

SAP Tutorials

Sales
Procurement
Production

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V 0.9

Tutorial 0

Familiarization with the SAP Interface



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Warnings

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.

STEP 1: LOGGING INTO SAP

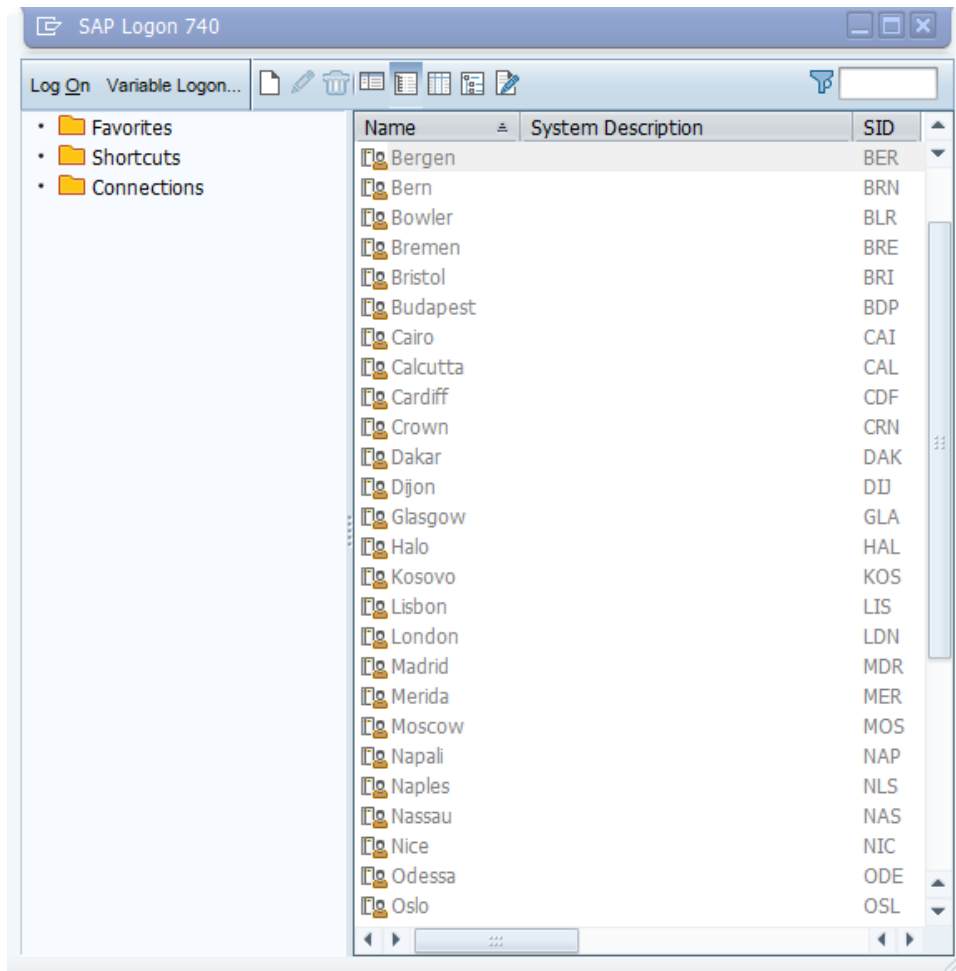
Your instructor will provide your login details needed to login to SAP.

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



Tutorial Figure 0-1: SAP Logon Button

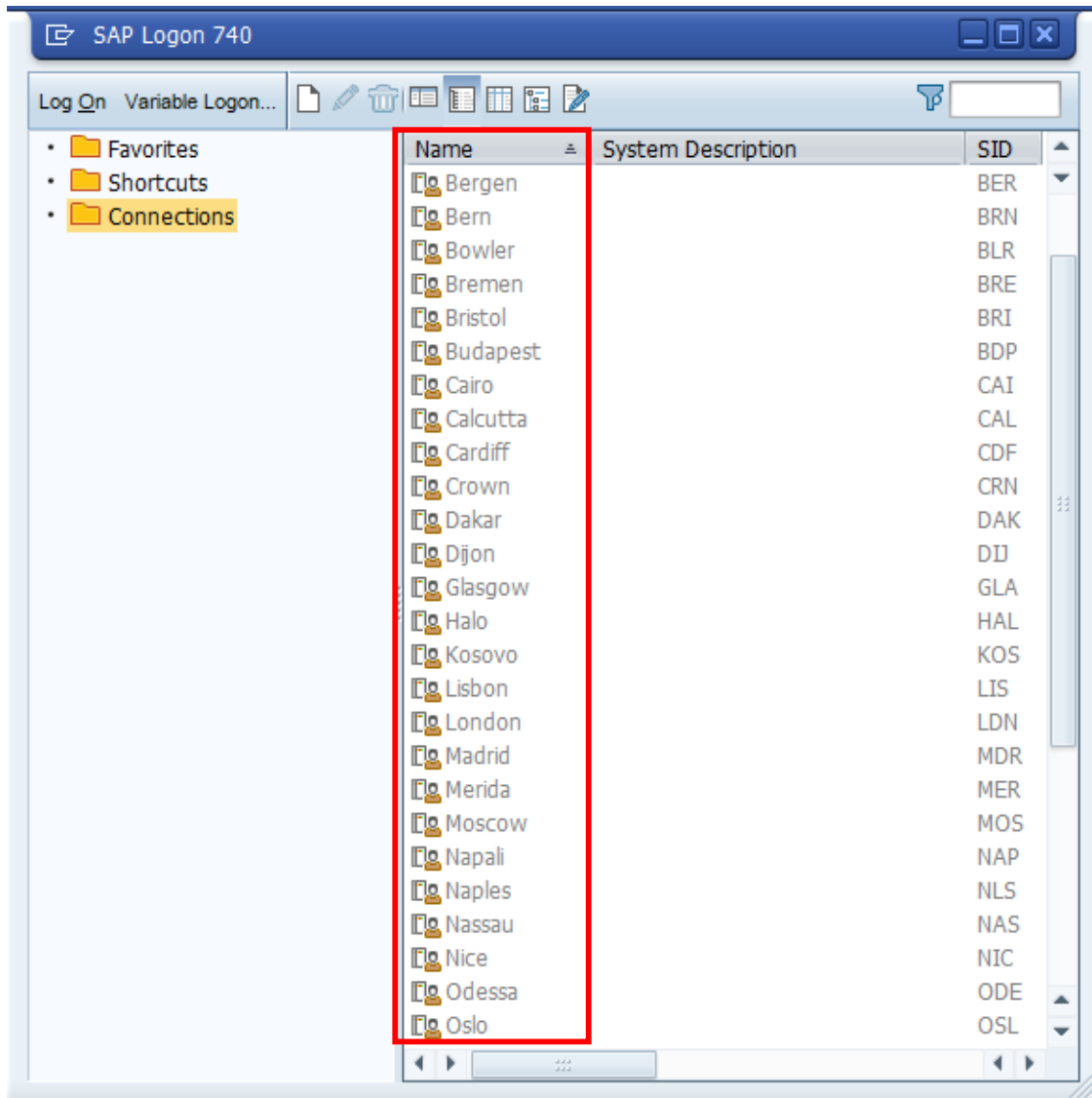
This will bring up the following screen. The “Name” column indicates the name of the server.



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.

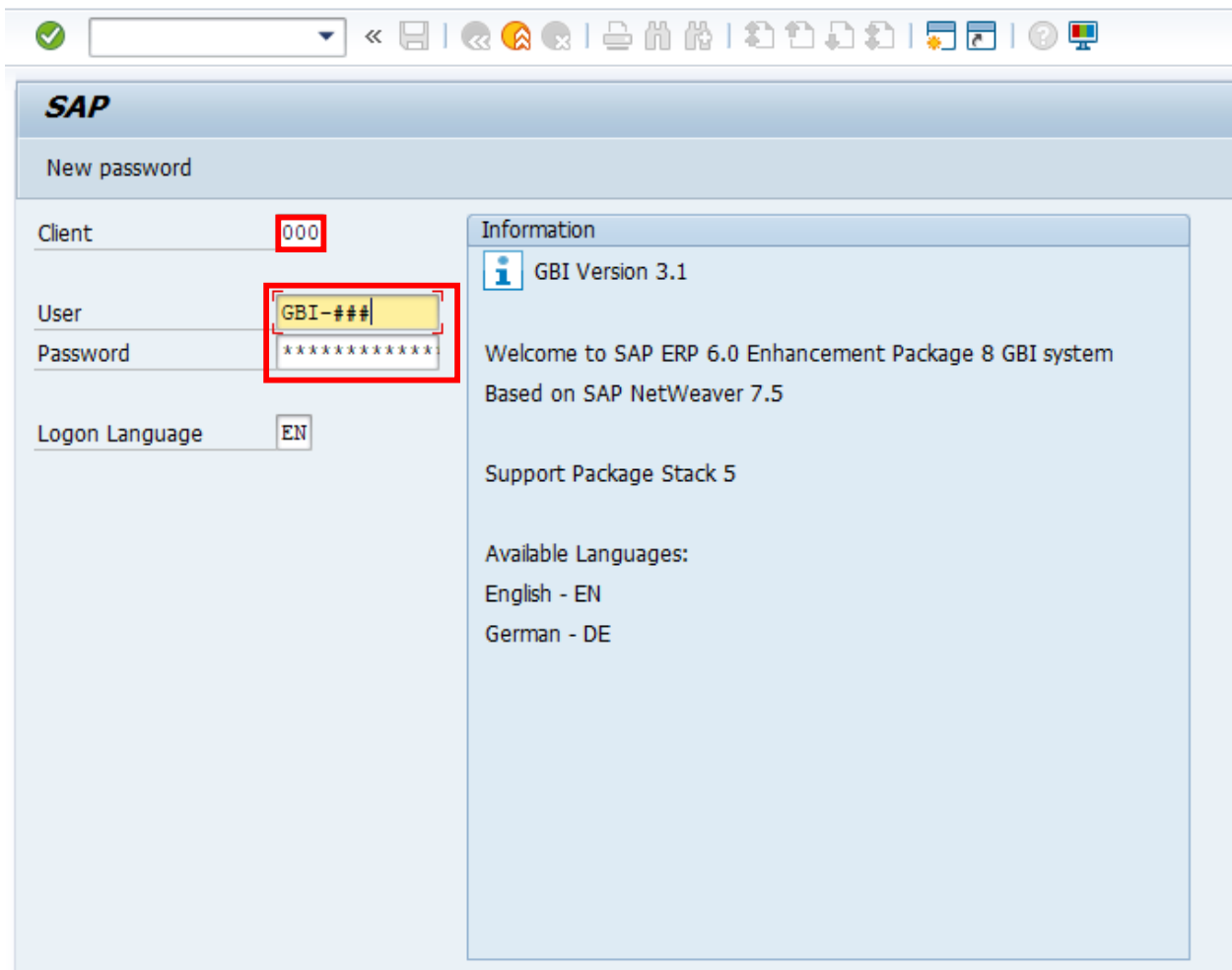


Tutorial Figure 0-3: SAP Client Login List

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.



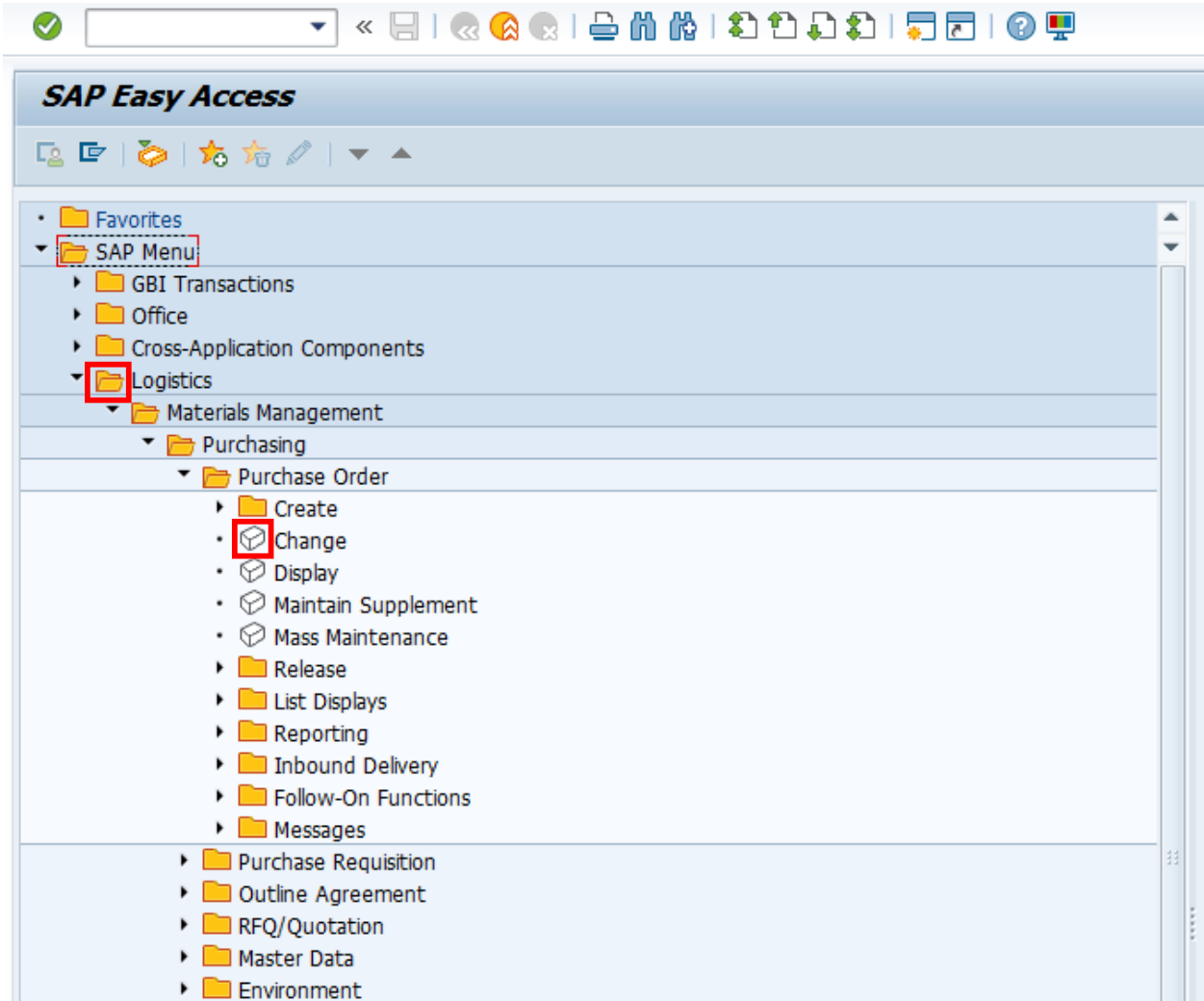
Tutorial Figure 0-4: SAP User Login Screen

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

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

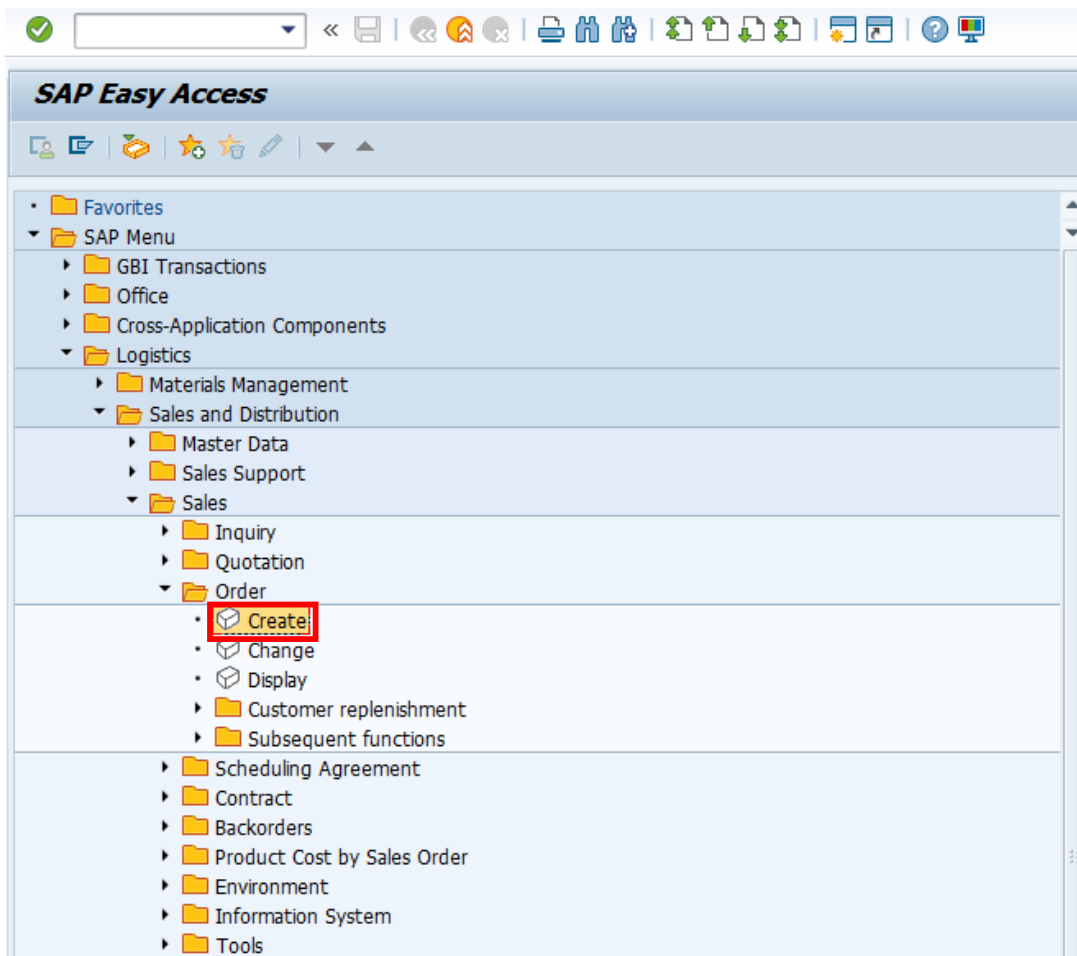
STEP 3: SAP TOOLBAR NAVIGATION

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



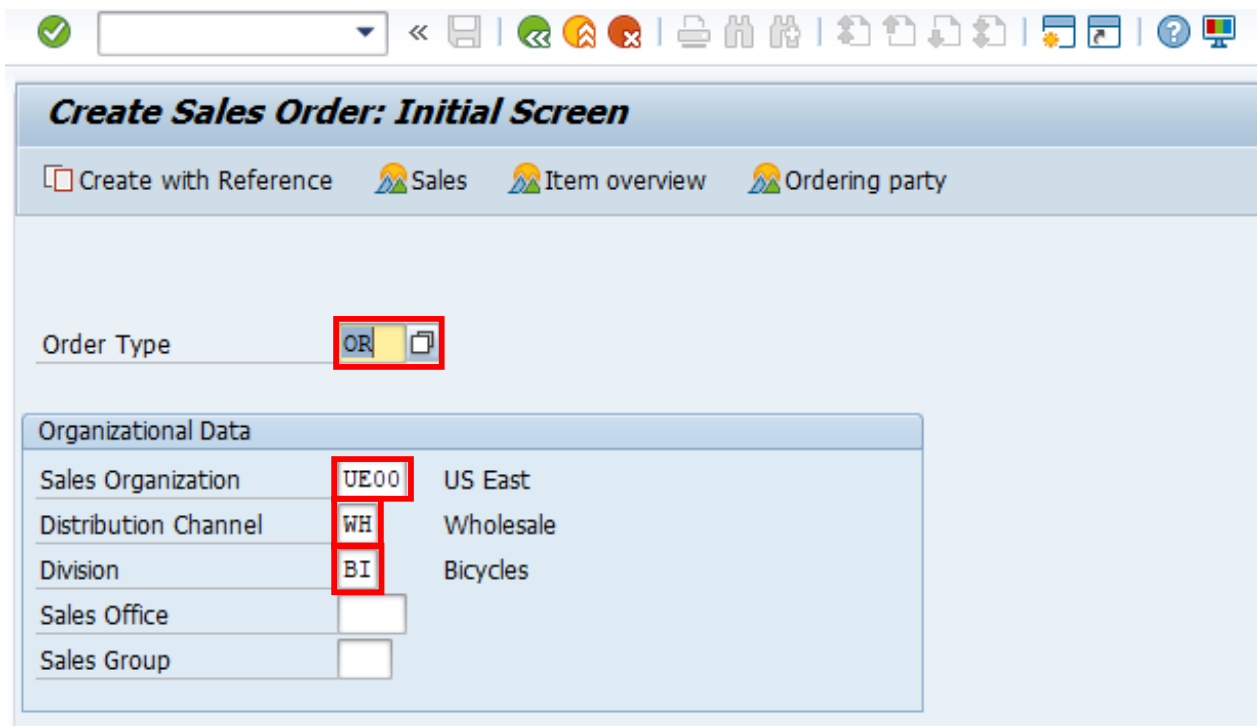
Tutorial Figure 0-8: Create Sales Order Menu Tree

Step 3.2: Using The Check Button

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:

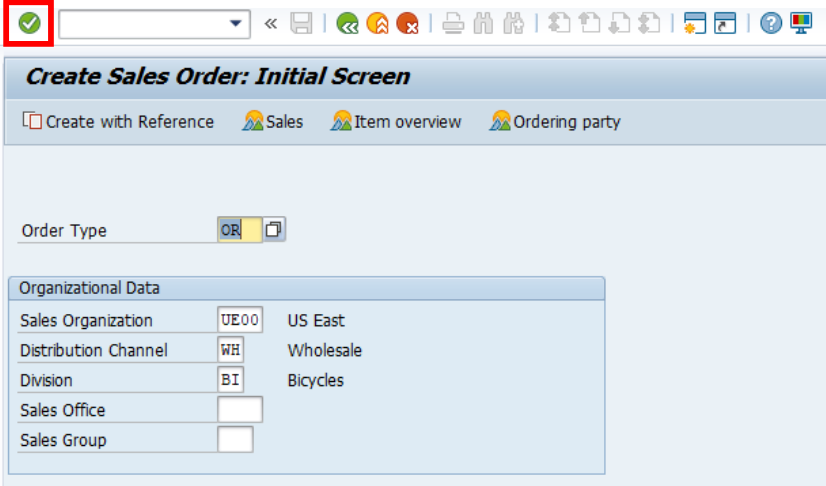
- Quotation Type: **OR**
- Sales Organization: **UE00**
- Distribution Channel: **WH**
- Division: **BI**



Organizational Data		
Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		

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

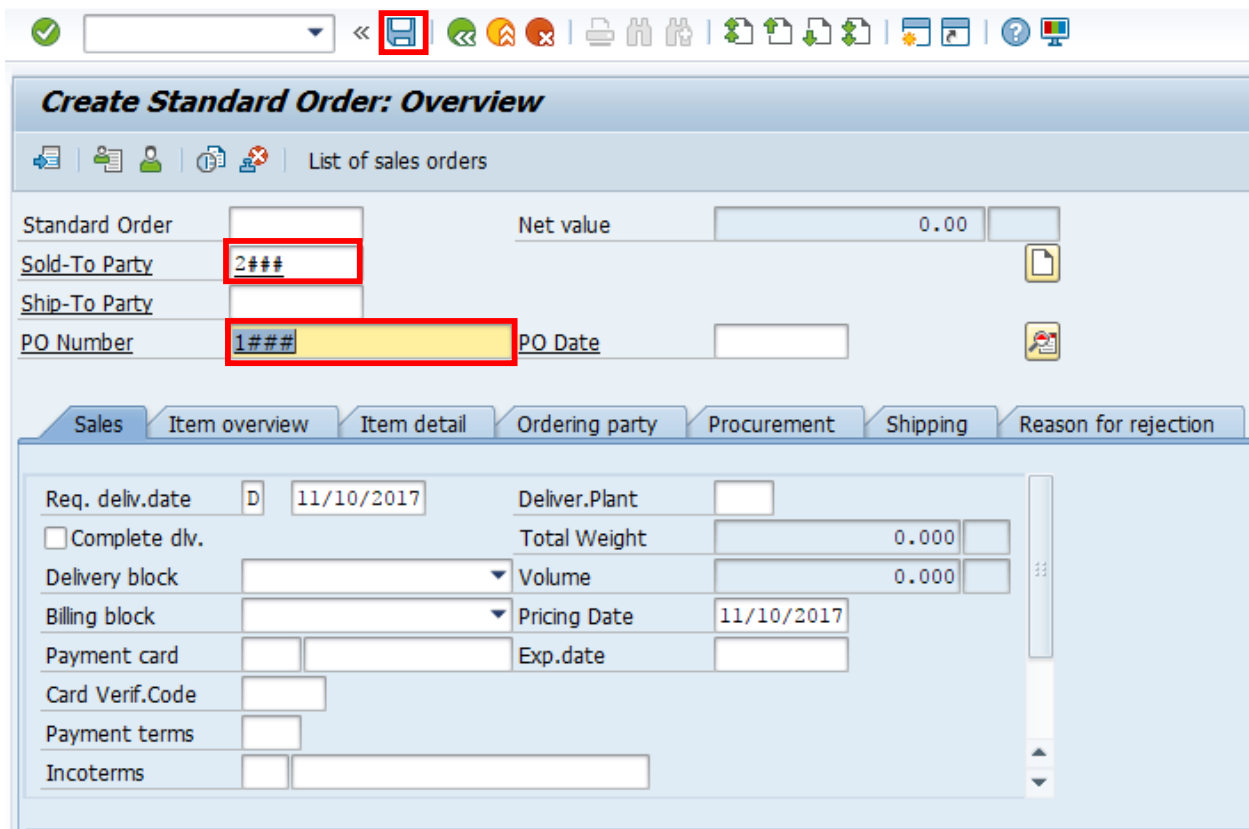
Step 3.3: Using The Save Button

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  .



Create Standard Order: Overview

List of sales orders

Standard Order		Net value	0.00
Sold-To Party	2###		
Ship-To Party			
PO Number	1###	PO Date	


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

Req. deliv.date	D	11/10/2017	Deliver.Plant	
<input type="checkbox"/> Complete delv.			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				
Incoterms				

Tutorial Figure 0-11: Save Button

Step 3.4: Using The Exit Button




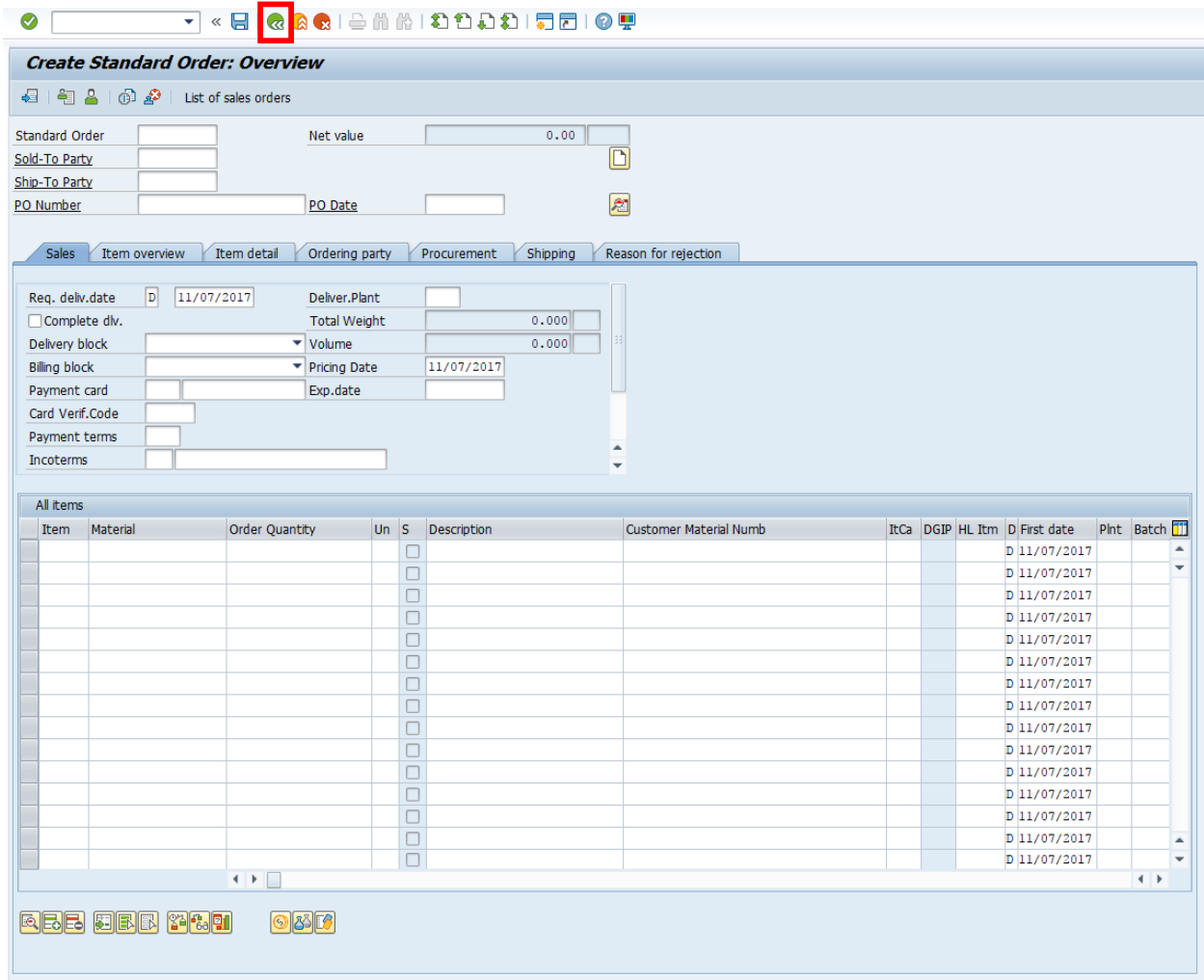
The yellow exit button  will allow you to exit to the SAP Easy Access Menu

The screenshot shows the SAP 'Create Standard Order: Overview' interface. The top toolbar contains several icons, with the yellow exit button (a house icon) highlighted by a red box. Below the toolbar, the 'List of sales orders' section includes fields for 'Standard Order', 'Net value' (0.00), 'Sold-To Party', 'Ship-To Party', 'PO Number', and 'PO Date'. The 'Sales' tab is active, showing 'Item overview' details. The 'Req. deliv.date' is set to 11/07/2017, and 'Deliver.Plant' is empty. Other fields include 'Complete dlv.', 'Delivery block', 'Billing block', 'Payment card', 'Card Verif.Code', 'Payment terms', and 'Incoterms'. The 'All items' table below has columns for Item, Material, Order Quantity, Un, S, Description, Customer Material Num, ItCa, DGIP, HL Itm, D First date, PInt, and Batch. The table contains multiple rows with 'D 11/07/2017' in the 'D First date' column. The SAP logo is visible in the bottom right corner.

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.

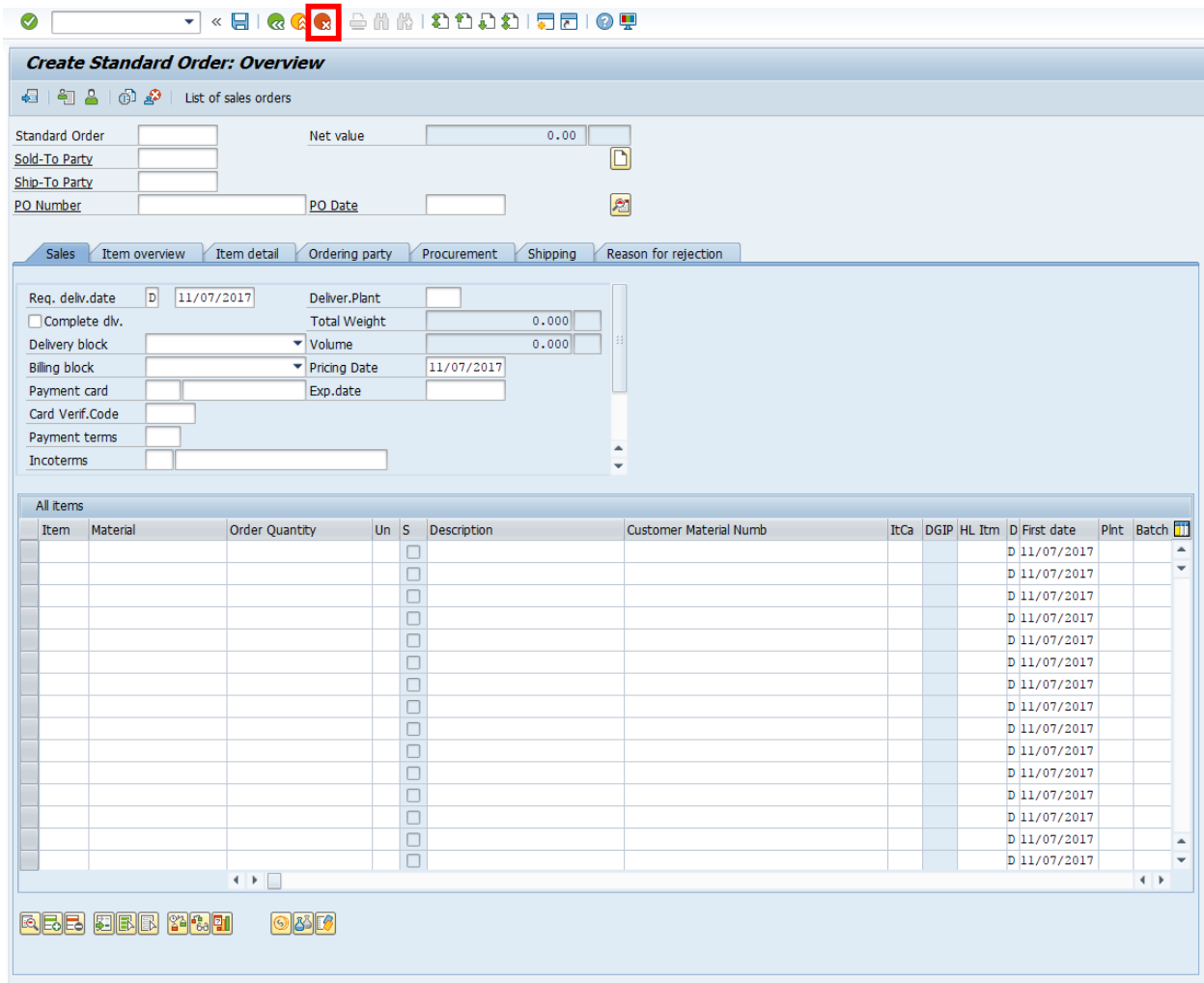


The screenshot shows the SAP 'Create Standard Order: Overview' interface. At the top, there is a toolbar with various icons. The green back button (two arrows pointing left) is highlighted with a red box. Below the toolbar, the screen displays the 'List of sales orders' section with fields for 'Standard Order', 'Net value' (0.00), 'Sold-To Party', 'Ship-To Party', 'PO Number', and 'PO Date'. A tabbed interface below shows 'Sales', 'Item overview', 'Item detail', 'Ordering party', 'Procurement', 'Shipping', and 'Reason for rejection'. The 'Item detail' tab is active, showing fields for 'Req. deliv.date' (11/07/2017), 'Deliver.Plant', 'Complete div.', 'Total Weight' (0.000), 'Delivery block', 'Volume' (0.000), 'Billing block', 'Pricing Date' (11/07/2017), 'Payment card', 'Exp.date', 'Card Verif.Code', 'Payment terms', and 'Incoterms'. At the bottom, there is a table titled 'All items' with columns: Item, Material, Order Quantity, Un, S, Description, Customer Material Numb, ItCa, DGIP, HL, Itm, D First date, PInt, and Batch. The table contains multiple rows with 'D' in the 'D' column and '11/07/2017' in the 'D First date' column. A bottom toolbar contains various utility icons.

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”.




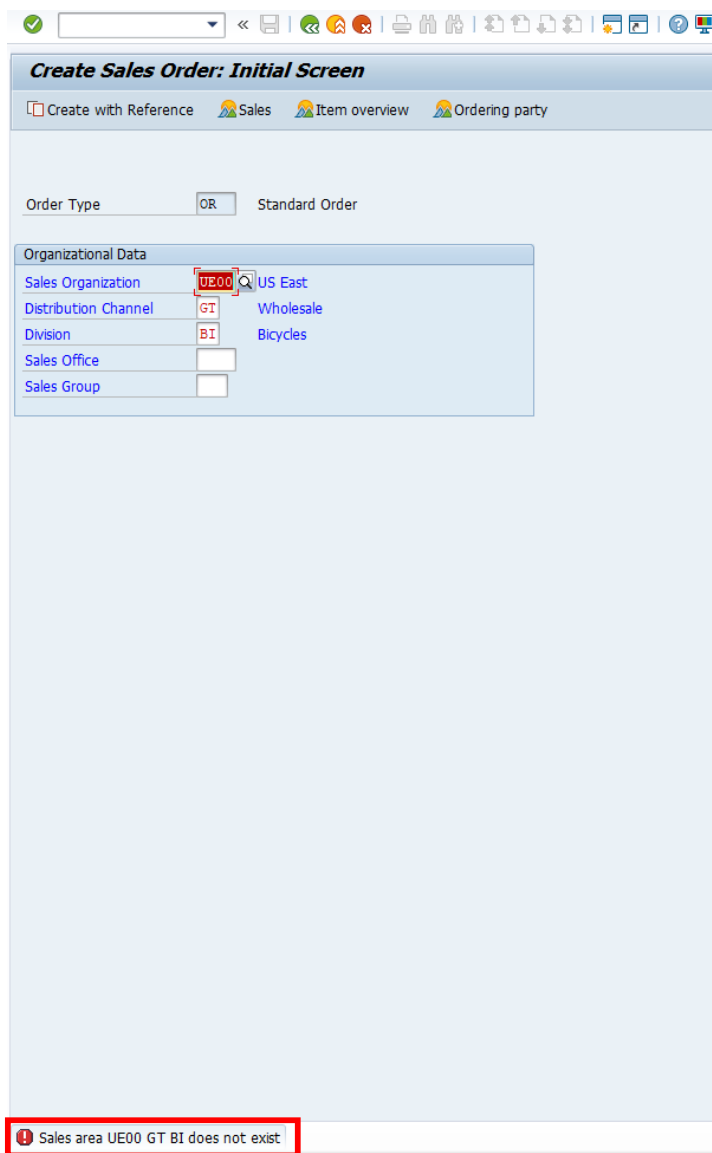
The screenshot shows the SAP 'Create Standard Order: Overview' interface. At the top, there is a navigation bar with a 'Cancel' button (a red circle with a white 'X') highlighted. Below this, the screen displays various fields for order details, including 'Standard Order', 'Net value', 'Sold-To Party', 'Ship-To Party', 'PO Number', and 'PO Date'. A tabbed interface is visible with tabs for 'Sales', 'Item overview', 'Item detail', 'Ordering party', 'Procurement', 'Shipping', and 'Reason for rejection'. The 'Item overview' tab is active, showing a table of items with columns for 'Item', 'Material', 'Order Quantity', 'Un', 'S', 'Description', 'Customer Material Numb', 'ItCa', 'DGIP', 'HL Itm', 'D First date', 'Pint', and 'Batch'. The table contains multiple rows of data, all with a 'D' in the 'D First date' column and a date of '11/07/2017'. At the bottom of the screen, there is a toolbar with various icons for navigation and actions.

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  or . 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  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

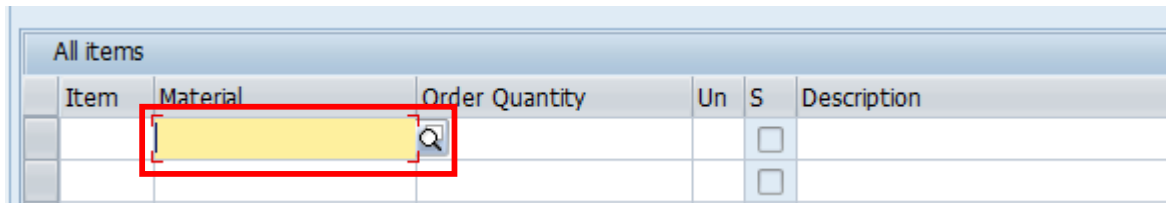
Step 3.8: Using The Search Button

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.

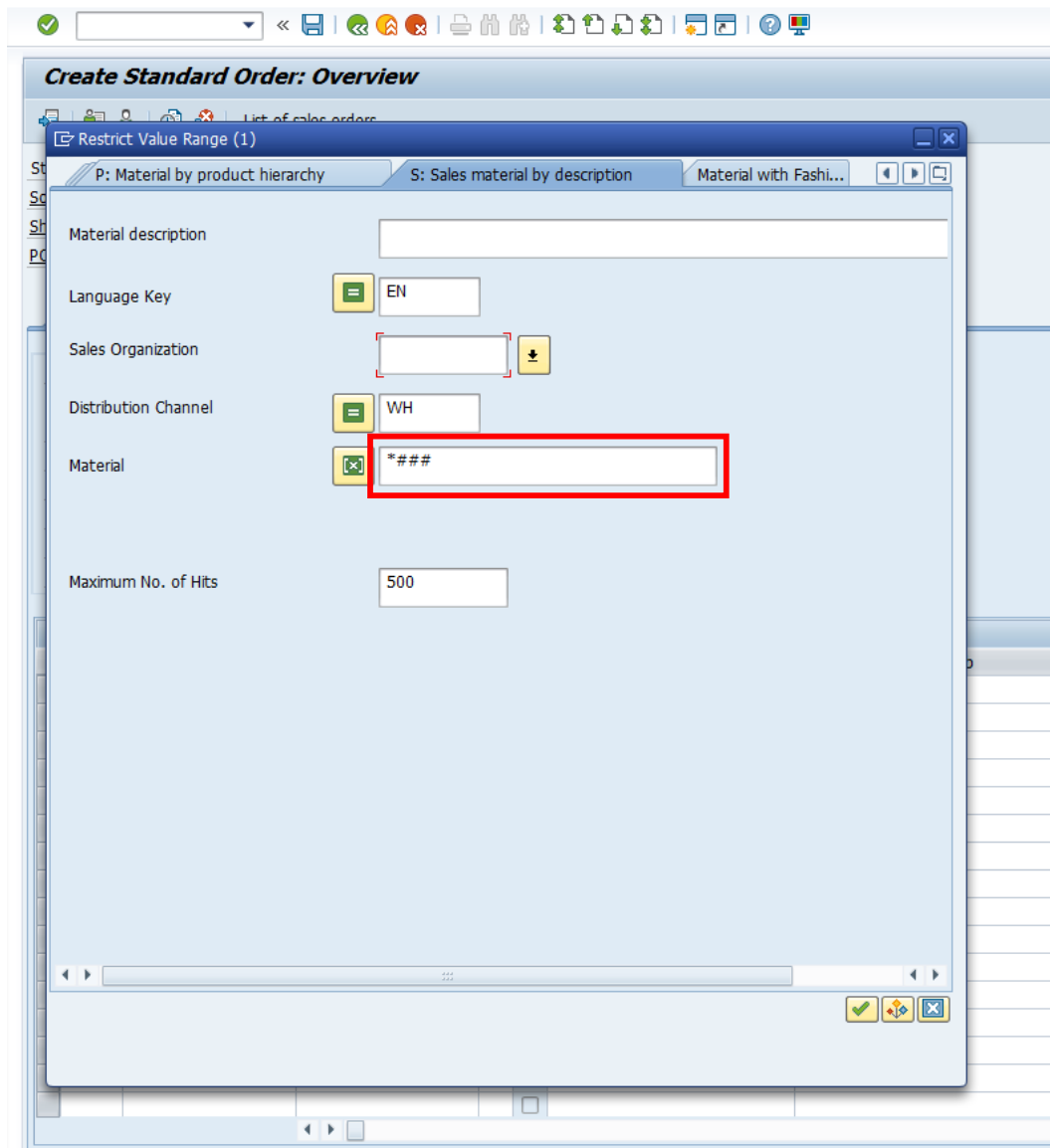


The screenshot shows a table with the following columns: Item, Material, Order Quantity, Un, S, and Description. The Material column is highlighted in yellow, and a red box is drawn around it. A magnifying glass icon is visible in the bottom right corner of the Material cell. The table has a header row and two data rows below it.

Item	Material	Order Quantity	Un	S	Description
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Tutorial Figure 0-20: Search Field – Click Inside Field

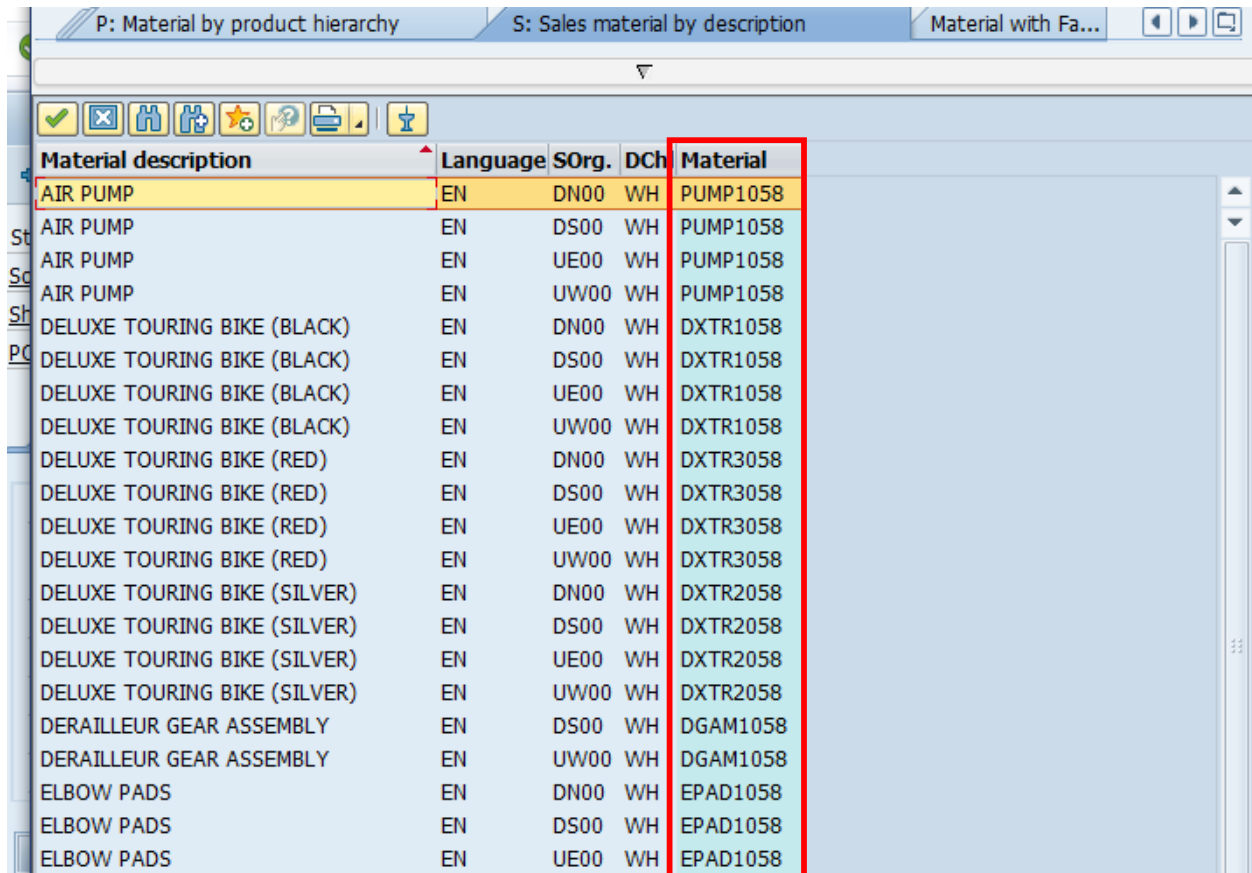
After you have clicked the F4 key on your keyboard or clicked on the , the following screen will appear. Enter * followed by **Your GBI Number** into the “Material” field to search for all materials that are defined for your GBI number.



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.**



The screenshot shows a SAP search results window with the following tabs: 'P: Material by product hierarchy', 'S: Sales material by description', and 'Material with Fa...'. The table below lists search results with columns for Material description, Language, SOrg, DCh, and Material. A red box highlights the 'Material' column, showing that all results end in '058'.

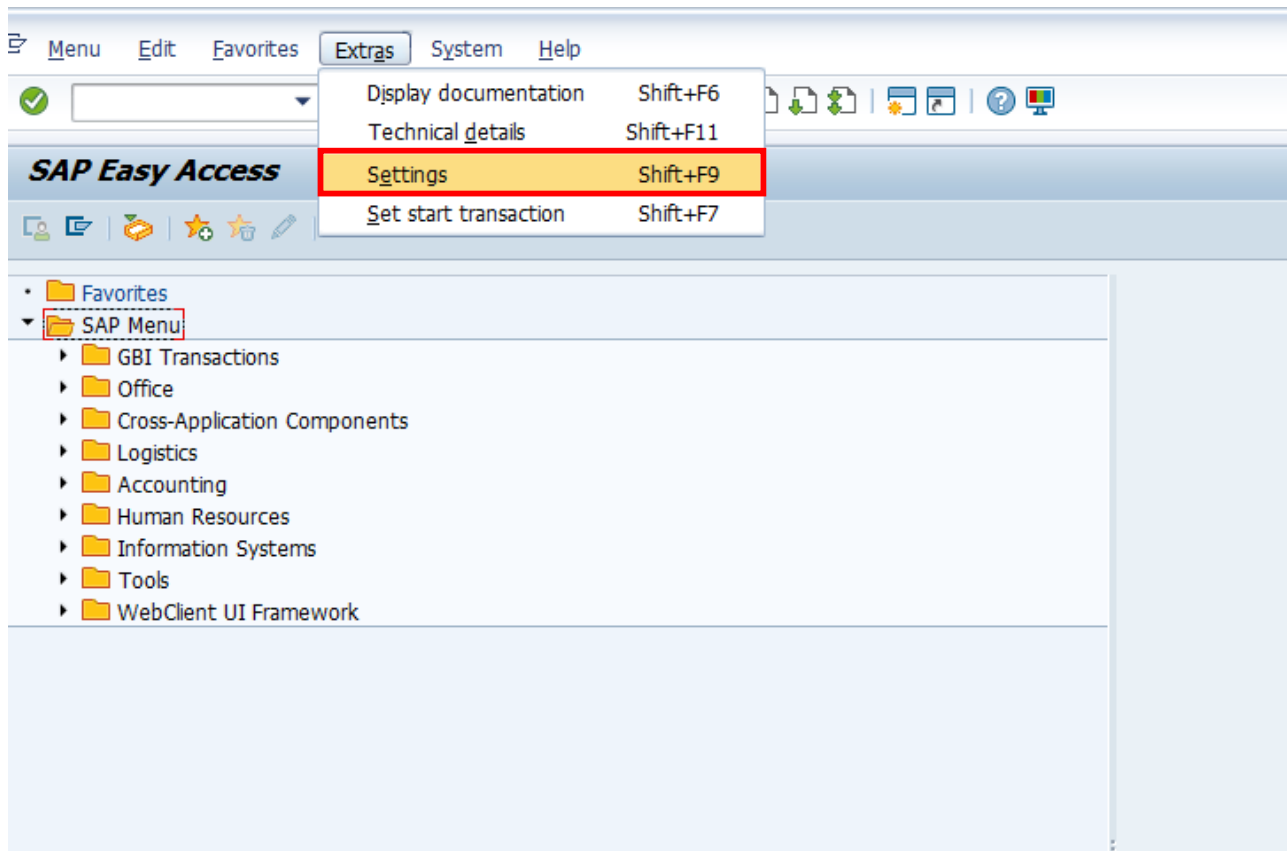
Material description	Language	SOrg.	DCh	Material
AIR PUMP	EN	DN00	WH	PUMP1058
AIR PUMP	EN	DS00	WH	PUMP1058
AIR PUMP	EN	UE00	WH	PUMP1058
AIR PUMP	EN	UW00	WH	PUMP1058
DELUXE TOURING BIKE (BLACK)	EN	DN00	WH	DXTR1058
DELUXE TOURING BIKE (BLACK)	EN	DS00	WH	DXTR1058
DELUXE TOURING BIKE (BLACK)	EN	UE00	WH	DXTR1058
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

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.

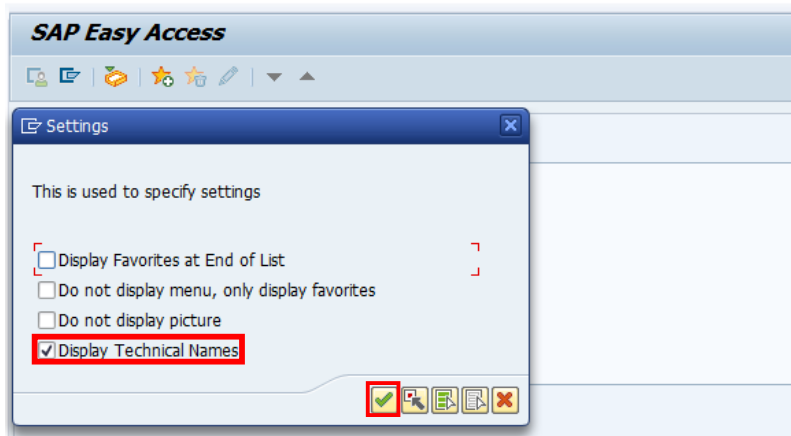
Step 4.1: Click on “Extras” then click on “Settings” in the Menu Bar



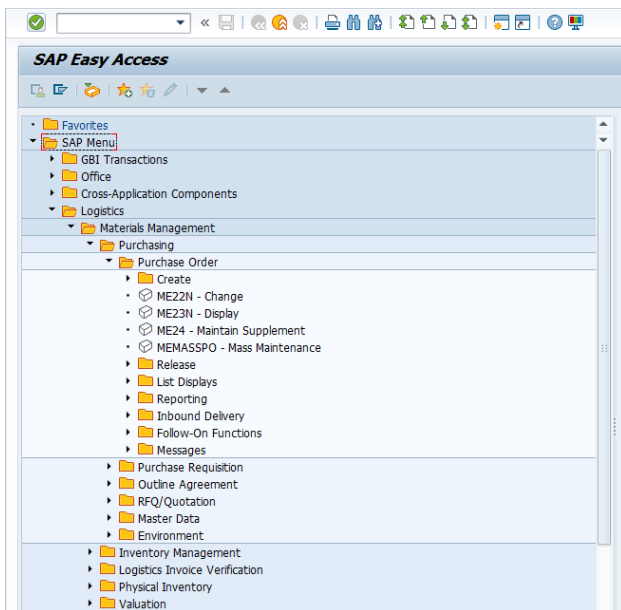
Tutorial Figure 0-23: SAP Easy Access Menu - Settings

Step 4.2: Click on “Display Technical Names”

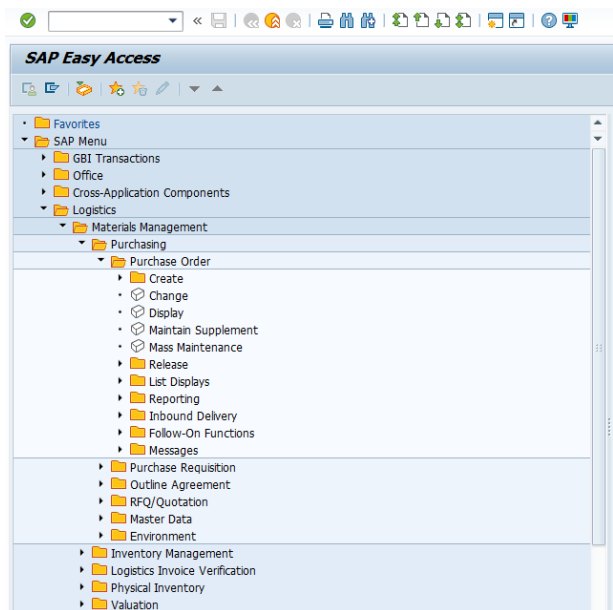
Click the  to enable the settings once you have selected “Display Technical Names”.



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



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Warnings

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TUTORIAL SCENARIO

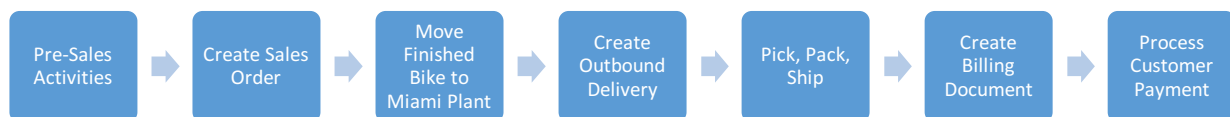
A customer has sent a request to purchase a **Deluxe Touring Bike (Silver)** that we need to fill. We need to process the customer's order and enter it into our system as a Sales Order. After the Sales Order has been entered into SAP, we will need to procure the raw materials needed to make the **Deluxe 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.



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.



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.

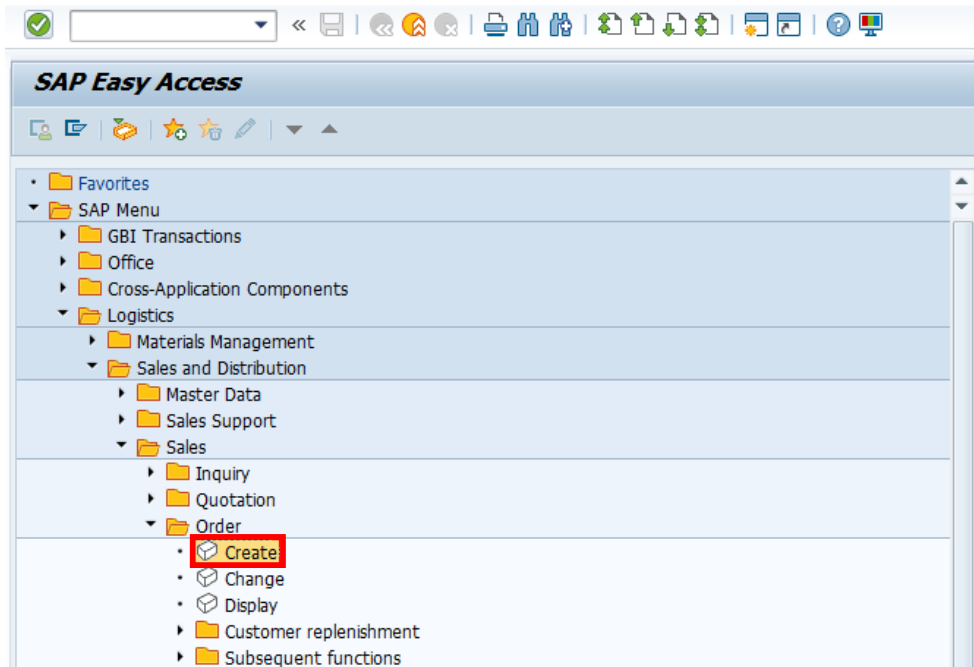


Tutorial Figure 1-2: Sales Process – Create Sales Order

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**

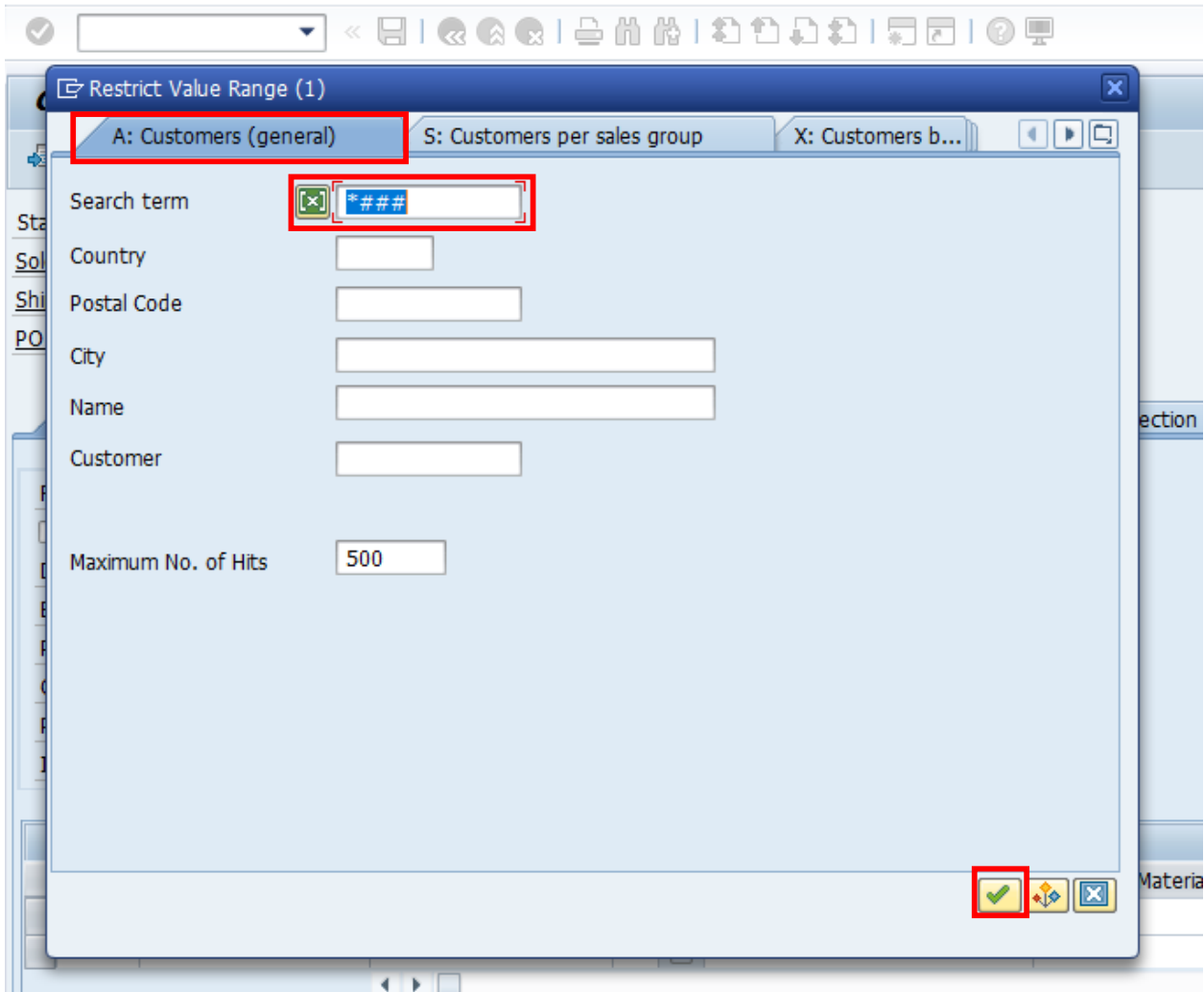
The screenshot shows the SAP 'Create Sales Order: Initial Screen' interface. At the top, there is a navigation bar with the title 'Create Sales Order: Initial Screen' and several icons. Below the navigation bar, there are four tabs: 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. The 'Sales' tab is active. The main area contains the following fields:

Order Type	OR
Organizational Data	
Sales Organization	UE00 US East
Distribution Channel	WH Wholesale
Division	BI Bicycles
Sales Office	
Sales Group	

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

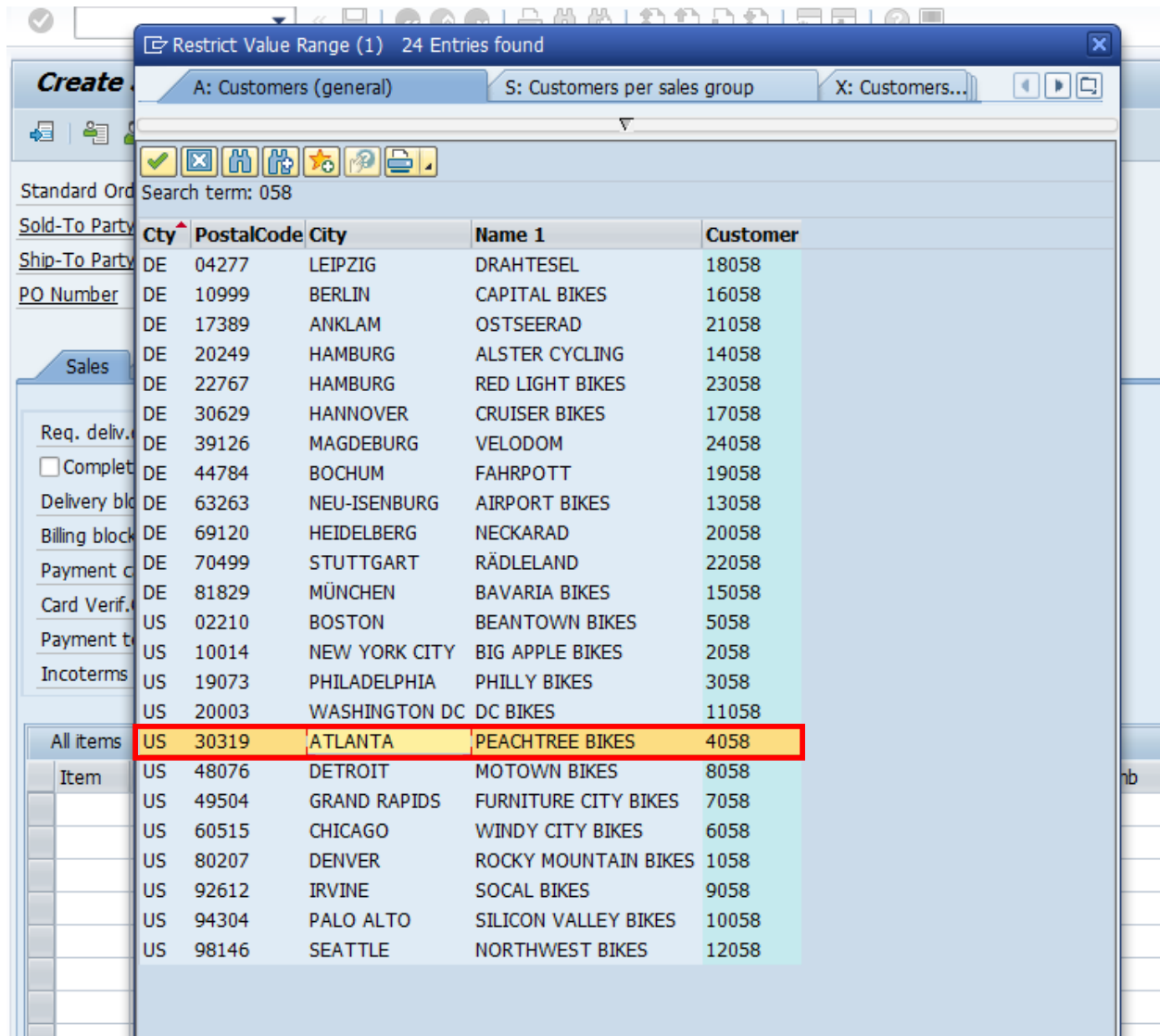
A search box will appear. Enter *### into the "Search Term" field where ### is your unique GBI Number. This is a special wild card search that will bring back all of your customers. Make sure you are in the "Customers (general)" tab.

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.



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**

The screenshot shows the SAP 'Create Standard Order: Overview' interface. At the top, there is a toolbar with various icons. Below the title bar, there are navigation icons and the text 'List of sales orders'. The main form area contains several input fields. The 'PO Number' field is set to '75###' and the 'PO Date' field is set to '11/07/2017', both highlighted with red boxes. Below these fields is a tabbed interface with 'Sales' selected. The 'Sales' tab shows fields for 'Req. deliv.date' (11/07/2017), 'Deliver.Plant', 'Total Weight' (0.000), 'Volume' (0.000), 'Billing block', 'Pricing Date' (11/07/2017), 'Exp.date', 'Card Verif.Code', 'Payment terms', and 'Incoterms'. Other tabs include 'Item overview', 'Item detail', 'Ordering party', 'Procurement', 'Shipping', and 'Reason for rejection'.

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**

The screenshot shows the SAP 'Create Standard Order: Overview' screen. The 'Req. deliv.date' field is highlighted with a red box and contains the date 11/21/2017. Other fields include Sold-To Party (4058), PO Number (75###), PO Date (11/07/2017), and various delivery and pricing parameters.

Standard Order		Net value	0.00
Sold-To Party	4058		
Ship-To Party			
PO Number	75###	PO Date	11/07/2017

Req. deliv.date: D 11/21/2017

Deliver.Plant:

Complete div.

Delivery block:

Volume: 0.000

Billing block:

Pricing Date: 11/07/2017

Payment card:



Exp.date:

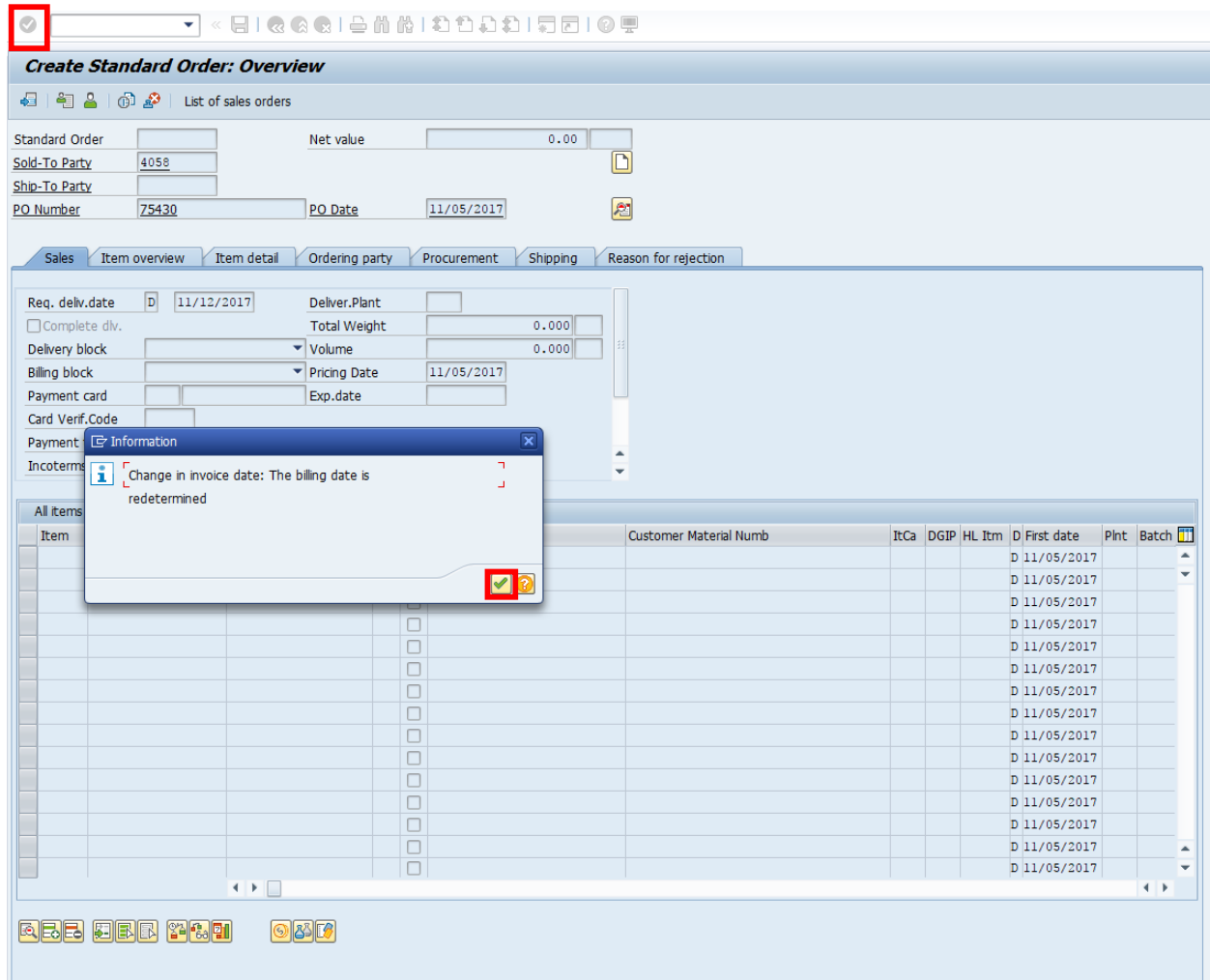
Card Verif.Code:

Payment terms:


Incoterms:

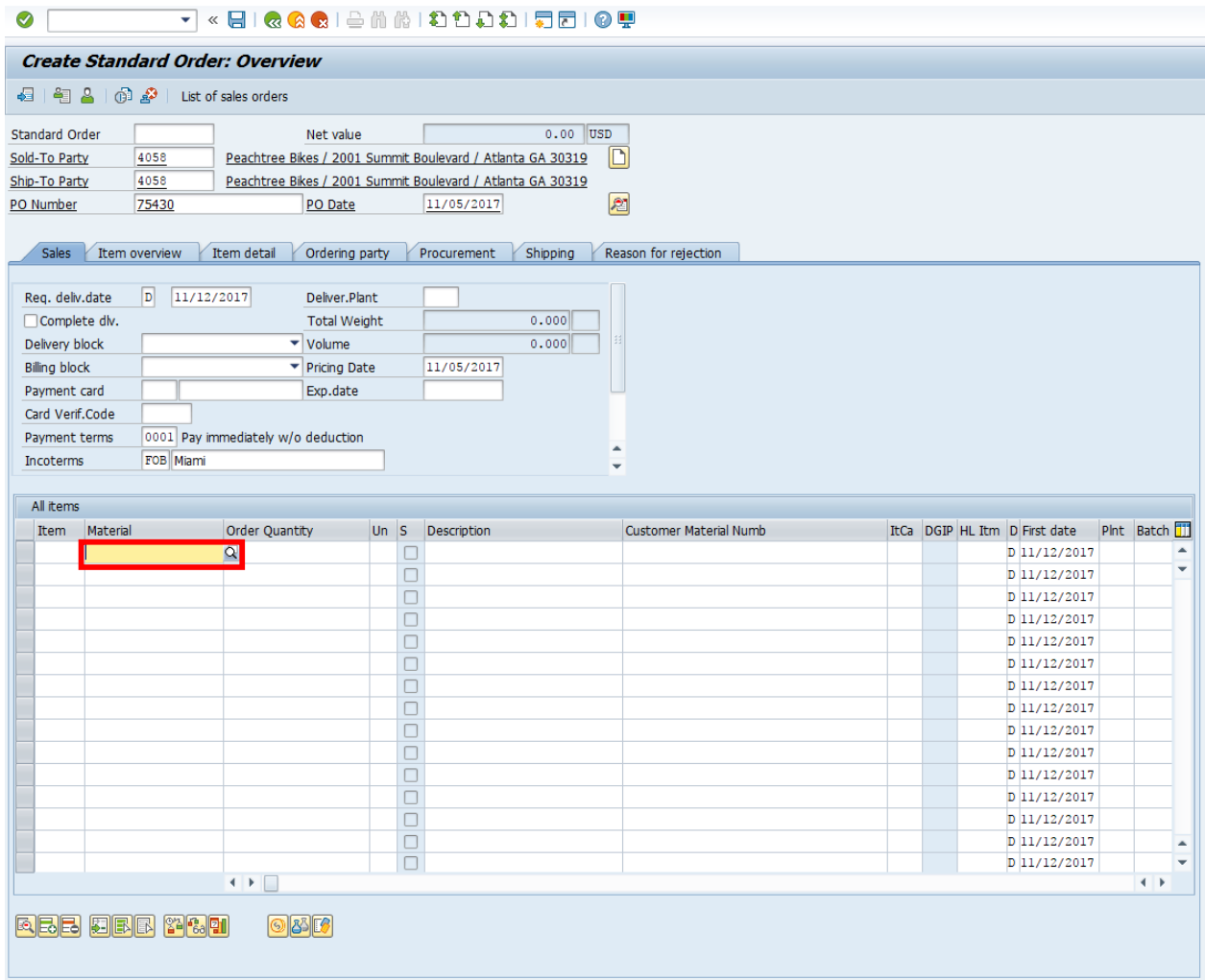
Tutorial Figure 1-9: Create Standard Order: Overview Screen – Requested Delivery Date

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 .



Create Standard Order: Overview

List of sales orders

Standard Order: [] Net value: 0.00 USD

Sold-To Party: 4058 Peachtree Bikes / 2001 Summit Boulevard / Atlanta GA 30319

Ship-To Party: 4058 Peachtree Bikes / 2001 Summit Boulevard / Atlanta GA 30319

PO Number: 75430 PO Date: 11/05/2017

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

Req. deliv.date: D 11/12/2017 Deliver.Plant: []

Complete delv. Total Weight: 0.000

Delivery block: [] Volume: 0.000

Billing block: [] Pricing Date: 11/05/2017

Payment card: [] Exp.date: []


Card Verif.Code: []

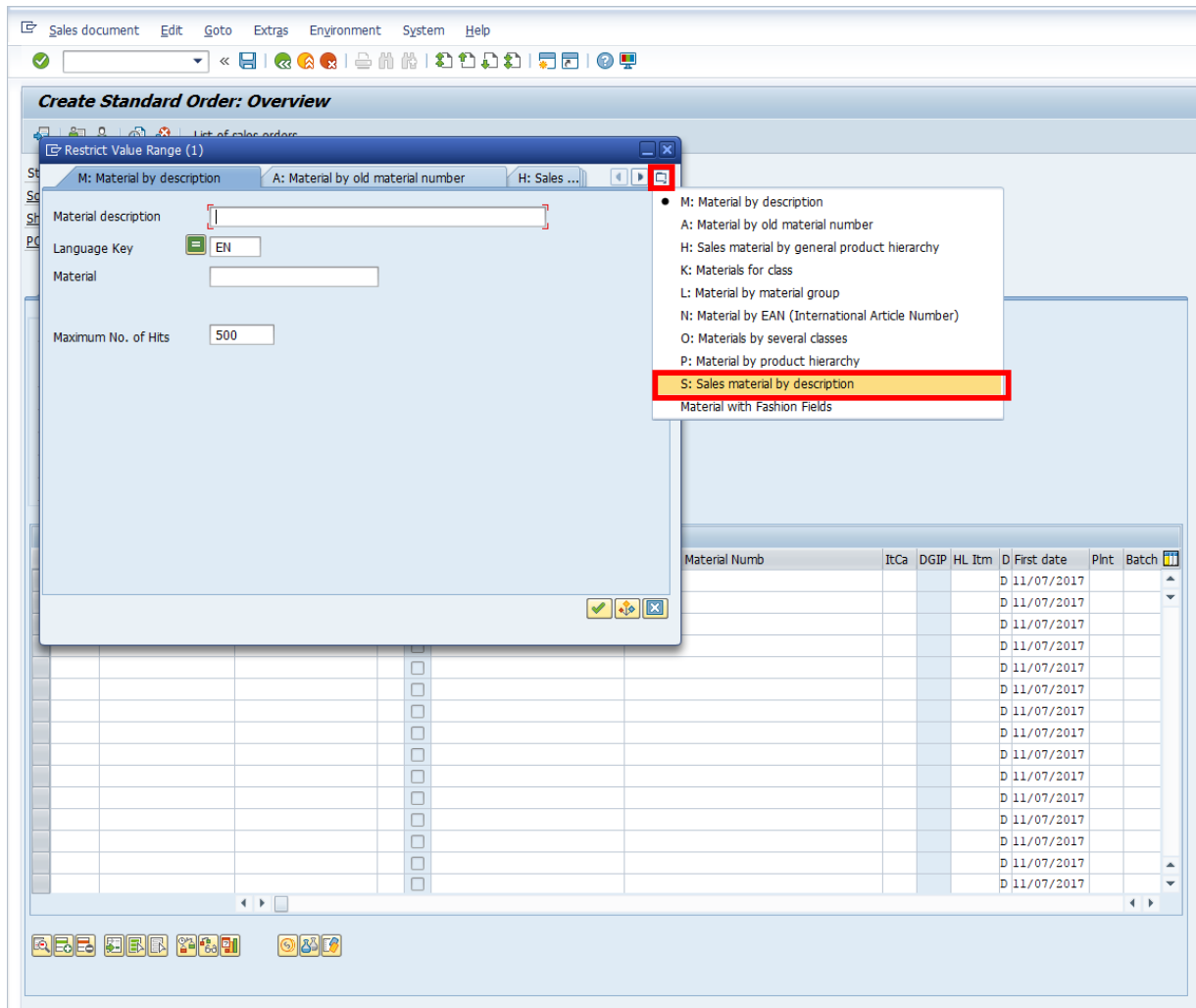
Payment terms: 0001 Pay immediately w/o deduction

Incoterms: FOB Miami

Item	Material	Order Quantity	Un	S	Description	Customer Material Num	ItCa	DGIP	HL Itm	D	First date	Plnt	Batch
	[]			<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		
				<input type="checkbox"/>						D	11/12/2017		

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

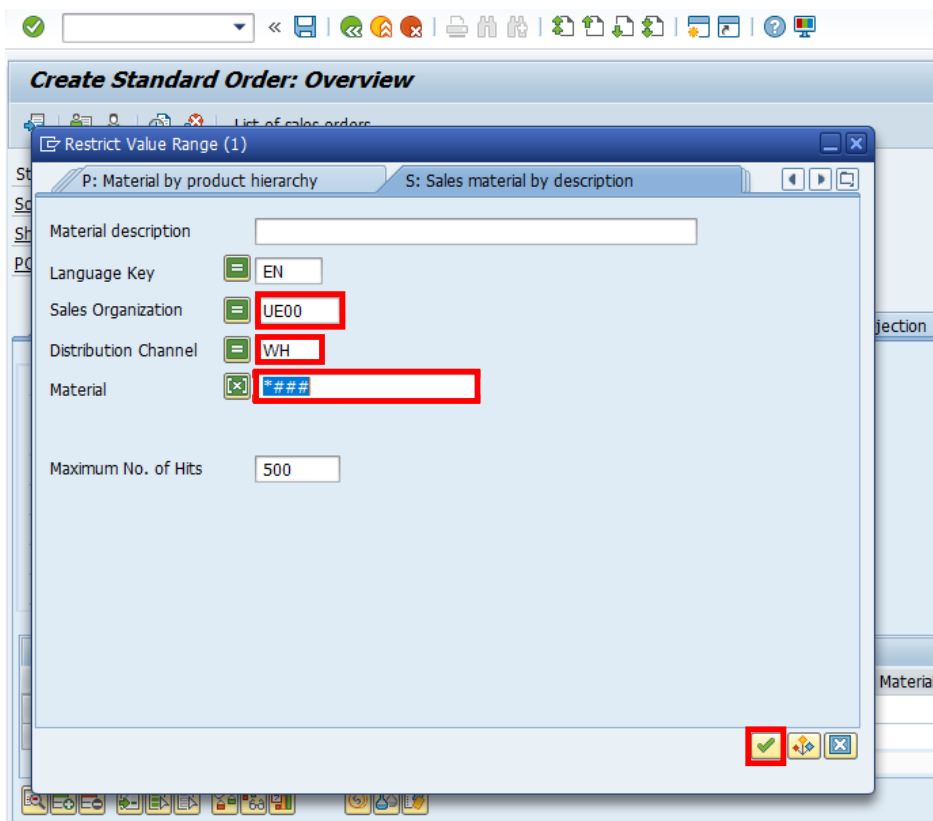
In the new search window verify the following:

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

Enter the following:

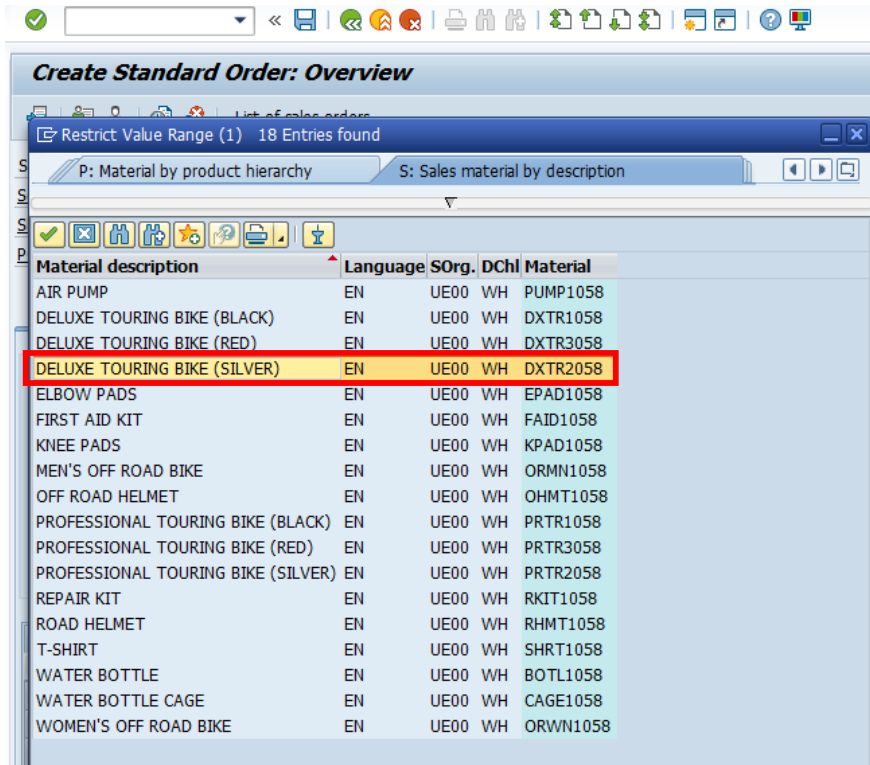
- Material: ***###**

Click  when you have entered and verified the above.



Tutorial Figure 1-13: Create Standard Order: Overview Screen – Material Search Inputs

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:

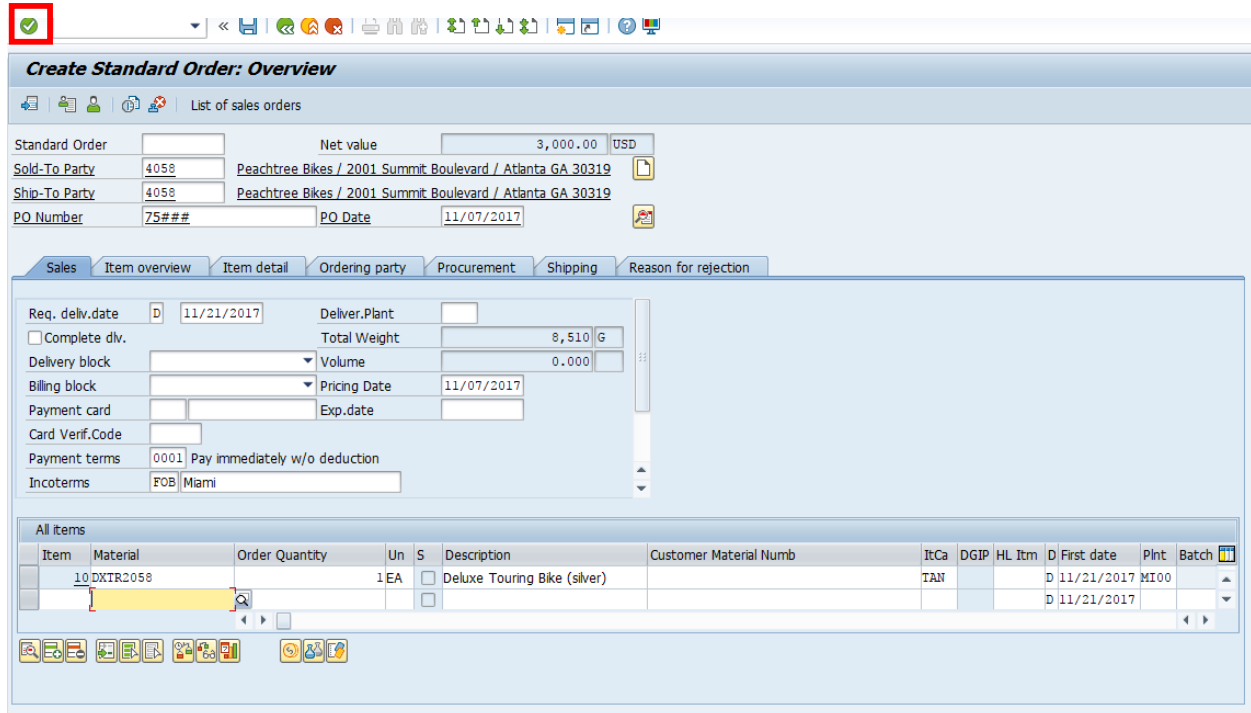
- Order Quantity: 1

The screenshot displays the SAP 'Create Standard Order: Overview Screen'. At the top, there are input fields for 'Card Verif.Code', 'Payment terms' (0001 Pay immediately w/o deduction), and 'Incoterms' (FOB Miami). Below this is a table titled 'All items' with the following columns: Item, Material, Order Quantity, Un, S, Description, Customer Material Numb, and ItCa. The first row of the table has 'DXTR2058' in the Material column and '1' in the Order Quantity column, both highlighted with a red border. Below the table is a toolbar with various icons for navigation and actions.

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa
	DXTR2058	1		<input type="checkbox"/>			
				<input type="checkbox"/>			

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.



Create Standard Order: Overview

List of sales orders

Standard Order: [] Net value: 3,000.00 USD

Sold-To Party: 4058 Peachtree Bikes / 2001 Summit Boulevard / Atlanta GA 30319

Ship-To Party: 4058 Peachtree Bikes / 2001 Summit Boulevard / Atlanta GA 30319

PO Number: 75### PO Date: 11/07/2017

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

Req. deliv.date: D 11/21/2017 Deliver.Plant: []

Complete delv. Total Weight: 8,510 G

Delivery block: [] Volume: 0.000

Billing block: [] Pricing Date: 11/07/2017

Payment card: [] Exp.date: []

Card Verif.Code: []

Payment terms: 0001 Pay immediately w/o deduction


Incoterms: FOB Miami

All items

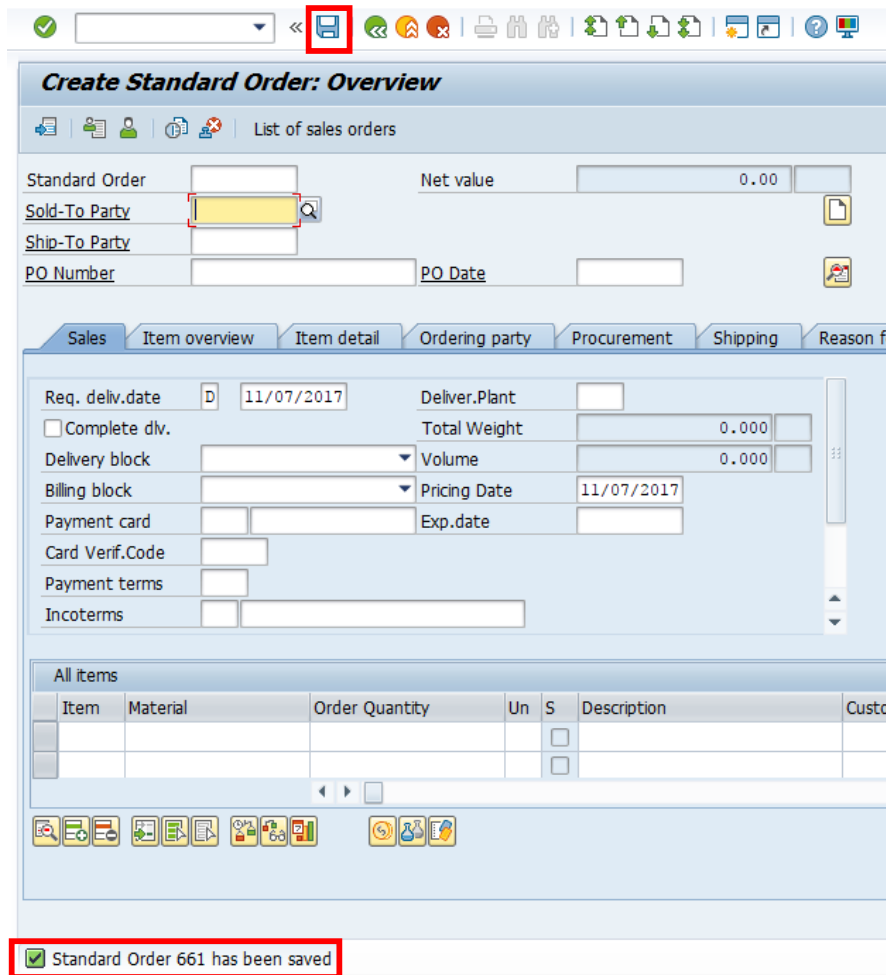
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DGIP	HL	Itm	D	First date	Plnt	Batch
	10 DXIR2058	1	EA	<input type="checkbox"/>	Deluxe Touring Bike (silver)		TAN				D	11/21/2017	MI00	
				<input type="checkbox"/>							D	11/21/2017		

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

Step 1.4: Save Sales Order

Click  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.**



Create Standard Order: Overview

Standard Order Net value

Sold-To Party

Ship-To Party

PO Number PO Date

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason f

Req. deliv.date Deliver.Plant

Complete div. Total Weight

Delivery block Volume

Billing block Pricing Date

Payment card Exp.date

Card Verif.Code

Payment terms

Incoterms

All items

Item	Material	Order Quantity	Un	S	Description	Custo
				<input type="checkbox"/>		
				<input type="checkbox"/>		


Standard Order 661 has been saved

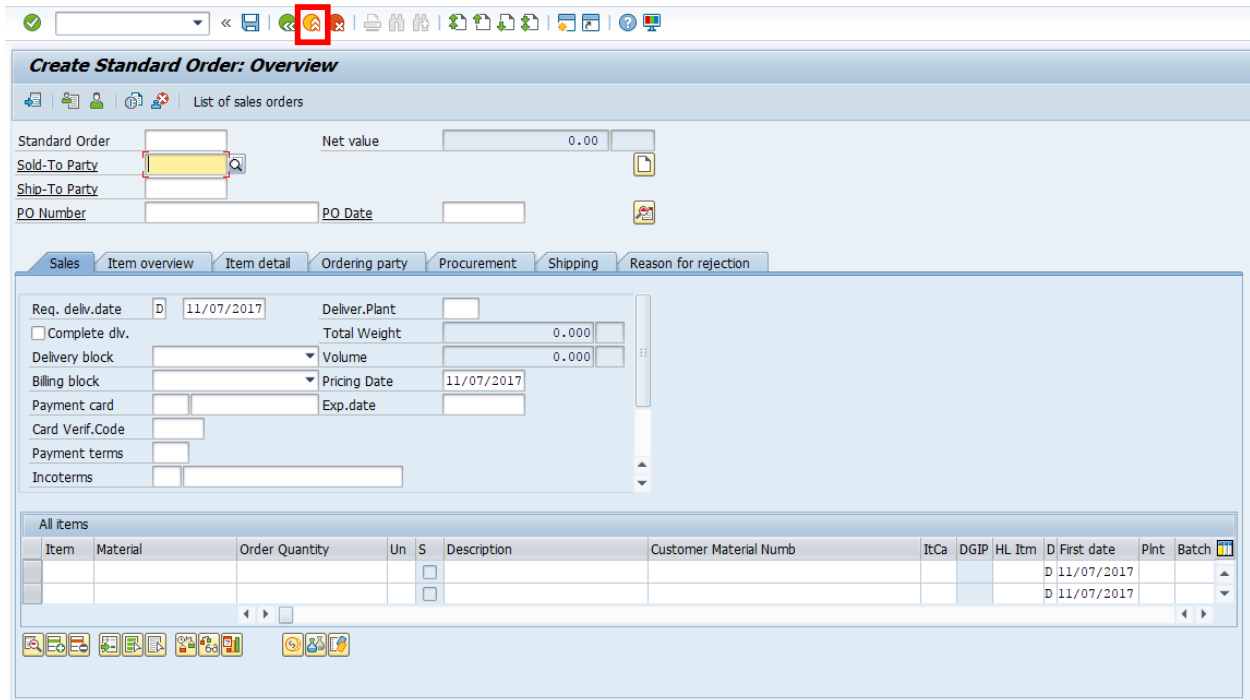
Tutorial Figure 1-17: Sales Order Save



Standard Order 661 has been saved

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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Warnings

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.

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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.

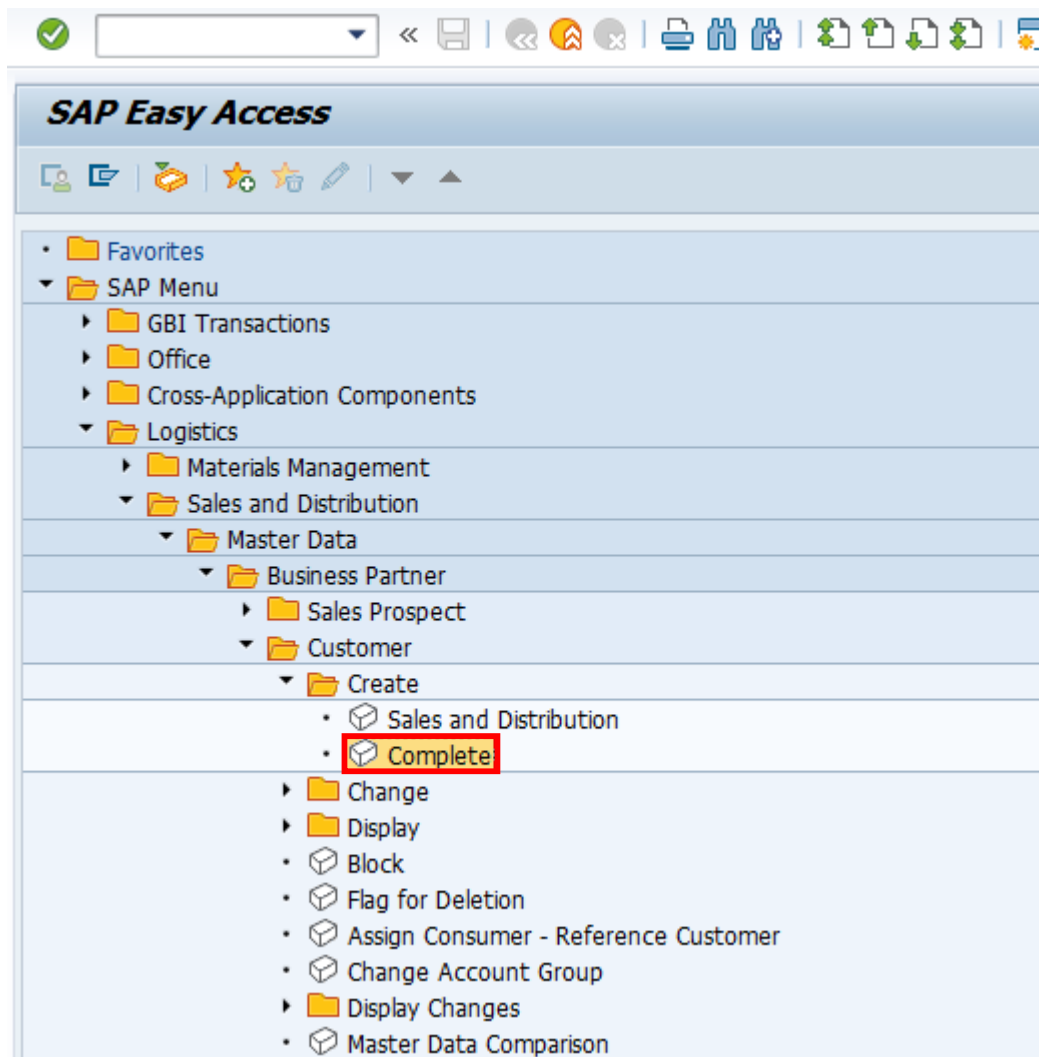
SALES YOU TRY IT 1: SCENARIO

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](#)

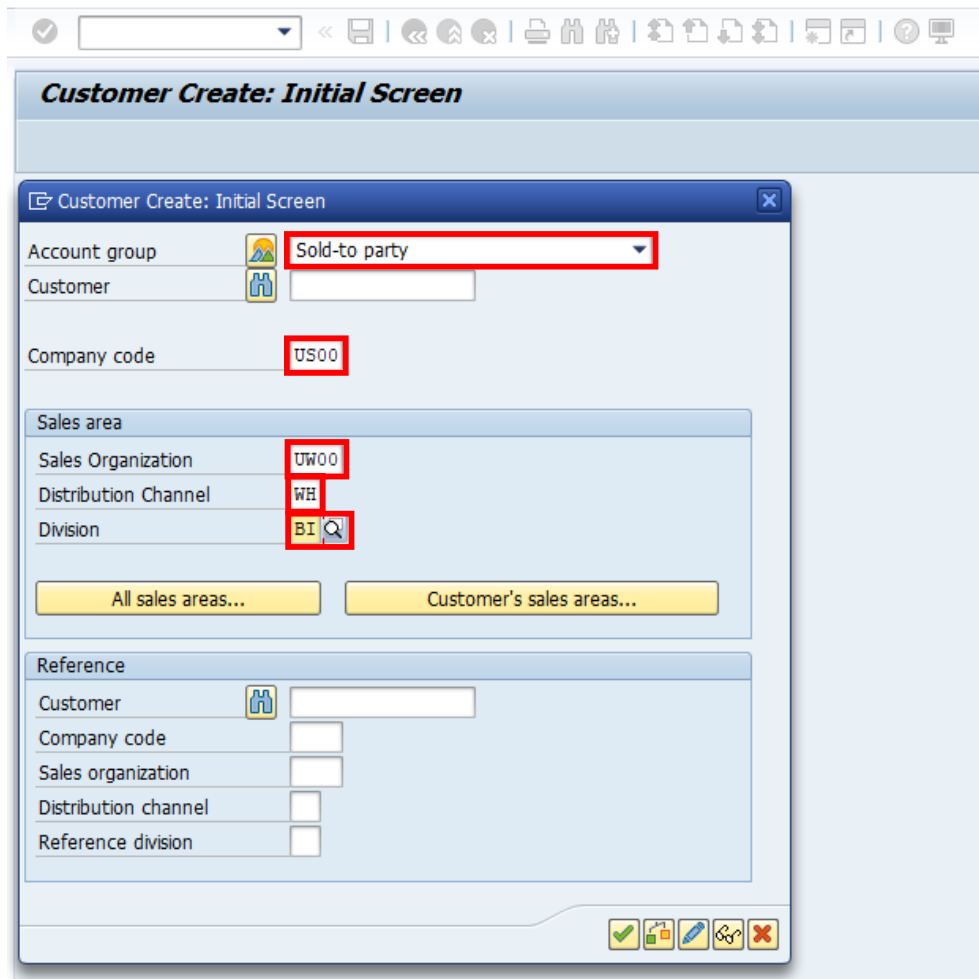


Tutorial Figure 1-20: Create Customer Menu Tree

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 .




The screenshot shows the SAP 'Customer Create: Initial Screen' dialog box. The 'Account group' dropdown is set to 'Sold-to party'. The 'Company code' is 'US00'. The 'Sales area' section includes 'Sales Organization' (UW00), 'Distribution Channel' (WH), and 'Division' (BI). The 'Reference' section has empty fields for 'Customer', 'Company code', 'Sales organization', 'Distribution channel', and 'Reference division'. The dialog box has a toolbar at the bottom with icons for save, print, and other actions.

Field	Value
Account group	Sold-to party
Customer	
Company code	US00
Sales Organization	UW00
Distribution Channel	WH
Division	BI
Customer (Reference)	
Company code (Reference)	
Sales organization (Reference)	
Distribution channel (Reference)	
Reference division	

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).



Create Customer: General Data

Other Customer Sales Area Data

Customer: INTERNAL

Address Control Data Payment Transactions Marketing Unloading Points Export Data

Preview

Name

Title: Company

Name: Trail Extreme

Search Terms

Search term 1/2: ###

Street Address

Street/House number: 200 Lakeside Drive

Postal Code/City: 98595 Westport

Country: US Region: WA

PO Box Address

PO Box:

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”

Create Customer: General Data

Other Customer **Company Code Data** Sales Area Data

Customer: INTERNAL

Address | Control Data | Payment Transactions | Marketing | Unloading Points | Export Data

Name
 Title: Company
 Name: Trail Extreme

Search Terms
 Search term 1/2: *###

Street Address
 Building Code: Room: Floor:
 c/o:
 Street 2:
 Street 3:
 Street/House number: 200 Lakeside Drive Suppl.:
 Street 4:
 Street 5:
 District:
 Different City:
 Postal Code/City: 98595 Westport
 Country: US USA Region: WA Washington
 Time zone: Tax Juris.:
 Transportation Zone: **000000002**
 Structure Group:
 Undeliverable:

PO Box Address
 PO Box:
 Postal code:
 Company Postal Code:

Tutorial Figure 1-23: Create Customer – Address

Enter the following:

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

Then click “Payment Transactions”

Create Customer: Company Code Data

Other Customer General Data Sales Area Data

Customer: INTERNAL Trail Extreme Westport
 Company Code: US00 Global Bike Inc.

Account Management **Payment Transactions** Correspondence Insurance

Accounting information

Recon. account: 110000 Sort key: 001
 Head office:
 Authorization: Cash mgmt group:
 Value adjustment:

Interest calculation

Interest indic.: Last key date:
 Interest cycle: Last interest run:

Reference data

Prev.acct no.: Personnel number:
 Buying Group:

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”

Create Customer: Company Code Data

Other Customer General Data **Sales Area Data** ↩ ↪

Customer INTERNAL Trail Extreme Westport
Company Code US00 Global Bike Inc.

Account Management **Payment Transactions** Correspondence Insurance

Payment data

Terms of payment 0001 Tolerance group
Known/neg.leave
B/e charges payt term
AR Pledging Ind
Time until check paid
 Payment history record

Automatic payment transactions

Payment methods
Alternat.payer
B/exch.limit USD Payment block
House bank
 Single payment Grouping key
Next payee
 Payment advice by EDI Lockbox

Payment advice notes

Rsn code conv.
Selection rule

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

The screenshot shows the SAP 'Create Customer: Sales Area Data' form. The 'Shipping' tab is selected and highlighted with a red box. The form contains several sections with input fields and dropdown menus. The 'Sales order' section includes fields for Sales district, Sales Office, Sales Group, Customer group, ABC class, Currency (set to USD), and Order probab. (100%). The 'Pricing/Statistics' section includes Price group, Cust.pric.proc. (1), Price List, and Cust.Stats.Grp (1). The 'Agency business' section has a checkbox for 'Relevant for agency business'. The 'Customer hierarchy' section includes Hierarchy type, Higher-level customer, Valid from (11/09/2017), and Valid to (12/31/9999).

Field	Value
Customer	INTERNAL
Sales Org.	UW00
Distr. Channel	WE
Division	BI
Trail Extreme	Westport
US West	
Wholesale	
Bicycles	
Order probab.	100 %
Currency	USD
United States Dollar	
Cust.pric.proc.	1
Standard	
Cust.Stats.Grp	1
Valid from	11/09/2017
Valid to	12/31/9999

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”

Create Customer: Sales Area Data

Other Customer | General Data | Company Code Data

Customer: INTERNAL Trail Extreme Westport
Sales Org.: UW00 US West
Distr. Channel: WH Wholesale
Division: BI Bicycles

Sales | Shipping | **Billing Documents** | Partner Functions

Shipping

Delivery Priority: 02 Order Combination
Shipping Conditions: 01
Delivering Plant: SD00
 Relevant for POD
POD timeframe: []

Partial deliveries

Complete delivery required
Partial delivery per item: [] Partial delivery allowed
Max. partial deliveries: 9
 Unlimited tol.
Underdel. Tolerance: []
Overdeliv. Tolerance: []

General transportation data

Transportation Zone: 0000000002 Region West

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)**

Create Customer: Sales Area Data

Other Customer General Data Company Code Data

Customer: INTERNAL Trail Extreme Westport
 Sales Org.: UW00 US West
 Distr. Channel: WH Wholesale
 Division: BI Bicycles

Sales Shipping **Billing Documents** Partner Functions

Billing document

Subs. invoice processing Rebate Price determin.
 Invoicing dates:
 InvoicingListDates:

Delivery and payment terms

Incoterms: **FOB** **Olympia**
 Terms of payment: **0001** Pay immediately w/o deduction

Accounting

Acct assgmt group: **01** Domestic Revenues


Taxes

Country	Name	Tax categ...	Name	Tax...	Description
US	USA	UTX2	County Sales Tax	0	Exempt
US	USA	UTX3	City Sales Tax	0	Exempt
US	USA	UTXJ	Tax Jurisdict.Code	0	Exempt


Licenses

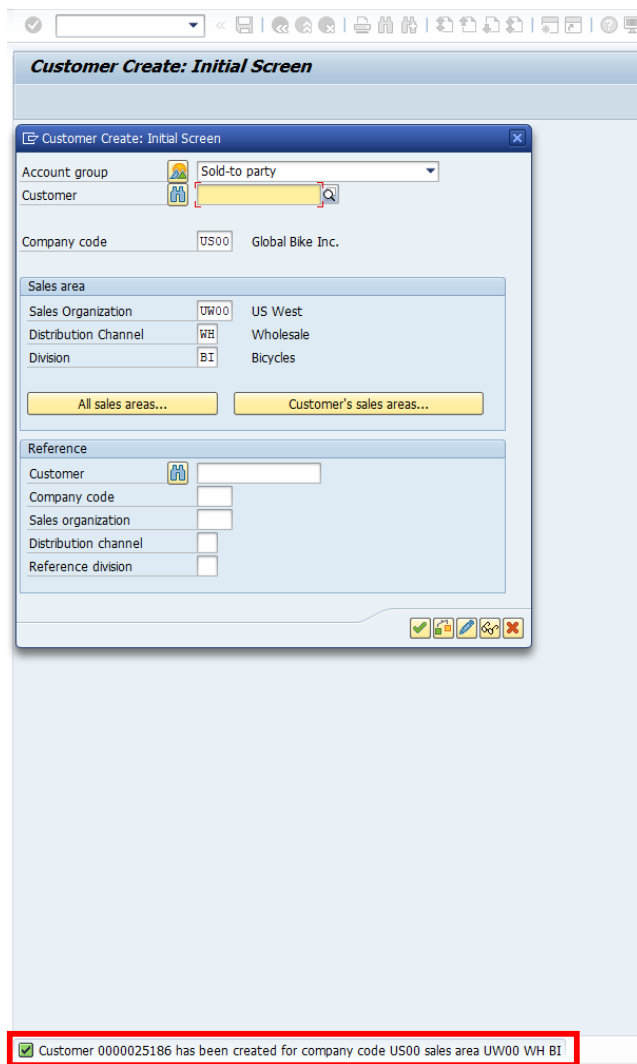
Tutorial Figure 1-28: Create Customer – Sales Area Billing

Step 1.1: Save Customer

Click  to save your new customer **Trail Extreme**.

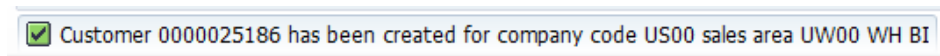
Once you have clicked “Save”, notice the new green check at the bottom of the screen with your Customer Number. **Please write down this Customer Number on your You Try It Document Tracking sheet under the Customer row.**

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



The screenshot shows the SAP 'Customer Create: Initial Screen' window. The 'Account group' is set to 'Sold-to party'. The 'Customer' field is highlighted in yellow. The 'Company code' is 'US00' for 'Global Bike Inc.'. The 'Sales area' section shows 'Sales Organization' as 'UW00' (US West), 'Distribution Channel' as 'WH' (Wholesale), and 'Division' as 'BI' (Bicycles). There are buttons for 'All sales areas...' and 'Customer's sales areas...'. The 'Reference' section has empty fields for 'Customer', 'Company code', 'Sales organization', 'Distribution channel', and 'Reference division'. At the bottom, a green checkmark icon is visible. A red box highlights the message: 'Customer 0000025186 has been created for company code US00 sales area UW00 WH BI'.

Tutorial Figure 1-29: Save Customer



A close-up of the message box from the screenshot, showing a green checkmark icon and the text: 'Customer 0000025186 has been created for company code US00 sales area UW00 WH BI'.

Tutorial Figure 1-30: Customer Number

Tutorial 1
You Try It 2
Creating a Sales Order



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Warnings

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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.

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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.



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)**.



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**

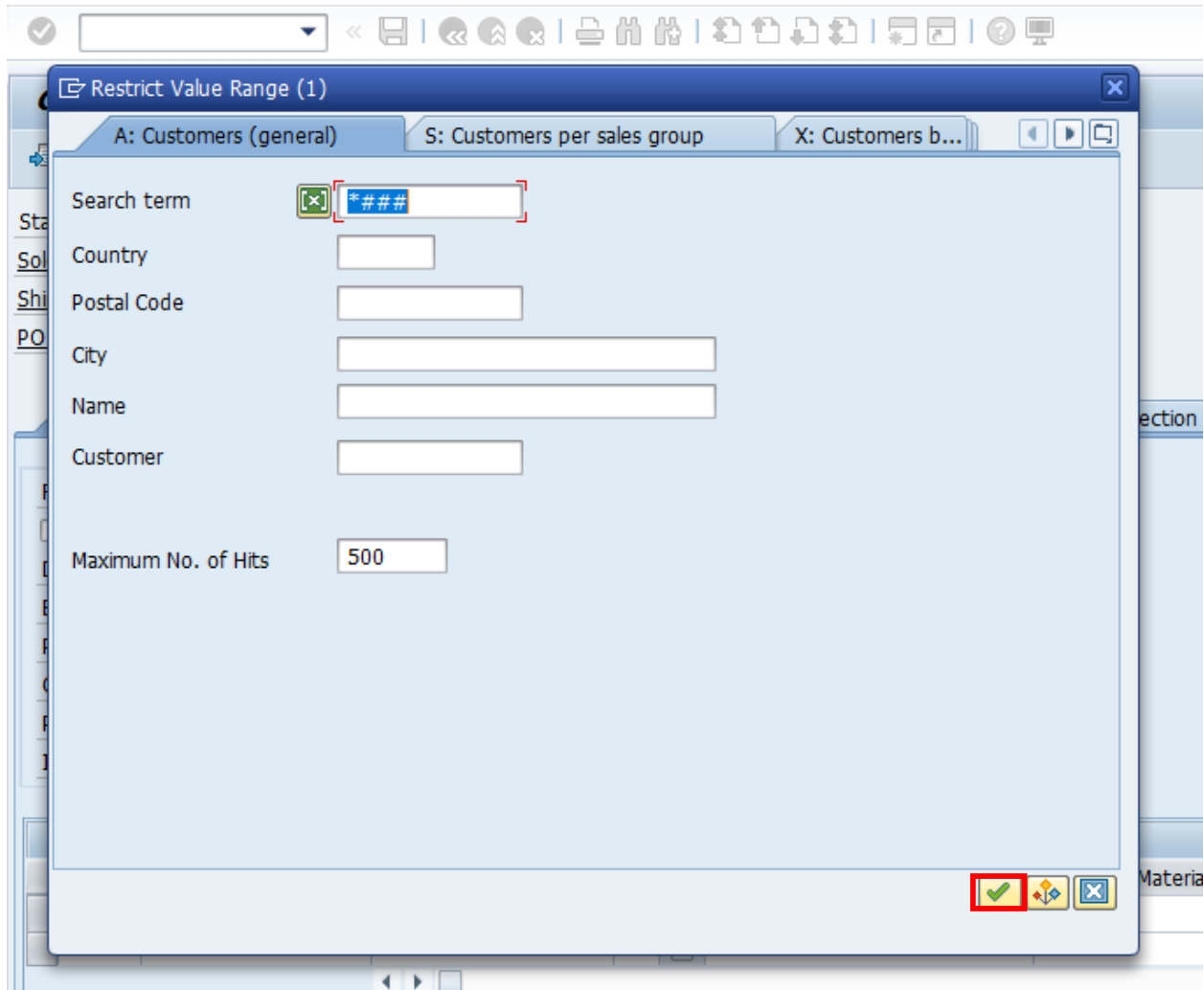
The screenshot shows the SAP 'Create Sales Order: Initial Screen' interface. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Create Sales Order: Initial Screen' is displayed. Underneath the title, there are three tabs: 'Create with Reference', 'Sales', 'Item overview', and 'Ordering party'. The 'Sales' tab is selected. The main area of the screen shows the 'Order Type' field set to 'OR' (Standard Order). Below this, there is a section titled 'Organizational Data' with the following fields:

Organizational Data		
Sales Organization	UE00	US East
Distribution Channel	WH	Wholesale
Division	BI	Bicycles
Sales Office		
Sales Group		

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

Restrict Value Range (1) 25 Entries found

A: Customers (general) S: Customers per sales group X: Customers...

Search term: 058

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**

The screenshot shows the SAP 'Create Standard Order: Overview' screen. The 'Sales' tab is selected. The 'List of sales orders' section contains the following fields:

Standard Order		Net value	0.00
Sold-To Party	11058		
Ship-To Party			
PO Number	95###	PO Date	11/10/2017

The 'Item detail' section contains the following fields:


Req. deliv.date	D	11/10/2017	Deliver.Plant	
<input type="checkbox"/> 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				
Incoterms				

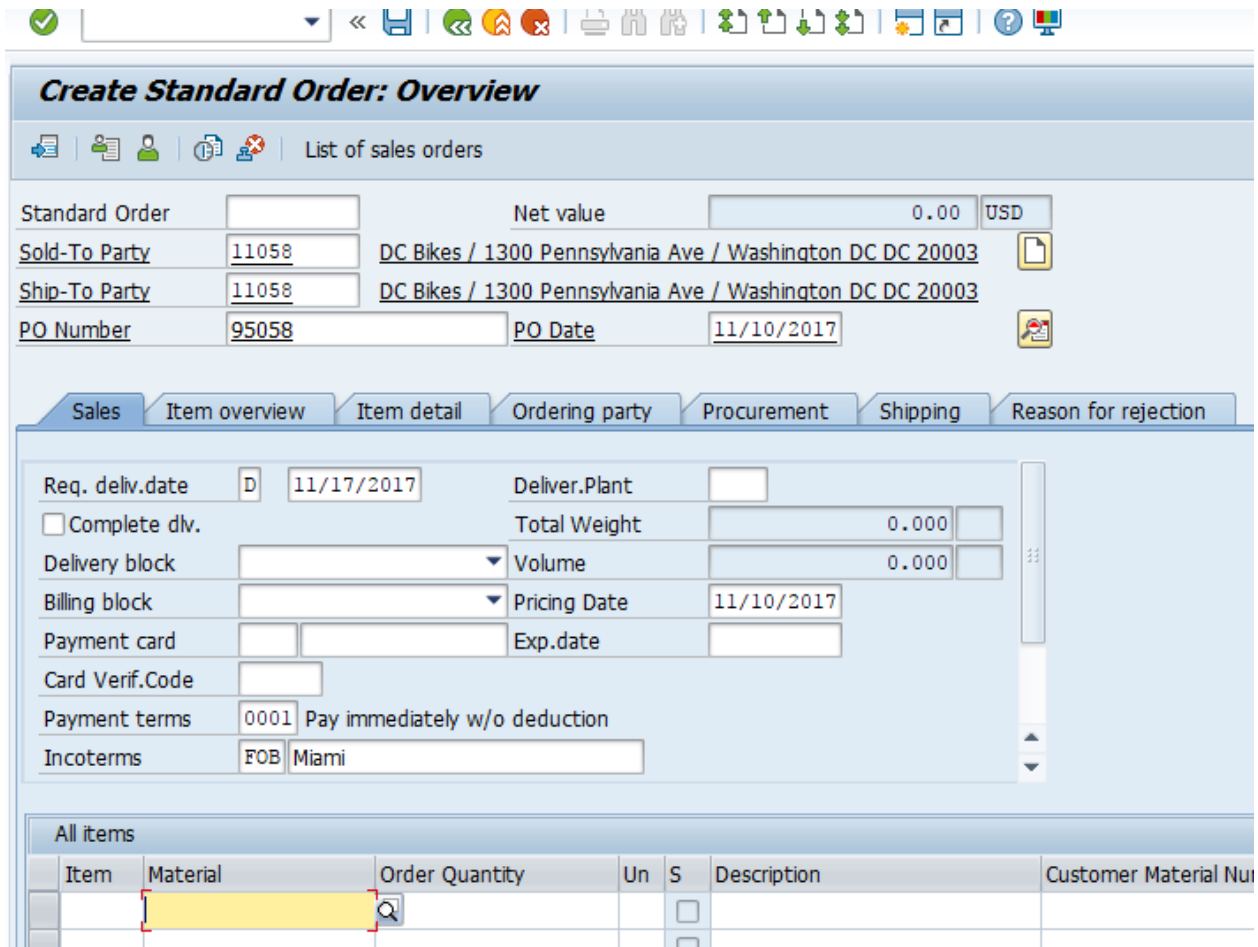
Tutorial Figure 1-37: Create Standard Order: Overview Screen – PO Number and PO Date

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.



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 div. 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

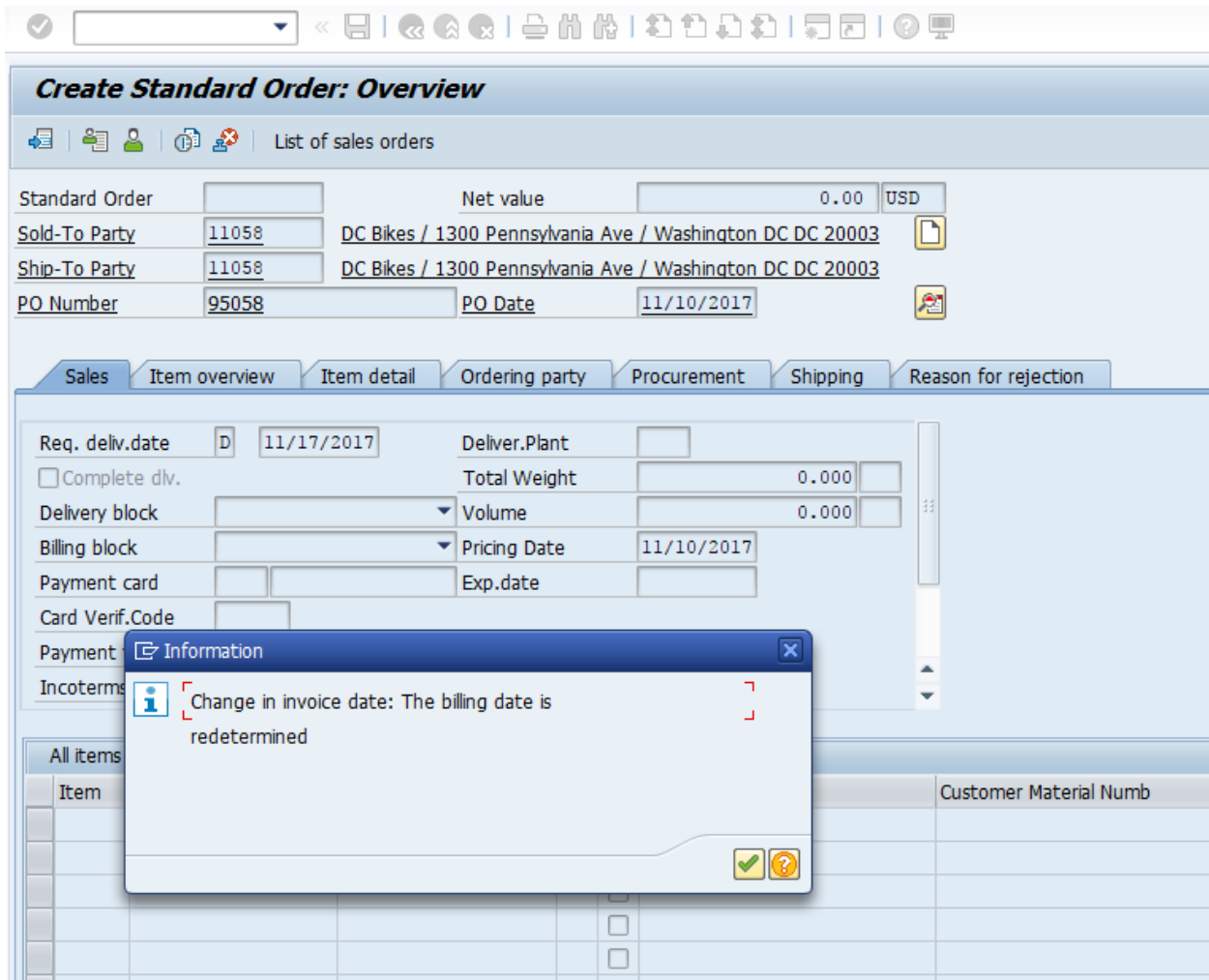
Incoterms FOB Miami

All items


Item	Material	Order Quantity	Un	S	Description	Customer Material Nu

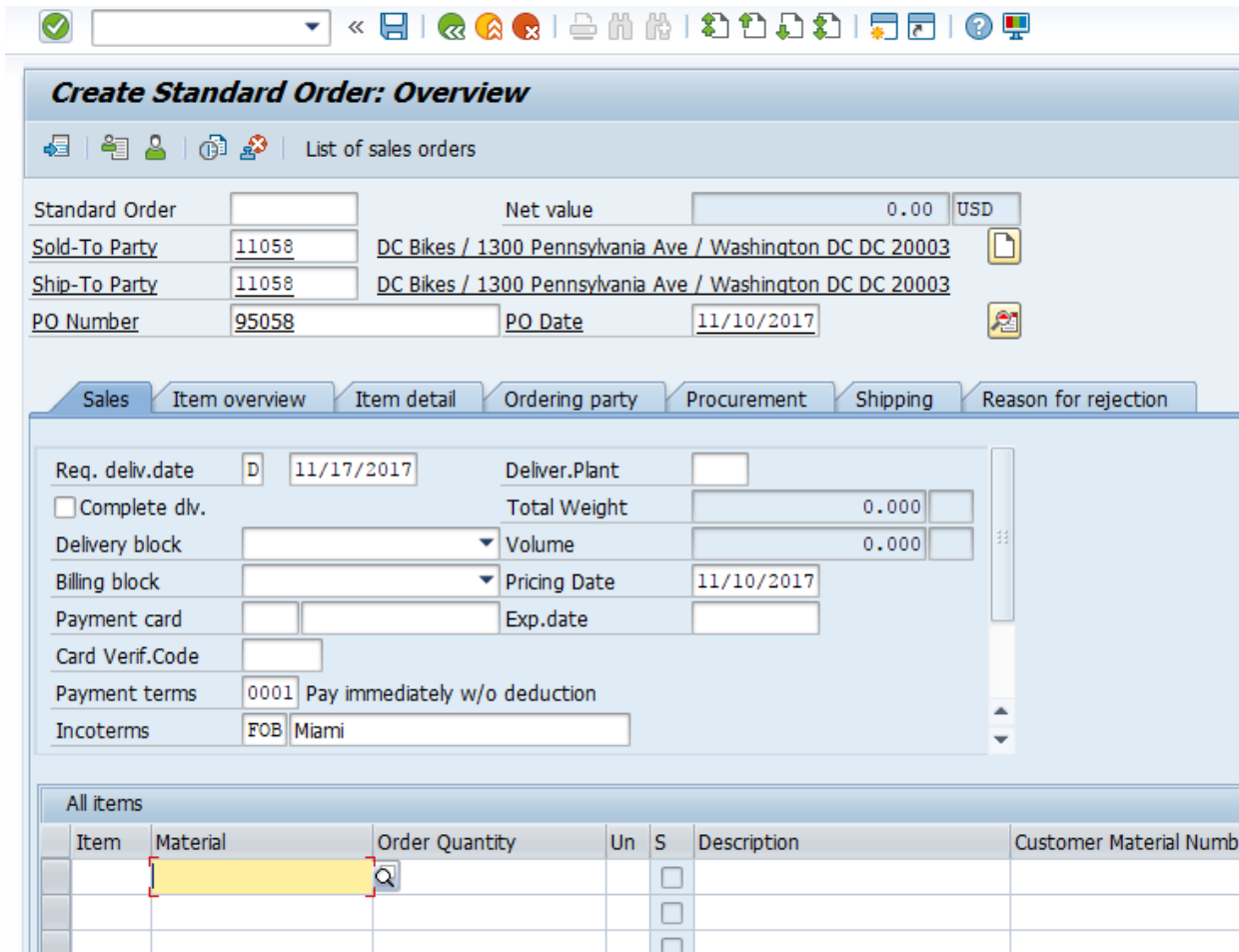
Tutorial Figure 1-38: Create Standard Order: Overview Screen – Requested Delivery Date

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

Req. deliv.date: D 11/17/2017 Deliver.Plant: []

Complete div. Total Weight: 0.000

Delivery block: [] Volume: 0.000

Billing block: [] Pricing Date: 11/10/2017

Payment card: [] Exp.date: []


Card Verif.Code: []

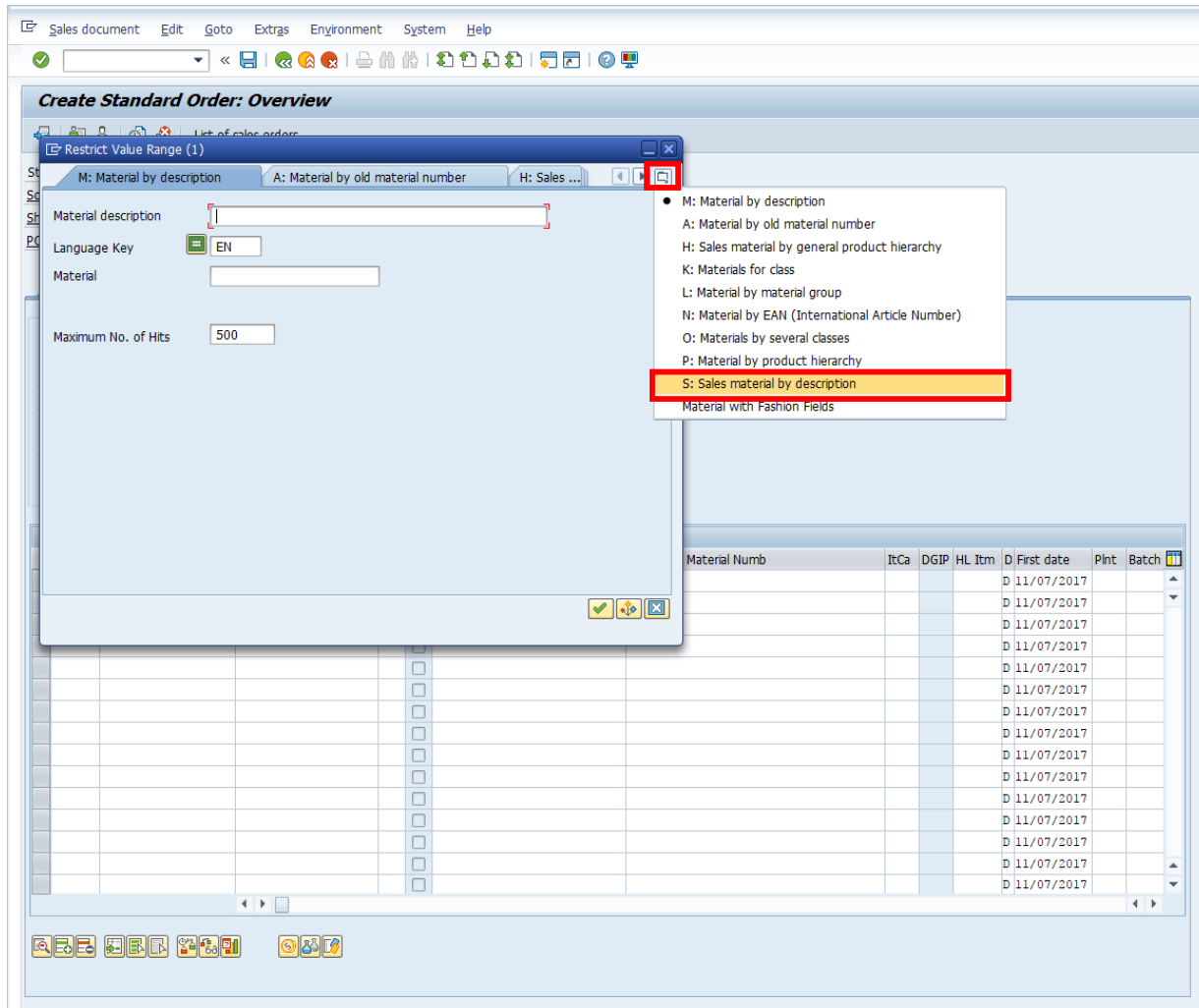
Payment terms: 0001 Pay immediately w/o deduction

Incoterms: FOB Miami

All items						
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb
	[]			<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Tutorial Figure 1-40: 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 1-41: Create Standard Order: Overview Screen – Material Search Change

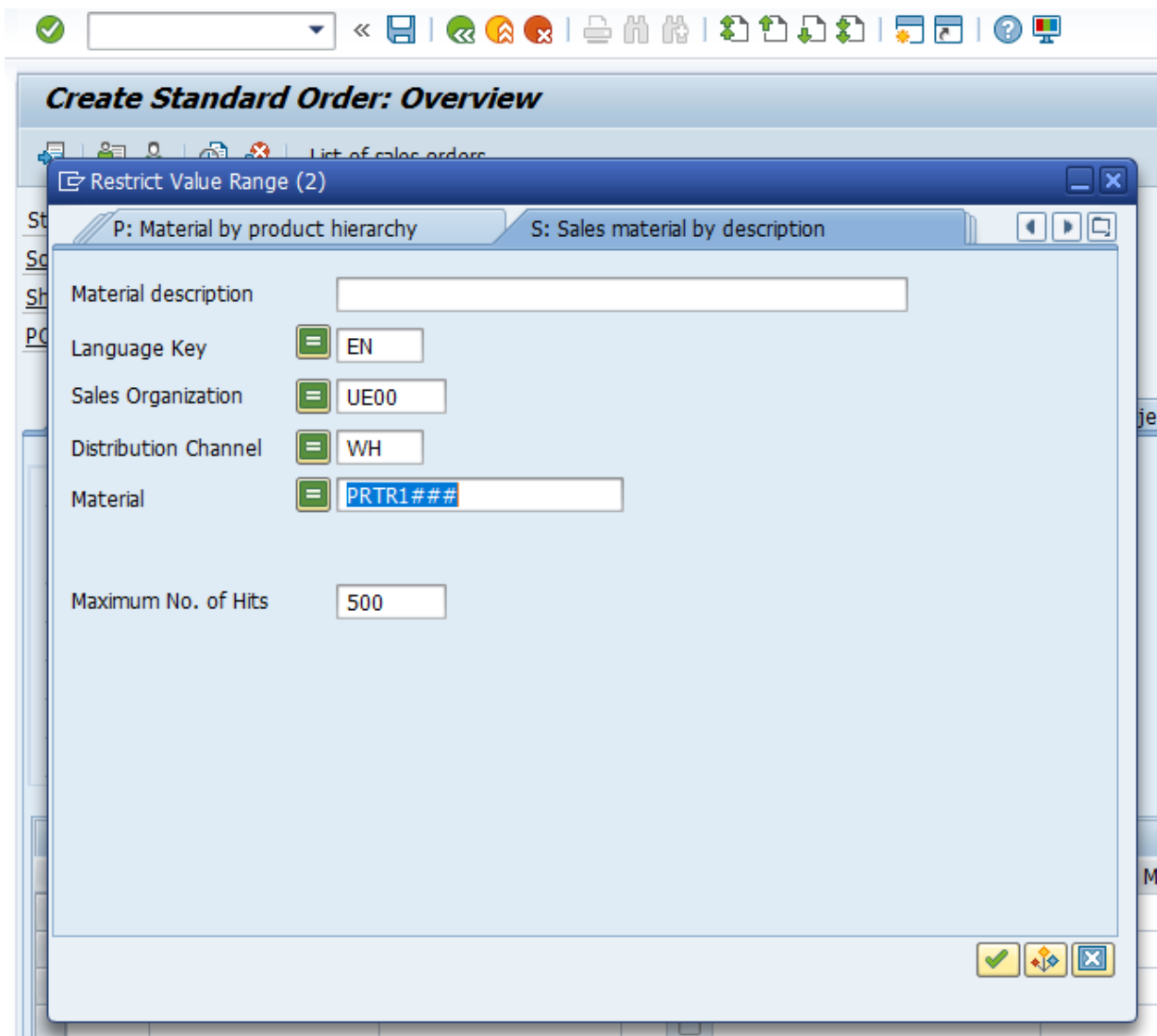
In the new search window verify the following:

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

Enter the following:

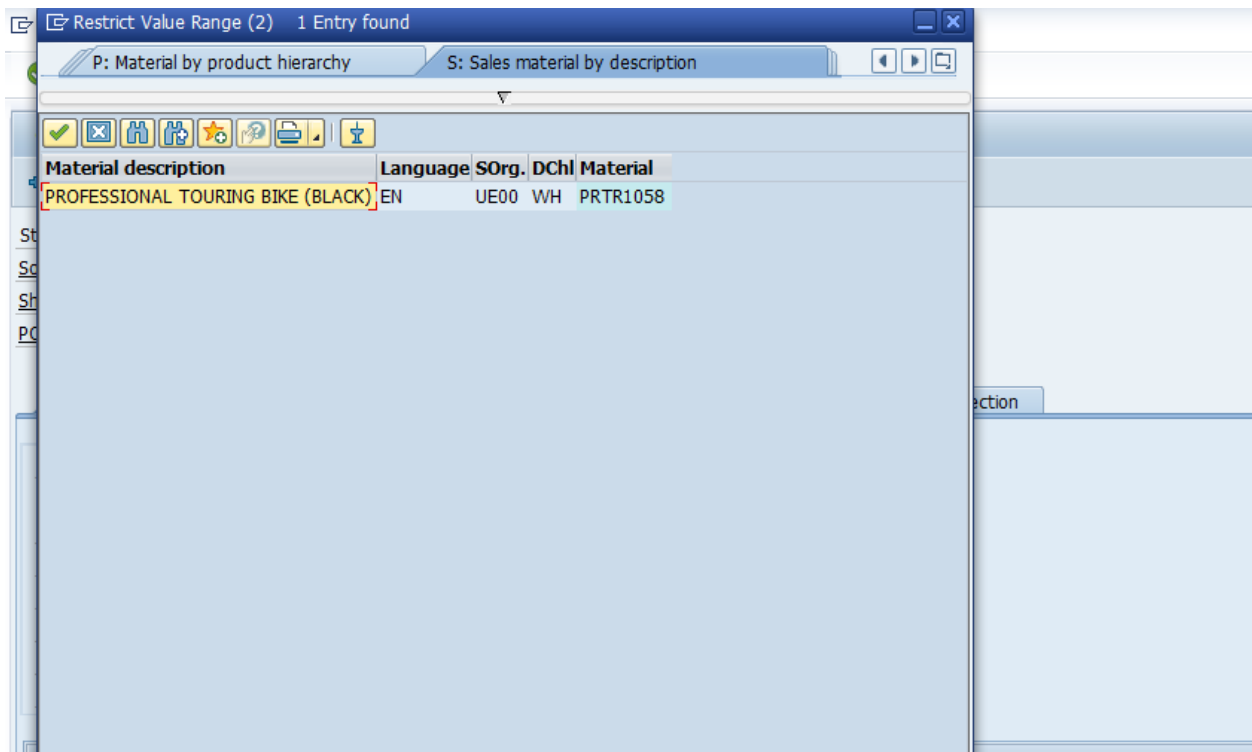
- Material: **PRTR1###**

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.

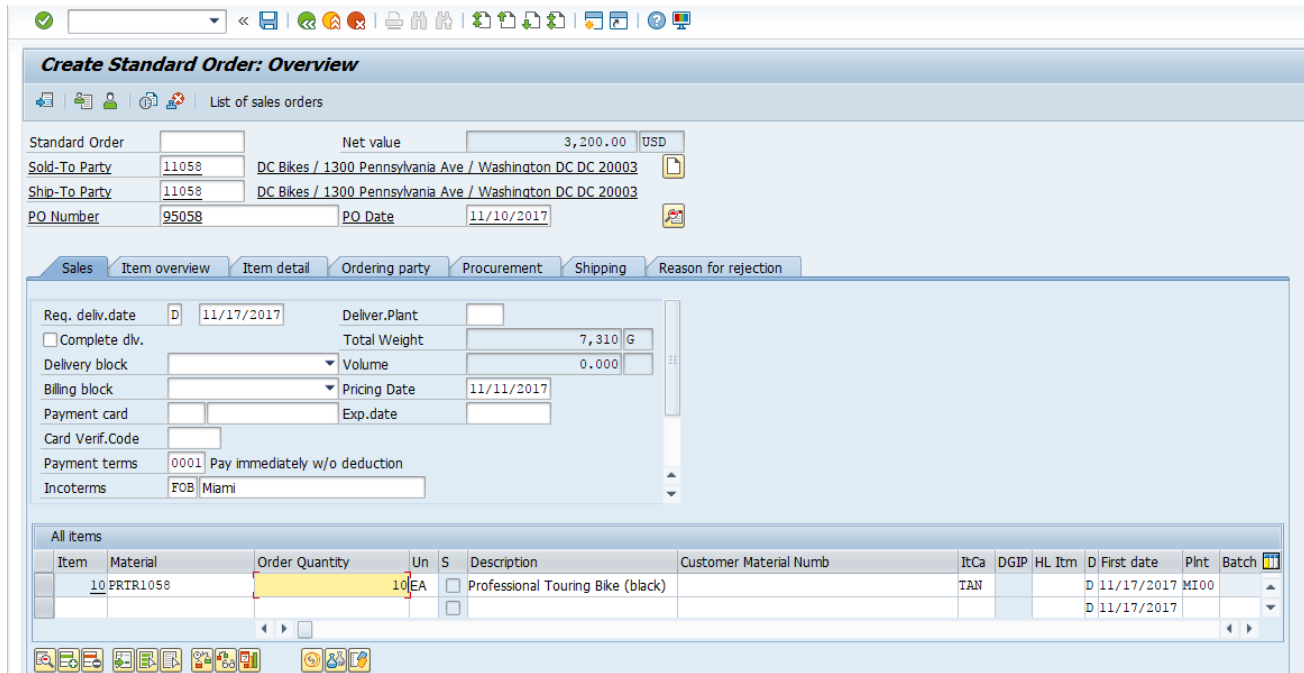


Tutorial Figure 1-43: Create Standard Order: Overview Screen – Material Search Final Output


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

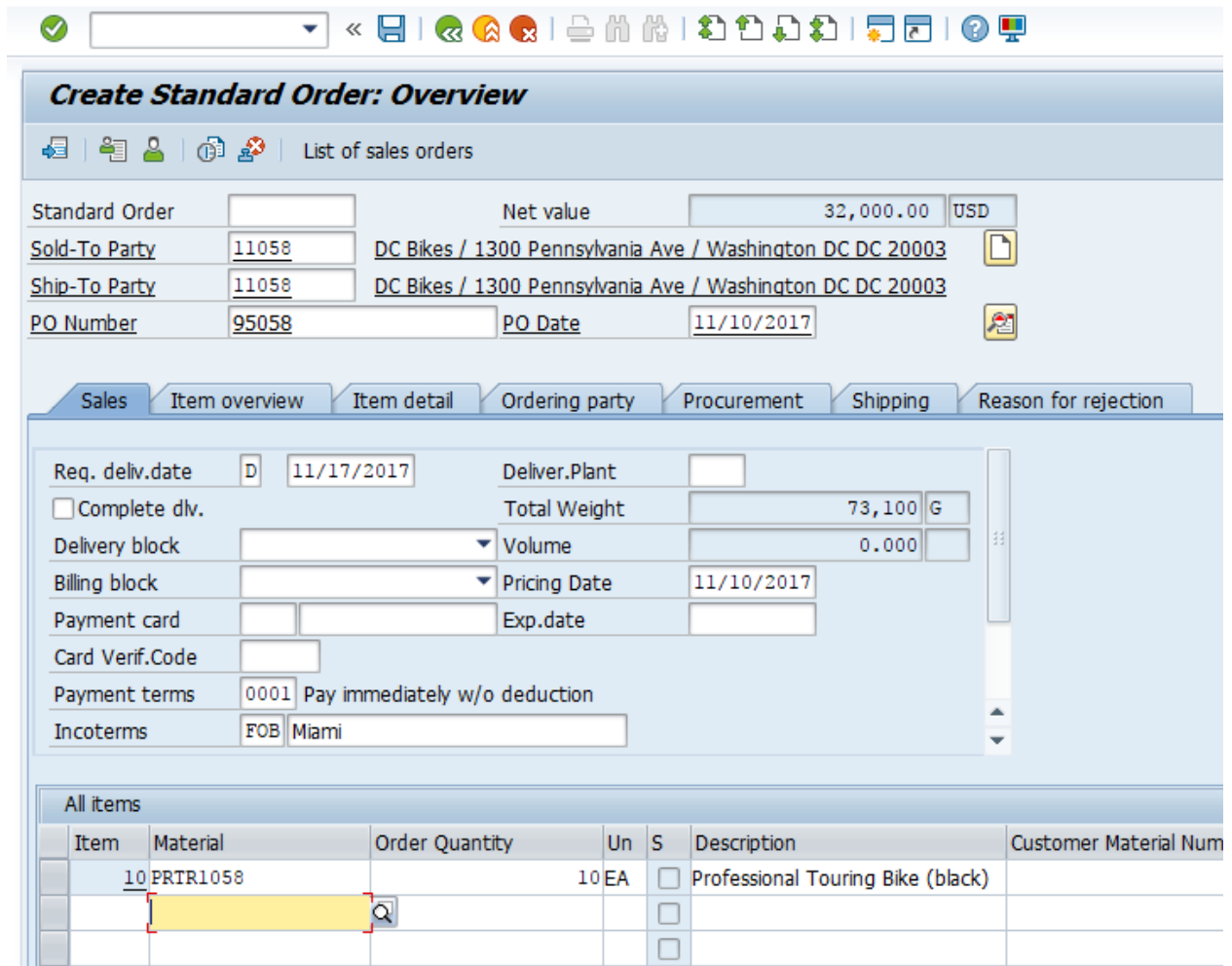
Enter the following:

- 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.



Create Standard Order: Overview

List of sales orders

Standard Order Net value 32,000.00 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 73,100 G

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

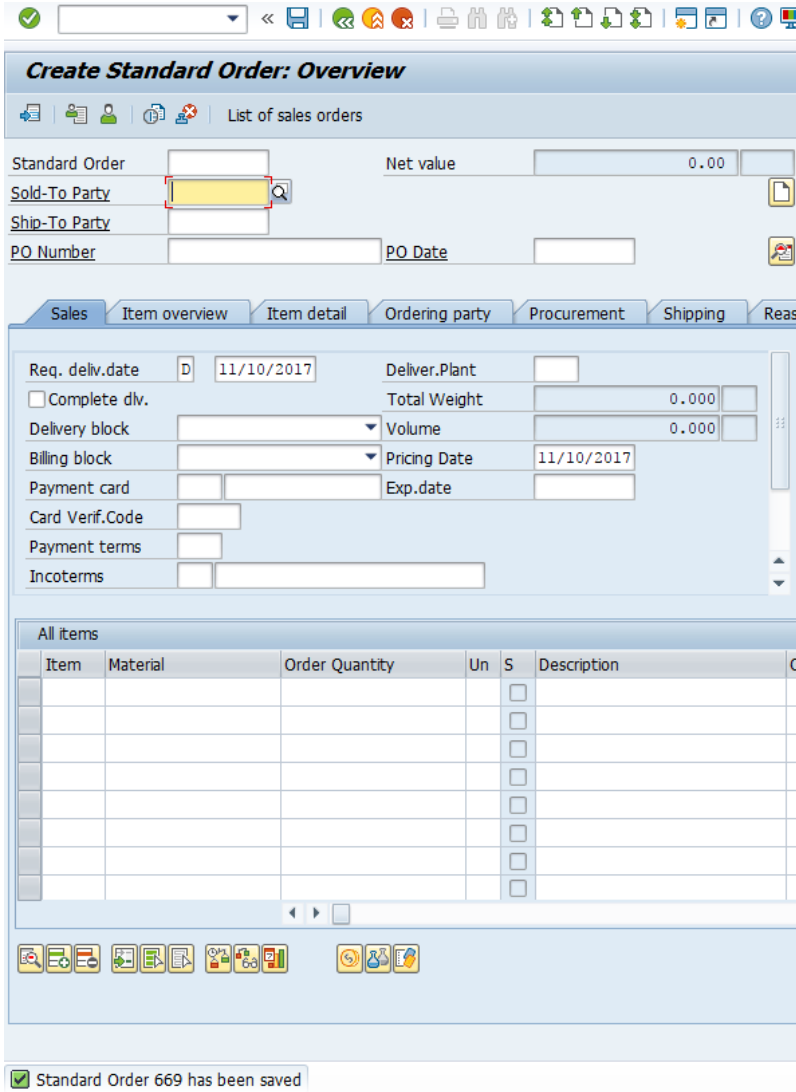
Item	Material	Order Quantity	Un	S	Description	Customer Material Num
	10 PRTR1058		10 EA	<input type="checkbox"/>	Professional Touring Bike (black)	
	<input type="text"/>			<input type="checkbox"/>		
	<input type="text"/>			<input type="checkbox"/>		

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

Step 1.4: Save Sales Order

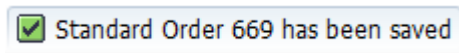
Click  to save your Sales Order.

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.**




The screenshot displays the SAP 'Create Standard Order: Overview' interface. At the top, a green checkmark in a box indicates the order has been saved. The main form includes fields for 'Standard Order' (with a yellow highlight), 'Net value' (0.00), 'Sold-To Party', 'Ship-To Party', 'PO Number', and 'PO Date'. Below these are tabs for 'Sales', 'Item overview', 'Item detail', 'Ordering party', 'Procurement', 'Shipping', and 'Reason'. The 'Item detail' tab is active, showing fields for 'Req. deliv.date' (11/10/2017), 'Deliver.Plant', 'Complete div.' (checkbox), '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', and 'Incoterms'. Below the form is an 'All items' table with columns: Item, Material, Order Quantity, Un, S, Description, and C. The table is currently empty. At the bottom, a green checkmark in a box displays the message: 'Standard Order 669 has been saved'.

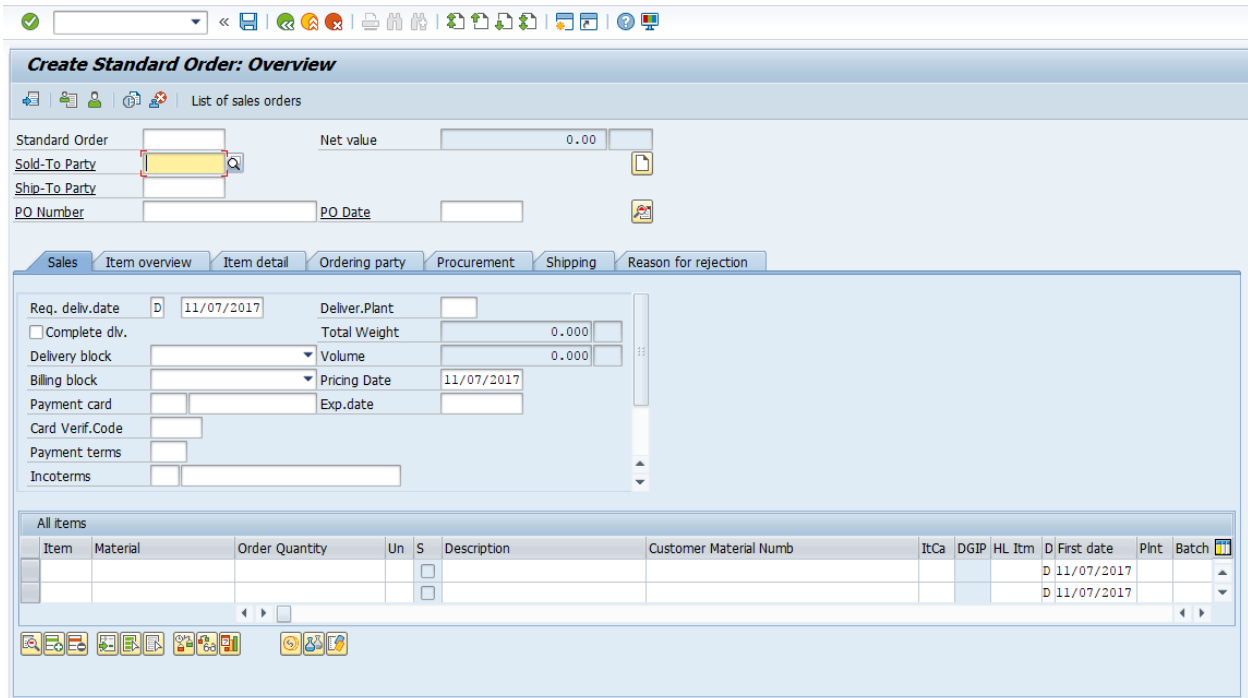
Tutorial Figure 1-46: Sales Order Save



A close-up of the green checkmark message box from the previous screenshot, showing the text: 'Standard Order 669 has been saved'.

Tutorial Figure 1-47: Sales Order Document Number

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



Create Standard Order: Overview

List of sales orders

Standard Order Net value 0.00

Sold-To Party

Ship-To Party

PO Number PO Date

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

Req. deliv.date D 11/07/2017 Deliver.Plant

Complete div. Total Weight 0.000

Delivery block Volume 0.000

Billing block Pricing Date 11/07/2017

Payment card Exp.date

Card Verif.Code

Payment terms

Incoterms

All items														
Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DGIP	HL	Itm	D	First date	Pint	Batch
				<input type="checkbox"/>							D	11/07/2017		
				<input type="checkbox"/>							D	11/07/2017		

Tutorial Figure 1-48: Exit to SAP Easy Access Menu


STEP 2: CREATE OUTBOUND DELIVERY

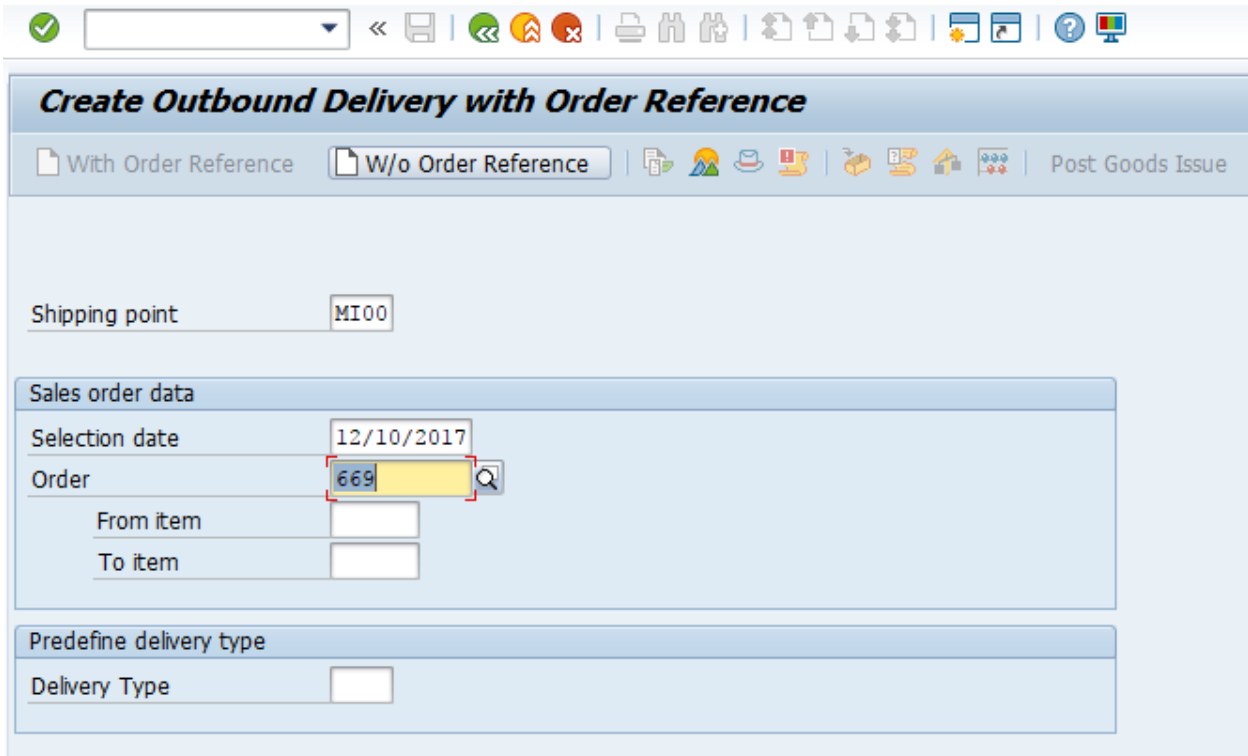
The **Professional Touring Bike (Black)** has been manufactured through the production process so we will now create an Outbound Delivery Document. This will result in shipping the **Professional Touring Bike (Black)** to our customer. We need to create an Outbound Delivery Document to ship the order 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  to verify your inputs.



Create Outbound Delivery with Order Reference

With Order Reference | W/o Order Reference | Post Goods Issue

Shipping point: MI00

Sales order data

Selection date: 12/10/2017

Order: 669

From item:


To item:

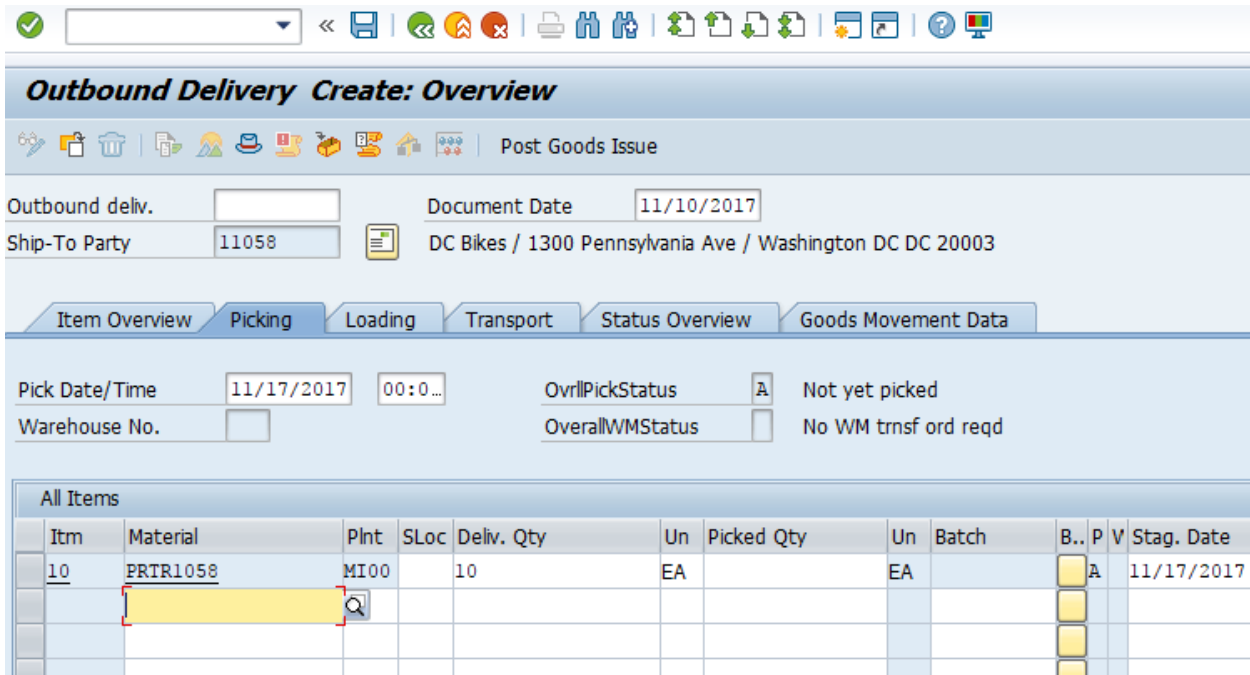
Predefine delivery type

Delivery Type:

Tutorial Figure 1-49: Create Outbound Delivery – Initial Screen

Step 2.1: Save Outbound Delivery

Click  to save your Outbound Delivery.




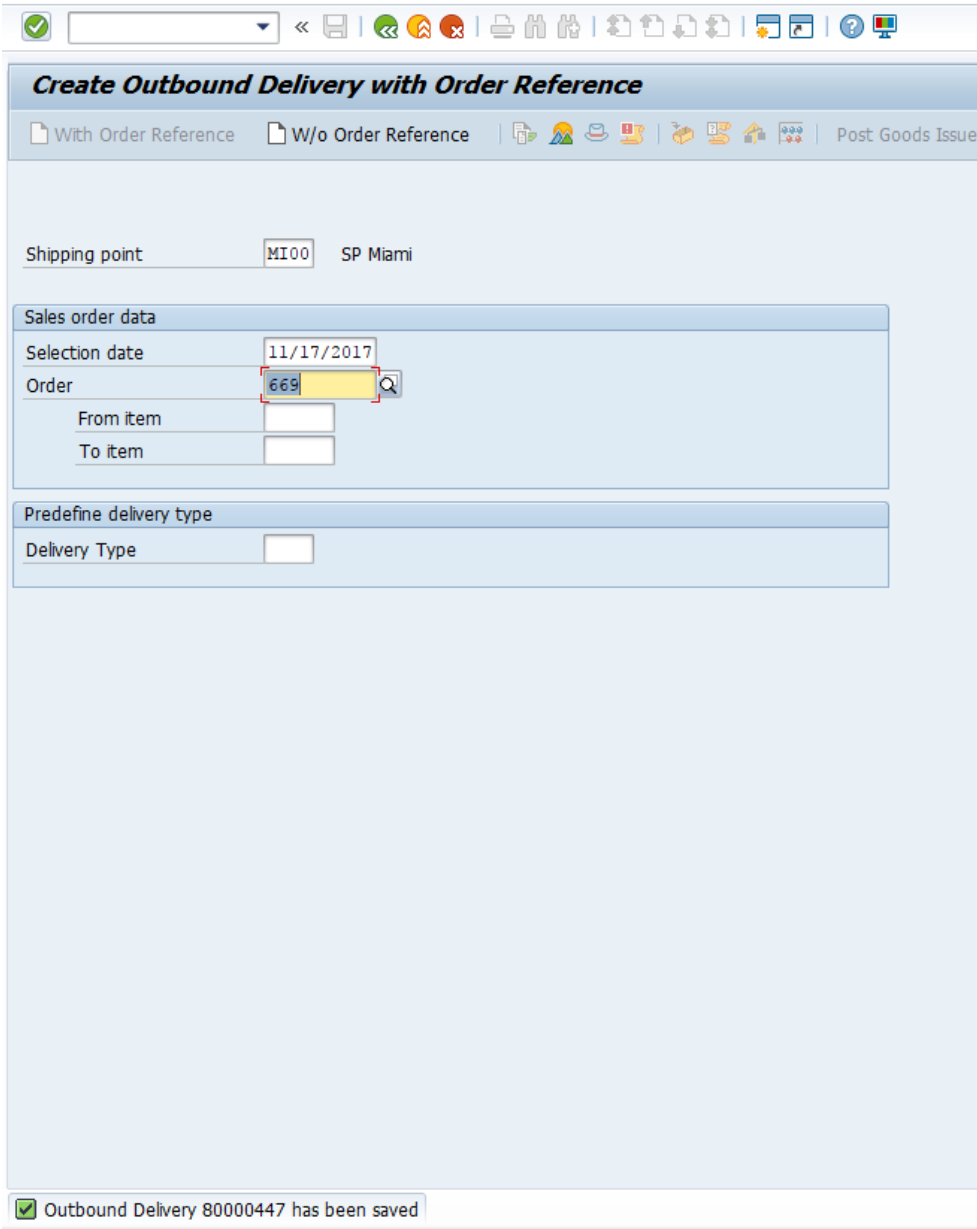
The screenshot shows the SAP 'Outbound Delivery Create: Overview' screen. At the top, there is a navigation bar with various icons. Below it, the title 'Outbound Delivery Create: Overview' is displayed. A secondary navigation bar contains icons and the text 'Post Goods Issue'. The main area contains several input fields: 'Outbound deliv.' (empty), 'Document Date' (11/10/2017), 'Ship-To Party' (11058), and 'DC Bikes / 1300 Pennsylvania Ave / Washington DC DC 20003'. Below these are tabs for 'Item Overview', 'Picking', 'Loading', 'Transport', 'Status Overview', and 'Goods Movement Data'. The 'Picking' tab is active. Underneath, there are fields for 'Pick Date/Time' (11/17/2017), '00:0...', 'OvrlPickStatus' (A), 'Not yet picked', 'Warehouse No.' (empty), and 'OverallWMStatus' (empty), 'No WM trnsf ord reqd'. At the bottom, there is a table titled 'All Items' with columns: Itm, Material, Plnt, SLoc, Deliv. Qty, Un, Picked Qty, Un, Batch, B., P, V, Stag. Date. The first row shows: 10, PRTR1058, MI00, 10, EA, EA, B., A, 11/17/2017. A search icon is visible in the second row.

Itm	Material	Plnt	SLoc	Deliv. Qty	Un	Picked Qty	Un	Batch	B.	P	V	Stag. Date
10	PRTR1058	MI00		10	EA		EA			A		11/17/2017

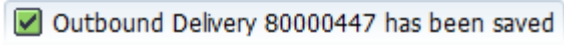
Tutorial Figure 1-50: Create Outbound Delivery – Overview

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



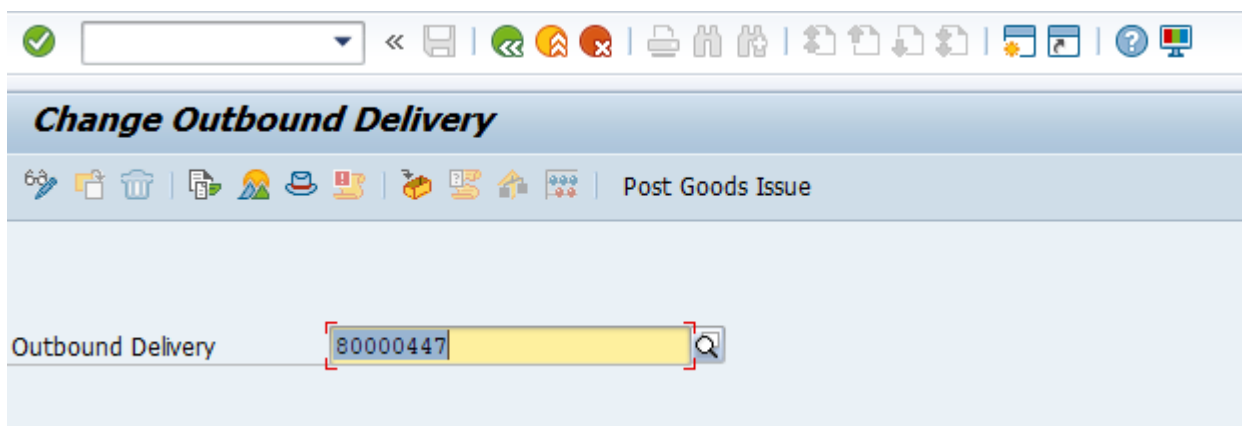
Tutorial Figure 1-52: Create Outbound Delivery – Document Number

STEP 3: PICKING

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




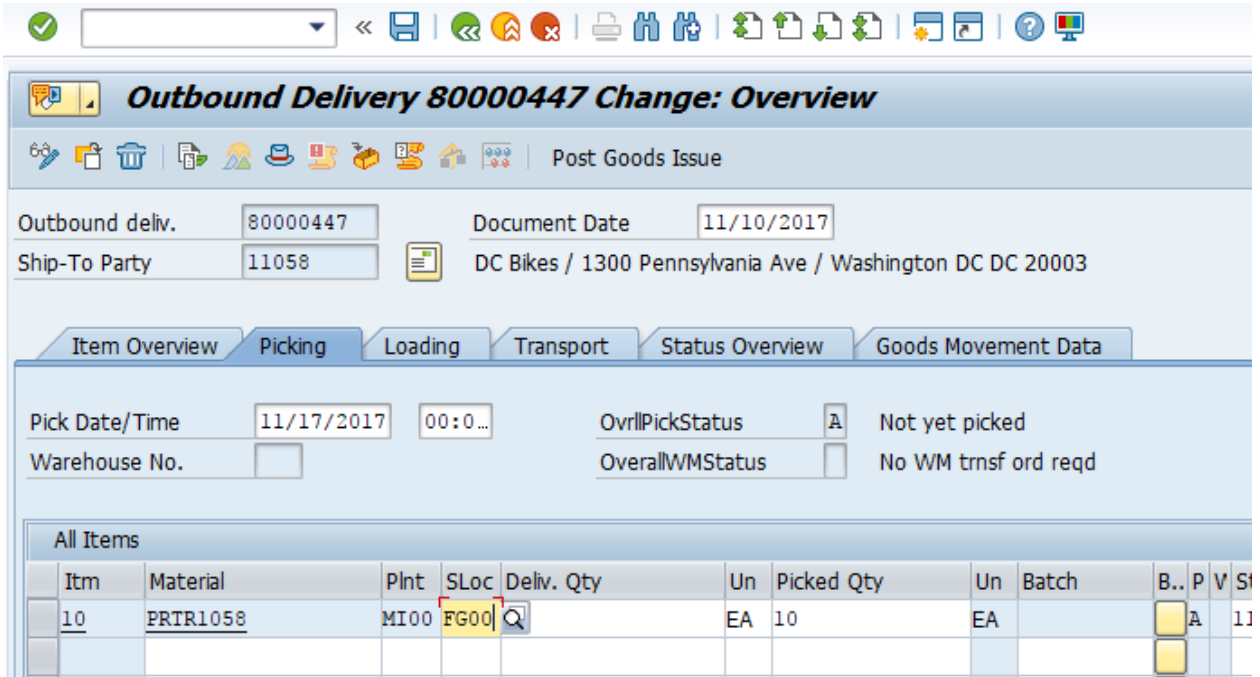
Tutorial Figure 1-53: Change Outbound Delivery – Initial Screen

Click on the “Picking” tab.

Enter the following:

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

Then click  to save your Outbound Delivery.




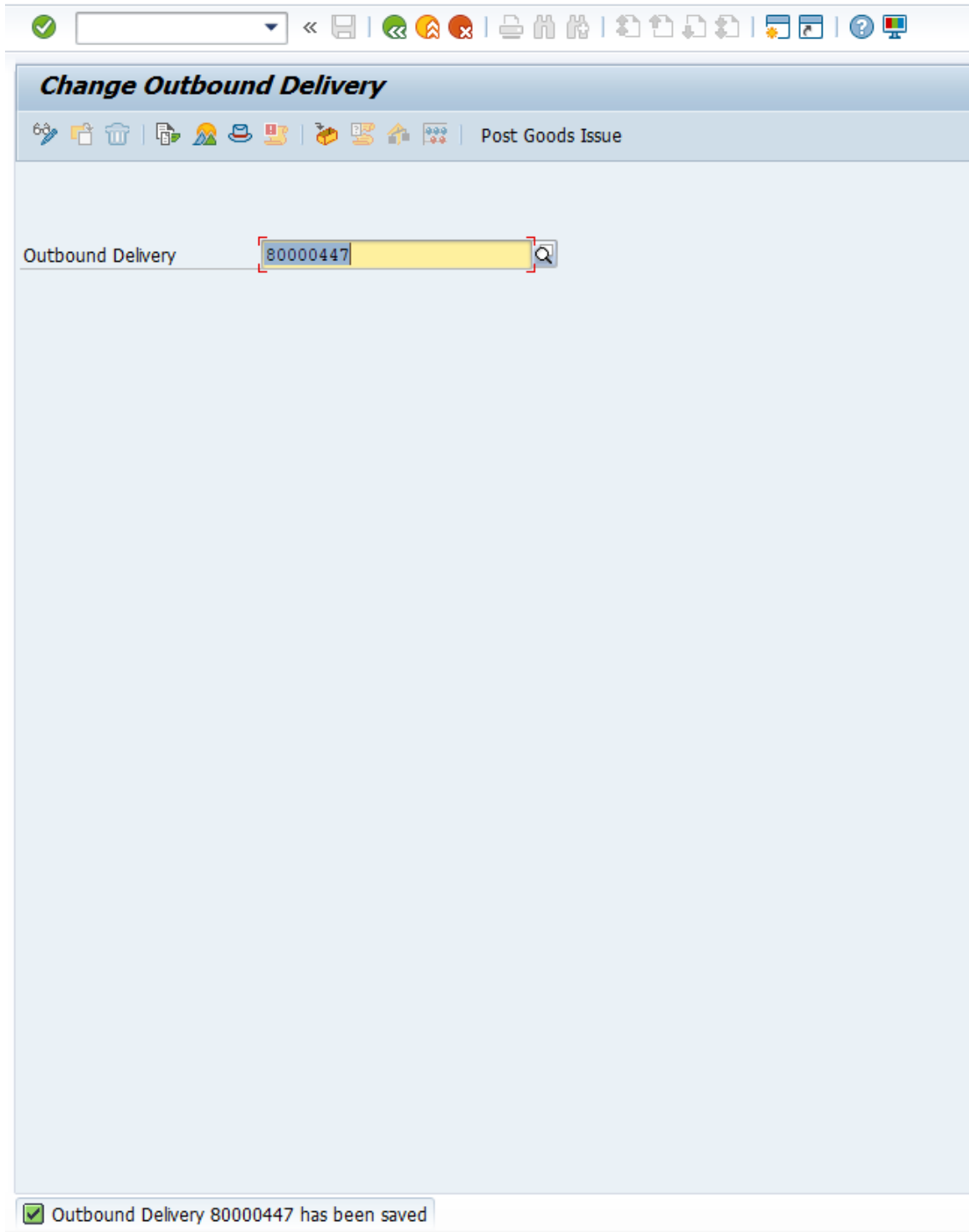
The screenshot shows the SAP Outbound Delivery 80000447 Change: Overview interface. The "Picking" tab is selected. The document date is 11/10/2017, and the ship-to party is 11058 (DC Bikes / 1300 Pennsylvania Ave / Washington DC DC 20003). The pick date/time is 11/17/2017 00:00. The overall pick status is 'A' (Not yet picked) and the overall WM status is 'No WM trnsf ord reqd'. The "All Items" table is shown below.

Itm	Material	Plnt	SLoc	Deliv. Qty	Un	Picked Qty	Un	Batch	B..	P	V	St
10	PRIR1058	MI00	FG00		EA	10	EA			A		11

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.



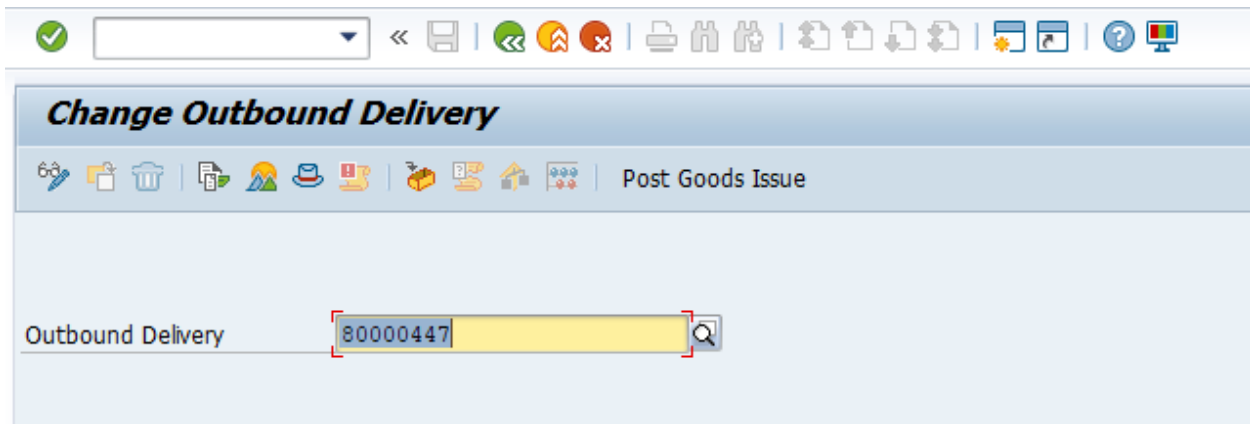
Tutorial Figure 1-55: Change Outbound Delivery – Save

STEP 4: POST GOODS ISSUE

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

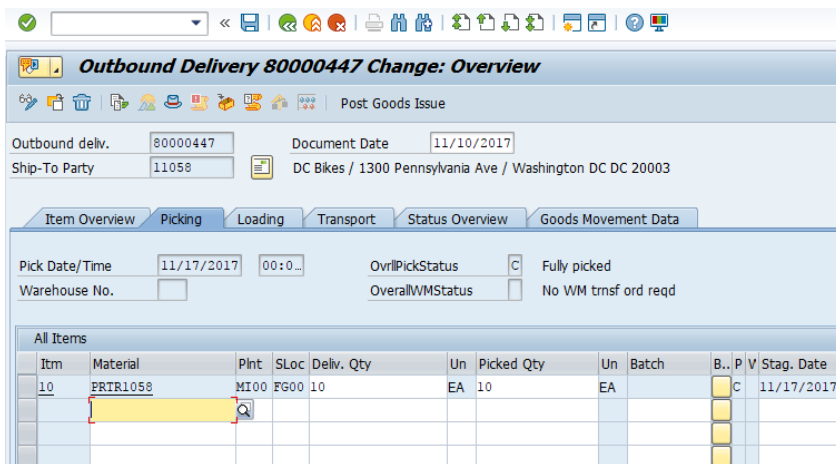


Change Outbound Delivery

Outbound Delivery: 80000447

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

Click “Post Goods Issue”



Outbound Delivery 80000447 Change: Overview


Outbound deliv.: 80000447 Document Date: 11/10/2017
Ship-To Party: 11058 DC Bikes / 1300 Pennsylvania Ave / Washington DC DC 20003

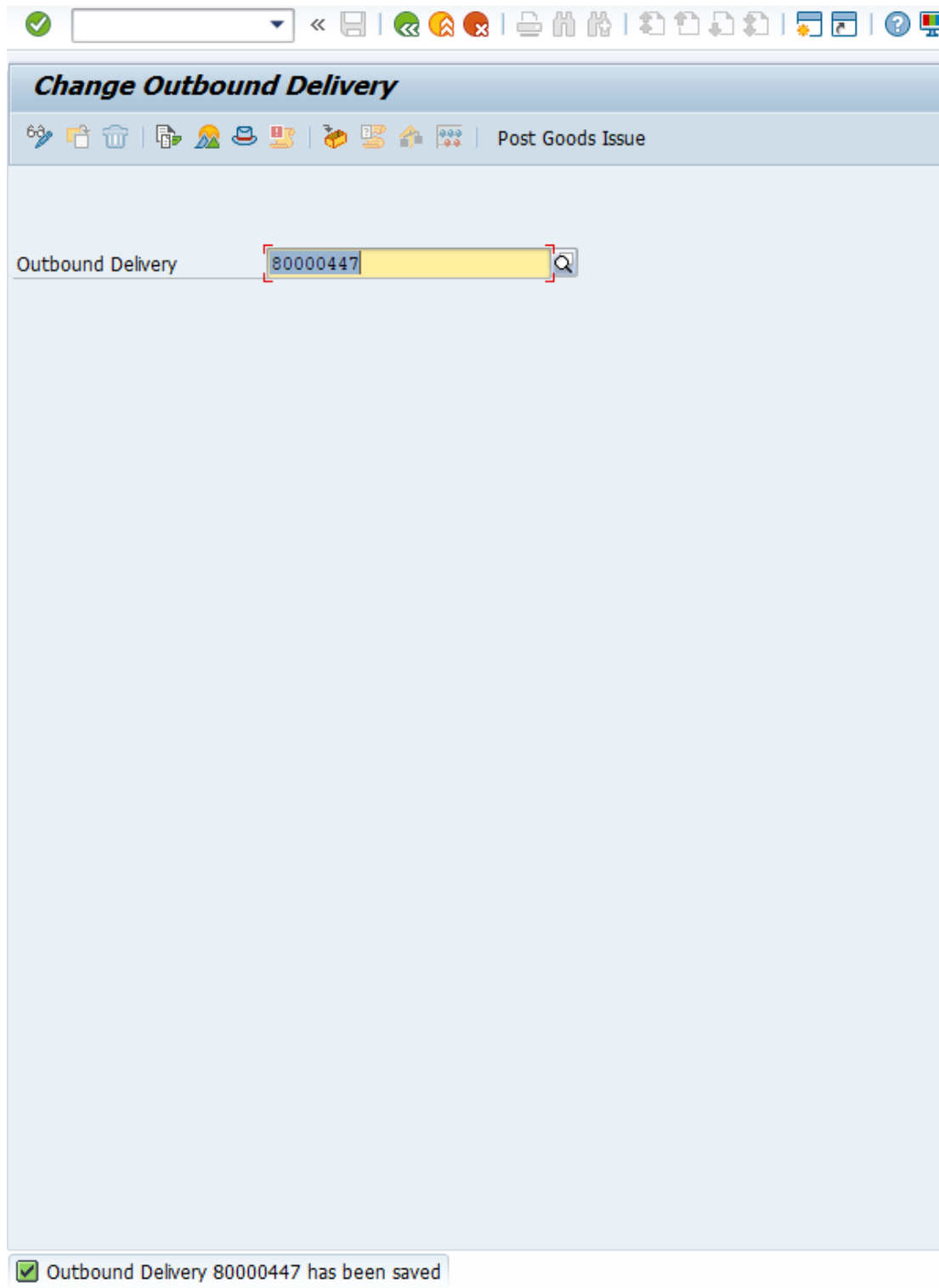
Pick Date/Time: 11/17/2017 00:00:00 OvrnPickStatus: C Fully picked
Warehouse No.: OverallWMStatus: No WM trnsf ord reqd

Item	Material	Plant	SLoc	Deliv. Qty	Un	Picked Qty	Un	Batch	B.. P V	Stag. Date
10	PRTR1058	MI00	FG00	10	EA	10	EA		C	11/17/2017

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.

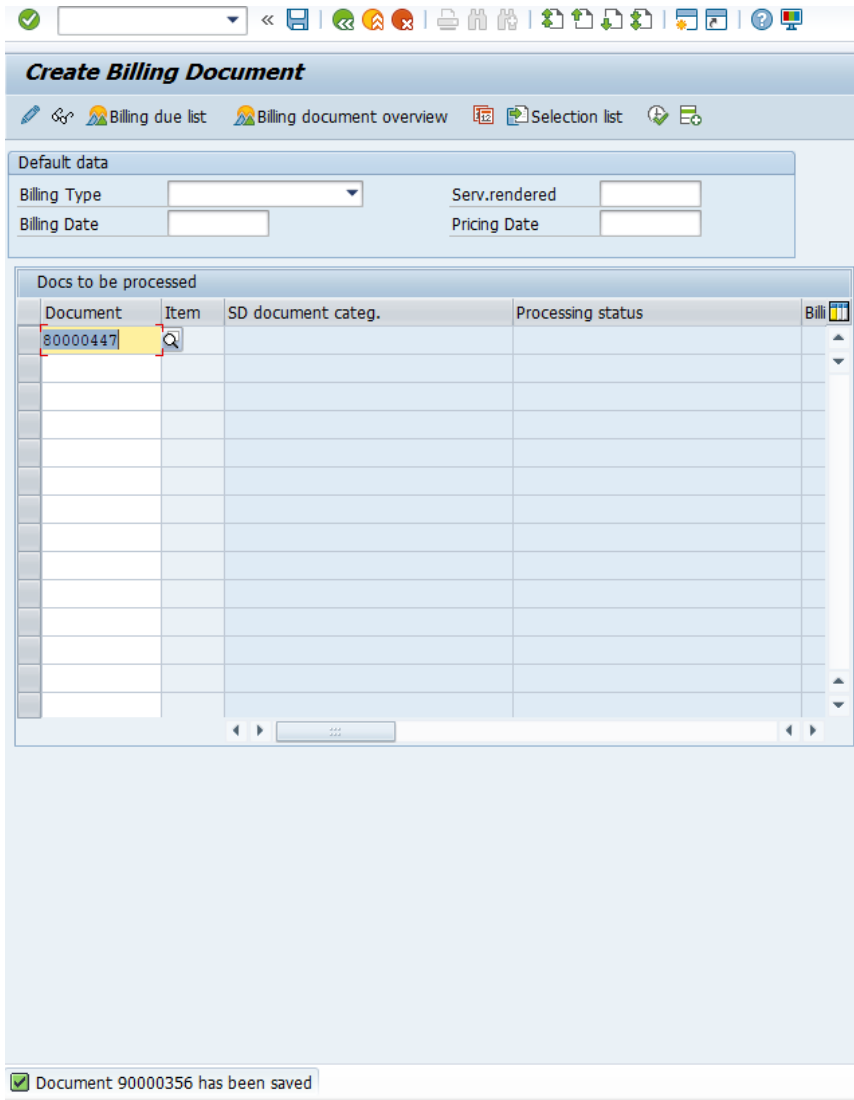


Tutorial Figure 1-58: Change Outbound Delivery – Update

Step 5.1: 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



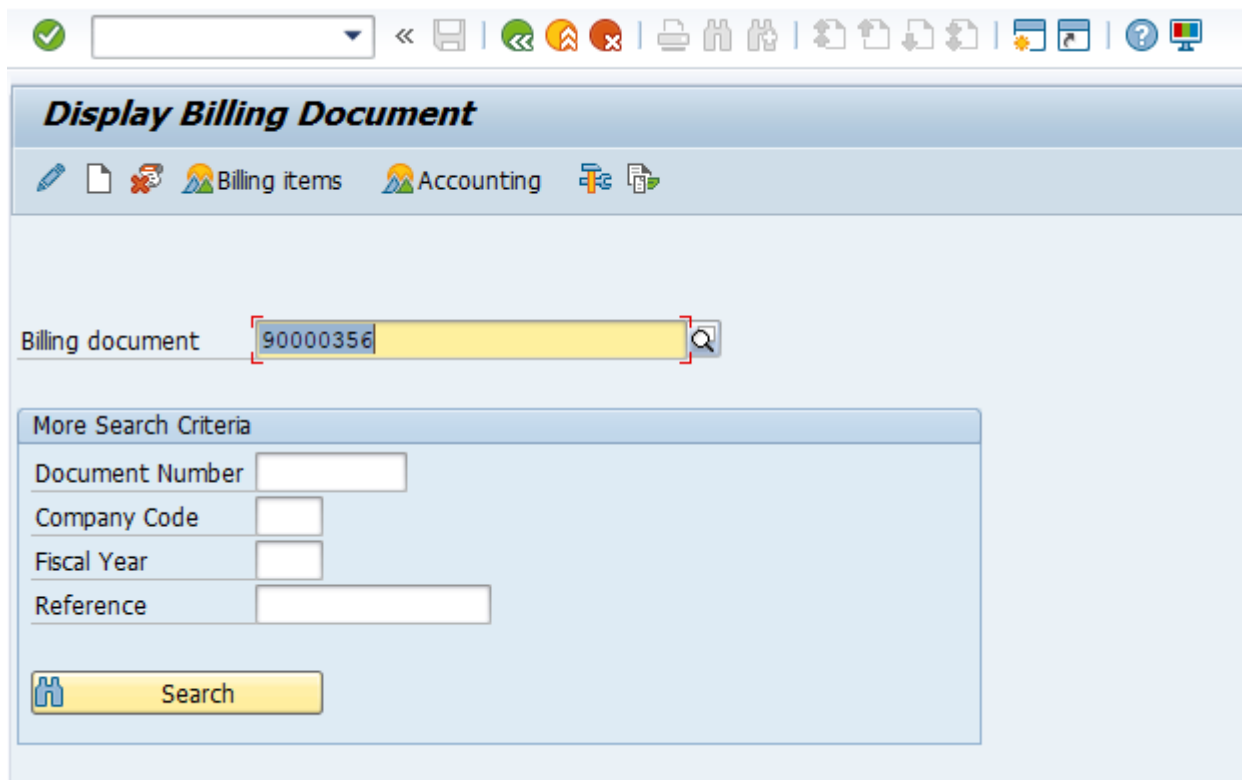
Tutorial Figure 1-61: Billing Document – Save

STEP 6: VIEW BILLING DOCUMENT

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 Outbound Delivery Number**. Click the  button to display the document.

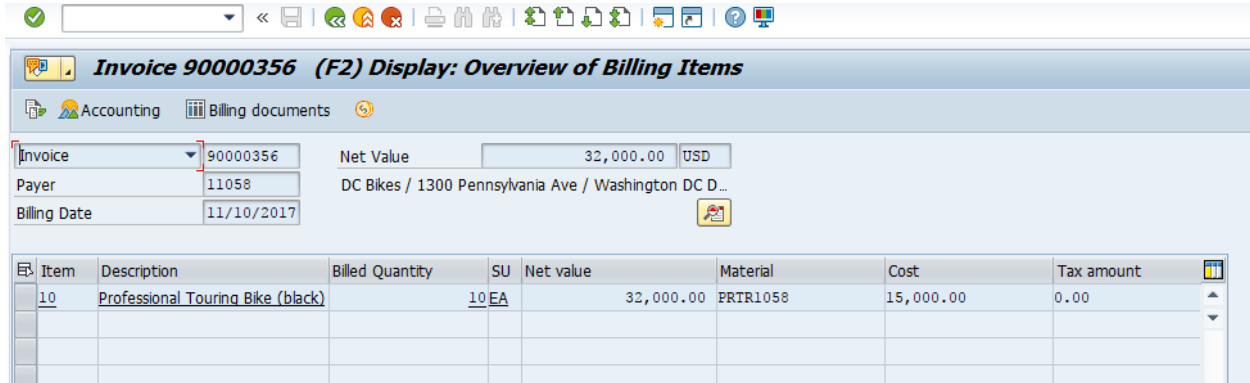


The screenshot displays the SAP 'Display Billing Document' interface. At the top, there is a toolbar with various icons including a green checkmark, a dropdown menu, and navigation symbols. Below the toolbar, the title 'Display Billing Document' is prominently displayed. Underneath the title, there are icons for 'Billing items' and 'Accounting'. The main area of the screen features a search field labeled 'Billing document' containing the value '90000356'. Below this search field is a section titled 'More Search Criteria' which includes input fields for 'Document Number', 'Company Code', 'Fiscal Year', and 'Reference'. A yellow 'Search' button is positioned at the bottom of this section.

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**.



The screenshot shows the SAP Billing Document Overview of Billing Items for Invoice 90000356. The document is in USD and has a Net Value of 32,000.00. The payer is DC Bikes / 1300 Pennsylvania Ave / Washington DC D... and the billing date is 11/10/2017. The table below shows the billing items.

Item	Description	Billed Quantity	SU	Net value	Material	Cost	Tax amount
10	Professional Touring Bike (black)		10 EA	32,000.00	PRTR1058	15,000.00	0.00

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###**

Post Incoming Payments: Header Data

Process Open Items

Document Date	11/10/2017	Type	DZ	Company Code	US00
Posting Date	11/10/2017	Period	11	Currency/Rate	USD
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data

Account	100000	Business Area	
Amount	32000.00	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	11/10/2017	Profit Center	
Text		Assignment	

Open item selection

Account	11###
Account type	D <input type="checkbox"/> Other accounts
Special G/L ind	<input type="checkbox"/> <input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Additional selections

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

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 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		

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

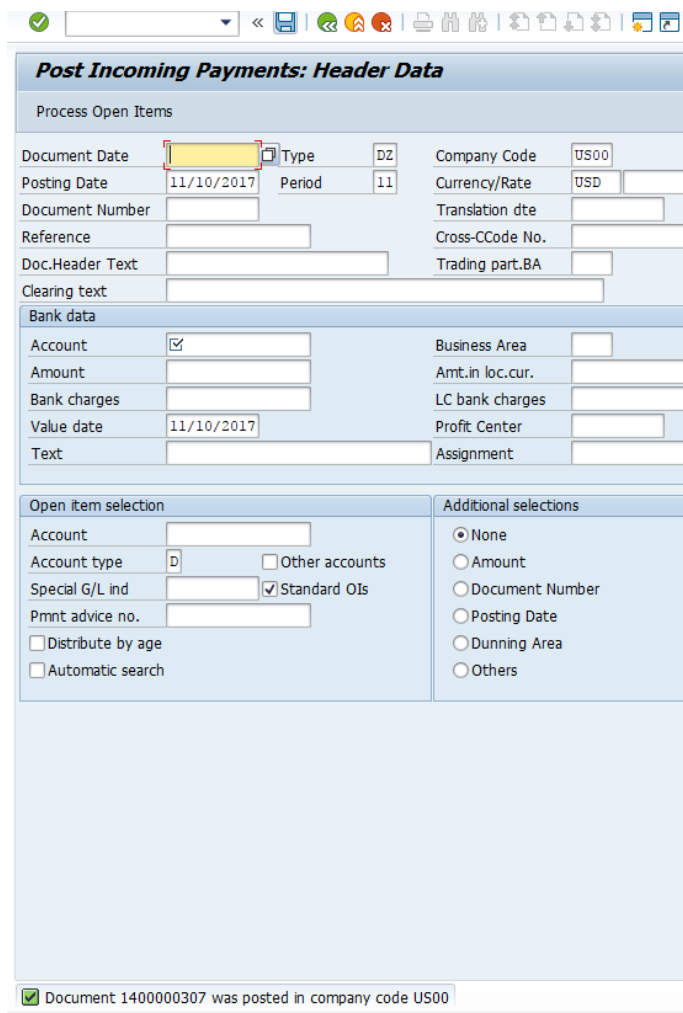
Tutorial Figure 1-65: Post Incoming Payments – Complete

Step 7.1: 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 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.



Post Incoming Payments: Header Data

Process Open Items

Document Date	<input type="text" value="11/10/2017"/>	Type	DZ	Company Code	US00
Posting Date	11/10/2017	Period	11	Currency/Rate	USD
Document Number	<input type="text"/>	Translation dte	<input type="text"/>		
Reference	<input type="text"/>	Cross-CCode No.	<input type="text"/>		
Doc.Header Text	<input type="text"/>	Trading part.BA	<input type="text"/>		
Clearing text	<input type="text"/>				

Bank data

Account	<input checked="" type="checkbox"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amt.in loc.cur.	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	11/10/2017	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection	Additional selections
Account <input type="text"/>	<input checked="" type="radio"/> None
Account type <input type="text" value="D"/> <input type="checkbox"/> Other accounts	<input type="radio"/> Amount
Special G/L ind <input type="text"/> <input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number
Pmnt advice no. <input type="text"/>	<input type="radio"/> Posting Date
<input type="checkbox"/> Distribute by age	<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic search	<input type="radio"/> Others

Document 1400000307 was posted in company code US00

Tutorial Figure 1-66: Post Incoming Payments – Save

Document 1400000307 was posted in company code US00

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

Tutorial 2
First Exercise
Procurement Raw Materials



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Warnings

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.



Tutorial Figure 2-0: End to End Process

TUTORIAL 2: PROCURE TRADING GOODS FROM A VENDOR

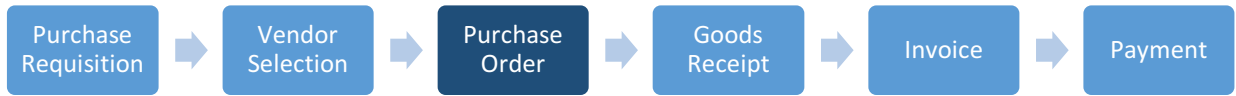
We have finished creating the customer's Sales Order. Now we must procure the raw materials from a vendor so that we can manufacture the **Deluxe Touring Bike (Silver)**. We will skip the Purchase Requisition step. This step is used as an internal request to purchase. We will also skip vendor selection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



Tutorial Figure 2-1: Procurement Process

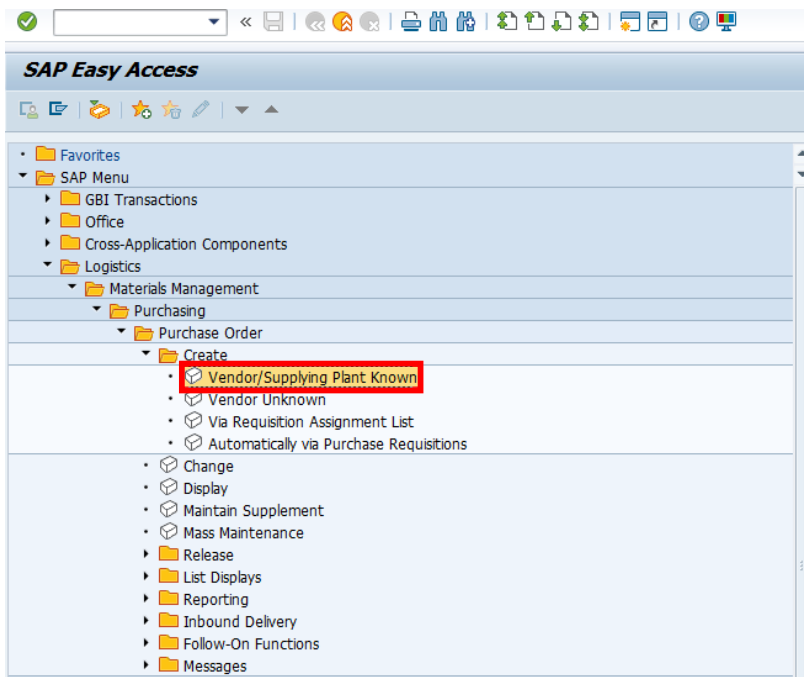
STEP 1: CREATE A PURCHASE ORDER WITH "VENDOR/SUPPLYING PLANT KNOWN"

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



Tutorial Figure 2-2: Procurement Process – Purchase Order


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

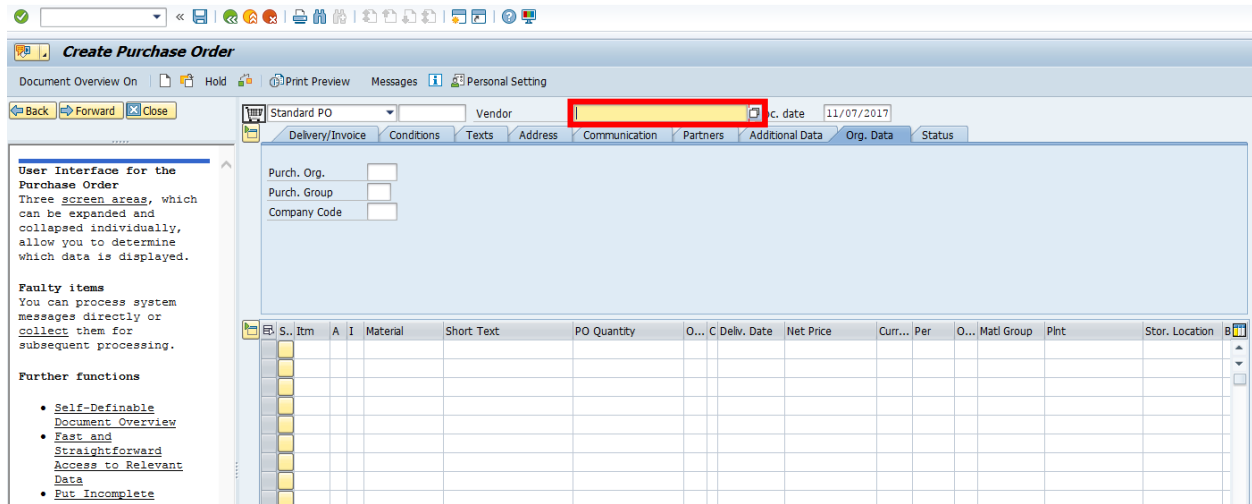


Tutorial Figure 2-3: Create Purchase Order Menu Tree

Step 1.1: Search For Vendor

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

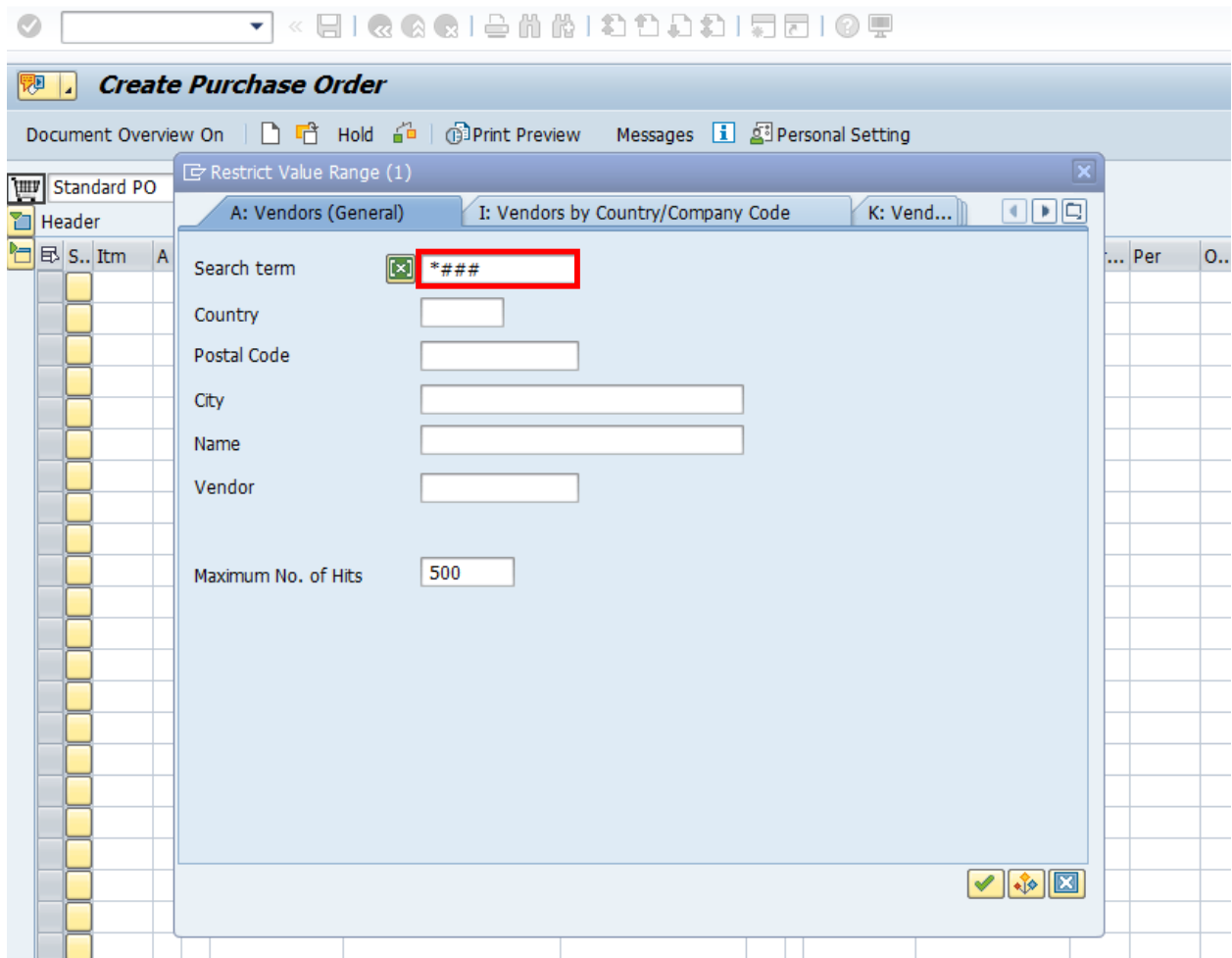
Click inside the “Vendor” field and click the F4 key on your keyboard or click on the .



Tutorial Figure 2-4: Create Purchase Order – Vendor Field Select

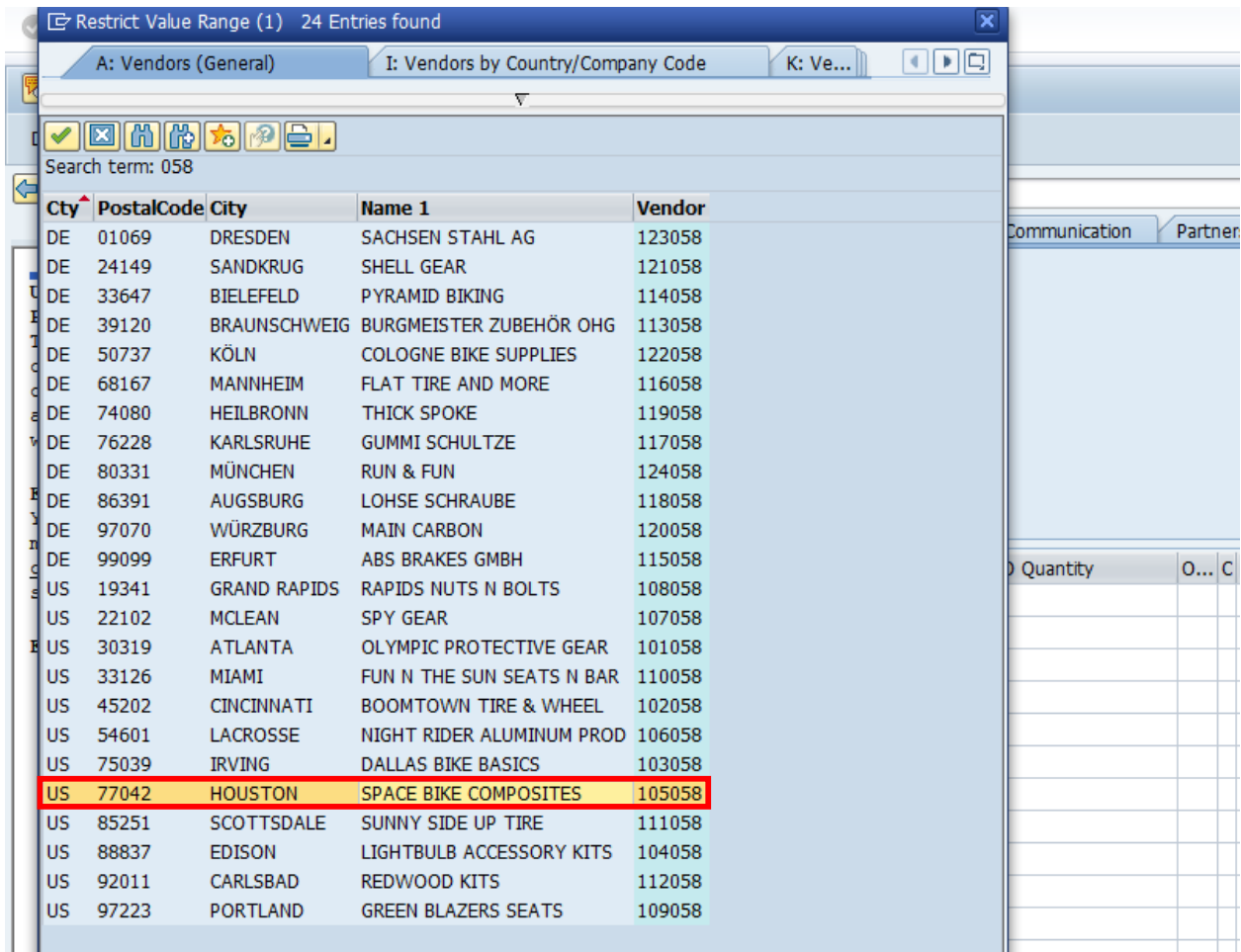
Enter the following:

- Search Term: *### (where ### is your GBI Number) into the “Search Term” field.




Tutorial Figure 2-5: Create Purchase Order – Vendor Search

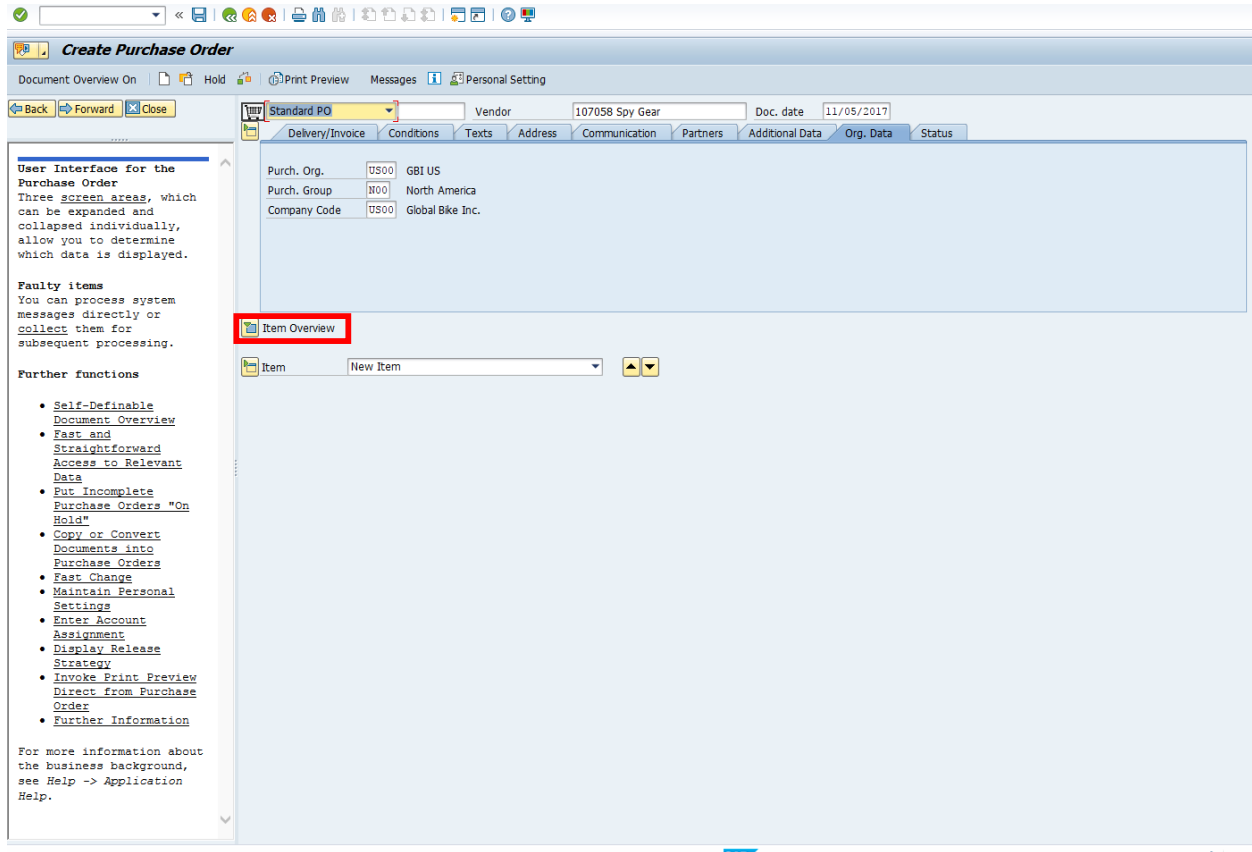
In the next screen we will select the “Space Bike Composites” vendor. Make sure the number in the “Vendor” column ends with your GBI Number as the last 3 digits.



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

Step 1.2: Expand Item Overview

Expand the “Item Overview” section by clicking on .



The screenshot displays the SAP 'Create Purchase Order' interface. On the left, a help pane titled 'User Interface for the Purchase Order' provides instructions on expanding sections. The main area shows a 'Standard PO' for vendor '107058 Spy Gear' with document date '11/05/2017'. Below this, a table lists purchase organization details: 'Purch. Org.' (US00 - GBI US), 'Purch. Group' (N00 - North America), and 'Company Code' (US00 - Global Bke Inc.). The 'Item Overview' section is highlighted with a red box and contains a dropdown menu set to 'Item' and a 'New Item' button.

Purch. Org.	US00	GBI US
Purch. Group	N00	North America
Company Code	US00	Global Bke Inc.

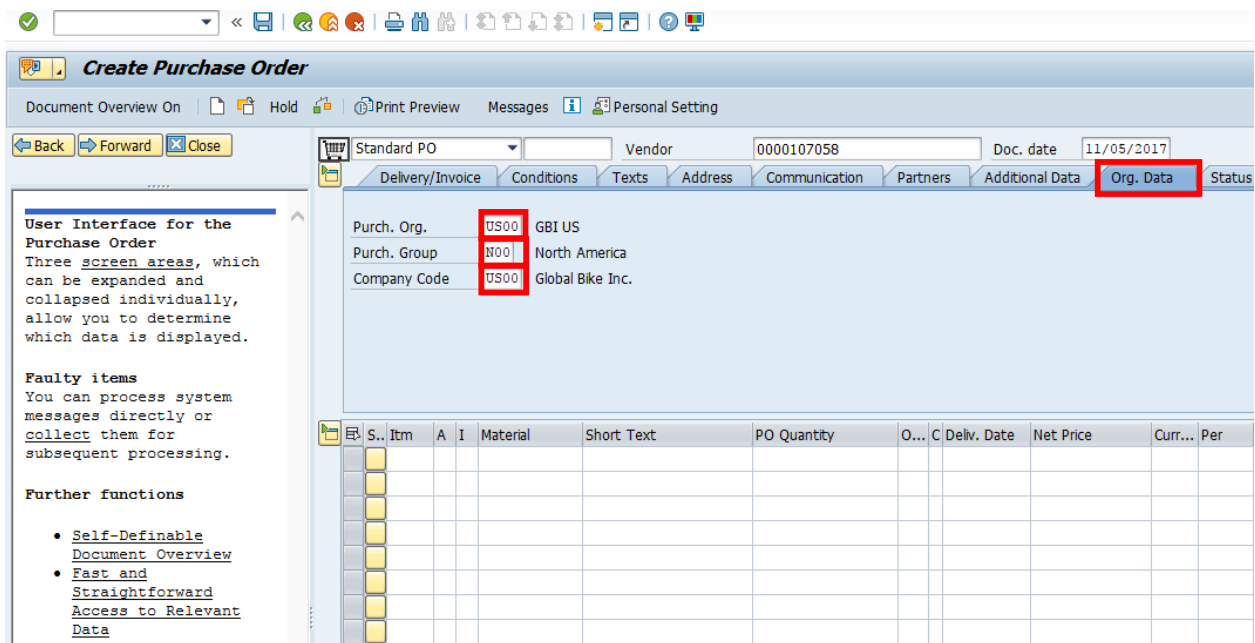
Tutorial Figure 2-7: Create Purchase Order – Item Overview Not Expanded

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**

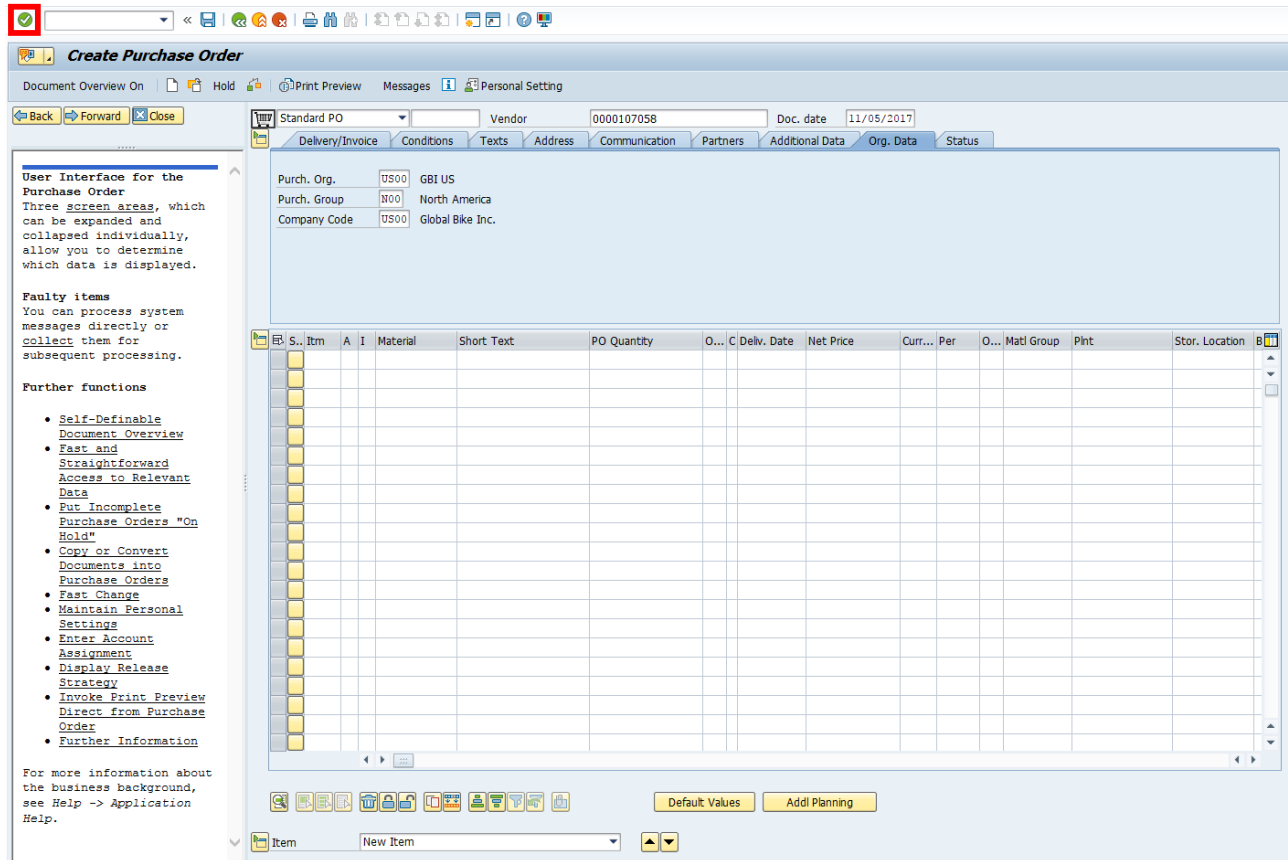


The screenshot shows the SAP 'Create Purchase Order' interface. The 'Org. Data' tab is selected and highlighted with a red box. The 'Purch. Org.' field is set to 'US00' (Global Bike Inc.), 'Purch. Group' is 'N00' (North America), and 'Company Code' is 'US00' (Global Bike Inc.). The 'Vendor' field is '0000107058' and the 'Doc. date' is '11/05/2017'. The 'Standard PO' dropdown is set to 'Standard PO'. The 'Delivery/Invoice' tab is also visible. Below the form is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per

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

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



The screenshot shows the SAP 'Create Purchase Order' interface. At the top, a red box highlights a checkmark icon in the menu bar. The main area displays the 'Org. Data' tab with the following information:

- Standard PO
- Vendor: 0000107058
- Doc. date: 11/05/2017
- Purch. Org.: US00 GBI US
- Purch. Group: N00 North America
- Company Code: US00 Global Bike Inc.

Below this is a table with the following columns: Item, S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Delv. Date, Net Price, Curr..., Per, O..., Mat Group, Pmt, Stor. Location, B. The table is currently empty.


On the left side, there is a help panel titled 'User Interface for the Purchase Order' with sections for 'Faulty items' and 'Further functions'. The 'Further functions' section includes a list of actions such as 'Self-Definable Document Overview', 'Fast and Straightforward Access to Relevant Data', 'Put Incomplete Purchase Orders "On Hold"', 'Copy or Convert Documents into Purchase Orders', 'Fast Change', 'Maintain Personal Settings', 'Enter Account Assignment', 'Display Release Strategy', 'Invoke Print Preview Direct from Purchase Order', and 'Further Information'.

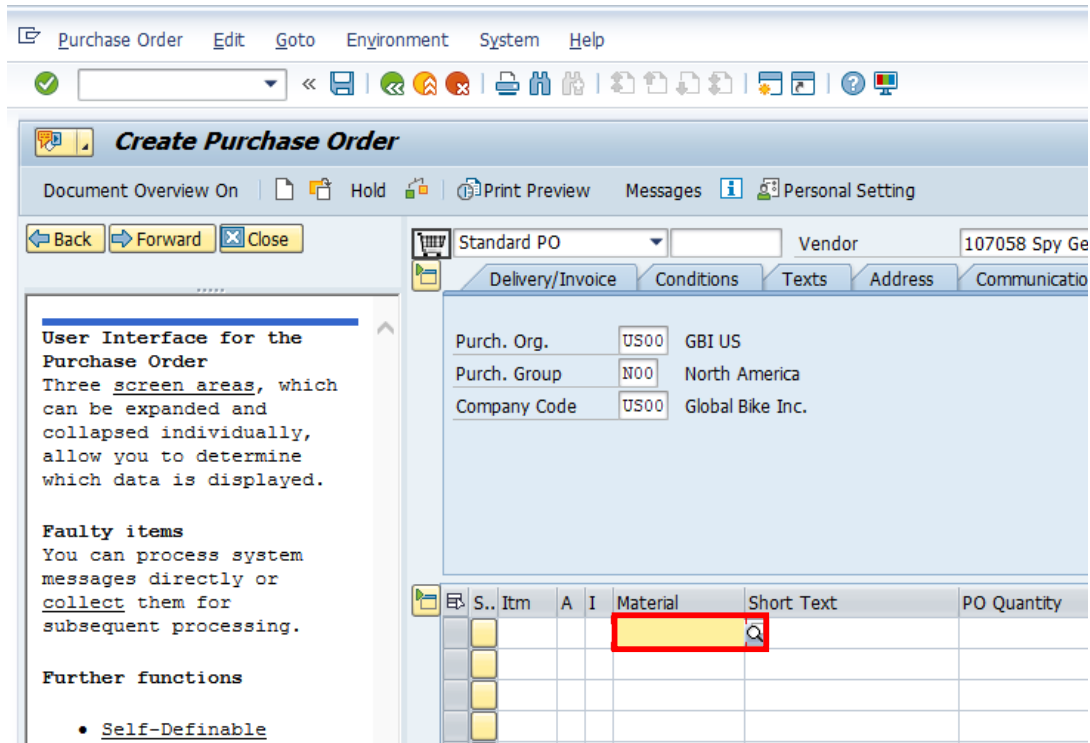
At the bottom, there are buttons for 'Default Values' and 'Add Planning', and a dropdown menu for 'Item' set to 'New Item'.

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


Step 1.4: Enter Materials Into The Purchase Order

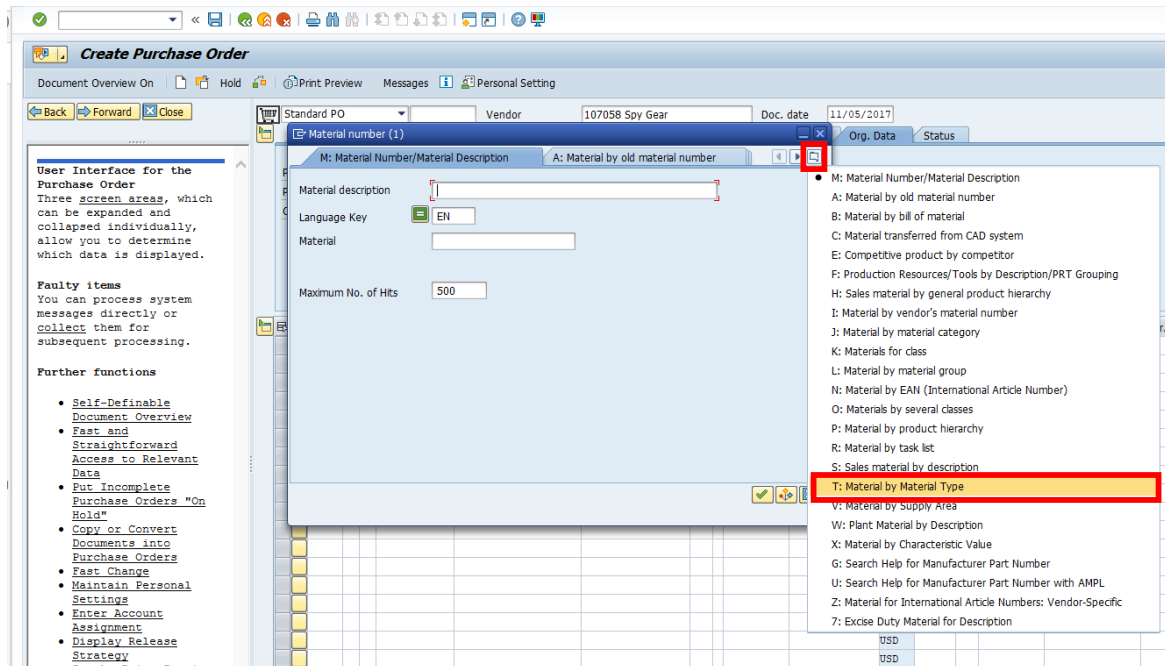
Now enter the materials we want to procure from **Space Bike Composites**. We want to procure all necessary materials needed to build our **Deluxe Touring Bike (Silver)**. We will start by searching for **Touring Frame-Silver**.

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

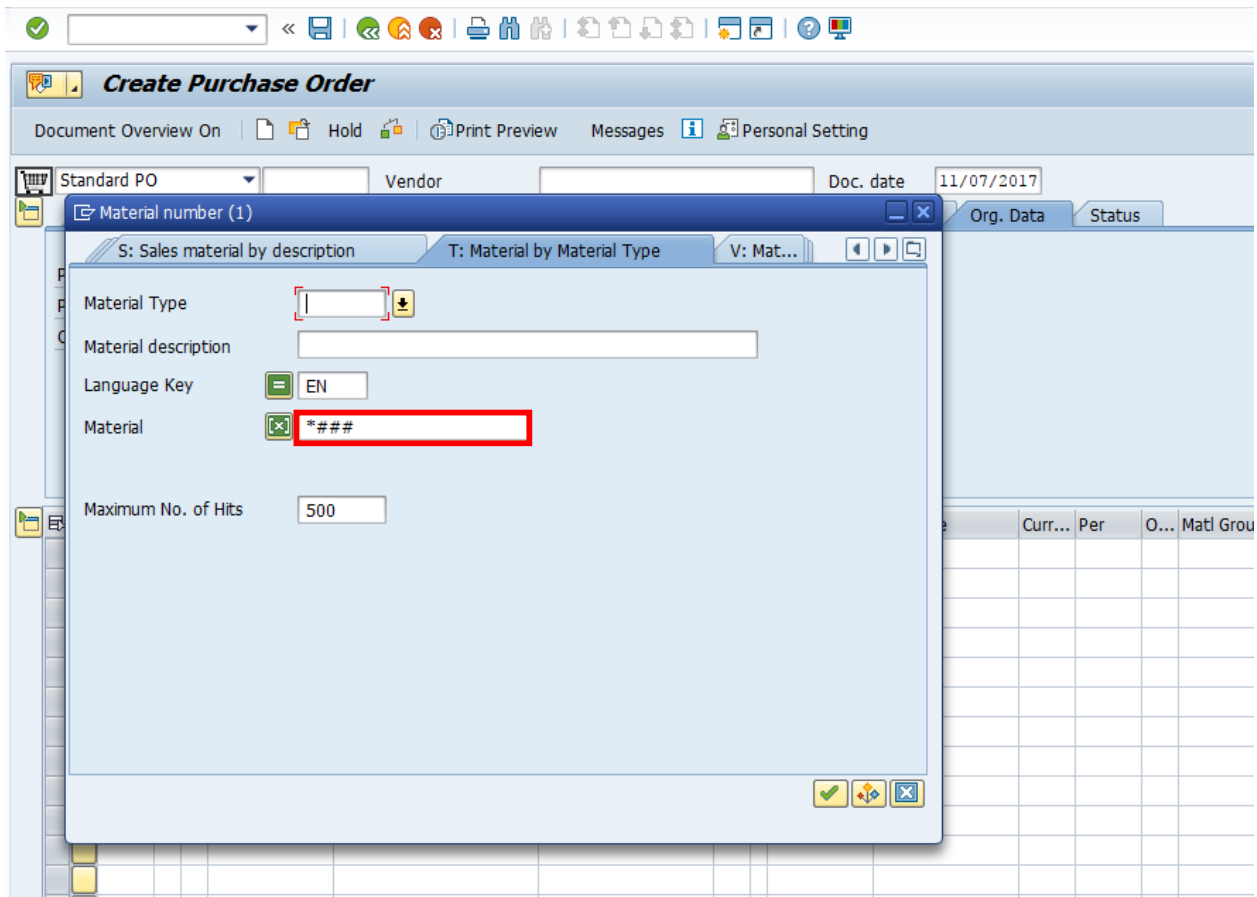
We will search using “Material By Material Type”. Click on the  in the right-hand corner of the Search window. Select “T: Material By Material Type”.



Tutorial Figure 2-11: Create Purchase Order – Material Search By Material Type

Enter the following information into the fields:

- Material: *###

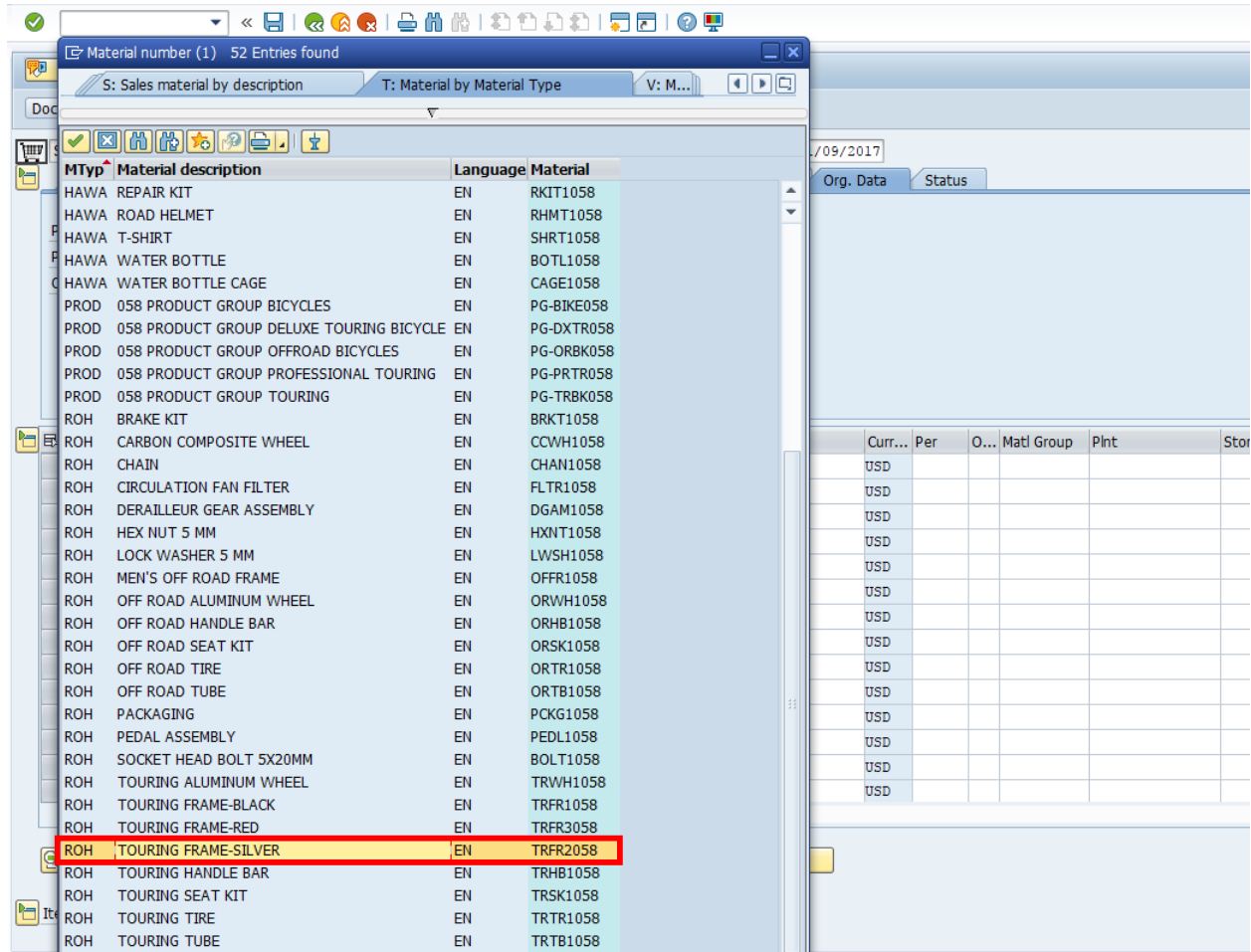


Tutorial Figure 2-12: Create Purchase Order – Materials Search Input

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.

The screenshot shows the SAP 'Create Purchase Order' (Create PO) interface. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Create Purchase Order' is displayed. The interface includes several tabs: 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'. The 'Delivery/Invoice' tab is active. The 'Standard PO' dropdown is set to 'Standard PO'. The 'Vendor' field contains '105058 Space Bike Composites' and the 'Doc. date' is '11/09/2017'. Below the tabs, there are fields for 'Purch. Org.' (US00 GBI US), 'Purch. Group' (N00 North America), and 'Company Code' (US00 Global Bike Inc.). At the bottom, a table displays search results for materials. The table has columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, and C. The first row of the table shows the material number 'TRFR2058' in the 'Material' column, which is highlighted with a red box. The 'Short Text' column is empty for this row. The 'Curr...' column shows 'USD' for the first three rows.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	C
				TRFR2058							USD		
											USD		
											USD		

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”

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting


Standard PO | Vendor: 105058 Space Bike Composites | Doc. date: 11/09/2017

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | **Org. Data** | Status

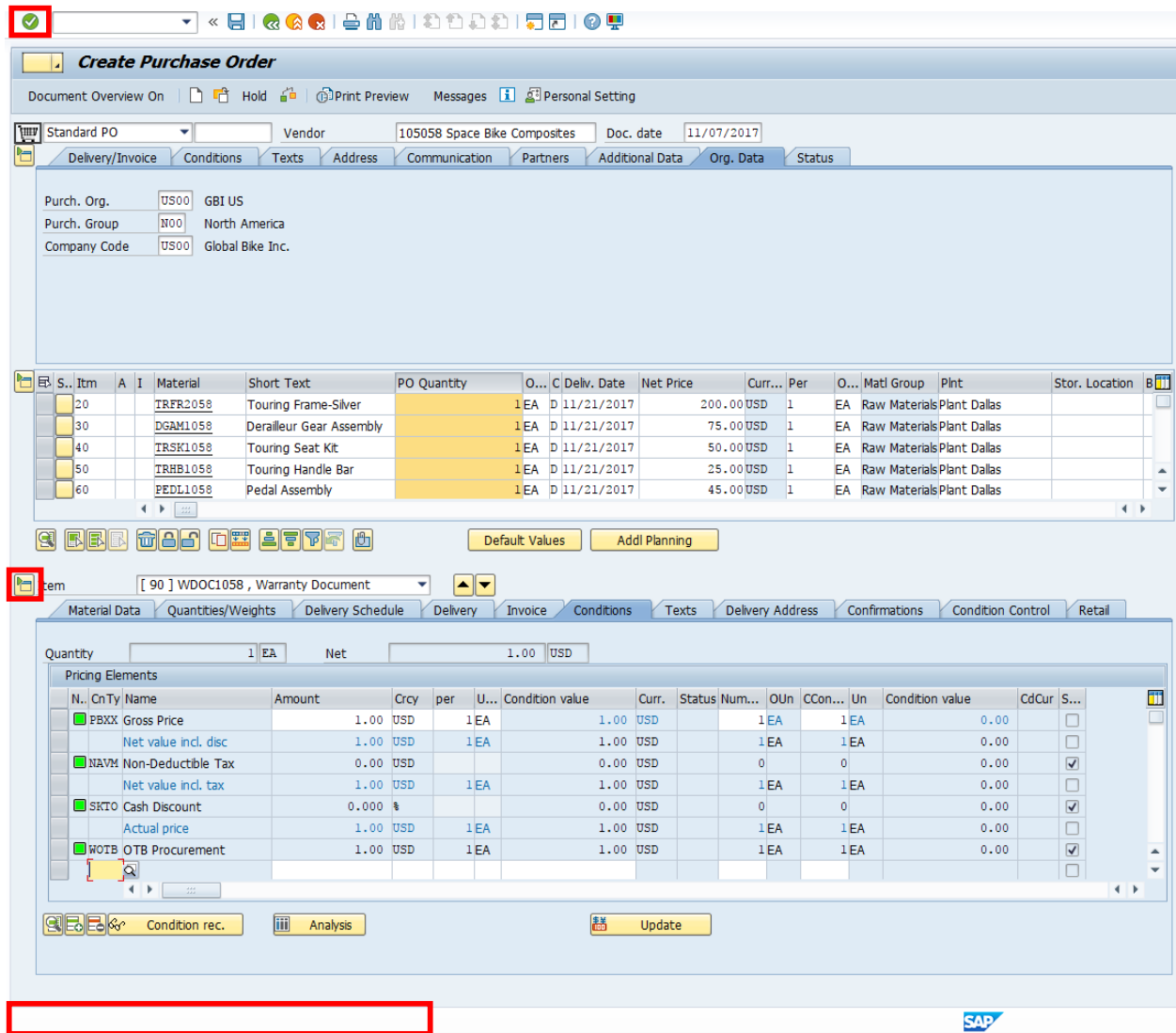
Purch. Org.: US00 GBI US
Purch. Group: N00 North America
Company Code: US00 Global Bike Inc.

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	
				PKG1058		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.



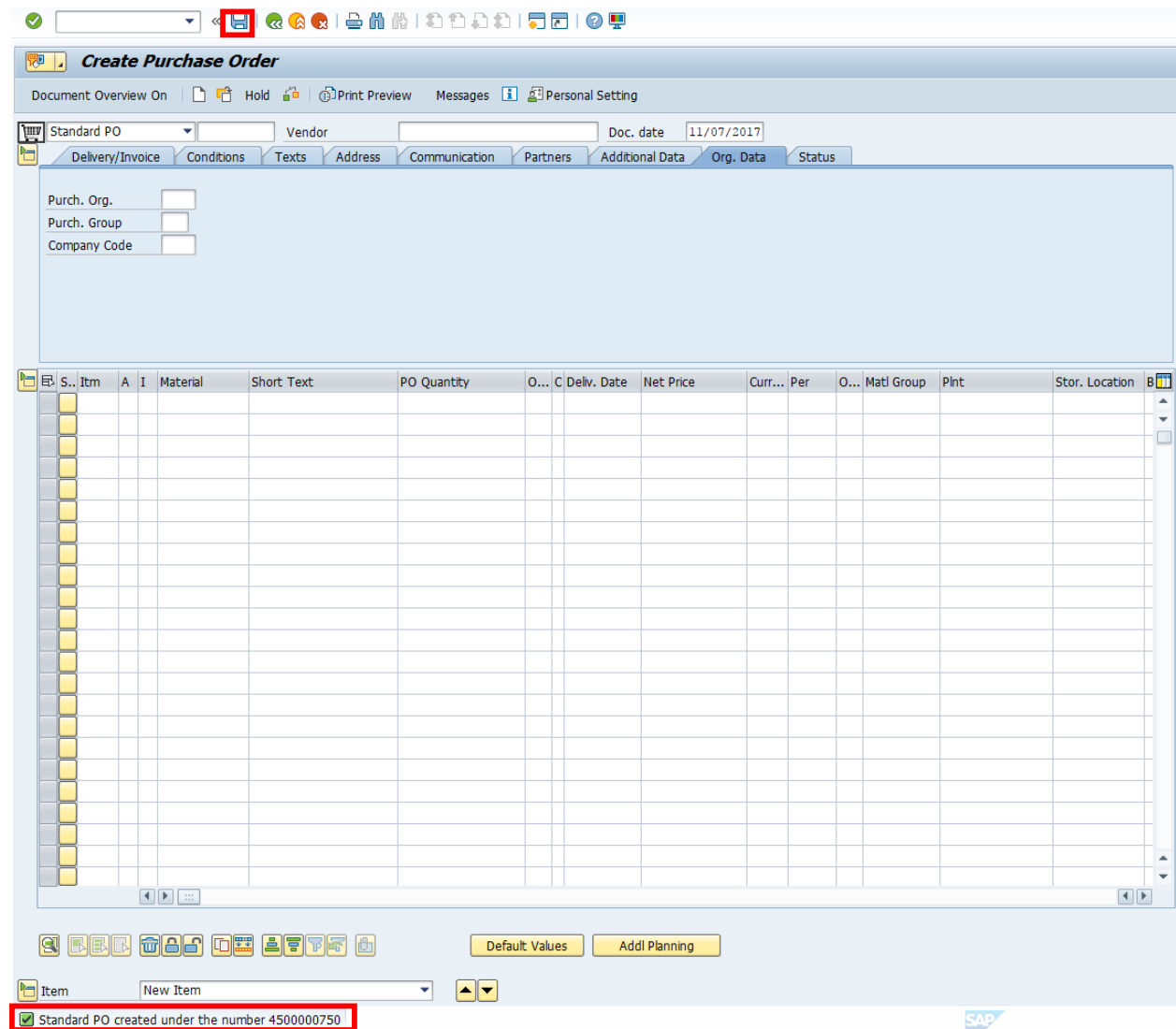
The screenshot displays the SAP 'Create Purchase Order' interface. At the top, a status bar shows a green checkmark icon in a red box. Below this, the 'Create Purchase Order' header includes document overview options like 'Hold', 'Print Preview', and 'Messages'. The main area shows purchase order details for 'Standard PO' with vendor '105058 Space Bike Composites' and document date '11/07/2017'. A table lists items with columns for S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Delv. Date, Net Price, Curr..., Per, O..., Matl Group, Pnt, and Stor. Location. Below the table are buttons for 'Default Values' and 'Addl Planning'. The 'Item Details' section is expanded, showing a dropdown menu with a red box around the 'Item' field. The 'Pricing Elements' table is visible, listing items like 'Gross Price', 'Non-Deductible Tax', 'Cash Discount', and 'OTB Procurement' with columns for Name, Amount, CrCY, per, U..., Condition value, Curr., Status Num..., OUn, CCon..., Un, Condition value, CdCur, and S... At the bottom, there are buttons for 'Condition rec.', 'Analysis', and 'Update', and a red box highlights the status bar area.

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

Step 1.5: Save Purchase Order

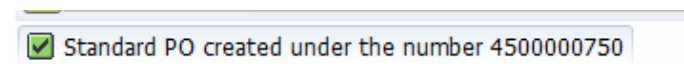
Click  to save your Purchase Order.

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.**




The screenshot displays the SAP 'Create Purchase Order' interface. At the top, there is a toolbar with a red box highlighting the 'Save' icon. Below the toolbar, the 'Create Purchase Order' title is visible, along with document overview options like 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The main form area includes fields for 'Standard PO', 'Vendor', and 'Doc. date' (11/07/2017). Below these are tabs for 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'. The 'Org. Data' tab is active, showing input fields for 'Purch. Org.', 'Purch. Group', and 'Company Code'. A large table with columns for 'S.. Itm', 'A', 'I', 'Material', 'Short Text', 'PO Quantity', 'O...', 'C Deliv. Date', 'Net Price', 'Curr...', 'Per', 'O...', 'Matl Group', 'Pint', and 'Stor. Location' is present but empty. At the bottom, a status bar shows a green checkmark and the message 'Standard PO created under the number 450000750', which is highlighted with a red box. The SAP logo is visible in the bottom right corner.

Tutorial Figure 2-18: Purchase Order Saved



Tutorial Figure 2-19: Purchase Order Number

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

The screenshot displays the SAP 'Create Purchase Order' (ME51) transaction. The interface includes a top toolbar with standard SAP navigation icons. A red box highlights the 'Exit' icon (a red square with a white arrow pointing up and right). The main window is titled 'Create Purchase Order' and shows a 'Standard PO' document. The document header includes fields for 'Purch. Org.', 'Purch. Group', and 'Company Code'. Below the header is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Delv. Date, Net Price, Curr..., Per, O..., Matl Group, Pint, Stor. Loc. The table is currently empty. On the left side, there is a help pane with text about the user interface and further functions. At the bottom, there are buttons for 'Default Values' and 'Add Planning', and a status bar showing 'Standard PO created under the number 4500000746'.

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

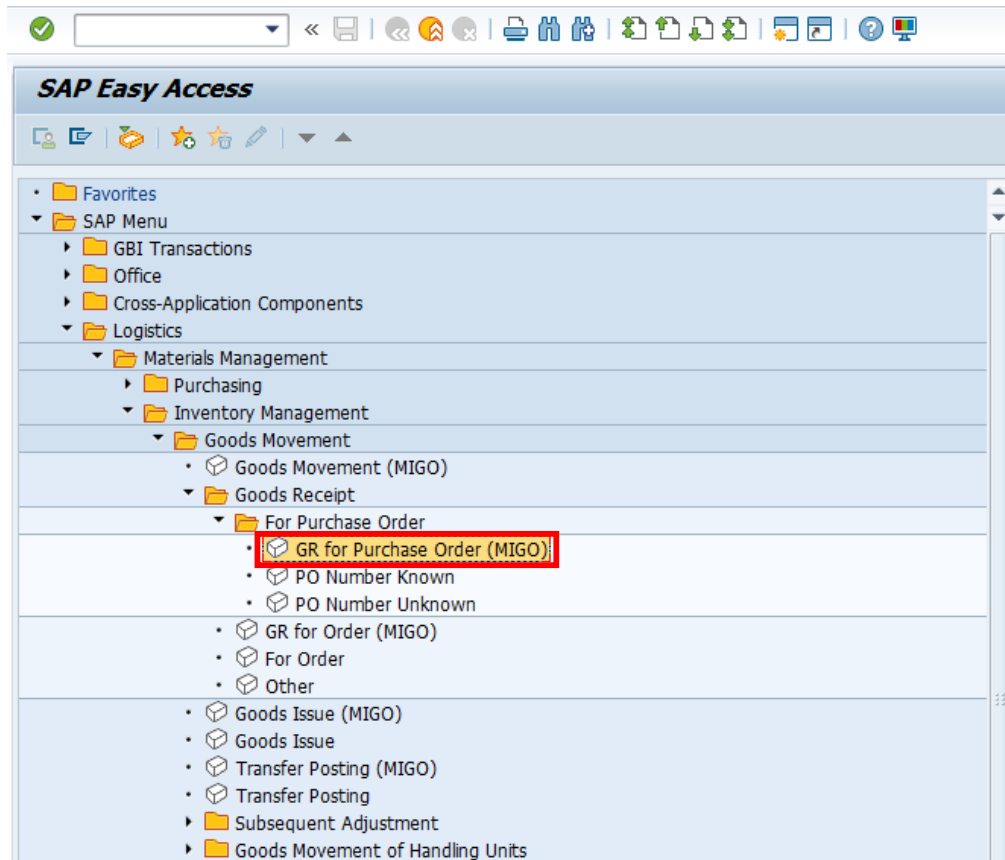
STEP 2: COMPLETE GOODS RECEIPT

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**.



Tutorial Figure 2-21: Procurement Process – Goods Receipt

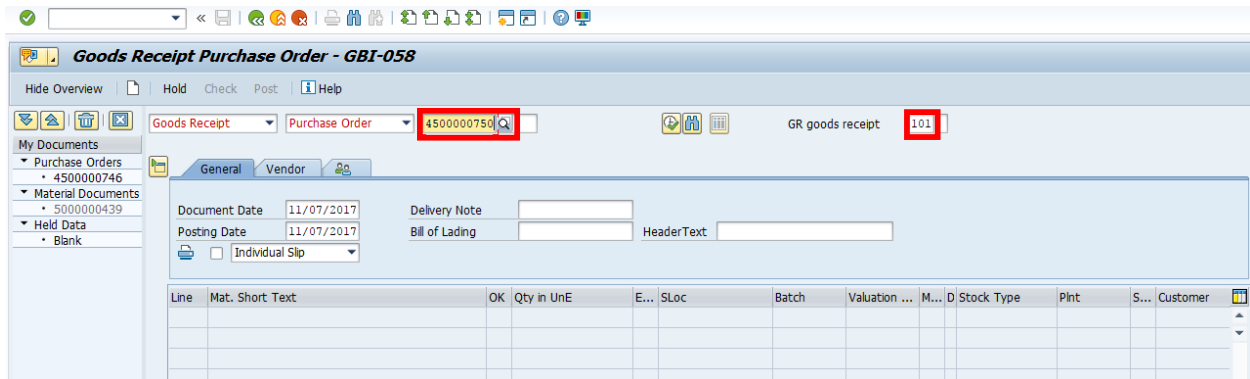
Navigation: SAP Menu > Logistics > Materials Management > Inventory Management > Goods Movement > Goods Receipt > For Purchase Order > GR For Purchase Order (MIGO)




Tutorial Figure 2-22: Goods Receipt SAP Easy Access Menu Tree

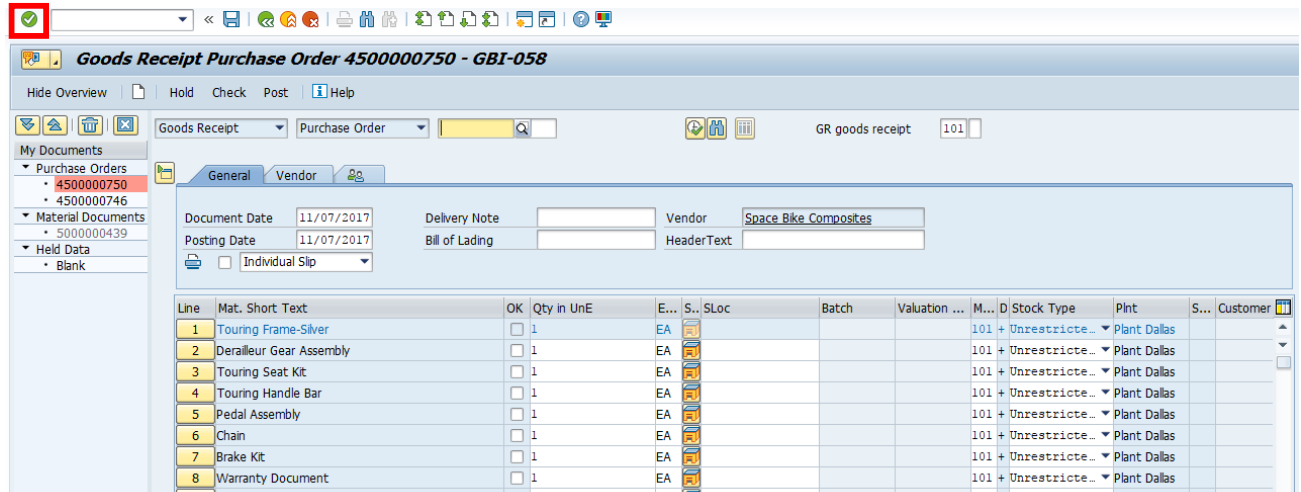
Verify the following have automatically populated:

- 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.

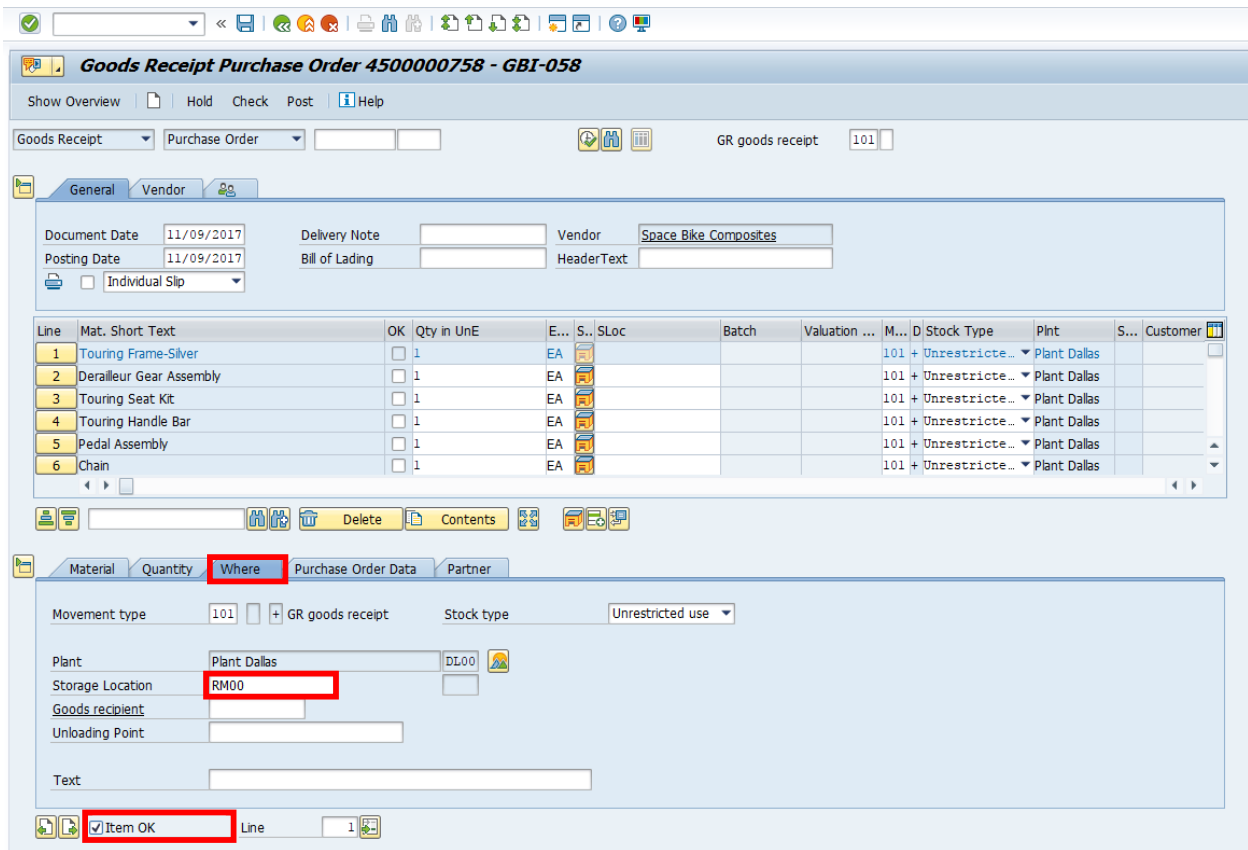


The screenshot shows the SAP Goods Receipt Purchase Order (GR PO) screen for document 4500000750. The title bar reads "Goods Receipt Purchase Order 4500000750 - GBI-058". The interface includes a menu bar with a green checkmark icon highlighted in a red box. Below the menu bar, there are tabs for "General" and "Vendor". The "General" tab is active, showing fields for Document Date (11/07/2017), Posting Date (11/07/2017), Delivery Note, Bill of Lading, Vendor (Space Bike Composites), and Header Text. A table below lists the items received:

Line	Mat. Short Text	OK	Qty in UnE	E...	S...	SLoc	Batch	Valuation ...	M...	D	Stock Type	Pint	S...	Customer
1	Touring Frame-Silver	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
2	Derailleur Gear Assembly	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
3	Touring Seat Kit	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
4	Touring Handle Bar	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
5	Pedal Assembly	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
6	Chain	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
7	Brake Kit	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
8	Warranty Document	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		

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

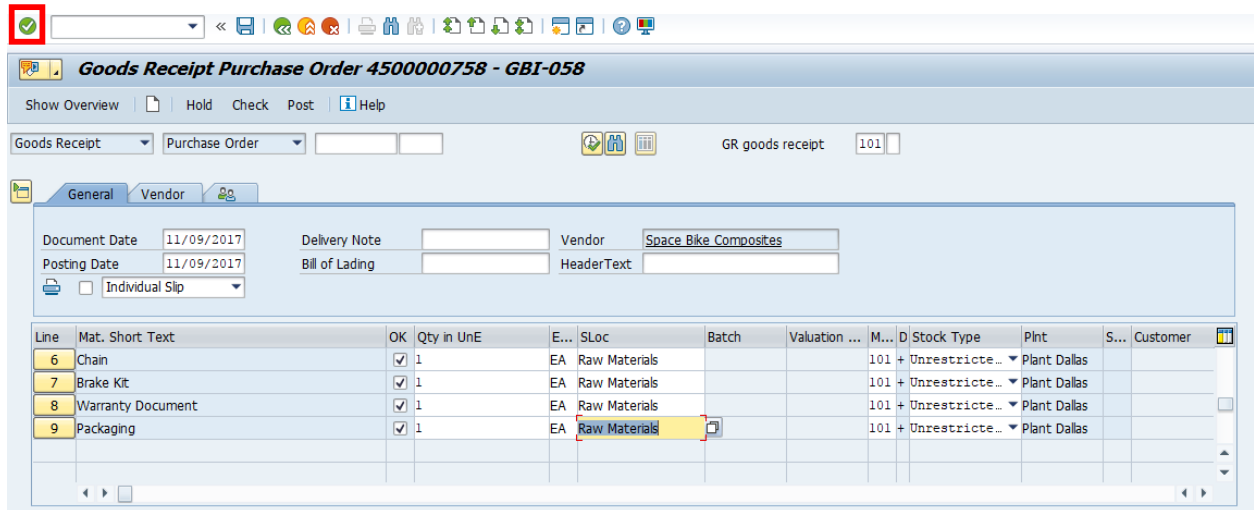
For all remaining rows in the table enter **RM00** as the Sloc (Storage Location) and check all of the boxes in the “OK” column.

The screenshot displays the SAP Goods Receipt Purchase Order interface for document 450000758. The 'General' tab is active, showing document details like date (11/09/2017) and vendor (Space Bike Composites). Below this is a table of material rows. A red box highlights the 'OK' column and the 'Sloc' field for rows 2 through 6, where 'RM00' is entered. The 'Movement type' is 101 and 'Stock type' is Unrestricted use.

Line	Mat. Short Text	OK	Qty in UnE	E...	S..	Sloc	Batch	Valuation ...	M...	D	Stock Type	Plant	S...	Customer
1	Touring Frame-Silver	<input type="checkbox"/>	1	EA					101	+	Unrestrict...	Plant Dallas		
2	Deraillieur Gear Assembly	<input checked="" type="checkbox"/>	1	EA		RM00			101	+	Unrestrict...	Plant Dallas		
3	Touring Seat Kit	<input checked="" type="checkbox"/>	1	EA		RM00			101	+	Unrestrict...	Plant Dallas		
4	Touring Handle Bar	<input checked="" type="checkbox"/>	1	EA		RM00			101	+	Unrestrict...	Plant Dallas		
5	Pedal Assembly	<input checked="" type="checkbox"/>	1	EA		RM00			101	+	Unrestrict...	Plant Dallas		
6	Chain	<input checked="" type="checkbox"/>	1	EA		RM00			101	+	Unrestrict...	Plant Dallas		

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

Click the  button to verify your inputs.



Goods Receipt Purchase Order 450000758 - GBI-058

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101


General | Vendor

Document Date: 11/09/2017 | Delivery Note: | Vendor: Space Bike Composites
Posting Date: 11/09/2017 | Bill of Lading: | HeaderText: |
 Individual Slip

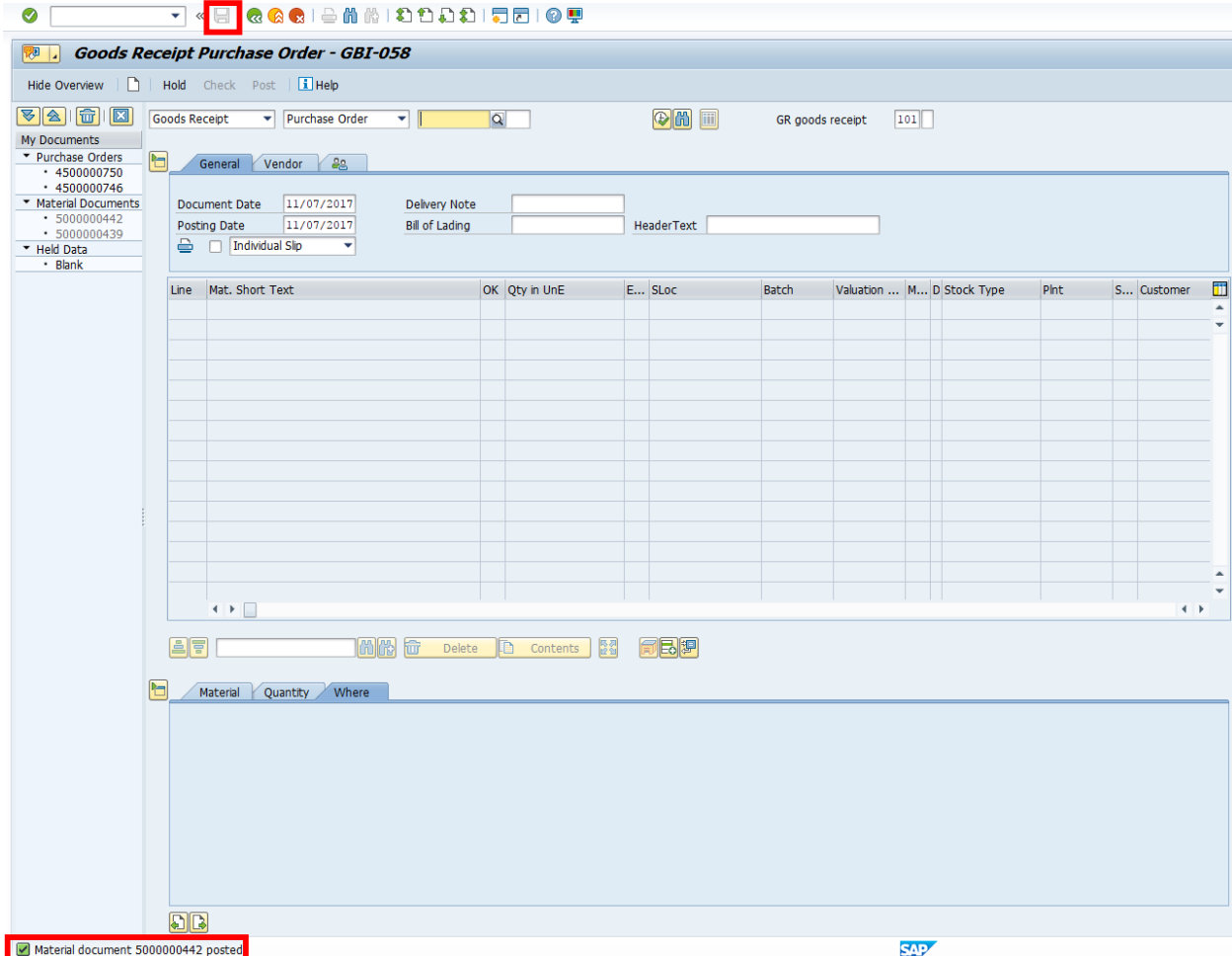
Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D	Stock Type	Plnt	S...	Customer
6	Chain	<input checked="" type="checkbox"/>	1	EA	Raw Materials				101	Unrestrict...	Plant Dallas		
7	Brake Kit	<input checked="" type="checkbox"/>	1	EA	Raw Materials				101	Unrestrict...	Plant Dallas		
8	Warranty Document	<input checked="" type="checkbox"/>	1	EA	Raw Materials				101	Unrestrict...	Plant Dallas		
9	Packaging	<input checked="" type="checkbox"/>	1	EA	Raw Materials				101	Unrestrict...	Plant Dallas		

Tutorial Figure 2-27: Goods Receipt – Check and Verify

Step 2.1: Save Goods Receipt


Click  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.**



The screenshot shows the SAP interface for a Goods Receipt Purchase Order (GI-058). The main window displays the 'General' tab with fields for Document Date (11/07/2017), Posting Date (11/07/2017), and a checkbox for 'Individual Slip'. Below this is a table with columns: Line, Mat. Short Text, OK, Qty in UnE, E... SLoc, Batch, Valuation ..., M..., D Stock Type, Plnt, S..., and Customer. The table is currently empty. At the bottom of the screen, a status bar shows a green checkmark and the text 'Material document 500000442 posted'. The SAP logo is visible in the bottom right corner.

Tutorial Figure 2-28: Goods Receipt Saved

 Material document 500000442 posted

Tutorial Figure 2-29: Goods Receipt Number

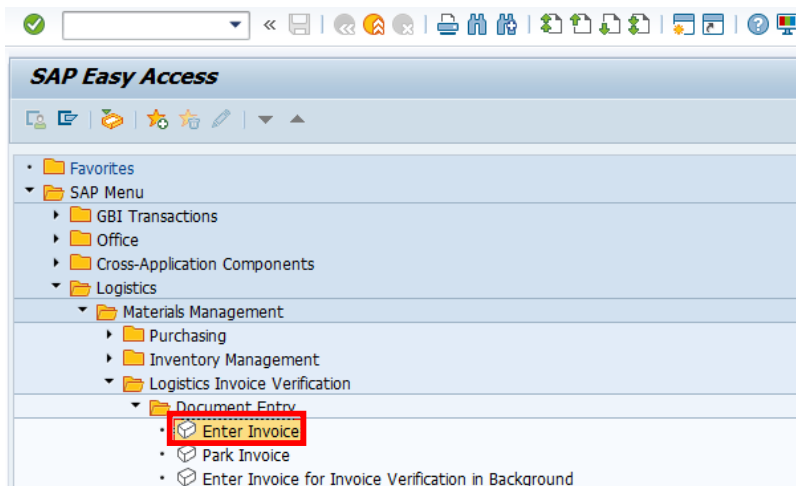
STEP 3: ENTER INCOMING INVOICE

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**

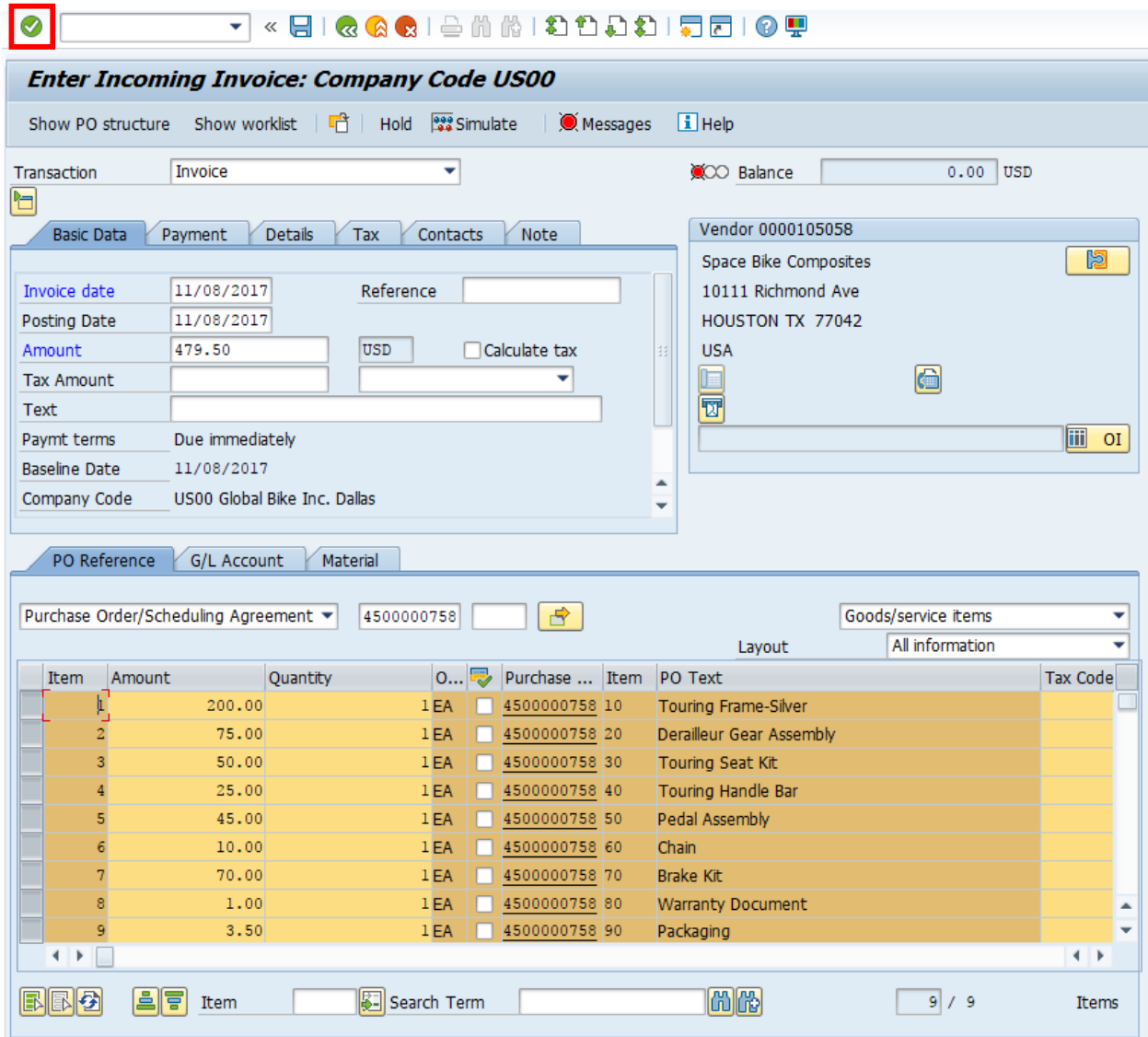
The screenshot displays the SAP 'Enter Incoming Invoice' interface for Company Code US00. The form is titled 'Enter Incoming Invoice: Company Code US00' and includes a navigation bar with options like 'Show PO structure', 'Show worklist', 'Hold', 'Simulate', 'Messages', and 'Help'. The 'Transaction' is set to 'Invoice' and the 'Balance' is 0.00. The 'Basic Data' tab is active, showing the following fields:

Invoice date	11/07/2017	Reference	
Posting Date	11/07/2017		
Amount	479.50	<input type="checkbox"/> Calculate tax	
Tax Amount		XI (Input Tax)	
Text			
Baseline Date			
Company Code	US00 Global Bike Inc. Dallas		

Below the 'Basic Data' tab, the 'PO Reference' tab is active, showing the 'Purchase Order/Scheduling Agreement' field with the value 4500000758. The 'Goods/service items' dropdown is set to 'All information'. At the bottom, a table header is visible with columns: Item, Amount, Quantity, O..., Purchase ..., Item, PO Text, and Tax Code.

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.



Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Vendor 0000105058
Space Bike Composites
10111 Richmond Ave
HOUSTON TX 77042
USA

Basic Data Payment Details Tax Contacts Note

Invoice date 11/08/2017 Reference
Posting Date 11/08/2017
Amount 479.50 USD Calculate tax
Tax Amount
Text
Paymt terms Due immediately
Baseline Date 11/08/2017
Company Code US00 Global Bike Inc. Dallas

PO Reference G/L Account Material

Purchase Order/Scheduling Agreement 4500000758 Goods/service items
Layout All information


Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	200.00	1 EA		4500000758	10	Touring Frame-Silver	
2	75.00	1 EA		4500000758	20	Derailleur Gear Assembly	
3	50.00	1 EA		4500000758	30	Touring Seat Kit	
4	25.00	1 EA		4500000758	40	Touring Handle Bar	
5	45.00	1 EA		4500000758	50	Pedal Assembly	
6	10.00	1 EA		4500000758	60	Chain	
7	70.00	1 EA		4500000758	70	Brake Kit	
8	1.00	1 EA		4500000758	80	Warranty Document	
9	3.50	1 EA		4500000758	90	Packaging	

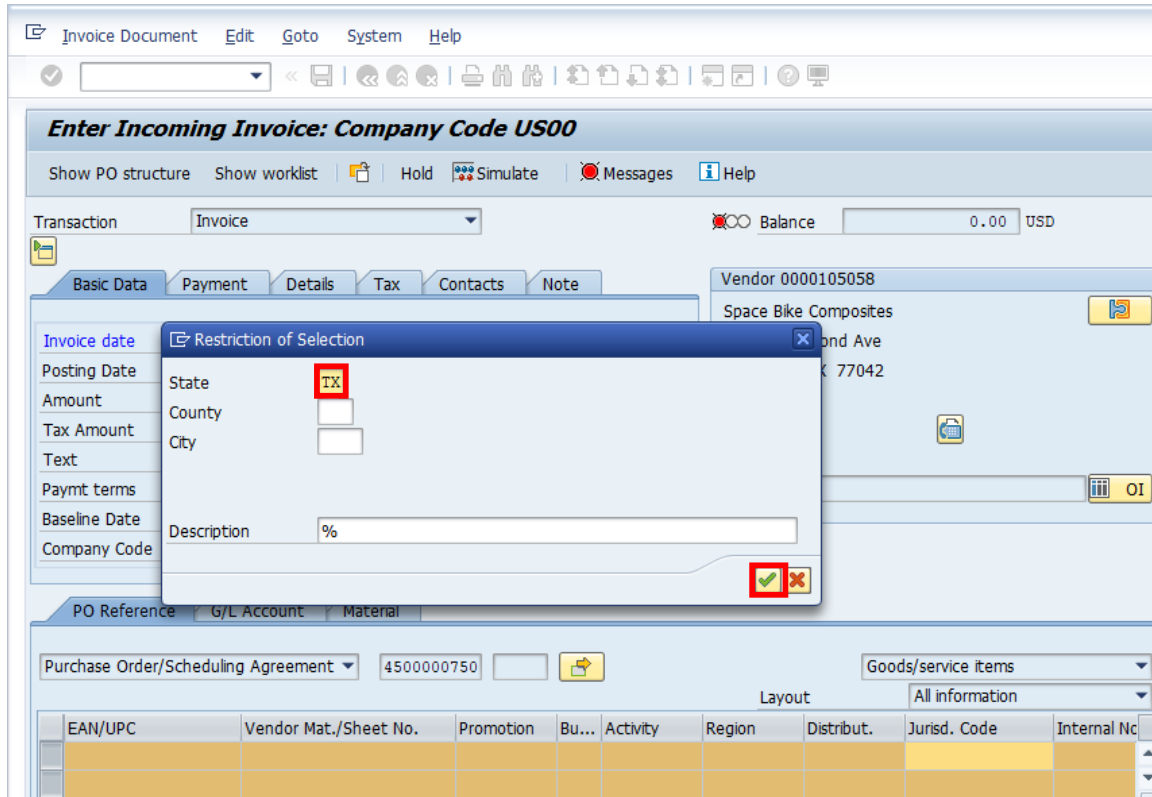
Item Search Term 9 / 9 Items

Tutorial Figure 2-33: Incoming Invoice – Check

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

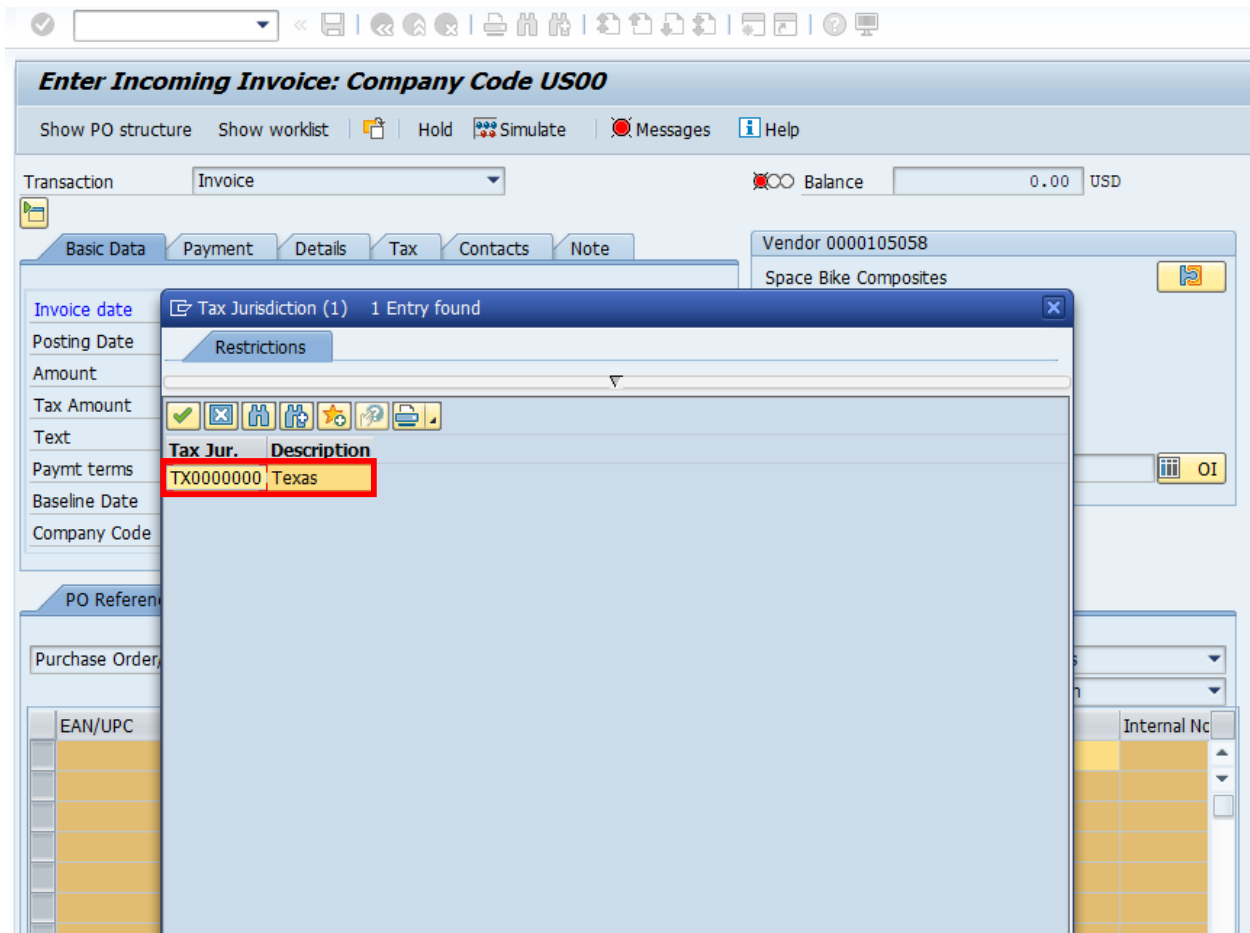
We are entering **TX** because our materials were procured for the Dallas (DL00) plant in the previous steps.

Click  once you have entered the State.




Tutorial Figure 2-36: Incoming Invoice – Tax Jurisdiction State Search

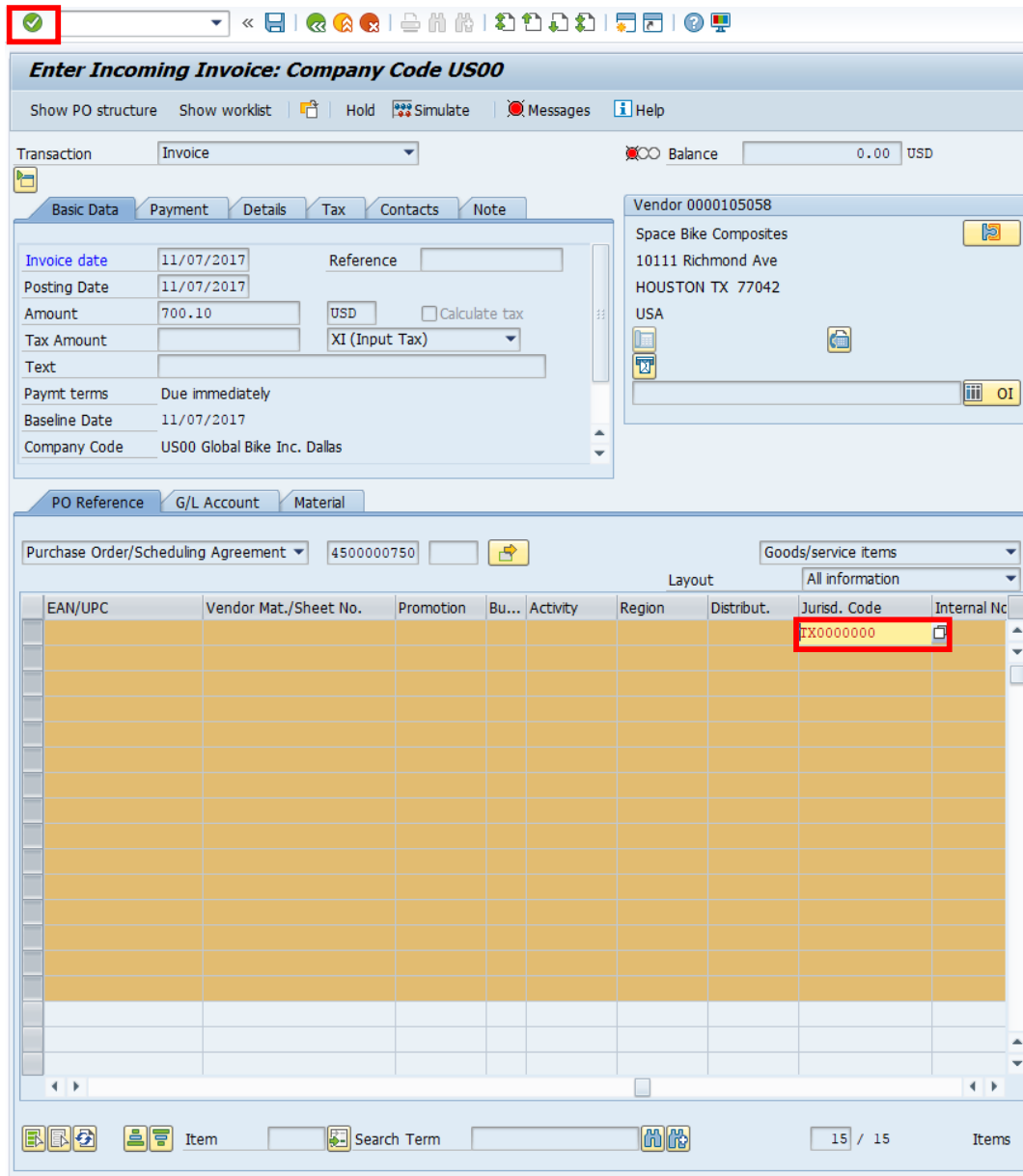
Double click **TX0000000** in the following search results window.



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 “Jurid. Code” for our next material.

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



The screenshot displays the SAP 'Enter Incoming Invoice' interface for Company Code US00. The top navigation bar includes a checkmark icon (highlighted with a red box), a search field, and various utility icons. The main header shows 'Enter Incoming Invoice: Company Code US00' and options like 'Show PO structure', 'Show worksheet', 'Hold', 'Simulate', 'Messages', and 'Help'. The transaction type is set to 'Invoice' with a balance of 0.00 USD.





The 'Basic Data' tab is active, showing fields for Invoice date (11/07/2017), Posting Date (11/07/2017), Amount (700.10), and Tax Amount. The 'Vendor' information for 0000105058 (Space Bike Composites) is displayed on the right. The 'Material' tab is selected, showing a table of goods/service items. The table has columns for EAN/UPC, Vendor Mat./Sheet No., Promotion, Bu..., Activity, Region, Distrib., Jurid. Code, and Internal No. The 'Jurid. Code' field in the first row is highlighted in yellow and contains the value 'TX0000000'.

EAN/UPC	Vendor Mat./Sheet No.	Promotion	Bu...	Activity	Region	Distrib.	Jurid. Code	Internal No
							TX0000000	

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

Once you have entered in all Jurisd. Codes, click the  in the following screen.

Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist  Hold  Simulate  Messages  Help

Transaction Invoice Balance 0.00 USD


Vendor 0000105058
Space Bike Composites
10111 Richmond Ave
HOUSTON TX 77042

Invoice date 11/09/2017 Reference
Posting Date 11/09/2017


Simulate Document in USD (Document currency)


Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T..	Jurisd. Code	Tax date	Bu...	Co:
1	K 300000	Space Bike Composite...	479.50	USD			XI				
2	S 310000	Goods Receipt / Invoic..	200.00	USD	4500000758	10	XI	TX0000000		BI00	
3	S 310000	Goods Receipt / Invoic..	75.00	USD	4500000758	20	XI	TX0000000		BI00	
4	S 310000	Goods Receipt / Invoic..	50.00	USD	4500000758	30	XI	TX0000000		BI00	
5	S 310000	Goods Receipt / Invoic..	25.00	USD	4500000758	40	XI	TX0000000		BI00	
6	S 310000	Goods Receipt / Invoic..	45.00	USD	4500000758	50	XI	TX0000000		BI00	
7	S 310000	Goods Receipt / Invoic..	10.00	USD	4500000758	60	XI	TX0000000		BI00	
8	S 310000	Goods Receipt / Invoic..	70.00	USD	4500000758	70	XI	TX0000000		BI00	
9	S 310000	Goods Receipt / Invoic..	1.00	USD	4500000758	80	XI	TX0000000		BI00	
10	S 310000	Goods Receipt / Invoic..	3.50	USD	4500000758	90	XI	TX0000000		BI00	

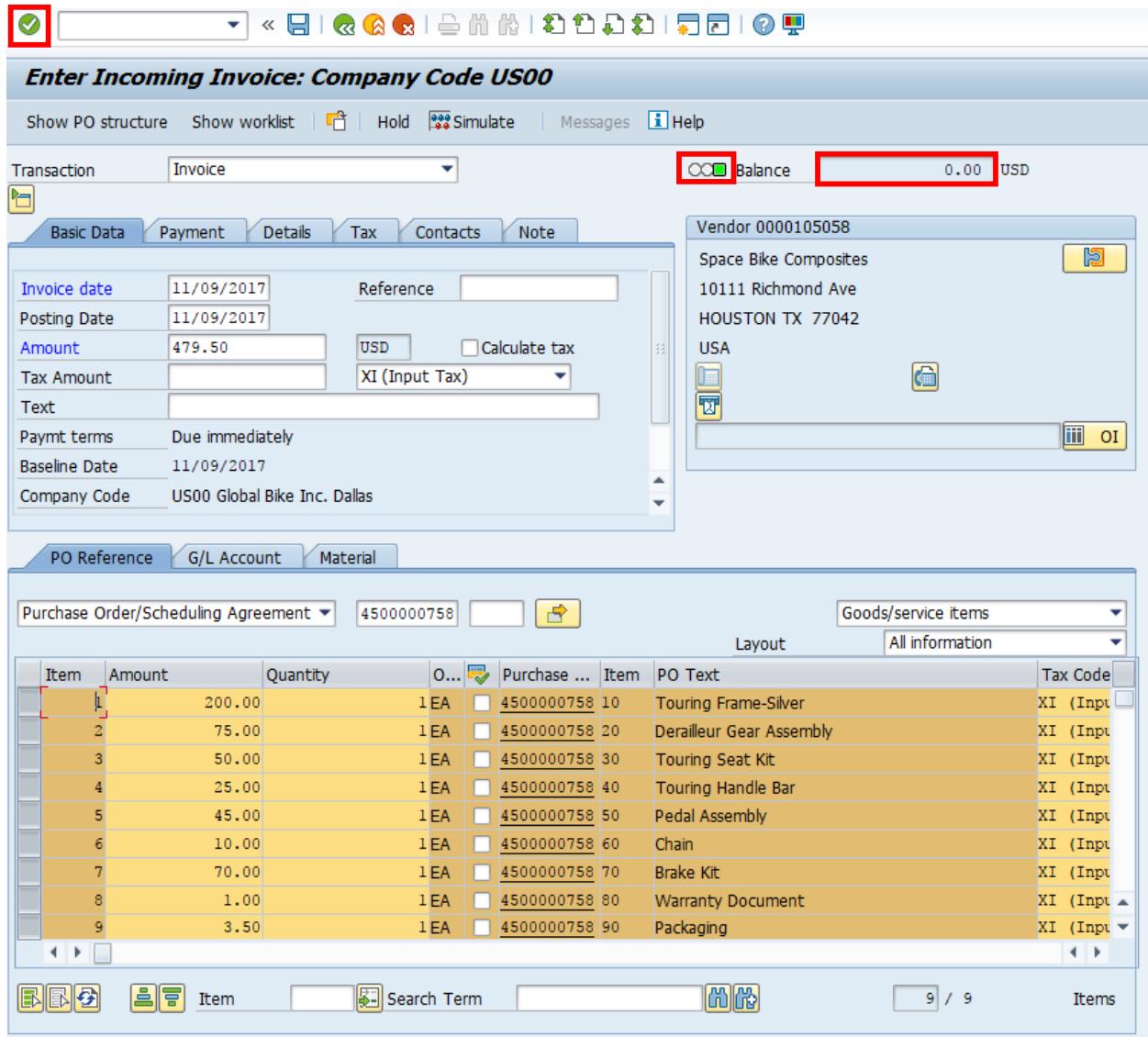
Debit 479.50 Credit 479.50 Bal. 0.00

Back Post 

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**.



Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Vendor 0000105058
Space Bike Composites
10111 Richmond Ave
HOUSTON TX 77042
USA

Invoice date 11/09/2017 Reference
Posting Date 11/09/2017
Amount 479.50 USD Calculate tax
Tax Amount XI (Input Tax)
Text
Paymt terms Due immediately
Baseline Date 11/09/2017
Company Code US00 Global Bike Inc. Dallas



Purchase Order/Scheduling Agreement 4500000758 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	200.00	1 EA		4500000758	10	Touring Frame-Silver	XI (Inpt)
2	75.00	1 EA		4500000758	20	Derailleur Gear Assembly	XI (Inpt)
3	50.00	1 EA		4500000758	30	Touring Seat Kit	XI (Inpt)
4	25.00	1 EA		4500000758	40	Touring Handle Bar	XI (Inpt)
5	45.00	1 EA		4500000758	50	Pedal Assembly	XI (Inpt)
6	10.00	1 EA		4500000758	60	Chain	XI (Inpt)
7	70.00	1 EA		4500000758	70	Brake Kit	XI (Inpt)
8	1.00	1 EA		4500000758	80	Warranty Document	XI (Inpt)
9	3.50	1 EA		4500000758	90	Packaging	XI (Inpt)

9 / 9 Items

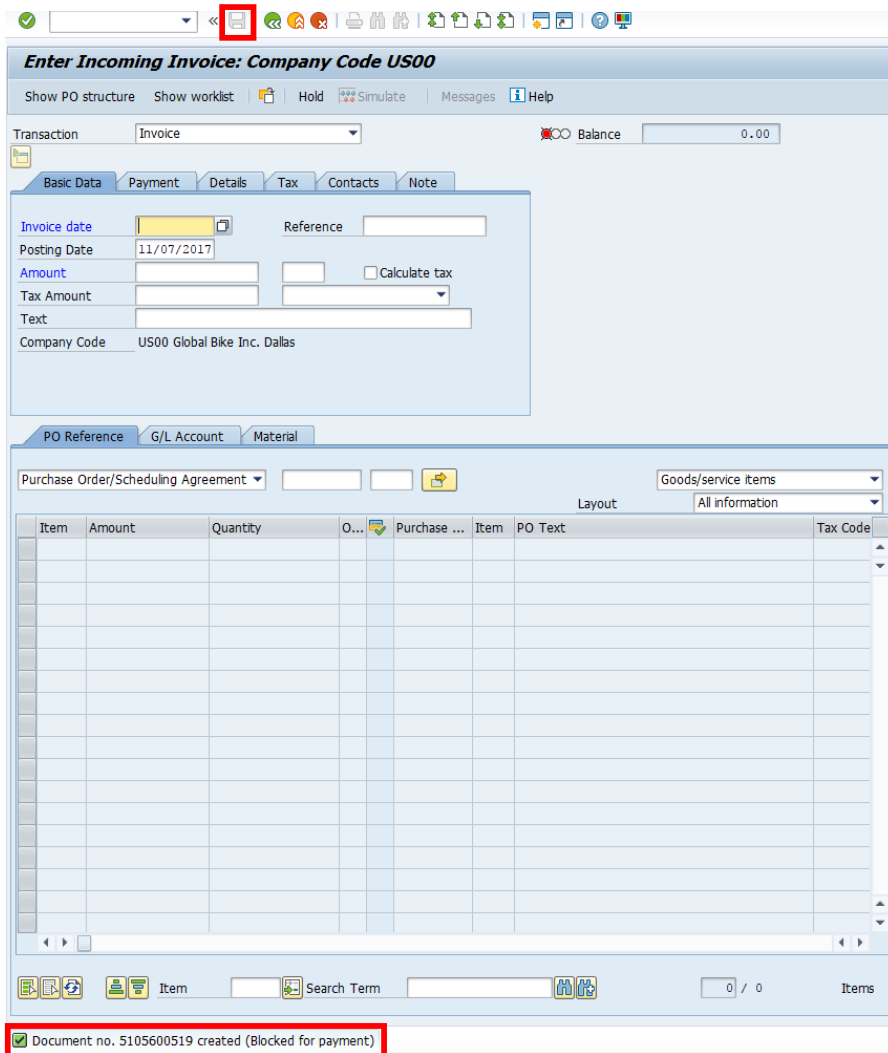
Tutorial Figure 2-40: Incoming Invoice – Final Screen Simulation

Step 3.1: Save Incoming Invoice

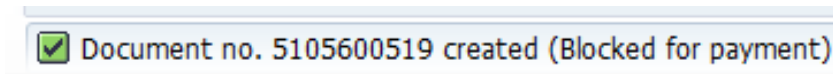
Confirm that there is a green light  beside Balance and the Balance is **0.00** then click on  to save your Incoming Invoice.

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 Payment Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Incoming Payment row.**



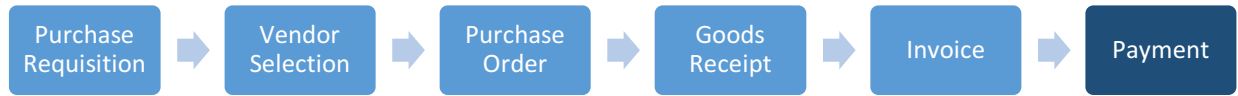
Tutorial Figure 2-41: Incoming Invoice Save



Tutorial Figure 2-42: Incoming Invoice Document Number

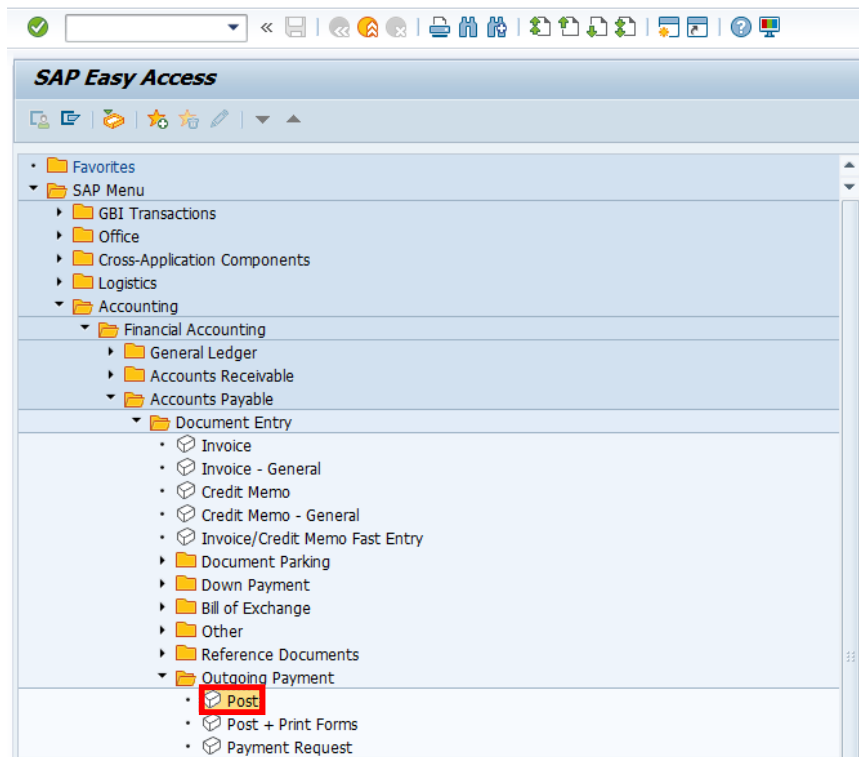
STEP 4: POST OUTGOING PAYMENT

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



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

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.

The screenshot shows the SAP 'Post Outgoing Payments: Header Data' form. The 'Process Open Items' button is highlighted with a red box. The following fields are also highlighted with red boxes:

- Document Date: 11/09/2017
- Posting Date: 11/09/2017
- Account: 100000
- Amount: 479.50
- Open item selection Account: 105058

The form includes sections for 'Bank data' and 'Open item selection' with various input fields and checkboxes.

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.

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 105058 Space Bike Composites


Document...	D.	Document...	P..	Bu...	Da...	USD Gross	CashDiscount	CDPer.
5105600522	RE	11/09/2017	31		0	479.50-		

Processing Status

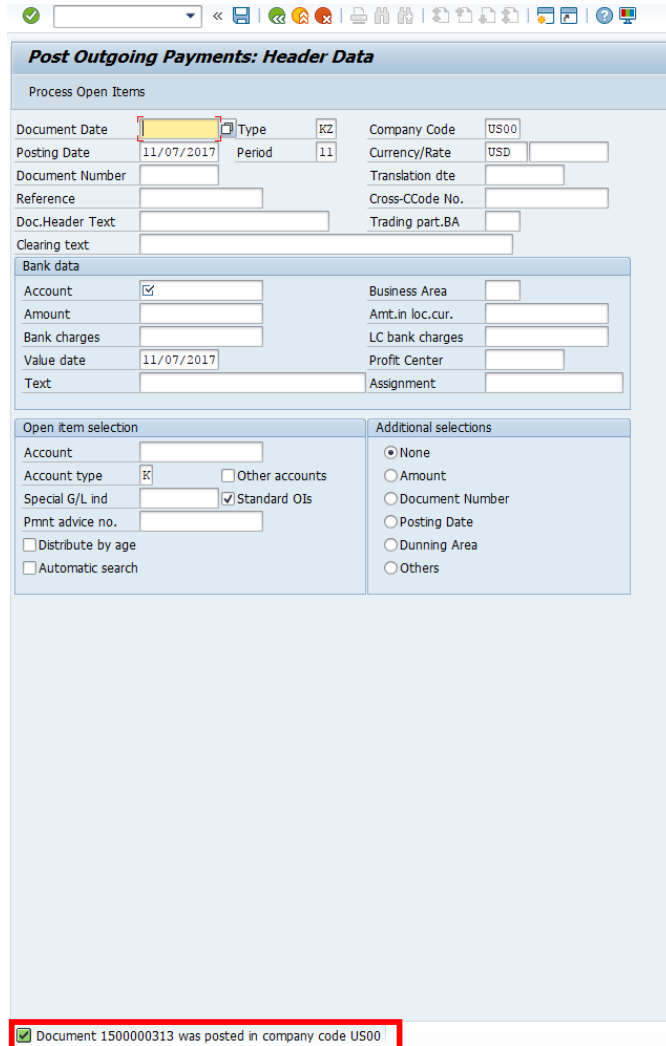
Number of items	1	Amount entered	479.50-
Display from item	1	Assigned	479.50-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

Tutorial Figure 2-46: Post Outgoing Payment – Results

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 will serve as your Outgoing Payment Number. **Please write down this Document Number on your Tutorial Document Tracking sheet under the Outgoing Payment row.**



Post Outgoing Payments: Header Data

Process Open Items

Document Date	<input type="text"/>	Type	KZ	Company Code	US00
Posting Date	11/07/2017	Period	11	Currency/Rate	USD
Document Number	<input type="text"/>	Translation dte	<input type="text"/>		
Reference	<input type="text"/>	Cross-CCode No.	<input type="text"/>		
Doc.Header Text	<input type="text"/>	Trading part.BA	<input type="text"/>		
Clearing text	<input type="text"/>				

Bank data

Account	<input checked="" type="checkbox"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amt.in loc.cur.	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	11/07/2017	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection

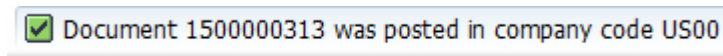
Account	<input type="text"/>
Account type	<input type="text"/>
Special G/L ind	<input type="text"/>
Pmnt advice no.	<input type="text"/>
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Additional selections


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

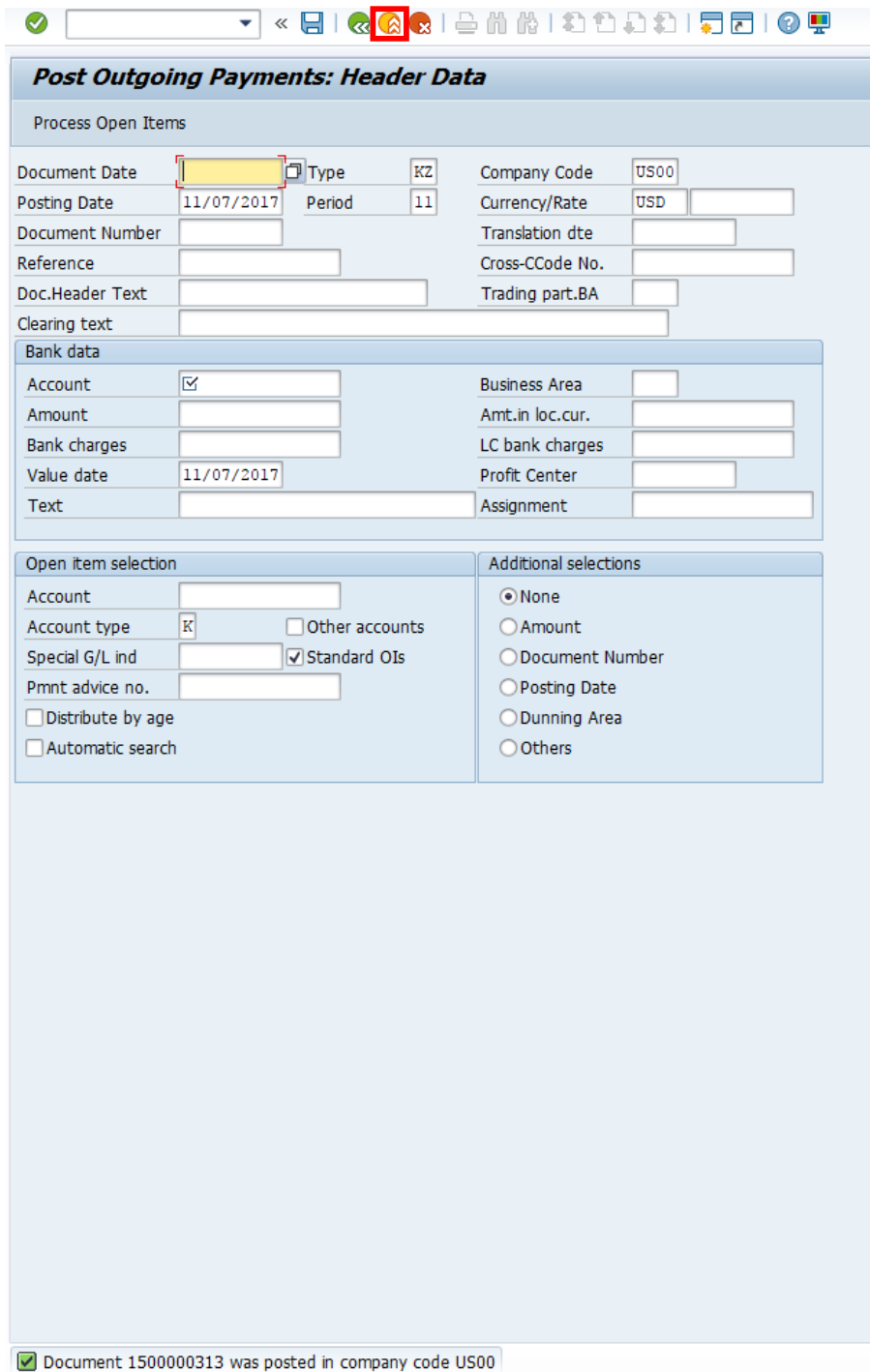
Document 1500000313 was posted in company code US00

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.



Post Outgoing Payments: Header Data

Process Open Items

Document Date	<input type="text" value="11/07/2017"/>	Type	KZ	Company Code	US00
Posting Date	11/07/2017	Period	11	Currency/Rate	USD
Document Number	<input type="text"/>			Translation dte	<input type="text"/>
Reference	<input type="text"/>			Cross-CCode No.	<input type="text"/>
Doc.Header Text	<input type="text"/>			Trading part.BA	<input type="text"/>
Clearing text	<input type="text"/>				

Bank data

Account	<input checked="" type="checkbox"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amt.in loc.cur.	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	11/07/2017	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection	Additional selections
Account <input type="text"/>	<input checked="" type="radio"/> None
Account type <input type="text" value="K"/> <input type="checkbox"/> Other accounts	<input type="radio"/> Amount
Special G/L ind <input type="text"/> <input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number
Pmnt advice no. <input type="text"/>	<input type="radio"/> Posting Date
<input type="checkbox"/> Distribute by age	<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic search	<input type="radio"/> Others

Document 1500000313 was posted in company code US00

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

Tutorial 2
You Try It 1
Procurement Create Vendor



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Warnings

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.

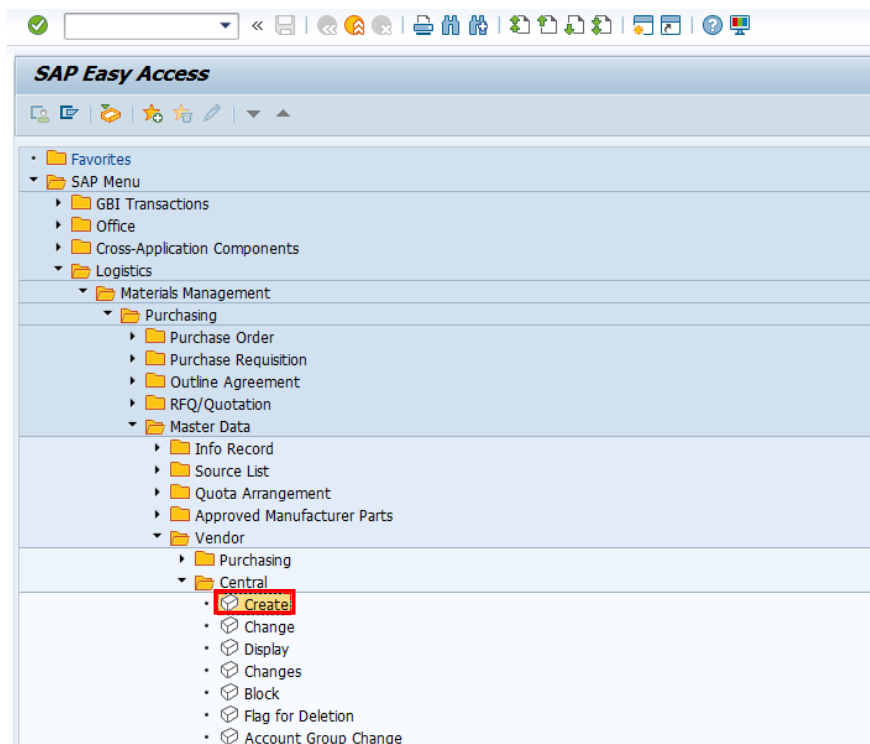
PROCUREMENT YOU TRY IT 1: TUTORIAL SCENARIO

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**

The screenshot shows the 'Create Vendor: Initial Screen' in SAP. At the top, there is a toolbar with various icons. Below the title bar, the main form area contains the following fields:

Vendor	<input type="text"/>
Company Code	US00
Purchasing Organization	US00
Account group	KRED <input type="button" value="🔍"/>

Below this section is a 'Reference' section with the following fields:


Vendor	<input type="text"/>
Company code	<input type="text"/>
Purchasing Organization	<input type="text"/>

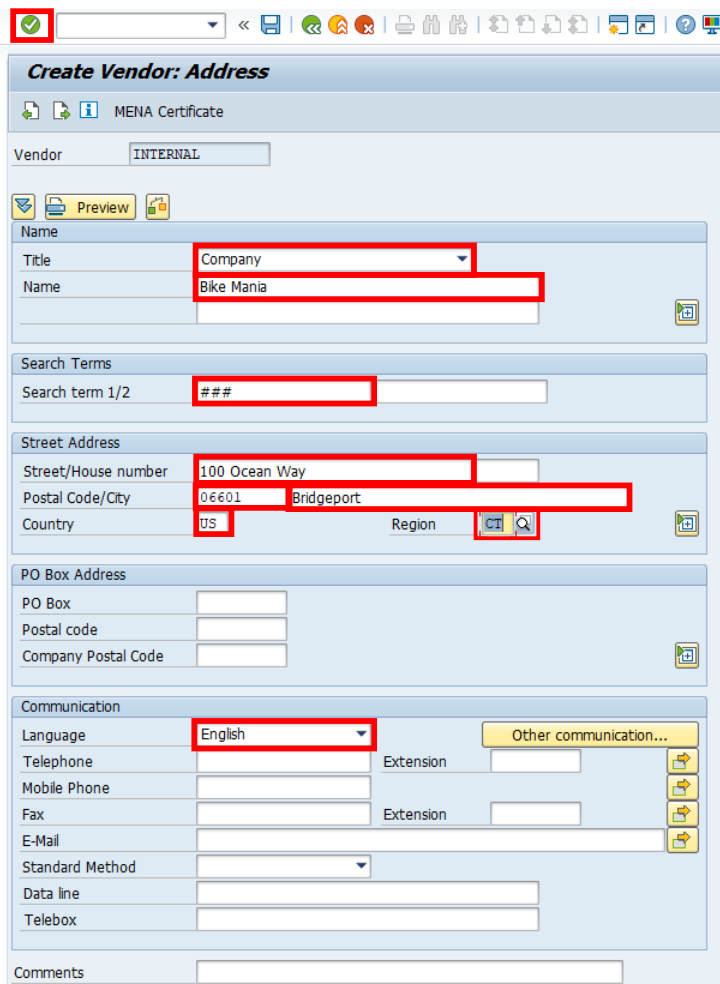
Tutorial Figure 2-51: Create Vendor – Initial

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.



The screenshot shows the 'Create Vendor: Address' form. The form is titled 'Create Vendor: Address' and has a 'Vendor' dropdown set to 'INTERNAL'. The form is divided into several sections: Name, Search Terms, Street Address, PO Box Address, and Communication. The following fields are highlighted with red boxes:


- Title: Company
- Name: Bike Mania
- Search term 1/2: ###
- Street/House number: 100 Ocean Way
- Postal Code/City: 06601 Bridgeport
- Country: US
- Region: CT
- Language: English

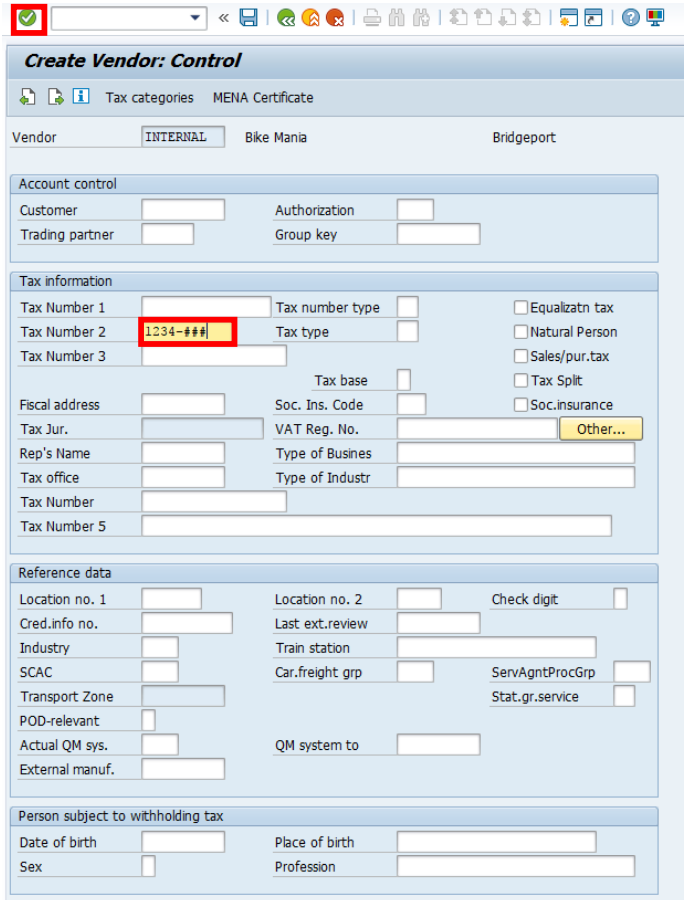
The form also includes fields for PO Box, Telephone, Mobile Phone, Fax, E-Mail, Standard Method, Data line, and Telebox. A 'Comments' field is at the bottom.

Tutorial Figure 2-52: Create Vendor – Address

Enter the following:

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

Once you have entered in the above click the  button.



Create Vendor: Control

Tax categories MENA Certificate

Vendor: INTERNAL Bike Mania Bridgeport

Account control

Customer: [] Authorization: []
Trading partner: [] Group key: []

Tax information

Tax Number 1: [] Tax number type: [] Equalizatn tax
Tax Number 2: **1234-###** Tax type: [] Natural Person
Tax Number 3: [] Sales/pur.tax
Tax base: [] Tax Split
Fiscal address: [] Soc. Ins. Code: [] Soc.insurance
Tax Jur.: [] VAT Reg. No.: [] Other...
Rep's Name: [] Type of Busines: []
Tax office: [] Type of Industr: []
Tax Number: []
Tax Number 5: []


Reference data

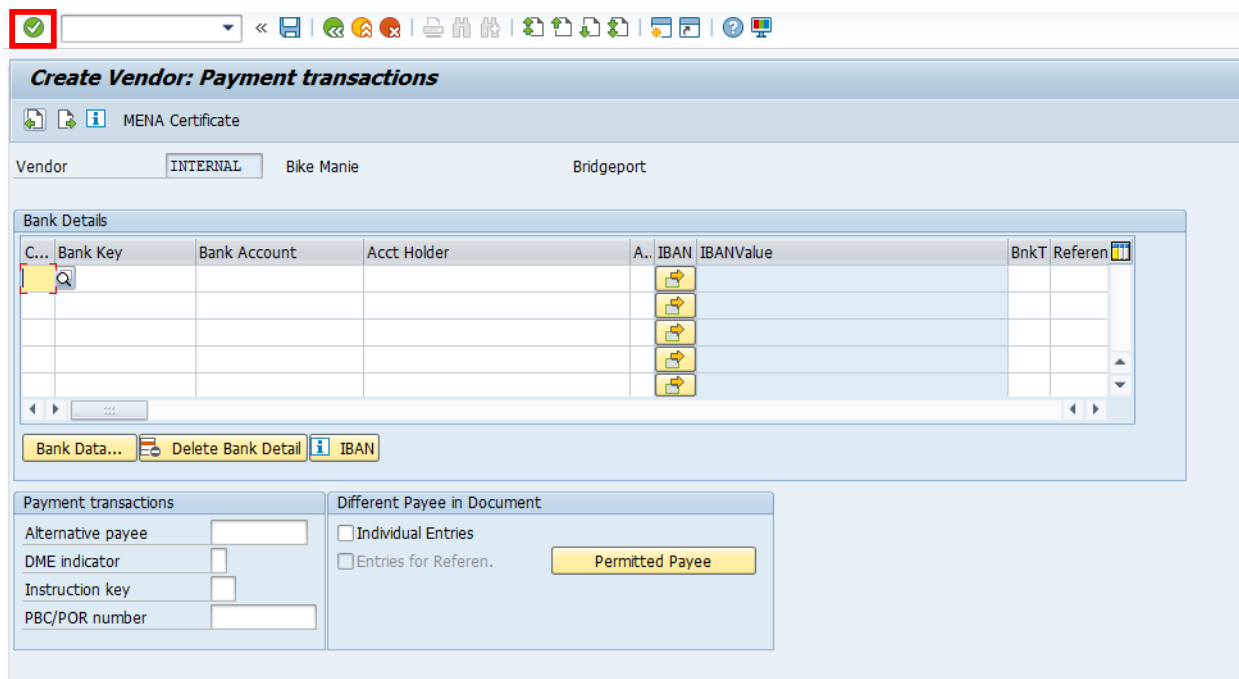
Location no. 1: [] Location no. 2: [] Check digit: []
Cred.info no.: [] Last ext.review: []
Industry: [] Train station: []
SCAC: [] Car.freight grp: [] ServAgntProcGrp: []
Transport Zone: [] Stat.gr.service: []
POD-relevant: []
Actual QM sys.: [] QM system to: []
External manuf.: []

Person subject to withholding tax

Date of birth: [] Place of birth: []
Sex: [] Profession: []

Tutorial Figure 2-53: Create Vendor – Control

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



Create Vendor: Payment transactions

MENA Certificate

Vendor: INTERNAL Bike Manie Bridgeport

Bank Details

C...	Bank Key	Bank Account	Acct Holder	A..	IBAN	IBANValue	BankT	Referen

Bank Data... Delete Bank Detail IBAN

Payment transactions

Alternative payee:

DME indicator:

Instruction key:

PBC/POR number:

Different Payee in Document

Individual Entries


Entries for Referen.

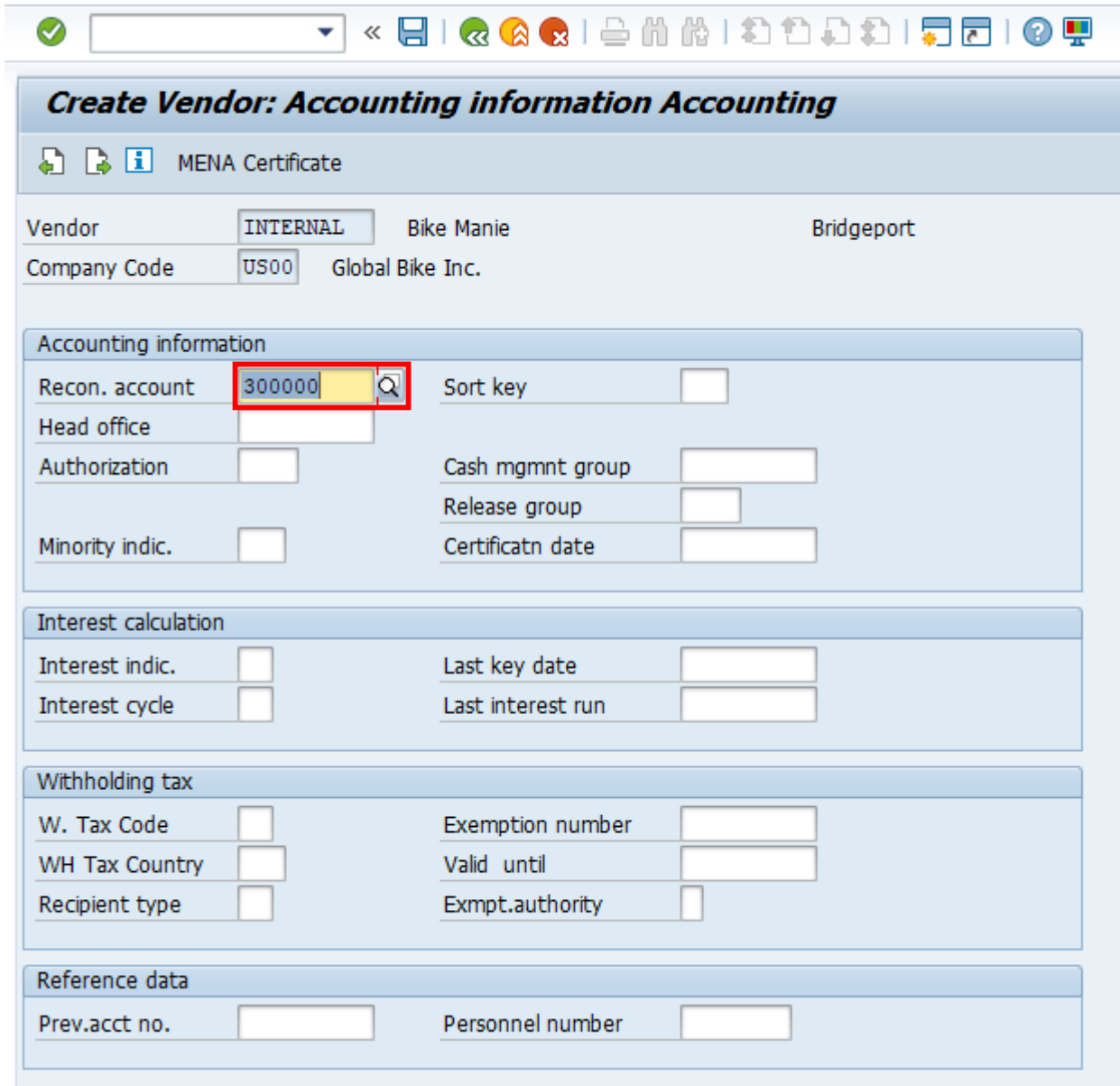
Permitted Payee

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

MENA Certificate

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

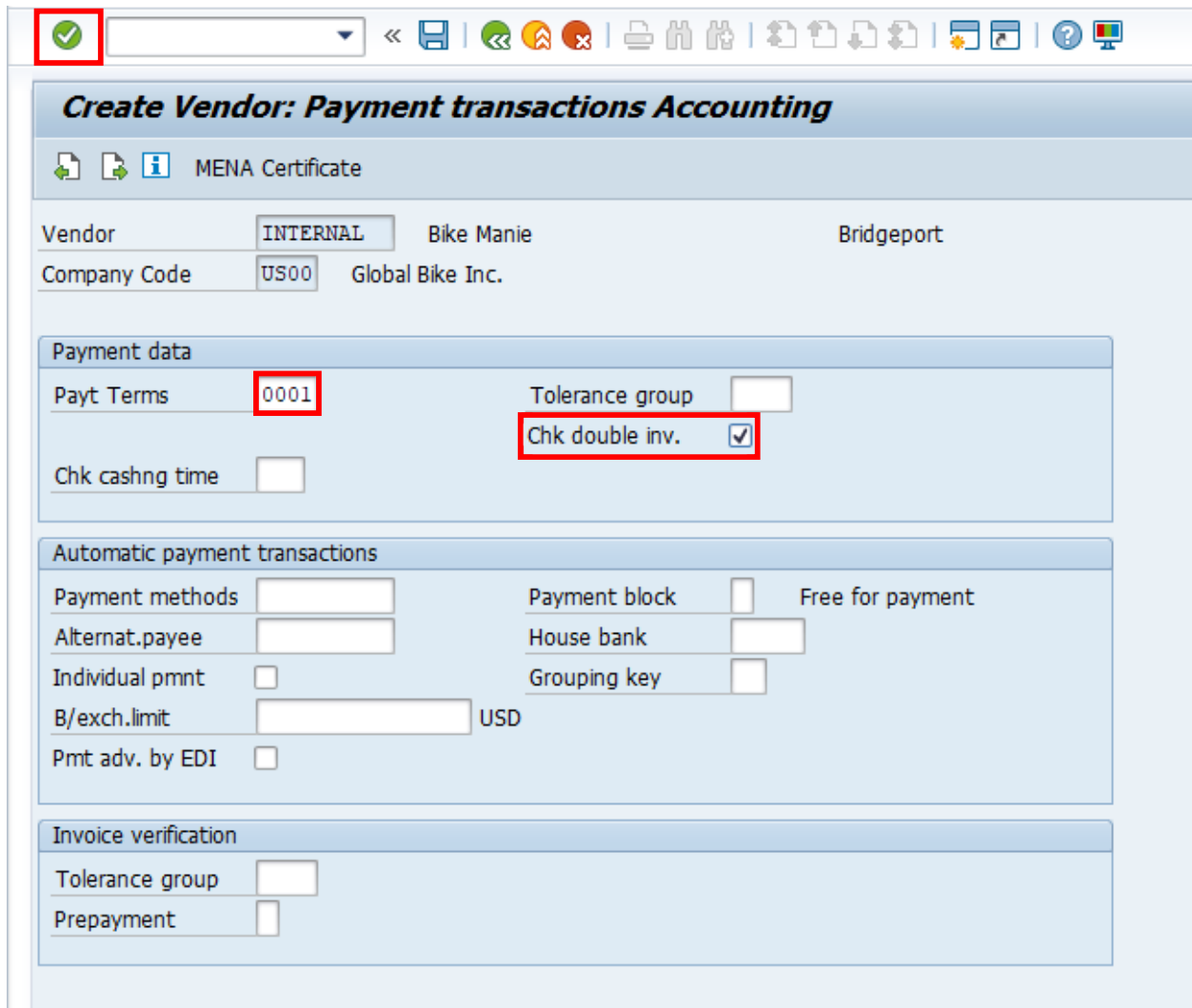
Prev.acct no.		Personnel number	
---------------	--	------------------	--

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  button.




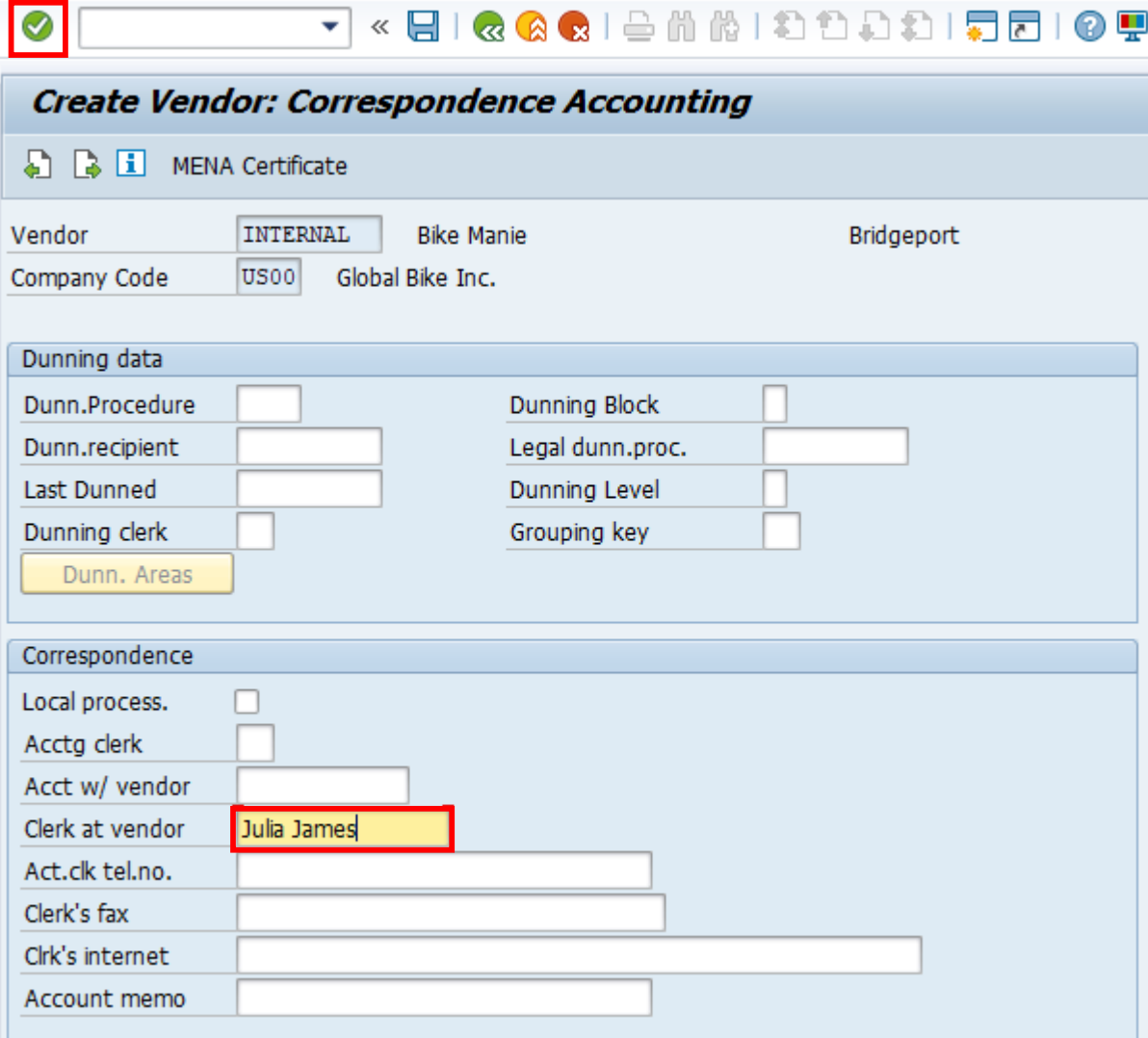
The screenshot shows the SAP 'Create Vendor: Payment transactions Accounting' form. At the top left, a green checkmark icon is highlighted with a red box. The form title is 'Create Vendor: Payment transactions Accounting'. Below the title, there are icons for 'MEN A Certificate'. The 'Vendor' field is set to 'INTERNAL' and 'Bike Manie', with 'Bridgeport' as the location. The 'Company Code' is 'US00' and 'Global Bike Inc.'. The 'Payment data' section includes 'Payt Terms' set to '0001', 'Tolerance group' (empty), and 'Chk double inv.' checked. The 'Automatic payment transactions' section includes 'Payment methods' (empty), 'Payment block' (empty), 'Free for payment' (checked), 'Alternat.payee' (empty), 'House bank' (empty), 'Individual pmnt' (unchecked), 'Grouping key' (empty), 'B/exch.limit' (empty) with 'USD' as the unit, and 'Pmt adv. by EDI' (unchecked). The 'Invoice verification' section includes 'Tolerance group' (empty) and 'Prepayment' (unchecked).

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.



Create Vendor: Correspondence Accounting

MENA Certificate

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

Dunning data

Dunn.Procedure	<input type="text"/>	Dunning Block	<input type="text"/>
Dunn.recipient	<input type="text"/>	Legal dunn.proc.	<input type="text"/>
Last Dunned	<input type="text"/>	Dunning Level	<input type="text"/>
Dunning clerk	<input type="text"/>	Grouping key	<input type="text"/>


Correspondence

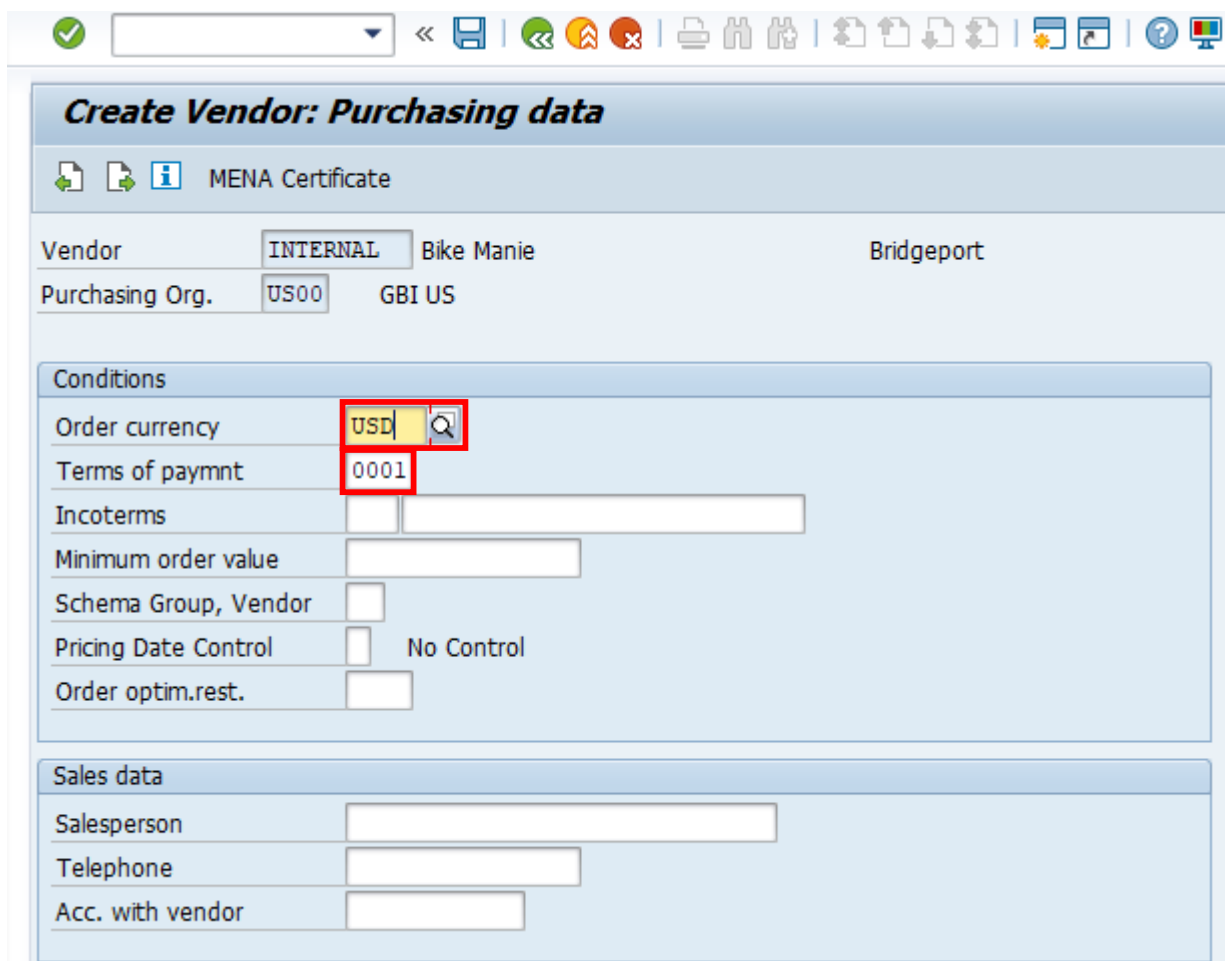
Local process.	<input type="checkbox"/>
Acctg clerk	<input type="checkbox"/>
Acct w/ vendor	<input type="text"/>
Clerk at vendor	<input type="text" value="Julia James"/>
Act.clk tel.no.	<input type="text"/>
Clerk's fax	<input type="text"/>
Clrk's internet	<input type="text"/>
Account memo	<input type="text"/>

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.



Create Vendor: Purchasing data

MENA Certificate

Vendor: INTERNAL Bike Manie Bridgeport
Purchasing Org.: US00 GBI US

Conditions


Order currency	USD
Terms of paymnt	0001
Incoterms	
Minimum order value	
Schema Group, Vendor	
Pricing Date Control	No Control
Order optim.rest.	

Sales data


Salesperson	
Telephone	
Acc. with vendor	

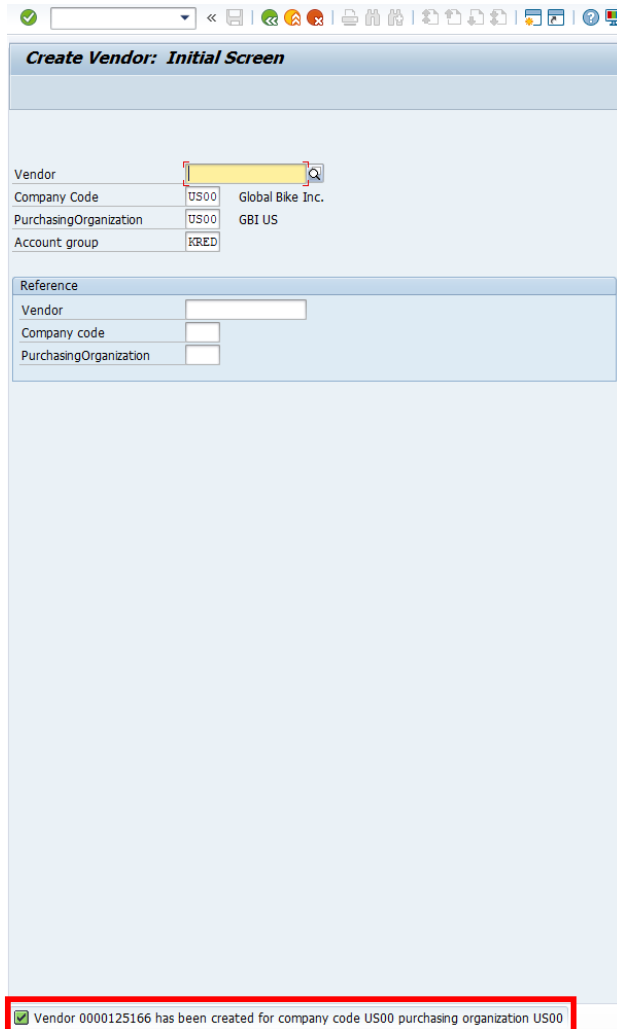
Tutorial Figure 2-58: Create Vendor – Purchasing

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.



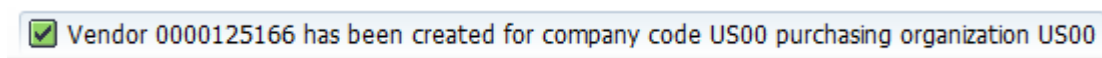
The screenshot shows the SAP 'Create Vendor: Initial Screen' interface. At the bottom, a green checkmark and a message indicate that the vendor has been successfully created.

Vendor		
Company Code	US00	Global Bike Inc.
PurchasingOrganization	US00	GBI US
Account group	KRED	

Reference	
Vendor	
Company code	
PurchasingOrganization	

Vendor 0000125166 has been created for company code US00 purchasing organization US00

Tutorial Figure 2-59: Create Vendor Saved

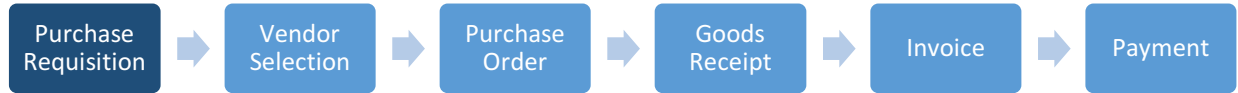


Vendor 0000125166 has been created for company code US00 purchasing organization US00

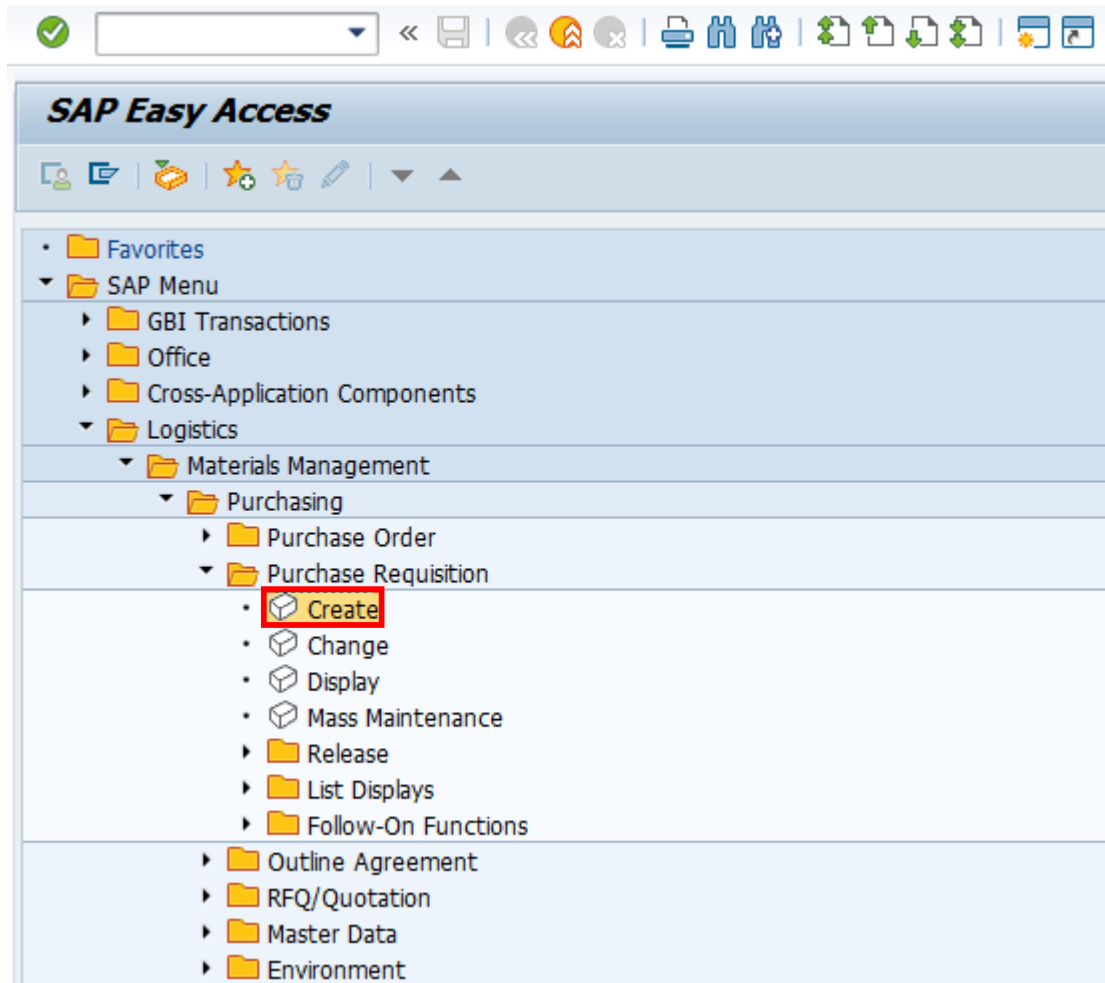
Tutorial Figure 2-60: Vendor Number

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**.

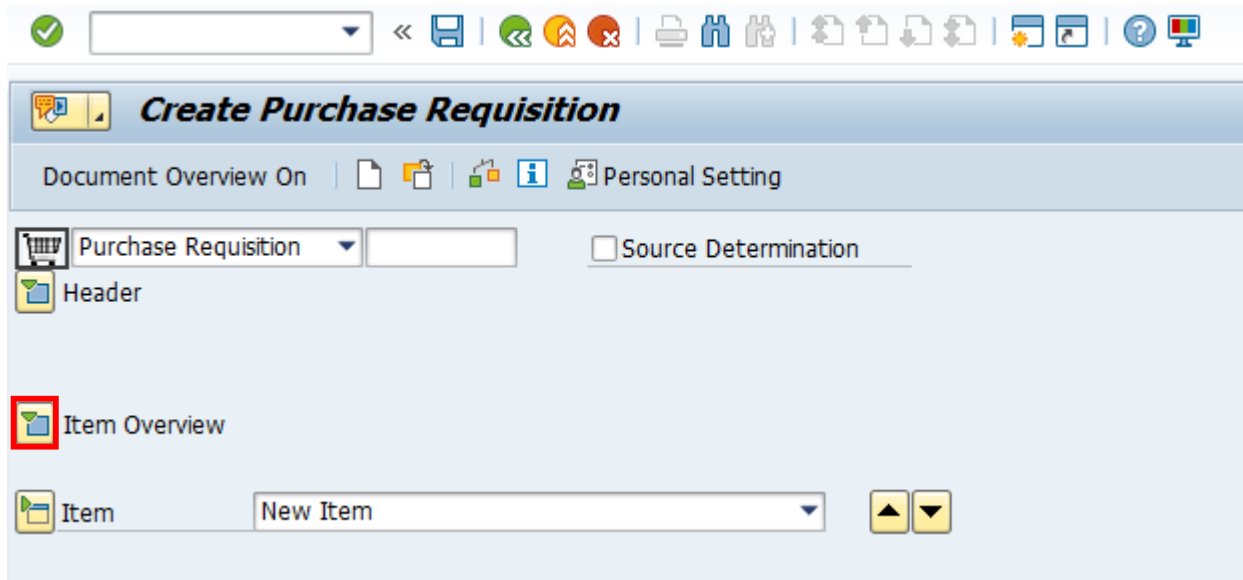


Tutorial Figure 2-61: Procurement Process



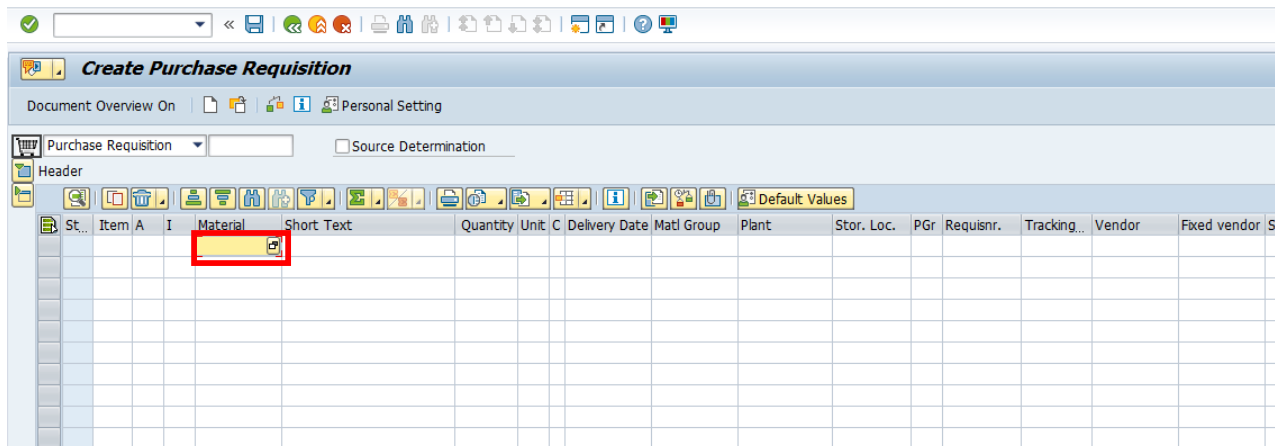
Tutorial Figure 2-62: Create Purchase Requisition Menu Tree

Click  to expand the “Item Overview” section below.



Tutorial Figure 2-63: Create Purchase Requisition – Expand Sections

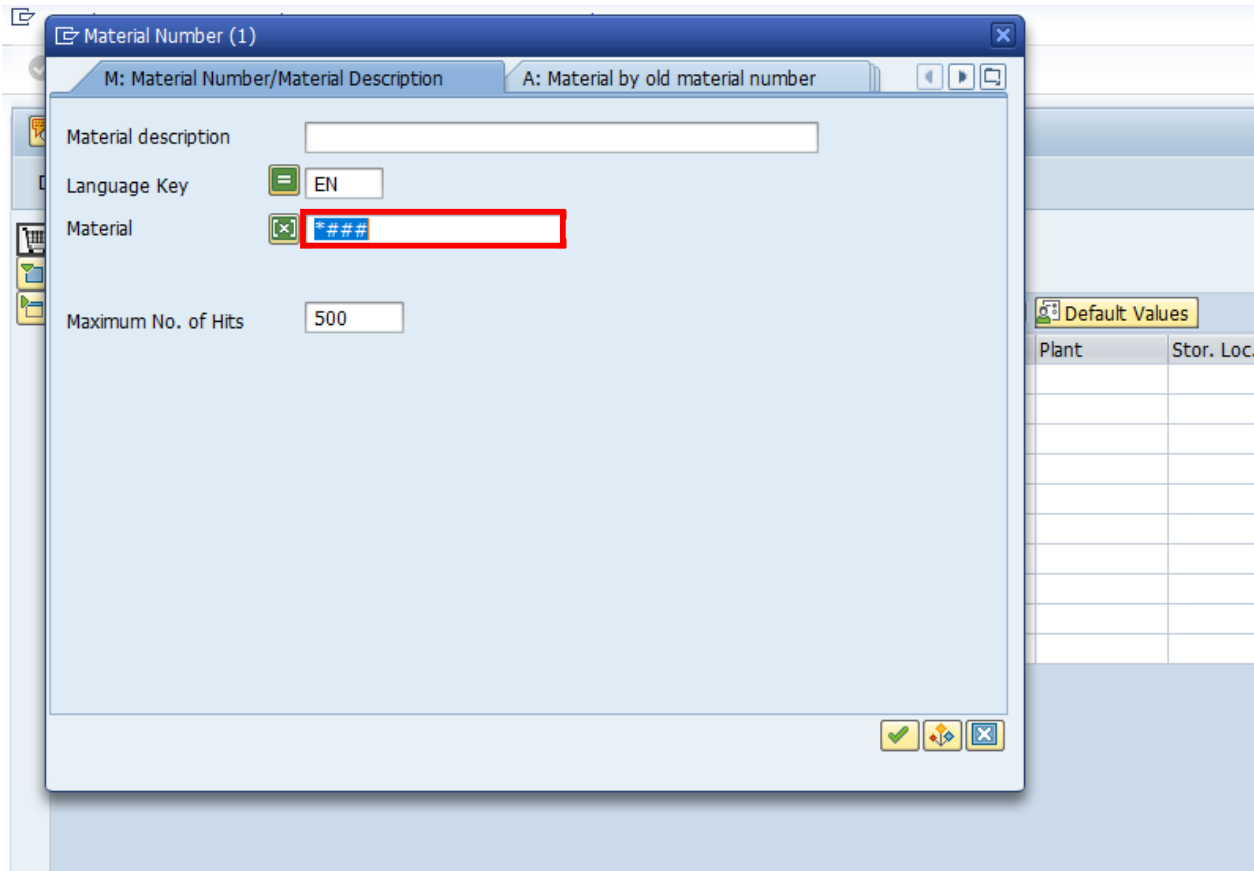
Click inside the “Material” field. Click the  or click the F4 key on your keyboard to bring up the search menu.



Tutorial Figure 2-64: Create Purchase Requisition – Search Material

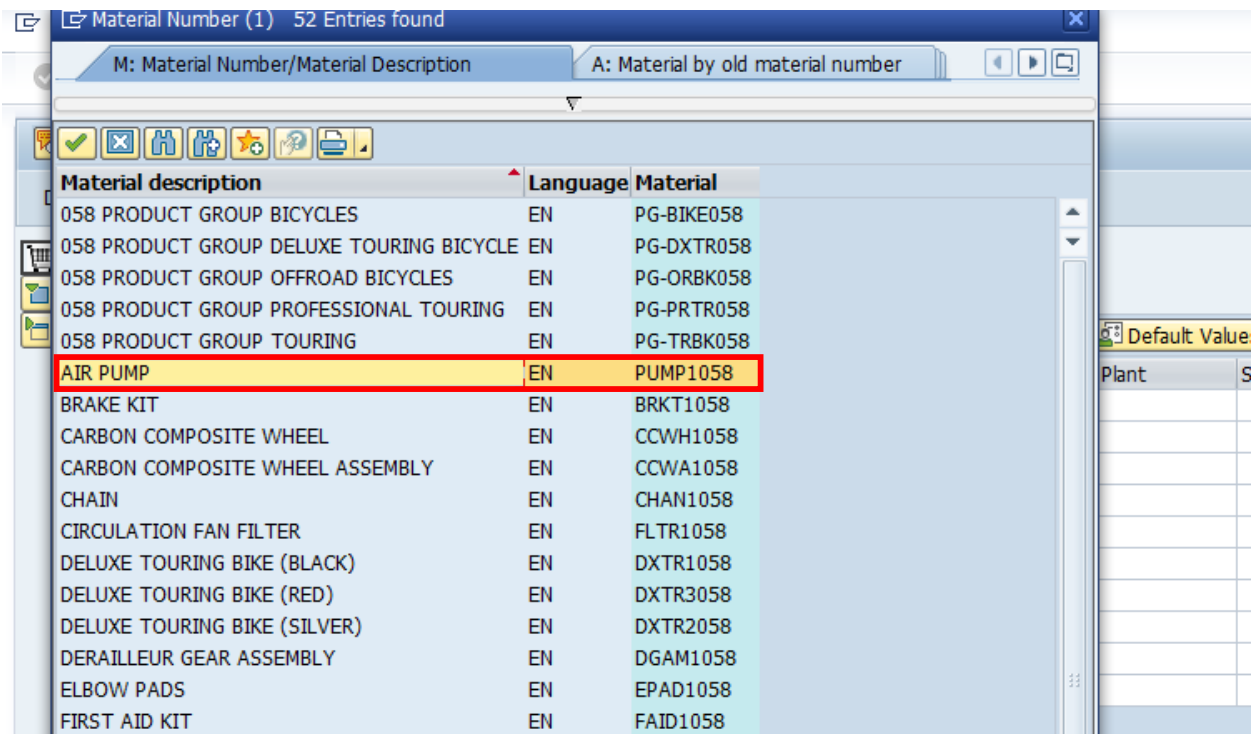
Enter the following:

- Material: *###



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


Double Click on **Your Air Pumps**.

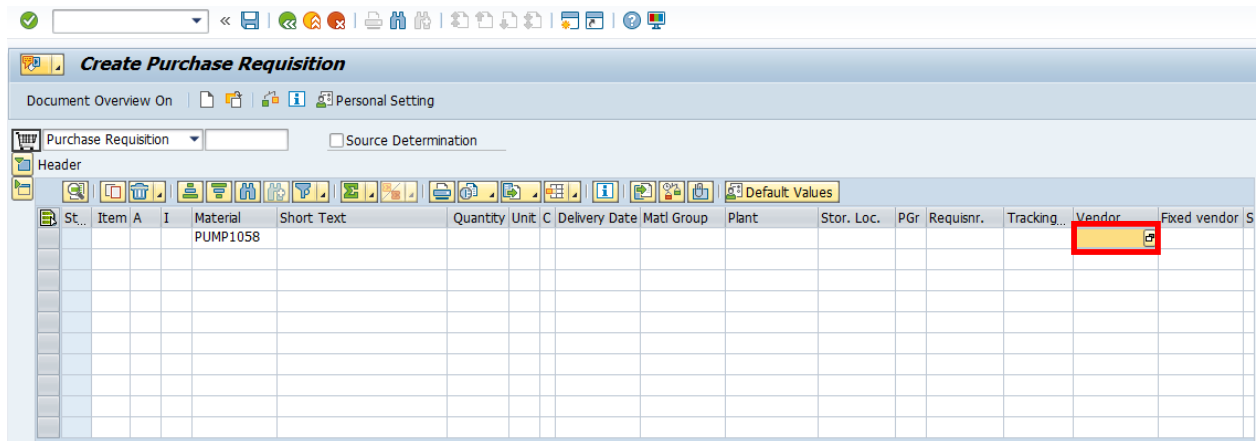


The screenshot shows a SAP window titled "Material Number (1) 52 Entries found". It contains a table with three columns: "Material description", "Language", and "Material". The "AIR PUMP" row is highlighted with a red border. To the right of the table, there is a "Default Value" section with a "Plant" field.

Material description	Language	Material
058 PRODUCT GROUP BICYCLES	EN	PG-BIKE058
058 PRODUCT GROUP DELUXE TOURING BICYCLE	EN	PG-DXTR058
058 PRODUCT GROUP OFFROAD BICYCLES	EN	PG-ORBK058
058 PRODUCT GROUP PROFESSIONAL TOURING	EN	PG-PRTR058
058 PRODUCT GROUP TOURING	EN	PG-TRBK058
AIR PUMP	EN	PUMP1058
BRAKE KIT	EN	BRKT1058
CARBON COMPOSITE WHEEL	EN	CCWH1058
CARBON COMPOSITE WHEEL ASSEMBLY	EN	CCWA1058
CHAIN	EN	CHAN1058
CIRCULATION FAN FILTER	EN	FLTR1058
DELUXE TOURING BIKE (BLACK)	EN	DXTR1058
DELUXE TOURING BIKE (RED)	EN	DXTR3058
DELUXE TOURING BIKE (SILVER)	EN	DXTR2058
DERAILLEUR GEAR ASSEMBLY	EN	DGAM1058
ELBOW PADS	EN	EPAD1058
FIRST AID KIT	EN	FAID1058

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

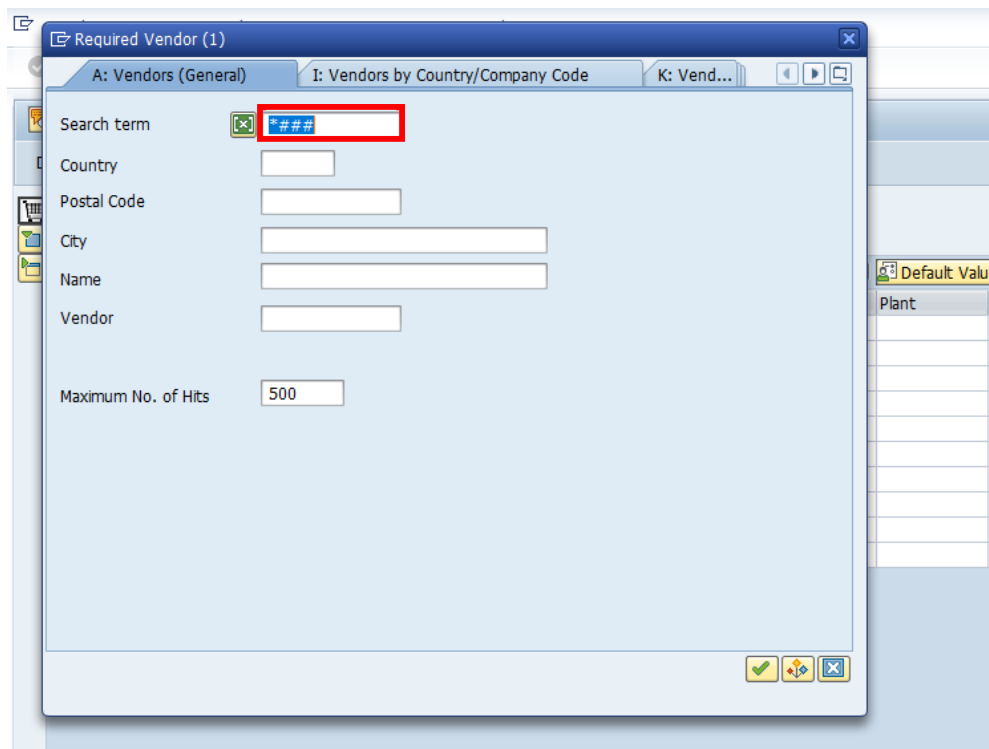
Click inside the "Vendor" field. Click the  or click the F4 key on your keyboard to bring up the search menu.



Tutorial Figure 2-67: Create Purchase Requisition – Vendor Field

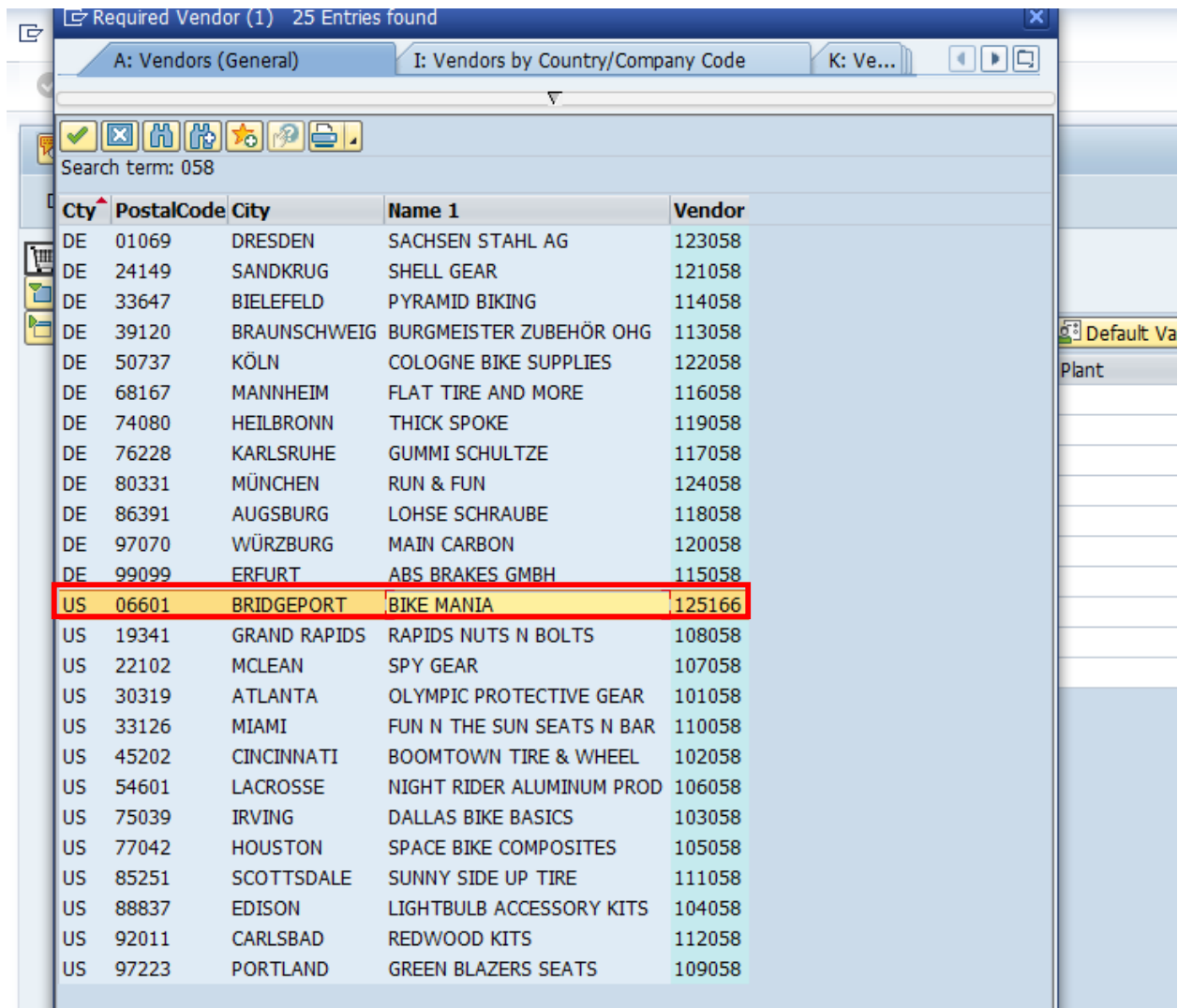
Enter the following:

- Search Term: *###



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

Double Click on **Your Bike Mania**.



Required Vendor (1) 25 Entries found

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

Search term: 058

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	06601	BRIDGEPORT	BIKE MANIA	125166
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 2-69: Create Purchase Requisition – Vendor Search Results


Enter the following:

- Quantity: **10**
- Deliv. Date: **1 Week From Today**
- Plant: **MI00**
- Stor. Loc.: **TG00**

The screenshot shows the SAP 'Create Purchase Requisition' interface. The table below displays the search results for material PUMP1058. The values 10.000, 11/18/2017, MI00, and TG00 are highlighted with red boxes, corresponding to the requirements listed above.

St...	Item A	I	Material	Short Text	Quantity	Unit	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking..	Vendor	Fixed vendor	S
			PUMP1058		10.000		11/18/2017		MI00	TG00				125166		

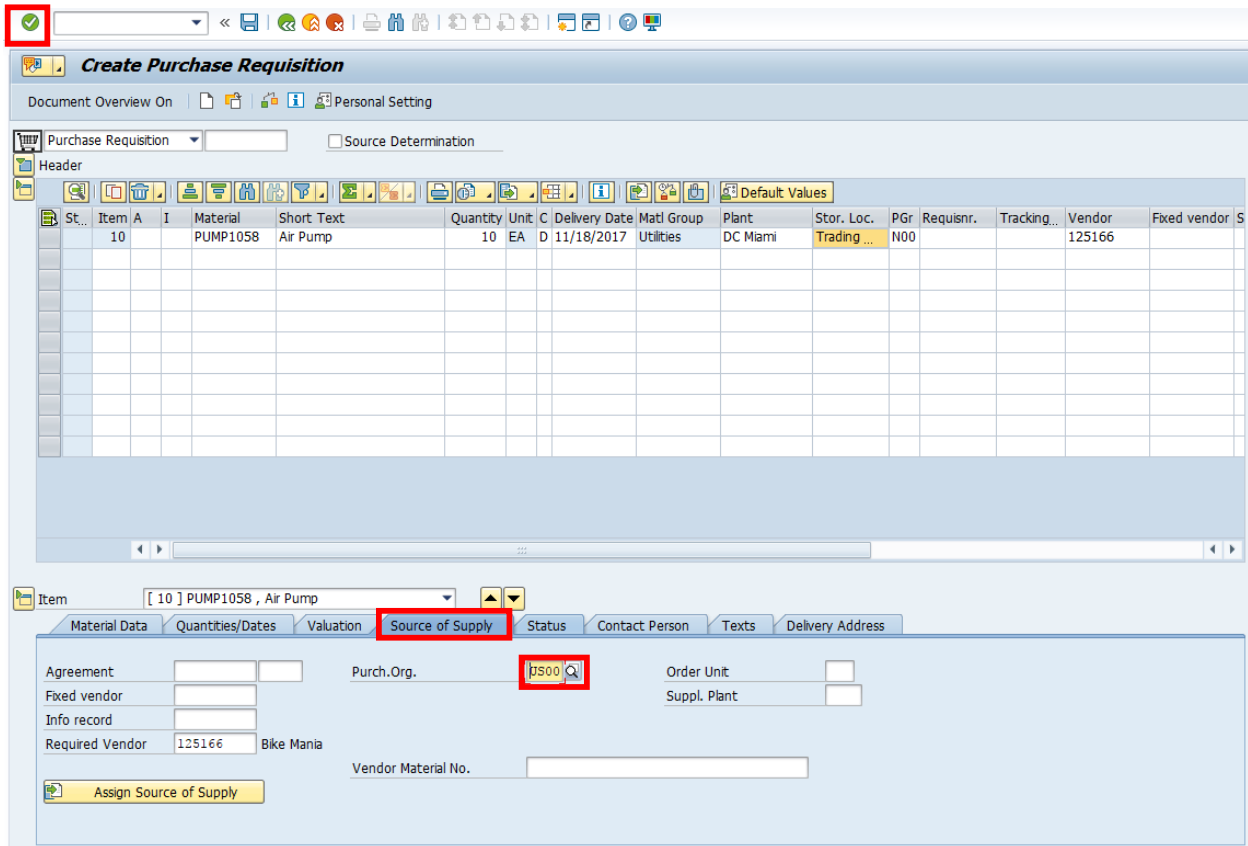
Tutorial Figure 2-70: Create Purchase Requisition – Vendor Search Results

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**




The screenshot shows the SAP 'Create Purchase Requisition' interface. At the top left, a green checkmark icon is highlighted with a red box. Below it, the 'Source of Supply' tab is selected and highlighted with a red box. In the 'Purch. Org.' field, the value 'US00' is entered and also highlighted with a red box. The table below shows the requisition details for item 10, material PUMP1058 (Air Pump), with a quantity of 10 EA and a delivery date of 11/18/2017. The vendor is 125166.


St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor	Fixed vendor S
	10		PUMP1058	Air Pump	10	EA	D	11/18/2017	Utilities	DC Miami	Trading ...		N00		125166	

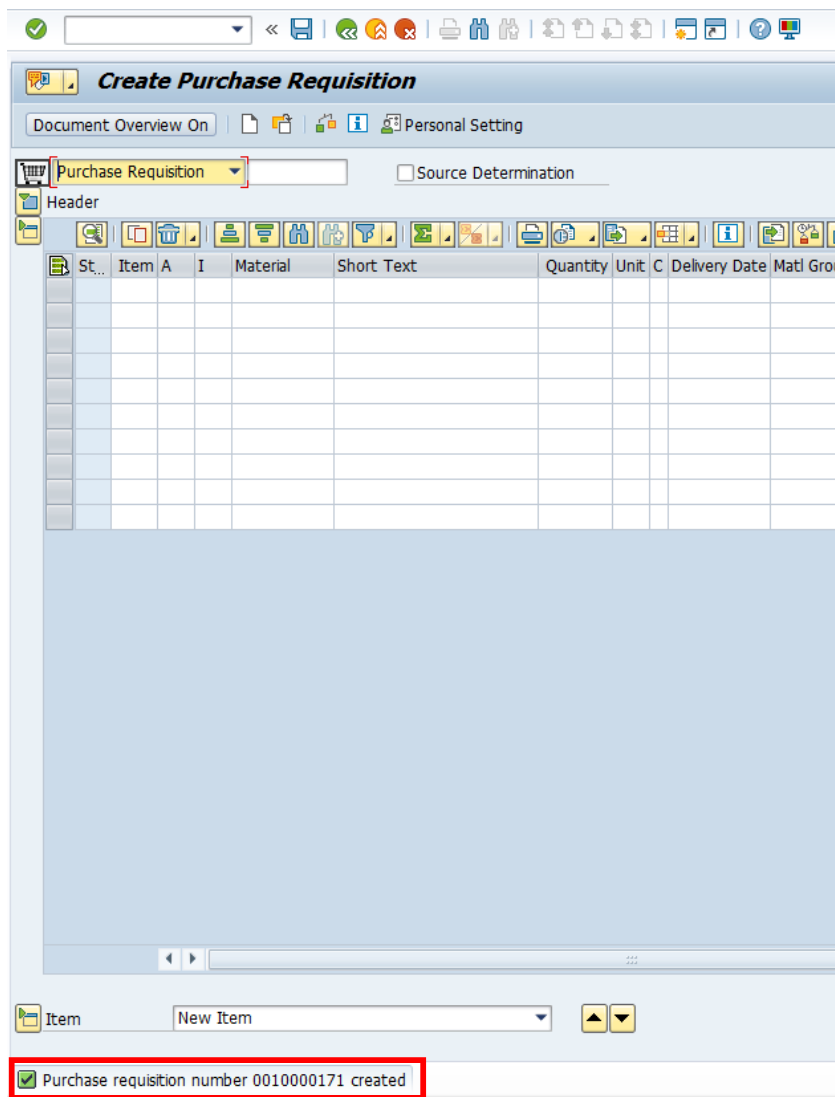
Tutorial Figure 2-71: Create Purchase Requisition – Purchasing Organization

Step 2.1: Save Purchase Requisition

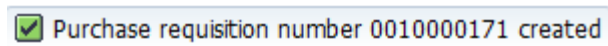
Click the  to save your Purchase Requisition.

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

STEP 3: CREATE PURCHASE ORDER

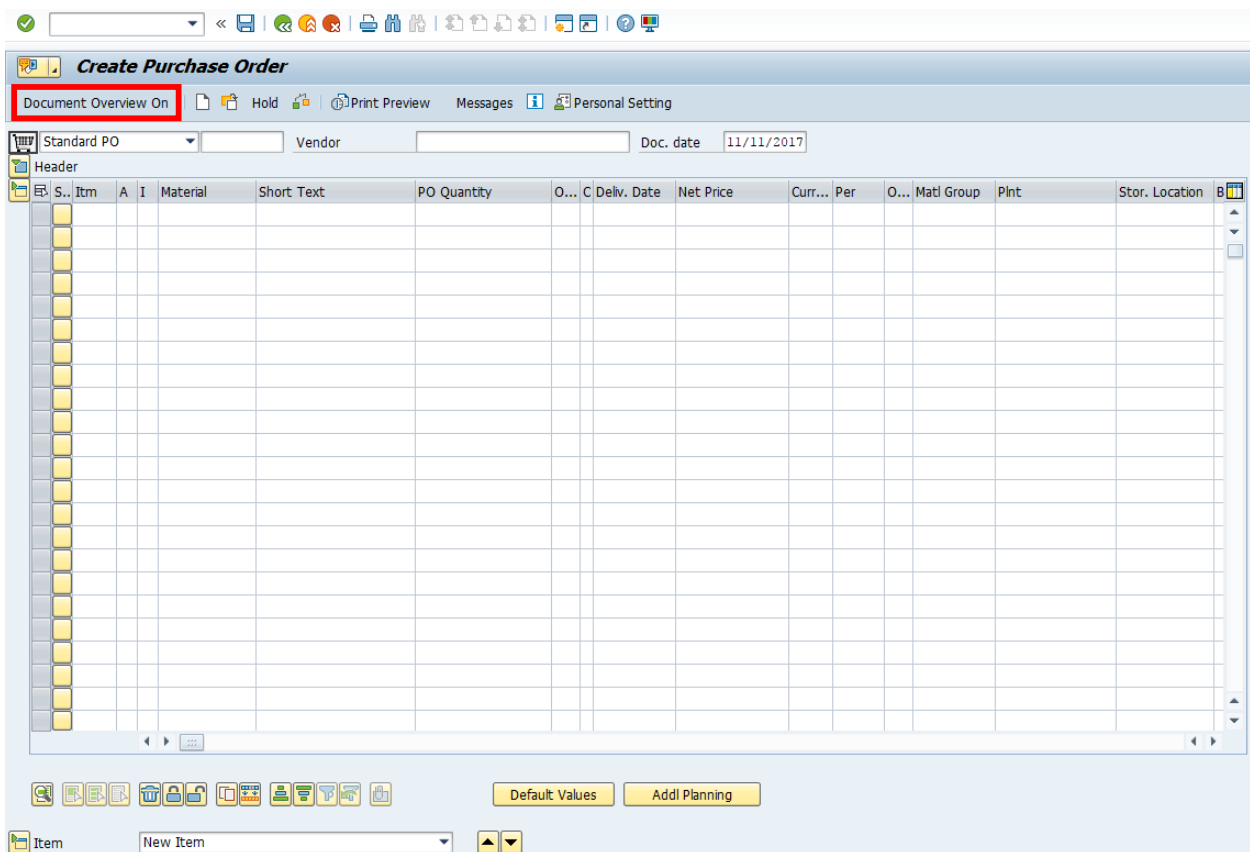
We will now create a Purchase Order based on the Purchase Requisition we just created.




Tutorial Figure 2-74: Procurement Process

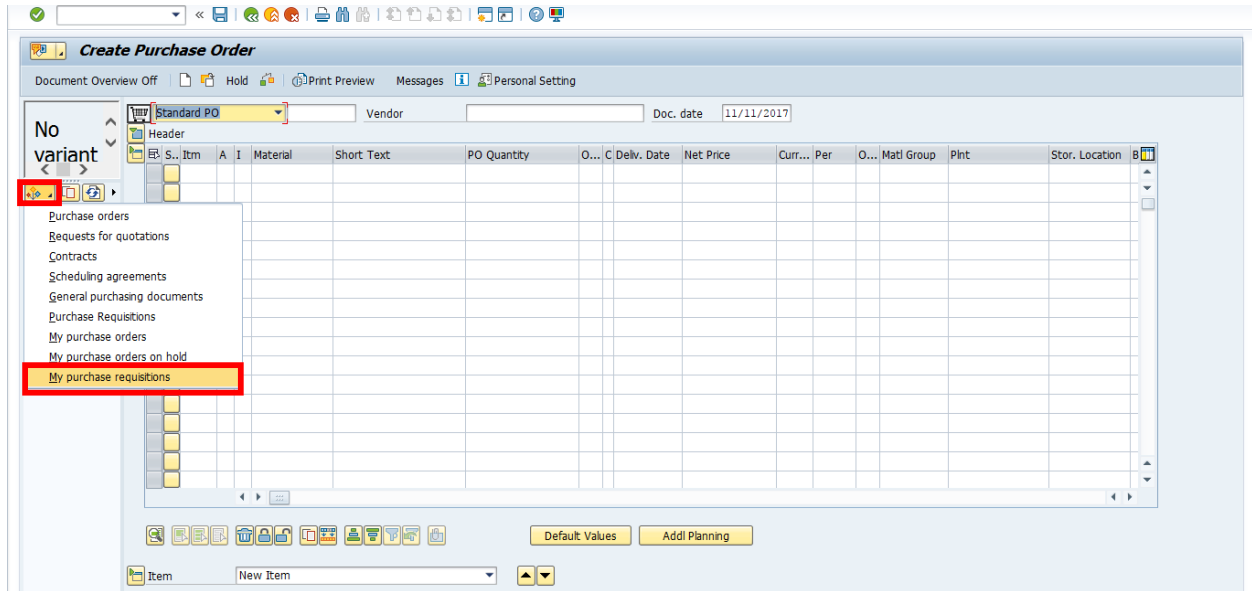
Navigation: SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known

Click on the “Document Overview On” button.




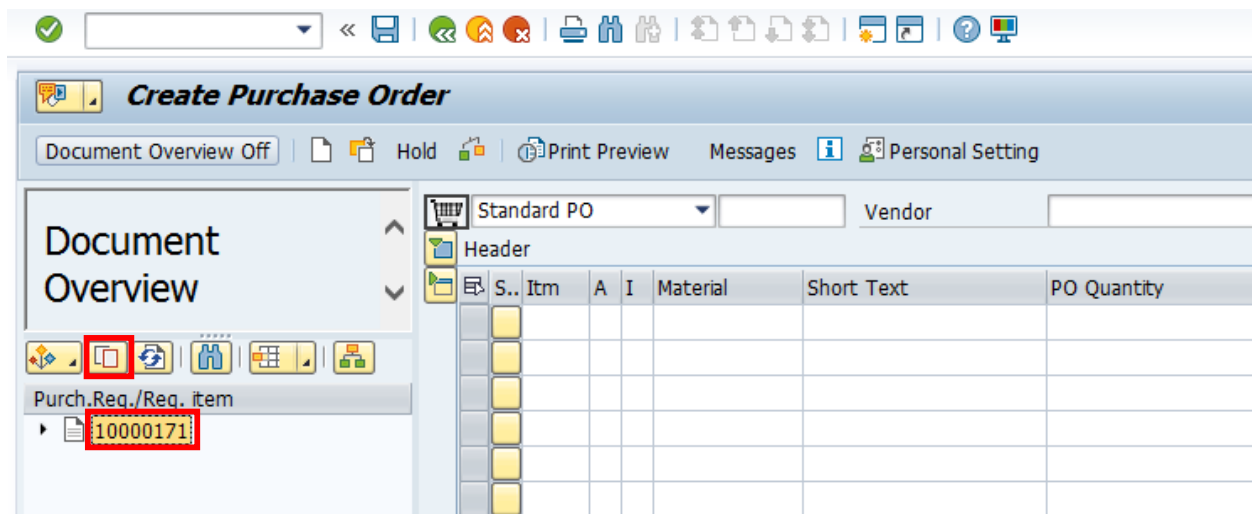
Tutorial Figure 2-75: Purchase Order – Document Overview

Click on the  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 .



Tutorial Figure 2-77: Purchase Order – Adopt Purchase Requisition

Enter the following:

- Amount: **14.00**

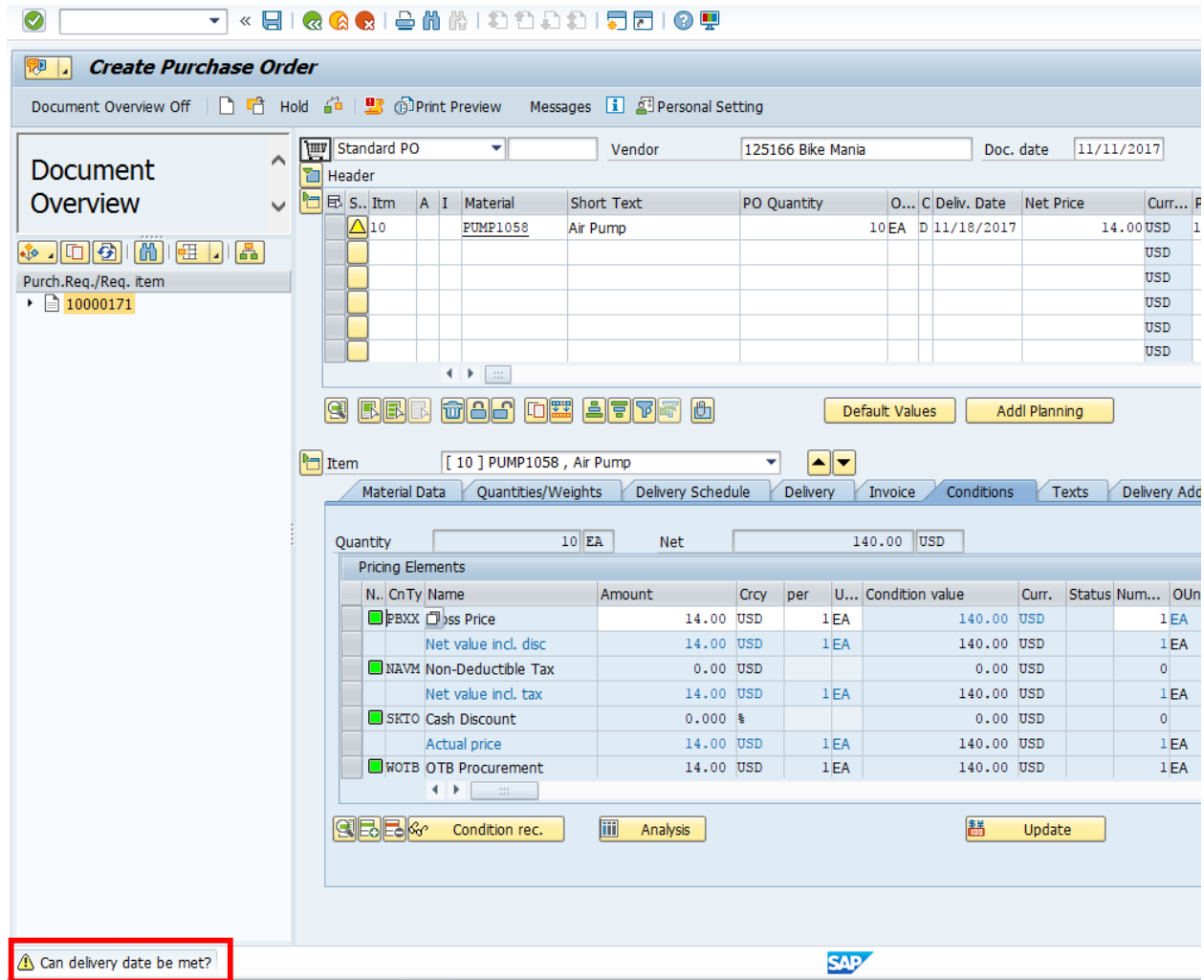
The screenshot displays the SAP 'Create Purchase Order' interface. The main window shows a purchase order for 'Standard PO' with vendor '125166 Bike Mania' and document date '11/11'. The item list contains one entry: '10 PUMP1058 Air Pump' with a net price of 14.00. The 'Pricing Elements' table at the bottom shows a 'Loss Price' element with an amount of 14.00, which is highlighted with a red box.

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
Δ	10			PUMP1058	Air Pump		10	EA	11/18/2017	14

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status
■	EBXX	Loss Price	14.00	USD		1 EA	140.00	USD	

Tutorial Figure 2-78: Purchase Order – Amount

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




The screenshot shows the SAP 'Create Purchase Order' interface. The document overview on the left shows a purchase requisition '10000171'. The main area displays a purchase order for 'Standard PO' from vendor '125166 Bike Mania' with a document date of '11/11/2017'. The item list shows one item: '10 PUMP1058 Air Pump' with a quantity of 10 EA and a net price of 14.00 USD. The 'Delivery Schedule' tab is active, showing a delivery date of '11/18/2017'. Below the item details, a 'Pricing Elements' table is visible:

N.. CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OU...
■ PBXX	Net Price	14.00	USD		1 EA	140.00	USD			1 EA
	Net value incl. disc	14.00	USD		1 EA	140.00	USD			1 EA
■ NAVM	Non-Deductible Tax	0.00	USD			0.00	USD			0
	Net value incl. tax	14.00	USD		1 EA	140.00	USD			1 EA
■ SKIO	Cash Discount	0.000	€			0.00	USD			0
	Actual price	14.00	USD		1 EA	140.00	USD			1 EA
■ WOTB	OTB Procurement	14.00	USD		1 EA	140.00	USD			1 EA


At the bottom left of the interface, a warning message 'Can delivery date be met?' is displayed with a yellow warning icon and is highlighted by a red rectangular box. The SAP logo is visible in the bottom right corner.

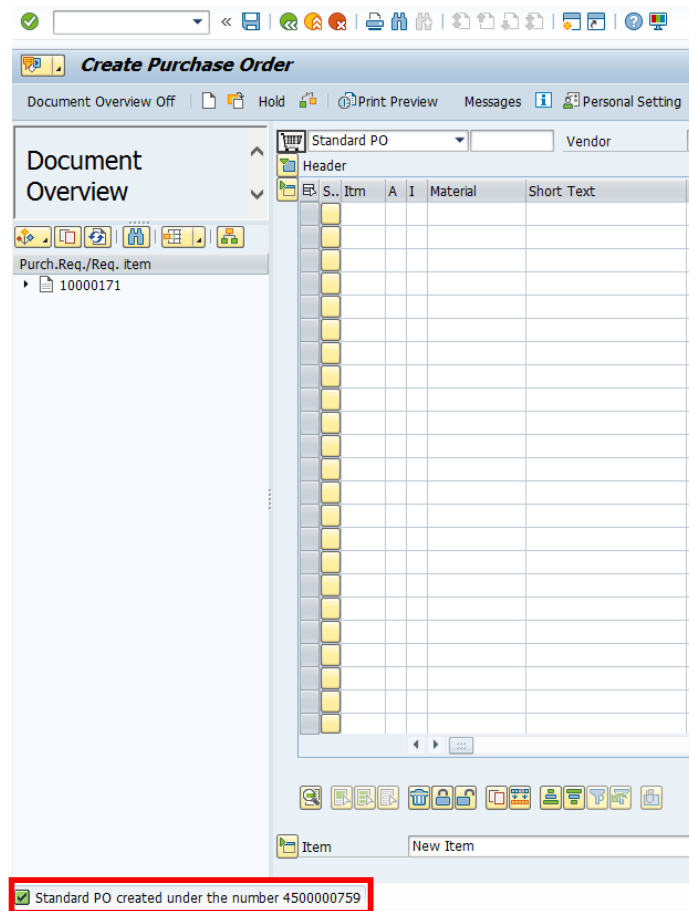
Tutorial Figure 2-79: Purchase Order – Check Caution

Step 3.1: Save Purchase Order

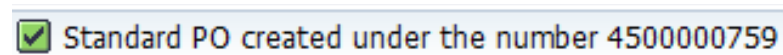
Click  to save your Purchase Order.

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 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

Tutorial 2
You Try It 2
Procurement Trading Goods



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Warnings

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.

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.




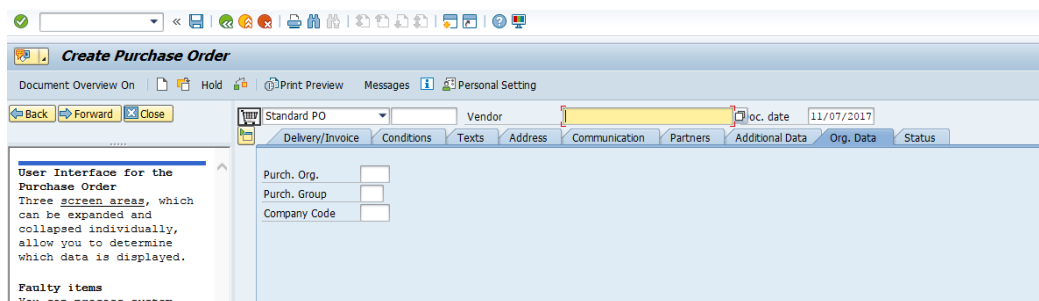
Tutorial Figure 2-83: Procurement Process – Purchase Order

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.

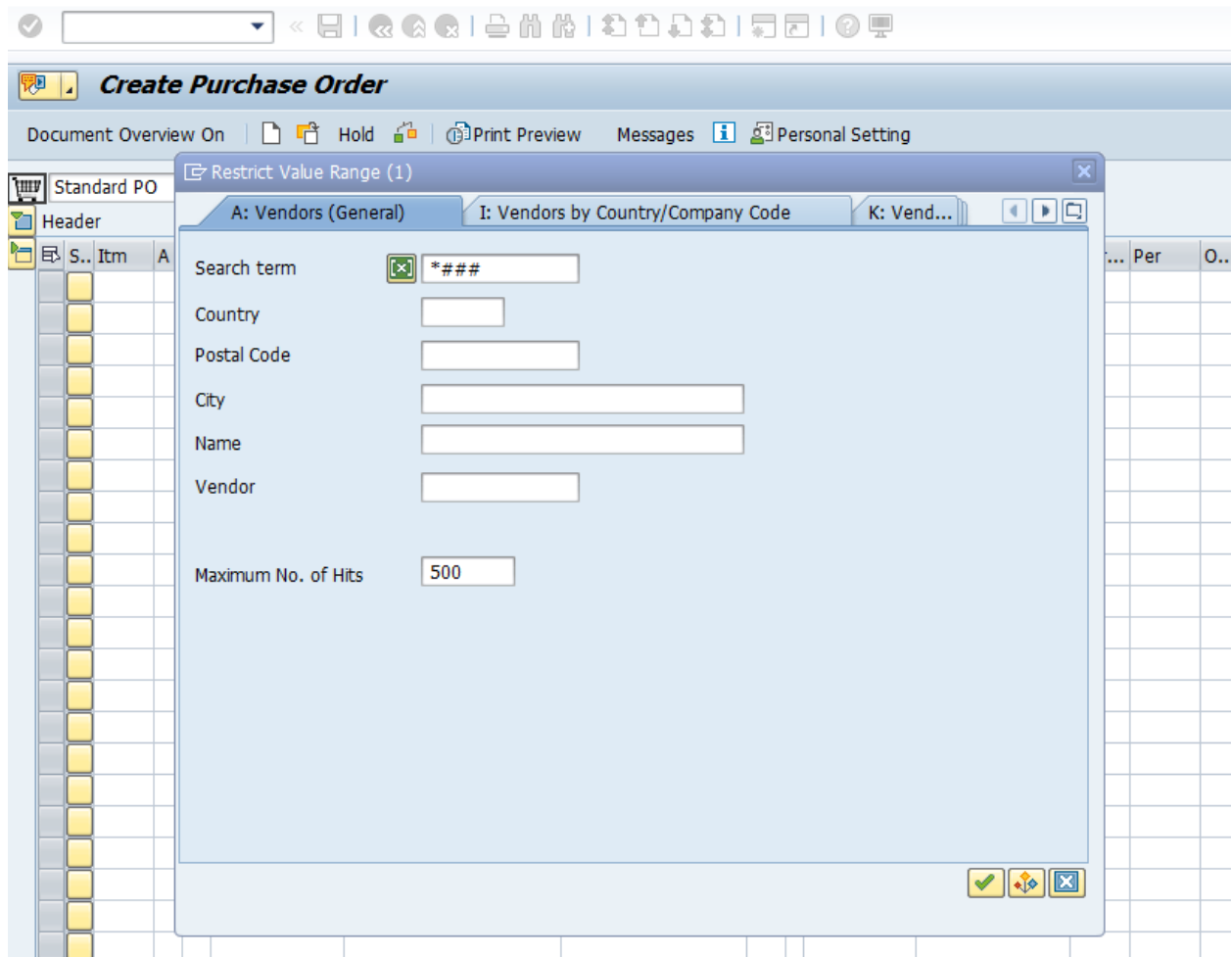
Click inside the “Vendor” field and click the F4 key on your keyboard or click on the .



Tutorial Figure 2-84: Create Purchase Order – Vendor Field Select

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.

Restrict Value Range (1) 24 Entries found

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

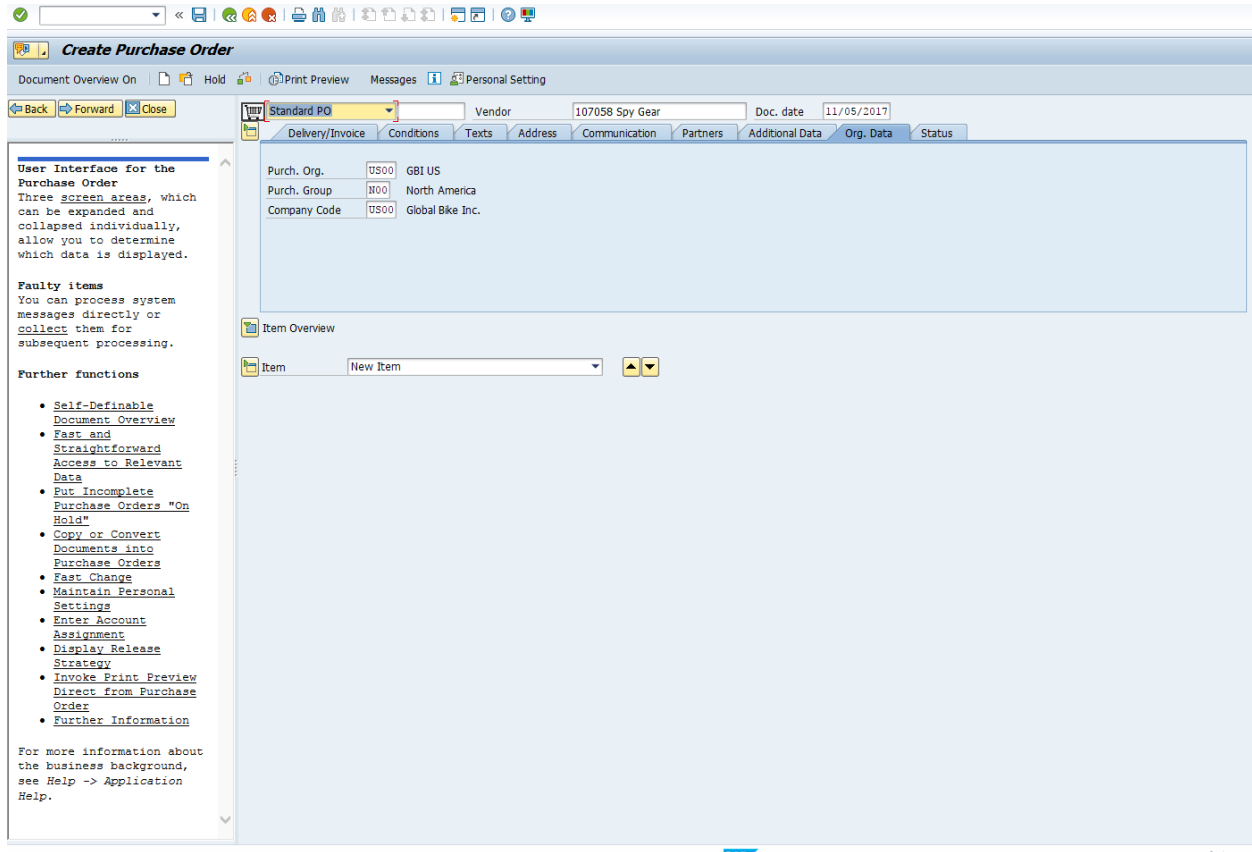
Search term: 058

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 2-86: Create Purchase Order – Vendor List

Step 1.2: Expand Item Overview

If needed, expand the “Item Overview” section by clicking on .



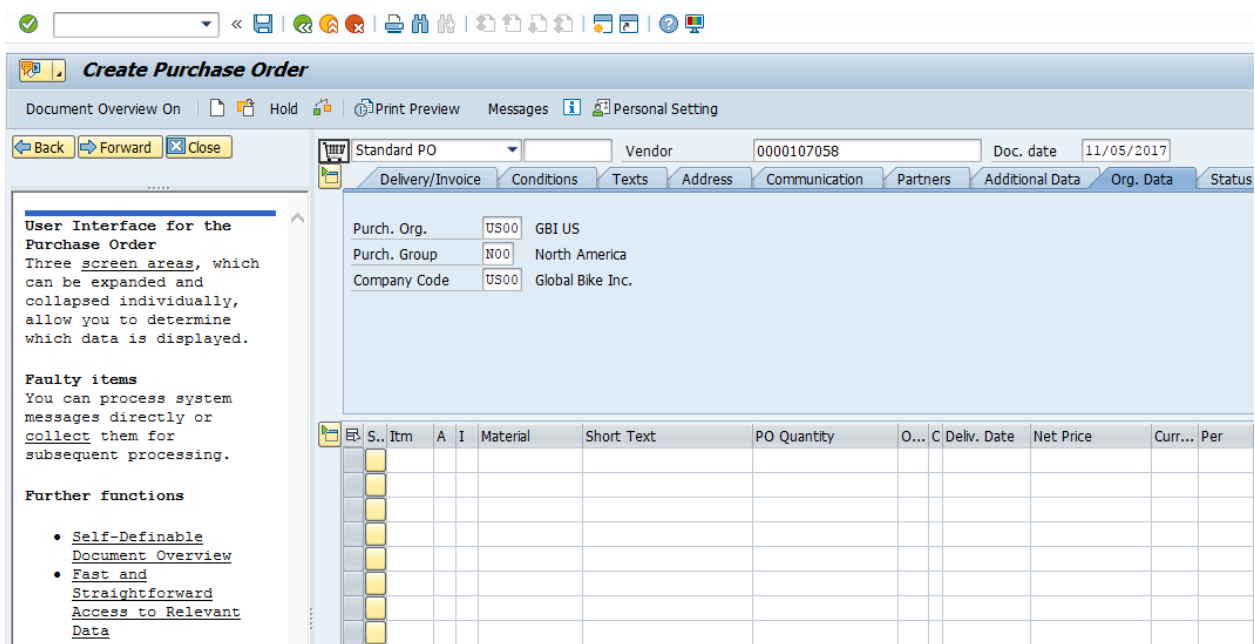
Tutorial Figure 2-87: Create Purchase Order – Item Overview Not Expanded

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**



The screenshot shows the SAP 'Create Purchase Order' interface. The 'Org. Data' tab is active, displaying the following data:

Purch. Org.	US00	GBI US
Purch. Group	N00	North America
Company Code	US00	Global Bike Inc.

Below the data entry fields is a table with the following columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per. The table is currently empty.

On the left side of the screen, there is a help text area with the following content:

User Interface for the Purchase Order
Three screen areas, which can be expanded and collapsed individually, allow you to determine which data is displayed.

Faulty items
You can process system messages directly or collect them for subsequent processing.


Further functions

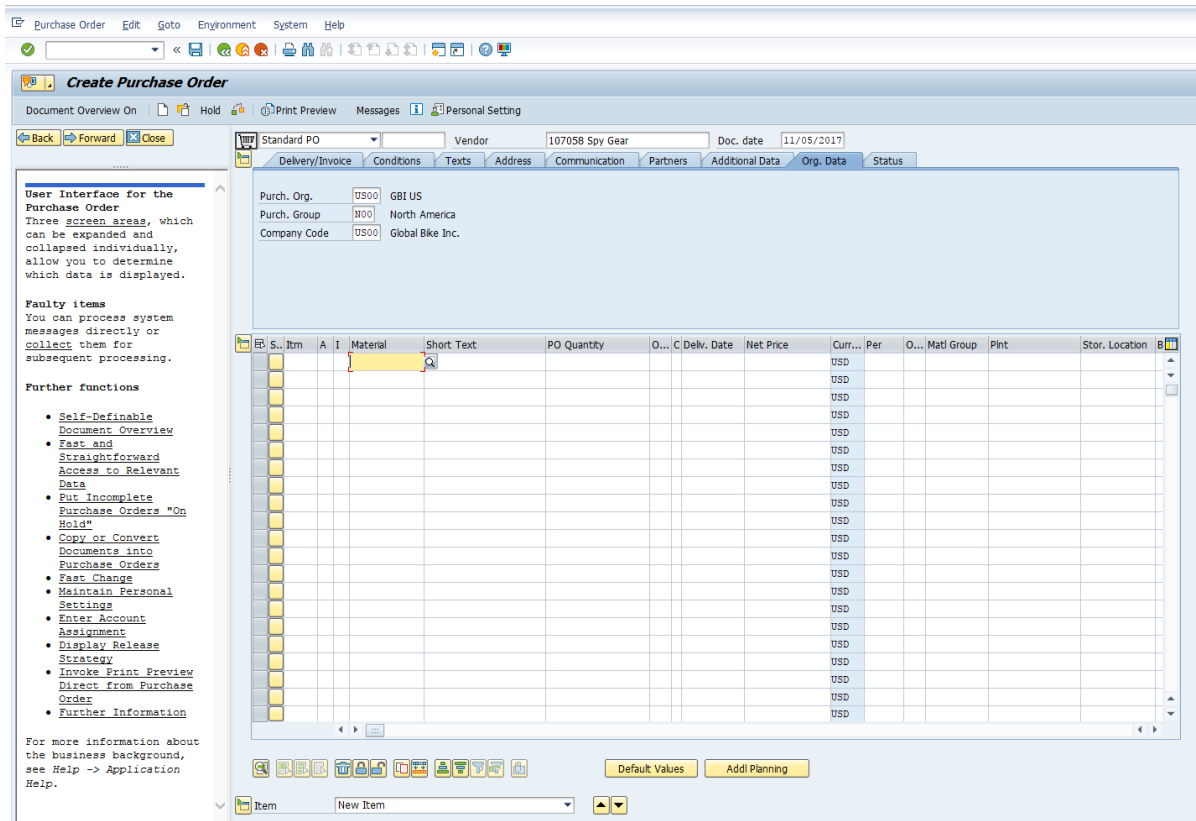
- Self-Definable Document Overview
- Fast and Straightforward Access to Relevant Data

Tutorial Figure 2-88: Create Purchase Order – 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.

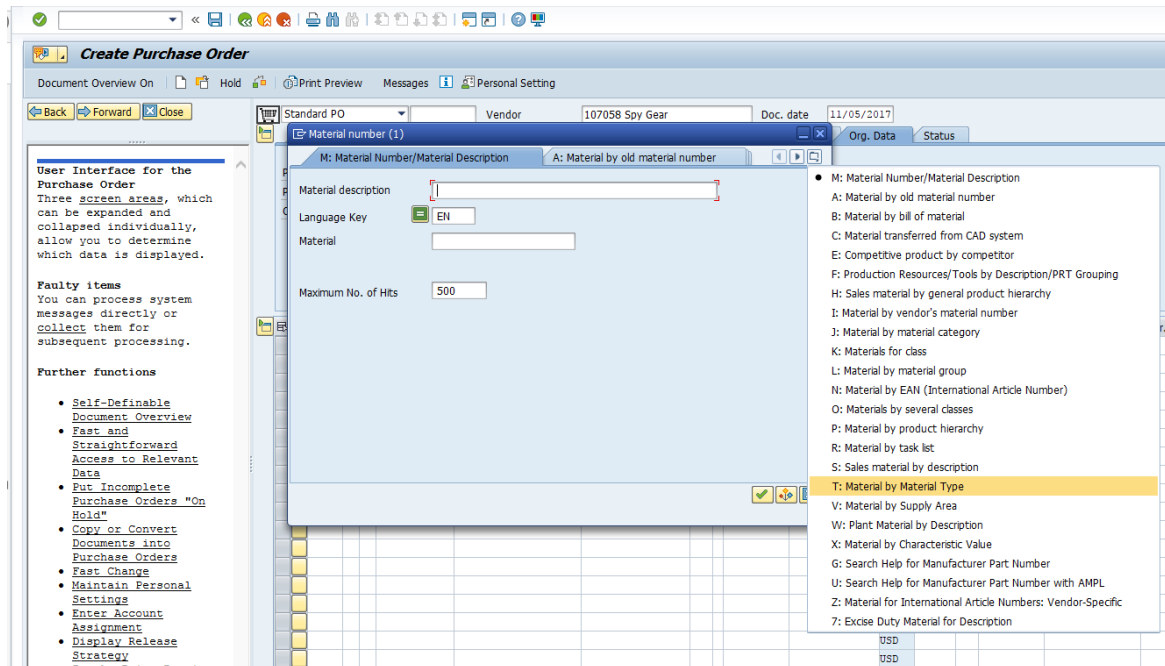
Click inside the first cell in the "Material" column. Then click the F4 key on your keyboard or click on the .



The screenshot shows the SAP 'Create Purchase Order' interface. The vendor is '107058 Spy Gear' and the document date is '11/05/2017'. The purchase organization is 'US00 GBI US'. The main table is a materials search table with the following columns: Item, S, Item, A, I, Material, Short Text, PO Quantity, O..., C Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, PInt, Stor. Location, and B. The first row in the table has a magnifying glass icon in the 'Material' column, indicating a search function. The interface also includes a sidebar with user interface information and various navigation buttons.

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"**.

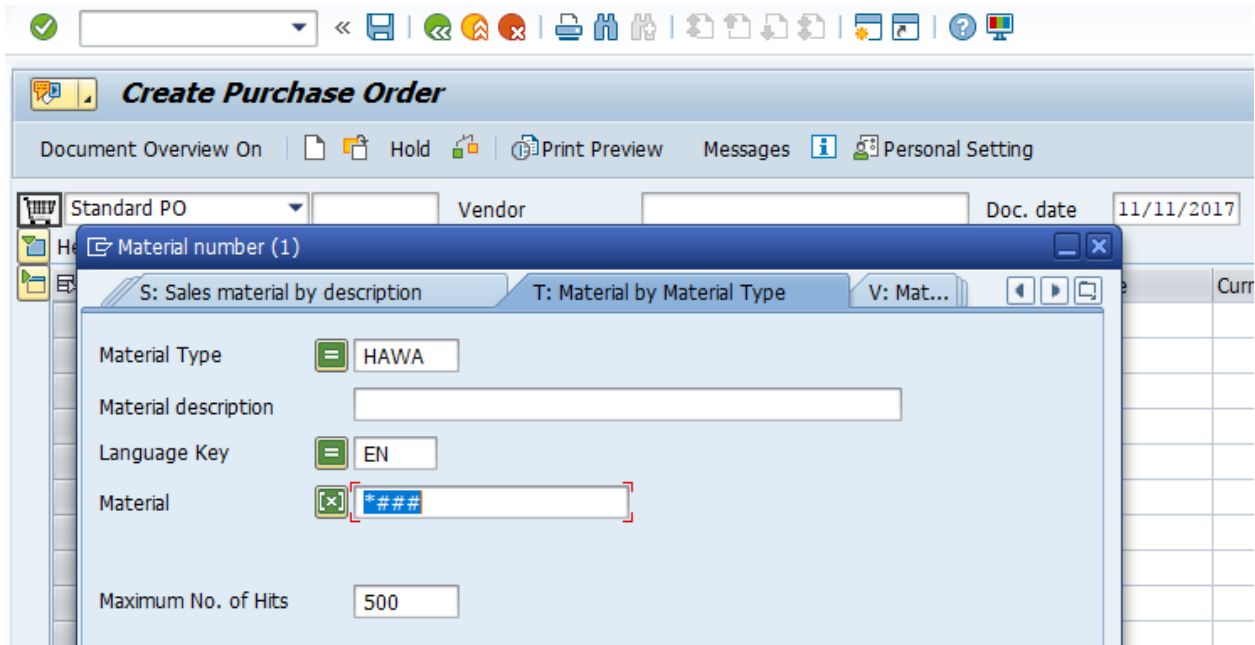


Tutorial Figure 2-91: Create Purchase Order – Material Search By Material Type

Enter the following information into the fields:

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

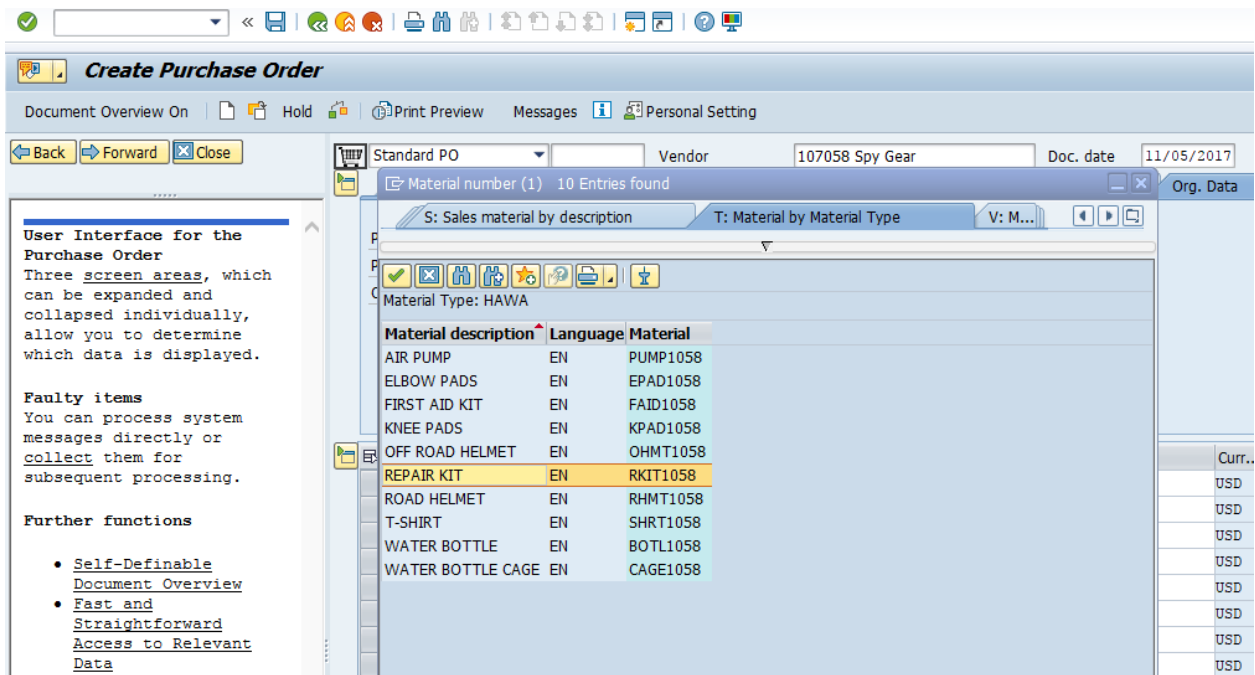
HAWA is the material type for Trading Goods.



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.

The screenshot shows the SAP 'Create Purchase Order' (Create PO) interface. The top navigation bar includes 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The main header area displays 'Standard PO' and 'Vendor: 107058 Spy Gear' with a document date of '11/05/2017'. Below this, there are tabs for 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', and 'Org. Data'. The 'Conditions' tab is active, showing 'Purch. Org.: US00 GBI US', 'Purch. Group: N00 North America', and 'Company Code: US00 Global Bike Inc.'. On the left side, there is a help pane with the following text:

User Interface for the Purchase Order
 Three screen areas, which can be expanded and collapsed individually, allow you to determine which data is displayed.

Faulty items
 You can process system messages directly or collect them for subsequent processing.

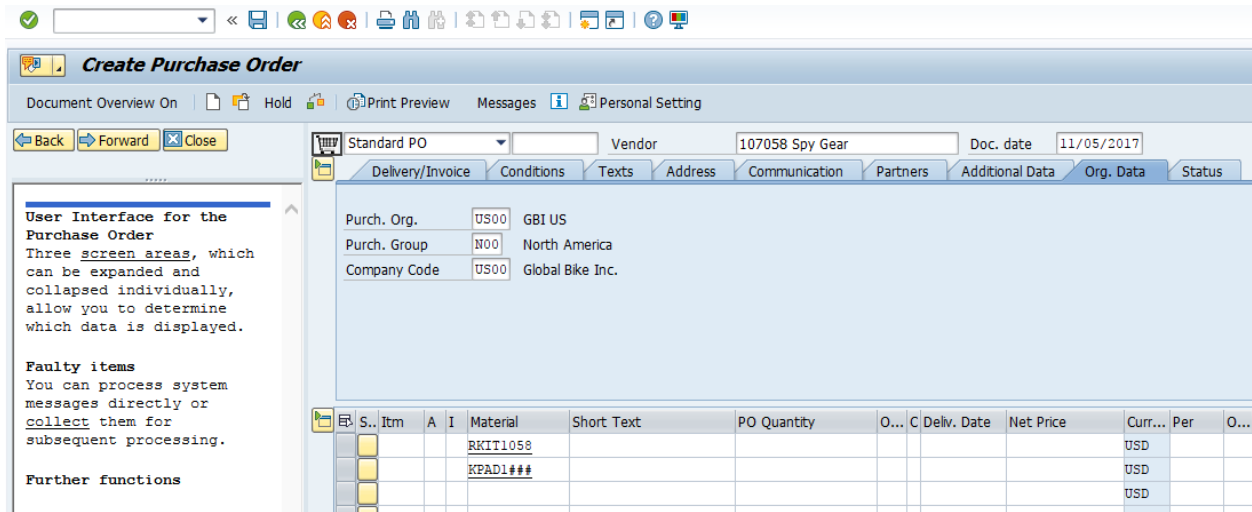
Further functions

At the bottom, a table displays the search results for materials:

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...
				RKIT1058							USD
											USD
											USD

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.

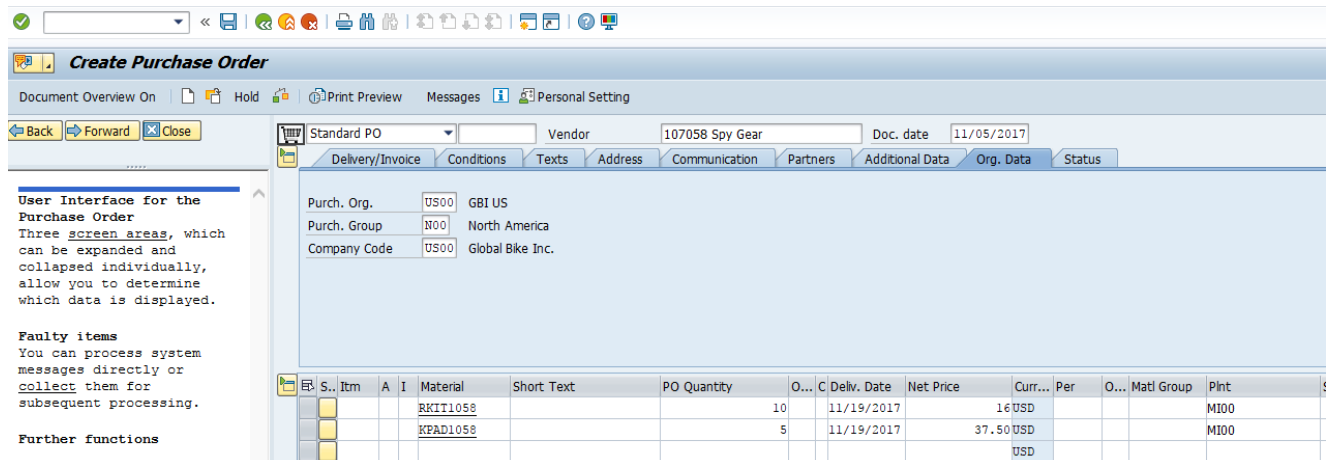
The PO Quantity is the quantity of the goods that we want. The Delivery Date is the requested date we want to receive the order. The Net Price is the price it will cost us per good. Currency is the currency we wish to pay in. Since SAP can support many different currencies, we must specify the type of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

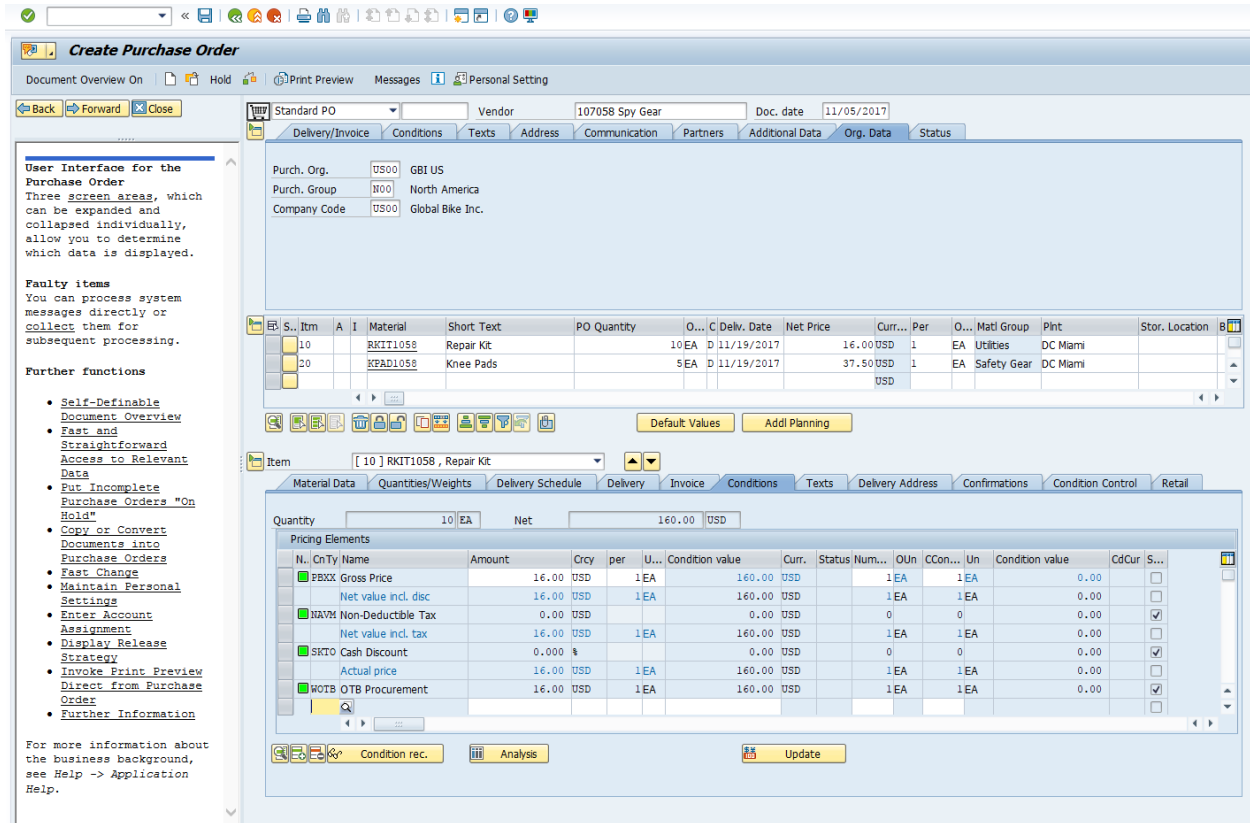
Enter in the following for **Knee Pads (KPAD1###)**:

- 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.



Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

Standard PO | Vendor: 107058 Spy Gear | Doc. date: 11/05/2017

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status

Purch. Org.: US00 GBI US
 Purch. Group: N00 North America
 Company Code: US00 Global Bike Inc.

Item	S...	Matl	Short Text	PO Quantity	O... C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. Location
10		RKIT1058	Repair Kit	10	EA	11/19/2017	16.00	USD	1	EA	Utilities	DC Miami	
20		KPAD1058	Knee Pads	5	EA	11/19/2017	37.50	USD	1	EA	Safety Gear	DC Miami	

Default Values | Add Planning

Item: [10] RKIT1058, Repair Kit

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address | Confirmations | Condition Control | Retail


Quantity: 10 EA | Net: 160.00 USD

N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
1		PBXX Gross Price	16.00	USD		1 EA	160.00	USD			1 EA	1 EA		0.00		<input type="checkbox"/>
		Net value incl. disc	16.00	USD		1 EA	160.00	USD			1 EA	1 EA		0.00		<input type="checkbox"/>
1		INNM Non-Deductible Tax	0.00	USD			0.00	USD			0	0		0.00		<input checked="" type="checkbox"/>
		Net value incl. tax	16.00	USD		1 EA	160.00	USD			1 EA	1 EA		0.00		<input type="checkbox"/>
1		SKTO Cash Discount	0.00	USD			0.00	USD			0	0		0.00		<input checked="" type="checkbox"/>
		Actual price	16.00	USD		1 EA	160.00	USD			1 EA	1 EA		0.00		<input type="checkbox"/>
1		WOTB OTB Procurement	16.00	USD		1 EA	160.00	USD			1 EA	1 EA		0.00		<input checked="" type="checkbox"/>

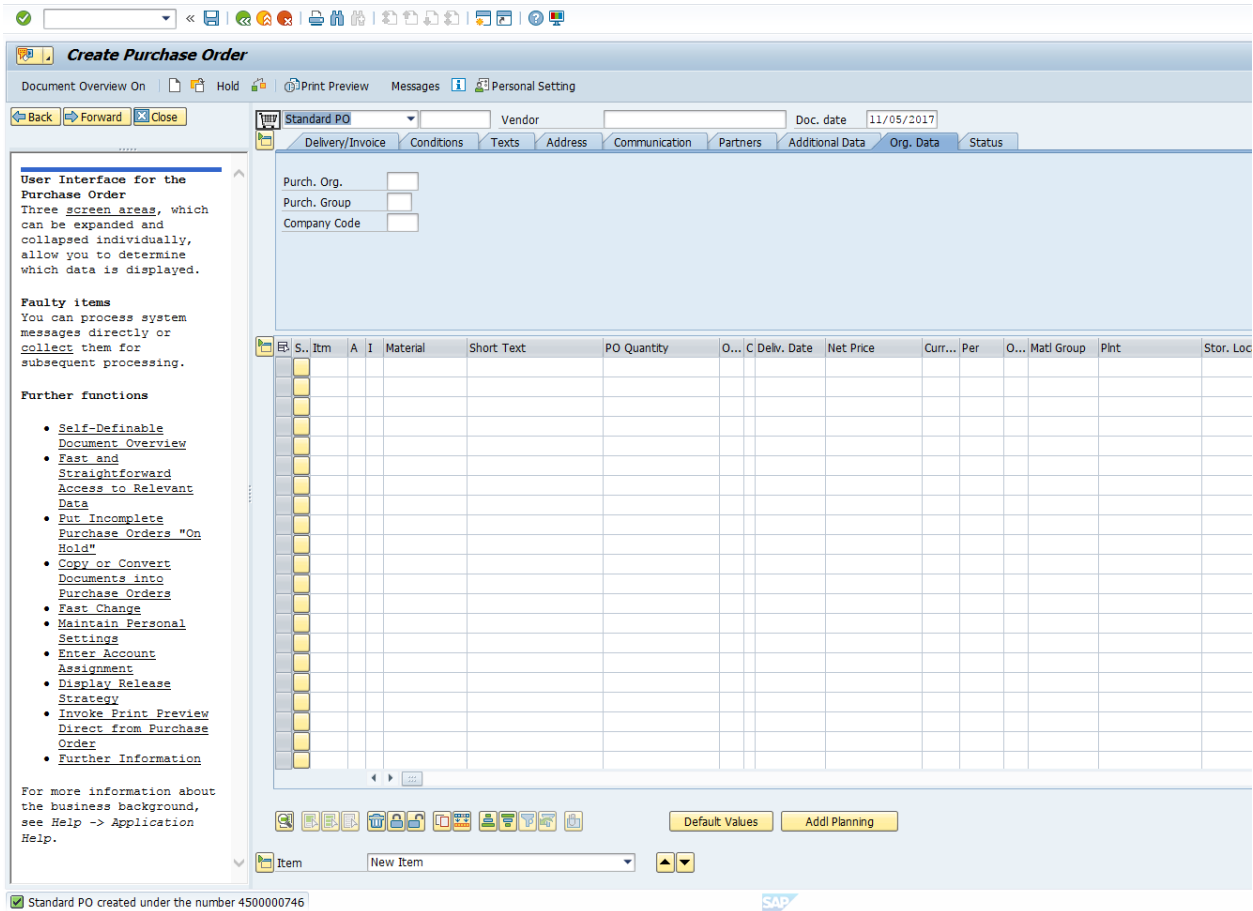
Condition rec. | Analysis | Update

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.**

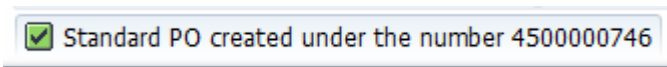


The screenshot displays the SAP 'Create Purchase Order' interface. The title bar reads 'Create Purchase Order'. Below the title bar, there are navigation buttons: 'Back', 'Forward', and 'Close'. The main area is divided into several sections:

- Document Overview:** Includes 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'.
- Navigation:** 'Back', 'Forward', 'Close' buttons.
- Form Fields:** 'Standard PO' (dropdown), 'Vendor' (input), 'Doc. date' (11/05/2017), and tabs for 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'.
- Form Fields (continued):** 'Purch. Org.' (checkbox), 'Purch. Group' (checkbox), and 'Company Code' (checkbox).
- Table:** A table with columns: 'E', 'S...', 'Itm', 'A', 'I', 'Material', 'Short Text', 'PO Quantity', 'O...', 'C Deliv. Date', 'Net Price', 'Curr...', 'Per', 'O...', 'Matl Group', 'Pint', and 'Stor. Loc'. The table is currently empty.
- Footer:** 'Default Values' and 'Addl Planning' buttons.
- Bottom Bar:** 'Item' dropdown, 'New Item' button, and 'SAP' logo.

A green checkmark icon is visible in the top left corner of the main area. At the bottom of the screen, a message box states: 'Standard PO created under the number 4500000746'.

Tutorial Figure 2-98: Purchase Order Save



A close-up of the SAP message box showing a green checkmark icon and the text: 'Standard PO created under the number 4500000746'.

Tutorial Figure 2-99: Purchase Order Number

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)

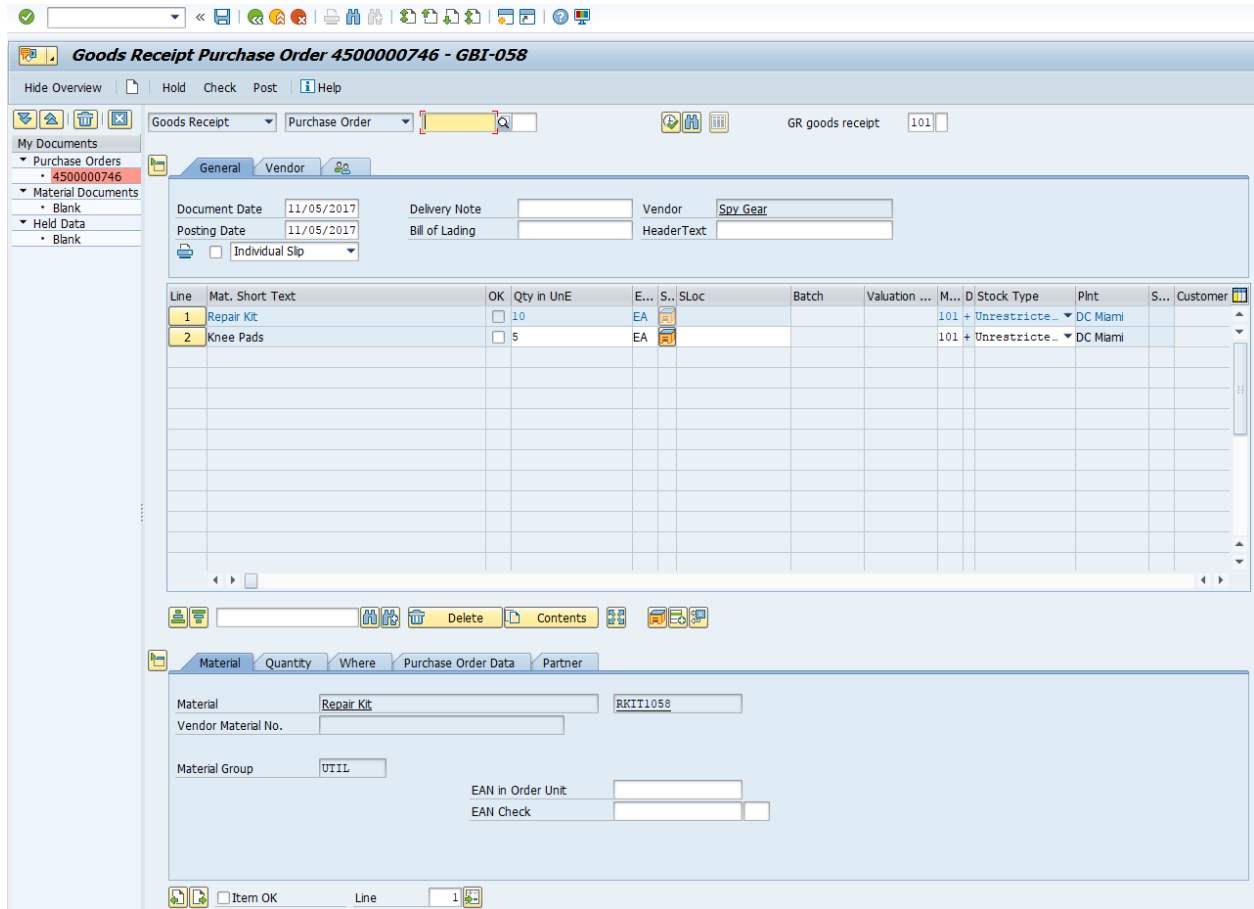
Verify the following have automatically populated:

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

Line	Mat.	Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D Stock Type	Pint	S...	Customer

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

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



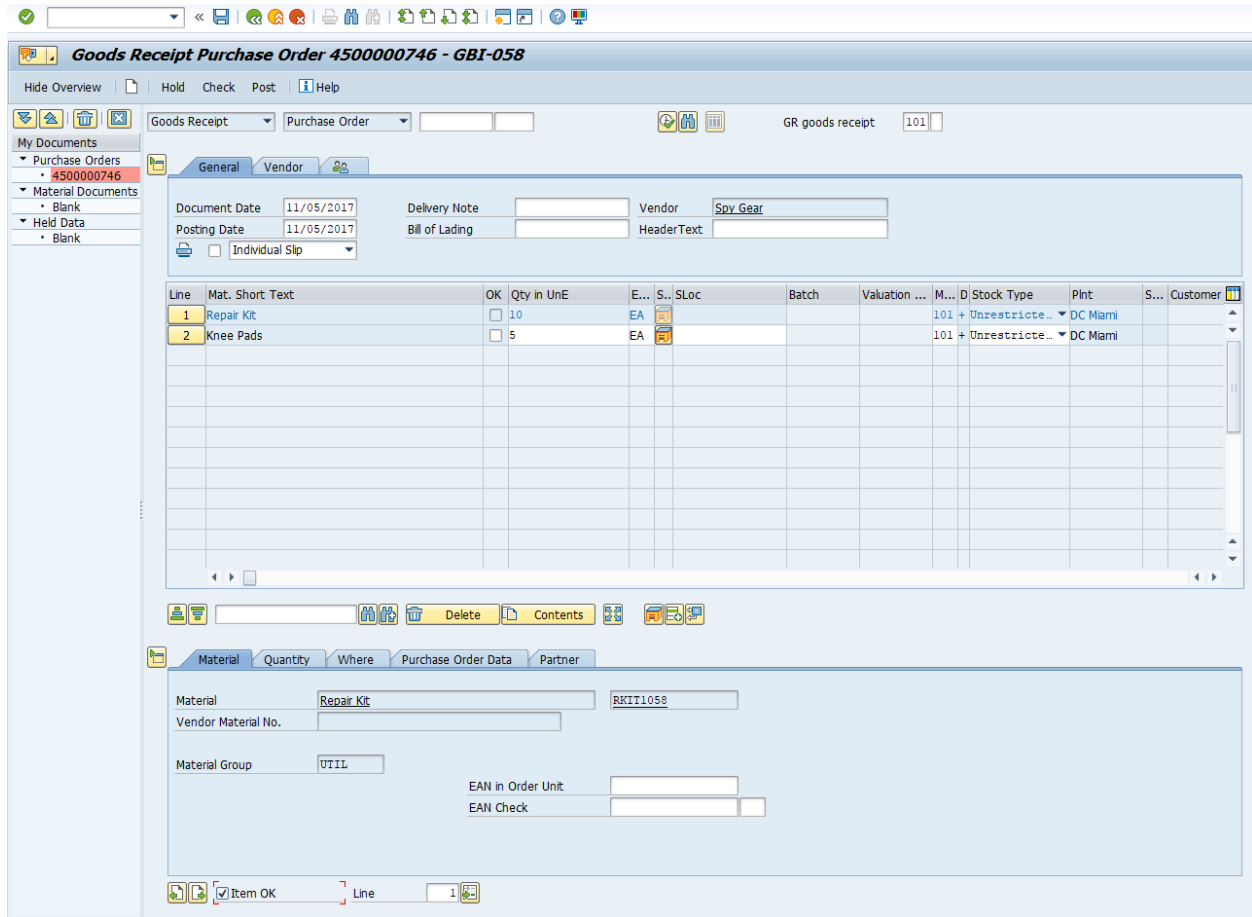
The screenshot displays the SAP Goods Receipt Purchase Order (GR PO) interface for document 450000746. The main window is titled "Goods Receipt Purchase Order 450000746 - GBI-058". The interface includes a menu bar with options like "Hide Overview", "Hold", "Check", "Post", and "Help". Below the menu bar, there are tabs for "General" and "Vendor". The "General" tab is active, showing fields for "Document Date" (11/05/2017), "Posting Date" (11/05/2017), "Delivery Note", "Bill of Lading", "Vendor" (Spy Gear), and "HeaderText". A table below these fields lists the items in the purchase order:

Line	Mat. Short Text	OK	Qty in UnE	E...	S... SLoc	Batch	Valuation ...	M...	D Stock Type	Plnt	S...	Customer
1	Repair Kit	<input type="checkbox"/>	10	EA				101	+ Unrestrict...	DC Miami		
2	Knee Pads	<input type="checkbox"/>	5	EA				101	+ Unrestrict...	DC Miami		

Below the table, there are tabs for "Material", "Quantity", "Where", "Purchase Order Data", and "Partner". The "Material" tab is active, showing fields for "Material" (Repair Kit), "Vendor Material No.", "Material Group" (UTIL), "EAN in Order Unit", and "EAN Check". At the bottom, there is a status bar with "Item OK" and "Line 1".

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.

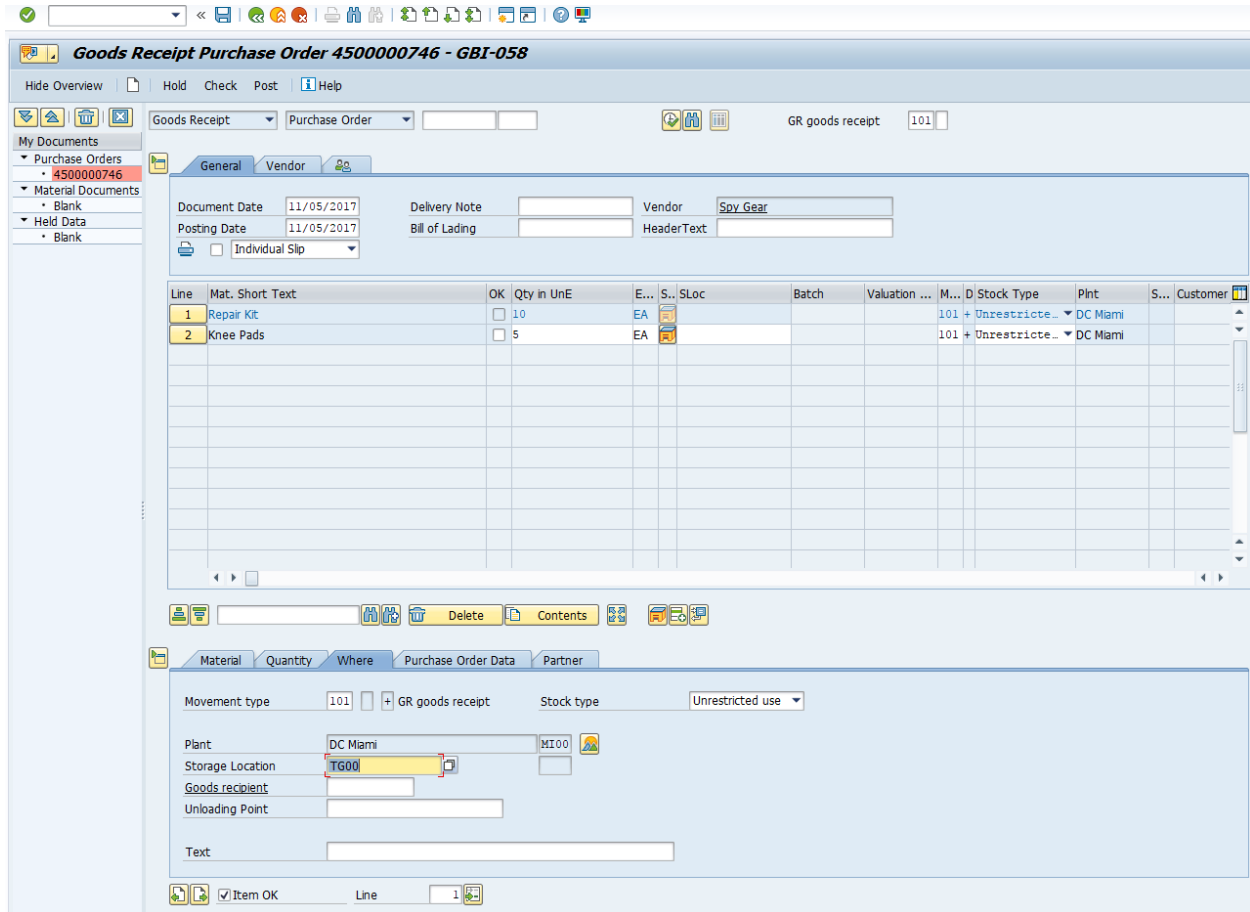


Tutorial Figure 2-104: Goods Receipt – Item OK: First Item


Click on the “Where” tab.

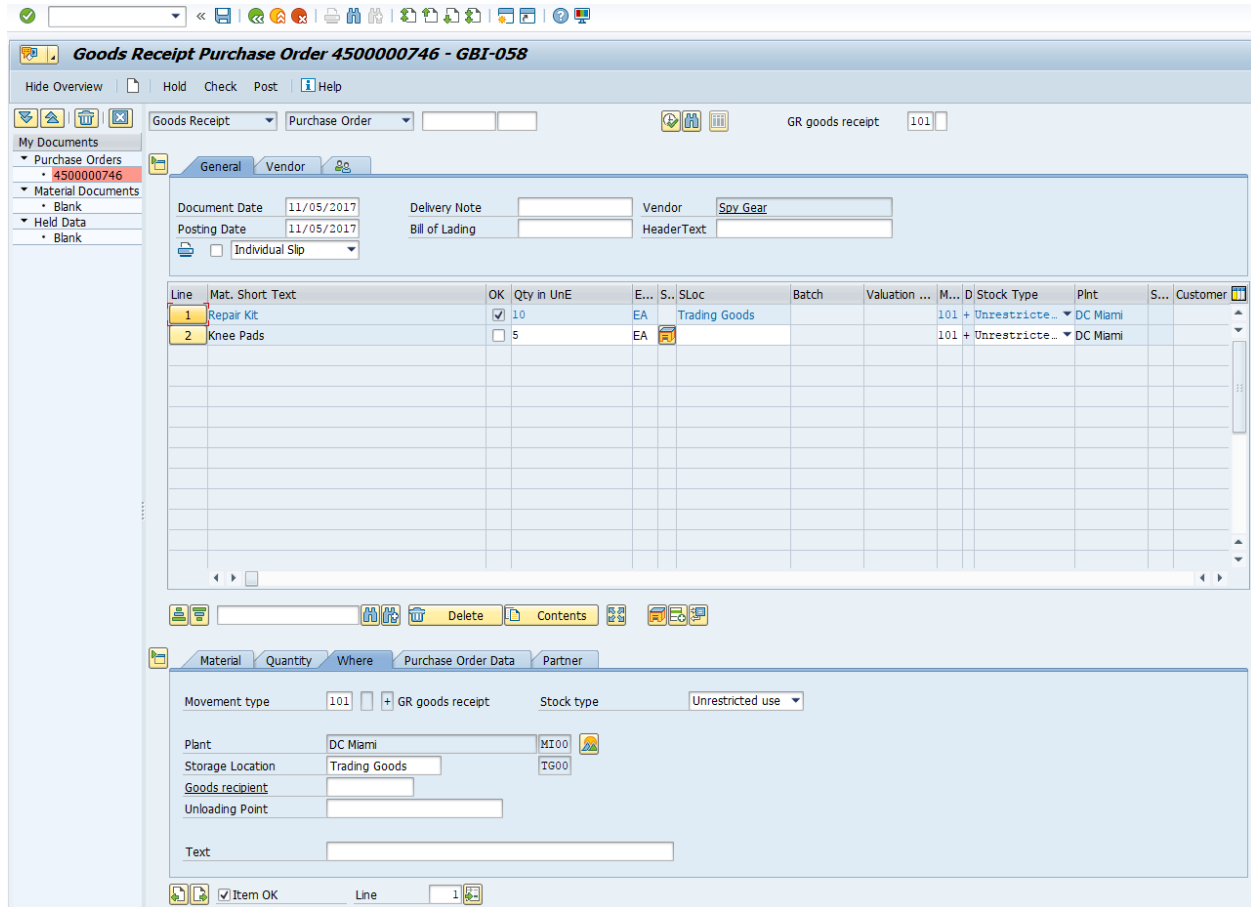
Enter the following:

- 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.



The screenshot displays the SAP Goods Receipt Purchase Order (GR PO) interface for document 450000746 - GBI-058. The document is a GR goods receipt with a movement type of 101. The document date and posting date are 11/05/2017. The vendor is Spy Gear. The plant is DC Miami. The storage location is Trading Goods. The table below shows the items:

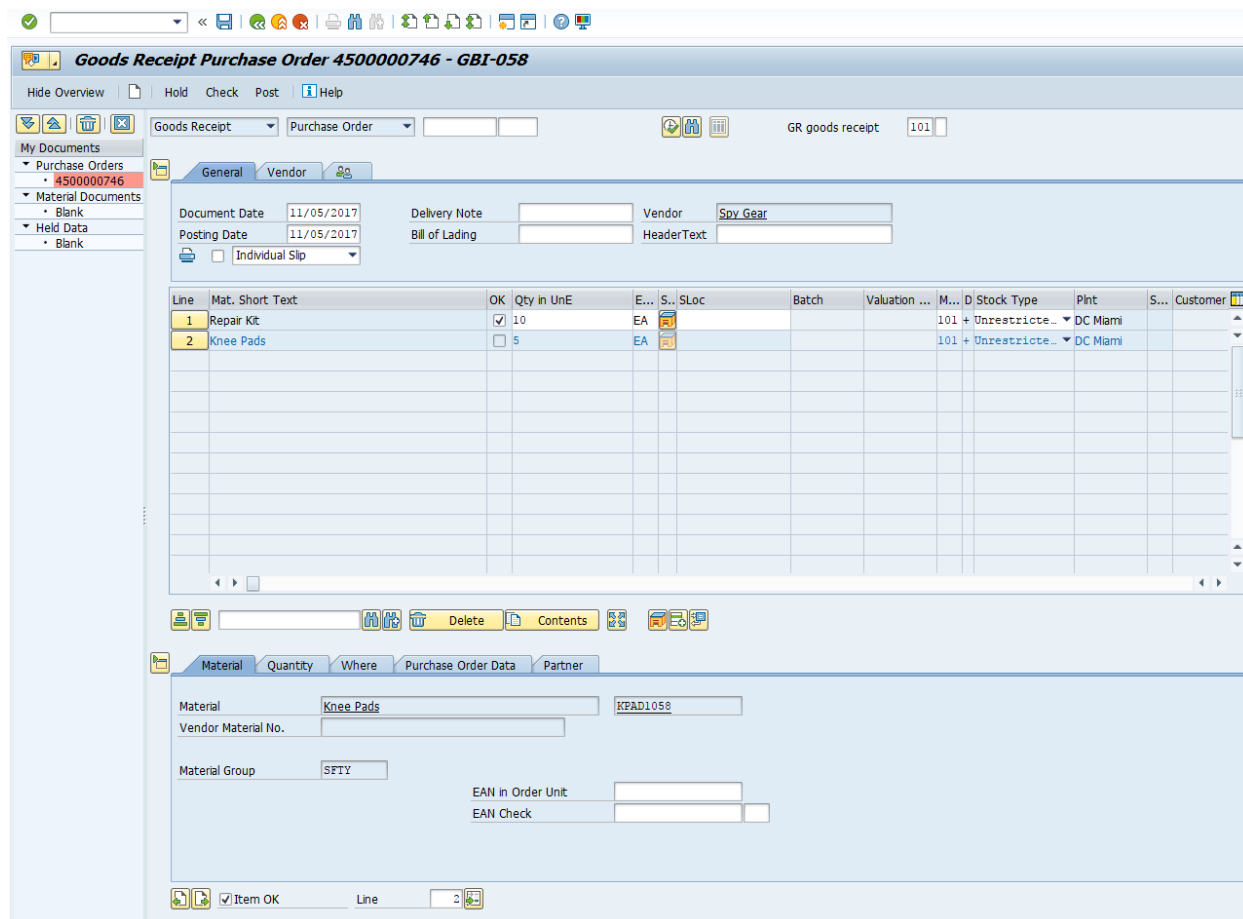
Line	Mat. Short Text	OK	Qty in UnE	E...	S...	SLoc	Batch	Valuation ...	M...	D	Stock Type	Plnt	S...	Customer
1	Repair Kit	<input checked="" type="checkbox"/>	10	EA		Trading Goods			101	+	Unrestrict...	DC Miami		
2	Knee Pads	<input type="checkbox"/>	5	EA					101	+	Unrestrict...	DC Miami		

The movement type configuration at the bottom shows:

- Movement type: 101 + GR goods receipt
- Stock type: Unrestricted use
- Plant: DC Miami (MI00)
- Storage Location: Trading Goods (TG00)

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.

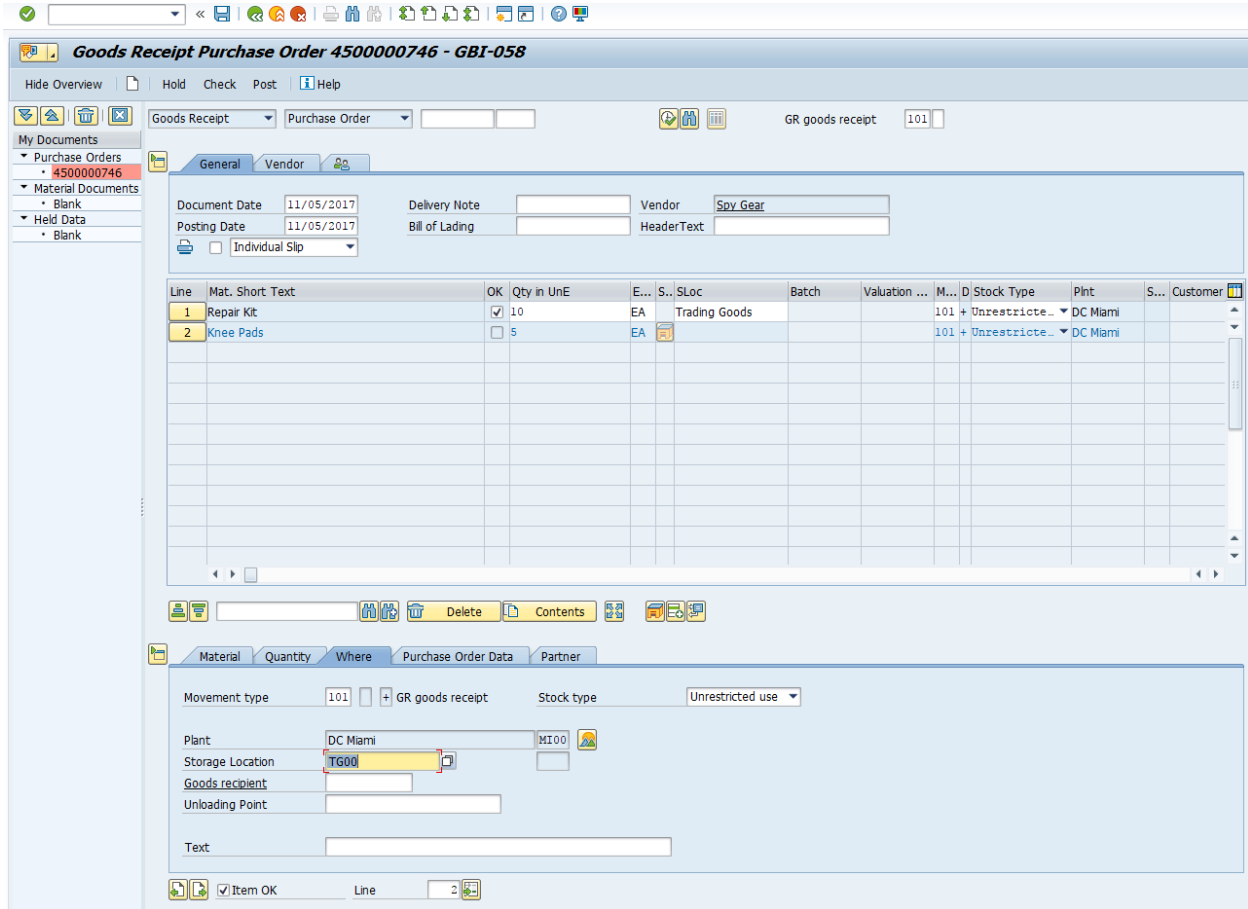


Tutorial Figure 2-107: Goods Receipt – Item OK: Second Item


Click on the “Where” tab.

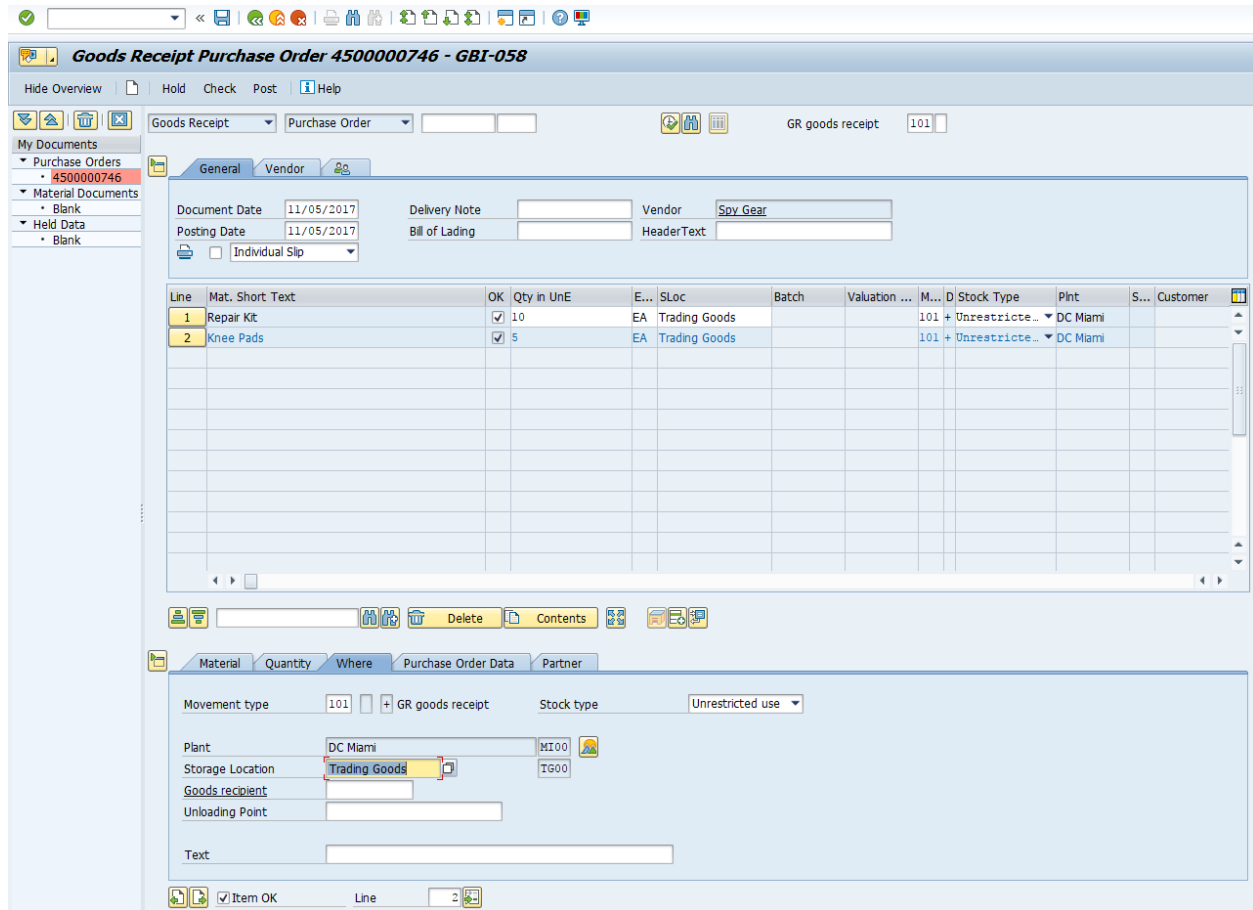
Enter the following:

- Storage Location: **TG00**



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

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



Goods Receipt Purchase Order 450000746 - GBI-058

Hide Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | GR goods receipt | 101

My Documents
Purchase Orders
450000746
Material Documents
Blank
Held Data
Blank

General | Vendor

Document Date: 11/05/2017 | Delivery Note: | Vendor: Spy Gear
Posting Date: 11/05/2017 | Bill of Lading: | HeaderText: |
Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation ...	M...	D	Stock Type	Plnt	S...	Customer
1	Repair Kit	<input checked="" type="checkbox"/>	10	EA	Trading Goods				101	+ Unrestrict...	DC Miami		
2	Knee Pads	<input checked="" type="checkbox"/>	5	EA	Trading Goods				101	+ Unrestrict...	DC Miami		

Delete | Contents

Material | Quantity | Where | Purchase Order Data | Partner

Movement type: 101 | GR goods receipt | Stock type: Unrestricted use

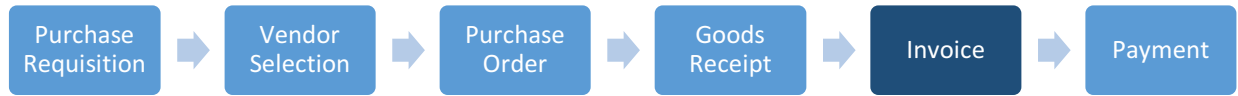
Plant: DC Miami | MI00
Storage Location: Trading Goods | TG00
Goods recipient: |
Unloading Point: |
Text: |

Item OK | Line: 2

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

STEP 3: ENTER INVOICE

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



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**

Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: Invoice Balance: 0.00

Basic Data | Payment | Details | Tax | Contacts | Note


Invoice date: 11/05/2017 Reference:
Posting Date: 11/05/2017
Amount: 347.50 Calculate tax
Tax Amount: XI (Input Tax)
Text:
Baseline Date:
Company Code: US00 Global Bike Inc. Dallas

PO Reference | G/L Account | Material

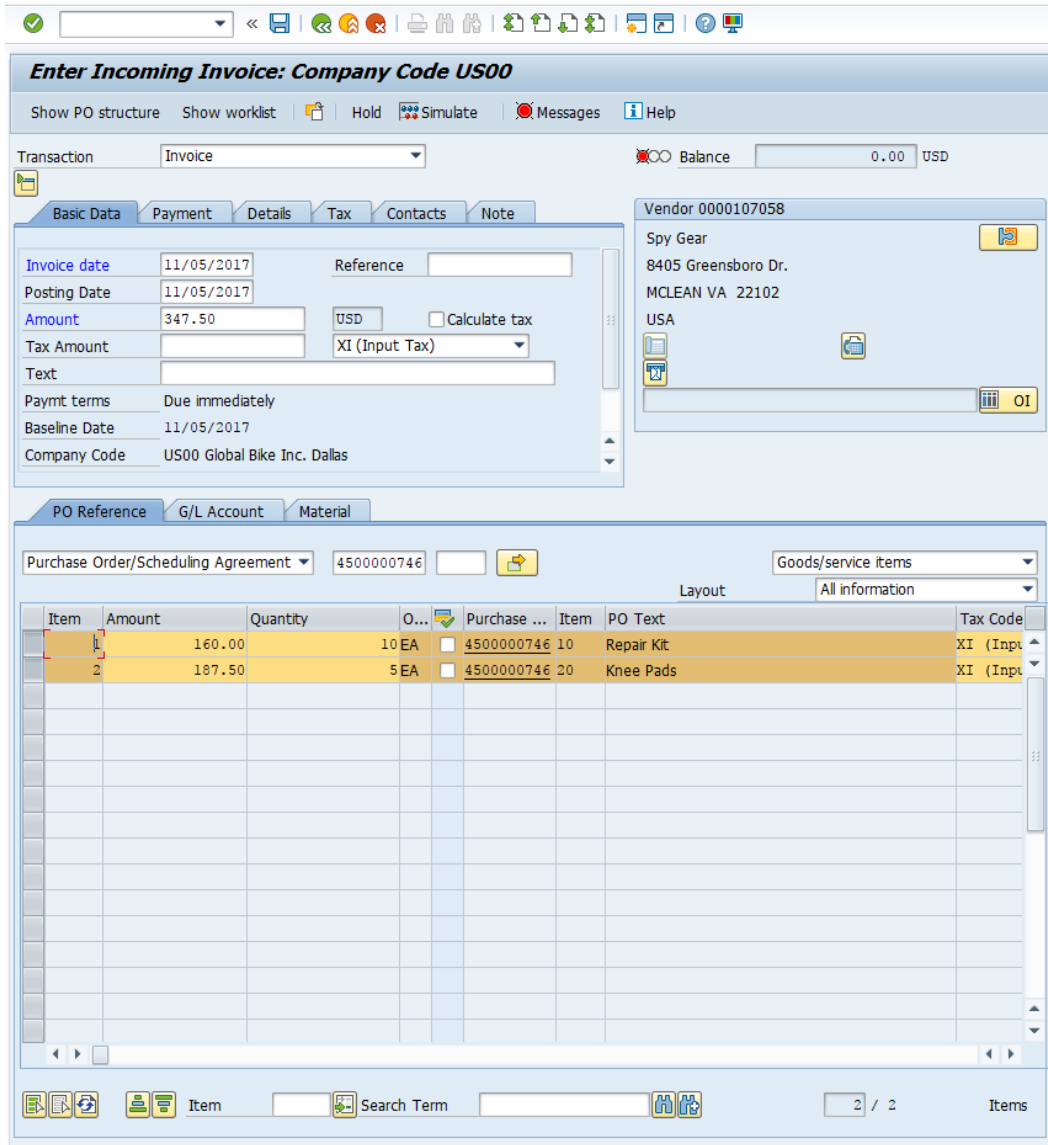
Purchase Order/Scheduling Agreement: 4500000746 Goods/service items:
Layout: All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
------	--------	----------	------	--------------	------	---------	----------

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.



Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic Data | Payment | Details | Tax | Contacts | Note

Invoice date: 11/05/2017 Reference:
Posting Date: 11/05/2017
Amount: 347.50 USD Calculate tax
Tax Amount: XI (Input Tax)
Text:
Paymt terms: Due immediately
Baseline Date: 11/05/2017
Company Code: US00 Global Bike Inc. Dallas

Vendor 0000107058
Spy Gear
8405 Greensboro Dr.
MCLEAN VA 22102
USA

PO Reference | G/L Account | Material

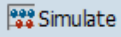
Purchase Order/Scheduling Agreement 450000746 Goods/service items

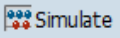
Layout All information

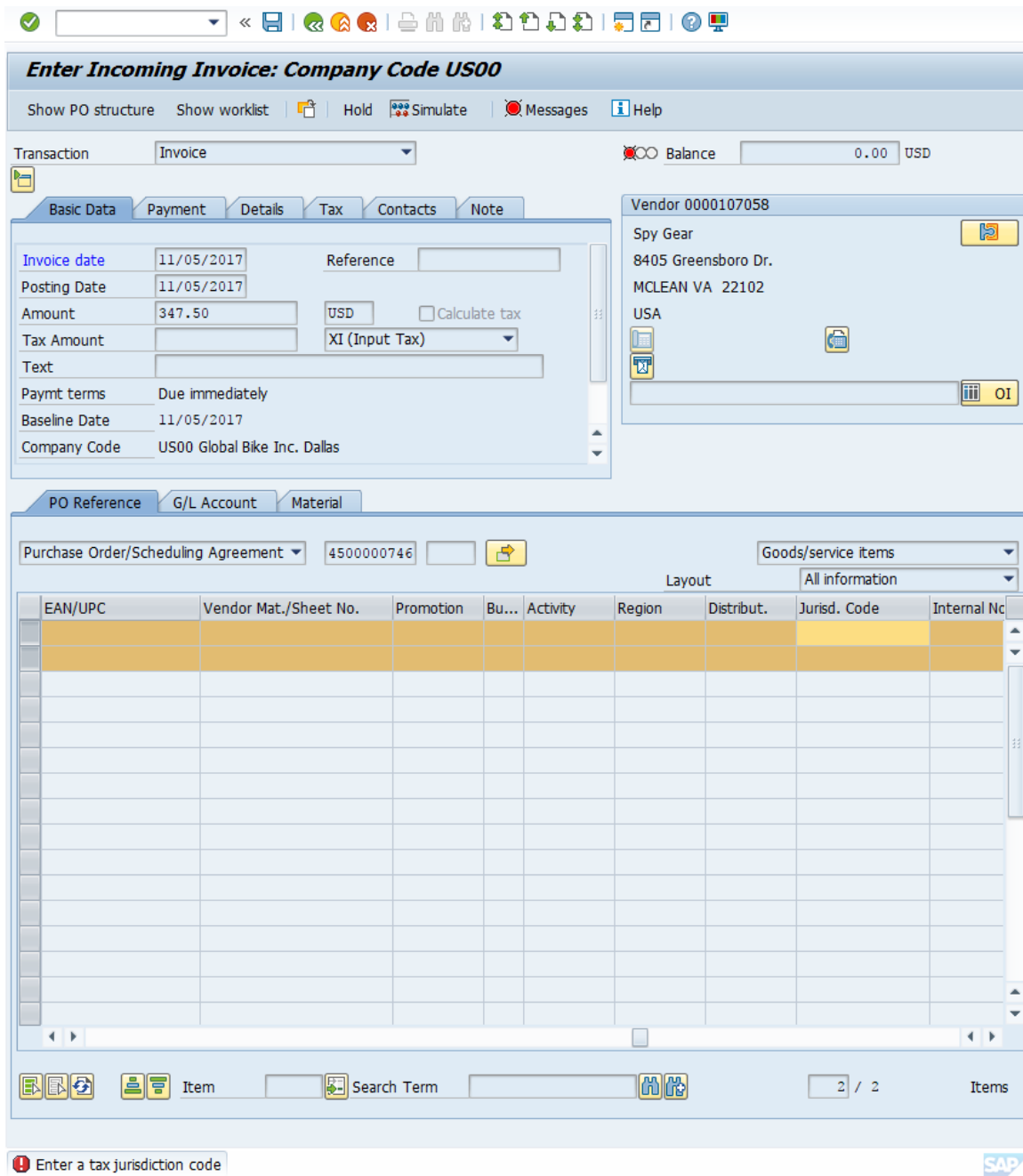
Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	160.00	10 EA	<input type="checkbox"/>	450000746	10	Repair Kit	XI (Inpu
2	187.50	5 EA	<input type="checkbox"/>	450000746	20	Knee Pads	XI (Inpu

Item Search Term 2 / 2 Items

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**.

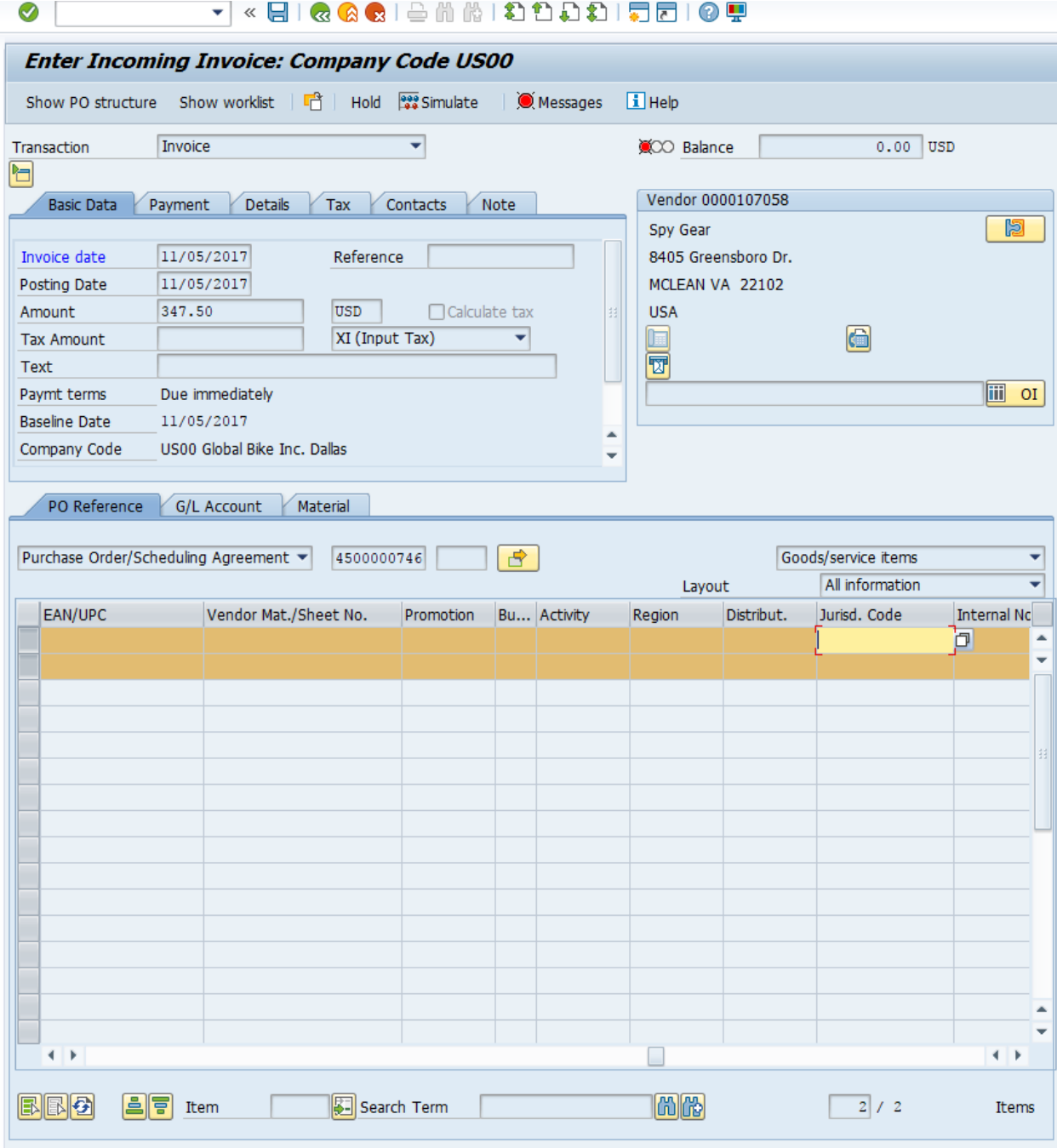
After clicking the  the following error appears. The “Enter tax jurisdiction code” error can be solved by entering a Tax Jurisdiction Code.



The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code US00. The 'Basic Data' tab is active, displaying invoice details such as Invoice date (11/05/2017), Posting Date (11/05/2017), Amount (347.50), and Tax Amount. The 'Tax' section shows 'USD' as the currency and 'XI (Input Tax)' as the tax type. The 'Vendor' information for Vendor 0000107058 (Spy Gear) is visible on the right. Below the 'Basic Data' section, the 'PO Reference' tab is active, showing a Purchase Order/Scheduling Agreement with ID 4500000746. A table with columns for EAN/UPC, Vendor Mat./Sheet No., Promotion, Bu..., Activity, Region, Distribut., Jurisd. Code, and Internal No. is displayed. At the bottom of the screen, a red error message states: 'Enter a tax jurisdiction code'. The SAP logo is visible in the bottom right corner.

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 . This allows us to bring up the search menu.




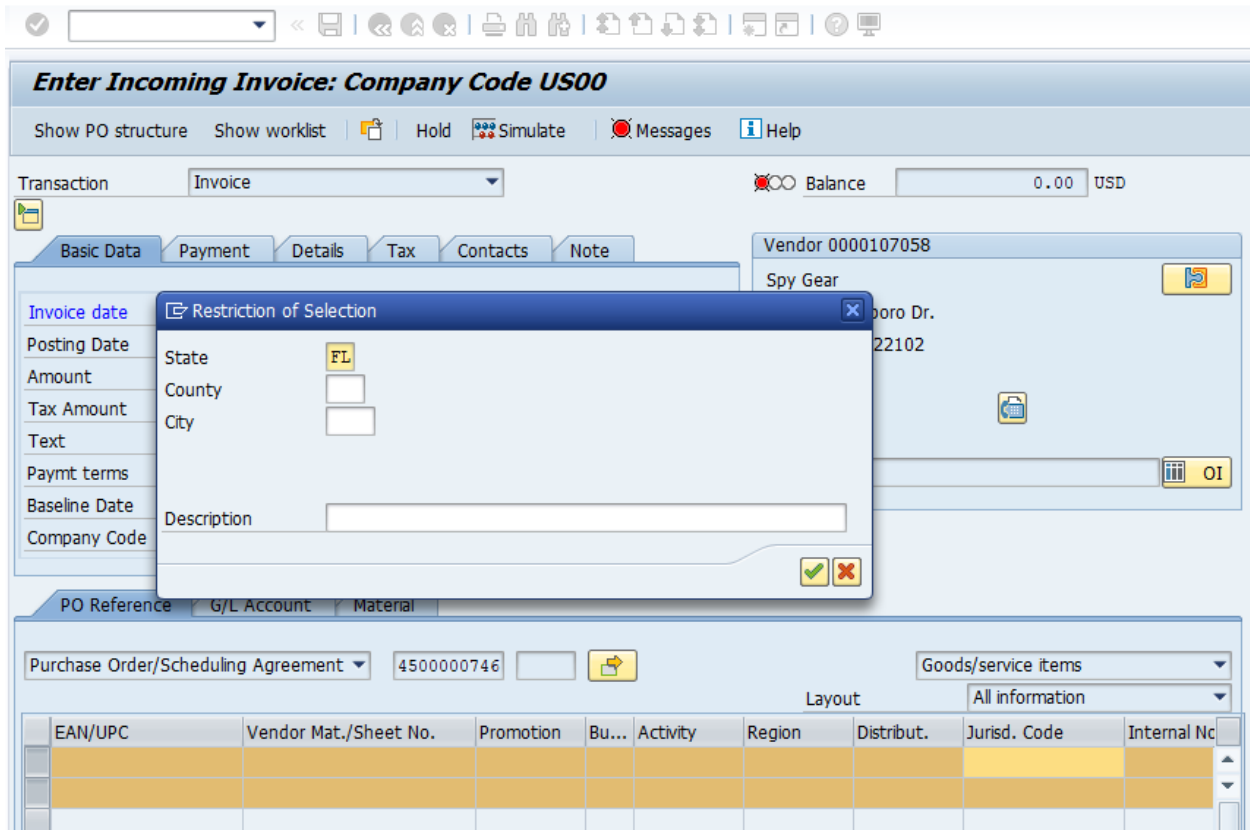
The screenshot shows the SAP 'Enter Incoming Invoice' interface for Company Code US00. The 'Basic Data' tab is active, displaying fields for Invoice date (11/05/2017), Posting Date (11/05/2017), Amount (347.50), and Tax Amount. The 'Vendor 0000107058' section shows 'Spy Gear' with address '8405 Greensboro Dr., MCLEAN VA 22102, USA'. Below, the 'PO Reference' section shows 'Purchase Order/Scheduling Agreement' 4500000746. A table with columns 'EAN/UPC', 'Vendor Mat./Sheet No.', 'Promotion', 'Bu...', 'Activity', 'Region', 'Distrib.', 'Jurisd. Code', and 'Internal No.' is visible. The 'Jurisd. Code' field in the first row is highlighted in yellow and has a magnifying glass icon next to it, indicating a search function. The bottom status bar shows '2 / 2 Items'.

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

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

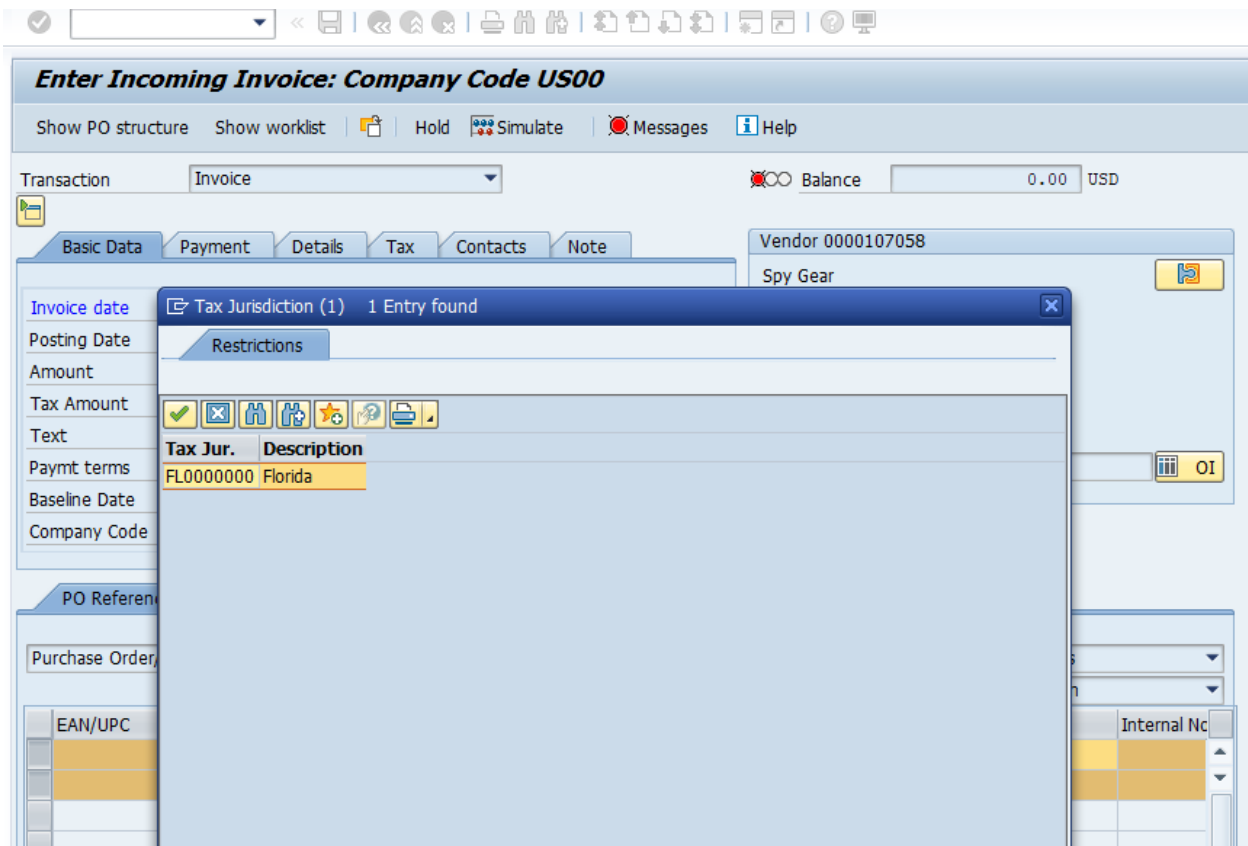
We are entering FL because our materials were procured for the Miami (MI00) plant in the previous steps.

Click  once you have entered the State.




Tutorial Figure 2-117: Incoming Invoice – Tax Jurisdiction State Search

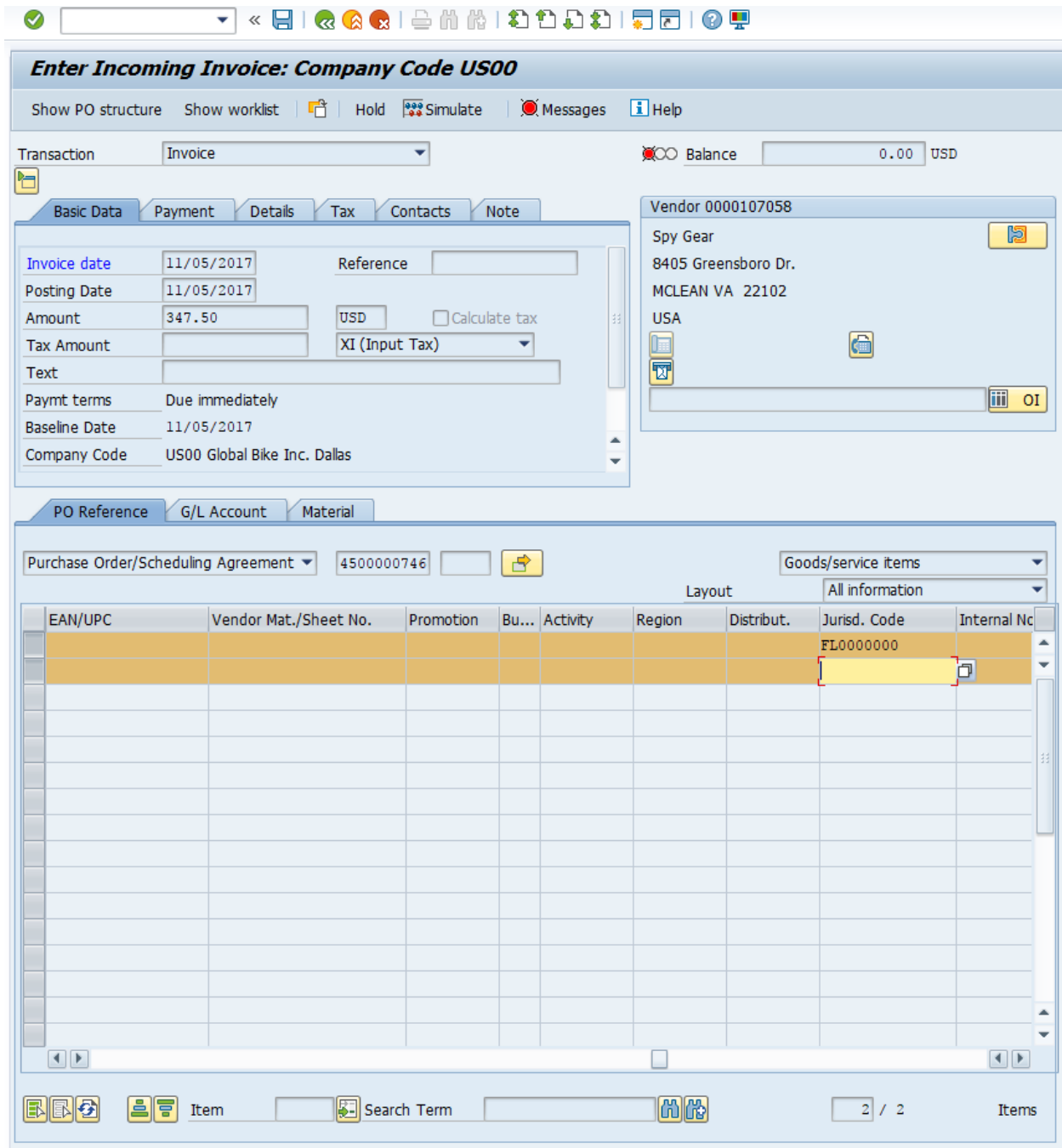
Double click **FL0000000** from the next search results window.



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.



Enter Incoming Invoice: Company Code US00

Transaction: Invoice | Balance: 0.00 USD

Basic Data

Invoice date: 11/05/2017 | Reference: | Posting Date: 11/05/2017 | Amount: 347.50 | USD | Calculate tax: | Tax Amount: | Tax: XI (Input Tax) | Text: | Paymt terms: Due immediately | Baseline Date: 11/05/2017 | Company Code: US00 Global Bike Inc. Dallas

Vendor 0000107058

Spy Gear
8405 Greensboro Dr.
MCLEAN VA 22102
USA


Material


Purchase Order/Scheduling Agreement: 4500000746 | Goods/service items: All information

EAN/UPC	Vendor Mat./Sheet No.	Promotion	Bu...	Activity	Region	Distrib.	Jurisd. Code	Internal No.
							FL0000000	

Item | Search Term | 2 / 2 | Items

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**.

Enter Incoming Invoice: Company Code US00

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0.00 USD

Basic Data Payment Details Tax Contacts Note

Invoice date 11/05/2017 Reference
 Posting Date 11/05/2017
 Amount 347.50 USD Calculate tax
 Tax Amount XI (Input Tax)
 Text
 Paymt terms Due immediately
 Baseline Date 11/05/2017
 Company Code US00 Global Bike Inc. Dallas

Vendor 0000107058
 Spy Gear
 8405 Greensboro Dr.
 MCLEAN VA 22102
 USA

PO Reference G/L Account Material



Purchase Order/Scheduling Agreement 4500000746 Goods/service items
 Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	160.00	10 EA		4500000746	10	Repair Kit	XI (Input Tax)
2	187.50	5 EA		4500000746	20	Knee Pads	XI (Input Tax)

Item Search Term 2 / 2 Items

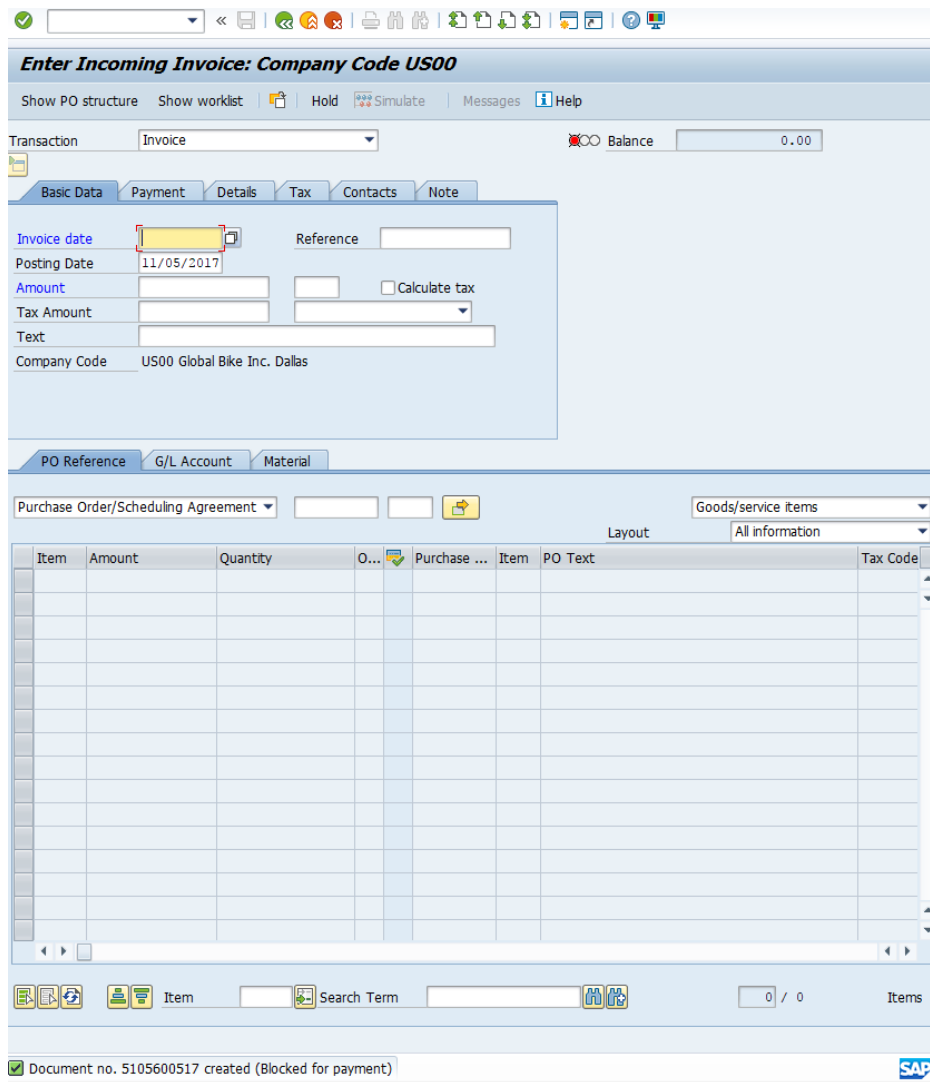
Tutorial Figure 2-120: Incoming Invoice – Final Screen Simulation

Step 3.1: Save Incoming Invoice

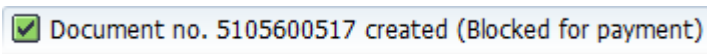
Confirm that there is a green light  beside Balance and the Balance is **0.00** then click on  to save your Incoming Invoice.

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.



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.

Post Outgoing Payments: Header Data			
Process Open Items			
Document Date	11/05/2017	Type	KZ
Posting Date	11/05/2017	Period	11
Document Number		Company Code	US00
Reference		Currency/Rate	USD
Doc.Header Text		Translation dte	
Clearing text		Cross-CCode No.	
Bank data		Business Area	
Account	100000	Amt.in loc.cur.	
Amount	347.50	LC bank charges	
Value date	11/05/2017	Profit Center	
Open item selection		Additional selections	
Account	107###	<input type="radio"/> None <input type="radio"/> Amount <input type="radio"/> Document Number <input type="radio"/> Posting Date <input type="radio"/> Dunning Area <input type="radio"/> Others	
Account type	K	<input type="checkbox"/> Other accounts <input checked="" type="checkbox"/> Standard OIs	
Special G/L ind		<input type="checkbox"/> Distribute by age <input type="checkbox"/> Automatic search	
Pmnt advice no.			

Tutorial Figure 2-124: 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.

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 107058 Spy Gear


Document...	D.	Document...	P..	Bu...	Da...	USD Gross	CashDiscount	CDPer.
5105600517	RE	11/05/2017	31		0	347.50-		

Processing Status

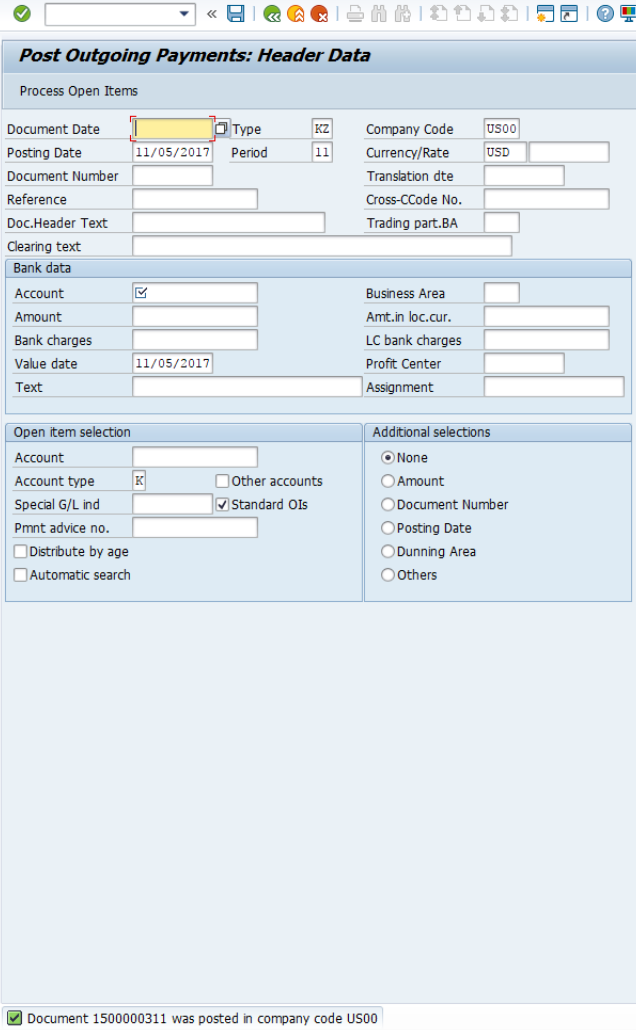
Number of items	1	Amount entered	347.50-
Display from item	1	Assigned	347.50-
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

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.**



Post Outgoing Payments: Header Data

Process Open Items

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

Bank data

Account	<input checked="" type="checkbox"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amt.in loc.cur.	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	11/05/2017	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection

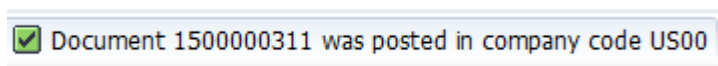
Account	<input type="text"/>
Account type	K <input type="checkbox"/> Other accounts
Special G/L ind	<input type="text"/> <input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.	<input type="text"/>
<input type="checkbox"/> Distribute by age	
<input type="checkbox"/> Automatic search	

Additional selections


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


Document 1500000311 was posted in company code US00

Tutorial Figure 2-126: Outgoing Payment Document Save



Tutorial Figure 2-127: Outgoing Payment Document

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	<input checked="" type="checkbox"/>	Type	<input type="text" value="KZ"/>	Company Code	<input type="text" value="US00"/>
Posting Date	<input type="text" value="11/05/2017"/>	Period	<input type="text" value="11"/>	Currency/Rate	<input type="text" value="USD"/>
Document Number	<input type="text"/>	Translation dte	<input type="text"/>		
Reference	<input type="text"/>	Cross-CCode No.	<input type="text"/>		
Doc.Header Text	<input type="text"/>	Trading part.BA	<input type="text"/>		
Clearing text	<input type="text"/>				

Bank data			
Account	<input checked="" type="checkbox"/> <input type="text"/>	Business Area	<input type="text"/>
Amount	<input type="text"/>	Amt.in loc.cur.	<input type="text"/>
Bank charges	<input type="text"/>	LC bank charges	<input type="text"/>
Value date	<input type="text" value="11/05/2017"/>	Profit Center	<input type="text"/>
Text	<input type="text"/>	Assignment	<input type="text"/>

Open item selection	Additional selections	
Account	<input type="text"/>	<input checked="" type="radio"/> None
Account type	<input type="text" value="K"/> <input type="checkbox"/> Other accounts	<input type="radio"/> Amount
Special G/L ind	<input type="text"/> <input checked="" type="checkbox"/> Standard OIs	<input type="radio"/> Document Number
Pmnt advice no.	<input type="text"/>	<input type="radio"/> Posting Date
<input type="checkbox"/> Distribute by age		<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic search		<input type="radio"/> Others

Document 150000311 was posted in company code US00

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

Tutorial 3
First Exercise
Production



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Warnings

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.

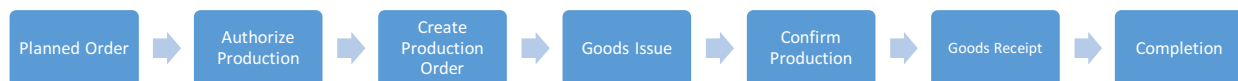


Tutorial Figure 3-0: End to End Process

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.

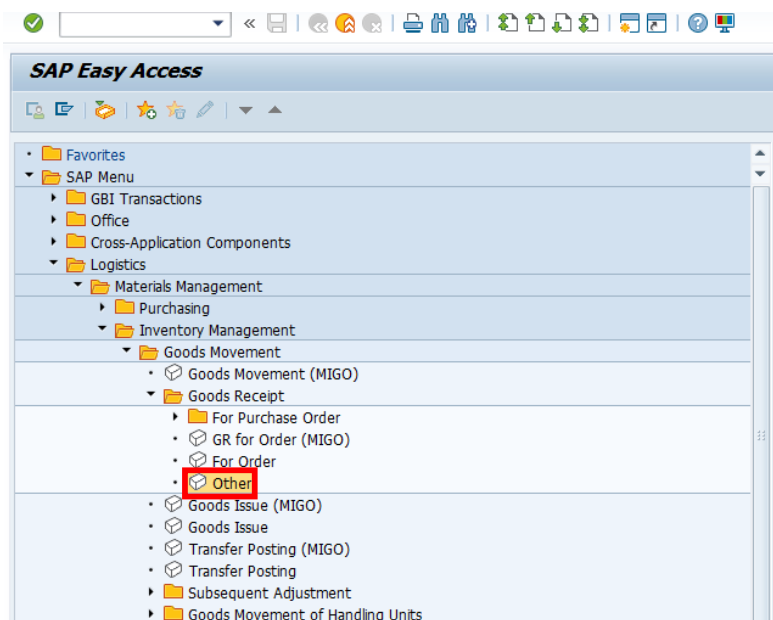


Tutorial Figure 3-1: Production Process

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

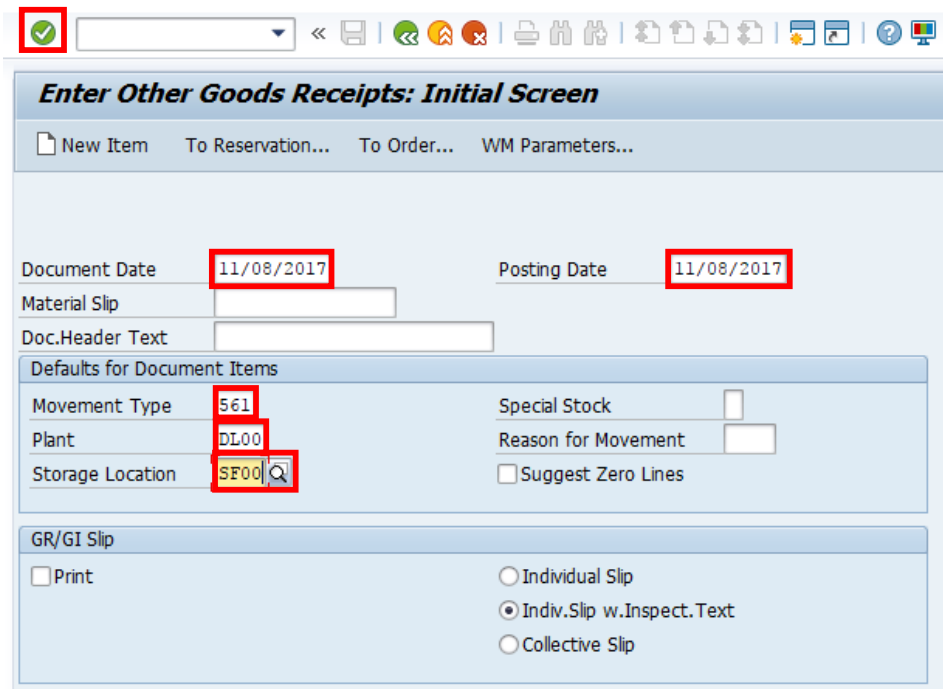


Tutorial Figure 3-2: Goods Receipt: Other Menu Tree

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.



The screenshot shows the SAP 'Enter Other Goods Receipts: Initial Screen' interface. A red box highlights a green checkmark icon in the top-left corner. The document date and posting date are both set to 11/08/2017. The movement type is 561, the plant is DL00, and the storage location is SF00. The 'GR/GI Slip' section is set to 'Indiv. Slip w. Inspect. Text'.

Enter Other Goods Receipts: 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	561
Plant	DL00
Storage Location	SF00
Special Stock	<input type="checkbox"/>
Reason for Movement	
<input type="checkbox"/> Suggest Zero Lines	
GR/GI Slip	
<input type="checkbox"/> Print	<input type="radio"/> Individual Slip
	<input checked="" type="radio"/> Indiv. Slip w. Inspect. Text
	<input type="radio"/> Collective Slip

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**


Enter Other Goods Receipts: New Items

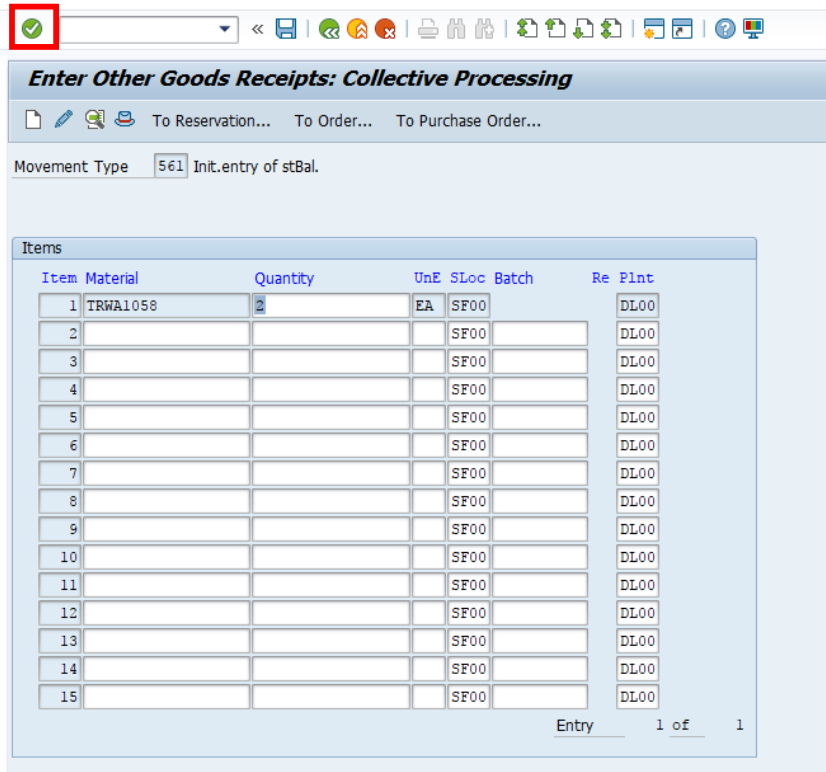
To Reservation... To Order... To Purchase Order...

Movement Type 561 Init. entry of stBal.

Item	Material	Quantity	UnE	SLoc	Batch	Re	Plnt
1	TRWA1###	2		SF00			DL00
2				SF00			DL00
3				SF00			DL00
4				SF00			DL00
5				SF00			DL00
6				SF00			DL00
7				SF00			DL00
8				SF00			DL00
9				SF00			DL00
10				SF00			DL00
11				SF00			DL00
12				SF00			DL00
13				SF00			DL00
14				SF00			DL00
15				SF00			DL00

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

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



Enter Other Goods Receipts: Collective Processing

To Reservation... To Order... To Purchase Order...

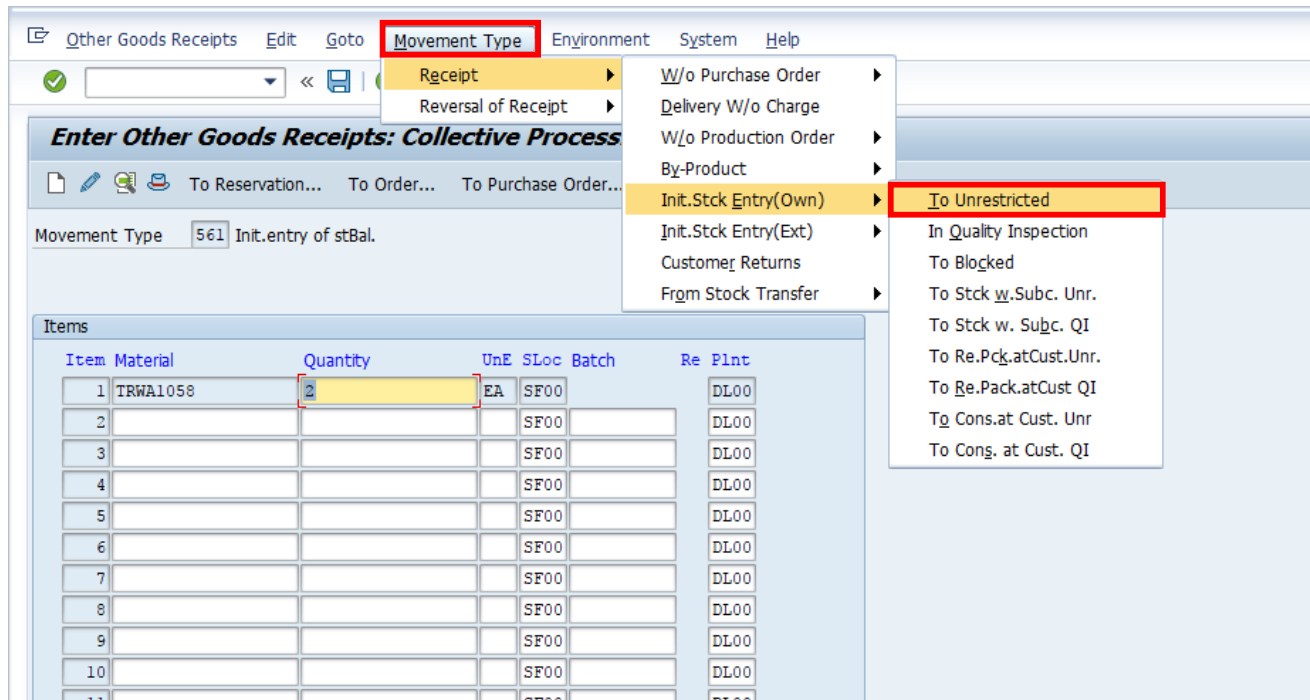
Movement Type Init.entry of stBal.

Item	Material	Quantity	UnE	SLoc	Batch	Re Plnt
1	TRWA1058	2	EA	SF00		DL00
2				SF00		DL00
3				SF00		DL00
4				SF00		DL00
5				SF00		DL00
6				SF00		DL00
7				SF00		DL00
8				SF00		DL00
9				SF00		DL00
10				SF00		DL00
11				SF00		DL00
12				SF00		DL00
13				SF00		DL00
14				SF00		DL00
15				SF00		DL00

Entry 1 of 1


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

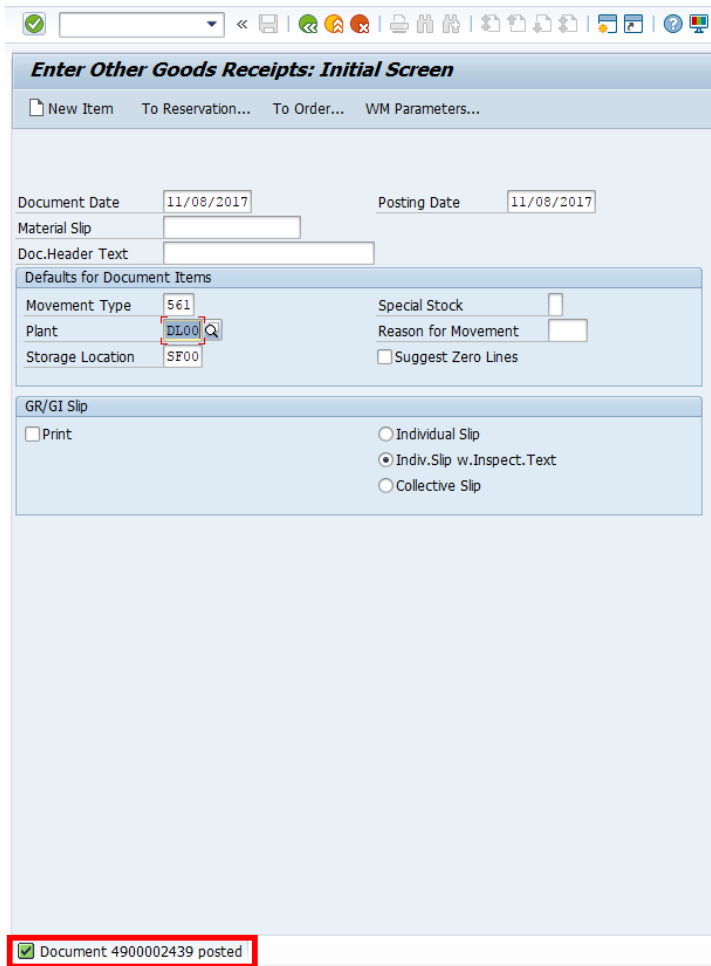
Step 1.1: Save Goods Receipt

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.



The screenshot shows the SAP 'Enter Other Goods Receipts: Initial Screen'. The document date and posting date are both set to 11/08/2017. The movement type is 561, the plant is DL00, and the storage location is SF00. The 'GR/GI Slip' section is set to 'Indiv. Slip w. Inspect. Text'. At the bottom, a green checkmark and the text 'Document 4900002439 posted' are visible, indicating the document has been successfully saved.

Tutorial Figure 3-7: Goods Receipt: Other Saved



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

Enter in the following:

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


Production Order Create: Initial Screen

Material	DXTR2###	
Production Plant	DL00	Plant Dallas
Planning Plant		
Order Type	PP01	
Order		

Copy from

Order		
-------	--	--

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.

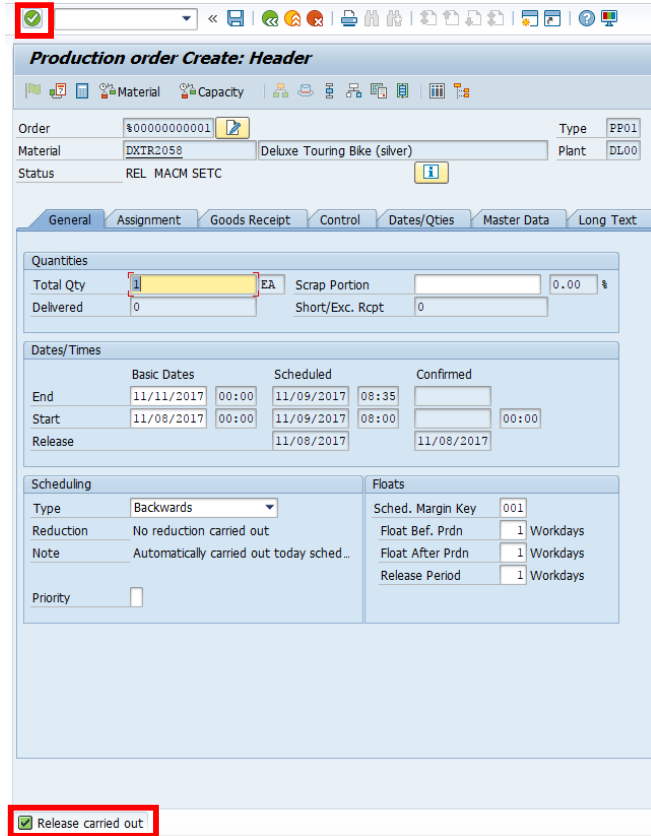
Enter in the following:

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

The screenshot shows the SAP 'Production order Create: Header' form. The 'Order' field is empty, and the 'Type' is 'PP01'. The 'Material' is 'DXTR2058 Deluxe Touring Bike (silver)' and the 'Plant' is 'DL00'. The 'Status' field is empty. The 'Quantities' section shows 'Total Qty' as '1' (highlighted with a red box) and 'Delivered' as '0'. The 'Dates/Times' section shows 'End' as '11/08/2017' (highlighted with a yellow box) and 'Start' as '00:00'. The 'Scheduling' section shows 'Type' as 'Backwards' and 'Note' as 'No scheduling note'. The 'Floats' section shows 'Sched. Margin Key' as '001', 'Float Bef. Prdn' as '1 Workdays', 'Float After Prdn' as '1 Workdays', and 'Release Period' as '1 Workdays'.

Tutorial Figure 3-12: Create Production Order: Header

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



Production order Create: Header

Order: \$000000000001 Type: PP01
Material: DXTR0058 Deluxe Touring Bike (silver) Plant: DL00
Status: REL MACM SETC

General Assignment Goods Receipt Control Dates/Qties Master Data Long Text

Quantities

Total Qty	1	EA	Scrap Portion		0.00
Delivered	0		Short/Exc. Rcpt	0	

Dates/Times

Basic Dates		Scheduled		Confirmed	
End	11/11/2017 00:00	11/09/2017	08:35		
Start	11/08/2017 00:00	11/09/2017	08:00		00:00
Release		11/08/2017		11/08/2017	

Scheduling

Type: Backwards
Reduction: No reduction carried out
Note: Automatically carried out today sched...
Priority: 1


Floats

Sched. Margin Key	001
Float Bef. Prdn	1 Workdays
Float After Prdn	1 Workdays
Release Period	1 Workdays


Release carried out

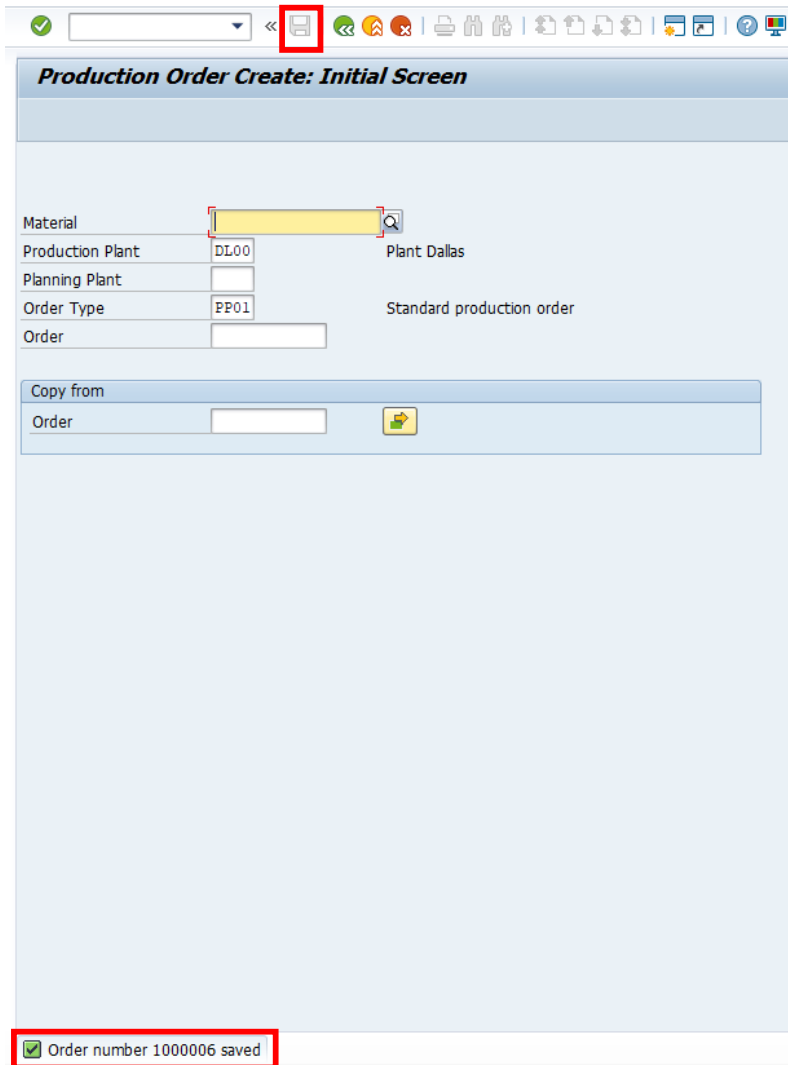
Tutorial Figure 3-13: Create Production Order: Header – Release Carried Out

Step 2.1: Save Production Order

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.



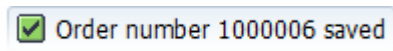
The screenshot shows the SAP 'Production Order Create: Initial Screen'. The interface includes a top toolbar with various icons, a search bar, and a main form area. The form contains the following fields:

Material	<input type="text"/>	<input type="text"/>
Production Plant	DL00	Plant Dallas
Planning Plant	<input type="text"/>	
Order Type	PP01	Standard production order
Order	<input type="text"/>	

Below the main form is a 'Copy from' section with an 'Order' field and a green arrow icon.

At the bottom of the screen, a status bar displays a green checkmark and the text: **Order number 1000006 saved**. This status bar is highlighted with a red box in the image.

Tutorial Figure 3-14: Production Order Saved



A close-up view of the status bar at the bottom of the screen, showing a green checkmark and the text: **Order number 1000006 saved**. This status bar is highlighted with a light blue box in the image.

Tutorial Figure 3-15: Production Order Number

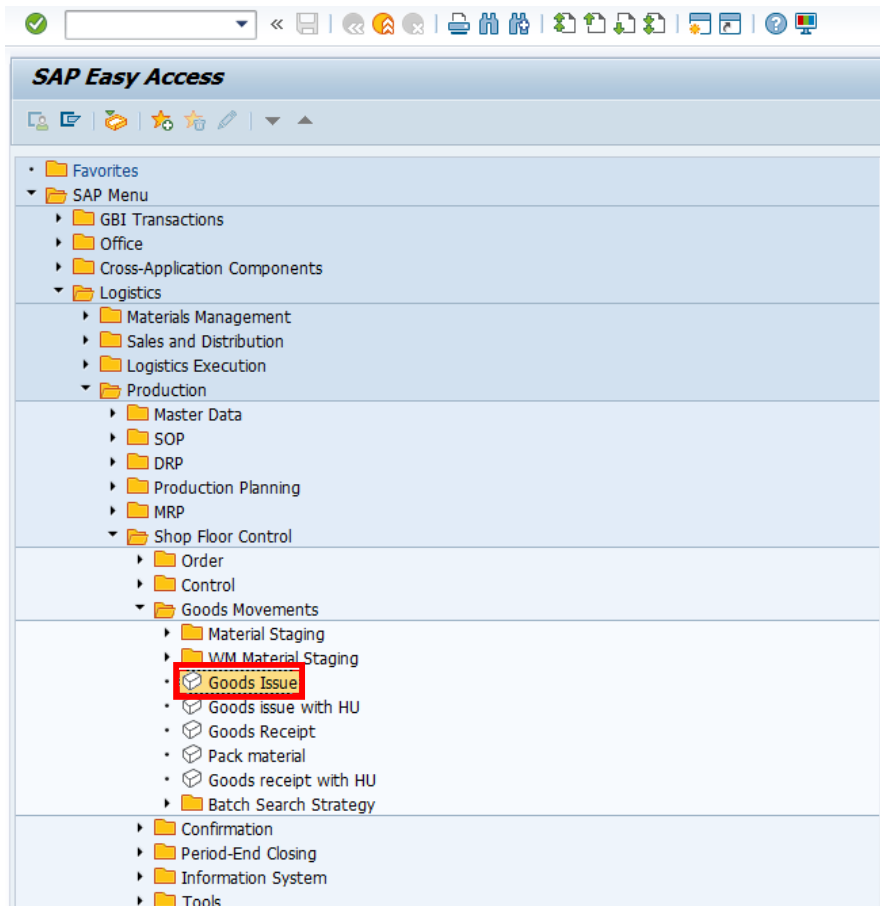
STEP 3: CREATE GOODS ISSUE TO PRODUCTION ORDER

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:

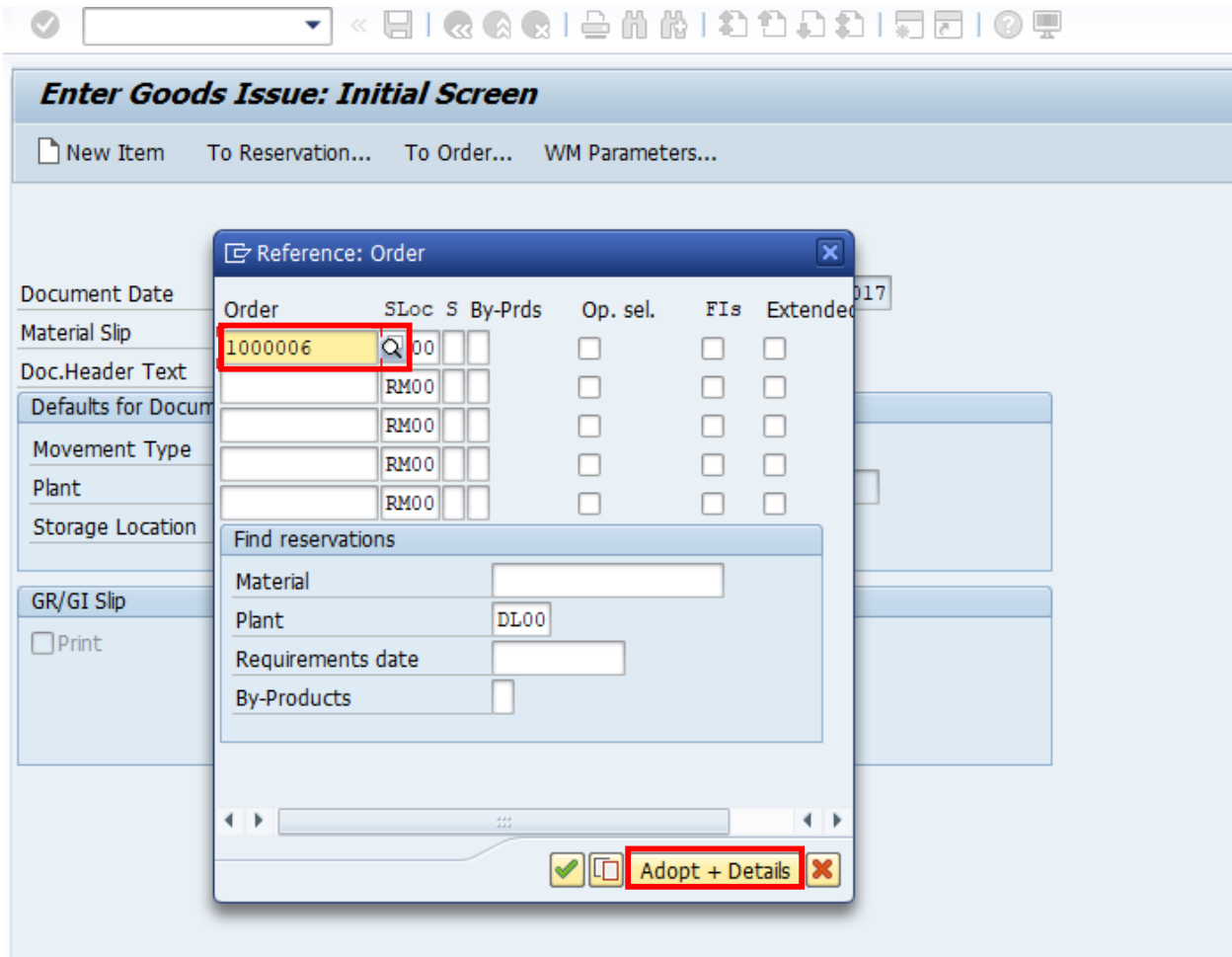
- Movement Type: **261**
- Plant: **DL00**
- Storage Location: **RM00**

Once you have entered the above then click “To Order...”


The screenshot displays the SAP 'Enter Goods Issue: Initial Screen' interface. At the top, there is a navigation bar with a green checkmark, a dropdown menu, and several icons. Below this, the title 'Enter Goods Issue: Initial Screen' is centered. A menu bar contains 'New Item', 'To Reservation...', 'To Order...' (highlighted with a red box), and 'WM Parameters...'. The main area contains several input fields: 'Document Date' (11/08/2017), 'Posting Date' (11/08/2017), 'Material Slip', and 'Doc.Header Text'. A section titled 'Defaults for Document Items' contains fields for 'Movement Type' (261), 'Plant' (DL00), 'Storage Location' (RM00 with a search icon), 'Special Stock', 'Reason for Movement', and a checkbox for 'Suggest Zero Lines'. A 'GR/GI Slip' section at the bottom includes a 'Print' checkbox and three radio button options: 'Individual Slip', 'Indiv.Slip w.Inspect.Text' (selected), and 'Collective Slip'.

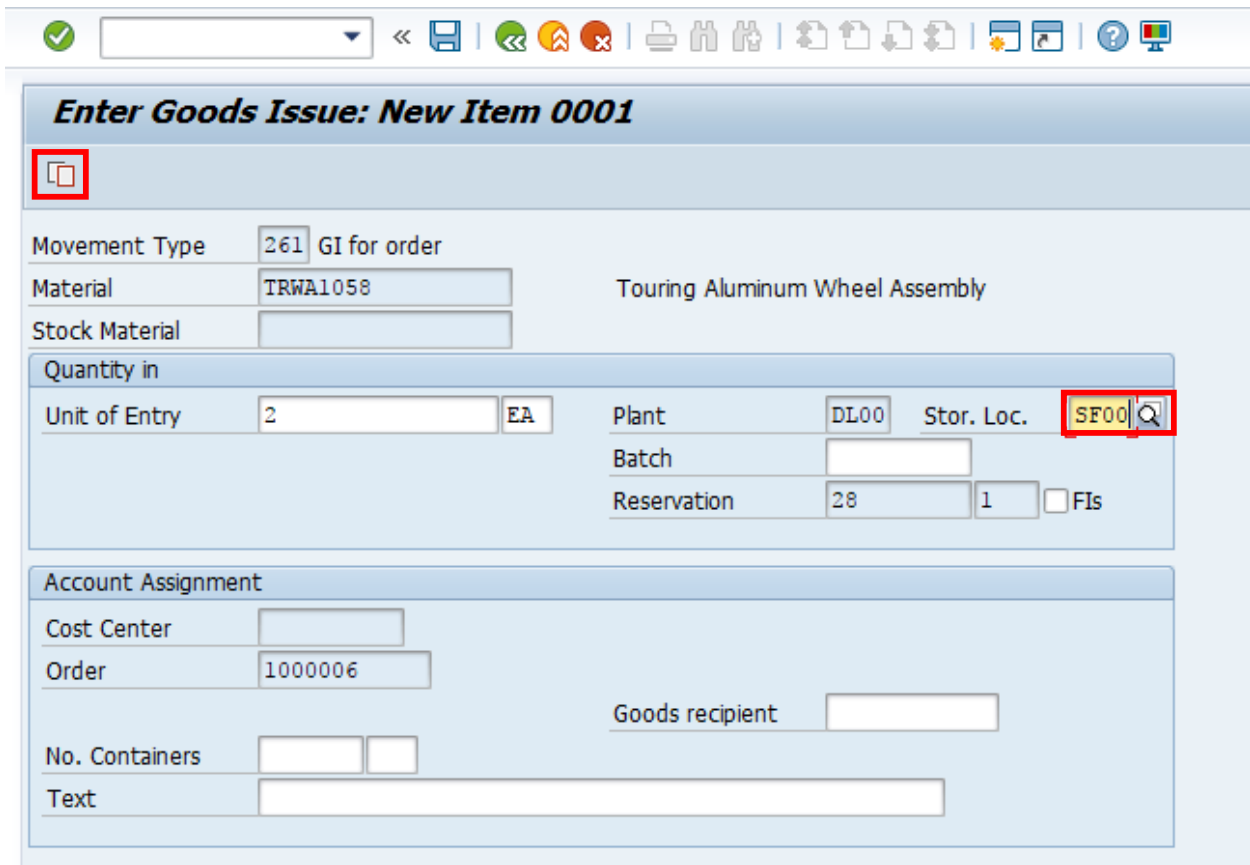
Tutorial Figure 3-18: Goods Issue – Initial Screen

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.




Enter Goods Issue: New Item 0001



Movement Type: 261 GI for order
Material: TRWA1058 Touring Aluminum Wheel Assembly
Stock Material:


Quantity in

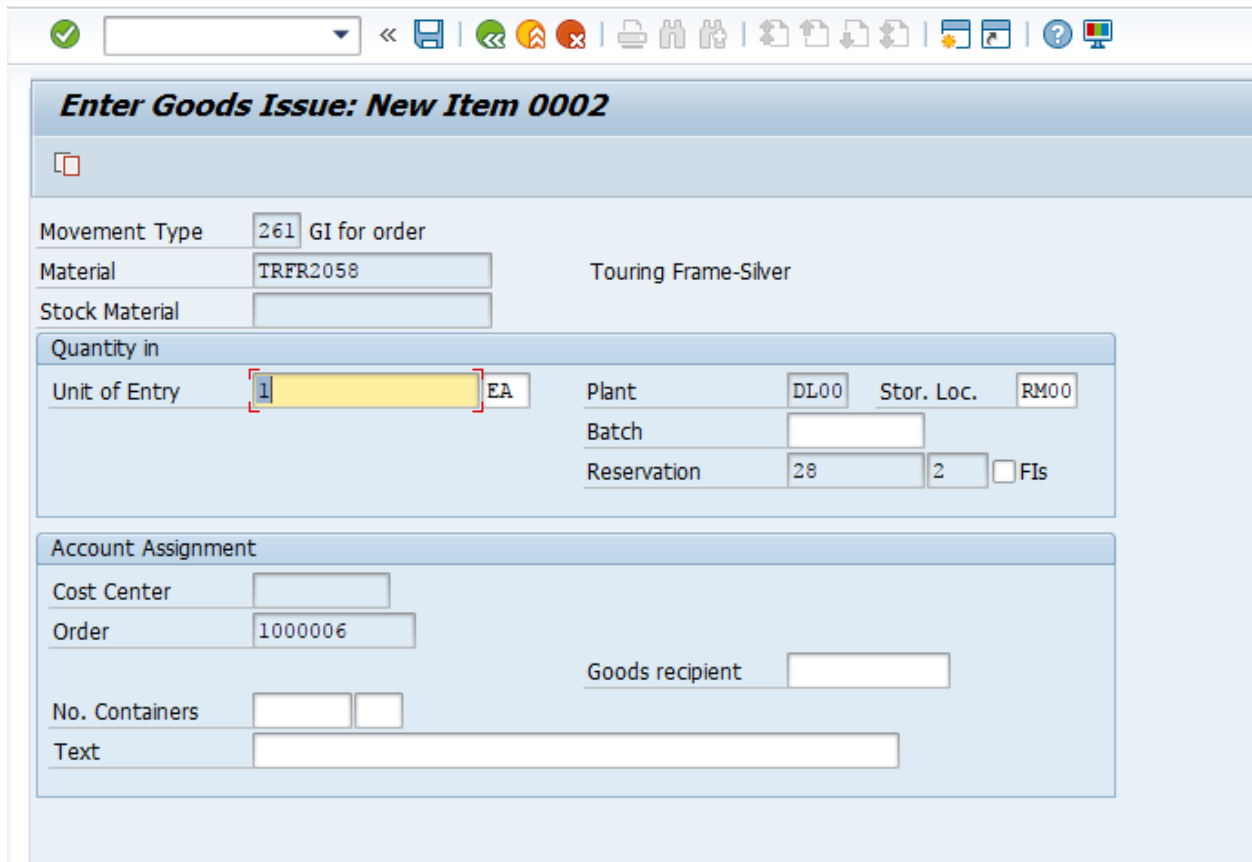
Unit of Entry: 2 EA Plant: DL00 Stor. Loc.: SF00 
Batch:
Reservation: 28 1 Fis

Account Assignment


Cost Center:
Order: 1000006 Goods recipient:
No. Containers:
Text:

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  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

Step 3.1: Save Goods Issue

Click  to save your Goods Issue.















Enter Goods Issue: Overview




 To Reservation... To Order...

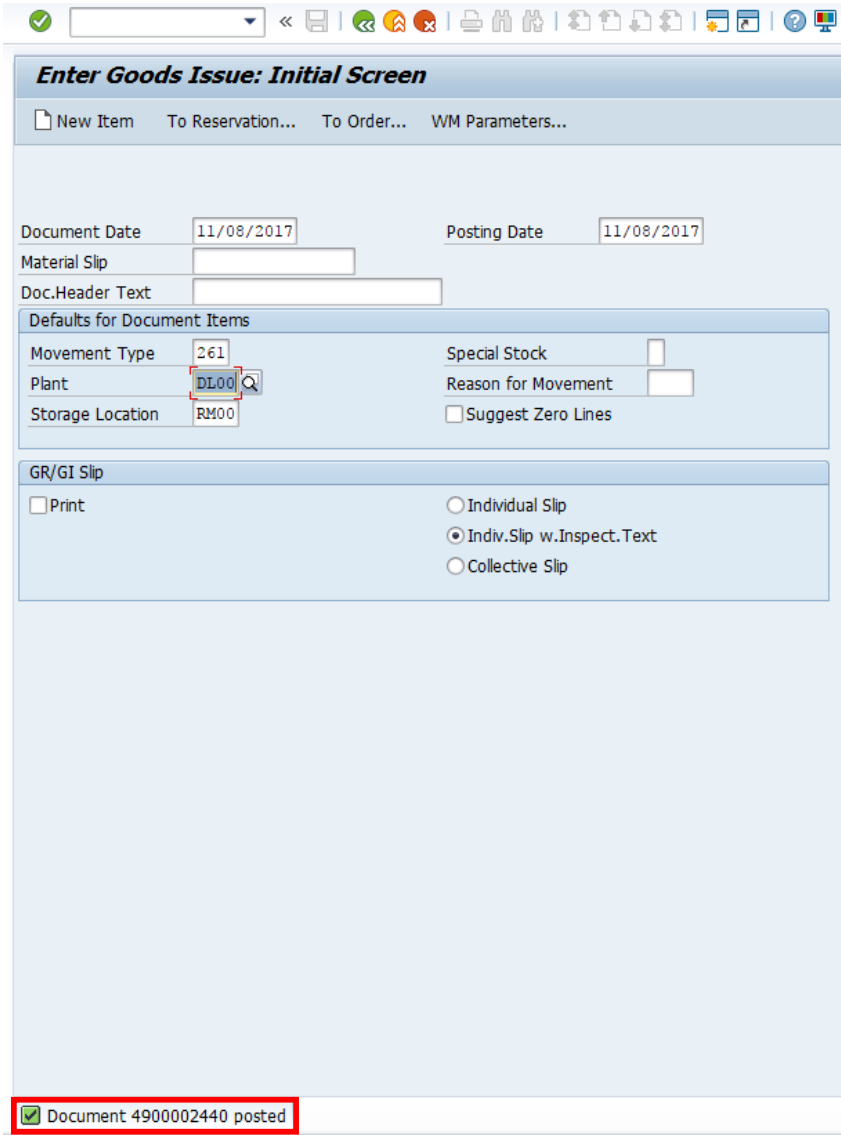
Posting Date

Items									
Item	Quantity	EUn	Material	Plnt	SLoc	Batch	Re	MvT	S S
		BUn	Material Description			Reserv.no.	Itm		FIs
1	2	EA	TRWA1058 Touring Aluminum Wheel Assembly	DL00	SF00	28	1	261	-
2	1	EA	TRFR2058 Touring Frame-Silver	DL00	RM00	28	2	261	-
3	1	EA	DGAM1058 Derailleur Gear Assembly	DL00	RM00	28	3	261	-
4	1	EA	TRSK1058 Touring Seat Kit	DL00	RM00	28	4	261	-
5	1	EA	TRHB1058 Touring Handle Bar	DL00	RM00	28	5	261	-
6	1	EA	PEDL1058 Pedal Assembly	DL00	RM00	28	6	261	-
7	1	EA	CHAN1058 Chain	DL00	RM00	28	7	261	-

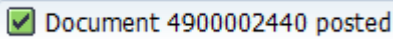
Tutorial Figure 3-22: Goods Issue – Overview

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  to exit back to the SAP Easy Access Menu.



Tutorial Figure 3-23: Goods Issue Saved



Tutorial Figure 3-24: Goods Issue Document Number

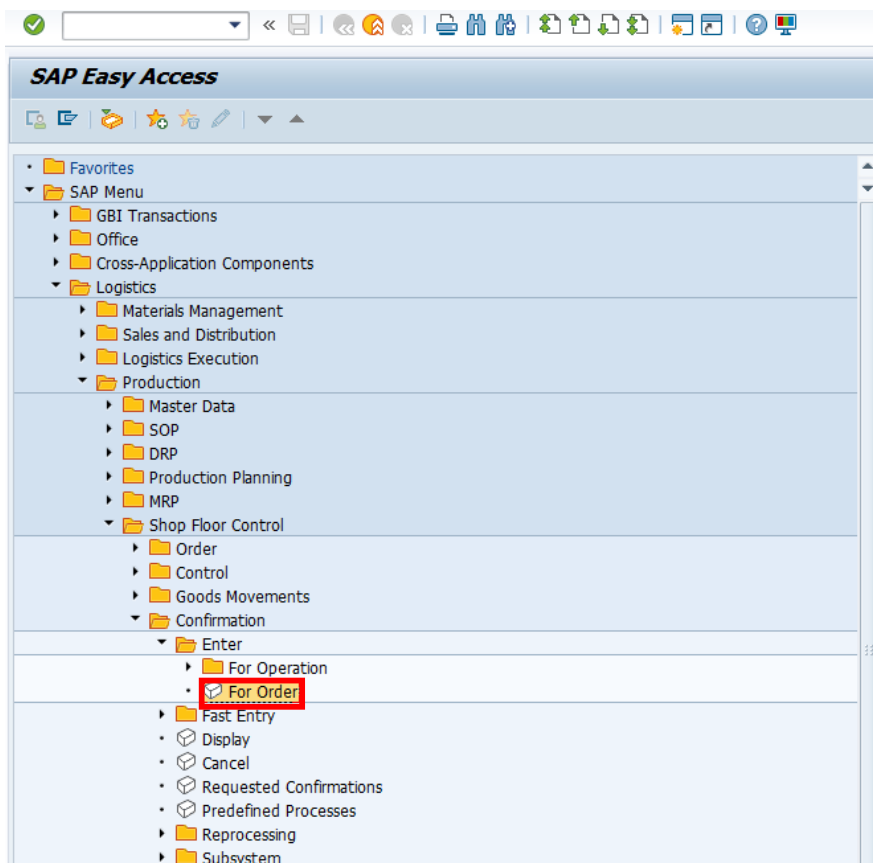
STEP 4: CONFIRM PRODUCTION ORDER

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.




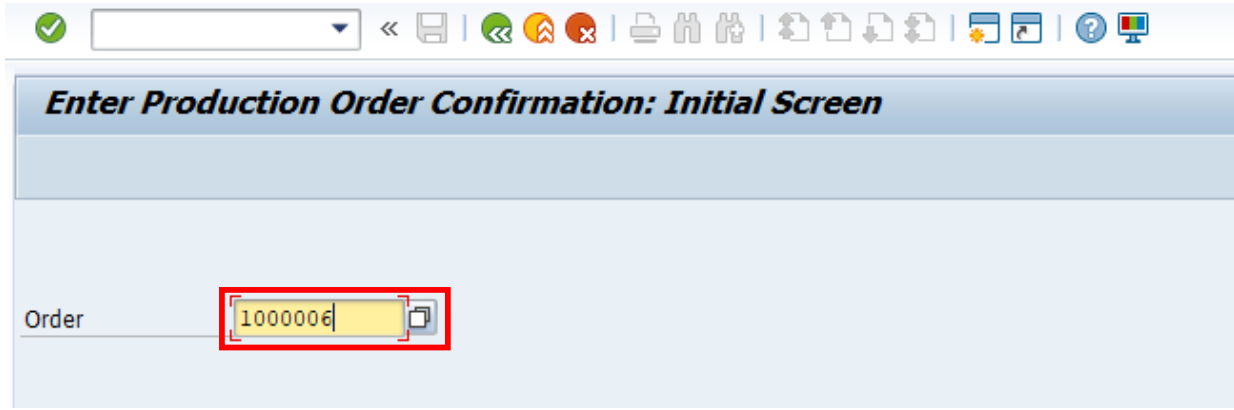
Tutorial Figure 3-25: Production Process – Confirm Production

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  button to continue to the next screen.




Enter Production Order Confirmation: Initial Screen

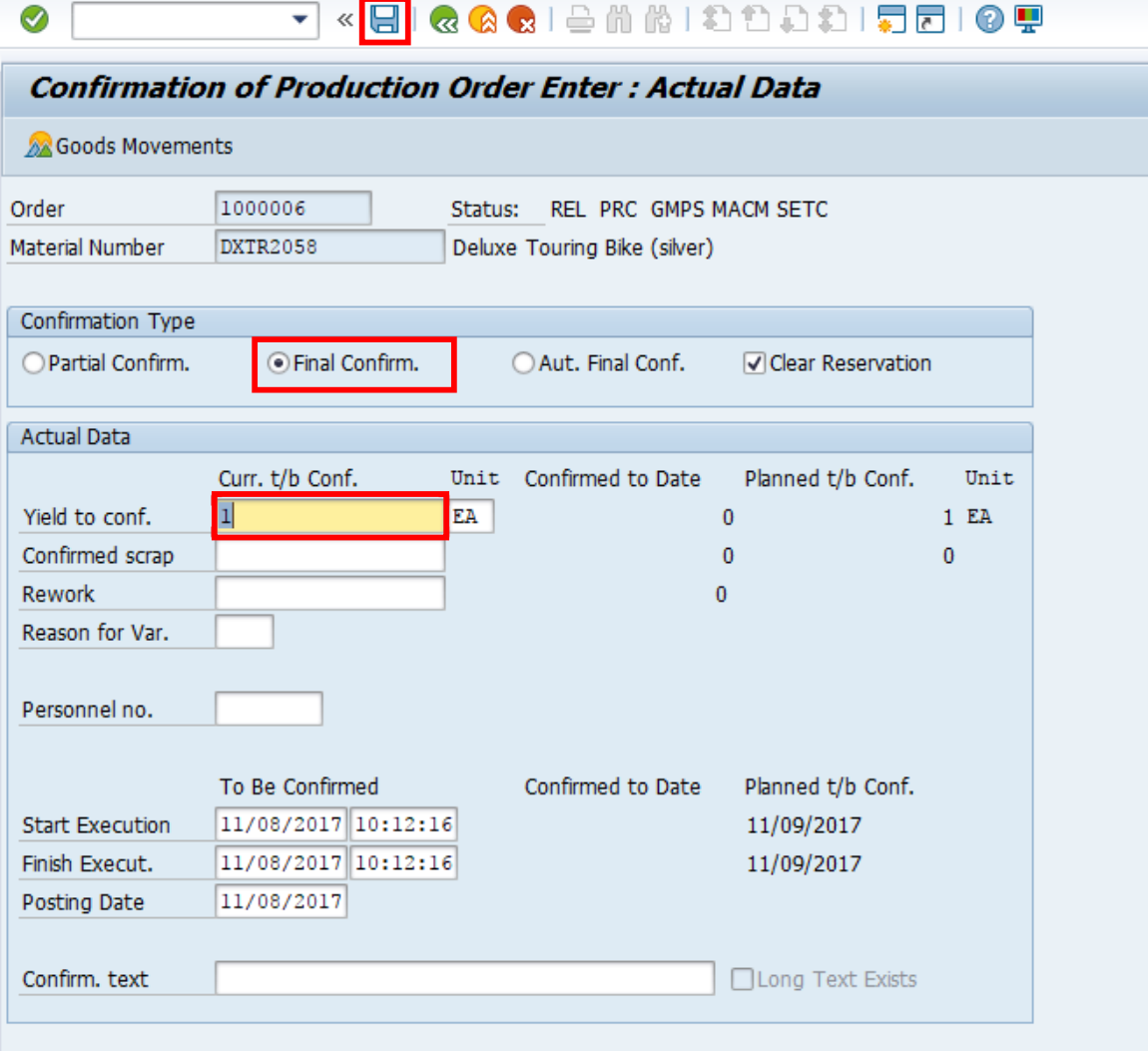
Order

Tutorial Figure 3-27: Confirm Production Order – Initial Screen

Enter in the following:

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

Click  to confirm the production.



Confirmation of Production Order Enter : Actual Data

Goods Movements

Order: 1000006 Status: REL PRC GMPS MACM SETC
Material Number: DXTR2058 Deluxe Touring Bike (silver)

Confirmation Type

Partial Confirm. **Final Confirm.** Aut. Final Conf. Clear Reservation

Actual Data


	Curr. t/b Conf.	Unit	Confirmed to Date	Planned t/b Conf.	Unit
Yield to conf.	1	EA		0	1 EA
Confirmed scrap				0	0
Rework				0	
Reason for Var.					
Personnel no.					

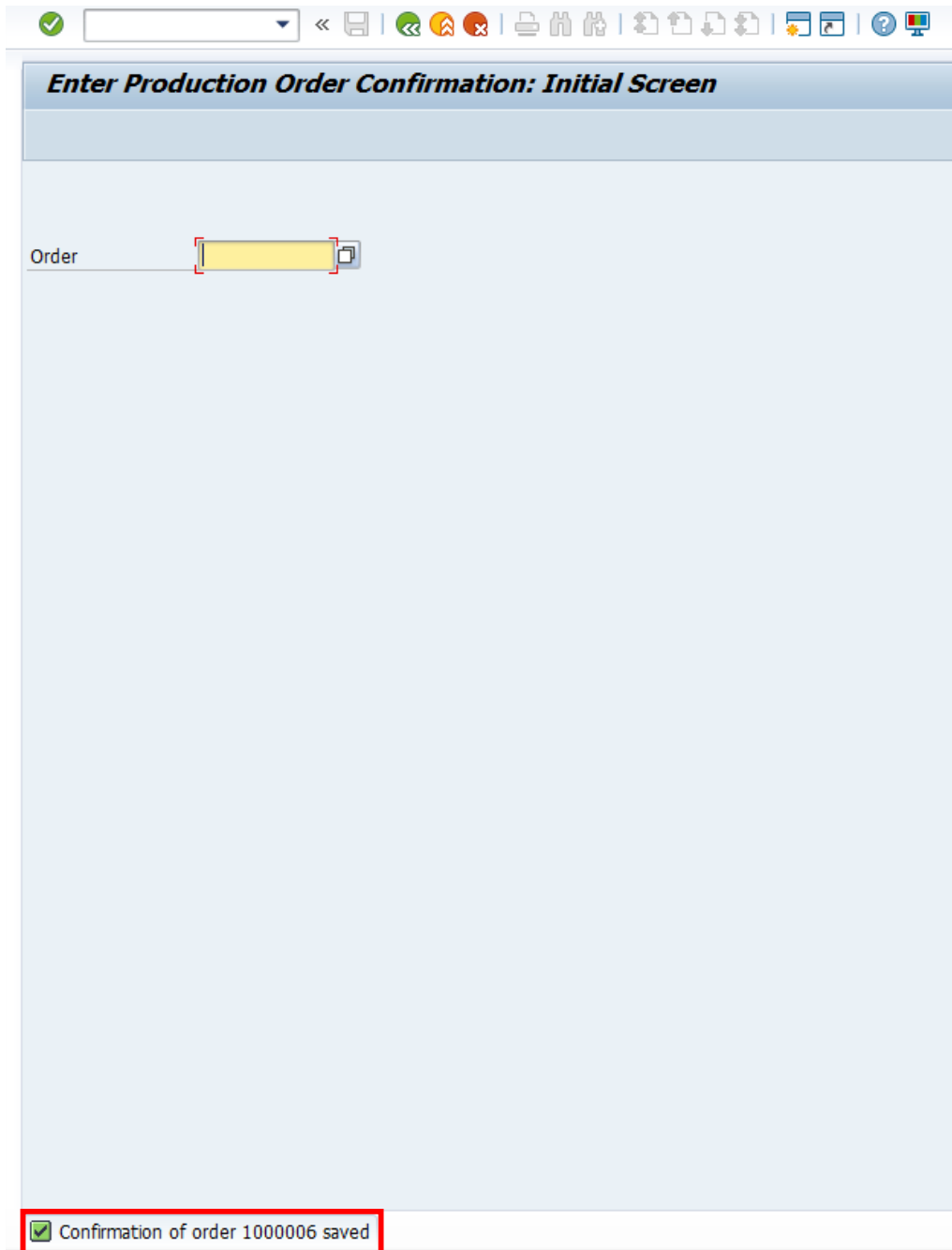
	To Be Confirmed		Confirmed to Date	Planned t/b Conf.
Start Execution	11/08/2017	10:12:16		11/09/2017
Finish Execut.	11/08/2017	10:12:16		11/09/2017
Posting Date	11/08/2017			

Confirm. text Long Text Exists

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

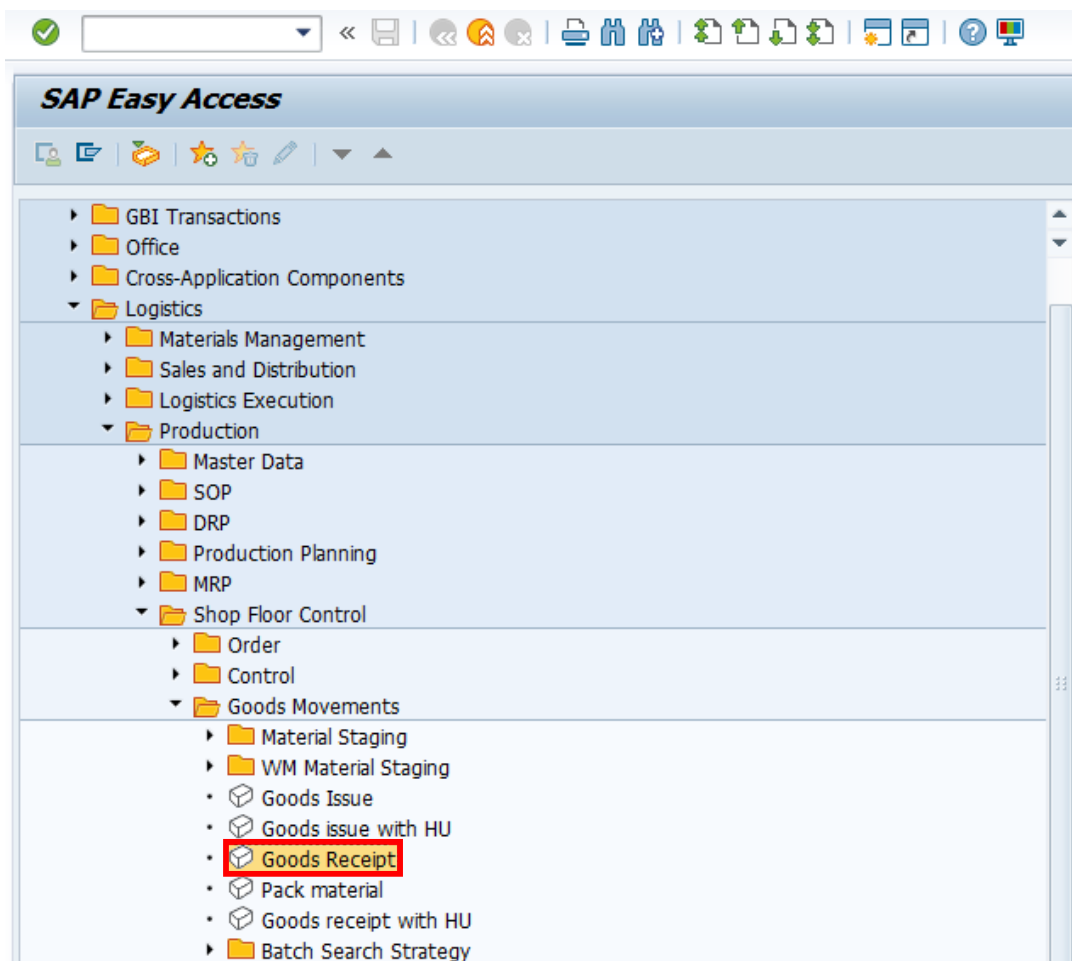
STEP 5: GOODS RECEIPT

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

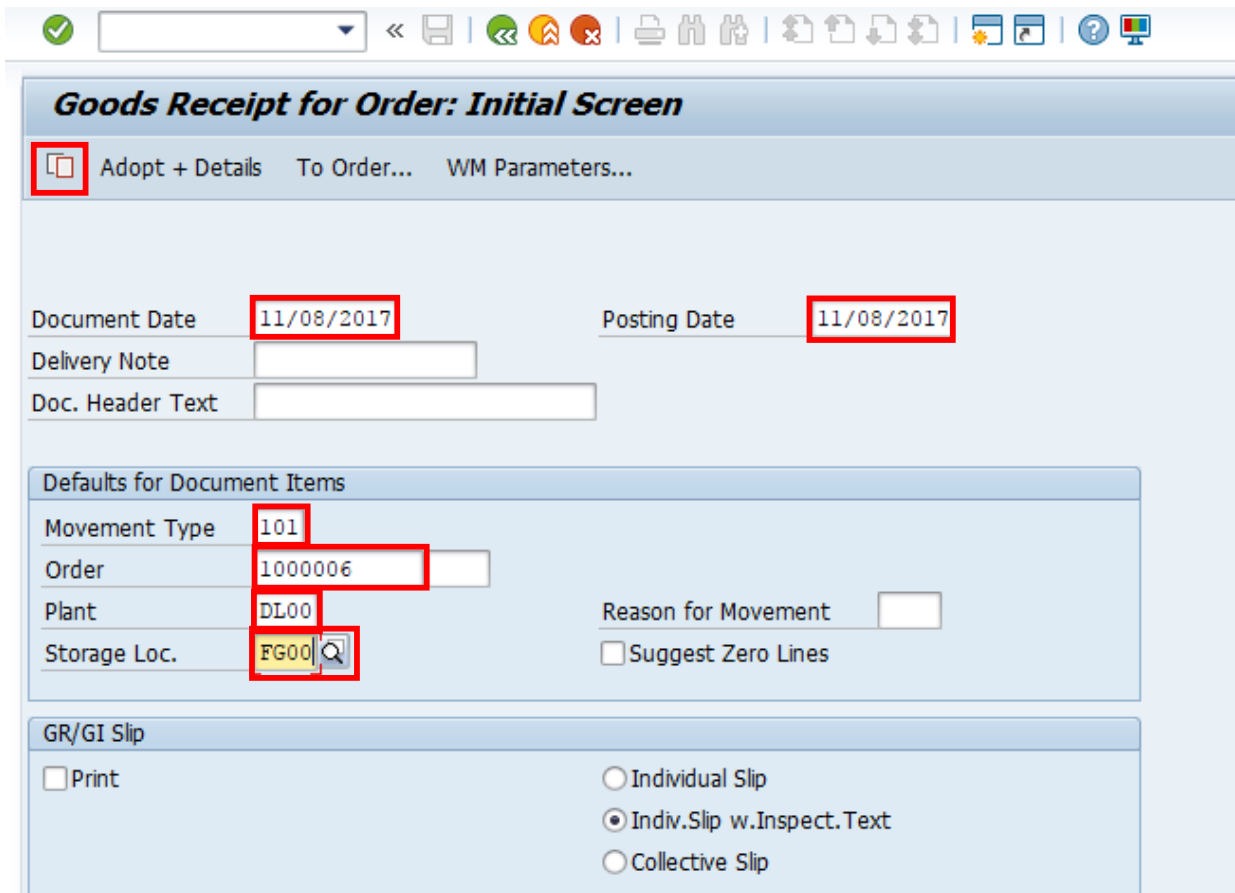


Tutorial Figure 3-31: Goods Receipt Menu Tree

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.

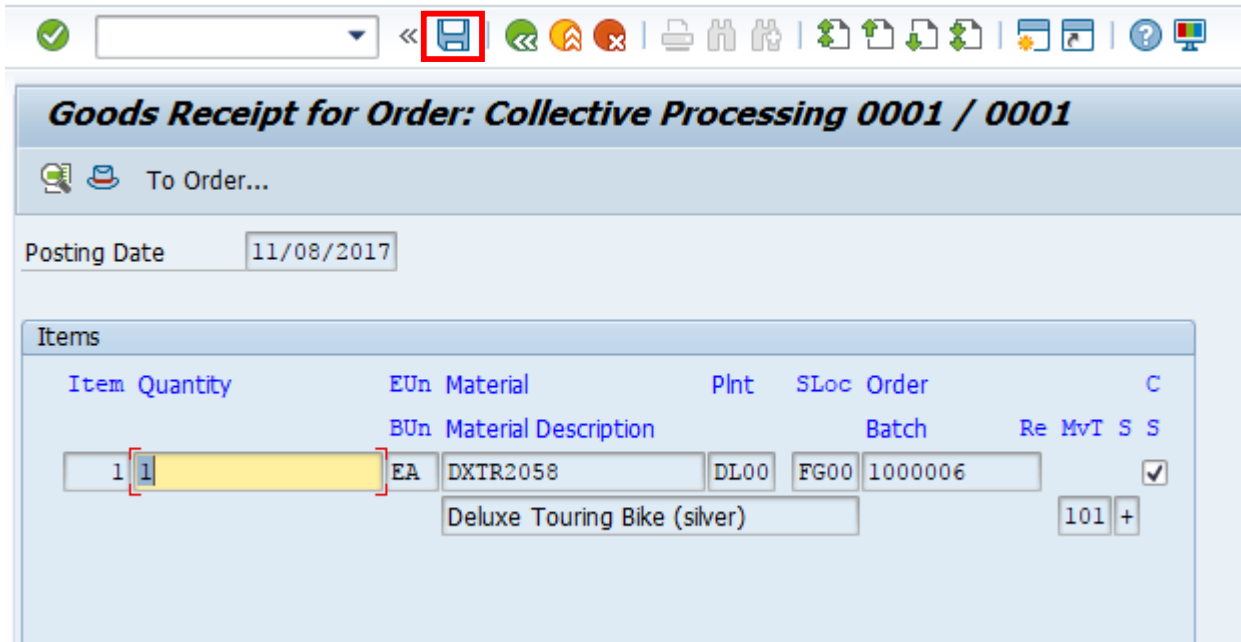


The screenshot shows the SAP 'Goods Receipt for Order: Initial Screen'. The interface includes a top toolbar with various icons. Below the title bar, there are navigation buttons: 'Adopt + Details' (highlighted with a red box), 'To Order...', and 'WM Parameters...'. The main form contains several input fields: 'Document Date' (11/08/2017, highlighted), 'Posting Date' (11/08/2017, highlighted), 'Delivery Note', and 'Doc. Header Text'. A section titled 'Defaults for Document Items' contains: 'Movement Type' (101, highlighted), 'Order' (1000006, highlighted), 'Plant' (DL00, highlighted), 'Storage Loc.' (FG00, highlighted with a search icon), and 'Reason for Movement'. A 'Suggest Zero Lines' checkbox is also present. The 'GR/GI Slip' section at the bottom includes a 'Print' checkbox and three radio button options: 'Individual Slip', 'Indiv.Slip w.Inspect.Text' (selected), and 'Collective Slip'.

Tutorial Figure 3-32: Goods Receipt – Initial Screen

Step 5.1: Save Goods Receipt

Click the  to save your Goods Receipt.



Goods Receipt for Order: Collective Processing 0001 / 0001

To Order...

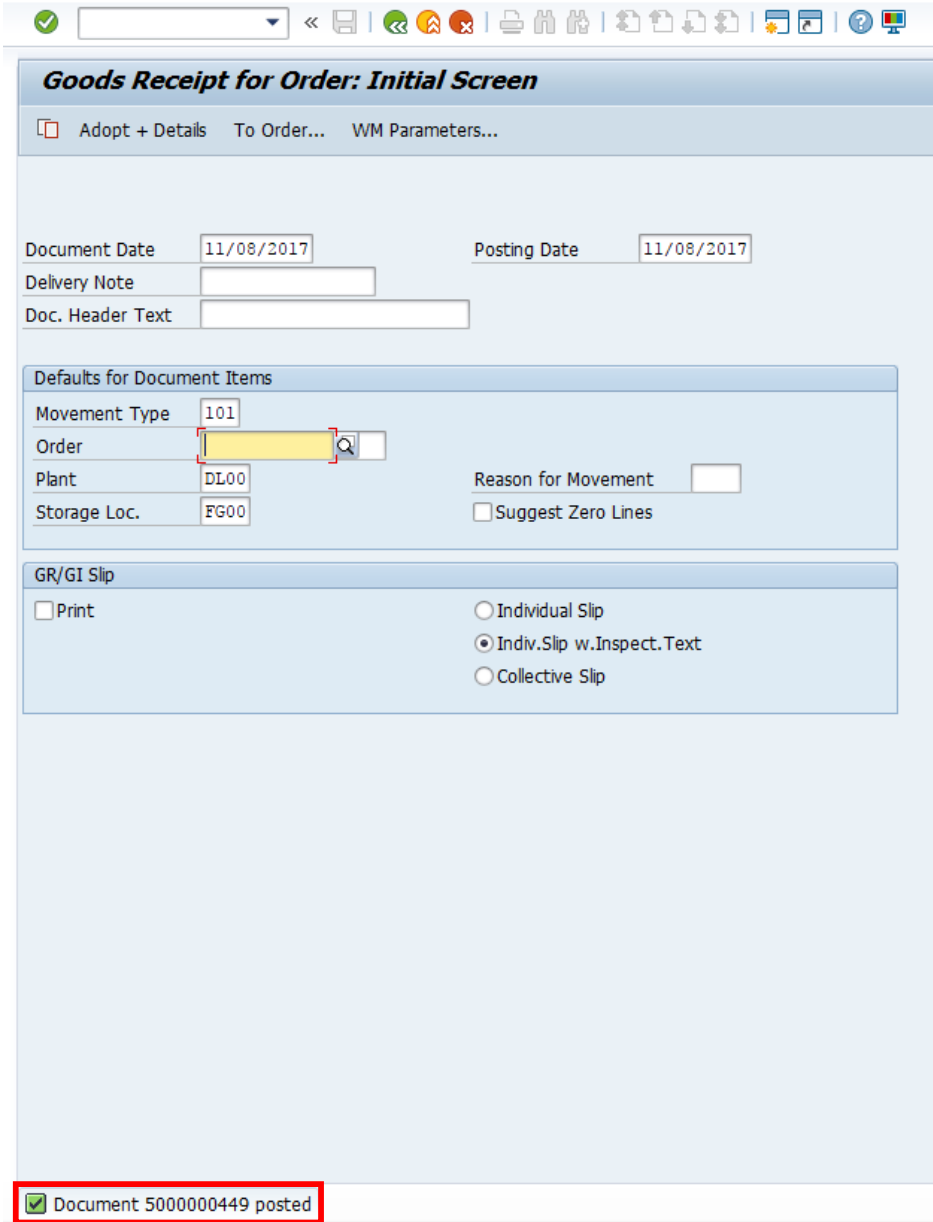
Posting Date: 11/08/2017

Item	Quantity	EUn	Material	Plnt	SLoc	Order	C
		BUn	Material Description			Batch	Re MvT S S
1	1	EA	DXTR2058 Deluxe Touring Bike (silver)	DL00	FG00	1000006	<input checked="" type="checkbox"/>
							101 +

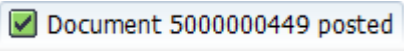
Tutorial Figure 3-33: Goods Receipt – Final Screen

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



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Production You Try It 1: Bill of Material And Stock Overview	3
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Warnings

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.

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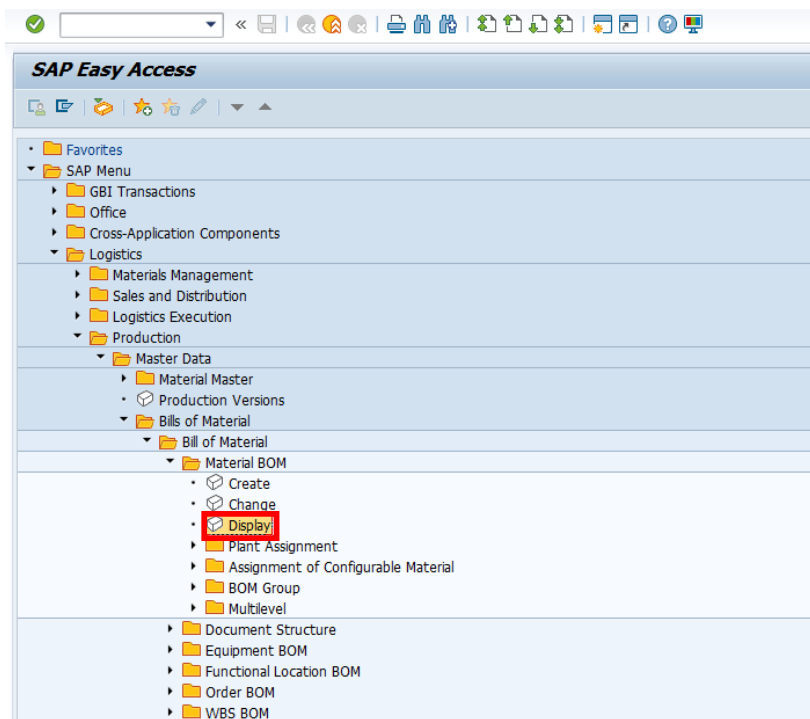
PRODUCTION YOU TRY IT 1: BILL OF MATERIAL AND STOCK OVERVIEW

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

Material: EXTR3058 Deluxe Touring Bike (red)
 Plant: DL00 Plant Dallas
 Alternative BOM: 1

Material | Document | General

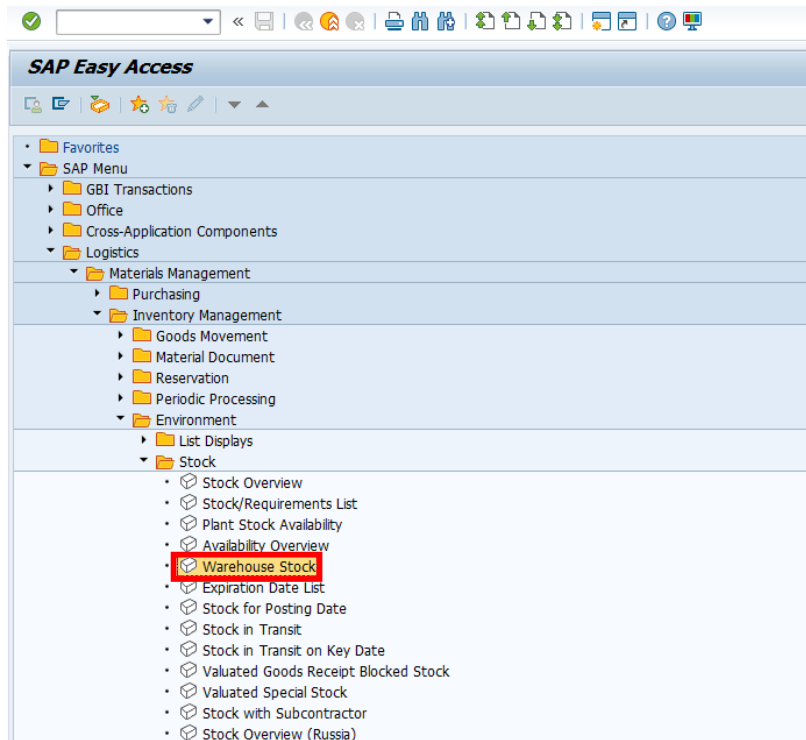
Item	ICt	Component	Component description	Quantity	Un	A...	SIs	Valid From	Valid to	Change No.
0010	L	TRWA1058	Touring Aluminum Wheel Assembly	2	EA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0020	L	TRFR3058	Touring Frame-Red	1	EA	<input type="checkbox"/>	<input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




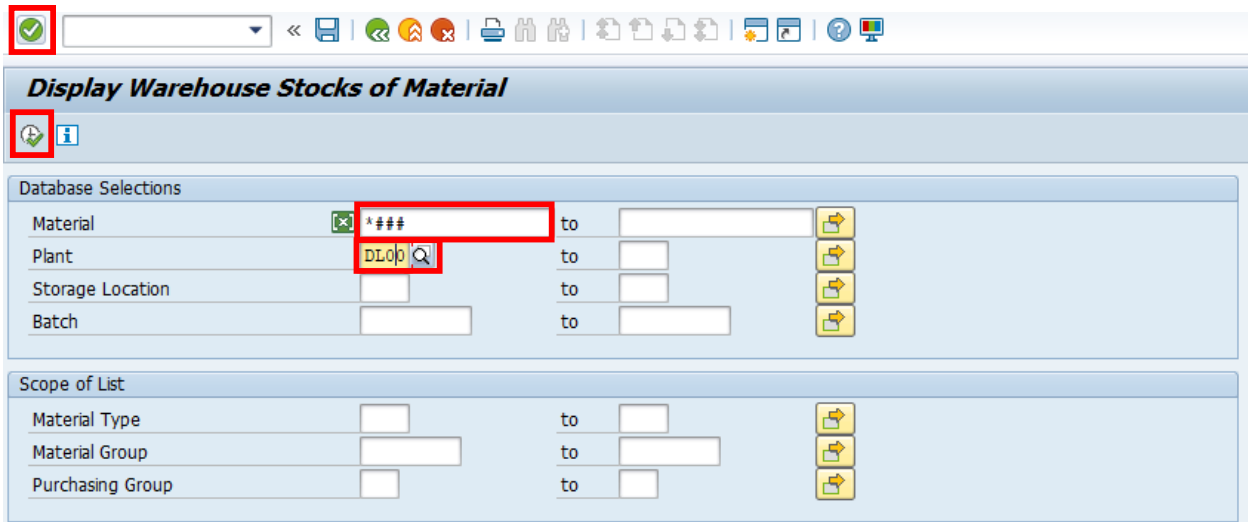
Tutorial Figure 3-38: Warehouse Stock Menu Tree

Enter the following:

- Material: *###
- Plant: DL00

Click the  button to verify your inputs.

Then click  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.

Material		Material Description		Plant Name 1				
SLoc	SL	Unrestricted	Unit	Transit/Transf.	In Quality Insp.	Restricted-Use	Blocked	Returns
		Total Value	Crcy	Total Value	Total Value	Total Value	Total Value	Total Value
BOLT1058		Socket Head Bolt 5x20mm		DL00 Plant Dallas				
RM00		31	EA	0	0	0	0	0
		3.10	USD	0.00	0.00	0.00	0.00	0.00
BRKT1058		Brake Kit		DL00 Plant Dallas				
RM00		1	EA	0	0	0	0	0
		70.00	USD	0.00	0.00	0.00	0.00	0.00
CCWH1058		Carbon Composite Wheel		DL00 Plant Dallas				
RM00		0	EA	0	0	0	0	0
		0.00	USD	0.00	0.00	0.00	0.00	0.00
CHAN1058		Chain		DL00 Plant Dallas				
RM00		1	EA	0	0	0	0	0
		10.00	USD	0.00	0.00	0.00	0.00	0.00

Tutorial Figure 3-40: Warehouse Stock of Materials

Tutorial 3
You Try It 2
Production Semi-Finished



CONTENTS


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Warnings

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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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.

PRODUCTION YOU TRY IT 2: SCENARIO

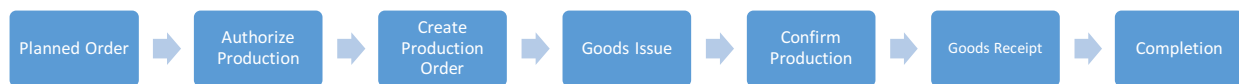
In the previous Tutorial, we skipped over the step to manufacture semi-finished goods. You will go through the production process to create the **Touring Aluminum Wheel Assembly**.



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.



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.

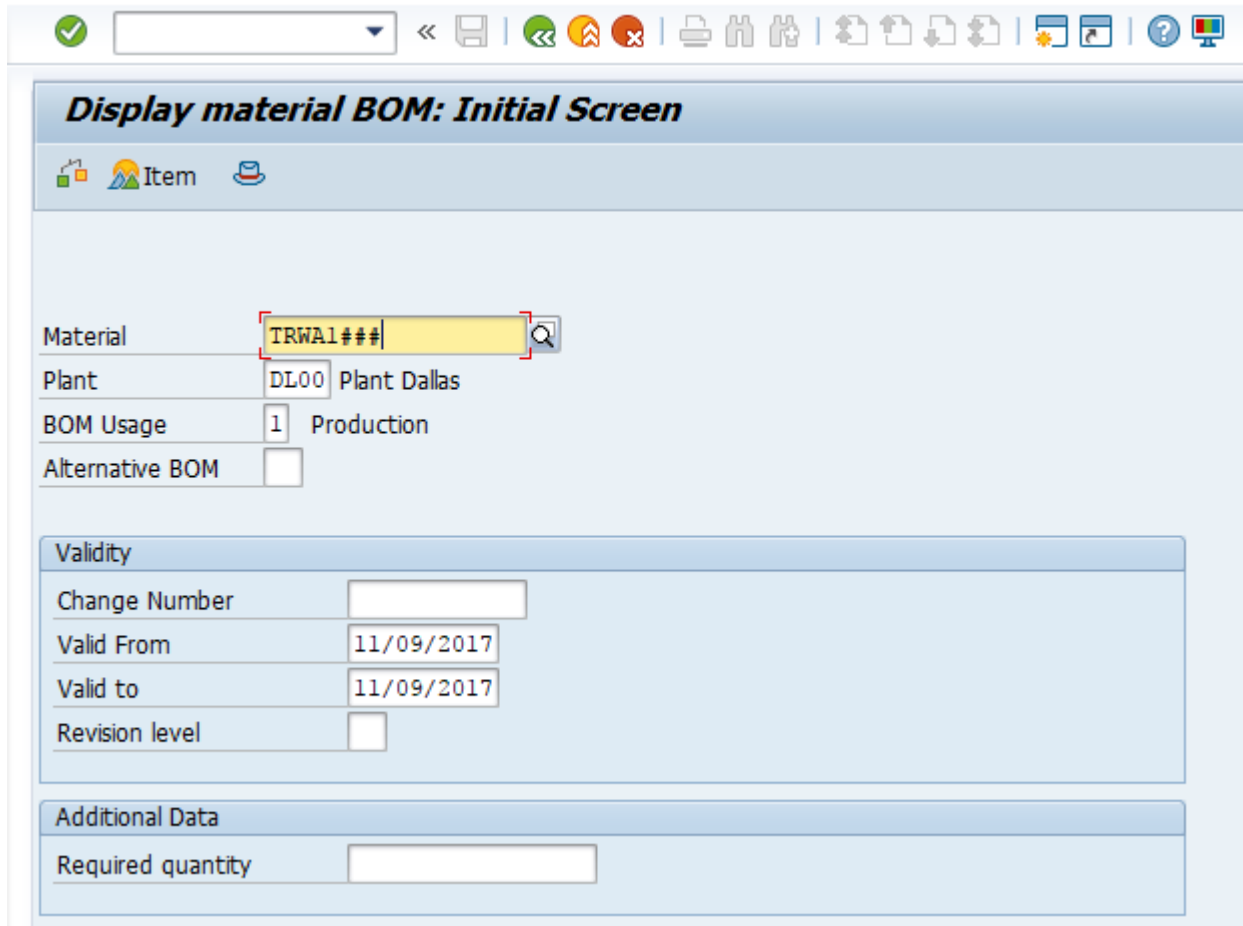
Step 1.1: View Bill of Materials

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**



The screenshot displays the SAP 'Display material BOM: Initial Screen' interface. At the top, there is a navigation bar with a search icon, a dropdown menu, and various system icons. Below this, the title 'Display material BOM: Initial Screen' is prominently displayed. The main area contains several input fields and sections:

- Material:** A text field containing 'TRWA1###' with a search icon to its right.
- Plant:** A text field containing 'DL00' followed by the text 'Plant Dallas'.
- BOM Usage:** A text field containing '1' followed by the text 'Production'.
- Alternative BOM:** A checkbox that is currently unchecked.
- Validity:** A section containing four input fields: 'Change Number' (empty), 'Valid From' (11/09/2017), 'Valid to' (11/09/2017), and 'Revision level' (empty).
- Additional Data:** A section containing one input field: 'Required quantity' (empty).

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

Record the Material Numbers and Quantities for all materials.

Display material BOM: General Item Overview

Material: TRWA1058 Touring Aluminum Wheel Assembly
Plant: DL00 Plant Dallas
Alternative BOM: 1

Material | Document | General

Item	ICt	Component	Component description	Quantity	Un	A...	Sts	Valid From	Valid to	Change No.
0010	L	TRTR1058	Touring Tire	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0020	L	TRTB1058	Touring Tube	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0030	L	TRWH1058	Touring Aluminum Wheel	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0040	L	HXNT1058	Hex Nut 5 mm	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0050	L	LWSH1058	Lock Washer 5 mm	2	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	
0060	L	BOLT1058	Socket Head Bolt 5x20mm	1	EA	<input type="checkbox"/>	<input type="checkbox"/>	01/01/2010	12/31/9999	

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


Step 1.2: Procure “From Heaven”

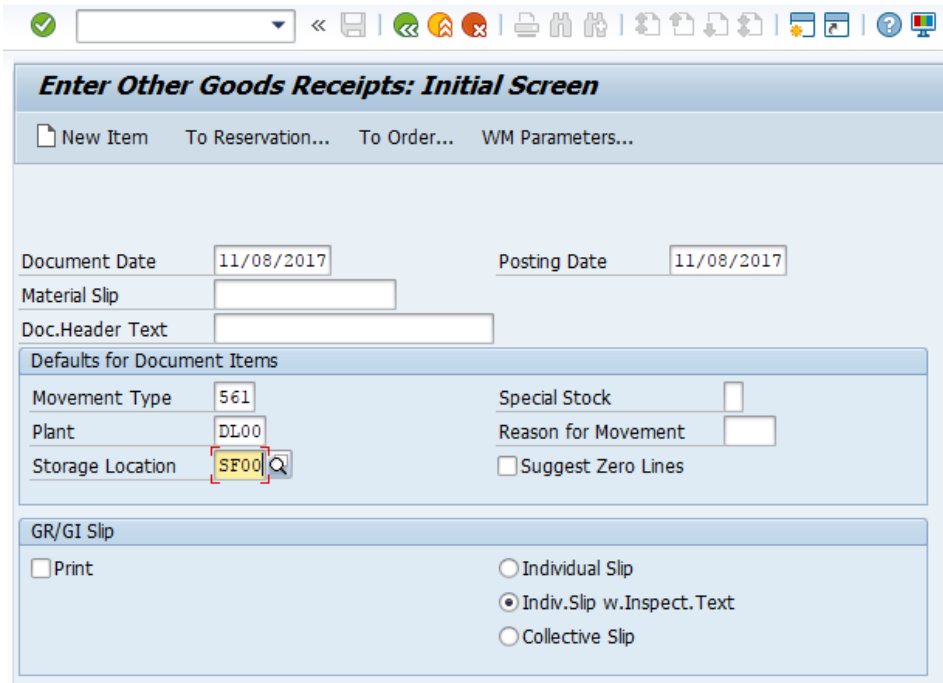
Now we will execute a Goods Movement “from heaven”.

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.



Enter Other Goods Receipts: 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	561	Special Stock	<input type="checkbox"/>
Plant	DL00	Reason for Movement	<input type="text"/>
Storage Location	SF00	<input type="checkbox"/> Suggest Zero Lines	

GR/GI Slip

Print

Individual Slip

Individ. Slip w. Inspect. Text

Collective Slip

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.


Enter Other Goods Receipts: Collective Processing

To Reservation... To Order... To Purchase Order...

Movement Type Init.entry of stBal.


Item	Material	Quantity	UnE	SLoc	Batch	Re	Plant
1	TRTR1058	1	EA	RM00			DL00
2	TRTB1058	1	EA	RM00			DL00
3	TRWH1058	1	EA	RM00			DL00
4	HXNT1058	1	EA	RM00			DL00
5	LWSH1058	1	EA	RM00			DL00
6	BOLT1058	1	EA	RM00			DL00

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


Click the  button to verify your inputs. Notice that “Material” column cells are now gray.

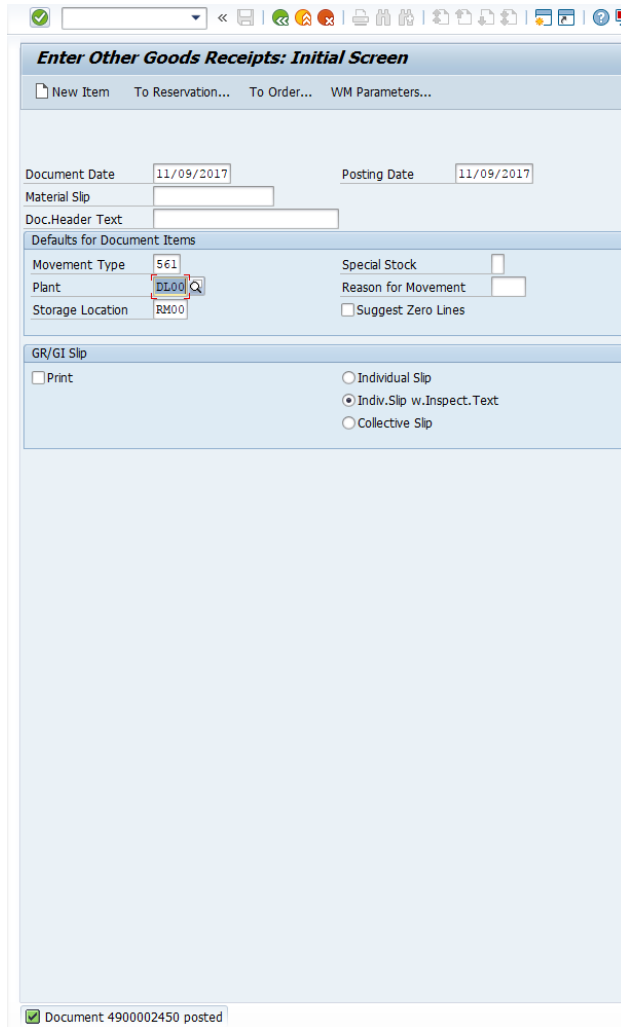
Using the menu bar at the top of the screen navigate to: Movement Type > Receipt > Init.Stck Entry(Own) > To Unrestricted

Step 1.1: Save Goods Receipt

Click  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  to exit back to the SAP Easy Access Menu.

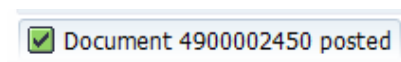


The screenshot shows the SAP 'Enter Other Goods Receipts: Initial Screen' interface. At the top, there is a navigation bar with icons for back, save, refresh, and other functions. Below the navigation bar, the title 'Enter Other Goods Receipts: Initial Screen' is displayed. The main area contains several input fields and sections:

- Document Date:** 11/09/2017
- Posting Date:** 11/09/2017
- Material Slip:** (empty field)
- Doc.Header Text:** (empty field)
- Defaults for Document Items:**
 - Movement Type:** 561
 - Plant:** DL00
 - Storage Location:** RM00
 - Special Stock:** (checkbox, unchecked)
 - Reason for Movement:** (empty field)
 - Suggest Zero Lines:** (checkbox, unchecked)
- GR/GI Slip:**
 - Print:** (checkbox, unchecked)
 - Individual Slip:** (radio button, unchecked)
 - Indiv.Slip w.Inspect.Text:** (radio button, checked)
 - Collective Slip:** (radio button, unchecked)

At the bottom of the screen, a status bar indicates:  Document 4900002450 posted

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



A close-up view of the status bar at the bottom of the SAP screen, showing a green checkmark icon followed by the text 'Document 4900002450 posted'.

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**

The screenshot shows the SAP 'Production Order Create: Initial Screen' interface. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Production Order Create: Initial Screen' is displayed. The main area contains several input fields and labels:

Material	<input type="text" value="TRWA1###"/>	<input type="button" value="🔍"/>
Production Plant	<input type="text" value="DL00"/>	Plant Dallas
Planning Plant	<input type="text"/>	
Order Type	<input type="text" value="PP01"/>	Standard production order
Order	<input type="text"/>	

Below these fields, there is a 'Copy from' section with an 'Order' field and a copy icon.

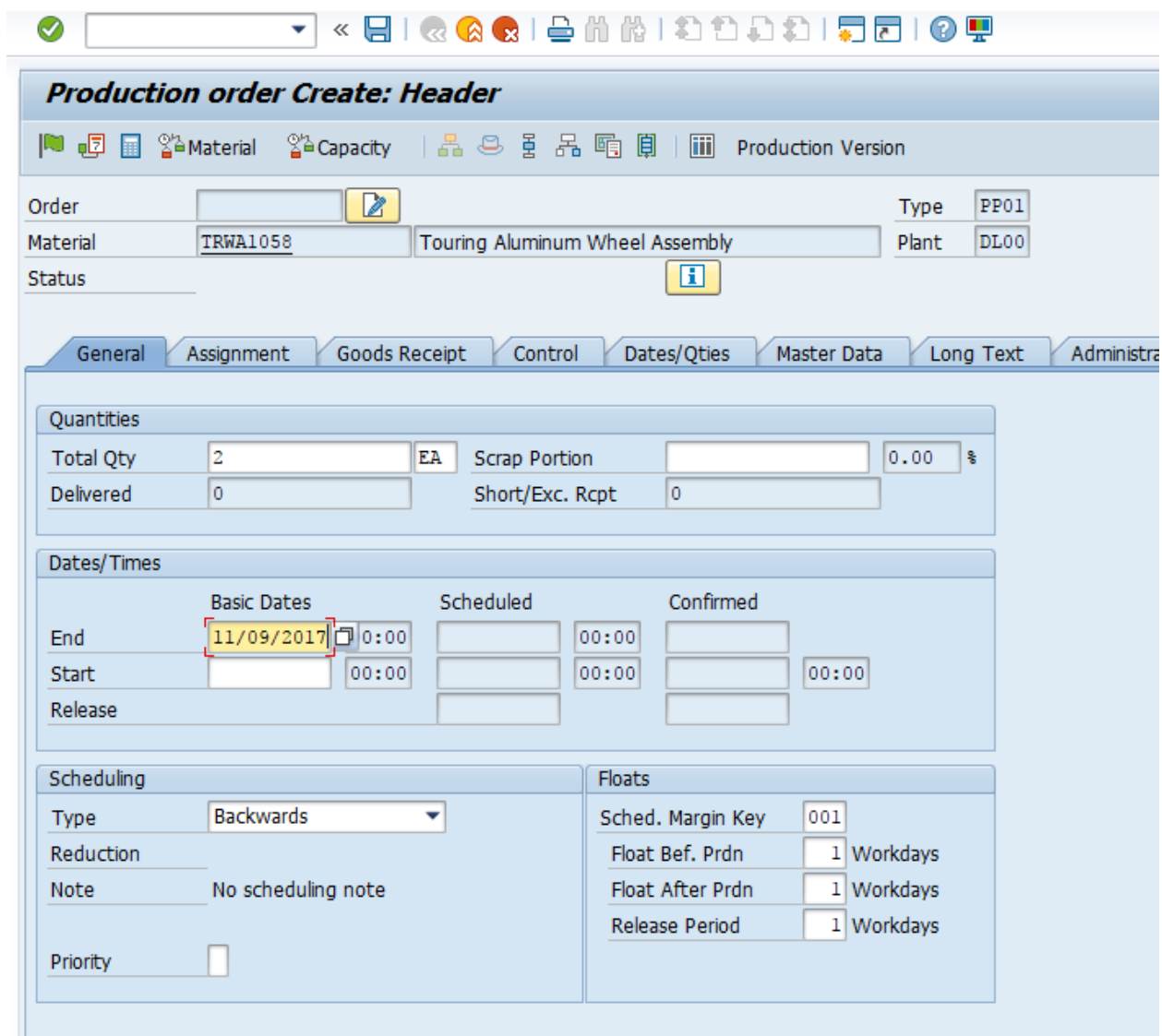
Tutorial Figure 3-49: Create Production Order: Initial Screen

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



The screenshot shows the SAP 'Production order Create: Header' screen. The 'Material' field is set to 'TRWA1058' and the description is 'Touring Aluminum Wheel Assembly'. The 'Type' is 'PP01' and the 'Plant' is 'DL00'. The 'Total Qty' is set to '2'. In the 'Dates/Times' section, the 'End' date is '11/09/2017' and is highlighted with a red box. The 'Scheduling' section shows 'Type' as 'Backwards'. The 'Floats' section shows 'Sched. Margin Key' as '001', 'Float Bef. Prdn' as '1 Workdays', 'Float After Prdn' as '1 Workdays', and 'Release Period' as '1 Workdays'.


Quantities	
Total Qty	2 EA
Delivered	0
Scrap Portion	0.00 %
Short/Exc. Rcpt	0

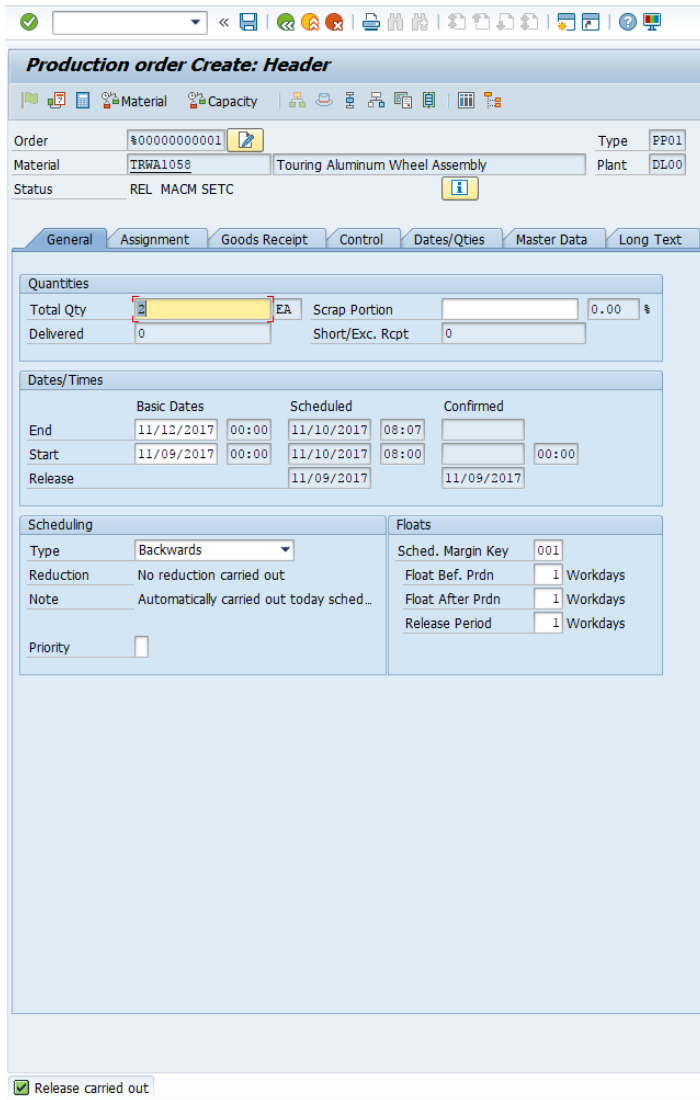
Dates/Times	
End	11/09/2017 00:00
Start	00:00
Release	

Scheduling	
Type	Backwards
Reduction	
Note	No scheduling note
Priority	

Floats	
Sched. Margin Key	001
Float Bef. Prdn	1 Workdays
Float After Prdn	1 Workdays
Release Period	1 Workdays

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.



Production order Create: Header

Order: %00000000001 Type: PP01
Material: TRWA1058 Touring Aluminum Wheel Assembly Plant: DL00
Status: REL MACM SETC

General Assignment Goods Receipt Control Dates/Qties Master Data Long Text

Quantities

Total Qty: 2 EA Scrap Portion: 0.00 %
Delivered: 0 Short/Exc. Rcpt: 0

Dates/Times

	Basic Dates		Scheduled		Confirmed	
End	11/12/2017	00:00	11/10/2017	08:07		
Start	11/09/2017	00:00	11/10/2017	08:00		00:00
Release			11/09/2017		11/09/2017	

Scheduling

Type: Backwards
Reduction: No reduction carried out
Note: Automatically carried out today sched...
Priority:


Floats

Sched. Margin Key: 001
Float Bef. Prdn: 1 Workdays
Float After Prdn: 1 Workdays
Release Period: 1 Workdays


Release carried out

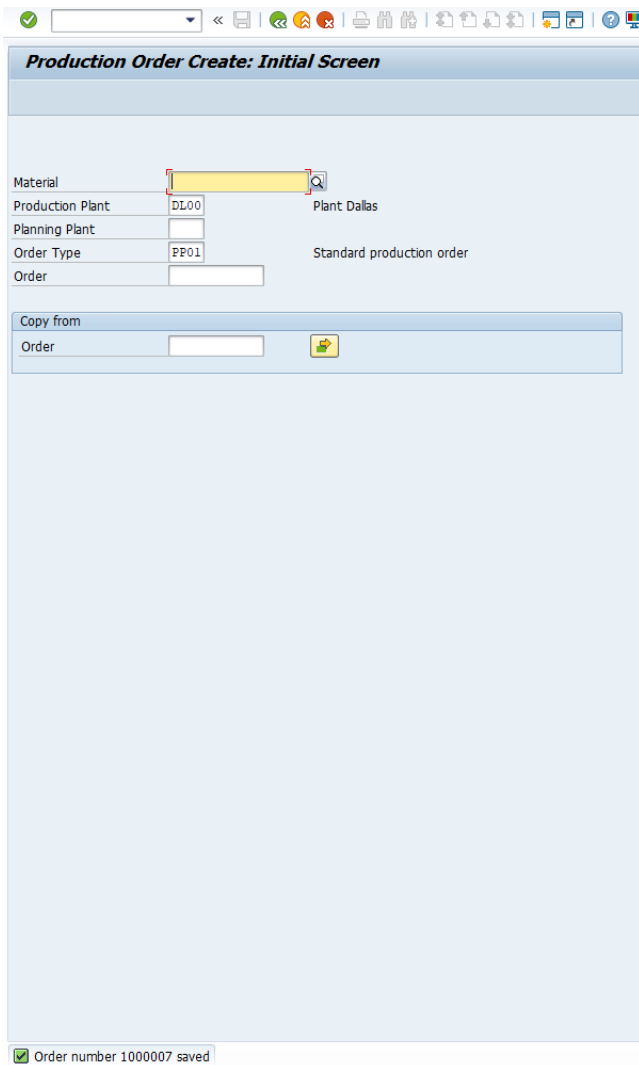
Tutorial Figure 3-51: Create Production Order: Header – Release Carried Out

Step 2.1: Save Production Order

Click  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  to exit back to the SAP Easy Access Menu.




The screenshot shows the SAP 'Production Order Create: Initial Screen'. At the top, there is a toolbar with various icons. Below the title bar, the screen contains several input fields and labels:

- Material:** A yellow highlighted input field with a magnifying glass icon.
- Production Plant:** A dropdown menu showing 'DL00' and 'Plant Dallas'.
- Planning Plant:** An empty input field.
- Order Type:** A dropdown menu showing 'PP01' and 'Standard production order'.
- Order:** An empty input field.

Below these fields is a 'Copy from' section with an 'Order' input field and a magnifying glass icon. At the bottom of the screen, a green checkmark icon is followed by the text 'Order number 1000007 saved'.

Tutorial Figure 3-52: Save Production Order

 **Order number 1000000 saved**

Tutorial Figure 3-53: Production Order Number

STEP 3: CREATE GOODS ISSUE TO PRODUCTION ORDER

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...”

Enter Goods Issue: Initial Screen

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

Document Date 11/07/2017 Posting Date 11/07/2017

Material Slip

Doc.Header Text

Defaults for Document Items

Movement Type	261	Special Stock	<input type="checkbox"/>
Plant	DL00	Reason for Movement	
Storage Location	RM00	<input type="checkbox"/> Suggest Zero Lines	

GR/GI Slip

Print

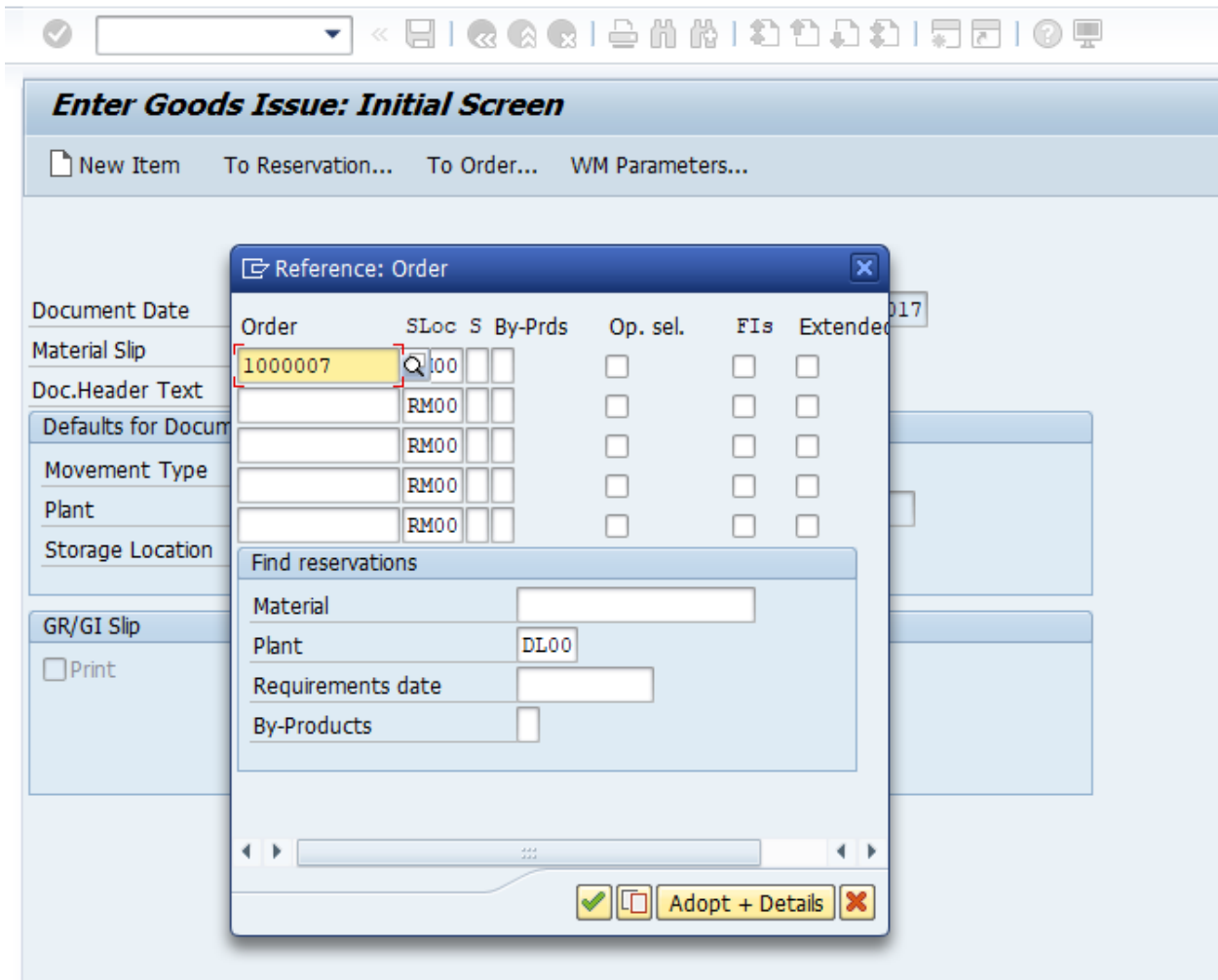
Individual Slip

Indiv.Slip w.Inspect.Text



Collective Slip

Tutorial Figure 3-55: Goods Issue – Initial

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.

Enter Goods Issue: New Item 0001

Movement Type: 261 GI for order
 Material: TRTR1058 Touring Tire
 Stock Material:

Quantity in
 Unit of Entry: 2 EA Plant: DL00 Stor. Loc.: RM00
 Batch:
 Reservation: 29 1 FIs

Account Assignment
 Cost Center:
 Order: 1000007 Goods recipient:
 No. Containers:
 Text:

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


Enter Goods Issue: Overview

Posting Date: 11/09/2017


Item	Quantity	EU	Material	Plant	SLoc	Batch	Re	MvI	S	S
			BU Material Description			Reserv.no.	Itm			FI
1	2	EA	TRTR1058 Touring Tire	DL00	RM00	29	1			-
2	2	EA	TRTB1058 Touring Tube	DL00	RM00	29	2			-
3	2	EA	TRWH1058 Touring Aluminum Wheel	DL00	RM00	29	3			-
4	2	EA	HXNT1058 Hex Nut 5 mm	DL00	RM00	29	4			-
5	4	EA	LWSH1058 Lock Washer 5 mm	DL00	RM00	29	5			-
6	2	EA	BOLT1058 Socket Head Bolt 5x20mm	DL00	RM00	29	6			-

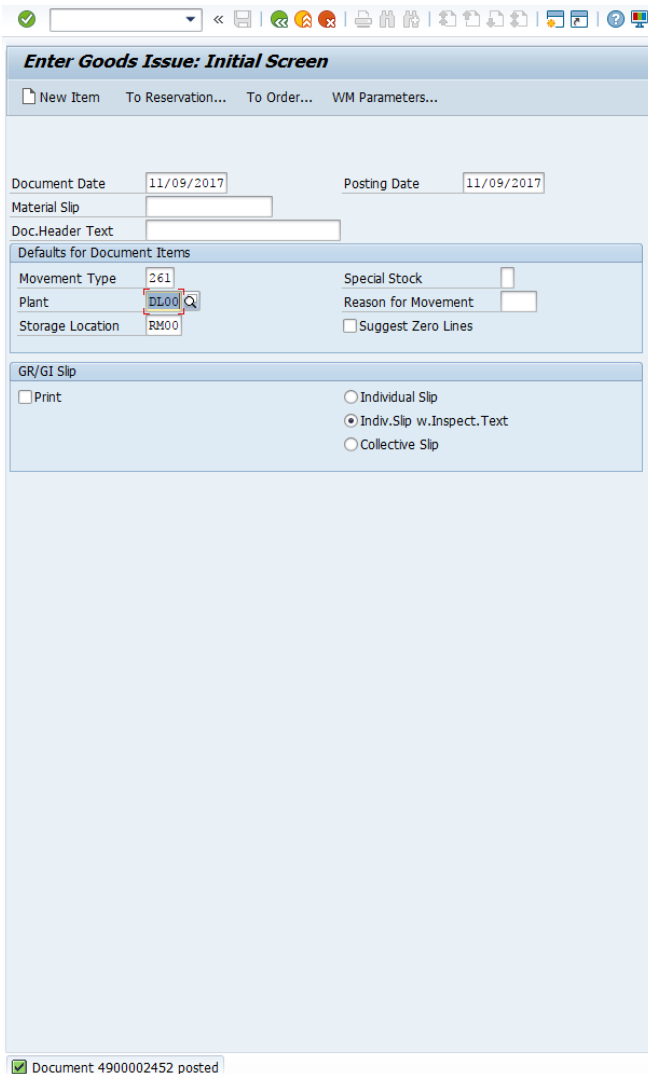
Tutorial Figure 3-58: Goods Issue – Final

Step 3.1: Save Goods Issue

Click  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  to exit back to the SAP Easy Access Menu.



The screenshot shows the SAP 'Enter Goods Issue: Initial Screen' interface. At the top, there is a navigation bar with options: 'New Item', 'To Reservation...', 'To Order...', and 'WM Parameters...'. Below this, the 'Document Date' is set to '11/09/2017' and the 'Posting Date' is also '11/09/2017'. There are input fields for 'Material Slip' and 'Doc. Header Text'. A section titled 'Defaults for Document Items' contains fields for 'Movement Type' (set to '261'), 'Plant' (set to 'DL00'), and 'Storage Location' (set to 'RM00'). Other options include 'Special Stock' (checkbox), 'Reason for Movement' (input field), and 'Suggest Zero Lines' (checkbox). A 'GR/GI Slip' section at the bottom has radio buttons for 'Individual Slip', 'Indiv. Slip w. Inspect. Text' (which is selected), and 'Collective Slip'. At the very bottom of the screen, a green checkmark icon is followed by the text 'Document 4900002452 posted'.

Tutorial Figure 3-59: Goods Issue – Save

 Document 4900002452 posted

Tutorial Figure 3-60: Goods Issue – Document Number

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.


Enter Production Order Confirmation: Initial Screen

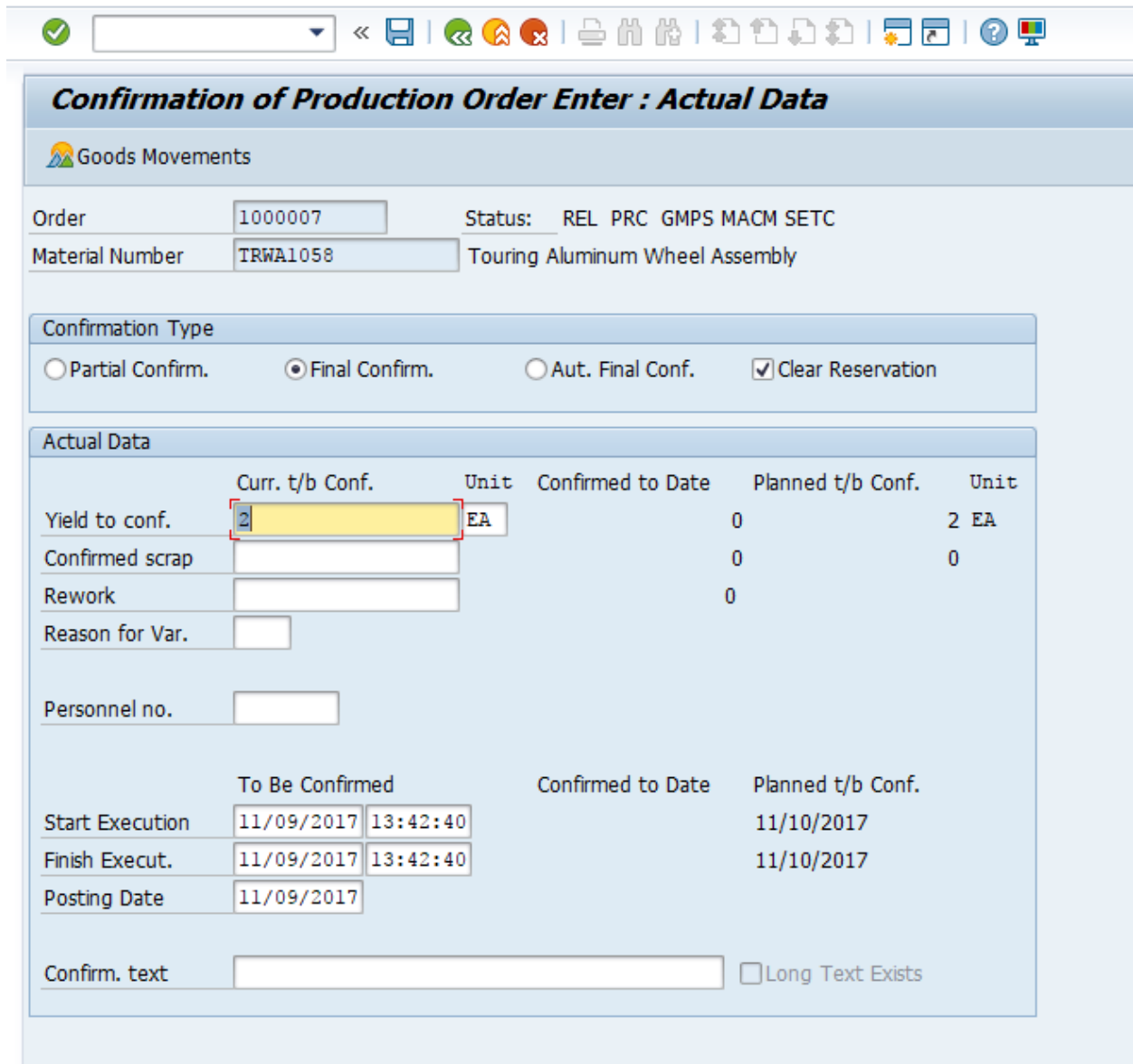
Order 1000007

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.



The screenshot shows the SAP 'Confirmation of Production Order Enter: Actual Data' screen. At the top, there is a navigation bar with a search field and various icons. Below this, the title 'Confirmation of Production Order Enter: Actual Data' is displayed in a blue header. Underneath, there is a 'Goods Movements' section. The main data area contains the following information:

Order: 1000007 Status: REL PRC GMPS MACM SETC
Material Number: TRWA1058 Touring Aluminum Wheel Assembly

Confirmation Type

Partial Confirm. Final Confirm. Aut. Final Conf. Clear Reservation

Actual Data

	Curr. t/b Conf.	Unit	Confirmed to Date	Planned t/b Conf.	Unit
Yield to conf.	2	EA	0		2 EA
Confirmed scrap			0		0
Rework			0		
Reason for Var.					
Personnel no.					


To Be Confirmed **Confirmed to Date** **Planned t/b Conf.**

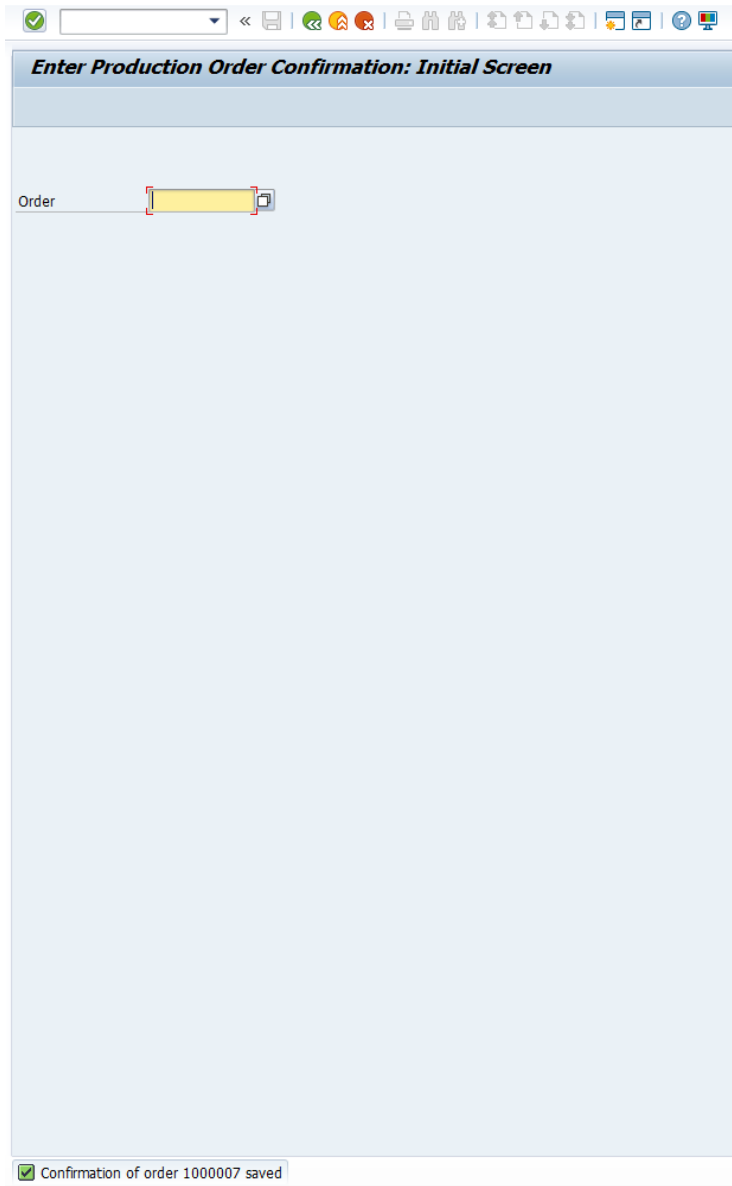
Start Execution	11/09/2017	13:42:40		11/10/2017
Finish Execut.	11/09/2017	13:42:40		11/10/2017
Posting Date	11/09/2017			

Confirm. text: Long Text Exists

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

You will receive a message confirming production has been completed for your order.

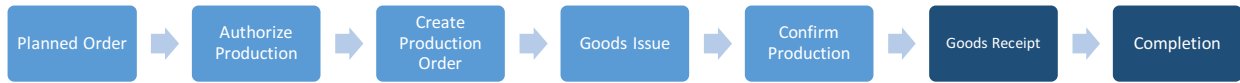
Click on  to exit back to the SAP Easy Access Menu.



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.

Goods Receipt for Order: Initial Screen

Adopt + Details To Order... WM Parameters...

Document Date: 11/09/2017 Posting Date: 11/09/2017

Delivery Note:

Doc. Header Text:

Defaults for Document Items

Movement Type: 101

Order: 1000007

Plant: DL00 Reason for Movement:


Storage Loc.: FG00 Suggest Zero Lines

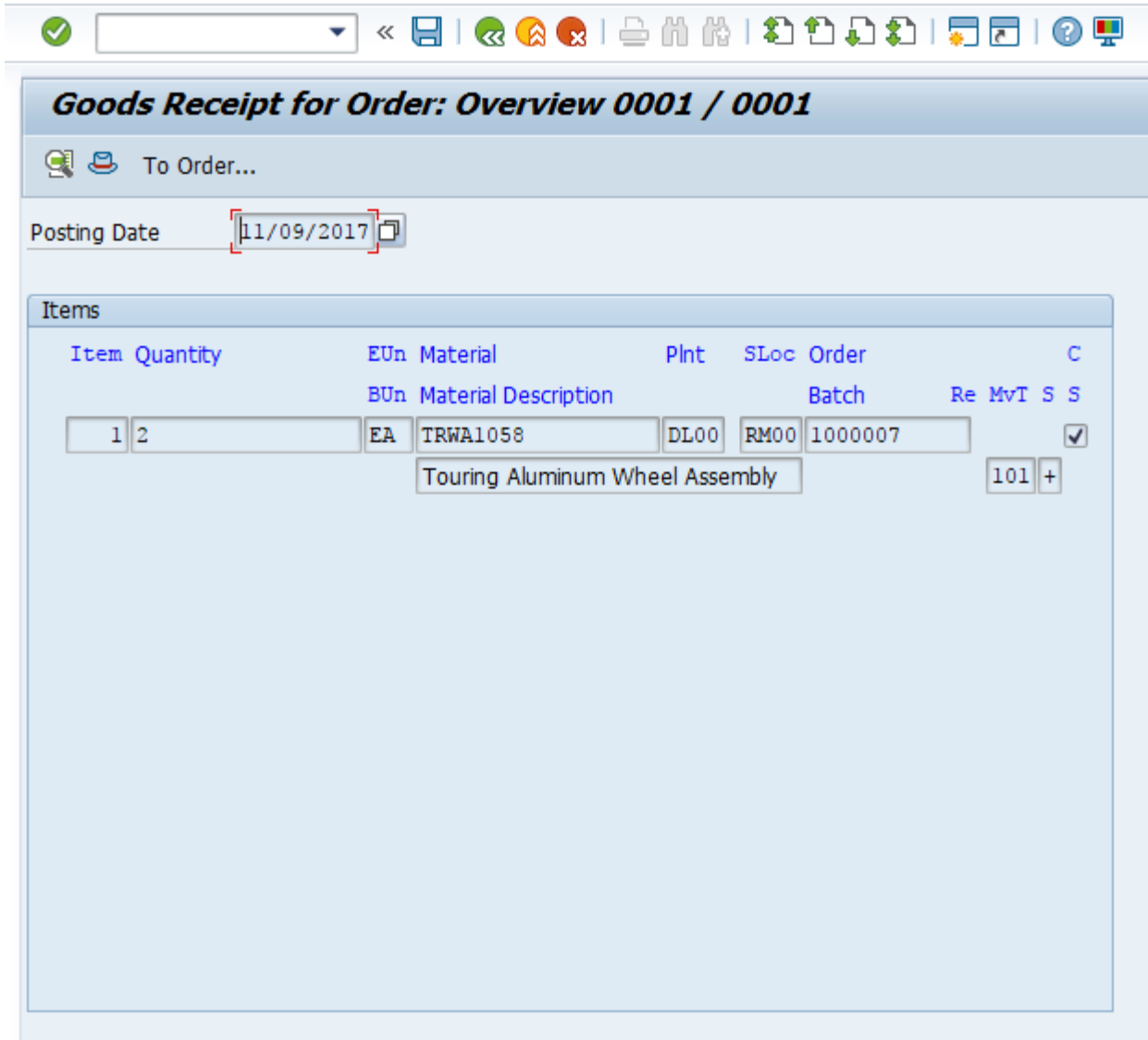
GR/GI Slip

Print Individual Slip Indiv.Slip w.Inspect.Text Collective Slip

Tutorial Figure 3-66: Goods Receipt – Initial Screen

Step 5.1: Save Goods Receipt

Click the  to save your Goods Receipt.




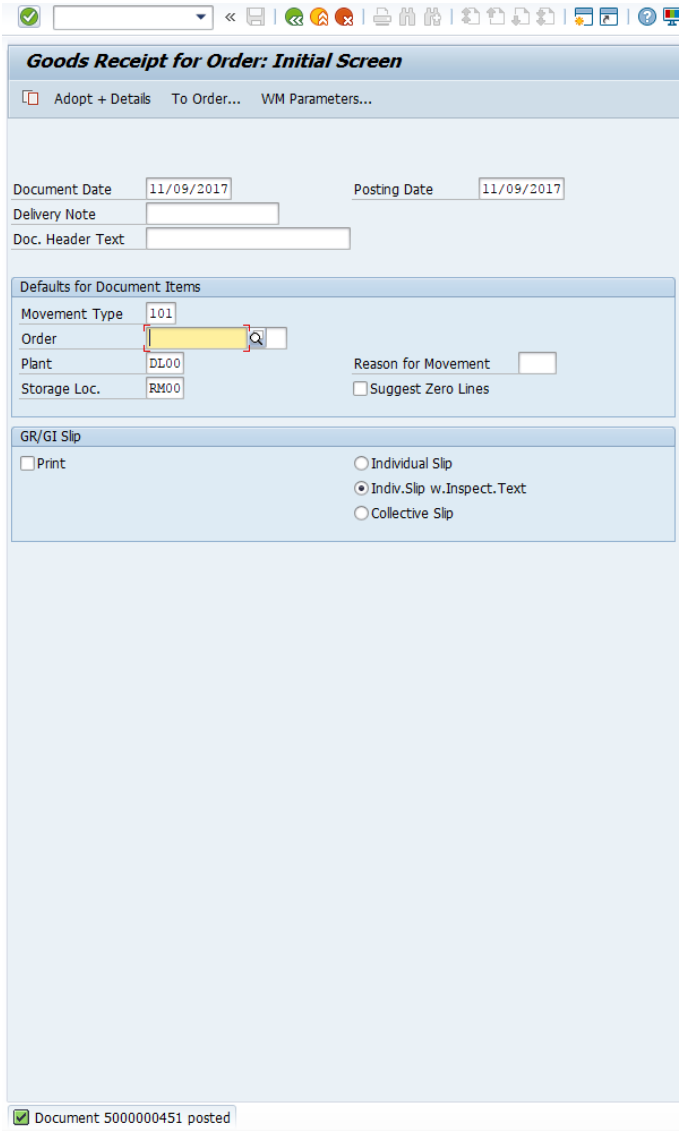
The screenshot shows the SAP interface for a Goods Receipt. At the top, there is a navigation bar with a green checkmark, a dropdown menu, and various icons for navigation and actions. Below this, the title bar reads "Goods Receipt for Order: Overview 0001 / 0001". Underneath the title bar, there is a "To Order..." button. The main area contains a "Posting Date" field with the value "11/09/2017" and a calendar icon. Below the date field is a table titled "Items".

Item	Quantity	EUn	Material	Plnt	SLoc	Order	C
BUn	Material Description	Batch	Re	MvT	S	S	
1	2	EA	TRWA1058	DL00	RM00	1000007	<input checked="" type="checkbox"/>
			Touring Aluminum Wheel Assembly				101 +

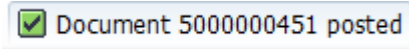
Tutorial Figure 3-67: Goods Receipt – Final Screen

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

Tutorial 4

The Complete Cycle



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Warnings

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.



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.



Tutorial Figure 4-1: Sales Process

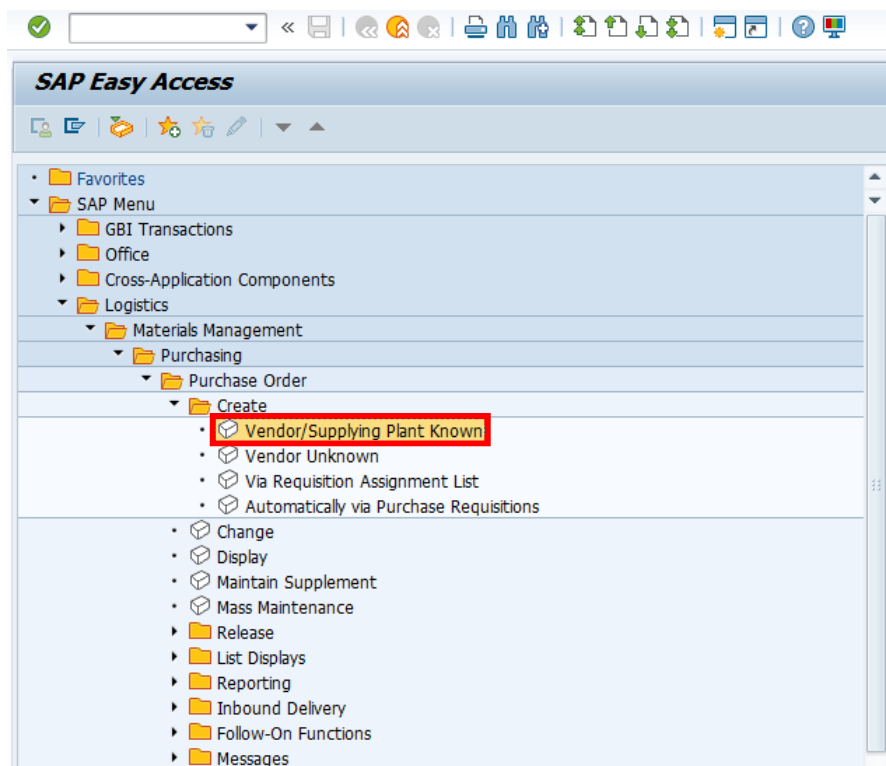
STEP 1: STOCK TRANSPORT ORDER FROM DALLAS TO MIAMI

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.



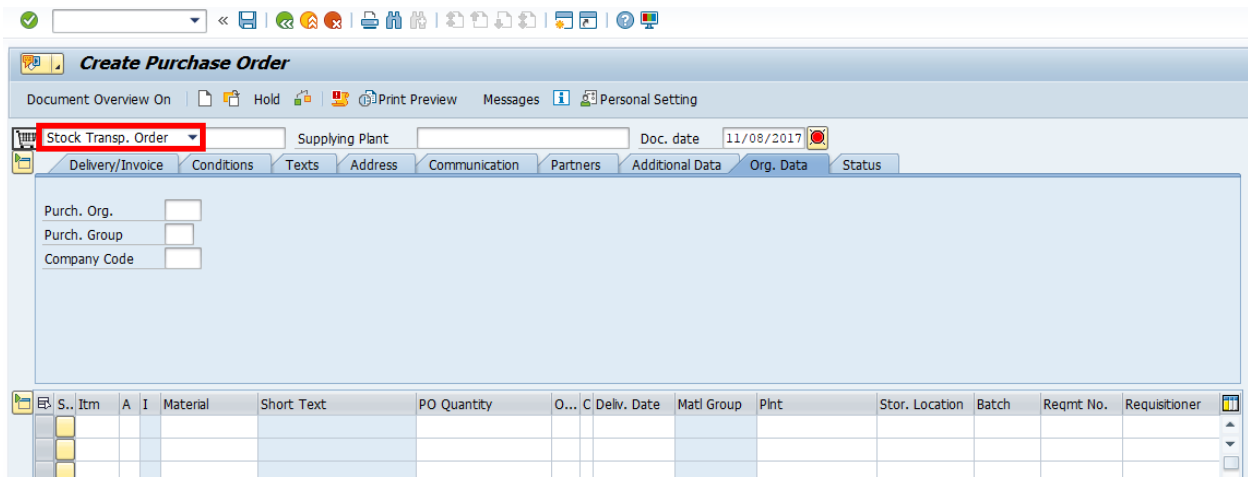
Tutorial Figure 4-2: Sales Process – Move Finished Bike Using Stock Transport Order (STO)

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”.

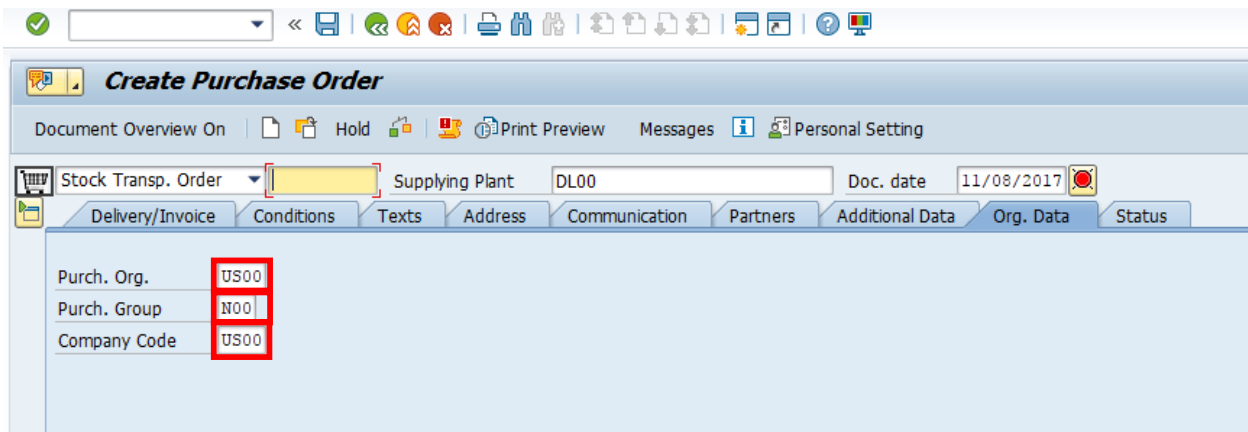


Tutorial Figure 4-4: Stock Transport Order – Initial Screen

Enter the following:

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

Then click  to verify your inputs.

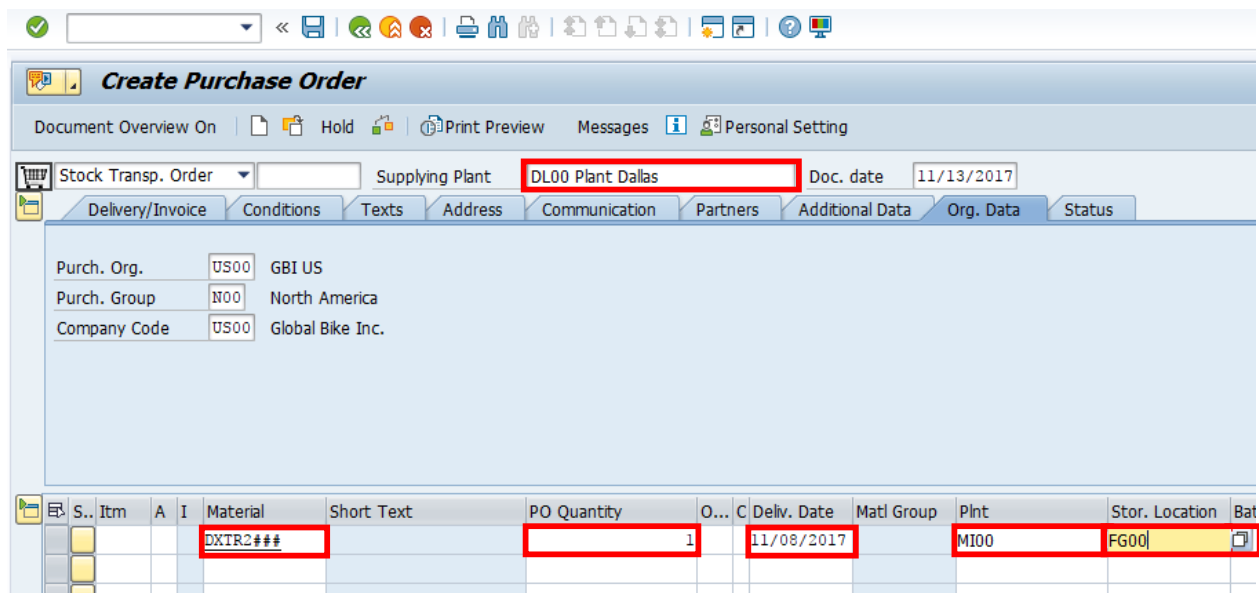


Tutorial Figure 4-5: Stock Transport Order – Org Data

Enter the following:


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

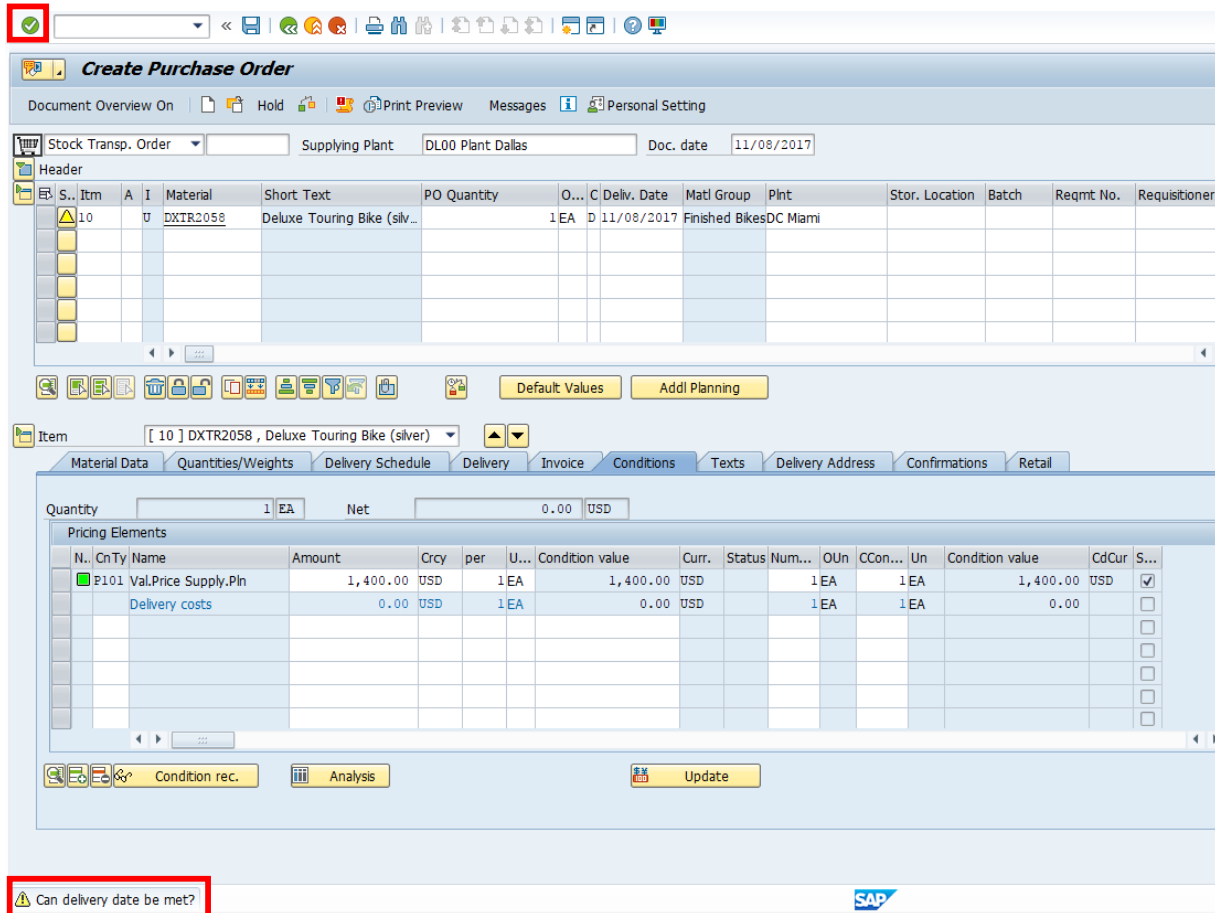
Then click  to verify your inputs.



The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a navigation bar with icons for back, save, refresh, print, and other functions. Below this, the document type is set to 'Stock Transp. Order' and the 'Supplying Plant' is 'DL00 Plant Dallas', which is highlighted with a red box. The document date is '11/13/2017'. The main form area contains fields for 'Purch. Org.' (US00), 'Purch. Group' (N00), and 'Company Code' (US00). Below this is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Matl Group, Plnt, Stor. Location, and Bat. The first row of the table has the following values: S. (checkbox), Itm (checkbox), A (checkbox), I (checkbox), Material (DXTR2###, highlighted with a red box), Short Text (empty), PO Quantity (1, highlighted with a red box), O... (checkbox), C (checkbox), Deliv. Date (11/08/2017, highlighted with a red box), Matl Group (empty), Plnt (MI00, highlighted with a red box), Stor. Location (FG00, highlighted with a red box), and Bat (checkbox).

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


You may receive a caution that says “Can delivery date be met?”. Click  to verify that it can be met.

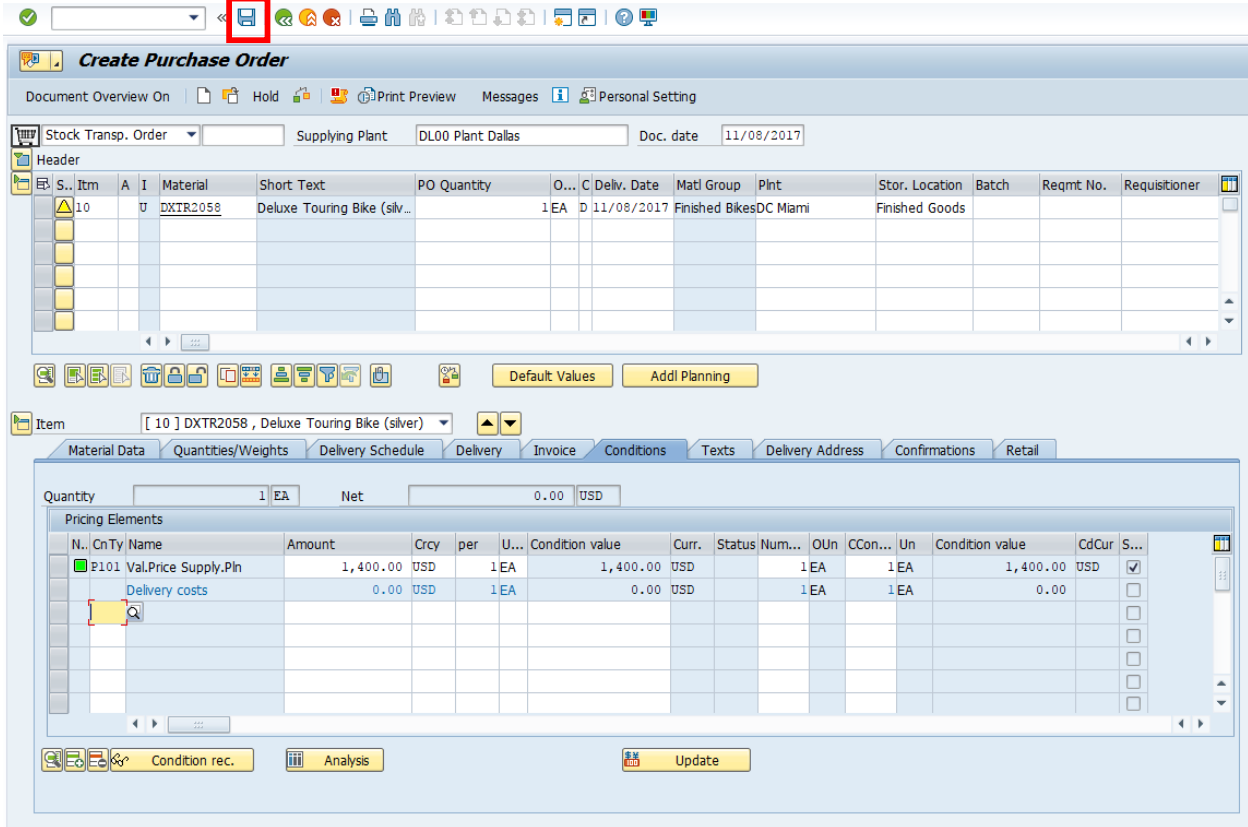


The screenshot displays the SAP 'Create Purchase Order' interface. At the top, a toolbar contains a green checkmark icon highlighted with a red box. Below this, the document overview shows 'Stock Transp. Order' with a supplying plant of 'DL00 Plant Dallas' and a document date of '11/08/2017'. The main table lists one item: '10 DXTR2058 Deluxe Touring Bike (silver)'. The 'Delivery' tab is active, showing a quantity of '1 EA' and a net value of '0.00 USD'. The 'Pricing Elements' table is visible, with columns for Name, Amount, Crcy, per, U..., Condition value, Curr., Status, Num..., OUn, CCon..., Un, Condition value, CdCur, and S... The table contains two rows: 'P101 Val.Price Supply.Plh' with an amount of 1,400.00 USD and 'Delivery costs' with an amount of 0.00 USD. At the bottom of the interface, a caution message 'Can delivery date be met?' is displayed in a red box, accompanied by a yellow warning triangle icon. The SAP logo is visible in the bottom right corner.

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.



The screenshot displays the SAP 'Create Purchase Order' interface. At the top, the title bar reads 'Create Purchase Order'. Below it, there are fields for 'Stock Transp. Order' (set to 'DL00 Plant Dallas') and 'Doc. date' (set to '11/08/2017'). The main table shows a single line item:

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Matl Group	Plnt	Stor. Location	Batch	Reqmt No.	Requisitioner
10			DXTR2058	Deluxe Touring Bike (sliv...	1 EA	D	11/08/2017	Finished BikesDC	Miami	Finished Goods			

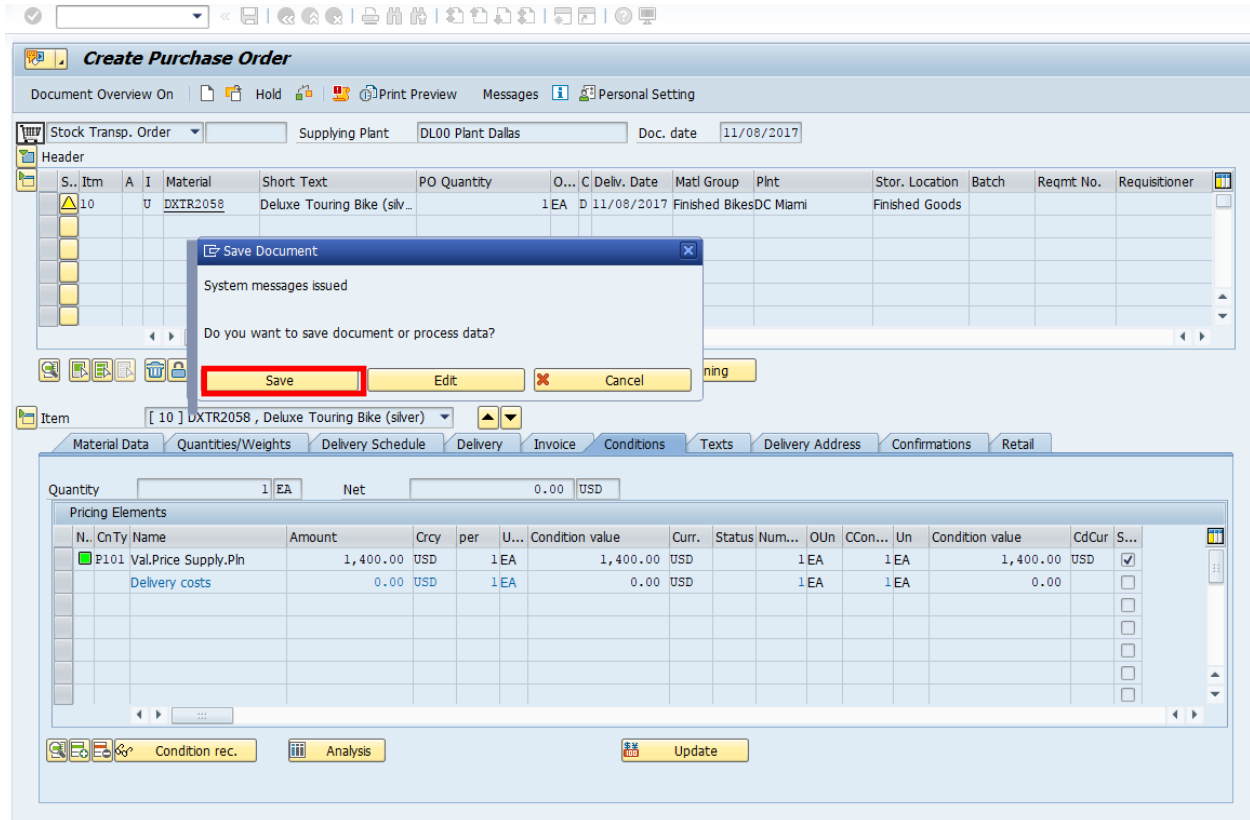
Below the table, there are buttons for 'Default Values' and 'Addl Planning'. The 'Item' section is expanded to show 'Pricing Elements' for the selected item:

N...	ChTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
P101	Val.Price	Supply.Pln	1,400.00	USD		1 EA	1,400.00	USD			1 EA	1 EA		1,400.00	USD	<input checked="" type="checkbox"/>
		Delivery costs	0.00	USD		1 EA	0.00	USD			1 EA	1 EA		0.00		<input type="checkbox"/>

At the bottom, there are buttons for 'Condition rec.', 'Analysis', and 'Update'.


Tutorial Figure 4-8: Stock Transport Order – Save

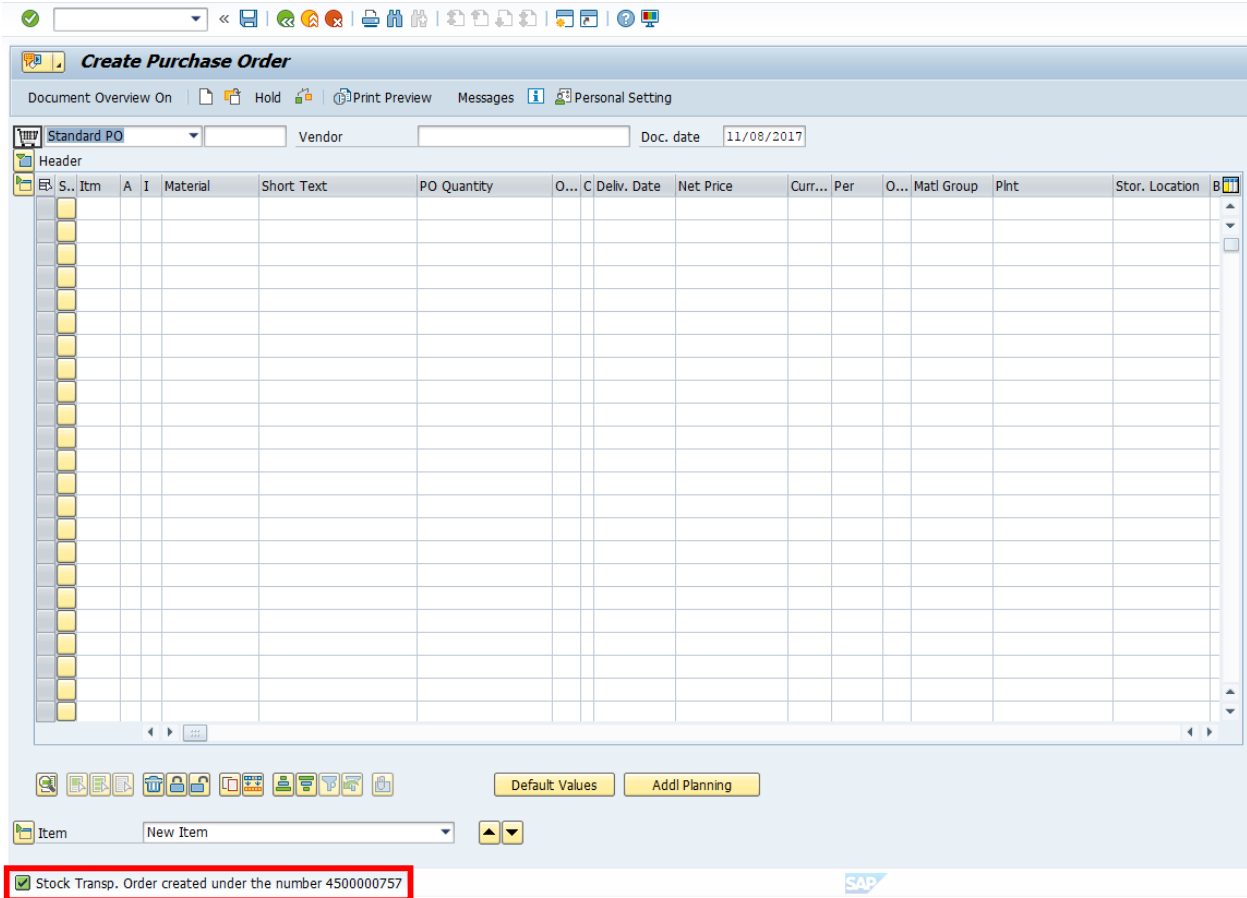
Click the "Save" button.



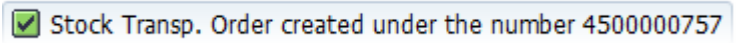
Tutorial Figure 4-9: Stock Transport Order – Save Document Dialogue Box

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

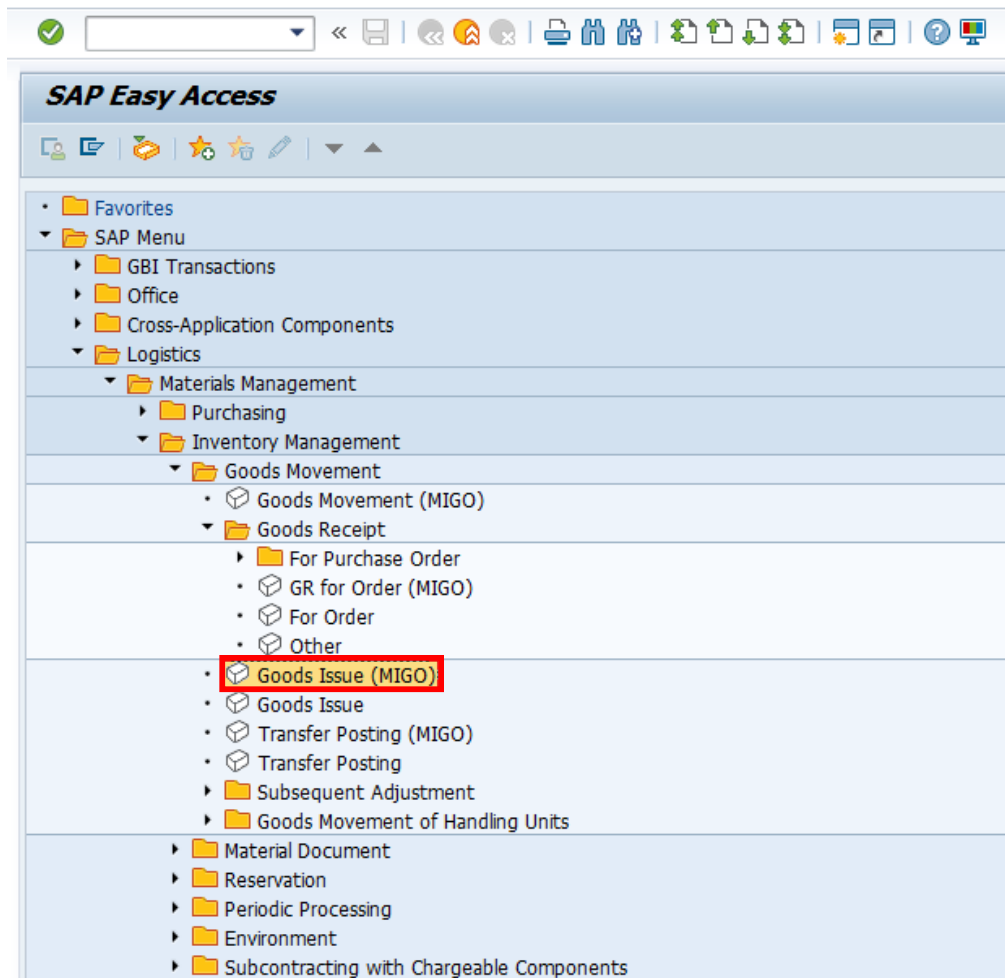


Tutorial Figure 4-11: Stock Transport Order – Document Number


STEP 2: GOODS ISSUE TO STOCK TRANSPORT ORDER

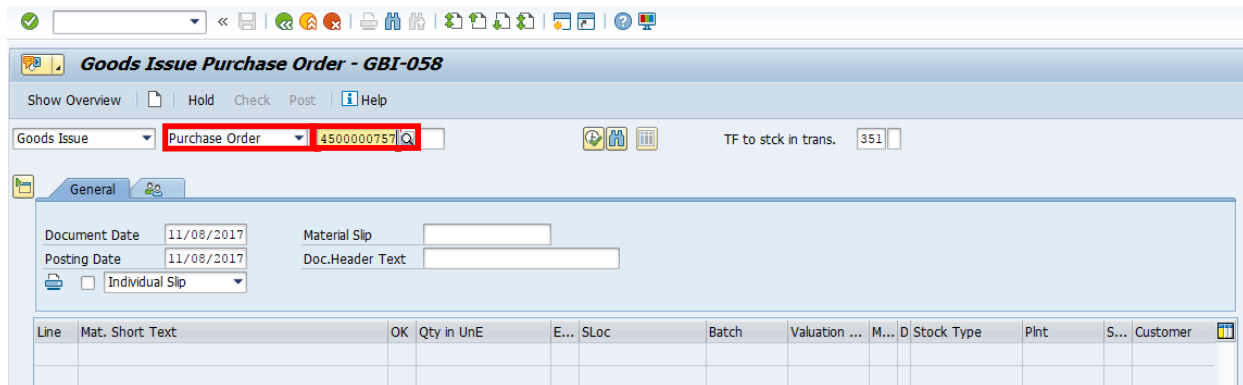
We have created the Stock Transport Order to transfer the **Deluxe Touring Bike (Silver)** from Dallas to Miami. Now we need to issue the goods to the Miami plant.

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  to verify your inputs.



The screenshot shows the SAP interface for a Goods Issue Purchase Order (GBI-058). The document title is "Goods Issue Purchase Order - GBI-058". The "Goods Issue" dropdown is set to "Purchase Order", and the "Purchase Order" field contains the number "4500000757". The "TF to stock in trans." field is set to "351". The "General" tab is active, showing the following fields:

Document Date	11/08/2017	Material Slip	
Posting Date	11/08/2017	Doc. Header Text	
<input type="checkbox"/> Individual Slip			

Below the fields is a table with the following columns: Line, Mat. Short Text, OK, Qty in UnE, E..., SLoc, Batch, Valuation ..., M..., D Stock Type, Plnt, S..., Customer.

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

Enter the following:

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

Goods Issue Purchase Order 450000757 - GBI-058

Show Overview | Hold | Check | Post | Help

Goods Issue | Purchase Order | TF to stck in trans. 351

General

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

Line	Mat. Short Text	OK	Qty in UnE	E...	S...	SLoc	Batch	Valuation ...	M...	D Stock Type	Plant	S...	Customer
1	Deluxe Touring Bike (silver)	<input type="checkbox"/>	1	EA					351	- Unrestrict...	Plant Dallas		

Material | Quantity | Where | Purchase Order Data | Stock Transfer

Movement type: 351 | TF to stck in trans. | Stock type: Unrestricted use


Plant: Plant Dallas | DI00 | Storage Location: **FG00** | Goods recipient: | Unloading Point: | Text: |

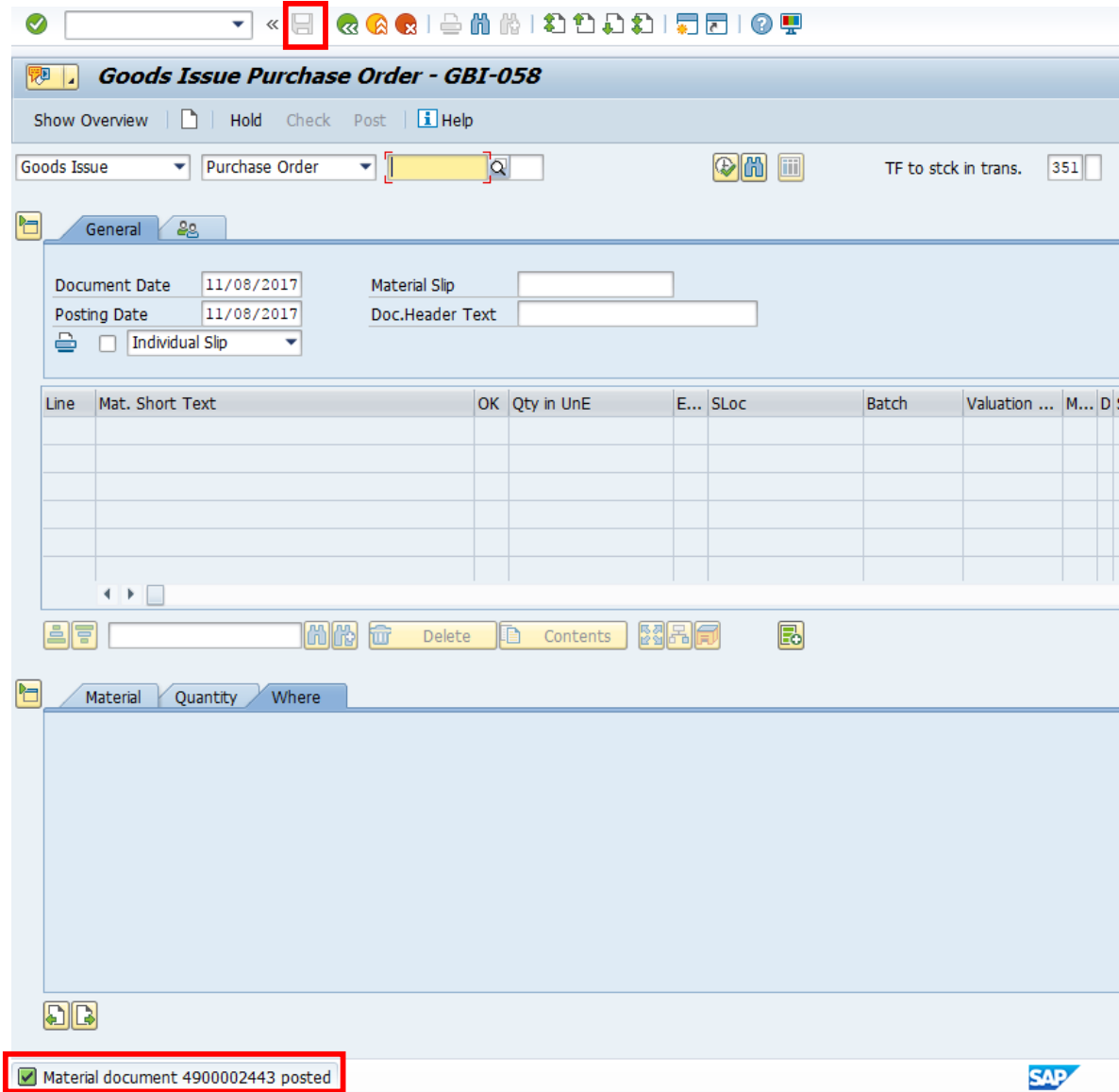
Item OK | Line: 1

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.



The screenshot shows the SAP interface for a Goods Issue Purchase Order (STO) titled "Goods Issue Purchase Order - GBI-058". The document is dated 11/08/2017. The "General" tab is active, showing fields for Document Date, Posting Date, Material Slip, and Doc.Header Text. A table with columns for Line, Mat. Short Text, OK, Qty in UnE, E..., SLoc, Batch, Valuation, M..., and D S is visible. At the bottom, a status bar displays a green checkmark and the text "Material document 4900002443 posted".

Tutorial Figure 4-15: Goods Issue Saved

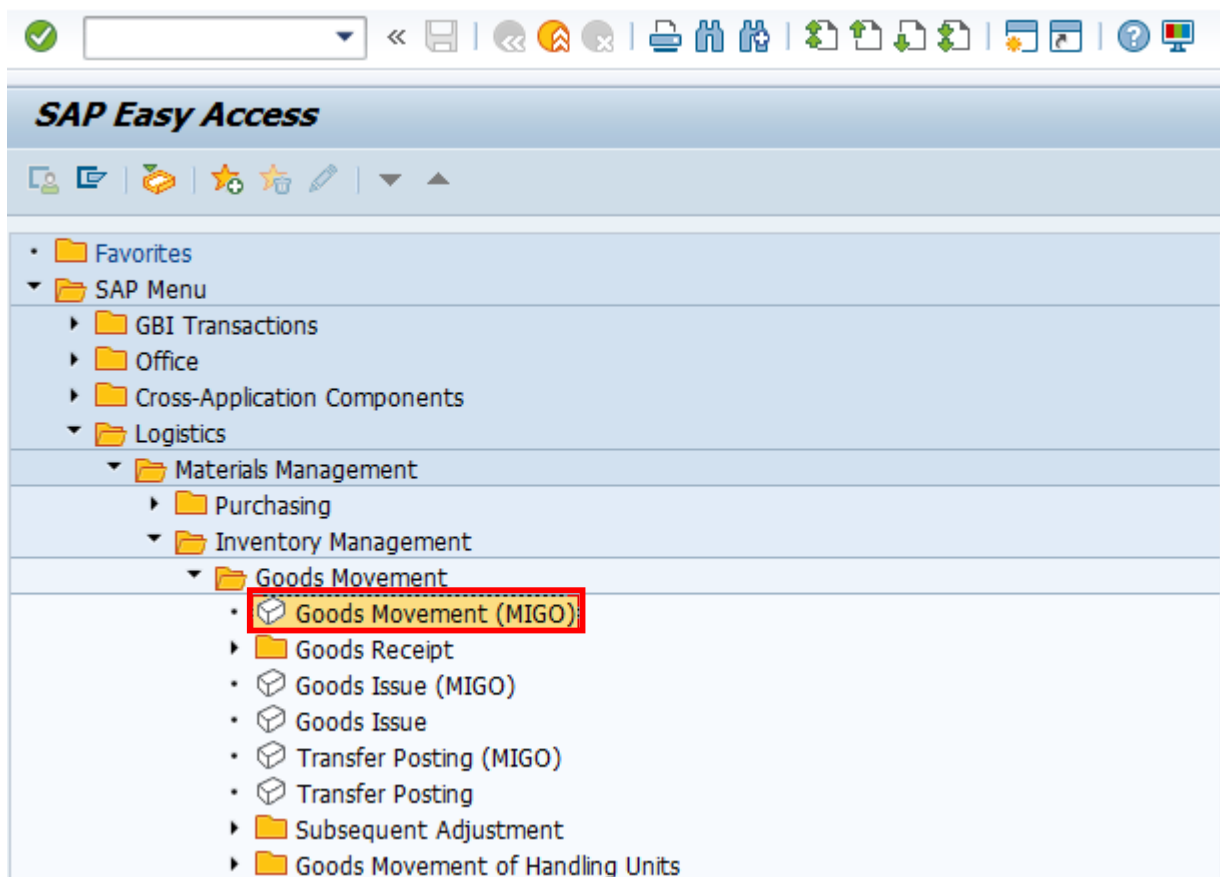
 Material document 4900002443 posted

Tutorial Figure 4-16: Goods Issue Document Number

STEP 3: GOODS RECEIPT FOR STOCK TRANSPORT ORDER


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.

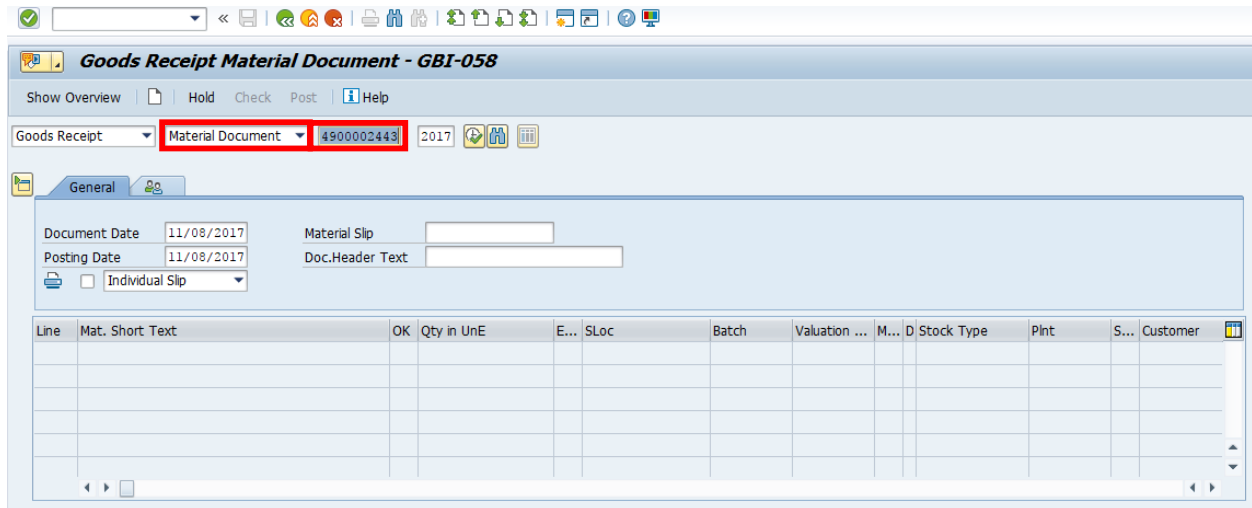
Navigation: [SAP Menu](#) > [Logistics](#) > [Materials Management](#) > [Inventory Management](#) > [Goods Movement](#) > [Goods Movement \(MIGO\)](#)



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  to verify your inputs.




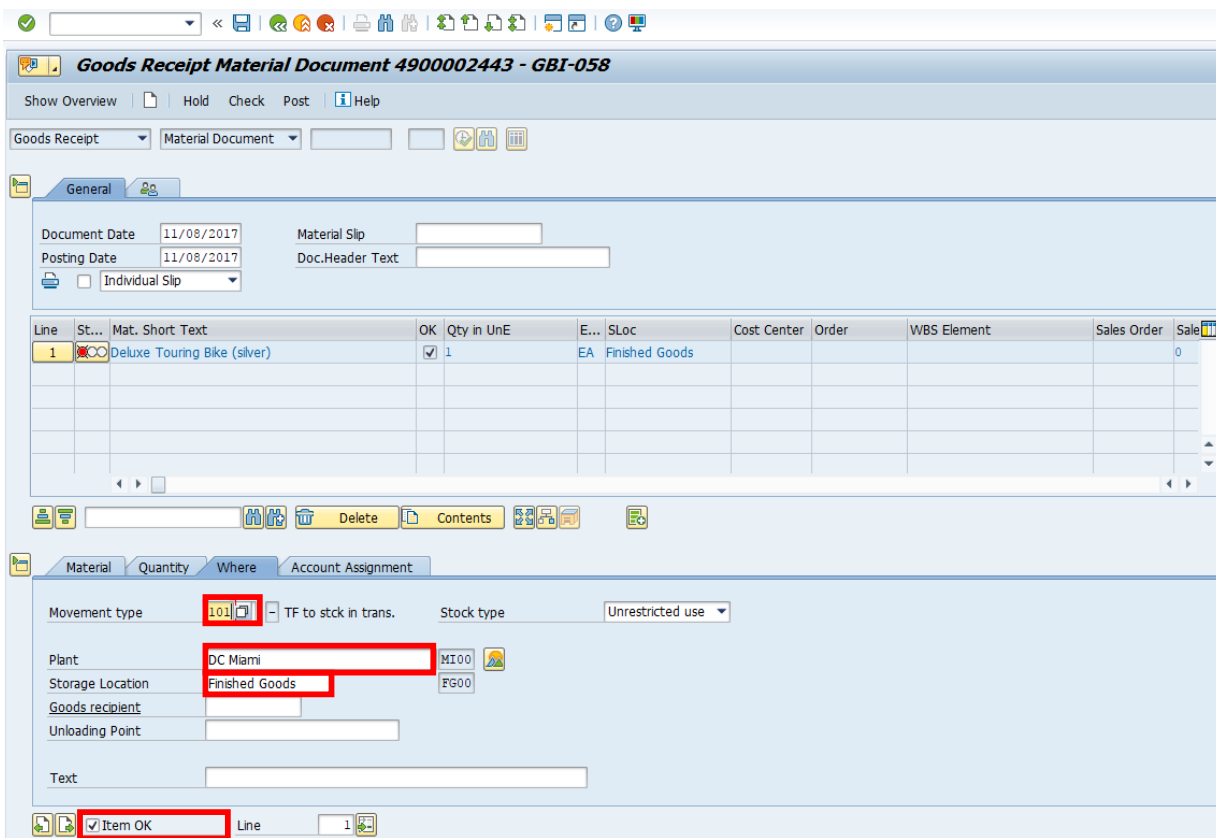
The screenshot shows the SAP interface for a Goods Receipt Material Document. The title bar reads "Goods Receipt Material Document - GBI-058". Below the title bar, there are menu options: "Show Overview", "Hold", "Check", "Post", and "Help". The main area contains a "Goods Receipt" dropdown menu, a "Material Document" dropdown menu, and a text input field containing the number "4900002443". To the right of the input field is a year dropdown menu set to "2017". Below this, there is a "General" tab with fields for "Document Date" (11/08/2017), "Posting Date" (11/08/2017), "Material Slip" (empty), and "Doc.Header Text" (empty). There is also a checkbox for "Individual Slip". At the bottom, there is a table with columns: "Line", "Mat. Short Text", "OK", "Qty in UnE", "E...", "SLoc", "Batch", "Valuation ...", "M...", "D Stock Type", "Plnt", "S...", and "Customer". The table is currently empty.

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.



Goods Receipt Material Document 4900002443 - GBI-058

Show Overview | Hold | Check | Post | Help

Goods Receipt | Material Document

General

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

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	Sloc	Cost Center	Order	WBS Element	Sales Order	Sale
1	☉	Deluxe Touring Bike (silver)	<input checked="" type="checkbox"/>	1	EA	Finished Goods					0

Delete | Contents

Material | Quantity | Where | Account Assignment

Movement type: **101** TF to stock in trans. | Stock type: Unrestricted use


Plant: **DC Miami** MI00
Storage Location: **Finished Goods** FG00

Goods recipient: |
Unloading Point: |
Text: |


Item OK | Line: 1

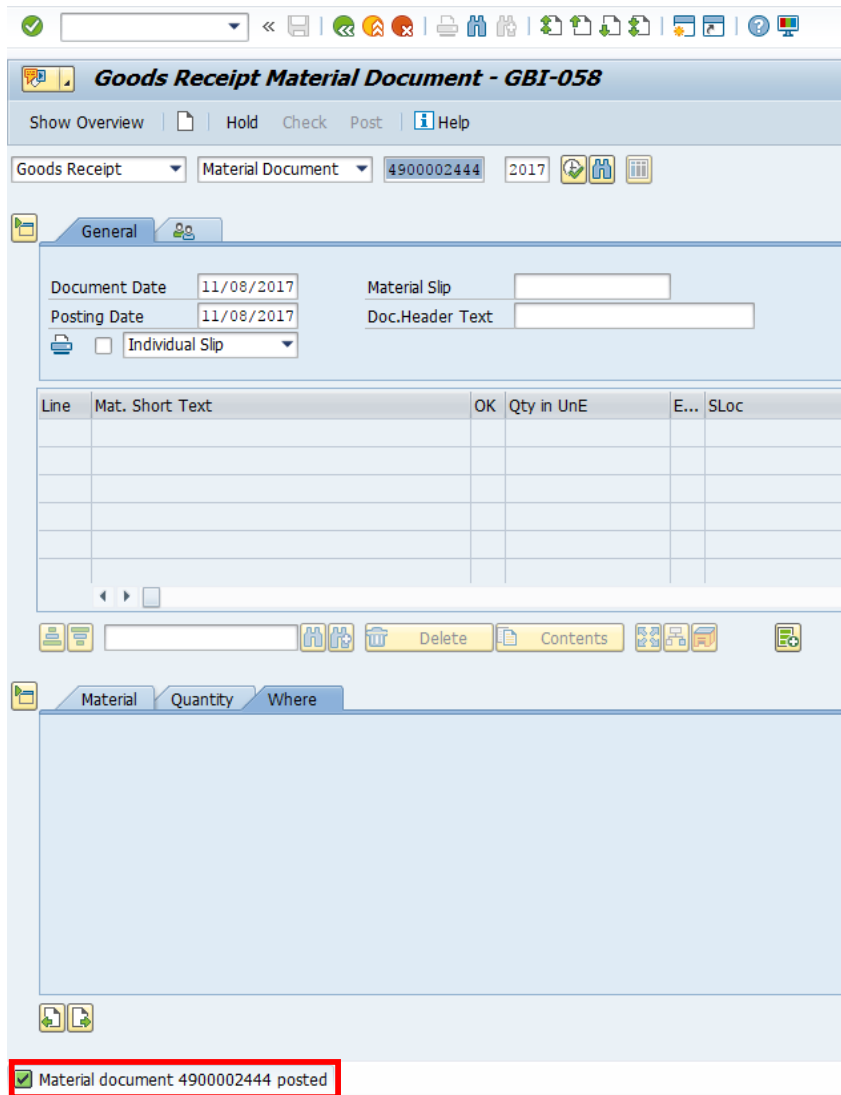
Tutorial Figure 4-19: Goods Receipt – Miami Plant, Item OK

Step 3.1: Save Goods Receipt (STO)

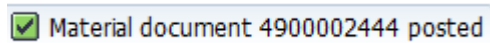
Click  to save your Goods Receipt.

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  to exit back to the SAP Easy Access Menu.



Tutorial Figure 4-20: Goods Receipt Saved



Tutorial Figure 4-21: Goods Receipt Document Number

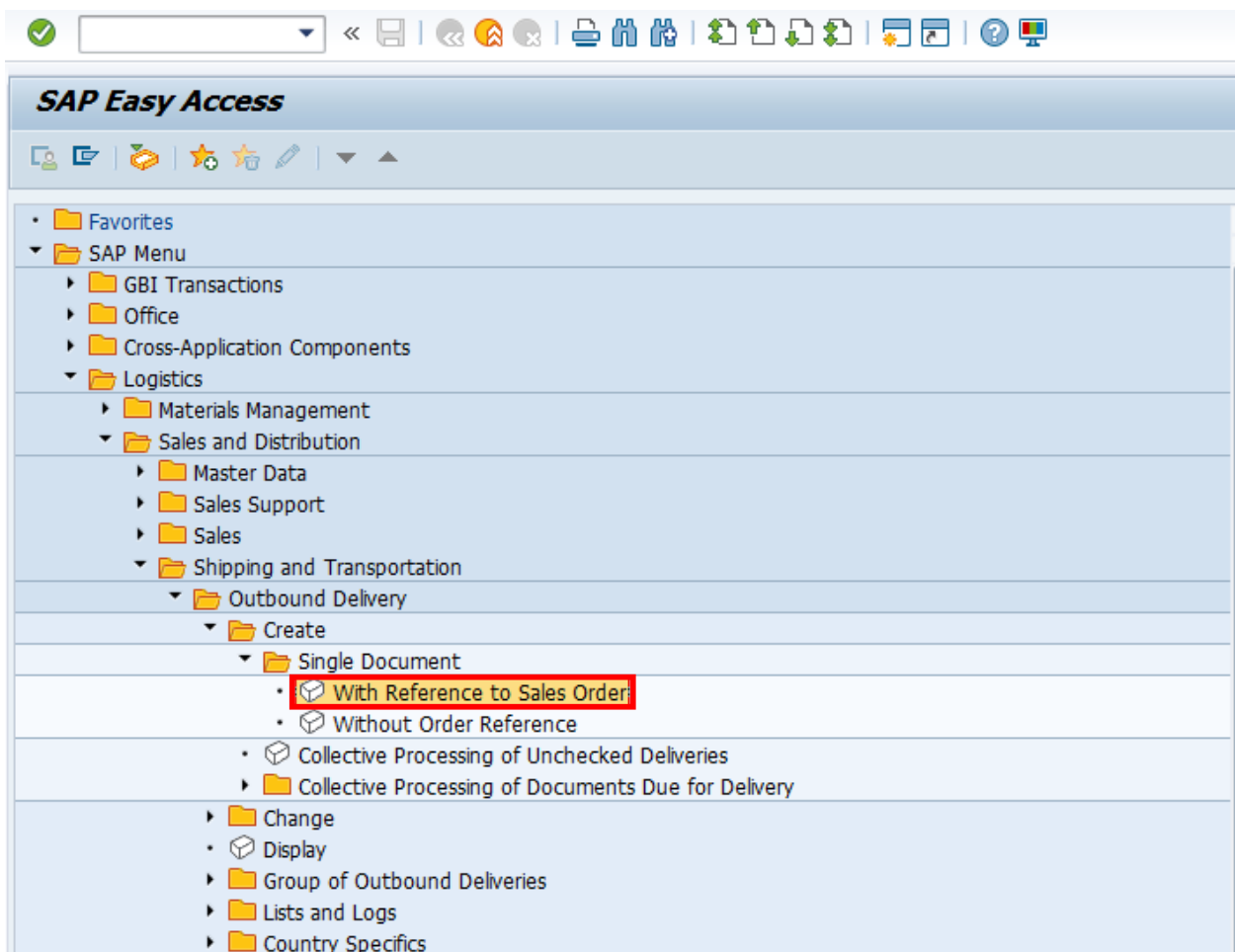
STEP 4: CREATE OUTBOUND DELIVERY

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.



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

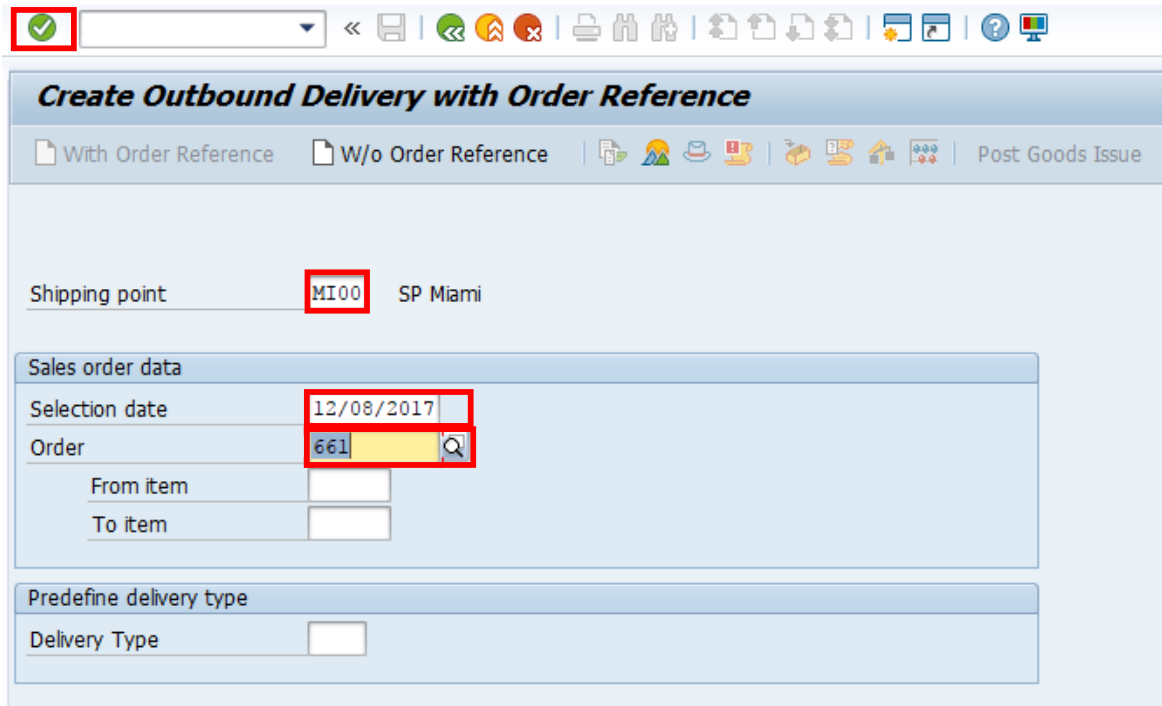


Tutorial Figure 4-23: Create Outbound Delivery Menu Tree

Enter the following:

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

Then click  to verify your inputs.



Create Outbound Delivery with Order Reference

With Order Reference | W/o Order Reference | Post Goods Issue

Shipping point SP Miami

Sales order data

Selection date

Order

From item


To item

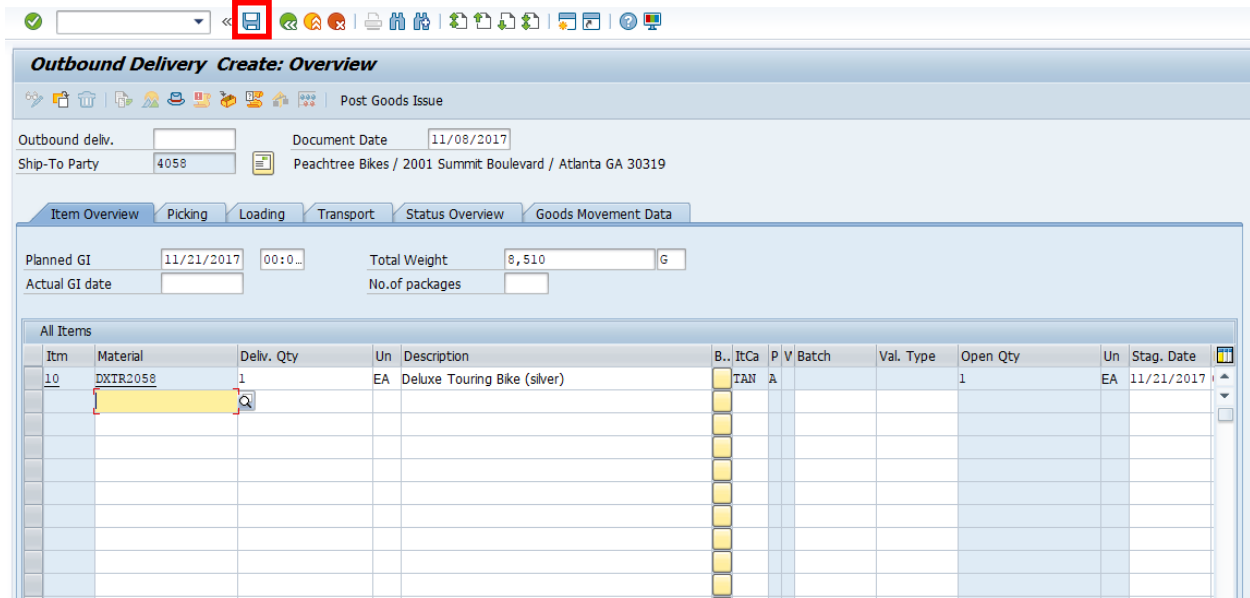
Predefine delivery type

Delivery Type

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

Step 4.1: Save Outbound Delivery

Click  to save your Outbound Delivery.



Outbound Delivery Create: Overview

Post Goods Issue

Outbound deliv. Document Date 11/08/2017

Ship-To Party 4058 Peachtree Bikes / 2001 Summit Boulevard / Atlanta GA 30319

Item Overview Picking Loading Transport Status Overview Goods Movement Data


Planned GI 11/21/2017 00:0... Total Weight 8,510 G

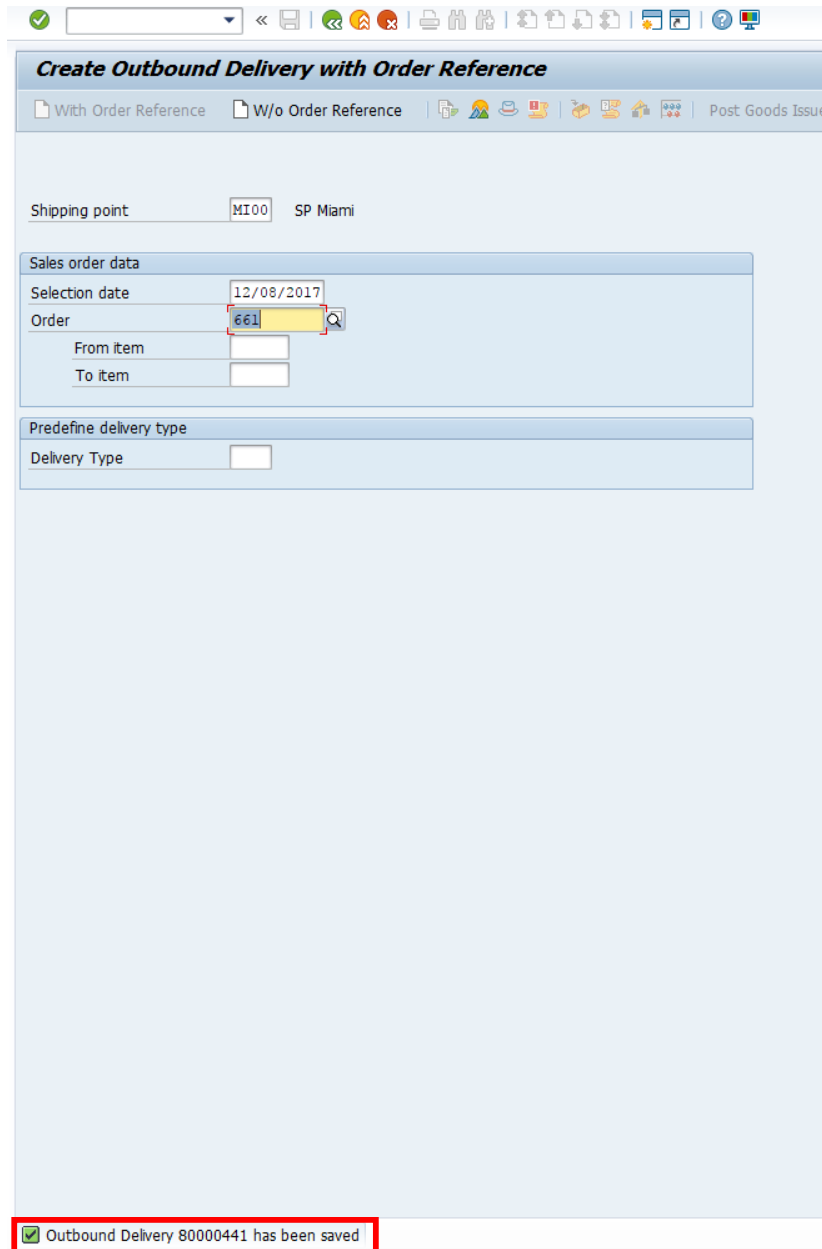
Actual GI date No.of packages

Itm	Material	Deliv. Qty	Un	Description	B..	ItCa	P	V	Batch	Val. Type	Open Qty	Un	Stag. Date
10	DXIR2058	1	EA	Deluxe Touring Bike (silver)		IAN	A				1	EA	11/21/2017

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.



Create Outbound Delivery with Order Reference

With Order Reference | W/o Order Reference | Post Goods Issue

Shipping point: MI00 SP Miami

Sales order data

Selection date: 12/08/2017

Order: 661

From item:

To item:

Predefine delivery type

Delivery Type:

Outbound Delivery 80000441 has been saved

Tutorial Figure 4-26: Create Outbound Delivery Saved

Outbound Delivery 80000441 has been saved

Tutorial Figure 4-27: Create Outbound Delivery Document Number

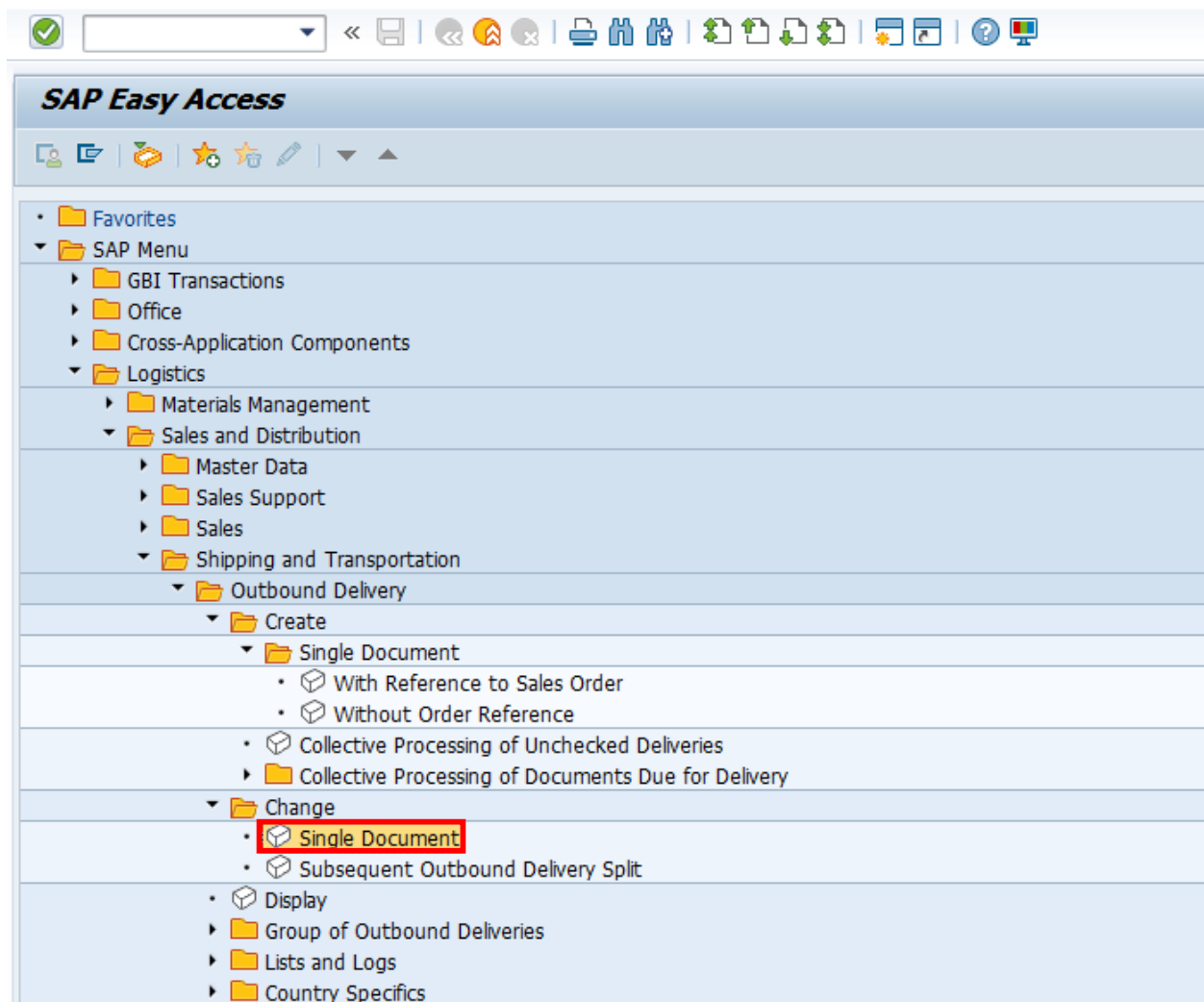
STEP 5: PICKING

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



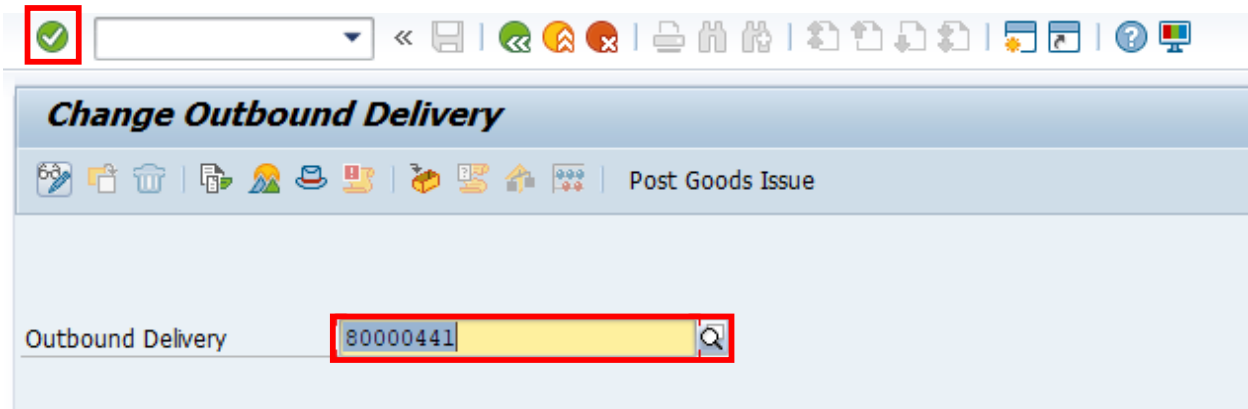
Tutorial Figure 4-28: Sales Process

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




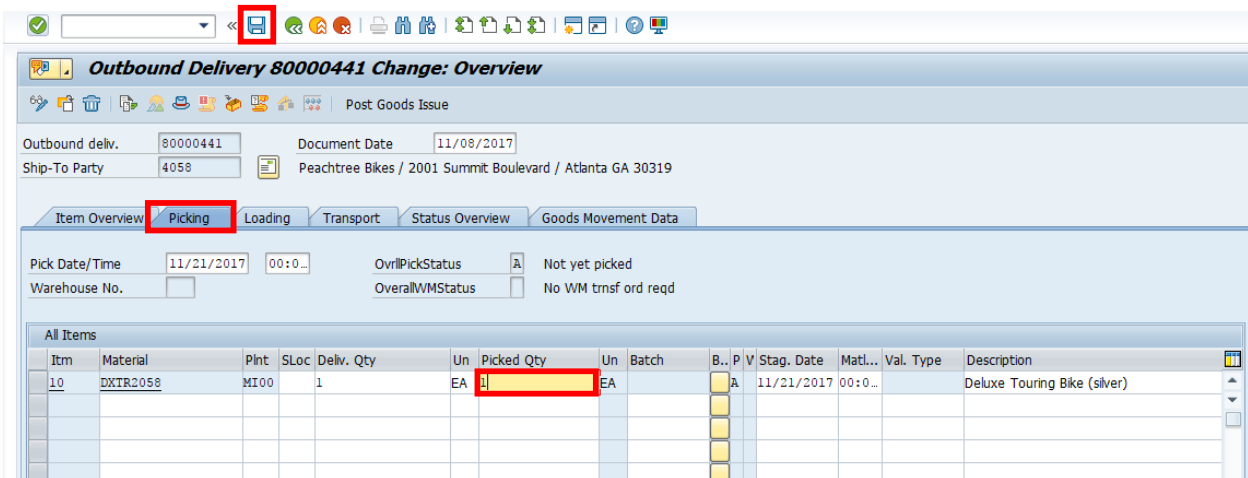
Tutorial Figure 4-30: Change Outbound Delivery – Initial Screen

Click on the “Picking” tab.

Enter the following:


- Picked Qty: 1

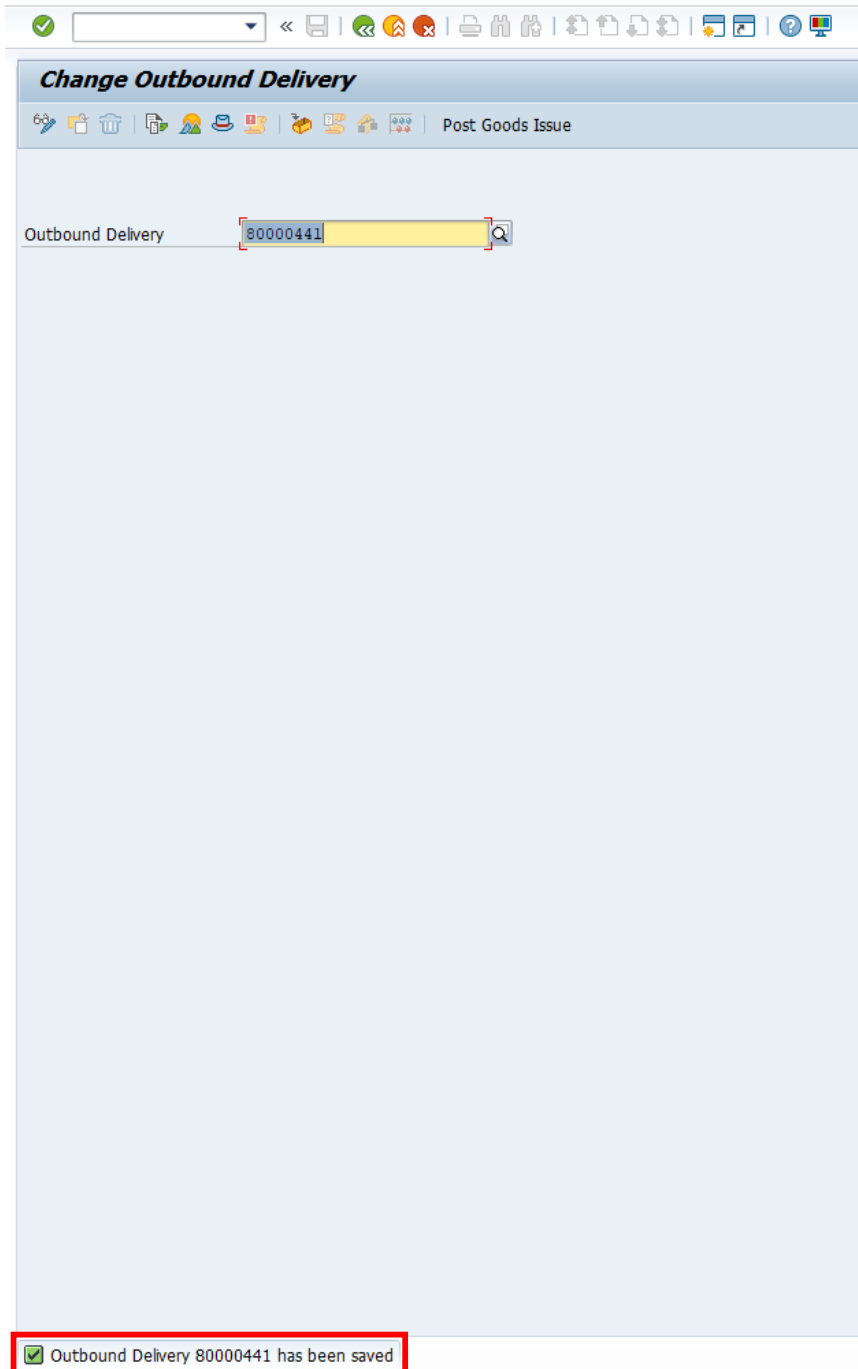
Then click  to save your Outbound Delivery.



Tutorial Figure 4-31: Change Outbound Delivery – Picking

Your **Outbound Delivery** has been saved and updated.

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




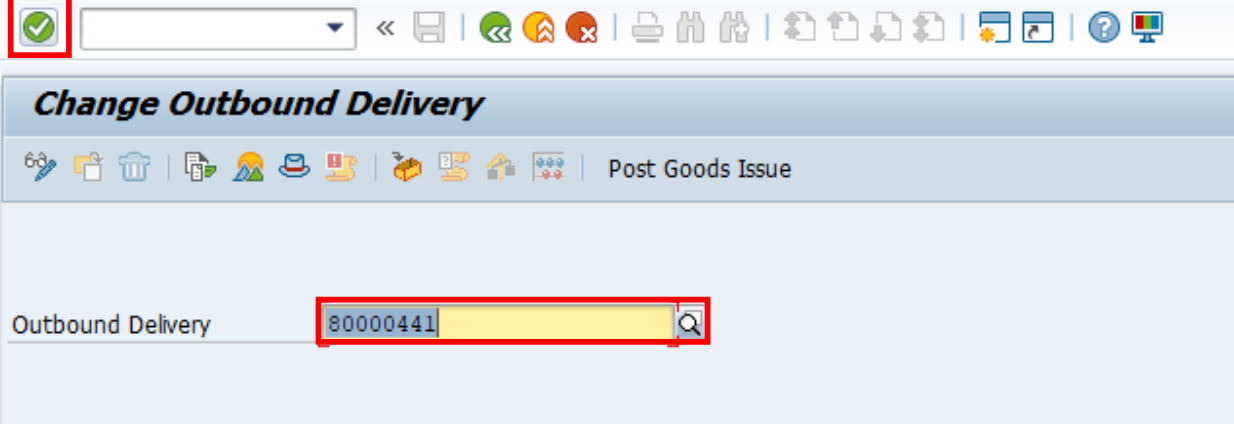
Tutorial Figure 4-32: Change Outbound Delivery – Save

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




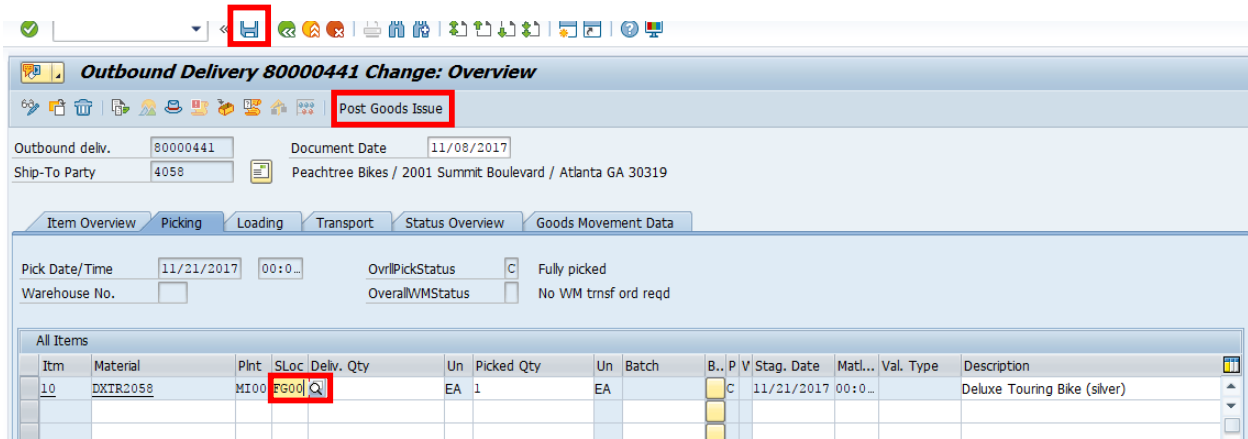
The screenshot shows the SAP 'Change Outbound Delivery' initial screen. At the top, there is a toolbar with various icons; the first icon, a green checkmark, is highlighted with a red box. Below the toolbar, the title 'Change Outbound Delivery' is displayed. Underneath the title, there is a secondary toolbar with icons and a button labeled 'Post Goods Issue'. The main area of the screen shows a label 'Outbound Delivery' followed by a text input field containing the number '80000441', which is also highlighted with a red box.

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

Enter the following:


- SLoc: **FG00**

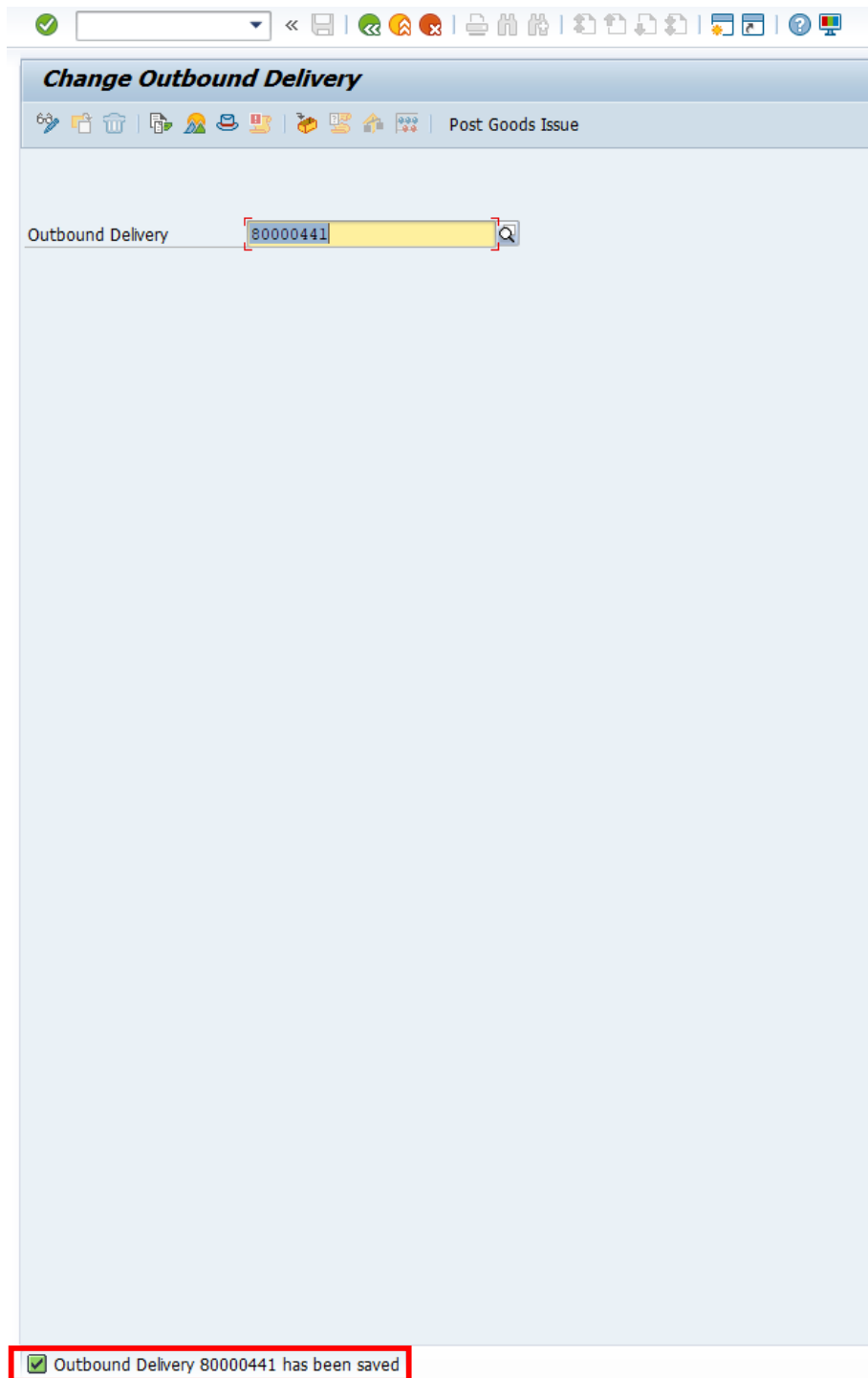
Then click “Post Goods Issue” in the following screen. Click  to save your Outbound Delivery.



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

Your **Outbound Delivery** button has been saved and updated.

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



Tutorial Figure 4-35: Change Outbound Delivery – Update

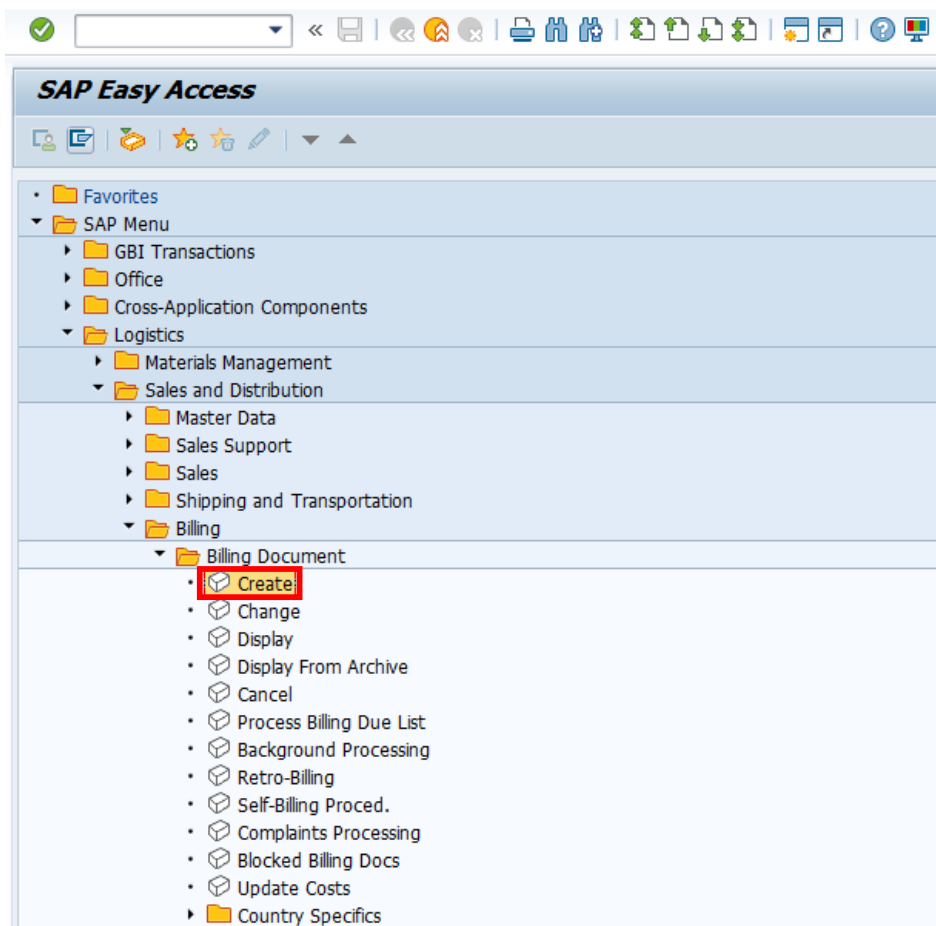
STEP 7: CREATE BILLING DOCUMENT

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.



Tutorial Figure 4-36: Sales Process


Navigation: [SAP Menu](#) > [Logistics](#) > [Sales and Distribution](#) > [Billing](#) > [Billing Document](#) > [Create](#)

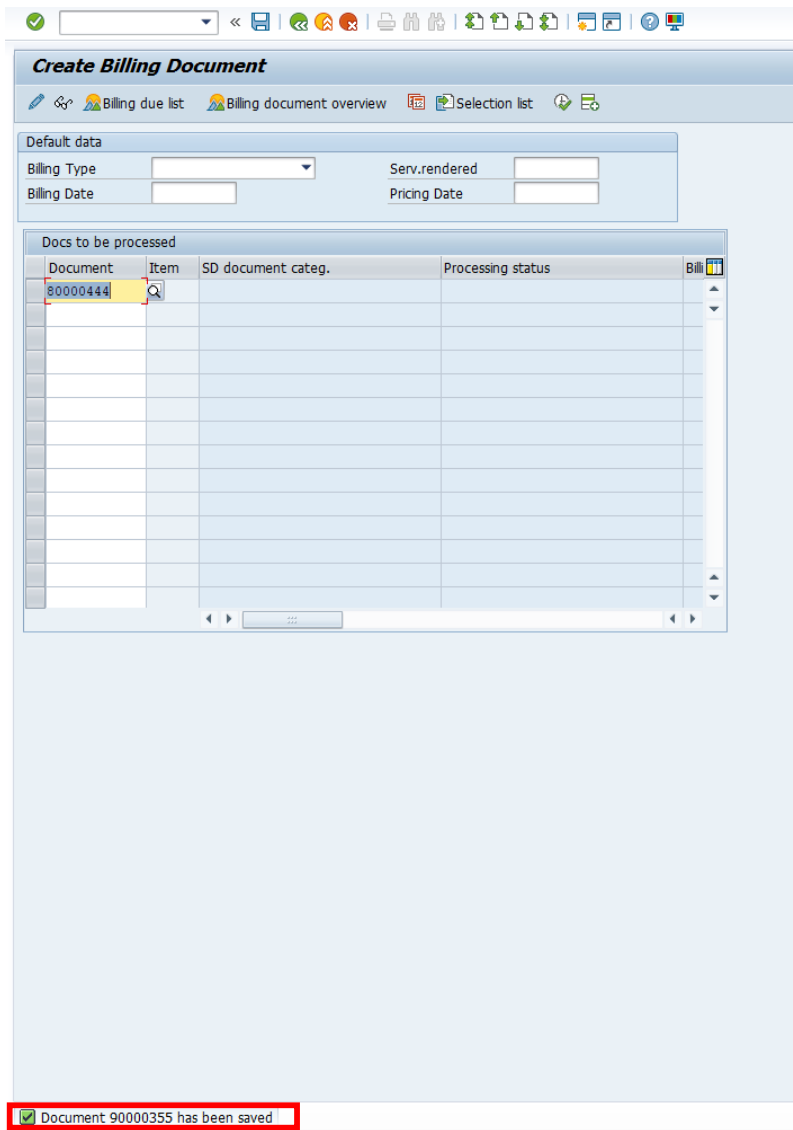


Tutorial Figure 4-37: Create Billing Document Menu Tree

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. **Please write down this Document Number on your Tutorial 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 4-39: Billing Document Saved

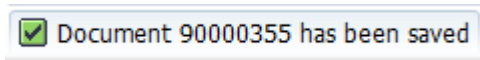


Figure 4-40: Billing Document Number

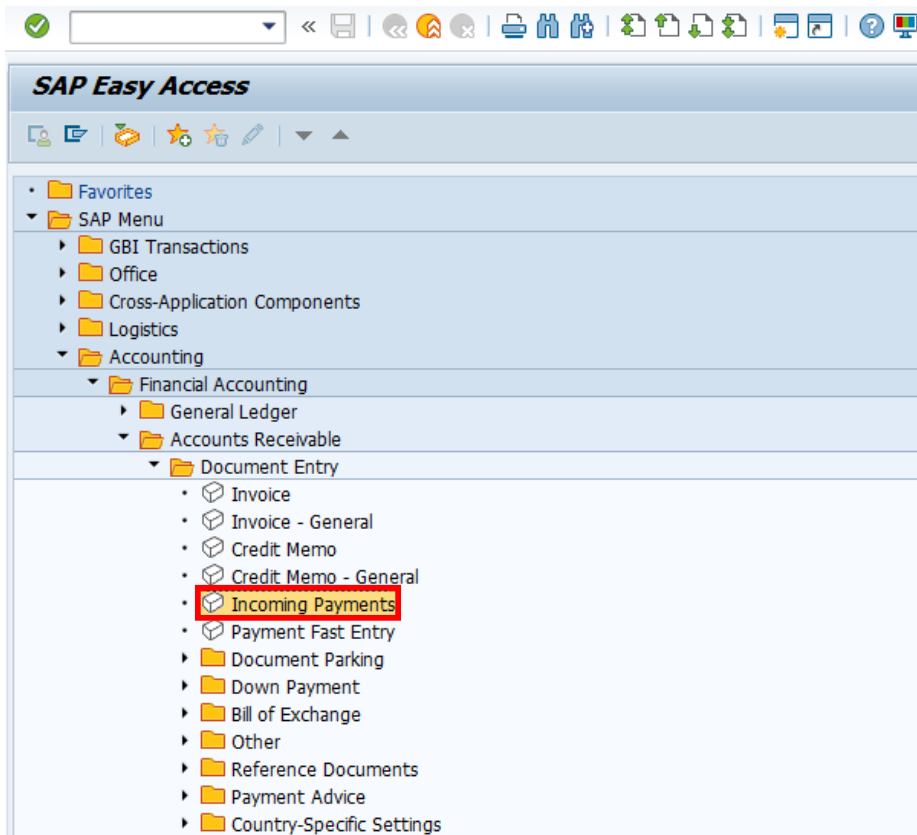
STEP 8: POST PAYMENT FROM CUSTOMER

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

Post Incoming Payments: Header Data

Process Open Items

Document Date	11/8/2017	Type	DZ	Company Code	US00
Posting Date	11/08/2017	Period	11	Currency/Rate	USD
Document Number				Translation dte	
Reference				Cross-CCode No.	
Doc.Header Text				Trading part.BA	
Clearing text					

Bank data

Account	100000	Business Area	
Amount	3000	Amt.in loc.cur.	
Bank charges		LC bank charges	
Value date	11/08/2017	Profit Center	
Text		Assignment	

Open item selection

Account	4###	<input type="checkbox"/>
Account type	D	<input type="checkbox"/> Other accounts
Special G/L ind		<input checked="" type="checkbox"/> Standard OIs
Pmnt advice no.		
<input type="checkbox"/> Distribute by age		
<input type="checkbox"/> Automatic search		

Additional selections

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

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**.

Post Incoming Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 4058 Peachtree Bikes


Document...	D.	Document...	P.	Bu...	Da...	USD Gross	CashDiscount	CDPer.
90000352	RV	11/08/2017	01		0	3,000.00		

Processing Status


Number of items	<input type="text" value="1"/>	Amount entered	<input type="text" value="3,000.00"/>
Display from item	<input type="text" value="1"/>	Assigned	<input type="text" value="3,000.00"/>
Reason code	<input type="text"/>	Difference postings	<input type="text"/>
Display in clearing currency	<input type="text"/>	Not assigned	<input type="text" value="0.00"/>

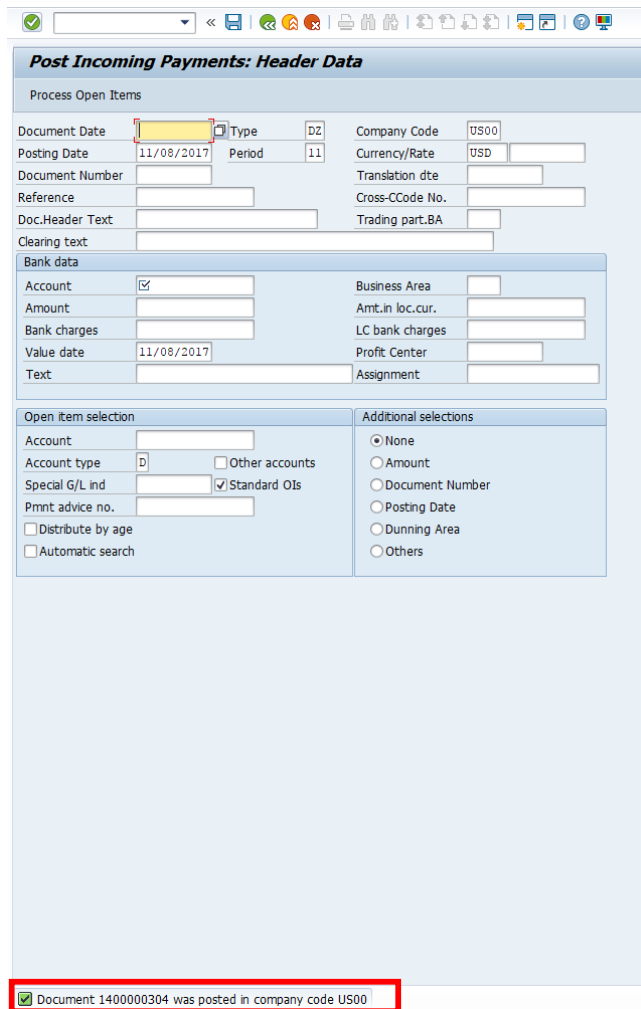
Tutorial Figure 4-44: Post Incoming Payments – Complete

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.



Post Incoming Payments: Header Data

Process Open Items

Document Date: Type: Company Code:
Posting Date: Period: Currency/Rate:
Document Number:
Reference: Translation dte:
Doc.Header Text: Cross-CCode No.:
Clearing text: Trading part.BA:

Bank data

Account: Business Area:
Amount: Amt.in loc.cur.:
Bank charges: LC bank charges:
Value date: Profit Center:
Text: Assignment:

Open item selection

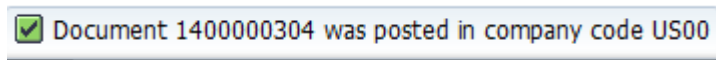
Account:
Account type: Other accounts
Special G/L ind: Standard OIs
Pmnt advice no.:
 Distribute by age
 Automatic search

Additional selections

None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

Document 140000304 was posted in company code US00

Tutorial Figure 4-45: Post Incoming Payments Saved



Document 140000304 was posted in company code US00

Tutorial Figure 4-46: Post Incoming Payments Document Number