

ERP - PROJECT

SUGMAYA

END USER DOCUMENT

FOR

MATERIAL MANAGEMENT

GOODS ISSUE

TABLE OF CONTENTS

1	DOCUMENT CONTROL.....	4
1.1	DOCUMENT HISTORY	4
1.2	DISTRIBUTION	4
2.	BUSINESS PROCESS.....	5
2.1	PROCESS NAME	ERROR! BOOKMARK NOT DEFINED.
2.2	OVERVIEW	ERROR! BOOKMARK NOT DEFINED.
2.3	PROCEDURAL STEPS.....	ERROR! BOOKMARK NOT DEFINED.
2.4	CREATE A RESERVATION	ERROR! BOOKMARK NOT DEFINED.
2.5	INPUT FIELDS	ERROR! BOOKMARK NOT DEFINED.
1.	DOCUMENT CONTROL.....	3
1.1	DOCUMENT HISTORY	3
1.2	DISTRIBUTION	3
2.	BUSINESS PROCESS PROCEDURE: MAINTAIN RESERVATION	4
2.1	PROCESS NAME: CREATE RESERVATION.....	4
2.2	OVERVIEW:.....	4
2.3	PROCEDURAL STEPS:.....	4
	ADDITIONAL COMMENTS/ INFORMATION:	6
3.1	PROCESS NAME: CHANGE RESERVATION	6
3.2	OVERVIEW:.....	6
3.3	PROCEDURAL STEPS:.....	6
	ADDITIONAL COMMENTS/ INFORMATION:	8
4.1	PROCESS NAME: DISPLAY RESERVATION	9
4.2	OVERVIEW:.....	9
4.3	PROCEDURAL STEPS:.....	9
	ADDITIONAL COMMENTS/ INFORMATION:	11
5.1	PROCESS NAME: GOODS ISSUE	11
5.2	OVERVIEW:.....	11
5.3	PROCEDURAL STEPS:.....	11
	ADDITIONAL COMMENTS/ INFORMATION:	13
6.	GLOSSARY	14
7	APPENDIX.....	15
7.1	T - CODES FOR REPORTS	15
7.2	T - CODES OF MM RELATED TO PR.....	16
6.	GLOSSORY	26
7.	APPENDIX.....	27
7.1	T - CODES FOR REOPRTS	28
7.2	T - CODES FOR MM.....	28

1. Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 Document History

Version	Date	Author	VERSION DETAILS
V01	07-02-2018	Kumar Shwetabh	First ISSUE

1.2 Distribution

Date	Name	Purpose
	Ajay Kumar Singh	

2. Business Process Procedure: Maintain Reservation

2.1 PROCESS NAME: CREATE RESERVATION

2.2 Overview:

A reservation needs to be maintained in system before goods can be moved.

Prerequisites:

Material Master created in system.

2.3 Procedural Steps:

Run requisite transaction:

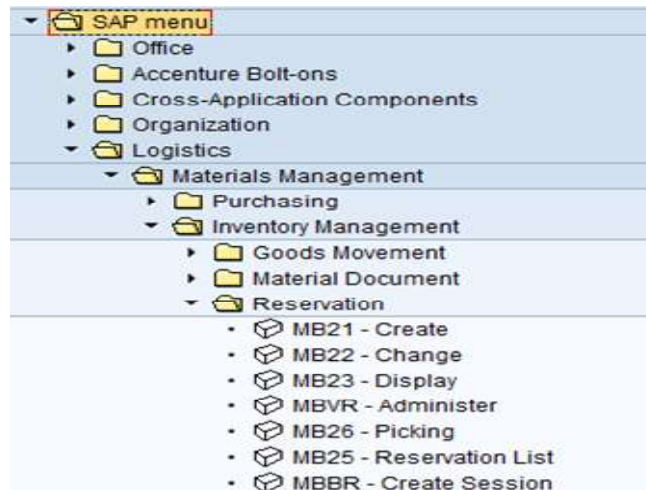
Create a Reservation by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

2.4 Create Reservation

Menu Path and Transaction Number

Menu Path	Logistics → Materials Management → Inventory Management → Good Receipt
Transaction Code	MB21


Screen Shot



On running MB21 transaction we get initial screen as :

2.5 INPUT FIELDS

Create Reservation: Initial Screen

 New Item...

Base date	09.02.2018	<input checked="" type="checkbox"/> Check against cal.
Movement type	221	
Plant	1402	

Reference	
Reservation	

Press enter

Create Reservation: New Items

Delete Item(s)

Movement type 221 GI for project

G/L Account

WBS element LHP.5000-01

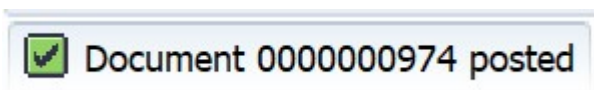
Goods recipient NEGI JI

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch		M
1	4000000010	10		1402				<input type="checkbox"/>
2				1402				<input type="checkbox"/>
3				1402				<input type="checkbox"/>
4				1402				<input type="checkbox"/>
5				1402				<input type="checkbox"/>
6				1402				<input type="checkbox"/>
7				1402				<input type="checkbox"/>
8				1402				<input type="checkbox"/>
9				1402				<input type="checkbox"/>
10				1402				<input type="checkbox"/>
11				1402				<input type="checkbox"/>
12				1402				<input type="checkbox"/>
13				1402				<input type="checkbox"/>
14				1402				<input type="checkbox"/>

Click on Save icon

The Reservation is created with a message on the bottom of the screen



Additional Comments/ Information:

None

3.1 PROCESS NAME: CHANGE RESERVATION

3.2 Overview:

Changes may be required in a reservation created.

Prerequisites:

Reservation created in system.

3.3 Procedural Steps:

Run requisite transaction:

Change a Reservation by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

3.4 Change Reservation

Menu Path and Transaction Number

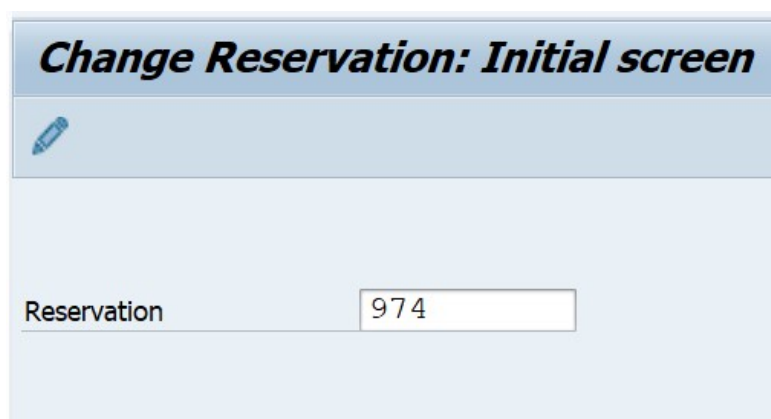
Menu Path	Logistics → Materials Management → Inventory Management → Reservation → Change
Transaction Code	MB22

Screen Shot



3.5 INPUT FIELDS

On running MB22 the initial screen appears as:



Press Enter

Make the required changes.

Change Reservation 0000000974 : Collective Processing

Details from Item

Movement type: 221 GI for project

Goods recipient: NEGI JI

WBS element: LHP.5000-01

Item	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	Fis	D
1	4000000010	20	EA	1402			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on Details from Item or double click on Item

Change Reservation 0000000974 : Details 0001 / 0001

New Item

Movement Type: 221 GI for project

Plant: 1402 MB-II

Material: 4000000010 Motor 50 HP

Stor. Location:

Quantity in

Unit of Entry: 20 EA ☐ Qty. is fixed

Stockkeepg Unit: 20 EA

Further Information

Reqmts date: 09.02.2018 ☐ Final Issue


☐ Mvt Allowed ☐ Item deleted

WBS element: LHP.5000-01


G/L Account: 72200002

Recipient: NEGI JI Unload.pt.:

Text:

Click on save icon 

The reservation is changed and a message appears on the bottom of the screen

 Document 0000000974 posted

Additional Comments/ Information:

None

4.1 PROCESS NAME: DISPLAY RESERVATION

4.2 Overview:

A reservation created maybe required to be dispalyed to check for the correctness.

Prerequisites:

Reservation created in system.

4.3 Procedural Steps:

Run requisite transaction:

Display a Reservation by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

4.4 Display Reservation

Menu Path and Transaction Number

Menu Path	Logistics → Materials Management → Inventory Management → Reservation → Display
Transaction Code	MB23

Screen Shot



On running MB23 the initial screen appears as:

Display Reservation 0000000974 : Details 0001 / 0001			
Material			
Movement Type	221	GI for project	
Plant	1402	MB-II	
Material	4000000010	Motor 50 HP	
Quantity in			
Unit of Entry	20	EA	
Stockkeepg Unit	20	EA	
Further Information			
Reqmts date	09.02.2018		
<input type="checkbox"/> Mvt Allowed			
WBS element	LHP.5000-01		
G/L Account	72200002		
Recipient	NEGI JI		

Additional Comments/ Information:

None

5.1 PROCESS NAME: GOODS ISSUE

5.2 Overview:

This document covers creation of Goods Issue document in system.

Prerequisites:

Material Master existing in system. Material stock existing in the plant.

5.3 Procedural Steps:

Run requisite transaction:

Create a Goods Issue by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

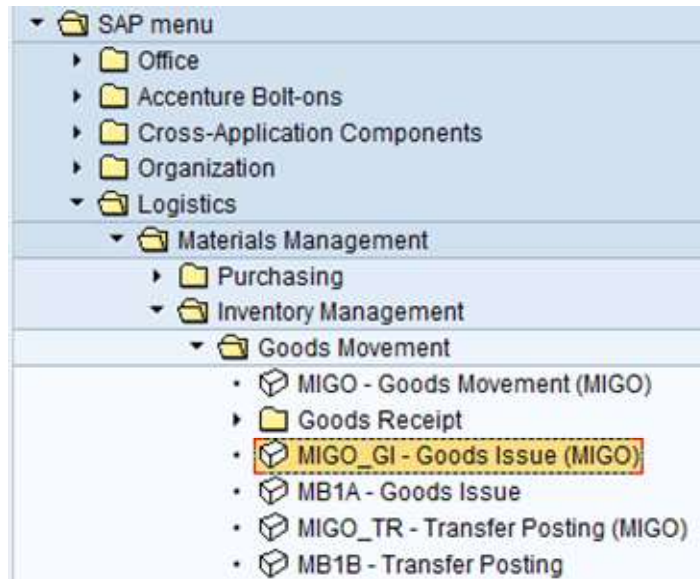
5.4 GOODS ISSUE

Menu Path and Transaction Number

Menu Path	Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → MIGO GI-Goods Issue (MIGO)
-----------	--

Transaction Code	MIGO
------------------	------

Screen Shot



Select Goods Issue as the action to be performed in MIGO as shown.
Select the appropriate type of reference document and give the document number

5.5 INPUT FIELDS

Goods Issue Reservation - Ranjan Kumar

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R09 Reservation | 974 | GI for cost center | 201

Gene... | Custom Screen | Custom Screen

Document Date: 09.02.2018 | Posting Date: 09.02.2018 | Material Slip: | Doc.Header Text: | 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc	WBS Element	Com.
1	Motor 50 HP	<input type="checkbox"/>	20	EA			LHP.5000-01	1000

Delete | Contents

Mater... | Quantity | Where | Reservation | Account Assignment | GL Code


Movement type: 221 | GI for project | Stock type: Unrestricted use

Plant: MB-II | 1402 | Storage Location: | Goods recipient: NEGI JJ | Unloading Point: | Text:

Select Item Ok from bottom of the screen as shown

Material Reservation Form

Movement type: 221 ☐ - GI for project Stock type: Unrestricted use

Plant: MB-II 1402 

Storage Location:

Goods recipient: NEGI JI

Unloading Point:

Text:

Goods Issue Reservation - Ranjan Kumar


Show Overview | Hold | Check | Post | Help

Gene... Custom Screen Custom Screen

Document Date: 09.02.2018 Material Slip:

Posting Date: 09.02.2018 Doc.Header Text:

☐ 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc	WBS Element
1	Motor 50 HP	<input type="checkbox"/>	20	EA			LHP.5000-01


Delete Contents

Material Reservation Form

Material: Motor 50 HP 4000000010

Material Group: 1040

Equipment:

☒ Item OK Line 1 

Click on Save icon 

A message appears showing



Material document 4900000151 posted

Additional Comments/ Information:

None

6. GLOSSARY

SAP ERP Central Component (ECC)	The “brand” name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components
SAP	Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
MM	Material Management - a “module” within the SAP-ERP central component (ECC) that handles Materials and Services
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
PR	Purchase Requisition
PO	Purchase Order
RFQ	Request For Quotation
MIGO	Goods Receipt
LIV	Logistics Invoice Verification
SES	Service Entry Sheet

7 APPENDIX

7.1 T - CODES FOR REPORTS

T-Code	Description
MB24	Reservation List
MB25	Reservation List
MB51	Material Document Report

7.2 T - CODES OF MM RELATED TO PR

[illegible]

THANK YOU