



KIRLOSKAR ELECTRIC COMPANY LIMITED

SAP – END USER DOCUMENT

SALES & DISTRIBUTION

UNIT-20

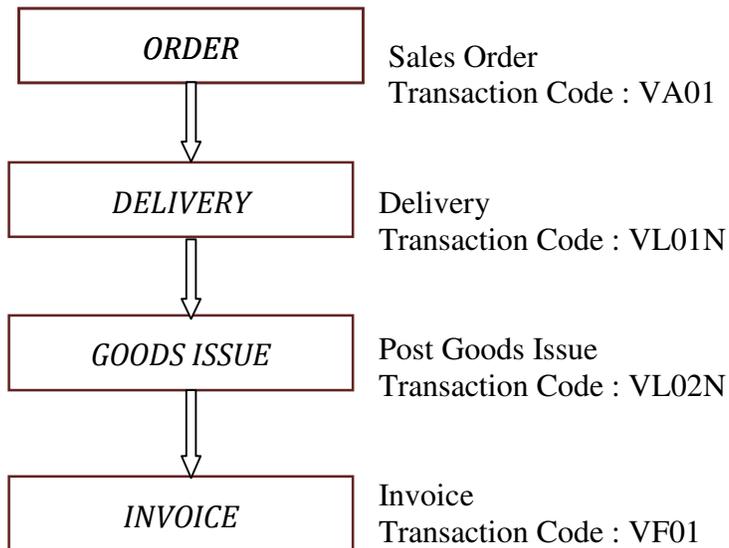


Sales Order

The document flow in the SAP R/3 system always starts with a sales document. This will be a or a sales order. All following actions in the system are based on this document.

The document flow for Sales Cycle in SAP is as follows:

Document flow in SAP





Purpose

This document describes the process of creating, changing, displaying the sale order and related processing. This process is the selling of Goods which are available in storage locations.

Overview

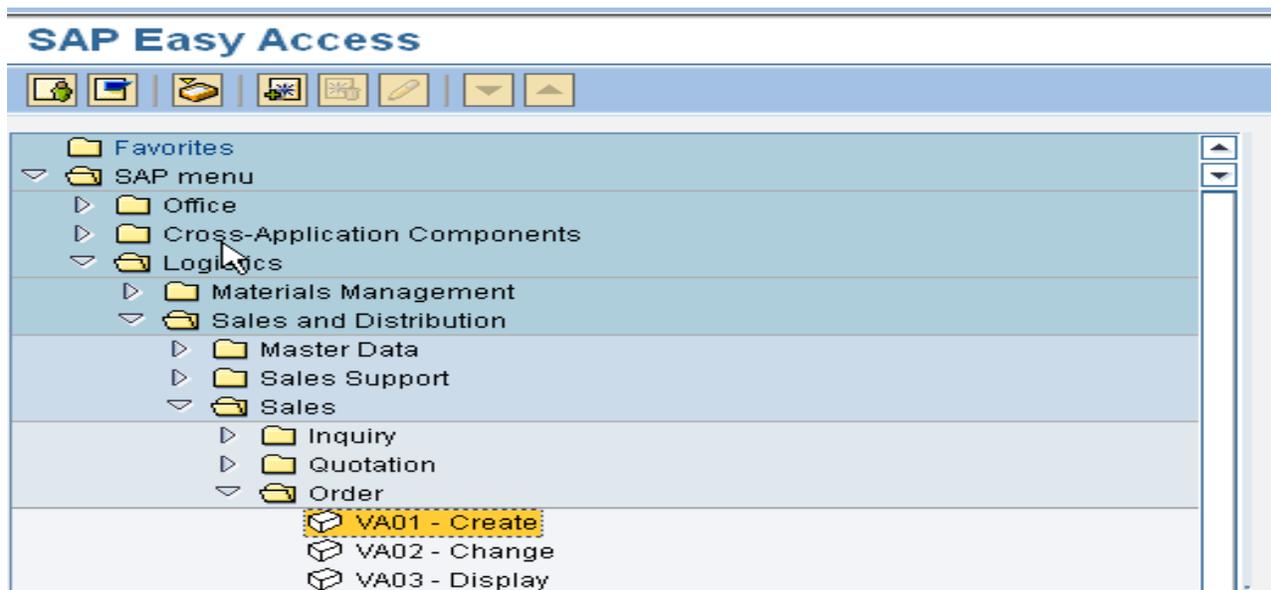
The sale order is central to sales & distribution processing. The customer requirements in terms of supplies & services and all the business terms are captured in the sale order.

In SAP, sale order processing allows you to carry out a variety of functions. You can carry out configuration of the order items, pricing, costing, pass on the customer requirements to production and other functions which are described in this document.

As discussed earlier all the transactions are happens to a specific Sales Area (a combination of Sales Organization, Distribution Channel and Division)

Create Sales Order

Menu path	Logistics → Sales & Distribution → Sales → Order → Create
Transaction	VA01 for Sales Order





- 1) Sales order is a document where the details of customer orders are maintained.
- 2) Different order types such as :
 - a) Spares Order (Order Type : ZSPA)
 - b) Free of Charge (Order Type : ZFD)
 - c) Export Order (Order Type : ZEX)
 - d) Sales Return (Order Type : ZRE)

Follow the menu path to get the following screen.

Create Sales Order: Initial Screen

Create with Reference
 Sales
 Item overview
 Ordering party

Order Type

Organizational Data

Sales Organization

Distribution Channel

Division

Sales Office

Sales Group

Field Name	Field Description
Order Type	Enter the order type depending on the order to be created : <ul style="list-style-type: none"> • ZSPA – Spares Order
Sales Organization	Sales Organization will be “ PGGS ” for orders created from Unit-20, Bangalore & “ BRSA ” for orders created from any of the Branches
Distribution Channel	Distribution channel represents the type of sales i.e. DD Domestic Direct DX Deemed Export EX Direct Export IT Inter Unit Transfer SZ SEZ
Division	Division will be as per the following :



	FOR UNIT-20	FOR BRANCHES
	SC Scrap SE Service SP Spares	SC Scrap SE Service P9 PGG Spares
Sales Office	Sales office is from the Branch, from where the Order is Booked.	
Sales Group	Sales Group is the region of the Sales Office	

After entering the specified details in the respective fields click  button. Once you click on the OK button it will take you inside the sale order to overview screen.

Field Description	Remarks
Standard Order	Order number that will be allocated by the system on saving.
Sold-to party	Enter the customer code of the customer whom you are selling the material. This is usually the INDENTOR. The Customer Code Series for Sold-To-Party is as below : Domestic Customers : “2100” series. International Customers : “2200” series. All Sold-To-Party Customer Codes are Created / Changed by CORPORATE FINANCE DEPARTMENT. The authorization of creating and changing the details of these codes will not be given to the End Users. If any new Sold-To-Party Customer codes are required or if there is any change CORPORATE FINANCE has to requested through a requisition form which is available at the end of this document
Ship to party	By default the sold to party number is displayed, but if your ship to party address is different then you enter the ship to party customer number. This is usually the CONSIGNEE. The Customer Code Series for Ship-To-Party is as below : All Customers : “2600” series. All Ship-To-Party Customer Codes can be created and changed by End Users.
Purchase order no.	Customer PO number to be maintained here. For quotation & enquiry, this field represents the customer enquiry no.
PO date	Customer PO date or enquiry date to be maintained here for sale orders
Req.deliv.date	Enter the delivery date sought by the customer. Mention the contractual delivery date for the whole order.
Material	Enter the material code (Incase if you make the order w.r.t. a quotation the materials are copied from reference document.
Order quantity	Enter the quantity required by the customer (If you make the order w.r.t. a

Last changed on: Enter Date and Time	Last changed by:	Version:	Page: Page 4
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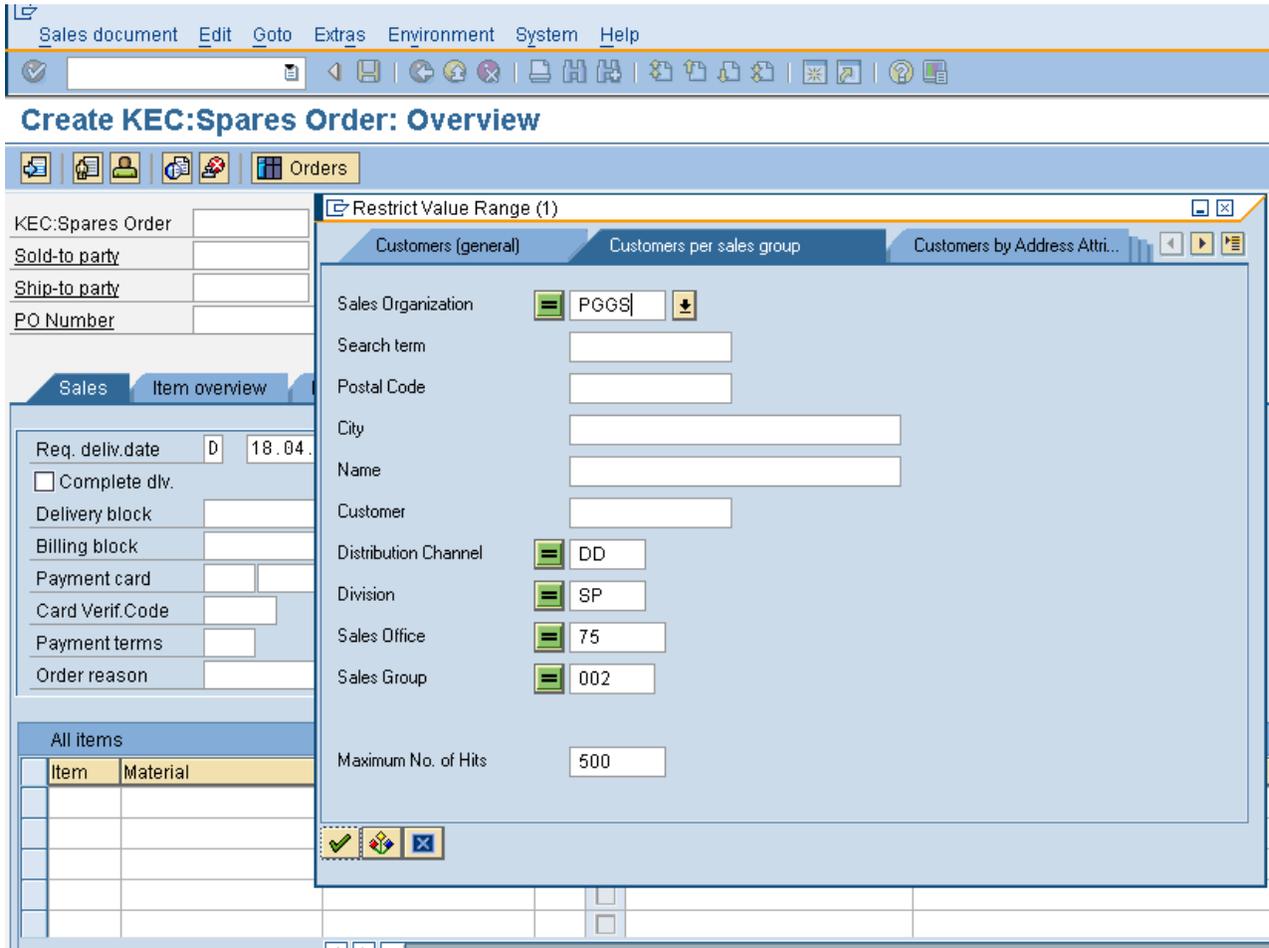
	document the quantity is proposed from reference document. You can modify it.
Plant	Enter the delivering plant.

After entering the above data then click on enter button . The system will validate the data & retrieves other required data from the customer/material master data.

- The sales order is classified into basically the header & item data. Header contains data that is common to the whole sales order while item contains details specific to the item.
- The system proposes the delivery dates on entering the material based on the lead times specified in the Material master.

Field Searching

Present the cursor in Sold-to-Party and click on drag down button, you will populate with the following screen, you can able to search in many ways by selecting the other tabs in the screen.



Enter Customer number, PO number, PO date, Material code, Order quantity & Plant then press Enter



Sales document Edit Goto Extras Environment System Help

Create KEC:Spares Order: Overview

Orders

KEC:Spares Order Net value 2,000.00 INR

Sold-to party 2100005269 SHREYAS GENSET / MANGALORE / 732001 MANGALORE

Ship-to party 2100005269 SHREYAS GENSET / MANGALORE / 732001 MANGALORE

PO Number 7000001007 PO date

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

Req. deliv.date D 18.04.2012 Deliver.Plant

Complete div. Total Weight 0 KG

Delivery block Volume 0.000

Billing block Pricing date 18.04.2012

Payment card Exp.date

Card Verif.Code

Payment terms 0K02 100%-despatch Doc Incoterms DDL BANGALORE

Order reason

Order reason to be maintained for Free-Of-Cost Orders

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Nur
	10UTAE009NT10002	1	PC	<input checked="" type="checkbox"/>	STOP SOLONOID 82.5-160KVA	
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Availability Check icons

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Nur
←	10UTAE009NT10002	1	PC	<input checked="" type="checkbox"/>	STOP SOLONOID 82.5-160KVA	
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Select Line item and click on Availability Check button

Availability Check icons



The system performs the availability check and proposes the possible delivery proposal or confirmed quantity and date. For continue click on

Again system will gives you the overview screen with all relevant details filled in the respective fields which are extracted from Master data.

1. Complete Name and address of Customer.
2. Description of Material
3. Shipping point which assigned for the plant which you have entered manually

Follow the menu path

Goto → Header → Billing Document

Select the suitable Taxes applicable for the order

KEC:Spares Order	136000005	Purchase order no.	7000001007
Sold-to party	2100005269	SHREYAS GENSET / MANGALORE / 732001 MANGALORE	

Sales	Shipping	Billing Document	Payment cards	Accounting	Conditions	Acco
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Payer	2100005269	SHREYAS GENSET / MANGALORE / 732001 MANGALORE			
Delivery and payment terms					
Incoterms	DDL	BANGALORE	Fixed val.date		
Terms of Payment	0K02	100%-despatch Doc w/tax+	Add.value days		
Billing					
Billing block		SubsInvProcess	<input type="checkbox"/>		
Invoicing dates	IN India				
Billing Date	18.04.2012	CCode to be billed	UN20	KEC PGG	
Serv.rendered date		Alt.tax classific.	1	<input checked="" type="checkbox"/>	
Tax depart. country		Tax dest. country		<input type="checkbox"/> EU triang. deal	
Risk management					
Paymt guarant. proc.	000002	Payment cards			
Financial doc. no.		Depreciation %	0.00	%	

Check Classific for tax determination



To Enter Material Price

Menu Path:- Select Particular Line Item → Goto → Item → Conditions OR click on the icon



Sales	Item overview	Item detail	Ordering party	Procurement	Shipping	Reason for rejection
Req. deliv.date	D	18.04.2012	Deliver.Plant			
<input type="checkbox"/> Complete delv.			Total Weight		0	KG
Delivery block			Volume		0.000	
Billing block			Pricing date	18.04.2012		
Payment card			Exp.date			
Card Verif.Code						
Payment terms	0K02	100%-despatch Doc	Incoterms	DDL	BANGALORE	
Order reason						

All items						
Item	Material	Order Quantity	Un	S	Description	Customer Material
	10 UTAE009NT10002		1	PC	<input checked="" type="checkbox"/> STOP SOLOINOID 82.5-160KVA	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

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Sales Document Item: 20 Item category: ZTAQ Pric.at Header Level

Material: UTAE009NT10002 STOP SOLONOID 82.5-160KVA

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Schedule I

Qty: 1 PC Net: 2,000.00 INR Tax: 280.00

MRP Value

N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Status
ZMNP		Minimum Net Price	3,000.00	INR		1 PC	3,000.00	INR	
PR00		Price	2,000.00	INR		1 PC	2,000.00	INR	
		Price After Discoun	2,000.00	INR		1 PC	2,000.00	INR	
		Net Price	2,000.00	INR		1 PC	2,000.00	INR	
		Price	2,000.00	INR		1 PC	2,000.00	INR	
		Base + BED	2,000.00	INR		1 PC	2,000.00	INR	
		Base + BED +ECS	2,000.00	INR		1 PC	2,000.00	INR	
		Base + BED +ECS	2,000.00	INR		1 PC	2,000.00	INR	
		Base+BED+ECS+Hr ECS	2,000.00	INR		1 PC	2,000.00	INR	
		P & F Charges	0.00	INR		1 PC	0.00	INR	
		Base+ED+ECS+HECS+EI	2,000.00	INR		1 PC	2,000.00	INR	
JIVP		IN A/R VAT	14.000	%			280.00	INR	
		Base + ED + Tax	2,280.00	INR		1 PC	2,280.00	INR	
		Base + ED + Tax + Fr	2,280.00	INR		1 PC	2,280.00	INR	

Sale Value

Condition rec. Analysis Update

Both the ZMNP and PR00 condition record has to come automatically once the Material Code, Quantity and Plant is entered in the sale order. The above example shown is for Sale Order Type ZSPA, for Sale Order type **ZFD** the following pricing condition records need to be maintained

ZFOC : Free-Of-Cost charge i.e. value of the material

ZFCG : Should be always 100% -



Free-Of-Charge Order

Create FOC Order: Item Data

Sales Document Item: 10 Item category: ZKLN Free of Charge Item
Material: UTAE009NT10002 STOP SOLOINOID 82.5-160KVA

Sales A Sales B Shipping Billing Document **Conditions** Account assignment Schedule lines Part

Qty: 1 PC Net: 0.00 INR Tax: 0.00

FOC Value

Pricing Elements											
N	CnTy	Name	Amount	Crcy	per	U	Condition value	Curr.	Status	NumC	OUn
<input checked="" type="checkbox"/>		ZFOC Price-free of charge	2,500.00	INR		1 PC	2,500.00	INR			1 PC
		FOC Price	2,500.00	INR		1 PC	2,500.00	INR			1 PC
		BED	0.00	INR		1 PC	0.00	INR			1 PC
		BED + ECS	0.00	INR		1 PC	0.00	INR			1 PC
		BED+ ECS	0.00	INR		1 PC	0.00	INR			1 PC
		BED+ECS+Hr ECS	0.00	INR		1 PC	0.00	INR			1 PC
		BED+ ECS+Hr ECS+TAX	0.00	INR		1 PC	0.00	INR			1 PC
<input checked="" type="checkbox"/>	ZIN2	Insurance - Value		INR			0.00	INR			0
		Excise+Tax +Freight	0.00	INR		1 PC	0.00	INR			1 PC
<input checked="" type="checkbox"/>	ZFC6	100% discount FOC	100.000-%				0.00	INR			0
		Final Price to Custo	0.00	INR		1 PC	0.00	INR			1 PC

Condition rec. Analysis Update



EXPORT Order :

In case of Export Order the Sold-To-Party should be “2200” series customer code

Create KEC:Spares Order: Overview

Export Customer

KEC:Spares Order Net value EUR

Sold-to party KIRLOSKAR (KENYA) LIMITED // 000000 NAIROBI

Ship-to party KIRLOSKAR (KENYA) LIMITED // 000000 NAIROBI

PO Number PO date

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

Req. deliv.date Deliver.Plant

Complete delv. Total Weight KG

Delivery block Volume

Billing block Pricing date

Payment card Exp.date

Card Verif.Code

Payment terms 100%-despatch Doc Incoterms

Order reason

All items						
Item	Material	Order Quantity	Un	S	Description	Customer Material
	10UTAE009NT10002		2	PC	<input checked="" type="checkbox"/> STOP SOLOINOID 82.5-160KVA	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

The document currency should be changed to the required currency (for eg. EURO, DOLLARS)etc. For changing the currency follow

the Menu Path : **GoTo → Header → Sales**



KEC:Spares Order		Purchase order no.	test
Sold-to party	2200000029	KIRLOSKAR (KENYA) LIMITED // 000000 NAIROBI	

Sales	Shipping	Billing Document	Payment cards	Accounting	Conditions	Account assignment
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Order Type	ZSPA	KEC:Spares Order	Document date	27.04.2012
Sales area data	P66S / EX / SP	PGG Sales Org.-SPARE, Direct Export, Spares		
Sales office	75	Bangalore	Created by	SONALI
Sales group	002	South India	Created on	27.04.2012
Version		Guarantee		
Order reason				
Delivery time				

Currency	Exchange Rate
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Pricing and Statistics	
Doc. Currency	EUR / 69.47210
Pricing date	27.04.2012
Pric. procedure	ZKEXPP KEC:Export
Customer group	01 Industrial customers
Price List	
Usage	
Price group	
Sales district	

The Exchange Rates are maintained by CORPORATE FINANCE DEPARTMENT, any change is required in the system Exchange Rates, CFD has to be contacted.



Schedule line

Menu Path:- Select Particular Line Item → Goto → Item → Schedule Lines

Sales A		Sales B		Shipping		Billing Document		Conditions		Account assignment		Schedule lines		Partners		Texts		Order	
<input type="checkbox"/> Fixed date and qty		Order Quantity		10		EA		Delivered qty		0		Confirmed Qty							
Delivery time																			
Quantities/Dates																			
	P	Delivery Date	Order quantity	Rounded qty	Confirmed Qty	Sa	Delivery block	Delivered qty		Sch...									
	D	0.06.2009	10	10	10	EA				CP									
	D																		

Checkout the quantity which is confirmed in the confirmed quantity column. Without the order confirmation in the schedule lines quantity and delivery dates the system will not allow creating delivery document.



Shipping

Menu Path:- Select Particular Line Item → Goto → Item → Shipping

Sales Document Item	10	Item category	ZTAQ	Pric.at Header Level
Material	UTAE009NT10002	STOP SOLOINOID 82.5-160KVA		

Sales A	Sales B	Shipping	Billing Document	Conditions	Account assignment
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Ship-to party	2100005269	MANGALORE / 732001 MANGALORE
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Enter the Plant and Storage Location

Shipping	
Unloading Point	Receiving point
Department	Delivery Prior. 1 High
Plant SP20 KIRLOSKAR ELECTRIC	Stor. Location
Shipping Point SP20 Shipping Point-SP20	Part.dlv./item
Route	Max.Part.Deliv. 9
Mat.freight grp	Order Combinat. <input checked="" type="checkbox"/>
MnsOfTrns type	Shipping type
MeansTransp.	Spec.processing
<input type="checkbox"/> POD-relevant	

Weight and Volume	Delivery Tolerance
Net weight	Overdeliv. Tolerance
Gross weight	Underdel. Tolerance
Volume	Unlimited tol.

Menu Path:- Select Particular Line Item → Goto → Item → Billing Document



Sales A		Sales B		Shipping		Billing Document		Conditions		Account assignment	
Payer		2100005269		SHREYAS GENSET / MANGALORE / 732001 MANGALORE							
Delivery and Payment Terms											
Incoterms		DDL		BANGALORE				Fixed val.date			
Payment Terms		0K02		100%-despatch Doc w/tax+duties				Add.value days			
Billing						Accounting					
Billing block				Acct asgnmt grp		02 Trade Matl frm Stock		Payment Method			
Invoicing dates		IN India		Posting period		0		Serv.rendered			
Billing Date		18.04.2012		Tax classific.		4 0 0 0 0		SubslnvProcess		<input type="checkbox"/>	

Check Mat. Tax. Classific for tax determination

Billing Document data will displays some important controls towards the tax determinations and accounting related entries.

Make sure the entries like: Inco Terms, Payment terms, account assignment group and mat. Tax classifications.

If tax classification is blank in this screen tax will not get calculated in conditions screen.



Menu Path for Header Data: - Goto → Header → Partners

The screenshot shows the SAP Partners header data form. The top navigation bar includes tabs for Sales, Shipping, Billing Document, Payment cards, Accounting, Conditions, Account assignment, Partners, Texts, and Order Data. The 'Partners' tab is active. The form is titled 'Address From Master Data for Sold-to party (Document header)'. It features a table for partner functions and several input fields for address and communication details.

Partn.Funct.	Partner	Name
A6 Sold-to party	2100005269	SHREYAS GENSET
RE Bill-to party	2100005269	SHREYAS GENSET
R6 Payer	2100005269	SHREYAS GENSET
WE Ship-to party	2100005269	SHREYAS GENSET

Name
 Title: [dropdown]
 Name: SHREYAS GENSET

Street Address
 Street/House number: MANGALORE
 Postal Code/City: 732001 MANGALORE
 Country: IN India Region: 10 Karnataka
 Time zone: INDIA

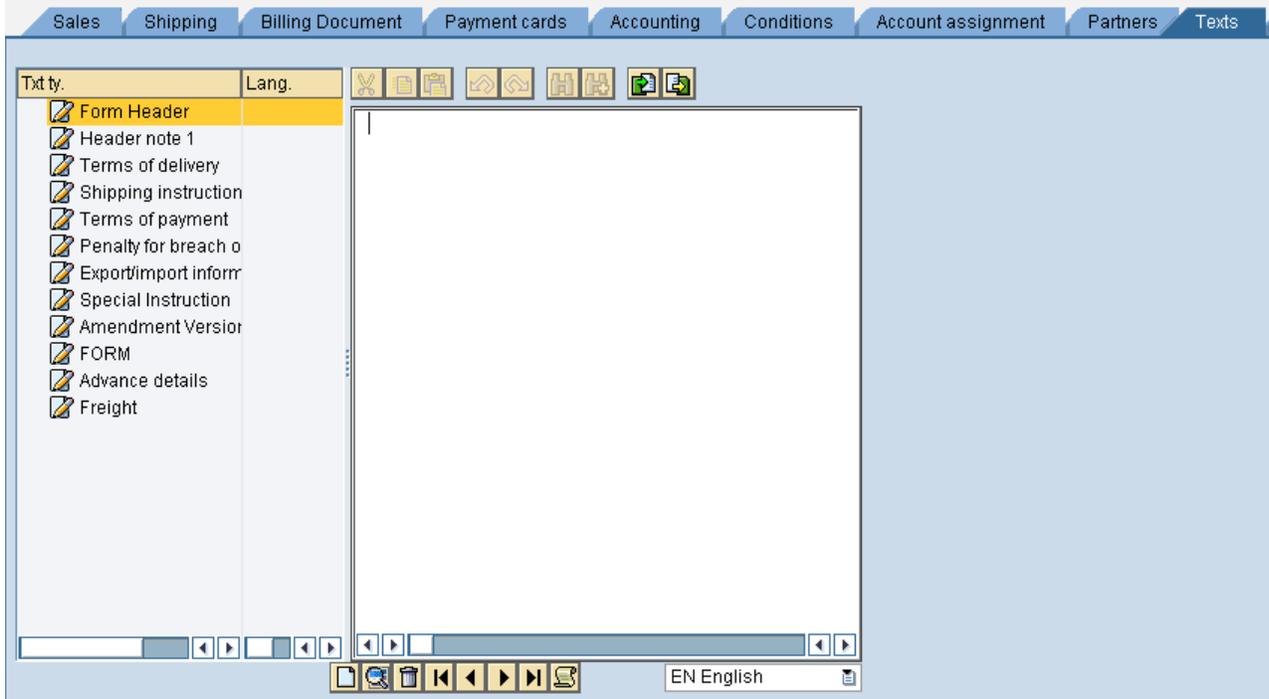
PO Box Address
 PO Box: [input]
 Postal code: [input]
 Company postal code: [input]

Communication
 Language: EN English
 Telephone: [input] Extension: [input]
 Mobile Phone: [input]
 Fax: [input] Extension: [input]
 E-Mail: [input]

Check for the partner functions for the customer, if u need to change the ship to party address where to ship the goods at the time of delivery if needed change in header partner functions.



Menu Path for Header Data: - Goto → Header → Texts



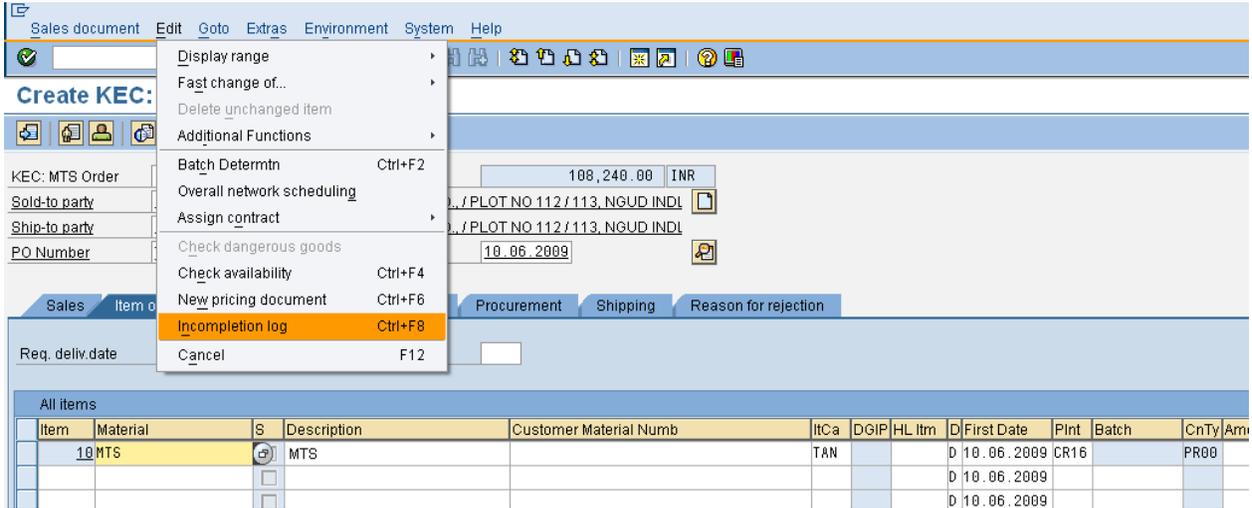
Texts Screen on the Header Data will help in providing the information to the customers as well as for next document process persons regarding the payment terms, dispatch instructions packing instructions etc.

Any information if sales person has to inform to the next document processing persons can be given in this text details.



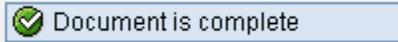
Checking out the incompleteness in the sale order

Menu Path: - Edit → Incompletion Log



If you find any incompleteness in this screen those data is required to complete sale order without any errors and this will help in not stopping the sale order while doing next sales process, then click on complete data.

Once the data is completed the system will through the message as



Additional TAB Information on sale order screen

	Display Sold-to-Party: Customer Master Data
	Short cut to Document Header Details
	Short cut to Document Item Details – by selecting item line in overview screen
	Addition and Deletion of Line item(Material Line) of sales document
	Run Availability Check of Sales order individual line item
	Display screen of Availability Check
	Shortcut for Schedule Line data
	Shortcut for Item data → Conditions(Pricing)



After completing all entries in sale order come back to the initial screen

[Sales document](#) [Edit](#) [Goto](#) [Extras](#) [Environment](#) [System](#) [Help](#)

Create KEC:Spares Order: Overview

Orders

KEC:Spares Order Net value

Sold-to party SHREYAS GENSET / MANGALORE / 732001 MANGALORE

Ship-to party SHREYAS GENSET / MANGALORE / 732001 MANGALORE

PO Number PO date

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

Req. deliv.date Deliver.Plant

Complete dlv. Total Weight KG

Delivery block Volume

Billing block Pricing date

Payment card Exp.date

Card Verif.Code

Payment terms 100%-despatch Doc Incoterms

Order reason

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Nu
	1@UTAE009NT10002		1	PC	STOP SOLOINOID 82.5-160KVA	

click on save button , this will generates the sale order document number as

KEC:Spares Order 136000005 has been saved

To Change the sale order T-code – VA02
Display sales order T-code – VA03



Check Stock Before creating Delivery for a sale order – **T-code- MMBE**

The screenshot shows the SAP Stock Overview (MMBE) interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Stock Overview: Company Code/Plant/Storage Location/Batch'. The interface is divided into several sections:

- Database selections:** This section contains input fields for 'Material' (UTAE009NT10002), 'Plant' (SP20), 'Storage location' (MNO1), and 'Batch'. There are 'to' fields and navigation arrows for each field.
- Stock Type Selection:** This section has two checked checkboxes: 'Also Select Special Stocks' and 'Also Select Stock Commitments'.
- List Display:** This section includes 'Special Stock Indicator' (with a 'to' field), 'Display version' (1), 'Display Unit of Measure', and two checkboxes: 'No Zero Stock Lines' (checked) and 'Decimal Place as per Unit' (unchecked).
- Selection of Display Levels:** This section has five checked checkboxes: 'Company Code', 'Plant', 'Storage Location', 'Batch', and 'Special Stock'.

Enter Material number and Plant as input and execute by pressing F8



[List](#) [Edit](#) [Goto](#) [Extras](#) [Environment](#) [System](#) [Help](#)

Stock Overview: Basic List

Selection
 Material: TOP SOLOINOID 82.5-160KVA
 Material Type: HAWA Trading Goods
 Unit of Measure: Base Unit of Measure:

Stock Overview

[Detailed Display](#)

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection
<input type="checkbox"/> Full	20,060.000	
<input type="checkbox"/> UN20 KEC PGG - Unit20	20,060.000	
<input type="checkbox"/> SP20 KIRLOSKAR ELECTRIC COMPANY LTD	20,060.000	
<input type="checkbox"/> MN01 MAIN STORES	20,060.000	

Once the confirmation is made on the stock which is available for delivery then proceed for creating the delivery document.



DELIVERY

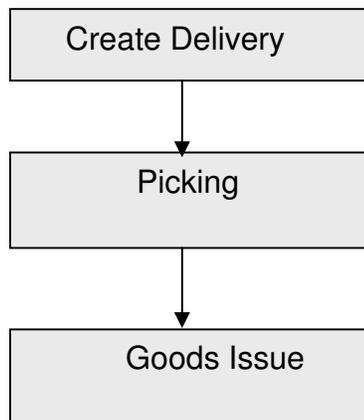
Purpose

This document describes the process of creating, changing, displaying & listing deliveries.

Overview

Delivery is the document central to all dispatch activities. And delivery is created for a Shipping Point. Shipping Point is the location from where all dispatch activities are carried out. In case of ABB, Shipping Point will be same as the Delivering Plant. The following activities are performed in delivery.

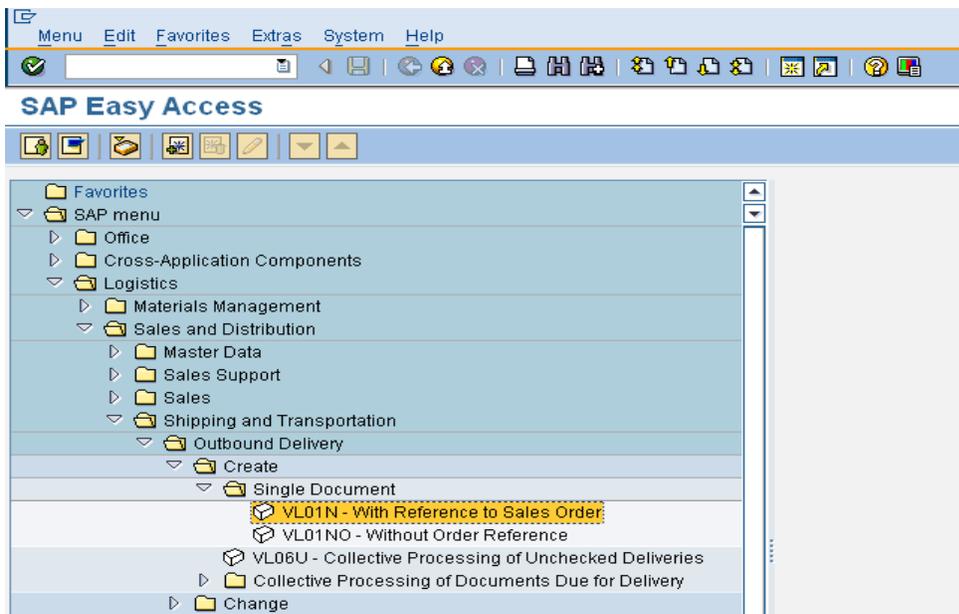
Sequence of activities in SAP





CREATION OF DELIVERY DOCUMENT

Menu path	Logistics → Sales & Distribution → Shipping and Transportation → Outbound Delivery → Create → VL01N: Single Document → Create with reference sales order
Transaction	VL01N



The menu path will take you to the following screen.



Create Outbound Delivery with Order Reference

Shipping point

Sales order data

Selection date

Order

From item

To item

Predefine delivery type

Delivery Type

Enter correct shipping point as available in Sales order, Plant and Shipping point both are same codes, Confirmed Schedule line date available in sale order and Sales Order Number and line item to be delivered then press enter.

Outbound Delivery: Overview

Outbound deliv. Document Date

Ship-to party SHREYAS GENSET / MANGALORE / 732001 MANGALORE

Planned GI Total Weight

Actual GI date No. of packages

All Items

Item	Material	Deliv. Qty	Un	Description	B	ITyp	P/W	Batch	Val. Type	Open Qty
10	UTAE009NT10002	1		PC STOP SOLONOID 82.5-160KVA		ZTAQ	A			1

- In Delivery document all required data will be copied from sales document through the copy controls which are been maintained in the background setting.
- As per the scheduled dates, selected line items & quantity for delivery will be copied from sale order document to delivery document.
- In Item overview quantity of the material will be copied as it is maintained in the sale order but there is a chance to create partial delivery of quantity by changing the delivery quantity.

Last changed on: Enter Date and Time	Last changed by:	Version:	Page: Page 25
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- If the partial delivery to be happened change the quantity in the field Delivery Quantity and pick the same quantity as well.

Outbound Delivery: Overview

Post Goods Issue

Outbound deliv. Document Date 18.04.2012
 Ship-to party 2100005269 SHREYAS GENSET / MANGALORE / 732001 MANGALORE

Item Overview **Picking** Loading Transport Status Overview Goods Movement Data

Pick Date/Time 18.04.2012 00:00 OvrIPickStatus A Not yet picked
 Warehouse No. OverallWMSStatus No WM trnsf ord regd

Item	Material	Plant	Storage Location	Deliv. Qty	Un	Picked Qty	Un	Batch	B	P	W	Stag. Date	Matl	Val. Type	Description
10	UTAE009NT10002	SP20		1	PC	1		PC				18.04.2012	00:00		STOP SOLOINOID 82.5

Enter the Picked Qty

- On picking tab enter the Plant, Storage Location and Qty. to be delivery

Press Post goods Issue button Post Goods Issue
 The document will be saved & system will give the delivery document number.

Post Goods Issue

Once you have completed with entering all the details in delivery document you can go for issuing the goods to the customer i.e. Post goods Issue

Delivery document will be generated

Outbound Delivery 80001566 has been saved



BILLING

Purpose

This document explains the process of creating, changing, displaying, listing & canceling invoices.

Scope

This document limits itself to describing the process of raising commercial Invoices.

Overview

Invoicing is done with reference to a Sale Order or Delivery. For manufactured items and other items that are shipped from the factory, Invoice is raised with reference to a delivery document. For third party item Trading, Invoice is raised with reference to a sale order document.

For the Product Business following Invoice types shall be used :-

ZF2 Domestic Sales Invoice
ZXF2 Export Sales Invoice

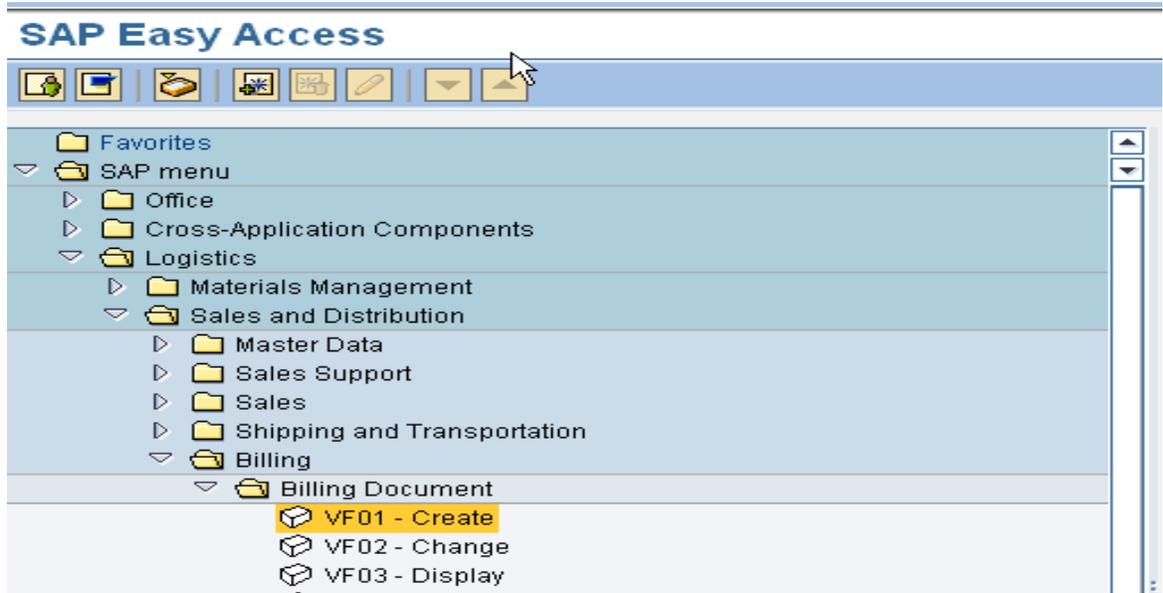
Choose the appropriate type while raising the commercial invoice.

Last changed on: Enter Date and Time	Last changed by:	Version:	Page: Page 27
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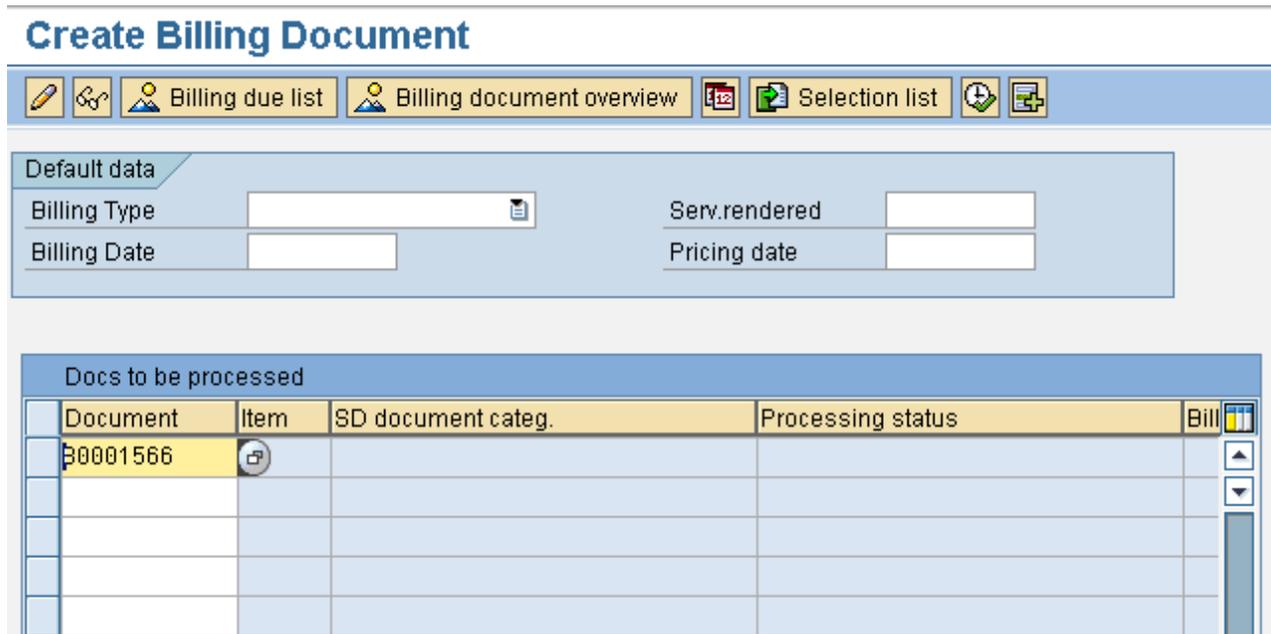


Create Billing Document

Menu path	Logistics → Sales & Distribution → Billing document → Create
Transaction	VF01



On the selecting the above menu you will get the following screen.



Select the appropriate Billing type and enter the delivery document number.

Last changed on: Enter Date and Time	Last changed by:	Version:	Page: Page 28
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Field Description	Remarks
Document	Enter the Delivery note number in case of Delivery related billing. And enter the Order number in case of Order related billing.
Billing Date	The billing date is picked up from the delivery date. <i>In case you have to create billing for another date you can enter another date here</i>

Select the appropriate billing types and the billing date.

Click on “Execute”  button to create the billing document. If the document cannot be processed, error message is displayed on the status bar. More details on the error can be viewed using the “Log” button. You will get the following screen on press enter. Overview of billing items is displayed.

KEC: Invoice (ZF2) Create: Overview of Billing Items

Billing documents 

ZF2 KEC: Invoice: Net Value INR

Payer SHREYAS GENSET / MANGALORE / IN - 732001 MANG/

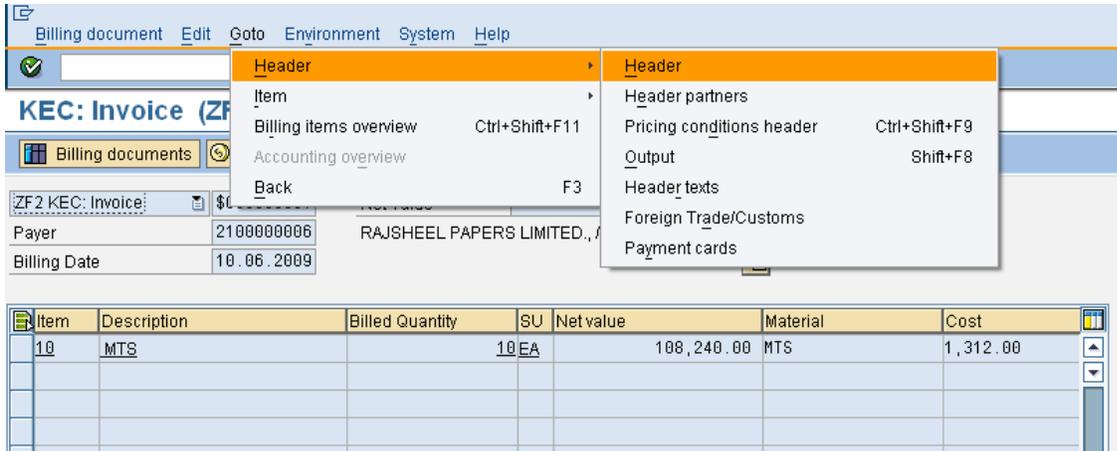
Billing Date 

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	STOP SOLOINOID 82.5-160KVA		1 PC	2,000.00	UTAE009NT10002	401.08

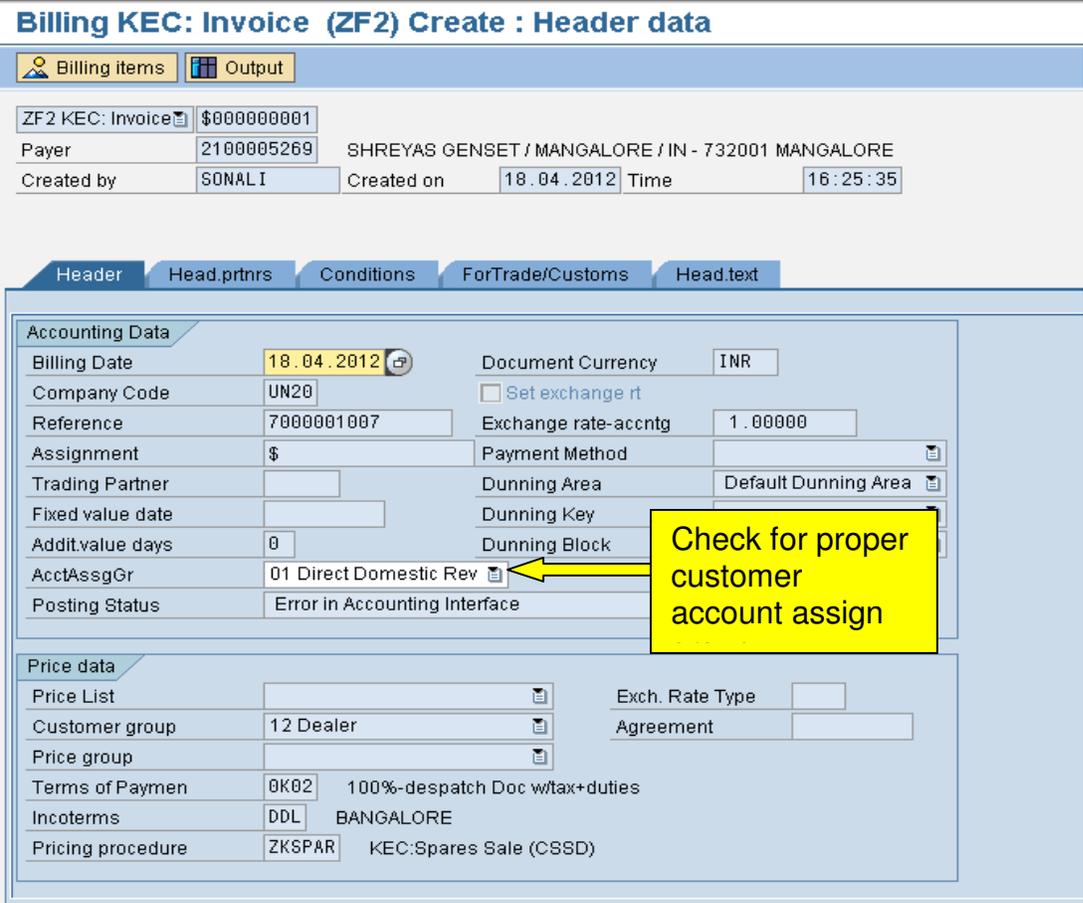
The sales prices, discounts, taxes etc., are copied from sales order to the billing document. These details can be viewed in the billing document.



Menu Path Header Data:- Goto → Header → Header



Header Data - Screen 1



If the account assignment grp is not maintained properly then it can be changed from the list.
Header Data - Screen 2



Header	Head.prtnts	Conditions	ForTrade/Customs	Head.text
Terms of Paymen	0K02	100%-despatch Doc w/tax+duties		
Incoterms	DDL	BANGALORE		
Pricing procedure	ZKSPAR	KEC:Spares Sale (CSSD)		
Taxes				
Destination Country	IN	Region	10	
TaxClass1-Cust.	0 0 0 0 0	County code		
VAT Registration No.		City code		
Country sls.tax no.	IN	Export		
Origin sls.tax no.	A	Ship-to party	<input type="checkbox"/> EU triangular deal	
General information				
Sales Organization	PG6S	PGG Sales Org.-SPARE	Inv.list type	
Distribution Channel	DD	Domestic Direct	Billing date	
Division	SP	Spares	Cancelled bill.dc	
Sales district	000002	India: South	<input type="checkbox"/> Cancelled	
Shipping Conditions	01 standard		<input type="checkbox"/> Man.invoice mainten.	

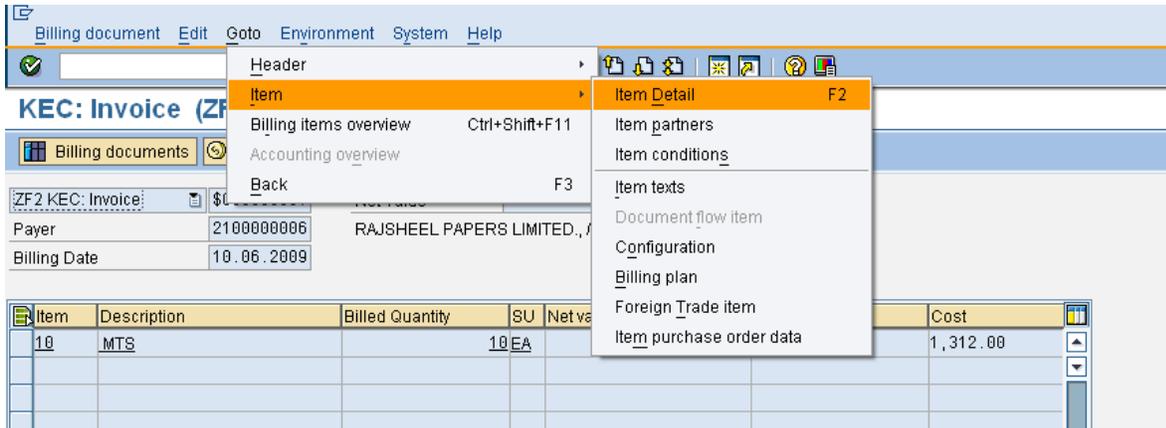
All the necessary required data will be copied from sale order with the help of copy control which are maintained in background.

Then Click back button

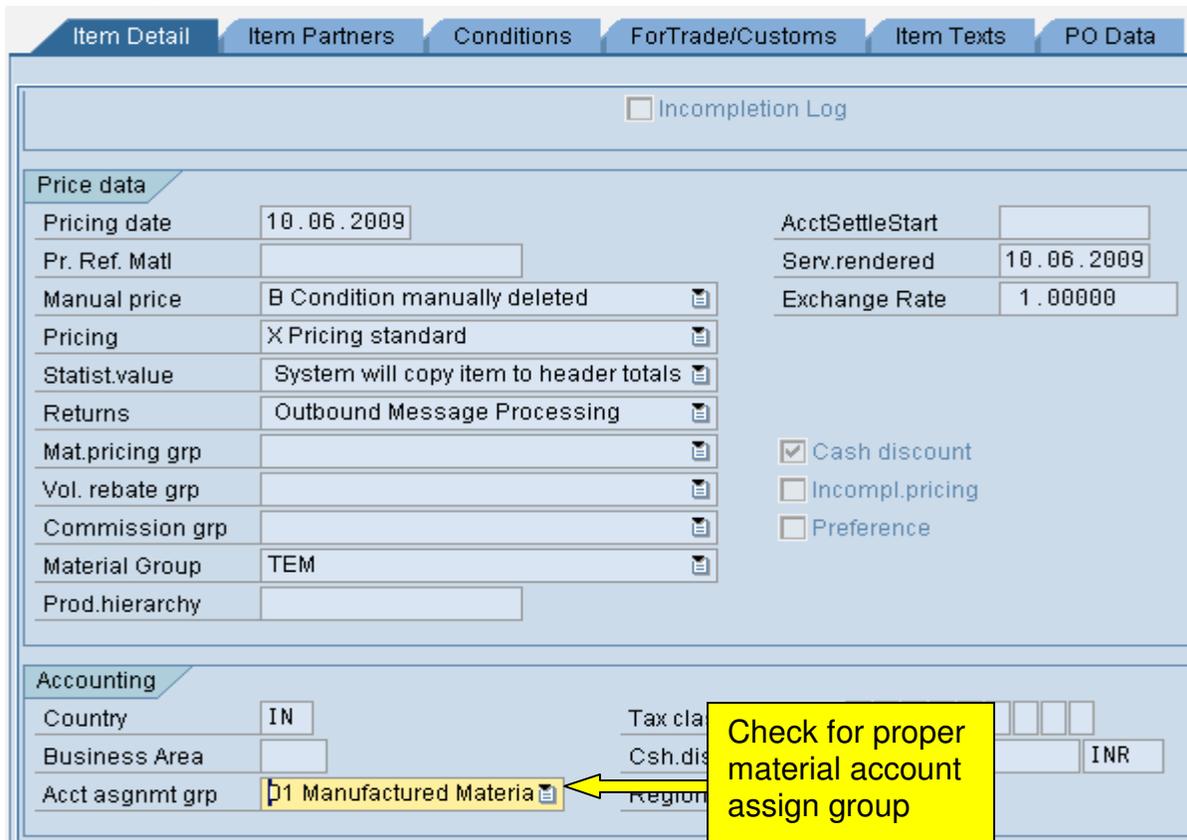


Select a line item and then proceed

Menu Path Item Data:- Goto → Item → Item Detail



Item Data - Screen 1



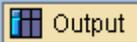
If the account assignment grp is not maintained properly then it can be changed from the list.



Pricing Conditions Tab

Item Detail		Item Partners		Conditions		ForTrade/Customs		Item Texts		PO Data	
Qty		1	PC	Net		2,000.00	INR	Tax		0.00	
Pricing Elements											
N	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.			
▲ ZMNP		Minimum Net Price	3,000.00	INR	1	PC	3,000.00	INR			
■ PR00		Price	2,000.00	INR	1	PC	2,000.00	INR			
		Price After Discoun	2,000.00	INR	1	PC	2,000.00	INR			
		Net Price	2,000.00	INR	1	PC	2,000.00	INR			
		Basic Price	2,000.00	INR	1	PC	2,000.00	INR			
		Base + BED	2,000.00	INR	1	PC	2,000.00	INR			
		Base + BED +ECS	2,000.00	INR	1	PC	2,000.00	INR			
		Base + BED +ECS	2,000.00	INR	1	PC	2,000.00	INR			
		Base+BED+ECS+Hr ECS	2,000.00	INR	1	PC	2,000.00	INR			
		P&F Charges	0.00	INR	1	PC	0.00	INR			
		Base+ED+ECS+HECS+ED	2,000.00	INR	1	PC	2,000.00	INR			
		Base + ED + Tax	2,000.00	INR	1	PC	2,000.00	INR			

Check out the material pricing is correctly maintained as per the sale order.

After the referring all the data then click on the Output Button  or follow the path as below :

Menu Path Header Data:- Goto → Header Data → Output

Output						
Message type	Name	Created on	Created at	Process.status	Transm. Medi...	
PGGS	PGG SPARES INVOICE	23.04.2012	15:13:09	1	1	

Enter the Output as PGGS

Click on the  icon to enter the Printer Name



KEC: Invoice (ZF2) Create: Output

Bill-to party	2100005269	SHREYAS GENSET
Output type	J1I0	Excise Invoice IN

Printing information	
Logical destination	LOC_Printer_Dot_Matrix 
Number of messages	<input type="checkbox"/> <input type="checkbox"/> Print immediately
Spool request name	<input type="checkbox"/> Release after output
Suffix 1	<input type="text"/>
Suffix 2	<input type="text"/>
SAP cover page	Do Not Print 
Recipient	SONALI
Department	<input type="text"/>
Cover Page Text	<input type="text"/>
Authorization	<input type="text"/>
Storage Mode	<input type="text"/> 

Format	
Form	<input type="text"/>

Enter the Printer Name

Click on the back button 

save the billing document by clicking on save button 

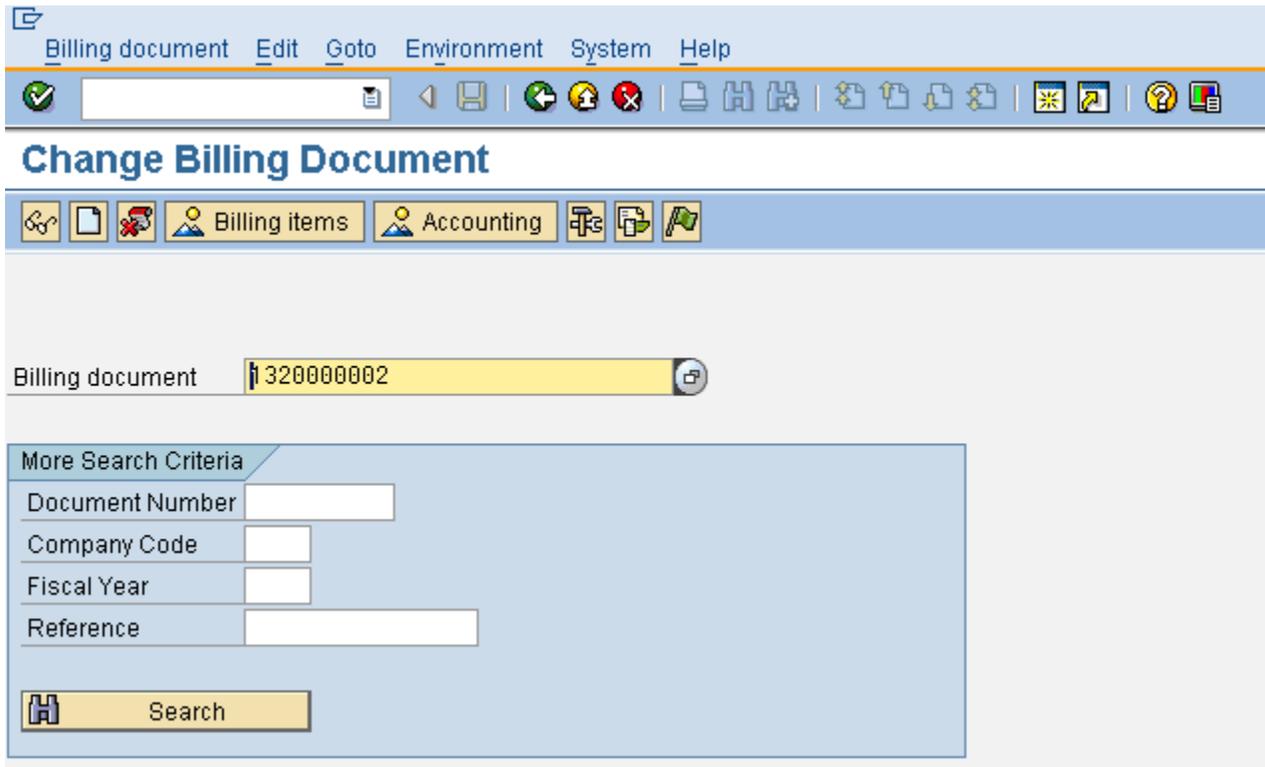
Once the invoice has been saved immediately excise invoice is also generated.

 Document 1320000002 has been saved

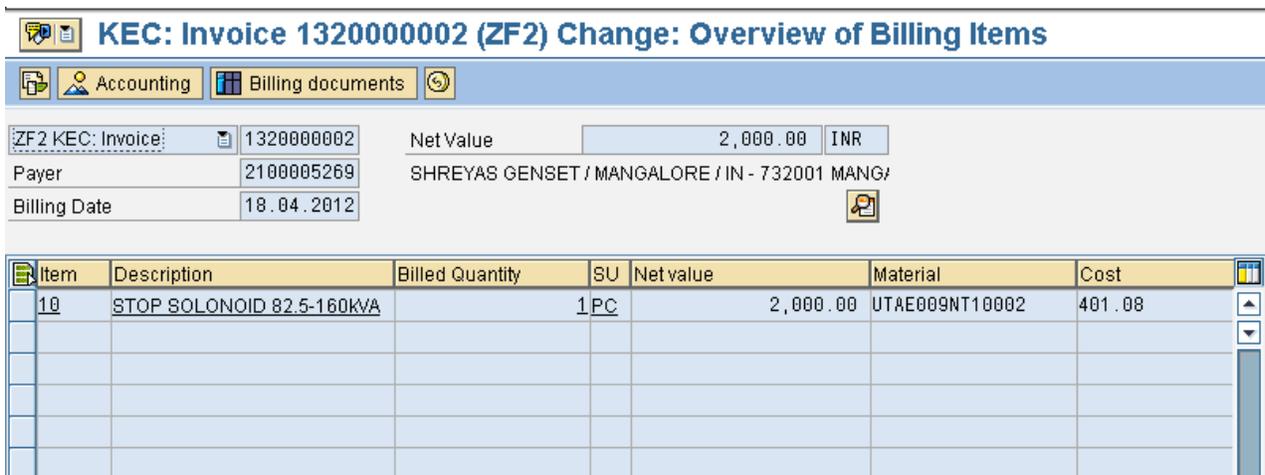


Once the billing document has been saved immediately Accounting document will be generated in the background.

Change mode of Billing document – VF02



Enter the relevant billing document number and press enter.



Here in this screen ones responsibility is to check accounting document has been generated in background.



To check accounting document click on the accounting button  immediately system will populate the below screen with accounting numbers.

KEC: Invoice 1320000002 (ZF2) Change: Overview of Billing Items

Accounting Billing documents

ZF2 KEC: Invoice 1320000002 Net Value 2,000.00 INR
 Payer 2100005269 SHREYAS GENSET / MANGALORE / IN - 732001 MANG/
 Billing Date 18.04.2012

Item	Description	Billed Quantity	SU	Net value	Material	Cost
10	STOP SOLOINOID 82.5-160KVA		1 PC	2,000.00	UTAE009NT10002	401.08

List of Documents in Accounting

Documents in Accounting

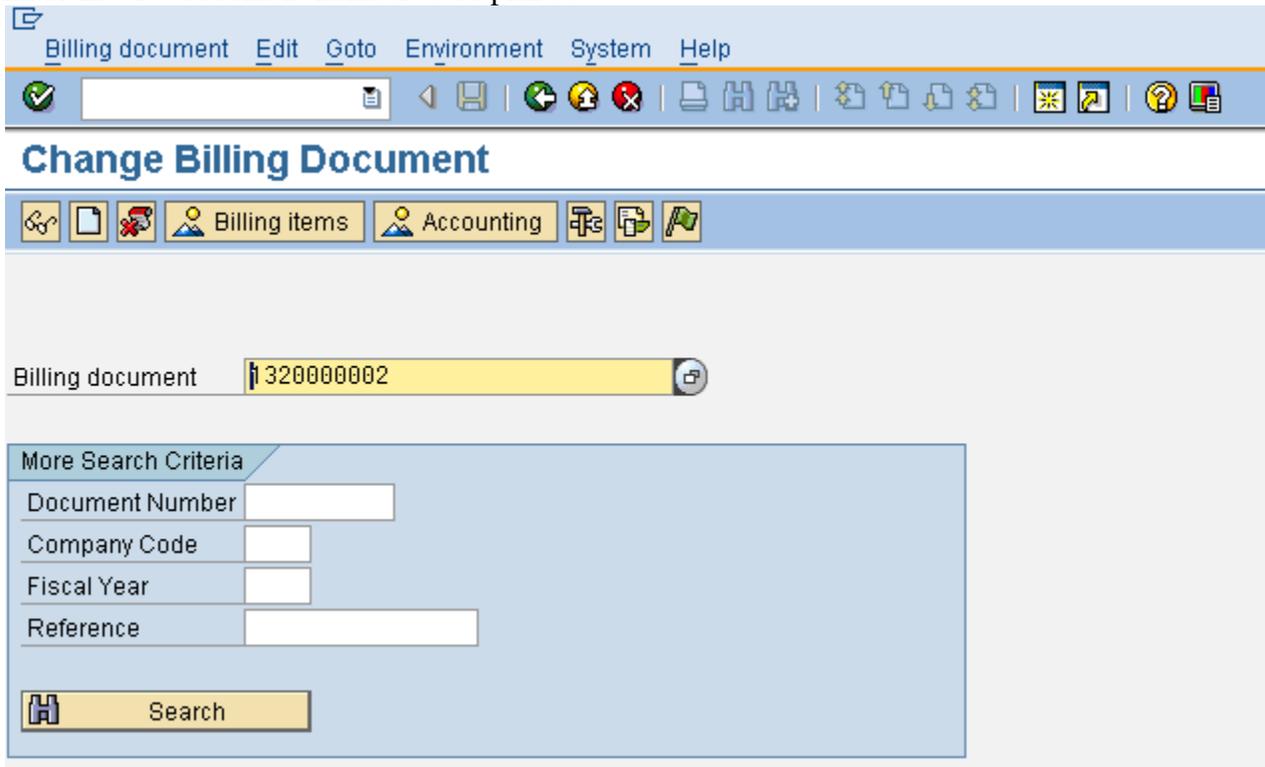
Doc. Numb...	Object type text	Ld
1300000001	Accounting document	
1000032514	Controlling Document	

Separate Original document

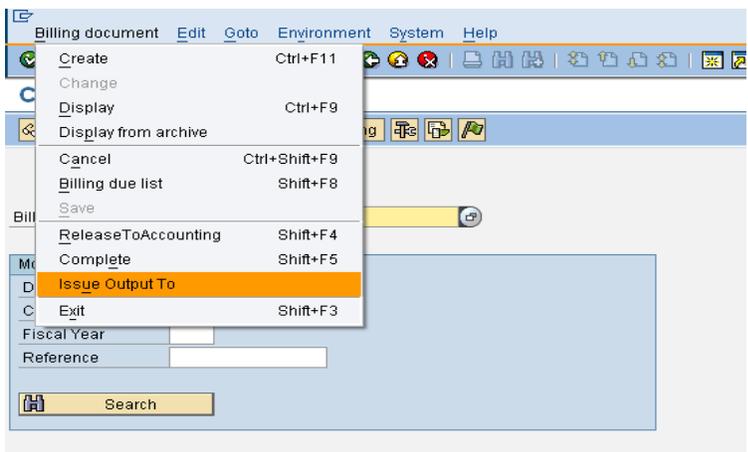


To print the Invoice go to VA02 Transaction

Enter Invoice document number to be printed.



Click on the Billing document tab on the top and select Issue Output as below





Change Billing Document

Billing document: 1320000002

More Search Criteria:
 Document Number:
 Company Code:
 Fiscal Year:
 Reference:

Output output

Message type	Name	Created on	Created at	Process.status	Transm. Medi...
J110	Excise Invoice IN	18.04.2012	16:35:36	0	1

Select the output type and click on print preview

Print Preview



Print Preview of LP01 Page 00001 of 00001

Ship-to-party :	ExcInv No.	Code No.	AMBCK2721Q-XM-025
RAJSHEEL PAPERS LIMITED.,	0090000127	Reg. No.	
ELOT NO 112 / 113, NGUD INDL AR	ExcInv Date	Range	NAGAR ROAD 2
560019 NANJANAGUD, MYSORE TO	10.06.2009	Division	PUNE - 8 DIVISION
INDIA	Internal Doc	Collectorate	PUNE
	9000000197		
	Delivery Doc		
	80000110		

Material Code	Quantity	Assessable Val	BED	SED	AED	ECS	SECS	CESS
Material Description	Unit	ChapId	Rate	Rate	Rate	Rate	Rate	Rate
	0,00	8,000,00					80,00	0,00
HTS	10	EA	3915 90 90	8,00	0,00	0,00	2,00	
<small>0,00±J_1IEXCDTL-EXARD(16.2R)±±J_1IEXCDTL-ECS(16.2R)± ±J_1IEXCDTL-EXADDTAX1RATE(16.2R)J_1IEXCDTL-CESSRATE(16.2R)±</small>								
				8,000,00	0,00	0,00	160,00	80,00
								0,00

Serial number of debit entry for duty in :
 RG23A part II
 RG23C part II
 P. L. A.

End of Process.



Sales Reports

There are various reports available in SAP for Sales which are mentioned as below :

- VA05 - List of Sale Orders
- ZPORD - Pending Sale Orders
- VF05 - Billing based on Customers / Materials
- ZSD_ARS - Month Wise Billing Report
- VF04 - Pending Documents for Billing



CUSTOMER CODE REQUISITION FORM

		Customer-1
General Data	Account Group	2100 - Sold-to-Party (Domestic)
	Customer Code (if Exists)	2100005269
	Company Code	UN20 - KEC PGG - Unit20
	Sales Organization	PGGS - PGG Sales Org.-SPARE
	Distribution Channel	DD - Domestic Direct
	Division	SP - Spares
	Name1	SHREYAS GENSET
	Name2	
	Search Term1	SHREYAS
	Street/House No.	39/A, KIADB INDL.AREA,
	Street2	SATYAMANGALA
	Street3	
	Postal Code	572104
	City	MANGALORE
	Country	INDIA
Region/State	MANGALORE	
Co. Data	Recon Account	130001 - SUNDRY DEBTORS-DIRECT DOMESTIC
Sales Area Data	Customer Group	1 - Industrial customers
	Cust.Pric Proc	1 - Standard
	Cust.Stats Group	1 - Domestic
	Account Assignment Group	1 - Direct Domestic Rev
	Tax Classification - JIVA	0 - Nil - Additional VAT
	Tax Classification - JIVC	0 - CST - Export
	Tax Classification - JIVP	0 - VAT nil
	Tax Classification - JLST	0 - LST exempted
	Tax Classification - ZICV	0 - 0% - Cess on VAT
CIN Details	ECC No.	AAACC7606BXM001
	CST No.	10352326 DTD.28.02.91
	LST \ TIN No.	29980058255
	Service Registration No.	
	PAN Number	AAACC7606B