

ERP - PROJECT

SUGMAYA

END USER DOCUMENT

FOR

MATERIAL MANAGEMENT

GOODS RECIEPT

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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	

BUSINESS PROCESS PROCEDURE: MAINTAIN GRN

2.1 PROCESS NAME: CREATE GOOD RECEIPT NOTE

2.2 Overview:

This transaction is used to create Goods receipt note against a purchase order. A Gate entry is created before performing Goods receipt.

Prerequisites:

Purchase Order to exist and should be approved.

2.3 Procedural Steps:

Run requisite transaction:

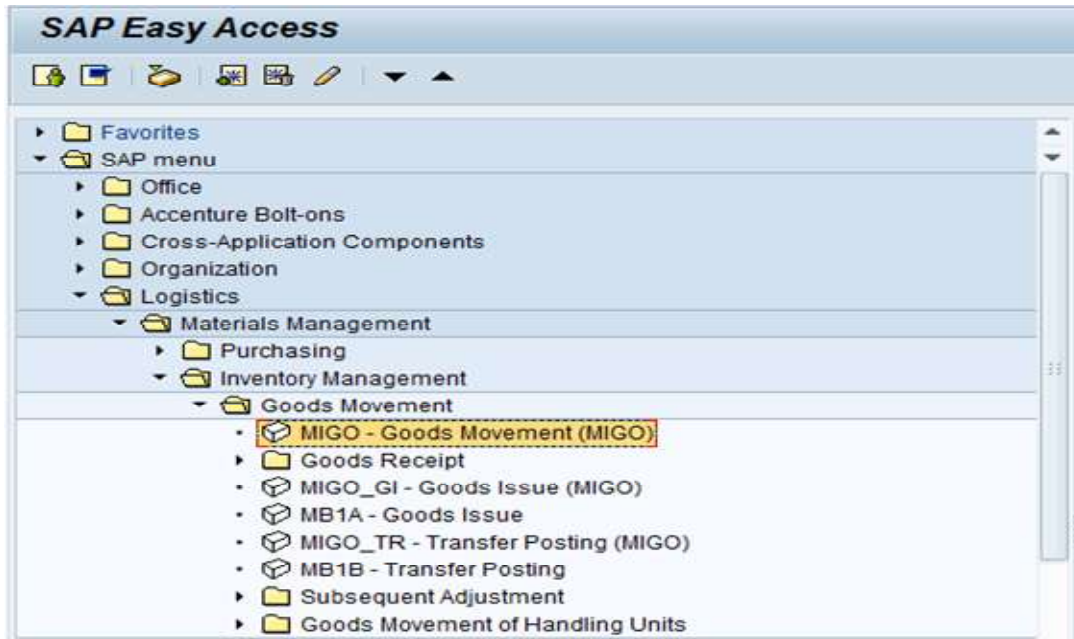
Create a GRN by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

2.4 Create Good Receipt Note

Menu Path and Transaction Number

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

Screen Shot



Choose PO for receipt

Material to Blocked Stock

A01 Goods Receipt R01 Purchase Order 103

Enter the PO number to be received on the screen

A01 Goods Receipt R01 Purchase Order 5000000230 103

Gene... Vendor Custom Screen Custom Screen

Document Date: 09.02.2018 Delivery Note: Vendor: Reliance India
 Posting Date: 09.02.2018 Bill of Lading: HeaderText:
☐ 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc	WBS Element	Profit Center	G/L
1	Motor 50 HP	<input type="checkbox"/>	5	EA			LHP.5000-01	1602	72

Mater... Quantity Where Purchase Order Data Partner Account Assignment

Material: Motor_50_HP 4000000010
 Vendor Material No.:
 Material Group: 1040
 EAN in Order Unit:
 EAN Check:

2.5 INPUT FIELDS

Create MIGO

Create Materials Document. Enter Purchase Order and hit “Enter” button to display the details of the purchase Order.


Step No.	Field Name	Description	User Action and Values
1	Execute Action	Goods Receipt	Select Option “Goods Receipt”
2	Reference Document	Purchase Order	Select option “Purchase Order”
3	GR Document	Movement type for GR document	Default Value in this field should be 103 or 105. Do not change the value.
4	Document Date	Date of posting for material document	System would default in this field.
5	Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	System would default in this field.
6	Delivery Note	Delivery Note/ Chalan Number	Enter Challan number entered while creating Gate entry. The Challan number will act as a link between Gate entry and Goods receipt.
7	Bill Of Lading	Bill of lading number	Custom Invoice No. to be entered
8	Header Text	Text for Material Document	Any free text can be added

Click on vendor tab to see the vendor details. Please note that no changes can be made on this tab.

Enter Quantity: Click on Quantity Tab

Enter the Quantity received and create material transaction

Step No.	Field Name	Description	User Action and Values
1	Quantity	Quantity Received and counted by stores dept	The quantity will default from the quantity remaining to be received from the PO. Change the quantity as per the quantity received.
2	Chalan Quantity	Delivery Quantity on Chalan by vendor	Chalan quantity can be different than received quantity
3	Item Ok	Item Ok check Box	Click in the check box

Mater... Quantity Where Purchase Order Data Partner Account Assignment			
Qty in Unit of Entry	5	EA	
Qty in SKU	5	EA	
Qty in Delivery Note	5		
Quantity Ordered	5	EA	
No. Containers			

Check and Post

Material document 5000000431 posted

Message no. MIGO012

Diagnosis

The **material document** has been saved and is being stored in the database.

Procedure

Continue with your work.

1.1.3 Additional Comments/ Information:

NONE

3.1 PROCESS NAME: CREATE GOOD RECEIPT NOTE (RELEASE GR BLOCKED STOCK)

3.2 Overview:

This transaction is used to create Goods receipt note against a purchase order. A Gate entry is created before performing Goods receipt.

Prerequisites:

Purchase Order to exist and should be approved.

3.3 Procedural Steps:

Run requisite transaction:

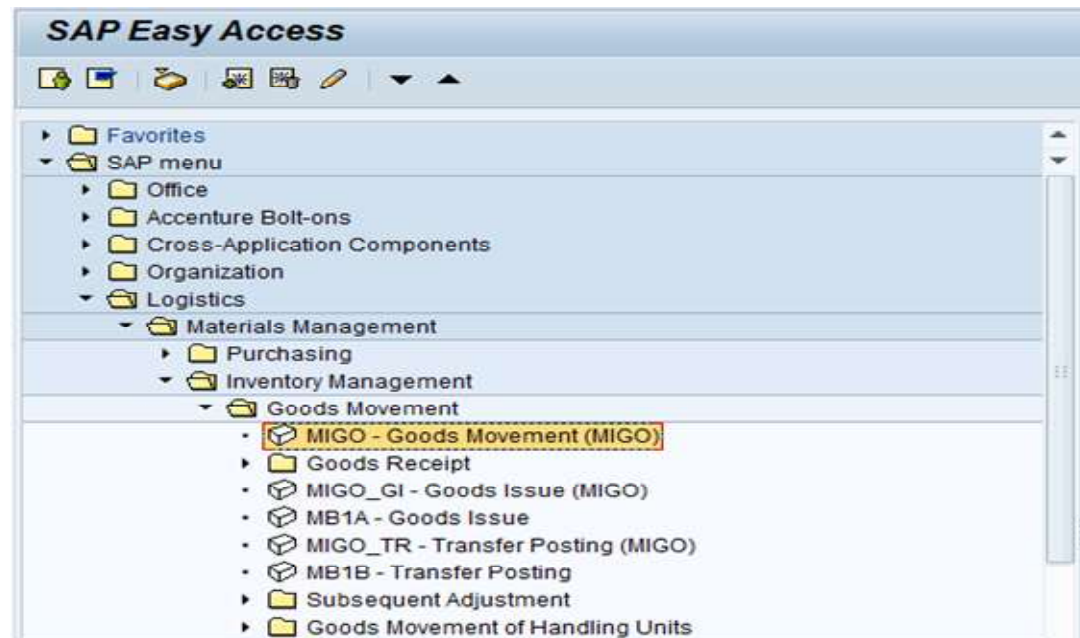
Create a GRN by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

3.5 Create Good Receipt Note (RELEASE GR BLOCKED STOCK)

Menu Path and Transaction Number




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

Screen Shot



Choose PO for receipt

RELEASE GR BLOCKED STOCK

A05 Release GR Blocked ...	R02 Material Document	5000000431	2018			
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Enter the PO number to be received on the screen

Release GR Blocked Stock Material Document 5000000431 - Ranjan Kumar

Show Overview | Hold | Check | Post | Help

A05 Release GR Blocked | R02 Material Document | 5000000431 | 2018

Gene... Vendor Custom Screen Custom Screen

Document Date: 09.02.2018 | Delivery Note: | Vendor: Reliance India
 Posting Date: 09.02.2018 | Bill of Lading: | HeaderText: |
☐ 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn	S...	SLoc	WBS Element	Profit Center	Bat
1	Motor 50 HP	<input type="checkbox"/>	4	EA			LHP.5000-01	1602	

Delete | Contents

Mater... Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry: 4 | EA
 Qty in SKU: 4 | EA
 Qty in Delivery Note: 4 | EA
 Quantity Ordered: 5 | EA
 No. Containers: |

3.5 INPUT FIELDS

Create MIGO

Create Materials Document. Enter Purchase Order and hit “Enter” button to display the details of the purchase Order.

Step No.	Field Name	Description	User Action and Values
1	Execute Action	Goods Receipt	Select Option “Goods Receipt”
2	Reference Document	Material Document	Select option “Material Document”
3	GR Document	Movement type for GR document	Default Value in this field should be 103 or 105. Do not change the value.
4	Document Date	Date of posting for material document	System would default in this field.
5	Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	System would default in this field.
6	Delivery Note	Delivery Note/ Chalan Number	Enter Challan number entered while creating Gate entry. The Challan number will act as a link between Gate entry and Goods receipt.
7	Bill Of Lading	Bill of lading number	Custom Invoice No. to be entered
8	Header Text	Text for Material Document	Any free text can be added

Click on vendor tab to see the vendor details. Please note that no changes can be made on this tab.

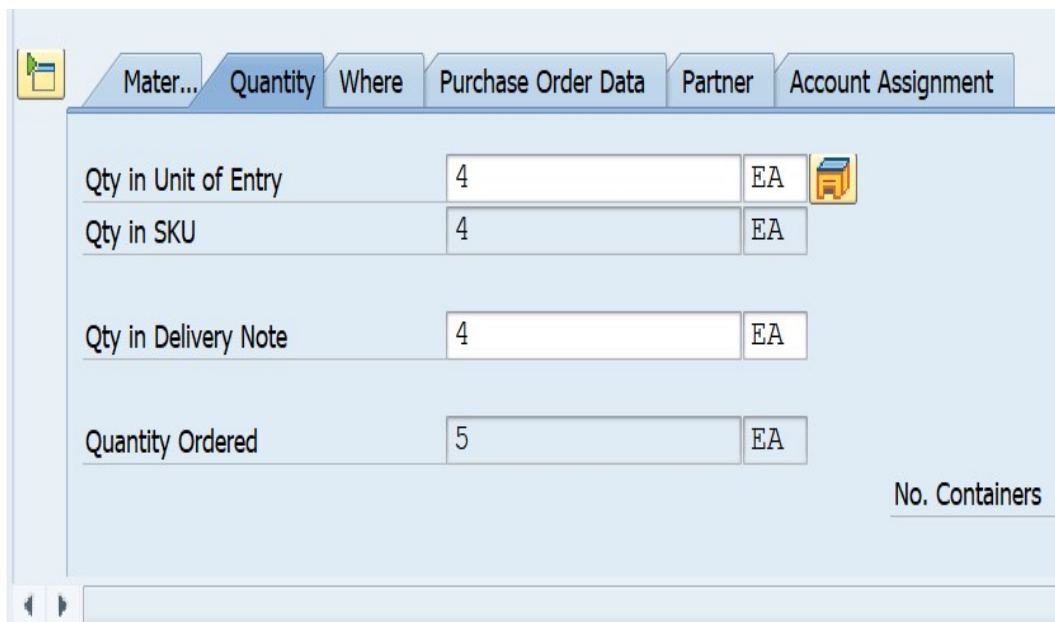
MM- GOODS RECIEPT

For Internal Circulation Only

Enter Quantity: Click on Quantity Tab

Enter the Quantity received and create material transaction

Step No.	Field Name	Description	User Action and Values
1	Quantity	Quantity Received and counted by stores dept	The quantity will default from the quantity remaining to be received from the PO. Change the quantity as per the quantity received.
2	Chalan Quantity	Delivery Quantity on Chalan by vendor	Chalan quantity can be different than received quantity
3	Item Ok	Item Ok check Box	Click in the check box




The screenshot shows the SAP Material Document Entry interface with the 'Quantity' tab selected. The interface includes a navigation bar with tabs: Mater..., Quantity, Where, Purchase Order Data, Partner, and Account Assignment. Below the tabs, there are four input fields for quantity entry, each with a value and an 'EA' (Enter Amount) button:

- Qty in Unit of Entry: 4
- Qty in SKU: 4
- Qty in Delivery Note: 4
- Quantity Ordered: 5

At the bottom right, there is a label 'No. Containers'.

Check and Post

 Material document 5000000432 posted

Additional Comments/ Information:

NONE

4.1 PROCESS NAME: RETURN GOOD RECEIPT NOTE

4.2 Overview:

This transaction is used to Return Goods receipt note created against a purchase order.

Prerequisites:

Goods receipt to be created against a PO to exist in system.

4.3 Procedural Steps:

Run requisite transaction:

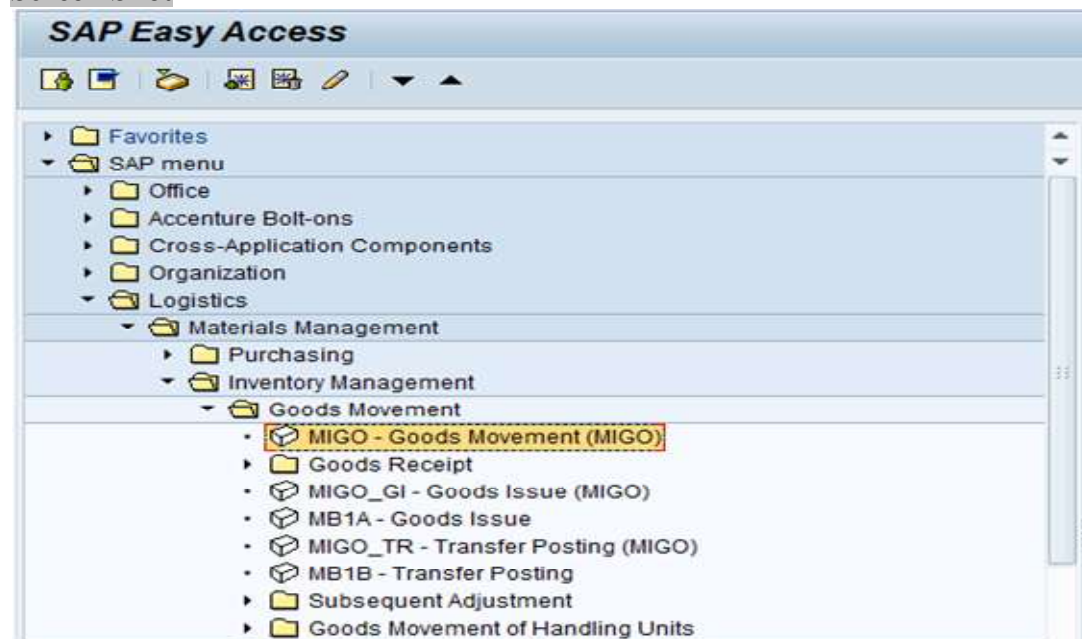
Create a Return Goods receipt by running the appropriate transaction either by following the menu path or typing the transaction number as shown below.

4.4 RETURN GOOD RECEIPT NOTE

Menu Path and Transaction Number


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

Screen Shot



Choose Material Document to be returned

- Select Return delivery option
- Enter the material document on the screen and hit “Enter” button to display the details.

A02 Return Delivery	R02 Material Document	5000000431	2018	
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Return Delivery Material Document 5000000431 - Ranjan Kumar

Show Overview | Hold | Check | Post | Help

A02 Return Delivery | R02 Material Document | 5000000431 | 2018

Gene... | Vendor | Custom Screen | Custom Screen

Document Date: 09.02.2018 | Delivery Note: | Vendor: Reliance India
 Posting Date: 09.02.2018 | Bill of Lading: | HeaderText: |
☐ 1 Individual Slip | ☐ Via Delivery

Line	Mat. Short Text	OK	Qty in UnE	EUn	SLoc	WBS Element	Profit Center
1	Motor 50 HP	<input type="checkbox"/>	5	EA		LHP.5000-01	1602

Qty in Unit of Entry: 5 | EA
 Qty in SKU: 5 | EA
 Qty in Delivery Note: 5 | EA
 Quantity Ordered: 5 | EA
 GR Quantity: 4 | No. Containers:

4.5 INPUT FIELDS

Step No.	Field Name	Description	User Action and Values
1	Execute Action	Goods Receipt	Select Option "Return Delivery"
2	Reference Document	Purchase Order	Select option "Material Document"
3	GR Document	Movement type for GR document	Default Value in this field should be 122. Do not change the value.
4	Document Date	Date of posting for material document	System date would default in this field.
5	Posting Date	Date which is used when entering the document in Financial Accounting or Controlling.	System date would default in this field.
6	Delivery Note	Delivery Note/ Chalan Number	Do not change values defaulted in this field as these values are from original document
7	Bill Of Lading	Bill of lading number	Do not change values defaulted in this field as these values are from original document
8	Header Text	Text for Material Document	Do not change values defaulted in this field as these values are from original document

Enter Line Item details : Quantity:

Enter the Quantity received and create material transaction



Step No.	Field Name	Description	User Action and Values
1	Quantity	Quantity Received and counted by stores dept	Quantity would default from the material document chosen to reverse
2	Challan Quantity	Delivery Quantity on Challan by vendor	Challan quantity can be different than received quantity.
3	Item Ok	Item Ok Check Box	Click in the check box

Where:

- Select appropriate the reason for return in the field "Return for movement". On "Where Screen on line item level.

Return Delivery Material Document 5000000431 - Ranjan Kumar

Show Overview | Hold | Check | Post | Help

Gene... Vendor Custom Screen Custom Screen

Document Date: 09.02.2018 Delivery Note: Vendor: Reliance India
 Posting Date: 09.02.2018 Bill of Lading: HeaderText:
☐ 1 Individual Slip ☐ Via Delivery

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

Mater... Quantity Where Purchase Order Da

Movement type: 124 Plant: MB-II

Goods recipient: Unloading Point: Reason for Movement: 0001 Text:

Item OK Line

Reason for Movement (1) 3 Entries found

Restrictions





Movement type: 124


Reas. Reason for Movement

0001	Poor quality
0002	Incomplete
0003	Damaged

3 Entries found

Step No.	Field Name	Description	User Action and Values
1	GR Document	Movement type for GR document	Default Value in this field should be 124 or 122.
2	Reason for Movement	Enter appropriate reason for movement	Enter the appropriate reason for movement.
3	Goods Issue Indicator	Rcpt/Issu classification codes	If excise invoice is posted then select option IWD from dropdown list

- In case of multiple line items, to return next line, enter the line number in the field "Line Item" and hit enter button. Follow above steps to receive next line items.
- Click icon  to make sure that no errors occur when the transaction is posted. System should show the message that "Document is Ok" as shown below
- Click icon  to post the transaction. On successful posting of the transaction material document would be generated as shown the below document.
- You will get a message  at the bottom of the screen, if no errors exist.
- Click on Save icon  a message will appear like

 Material document 5000000433 posted

Additional Comments/ Information:

NONE

5.1 PROCESS NAME: **DISPLAY GOOD RECEIPT NOTE**

5.2 Overview:

This transaction is used to Display Goods receipt note created against a purchase order.

Prerequisites: GRN should exist in system.

5.3 Procedural Steps:

Run requisite transaction:

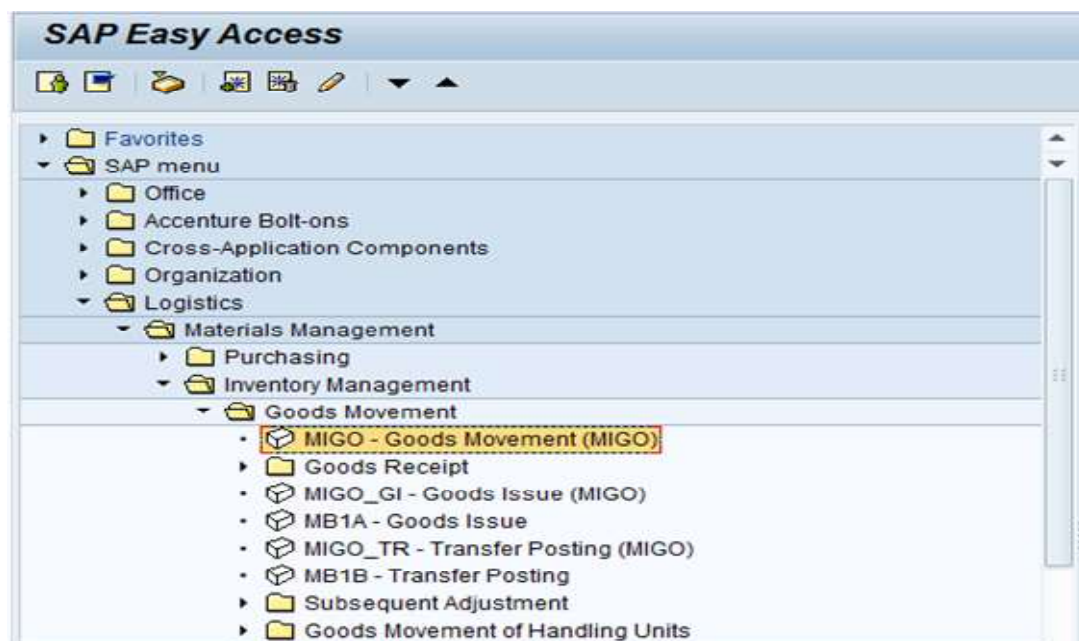
Display a Goods receipt by running the appropriate transaction either by following the menu path or typing the transaction number as shown below

5.4 DISPLAY GOOD RECEIPT NOTE

Menu Path and Transaction Number

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

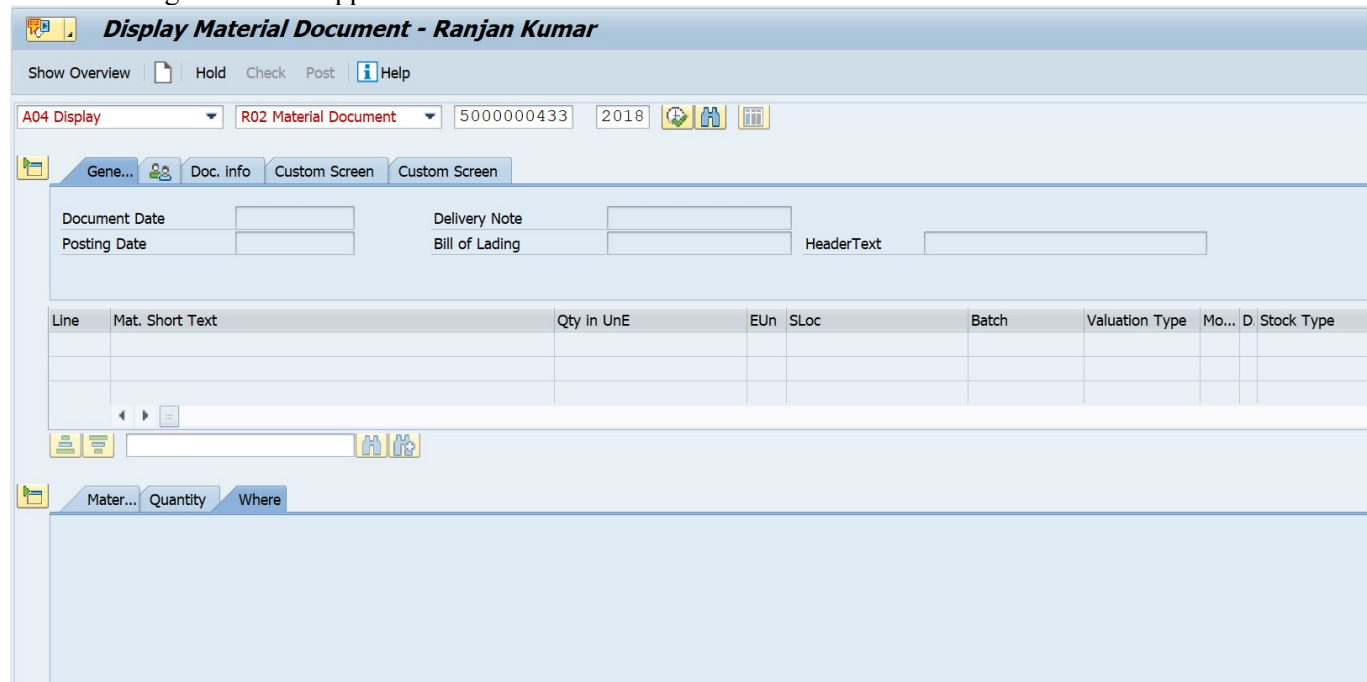
Screen Shot



Choose Material Document to be displayed

5.5 INPUT FIELDS


- Following screen will appear on the screen.



- Enter material document number to be displayed on the screen.
- Display Materials Document. Enter Purchase Order and hit “Enter” button to display the details.

Step No.	Field Name	Description	User Action and Values
1	Execute Action	Goods Receipt	Select Option “A04 Display”
2	Reference Document	Purchase Order	Select option “Material Document”
3	GR Document	GRN Number	Default Value in this field should be material document No. of last GR. Do not change if it is same.

- Click on Purchase order tab to see the purchase order. Please note that no changes can be made on this tab. PO will be opened to view the same.

Mater...	Quantity	Where	Purchase Order Data	Partner	Account Assignment	GL Code
Purchase order	5000000230	10				
Reference Document	5000000431	1				
Item category						Standard
<input type="checkbox"/> DCI for Mat. Doc. Item						
<input type="checkbox"/> Del. Compl. Ind. PO Item						

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
MMBE	Stock Overview
MB51	Material Document Report
ME52	Central Store Stock

7.2 T - CODES OF MM RELATED TO PR

[illegible]

THANK YOU