2. If you want for a list of all existing sales orders, press **Go**. If you want to create a sales order for the verified quotation, click on

[Create Sales Order - VA01](#).

3. In the *Create Sales Documents* screen, enter **OR** (standard order) in the *Order Type* field. Click on [Create with Reference](#) to choose your quotation from the previous step. Therefore, in the following pop-up, please make sure that the *Quotation* tab has open. Enter your **Quotation Number** in the *Quote. Field*.

OR

Quotation Number

Note Alternatively, if you forget your quotation number, click on the *Quote* field and then click on the  icon. In the *Sales document according to customer PO number* tab, enter your customer reference number (**0##**).

0##

Then click on **Find** and double-click to select your order. Your quotation number will be added accordingly.

Create with Reference

Inquiry

Quotation

Order

Contract

SchedAgree

BillDoc

Quot.: 20000026

Requested Deliv.Date:

4. Click on  to copy the information from the quotation to the standard order. Note that due to the discounts granted in the quotation, the net value has been reduced.

5. In the *Create standard order: Overview*, enter **10##** as the *customer reference* and **One Week from current date** as the *requested delivery date*.

< SAP Create Standard Order: Overview

68      More

Standard Order:

Net Value: 3,509.00 USD

Sold-To Party: 1003193 30 DC Bikes / 1300 Pennsylvania / Washington DC DC 20003

Ship-To Party: 1003193 30 DC Bikes / 1300 Pennsylvania / Washington DC DC 20003

Cust. Reference: 1030 Cust. Ref. Date:

Sales

Item Overview

Item detail

Ordering party

Procurement

Shipping

Reason for rejection

* Req. Deliv.Date: D 01/18/2023

Complete Dlv.: ☐

Delivery Block:

Billing Block:

Pyt Terms: 0001 Pay immediately w/o deduction

Inco. Version:

Incoterms: FOB

Inco. Location1: Miami

Deliver.Plant:

Total Weight: 1,164 OZ

Volume: 0.000

Pricing Date: 01/11/2023

6. Click on  and you will get the following message:

 The default date is not copied into existing schedule lines

7. Then press **Enter**.

8. Click on the *information* - popup and you will get the following message:

 Standard Order 33 has been saved.

Save your standard order number as a note for the next step

Click on  to return to SAP Fiori Launchpad.

Standard-Order-Number

III.4.3 Create Outbound Delivery

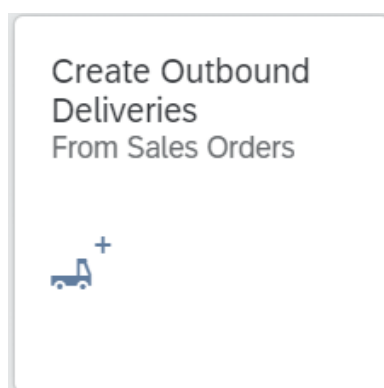
Task Create an outbound delivery to ship the order requested by your customer. **Time** 10 min

In this task, you ship the order that your customer requested by creating an **outbound delivery**. You can create a single outbound delivery for exactly one order, if you know the order number. Only the ordered items due for shipment will be included in the delivery. You can make changes to the shipping information if necessary, such as storage location.

Motivation

1. To create the *outbound delivery*, use the *Create Outbound Deliveries - From Sales Orders* app in the *Sales and Distribution* section in the *Warehouse Employee* role.

Fiori App



2. The app starts with a collapsed header. Expand this by clicking on .

Shipping processes are triggered by the creation of deliveries. The responsible organizational unit for creating outbound deliveries is the shipping point. The **shipping point** can be a loading ramp, a post office or a railway depot. Furthermore, the shipping point can, for example, consist of a group of employees responsible for urgent deliveries.

Shipping point

3. In the Create Outbound Deliveries screen, in the search mask, enter your **business partner number** (## DC Bikes) in the *Ship-to party* field.

Business partner number (Customer)

Note If you have forgotten your BP number, alternatively click on  icon in the *Ship-to party* field. A pop-up (*Ship-to party*) will open. In the *Full Name* field, enter **## DC Bikes** and **Washington DC** as the *City* and press .

DC Bikes
Washington DC

Ship-to party

Search and Select Define Conditions

Search 

Hide Filters 

Customer: Full Name: Street: Postal Code:

 :=30 DC Bikes 

City: Country/Region Key: Authorization: Account group:

 :=Washington DC 

Items (1)

☐	Customer	Full Name	Street	Postal Code	City
☐	1003193	30 DC Bikes	1300 Pennsylvania	20003	Washington DC

4. Select the sales orders and choose the button .

<  Create Outbound Deliveries ▾

Standard* ▾ 

Filtered By (3): Ship-to party, Planned Creation Date, Relevant for TM

Sales Orders Due for Delivery (1)  Display Log Schedule Delivery Creation  

☒	Planned Creation Date	Sales Document	Planned GI Date	Priority	Shipping Point	Ship-To Party	Gross Weight
☒	01/11/2023	32	01/11/2023	Normal item (02)	30 SP Miami (M30)	30 DC Bikes (1003193)	1,164.000 >

5. You will see that the sales order is no longer available. You will receive a confirmation that your outbound delivery has been created.

Logs created: 1

Click  to return to the SAP Fiori Launchpad.

III.4.4 Post picking and goods issue

Task Create a goods issue for the shipment in the previous task.

Time 5 min

In this task, you create a picking and post your **G** goods issue. Creating the post goods issue (shipping) reduces unrestricted stock to reflect the quantity shipped. It also indicates a change in the ownership of the goods. In order to post goods issue, all necessary shipping activities must be completed. These activities include entering all necessary data in the outbound delivery.

Motivation

1. Use the *Manage Outbound Deliveries* app in the *Sales and Distribution* area in the *Warehouse Employee* role.

Fiori App



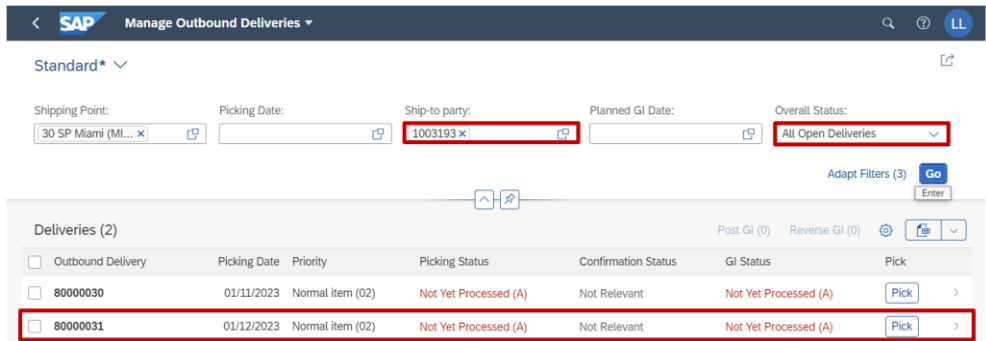
2. The app starts with a collapsed header. Expand it by clicking on . Enter your **business partner number** in the *Ship-to party* field.

Business partner
number (Customer)

Note: If you have forgotten your GP number, proceed as in the steps before.

3. Enter **MI##** as the *shipping point* and select **All Open Deliveries** as the *overall status*. To execute the search, click on . Your outbound delivery will now be displayed.

MI##
All Open Deliveries



4. You can see that neither picking nor goods issue has been processed yet. Click on the line to get more details.

<

SAP

Outbound Delivery ▾

80000031

Outbound Delivery

Ship-to party: 30 DC Bikes (1003193)

Overall Status: △ Open

Delivery Date

Sold-To Party: 30 DC Bikes (1003193)

Shipping Point: 30 SP Miami (MI30)

01/12/2023

General Information

Items

Business Partners

Process Flow

Attachments

Sales Organization:
30 Global US (US30)

Gross Weight:
1,164.000 OZ

Net Weight:
1,164.000 OZ

Volume:
—

Delivery Type:
Outbound Delivery (LF)

Picking Date:
01/12/2023

Transport Planning Date:
01/12/2023

Loading Date:
01/12/2023

Planned Goods Movement Date:
01/12/2023

Actual Goods Movement Date:
—

5. Return to the Manage Outbound Deliveries screen by clicking on . Then select  to start picking. The *Pick Outbound Delivery* app opens automatically. Your outbound delivery is already preselected.

Delivery Header

Delivery: 80000031

Actual GI Date: MM/dd/yyyy

Planned GI Date: 01/12/2023

6. In the *Delivery items* section, enter the corresponding quantities in the *Picking Quantity* field: For your EPAD01## 20, for your RHMT01## 15, for your RKIT01## 12, for your OHMT01## 10, for your KPAD01## 5.

20
15
12
10
5

Delivery Items (5)							
☐ Item	Material	Delivery Quantity		Picking Quantity		Serial Number Status	Picking Status
☐ 000010	30 Elbow Pads (EPAD0130)	20	EA	20	EA	◇	□
☐ 000020	30 Road Helmet (RHMT0130)	15	EA	15	EA	◇	□
☐ 000030	30 Repair Kit (RKIT0130)	12	EA	12	EA	◇	□
☐ 000040	30 Off Road Helmet (OHMT0130)	10	EA	10	EA	◇	□
☐ 000050	30 Knee Pads (KPAD0130)	5	EA	5	EA	◇	□

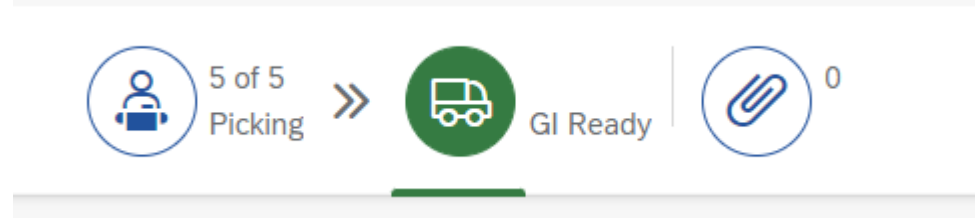
7. Picking is the process of preparing or staging goods for delivery to the customer, with particular attention to dates, quantity and quality.
8. At the end of the Elbow Pad row, select . In the *Delivery Item 1 of 5* screen, enter **TG##** (Trading Goods) in the *Storage location* field.

Picking

TG##

Material:	30 Elbow Pads (EPAD0130)
Gross Weight:	640 OZ
Net Weight:	640 OZ
Volume:	0
Plant:	30 DC Miami (MI30)
Storage Location:	TG30 
	30 Trading Goods
Storage Bin:	
Material Availability:	01/12/2023

9. Click on **Apply** and repeat this step for the materials **RHMT01##**, **RKIT01##**, **OHMT01##**, **KPAD01##**.
10. Back in the *Pick Outbound Delivery* screen, select **Save**. You will receive a corresponding message from the system. In addition, the page content changes. Picking is now complete and goods issue is ready.



11. Click on **Post GI** to post the goods issue. The page content changes again. Both picking and goods issue are now complete.

Click on **SAP** to return to the SAP Fiori Launchpad.



III.4.5 Create Invoice

Task Create a customer invoice for goods issue in the previous task.

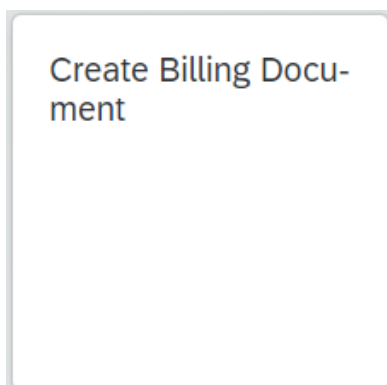
Time 5 min

In this task, you create a **G** *customer invoice* to send to your customer for the goods. Once the post goods issue has been generated, you can bill your customer for the shipped goods. A bill is also known as an invoice. It is a document that contains information about a transaction between a seller and a buyer. An invoice will consist of significant information like the price and date of a purchase.

Motivation

1. In the *Customzing* section, open the Create Billing Document app.

Menu path



2. In the *Create Billing Document* screen, enter your *Outbound Delivery Number* in the column *Document* and click on the **Save** icon.

 The screenshot shows the SAP 'Create Billing Document' interface. At the top is a dark blue header bar with the SAP logo and the title 'Create Billing Document'. Below the header is a navigation bar with icons and labels: 'Billing Due List', 'Billing Documents Overview', 'Selection List', 'Log', and 'More'. The main area is divided into sections. The 'Default Data' section contains four input fields: 'Billing Type' (a dropdown menu), 'Serv. Rendered' (a text field), 'Billing Date' (a text field), and 'Pricing Date' (a text field). Below this is the 'Docs to Be Processed' section, which contains a table with columns: 'Document', 'Item', 'SD Document Category', 'Processing Status', 'Billi...', and 'Cancelld Bill.Dc'. The first row of the table has a radio button in the 'Document' column, followed by the value '90000031', a magnifying glass icon, and empty cells for the other columns.

3. you will receive the following message:

✔ Document 90000028 has been saved.

4. Click on the **Exit** icon, to return to the Fiori Launchpad.



III.4.6 Receive Payment

Task Post a payment received from your customer.

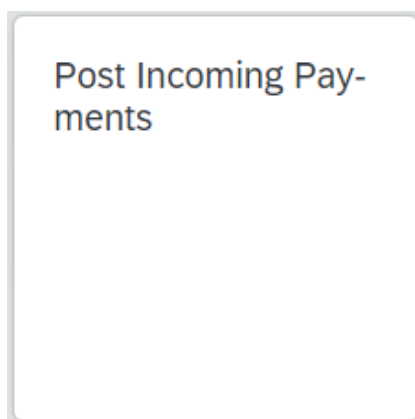
Time 5 min

In this task, you post the received **G** customer payment. Your customer has received the invoice and sent you, its payment. The incoming payment will be posted to the company's general ledger account. The general ledger is the company's main accounting records.

Motivation

1. In the *customizing* section, open the app *Post Incoming Payment*.

Menu path



2. In the *Post Incoming Payments: Header Data* screen, enter the following information:

Attribute	Data Value
Document Date	<i>Current Date</i>
Bank Account data	<i>Your Bank Account (1810000)</i>
Amount	<i>3509,00</i>
Company Code	<i>US##</i>
Currency/Rate	<i>USD</i>
Open item selection - Account	<i>Your ## DC Bikes (Customer number)</i>
Account type	<i>D</i>

Current Date
1810000
3509,00
US##
USD
Customer number
D

< **SAP** Post Incoming Payments: Header Data

✕ Cancel Selection Process Open Items More ▾

* Document Date: 01/12/2023 * Type: DZ * Company Code: US30
 * Posting Date: 01/12/2023 Period: * Currency/Rate: USD
 Document Number: Translatn Date:
 Reference: Cross-CC Number:
 Doc.Header Text: Trading Part.BA:
 Clearing Text:

Bank data

* Account: 1810000 Business Area:
 Amount: 3509
 Amt.in loc.cur.:
 Bank Charges: LC Bank Charges:
 Value date: Profit Center:
 Text: Assignment:

Open item selection **Additional selections**

Account: 1003193
 Account type: D ☐ Other Accounts
 Special G/L Ind: ☒ Standard Ols
☐ Other Bank Accounts
 Payt Advice No.:
☐ Distribute by Age
☐ Automatic Search
☐ Invoice Summary

☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Others

3. Click on the **Process Open Items** icon. You will receive a message that says:
 ✓ 1 items were selected
4. In the *Post Incoming Payments Process open items* screen, click on the **Post** icon.
5. You will receive a message that says:
 ✓ Document 1400000000 was posted in company code US30
6. Click on the **Exit** icon and then on **Yes** to return to the Fiori Launchpad.

Process Open Item