In class, please insert the following Transaction Codes into Favorites:

- **MMBE** – Stock Overview
- **VA01** – Create Sales Order
- **VL01N** – Create Outbound Delivery With Order Reference
- **VL02N** – Change Outbound Delivery
- **VF01** – Create Billing Document
- **F-28** – Post Incoming Payments
- **VA03** – Display Sales Order
- **FD10N** – Display Customer Balance
Introduction to Material Master

General Notes and Information

It is strongly recommended that you read through the entire exercise prior to starting. Not all instructions can be provided in a linear manner.

The following symbols are used to indicate important information as described below:

➡️ An arrow highlights an important instruction that must not be overlooked.
✔️ A pencil prompts you to write down an important piece of information.

Each student or group will be assigned a unique two-digit identifier. This identifier is used in all exercises to uniquely identify your data. Whenever you see ## in these exercises, replace it with your identifier.

➡️ Always work with your data- your vendor, your materials, your general ledger accounts, etc.

Business Process Overview

GBI uses the sales process to sell inventory acquired through the procurement process.

In this exercise you will review the master data relevant to sales.
In this step, you will view how much of your inventory you have in your plant.

Step 1.1: Navigate to the transaction to display inventory balance:

**Navigation**

Logistics → Materials Management → Physical Inventory → Environment → Stock Overview

Step 1.2: In the “Stock Overview: Company Code/Plant/Storage Location/Batch” screen, enter the following:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>Code for your DXTR110XX</td>
</tr>
<tr>
<td>Plant</td>
<td>Code for your Miami Plant</td>
</tr>
</tbody>
</table>

(Q EXECUTE)

Q1: How many DXTR Mountain Bikes are in unrestricted stock?
Step 2. Create Sales Order

Navigate to the transaction to create sales order:

- **Q2:** What is the transactions code to create a Sales Order?
- **Q3:** What is the transaction code to change a Sales Order?
- **Q4:** What is the transaction code to display a Sales Order?

In the “Create Sales Order: Initial Screen” enter the following information:

**Step 2.1**
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order type</td>
<td>Standard Order (OR1)</td>
</tr>
<tr>
<td>Sales Organization</td>
<td>UE##</td>
</tr>
<tr>
<td>Distribution channel</td>
<td>Wholesale</td>
</tr>
<tr>
<td>Division</td>
<td>Accessories</td>
</tr>
</tbody>
</table>

In the “Create Standard Order: Overview” screen, enter the following data:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Req. Deliv. Date</td>
<td>Current Date</td>
</tr>
<tr>
<td>Sold to Party</td>
<td>30XX</td>
</tr>
<tr>
<td>PO number</td>
<td>30XX</td>
</tr>
<tr>
<td>Material</td>
<td>DXTR110XX</td>
</tr>
<tr>
<td>Order Quantity</td>
<td>40</td>
</tr>
</tbody>
</table>

(ENTER).

If a warning about Default date not copied into existing schedule lines, confirm twice the pop-up by clicking (ENTER).

Verify details by looking over the Sales Order.

(SAVE). If the system complains about the default date, hit (ENTER) twice.

The system generates a document number for the Sales Order, which is displayed on the screen as: “Standard Order _________ has been saved”
Q5: How much is the Net Value?

Q6: What is your sales order number?

Q7: How many Bikes are in unrestricted stock after the sales order?

Q8: What Philly Bike’s debit balance?

Review Order Status

Look at the Document Flow in VA03. Go to the top of the screen and choose:
**Environment → Display Document Flow.** This screen displays the current status of the order. Throughout the exercise, you will view the document flow to see how the status changes as we complete more of the process steps.

In this step, you will prepare shipment for the sales order you received by picking and packing the appropriate goods from storage.

Step 3: Pick and pack material for the order

In this step you will pick and pack the order and prepare it for shipment.

Step 3.1 – Navigate to the transaction to prepare the shipment:

**Navigation**

Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Create → Single Document → With Reference to Sales Order
Q9: What is the transaction code to create an Outbound Delivery?

**Step 3.2 – In the “Create Outbound Delivery with Order Reference” screen enter the following information:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping point</td>
<td>Code for your Miami Plant</td>
</tr>
<tr>
<td>Selection date</td>
<td>The same requested delivery date entered in the Sales Order</td>
</tr>
<tr>
<td>Order</td>
<td>Order number of the sales (standard) order created above</td>
</tr>
</tbody>
</table>

(ENTER)

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

Enter the following information in the “Picking Tab” for each material:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plnt</td>
<td>Code for your Miami Plant</td>
</tr>
<tr>
<td>SLoc</td>
<td>Code for your Trading Goods (TGXX)</td>
</tr>
<tr>
<td>Picked Qty</td>
<td>Full order amount (although partial orders are allowed)</td>
</tr>
</tbody>
</table>

(SAVE)

Q10: What is your Outbound Delivery note number? 🍀

Q11: What is the standard order’s current status? 🍀

Q12: How many Bikes are in unrestricted stock after the Outbound Delivery step? 🍀

Q13: What is Philly Bike’s debit balance? 🍀

**Review Order Status**

Look at the Document Flow in transaction code VA03. Go to the top of the screen and choose: Environment ➔ Display Document Flow. This screen displays the current
status of the order. Throughout the exercise, you will view the document flow to see how the status changes as we complete more of the process steps.

**Step 4: Post Goods Issue (Ship goods)**

In this step, you will send the shipment of goods to fulfill your order to your customer.

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.

**Step 4.1 – Navigate to the transaction to send the shipment:**

<table>
<thead>
<tr>
<th>Navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Change → Single Document</td>
</tr>
</tbody>
</table>

**Q14:** What is the transactions code to Post the Goods Issue?

**Step 4.2 – In the “Change Outbound Delivery” screen enter the following information:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound Delivery</td>
<td>Enter the delivery note number from Step 5</td>
</tr>
</tbody>
</table>

(ENTER)
Select the \textbf{Post Goods Issue} button at the top of the “Outbound Delivery ####### Change: Overview” screen. The system returns a message indicating a (saved) change to the delivery note.

\section*{Review Order Status}

Look at the Document Flow in VA03. Go to the top of the screen and choose: \textbf{Environment \rightarrow Display Document Flow}. This screen displays the current status of the order. Throughout the exercise, you will view the document flow to see how the status changes as we complete more of the process steps.

Q15: What is the Outbound Delivery’s current status?  
Q16: How many Bikes are in unrestricted stock after the Post of Goods Issue step?  
Q17: What is Philly Bike’s debit balance?  

\section*{Step 5: Create & Send Invoice}

In this step, you will create and send an invoice to your customer.

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{invoice_flowchart}
\caption{Invoice Flowchart}
\end{figure}

Once the post goods issue has been generated, you can bill your customer for the shipped goods.

\section*{Step 5.1 – Navigate to the transaction to create & send the invoice:}

\textbf{Navigation}  
\url{Logistics \rightarrow Sales and Distribution \rightarrow Billing \rightarrow Billing Document \rightarrow Create}
Q18: What is the transaction code to create a billing document?

The system should select by default the last delivery document you created.

Step 5.2 – Highlight the line that displays your delivery document by clicking on the square button to the left of the line.

(ENTER) The system displays the customer and the materials listed in the delivery document along with total values to be billed. Note the Net Value of the billing items for Step 8.

(SAVE) The billing document number is displayed at the bottom of the screen.

In the real world you would be mailing this invoice to your customer.

Review Order Status

Look at the Document Flow in VA03. Go to the top of the screen and choose: Environment → Display Document Flow. This screen displays the current status of the order.

Q19: What was the document number for Customer Invoice?

Q20: What is the Accounting document’s current status?
Step 6. Receive Payment from the Customer

Throughout the exercise, you will view the document flow to see how the status changes as we complete more of the process steps.

In this step, you will receive payment from your customer and look over the check

This step has no SAP activity associated with it. You have now received a check from the customer:

YOUR FRIENDLY LOCAL BANK

123 Main Street                                      Date ____/____/________
Anywhere, MI 48710                                   No. 1357

Pay to the order of Global Bikes Inc.                 [Signature]

The check has been signed by the Accounts Payable manager for Philly Bike’s. When you receive this check, you must post the payment in GBI’s accounting records. This is done in the next step.
Step 7: Post the Customer Payment

In this step, you will post the payment you received from your sales order.

Your customer has received the invoice and sent you its payment. The payment will be posted to the company’s G/L account.

Common Problems/Issues

<table>
<thead>
<tr>
<th>Not entering the correct amount</th>
<th>Make sure the correct amount has been entered in the “Amount” field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Not Assigned” field’s value should be zero dollars “0.00.”</td>
<td>If Not Assigned is not 0.00, then click on $$ amount under the USD Gross column.</td>
</tr>
</tbody>
</table>

Step 7.1 – Navigate to the transaction to post payment:

Navigation

Accounting ➔ Financial accounting ➔ Accounts Receivable ➔ Document Entry ➔ Incoming Payments

Q23: What is the transaction code to post customer payment? ❄

Step 7.2 – In the “Post Incoming Payments: Header Data” screen enter the following:
“Bank data”:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Date Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document date</td>
<td>Today’s date</td>
</tr>
<tr>
<td>Company code</td>
<td>Code for your Company Code</td>
</tr>
</tbody>
</table>

“Open Item Selection”:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Code for your Cash Account</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount of the payment</td>
</tr>
</tbody>
</table>

Select Process open items

In this step you must double click on the "USD Gross amount" entries that apply ONLY to your own invoice/document number, until the "Not Assigned" dollar value at the bottom of the screen = 0.00.

Posting periods must be current to post in this transaction. If the “Not Assigned” dollar value is already zero, then you can click on (SAVE)

Review Order Status

Look at the Document Flow in VA03. Go to the top of the screen and choose: Environment ➔ Display Document Flow. This screen displays the current status of the order. Throughout the exercise, you will view the document flow to see how the status changes as we complete more of the process steps.

Q24: What is the Accounting document’s current status?

Q25: What is Philly Bike’s debit balance?

Q26: What is Philly Bike’s credit balance?

Q27: What is the Balance of Philly Bike’s account?