



South Carolina Enterprise Information System

Lesson 5: Managing Sales and Distribution (SD) Processes

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 5 Learning Objectives

- Upon completion of this lesson, you should be able to:
 - Understand how to review and prepare sales documents for year end.
 - Recognize the transactions used to review sales documents.
 - Understand the importance of shipping and billing in the same fiscal year.
 - Understand what reports are available to view open orders, picks, issues and billing.

SD - Open Orders

🔄 Sales Orders

- Review all Open Sales Orders (VA05). Choose Open Sales Orders in the Selection Criteria.

List Edit Goto Settings Environment System Help

List of Sales Orders

Disp.variants Further sel.criteria Organizational data Partner function...

Sold-to party
Material
Purchase order no.

Sales order data
Document Date To 05/10/2011

Selection criteria
 Open sales orders My orders
 All orders

SD - Open Orders

- The List of **OPEN** Sales Orders can be by creator or by agency.

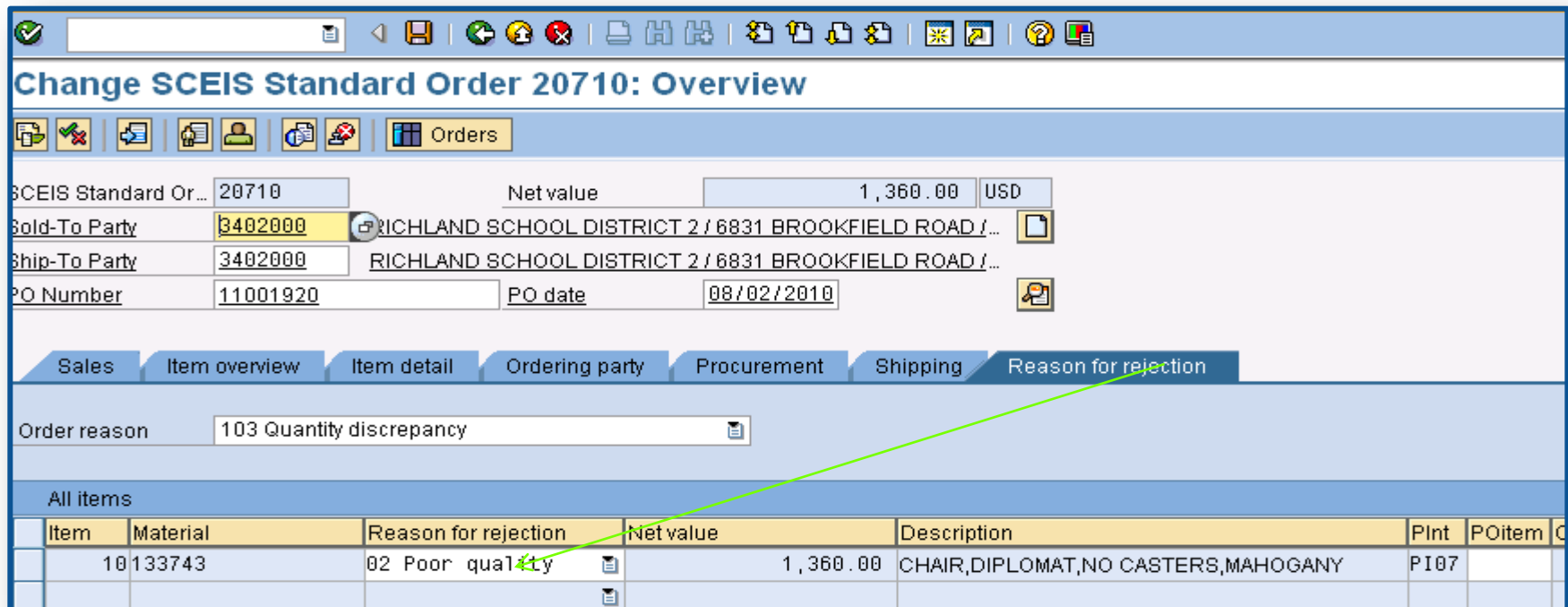
Open sales orders

Doc. date 00/00/0000 To 05/11/2011

SD Doc.	Item	SLNo	S	Description	SaTy	Doc. Date	ConfirmQty	PO Number	PO number	Batch	Valid from
25091	10	1		PHONE,DIGITAL,7405D01B,BLACK,REFURB	ZOR	03/22/2011	6	TEST ZPRS1	TEST ZPRS1		
25083	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	03/14/2011	2	dfs	dfs		
25071	10	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	02/14/2011	3	adfad	adfad		
25043	10			LABOR,PHONE,COLA	ZOR	02/04/2011	1.0	asas	asas		
25024	20	1		ADAPTER,HEADSET,ONE TOUCH,500A,REFURB	ZOR	11/16/2010	2	segwer	segwer		
25022	10			LABOR,PHONE,CHAS	ZOR	11/09/2010	10.0	titritriti	titritriti		
24880	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	3.5	15777-1	15777-1		
24876	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	2.0	15749-1 thru 3	15749-1 thru 3		
24872	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15830	15830		
24871	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15819	15819		
24870	10			LABOR,PHONE,CHAS	ZOR	10/06/2010	1.5	15568-1,2	15568-1,2		
24869	10			LABOR,PHONE,COLA	ZOR	10/06/2010	1.0	15816	15816		

SD – Open Orders

- To close an open sales order, you must do a "Reason for Rejection" in the sales order and save **OR** change the quantity in the sales order to the quantity shipped to the customer.



Change SCEIS Standard Order 20710: Overview

SCEIS Standard Or... 20710 Net value 1,360.00 USD

Sold-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

Ship-To Party 3402000 RICHLAND SCHOOL DISTRICT 2 / 6831 BROOKFIELD ROAD / ...

PO Number 11001920 PO date 08/02/2010

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




Order reason 103 Quantity discrepancy

All items

Item	Material	Reason for rejection	Net value	Description	Plnt	POitem
	10133743	02 Poor quality	1,360.00	CHAIR,DIPLOMAT,NO CASTERS,MAHOGANY	PI07	

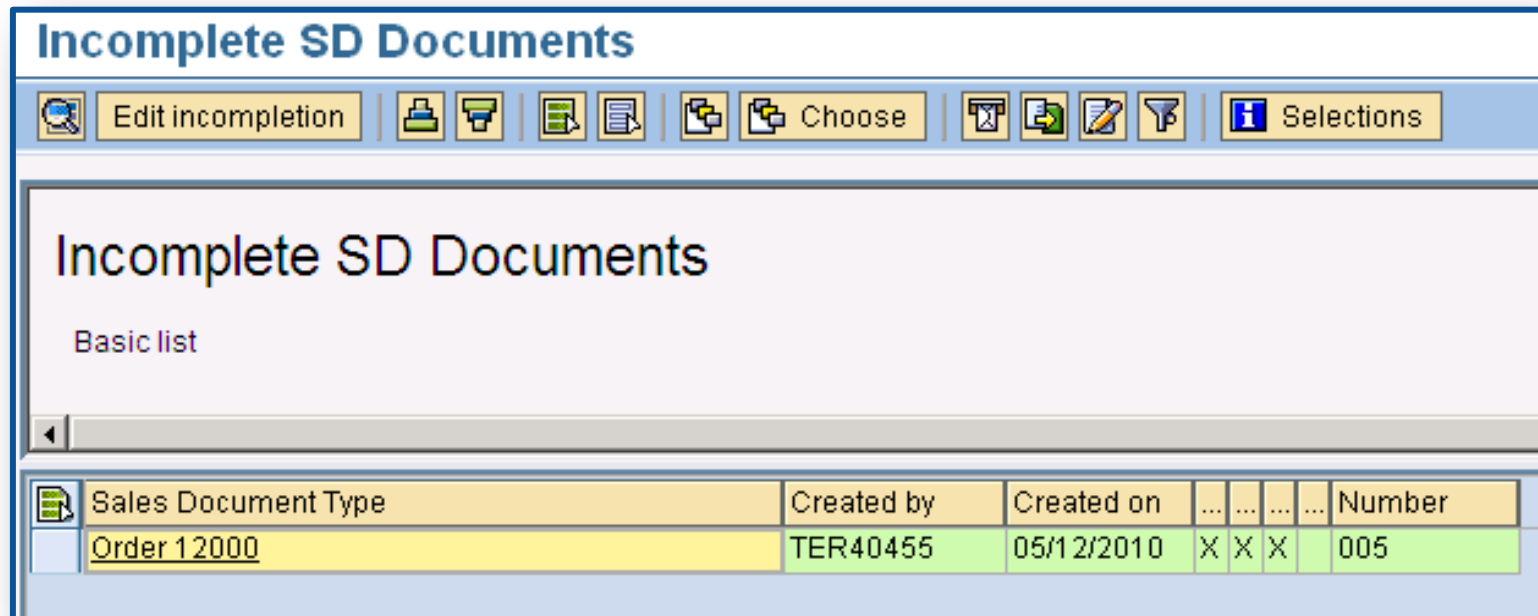
SD – Incomplete Sales Orders

- Review **Incomplete Sales Orders** in V.02 by agency or created by to determine reason order is incomplete and update or delete.

Incomplete SD Documents			
 			
Incompleteness			
<input checked="" type="checkbox"/> General			
<input checked="" type="checkbox"/> Delivery			
<input checked="" type="checkbox"/> Billing document			
<input checked="" type="checkbox"/> Price determination			
<input checked="" type="checkbox"/> No assignment			
Status group	<input type="text"/>	to	<input type="text"/>
Organizational data			
Sales organization	ZDOC	to	<input type="text"/>
Distribution channel	Z1	to	<input type="text"/>
Division	Z1 	to	<input type="text"/>
Sales office	<input type="text"/>	to	<input type="text"/>
Sales group	<input type="text"/>	to	<input type="text"/>
Document Information			
Created by	<input type="text"/>		
SD transaction	0	to	<input type="text"/>

SD – Incomplete Sales Orders cont.

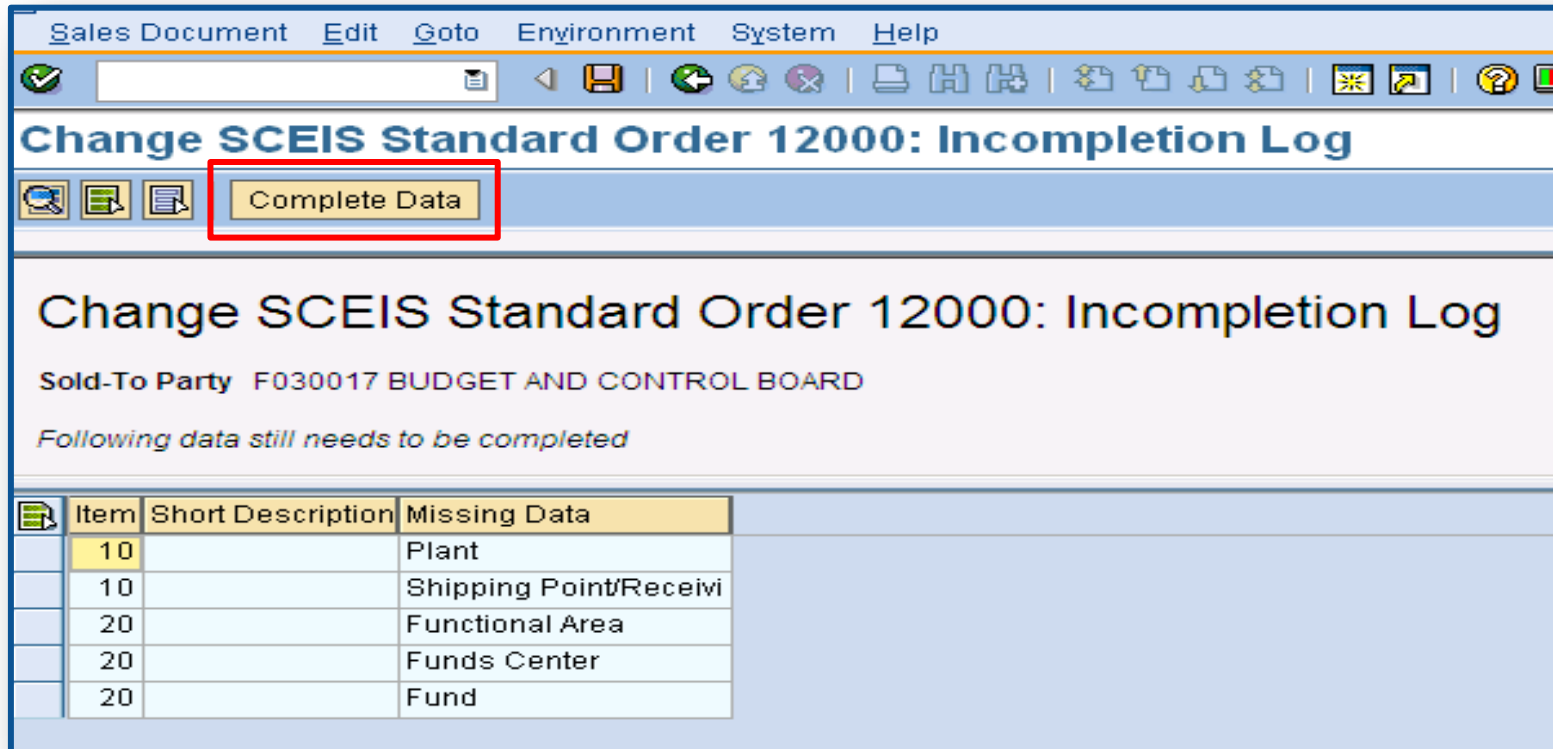
- Incomplete SD documents are shown and by clicking into the document the system details why the Sales Order is incomplete



Sales Document Type	Created by	Created on	Number
Order 12000	TER40455	05/12/2010	X	X	X		005

SD – Incomplete Sales Orders cont.

- Next click on “Complete Data” to complete the missing data.



The screenshot shows a software window titled "Sales Document" with a menu bar (Edit, Goto, Environment, System, Help) and a toolbar. The main content area is titled "Change SCEIS Standard Order 12000: Incompletion Log". Below the title bar, there are three icons (a magnifying glass, a list, and a document) and a button labeled "Complete Data" which is highlighted with a red rectangular box. Below this, the text "Change SCEIS Standard Order 12000: Incompletion Log" is repeated, followed by "Sold-To Party F030017 BUDGET AND CONTROL BOARD" and the instruction "Following data still needs to be completed". At the bottom, there is a table with three columns: "Item", "Short Description", and "Missing Data".

Item	Short Description	Missing Data
10		Plant
10		Shipping Point/Receivi
20		Functional Area
20		Funds Center
20		Fund

SD – Picking and Issuing

- VL06O - Review all open pick requests and open issues. Complete or delete.

Outbound Delivery Monitor

Display Variants Only inbound deliveries Only outbound deliveries All deliveries

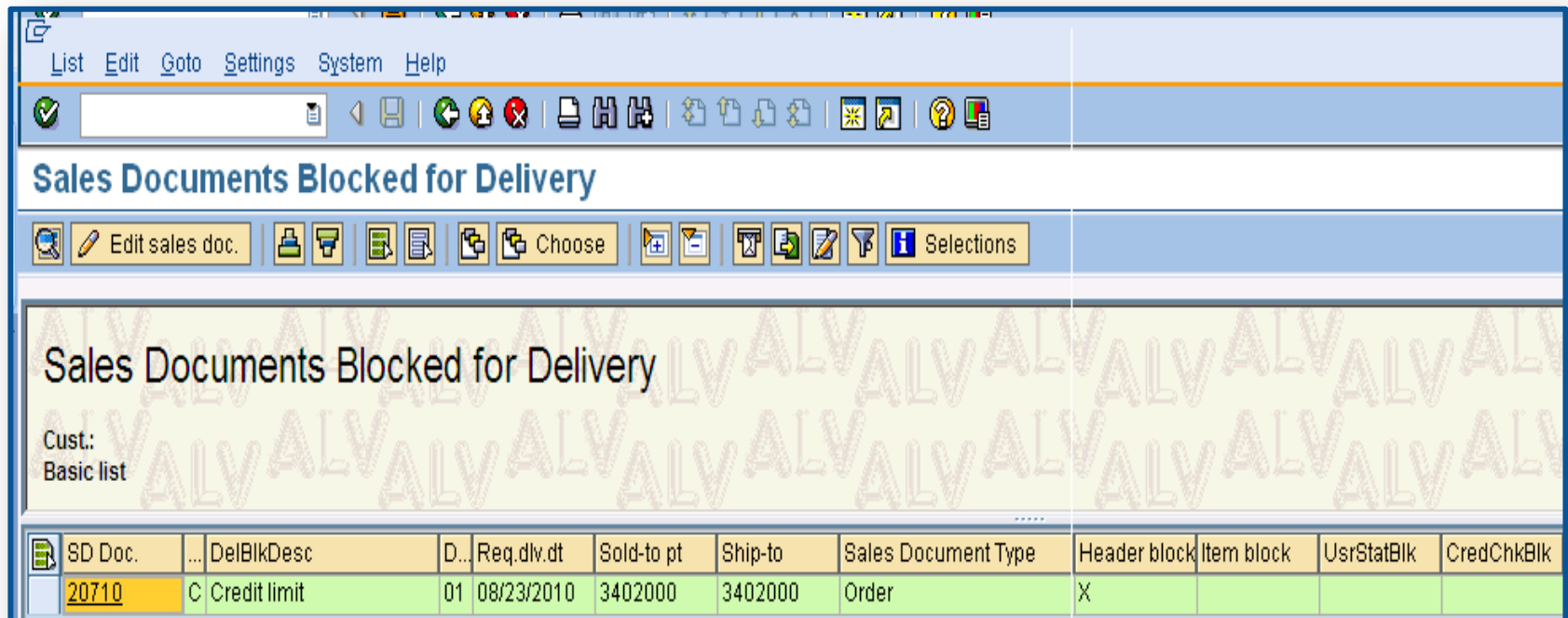
Outbound Deliveries

Selection Type

- For Checking
- For Distribution
- For Picking**
- For Confirmation
- For Loading
- For Goods Issue
- For Transport. Planning
- List Outbound Deliveries

SD – Blocked for Delivery

- 🌀 Sales Orders blocked for **Delivery – VA14L**. This can be edited by double clicking on the sales order or the line item can be deleted in VA02.



The screenshot shows the SAP 'Sales Documents Blocked for Delivery' screen. The title bar includes 'List Edit Goto Settings System Help'. The main area displays the title 'Sales Documents Blocked for Delivery' and a 'Cust.: Basic list' field. Below this is a table with columns for SD Doc., DelBlkDesc, D... Req.dlv.dt, Sold-to pt, Ship-to, Sales Document Type, Header block, Item block, UstrStatBlk, and CredChkBlk. The first row of data shows SD Doc. 20710, DelBlkDesc C Credit limit, D... Req.dlv.dt 01 08/23/2010, Sold-to pt 3402000, Ship-to 3402000, Sales Document Type Order, Header block X, Item block, UstrStatBlk, and CredChkBlk.

SD Doc.	DelBlkDesc	D... Req.dlv.dt	Sold-to pt	Ship-to	Sales Document Type	Header block	Item block	UstrStatBlk	CredChkBlk
20710	C Credit limit	01 08/23/2010	3402000	3402000	Order	X			


SD – Sales Contracts


- 🌀 VA45- Review all **Open** Sales Contracts
- 🌀 V.06- Review all **Incomplete** Sales Contracts.
Are they still valid?

SD – Billing (VF04)

- VF04 - Review all open Billing Documents related to Sales Orders. Be certain there are no billing documents awaiting release to accounting. All shipments made by June 30th must be billed by that date.

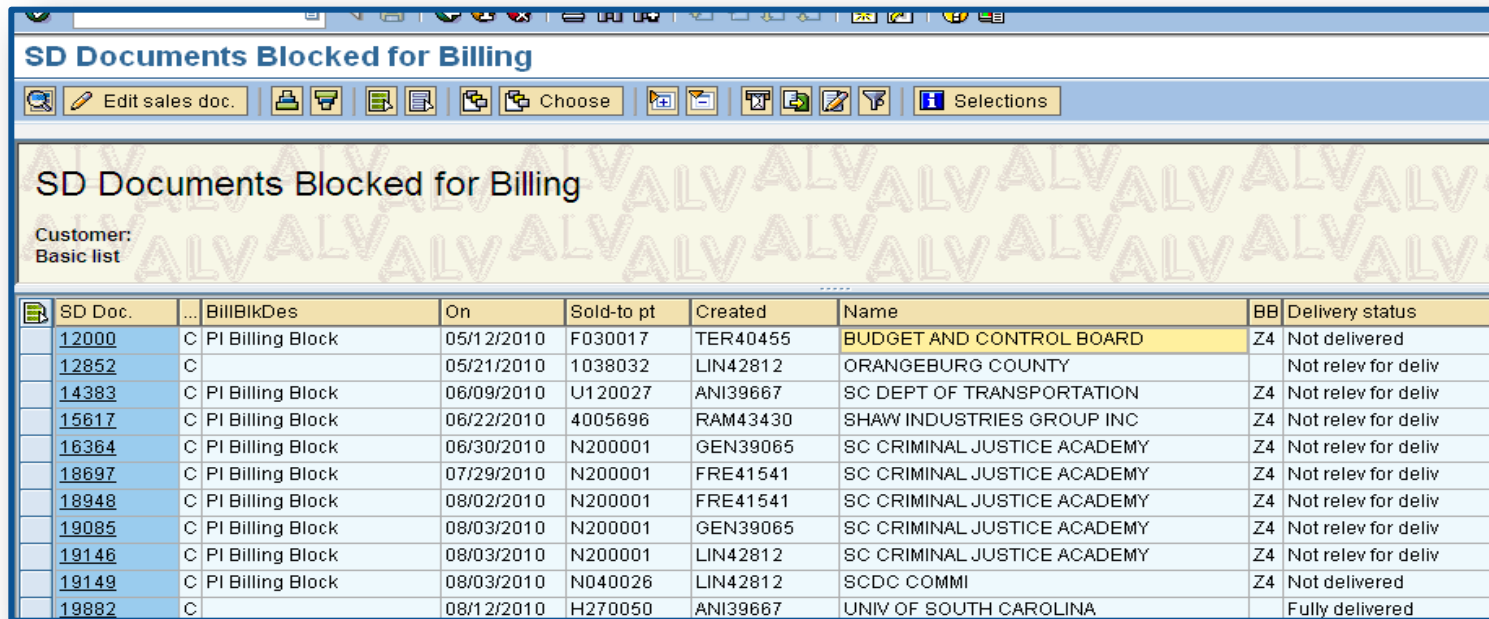
SD – Billing (VFX3)

- 
VFX3- Release Billing Documents for Accounting This allows you to view billing documents that are due to be released to accounting.

List Edit Goto Settings System Help											
Release Billing Documents for Accounting											
											
SOrg.	Payer	BIcat	Billing Date	BIIT	Created by	Created on	Sold-to pt	Bill.Doc.	Ps...	S	Char
ZD...	1040040	L	06/28/2010	F2	RAM43430	10/05/2010	1040040	90024829	N	X	Delivery-related billing document
ZDOC	J040044	L	07/27/2010	F2	RAM43430	10/05/2010	J040044	90024856	N		Delivery-related billing document
ZDOC	3402000	L	10/05/2010	F2	TER40455	10/07/2010	3402000	90025007			Delivery-related billing document
ZDOC	N040026	L	08/12/2010	F2	RFERGUSON	01/26/2011	N040026	90025084	N		Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025163			Delivery-related billing document
ZDOC	N040026	L	08/30/2010	F2	RFERGUSON	03/08/2011	N040026	90025164			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025165			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025166			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025167			Delivery-related billing document
ZDOC	H630029	L	09/01/2010	F2	RFERGUSON	03/08/2011	H630029	90025168			Delivery-related billing document

SD – Billing (VF05 and V23)

- VF05 – Review All Pending and Open Billing Documents
- V23 -Review All SD Documents Blocked for Billing by clicking on Edit Sales Doc



The screenshot shows the SAP 'SD Documents Blocked for Billing' interface. The title bar reads 'SD Documents Blocked for Billing'. Below the title bar is a toolbar with icons for 'Edit sales doc.', 'Print', 'List', 'Copy', 'Paste', 'Choose', 'New', 'Open', 'Save', 'Delete', 'Filter', and 'Selections'. The main area displays a table of SD Documents Blocked for Billing. The table has columns for SD Doc., BillBikDes, On, Sold-to pt, Created, Name, BB, and Delivery status. The table contains 13 rows of data.

SD Doc.	BillBikDes	On	Sold-to pt	Created	Name	BB	Delivery status
12000	C PI Billing Block	05/12/2010	F030017	TER40455	BUDGET AND CONTROL BOARD	Z4	Not delivered
12852	C	05/21/2010	1038032	LIN42812	ORANGEBURG COUNTY		Not relev for deliv
14383	C PI Billing Block	06/09/2010	U120027	ANI39667	SC DEPT OF TRANSPORTATION	Z4	Not relev for deliv
15617	C PI Billing Block	06/22/2010	4005696	RAM43430	SHAW INDUSTRIES GROUP INC	Z4	Not relev for deliv
16364	C PI Billing Block	06/30/2010	N200001	GEN39065	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
18697	C PI Billing Block	07/29/2010	N200001	FRE41541	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
18948	C PI Billing Block	08/02/2010	N200001	FRE41541	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19085	C PI Billing Block	08/03/2010	N200001	GEN39065	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19146	C PI Billing Block	08/03/2010	N200001	LIN42812	SC CRIMINAL JUSTICE ACADEMY	Z4	Not relev for deliv
19149	C PI Billing Block	08/03/2010	N040026	LIN42812	SCDC COMMI	Z4	Not delivered
19882	C	08/12/2010	H270050	ANI39667	UNIV OF SOUTH CAROLINA		Fully delivered

- 🔄 If the sales order was shipped in the current fiscal year, the billing must be completed in the current fiscal year**

SD - Transaction Codes to Remember



- 🌀 VA05 - Review all **OPEN** Sales Orders
- 🌀 V.02 - Review **INCOMPLETE** Sales Orders
- 🌀 VL06O - Review all **Open** Picking & Goods Issue Requests.
- 🌀 VA14L- Review any SD Documents **Blocked for Delivery**
- 🌀 VA45 - Review All **OPEN** Order Sales Contracts
- 🌀 V.06 - Review All **INCOMPLETE** Sales Contracts

SD – Billing Transaction Codes

- VF04 – Review All **OPEN Billing Documents** related to Sales Orders
- VFX3 - **Release Open Billing Documents** for Accounting
- VF05 - Review **All Pending and Open Billing Documents**
- V23 - Review All SD Documents **Blocked for Billing**

SD Sales Orders Carryforward

- 🔄 **A Sales Order can roll forward to the new year by using ZFMJ2**

Lesson 5 Summary

- 🌀 You should now be able to:
 - Understand how to review and prepare sales documents for year end.
 - Recognize the transactions used to review sales documents.
 - Understand the importance of shipping and billing in the same fiscal year.
 - Understand what reports are available to view open orders, picks, issues and billing.