ESSAR Projects (India) Limited

Project Navodaya – *User Manual*

SD- Sales order Creation

Revision History

Version Number	Brief description of change	Affected Section(s)	Effective Date	Prepared By	Reviewed By
1.0	Initial release	Sales	01/07/2010	Krishna Reddy	

Table of Contents

1. SIT process

1.1. Purpose

The purpose of this document is to make the user able to:

a) Create the Sales orders based on PO in the R/3 system

b) Change/Amend the Sales order with reference to change/Amend in the Respective Purchase Order

2. Creation of SIT Sales Order

2.1. Overview

Creation of posting necessary for period end closing or day to day functions.

Business Process Description Overview

Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number. It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance Material number and amount. Whether any additional information is present depends on the business transaction involved.

Following are the most critical steps involved in entering and Saving a Sales order:

1. Enter the document header data.
2. Enter the line items.
3. Enhance or correct the line items as needed.

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4. Save the document.

Input - Required Fields	Field Value / Comments
PO Number	2700000009
Contract Number	40000042
Mark up Percentage	10
Document Type	X

Output - Results	Comments
Document Number	System generated document number based on the range assigned to the Document Type

2.2. Procedural Steps

➢ **Create the Sales Order by:**

Via Menus	NA
Via Transaction Code	ZVA01

NOTES:

- This is developed process

➢ **On the initial screen , enter the information in the fields as specified in the table below:**

NOTES:

• This will copy the PO items into SO. To do this all materials in the PO should have been extended for sales view in material master

• PO should be released for creating the SO of it.

➢ **After entering the data press the** **icon.**

➢ **After pressing the execute system will copy PO to SO referring to the given contract number.**
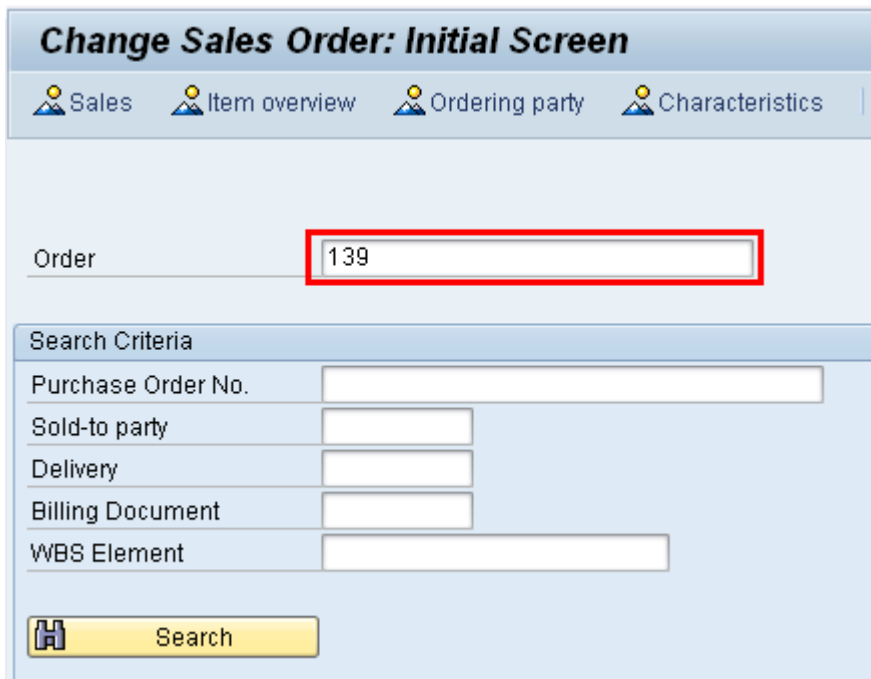
☑ Sales Order 139 Created Successfully

➢ **In command box enter the T. code VA02 and press ✅ button.**

✅ VA02 ▾ ◁ 🖫 | 🔙 🏠

SAP Easy Access

➢ **Input the sales order number and press enter**

Change Sales Order: Initial Screen

👤 Sales   👤 Item overview   👤 Ordering party   👤 Characteristics

Order	139

Search Criteria

Purchase Order No.	
Sold-to party	
Delivery	
Billing Document	
WBS Element	

🔍 Search

➢ **Check the values of the sales order**

> **Select the line item and click on 🔍 button.**

> **Select the "Condition" tab. Check the values.**

NOTES:

- In ZECL condition PO landed cost will be copied
- In ZMKP condition will get the markup enter on the initial screen.

> **Select the "Account Assignment" tab.**

NOTES:

- System will copy the PO's WBS element.

> **From the Menu bar**

Select Edit and click on Incompletion Log or use Ctrl+F8
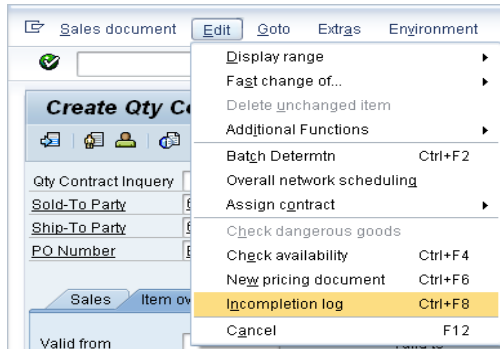
> **System gives the message "Document is complete".**

> **To save the data, select the** **(Save icon) or press Ctrl+S.**

> **After saving the document**

3. Creation of LR Entry

3.1. Purpose

The purpose of this document is to make the user able to:

a) Create the LR Entry in the R/3 system

3.2. Creation of LR Entry

> **Enter the T.Code "ZLRSCREEN" in command box & Press** **.**
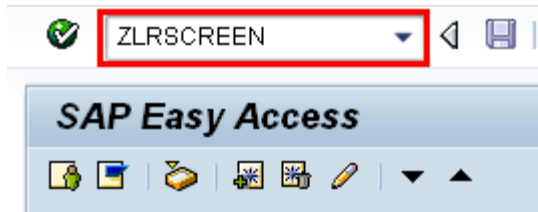
> ➢ **LR Entry initial screen will be display.**
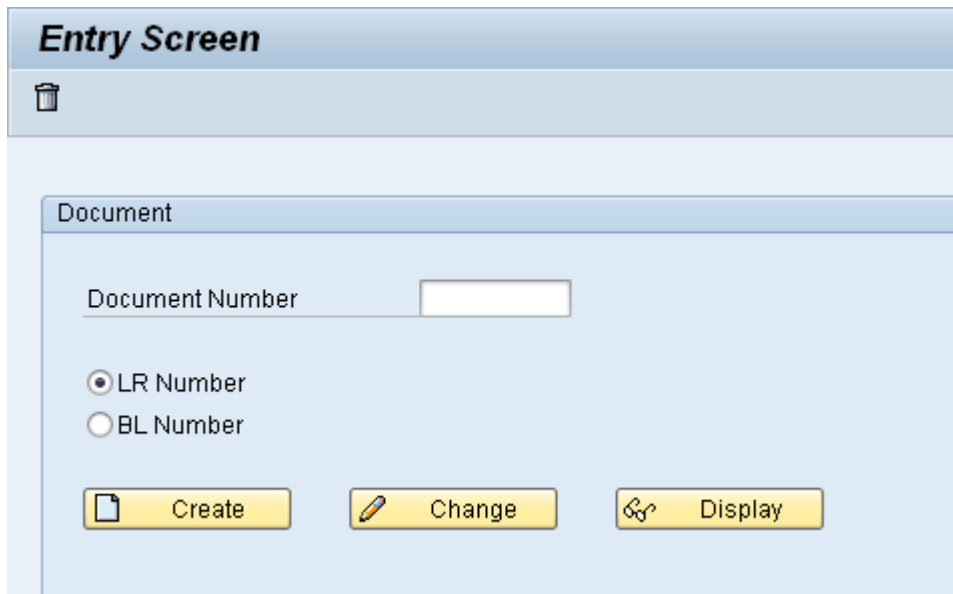
> ➢ **For Creating the New LR Select the LR radio button and click on**

 button

> ➢ **LR Entry fields**

> ➢ **Enter the LR data as per below table**

Field Name	Description	R/O/C	User Action and	Comments

			Values	
Transporter Name	Transporter Name	R		Enter the as per the physical received.
LR Number	Vendor LR number	R		Enter the as per the physical invoice received.
Dispatched from	Place from where material shipped	R		Enter the as per the physical invoice received.
Vehicle Number	Transporter Vehicle	R		Enter the as per the physical invoice received.
Purchase Order Number	EPIL Purchase order Number raise on vendor.	R		Enter the as per the physical invoice received.
LR Date	Date on which the LR has been Created	R		
LR Endorse Date	Date on which LR endorsed by EPIL	R		
Received Qty	Enter the quantity received from vendor	R		Enter the as per the physical invoice received.

Create LR

LR Entry

LR Number			
Transporter Name	TCI India	LR Date	03.07.2010
LR Number(Vendor)	123	LR Endorse Date	09.07.2010
Dispatched From	Hyd		
Vehical No	MH03AF1606		

Purchasing Order No	2700000009
Vendor	100010 TEJAS GROUP OF COMPANY-SIT
Customer	26
Sales Order Number	139
MIRO No	
Fiscal Year	
Customer Invoice No	

Received Items

Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty	
10	200000312	FENDERS	1.000	0.000	1.000	

➢ **After entering the all required click on the 🖫 button.**

Create LR

LR Entry

LR Number			
Transporter Name	TCI India	LR Date	03.07.2010
LR Number(Vendor)	123	LR Endorse Date	09.07.2010
Dispatched From	Hyd		
Vehical No	MH03AF1606		

Purchasing Order No	2700000009
Vendor	100010 TEJAS GROUP OF COMPANY-SIT
Customer	26
Sales Order Number	139
MIRO No	
Fiscal Year	
Customer Invoice No	
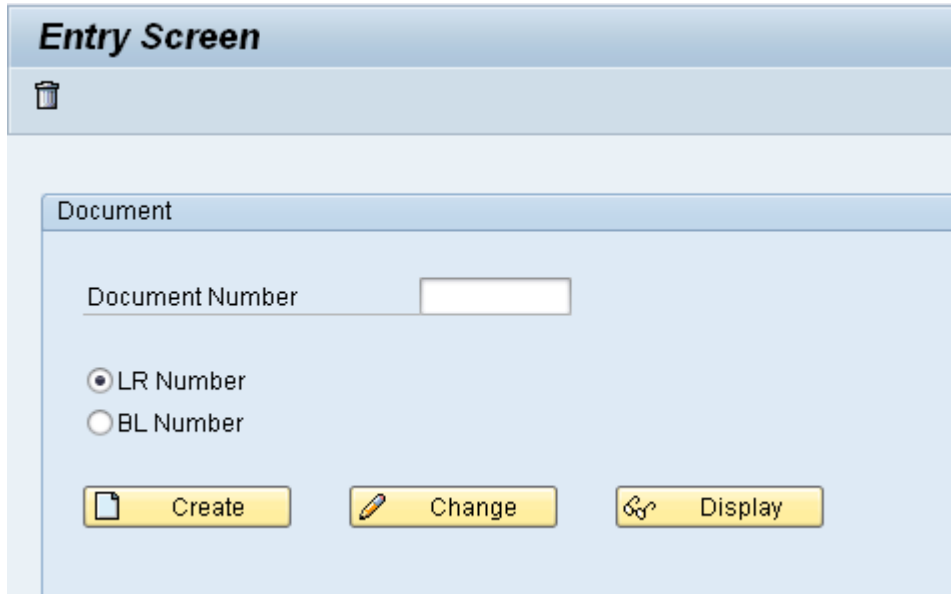
Received Items

Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty	
10	200000312	FENDERS	1.000	0.000	1.000	

> ➢ **After pressing the save button LR entry will be save and generate the unique LR entry number.**

☑ LR Document 2000000007 is Saved

3.3. Change of LR Entry

> ➢ **Changes to the LR Details goto the T.code "ZLRSCREEN"**

Entry Screen

🗑

Document

Document Number [   ]

◉ LR Number
◯ BL Number

[📄 Create]   [🖊 Change]   [👁 Display]

> ➢ **Enter the System generated number in document number field & Press**
>   [🖊 Change] **button.**

Entry Screen

🗑

Document

Document Number   2000000007

◉ LR Number
○ BL Number

[📄 Create]   [✏ Change]   [👓 Display]

➢ **Make the changes to the Open fields only.**

Change LR

👓 Display   🗑

LR Entry

LR Number	2000000007		
Transporter Name	TCI India	LR Date	03.07.2010
LR Number(Vendor)	123	LR Endorse Date	09.07.2010
Dispatched From	Hyd		
Vehical No	MH03AF1606		

Purchasing Order No	2700000009	
Vendor	100010	TEJAS GROUP OF COMPANY-SIT
Customer	26	
Sales Order Number	139	
MIRO No		
Fiscal Year		
Customer Invoice No		

Received Items

Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty
10	200000312	FENDERS	1.000	0.000	1.000

➢ **After making the changes save the document.**

4. Vendor Invoice Verification

4.1. Overview

Business Process Description Overview
Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number. It also includes controlling information such as the document type. The line items only contain information on the particular item in question, for instance Material number and amount. Whether any additional information is present depends on the business transaction involved. Following are the most critical steps involved in entering and Saving a Sales order: 1. Enter the document header data. 2. Enter the line items. 3. Enhance or correct the line items as needed. 4. Save the document.

Input - Required Fields	Field Value / Comments
Invoice Date	
Posting Date	
Reference	
Purchase Order	
Business Place/Section Code	

Output - Results	Comments
Vendor Invoice Document Number	System generated document number based on the range assigned to the Document Type

4.2. Procedural Steps

➢ **Book the Vendor Invoice by:**

Via Menus	Logistics->Materials Management->Purchasing->Purchase Order->Follow-on Functions->Logistics Invoice Verification
Via Transaction Code	MIRO

NOTES:

• When you enter the data. System will store the pervious transaction data on the screen.

➢ **On the initial screen enter the information in the fields as specified in the table below:**

Enter Incoming Invoice: Company Code 7000

Show PO structure   Show worklist | Hold   Simulate | Messages   Help

Transaction   1 Invoice   ▼   ⦿○○ Bala

Basic data   Payment   Details   Tax   Withholding tax   ◀ ▶ ⊡

Invoice date   [   ]   Reference   [   ]
Posting Date   09.07.2010
Amount   [   ]   [   ]   ☐ Calculate tax
Tax Amount   [   ]   V0 V0 (Input Tax 0%)   ▼
Bus.place/sectn   [   ] / [   ]
Text   [   ]
Company Code   7000 Essar Projects India Ltd. Mumbai

1 Purchase Order/Scheduling Agreemer ▼   [   ]   [   ]   ➡

                                                                    Lay

Item	Amount	Quantity	Or...	📋	Purchase ...	Item	PO Text

> ➤ **Press Enter.**

Field Name	Description	R/O/C	User Action and Values	Comments
Invoice Date	Vendor Invoice Date	R		
Posting Date	System posting date.	R		
Reference	Vendor Invoice Number	R		
Purchase Order	PO number against which vendor invoice is booked	R		

Business Place	Business Place	R		
Section Code	Section Code	R		

Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional.

➢ **After entering the all the data select the details tab.**

➢ **After entering the all the data select the details tab.**

Unpl. Del. Csts	
Currency	INR
Doc. Type	RE Invoice - Gross
Assignment	
Header Text	
Ref. Key 1	
Ref. Key 2	

Exch. Rate	1.00000
Inv. Party	100010
Bus. Area	
G/L	16011002

Tabs: Basic data | Payment | Details | Tax | Withholding tax

➢ **Enter the LR entry number in Header Text field & Select the Basic data tab**

➢ **Check the calculate tax**

➢ **Copy the balance amount.**

> ➢ **Paste it in amount field. Balance will become '0' & will become green.**

> ➢ **Click on** [Simulate] **button.**

Enter Incoming Invoice: Company Code 7000

Show PO structure   Show worklist   🗗   Hold   ✪ Simulate   Messages   ℹ Help   ◖◗ NF

| Transaction | 1 Invoice ▼ | | | | | ◖◗◼ Balance | 0.00 | |

Basic data | Payment | Details | Tax | Withholding tax   ◄ ► ▢

Vendor 0000100010

Invoice date	03.07.2010		Reference	SIT/03
Posting Date	09.07.2010
Amount	2,562.73	INR	☑ Calculate tax
Bus.place/sectn	1011 / 1011
Text	
Paymt terms	Due immediately
Baseline Date	09.07.2010
Company Code	7000 Essar Projects India Ltd. Mumbai

Mr. TEJAS GROUP OF COMPANY-SIT
TEJAS GROUP OF COMPANY-SIT
PO Box 400081
400081 MUMBAI

➢ **Check the entries & Click on post.**

Simulate Document in INR (Document currency)

Position	A.	G/L	Act/Mat/Ast/Vndr	Smart Number	Amount
1	K	16011002	TEJAS GROUP OF COMPANY-SIT / 400081 MUMB		2,562.
3	S	41000001	COST OF TRADED GOODS - INDIGENOUS		1,000.
5	S	41000001	COST OF TRADED GOODS - INDIGENOUS		1.
7	S	41000001	COST OF TRADED GOODS - INDIGENOUS		200.
9	S	41000001	COST OF TRADED GOODS - INDIGENOUS		110.
11	S	41000001	COST OF TRADED GOODS - INDIGENOUS		2.
13	S	41000001	COST OF TRADED GOODS - INDIGENOUS		6.
15	S	41000001	COST OF TRADED GOODS - INDIGENOUS		92.
17	S	41000001	COST OF TRADED GOODS - INDIGENOUS		3.
19	S	41000001	COST OF TRADED GOODS - INDIGENOUS		1,000.
20	S	27051199	CENVAT CLEARING - INPUT		100.
21	S	27051199	CENVAT CLEARING - INPUT		2.
22	S	27051199	CENVAT CLEARING - INPUT		1.
23	S	27051401	VAT RECEIVABLE - INPUT		44.

Debit 2,562.73   Credit 2,562.73   Bal. 0.00

Back   💾 Post   ✖

➢ **Invoice document posted**

Invoice document 5105600921 was posted (Accountng Documnt: 2900000114)

5. *Customer Billing*

5.1. Overview

Creation of Billing is necessary to post the revenues in to FI or for day to day functions.

Business Process Description Overview

Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number.   It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance Sales Order Number and Billing Quantity. Whether any additional information is present depends on the business transaction involved.

Following are the most critical steps involved in entering and Create the Billing Document:

o   Enter the Sales order number in the Initial screen data.
o   Enter the Billing quantity & Check the price.
o   Click the Save Button.

Input - Required Fields	Field Value / Comments
Sales Order number	139

Output - Results	Comments
Document Number	System generated document number based on the range

	assigned to the Document Type

5.2. Procedural Steps
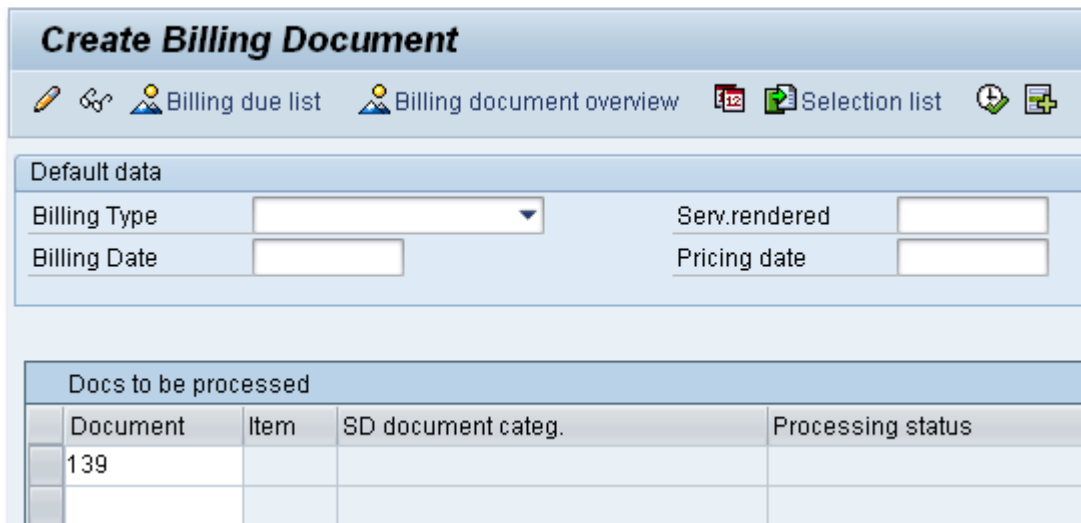
➢ **Create the Contract by:**

Via Menus	Logistics-> Sales and Distribution-> Billing -> Billing Document -> Create
Via Transaction Code	VF01

NOTES:

• When you enter the data. System will store the pervious transaction data on the screen.

➢ **On the initial screen enter "SIT Order Number.",**
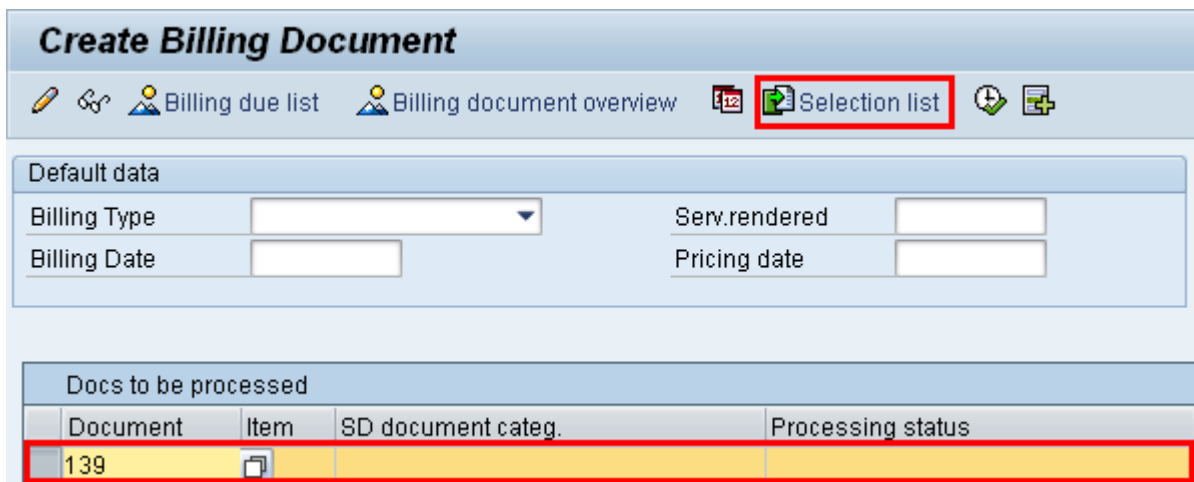
Create Billing Document

🖉 ⋖ 👤 Billing due list   👤 Billing document overview   🔢 📄 Selection list   ⊕ 📇

Default data

Billing Type		▼	Serv.rendered	
Billing Date			Pricing date	

Docs to be processed

	Document	Item	SD document categ.	Processing status
	139			

Field Name	Description	R/O/C	User Action and Values	Comments
Billing Type	Service Billing document type	O	ZSIT	Enter the document type or select the document from drop

				down
Sales Organisation	Sales Organisation	O	7000	Enter the document type or select the document from drop down
Distribution Channel	Distribution Channel	O	25	Enter the document type or select the document from drop down
Division	Division	O	20	Enter the document type or select the document from drop down
Release Order Number	Release Order Number	R	139	

Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional.

➢ **Select the document number and click on** **Selection list Button.**

➢ **In Open quantity enter the quantity for which you want to recognize the revenue.**

➢ **After changing the quantity select the line item & Click on** [Copy] **button.**

➢ **System will take back to the initial screen.**

➤ **Now select the document number line & Click on** ⊕ **button.**

➤ **System will copy the selected quantity only.**

> ➢ **From Menu GOTO->Header-> Header or Click on** **.**
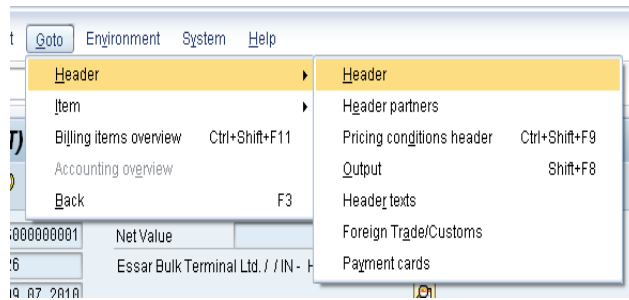
➢ **In the VAT Registration No. field enter the LR number.**

➢ **Press** ⟲ **for coming back**

➢ **To check the condition price & Taxes: Select the line & click on** 🔄
   button.

➢ **Check the price & Taxes then Click on Save 💾.**

Item Detail	Item Partners	Conditions	ForTrade/Customs	Item Texts	PO Data

Qty	1	TO	Net	2,770.46	INR
			Tax	0.00	

Pricing Elements

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	
🟩	ZECL	EPIL Material Price	2,518.60	INR	1	TO	2,518.60	INR	
		Gross Value	2,518.60	INR	1	TO	2,518.60	INR	
🟩	ZMKP	Markup	10.000	%			251.86	INR	
		Net Price	2,770.46	INR	1	TO	2,770.46	INR	

➢ **System gives the message "Billing Document <xxxxxxxx> has been saved".**

☑ Document 90000156 has been saved