

### First Exercise

In this first exercise, we will sell five black Deluxe Touring bicycles to Philly Bikes. While our company in this tutorial is Global Bike, Inc., our actors—Sue, Wally, and Ann—and our Sales process are from Chuck's Bikes. Log in using data provided by your instructor (see [Figure 7A-2](#)).

#### 1 Create New Customer

Skipped—does not apply to this first exercise, it is introduced later.

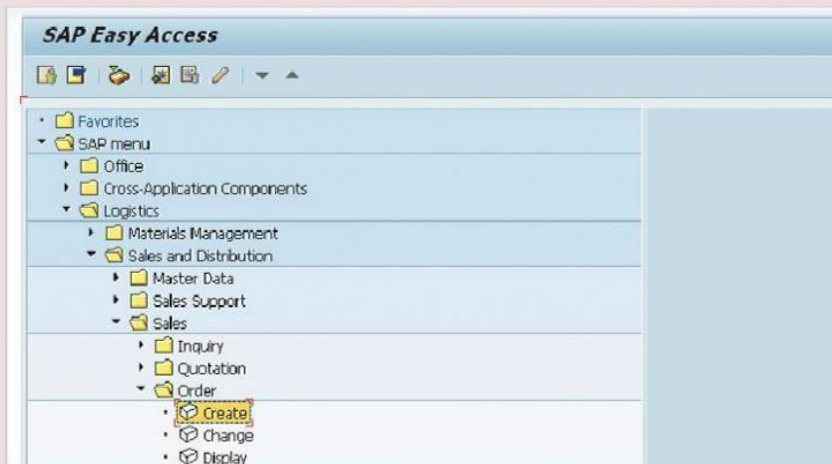
#### 2 Create Price Quote

Skipped—does not apply to this first exercise, it is introduced later.

#### 3 Create Sales Order

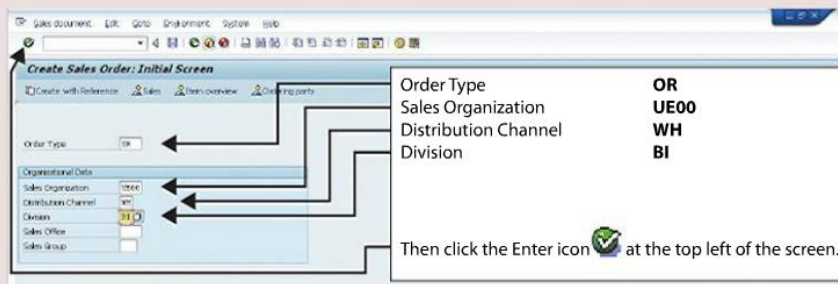
This first step, creating a sales order, is accomplished by a salesperson, at CBI, this is Sue. From the SAP Easy Access screen ([Figure 8A-2](#)), navigate to the Sales Order page by selecting:

**Logistics > Sales and Distribution > Sales > Order > Create**



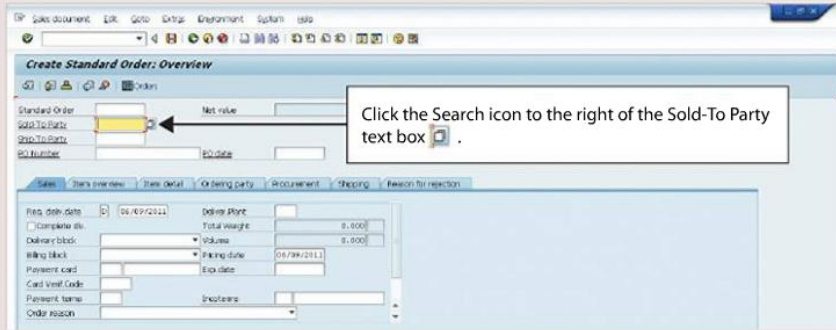
**FIGURE 8A-2**  
SAP Easy Access Screen

When you double-click Create, the next screen to appear is the Create Sales Order: Initial screen ([Figure 8A-3](#)). As in the tutorial in [Chapter 7](#), the last two digits in Sales Organization in [Figure 8A-3](#) are zeros, not the letter “O.”



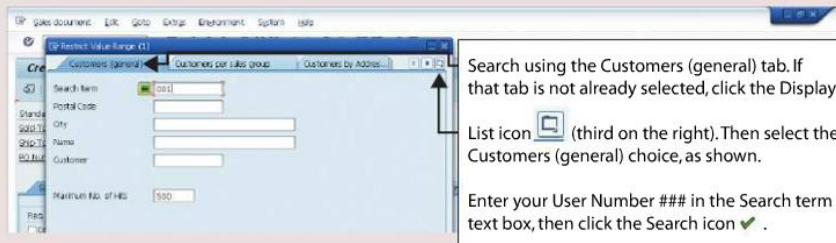
**FIGURE 8A-3**  
Create Sales Order: Initial Screen

The next screen to appear is the Create Standard Order: Overview screen ([Figure 8A-4](#)). This screen may look familiar; it is [Figure 8.9](#) from [Chapter 8](#).



**FIGURE 8A-4**  
Create Standard Order:  
Overview Screen

This will produce the pop-up search window shown in Figure 8A-5.

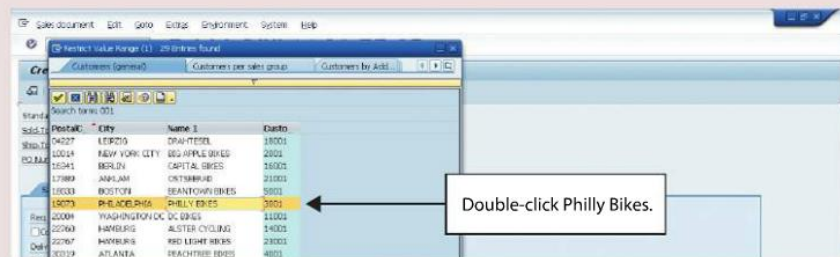


**FIGURE 8A-5**  
Customer Search Screen

255

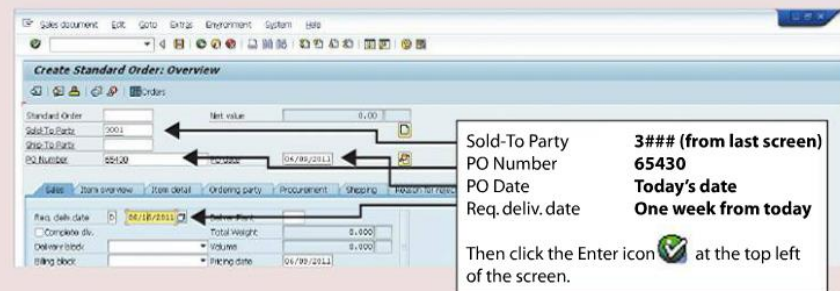
A list of potential customers is shown (Figure 8A-6).

**FIGURE 8A-6**  
Customer List Screen



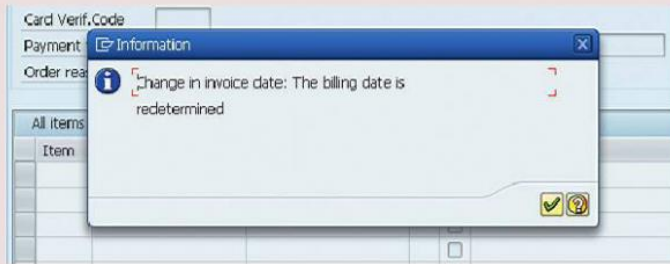
After you select Philly Bikes, you are returned to the Create Standard Order: Overview screen (Figure 8A-7). Notice that the Philly Bikes ID number appears in the Sold-To Party box. The PO number (65430 in this exercise) was specified by Philly Bikes and included in the sales order to provide the link between their purchase order and our sales order.

**FIGURE 8A-7**  
Create Standard Order:  
Overview Screen



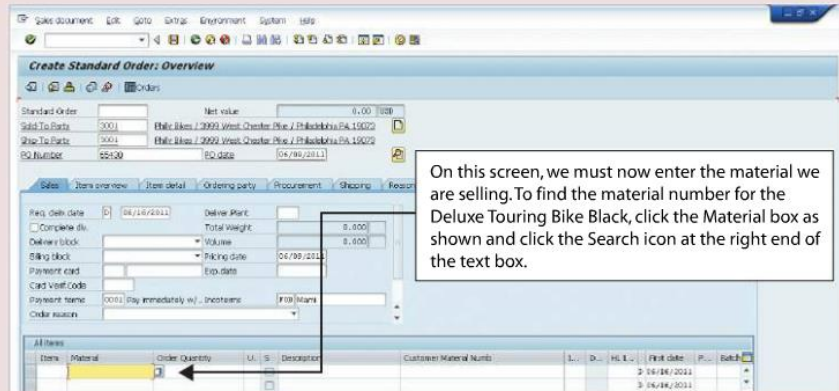
Click the Enter icon, and a warning pop-up window is displayed (Figure 8A-8).

**FIGURE 8A-8**  
**Pop-up Warning Screen**

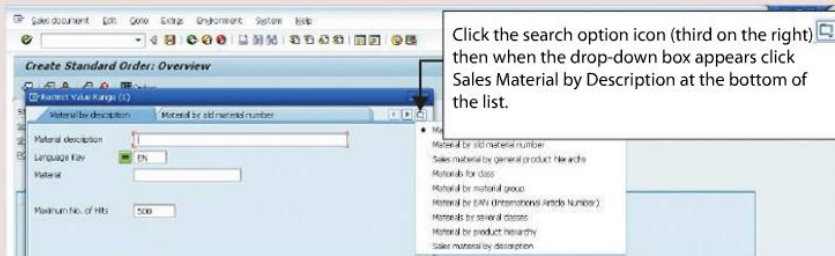


Click the Enter icon to continue. The system retrieves data about the Philly Bikes customer and displays an updated Create Standard Order: Overview screen (Figure 8A-9).

**FIGURE 8A-9**  
**Create Standard Order: Overview Screen**

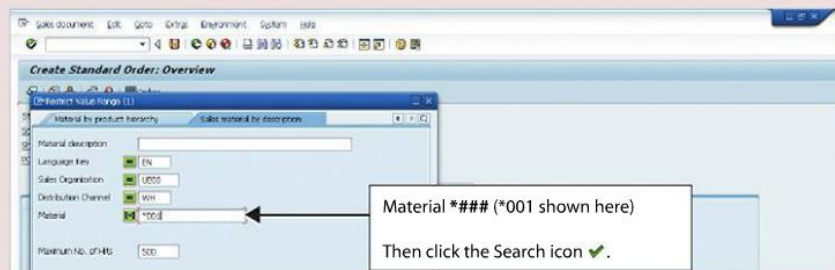


This will load the material search pop-up screen (Figure 8A-10).



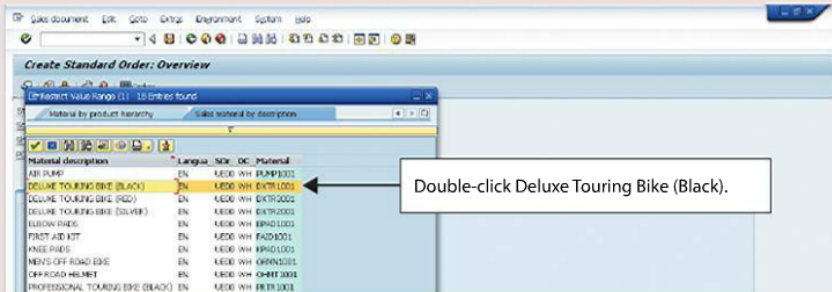
**FIGURE 8A-10**  
**Material Search Screen**

This will reload a new search pop-up screen (Figure 8A-11).



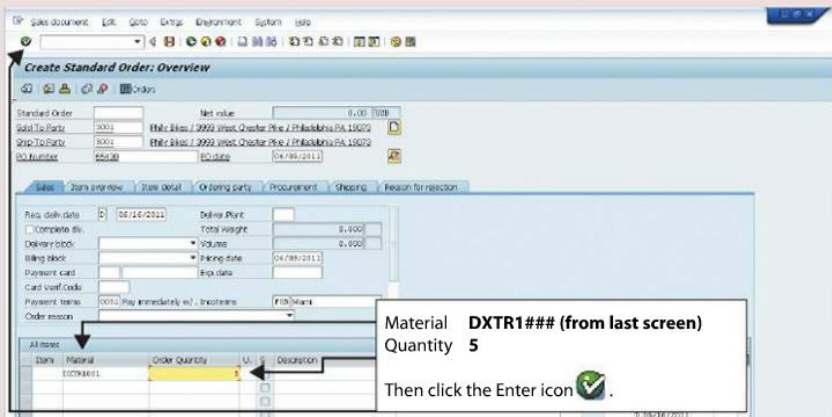
**FIGURE 8A-11**  
**Material Search Screen**

This will show you the sales material you can sell (Figure 8A-12).



**FIGURE 8A-12**  
Material List Screen

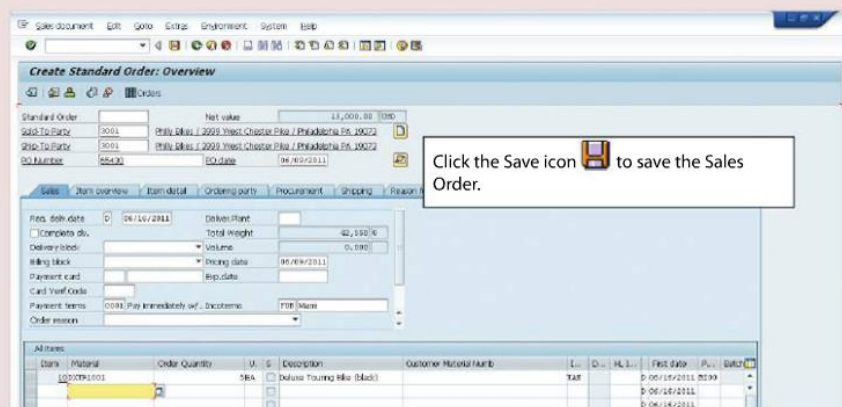
This returns you to the Create Standard Order: Overview screen. The material number for the Deluxe Touring Bike (Black) is now displayed in the Material column (Figure 8A-13).



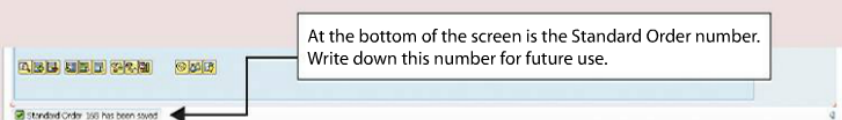
**FIGURE 8A-13**  
Create Standard Order:  
Overview Screen

The system will check availability and retrieve Item Number, Total Weight, Net Value, and other data to complete your sales order, as shown in Figure 8A-14.

**FIGURE 8A-14**  
Create Standard Order:  
Overview Screen



**FIGURE 8A-15**  
Standard Order Number  
Screen



The sales order is now complete. To return to the SAP Easy Access Screen click on the exit icon as shown in Figure 8A-16.

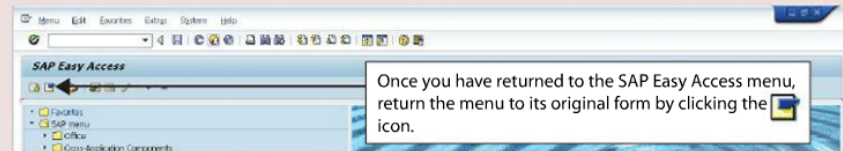


**FIGURE 8A-16**  
Toolbar Screen



The Easy Access Screen can be returned to its original structure by clicking on the SAP Menu icon (Figure 8A-17).

**FIGURE 8A-17**  
Easy Access Screen

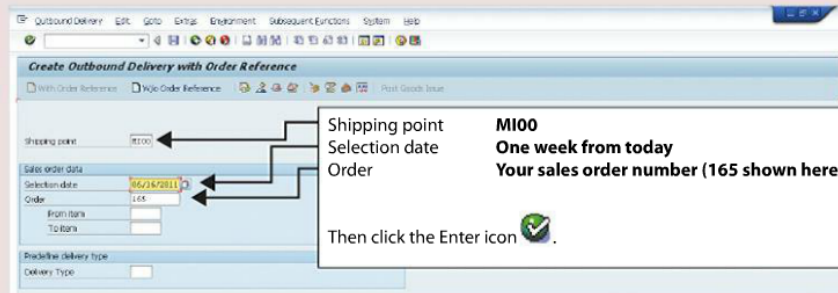


#### 4 Create Delivery Note

To initiate the series of warehouse activities—Pick and Ship (called Post in SAP)—we must first create a Delivery Note. This is the second and last step accomplished by a salesperson. From the SAP Easy Access screen, navigate to the Create Outbound Delivery with Order Reference screen by selecting:

**Logistics > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Create > Single Document > With Reference to Sales Order**

When the Create Outbound Delivery with Order Reference screen appears (Figure 8A-18), the Order number should automatically load, and it should correspond to the number you just created in the Sales Order step. Note that our Shipping point is our Miami plant, and the second digit is the letter “I,” not the number 1.



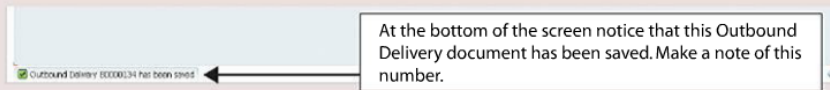
**FIGURE 8A-18**  
Create Outbound Delivery Screen

The Create Outbound Delivery screen is displayed containing the data from the sales order (Figure 8A-19).



**FIGURE 8A-19**  
Create Outbound Delivery Screen

By saving the document, the SAP system ensures that the material is available and can meet the specified delivery date. The SAP system assigns a unique number to this delivery document and displays it at the lower-left corner of the Status bar (Figure 8A-20).



**FIGURE 8A-20**  
**Outbound Delivery Number Screen**

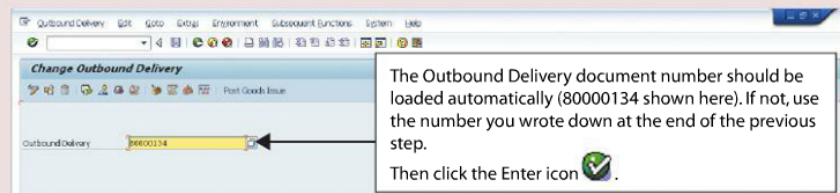
Return to the SAP Easy Access screen by clicking the Exit icon.

## 5 Pick Materials

**Logistics > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Change > Single Document**

When a sales order is picked, the material is moved from its storage location and moved to its packing area. This picking step and the next step, posting, is accomplished by the warehouse manager, at CBI this is Wally. To do this, we must change the delivery document. The first screen in this step is the Change Outbound Delivery screen (Figure 8A-21).

**FIGURE 8A-21**  
**Change Outbound Delivery Screen**



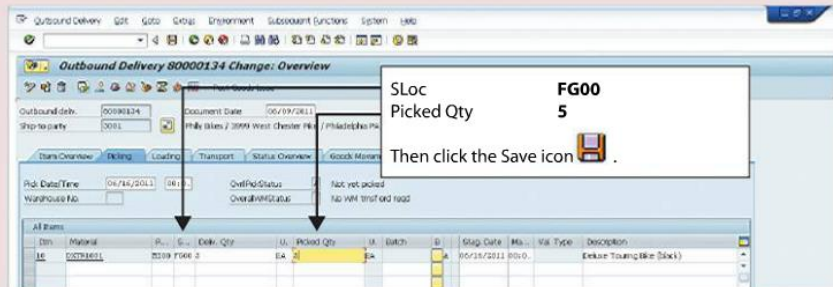
The Outbound Delivery Change: Overview screen will appear (it is very similar to the Outbound Delivery Create: Overview screen in the previous step). Notice in the item detail section that the Item Overview tab has been selected (Figure 8A-22).

**FIGURE 8A-22**  
**Outbound Delivery Change Screen**



On this screen, Storage location (SLoc) may appear as a very narrow column with its visible heading shortened as "S . . ." (Figure 8A-23).

**FIGURE 8A-23**  
**Outbound Delivery**  
**Change Screen**



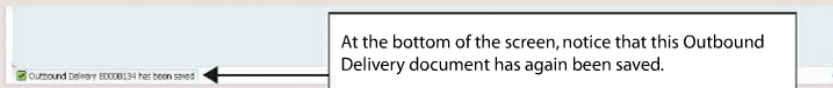
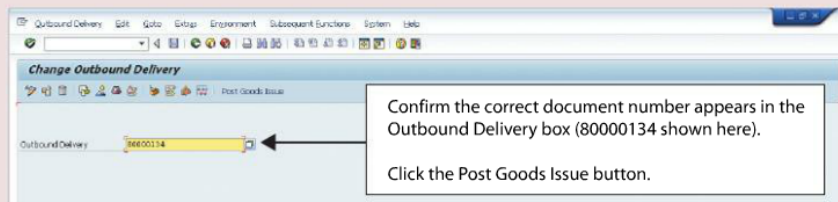
Again, a message in the Status bar appears that confirms that the outbound delivery document is once again saved. It is the same document number you created in step 4. Return to the SAP Easy Access screen by clicking the Exit icon.

## 6 Post Goods Issue

**Logistics > Sales and Distribution > Shipping and Transportation > Outbound Delivery > Change > Single Document**

When posting occurs, possession of the material transfers from Global Bike to Philly and inventory at Global Bike is reduced. Legal ownership of the material also changes hands. The first screen that appears in this step, Change Outbound Delivery (Figure 8A-24), is the same as the first and last screen in the previous step (Figure 8A-21).

**FIGURE 8A-24**  
**Change Outbound**  
**Delivery Screen**



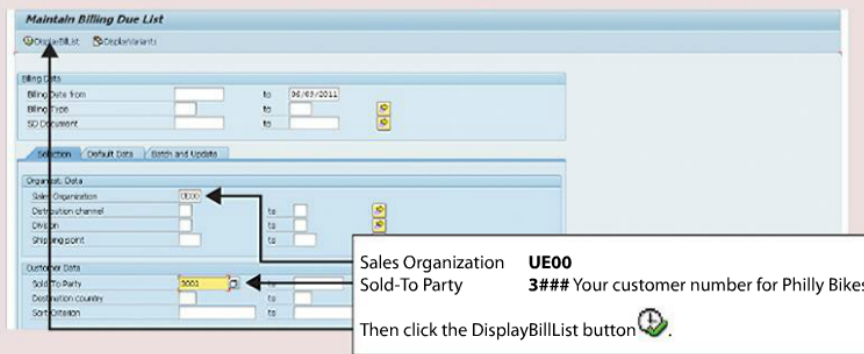
**FIGURE 8A-25**  
**Outbound Delivery**  
**Number Screen**

Return to the SAP Easy Access screen by clicking the Exit icon.

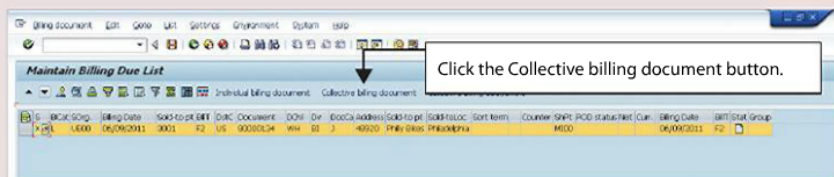
## 7 Create Billing Document for Customer

**Logistics > Sales and Distribution > Billing > Billing Document > Process Billing Due List**

This step creates an invoice for the bikes that have been shipped. This invoice is sent to the customer. This step, and the final step, posting receipt of the payment, is done by an accountant, at CBI this is accomplished by Ann. The first screen is the Maintain Billing Due List screen (Figures 8A-26).



**FIGURE 8A-26**  
**Maintain Billing Due List Screen**



**FIGURE 8A-27**  
**Maintain Billing Due List Screen**

Click the Collective Billing Document icon, and the background color of this row will disappear.



**FIGURE 8A-28**  
**Maintain Billing Due List Screen**

This completes the Billing step, you do not need to click Enter or Save. Return to the SAP Easy Access screen by clicking the Exit icon twice.

## 8 Post Receipt of Customer Payment

**Accounting > Financial Accounting > Accountants Receivable > Document Entry > Incoming Payments**



In the previous step, we sent Philly Bikes a bill. It has now sent us a \$15,000 payment. In this step, we record receipt of that payment. The first screen is the Post Incoming Payments: Header Data screen (Figure 8A-29).

**FIGURE 8A-29**  
Post Incoming  
Payments Screen

Document Date: Today's date  
Company Code: US00  
Currency/Rate: USD  
Account: 100000  
Amount: 15000  
Account: 3### Your customer number for Philly Bikes from step 3 (3001 shown here)

Then click the Process Open Items button.

**FIGURE 8A-30**  
Post Incoming Payments  
Process Open Items  
Screen

The Not assigned value should be 0.00, as shown.  
If yours is not 0.00, then double-click the 15,000.00 to assign this payment to the bill.  
Then click the Save icon.

Posting status:  
Number of items: 1  
Display from item: 1  
Reason code:   
Amount entered: 15,000.00  
Assigned: 15,000.00  
Difference postings:   
Not assigned: 0.00

**FIGURE 8A-31**  
Payment Document  
Screen

Again, the system creates a unique document number at the bottom.

Return to the SAP Easy Access screen by clicking the Exit icon. This will generate a pop-up window that is misleading (Figure 8A-32). There is no data to be lost at this point, so click Yes. You are finished with the first exercise.