

SAP IMPLEMENTATION

END USER MANUAL



< CIAL_EUM_INWARD_REGISTER >

PREPARED BY



TATA CONSULTANCY SERVICES

ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date

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1. Inward Register: Create

Overview

Trigger:

This procedure will be used to create an entry in inward register.

Business Process Description Overview
This transaction will create an entry in Inward Register.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
An entry created in Inward Register	

Procedural Steps

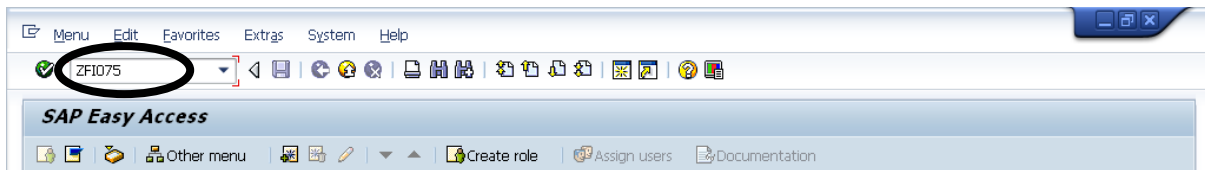
Access the transaction by:

Via Menus	
Via Transaction Code	ZFI075

Transaction code for Create: **ZFI075**

Transaction used for creating an entry in inward register is ZFI075.

Enter **ZFI075** in menu bar.



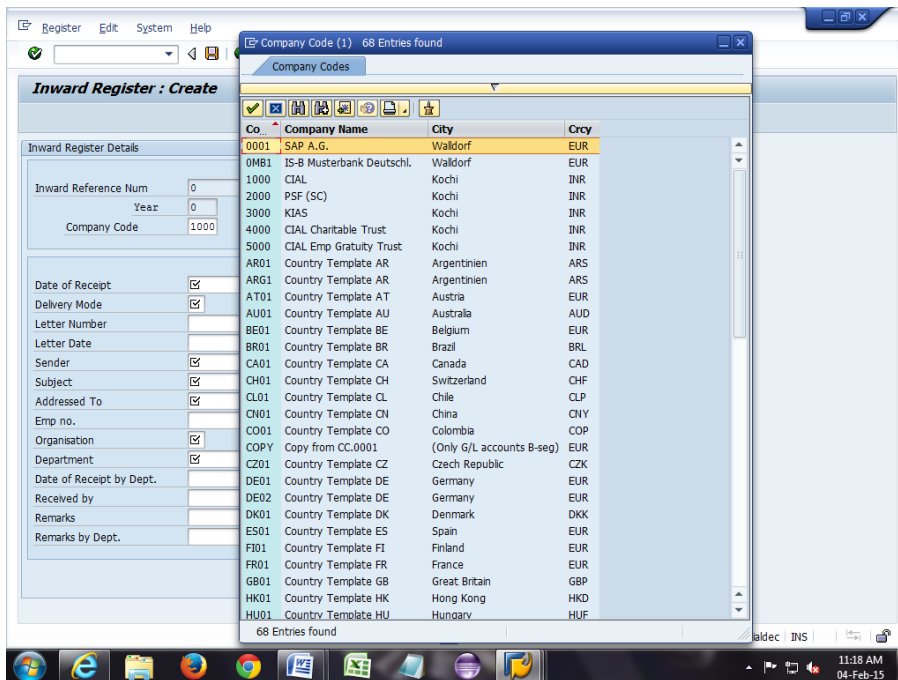
On executing the transaction, the 'Inward Register Create' screen is displayed.

A screenshot of the 'Inward Register : Create' screen in SAP. The screen has a title bar with 'Register', 'Edit', 'System', and 'Help' menus. Below the title bar is a toolbar with various icons. The main area is titled 'Inward Register Details' and contains several input fields. The 'Inward Reference Num' field is set to '0', the 'Year' field is set to '0', and the 'Company Code' field is set to '1000'. Below these fields are several checkboxes and text input fields for 'Date of Receipt', 'Delivery Mode', 'Letter Number', 'Letter Date', 'Sender', 'Subject', 'Addressed To', 'Emp no.', 'Organisation', 'Department', 'Date of Receipt by Dept.', 'Received by', 'Remarks', and 'Remarks by Dept.'. The 'Date of Receipt', 'Delivery Mode', 'Sender', 'Subject', 'Addressed To', 'Organisation', and 'Department' checkboxes are all checked. The 'Emp no.' field is empty. The 'Date of Receipt by Dept.' field is empty. The 'Received by' field is empty. The 'Remarks' field is empty. The 'Remarks by Dept.' field is empty. The bottom of the screen shows the SAP logo, a status bar with '120', 'caldec', 'INS', and a taskbar with various application icons. The system clock shows '11:14 AM' and '04-Feb-15'.

To create an entry, the user has to enter details in the respective fields and press save.

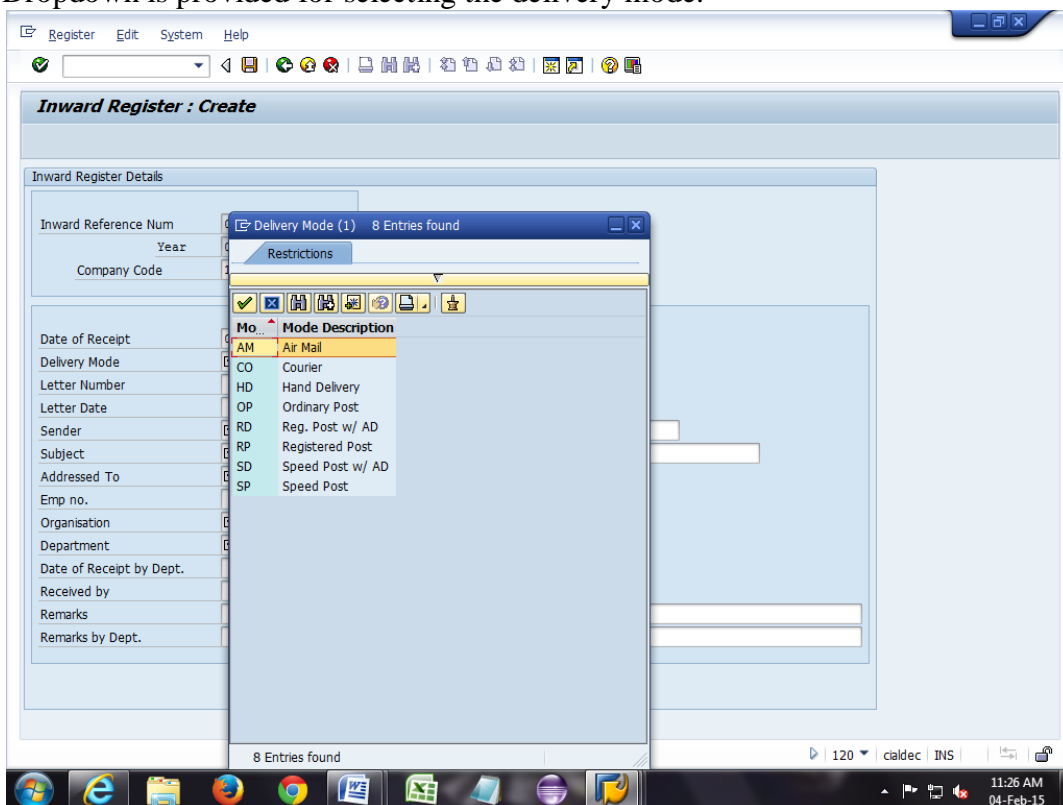
Company code '1000' is displayed by default.

Search help is provided for selecting other company codes.

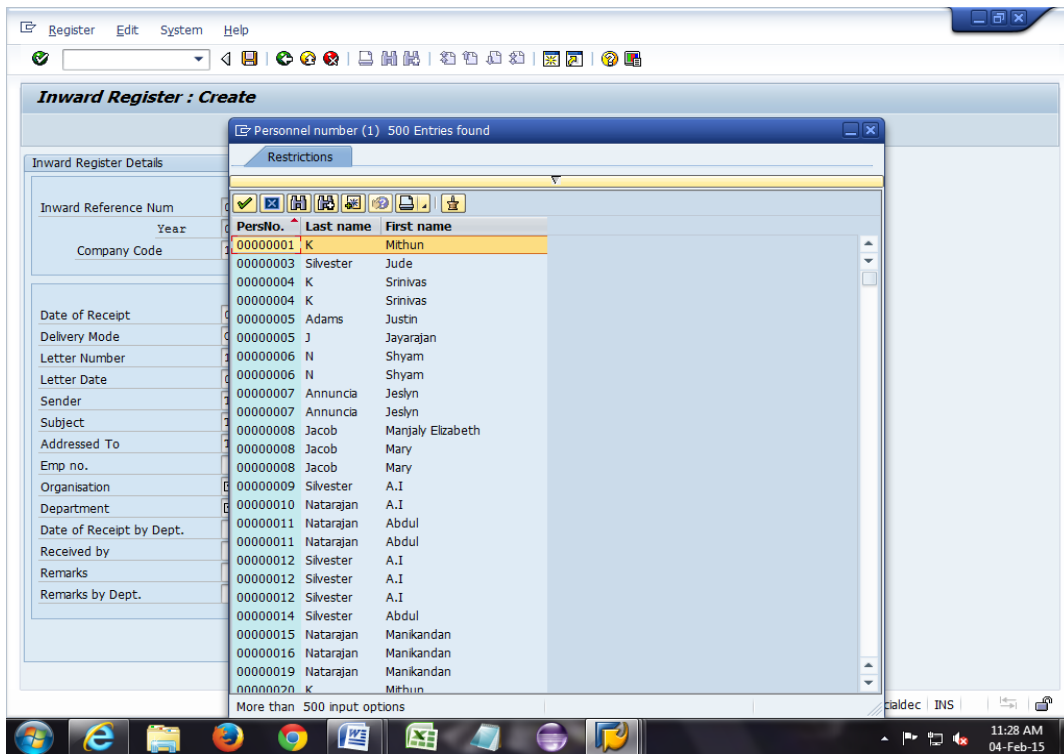


Date of Receipt, Delivery Mode, Sender, Subject, Addressed To, Organization and Department are mandatory fields.

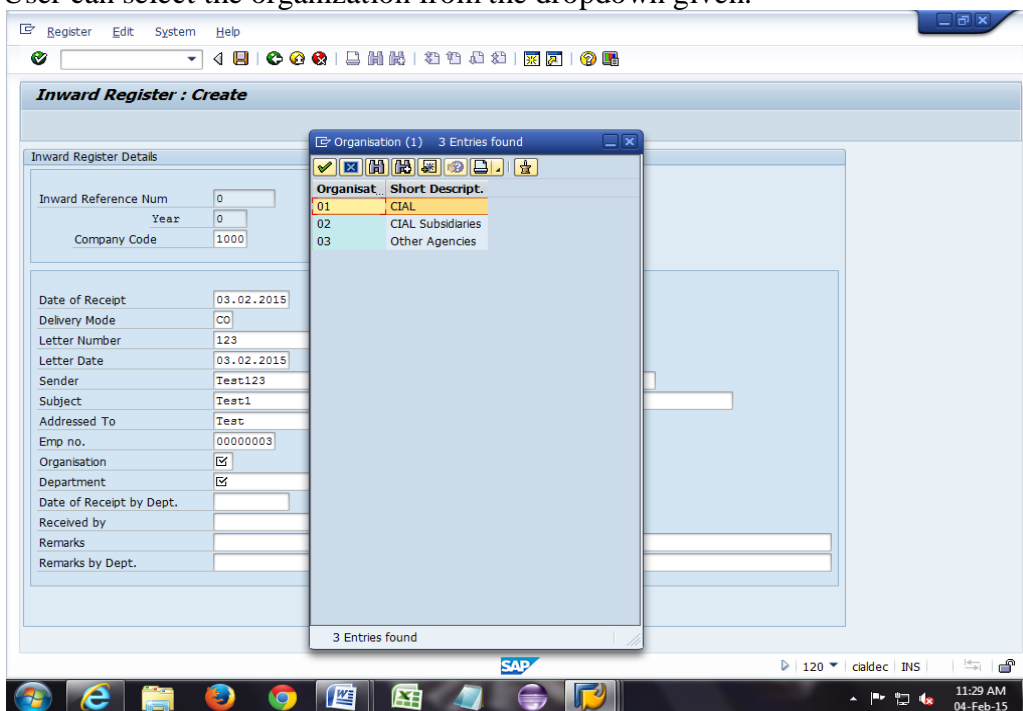
Dropdown is provided for selecting the delivery mode.



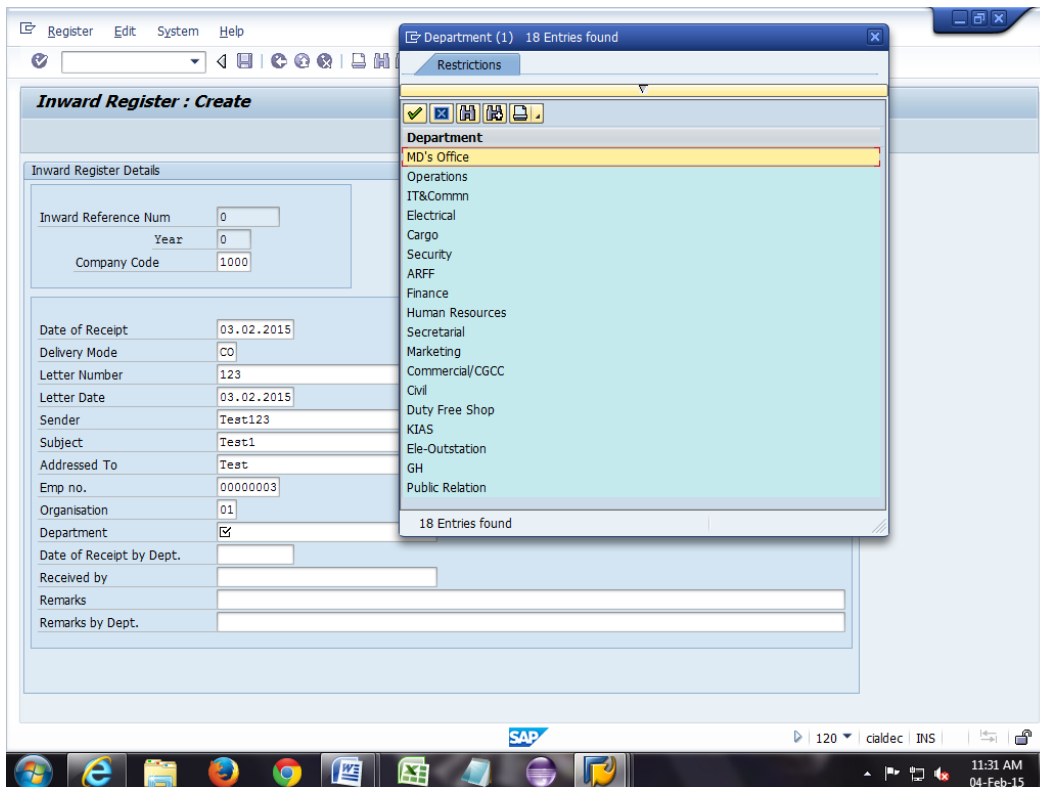
Dropdown is provided for Employee Number



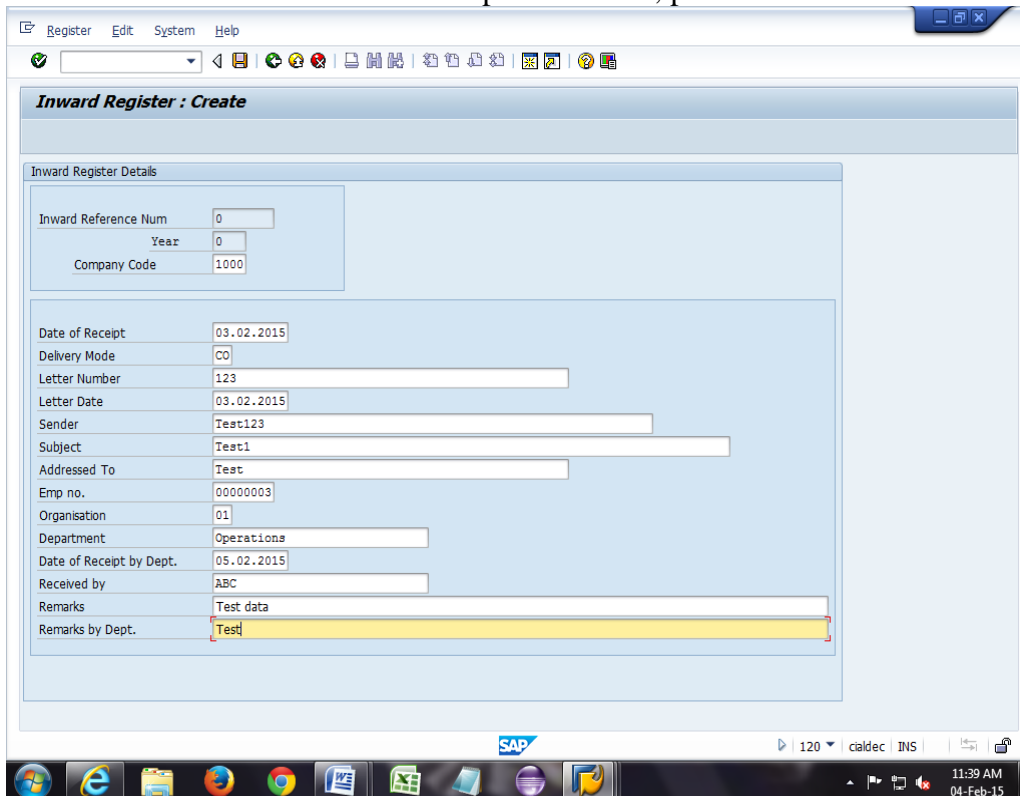
User can select the organization from the dropdown given.

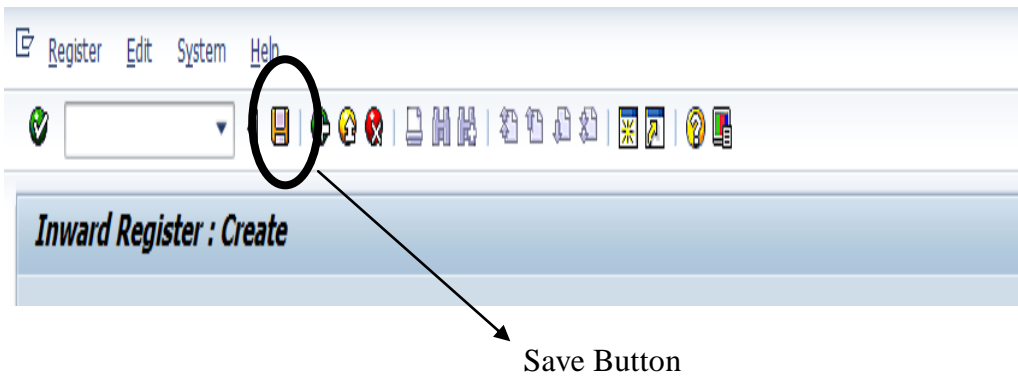


Departments belonging to that particular organization will be displayed in the dropdown provided for 'Departments'.

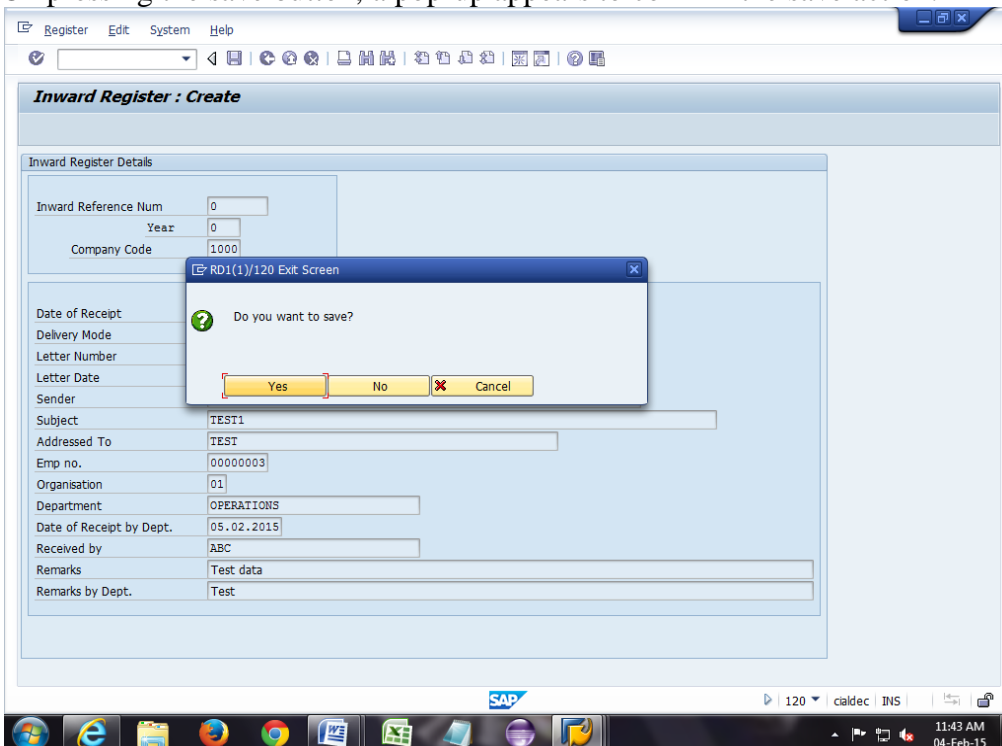


Once the details are entered in the respective fields, press the save button.

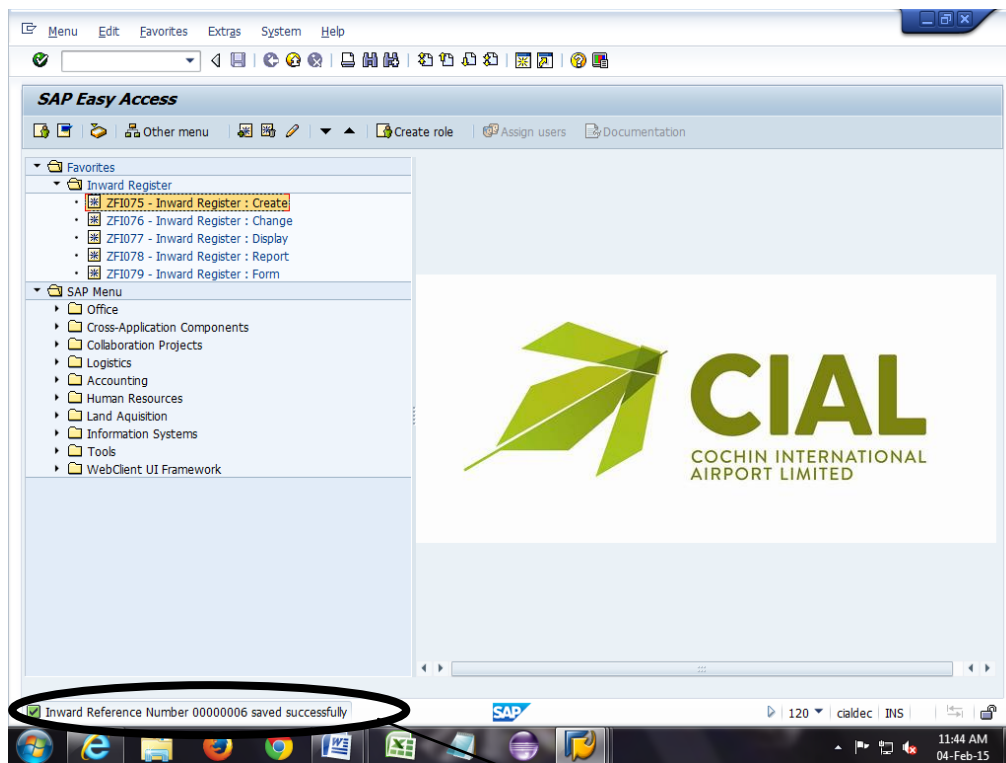




On pressing the save button, a pop-up appears to confirm the save action.



On confirmation the system generates an Inward reference number.



Inward Reference Number generated

2. Inward Register: Change

Overview

Trigger:

This procedure will be used to change an entry in inward register.

Business Process Description Overview
This transaction will change an entry in Inward Register.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
An entry created in Inward Register	

Procedural Steps

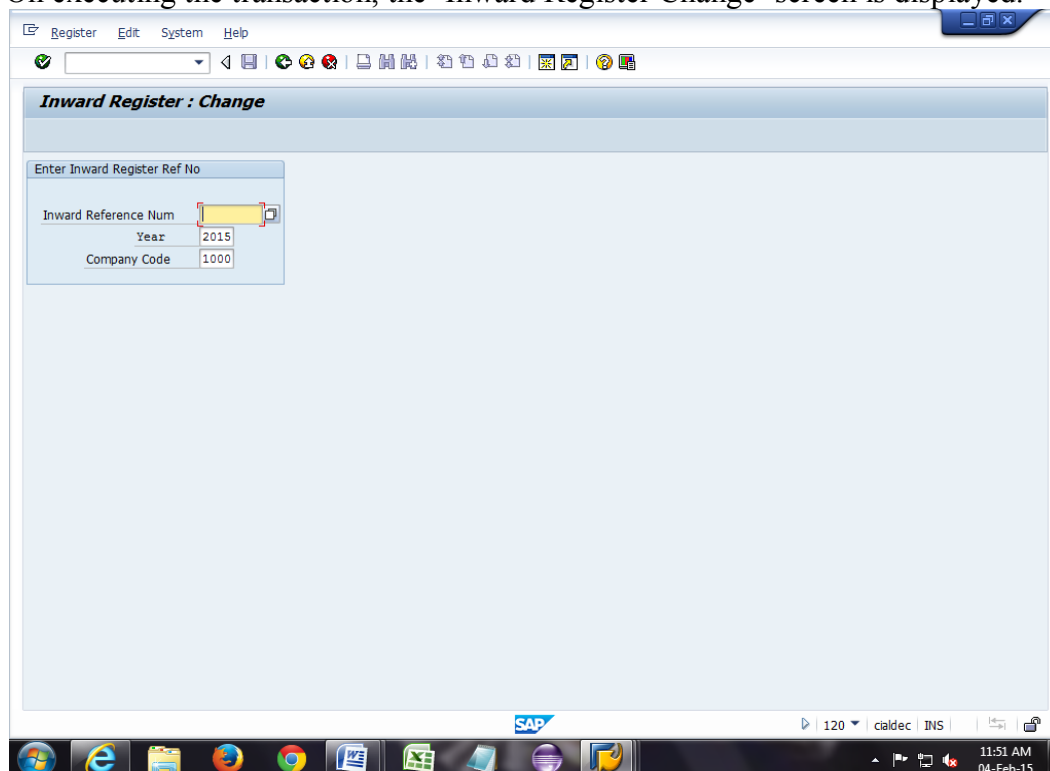
Access the transaction by:

Via Menus	
Via Transaction Code	ZFI076

Transaction code for Change: **ZFI076**

Transaction used for changing an entry in inward register is ZFI076.

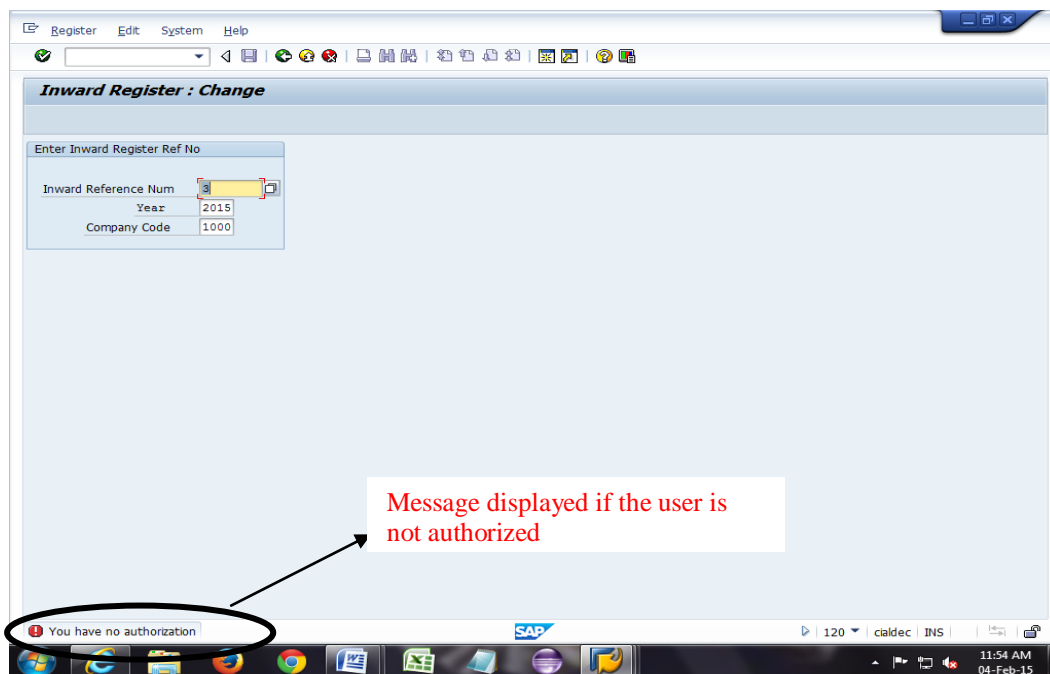
On executing the transaction, the 'Inward Register Change' screen is displayed.



Dropdown is provided for selecting the Inward reference number.

Department wise authorization is provided for Inward Register Change.

User can change an entry only if he/she belongs to that particular department.



If the user is authorized, the change screen for inward register is displayed.

For the users of department, Remarks by MD field will be invisible.
For MD only Remarks by MD will be in editable mode.

Inward Register : Change

Inward Register Details

Inward Reference Num	1
Year	2015
Company Code	1000

Date of Receipt	30.12.2014
Delivery Mode	C0 Courier
Letter Number	GHD FHDH
Letter Date	14.01.2015
Sender	FGHDF
Subject	DFHD
Addressed To	DHDHD
Emp no.	0
Organisation	1 CIAL
Department	OPERATIONS
Date of Receipt by Dept.	
Received by	
Remarks-MD's Office	
Remarks by Dept.	

Make the necessary changes and press the save button.
Once the entry is saved, message is displayed.

Inward Register : Change

Enter Inward Register Ref No

Inward Reference Num	1
Year	2015
Company Code	1000

Saved Successfully

Inward Reference Number 00000006 saved successfully

3. Inward Register: Display

Overview

Trigger:

This procedure will be used to display an entry of inward register.

Business Process Description Overview
This transaction will display an entry in Inward Register.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
An entry of Inward Register Displayed	

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZFI077

Transaction code for Display: **ZFI077**

Transaction used for displaying an entry in inward register is ZFI077.

On executing the transaction, the 'Inward Register Display' screen is displayed.

Inward Register : Display

Enter Inward Register Ref No

Inward Reference Num

Year 2015

Company Code 1000

Dropdown is provided for selecting the Inward reference number.

Department wise authorization is provided for Inward Register Change.

User can view an entry only if he/she belongs to that particular department.

Inward Register : Display

Enter Inward Register Ref No

Inward Reference Num

Year 2015

Company Code 1000

You have no authorization

Message displayed if the user is not authorized

If the user is authorized, the display screen for inward register is displayed.

Inward Register : Display

Inward Register Details

Inward Reference Num	6
Year	2015
Company Code	1000

Date of Receipt	03.02.2015
Delivery Mode	CO Courier
Letter Number	123
Letter Date	03.02.2015
Sender	TEST123
Subject	TEST1
Addressed To	TEST1234
Emp no.	3
Organisation	1 CIAL
Department	OPERATIONS
Date of Receipt by Dept.	05.02.2015
Received by	ABC
Remarks	Test data
Remarks by Dept.	Test

SAP | 120 | caldec | INS | 12:11 PM 04-Feb-15

4. Inward Register: Report

Overview

Trigger:

This procedure will be used to display inward register report.

Business Process Description Overview
This transaction will display Inward Register Report.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
Inward Register Report is displayed	

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZFI078

Transaction code for Report: **ZFI078**

Transaction used for displaying Inward register report is ZFI078.

On executing the transaction, the selection screen for Inward Register report is displayed.

FI : Inward Register Details

Inward Ref Num to

Year to

Company Code

On executing, the list of entries in inward register is displayed.

FI : Inward Register Details

Inward Re..	Year	Company C..	Date Of Re..	Delivery Mo...	Letter Num	Letter Date	Sender	Subject	Addressed ...	Employee ...	Organisation	Departmei
1	2015	1000	30.12.2014	Courier	GHDFHDH	14.01.2015	FGHDF	DFHD	DHDHD		CIAL	OPERATIC
3	2015	1000	21.01.2015	Reg. Post ...	KKKKK	19.01.2015	HON'BLE	TAXI	HR		CIAL	HUMAN RE
4	2015	1000	09.12.2014	Ordinary P...			ERER	RER	ERER	9	CIAL	ELECTRIC
2	2015	1000	07.01.2015	Courier			HJ	JHFGJH	FGJHF		CIAL	IT&COMMI
5	2015	1000	09.12.2014	Ordinary P...			DFAD	DFDSF	DFDSF	9	CIAL	OPERATIC
6	2015	1000	03.02.2015	Courier	123	03.02.2015	TEST123	TEST1	TEST1234	3	CIAL	OPERATIC

5. Inward Register: Print

Overview

Trigger:

This procedure will be used to print the details of entries in inward register.

Business Process Description Overview
This transaction will print the details of entries in inward register.

Input - Required Fields	Field Value / Comments

Procedural Steps

Access the transaction by:

Via Menus	
Via Transaction Code	ZFI079

Transaction code for printing the entries in Inward register: **ZFI079**

On executing the transaction, the selection screen is displayed.

The screenshot shows the SAP 'Inward Register : Form' selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area contains input fields for 'Inward Ref Num', 'Year', and 'Company Code' (with '1000' entered). There are also 'to' fields for range selection. The SAP logo is visible in the bottom right corner of the window.

On executing, the list of entries in inward register is displayed.

Print preview:

Print Preview of TCS-CIAL Page 00001 of 00001 As PDF zoom= 100%

Inward Ref. No.	Year	Comp Code	Letter No.	Letter Date	Sender	Subject	Addressed To	Dept.	Date Of Recept by Dept.	Received By	S
1	2015	1000	GHD FHDH	14.01.2015	FGHDF	DFHD	DHDHD	OPERATIONS			
2	2015	1000			HJ	JHFGJH	FGJHF	IT&COMMN			
3	2015	1000	KKKKK	19.01.2015	HON'BLE	TAXI	HR	HUMAN RESOURCES	21.01.2015	SUDHEESH	
4	2015	1000			ERER	RER	ERER	ELECTRICAL			
5	2015	1000			DFAD	DFDSF	DFDSF	OPERATIONS			
6	2015	1000	123	03.02.2015	TEST123	TEST1	TEST1234	OPERATIONS	05.02.2015	ABC	