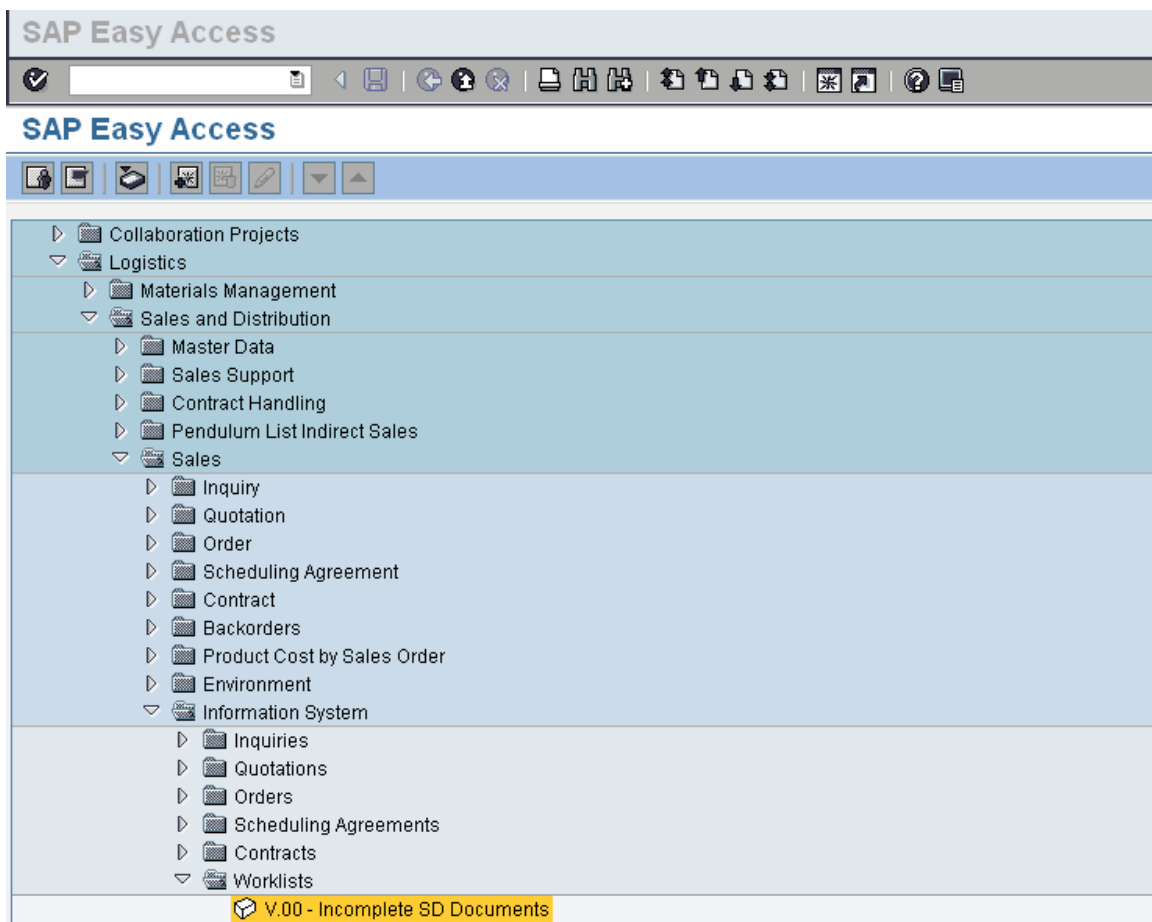## Incomplete Sales Documents

System provides for option to display a list showing which sales documents are incomplete.

All incomplete documents or only a certain type of sales documents, such as orders can be viewed.

List of Incomplete SD Documents

We will how to work this list

Menu Path: Logistics → Sales and Distribution → Sales → Information System → Worklists→ V.00 – Incomplete SD Documents

Double click 'V.00 – Incomplete SD Documents'

Above screen is displayed

Check box for indicate the degree of check to be performed on SD documents, example Sales order incomplete for delivery creation, billing document creation etc.

Organization data is provided for selecting data from Sales area specific documents.

Let's execute the report for Sales Organization '3020'

Enter '3020' in Sales organization and click on ⏰

| Incomplete SD Documents |

| ✓ | | 🖫 | ◄ | 🖫 | ❶❷❸ | 🖨🖫🖫 | 🖫🖫🖫🖫 | 🖫🖫 | ❓🖫 |

Incomplete SD Documents

🔍 Edit incompletion | 🖨 🖫 | 🖫 🖫 | 🖫 🖫 Choose | 🖫 🖫 | 🖫 🖫 🖫 🖫 | 🖫 Selections

Incomplete SD Documents

Basic list

Sales Document Type	Created by	Created on	General	Delivery	BillingDoc	Pricing	Number counter
Order 5000098	KLASSG	10.04.2001	X				001
Order 5000099	KLASSG	10.04.2001	X				001
Order 5000101	KLASSG	10.04.2001	X				001
Order 5000102	KLASSG	10.04.2001	X				001
Order 5000103	KLASSG	10.04.2001	X				001
Order 5000104	KLASSG	10.04.2001	X				001
Order 5000105	KLASSG	10.04.2001	X				001
Order 5000113	OHLERTH	08.05.2001	X	X	X		007
Order 5000136	KATZSCHNER	25.05.2001	X				001
Order 5000231	BLAKEA	25.10.2001	X				001
Order 5000261	KATZSCHNER	30.10.2001	X				001
Order 5000272	OHARA	02.11.2001	X	X	X		002
Order 5000301	KATZSCHNER	09.11.2001	X	X	X		004
Order 5000321	THOMASA	21.11.2001	X				001
Order 5000343	DEVENTER	07.12.2001	X				001
Order 5000382	PDAPHARMA	04.01.2002	X	X	X	X	002
Order 5000403	KATZSCHNER	09.01.2002	X				001
Order 5000404	KATZSCHNER	09.01.2002	X				001
Order 5000405	KATZSCHNER	09.01.2002	X				001
Order 5000407	KATZSCHNER	09.01.2002	X				001
Order 5000441	KATZSCHNER	30.01.2002	X				001
Order 5000491	CAMPMAN	21.02.2002	X				001

Following work list would be displayed which would give the Sales Document type and which areas it is incomplete in.

To process incompletion, select work item and click on Edit incompletion

This takes to the Sales document Change screen for completion of data so that it can be processed later.

This report is an important tool in Sales processing for effective and proper processing of sales documents. It can also be used as a monitoring tool.