

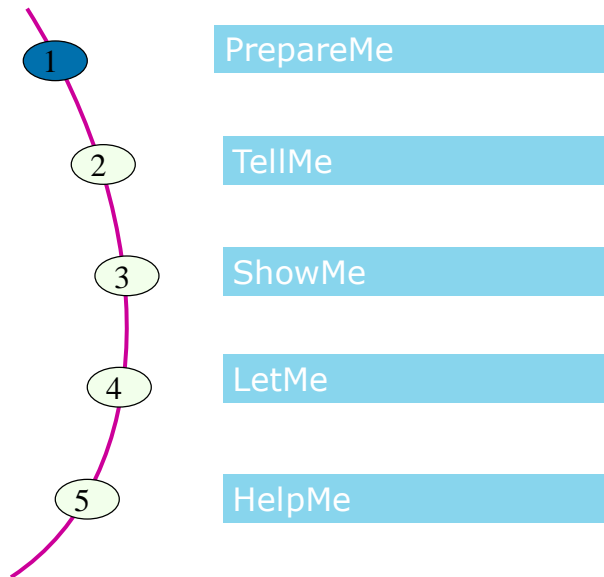
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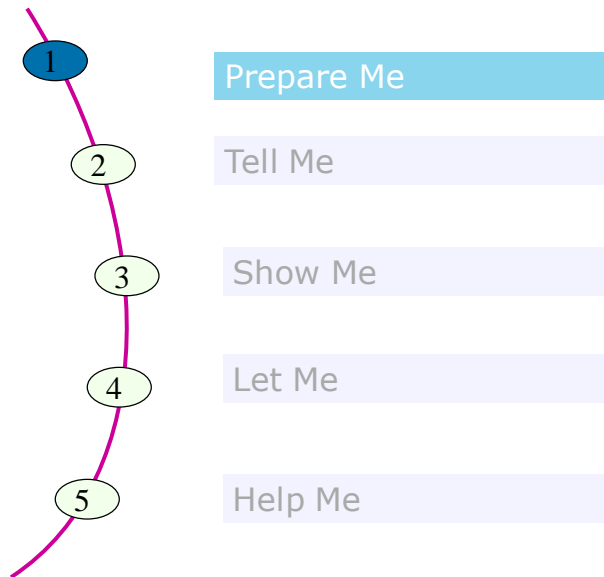
Material Management

Lesson Name: MM0001 - Materials
Management Overview

MM0001 - Materials Management



MM0001 – Materials Management



Prepare Me

Agenda



Purpose

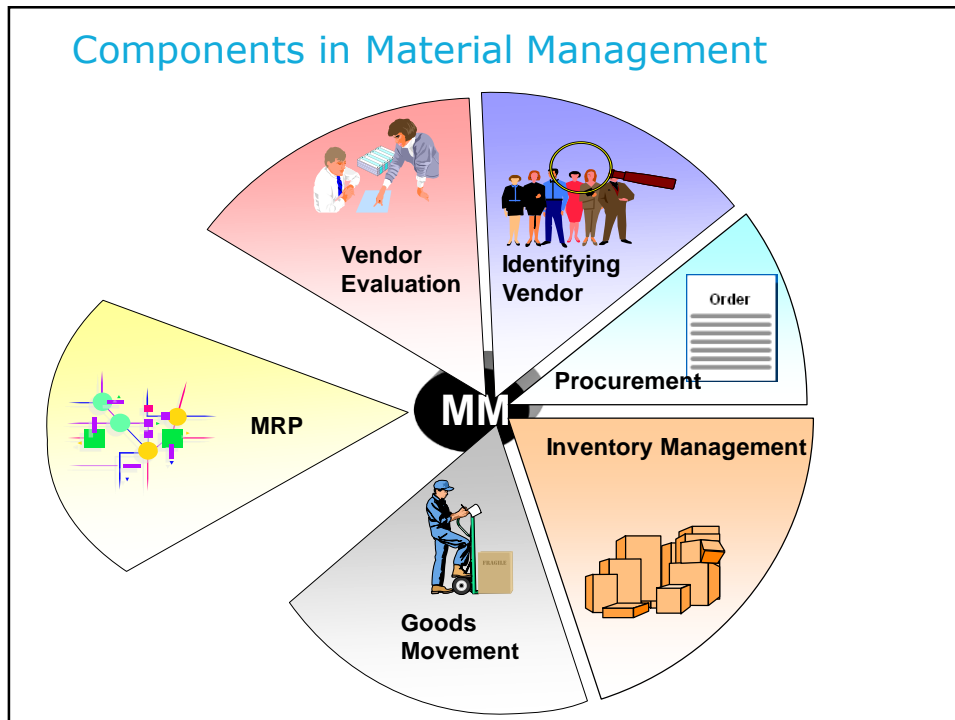
Use

Challenge

Purpose

- Materials Management covers the planning & procurement of raw materials, services and all other items required to run business
- It also involves warehousing of materials, Inventory activities like Goods Inward, Issue of Goods and also valuating of available stock.
- Materials Management plays a very important role of integrating activities in Procurement, Inventory and goods movements.
- Materials Management also integrates Procurement, Inventory and goods movements with other core departments like Sale & Distribution, Finance and Production.

MM is much more than Procurement/Purchasing



Materials management basically covers the below functions

MRP: Material Requirement Planning (MRP) is the first phase in procurement. Procurement starts with requirement which is triggered by MRP. Requirement can be Dependent Requirement (Sale Order, Production Order) or Independent Requirement (Stationery Requirement).

Identify Vendor: For certain requisition it is essential to identify a correct vendor. This could be a situation when a material is procured the first time. In such scenarios there is a need to create RFQ and send it to vendors. Compare the price quoted by Vendors and select the Vendor and issue PO to the Vendor.

Procurement: Procurement just not involves procuring of material. When a Requirement Triggers, right from creation of Requisition to sending the Purchase order to vendor is taken care by Procurement. This involves creation of Requisition, approval of Requisition, creation of RFQ if needed, converting of Requisition to Purchase order, identifying medium to send PO to vendor, and PO monitoring.

Inventory Management: It involves placing of material at right location and also valuate the stock in hand. It is very important to place the material in right place according to the behavior of stock (fast moving stock, slow moving stock, explosive items, etc.) and also to keep the track of the same.

Goods Movement: It involves Good Receipt and Goods Issue of material. Goods receipt can be for goods received from Vendor, Production department or from other manufacturing plant. Goods issue can be issue against Sale order, Production order, issue against Cost Center....

Both goods receipt and goods issue effect the Inventory in terms of quantity and value.

Vendor Evaluation: It involves valuating the performance of vendors at regular interval. Valuation can be on various parameters like, Delivery time, quality of material supplied, value....

Material Management Functions

Procurement Involves:

- Identify the Vendor through Bid/Quotation
- Enter of Contract with Vendor for regular purchase
- Creation of Purchase Order, sending it to Vendor
- Tracking of Purchase Order

MRP is based on:

- Dependent Requirement: Based on Sales & Production
- Independent Requirement: Based on past consumption, Safety Stock, etc.

Inventory Management helps:

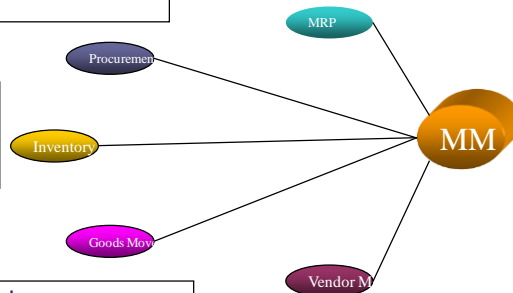
- to place the stock in right location and also to trace the same
- Value the available stock
- Physical Inventory of stock

Goods movements involves

- Goods Issue for e.g. issue to customer, issue to production, issue against cost center, etc
- Goods Receipt for e.g. receipt from vendor against PO, receipt from other plant, etc.

Vendor Management:

- Maintaining track of suppliers
- Analyzing vendors performance on delivery, price, quality, etc.



Material Management Functions

- Dependent Requirements are normally considered for materials which are of high value, or which has a short shelf life whereas Independent Requirements are considered for materials which are of low cost, fast moving items, etc.
- For regularly consumed items, Blanket PO's or Contracts can be used against which material or services can be procured as and when required.
- Inventory Management involves placing of materials in right place and also tracking the availability of stock. This is very important for the smooth flow of business. It also involves Physical Inventory activities so as to ensure accurate stock.
- Inventory Management is also responsible for placing monetary value to available stock as it is also a legal requirement.
- Goods Movement not only involves issues and receipts of material but also includes data entry and documentation of goods movement to, from and within the warehouse used by the company.
- Regular analysis of Vendor performance helps in future decision making also in doing the price negotiation with the Vendors.

Challenges

What Planning Strategy do we need to use?
For which all materials do we need to have safety stock?
What should be my lead time for planning?



What price do I negotiate with Vendor?
Do I procure material against PO, Blanket PO or Contract?
How do I review the Vendor Performance and on What parameters?



How do I place the material in Warehouse?
Which valuation method do I use to value material?
Which Physical Inventory method do I use to do Stock Taking?



Challenges

Balance

Just in time Inventory ensuring availability of materials with minimum inventory carrying cost.

Smooth sailing of Kayak needs.....

Speed

React to the changing market Trends and updated sales forecasts.

Power

Based on estimates, commit volume Purchase & negotiate favorable price.



Navigation

Detailed analysis of past purchases help deciding the right Channels.

Efficiency of Procurement & Inventory Control depends on Integrated Reporting

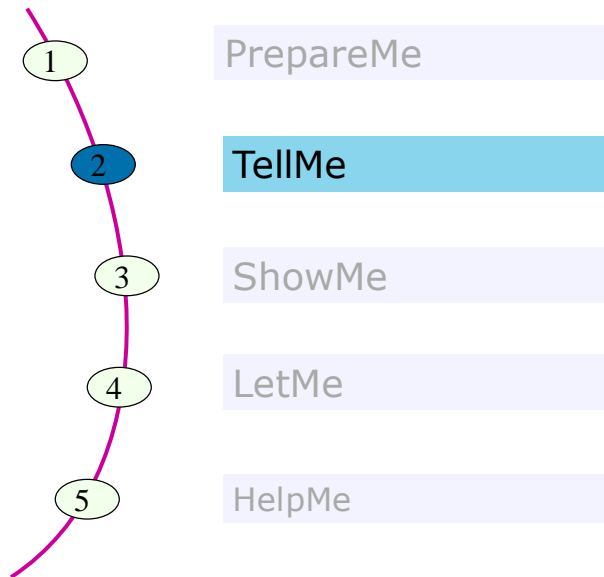
In today's market it is necessary to increase profit by reducing the overhead cost. This calls for maintaining minimal inventory and at the same time ensure availability of goods and services on time. Strategies like Just In Time needs to be adopted to achieve this which is a challenge in itself.

It is always a challenge to have better bargaining power so as to negotiate a best deal with the Vendor.

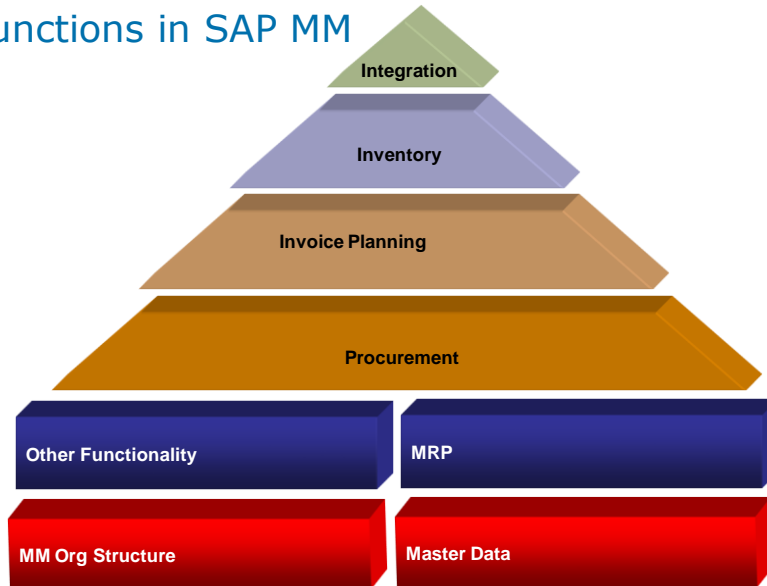
There is always a challenge to maintain an integrated report and also to analyze such report so as to improve the procurement process. Decisions like whether to procure materials through PO or to have a Contract with Vendor for a specified period of time, depending on its past consumption is a challenge in itself.

Integrating different process within Materials management and also to integrate with other modules like Sale, Finance has been a challenge.

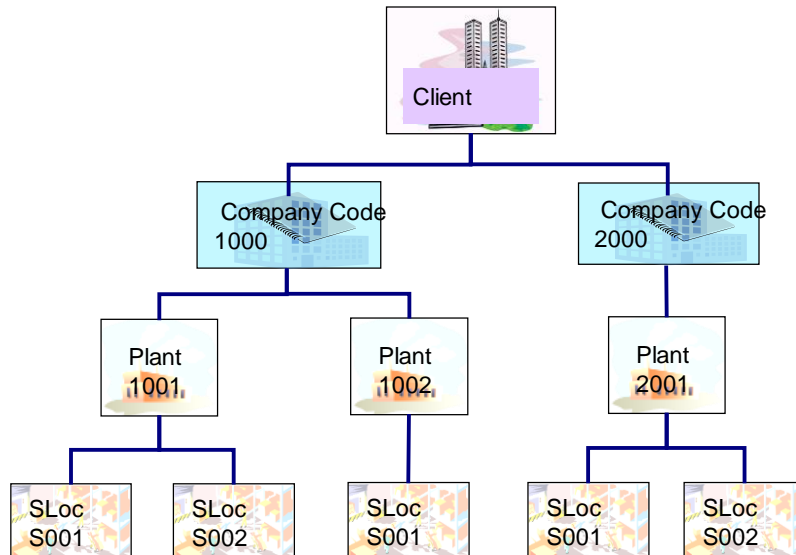
Name of the Functionality



Functions in SAP MM



Inventory Org Structure



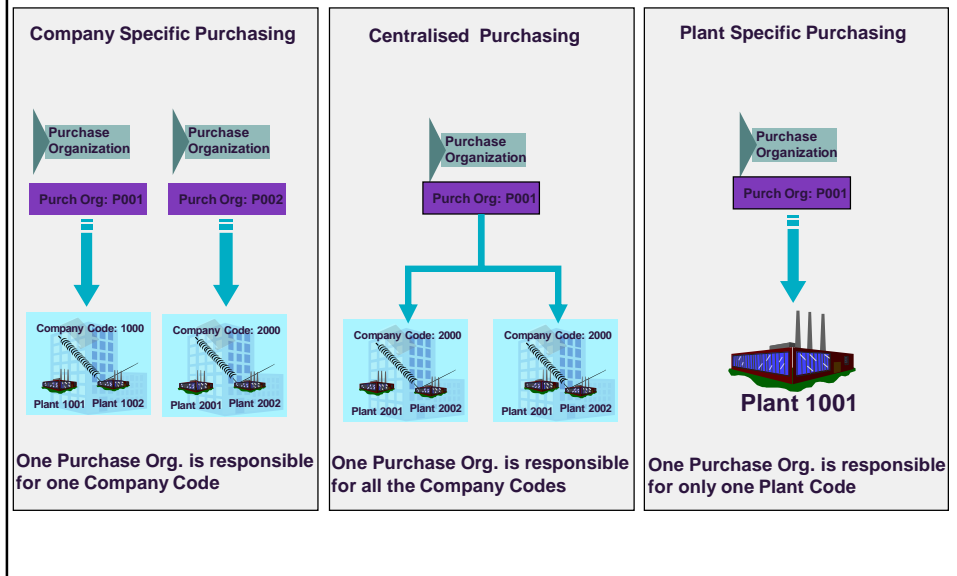
Client is the highest level of organizational unit, with its own data, master records and set of tables.

Company code represents an independent balancing/legal Accounting entity. Example: Company with a corporate group. Balance sheet and Profit & Loss statement required by law, can be created at company code level.

Plant is an organizational logistics unit where certain important business functions like Production, Procurement, Inventory, Plant Maintenance & Materials Planning are carried.

The Storage Location is an organizational unit that allows the differentiation of material stocks within a plant. Storage Locations are only used for informative assignment. It can be used as a parameter criteria in reporting.

Purchase Organization Structure



In Company Specific Purchasing, company codes have their own specific purchase organization who are responsible for the procurement.

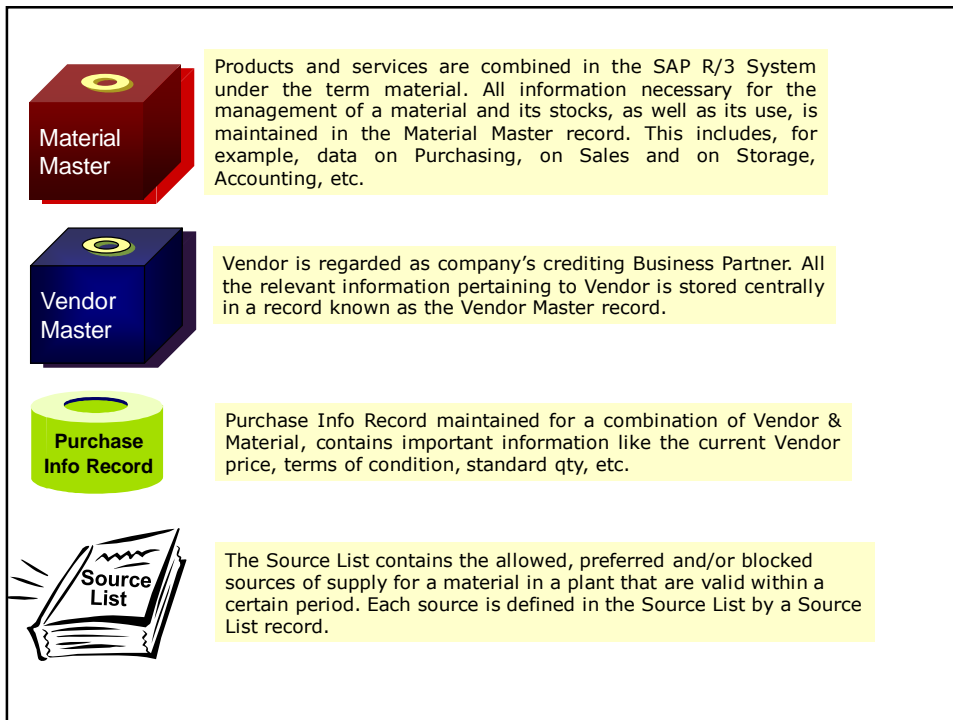
In Centralised Purchasing, there would be only one purchase organization who would be responsible for procuring goods and services for all the plants. This gives a better bargain power.

In Plant Specific purchasing organization there would be a purchase organization responsible for procuring for the specific plants. Such purchase organizations are required to procure goods like stationery items required by plants.

Organizational Levels

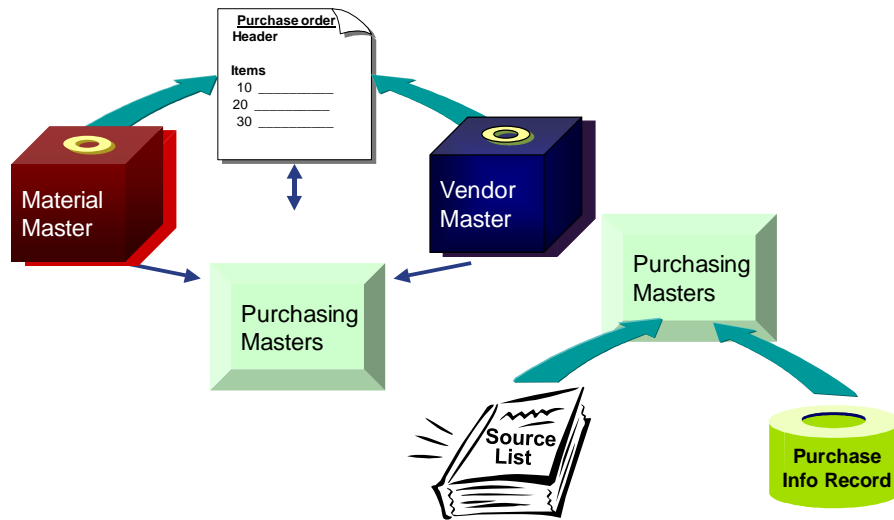
The structure of an enterprise is represented in the SAP R/3 System by the following organizational levels:

<i>Client</i>	A grouping or combination of legal, organizational, business and/or administrative units with a common purpose. Example: a Corporate Group.
<i>Company code</i>	This level represents an independent accounting unit within a client. Each Company Code has its own balance sheet and its own profit and loss statement. Example: a subsidiary company, member of a corporate group.
<i>Plant</i>	Operational unit within a Company Code. Example: Production facility, Branch Office.
<i>Purchasing Organization</i>	An organizational unit responsible for procuring materials or services for one or more plants and for negotiating general conditions of purchase with vendors. The Purchasing Organization assumes legal responsibility for all external purchase transactions.
<i>Purchasing group</i>	The Purchasing Organization is further subdivided into Purchasing Groups (Buyer Groups), which are responsible for day-to-day buying activities.



Master data are data's maintained centrally which can be used while doing every purchase transactions. Maintaining Master data reduces the data entry work, man power and also reduces the possibility of committing error while doing the data entry.

Master data in Procurement Process



To create any purchasing document in SAP, it needs some basic information's like, material detail, vendor detail, pricing conditions, available sources.....

This information are supplied by the master data like, from the material master, material related information's (Material Description, Material Group) are derived. From Vendor Master information's like Vendor name, address, currency, terms of payment is derived.

Purchasing Info record supplies information like the price, other conditions, standard qty, etc.

MM Functionality

Some of the important MM basic functions are:

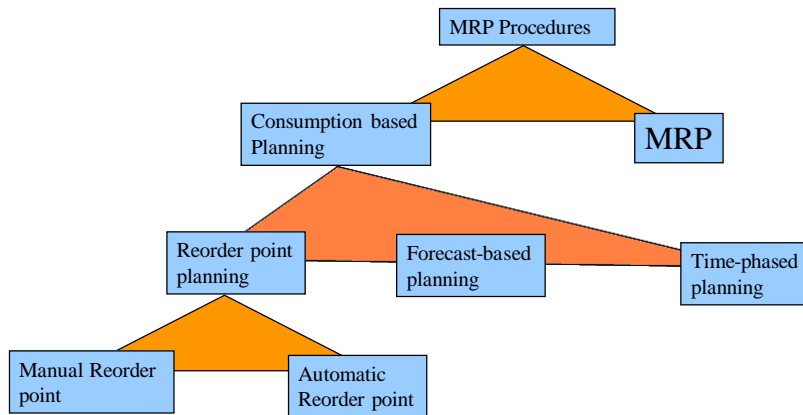
Source Determination	Identifying the most suitable source for a certain requirement from a large volume of data that is available, i.e. it suggests outline agreement or vendor for ordering purpose.
Quota Arrangement	Through Quota Arrangement Requirement is allocated to more than one source of supply, depending on the quota defined. Quota Arrangement can be used both in In-house and External procurement
Release Strategy	This component is used to set up approval procedures for Purchasing Document. Release Strategy can be activated to PO, Purchase Requisition, Contract and Schedule Agreement.
Split Valuation	Split Valuation help to value materials having more than one Value. For e.g. Same Raw material procured locally and also imported at two different price.
Output Determination	The output determination components offers output functions for Purchasing, Inventory and Invoice. Output Type are used to represent various forms of output in SAP system.
Text Processing	In a business relationship, it is essential that business partners exchange information throughout the logistics chain. In Materials Management, this exchange of information is supported by texts in master records and documents. You can maintain these texts for Vendor or Material Masters or define them so that they can be used more flexibly. Example: Header Text, Item Text maintained in Purchasing Document

MM Functionality

Some of the important MM basic functions are:

Account Assignment Category	Account Assignment determines which accounts need to be posted for a purchasing document at the time of Goods Receipt. Cost Center (K), Sales Order (C), Project (P) are few of the Account Assignment Categories. There can be single or multiple account assignment assigned to each Purchase Order.
Item Category	Item Category determines the procurement type. Type of Item Category are Stock Transfer order (U), Consignment (K), Third-party (S), Service (D). Item Category also impacts the stock type determined at the time of Goods Receipt. Item Category determines whether material number is required, whether an Account Assignment is required or whether it is a stock item

MRP - Determination of Material Req.



MRP - Determination of Material Req

MRP procedure is to ensure material availability i.e. to procure the requirement quantities for in-house production and for sale on time.

MRP

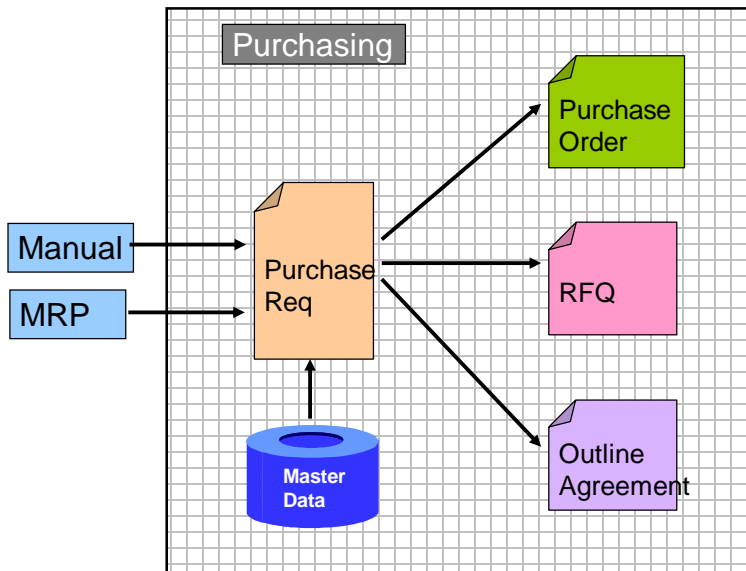
SD receives customer requirement and demand management plans sales using Sales Forecast. The resulting independent requirements trigger MRP.

Consumption Based Planning (CBP)

Consumption based planning is basically triggered by:

1. Reorder Point Planning: Requirement triggers when the available stock level falls below the reorder point determined for the material. Two types:
 - a. Manual Reorder point
 - b. Automatic Reorder point
2. Forecast based Planning: Historical data is used in the material forecast to estimate future requirements.
3. Time phased planning: Historical data is used in the material forecast to estimate future requirements, but planning is only executed at predefined intervals.

Purchasing Documents



MRP creates Purchase Requisition for the requirements. This Purchase Requisition can either be converted to an Purchase order, Request for Quotation or Outline Agreement (Contract or Schedule Agreement).

For creating a PO or an Outline agreement, it necessary to first identify the source/vendor and assign source/vendor to the purchase requisition.

RFQ are only created when there is a need to identify vendor to procure the material. This normally happens when a material is procured the first time. RFQ are sent to Vendors and quotation are accepted from the Vendors. The prices quoted by vendors are compared and then PO is issued to selected vendor. Other Vendors receive a rejection letter.

Contract and Schedule Agreement forms the part of Outline Agreement. Contract can be of Value or Quantity Contract. Contract release orders are created whenever material is required from the vendor.

Schedule agreement contains schedule lines which reflects quantity and delivery date. Materials are received against such schedule lines.

Purchasing Documents

Purchase Requisition

PR is a request or instruction to Purchasing to procure a certain quantity of material or services.

Request for Quotation

RFQ is an invitation extended to a vendor by a purchasing organization to submit a quotation (bid) for the supply of materials or performance of services.

Purchase Order

PO is a formal request to a vendor to supply certain goods or services under stated conditions. PO can be created with reference or without reference to a PR, Quotation or another PO.

Outline Agreement

An Outline Agreement is a long – term agreement between a purchasing organization and a vendor regarding the supply of materials or the performance of services for a certain period or price according to predefined terms.

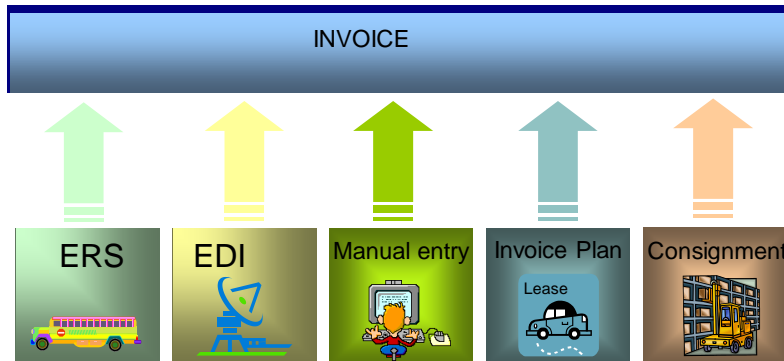
An Outline Agreement can be a Contract or an Schedule Agreement.

Invoice Verification

Invoice Verification is process to book liability or raise a Debit/Credit Note against Vendor for the goods and/or service rendered. Invoice Verification passes Invoice information to Finance Department.

Invoice Verification is posted with reference to a PO, Goods Receipt or Bill of Lading.

The ways of posting Invoice are:



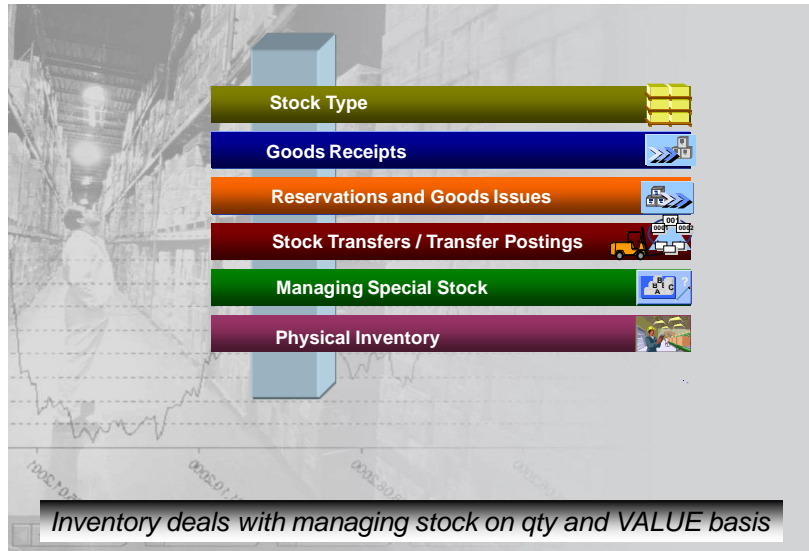
Invoice Verification is the last component of Materials Management. The main objective of Invoice Verification is to post the Vendor invoice for the goods and services rendered and to pass the invoice information to Financial Accounting for further processing.

Invoice Verification creates both Material Document and Financial Document. It also updates the PO history and may also update the Material Master.

Invoices can be posted in several different ways:

- Vendor sends the Invoice and it is manually entered in the system
- Vendor sends the Invoices via electronic transfer and the system posts them automatically
- There are Programs that can be scheduled to run at regular intervals creates Invoices (ERS: Evaluated Receipt Settlement).
- For certain services (like Lease, rent etc), you may not receive the invoice from the Vendor. In such cases Invoices are created based on the information available in the Purchase Order. This process is known as Invoice Plan.
- In Consignment, you do not wait for the Invoices. Invoices are generated as and when the Vendor stock lying in your premises are consumed.

Inventory Management



Inventory Management basically deals with

- Managing Stocks by Quantity and Value
- Goods Movement and the relevant document entry
- Physical Inventory

There is a need to update the Stock both in terms of Quantity and Value (incase of valuated material) when there is any movement of stock. It is necessary to track

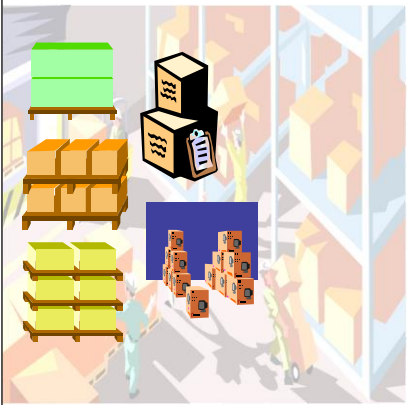
Where the stocks are located in Warehouse

Stocks which are ordered but yet to receive

Out of the total stock, how much are reserved against Customer, Reservation and Production Order

Inventory management is responsible for carrying the physical inventory (stock taking). Physical Inventory is a process to count the actual stock and the book stock and to post the difference if any.

Stock Type

	Unrestricted Stock	Free Stock totally available for consumption
	Quality Insp Stock	Stock under Quality Inspection. Can be consumed only after approved from Quality Dept.
	Blocked Stock	Company's Own Stock that is blocked for specific reason like damaged condition, reserved for specific reason, etc
	Consignment Stock	Vendors Stock lying at our premises. This stock are not valuated.
	Other Stock	Stock in Transit, Pipe line stock, etc.

A Warehouse contains various types of stock like free stock (unrestricted stock), stock which are under quality check, stock which are blocked for various reasons and special stocks like the consignment stock (vendor/customer stock lying in our premises), stocks supplied to subcontractor (material provided to vendor).

In SAP stock type helps to differentiate various types of stock.

Inventory Management

Goods Receipt	Goods Receipt can be done in reference to Reservation & Order. It leads to increase in warehouse stock in terms of Quantity and Value.
Reservation & Goods Issue	Reservation is a request to warehouse to keep materials ready for withdrawal at a latter date. Material can be reserved for Cost Center, Production Order, etc. Goods can be issued to Customer, Cost Center or Production Order. It leads to decrease in warehouse stock in terms of Quantity and Value.
Stock Transfer / Transfer Posting	Stock Transfer means transfer of materials from one Plant to another Plant within the company or cross company. Transfer Posting means transfer of materials from one storage location or another within a Plant.
Managing Special Stock	Stocks that are managed separately as a result of their not belonging to company or being stored at a particular location. For e.g. Subcontracting, Consignment, Pipeline, etc.
Physical Inventory	Stock Taking activities through various ways like Periodic Inventory, Continuous Inventory, Cycle Count, etc.

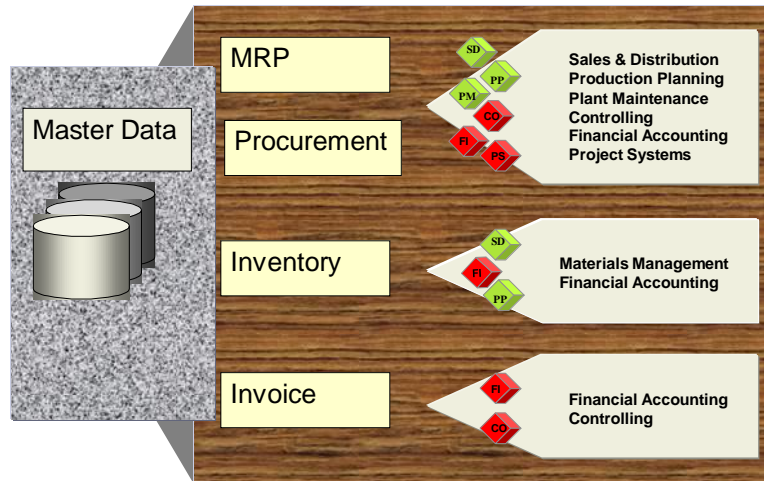
There are basically 3 types of stock movement in Inventory management

Goods Receipt: Receipt of goods supplied by Vendor or from other manufacturing plant

Goods Issue: Issue of material for various reasons like issue against production order, sale order, reservation, issue to subcontractor.

Transfer Posting: Transfer posting means issue of material from one storage location or another storage location within one plant.

Integration



Integration with SD Module via

- Goods issue against Sale order
- Inbound delivery for goods receipt
- Triggering PR from Third party sale order

Integration with PP Module via

- Goods Issue & Goods Receipt against production order
- Reservation created against Production Order
- Creation of Purchase Requisition via MRP

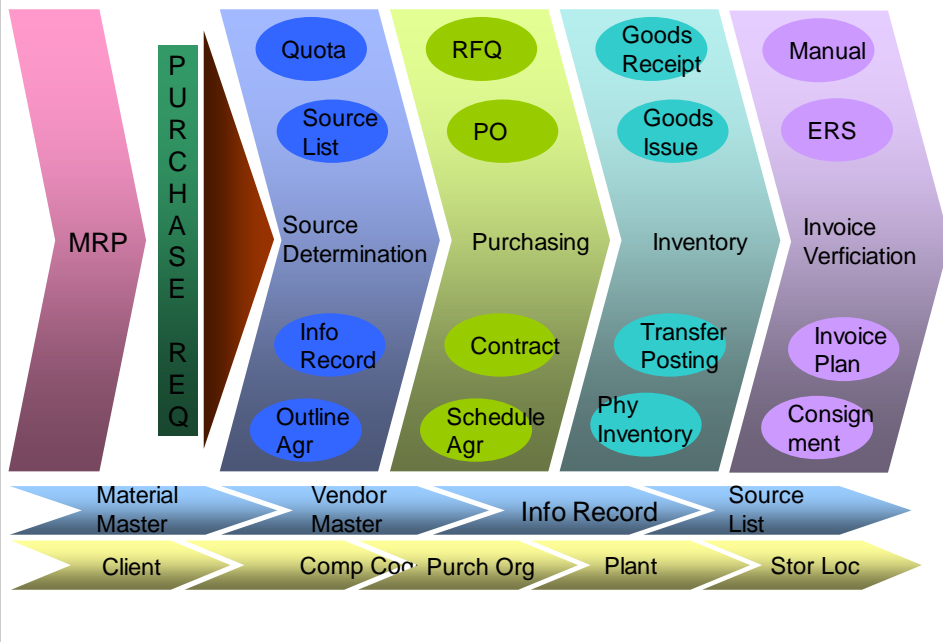
Integration with FI Module via

- Accounting entry posted during goods movement
- Valuation Class
- Invoice Posting

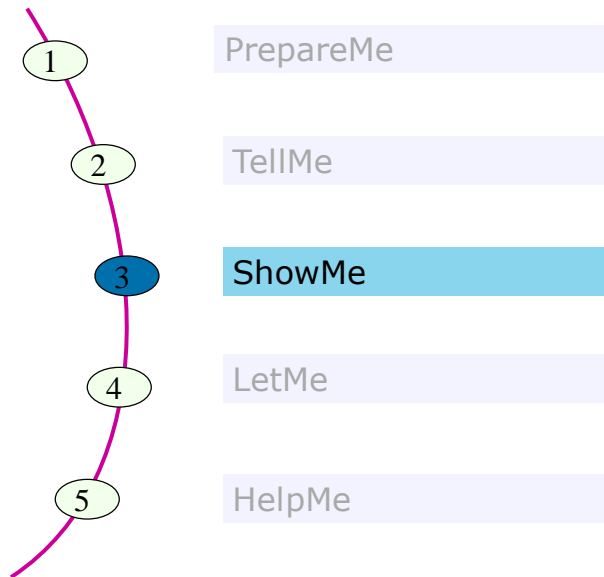
Integration with PM Module via

- Reservation and goods issue against maintenance order
- Triggering PR from Maintenance order
- Creating Service PO for Maintenance.

SAP MM Flow



Name of the Functionality



Agenda

Show Me



MM Organization Structure

Master Data

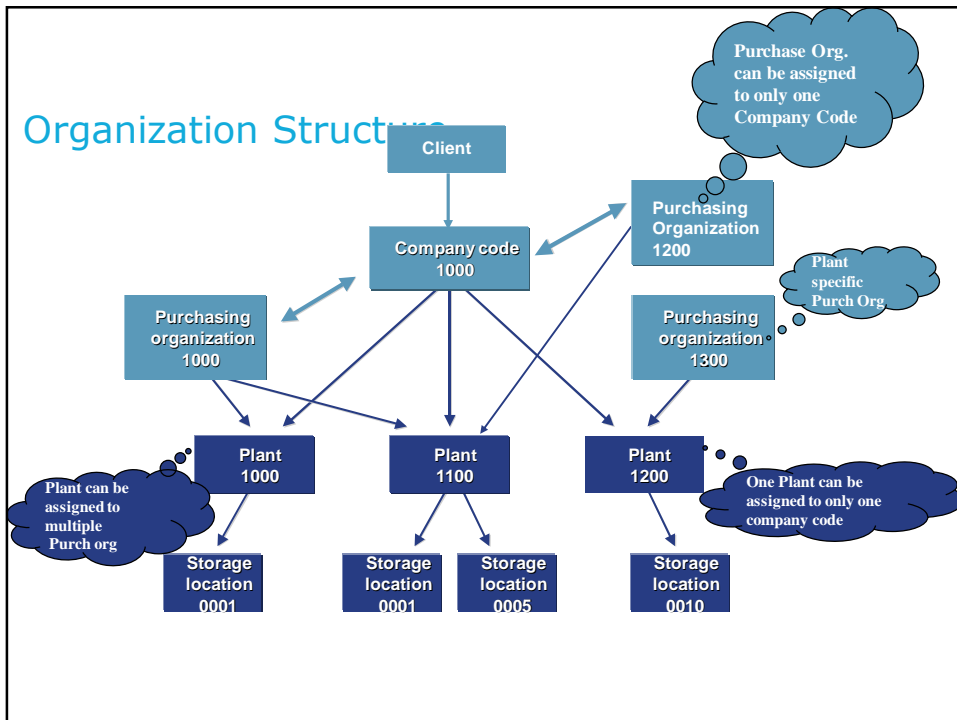
MM Functionality

Procurement

Invoice Verification

Inventory Management

MM Organization Structure



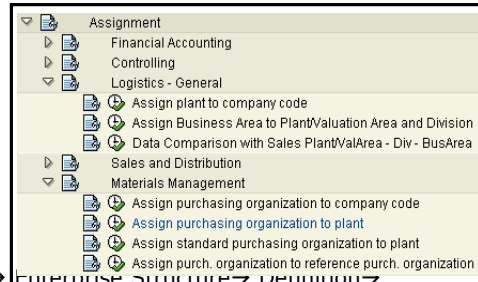
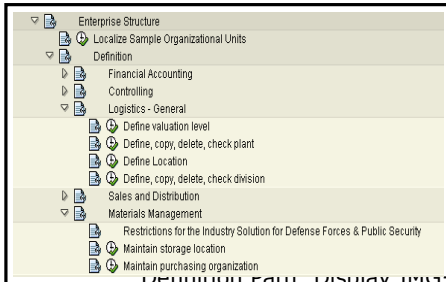
- Company code and Purchase organization has one to many relationship
- Company code and plant have one to many relationship
- Plant and storage location have one to many relationship

Organisational Structure - Example

Below Screen Shot and path is for the reference:

Definition

Assignment



Logistics General

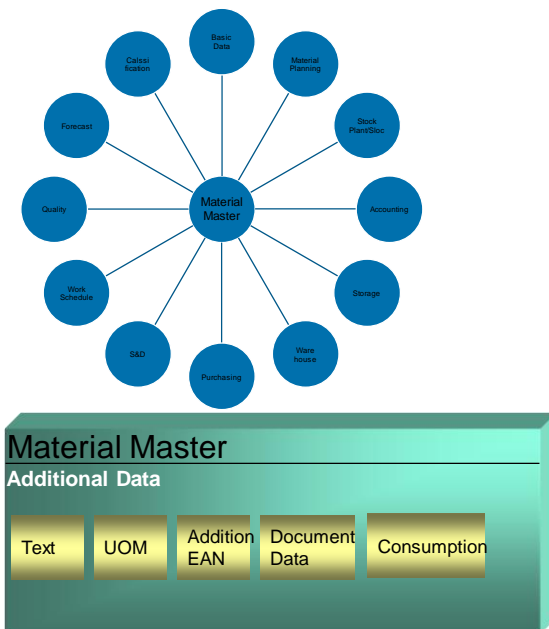
Definition Path: Display IMG → Enterprise Structure → Definition → Materials Management

Assignment Path: Display IMG → Enterprise Structure → Assignment → Logistics General

Assignment Path: Display IMG → Enterprise Structure → Assignment → Materials Management

Master Data

Master Data – Material Master



- Same Material is used by different Department, hence material has many Views.
- Material Master has main view (Basic Data, MRP, Purch. Org) and Additional Views (UOM, Text, etc)
- In Material Master some views are maintained at Client Level where as the others are maintained at other Org level like Plant Level.
- The data in Material Masters are either descriptive (name, size, etc) or can control certain functions (material grp, procurement key).
- Material Master has approx. 800 fields.

Material Master contains information on all the materials that a company procures or produces, stores and sells.

The data contained in the material master is required for the following functions:

In Purchasing for ordering

In Inventory Management for goods movement postings and physical inventory

In Invoice Verification for posting invoices

In Sales and Distribution for sales order processing

In Production Planning and Control for material requirements planning, scheduling, and work scheduling

Material Type in Material master controls the number range, the views and the screen layout.

All the view in material master are maintained at certain org level.

Example: Basic data is maintained at client level. This means all the company codes under a client will have same value under basic data for a material.

Purchasing view are maintained at plant level. You can maintain different value in the purchasing view of a material for different plants.

MRP view are maintained at Plant, Storage location level.

Material master also has addition data where material text, conversion of various unit of measures.

Master Data – Material Master

Select view(s) Organizational levels Data

Material 100-100
Industry sector M Mechanical Engi...
Material type ROH Raw material

Change Number

Copy from...
Material

Organizational Levels

Organizational levels

Plant	1000
Stor. location	001
Valuation type	
Sales Org.	1000
Distr. Channel	10
Warehouse No.	001
Storage Type	001

Profiles

MRP profile MRPV

☐ Org. levels/profiles only on request

☒ Select view(s) ☐ Default values ☐

Select View(s)

View

- Basic Data 1
- Basic Data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting
- Work Scheduling

☐ View selection only on request
☐ Create views selected

☒ Organizational levels Data ☐ ☐ Default values ☐

Material Master – Purchasing View

Additional data Organizational levels Check screen data

Sales text Purchasing Foreign trade import Purchase order text MRP 1

Material 100-100 Casing
Plant 1000 Werk Hamburg

General data

Base Unit of Measure	PC	Piece	Order unit		Var. OUn	1
Purchasing group	000		Material group	001		
Plant-sp.matl status			Valid from			
Tax ind. f. material			Qual.f.FreeGoodsDis.			
Material freight grp			<input type="checkbox"/> Autom. PO			
<input type="checkbox"/> Batch management			OB Management			
			OB ref. material			

Purchasing values

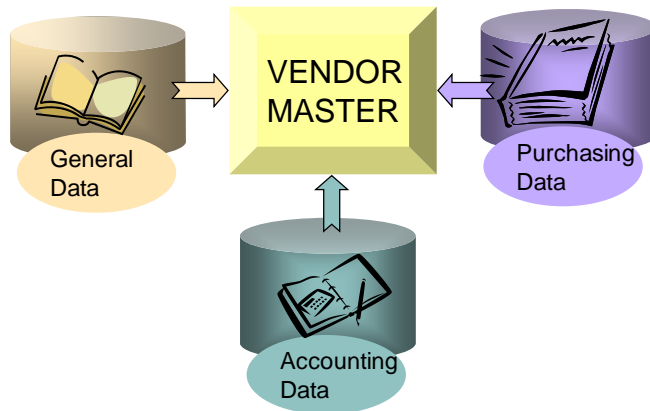
Purchasing value key	1		Shipping instructs.			
Reminder 1	10	days	Underdel. tolerance	0,0	percent	
Reminder 2	20	days	Overdeliv. tolerance	0,0	percent	
Reminder 3	30	days	Min. del. qty in %	0,0	percent	
Std del. time var.	0	days	<input type="checkbox"/> Unitd overdelivery		<input type="checkbox"/> Acknowledgment reqd	

Other data / manufacturer data

GR processing time		days	<input type="checkbox"/> Post to insp. stock	<input type="checkbox"/> Critical part		
Quota arr. usage	4		<input type="checkbox"/> Source list	JIT sched. indicator		
				Mfr part profile		

Few Transaction Code:
MM01: Create Material
MM02: Change Material
MM03: Display
MM06: Flag for Deletion
MM17: Mass Maintenance

Master Data – Vendor Master



Vendor Master also contains Partner Role, where supplying address, Invoice address, Payee address are maintained.
Purchasing Data can also be maintained at Plant Level using Vendor Sub – range.

Vendor Master basically has three views:

General Data: General data is maintained at Client level. It contains information's like Vendor name, address, Telephone and Fax number, language, etc.

Accounting Data: It is maintained at Company code level. It contains information's like Reconciliation Account, Payment Terms, number of control account, etc

Purchasing Data: It is maintained at Purchase organization level. It contains information's like Current, Terms of payment, Incoterms, etc.

By using Vendor Sub range, purchasing data can also be maintained at plant level.

Master Data – Vendor Master

Vendor	1
Company Code	0001
Purch. Organization	0001

General data	
<input checked="" type="checkbox"/> Address	
<input checked="" type="checkbox"/> Control	
<input checked="" type="checkbox"/> Payment transactions	

Company code data	
<input checked="" type="checkbox"/> Accounting info	
<input checked="" type="checkbox"/> Payment transactions	
<input checked="" type="checkbox"/> Correspondence	
<input type="checkbox"/> Withholding tax	

Purchasing organization data	
<input checked="" type="checkbox"/> Purchasing data	
<input checked="" type="checkbox"/> Partner functions	

General Data

Vendor		1
--------	--	---

Name	
Title	
Name	Forks Manufacturing GmbH

Search terms	
Search term 1/2	CPG

Street address	
Street/House number	Heinerstraße 98-100
Postal Code/City	27563 Hamburg
Country1	DE Germany Region

PO box address	
PO Box	
Postal code	

Communication	
Language	DE German
Telephone	Extension
Fax	Extension
E-Mail	
Data line	
Telebox	

Other communication...	
------------------------	--

Master Data – Vendor Master

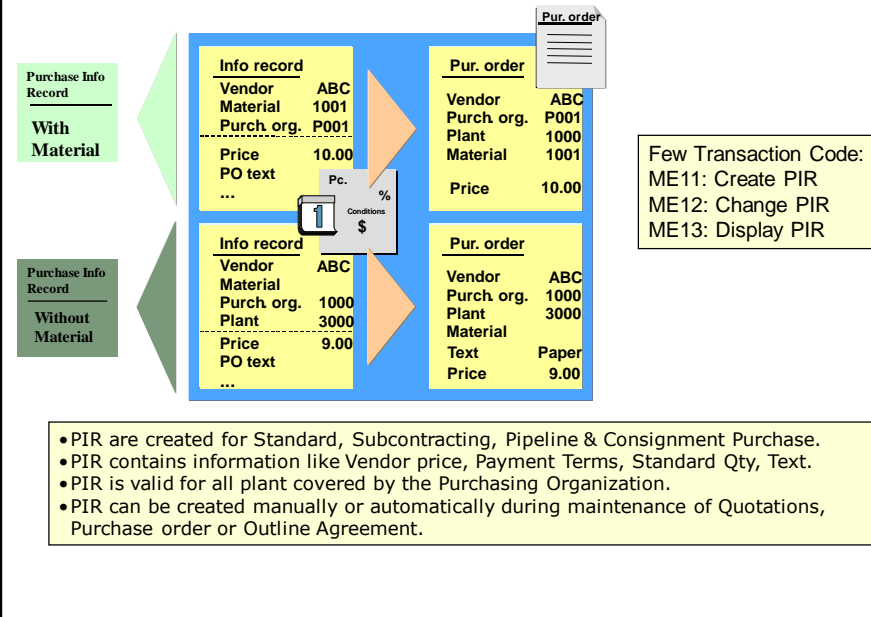
Purchasing Data

Alternative data		Sub-ranges	
Vendor	1	Forks Manufacturing GmbH	Hamburg
Purchasing Org.	1	Zentraleinkauf EU	
Conditions			
Order currency	EUR	Euro (EMU currency as of 01/01/1999)	
Terms of payment	ZB05		
Incoterms	CPT		
Minimum order value	500,00		
Schema group, vendor		Standard procedure vendor	
Pricing date cat.		No control	
Order optim.rest			
Sales data			
Salesperson			
Telephone			
Acc. with vendor			
Control data			
<input type="checkbox"/> GR-based inv. verif.	ABC indicator	<input type="checkbox"/>	
<input type="checkbox"/> AutoEvalGRSetmt Del.	ModeOfTrmsprt-Border	<input type="checkbox"/>	
<input type="checkbox"/> Acknowledgment reqd	Office of entry	<input type="checkbox"/>	
<input type="checkbox"/> Automatic purchase order	Sort criterion	<input type="checkbox"/> By VSR sequence number	
<input type="checkbox"/> Subsequent settlement			
<input type="checkbox"/> Subseq. sett. index	<input type="checkbox"/> Grant discount in kind		
<input type="checkbox"/> B.vol.comp./ag.nec.	<input type="checkbox"/> Relevant for price determ. (del.hierarchy)		
<input type="checkbox"/> Doc. index active			

Few Transaction Code:

XK01: Create Vendor (Centrally)
XK02: Change Vendor (Centrally)
MK01: Create Vendor (Purchasing)
MK02: Change Vendor (Purchasing)
FK01: Create Vendor (Accounting)
FK02: Change Vendor (Accounting)
XK03: Display

Master Data – Purchase Info Record



Purchase Info Record stores various information's like price, payment terms etc for a Vendor Material combination at plant and purchase organization level.

PIR also contains information like last Purchase order, over & under delivery tolerance, planned delivery time, etc.

PIR can be maintained with material or without material (for a material group).

Master Data – Purchase Info Record

Main Screen

Vendor	1000
Material	100-600
Purchasing Org.	1
Plant	
Info record	

Info category
<input checked="" type="radio"/> Standard
<input type="radio"/> Subcontracting
<input type="radio"/> Pipeline
<input type="radio"/> Consignment

Condition

Variable key	
Vendor	Material
1000	100-600
	1 Standard

Validity	
Valid from	Valid to
01.08.2000	31.12.9999

Condition supplements	
Zs...	Crty Name
3500	Gross Price
25.60	EUR
1	PC

Purchasing Data

General data	Conditions	Texts
--------------	------------	-------

Info record	5300000001	
Vendor	1000	C.E.B. BERLIN
Material	100-600	Support base
Material group	001	Metal processing
Purchasing Org.	1	Standard

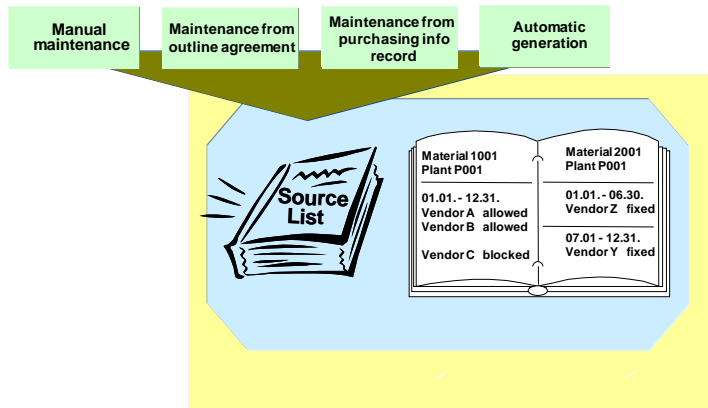
Control	
Plnd delv time	5 Days
Purch. group	001
Standard qty.	10 PC
Minimum qty	0 PC
Rem. shelf life	0 D
Shp.Instr.	
Valuation type	
Maximum qty	0 PC

Tol.Underdel.	10,0 %	<input type="checkbox"/> No MText
Tol.Overdel.	10,0 %	<input type="checkbox"/> ConfReq
<input type="checkbox"/> Unlimited		Conf.Ctrl
<input type="checkbox"/> GR-Based IV		Tax Code
<input type="checkbox"/> No ERS		
Exp/Imp proced.		
Round.Prof.		Unit group

Conditions	
Net price	25,60 EUR / 1 PC
Effective price	25,60 EUR / 1 PC
Qty Conv.	1 PC <-> 1 PC
Pr. date cat.	No control
Incoterms	

Valid to	31.12.9999
<input type="checkbox"/> No cash disc.	
Cond.Grp	

Master Data – Source List



- Source List contain allowed, preferred or blocked source of supply of a Material in a Plant.
- Within Contract maintenance function, Source List can be created for a material grp for Contract Items with the Item Category M (Material Unknown) or W (material group).

Source list display for a material all the allowed and disallowed vendors within a plant for a specified period. You can define a vendor as fixed for a certain period of time. Fixed vendors are vendors only from whom the material would be procured.

You can also control whether a Purchase requisition or a schedule line needs to be created through MRP. You can also assign a Outline agreement as a source of supply in source list.

Master Data – Source List

Source List Overview

Maintain Source List: Overview Screen

Material: 34360 CI Slug for Pressure Cover
Plant: 3000 New York

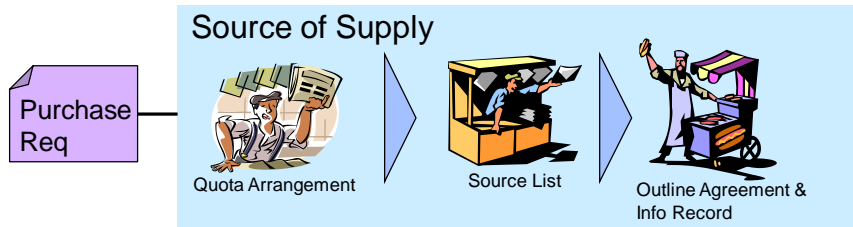
Source List Records

Valid from	Valid to	Vendor	POrd	PPI	OU	Agmt	Item	Central Co...	Cent. Con...	Fix	Bk	M...	MPH Material	MRP Area
15.10.2014	31.12.9999	3450	3000										J2004	
15.10.2014	31.12.9999	3425	3000										J2001	
15.10.2014	31.12.9999	3450	3000										J2001	
15.10.2014	31.12.9999	3425	3000										J2002	
15.10.2014	31.12.9999	3450	3000										J2002	
15.10.2014	31.12.9999	3425	3000										J2003	

Few Transaction Code:
ME01: Maintain Source
ME02: Display Source
ME04: Change Source

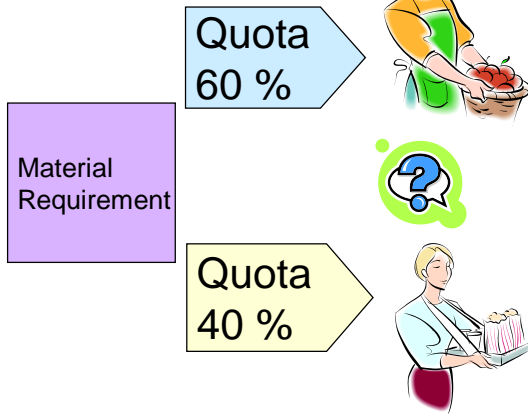
MM Functionality

Source Determination



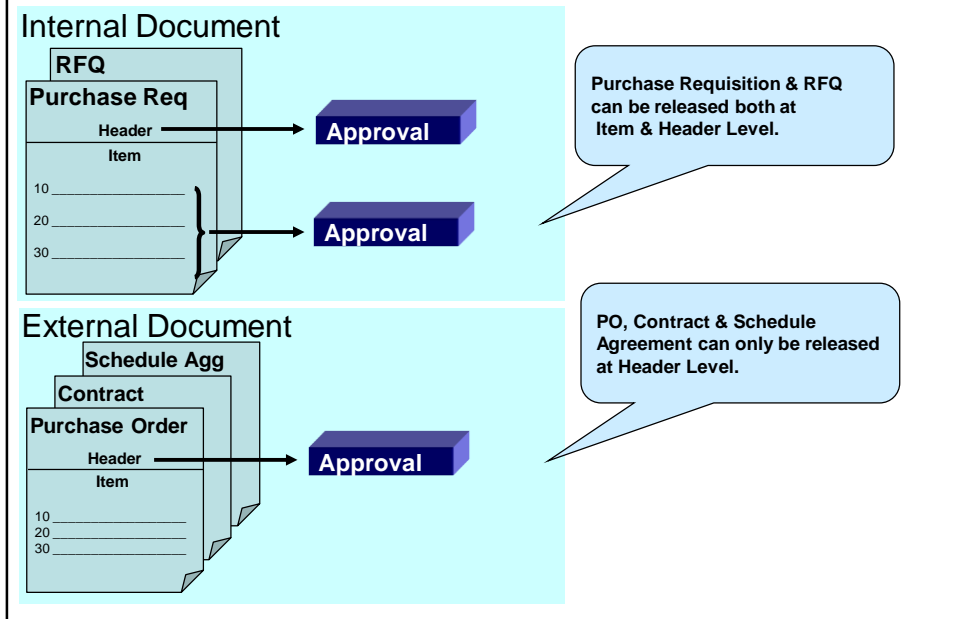
- The use of Source Determination is to assign source to the PR automatically.
- The source is determined in the same order as displayed in figure.
- Quota Arrangement specifies the share of total requirement over a period to be procured from each source.
- Source list defines the preferred or allowed source of supply.
- In the absence of Quota Arrangement and Source list, system searches whether any Contract, Scheduling Agreement and Info Record exist for the material to be procured.

Quota Arrangement



- Quota Arrangement divides the total requirement of a material over a period among certain sources of supply by assigning a quota to each source.
- Quota can be of 2 types
 - Allocation Quota: The Vendor who scores the lowest Quota rating gets the order. The Quota rating is calculated based on:
$$\frac{\text{Quota allocated qty} + \text{base qty}}{\text{Quota}}$$
Base qty is a manual qty added to Vendors account
 - Split Quota: The requirement is simply distributed among Vendors based on the pre defined ratio.
- Quota also has feature of controlling
 - a. Min & Max Qty
 - b. Lot Size
 - c. Blocking of Vendor

Release Strategy



Release Strategy are used to set up approval process for Purchasing document before they are further processed.

Release strategy can be activated to all the purchasing documents like the PR, RFQ, PO and outline agreements.

Various levels of approval is possible through Release strategy. Maximum 8 levels of release strategy can be activated.

You can also control whether the Purchasing documents activated to release strategy can be modified or not.

Release Strategy

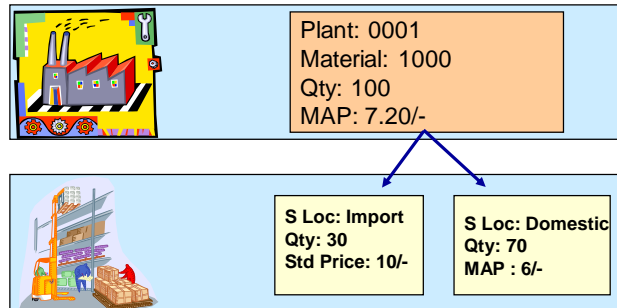
Release process refers to the approval process for Internal as well as External documents. It involves checking the correctness of the data, and giving the authorization to purchase

Objective of Release Procedure is to use an online approval system and not relying on manual process like printing of document and manually approving the documents

Approval can be at various parameters like the net value of document, for Plant, for Purchase Org, for Purchasing Grp and so on.

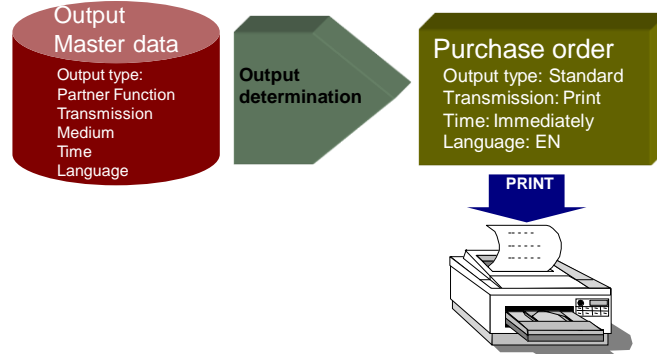
Various level of approval can also be mapped, like 2 levels of approval. Release Process also have release prerequisite which tells the order in which the approval should take place. In other words if manager has to approve before the controller, the prerequisite for the controller approving is the managers approval.

Split Valuation



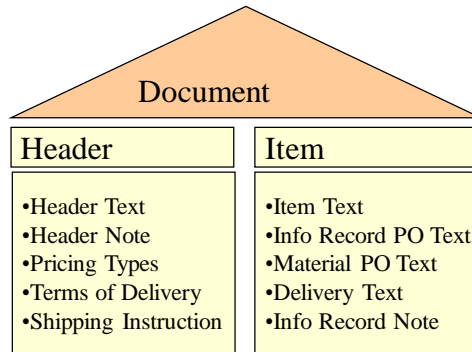
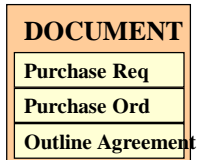
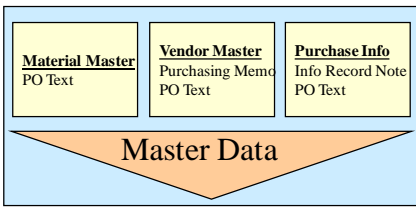
- Split Valuation is when a material is valued at two different price. It is also used when Material is valued both at Standard Price and Moving Avr Price.
- In SAP Valuation Type is the key that identifies split – valued stock of Material.
- Split Valuated Material is always valued at Moving Avr Price at Header Level irrespective of its valuation at Valuation Level.

Output Determination



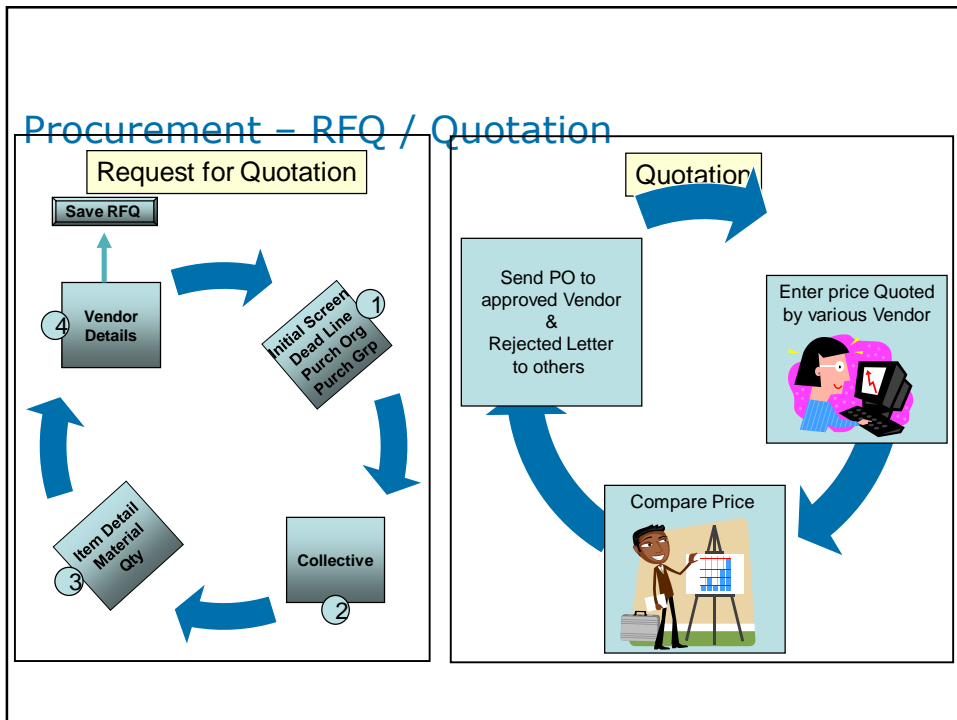
- Output types are used to represent various forms of output in the SAP system. Examples of output types are PO processing, Invoice Print...
- Output can be sent more than once. This can be useful if for example there was a technical or other problem when a output is printed for the first time.
- Different Mediums of transmission can be assigned to output type. Example Print, Fax, EDI...

Output type can be maintained at various combinations like Purchase org / Vendor, Document type/purchase org/vendor, document type, etc.



- Texts are proposed from the Master Records maintained in the Materials Management.
- Text can be copied from the reference Purchase document into another document.
Example PO created with reference to a Contract.
- Text Types play a major role in determining the Text both at Header Level and Item Level.

Procurement



RFQ and Quotations are one single document. RFQ can be sent to more than one Vendors asking for Quotations. The price quoted by vendors can be entered in the RFQ and latter the system can suggest favorable quotation. You can also send rejection letters to those vendors whose quotations where rejected from system.

RFQ contains Header and Item

Header reflects general information like the Vendor address.

Item reflects info like quantity, delivery date and material details.

Procurement – RFQ / Quotation

Create RFQ : Initial Screen

☐ Reference to PReq

☐ Reference to Outline Agreement

RFQ Type

AN

Language Key

EN

RFQ Date

13.08.2015

Quotation Deadline

31.12.2015

RFQ

Organizational Data

Purch. Organization

3000

Purchasing Group

300

Default Data for Items

Item Category

Delivery Date

1

Plant

3000

Storage Location

0001

Material Group

Req. Tracking Number

1

Item Overview

Create RFQ : Item Overview

RFQ

RFQ Type

AN

RFQ Date

13.08.2015

Vendor

QuotDdn

31.10.2015

RFQ Items

Item	Material	Short Text	RFQ Quantity	C Deliv. Date	Mat. Grp	Plant	Slac D	T...
10	D	Rohrverlegung	1 AU	D 20.12.2015	007	3000	0001	

Item Details

Item

10

ItCat.

D

Plant

3000

Material

Mat. Grp

007

Stor. Loc.

0001

Short Text

Rohrverlegung

Quantity and Date

RFQ Quantity

1

AU

QuotDdn

31.10.2015

Delivery Date

D 20.12.2015

Deadline Monitoring

1st Rem./Exped.

TrackingNo

1

2nd Rem./Exped.

V. Mat.

3rd Rem./Exped.

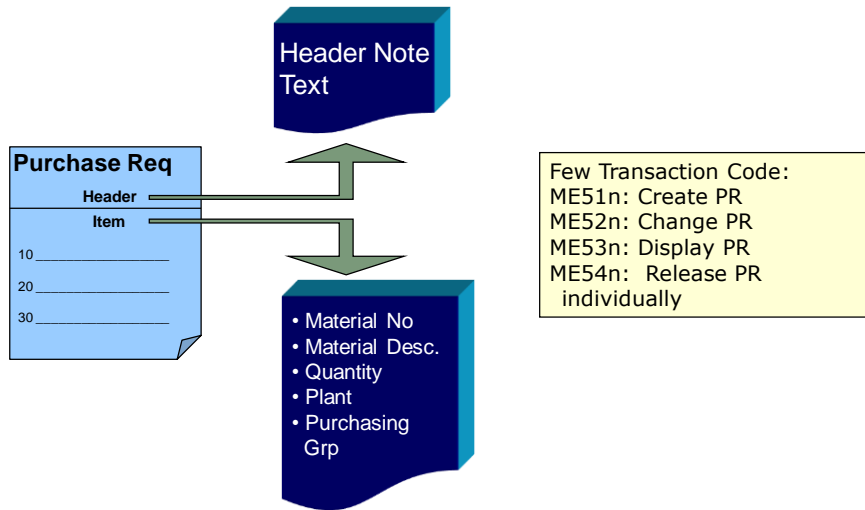
No. Exped.

0

Few Transaction Code:
ME41: Create RFQ
ME42: Change RFQ
ME43: Display RFQ

Few Transaction Code:
ME47: Maintain Quotation
ME48: Display Quotation
ME49: Price Comparison

Procurement – Purchase Req



In PR release strategy can be activated both at Item and Header Level

Purchase Requisition is an internal document either created manually or automatically through MRP. It is just a notification of requirement of certain qty of material within a specified period of time.

Purchase Requisition can be converted to a RFQ, PO or an outline agreement.

PR can be for various procurement types like, standard, subcontracting, stock transfer, consignment, etc.

Vendors are assigned to PR before they are further processed.

Procurement – Purchase Req

The screenshot displays the SAP Procurement - Purchase Request (PR) form. The top section is the 'Header' area, which includes a document overview bar with icons for document overview, personal settings, saving, and loading templates. Below this, the 'Header' tab is active, showing a table with columns for Item, Material, Short Text, Quantity, Unit, Delivery Date, Material Group, Plant, Storage Location, and Vendor. The first row shows Item 10, Material AB-01, Short Text Tyres, Quantity 120, Unit DZ, Delivery Date 18.10.2015, Material Group Tires, Plant New York, Storage Location, and Vendor 001. The bottom section is the 'Item' area, which includes a dropdown for Item (1 [10] AB-01, Tyres) and tabs for Material Data, Quantities/Dates, Valuation, Source of Supply, Status, Contact Person, Texts, and Delivery Address. The 'Valuation' tab is active, showing Valuation Price 0.25 USD, Total Value 30.00 USD, and checkboxes for Goods Receipt, Inv. Receipt, and GR Non-Val.

St.	Item	A	I	Material	Short Text	Quantity	Unit	C.	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking	Des. Vendor	Fix. Vend.
	10			AB-01	Tyres	120	DZ		18.10.2015	Tires	New York		001				

Item: 1 [10] AB-01, Tyres

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Texts | Delivery Address

Valuation Price: 0.25 USD / 1 DZ Total Value: 30.00 USD

Promotion:

☒ Goods Receipt
☒ Inv. Receipt
☐ GR Non-Val.

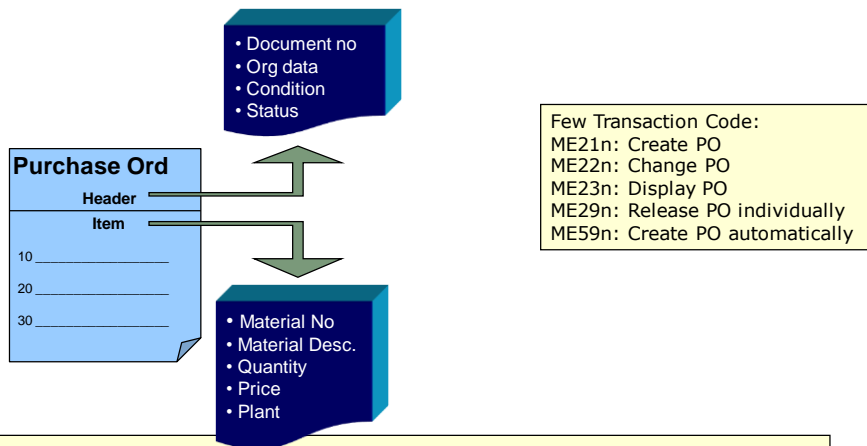
PR contains Header Detail, Item Overview and Item Detail.

Header detail only contains Header Text. It will also have Release Strategy Tab if release is activated at header level.

Item Overview displays the different materials to be procured. It also shows the type for procurement (Item category and Account assignment)

Item Details display for each material the quantity, delivery date, account assignment details, Item texts, etc.

Procurement – Purchase Order



- In a PO, materials or services can be procured for all the Plants attached to the Purch Org. for which PO is created
- Standard PO, Subcontracting PO, Consignment PO, STO and Third Party PO are different types of PO and they are differentiated with Document Type.
- Document Overview screen PO, displays different Purchasing documents like RFQ, PR, other PO's.

Purchase order is an external document issued to vendor, directing to supply a specific qty of material or service at a specified period of time.

PO covers various type of procurement types like standard purchase, subcontracting, consignment, stock transfer etc.

Procurement – Purchase Order

Standard PO 4500017497 Created by Raj Chaturvedi

Document Overview On Save As Template Load from Template

Item: HB Standard PO | PO: 4500017497 | Vendor: 5210 Abele Intershop | Doc. date: 13.04.2014

Header

S.	Item	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Mati Group	Plant	Stor. Location
10				1157	1700SS5001C-184M	100 EA	D	13.10.2015	100.00 USD	1	EA	EA	Steels	Hamburg Plant	
20				1157	1700SS5001C-184M	100 EA	D	13.10.2015	120.00 USD	1	EA	EA	Steels	Hamburg Plant	

USD

Item 1 [10] 1157, 1700SS5001C-184M

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

PO Quantity	100	EA	Order Unit <-> Ord. Price Unit	1	EA	<->	1	EA
PO Qty in SKU	100	EA	Order Unit <-> SKU	1	EA	<->	1	EA
Net Weight	1,180	LB	/1	EA	Net weight	118,000	LB	/Item
Gross Weight	1,200	LB	/1	EA	Gross weight	120,000	LB	/Item
Volume			/1	EA	Volume	0.000		/Item
Points			/1	EA	Points	0.000		/Item

ME22N BIA

Procurement – Outline Agreement

Contract



Schedule Agreement



Few Transaction Code:
 ME31k: Create Contract
 ME32k: Change Contract
 ME33k: Display Contract
 ME31l: Create Sch. Agreement
 ME32l: Change Sch. Agreement
 ME33l: Display Sch. Agreement
 ME38: Maintain Schedule Lines

- Distributed Contracts are contracts that are made available to other SAP R/3 systems through ALE for issuing release orders against the contract.
- Schedule Agreement has Delivery schedule lines against which Goods receipts are done.

Materials cannot be directly procured against a Contract . Contract Release Order (PO, Schedule agreement) needs to be created to receipt goods and services.

Schedule agreement have schedule lines against which goods receipt can be posted. You can also have a function of Forecast and JIT (Just In time) in Schedule Agreement.

Procurement – Outline Agreement

Item Detail

Account Assignments

Agreement: 5500000155 Agreement Type: 12A Agmt Date: 03.09.2014

Vendor: 3030 Air Parts Currency: AED

Item	1 A Material	Short Text	L Targ. Qty	Q... Net Price	Per	Q... Mat. Grp	Pric. SLoc D
20	2085	Na_Campus ROH 3		1,000 KG	10.001	KG 00101	7500

Header Detail

Agreement: 5500000155 Company Code: 7500 Purchasing Group: 000

Vendor: 3030 Agreement Type: 12A Purch. Organization: 7500

Administrative Fields

Agreement Date: 03.09.2014 Item Number Interval: 10 Subitem Interv.: 1

Validity Start: 03.09.2014 Validity End: 03.09.2015 Language: EN

Terms of Delivery and Payment

Payt. Terms: 2801 Targ. Val.: 0.00 ARS

Payment in: 14 Days 3,000 Exch. Rate: 1.00000 Ex. Rate Fix: ☐

Payment in: 30 Days 2,000 Incoterms: C1F Chicago

Payment in: 45 Days Net

Reference Data

Quotation Date: Quotation:

Your Reference: Salesperson:

Our Reference: Telephone:

Suppl. Vendor: Invoicing Party:

Schedule Lines

Maintain Sch. Agmt Schedule : Delivery Schedule for Item 00010

Agreement: 5500000155 Quantity: 28 KG

Material: 2085 Na_Campus ROH 3

Cum. Rec. Qty: 0 Old Qty: 0

C Delivery D...	Scheduled Quantity	Time	F C St.DelDate	Purchase ...	Item	Cum. Sch. Qty	Prev. CQ	Sc...	Previous Qty	GR Qty
D 03.09.2015	10		R 03.09.2015			10	10.1		10	
D 03.09.2015	10		R 03.09.2015			20	20.2		10	
D 04.09.2015	5		R 04.09.2015			25	25.3		5	
D 05.09.2015	3		R 05.09.2015			28	28.4		3	
							0			

Invoice Verification

Invoice Verification



PO structure Work list	Transaction	Balance
	Header	Vendor data
	Allocation	Invoice items

Few Transaction Code:

MIRO: Invoice Entry
MIR7: Park Invoice
MIR4: Display Invoice
MR8M: Cancel Invoice
MRBR: Release Invoice
MRRL: ERS (Evaluated Receipt Settlement)

- Invoice can be posted with reference to PO/Schedule Agreement, Delivery note, Bill of lading, Service Entry and Vendor.
- Posted Invoice generates a MM document and FI document and also updates the PO history.
- Invoice Plan and ERS are other features available in Invoice Verification.

Invoice Verification

Invoice Document Edit Goto System Help

Display Invoice Document 5105609456 2015

Show PO structure Follow-On Documents ...

Transaction: Invoice 5105609456 2015
Diff. Posting: Not Applicable

Basic Data Payment Details Tax Contacts Note

Invoice date: 20.08.2015 Reference:
Posting Date: 20.08.2015
Amount: 10.00 EUR ☐ Calculate tax
Tax amount: 0.00 VA (19% domestic inpu...
Text:
Paymt terms: 14 Days 3 %, 30 Days 2 %, 45 Days net
Baseline Date: 20.08.2015
Company Code: 1000 BestRun Germany Frankfurt

Vendor 0000001001
Firma: SKF Kugelmeier KGaA
Georg. Schiffer-str. 21
D-97341 PQR
654-555-9876 654-555-9877
Bank acct: 35471446
BHF-Bank

PO Reference G/L Account Material Chain Lib. Contract Reference

Layout: All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text
1	10.00	1,000 PC		4500018500 10			40 W klar 220-235V e27 MIG Karton

Follow on Invoice Document

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number 5100000065 Company Code 1000 Fiscal Year 2015

Document Date 20.08.2015 Posting Date 20.08.2015 Period 8

Reference Cross-Comp.No.

Currency EUR Texts exist Ledger Group

CoCode	Item	P	Clng doc.	PK	SG	Account	Description	Blinc Date	Amount	Curr.	Tx	Cost Center	Order	Profit Center	P
1000	1			31		1001	SKF Kugelmeyer KGaA	20.08.2015	10.00	EUR	V				
	2			86		191100	Goods Rcvd/Invoice R		10.00	EUR	V			1200	

Subsequent debit

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: Subsequent Debit Balance: 0.00 EUR
Diff. Posting: Not Applicable

Basic Data Payment Details Tax Contacts Note

Invoice date: 20.08.2015 Reference:
Posting Date: 20.08.2015
Amount: 2.00 EUR Calculate tax
Tax amount: VA (19% domestic input)
Text:
Paymt terms: 14 Days 3 %, 30 Days 2 %, 45 Days net
Baseline Date: 20.08.2015
Company Code: 1000 BestRun Germany Frankfurt

Vendor 0000001001

Firma: SKF Kugelmeier KGaA
Georg. Schiffer-str. 21
D-97341 PQR
654-555-9876 654-555-9877
Bank acct: 35471446
BHF-Bank

PO Reference G/L Account Material Chain Lab. Contract Reference

Purchase Order/Scheduling Agreement 4500018500 Goods/service items + planned del. All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text	Oi
1	2.00	1,000	PC	4500018500	10		40 W klar 220-235V e27 MIG Karton	

Follow on document

Invoice date	20.08.2015	Reference		SKF Kugelmeier KGaA			
Posting Date	20.08.2015			Georg. Schiffer-str. 21			
Simulate Document in EUR (Document currency)							
Position	A G/L	Act/Mat/Ast/Vndr	Smart Number	Amount	Cu...	Purchasing...	It...
1 K	160000	SKF Kugelmeier KGaA		2.00-	EUR		
3 S	231000	Loss - price variances		2.00	EUR	4500018500	1

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number: S1000000066 Company Code: 1000 Fiscal Year: 2015

Document Date: 20.08.2015 Posting Date: 20.08.2015 Period: 8

Reference: Cross-Comp.No.:

Currency: EUR Texts exist: Ledger Group:

CoCode	Item	P	Cimg doc.	PK	SG	Account	Description	Blne Date	Amount	Curr.	Tx	Cost Center	Order	Profit Center	P
1000	1			31		1001	SKF Kugelmeier KGaA	20.08.2015	2.00-	EUR	V				
	2			83		231000	Loss - price varianc		2.00	EUR	V			1200	

Credit Memo

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: Credit Memo
Diff. Posting: Not Applicable
OCO Balance: 0.00 EUR

Basic Data Payment Details Tax Contacts Note

Document date: 20.08.2015
Posting Date: 20.08.2015
Amount: 16.00 EUR
Tax amount: VA (19% domestic input)
Text:
Paymt terms: 14 Days 3 %, 30 Days 2 %, 45 Days net
Baseline Date: 20.08.2015
Company Code: 1000 BestRun Germany Frankfurt

Reference:
Vendor 0000001001
Firma: SKF Kugelmeier KGaA
Georg. Schiffer-str. 21
D-97341 PQR
654-555-9876
Bank acct: 35471446
BHF-Bank

PO Reference G/L Account Material Chain Lab. Contract Reference

Purchase Order/Scheduling Agreement 4500018500
Layout: Goods/service items + planned del...
All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text
1	16.00	1,010 PC		4500018500	10		40 W klar 220-235V e27 MIG Karton

Simulation

Enter Incoming Invoice: Company Code 1000

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Credit Memo OCO Balance 0.00 EUR

Diff. Posting Not Applicable

Basic Data **Payment** **Details** **Tax** **Contacts** **Note**

Document date 20.08.2015 Reference

Posting Date 20.08.2015

Vendor 0000001001

Firma


SKF Kugelmeier KGaA





Georg. Schiffer-str. 21

Simulate Document in EUR (Document currency)

Position	A	G/L	Act/Mat/Ast/Vndr	Smart Number	Amount	Cu...	Purchasing...	It
1	K	160000	SKF Kugelmeier KGaA ...		16.00	EUR		
2	S	191100	Goods Rcvd/Invoice R...		14.00	-EUR	4500018500	1
3	S	281000	Income - price varian...		2.00	-EUR	4500018500	1













Credit Memo accounting document

 **Display Document: Data Entry View**

  Taxes  Display Currency  General Ledger View

Data Entry View

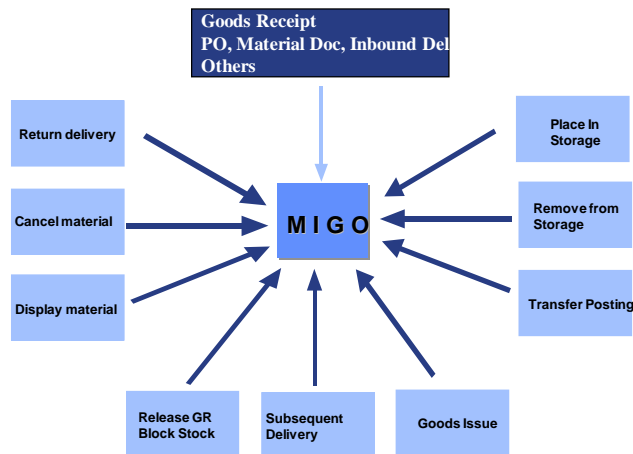
Document Number Company Code Fiscal Year
Document Date Posting Date Period
Reference Cross-Comp.No.
Currency Texts exist ☐ Ledger Group

CoCode	Item	P	Cling doc.	PK/SG	Account	Description	Blne Date	Amount	Curr.	Tx	Cost Center	Order	Profit Center	P
1000	1			21	1001	SKF Kugelmeier KGaA	20.08.2015	16.00	EUR	V				
	2			96	191100	Goods Rcvd/Invoice R		14.00	EUR	V			1200	
	3			93	281000	Income - price varia		2.00	EUR	V			1200	

Inventory Management

Inventory



MIGO is a super transaction in which functionalities available in 11 Transactions are built in.

Through Transaction MIGO you can post all the movements in Inventory Management. All type of Goods Receipt (with, without reference to PO, Reference to STO, delivery), Goods Issue (Issue to Cost Center) and Transfer Posting (Storage location to Storage location transfer) can be posted through T. Code MIGO.

Inventory

Header Detail

General Doc. info

Document Date 17.05.2015 Delivery Note
Posting Date 17.05.2015 Doc.Header Text
☐ 2 Individual Slip wit... GR/GI Slip No.

Item Overview

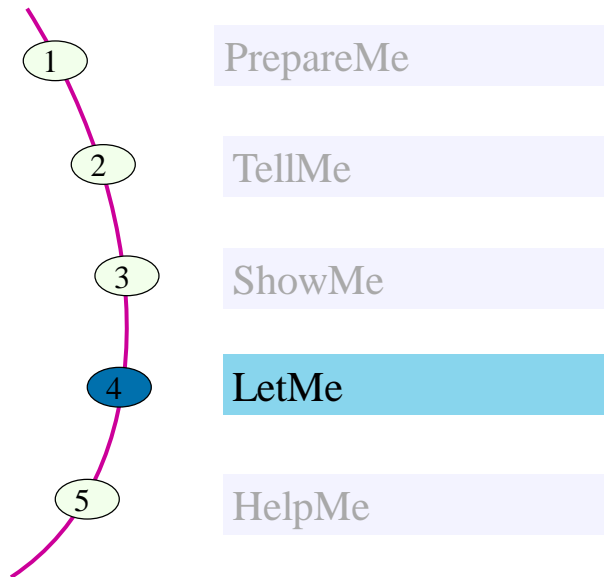
Line	Mat. Short Text	Qty in UnE	E...	SLoc	Bu...	Batch	Valuation ...	M...	D Stock Type	Plnt	S...
1	170DS55001C-184M	100	EA	Materialager	9900			101 +	Unrestztict..	Hamburg Pla..	

Item Detail


Material Quantity Where Purchase Order Data Partner Account Assignment

Material 170DS55001C-184M 1157
Vendor Material No.
Material Group 00101



Name of the Functionality



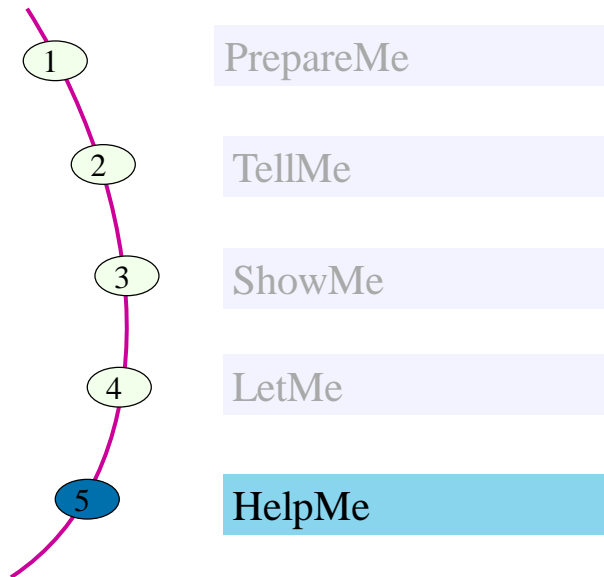
Let Me

Input	Expected Results
Call Transaction ME23n or navigate through menu path Logistics → Materials Management → Purchase Order → Display	Display Purchase order: Initial. Screen appears. System displays the last PO created.
Click on  or press shift + F5 to display the desired PO. Enter the relevant PO number	PO is displayed. Check the Header Information like Org. data, Delivery/Invoice, Conditions, Text, Status, etc. Check the Item details of each item like Material Data, Quantities Weight, Delivery, Invoice, Conditions, Text....
To Check the preceding documents of PO. Select the line item and go to Environment → Purchase Requisition or Contract or RFQ/Quotation	System will display the preceding document, PR, Contract or RFQ depending on with what reference PO is created.
To Check the follow on documents of PO. Select the line item and in the item details select the tab " PO history " Tab. Double click on the relevant document (Goods Receipt or Invoice)	System will take to the display screen of the relevant document (Goods Receipt or Invoice). Example: If GR document is clicked, system will take to MIRO screen to display the GR document.

Let Me

Input	Expected Results
To check the Material Master of the material in PO. Select the line item and go to Environment → Material	System will display the material master, Purchasing View (MM03 screen). You can display the other  view by select the  which is on the top right side of the screen.
To check the Vendor Master of the material in PO. Select the line item and go to Environment → Vendor	System will display the Vendor master (XD03 screen).
To check the Purchasing Info Record of the material in PO. Select the line item and go to Environment → Info Record	System will display the Info Record master (ME13 screen).
To check the stock of material in PO. Select the line item and go to Environment → Material Stock	System will display the Plant stock for the material (MMBE screen).

Name of the Functionality



Tips and Tricks

- Area menus such as ME00 for Purchasing, MD00 for MRP – External Procurement, MI00 for Physical Inventory, MR00 for Invoice Verification.
- You can show the keys for values in the drop down option. To do this chose Customizing local layout→ Options→ Expert and then check the check box 'Show keys in all drop downs.
- Whenever you create new entries in Customizing, always remember to copy a SAP standard entry and then modify it. (The system copies several information's in the background.)

Additional Info

- Choose a task from the SAP Easy Access workplace menu. With this menu, you can easily find your application without having to memorize transaction codes. Alternatively enter a transaction code in the command field. With transaction codes, you can go directly to a task without having to navigate through several different menus.
- To go to command window using key board press keys Ctrl+tab
- To generate a new session enter /o in the command window
- To call a transaction in new window enter /xxxx in the command window
- To end a session enter /n in the command window
- To log off with prompt enter /nend in the command window
- To log off without prompt enter /next in the command window