

Work Instruction

Create a Sales Order User Procedure

VA01

Purpose

This transaction is used to create a Sales Orders for a Reimbursable Agreement. There are several different types of sales orders, including:

- Sales Orders without Advance (Typically for Federal agencies) for Economy and Project Orders
- Sales Orders with Advance (Typically for Commercial or Non-Federal agencies)
- Sales Orders with Direct Cite (the only difference between creating a Federal order and a Direct Cite order is that the WBS element has to be associated with a Direct Cite fund)

The type of order is determined by the type of customer and the reimbursable agreement with the customer. Below is a chart to help you determine which order type to use:

		Reimbursable Without Advance			Reimbursable With Advance
		Economy Act Order	Project Order	Other	--
Customer Type	Army organization on GFEBS	Direct Charge - no sales order	Order Type = 'ZRPR'	N/A	N/A
	Army organization not on GFEBS / Other Federal Agency	Order Type = 'ZRNA'	Order Type = 'ZRPO'	N/A	N/A
	Public (Commercial) / State and Local Governments / Individual Employee / Non-Federal Agency	N/A	N/A	Order Type = 'ZRNA' / Item Cat = 'ZRWO'	Order Type = 'ZRWA' / Item Cat = 'ZRWA'
* If Direct Cite order, use same criteria above, but WBS has a direct cite fund.					

The customer type (Federal or Non-Federal) is determined by the customer's trading partner(s) number.

How to tell if the Trading Partner is a Federal or Non-Federal agency

The Trading Partner is located in the Customer Master data. To view the customer:

1. Enter transaction XD03 and enter the customer number
2. Click ENTER to go to the *Display Customer: General Data* screen
3. Go to the Control Data tab and view the Trading Partner
 If the Trading Partner is listed as a number (e.g., 21; 21 represents GFEBS ARMY), the Trading Partner is a Federal agency.
 Commercial, State and Local Governments or Individual Employees Trading Partners are shown as: COM, CON, LOR, and FOC



For an economy act agreement between two Army organizations on GFEBS, a sales order is not created; instead the direct charge process will be used.



For FMS Sales Orders: These will be created with a DSAMS interface to GFEBS.

Trigger

Perform this procedure when you need to create a Reimbursable Sales Order.

Prerequisites

- The Customer and WBS have been created in the system
- The draft sales order can be completed without authority in the fund (related to the WBS element). However, to complete the order (by using the ZFED approval line item), the Fund identified on the WBS element must have enough authority to cover the amount on the sales order.

Menu Path

Use the following menu path to begin this transaction:

- Select **Logistics → Sales and Distribution → Sales → Order → Create** to go to the *Create Sales Order: Initial Screen*.

Transaction Code

VA01

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in SAP.

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based your given scenario.

Procedure

1. Start the transaction using the menu path or transaction code VA01.

Create Sales Order: Initial Screen

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https://trgep.gfebs-erp.army.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=px

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File Edit View Favorites Tools Help

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Create Sales Order: Initial Screen

Menu | Back | Exit | Cancel | System | Create with Reference | Sales | Item overview | Ordering party

Order Type

Organizational Data

Sales Organization	ARMY	ARMY Sales Org.
Distribution Channel	01	ARMY Distr. Channel
Division	01	ARMY Division
Sales Office	<input type="text"/>	
Sales Group	<input type="text"/>	

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2. As required, complete the following fields:

Field Name	R/O/C	Description
Order Type	R	<p>The order type identifies the type of reimbursable order being created. There are 4 order types in GFEBS:</p> <p>ZRNA (ARMY REIMB ORDER) – used for federal customers where the reimbursable is an economy act order or for a public (commercial) customers where an advance was not provided.</p> <p>ZRPO (ARMY PROJECT ORDER) – used for non Army, federal customers where the reimbursable order is a project order.</p> <p>ZRPR (ARMY INTR PROJ ORDER) – used for Army customers where the reimbursable order is a project order.</p> <p>ZRWA (ARMY REIM ORDER W/ADV) – used for public (commercial) customers where an advance payment is received.</p> <p>Example: ZRNA</p>
Sales Organization	R	<p>An organizational unit responsible for providing services. There is one sales organization for GFEBS, which is “ARMY”.</p> <p>Example: ARMY</p>
Distribution Channel	R	<p>A distribution channel is a lower level of the sales organization. There is one distribution channel for GFEBS, which is “01”.</p> <p>Example: 01</p>
Division	R	<p>An organization unit where products and services are assigned to. There is one division for GFEBS, which is “01”.</p> <p>Example: 01</p>

3. Click **Enter** on your keyboard to go to the *Create ARMY REIMB ORDER: Overview* screen.

Title: Create a Sales Order User Procedure
Training Courses : GFEBS Training Courses

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Create ARMY REIMB ORDER: Overview

Menu | Save | Back | Exit | Cancel | System | Propose items | Display sales summary | Display sold-to party | Header output preview | More...

ARMY REIMB ORDER: Net value 0.00

Sold-to party: []

Ship-to party: []

PO Number: [] PO date: []

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

Req. deliv. date: [] Deliver. Plant: []

Contract start: [] Contract end: []

Complete dlv.: TotalWeight: 0.000

Delivery block: [] Billing block: [] Pricing date: 1010112009

Payment terms: [] Incoterms: []


Order reason: []

Sales area: // ARMY Sales Org, ARMY Distr. Channel, ARMY DIVISION

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa	DG...	HL ltrn	First
										D 10/

Texts: Description English

4. As required, complete/review the following fields:

Field Name	R/O/C	Description
Sold-to party	R	<p>The Sold-to party is the customer in GFEBS. It is the organization that orders / receives the services. Also known as ordering activity or requestor.</p> <p>This value is the GFEBS unique customer master record number. The customer master record contains the detail information about the customer, including the name, address, DoDAAC, etc.</p>  <p>The drop down menu may be used to search for the applicable Customer Number. To search for a federal Customer, use the drop down search to enter the DoDAAC number in the search term field. To search for a public (commercial) Customer, use the drop down search to enter the entities name in the name field.</p> <p>Example: 1000394720</p>
PO Number	R	<p>Number that the customer uses to uniquely identify a purchasing document.</p> <p>Enter a Standard Document Number. Usually this is the MIPR number or Agreement Number provided by the Customer.</p> <p>Example: MIPR9A198D5014</p>
PO date	R	<p>Date that appears on the customer's purchase order.</p> <p>Enter the date that the agreement was signed (i.e. on the 448-2)</p> <p>Example: 10/01/2009</p>
Contract start	R	<p>The negotiated date to begin the reimbursable service.</p> <p>Records the Start Date of the Period of Performance for the Agreement. Use the date on the 448-2, unless the MIPR specifically identifies a start period.</p> <p>Example: 10/01/2009</p>
Contract end	R	<p>The negotiated date to complete the reimbursable service.</p> <p>Records the End Date of the Period of Performance for the Agreement.</p> <p>Example: 11/01/2009</p>
Payment terms	R	<p>Terms agreed with a customer that apply to the clearing of services rendered. This is a required field that will always be "0001" for all sales orders.</p> <p>Example: 0001</p>


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Field Name	R/O/C	Description
Texts	O	The text field is an optional field for entering any additional information. Example: 10/01/2009 - contacted customer

- Click **Menu** and Select **Goto → Header → Accounting** to go to the *Create ARMY REIMB ORDER: Header Data* screen or click box with magnifying glass next to **PO date**.

Create ARMY REIMB ORDER: Header Data

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Payment Method	R	<p>Payment method is the code identifying the method by which the customer will pay for the order, using the automatic payment transactions.</p> <p> The payment method search list contains many options, but only 3 of them will be used for billing reimbursable orders: "I" for US Federal IPAC Collections File "0" SF 1080 Outbound File to DCAS "A" DA1857 Hard Copy</p> <p>Example: 0</p>

7. Click the  tab.



If you do not see the Order Data tab, click  and select **Order Data** from the menu.

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Create ARMY REIMB ORDER: Header Data

Create ARMY REIMB ORDER: Header Data

Menu | Save | Back | Exit | Cancel | System | Display sold-to party | Header output preview

ARMY REIMB ORDER Purchase order no. F3M3LR8068
 Sold-to party 1000394720 AIR FORCE CONTINGENCY SUPPLY SQ / UNITED STATES A

Contract data | Shipping | Billing Document | Accounting | Conditions | Account assignment | Partners | Texts | Order Data | Status

Sold-to party

PO number: F3M3LR8068

Purchase order date: 10/01/2009

Purchase order type: Addit.:

Last contact date: No. of dunnings:

Name: Collective no.:

Your Reference:

Telephone:

Ship-to party

Purchase order no.:

Purchase order date:

Purchase order type:

Your reference:

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8. As required, complete/review the following fields:

Field Name	R/O/C	Description
Name	R	Performing organizations contact person for the reimbursable order. Usually the person entering the sales order in the system. Example: John Doe
Telephone	R	Performing organizations contact telephone number for the reimbursable order. Example: 703-555-1234

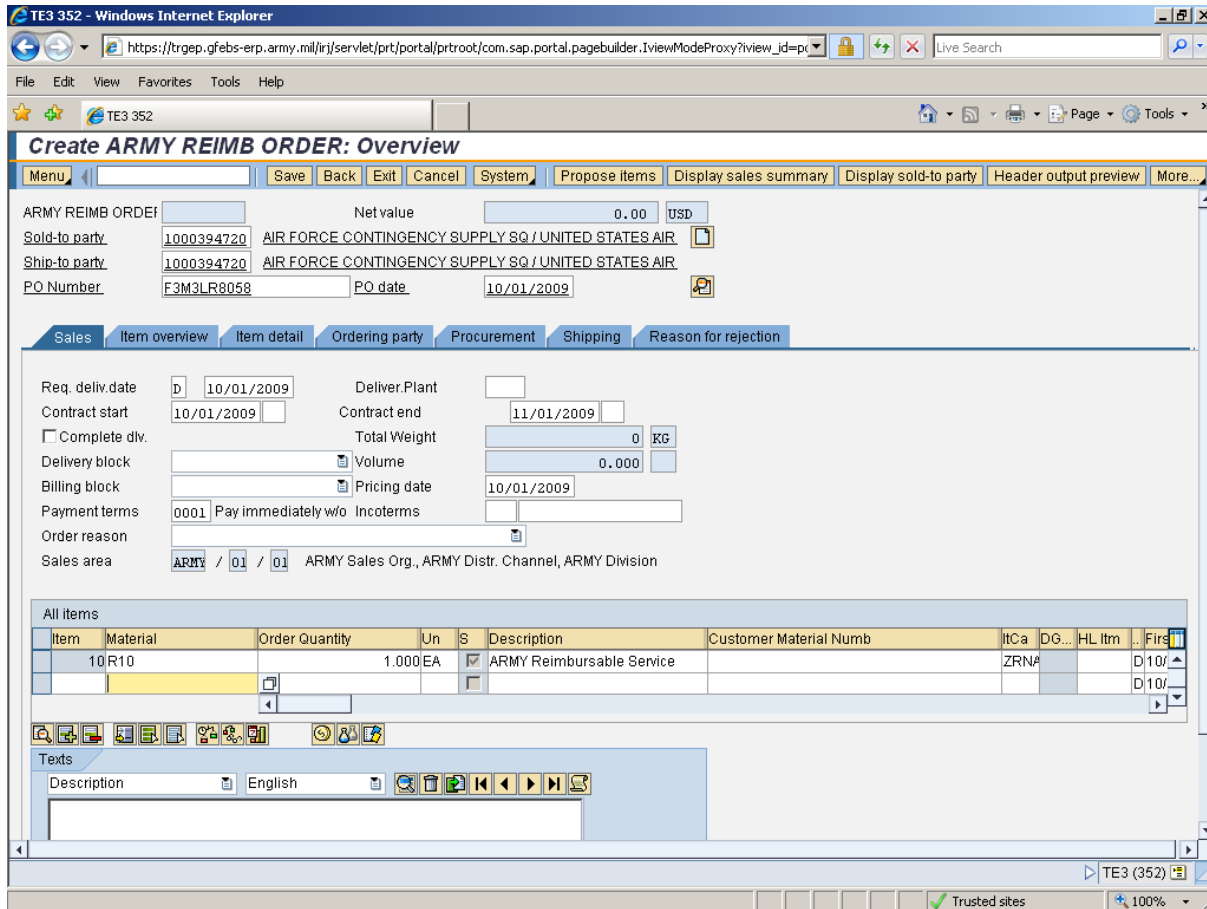


If you are an OCONUS user, click the **Additional data B** tab to confirm the Payment Method Supplement field has been populated correctly. If necessary, use the drop down box to update this field.

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9. Click **Back** to return to the *Create ARMY REIMB ORDER: Overview* screen.

Create ARMY REIMB ORDER: Overview



10. As required, complete/review the following fields:

Field Name	R/O/C	Description
Material	R	The material is the product or service identifying a material master record. Always used material number "R10" on sales orders. "R10" is the material for "Reimbursable Services". Example: R10
Order Quantity	R	The quantity to be ordered for each specific line on the customer's purchase order document. For reimbursable orders, the material will be a service and therefore the quantity will always be "1". Example: 1


Field Name	R/O/C	Description
ItCa (Item Category)	R	<p>Classification to distinguish the different types of line items. The value for this field is defaulted on the line item as "ZRNA" for Order Types ZRPR, ZRPO, and ZRNA. The value for this field is defaulted on the line item as "ZRWA" for Order Type ZRWA.</p> <p>This field is only changed when there is a sales order without an advance for a public (commercial) customer. For this scenario change the value to "ZRWO".</p> <p>Example: ZRNA</p>



The system automatically defaults some information on the line item (*i.e.*, Item, Item Category, etc.).



DO NOT ENTER INFORMATION IN THE LINE ITEM in the *Overview* screen. Line item information will be entered by drilling down into the line item.

11. Double-click  the line item to go to the *Create ARMY REIMB ORDER: Item Data* screen. All information about the line item is entered in this area.

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Create ARMY REIMB ORDER: Item Data

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https://trgep.gfebs-erp.army.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=pr

File Edit View Favorites Tools Help

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Create ARMY REIMB ORDER: Item Data

Menu Save Back Exit Cancel System First item Previous item Next item Last item Delete item Item output view More...

Sales Document Item 10 Item category ZRM ARMY Reimbursable
Material R10 ARMY Reimbursable Service

Sales A Sales B Contract data Shipping Billing Document Conditions Account assignment Schedule lines Partners Texts

Order Quantity and Delivery Date

Order Quantity 1.000 EA 1 EA <-> 1 EA
First Delivery Date 10/01/2009
Delivery time

General Sales Data

Net value 0.00 USD Exch. Rate 1.00000
Pricing date 10/01/2009
Material entered R10
EAN/UPC
Engineering change BOM explosion number
Usage
Bus.transaction type
Reason for rejection Preference
Alternative to item

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This is where you will enter all information about the line item. At a minimum, for all line items in a sales order (for both Federal and Non-Federal agencies) you will need to enter information in the following tabs: Shipping, Conditions and Account assignment. For Federal agencies ONLY, you will also need to enter information on the Additional data B tab.

- Click the **Shipping** tab to go to the *Create ARMY REIMB ORDER: Item Data (Shipping Tab)* screen to enter plant information.

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Create ARMY REIMB ORDER: Item Data

13. As required, complete/review the following fields:

Field Name	R/O/C	Description
Plant	R	An organizational unit within logistics, serving to subdivide an enterprise according to production, procurement, maintenance, storage, and materials planning. GFEBS uses Plant to indicate installation not Factory, warehouse, or Real Property location. Fill with the plant of the Installation performing the Reimbursable work. Example: JCK1



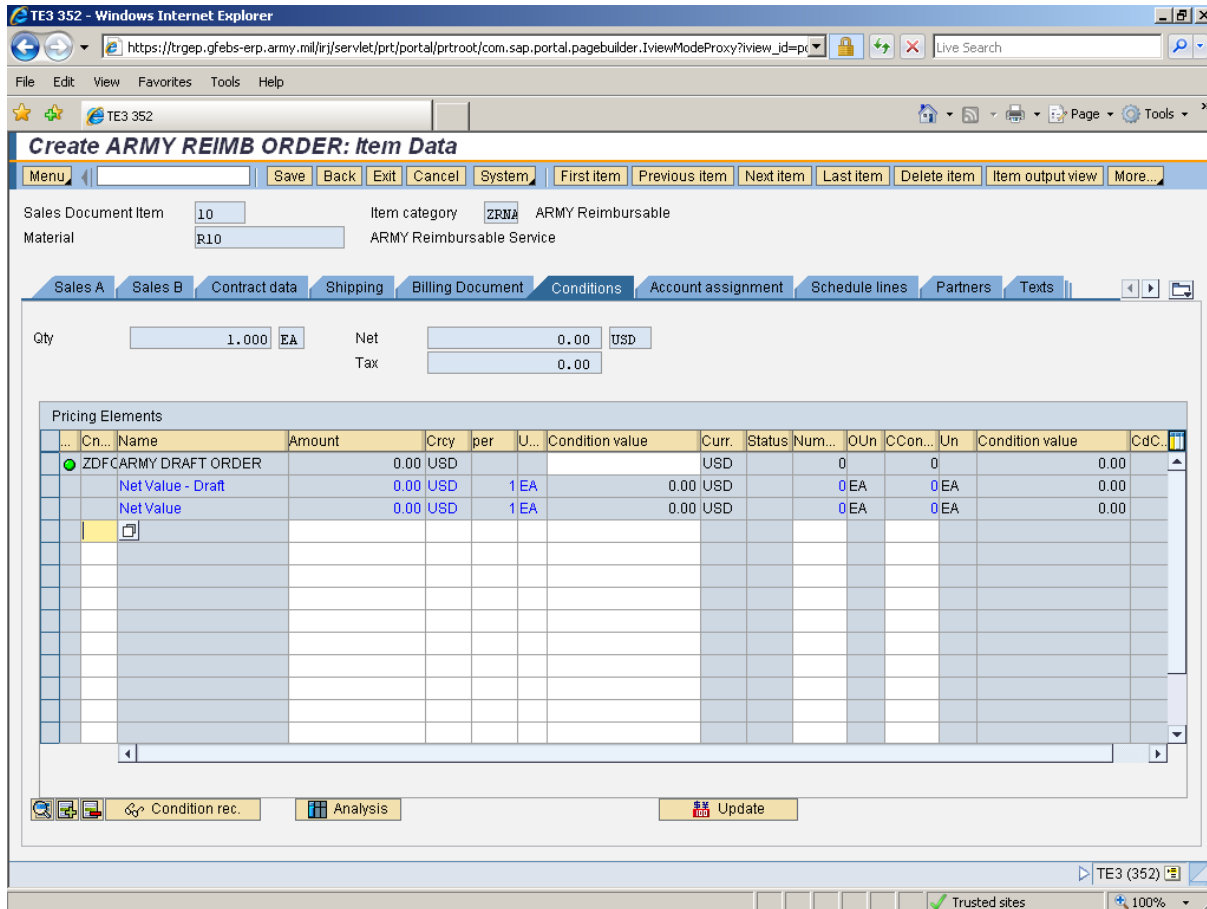
If you entered the plant field when entering the line item, you don't need to enter it at the line item of the shipping tab. The information entered previously will be populated on this screen as well.

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14. Click the **Conditions** tab to go to the *Create ARMY REIMB ORDER: Item Data (Conditions Tab)* screen.

Create ARMY REIMB ORDER: Item Data



15. As required, complete/review the following fields:

Field Name	R/O/C	Description
CnTy	R	Condition type ZDFO is draft and has no impact on funds availability. ZDFO is automatically defaulted on the conditions tab and only the value is required. Condition type ZFED funds the reimbursable order. Example: ZDFO

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Field Name	R/O/C	Description
Condition value	R	On the Line Item, the Condition tab controls the amount of money provided on the MIPR as well as any increases or decreases to the Amount. Condition type ZDFO is draft and has no impact on funds availability. ZDFO is automatically defaulted on the conditions tab and only the value is required. Example: 1000



The Condition Type ZDFO indicates that this sales order is in DRAFT status. This is like a place holder; it puts the money in 'anticipated authority' not 'expendable authority'. Saving with ZDFO doesn't create accounting documents.



At a later time, the Custom Order Approver will add a ZFED line item and the amount which indicates that the sales order is approved. Saving the order with the ZFED line item will complete the sales order and create the accounting documents necessary to complete the order. ZFED actually funds the sales order; you cannot execute against the sales order until the ZFED line item is entered and saved. If the approver is also the same person creating the order then the ZFED type can be added at the time of order creation. Below is a screenshot showing the ZFED entry.

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Create ARMY REIMB ORDER: Item Data

The screenshot shows the SAP S/4HANA 'Create ARMY REIMB ORDER: Item Data' screen. The 'Conditions' tab is active, displaying a table of pricing elements. The table has the following data:

CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	Cd
ZDFO	ARMY DRAFT ORDER	0.00	USD			1,000.00	USD		0	0			1,000.00	
ZDFO	Net Value - Draft	1,000.00	USD	1	EA	1,000.00	USD		0	EA		0	0.00	
ZFED	ARMY REIMB AUTHORITY	1,000.00	USD			1,000.00	USD		0			0	1,000.00	
ZFED	Net Value	1,000.00	USD	1	EA	1,000.00	USD		0	EA		0	0.00	



The Condition Values for the "Net Value" lines (in blue text), will automatically be filled based on the sum of multiple condition lines.


- Click the **Account assignment** tab to go to the *Create ARMY REIMB ORDER: Item Data (Account Assignment Tab)* screen to enter the WBS element.

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Create ARMY REIMB ORDER: Item Data

17. As required, complete/review the following fields:

Field Name	R/O/C	Description
WBS Element	R	Structural element in a work breakdown structure representing the hierarchical organization of a project. A WBS element must be created prior to creating a reimbursable order. The WBS contains the Line of Accounting of the performing organization. A WBS cannot be used for more than one sales order. Example: 351003.058

18. Click  to display the LOA from the WBS Element.

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Object Assignment: Funds Management

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https://trgep.gfebs-erp.army.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=pr... Live Search

File Edit View Favorites Tools Help

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Change ARMY REIMB ORDER 2415: Item Data

Menu Save Back Exit Cancel System First item Previous item Next item Last item Delete item Display document flow More...

Sales Document Item 10 Item category ZRNA ARMY Reimbursable

Material Object Assignment: Funds Management

Obj. cat. Sales doc. item
Object 2415/10

Shipp

Account a Commitment Item REV
Business Funds Center A2AEM
Profit Cer Fund 202010A09
WBS Elen Functional Area ARMY
Funded Program 351003

Data relev
Costing s
Overhead key

FM AccAssignt

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Reimbursable Line of Accounting (of the performing organization) derived from the WBS element. These fields will automatically populate on the reimbursable order based on the information on the WBS element and do not need to be input by the user.



Changes to Funds Management Information in the Funding Data Tab of a Project do not carry over to the Sales Order. To make the changes to the Sales Order to match; check to see if there has been any expenditure on the Sales Order. If not, add a second line to the Sales Order with the correct information and then delete the first line. Remember – there can be only one line on a REIM Sales Order with the exception of a Direct Cite/Reimbursable Authority in which a second line is created. If there have been expenditures, create a Help Ticket with the Sales Order number and the information that needs to be changed.

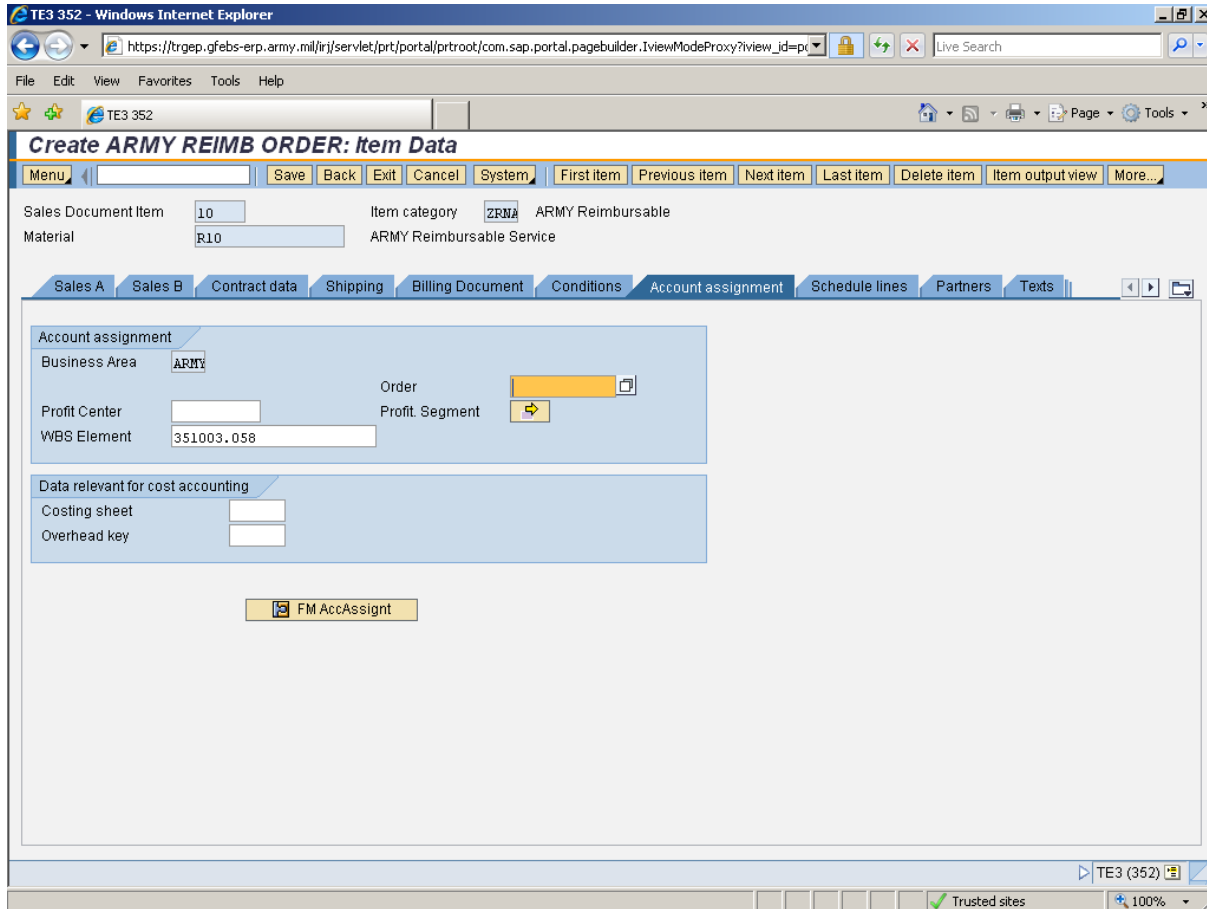
19. Review the following fields:

Field Name	R/O/C	Description
Commitment Item	R	An element containing the 4 digit General Ledger Account Code as well as a 4 digit Object Class/Element of Resource code. Commitment item (CI) defines how the funds are either controlled or spent. Example: REV
Funds Center	R	A Funds Management Master Data element within GFEBs encompassing organizational entities used to distribute budget and funding. An 11-digit field linked to Cost Centers down to level four. Funds Centers are used to track and manage budget values. Example: A2ABM
Fund	R	A Funds Management Master Data element within SAP that represents a set of specific accounting elements for recognition of obligation (budget) authority. A Fund is referenced whenever spending occurs. Example: 202010A09
Functional Area	R	A sixteen digit code that classifies the levels of expense/cost and execution of funds to mission relevant categories. Incorporates AMS elements such as Management Decision Packages (MDEP), Program Element (PE), Budget Line Item (BLIN), and Functional C. Example: ARMY
Funded Program	R	A Funded Program is a Funds Management Master Data element within Funds Management with an operational purpose and a defined time frame. Funded programs can vary from simple activities to complex projects, and can cross an organization's fiscal years. Example: 351003


20. Click  to close the *Object Assignment Funds Management* screen.

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Create ARMY REIMB ORDER: Item Data



21. Perform one of the following:

If this Order is for a...	Then	Go To
Federal Customer (for a Federal Trading Partner)	Click  and select Additional data B	Step 22
Non-Federal (or Commercial) Customer - for a Commercial Trading Partner	You are ready to save the document.	Step 24

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22. This area is the Customer's line of accounting. Perform one of the following:

LOA Fields	Use these fields when...
General Fund Army Line of Accounting (LOA on the left side of the screen)	The reimbursable customer (requestor) is an Army organization on GFEBS where the agreement is for a project order (does not meet the direct charge criteria).
Non-General Fund Army Line of Accounting (LOA on the right side of the screen)	The reimbursable customer (requestor) is a Federal Agency or an Army Organization not on GFEBS.



The system logic in the Additional data B tab has limited validation and will not give you an error if entered wrong.


Create ARMY REIMB ORDER: Item Data

23. As required, complete/review the following fields:

Field Name	R/O/C	Description
Line of Accounting	R	<p>Long Line of Accounting of the Customer identified on the MIPR or funding document. This is a free form text field to enter in the entire LOA that appears on a MIPR.</p> <p>Example: 21 9 2020 0000 0 22 2010 434716 30000 252C FACB00 MIPR9A198D6014 D6AHRA 023185</p>
Dept. Transfer Code	O	<p>The Customer's Appropriation Department Transfer Code. The Department Transfer Code is a Standard Financial Information System (SFIS) element which identifies the federal agency of obligation authority to the DoD or one of its components. For the transfer of obligation authority, the transfer agency retains responsibility for the fund account and the recipient agency charges against the fund account of the transfer agency. This field is left blank if no transfer is involved.</p> <p>Example: <leave blank></p>
Agcy Accounting Identifier Code	R	<p>The Customer's Agency Accounting Identifier Code. The Agency Accounting Identifier is a Standard Financial Information System (SFIS) element which identifies the organization responsible for providing field level accounting support within DoD. This code may be the identification of Field Sites or unique accounting installation that support the budget execution of a specific base, post, camp or station.</p> <p>Example: 023185</p>
Agcy Disbursing Identifier Code	R	<p>The Customer's Agency Disbursing Identifier Code. The Agency Disbursing Identifier is a Standard Financial Information System (SFIS) element which identifies a disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury.</p> <p>Example: 00006671</p>
Dept. Regular Code	R	<p>The Customer's Department Regular Code. The Department Regular Code is a Standard Financial Information System (SFIS) element that is the US Treasury designated code representing the government agency accountable for one or more fund accounts established and maintained by the Treasury. The Department Regular element is an integral part of the Treasury Appropriation Fund Symbol (TAFS). The value input is validated against the Treasury Accounting Symbol table in GFEBS which includes all current Department Regular Code based on the Federal Account Symbol and Titles (FAST) book.</p> <p>Example: 021</p>

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Field Name	R/O/C	Description
Account Code	R	<p>The Customer's Account Code. The Account Codes is a combination of the Main Account and Sub Account Standard Financial Information System (SFIS) elements, separated by a period. The Main Account is identified by a four digit numeric data element representing a specific appropriation or fund account established by the US Treasury for expenditure or receipt authority issued by the US Congress. The Sub-Account is used to specify subsidiary level accounts associated to the main account of the TAFS. The Sub-Account might indicate a series of subsidiary level receipt accounts or represent special subsidiary level accounts requested for use by an agency and approved by the US Treasury. Sub-account balances aggregate to the main account balance. The Sub-Account has the potential for several relationships to the Main Account. The value input is validated against the Treasury Accounting Symbol table in GFEBS which includes all current Main Account/Sub Account combinations based on the Federal Account Symbol and Titles (FAST) book.</p> <p>Example: 2020.000</p>
Period of Availability FY Date	R	<p>The Customer's appropriation's Period of Availability FY Date. The Period of Availability is a Standard Financial Information System (SFIS) element which identifies the period in which new obligations can be incurred for a main account within a TAFS. The coding structure that depicts the "period of availability" is (BBBEEEE), whereby BBBB is used to identify the beginning fiscal year period of availability and EEEE the ending fiscal year available to incur obligations. The Period of Availability indicates for the main fund account the period available for obligation of the fund balance. For a TAFS main account with no obligation authority end-date indicated, the beginning period is expressed as (PPPP) designating a program fiscal period followed by the "XXXX", indicating "No Year" funding.</p> <p style="text-align: center;"></p> <p style="text-align: center;">20092009 - One Year</p> <p style="text-align: center;">20082009 - Multi – Year</p> <p style="text-align: center;">2009XXXX - No Authority End Date</p> <p>Example: 20092009</p>
Accounting Center Limit	O	<p>The Customer's appropriation's Accounting Center Limit. The Accounting Center Limit identifies the unit identifier distributing budget authority (that is the connection to the budget community) which includes traceability of the funds distributed.</p> <p>Example: 0000</p>

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Field Name	R/O/C	Description
Operating Agency	O	The Customer's Operating Agency. The Operating Agency identifies the field operating agency of the Customer. Example: 22
FMS Customer Code	O	The FMS Customer Code is a Standard Financial Information System (SFIS) element which represents the country receiving the product and/or service in the Foreign Military Sales (FMS) transaction. This will only be populated when doing work for a Customer using a Foreign Military Sales trust fund for payment. Example: <leave blank> Example: CO
FMS Case Identifier	O	The FMS Case Identifier is a Standard Financial Information System (SFIS) element that is used to reflect a Foreign Military Sales (FMS) contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country. Example: <leave blank> Example: 08S
FMS Case Line Identifier	O	The FMS Case Line Identifier is a Standard Financial Information System (SFIS) element that is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance). Example: <leave blank> Example: 008

24. Click **Save** to return to the *Create ARMY REIMB ORDER: Overview* screen.

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Create ARMY REIMB ORDER: Overview

The screenshot displays the SAP 'Create ARMY REIMB ORDER: Overview' web interface. The browser window title is 'TE3 352 - Windows Internet Explorer'. The address bar shows the URL: https://trgep.gfebs-erp.army.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=pr. The page title is 'Create ARMY REIMB ORDER: Overview'. The interface includes a menu bar with options like 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Propose items', 'Display sales summary', 'Display sold-to party', 'Header output preview', and 'More...'. The main content area contains several input fields for order details, including 'Net value' (0.00), 'Sold-to party', 'Ship-to party', 'P.O Number', 'PO date', 'Req. deliv. date' (10/21/2009), 'Deliver. Plant', 'Contract start', 'Contract end', 'Complete div.' (checkbox), 'Total Weight' (0.000), 'Volume' (0.000), 'Billing block', 'Pricing date' (10/21/2009), 'Payment terms', 'Incoterms', 'Order reason', and 'Sales area' (ARMY / 01 / 01). Below the input fields is a table titled 'All items' with columns: Item, Material, Order Quantity, Un, S, Description, Customer Material Numb, ItCa, DG..., HL ltrn, and First. The table is currently empty. At the bottom of the interface, a status bar displays the message: 'ARMY REIMB ORDER 2415 has been saved'. The browser status bar shows 'Trusted sites' and '100%' zoom.



The system displays the message, "ARMY REIMB ORDER XXX has been saved."

25. You have completed this procedure.

Result

You have created a Sales Order.

Related Procedures

Refer to the following related procedures for additional detailed information.

- VA02 – Change Sales Order
- VA03 – Display Sales Order
- VA05 - List of Sales Orders
- XD03 – Display Customer
- CJ20N – Project Builder (create project and WBS)

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