

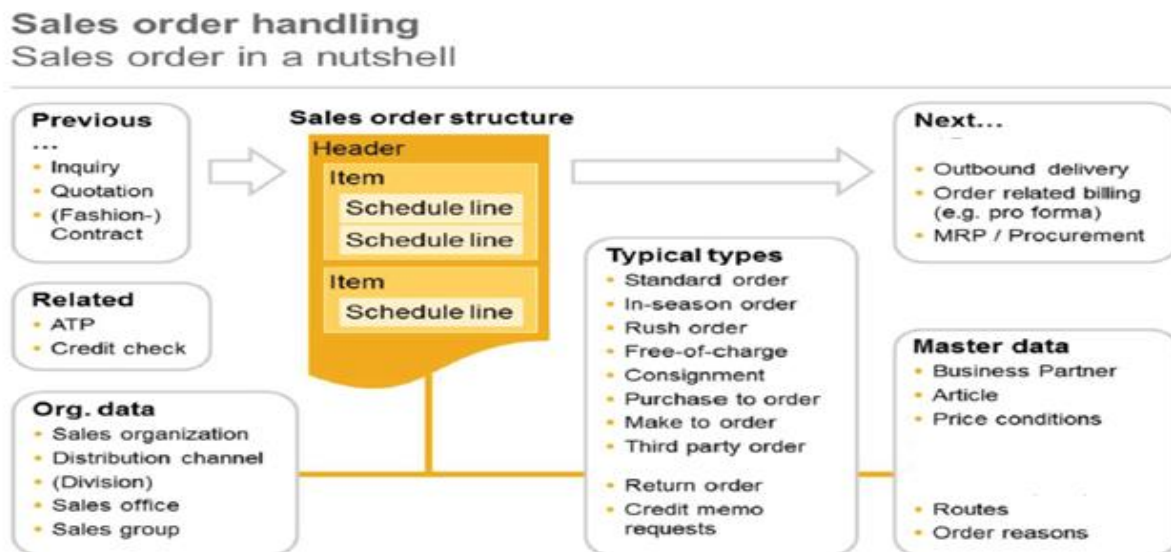
5. Sales Documents Processing

Sales orders are the central documents to record demand of wholesale customers in order to allow for procurement, customer delivery and billing.

The sales documents' structure consists of the document header and document items. The document items can be subdivided in any number of schedule lines.

Sales Order: A sales order is a contractual agreement between a sales organization and a customer (Sold-to-Party) for the supply of products in certain quantities. A sales order copies all relevant information and master data from the customer master and the material master record for a specific sales area.

5.1 Sales Document Structure



Header Data: The general data that is valid for the entire document is recorded in the document header. (Table: VBAK)

Ex: Sold-to-party, Ship-to-party, PO No., Document date, Doc Currency etc.

To see the header data in the sales document, Select the Icon “Display Doc Header Details” or select “Go to Header & select any tab page”.

Item Data: The general header data by default applies to all the items in the document. But each & every item in the document will be having its own related information, which is called Item data; this can be seen at Item level. (Table: VBAP)

Ex: Material No., Quantity, ship to party, pricing, plant & storage location.

[Scheduling Line Data:](#) It gives the information about the delivery dates and the corresponding conformed quantities. (Table: VBEP)



To see the Item data, select “Go to Item & select any tab page” or double click on the item and to see the schedule line data “Go to item data & select Schedule lines Tab”.

[Creating the Quotation:](#)

Logistics → Sales & Distribution → Sales → Quotation → VA21 – Create

Enter the Data for the fields Sales Document type, Sales Area and press enter. In the overview screen of the quotation enter data for the fields like: Sold-to, Ship-to, Cust-ref, Validity dates, Material No & Quantity and save the quotation.



Create Quotation: Overview


 Orders  Document

Quotation		Net Value	1,500.00	USD
Sold-To Party	17100006	Domestic Customer US 6 (Returns) / 100 S Main St / Wichita KS 67202-3723		
Ship-To Party	17100006	Domestic Customer US 6 (Returns) / 100 S Main St / Wichita KS 67202-3723		
Cust. Reference	Sashi Demo QT	Cust. Ref. Date	03.07.2022	

Sales | **Item Overview** | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Valid From	03.07.2022	Valid To	31.10.2022
Req. Deliv.Date	D 03.07.2022	Expect.Ord.Val.	0.00 USD


 Group 

All Items

Item	Material	Req. Segment	Order Quantity	SU	AltItm	Item Description
	10 SK-001			10 CAR		Sashi Kiran - Suit (Size 42)

[Create Order with Reference to Quotation:](#)

Logistics → Sales & Distribution → Sales → Order → VA01 – Create

Enter the order type “OR” and the sales area and select the button Create with Reference on top. ☐ Create with Reference

Specify the quotation number and say copy and all the data from the quotation will be copied to Sales Order. Save the sales order number.

Create Sales Documents

☐ Create with Reference
 Sales
 Item Overview
 Ordering Party
 Characteristics

Order Type

Organizational Data

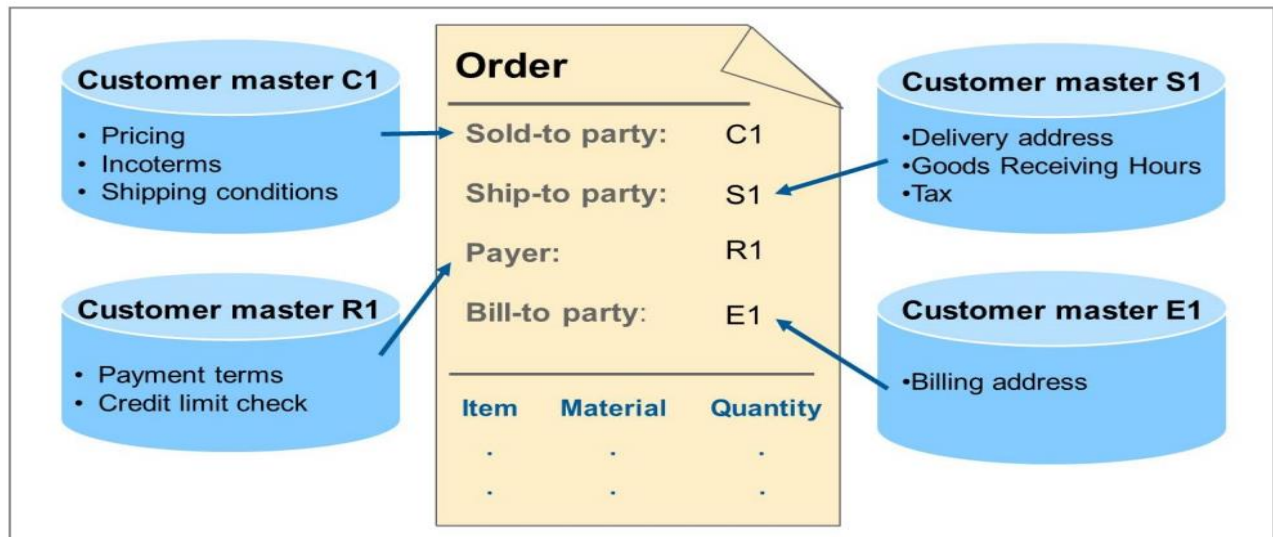
Sales Organization	1710
Distribution Channel	10
Division	00
Sales office	

Create with Reference

Inquiry	Quotation	Order	Contract	SchedAgree	BillDoc
Quot. <input type="text" value="70000007"/>					
Requested Deliv.Date <input type="text"/>					
Search Criteria					

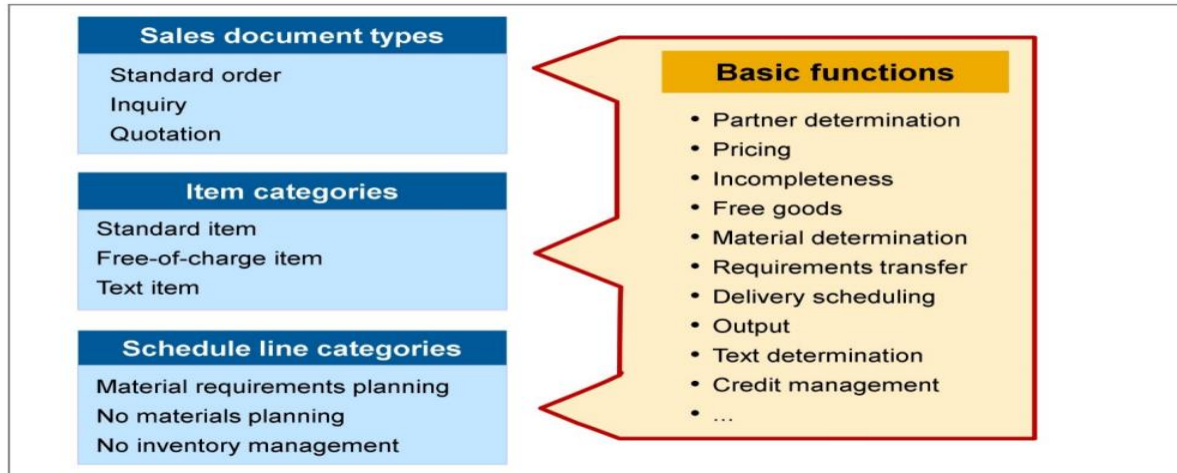
Proposing Order Data from the Business Partner:

The business data in a sales document is taken from the master data records for the different business partners.

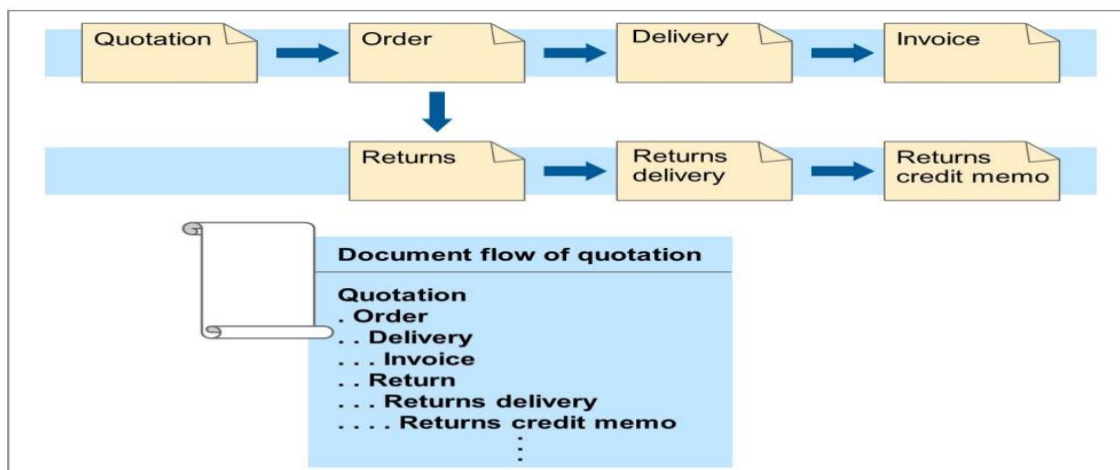


- Since locations of ship-to parties and sold-to parties can vary, delivery address and control information are taken from the ship-to party master record.
- Since the payer is responsible for the payment of receivables, payment conditions in the document are taken from the payer master record.
- The bill-to party contains the address to which the invoice should be sent. This address may be different from that of the payer.

Basic Functions: We need to configure several general sales functions (basic functions) for the sales documents. We can fine tune these settings at each level within the sales document. The below screen gives the list of the functions:



Document Flow: If we create the documents with reference to some preceding documents it forms a document flow. In this flow if we know one document number with the help of "Document Flow". We can know the remaining document numbers.



Note: - To see the remaining document Nos., go to the any sales document in the flow & select the icon "Display Document Flow". on the top.

Document Flow				
<div> Status Overview Display Document Service Documents Additional Links </div>				
Business Partner 0017100009 Domestic US Customer 9				
<div> </div>				
Document	On	Time	Status	
Standard Order 0000000041	31.05.2022	02:00:16	Completed	
Outbound Delivery 0080000112	31.05.2022	02:00:40	Completed	
Picking Request 20220531	31.05.2022	02:00:49	Completed	
GD goods issue:delvy 4900000067	31.05.2022	02:00:58	Complete	
Invoice 0090000029	31.05.2022	02:29:11	Acct Determin Error	

5.1 Sales Document Types [VOV8]

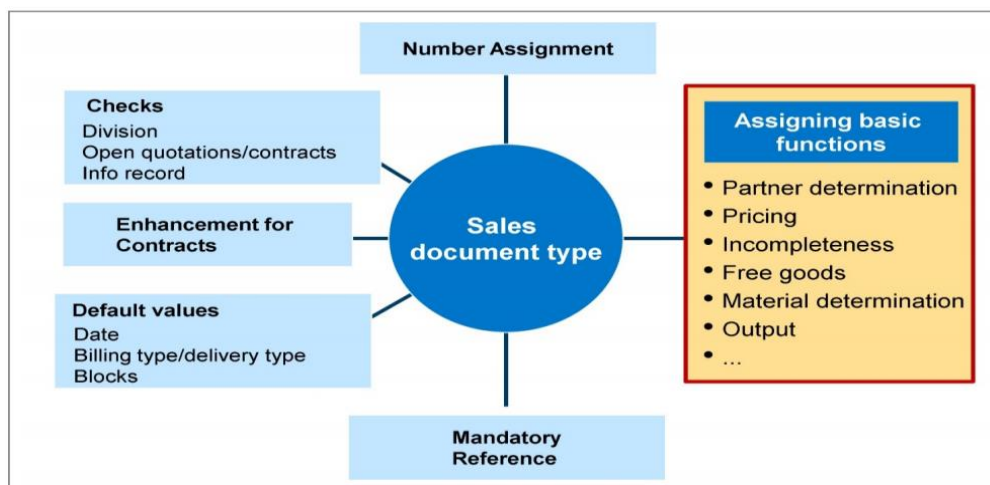
SPRO → Sales & Distribution → Sales → Sales Document → Sales Document Header → Define Sales Document types.

Various sales document types are delivered with the system to represent the different business processes. Below screen shows some of the examples.



Functionality of the Sales Document Type: -

In Customizing for the sales document type, we configure the settings that influence the sales process, such as the sales document category, delivery and billing blocks, and the document types for subsequent deliveries and billing documents.



We can also save default values that appear when you create a document. We can overwrite these values at different levels of the document to match particular procedures, such as the customer's requested delivery date or certain basic requirements for contracts.

SD Document Category: Specifies a classification for different types of documents that we can process in the sales and distribution system







Eg: A → Inquiry, B → Quotation & C → Order

Sales Document Block: Specifies whether the sales document is blocked for processing. If we block a sales document type users cannot create new sales documents of this type.

Item Number Increment: Specifies the increment by which the item numbers in the sales document increases when we create the sales documents.

Sub Item Increment: Specifies how the sub items are to be incremented. *If we don't specify any values here the sub items will be incremented by the amount, by which the main item increments.*

Reference Mandatory: Specifies whether a reference document is mandatory to create the sales document. If so, the indicator also specifies which type of reference document should be used.

Change View "Maintain Sales Order Types": Details			
 New Entries     			
Sales Document Type	ZSKO	SK Strd Order	
SD Document Category	C	Sales Document Block	<input type="checkbox"/>
Indicator	<input type="checkbox"/>		
Number systems			
No. Range Int. Asst	01	Item No. Increment	10
No. Range Ext. Asst	02	Subitem Increment	10
General control			
Reference mandatory	<input type="checkbox"/>	Material entry type	<input type="checkbox"/>
Check division	2	<input checked="" type="checkbox"/> Item division	
Probability	100	<input checked="" type="checkbox"/> Read info record	
Check credit limit	D	Check Customer Ref	<input type="checkbox"/>
Credit group	01	<input type="checkbox"/> Enter PO number	
Output application	V1	Commitment date	<input type="checkbox"/>
		<input type="checkbox"/> Disp. Preceding Docs	

Number Range Int Assignment & No. Range Ext Assignment: Number that determines how the documents are to be numbered by the system. It indicates which number range is relevant for document type.

Define Number Ranges for Sales Documents: [VN01]

SPRO → Sales & Distribution → Sales → Sales Documents → Sales Document header
 → Define number ranges for sales documents [OVZA]

Item Division: If we check this field the division at the item level in the sales document will be proposed from the corresponding material master record of the item, otherwise the division entered at header level by default applies to all the items in the document.

Check Division: Specifies whether the system reacts with a warning or error message during the sales document processing, if the division at the item level differs from the division at header level.

Read Info Record: Specifies whether the system read the customer material information record for the sales document type.

Check PO Number: Specifies whether the system should check, if the purchase order number entered in a sales order is already exists for other sales document.

Check Credit Limit: Specifies whether the system runs credit checks and how it responds to the check during sales order processing.

Transaction flow				
Screen sequence grp.	AU	Sales Order	Display Range	UALL
Incompl.Proced.	11	Standard Order	FCode for overv.scr.	UER1
Transaction group	0	Sales Order	Quotation Messages	B
Doc. Pricing Proc.	A		Outline Agrmt Mess.	B <input type="checkbox"/>
Status profile			Message: Mast.contr.	<input type="checkbox"/>
Alt.sales doc. type1			ProdAttr.messages	A
Alt.sales doc. type2			<input type="checkbox"/> Incomplet.messages	
Variant				

Scheduling Agreement	
Corr.delivery type	<input type="checkbox"/>
Usage	<input type="checkbox"/>
MRP for DlvSchType	<input type="checkbox"/>
Delivery block	<input type="checkbox"/>

Shipping				
Delivery type	LF	Outbound Delivery	Immediate delivery	<input type="checkbox"/>
Delivery block	01	Missing Credit limit		
Shipping conditions	03	Immediately	Ship.Con.Ship-to-p.	<input type="checkbox"/>
ShipCostInfoProfile				

Output Application: Identifies the applications from which output can be sent for sales orders. (V1 → Sales)

Screen Sequence Group: Specifies which screen we see during a particular transaction and in which sequence they appear.

Transaction Group: Specifies a grouping that allows you to control certain characteristics of a transaction according to sales document type.

Document Pricing Procedure: This field in the combination of other fields enables the system to automatically propose a corresponding pricing procedure during sales document processing.

Display Range: Specifies whether the system displays only main items or sub items or all the items in the sales document.

Function Code for Over View Screen: Determines which overview screen the user reach during the sales document processing, after the data in the initial sales document screen.

Quotation Messages: Set an indicator here if you want to receive a message informing you that open quotations exist, when we create a sales order. Depending on the indicator we select, the system searches for open quotations in the sales order either at the header level for the customer or item level for the material.

Outline Agreement Messages: Same as above, but use to get open out line agreement messages instead of quotation messages.

Incomplete Messages: Specifies whether an incomplete document can be saved or not. If we check this we cannot save the incomplete document until we enter the missing data

Billing			
Dlv-rel.billing type	F2	Invoice	CndType line items
Order-rel.bill.type	F2	Invoice	Billing plan type
Intercomp.bill.type	IV	Intercompany Billing	Paymt guarant. proc.
Billing block			Paymt card plan type
			Checking group

Requested delivery date/pricing date/purchase order date	
Lead time in days	3
Date type	
Prop.f.pricing date	A
Prop.valid-from date	

Proposal for Pricing Date: Enter the date which you want the system to propose as pricing date when a sales document is created. You can overwrite the proposal in the sales document.

Delivery Type: Specifies the corresponding delivery document type for the sales document. **Eg:** LF → Outbound delivery with reference to order.

Note: We cannot create the delivery based on the documents like **“Enquiry & Quotation”** so in the definition of these doc types there is no need to specify the delivery type.

Delivery Block: Specifies whether the sales document is blocked for delivery processing.

Shipping Conditions: If we specify the shipping condition here, during the sales doc processing, the value for shipping conditions from the customer master record is over return by this value.

Delivery Related Billing Type: Specifies the corresponding billing document type for the sales document, when you create the billing with reference to delivery the delivery document (F2 → Invoice)

Order Related Billing Type: Specify the billing type that the system automatically proposes when you create billing with reference to sales orders. (F1 → Invoice)

Billing Block: Specifies whether the sales document is blocked for billing process. To define the billing block [OVV3]

Proposed Delivery Date: If we check this field the system automatically proposes the current date as requested delivery date.

Lead-Time in Days: Specifies the number of days after the current date that the system uses to propose delivery date.

Propose P O Date: If we check this field the system automatically proposes the current date as the purchase order date.

Contract Data Allowed: Specifies whether we can maintain contract start date & end date in the sales document.

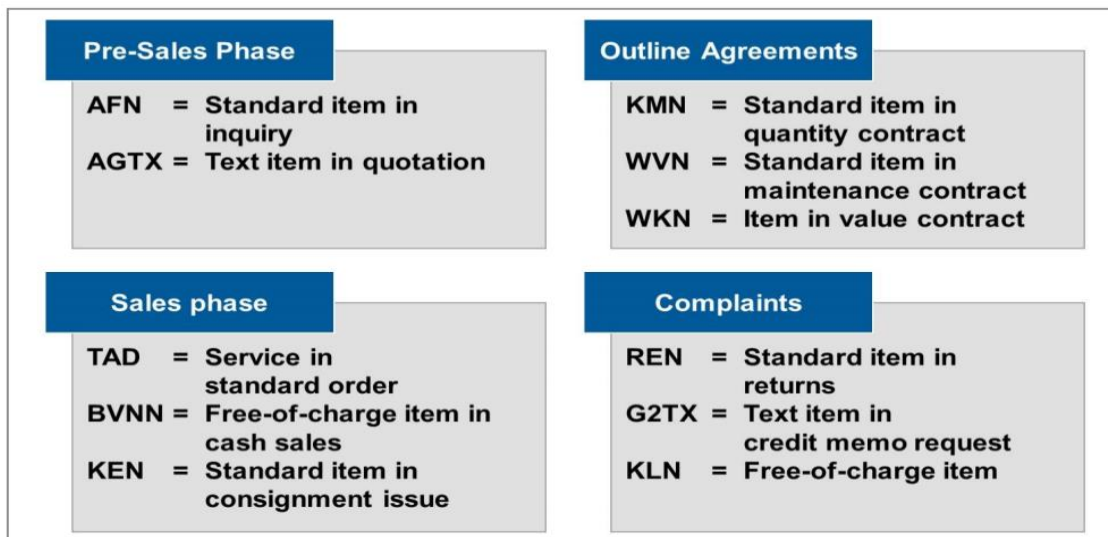
Reports:

1. VA15 - Inquiry List.
2. VA25 - Quotation List.
3. VC/2 - Sales Summary.
4. VA05 - List of Sales Orders.
5. V.14 - Blocked Orders.
6. V.02 - Incomplete Sales Orders.

5.2 Item Category Control & Determination [VOV7]

The sales item category is one of the most important field in the sales order. It controls the sales document flow and also impacts the schedule line category. The item category of the sales order affects the delivery and impacts the billing process as well.

Various item categories are delivered with the system to model the different business processes. You can use them as examples / templates for creating our own item categories.



Define Item Categories: [VOV7]

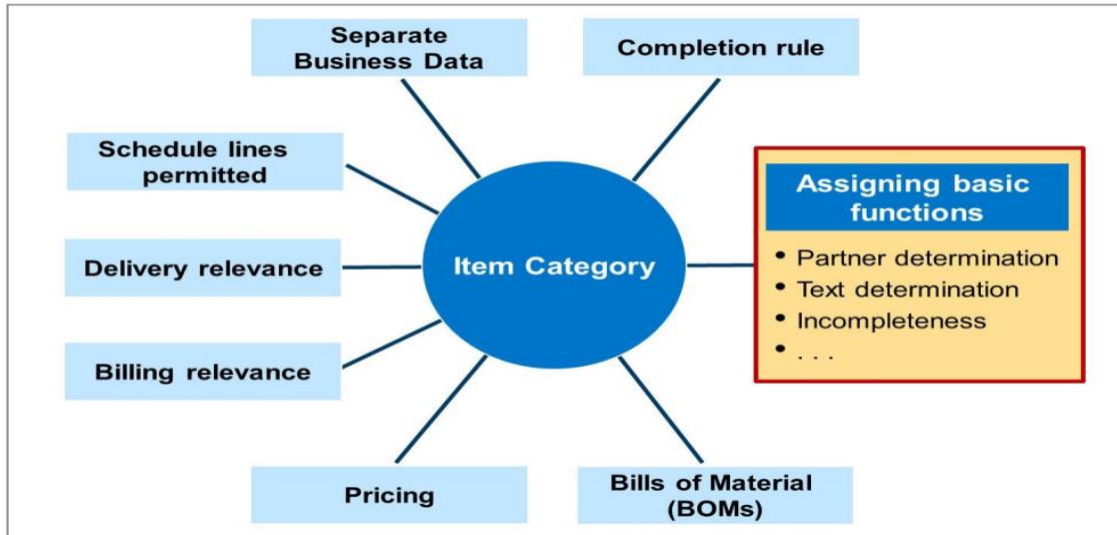
SPRO → Sales & Distribution → Sales → Sales Documents → Sales Document item → Define item categories

Functionality of the Item Categories: -

Completion Rule: Specifies whether the item is relevant for completion or not. I.e. we can maintain that the QT is complete only its quantity has been fully reference with the first reference itself. This is used for QT & Contracts.

Billing Relevance: Specifies whether the items are relevant for billing or not if so, the indicator also specifies the reference document to create the billing document.

Note: *The items in the **Inquiry & Quotation** cannot be billed; we need to specify that the corresponding item categories are not relevant for billing. But the items in the order are to be billed; we need to make this item category as relevant for billing.*



Billing Block: Specifies whether we can block the billing process. The system can automatically propose a billing block for sales documents that must be checked before billing (for example, returns, credit and debit memo requests).

Pricing: Indicates whether the system automatically carries out pricing at the item level. We carry out pricing for standard items in a sales order.

Change View "Maintain Item Categories": Details

New Entries

Item category: ZTAN

Business Data	
Item Type	<input type="checkbox"/> Business Item
Completion Rule	<input checked="" type="checkbox"/> Sched.Line Allowed
Special Stock	<input type="checkbox"/> Item Relev.for Div
Billing Relevance	<input type="checkbox"/> Returns
Billing Plan Type	<input checked="" type="checkbox"/> Wght/Vol.Relevant
Billing Block	<input checked="" type="checkbox"/> Credit Active
Pricing	<input checked="" type="checkbox"/> Determine Cost
Statistical Value	
Revenue Recognition	
Delimit. Start Date	

General Control	
<input checked="" type="checkbox"/> Autom.batch determ.	<input type="checkbox"/> Rounding permitted
RBA Control <input type="checkbox"/>	<input type="checkbox"/> Order qty = 1

Business Item: It controls whether business data at item level should be able to differ from business data at header level. We can define this option separately for each item category. This allows us to create documents containing both items in which the business data must be identical to the sales document header and items that allow different business data at item level.

Note: Any information that related to sales, shipping & billing is called Biz data.

Schedule Line Allowed: Specifies whether we can maintain schedule lines for the items in the sales document. *For the items in “Contracts & Credit memo request” doesn’t have the schedule lines.*

Item Relevant for Delivery: Specifies whether the Text items are relevant for delivery processing. *We need to check this field in the item category “TATX”. This is for text items.*

Returns: If we check this field, it becomes a returns item. Otherwise, the system understands that we are selling the material.

Note: We need to check this field in the item category “REN”. This is for returns. REN is relevant for Billing & pricing also.

Weight / Volume Relevant: If we check this field, during the sales document processing the system determines the Weight & volume of the material from the corresponding material master record.

Credit Active: If we check this field, the item becomes relevant for all the credit management functions.

The items in cash sale transaction cannot be sold on credit basis. To control this we don’t check this field, in the corresponding item category for cash sale document.

Determine Cost: If we check this field, the cost of the item will be determined during the sales document Processing. *The cost condition type is “VPRS”.*

Automatic Batch Determination: If we check this field, the system automatically determinations the batch for the materials at the time of order creation.

Rounding Permitted: If we check this field, the order quantity is rounded to the nearest deliverable units depending on the rounding profile specified in the material master.

Order Quantity = 1: If we check this field, the order quantity for each line item is limited to one.

Incomplete Messages: Specifies the required fields at item level at the time of sales order creation. We cannot create the subsequent documents until we enter the missing data in the sales order.

Item Category Determination [VOV4]

During the sales Doc processing the system automatically determines corresponding item category, for this the following settings is required.

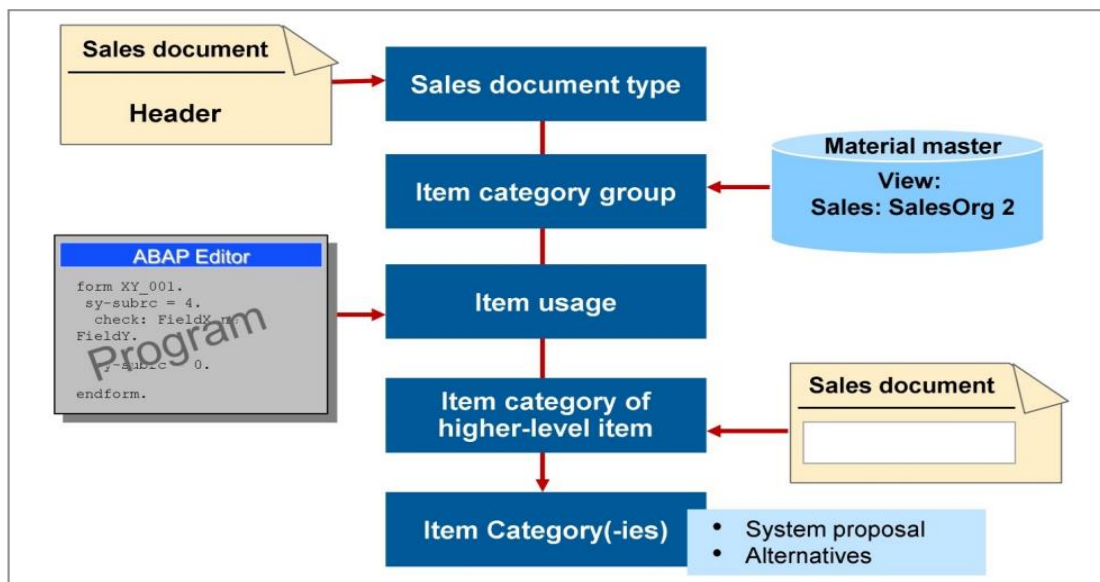
Item categories are assigned to sales doc types. The purpose of this assignment is to:

- Configure the system to propose an item category when you create an order.
- Define alternative item categories to the system default which users can choose manually at the time of sales order creation.













SPRO → Sales & Distribution → Sales → Sales Documents → Sales Document Item → Assign Item Categories

We Need to Assign the Item Category in the Combination of: -

Sales Document type, Item category group, Usage, Higher level item category



Higher-Level Item: The higher-level item is another determining factor in item category determination. The system finds a higher-level item category by looking at any linkage of items and then tracing back to the main item category.

Change View "Assign Item Categories": Overview								
           								
SaTy	ItCGr	Usge	HLevItCa	DfItC	MItCa	MItCa	MItCa	
ZSKO	NORM			TAN	CBXN	CB2	CBLN	
ZSKO	NORM		GT01	TAN				
ZSKO	NORM		GT02	TAN				
ZSKO	NORM		GTR2	REN				
ZSKO	NORM		TAC	TAE				
ZSKO	NORM		TAE	TAE				
ZSKO	NORM		TAG	TAN				
ZSKO	NORM		TAM	TAN				
ZSKO	NORM		TAN	TANN				
ZSKO	NORM		TANN	TANN	KBN			

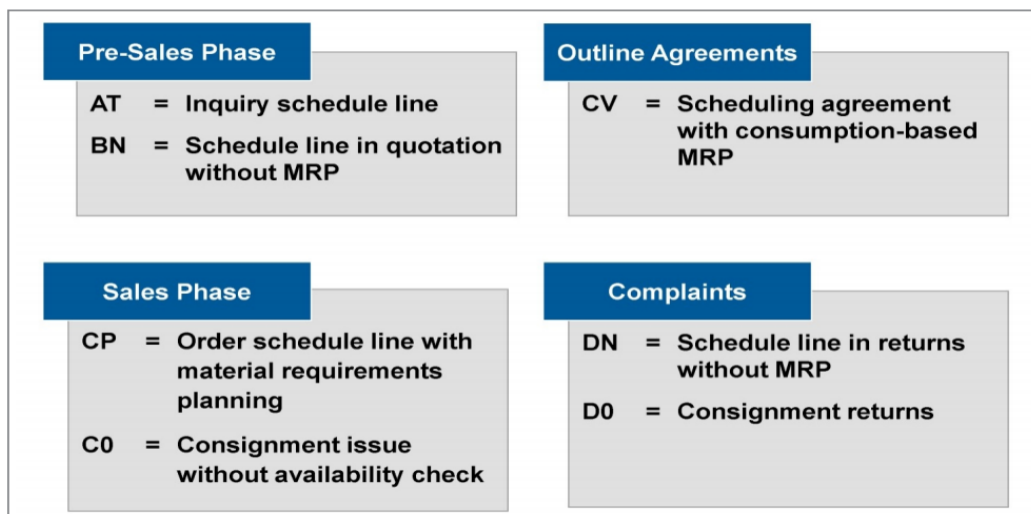
5.3 Schedule Line Categories [VOV6]

Each item in the sales document is split into one or more schedule lines. These schedule lines represent when the item will be delivered. The schedule line category controls the materials requirements planning and the execution in shipping.

Defining Schedule Line Categories:

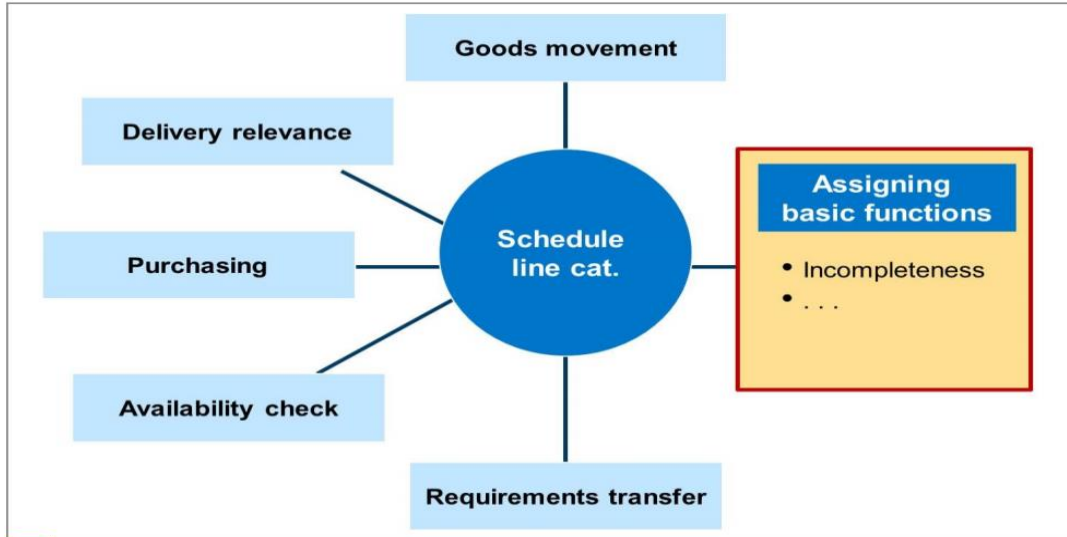
Various schedule line categories are delivered with the system to provide different control options for the items throughout the sales process. We can use them as model examples or as templates for creating our own schedule line categories.

SPRO → Sales & Distribution → Sales → Sales Documents → Schedule Lines → Define schedule line categories



Functionality of a Schedule Line Category

Schedule lines contain delivery dates, quantities and information about the requirements transfer and inventory management. They are a prerequisite for delivering materials.



Delivery Block: Specifies a delivery block at schedule line level, that the system applies automatically during order processing.

Movement Type: Specifies the physical or logical movement of materials leading to a change in the stock levels or resulting in the consumption of the material.

- 601 → *Goods Issue Delivery*
- 602 → *Returns*
- 561 → *Posting the stock in the plant*

Item Relevant for Delivery: Specifies whether the items are relevant for delivery processing. This field we have seen in item categories, there it is relevant only for Text items. Here it is relevant for all the items.

Note: The items in the documents like Enquiry & Quotation cannot be delivered, to control this we don't check this field in those corresponding schedule lines *AT* & *BN*.

Order Type: Specifies the purchase requisition type to create purchase requisition i.e. "*NB*". We need to specify, the purchase requisition (*NB*) in the schedule line category of a Third-Party Item that is *TAS*

The Standard schedule line category of a Third-Party item is "*CS*"

Change View "Maintain Schedule Line Categories": Details

New Entries 📄 🇮🇳 ↶ 📄 📄 📄

Sched.line cat. ZP SK - MRP

Business data

Delivery Block	02		
Movement type	601	GD goods issue:delvy	<input checked="" type="checkbox"/> Item rel.f.dlv.
Movement Type 1-Step			
Order Type			<input type="checkbox"/> P.req.del.sched
Item category			<input type="checkbox"/> Ext.capa. planning
Acct Assgmt Cat			
Update Sched. Lines		No Update	<input type="checkbox"/> Upd. Sched
MVT Iss. Val. SIT			
Spec.Iss. Val. SIT			

Transaction flow

Incompl.Proced.	30	General Sched. Line
<input checked="" type="checkbox"/> Req./Assembly		
<input checked="" type="checkbox"/> Availability		
<input checked="" type="checkbox"/> Prod.allocation		

Incompletion Procedure: The number that uniquely identifies the incompletion procedure. The incompletion procedure defines a number of fields in which the user must enter information.

Requirement / Assembly: If we check this field, the requirements for a material placed by the customer will be transferred from sales & distribution to Inventory management.

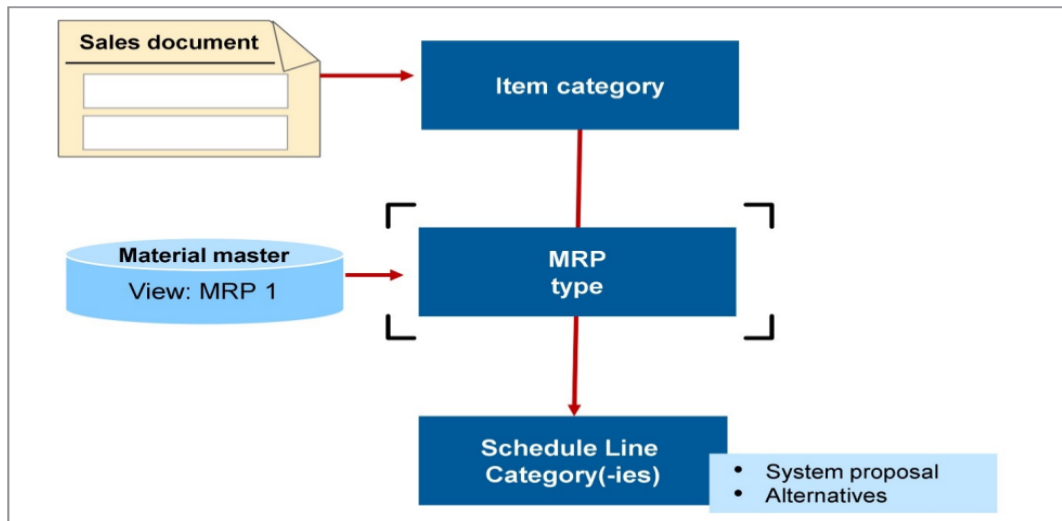
Note: Do not check this field for **IN & QT**.

Availability: If we check this field, the system carries out an availability check for the items in the document.

Schedule Line Category Determination [VOV5]

In the definition of the item categories, we define if item category is going to allow schedule lines for the item or not. We can assign schedule line categories to each item category. During the sales document processing the system automatically process a corresponding schedule line category for the items.

SPRO → Sales & Distribution → Sales → Sales Documents → Schedule Lines → Assign schedule line categories [VOV5]



We need to assign the schedule line category in the combination of: *Item Category and MRP Type*. The system uses two steps to automatically determine the schedule lines.

- First, it tries to determine the schedule line category using the key combination of item category and MRP type.
- If no schedule line category is found, the system searches for the key combination of item category/no MRP type.

Change View "Assign Schedule Line Categories": Overview

New Entries

ItCa	Typ	SchLC	MSLCa	MSLCa	MSLCa
ZTAN		CP	CN		
ZTAN	ND	CN			
ZTAN	P1	CP	CN		
ZTAN	P2	CP	CN		
ZTAN	VB	CV			

Fast change function: The fast change function allows you to change several - or all - items of a document at the same time (for example: changing the delivering plant or delivery date, settings blocks, rejections). Changing of several documents:

We can use the document list (**VA05**) to change the plan, currency, material and Pricing in several documents at the same time