

# Exercise Sales and Distribution (SD)



OTTO BIKES  
makes IT easy

created by



## LEVEL

Beginner

## DURATION

approx. 50 minutes

## LAST CHANGE

September 2023

## VERSION

Otto Bikes v1.1

## FOCUS

These exercises provide an overview of important master and transaction data in the Sales module. In addition, the document flow is introduced as a tool.

## USE AND MOTIVATION

By working through the exercise, the theoretical knowledge of the customer master record is expanded to include a practical insight. In addition, the understanding of documents (order, delivery, billing document) is promoted.

## REQUIREMENTS

No separate requirements



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## Step 1: Display Customer Master Data

### Task

Otto Bikes has some customers in Germany, Netherlands and USA. Show a customer from the south of Germany ("360°Rad").

### Name (Position)

Sales Person Germany South

For this you use:

Space *Sales and Distribution*

Role *Sales Person*

App *Manage Business Partner Master Data*

Manage Business  
Partner Master Data



On the next screen, the SAP system expects you to enter search criteria such as the customer, the company, and the sales area.




A business partner (BP) is an organization (firm, branch office), person, or a group of persons or organizations in which your company has a business interest.

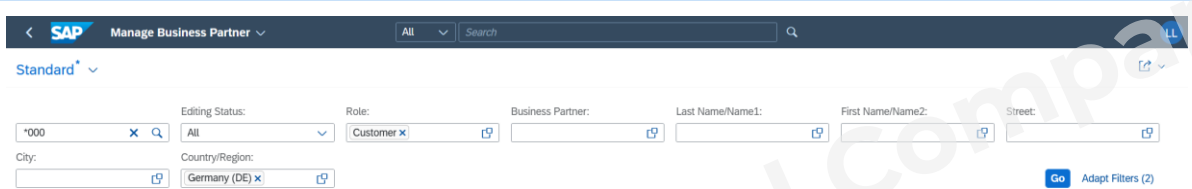
You can create and manage your business partners and their roles centrally in a company. For this purpose, you enter the general data of the BP once and assign business partner roles (BP roles) to them. For each BP role, specific data is stored. This general data is 'independent' of the role the partner performs in the different business processes in S/4HANA. This prevents data from being created and stored redundantly.

**Structure:** For each BP, you specify a unique business partner number (BP number). You create and manage the following general elements of a BP:


- general data, e.g. name, address, and communication data
- identification data, e.g. industry, identification, and tax numbers
- status data, e.g. status of the business relationship



During the course of the business relationship, the business partner can assume other business partner roles. When a partner appears in a new role, you only need to add their master data, as the general data remains unchanged.

Since you do not know any business partners (and in this case its identification number) in the Otto Bikes company, you have to find them out. However, you can infer search criteria from the context. Since you are looking for a **customer**, select the corresponding entry using the value help  in the *Role* field. Add **Germany** as the *country* in the same way. To restrict the result range, enter (\*) followed by your **three-digit number (###)** in the Search field.




Each time you are prompted to enter ### in this course material, please enter the three-digit number you received from your instructor. There is separate master data for each participant. The three-digit number is used to distinguish between these records. Please remember that all course participants work in the same Otto Bikes company. If you do not set any search criteria, you could see all master data (like in a real company).

Press  to execute the search. A list with all business partners of your record will be displayed.

Business Partners (6)						Create	Object Page	Copy		
Business Partner	Street	City	Postal Code	Country/Region	Role					
<input type="radio"/> Bike56 131000	Ziegelstraße	Lübeck	23556	DE	FI Customer (FLCU00), Customer (FLCU01)					>
<input type="radio"/> S4Lock 132000	Erzbergerstraße	Magdeburg	39104	DE	FI Customer (FLCU00), Customer (FLCU01)					>
<input type="radio"/> RadWerk Düsseldorf 133000	Königsallee	Düsseldorf	40213	DE	FI Customer (FLCU00), Customer (FLCU01)					>
<input type="radio"/> 360°Rad 134000	Theresienhöhe	München	80339	DE	FI Customer (FLCU00), Customer (FLCU01)					>
<input type="radio"/> ExtraBike Pulse 135000	Otto-von-Guericke Straße	Braunschweig	38122	DE	FI Customer (FLCU00), Customer (FLCU01)					>
<input type="radio"/> All Terrain 000 1002130	Spichernstraße	Hannover	30161	DE	FI Customer (FLCU00), Customer (FLCU01)					>

You will now see the list of all customers in Germany whose business partner number ends in ###. Scroll through the list and now click on the record of the business partner **360°Rad**.





A core function of SAP S/4HANA is the simplification of data structures. For this reason, various transactions, such as the management of customers, vendors or contact persons, have been combined into one transaction (Manage Business Partner Master Data).

## Interested? Contact us!

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...al or global data of your customer. In  
... information about this customer,  
... these can be viewed by different  
... you can switch to the different tabs

For example, select the *Rolls* tab. Auto-scroll will take you to the *Roles* page. You will see that two roles are assigned to the business partner role *Customer* (from FI view) and *Customer* (from Sales view).

Roles

Roles (2)

Business Partner Role	Valid From	Valid To
<b>FI Customer</b> FLCU00	18.12.2022	31.12.9999
<b>Customer</b> FLCU01	18.12.2022	31.12.9999

Within the row with the business partner role **Customer**, click on the right arrow at the end of the row.

Next, select the *Sales areas* tab. You can see the sales areas for this customer. Directly below the sales areas you can see the sales areas. This information could not be found in the general overview. This data is bound to the customer role.

