SAP IMPLEMENTATION

END USER MANUAL



< CIAL_SAP_EUM_02_DISPATCH HANDLING SECTION>

PREPARED BY





ABBREVATIONS

ABBREVATION	DESCRIPTION	
CIAL	Cochin International Airport Ltd.	

CHANGE HISTORY

Versi on	Description	Created by	Date	Reviewed by	Date



TABLE OF CONTENTS

1	Acknowledge Dispatch Request:	5
2	Enter dispatch details & rate:	7
3	Dispatch settlement through PO creation:	9
4	Dispatch Summary report with editing option:	.13



User's Manual for Dispatch Handling Section

The dispatch handling section had to perform a series of actions to complete the dispatch processing of the requests. These are explained one by one.



1 Acknowledge Dispatch Request:

Overview

Trigger:

This procedure will be used to acknowledge the receipt of dispatches.

Business Process Description Overview

This transaction will acknowledge the receipt of dispatches.

Input - Required Fields	Field Value / Comments

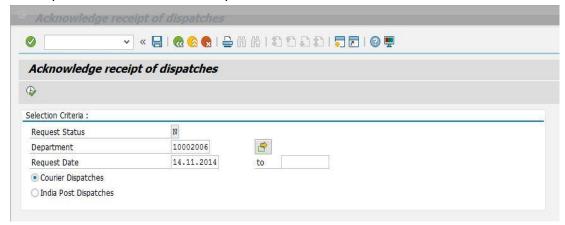
Output - Results	Comments
Dispatches acknowledged	

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZDTS007

When the departments hand over the dispatches, the dispatch handling section should acknowledge the receipt of these dispatches. This will be done using the transaction **ZDTS007.** From the selection screen, select the respective department, the request date and mode of dispatch as follows:



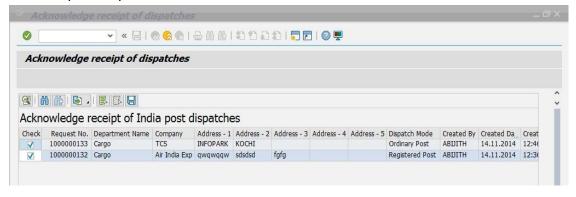
Based on selection, the courier dispatches and India post dispatches are displayed separately in the report. From the report, the user can select individual request by checking the boxes or can select the entire requests by pressing select all button. Provision is provided for deselect all requests also. Pressing the save button from the list will acknowledge the receipt of the dispatches. This action will change the status of the dispatch request from 'New' to 'Received/Dispatched'.



For courier dispatches:



For India post dispatches:





2 Enter dispatch details & rate:

Overview

Trigger:

This procedure will be used to enter dispatch details and rate.

Business Process Description Overview

This transaction will be used to enter dispatch details and rate.

Input - Required Fields	Field Value / Comments

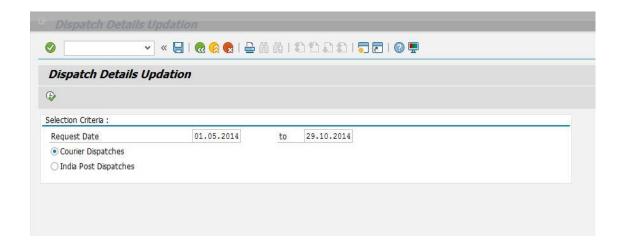
Output - Results	Comments
dispatch details and rate entered	

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZDTS008

Once the dispatches were physically sent, all the dispatch details and the rate of the dispatch had to be maintained against each request. **This can be done only to those requests which are acknowledged.** This is done using the transaction **ZDTS008.** The dispatch details of the courier services and India post services are carried out separately. The user had to fill the request date and will have to select Courier or India Post. The selection screen will look as follows:

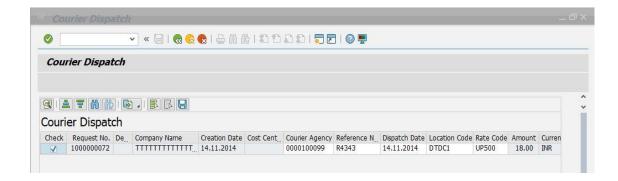


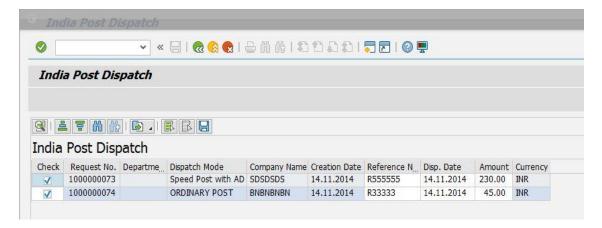
For courier dispatches having weight less than 500gm, the user will have to enter the courier reference number, dispatch date, location code based on the dispatched location and rate code based on the weight of the dispatch. This will cause the rate to be filled automatically. For dispatches having weight greater than



500gm, the user should select the rate code 'OTHRS'. This will enable the rate field for editing. The user should manually enter the rate here. All the fields that are editable are mandatory fields and the user should fill all these fields. Once details are entered, press the save button to save changes.

In case of India post dispatches, the user will have to enter reference number, dispatch date and the rate. Then press the save button to save changes.





Once saved, the request status changes from 'Received/Dispatched' to 'Ready to be settled'.



3 Dispatch settlement through PO creation:

Overview

Trigger:

This procedure will be used to create PO for dispatch settlement.

Business Process Description Overview This transaction will create PO for dispatch settlement.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
Dispatch request settled by creating PO	

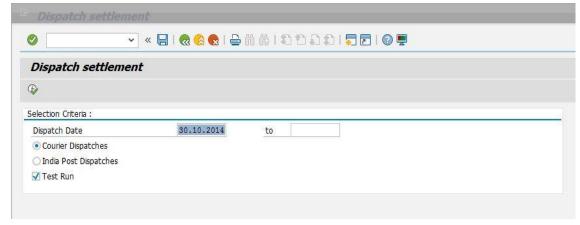
Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	

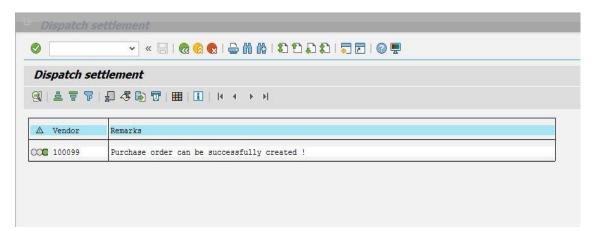
Once the rate had been maintained for the requests, these can be settled by creating a Purchase Order. The settlement is done based on the dispatch dates of the requests. If multiple requests are there for a department, then these added together to become an item of the PO. The settlement is done separately for Courier and India Post. Test run facility is given to check whether PO can be created without error or not. The following screen shots shows the various steps in dispatch settlement.

Courier Settlement:

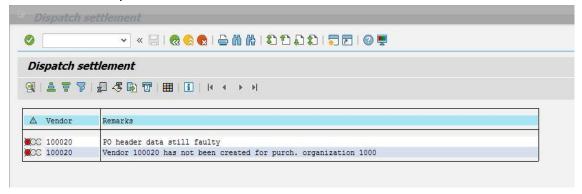


Testrun Success output:

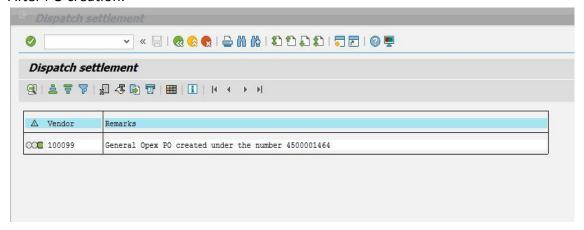




Testrun Error output:

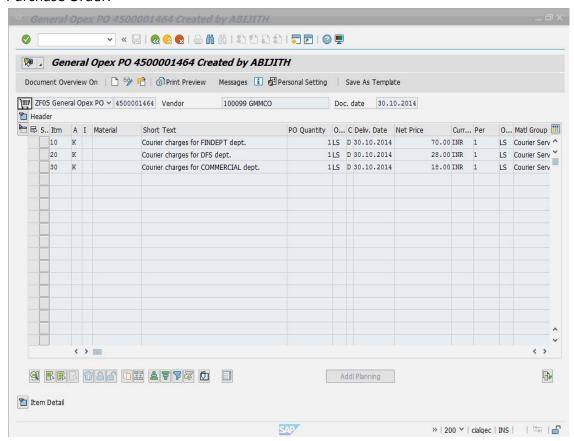


After PO creation:

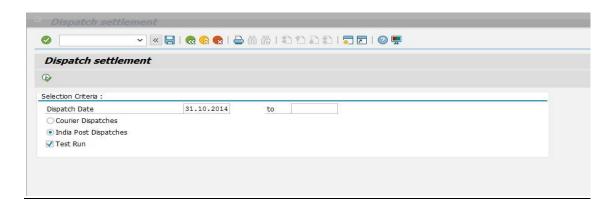




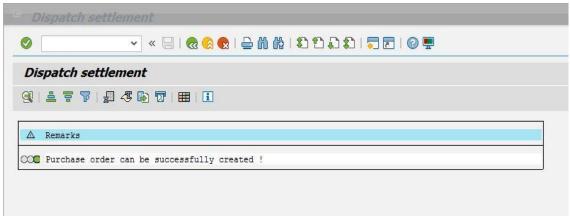
Purchase Order:



India Post Settlement:

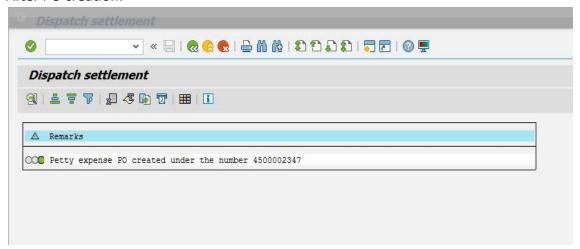


Testrun Success Output:

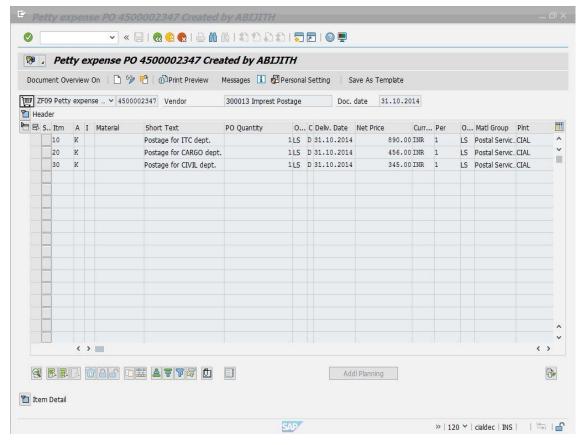




After PO creation:



Purchase Order:



Note:

Once PO had been successfully created, the user should add the Name of work text field of the PO. This will start the approval process of the PO.



4 Dispatch Summary report with editing option:

Overview

Trigger:

This procedure will be used to display dispatch requests with edit option based on selection criteria.

Business Process Description Overview	
This transaction display dispatch requests with edit option based on selection	
criteria	

Input - Required Fields	Field Value / Comments

Output - Results	Comments
Dispatch Request displayed with edit	
option	

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZDTS010

The transaction for the report is **ZDTS010.** This report can be used for displaying all the requests of all the departments based on the selection criteria. **This report can** also be used to edit the dispatch details entered using transaction **ZDTS008.** This can be done only for requests that are not yet settled. A legend for the icons displayed on the list is also given on the list output.

To edit the dispatch details, click on the edit icon on the list. The output of the report will look as follows:



