SAP Tutorials

Sales
Procurement
Production

Ryan Wilcauskas

V 0.9

Tutorial 0
Familiarization with the SAP Interface

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

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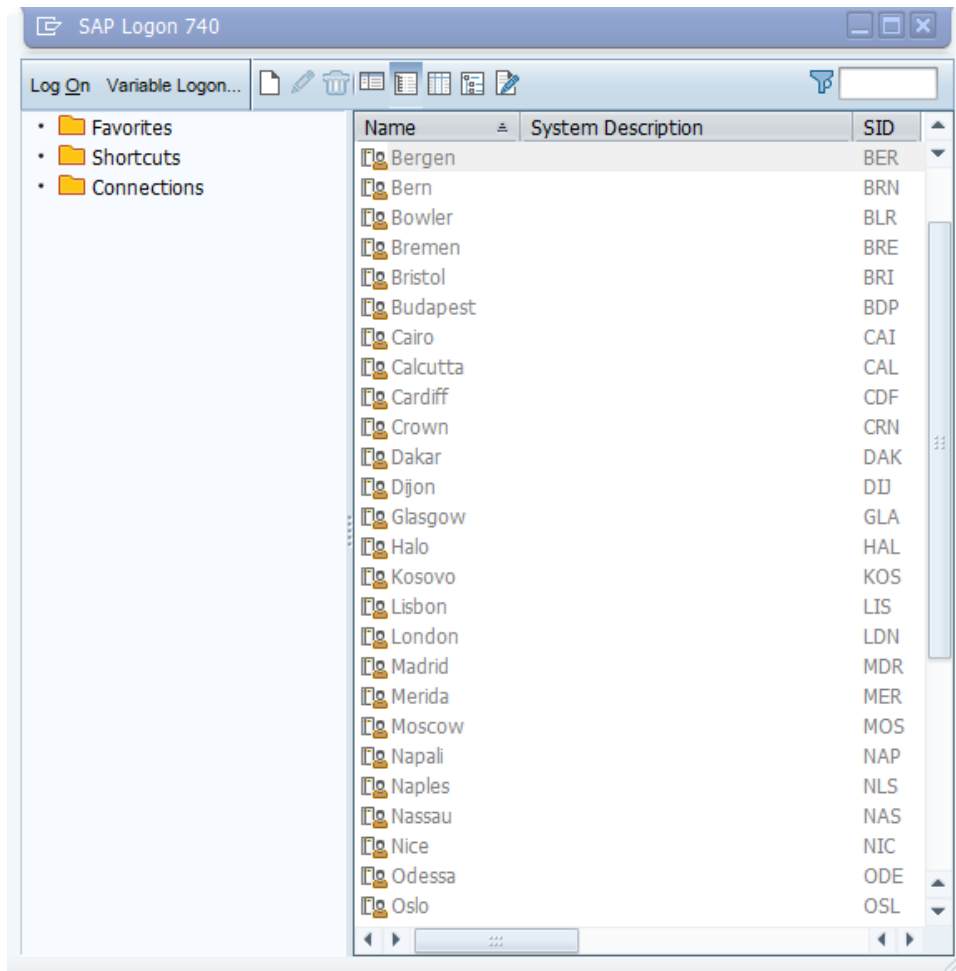
STEP 1: LOGGING INTO SAP

Your instructor will provide your login details needed to login to SAP.

Step 1.1: Click on the "SAP Logon Button" shown in Figure 0-1.
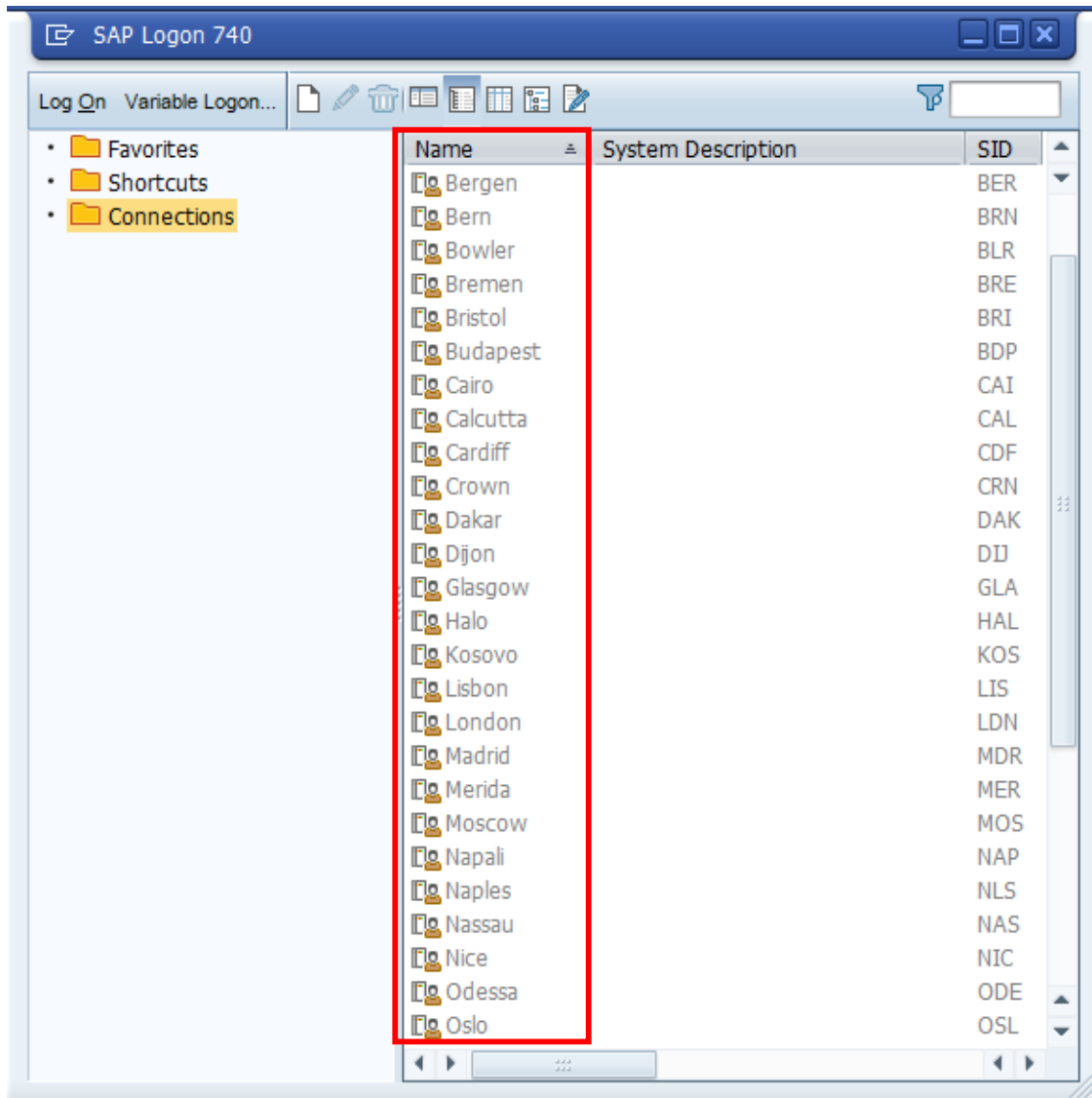

Tutorial Figure 0-1: SAP Logon Button

This will bring up the following screen. The "Name" column indicates the name of the server.

Tutorial Figure 0-2: SAP Logon Window

Step 1.2: Click on the Server Name

Click on the Server Name provided by your instructor by double clicking the appropriate name from the list of Connections.

Tutorial Figure 0-3: SAP Client Login List

Step 1.3: Client Number, Your GBI-###, Password

Type in the client number, your GBI-### (where ### is your GBI Number), and your password in the Password field. This information will be given to you by your instructor.

Clicking inside of a field will highlight it yellow and put a red outline around each corner of the field. Note that the [   ] is part of the Tutorial instructions and will not appear in the SAP system. The [   ] is used to indicate which field you need to type in.
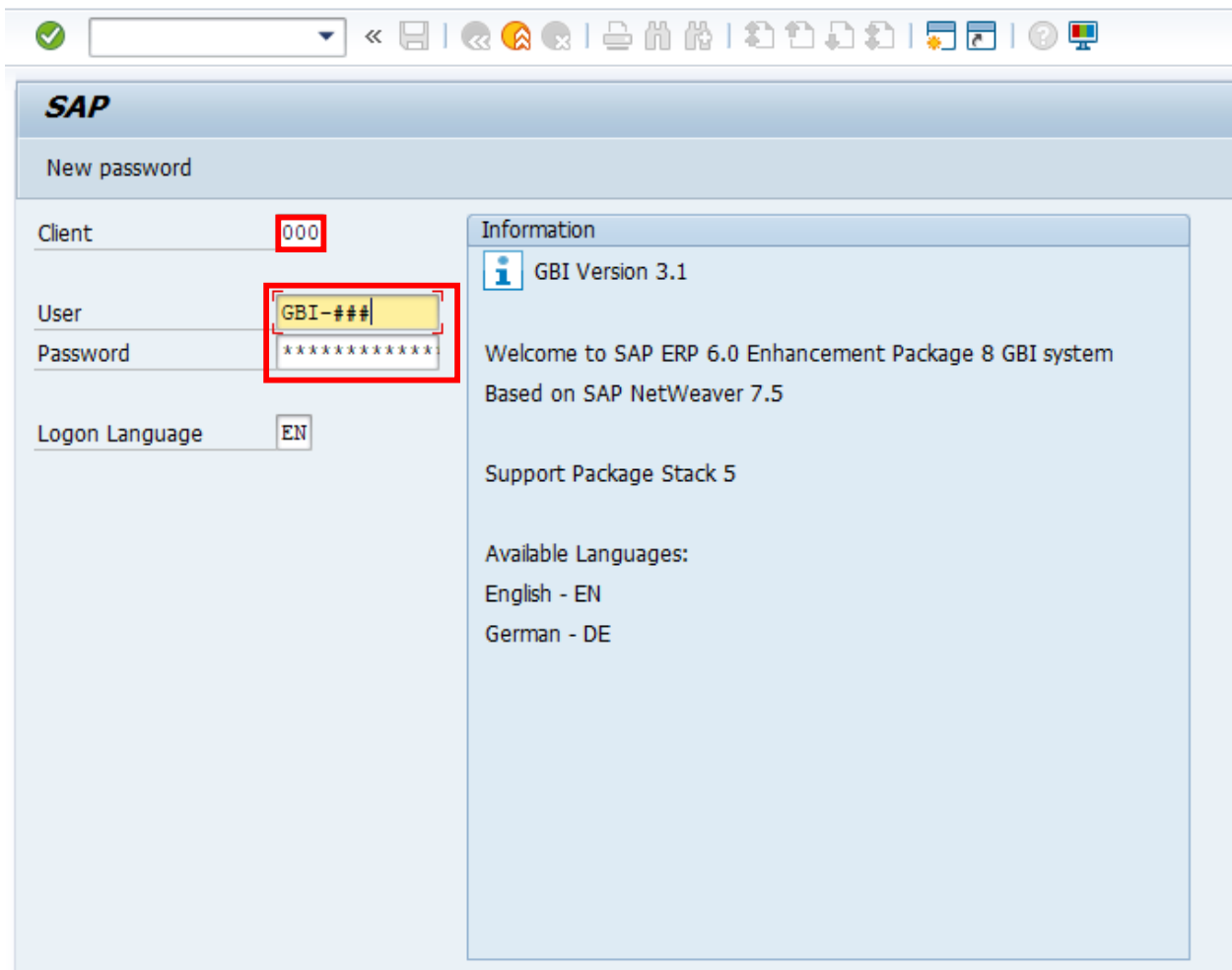
Tutorial Figure 0-4: SAP User Login Screen

The SAP Easy Access Menu Screen will appear. This screen allows you to navigate through the system.

Tutorial Figure 0-5: SAP Easy Access Menu

STEP 2: SAP EASY ACCESS MENU

Figure 0-6 below shows the SAP Easy Access Menu. This is the very first screen that will appear after you have logged in to SAP.

Tutorial Figure 0-6: SAP Easy Access Menu

The menu tree allows you to navigate through the system. A transaction is indicated by a white box and a folder is indicated by a yellow folder. Clicking a folder will expand the menu and show additional folders and transactions.
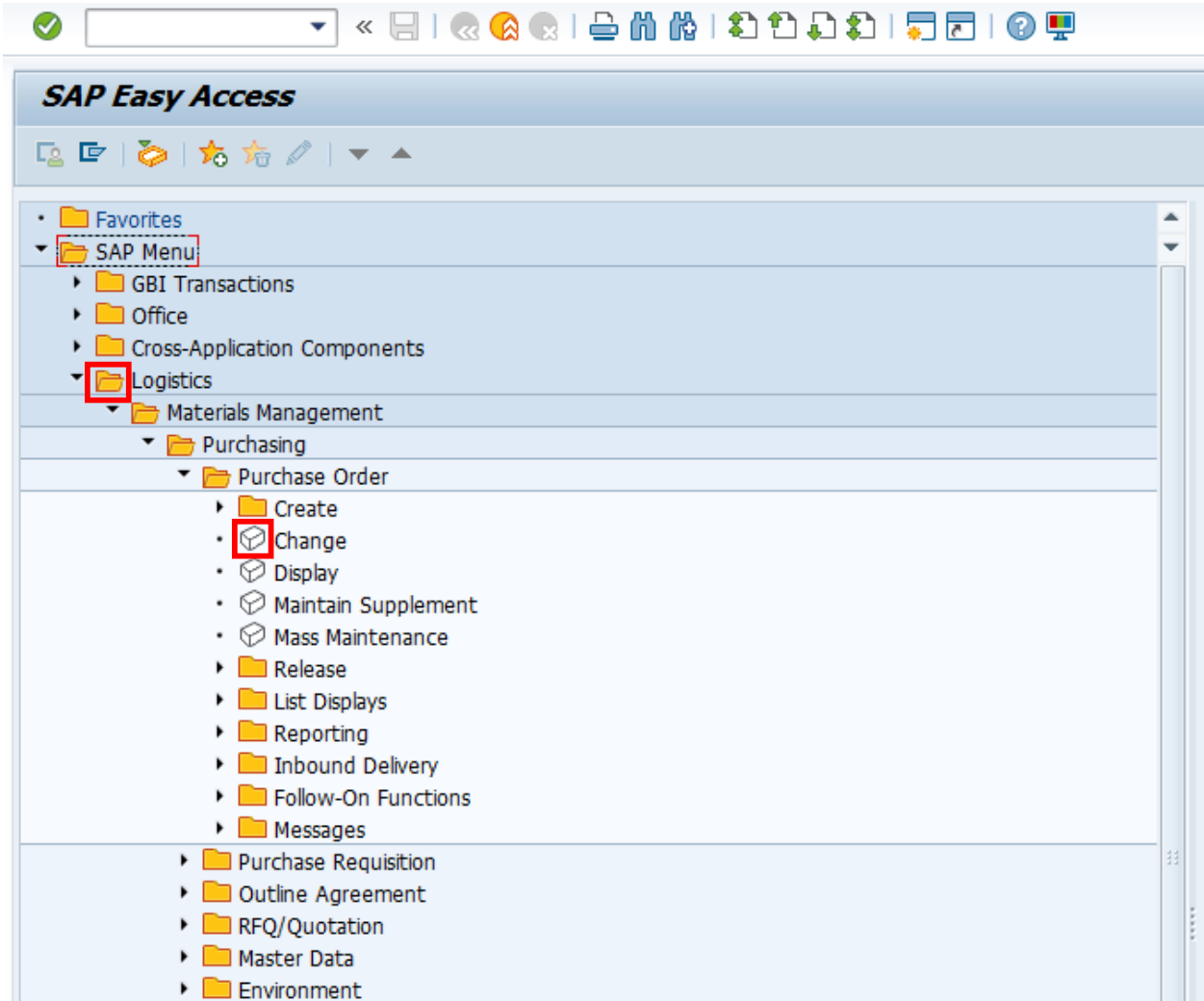
Tutorial Figure 0-7: SAP Easy Access Menu – Folders and Transactions

STEP 3: SAP TOOLBAR NAVIGATION

There are several buttons that will be used frequently to navigate through transactions.

Step 3.1: Navigate to the "Create A Sales Order" Transaction

The navigation instructions below indicate the folders you need to click on to access a specific transaction. All navigation instructions will start with folders and always end with a transaction. The transaction will be highlighted.

NAVIGATION: SAP MENU > LOGISTICS > SALES AND DISTRIBUTION > SALES > ORDER > CREATE
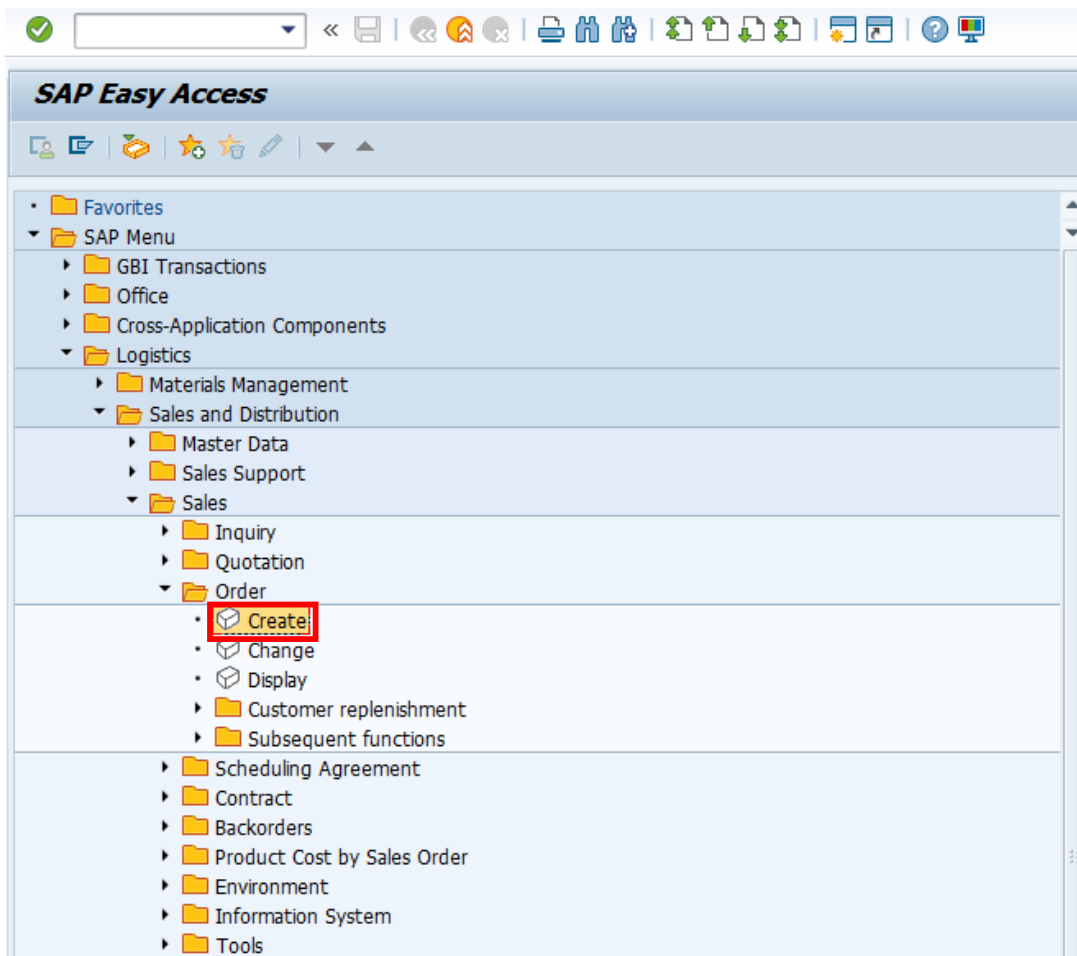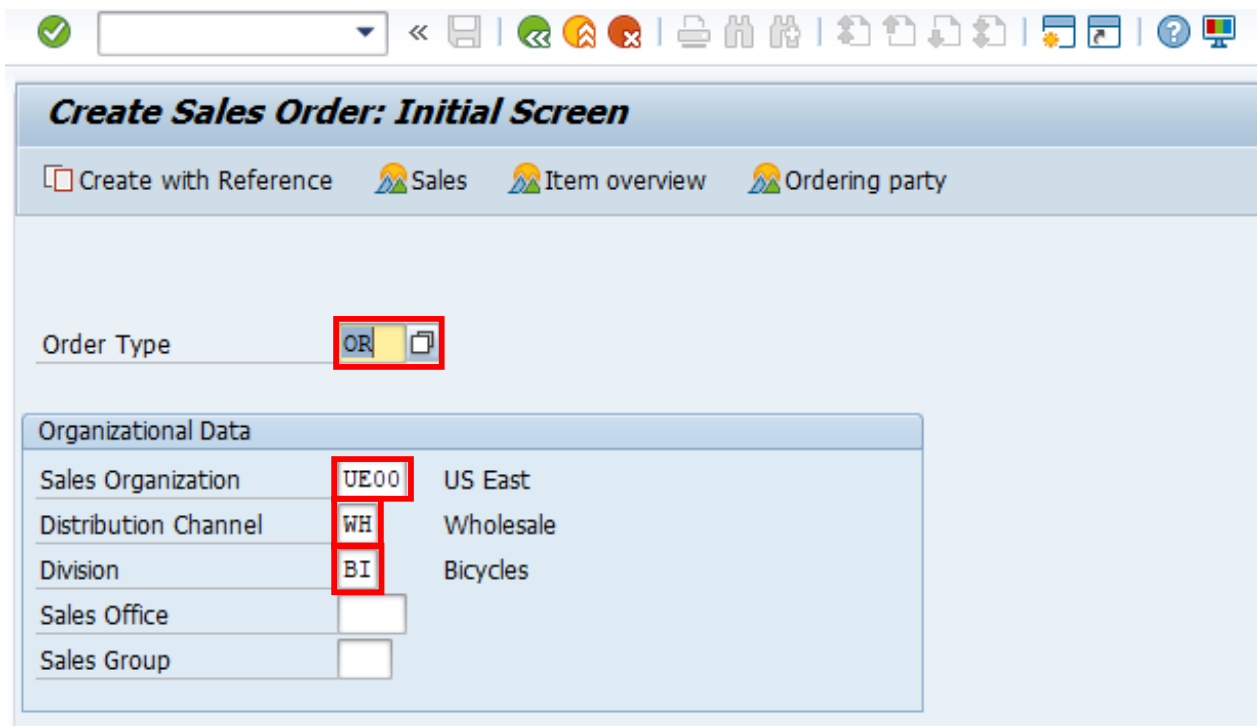
Tutorial Figure 0-8: Create Sales Order Menu Tree

The green check ✓ button is used to validate your inputs and advance to the next screen. The below screen in Figure 0-9 is accessed using the Navigation Instructions from the previous step (3.1).

Fill in the following information:

- Quotation Type: **OR**
- Sales Organization: **UE00**
- Distribution Channel: **WH**
- Division: **BI**

Tutorial Figure 0-9: Create Sales Order: Initial Screen

To advance to the next screen we can click the enter key on the keyboard or click on the green check . The green check is used to confirm your input.
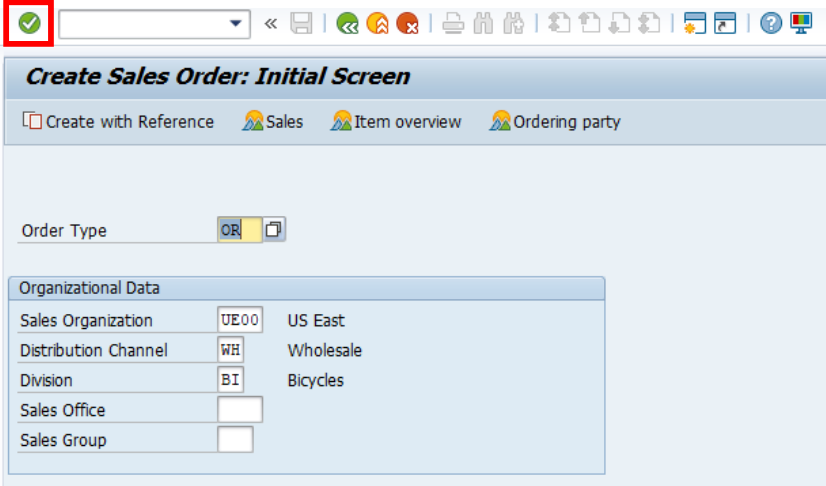
Tutorial Figure 0-10: Check Button
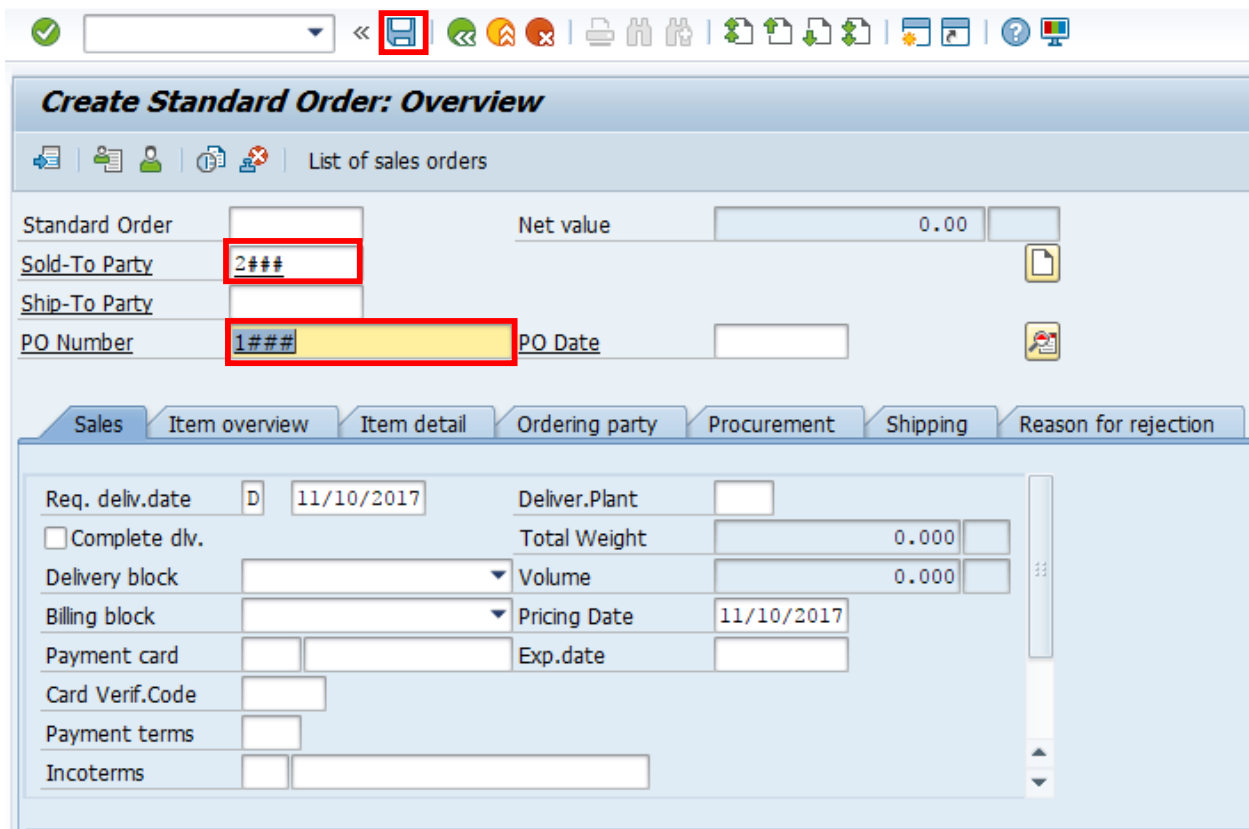
Step 3.3: Using The Save Button 🖫

Enter the following:

- Sold-To Party: **2058**
- PO Number: **1###**

Make sure you replace ### above with your unique GBI Number. For example, if Julia's GBI is GBI-012 then she would type 1012 in the "PO Number" field.

Once you have completed entering the above you must save by clicking the save button 🖫 .

Tutorial Figure 0-11: Save Button

After the save button has been clicked, the status bar will display a document number.

For the purposes of this step we did not fill out the entire Sales Order. We will do this in another Tutorial.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Standard Order Number. This confirms that you have clicked the save button 💾 . When you click save, a Document Number will be generated. This Document Number may have a different name depending on the transaction you are currently in. For example, the Document Number below is referred to as a Standard Order Number. You will be asked to record all Document Numbers on your Tutorial Document Tracking Number sheet. This is to keep track of your Document Numbers in case they are needed in other steps. Most SAP steps will build on each other and require you to enter Document Numbers from previous steps.

Tutorial Figure 0-12: Standard Order Document Number – Save

Tutorial Figure 0-13: Standard Order Document Number

Step 3.4: Using The Exit Button ⚑

The yellow exit button ⚑ will allow you to exit to the SAP Easy Access Menu

Tutorial Figure 0-14: Exit Button

Step 3.5: Using The Back Button

The green back button will allow you to go back to the previous screen. If the previous screen was the SAP Easy Access Menu then you will be returned to the main SAP Easy Access Menu.

Tutorial Figure 0-15: Back Button

Step 3.6: Using The Cancel Button

The cancel button will cancel your actions on your current screen and return you to the previous screen. Clicking the cancel button on the below screen will cancel the transaction and return us to the "Create Standard Order: Initial Screen".

Tutorial Figure 0-16: Cancel Button

Step 3.7: Status Bar

The status bar will display a green check, error, or a caution after clicking [green check icon] or [save icon] . A caution will indicate that you should complete or fix a field before continuing your transaction, but it may not be required to continue. A caution is just to warn you. An error requires a field to be completed or changed before continuing.

The following error [error icon] indicates that the Sales Organization, Distribution Channel, or Division is incorrect. Specifically, the **GT** distribution channel does not exist.
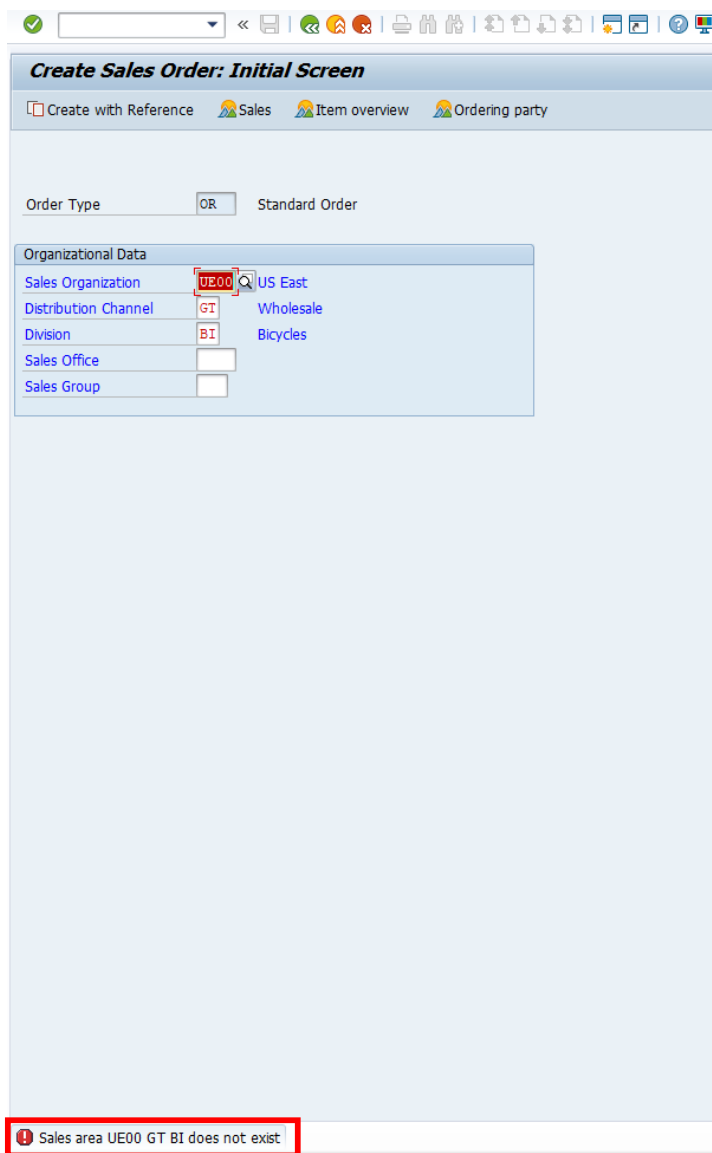
Tutorial Figure 0-17: Status Bar – Error

The following caution ⚠ indicates we should enter a PO Number before we continue with our Sales Order. This is not required since this is a caution.

Tutorial Figure 0-18: Status Bar – Caution

The green check in the status bar indicates we successfully completed the Sales Order below.

Tutorial Figure 0-19: Status Bar – Green Check
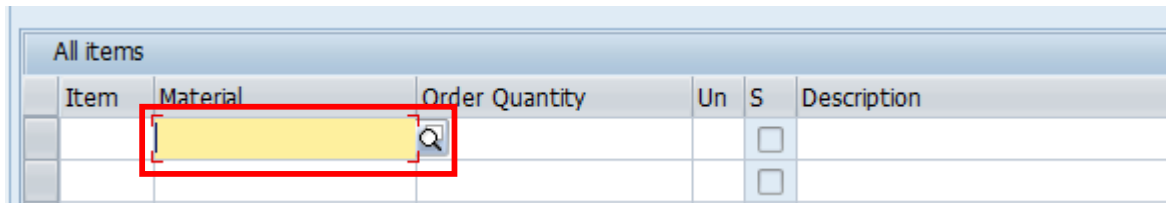
Step 3.8: Using The Search Button 🔍

The instructions will indicate when a search is required.

To search, simply click inside of the field and then click the F4 key on your keyboard or click on the 🔍. This will bring up a search menu which will allow you to search.

All searches we will do in the Tutorials will be a wild card search. To do a wild card search you need to type *### into the field where ### is your GBI number. This will bring up all items that belong to you.

Figure 0-20 has the field that we want to search. When you click inside of a field, notice the 🔍 appears beside the field indicating that we can perform a search.

	Item	Material	Order Quantity	Un	S	Description
All items						
		🔍			☐	
					☐	

Tutorial Figure 0-20: Search Field – Click Inside Field
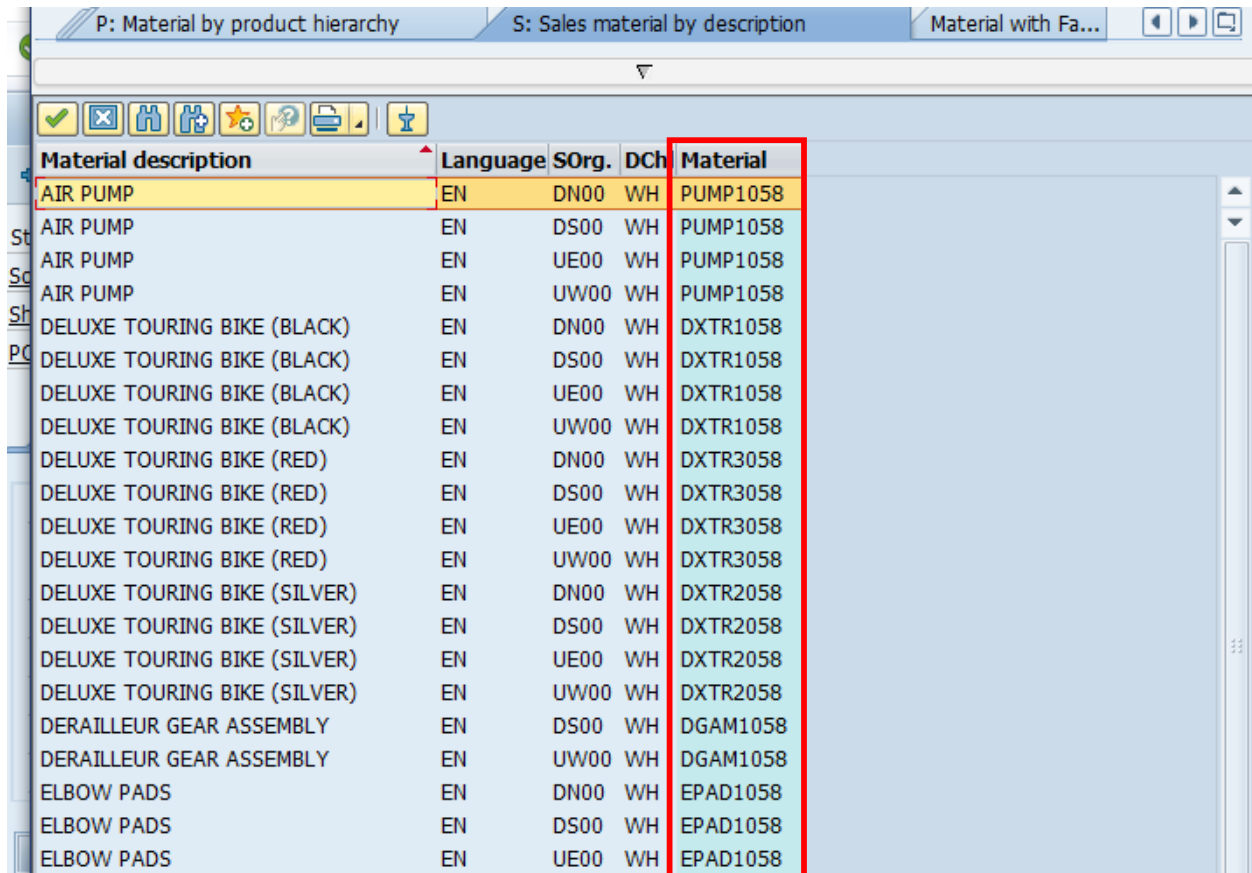
After you have clicked the F4 key on your keyboard or clicked on the 🔍, the following screen will appear. Enter *
followed by **Your GBI Number** into the "Material" field to search for all materials that are defined for your GBI
number.
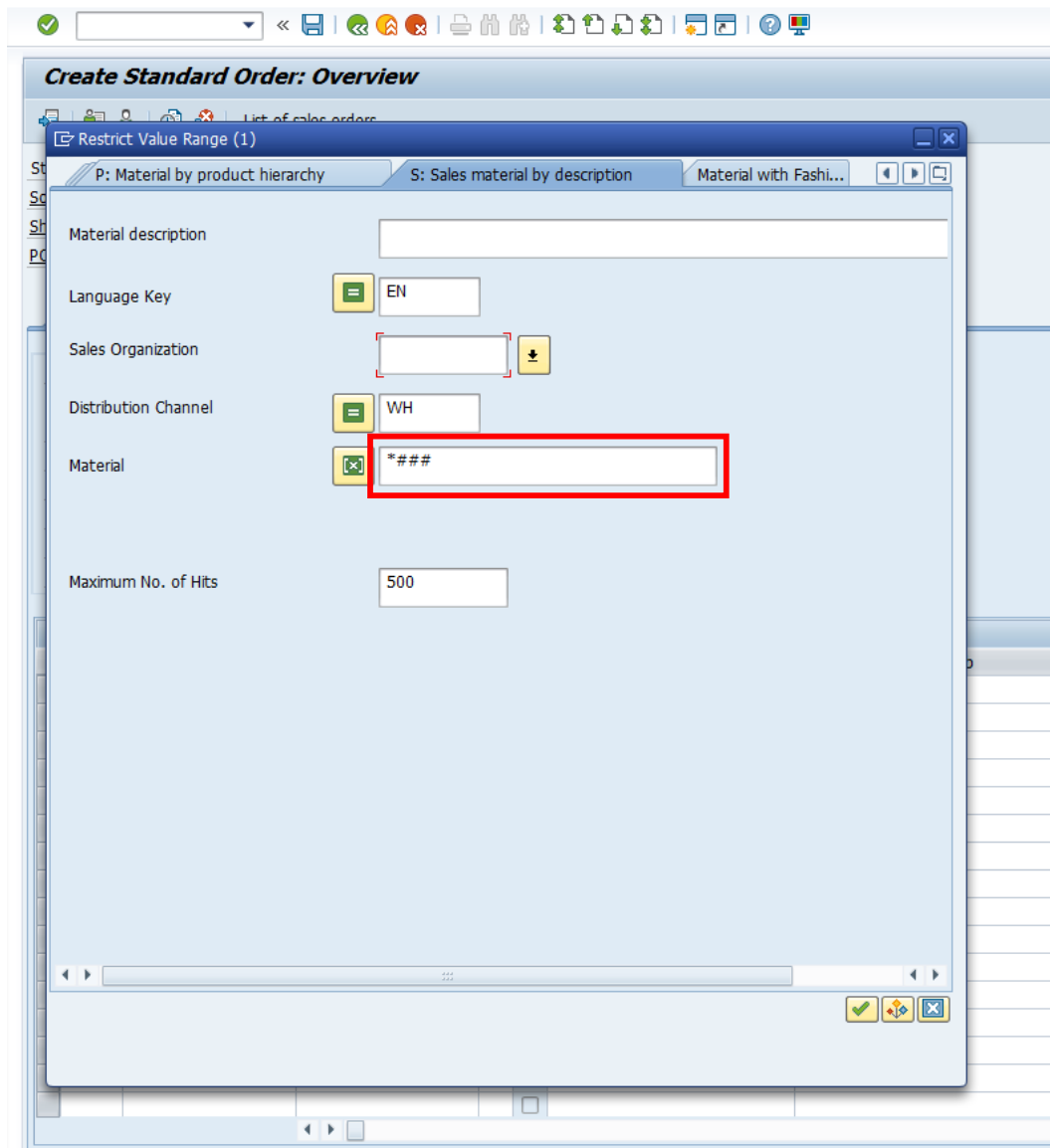
Tutorial Figure 0-21: Search Field – Wild Card Search Using Your GBI Number

The results of the search are below in Figure 0-22.

GBI Number 058 was used to create all of the Tutorial instructions. Notice that all materials end with 058 in the "Material" column. **When you perform a search the last 3 digits of a material, vendor or customer number should always be your GBI Number.**

Material description	Language	SOrg.	DCh	Material
AIR PUMP	EN	DN00	WH	PUMP1058
AIR PUMP	EN	DS00	WH	PUMP1058
AIR PUMP	EN	UE00	WH	PUMP1058
AIR PUMP	EN	UW00	WH	PUMP1058
DELUXE TOURING BIKE (BLACK)	EN	DN00	WH	DXTR1058
DELUXE TOURING BIKE (BLACK)	EN	DS00	WH	DXTR1058
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1058
DELUXE TOURING BIKE (BLACK)	EN	UW00	WH	DXTR1058
DELUXE TOURING BIKE (RED)	EN	DN00	WH	DXTR3058
DELUXE TOURING BIKE (RED)	EN	DS00	WH	DXTR3058
DELUXE TOURING BIKE (RED)	EN	UE00	WH	DXTR3058
DELUXE TOURING BIKE (RED)	EN	UW00	WH	DXTR3058
DELUXE TOURING BIKE (SILVER)	EN	DN00	WH	DXTR2058
DELUXE TOURING BIKE (SILVER)	EN	DS00	WH	DXTR2058
DELUXE TOURING BIKE (SILVER)	EN	UE00	WH	DXTR2058
DELUXE TOURING BIKE (SILVER)	EN	UW00	WH	DXTR2058
DERAILLEUR GEAR ASSEMBLY	EN	DS00	WH	DGAM1058
DERAILLEUR GEAR ASSEMBLY	EN	UW00	WH	DGAM1058
ELBOW PADS	EN	DN00	WH	EPAD1058
ELBOW PADS	EN	DS00	WH	EPAD1058
ELBOW PADS	EN	UE00	WH	EPAD1058

P: Material by product hierarchy   S: Sales material by description   Material with Fa...

Tutorial Figure 0-22: Search Field – Wild Card Search Results

STEP 4: ENABLE TECHNICAL NAMES

SAP utilizes transaction codes to easily navigate through the system. We will be using the SAP Easy Access Menu Tree to find transactions in these Tutorials, but it will be useful in the future to be able to type a transaction code instead of going through the SAP Easy Access Menu Tree. To display transaction codes follow these steps.

Step 4.1: Click on "Extras" then click on "Settings" in the Menu Bar
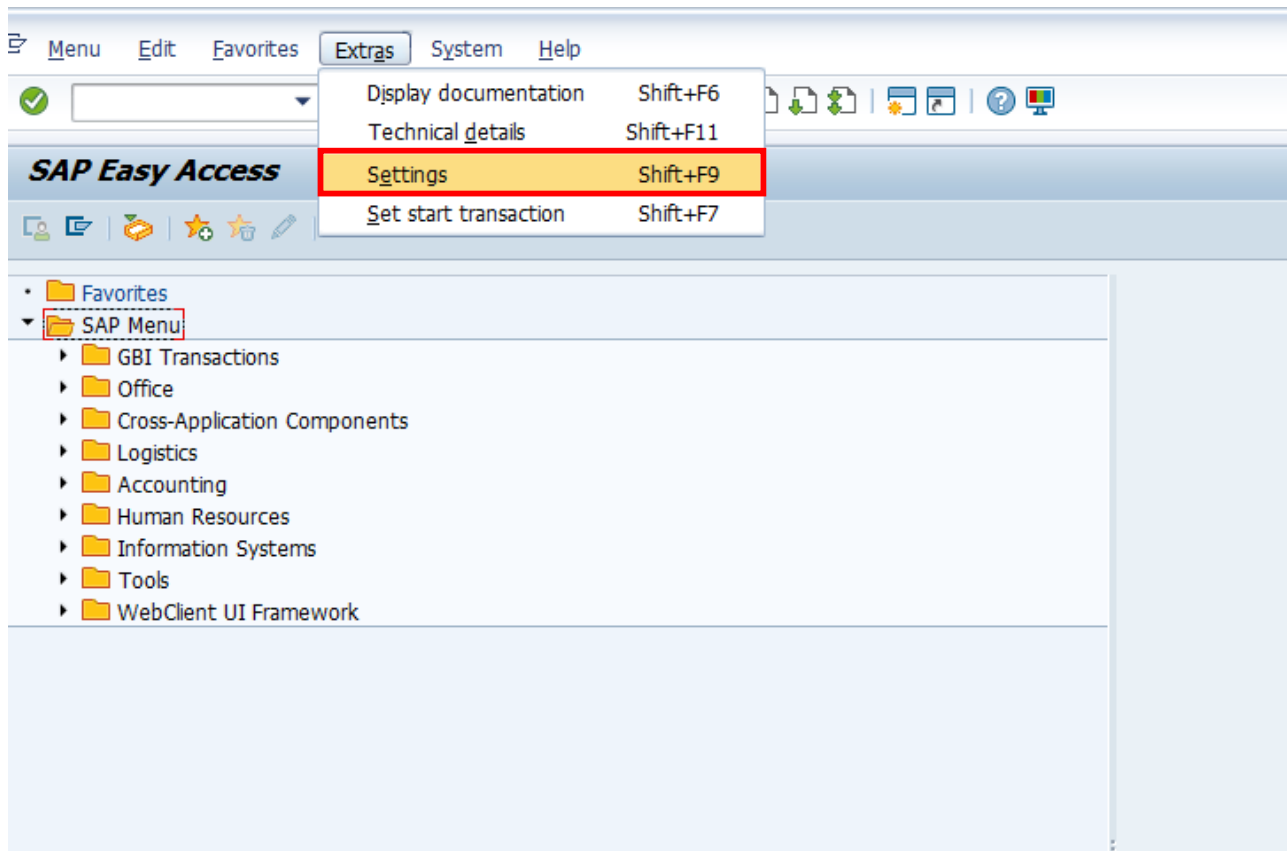
Tutorial Figure 0-23: SAP Easy Access Menu - Settings

Step 4.2: Click on "Display Technical Names"

Click the ☑ to enable the settings once you have selected "Display Technical Names".
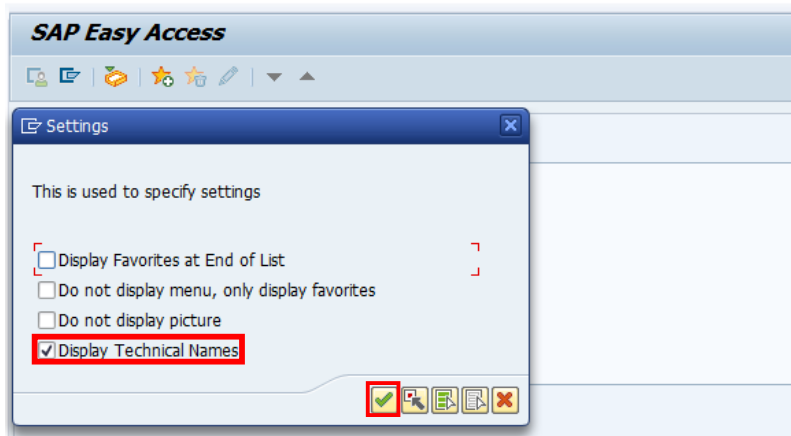
Tutorial Figure 0-24: SAP Settings
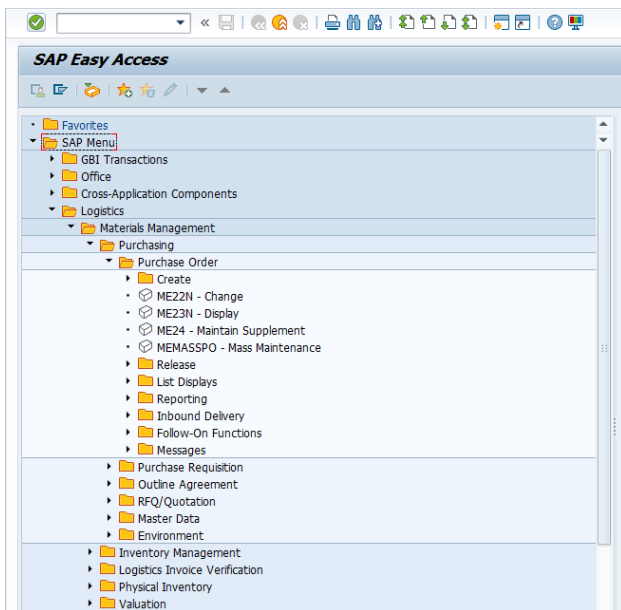
Tutorial Figure 0-25: SAP Easy Access With Technical Name
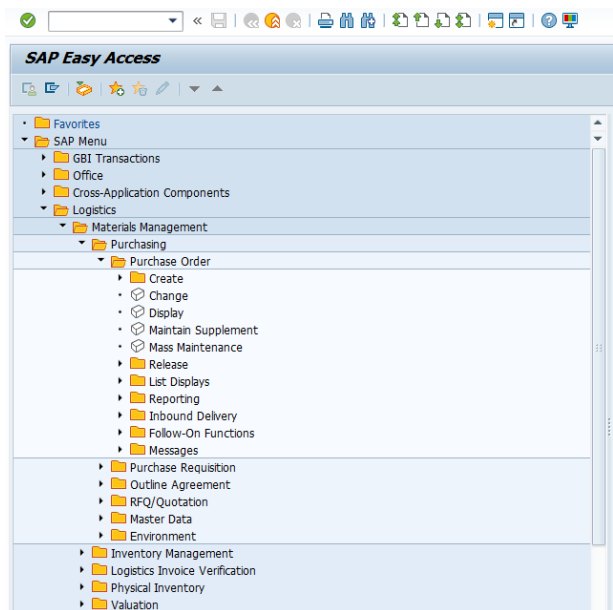
Tutorial Figure 0-26: SAP Easy Access Without Technical Names

Tutorial 1
Creating a Sales Order

CONTENTS

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TUTORIAL SCENARIO

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. After the Sales Order has been entered into SAP, we will need to procure the raw materials needed to make the **Deluxe Touring Bike (Silver)** from a vendor. Once the raw materials have been received into our inventory, we can then produce the **Deluxe Touring Bike (Silver).** After production has been completed, we will move the bike to our Miami plant so we can fulfill the order and ship the bike to the customer. Finally, we will process the customer's payment.

Sell → Procure Materials → Production → Ship → Payment

Tutorial Figure 1-0: End to End Process

TUTORIAL 1: SALES ORDER PROCESSING

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. We will skip the Pre-Sales Activities. These activities would include: contacting customers, contracts and quotations. We will create a Sales Order to process a request to purchase a bike from a customer. After we have procured raw materials to make the bike and produced the bike we will then resume the sales process. Finally, we will create an Outbound Delivery to ship the bike and process payment from the customer.

Pre-Sales Activities → Create Sales Order → Move Finished Bike to Miami Plant → Create Outbound Delivery → Pick, Pack, Ship → Create Billing Document → Process Customer Payment
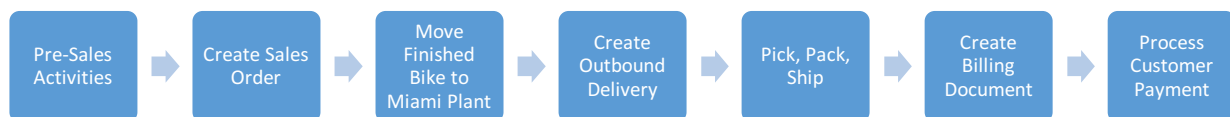
Tutorial Figure 1-1: Sales Process

STEP 1: CREATE A SALES ORDER

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order.

Pre-Sales Activities → **Create Sales Order** → Move Finished Bike to Miami Plant → Create Outbound Delivery → Pick, Pack, Ship → Create Billing Document → Process Customer Payment

Tutorial Figure 1-2: Sales Process – Create Sales Order

Step 1.1: Navigate to the "Create A Sales Order" Transaction

Navigation: SAP Menu > Logistics > Sales and Distribution > Sales > Order > Create

Transactions are indicated by the white boxes. Once you have found the appropriate transaction click on it and advance to the next screen.
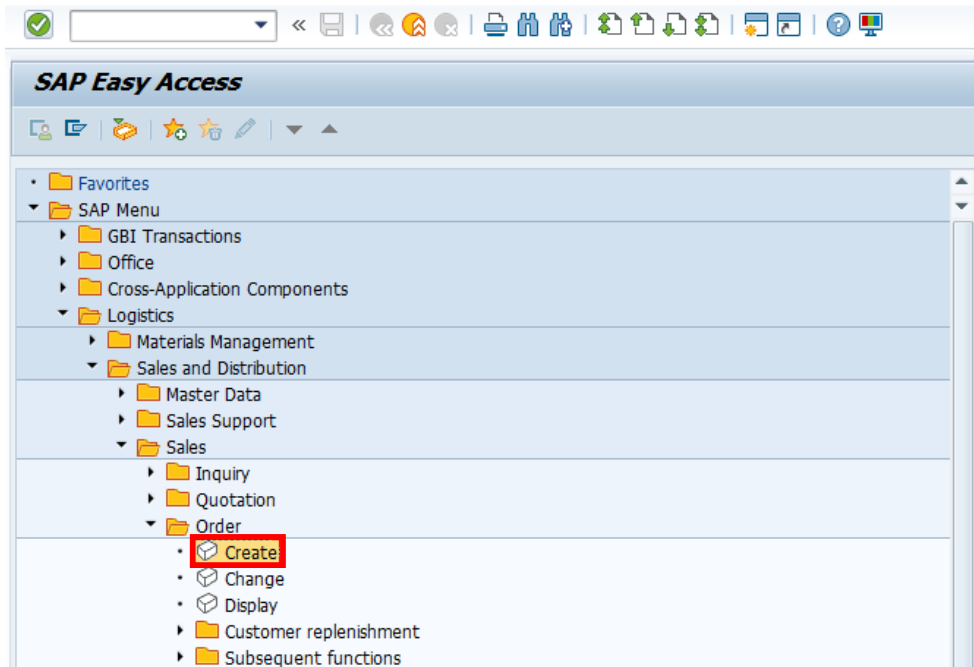
Tutorial Figure 1-3: Create Sales Order Menu Tree

We need to identify what type of order this is. We will use the "**OR**" order type indicating this is a "Standard Order". We then specify the Sales Organization that the customer is located in along with what distribution channel we will use and what division. The Sales Organization, Distribution Channel, and Division allow us to identify where orders will be shipped from.

Fill in the following information:

- Quotation Type: **OR**
- Sales Organization: **UE00**
- Distribution Channel: **WH**
- Division: **BI**

Tutorial Figure 1-4: Create Sales Order: Initial Screen

Step 1.2: Sales Order – Customer Search

We are now in the "Create Standard Order: Overview" screen. We are still creating a Sales Order with the order type of "Standard Order".

To complete the Sales Order, we first need to search for the customer. Click inside of the "Sold-To Party" field and then click the F4 key on your keyboard or click on the . This allows us to bring up the search menu.

Tutorial Figure 1-5: Create Standard Order: Overview Screen

A search box will appear. Enter *### into the "Search Term" field where ### is your unique GBI Number. This is a special wild card search that will bring back all of your customers. Make sure you are in the "Customers (general)" tab.

Once you have entered *### into the "Search term" field click the ✅ at the bottom of the search window.
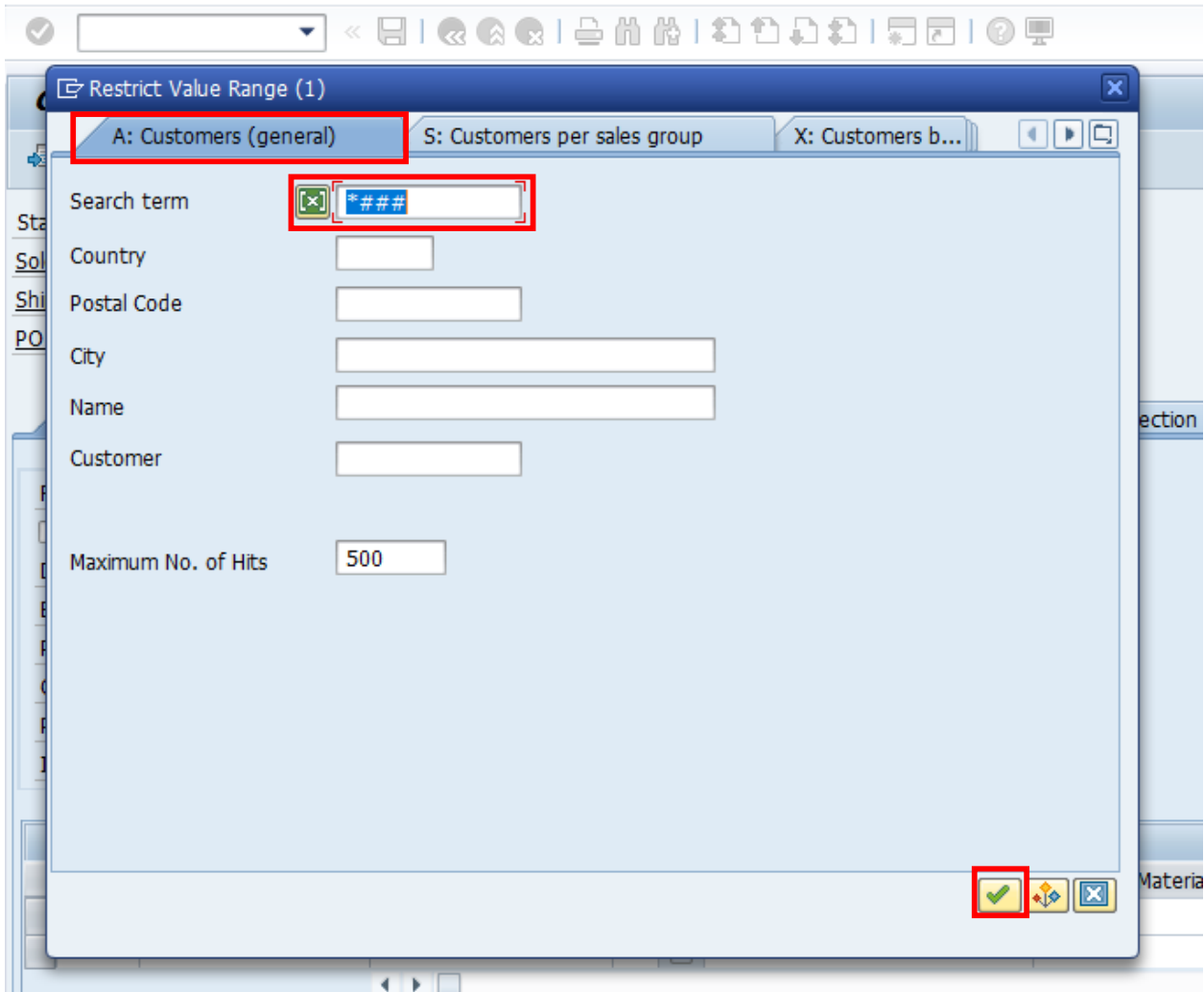
Tutorial Figure 1-6: Create Standard Order: Overview Screen – Customer Search

Click on **Your Peachtree Bikes Customer**. Make sure the "Customer" Column shows your GBI Number as the last 3 digits.

Cty	PostalCode	City	Name 1	Customer
DE	04277	LEIPZIG	DRAHTESEL	18058
DE	10999	BERLIN	CAPITAL BIKES	16058
DE	17389	ANKLAM	OSTSEERAD	21058
DE	20249	HAMBURG	ALSTER CYCLING	14058
DE	22767	HAMBURG	RED LIGHT BIKES	23058
DE	30629	HANNOVER	CRUISER BIKES	17058
DE	39126	MAGDEBURG	VELODOM	24058
DE	44784	BOCHUM	FAHRPOTT	19058
DE	63263	NEU-ISENBURG	AIRPORT BIKES	13058
DE	69120	HEIDELBERG	NECKARAD	20058
DE	70499	STUTTGART	RÄDLELAND	22058
DE	81829	MÜNCHEN	BAVARIA BIKES	15058
US	02210	BOSTON	BEANTOWN BIKES	5058
US	10014	NEW YORK CITY	BIG APPLE BIKES	2058
US	19073	PHILADELPHIA	PHILLY BIKES	3058
US	20003	WASHINGTON DC	DC BIKES	11058
US	30319	ATLANTA	PEACHTREE BIKES	4058
US	48076	DETROIT	MOTOWN BIKES	8058
US	49504	GRAND RAPIDS	FURNITURE CITY BIKES	7058
US	60515	CHICAGO	WINDY CITY BIKES	6058
US	80207	DENVER	ROCKY MOUNTAIN BIKES	1058
US	92612	IRVINE	SOCAL BIKES	9058
US	94304	PALO ALTO	SILICON VALLEY BIKES	10058
US	98146	SEATTLE	NORTHWEST BIKES	12058

Tutorial Figure 1-7: Create Standard Order: Overview Screen – Customer Search Results

Step 1.3: Sales Order: Inputs

To complete the Sales Order we need to specify when the customer has requested to receive the bike and when we received their order.

Type your PO Number and PO Date into the appropriate fields. Make sure you are in the "Sales" Tab.

Enter the following:

- PO Number: **75###**
- PO Date: **Today's Date**

Tutorial Figure 1-8: Create Standard Order: Overview Screen – PO Number and PO Date

We need to set when the customer would like to receive the order.

Enter the following:

- Req. deliv.date: **1 Week From Today's Date**

Tutorial Figure 1-9: Create Standard Order: Overview Screen – Requested Delivery Date

Click the ⊘ button in the menu bar. Then, click the ☑ button on the "Information" pop-up that will appear.

Tutorial Figure 1-10: Create Standard Order: Overview Screen – Change Invoice Date

Click inside of the first cell in the "Material" Column. Then click the F4 key on your keyboard or click on the ![search icon].

Tutorial Figure 1-11: Create Standard Order: Overview Screen – Material Column Select

Click on the ⬚ in the right hand corner of the Search window. Select "S: Sales material by description"
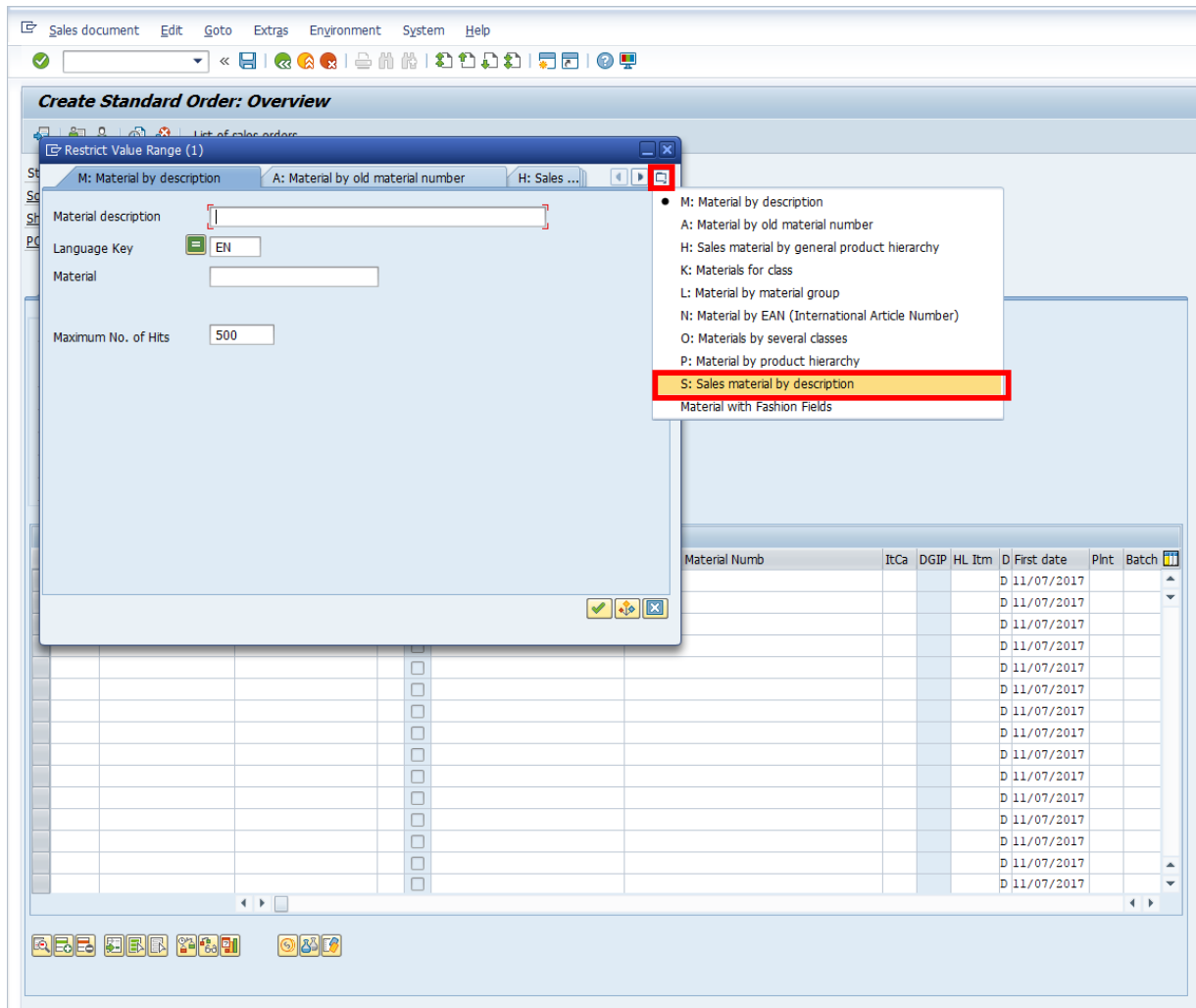
Tutorial Figure 1-12: Create Standard Order: Overview Screen – Material Search Change

In the new search window verify the following:

- Sales Organization: **UE00**
- Distribution Channel: **WH**

Enter the following:

- Material: ***###**

Click ☑ when you have entered and verified the above.
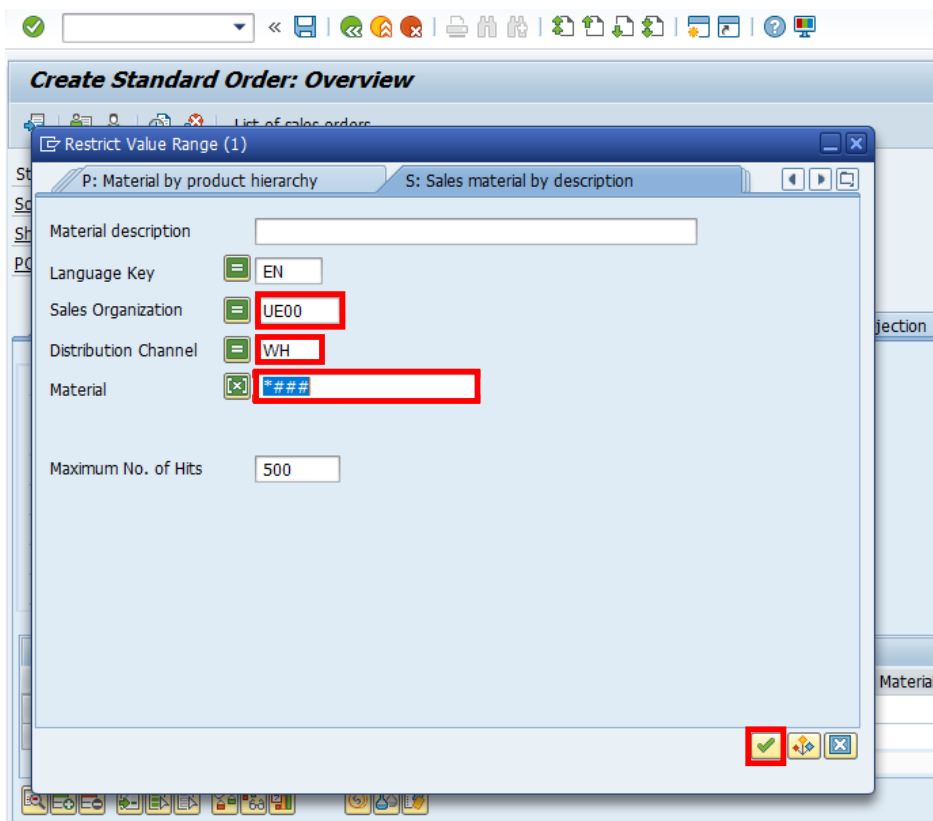
Tutorial Figure 1-13: Create Standard Order: Overview Screen – Material Search Inputs

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Double click on the **Deluxe Touring Bike (Silver)** in the new screen with DXTR2058 being **DXTR2###,** where ### is your GBI Number.

Tutorial Figure 1-14: Create Standard Order: Overview Screen – Material Search Final Output

Verify the Material column has **DXTR2###** from the previous search in the first row.

Enter the following:

- Order Quantity: **1**

Tutorial Figure 1-15: Create Standard Order: Overview Screen – Material Quantity

Click the ✅ button in the menu bar. This will verify all of your inputs.

Tutorial Figure 1-16: Create Standard Order: Overview Screen – Check Inputs

Step 1.4: Save Sales Order

Click ![save icon] to save your Sales Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Standard Order Number. This will server as your Sales Order Number. **Please write down this Sales Order Number on your Tutorial Document Tracking sheet under the Sales Order row.**

Tutorial Figure 1-17: Sales Order Save

Tutorial Figure 1-18: Sales Order Document Number

Once you have recorded your Sales Order Number, click on to exit back to the SAP Easy Access Menu.
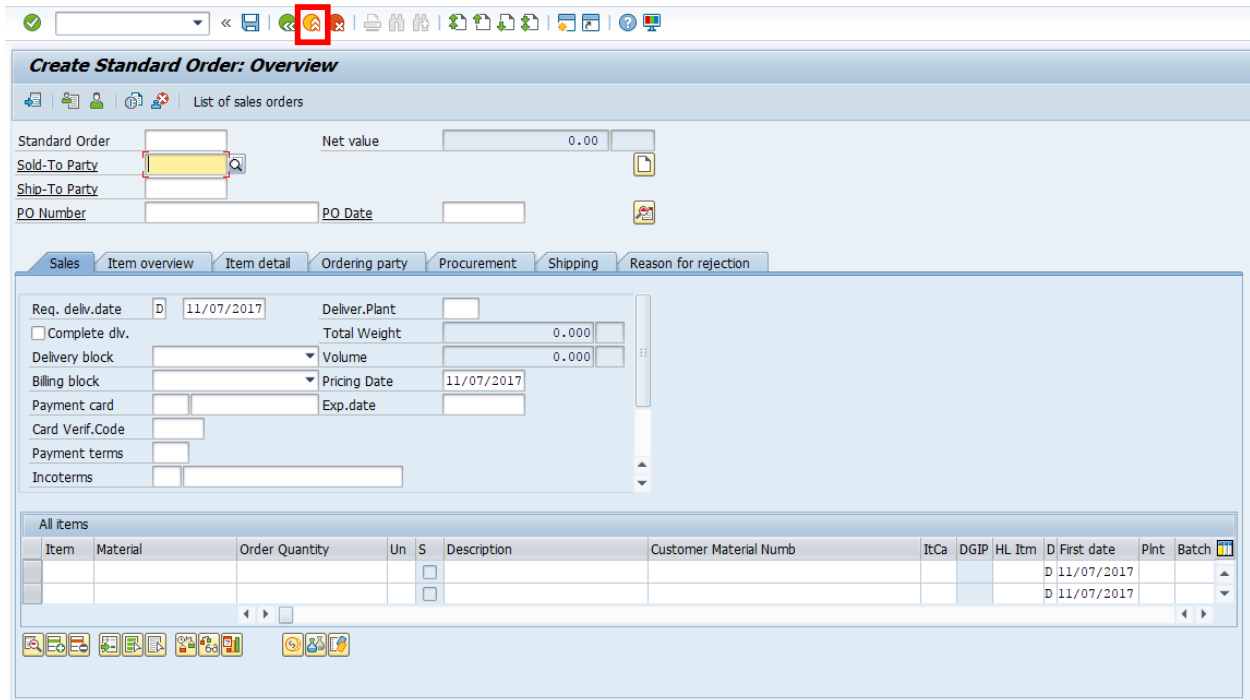
Tutorial Figure 1-19: Exit to SAP Easy Access Menu

Tutorial 1
You Try It 1
Creating a Customer

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SALES YOU TRY IT 1: SCENARIO

We have a new customer that we can sell to. We will create the vendor **Trail Extreme** in SAP.

STEP 1: CREATE CUSTOMER

We will create the customer **Trail Extreme** in SAP.

Navigation: SAP Menu > Logistics > Production > Master Data > Bills of Material > Bill of Material > Material BOM > Display
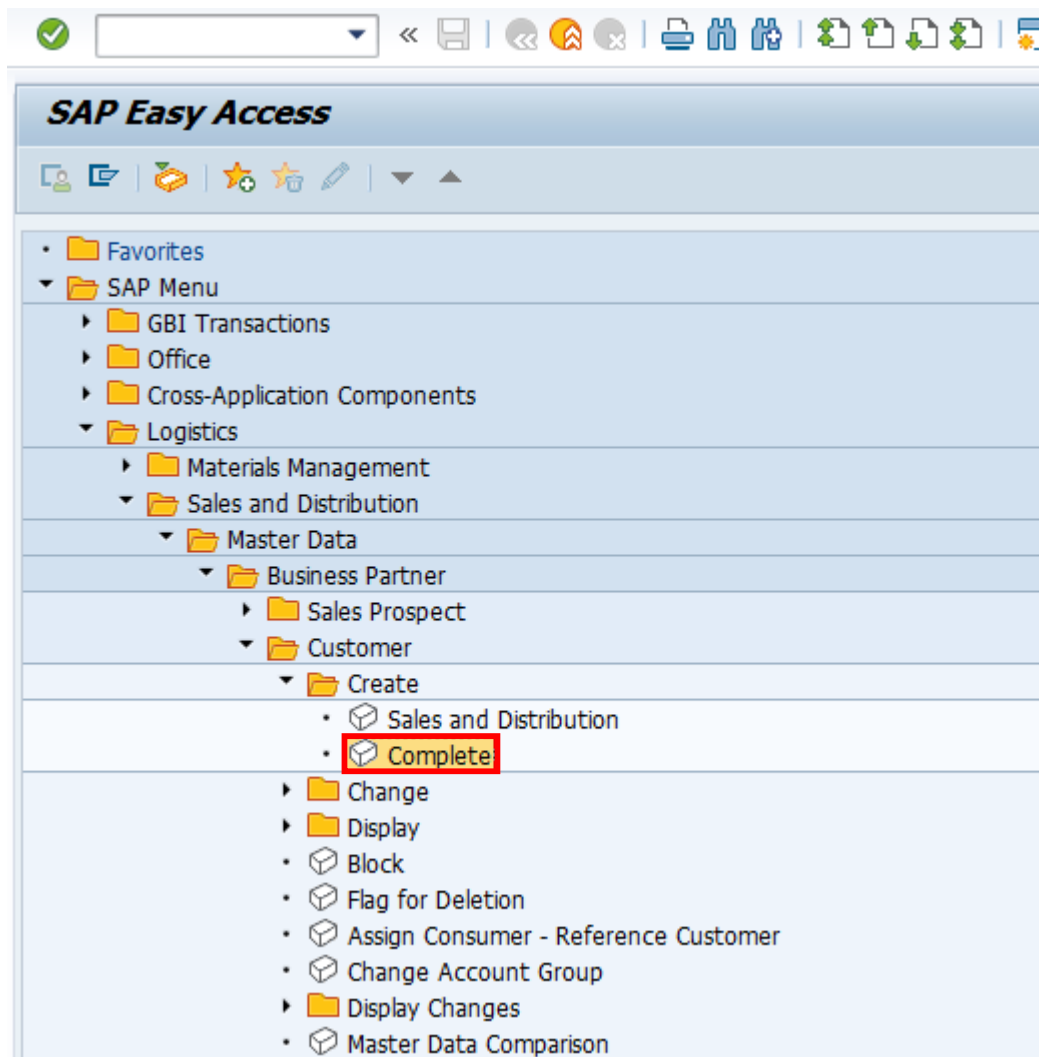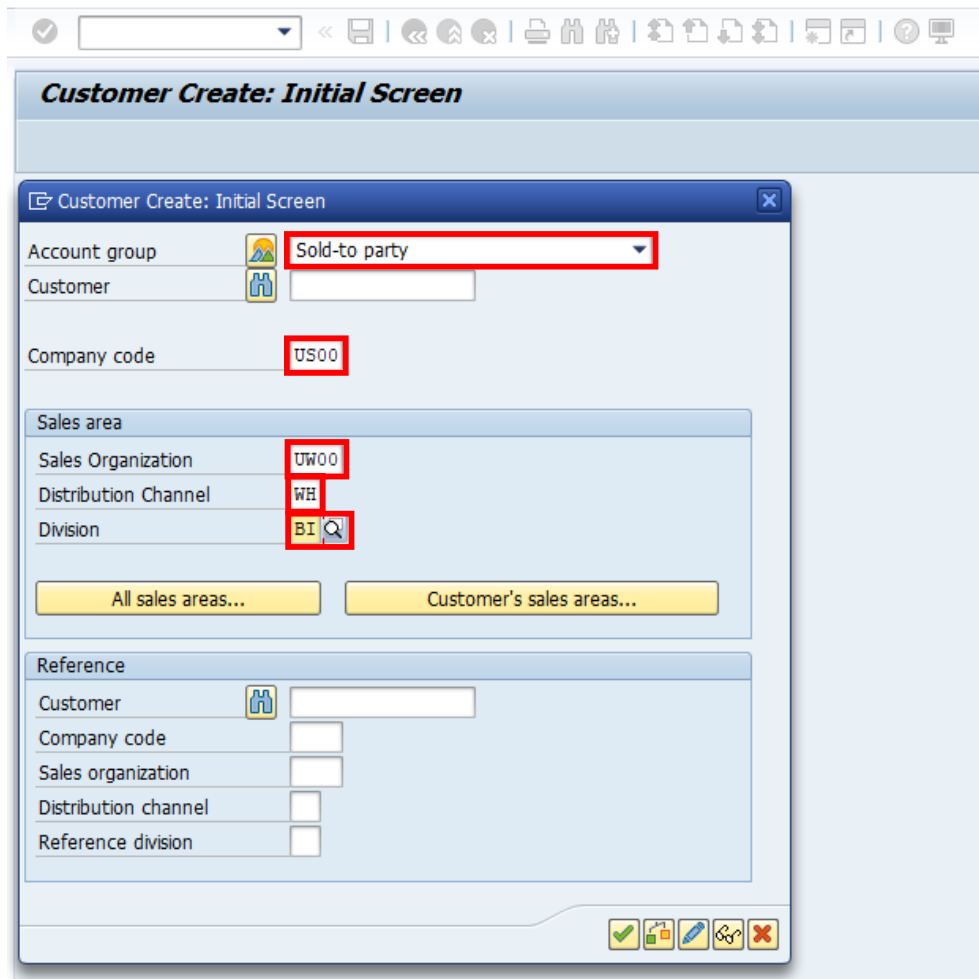
Enter the following:

- Account Group: **Sold-to Party**
- Company Code: **US00**
- Sales Organization: **UW00**
- Distribution Channel: **WH**
- Division: **BI**

Once you have entered in the above click [✓].

Tutorial Figure 1-21: Create Customer: Initial

Enter the following:

- Title: **Company**
- Name: **Trail Extreme**
- Search Term: **###**
- Street/House number: **200 Lakeside Drive**
- Postal Code: **98595**
- City: **Westport**
- Country: **US**
- Region **WA**

Once you have entered in the above click the button next to the Region (WA).

Tutorial Figure 1-22: Create Customer – General

Enter in the following:

- Transportation Zone: **0000000002**

Once you have entered the above, then click on "Company Code Data"

Tutorial Figure 1-23: Create Customer – Address

Enter the following:

- Recon. Account: **110000**
- Sort Key: **001**

Then click "Payment Transactions"

Tutorial Figure 1-24: Create Customer – Company Code Account Management

Enter the following:

- Terms of Payment: **0001**

Once you have entered the above, then click on "Sales Area Data"

Tutorial Figure 1-25: Create Customer – Company Code Payment Transactions

Enter the following:

- Currency: **USD**
- Cust.pric.proc.: **1**
- Cust.Stats.Grp: **1**

Then click on the "Shipping" tab

Tutorial Figure 1-26: Create Customer – Sales Area Data

Enter the following:

- Delivery Priority: **02**
- Shipping Conditions: **01**
- Delivering Plant: **SD00**

Then click on "Billing Documents"

Tutorial Figure 1-27: Create Customer – Sales Area Shipping

Enter the following:

- Incoterms: **FOB Olympia**
- Terms of Payment: **0001**
- Acct assgmt group: **01**
- Tax Classification: **0 (for all rows)**
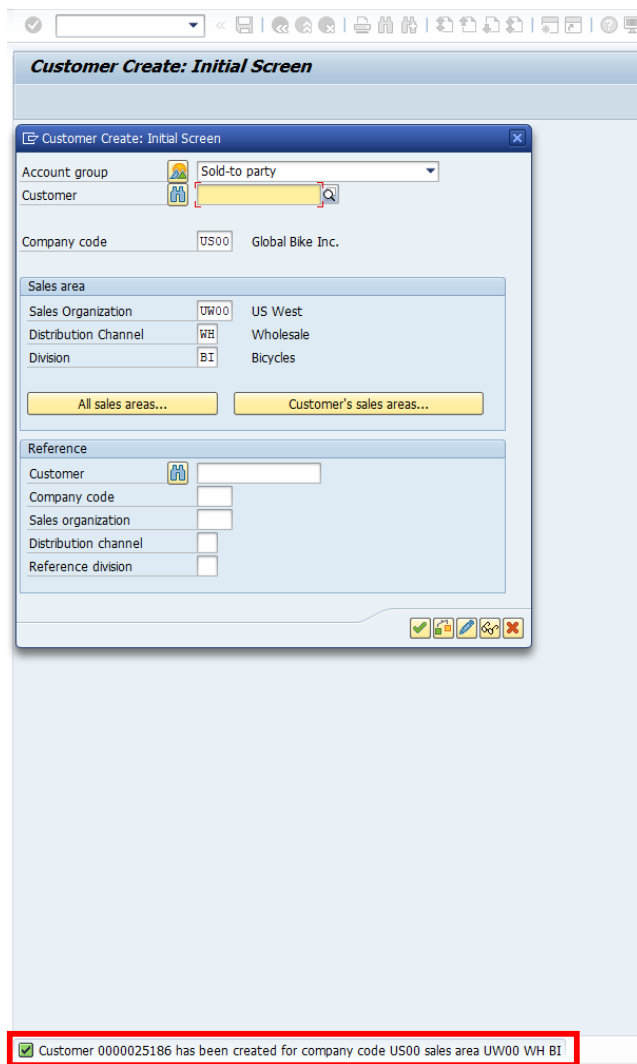
Tutorial Figure 1-28: Create Customer – Sales Area Billing

Step 1.1: Save Customer

Click ![save icon] to save your new customer **Trail Extreme**.
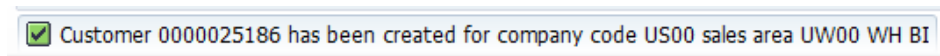
Once you have clicked "Save", notice the new green check at the bottom of the screen with your Customer Number. **Please write down this Customer Number on your You Try It Document Tracking sheet under the Customer row.**

Once you have recorded your Trail Extreme Customer Number, click on ![icon] to exit back to the SAP Easy Access Menu.

Tutorial Figure 1-29: Save Customer

Tutorial Figure 1-30: Customer Number

Tutorial 1
You Try It 2
Creating a Sales Order

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

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2

SALES YOU TRY IT 2: SCENARIO

Our customer, **DC Bikes**, has sent a request for a sales order that we need to fill. The customer has requested to purchase our **Professional Touring Bike (Black).** We need to process the customer's order and enter it into our system. After the sales order has been processed we will need to fulfill the order and ship the **Professional Touring Bike (Black)** to our customer.

Sell	➡	Procure Materials	➡	Production	➡	Ship	➡	Payment

Tutorial Figure 1-31: End to End Process

SALES YOU TRY IT 2: SALES PROCESS

DC Bikes has sent a request for a sales order that we need to fill. The customer has requested to purchase our **Professional Touring Bike (Black).**

Pre-Sales Activities	➡	Create Sales Order	➡	Move Finished Bike to Miami Plant	➡	Create Outbound Delivery	➡	Pick, Pack, Ship	➡	Create Billing Document	➡	Process Customer Payment

Tutorial Figure 1-32: Sales Process

STEP 1: CREATE A SALES ORDER

We will first create a Sales Order to record the products **DC Bikes** is ordering.

Step 1.1: Navigate to the "Create A Sales Order" Transaction

Navigation: SAP Menu > Logistics > Sales and Distribution > Sales > Order > Create

We need to identify what type of order this is. We will use the "**OR**" order type indicating this is a standard order. We then specify the Sales Organization that the customer is located in along with what distribution channel we will use and what division.

Fill in the following information:

- Quotation Type: **OR**
- Sales Organization: **UE00**
- Distribution Channel: **WH**
- Division: **BI**

Tutorial Figure 1-33: Create Standard Order: Initial Screen

Step 1.2: Sales Order – Customer Search

To complete the sales order we first need to search for the customer. Click inside of the "Sold-To" Party field and then click the F4 key on your keyboard or click on the [Q]. This allows us to bring up the search menu.

Tutorial Figure 1-34: Create Standard Order: Overview Screen

A search box will appear. Enter *### into the "Search Term" field (where ### is your unique GBI Number). This is a special wild card search that will bring back all of your customers. Make sure you are in the "Customer(general)" tab.

Once you have entered *### into the "Search term" field click the ✅ at the bottom of the search window.
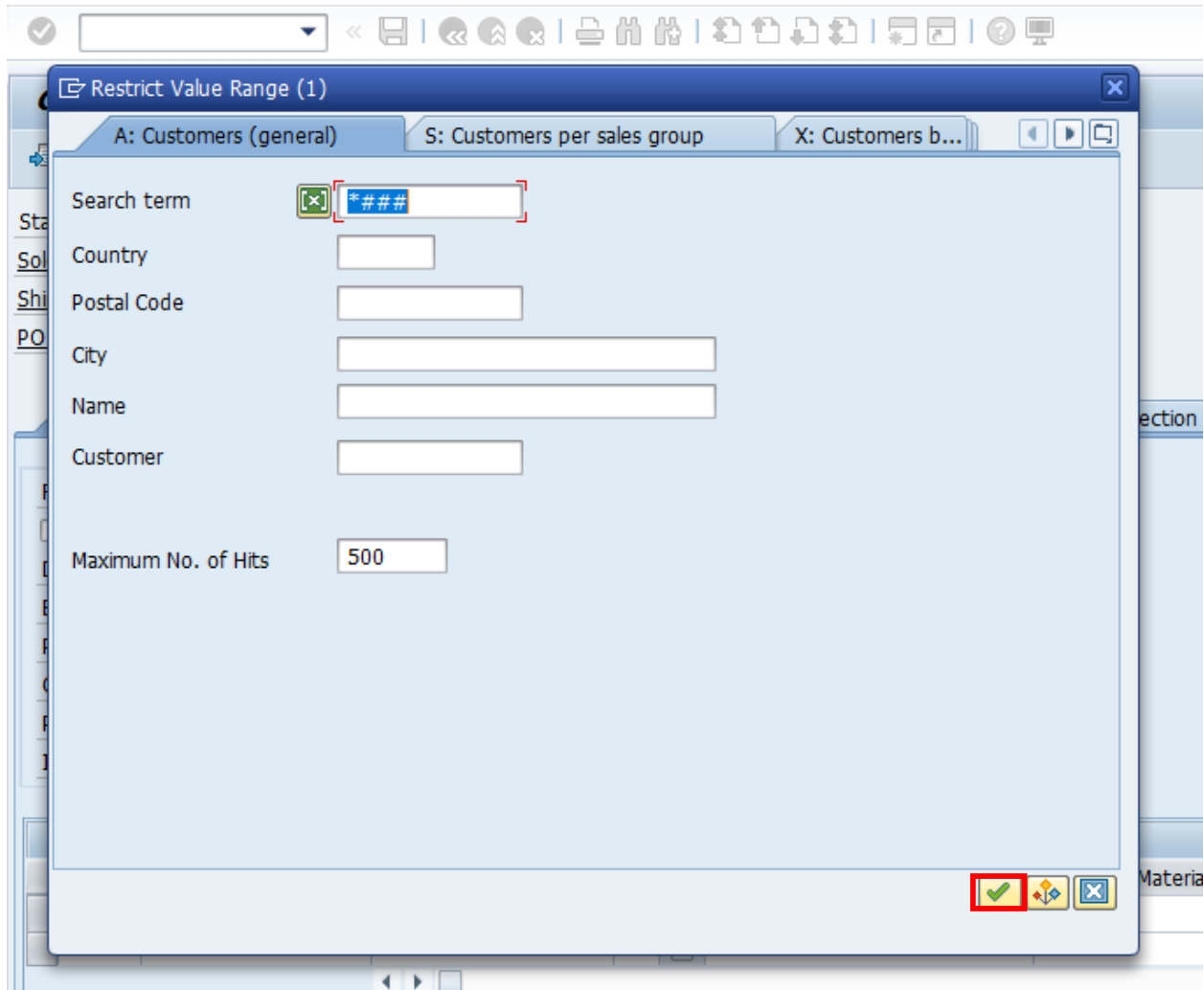
Tutorial Figure 1-35: Create Standard Order: Overview Screen – Customer Search

Click on **Your DC Bikes Customer**. Make sure the "Customer" Column shows your GBI Number as the last 3 digits.

Cty	PostalCode	City	Name 1	Customer
DE	04277	LEIPZIG	DRAHTESEL	18058
DE	10999	BERLIN	CAPITAL BIKES	16058
DE	17389	ANKLAM	OSTSEERAD	21058
DE	20249	HAMBURG	ALSTER CYCLING	14058
DE	22767	HAMBURG	RED LIGHT BIKES	23058
DE	30629	HANNOVER	CRUISER BIKES	17058
DE	39126	MAGDEBURG	VELODOM	24058
DE	44784	BOCHUM	FAHRPOTT	19058
DE	63263	NEU-ISENBURG	AIRPORT BIKES	13058
DE	69120	HEIDELBERG	NECKARAD	20058
DE	70499	STUTTGART	RÄDLELAND	22058
DE	81829	MÜNCHEN	BAVARIA BIKES	15058
US	02210	BOSTON	BEANTOWN BIKES	5058
US	10014	NEW YORK CITY	BIG APPLE BIKES	2058
US	19073	PHILADELPHIA	PHILLY BIKES	3058
US	20003	WASHINGTON DC	DC BIKES	11058
US	30319	ATLANTA	PEACHTREE BIKES	4058
US	48076	DETROIT	MOTOWN BIKES	8058
US	49504	GRAND RAPIDS	FURNITURE CITY BIKES	7058
US	60515	CHICAGO	WINDY CITY BIKES	6058
US	80207	DENVER	ROCKY MOUNTAIN BIKES	1058
US	92612	IRVINE	SOCAL BIKES	9058
US	94304	PALO ALTO	SILICON VALLEY BIKES	10058
US	98146	SEATTLE	NORTHWEST BIKES	12058
US	98595	WESTPORT	TRAIL EXTREME	25186

Tutorial Figure 1-36: Create Standard Order: Overview Screen – Customer Search Results

Step 1.3: Sales Order: Inputs

To complete the order we need to specify when the customer has requested to receive the bike and when we received their order.

Type your PO Number and PO Date into the appropriate fields. Make sure you are in the "Sales" Tab.

Enter the following:

- PO Number:**95###**
- PO Date: **Today's Date**

Tutorial Figure 1-37: Create Standard Order: Overview Screen – PO Number and PO Date

We need to set when the customer would like to receive the order.

Enter the following:

- Req. deliv.date: **1 Week From Today's Date**

Then click to verify your inputs.

Tutorial Figure 1-38: Create Standard Order: Overview Screen – Requested Delivery Date

Click the ☑ button on the "Information" pop-up that will appear.
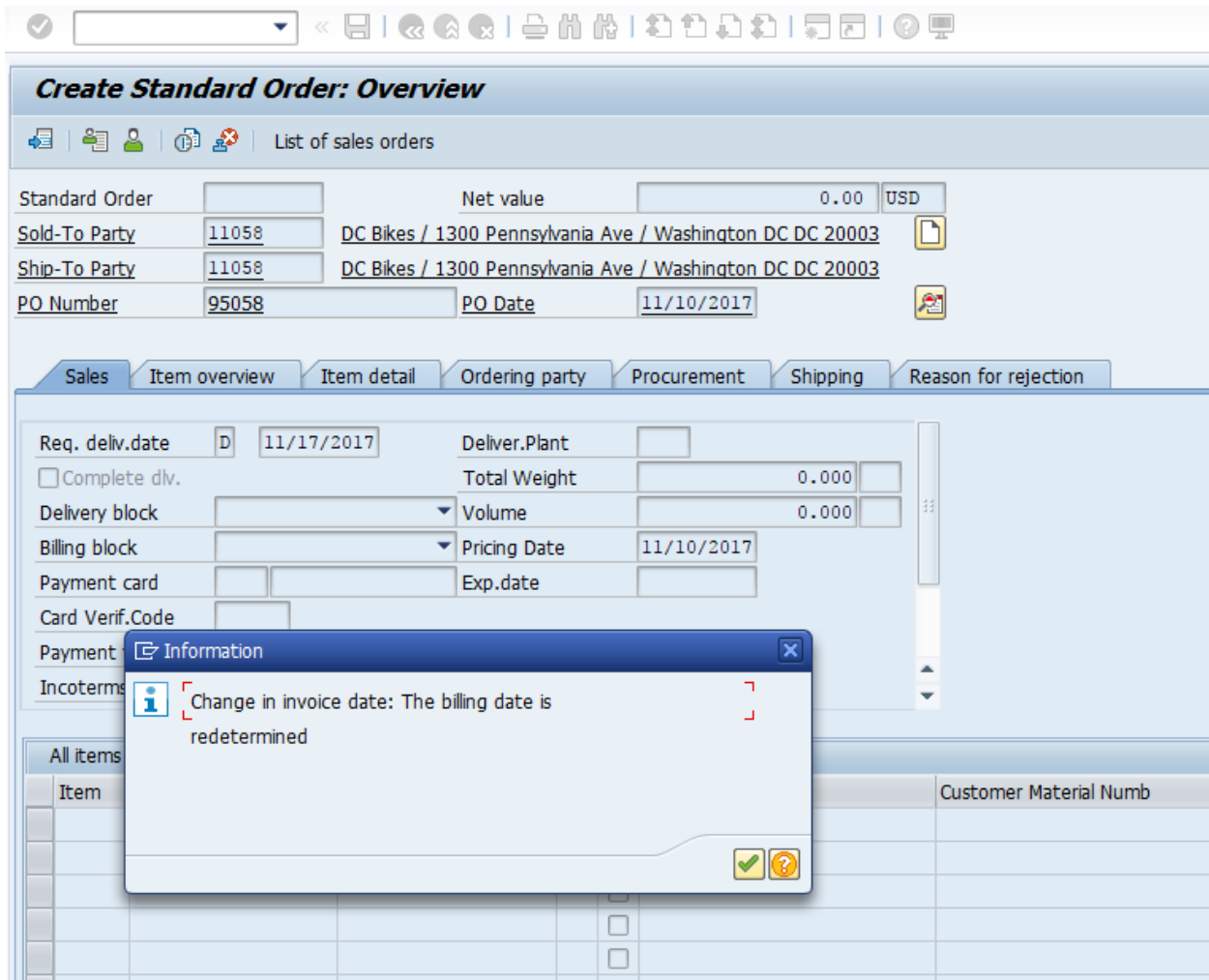
Tutorial Figure 1-39: Create Standard Order: Overview Screen – Change Invoice Date

Click inside of the first cell in the "Material" Column. Then click the F4 key on your keyboard or click on the 🔍.

Create Standard Order: Overview

List of sales orders

Standard Order		Net value	0.00	USD
Sold-To Party	11058	DC Bikes / 1300 Pennsylvania Ave / Washington DC DC 20003		
Ship-To Party	11058	DC Bikes / 1300 Pennsylvania Ave / Washington DC DC 20003		
PO Number	95058	PO Date	11/10/2017	

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

Req. deliv.date	D	11/17/2017	Deliver.Plant	
☐ Complete dlv.			Total Weight	0.000
Delivery block		▼	Volume	0.000
Billing block		▼	Pricing Date	11/10/2017
Payment card			Exp.date	
Card Verif.Code				
Payment terms	0001	Pay immediately w/o deduction		
Incoterms	FOB	Miami		

All items
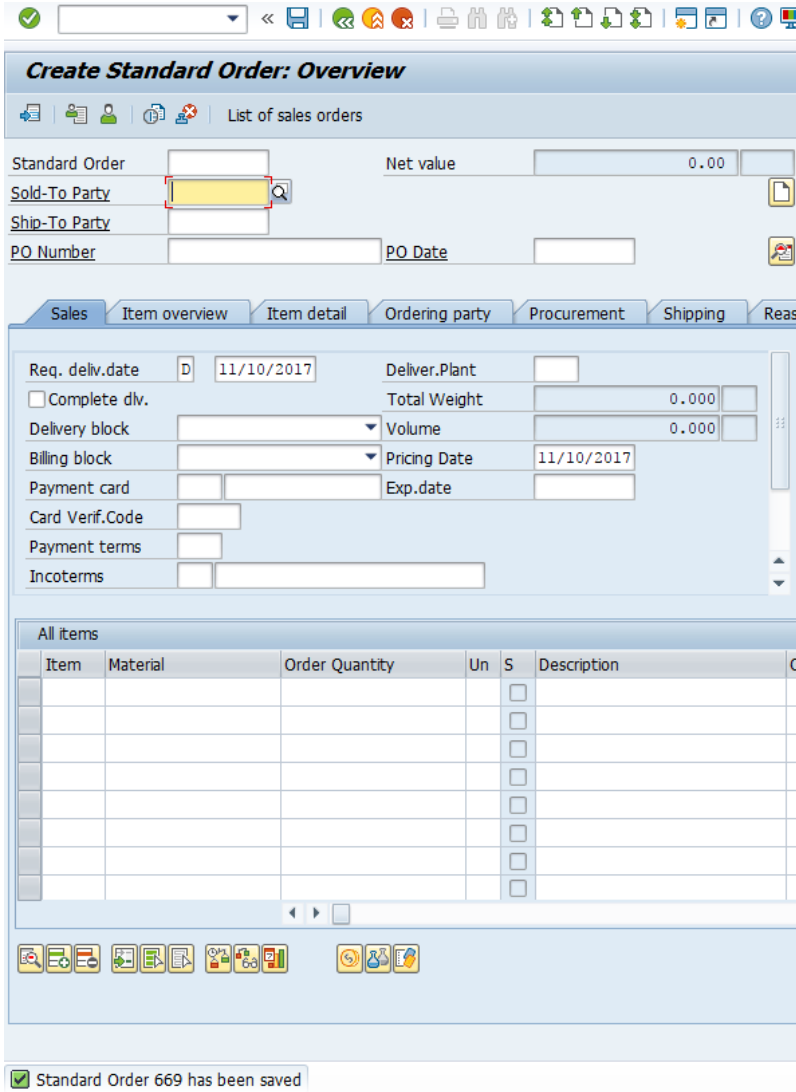
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb
	🔍			☐		
				☐		
				☐		

Tutorial Figure 1-40: Create Standard Order: Overview Screen – Material Column Select

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Click on the [icon] in the right hand corner of the Search window. Select "S: Sales material by description"
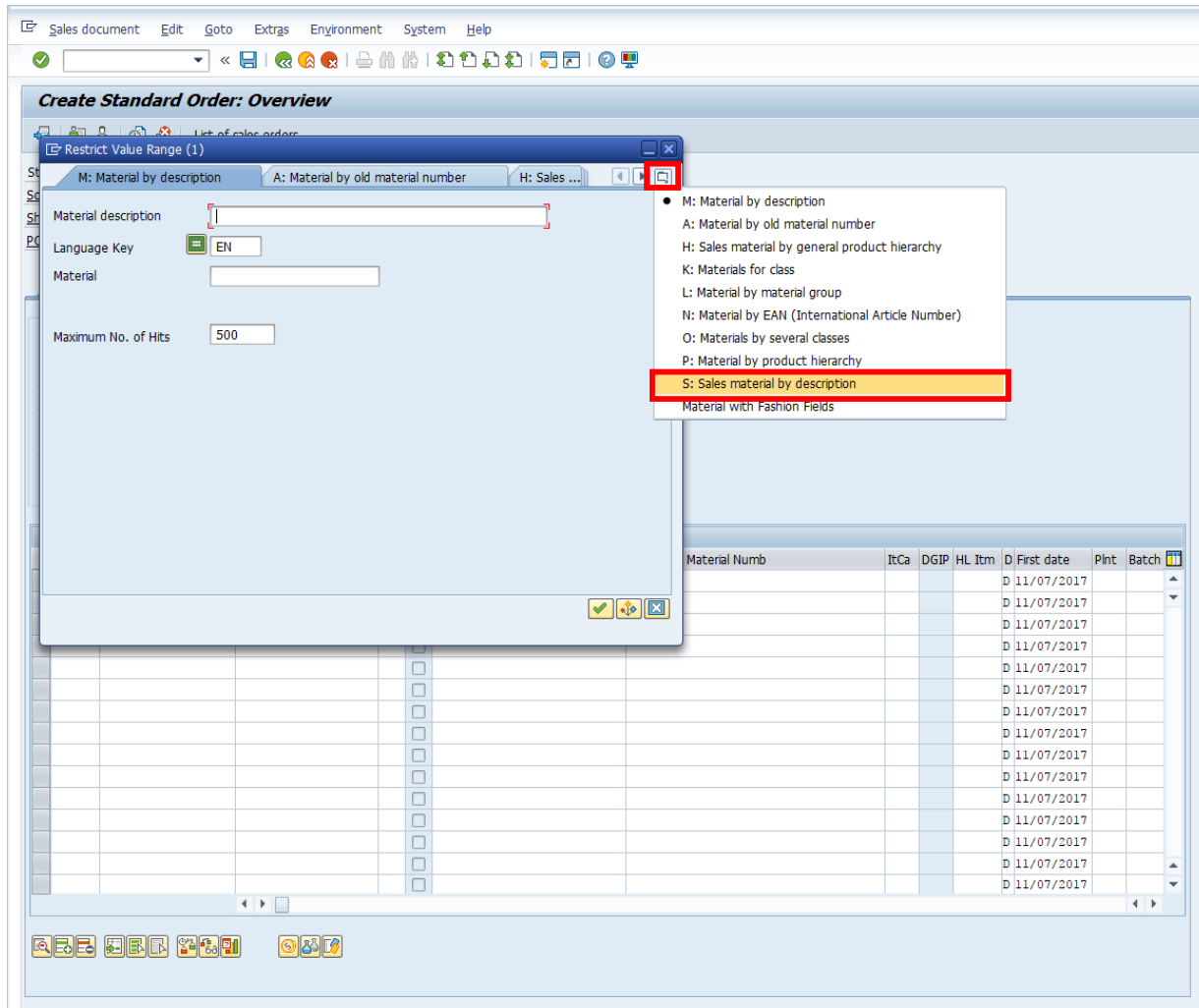
Tutorial Figure 1-41: Create Standard Order: Overview Screen – Material Search Change

In the new search window verify the following:

- Sales Organization: **UE00**
- Distribution Channel: **WH**

Enter the following:

- Material: **PRTR1###**

Click ☑ when you have entered and verified the above.
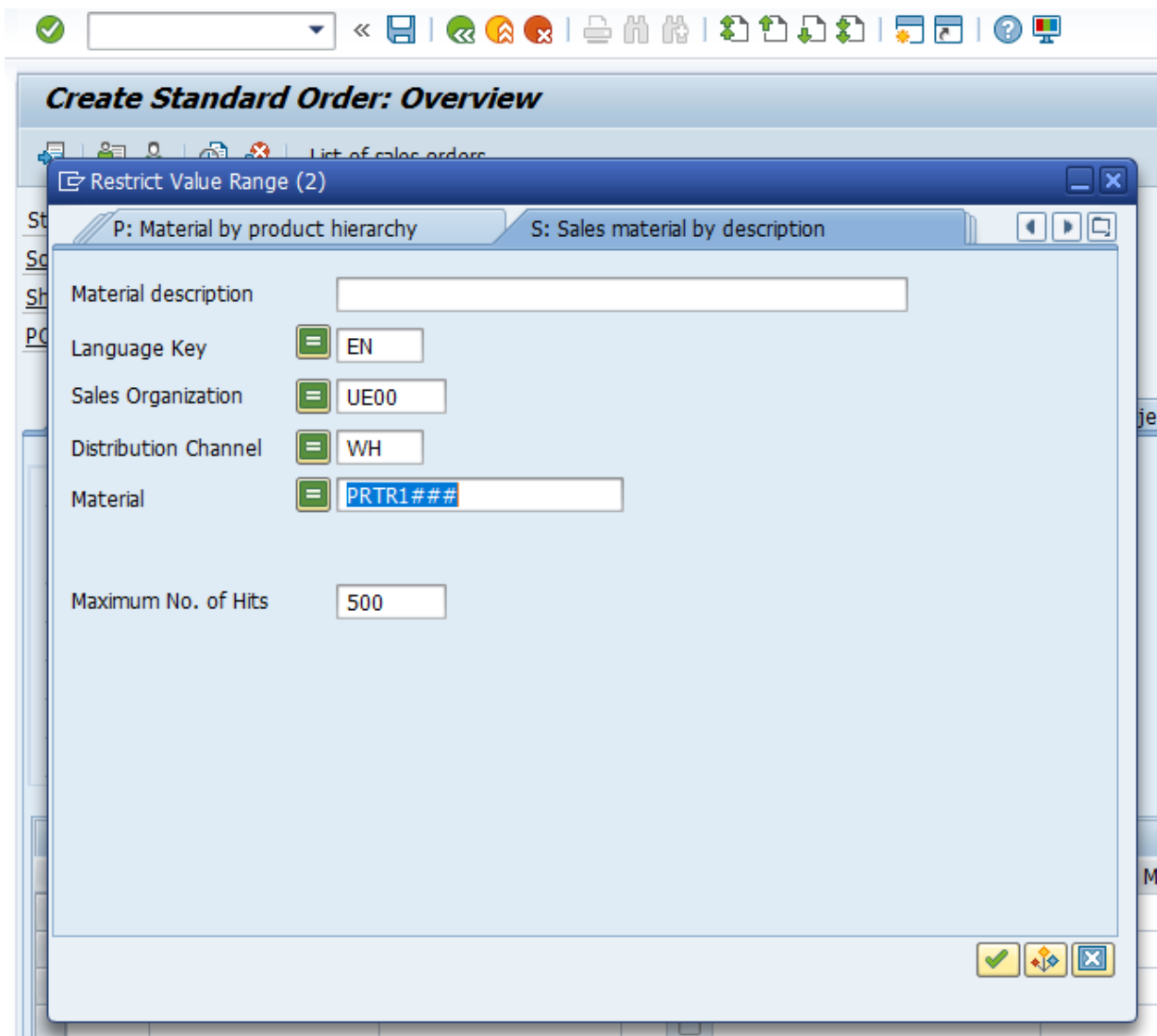
Tutorial Figure 1-42: Create Standard Order: Overview Screen – Material Search

Double click on the **Professional Touring Bike (Black)** in the new screen with PRTR1058 being **PRTR1###,** where ### is your GBI Number.

Tutorial Figure 1-43: Create Standard Order: Overview Screen – Material Search Final Output

Verify the "Material" column has **PRTR1###** from the previous search in the first row.

Enter the following:

- Order Quantity: **10**

Tutorial Figure 1-44: Create Standard Order: Overview Screen – Material Quantity

Click the ✅ button in the menu bar. This will verify all of your inputs.

Tutorial Figure 1-45: Create Standard Order: Overview Screen – Check Inputs

Click 🖫 to save your Sales Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Sales Order Number. **Please write down this Sales Order Number on your You Try It Document Tracking sheet under the Sales Order row.**

Tutorial Figure 1-46: Sales Order Save

Tutorial Figure 1-47: Sales Order Document Number

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Once you have recorded your Sales Order, click on to exit back to the SAP Easy Access Menu.

Tutorial Figure 1-48: Exit to SAP Easy Access Menu
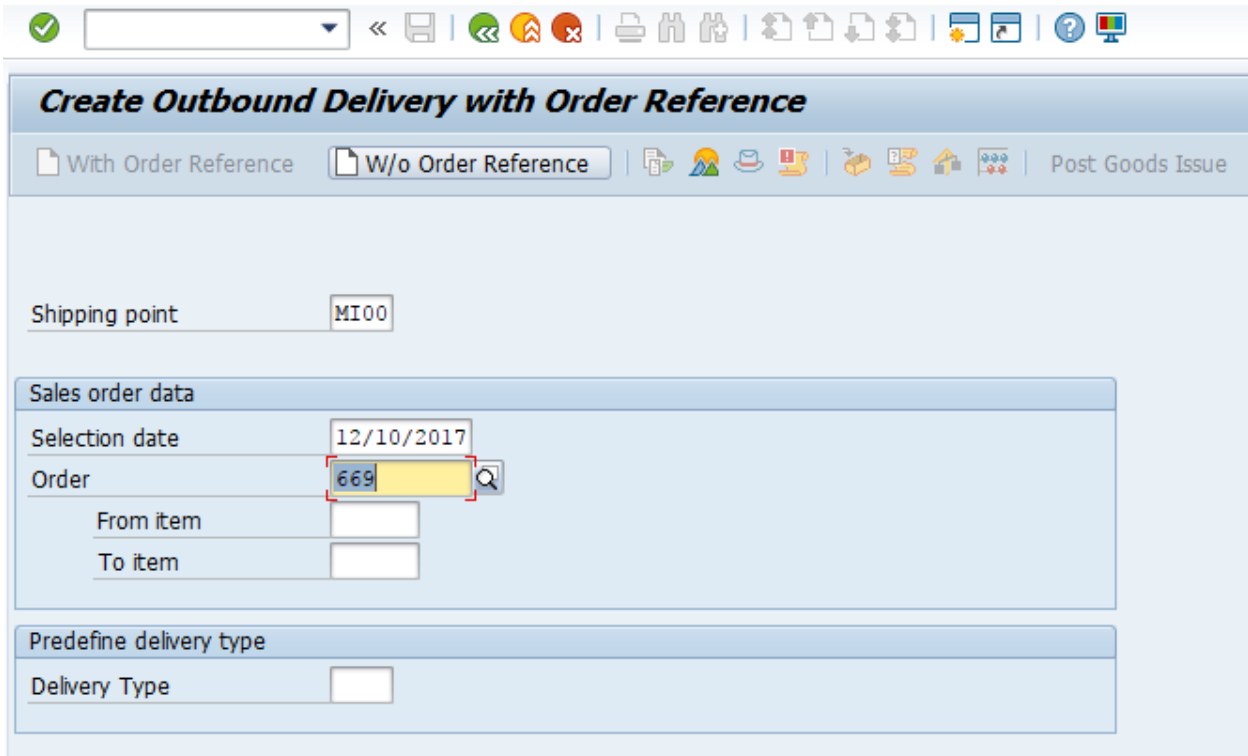
The **Professional Touring Bike (Black)** has been manufactured through the production process so we will now create an Outbound Delivery Document. This will result in shipping the **Professional Touring Bike (Black)** to our customer. We need to create an Outbound Delivery Document to ship the order to our customer.

Navigation: SAP Menu > Logistics > Materials Management > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Create > Single Document > With Reference to Sales Order

Enter the following:

- Shipping Point: **MI00**
- Selection Date: **1 Month From Today**
- Order: **Your Sales Order**

Then click ![green check icon] to verify your inputs.
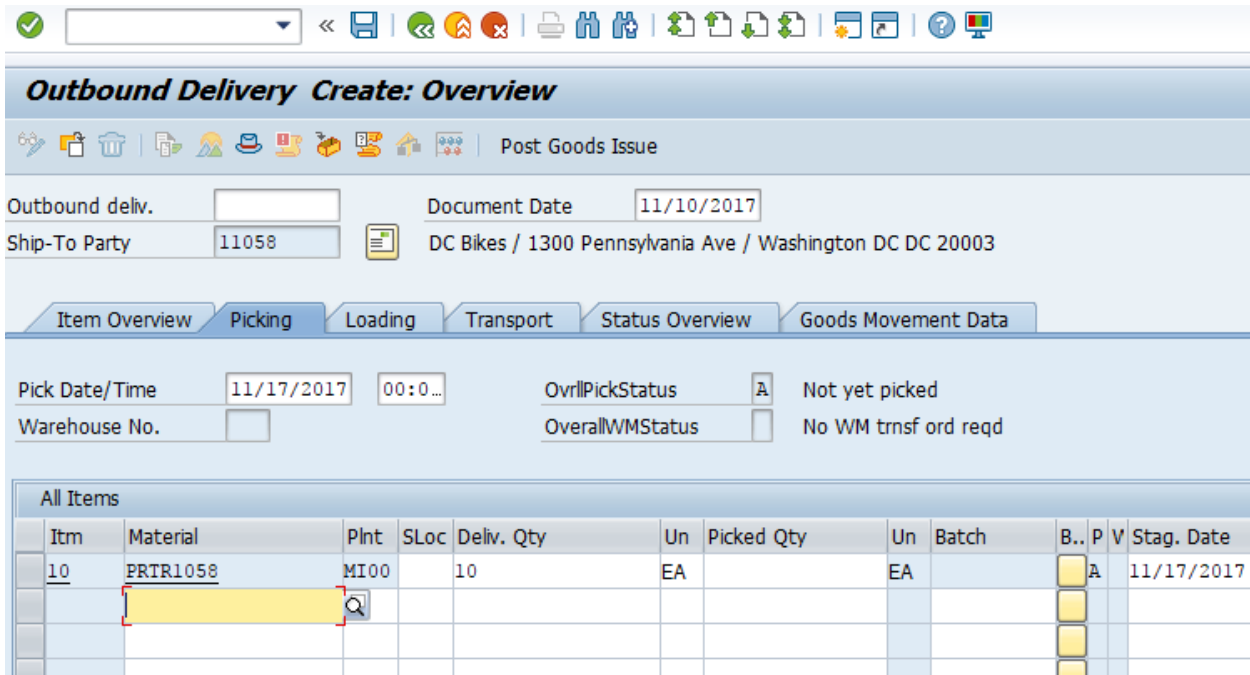
Tutorial Figure 1-49: Create Outbound Delivery – Initial Screen

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Step 2.1: Save Outbound Delivery

Click 🖫 to save your Outbound Delivery.

Tutorial Figure 1-50: Create Outbound Delivery – Overview

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Outbound Delivery Number. **Please write down this Outbound Delivery Number on your You Try It Document Tracking sheet under the Outbound Delivery row.**

Once you have recorded your Outbound Delivery Number, click on 🔼 to exit back to the SAP Easy Access Menu.
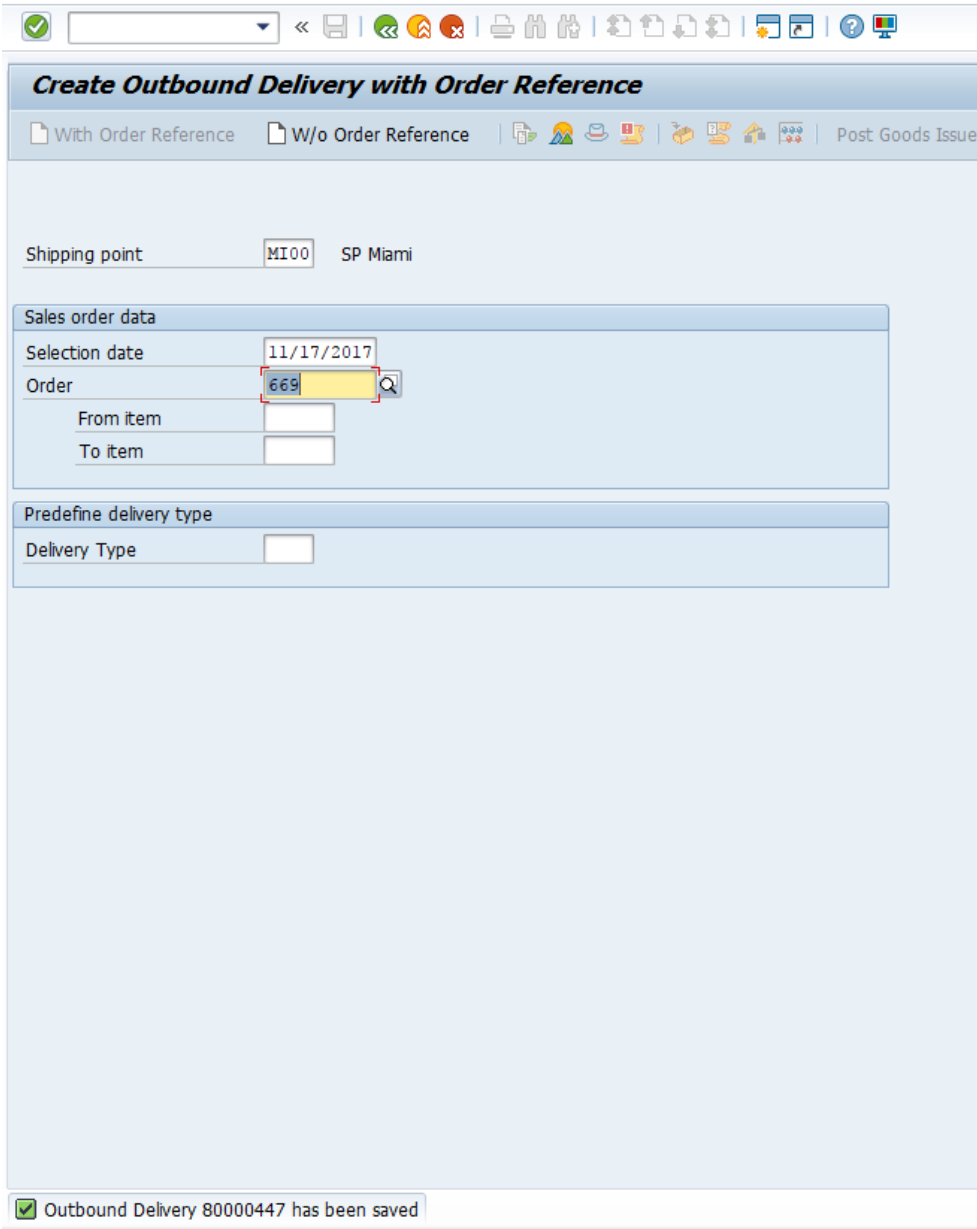
Tutorial Figure 1-51: Create Outbound Delivery – Save

✅ Outbound Delivery 80000447 has been saved
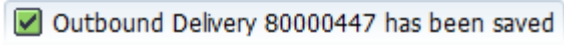
Tutorial Figure 1-52: Create Outbound Delivery – Document Number

We will now pick our materials from their Storage Location and ship them to our customer.

Navigation: SAP Menu > Logistics > Materials Management > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Change > Single Document

Verify **Your Outdound Delivery Number**. Click the ✅ button to change **Your Outbound Delivery Document**
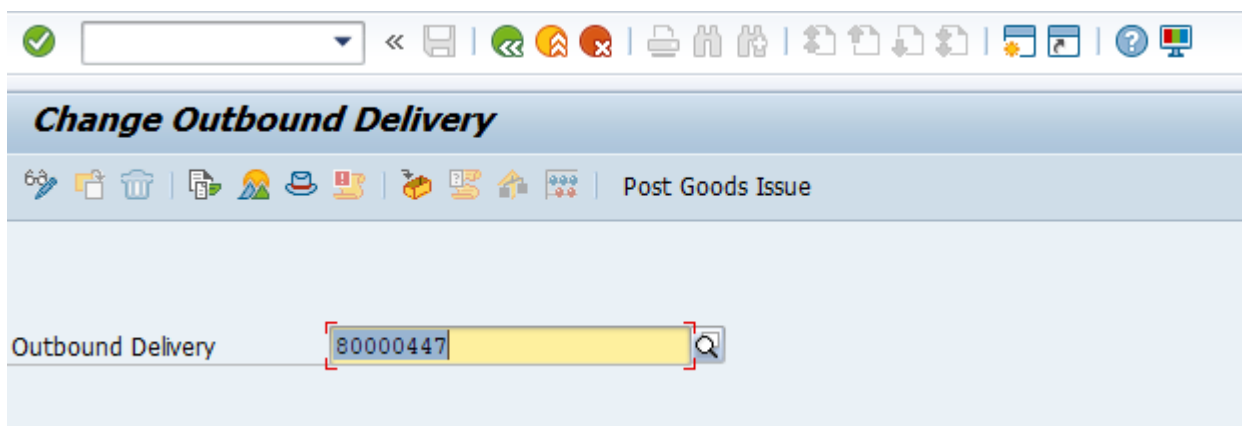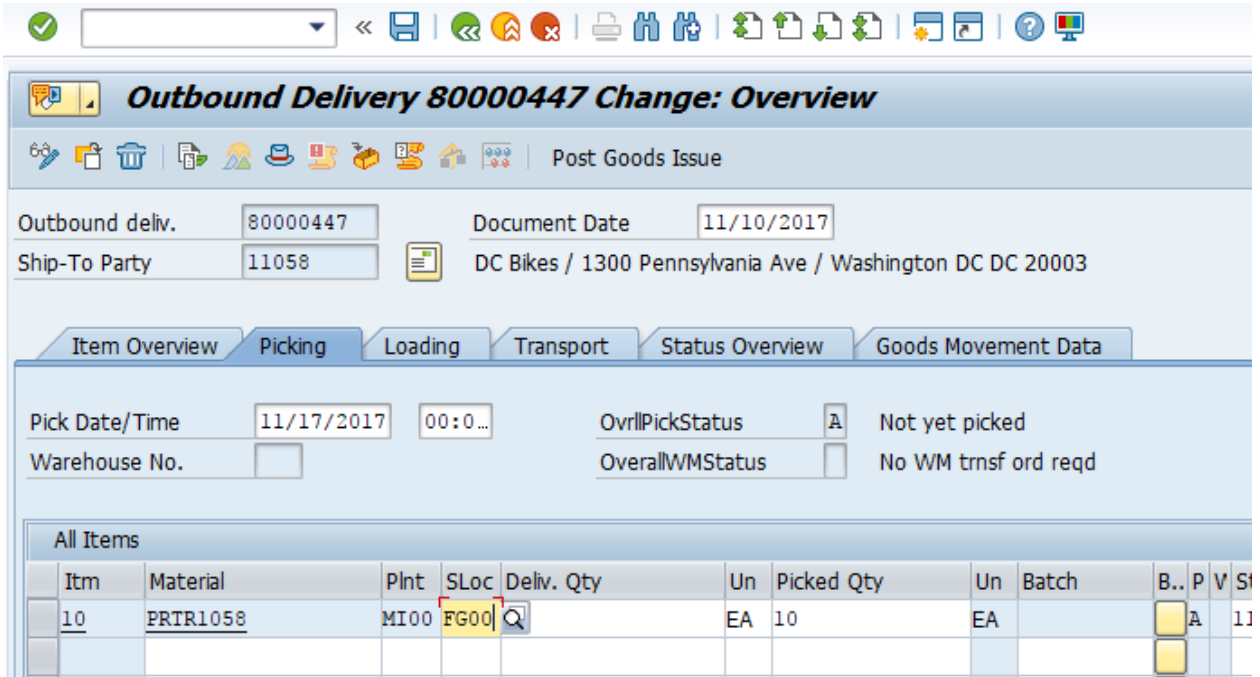
Tutorial Figure 1-53: Change Outbound Delivery – Initial Screen

Click on the "Picking" tab.

Enter the following:

- Picked Qty: **10**
- SLoc: **FG00**

Then click ![save] to save your Outbound Delivery.

Tutorial Figure 1-54: Change Outbound Delivery – Picking

Your Outbound Delivery has been saved and updated.

DO NOT click on to exit back to the SAP Easy Access Menu. Continue to the next step.
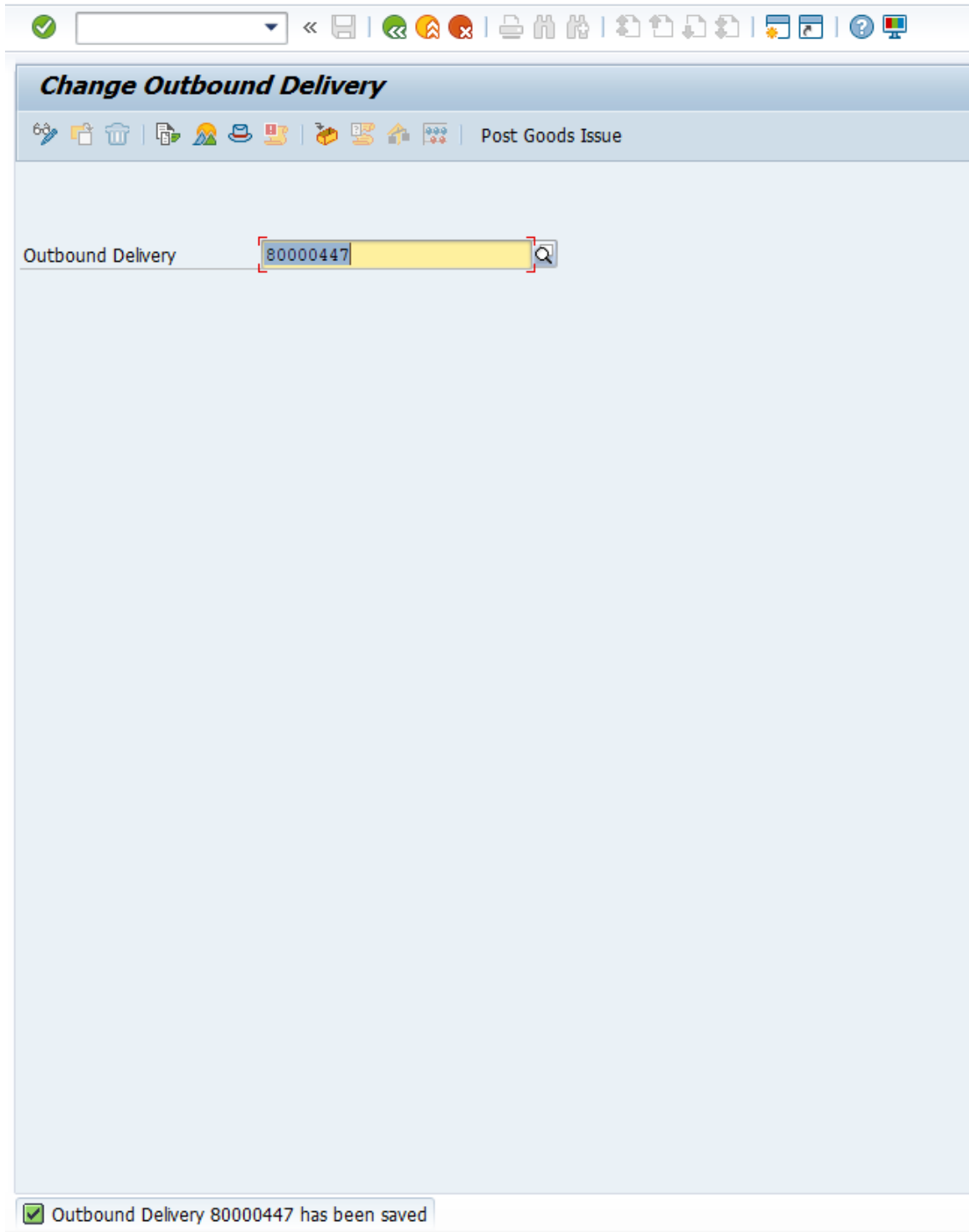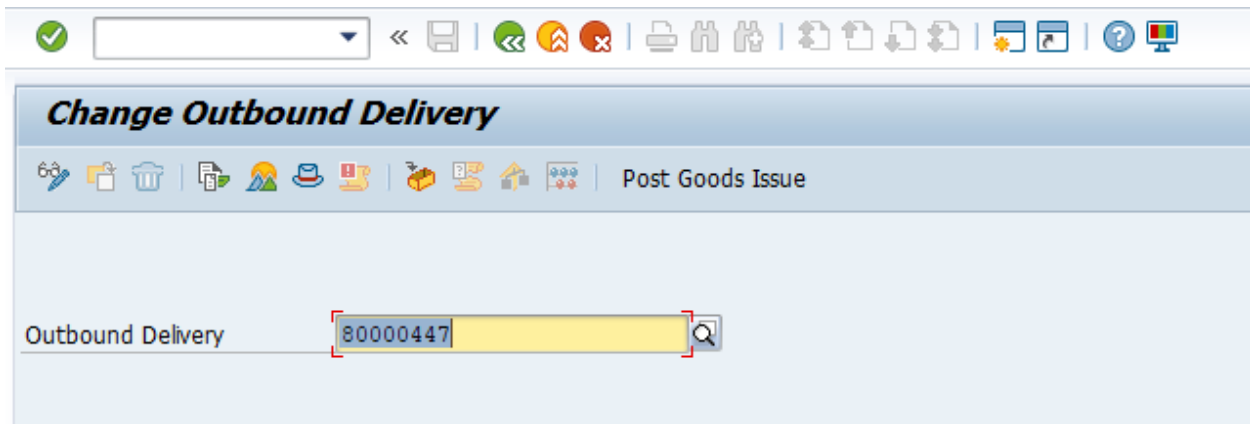
Tutorial Figure 1-55: Change Outbound Delivery – Save

Now we will Post the Goods Issue to the Outbound Delivery. Use the navigation below if you exited from the previous step.

Navigation: SAP Menu > Logistics > Materials Management > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Change > Single Document

Verify **Your Outdound Delivery Number**. Click the ⊘ button to change Your Outbound Delivery Document.

Tutorial Figure 1-56: Change Outbound Delivery – Initial Screen

Click "Post Goods Issue"

Tutorial Figure 1-57: Change Outbound Delivery – Post Goods Issue

Your Outbound Delivery has been saved and updated.

Click on ⬆ to exit back to the SAP Easy Access Menu.
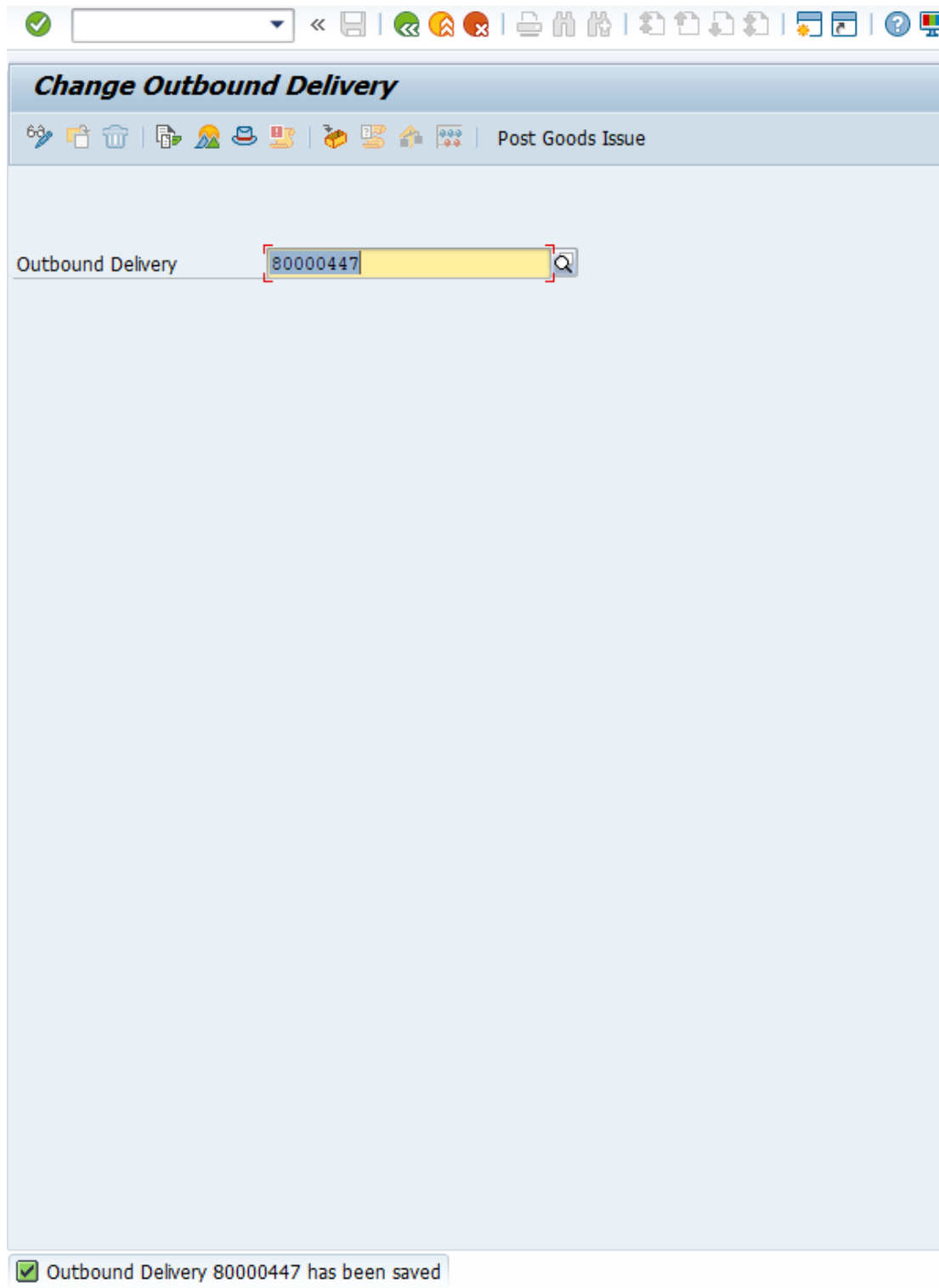
Tutorial Figure 1-58: Change Outbound Delivery – Update

STEP 5: CREATE BILLING DOCUMENT

We have issued the materials to our customer. Now we must create a Billing Document so that we can charge our customer for their order.

Navigation: SAP Menu > Logistics > Sales and Distribution > Billing > Billing Document > Create

Verify that **Your Outbound Delivery Document** is displayed then click ⊟ to save your Billing Document.

Tutorial Figure 1-59: Create Billing Document – Initial Screen

Step 5.1: Save Billing Document

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Billing Document Number. **Please write down this Billing Document Number on your You Try It Document Tracking sheet under the Billing Document row.**

Once you have recorded your Billing Document Number, click on   to exit back to the SAP Easy Access Menu.
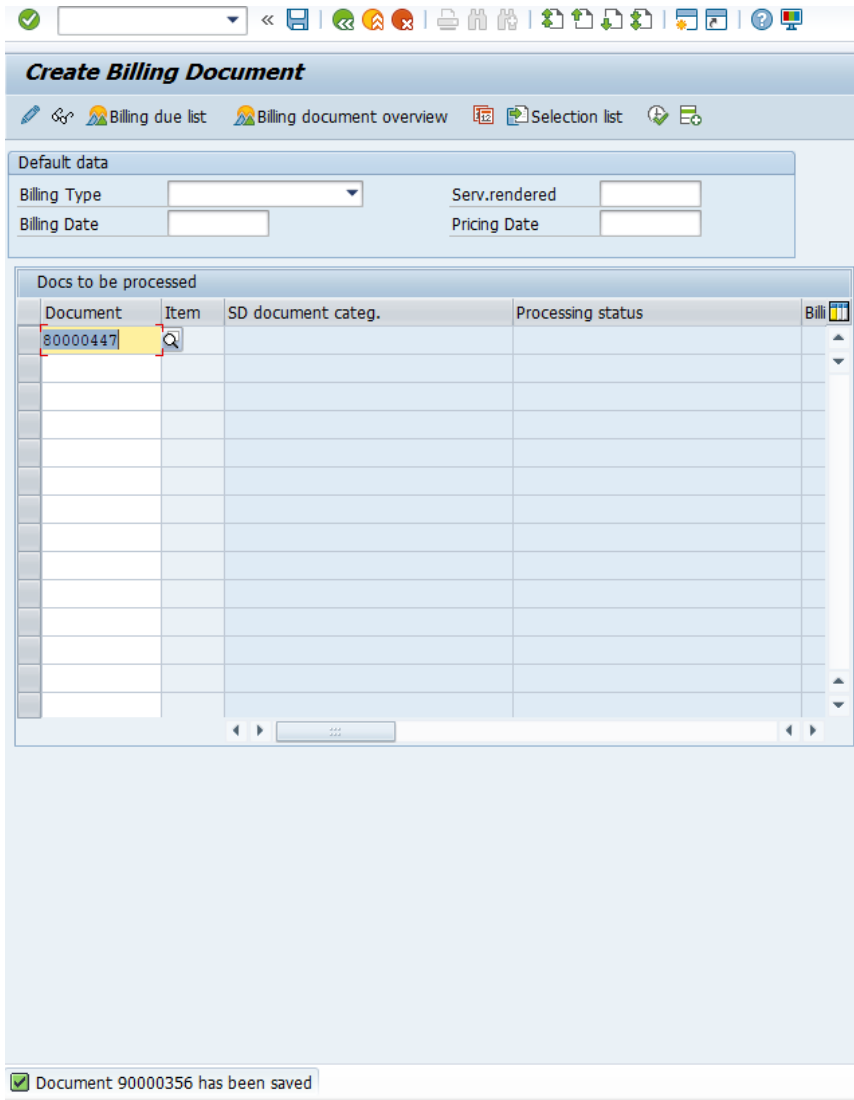
Tutorial Figure 1-60: Billing Document – Save
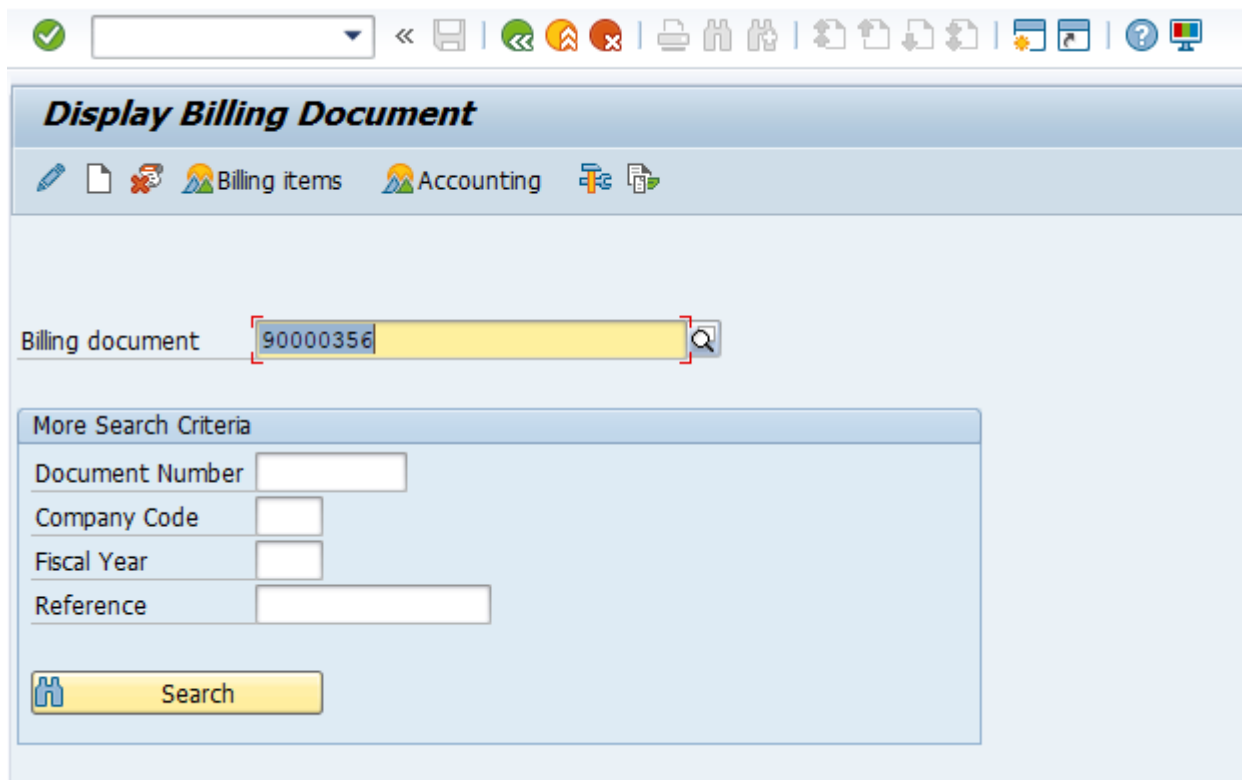
Tutorial Figure 1-61: Billing Document – Save

We have issued the Billing Document to our customer. Now we must check the amount that the customer owes us for the 10 **Professional Touring Bike (Black).**

Navigation: SAP Menu > Logistics > Sales and Distribution > Billing > Billing Document > Display

Verify **Your Outdound Delivery Number**. Click the ✅ button to display the document.

Tutorial Figure 1-62: Billing Document – Display

Step 6.1: View Billing Document Net Value

Based on the document below, it costs us 15,000.00 to manufacture the **Professional Touring Bike (Black).** The "net value" shows the cost that will be charged to the customer for the **Professional Touring Bike (Black).** The customer will pay us **32,000.00.**

Tutorial Figure 1-63: Billing Document – Your Billing Document View

STEP 7: POST PAYMENT FROM CUSTOMER

We have issued the Billing Document to the customer. Now we will process their payment. From the previous step we know the customer will pay us **32,000.00**.

Navigation: SAP Menu > Accounting > Financial Accounting > Accounts Receivable > Document Entry > Incoming Payments

Enter the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Account: **100000**
- Amount: **32,000.00**
- Account: **11###**

Tutorial Figure 1-64: Post Incoming Payments – Header

The following screen will appear. Verify the "Amount entered" and "Assigned" are both the same number. Also, verify the "Not Assigned" is **0.00.**

Post Incoming Payments Process open items

Distribute Difference   Charge Off Difference   Editing Options   Ø Cash Disc. Due

Standard | Partial Pmt | Res.Items | WH Tax

Account items 11058 DC Bikes

Document...	D..	Document...	P..	Bu...	Da...	USD Gross	CashDiscount	CDPer.
90000356	RV	11/10/2017	01		0	32,000.00		

Amo...   Gross<...   Currency   Items   Items   Disc.   Disc.

Processing Status

Number of items	1		Amount entered	32,000.00
Display from item	1		Assigned	32,000.00
Reason code			Difference postings	
Display in clearing currency			Not assigned	0.00

Tutorial Figure 1-65: Post Incoming Payments – Complete

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Once you have verified "Not Assigned" is **0.00** then click ⊞ to save your Incoming Payment Document.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Incoming Payment Number. **Please write down this Incoming Payment Number on your You Try It Document Tracking sheet under the Incoming Payment row.**

Once you have recorded your Incoming Payment Number, click on 🔼 to exit back to the SAP Easy Access Menu.

Tutorial Figure 1-66: Post Incoming Payments – Save

Tutorial Figure 1-67: Post Incoming Payments – Document Number

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Tutorial 2
First Exercise
Procurement Raw Materials

CONTENTS

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TUTORIAL SCENARIO

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. After the Sales Order has been entered into SAP, we will need to procure the raw materials needed to make the **Deluxe Touring Bike (Silver)** from a vendor. Once the raw materials have been received into our inventory, we can then produce the **Deluxe Touring Bike (Silver).** After production has been completed, we will move the bike to our Miami plant so we can fulfill the order and ship the bike to the customer. Finally, we will process the customer's payment.

```
[ Sell ] ⟹ [ Procure Materials ] ⟹ [ Production ] ⟹ [ Ship ] ⟹ [ Payment ]
```

Tutorial Figure 2-0: End to End Process

TUTORIAL 2: PROCURE TRADING GOODS FROM A VENDOR

We have finished creating the customer's Sales Order. Now we must procure the raw materials from a vendor so that we can manufacture the **Deluxe Touring Bike (Silver).** We will skip the Purchase Requisition step. This step is used as an internal request to purchase. We will also skip vendor selection since we know the vendor we will use. We will create a Purchase Order to request materials from our vendor. We will then receive the materials into our inventory and pay our vendor.

```
[ Purchase Requisition ] ⟹ [ Vendor Selection ] ⟹ [ Purchase Order ] ⟹ [ Goods Receipt ] ⟹ [ Invoice ] ⟹ [ Payment ]
```

Tutorial Figure 2-1: Procurement Process

STEP 1: CREATE A PURCHASE ORDER WITH "VENDOR/SUPPLYING PLANT KNOWN"

We will now create a Purchase Order to request materials from our vendor, **Space Bike Composites.**

Purchase Requisition → Vendor Selection → Purchase Order → Goods Receipt → Invoice → Payment
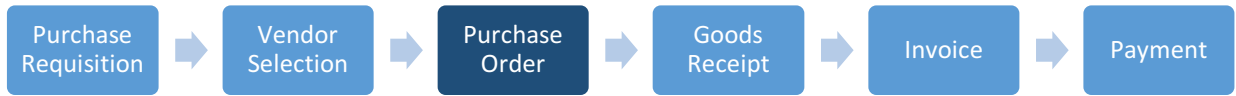
Tutorial Figure 2-2: Procurement Process – Purchase Order

Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known
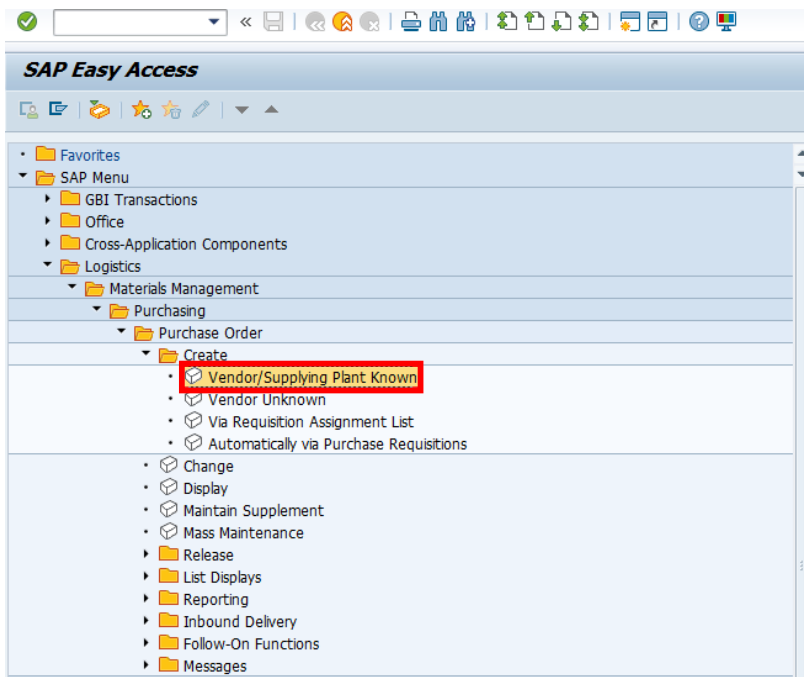
Tutorial Figure 2-3: Create Purchase Order Menu Tree

Step 1.1: Search For Vendor

In the "Create Purchase Order" Screen we want to search for the vendor.

Click inside the "Vendor" field and click the F4 key on your keyboard or click on the 🔍.
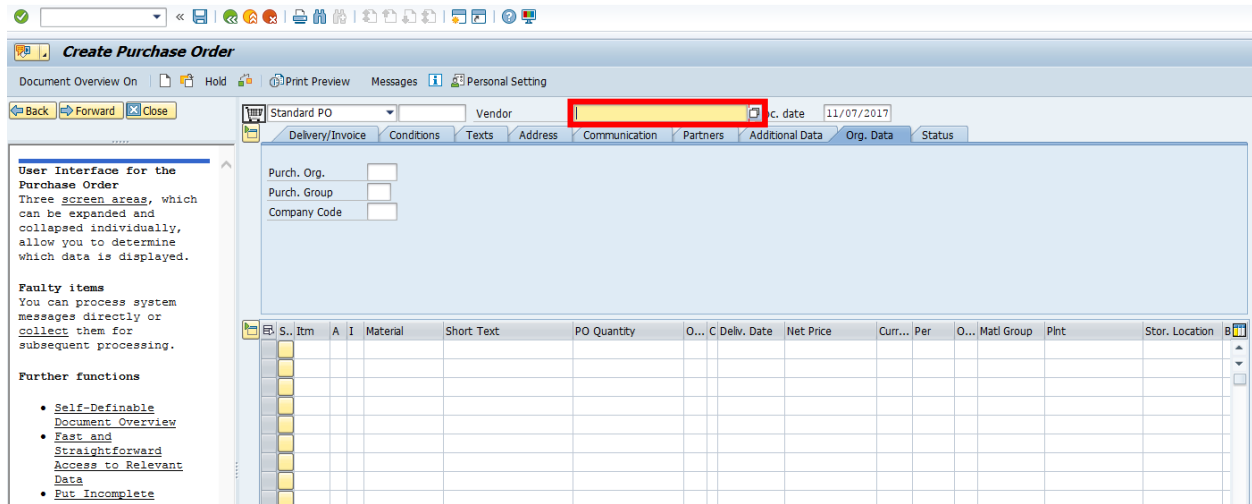
Tutorial Figure 2-4: Create Purchase Order – Vendor Field Select

Enter the following:

- Search Term: ***###** (where ### is your GBI Number) into the "Search Term" field.
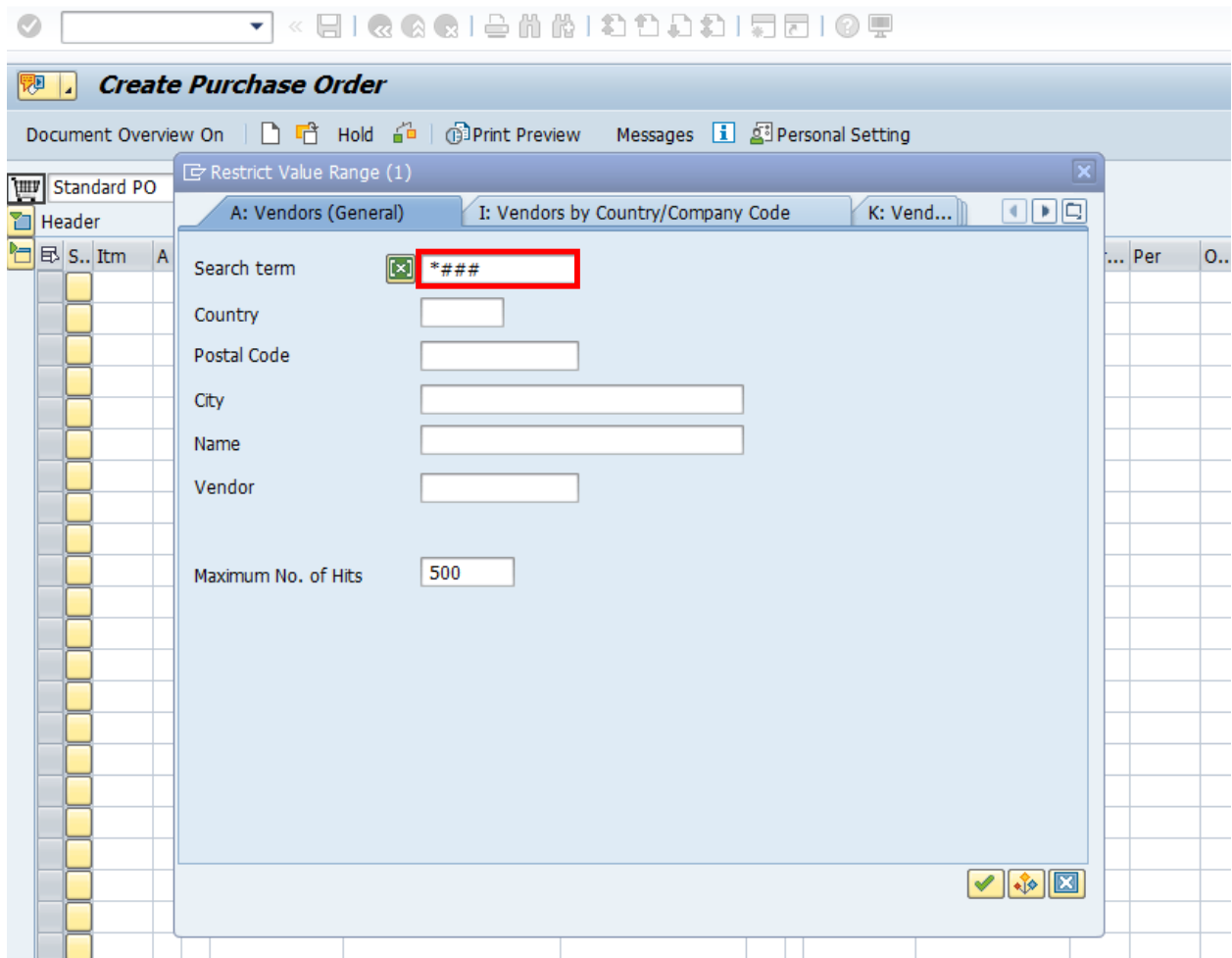
Tutorial Figure 2-5: Create Purchase Order – Vendor Search
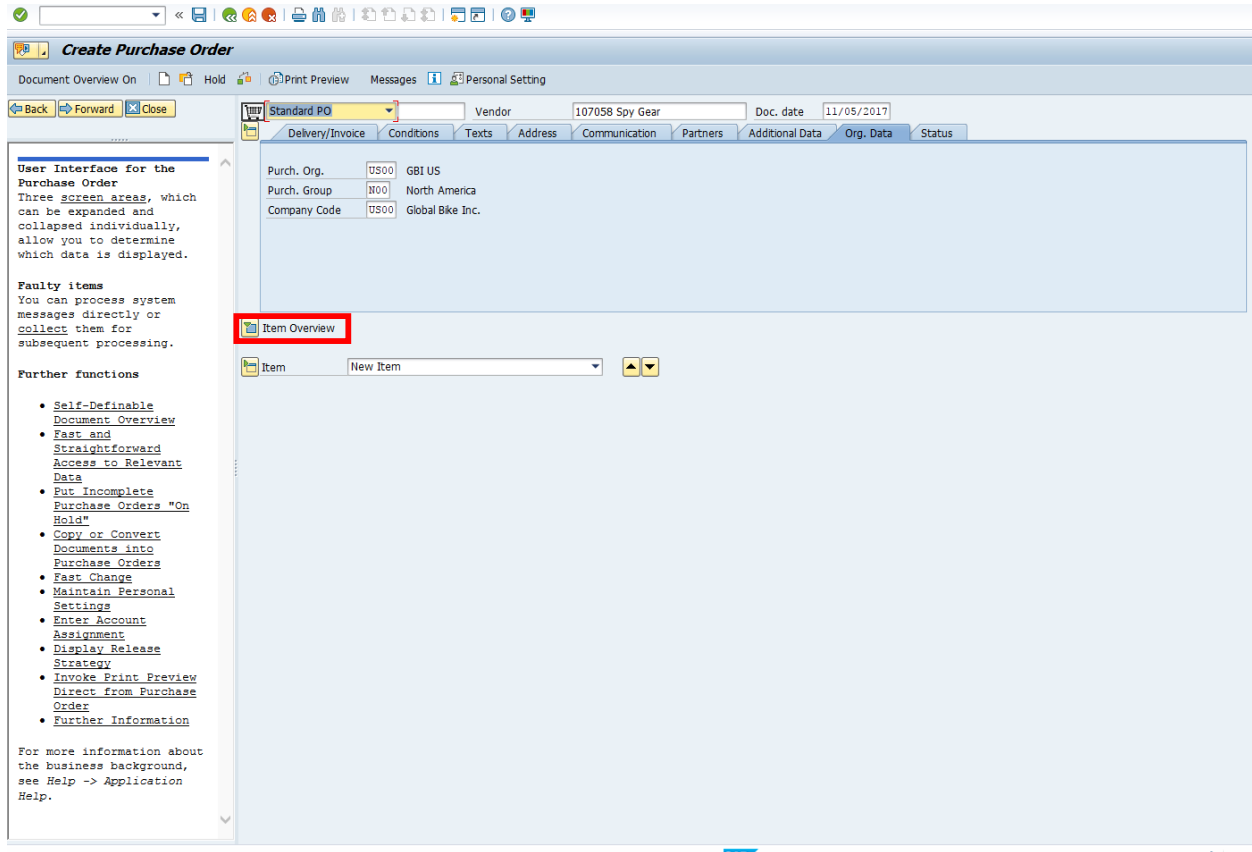
In the next screen we will select the **"Space Bike Composites"** vendor. Make sure the number in the "Vendor" column ends with your GBI Number as the last 3 digits.

Cty	PostalCode	City	Name 1	Vendor
DE	01069	DRESDEN	SACHSEN STAHL AG	123058
DE	24149	SANDKRUG	SHELL GEAR	121058
DE	33647	BIELEFELD	PYRAMID BIKING	114058
DE	39120	BRAUNSCHWEIG	BURGMEISTER ZUBEHÖR OHG	113058
DE	50737	KÖLN	COLOGNE BIKE SUPPLIES	122058
DE	68167	MANNHEIM	FLAT TIRE AND MORE	116058
DE	74080	HEILBRONN	THICK SPOKE	119058
DE	76228	KARLSRUHE	GUMMI SCHULTZE	117058
DE	80331	MÜNCHEN	RUN & FUN	124058
DE	86391	AUGSBURG	LOHSE SCHRAUBE	118058
DE	97070	WÜRZBURG	MAIN CARBON	120058
DE	99099	ERFURT	ABS BRAKES GMBH	115058
US	19341	GRAND RAPIDS	RAPIDS NUTS N BOLTS	108058
US	22102	MCLEAN	SPY GEAR	107058
US	30319	ATLANTA	OLYMPIC PROTECTIVE GEAR	101058
US	33126	MIAMI	FUN N THE SUN SEATS N BAR	110058
US	45202	CINCINNATI	BOOMTOWN TIRE & WHEEL	102058
US	54601	LACROSSE	NIGHT RIDER ALUMINUM PROD	106058
US	75039	IRVING	DALLAS BIKE BASICS	103058
US	77042	HOUSTON	SPACE BIKE COMPOSITES	105058
US	85251	SCOTTSDALE	SUNNY SIDE UP TIRE	111058
US	88837	EDISON	LIGHTBULB ACCESSORY KITS	104058
US	92011	CARLSBAD	REDWOOD KITS	112058
US	97223	PORTLAND	GREEN BLAZERS SEATS	109058

Tutorial Figure 2-6: Create Purchase Order – Vendor Selection

Step 1.2: Expand Item Overview

Expand the "Item Overview" section by clicking on 🗀 .

Tutorial Figure 2-7: Create Purchase Order – Item Overview Not Expanded

Step 1.3: Enter Purchase Organization, Purchasing Group and Company Code

Now enter the Purchase Organization, Purchasing Group and Company Code. These fields are part of our company's organization structure. They indicate what part of our organization will be procuring and paying for the materials.

Enter the following into the screen. Make sure you are on the Org Data tab.

- Purchase Organization: **US00**
- Purchasing Group: **N00**
- Company Code: **US00**

Tutorial Figure 2-8: Create Purchase Order – Org Data

Click the button in the menu bar to verify your Org Data inputs.

Tutorial Figure 2-9: Create Purchase Order – Verify Org Data

Step 1.4: Enter Materials Into The Purchase Order

Now enter the materials we want to procure from **Space Bike Composites**. We want to procure all necessary materials needed to build our **Deluxe Touring Bike (Silver).** We will start by searching for **Touring Frame-Silver**.

Click inside the first cell in the "Material" column. Then click the F4 key on your keyboard or click on the 🔍.
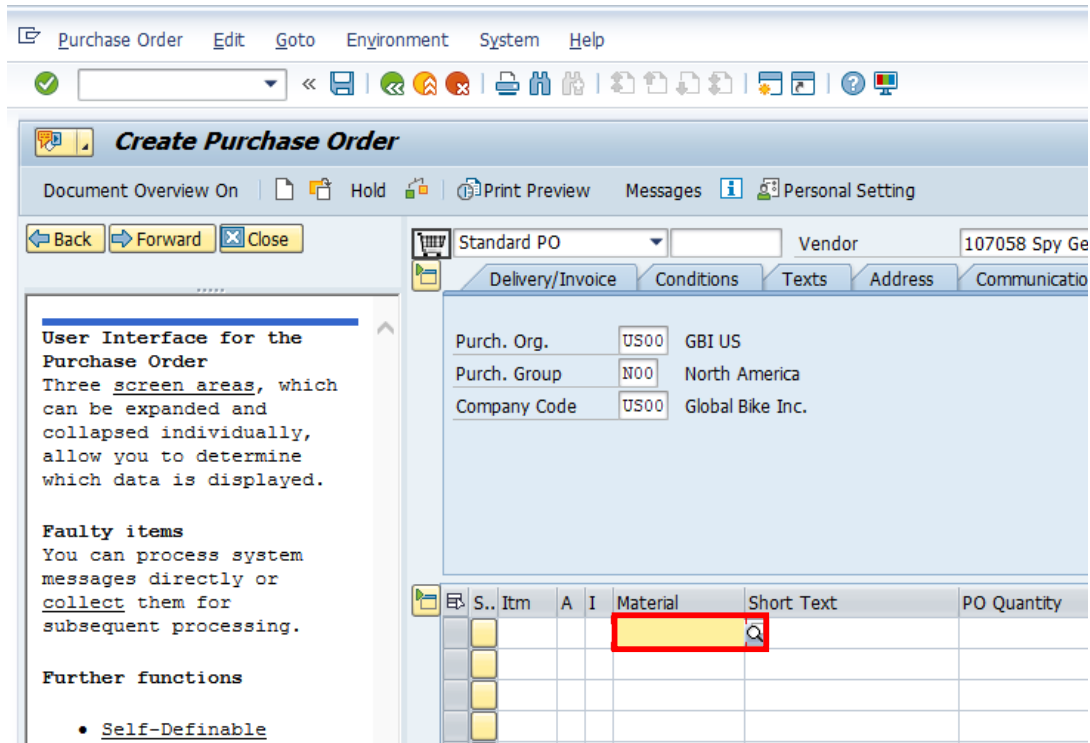
Tutorial Figure 2-10: Create Purchase Order – Materials Search

We will search using **"Material By Material Type".** Click on the ⬜ in the right-hand corner of the Search window. Select **"T: Material By Material Type".**
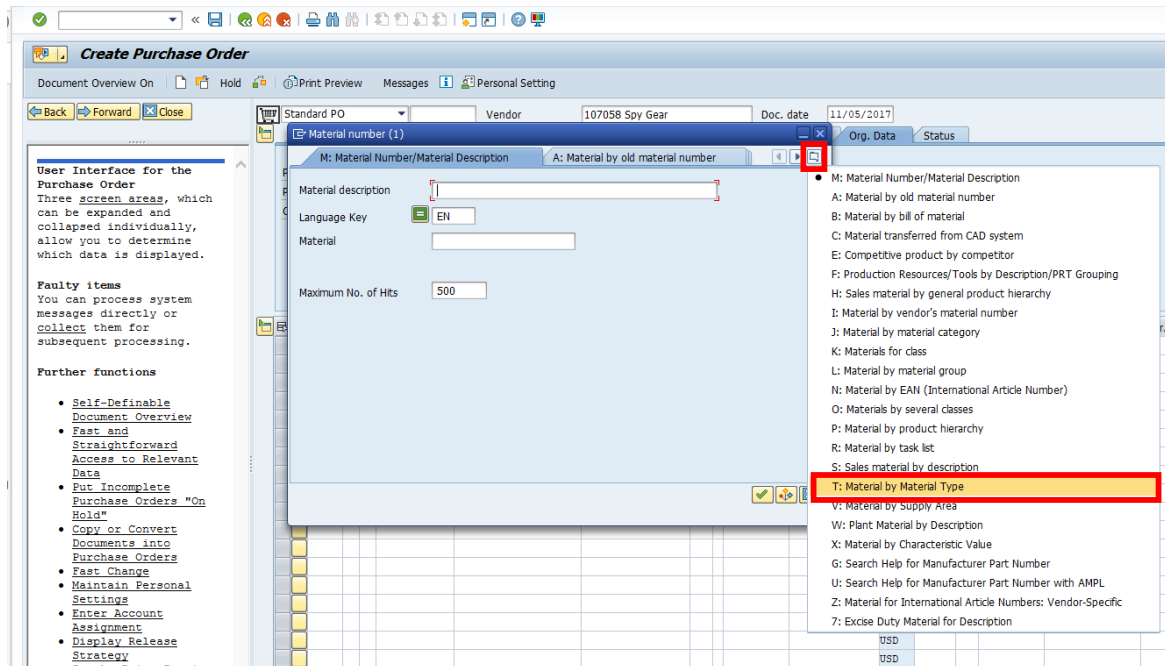
Tutorial Figure 2-11: Create Purchase Order – Material Search By Material Type

Enter the following information into the fields:
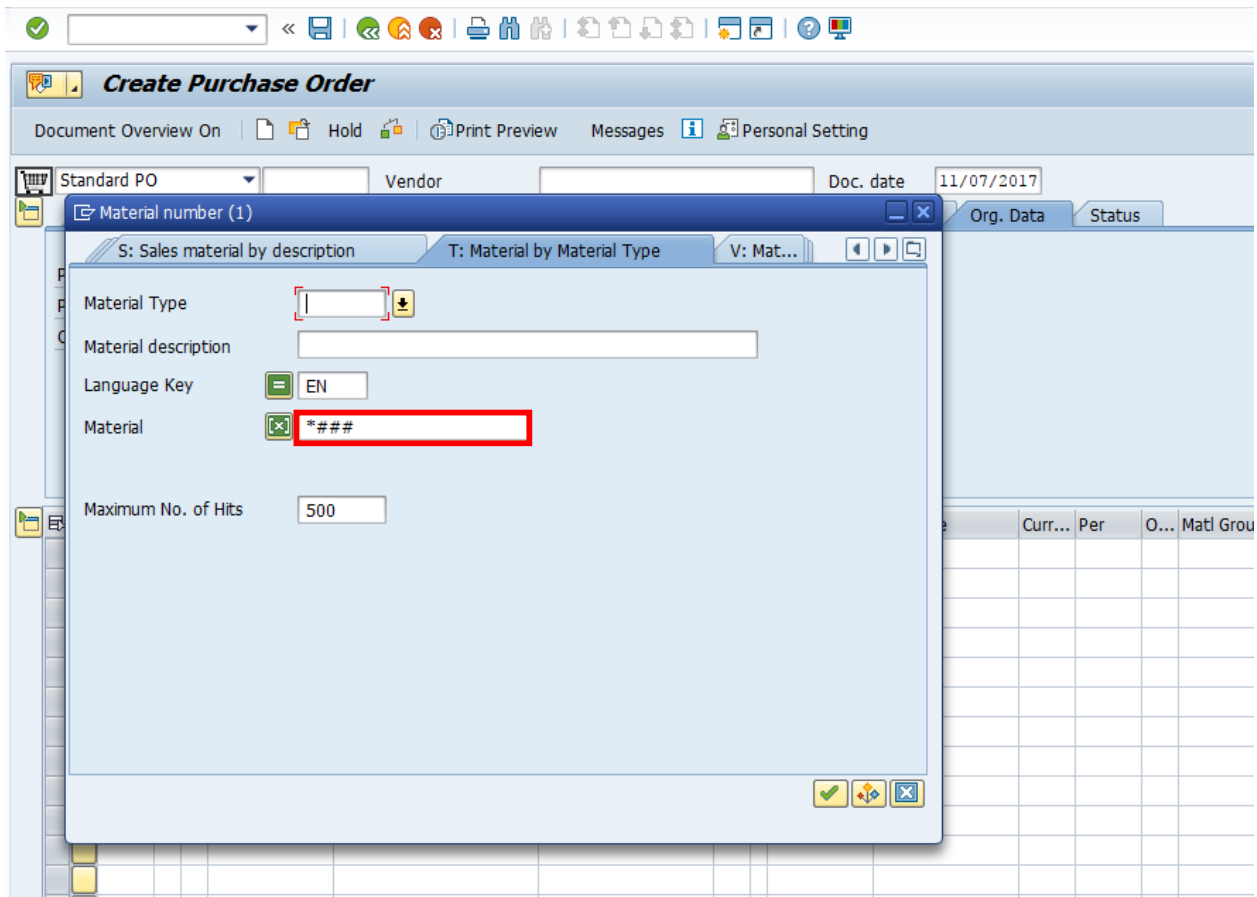
- Material: ***###**

Tutorial Figure 2-12: Create Purchase Order – Materials Search Input

The following search results will be displayed in the next window. We want to procure **Touring Frame-Silver.**

We see that our **Touring Frame-Silver** has the Material number **TRFR2###**, where ### is your unique GBI number. In the screenshot below 058 would be replaced by your GBI Number.

Click on the **Touring Frame-Silver** entry.
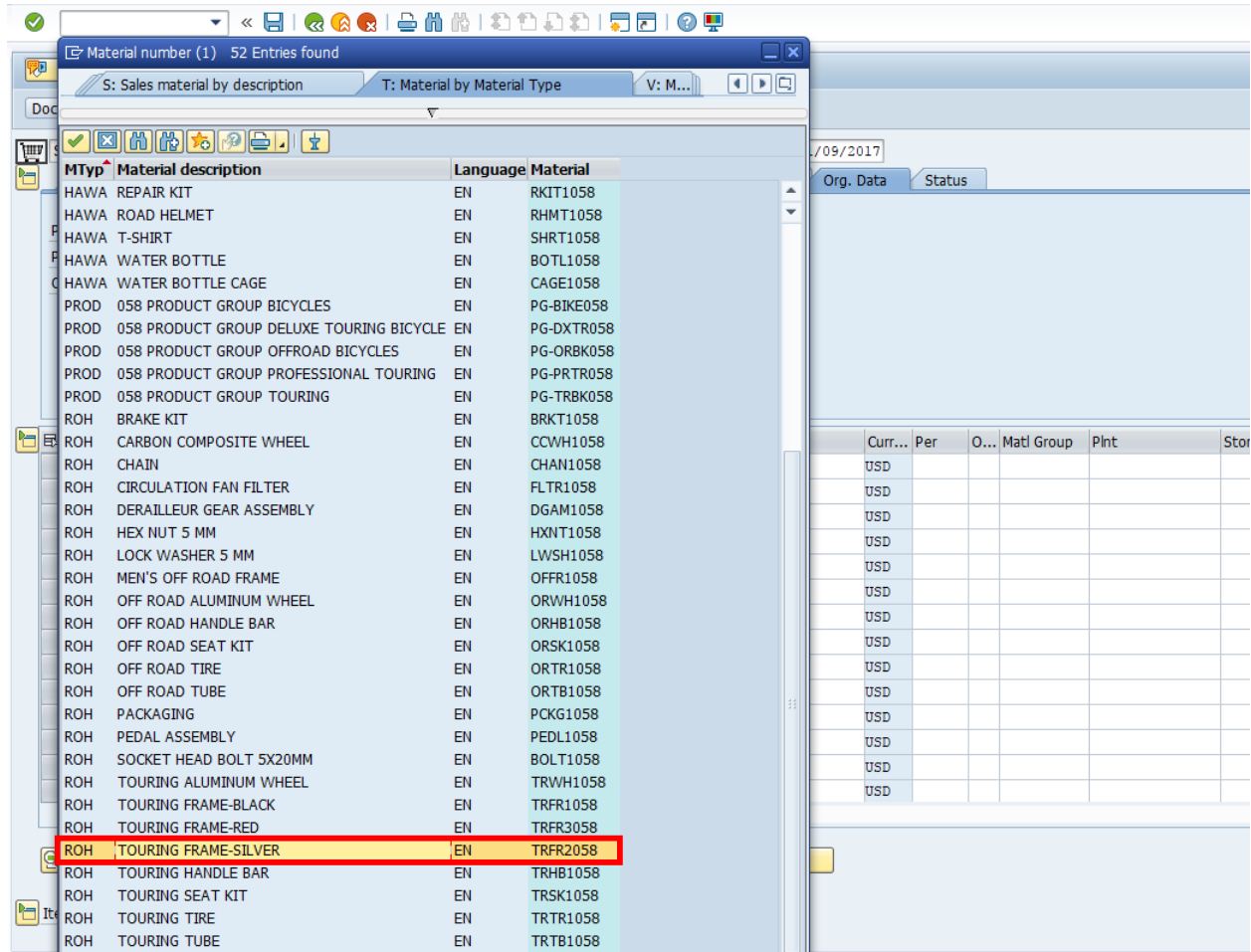
Tutorial Figure 2-13: Create Purchase Order – Materials Selection

The **Touring Frame-Silver** material number is now displayed in the first row of the "Material" column.

Tutorial Figure 2-14: Create Purchase Order – Materials Search Results

Now enter the following Materials into the next rows of the "Material" column. We know the material numbers from the previous search.

We will complete the Purchase Order by typing in the PO Quantity, Delivery Date, Net Price, Currency and Plant.

The PO Quantity is the quantity of the goods that we want from our vendor. The Delivery Date is the requested date we want to receive the order. The Net Price is the price it will cost us to buy each material. Currency is the currency we wish to pay in. Since SAP can support many different currencies, we must specify the type of currency. The plant is the location we wish to receive the material in.

Enter the following:

Material	PO Quantity	Deliv. Date	Net Price	Currency	Plnt
TRFR2###	1	2 Weeks From Today	200.00	USD	DL00
DGAM1###	1	2 Weeks From Today	75.00	USD	DL00
TRSK1###	1	2 Weeks From Today	50.00	USD	DL00
TRHB1###	1	2 Weeks From Today	25.00	USD	DL00
PEDL1###	1	2 Weeks From Today	45.00	USD	DL00
CHAN1###	1	2 Weeks From Today	10.00	USD	DL00
BRKT1###	1	2 Weeks From Today	70.00	USD	DL00
WDOC1###	1	2 Weeks From Today	1.00	USD	DL00
PCKG1###	1	2 Weeks From Today	3.50	USD	DL00

Tutorial Figure 2-15: Create Purchase Order – Materials Needed For Purchase Order

Enter in all values from the table above (Tutorial Figure 2-15). Your table should look like the figure below. To expand the table click on the "Item Detail" button to collapse "Item Detail"
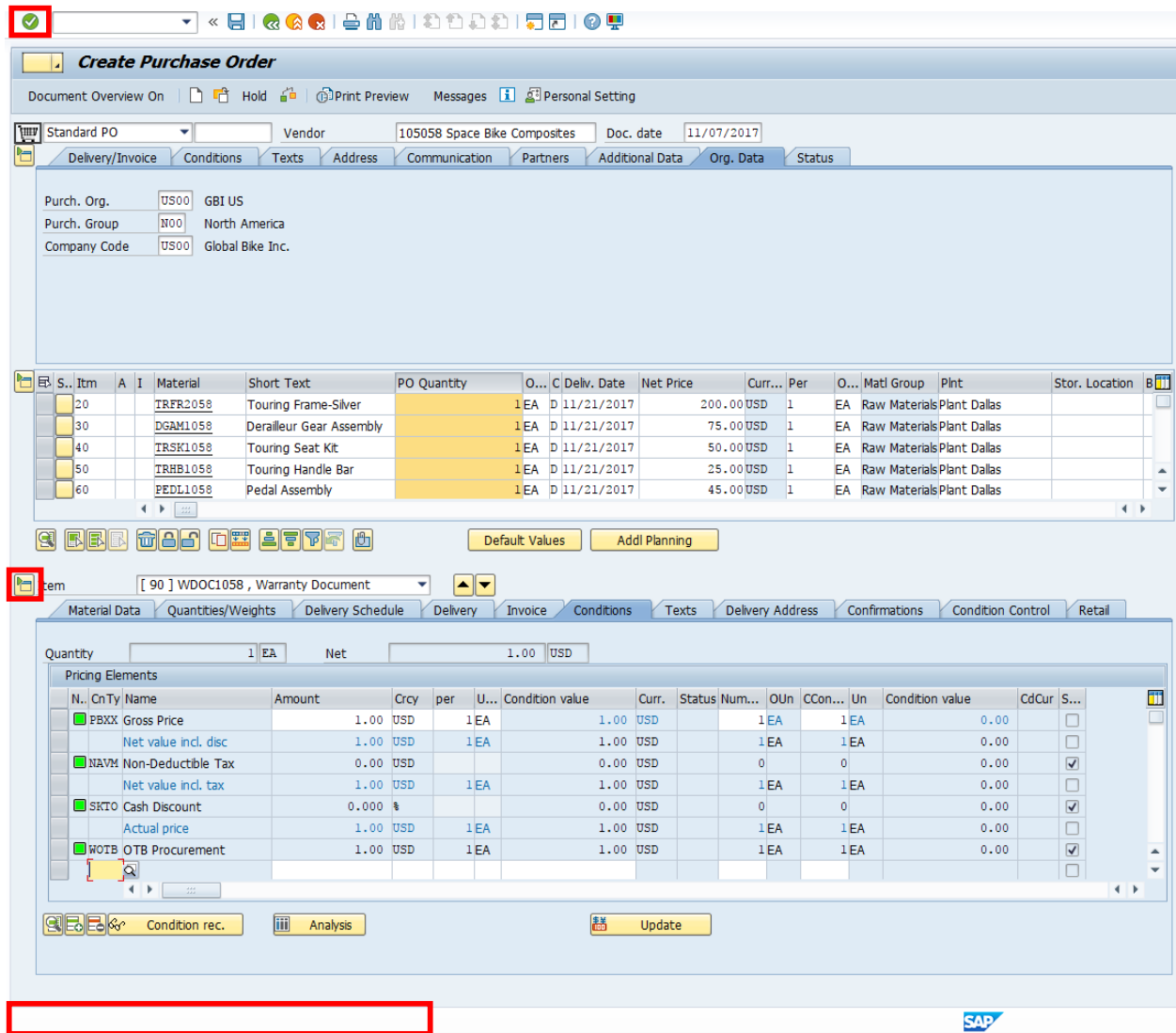
R	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	S
					TRFR2058		1			11/21/2017	200.00	USD				DL00	
					DGAM1058		1			11/21/2017	75.00	USD				DL00	
					TRSK1058		1			11/21/2017	50.00	USD				DL00	
					TRHB1058		1			11/21/2017	25.00	USD				DL00	
					PEDL1058		1			11/21/2017	45.00	USD				DL00	
					CHAN1058		1			11/21/2017	10.00	USD				DL00	
					BRKT1058		1			11/21/2017	70.00	USD				DL00	
					WDOC1058		1			11/21/2017	1.00	USD				DL00	
					PCKG1058		1			11/21/2017	3.50	USD				DL00	
												USD					

Tutorial Figure 2-16: Create Purchase Order – Materials

Expand "Item Details" and click the ✅ button in the menu bar to verify your inputs.

Notice the green boxes below. Make sure you do not have any errors or cautions in the status bar. Errors will appear at the bottom of the screen if you have any.

Tutorial Figure 2-17: Create Purchase Order – Check and Verify

Step 1.5: Save Purchase Order

Click ⊟ to save your Purchase Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Standard PO Number. This will serve as your Purchase Order Number. **Please write down this Standard PO Number on your Tutorial Document Tracking sheet under the Purchase Order row.**

Tutorial Figure 2-18: Purchase Order Saved
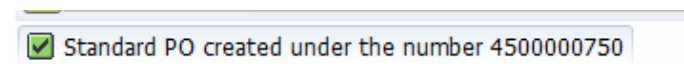
Tutorial Figure 2-19: Purchase Order Number

Once you have recorded your Purchase Order Number, click on ![icon] to exit back to the SAP Easy Access Menu.

Tutorial Figure 2-20: Exit to SAP Easy Access Menu

STEP 2: COMPLETE GOODS RECEIPT

After we create the Purchase Order, our vendor will be notified that they need to ship material to us. When **Space Bike Composites** ships the material to us, we must receive it into our inventory. A Goods Receipt will allow us to receive the goods into our inventory from **Space Bike Composites**.

Purchase Requisition → Vendor Selection → Purchase Order → **Goods Receipt** → Invoice → Payment

Tutorial Figure 2-21: Procurement Process – Goods Receipt

Navigation: SAP Menu > Logistics > Materials Management > Inventory Management > Goods Movement > Goods Receipt > For Purchase Order > GR For Purchase Order (MIGO)
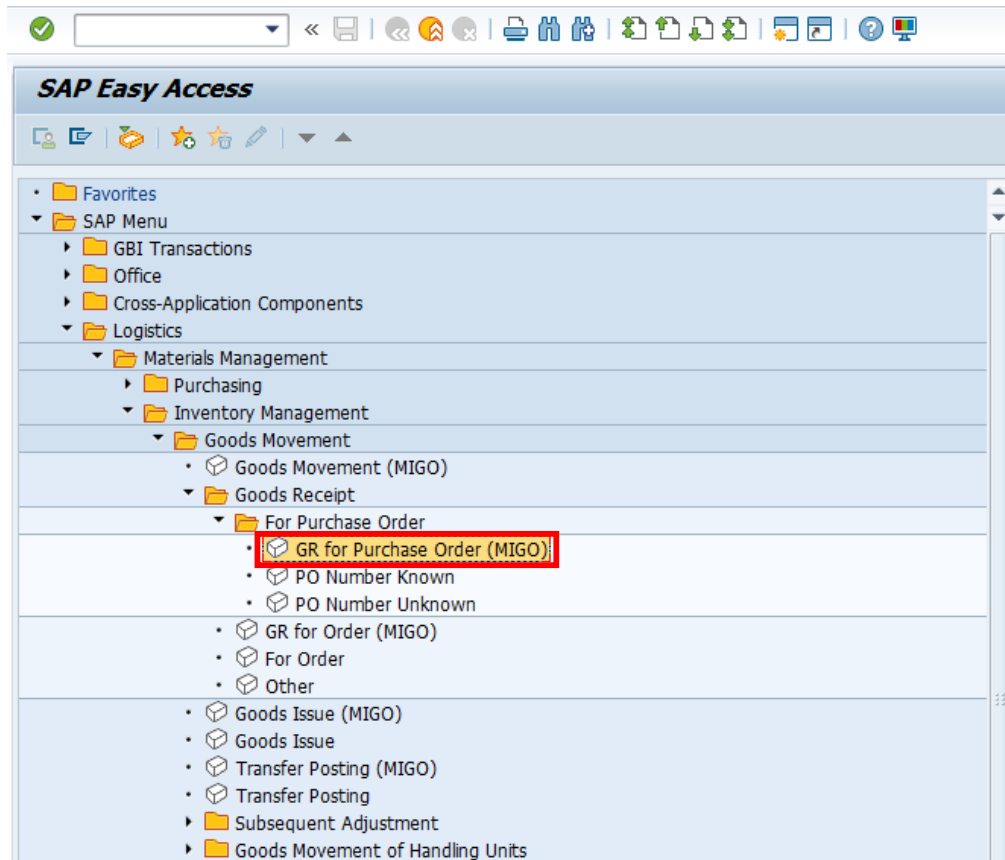
Tutorial Figure 2-22: Goods Receipt SAP Easy Access Menu Tree

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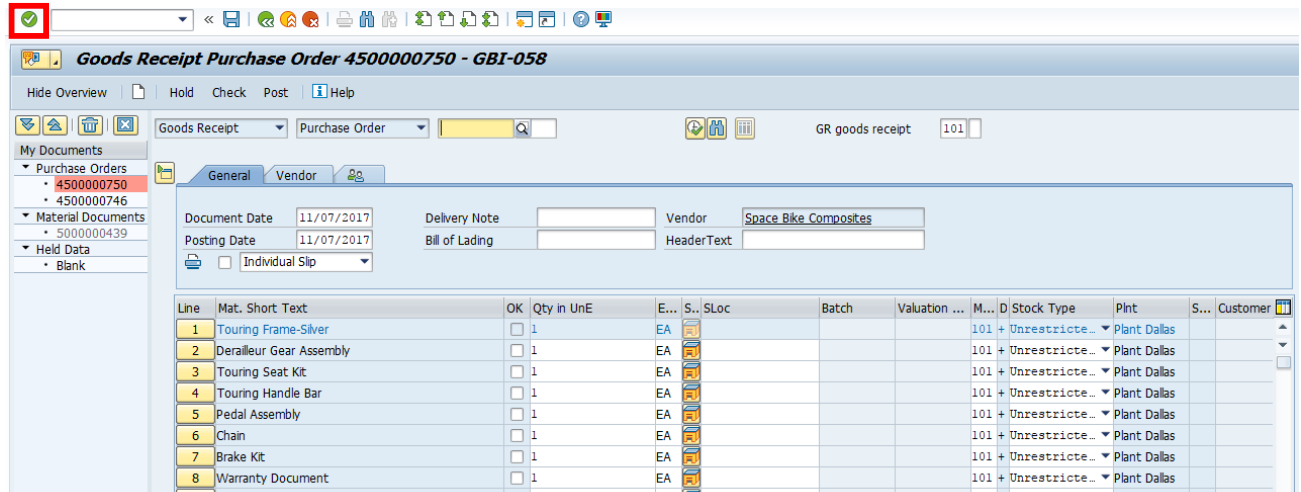
Verify the following have automatically populated:

- Purchase Order: **Your Purchase Order Number**
- GR goods receipt: **101**
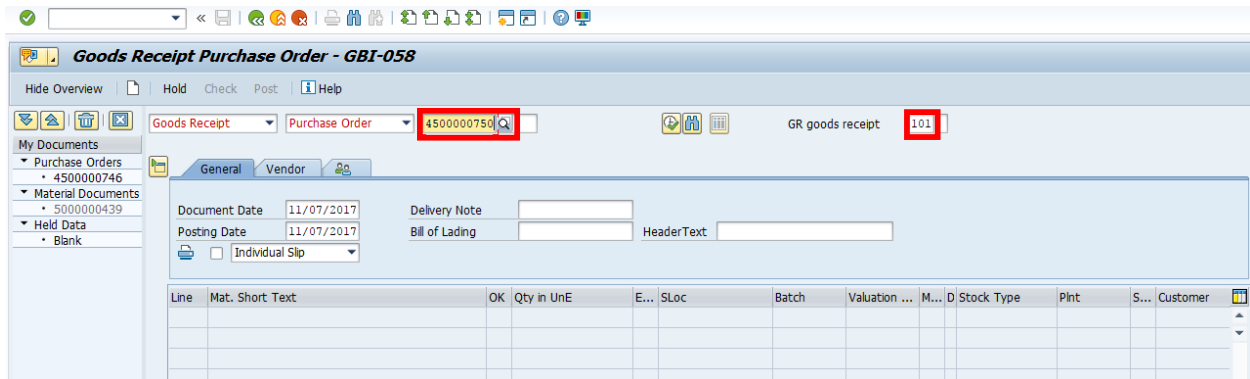
Tutorial Figure 2-23: Goods Receipt – Enter Purchase Order

Click the button in the menu bar to advance to this screen.

Tutorial Figure 2-24: Goods Receipt – For Your Purchase Order

Enter in **RM00** as the Storage Location under the "Where" tab for your first material. Then click the "Item OK" so that it is checked.
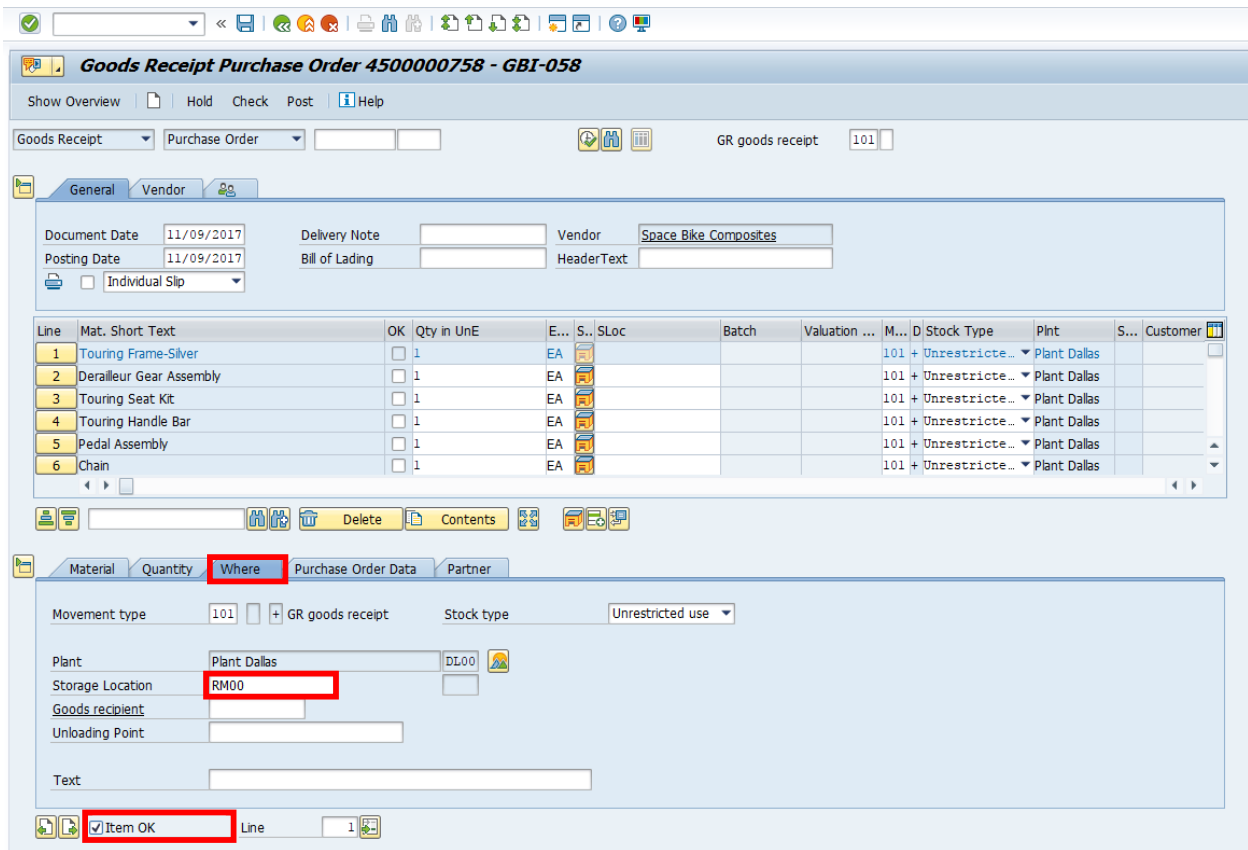
Tutorial Figure 2-25: Goods Receipt – Item OK: First Item
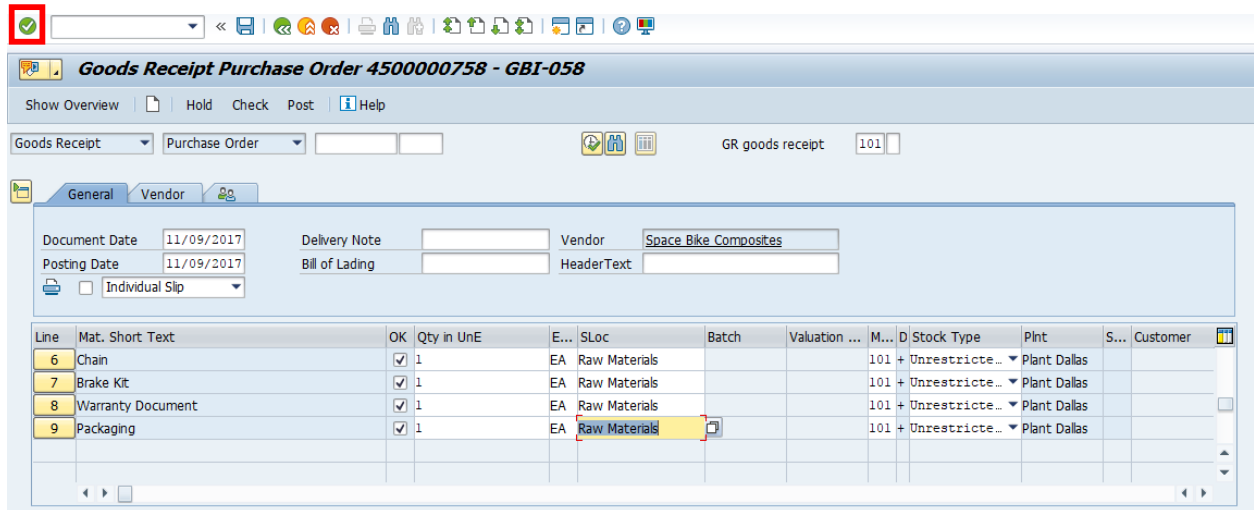
For all remaining rows in the table enter **RM00** as the Sloc (Storage Location) and check all of the boxes in the "OK" column.

Tutorial Figure 2-26: Goods Receipt – Storage Location and Item Okay: All Other Material Rows

Click the button to verify your inputs.
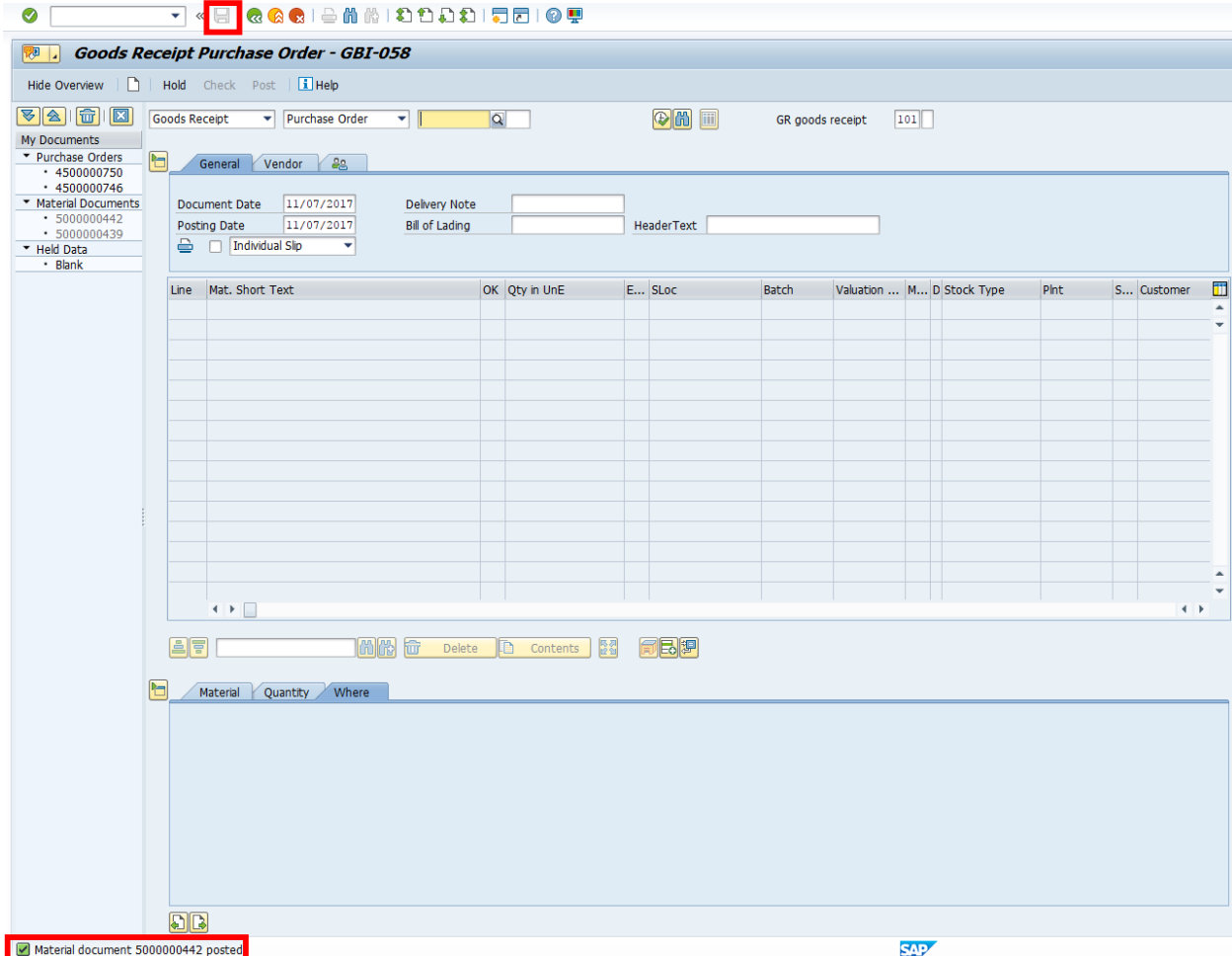
Tutorial Figure 2-27: Goods Receipt – Check and Verify

Step 2.1: Save Goods Receipt

Click [icon] to save your Goods Receipt.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Material Document Number. This Material Document Number will serve as your Goods Receipt Number. **Please write down this Material Document Number on your Tutorial Document Tracking sheet under the Goods Receipt row.**

Tutorial Figure 2-28: Goods Receipt Saved

Tutorial Figure 2-29: Goods Receipt Number

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STEP 3: ENTER INCOMING INVOICE

Our vendor has sent us the invoice for our order. We will now enter that invoice into our SAP system.

Tutorial Figure 2-30: Procurement Process – Invoice

Navigation: SAP Menu > Logistics > Materials Management > Logistics Invoice Verification > Document Entry > Enter Invoice
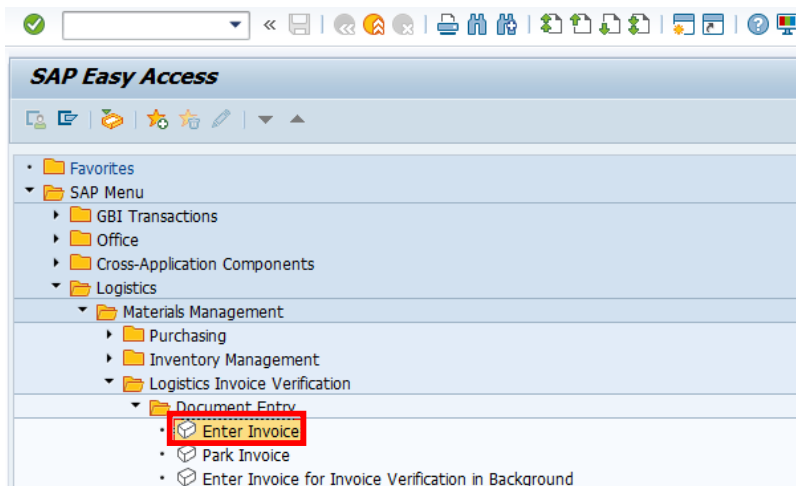
Tutorial Figure 2-31: Incoming Invoice Menu Tree

We will now enter in the details of the invoice we have received from **Space Bike Composites**.

Enter the following:

- Posting Date: **Today's Date**
- Invoice Date: **Today's Date**
- Amount: **479.50**
- Tax Amount (drop-down): **XI (Input Tax)**
- Purchase Order/Scheduling Agreement: **Your Purchase Order Number**

Tutorial Figure 2-32: Incoming Invoice – Inputs

Click the button to verify your inputs from the step above. The following screen will appear as shown in the figure below.

Tutorial Figure 2-33: Incoming Invoice – Check

Click the ![Simulate] button. This will check our invoice to make sure the price amount we have entered matches **Your Purchase Order**.

After clicking the ![Simulate] button the following error appears. The "Enter tax jurisdiction code" error can be solved by entering a Tax Jurisdiction Code.

Tutorial Figure 2-34: Incoming Invoice – Tax Jurisdiction Error After Clicking Simulate

Click inside the "Jurisd. Code" field and then click the F4 key on your keyboard or click on the 🔍. This allows us to bring up the search menu.

Tutorial Figure 2-35: Incoming Invoice – Tax Jurisdiction Code Search

In the next screen enter **TX** as the state.

We are entering **TX** because our materials were procured for the Dallas (DL00) plant in the previous steps.

Click ![checkmark] once you have entered the State.
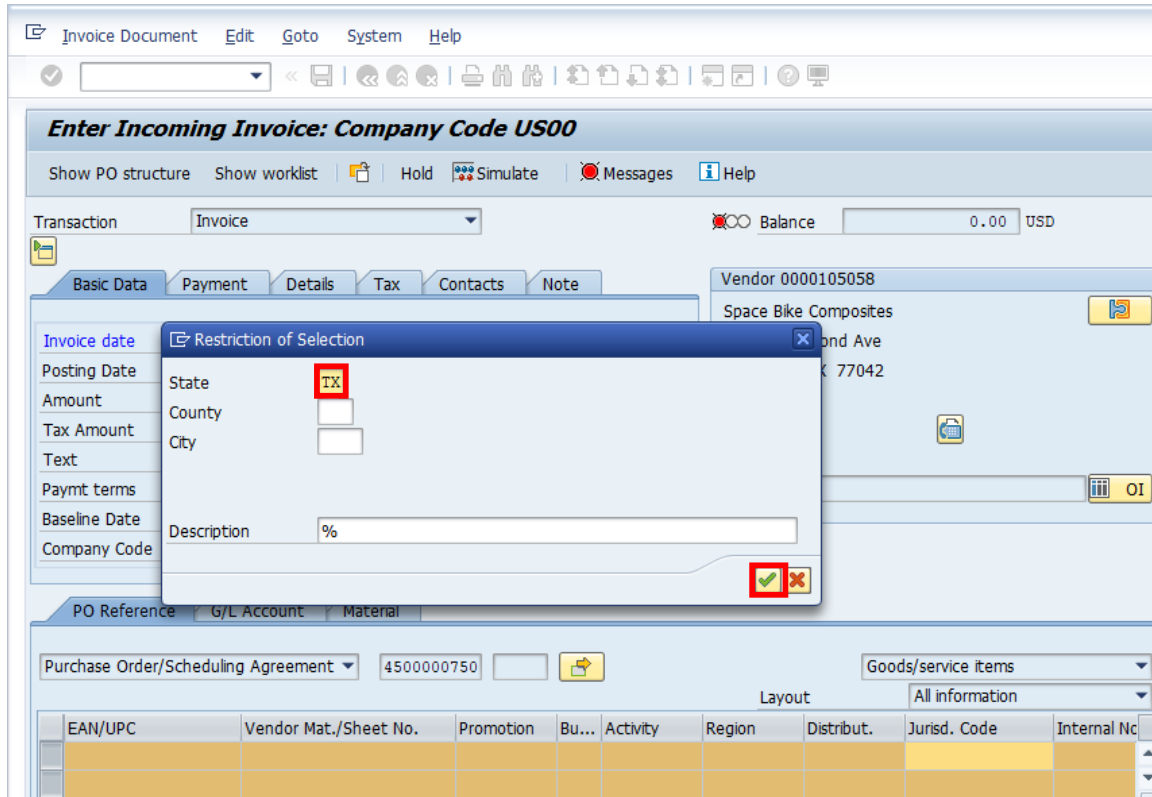
Tutorial Figure 2-36: Incoming Invoice – Tax Jurisdiction State Search
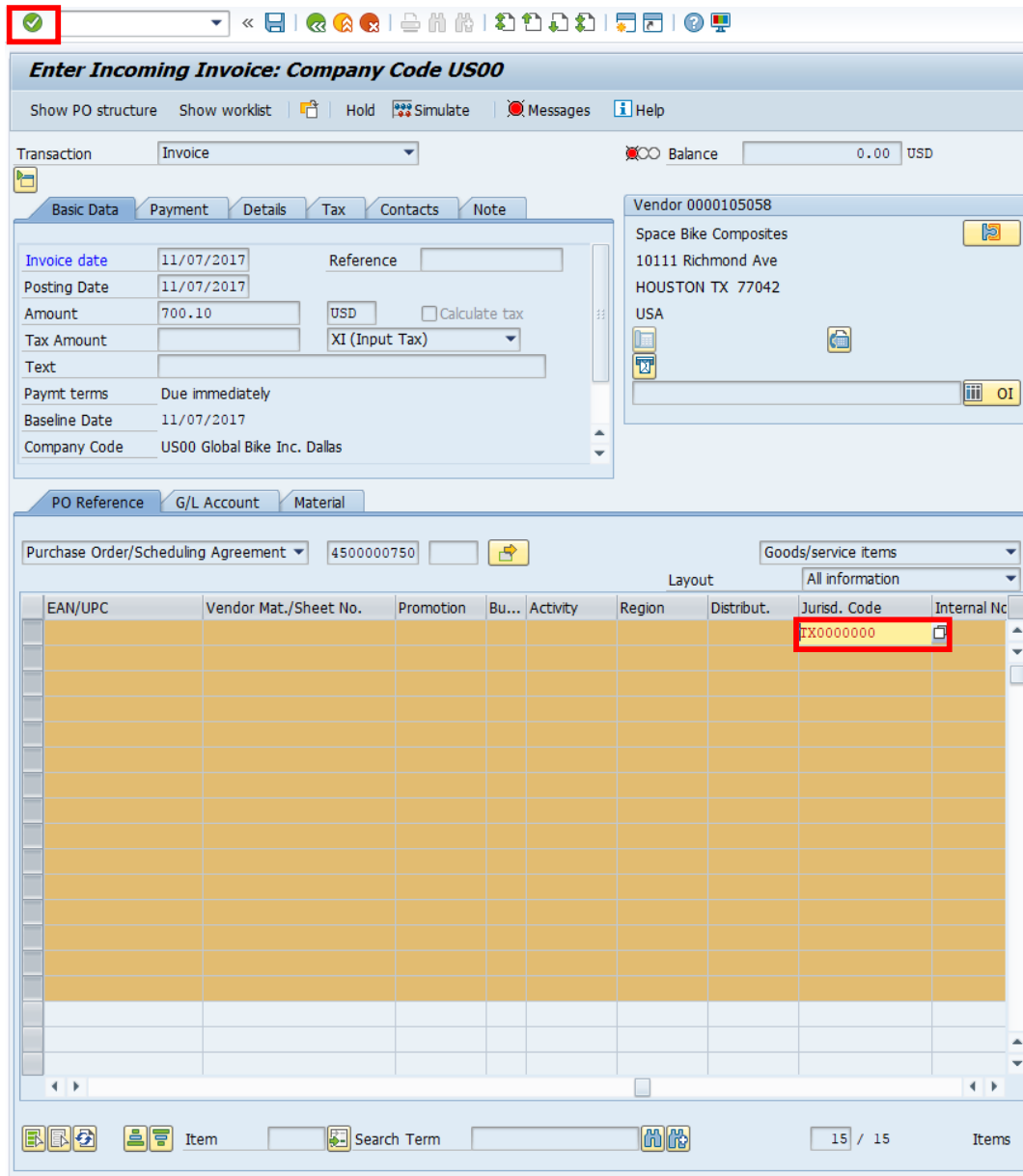
Double click **TX0000000** in the following search results window.
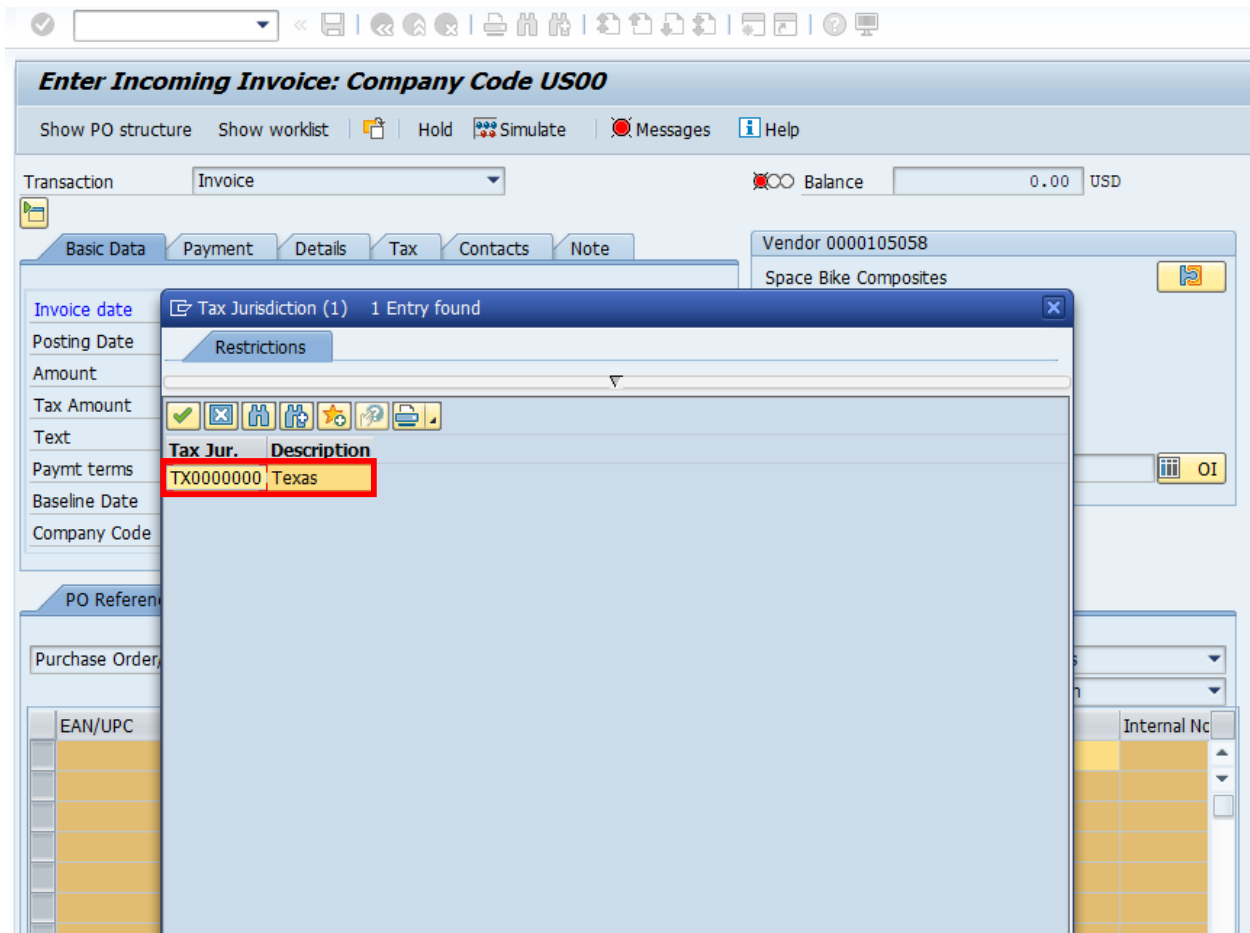
Tutorial Figure 2-37: Incoming Invoice – Tax Jurisdiction State Results

Click the ✓ button to verify your inputs from the step above. The following screen will appear showing we also need to enter the "Jurisd. Code" for our next material.

We will then enter the same Jurisd. Code **(TX0000000)** for all materials that are highlighted in the table below.

Tutorial Figure 2-38: Incoming Invoice – Tax Jurisdiction Other Materials

Once you have entered in all Jurisd. Codes, click the ![X] in the following screen.

Tutorial Figure 2-39: Incoming Invoice – Simulate Results

Click the ✅ button again to verify your inputs from the step above. The following screen will appear showing all errors have been resolved.

Notice we now have a green light ◯◯■ beside Balance and the Balance is **0.00**. This confirms we have no errors and the amount we entered matches the amount of the items from **Your Purchase Order**.

Tutorial Figure 2-40: Incoming Invoice – Final Screen Simulation

Step 3.1: Save Incoming Invoice

Confirm that there is a green light [green light icon] beside Balance and the Balance is **0.00** then click on [save icon] to save your Incoming Invoice.

The following screen will appear.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Incoming Payment Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Incoming Payment row.**

Tutorial Figure 2-41: Incoming Invoice Save

Tutorial Figure 2-42: Incoming Invoice Document Number

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STEP 4: POST OUTGOING PAYMENT

We have entered the invoice from our vendor. Now we must pay the invoice.

| Purchase Requisition | ➡ | Vendor Selection | ➡ | Purchase Order | ➡ | Goods Receipt | ➡ | Invoice | ➡ | Payment |
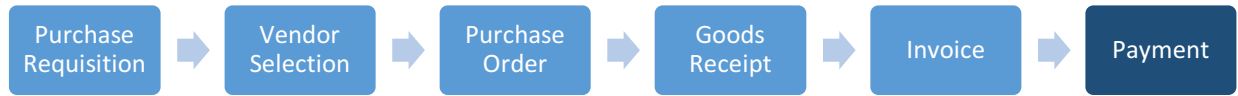
Tutorial Figure 2-43: Procurement Process – Payment

Navigation: SAP Menu > Accounting > Financial Accounting > Accounts Payable > Document Entry > Outgoing Payment > Post
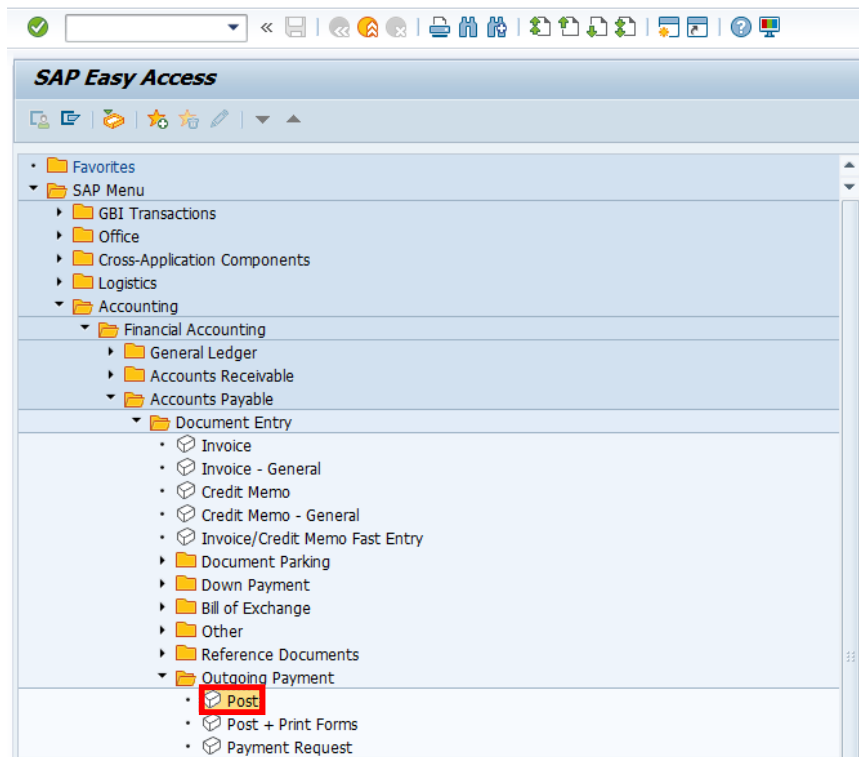
Tutorial Figure 2-44: Post Outgoing Payment Menu Tree

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We will now enter in the details of our Outgoing Payment. The "Bank data Account" will be **Your Bank Account**. The "Open item selection Account" will be **Your Space Bike Composites** Vendor Account.

Enter the following into the next screen:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Account: **100000**
- Amount: **479.50**
- Account: **105###**

Click **Process Open Items** when you have entered the above.

Tutorial Figure 2-45: Post Outgoing Payment – Inputs

The following screen will appear. Verify the "Amount entered" and "Assigned" are both the same number. Also, verify the "Not Assigned" is **0.00.**

Tutorial Figure 2-46: Post Outgoing Payment – Results

Once you have verified "Not Assigned" is **0.00** then click to save your Outgoing Payment Document.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This will serve as your Outgoing Payment Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Outgoing Payment row.**

Tutorial Figure 2-47: Outgoing Payment Saved

Tutorial Figure 2-48: Outgoing Payment Document

Once you have recorded your Outgoing Payment Document Number, click on to exit back to the SAP Easy Access Menu.

Tutorial Figure 2-49: Exit to SAP Easy Access Menu

Tutorial 2
You Try It 1
Procurement Create Vendor

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

The ### Symbol: You will be assigned a unique GBI Number. Your GBI Number will have an identifier that will be uniquely yours. **ONLY USE YOUR GBI NUMBER!!** Anywhere in this tutorial you see ### you should use your assigned GBI number. Inform your instructor if you believe that a student is using your number accidentally. For example, the instructions may say to create PO Number 15###. If John's GBI Number is 25 then he should create 15025 (his GBI number is GBI-025). GBI-058 was used to create all Tutorial instructions. Anywhere you see 058 should be replaced with your GBI Number as you are completing the Tutorial (unless GBI-058 was assigned to you by your instructor).

Saving: The instructions will indicate when to save your document. Before saving, always click on the to validate your work. If there are any errors or cautions displayed in the status bar, then you should fix those before saving your document. After you have validated your work, you should then click the button to save your work.

Searching: The instructions will indicate when a search is required. To search, simply click inside of the field and then click the F4 key on your keyboard or click on the . This will bring up a search menu which will allow you to search. All searches we will do in the Tutorials will be a wild card search. To do a wild card search, you need to type *### into the field where ### is your GBI number. This will bring up all items that belong to you.

You Try It Instructions: The Tutorial instructions will provide step by step instructions. Each step will indicate if you need to click on a field. The field or button will be highlighted with a red box so that you can easily identify what you are asked to do. The red box is part of the instructions and not part of the SAP system. The "You Try It Exercises" may not include the red box. The "You Try It Exercises" are less guided.

2

PROCUREMENT YOU TRY IT 1: TUTORIAL SCENARIO

We have a new vendor that we can procure materials from. We will create the vendor **Bike Mania** in SAP. Then we will request a quote for **Air Pumps**.

STEP 1: CREATE A VENDOR

We will create the vendor **Bike Mania.**

Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Vendor > Central > Create
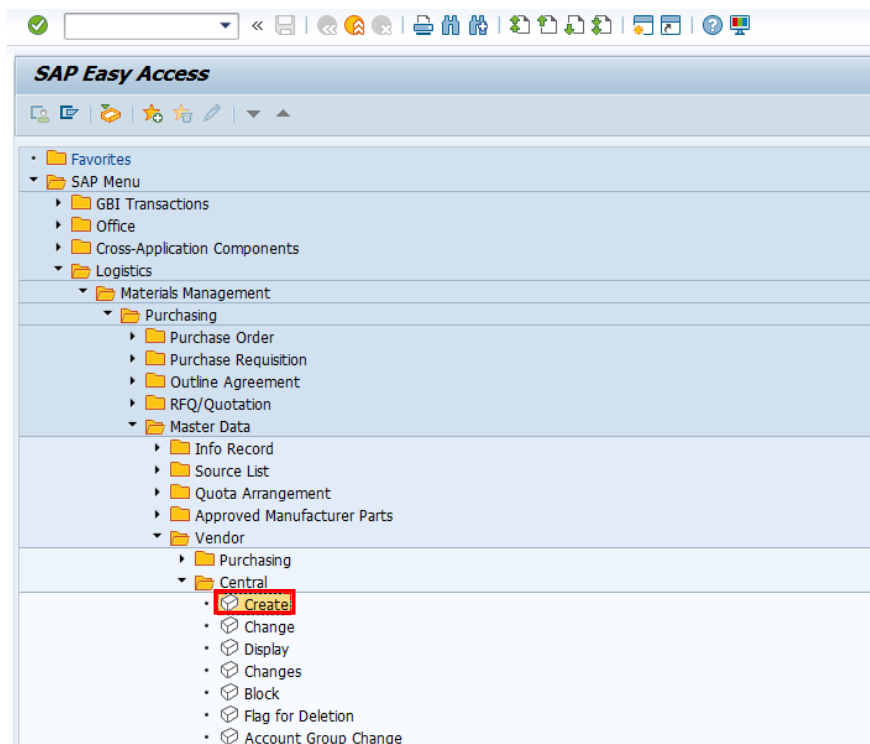
Tutorial Figure 2-50: Create Vendor Menu Tree

Enter in the following:

- Company Code: **US00**
- Purchasing Organization: **US00**
- Account Group: **KRED**
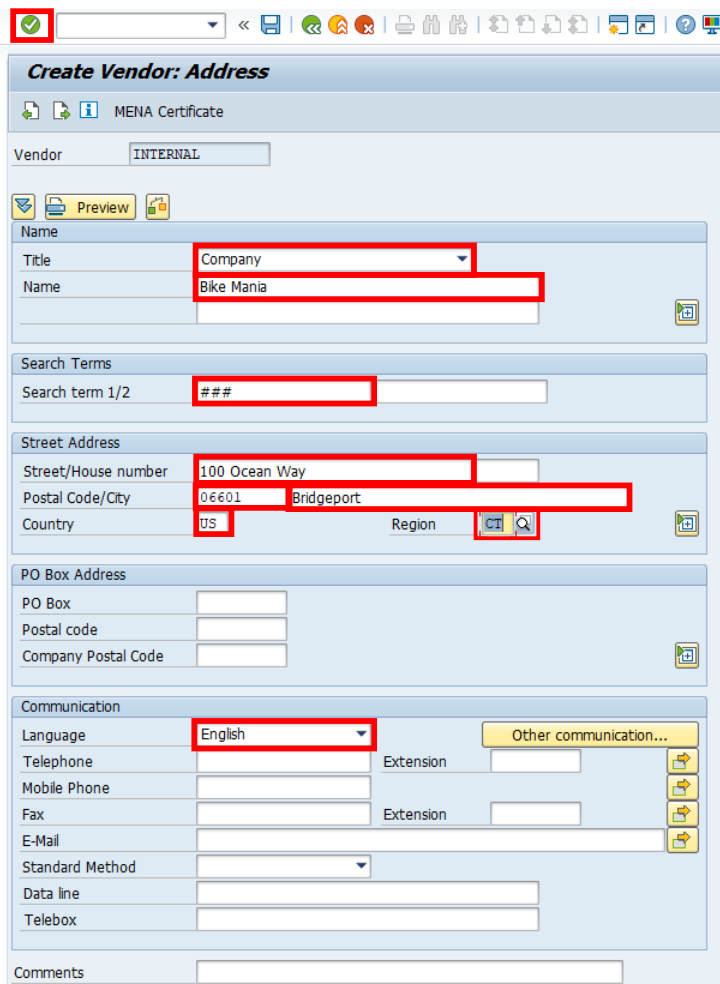
Tutorial Figure 2-51: Create Vendor – Initial

Step 1.1: Vendor Details

Enter the following:

- Title: **Company**
- Name: **Bike Mania**
- Search Term: **###**
- Street/House number: **100 Ocean Way**
- Postal Code: **06601**
- City: **Bridgeport**
- Country: **US**
- Region: **CT**
- Language: **English**
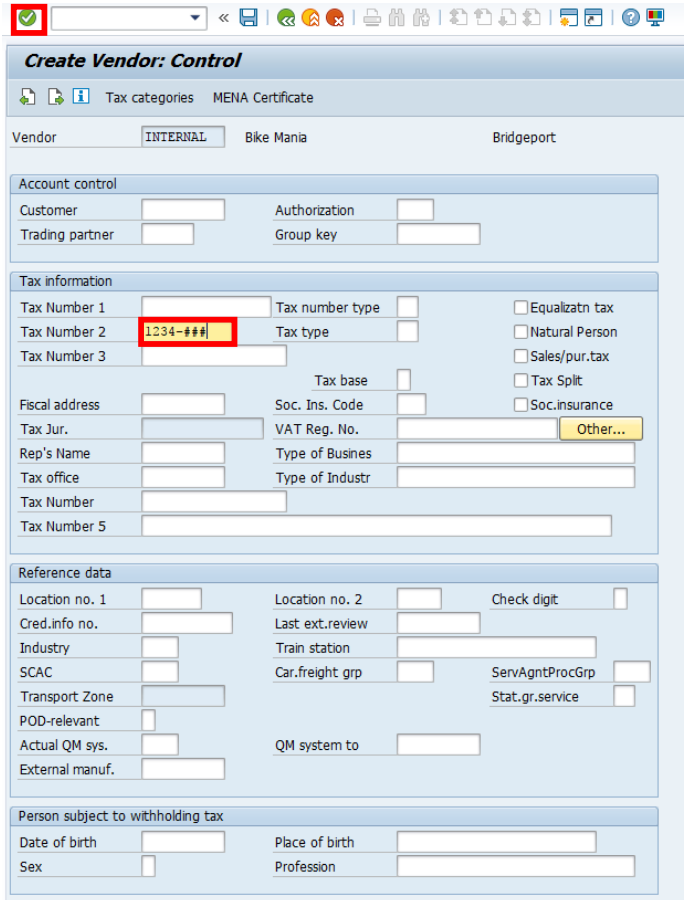
Once you have entered in the above click the ⊘ button.

Tutorial Figure 2-52: Create Vendor – Address

Enter the following:

- Tax Number 2: **1234-###**

Once you have entered in the above click the ![check button] button.

Tutorial Figure 2-53: Create Vendor – Control

There are no inputs on this screen. Click the ✅ button.

Tutorial Figure 2-54: Create Vendor – Payment Transactions

Enter in the following:

- Recon. Account: **300000**

Once you have entered in the above click the ⊘ button.

Create Vendor: Accounting information Accounting

Vendor	INTERNAL	Bike Manie	Bridgeport
Company Code	US00	Global Bike Inc.	

Accounting information

Recon. account	300000	Sort key	
Head office			
Authorization		Cash mgmnt group	
		Release group	
Minority indic.		Certificatn date	

Interest calculation

Interest indic.		Last key date	
Interest cycle		Last interest run	

Withholding tax

W. Tax Code		Exemption number	
WH Tax Country		Valid until	
Recipient type		Exmpt.authority	

Reference data
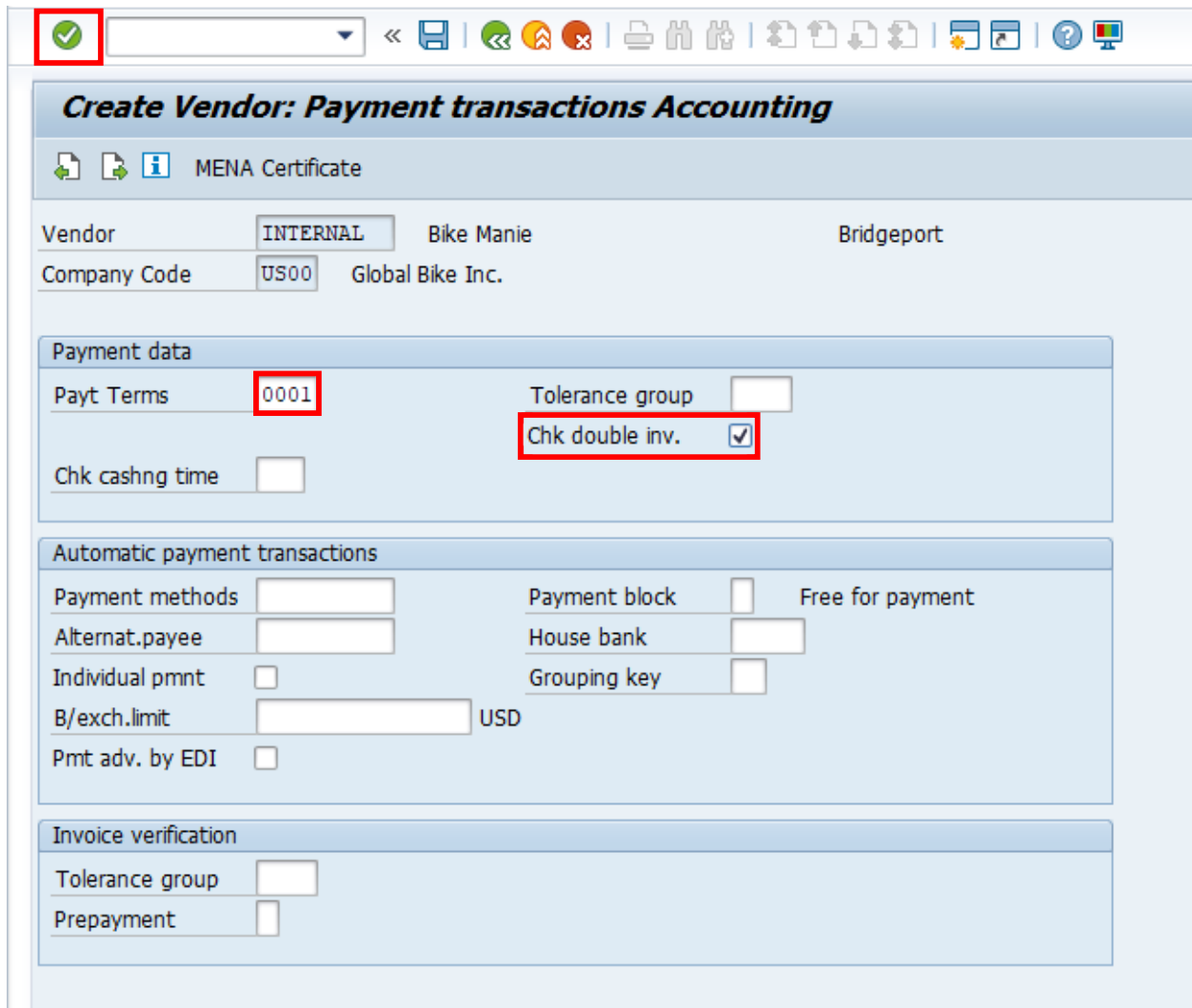
Prev.acct no.		Personnel number	

Tutorial Figure 2-55: Create Vendor – Accounting Info

Enter the following:

- Payt Terms: **0001**
- Chk double inv.: **Checked**

Once you have entered in the above click the [green checkmark] button.

Tutorial Figure 2-56: Create Vendor – Payment

Enter the following:

- Clerk at vendor: **Julia James**

Once you have entered in the above click the ✅ button.
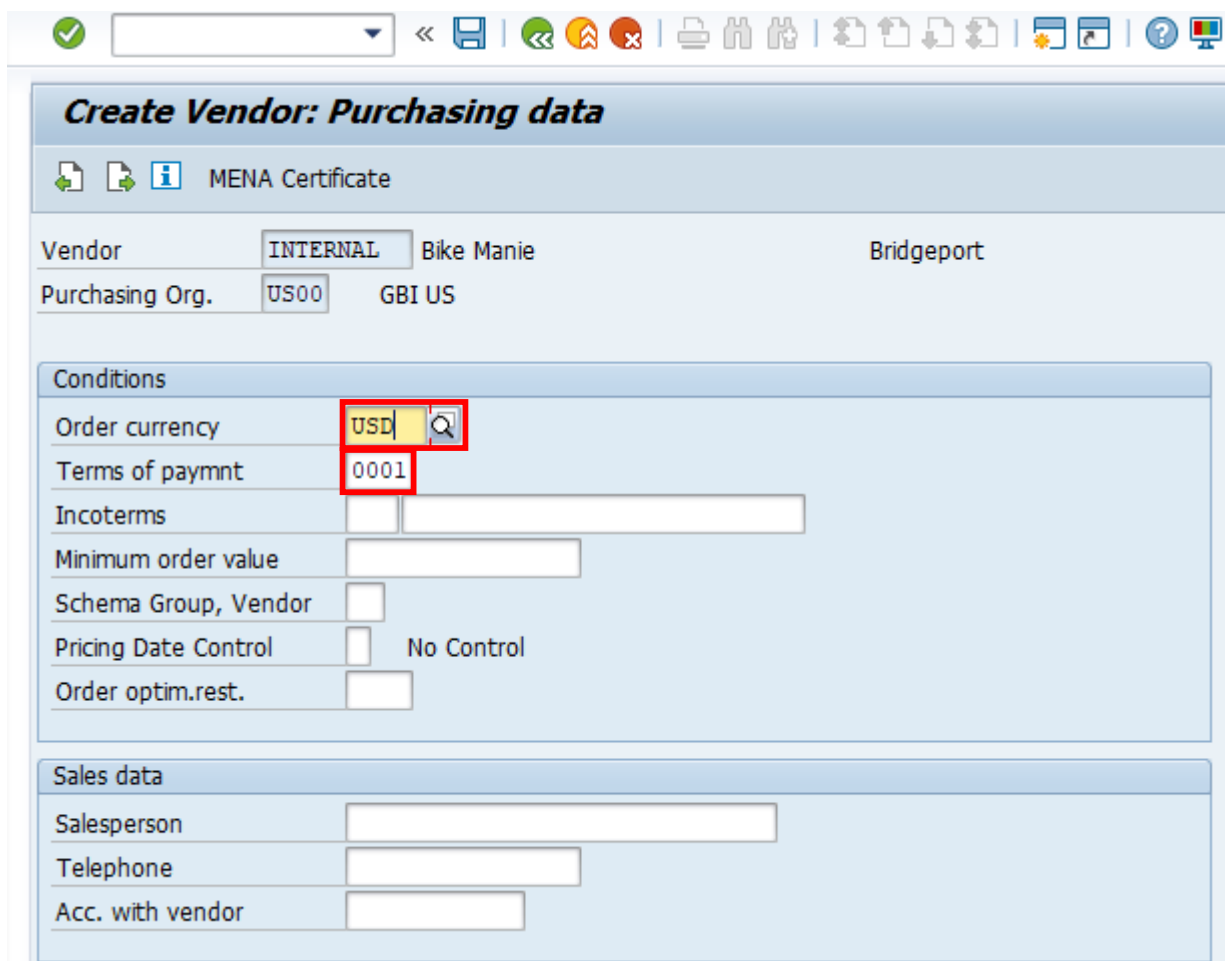
Tutorial Figure 2-57: Create Vendor – Correspondence

Enter the following:

- Order currency: **USD**
- Terms of paymnt: **0001**

Once you have entered in the above click the ✅ button.
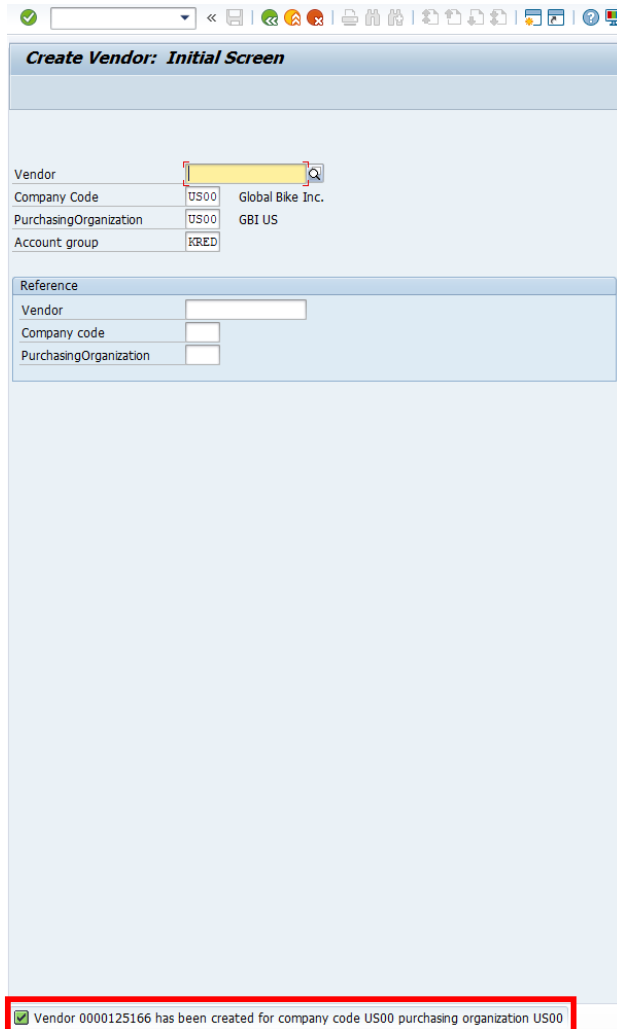
Tutorial Figure 2-58: Create Vendor – Purchasing

Step 1.2: Save Vendor

Click ⊞ to save your Vendor.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Vendor Number. **Please write down this Vendor Number on your You Try It Document Tracking sheet under the Vendor row.**

Once you have recorded your Bike Mania Vendor Number, click on 🔶 to exit back to the SAP Easy Access Menu.

Tutorial Figure 2-59: Create Vendor Saved

Tutorial Figure 2-60: Vendor Number

STEP 2: PURCHASE REQUISITION

We will now create a Purchase Requisition. The Purchase Requisition is used to get a price quote from our vendor, **Bike Mania**. This is an internal request for purchase. We will create a Purchase Requisition for **Air Pumps**.

Purchase Requisition		Vendor Selection		Purchase Order		Goods Receipt		Invoice		Payment
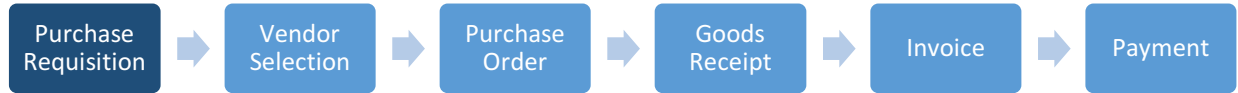
Tutorial Figure 2-61: Procurement Process
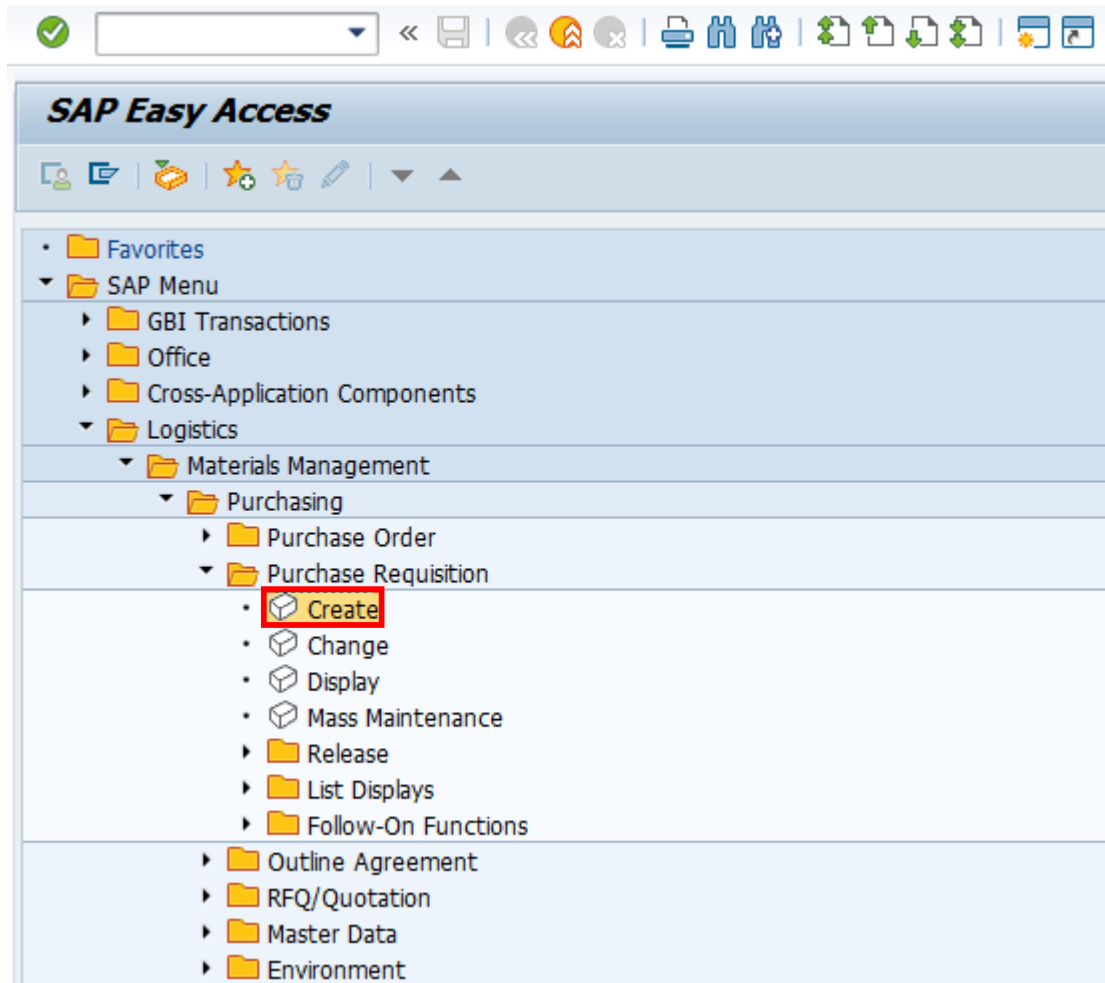
Tutorial Figure 2-62: Create Purchase Requisition Menu Tree

Click to expand the "Item Overview" section below.
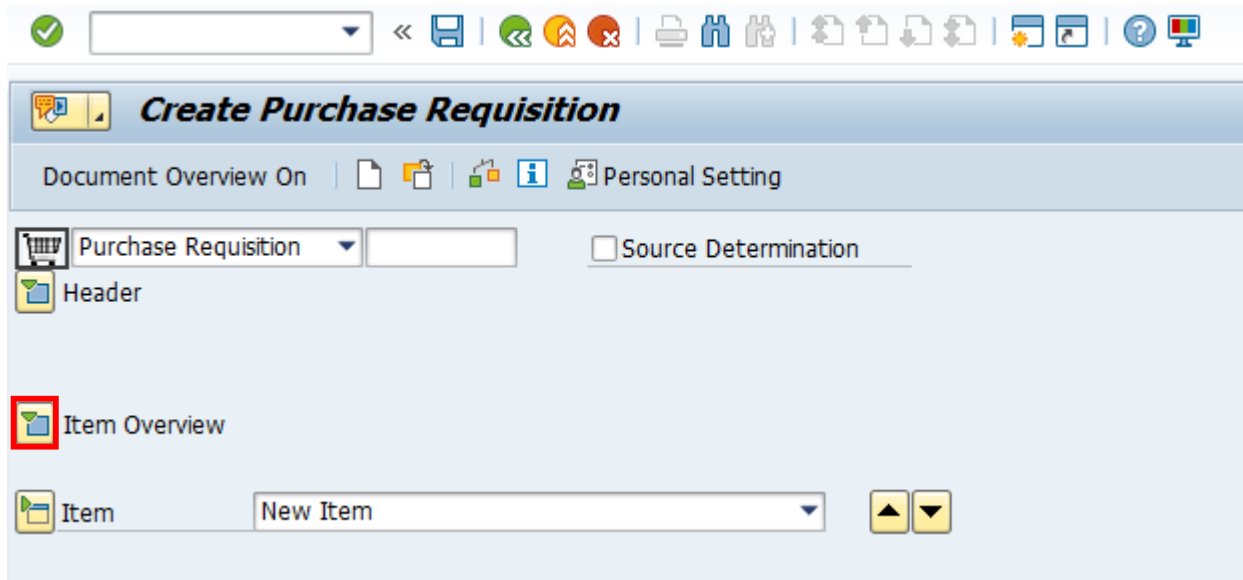
Tutorial Figure 2-63: Create Purchase Requisition – Expand Sections

Click inside the "Material" field. Click the or click the F4 key on your keyboard to bring up the search menu.
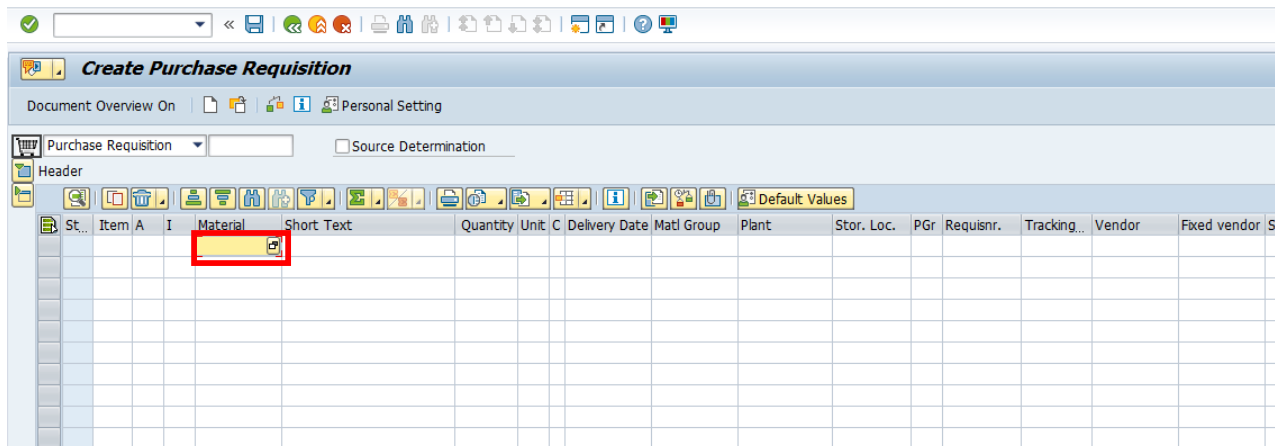
Tutorial Figure 2-64: Create Purchase Requisition – Search Material

14
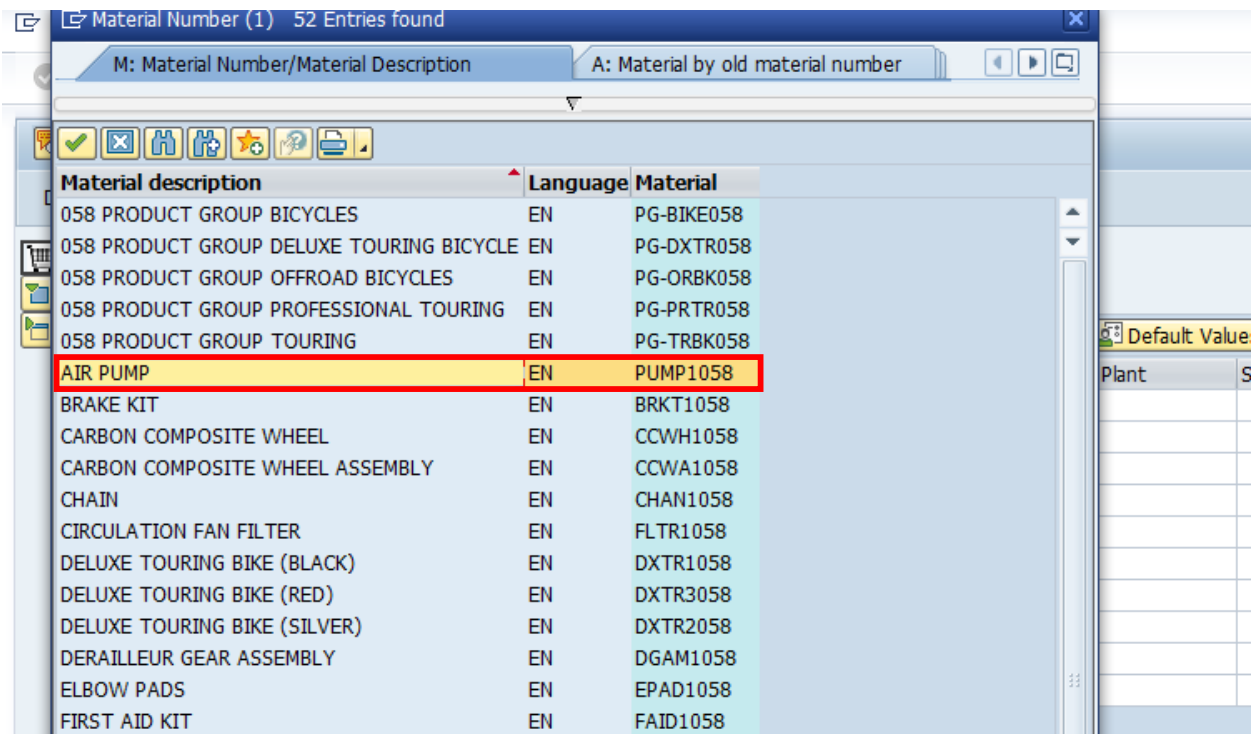
Enter the following:
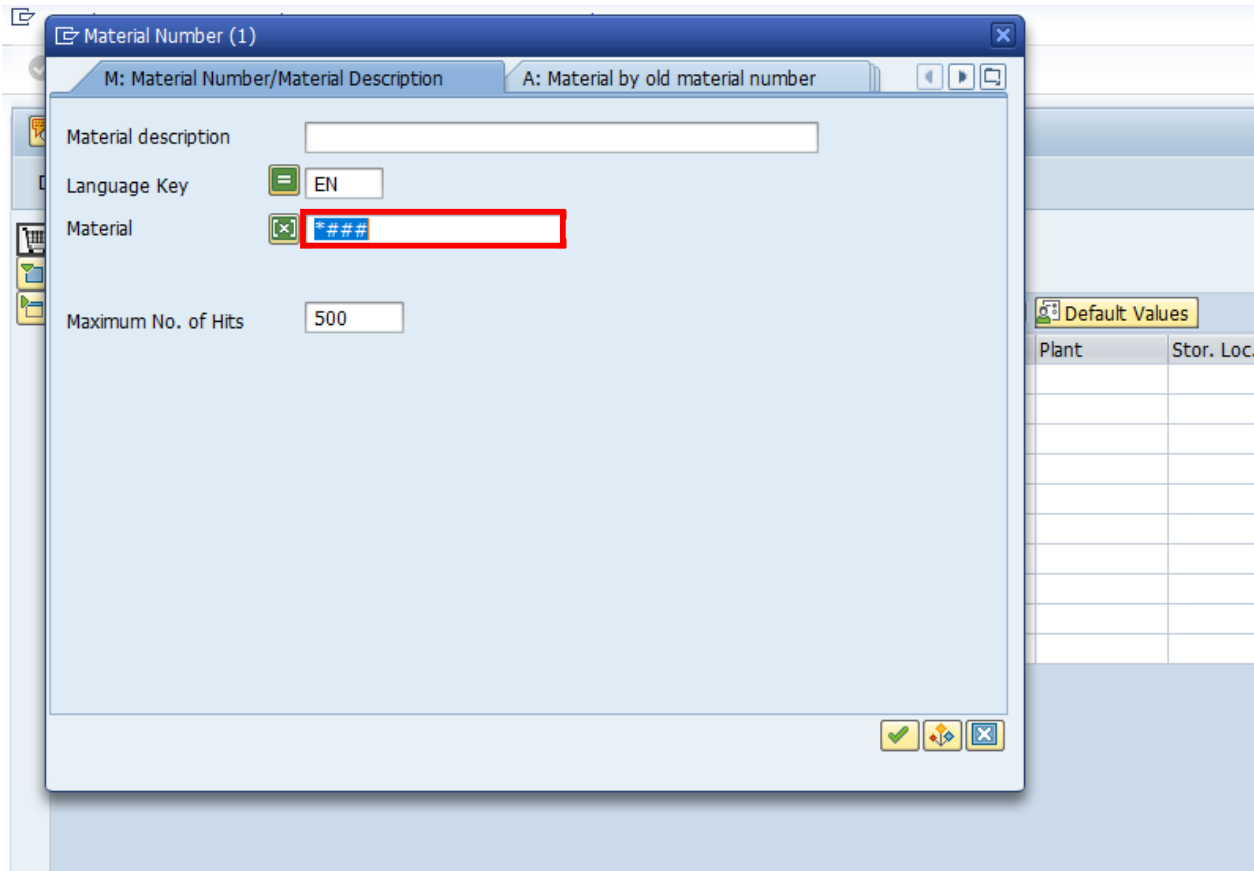
- Material: ***###**

Tutorial Figure 2-65: Create Purchase Requisition – Material Input

Double Click on **Your Air Pumps**.

Tutorial Figure 2-66: Create Purchase Requisition – Material Search Results

Click inside the "Vendor" field. Click the or click the F4 key on your keyboard to bring up the search menu.
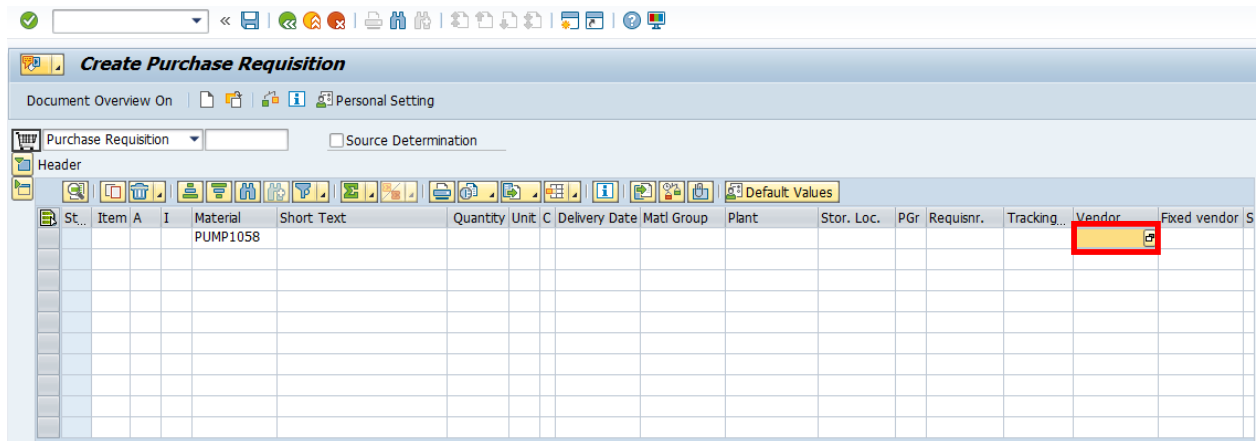
Tutorial Figure 2-67: Create Purchase Requisition – Vendor Field

Enter the following:

- Search Term: ***###**

Tutorial Figure 2-68: Create Purchase Requisition – Vendor Field

Double Click on **Your Bike Mania**.

Tutorial Figure 2-69: Create Purchase Requisition – Vendor Search Results

Enter the following:

- Quantity: **10**
- Deliv. Date: **1 Week From Today**
- Plant: **MI00**
- Stor. Loc.: **TG00**
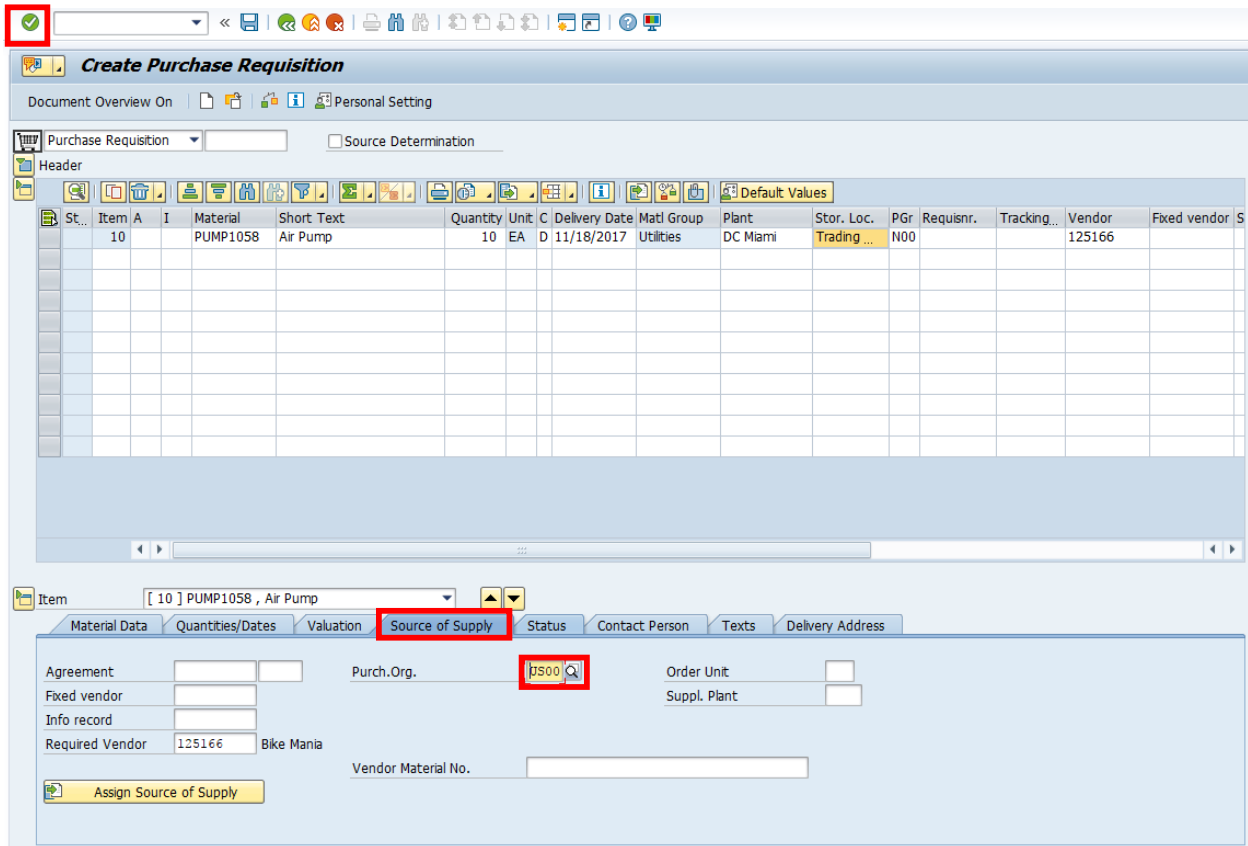
Tutorial Figure 2-70: Create Purchase Requisition – Vendor Search Results

Click the ✅ button to verify your inputs.

Then click on the "Source of Supply" tab.

Enter the following in the screen below:

- Purch. Org.: **US00**

Tutorial Figure 2-71: Create Purchase Requisition – Purchasing Organization

Step 2.1: Save Purchase Requisition

Click the 🖫 to save your Purchase Requisition.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Purchase Requisition Number. **Please write down this Purchase Requisition Number on your You Try It Document Tracking sheet under the Purchase Requisition row.**

Once you have recorded your Purchase Requisition Number, click on 🔼 to exit back to the SAP Easy Access Menu.
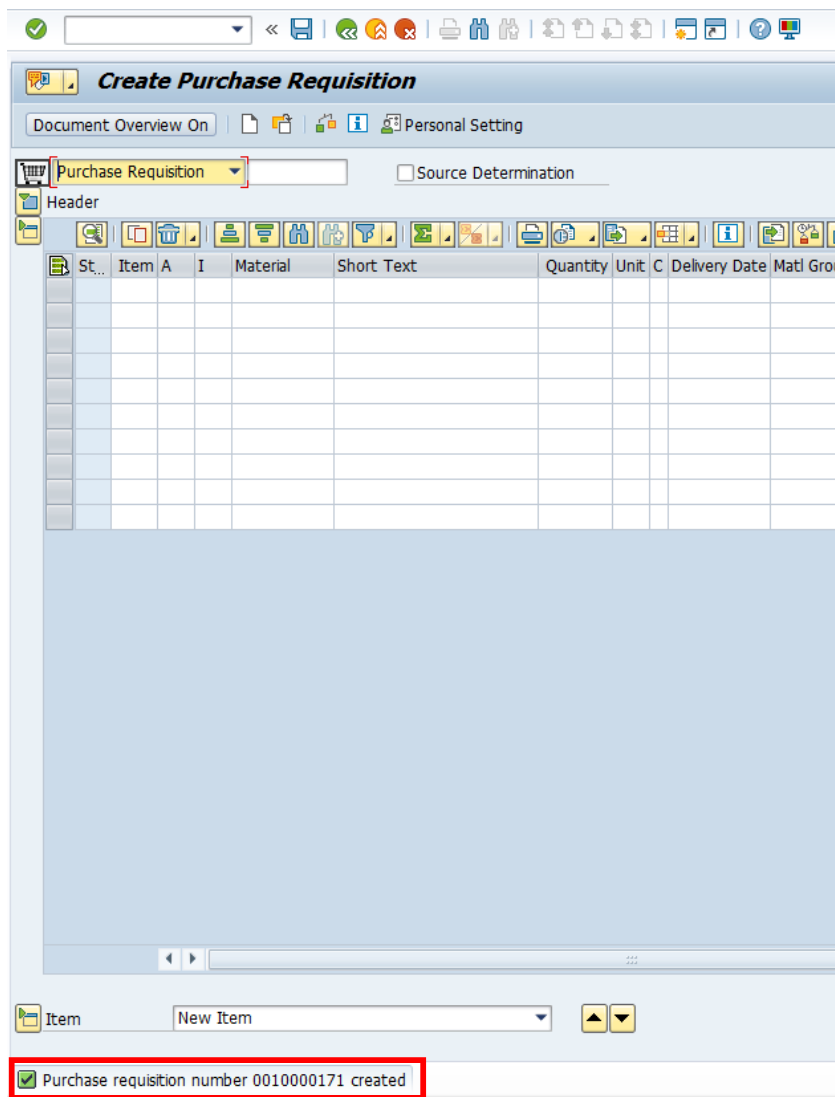
Tutorial Figure 2-72: Save Purchase Requisition
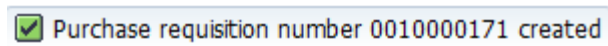
Tutorial Figure 2-73: Purchase Requisition Document Number

We will now create a Purchase Order based on the Purchase Requisition we just created.

Purchase Requisition	→	Purchase Order	→	Goods Receipt	→	Invoice	→	Payment

Tutorial Figure 2-74: Procurement Process

Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known

Click on the "Document Overview On" button.
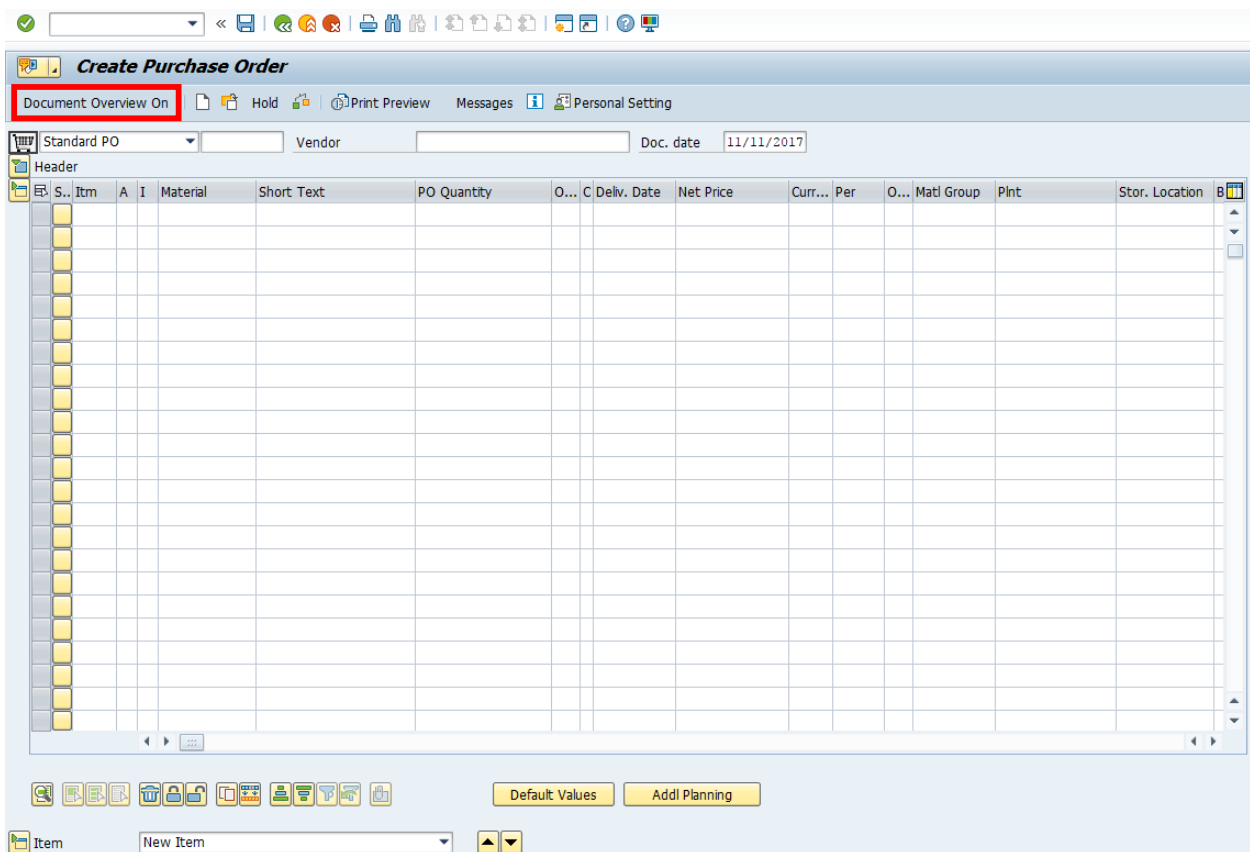
Tutorial Figure 2-75: Purchase Order – Document Overview

Click on the [icon] button and then click "My Purchase Requisitions".
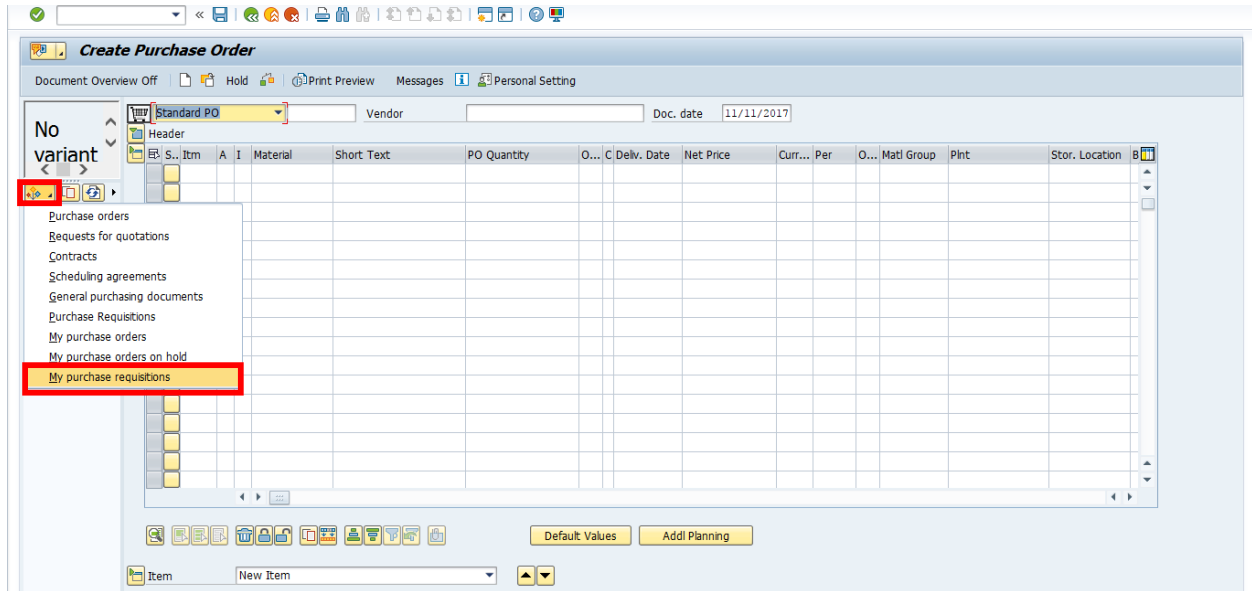
Tutorial Figure 2-76: Purchase Order – Document Overview

Click on **Your Purchase Requisition**. Then click on the adopt button [icon].
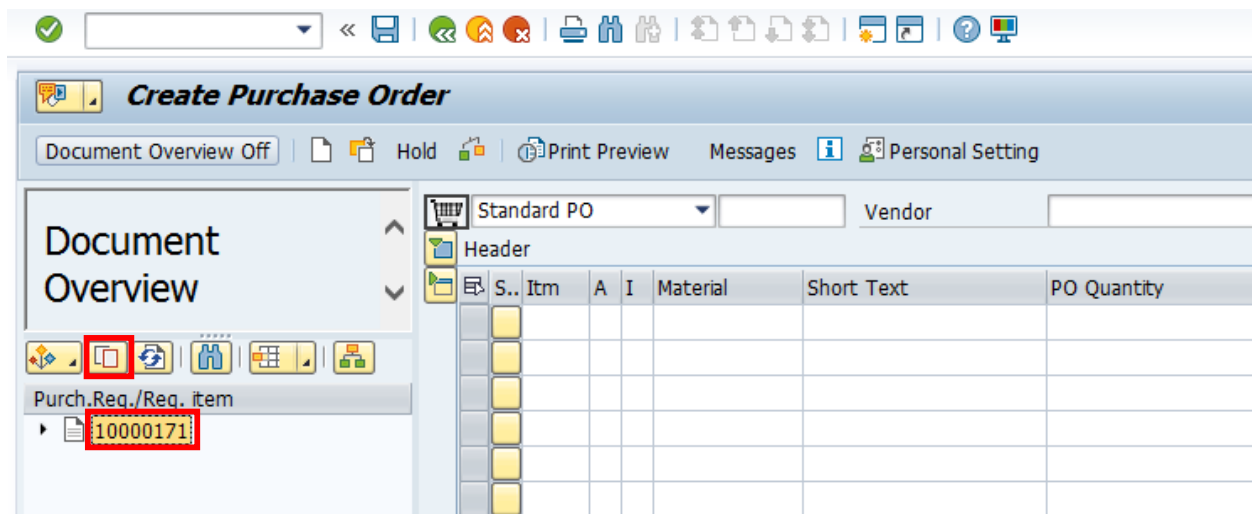
Tutorial Figure 2-77: Purchase Order – Adopt Purchase Requisition

Enter the following:

- Amount: **14.00**

Tutorial Figure 2-78: Purchase Order – Amount

Click ![verify icon] to verify your inputs. Then click ![verify icon] again to confirm the delivery date can be met.

Tutorial Figure 2-79: Purchase Order – Check Caution

Click 💾 to save your Purchase Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Standard PO Number. This will serve as your Purchase Order Number. **Please write down this Standard PO Number on your You Try It Document Tracking sheet under the Purchase Order row.**

Once you have recorded your Purchase Order Number, click on 🔼 to exit back to the SAP Easy Access Menu.
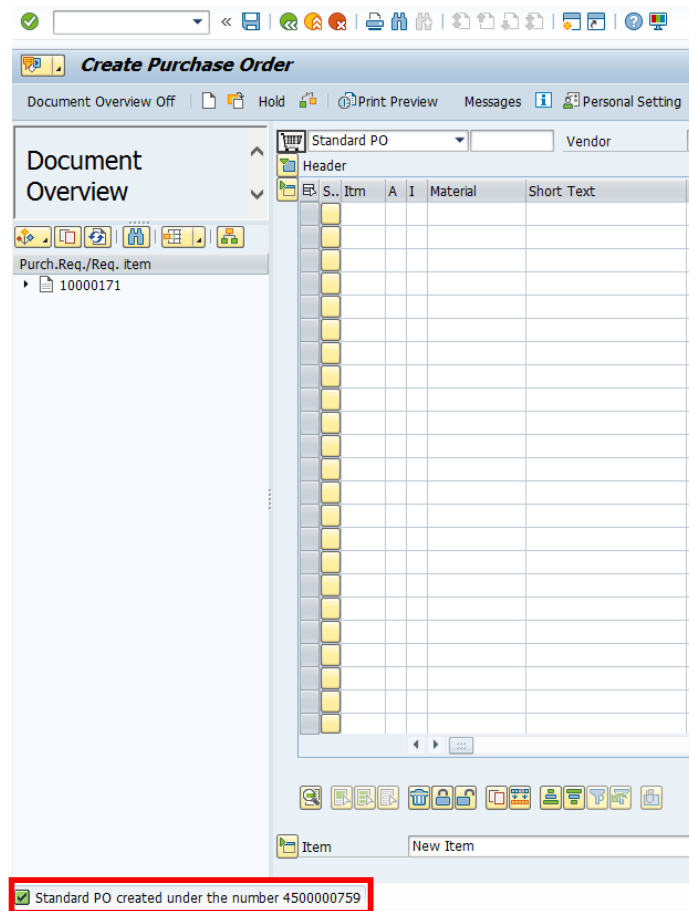
Tutorial Figure 2-80: Purchase Order Saved
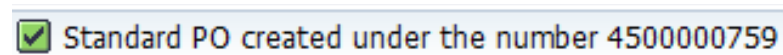
Tutorial Figure 2-81: Purchase Order Document Number

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Tutorial 2
You Try It 2
Procurement Trading Goods

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

The ### Symbol: You will be assigned a unique GBI Number. Your GBI Number will have an identifier that will be uniquely yours. **ONLY USE YOUR GBI NUMBER!!** Anywhere in this tutorial you see **###** you should use your assigned GBI number. Inform your instructor if you believe that a student is using your number accidentally. For example, the instructions may say to create PO Number 15###. If John's GBI Number is 25 then he should create 15025 (his GBI number is GBI-025). GBI-058 was used to create all Tutorial instructions. Anywhere you see 058 should be replaced with your GBI Number as you are completing the Tutorial (unless GBI-058 was assigned to you by your instructor).

Saving: The instructions will indicate when to save your document. Before saving, always click on the ✅ to validate your work. If there are any errors or cautions displayed in the status bar, then you should fix those before saving your document. After you have validated your work, you should then click the 💾 button to save your work.

Searching: The instructions will indicate when a search is required. To search, simply click inside of the field and then click the F4 key on your keyboard or click on the 🔍. This will bring up a search menu which will allow you to search. All searches we will do in the Tutorials will be a wild card search. To do a wild card search, you need to type *### into the field where ### is your GBI number. This will bring up all items that belong to you.

You Try It Instructions: The Tutorial instructions will provide step by step instructions. Each step will indicate if you need to click on a field. The field or button will be highlighted with a red box 🔲 so that you can easily identify what you are asked to do. The red box is part of the instructions and not part of the SAP system. The "You Try It Exercises" may not include the red box. The "You Try It Exercises" are less guided.

2

PROCUREMENT YOU TRY IT 2: SCENARIO

Now you try procuring materials from a different vendor. You will procure **Repair Kits** and **Knee Pads** from the **Spy Gear** vendor. Trading goods are goods that we do not make in-house. We procure these from a vendor and then sell them directly to customers.

Tutorial Figure 2-82: Procurement Process

STEP 1: CREATE A PURCHASE ORDER WITH "VENDOR/SUPPLYING PLANT KNOWN"

We will now create a Purchase Order to request materials from our vendor. We will skip the Purchase Requisition step since there is no need to internally request for a Purchase Order to be created. We will also skip the vendor selection step since we know the vendor we will procure materials from.

Tutorial Figure 2-83: Procurement Process – Purchase Order

Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known

Step 1.1: Search For Vendor

In the "Create Purchase Order" Screen we want to search for the vendor.

Click inside the "Vendor" field and click the F4 key on your keyboard or click on the 🔍.
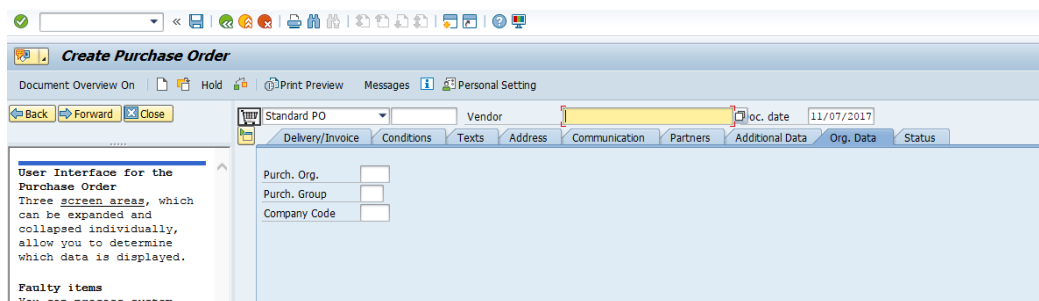
Tutorial Figure 2-84: Create Purchase Order – Vendor Field Select

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Enter the following:

Search Term: ***###**
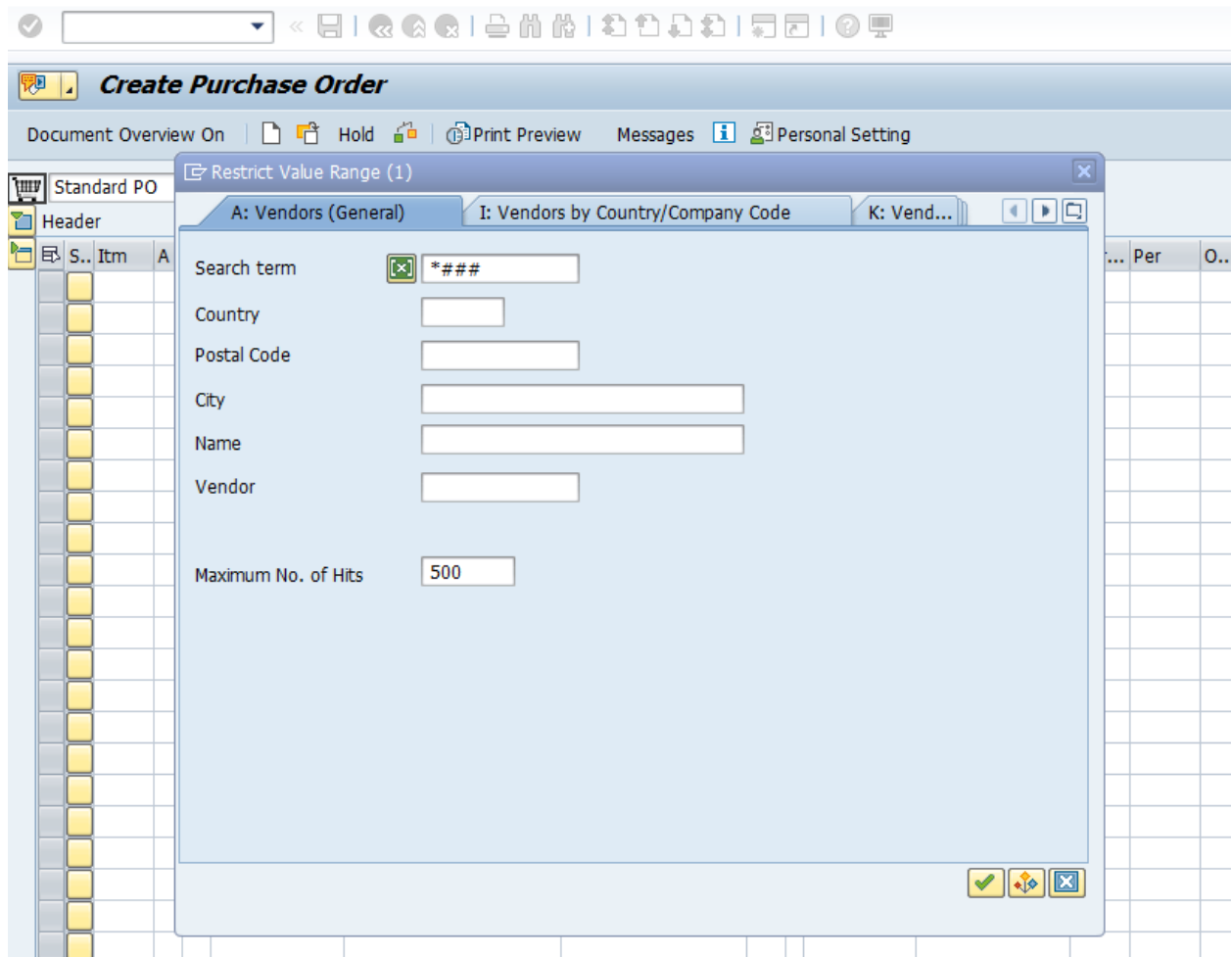
Tutorial Figure 2-85: Create Purchase Order – Vendor Search

In the next screen we will select the **Spy Gear** vendor. Make sure the number in the "Vendor" column ends with your GBI Number.

Cty	PostalCode	City	Name 1	Vendor
DE	01069	DRESDEN	SACHSEN STAHL AG	123058
DE	24149	SANDKRUG	SHELL GEAR	121058
DE	33647	BIELEFELD	PYRAMID BIKING	114058
DE	39120	BRAUNSCHWEIG	BURGMEISTER ZUBEHÖR OHG	113058
DE	50737	KÖLN	COLOGNE BIKE SUPPLIES	122058
DE	68167	MANNHEIM	FLAT TIRE AND MORE	116058
DE	74080	HEILBRONN	THICK SPOKE	119058
DE	76228	KARLSRUHE	GUMMI SCHULTZE	117058
DE	80331	MÜNCHEN	RUN & FUN	124058
DE	86391	AUGSBURG	LOHSE SCHRAUBE	118058
DE	97070	WÜRZBURG	MAIN CARBON	120058
DE	99099	ERFURT	ABS BRAKES GMBH	115058
US	19341	GRAND RAPIDS	RAPIDS NUTS N BOLTS	108058
US	22102	MCLEAN	SPY GEAR	107058
US	30319	ATLANTA	OLYMPIC PROTECTIVE GEAR	101058
US	33126	MIAMI	FUN N THE SUN SEATS N BAR	110058
US	45202	CINCINNATI	BOOMTOWN TIRE & WHEEL	102058
US	54601	LACROSSE	NIGHT RIDER ALUMINUM PROD	106058
US	75039	IRVING	DALLAS BIKE BASICS	103058
US	77042	HOUSTON	SPACE BIKE COMPOSITES	105058
US	85251	SCOTTSDALE	SUNNY SIDE UP TIRE	111058
US	88837	EDISON	LIGHTBULB ACCESSORY KITS	104058
US	92011	CARLSBAD	REDWOOD KITS	112058
US	97223	PORTLAND	GREEN BLAZERS SEATS	109058

Restrict Value Range (1)   24 Entries found

A: Vendors (General)   I: Vendors by Country/Company Code   K: Ve...

Search term: 058

Tutorial Figure 2-86: Create Purchase Order – Vendor List

Step 1.2: Expand Item Overview

If needed, expand the "Item Overview" section by clicking on 🗀 .
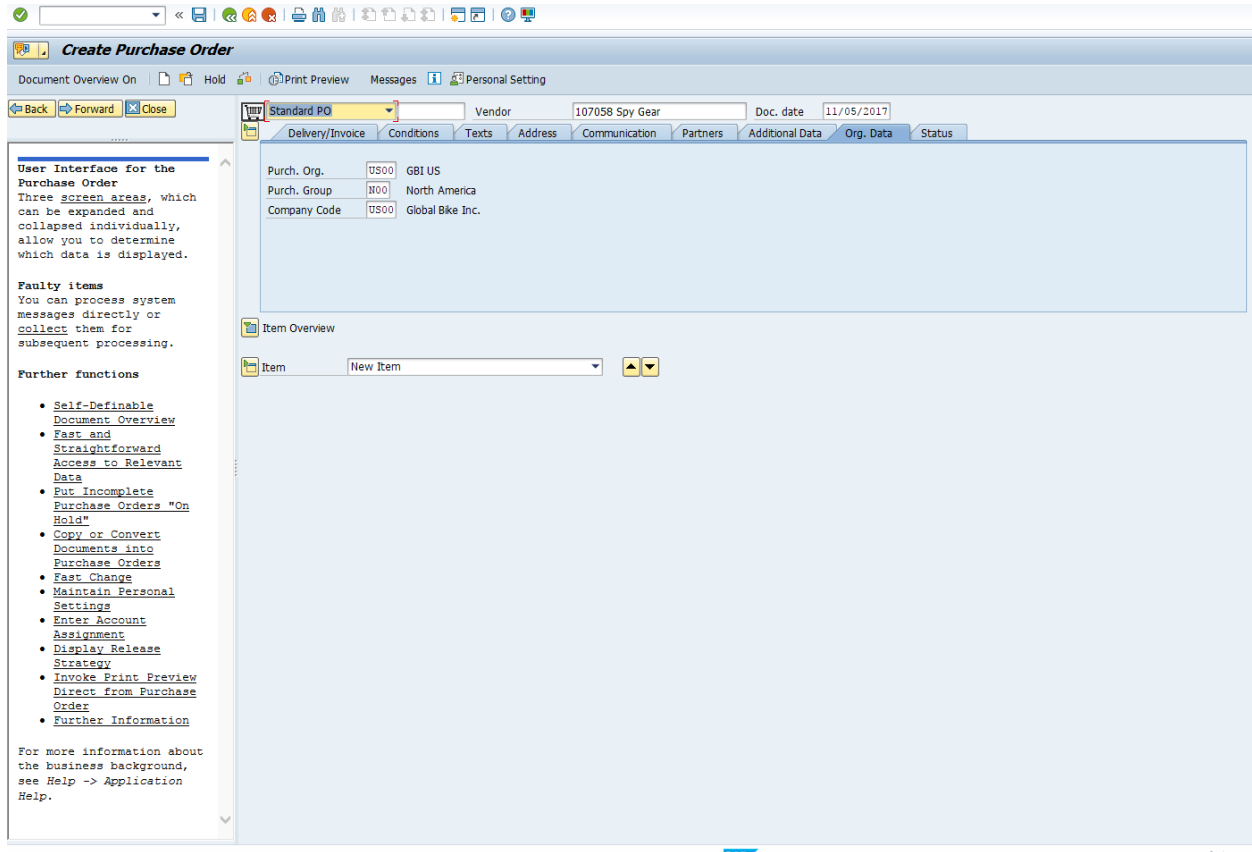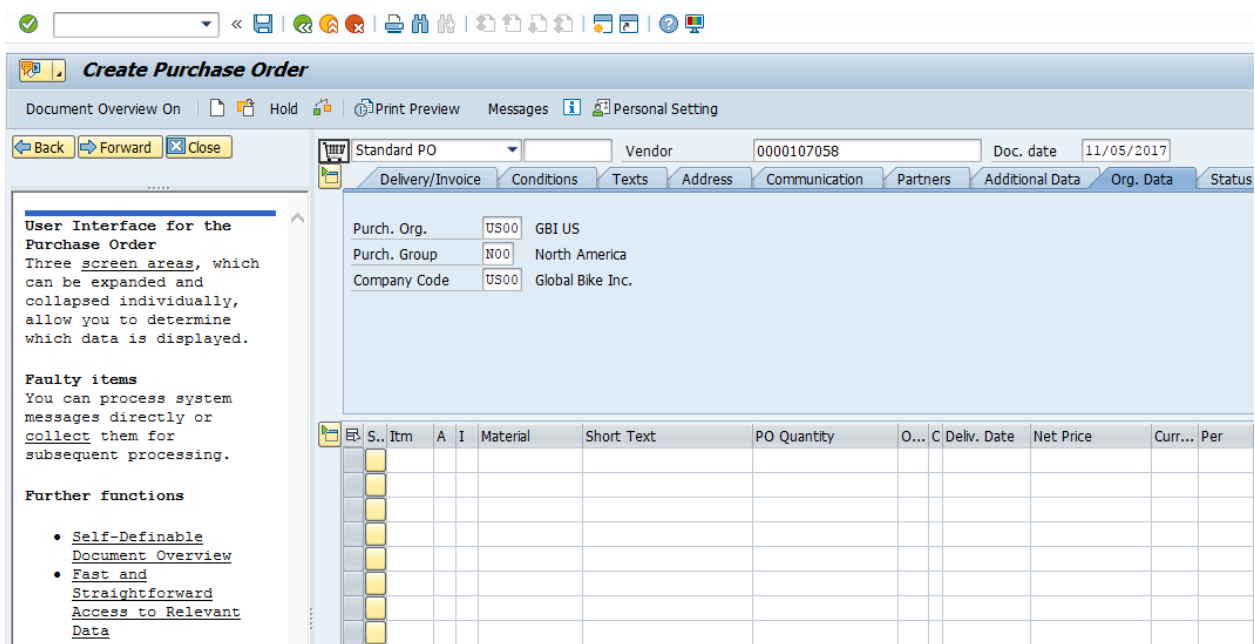
Tutorial Figure 2-87: Create Purchase Order – Item Overview Not Expanded

Step 1.3: Enter Purchase Organization, Purchasing Group and Company Code

Now enter Purchase Organization, Purchasing Group and Company Code. These fields are part of our company's organization structure. They indicate what part of our organization is procuring and paying for the materials.

Enter the following into the screen. Make sure you are on the "Org Data" tab.

- Purchase Organization: **US00**
- Purchasing Group: **N00**
- Company Code: **US00**

Tutorial Figure 2-88: Create Purchase Order – Org Data

Click the ✅ button in the menu bar to verify your "Org Data" inputs.

Tutorial Figure 2-89: Create Purchase Order – Verify Org Data

Step 1.4: Enter Materials Into The Purchase Order

Now enter the materials we want to procure from **Spy Gear**. We want to procure **Repair Kits** and **Knee Pads** to resell to our customers.

Click inside the first cell in the "Material" column. Then click the F4 key on your keyboard or click on the 🔍.

Tutorial Figure 2-90: Create Purchase Order – Materials Search

We will search using **Material By Material Type.** Click on the ⬚ in the right-hand corner of the Search window. Select "**T: Material By Material Type**".

Tutorial Figure 2-91: Create Purchase Order – Material Search By Material Type

Enter the following information into the fields:

- Material Type: **HAWA**
- Material: ***###**

HAWA is the material type for Trading Goods.
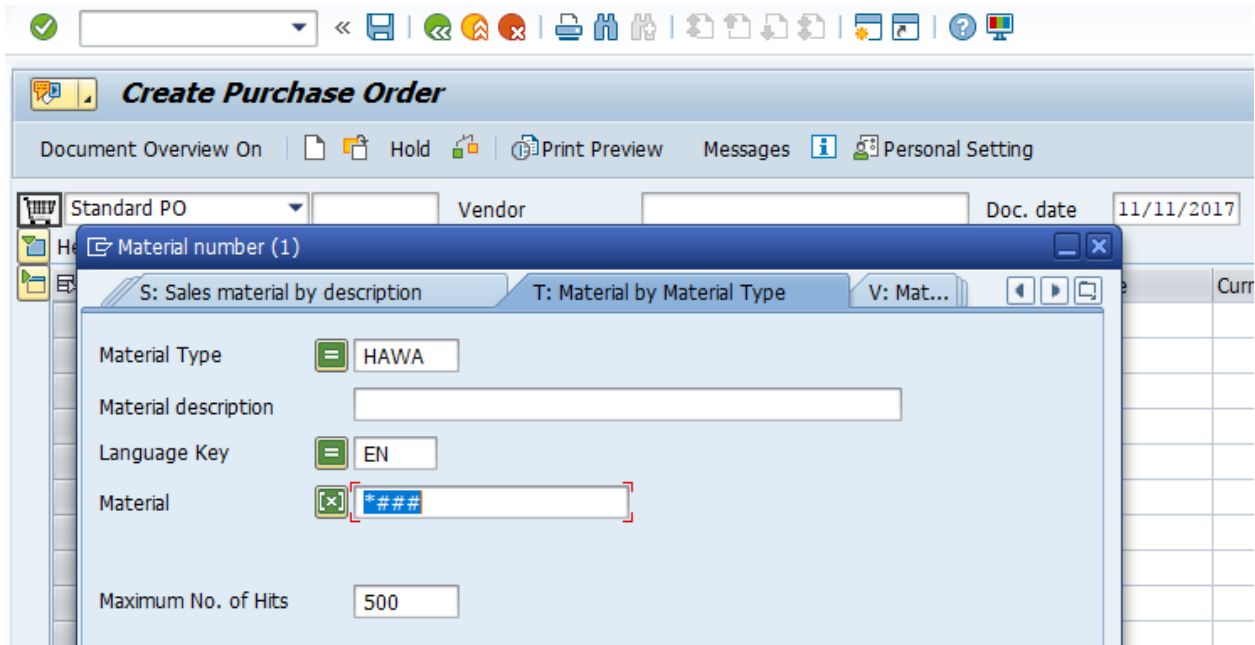
Tutorial Figure 2-92: Create Purchase Order – Materials Search Input

The following search results will be displayed in the next window. We want to procure **Repair Kits** and **Knee Pads**.

Click on the **Repair Kit** entry. Note the **Knee Pads** material number for use in the next step.
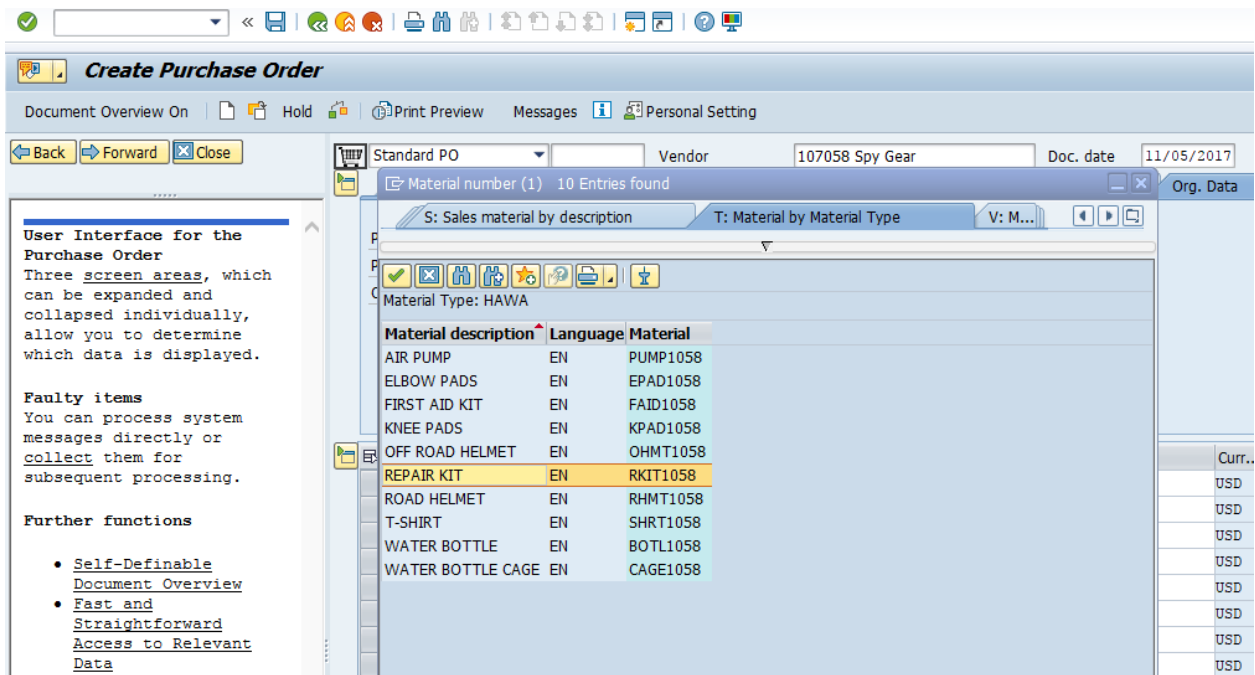
Tutorial Figure 2-93: Create Purchase Order – Materials Selection

The **Repair Kit** material number is displayed in the first row of the "Material" column.

Tutorial Figure 2-94: Create Purchase Order – Materials Search Results

Now enter the **Knee Pads** material number into the next row of the "Material" column. We know the **Knee Pads** material number from the previous search or you may do another search find the material number.
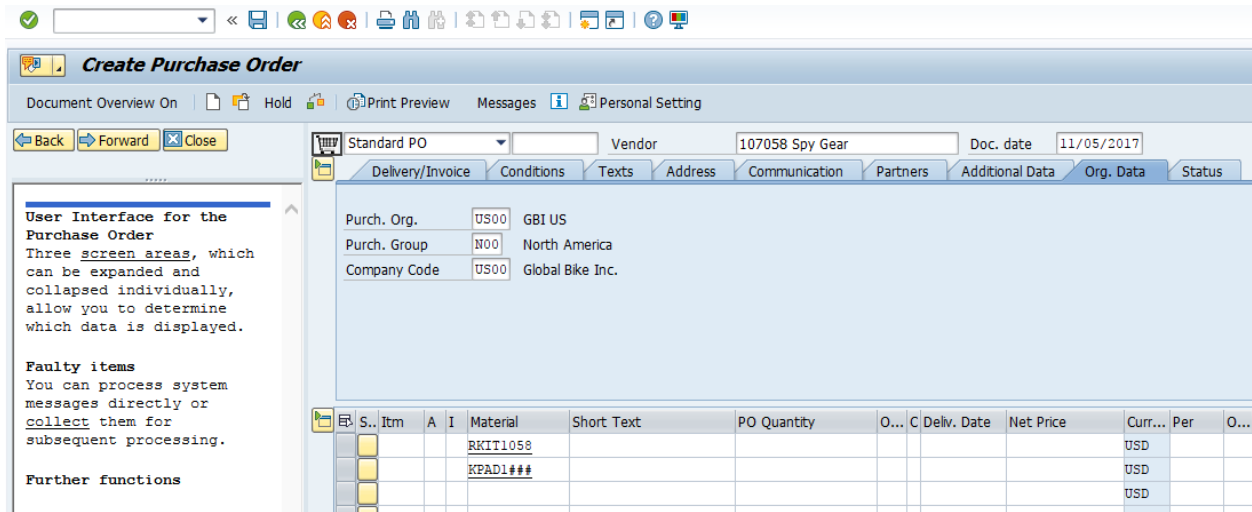
Tutorial Figure 2-95: Create Purchase Order – Materials

We will complete the Purchase Order by typing in the PO Quantity, Delivery Date, Net Price, Currency and Plant.

The PO Quantity is the quantity of the goods that we want. The Delivery Date is the requested date we want to receive the order. The Net Price is the price it will cost us per good. Currency is the currency we wish to pay in. Since SAP can support many different currencies, we must specify the type of currency. The plant is the location we wish to receive the material in.

Enter in the following for **Repair Kit (RKIT1###):**

- Material: **Your Repair Kits**
- PO Quantity: **10**
- Deliv. Date: **1 Week From Today**
- Net Price: **16.00**
- Currency: **USD**
- Plnt: **MI00**
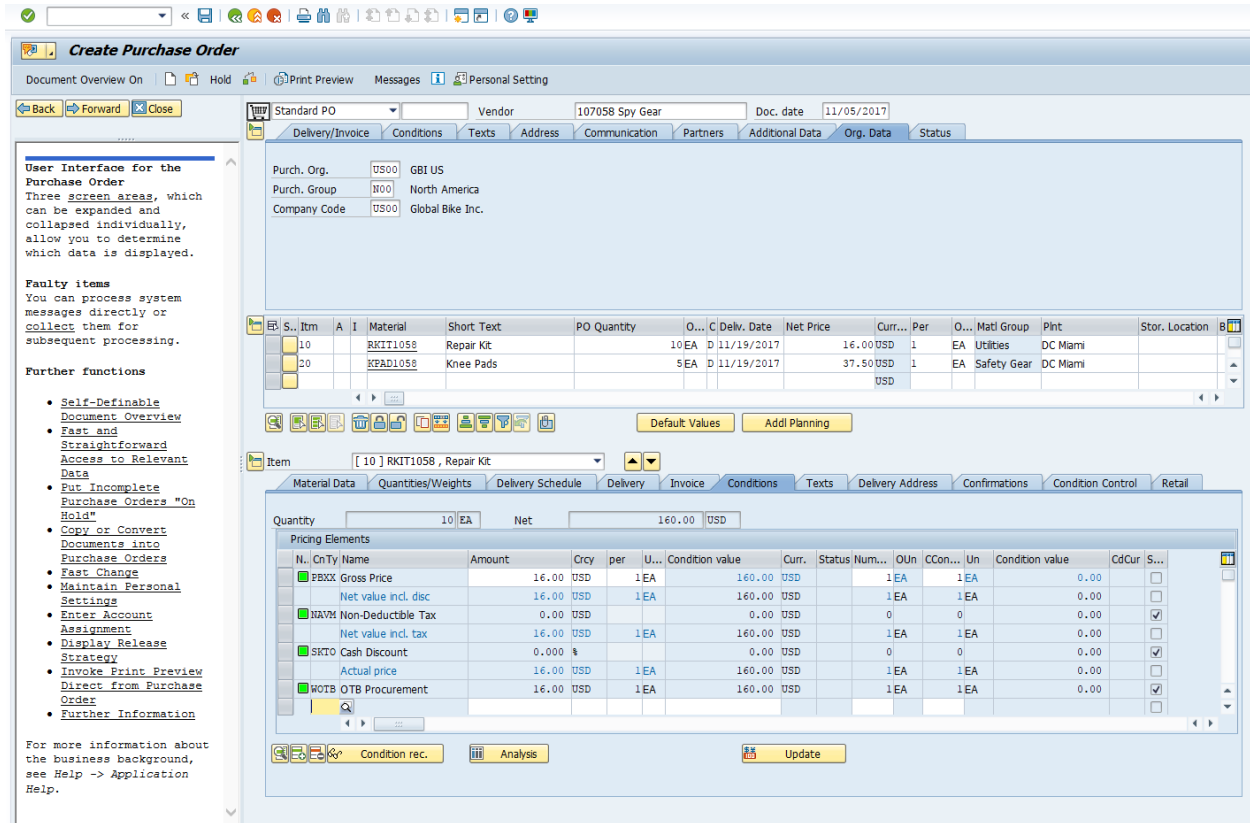
Enter in the following for **Knee Pads (KPAD1###):**

- Material: **Your Knee Pads**
- PO Quantity: **5**
- Deliv. Date: **1 Week From Today**
- Net Price: **37.50**
- Currency: **USD**
- Plnt: **MI00**
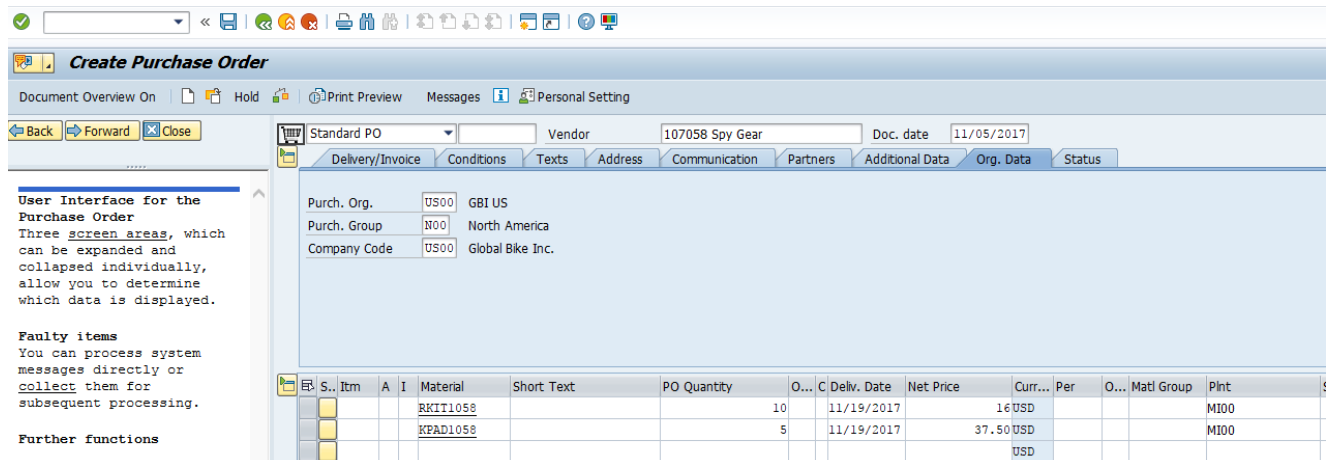
Tutorial Figure 2-96: Create Purchase Order – Material Inputs

Click the ⬤ button in the menu bar to verify your inputs.

Tutorial Figure 2-97: Create Purchase Order – Check and Verify

Step 1.5: Save Purchase Order

Click ⌷ to save your Purchase Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Standard PO Number. This Standard PO Number will serve as your Purchase Order Number. **Please write down this Number on your You Try It Document Tracking sheet under the Purchase Order row.**

Tutorial Figure 2-98: Purchase Order Save

Tutorial Figure 2-99: Purchase Order Number

Once you have recorded your Standard PO Number, click on to exit back to the SAP Easy Access Menu.

Tutorial Figure 2-100: Exit to SAP Easy Access Menu

STEP 2: COMPLETE GOODS RECEIPT

After we create the Purchase Order, our vendor, **Spy Gear**, will be notified that we need material to be shipped. When **Spy Gear** ships the material to us we must receive it into our inventory. A Goods Receipt will allow us to receive the goods into our inventory from **Spy Gear**.

Tutorial Figure 2-101: Procurement Process – Goods Receipt

Navigation: SAP Menu > Logistics > Materials Management > Inventory Management > Goods Movement > Goods Receipt > For Purchase Order > GR For Purchase Order (MIGO)
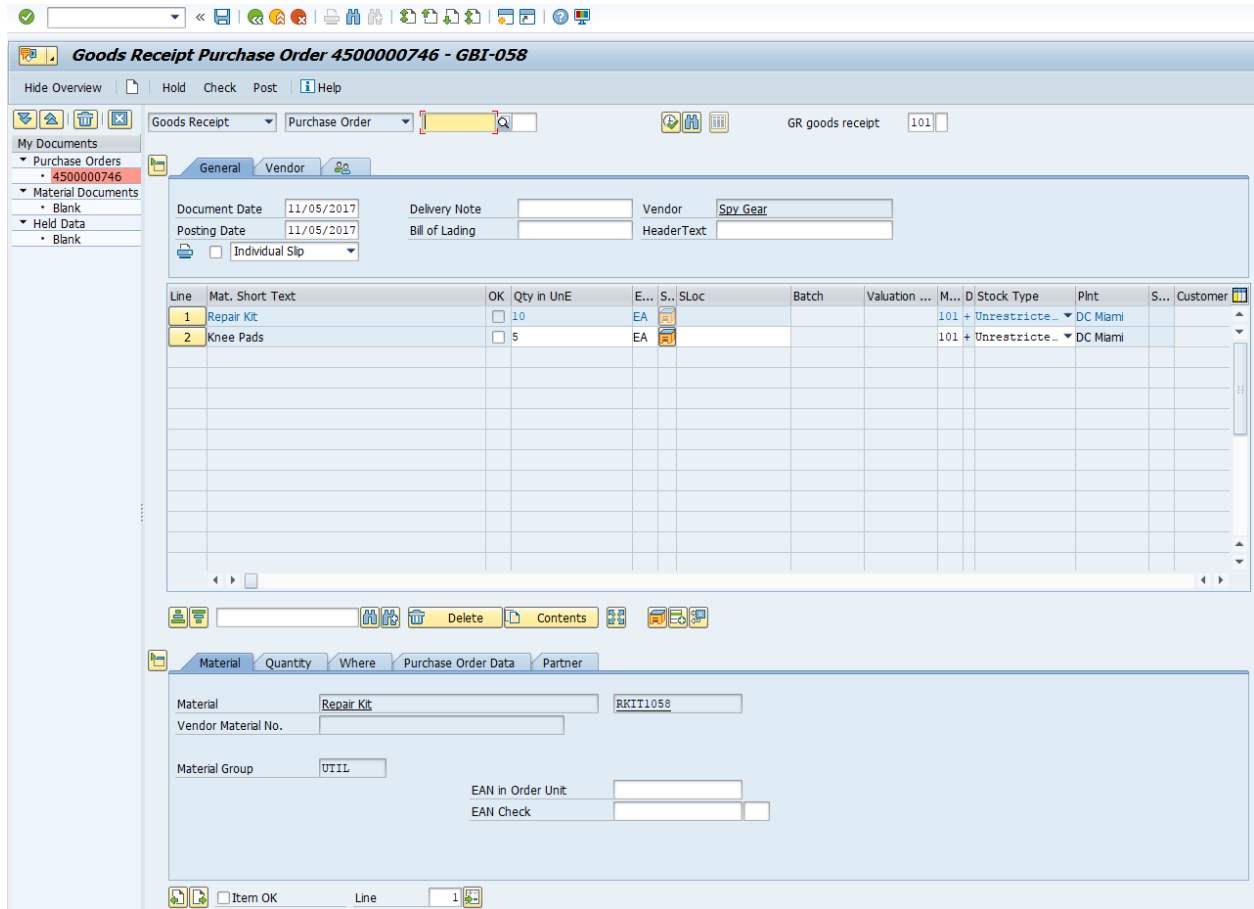
Verify the following have automatically populated:

- Purchase Order Field: **Your Purchase Order**
- GR goods receipt field: **101**

Tutorial Figure 2-102: Goods Receipt – Enter Purchase Order

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Click the ![checkmark button] button in the menu bar to advance to this screen.

Tutorial Figure 2-103: Goods Receipt – Input Your Purchase Order

Click on the [1] button in the Repair Kit row. Then click "Item OK" so that a check mark appears beside it.
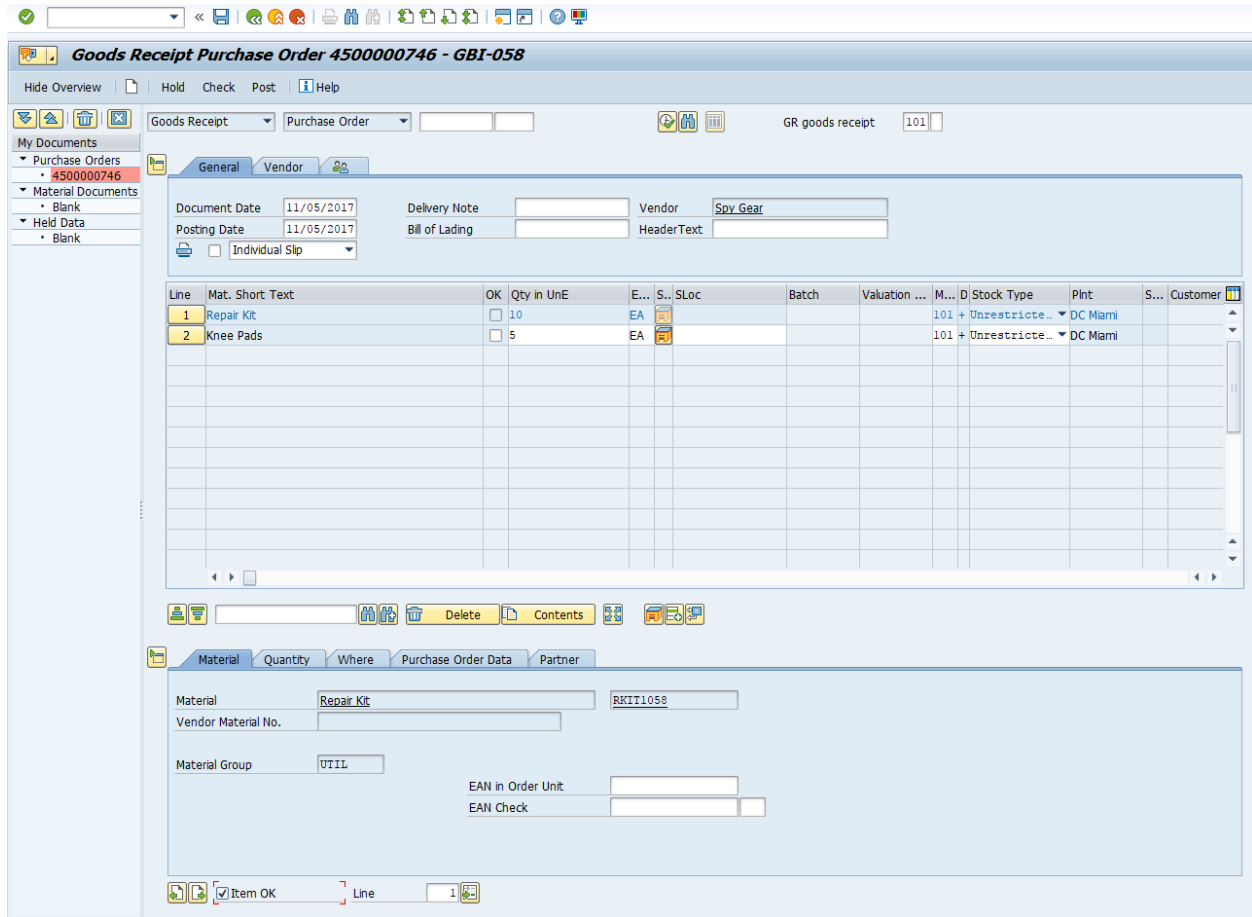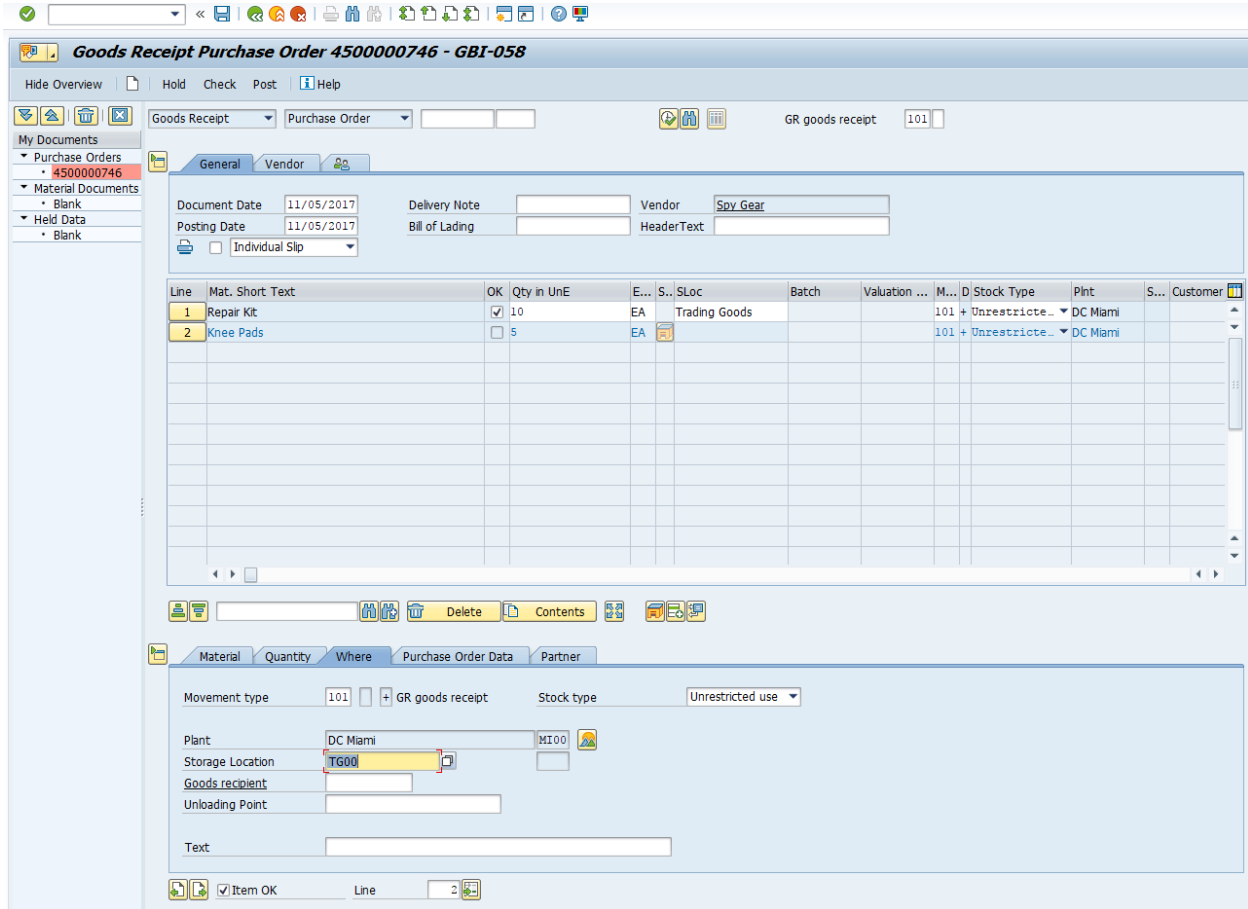

Tutorial Figure 2-104: Goods Receipt – Item OK: First Item

Click on the "Where" tab.
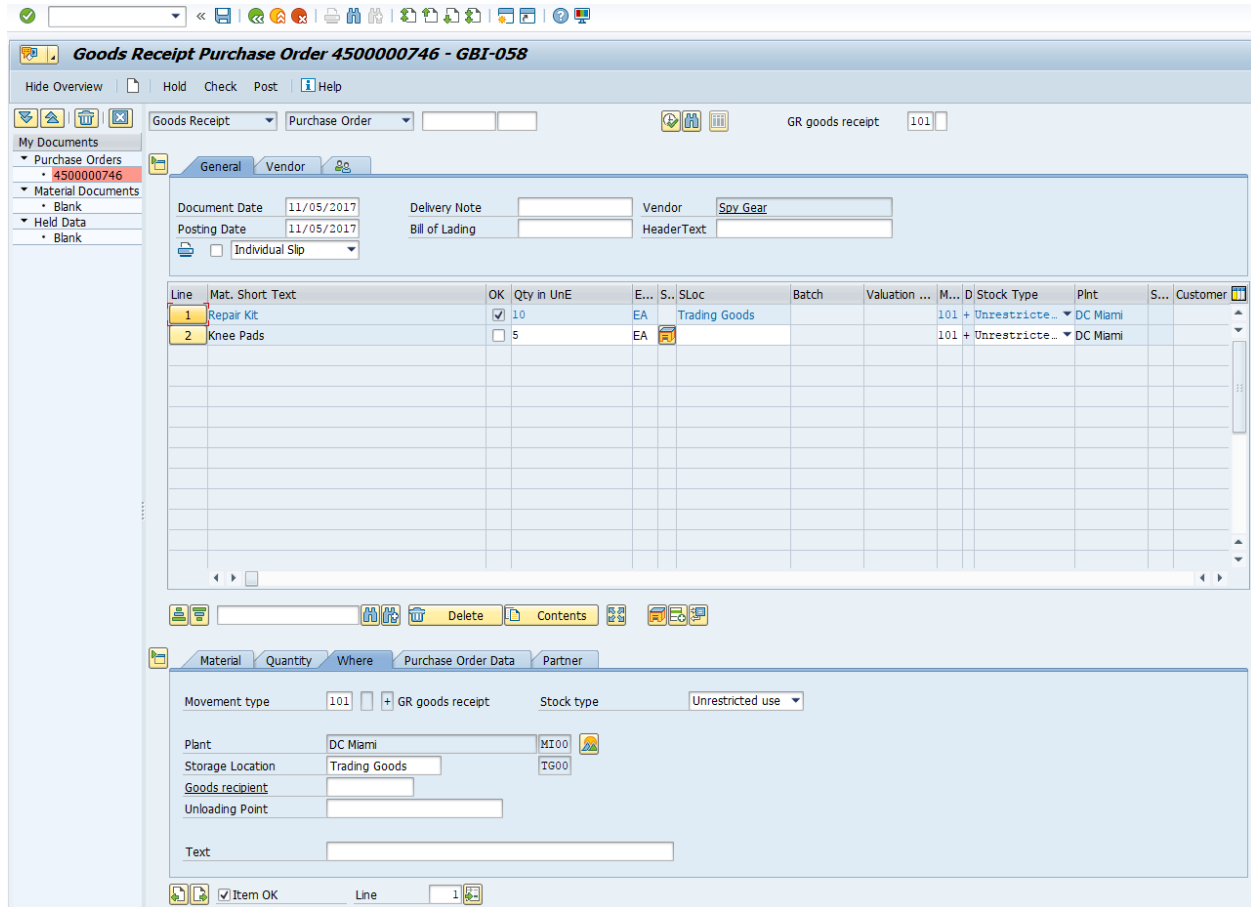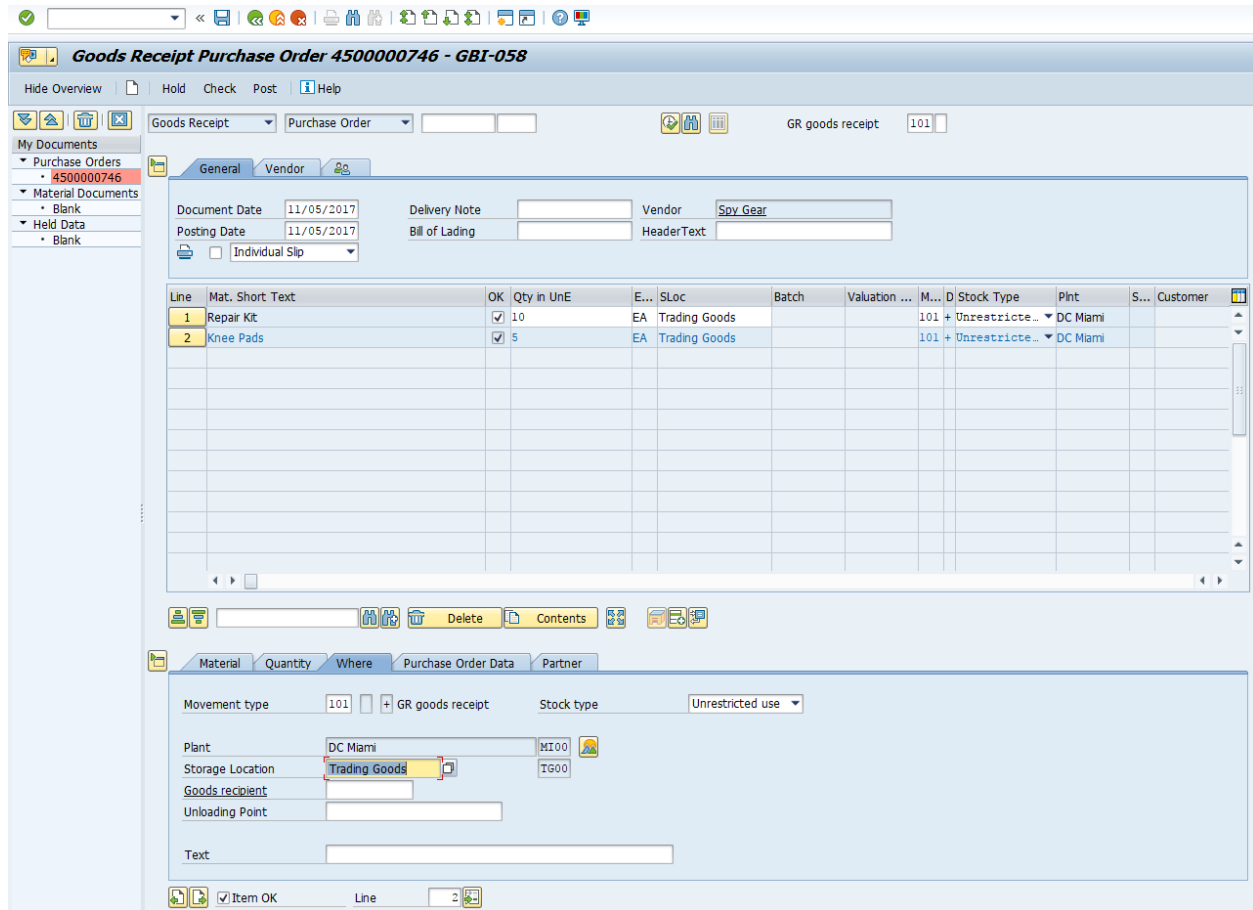
Enter the following:

- Storage Location: **TG00**
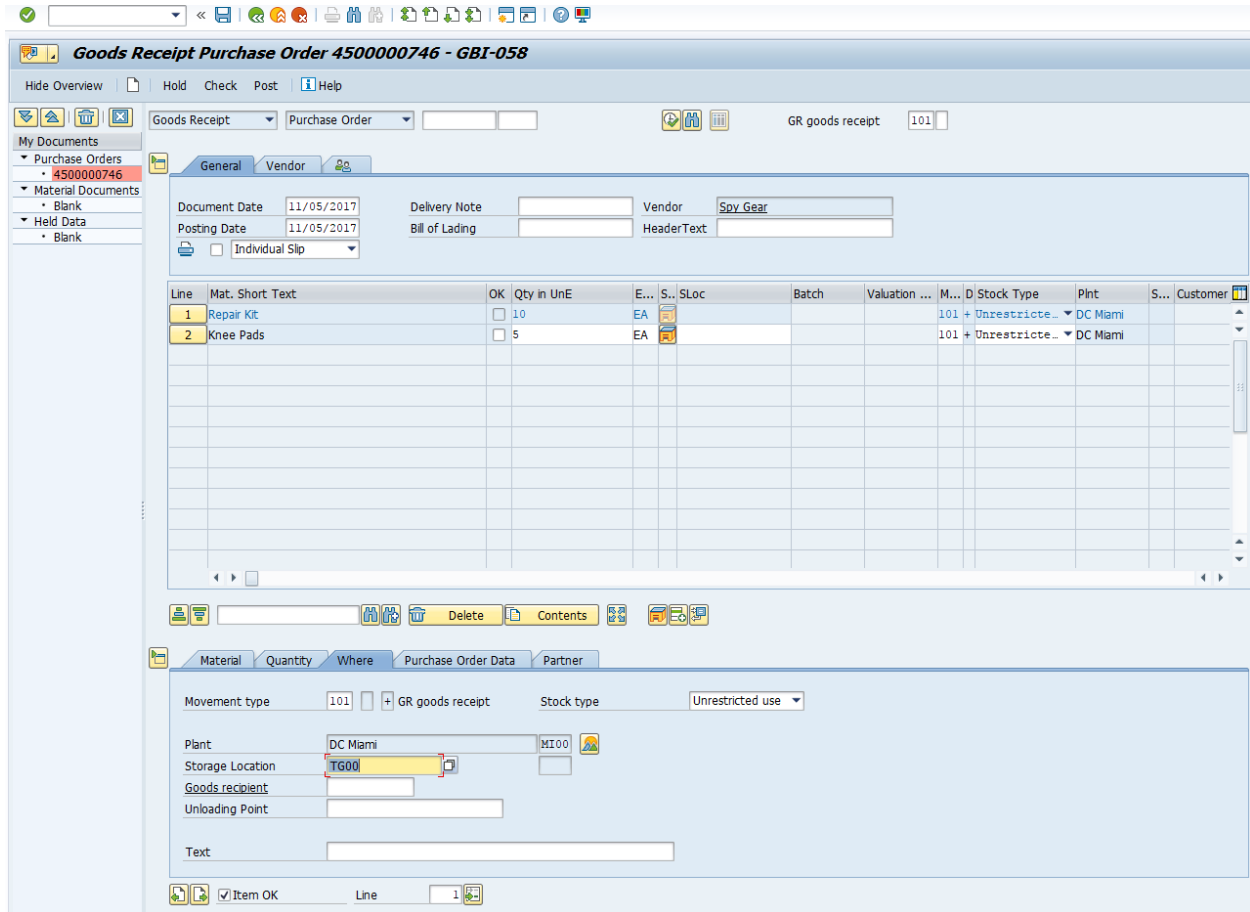
Tutorial Figure 2-105: Goods Receipt – Storage Location: First Item

Click the ✅ button after you have clicked "Item OK" and entered in the Storage Location.

Tutorial Figure 2-106: Goods Receipt – Check: First Item

We will now do the same for our second material, **Knee Pads**. Click on the [2] button in the Knee Pad row. Then click "Item OK" so that a check mark appears beside it.
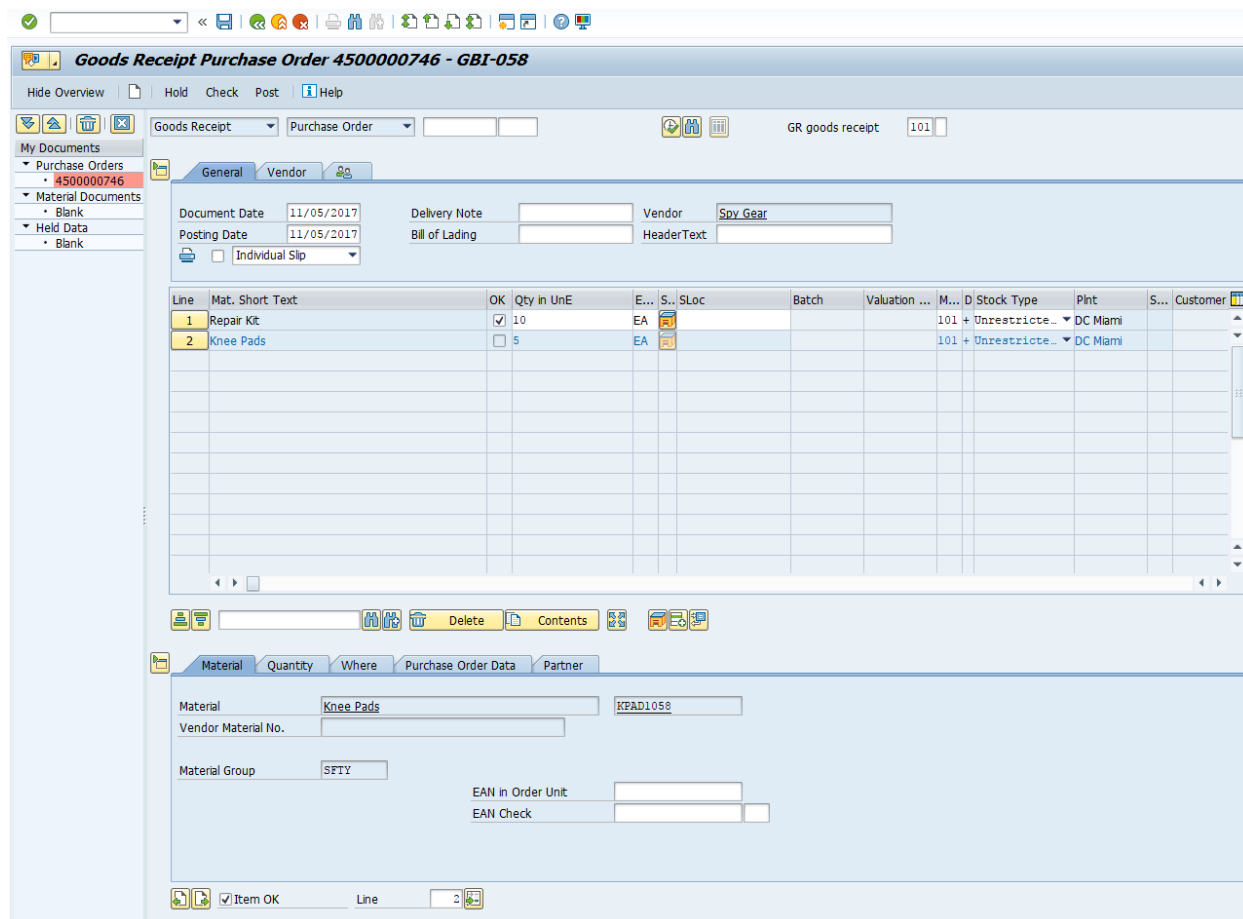
Tutorial Figure 2-107: Goods Receipt – Item OK: Second Item

Click on the "Where" tab.

Enter the following:

- Storage Location: **TG00**

Tutorial Figure 2-108: Goods Receipt – Storage Location: Second Item

Click the ![checkmark] button after you have clicked "Item OK" and entered in the Storage Location.

Tutorial Figure 2-109: Goods Receipt – Check: Second Item

Step 2.1: Save Goods Receipt

Click ![save icon] to save your Goods Receipt.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Material Document Number. This Material Document Number will serve as your Goods Receipt Number. **Please write down this Material Document Number on your You Try It Document Tracking sheet under the Goods Receipt (Procurement) row.**

Tutorial Figure 2-110: Goods Receipt Save

Tutorial Figure 2-111: Material Document Number

Our vendor has sent us the invoice for our order. We will now enter that invoice into our SAP system.

Purchase Requisition	➡	Vendor Selection	➡	Purchase Order	➡	Goods Receipt	➡	**Invoice**	➡	Payment

Tutorial Figure 2-112: Procurement Process – Invoice

Navigation: SAP Menu > Logistics > Materials Management > Logistics Invoice Verification > Document Entry > Enter Invoice

We will now enter in the details of the invoice we have received from **Spy Gear.**

Enter the following:

- Invoice Date: **Today's Date**
- Posting Date: **Today's Date**
- Amount: **347.50**
- Tax Amount (drop-down): **XI (Input Tax)**
- Purchase Order/Scheduling Agreement: **Your Purchase Order Number**

Tutorial Figure 2-113: Incoming Invoice – Inputs

Click the ✅ button to verify your inputs from the step above.

The following screen will appear. Notice that our **Knee Pads** and **Repair Kits** appear.

Tutorial Figure 2-114: Incoming Invoice – Check

Click the button. This will check our invoice to make sure the price amount we have entered matches **Your Purchase Order**.
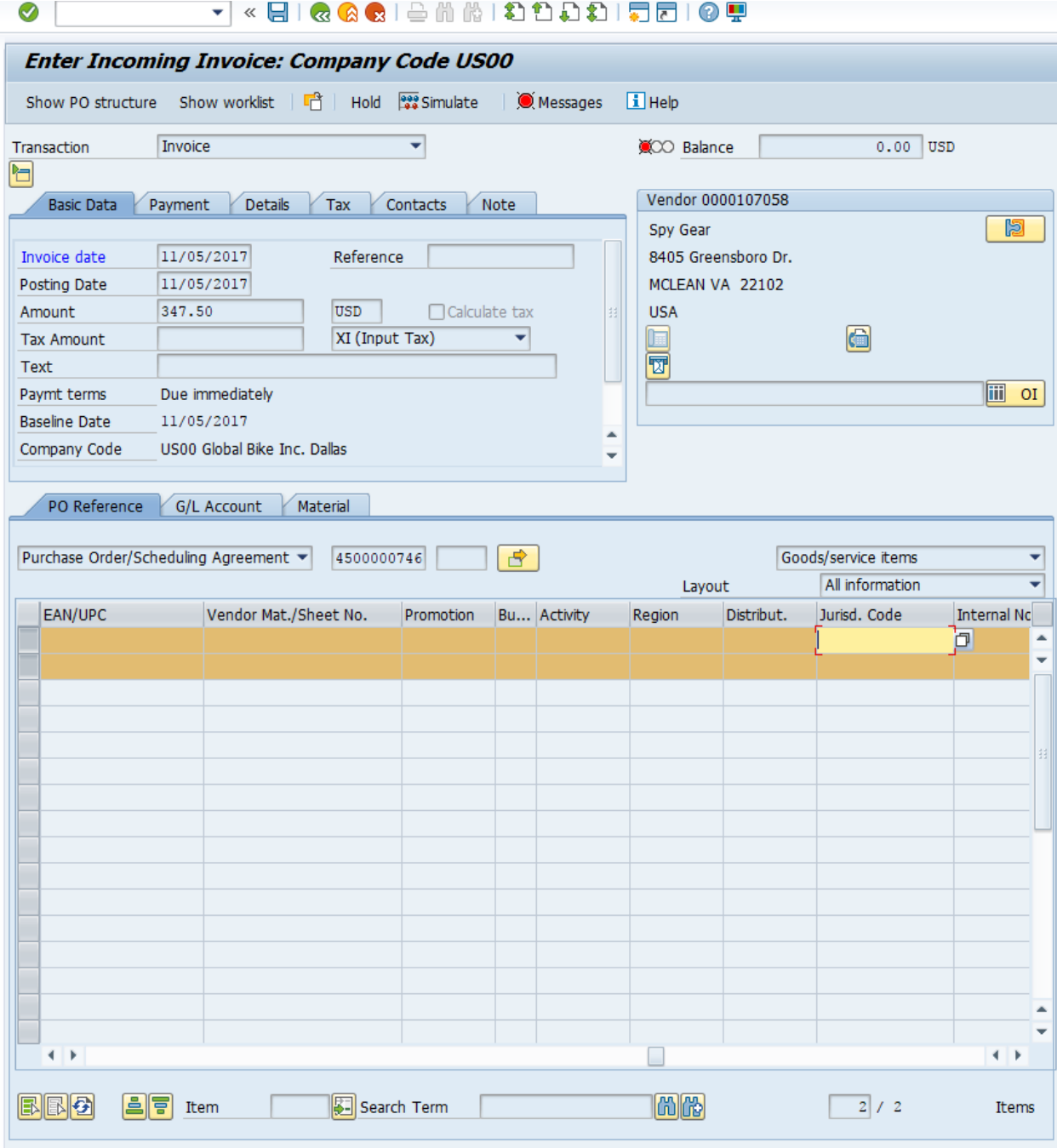
After clicking the the following error appears. The "Enter tax jurisdiction code" error can be solved by entering a Tax Jurisdiction Code.

Tutorial Figure 2-115: Incoming Invoice – Tax Jurisdiction Error After Clicking Simulate

Click inside the "Jurisd. Code" field and then click the F4 key on your keyboard or click on the [Q]. This allows us to bring up the search menu.

Tutorial Figure 2-116: Incoming Invoice – Tax Jurisdiction Code Search

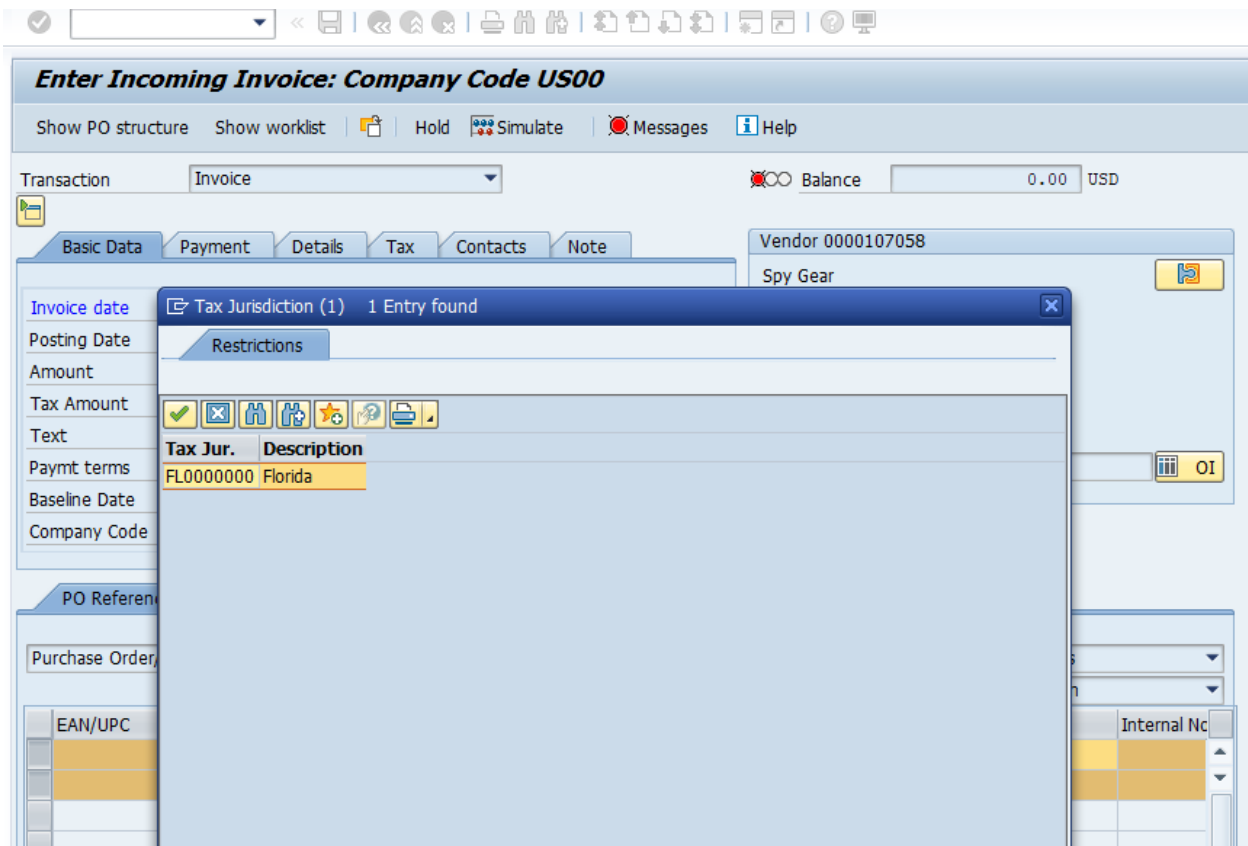In the next screen enter **FL** as the state.

We are entering FL because our materials were procured for the Miami (MI00) plant in the previous steps.

Click ☑ once you have entered the State.
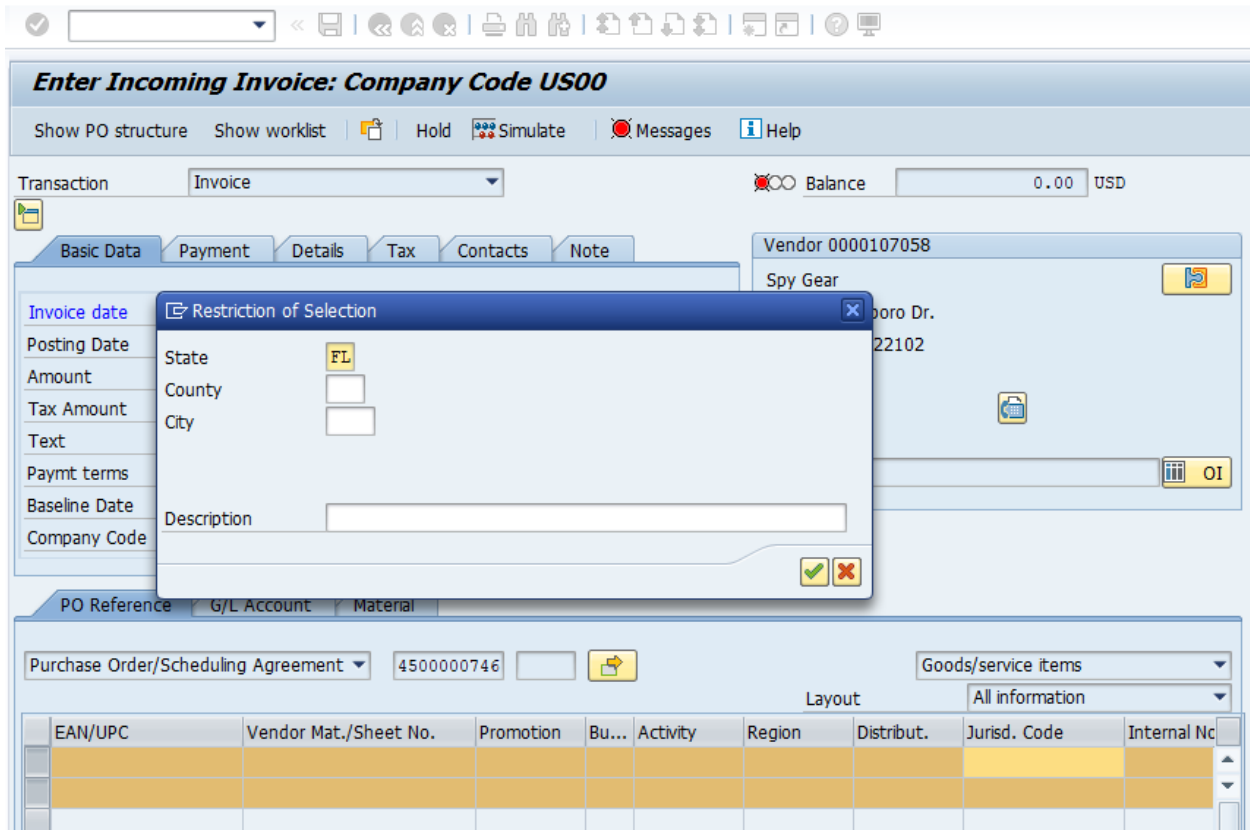
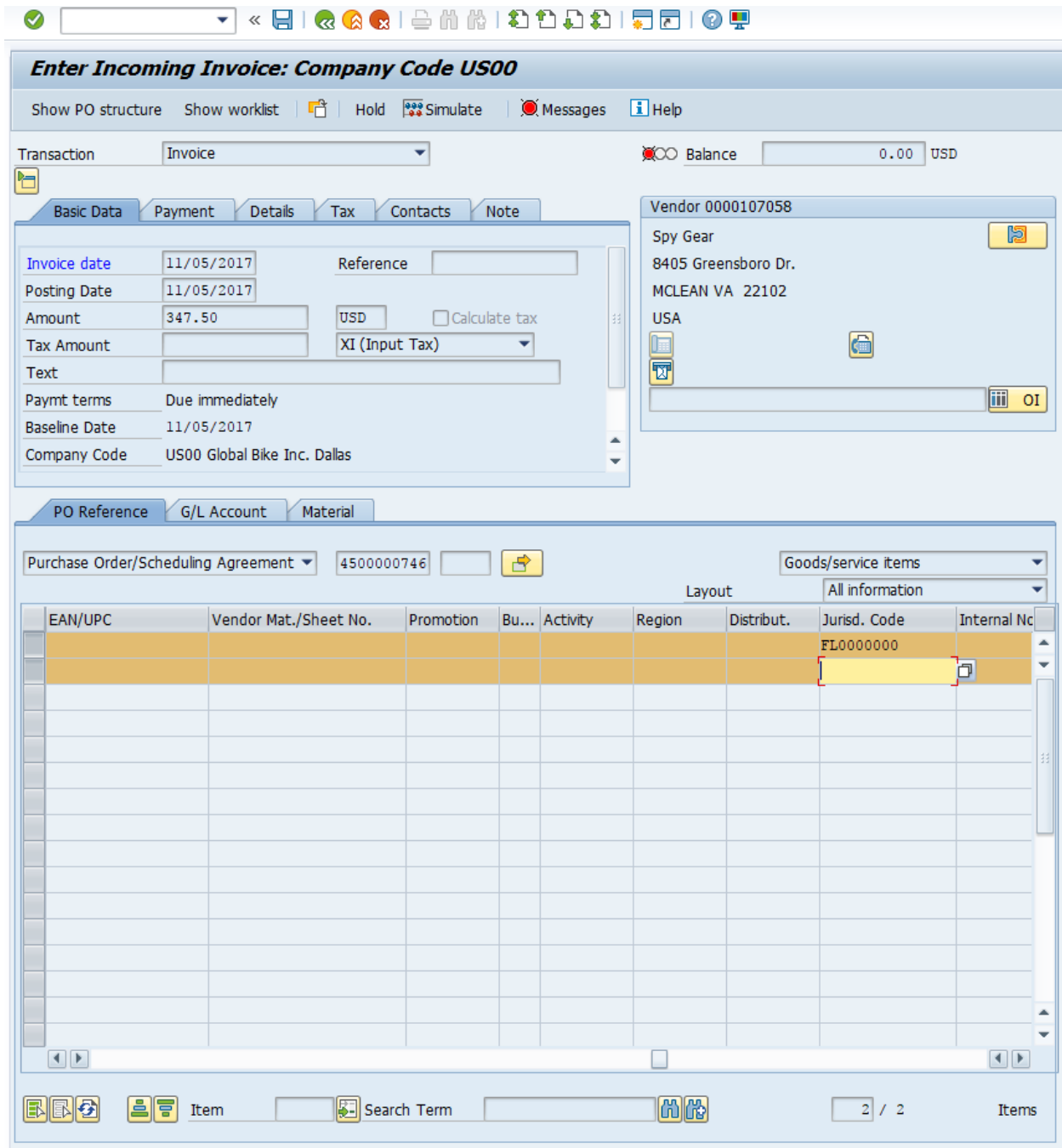Tutorial Figure 2-117: Incoming Invoice – Tax Jurisdiction State Search

Double click **FL0000000** from the next search results window.

Tutorial Figure 2-118: Incoming Invoice – Tax Jurisdiction State Results

Click the ✓ button to verify your inputs from the step above. The following screen will appear showing we also need to enter the "Jurisd. Code" for our next material.

We will then enter the same Jurisd. Code **(FL0000000)** for all materials that are highlighted in the table below.

Tutorial Figure 2-119: Incoming Invoice – Tax Jurisdiction Second Material

Click the ⊘ button again to verify your inputs from the step above. The following screen will appear showing all errors have been resolved.

Notice we now have a green light ○○■ beside Balance and the Balance is **0.00**. This confirms we have no errors and the amount we entered matches the amount of the items from **Your Purchase Order**.

Tutorial Figure 2-120: Incoming Invoice – Final Screen Simulation

Step 3.1: Save Incoming Invoice

Confirm that there is a green light beside Balance and the Balance is **0.00** then click on to save your Incoming Invoice.
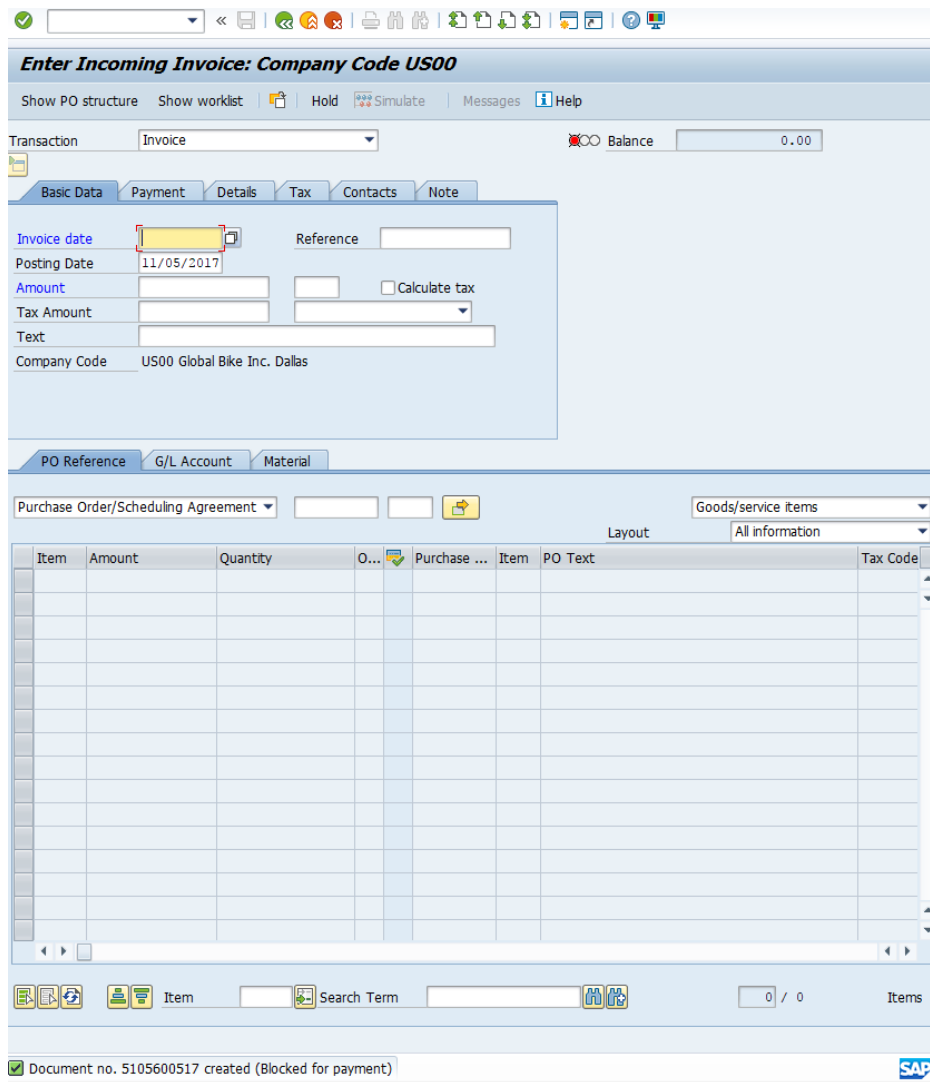
The following screen will appear.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Incoming Invoice Number. **Please write down this Incoming Invoice Number on your You Try It Document Tracking sheet under the Incoming Invoice row.**

Tutorial Figure 2-121: Incoming Invoice Save
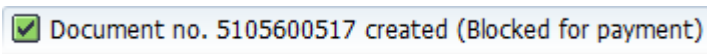
Tutorial Figure 2-122: Incoming Invoice Document Number

STEP 4: POST OUTGOING PAYMENT

We have entered the invoice from our vendor, so now we must pay that invoice.

Purchase Requisition → Vendor Selection → Purchase Order → Goods Receipt → Invoice → **Payment**

Tutorial Figure 2-123: Procurement Process – Payment

Navigation: SAP Menu > Accounting > Financial Accounting > Accounts Payable > Document Entry > Outgoing Payment > Post

We will now enter in the details of our Outgoing Payment. The "Bank data Account" will be **Your Bank Account**. The "Open item selection Account" will be **Your Spy Gear** Vendor Account.

Enter the following into the next screen:

- Document Date: **Today's Date**
- Account: **100000**
- Amount: **347.50**
- Account: **Your Spy Gear Vendor** (Perform a search to find **Your Spy Gear** vendor)

Click **Process Open Items** when you have entered the above.

Tutorial Figure 2-124: Post Outgoing Payment – Inputs

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The following screen will appear. Verify the "Amount entered" and "Assigned" are both the same number. Also, verify the "Not Assigned" is **0.00.**

Tutorial Figure 2-125: Post Outgoing Payment – Result

Step 4.1: Save Outgoing Payment

Once you have verified "Not Assigned" is **0.00** then click to save your Outgoing Payment Document.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Outgoing Payment Number. **Please write down this Outgoing Payment Number on your You Try It Document Tracking sheet under the Outgoing Payment row.**

Tutorial Figure 2-126: Outgoing Payment Document Save
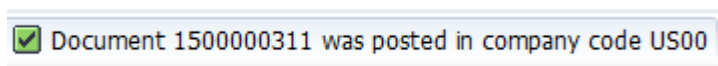
Tutorial Figure 2-127: Outgoing Payment Document

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Once you have recorded your Document Number, click on to exit back to the SAP Easy Access Menu.

Post Outgoing Payments: Header Data

Process Open Items

Document Date	☑	Type	KZ	Company Code	US00
Posting Date	11/05/2017	Period	11	Currency/Rate	USD
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data

Account	☑	Business Area	
Amount		Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	11/05/2017	Profit Center	
Text		Assignment	

Open item selection

Account	
Account type	K ☐ Other accounts
Special G/L ind	☑ Standard OIs
Pmnt advice no.	
☐ Distribute by age	
☐ Automatic search	

Additional selections

- ◉ None
- ○ Amount
- ○ Document Number
- ○ Posting Date
- ○ Dunning Area
- ○ Others

☑ Document 1500000311 was posted in company code US00

Tutorial Figure 2-128: Exit to SAP Easy Access Menu

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Tutorial 3
First Exercise
Production

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

The ### Symbol: You will be assigned a unique GBI Number. Your GBI Number will have an identifier that will be uniquely yours. **ONLY USE YOUR GBI NUMBER!!** Anywhere in this tutorial you see **###** you should use your assigned GBI number. Inform your instructor if you believe that a student is using your number accidentally. For example, the instructions may say to create PO Number 15###. If John's GBI Number is 25 then he should create 15025 (his GBI number is GBI-025). GBI-058 was used to create all Tutorial instructions. Anywhere you see 058 should be replaced with your GBI Number as you are completing the Tutorial (unless GBI-058 was assigned to you by your instructor).

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TUTORIAL SCENARIO

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. After the Sales Order has been entered into SAP, we will need to procure the raw materials needed to make the **Deluxe Touring Bike (Silver)** from a vendor. Once the raw materials have been received into our inventory, we can then produce the **Deluxe Touring Bike (Silver).** After production has been completed, we will move the bike to our Miami plant so we can fulfill the order and ship the bike to the customer. Finally, we will process the customer's payment.

Sell	→	Procure Materials	→	Production	→	Ship	→	Payment

Tutorial Figure 3-0: End to End Process

TUTORIAL 3: PRODUCTION

We now have the raw materials needed to produce the **Deluxe Touring Bike (Silver).** We will complete the production of the bike.

A customer ordered a **Deluxe Touring Bike (Silver).** We need to manufacture this bike for the customer. To create a **Deluxe Touring Bike (Silver)** we need to have the raw materials needed to produce the bike in stock. These materials were procured from our **Space Bike Composites** vendor in Tutorial 2. We also need 2 **Touring Aluminum Wheel Assemblies**. The **Touring Aluminum Wheel Assembly** is a semi-finished good that is needed to produce the **Deluxe Touring Bike (Silver).** The **Deluxe Touring Bike (Silver)** is a finished good. We are going to create the **Touring Aluminum Wheel Assemblies** using a Goods Movement called "procure from heaven" instead of going through the production process. This step would normally occur during the procurement process to procure raw materials and then the **Touring Aluminum Wheel Assemblies** would be created in the production process. Production would begin by creating a planned order and authorizing that order. We will skip these steps. We will start the Tutorial by creating a Production Order, issuing the materials to the production order, confirming production was completed, and finally receiving the finished goods into our inventory.

Planned Order	→	Authorize Production	→	Create Production Order	→	Goods Issue	→	Confirm Production	→	Goods Receipt	→	Completion
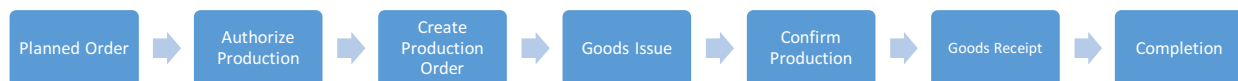
Tutorial Figure 3-1: Production Process

3

STEP 1: PROCURE SEMI-FINISHED MATERIAL

We need to manufacture the **Touring Aluminum Wheel Assembly.** We need 2 **Touring Aluminum Wheel Assemblies**. The **Touring Aluminum Wheel Assembly** is a semi-finished good that is needed to produce the bike. We are going to create the **Touring Aluminum Wheel Assemblies** using a Goods Movement called "procure from heaven" instead of going through the production process.

Navigation: SAP Menu > Logistics > Materials Management > Goods Movement > Goods Receipt > Other
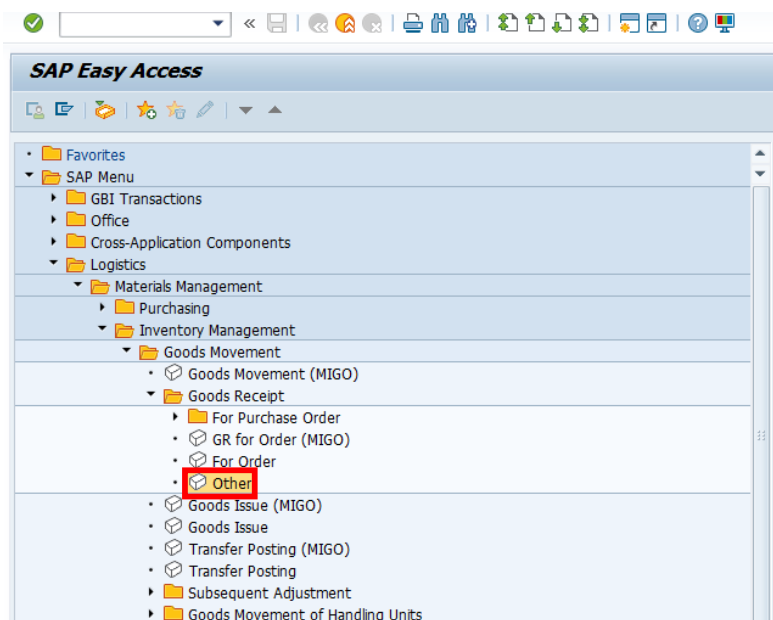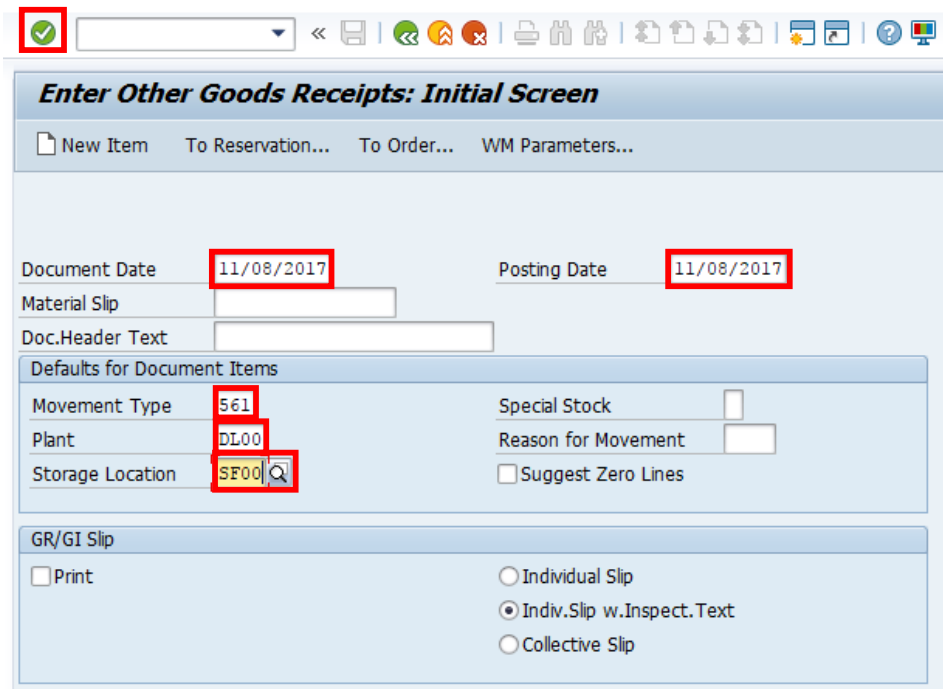
Tutorial Figure 3-2: Goods Receipt: Other Menu Tree

Enter in the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Movement Type: **561**
- Plant: **DL00**
- Storage Location: **SF00**

Once you have entered in the above click the ⊘ button.

Tutorial Figure 3-3: Goods Receipt: Other – Initial Screen

Enter in the following:

- Material: **TRWA1###**
- Quantity: **2**

The SLoc and Plnt should already be entered. Verify the following:

- SLoc: **SF00**
- Plnt: **DL00**

Tutorial Figure 3-4: Goods Receipt: Other – Enter Materials

Click the ![verify button] button to verify your inputs. Notice that the **TRWA1###** cell is now gray.

Tutorial Figure 3-5: Goods Receipt: Other – Check

Using the menu bar at the top of the screen navigate to: Movement Type > Receipt > Init.Stck Entry(Own) > To Unrestricted
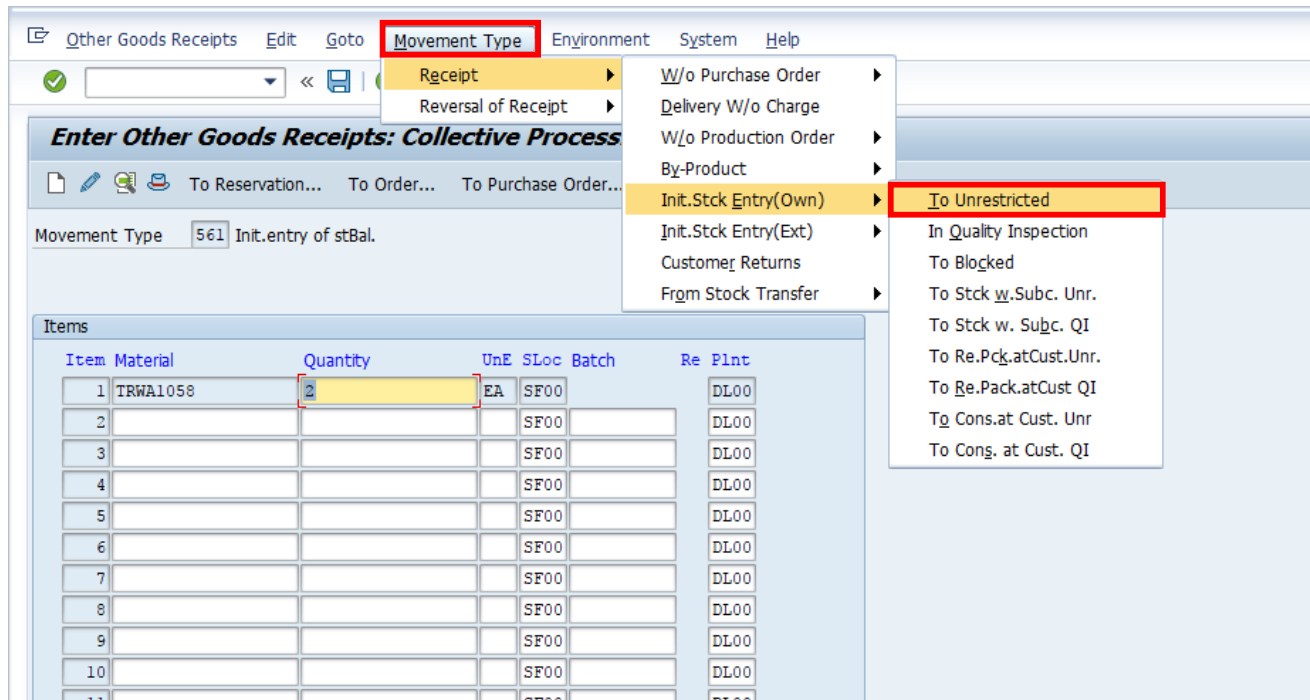
Tutorial Figure 3-6: Goods Receipt: Other – To Unrestricted Menu Navigation
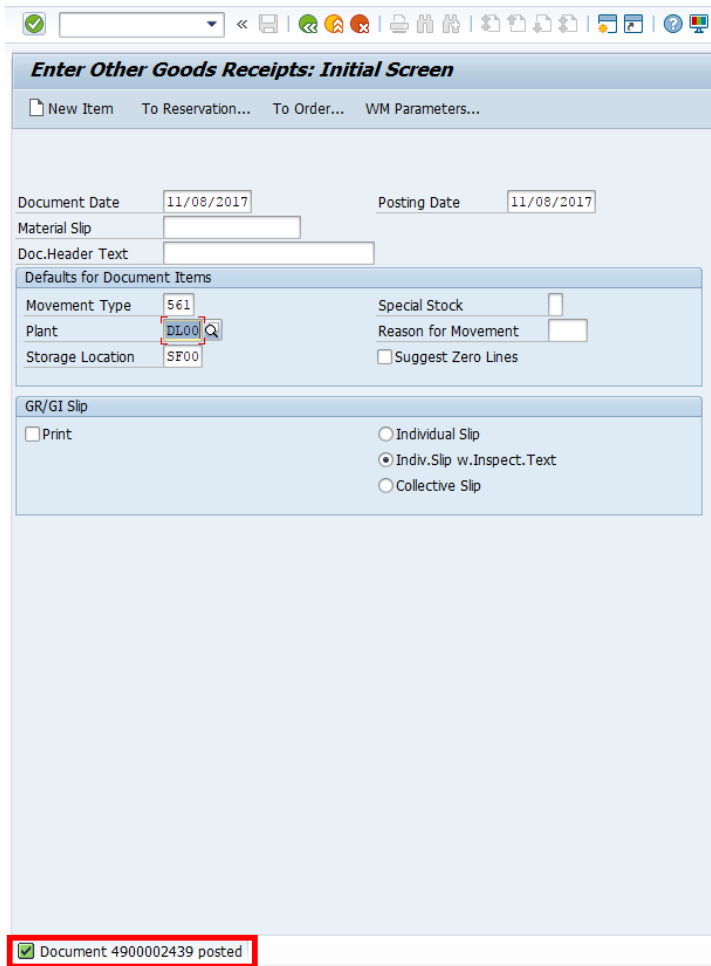
Step 1.1: Save Goods Receipt

Click 💾 to save your Goods Receipt.

This will create the **Touring Aluminum Wheel Assemblies** without the need to go through the production process to create it.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Goods Receipt Number. **Please write down this Document Number in your Tutorial Document Tracking sheet under the Goods Receipt (Production – Wheel Assembly) row.**

Once you have recorded your Document Number, click on 🔶 to exit back to the SAP Easy Access Menu.

Tutorial Figure 3-7: Goods Receipt: Other Saved

Tutorial Figure 3-8: Goods Receipt: Other Document Number

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STEP 2: CREATE PRODUCTION ORDER

We will now produce the **Deluxe Touring Bike (Silver)**. To start the production process create a Production Order.

Tutorial Figure 3-9: Production Process – Production Order

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Order > Create > With Material

Tutorial Figure 3-10: Create Production Order Menu Tree

Enter in the following:

- Material: **DXTR2###**
- Production Plant: **DL00**
- Order Type: **PP01**

Tutorial Figure 3-11: Create Production Order: Initial Screen

Click the ⬤ button to verify your inputs from the step above and advance to the next screen.

To create the Production Order we need to specify when it will be finished and how many **Deluxe Touring Bike (Silver)** we are creating.
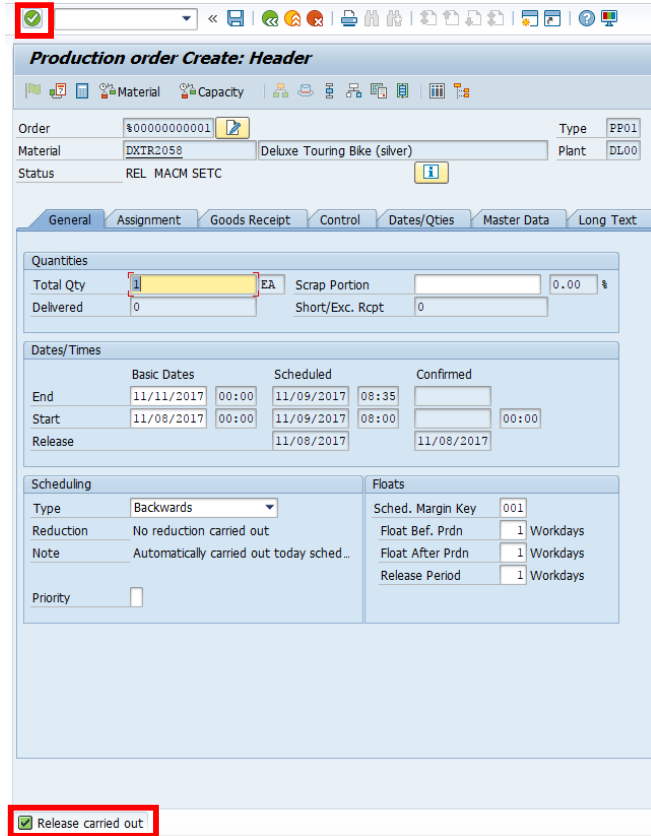
Enter in the following:

- Total Qty: **1**
- End: **Today's Date**

Tutorial Figure 3-12: Create Production Order: Header

Click the ![verify icon] to verify your inputs. The "Release carried out" message will appear confirming your inputs are correct.

Tutorial Figure 3-13: Create Production Order: Header – Release Carried Out

Click button to save your Production Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Order Number. This Order Number will serve as your Production Order Number. **Please write down this Order Number on your Tutorial Document Tracking sheet under the Production Order row.**

Once you have recorded your Order Number, click on to exit back to the SAP Easy Access Menu.
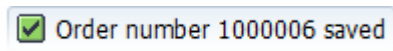
Tutorial Figure 3-14: Production Order Saved

Tutorial Figure 3-15: Production Order Number

The Production Order has been created. We need to issue the goods to our production order so that we can complete the production order.

Tutorial Figure 3-16: Production Process – Goods Issue

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Goods Movement > Goods Issue
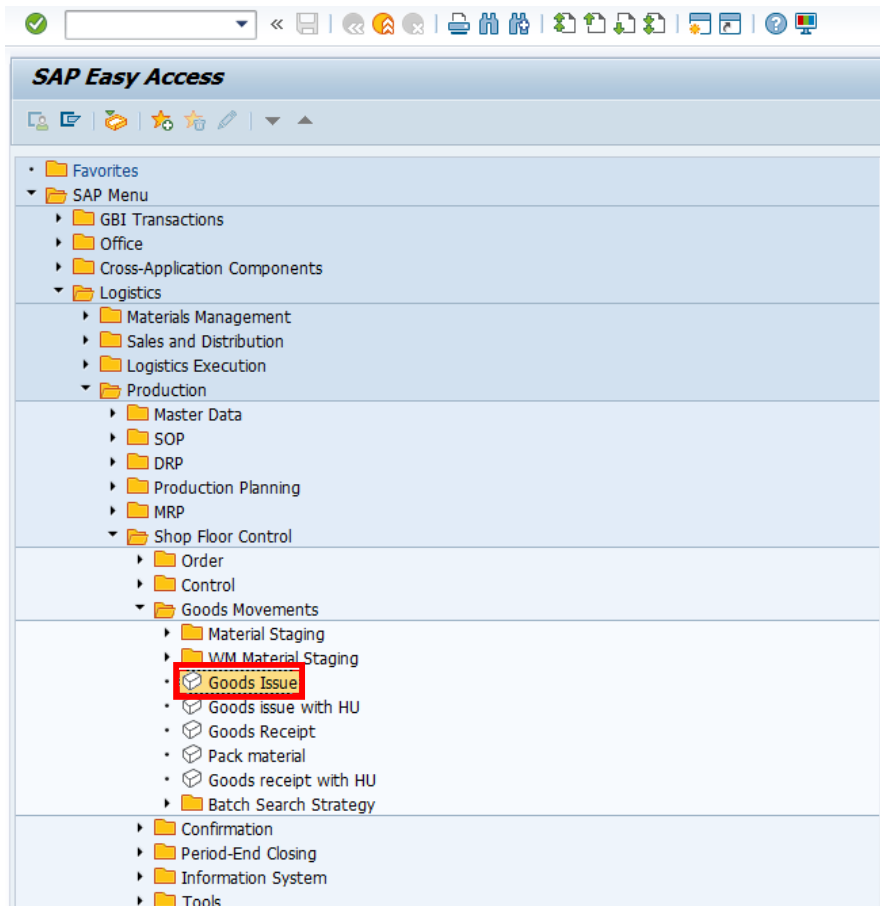
Tutorial Figure 3-17: Goods Issue Menu Tree

Enter the following:

- Movement Type: **261**
- Plant: **DL00**
- Storage Location: **RM00**

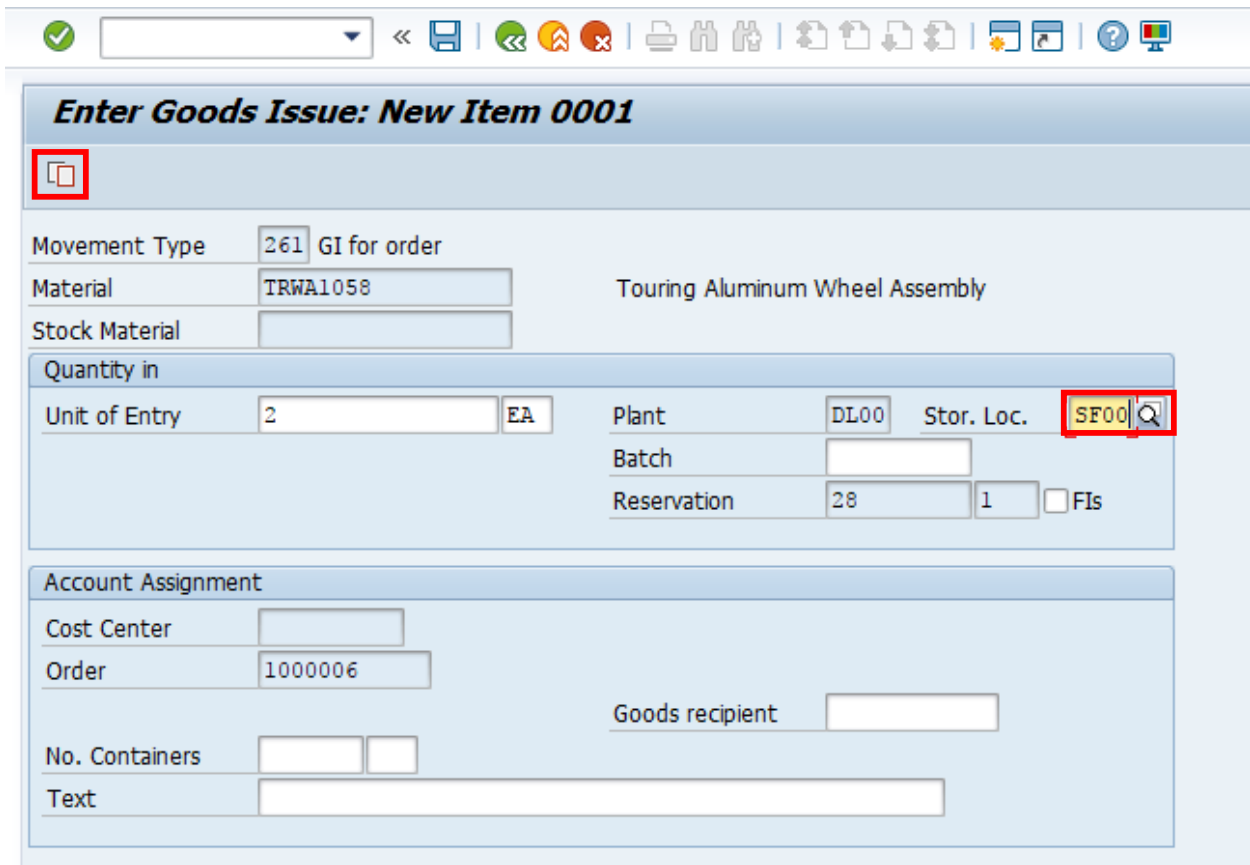Once you have entered the above then click "To Order…"

Tutorial Figure 3-18: Goods Issue – Initial Screen

Enter **Your Production Order** into the first row of the "Order" column. Then click "Adopt + Details"

Tutorial Figure 3-19: Goods Issue – Enter Production Order

Enter in **SF00** for Stor. Loc for **TRWA1###**. Click the adopt button 🗗 to advance to the next screen.

Tutorial Figure 3-20: Goods Issue – Touring Aluminum Wheel Assembly

All other materials will automatically have **RM00** as the Stor. Loc. This does not need to be changed. Continue to

click the adopt button [icon] until you advance to the screen shown below in Figure 3-22.

Enter Goods Issue: New Item 0002

Movement Type	261 GI for order		
Material	TRFR2058	Touring Frame-Silver	
Stock Material			

Quantity in
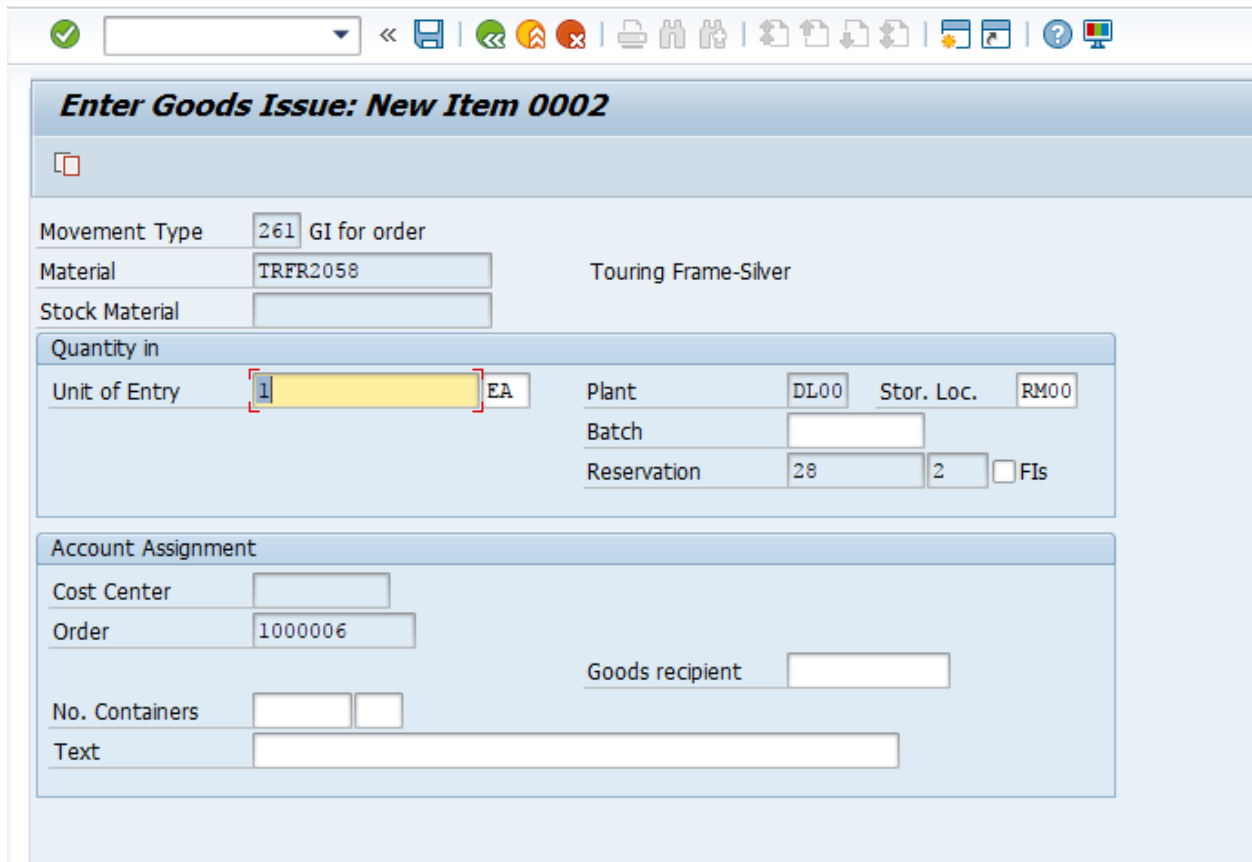
Unit of Entry	1 EA	Plant	DL00 Stor. Loc. RM00
		Batch	
		Reservation	28 2 ☐ FIs

Account Assignment

Cost Center			
Order	1000006		
		Goods recipient	
No. Containers			
Text			

Tutorial Figure 3-21: Goods Issue – Raw Materials

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Step 3.1: Save Goods Issue

Click 💾 to save your Goods Issue.
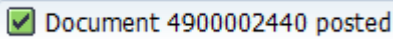

Tutorial Figure 3-22: Goods Issue – Overview

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Goods Issue Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Goods Issue (Production) row.**

Once you have recorded your Document Number, click on ![icon] to exit back to the SAP Easy Access Menu.

Enter Goods Issue: Initial Screen

New Item   To Reservation...   To Order...   WM Parameters...

Document Date	11/08/2017	Posting Date	11/08/2017
Material Slip			
Doc.Header Text			

Defaults for Document Items

Movement Type	261	Special Stock	
Plant	DL00	Reason for Movement	
Storage Location	RM00	☐ Suggest Zero Lines	

GR/GI Slip

☐ Print

○ Individual Slip
◉ Indiv.Slip w.Inspect.Text
○ Collective Slip

☑ Document 4900002440 posted
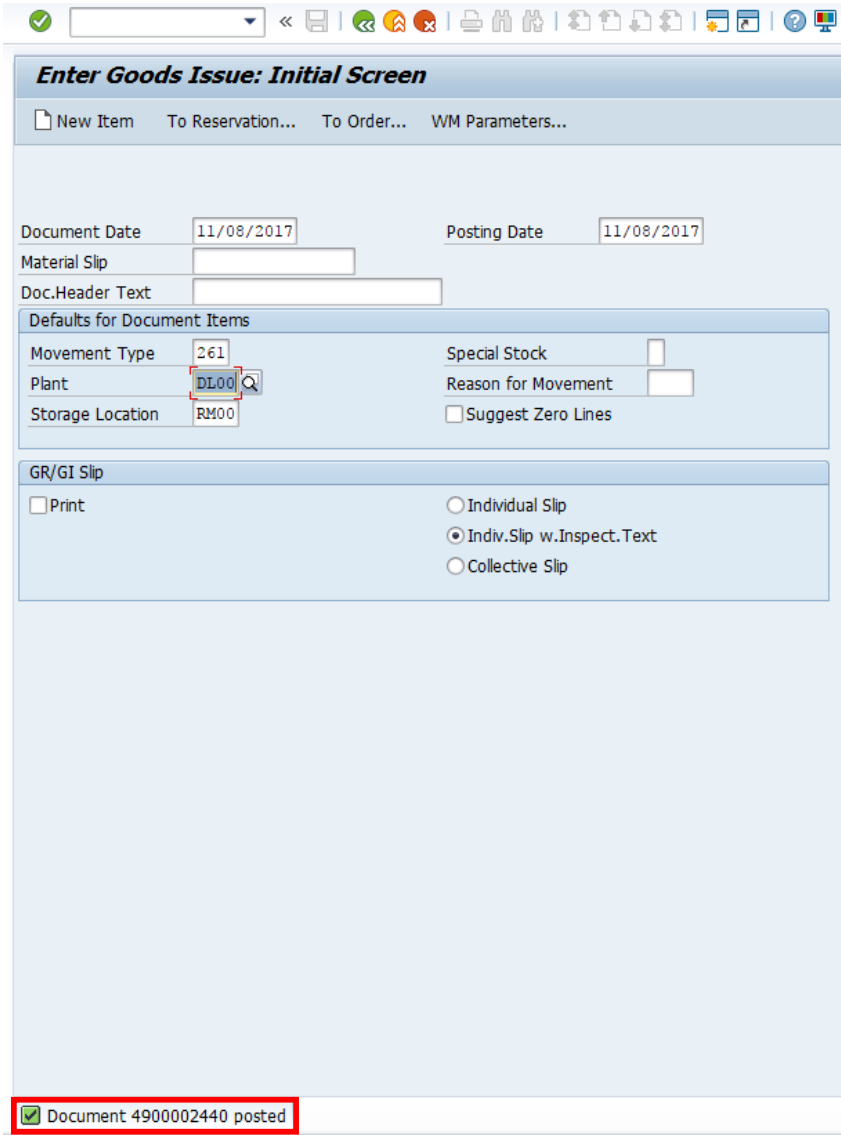
Tutorial Figure 3-23: Goods Issue Saved

☑ Document 4900002440 posted

Tutorial Figure 3-24: Goods Issue Document Number

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STEP 4: CONFIRM PRODUCTION ORDER

The materials have been issued to the Production Order so that the actual production can take place. After some time, we have now produced the **Deluxe Touring Bike (Silver)**. We need to confirm that the production has been completed.
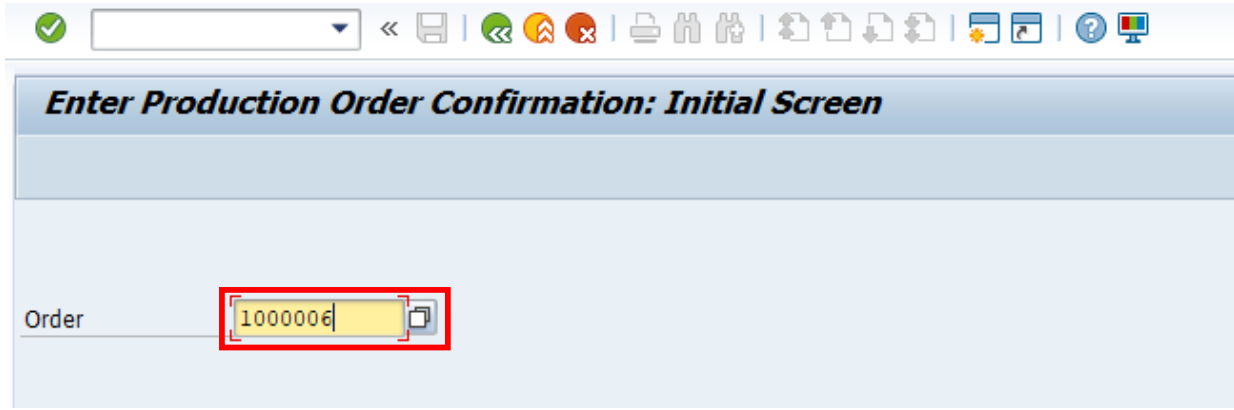

Tutorial Figure 3-25: Production Process – Confirm Production

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Confirmation > Enter > For Order
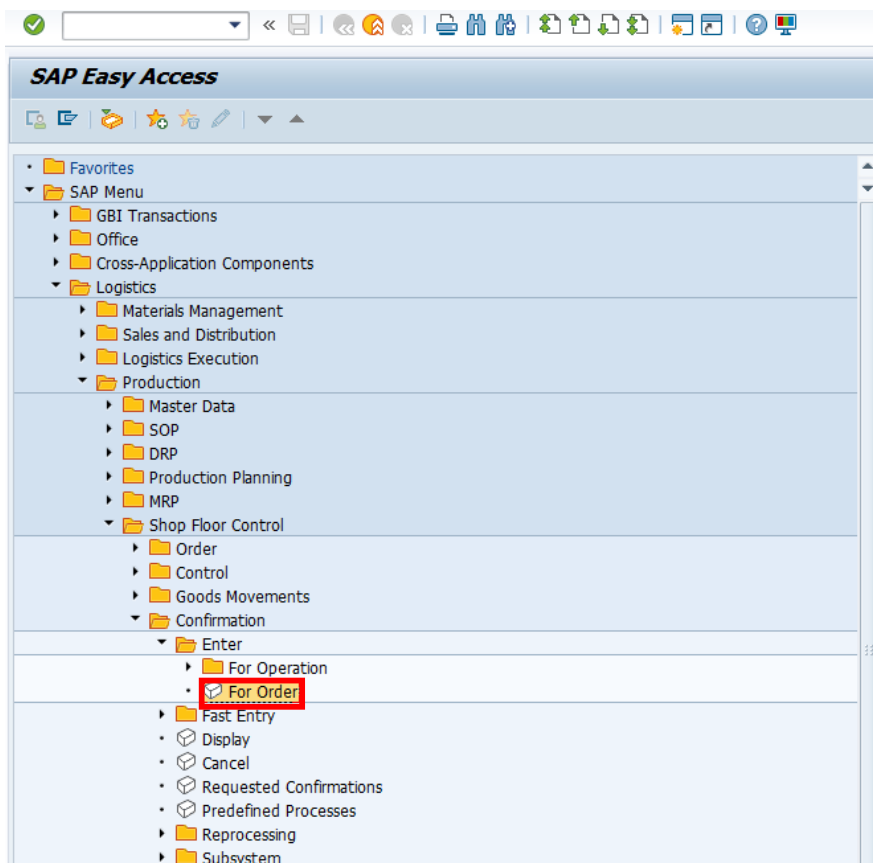
Tutorial Figure 3-26: Confirm Production Order Menu Tree

Enter in **Your Production Order Number** in the screen below then click the ![check button] button to continue to the next screen.
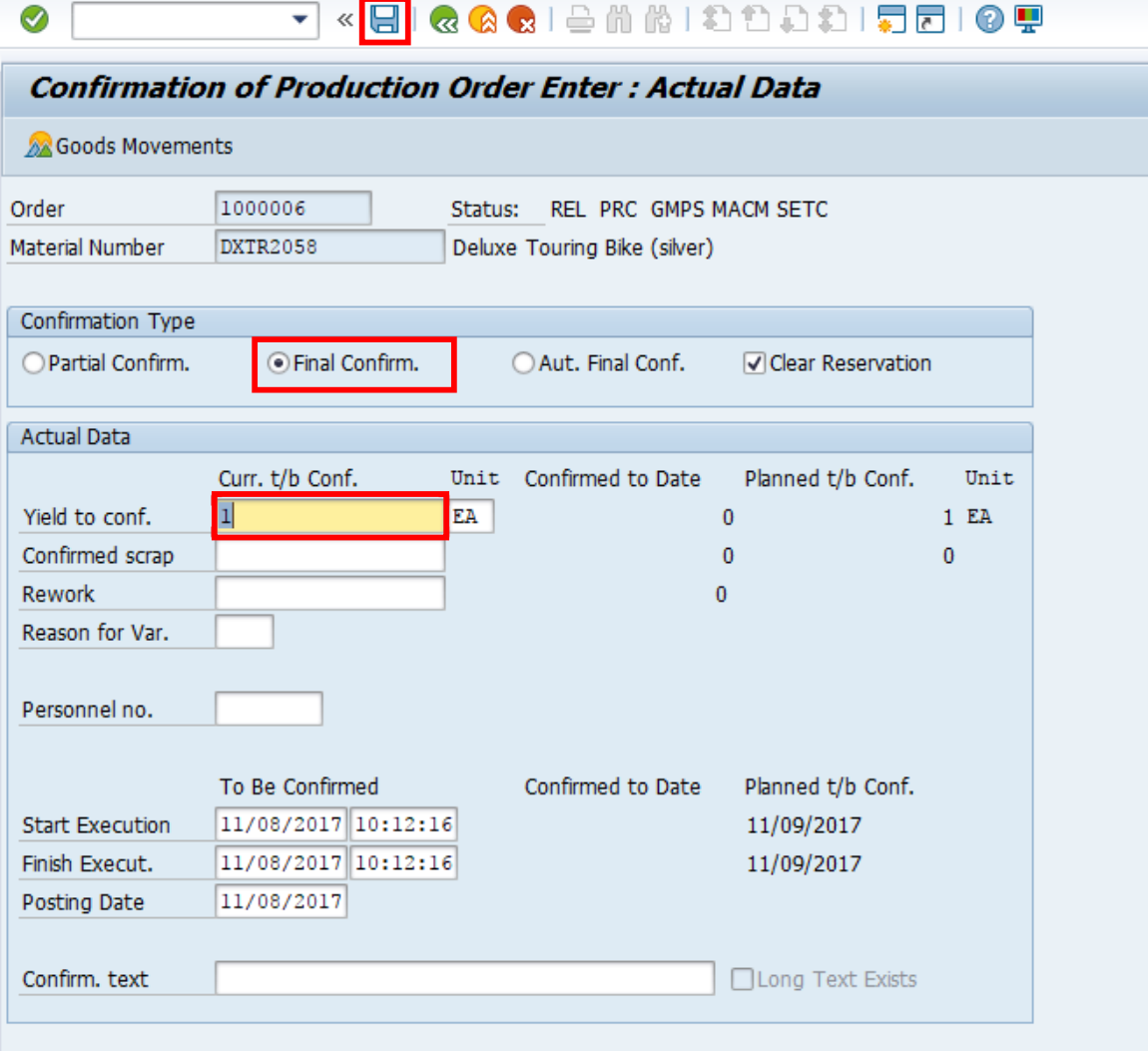
Tutorial Figure 3-27: Confirm Production Order – Initial Screen

Enter in the following:

- Confirmation Type: **Final Confirm.**
- Yield to conf.: **1**

Click ![save icon] to confirm the production.

Tutorial Figure 3-28: Confirm Production Order – Final Confirmation

You will receive a message confirming production has been completed for **Your Production Order**.

Click on to exit back to the SAP Easy Access Menu.
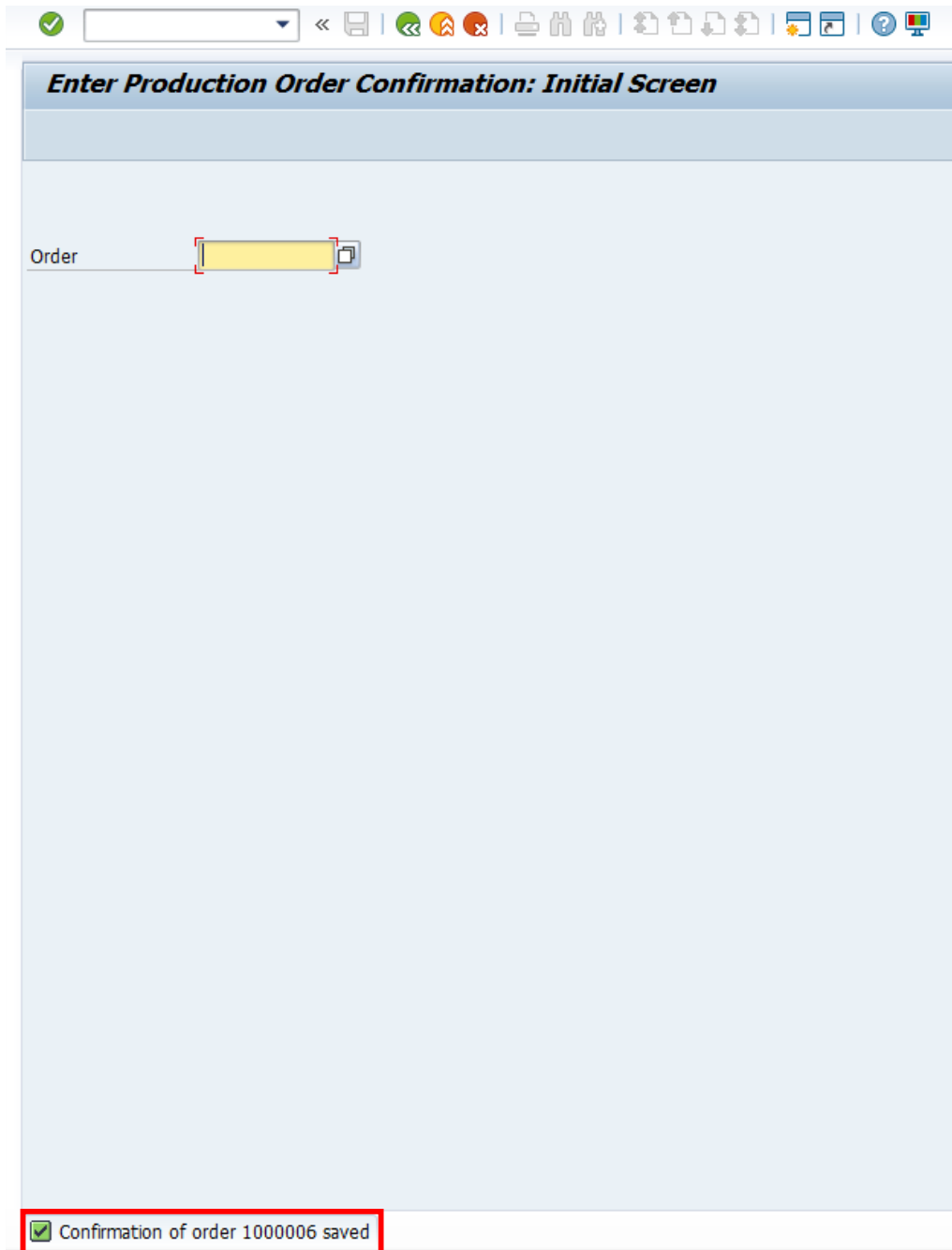
Tutorial Figure 3-29: Production Order Confirmed

STEP 5: GOODS RECEIPT

The production has been completed. Now the **Deluxe Touring Bike (Silver)** we produced must be received into our inventory. Once the **Deluxe Touring Bike (Silver)** is placed into our inventory then this will conclude the production process.

Tutorial Figure 3-30: Production Process – Goods Receipt

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Goods Movement > Goods Receipt
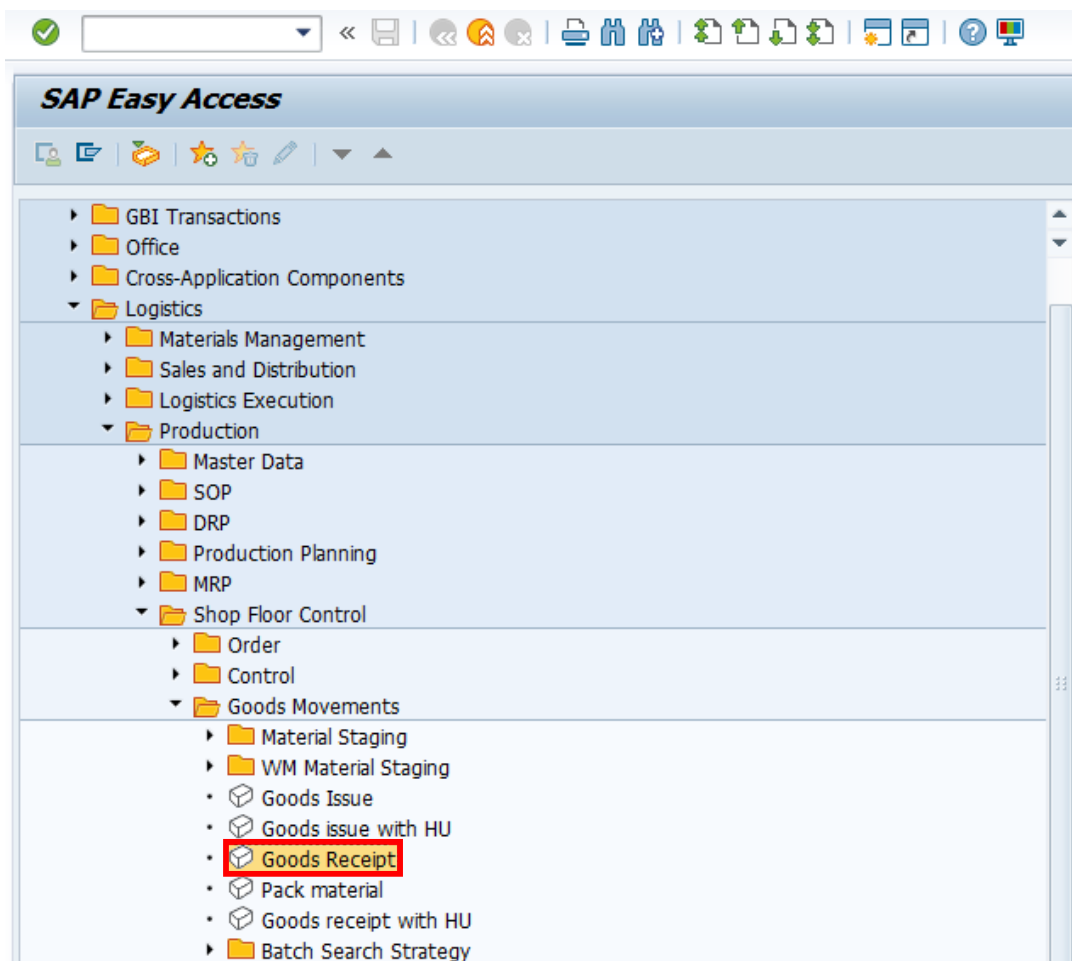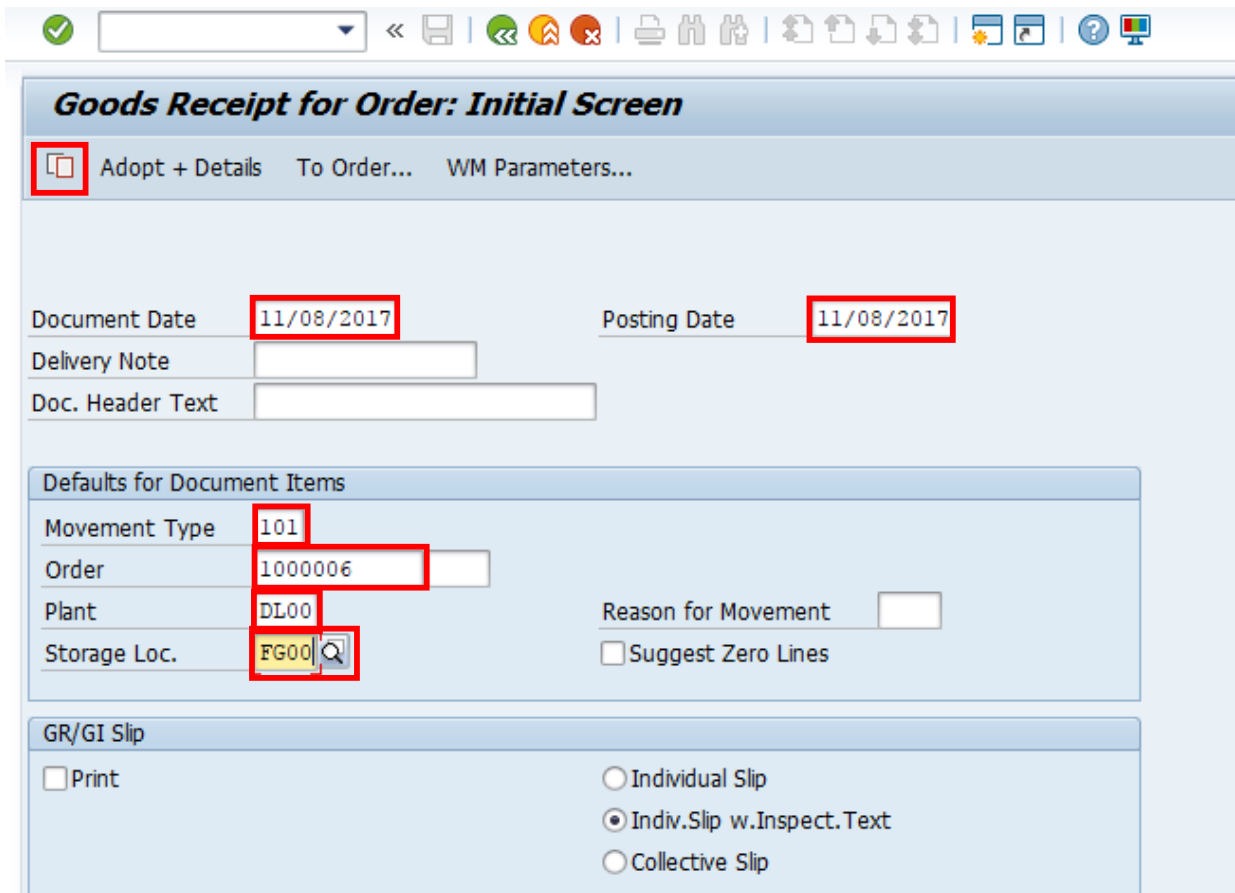
Tutorial Figure 3-31: Goods Receipt Menu Tree

Enter the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Movement Type: **101**
- Order: **Your Production Order**
- Plant: **DL00**
- Storage Loc.: **FG00**

Click the adopt button ⬚ once you have entered the above.

Tutorial Figure 3-32: Goods Receipt – Initial Screen

Step 5.1: Save Goods Receipt

Click the ⊞ to save your Goods Receipt.

Tutorial Figure 3-33: Goods Receipt – Final Screen

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Goods Receipt Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Goods Receipt (Production - Bike) row.**

Once you have recorded your Document Number, click on to exit back to the SAP Easy Access Menu.
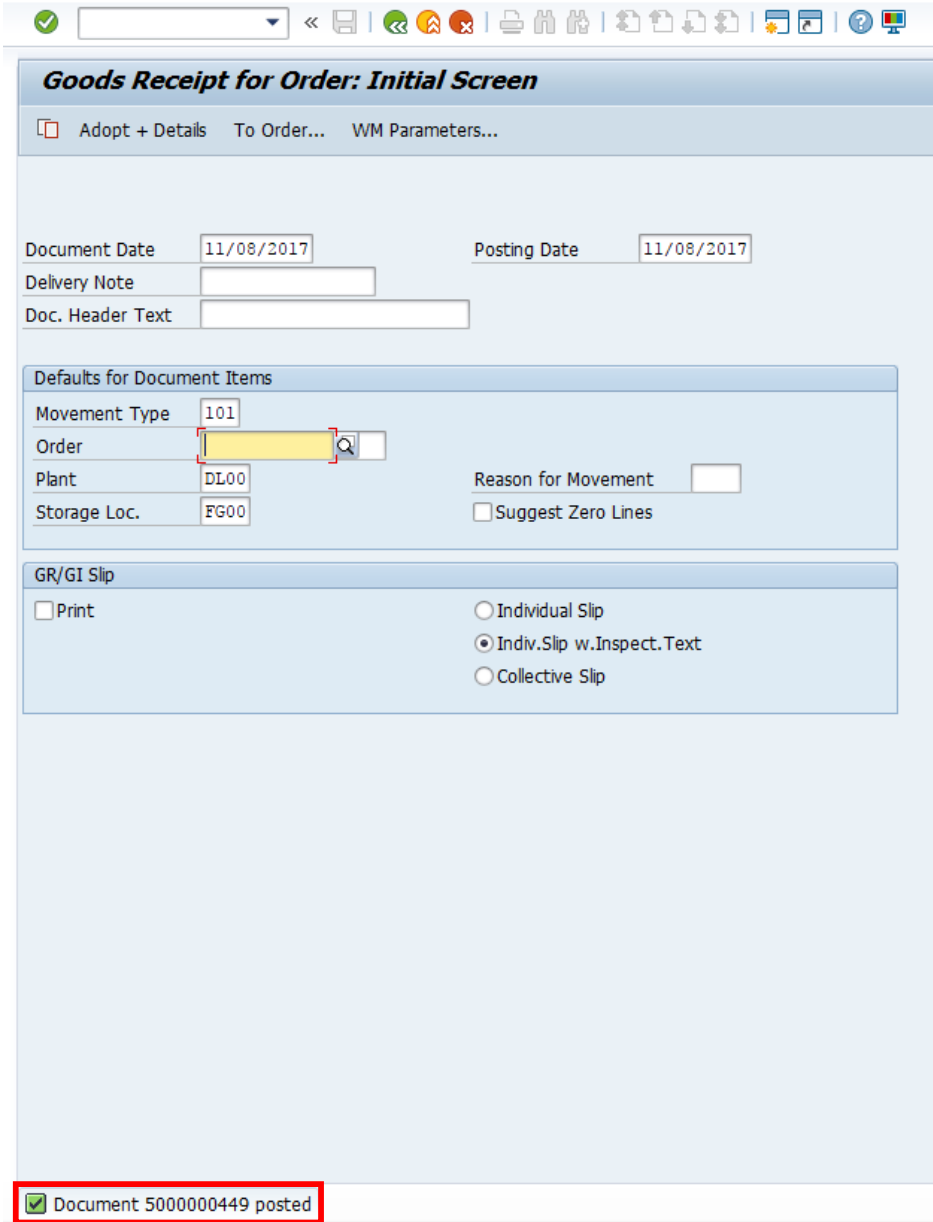
Tutorial Figure 3-34: Goods Receipt Saved
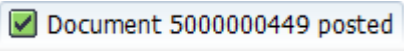
Tutorial Figure 3-35: Goods Receipt Document Number

Tutorial 3
You Try It 1
Production Bill of Material

CONTENTS

1

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

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PRODUCTION YOU TRY IT 1: BILL OF MATERIAL AND STOCK OVERVIEW

We are going to view a Bill of Material and Material Inventory. A Bill of Material is a list of all raw materials and semi-finished materials needed to produce a finished good.

STEP 1: VIEW BILL OF MATERIAL

We are going to view the Bill of Material for the **Deluxe Touring Bike (Black).**

Navigation: SAP Menu > Logistics > Production > Master Data > Bills of Material > Bill of Material > Material BOM > Display
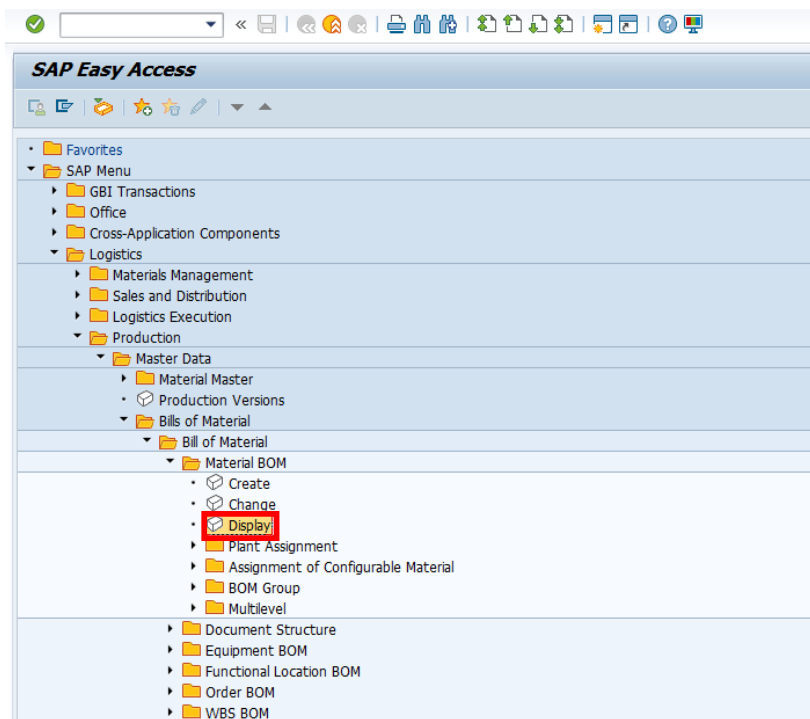
Tutorial Figure 3-36: Bill of Material Menu Tree

The following screen shows the materials needed to create a **Deluxe Touring Bike (Black).** Notice that we can see the quantity of each material that is needed to produce a **Deluxe Touring Bike (Black).**

Display material BOM: General Item Overview

		Subitems	New Entries		Header	Validity

Material   DXTR3058   □luxe Touring Bike (red)
Plant   DL00 Plant Dallas
Alternative BOM 1

Material / Document / General

Item	ICt	Component	Component description	Quantity	Un	A...	SIs	Valid From	Valid to	Change No.
0010	L	TRWA1058	Touring Aluminum Wheel Assembly	2	EA	✓	☐	01/01/2010	12/31/9999	
0020	L	TRFR3058	Touring Frame-Red	1	EA	☐	☐	01/01/2010	12/31/9999	
0030	L	DGAM1058	Derailleur Gear Assembly	1	EA	☐	☐	01/01/2010	12/31/9999	
0040	L	TRSK1058	Touring Seat Kit	1	EA	☐	☐	01/01/2010	12/31/9999	
0050	L	TRHB1058	Touring Handle Bar	1	EA	☐	☐	01/01/2010	12/31/9999	
0060	L	PEDL1058	Pedal Assembly	1	EA	☐	☐	01/01/2010	12/31/9999	
0070	L	CHAN1058	Chain	1	EA	☐	☐	01/01/2010	12/31/9999	
0080	L	BRKT1058	Brake Kit	1	EA	☐	☐	01/01/2010	12/31/9999	
0090	L	WDOC1058	Warranty Document	1	EA	☐	☐	01/01/2010	12/31/9999	
0100	L	PCKG1058	Packaging	1	EA	☐	☐	01/01/2010	12/31/9999	

Tutorial Figure 3-37: Bill of Material – Deluxe Touring Bike Black

STEP 2: VIEW STOCK OVERVIEW

We know what materials are needed to manufacture a **Deluxe Touring Bike (Black)** based on the Bill of Material. Now we are going to look up the current stock of materials that we have in our Dallas Plant.

Navigation: SAP Menu > Logistics > Production > Master Data > Bills of Material > Bill of Material > Material BOM > Display
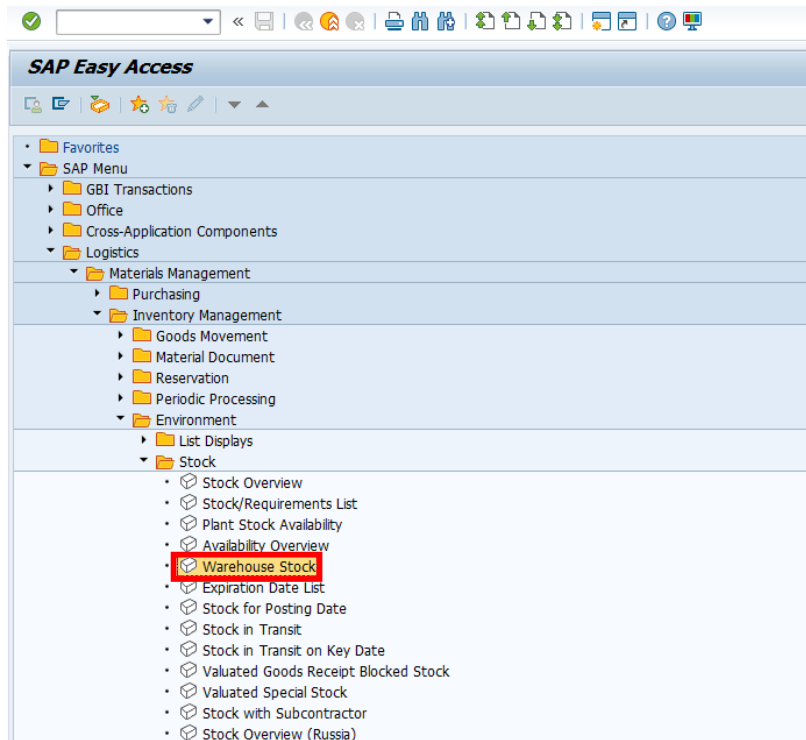
Tutorial Figure 3-38: Warehouse Stock Menu Tree

Enter the following:

- Material: ***###**
- Plant: **DL00**

Click the ![check] button to verify your inputs.

Then click ![clock] to execute your search.
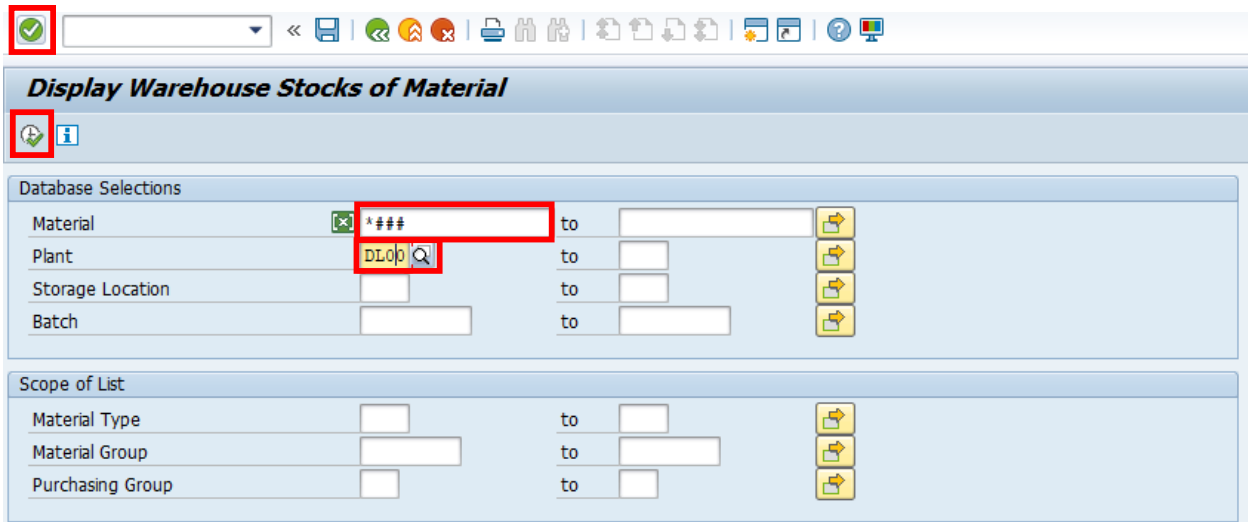
Tutorial Figure 3-39: Display Warehouse Stock of Material – Initial Screen

The following screen shows us the current stock of all materials in the Dallas plant. We can see that we have 31 Socket Heads in stock.

Tutorial Figure 3-40: Warehouse Stock of Materials

Tutorial 3
You Try It 2
Production Semi-Finished

CONTENTS

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2

PRODUCTION YOU TRY IT 2: SCENARIO

In the previous Tutorial, we skipped over the step to manufacture semi-finished goods. You will go through the production process to create the **Touring Aluminum Wheel Assembly.**

| Sell | → | Procure Materials | → | Production | → | Ship | → | Payment |

Tutorial Figure 1-31: End to End Process

PRODUCTION YOU TRY IT 2: SEMI-FINISHED GOOD PRODUCTION PROCESS

We are going to manufacture the **Touring Aluminum Wheel Assembly.** The **Touring Aluminum Wheel Assembly** is a semi-finished good that is needed to produce a finished good.

| Planned Order | → | Authorize Production | → | Create Production Order | → | Goods Issue | → | Confirm Production | → | Goods Receipt | → | Completion |
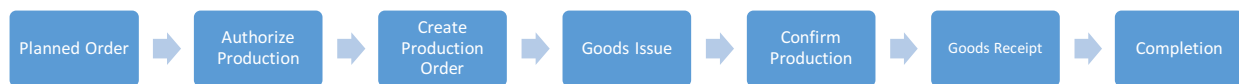
Tutorial Figure 3-41: Production Process – Semi-Finished

STEP 1: PROCURE RAW MATERIALS FROM HEAVEN

We need to manufacture the **Touring Aluminum Wheel Assembly.** We need 2 **Touring Aluminum Wheel Assemblies**. The **Touring Aluminum Wheel Assembly** is a semi-finished good that is needed to produce bikes. We are going to procure all of the raw materials needed to produce a **Touring Aluminum Wheel Assembly** "from heave". A Goods Movement called "procure from heaven" will automatically procure materials instead of going through the production process.
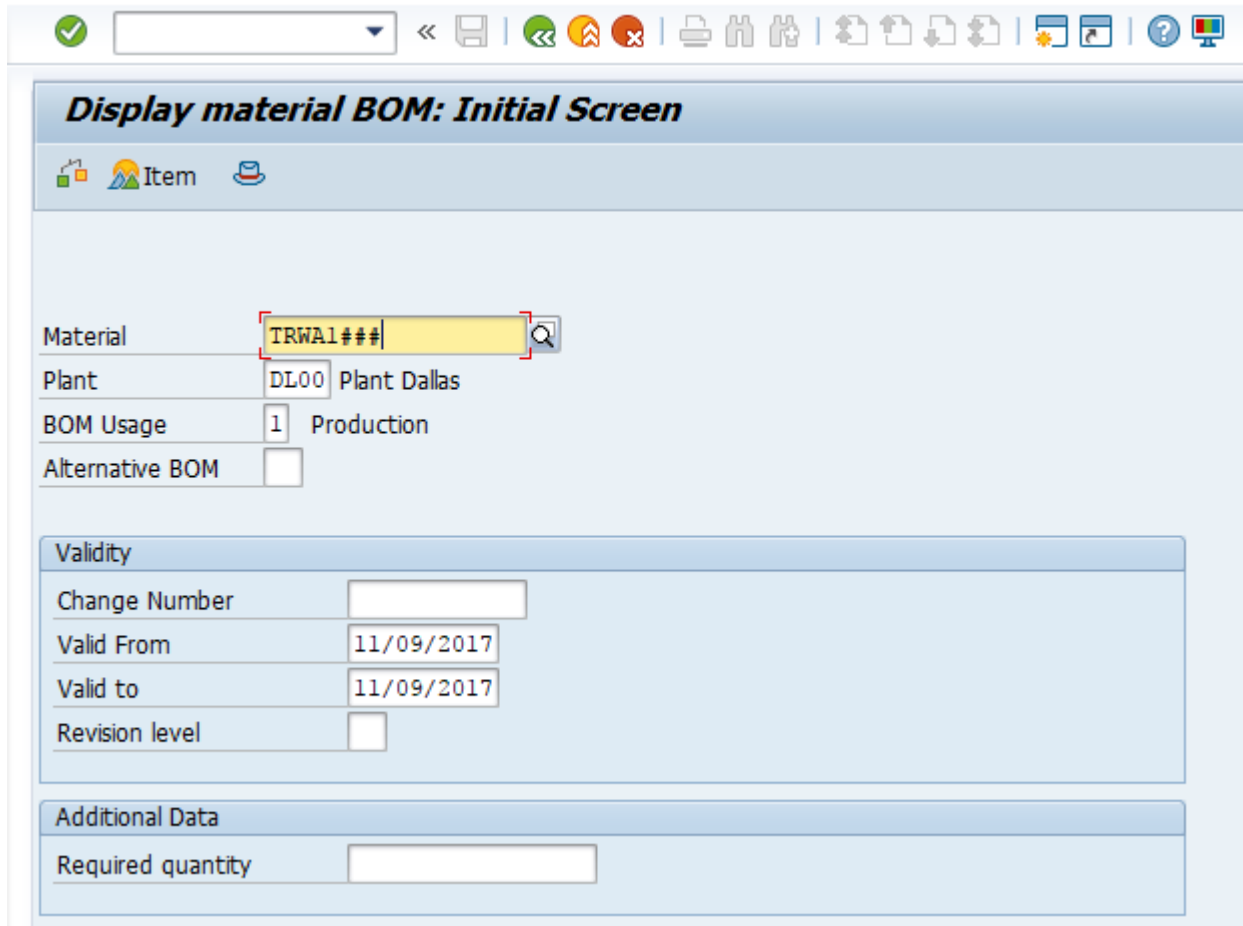
Step 1.1: View Bill of Materials

We need to find out what raw materials are needed to manufacture a **Touring Aluminum Wheel Assembly.**

Navigation: SAP Menu > Logistics > Production > Master Data > Bills of Material > Bill of Material > Material BOM > Display

Enter the following:

- Material: **TRWA1###**
- Plant: **DL00**
- BOM Usage: **1**

Tutorial Figure 3-42: Display Bill of Material – Initial

Record the Material Numbers and Quantities for all materials.

Tutorial Figure 3-43: Display Bill of Material – Final

Now we will execute a Goods Movement "from heaven".

Navigation: SAP Menu > Logistics > Materials Management > Goods Movement > Goods Receipt > Other

Enter in the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Movement Type: **561**
- Plant: **DL00**
- Storage Location: **SF00**

Once you have entered in the above click the ⊘ button.

Tutorial Figure 3-44: Goods Receipt: Other – Initial Screen

Enter in all of **Your Materials** and **Your Quantities** in the screen below. Verify **RM00** for the SLoc and **DL00** for the plant for all materials.

Tutorial Figure 3-45: Goods Receipt: Other – Enter Materials

Click the button to verify your inputs. Notice that "Material" column cells are now gray.
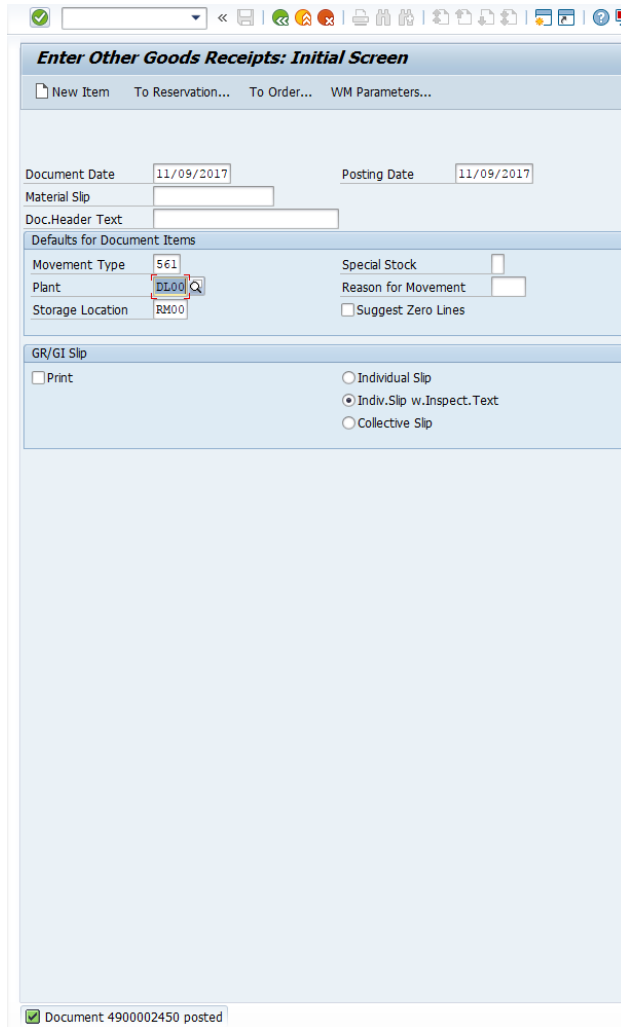
Using the menu bar at the top of the screen navigate to: Movement Type > Receipt > Init.Stck Entry(Own) > To Unrestricted

Step 1.1: Save Goods Receipt

Click ![save icon] to save your Goods Receipt.

This will create the **Touring Aluminum Wheel Assembly** without the need to go through the production process to create it. Normally, the production process would be needed to produce semi-finished material.

Click on ![exit icon] to exit back to the SAP Easy Access Menu.

Tutorial Figure 3-46: Goods Receipt: Other – Save

Tutorial Figure 3-47: Goods Receipt: Other – Document Number

STEP 2: CREATE A PRODUCTION ORDER

We will now produce the **Touring Aluminum Wheel Assembly**. To start the production process create a Production Order.

Tutorial Figure 3-48: Production Process – Production Order

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Order > Create > With Material

Enter in the following

- Material: **TRWA1###**
- Production Plant: **DL00**
- Order Type: **PP01**

Tutorial Figure 3-49: Create Production Order: Initial Screen

Click the ✅ button to verify your inputs from the step above and advance to the next screen.

To create the production order we need to specify when it will be finished and how many **Touring Aluminum Wheel Assemblies** we are creating.

Enter in the following:

- Total Qty: **2**
- End: **Today's Date**

Tutorial Figure 3-50: Create Production Order: Header

Click the to verify your inputs. The "Release carried out" message will appear confirming your inputs are correct.

Tutorial Figure 3-51: Create Production Order: Header – Release Carried Out

Step 2.1: Save Production Order

Click ![save icon] to save your Production Order.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Order Number. This Order Number will serve as your Production Order Number. **Please write down this Production Order Number on your You Try It Document Tracking sheet under the Production Order row.**

Once you have recorded your Production Order Number, click on ![exit icon] to exit back to the SAP Easy Access Menu.

Tutorial Figure 3-52: Save Production Order

Tutorial Figure 3-53: Production Order Number

The Production Order has been created. We need to issue the goods that are needed to complete the production order.

Tutorial Figure 3-54: Production Process – Goods Issue

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Order > Create > With Material

Enter the following:

- Movement Type: **261**
- Plant: **DL00**
- Storage Location: **RM00**

Once you have entered the above fields then click "To Order…"

Tutorial Figure 3-55: Goods Issue – Initial

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Enter **Your Production Order** into the first row of the "Order" column. Then click "Adopt + Details"

Tutorial Figure 3-56: Goods Issue – Enter Order

Click the adopt button to advance to the next screen. Continue to click the adopt button until you advance to the screen shown below in Tutorial Figure 4-58.

Tutorial Figure 3-57: Goods Issue – Touring Aluminum Wheel Assembly

Tutorial Figure 3-58: Goods Issue – Final

Step 3.1: Save Goods Issue

Click [save icon] to save your Goods Issue.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Goods Issue Number. **Please write down this Goods Issue Number on your You Try It Document Tracking sheet under the Goods Issue (Production) row.**

Once you have recorded your Goods Issue Number, click on [exit icon] to exit back to the SAP Easy Access Menu.

Tutorial Figure 3-59: Goods Issue – Save

Tutorial Figure 3-60: Goods Issue – Document Number

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STEP 4: CONFIRM PRODUCTION ORDER

The materials have been issued to the Production Order so that the actual production can take place. After some time, we have now produced the **Touring Aluminum Wheel Assemblies.** We need to confirm that the production order has been completed.

Tutorial Figure 3-61: Production Process – Confirm Production

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Confirmation > Enter > For Order

Verify **Your Production Order** appears in the following screen.
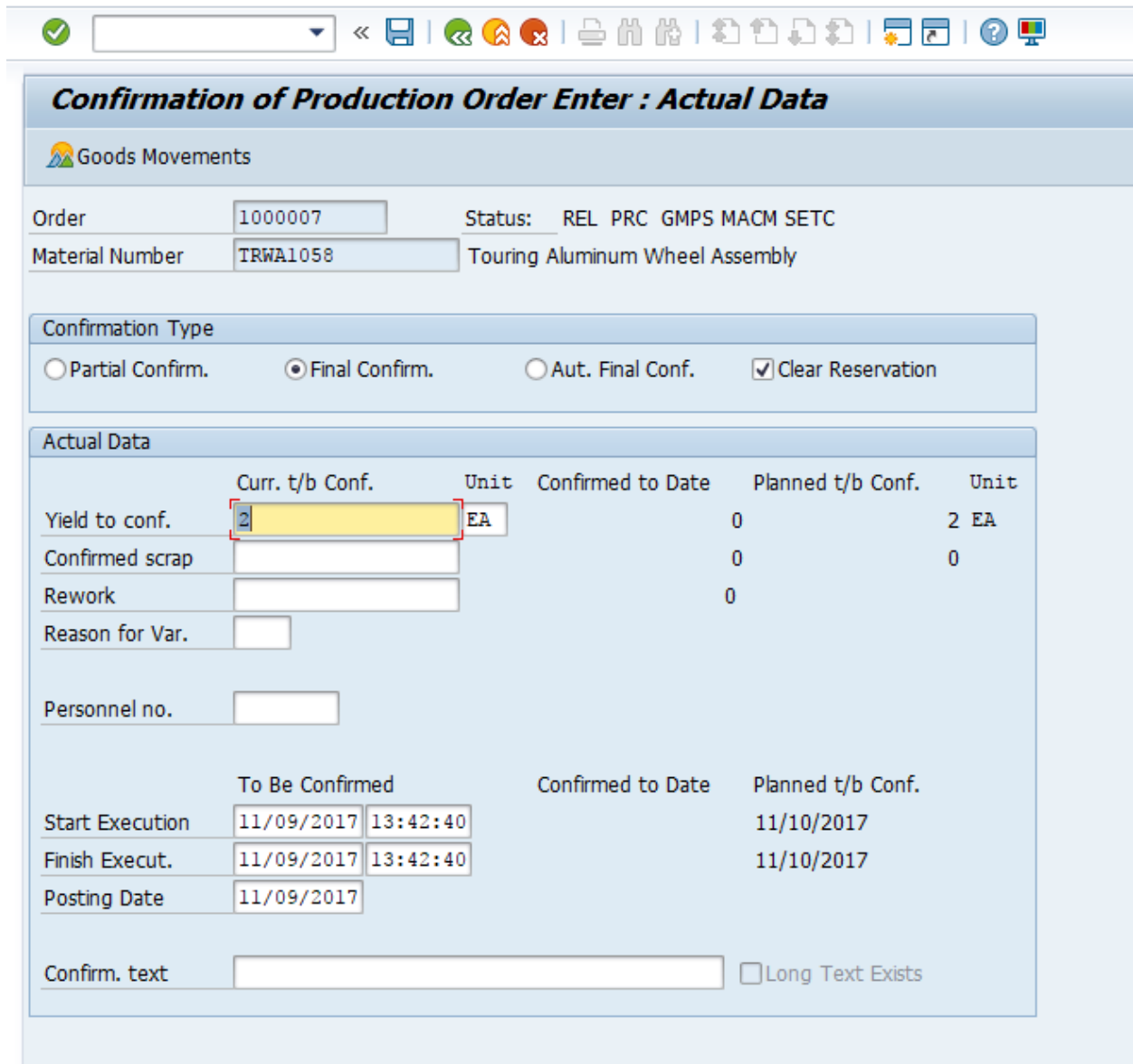
Tutorial Figure 3-62: Confirm Production Order – Initial Screen

Enter in the following:

- Confirmation Type: **Final Confirm.**
- Yield to conf.: **2**

Click ⊟ to confirm the production.

Tutorial Figure 3-63: Confirm Production Order – Final Confirmation

You will receive a message confirming production has been completed for your order.
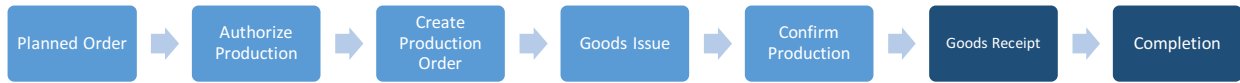
Click on to exit back to the SAP Easy Access Menu.
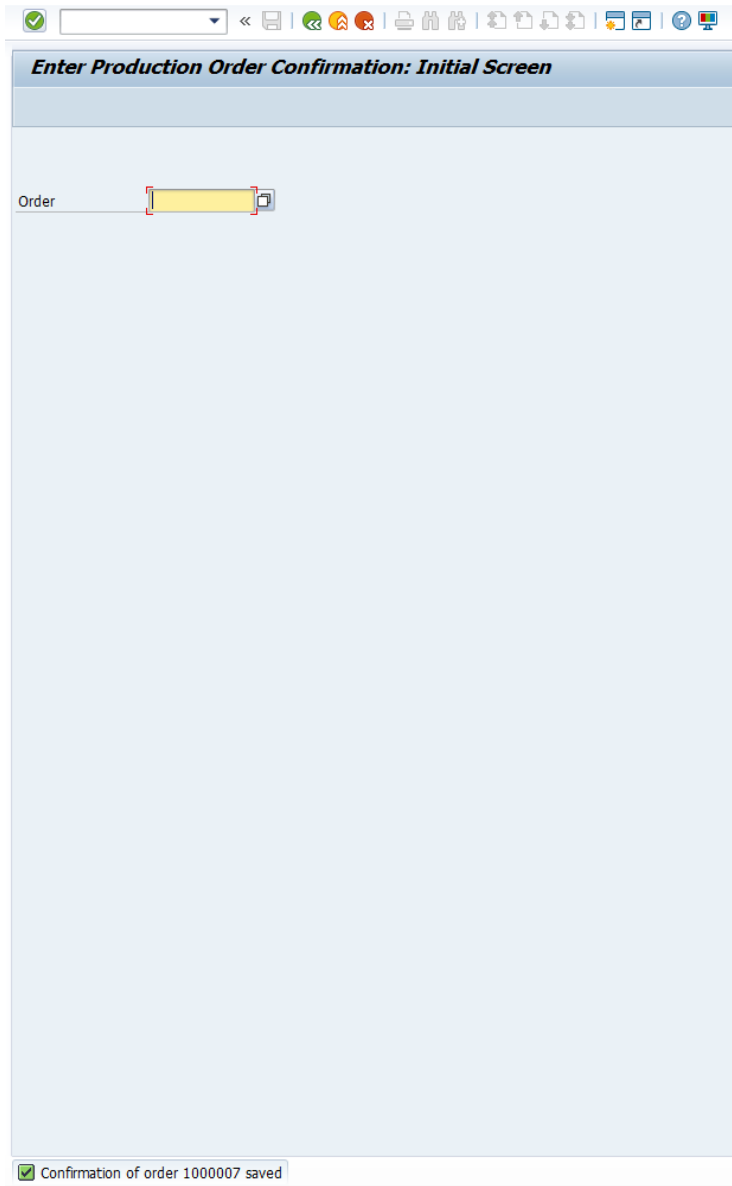
Tutorial Figure 3-64: Confirm Production Order – Save

STEP 5: GOODS RECEIPT

The production has been completed. Now the **Touring Aluminum Wheel Assemblies** must be received into our inventory.

Tutorial Figure 3-65: Production Process – Goods Receipt

Navigation: SAP Menu > Logistics > Production > Shop Floor Control > Goods Movement > Goods Receipt

Enter the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Movement Type: **101**
- Order: **Your Production Order**
- Plant: **DL00**
- Storage Loc.: **FG00**

Click the adopt button once you have entered the above.

Tutorial Figure 3-66: Goods Receipt – Initial Screen

Step 5.1: Save Goods Receipt

Click the 💾 to save your Goods Receipt.

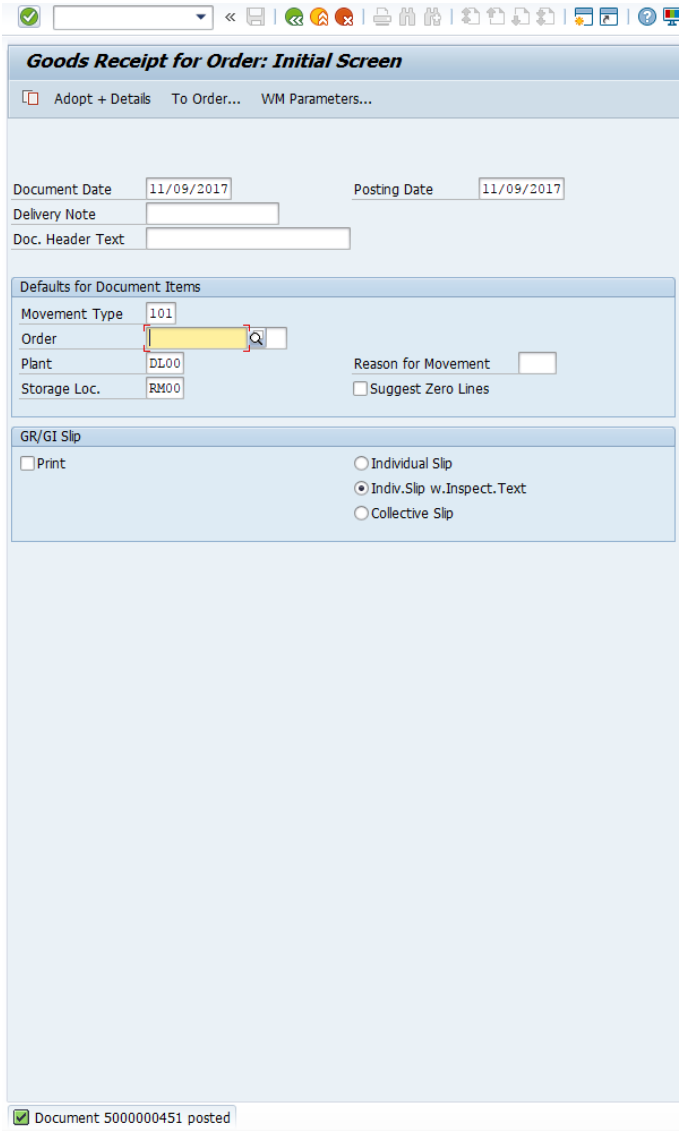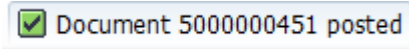Tutorial Figure 3-67: Goods Receipt – Final Screen

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Goods Receipt Number. **Please write down this Document Number on your You Try It Document Tracking sheet under the Goods Receipt (Production) row.**

Once you have recorded your Goods Receipt Number, click on ⬆️ to exit back to the SAP Easy Access Menu.

Tutorial Figure 3-68: Goods Receipt – Save

Tutorial Figure 3-69: Goods Receipt – Document Number

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Tutorial 4

The Complete Cycle

CONTENTS

Login Details: Your instructor will provide your login details needed to login to SAP. This will include the server you need to use to login, the client number, your GBI Number, which will act as your username, and a temporary password.

The ### Symbol: You will be assigned a unique GBI Number. Your GBI Number will have an identifier that will be uniquely yours. **ONLY USE YOUR GBI NUMBER!!** Anywhere in this tutorial you see ### you should use your assigned GBI number. Inform your instructor if you believe that a student is using your number accidentally. For example, the instructions may say to create PO Number 15###. If John's GBI Number is 25 then he should create 15025 (his GBI number is GBI-025). GBI-058 was used to create all Tutorial instructions. Anywhere you see 058 should be replaced with your GBI Number as you are completing the Tutorial (unless GBI-058 was assigned to you by your instructor).

Saving: The instructions will indicate when to save your document. Before saving, always click on the ⊘ to validate your work. If there are any errors or cautions displayed in the status bar, then you should fix those before saving your document. After you have validated your work, you should then click the 🖫 button to save your work.

Searching: The instructions will indicate when a search is required. To search, simply click inside of the field and then click the F4 key on your keyboard or click on the 🔍. This will bring up a search menu which will allow you to search. All searches we will do in the Tutorials will be a wild card search. To do a wild card search, you need to type *### into the field where ### is your GBI number. This will bring up all items that belong to you.

Tutorial Instructions: The Tutorial instructions will provide step by step instructions. Each step will indicate if you need to click on a field. The field or button will be highlighted with a red box [   ] so that you can easily identify what you are asked to do. The red box is part of the instructions and not part of the SAP system. The "You Try It Exercises" may not include the red box. The "You Try It Exercises" are less guided.

TUTORIAL SCENARIO

A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. After the Sales Order has been entered into SAP, we will need to procure the raw materials needed to make the **Deluxe Touring Bike (Silver)** from a vendor. Once the raw materials have been received into our inventory, we can then produce the **Deluxe Touring Bike (Silver).** After production has been completed, we will move the bike to our Miami plant so we can fulfill the order and ship the bike to the customer. Finally, we will process the customer's payment.

Sell → Procure Materials → Production → Ship → Payment

Tutorial Figure 4-0: End to End Process

TUTORIAL 4: COMPLETE SALES PROCESS

We have produced the **Deluxe Touring Bike (Silver)**. Now we will resume the Sales Process to finish fulfilling the customer's order. We have already created the Sales Order. We will ship the **Deluxe Touring Bike (Silver)** to the customer and process their payment.

Pre-Sales Activities → Create Sales Order → Move Finished Bike to Miami Plant → Create Outbound Delivery → Pick, Pack, Ship → Create Billing Document → Process Customer Payment

Tutorial Figure 4-1: Sales Process

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The production of the customer's order for the **Deluxe Touring Bike (Silver)** has been completed. The customer's Sales Order indicates that the shipping point is Miami. We manufactured the **Deluxe Touring Bike (Silver)** in our Dallas Plant. We must transfer the bike from Dallas to Miami to fulfill the order. To transfer between our Plants, we will create a Stock Transport Order (STO). A STO is created using the "Create Purchase Order" transaction. A STO allows one of our Plants to "buy" material from another Plant.

| Pre-Sales Activities | → | Create Sales Order | → | Move Finished Bike to Miami Plant | → | Create Outbound Delivery | → | Pick, Pack, Ship | → | Create Billing Document | → | Process Customer Payment |

Tutorial Figure 4-2: Sales Process – Move Finished Bike Using Stock Transport Order (STO)

Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known
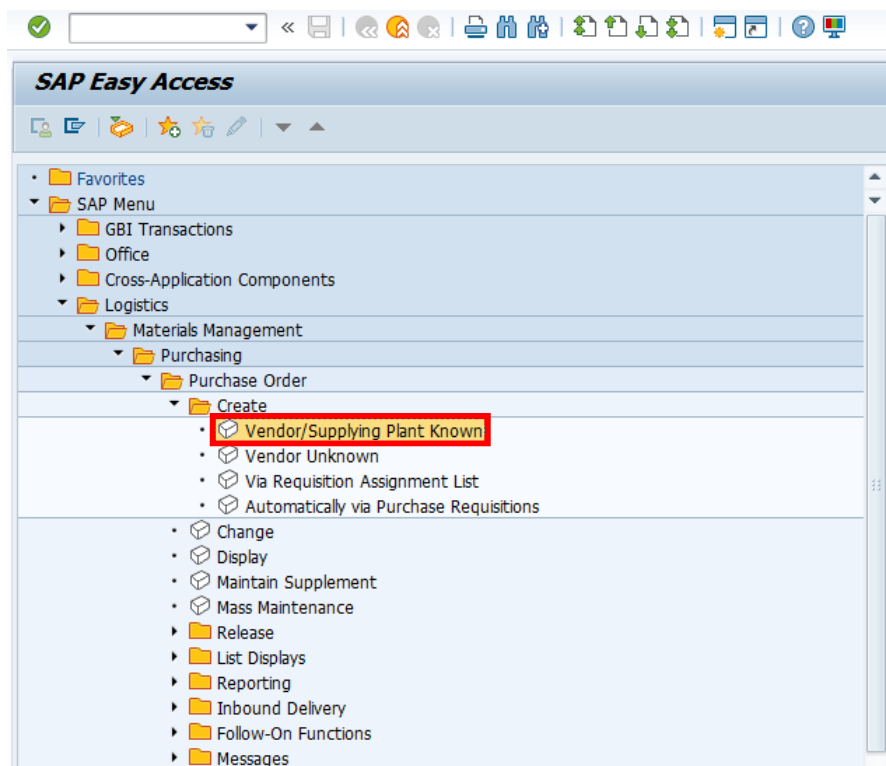
Tutorial Figure 4-3: Stock Transport Order Menu Tree

Change the Order Type dropdown field to "Stock Transp. Order".
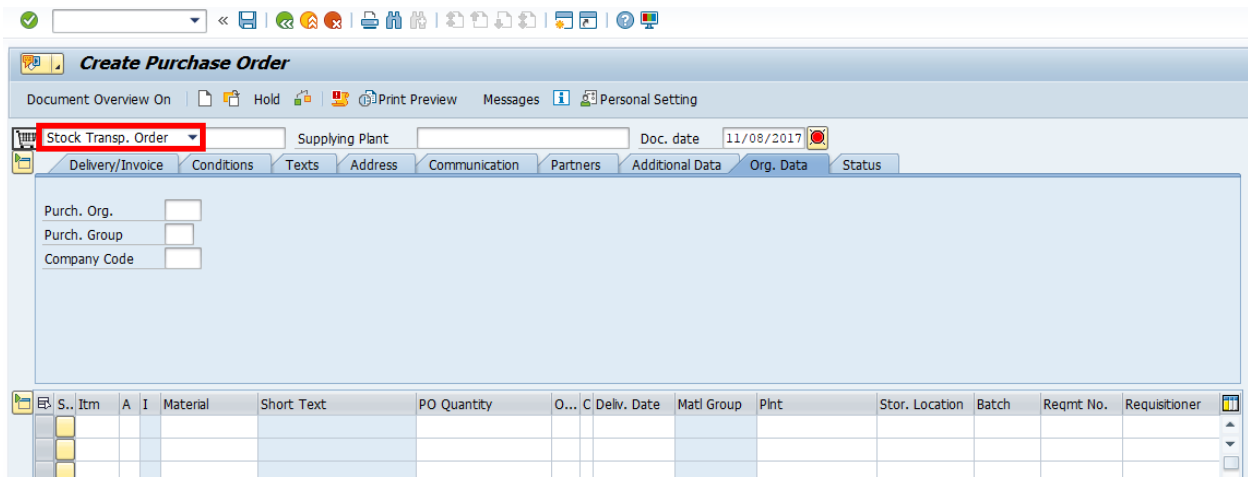
Tutorial Figure 4-4: Stock Transport Order – Initial Screen

Enter the following:

- Purchasing Org: **US00**
- Purchasing Group: **N00**
- Company Code: **US00**

Then click to verify your inputs.
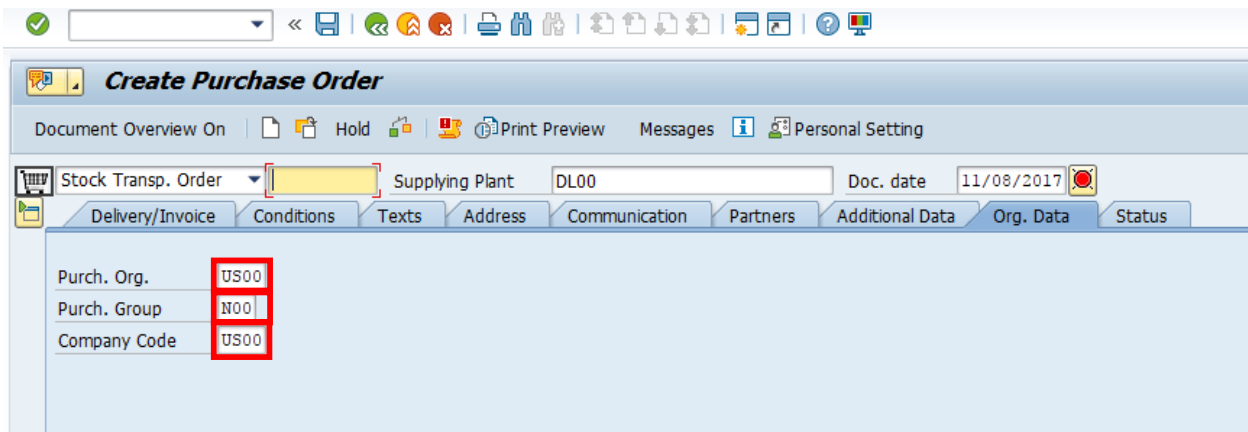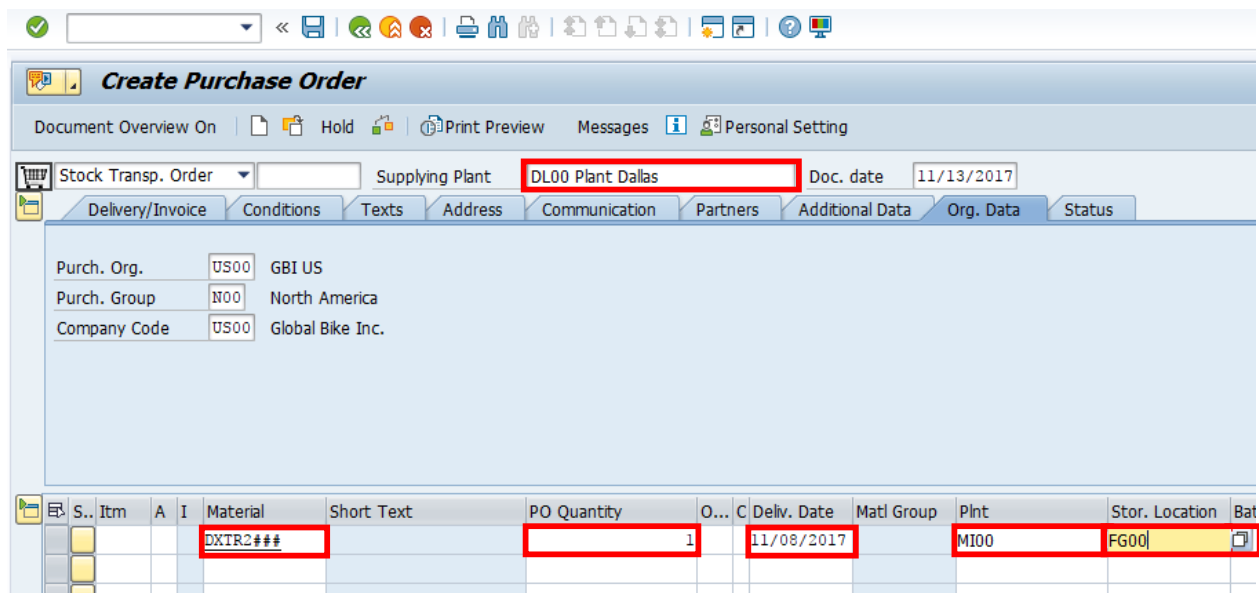
Tutorial Figure 4-5: Stock Transport Order – Org Data

Enter the following:

- Supplying Plant: **DL00**
- Material: **DXTR2###**
- PO Quantity: **1**
- Deliv. Date: **Today's Date**
- Plnt: **MI00**
- Storage Location: **FG00**

Then click ![verify] to verify your inputs.

Tutorial Figure 4-6: Stock Transport Order – Enter Material

You may receive a caution that says "Can delivery date be met?". Click ![green check icon] to verify that it can be met.

Tutorial Figure 4-7: Stock Transport Order – Delivery Date Caution

Step 1.1: Save Stock Transport Order

Click the 🖫 button to save your Stock Transport Order.

Tutorial Figure 4-8: Stock Transport Order – Save

Click the "Save" button.
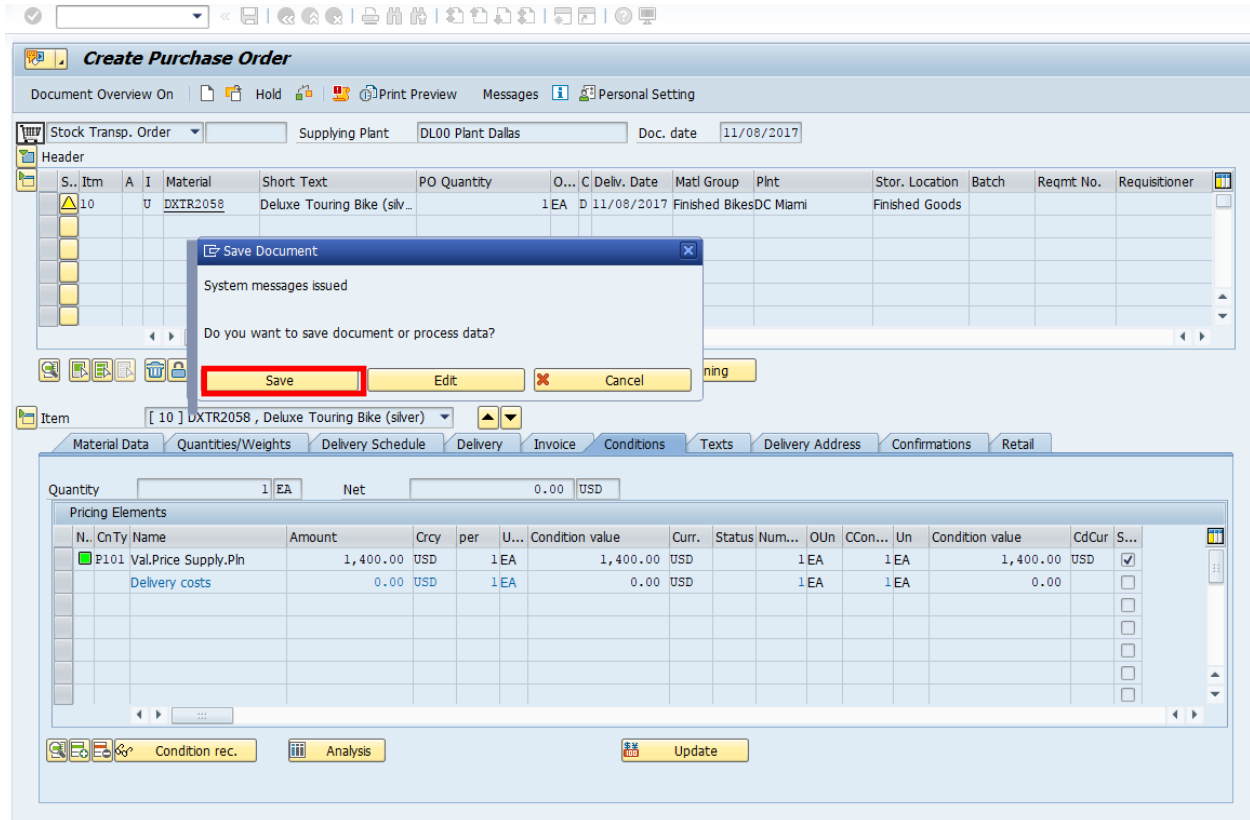
Tutorial Figure 4-9: Stock Transport Order – Save Document Dialogue Box

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Stock Transport Order Number. **Please write down this Stock Transport Order Number on your Tutorial Document Tracking sheet under the Stock Transport Order row.**

Once you have recorded your Stock Transport Order Number, click on to exit back to the SAP Easy Access Menu.
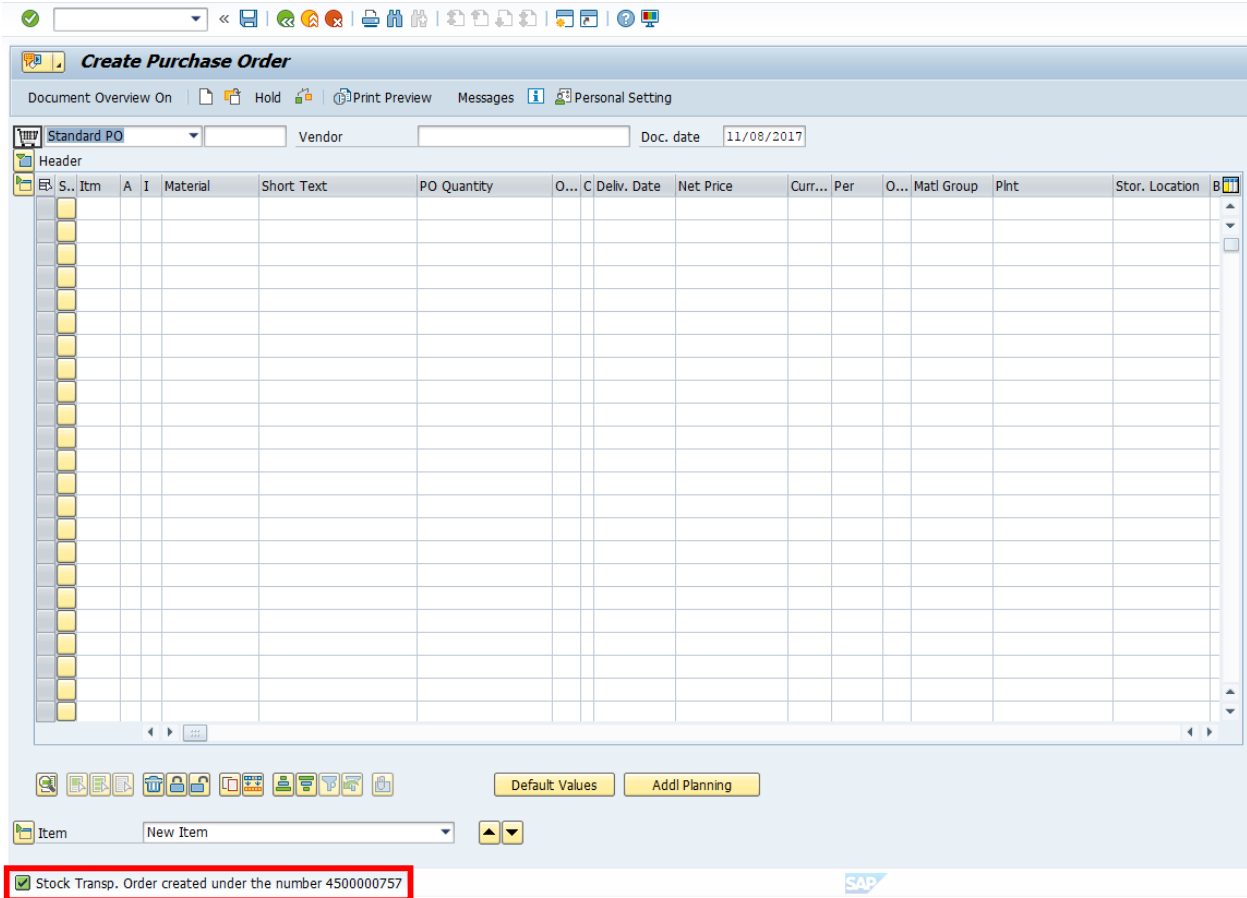
Tutorial Figure 4-10: Stock Transport Order – Save
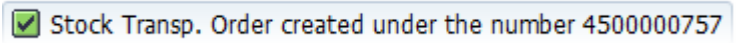
Tutorial Figure 4-11: Stock Transport Order – Document Number

STEP 2: GOODS ISSUE TO STOCK TRANSPORT ORDER
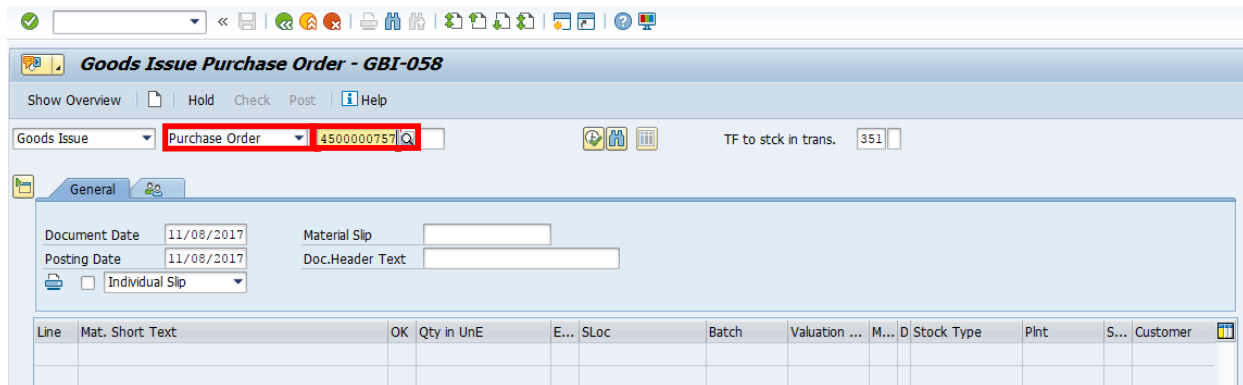
We have created the Stock Transport Order to transfer the **Deluxe Touring Bike (Silver)** from Dallas to Miami. Now we need to issue the goods to the Miami plant.

Navigation: SAP Menu > Logistics > Materials Management > Inventory Management > Goods Movement > Goods Receipt > Goods Issue (MIGO)
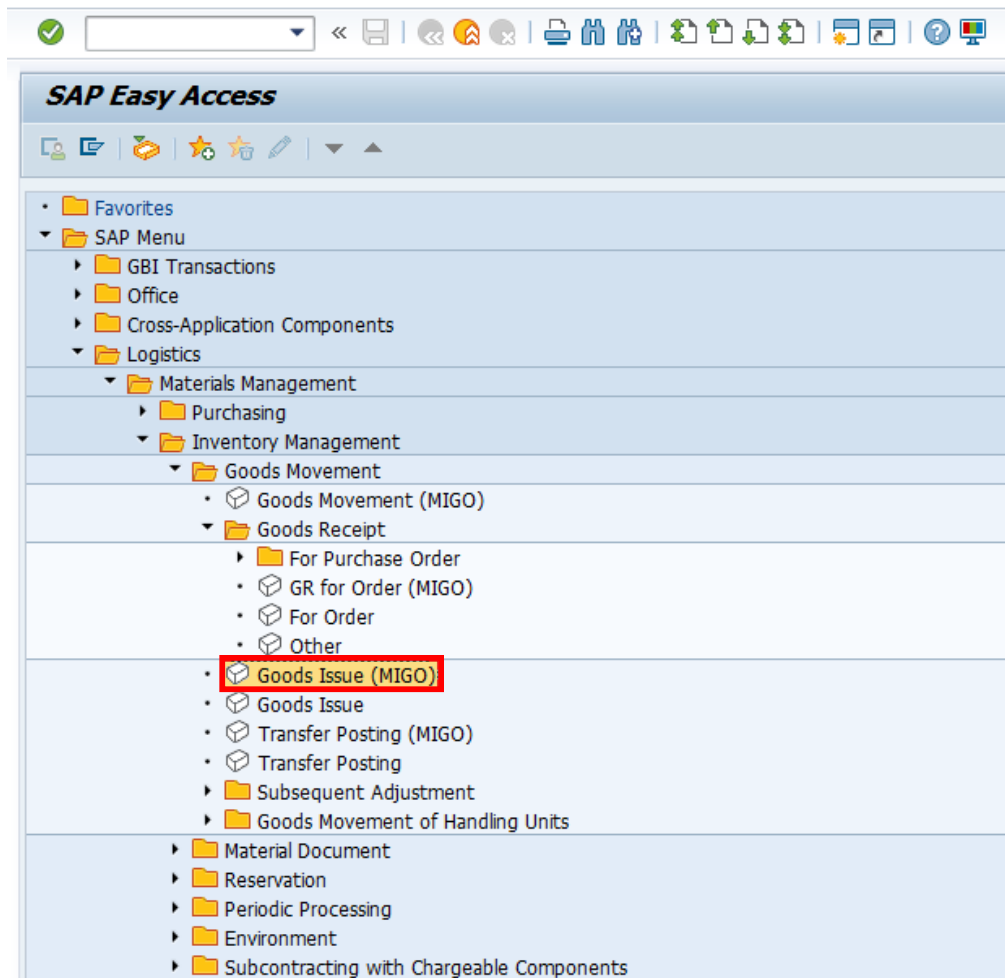
Tutorial Figure 4-12: Goods Issue Menu Tree

Verify "Purchase Order" is selected in the dropdown menu. Enter **Your Stock Transport Order** into the "Purchase Order" field. Then click ![verify] to verify your inputs.

Tutorial Figure 4-13: Goods Issue – Enter Stock Transport Order

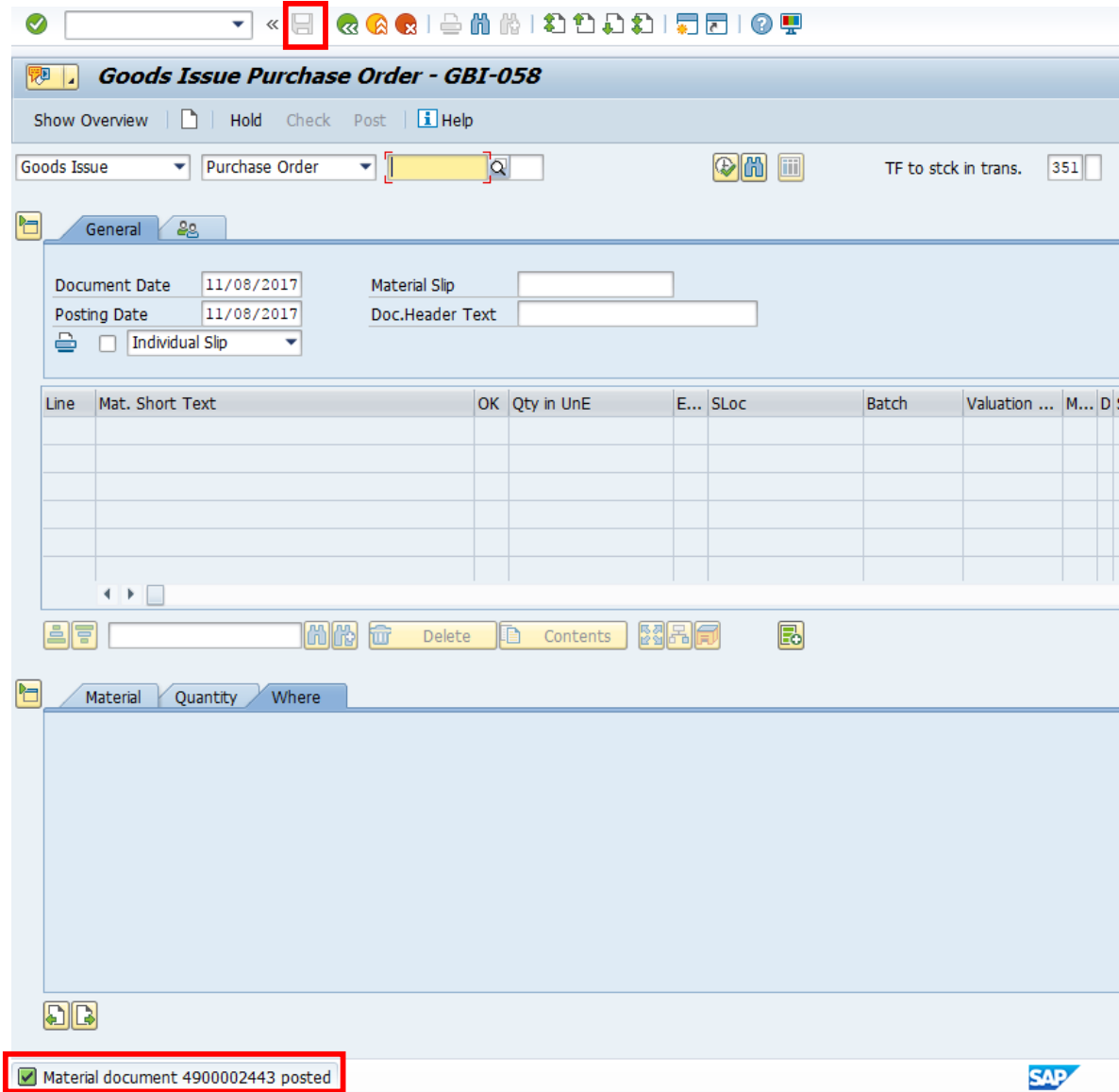Enter the following:

- Storage Location: **FG00**
- Item OK: **Checked**

Tutorial Figure 4-14: Goods Issue – Storage Location and Item OK

Step 2.1: Save Goods Issue (STO)

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Material Document Number. This Material Document Number will serve as your Goods Issue Number. **Please write down this Material Document Number on your Tutorial Document Tracking sheet under the Goods Issue (STO) row.**

Once you have recorded your Goods Issue Number, click on to exit back to the SAP Easy Access Menu.

Tutorial Figure 4-15: Goods Issue Saved

Tutorial Figure 4-16: Goods Issue Document Number

We have issued the materials from the Dallas Plant. After some time, the **Deluxe Touring Bike (Silver)** has been shipped from the Dallas Plant to the Miami Plant. Now we need to receive the goods at Miami.
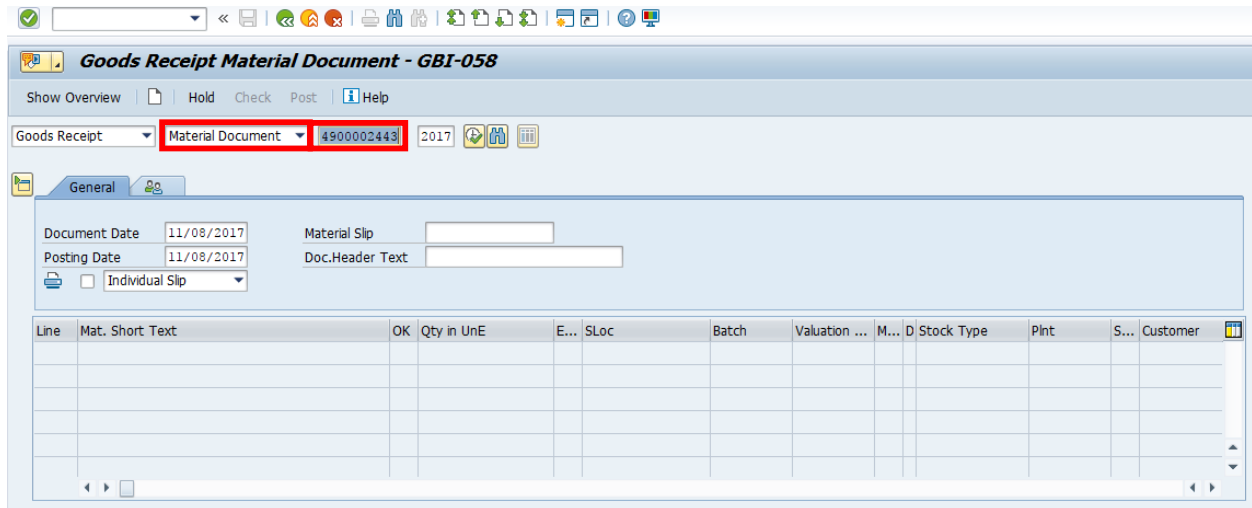
Navigation: SAP Menu > Logistics > Materials Management > Inventory Management > Goods Movement > Goods Movement (MIGO)
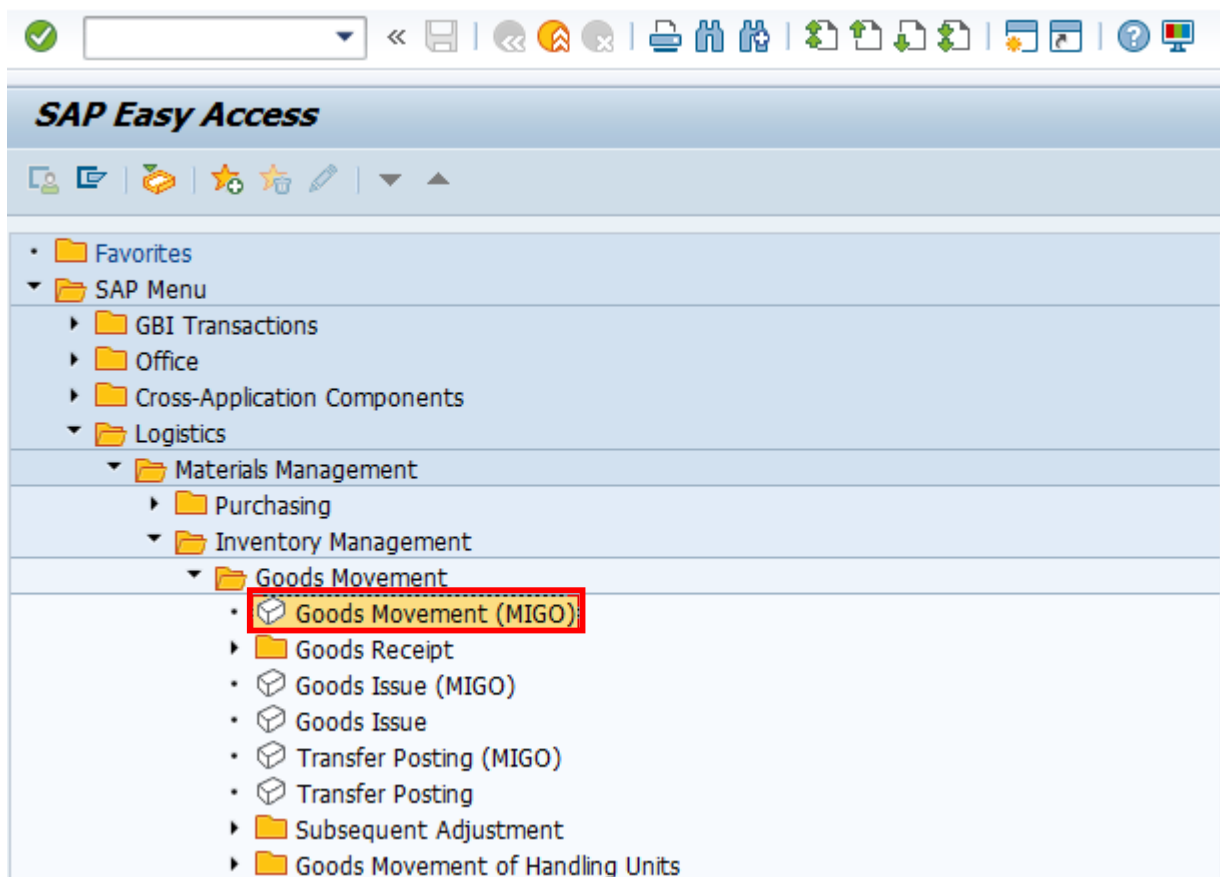
Tutorial Figure 4-17: Goods Movement Menu Tree

Your Goods Issue Material Document Number should automatically populate. If it does not, then enter the Document Number you recorded in **Your Goods Issue (STO) Row** from your Tutorial Document Tracking sheet.
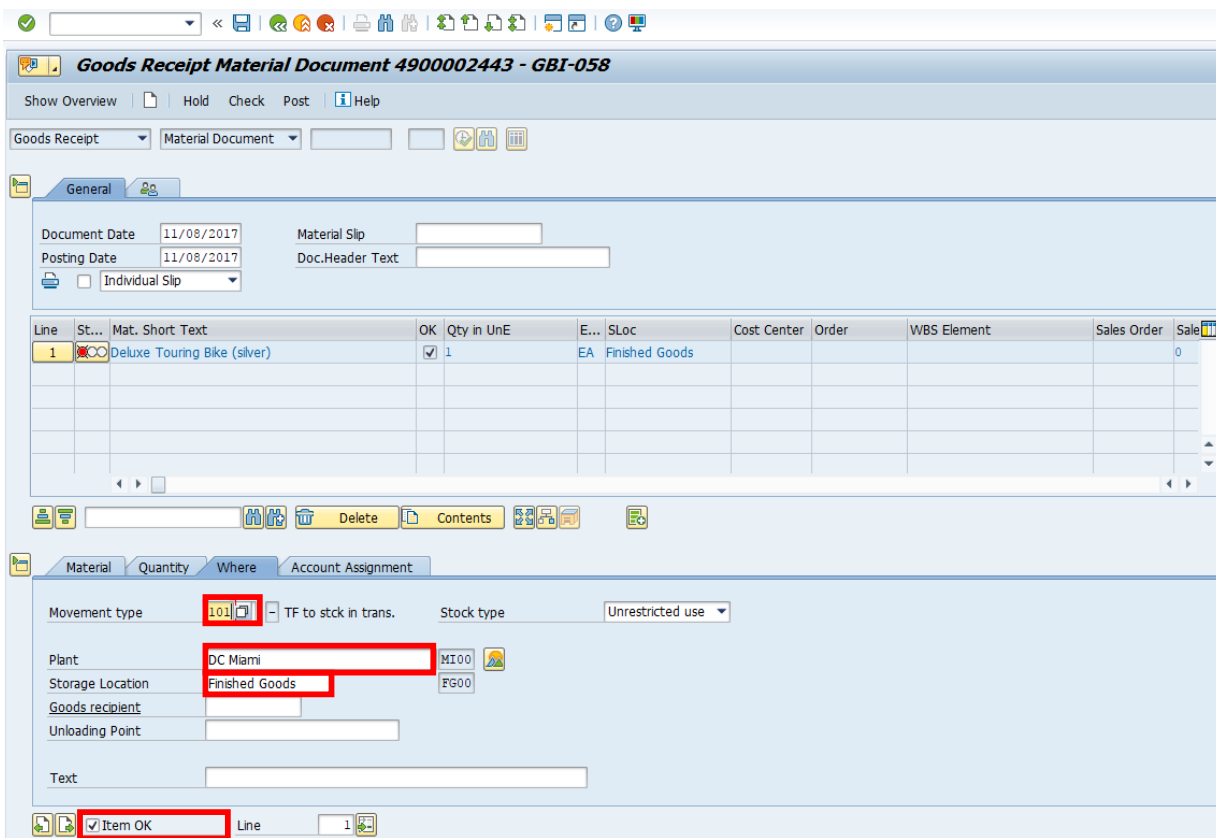
Then click ![verify icon] to verify your inputs.

Tutorial Figure 4-18: Goods Receipt – Enter Document Number

Enter the following:

- Movement Type: **101**
- Plant: **MI00**
- Storage Location: **FG00**
- Item OK: **Checked**

Then click to verify your inputs. The following screen will appear.

Tutorial Figure 4-19: Goods Receipt – Miami Plant, Item OK

Step 3.1: Save Goods Receipt (STO)

Click ![save icon] to save your Goods Receipt.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Material Document Number. This will serve as your Goods Receipt Number. **Please write down this Material Document Number on your Tutorial Document Tracking sheet under the Goods Receipt (STO) row.**

Once you have recorded your Goods Receipt Number, click on ![icon] to exit back to the SAP Easy Access Menu.
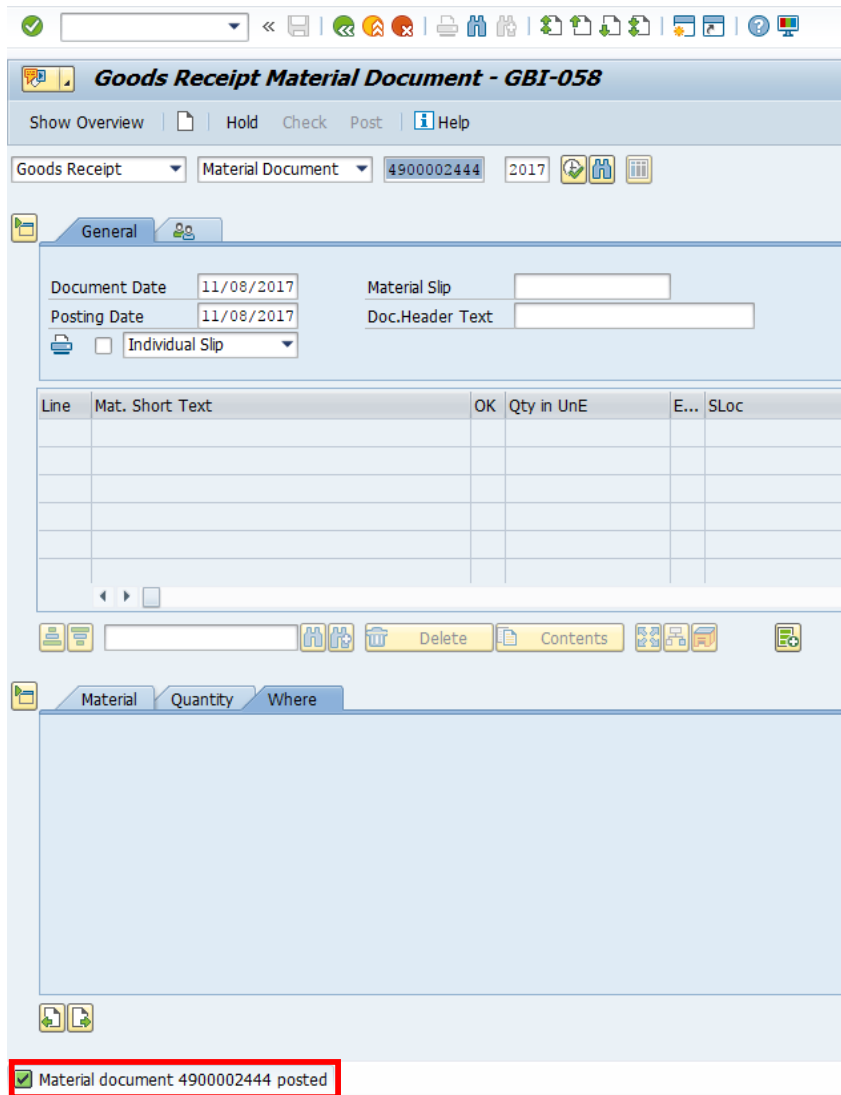
Tutorial Figure 4-20: Goods Receipt Saved
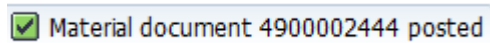

Tutorial Figure 4-21: Goods Receipt Document Number

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The **Deluxe Touring Bike (Silver)** has now been received at the Miami Plant. We can now ship the **Deluxe Touring Bike (Silver)** to our customer. We need to create an Outbound Delivery Document to ship the order to our customer.

Pre-Sales Activities		Create Sales Order		Move Finished Bike to Miami Plant		Create Outbound Delivery		Pick, Pack, Ship		Create Billing Document		Process Customer Payment

Tutorial Figure 4-22: Sales Process

Navigation: SAP Menu > Logistics > Materials Management > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Create > Single Document > With Reference to Sales Order
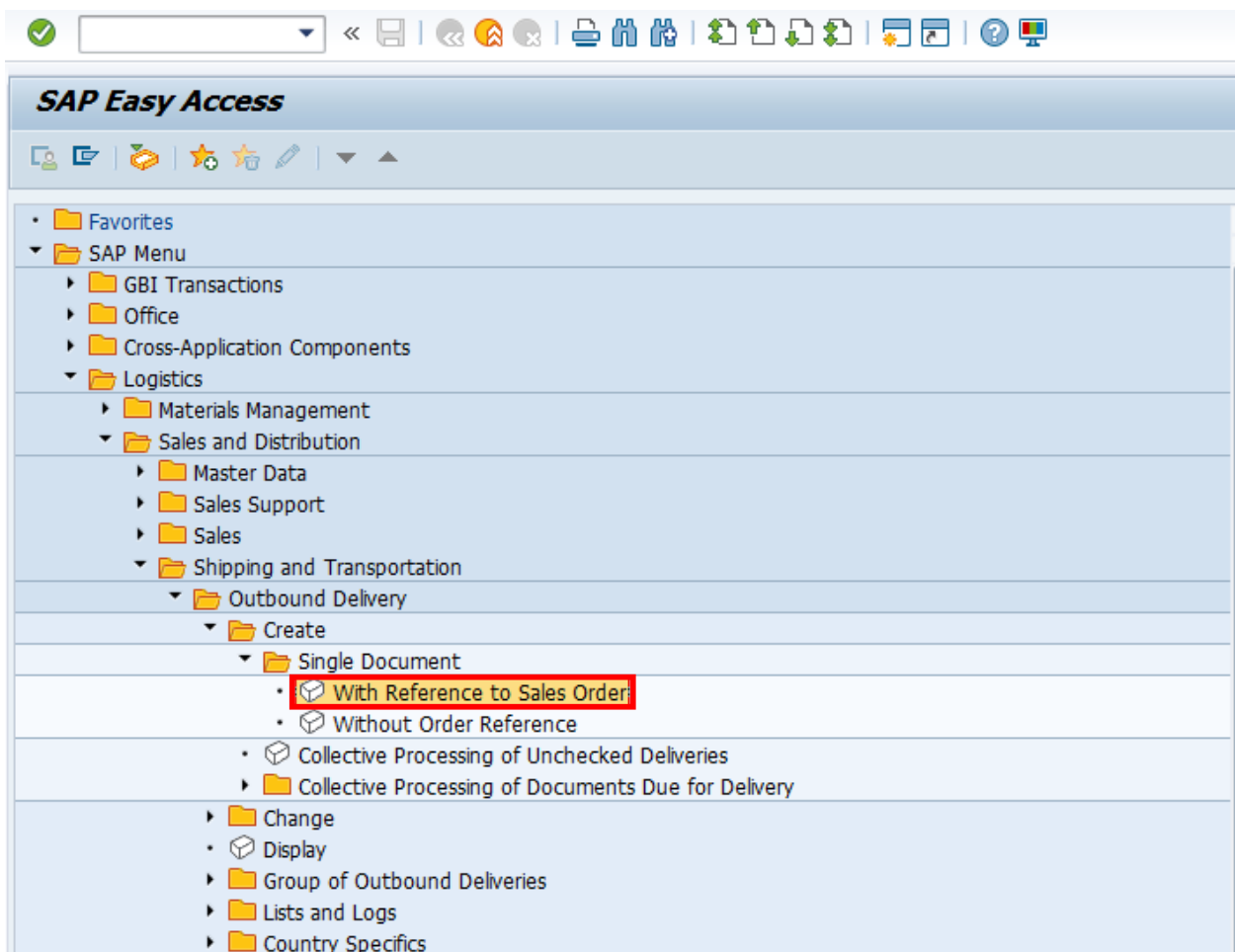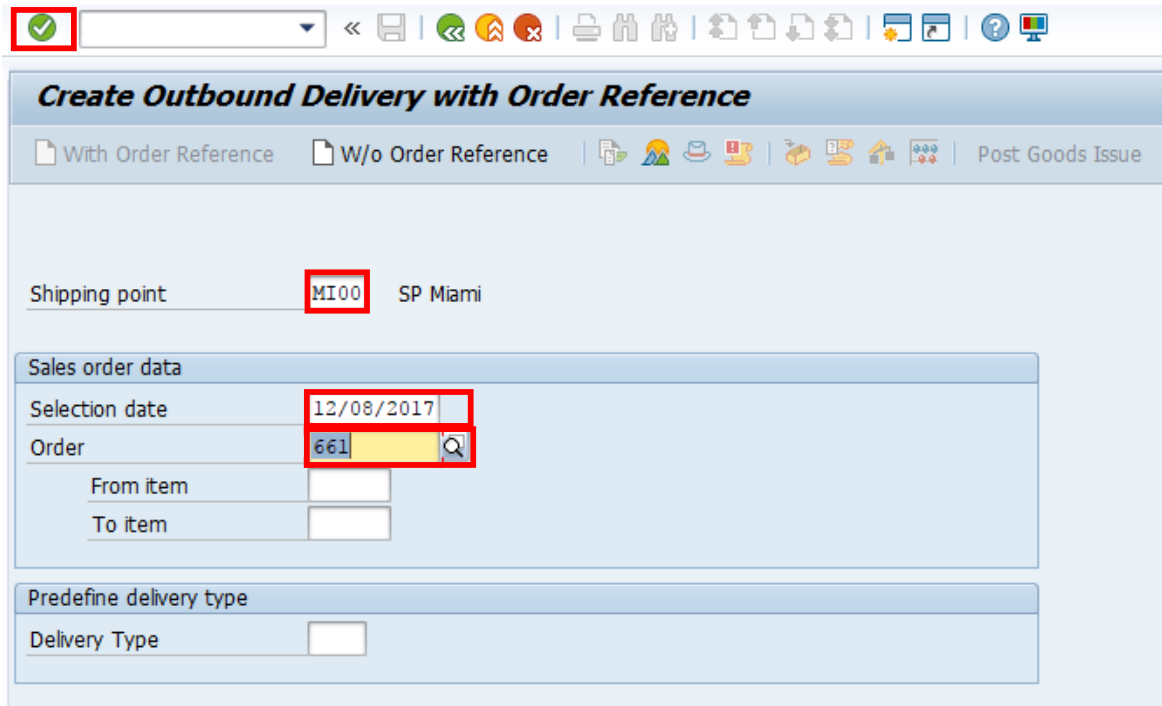

Tutorial Figure 4-23: Create Outbound Delivery Menu Tree

Enter the following:

- Shipping Point: **MI00**
- Selection Date: **1 Month From Today**
- Order: **Your Sales Order Number**

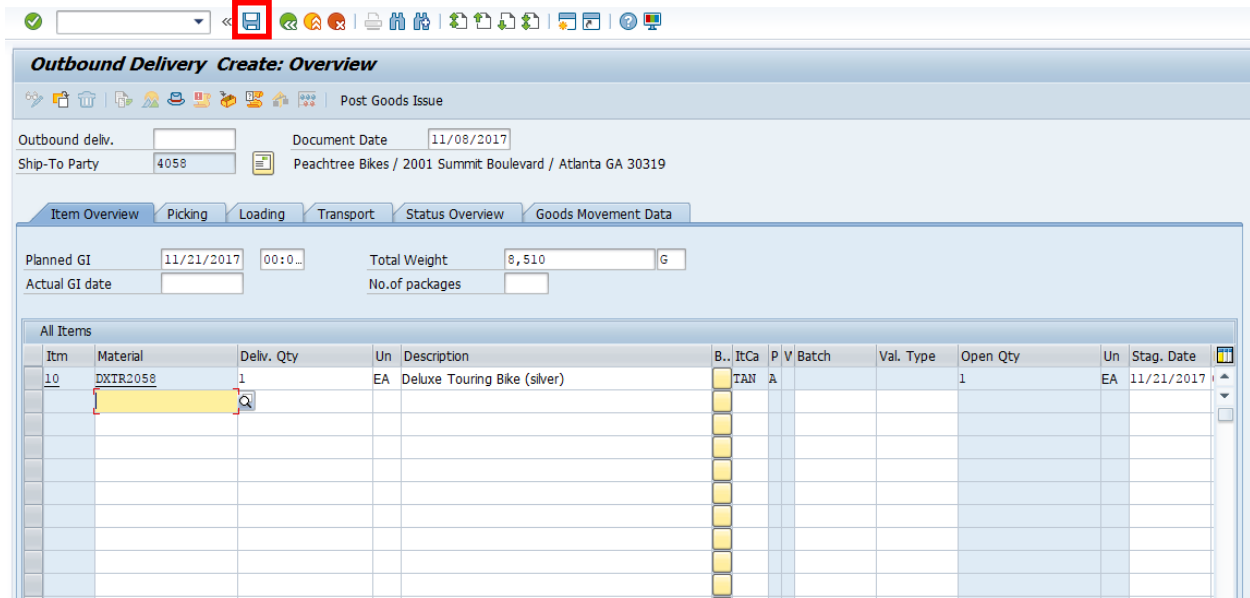Then click to verify your inputs.

Tutorial Figure 4-24: Create Outbound Delivery – Initial Screen

Step 4.1: Save Outbound Delivery

Click 🖫 to save your Outbound Delivery.
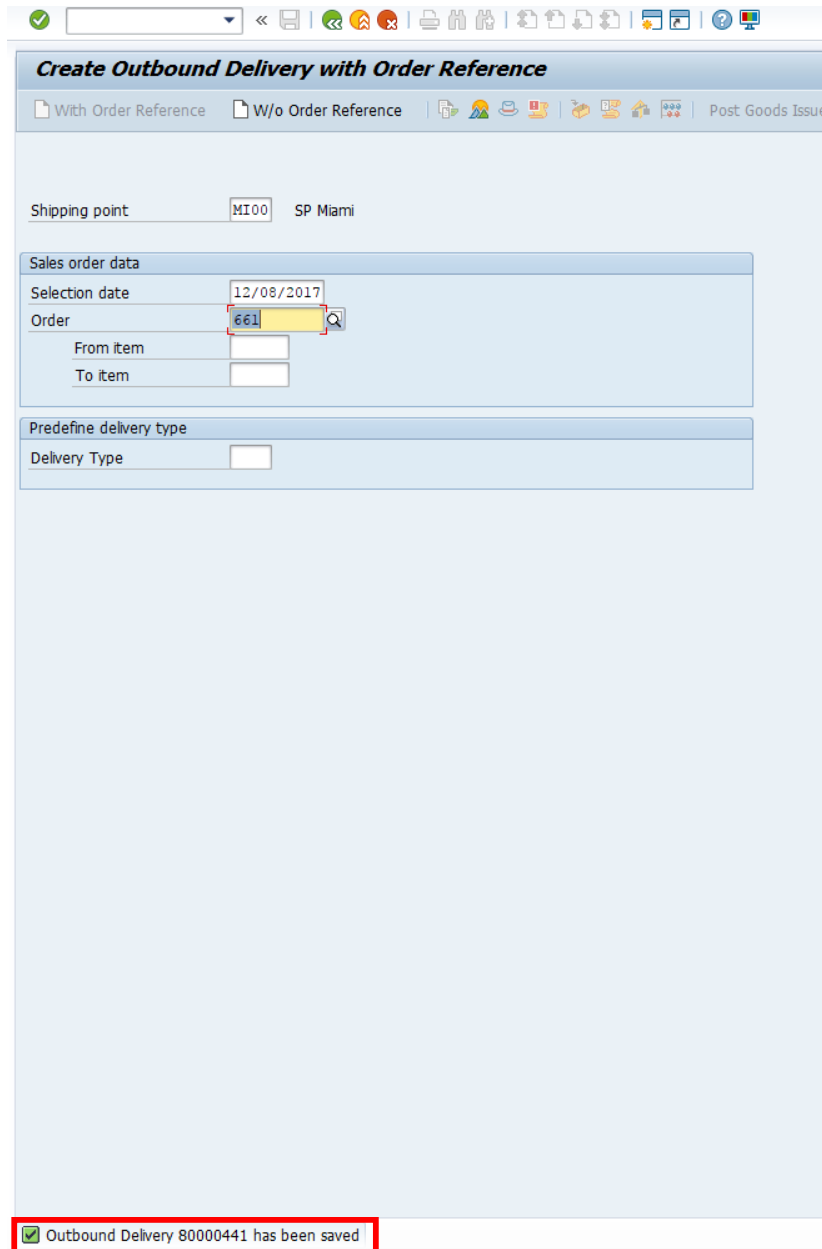
Tutorial Figure 4-25: Create Outbound Delivery – Overview

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Outbound Delivery Number. **Please write down this Outbound Delivery Number on your Tutorial Document Tracking sheet under the Outbound Delivery row.**

Once you have recorded your Outbound Delivery Number, click on to exit back to the SAP Easy Access Menu.

Tutorial Figure 4-26: Create Outbound Delivery Saved
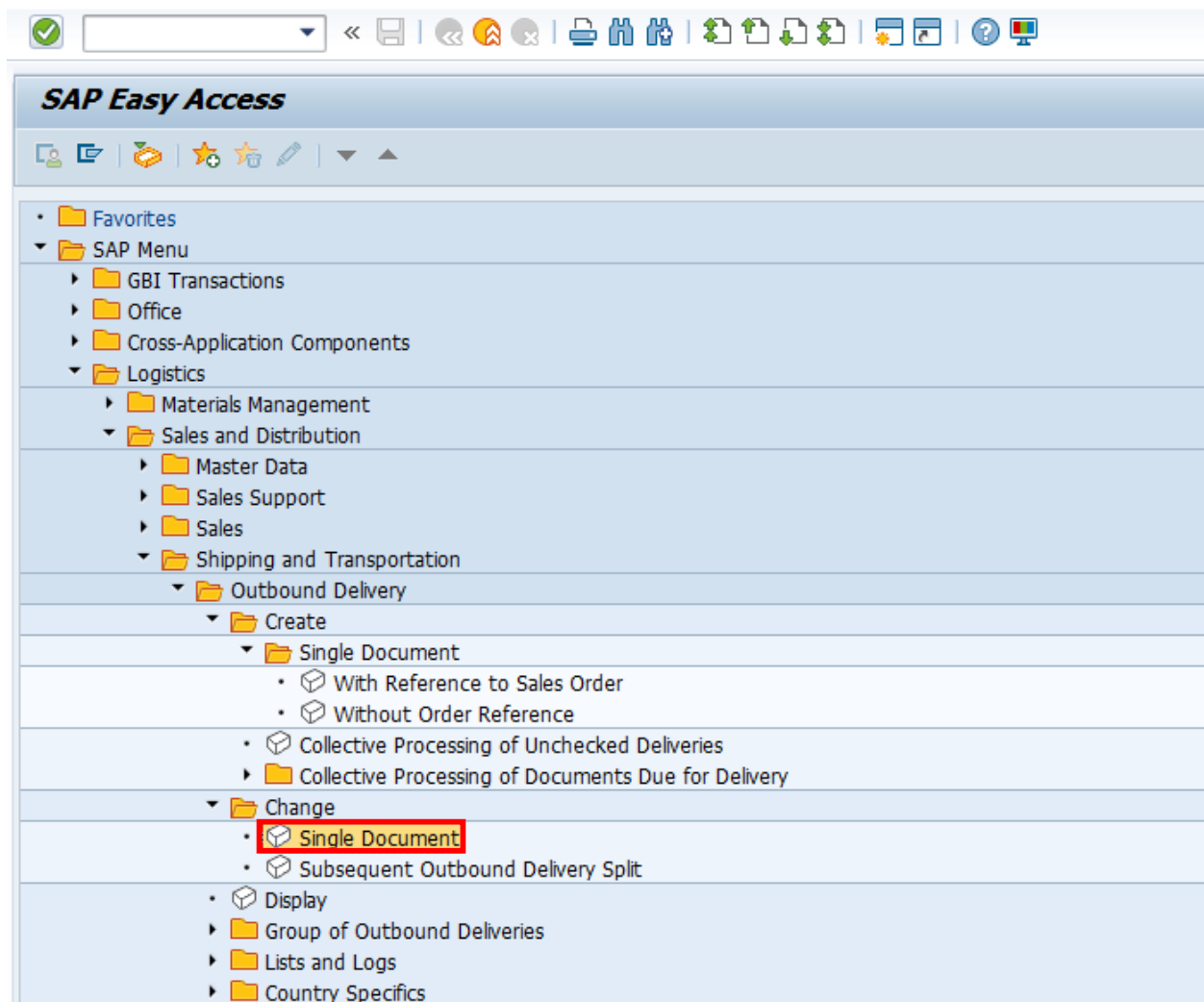

Tutorial Figure 4-27: Create Outbound Delivery Document Number

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STEP 5: PICKING

We will now pick our materials from their Storage Location and ship them to our customer.

| Pre-Sales Activities | → | Create Sales Order | → | Move Finished Bike to Miami Plant | → | Create Outbound Delivery | → | Pick, Pack, Ship | → | Create Billing Document | → | Process Customer Payment |

Tutorial Figure 4-28: Sales Process

Navigation: SAP Menu > Logistics > Materials Management > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Change > Single Document

Tutorial Figure 4-29: Change Outbound Delivery Menu Tree

Verify **Your Outdound Delivery Number**. Click the button to change Your Outbound Delivery Document
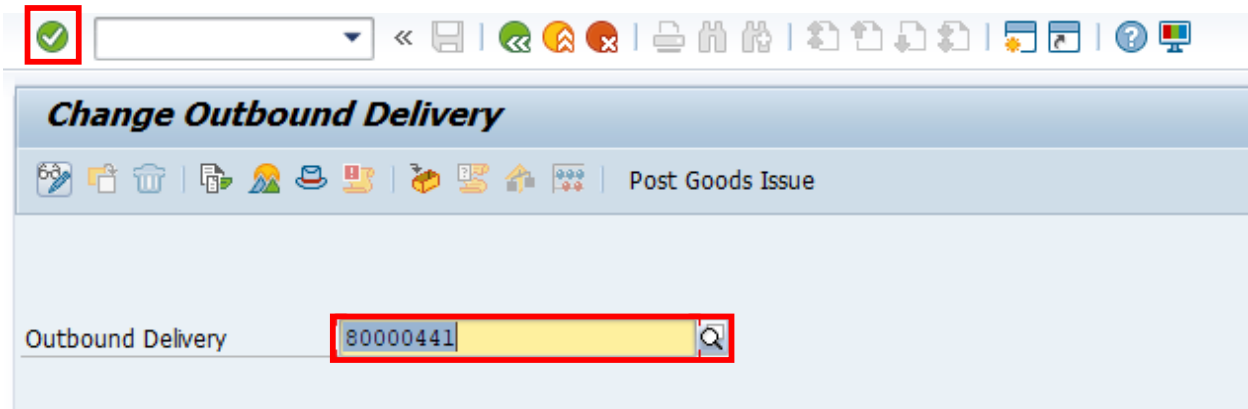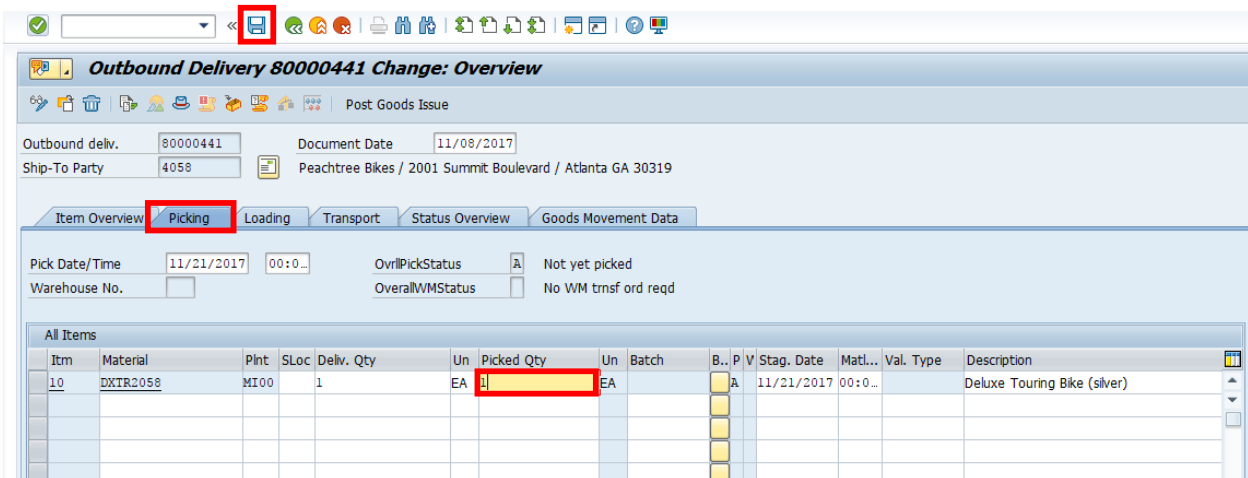

Tutorial Figure 4-30: Change Outbound Delivery – Initial Screen

Click on the "Picking" tab.

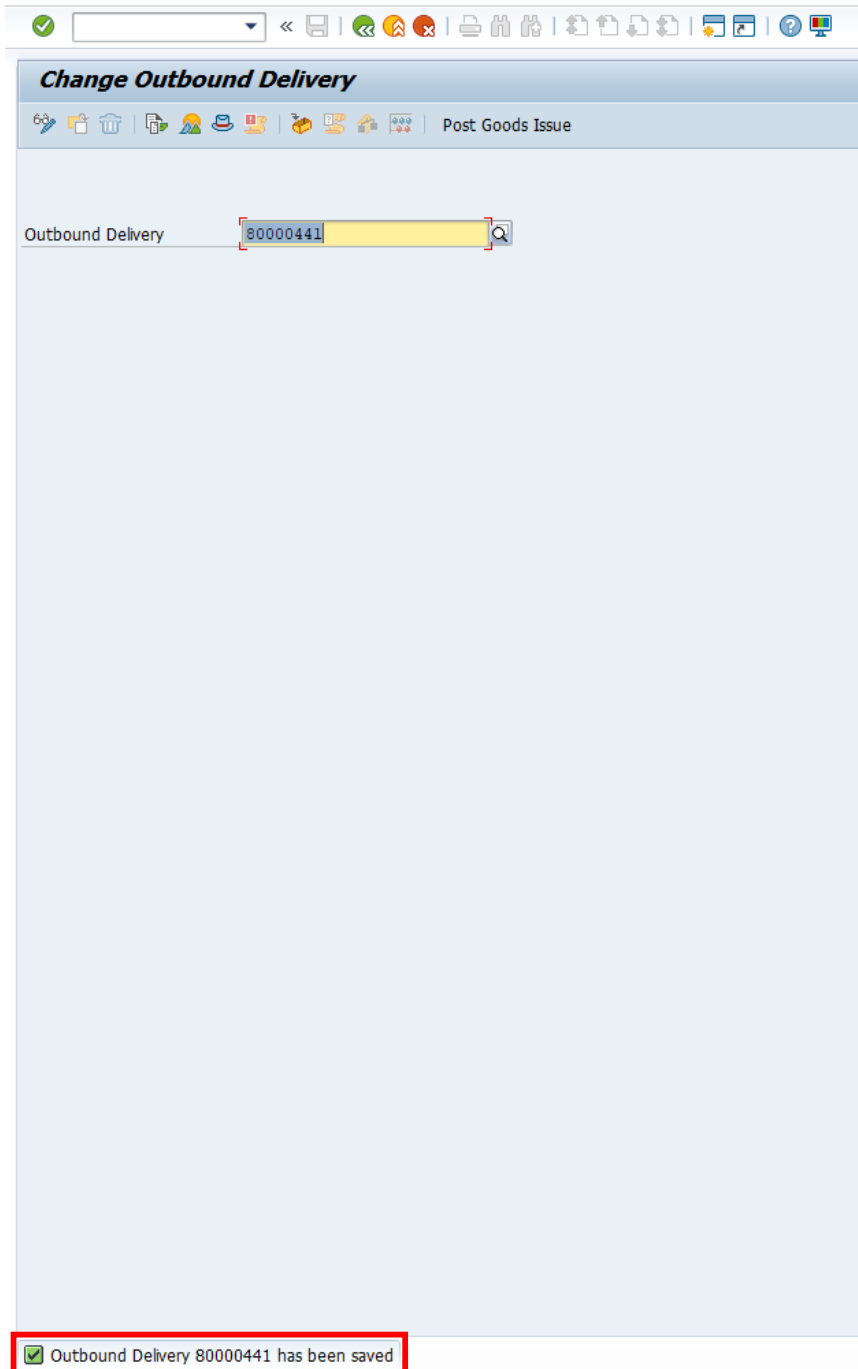Enter the following:

- Picked Qty: **1**

Then click to save your Outbound Delivery.

Tutorial Figure 4-31: Change Outbound Delivery – Picking

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Your Outbound Delivery has been saved and updated.

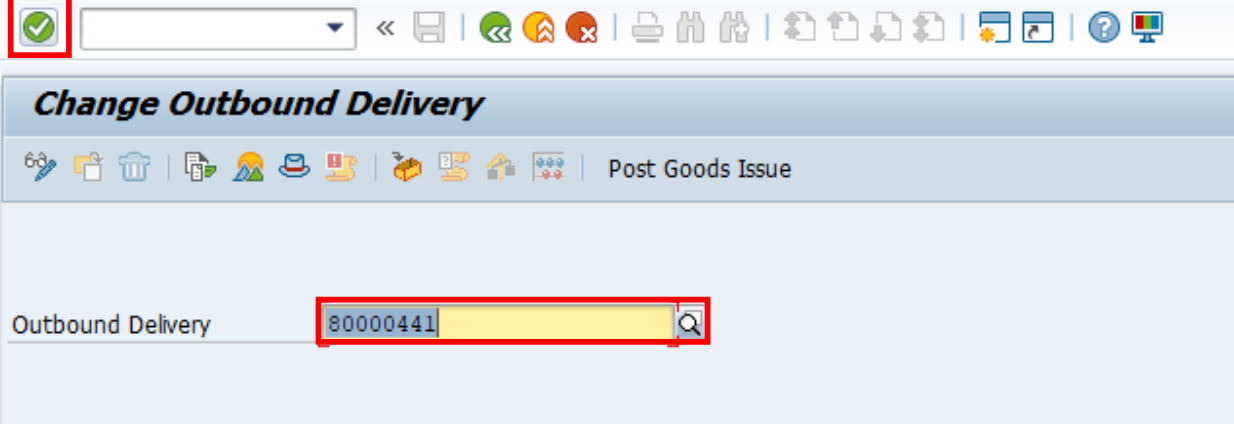**DO NOT** click on . Instead continue to the next step.

Tutorial Figure 4-32: Change Outbound Delivery – Save

STEP 6: POST GOODS ISSUE

Now we will post the Goods Issue to the Outbound Delivery Document.

You will be returned to the "Change Outbound Delivery" after completing the previous step. If you need to access this screen from the SAP Easy Access Menu Tree then go back to Tutorial Figure 4-29.

Verify **Your Outdound Delivery Number**. Click the ⊘ button to change **Your Outbound Delivery Document**.
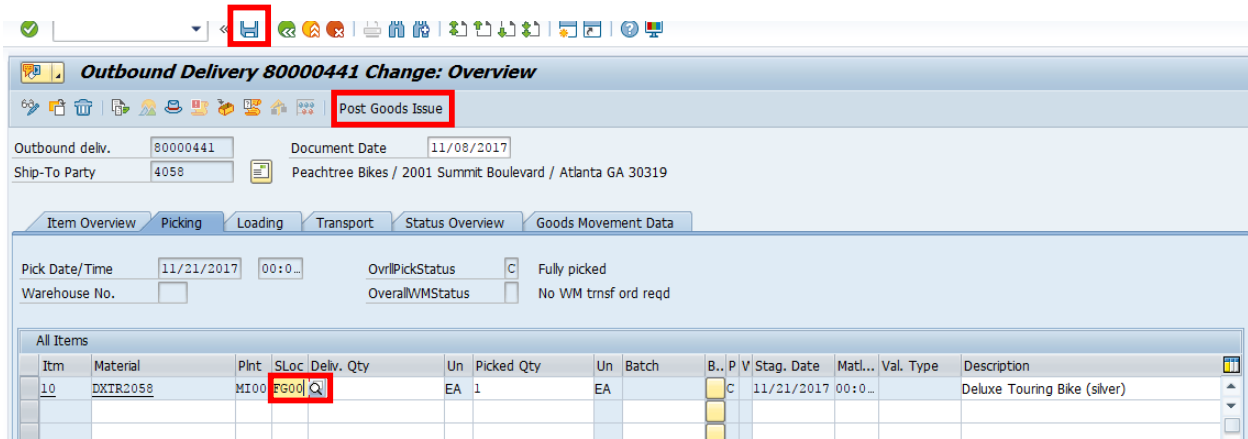

Tutorial Figure 4-33: Change Outbound Delivery – Initial Screen
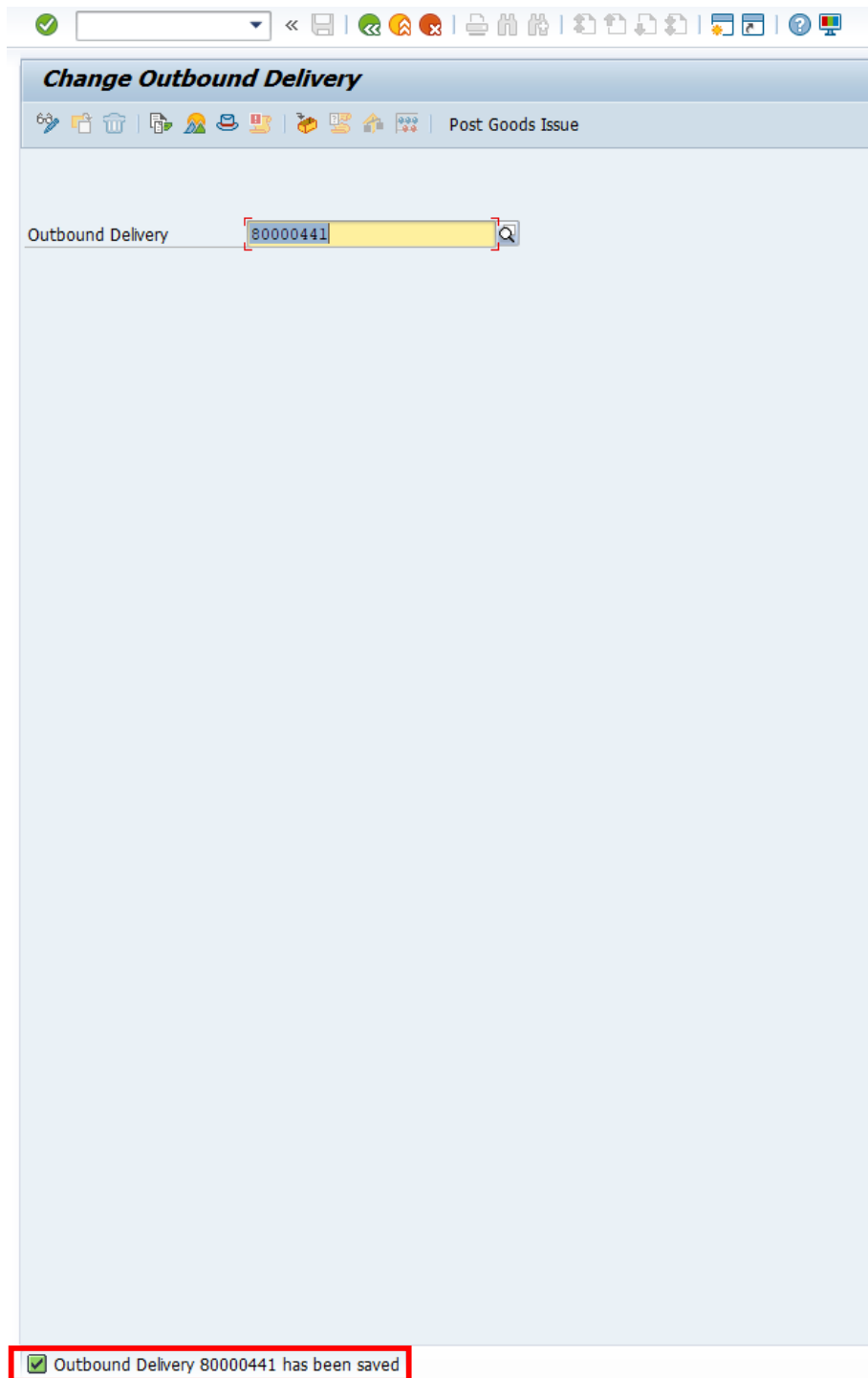
Enter the following:

- SLoc: **FG00**

Then click "Post Goods Issue" in the following screen. Click 💾 to save your Outbound Delivery.

Tutorial Figure 4-34: Change Outbound Delivery – Post Goods Issue

Your Outbound Delivery button has been saved and updated.

Now click on [icon] to exit back to the SAP Easy Access Menu.

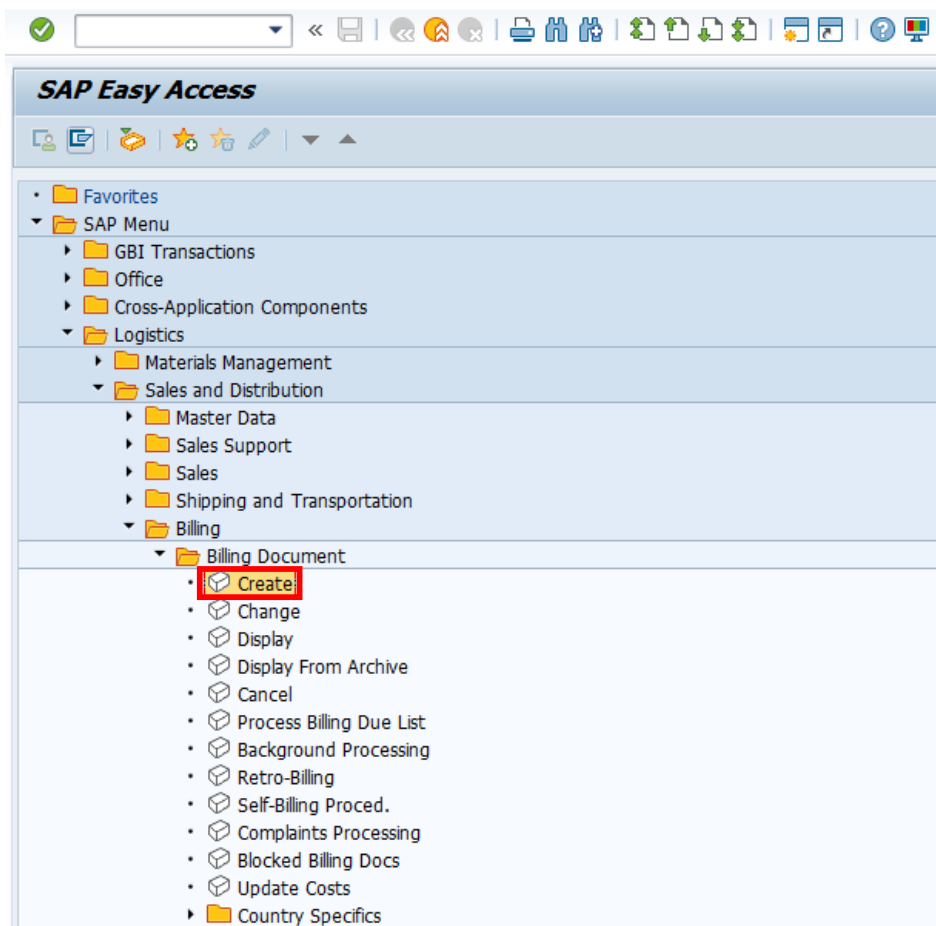Tutorial Figure 4-35: Change Outbound Delivery – Update

We have issued the materials to our customer. Now we must create a Billing Document so that we can charge our customer for their order.

Pre-Sales Activities → Create Sales Order → Move Finished Bike to Miami Plant → Create Outbound Delivery → Pick, Pack, Ship → Create Billing Document → Process Customer Payment

Tutorial Figure 4-36: Sales Process

Navigation: SAP Menu > Logistics > Sales and Distribution > Billing > Billing Document > Create

Tutorial Figure 4-37: Create Billing Document Menu Tree

Verify that **Your Outbound Delivery Document** is displayed then click 🖫 to save your Billing Document.
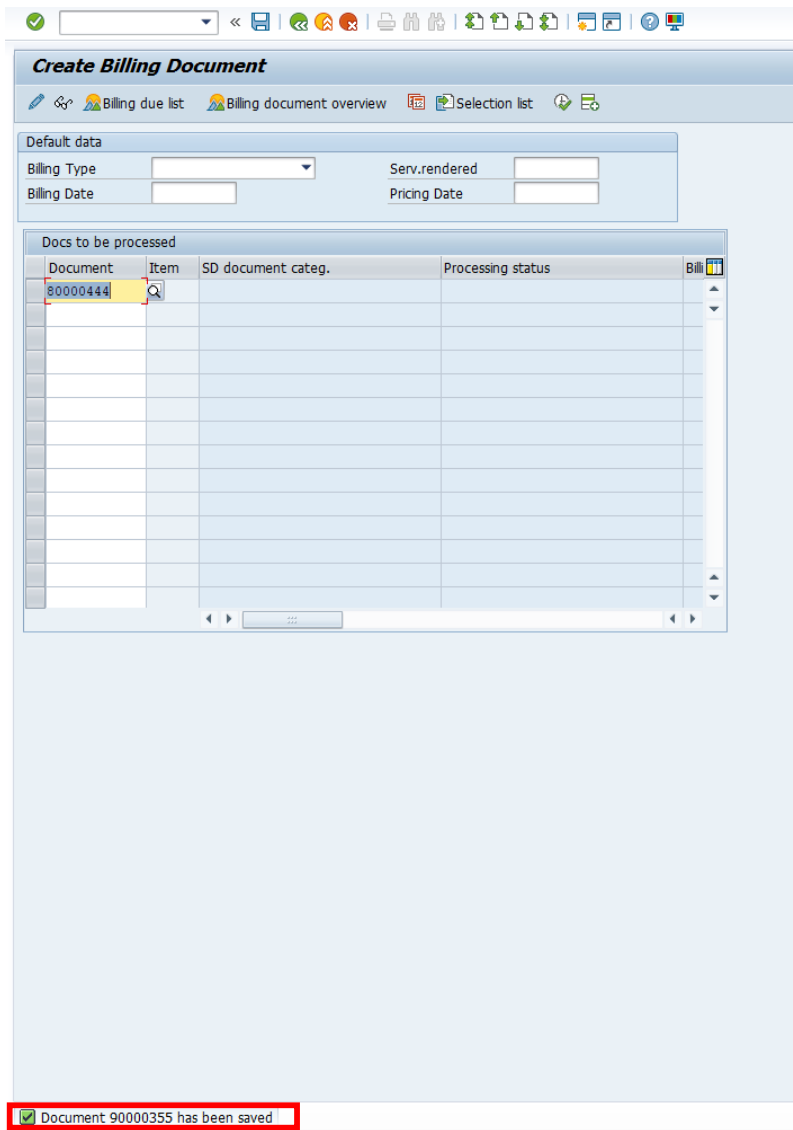

Tutorial Figure 4-38: Create Billing Document – Initial Screen

Step 7.1: Save Billing Document

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This will serve as your Billing Document Number. **<u>Please write down this Document Number on your Tutorial Document Tracking sheet under the Billing Document row.</u>**

Once you have recorded your Billing Document Number, click on to exit back to the SAP Easy Access Menu.

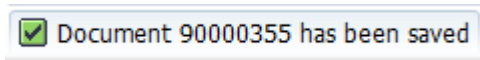Tutorial Figure 4-39: Billing Document Saved
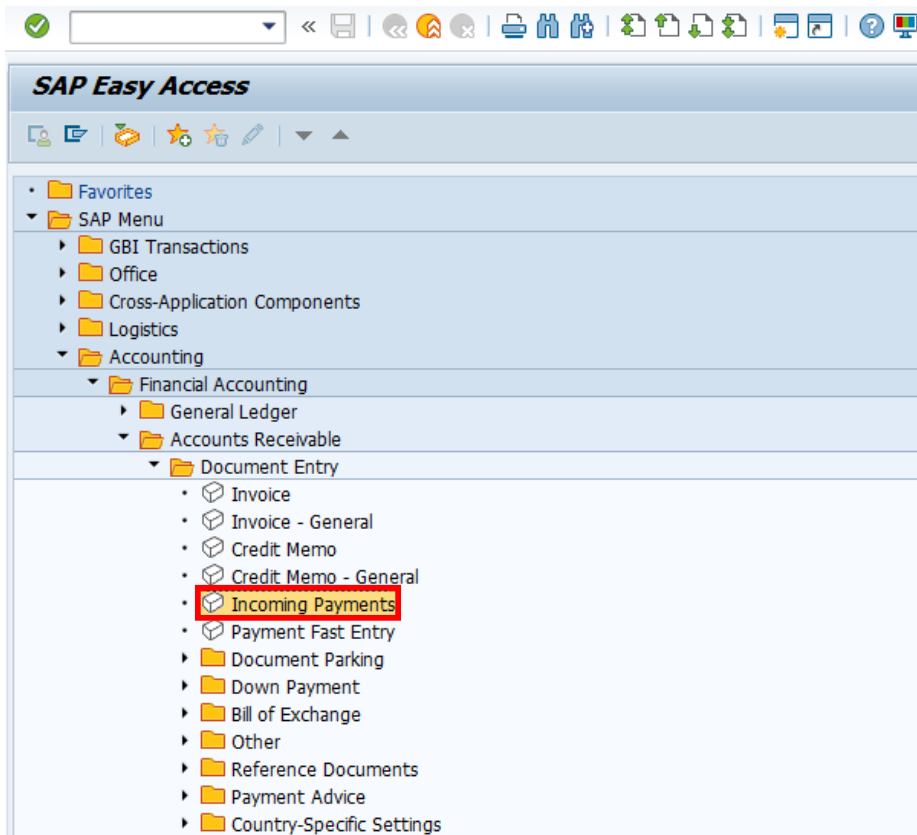

Figure 4-40: Billing Document Number

We have issued the Billing Document to the customer. Now we will process their payment.

| Pre-Sales Activities | → | Create Sales Order | → | Move Finished Bike to Miami Plant | → | Create Outbound Delivery | → | Pick, Pack, Ship | → | Create Billing Document | → | Process Customer Payment |

Tutorial Figure 4-41: Sales Process

Navigation: SAP Menu > Accounting > Financial Accounting > Accounts Receivable > Document Entry > Incoming Payments

Tutorial Figure 4-42: Incoming Payments Menu Tree

Enter the following:

- Document Date: **Today's Date**
- Posting Date: **Today's Date**
- Account: **100000**
- Amount: **3000**
- Account: **4###**

Once you have entered the above click on "Process Open Items".

Tutorial Figure 4-43: Post Incoming Payments – Header

The following screen will appear. Verify the "Amount entered" and "Assigned" are both the same number. Also, verify the "Not Assigned" is **0.00.**
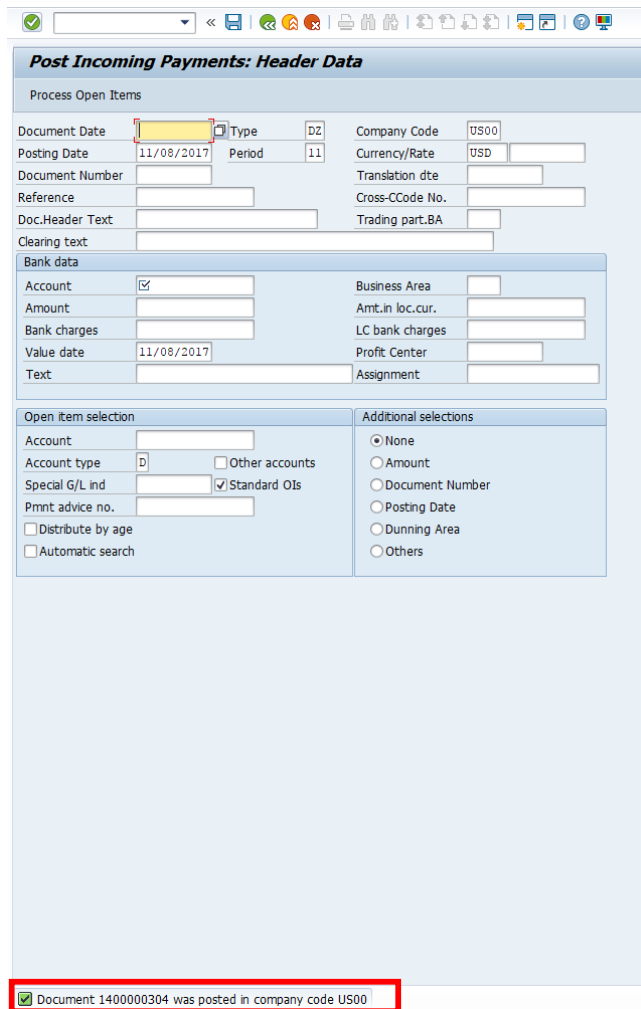

Tutorial Figure 4-44: Post Incoming Payments – Complete

Step 8.1: Save Incoming Payment

Once you have verified "Not Assigned" is **0.00** then click 🖫 to save your Incoming Payment Document.

Once you have clicked "Save", notice the new green check at the bottom of the screen with your Document Number. This Document Number will serve as your Incoming Payment Number. **Please write down this Incoming Payment Number on your Tutorial Document Tracking sheet under the Incoming Payment row.**

Once you have recorded your Incoming Payment Number, click on 🔼 to exit back to the SAP Easy Access Menu.

Tutorial Figure 4-45: Post Incoming Payments Saved

Tutorial Figure 4-46: Post Incoming Payments Document Number

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