

SAP – Customizing Guide

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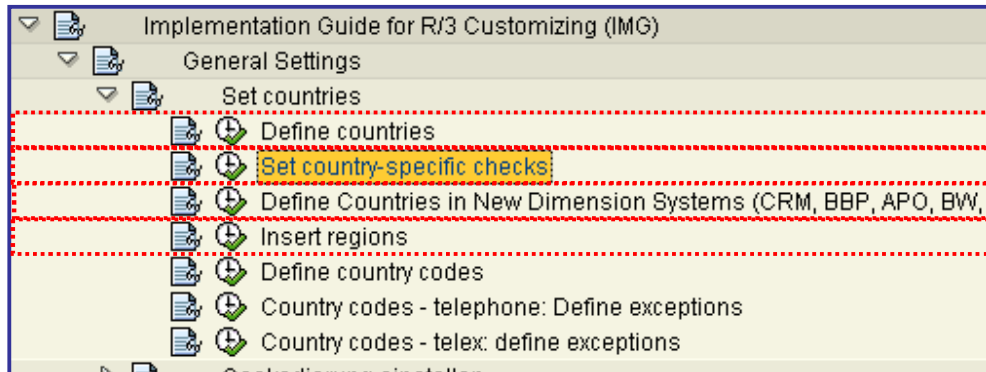
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In this section, you define application-independent system settings. These settings are a prerequisite for handling all business transactions.

➤ Set Countries



• Define Countries

You must include all countries with which your company has business relationships. You need the following information for each country:

- General data
- Foreign trade characteristics
- Further test data

This data is then checked during master data maintenance.

Standard settings

In the SAP standard delivery system, all countries are defined according to the international **ISO standard**.

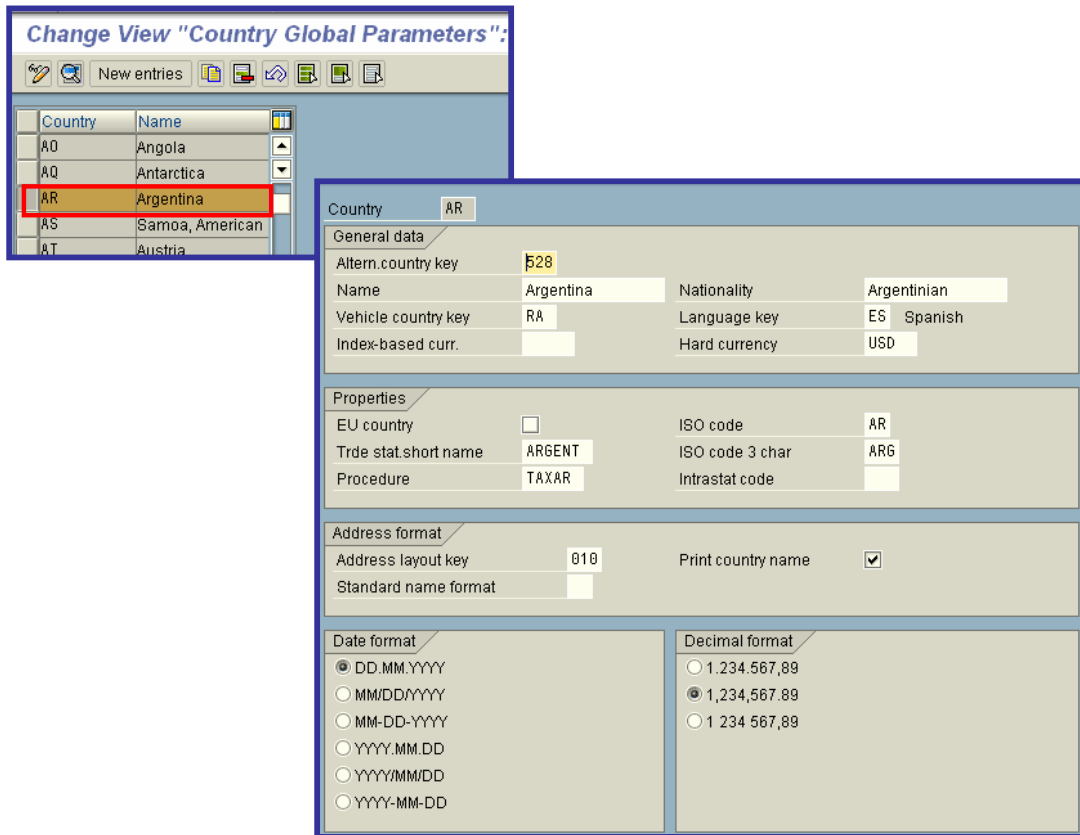
SAP recommendation

SAP recommends that you use the ISO standard for your additional entries.

If your entries do not correspond to the ISO standard, you cannot implement data exchange in international communication (e.g. payment transactions with banks).

Activities

1. Check that the country entries are complete.
2. Add the missing countries, if necessary.
3. Use the ISO standard for your entries.
4. For each country, maintain the associated **detail screen**. In the detail screen you must, for example, create test data.



• Set country-specific checks

For all countries with which your company maintains business relationships, you must include rules for checking the following data:

- Bank data
- Postal data
- Control data

This data is then checked during master data maintenance.

Standard settings

In the SAP standard delivery system, all countries are defined according to the international **ISO standard**.

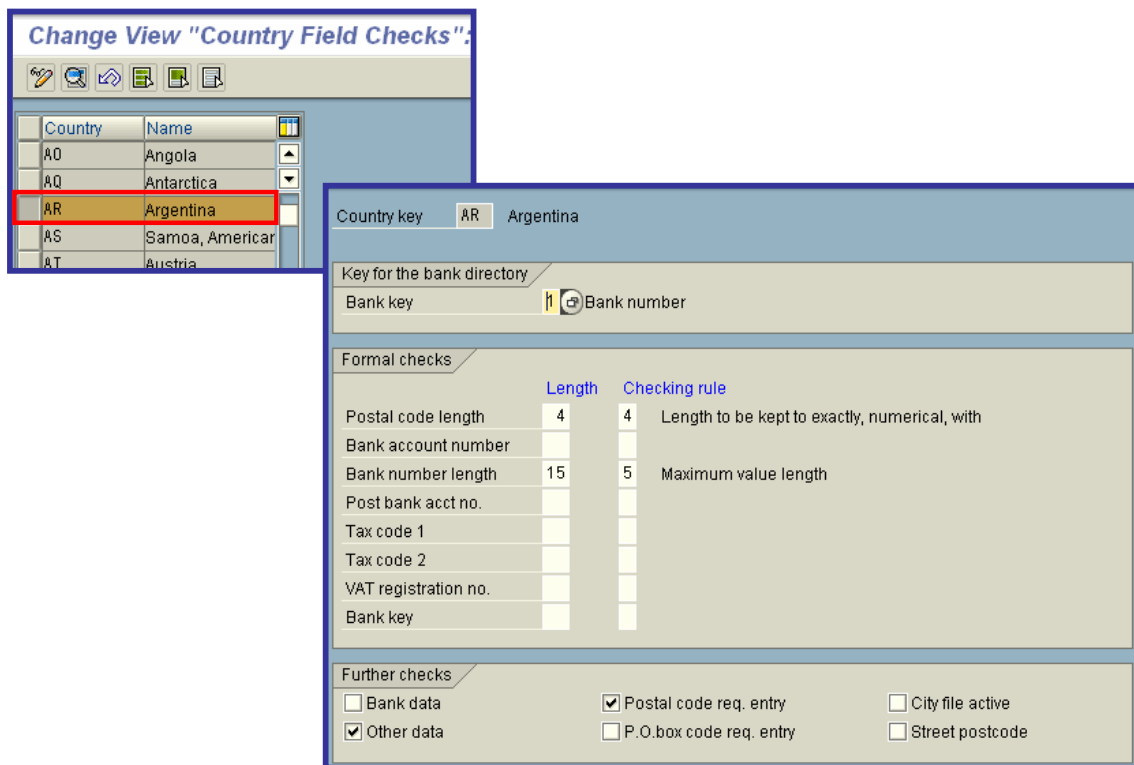
SAP recommendation

SAP recommends that you use the ISO standard for your additional entries.

If your entries do not correspond to the ISO standard, you cannot implement data exchange in international communication (e.g. payment transactions with banks).

Activities

1. Complete the check rules for the new countries.
2. Use the ISO standard for your entries.
3. For each country, maintain the associated **detail screen**. In the detail screen you should, for example, store the check rules.



• **Insert regions**

You enter the required regions in this step.

The region is used for the following functions:

- Part of address
- Tax reporting in FI
- Pricing in SD (only for tax)



The usage can vary from country to country.

The relevant functions can be taken from the following table

```
Ctry Part of address Relevant for Relevant for tax reporting (FI) pricing (SD)
===== AU yes
no no BE no no no CA yes yes yes CH no no no DE no no no ES no yes no FR no no no
IT can yes no JP yes no no NL no no no PT no no no SG no no no US yes yes yes
```

Note

The region is not used for evaluations carried out according to regional aspects of the business (e.g. market segments, sales areas).

Additional information

The "region" has a different name in the following countries:

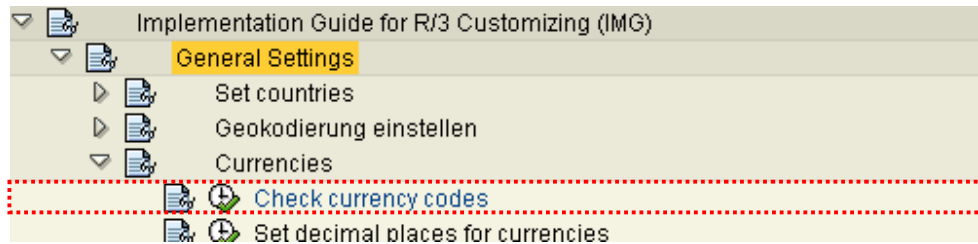
- BE: province
- CA: province
- CH: canton
- DE: federal state
- FR: department
- JP: administrative district
- NL: province
- US: state

Actions

1. Define new regions according to your requirements.

2. Enter a key and description for the regions.

➤ Set Currencies



• Check currency codes

The currency table must have entries for all currencies which occur in your business transactions.

Standard settings

In the SAP standard recipient system, all currencies are defined according to the international **ISO standard**.

SAP recommendation

SAP recommends that you use the ISO standard for your additional entries.

If your entries do not correspond to the ISO standard, you will not be able to use data exchange in international communication (e.g. bank clearing transactions).

Actions

1. Check the currency entries for completeness.
2. Add the missing currency entries as required.
3. Use the ISO standard for your additional entries.

Change View "Currencies": Overview OY03

New entries

Currency	Long text	Short text	ISO	Primary
AON	Angolan New Kwanza	New Kwanza	AON	<input type="checkbox"/>
AOR	Angolan Kwanza Reajustado	Kwanza Reajust.	AOR	<input type="checkbox"/>
ARS	Argentine Peso	Arg. Peso	ARS	<input type="checkbox"/>
ATS	Austrian Schilling			

Currencies

Long text: Argentine Peso

Short text: Arg. Peso

ISO code: ARS Primary

Alternative key: 032

Valid until:

➤ Set Calendar

Implementation Guide for R/3 Customizing (IMG)

- General Settings
 - Set countries
 - Geokodierung einstellen
 - Currencies
 - Check units of measurement
 - Maintain calendar
 - Maintain calendar for Japan

• Maintain calendar

The public holiday and factory calendar is a central module in the SAP System. It is used in many areas (e.g. in Logistics and in Human Resources) in the standard version.

You can use calendar maintenance to maintain and display the components of the calendar system. The public holiday and factory calendar data calculated from calendar maintenance is directly available to the system.

A factory calendar is allocated to your plant via another Customizing function.

The calendar system consists of the following components:

- **Public holidays**
Definitions for public holidays: Calculation rule for date, religious denomination etc.

- **Public holiday calendar**
Any composition of public holiday rules.
- **Factory calendar**
Definition of workdays including special regulations, under the assignment of a particular public holiday calendar.

Standard Settings

The system delivers definitions of all common public holidays and public holiday rules, as well as a standard factory calendar.

A main memory area of 400000 Bytes is reserved for calendar data in the standard version. This is the minimum buffer size, which you should not go under.

Activities

Check whether all the definitions for public holidays and public holiday rules that you need are available in the system. If necessary, maintain the public holiday definitions and copy them to new or existing public holiday rules.

Create factory calendars if necessary.

Public holidays

Check that existing public holidays are complete, and create new definitions if required:

1. Double-click with the mouse on the Execute symbol, select the option *Public holidays* and choose the function *Display*.
2. Check whether the list of public holidays displayed contains all the public holidays that you need. If you want to see detailed information on any public holiday, choose the function *Display def.*
3. If you need other public holidays, return to the initial screen of the maintenance transaction, and choose the function *Change*.
4. Choose the function *Insert*, and now make the following entries:

- Public holiday type
- Date or calculation rule
- Public holiday text (short and long)
- If required: Sort criterion, religious denomination or public holiday class (for notes on this, press the F1 Help).

Save the definition.

Public holiday calendar

Combine the public holidays you require in a public holiday rule in the public holiday calendar:

1. Double-click with the mouse on "Execute function", select the option *Public holiday calendar* and choose the function *Display*.
2. Check whether all the public holiday rules that you require are available. To get the definitions for a public holiday calendar, position the cursor on it and choose the function *Display def.*

3. If you need other public holiday calendars or would like to change existing ones, return to the initial screen of the maintenance transaction and choose the function *Change*.
4. To create a public holiday calendar, choose the function *Insert* (to change a public holiday calendar, position the cursor on it and choose *Change*), and make the following entries:
 - *Calendar ID* and a descriptive short text
 - Period of validity (*From year, To year*)
5. Using the function *Assign public holidays*, generate a complete list of defined public holidays.
6. Select the public holidays you need, and choose *Assign public holidays*.
7. Save your entries.

Factory calendar

Define a factory calendar including the relevant public holiday calendar:

1. Double-click with the mouse on "Execute function", select the option *Public holiday calendar* and choose the function *Display*.
2. In calendar maintenance, select the option "Factory calendar", and choose the function *Change*.
3. Choose the function *Insert* and make the following entries:
 - *Factory calendar ID* and a descriptive short text
 - Period of validity (*From year, To year*)
 - *Public holiday calendar ID*
 - *Start no. factory date*
Number from which the factory date is incremented for each workday.
If you do not make an entry, the default value is "0".
4. Decide which days of the week are meant to be workdays.
5. Define special rules if necessary (e.g. plant holidays).

Further Notes

- **Calendar buffer**
If you want to increase the size of the calendar buffer, maintain the parameter **zcsa / calendar area** with the maintenance transaction for system profiles. Restart the system for the value to take effect.
- **Transport**
Changes to calendar data are not automatically included in a correction request.
For the calendar data to be utilizable in another system, use the function *Transport* in the initial screen of the maintenance transaction.
Note that you cannot transport individual public holidays or calendars. You can only transport calendar data in its entirety. When you do this, all public holidays, public holiday and factory calendars existing in the target system are deleted.

Display Public Holidays: Overview SCAL SCA4_D

Holiday	ShortTxt	Use in holiday cal.	Sort key
<input type="checkbox"/> Aniversario Revolución de Mayo	Rev. Mayo	X	AR1
<input type="checkbox"/> August 17th - San Martín	Aug. 17th	X	AR1
<input type="checkbox"/> Día de la Independ. Argentina	July 9th	X	AR1
<input type="checkbox"/> Día de la Raza - Argentina	Día Raza	X	AR1
<input type="checkbox"/> June 10th - Falkland Islands	June 10th	X	AR1
<input type="checkbox"/> June 20th - Creador de bandera	June 20th	X	AR1
<input type="checkbox"/> National Holiday Austria			
<input type="checkbox"/> Adelaide Cup Day (SA)			
<input type="checkbox"/> Australia Day			

Holiday	Religion Holiday class
Definition	
Aniversario Revolución de Mayo	1
25.05, Fixed date	

Holiday	Religion Holiday class
Definition	
August 17th - San Martín	1
First Monday fr 15.08	

➤ Field Display Characteristics

The screenshot shows the SAP Implementation Guide for R/3 Customizing (IMG) tree structure. The 'Field Display Characteristics' node is highlighted with a red dashed box. The tree structure is as follows:

- Implementation Guide for R/3 Customizing (IMG)
 - General Settings
 - Set countries
 - Geokodierung einstellen
 - Currencies
 - Check units of measurement
 - Maintain calendar
 - Maintain calendar for Japan
 - Time zones
 - Field Display Characteristics** (highlighted)
 - Global Field Display Characteristics
 - Preallocate global field values
 - Activate global field values
 - Configure application transaction fields

• Field Display Characteristics

Field display characteristics can be defined globally or for a transaction. This technique was developed to hide the complexity of the SAP System from the user when possible. The user is spared from entering data in fields that are always the same.

By defining global field characteristics (or "global fields") certain fields in screens can be influenced in all the transactions where they appear. Ready-for-input screen fields can be preset with a value. They can be set so as not to accept field entries, and they can be hidden.

Using transaction-related field characteristics ("transaction variants") you can preset fields occurring in a transaction, define characteristics of fields, or hide whole screens in a transaction if they are not required there.

Example of the use of a global field:

Your company only uses one company code, 0001, in its SAP System. You do not wish to hide the company code from the users, but they should not have to decide what to enter in this field. You can use a global field to preset the company code to 0001 in all screens in every transaction. You can also determine that the field should not be ready for input.

For extra differentiation, global fields can refer both to domains or data elements. For example, a distinction could be made between the "sender" and "receiver" company codes at data element level.

Example of the use of a transaction variant:

Your company uses just one order type on the purchase requisition, NP for normal purchase order. You want to preset the value in transaction ME21 so no employees use the wrong order type or need to decide which order type to enter. To do this you create a variant of transaction ME21 that has the order type preset to NP and the field set to not ready for input (or assigns the "hidden" characteristic to the field).

• **Global Field Display Characteristics**

To fill the global fields with values automatically, use global field display characteristics definition to define field values and behavior characteristics.

Setting a field value and defining characteristics for a field are subject to the following conditions:

The value for the global field is set if

- there are no conflicts

If a value is set internally in the transaction, or manually, and that value does not agree with the global value, then the global value has precedence. In these circumstances the field is not blocked for input.

- the field is a mandatory field

A space is a valid entry, so for fields that are not mandatory it is impossible to tell if there is a value conflict. For this reason, global values are set for mandatory fields only.

A global field's readiness for input is withdrawn if

- a good value is set (in mandatory fields)
- the value as set by the transaction, the parameter ID, or otherwise, agrees with the global value (in non-mandatory fields)

A global field is hidden if

- a field can have no other content than its initial value. Associated text fields are also hidden.

Notes:

If you set values and/or change display characteristics of global fields, this affects all fields in associated domains or associated data elements.

Global values have precedence over values set by parameter IDs.

Values (and display characteristics) set by transaction variants have precedence over global values.

In certain transactions no global values are set at all. These transactions include, for example, general table maintenance and IMG transactions.

• **Configure application transaction fields**

Transaction-specific field display attributes are set by transaction variants which simplify transactions by:

- setting field values
- hiding fields and specifying whether they are ready for input
- hiding screens

Hiding fields and compressing and hiding screens simplifies a transaction.

A transaction variant is assigned to one transaction. A transaction can have several variants.

Notes:

- You can copy transaction variant input field values and change their output attributes.
- Initial values are not copied into the variant. You can change the output attributes of fields with initial values.
- Function entries are not copied into the variant.
Exception: If a screen is not to be displayed, the function entry for this screen is copied into the variant.
- Checkbox and radio button values cannot be copied. Checkbox output attributes can be changed.
- Two ABAP/4 programming language mechanisms are used to display and process table data: Table Controls and Step Loops. For their use with transaction variants:
A value can be set for each input field in a Step Loop. The output attributes (hidden, no input) can only be set once per Step Loop (for the first field in the Step Loop); they apply to all fields in the Step Loop.
All Step Loop fields in which a value was entered are displayed in the field list. The first field is always displayed to determine the output attributes, even if no value was entered.
The same applies to Table Control fields as for Step Loop fields.
Table Controls should not be set to "hidden" as the Table Control columns remain and only the field contents are hidden.
- A new field values dialog box appears for each sub screen. The "Cancel" function is not active in this dialog box, for technical reasons.

- Transaction variants are only possible for dialog transactions.
- Transaction variants are client-specific.
- Transaction variant values are not taken into account in Batch Input (incl. Batch Input recording)

Activities

1. Specify the names of the transaction and the variant.

If you do not know the transaction code, you can find it in the "System -> Status" menu in the transaction which you want to change.

If the changes in your transaction variant apply to all users, create a standard variant, which is automatically found and run when the transaction is called (by menu or transaction code). Maintain standard variants with "Goto -> Standard variant".

2. Create the variant and enter a short text.

3. Variant values can be entered with "Screen entries". The transaction for which the variant is to be maintained is called and you can enter the field values. At each screen change, a dialog box appears, in which the fields of the current screen are listed. You can choose whether the screen is to be displayed, whether field values are to be copied, and enter field display attributes.

4. Leave the transaction and save the variant. If you have created a standard variant, you must activate it.

5. Call the transaction variant with "Test".

If you have created the standard variant, you can simply call the transaction.

Further Notes

For additional information about maintaining, running and transporting transaction variants, see the online handbook (pushbutton "i") when you run the transaction.

➤ Enterprise Structure

In this section, you will learn how to portray the specific organizational structure of your business in the R/3 System.

To help you portray your company structure, different Accounting, Logistics and Human Resources organization units are provided.

First analyze the structures and procedures in your company, and then match them to the SAP structures. There are various organization elements defined as examples in the standard version. Normally these would not cover all your needs. Extend the elements as required.

During the clarification stage, work with the structures delivered by SAP. In order to obtain a high degree of identification and acceptance from project members and user departments from the start, you may have to change some of SAP's terminology.

You should limit the number of persons authorized to maintain organization elements. Define the authorization profiles accordingly. As soon as your organization units are ready, access should be locked so that no other changes can be made.

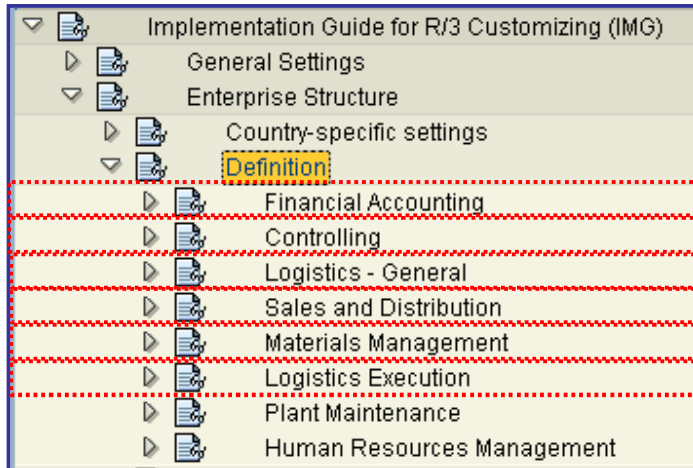
Note

The definition of organization units is a fundamental step in your project. It is a critical factor in how the project will be structured.

You should not use more organization units than necessary. Only use new organization units if this is required by the existing data structures.

Once you have decided on an organizational structure it is not easy to change it.

➤ Definition - Options



• Financial Accounting

In this step, you create the **organizational units** for the following components:

- G/L Accounting
- Accounts Receivable
- Accounts Payable

You only define organizational units which are relevant for one component when configuring the respective components.

• Controlling

In this step you define the **organizational units** for the following components:

- Cost Center Accounting
- Order Settlement
- Profitability Analysis

Organizational units relevant to only one component are defined only during the configuration of their respective modules.

• **Logistics - General**

In this section, you define those organizational units that are necessary for all applications of Logistics. You make the settings as soon as you want to use a Logistics application.

• **Sales and Distribution**

For the representation of your company structures in the SAP System, different organizational units are available for the areas of sales, shipping and billing.

First analyze the structure and process organization in your company and then compare them with the SAP structures. In the standard version, different organizational elements are defined as examples. In general, these elements are not sufficient for individual demands. Extend the elements accordingly.

During the clarification phase, work with the structures delivered by SAP. Change the names if necessary in order to achieve a high degree of identification and acceptance with project members and user departments from the beginning.

After having defined the organizational units, allocate the elements to each other in the menu option "Allocation". Then check the defined organizational units in the menu option "Check". Only a limited number of users should be given authorization to maintain organizational elements. Determine the authorization profiles accordingly. As soon as the processing of the menu item is completed, access should be blocked so that no further changes can be made.

The organizational units set up the framework of sales processing with the SD system. The master records of sales and distribution (for example, customer master records and pricing elements) as well as the documents used in processing (for example, orders and delivery documents) are entered in dependency with the organizational structures. The data in a master record is only valid within a certain part of the organization. The sales and distribution documents are entered in the respective subarea of the organization. The master data valid there is automatically included in the sales & distribution documents. Different control criteria are specified for the management and processing of the master data depending on the organizational units.

In order to simplify master record and document entry, the organizational units can be stored as user parameters in the user master record. It is not necessary to specify the organizational units since the values are proposed automatically.

The user parameter IDs are listed in the section "**Define users**" of the SD Implementation Guide.

Further information

You will find information on the organizational structures in the manual "SD - Basic Functions and Master Data".

Note

The organizational units sales organization, distribution channel and division are necessary prerequisites for processing sales transactions (for example, quotations or orders). Shipping points are absolutely necessary for processing deliveries.

The other organizational units (for example sales offices) are not absolutely necessary. Clarify whether and in which form you want to use these elements in your company.

You do not need to set further defaults if you also use the modules FI and MM in addition to the SD module. If not, you must additionally enter the following definitions:

- Define the **company codes** in your system
- Define the **plants** and the **storage locations** in your system

• **Materials Management**

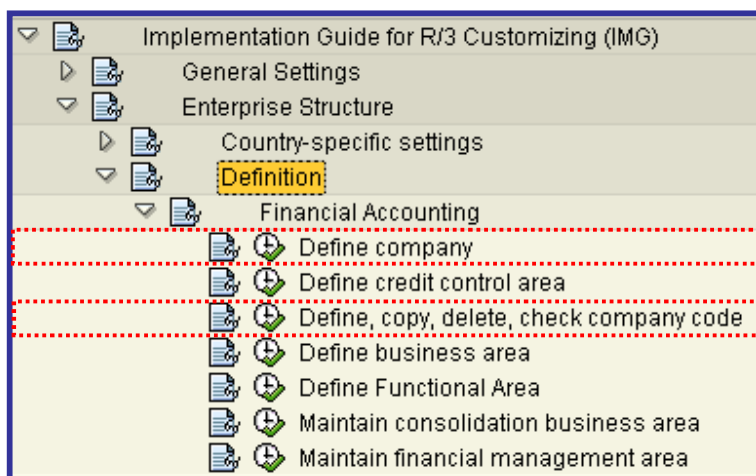
In this step, you create the **organizational units** for the following components:

- Valuation
- Materials Planning
- Purchasing
- Inventory Management
- Invoice Verification
- Warehouse Management

You define organizational units that are relevant only to one module (for example, **MRP controllers**) only when configuring the respective modules.

➤ Definition - Configuration

• Financial Accounting



• Define company

In this step you can create companies. A **company** is an organizational unit in Accounting which represents a **business organization** according to the requirements of commercial law in a particular country.

You store basic data for each company in company definition. You only specify particular functions when you customize in Financial Accounting. Company G0000 is preset in all foreign key tables.

In the SAP system, consolidation functions in financial accounting are based on companies. A company can comprise one or more company codes.

When you create a company you should bear in mind the following points relating to group accounting:

- If your organization uses several **clients**, the companies which only appear as group-internal business partners, and are not operational in each system, must be maintained in each client. This is a precondition for the account assignment of a group-internal trading partner.
- Companies must be cataloged in a list of company IDs which is consistent across the group. The parent company usually provides this list of company IDs.
- It is also acceptable to designate legally dependent branches 'companies' and join them together as a legal unit by consolidation.

Recommendation

SAP recommends that you keep the preset company ID G00000 if you only require one company. In this way you reduce the number of tables which you need to adjust.

Activities

Create your companies.

Further Notes

All company codes for a company must work with the same operational **chart of accounts** and **fiscal year**. The currencies used can be different.

The screenshot displays the SAP 'Change View Internal trading partners: Overview' interface. It features a table with columns for 'Company', 'Company name', and 'Name of company 2'. The table contains the following data:

Company	Company name	Name of company 2
3000	Macroasa	
3001	Mineros	
3010	Macroasa	
3011	Mineros	

Below the table, a detailed information form is shown for company code 3000. The form includes the following fields:

- Company: 3000
- Company name: Macroasa
- Name of company 2: (empty)
- Detailed information:
 - Street: (empty)
 - P.O.Box: (empty)
 - Postal code: (empty)
 - City: (empty)
 - Country: AR
 - Language key: (empty)
 - Currency: ARS

• Define, copy, delete, check company code

In this activity you create your company codes. The **company code** is an organizational unit used in accounting. It is used to structure the **business organization** from a financial accounting perspective.

We recommend that you copy a company code from an existing company code. This has the advantage that you also copy the existing company code-specific parameters. If necessary, you can then change certain data in the relevant application. This is much less time-consuming than creating a new company code. See "Recommendations" for more details about copying a company code.

If you do not wish to copy an existing company code, you can create a new company code and make all the settings yourself. You define your company codes by specifying the following information:

- Company code key

You can select a four-character alpha-numeric key as the company code key. This key identifies the company code and must be entered when posting business transactions or creating company code-specific master data, for example.

- Company code name

- Address data

The address data is necessary for correspondence and is printed on reports, such as the advance return for tax on sales/purchases.

- Country currency

Your accounts must be managed in the national currency. This currency is also known as the local currency or the company code currency. Amounts that are posted in foreign currency are translated into local currency.

- Country key

The country key specifies which country is to be seen as the home country; all other countries are interpreted as "abroad". This is significant for business and payment transactions because different forms are used for foreign payment transactions. This setting also enables you to use different address formatting for foreign correspondence.

- Language key

The system uses the language key to determine text automatically in the language of the relevant country. This is necessary when creating checks, for example.

You do not specify the functional characteristic of the company code until configuring the relevant application.

You can set up several company codes per **client** to manage the accounts of independent organizations simultaneously. At least one company code must be set up in each client.

To take full advantage of SAP system integration, you must link company codes to the organizational units of other applications. If, for example, you specify a CO account assignment (for example, **cost center** or **internal order**) when entering a document in FI, then the system must determine a **controlling area** to transfer this data to CO. You must specify how the system is to determine the appropriate controlling area.

The system derives the controlling area from the company code if you assign it directly to a company code. You can also assign several company codes to one controlling area.

Standard Settings

Company code 0001 has already been created in clients 000 and 001 for the country DE (Germany). All country-specific information ("parameters") is preset in this company code, such as the payment methods, tax calculation procedures, and chart of accounts typical for this country.

If you want to create a company code for the USA and its legal requirements, you must first of all run the country installation program **in client 001**. The country of company code 0001 is then set to "US" and all country-specific parameters related to it are set to the USA. For more information, see the **Set Up Clients** activity under "Basic Functions" in the Customizing menu.

Recommendation

You should keep the preset company code number 0001 if you only require one company code. This keeps to a minimum the number of tables you need to set up.

You can copy a company code using a special Customizing function. Company code-specific specifications are copied to your new company code. The target company code must not yet be defined, it is defined automatically during the copying procedure.

SAP recommends the following procedure when creating company codes:

1. Create the company code using the function "Copy Company Code".
2. Enter special company code data with the function "Edit Company Code Data".

You can also use the function "Edit Company Code Data" to create a company code. However, in this instance, the company code "global data" is not copied. If you create a company code using the "Copy" function, most of the "global data" is also copied.

Further Notes

You should create a company code according to tax law, commercial law, and other financial accounting criteria. As a rule, a company code in the SAP system represents a legally independent company. The company code can also represent a legally dependent operating unit based abroad if there are external reporting requirements for this operating unit, which can also be in the relevant local currency.

For segment reporting according to Anglo-American accounting practices, you need to represent the regions in which the company has significant dealings. This reporting data can be generated entirely on the basis of company codes.

For processing company codes, there are extended functions that you can access with the function call "administer" or "Copy, delete, check company code". The entry in the company code table is processed in these functions as well as all dependent Customizing and system tables in which the plant is a key.

For more information on the extended functions, see **Copy/Delete/Check/Process Project IMG**.

In addition to these functions, there is also the "Replace" function. You use this function if you want to change a company code key. This is only possible if no postings have been made in the company code that is to be replaced. You should therefore only use this function for newly-created company codes.

Activities

1. Create your company codes based on the reference (company code 0001) delivered with the standard system. SAP recommends using the function "Copy Company Code" to create your company codes.
2. Go to the activity "Edit Company Code Data" and change the name, description, address, and currency. Maintain the company code data that has not been copied.
3. Use the project IMG view to postprocess data that is changed automatically. You can also carry out postprocessing at a later stage since the system keeps the generated project view.

Change View "Company Code": Overview

New entries

Company code	Company name
3000	Macrosa del Plata S.A.
3001	Serv. Mineros Argentinos
3010	Finning Argentina S. A.
3011	Soluciones Mineras S. A.

Company Code: 3000
 Company name: Macrosa del Plata S.A.

Additional data

City: Buenos Aires
 Country: AR
 Currency: ARS
 Language: ES

Edit address: 3000

Name

Title:

Name: Macrosa del Plata S.A.

Search terms

Search term 1/2:

Street address

Street/House number: Camino a Bancalari 2955
 Postal code/City: B1646HDU San Fernando
 Country: AR Argentina Region: 01 Buenos Aires
 Time zone: UTC-3

PO box address

PO Box:
 Postal Code:
 Company postal code:

Communication

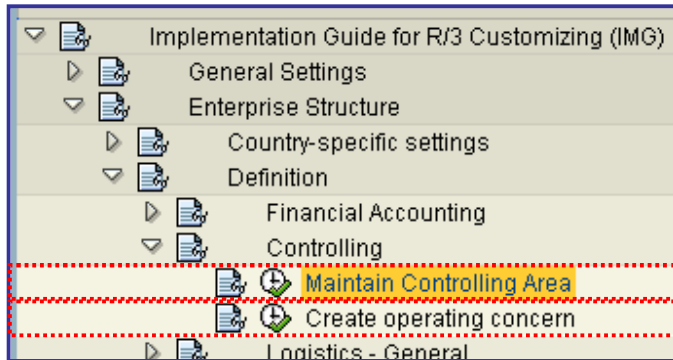
Language: ES Spanish
 Telephone: 4725-8800
 Fax: 4714-1162
 E-mail:
 Standard comm.type:

Other communication...

Comments:

Preview

• Controlling



• Maintain Controlling Area

In this IMG activity you

- create new **controlling areas** or
- Copy existing ones.

The **controlling area** is an organizational unit in Accounting used to subdivide the **business organization** from a cost accounting standpoint.

The controlling area is embedded in the organizational structure as follows:

- A controlling area may be assigned one or more **company codes**.
 - 1:1 relationship

You carry out cost accounting on a cross-company code basis. The internal and external accounting viewpoints are identical.

- 1:n relationship

In cross-company-code cost accounting, all data relevant to cost accounting appears in a common controlling area and is available for allocations and evaluations. The internal and external accounting goals diverge. This method is preferred when, for example, a corporation possesses several independent subsidiaries and undertakes centralized cost accounting for all.

If you implement the CO (Controlling) component, you must maintain **basic data** and **control indicators** in the for the controlling area. You make these settings in the Controlling IMG.

Recommendation

We recommend that you use the controlling area "0001" supplied by SAP "0001" or that you copy this controlling area to your own controlling area and then making adjustments to suit your needs. Preliminary settings such as the definition of number ranges are already maintained for this controlling area.

Activities

Copy Controlling Area "0001"

1. Adapt the default settings to your country.
 - a) To do this, choose *Enterprise Structure -> Country-Specific Settings* in Customizing.
 - b) Choose **Change Country-Specific Settings** and *Country version*.
2. Create your own controlling area with company code as a **Copy of controlling area "0001" with company code "0001"**.
3. Adjust this copy to your requirements.
 - a) To do so, in the dialog box, choose *Maintain controlling area*.
 - b) Select your controlling area and change the settings.

Create Controlling Area

1. Choose *Maintain controlling area*
2. Choose *New entries* and enter the basic data.
3. Enter a key and a name for your company code.
4. Specify the allocation of company codes and controlling area.
5. Make the **currency settings**.
6. Specify a **chart of accounts** for the controlling area.
7. Enter a fiscal year variant.

Delete controlling area

You can delete the controlling areas supplied by SAP if you:

- Create all organizational units afresh.
- Have created all organizational units using the SAP delivery data.

To do so, create your own controlling area with company code as a copy of the controlling area "0001" with company code "0001".

Now delete the controlling areas you no longer require.

To delete a controlling area supplied by SAP, proceed as follows:

1. In the dialog box, choose *Delete SAP Delivery Data*.
2. From the list, select the controlling areas you want to delete.
3. Choose *Delete*.

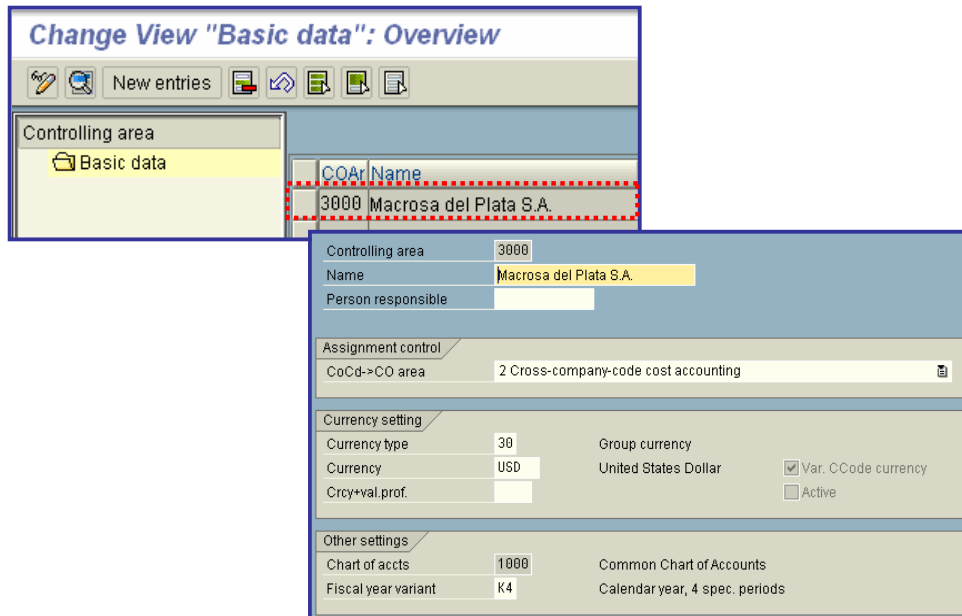
Note on deleting SAP delivery data

Further Notes

In cross-company code cost accounting, where a controlling area includes several company codes with differing currencies, assign the **group currency** as **controlling area currency**. The related company codes must all use the same operative **chart of accounts**.

During number assignment for organizational units in the controlling area (**cost center**, **profit center**, etc.), keep the possible addition of other company codes in mind as you work.

All internal allocation transactions refer only to objects belonging to the same controlling area.



• Create operating concern

In this activity, you define your **operating concerns**. The operating concern is an organizational unit in accounting which structures a **enterprise** from the **Profitability Analysis** point of view.

When you create an operating concern, you only define the organizational unit itself (that is, the name and description). The master data and the functional characteristics for the operating concern are not defined until you configure the system for the "Profitability Analysis" component. You do this by choosing *Controlling* -> *Profitability Analysis*. If you create an operating concern under *Structures* -> *Define Operating Concern*, the respective name and description is entered in automatically.

Profitability Analysis (CO-PA)

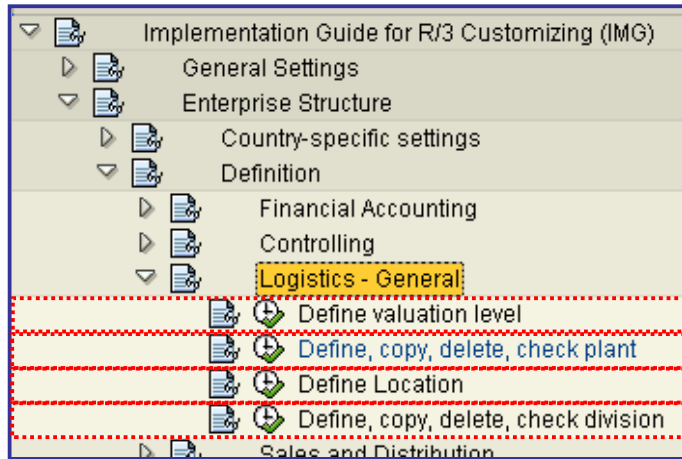
Represents a part of an organization for which the sales market is structured in a uniform manner.

By setting off the costs against the revenues, you can calculate an operating profit for the individual market segments, which are defined by a combination of classifying characteristics (such as product group, customer group, country, or distribution channel). The market segments are called profitability segments.

You can assign multiple controlling areas to one operating concern.



• Logistics - General



In this section, you define those organizational units that are necessary for all applications of Logistics. You make the settings as soon as you want to use a Logistics application.

• Define valuation level

You define the valuation level by specifying the level at which material stocks are valued. You can value material stocks at the following levels:

- Plant level

Valuation must be at this level in the following cases:

- If you want to use the application component *Production Planning (PP)* or *Costing*
- If your system is a **SAP Retail** system

- Company code level

The decision you make is valid for the whole client. You are recommended setting material valuation at plant level.

Important

Once set, it is not possible to switch the valuation level from plant to company code, or vice versa. If absolutely necessary to subsequently change the valuation level, contact your SAP consultant because a data conversion is required.

Your choice of valuation level affects the following:

- Maintenance of material master records

Depending on the valuation level chosen, accounting data (in particular the valuation price) is maintained for each plant or for each company code in the material master record.

- **G/L accounts** in which material stocks are managed
 - If material stocks are valuated at company code level, all plant stocks of a material are managed in a joint stock account for each company code.
 - If material stocks are valuated at plant level, the material stocks for each plant can be managed in different accounts. You can define a separate **account determination** for each plant.

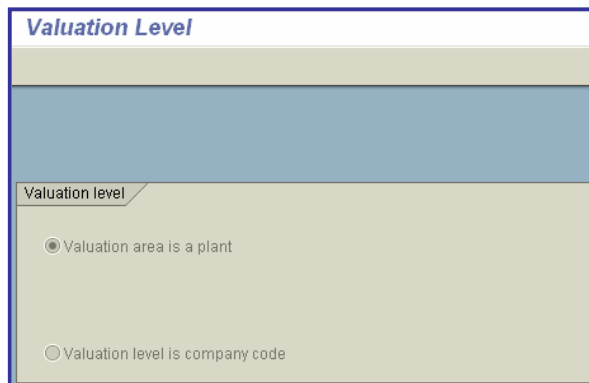
If several plants are to use account determination, you can group them together in Customizing for *Valuation and Account Assignment* in the section **Account Determination** .


- G/L accounts to which transactions are posted in Materials Management

(See under *G/L accounts in which material stocks are managed.*)

Activities

Define the valuation level as required.



 The valuation area cannot be maintained (already defined)

• Define, copy, delete, check plant

The **plant** is an operating area or branch within a company.

The plant is embedded in the organizational structure as follows:

- The plant is assigned to a single **company code**. A company code can have several plants.

- Several **storage locations** in which material stocks are managed can belong to a plant.
- A single **business area** is assigned to a plant and to a **division**.
- A plant can be assigned to several combinations of **sales organization** and **distribution channel**.
- A plant can have several shipping points. A shipping point can be assigned to several plants.
- A plant can be defined as a **maintenance planning plant**.

A plant has the following attributes:

- A plant has an address.
- A plant has a language.
- A plant belongs to a country.
- A plant has its own material master data. You can maintain data at plant level for the following views on a material master record in particular: MRP, Purchasing, Storage, Work scheduling, Production resources/tools, Forecasting, Quality management, Sales, Costing.

The plant plays an important role in the following areas:

- material valuation

If the **valuation level** is the plant, the material stocks are valued at plant level. If the valuation level is the plant, you can define the material prices for each plant. Each plant can have its own **account determination**.

- inventory management

The material stocks are managed within a plant.

- MRP

Material requirements are planned for each plant. Each plant has its own MRP data. Analyses for materials planning can be made across plants.

- production
- costing

In costing, **valuation prices** are defined only within a plant.

- plant maintenance

If a plant performs plant maintenance planning tasks, it is defined as a maintenance planning plant. A maintenance planning plant can also carry out planning tasks for other plants (maintenance plants).

Further Notes

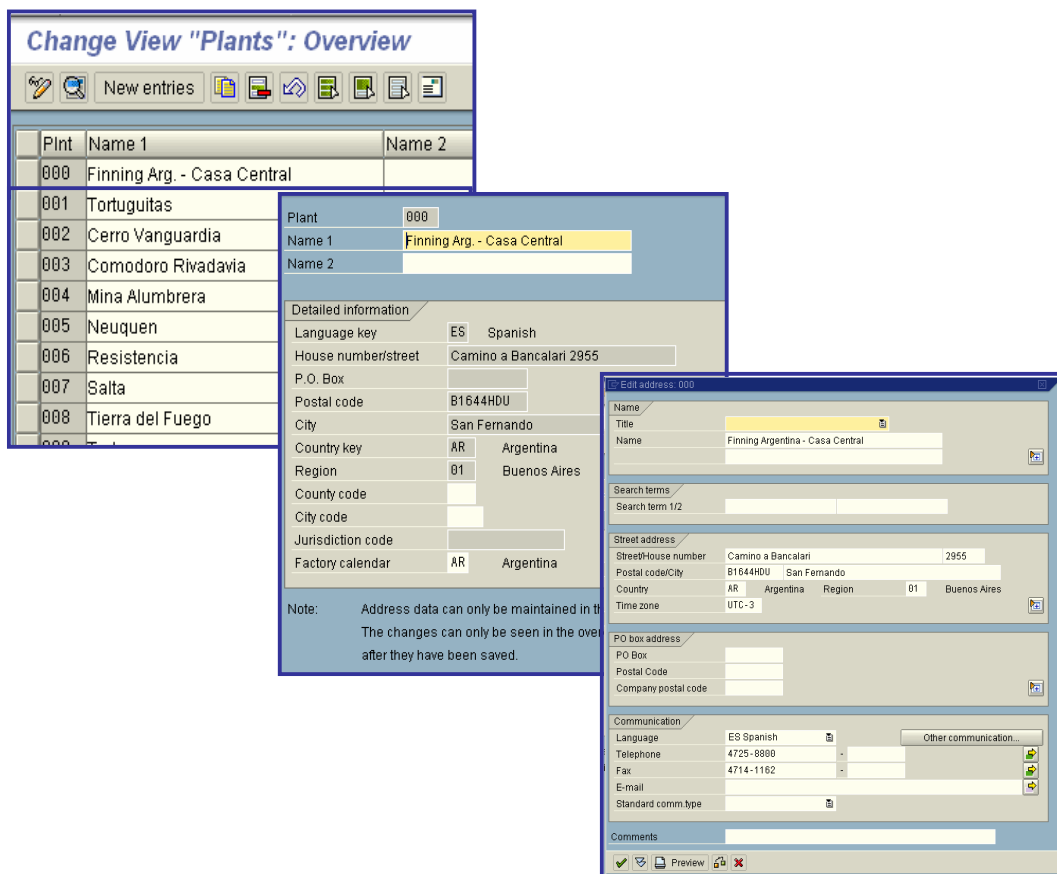
Choose "Administer" or "Copy, delete, check plant" to work on a plant. The system changes the plant table and all dependent Customizing and system tables where the plant occurs as a key. For more, see **Copy/Delete/Check / Edit Project IMG**.

Recommendation

Plant 0001 is already preset in all dependent tables. SAP recommends that you change only the attributes and not this number. For further settings, this enables you to access the sample entries, considerably reducing the time required for maintenance. To create new plants, use the Extended Copyer to make copies of Plant 0001.

Activities

1. Create your plants and their respective local data, referring closely to the reference (plant 0001) provided by SAP.
2. You can also copy, delete or check environment data.
3. Use the Project IMG view to work on the data the system has changed. The generated project view is retained so you can do this work later.



• Define Location

In this step you define **locations** within a **plant**.

A location allows a plant to be classified according to spatial or situation criteria.

The following master data objects can be assigned to these locations:

- Asset master records of Asset Management
- pieces of equipment
- functional locations
- work centers
- production resources/tools

Note

Locations are used for informative assignment only. You can only use locations to structure a matchcode or as parameter criteria in reporting.

You cannot derive any functionality from locations in terms of hierarchies, etc.

Activities

Define the locations

Additional information

If you use Asset Management in your system, you can assign each fixed asset to one of these locations.

Since plant maintenance usually structures assets more precisely than Asset Accounting, no check is made to establish whether the asset location and the location of the PM object that indicates this asset via the asset number, are the same.

You can also assign a location to each work center by maintaining the work centers. Here too, the work center location and the location of the PM object are to be regarded as separate.

Change View "Location": Overview		
PInt	Location	Name
000	0001	Buenos Aires

• Define, copy, delete, check division

In this step, you define the **divisions** in your company or you edit divisions that already exist.

The division is one of the organizational units in Sales & Distribution and is also required for business area account assignment for logistics transactions in Financial Accounting. The **business area** for the material is determined via the plant and the division defined in the material master record.

In order to adapt the functional scope of a division to the organization in your company, you should process the following check list:

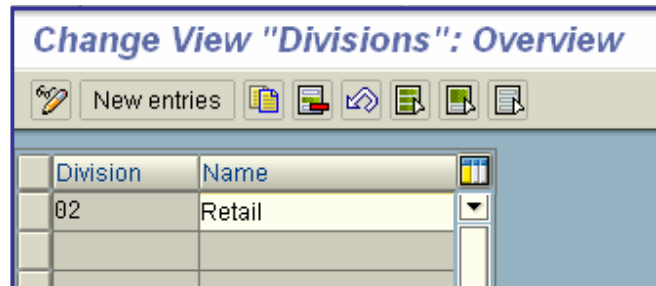
- Allocate a division to one or more **sales organizations**.
- Allocate a division to one or more **distribution channels**.
- Allocate a business area to a division from a plant. This way, business area account assignment can be carried out for transactions in Materials Management. As of Release 3.0, the business area is determined in Materials Management from the division and the valuation area.
- A material is always assigned to one division only. You specify the division on the first sales & distribution screen in the material master record.
- You can define your own master data within a division for customers as well as your own **conditions** and pricing.
- You can also create shared customer master data and conditions, which apply to several divisions, using a common division.
- You can define sales offices for a division.
- You can define for each sales document type that all items of a sales document must belong to the same division.
- The items of a delivery or a billing document can belong to different divisions.
- The division is used as a selection criterion for lists of sales documents and the work list for deliveries.
- You can determine the printer destination for messages differently for every division on the basis of the sales documents.

SAP Recommendation

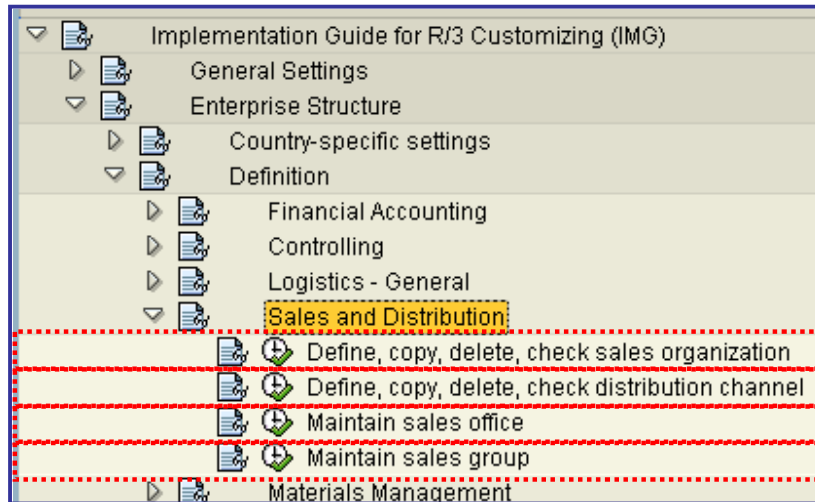
- Please use the division "01" as a "general division" if you do not differentiate between divisions in your company.
- If you enter the value 01 as a parameter in the user master record, the user does not need to make further specifications.
- Define the master data for a representative division if you do not need to distinguish customer master data and pricing elements by division. You can then use this data in several divisions.

Activities

1. Select the type of processing:
 - To define a division specify a two-digit alphanumeric key and a description.
 - Copy delete or check the settings for a division.
2. Use the project IMG view to edit data changed automatically.



• Sales and Distribution



For the representation of your company structures in the SAP System, different organizational units are available for the areas of sales, shipping and billing.

First analyze the structure and process organization in your company and then compare them with the SAP structures. In the standard version, different organizational elements are defined as examples. In general, these elements are not sufficient for individual demands. Extend the elements accordingly.

During the clarification phase, work with the structures delivered by SAP. Change the names if necessary in order to achieve a high degree of identification and acceptance with project members and user departments from the beginning.

After having defined the organizational units, allocate the elements to each other in the menu option "Allocation". Then check the defined organizational units in the menu option "Check". Only a limited number of users should be given authorization to maintain organizational elements. Determine the authorization profiles accordingly. As soon as the processing of the menu item is completed, access should be blocked so that no further changes can be made.

The organizational units set up the framework of sales processing with the SD system. The master records of sales and distribution (for example, customer master records and pricing elements) as well as the documents used in processing (for example, orders and delivery documents) are entered in dependency with the organizational structures. The data in a master record is only valid within a certain part of the organization. The sales and distribution documents are entered in the respective subarea of the organization. The master data valid there is automatically included in the sales & distribution documents. Different control criteria are specified for the management and processing of the master data depending on the organizational units.

In order to simplify master record and document entry, the organizational units can be stored as user parameters in the user master record. It is not necessary to specify the organizational units since the values are proposed automatically.

The user parameter IDs are listed in the section "**Define users**" of the SD Implementation Guide.

Further information

You will find information on the organizational structures in the manual "SD - Basic Functions and Master Data".

Note

The organizational units sales organization, distribution channel and division are necessary prerequisites for processing sales transactions (for example, quotations or orders).
Shipping points are absolutely necessary for processing deliveries.

The other organizational units (for example sales offices) are not absolutely necessary. Clarify whether and in which form you want to use these elements in your company.

You do not need to set further defaults if you also use the modules FI and MM in addition to the SD module. If not, you must additionally enter the following definitions:

- Define the **company codes** in your system
- Define the **plants** and the **storage locations** in your system

• Define, copy, delete, check sales organization

In this step, you define the **sales organizations** in your company. In order to bring the functional scope of a sales organization in line with your organization, you should edit the following check list:

- Legally, a sales organization is included in exactly one **company code**.
- You can assign one or more **plants** to one sales organization.
- The sales organization has an address.
- Within a sales organization, you can define your own master data. This allows a sales organization to have its own customer and material master data as well as its own conditions and pricing.
- You can define your own sales document types within a sales organization.
- You assign sales offices and your own employees to a sales organization.
- All items in a sales & distribution document, that is, all items of an order, delivery or a billing document belong to a sales organization.
- A sales organization is the highest summation level (after the organizational unit Client) for sales statistics with their own statistics currency.
- The sales organization is used as a selection criterion for the lists of sales documents and for the delivery and billing due list.
- For each sales organization, you can determine the printer for output differently based on sales and billing documents.

A sales organization cannot share any master data with other sales organizations. The master data must be created separately. The data for a distribution channel or a division can, however, be created for several distribution channels or divisions.

Note

If you do not distinguish different sales organizations in your company, use sales organization "0001" as a "general sales organization". Specify the value in the user master record as a parameter. The user then will not have to make further entries.

Actions

To define a sales organization, enter a four-character alphanumeric key and a description. Enter an address as well.

The screenshot shows the SAP 'Change View Sales organizations: Overview' interface. At the top, there is a title bar and a toolbar with icons for 'New entries' and other functions. Below the toolbar is a table with two columns: 'SOrg.' and 'Name'. The first row contains the values '0001' and 'Sales Org. 001'. Below the table is a 'Detailed information' form. The form contains the following fields:

Statistics currency	EUR		
Address text name	ADRS_SENDER	RefSorg.SalesDocType	
Letter header text	ADRS_HEADER	Cust.inter-co.bill.	
Footer lines text	ADRS_FOOTER	Sales org.calendar	01
Greeting text name	ADRS_SIGNATURE		
Text.SDS sender		<input type="checkbox"/> Rebate proc.active	

Below the detailed information form is a section titled 'ALE : Data for purchase order' with the following fields:

Purch. organization		Plant	
Purchasing group		Storage location	
Vendor		Movement type	
Order type			

• Define, copy, delete, check distribution channel

In this IMG activity you define **distribution channels** in your company or edit distribution channels that already exist. In order to adapt the functional scope of a distribution channel to the organization in your company, you should process the following check list:

- You allocate a distribution channel to one or more **sales organizations**.
- You allocate one or more **plants** to a distribution channel.
- Within a distribution channel, you can define your own master data for customers or materials as well as your own conditions and pricing.

- You can create master data for a representative distribution channel which is then also used in other distribution channels. To do this, you have to additionally create the allocation of the representative distribution channel to the other distribution channels.
- For a distribution channel, you can determine your own sales document types.
- You can determine sales offices for a distribution channel.
- All items of a sales document belong to a distribution channel. The entire sales document is therefore entered for a distribution channel.
- The items of a delivery can belong to different distribution channels.
- All items of a billing document belong to a distribution channel.
- The distribution channel can be used as a selection criterion in lists.
- You can determine the printer destination for messages differently for every distribution channel on the basis of the sales and billing documents.

A distribution channel does not fulfill the following criteria:

- A distribution channel does not have its own address.
- You cannot allocate your own employees to a distribution channel.

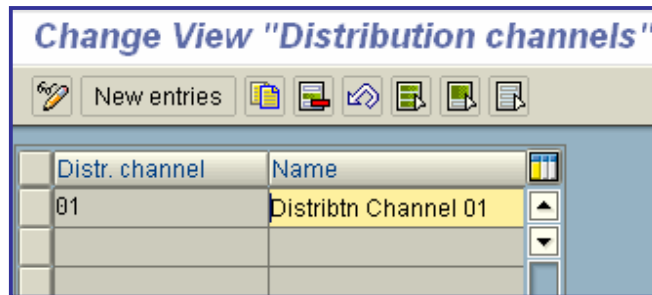
You specify the representative distribution channels in the menu option "**Define common distribution channels**".

Recommendation

- Please use the sales division "01" as "general sales division" if you do not differentiate between different sales divisions in your company.
- If you enter the value 01 as a parameter in the user master record, the user does not need to make further specifications.
- Define the master data for a representative sales division if you do not need to differentiate master data by sales division. The data can then be used in several sales divisions.

Activities

1. Select the type of processing:
 - To define a distribution channel, specify a two character alphanumeric key and a description.
 - Copy, delete or check the settings for a distribution channel.
2. Use the project IMG view to process data that has been changed automatically.



• Maintain sales office

In this step, you define the **sales offices** in your company. The definition of sales offices is optional. You can use the SD System without creating sales offices. In order to bring the functional scope of a sales office into line with your organization, you should use the following check list:

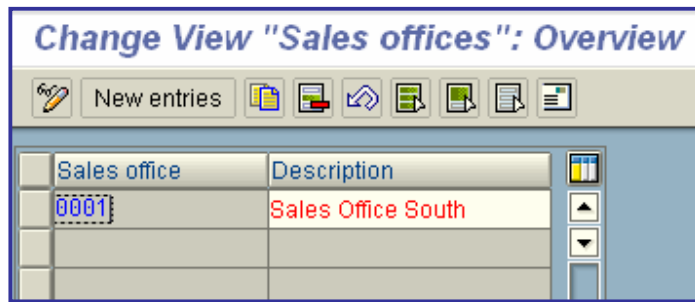
- You assign a sales office to one or more **sales areas**.
- A sales office can be divided into several vendor groups.
- You can assign colleagues to a sales office.
- A sales office has an address.
- All items in a sales document belong to a sales office.
- The items in a delivery or an invoice can belong to different sales offices.
- The sales office acts as a selection criterion for lists of sales documents.
- For each sales office, you can determine the printer for output based on the sales documents in different ways.

A sales office is not:

- a selection field for the delivery and billing due list.
- a selection field for lists of deliveries and billing documents.

Actions

1. To define a sales office, enter the following information:
 - a four-character alphanumeric key:
 - a description
2. Also maintain the address.



• Maintain sales group

In this step, you define **sales groups** in your company. The definition of sales groups is optional. You can use the SD system without creating sales groups. In order to bring the functional scope of a sales group into line with your organization, you should use the following check list:

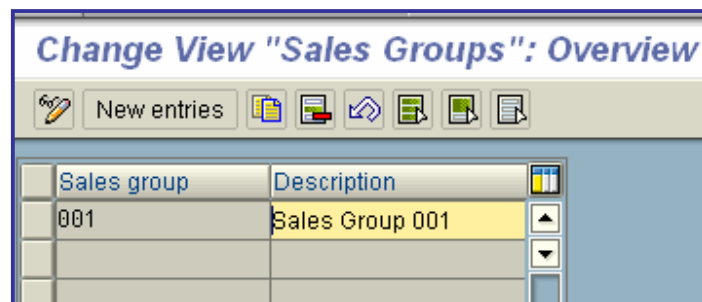
- You can assign a sales group to one or more sales offices.
- You can assign people to a sales group.
- A sales group is responsible for all items in a sales document.
- The items in a delivery or a billing document can belong to different vendor groups.
- The sales group is a selection criterion for lists of sales documents.
- For each sales group, you can determine the printer for output differently on the basis of the sales documents.

A sales group is not:

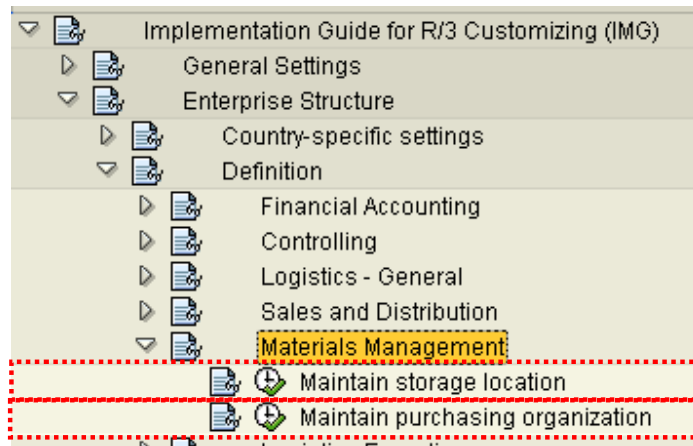
- a selection criterion for lists of deliveries or billing documents
- a selection criterion for the delivery or billing due list

Actions

To define a sales group, enter a three-character alphanumeric key and a description.



• **Materials Management**



• **Maintain storage location**

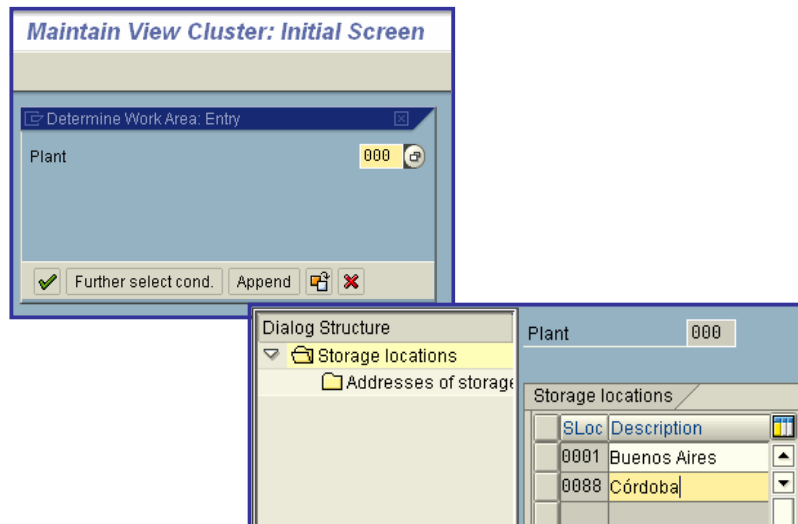
A **storage location** is the place where stock is physically kept within a plant.

A storage location has the following attributes:

- There may be one or more storage locations within a plant.
- A storage location has a description and at least one address.
- It is possible to store material data specific to a storage location.
- Stocks are managed only on a quantity basis and not on a value basis at storage location level.
- Physical inventories are carried out at storage location level.
- A storage location can be assigned to a **warehouse number** in the **Warehouse Management System**. You can assign more than one storage location to the same warehouse number within a plant.
- Storage locations are always created for a plant.

Activities

Maintain your storage locations.



• Maintain purchasing organization

In this step, you set up your purchasing organizations.

From the Materials Management and Purchasing view, the **purchasing organization** is responsible for all purchasing activities (including the processing of requests for quotations and purchase orders, for example).

The purchasing organization is integrated within the organizational structure as follows:

- A purchasing organization can be assigned to several company codes.
(= Corporate-group-wide purchasing).
- A purchasing organization can be assigned to one **company code**.
(= Company-specific purchasing).
- A purchasing organization can also exist without being assigned to a company code.
 - Since each plant must be assigned to a company code, the latter can be determined via the plant at the time of each procurement transaction even if the procuring purchasing organization has not been assigned to a company code.
- A purchasing organization must be assigned to one or more **plants**.
(= Plant-specific purchasing).
- A purchasing organization can be linked to one or more other purchasing organizations.
(= **reference purchasing organization**)
For more on this topic, refer to **Assign Purchasing Organization to Reference Purchasing Organization**.
- A purchasing organization can be divided into several purchasing groups that are responsible for different operational areas.
- Each purchasing organization has its own **info records** and **conditions** for pricing.

- Each purchasing organization has its own vendor master data.
- Each purchasing organization evaluates its own vendors using MM Vendor Evaluation.
- Authorizations for processing purchasing transactions can be assigned to each purchasing organization.
- All items of an external purchasing document, that is, request for quotation, purchase order, contract, or scheduling agreement, belong to a purchasing organization.
- The purchasing organization is the highest level of aggregation (after the organizational unit "client") for **purchasing statistics**.
- The purchasing organization serves as the selection criterion for lists of all purchasing documents.

Possible organizational forms

You can organize your purchasing function in the following ways:

- Corporate-group-wide purchasing
- Company-specific purchasing
- Plant-specific purchasing

All of these forms can co-exist within a single client.

Corporate-group-wide purchasing:

A purchasing organization is responsible for the purchasing activities of different company codes. In this case, you do not assign a company code to the purchasing organization, but specify the company code concerned for each individual purchasing transaction. You assign plants from different company codes to the purchasing organization.

Company-specific purchasing:

A purchasing organization is responsible for the purchasing activities of just one company code. In this case, you assign a company code to the purchasing organization. The purchasing organization may procure only for this company code. You assign only plants of the company code concerned to the purchasing organization.

Plant-specific purchasing:

A purchasing organization is responsible for the purchasing activities of one plant. In this case, you assign the plant and the company code of the plant to the purchasing organization. The purchasing organization may procure for this plant only.

Note

If you wish to work with a mixture of the above organizational forms, the **reference purchasing organization** is of significance to you.

It is possible to allow one purchasing organization to access the contracts and conditions of another - a so-called reference purchasing organization. This makes it possible for advantageous terms negotiated by one purchasing organization to also be used by other purchasing organizations.

Recommendation

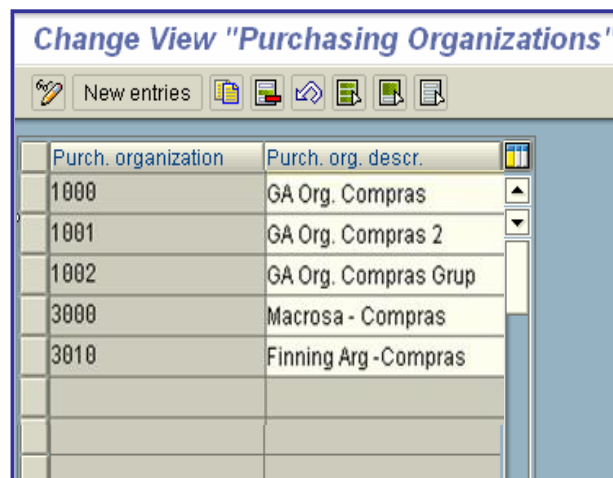
Purchasing organization 0001 is already preset in all dependent tables.

SAP recommends that you retain this number if you require only one purchasing organization.

You will then have to customize only a few tables.

Activities

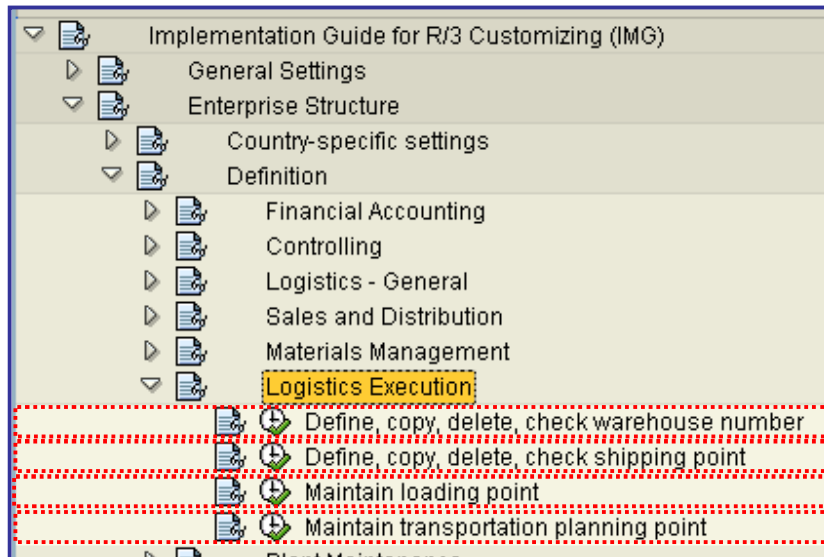
Create your purchasing organizations.



The screenshot shows a SAP dialog box titled "Change View 'Purchasing Organizations'". It features a toolbar with icons for "New entries", a list, a refresh, a search, and a print. Below the toolbar is a table with two columns: "Purch. organization" and "Purch. org. descr.". The table contains five rows of data:

Purch. organization	Purch. org. descr.
1000	GA Org. Compras
1001	GA Org. Compras 2
1002	GA Org. Compras Grup
3000	Macrosa - Compras
3010	Finning Arg -Compras

• Logistics Execution



• Define, copy, delete, check warehouse number

A warehouse complex is represented in the **Warehouse Management system** as a **warehouse number** that is used to identify a complex warehouse setup. The physical location is usually decisive for assigning the definition of the warehouse number. A warehouse number groups together **storage types** and **storage bins** that are organized and maintained as a complete unit.

All warehouse procedures, such as stock placements and stock removals of materials, are always executed within a warehouse number.

A warehouse number has the following characteristics:

- A warehouse number does not have an address, but a short descriptive text.
- It is possible to store material data that is specific to a warehouse number.
- Within each warehouse number, the stock figures are managed as quantities, not as values.
- Within a plant it is not possible to assign several storage locations to the same warehouse number.

Example Warehouse numbers

Central Warehouse Berlin.....Whse number 001 Trading Goods Whse Munich... Whse number 002

Standard Settings

In the SAP standard system, warehouse numbers 001 and 002 are preset.

Recommendation

SAP recommends that you keep the warehouse number 001 if you wish to manage only one warehouse complex.

For this you only need to adapt a small number of tables.

Activities

Create your warehouse numbers with the respective descriptions.

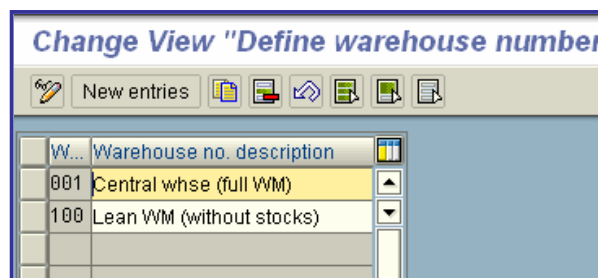
Further Notes

For more information on the warehouse number, refer to the **IMG** for Warehouse Management, Section **Define control parameters for the warehouse number**.

In this work step, you can process an existing warehouse number.

Activities

1. Select the type of processing, and copy, delete, or check the settings for a warehouse number.
2. Use the IMG project view to edit the data that has been changed automatically.



• Define, copy, delete, check shipping point

In this step, you define the **shipping points** in your company or edit shipping points that already exist. In order to adapt the functional scope of a shipping point to the organization in your company, you should process the following check list:

- The shipping point is the top level in the organization for shipping.
- A shipping point can be allocated to several **plants**.
- A shipping point can be divided into several **loading points**.
- A delivery is always initiated from exactly one shipping point. Thus, all items of a delivery belong to one shipping point. Groups of deliveries also belong to exactly one shipping point.

- You can influence delivery scheduling via allocation to departure zones.
- The shipping point can be proposed automatically during order processing depending on the plant, loading group and shipping condition.
- A shipping point has an address.
- The shipping point is used as a selection criterion for lists of deliveries and the work list deliveries.
- The shipping point is used as a selection criterion for processing deliveries like printing, picking or goods issue.
- You can determine the printer destination for messages differently for every shipping point on account of shipping documents.

Activities

1. Select the type of processing:
 - To define a shipping point, enter a four-character alphanumeric key and a description and maintain the address.
 - Copy, delete, or check the settings for a shipping point.
2. Use the project IMG view to edit data changed automatically.

The screenshot shows the SAP 'Change View Shipping points: Details' interface. It is divided into several sections:

- Shipping point:** 0001, Shipping Point 0001
- Location:** Country: DE, Departure zone: 0000000001
- Times:** Factory calendar: 01 Germany (standard), Working times: 1-SHIFT
- Determine times:** Determine load. time: C Default from shipping point, Loading time - w. hrs: 4:00, Det. pick/pack time: C Default from shipping point, Pick/pack time-wk hrs: 6:00
- Form text names:** Address text name: ADRS_SENDER, Letter header text: ADRS_HEADER, Text name foot. lines: ADRS_FOOTER, Text name greeting: ADRS_SIGNATURE, Text name SDB sender: [empty]
- Print picking list:** Output type, Output language, Output quantity, Time of shipping, Transmission medium, Subsystem
- Background processing:** Displ. info
- Others:** Pick confirmation:

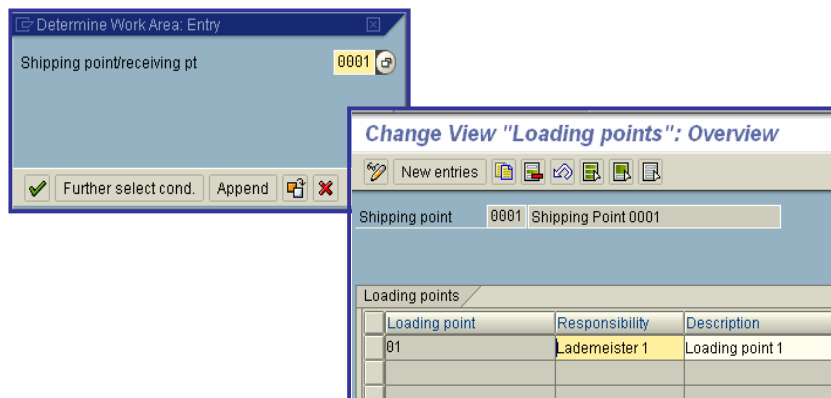
• Maintain loading point

In this step, you define the loading points for your company. The definition of **loading points** is optional, you can still use the SD system without defining loading points. A loading point has the following characteristics:

- A loading point is a subdivision of a shipping point.
- The loading point can be entered manually in the delivery header.

Actions

First enter the shipping points for which you want to define loading points. To define the loading points for this shipping point, enter a two- character, alphanumeric key and a description. In addition, you can enter a short text for each loading point to indicate the area of responsibility.



• Maintain transportation planning point

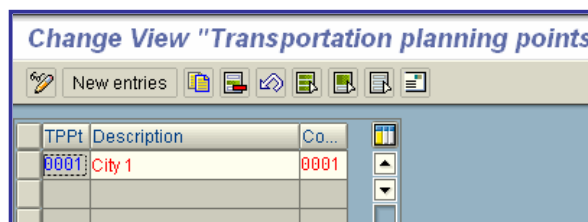
In this step, you define a transportation planning point. The transportation planning point is responsible for planning shipments with particular features. A shipment is assigned to one transportation planning point.

Example

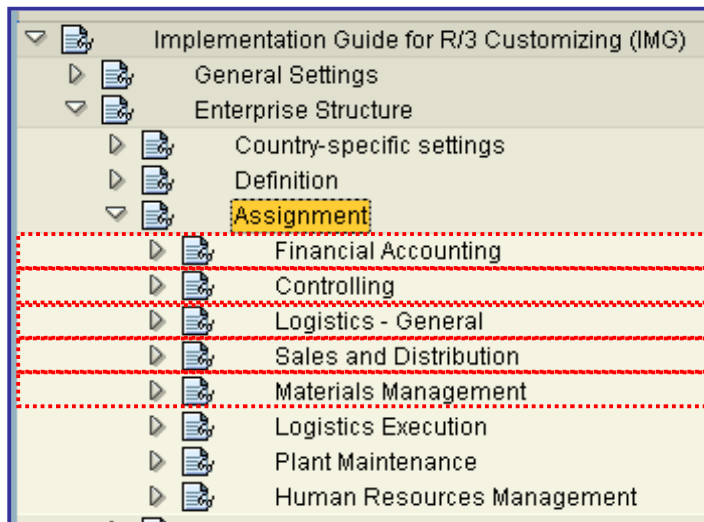
A company has different groups of shipping personnel responsible for organizing shipments by train or ship.

Activities

Enter a four-character alphanumeric key with a description and an address.



➤ Assignment - Options



In this section you create references between the **organization units** you have defined.

Once you have linked the organizational units, you have built the framework for processing business transactions.

• Financial Accounting

In this section you define the relationships between **company codes** and **companies** or between company codes and **credit control areas** as well as between **business areas** and **consolidation business areas**.

• Controlling

In this section you specify the assignments between **company codes** and **controlling areas**, as well as those between controlling areas and **operating concerns**.

• Logistics - General

You make the settings for those organization units that are necessary for all applications of Logistics in the menu option "Intercompany".

• Sales and Distribution

You reproduce your own company structure in the system by allocating the organizational units in sales and distribution. On the one hand, you have to allocate the organizational elements of sales and distribution to each another and on the other hand, allocate them to company codes and plants. The latter establishes the link of the SD module with the modules FI and MM.

In addition, you must make the corresponding allocations if you use business areas or automatic dunning letters in the module FI within a dunning area:

- A business area can be allocated to a sales area or to a combination of plant and division.
- A dunning area can be allocated to a sales area.

You set these defaults for the SD system in the configuration menu "Logistics" --> "Sales & distribution" --> "Functions" --> "Account assignments" --> "**Business Area Account Assignments**".

For the automatic credit limit check, you do not have to make your own allocations between organizational units. The credit control areas are defined in the FI module. The credit limit of a customer is also determined in a control area there. By linking the customer master record to the credit limit, a link is also established between FI and SD.

Note

If you make incorrect allocations in the following menu options, you receive a message. The error is logged and you can analyze it after pressing a function key.

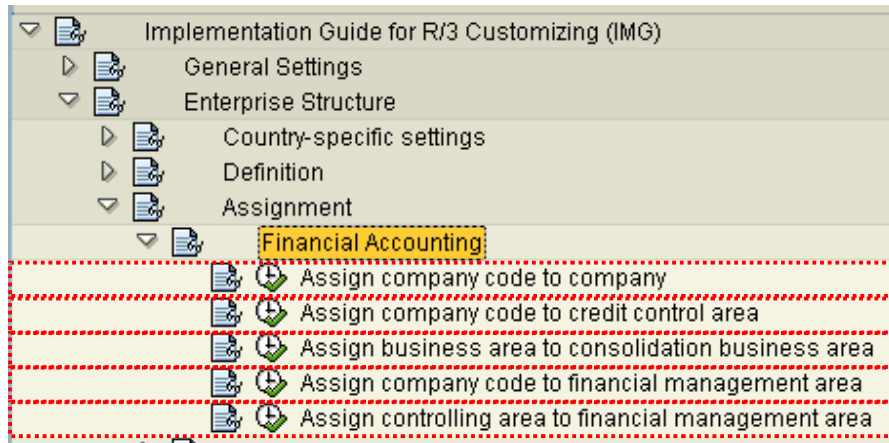
• **Materials Management**

In the step "Materials Management Assignment", you define the relationship between the following **organizational units**:

- **company code**
- **purchasing organization**
- **plant**
- **warehouse number**

• Financial Accounting

In this section you define the relationships between **company codes** and **companies** or between company codes and **credit control areas** as well as between **business areas** and **consolidation business areas**.



• Assign company code to company

In this step you assign the **company codes** which you want to include in the group accounting to a **company**.

Requirements

You must have first completed the steps **Create company code** and **Create company**.

Activities

Assign the company codes to a company.

Change View "Assign company code -> company"

Co...	City	Company
3000	Buenos Aires	3000
3001	Buenos Aires	3001
3010	Buenos Aires	3010
3011	Buenos Aires	3011
3012	Buenos Aires	

• Assign company code to credit control area

In this step, you assign **company codes** to a **credit control area**.

Requirements

You must first have performed the steps "**Create company codes**" and "**Create credit control area**".

Standard Settings

Examples of company codes assigned to credit control areas have been defined in the SAP standard system.

Activities

1. Assign each of the company codes to a credit control area as you require.
2. Ensure that the appropriate credit limit is specified for the credit control areas and/or for the individual customers. You determine the credit limits via the Accounts Receivable area menu.

Co...	Company name	City	CCAr	Overwrite CC ...
3000	Macrosa del Plata S.A.	Buenos Aires	0001	<input checked="" type="checkbox"/>
3001	Serv. Mineros Argentinos	Buenos Aires	0001	<input checked="" type="checkbox"/>
3010	Finning Argentina S. A.	Buenos Aires	0001	<input checked="" type="checkbox"/>
3011	Soluciones Mineras S. A.	Buenos Aires	0001	<input checked="" type="checkbox"/>
3012	Blue Power S.A.	Buenos Aires	0001	<input checked="" type="checkbox"/>
3060	Finning Argentina Cia Aj	Buenos Aires	0001	<input type="checkbox"/>
3061	Soluciones Mineras Cia Aj	Buenos Aires	0001	<input type="checkbox"/>
3062	Blue Power Cía Ajuste	Buenos Aires	0001	<input type="checkbox"/>

• Assign business area to consolidation business area

In this step you allocate the **business areas** to **consolidation business areas**, as required for consolidation.

Requirement

You must first perform the steps **Create business area** and **Create consolidation business area**.

Activities

Allocate the business areas to the consolidation business areas in a 1:1 or N:1 ratio.

Business area	Description	Cons.bus.area	Description
0001	Business area 0001		

• Assign company code to financial management area

In this IMG activity, you assign each **company code** which is relevant to Cash Budget Management or Funds Management to a **FM area**.

In the case of cross-company-code Cash Budget Management/Funds Management, you can combine several company codes in a single FM area. You must assign all the company codes in question to the same FM area.

Requirement

You have carried out the following activities: '**Create company codes**' and '**Create FM area**'.

Company codes and FM areas must use the same **local currency** haven.

Activities

Assign the relevant company codes to FM areas.

Further Notes

You can only change the assignment if:

- Neither Funds Management nor Cash Budget Management is active
- No actual data has been posted yet
- No **commitment items** have yet been posted in any of the **G/L accounts** in the company code in question.



Co...	Company name	FM area	FM area text
3000	Macrosa del Plata S.A.	0001	
3001	Serv. Mineros Argentinos	1000	
3010	Finning Argentina S. A.	0001	
3011	Soluciones Mineras S. A.	0001	
3012	Blue Power S.A.	1000	

• Assign controlling area to financial management area

In this activity you assign all controlling areas relevant for Funds Management to financial management areas.

Requirements

- You have set up a company code, a controlling area and a financial management area. See:
 - **Maintain Company Code**
 - **Maintain Controlling Area**
 - **Maintain Financial Management Area.**
- You have assigned the company codes you activated in Funds Management to the controlling area. See:
 - **Assign Company Code to Controlling Area.**
- You have assigned the company codes concerned to the financial management area. See:
 - **Assign Company Code to Financial Management Area**

Activities

Assign the controlling area to a financial management area.

Further Notes

You can change this assignment only while Funds Management is deactivated.

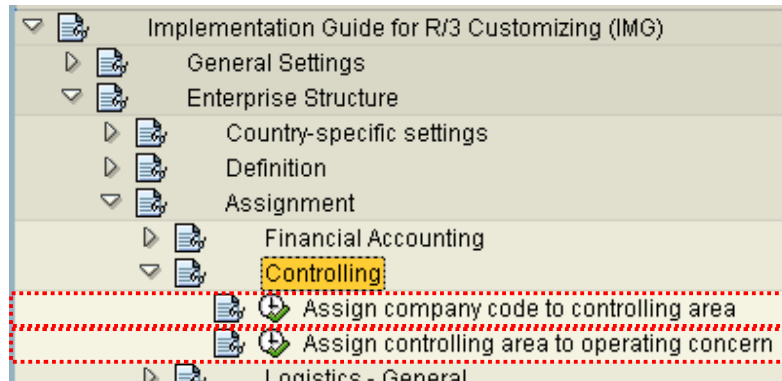
- Performance may suffer in the following circumstances:
 - In master data maintenance, you have made **FM account assignments** to CO account assignments.
 - You are working with orders and projects.
 - Availability control is active both in Funds Management and for orders and projects.

To avoid performance difficulties, you should decide whether you want availability control in Funds Management or in orders and projects. The setting for availability control in Funds Management is in "**Define year-dependent parameters for budgeting**".

Change View "FM Data Controlling Area": Overview		
Controlling area	Name	FM area
1000	Finning Argentina S. A.	0001
3000	Macrosa del Plata S.A.	1000

• Controlling

In this section you specify the assignments between **company codes** and **controlling areas**, as well as those between controlling areas and **operating concerns**.



• Assign company code to controlling area

In this step you assign the **company codes** for which you want to carry out common cost controlling to a **controlling area**.

You may carry out cross-company-code cost accounting only by explicitly assigning the company codes to a controlling area.

Note

Before you can make the assignments, you must maintain basic data in the controlling area: the **assignment control indicator**, the **chart of accounts**, the **fiscal year variant**, and the **currency settings**. The assignment control indicator affects the other indicator settings.

Note that this controlling area basic data sets the indicators so that the desired company codes can be assigned.

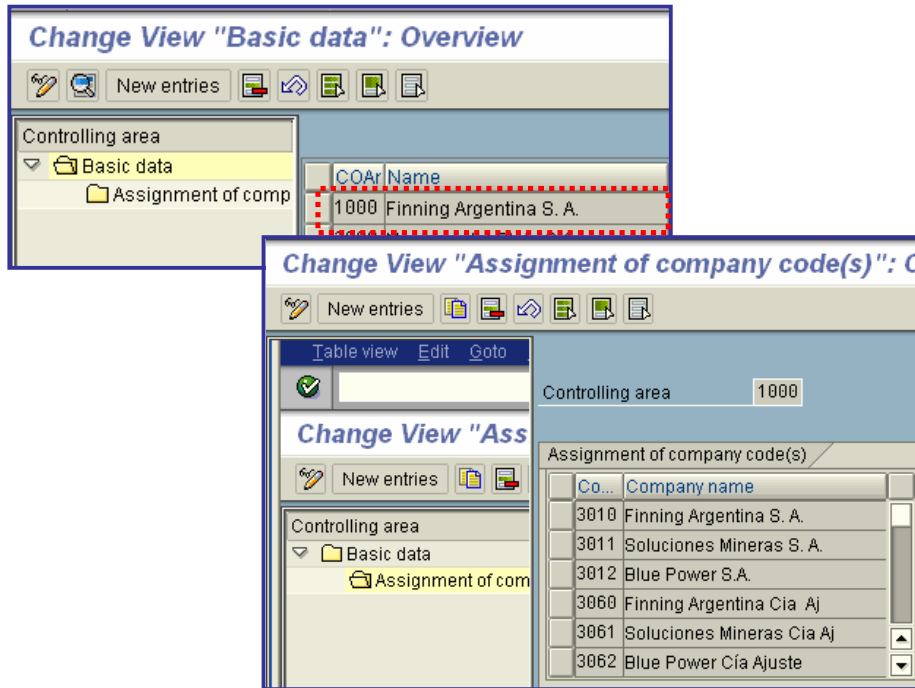
When you use the CO module, you must maintain other **basic data** and **control indicators** for the controlling area. These settings are made in the Implementation Guide (IMG) for Controlling.

Requirement

You must complete the steps **Create company code** and **Create controlling area**.

Activities

1. Choose the appropriate controlling area.
2. Use the pushbutton "Detail" and maintain the basic data for the controlling area.
3. Choose "Assign company code(s)" to make the appropriate settings.



• **Assign controlling area to operating concern**

In this activity, you allocate the **controlling areas** that you want to be able to analyze together in Profitability Analysis to an **operating concern**.

Requirements

To do this, you must first have carried out the activity **Maintain Controlling Area**. You must also have defined an operating concern and specified its respective data structure in Customizing for Profitability Analysis. You do this by choosing *Structures -> Define Operating Concern*.

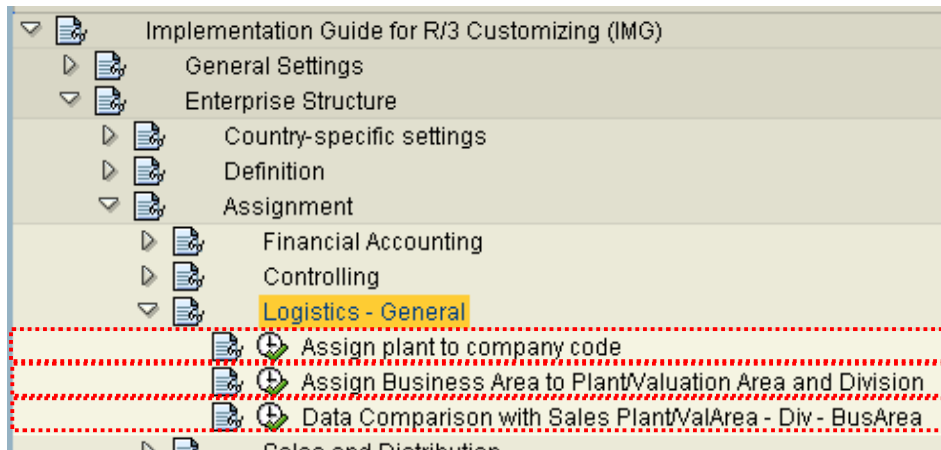
Furthermore, the controlling areas and the operating concern need to

have identical fiscal year variants. If this is not the case, error messages or severe data inconsistencies could occur during cost assessment, settlement, and many other types of postings.

COAr	Name	OpCo	Name
1000	Finning Argentina S. A.	1000	CAT GA OPERATING CONCERN
3000	Macrosa del Plata S.A.	3000	Macrosa del Plata S.A.

• Logistics - General

You make the settings for those organization units that are necessary for all applications of Logistics in the menu option "Intercompany".



• Assign plant to company code

In the step "Assign **plant** to **company code**", you assign each **plant** to a **company code**.

A plant can only belong to one company code.

Note

Complete functionality of the R/3 System can only be ensured if the plants assigned to a company code are only those situated in the same country as the company code.

It is therefore recommended that you also create a company code for each country in which a plant is situated.

Examples

- Only then are tax postings created when transferring stock between plants in different countries.
- The taxation procedure and Intrastat declaration are supported only for the country of the company code.

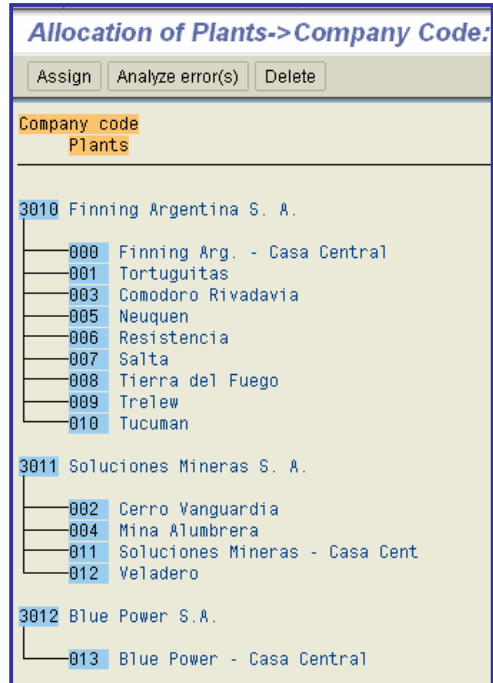
Requirements

Before you can assign plants to company codes, you must define the valuation control.

You may change the **valuation control** in the production system only after contacting your SAP consultant. Changes may cause inconsistencies in documents.

Actions

Assign your plants to company codes.



• Assign Business Area to Plant/Valuation Area and Division

In this step you assign the **plant / valuation area** and **division** combination to a **business area** to enable automatic business area account assignment.

- **Combination Plant - Division**
The R/3 System uses the plant and the division to find the relevant business area for account assignment for **revenue postings (SD)**.
- **Combination Valuation Area - Division**
The R/3 System uses the valuation area and the division to find the relevant business area for account assignment when **material postings** are made (e.g. goods movements in Inventory Management, invoice receipts in Invoice Verification).

Requirements

The following objects must exist:

- Valuation area
- Plant
- Division
- Business area

Activities

Check whether the valuation level is the plant or the company code.

- **Valuation level = company code**
Maintain the business area assignments separately for each individual plant and valuation area.
- **Valuation level = plant**
 - You can maintain business area assignments for all plants and valuation areas together. To do this, choose *Plant/valuation area - Division*.
 - If you want to define different business area assignments for revenue postings and material postings, maintain these objects separately.

If any assignments are missing for valuation areas, you can copy these automatically from the plant assignments.

Allocat. Plant/Valuation Area - Division -> Business Area

Allocation for plants and valuation areas differs

Plant - division

Valuation area - division

Change View "Org. Unit: Business Area Determination"

Plnt	Dv	Name	BA	Description
000	01	Product Division 01	0001	Business area 0001
0001	01	Product Division 01	0001	Business area 0001
001	01	Product Division 01	0001	Business area 0001
002	01	Product Division 01	0001	Business area 0001
003	01	Product Division 01	0001	Business area 0001

Change View "Business Area from MM View"

ValA	Dv	Name	BA	Description
000	01	Product Division 01	0001	Business area 0001
0001	01	Product Division 01	0001	Business area 0001
001	01	Product Division 01	0001	Business area 0001
002	01	Product Division 01	0001	Business area 0001

• **Data Comparison with Sales Plant/ValArea - Div - BusArea**

In this step, you check whether business area assignments are missing for valuation areas. If so, the system automatically uses the business area assignment of the plant.

This step is particularly important for customers who went into production before Release 3.0, since prior to 3.0, only plant assignments were used.

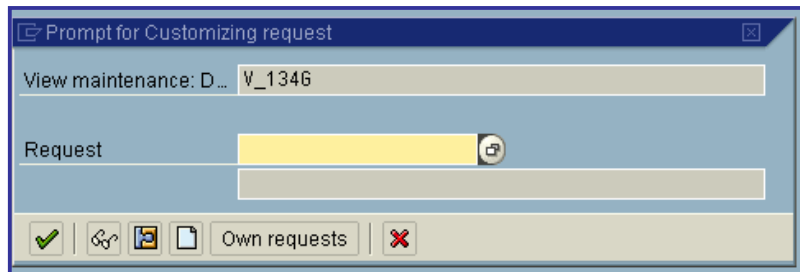
Requirements

Only carry out this step if valuation is at plant level.

If valuation is at company code level, no adjustment is made.

Activities

If valuation is at plant level, perform this activity. After you have done so, missing assignments for valuation areas are created automatically. Existing entries are not changed. This means that you can make the adjustment any time you wish.



• Sales and Distribution

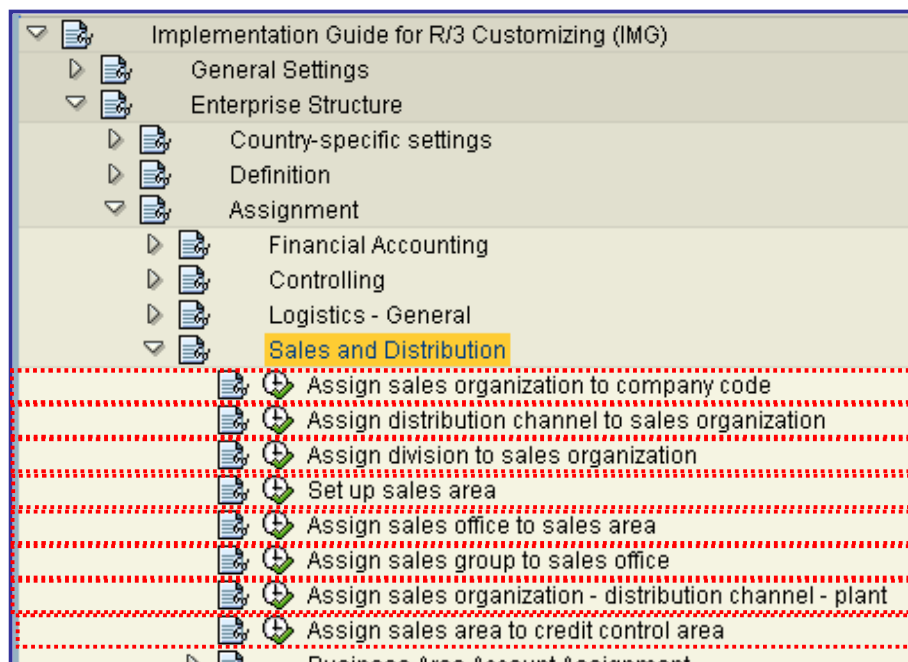
You reproduce your own company structure in the system by allocating the organizational units in sales and distribution. On the one hand, you have to allocate the organizational elements of sales and distribution to each other and on the other hand, allocate them to company codes and plants. The latter establishes the link of the SD module with the modules FI and MM.

In addition, you must make the corresponding allocations if you use business areas or automatic dunning letters in the module FI within a dunning area:

- A business area can be allocated to a sales area or to a combination of plant and division.
- A dunning area can be allocated to a sales area.

You set these defaults for the SD system in the configuration menu "Logistics" --> "Sales & distribution" --> "Functions" --> "Account assignments" --> **"Business Area Account Assignments"**.

For the automatic credit limit check, you do not have to make your own allocations between organizational units. The credit control areas are defined in the FI module. The credit limit of a customer is also determined in a control area there. By linking the customer master record to the credit limit, a link is also established between FI and SD.

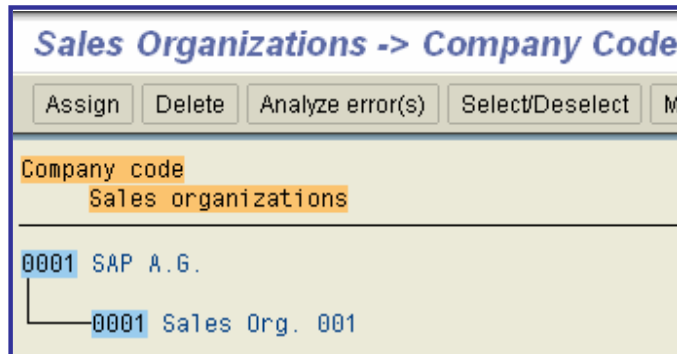


• Assign sales organization to company code

You can use this step to define the allocation of **sales organizations** to **company codes**. This establishes a link between the SD and FI systems. A sales organization belongs to just one company code.

Activities

Allocate the sales organizations to the company codes.

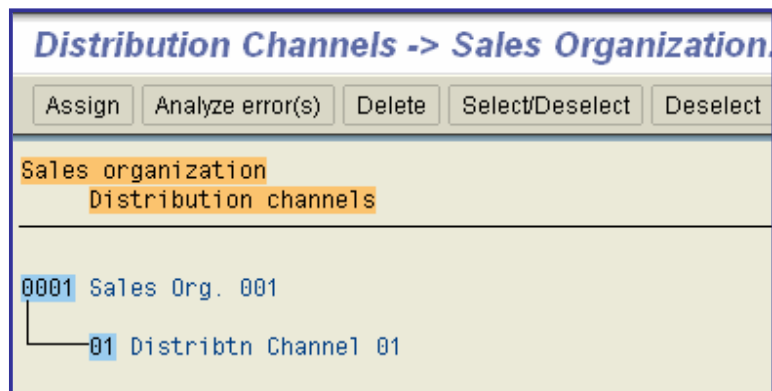


• Assign distribution channel to sales organization

In this step, you allocate the **distribution channels** to a **sales organization**. In this case, as many distribution channels as desired can belong to a sales organization. In addition, a distribution channel can be valid for several sales organizations.

Actions

Assign the distribution channels to the sales organizations

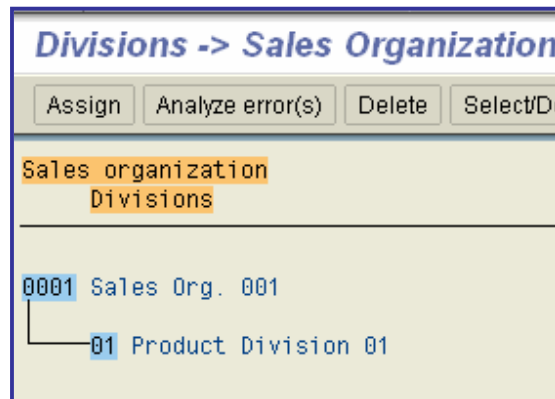


• Assign division to sales organization

In this step, you allocate as many **divisions** as desired to a **sales organization**. Any one division can belong to several sales organizations.

Actions

Assign the divisions to the sales organizations.



• Set up sales area

In this step, you set up the **sales areas**. You can create a sales area for any combination of **sales organization**, **distribution channel** and **division**.

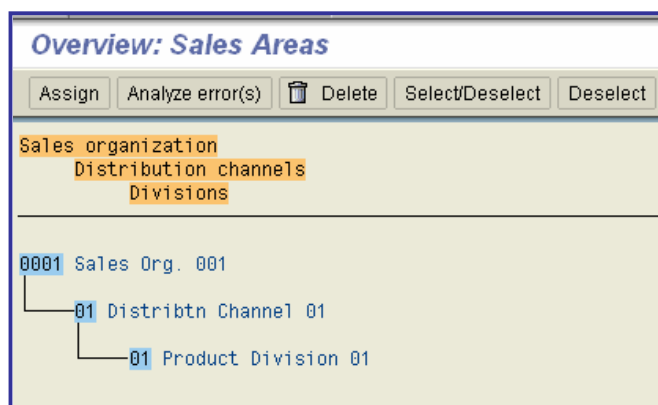
Requirements

First you must make the following allocations for a sales organization:

- You have to allocate the distribution channels (see "**Assign distribution channel - sales organization**").
- You have to allocate the divisions (see "**Assign division - sales organization**").

Actions

To set up sales areas, assign columns and distribution channels to sales organization. The divisions and distribution channels that you have previously assigned to a sales organization are proposed for selection.

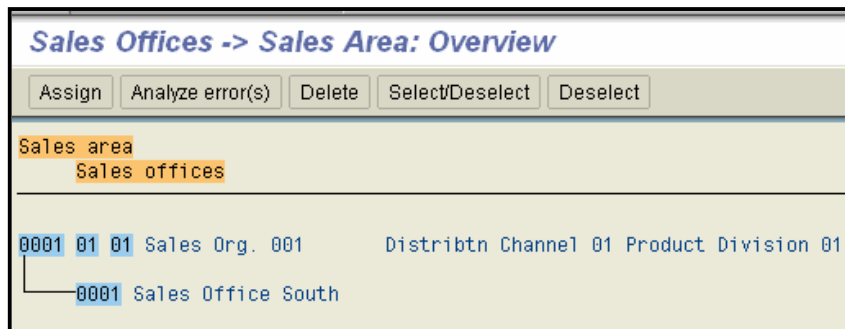


• Assign sales office to sales area

In this step, you can allocate as many **sales offices** as desired to the **sales areas**. Any one sales office can belong to several sales areas at the same time. The sales areas previously defined are automatically proposed as defaults for allocation.

Actions

Assign the sales offices to the sales areas.

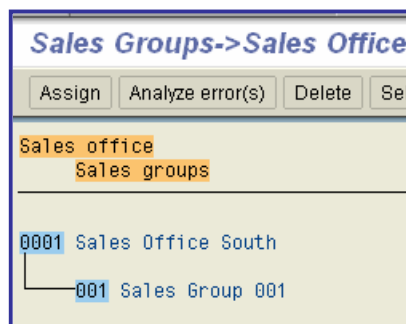


• Assign sales group to sales office

In this step, you can assign as many **sales groups** as desired to the **sales offices**. Any one sales group can belong to several sales offices.

Actions

Assign the sales groups to the sales offices.



• Assign sales organization - distribution channel - plant

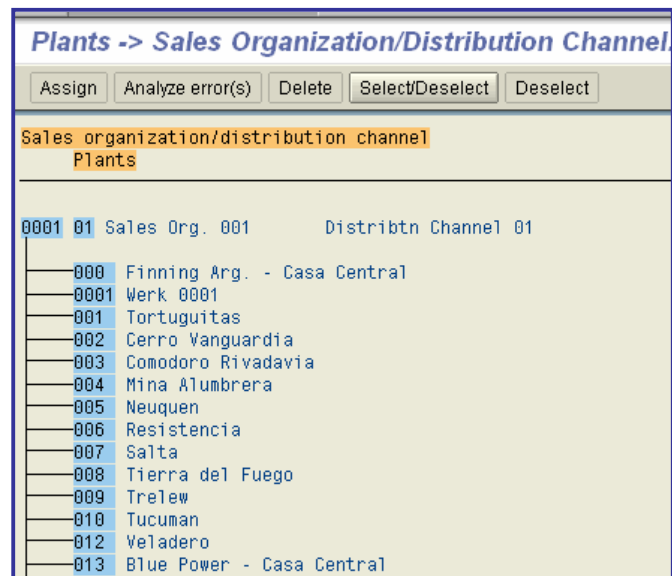
Use this step to assign any number of **plants** to a combination of **sales organization** and **distribution channel**. A plant can be assigned more than once.

Requirements

You define the combination of sales organizations and distribution channels in IMG activity **"Assign distribution channels - sales organizations"**. These combinations are then automatically proposed as defaults for maintenance.

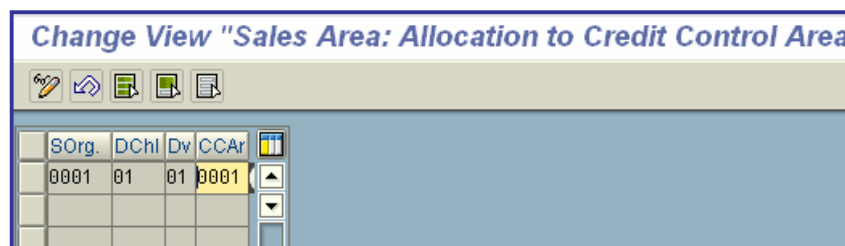
Actions

Assign the plants to the combination of sales organization/distribution channel.



- **Assign sales area to credit control area**

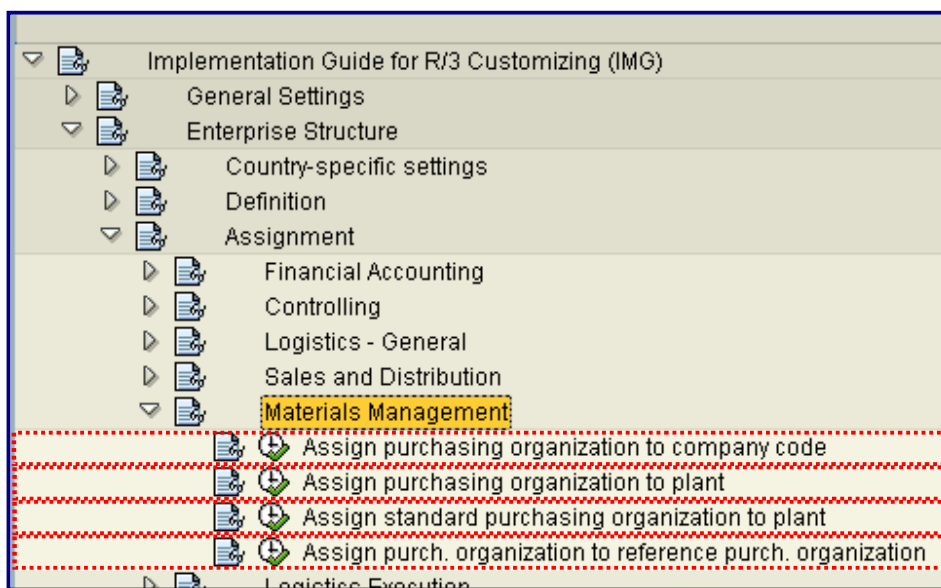
In this activity you assign a sales area to a credit control area.



• Materials Management

In the step "Materials Management Assignment", you define the relationship between the following **organizational units**:

- **company code**
- **purchasing organization**
- **plant**
- **warehouse number**



• Assign purchasing organization to company code

In this Implementation Guide (IMG) activity, you assign **purchasing organizations** to **company codes**.

Note

For information on maintaining purchasing organizations, see the IMG activity **Maintain purchasing organizations**.

You have the following options:

- You can assign a purchasing organization to one company code. This is company-specific purchasing.
- You can assign a purchasing organization to no company code. This purchasing organization can then procure for all plants assigned to it, irrespective of the company code to which the plant belongs.

Since each plant must be assigned to a company code, the company code can be determined via the plant in each procurement transaction, even if the procuring purchasing organization is not assigned to a company code.

- A purchasing organization must be assigned to one or more plants. This is plant-specific purchasing.

For more information, see the IMG activity **Assign purchasing organization to plant**.

Actions

Depending on the form you have chosen, assign your purchasing organization(s) to the respective company code(s).



• **Assign purchasing organization to plant**

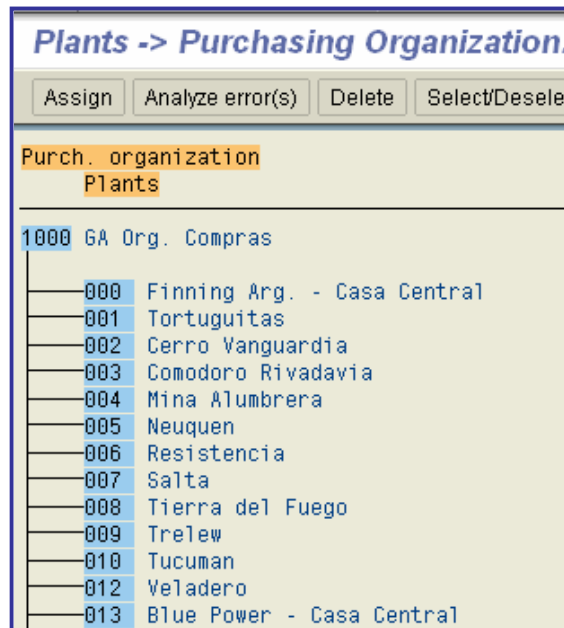
In this IMG activity, you assign **purchasing organizations** to the **plants** for which they are responsible.

You have the following options:

- One purchasing organization procures for one plant. This is plant-specific purchasing.
- One purchasing organization procures for several plants.
- Several purchasing organizations procure for one plant.

Actions

Depending on the form you have chosen, assign your purchasing organization(s) to the respective plant(s).

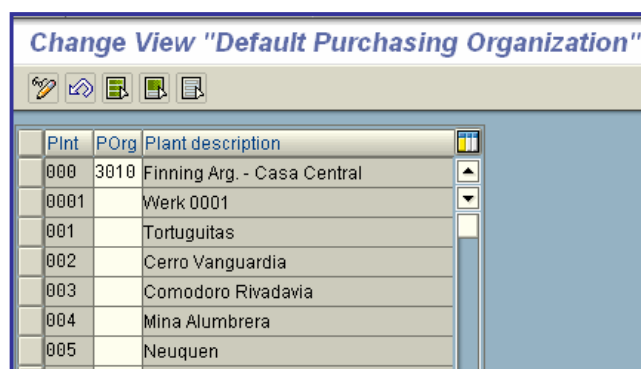


• Assign standard purchasing organization to plant

If several purchasing organizations procure for a certain plant, you can define one of them as the standard purchasing organization for the transactions "pipeline procurement", "consignment" and "stock transfers".

In source determination for stock transfers and consignment, the system automatically utilizes this standard purchasing organization. In the case of goods issues of pipeline materials, the purchasing info records of the standard purchasing organization are read.

Define your standard purchasing organization.



• Assign purch. organization to reference purch. organization

In this step, you can make the appropriate settings to enable the purchasing staff of your enterprise to work with conditions and contract release orders on a cross-purchasing-organization basis.

It is then possible for:

- The conditions of a reference purchasing organization to be used by other purchasing organizations for the purpose of price determination
- Several purchasing organizations to access the contracts of a certain reference purchasing organization

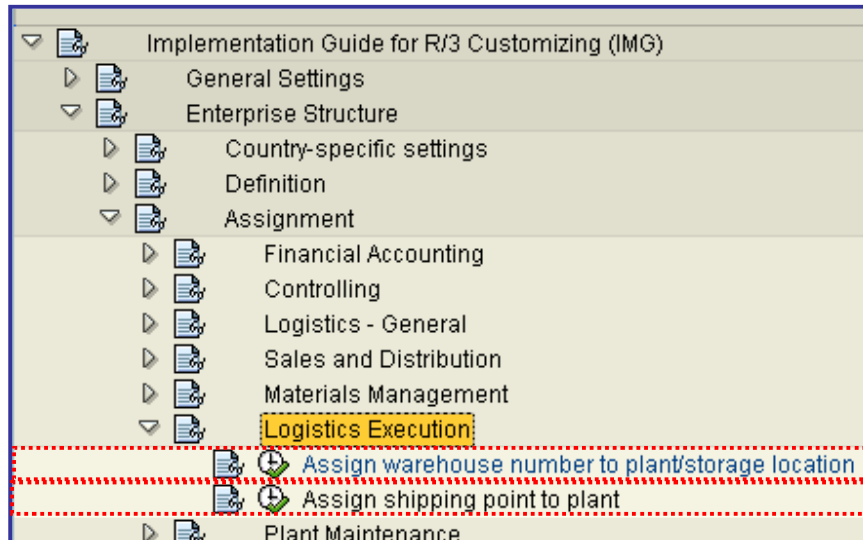
Activities

Assign the desired purchasing organizations to a reference purchasing organization.

Note:

You can assign several purchasing organizations to one reference purchasing organization, but each individual purchasing organization should be assigned to just one reference purchasing organization.

• Logistics Execution



• Assign warehouse number to plant/storage location

So that the SAP System can recognize which storage locations in Materials Management are controlled by the **Warehouse Management system** (LE-WM), you must assign the **plants** and the **storage location** to the **warehouse number**.

Within a plant it is possible to assign several storage locations to the same warehouse number. Here we would ask you to refer also to the notes in the chapter **Define storage location control** (WM interface to Inventory Management).

Requirements

The **component MM-IM (Inventory Management)** is implemented.

Standard Settings

In the SAP standard system, warehouse number **001** is assigned to storage location **0088** in plant **0001**.

Activities

Allocate the storage locations to the warehouse numbers.

Notes on transport

After each table transport into the target system, check the consistency of the assignments.

Change View "MM-IM Storage Location <-> LE-WM Warehouse Number"

New entries

Plnt	SLoc	WhN	Warehouse no. description
0001	0001	100	an WM (without stocks)
0001	0088	001	Central whse (full WM)
0001	0095	005	
0001	0100	001	Central whse (full WM)

• Assign shipping point to plant

In this step, you can allocate as many shipping points as desired to the plants. Any one shipping point can belong to several plants.

Actions

Assign the shipping points to the plants.

Shipping Points -> Plants

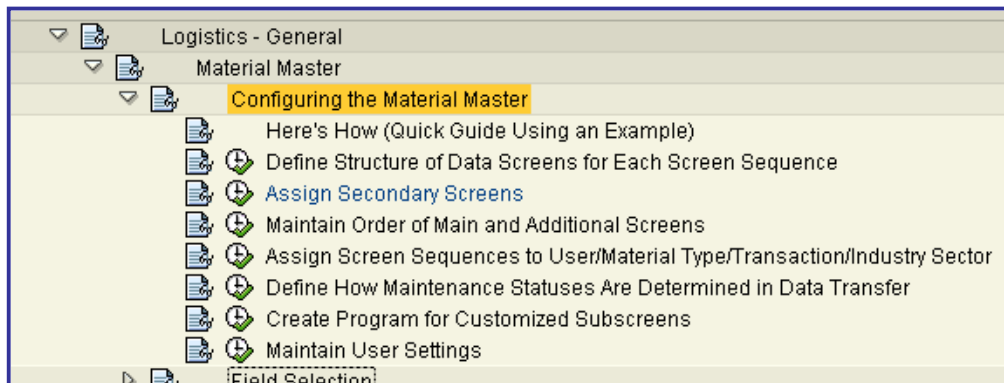
Assign Analyze error(s) Delete

Plant	Shipping points
000 Finning Arg. - Casa Central	0001 Shipping Point 0001
0001 Werk 0001	0001 Shipping Point 0001
001 Tortuguitas	0001 Shipping Point 0001
002 Cerro Vanguardia	

- **Logistics - General**

- **Material Master**

- **Configuring the Material Master**



- **Here's How (Quick Guide Using an Example)**

Scenario

For your purchasing agents Kirk, Scott, and McKoy, you want to create a **screen sequence** containing the following screens:

- Basic Data

You want this **data screen** to include the following unchanged subscreens from the *Basic Data 1* view in the standard material master:

- Material description
- General data
- Dimensions/EANs

- Purchasing/Storage

You want this data screen to include the following subscreens:

- General data (from the *Plant Data/Storage 1* view in the standard material master)
- Purchasing values (from the *Purchasing* view in the standard material master)

You also want this data screen to include an additional subscreen containing the following fields from the *Purchasing* view in the standard material master:

- Purchasing group
- Material group
- Order unit

Procedure

1. Carry out the **IMG activity Create Program for Customized Subscreens**. This requires you to do the following:

- a) Create a function group of your own, for example, with the name *YENTERPRISE* (steps 1 and 2 in the documentation for the IMG activity above).
- b) Copy subscreen *SAPLMGD1 2301* (Purchasing Data: General Data) to *SAPLYENTERPRISE 2301*, and subscreen *SAPLMGD1 2701* (Storage Data: General Data) to *SAPLYENTERPRISE 2701* (steps 3 to 7).
- c) Remove all fields from subscreen *SAPLYENTERPRISE 2301* with the exception of the *Purchasing group*, *Material group*, and *Order unit* using the **Screen Painter** (transaction SE51) (step 8).
Make sure that the fields you have removed are no longer included in checks. You do this by searching for the fields in the source code and making the lines in which they appear comment lines.

Using the Screen Painter, rename the frame text of both subscreens as follows:
General data -> *Purchasing data: General data*
General data -> *Storage data: General data*

2. Access the activity **Define Structure of Data Screens for Each Screen Sequence**, and do the following:

- a) Create a new screen sequence, for example, with the ID *ZY*, by copying screen sequence *21*.
- b) Select screen sequence *ZY* and double-click *Data screens*.
- c) With the exception of the data screens *Basic Data 1* and *Purchasing*, delete all other data screens from screen sequence *ZY*.
- d) Rename the data screens as follows:
Basic Data 1 -> *Basic Data*
Purchasing -> *Purchasing/Storage*
- e) Assign the maintenance status *L* (storage) to the data screen *Purchasing/Storage* in addition to the screen's present maintenance status *E* (purchasing) since the screen now contains purchasing fields and storage fields.
- f) Select the data screen *Basic Data* and double-click *Subscreens*. View the data screen and identify the subscreen assignments you want to delete by counting from top to bottom. In this case, seven subscreens appear on the screen. Delete the third, fifth, sixth, and seventh.
- g) Select the data screen *Purchasing/Storage* and double-click *Subscreens*. Configure the data screen so that it contains the following subscreen assignments. (Subscreen *SAPLMGD1 1005* is required because it contains the organizational level *Storage location* in addition to *Plant*.)

Program	Screen
SAPLMGD1	1005 (material description)
SAPLYENTERPRISE 2301 (purchasing data: general data)	
SAPLYENTERPRISE 2701 (storage data: general data)	
SAPLMGD1	2302 (purchasing values)
SAPLMGD1	0001 (blank subscreen)
SAPLMGD1	0001 (blank subscreen)

3. Check the order of the two main screens in the activity **Maintain Order of Main and Additional Screens**.

4. Assign the screen sequence ZY to the purchasing agents Kirk, Scott, and McKoy in the activity **Assign Screen Sequences to User/Material Type/Transaction/Industry Sector** (where this example is briefly continued in the documentation).

• Define Structure of Data Screens for Each Screen Sequence

In this **IMG activity**, you have the following navigation levels:

- Screen sequences

This overview appears when you access the IMG activity. It contains all existing **screen sequences**. You have the following options:

- Creating screen sequences by copying existing screen sequences

You can create a new screen sequence by selecting an existing screen sequence and choosing *Copy as*. You are required to enter a new screen sequence ID and description, and to choose *Enter*. The system copies the screen sequence selected, the data screens, the subscreen assignments, and the order of the data screens.

- Deleting screen sequences

You can delete screen sequence(s) by selecting them as required and choosing *Delete*. The system deletes the screen sequence selected, the relevant data screens, and the subscreen assignments (not the subscreens themselves).

- Transporting screen sequences and data screens

You can transport screen sequences and/or data screens from the test system to the production system by selecting the screen sequence(s) and/or data screen(s) required and transporting them in the usual way.

- Data screens

This overview appears after you have selected a screen sequence and double-clicked *Data screens*. It contains all existing **data screens** for the screen sequence selected, with the exception of **initial screens** since they cannot be configured. One of the following screen types is assigned to each data screen:

- **Main screen 1**

The number of main screens in a screen sequence must not exceed 43.

- **Secondary screen 2**

You have the following options:

- Creating data screens new

You can include new data screens in the screen sequence by choosing *New entries*. New main screens appear last in the screen order. Be sure to check the screen order in the activity *Maintain Order of Main and Additional Screens*, where you can change it if necessary.

- Creating data screens by copying

You can create a new data screen with the same parameters by selecting a data screen and choosing *Copy as*. After you have changed at least the screen ID and chosen *Enter*, the system copies the data screen selected and the subscreen assignments.

- Changing existing data screens

You do this by assigning different subscreens to the data screen, and/or by deleting the assignment of subscreens to the data screen (see under *Subscreens* below).

- Deleting data screens

You can delete data screens by selecting them as required and choosing *Delete*. The system deletes the data screen(s) selected and the subscreen assignments (not the subscreens themselves).

Points to Consider when Maintaining Data Screens

- Field placement

Make sure that at least the base unit of measure and the material description can be maintained in *Create* mode. Since the base unit of measure must be maintained before all other units of measure, position it accordingly on the data screens.

Make sure that each field cannot be maintained more than once on the data screen, that is, the same field must not occur on two different subscreens of the same data screen. If you move the *Descriptions* subscreen (appears on an additional screen in the standard R/3 System) to a main screen, the *Description* field in the header subscreen of the main screen must not allow an entry. For this reason, descriptions subscreens must have screen numbers between 8000 and 8010.

Always position the MRP type before all other MRP fields, and the forecast model before all other forecasting fields.

- Configuring data screens

The *Classification* screen must be a separate screen.

You can configure consumption values and forecast values only as additional screens, not as main screens.

- Configuring data screens as tab pages

If you want to configure a main screen or additional screen as a tab page, note the following:

A data screen with 7, 8, or 9 subscreens can be replaced only by a tab page with 10 or more subscreens, and a data screen with 12 subscreens can be replaced only by a tab

page with 19 subscreens. There are different tab pages for main screens and additional screens.

It is recommended that you use **GUI statuses** without *Goto* or *Extras* menus since the navigation provided by these menus is replaced by the tab pages. Instead of these menus, the GUI statuses DATE00 and DATELT00 for the main screens contain an *Extras* pushbutton.

It is not possible to configure special screens such as *Status Information* and special additional screens (recognizable by GUI status DIALxxxx or by no GUI status and subscreen container 0001) as tab pages.

- Accessing secondary screens

Define whether new secondary screens are to be accessed as an additional screen or by pushbutton. You do this in the activity *Assign Secondary Screens*.

- Preventing runtime errors

Choose the maintenance status of a screen in accordance with the fields on the screen (on all subscreens); that is, each field on the screen must have at least one of the maintenance statuses that the screen itself has. If they do not, an abend will occur when maintaining data on the nonconforming screen. For example, if you include field MARA-BSTME (order unit) on the *Basic Data* screen, you must also assign status E (purchasing) to this screen. You can view the maintenance status(es) assigned to a field in Customizing for the *Material Master* in the activity **Assign Fields to Field Selection Groups**.

For all screens, use only the GUI statuses maintained for the main program (SAPLMGMM for industry, SAPLMGMW for retail).

- Subscreens

This overview appears after you have selected a data screen and double-clicked *Subscreens*. It contains all the subscreens assigned to the data screen for a particular screen sequence. You have the following options:

- Including new subscreens on a data screen

You do this by selecting the subscreen above which you want to insert the new subscreen, and choosing *New entries*. However, this is possible only if the **subscreen container** contains at least one blank subscreen (a subscreen with the number 0001).

- Shifting subscreens on a data screen

- Deleting subscreen assignments

You can delete the assignment of a subscreen to a data screen by selecting the subscreen and choosing *Delete*. The system replaces the deleted subscreen assignment with a blank subscreen.

- Viewing the data screen

Simulates the data screen as it appears in the material master.

- Viewing the subscreen

You can simulate an individual subscreen as it appears on the respective data screen in the material master by selecting it and choosing *View subscreen*.

Points to Consider when Maintaining Subscreens

- Treatment of blank subscreen areas

Fill any blank subscreen areas in subscreen containers with a blank subscreen. The blank subscreen must have the screen number 0001 and, for performance reasons, should belong to the same program as the other subscreens on the data screen.

- Performance considerations

To improve performance, choose the subscreens of a data screen from one program where possible.

- Subscreens for maintaining long texts

Do not assign more than one long text maintenance subscreen to a single data screen.

Activities

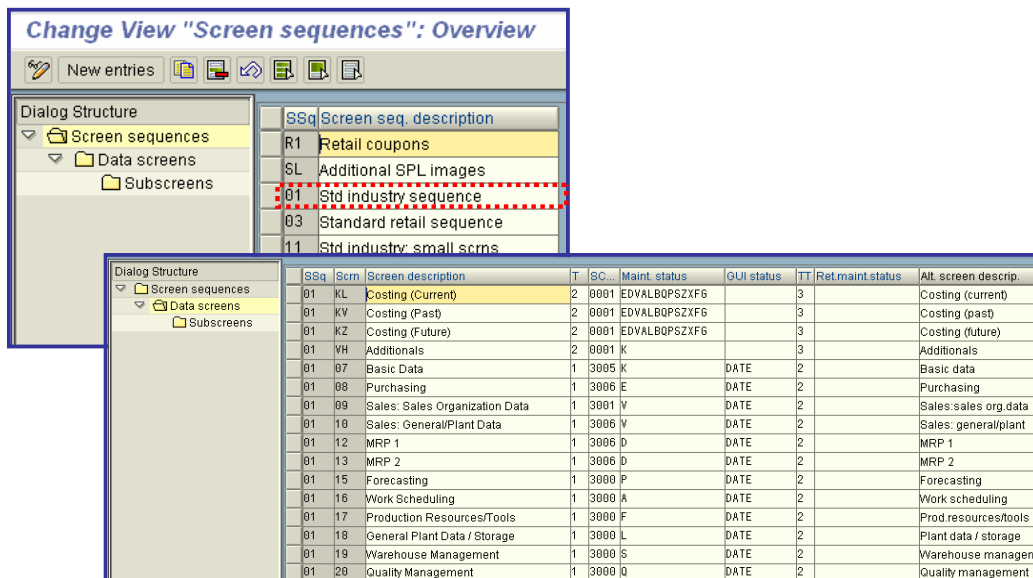
After configuring the material master, be sure to **test** it using the following functions:

- Create material
- Change material
- Display material

You must be able to save your data without an error message.

Note on Transport

After changing a screen sequence or data screen, transport the screen sequence



• Assign Secondary Screens

In this **IMG activity**, you do the following for each **screen sequence**:

- Define whether a **secondary screen** appears as an **additional screen** or is accessed by pushbutton from another **main screen** or additional screen

- Defining a secondary screen as an additional screen

Choose *Add to additional screens*. The system assigns the next free number to the additional screen automatically.

- Defining that a secondary screen is accessed by pushbutton

Choose *Create pushbutton function code* or enter a four-character pushbutton function code yourself with the prefix *PB* followed by 2 numbers. The pushbutton function code must not already exist for this screen sequence. Also assign the pushbutton function code to the pushbutton in the **Screen Painter**.

If a secondary screen appears as an additional screen, and you decide you want to access it by pushbutton instead, or vice versa, delete the number of the additional screen or pushbutton function code, and redefine the secondary screen as described above. It is also possible to define a secondary screen as an additional screen, and to define that it is also accessed by pushbutton, though this is seldom necessary.

- Assign a processing routine to the secondary screen (if required)

This processing routine is executed when the secondary screen is accessed.

Note on transport

After assigning secondary screens within a screen sequence, transport the screen sequence.

S...	Descr.	FCode	Additional	Processing rou
R1	Retail coupons			
SL	Additional SPL images			
01	Std industry sequence			
03	Standard retail sequence			
11	Std...			
12	Ma KL Costing (Current)	PB49		OKCODE_MBEW_
21	Std KV Costing (Past)	PB50		OKCODE_MBEW_
23	Std KZ Costing (Future)	PB48		OKCODE_MBEW_
	VH Additional	PB51		OKCODE_WTADD
40	Descriptions		1	OKCODE_KURZT
41	Units of Measure		2	OKCODE_MENGE
42	Basic Data Text		8	OKCODE_BDT
48	Consumption	PB09	11	OKCODE_VERBR
50	Costing Detail	PB01		OKCODE_KALKU

• Maintain Order of Main and Additional Screens

In this **IMG activity**, you maintain the order in which **main screens** appear in the *Select View(s)* dialog box when maintaining material master records, and the order in which main screens and **additional screens** appear as tab pages. You do this for each **screen sequence**.

The order is indicated by a consecutive number next to the screen. You can change the screen order by changing the consecutive number and saving your data.

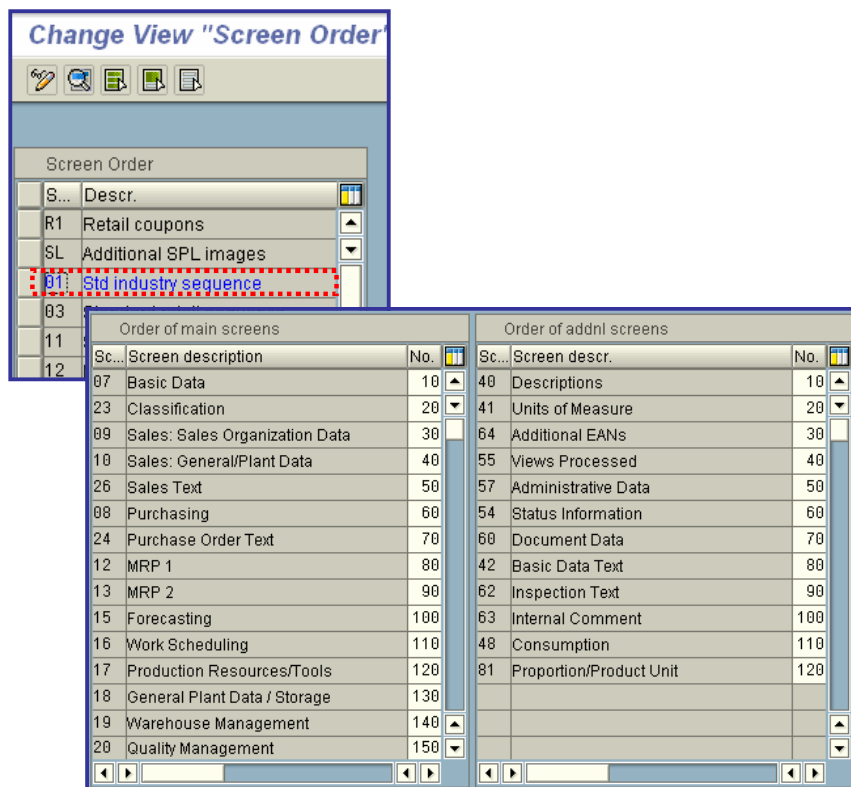
To view the screens in the new screen order, choose *Sort main screens* or *Sort additional screens* respectively.

Example

Your screen sequence contains the screens *Basic Data*, *MRP*, and *Purchasing* with the consecutive numbers 10, 20, and 30 respectively. You want the *Purchasing* screen to appear before the *MRP* screen in the screen order. As a result, you change the consecutive number of the *Purchasing* screen to a number between 11 and 19.

Note on Transport

After maintaining the order of screens in a screen sequence, transport the screen sequence.



• Maintain User Settings

In this **IMG activity**, you can define the following defaults for each user:

- Industry sector

Here, you can define that a particular industry sector is proposed whenever the user creates a material master record. This setting cannot be made for the material master for retail since retail is itself the industry sector.

- Organizational levels

Here, you can define for a combination of user and **screen sequence** the organizational levels that are proposed whenever the user creates, changes, or displays a material master record, and the organizational levels and profiles that are proposed whenever the user creates a material master record.

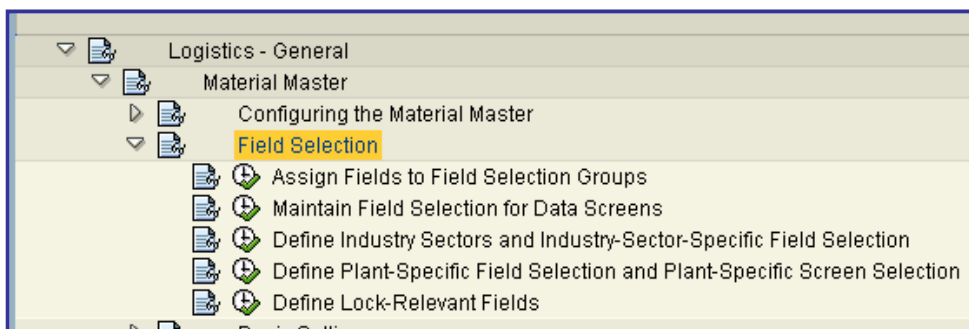
- Views that are preselected in the *Select View(s)* dialog box

Here, you can define for a combination of user and screen sequence that certain views appear as preselected in the *Select View(s)* dialog box.

• Field Selection

In this section, you carry out the following activities:

- Define whether a field is hidden or displayed, or whether an entry is mandatory or optional in material master maintenance by assigning the field to a **field selection group**
- Create and maintain **field references**
- Define **industry sectors** and industry-sector-specific field selection
- Define plant-specific field selection and screen selection



• Assign Fields to Field Selection Groups

To define whether a field is hidden or displayed, or whether an entry is mandatory or optional in material master maintenance, you must assign the field to a **field selection group**. You may assign a field to one field selection group only.

Before including customer-defined fields in a field selection group together with standard fields, or assigning standard fields to a different field selection group, familiarize yourself with the assignment of fields to field selection groups in the standard R/3 System.

Standard Settings

The values of the field selection groups have been preassigned as follows:

- 001-110 Material master for industry
- 111-120 Reserved for customers (except where the values are already in use)
- 121-150 Material master for industry
- 151-210 Material master for retail
- 211-240 Reserved for customers

Recommendation

If possible, use the setting in the standard R/3 System. No further action is then required. If you want to make individual fields inaccessible, the easiest way is to group them together in a single field selection group and to set it to *Display* or *Hide*.

Activities

1. Check the setting in the standard R/3 System.
For this, you need to know the data screen on which the relevant field appears in the material master, and the name of the screen field, for example, MARA-MEINS in the case of the base unit of measure.
2. If necessary, change the assignment of fields to field selection groups as required.

Further Notes

In the case of long texts, you define whether the entire screen is hidden or displayed, or whether entries are mandatory or optional. For this reason, each screen has been assigned to one of the following dummy fields:

- LTEXT_BEST Purchase order text
- LTEXT_GRUN Basic data text
- LTEXT_IVER Internal comment
- LTEXT_PRUE Inspection text
- LTEXT_VERT Sales text

The image shows three overlapping screenshots of SAP Customizing screens for 'Field Groups'.

Change View "Field Groups": Overview

Field name in full	Short text	Sel. gro...
*TCA55-BZTXT		67
*TCF13-FGRTXT		66
*TC25T-TXT		66
BE_DELETE		
BE_INSERT_ROW		
CALP-AUFS6	Actual Markup in Sales Price Calculation	177
CALP-EKORG	Purchasing organization	176
CALP-ENDPR	Final price	180
CALP-KZPBL	Indicates that prices at plant level are to be deleted	194
CALP-LIFNR	Vendor's account number	176
CALP-SPABR	Margin (gross) in sales price	
CALP-SPANE	Margin (net) in sales price	
CALP-VKABS	Checkbox for saving sales price	
CALP-VKKAB	Sales conditions valid for sales	
CALP-VKKBI	Sales conditions valid for billing	
CALP-VKPBR	Sales price (gross)	

Change View "Field Groups": Details

Field name: CALP-EKORG
 Purchasing organization

Field attributes (industry and retail)

Propose field cont.
 Maint. status: V
 ALE field group: BR_V

Field attributes (retail only)

Restrict matl. cat.: No default
 Copy field content
 Incl. initial values

Field sel. group: 176

Fields (Field selection group 176)

Field name	Short text
CALP-EKORG	Purchasing organization
CALP-LIFNR	Vendor's account number

Field selection (Field selection group 176)

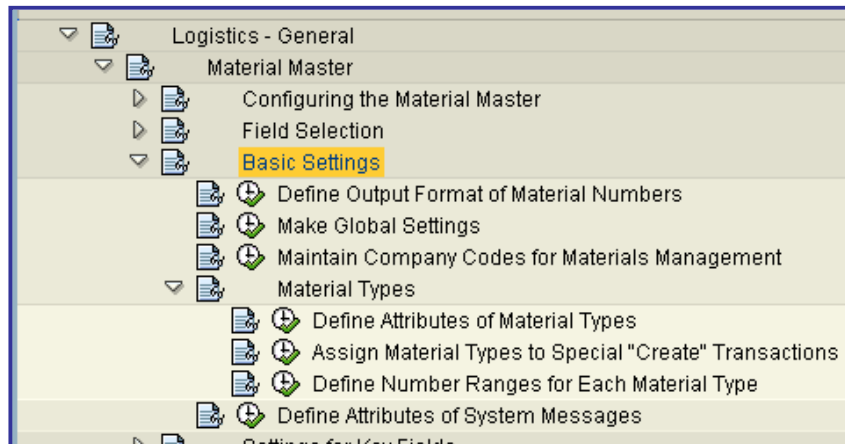
Field ref.	Hide	Display	Reqd entry	Opt. entry
HAWA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
HERS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
KB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
KMAT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
M	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MAL1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MAL2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
MMVD	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sort entries... by field references by field selection

Position: Position... Entry 9 of 40

• Basic Settings

In this section, you carry out the activities listed below. However, be sure to read the documentation for each activity beforehand.



• Define Output Format of Material Numbers

In this IMG activity, you define the following:

- Input and output length of material numbers

A material number can have a maximum of 18 characters.

- Template for displaying or printing material numbers

You indicate with an underscore any position in the material number that you do not want to contain a template character.

- Form in which material numbers are stored
- Output with or without leading zeros

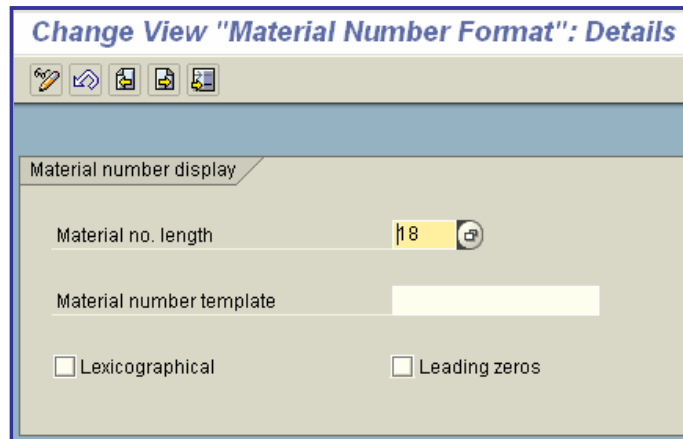
You can make these definitions for each client.

Activities

1. Define the length of your material numbers.
2. If required, define a material number template.
3. Specify the form in which you wish to store your material numbers.
For information on how to use the *Lexicographical* indicator, be sure to read the corresponding **documentation**.
4. Specify whether your material numbers are to contain leading zeros.

Note

If the *Lexicographical* indicator is set, the system ignores the setting of the *Leading zeros* indicator.



Template for material number conversion

Controls the format of material numbers, in particular, it defines the positions at which the system is to insert additional characters (editing characters).

The material number is output in the length defined in table TMCNV; where appropriate, it is filled with leading zeros by the system. The template is made up of editing characters and selection characters; an underscore (_) denotes a selection character that is replaced by a significant character in the material number.

Length of material number	10
Material number	12345678 (significant characters)
Template	__-____-__
Presentation	12-34567-8

The editing characters are included in the length of the material number.

• Maintain Company Codes for Materials Management

In this IMG activity, you maintain your company codes. There are two situations in which you do this:

- When setting up company codes for materials management
- When changing the *Allow backposting* or *Disallow backposting* indicators

To create a material master record, the control record must exist for the company code for which you want to create your master record.

To set up a company code, enter the current period here. Alternatively, you can do this with the **period closing program**.

Note

To initialize company codes during productive operation, you have to use the period closing program.

Change View "Materials Management View on Company Codes"

Co...	Company name	Year	Pe	FYr	M.	FYr	LM	ABp	DBp
3000	Macrosa del Plata S.A.	2003	12	2003	11	2002	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3001	Serv. Mineros Argentinos	2003	12	2003	11	2002	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3010	Finning Argentina S. A.	2006	12	2006	11	2005	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3011	Soluciones Mineras S. A.	2006	12	2006	11	2005	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3012	Blue Power S.A.	2006	11	2006	10	2005	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3060	Finning Argentina Cia Aj	2004	1	2003	12	2003	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3061	Soluciones Mineras Cia Aj	2004	1	2003	12	2003	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3062	Blue Power Cía Ajuste	2005	4	2005	3	2004	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4000	CAT GA DEALER ASIA				0		0	<input type="checkbox"/>	<input type="checkbox"/>
5000	CAT GA DEALER AUSTRALIA				0		0	<input type="checkbox"/>	<input type="checkbox"/>

• Material Types

In this section, you carry out the activities listed below. However, be sure to read the documentation for each activity beforehand

• Define Attributes of Material Types

Whenever you create a material master record, you must assign it to a **material type**. This requires you to first define the attributes of each material type. You do this in this **IMG activity**.

Material types are used in the following neighboring areas, where they are also configured in Customizing:

- **Profit Center Accounting**
- **Product Cost Planning**
- Sales and Distribution (**availability check**)
- Valuation and Account Assignment (**valuation classes**)
- Production:
 - **Bills of material**
 - **Routings**

Consult with these areas if necessary.

Activities

You have the following options:

- Customizing the existing material types in the R/3 System if necessary

You do this by selecting the material type and choosing *Details*.

- Creating new material types

You do this by copying an existing material type.

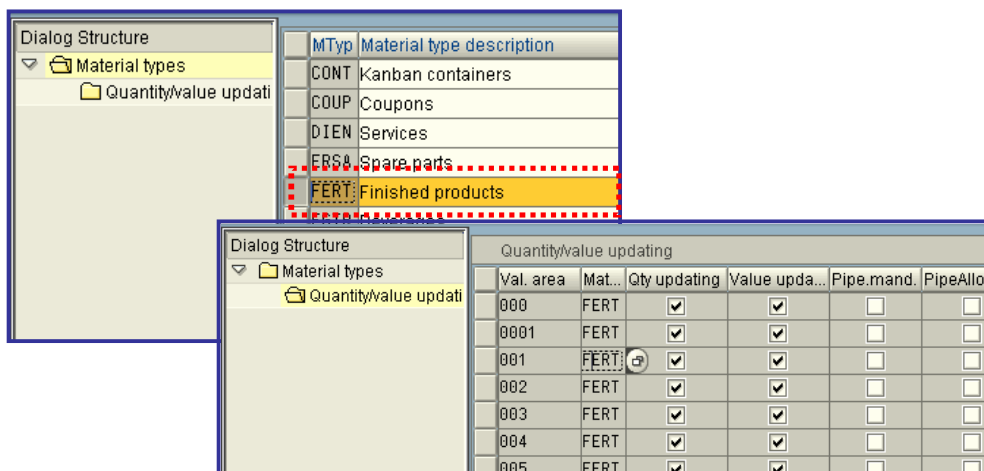
In each case, define the attributes of each material type as required.

Note

You can also maintain the **price control** for the material type in Customizing for *Valuation and Account Assignment* in the activity **Define Price Control for Material Types**.

For each material type, you can allow movements in quantity to be updated in all valuation areas, **in some valuation areas**, or in none. Likewise, you can allow value flows to be updated in all valuation areas, **in some valuation areas**, or in none.

Once you have maintained the material types, **define the number ranges for each material type**.



• Define Number Ranges for Each Material Type

In this step, you define the type of number assignment and the number range intervals for material master records. When creating a material master record, you must assign it a unique number. There are two ways of doing this:

- internal number assignment

In this case, a number within the number range interval allowed is assigned by the SAP R/3 System.

- external number assignment

Here, the user assigns a number within the number range interval allowed. You can define the intervals for external number assignment numerically and alphanumerically.

You define the number range intervals for so-called groups. You assign one or more material types to each group.

- If you assign just one material type to a group, you can define both an internal and an external number range interval for the material type.
- If you group together more than one material type, you can define an internal and an external number range interval here too. This allows several material types to have the same number range intervals.

In the step **Define attributes of material types**, you have defined as an attribute of the material type whether, with external number assignment, a check is to be made against the number range.

Recommendation

SAP recommends using internal number assignment. Since you can use matchcodes to select materials according to any desired criteria, it is not normally necessary to use a mnemonic external number.

However, external number assignment can be advantageous if you want to use your materials not only in the SAP R/3 System. Here too, for example, the field *Old material number* and a relevant matchcode is available in the standard SAP R/3 System.

Actions

1. Assign each material type to a group. Remember that you can also group together more than one material type.
2. Define the number range intervals for each group.

Note

If you have not assigned a particular material type to a group, you can only use it if, in the material type, you allow external number assignment without a check against the number range.

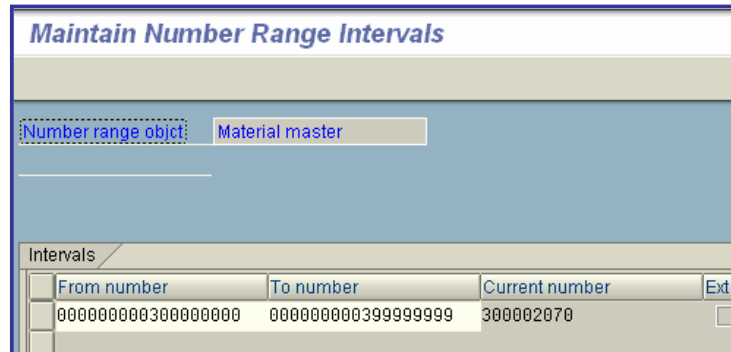
Notes on Transport

Number range objects can be transported as follows:

On the initial screen, choose *Interval -> Transport*.

Make sure that all intervals of the number range object chosen are first deleted in the target system so that, after the import, only the intervals exported exist. The current number levels are imported with the value that they have at the time of export.

Dependent tables are not transported or converted.



Maintain Number Range Intervals				
Number range object		Material master		
Intervals				
	From number	To number	Current number	Ext
	000000000300000000	000000000399999999	300002070	<input type="checkbox"/>

• Define Attributes of System Messages

When processing material master records, the system issues a number of system messages containing important user information. In this activity, you define how the R/3 System handles these messages. You have the following options:

- The message can be suppressed.
- The message can be displayed as a warning.
- The message can be displayed as an **error message**.

In this case, you can only continue after correcting your entry.

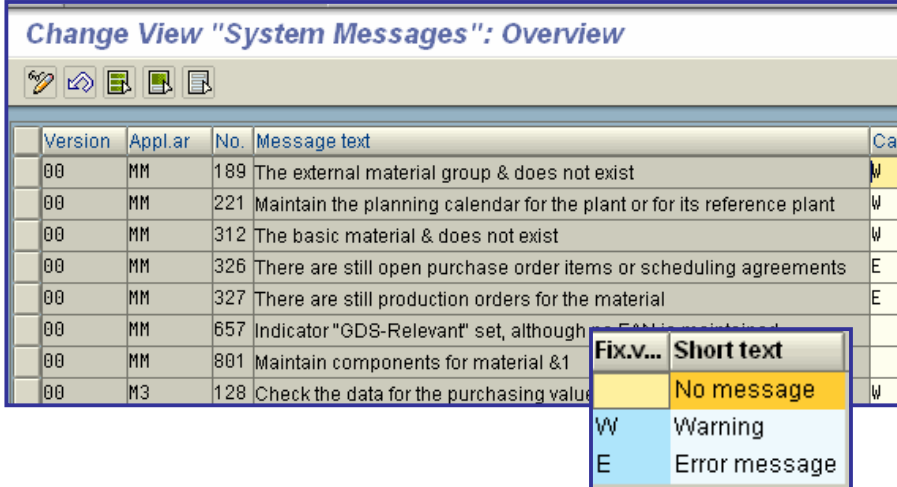
Activities

Assign a message category to each message.

Note

Only message version 00 is used for these configurable messages. As a result, it is not possible to assign different message categories for different users to these messages.

Change View "System Messages": Overview

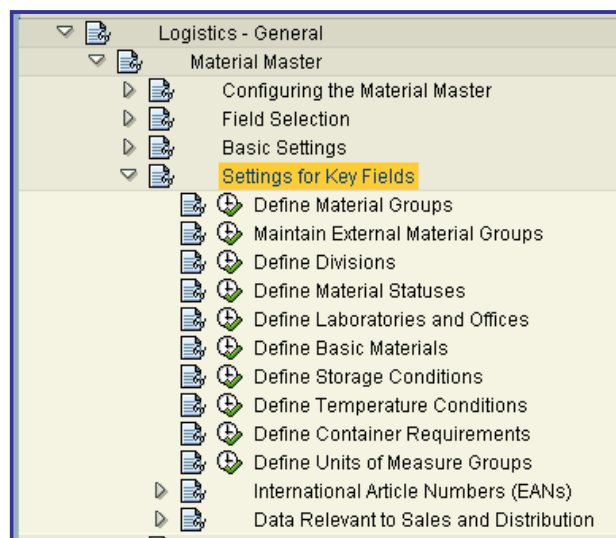


Version	Appl.ar	No.	Message text	Cat
00	MM	189	The external material group & does not exist	W
00	MM	221	Maintain the planning calendar for the plant or for its reference plant	W
00	MM	312	The basic material & does not exist	W
00	MM	326	There are still open purchase order items or scheduling agreements	E
00	MM	327	There are still production orders for the material	E
00	MM	657	Indicator "GDS-Relevant" set, although ...	
00	MM	801	Maintain components for material &1	
00	M3	128	Check the data for the purchasing value	W

Fix.v...	Short text
	No message
W	Warning
E	Error message

• Settings for Key Fields

In this section, you carry out the activities listed below. However, be sure to read the documentation for each activity beforehand.



• Define Material Groups

In this IMG activity, you define material groups to group together materials with the same attributes or purpose.

You can use material groups to:

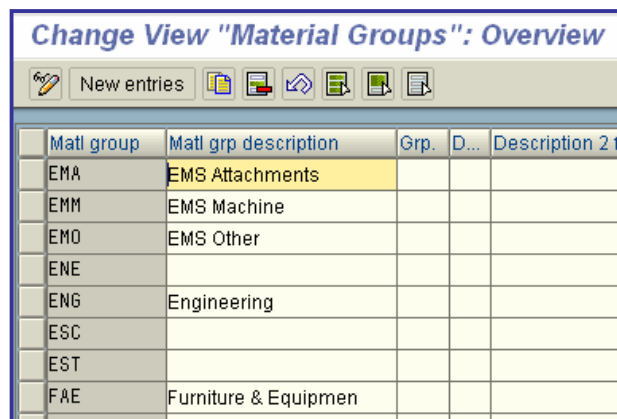
- Limit the scope of analyses
- Systematically search for material master records via matchcodes

Note

In the R/3 component *Sales and Distribution (SD)*, you can assign material groups to divisions.

Actions

1. Define your material groups.
2. Assign each material to a material group.



The screenshot shows the SAP Change View 'Material Groups': Overview. The window title is 'Change View "Material Groups": Overview'. Below the title bar is a toolbar with icons for 'New entries', 'Print', 'Refresh', 'Back', 'Forward', 'Home', and 'Exit'. The main area contains a table with the following columns: 'Matl group', 'Matl grp description', 'Grp. D...', and 'Description 2 f'. The table data is as follows:

Matl group	Matl grp description	Grp. D...	Description 2 f
EMA	EMS Attachments		
EMM	EMS Machine		
EMO	EMS Other		
ENE			
ENG	Engineering		
ESC			
EST			
FAE	Furniture & Equipmen		

• Define Divisions

In this IMG activity, you define the **divisions** at your company. You use divisions to group together materials, products, or services. The system uses the division to determine the sales areas and business areas to which a material, product, or service is assigned.

Note

In the R/3 application component Sales and Distribution (SD), the division is an organizational entity responsible for selling particular products or for the profit made on them.

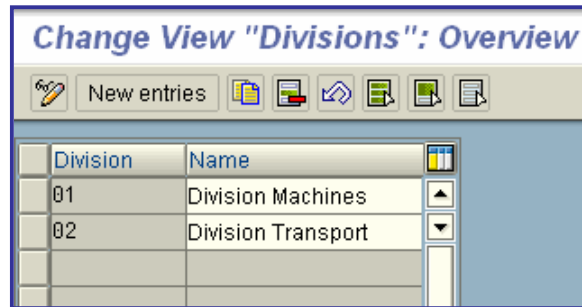
Recommendation

You should define divisions for products only after consulting your Sales and Distribution department.

Actions

To define a division, enter the following information:

- two-character, alphanumeric key
- name



• Define Material Statuses

In this step, you define the material status as well as the characteristics of the individual material statuses.

The material status determines how a material is handled in different applications and in business operations (for example, purchasing, materials planning, usage in bills of material, and so on).

For each material, you can set a material status in the corresponding material master record. If a material has a material status, the system will issue either a warning or an error message (depending on which status you have chosen) if the material is used.

Example

Material status assignment

You want to designate a material as a material to be discontinued. In the master record, you give the material a status whose parameters have the following settings:

Parameters:

Purchasing "B" = error message

MRP "A" = warning

Inventory Management " " = no message

If the material is used, this parameter assignment has the following effect:

- You can perform no further purchasing function for the material; for example, you can enter no further purchase order for the material. In this instance, you are given a corresponding error message.
- If you plan requirements for the material, you are warned that the material is one to be discontinued.
- You can continue to withdraw the material from stores; no message is given.

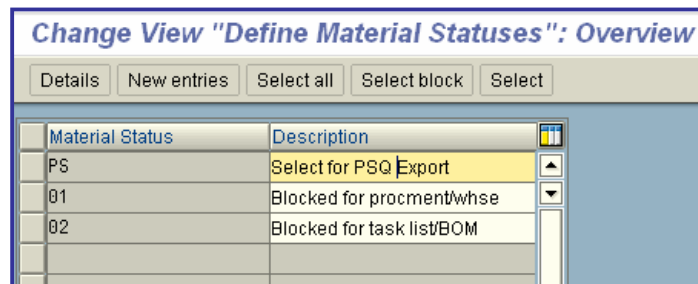
Actions

1. Define your material statuses.

2. On the Details screen, define the characteristic of the individual material statuses. You do so by positioning the cursor on the corresponding line and pressing F2. The details screen for the respective line appears.

Note

You can use a separate status management function in the Sales view on the material.



• Define Number Ranges for EANs/UPCs (Barcode)

In this IMG activity, you define the number range intervals for International Article Numbers (EANs).

For each interval, you define whether numbers are assigned externally or internally.

Be sure to enter 18-character number range intervals, that is, with leading zeros if necessary, since the system will otherwise interpret your entry as left-justified. This applies to all number range objects in the system.

Example

If you enter **ABCD**, the system will interpret your entry as ABCD_____. However, if you want the system to interpret your entry as right-justified, you must enter **0000000000000000ABCD**.

Note

After defining the individual number range intervals, you must assign an EAN category to each interval in the IMG activity *Define attributes of EANs*.

Each time a number is assigned, the system automatically updates the number level. You can use this IMG activity to correct the number level manually.

If you want to assign a number range interval to an EAN whose last digit is a check digit (for example, to conform with **CCG** standards for all EAN categories), you do NOT have to enter the last digit.

Example

You want to create an interval for 13-figure instore EANs which start with 200. You enter only the first 12 figures, leaving the 13th figure blank:

From number To number

200000000000_ 200999999999_

Note

To maintain number range intervals for fresh-produce EANs and weight EANs created in accordance with the CCG standard, you use the IMG activity *Define number ranges for weight EANs*.

Actions

1. Create your number range intervals.
2. Assign the intervals to EAN categories.

Notes on Transporting Number Range Objects

You can transport number range objects as follows:

On the initial screen, choose *Interval -> Transport*.

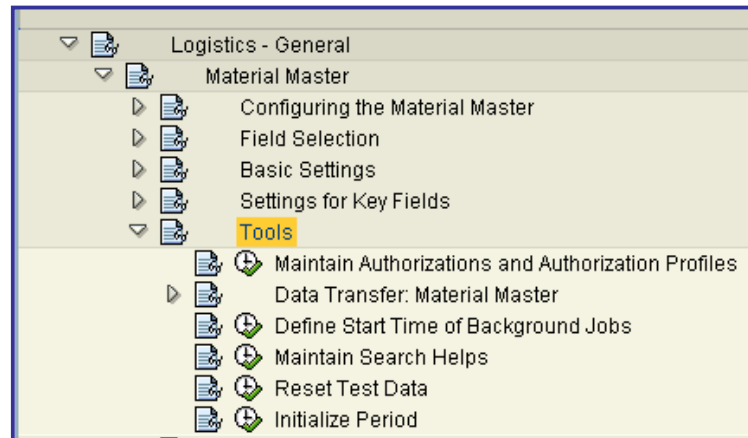
Please note that all intervals of the number range object chosen are first deleted in the target system so that, after importing, only the intervals exported exist. The number levels are imported with their value at the time of export.

Dependent tables are not transported or converted.

No	From number	To number	Current number	Ext
01	000000000000000001	0000000000049999		<input checked="" type="checkbox"/>
02	0000000000050000	0000000000099999	0	<input type="checkbox"/>
03	0000000000200000	0000000000249999		<input checked="" type="checkbox"/>
04	0000000000250000	0000000000299999	0	<input type="checkbox"/>
05	0000000000300000	0000000000099999		<input checked="" type="checkbox"/>
06	0000002000000000	0000020499999999		<input checked="" type="checkbox"/>
07	0000002050000000	0000020999999999	0	<input type="checkbox"/>
08	0000003000000000	0000099999999999		<input checked="" type="checkbox"/>
09	0000000100000000	0000099999999999		<input checked="" type="checkbox"/>
10	0000010000000000	0000999999999999		<input checked="" type="checkbox"/>
11	0001000000000000	9999999999999999		<input checked="" type="checkbox"/>

• Tools

In this section, you carry out the activities listed below. However, be sure to read the documentation for each activity beforehand.



• Maintain Authorizations and Authorization Profiles

In this IMG activity, you can:

- Check the **authorization objects** defined for individual material master functions in the standard R/3 System, and create or change authorizations for these objects
- Check the **authorization profiles** defined in the standard R/3 System, and create new ones as required

Note

It is not possible to change the existing SAP-defined authorization profiles in the standard R/3 System.

The following list shows which authorization objects are checked for each material master function.

Functions...	Authorization object
Create, display, change	<p>M_MATE_BUK (Company code) material, display M_MATE_LGN (Warehouse number) change documents M_MATE_MAN (Data at client level) M_MATE_MAR (Material type) M_MATE_MAT (Material)</p>
Change material type	<p>M_MATE_MAR (Material type) M_MATE_MAT (Material) M_MATE_STA (Maintenance status) M_MATE_WGR (Material group)</p>

Standard Settings

In the standard R/3 System, authorizations are defined for all authorization objects in the material master. In the standard R/3 System, the authorization profile containing all maintenance authorizations for the material master is M_MATE_ALL. The authorizations in this profile allow data to be maintained and displayed for all **organization units**.

This step is used to create **Activity groups** and generate authorization profiles using the Profile Generator.

Activities

To assign an authorization profile to a user, do the following:

1. Create an activity group
2. Enter a description
3. Select transactions
4. Create and edit authorizations
5. Assigns users and compare the user master (in doing so, the profile is entered in the user's master record)
6. Transport activity groups, if desired

Detailed documentation

For more information about the procedures, see **transaction documentation**

See also the general documentation on the Profile Generator in the SAP Library. Choose:

Basis Components -> Computing Center Management System -> Users and Authorizations -> The Profile Generator

In the Implementation Guide (IMG), choose:

Basis Components -> System Administration -> Users and Authorizations -> Maintain Authorizations and Profiles using Profile Generator

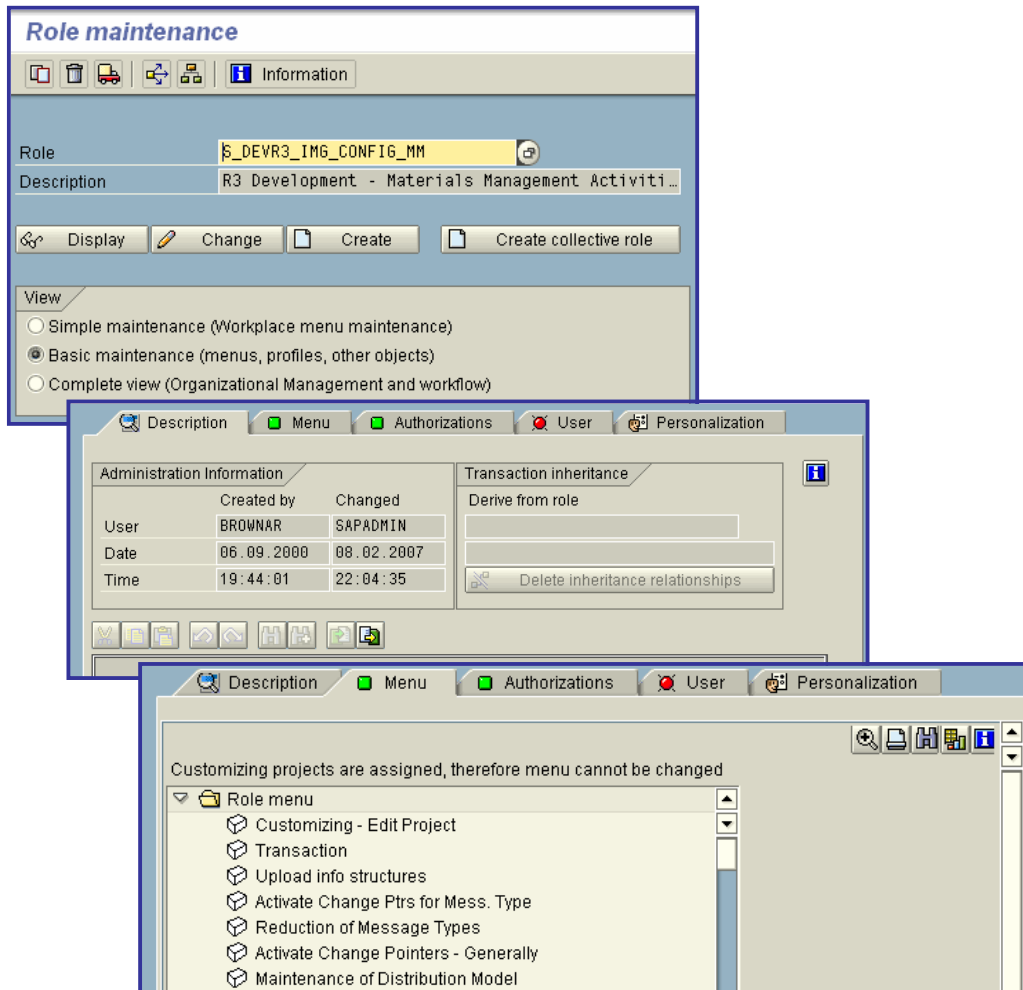
Note

You can also use authorization profiles you created manually or were delivered by SAP, in activity groups. You can create an activity group without a menu and include the corresponding profile in the authorization data of the activity group.

In the fourth step, choose "Edit -> Add authorization -> From profile" to add the authorization profile data to the activity group.

Notes on transport

See the **documentation** for transaction PFCG.



• Initialize Period for Material Master Records

This program must be viewed in conjunction with the **period closing program** (RMMMPERI). It does the following:

- Sets the current period
 - However, do not use this program to set the new period at the end of a period, and use it only in addition to the period closing program, never instead of it.
- Creates or updates the **control record**
- Makes it possible to create material master records if you are initializing a **company code** for the first time

However, to initialize company codes, you are recommended using the **IMG activity Maintain company codes for materials management** instead of this program.

You can also use this program to correct data inconsistencies, for example, due to user errors when running the period closing program, or that occur as a result of skipping several periods in a test system. However, first make sure you understand why the inconsistency arose and then decide whether running this program is the correct way of resolving it.

Caution

Be careful if the period used for initialization precedes the current period in the control record for the company code since this can result in an inconsistency between goods movements and material master segments. This is because the stock information in the material master segments is assigned to the new current period in this case (see the following example).

Example

Current period	02
Opening stock balance	0 pieces
Goods receipt	10 pieces
Period used for initialization	01

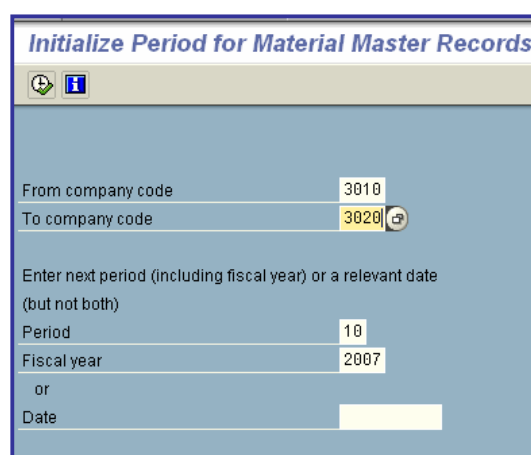
According to the material master segment, there are 10 pieces in stock in period 01, although 10 pieces were posted to stock in period 02 according to the goods movement document.

Requirement

- Be sure you are fully aware what this program does before running it.
- The material ledger must not be activated.
- To run this program in background mode, you must have created a **selection variant** for it.

Output

This program issues a log indicating whether the company code(s) were initialized successfully.



The screenshot shows the 'Initialize Period for Material Master Records' dialog box. It contains the following fields and values:

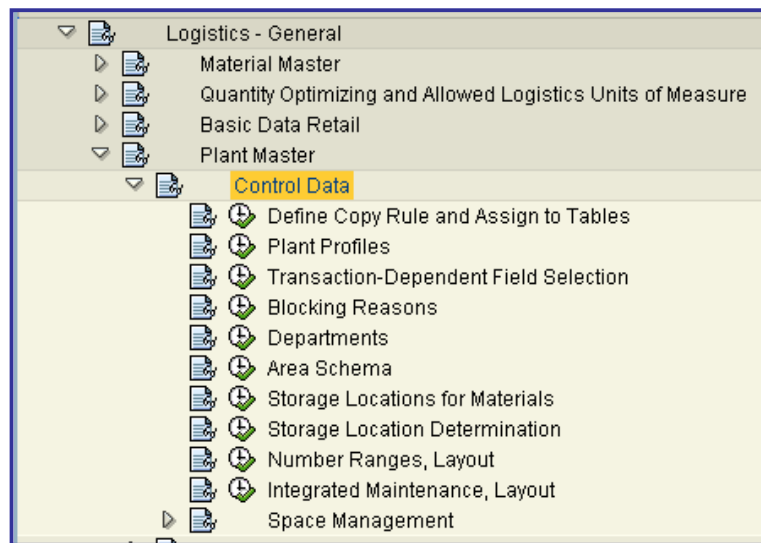
From company code	3010
To company code	3020
Enter next period (including fiscal year) or a relevant date (but not both)	
Period	10
Fiscal year	2007
or	
Date	

• Control Data

In this step you define characteristics and settings independently of the type of plant. The settings are relevant for all modules in Logistics and must be made as soon as you use a Logistics module.

Requirements

Your R/3 System is configured as an **SAP Retail System**.



• Plant Profiles

The following are defined in the plant profile:

- The plant category (e.g. A=store, B=distribution center)
- The reference plant
- The predefined setting for classification criteria for master data maintenance

Requirements

Your R/3 System is configured as an **SAP Retail System**.

Settings in the step "Account groups" must be maintained.

Standard Settings

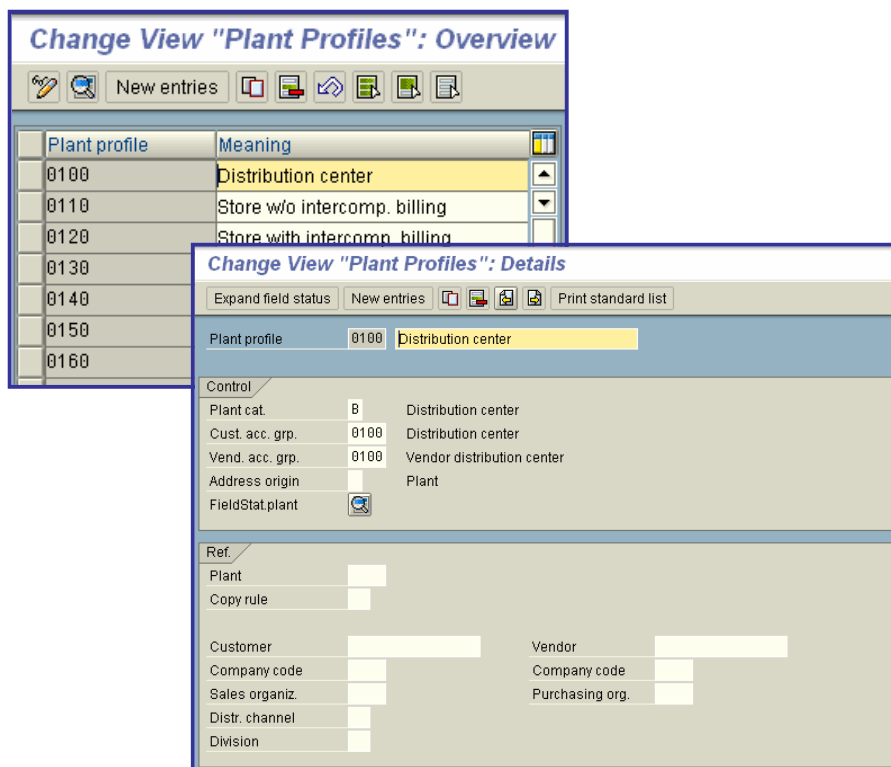
The following settings are delivered in the standard system:

- 0100 Distribution center

- 0110 Store - without internal settlement
- 0120 Store - with internal settlement
- 0130 Store - with external settlement

Note

In the plant profile reference can only be made to existing account groups.



• Blocking Reasons

In this step you can define reasons for blocking sales orders, deliveries or bills within a specified period.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

Note

A batch program checks daily whether any relevant blocking reasons exist and sets/deletes the appropriate blocking indicator in the plant/customer.

Standard Settings

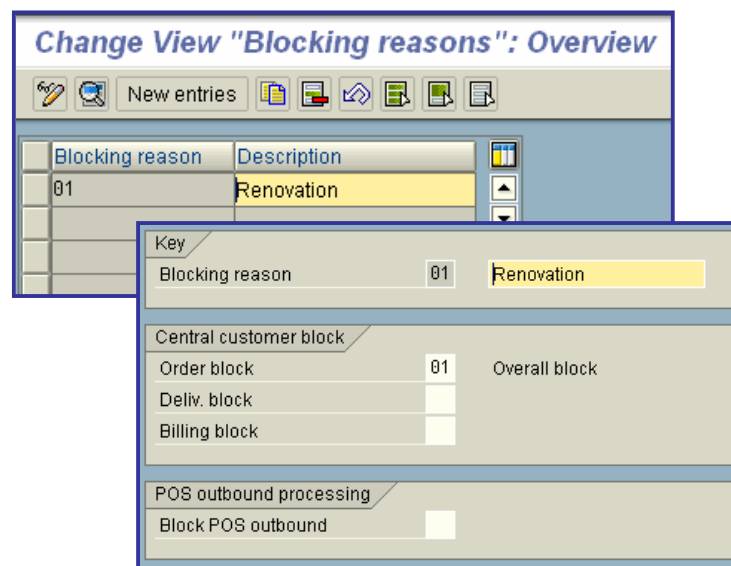
The following entry is available in the standard system:

- 01 Renovation

This entry can be used to block further sales order processing.

Activities

Define blocking reasons for a specified period.



• Departments

In this step you create departments.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

Note

The information entered here is also used to assign departments to contact persons.

Standard Settings

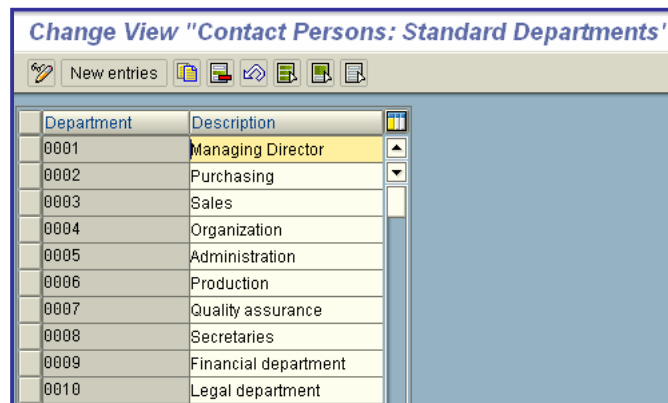
The following entries are available in the standard system:

- 0001 Management
- 0002 Purchasing
- 0003 Sales

- 0004 Organization
- 0005 Administration
- 0006 Production
- 0007 Quality assurance
- 0008 Secretaries
- 0009 Financial department
- 0010 Legal department

Activities

Enter an alphanumeric key and a description for the departments.



The screenshot shows a SAP 'Change View' window titled 'Change View "Contact Persons: Standard Departments"'. The window contains a table with the following data:

Department	Description
0001	Managing Director
0002	Purchasing
0003	Sales
0004	Organization
0005	Administration
0006	Production
0007	Quality assurance
0008	Secretaries
0009	Financial department
0010	Legal department

• Sales and Distribution

• Master Data

Master data forms the basis of sales and distribution processing. Remember that precisely maintained and classified master data considerably simplifies and accelerates the operative processing in daily business. A large amount of data is copied from the master records during business transaction processing.

Before creating master records, check which employee subgroup should maintain the master data in each case. Note that the master data is also used by other modules, such as the FI and MM modules, as well as CO and PP, depending on the degree of integration. You should therefore compare the areas of responsibility.

Note

Make certain to complete settings for most of the master data in the 'Logistics general' chapter. This includes all of the material master and most of the customer master.

In this process you make the following settings:

- SD data from the customer master
- Control product proposal

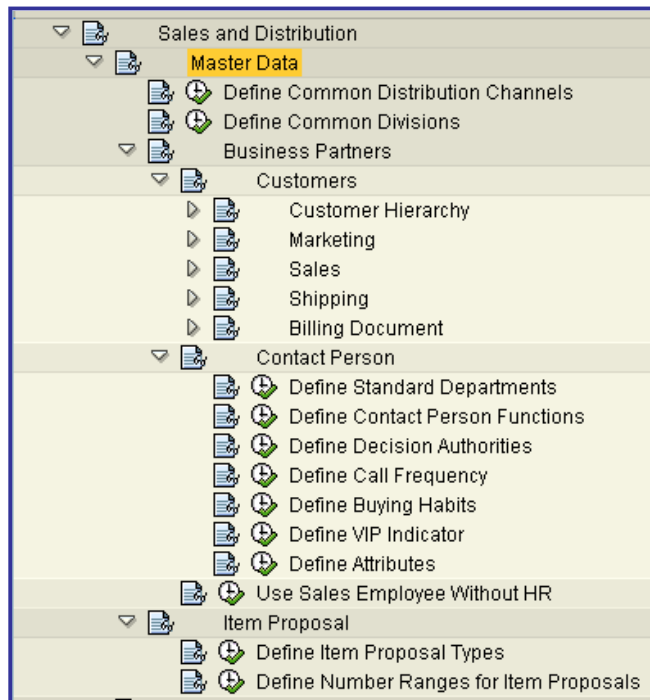
In addition to the above, you can include condition records, tax records and texts for master data. Controls for these records are integrated in the sections "Pricing", "Tax determination" and "Text determination" found under Basic Functions.

Requirements

Before making the master data configurations, you must have completely defined the organizational structures.

See the following sections for further information:

- "Organization" --> "Logistics" --> **"Sales and distribution"**
- "Organization" --> "Assignment" --> **"Sales and distribution"**
- "Organization" --> "Check" --> **"Sales and distribution"**



• Business Partners

In this section, you make settings in the SAP system regarding master records for business partners.

In the SAP system, a business partner could be:

- a customer
- a contact person
- a vendor
- an employee in your company (e.g. sales personnel)

You use partner functions to distinguish between the various partners. You can use account groups to distinguish further between customers. The SAP standard system contains various partner functions for customers such as sold-to party, ship-to party, payer, etc.

Note

In this section, make certain that you only make those settings for business partners related to sales and distribution. General controls for business partners is covered in the 'Logistics general' chapter.

• Customers

The SAP System manages **customer** data in master records.

You can store information relevant to both master data management and transaction processing in the configuration menu. This includes the following:

- Technical parameters (e.g. assigning customer numbers)
- Classification criteria (e.g. customer group and sales areas)
- Parameters for individual business transaction (e.g. terms of delivery, terms of payment.)

In the standard SAP System, you can distinguish between the following partner functions for customers:

- Sold-to party
- Ship-to party
- Payer
- Bill-to party

Note

If you already have or are planning to install the FI module, the accounting aspects of customer management and the maintenance responsibilities should be coordinated by FI and SD together.

• Sales

In this menu option, you define various customer attributes which represent classification profiles and allocations to market segments. You use these customer attributes mainly for statistical purposes in sales and distribution. They are not used for control.

The SAP System copies the attributes from the master records into the sales documents.

• Define Customer Groups

In this menu option, you define the customer groups to which a customer can belong.

You specify the customer group for sales data in the customer master record for each sales area.

The SAP System copies this specification automatically into the sales documents at header and item level. Here, you will find the customer group on the detail screen for general business data.

Actions

1. Specify an alphanumeric key which can have up to 2 characters and a description for the customer groups.
2. Make sure that the customer groups are entered in the customer master records.

• Define Sales Districts

In this menu option, you define the sales districts in which the customers' subsidiaries can be located.

You specify the sales districts for the sales data in the customer master record for each sales area.

The SAP System copies this specification into the sales documents at header and item level. Here, you find the sales districts of general business data on the detail screen.

Actions

1. Specify an alphanumeric key which can have up to 6 characters and a description for the customer sales districts.
2. Make sure that the sales districts are entered in the customer master records.

• Shipping

In the following menu options, you define various customer attributes. These represent classification profiles and allocations which influence or control processing in sales and shipping.

The SAP System checks these attributes during master data maintenance and transfers them from the master records into the sales and distribution documents.

• Define Delivery Priorities

You define delivery priorities in this menu option. You can use them to control the delivery of sales orders or order items and therefore give priority to individual customers.

To do this, select the sales orders due for shipping within shipping processing with the help of delivery priority. Delivery priority defines the sequence when deliveries are created automatically (for example, for scarce goods). Specify the delivery priority of a customer in the shipping data of the customer master data for each sales area.

From the customer master record, the SAP System copies the specification automatically into the shipping data of an item in the **sales document**. And from there, it is copied into the header of the delivery.

Note

If there are several sales departments in your company, you should define clear rules for handling delivery priorities.

Default settings

In the standard SAP R/3 System, number 1 represents the highest delivery priority. During the selection, delivery items with priority 1 are proposed first.

Actions

1. Check whether delivery priorities are used in your shipping department, and if so, which ones. Define the kind of delivery priorities.

2. Specify a number for the delivery priorities between 1 and 99. Enter a description.
3. Make sure that the delivery priorities are maintained in the customer master records.

• Billing Document

In the following menu options, you define various customer attributes. These are classification profiles and allocations which influence billing processing.

The SAP System checks these attributes during master data maintenance and copies them from the master records into the **sales and distribution documents**.

• Define Billing Schedule

In this step, you define possible billing dates. To do this, store the billing dates in a separate calendar.

Use the general calendar function to create a calendar in which work days are interpreted as billing days for the billing calendar.

To define when a customer receives which billing documents, enter the calendar containing the billing schedules in the master record of the payer

The SAP system copies this specification automatically into the header of SD documents.

Example

If you create a calendar containing only the 15th and 30th of a month as workdays and if you specify this calendar for the billing schedules of a customer, billing is carried out on precisely these dates. If you edit the billing due list of a customer for these dates, the SAP system automatically selects the 15th or the 30th of a month as a billing date.

Actions

1. Check which billing arrangements were agreed with your customers.
2. Define the billing schedules in separate calendars.
3. Make sure that the number of the calendar is entered in the customer master records of the customers involved.

Transport

Changes to calendar data are not automatically recorded in a correction request.

To transport the calendar data to other systems, use the *Transport* function in the initial maintenance screen.

Be careful not to transport individual holidays or calendars, rather only the calendar data in its entirety. All holidays, and holiday and plant calendars existing in the target system will be deleted.

• Define Terms of Payment

In this menu option, you define the terms of payment for the customer master records required for sales and distribution. Specify the terms of payment in the customer master records. From there, the SAP System automatically copies them into the sales documents at header and item level.

Depending on the item category, the terms of payment can differ at header and item level (see the section "**Define item categories for sales documents**").

Aspects of accounting such as cash discount periods, cash discount rates and **due date for net payment** in the invoice are defined and managed in financial accounting (module FI) (see FI section "**Define terms of payment**").

Using the defined cash discount rate, the SAP System determines the corresponding cash discount amount in pricing for SD documents.

Here, you can also store short texts for the terms of payment which are relevant for sales and distribution. You can then print these short texts on the billing documents.

Bear in mind that the short text for terms of payment in quotations and order confirmations will only be sent by EDI if the day limit is blank. In billing documents the short text will also be sent by EDI if the day limit is not blank.

Note

You can agree on terms of payment with the customer in the SD module separately for each sales area. These agreements may deviate from what is defined in the FI module. The sales area terms of payment are included in a billing document and are transferred to Accounting where they may be overwritten. Considering this, you should work together with Financial Accounting (the FI module) to decide how to maintain terms of payment.

Actions

1. Specify an alphanumeric key with up to four characters for the terms of payment.
2. Enter the explanation as a description.
3. Make sure that the key of the terms of payment is entered in the customer master records.

• Define Incoterms

You define the **Incoterms** in this menu option. You specify the Incoterms in the customer master record.

From the customer master records, the SAP System copies the Incoterms automatically into the **sales and distribution documents**.

Note

In pricing, you can use the Incoterms to determine freight charges.

Actions

1. Specify an alphanumeric key which can have up to 3 characters and the description for the Incoterms.

2. If you want a location in the master records to be mandatory, you have to set the corresponding indicator and also specify part 2 of the Incoterms during master record maintenance.
3. Make sure that the key of the Incoterms is entered in the customer master records.

Change View "Customers: Incoterms": Overview

New entries

Incoterms	Description	Location mandatory
CFR	Costs and freight	X
CIF	Costs, insurance & freight	X
CIP	Carriage and insurance paid to	X
CPT	Carriage paid to	X
DAF	Delivered at frontier	X
DDP	Delivered Duty Paid	X
DDU	Delivered Duty Unpaid	X
DEQ	Delivered ex quay (duty paid)	X
DES	Delivered ex ship	X
EXW	Ex Works	X
FAS	Free Alongside Ship	X
FCA	Free Carrier	X
FH	Free house	
FOB	Free on board	X
UN	Not Free	

• Contact Person

You can store different pieces of information to describe the contact persons at the customer location in more detail. You specify the contact persons at the customer location when you maintain the customer master record. You also enter data on a contact person, such as the name and the address, in the customer master record.

You define contact persons in the customer master record on a general level, that is, independently of organizational units.

You can allocate a contact person to a **sales area**. To do this, enter the contact person as a **partner function** with the following data:

- Partner function AP
- Internal number assigned to the contact person

If you enter a **sales document** in this sales area, the contact person is automatically proposed by the SAP System. You can still change this specification manually on the partner screen in the sales document.

Note

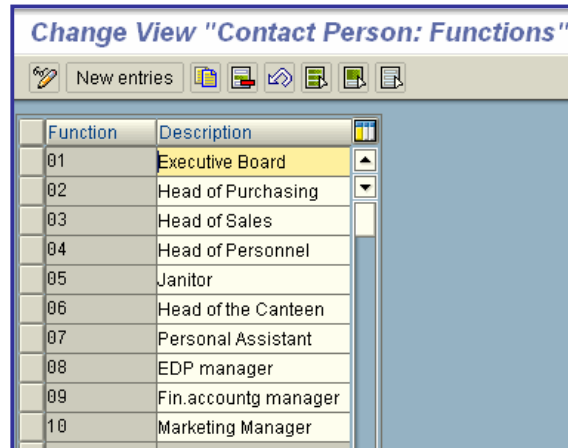
Defining contact persons is optional. If you do not want to use this function, you do not have to process any entries at this point in the configuration menu.

• Define Contact Person Functions

You define the possible functions for a contact person at the customer location with this menu option.

Actions

1. Enter an alphanumeric key with up to 2 characters and a description of the function of a contact person.
2. Make sure that the key for the functions of a contact person is entered in the appropriate customer master record.



The screenshot shows the SAP Change View 'Contact Person: Functions'. The table contains the following data:

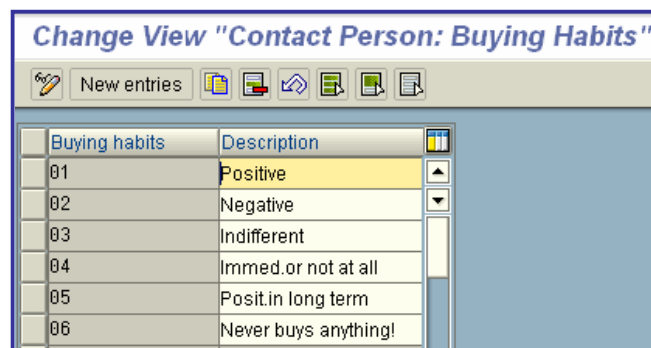
Function	Description
01	Executive Board
02	Head of Purchasing
03	Head of Sales
04	Head of Personnel
05	Janitor
06	Head of the Canteen
07	Personal Assistant
08	EDP manager
09	Fin.accountg manager
10	Marketing Manager

• Define Buying Habits

With this menu option, you define the types of buying habits the contact persons at the customer location show towards your sales representatives.

Actions

1. Enter an alphanumeric key with up to 2 characters and a description of the buying habits of a contact person.
2. Make sure that the buying habits key for a contact person is entered in the appropriate customer master record.

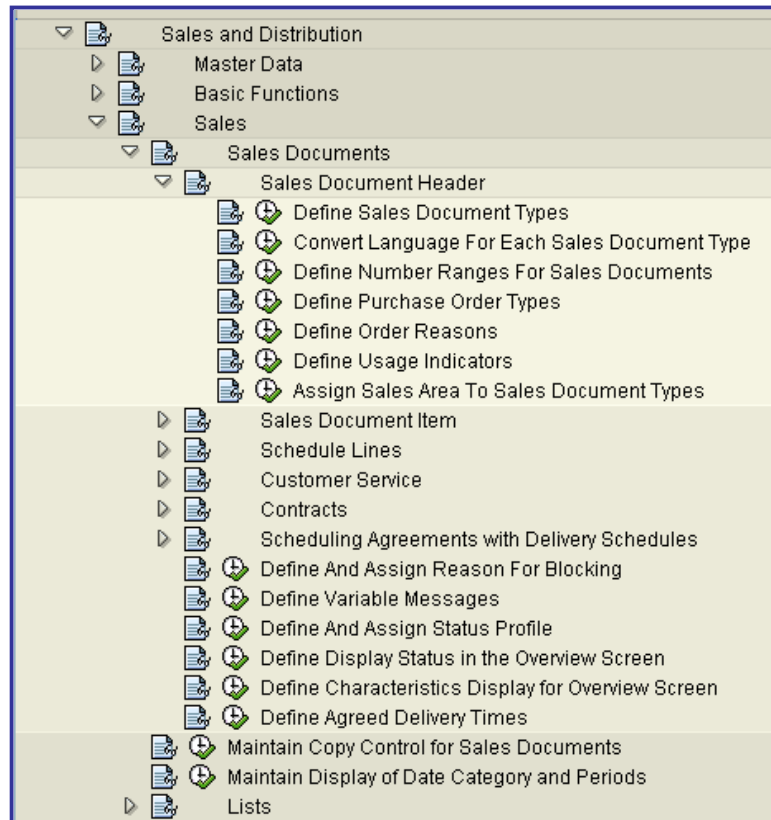


The screenshot shows the SAP Change View 'Contact Person: Buying Habits'. The table contains the following data:

Buying habits	Description
01	Positive
02	Negative
03	Indifferent
04	Immed.or not at all
05	Posit.in long term
06	Never buys anything!

• Sales

The SD Implementation Guide describes the configurations for functions in sales processing. The definition of **sales document types** and the corresponding item and schedule line categories is of central importance. Contract processing and scheduling agreement processing for the automobile component supplier industry are examples of additional functions configured in Sales.



• Sales Documents

In the following menu options, you define the control data for the various **document types** in sales. The control data refers to:

- Document types
- Item categories
- Schedule line categories

You also define the following for the sales documents in the subsequent menu options:

- Possible order reasons
- Possible reasons for rejection

- Various blocks
- Various order types
- Number ranges

• Sales Document Header

The following sections contain information on controlling the different sales document types. The sales document types represent the different business transactions in sales, such as inquiry processing, quotation processing consignment stock processing.

In addition to the definition and control of the sales document types themselves, you must also take the following settings into account:

- language conversion
- number ranges
- screen sequence groups
- field selection per document header
- blocks per sales document type
- purchase order types
- reasons for rejection
- usage indicators
- Assignments to the various organizational units

• Define Sales Document Types

The **sales document types** represent the different business transactions in Sales and perform a central controlling function for the entire sales order process. The definition and configuration of sales document types can be divided into three parts:

1. Definition of the sales document types themselves (for example, standard order OR)
2. Definition of additional sales document functions (for example, number ranges)
3. Configurations for general sales and distribution functions (for example, pricing)

1. Defining sales document types

To define sales document types, you must make a large number of controlling specifications which are listed below. Be careful that the sales document types are not isolated but are always closely linked with delivery types and billing types. When defining sales document types, you must therefore take settings into account which are listed for deliveries and billing documents. This connection is apparent in the following examples:

- You can allow a billing block to be proposed that must be checked by the billing department for each sales document type (for example, in the case of returns).
- You can allow a certain delivery type to be proposed for a sales document type during delivery processing.

- For each sales document type, you can configure the system to automatically propose the current date as a delivery date.

2. Defining additional sales document functions

When defining your own sales document types or adjusting the standard document types to your company-specific requirements, take the following settings into account in addition to the actual sales document types:

- Language conversion
- Number ranges
- Screen sequence groups
- Blocks for each sales document type
- Order types
- Reasons for rejection
- Usage indicator
- Assignments to the different organizational units

3. Setting general SD functions

You have to configure a number of general SD functions for sales document types.

You can, for example, perform a certain type of pricing for each sales document type. In this case, process the sales document type and the pricing independently and allocate the required document pricing procedure for pricing to the sales document type.

You can also propose your own output for each sales document type. To do this, allocate your own output types and output determination procedures to the sales document type.

You have finished defining a sales document type when you have processed the following general SD functions:

- Pricing
- Output determination
- Incompleteness
- Statistics
- Text determination
- Credit limit
- Shipping requirements
- Scheduling

General procedure when setting up sales document types

You have three options for configuring new sales document types:

1. Change an existing sales document type.
2. Copy an existing sales document type and change it according to your requirements.
3. Create a new sales document type.

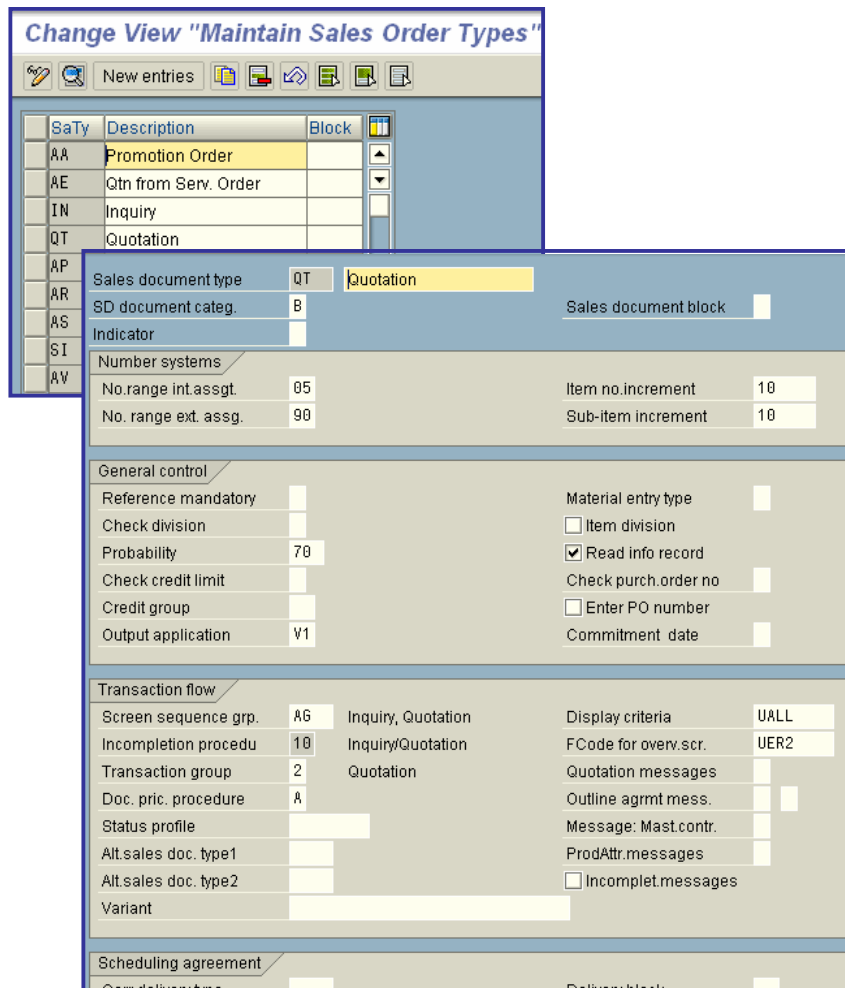
Recommendation

For small changes, SAP recommends that you copy similar existing sales document types in the standard SAP R/3 System and make the appropriate changes. Small changes might, for example, be, a changed description, a different number range or a different increment for the numbering of items. The name is to start with the letter Z as SAP keeps this range free in the standard system. This procedure has the following advantages:

- All the specifications of the existing sales document type are copied. In particular, the data concerning, for example, partner determination, pricing or document flow which you would otherwise have to edit manually is copied.
- You can test your new sales document types in respect to the settings made without having to edit the other settings.
- When copying sales document types, item categories and schedule line categories, the SAP R/3 System automatically creates a log with the copied data. Using the log, you can check whether all of the copied data applies to your sales document type or whether you need to make changes.

Actions

1. If you need to make further changes, you should define new sales document types. To do this, you enter an alphanumeric key with a maximum of four characters for a sales document type and a textual description for the key.
2. Maintain the specifications on the detail screen according to your requirements.



• Define Number Ranges for Sales Documents

In this menu option, you define the number intervals of the **number ranges** for sales documents.

When creating a sales document, a unique number is assigned which identifies the sales document. The number comes from the number range which is provided for the document type.

There are two possible types of number assignment:

- Internal number assignment

The SAP System automatically assigns a consecutive number from the defined number range.

- External number assignment

You specify a number from the external number range.

Transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.

Actions

1. To define a number range, you have to create a new number interval:
 - Specify an alphanumeric key with up to 2 characters.
 - Specify the limits of the number interval. The individual number intervals may not overlap. Thus, every number can only occur once.
 - Mark the number range if it is planned for external number assignment.
2. Afterwards, specify the key of the number range for the sales document types (see the section "**Define sales document types**").

Display Number Range Intervals

Number range object: SD Documents

No	From number	To number	Current number	Ext
01	0000000001	0004999999	0	<input type="checkbox"/>
02	0005000000	0005999999		<input checked="" type="checkbox"/>
03	0010000000	0014999999	0	<input type="checkbox"/>
04	0015000000	0019999999		<input checked="" type="checkbox"/>
05	0020000000	0024999999	20000000	<input type="checkbox"/>
06	0025000000	0029999999		<input checked="" type="checkbox"/>
07	0030000000	0034999999	0	<input type="checkbox"/>
08	0035000000	0039999999		<input checked="" type="checkbox"/>
09	0040000000	0044999999	0	<input type="checkbox"/>
10	0045000000	0049999999		<input checked="" type="checkbox"/>
11	0050000000	0054999999	50000000	<input type="checkbox"/>

• Define Purchase Order Types

In this menu option you define the possible order types which indicate how the **customer** has transmitted a **order**.

When processing a sales document, you specify the order type for the purchase order data at header level. This specification is copied into the **items**.

Example

With the order type you can determine whether a sales order was received by telephone or fax.

Actions

1. Check how a customer can order a material in your company.
2. Specify an alphanumeric key for the order types with up to 4 characters, and a description.

Change View "Sales Documents: Customer Order Types"

New entries

Pur. ord. type	Description
DFUE	By telecommunication
MUEN	Orally
SCHR	Written
TELE	By telephone

• Define Order Reasons

In this menu option you define the possible order reasons. They describe the reasons which led to an **inquiry**, **quotation** or **order**.

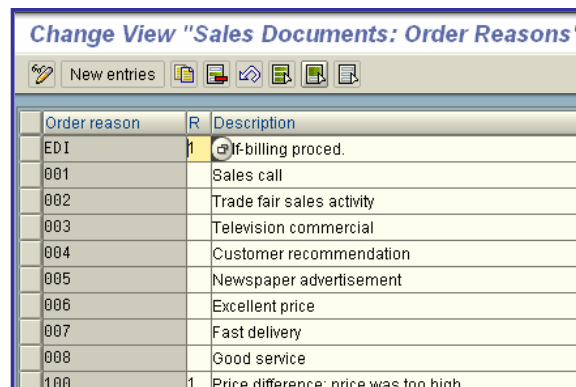
When processing a **sales document**, you can specify the order reason in the overview at header level. It then applies to all the **items**.

Example

Sales calls, trade fair activities or newspaper advertisements often lead to sales orders.

Actions

1. Check which order reasons occur in your company.
2. Specify an alphanumeric key with up to 3 characters and a description for the order reasons.



Order reason	R	Description
ED1	1	If-billing proced.
001		Sales call
002		Trade fair sales activity
003		Television commercial
004		Customer recommendation
005		Newspaper advertisement
006		Excellent price
007		Fast delivery
008		Good service
100	1	Price difference: price was too high

• Sales Document Item

Item categories together with the sales document types represent the different business transactions in the SAP system. The item categories contained in the standard SAP R/3 System, together with sales document types, represent the most common business transactions.

When defining and configuring item categories, take the following into account:

1. Define item categories

You are required to make a large number of controlling specifications (for example, specifications for the transaction procedure) in the detail screen of the item category. These control options are described in the section "**Define item categories**". Note that the item categories are always closely linked to delivery types and billing types. You should therefore also take into account the control options that are listed for deliveries and billing documents. You can specify, for example for each item category, whether the system is to perform pricing automatically at item level and whether the determined value should be statistical.

2. Define additional functions at item level

When defining your own item categories or modifying the item categories to your company-specific requirements, take the following settings into account:

- Group the item categories together in item category groups to make them easier to handle.

- Specify which item category is proposed in the material master record.
- Specify the usage of the item category.
- Specify which item categories can be used with which document types.
- Specify the field selection for the item categories.
- If necessary, define reasons for rejection.

3. Settings for general SD functions

You must configure a number of general SD functions for item categories.

- Shipping

In shipping, you can specify the packing control and the picking relevancy, for example, for each item category.
- Availability check and transfer of requirements

Depending on the item category and MRP type of the material, the system determines the requirements type or the requirements class which primarily controls the execution of the availability check and the transfer of requirements (fine tuning is carried out at schedule line level).
- You can control output determination for each item category.
- You can control partner determination for each item category.
- You can control text determination for each item category.
- You can use your a separate incompleteness procedure for each item category.
- For copying control, you can specify which item category can be copied from a source document into a target document.
- When setting the statistics, you can assign a statistics group for each item category.

Item categories are only complete defined and processed once you have taken these settings into account.

● Define Item Categories

In this menu option, you define **item categories** for sales documents. The item categories that are contained in the standard SAP R/3 System together with the sales document types represent the usual business transactions.

You have the following options for defining your own item categories:

- Copy an existing item category and change it according to your requirements.
- Create a new item category.

Recommendation

If you define your own item categories, the keys should begin with the letter Z since SAP keeps this range free in the standard system and protects it from being overwritten during release upgrades.

If you define your own item categories, you should copy similar item categories that are defined by SAP and make the required changes there. In this case, all the specifications of the existing item category are copied - even the assignment to the sales document types. In particular, the data for example concerning partner determination, pricing or document flow which you do not edit on the detail screen of the item category is also copied. Consequently, you can test the new item category for the settings made without having to edit the other menu options.

When copying sales document types, item categories and schedule line categories, the SAP system automatically creates a log with the copied data. Using the log, you can check whether all of the copied data applies to your item category or whether you must make changes.

Note

If you create or copy a new item category that is to be used for a delivery, you must also define a delivery item category with the same name. The SAP system automatically transfers the item category that was found for the sales document item into the delivery item.

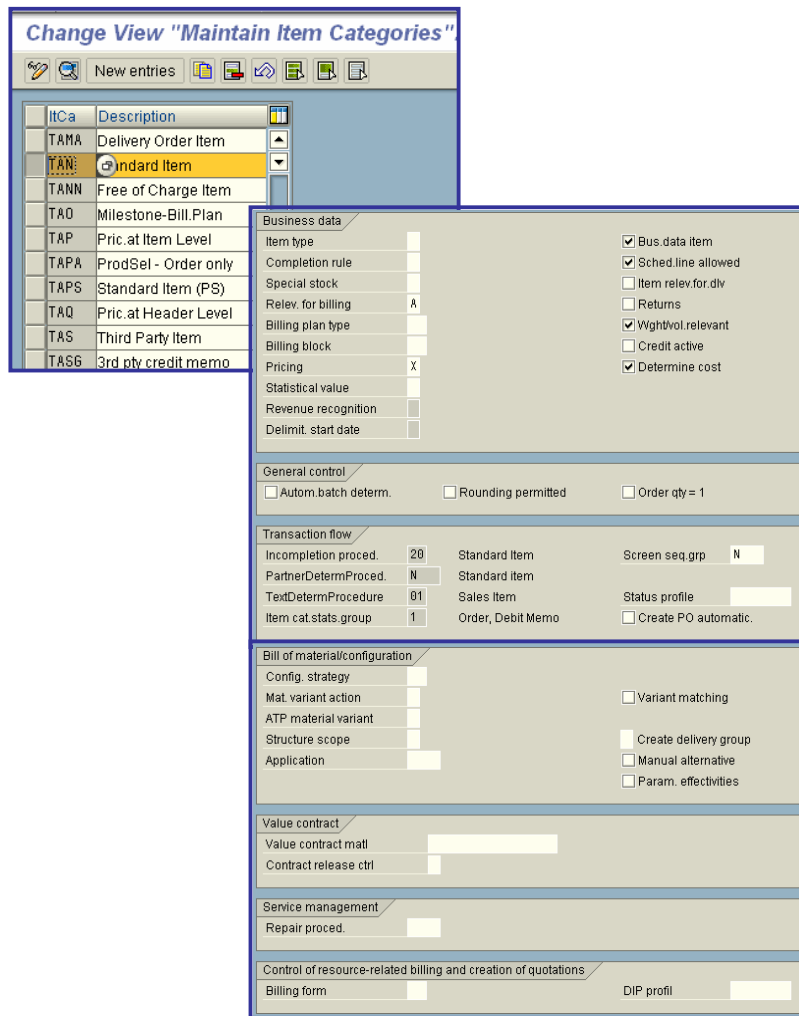
Activities

If you only need to make minor changes to the existing item categories (e.g. changed description), then you change this as appropriate. Minor changes refer to parameters that have no controlling character.

If you need to make further changes, define a new item category by copying a similar item category supplied in the standard system and then change this according to your requirements. In this way, you can for example define an item category for which a certain type of pricing is carried out, or for which the data must not differ at header and item level but which otherwise matches an existing item category.

If you want to create an item category, proceed as follows:

1. Enter an alphanumeric key with a maximum of four characters.
2. Maintain the respective specifications of the detail screen.
3. Also consider the additional functions on item category level and the item-specific settings in the general sales and distribution functions.



• Item type

A way of classifying items that require different kinds of processing by the system.

The system processes items that refer to a specific **material** differently than items that do not refer to a material. For example, text items do not require processing for pricing, taxes, and weight calculations.

Item ty...	Short text
	Standard Item
A	Value Item
B	Text item
C	Packing item (will be generated)
D	Material not relevant

• Completion rule for quotation / contract

The rule for establishing when a quotation or contract is complete.

You can, for example, specify that a quotation is complete only after its quantity has been fully referenced by subsequent documents. The system uses the completion rule to determine the status of a quotation or contract that has been referenced by other documents (by subsequent sales orders, for example).

If you want the system to apply the completion rule, you must first select the *Update document flow* field in document flow control in SD Customizing using the following menu path: *Sales and Distribution --> Sales --> Maintain copy control for sales documents --> Copy control: Sales document to sales document* (at item level).

Completion rule	Short text
	Not relevant for completion
A	Item is completed with the first reference
B	Item is completed after full quantity has been referenced
C	Item is completed after the target qty is fully referenced
D	Item is referenced via contract release
E	Item is completed after full target value is referenced

• Special stock indicator

Specifies the **special stock** type.

If you need to separately manage certain stock (for example, **consignment stock**) of a material, the stock type in question is defined using this indicator.

S	Special stock descr.
E	Orders on hand
K	Consignment (vendor)
M	Ret.trans.pkg vendor
O	Parts prov. vendor
P	Pipeline material
Q	Project stock
V	Ret. pkg w. customer
W	Consignment (cust.)
Y	Shipping unit (whse)

• Relevant for Billing

Relevant for billing	Short text
	Not relevant for billing
A	Delivery-related billing document
B	Relevant for order-related billing - status acc.to order qty
C	Relevant for ord.-related billing - status acc.to target qty
D	Relevant for pro forma
F	Order-related billing doc. - status according to invoice qty
G	Order-related billing of the delivery quantity
H	Delivery-related billing - no zero quantities
I	Order-relevant billing - billing plan
J	Relevant for deliveries across EU countries
K	Delivery-related invoices for partial quantity
L	Pro forma - no zero quantities
M	Delivery-related invoices-no zero qtys (incl main batch itm)
N	Pro forma - no zero quantities (including main batch items)
Q	Delivery-related CRM billing
R	Delivery-related CRM billing - no zero quantities
T	Supply Rel. CRM Billing with Intercompany Billing in CRM
U	Sup. Rel. CRM Bill. w/ Intercomp. Bill. in CRM - No Zero Qus

• Block

Indicates if the item is blocked for billing.

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).

If the system proposes a block, you can change the block manually for each item. If the system does not propose a block, enter one of values predefined for your system. If the item has more than one schedule line, the block applies to each line. You can change the block for individual schedule lines.

Block	Description
01	Calculation Missing
02	Compl Confirm Missng
03	Prices Incomplete
04	Check Terms of Paymt
05	Check Terms of Div
08	Check Credit Memo
09	Check Debit Memo

• Carry out pricing

Indicates whether the system automatically carries out pricing at the item level.

The system carries out pricing for standard items in a sales order. In the case of text items, however, pricing would not make sense.

Pricing	Short text
	No pricing
X	Pricing standard
A	Pricing for empties
B	Pricing for free goods (100% discount)

• Define Item Category Groups

Using the item category group, you group together different material types for item category determination from the SD view. For every material type, you can define a default item category group which is proposed by the SAP System when you create a material master record. For more information on setting default values please refer to the section "**Define material type defaults**".

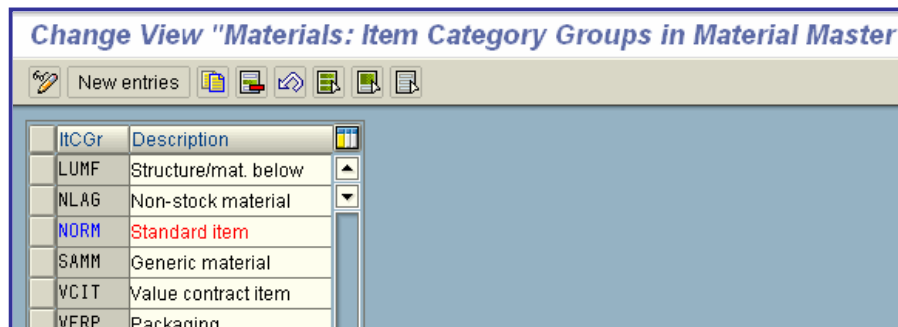
In the sales document, the system determines the item category from the item category group of the material and from the sales document type and proposes this item category in the document. You assign item categories to sales order types and item category groups elsewhere. You can find further information on this in the section "**Assign item categories**".

Actions

If you define your own item category groups, the keys should start with the letter Z, since this name convention is kept free in the standard SAP System for this purpose.

1. Check whether you can use the item category groups in the standard version.
2. If you want to create new item category groups, you must enter an alphanumeric key with a maximum of 4 characters as well as a textual description.

Change View "Materials: Item Category Groups in Material Master"



ItCGr	Description
LUMF	Structure/mat. below
NLAG	Non-stock material
NORM	Standard item
SAMM	Generic material
VCIT	Value contract item
VERP	Packaging

• Define Default Values For Material Type

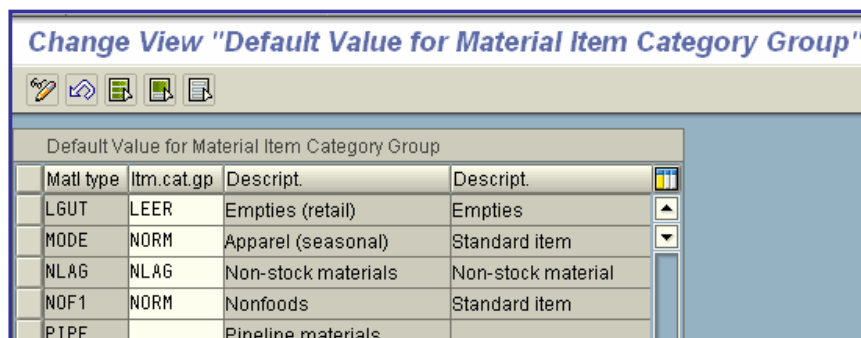
In this menu option, you can enter an item category group for each material type. This item category group is proposed when you create a material master record of this material type. The default value can be changed manually in the material master record.

The system determines the item category from the item category group of the material and the sales document type during document processing. You assign item categories to sales order types and item category groups in a separate setting. Further information on this can be found in the section "**Allocating Item Categories**".

Action

Enter an item category group for all material types, for which a corresponding proposal is to be made when a material master record is created.

Change View "Default Value for Material Item Category Group"



Matl type	itm.cat.gp	Descript.	Descript.
LGUT	LEER	Empties (retail)	Empties
MODE	NORM	Apparel (seasonal)	Standard item
NLAG	NLAG	Non-stock materials	Non-stock material
NOF1	NORM	Nonfoods	Standard item
PIPE		Pipeline materials	

• Define Item Category Usage

In this menu option, you specify the item category usages which control the usage of an item. Item category usage controls, for example, the system response if during document processing an item does not refer to a material but to a text item. Item category usage can also be maintained via the item categories (detail screen for item categories: *Goto -> Item usage*).

Default settings

In the standard SAP R/3 System, the following usages are defined:

- Batch split
- Text item
- Service item relevant for billing
- Service item not relevant for billing

Actions

1. Check first whether you can copy the usages in the standard system.
2. If necessary, create a new item category usage by entering an alphanumeric key with a maximum of four characters and a description.

Usg.	Description
FREE	Free Goods
LRES	Reserve Delivery
PACK	Shipping Unit
PSA1	ProdSel Order MItem
PSA2	ProdSel Order SItem
PSEL	Product Selection
PSHP	Prod.Selection MItem
R101	Return for Repairs
R102	Repairs
R103	Repair Delivery
R104	Send Rep. Replacmnt
R105	Collect Rep. Replmnt
R106	Repairs Exchange
R107	Repair Scrapping
R108	Repair Credit Memo
R109	Repair Debit Memo
SBII	Self-Billing w/Inv.
SEIN	Ditem is bill.relev.
SENI	Ditem not bill.relev
SLSV	SLS: Pre-packing ID
TEXT	Text Item
V	Purchase order
VCTR	Value Contract

• Assign Item Categories

In this menu option, you can specify which item categories the system proposes during document processing for each sales document type and item category group. At the same time, you can specify additional item categories with which the system default can be overwritten. There is a maximum of three possible alternative item categories.

If, for example, you enter a material with the item category group NORM in a standard order, the SAP System determines the allowed item category via the assignment of item categories to sales document types and item category groups.

The system default and the allowed alternatives are always determined from the sales document type and one or two further criteria. The system default depends on the following criteria:

- sales document type
- item category group
- item category of the higher-level item
- item category usage

Note

The SAP System automatically copies the item category determined for a sales document item to the delivery.

Recommendation

Depending on the initial situation you can start the assignment differently:

- When you define a new sales document type, you should specify the proposed and the allowed item categories for the materials that are represented by the item category group.
- When you define a new item category, you should specify for which sales document types an item category is proposed or which item category is possible for the materials represented by the item category group.
- When you define a new item category group, you are to enhance the assignment of item categories to sales document types by this new item category group.

Actions

To define item category determination, proceed, for example, as follows:

1. Choose the sales document type to which you want to assign item categories.
2. Then choose one of the item category groups.
3. Specify all the allowed item categories for the combination of sales document type and item category group.
If you are dealing with a non-material item, you must specify the corresponding item usage.
If it is a subitem, specify the item category of the higher-level item.
If it is an item category that is to be proposed in the sales document, you must indicate the combination of item category, item category group and sales document type as a default value.

4. If necessary, specify between one and a maximum of three item categories, with which the system default can be manually overwritten during document processing.

Change View "Item Category Assignment": O

New entries

SaTy	ItCGr	Usg.	HLevlCa	DfltC	MitCa	MitCa	MitCa
OR	NLAG			TAX	TAW	TAD	
OR	NLAG		TAN	TAX	TAW	TAD	
OR	NORM			TAN	TAP	TAQ	TANN
OR	NORM		TAC	TAE			
OR	NORM		TAE	TAE			
OR	NORM		TAG	TAN			
OR	NORM		TAM	TAN			
OR	NORM		TAN	TANN			
OR	NORM		TANN	TANN	KBN		
OR	NORM		TAP	TAN			
OR	NORM		TAQ	TAE			
OR	NORM	AP01		TAPA			
OR	NORM	AP02	TAPA	TAN			
OR	NORM	AP03	TAPA	ALES			
OR	NORM	CSEL	TAN	TAN			
OR	NORM	FREE	TAN	TANN			
OR	NORM	PSA1		TAPA			
OR	NORM	PSA2	TAPA	TAN			
OR	NORM	PSEL	TAX	TAPS			
OR	NORM	PSHP		TAX			
OR	NORM	SLSV		TALS			
OR	NORM	SLSV	TALS	TAUL			
OR	SAMM			TAG	TAN		

Sales doc.type OR

Item cat.group NORM

Item usage

ItemCat-HgLvltm

Item category TAN

Manual item cat TAP

Manual item cat TAQ

Manual item cat TANN

Manual item cat TAW

Manual item cat

Manual item cat

Manual item cat

Manual item cat

Manual item cat

Manual item cat

Manual item cat

• **Sales document type**

A classification that distinguishes between different types of sales document.

The sales document type determines how the system processes the sales document. For example, depending on the sales document type, the system determines which screens to present and which data to ask you for.

SaTy	Description
MV	Rental Contract
NL	Replenishment Dlv.
OR	Standard Order
PV	Item Proposal
QT	Quotation
RA	Repair Request
RAS	Repairs / Service
RE	Returns

• **Default item category for the document**

The **item category** that the system automatically proposes when you create a document or create a new item within an existing document.

The system uses the item category to determine how to process a particular item.

You create a sales order and include an item for a service. The system automatically proposes an item category (*TAX*) which specifies, for example, that the item is not relevant for normal delivery processing.

• **Manual entries allowed for item category in the document**

Specifies an **item category** that you can enter as an alternative to the automatic proposal from the system.

When you enter an alternative item category during document processing, the system checks that the alternative is allowed.

• **Define Reasons For Rejection**

In this menu option you define possible reasons for rejection. They describe why an item in a **sales document** (for example, in a quotation) was rejected.

When processing a sales document, you can enter the reason for rejection by **item** in the overview for the reason for rejection.

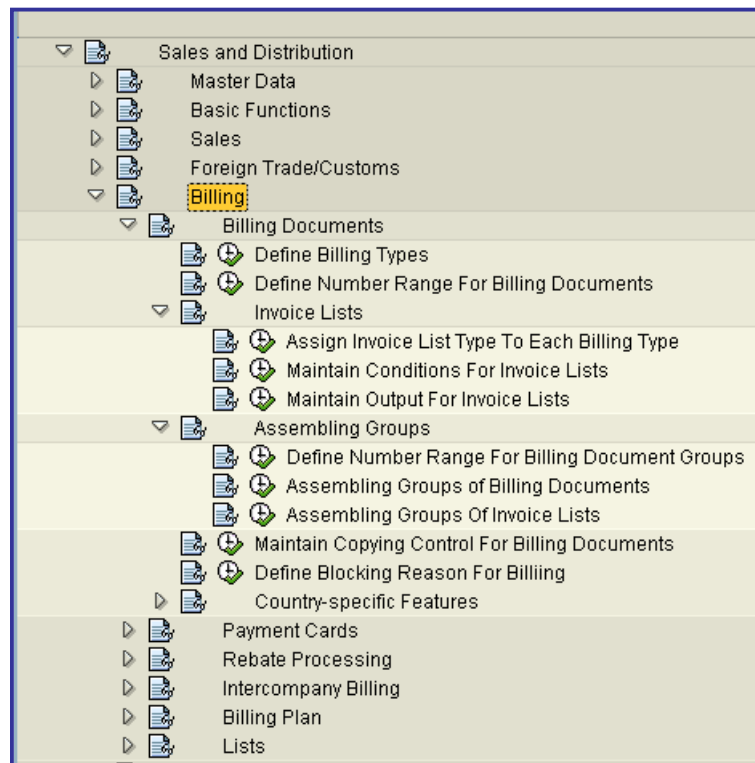
Actions

1. Check which reasons for rejection occur in your company.
2. Specify an alphanumeric key with up to 2 characters and a description for each reason.

Rj	NRP	OLI	BIC	Stat.	Description
00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Assigned by the System (Internal)
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Delivery date too late
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Poor quality
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Too expensive
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Competitor better
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Guarantee
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Unreasonable request
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cust.to receive replacement
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Transaction is being checked

• Billing

In this step, you make settings relevant to Billing.



• Define Billing Types

In this menu option you define your **billing types** that represent the different business transactions in billing.

You have the following options:

- Change an existing billing type.
- Copy an existing billing type and change it to suit your requirements.
- Create a new billing type.

In this menu option, you do not make specifications concerning the following functions:

- Statistics
- Account determination

- Pricing
- Output
- Text determination

You will edit these functions later in the appropriate menu options.

This means that the definition of a billing type is only complete once you have edited all of these menu options.

In this menu option you have to make or check the following specifications:

- **Billing type**
 - Specify an alphanumeric key for the billing type with up to 4 characters.
 - Enter a description of the key.

- **Document category**

With the document category you allocate a document type to a certain business transaction. This way, a sales & distribution document is clearly identifiable, for example, as an invoice or a cancellation document.

The document category has to correspond with the specification of the transaction group.

Specify a single-digit alphanumeric key.

The keys you can use may be displayed under "Possible entries".

- **Number assignment**

Specify a number range for number assignment. For billing documents numbers can only be assigned internally by the SAP System. To define a common number assignment for different billing types, you have to specify the same number range in each case.

To do this, the number ranges must have been defined beforehand. For more information on this subject, see the section "**Define number ranges for billing types**".

- **Increment of item numbering**

Here you have to specify the increment of item number assignment. The item numbers are then not copied unchanged from the delivery or the order. Instead, the items receive a new numbering. This way you avoid items with the same number being included in collective invoices.

- **Posting block**

Here you determine whether a billing document with this billing type is to be blocked automatically by the SAP System for transfer to financial accounting.

If this is the case, you have to release the billing document manually at a later point in time to start data transfer.

- **Transaction procedure**

With the transaction group you define the transactions with which you can edit this billing type in billing.

The transaction group which is allocated to a transaction has to correspond to the document category you allocated to the respective billing type.
The keys you may use are listed under "Possible entries". Currently, you cannot change the keys in Customizing.

- Cancellation

Here you define the cancellation document which is to be proposed automatically by the SAP System if you want to cancel a billing document.
You can only specify a cancellation document that you defined beforehand.
You also have to define the copy rules (see section "**Define document flow for transactions**").

SAP Recommendation

- First check the billing types contained in the SAP standard version.
- If you define your own billing types, the keys should start with the letter Z since SAP keeps this name convention free in the standard system.
- If you define your own billing types, you should copy similar billing types defined by SAP and make the appropriate changes.

In this case, all specifications of the existing billing type are copied. In particular data, for example, concerning partner determination, pricing, or document flow is copied which you do not edit in this menu option. This means you can test your new billing types concerning the defaults set here without having to edit the other menu options.

- When copying billing types, the SAP System automatically creates a log with the copied data. With the log, you can check whether all copied data applies to your billing type or whether you have to make changes.

Actions

- If you only have to make insignificant changes to the existing billing types, do so as appropriate.

Insignificant changes may be a changed description or another number range. They refer to parameters which are not used for controlling purposes.

- If you have to make more extensive changes, define new billing types. You can then, for example, define various account assignments for different billing types.

Check settings

You can use the report SDCHECKVOFA to check your Customizing settings for the billing types. Only some of the settings are checked. For the billing type, for example, a check is made to see that a cancellation document type has been entered with the right document category. An invoice has the document category M. The cancellation document type for invoices must have the document category N.

You can see more information on these additional checks in the report documentation.

Change View "Billing: Document Types"

BIIT	Description
FXS	Invoice S-b w.i.
F1	Invoice (F1)
F2	Invoice
F5	Pro Forma for Order
F8	Pro Forma Inv f Dlv
G2	Credit Memo
G2S	Cred. memo 3rd party
HR	Billing Training Adm
I6	Internal Credit Memo
I6A	ICM order-related
I6S	Cancel ICM
IV	Intercompany Billing
IVA	IB order-related
IVS	Cancel IB

Change View "Billing: Document Types": Details

Billing type: F2 Invoice Created by: SAP

Number systems
No.range int.assgt: 19 Item no.increment:

General control
 SD document categ. M Invoice Posting block
 Transaction group 7 Billing documents Statistics
 Billing category:
 Document type:
 Negative posting: No negative posting
 Branch/Head office: Customer=Payer / Branch=s...
 Credit memo w/ValDat No
 Invoice list type LR Invoice List

Rebate settlement Rel.for rebate
 Standard text:

Cancellation
 Cancell.billing type S1 Cancel. Invoice (S1)

Copying requirements:
 Reference number:
 Allocation number:

Account assignment/pricing
 Account determ.proc. KOF100 Account Determination
 Doc. pric. procedure A Standard
 Acc. det. rec. acc.:
 Acc. det. cash. set.:
 Acc. det. pay. cards A00001 Standard

Output/partners/texts
 Output determ.proc. V10000 Billing Output Application V3
 Item output proc.:
 Output type RD00 Invoice
 Header partners FK Billing document
 Item partners FP Billing Item
 TextDetermProcedure 03 Billing Header
 Text determ.proc.itm 04 Billing Item
 Delivery text

• Define Number Range For Billing Documents

In this menu option you define the number intervals of the **number ranges** for billing documents and groups of billing documents.

When creating a billing document or a group of billing documents, a unique number is assigned which identifies the billing document or the group. The number is derived from the number range which is provided for the document type or the group.

Number assignment for billing documents can only be carried out internally, that is, the SAP System automatically assigns a consecutive number from the defined number range.

Transport

You transport number range objects as follows:

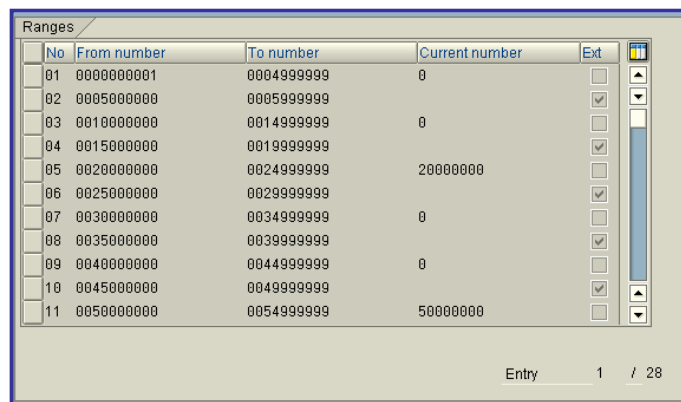
In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.

Actions

1. To define a number range, you have to create a new number interval:
 - Specify an alphanumeric key with up to 2 characters.
 - Specify the limits of the number interval. The individual number intervals may not overlap. Thus, every number can occur only once.
2. Specify the key of the number range for the billing types.



No	From number	To number	Current number	Ext
01	000000001	000499999	0	<input type="checkbox"/>
02	000500000	000599999		<input checked="" type="checkbox"/>
03	001000000	001499999	0	<input type="checkbox"/>
04	001500000	001999999		<input checked="" type="checkbox"/>
05	002000000	002499999	20000000	<input type="checkbox"/>
06	002500000	002999999		<input checked="" type="checkbox"/>
07	003000000	003499999	0	<input type="checkbox"/>
08	003500000	003999999		<input checked="" type="checkbox"/>
09	004000000	004499999	0	<input type="checkbox"/>
10	004500000	004999999		<input checked="" type="checkbox"/>
11	005000000	005499999	50000000	<input type="checkbox"/>

Entry 1 / 28

• Invoice Lists

Using the **invoice list**, you can group together several billing documents or several **collective invoices** at the end of a period specified in the customer master to form a new document. The invoice list is sent to and settled by a common **payer**.

Billing documents, which can be individual or collective invoices, form the basis for an invoice list. A separate billing index is created for them.

In this menu option, you specify for each billing type the invoice list type with which invoice lists should be created. You also set special features for printing invoice lists and pricing.

Default settings

Two types of invoice lists were created in the standard version:

LR for billing documents/debit memos

LG for credit memos

You set up an invoice list just as you would a billing document type in the previous step. In this step, you assign invoice list types to invoices and set special features for output determination and conditions.

• Assign Invoice List Type To Each Billing Type

Using the **invoice list**, you can group together several billing documents or several **collective invoices** at the end of a period specified in the customer master to form a new document. The invoice list is sent to and settled by a common **payer**.

Billing documents, which can be individual or collective invoices, form the basis for an invoice list. A separate billing index is created for them.

In this menu option, you specify for each billing type the invoice list type with which the invoice lists should be created.

Default settings

1. In the standard version of the SAP R/3 System, two new condition types were created for the invoice list:

- Condition type 'RL00' for the del credere
- Condition type 'MW15' for relevant tax

2. Two types of invoice lists were created in the standard version:

- LR for billing documents/debit memos
- LG for credit memos

3. For output determination in the invoice list, two new condition types were created:

- LR00 - invoice list
- RD01 - single invoice list

4. For output determination in the invoice list, two new output determination procedures were created:

- V30000 - invoice list output
- V30001 - invoice list item output

To be able to group together billing documents in invoice lists, certain data in the documents must match. This data is checked using the copying requirements. Copying requirement '16' is used in the standard version.

Actions

The invoice list is controlled using the condition technique. A separate output determination is carried out for the invoice list which is also controlled using the condition technique. Check first whether the configuration contained in the standard version is sufficient for the condition technique. If you want to make company-specific modifications or use your own condition components, you must carry out the following steps:

1. Create a condition type.
2. Create an access sequence.
3. Create a condition table.
4. Create a pricing procedure.
5. Specify for each billing type the invoice list type with which the invoice lists should be created. Enter this on the detail screen of a billing type in the field "Invoice list category".

If you make changes in the output determination, you must maintain the same elements of the condition technique analogously to the invoice list:

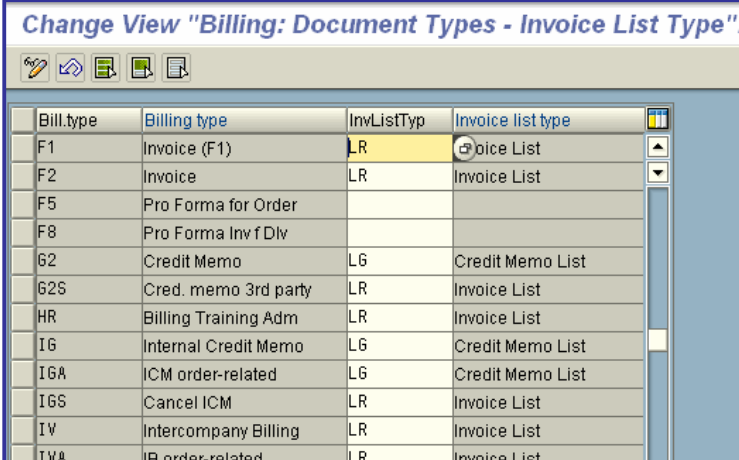
1. Create a condition type.
2. Create an access sequence.
3. Create a condition table.
4. Create a pricing procedure.
5. Allocate the output type and the output determination procedure to the respective billing types.

Note

Billing types which should be used in the invoice list must be configured accordingly on the detail screen in Customizing, regardless of whether you make changes to the condition technique, or whether you work with the configurations of the standard version.

Additional information

For a detailed description of the condition technique, see the chapters on "**Pricing**" and on "**Output Determination**" in the Implementation Guide.



Bill.type	Billing type	InvListTyp	Invoice list type
F1	Invoice (F1)	LR	Invoice List
F2	Invoice	LR	Invoice List
F5	Pro Forma for Order		
F8	Pro Forma Inv f Div		
G2	Credit Memo	LG	Credit Memo List
G2S	Cred. memo 3rd party	LR	Invoice List
HR	Billing Training Adm	LR	Invoice List
IG	Internal Credit Memo	LG	Credit Memo List
IGA	ICM order-related	LG	Credit Memo List
IGS	Cancel ICM	LR	Invoice List
IV	Intercompany Billing	LR	Invoice List
IVA	IB order-related	LR	Invoice List

• Define Blocking Reason for Billing

In this menu option you define the possible **blocking reasons** for billing documents.

Define the possible **block indicators** in this menu option and allocate them to the **billing types** concerned.

The following blocks are possible:

- You can block a **customer** for billing.

If a **customer** is to be blocked for billing, enter the **block indicator** in the block data of the customer master record. The specification in the customer master record and therefore also the block for billing documents applies either to all or only to individual **sales areas**.

The SAP System copies the specification from the customer master record into the sales document. For the customer in the sales area in question, you cannot create billing documents if the block applies to this customer's billing type.

- You can manually block individual **sales documents** for billing.

Sales documents can also be blocked automatically for billing by the SAP System. In the standard SAP R/3 System credit memo request and debit memo request, for example, are automatically provided with a billing block. To set a billing block automatically when creating certain sales documents, you have to define a billing block for the sales document type. To do this, you specify the billing block for this sales document type (see section "**Define sales document types**").

You will find the indicator for the billing block in the general business data in the order header. If a sales document is blocked for billing, you cannot create a billing document if the block applies to the billing type of this document. You can only create the billing documents, if you have removed the block indicator manually.

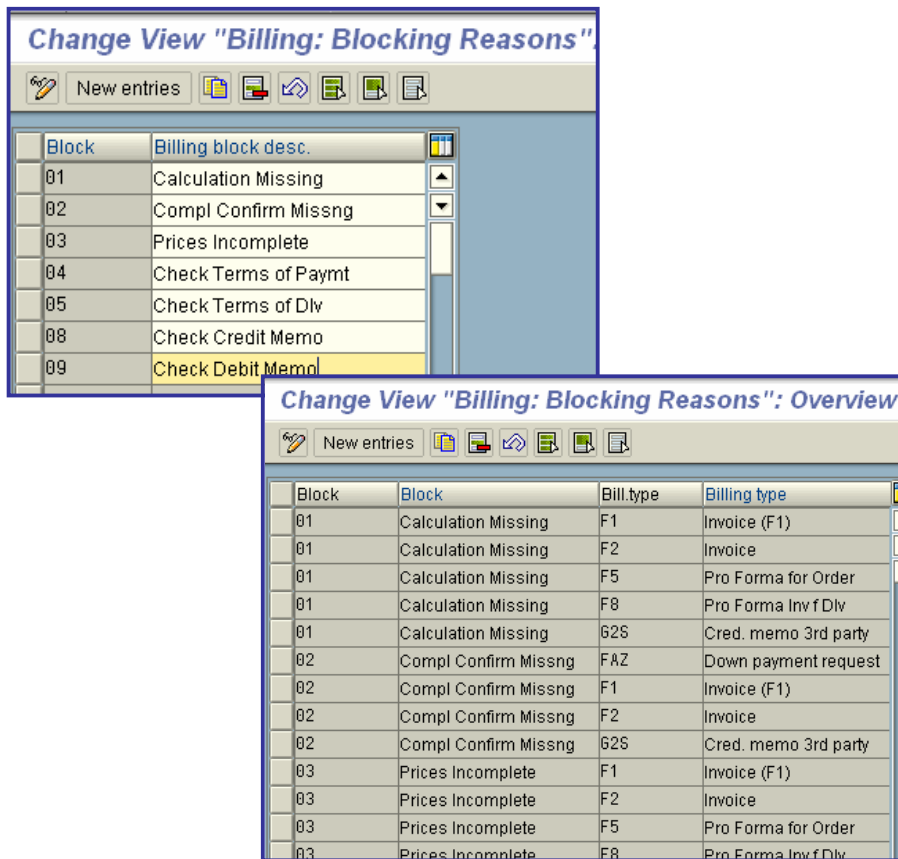
- You can block individual items of a sales document manually for billing.

The items can also be blocked automatically for billing by the SAP System. For this to occur, you have to define a billing block for the corresponding item category which is then set automatically when the sales document is created. To do this, specify the billing block for an item category (see section "**Define item categories for sales documents**").

The indicator only applies to the item and is not copied into the header of the sales document. You will find it in the general business data of an item. You have to delete the block manually to release the item for billing.

Actions

1. Check why a customer, a sales document or an item have to be blocked for billing.
2. Define the billing types to which a block should apply.
3. Agree on the group of persons that sets the billing block and when this is done, if this block is not set automatically by the SAP System.
4. Specify an alphanumeric key for blocking reasons in billing, that can have up to 2 characters, and a description.
5. Allocate the billing types concerned to the blocks.



• Rebate Processing

This chapter describes how to make settings for rebate processing.

A **rebate** is a price reduction which is granted to a customer in the form of a **credit memo** depending on the sales of a period. The basis for a rebate can be defined in various ways (for example, customer, customer/material pricing group). You can define a rebate on the basis of an agreement, the so-called rebate agreement, with your customer. Rebate processing in the R/3 System can currently meet the following requirements:

1. Creating rebate agreements
2. Creating accruals in the billing document
3. Settling rebate agreements
4. Deleting accruals

The settings for rebate processing also require corresponding adjustments in Customizing for account determination.

Note

If you do not want to carry out rebate processing in a certain sales organization, you should switch it off for performance reasons. You can do this when configuring the sales organizations for rebate processing, following the description in the **Control of Rebate Processing** section.

Bear in mind the following points regarding rebate processing in Customizing:

1. Requirements in the condition technique
2. General requirements for rebate processing
3. Extension of the account keys
4. Table maintenance
5. Billing index with subsequent installation

If you want to set up rebate processing in a certain client, you must transport the following objects:

- Condition types for rebate (Tables T685, T685A, T685T)
- Access sequences for rebate (Table T682*)
- Rebate agreement types (Tables T6B1, T6B1T)
- Condition type groups (Tables T6B2, T6B2T, T6B2F)
- Number ranges for rebate agreement categories (should be maintained manually)
- Order types B1 and B2 (Tables TVAK, TVAKT)
- Item categories B1N (Tables TVAP, TVAPT)
- Assignment of item categories to item category groups (Table T184, B1*, B2*)
- Billing types B1 and B2 (Tables TVFK, TVFKT)
- Copy sales order to billing document (Table TVCPF, B1* and B2*)

• Rebate Agreements

A rebate agreement is an agreement with the customer to which condition records are allocated. This guarantees that rebate agreements, like price agreements, depend on a large number of different criteria (for example, customer, material, rebate group) and can be handled in various ways. Different **calculation types** and **scale bases** can be used. Rebate agreements can also be entered and changed later, that is, after the start date of the validity period.

The rebate agreement contains essential data on the agreement, such as the validity period or the rebate amount, and can be created to include scales.

When maintaining and configuring rebate agreements, you have to consider the following:

- Agreement types
- Condition type groups
- Number ranges

• Define Agreement Types

In this IMG activity, you define the agreement types that classify the type of the rebate agreement. For example, you can determine a proposal for a validity period.

Actions

1. Check the agreement types that are required in your sales and distribution department and establish whether you can adopt the agreement types contained in the standard system.
2. Specify a numeric key with up to 4 characters and a description for the agreement type.

You can use the report SDCHECKBONUS to check the Customizing settings for your rebate types. This is not a complete check. The billing type entered, for example, is checked for rebate relevance. See the report documentation.

Change View "Rebate Agreement Types": Overview

New entries

Agreement	Description
0001	Group Rebate
0002	Material Rebate
0003	Customer Rebate
0004	Hierarchy Rebate
0005	Indep. of Sales Vol.

Default values

Proposed valid-from: 1 First day of year
 Proposed valid-to: 2 End of the current year
 Payment method: [] Default status: []

Control data

Condition type group: 0002 Material
 Verification levels: F Display totals by payer/material
 Different val.period Rebate agreement and cond.record have same validity
 ManAccrIs Order type: [] Manual accruals
 Arrangement calendar: []

Manual payment

Payment procedure: [] Manual payment not allowed
 Partial settlement: [] Reverse accruals
 Settlement periods: []

Settlement

Final settlement: B1 Correction: B2
 Minimum status: B Agreement released for settlement

Text determination

TextDetermProc.: 03 Rebate Agreement(SD)
 Text ID: 1000 Bonus payments

• Define Condition Type Groups

In this IMG activity, you define the condition type groups which define a group of condition types and tables for rebate processing.

Actions

Check first whether you can use the condition type groups defined in the standard version. Otherwise, proceed as follows:

1. Enter a key which can have up to four characters and a description for the condition type group.

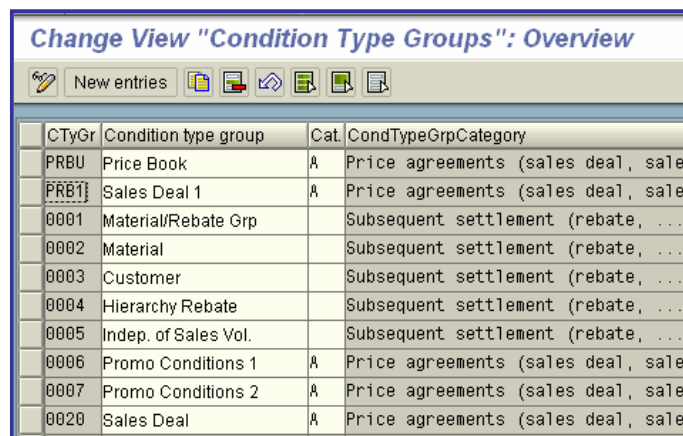
Condition type/table group for agreements

Specifies a grouping of condition types and condition tables for use during rebate processing.

As a rule, the condition type group consists of only one rebate condition type. However, if your rebate processing requires it, you have the following possibilities:

- You can assign more than one condition type to a group
- You can enter the same condition type in a group more than once and use different condition tables, or key combinations, for each instance

This allows you to break down the rebate settlement within an agreement. Using more than one condition type within a group would allow you to post, for example, part of a rebate settlement to an account for advertising costs and part to an account for administrative costs.



CTyGr	Condition type group	Cat.	CondTypeGrpCategory
PRBU	Price Book	A	Price agreements (sales deal, sale
PRB1	Sales Deal 1	A	Price agreements (sales deal, sale
0001	Material/Rebate Grp		Subsequent settlement (rebate, ...
0002	Material		Subsequent settlement (rebate, ...
0003	Customer		Subsequent settlement (rebate, ...
0004	Hierarchy Rebate		Subsequent settlement (rebate, ...
0005	Indep. of Sales Vol.		Subsequent settlement (rebate, ...
0006	Promo Conditions 1	A	Price agreements (sales deal, sale
0007	Promo Conditions 2	A	Price agreements (sales deal, sale
0020	Sales Deal	A	Price agreements (sales deal, sale

• Intercompany Billing

During a business transaction in which the **sales organization** belongs to another **company code** than the delivering plant, an intercompany sale from stock is carried out. In this case, intercompany billing is carried out between both company codes with the help of an intercompany billing document. Intercompany sales and distribution processing allows a company to sell goods from a plant which is allocated to another company code.

The system checks the company codes of the sales organization and of the delivering plant and automatically carries out intercompany billing processing for different outcomes. Two billing documents are created in this case:

- A customer billing document which is sent from the sales organization to the customer who receives the goods.
- An intercompany billing document which is sent from the delivering plant to the sales organization.

The difference between the customer billing document and the intercompany billing document remains in the selling company as a contribution margin.

To be able to use intercompany billing for the intercompany sale from stock, you must set the configurations to the following points:

- Specify per sales order type whether intercompany billing is possible.
- Allocate corresponding organizational data for intercompany billing to the plants with which intercompany sales and distribution processing is to be carried out.
- Specify a customer number to represent the sales organization.

Default Settings

For controlling intercompany sales from stock, the following configurations have been set in Customizing:

1. Billing type

For the definition of the billing document, the billing type II (intercompany billing) was included.

2. Condition type

Condition types PI02 for condition rates to be determined in percent and PI01 for condition rates with fixed amounts have been included for calculating intercompany billing prices.

3. Access sequences

For carrying out intercompany billing, access sequences PI01 and PI02 have been set up.

4. Table maintenance

The system checks the allowed combinations of sales organization, distribution channel and plant by means of the table TVKWZ.

• Define Order Types for Intercompany Billing

In this menu option, you specify for each sales document type whether intercompany billing is possible for intercompany sale of stock.

Actions

Specify the billing type for intercompany billing "IV" for each sales document type for which you want to use intercompany billing.

Change View "Sales Order Types for Inter-Company Billing".

SalesDocTy	Sales document type	Interco.	Intercomp.bill.type
NL	Replenishment Div.		
PV	Item Proposal		
RA	Repair Request		
RAS	Repairs / Service		
RE	Returns	I6	Internal Credit Memo
RK	Invoice Correct. Req		
RM	Delv Order Returns	I6	Internal Credit Memo
RZ	Returns Sched.Agrmnt		
SO	Rush Order	IV	Intercompany Billing
OR	Standard Order	IV	Intercompany Billing
TAM	Delivery Order	IV	Intercompany Billing
TAV	Standard Order (VMI)	IV	Intercompany Billing
TSA	Telesales	IV	Intercompany Billing
TSC	CRM Sales/Complaints	IV	Intercompany Billing
WA	Rel. to Value Contr.	IV	Intercompany Billing

BILL	Description
FXS	Invoice S-b w.i.
G2	Credit Memo
G2S	Cred. memo 3rd party
HR	Billing Training Adm
IG	Internal Credit Memo
IGA	ICM order-related
IGS	Cancel ICM
IV	Intercompany Billing
IVA	IB order-related
IVS	Cancel IB
L2	Debit Memo
LG	Credit Memo List
LGS	Cancel Cred Mem List
LR	Invoice List
LRS	Cancel Invoice List
RE	Credit for Returns
S1	Cancel. Invoice (S1)
S2	Cancel of Cred Memo

• Billing Plan

You can store a detailed billing plan instead of a single billing date at item level in the sales document during order processing.

The billing plan specifies the time at which the given amount or percentage rate should be billed. This form of invoice creation plays an important role, for example, in settling rental contracts on a periodic basis and in milestone billing for projects with predefined billing dates.

Each billing plan has a unique billing plan number which is assigned internally by the system.

The following sections describe the settings in Customizing for the billing plan.

• Define Billing Plan Types

In this step, you define billing plan types which contain the basic control data for the billing plan.

In order processing, the billing plan type uses specific rules for date determination, for example, to propose the period of a billing plan from which the dates of the billing plan can be determined.

In the standard SAP R/3 System, billing plan types are set up for milestone billing and for periodic billing. The difference between these two kinds of billing plans is the fact that the total value to be billed is either distributed between the individual dates of the billing plan, or is billed periodically as a total value for each date until a predefined end date is reached.

The billing plan type is determined from the document item category and the relevancy for billing. You make the corresponding allocation in a separate step.

The billing plan type is displayed in the billing plan, but you cannot change it there.

The billing plan type includes the following control data:

- Horizon (periodic billing)

The horizon specifies the last date for periodic billing, up to which dates should be set. It is always determined from a rule which can be entered in the billing plan type as a default value. The current date (=CPU date) serves as baseline date for this rule. As a result, when date determination is carried out again, the horizon is constantly extended into the future, and the billing dates are also dynamically shifted into the future.

- Reference billing plan number (milestone billing)

For each billing plan type, you can store the number of a billing plan as a reference. When this billing plan type is used for order processing, the dates are copied according to this reference, redetermined on the basis of the current rules, and placed in the billing plan.

- Online order

This field controls whether the billing dates are automatically determined and copied into the billing plan or whether they must be entered manually.

- In advance (periodic billing)

Here you control, whether billing should be performed in arrears or in advance, for example, whether rent which is billed on the 15th of every month is billed in arrears.

Requirements

You must define the rules for date determination.

Standard Settings

The standard SAP R/3 System contains a billing plan type for milestone billing (01) and for periodic billing (02). Different overview screens exist for both billing plan types (see the field 'FCODE OvervScrn').

Actions

1. To create a billing plan type you must enter an alphanumeric key with a maximum of 2 digits and a textual description.
2. Maintain the detail screen for the billing plan type by entering the relevant control data.

Change View "Maintain Billing Plan Types for Periodic Billing": Detail

BillingPlanType 02 Periodic

Origin of general data

Start date	13	Contract Start (Contract header)
End date	14	Contract Ende (Contract header)
Horizon	52	Horizon 1 Year
Dates from	11	Contract Start Date
Dates until	09	Contract End Date

Billing data: date proposal

Next bill. date	50	Monthly on First of Month	Def. date cat.	01
Dev. Bill. Date				
Days in year		Days in month		Calendar ID

Control data: create dates / invoice correction

Online order	X	In advance	<input type="checkbox"/>	Aut. corr. dates	<input type="checkbox"/>
--------------	---	------------	--------------------------	------------------	--------------------------

General control data

FCode-OvervScrn	0002
-----------------	------

Change View "Maintaining Billing Plan Types for Milestone Billing"

BillingPlanType 01 Milestone Billing

Origin of general data

Start date	01	Today's Date
RefBillPlanNo.		

Billing data: date proposal

Date category	01
---------------	----

Control data: create dates

Online order	X
--------------	---

General control data

FCode-OvervScrn	0003
-----------------	------

• Define Date Descriptions

In this step, you define date descriptions. These are the textual descriptions for the respective billing dates in the billing plan. The descriptions are only used for differentiating between the billing dates and have no controlling function.

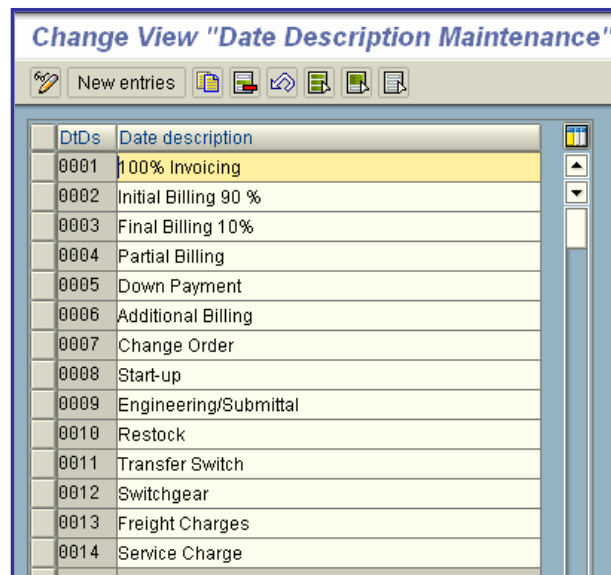
The date descriptions are entered for the date categories and are then found with the billing plan dates in the order document and printed.

Example

In the billing plan, the distinction is made for example between billing dates for rent or maintenance.

Actions

1. Enter an alphanumeric key with a maximum of 4 digits together with a language ID and textual description for the date description that you want to create.
2. Enter the date description for the date categories for which you want to use the description.



DtDs	Date description
0001	100% Invoicing
0002	Initial Billing 90 %
0003	Final Billing 10%
0004	Partial Billing
0005	Down Payment
0006	Additional Billing
0007	Change Order
0008	Start-up
0009	Engineering/Submittal
0010	Restock
0011	Transfer Switch
0012	Switchgear
0013	Freight Charges
0014	Service Charge

• Define and Assign Date Categories

In this step, you can assign one or more date categories to each billing plan type or create new date categories.

The date category controls at billing date level,

- whether the billing date is a fixed date,
- whether and, if necessary, which billing block the billing date has,
- with which billing type the billing date is to be billed,
- the billing rule which specifies how the value to be billed for a date is to be determined. Billing rule 2 of the standard SAP R/3 System ('Value-based milestone billing') specifies, for example, that the entire invoice value is distributed between the dates and a part of the total value is billed for each date.

The date category also specifies the description for the billing date.

Since you can have several date categories for a billing plan type, you must specify, in a further step, a default date category for each billing plan type.

Note

The date category 'final settlement' is not proposed in the SAP standard delivery and must be entered manually in order processing.

As of Release 3.0C, you can, in working with milestone billing, assign milestones to dates in the billing plan if no network is opened.

It is necessary, however, that you assign milestones manually when maintaining the billing plan. In order to assign milestones, you must specify a value in the fixed date indicator different from the initial value. If the additional fixed value (as of Release 3.0C) for fixed date is empty (""), this assignment is no longer possible.

Requirements

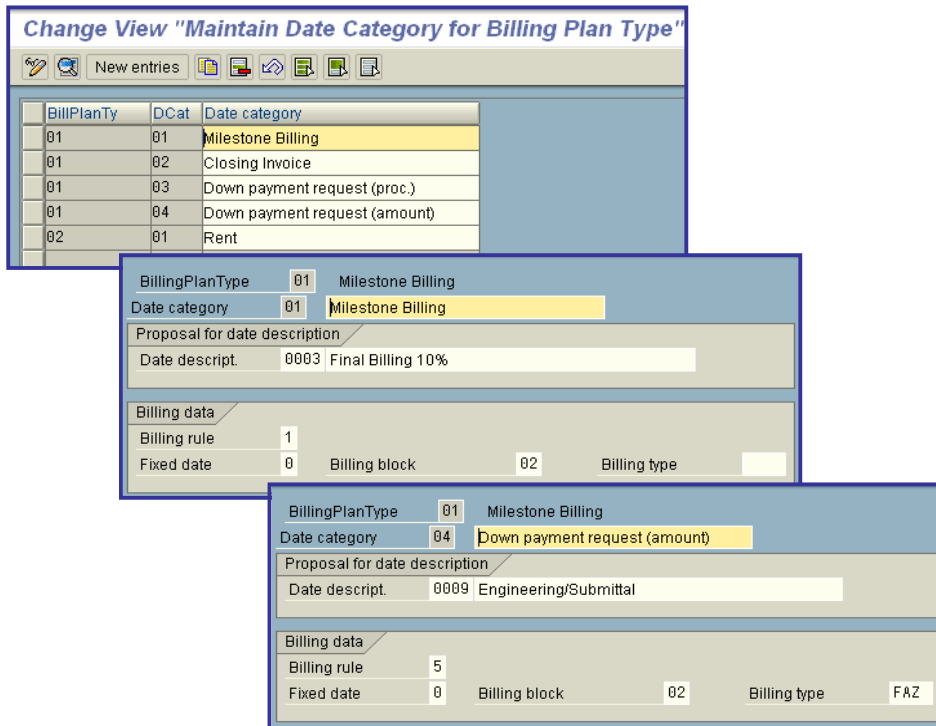
The billing blocks, billing types and date descriptions must be maintained when you enter the corresponding control data.

Standard Settings

The standard SAP System contains date categories for periodic billing and milestone billing.

Actions

1. To create new date categories, enter an alphanumeric key with a maximum of 2 characters together with a textual description.
2. Assign the date category to the billing plan types which should be able to use the date category.
3. Specify which date category is to be defaulted for which billing plan type.



• Maintain Date Proposals for Billing Plan Types

The date proposal specifies a sequence of dates which can be used during order processing as a reference for date determination. The date proposal is only relevant for the billing plan type Milestone billing (periodic billing = blank).

When you create a billing plan with milestone billing, the dates are copied according to the reference, redetermined on the basis of the current rules, and placed in the billing plan.

Action

To maintain the date proposal for milestone billing, go to the detail screen of the date proposal and select the function 'Maintain dates'.

• Assign Billing Plan Types to Sales Document Types

As of Release 3.0E, you can define a billing plan at header level valid for all items that are assigned to it.

In this step, you assign a billing plan type to a sales document type. This assignment is necessary if you want to use a header billing plan for a specific sales document type.

All document items with the same billing plan type (controlled in the item category) are assigned to the header billing plan. To display this assignment, mark the *Header billing plan* field in the item billing plan. This can be reversed manually if you want to define your own billing plans for specific items. After reversing this assignment, you can maintain the item billing plan separately.

Note

An item which has been partially billed can be detached from the header but no long attached.

Recommendation

Action

Assign a billing plan type to the sales document types for which you want to use a header billing plan.

• Assign Billing Plan Types To Item Categories

In this IMG activity, you assign a billing plan type and billing relevance 'I' (relevant for order-related billing/billing plan) to the item categories for which you want to create a billing plan. This assignment is necessary for creating a billing plan for the relevant order items.

Standard Settings

In the standard system, item category MVN is configured for periodic billing and item category TAO is configured for milestone billing.

Activities

Specify 'I' for billing relevance and enter a billing plan type for item categories for which you want to enter a billing plan.

• Define Rules for Determining Dates

A baseline date (for example, current date, beginning of contract) forms the basis of every date determination rule. A period to be defined is added to this baseline date.

You define the rules for date determination on the basis of the following ates:

- The possible baseline date is predefined by a fixed value range (for example current date, beginning of the contract) and cannot be changed.
- You can define the period in any way by specifying a number with a corresponding time unit.
- If you use a calendar ID to define a rule, the system determines the next possible workday starting from the baseline date. If you use a calendar ID, you may NOT specify a period.

Note

in order to define a rule, you must maintain at least one baseline date.

Example

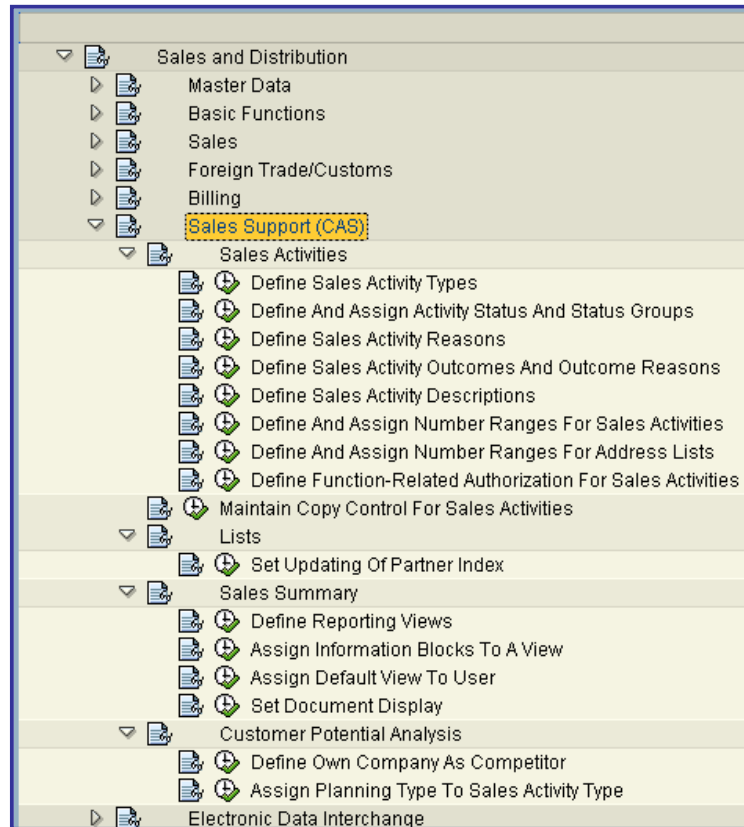
If a date determination rule takes the baseline date to be the contract start date, the period to be 6 and the time unit to be months, then the system determines the date starting from the agreement start date plus 6 months.

Actions

1. Enter an alphanumeric key with a maximum of 2 characters together with a textual description for the rule. The description can, for example, contain the date determination in short form.
2. Specify the baseline date.
3. Specify either a period with a time unit or a calendar ID.

• Sales Support (CAS)

This book will show how to configure your sales support system.



• Sales Activities

In the following menu options, you determine the control for different document types in sales support.

Furthermore, you define for the document types in the following menu options:

- Different sales activity statuses and status groups
- Possible sales activity reasons
- Possible results of sales activity
- Number ranges
- Matchcodes

• Define Sales Activity Types

In this IMG activity, you define the sales activity types representing different business transactions in sales support in your company.

The following possibilities are open to you:

- Change an existing sales activity type
- Create a new sales activity type

In this menu option you do not make specifications for the following functions:

- Incompletion
- Outputs
- Text determination
- Partner determination

These functions can be processed later in the appropriate menu options.

The definition of a sales activity type is complete once you have processed all these menu options.

In this IMG activity, you have to make or check the following specifications:

- Sales activity type
 - Specify an alphanumeric key with up to 4 characters for each sales activity type.
 - Enter a description for each sales activity type.

- Sales document category

Using the document category you allocate a document type to a particular business transaction. This category identifies the SD document as a sales activity or an order, for example. The document category must correspond logically to the specification for the transaction group. Specify an alphanumeric key with one character. The selection of keys you may use is listed under "Possible entries".

- Transaction procedure

You can define the transaction procedure for each sales activity type individually:

- Screen sequence group

Here you specify the screens which are displayed by the SAP System for a certain transaction (for example, creating a sales activity) and its sequence.

- Transaction group

Here you specify the transactions with which you can edit a sales activity type during sales processing.

The transaction group allocated to a transaction must correspond to the document category which you have allocated to the respective sales document type.

- FCODE overview screen

Here you specify which overview screen is displayed during sales activity processing after you have entered data on the initial screen.

The selection of keys you may use is listed under "Possible entries". Currently, you cannot change the keys in Customizing.

- Internal number range

Specify a number range for internal number assignment. To define a common number assignment for different sales activity types you have to specify the same number range in each case.

The number ranges must already have been defined. For more information on this subject, see the section "**Define and assign number ranges for sales activities**".

- Mandatory reference

Here you specify whether a reference document is mandatory for creating a sales activity. If so, you also have to specify to which document type the reference document must belong.

- Document object

Assign the appropriate document object indicator to the sales activity type.

- Specification of organizational data

Specify the level up to which organizational data must be entered when a sales activity is entered. For example, you can define that only a sales organization needs to be entered for a particular sales activity type.

- Follow-up sales activity

If you want the system to propose a sales activity type for the follow-up activity, enter the default value here. If the follow-up sales activity should be mandatory, enter the appropriate sales activity type for the follow-up activity.

- Outputs

Outputs MAK1 (Print letter), MAK2 (Print sales activity) or MAK3 (Print sales activity/customer master) can be entered with which the output can be displayed on the screen before being printed (preview facility). It is important to remember that the preview output entered must also have been entered in the output procedure attached to the sales activity type.

- Subsequent processing

Define which subsequent processing is allowed for a sales activity type. For example, enter the allowed order or credit memo request type.

If you do not enter a specification, such as an order type, the entry "Order" remains inactive for subsequent processing in the pull-down menu for the sales activity.

SAP Recommendation

- First check the sales activity types contained in the SAP standard system.
- If you define your own sales activity types, we recommend that the names begin with the letter Z assigned for this purpose by SAP.
- If you define your own sales activity types, you should copy similar sales activities defined by SAP and make the necessary changes.

Actions

- If you only have to make insignificant changes to existing sales activity types, do so as necessary.
Insignificant changes include a changed name or another number range.
- If you have to make more extensive changes, you should define new sales activity types. For example, you can define partner determination of varying types for different sales activity types.

Change View "Sales Activity Types"

SalesActivType	Description
0001	Sales Call
0002	Phone Call
0003	Sales Letter
0101	Mailing w. Fol.Act.
0102	Collect.Gen.Sis Acts
0103	Mailing w/ Fol.Act.
0104	Internet mailing

SalesActivType 0003 Sales Letter

Control data
 Transact.group 9 Class C
 Overview screen UE01 FC Exclude Organizat.data 3 Direction 1
 NR int. assgt 23 Appointments
 Status group 1
 Incompl.proced. Incomplet.messg

Texts
 TextDeterm.Proc. 03

Partners
 Partner det.prc CAS3

Output
 Output type MAK1 OutputDet.Proc. CAS003

Optical archive
 Document type

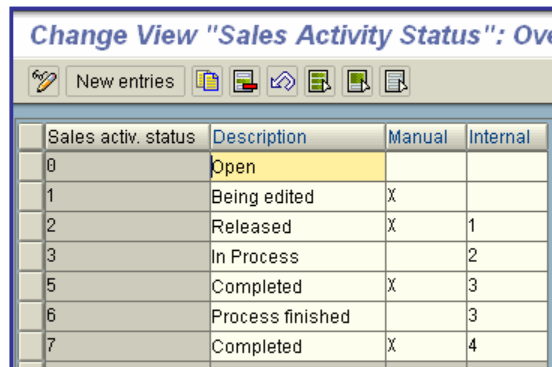
Follow-up activity data
 Follow-upActiv. Follow-up

Follow-up processing
 Inquiry Type IN Quotation type QT Order type
 Cred.memo type Debit memo type Returns type
 Sample enc. PV Enclosures FD
 Preferred ActBox pathn 10

Opportunity Management
 Potential plan.

Tran...	Short text
0	Sales order
1	Inquiry
2	Quotation
3	Scheduling agreement
4	Contract
5	Item proposal
6	Delivery
7	Billing documents
8	Proforma invoices
9	Sales activities
A	Sales promotions
B	Customer independent requirements
D	Shipping notification
G	Rough Goods Receipt
O	Cost accounting: Variance calculation

CType	Name
MAAK	Direct Mailing
MAIL	Mail to Employees
MAIN	Internet mailing
MAK1	Print Sales Letter
MAK2	Print Sales Activity
MAK3	Print Activity/Cstm.
MAKO	Create Contracts



The screenshot shows the SAP Change View 'Sales Activity Status': Overview. It features a toolbar with icons for 'New entries', 'Save', 'Print', 'Refresh', 'Help', and 'Exit'. Below the toolbar is a table with the following data:

Sales activ. status	Description	Manual	Internal
0	Open		
1	Being edited	X	
2	Released	X	1
3	In Process		2
5	Completed	X	3
6	Process finished		3
7	Completed	X	4

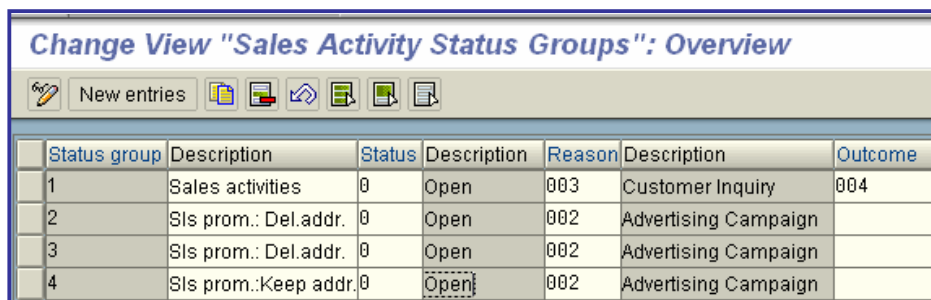
• Sales activity status group

Specifies the status group that applies to contacts of this type.

The status group determines the default values that appear in the following fields during sales activity processing:

- Reason for sales activity
- Outcome of sales activity
- Analysis of sales activity outcome

The status group also determines the statuses that you can enter during sales activity processing and the sequence in which these statuses can be entered.



The screenshot shows the SAP Change View 'Sales Activity Status Groups': Overview. It features a toolbar with icons for 'New entries', 'Save', 'Print', 'Refresh', 'Help', and 'Exit'. Below the toolbar is a table with the following data:

Status group	Description	Status	Description	Reason	Description	Outcome
1	Sales activities	0	Open	003	Customer Inquiry	004
2	Sls prom.: Del.addr.	0	Open	002	Advertising Campaign	
3	Sls prom.: Del.addr.	0	Open	002	Advertising Campaign	
4	Sls prom.:Keep addr.	0	Open	002	Advertising Campaign	

• Overall processing status of document

The processing status of the entire sales document.

The system determines the status of the entire sales document by taking into account the status of all header-related information and the status of all individual items. The status message tells you whether processing of the sales document is open, in progress, or complete.

Change View "Sales Activities: Allowed Statuses by Status Group"

Status group	Description	Sales activ. status	Overall status	Sequence
1	Sales activities	0	A	1
1	Sales activities	1	B	2
1	Sales activities	5	C	3
2	Sls prom.: Del.addr.	0	A	1
2	Sls prom.: Del.addr.	1	B	2
2	Sls prom.: Del.addr.	2	B	3
2	Sls prom.: Del.addr.	3	B	4
2	Sls prom.: Del.addr.	5	C	5

Change View "Sales Activities: Sales Activity Types: Status Group"

Sales activity type	Description	Status group	Description
0001	Sales Call	1	Sales activities
0002	Phone Call	1	Sales activities
0003	Sales Letter	1	Sales activities
0101	Mailing w. Fol.Act.	3	Sls prom.: Del.addr.
0102	Collect.Gen.Sls Acts	3	Sls prom.: Del.addr.
0103	Mailing w/t Fol.Act.	4	Sls prom.:Keep addr.
0104	Internet mailing	4	Sls prom.:Keep addr.

• Define Sales Activity Reasons

In this menu option you define the possible sales activity reasons. They describe how a sales activity came about.

When processing a sales activity, you can specify the sales activity reason and use this specification for later evaluations.

Actions

1. Check which sales activity reasons occur in sales and distribution in your company.
2. Specify an alphanumeric key with up to 3 characters and a description for the sales activity reasons.

Change View "Reasons for Sales Activities"

Sales activ. reason	Description
001	Regular Sales Call
002	Advertising Campaign
003	Customer Inquiry
004	Decision Meeting
005	Contract End Date

• Define Sales Activity Outcomes and Outcome Reasons

In this menu option you define

- Possible outcomes of sales activities
- Possible outcome analyses

Then you allocate the reasons allowed for the sales activity outcomes. You can, for example, allocate the reason "price advantage" to the sales activity outcome "contract signing", and the reason "lack of interest" to the outcome "no success".

When processing a sales activity, you can specify the outcome and outcome analysis. You can use this specification for later evaluations.

Actions

1. Check which sales activity outcomes and outcome analyses can occur in sales and distribution in your company.
2. Specify an alphanumeric key with up to 3 characters and a description for the sales activity outcome.
3. Specify an alphanumeric key with up to 3 characters and a description for the outcome analyses.
4. Allocate the sales activity reasons allowed to the sales activity outcomes.

The image shows three overlapping screenshots of SAP customizing screens. The top screen, titled "Change View 'Sales Activity Outcome'", displays a table with 6 rows of sales activity outcomes. The middle screen, titled "Change View 'Sales Activity Outcome Analysis'", displays a table with 6 rows of outcome analyses. The bottom screen, titled "Change View 'Assigning Outcome Analysis to Activity Outcome'", displays a table mapping sales activity outcomes to outcome analyses.

Sales activ. outcome	Description
001	Order Signed
002	Unsuccessful
003	Presentat.to Follow
004	Aroused Interest
005	Completed
006	Successful

Outcome analysis	Description
001	Price Advantage
002	No Interest
003	Strong Competition
004	Functionality
005	Crossmatching
006	Wrong number

Sales activ. outcome	Description	Outcome analysis	Description
001	Order Signed	001	Price Advantage
002	Unsuccessful		
002	Unsuccessful	002	No Interest
002	Unsuccessful	006	Wrong number
004	Aroused Interest	001	Price Advantage
005	Completed	005	Crossmatching
006	Successful		

• Define Sales Activity Descriptions

In this menu option you can define up to ten keys which describe a sales activity in more detail.

Note

To define names of the descriptions "mnemonically", you have to make corresponding changes in the Data Dictionary. This "mnemonic" name is then displayed in the sales activity when you maintain the sales activity description.

Actions

1. Enter an alphanumeric key with up to 2 (part I) or 3 (part II) characters and a description for each of the ten attributes.
2.
Description 01
Proceed

Description 02
Proceed

Description 03
Proceed

Description 04

• Define and Assign Number Ranges for Sales Activities

In this step you define the number intervals of the **number ranges** for sales activities.

When creating a sales activity, a unique number is internally assigned by the SAP System to identify the sales activity. The number is derived from the number range defined for the document type.

Transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.

Actions

To define a number range, you must create a new number interval:

1. Specify an alphanumeric key with up to 2 characters.
2. Specify the limits of the number interval. The individual number intervals may not overlap. Thus, every number can occur only once.

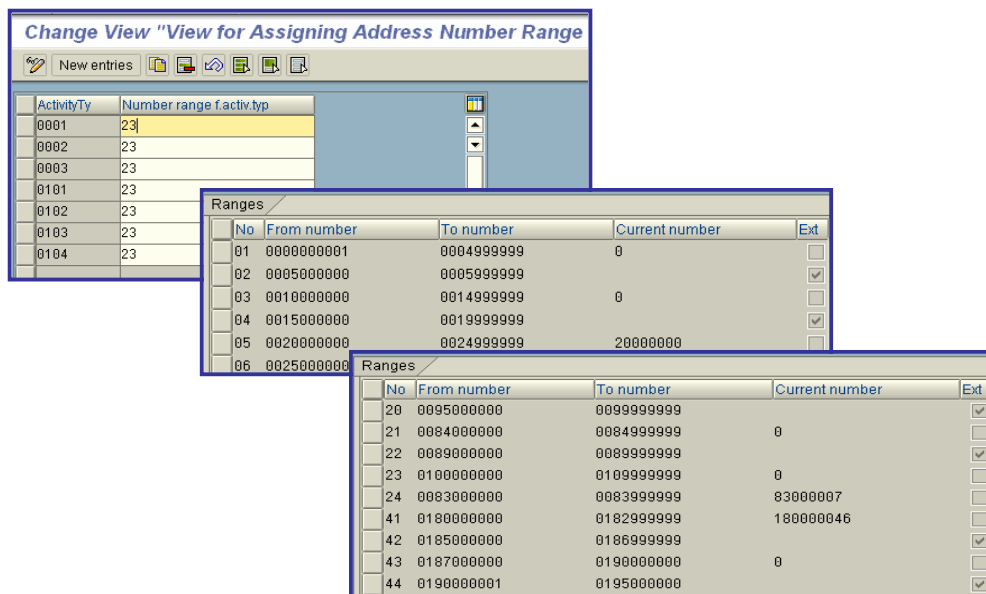
3. Assign the key of the number interval to the sales activity types for which the number range is to apply. The assignment will then appear on the details screen of the respective sales activity type. You cannot, however, enter data in this field.

• Number range in the case of internal number assignment

Number that determines how documents are to be numbered by the system. It indicates which **number range** is relevant for a **document type**.

When creating a document with internal **number assignment**, the system assigns a number that lies within the appropriate number range.

1. Determine which internal number ranges are provided for the relevant document type. Choose the function "Maintain number range" of the document type (for example, Purchase order -> Maintain number range) for this purpose.
2. Choose a number range and note its number.
3. Enter the number of the desired number range.



• Define Function-Related Authorization for Sales Activities

In this menu option, you define user authorizations for editing sales activities.

For example, an authorization object check stipulates that an employee does not have a display authorization for a sales activity. If this employee should, however, be allowed to display this sales activity, you must define a user authorization.

Standard settings

The authorization check for sales activities can also be carried out using the authorization object V_VBKA_VKO. Activities 01 (create), 02 (change) and 03 (display) are defined in the standard version.

Standard settings

In the standard version, authorizations are checked for the following special cases:

1. When copying, both the authorization for creating sales activities and the authorization for displaying the document to be copied are checked.
2. The display authorization is checked for the list display.

Actions

1. Specify the activities which should be carried out by each of the partner functions in the sales activities.
2. Include the employee to be granted authorization as a partner in the sales activity with the function from the above action. The employee now has the authorizations intended for this function in this sales activity.

• Sales Summary

The following sections describe how you can define your own views for the sales summary. This action can be divided into four steps:

1. defining new reporting views
2. allocating info blocks to views
3. allocating a proposed view to users
4. specifying the sales document types and the number of the documents to be displayed in the sales summary

• Define Reporting Views

In this step you define new reporting views for the sales summary (report RVKUSTA1). At the same time, you can allocate a SAPscript layout set for message printing. You also determine which standard view is proposed for the sales summary if no proposed view is maintained for a user.

Default Settings

The form SD SALES-SUMMARY is available in the standard system.

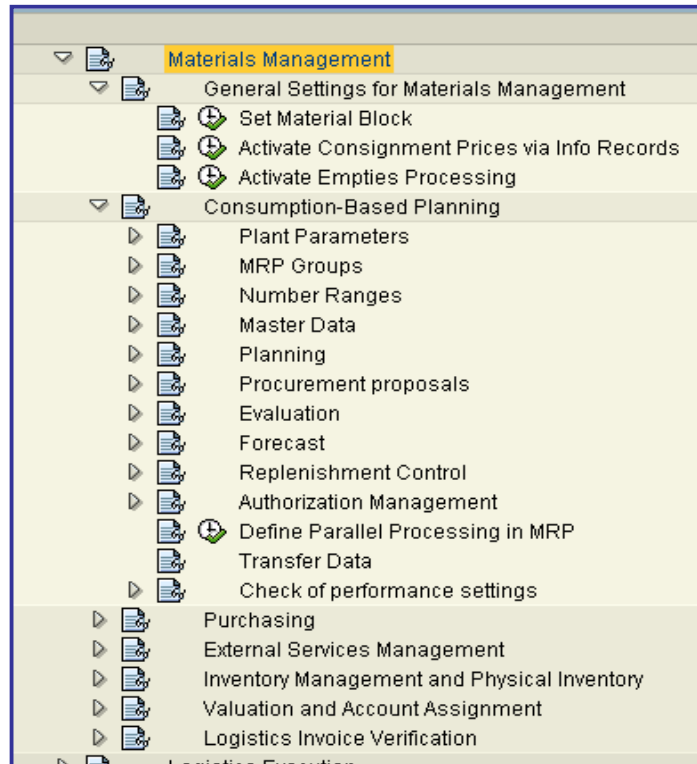
Action

1. You define a new reporting view by entering a textual description and an alphanumeric key with a maximum of three digits.
2. Specify whether the new view should be the standard view.
3. Allocate a form if you want to carry out message printing.

Info view	Description	Standard	Form
001	Complete information	<input type="checkbox"/>	SD - SALES - SUMMARY
002	Address/partner info	<input type="checkbox"/>	SD - SALES - SUMMARY
003	Statistical info	<input type="checkbox"/>	SD - SALES - SUMMARY
005	Telesales	<input type="checkbox"/>	SD - SALES - SUMMARY

• **Materials Management**

This section covers all information relevant to the implementation of Materials Management



• **Consumption-Based Planning**

In this work step, you make the settings that you require for carrying out consumption-based planning and for carrying out the material forecast.

If you use consumption-based planning techniques and MRP, you make the necessary settings for production in Customizing for MRP. The Implementation Guide for consumption-based planning simply represents a segment of the Implementation Guide for MRP and is used if you **only** work with consumption-based planning procedures.

• **Plant Parameters**

In this step, you can maintain all the plant parameters. You can also maintain a reference plant. The data recorded in the reference can be accessed by various plants.

• **Carry Out Overall Maintenance of Plant Parameters**

In this step, you can specify all plant parameters for the material requirements planning.

In addition, you receive an overview of the **maintenance statuses** of the individual MRP parameters on plant level.

When specifying the plant parameters, you have the following options:

- creating the MRP parameters for a new plant
- deleting the MRP parameters for a plant
- maintaining individual MRP parameters
- copying the MRP parameters of a plant already maintained into a new plant

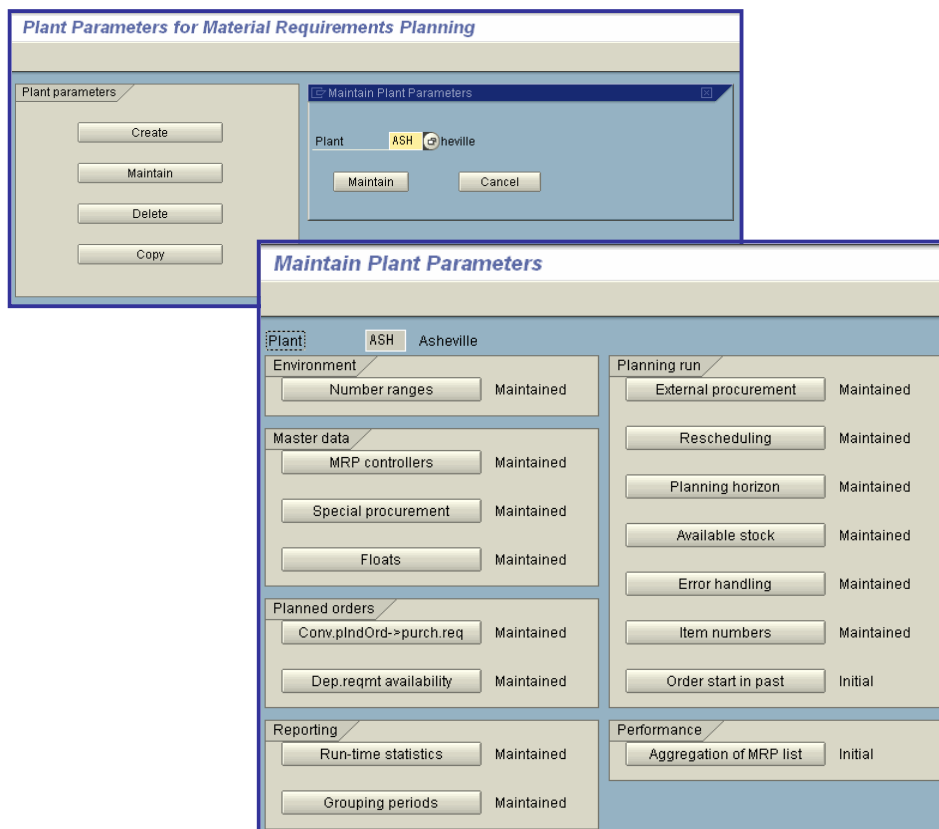
Note

You must specify the MRP parameters in this menu option if the following requirements are met:

- If you create the MRP parameters for a new plant for the first time
- If you completely want to delete the MRP parameters for a plant

Actions

Specify the planning parameters.



Assign Number Ranges

Plant: ASH Asheville

Number ranges

- Planned orders Maintained
- Reserv./depend.reqmts Maintained
- Purchase requisitions Maintained
- MRP lists Maintained
- Sim. dependent reqmts Maintained

Change View "Special Procurement": Overview

Plnt	Name 1	SP type	Special procurement type description
ASH	Asheville	10	Consignment
ASH	Asheville	20	External procurement
ASH	Asheville	30	Subcontracting
ASH	Asheville	40	Stock transfer (proc.from alter.plant)
ASH	Asheville	45	Stock transfer from plant to MRP area
ASH	Asheville	50	Phantom assembly

Change View "Available Stocks": Overview

Plnt	Name 1	Stock in transfer	Blocked stock	Restricted-use stock
ASH	Asheville	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Change View "MRP Controllers": D

Plant: ASH Asheville

MRP controller: 001 PERSON 1

Telephone:

Missing parts message at goods receipt

Recipient name:

Accounting organizational area

Business area:

Profit center:

• MRP Groups

The MRP group is an organizational object used to assign a group of materials with special control parameters for the planning run. You can maintain MRP groups if plant control is not detailed enough for your purposes and you want to assign control parameters that deviate from the plant parameters to a certain group of materials. To do this, you create MRP groups with these special control parameters and then you assign these MRP groups to the appropriate material groups in the material master record (MRP 1 screen).

You can set the following control parameters for the total planning run:

- Creation indicators for the planning run (purchase requisition creation indicator, MRP list creation indicator, and so on).
- The planning horizon.

The following is valid for the total and the single-item planning run:

- For all materials without an MRP group, the plant parameters are valid or the entries in the initial screen of the planning run.
- For all materials that have an MRP group, the system uses the parameters in the MRP group in the planning run. In this step, you can completely maintain the MRP groups and you can also assign a material type to an MRP group.

• Carry Out Overall Maintenance of MRP Groups

In this step, you specify the MRP group.

The MRP group is an organizational object which is used to allocate special control parameters for the planning run to a group of materials.

The following options are available:

- **Creating** the MRP groups for a new plant
- **Deleting** the MRP groups for a plant
- **Maintaining** individual MRP groups
- **Copying** the MRP groups of a plant already maintained into a new plant

Note

The MRP group is allocated to the materials in the material master record.

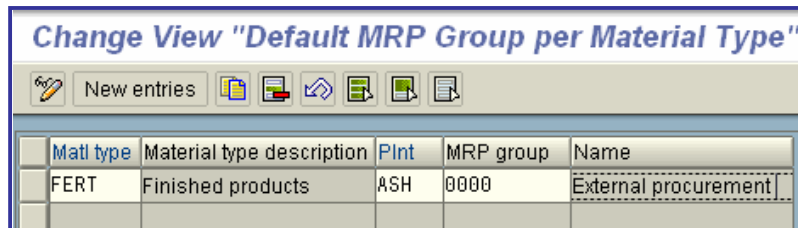
The image displays two overlapping SAP screenshots. The top screenshot, titled 'MRP Group', shows an overview screen for Plant 'ASH Asheville'. It features a sidebar with buttons for 'Create', 'Maintain', 'Delete', and 'Copy'. The bottom screenshot, titled 'Maintain MRP Group', shows the configuration screen for Plant 'ASH Asheville' and MRP group '0000'. It includes a dropdown for 'External procurement' set to '(blank)' and several parameter fields:

Parameter Group	Parameter Name	Value
External procurement	Scheduling/doc. type	Initial
	Max. MRP interval	Initial
Planning intervals	Safety stock	Initial
	Rescheduling horizon	Initial
	Creation indicator	Initial
Planning run	Planning horizon	Initial
	Proj. plng reqmts grpg	Initial

• Define MRP Group for Each Material Type

In this step, you assign material types to MRP groups. This method of maintaining the MRP group is especially useful if you want the control parameters or the planning strategies to specially refer to material types.

If MRP groups that are material type-specific have been maintained, the corresponding MRP group is proposed automatically in the material master record (MRP 1 screen).



Mat type	Material type description	PInt	MRP group	Name
FERT	Finished products	ASH	0000	External procurement

• Define Number Ranges for Planning Run

In the step, "Number ranges for the planning run", you specify number ranges for the documents that are created during the planning run. These documents include:

- **planned orders**
- **dependent requirements** and reservations
- **purchase requisitions**
- **MRP lists**

Standard Settings

In the SAP System, the following number ranges are pre-set

- for planned orders
 - internal number range 1 with an interval from 1 to 19999999
- for MRP lists
 - internal number range 1 with an interval from 1 to 9999999999
- for reservations and dependent requirements
 - internal number range 1 with an interval from 1 to 9999999999
- for purchase requisitions
 - internal number range 1 with interval from 10000000 to 19999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

1. Define at least on interval per requirements type. If you want to authorize various number ranges for your plant, then define various intervals.
2. Allocate the interval to the plant per document type.

The screenshots illustrate the configuration process for number ranges in SAP. The first screenshot shows a sequence of objects to be processed, with 'Planned orders' selected. The second screenshot shows a 'Ranges' table with three entries. The third screenshot shows the 'Maintain Number Range Intervals' window with 'Purchase Requisition' selected. The fourth screenshot shows a 'Change View' table for 'Number Ranges for Planned Orders' across different plants.

No	From number	To number	Current number	Ext
01	0000000001	0019999999	5131	<input type="checkbox"/>
02	0020000000	0029999999		<input checked="" type="checkbox"/>
03	0090000000	0099999999		<input checked="" type="checkbox"/>

Plnt	Name 1	NRge.pl. orders	Simulative planned orders
ASH	Asheville	01	01
BNE	Boone	01	01
BRY	Bryson City	01	01
CLT	Charlotte	01	01
COL	Columbia	01	01

No	From number	To number	Current number	Ext
01	0010000000	0019999999	10001049	<input type="checkbox"/>
02	0090000000	0099999999		<input checked="" type="checkbox"/>
03	2000000000	2999999999		<input checked="" type="checkbox"/>
04	3000000000	3999999999	0	<input type="checkbox"/>

• Master Data

In this step, you make the necessary settings for master data from the point of view of material requirements planning and forecasting.

• Define MRP Controllers

In this step, you determine the number that is allocated to the MRP controller.

With the MRP controller, the materials are assigned to a person or a group of persons who is/are responsible for monitoring material availability. By using the number entered here, it is possible, for example, to select the planning result per MRP controller. The MRP controller can either be one person or a group of persons.

Every **material** that is relative to the planning run must be allocated an MRP controller number in the material master record.

A special person can also be determined for **processing backorders**. This person is notified by a mail if a goods receipt was posted for a missing parts quantity. You must enter the mail-name of this person in the *Recipient* field.

You can also determine a person or a group of persons, who are to be informed if you send a mail to the MRP controller for a material selected from the MRP list or the stock/requirements list.

Actions

Enter the MRP controller and maintain the mail recipient, if necessary.

Change View "MRP Controllers": Overview

Plant	Name 1	MRP ctrlr	MRP controller name
ASH	Asheville	001	PERSON 1
...

Change View "MRP Controllers": Details

Plant: ASH Asheville
MRP controller: 001 PERSON 1

Telephone:

Missing parts message at goods receipt
Recipient name:

Accounting organizational area
Business area:
Profit center:

• Check MRP Types

You use the MRP type to control which procedure is to be used to plan a material and which MRP parameters can be entered when maintaining a material master record. The MRP type is saved in the material master record.

The following MRP type parameters are relevant for the planning run:

- **MRP procedure**

The MRP procedure determines which of the following MRP types is to be used:

- MRP
- Consumption-Based Planning (reorder point)
- MPS

- Indicator: *Plan regularly*

This indicator determines that materials that are given this MRP type are to be planned in regular intervals, even if no change relevant to the planning run has been made. For materials that are to be planned regularly, you must also define the interval according to which the material is to be planned. You maintain this information in the MRP group. For more information on this subject, please refer to the section, "Define maximum MRP interval".

Proceed

- Indicator: *Roll forward*

To adjust the firmed master plan to a changed requirements situation, you can maintain an indicator for the deletion of old, out-of-date planned orders. This indicator causes the system to delete firmed order proposals that lie before the so-called roll forward period in the planning run and to create new, scheduled planned orders (or depending on the fixing type they may be displaced to the end of the planning time fence).

You determine the roll forward period in the step entitled, "Define planning time fence".

For more information on this topic, refer to the section entitled, "Define planning time fence and roll forward period".

Proceed

- Indicator: *External requirements*

This indicator is only relevant for reorder point planning. It can be used to instruct the system to include customer requirements and manual reservations in the MRP calculation for materials that are planned by reorder point. If a material is planned with this type of reorder point planning, then an entry is created in the planning file when creating or changing a sales order or a manual reservation.

If you want to include requirements in the MRP calculation in addition to the customer requirements and manual reservations, select the following fields:

- Requirements for materials to be provided in subcontracting
- Dependent order reservations on the basis of production orders
- Dependent order reservations on the basis of maintenance orders or networks

- Release orders
- Purchase requisition releases
- Forecast delivery schedules

Please note:

The system only displays the *Include external requirements* indicator if reorder point planning is selected as the MRP procedure.

- *Forecast indicator*

You use this indicator to determine whether or not the forecast is to be carried out.

- *Forecast consumption indicator*

You use this indicator to determine which consumption values are to be used in the material forecast.

- **MRP indicator** of the material forecast

You use this indicator to determine which requirements values are to be taken into account in the **planning run**.

- Calculate **safety stock**

You use this indicator to determine whether the safety stock is to be calculated automatically. The safety stock can be calculated automatically for materials planned with one of the consumption-based planning procedures if the service level has been maintained in the material master record, if historical data exists and if the forecast has been carried out for the material.

- Indicator, calculate **reorder point**

You use this indicator to determine whether the reorder point is to be calculated automatically. The reorder point is calculated for materials planned in this way if automatic reorder point planning has been selected, if historical data exists, and if the forecast has been carried out for the material.

MRP list: extended header

The screen sequence key controls the display of the extended header in the evaluation screens for material requirements planning. That is, you use this key to control which screens are to be displayed in the extended header and the sequence in which the screens are to be displayed.

For more information on this topic, please refer to the section entitled, "Screen sequence for extended header" (MRP list + stock/reqmts list).

Proceed

Default settings

In the standard SAP system, the following MRP types are determined, for example;

- VB => Manual reorder point planning
- VM => Automatic reorder point planning
- V1 => Automatic reorder point planning including external requirements
- V2 => Automatic reorder point planning without external requirements

- VV => Forecast-based planning
- ND => No planning
- PD => MRP

Actions

1. If necessary, change the parameters set in the standard system.
2. Add new MRP types to suit your own requirements.

The screenshot shows the SAP configuration for MRP types. On the left, a table lists various MRP types and their descriptions. On the right, a detailed view of the 'PD' type is shown, including control parameters and forecast settings. Two callout boxes provide additional context: one lists the 'MR...' codes and their corresponding short texts, and another lists the 'SSq' (Screen Sequence) numbers and their descriptions.

MRP type	MRP description
ND	No planning
PD	MRP
P1	MRP, fixing type -1-
P2	MRP, fixing type -2-
P3	MRP, fixing type -3-
P4	MRP, fixing type -4-
RE	Replenishment plnd externally
RF	Replenish with dyn.TargetStock
RP	Replenishment
R1	Time-phased planning
R2	Time-phased w.auto.reord.point
VB	Manual reorder point planning
VI	Vendor Managed Inventory
VM	Automatic reorder point plng
VS	Seasonal MRP
VV	Forecast-based planning

MR...	Short text
B	Reorder point planning
D	Material requirements planning
N	No MRP
S	Forecast-based planning
M	Master production scheduling
R	Time-phased materials planning
W	Replenishment (IS Retail)
X	Without MRP, with BOM explosion

SSq	Scrn no.	Short text
001	0300	Special MRP list data
001	0320	Repetitive Manufacturing
001	0101	Overview of material data
001	0102	Lot size data
001	0105	Procurement and scheduling
001	0103	Stocks/coverage
001	0104	Statistic 1
001	0106	In-house production data

• Define Special Procurement Types

In this step, you define the special procurement keys which as well as the procurement type control the procurement and storage of a material. The special procurement type always refers to a procurement type.

You can now, also define how the system treats the material as a component during the BOM explosion using control indicators.

Example 1 (special procurement keys without other indicators)

The procurement type "external procurement" is defined for raw materials. If a material is to be procured via a consignment order, you assign the special procurement type "consignment" to the material in the material master record.

Example 2 (special procurement keys with other indicators)

A material appears in several BOMs as a component because it is assembled in finished products in in-house production. It is procured from an alternative plant if no dependent requirements exist for the material.

The same material, on the other hand, is also sold from stock to customers, who need the material as a replacement part, for example. In this case, the material can be procured by stock transfer because with planned independent requirements (customer requirements, in this case), procurement you cannot use withdrawal from an alternative plant.

You can do this by creating a special procurement key using the stock transfer special procurement type and by selecting the indicator for withdrawal from alternative plant. You assign this special procurement key to the appropriate material in the material master record.

Default Settings

The following special procurement types are defined in the SAP standard system:

For the procurement type, "in-house production"

- **Phantom assembly**

A phantom assembly is a logical grouping of materials. These materials are grouped and managed together for a certain reason (for example, from the engineering point of view). However, a phantom assembly is not actually produced. Therefore, phantom assemblies pass the dependent requirements directly to the lower BOM level.

- **Production in another plant**

In this type of special procurement, material components are produced in a plant other than the planning plant.
If you want to use this special procurement type, you must maintain a special procurement key by choosing 'planning plant -> production plant' for each relationship.

- **Withdrawal in alternative plant**

In this type of special procurement, the material components are withdrawn in a different plant to the planning plant.
If you want to use this special procurement type, you must maintain a special procurement key per 'planning plant -> withdrawal plant' relationship.
This special procurement key is used to displace the stocking level of a BOM. If you use the planning strategy "planning without final assembly", the system only assembles the assemblies that lie one BOM level below the finished product before any sales order has been received. If you want the stocking level to be even further down the BOM structure, the components receive the special procurement key "Phantom in planning". Assemblies with this special procurement key are not assembled until sales orders at finished product level actually exist.

For the procurement type "External procurement".

- **Consignment**

You use this special procurement key to carry out consignment processing for a material. Consignment is a business process in which the vendor provides material at the customer. The costs are incurred by the vendor.

- **Subcontracting**

You use this special procurement type to carry out subcontracting with a material. In subcontracting, components are staged at an external vendor and are used to produce the required assemblies.

- **Stock transfer**

Here, materials are ordered from the receiving plant and are delivered by the delivering plant. The requirement is determined in the receiving plant. If you want to use this special procurement type, you must maintain a special procurement key per 'receiving plant -> delivering plant' relationship.

- **Withdrawal in an alternative plant**

In this type of special procurement, material components are withdrawn from a different plant to the planning plant. If you want to use this special procurement type, you must maintain a special procurement key per "planning plant -> withdrawal plant" relationship.

Actions

Checking the special procurement key

If you want to procure a material that is a BOM component in a way other than those in the standard special procurement types, you can define a special procurement type by selecting the following fields:

- If you select **Phantom item**, the system uses a phantom assembly in the BOM explosion for a material that is used as a component in a BOM, regardless of which type of special procurement has been set. The phantom assembly characteristics can be combined with any other special procurement type.
- If you select **Direct production**, the system uses direct production in the planning run for a material that is used as a component in a BOM. Direct production can be combined with the special procurement type, production in an alternative plant.
- If you select **Withdrawal from an alternative plant**, the system procures a material that is used as a component in a BOM by withdrawing it from an alternative plant. This only occurs if dependent requirements exist and is not dependent on the special procurement type defined.

If you use storage location MRP and production or procurement is carried out directly for the storage location, you must create the following special procurement key:

- in-house production (procurement type 'E', special procurement 'E')
- external procurement (procurement type 'F', special procurement blank)

Further Notes

The special procurement type is assigned in the material master record per material.

The **procurement type** is defined in Customizing for the material master record, in the **material type**. This means that every material is assigned the appropriate procurement type when creating its material master record.

If you have selected the Phantom item field or direct production field for a special procurement key but you want to switch off this procurement type for a certain BOM item, select the appropriate key in the BOM item

in the explosion type field. To maintain the explosion type in Customizing for the Bill of Material, choose Item Data -> Define explosion types.

The screenshot displays the SAP 'Change View Special Procurement' interface. At the top, the title is 'Change View "Special Procurement": Overview'. Below the title is a toolbar with icons for 'New entries', 'Print', 'Refresh', 'Back', 'Forward', 'Home', and 'Exit'. The main area shows a table of special procurement types:

Plant	Name 1	SP type	Special procurement type description
000	Finning Arg. ...	10	Consignment
000	Finning Arg. ...	20	External procurement
000	Finning Arg. ...	30	Subcontracting
000	Finning Arg. ...	40	Stock transfer (proc.from alter.plant)
000	Finning Arg. ...	45	Stock transfer from plant to MRP area
000	Finning Arg. ...	50	Phantom assembly
000	Finning Arg. ...	52	Direct production / collective order
000	Finning Arg. ...	60	Phantom in planning
000	Finning Arg. ...	70	Withdrawal from alternative plant
000	Finning Arg. ...	80	Production in alternative plant

Below the table, a detailed view for 'Plant 000 Finning Arg. - Casa Central' and 'SP type 20 External procurement' is shown. The 'Procurement type' is 'F External procurement'. The 'Special procurement' section shows 'Special procurement' as 'Init.value: external' and 'Plant' as an empty field. The 'As BOM component' section has several checkboxes: 'Phantom item', 'Direct production', 'Direct procurement', and 'Withdr.altern.plant', all of which are currently unchecked. The 'Issuing plant' field is also empty.

Two pop-up windows are visible. The first is a 'Procurement ty... Short text' table:

Procurement ty...	Short text
E	In-house production
F	External procurement

The second pop-up window is a table with columns 'R', 'Sp.proc.', and 'Description':

R	Sp.proc.	Description
E	E	In-house production
E	P	Prod. other plant
F		Init.value: external
F	K	Consignment
F	L	Subcontracting
F	U	Stock transfer

• MRP Areas

In this IMG activity you define whether *MRP* is to be carried out *with MRP areas*. In addition, you define the MRP areas for each plant in which you would like to carry out this type of materials requirements planning.

The *MRP area* represents an organizational unit which carries out materials requirements planning independently. The results of the planning run are displayed specifically for each MRP area. An MRP area can include one or several storage locations of a plant or stock with a subcontractor. You can assign a material to various MRP areas.

Basically, there are three types of MRP areas:

- Plant MRP Area

Initially, the plant MRP area includes the plant with all its storage locations and stock with subcontractors. When you have defined MRP areas for storage locations and for subcontractors and you have assigned the materials, the plant MRP area is reduced by exactly this number of subcontractors and storage locations, as they are now to be planned separately.

- MRP Areas for Storage Locations

You can define an MRP area that consists of a particular storage location by creating an MRP area and assigning the storage location to it. Material requirements for this storage location are then planned separately from the rest of the plant. You can also group several storage locations into one MRP area by creating an MRP area and assigning the storage locations. These storage locations are then planned together.

- MRP Areas for Subcontractors

You can also define an MRP area for each subcontractor. Using an MRP area, it is possible to plan the components to be provided in subcontracting, by defining an MRP area for each subcontractor and assigning the components to be provided. You can therefore plan the requirements to be provided for these components for one subcontractor separately from the usual requirements.

Up to now, *MRP at plant level* had been carried out. The various requirements were combined in the planning run and procurement elements were created for these pegged requirements with unknown sources.

The introduction of *MRP areas* enables you to carry out material requirements planning and know the source of the pegged requirements and to be able to distinguish between them. The source of the pegged requirements can be, for example, production on a particular assembly line or a subcontract order.

Material requirements planning for each MRP area allows you to have specific control over the staging and procurement of important in-house production parts and purchased parts for each shop floor and assembly area.

- **Activate MRP for MRP Areas**

In this IMG activity, you activate Material Requirements Planning for **MRP areas**.

Example

Requirements

To activate Material Requirements Planning for MRP areas, you firstly must have converted the existing planning file entries at plant level into planning file entries at MRP area level.

To carry out the conversion, use a report that you start in the IMG activity **Convert planning file entries for MRP areas**.

Standard Settings

In the standard system, material requirement planning is not activated for MRP areas.

Activities

Set the indicator *MRP area active*, if you would like to carry out material requirements planning for MRP areas.

• Define MRP Areas

In this IMG activity, you define the **MRP area** for every plant for which you would like to carry out material requirements planning separately.

When creating an MRP area, you enter the number, which must have at least 5 digits to avoid any overlapping with the plant MRP area, the description and the MRP area type. You must also enter a storage location as a receiving storage location. This storage location must, however, belong to the MRP area. Finally, you assign the storage location or the vendor number of the subcontractor to the MRP areas.

You assign the materials to the MRP areas by creating a segment for the MRP area in the material master record.

There are basically three types of MRP areas:

- Type 01 for Plant

The plant MRP area initially contains the plant together with all its storage locations and stock with subcontractors. The plant MRP area is created automatically when you convert the existing planning file entries to planning file entries for MRP areas.

When you have defined MRP areas for storage locations and for subcontractors and you have assigned the materials, the plant MRP area is reduced by exactly this number of subcontractors and storage locations, as they are now to be planned separately.

If you have not assigned a material to an MRP area, that is, you have not created an MRP area segment in the material master record, the material will continue to be planned in the plant MRP area.

- Type 02 for Storage Locations

You choose this type for MRP areas that consist of one or more storage locations. A storage location can only be assigned to one MRP area.

- Type 03 for Subcontractors

You choose this type if you would like to define an MRP area for a subcontractor. You can only assign one subcontractor to an MRP area of the subcontractor type.

Example

You specifically want to plan the requirements for components of an assembly line. To do this, you define an MRP area of the type **storage location** and assign the storage location from which you are taking the components that are required on the line.

Requirements

- You have converted the existing planning file entries at plant level to planning file entries at MRP area level.
- You have activated material requirements planning for MRP areas.

Activities

To define a new MRP area, proceed as follows:

1. Starting from the MRP area overview, choose *New entries*.
2. Enter the number and description of the MRP area. You can choose an alphanumeric MRP area number; it must, however, be 5 digits long.
3. Choose *Save* and then *Exit*.
4. Call up the IMG activity *Define MRP areas* again and select the MRP area and choose *Storage location* if you want to define an MRP area of the storage location type or choose *Subcontractor* if you want to define the MRP area for a subcontractor.
5. You assign one or several storage locations to an MRP area of the storage location type. You assign a subcontractor to an MRP area of the subcontractor type by entering the supplier number in the field *MRPa. Sub*.
6. Save the entries and choose *Back*.

Further Notes

Due to the conversion of the planning file entries at plant level to MRP area level, the system has already created an MRP area of the type plant for every plant.

● **Procurement proposals**

In this step, you make the settings required to process the planned order as well as the order proposals.

● **Define Order Profile**

In this step, you define the order profile that specifies the procurement procedure.

For this purpose, you must group together the following parameters that are used to control procurement:

- **order type**
- **procurement type**
- **special procurement type**
- **account assignment category**

When creating **planned orders**, you must specify an order profile that is valid for planned orders.

If a planned order that is defined for in-house production is converted into a purchase requisition, you must specify a new order profile which is then valid for purchase requisitions.

Standard settings

In the SAP standard system, order profiles are predefined.

Actions

1. Check the order profiles that are included in the standard SAP system.
2. If necessary, specify new order profiles.

Change View "Planned Order Profile"

Object	Object type description	Planned order profile
1	Planned order	NBE
1	Planned order	PR
1	Planned order	UL
2	Purchase requisition	KB
2	Purchase requisition	LB
2	Purchase requisition	LBE
2	Purchase requisition	
2	Purchase requisition	
2	Purchase requisition	
2	Purchase requisition	
2	Purchase requisition	
6	Simulation order	

Order ty...	Short text
NB	Standard purchase order
LA	Stock order
RS	Reservation
KD	Individual customer order
KB	Consignment order
PE	Run schedule quantity
VP	Planned independent requirements
PR	Project order

Object type: 2 Purchase requisition
Order profile: KB

Control parameters

Order type	NB	Standard purchase order
Procurement type	F	External procurement
Special procurement	K	Consignment
Acct assignment cat.		

• Define Conversion of Planned Orders into Purchase Requisition

In this step, you define the following:

- The number of **planned orders** that should be proposed in the collective conversion of planned orders into purchase requisitions.
- The item number of the item that is passed on to the **purchase requisition**. Thus, you have the possibility to differentiate between the purchase requisitions that were created in the planning run and the ones that were created manually in purchasing.

Actions

Define the parameters for converting purchase requisitions per plant.

Conversion of Planning Run

Process the objects in the specified sequence

Number of planned orders

Purchase requisition item

Change View "Number of Planned Orders"

Plnt	Plant name	Number of planned orders
000	Finning Arg. - Casa Central	500
0001	Werk 0001	500
001	Tortuguitas	500
002	Cerro Vanguardia	500
003	Cerro de Piedra	500

Change View "Item Number of Order Type"

O	OrTy	Order type	Item pur. reqsn
2	NB	Standard purchase order	10

• Define Conversion of Purchase Requisition into Purchase Order

In this step, you define various default values for the conversion of purchase requisitions into purchase orders. This means that you determine whether in the conversion, the entries should be made automatically or manually by the user. Here, the following inputs can be made automatically:

- Select the purchase requisition items before the transfer
- Transfer the purchase requisition items into the purchase order
- Transfer the purchase requisition items into the purchase order and post the document.

Actions

Define the parameters with the appropriate settings per plant.

Note

These parameters only come into effect if they are allocated to the user in the user master record via the parameter ID, "EVO".

DefVal	Description	RfPRq	APPReq	APPReq
01	Default values for group 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02	Default values for group 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

• 1 - Indicator: Select all (reference to purchase requisition)

Indicator specifying whether the items of the **purchase requisition** referenced are to be selected (marked) automatically.

If this indicator is set, the purchase requisition items are automatically pre-selected on the overview screen and can immediately be adopted in the document being created.

If the indicator is not set, you must first manually select the items before you can adopt them in (copy them into) the document you are creating.

It is used in the following functions:

- Create purchase order with reference to a requisition
- Create RFQ with reference to a requisition
- Create outline purchase agreement with reference to a requisition.

If the indicator *Adopt all with reference to individual requisitions* is set, then this indicator has no effect.

It is also taken into account in the conversion of requisitions into purchase orders from the MRP list.

- **2 - Indicator: Adopt all (assign and process requisition)**

Indicates whether the assigned purchase requisition items are to be automatically converted into purchase order items, RFQ items or delivery schedule lines.

This indicator is used in the assignment and processing of purchase requisitions. It is also taken into account in the conversion of requisitions into purchase orders from the MRP list (or from the current stock/requirements situation).

If this indicator is set, the overview screen for the assigned purchase requisition items does not appear for selection purposes. Purchase order items, RFQ items or schedule lines are created automatically from the individual items. The system branches immediately to the overview screen for the purchasing document that has been generated. There you must save the document manually. After this, the system returns you to the assignment overview screen.

- **3 - Indicator: Adopt all and save PO (assign and process PReq.)**

Indicates whether purchase order items, RFQ items or scheduling agreement delivery schedule lines are to be generated automatically from the assigned purchase requisition items.

If this indicator is set, purchase order items, RFQ items or delivery schedule lines will be generated automatically from the assigned requisition items. The purchasing document generated in this way is saved automatically and the document number displayed in the overview of assignments.

This indicator is used in the assignment and processing of purchase requisitions. It is also taken into account in the conversion of requisitions into purchase orders from the MRP list.

- **Configure MRP List / Stock/Requirements List**

You have numerous possibilities to influence the selection and optical format of the data in the MRP list, the stock/requirements list, and the collective displays of these lists. This makes working with the lists more flexible and easier, and system performance is improved.

- **Company-Specific Configuration (Customizing)**

- Definition of navigation profiles

In navigation profiles, you define transaction calls and group them to profiles for particular user roles. General transaction calls and specific transaction calls for individual MRP elements are possible.

- Definition of filters

With selection rules, you define which MRP elements and which stocks are taken account of in the quantity and stock calculation, and therefore define your own business views. With display filters, you define which MRP elements and which MRP segments are displayed, and therefore reduce the information displayed to a clear selection.

- Definition of screen sequence in header details

You define the sequence of the tab pages in the header details for a material and, when necessary, create a tab page with additional information.

- Programming of additional columns (Customer Exit)

You can use Customer Exit **M61X0002** to program up to three columns for the individual line display and the period totals. These columns can be filled with additional data, which you can call in the lists using pushbuttons.

- Programming of customer-specific access to the lists (reports)

By using reports **RMMD07EX** and **RMMD07DB**, you can program your own access to the collective display of the stock/requirements list.

- Programming of customer-specific lists (function module)

Function module **LM61XU11 MD_STOCK_REQUIREMENTS_LIST_API** includes the basic functions for setting up the MRP list and the stock/requirements list. Use this function module to program lists, which are exactly tailored to the requirements of your company.

- Further configuration possibilities

Group the exception messages and change the texts for the exception group; Change the MRP element texts, define the period display and the individual period split, and define the receipt days' supplies.

• User-Specific Configuration

- Definition of settings for access to the lists

You define which settings are active as standard when you access the evaluation lists (overview tree, header details, filter, navigation profile, period totals display, and so on) and select, if appropriate, a filter, navigation profile and period split. You can save the settings permanently.

- Navigation between materials with overview tree

- By double-clicking on a material in the overview tree, you directly call the list for the selected material.
- You switch the overview tree between worklist tree, order tree, and product group tree.
- You select which information should be displayed in the overview tree, sort/group the materials displayed according to your needs, and save the settings permanently.

- Definition of individual transaction calls

You add individual transaction calls to the navigation profiles, which are available to all users. The transaction calls are for transactions to which you personally wish to go from the evaluation lists. The transaction calls can be general, which means relevant to the material, or specific, relevant to individual MRP elements.

- Configuration of columns in the lists

You adjust the sequence and width of all columns that are displayed as standard to your needs and save these settings permanently in display variants. Additional columns that are only displayed when they are filled are exempted from these settings.

- Saving of selection parameters when accessing the collective display of the MRP list

When you access the collective display of the MRP list, you permanently save the settings for selecting the data and limiting the selection.

- Definition of traffic light values

The materials are displayed with particular traffic light values (red, yellow, green) in the overviews of the collective displays and in the worklist tree. Red traffic lights next to particular materials warn you immediately that these materials are critical and urgently need to be processed. The traffic light display is controlled by ranges of coverage and exception groups. You change the standard settings for the traffic light values according to your needs and save them permanently.

- Definition of print settings

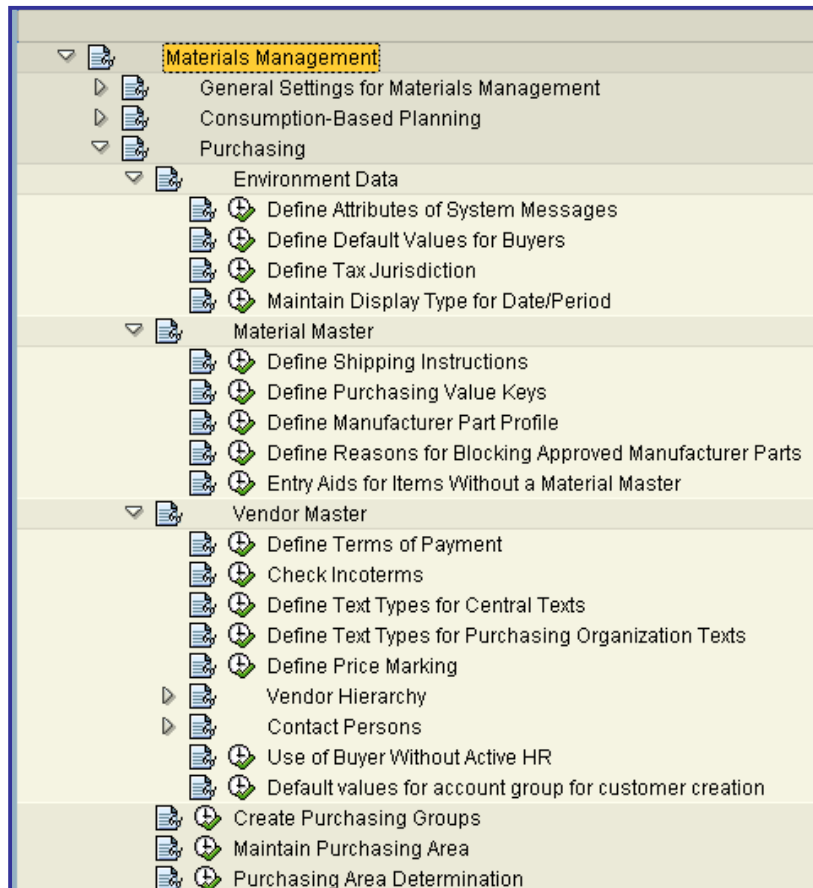
Before you print the collective overviews and the individual list, a list is displayed, which can be printed and processed. In this list, you sort and filter the information, define the column sequence and widths, and permanently save the settings in display variants.

Activities

Define the access, setup, display, and output of the lists so that the work methods of different user groups have optimum support.

• Materials Management

This section covers all information relevant to the implementation of Materials Management.



• Purchasing

In this menu, you make the system settings necessary for materials procurement transactions.

You should not process procurement transactions in the SAP R/3 System until you have worked through this chapter.

Note:

All settings that apply exclusively to the procurement of externally performed services can be made using the External Services menu.

• Environment Data

In this section, you make the system settings that cannot be directly assigned to any specific area of Purchasing.

• Define Attributes of System Messages

In Purchasing, certain system messages containing important information for users may be issued from time to time (for example, "Net price of purchase order is higher than material price"). Users can act on the information thus provided.

In this step, you can specify whether the SAP System:

- Suppresses the relevant information
- Issues it as a warning message
- Issues it as an error message

In the case of an **error message**, processing cannot be continued until user input has been corrected. You can also group the messages according to user classes by saving the messages as different versions.

Activities

1. Process the list of system messages by assigning each one to a message category.
 2. After having saved the message categories as different versions, you can assign a version to certain users. This results in the same message appearing as an error message for one user, but as warning for another.
- For this purpose, you must assign the parameter ID "MSV" and the version number to the relevant user master records.

Change View "System Messages": Overview				
Version	Appl.ar	No.	Message text	Cat
00	ME	021	One-time vendor not defined	E
00	ME	024	Vendor & flagged for deletion	W
00	ME	025	Vendor & flagged for deletion for purchasing organization &	W
00	ME	039	Delivery date is in the past	W
00	ME	040	Can delivery date be met?	W
00	ME	041	Delivery date more than a year in the future	W
00	ME	051	Material & flagged for deletion	E
00	ME	072	In case of ERS procedure, please enter terms of payment	E
00	ME	080	Delivery date: next workday is &	W
00	ME	095	No short text maintained in language & (please re-maintain material ...	E
00	ME	113	In case of split valuation, please enter a valuation type	W
00	ME	123	Supplying and receiving plants identical (Please check)	W
00	ME	127	Valuation data for material &, valuation type &, not maintained	W
00	ME	135	Please use function 'Create inbound delivery' for shipping notifications	W
00	ME	161	Notified quantity exceeds quantity ordered & &	W
00	ME	172	Provision account key missing for condition type &1 in schema &2	E

Fix.v...	Short text
	No message
W	Warning
E	Error message

• Define Default Values for Buyers

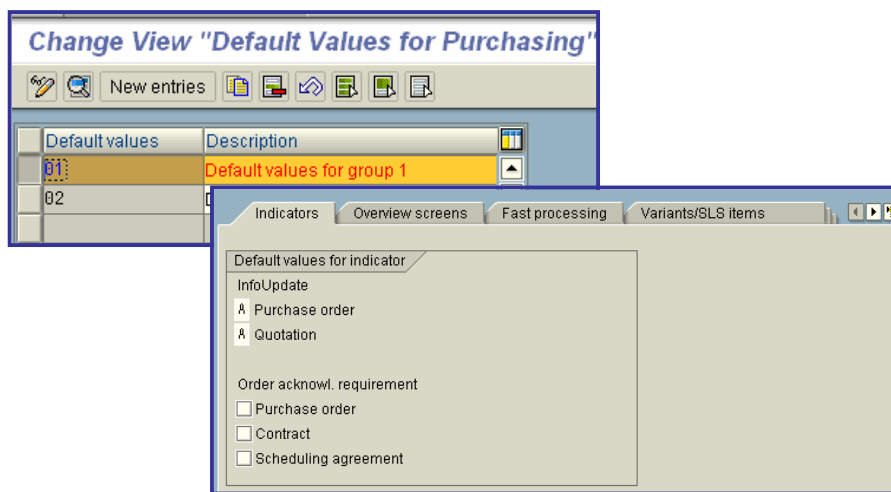
In this step, you can change the standard settings of certain fields and functions for each user. You define individual default values and assign them to certain user master records.

You assign default values that you maintained in Customizing to a user by entering the key of the default value in the user master record under the parameter ID "EVO".

Activities

Example: When creating a purchase order referencing a requisition, you wish to have all the items of the requisition preselected ready for adoption in the PO.

Make the desired settings.



• Default value for info update indicator in purchase order

Specify the value that the default info update indicator is to have in the **purchase order**.

This value appears in the purchase order item as info update indicator and can be overwritten.

In purchase order items without reference to a **material master record**, the info update indicator only appears as a default if you refer to an existing **purchasing info record**.

• Indicator: Set acknowledgment requirement automatically

Indicates whether the order acknowledgment requirement is to be the default value for **purchase order item**

If the indicator has been set, the item is flagged as being subject to the order acknowledgment requirement.

The indicator is pre-set on the initial screen as a default value for the item at the time of creation and can be overwritten either there or on the item detail screens.

Set this indicator if the order acknowledgment requirement is to generally apply to **purchase order items**.

• Define Tax Jurisdiction

In this step, you can maintain the tax jurisdiction for each plant.

Activities

1. Select the plant for which you wish to maintain the tax jurisdiction.
2. Choose "Edit -> Address" and maintain the data on the tax jurisdiction code.

The screenshot shows the SAP 'Change View Plants: Details' interface. The plant number is 000, and the name is 'Finning Arg. - Casa Central'. The 'Detailed information' section includes the following data:

Language key	ES	Spanish
House number/street	Camino a Bancalari 2955	
P.O. Box		
Postal code	B1644HDU	
City	San Fernando	
Country key	AR	Argentina
Region	01	Buenos Aires
County code		
City code		
Jurisdiction code		
Factory calendar	AR	Argentina

• Maintain Display Type for Date/Period

In this step, you can maintain for each language the indicator, description and printout text for the date type.

Example

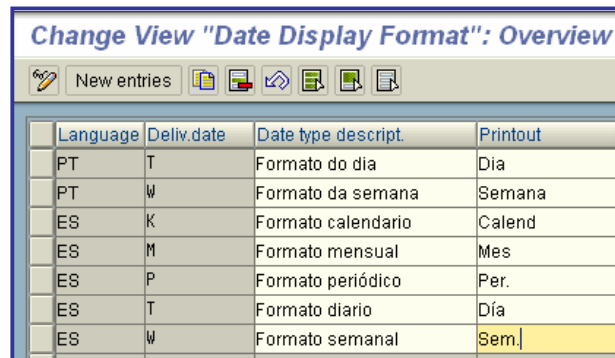
You wish to have the following specifications for the date type 1 (day) for the languages German and English:

Specifications German English

Indicator for day in display T D

Text for "possible entries" facility Tagesformat day format

Text for printouts Tag day



The screenshot shows the SAP Change View 'Date Display Format': Overview. It features a toolbar with icons for 'New entries', 'Save', 'Print', 'Back', 'Forward', and 'Refresh'. Below the toolbar is a table with the following data:

Language	Deliv.date	Date type descript.	Printout
PT	T	Formato do dia	Dia
PT	W	Formato da semana	Semana
ES	K	Formato calendario	Calend
ES	M	Formato mensual	Mes
ES	P	Formato periódico	Per.
ES	T	Formato diario	Día
ES	W	Formato semanal	Sem.

• Material Master

In this step, you make the system settings that are necessary for material master maintenance from the Purchasing point of view.

• Define Shipping Instructions

You can set out certain **shipping and packaging instructions** in **purchase orders** issued to your **vendors**. When the relevant goods receipts are entered, the extent to which the vendor has complied with these instructions can then be noted.

In this step, you specify:

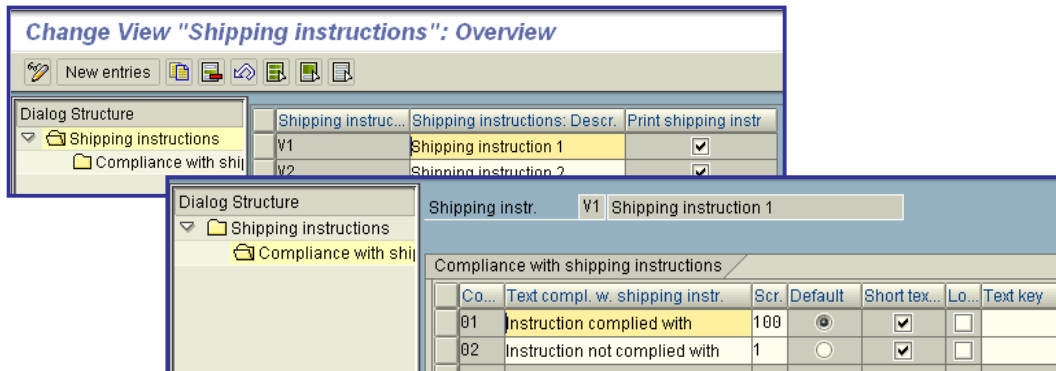
- Which packaging and shipping instructions apply to deliveries of ordered goods
- Whether the instructions are to be included in the PO document printout
- Which criteria apply in assessing the degree of the vendor's compliance with the instructions

Example:

- CO coil
- NE unpacked
- NT nylon net
- ..

Activities:

1. Maintain the shipping and packaging instructions.
2. If you want to check the vendor's compliance with the shipping and packaging instructions, specify the evaluation criteria for each instruction.



• Define Purchasing Value Keys

In the material master record, you can store rules governing:

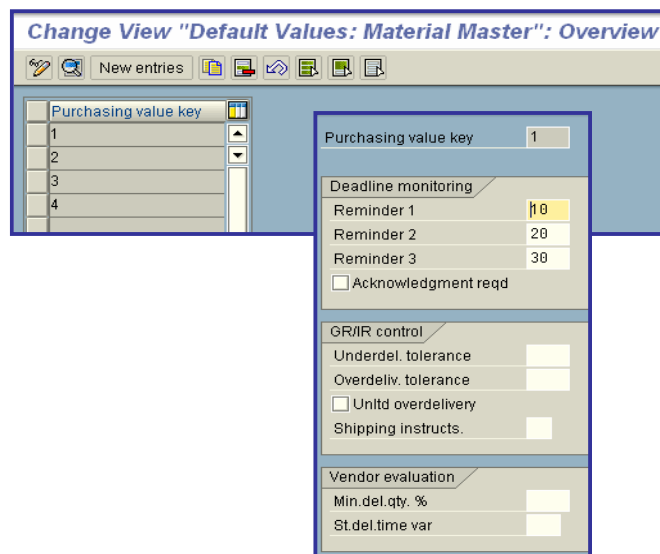
- The issue of reminders and urging letters (expeditors) with respect to nearly due and overdue deliveries
- The admissibility of over- and under deliveries ("overages" and "under ages")
- Order acknowledgment requirements for PO items
- Shipping/packaging instructions

In this step, you stipulate these rules in the **purchasing value key**.

This data appears as default data in purchasing documents and is taken from the material master record (unless a purchasing info record exists, in which case it is taken from the latter source).

Activities

Maintain the purchasing value key.



• **Number of days for first reminder/urging letter (expediter)**

Numbers of days representing the time interval at which reminders or urging letters/messages (may also be termed "chasers", "hasteners" (UK) or "expeditors" (USA)) are to be issued to the **vendor**.

A negative number of days means that a reminder is to be issued to the vendor n days prior to a certain date (for example, the delivery date or the deadline for submission of quotations).

A positive number of days means that a letter or message urging delivery or submission of a quotation etc. is to be issued n days after the due date.

In the case of purchasing documents, the time intervals are defaulted from the **purchasing info record** or, if one does not exist, from the **material master record**.

The basis for the reminder intervals is the delivery date or deadline for submission of quotations etc.

In the event of several reminder levels, the days must be set out in ascending order of time, without gaps.

In the event of a delay in delivery, you can send messages urging the vendor to deliver ordered materials a total of three times, at intervals of 10 days:

- Reminder 1: 10 days (after delivery date)
- Reminder 2: 20 days (" " ")
- Reminder 3: 30 days (" " ").

• **Order acknowledgment requirement**

Determines whether the purchasing document (**purchase order**, **outline purchase agreement**, etc.) is to be acknowledged by the vendor.

• **Under delivery tolerance limit**

Percentage (based on the order quantity) up to which an under delivery of this item will be accepted.

• **Over delivery tolerance limit**

Percentage (based on the order quantity) up to which an over delivery of this item will be accepted.

If you have set the indicator in the *Partial delivery/Item* field to 'D' (partial delivery allowed), this takes priority. It makes no sense to define a tolerance limit for over delivery in such case.

• **Indicator: Unlimited over delivery allowed**

Indicator that specifies whether unlimited over delivery can be accepted for the item.

- **Shipping instructions**

Specify the packaging and shipping instructions issued to the vendor.

- **Minimum delivery quantity (percentage)**

Indicate the percentage of the order quantity that counts as the minimum quantity to be delivered.

Here you enter the minimum percentage of the PO quantity that must be delivered in order for the goods receipt to be included in the vendor evaluation.

In this way, you can prevent a vendor from receiving a good score for a punctual delivery, where the quantity delivered was insufficient.

This value is applied if you have not set the indicator *Minimum delivery quantity/stand. delivery time variance from material* - i.e. if no value from the material master record (purchasing value key) is to be used or if the relevant field in the material master record has not been maintained.

Enter the key for the relevant shipping instructions.

- **Standardizing value for delivery time variance**

Relativizing value.

Value in days that specifies how many days variance from the planned delivery date are to count as a 100% variance.

If you enter a value, the system evaluates the absolute variance in days between the planned delivery date and the actual goods receipt for all materials in the same way.

In the process, the actual (absolute) variance in days is converted into a relative variance and the number of days by which a delivery varies is set in relation to the standardizing/relativizing value.

This value is applied if you have not set the indicator "Minimum delivery quantity/stand. delivery time variance from material" - that is to say, if no value from the material master record (purchasing value key) is to be used or if the relevant field has not been maintained in the material master record.

If you make no entry, the system calculates the value via the firm/trade-off zones in the case of scheduling agreements and via the order date and statistics-relevant delivery date in the case of purchase orders.

If you do not maintain the minimum delivery quantity, each goods receipt is included in the computation of scores irrespective of the quantity delivered.

- **Vendor Master**

In this step, you make the system settings that are relevant to the vendor master record from the Purchasing point of view.

• Define Terms of Payment

In this step, you define the terms of payment. Specifically, you define

- Cash discount percentages
- Periods allowed for payment (discount-qualifying periods)

You store these terms of payment under an alphanumeric key.

You enter this key in the vendor master record in order to specify terms of payment for a vendor. You enter the terms of payment for Purchasing (Purchasing view) and Accounting (nkaufsdaten) und für die Buchhaltung (Payment Transactions in Accounting view) separately.

Recommendation

Use separate keys for identical terms of payment with debtors and creditors respectively. If you use separate keys, changes in the terms of payment for debtors (customers) in Sales and Distribution do not have any effect on the vendor (creditor) master data in Purchasing.

Activities

1. Assign a four-character key to the new terms of payment.
2. Enter the terms of payment on the detail screen.

The screenshot displays the SAP 'Change View Terms of Payment' interface, divided into an Overview view and a Details view.

Overview View: Shows a list of payment terms with columns for 'Day limit' and 'Explanations'. Three terms are visible: 'Net 10 Days', 'Net 20 Days', and 'Net 30 Days'. Each term has a 'Day limit' field (e.g., 10, 20, 30) and an 'Explanations' field (e.g., 'Due 10 Days from Invoice Date').

Details View: Shows the configuration for a selected term, 'Net 30 Days'. It includes fields for 'Sales text' (Net 30 Days) and 'Own explanation' (Due 30 Days From Invoice Date). Below this, there are sections for 'Baseline date calculation' (Fixed day, Additional months) and 'Default for baseline date' (No default, Document date, Posting date, Entry date).

Payment terms table: A table with columns: Term, Percentage, No. of days, Fixed date, Additional months. It shows three rows for terms 1, 2, and 3.

Term	Percentage	No. of days	Fixed date	Additional months
1.	%	30		
2.	%			
3.				

Explanations: A field containing the text 'Due 30 Days From Invoice Date'.

Pop-up Tables:

- BL... Explanation:**

BL...	Explanation
	Free for payment
*	Skip account
A	Blocked for payment
B	Blocked for payment
N	Postprocess inc. prmt
P	Payment request
R	Invoice verification
V	Payment clearing
- Cty PM Name (in language of country):**

Cty	PM Name (in language of country)
US	C Check
US	D Bank transfer (ACH CCD)
US	P Bank transfer (ACH PPD)
US	T Bank transfer (ACH CTX)
VE	C Cheque
VE	E Efectivo
VE	T Transferencia Bancaria
ZA	A ACB Payments

• **Payment Block (Default Value)**

Default value for the payment blocking key.

When entering postings to a **customer** or **vendor** account for which the terms of payment key displayed has been entered in the master record, this blocking reason is proposed together with the **terms of payment**.

If you enter the terms of payment key later in the **line item**, the blocking reason originally entered has no effect.

• **Payment method**

The payment method determines how payments are to be made, e.g. by check, bank transfer or bill of exchange.

Payment methods are entered in the master records of customers and vendors in order to specify how payments are made. If an open item is to be paid using a specific payment method, enter it in the open item. The terms which have been defined for the payment method must be satisfied for the payment.

Payment methods are to be defined in the Financial Accounting configuration menu, where the following steps are to be carried out:

1. First of all, make all specifications that are required for a country-specific payment method.
2. Then define per company code the terms under which a payment method can be used.

All payment methods are displayed in the customer or vendor master record in the screen for selecting the payment method. Here you select the required payment method by marking it; the system transfers the payment methods to the customer/vendor master record.

• **Indicator: No default for the base date**

Indicator that no default value is required for the **baseline date for payment**. You then have to enter the base date manually during document entry.

Indicator that the document date is to be proposed in the **base date** field during document entry.

Indicator that the posting date is to be proposed in the **base date** field during document entry.

Indicator that the entry date is to be proposed in the field **base date** during document entry.

• **Indicator: Term for installment payment**

Indicator that the invoiced amount is to be broken down into partial amounts with different due dates.

Terms for installment payment are used as an entry tool when entering documents in Financial Accounting. Instead of entering several line items, you only enter the data for one item. The breakdown is carried out by the system automatically by means of the payment terms.

Set this indicator if several items with different due dates are to be generated from one line item when using this payment term.

For all payment terms that stand for an installment payment, the percentage specifications must be defined for the breakdown of the total amount. In addition, you must specify which payment terms are to be valid for the resulting partial amount for each percentage rate.

- **Cash Discount Percentage Rate**

Cash discount percentage rate which is granted for payment within the specified period.

- **Days from Baseline Date for Payment**

Number of days following the **baseline date for payment** after which the payment must be made in order to make use of the corresponding **cash discount terms** and/or to pay within the **due date for net payment** period.

- **Due Date for Special Condition**

Fixed calendar date as part of the date on which the first or second cash discount period ends and/or the date on which the **due date for net payment** is reached.

- **Additional Months for Special Condition (Term 1)**

Number of months which are to be added to the **baseline date for payment** in order to determine the end of the first or second cash discount period and/or the date on which the **due date for net payment** is reached.

- **Check Incoterms**

"Incoterms" are international rules for the interpretation of the most commonly used terms of foreign trade.

In particular, the Incoterms regulate

- the division of costs, and
- the transfer of risks.

Standard settings

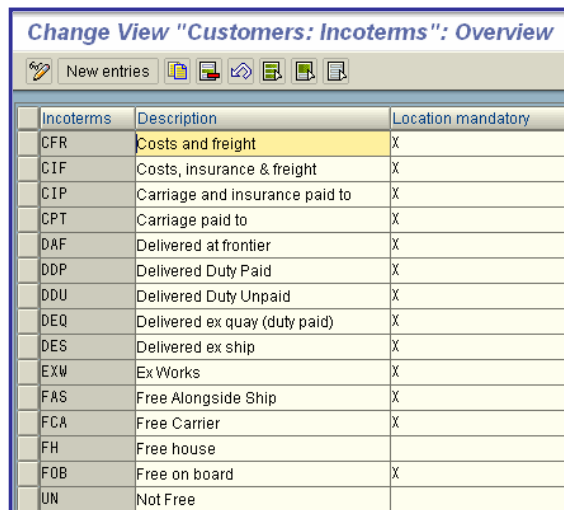
The standard SAP R/3 system includes the following Incoterms:

- CFR Cost and Freight
- CIF Cost, Insurance and Freight
- CIP Carriage and Insurance Paid To
- CPT Carriage Paid To
- DAF Delivered At Frontier
- DDP Delivered Duty Paid

- DDU Delivered Duty Unpaid
- DEQ Delivered Ex Quay (Duty Paid)
- DES Delivered Ex Ship
- EXW Ex Works
- FAS Free Alongside Ship
- FCA Free Carrier
- FOB Free On Board

Actions

1. Check the Incoterms.
2. Add any missing Incoterms according to your requirements.



Incoterms	Description	Location mandatory
CFR	Costs and freight	X
CIF	Costs, insurance & freight	X
CIP	Carriage and insurance paid to	X
CPT	Carriage paid to	X
DAF	Delivered at frontier	X
DDP	Delivered Duty Paid	X
DDU	Delivered Duty Unpaid	X
DEQ	Delivered ex quay (duty paid)	X
DES	Delivered ex ship	X
EXW	Ex Works	X
FAS	Free Alongside Ship	X
FCA	Free Carrier	X
FH	Free house	
FOB	Free on board	X
UN	Not Free	

• Define Text Types for Central Texts

In this step, you define the text IDs for the "general" part of vendor master records. Text can be entered in the master records for each text ID, enabling you to store information on the vendor in the master record.

Actions

1. Enter a text ID.
2. Enter the name of the text type.
3. Select the "Text relevant" indicator. The text is offered when a vendor master record is maintained or displayed.

To enable a vendor text to be adopted in a purchasing document, proceed as follows:

4. Choose *Text for <purchasing document>* -> *Define text types and copying rules for header texts*.
5. Then specify for the desired text type(s) which text is to be copied from the vendor master record.

Maintain Text Determination Configuration: List

Text object: LFA1 Central vendor texts
Materials management view

ID	Meaning	Relevant text
0001	Accounting note	<input checked="" type="checkbox"/>
0002	Purchasing memo	<input checked="" type="checkbox"/>

• Define Text Types for Purchasing Organization Texts

In this step, you define text IDs for the part of vendor master records that applies to specific purchasing organizations. You can enter a text giving information on the vendor for each text ID when you maintain master records.

Actions

1. Enter a text ID.
2. Enter the name of the text type.
3. Select the "Text relevant" indicator. The text is offered when you maintain or display the purchasing data of a vendor master record.

To enable a vendor text to be adopted in a purchasing document, proceed as follows:

4. Choose *Text for <purchasing document> -> Define text types and copying rules for header texts*.
5. Then specify for the desired text type(s) which text is to be copied from the vendor master record.

Maintain Text Determination Configuration: List

Text object: LFM1 Vendor texts, purchasing

ID	Meaning	Relevant text
ST02	Purch.org.-spec.test text	<input type="checkbox"/>
0001	Purchasing memo	<input checked="" type="checkbox"/>
0002	Purchase order text	<input checked="" type="checkbox"/>

• Vendor Hierarchy

In this step, you make all the retail-specific settings you require in the vendor hierarchy environment.

• Define partner determination for hierarchy categories

In this step, you define partner determination for the hierarchy categories.

In addition to the hierarchy category, you must also take the higher-level partner functions which are maintained in partner determination into account when making the vendor hierarchy settings.

Particular partner functions are determined for every node in the hierarchy path depending on the hierarchy category during order processing. Using the default partner function (in the standard system, for example, 2A) as a basis, the higher-level partner functions are determined and assigned to the nodes of the vendor hierarchy path.

The standard system contains the partner functions 2A-2D, with the default partner function on the lowest level. If you want to use more than three vendor hierarchy levels, you must create additional partner functions (table *TPAR*). Note that the system can process a maximum of 26 hierarchy levels.

Standard Settings

SAP provides data up to hierarchy level 4 for partner determination and hierarchy level 3 for the conditions (access sequence).

Activities

If necessary, create further partner functions to allow you to use additional hierarchy levels.

If the depth of the hierarchy is insufficient, you need to make the appropriate settings for partner determination in **Partner Settings in Purchasing Documents** and conditions (access sequence) in **Define Price Determination Procedure**.

Further Notes

Use at least as many higher-level partner function levels as vendor hierarchy levels. If you do not, "excess" vendors will not be included, since only as many vendor hierarchy levels are taken into account during path determination and pricing as there are higher-level partner function levels.

Change View "Definition of Partner Roles": 0				
Funct	Name	NoTy.	Unique	HighPartFu...
\$\$	Area	0	<input type="checkbox"/>	
\$1	Created by	US	<input type="checkbox"/>	
\$\$	Created by	US	<input type="checkbox"/>	
\$A	Contact person ISR	US	<input type="checkbox"/>	
\$G	Approver	US	<input type="checkbox"/>	
\$P	Pers./process tasks	US	<input type="checkbox"/>	
AA	SP Contract rel. ord	KU	<input type="checkbox"/>	
AB	Department resp.	0	<input type="checkbox"/>	
AL	Additional	LI	<input type="checkbox"/>	
PR	Con.pers.fresh prod.	AP	<input type="checkbox"/>	
SP	Sold-to party	KU	<input checked="" type="checkbox"/>	
AI	IS-PAM: Cert. owner	KU	<input checked="" type="checkbox"/>	
AO	Author	US	<input type="checkbox"/>	
CP	Contact person	AP	<input type="checkbox"/>	
AR	IS-PAM: Agency	KU	<input checked="" type="checkbox"/>	
AU	Author	PE	<input type="checkbox"/>	
AW	SH Contract rel. ord	KU	<input type="checkbox"/>	

• Uniqueness in the master data

Indicates whether you can use this **partner function** only once in the customer master data or in the vendor master data.

For example, you can only enter one higher-level customer in a customer hierarchy, or allow only one address as the goods supplier for your vendor.

• Assign Account Groups

In this step, you assign the possible higher-level account groups to the account groups allowed for each vendor hierarchy category. This defines the basic account groups allowed for each hierarchy category and also the higher-level account groups of the allowed account groups.

Standard Settings

The following settings are available in the standard system:

Hierarchy category Group Higher-level account group, vendor

A 0001 0001

A 0001 0012

Activities

Assign the allowed account groups to each hierarchy category.

Change View "Assign account groups": Overview

Hierarchy cat.	Description	Acct group	Description	Higher-level acct group
A	Standard	0001	Vendor	0001
A	Standard	0001	Vendor	0012
A	Standard	0012	Hierarchy nodes	0012

Group	NR	OTA	Name
0001	XX	<input type="checkbox"/>	Vendor
0002	XX	<input type="checkbox"/>	Goods supplier
0003	XX	<input type="checkbox"/>	Alternative payee
0004	XX	<input type="checkbox"/>	Invoice presented by
0005	XX	<input type="checkbox"/>	Forwarding agent
0006	XX	<input type="checkbox"/>	Ordering address
0007	XX	<input type="checkbox"/>	Plants
0012	XX	<input type="checkbox"/>	Hierarchy nodes
0100	XX	<input type="checkbox"/>	Vendor distribution center
APVN	20	<input type="checkbox"/>	Non-Purchasing Vendors
CPD	02	<input checked="" type="checkbox"/>	One-time vend.(int.no.assgnmt)
CPDL	XX	<input checked="" type="checkbox"/>	One-time vend.(ext.no.assgnmt)
DARL	XX	<input type="checkbox"/>	Lender
EMVN	30	<input type="checkbox"/>	Employee Vendors
KRED	02	<input type="checkbox"/>	Vendor (int.number assgnmt)
LIEF	XX	<input type="checkbox"/>	Vendor (ext.number assgnmt)
MNFR	XX	<input type="checkbox"/>	Manufacturer (ext.no.assgnmt)
PRVN	10	<input type="checkbox"/>	Purchasing Vendors
REIS	XX	<input type="checkbox"/>	Commercial traveller
VERT	XX	<input type="checkbox"/>	Representative

• Vendor account group

The account group is a classifying feature within **vendor master records**. The account group determines:

- the number interval for the account number of the vendor,
- whether the number is assigned by the user or by the system,
- which specifications are necessary and/or possible in the **master record**.

• Assign purchasing organization

In this step, hierarchy categories are assigned to purchasing organizations.

Standard Settings

The standard system contains the following setting:

Hierarchy cat. Purch. organization Higher-level pur. org.

A 0001 0001

Change View "Assign purchasing organization": Overview					
New entries					
Hierarchy cat.	Description	Purch. org.	Description	Higher pur. org.	Description
A	Standard	0001	Einkaufsorg. 0001	0001	Einkaufsorg. 0001

• Assign hierarchy category per order document type

In this step, you can assign one hierarchy category relevant for price determination for each order document type. In this way, you can define for which order document types price determination data which was determined on a level higher than the vendor level is taken into account.

During price determination, the vendor hierarchy enables you to use price and volume rebate arrangements that were determined on a level higher than the vendor level. If one or more nodes in the hierarchy path of a purchase order contain price determination data, this data will be taken into account automatically in the purchase order during price determination.

Requirements

To enable price determination data from one or more nodes in a hierarchy path to be taken into account automatically during price determination, the following requirements must be fulfilled:

- You must have indicated the node as relevant for price determination in the master record.
- Condition records must exist for the node(s).
- You must check the partner functions to see whether they are sufficient for the hierarchy levels that you require and then create further partner functions if necessary.

Standard Settings

The following settings are available in the standard system:

Doc. cat. Doc. type Doc. type descript. Vendor hierarchy cat.

F NB Standard PO A
 F UB Stock transport order

Activities

Enter a hierarchy category relevant for price determination for every order document type for which you want to take price determination data into account during price determination.

Doc. cat.	Description	Doc. type	Doc. type descript.	Vendor hierarchy cat.	Description
F	Purchase order	NB	Standard PO	A	Standard
F	Purchase order	ZE	Standard PO for EMS		
F	Purchase order	ZW	Standard PO for WO		

• Contact Persons

You can store various information describing the contact persons of a business partner in detail. You enter the contact person or persons at the business partner when you maintain the vendor master record. Detailed information on a contact person, such as name and address, is entered in the vendor master record.

You define the contact persons in the vendor master record at a general level, that is independently of organization units.

Further Notes

The definition of contact persons is optional. If you do not want to use this function, then you do not need to make any entries at this point in the customizing menu.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

• Define Standard Departments

In this step, you define the standard departments to which a contact person can belong at the vendor.

Requirement

Your R/3 System is configured as an **SAP Retail System**.

Standard Settings

The following settings are available in the standard system:

Department Name

- 0001 Management
- 0002 Purchasing
- 0003 Sales
- 0004 Organization
- 0005 Administration
- 0006 Production
- 0007 Quality assurance
- 0008 Secretaries
- 0009 Financial department
- 0010 Legal department

Activities

1. Specify an alphanumeric key with a maximum of 4 characters and a description for these standard departments.
2. Make sure that the keys of the standard departments are entered for the contact persons in the vendor master records.



The screenshot shows a SAP 'Change View' window titled 'Change View "Contact Persons: Standard Dep"'. The window contains a table with two columns: 'Department' and 'Description'. The table lists ten standard departments with their corresponding keys and descriptions.

Department	Description
0001	Managing Director
0002	Purchasing
0003	Sales
0004	Organization
0005	Administration
0006	Production
0007	Quality assurance
0008	Secretaries
0009	Financial department
0010	Legal department

• Define contact person functions

In this step, you define the possible functions of a **contact person** at the vendor.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

Standard Settings

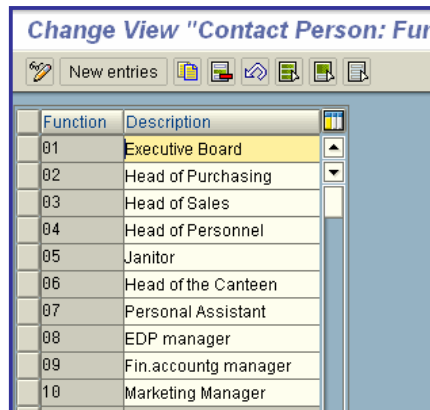
The following settings are available in the standard system:

Function Name

- 01 Managing Director
- 02 Head of Purchasing
- 03 Head of Sales
- 04 Head of Personnel
- 05 Janitor
- 06 Head of the Canteen
- 07 Personal Assistant
- 08 EDP Manager
- 09 Head of Accounting
- 10 Marketing Manager

Activities

1. Specify an alphanumeric key with a maximum of 2 characters and a description for the function of the contact person.
2. Make sure that the key of the function is entered for the contact person in the customer master record.



• Contact person – additional functions

Authority	Description
A	Sole decision maker
G	General authority
H	Main decision maker
K	No authority
M	Joint decision maker
P	Authorized buyer
W	Decision authority
1	General authority
2	No authority
3	Authorized buyer

Call frequency	Description
0001	Daily
0002	Weekly
0003	Monthly
0004	Quarterly
0006	Every two months
0012	Monthly
0026	Every fortnight
0052	Weekly
0365	Daily

Buying habits	Description
01	Positive
02	Negative
03	Indifferent
04	Immed.or not at all
05	Posit.in long term
06	Never buys anything!


• Create Purchasing Groups

In this step, you can create purchasing groups.

A **purchasing group** can be an individual or a group of individuals.

Activities

Define your purchasing groups.



The screenshot shows the SAP Change View 'Purchasing Groups': Overview. It features a toolbar with icons for 'New entries', 'Print', 'Refresh', 'Back', 'Forward', 'Home', and 'Exit'. Below the toolbar is a table with the following data:

Purchasing group	Description	Tel.no. purch. group	Fax number
310	Carol Brittle		
311	Sarah Jayne Cash		
312	Trevor Clifton		
313	Shaun Dennis		
314	Tom Fawcett		
315	Stephen Glover		
316	Andy Goode		
317	Clive Green		
318	Stan Harris		
319	John Lewis		

• Maintain Purchasing Area

Purchasing areas are only used in the info system and for master data reporting. Purchasing areas have no relevance for data maintenance or authorization objects.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

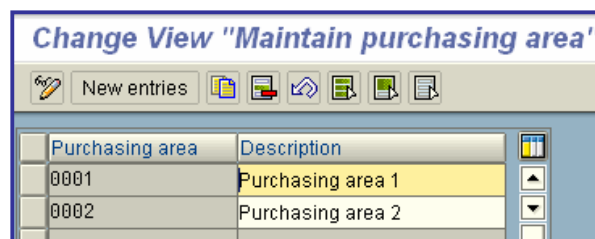
Standard Settings

The following settings are available as standard:

- 0001 Purchasing area 1
- 0002 Purchasing area 2

Activities

Create a purchasing area for a client.



The screenshot shows the SAP Change View 'Maintain purchasing area'. It features a toolbar with icons for 'New entries', 'Print', 'Refresh', 'Back', 'Forward', 'Home', and 'Exit'. Below the toolbar is a table with the following data:

Purchasing area	Description
0001	Purchasing area 1
0002	Purchasing area 2

• Purchasing Area Determination

Purchasing areas are assigned to purchasing organizations. This single level assignment is necessary for defining who is responsible for dealing with which vendors and the maintenance of their master data.

A purchasing group within a purchasing organization can only be assigned a maximum of one purchasing area.

Requirements

Your R/3 System is configured as an **SAP Retail System**.

Standard Settings

The following assignment is available in the standard system:

Purch.org.	Purch. group	Purchasing area
0001	001	0001
0001	002	0002

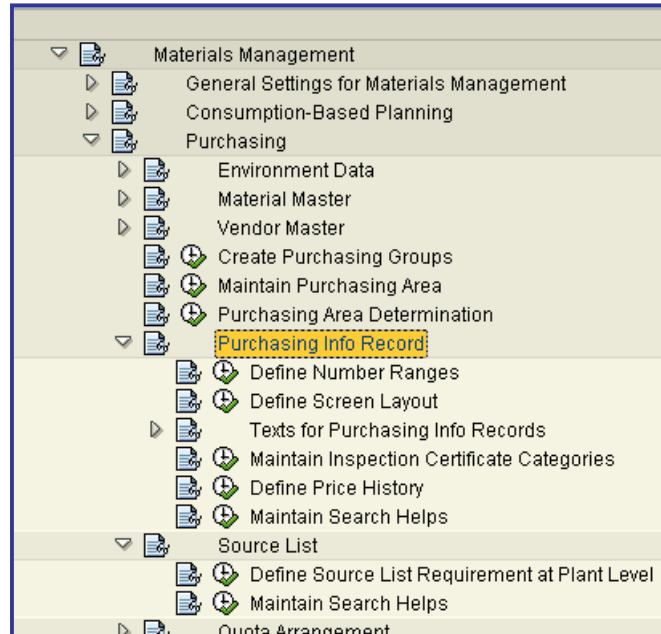
Activities

Assign a purchasing group a purchasing area for which the group is responsible within the purchasing organization.

Purch.org.	Description	Purch. grp	Description	Purchasing area	Description
0001	Einkaufsorg. 0001	001		0001	Purchasing area 1
0001	Einkaufsorg. 0001	002		0002	Purchasing area 2

• Purchasing Info Record

In this section you make the system settings that affect **purchasing info records**.



• Define Number Ranges

The SAP System manages purchasing info records as documents.

In this step, you assign each transaction to a number range group. You define the number range interval for each group. In addition, you specify whether the number range is assigned by the user at the time of entry (i.e. externally) or by the system (i.e. internally).

Standard settings

The following number ranges are preset in the standard SAP R/3 System:

- for stock material
 - internal from 5300000000 to 5399999999
 - external from 5400000000 to 5499999999
- for non-stock material
 - internal from 5500000000 to 5599999999
 - external from 5600000000 to 5699999999

SAP recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined number ranges.
2. Change the following in accordance with your requirements:
 - the number ranges
 - the number range groups
 - the number range intervals

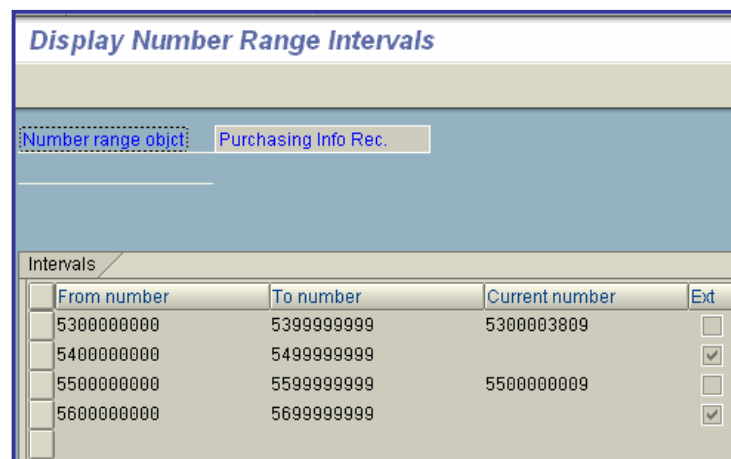
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



Display Number Range Intervals				
Number range object: Purchasing Info Rec.				
Intervals				
	From number	To number	Current number	Ext
<input type="checkbox"/>	5300000000	5399999999	5300003809	<input type="checkbox"/>
<input type="checkbox"/>	5400000000	5499999999		<input checked="" type="checkbox"/>
<input type="checkbox"/>	5500000000	5599999999	5500000009	<input type="checkbox"/>
<input type="checkbox"/>	5600000000	5699999999		<input checked="" type="checkbox"/>

• Define Screen Layout

In this step, you make the settings for the screen layout and field attributes.

In the purchasing info record, you can control the attributes of input fields. You can specify which fields:

- Require an entry (required-, or mandatory-entry field)

- Permit an entry (optional-entry field)
- Do not allow an entry (display-only, or hidden field)

Control of the input attribute of a field depends on the SAP transaction in question.

If you wish to achieve a certain input attribute, you must define the field control - using the "Screen layout" menu - in relation to the SAP transaction.

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined input attributes.
2. Change the field input control to suit your company's needs.
3. Choose the desired attributes on the detail screen.

Additional information

- **Conventions for Field Selection Control**
- **Possible Field Control Combinations**

Change View "Field Selection at Document Level"

FIdSI	Description
ANZE	Display info record
ME11	Create purchasing info record
ME12	Change purchasing info record
ME13	Display purchasing info record
ME15	Delete flag purchasing info

Maintain Table T162: Field Selection Groups

Field sel. ref. key. ANZE Display info record

Field selection group

- GR/IR control
- Basic data
- Reference data
- Administrative data
- Quantities
- Conditions
- Delivery monitoring
- Texts

Fields	Field name	Reqd.entry	Opt. entry	Display
	Vendor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Purchasing organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Info category	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fields	Field name	Reqd.entry	Opt. entry	Display
	Request for quotation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Material group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Quotation no., date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Origin data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Purchasing group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Reference, salesperson etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Vendor material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Last purchase order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	VSR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

• Source List

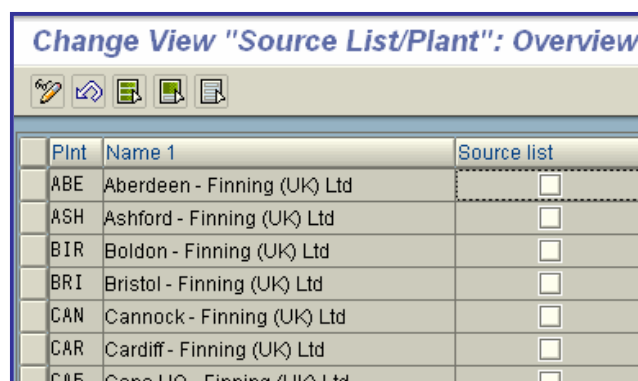
In this section, you make the system settings that are necessary for purchasing operations carried out using **source lists**.

• Define Source List Requirement at Plant Level

In this step, you define source list requirements at plant level. If a source list requirement exists, you must maintain the source list for each material before you can order it.

Actions

Select the plants for which you wish to specify a source list requirement.



The screenshot shows a SAP window titled "Change View 'Source List/Plant': Overview". The window contains a table with the following data:

Plant	Name 1	Source list
ABE	Aberdeen - Finning (UK) Ltd	<input type="checkbox"/>
ASH	Ashford - Finning (UK) Ltd	<input type="checkbox"/>
BIR	Boldon - Finning (UK) Ltd	<input type="checkbox"/>
BRI	Bristol - Finning (UK) Ltd	<input type="checkbox"/>
CAN	Cannock - Finning (UK) Ltd	<input type="checkbox"/>
CAR	Cardiff - Finning (UK) Ltd	<input type="checkbox"/>
C15	Cape Hill - Finning (UK) Ltd	<input type="checkbox"/>

• Indicator: Source list requirement

Specify that the **source list** must have been maintained in the case of external procurement for a certain plant.

If the indicator has been set for a plant, a **source** must be entered in the source list before a **purchase order** that is to be issued to this source can be created for this plant.

• Quota Arrangement

In this step, you make the system settings for **quota arrangements**.

• Define Number Ranges

In this step, you set up the **number ranges**.

The SAP R/3 System manages **quota arrangement records** as documents.

You assign each transaction to a number range group. You define the number range interval for each group. In addition, you stipulate whether numbers are assigned by the user (externally) or by the system (internally).

Standard settings

The following number range is predefined in the standard SAP R/3 System:

internal number assignment from 8000000001 to 8999999999.

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the number ranges.
2. Change the following in accordance with your requirements:
 - Number ranges
 - Number range intervals

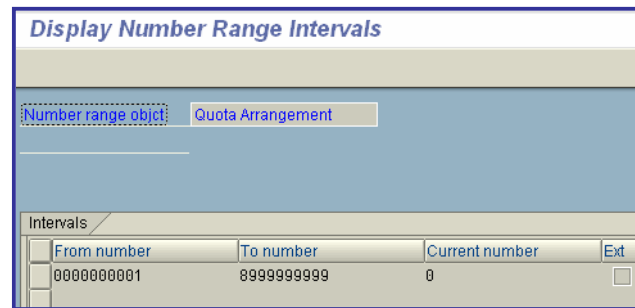
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• Define Quota Arrangement Usage

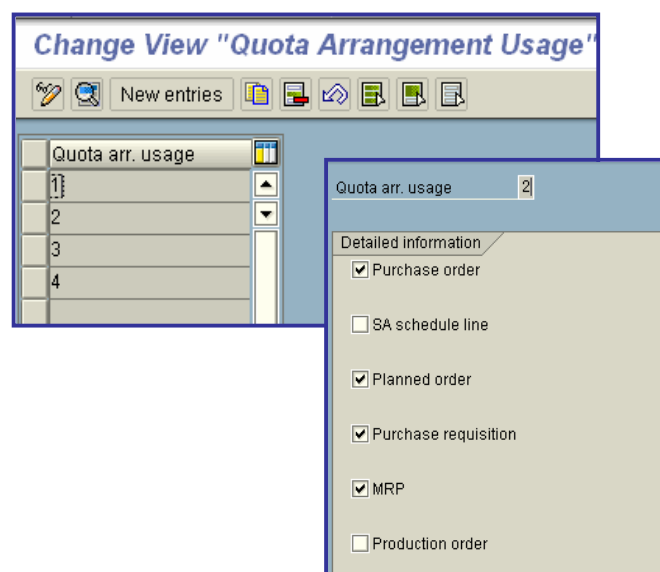
You can use **quota arrangements** in connection with the following:

- Purchase orders
- Scheduling agreement delivery schedules
- Planned orders
- Purchase requisitions
- Materials planning and control

In this step, you specify for each material master record which quota arrangement rule is allowed. You group the usage combinations you have chosen under keys. You then store these keys at plant level in the material master record.

Activities

Define the quota arrangement rules.



• RFQ/Quotation

In this section, you make the system settings for requests for quotation (RFQs) and quotations.

• Define Number Ranges

In this step, you maintain the **number ranges** for the following purchasing documents:

- RFQ/quotation
- Purchase order
- Contract
- Scheduling agreement

Standard settings

The following number ranges are predefined in the standard SAP System:

Purchase order:

- Internal number assignment 4500000000 to 4599999999
- External number assignment 4100000000 to 4199999999

RFQ/quotation:

- Internal number assignment 6000000000 to 6099999999
- External number assignment 6100000000 to 6199999999

Contract:

- Internal number assignment 4600000000 to 4699999999
- External number assignment 4400000000 to 4499999999

Scheduling agreement:

- Internal number assignment 5500000000 to 5599999999
- External number assignment 5600000000 to 5699999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

Define the number ranges for your purchasing documents.

Notes on transport

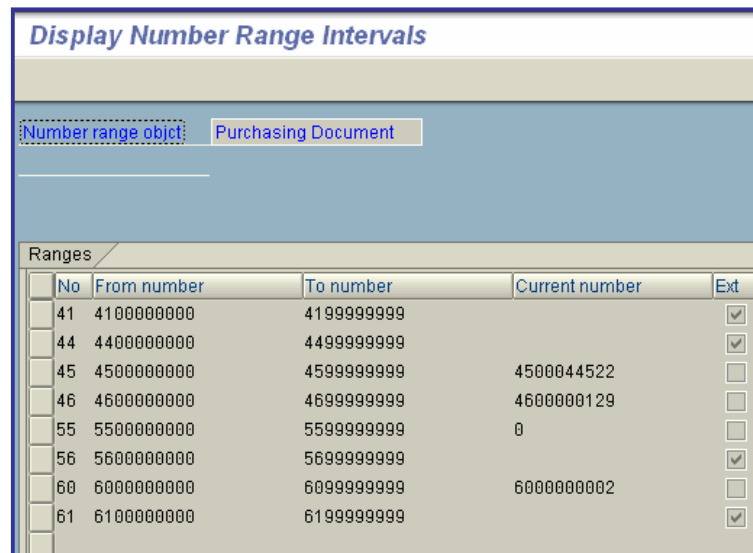
The settings for the number ranges are not covered by the automatic transport facility.

You transport number range objects as follows:

In the initial screen, choose *Interval* -> *Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



No	From number	To number	Current number	Ext
41	4100000000	4199999999		<input checked="" type="checkbox"/>
44	4400000000	4499999999		<input checked="" type="checkbox"/>
45	4500000000	4599999999	4500044522	<input type="checkbox"/>
46	4600000000	4699999999	4600000129	<input type="checkbox"/>
55	5500000000	5599999999	0	<input type="checkbox"/>
56	5600000000	5699999999		<input checked="" type="checkbox"/>
60	6000000000	6099999999	6000000002	<input type="checkbox"/>
61	6100000000	6199999999		<input checked="" type="checkbox"/>

• Define Document Types

The SAP System manages RFQs and quotations as documents.

You can group **RFQs** and **quotations** into any number of document types.

In this step, you can do the following:

- Create new document types
- Define item interval
- Define admissible follow-on document types

- Assign document types to a number range group
- Define number range interval
- Choose type of number assignment
 - internal
 - external
- Choose update group
The update group determines how the data from the document header is updated in the statistics file.

Standard settings

The standard SAP R/3 System contains the following defaults:

- for document types
 - "AN" (RFQs and quotations)
- for number ranges
 - internal from 6000000000 to 6099999999
 - external from 6100000000 to 6199999999

SAP recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the document types and number ranges.
2. Change the following according to your requirements
 - the document types
 - the number ranges

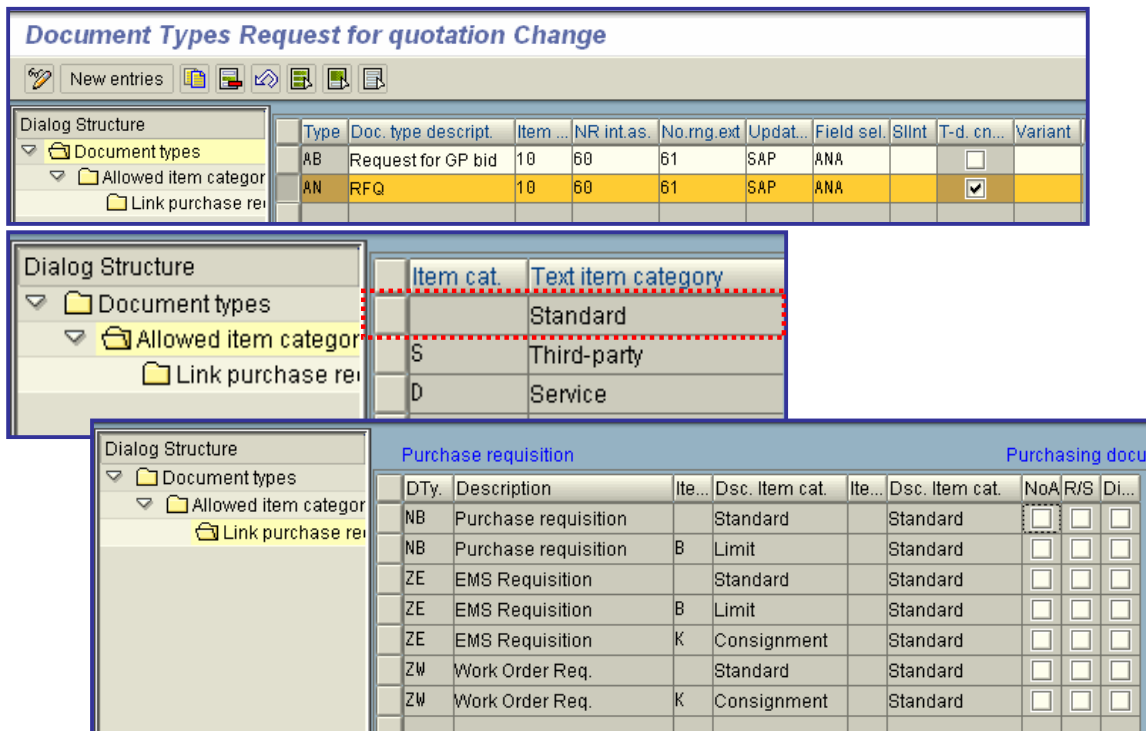
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval* -> *Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• Release Procedure for RFQs

In this section, you set up a release procedure for requests for quotations (RFQs).

Requirements

If you want to use workflow to release RFQs, you must make the standard and basic settings for workflow (Basis -> Business Management -> SAP Business Workflow).

How do you set up a release procedure for RFQs?

To set up the release procedure, you must make a series of settings in Customizing. This section provides you with an overview of the necessary activities.

You must perform the following steps:

1. Create characteristics and classes
For more on this topic, see **Edit Characteristics** and **Edit Classes**.

Note

If you wish to link your release procedure to workflow, you must perform steps 2 and 3. You make these settings in Customizing for Business Workflow (Basis -> Business Management). Otherwise, continue with step 4.

2. Define organizational plan
For more on this topic, see **Edit Organizational Plan**.
3. Assign standard tasks and activate event-receiver linkage.
For more on this topic, see **Perform Task-Specific Customizing**.

4. Set up release procedure for RFQs
 - a) Create release group
 - b) Create release code
 - c) Create release indicator
 - d) Create release strategy

Note

You need only carry out the following step if you wish to link your release procedure to workflow.

- e) Assign release code to a user
For more on this topic, see **Define Release Procedure for RFQs**.
5. Check release strategies
For more on this topic, see **Check Release Strategies**.

Further Notes

For more information, refer to

- **Implementation of a Release Procedure for Purchasing Documents**
- **Release of Purchasing Documents** (SAP Library -> Basis -> Business Management (BC-BMT) -> SAP Business Workflow (BC-BMT-WFM) -> Reference documentation -> BC Workflow Scenarios in the Applications -> MM Materials Management: Workflow Scenarios)

• **Define Screen Layout at Document Level**

For all external **purchasing documents** and purchase requisitions, you can specify the input attributes of fields by using field selection keys.

A field selection key determines whether a field is:

- A mandatory-entry field (input required)
- An optional-entry field (input possible)
- A display field (field displayed only, input not possible)
- Suppressed

When the screen is assembled in the **dialog transactions**, for example, Change Purchase Order, certain field selection keys are combined.

• **Combination of field selection keys**

When the screen is assembled, the dialog program combines up to six different field selection keys.

The successive combination of the field selection keys listed below according to the link rules determines which input characteristics the fields have in the document.

Two field selection keys are combined according to the link schema in the table below. The following key is used:

- + For mandatory fields
- . For optional fields
- * For display fields
- - For suppressed fields

Link rules for field selection keys

	Field selection key 2			
	+	.	*	-
Field selection key 1				
+	+	+	*	-
.	+	.	*	-
*	*	*	*	-
-	-	-	-	-

• **Example**

When you change a purchase order, the following field selection keys are combined for the field **Terms of payment**:

- In field selection key 1 (transaction), this field is an optional field
- In field selection key 2 (activity type - Change ACTV), this field is an optional field
- In field selection key 3 (purchasing document type), this field is a display field

The combination of field selection keys 1 and 2 results in this field being an optional field.

The combination of an optional field with field selection key 3, in which the field is a display field, results in a display field.

• **Field selection key**

You should **not** delete the field selection keys listed below, which the dialog program uses for control purposes, otherwise the dialog may terminate during processing:

1. Field selection key: transaction

The field selection key that corresponds to the transaction code: for example, field selection key ME22 for the transaction "Change Purchase Order". For the Enjoy Purchase Order transactions (creating, changing, displaying), there is only field selection key ME21N.

2. Field selection key: activity type

Is set from the activity type as follows:

- AKTH In creation mode
- AKTV In change mode

- AKTA In display mode
- AKTE With PO extension

You should note that you can also add items in change mode (for example, transaction ME22). Field selection key *AKTH* would be used for this item.

3. Field selection key: purchasing document type

The field selection key that you have assigned to the document type for the purchasing document. For example, field selection key *UBF* is assigned to document type **UB**, which is used for stock transfer orders (within a company code). In this key, the fields *Price* and *Price unit* are suppressed.

4. Field selection key: item category/document category

This is determined from the item and document categories as follows: The first two characters consist of the letters 'PT', the third character of the **item category** (internal representation), and the fourth of the document category:

- A for RFQs,
- B for purchase requisitions
- F for purchase orders
- K for contracts
- L for scheduling agreements

Accordingly, field selection key *PT3F* would be used for a subcontracting item in a purchase order.

- **Field selection key: function authorization/release status**

- **Purchasing documents:** Used for authorization control. If the user parameter *EFB* (function authorizations in Purchasing) has been assigned and a field selection key has been assigned to the relevant value, this field selection key is used. Otherwise, field selection key *\$\$\$\$* is used if the user has insufficient authorization to display prices.
- **Purchase requisitions:** If the purchase requisition is subject to a **release strategy** and a field selection key has been assigned to the current release indicator, this field selection key is used.

- **Field selection key: subitem/creation indicator**

- **Purchasing documents:** Is only used in the case of subitems. The field selection key is put together in the same way as for the item categories (field selection key 4), with the string 'UP', the subitem category, and the document type.
- **Purchase requisitions:** the field selection key that is derived from the creation indicator in the purchase requisition, that is, *ESTV*, *ESTF*, or *ESTD*, is used in the case of purchase requisitions generated from within Sales and Distribution, from a production order, or through direct procurement.

5. Field selection key: purchase requisition

In addition to the available field selection keys, you can define a field selection key at function authorization level to influence the input characteristics of fields in the Enjoy Purchase Requisition. You can use this field selection key to set up groups of users that have certain restrictions when editing purchase requisitions.

SAP Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined input attributes.
2. Change the field input control facility in accordance with your requirements

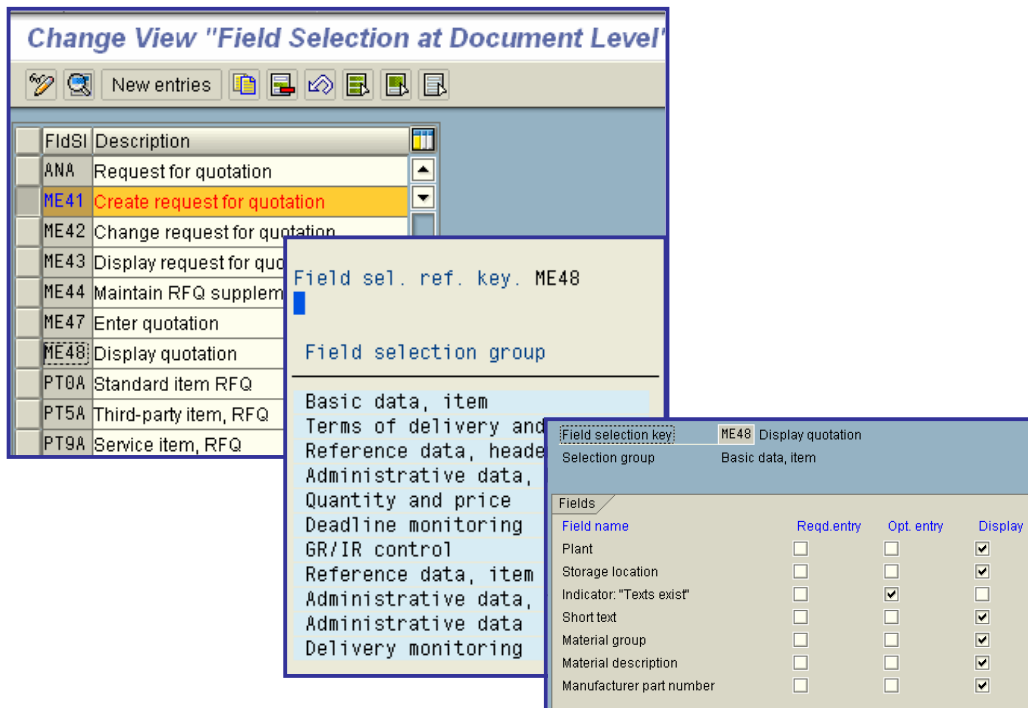
If you create your own field selection keys you can enter these at the following points:

- In the step "Define document types" for the relevant document:
 - **RFQ/Quotation**
 - **Purchase Requisition**
 - **Purchase Order**
 - **Contract**
 - **Scheduling Agreement**
- In user parameter EFB in the step **Define Function Authorization for Buyers**.
- Under the release indicator in the step **Set Up Release Procedure with Classification** for purchase requisitions.

• Further Notes

You cannot use the following fields as mandatory fields:

- Delivery address
- Texts



• Texts for RFQs/Quotations

In this step, you can:

- Check the available **text types**
- Create your own text types
- Define copying rules for adopting texts from other objects (such as the material master record or other purchasing documents)

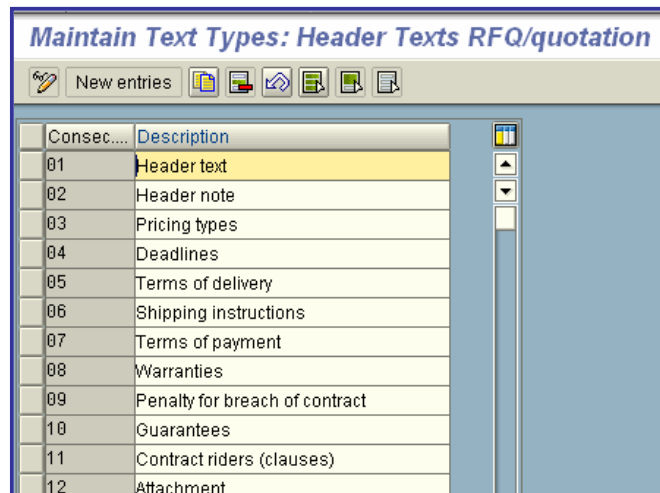
• Define Text Types for Header Texts

In this section, you can:

- Check the available **text types**
- Create your own text types

Further Notes

For purchasing info records, you cannot create certain text types.



Consec....	Description
01	Header text
02	Header note
03	Pricing types
04	Deadlines
05	Terms of delivery
06	Shipping instructions
07	Terms of payment
08	Warranties
09	Penalty for breach of contract
10	Guarantees
11	Contract riders (clauses)
12	Attachment

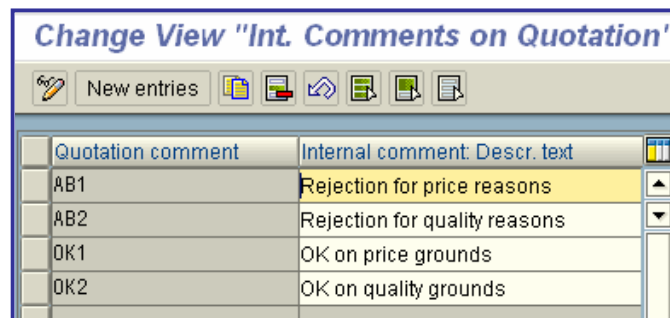
• Maintain Quotation Comments

In this step, you can define internal comments relating to quotations.

This enables you to note in the detailed data on a quotation that you have rejected this quotation for price reasons, for example.

Activities

Maintain the quotation comments.



Quotation comment	Internal comment: Descr. text
AB1	Rejection for price reasons
AB2	Rejection for quality reasons
OK1	OK on price grounds
OK2	OK on quality grounds

• Define Tolerance Limit for Archiving

In this step, you specify the periods that must expire before:

- An RFQ item or a quotation item is deactivated, and
- A deactivated RFQ or quotation item is archived

Actions

Maintain the minimum time periods in days for the archiving of RFQs or quotations.

Change View "Document Archiving": Overview

New entries

Purch. doc. category: Request for quotation

Document Archiving

Purchasing doc. type	Doc. type descript.	Item category	Text item category
AN	RFQ		Standard

Change View "Document Archiving": Details

New entries

Purch. doc. category: Request for quotation

Detailed info key

Purchasing doc. type: AN RFQ

Item category: Standard

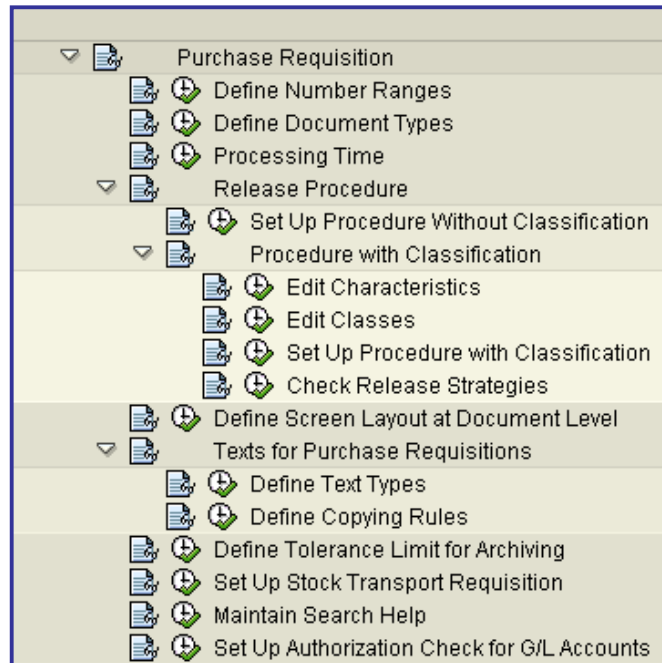
Detailed information

Residence time 1: 10

Residence time 2: 10

• Purchase Requisition

In this section, you make the system settings for purchase requisitions.



• Define Number Ranges

In this step, you maintain the number ranges for purchase requisitions.

Standard settings

The following number range is predefined in the standard SAP System:

- Internal 0010000000 to 0019999999
- External 0090000000 to 0099999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

Define the number ranges for your purchase requisitions.

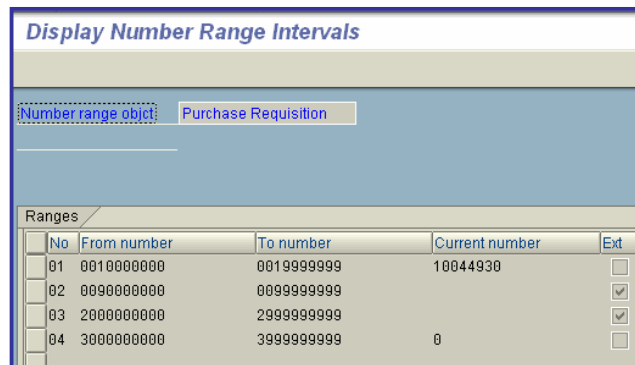
Note on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



Display Number Range Intervals				
Number range object: Purchase Requisition				
Ranges				
No	From number	To number	Current number	Ext
01	0010000000	0019999999	10044930	<input type="checkbox"/>
02	0090000000	0099999999		<input checked="" type="checkbox"/>
03	2000000000	2999999999		<input checked="" type="checkbox"/>
04	3000000000	3999999999	0	<input type="checkbox"/>

• Define Document Types

The SAP System manages **purchase requisitions** as documents. You can group requisitions into any number of document types.

In this step, you can do the following:

- Create new document types
- Define the item interval
- Define allowed follow-on document types
- Assign document types to a **number range group**
- Define number range interval
- Choose type of **number assignment** (internal or external)
You maintain the associated **number ranges** in the step **Define Number Ranges** under "Purchasing".

Standard Settings

The standard SAP R/3 System contains the following defaults which you should use:

- Document type: NB for standard purchase orders

Number ranges:

- internal from 0000000001 to 0999999999
- external from 1000000000 to 1999999999

- Document type: TB for transport orders

Number ranges:

- internal from 0000000001 to 0999999999
- external from 1000000000 to 1999999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined document types and number ranges.
2. Change the following to suit your requirements:
 - Document types
 - Number ranges

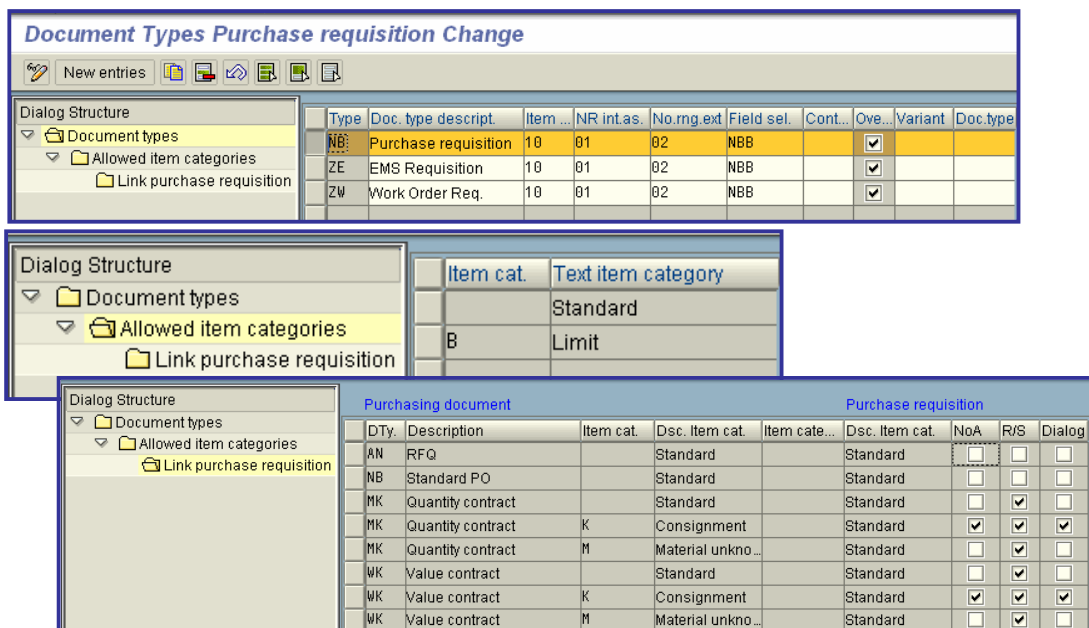
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• Processing Time

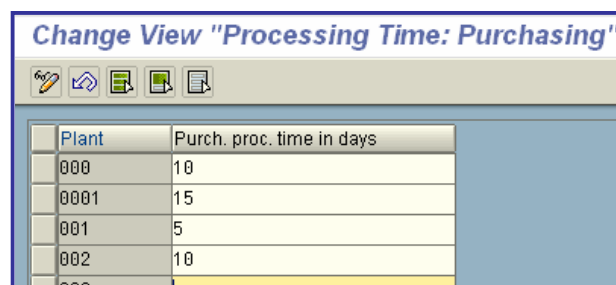
In this step, you define the plant-specific purchasing department processing time.

The processing time is the time required by the buyer to convert a **requisition** into a purchase order.

The processing time is taken into account during the scheduling process for externally procured materials within the framework of materials planning and control.

Actions

Maintain the purchasing department processing time for each plant.



Plant	Purch. proc. time in days
000	10
0001	15
001	5
002	10
003	

• Release Procedure

In this section, you set up the release (approval) procedure for purchase requisitions.

You can elect to use either the procedure without classification or the one that is linked to the classification system.

Procedure without classification (Release procedure 1)

This release procedure is **only** available for requisitions.

The aim of this correction and approval procedure is to check the data on the material, quantities, and delivery dates for correctness and to ensure that the right account assignment and source of supply have been specified.

This procedure provides for the approval of the individual **items** of a requisition, as a precondition for the subsequent issue of RFQs or purchase orders.

Procedure with classification (Release procedure 2)

This procedure works in conjunction with **classification**. It provides you with the option of specifying considerably more requirements than just "value", "material group", "account assignment", and "plant". As a result, you have more flexibility in setting up the release procedure.

The aim of this release procedure is to replace manual written authorization procedures using signatures by an electronic one, while maintaining the dual control principle. The person responsible processes the relevant document in the system, thereby marking it with an "electronic signature" which can give the document legal force.

This procedure provides for the release (approval) not only of requisitions (i.e. internal purchasing documents), but also of the external purchasing documents RFQ, purchase order, contract, scheduling agreement and service entry sheet.

Note that in contrast to purchase requisitions, the other purchasing documents can only be released **in their entirety**: item-by-item (or partial) release is only available for requisitions.

• **Set Up Procedure Without Classification**

In this step, you can set up release procedures for **purchase requisitions**.

For release purposes, you must define strategies, which the SAP System sets up taking the following into consideration:

- **account assignment category**
- material group
- **plant**
- purchase requisition value

Note

If you define a release strategy dependent on the account assignment category, you must maintain all possible combinations of plant and material group for each account assignment category.

Standard settings

The release procedure without classification is predefined in the standard SAP System.

Activities

1. Decide whether you wish to make use of the automatic release option.
2. If you **do not** wish to work with automatic release, you must delete all table entries.

For requisitions, you can use either the release procedure WITHOUT classification (procedure 1) or the one WITH classification (procedure 2). Procedure 2 gives you considerably more flexibility in determining the strategy.

If you have previously worked with procedure 1, for example, but now wish to switch to procedure 2, you must at least define the release group for procedure 2. As soon as you have saved this, procedure 2 is active. If you wish to work with procedure 1 again, it is enough to delete the release group.

If you wish to work with procedure 1, define the following:

- Release codes
- Release indicators
- Assignment of release indicators
- Release prerequisites
- Determination of release strategy

1. Release codes

Create the release codes.

2. Release indicators

Define release indicators and branch to the detail screen. Here you define whether fixed purchase requisitions may be changed by Materials Planning, for example, and whether an RFQ or a purchase order may be created from the requisition.

You can also determine the field selection here.

In the area "Changes after the start of the release procedure", you specify whether a requisition may be changed after the release procedure has begun. You specify whether the strategy has to be redetermined after changes, or whether the release procedure has to start all over again from the beginning.

This parameter bears a relation to the parameter "Value change". For example, previous releases are not cancelled if the value of the requisition item after the change does not exceed plus 10% of its original value.

Attention:

Be sure to create a release indicator (e.g. B for "blocked") that serves as the starting point for subsequent indicators. **Do not** set the indicators for release for the issue of RFQs and PO on the detail screen for this indicator.

Also create a release indicator characterizing the released status. Set the indicators for release for the issue of RFQs and PO on the detail screen.

3. Assignment of release indicators

Assign a release indicator in dependence on the status of the release.

Example:

You create a release strategy S1 consisting of two release codes 01 and 02. Release with 01 is a prerequisite for release with 02. If release has been effected with 01, the requisition has been given the "all clear" for the issue of RFQs.

You have created the release indicators B (blocked), 1 (cleared for issue of RFQs) and 2 (cleared for RFQs and PO).

Now enter the following as assignment:

Strategy C1 C2 C3 ...

S1 B (blocked)

S1 X 1 (RFQ)

S1 X X 2 (RFQ/PO)

4. Release prerequisites

Define which release codes are involved in a release strategy. Specify whether a code is set for a release status following release, and whether one release status is a prerequisite for another (+).

Example:

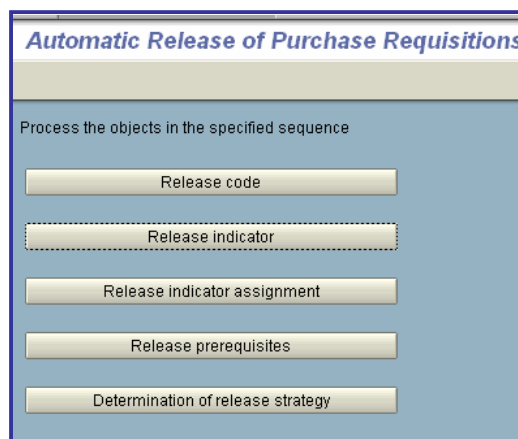
Strategy Code C1 C2 C3 ...

S1 01 X

S1 02 + X

5. Determination of the release strategy

Determine the conditions under which each release strategy is assigned. The criteria are account assignment category, material group, plant, and value of the requisition item.



• Procedure with Classification

In this section, you set up a release procedure for purchase requisitions with **Classification**.

Requirements

If you want to use workflow to release purchase requisitions, you must make the standard and basic settings for workflow (Basis -> Business Management -> SAP Business Workflow).

How do you set up a release procedure with classification?

To set up a release procedure with classification, you must make a series of settings in Customizing. This section provides you with an overview of the necessary activities.

You must perform the following steps:

1. Create characteristics and classes
For more on this topic, see **Edit Characteristics** and **Edit Classes**.

Note

If you wish to link your release procedure to workflow, you must perform steps **2** and **3**. You make these settings in Customizing for Business Workflow (Basis -> Business Management). Otherwise, continue with step **4**.

2. Define organizational plan
For more on this topic, see **Edit Organizational Plan**.
3. Assign standard tasks and activate event-receiver linkage.
For more on this topic, see **Perform Task- Specific Customizing**.
4. Set up release procedure with classification
 - a) Create release group
 - b) Create release code
 - c) Create release indicator
 - d) Create release strategy

Note

You need only carry out the following step if you wish to link your release procedure to workflow.

- e) Assign release code to a release point
For more on this topic, see **Set Up Procedure with Classification**.
5. Check release strategies
For more on this topic, see **Check Release Strategies**.

Further Notes

For more information, refer to

- **Implementation of a Release Procedure with Classification**
- **Release of a Purchase Requisition** (SAP Library -> Basis -> Business Management (BC-BMT) -> SAP Business Workflow (BC-BMT-WFM) -> Reference documentation -> BC Workflow Scenarios in the Applications -> MM Materials Management: Workflow Scenarios)

• Edit Characteristics

In this step, you create characteristics for a release procedure with classification.

Classification characteristics constitute the criteria for a **release condition**. If the criteria of a release condition are satisfied, the associated release strategy is assigned to the purchase requisition.

Example

Release condition for release strategy BA:

Characteristic	Characteristic value
Total value of requisition	Above \$10,000

If the total value of a purchase requisition exceeds \$10,000, release strategy BA is assigned to the requisition.

Requirements

In communication structure CEBAN, you will find all the fields that can be used as characteristics for a release condition (e.g. MATKL for the material group and GSWRT for the value of the item).

Check which fields you wish to use as characteristics for your release strategy. To do so, choose **Tools -> ABAP Workbench -> Development -> Dictionary**, enter *CEBAN* in the *Database table* field, and choose *Display*.

Activities

1. Create a characteristic for each field from communication structure CEBAN that is to be a criterion for your release strategy. You have a free choice of names for the characteristic.
2. Specify the table name and the field name on the tab page **Additional data** (e.g. table CEBAN for field GSWRT).

Note

- Do not select **any** of the indicators in the area **Procedure for value assignment** on the tab page **Additional data**. Only if none of these indicators is selected can you assign a value or value interval to the characteristic when defining your release strategy.
- When you create a characteristic for a currency-dependent field (e.g. GSWRT), a box appears in which you must enter the currency for this value. The system then converts the currency of the requisition into this currency.

3. Check the data for the chosen field on the tab page **Basic data**.

If you wish to enter several values or value intervals for a characteristic, select the *Multiple values* indicator in the **Value assignment** area.

Note

Value intervals can only be specified for numerical values, e.g. an interval of \$10,000 to \$15,000 for the value of a requisition item.

4. Check the texts for the field on the tab page **Descriptions**.

5. You can maintain default values for a characteristic on the tab page **Values**.

If you maintain values here, they will be displayed as input help under **Create Procedure with Classification -> Release Strategy -> Classification**. If you want to use not only the values from the input help but also other values, you must select the *Additional values* indicator.

Note

You can also specify ' ' as a default value. For example, for account assignment: ' ' for stock material, 'k' for cost center, and 'a' for asset.

6. If you want to restrict the use of a characteristic to certain class types, specify the relevant class types on the tab page **Restrictions** (e.g. class type 032 for the release strategy).

Further Notes

Further information about characteristics is available in this Customizing activity via **Help -> Application help**.

Customer exits

The following **customer exits** enable you to change the communication structure for determining the release strategy for purchase requisitions:

- M06B0002 - for **item-wise release**
- M06B0005 - für **overall release**

The screenshot displays the 'Change Characteristic' dialog box in SAP. The main window is on the 'Basic data' tab for characteristic 'CENTRO_DE_COSTO'. The 'Description' is 'Cost Centers', 'Status' is '1 Released', and 'AuthGrp' is empty. The 'Format' section shows 'Data type' as 'CHAR Character format' and 'No. of chars' as '10'. The 'Value assignment' section has 'Multiple values' selected. An inset window shows the 'Restrictions' tab with a table of 'Allowed Values'.

Char. value	Description	D
001CA	Blue	<input type="checkbox"/>
001CB		<input type="checkbox"/>
001CC		<input type="checkbox"/>
001CD		<input type="checkbox"/>
001CE		<input type="checkbox"/>
001CF		<input type="checkbox"/>
001CG	Black	<input type="checkbox"/>
001CH		<input type="checkbox"/>
001CI		<input type="checkbox"/>
001CJ		<input type="checkbox"/>
001CK		<input type="checkbox"/>
001CL		<input type="checkbox"/>

The inset window shows the 'Restrictions' tab with a table of 'Allowed Values'.

Language	Description
EN	Cost Centers
ES	Centro_De_Costo

• Edit Classes

In this step, you create classes for a release procedure with classification.

In a class, you group the characteristics that are to constitute a **release condition** for a release strategy. In the step "**Set up Procedure with Classification**", you assign this class to the release procedure.

Activities

1. Create a class of class type *032*. You have a free choice of names for the new class (e.g. REL_PREQ for the release of purchase requisitions).
2. Assign a description for the new class on the tab page **Basic data**.
3. You can view an error message if different characteristics with identical values have been assigned to a class. To do so, select the *Check with error message* indicator in the area **Same classification**.
4. If appropriate, maintain search terms for your class on the tab page **Key words**.
5. Assign your characteristics to the class on the tab page **Characteristics**.

Further Notes

More information on classes is available in this Customizing activity via **Help -> Application help**.

Characteristic	Description	Data...	N...	D...	Unit	R...	Org. areas	Std
SAP_EHS_1012_007_METHOD	Method	CHAR	30	0		<input type="checkbox"/>		
SAP_EHS_1012_007_PREC	Accuracy	CHAR	30	0		<input type="checkbox"/>		
SAP_EHS_1012_007_VALUE	Value	NUM	5	2%		<input type="checkbox"/>		

• Set Up Procedure with Classification

In this step, you set up the release procedure with classification. You can also link the release procedure to workflow. (Note that in this context "releasing" means "approving", or giving the "green light" to a document.)

Requirements

- In the case of a release procedure linked to workflow, you must have previously created in the organizational plan the user names, positions, jobs, etc. that you here assign to the release code,

and must have linked them to the relevant standard tasks in task-specific Customizing (Basis -> Business Management -> Business Workflow -> Perform Task-Specific Customizing).

- You must assign the authorization **M_EINK_FRG** to the persons who are to be involved in this release procedure (**Authorization Management -> Create Authorization Profiles and Assign to Users**).

Activities

Here you specify the following:

- Release group
- Release codes
- Release indicators
- Release strategy
- Workflow

Release group

Define a release group for your release procedure:

- Specify for the release group either "overall release" or "item-wise release" using the *OverReqRel* (overall requisition release) indicator.

Note

You determine whether a purchase requisition can be released in total or item by item via the document type. If, for example, you have defined the former, that is, the overall release, for document type "NB - purchase requisition", a requisition of the document type "NB" cannot be released on an item-wise basis. For this reason, the release group for overall release, for example, only applies to the document types with overall release.

- Assign a class, thus defining **release conditions** for the release procedure.

Note

You must assign the same class to all release groups with the same type of release (item-wise or overall).

Example

You have assigned the class "banf_gesamt" to the release group for overall release "01". If you create release group "02" for overall release too, you must likewise assign the class "banf_gesamt" to this release group.

Release codes

Here you create the **release codes** that you need for your **release strategy** and assign the codes to your release group. If a release code is to be used in workflow, indicate this accordingly in the **Workflow** field.

The **Workflow** indicator is also used to control **role resolution**:

- "1 - Role Resolution with Group, Code and Plant (T16FW)"
Here you use a role resolution that is supplied in the standard system. To do so, you must assign the release point in the section *Workflow* (see below).
- "9 - Role Resolution via User Exit"
Here you use **customer exit** M06B0001 to define a role resolution of your own.

Release indicators

A **release indicator** shows the release status of a purchase requisition. Predefined release indicators which you can use for your release strategy are available in the standard system.

If you need additional release indicators, you must maintain the following:

- **Release status**
In the **Details** area, you specify the status a requisition with this release indicator is to have. For example, in the standard system it is possible to solicit quotations in respect of a requisition with release indicator "1 - RFQ".
- **Field selection key**
Via the field selection key, you specify which fields in a purchase requisition with this release indicator can be changed or must be populated, for example.
- **Changes after start of release process**
 - With the *Changeability* indicator, you specify the effects of changes to a requisition. For example, certain changes may require a new release strategy to be determined for the requisition.
 - Via the *Value change* field, you can cause the release strategy to be re-started if the value of a purchase requisition item is increased by more than a certain percentage (e.g. 10%). To do so, set the *Changeability* indicator to "4 - Changeable, new release in case of new strategy or value change" and enter a percentage in the *Value change* field.

Attention:

The following release indicators are necessary for **every** release procedure:

- Release indicator for **initial status**
As a rule, a purchase requisition must be released before an RFQ/quotation or a purchase order relating to the requisition can be entered. For this reason, when a purchase requisition is created, a release indicator is assigned to it which prevents an RFQ/quotation or purchase order from being created with reference to the requisition. On the detail screen for this indicator, you may **not** select the indicator for release for the issue of RFQs and POs.
In the standard system, the release indicator "x - blocked" is already defined.
- Release indicator for **released status**
On the detail screen for this indicator, you must select the indicator for release for the issue of RFQs or POs. At least one of the indicators must be selected.
In the standard system, several release indicators are predefined in this way. For example, quotations can be solicited for a requisition with the release indicator "1 - RFQ".

Release strategies

Create a release strategy for your release group and assign your release codes accordingly.

- **Release prerequisites**

With the **release prerequisites**, you specify the order in which the individual release points (individuals or departments) represented by the release codes may release the document.

Example

The following table shows release prerequisites for a strategy with four release codes:
Code/Release prerequisite

	01	02	03	04
01	-	[]	[]	[]
02	[x]	-	[]	[]
03	[x]	[x]	-	[]
04	[x]	[x]	[x]	-

In this release strategy, the codes 01, 02, 03, and 04 must successively release the purchase requisition.

Read the table from left to right. For instance, the third line for release code 03: For code 03, release via code 01 and code 02 is a prerequisite. That is to say, the purchase requisition must be released via codes 01 and 02 before it can be released via code 03.

- **Release statuses**

Here you specify the status a requisition has after certain release points have effected release. Specify which release indicator/status a requisition is to have after having been released via a certain release code.

- **Classification**

In classification, you maintain the values assigned to the characteristics. Via the characteristics and their values, you specify the requisitions to which your release strategy is assigned. Maintain values (individual values or intervals) for your characteristics.

Note

Value intervals can only be specified for numerical values. For example, an interval of \$10,000 to \$15,000 for the value of a requisition item.

Example

Two characteristics and their values have been maintained in classification for release strategy 'BA':

- Document type - 'NB - purchase requisition'
- Total value - above \$10,000

All requisitions of the document type 'NB' and a total value in excess of \$10,000 are thus subject to a release procedure with the release strategy 'BA'.

- **Release simulation**

The release simulation function enables you to check which status a requisition will achieve with this release strategy if release is affected by a certain release point.

Choose "Simulate release" and release the document with the desired release code by double-clicking. The system shows you which status the RFQ now has as a result of this release.

Workflow

Note

You only have to perform this step if you wish to link this release procedure to workflow and are **not** using customer exit **M06B0001**.

Assign a processor ID to the workflow-relevant release codes. The processor (member of staff responsible for processing the document) will then receive a **work item** when he or she is required to effect release.

You can assign a processor ID either directly or indirectly:

- o Direct processor assignment:
Enter a user name.
- o Indirect processor assignment:
Enter a **job**, for example, or a **position**. At runtime, the system will then determine the member(s) of staff responsible for processing the document.

Note

If you implement **Overall release** for the purchase requisition, you must create an entry for each combination of release group and workflow-relevant release code. You do not specify a plant in this entry.

This entry is required to enable the SAP System to assign a processor to a purchase requisition that is subject to release, if the items in this purchase requisition contain more than one plant.

Example

Group	Code	Plant	Object type	Processor ID
01	02		User	Miller

Change View "Release Groups": Overview

Rel. group	Rel.object	OverReqRel	Class	Description
R1	1	<input checked="" type="checkbox"/>	LIBERACION_SOLPED	Item Level Release

Change View "Release Codes"

Grp	Code	Description
R1	02	MU Pow Sys - Vicepr
R1	03	MU Po Sy - Gcia A&Ur
R1	04	SU CSS - Gcia Ar & U
R1	05	MU Gral Mach- G. Op
R1	07	SU Fzas - Dir A y Fi
R1	08	SU CSS - Vicepresid
R1	09	MU Minería - Vicepr
R1	11	MU Gral Mach- G Vent
R1	12	SU Finanzas - Líder

Change View "Release Indicator"

Release...	Description
A	Fixed RFQ
B	Fixed RFQ/purchase order
W	Blocked
X	Blocked
Y	Blocked
Z	Fixed RFQ/purchase order
1	Request for quotation
2	RFQ/purchase order
3	RFQ/PO no change of date
4	RFQ/PO no changes

Release indicator 2 RFQ/purchase order

Details

Fixed for MRP

Released for quot.

Rel. for ordering

Field selection key FZ01

- **Release group**

Contains one or more **release strategies**.

This permits the multiple usage of the same release strategy key.

Release group 01 is defined for purchase requisitions and release group 02 for purchase orders. You can define release strategy S3 for both purchase requisitions and purchase orders.

- **Release code**

Specifies the **release code** with which you can process a purchase requisition item, an entire requisition, or an entire purchasing document within the relevant **release strategy**.

- **Release indicator**

Specifies the release status of a purchase requisition. The release indicator specifies whether:

- The purchase requisition is fixed (that is, it will not be changed again by material requirements planning)
- An **RFQ** or a **purchase order** can be created for the requisition

The release indicator is determined at the time of creation via the **release strategy** that applies to the purchase requisition.

- **Indicator: Fixed for requirements planning**

Indicates whether a **purchase requisition** is fixed.

"Fixed" purchase requisitions are not changed by requirements planning.

- **Indicator: Released for RFQ/quotation processing**

Indicates whether RFQs and quotations may be processed with reference to purchase requisitions with the relevant release indicator.

- **Field selection key for release (approval)**

Key that determines whether a field:

- Must be maintained
- Can be maintained

- Is suppressed, or
- Is only displayed

for the relevant release indicator.

When setting up a release strategy and release indicators, you can thus use the field selection key to additionally determine whether certain fields in a purchase requisition may or may not be changed following release (approval) of the requisition.

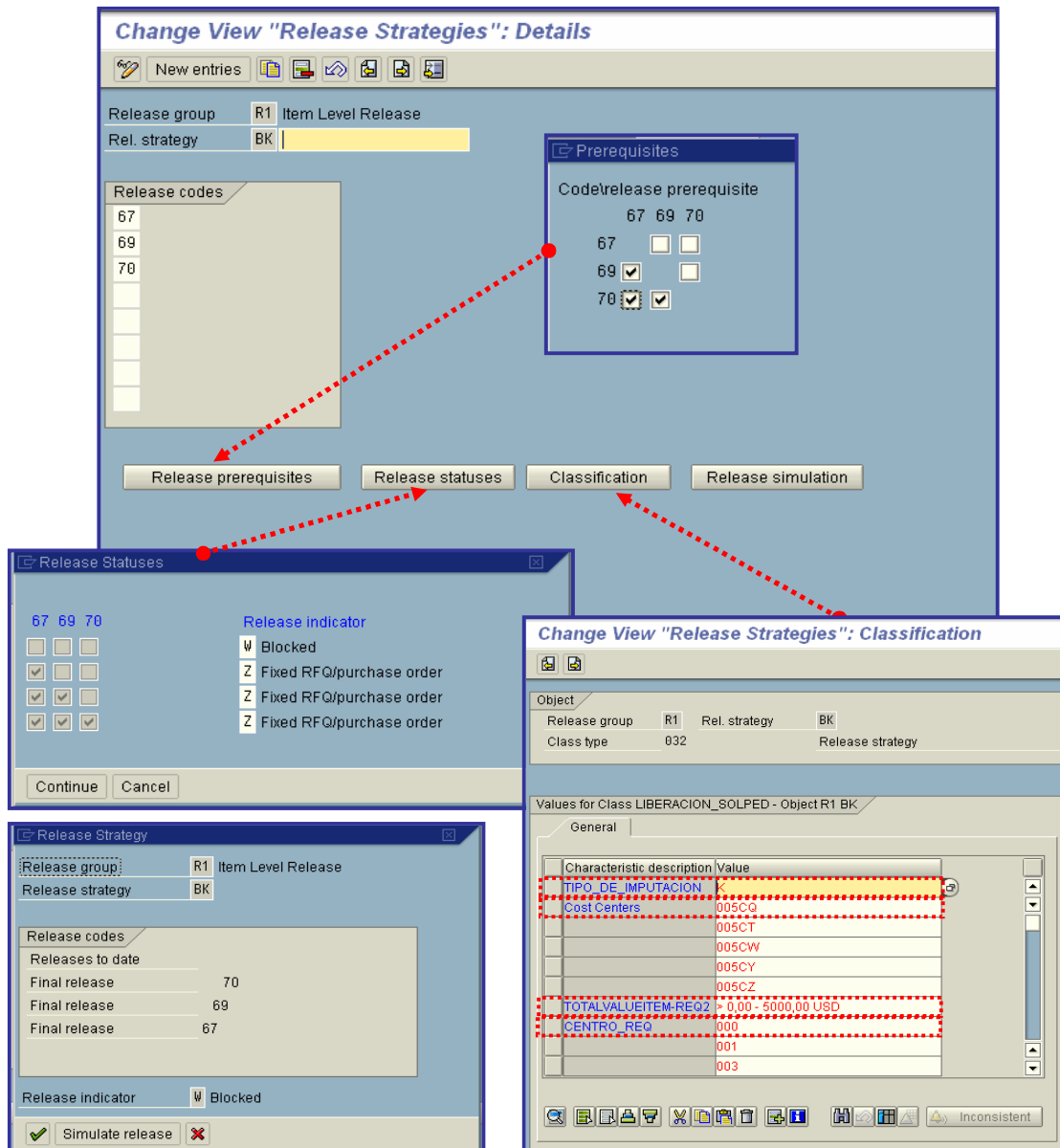
FIdSI	Description
FOF	Framework order
FZ01	Release status 1
FZ02	Release status 2
FZ03	Release status 3

• Definition: release strategy

Defines the release codes with which a purchase requisition item, a complete purchase requisition, or a complete external purchasing document must be released (that is, approved, or given the "green light") and in which sequence release must be effected using these codes.

For example, you may specify a certain release strategy for all purchase requisitions whose value exceeds a certain figure.

Grp	Strat	Description
R1	AA	Ginaca-Caram-PP
R1	BA	
R1	BB	
R1	BC	
R1	BD	



• Check Release Strategies

In this step, you can check whether the basic settings for your release strategy are complete and correct.

Checks

The following checks are carried out for purchase requisitions:

- **Basic checks**

The system checks whether the necessary release groups exist in the system. For example: Whether a release group has been deleted even though an associated **release strategy** still exists.

Note

The following checks are carried out for item-wise and overall release and the results displayed separately.

- **Checks regarding release group and release class**

The system checks whether the release groups and the associated classes have been maintained correctly. For example, whether:

- A class has been assigned to the release groups and whether it exists in the system
- Characteristics - which exist in the system and are linked to the communication structure - have been assigned to the class
- A **customer exit** must be maintained for a characteristic

- **Checks regarding release codes**

The system checks whether the **release codes** have been maintained correctly.

- **Checks regarding release indicators**

The system checks whether the release indicators have been maintained correctly. For example, whether release indicators exist for the statuses "Blocked" and "Released".

- **Checks regarding release strategies**

The system checks whether the release strategies have been maintained correctly. For example, whether:

- Release codes have been assigned to the release strategy
- The relevant release indicators have been assigned to the initial and final statuses of a release strategy

- **Checks regarding link to workflow**

The system checks whether the link between your release procedure and workflow has been maintained correctly. For example, whether:

- A processor (member of staff responsible for processing) has been assigned to a workflow-relevant release code and is defined in the organizational plan
- A customer exit is necessary for the role resolution

Result

The result of these checks is displayed in a log. Further information is available in the Customizing activity under Help -> Application Help.

Activities

1. Start the check by performing the Customizing activity.
2. Check whether any error or warning messages are displayed.
3. If necessary, correct your Customizing settings for the release procedure.
4. Re-run the check after making corrections.

• Define Screen Layout at Document Level

For all external **purchasing documents** and purchase requisitions, you can specify the input attributes of fields by using field selection keys.

A field selection key determines whether a field is:

- A mandatory-entry field (input required)
- An optional-entry field (input possible)
- A display field (field displayed only, input not possible)
- Suppressed

When the screen is assembled in the **dialog transactions**, for example, Change Purchase Order, certain field selection keys are combined.

Combination of field selection keys

When the screen is assembled, the dialog program combines up to six different field selection keys.

The successive combination of the field selection keys listed below according to the link rules determines which input characteristics the fields have in the document.

Two field selection keys are combined according to the link schema in the table below. The following key is used:

- + For mandatory fields
- . For optional fields
- * For display fields
- - For suppressed fields

Link rules for field selection keys

	Field selection key 2	
		+ . * -
Field selection key 1		
+		+ + * -
.		+ . * -
*		* * * -
-		- - - -

Example

When you change a purchase order, the following field selection keys are combined for the field **Terms of payment**:

- In field selection key 1 (transaction), this field is an optional field
- In field selection key 2 (activity type - Change ACTV), this field is an optional field
- In field selection key 3 (purchasing document type), this field is a display field

The combination of field selection keys 1 and 2 results in this field being an optional field.

The combination of an optional field with field selection key 3, in which the field is a display field, results in a display field.

Field selection key

YOu should **not** delete the field selection keys listed below, which the dialog program uses for control purposes, otherwise the dialog may terminate during processing:

1. Field selection key: transaction

The field selection key that corresponds to the transaction code: for example, field selection key ME22 for the transaction "Change Purchase Order". For the Enjoy Purchase Order transactions (creating, changing, displaying), there is only field selection key ME21N.

2. Field selection key: activity type

Is set from the activity type as follows:

- *AKTH* In creation mode
- *AKTV* In change mode
- *AKTA* In display mode
- *AKTE* With PO extension

You should note that you can also add items in change mode (for example, transaction ME22).

Field selection key *AKTH* would be used for this item.

3. Field selection key: purchasing document type

The field selection key that you have assigned to the document type for the purchasing document. For example, field selection key *UBF* is assigned to document type **UB**, which is used for stock transfer orders (within a company code). In this key, the fields *Price* and *Price unit* are suppressed.

4. Field selection key: item category/document category

This is determined from the item and document categories as follows: The first two characters consist of the letters 'PT', the third character of the **item category** (internal representation), and the fourth of the document category:

- A for RFQs,
- B for purchase requisitions
- F for purchase orders
- K for contracts
- L for scheduling agreements

Accordingly, field selection key *PT3F* would be used for a subcontracting item in a purchase order.

- **Field selection key: function authorization/release status**
 - **Purchasing documents:** Used for authorization control. If the user parameter *EFB* (function authorizations in Purchasing) has been assigned and a field selection key has been assigned to the relevant value, this field selection key is used. Otherwise, field selection key *\$\$\$\$* is used if the user has insufficient authorization to display prices.
 - **Purchase requisitions:** If the purchase requisition is subject to a **release strategy** and a field selection key has been assigned to the current release indicator, this field selection key is used.

- **Field selection key: subitem/creation indicator**
 - **Purchasing documents:** Is only used in the case of subitems. The field selection key is put together in the same way as for the item categories (field selection key 4), with the string 'UP', the subitem category, and the document type.
 - **Purchase requisitions:** the field selection key that is derived from the creation indicator in the purchase requisition, that is, *ESTV*, *ESTF*, or *ESTD*, is used in the case of purchase requisitions generated from within Sales and Distribution, from a production order, or through direct procurement.

5. Field selection key: purchase requisition

In addition to the available field selection keys, you can define a field selection key at function authorization level to influence the input characteristics of fields in the Enjoy Purchase Requisition. You can use this field selection key to set up groups of users that have certain restrictions when editing purchase requisitions.

SAP Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined input attributes.
2. Change the field input control facility in accordance with your requirements

If you create your own field selection keys you can enter these at the following points:

- In the step "Define document types" for the relevant document:
 - **RFQ/Quotation**
 - **Purchase Requisition**
 - **Purchase Order**
 - **Contract**
 - **Scheduling Agreement**

- In user parameter *EFB* in the step **Define Function Authorization for Buyers**.

- Under the release indicator in the step **Set Up Release Procedure with Classification** for purchase requisitions.

The image shows three screenshots from the SAP Customizing interface:

- Change View "Field Selection at Document Level":** A table listing field selection keys (FldSI) and their descriptions. FZ01 (Release status 1) is highlighted.
- Maintain Table T162: Field Selection Groups:** A screen for maintaining field selection groups. It shows the field selection key PT1B and the selection group "Basic data, item". A list of fields is shown with checkboxes for "Reqd. entry", "Opt. entry", and "Display".
- Maintain Table T162: Field Selection Groups:** A screen for maintaining field selection groups. It shows the field selection key PT1B and the selection group "Quantity and price". A list of fields is shown with checkboxes for "Reqd. entry", "Opt. entry", and "Display".

• Texts for Purchase Requisitions

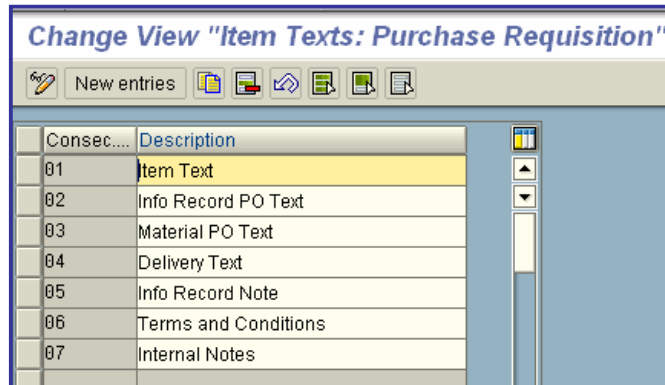
In this step, you can:

- Check the available **text types**
- Create your own text types
- Define copying rules for adopting texts from other objects (such as the material master record or other purchasing documents)

• Define Text Types

In this section, you can:

- Check the available **text types**
- Create your own text types



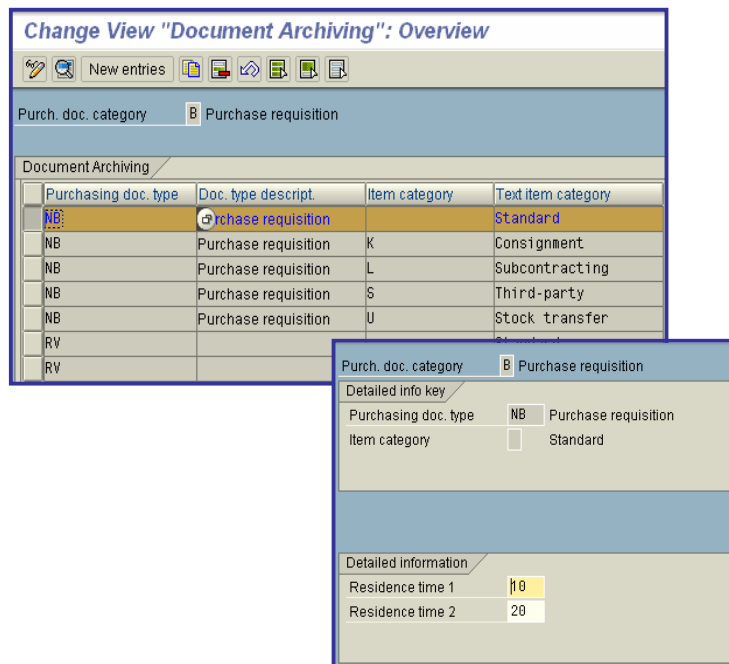
• Define Tolerance Limit for Archiving

In this step, you specify the period that must expire before

- a purchase requisition item is deactivated
- a deactivated purchase requisition item is archived

Activities

Maintain the minimum period in days for the archiving of purchase requisitions.



• **Set Up Stock Transport Requisition**

In this step, you can specify which **availability checks** are possible in the case of stock transport orders.

Before transferring materials from one site to another, you can check whether the requested quantity is available in the supplying plant.

Activities

You must perform the following steps:

- **Create checking rule**
Here you can define new checking rules.
- **Define checking rule**
Here you define which requirements/stocks are checked before a stock transfer is actually carried out.
- **Assign checking rule**
Here you specify for which document type and supplying plant which checking rule is to be active.

• **Set Up Authorization Check for G/L Accounts**

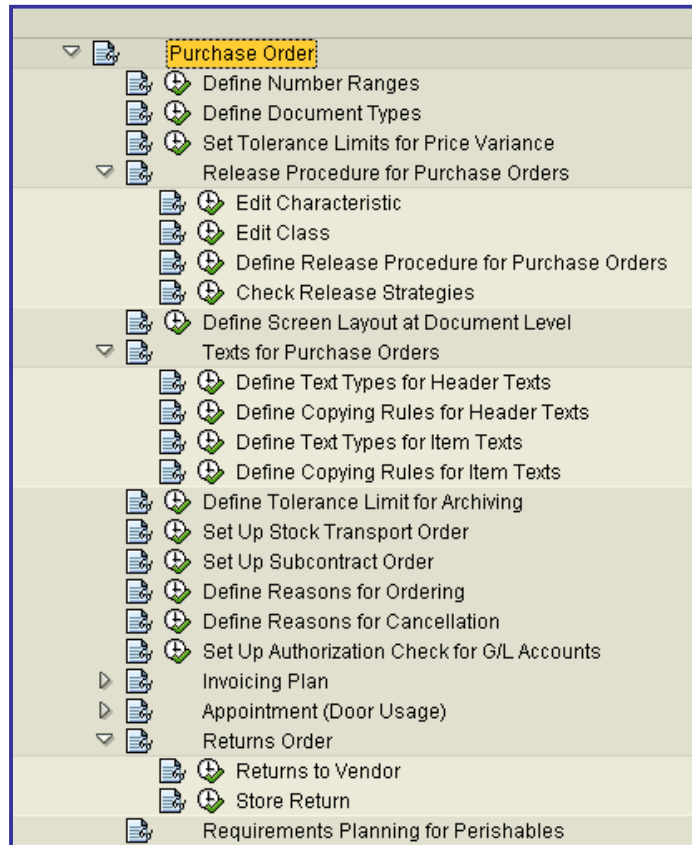
In this step, you set up the authorization check for G/L accounts in the case of purchase requisitions.

You can determine whether or not the authorization check is to be active for each company code.

If the check is active, each time a G/L account is entered in a purchase requisition, the system checks whether the user has the posting authorization for the specified account.

• Purchase Order

In this step, you make the system settings for purchase orders.



• Define Number Ranges

In this step, you maintain the **number ranges** for the following purchasing documents:

- RFQ/quotation
- Purchase order
- Contract
- Scheduling agreement

Standard settings

The following number ranges are predefined in the standard SAP System:

Purchase order:

- Internal number assignment 4500000000 to 4599999999
- External number assignment 4100000000 to 4199999999

RFQ/quotation:

- Internal number assignment 6000000000 to 6099999999
- External number assignment 6100000000 to 6199999999

Contract:

- Internal number assignment 4600000000 to 4699999999
- External number assignment 4400000000 to 4499999999

Scheduling agreement:

- Internal number assignment 5500000000 to 5599999999
- External number assignment 5600000000 to 5699999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

Define the number ranges for your purchasing documents.

Notes on transport

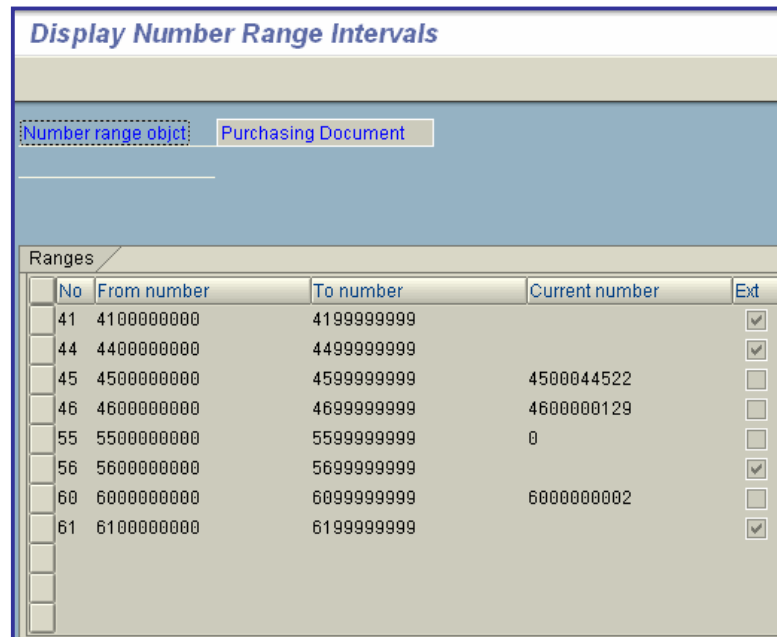
The settings for the number ranges are not covered by the automatic transport facility.

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



No	From number	To number	Current number	Ext
41	4100000000	4199999999		<input checked="" type="checkbox"/>
44	4400000000	4499999999		<input checked="" type="checkbox"/>
45	4500000000	4599999999	4500044522	<input type="checkbox"/>
46	4600000000	4699999999	460000129	<input type="checkbox"/>
55	5500000000	5599999999	0	<input type="checkbox"/>
56	5600000000	5699999999		<input checked="" type="checkbox"/>
60	6000000000	6099999999	600000002	<input type="checkbox"/>
61	6100000000	6199999999		<input checked="" type="checkbox"/>

• Define Document Types

The SAP System manages **purchase orders** (POs) as documents. You can group POs together to form any number of **document types**.

In this step, you can do the following:

- Create new document types
- Define item interval
- Define allowed follow-on document types
- Assign document types to a **number range group**
- Define a number range interval
- Choose type of **number assignment**:
 - Internal
 - External
- Choose update group
The update group determines how the data from the document header is updated in the statistics file.

Standard settings

The following document types/number ranges are predefined in the standard SAP R/3 System.

- Document type: NB for standard purchase orders

Number ranges:

- internal from 4500000000 to 4599999999
- external from 4100000000 to 4199999999

- Document type: TB for transport orders

Number ranges:

- internal from 4500000000 to 4599999999
- external from 4100000000 to 4199999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined document types and number ranges.
2. Change the following to suit your requirements:

- Document types
- Number ranges

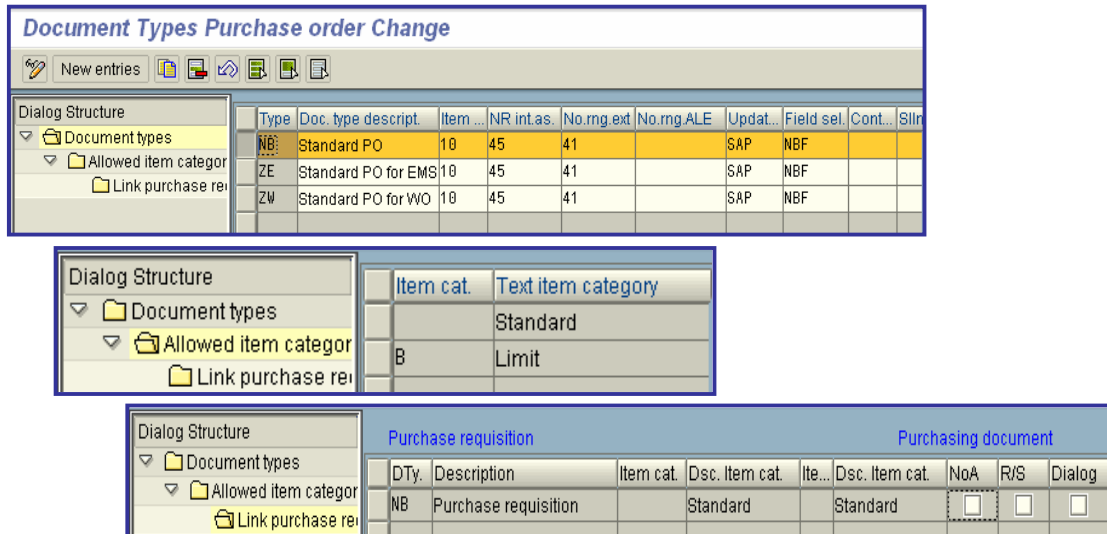
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval* -> *Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• Set Tolerance Limits for Price Variance

In this step, you define the tolerance limits for price variances.

When processing a purchase order, the system checks whether the effective price of a PO item shows variances compared with the valuation price stored in the material master record. In addition, it checks whether the specified cash discount value is admissible.

Variances are allowed within the framework of tolerance limits. If a variance exceeds a tolerance limit, the system issues a warning or error message.

In the SAP System, the types of variance are represented by the tolerance keys. For each tolerance key, you can define percentage and value-dependent upper and lower limits per company code.

Standard settings

The standard SAP System supplied contains the following tolerance keys:

- PE Price variance, Purchasing
 - Tolerance limit for system message no. 207. This message appears if the specified effective price exceeds the predefined tolerances when compared with the material price.
- SE Maximum cash discount deduction, Purchasing
 - Tolerance limit for system message no. 231. This is a warning message, which appears when the specified cash discount percentage exceeds the predefined tolerances.

Note

You can specify whether the system message appears as a warning or error message using the menu options **Environment -> Define Attributes of System Messages**.

Activities

Maintain the tolerance limits for each tolerance key per company code.

Change View "Tolerance Limits": Overview

New entries

Co...	Company name	TIKy	Description
3010	Finning Argentina S. A.	PE	Price variance: purchasing
3010	Finning Argentina S. A.	SE	Max. cash disc. deduction (purchasing)
3011	Soluciones Mineras S. A.	PE	Price variance: purchasing
3011	Soluciones Mineras S. A.	SE	Max. cash disc. deduction (purchasing)
3012	Soluciones Mineras S. A.	PE	Price variance: purchasing
3012	Soluciones Mineras S. A.	SE	Max. cash disc. deduction (purchasing)
3060	Soluciones Mineras S. A.	PE	Price variance: purchasing
3060	Soluciones Mineras S. A.	SE	Max. cash disc. deduction (purchasing)
2064	Soluciones Mineras S. A.	PE	Price variance: purchasing
2064	Soluciones Mineras S. A.	SE	Max. cash disc. deduction (purchasing)

Lower limit

Tolerance key: PE Price variance: purchasing
Company code: 3010 Finning Argentina S. A.
Amounts in: ARS Argentine Peso

Absolute

Do not check
 Check limit
Val.: _____

Percentage

Do not check
 Check limit
Tolerance limit %: 15,00

Upper limit

Absolute

Do not check
 Check limit
Val.: _____

Percentage

Do not check
 Check limit
Tolerance limit %: 10,00

Lower limit

Tolerance key: SE Max. cash disc. deduction (purchasing)
Company code: 3010 Finning Argentina S. A.
Amounts in: ARS Argentine Peso

Percentage

Do not check
 Check limit
Tolerance limit %: 5,00

Upper limit

Percentage

Do not check
 Check limit
Tolerance limit %: 1,00

• Release Procedure for Purchase Orders

In this section, you set up a release procedure for purchase orders (POs).

Requirements

If you want to use workflow to release POs, you must make the standard and basic settings for workflow (Basis -> Business Management -> SAP Business Workflow).

How do you set up a release procedure for POs?

To set up the release procedure, you must make a series of settings in Customizing. This section provides you with an overview of the necessary activities.

You must perform the following steps:

1. Create characteristics and classes
For more on this topic, see **Edit Characteristics** and **Edit Classes**.

Note

If you wish to link your release procedure to workflow, you must perform steps 2 and 3. You make these settings in Customizing for Business Workflow (Basis -> Business Management). Otherwise, continue with step 4.

Define organizational plan

For more on this topic, see **Edit Organizational Plan**.

Assign standard tasks and activate event-receiver linkage.

For more on this topic, see **Perform Task- Specific Customizing**.

1. Set up release procedure for RFQs
 - a) Create release group
 - b) Create release code
 - c) Create release indicator
 - d) Create release strategy

Note

You need only carry out the following step if you wish to link your release procedure to workflow.

- e) Assign release code to a user

For more on this topic, see **Define Release Procedure for POs**.

2. Check release strategies

For more on this topic, see **Check Release Strategies**.

Further Notes

For more information, refer to

- **Implementation of a Release Procedure for Purchasing Documents**
- **Release of Purchasing Documents** (SAP Library -> Basis -> Business Management (BC-BMT) -> SAP Business Workflow (BC-BMT-WFM) -> Reference documentation -> BC Workflow Scenarios in the Applications -> MM Materials Management: Workflow Scenarios)

- **Edit Characteristic**

In this step, you create characteristics for a release procedure for purchase orders (POs).

Classification characteristics are the criteria for a **release condition**. If the criteria of a release condition are satisfied, the associated release strategy is assigned to the purchasing document (e.g. purchase order or RFQ).

Example

Release condition for release strategy EA:

Characteristic	Characteristic value
Total net value of PO	Above \$10,000

If the total value of a purchase order exceeds \$10,000, release strategy EA is assigned to this PO.

Requirements

In communication structure CEKKO you will find all the fields that can be used as characteristics for a release condition (e.g. BSART for the order type and GNETW for the total order value).

Check which fields you wish to use as characteristics for your release strategy. To do so, choose **Tools -> ABAP Workbench -> Development -> Dictionary**, enter *CEKKO* in the field **Database table**, and choose "Display".

Note

If you wish to define a separate release strategy for the various document categories (PO, RFQ, etc.), you must create a characteristic for each relevant document category.

Activities

1. Create a characteristic for each field from communication structure *CEKKO* that is to be a criterion for your release strategy. You have a free choice of names for the characteristic.
2. Enter the table name and the field name on the tab page **Additional data** (for example, table *CEKKO* for field *GNETW*).

Note

- Do not select **any** of the indicators in the area **Procedure for value assignment** on the tab page **Additional data**. Only if none of these indicators is marked can you assign a value or value interval to the characteristic when defining your release strategy.
- When you create a characteristic for a currency-dependent field (e.g. *GNETW*), a box appears in which you must enter the currency for the relevant value. The system then converts the currency of the purchasing document into this currency.

3. Check the data for the chosen field on the tab page **Basic data**.

If you want to enter several values or a value interval for a characteristic, set the *Multiple values* indicator in the area **Value assignment**.

Note

Value intervals can only be specified for numerical values (e.g. an interval of \$10,000 to \$15,000 for the value of the purchase order).

4. Check the texts for the field on the tab page **Descriptions**.

5. You can maintain default values for a characteristic on the tab page **Values**.

If you maintain values here, these values will be displayed as input help under **Create Procedure with Classification -> Release Strategy -> Classification**. If you wish to use not only the input help but also other values, you must select the *Additional values* indicator.

Note

You can also maintain '' as a default value. For example, for account assignment: '' for stock material, 'k' for cost center, and 'a' for asset.

6. If you want to restrict the use of a characteristic to particular class types, specify the relevant class types on the tab page **Restrictions**. For example, class type *032* for the release strategy.

Change Characteristic

Characteristic: CENTRO_DE_COSTO
 Change number:
 Valid from: 27.03.2007

Basic data | Descriptions | Values | Addnl data | Restrictions

Basic data
 Description: Cost Centers
 Chars group:
 Status: 1 Released
 AuthGrp:
 Format: Data type: CHAR Character format
 No. of chars: 10
 Case sensitive:
 Template:
 Value assignment: Single-value, Multiple values
 Restrictable
 Entry required

Values
 Additional values
 Allowed Values

Char. value	Description	D	O	S
001CA	Blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CB		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CC		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CF		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CG	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CH		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CJ		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
001CK		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Edit Class

In this step, you create classes for a release procedure for purchase orders (POs).

You use a class to group together characteristics that are to constitute a **release condition** for a release strategy. In the step "**Define Release Procedure for Purchase Orders**" you assign this class to the release strategy.

Activities

1. Create a class with the class type 032. You have a free choice of names for the new class (e.g. REL_RFQ for the release of RFQs).
2. Assign a name for the new class on the tab page **Basic data**.
3. You can view an error message if different characteristics with identical values have been assigned to a class. To be able to do so, select the *Check with error message* indicator in the **Same classification** area.
4. If appropriate, select terms to be used as search criteria in searches for your class on the **Keywords** tab page.
5. Assign your characteristics to the class via the tab page **Characteristics**.

Change Class:

Change language

Class: SAP_EHS_IBD_SDS
 Class type: 017 Document management
 Change number:
 Valid from: 27.03.2007 Validity

Basic data Keywords Char. Texts

Basic data

Description: InBound Material-Safety-Data-Sheet
 Status: 1 Released
 Class group:
 Organizational area:
 Valid from: 25.09.1997 Valid to: 31.12.9999
 Local class

Same classification
 Do not check
 Warning message
 Check with error

Administrative data
 Assignments
 Created by: SAP Created on: 25.09.1997
 Changed by: SAP Changed on: 10.10.1997

Basic data Keywords Char. Texts

Characteristic	Description	Data type	No. of c...	De...	Unit	R..	Org. are
SAP_EHS_IBD_SDS_COMPANY	DS supplier	CHAR	30	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_PRODNR	Product number	CHAR	30	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_COUNTRY	country	CHAR	2	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_DOCCAT	Dok-X document-category	CHAR	10	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_STATUS	Dok-X document-status	CHAR	10	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_VERSION	Dok-X document-version	CHAR	10	0		<input type="checkbox"/>	
SAP_EHS_IBD_SDS_VERSDATE	Dok-X version-date	DATE	10	0		<input type="checkbox"/>	

• Define Release Procedure for Purchase Orders

In this step, you set up the release procedure for purchase orders (POs) and can link it to workflow. (Note that in this context "releasing" means "approving", or giving the "green light" to a document.)

Requirements

- In the case of a release procedure linked to workflow, you must have previously created the user names, positions, jobs, etc. that you here assign to the release code in the organizational plan and must have linked them to the relevant standard tasks in task-specific Customizing (Basis -> Business Management -> Business Workflow -> Perform Task-Specific Customizing).
- You must assign the authorization **M_EINK_FRG** to the persons who are to be involved in the release procedure (**Authorization Management** -> Create Authorization Profiles and Assign to Users).

Activities

Here you define the following:

- Release group
- Release codes
- Release indicator
- Release strategy
- Workflow

Release group

Create a release group for your release procedure and assign it to a class. In the process, you assign **release conditions** to the release procedure.

Release codes

Here you create the **release codes** you need for your **release strategy** and assign the codes to your release group. If a release code is to be used in workflow, indicate this accordingly in the **Workflow** field

The **Workflow** indicator is also used to control **role resolution**:

- "1 - Role Resolution with Group, Code and Plant (T16FW)"

Here you use a role resolution that is supplied in the standard system. To do so, you must assign the release point in the section **Workflow** (see below).

- "9 - Role Resolution via User Exit"

Here you use the **customer exit** M06E0005 to define a role resolution of your own.

Release indicators

A **release indicator** shows the release status of a PO.

Via the following settings, you can define the release indicators you need for your release procedure:

- The **Released** indicator is used to specify whether messages (PO documents in output format) may be transmitted for a purchase order with this indicator.
- The **Changeability** indicator shows the effect of changes to the PO (a change to a PO may require a new release strategy to be determined, for instance).
- By means of the **Value change** indicator, you can specify that the release strategy is to be re-started if a PO is changed and the value of a PO item thereby increases by a certain percentage (e.g. 10%). Set the **Changeability** indicator to "4 - Changeable, new release in case of new strategy or value change" or "6 - Changeable, new release in case of new strategy or value change/outputted" and enter a percentage in the **Value change** field.

Attention:

The following release indicators are necessary for **every** release procedure:

- Release indicator for **initial status**
If the PO is subject to a release strategy, it must normally be released before it can be transmitted to the vendor. Therefore, when a PO is created, it is assigned a release indicator that blocks it from being outputted in message form.
The **Released** indicator must *not* be selected for this indicator.
- Release indicator for **released status**
This indicator is assigned to the PO when it is released.
The **Released** indicator **must** be selected for this indicator.

Release strategies

Create a release strategy for your release group and assign your release codes accordingly.

- **Release prerequisites**

With the **release prerequisites**, you specify the order in which the individual release points (individuals or departments) represented by the release codes may release the document.

Example

The following table shows release prerequisites for a strategy with four release codes.
Code/Release prerequisite

Code	01	02	03	04
01	-	[]	[]	[]
02	[x]	-	[]	[]
03	[x]	[x]	-	[]
04	[x]	[x]	[x]	-

In this release strategy, the codes 01, 02, 03, and 04 must successively release the purchase order.

Read the table from left to right. For instance, the third line for release code 03: For code 03, release via code 01 and code 02 is a prerequisite. That is to say, the PO must be released via codes 01 and 02 before it can be released via code 03.

- **Release statuses**

Here you specify the status a PO has after certain release points have effected release.

Specify which release indicator/status a PO is to have after having been released via a certain release code.

- **Classification**

In classification, you maintain the values assigned to the characteristics. Via the characteristics and their values, you specify the POs to which your release strategy is assigned.

Maintain values (individual values or intervals) for your characteristics.

Example

Two characteristics and their values have been maintained in classification for release strategy 'EA':

- Document type - 'NB - standard purchase order'

- Total value - above \$10,000

All POs with the document type 'NB' and a total value in excess of \$10,000 are thus subject to a release procedure with the release strategy 'EA'.

- **Release simulation**

The release simulation function enables you to check which status a PO will achieve with your release strategy if release is effected by a certain release point. Choose "Simulate release" and release the document with the desired release code by double-clicking. The system shows you which status the PO now has as a result of this release.

Workflow

Assign a processor ID to your workflow-relevant release codes. The processor (member of staff responsible for processing the document) will then receive a **work item** when he or she is required to effect release.

You can assign a processor ID either directly or indirectly:

- Direct processor assignment:

Enter a user name.

- Indirect processor assignment:

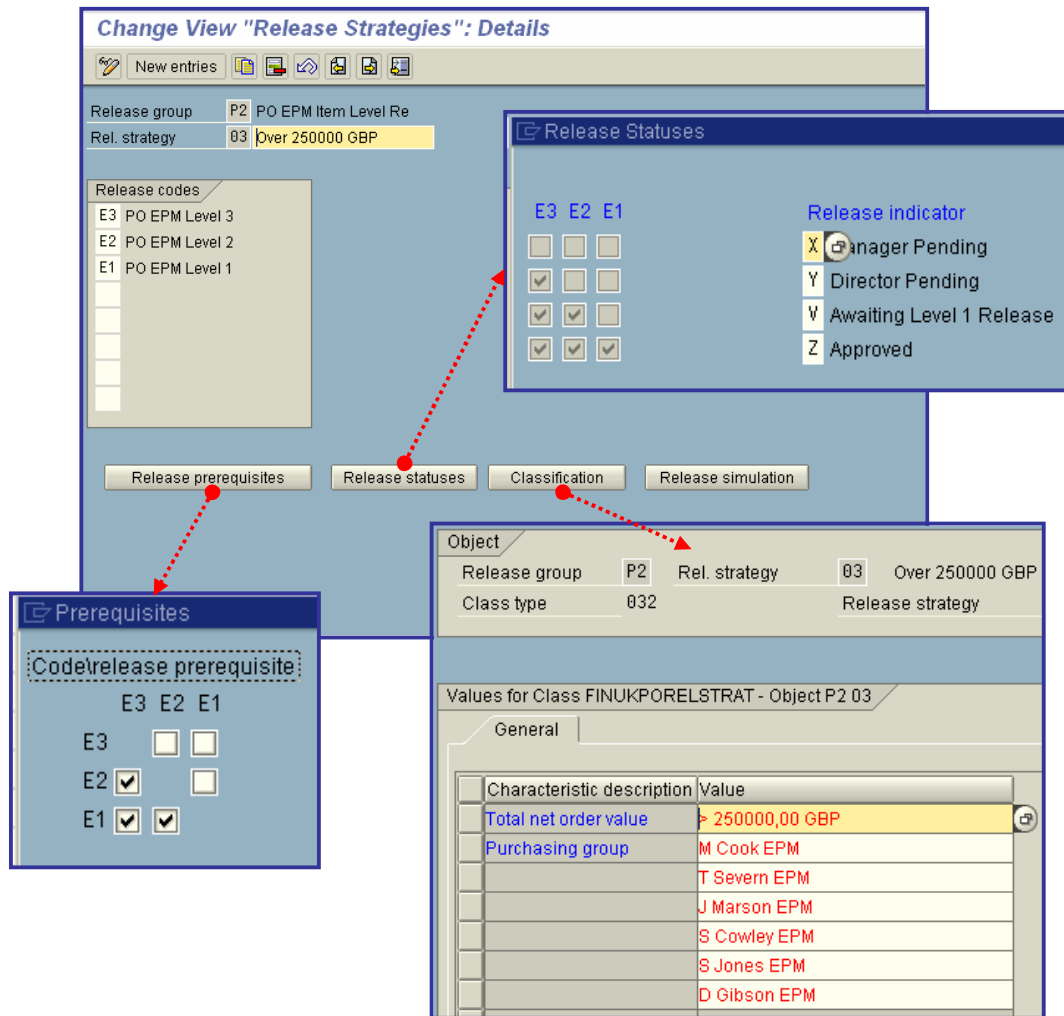
Enter a **job**, for example, or a **position**. At runtime, the system will then determine the member(s) of staff responsible for processing the document.

Customer exit

Customer exit **M06E0005** enables you to define your own role resolution which determines the person responsible for releasing purchasing documents in workflow.

The screenshot displays the SAP Release Procedure: Purchasing Documents interface. It features a main menu on the left with options: Release group, Release code, Release indicator, Release strategy, and Workflow. Four red dotted arrows point from these menu items to their respective configuration windows:

- Change View "Release Groups": Overview** (top right): A table with columns Rel.group, Rel.object, Class, and Description. It shows one entry: P2, 2, FINUKPORELSTRAT, PO EPM Item Level Rel.
- Change View "Release Codes"** (middle right): A table with columns Grp, Code, and Description. It shows three entries: P2 E1 PO EPM Level 1, P2 E2 PO EPM Level 2, and P2 E3 PO EPM Level 3.
- Change View "Release Strategies"** (bottom left): A table with columns Grp, Strat, and Description. It shows three entries: P2 01 Bet 50000 & 100000 G, P2 02 Bet 100000 & 250000, and P2 03 Over 250000 GBP.
- Change View "Release Indicator: Purchasing Document"** (bottom right): A table with columns Release ind., Released, Chga..., Value change %, and Description. It shows five entries: V (Awaiting Level 1 Release), W (Blocked), X (Manager Pending), Y (Director Pending), and Z (Approved).



• Check Release Strategies

In this step, you can check whether the basic settings for your release strategy are complete and correct.

Checks

The following checks are carried out for purchasing documents:

- **Basic checks**

The system checks whether the necessary release groups exist in the system. For example: Whether a release group has been deleted even though an associated **release strategy** still exists.

- **Checks regarding release groups and release classes**

The system checks whether the release groups and the assigned classes have been maintained correctly. For instance, whether

- A class has been assigned to the release groups and whether it exists in the system
- Characteristics - which exist in the system and are linked to the communication structure - have been assigned to the class
- A **customer exit** must be maintained for a characteristic
- **Checks regarding release codes**

The system checks whether the **release codes** have been maintained correctly

- **Checks regarding release indicators**

The system checks whether the release indicators have been maintained correctly. For example: Whether release indicators exist for the statuses "Blocked" and "Released".

- **Checks regarding release strategies**

The system checks whether the release strategies have been maintained correctly. For example, whether:

- Release codes have been assigned to the release strategy
- The relevant release indicators have been assigned to the initial and final statuses of a release strategy

- **Checks regarding link to workflow**

The system checks whether the link between your release procedure and workflow has been maintained correctly. For example, whether:

- A processor (member of staff responsible for processing) has been assigned to a workflow-relevant release code and is defined in the organizational plan
- A customer exit is necessary for the **role resolution**

Result

The result of these checks is displayed in a log. Further information is available in the Customizing activity under Help -> Application Help.

Activities

1. Start the check by performing the Customizing activity.
2. Check whether any error or warning messages are displayed.
3. If necessary, correct your Customizing settings for the release procedure.
4. Re-run the check after making corrections.

● Texts for Purchase Orders

In this step, you can:

- Check the available **text types**
- Create your own text types
- Define copying rules for adopting texts from other objects (such as the material master record or other purchasing documents)

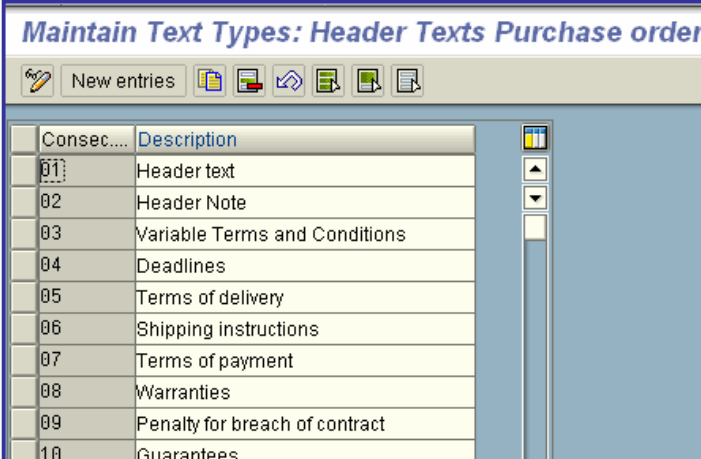
• **Define Text Types for Header Texts**

In this section, you can:

- Check the available **text types**
- Create your own text types

Further Notes

For purchasing info records, you cannot create certain text types.



Consec....	Description
01	Header text
02	Header Note
03	Variable Terms and Conditions
04	Deadlines
05	Terms of delivery
06	Shipping instructions
07	Terms of payment
08	Warranties
09	Penalty for breach of contract
10	Guarantees

• **Define Tolerance Limit for Archiving**

In this step, you specify the period that must expire before:

- A purchase order item is deactivated, and
- A deactivated PO item is archived

Activities

Maintain the minimum time periods in days for the archiving of POs.

If you are using the "Subsequent Settlement" functionality (for end-of-period volume-based rebates), the residence time set there works as logically "AND-linked" to the residence time of the document type maintained here.

The screenshot shows the SAP 'Change View Document Archiving: Overview' interface. The main table lists document archiving settings for various purchasing document types. The 'Standard PO' entry is selected, and a detailed view is shown for it.

Purchasing doc. type	Doc. type descrpt.	Item category	Text item category
DB			Standard
NB	Standard PO		Standard
NB	Standard PO	K	
NB	Standard PO	L	
NB	Standard PO	S	
UB		U	

The detailed view for 'Standard PO' shows the following settings:

- Purch. doc. category: F Purchase order
- Detailed info key: Purchasing doc. type: NB Standard PO, Item category: Standard
- Detailed information: Residence time 1: 30, Residence time 2: 30
- Check info record

• Residence time 1

Value in days, specifying the minimum period after which the reorganization program may set the deletion indicator for a purchasing document.

• Example

You have entered the period of 10 days. The archiving program runs at the end of the month. In the process, the system checks which documents have not been changed for at least 10 days and fulfill the deletion criteria. The archiving program sets the deletion indicator for these documents.

• Use

Two minimum periods (expressed in days) determine which purchasing document items are to be archived.

In the fields *Residence time 1* and *2*, enter the number of days to be taken into account for archiving.

- **Residence time 1 for items without deletion indicator**

Before the deletion indicator is set for a document item, the system checks when the relevant item was last changed.

Changes taken into account include a change in the order quantity and a goods receipt, for example.

The date of the last change is compared with the current date.

If no change has taken place within the specified *residence time 1*, a deletion indicator is set for the item.

- **Residence time 2 for items with deletion indicators**

For document items for which the deletion indicator has been set manually or during the archiving run, the system checks how many days have elapsed since the deletion indicator was set. The complete document is not archived until:

- The deletion indicator has been set for all the items of a document
- None of the items have been changed within the specified *Residence time 2* (i.e. the last change was the setting of the deletion indicator).

After this, archived documents can be deleted from the database.

- **Dependencies**

You can choose between a one-step and a two-step archiving procedure.

With the **one-step procedure**, a deletion indicator is set for the items of the purchasing document. In the process, the *Residence time 1* is taken into account.

These documents are then archived in the same archiving run.

Residence time 2 is not taken into account.

In the **two-step procedure**, the deletion indicator is set in a first archiving run, taking the *residence time 1* into account. In a second archiving run, the documents are archived taking into account the *residence time 2*.

- **Set Up Stock Transport Order**

In this step, you enter the shipping-specific data for inter-plant stock transfers.

You maintain the shipping data for:

- Plants
- Document types (assign delivery type/checking rule)
- **Plants**

Here you maintain the customer number of the receiving plant. This customer number is used in SD Shipping to identify the goods recipient (ship-to party) if it has been specified in Customizing that a stock transfer is to be effected with an SD delivery.

You can also make the following settings for the supplying plant:

- Sales organization
- Distribution channel
- Division

The system uses this data to determine the shipping data for the material to be transferred (for example, the shipping point).
You also define the language in which the PO texts are to be maintained for the supplying plant.

- **Document types** (assign delivery type/checking rule)

Under "Assign delivery type/checking rule" you specify whether an SD delivery is to be created in the case of a PO with a certain supplying plant in connection with a certain document type and, if so, with which delivery type. The delivery type in Sales (SD) determines how a delivery is processed.

In the standard system, the delivery type "NL" is used for inter-plant stock transfers without billing documents. For such transfers carried out with billing documents, the delivery type "NLCC" is used.

Note

For further information on this topic, please refer to the Customizing documentation for Sales and Distribution (SD).

- **Set up availability check for materials to be transferred**

For materials that are to be transferred from one plant to another, you can have a check carried out as to whether the quantity requested is available.

Activities

You must carry out the following steps:

- **Create checking rule**
Here you can define new checking rules.
- **Specify checking rule**
Here you specify which requirements or stocks are to be checked before the stock transfer is carried out.
- **Assign checking rule**
Here you specify for which document type and supplying plant which checking rule is to be active.

- **Define purchasing document type**

Here you specify which document type is to be used for a certain combination of supplying (issuing) plant and receiving plant.

- If the supplying and receiving plants belong to the same company code, choose document type 'UB' or a comparable document type of your own. A stock transfer without a billing document will be carried out.

Note

If you work with your own document types for purchase orders, you should ensure that a 'T' is entered for the relevant document type in the 'Control' field.

- If the supplying and receiving plants belong to different company codes, choose the document type 'NB' or a comparable document type of your own. A stock transfer with delivery and billing document will be carried out.

Note

If you work with your own document types for purchase orders, you should ensure that the 'Control' field for the relevant document type is empty.

If the end user chooses a different document type to the one predefined in Customizing, he or she will receive a warning message. This message can be defined as an error message on a user-specific basis.

Depending on the supplying and receiving plants, you can also specify whether stock transport order processing is to be carried out using the one-step procedure. In this case, the GI in the issuing plant is posted simultaneously with the GR in the receiving plant.

The screenshot shows the 'Stock Transport Order' configuration screen. It includes several callout boxes:

- Plant List:** A table listing plants with their names:

Plnt	Name 1
ABE	Aberdeen - Finning (UK) Ltd
ASH	Ashford - Finning (UK) Ltd
BIR	Boldon - Finning (UK) Ltd
BRI	Bristol - Finning (UK) Ltd
CAN	Canterbury - Finning (UK) Ltd
- Checking Rule List:** A table listing checking rules:

ChR	Description of checking rule
A	SD order
AE	SD order; make-to-order stock
AQ	SD order; project stock
AV	SD order; returnable packaging
AW	SD order; consignment
B	SD delivery
BE	SD delivery; make-to-order stock
- Av Description Table:** A table mapping Av values to descriptions and checking rules:

Av	Description	ChR	Checking rule
CH	Batches	A	SD order
CH	Batches	AE	SD order; make-to-order stock
CH	Batches	AQ	SD order; project stock
			SD order; returnable packaging
- Configuration Options:**
 - Availability check:** CH Batches, Checking rule: A SD order
 - Stocks:**
 - Include safety stock
 - StockInTransfer
 - Incl. quality insp. stock
 - Incl. blocked stock
 - Incl. restricted-use stock
 - Wo subcontracting
 - Replenishment lead time:** Check without RLT
 - Storage location check:** No stor.loc. inspectn
 - Missing parts processing:** Checking period: GR
 - Receipts/issues:**
 - Incl. purchase orders
 - Incl. purch. requisitions
 - Incl. dependent reqs
 - Include reservations
 - Include sales reqmts
 - Include deliveries
 - Incl. ship. notificat.
 - Incl. depen. reservat. (not check)
 - Incl. rel. order reqs (Check releases f...)
 - Incl. planned orders (Check all planned...)
 - Incl. production orders (Take all productio...)
 - Receipts in the past:** Include receipts from past and future

• Set Up Subcontract Order

For the supply of the **input materials to be provided** to the vendor (subcontractor) with respect to **subcontract purchase orders**, you have the option of creating an SD delivery from the list of stocks for a subcontractor.

In this step, you can specify a delivery type for the delivery of materials to be provided to the subcontractor.

If you make no settings here, in the standard system the delivery type "LB" is used. This means that you need make no further settings in order to use the functionality.

If you wish to set up new delivery types, you must extend all the relevant settings in SD Customizing for the delivery.

For more on this topic, please refer to **Deliveries** in Customizing for Shipping.

• **Define Reasons for Ordering**

In this step, you define possible reasons for ordering. These describe why a purchase order was placed. You can enter the reason for ordering in the item data when creating or maintaining a purchase order. The "reason for ordering" can also be used to document the reason for returning goods if the item in question is a returns item.

Example

A typical reason for the creation of a purchase order may be "New business contact following attendance at a trade fair". Returns may be due to suppliers recalling parts or quality deficiencies you have discovered yourself.

Activities

1. Check which reasons for ordering are likely to occur in your enterprise.
2. If you wish to define new reasons, enter an alphanumeric key of max. three characters in length plus a short description.

• **Define Reasons for Cancellation**

In this step, you can specify the circumstances under which a purchase order with a validity period (i.e., in the standard system, a PO of the document type 'FO') is terminated prematurely.

Activities

Define a key and enter a description of the relevant reasons for cancellation.

• **Set Up Authorization Check for G/L Accounts**

In this step, you set up the authorization check for G/L accounts in the case of purchase orders and scheduling agreements.

You can determine whether or not the authorization check is to be active for each company code.

If the check is active, each time a G/L account is entered in a PO or a scheduling agreement, the system checks whether the user has the posting authorization for the specified account.

• **Invoicing Plan**

In this section you can make the settings necessary to enable you to work with an **invoicing plan**.

• Invoicing Plan Types

In this section, you can specify whether or not you wish to work with invoicing plans.

If you do, you can define the different instances of such plans here.

There are two types of invoicing plan:

- Partial invoicing plans, and
- Periodic invoicing plans

The two types have the following features:

- **Partial invoicing plans**
Here the total value of the item to be invoiced is split up over the individual dates set out in the invoicing plan.
- **Periodic invoicing plans**
Here the total value is invoiced on each due date.

Requirements

You must **Define Rules for Date Determination**.

Standard Settings

The standard system contains an invoicing plan type for partial invoicing plans and another for periodic invoicing plans.

• Maintain Periodic Invoicing Plan Types

In this step, you define the periodic invoicing plan types by specifying the relevant control data for each desired instance.

At the time of purchase order processing - on the basis of certain rules for data determination - the invoicing plan type suggests data such as the duration of an invoicing plan, from which the relevant dates of the plan can be determined.

Among other things, the periodic invoicing plan type includes the following control data:

- Horizon

In the case of periodic invoicing plans, the horizon specifies the last date up until which dates are generally to be set. It is always determined from a rule that can be entered in the invoicing plan type as a default value. This rule takes the current date (=CPU date) as the base date. As a result, the horizon is continually extended into the future as the current date changes over time, which means that the invoicing dates to be set are also dynamically shifted into the future.

- Dialog purchase order

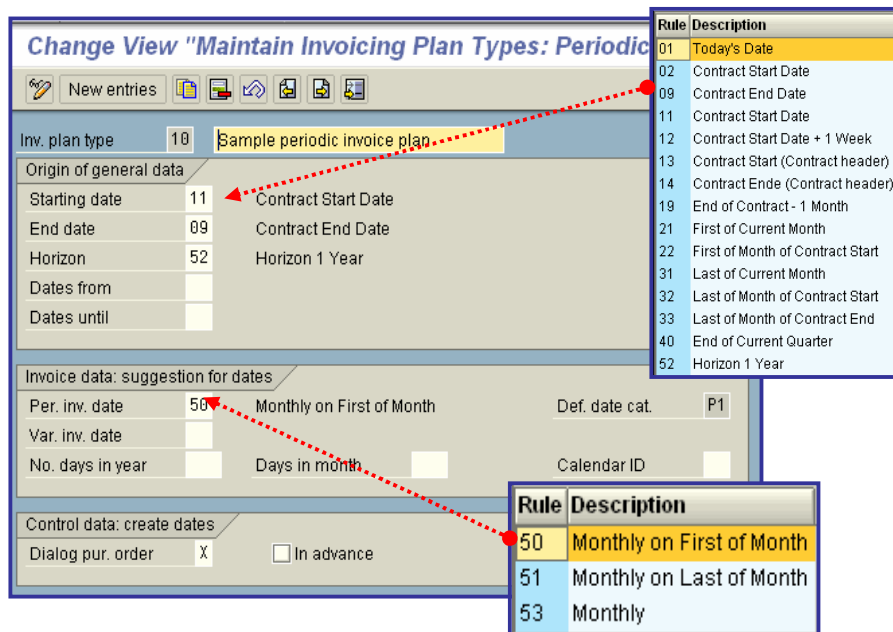
This field allows you to determine whether the invoicing dates are determined and inserted into the invoicing plan automatically, or whether they must be entered manually.

- In advance

Here you determine whether the invoice is to apply retrospectively or in advance - for example, whether a rental payment due on June 15 is to cover the period May 15 to June 15 (retrospective payment) or the period June 15 to July 15 (payment in advance).

Activities

1. To create an invoicing plan type, you must enter an alphanumeric key of max. two characters in length, plus a descriptive text.
2. Maintain the relevant control data on the detail screen for the invoicing plan type.



• Maintain Partial Invoicing Plan Types

In this step, you define partial invoicing plan types by specifying the relevant control data for each desired instance.

For each partial invoicing plan type, you can store a reference plan (for the definition of the reference plan, see the step "Maintain date proposal for partial invoicing plans").

In PO processing with this invoicing plan type, the dates are taken from this reference plan, revised on the basis of the current rules, and inserted into the invoicing plan.

Activities

1. To create an invoicing plan type, you must enter an alphanumeric key of max. two characters in length, plus a descriptive text.
2. Maintain the relevant control data on the detail screen for the invoicing plan type.

• Contract

In this section, you make the system settings for contracts (a form of longer-term purchasing agreement).

• Define Number Ranges

In this step, you maintain the **number ranges** for the following purchasing documents:

- RFQ/quotation
- Purchase order
- Contract
- Scheduling agreement

Standard settings

The following number ranges are predefined in the standard SAP System:

Contract:

- Internal number assignment 4600000000 to 4699999999
- External number assignment 4400000000 to 4499999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

Define the number ranges for your purchasing documents.

Notes on transport

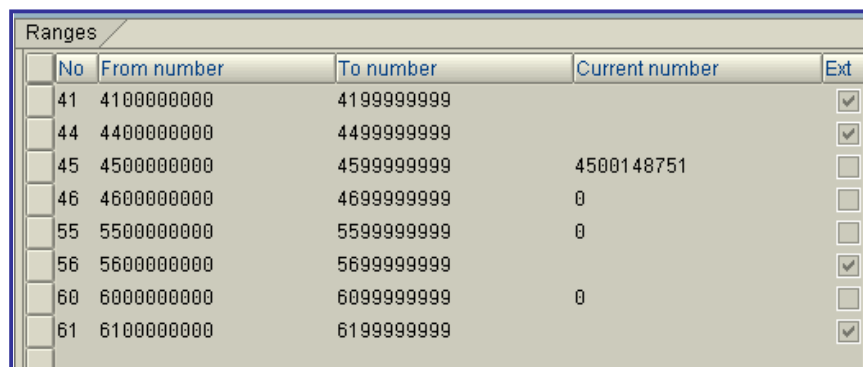
The settings for the number ranges are not covered by the automatic transport facility.

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



No	From number	To number	Current number	Ext
41	4100000000	4199999999		<input checked="" type="checkbox"/>
44	4400000000	4499999999		<input checked="" type="checkbox"/>
45	4500000000	4599999999	4500148751	<input type="checkbox"/>
46	4600000000	4699999999	0	<input type="checkbox"/>
55	5500000000	5599999999	0	<input type="checkbox"/>
56	5600000000	5699999999		<input checked="" type="checkbox"/>
60	6000000000	6099999999	0	<input type="checkbox"/>
61	6100000000	6199999999		<input checked="" type="checkbox"/>

• Define Document Types

The SAP System manages **contracts** as documents. You can group contracts together to form any number of **document types**.

In this step, you can do the following:

- Create new document types
- Define item interval
- Define allowed **item categories**
- Define field selection reference keys
- Define allowed follow-on document types
- Assign document types to a **number range group**.
- Define number range interval
- Choose the type of **number assignment**:
 - Internal
 - External
- Define a default document type
- Choose an update group
The update group determines how the data from the document header is updated in the statistics file.

Standard settings

You should use the following document types/number ranges, which are predefined in the standard SAP R/3 System

- Document type: MK for quantity contracts

Number ranges:

- internal from 4600000000 to 4699999999
- external from 4400000000 to 4499999999

- Document type: WK for value contracts

Number ranges:

- internal from 4600000000 to 4699999999
- external from 4400000000 to 4499999999

The document type preset by the SAP R/3 System is "MK" for quantity contracts.

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined document types and number ranges.
2. Change the following to suit your requirements:

- Document types
- Number ranges

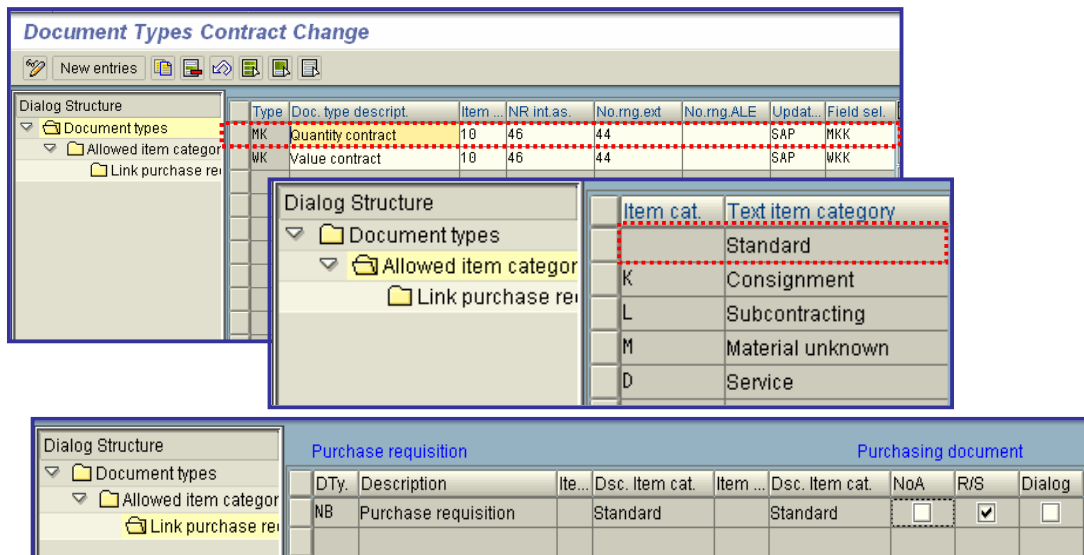
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• Release Procedure for Contracts

In this section, you set up a release procedure for contracts.

Requirements

If you want to use workflow to release contracts, you must make the standard and basic settings for workflow (Basis -> Business Management -> SAP Business Workflow).

How do you set up a release procedure for contracts?

To set up the release procedure, you must make a series of settings in Customizing. This section provides you with an overview of the necessary activities.

You must perform the following steps:

1. Create characteristics and classes
For more on this topic, see **Edit Characteristics** and **Edit Classes**.

Note

If you wish to link your release procedure to workflow, you must perform steps 2 and 3. You make these settings in Customizing for Business Workflow (Basis -> Business Management). Otherwise, continue with step 4.

2. Define organizational plan
For more on this topic, see **Edit Organizational Plan**.
3. Assign standard tasks and activate event-receiver linkage.
For more on this topic, see **Perform Task-Specific Customizing**.
4. Set up release procedure for contracts
 - a) Create release group
 - b) Create release code
 - c) Create release indicator
 - d) Create release strategy

Note

You need only carry out the following step if you wish to link your release procedure to workflow.

- e) Assign release code to a user
For more on this topic, see **Define Release Procedure for contracts**.
- 5. Check release strategies
For more on this topic, see **Check Release Strategies**.

Further Notes

For more information, refer to

- **Implementation of a Release Procedure for Purchasing Documents**
- **Release of Purchasing Documents** (SAP Library -> Basis -> Business Management (BC-BMT) -> SAP Business Workflow (BC-BMT-WFM) -> Reference documentation -> BC Workflow Scenarios in the Applications -> MM Materials Management: Workflow Scenarios)

• **Edit Characteristics**

In this step, you create characteristics for a release procedure for contracts.

Classification characteristics are the criteria for a **release condition**. If the criteria of a release condition are satisfied, the associated release strategy is assigned to the purchasing document (e.g. purchase order or RFQ).

Example

Release condition for release strategy EA:

Characteristic	Characteristic value
Total net value of PO	Above \$10,000

If the total value of a purchase order exceeds \$10,000, release strategy EA is assigned to this PO.

Requirements

In communication structure CEKKO you will find all the fields that can be used as characteristics for a release condition (e.g. BSART for the order type and GNETW for the total order value).

Check which fields you wish to use as characteristics for your release strategy. To do so, choose **Tools -> ABAP Workbench -> Development -> Dictionary**, enter *CEKKO* in the field *Database table*, and choose "Display".

Note

If you wish to define a separate release strategy for the various document categories (PO, RFQ, etc.), you must create a characteristic for each relevant document category.

Activities

1. Create a characteristic for each field from communication structure CEKKO that is to be a criterion for your release strategy. You have a free choice of names for the characteristic.

2. Enter the table name and the field name on the tab page **Additional data** (for example, table CEKKO for field GNETW).

Note

- Do not select **any** of the indicators in the area **Procedure for value assignment** on the tab page **Additional data**. Only if none of these indicators is marked can you assign a value or value interval to the characteristic when defining your release strategy.
- When you create a characteristic for a currency-dependent field (e.g. GNETW), a box appears in which you must enter the currency for the relevant value. The system then converts the currency of the purchasing document into this currency.

3. Check the data for the chosen field on the tab page **Basic data**.

If you want to enter several values or a value interval for a characteristic, set the *Multiple values* indicator in the area **Value assignment**.

Note

Value intervals can only be specified for numerical values (e.g. an interval of \$10,000 to \$15,000 for the value of the purchase order).

4. Check the texts for the field on the tab page **Descriptions**.

5. You can maintain default values for a characteristic on the tab page **Values**.

If you maintain values here, these values will be displayed as input help under **Create Procedure with Classification -> Release Strategy -> Classification**. If you wish to use not only the input help but also other values, you must select the *Additional values* indicator.

Note

You can also maintain ' ' as a default value. For example, for account assignment: ' ' for stock material, 'k' for cost center, and 'a' for asset.

6. If you want to restrict the use of a characteristic to particular class types, specify the relevant class types on the tab page **Restrictions**. For example, class type 032 for the release strategy.

Further Notes

Further information on characteristics is available in this Customizing activity via **Help -> Application help**.

Customer exits

Customer exit M06E0004 enables you to change the communication structure for determining the release strategy for purchasing documents.

• Edit Classes

In this step, you create classes for a release procedure for contracts.

You use a class to group together characteristics that are to constitute a **release condition** for a release strategy. In the step "**Define Release Procedure for Contracts**" you assign this class to the release strategy.

Activities

1. Create a class with the class type 032. You have a free choice of names for the new class (e.g. REL_RFQ for the release of RFQs).
2. Assign a name for the new class on the tab page **Basic data**.
3. You can view an error message if different characteristics with identical values have been assigned to a class. To be able to do so, select the *Check with error message* indicator in the **Same classification** area.
4. If appropriate, select terms to be used as search criteria in searches for your class on the **Keywords** tab page.
5. Assign your characteristics to the class via the tab page **Characteristics**.

• **Define Release Procedure for Contracts**

In this step, you set up the release procedure for contracts and can link it to workflow. (Note that in this context "releasing" means "approving", or giving the "green light" to a document.)

Requirements

- In the case of a release procedure linked to workflow, you must have previously created the user names, positions, jobs, etc. that you here assign to the release code in the organizational plan and must have linked them to the relevant standard tasks in task-specific Customizing (Basis -> Business Management -> Business Workflow -> Perform Task-Specific Customizing).
- You must assign the authorization **M_EINK_FRG** to the persons who are to be involved in the release procedure (**Authorization Management -> Create Authorization Profiles and Assign to Users**).

Activities

Here you define the following:

- Release group
- Release codes
- Release indicator
- Release strategy
- Workflow

Release group

Create a release group for your release procedure and assign it to a class. In the process, you assign **release conditions** to the release procedure.

Release codes

Here you create the **release codes** you need for your **release strategy** and assign the codes to your release group. If a release code is to be used in workflow, indicate this accordingly in the **Workflow** field

The **workflow** indicator is also used to control **role resolution**:

- "1 - Role Resolution with Group, Code and Plant (T16FW)"

Here you use a role resolution that is supplied in the standard system. To do so, you must assign the release point in the section **Workflow** (see below).

- "9 - Role Resolution via User Exit"

Here you use the **customer exit** M06E0005 to define a role resolution of your own.

Release indicators

A **release indicator** shows the release status of a contract.

Via the following settings, you can define the release indicators you need for your release procedure:

- The *Released* indicator is used to specify whether messages (contract documents in output format) may be transmitted for a contract with this indicator.
- The *Changeability* indicator shows the effect of changes to the contract (a change to a contract may require a new release strategy to be determined, for instance).
- By means of the *Value change* indicator, you can specify that the release strategy is to be re-started if a contract is changed and the value of a contract item thereby increases by a certain percentage (e.g. 10%). Set the *Changeability* indicator to "4 - Changeable, new release in case of new strategy or value change" or "6 - Changeable, new release in case of new strategy or value change/outputted" and enter a percentage in the *Value change* field.

Attention:

The following release indicators are necessary for *every* release procedure:

- Release indicator for **initial status**
If the contract is subject to a release strategy, it must normally be released before it can be transmitted to the vendor. Therefore, when a contract is created, it is assigned a release indicator that blocks it from being outputted in message form.
The **Released** indicator must **not** be selected for this indicator.
- Release indicator for **released** status
This indicator is assigned to the contract when it is released.
The *Released* indicator *must* be selected for this indicator.

Release strategies

Create a release strategy for your release group and assign your release codes accordingly.

- *Release prerequisites*

With the **release prerequisites**, you specify the order in which the individual release points (individuals or departments) represented by the release codes may release the document.

Example

The following table shows release prerequisites for a strategy with four release codes:

Code/Release prerequisite

	01	02	03	04
01 -	[]	[]	[]	
02 [x] -	[]	[]		
03 [x] [x] -	[]			
04 [x] [x] [x] -				

In this release strategy, the codes 01, 02, 03, and 04 must successively release the contract. Read the table from left to right. For instance, the third line for release code 03: For code 03, release via code 01 and code 02 is a prerequisite. That is to say, the contract must be released via codes 01 and 02 before it can be released via code 03.

- **Release statuses**

Here you specify the status a contract has after certain release points have effected release.

Specify which release indicator/status a contract is to have after having been released via a certain release code.

- **Classification**

In classification, you maintain the values assigned to the characteristics. Via the characteristics and their values, you specify the contracts to which your release strategy is assigned. Maintain values (individual values or intervals) for your characteristics.

Example

Two characteristics and their values have been maintained in classification for release strategy 'EA':

- Document type - 'NB - standard purchase order'
- Total value - above \$10,000

All POs with the document type 'NB' and a total value in excess of \$10,000 are thus subject to a release procedure with the release strategy 'EA'.

- *Release simulation*

The release simulation function enables you to check which status a contract will achieve with your release strategy if release is effected by a certain release point.

Choose "Simulate release" and release the document with the desired release code by double-clicking. The system shows you which status the contract now has as a result of this release.

Workflow

Assign a processor ID to your workflow-relevant release codes. The processor (member of staff responsible for processing the document) will then receive a **work item** when he or she is required to effect release.

You can assign a processor ID either directly or indirectly:

- Direct processor assignment:

Enter a user name.

- Indirect processor assignment:

Enter a **job**, for example, or a **position**. At runtime, the system will then determine the member(s) of staff responsible for processing the document.

Customer exit

Customer exit **M06E0005** enables you to define your own role resolution, which determines the person responsible for releasing purchasing documents in workflow.

Further Notes

Further information on how to set up a release procedure linked to workflow is available via the menu options **Help -> Application Help**.

- **Check Release Strategies**

In this step, you can check whether the basic settings for your release strategy are complete and correct.

Checks

The following checks are carried out for purchasing documents:

- **Basic checks**

The system checks whether the necessary release groups exist in the system. For example: Whether a release group has been deleted even though an associated **release strategy** still exists.

- **Checks regarding release groups and release classes**

The system checks whether the release groups and the assigned classes have been maintained correctly. For instance, whether

- A class has been assigned to the release groups and whether it exists in the system
- Characteristics - which exist in the system and are linked to the communication structure - have been assigned to the class
- A **customer exit** must be maintained for a characteristic

- **Checks regarding release codes**

The system checks whether the **release codes** have been maintained correctly

- **Checks regarding release indicators**

The system checks whether the release indicators have been maintained correctly. For example: Whether release indicators exist for the statuses "Blocked" and "Released".

- **Checks regarding release strategies**

The system checks whether the release strategies have been maintained correctly. For example,

- Release codes have been assigned to the release strategy
- The relevant release indicators have been assigned to the initial and final statuses of a release strategy

- **Checks regarding link to workflow**

The system checks whether the link between your release procedure and workflow has been maintained correctly. For example, whether:

- A processor (member of staff responsible for processing) has been assigned to a workflow-relevant release code and is defined in the organizational plan
- A customer exit is necessary for the **role resolution**

Result

The result of these checks is displayed in a log. Further information is available in the Customizing activity under Help -> Application Help.

Activities

1. Start the check by performing the Customizing activity.
2. Check whether any error or warning messages are displayed.
3. If necessary, correct your Customizing settings for the release procedure.
4. Re-run the check after making corrections.

• **Scheduling Agreement**

In this section, you make the system settings for scheduling agreements.

• **Define Number Ranges**

In this step, you maintain the **number ranges** for the following purchasing documents:

- RFQ/quotation
- Purchase order
- Contract
- Scheduling agreement

Standard settings

The following number ranges are predefined in the standard SAP System:

Scheduling agreement:

- Internal number assignment 5500000000 to 5599999999
- External number assignment 5600000000 to 5699999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Actions

Define the number ranges for your purchasing documents.

Notes on transport

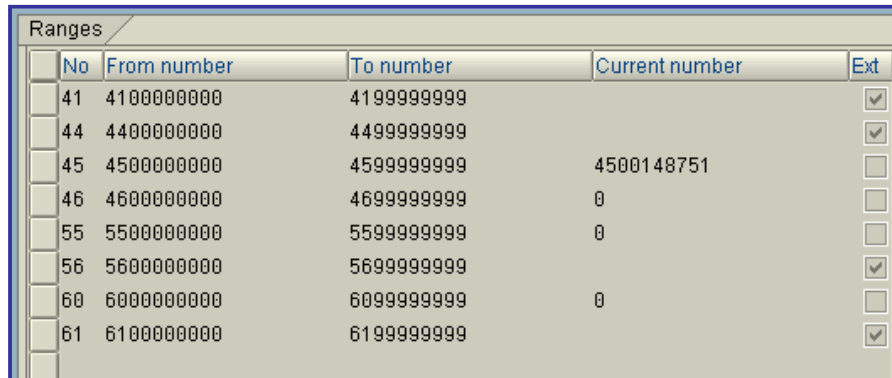
The settings for the number ranges are not covered by the automatic transport facility.

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



No	From number	To number	Current number	Ext
41	4100000000	4199999999		<input checked="" type="checkbox"/>
44	4400000000	4499999999		<input checked="" type="checkbox"/>
45	4500000000	4599999999	4500148751	<input type="checkbox"/>
46	4600000000	4699999999	0	<input type="checkbox"/>
55	5500000000	5599999999	0	<input type="checkbox"/>
56	5600000000	5699999999		<input checked="" type="checkbox"/>
60	6000000000	6099999999	0	<input type="checkbox"/>
61	6100000000	6199999999		<input checked="" type="checkbox"/>

• Define Document Types

The SAP System manages **scheduling agreements** as documents. You can group scheduling agreements together to form any number of **document types**.

In this step, you can do the following:

- Create new document types
- Define item interval
- Define allowed item categories
- Define field selection reference keys
- Define allowed follow-on document types
- Assign document types to a **number range group**.
- Define number range interval
- Choose the type of **number assignment**:
 - Internal
 - External
- Choose an update group
The update group determines how the data from the document header is updated in the statistics file.
- Activate the release documentation
Note: you can also use the **release documentation** in the case of scheduling agreements with a self-defined document type. To do so, set the "Release documentation" indicator.

Standard settings

The following document types/number ranges are predefined in the standard system:

- Document type: LP for standard scheduling agreements
- Document type: LT for stock transport scheduling agreements
- Document type: LPA for scheduling agreements with release documentation

The internal number range for all three document types is:
5500000000 to 5599999999

The external number range for all three document types is:
5600000000 to 5699999999

Recommendation

SAP recommends that you accept the settings defined in the standard system. In this case, no action is required on your part.

Activities

1. Check the predefined document types and number ranges.
2. Change the following to suit your requirements:
 - Document types
 - Number ranges

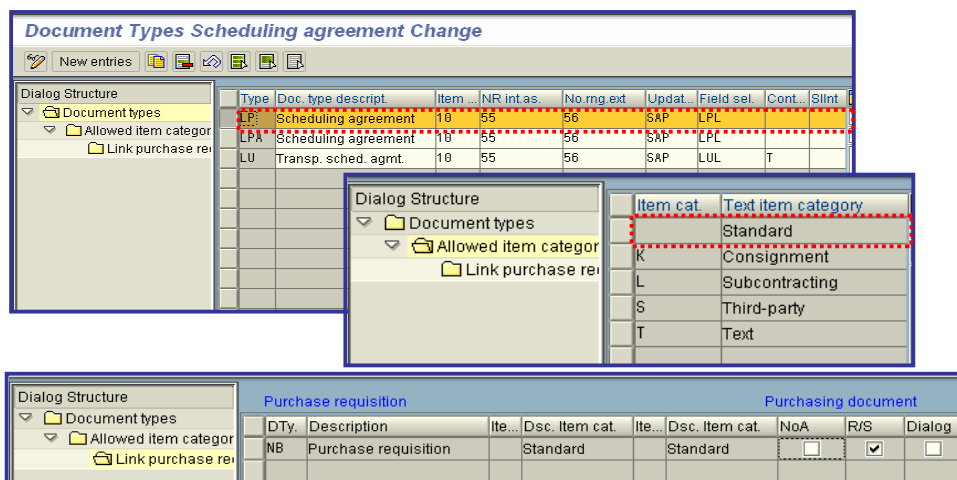
Notes on transport

You transport number range objects as follows:

In the initial screen, choose *Interval -> Transport*.

Note that all intervals for the selected number range object are deleted in the target system first. After the import, only the intervals you export are present. The number statuses are imported with their values at the time of export.

Dependent tables are not transported or converted.



• **Release Procedure for Scheduling Agreements**

In this section, you set up a release procedure for scheduling agreements.

Requirements

If you want to use workflow to release scheduling agreements, you must make the standard and basic settings for workflow (Basis -> Business Management -> SAP Business Workflow).

How do you set up a release procedure for scheduling agreements?

To set up the release procedure, you must make a series of settings in Customizing. This section provides you with an overview of the necessary activities.

You must perform the following steps:

1. Create characteristics and classes
For more on this topic, see **Edit Characteristics** and **Edit Classes**.

Note

If you wish to link your release procedure to workflow, you must perform steps **2** and **3**. You make these settings in Customizing for Business Workflow (Basis -> Business Management). Otherwise, continue with step **4**.

2. Define organizational plan
For more on this topic, see **Edit Organizational Plan**.
3. Assign standard tasks and activate event-receiver linkage.
For more on this topic, see **Perform Task- Specific Customizing**.
4. Set up release procedure for RFQs
 - a) Create release group
 - b) Create release code
 - c) Create release indicator
 - d) Create release strategy

Note

You need only carry out the following step if you wish to link your release procedure to workflow.

- e) Assign release code to a user
For more on this topic, see **Define Release Procedure for Scheduling Agreements**.
5. Check release strategies
For more on this topic, see **Check Release Strategies**.

Further Notes

For more information, refer to

- **Implementation of a Release Procedure for Purchasing Documents**
- **Release of Purchasing Documents** (SAP Library -> Basis -> Business Management (BC-BMT) -> SAP Business Workflow (BC-BMT-WFM) -> Reference documentation -> BC Workflow Scenarios in the Applications -> MM Materials Management: Workflow Scenarios)

• Edit Characteristics

In this step, you create characteristics for a release procedure for scheduling agreements.

Classification characteristics are the criteria for a **release condition**. If the criteria of a release condition are satisfied, the associated release strategy is assigned to the purchasing document (e.g. purchase order or RFQ).

Example

Release condition for release strategy EA:

Characteristic	Characteristic value
Total net value of PO	Above \$10,000

If the total value of a purchase order exceeds \$10,000, release strategy EA is assigned to this PO.

Requirements

In communication structure CEKKO you will find all the fields that can be used as characteristics for a release condition (e.g. BSART for the order type and GNETW for the total order value).

Check which fields you wish to use as characteristics for your release strategy. To do so, choose **Tools -> ABAP Workbench -> Development -> Dictionary**, enter *CEKKO* in the field *Database table*, and choose "Display".

Note

If you wish to define a separate release strategy for the various document categories (PO, RFQ, etc.), you must create a characteristic for each relevant document category.

Activities

1. Create a characteristic for each field from communication structure CEKKO that is to be a criterion for your release strategy. You have a free choice of names for the characteristic.
2. Enter the table name and the field name on the tab page **Additional data** (for example, table CEKKO for field GNETW).

Note

- Do not select **any** of the indicators in the area **Procedure for value assignment** on the tab page **Additional data**. Only if none of these indicators is marked can you assign a value or value interval to the characteristic when defining your release strategy.
- When you create a characteristic for a currency-dependent field (e.g. GNETW), a box appears in which you must enter the currency for the relevant value. The system then converts the currency of the purchasing document into this currency.

3. Check the data for the chosen field on the tab page **Basic data**.

If you want to enter several values or a value interval for a characteristic, set the *Multiple values* indicator in the area **Value assignment**.

Note

Value intervals can only be specified for numerical values (e.g. an interval of \$10,000 to \$15,000 for the value of the purchase order).

4. Check the texts for the field on the tab page **Descriptions**.

5. You can maintain default values for a characteristic on the tab page **Values**.

If you maintain values here, these values will be displayed as input help under **Create Procedure**

with Classification -> Release Strategy -> Classification. If you wish to use not only the input help but also other values, you must select the *Additional values* indicator.

Note

You can also maintain '' as a default value. For example, for account assignment: '' for stock material, 'k' for cost center, and 'a' for asset.

6. If you want to restrict the use of a characteristic to particular class types, specify the relevant class types on the tab page **Restrictions**. For example, class type 032 for the release strategy.

Further Notes

Further information on characteristics is available in this Customizing activity via **Help -> Application help**.

• **Edit Classes**

In this step, you create classes for a release procedure for scheduling agreements.

You use a class to group together characteristics that are to constitute a **release condition** for a release strategy. In the step "**Define Release Procedure for Scheduling Agreements**" you assign this class to the release strategy.

Activities

1. Create a class with the class type 032. You have a free choice of names for the new class (e.g. REL_RFQ for the release of RFQs).
2. Assign a name for the new class on the tab page **Basic data**.
3. You can view an error message if different characteristics with identical values have been assigned to a class. To be able to do so, select the *Check with error message* indicator in the **Same classification** area.
4. If appropriate, select terms to be used as search criteria in searches for your class on the **Keywords** tab page.
5. Assign your characteristics to the class via the tab page **Characteristics**.

• **Define Release Procedure for Scheduling Agreements**

In this step, you set up the release procedure for scheduling agreements and can link it to workflow. (Note that in this context "releasing" means "approving", or giving the "green light" to a document.)

Requirements

- In the case of a release procedure linked to workflow, you must have previously created the user names, positions, jobs, etc. that you here assign to the release code in the organizational plan and must have linked them to the relevant standard tasks in task-specific Customizing (Basis -> Business Management -> Business Workflow -> Perform Task-Specific Customizing).
- You must assign the authorization **M_EINK_FRG** to the persons who are to be involved in the release procedure (**Authorization Management -> Create Authorization Profiles and Assign to Users**).

Activities

Here you define the following:

- Release group
- Release codes
- Release indicator
- Release strategy
- Workflow

Release group

Create a release group for your release procedure and assign it to a class. In the process, you assign **release conditions** to the release procedure.

Release codes

Here you create the **release codes** you need for your **release strategy** and assign the codes to your release group. If a release code is to be used in workflow, indicate this accordingly in the **Workflow** field

The **Workflow** indicator is also used to control **role resolution**:

- "1 - Role Resolution with Group, Code and Plant (T16FW)"

Here you use a role resolution that is supplied in the standard system. To do so, you must assign the release point in the section **Workflow** (see below).

- "9 - Role Resolution via User Exit"

Here you use the **customer exit** M06E0005 to define a role resolution of your own.

Release indicators

A **release indicator** shows the release status of a scheduling agreement.

Via the following settings, you can define the release indicators you need for your release procedure:

- The **Released** indicator is used to specify whether messages (scheduling agreement documents in output format) may be transmitted for a scheduling agreement with this indicator.
- The *Changeability* indicator shows the effect of changes to the scheduling agreement (a change to an agreement may require a new release strategy to be determined, for instance).

By means of the *Value change* indicator, you can specify that the release strategy is to be re-started if a scheduling agreement is changed and the value of an agreement item thereby increases by a certain percentage (e.g. 10%). Set the *Changeability* indicator to - "4 Changeable, new release in case of new strategy or value change" or "6 - Changeable, new release in case of new strategy or value change/outputted" and enter a percentage in the *Value change* field.

Attention:

The following release indicators are necessary for every release procedure:

- Release indicator for *initial status*
If the scheduling agreement is subject to a release strategy, it must normally be released before it can be transmitted to the vendor. Therefore, when a scheduling agreement is created, it is assigned a release indicator that blocks it from being outputted in message form.
The *Released* indicator must not be selected for this indicator.
- Release indicator for **released status**
This indicator is assigned to the RFQ when it is released.
The **Released** indicator **must** be selected for this indicator.

Release strategies

Create a release strategy for your release group and assign your release codes accordingly.

- **Release prerequisites**

With the **release prerequisites**, you specify the order in which the individual release points (individuals or departments) represented by the release codes may release the document.

Example

The following table shows release prerequisites for a strategy with four release codes:
Code/Release prerequisite

01	02	03	04
01 -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>
03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In this release strategy, the codes 01, 02, 03, and 04 must successively release the scheduling agreement.

Read the table from left to right. For instance, the third line for release code 03: For code 03, release via code 01 and code 02 is a prerequisite. That is to say, the scheduling agreement must be released via codes 01 and 02 before it can be released via code 03.

- **Release statuses**

Here you specify the status a scheduling agreement has after certain release points have effected release.

Specify which release indicator/status a scheduling agreement is to have after having been released via a certain release code.

- **Classification**

In classification, you maintain the values assigned to the characteristics. Via the characteristics and their values, you specify the scheduling agreements to which your release strategy is assigned. Maintain values (individual values or intervals) for your characteristics.

Example

Two characteristics and their values have been maintained in classification for release strategy 'EA':

- Document type - 'NB - standard purchase order'
- Total value - above \$10,000

All POs with the document type 'NB' and a total value in excess of \$10,000 are thus subject to a release procedure with the release strategy 'EA'.

- *Release simulation*

The release simulation function enables you to check which status a scheduling agreement will achieve with your release strategy if release is effected by a certain release point. Choose "Simulate release" and release the document with the desired release code by double-clicking. The system shows you which status the scheduling agreement now has as a result of this release.

Workflow

Assign a processor ID to your workflow-relevant release codes. The processor (member of staff responsible for processing the document) will then receive a **work item** when he or she is required to effect release.

You can assign a processor ID either directly or indirectly:

- Direct processor assignment:

Enter a user name.

- Indirect processor assignment:

Enter a **job**, for example, or a **position**. At runtime, the system will then determine the member(s) of staff responsible for processing the document.

- **Define Tolerance Limit for Archiving**

In this step, you specify the periods that must expire before:

- A scheduling agreement item is deactivated, and
- A deactivated scheduling agreement item is archived

Activities

1. Maintain the minimum time periods in days for the archiving of scheduling agreements.
2. Maintain the additional checking criteria for

- Target quantity reached
- Target value reached
- Validity period expired

If you are using the "Subsequent Settlement" functionality (for end-of-period volume-based rebates), the residence time set there works as logically "AND-linked" to the residence time of the document type maintained here.

• **Conditions**

In this section, you make the system settings that are relevant to the maintenance of conditions and price determination in the purchase of materials.

• **Automatic Document Adjustment**

In this step, you make the system settings required for application- specific activities (adjusting purchase orders, generating documents for

order optimizing etc.) when conditions change.

There are two types of system settings:

1. Settings for condition index updates
2. Settings for the creation of document indices for certain documents

Condition index update involves the updating of change pointers when conditions are created or changed. These change pointers are analyzed by the system when the worklist is created for various applications. The updating of change pointers must be activated for each message category. The message category "CONDBI" is used for the relevant document categories.

You can activate the updating of change pointers in **Activate Change Pointers**.

Under **Define Extent of Change**, you can define the condition changes (condition amount, start and end of the validity period, scales) for which change pointers are updated.

In the settings for creating document indices for various documents, you define the condition types (purchase price, discounts etc.) for which document indices are created.

The document indices record which particular conditions for the condition types specified were involved for these document items. For this purpose, the document indices also contain the condition key and the condition table of the condition record.

Standard Settings

The standard system contains all the required entries for message category CONBI for adjusting the document categories to be maintained.

Further Notes

Message category "CONDBI" for condition index updates is also used for document adjustment in purchase orders, order optimizing, scheduling agreements and pricing documents.

To enable the creation of document indices for pricing documents, the "document creation" indicator must be maintained in the **Pricing Type**.

• Control Document Adjustment

This step contains the various application areas in which automatic document adjustment is relevant.

The system automatically checks in every application area the allowed condition types and tables for the various applications and functions.

You can only enter master conditions, i.e. conditions with their own access sequence. The system does, however, take conditions with supplementary conditions into account.

The restriction to the updates at condition type table level allows you to only include the conditions in the document index updates that change quickly. This reduces the volume of data processed.

• Control Purchasing Document Adjustment

In this step you define parameters for automatic document adjustment due to condition changes.

Condition types used in rebate processing cannot be entered in this way, as updates are controlled via other conditions.

• Define Condition Control at Plant Level

In this step you can define time-dependent conditions for a purchasing organization or a plant. This means that you can allow prices that apply only to a specific plant in purchasing info records or outline purchase agreements.

Standard settings

In the standard system, you can store time-dependent conditions with or without a plant. This means you can define the vendor's conditions for a material in the purchasing record at the level of the purchasing organization and plant.

Recommendation:

You should disallow plant conditions only if you are sure that you have the same conditions for all the different plants.






Note

You can use the *plant conditions* function in the contract independently of the settings in this workstep.

Activities:

Determine for each plant whether separate conditions may be maintained for the plant in question.

Change View "Activate Condition Maintenance for Plant": Overview

Plant	Name 1	Conds. at plant level
ABE	Aberdeen - Finning (UK) Ltd	
ASH	Ashford - Finning (UK) Ltd	
BIR	Boldon - Finning (UK) Ltd	
BRI	Bristol - Finning (UK) Ltd	
CAN	Cannock - Finning (UK) Ltd	

• **Define Price Determination Process net price or effective price**

The following steps describe how the price determination process is controlled.

Before you set up the price determination facility in the SAP System, you should do the following:

- Check the dependencies under which prices, discounts, and surcharges are arrived at. For example, determine whether different conditions apply to individual material groups and the basis on which surcharges and discounts are calculated.
- Then bring your pricing dependencies into line with the criteria for price determination in the SAP System.
- After this, work through the following sections.

• **Define Access Sequences**

In this step you define **access sequences**.

An access sequence is a search strategy with the aid of which the SAP System searches for valid **condition records** of a certain **condition type**.

For example, you can stipulate for a price that the SAP System first searches for a price for a specific plant, and then for a generally applicable price.

For condition types for which you wish to maintain conditions with their own validity period, you must assign an access sequence. With this, you define which fields the SAP System checks in searching for a valid condition record.

Example:

An access sequence has been assigned to condition type PB00 so that prices can be maintained in purchasing info records and contracts.

No access sequence has been assigned to condition type RC00 because it does not have a validity period of its own. In the standard system, it is always maintained simultaneously with the price and is valid for the period of the price.

SAP recommendation

If you define your own access sequences, the key should begin with the letter Z, as SAP keeps these name slots free in the standard system.

You should not change the access sequences that are included in the standard SAP system.

Actions

1. Check the extent to which you can use the condition types and access sequences that are included in the standard system.
2. Create new access sequences by copying and changing similar existing ones. In doing so, enter an alphanumeric key, which can have a maximum of 4 characters, and a descriptive text.

3. Maintain the accesses for the access sequence by specifying the **condition tables** in the desired sequence. The sequence indicates the order of priority of the accesses. You can display and choose the defined combinations of key fields using the "possible entries" facility.

The image shows three overlapping screenshots of the SAP configuration interface for Access Sequences and Accesses.

Top Screenshot: Access Sequences List

AcSq	Description	Cat	Description
DWST	Input tax		Access sequence relevant for pricing
GRWR	Statistical Value		Access sequence relevant for pricing
6WLB	Limit Value for SC components		Access sequence relevant for pricing
JE01	Commission/Bank Charges		Access sequence relevant for pricing
JE02	Transport/Insurance		Access sequence relevant for pricing
KB01	Header discounts		Access sequence relevant for pricing
LF01	Vendor		Access sequence relevant for pricing
LF02	Vendor Sub-range		Access sequence relevant for pricing
MART	Reset Material Type		Access sequence relevant for pricing
MP01	Market Price		Access sequence relevant for pricing
MWST	Input tax		Access sequence relevant for pricing
PB01	Gross Price		Access sequence relevant for pricing

Middle Screenshot: Accesses for PB01 Gross Price

AcNo	Tab	Description	Requiremnt	Exclusive
5	16	Contract Item		<input checked="" type="checkbox"/>
10	17	Material Info Record (Plant-Specific)	35	<input checked="" type="checkbox"/>
20	18	Material Info Record		<input checked="" type="checkbox"/>
30	25	Info Record for Non-Stock Item (Plant-Specific)	38	<input checked="" type="checkbox"/>
40	28	Info Record for Non-Stock Item		<input checked="" type="checkbox"/>

Bottom Screenshot: Fields for Access PB01 10

Condition	I/O	Doc.struc.	Doc.field	Long field label	Source of constant	Init	ATyp	Prio
LIFNR	◀	KOMK	LIFNR	Vendor		<input type="checkbox"/>		
MATNR	◀	KOMP	MATNR	Material		<input type="checkbox"/>		
EKORG	◀	KOMK	EKORG	Purch. organization		<input type="checkbox"/>		
WERKS	◀	KOMP	WERKS	Plant		<input type="checkbox"/>		
ESOKZ	◀	KOMP	ESOKZ	Info record category		<input checked="" type="checkbox"/>		

• Define Condition Types

In this step you define **condition types**.

The condition types are used to represent pricing elements such as prices, discounts, surcharges, taxes, or delivery costs in the SAP System. These are stored in the system in condition records. You also have the option of entering conditions requiring **subsequent (end-of-period rebate) settlement**. A separate topic "Subsequent Settlement" in the Purchasing IMG covers this functionality.

For condition types for which you wish to maintain conditions with their own validity period, you must specify an access sequence. In this way, you stipulate the fields the SAP System is to check in its search for a valid condition record.

Example:

An access sequence has been assigned to condition type PB00 so that prices can be maintained in purchasing info records and contracts.

No access sequence has been assigned to condition type RC00 because it does not have a validity period of its own. In the standard system, it is always maintained simultaneously with the price and is valid for the period of the price.

Note

In a price calculation schema (which may also be termed a "pricing procedure"), you collect together all the condition types that are automatically to be taken into account by the SAP System in the process of price determination with regard to a business transaction.

Note that you can only also enter manually the condition types that are contained in the calculation schema.

You can alter the result of the price determination process in the purchasing document manually. You can limit the change options for a condition type in this step.

SAP recommendation

If you define your own condition types, the key should begin with the letter Z, as SAP keeps these name slots free in the standard system.

You should not change the condition types that are included in the standard SAP System supplied.

Actions

1. Check the extent to which you can use the condition types that are included in the standard SAP system supplied.
2. Create new access sequences by copying and changing similar existing ones.
In doing so, you must specify the following:
 - enter an alphanumeric key (which can have a maximum of 4 characters) for the condition type, together with a descriptive text.
 - Specify an access sequence for the condition types. (For header conditions, you need not specify an access sequence.)
3. Maintain the detail screen for the condition type.

Note:

To improve performance, you can optimize the accesses for a condition type. In searching for condition records, the SAP System will then initially check the header fields in the document only.

Change View "Conditions: Condition Types": Overview

Conditions: Condition Types

CTyp	Condition type	Condition class	Calculation type
PA01	Promo Price 2	Prices	Quantity
PBXX	Gross Price	Prices	Quantity
PB00	Gross Price	Prices	Quantity
PNN0	Purch. Net/Net		
P000	Gross Price		
P001	Gross Price		
P100	Trans.Pr.Supply.Plnt		
P101	Val.Price Supply.Plnt		
RA00	Discount % on Net		
RA01	Discount % on Gros		
RA02	Promo Discount % 1		

Condit. type PBXX **Gross Price** Access seq. Records for access

Control data 1

Cond. class B Prices Plus/minus positive a

Calculat.type C Quantity

Cond. category H Basic price

Rounding rule Commercial

StrucCond.

Group condition

Group cond. GrpCond.routine

RoundDiffComp

Changes which can be made

Manual entries C Manual entry has priority

Header condit. Amount/percent Qty relation

Item condition Delete Value

Master data

valid from Today's date PricingProc

Valid to 31.12.9999 delete fr. DB Do not delete (set the deletio...

Scales

Scale basis C Quantity scale Scale formula

Check value None Unit of meas.

Scale type can be maintained in con

• Define Limits

In this step, you can define upper and lower limits for the value of a condition.

In this way, you restrict the amounts or scale values in the relevant condition records. The limits are defined at the level of the condition type.

Actions

Maintain the desired limits.

Change View "Condition Types: Upper/Lower Limits for Pricing Elements"

New entries

CTyp	Condition type	CalTy	Unit	Lower limit	Upper limit	per	U...

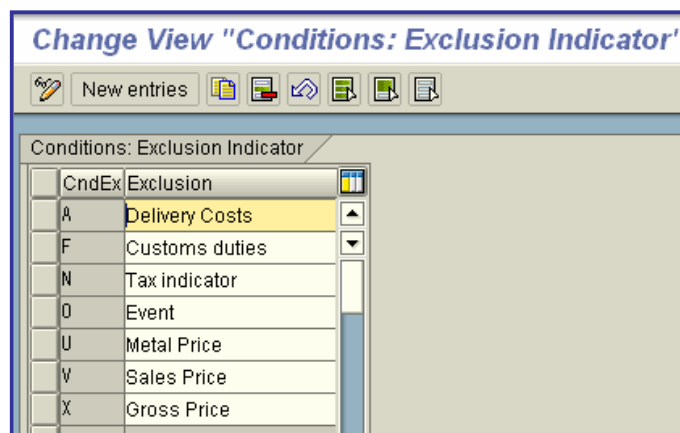
• Define Exclusion Indicators

In this step, you can set exclusion indicators for condition types.

The exclusion indicator prevents the use of too many condition types in the price determination process. In the standard system, it determines that either the automatic or the manual price is applied, but not both.

Note:

To be able to use the exclusion indicator, you must first maintain a requirement in the step **Define Calculation Schema**.



• Define Calculation Schema

In this step, you define the calculation schemas.

In the MM area, a calculation schema - a framework of steps used to calculate or determine something - is used among other things to calculate costs, prices, period-end rebates, and taxes.

Note

This concept is referred to in the Sales and Distribution (SD) area as a **pricing procedure**.

In the calculation schema (pricing procedure), you specify which condition types are to be taken into account in which sequence.

In the price (or cost) determination process, the SAP System automatically determines which calculation schema is valid for a business transaction and takes into account, one after another, the condition types it contains.

Standard settings

The following calculation schemas are predefined in the standard system. You should not change these schemas.

RM0000 and RM1000

Control the price determination process in POs, quotations, and scheduling agreements.

Both calculation schemas require 2 condition types for the gross price: one for automatic price determination (standard: PB00) and one for manual maintenance (standard: PBXX).

RM0001 and RM1001

Determine which condition types you can enter in purchasing document headers with **time-dependent conditions** (e.g. contracts).

RM0002, RM1002

Determine which additional condition types you can enter in purchasing document items with time-dependent conditions or in the **purchasing info record**.

RMMP00

Defines the condition type for determining the market price which can be entered for each material.

RM2000

Controls the delivery cost determination process in stock transport orders and stock transport scheduling agreements.

Note

In the calculation schemas RM0000, RM1000, RM0001, and RM1001, the field "Subtotal" must contain the following values in the following lines:

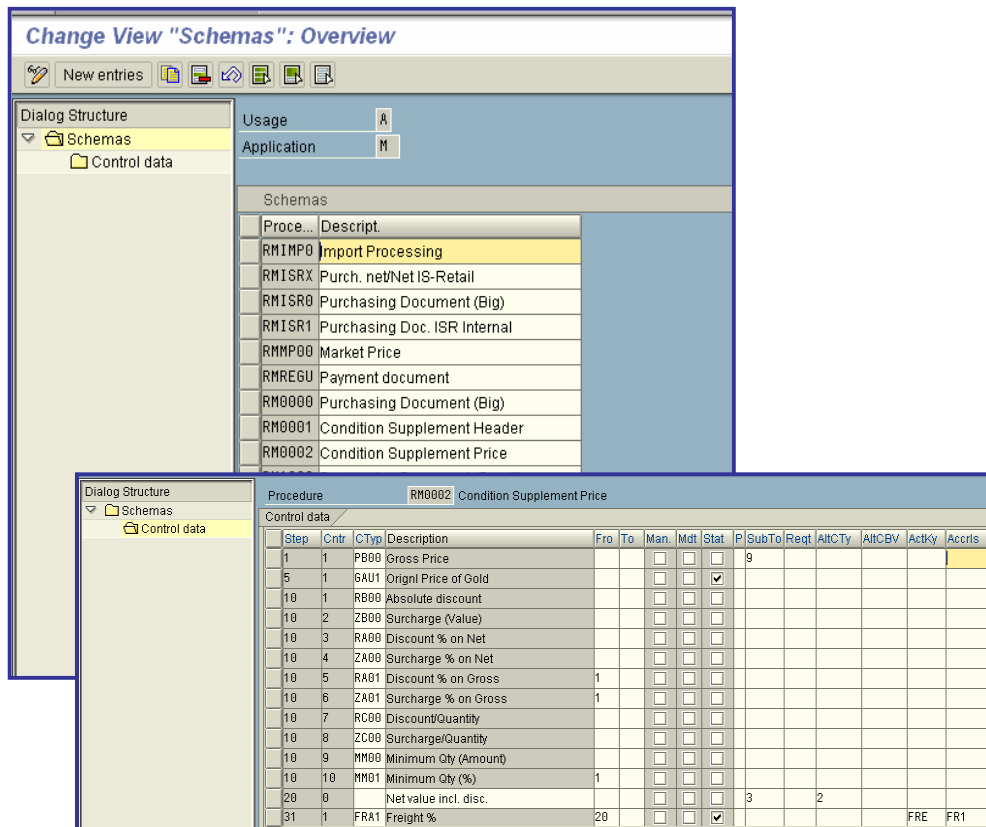
Gross value: 9

Effective value: S

If the interim total 'S' is not set, the PO values cannot be updated in the Purchasing Information System (PURCHIS).

Actions

1. Check to what extent you can use the calculation schemas provided in the standard SAP System.
2. Create new calculation schemas by copying similar existing ones and changing them.
 - Enter a key (length max. six characters) for the schema you wish to create, and a descriptive text.
 - For each schema, specify the condition types in the order of their usage, and maintain the relevant data.



• Define Schema Group

In this step, you define schema groups.

These allow you to group together purchasing organizations that use the same calculation schema.

You can also use them to group together vendors for whom the same calculation schema is valid.

(Note: calculation schemas may also be referred to as "pricing procedures".)

For example, you can define one schema group that uses a simple calculation schema with just a price and a discount, and another that works with a more complex schema containing a large number of conditions.

Example:

Define a schema group that uses a simple calculation schema with only one price and a discount, and a schema group that works with a more complex schema containing a large number of conditions.

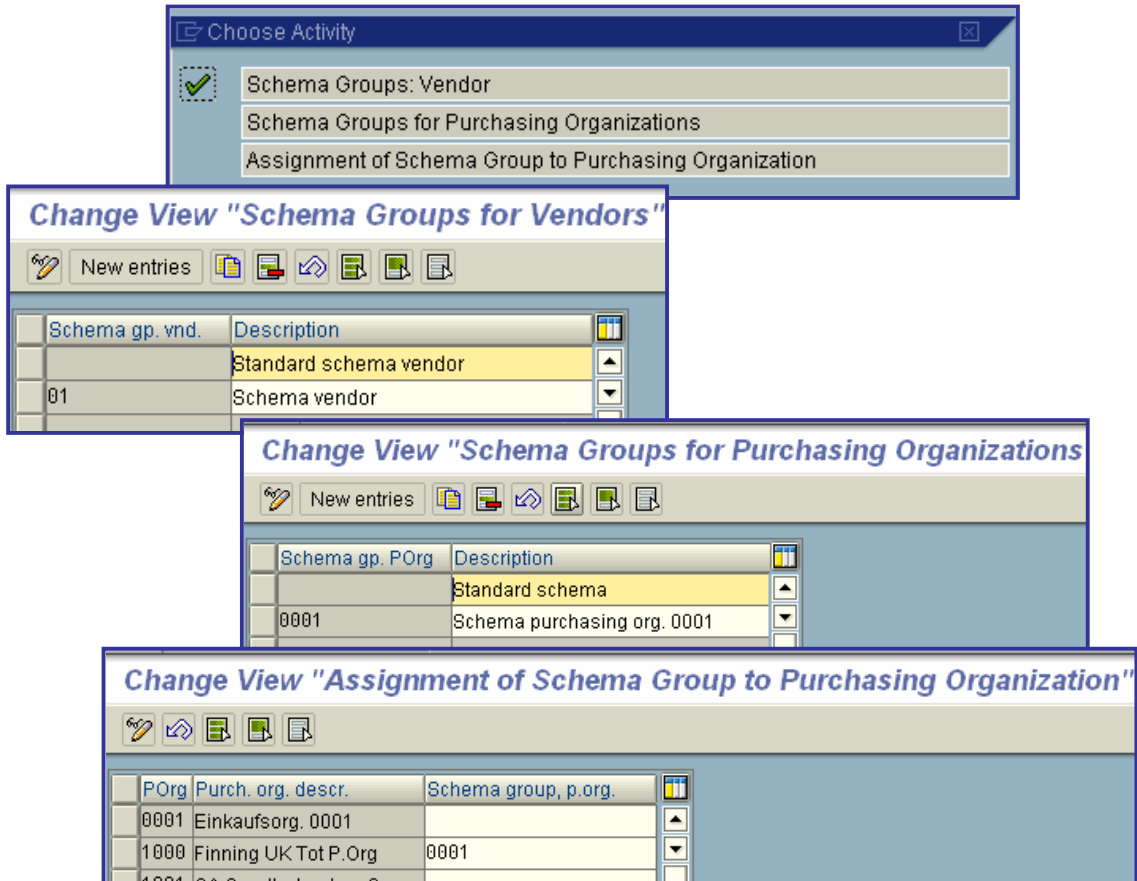
Activities

In this step, you can:

- Define schema groups for purchasing organizations and vendors
- Assign schema groups to your purchasing organizations

Note:

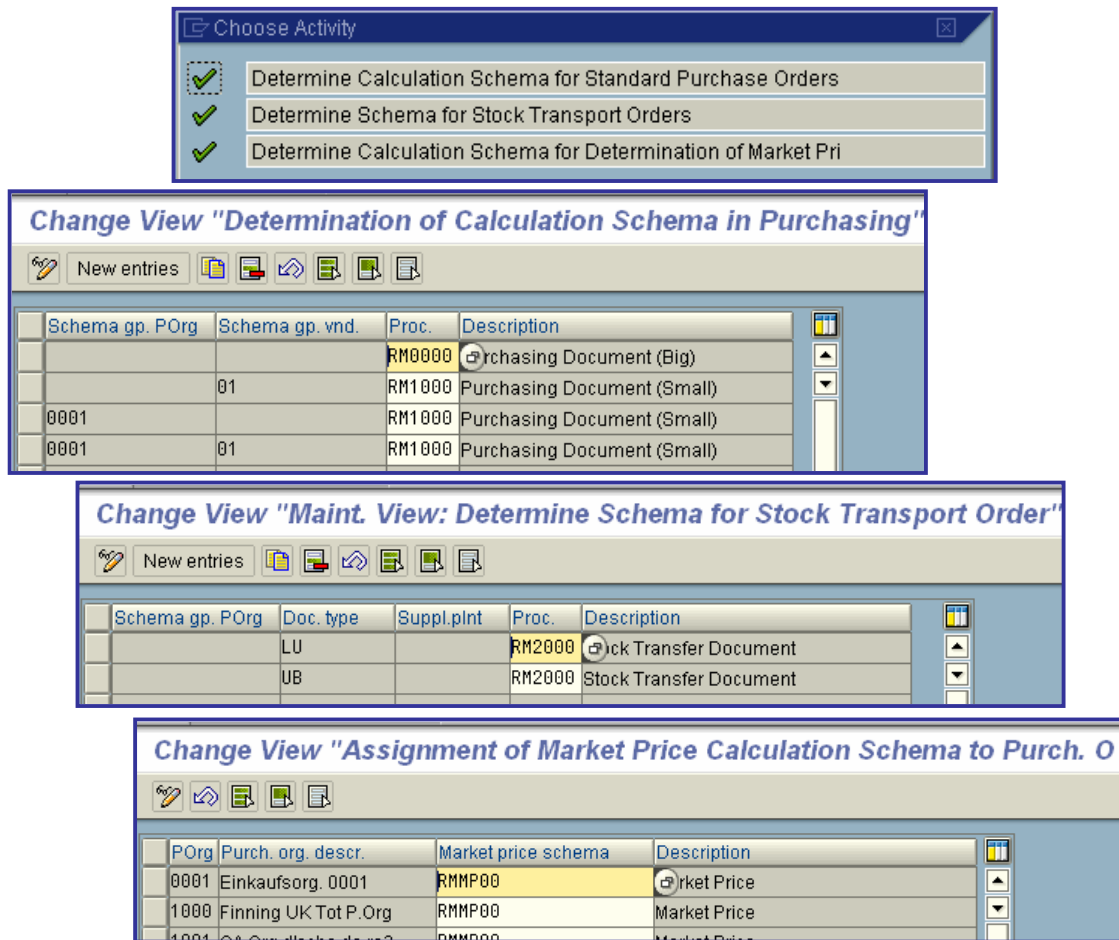
You assign vendors to schema groups in the relevant vendor master records.



• Define Schema Determination

In this step, you assign purchasing transactions and processes to a calculation schema; that is, you specify the cases in which a certain schema is used.

- For standard purchase orders
(depending on the schema group of the vendor and the purchasing organization)
- For stock transport orders
(depending on the supplying plant, the document type and the schema group of the purchasing organization)
- For market price determination
(depending on the purchasing organization)
That is, for each purchasing organization, a separate calculation schema can apply for the determination of the market price.



• Define Transaction/Event Keys

In this step, you define transaction/event keys for condition types involving provisions.

To enable the system to find the relevant account for provisions (for accrued delivery costs or miscellaneous provisions, for example), you must assign a transaction/event (internal processing) key to each condition type that is relevant to provisions in the step **Define Calculation Schema**.

If purchase account management is active within a company code, you must specify the transaction/event key in the field 'AcckY'. If not, you make this specification in the field 'Provis.'.

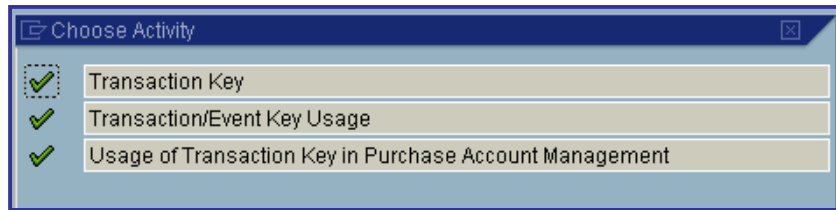
Via "Transaction/Event Key Usage" and "Usage of Transaction Key in Purchase Account Management", you can determine the calculation schemas in which these keys are used.

SAP recommendation

Use the transaction/event keys supplied with the standard system, since any new ones must first be set up within the account determination facility.

For more on this topic, please refer to **Configure Automatic Postings** under *Materials Management -> Valuation and Account Assignment*.

If you define your own calculation schemas, the key should begin with either the letter Z or the digit 9, since SAP keeps these name slots free in the standard system supplied.



• Define Condition Exclusion

In this step, you define the condition exclusion process.

If several **condition records** are valid in the price determination process, you must define rules stipulating which conditions are selected and which are disregarded. To do this, use the condition exclusion mechanism.

The exclusion of condition records is controlled via exclusion groups. An exclusion group is a list of **condition types** that are compared with each other during the price determination process. The result may be the exclusion of a whole group of conditions or the exclusion of individual conditions within a group.

The result of the price determination process can thus be influenced with regard to a desired criterion (for example, the lowest price) by the exclusion of certain condition types, whereas others are taken into account in this process.

Example

You can define a condition exclusion process that determines the most favorable price and excludes less favorable but fundamentally possible pricing results. The lowest price then overrides the condition type priorities that would have been dictated by the access sequence.

In the calculation schema you define the procedure by which selection within or between the condition exclusion groups takes place. The following possibilities are available:

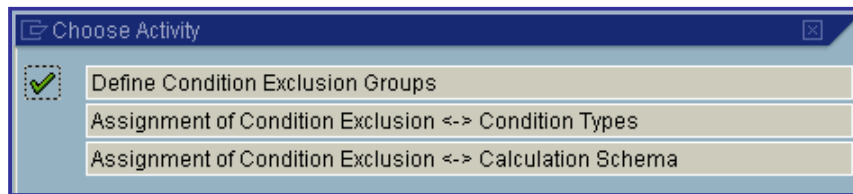
- Selection of the most favorable condition type within a condition exclusion group.
- Selection of the most favorable condition record of a condition type if more valid condition records exist (for example, selection from different condition records of condition type PR00)
- Selection of the most favorable of two condition exclusion groups (in this case, all condition types of the two groups are cumulated and the totals compared with each other)

The tables for the exclusion of conditions are supplied empty. You must therefore work through the following points if you wish to use the condition exclusion facility:

- Define condition exclusion groups
- Assign condition types to condition exclusion groups
- Enter condition exclusion groups in the calculation schema and define a procedure for the determination of the condition types to be excluded.

Activities

1. Create a condition exclusion group by entering an alphanumeric key that is max. four characters long, together with a description.
 2. Assign the condition types to a condition exclusion group. A condition exclusion group can contain any number of condition types.
 3. Enter the condition exclusion group in the calculation schema that you will be using for price (or cost) determination purposes.
 4. In the process, note the sequence (consecutive numbers) in which the exclusion groups are to be processed.
- You can use two exclusion groups for condition exclusion purposes. In this case, you must choose procedure "C", which determines the lowest price between two exclusion groups.



• Maintain Condition Table

In this step, you define the price dependencies.

You can make prices, discounts and surcharges dependent on almost all the fields in a purchasing document.

You define these dependencies with the aid of **condition tables**.

In a condition table, you specify the combination of fields for which you can create **condition records**.

SAP recommendation

You should not change the condition tables that are included in the standard version of the SAP System.

Actions

1. Check the extent to which you can use the condition tables that are supplied with the standard SAP System.
To do this, you can display these condition tables.
2. Before creating a new condition table, you should check whether the existing fields of the field catalog are sufficient for your requirements.
If you wish to use a field for price determination which is not defined for this usage in the standard system, you must include it in the field catalog (see **Extend Field Catalog for Condition Tables**).
You can only include fields that are included in table KOMG, KOMK or KOMP.
3. Create new condition tables. To do so, copy a similar condition table and proceed as follows:
 - Enter the name of the table you wish to create.

Note that you can only choose names between 501 and 999. If you make no entry, the system will automatically assign a consecutive number.
 - Specify whether you wish to create the table with or without a validity period.
 - Enter the type of condition table (for example, transparent table).

- Enter a description for the condition table.
- From the list of allowed fields that are included in the field catalog and which can be extended there, choose your desired fields for the condition table.
- Generate the new condition table.

Note:

You can only maintain conditions for a new condition table if the condition table is used in an access sequence.

• Extend Field Catalog for Condition Tables

In this step, you can extend the field catalog for condition tables to include fields that are not available for the purpose in the standard system.

Example:

Enter the field ZZEKGRP in the field catalog with the following specifications:

- Usage A (= price determination)
- Application M
- Field group 001

Field	Description
ADDNR	Additional
ALAND	Country
AUSFU	Exporter
BSTME	Order unit
BUKRS	Company code
CASNR	CAS number (pharm.)
COADI	Anti-dumping code
COIMP	Import code no.
COKON	Customs quota
COPHA	Pharmaceut.products
EAN11	EAN/UPC
EILGR	Country group import
EKKOL	Condition group
EKORG	Purch. organization
EKOR1	Ref. purchasing org. 1
EKOR2	Ref. purchasing org. 2

• System Enhancements

If you have extended the field catalog to include your own fields, you must make the relevant fields accessible in the Purchasing transactions. This section describes how to proceed.

Communication structures

The following communication structures are relevant to pricing:

- KOMK (Price determination communication header)
- KOMP (Price determination communication item)
- KOMG (Allowed fields for condition structures)

For technical reasons, the communication structure KOMG is used. This represents the total of KOMK and KOMP and contains all fields that can basically be used for price determination purposes. The inclusion of new fields in KOMK or KOMP automatically means that they are also included in KOMG.

INCLUDES

Fields for price determination are contained in the following INCLUDES:

- Header data in KOMKAZ (INCLUDE in KOMK/KOMG)
- Item data in KOMPAZ (INCLUDE in KOMP/KOMG)

USER EXITS

The new fields in the processing of purchasing documents are filled with the following USER EXITS:

- Extension of LMEKO001 with function module EXIT_SAPLMEKO_001 (for the header fields of table KOMK)
- Extension of LMEKO002 with function module EXIT_SAPLMEKO_002 (for the item fields of table KOMP)

You must activate the USER EXITS with transaction CMOD.

The example describes how to proceed in order to use the document field EKGRP (purchasing group) for price determination (in the standard system it is not defined for this purpose).

1. First check whether there is a corresponding document field in the standard system. The purchasing group (= field EKGRP) is found in purchasing documents at header level.
2. Check whether a header or item field is involved. Field EKGRP is stored in table EKKO and is therefore a header field.
3. Include the field name ZZ EKGRP in the communication structure KOMK (via the INCLUDE KOMKAZ) and assign the data element EKGRP to it. Note that new data fields must begin with the letters "ZZ" or "YY", because SAP keeps these name slots free in the standard system to protect them from being overwritten at the time of Release changeovers.
4. Activate the structure. This causes those structures in which this INCLUDE structure is integrated also to be generated.
5. Populate the new field in program ZXM06U14, which is used in the function module EXIT_SAPLMEKO_001, as follows:
MOVE I_KOMK TO E_KOMK.
MOVE I_EKKO-EKGRP TO E_KOMK-EKGRP.

• Scope of List for Conditions

In this section, you specify the list scope for conditions.

You can:

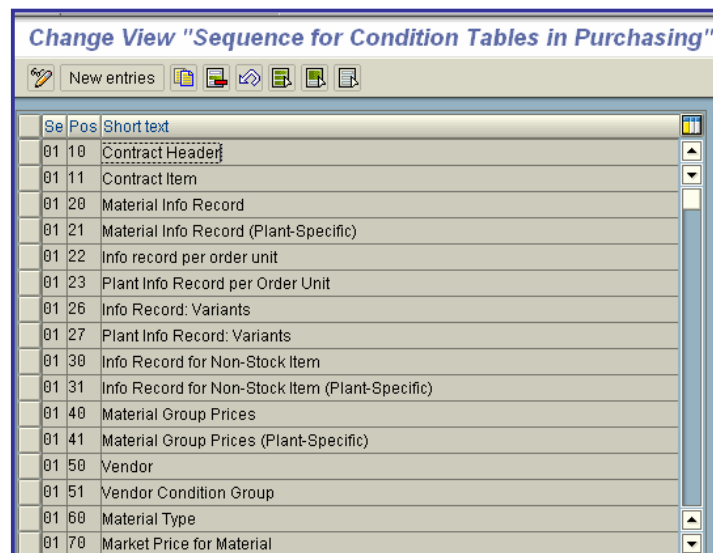
- Specify the sequence (order) of the conditions
- Define scope-of-list parameters
- Assign scope-of list parameters to condition maintenance transactions

• Define Sequence

In this step, you specify:

- Which **condition tables** should be taken into account in the list display of **time-dependent conditions**.
- The sequence in which the data of a condition record should be displayed in the list

Change the sequence only if you want to include your own condition tables.



Se	Pos	Short text
01	10	Contract Header
01	11	Contract Item
01	20	Material Info Record
01	21	Material Info Record (Plant-Specific)
01	22	Info record per order unit
01	23	Plant Info Record per Order Unit
01	26	Info Record: Variants
01	27	Plant Info Record: Variants
01	30	Info Record for Non-Stock Item
01	31	Info Record for Non-Stock Item (Plant-Specific)
01	40	Material Group Prices
01	41	Material Group Prices (Plant-Specific)
01	50	Vendor
01	51	Vendor Condition Group
01	60	Material Type
01	70	Market Price for Material

• Define Scope-of-List Parameters

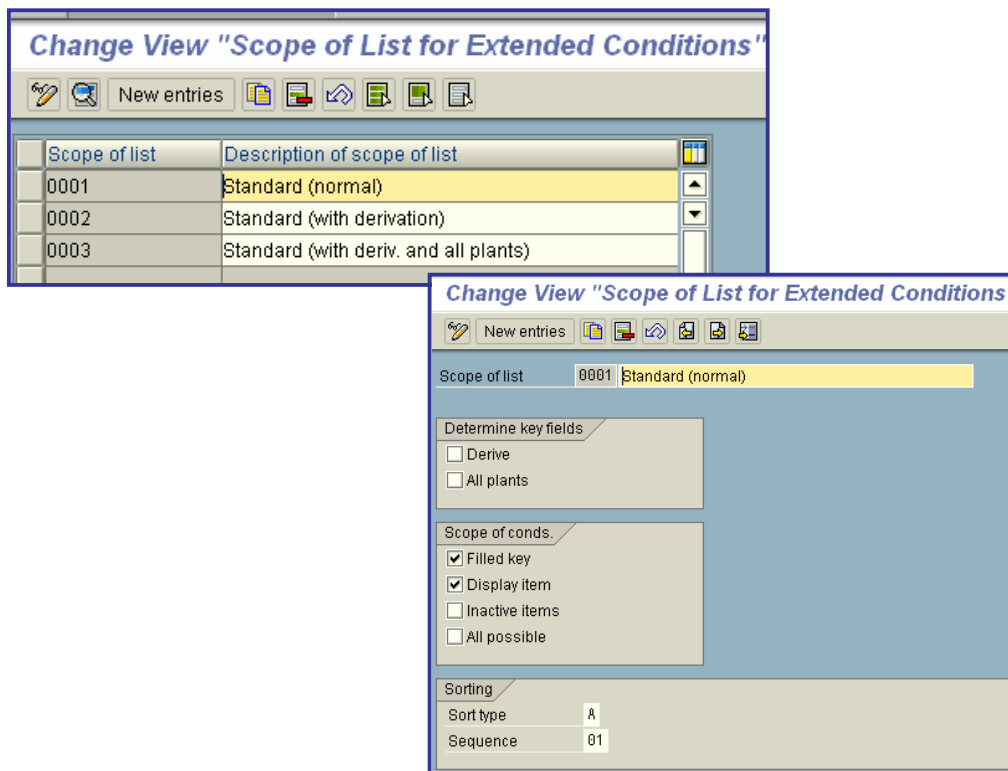
In this step, you define the scope-of-list parameter.

With the scope of list, you specify which information the list displays of **time-dependent conditions** are to contain and how this information is to be shown.

The scope-of-list parameter is suggested on the selection screen for the display of time-dependent conditions (e.g. if you want to display a general overview of prices).

Activities

1. Enter the key and the description of the scope of list
2. Specify how the data in the lists is to be displayed



• Assign to Conditions

In this step, you can specify the scope-of-list parameter that is suggested on the selection screen for displaying **time-dependent conditions**

The time-dependent conditions defined for Purchasing are to be found in the Purchasing menu under *Master data -> Conditions*. from the Purchasing menu. Here various **SAP transactions** are available to you, depending on which conditions you wish to display (e.g. prices per contract, discounts and surcharges per vendor, or the market price).

Activities

Define the scope of list for each SAP transaction for displaying time-dependent conditions.

Change View "Assign Scope of List to Conditions Maintenance Transactio

New entries

TCode	Transaction text	SLst	Description
MEKA	Conditions: General Overview	0001	Standard (normal)
MEKB	Conditions by Contract	0001	Standard (normal)
MEKC	Conditions by Info Record	0001	Standard (normal)
MEKD	Conditions for Material Group	0001	Standard (normal)
MEKE	Conditions for Vendor	0001	Standard (normal)
MEKF	Conditions for Material Type	0001	Standard (normal)
MEKG	Conditions for Condition Group	0001	Standard (normal)
MEKH	Market Price	0001	Standard (normal)
MEKI	Conditions for Incoterms	0001	Standard (normal)
MEKJ	Conditions for Invoicing Party	0001	Standard (normal)

• Account Assignment

In this section you make the account assignment settings.

• Maintain Account Assignment Categories

In this step, you can change the attributes of the **account assignment categories** for purchasing documents.

Activities

1. Check the attributes of the account assignment categories
2. Maintain the account assignment categories to suit your requirements

Change View "Account Assignment Categories"

New entries

Acct assignment cat.	Acct.assgt.cat.desc.
A	Asset
F	Order
I	Profit Center
K	Cost center
N	Network
P	Project
R	Cost of Sales

Change View "Account Assignment Categories": Details

Acct assignment cat. **K Cost center**

Detailed information

Acct. assg. changeable Consumption posting **V** Distribution **1**

IR changeable Acct modification **VBR** Partial invoice **2**

Derive acct. assgt. Ind:Acct.assgt.scr. **1** Single account assig

Del. costs separate Special stock

Goods receipt GR non-valuated Invoice receipt

GR indicator binding GR non-val. binding IR indicator binding

Fields

Field name	Reqd. entry	Opt. entry	Display	Hidden
Activity type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Asset	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Asset sub-number	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Business area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Business process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Commitment item	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cost center	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost object	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cost type	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
CO/PP order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Deletion indicator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Details account assgt. block	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Distribut. indica...	Short text
	Single account assignment
1	Distrib. on quantity basis
2	Distribution by percentage

Partial invo...	Short text
	No multiple account assignment
1	Apportion IR quantities to GR quantities one after another
2	Apportion IR quantities to GR quantities proportionately

Consumption posting	Short text
A	Asset
V	Consumption
E	Accounting via sales order
U	Unknown
P	Accounting via project

Ind:Acct.assgt.s...	Short text
1	Single account assignment
2	Multiple account assignment

S	Special stock descr.
E	Orders on hand
K	Consignment (vendor)
M	Ret.trans.pkg vendor
O	Parts prov. vendor
P	Pipeline material
Q	Project stock
V	Ret. pkg w. customer
W	Consignment (cust.)
Y	Shipping unit (whse)

Fields

Field name	Reqd. entry	Opt. entry	Display	Hidden
Functional area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Funds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Funds center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Funds reservation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
GI/L account	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goods recipient/ship-to party	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Joint venture partner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Network	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Profit center	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Profitability segment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Qty./percent. mat. acct. assgt	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Fields

Field name	Reqd. entry	Opt. entry	Display	Hidden
Real estate management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sales document schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sales order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Unloading point	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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• **Account assignment can be changed at time of invoice receipt**

Indicates whether Invoice Verification is allowed to change the account assignment of a purchase order item at the time of invoice receipt.

Further prerequisites for changing the account assignment of a PO item at the time of invoice verification are that provision has been made for

- Non-valuated goods receipts or
- No goods receipts

with regard to the PO item.

• **Derive preliminary account assignment from G/L account**

Indicates that the preliminary account assignment is to be derived from the G/L account.

If you have set the indicator and the account determination facility supplies a G/L account, the preliminary account assignment is determined automatically.

This means that the system assigns the relevant item to a cost center, an order or a profit center.

The assignment can be carried out at the following organizational levels:

- Company code
- Valuation area
- Plant

If Inventory Management is not active in your system, you must specify (enter) the preliminary account assignments for all the items manually. Setting this indicator enables you to by-pass this step. You will then no longer get the dialog box for the entry of a preliminary account assignment.

You maintain the automatic account assignment specification facility using the Customizing functionality of Financial Accounting under **Maintain automatic account determination**.

• **Debit delivery costs separately**

Indicates that the delivery costs for purchase orders with account assignment are posted to a separate account.

Set the indicator if you want the system to post the delivery costs to a separate account.

• **Indicator: Consumption posting (Purchasing)**

Key specifying the category of consumption posting for items having this account assignment category.

In **sales-order-related production**, the *consumption posting* field determines whether the costs of sales-order-related production are collected under a sales order item. In this case you flag the sales order item as cost- and revenue-carrying.

The collection of costs under the sales order item is recommended in the case of complex make-to-order production. The collection of costs under the sales order item is not advisable in the case of sales-order-related mass production.

Procedure

To flag the sales order item as cost- and revenue-carrying, enter an "E" (settlement via sales order).

If you do not wish to flag the sales order item as cost- and revenue-carrying, do not enter anything.

Dependencies

If you are working with **nonvaluated sales order stock**, always flag the sales order item as cost- and revenue-carrying.

If you are working with **valuated sales order stock**:

- In the case of complex make-to-order production, flag the sales order item as cost- and revenue-carrying
- In the case of sales-order-related mass production, do not flag the sales order item as cost- and revenue-carrying

• Account Modification

Key which has a different meaning depending on the procedure. It is used to differentiate **account determination**. The key's meaning is predefined in the SAP system and cannot be changed.

Example

For tax postings, you can enter a **tax code** as the key.

For tax clearing entries for **down payments**, you enter the modification key defined for down payments. This key was determined based on **account type**, special G/L indicator, and **reconciliation account**.

For statistical offsetting entries, you enter a two-character identification code. The first character is the account type. The second character is the respective special G/L indicator.

For offsetting entries for inventory postings, you enter the key which is assigned to the movement type and posting string.

• Indicator: Account assignment screen

Indicates the standard account assignment screen used in account assignment maintenance for a purchase order item.

Procedure

If you enter **1**, the dialog box for the **account assignment** of a single item will appear.

If you enter **2**, the dialog box for the account assignment of several items will appear.

• Special stock indicator

Specifies the **special stock** type.

Use

If for a **material** specific stocks (such as for example **Consignment stock**) are to be managed separately, this indicator is assigned to the stock type.

Procedure

Enter "E" (open order quantity) if the material is to be delivered to **sales order stock**.

• Default distribution indicator (multiple account assignment)

Defines how the quantity and value of a purchase order item are to be distributed among the individual account assignment items: on a percentage basis or by quantity.

Dependencies

The default value you enter here will be pre-set on the multiple account assignment screen.

• Goods receipt indicator

Specifies whether a **goods receipt** is linked to the purchase order item.

• Goods receipt indicator binding

Indicates that a **goods receipt** is mandatory for the account assignment category.

• Goods receipt, non-valuated

Specifies that the **goods receipt** for this item is not to be valuated.

Use

Set the indicator if goods receipts involving this material are not to be valuated. The **valuation** of the purchase order item will then take place at the time of invoice verification.

This indicator must be set in the case of **multiple account assignment** for example.

Note

If the indicator has been set for an item with the **material type non-valuated**, the quantity recorded in Inventory Management can differ from the value in Financial Accounting during the period between goods receipt and invoice receipt, since the value is not updated until the invoice is posted in Financial Accounting.

• Good receipt non-valuated (binding)

Indicates that a **goods receipt** is mandatory for the relevant item category. The GR will be non-valuated.

Use

If this indicator has been set, the indicator for non-valuated goods receipts in the item cannot be overwritten.

Example

This indicator is set in the case of the item category for **consignment** orders for example.

• Invoice receipt indicator

Specifies whether an invoice receipt is linked to the purchase order item.

Use

If the indicator is not set, the goods are to be delivered free of charge.

• Invoice receipt indicator binding

Determines whether or not an invoice receipt is mandatory for the relevant **item category**.

• Default distribution indicator (multiple account assignment)

Defines how the quantity and value of a purchase order item are to be distributed among the individual account assignment items: on a percentage basis or by quantity.

Dependencies

The default value you enter here will be pre-set on the multiple account assignment screen.

• **Default partial invoice indicator (multiple account assgt.)**

Determines how "partial" invoices (usually invoices for partial deliveries) are apportioned among the individual account assignments in the case of items with multiple account assignment.

In the case of **multiple account assignment**, you can apportion partial invoices among the individual accounts in one of two ways:

- in proportion to the planned quantity distribution
- on a "progressive fill-up" basis (here one account receives its full allocation before any costs are assigned to the next one; this process is repeated with successive partial invoices until all accounts have been charged.)

Note that if Logistics Invoice Verification is in use, apportionment is always on a proportional basis.

Procedure

If a "partial" invoice is entered, the system calculates the distribution of the costs at the time of **invoice verification** in accordance with the partial invoice indicator that has been set and suggests the relevant values for the individual accounts. You can overwrite these values if you wish the costs to be distributed in a different way to that planned in the purchase order.

Example

100 pcs. of a material are ordered for various cost centers as follows: 50 pcs. for cost center A, 40 pcs. for cost center B, and 10 pcs. for cost center C 10.

A "partial" invoice for \$700 relating to a delivery of 70 pcs. is posted with reference to this purchase order. The invoice amount is distributed as follows:

Ordered	Cost center	Method of cost distribution
proportional	"progressive fill-up"	basis
50 pcs.	A	\$350 \$500
40 pcs.	B	\$280 \$200
10 pcs.	C	\$70 \$00

Total 100 pcs. Total \$700 Total \$700

• **Indicator: Required (mandatory) entry**

Determines whether the user must enter input in this field.

• **Indicator: Optional entry**

Indicates whether the user can enter input in this field.

• **Indicator: Display field**

Indicator that determines whether the field is only displayed (that is, cannot be changed).

• **Hide field**

If you set this indicator, the field on the account assignment screen will be suppressed (made invisible).

• **Asset**

Acct assignment cat. A Asset			
Detailed information			
<input type="checkbox"/> Acct. assg. changeable	Consumption posting	A	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification		Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct. assgt. scr.	2	Multiple account ass
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input checked="" type="checkbox"/> GR non-valuated		<input checked="" type="checkbox"/> Invoice receipt
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding		<input type="checkbox"/> IR indicator binding

• **Order**

Acct assignment cat. F Order			
Detailed information			
<input type="checkbox"/> Acct. assg. changeable	Consumption posting	V	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification	VBR	Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct. assgt. scr.	1	Single account assig
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input type="checkbox"/> GR non-valuated		<input checked="" type="checkbox"/> Invoice receipt
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding		<input type="checkbox"/> IR indicator binding

• **Profit Center**

Acct assignment cat. I Profit Center			
Detailed information			
<input type="checkbox"/> Acct. assg. changeable	Consumption posting	V	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification	VBR	Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct. assgt. scr.	1	Single account assig
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input checked="" type="checkbox"/> GR non-valuated		<input checked="" type="checkbox"/> Invoice receipt
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding		<input type="checkbox"/> IR indicator binding

• **Network**

Acct assignment cat.		N Network	
Detailed information			
<input type="checkbox"/> Acct.assg.changeable	Consumption posting	V	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification	VBR	Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct.assgt.scr.	1	Single account assig
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input checked="" type="checkbox"/> GR non-valuated	<input checked="" type="checkbox"/> Invoice receipt	
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding	<input type="checkbox"/> IR indicator binding	

• **Project**

Acct assignment cat.		P Project	
Detailed information			
<input type="checkbox"/> Acct.assg.changeable	Consumption posting	V	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification	VBR	Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct.assgt.scr.	1	Single account assig
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input type="checkbox"/> GR non-valuated	<input checked="" type="checkbox"/> Invoice receipt	
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding	<input type="checkbox"/> IR indicator binding	

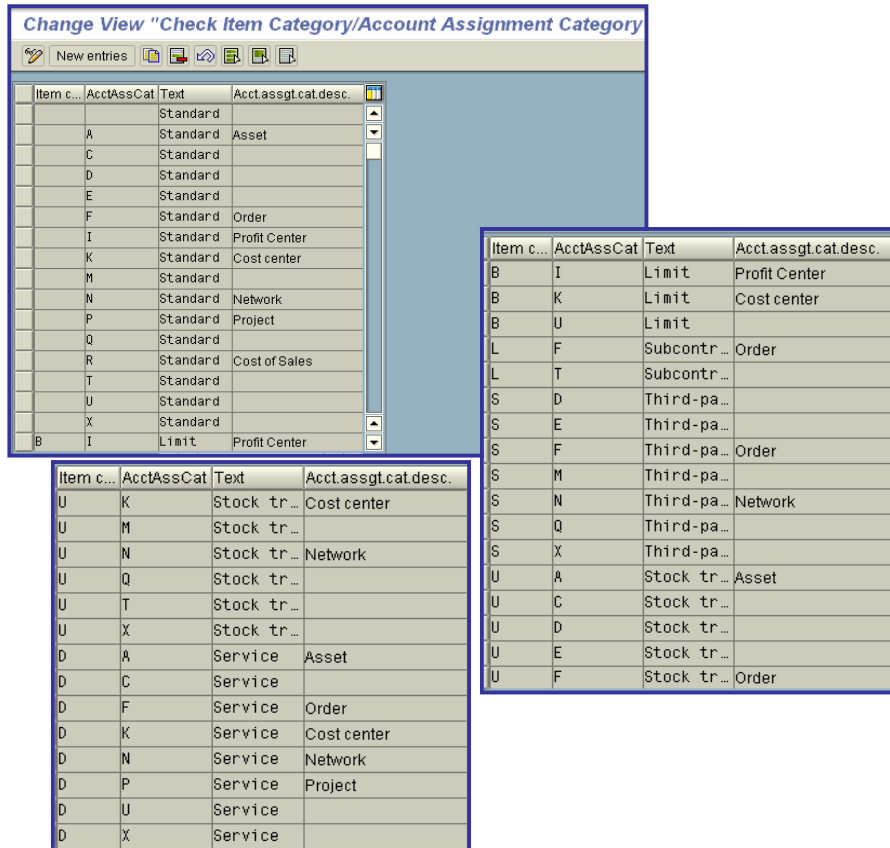
• **Cost of Sales**

Acct assignment cat.		R Cost of Sales	
Detailed information			
<input type="checkbox"/> Acct.assg.changeable	Consumption posting	V	Distribution 1
<input checked="" type="checkbox"/> IR changeable	Acct modification	VBR	Partial invoice 2
<input type="checkbox"/> Derive acct. assgt.	Ind:Acct.assgt.scr.	1	Single account assig
<input type="checkbox"/> Del. costs separate	Special stock		
<input checked="" type="checkbox"/> Goods receipt	<input type="checkbox"/> GR non-valuated	<input checked="" type="checkbox"/> Invoice receipt	
<input type="checkbox"/> GR indicator binding	<input type="checkbox"/> GR non-val. binding	<input type="checkbox"/> IR indicator binding	

• Define Combination of Item Categories/Account Assignment Cat

In this step, you can specify the allowed combinations of **item categories** and **account assignment categories**.

If you have created new account categories, you maintain the combinations for the item categories here.



• Set Subscreen for Account Assignment (Coding) Block

R/3 System account assignment transactions use **subscreens**, which contain the various account assignment fields. When generating the screens for these transactions, the system searches for the most suitable subscreen, that is, the one containing the most required fields.

If there is no subscreen that contains all the necessary fields, you have to enter the additional fields in a separate dialog box.

You can define your own subscreens in this step. This means you can structure your subscreens to suit your own requirements and thus avoid having to enter account assignment fields in an additional dialog box.

Note

Any changes you make apply in all clients and for all transactions that use the coding block.

Requirements

To be able to maintain subscreens you must have authorization maintain cross-client tables(**S_TABU_CLI**).

Defining subscreens

To define a subscreen, proceed as follows:

1. On the **Maintain Coding Block Subscreens: Overview** screen, select the **Create** function. The system displays the **Maintain Coding Block Subscreens: Detail** screen.
2. Enter a 4-character number and a description for your subscreen. The numbers 9000 to 9999 are reserved for customer subscreens. The system proposes the next available number from this interval. You can overwrite the proposed value, if required.
3. Enter a number between 1 and 9 in the *Priority* field (1 = highest; 9 = lowest). The **priority** allows you to "fine tune" the search for the most suitable subscreen.
4. Maintain the **Active** indicator. When looking for suitable subscreens, the system only takes into account those which are both active and generated.

Note

This function allows you to deactivate both your own subscreens and the standard SAP subscreens if you do not want to use them.

5. Select the **Fields** you want to use in your subscreen. You select a field by assigning a valid position on the subscreen. Each subscreen can accommodate a maximum of 10 fields. The positions are numbered from 1 (1st line left) to 10 (5th line right). In several posting transactions (➤) larger subscreens with a maximum of 40 fields are possible, but these subscreens are not selected during most transactions. In certain fields you can display master data texts for the field values. To do this, select the "With text" field. An entire row is necessary for this field.

Example

Let us assume you have defined your subscreen as follows:

Field Name Position With text

Asset 1
Order 3 X
Cost center 2
Material 5
Plant 6

In this subscreen the account assignment fields would be displayed as follows:

Asset Cost center
Order Short descrip. of order
Material Plant

6. When you have finished maintaining your subscreen, you have to save it. Subscreens are saved in two steps:
 - a) You store the subscreen in the system using the **Save** function. The subscreen is, however, latent. Subscreens which are not yet effective are flagged as "Not generated" in the overview list.
 - b) You activate the subscreen throughout the system using the **Generate** function.

Note

If you have no further use for one of your own subscreens, you can either delete it from the list, or deactivate it using the Active indicator. The latter method has the advantage that you can regenerate the subscreen later and use it again.

• Maintaining SAP subscreens

The changes you can make to the SAP subscreens delivered in the standard system are very limited:

- You can deactivate them.
- You can change the priority (see **priority**).

Note

If you try to delete an SAP subscreen, the system deletes only the changes you made and restores the standard delivery version.

Reset to standard

Using this function, you can restore all the subscreens to the standard delivery version. Your changes are not lost, however:

- Any SAP subscreens you changed are reset to standard and flagged in the overview as "**Not currently generated**".
- Your own subscreens are flagged as "**Not generated**".

Generate all

Using this function, you can generate all subscreens

Activities

1. Check whether the standard SAP subscreens meet all your requirements.
2. Create new subscreens if necessary.
3. If necessary, change the priority or the active indicator for the preset subscreens.

Maintain Coding Block Subscreens: Overview				
SAP subscreens				
No.	Description	Priority	Active	Lines
1001	BusArea/CCTR	3	X	5
1002	BusArea Cost ctr Order Cost object	6	X	5
1003	BusArea/Order	4	X	5
1004	BusArea Cost ctr ProfitCtr Order Funct. Area	7	X	5
1005	BusArea/ProfitCtr/PftblySeg	4	X	5
1006	BusArea Cost ctr Order ProfitCrt PrfObj WBS E1. Netwk	9	X	5
1007	Bus.area Cost ctr Order Sales ord Asset WBS e1. Netwk	9	X	5
1010	BusArea Asset Cost ctr Order Material Plant	9	X	5
1011	BusArea G/L acct ProfitCtr	4	X	5
1012	BusArea Material Plant ValtnType MatWBS MatSa1Ord	5	X	5
1013	FinMstr FundsResv ComItmH Funds CCTR	7	X	5
1014	Cost ctr Sales ord WBS e1. ProfSegm G/Lacct BusAr PrCtr	9	X	5
1015	Cost ctr Sales ord WBS e1. ProfSegm Asset Cocde RE obj	9	X	5
1101	Large subscreen with all account assignments	9	X	20

• Assign Default Values for Asset Class

In this step, you can specify a default asset class for each material group. If you then order a material from the material group and create an asset for the purchase order, the system will insert this default value.

Matl group	Matl grp description	Class	Short text
ADV	Advertising		
AGY	Agency & Recruitment		
BAT	Batteries		
BLK	DO NOT USE		
CAP	Capital Expenditures		
CAT	Caterpillar		
CON	Consulting		
COU	Couriers		
EGY	Emergency		
ELE	Electrical		
ENG	Engineering		
ENV	Waste & Environmenta		
EPM	Network Activity		
EP1	Engine Projects 1		
EP2	Engine Projects 2		

• Define Default Values for Document Type

In this step, you can define the default values for the document type in certain transactions.

You can also define default values for the document type on a user- dependent basis using the following user parameters.

- ASA Document type of RFQ
- BBA Purchase requisition
- BSA Purchase order
- VSA Outline purchase agreement

However, the user parameters is only possible if you do not define a central default value in this step.

If a purchase order is generated from a requisition, the document type is adopted from the requisition.

TCode	Transaction text	Type	Doc. type descr.
MB01	Post Goods Receipt for PO	NB	Standard PO
ME21	Create Purchase Order	NB	Standard PO
ME21N	Create Purchase Order	NB	Standard PO
ME25	Create PO with Source Determination	NB	Standard PO
ME27	Create Stock Transport Order	UB	
ME31	Create Outline Agreement		
ME31K	Create Contract		
ME31L	Create Scheduling Agreement	LP	Scheduling agreement
ME37	Create Transport Scheduling Agmt.	LU	Transp. sched. agmt.
ME41	Create Request For Quotation	AN	RFQ
ME51	Create Purchase Requisition	NB	Purchase requisition
ME51N	Create Purchase Requisition	NB	Purchase requisition

Type	Doc. type descr.
NB	Standard PO
ZE	Standard PO for EMS
ZW	Standard PO for WO

Type	Doc. type descr.
MK	Quantity contract
WK	Value contract

Type	Doc. type descr.
LP	Scheduling agreement
LPA	Scheduling agreement
LU	Transp. sched. agmt.

Type	Doc. type descr.
AB	Request for GP bid
AN	RFQ

• Messages

In this section, you make the necessary settings for messages.

"Messages" (documents in output form) are an important means of communication with vendors in Purchasing.

Messages can be transmitted both by the regular mail (postal service) and electronically. In the SAP System, the term "message" stands for both letters and suchlike (communications in the conventional sense) as well as other documents such as RFQs, purchase orders, contracts, and delivery schedules, all of which serve as a means of communicating information to other parties. A message control facility that depends on a number of different criteria allows you to process and transmit such messages under certain conditions, subject to predefined restrictions.

• Texts for Messages

In this step, you can change standard texts for RFQs, purchase orders, contracts, and scheduling agreements according to your requirements:

- Document header
- Document item
- Supplement
- Change texts
- Headings

These standard texts are printed in the output document and are referenced in the **form** (layout set).

• Define Texts for Purchase Order

In this step, you define the texts for purchase order messages.

Activities

If you wish to use your own texts when outputting a purchase order, proceed as follows:

1. In the step **Adjust Form (Layout Set) for Purchasing Documents**, check to see at which points you can store your own texts in the standard form MEDRUCK.
2. Enter the texts in accordance with your requirements using the SAPScript editor. To do so, choose **SAPscript Standard Texts**.
Assign unique names to your texts (e.g. names containing the key for the purchasing organization).
3. Choose the desired text type (e.g. *texts for document item*) under **Document Printout: Purchase Order**.
4. Create a new entry and enter the following data for it:
 - *Print operation* (e.g. new printout or printout of changes (change notice))

- *Purchasing document type and item category*
- *Text object, text ID and the text name*
- *Print sequence in which the text is to be outputted*

• **Define Texts for Purchasing Organization**

In this step, you define the texts of the purchasing organization that are used in the outputting (printing/transmission) of messages.

Activities

1. In the step **Adjust Form for Purchasing Documents**, check the points in the standard form MEDRUCK at which you can store your own texts.
2. Enter the texts according to your requirements using the SAPScript editor. To do so, choose **SAPscript Standard Texts**.
Assign unique names for your texts (e.g. names containing the key of the purchasing organization).
3. Under **Purchasing Organization Texts**, now choose the desired purchasing organization.
4. Enter the name of your standard text.

• **Forms (Layout Sets) for Messages**

In this step, you can change the forms (layout sets) for the following documents:

- request for quotation (RFQ)
- purchase order (PO)
- outline agreement
- scheduling agreement
- service entry sheet

• **Adjust Form for Purchasing Documents**

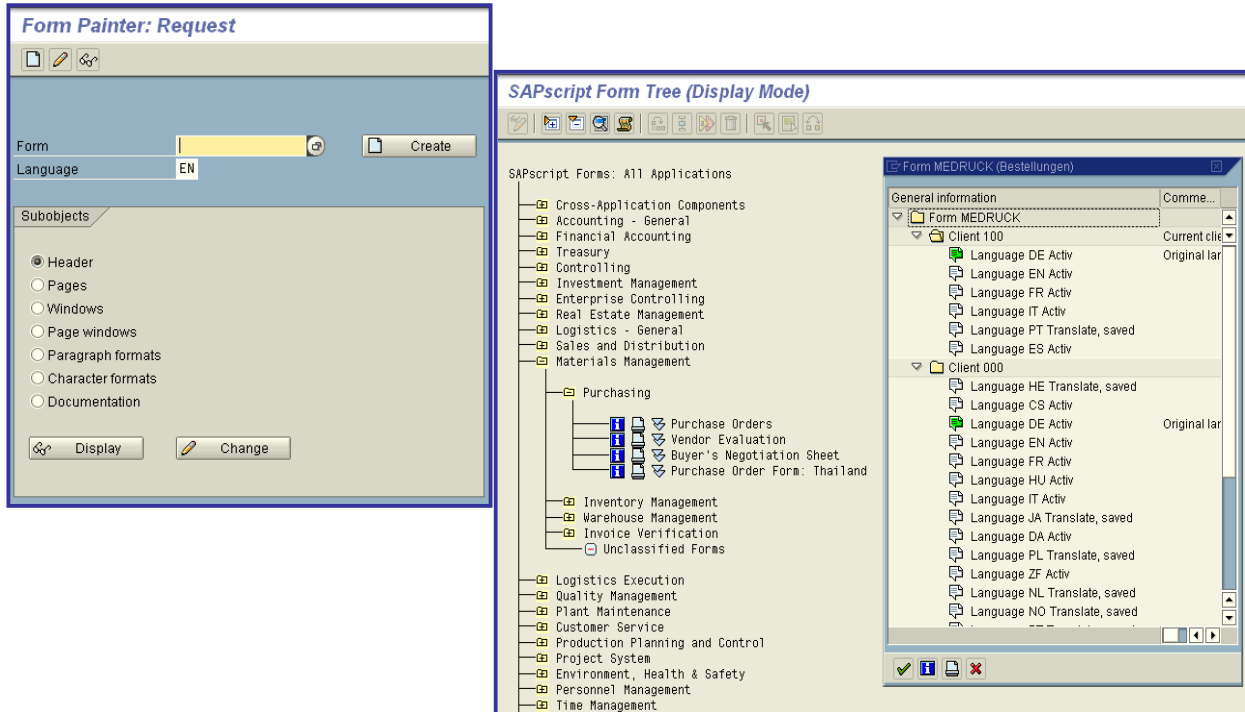
In this step, you can create your own forms (layout sets).

In the standard system, the multi-purpose form MEDRUCK is available for all purchasing documents and transactions. You can adjust it in accordance with your specific needs.

Activities

1. Create a copy of the form in each case and change each one to suit your requirements. You can define one form per message (e.g. new message, reminder/expediter etc.) and message type (message printed out on a printer, fax or EDI message etc.)
2. Enter the name of the copied and changed version of the form for each purchasing document in the control table for messages.

If you have written your own print program, you can also enter the name of the program and the **FORM routine**.



• Assign Form and Output Program for RFQ

In this step, you can change the **form** (layout set) for requests for quotation (RFQs).

Standard settings

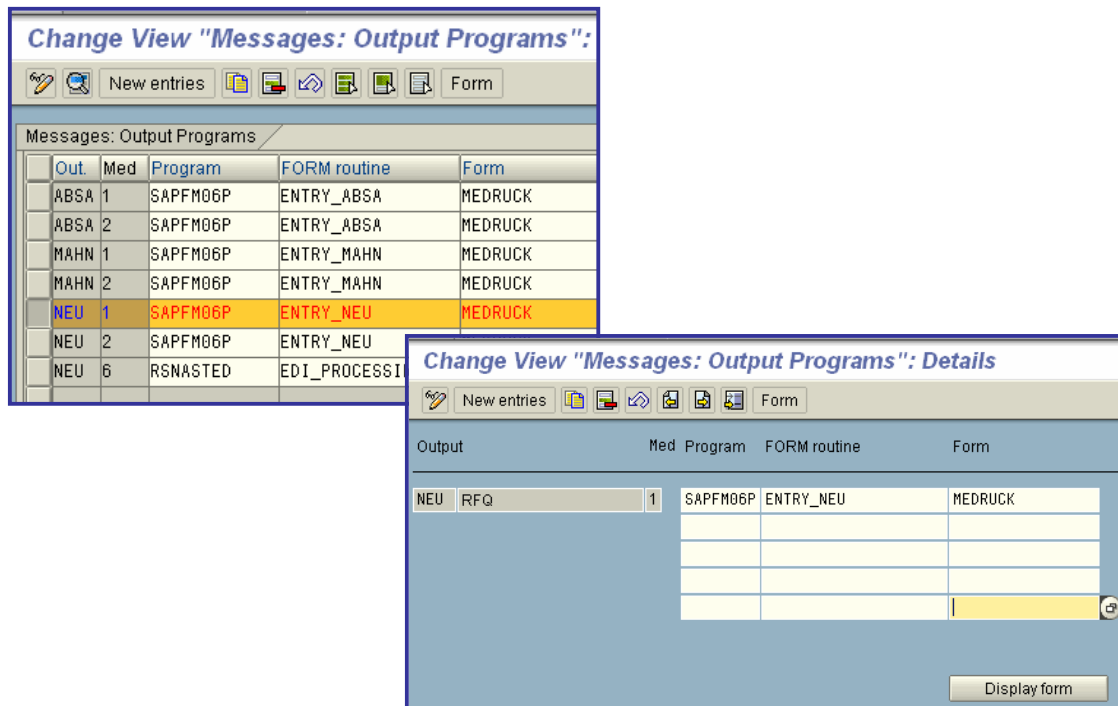
The standard multi-purpose form for Purchasing activities is called "MEDRUCK".

Activities

1. Make a copy of the form in each case, and change each one according to your requirements. You can define one form per message (e.g. first-time printout, expediter, etc.) or message type (e.g. printout, fax etc.).
2. Enter the name of the copied and changed version of the form in the message control table. If you have written your own print program, you can also enter the name of the program and the FORM routine.

Additional information

For more information on adjusting forms in Purchasing, refer to the SAP Library under **MM Purchasing**.



• Assign Form and Output Program for Purchase Order

In this step, you can change the **form** (layout set) for purchase orders (POs).

Standard settings

The standard multi-purpose form for Purchasing activities is called "MEDRUCK".

Activities

1. Make a copy of the form in each case, and change each one according to your requirements. You can define one form per message (e.g. first-time printout, expediter, etc.) or message type (e.g. printout, fax etc.).
2. Enter the name of the copied and changed version of the form in the message control table. If you have written your own print program, you can also enter the name of the program and the FORM routine.

Additional information

For more information on adjusting forms in Purchasing, refer to the SAP Library under **MM Purchasing**.

Change View "Messages: Output Programs": Overview

New entries [Icons] Form

Out	Name	Med	Program	FORM routine	Form
MAHN	Dunning	2	SAPFM06P	ENTRY_MAHN	MEDRUCK
NEU	Purchase order	A	RSNASTED	ALE_PROCESSING	
NEU	Purchase order	1	Z0000FMFN3201	ENTRY_NEU	YFN_PO_GA_FINUK
NEU	Purchase order	2	SAPFM06P	ENTRY_NEU	MEDRUCK
NEU	Purchase order	5	Z0000FMFN3201	ENTRY_NEU	YFN_PO_GA_FINUK
NEU	Purchase order	6	RSNASTED	EDI_PROCESSING	
NEUS	Purchase order-Sp...	A	RSNASTED	ALE_PROCESSING	
NEUS	Purchase order-Sp...	1	Z0000FMFN3201	ENTRY_NEU	
NEUS	Purchase order-Sp...	2	SAPFM06P	ENTRY_NEU	
NEUS	Purchase order-Sp...	5	Z0000FMFN3201	ENTRY_NEU	
NEUS	Purchase order-Sp...	6	RSNASTED	EDI_PROCESSING	
POWR	Power Systems PO	A	Z0000FMFN3201	ALE_PROCESSING	
POWR	Power Systems PO	1	Z0000FMFN3201	ENTRY_NEU	
POWR	Power Systems PO	2	SAPFM06P	ENTRY_NEU	

Form: Display Header: YFN_PO_GA_FINUK

Pages | Windows | Page windows | Paragraph formats | Character formats | f

Administrative data | Basic settings

Administration information

Form: YFN_PO_GA_FINUK
 Description: Purchase orders
 Status: Active - Saved

Classification

Development class: ZLCL | Dealer local dev class
 Client number: 100

Created on: 30.07.2004 19:00:34 by: FORNAS | Release: 46C
 Changed on: 25.03.2007 08:08:06 by: DDIC | Release: 46C

Language attributes

Language key: EN
 Original language: EN

Translate

to all languages
 to individual languages
 do not translate

Form: Display Windows: YFN_PO_GA_F

Pages | Page windows | Paragraph formats

Window	Meaning	Type
ADDRESS	Vendor Address	VAR
ADDRESS2	Address Label	VAR
BILL_TO	Bill To Info	VAR
COMMENTS	Comments Section	VAR
CONSGNEE	Consignee/ship-to address	CONST
CONTACT	Vendor Contact	VAR
DEALER	Dealer information	VAR
DELDATE	Delivery dates	VAR
FOOTER	Footer lines	CONST
HEADER	Header lines/logo	CONST
INFO	General information - right	CONST
INFO1	General information - left	VAR
INFO2	General information - right	CONST
LOGO	Dealer Logo	VAR
MAIN	Main window	MAIN
MAIN2	Main Window Field Descriptions	VAR

Window 14 of 27

Window BILL_TO

```

.....+.....1.....+.....2.....+.....3.....+.....4.....
/* ADDRESS:
IX Bill To:
/* [/:] ADDRESS DELIVERY PARAGRAPH VR
/* [/:] TITLE ' '
/* [/:] NAME &WA_PLANT_ADDRESS-NAME1&
/* [/:] STREET &WA_PLANT_ADDRESS-STRAS&
/* [/:] CITY &WA_PLANT_ADDRESS-ORT01&
/* [/:] POSTCODE &WA_PLANT_ADDRESS-PSTLZ&
/* [/:] COUNTRY &WA_PLANT_ADDRESS-LAND1&
/* [/:] REGION &WA_PLANT_ADDRESS-REGIO&
/* [/:] FROMCOUNTRY &WA_PLANT_ADDRESS-LAND1&
/* [/:]ENDADDRESS
/* Modifications done by Kate Lopez. S0S-18650
/* COUNTRY
/: [/:]IF &WA_PLANT_ADDRESS-LAND1& NE &SPACE&
/* [MK]&WA_PLANT_ADDRESS-LAND1&
/* [/:]ENDIF
/* End of modifications done by Kate Lopez. S0
/* SIR# 664 - PO Form Formatting Bill to Adre
MK Accounts Payable
MK Finning (UK) Ltd
MK Watling Street
MK WS11 8LL
    
```

Window LOGO

```

.....+.....1.....+.....2.....+.....3.....+.....4.....+.....5.....+.....6.....+.....
/* Begin of modif - G.Minduk - 10/17/05 - SR # 1-25656271:
/* BITMAP FINNING_LOGO_PO OBJECT GRAPHICS ID BMAP TYPE BMON DPI 300
/: BITMAP LOGO_FINNING2005_PO OBJECT GRAPHICS ID BMAP TYPE BCOL DPI 300
    
```

• **EDI**

In this section, you make the necessary settings for the partner profile for the EDI interface.

Prerequisites

You must ensure that the converter can read the data from an operating system file.

Before maintaining the partner profiles, you must set up the ports.

Do you want to set up the ports now?

Perform function

Notes on transport

You make the settings for ports and partner profiles in the production system.

For more information, refer to the documentation *BC IDoc Interface/Electronic Data Interchange* under *Define Ports*.

• Set Up Partner Profile

In this step, you make the following system settings for the partners with whom you wish to exchange messages via **EDI**:

- **Partner profile for outgoing messages**
- **Partner profile for incoming messages**

Prerequisites

Documents cannot be sent to the partners for whom you have created partner profiles until you have created the necessary message records for the relevant document types via master data maintenance.

If you want to send data from within the application *MM Purchasing*, choose *Logistics -> Materials management -> Purchasing -> Master data -> Messages* to create the message records.

If you want to send data from within the application *SD Sales and Distribution*, choose *Logistics -> Sales & Distribution -> Master data -> Output* to create the message records.

Note

It is also possible to maintain the partner profiles first and then create the message records.

Create outbound parameters

You create outbound parameters for all partners to whom you wish to send IDocs.

Activities

1. Enter the partner number and partner type of the desired partners and maintain the necessary data.
2. Save your input.

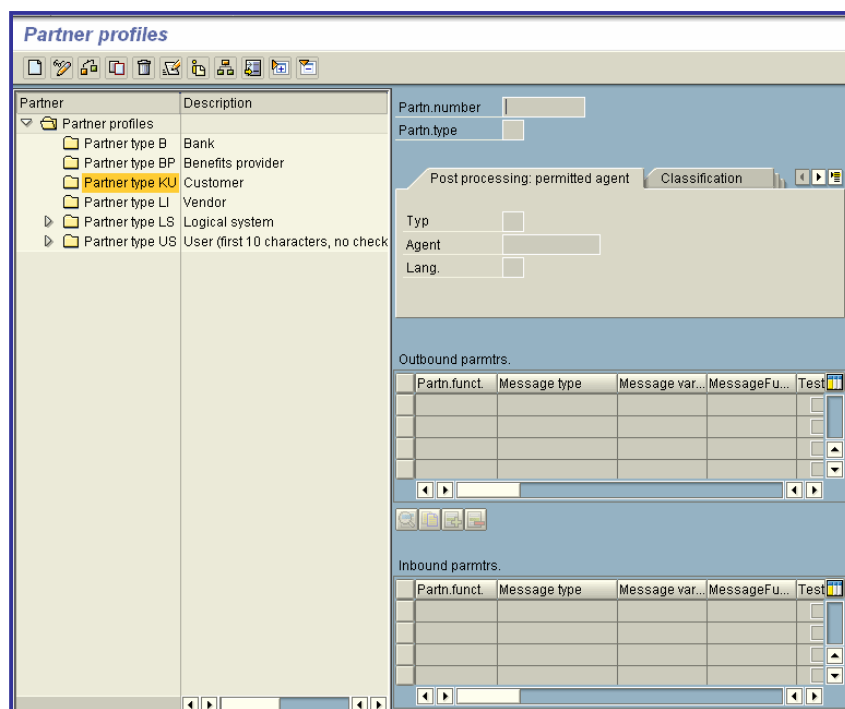
Create inbound parameters

With inbound parameters, you specify the conditions for inbound EDI processing. Via the process code entered, you specify how the data is to be processed further in the application. You can also specify who is to carry out the necessary reprocessing in the event of an error (i.e. carry out the **exception handling**).

Activities

1. Enter a process code and the processor for each partner and EDI message.
2. Save your data.

For more information, refer to the SAP Library: **Basis -> Basis Services/Communication Interface -> The IDoc Interface -> BC - IDoc Interface: EDI Application Scenarios.**



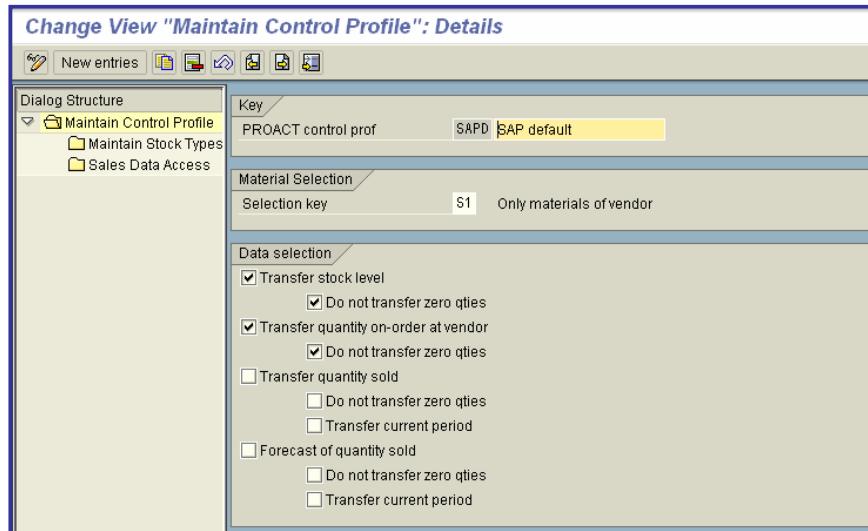
• Profiles for Sending Stock/Sales Data

In this step, you maintain the profiles that control the transfer of stock and sales data by IDoc to vendors.

In the profiles, you define the materials for which data is to be transferred, which data is to be transferred, and how this data is retrieved.

Requirements

A **partner profile** must be maintained for the vendor.



• Output Control

In this section, you set up the message determination process.

The message determination facility in Purchasing enables you to control message defaults by making certain assignments and groupings. This allows the system to determine and process valid messages according to predefined criteria.

You can thus individually control the processing of document output on a vendor-by-vendor basis.

The message determination facility is automatically activated when installed in the SAP standard client (000).

Recommendation

If you wish to use the message determination facility in Purchasing and your system was installed before Release 2.0, we recommend running the program RM06NCUS in each client in which you wish to use the facility. This program sets up the message determination facility as defined in the standard client.

• Tips for Fast Message Determination Setup

In this step, you are shown how to set up the message determination (output control) facility quickly. In this case, you need not read the Implementation Guide (IMG) for the other steps to set up this facility, or need only read certain parts of it.

• Setting up the Message Determination Process: Options

• Message determination deactivated

You can output purchasing documents without the message determination facility. In this case, you must not assign any message determination schemas to the individual purchasing documents (RFQ, purchase order, etc.). The system then generates a message of the type NEU (new) for each document to be outputted. To determine the printer, the system first checks the settings for the purchasing group. If no printer has been maintained there, it checks the user parameter. If no printer has been specified there either, the system checks the fixed value for the user. If no printer has been specified, the system does not generate a message record.

• **Message determination activated**

• **Adopt standard setting**

In the standard system, the message determination facility is active. A message determination schema is supplied for and assigned to each purchasing document. If you wish to work with this standard setting, you need not make any changes in Customizing.

It is necessary that you maintain condition records for the desired message types:

1. Choose *Master data -> Messages -> <Purchasing document> -> Create or Change* from the Purchasing menu.
2. Enter the message type and choose the key combination. The latter determines the condition table in which the condition record is stored.
3. Make the necessary entries.
4. On the next screen, create the individual condition records.
5. Via the menu options *Goto -> Means of communication*, enter the desired means of communication (e.g. EDI, or an output device such as a printer) for each message record.
6. Save your data

• **Include new message type**

If you wish to do this, you must

1. Create the message type and define its fine-tuned control (e.g. whether the message type is to be used only for new printouts or only for change notices),
2. Assign the message type to a schema
3. Define the message determination
4. Maintain condition records for the message type, as described above.

• **How is the printer determined for message output purposes?**

The system checks whether a printer has been specified in the condition record.

If so, it is used.

If not, it checks the message type to see whether a print parameter has been set. If no parameter has been set, no message is generated.

If a parameter has been set, a printer is sought in accordance with this parameter. If a printer is found, it is used to output the message. If not, no message is generated.

Note:

You can change the printer when outputting messages (e.g. via the menu options *Purchasing document> -> Messages -> Print/transmit*). Select the desired message and choose *Goto -> Message details -> Edit -> Means of communication*.

• **Condition Tables**

In this section you define the **condition tables** for message records.

In a condition table you stipulate the combination of fields for which you want to create message records.

This allows you, for example, make the control of message determination a function of a combination of the purchasing organization and the vendor number.

Recommendation

The condition tables included in the standard SAP system should remain unchanged. If you wish to make changes, you should create new condition tables. To do this, copy a similar, already-existing condition table. Then make the necessary changes.

Activities

1. Check to what extent you can utilize the condition tables included in the SAP standard system for message control.
2. If you want to create a new condition table, proceed as follows:
 - Enter the name of the table you want to create. Note that you can only choose names between 501 and 999.
 - If you are creating without referencing, enter the table category (e.g. pool table) for the condition table.
 - Enter a description (title) for the condition table.
 - From the list of allowed fields, choose the desired fields for the condition table.
 - Generate the new condition table.
 - Define the new condition tables.
3. Enter the condition tables in the access sequences (see the section **Access Sequences**). This way, you establish the link between message condition, access sequence and message record.

• Define Condition Table for Purchase Order

In this step, you define the **condition tables** for **message records** for purchase orders.

In a condition table, you specify the combination of fields for which you wish to create message records.

You can thus make the message determination process dependent on the combination purchasing organization and vendor number, for example.

Recommendation

You should not change the condition tables included in the standard SAP System supplied. If you wish to make changes, you should create new condition tables. To do so, copy a similar, already-existing condition table and make any necessary changes.

Activities

1. Check the extent to which you can use the condition tables for message control provided in the standard SAP System.

2. If you wish to create a new condition table, proceed as follows:

- Enter the name of the table you wish to create. Note that you can only choose names between 501 and 999.
- When creating without referencing, enter the type of condition table (e.g. pool table).
- Enter a description for the condition table.
- Choose the desired fields for the condition table from the list of allowed fields.
- Generate the new condition table.
- Define the new condition tables.

3. Specify the condition tables in the access sequences (see the section **Access Sequences**). In this way, you establish the link between message type, access sequence and message record.

The image displays three overlapping screenshots from the SAP system, illustrating the configuration of condition tables for output purchase orders.

Top Screenshot: Display Condition Table (Output Purchase Order)
 Shows the main configuration screen for table 025. The table name is 025 and the description is "Purchasing Output Determination: Doc.Type/Purch.Org/Vendor".

Middle Screenshot: Display Condition Table (Output Purchase Order): Field Overview
 Shows the field overview for table 025. It lists selected fields and available field categories (FieldCatlg).

Selected fields	FieldCatlg
Long Key Word	Long Key Word
Purchasing doc. type	Company code
Purch. organization	INTCOM
Vendor	Label type
	Material
	Ordering address
	Plant
	Purch. organization
	Purchasing doc. type
	Purchasing group
	Supplying plant
	Vendor

Bottom Screenshot: Display Condition Table (Output Purchase Order): Technical View
 Shows the technical view for table 025, including a table of field details.

Short text	Field	Text field	Field name	Data element	Domain name	No...	Data Type
Purchasing doc. type	<input type="checkbox"/>	<input type="radio"/>	BSART	ESART	BSART		4 C
Purch. organization	<input type="checkbox"/>	<input type="radio"/>	EKORG	EKORG	EKORG		4 C
Vendor	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	LIFNR	ELIFN	LIFNR		10 C

Bottom-Middle Screenshot: Display Condition Table (Output Purchase Order): Field Overview
 Shows the field overview for table 026. The table name is 026 and the description is "Purchasing Output Determination: Document Type".

Selected fields	FieldCatlg
Long Key Word	Long Key Word
Purchasing doc. type	Company code
	INTCOM

Bottom-Right Screenshot: Display Condition Table (Output Purchase Order): Field Overview
 Shows the field overview for table 027. The table name is 027 and the description is "Purchasing Output Determination: Purch. Org./Vendor for EDI".

Selected fields	FieldCatlg
Long Key Word	Long Key Word
Purch. organization	Company code
Vendor	INTCOM
	Label type

• Access Sequences

In this section you define the **access sequences** for the message control facility.

The access sequence is a search strategy by means of which the SAP system searches for valid message records.

• Define Access Sequence for Purchase Order

In this step, you define the **access sequences** for message control.

The access sequence is a search strategy, with which the SAP System searches for valid message records.

Recommendation

- Use the access sequences provided in the standard system.
- If you wish to create a new access sequence, you should copy a similar, already-existing one and make any necessary changes. The key for your own access sequences should begin with Y or Z because SAP keeps these name slots free for customers.

Activities

To define your own access sequence, proceed as follows:

- **Access sequences**

Enter an alphanumeric key of up to 4 characters for the access sequence, together with a descriptive text.

- **Accesses**

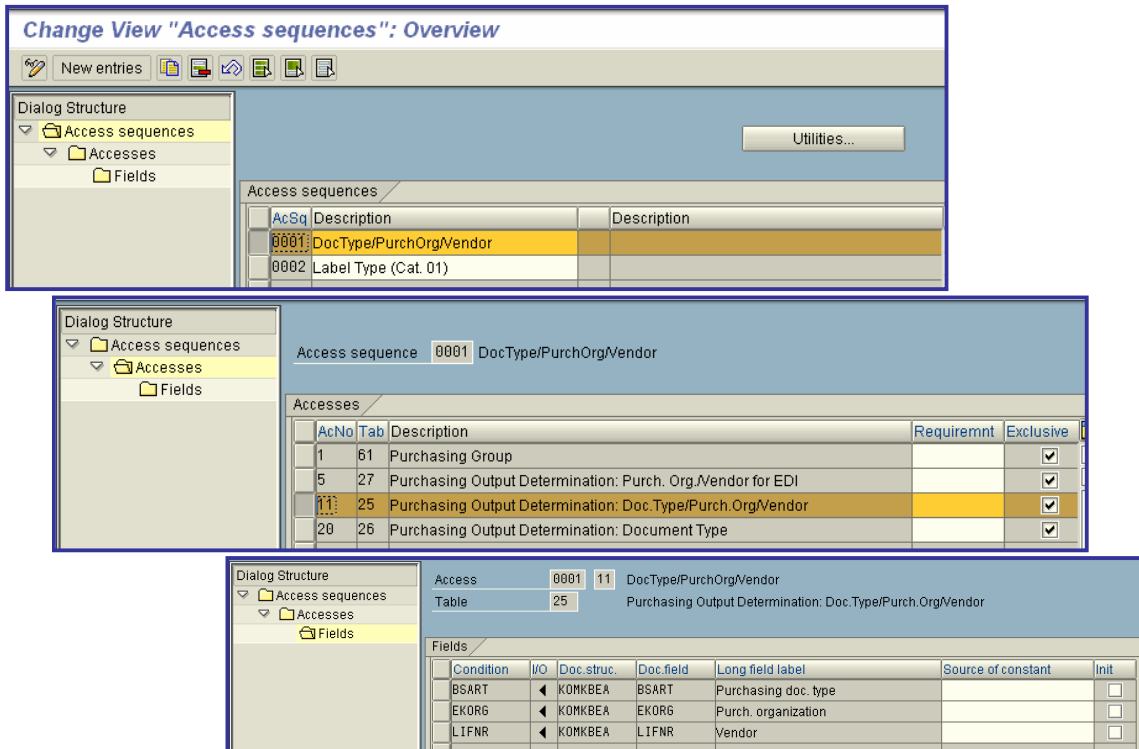
- Enter a sequential number for the access within the access sequence.
- Specify the **condition table** that contains the key fields of the message records.
- If necessary, enter a **requirement** for message determination.

- **Fields**

Here you specify with which data from the communication structure the condition table is read. Link here the desired fields of the communication structure with the relevant fields of the condition table.

Note

When defining the access sequences, ensure that every possible combination of messages is provided for. If a purchasing document does not fulfill the conditions for message determination, it cannot be outputted.



• Message Types

In this section, you define the message types for purchasing documents.

The message type denotes different kinds of message in the SAP System (for example, communications sent to vendors, such as purchase orders, order acknowledgments, reminders, expeditors etc.).

To define a message type, you must enter the following:

- Message type
 - Alphanumeric key of up to 4 characters, uniquely identifying a message type.
- Access sequence
 - Key for the access sequence.
- Description
 - Text describing the message type.
- Detail data (only the most important data is described):
 - Transmission medium

One-character numeric key determining the type of message processing (e.g. printout, transmission as fax or e-mail).

- Time-spot

One-character numeric key defining the point in time at which message processing takes place (e.g. immediately a document is saved or with the next selection run).

- Partner role

Partner role defining the recipient.

- Condition access

Indicator allowing you to specify that the default value for the relevant message is to be determined using the condition technique.

- Access TNADR

One-character, numeric key defining the conditions upon which the print parameters are determined (see the section "Adjust Forms")

Note

The values entered in the detail data for transmission medium, time-spot, and partner role are automatically adopted as default values when a message record of the relevant message type is created.

Setting up fine-tuned control for each message type

For each type of message you create, you must specify the operations for which it is to be used. For example: New (original) output, output of change notices, or output of urging messages (expeditors).

First choose "Perform function" and then "Purchasing document -> Purchase order -> Messages -> Fine-tuned control". You must do this for all purchasing documents.

• Define Message Types for Purchase Order

In this step, you define the message types for purchase orders.

In the SAP System, the message type denotes different kinds of message (in Purchasing, mainly communications sent to vendors, such as purchase orders, order acknowledgments, and expeditors).

To define a message type, you must enter the following:

- **Message type**

Alphanumeric key, up to four characters in length, uniquely defining a message type.

- **Access sequence**

Key for the access sequence.

- **Description**

Text describing the message type.

- **Detailed data** (only the most important are dealt with here):

- Multiple transmission

Indicator via which you specify whether a message can be outputted to the same partner several times. If you set this indicator, specify under the heading "Change messages" the program and FORM routine with which the change message is generated. In the standard system, these are program FM06AEND and the FORM routine CHANGE_FLAG. In addition, you must set the "New message determination" indicator in the message schema for the PO.

- Transmission medium

Single-character, numeric key defining the type of message processing (e.g. printout, transmission as fax or e-mail).

- Time-spot

Single-character, numeric key defining the point in time at which the message is processed (e.g. immediately a document is saved or with the next selection run).

- Partner role

Partner role defining the recipient.

- Condition access

Indicator specifying that the default for this message is to be generated via the condition technique.

- Access TNADR

Single-character, numeric key defining the conditions upon which the print parameters are determined (see the step **Adjust Form for Purchasing Documents**).

Note

The values for the transmission medium, time-spot, and partner role entered under the detailed data are automatically adopted as default values when a message record is created for the message type.

Set up fine-tuned control for each message type

For each message type you create, you must specify the operations for which it is to be used. For example: operations "new output", "output of changes" or "output of expeditors".

To do so, choose *Fine-Tuned Control: Purchase Order* in the Customizing activity.

Recommendation

- To create a new message type, copy a similar, already-existing one and make any necessary changes.

- If you define your own message types, the key should begin with the letters Y or Z, since SAP keeps these name slots free in the standard system supplied.

Activities

1. Check to what extent you can use the message types included in the standard SAP System supplied and to what extent you must change them.
2. Define your message types for purchase orders.

The image shows three screenshots of SAP customizing screens:

- Top Left: Display View "Output Types": Overview**
 - Dialog Structure: Output Types
 - Application: EF
 - Output Types Table:

OutputType	Name
ACE1	Import declaration
AUFB	Dunning ord confirm
ET01	Material label
MAHN	Dunning
NEU	Purchase order
NEUS	Purchase order-Spool
POWR	Power Systems PO
PWRS	Power Systems PO-Spl
WEZL	GR count list
- Top Right: Dialog Structure**
 - Application: EF Purchase Order
 - Output type: NEU Purchase order
 - Language: EN
 - Title: New Purchase Order Printout
- Bottom Left: Dialog Structure**
 - Output type: NEU Purchase order
 - Application: EF Purchase Order
 - Processing routines Table:

Medium	Short text	Program	FORM routine	Form	SmartF
A	Distribution (ALE)	RSNASTED	ALE_PROCESSING		
1	Print output	Z0000FMFN3201	ENTRY_NEU	YFN_PO_GA_F1NUK	
2	Fax	SAPFM06P	ENTRY_NEU	MEDRUCK	
5	External send	Z0000FMFN3201	ENTRY_NEU	YFN_PO_GA_F1NUK	
6	EDI	RSNASTED	EDI_PROCESSING		
- Bottom Right: Dialog Structure**
 - Application: EF Purchase Order
 - Output type: NEU Purchase order
 - Partner functions Table:

Medium	Short text	Funct	Name
A	Distribution (A...	VN	Vendor
1	Print output	OA	Ordering address
1	Print output	VN	Vendor
1	Print output	DP	Delivering plant
2	Fax	OA	Ordering address
2	Fax	VN	Vendor
2	Fax	DP	Delivering plant
5	External send	OA	Ordering address
5	External send	ED	EDI mail recipient
5	External send	VN	Vendor
5	External send	DP	Delivering plant

• Message Determination Schemas

In this section, you define your message determination schemas and assign them to the relevant purchasing documents.

A message determination schema contains the permissible message types for each message application (new printout, reminder, etc.). This allows the system to automatically suggest the associated messages as defaults in purchasing documents.

Prerequisites

You must first define the message types. Then you must include them in a message determination schema.

Note

Only one schema and only one message type can be assigned to each purchasing document.

Recommendation

- To define a new message determination schema, copy a similar, already-existing one and make the necessary changes.
- If you define your own message schemas, the key should begin with the letter Y or Z, as SAP keeps these name slots free in the standard system.

Actions

Check to what extent you can use the message schemas included in the standard SAP System and to what extent you have to change them. Also check the assignment of the message schemas to the purchasing documents.

• Define Message Schema for Purchase Order

In this step, you define your message schema for the purchase order and assign it to the PO.

The allowed message types for each message application (new printout, expediter, etc.) are stored in a message schema. This enables the system to suggest the relevant message automatically in a PO. You must first define the message types and then enter them in a message schema.

Note

Only one schema and one message type can be assigned to the PO.

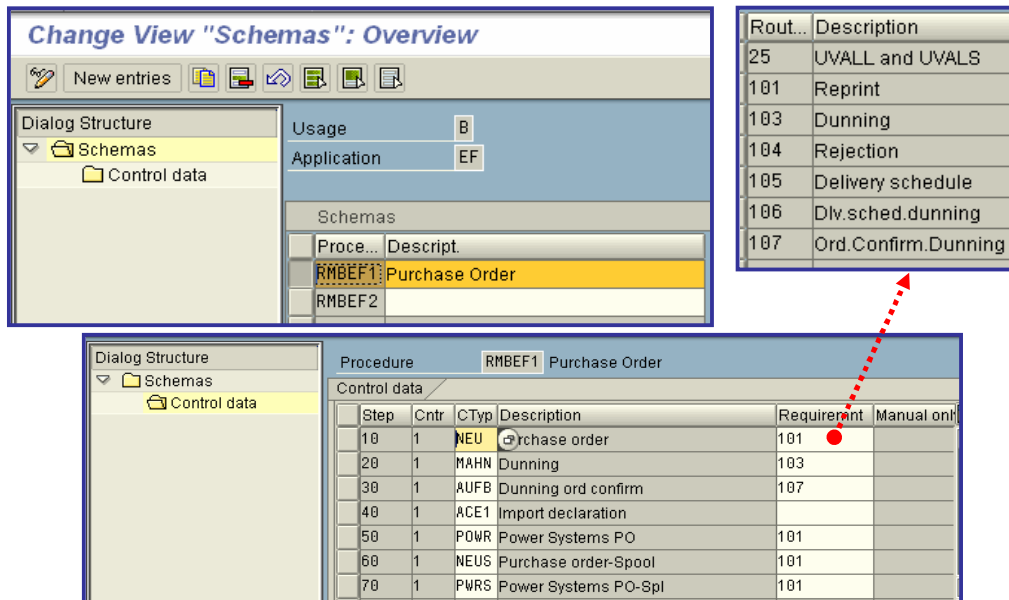
Recommendation

- To define a new message schema, copy a similar, already-existing schema and make any necessary changes.
- If you define your own message schema, the key should begin with the letter Y or Z, because SAP keeps these name slots free in the standard system supplied.

Activities

1. Check to what extent you can use the message schemas included in the standard SAP System and to what extent you must change them. Also check the assignment of the message schema to the PO.
2. Define your message schema for the PO.

3. Assign your message schema to the message application of the PO. To do so, choose the step *Assign Schema to Purchase Order* in the Customizing activity.



• Partner Roles per Message Type

In this section you specify which partner roles are allowed for the message type in connection with each individual purchasing document.

If, when creating message records, you enter a partner role that is defined as invalid, the system will issue a warning.

• Define Partner Roles for Purchase Order

In this step, you define the partner roles for the message types.

Activities

Specify which partner roles are allowed for the relevant message type.

Change View "Message Control: Messages By Partner Role"

Out	Med	Funct	Name	Name
MAHN	1	OA	Dunning	Ordering address
MAHN	1	VN	Dunning	Vendor
MAHN	1	DP	Dunning	Delivering plant
MAHN	2	OA	Dunning	Ordering address
MAHN	2	VN	Dunning	Vendor
MAHN	2	DP	Dunning	Delivering plant
NEU	A	VN	Purchase order	Vendor
NEU	1	OA	Purchase order	Ordering address
NEU	1	VN	Purchase order	Vendor
NEU	1	DP	Purchase order	Delivering plant
NEU	2	OA	Purchase order	Ordering address
NEU	2	VN	Purchase order	Vendor
NEU	2	DP	Purchase order	Delivering plant
NEU	5	OA	Purchase order	Ordering address

• Assign Output Devices to Purchasing Groups

In this step, you assign an output device to your purchasing groups.

Prerequisites

1. You have defined your purchasing (buyer) groups.
2. In the table of valid output devices, you have defined the printers to which purchasing groups are assigned.

Change View "Printer for Messages": Overview

PGr	Description	ODev
200	C CSC Central	locl
201	C CSC SE	locl
202	C CSC SW	locl
203	C Warranty	locl
204	C Service Tech	locl
205	C Insider Sales	locl
206	C Contracts	locl
207	C Parts Admin Can	locl
208	C Stores	locl
209	C Bus Sys IT	locl
210	C Bus Sys General	locl

Spool: Output device (1) 101 Entries found

ODev	Dev.type	Location/Status	Message
DCSTESTRXL2	ASCIIPRI		Test printer with ASCII formatting
locl	SAPWIN		
LP01	HPLJIID		
PRT1140A1	HPLJ4000	PRT1140A1	
PRT1140A2	HPLJ4000	PRT1140A2	

101 Entries found

• Fields Relevant to Printouts of Changes

In this step, you define:

- Whether and in which purchasing documents a field is relevant to **printouts of changes** (change notices).

- Which texts are included in change notices

Text output can be controlled via a text number (direct assignment) or a routine (indirect assignment).

Example of the determination of change texts

Text number

In the standard system supplied, the change text "Unit of measure changed" (text no. P5) is directly assigned to the base unit (MEINS field):

If the base unit is changed in an already printed RFQ, purchase order, or outline agreement, the change text "unit of measure changed" is included in the change notice (printout of changes).

Routine

In the standard system supplied, the deletion indicator (LOEKZ field) is assigned to routine **3**, which controls the outputting of the change text.

Routine **3** checks whether an item of a purchasing document has been deleted or blocked. If the item has been deleted, the change text "Item cancelled" (S3-L) is included in the printout of changes. If the item has been blocked, the change text "Item blocked" (S3-S) is printed.

Recommendation

SAP recommends working with the settings of the standard system. In this case, you need take no further action.

Activities

If you wish to define further fields as relevant to change notices, you must carry out the following activities:

1. Enter the table and field names
2. Select the document categories for which the field is to be relevant to change notices.
3. Assign a text number or routine

Note

If you specify a text number and a routine, the routine will receive preferential treatment.

Further Notes

- You maintain the change texts and their numbers in Customizing for Purchasing under **Messages -> Texts for Messages -> Define Texts for <Document> -> Document Printout <Document> -> Change Texts**.
- If you have specified your own routine, you can evaluate it in the user exit **EXIT_SAPLMEDRUCK_001**.

Change View "Print-Relevant Purchasing Document Changes"

New entries

Table name	Reference field name	P	R	C	S	Text no.	Routine
EKET	MENGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S1-2	
EKET	UZEIT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
EKKO	ANGDT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K4	
EKKO	BNBDT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K3	
EKKO	INCO1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K5	
EKKO	INCO2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K5	
EKKO	KDATB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K2	
EKKO	KDATE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K2	
EKKO	KTWRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K6	
EKKO	ZBD1P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKKO	ZBD1T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKKO	ZBD2P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKKO	ZBD2T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKKO	ZBD3T	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKKO	ZTERM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K1	
EKPO	ADRNR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P10	4
EKPO	ADRN2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P10	4
EKPO	AGDAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P8	5
EKPO	BPRME	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P5	
EKPO	BPUMN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P6	
EKPO	BPUMZ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P6	
EKPO	CHG_SRV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	K15	

Indicator: Field relevant for delivery scheduling agreement

Specifies whether this field is relevant to change notices (printouts of changes) involving scheduling agreements.

Indicator: Field relevant in case of contract

Specifies whether this field is relevant to change notices (printouts of changes) involving contracts.

Indicator: Field relevant in the case of RFQ

Specifies whether this field is relevant to change notices (printouts of changes) involving requests for quotation (RFQs).

Indicator: Field relevant for printing

Specifies whether this field is relevant to change notices (printouts of changes) involving purchase orders (POs).

Text number for change text

Key for a text that is to be included in the **printout of changes** (change notice).

Example

In the standard system supplied, the base unit of measure (MEINS field) is directly assigned to the change text "unit of measure changed" (text number P5).

If the base unit in an already-printed RFQ, purchase order, or outline agreement is changed, the change text "unit of measure changed" will be included in the printout of changes.

Number of the routine for special processing

Number of a **FORM routine** that checks which change text is to be outputted at a certain point in time.

Use

When certain fields of a purchasing document are changed, it is not always clear which change text is to appear in the printout of changes (change notice).

In such cases, the change text to be outputted is determined via a form routine.

Example

In the standard system, the routine 3 is assigned to the deletion indicator (LOEKZ field). This routine controls the outputting of the change text:

The routine 3 checks whether an item of a purchasing document has been deleted or blocked. If the item has been deleted, the change text "Item cancelled" (S3-L) is outputted. If the item has been blocked, the change text "Item blocked" (S3-S) is outputted.