

# Order-to-Cash Example Using SAP ERP

The previous assignment dealt with the purchase-to-pay cycle. This assignment deals with the mirror image of that business cycle, the order-to-cash cycle.

## Product

SAP ERP  
GBI Release 6.04

## Level

Undergraduate  
Graduate

## Focus

Order-to-Cash Cycle and  
Accounting Entries  
Test of Transactions  
Application Controls

## Authors

Jim Mensching  
Nancy Jones

## Contributors

Dawna Drum  
James Marlatt

## Version

1.0

## MOTIVATION

This assignment will take you through the business process of Customer Order Management. However, we will be concentrating on the accounting specific parts of the transaction. That means that we will ignore the pre-sales activities such as inquiries and quotes, but will stress those points where accounting entries are made.

Primary learning objectives are:

- Experience the steps in a typical sales transaction
- See how an ERP system handles a typical sales transaction
- Work through the procedures involved in a test of transactions
- Look at a special feature of the sales and distribution (SD) module of SAP

## PREREQUISITES

Before you use this case study, you should be familiar with navigation in the SAP system.

You should also be familiar with internal controls and have a basic understanding of business processes and transaction cycles.

## NOTES

This case study uses the Global Bike Inc. (GBI) data set, which has exclusively been created for SAP UA global curricula.

## Assignment Overview

This assignment will take you through the business process of Customer Order Management, transaction cycle Order-to-Cash. You will be performing the following steps:

1. Create Sales Views for Material OLHTXX
2. Create a Customer Master record
3. Set up Credit Limit for the Customer
4. Check inventory availability
5. Check the status of various accounts
6. Create a Sales order
7. Display the Sales Order and record the Scheduled Delivery Date and pricing information
8. Display the Document flow
9. Check the status of various accounts
10. Create the Delivery for Sales Order
11. Check the status of various accounts
12. Display the Document flow
13. Post goods Issue delivered in General Ledger and appropriate Sub-Ledgers
14. Check the status of various accounts
15. Display the Document flow
16. Create an Invoice (Bill) for the Delivery
17. Check the status of various accounts
18. Display the Document flow
19. View the Invoice in Print Form
20. Record the accounting document
21. Receive and Post the Incoming Payment in General Ledger and the Sub-Ledgers
22. Check the status of various accounts
23. Display the Document flow
24. Show the journal entries

NOTE: You are to enter information into the system and also answer questions embedded within this assignment. Whenever an **XX** appears in the problem, you should enter your assigned two-digit number. You will be graded on both the results of what you entered on the SAP system and your answers to the questions in this assignment. You must hand the abbreviated assignment sheet (submission document) in when you complete the assignment. The abbreviated assignment sheet is provided to you. Use the same SAP instance and client that you used for the previous assignment.

**IMPORTANT INFORMATION: As in the last assignment, you will operate in your own company code. This code is USXX (where XX is your assigned number). Be sure that you use only this company code. Otherwise your entries will be made to someone else's books.**

Since this course deals with accounting information systems, we want you to pay particular attention to the controls that are designed into the SAP system. These controls are a very important part of an

integrated information system such as an ERP system. The controls embedded within SAP are a vital part of the system and essential to the system functioning properly.

Throughout the assignment you are asked to identify the internal controls that you observe in SAP. For some of the basic system controls you are asked what type of application control it is. Select the type from the following list. The definitions of these control types are contained in Appendix A at the end of this document.

- Field check
- Sign check
- Limit check
- Range check
- Completeness check
- Validity check
- Reasonableness test

## Company Background

Global Bike Inc., (GBI) is a world class bicycle company serving the professional and “prosumer” cyclists for touring and off-road racing. GBI’s riders demand the highest level of quality, toughness and performance from their bikes and accessories.

Product development is the most critical element of GBI’s past and future growth. GBI has invested heavily in this area, focusing on innovation, quality, safety and speed to market. GBI has an extensive innovation network to source ideas from riders, dealers and professionals to continuously improve the performance, reliability and quality of its bicycles.

In the touring bike category, GBI’s handcrafted bicycles have won numerous design awards and are sold in over 10 countries. GBI’s signature composite frames are world-renowned for their strength, light weight and easy maintenance. GBI bikes are consistently ridden in the Tour de France and other major international road races. GBI produces two models of their signature road bikes, a deluxe and professional model. The key difference between the two models is the type of wheels used, aluminum for the basic model and carbon composite for the professional model.

GBI’s off-road bikes are also recognized as incredibly tough and easy to maintain. GBI trail bikes are the preferred choice of world champion off-road racers and have become synonymous with performance and strength in one of the most grueling sports in the world. GBI produces two types of off-road bike, a men’s and women’s model. The basic difference between the two models is the smaller size and ergonomic shaping of the women’s frame.

GBI also sells an accessories product line comprised of helmets, t-shirts and other riding accessories. GBI partners with only the highest quality suppliers of accessories which will help enhance riders’ performance and comfort while riding GBI bikes.

## Task 1 – Extend the Material Master Record for Sales

### **Create Sales Views for Finished Product OLHTXX**

Since now you have to sell the OLHTXX to a customer, you will maintain the sales views for the product.

These new views for the material masters must now be created (extended) to make the materials available for sale.

1.1 In the previous assignment you created the material master record for use by the purchasing department. Why would there be a need to have a separate view (i.e. access) by the sales department? Explain your answer in terms of controls.

Logistics ► Materials Management ► Material Master ► Material ► Create (Special) ► Trading Goods (MMH1)

*Create Trading Boods (Initial Screen)*

Field	Input
Material	OLHTXX
Industry Sector	Retail

Click on Select Views

Select View(s)

Select the following views:

Sales: Sales Org. Data 1
Sales: Sales Org. Data 2
Sales: General/Plant Data

And Continue



*Organizational Level*

Field	Input
Plant	DLXX (Dallas)
Sales Org.	UWXX (US Wholesale)
Distr. Channel	IN (internet)

And Continue



**Note:** You will get a message on the status bar that the material already exists and will be extended.

**Sales: Sales org. 1 View*****General data***

Field	Input
Division	AS (Accessories)
Delivering Plant	DLXX

***Tax data***

Tax Jurisdiction Code	UTXJ, UTX2 and UTX3 (all three tax jurisdictions are exempt from sales taxes)
Tax Classification	0 (Exempt)

Click on Conditions Button


Enter the sale price as **50** under Amount

Scales						
Scale Type	Scale quantity	U...	Amount	Unit	per	UoM
From		EA	50,00	USD	1	EA

Go Back **Sales: Sales org. 2 View*****Grouping terms***

Field	Input
Mat. Statistics Group	1 (A material)

**Sales: General/plant View*****General data***

Field	Input
Availability Check	<b>02</b> (individual requirements)
Trans. grp.:	<b>0001</b> (on pallets)
Loading Grp.:	<b>0002</b> (handcart)

1.2 What type of basic application control is loading group? (You may wish to refer to the list in Appendix A..)

1.3 Thinking about the sales process and demands on inventory, how might the different values in the availability check be used?

Click on Enter  and  (Save)

MARA MVKE

## Task 2 – Create a Customer Master Record

In business-to-business transactions, it is common practice to create a customer master record for customers with whom your company has business contacts. This way the customer's information does not need to be collected every time it places an order or makes an inquiry. In this step, you will create a customer master record. This master record contains all data necessary for processing the business transactions. Both the accounting department and the sales and distribution department have access to the customer master record. In order to avoid data redundancy, the data for both departments is stored in a common master record. However, typically the accounting area will be responsible for entering specific data and the sales area will be responsible for entering other data. At the end of this step, we will ask you what information should be entered by each department, so as you enter the data, think about who would be most appropriate to enter that data.

## Create a Customer Master record

Logistics ► Sales and Distribution ► Master Data ► Business Partners ► Customer ► Create  
► Complete (**XD01**)

### Customer Create: Initial Screen

Field	Input
Account Group	<b>Sold-to party</b>
Customer	<i>Leave blank</i>
Company Code	<b>USXX</b>
Sales organization	<b>UWXX</b>
Distribution channel	<b>IN</b> (internet)
Division	<b>AS</b> (accessories)

Select **Enter**  to continue

2.1 Why would we want to classify customers based on their distribution channel?

2.2 How could this classification of customers have accounting implications?

2.3 There are three main areas to enter data when creating a customer: general data, company code data, and sales area data. As you enter the customer data, state here which area of data (General Data, Company Code, and Sales Area Data) should be entered by only people in the accounting department. Explain your answer.

**Create Customer: General Data**

Note: You may need to expand the screen to see all of the fields.

**Address**

Field	Input
Name	your last name <b>XX</b> Company
Search term 1/2	<b>XX</b>
Street	<i>your choice</i>
Postal code	<b>80202</b>
City	<b>Denver</b>
Country	<b>US</b>
Region	<b>CO</b>
Transportation Zone	<b>0000000002</b> (region west)

Select **Control Data** **Control Data** tab to continue

**Create Customer: Control Data****Control Data**

- You do not need to enter information on this screen

Select **Payment Transactions** **Payment Transactions** tab to continue

**Payment Transactions**

- You do not need to enter information on this screen

Select **Marketing** **Marketing** tab to continue

**Marketing**

- You do not need to enter information on this screen, however there are many marketing related fields on this screen. Before you go on, answer the following question.

2.4 What might the customer classification category be used for by marketing and sales employees?

Select **Unloading Points** Unloading Points tab to continue

### *Unloading Points*

Field	Input
Unloading point	<b>Dock 1</b>
Calendar Key	<b>US</b>

2.5 You entered the calendar key of US. Why is it important for the system to have a control like this? (*Hint: Think about holidays in the US and those in other countries.*)

Select **Export Data** Export Data tab to continue

### *Export Data*

- You do not need to enter information on this screen

Select **Contact Persons** Contact Person tab to continue

### *Contact Person*

- You do not need to enter information on this screen

2.6 The system forces the user to click on all of the tabs even if there is no data to enter. What type of application control is this? (You may wish to refer to the list in the assignment overview.) Also, explain why the system is set up this way.

**Create Customer: Company Code Data**

Select **Company Code Data**  button on the application tool bar

**Account Management**

Field	Input
Reconcil. Account	<b>110000</b> (Trade – Accounts Receivable)
Sort Key	<b>003</b> (document date)
Cash mgmt group	<b>E2</b> (Domestic Customer)

Select **Payment Transactions**  tab to continue

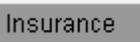
**Payment Transactions**

Field	Input
Payment terms	<b>0001</b> (payable immediately)
Tolerance Group	<b>GBI</b>
Payment History Record	<b>selected</b>

Select **Correspondence**  to continue

**Correspondence**

- You do not need to enter information on this screen

Select **Insurance**  tab to continue

**Insurance**

- You do not need to enter information on this screen



### Create Customer: Sales Area Data

Select **Sales Area Data** Sales Area Data to continue

#### Sales

Field	Input
Order probab.	<b>100 (%)</b>
Currency	<b>USD</b>
Cust. price proc.	<b>1 (standard)</b>

Select **Shipping** Shipping tab to continue

#### Shipping

Field	Input
Delivery priority	<b>02 (normal)</b>
Order combination	<b>select</b>
Shipping Conditions	<b>01 (Standard)</b>
Delivery plant	<b>DLXX</b>
Max partial deliveries	<b>9</b>

Select **Billing Document** **Billing Documents** tab to continue

### *Billing Document*

Field	Input
Incoterms	<b>FOB</b>
Comment next to incoterms	<b>Free on Board XX</b>
Payment terms	<b>0001</b>
Acct Assgmt Group	<b>01</b> (domestic)
Taxes	Enter <b>0</b> (exempt) for <b>Tax Classification</b> for all taxes

Select **Partner Functions** **Partner Functions** tab to continue

### *Partner Functions*

- You do not need to enter information on this screen

Click on **Save**  to save this customer master record

**Write down your customer number** \_\_\_\_\_.

KNA1

KNB1

KNVV

### Task 3 – Set up Credit Limits for the Customer

The purpose of this task is to establish credit limits for your customers. Each customer has an established credit limit. How the system reacts to a customer that has exceeded the credit limit you established is determined in configuration. The current setting is to provide a warning message, but not stop the processing of an order or delivery.

#### **Set up Credit Limits for the Customer**

**Logistics ► Sales and Distribution ► Credit Management ► Master Data ► Change (FD32)**

#### **Customer Credit Management Change**

Field	Input
Customer	<b>Your customer number generated by the system in the previous task.</b>
Credit Control Area	<b>GL00</b>

Check the following:

- Overview
- Central data



(Continue)

#### **Customer Credit Management Change: Overview**

Click on **Next Screen**  icon

#### **Customer Credit Management Change: Central Data – Maximum permitted credit limits**

Field	Input
Total Amounts	<b>5000</b>
Individual limit	<b>5000</b>
Currency	<b>USD</b>

Select: **Goto ► Control area data ► Status** (at the very top of your screen)

**Customer Credit Management Change: Status****Credit limit data**

Field	Input
Credit Limit	5000



KNKA

**Task 4 – Check Inventory Availability**

Usually before a sales order is written, inventory is checked to be sure that the order can be fulfilled. While SAP will automatically check availability when you create the sales order and will not allow a promised delivery to be scheduled before it is feasible to deliver, the sales staff may do this separately in order to discuss with the customer available options in the case where there isn't sufficient inventory.

**Check inventory availability**

**Logistics ▶ Materials Management ▶ Purchasing ▶ Master Data ▶ Subsequent Settlement ▶ Vendor rebate Arrangements ▶ Environment ▶ Condition / Arrangement ▶ Environment ▶ Material Groups ▶ Environment ▶ Information System ▶ Environment ▶ Stock Overview ▶ General (MMBE)**

**Stock Overview**

Field	Input
Material	OLHTXX (goods you ordered in the previous assignment)
Plant	DLXX

This displays the available inventory. Make sure to scroll to see all the inventory categories (columns).

4.1 How many material units are available to fill the order? Will this be sufficient to fill a customer order for 20 helmets?

Now let's look at the accounting value of the inventory.

**Accounting ▶ Financial Accounting ▶ General Ledger ▶ Account ▶ Display Balances (FS10N or FAGLB03)**

You need to examine the appropriate account in the general ledger. Remember that the chart of accounts for your company is **GLXX** and that your helmets are considered trading goods.

Field	Input
General Ledger	<b>200200</b> (Inventory: Trading Goods)
Company	<b>USXX</b>
Fiscal Year	<b>Year postings occurred</b>

4.2 One of the auditor's roles is to verify inventory values. The auditor would have to verify both the quantity on hand and the unit cost to determine the inventory value. How would the auditor verify the quantity?

4.3 Explain how the auditor would verify the unit cost of the good within the SAP system.

4.4 What documents would the auditor look for to verify the cost? *Hint: Think about the previous assignment.*

## Task 5 – Check Status of Various Accounts

As you did in the previous assignment, you are to track the balances in the important accounts. In audit terminology this is called a test of transactions. In this case the following accounts should be checked:

- Check inventory in materials management
- Check inventory in the general ledger
- Check accounts receivable in the general ledger
- Check accounts receivable in the subsidiary ledger

- Check sales revenue in the general ledger
- Check cost of goods sold in the general ledger

These checks should be done after each step of the transaction. Recommended: open a series of SAP sessions to do this checking and then **refresh the screen after each business transaction step**.

**Check the status of various accounts**

- Check material inventory:

**Transaction:** **MMBE**, (Stock Overview)

Be sure to check the detailed status report to see important changes to inventory. Double click on your material or scroll to the right to see all fields in the inventory inquiry screen.

- Check GL Inventory, GL Cash, Sales Revenue, Cost of Goods Sold (COGS), GL A/Receivable

**Transaction:** **S ALR 87012291**, (Line Item Journal)

> The **company code** is **USXX**

> **Posting Date:** Use date range of September 1 to October 15

> The General Ledger (GL) Accounts used in this assignment are:

- GL Cash 100000 (bank account)
- GL Inventory 200000, 200100, **200200**, 200300, 200400
- Sales Revenue 600000
- Cost of Goods Sold (COGS) 780000
- GL A/R (Accounts Receivable) 110000 (Trade – Accounts Receivable)

(Note: this account maintains sub-ledger details by vendor – some reports display the vendor # vs. the GL account)

Recommend once you select the data that you choose Layout Variant **MIS5121** which displays the information in a more readable form.

- Check A/R (Accounts Receivable) sub-ledger:

**Transaction:** **FBL5N** (Customer Line Item Display)

Enter the **current total value** for each of these accounts after each step noted. You will be completing this table as you go through the subsequent steps.

Transaction	MMBE	S ALR 87012291					FBL10N
	MM: Inventory Quantity	GL Inventory	GL Cash	Sales Revenue	COGS	GL A/R	Customer Sub-ledger
<b>Account #</b>	-	200200	100000	600000	780000	111000	-
After task 5							
After task 9							
After task 11							
After task 14							
After task 17							

After task 21

**Note:** on some of the above transactions if there is no value in the account, you may get an error message or no lines on the report when trying to display the balance. This is normal and simply means that the balance in the account is zero (0).

5.1 According to the general ledger, what is the current value of your trading goods inventory?

### Task 6 – Create a Sales Order

The sales order is the central document in Sales and Distribution. A sales order can be based on pre-sales documents such as inquiries and quotations. If the customer was given a formal quote and the customer accepts those terms, then a sales order would be created directly from the quote. The information entered in the sales order is transferred to subsequent documents, which are used to process the business transaction further. This is an important feature of an integrated system. Having to re-enter this data is inefficient and also can introduce errors into the process. During the delivery process, goods are transported to the customer. At the end of this process, the delivered goods and/or the services rendered are invoiced during billing. The billing data is then automatically forwarded to Financial Accounting and profitability analysis.

#### Create a Sales Order

*Logistics ► Sales and Distribution ► Sales ► Order ► Create (VA01)*

#### Create Sales Order: Initial Screen

Field	Data
Order type	OR
Sales organization	UWXX
Distribution channel	IN (Internet)
Division	AS (Accessories)

Click on **Enter**





### Create Standard Order: Overview

Field	Data
Sold-to Party	Your customer #
Purchase Order Number	PO-XX
Purchase Order Date	Today's date
Req. Deliv. Date	Today's date
Material	OLHTXX
Order Quantity	20
Plant	DLXX

Click on Enter 

Select: *Goto* ► *Item* ► *Shipping*

Field	Data
Storage Location	TGXX

Click on Enter 

6.1 Notice the net weight for the order. Where did the system get this data? (*Hint: Think back to the previous assignment.*)

Save 

VBAK, VBAP

You may get a warning about the date – just ignore the warning by hitting enter .

**Write down the sales order document number:** \_\_\_\_\_

## Task 7 – Display the Sales Order

**Display the sales order and record the scheduled delivery date and pricing information**

**Logistics ► Sales and Distribution ► Sales ► Order ► Display (VA03)**

**Display Sales Order: Initial Screen**

Field	Data
Order	sales order number from Task 6

Click on the Enter 

To display the delivery date for a line item, select the box to the left of the item, and click on Shipping  tab.

**Fill in the following details from the information on the screen:**

**Display Standard Order: Overview**

Field	Data
Delivery date	
Material available date	
Loading Date	

Click on Sales Tab.

To display the pricing, select the box to the left of the item and then select: **Goto ► Item ► Conditions** or click on the conditions (coin) icon at the bottom left part of the input screen.

**Record the cash discount for this item \_\_\_\_\_.**

Use the green arrow  to go back to the **Display Standard Order: Overview** screen. Stay in the sales order display function to complete the following task.

## Task 8 - Display the Document Flow for the Sales Order

While you are in the sales order display function (VA03), you can display a graphical representation of the status of your sales order and related subsequent documents. This function provides a quick reference for those entities needing to know the status of an order.

**Logistics ► Sales and Distribution ► Sales ► Order ► Display (VA03)**

Either one of these methods will display the document flow:

- Use the following menu path to display the sales order document flow  
**Environment ► Display Document Flow**
- Click the document flow icon
- Function key F5

Write down or paste the screen print of the current status of the sales order.

## Task 9 – Check Status of Various Accounts

**Repeat the checks in task 5 and record in that table.**

## Task 10 – Create the Delivery for the Sales Order

### Create the delivery for the sales order

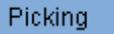
*Logistics ▶ Sales and Distribution ▶ Shipping & Transportation ▶ Outbound Delivery ▶ Create ▶ Single Document ▶ With Reference to Sales Order (VL01N)*

### Create Outbound Delivery with Order Reference

Field	Data
Shipping point	DLXX
Selection date	Delivery date from Task 7
Sales order	Sales order number from Task 6

Click on the Enter  icon

Change **Planned GI** date to today's date

Go to the Picking  tab.

**For Picked Quantity, enter the same quantity as what is in the Delivery Quantity field**

Click on Enter 

If you get more information messages, click on enter  to ignore them all.

Save 

Write down the **Delivery Note** number: \_\_\_\_\_

LIKP LIPS

## Task 11 - Check Status of Various Accounts

**Repeat the checks in task 5 and record in that table.**

## Task 12 - Display the Document Flow for the Sales Order

Check **document flow** as you did in task 8 and write down or paste the screen print of the current status of the order.

## Task 13 – Post the Goods Issue

**Change the delivery note and update the picked quantity (if necessary). Post goods issue to notify that the delivery has left the plant**

**Logistics ► Sales and Distribution ► Shipping & Transportation ► Outbound Delivery ► Change ► Single Document (VL02N)**

### Change Outbound Delivery

Field	Data
Outbound Delivery	<b>Delivery number from Task 10</b>

Click on Enter 

Select the **Post Goods Issue button**  to inform the system that the goods have left the dock. At this time the system records the goods transaction and creates a goods issue document.

## Task 14 - Check Status of Various Accounts

**Repeat the checks in task 5 and record in that table.**

## Task 15 - Display the Document Flow for the Sales Order

Check **document flow** as you did in task 8 and write down or paste the screen print of the current status of the order.

## Task 16 – Create an Invoice for the Delivery

**Create an invoice (bill) to the customer for goods delivered**

**Logistics ► Sales and Distribution ► Billing ► Billing Document ► Create (VF01)**

The delivery document number should default. If not, enter the delivery document from **Task 10**.

Click on Enter 

**Invoice Create: Overview of Billing Items**

16.1 What is the dollar amount in “Net Value”?

Save 

Write down the billing document number: \_\_\_\_\_

The system will confirm that the invoice has been posted

VBRK VBRP

## Task 17 - Check Status of Various Accounts

**Repeat the checks in task 5 and record in that table.**

## Task 18 - Display the Document Flow for the Sales Order

Check **document flow** as you did in task 8 and write down or paste the screen print of the current status of the order.

## Task 19 – Locate the Accounting Document Number

To locate the accounting document that corresponds to your customer invoice use the following menu path:

***Logistics ► Sales and Distribution ► Billing ► Billing Document ► Display(VF03)***

Enter Billing document # if already not defaulted.

Select the Accounting button (button at the top)

Write down the accounting document number: \_\_\_\_\_

19.1 Double click on the accounting document. What is the journal entry?

## Task 20 – Post the Customer’s Payment on Account

Typically, businesses post customer payments in batch either electronically from the bank or via a scan, but sometimes, we may need to post one individual payment. We will use the individual posting to illustrate the accounting transaction that occurs when a payment is posted.

### **Post payment to the invoice created**

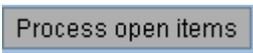
*Accounting* ► *Financial Accounting* ► *Accounts Receivable* ► *Document Entry* ► *Incoming Payment (F-28)*

### **Post-Incoming Payment: Header Data**

Field	Data
Document Date	<b>Today’s date</b>
Company code	<b>USXX</b>
Currency/ate	<b>USD</b>

<i>Bank data</i>	
Account	<b>100000 (Bank Account)</b>
Amount	<b>the invoice amount</b>
Value date	<b>Today’s date</b>

<i>Open Item Selection</i>	
Account	<b>Your customer #</b>
Automatic Search	Select

Click on **Enter**  or **Process open items** 

**Note:** The amount you entered should be equal to the assigned amount and there should be 0.00 under not assigned field 

Not assigned	0,00
--------------	------

. The system posts the document if the debits are equal to credits unless partial payment is made.

Save 

document number: \_\_\_\_\_

### Task 21 - Check Status of Various Accounts

**Repeat the checks in task 5 and record in that table.**

### Task 22 - Display the Document Flow for the Sales Order

Check **document flow** as you did in task 8 and write down or paste the screen print of the current status of the order.

### Task 23 – Write Down the Journal Entries the System Made.

By using the information contained within the table in task 5, construct all of the journal entries that were made by SAP for these transactions. For each journal entry show the task number of the transaction, the accounts debited and credited and the dollar amounts involved. Use the following format:

Task #:	Account 1	\$\$\$	
	Account 2	\$\$\$	
Task #:	Account 3	\$\$\$	
	Account 4	\$\$\$	
	... etc.		

## Assignment Submission

Place your answers on the abbreviated form of this assignment that is provided to you as “Order to Cash Submission.docx”. Grading of the SAP part of the assignment will be done online. That is, there is nothing you need to submit with respect to your SAP work.

### Appendix A: Basic System Controls

Many data validation edits and controls are designed into ERP systems like SAP. For this assignment use these definitions for these controls.

<b>Control Type</b>	<b>Definition</b>
Field check	Check to determine that entered field value exists in pre-defined list of valid values. (SAP)
Sign check	Check to determine if the positivity or negativity of a number is correct vs. predefined rules in the context.
Limit check	Check to determine if a value entered into system does not exceed a predetermined amount. E.g. payroll checks should not exceed \$4,000 USD. If a check exceeds this amount, the data would be rejected for further verification / authorization. (CISA)
Range check	Check to assure input data value falls within a predetermined range of values. E.g. product type codes range from 100 to 250. Any code outside this range is rejected as an invalid product type. (CISA)
Completeness check	Having all necessary or normal parts, components, or steps. Required fields checked to assure they do not contain blanks or zeroes. (CISA)
Validity check	Programmed check of data in accordance with predetermined criteria / logic, business rules. E.g. a payroll record contains a field for marital status and the acceptable values are M or S. If any other code is entered the record is rejected. (CISA)
Reasonableness test	Input data matched to predetermined reasonable limits or occurrence rates. E.g. a widget manufacturer usually receives orders for not more than 20 widgets. If order is for more than 20 widgets, the system prints the order record with a warning indicating the order appear unreasonable. (CISA)



CISA: Exhibit 2.29 Data Validation Edits and Controls. CISA Review Manual 2015 ISACA