Sales Reporting Role

Description   The Sales Reporting Role will execute reports for sales, deliveries and billing functions.

Tasks/Responsibilities

- Ability to display bill of materials
- Ability to display billing documents
- Ability to display commissions
- Ability to display condition records
- Ability to display contracts
- Ability to display customer master
- Ability to display incomplete sales orders
- Ability to display output condition records for billing
- Ability to display output condition records for shipping
- Ability to display quotes
- Ability to display release billing documents for accounting
- Ability to display sales document output
- Ability to display sales documents blocked for billing
- Ability to display sales documents blocked for delivery
- Ability to display sales reports
- Ability to display shipping documents
- Ability to display WBS basic data

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Broad knowledge of sales and inventory functions.

- Knowledge of a computer and the ability to read and write English

- Knowledge of Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101   SCEIS Sales Master Data

SD200   SCEIS DPS Sales (Specific to agency)

SD100   SCEIS Sales Reporting General (Specific to agency)

SD210   SCEIS Vocational Rehabilitation (Specific to agency)

SD230   SCEIS DSIT Microwave (Specific to agency)

SD240   SCEIS DSIT Spirit Related Sales (Specific to agency)

SD250   SCEIS DSIT Non-Spirit Related Sales   (Specific to agency)

SD260   SCEIS DSIT Project Creation & Billing (Specific to agency)

SD270   SCEIS PI Variant Configuration (Specific to agency)

SD280   SCEIS SCDC PI Sales (Specific to agency)

Sales Display

Description The Sales Display user will have the ability to display documents for sales, deliveries and billing.

Tasks/Responsibilities

- Ability to display quotes
- Ability to display sales contracts
- Ability to display sales orders
- Ability to display shipping documents

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Broad knowledge of sales and inventory functions.

- Knowledge of a computer and the ability to read and write English

- Knowledge of Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101   SCEIS Sales Master Data

SD200   SCEIS DPS Sales (Specific to agency)

SD210   SCEIS Vocational Rehabilitation (Specific to agency)

SD230   SCEIS DSIT Microwave (Specific to agency)

SD240   SCEIS DSIT Spirit Related Sales (Specific to agency)

SD250   SCEIS DSIT Non-Spirit Related Sales   (Specific to agency)

SD260   SCEIS DSIT Project Creation & Billing (Specific to agency)

SD270   SCEIS PI Variant Configuration (Specific to agency)

SD280   SCEIS SCDC PI Sales (Specific to agency)

Shipping Clerk

Description The Shipping Clerk will be responsible for issuing and delivery of sales of inventory items.

Tasks/Responsibilities

- Ability to create, change, display shipping documents
- Ability to pick, pack and ship or deliver inventory items

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

- Knowledge of Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

- Need an understanding of sales and an in depth knowledge of inventory management.

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101   SCEIS Sales Master Data

SD200   SCEIS DPS Sales (Specific to agency)

SD210   SCEIS Vocational Rehabilitation (Specific to agency)

SD230   SCEIS DSIT Microwave (Specific to agency)

SD240   SCEIS DSIT Spirit Related Sales (Specific to agency)

SD250   SCEIS DSIT Non-Spirit Related Sales   (Specific to agency)

SD260   SCEIS DSIT Project Creation & Billing (Specific to agency)

SD270   SCEIS PI Variant Configuration (Specific to agency)

SD280   SCEIS SCDC PI Sales (Specific to agency)

Pricing Administrator

Description   The Pricing Administrator creates pricing conditions to manage sales of finished goods.

Tasks/Responsibilities

- Ability to create, change, display pricing conditions

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Broad knowledge of sales process including quotes, contracts, and sales orders. Detailed knowledge of pricing procedures and product pricing.

- Knowledge of a computer and the ability to read and write English

- Knowledge of Pricing conditions and Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101   SCEIS Sales Master Data

SD200   SCEIS DPS Sales (Specific to agency)

SD210   SCEIS Vocational Rehabilitation (Specific to agency)

SD230   SCEIS DSIT Microwave (Specific to agency)

SD240   SCEIS DSIT Spirit Related Sales (Specific to agency)

SD250   SCEIS DSIT Non-Spirit Related Sales   (Specific to agency)

SD260   SCEIS DSIT Project Creation & Billing (Specific to agency)

SD270   SCEIS PI Variant Configuration (Specific to agency)

SD280   SCEIS SCDC PI Sales (Specific to agency)

Billing Administrator

Description The Billing Administrator performs manual billing, establishes recurring billing and all accounts receivable functions for the sale of finished product.

Tasks/Responsibilities

- Ability to create, change, display invoices
- Ability to display customer master
- Ability to display pricing conditions
- Ability to display sales contracts
- Ability to display sales orders
- Ability to display shipping documents
- Ability to manage accounts receivable functions
- Ability to perform billing
- Ability to set up commission structure

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Broad knowledge of sales process including quotes, contracts, and sales orders.

- Knowledge of a computer and the ability to read and write English

- Knowledge of Sales and Distribution Processes (SAP knowledge will be obtained during SCEIS pre go-live training)

- Thorough knowledge of pricing procedures and accounts receivable processes

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101   SCEIS Sales Master Data

SD200   SCEIS DPS Sales (Specific to agency)

SD210   SCEIS Vocational Rehabilitation (Specific to agency)

SD230   SCEIS DSIT Microwave (Specific to agency)

SD240   SCEIS DSIT Spirit Related Sales (Specific to agency)

SD250   SCEIS DSIT Non-Spirit Related Sales   (Specific to agency)

SD260   SCEIS DSIT Project Creation & Billing (Specific to agency)

SD270   SCEIS PI Variant Configuration (Specific to agency)

SD280   SCEIS SCDC PI Sales (Specific to agency)

Customer Service Agent

Description The Customer Service Agent will create sales orders, contracts and quotations for the agency.

Tasks/Responsibilities

- Ability to create, change, display contracts
- Ability to create, change, display quotations
- Ability to create, change, display sales orders
- Ability to interact with customers
- Maintain sales reports

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- S&D End User

Knowledge/Skills/Abilities

- Knowledge of a computer and the ability to read and write English

- Thorough knowledge of sales process including quotes, contracts, and sales orders. Knowledge of pricing procedures is desired.

Expected Training Courses

Expected Training Courses:

Sales and Distribution classes will be taught for the individual affected agencies and not segregated by roles. The display training materials are contained in the courses specific to their agency.

SD101	SCEIS Sales Master Data
SD200	SCEIS DPS Sales (Specific to agency)
SD210	SCEIS Vocational Rehabilitation (Specific to agency)
SD230	SCEIS DSIT Microwave (Specific to agency)
SD240	SCEIS DSIT Spirit Related Sales (Specific to agency)
SD250	SCEIS DSIT Non-Spirit Related Sales (Specific to agency)
SD260	SCEIS DSIT Project Creation & Billing (Specific to agency)
SD270	SCEIS PI Variant Configuration (Specific to agency)
SD280	SCEIS SCDC PI Sales (Specific to agency)

Product Costing - Voc Rehab ONLY

Description   Product cost role to revalue finished goods

Expected Training Courses

TBD

Agency Customer Master Data

Description   Maintains sales views only for the customer master, i.e. extending, changing.

Expected Training Courses

TBD

Sales Master Data Administrator

Description Crates pricing and output condition records only.

Examples:
Sets up freight conditions (FOB, etc), any discounts/markups/ validity dates, repair costs , price.
These can be by material or customer.

Expected Training Courses

TBD