USER MANUAL

Document information	
Project Name	Material Master Data Management
Module	MM
Created by	Nguyễn Thị Ý Nhi - SS160124 Vương Thanh Hà - SS160126 Tạ Thị Bích Diễm - SS171321
Version	1.0
Date	4/12/2024

Change history					
Changed date	Items have been changed	Changed content/Reason	Updated by	Type (A/C/D)	Version
4/12/2024	All	First Release		A	1.0
A *– Create* ***C*** *– Change* ***D*** *– Delete*					

FPT Signature				
	Full name & Role	**Signature**	**Date**	**Note**
Created by	Nguyễn Thị Ý Nhi - SS160124 Vương Thanh Hà - SS160126 Tạ Thị Bích Diễm - SS171321		4/12/2024	
Reviewed by	Bùi Thị Ny Ny		6/12/2024	
Approved by				

Table of Contents

1 OVERVIEW 5

1.1 Process used in guide document 5

2 USER MANUAL 6

2.1 Overview 6

2.2 Upload Flow 6

2.2.1 Transaction code 6

2.2.2 Detail implementation 6

2.2.2.1 Create New Material 6

2.2.2.2 Extend the Material (Tick “Extend) 10

2.2.2.3 Extend Material (Not Tick “Extend) 15

2.2.2.4 Create and Extend Material 20

2.2.2.5 Create Material Description for Multi-language 25

2.3 Display Flow 28

2.3.1 Transaction code 28

2.3.2 Detail implementation 28

2.3.2.1 Display ALV 28

2.3.2.2 Delete line Material data 30

2.3.2.3 Undelete line Material data 35

2.3.2.4 No edit data 39

2.3.2.5 Edit 1 line Material with 1 field 41

2.3.2.6 Edit 1 line Material with multiple fields 44

2.3.2.7 Edit multiple lines Material with multiple fields 47

1 OVERVIEW

1.1 Process used in guide document

BBP No	Definition	Note
ZPG_MM_GR03	Material Master Data Management	

2 USER MANUAL

2.1 Overview

The purpose of the upload flow is to provide a function for users to create and extend materials by downloading an Excel template containing the required data and uploading material data via Excel files simply and effectively. Besides, the function allows users to switch between installed languages by downloading a template file to fill in information and material usage language.

With the display flow, it can be used to display information material and allow users editing of material data which can include multiple materials in an intuitive way while ensuring that the data entry process is carried out accurately and without errors.

2.2 Upload Flow

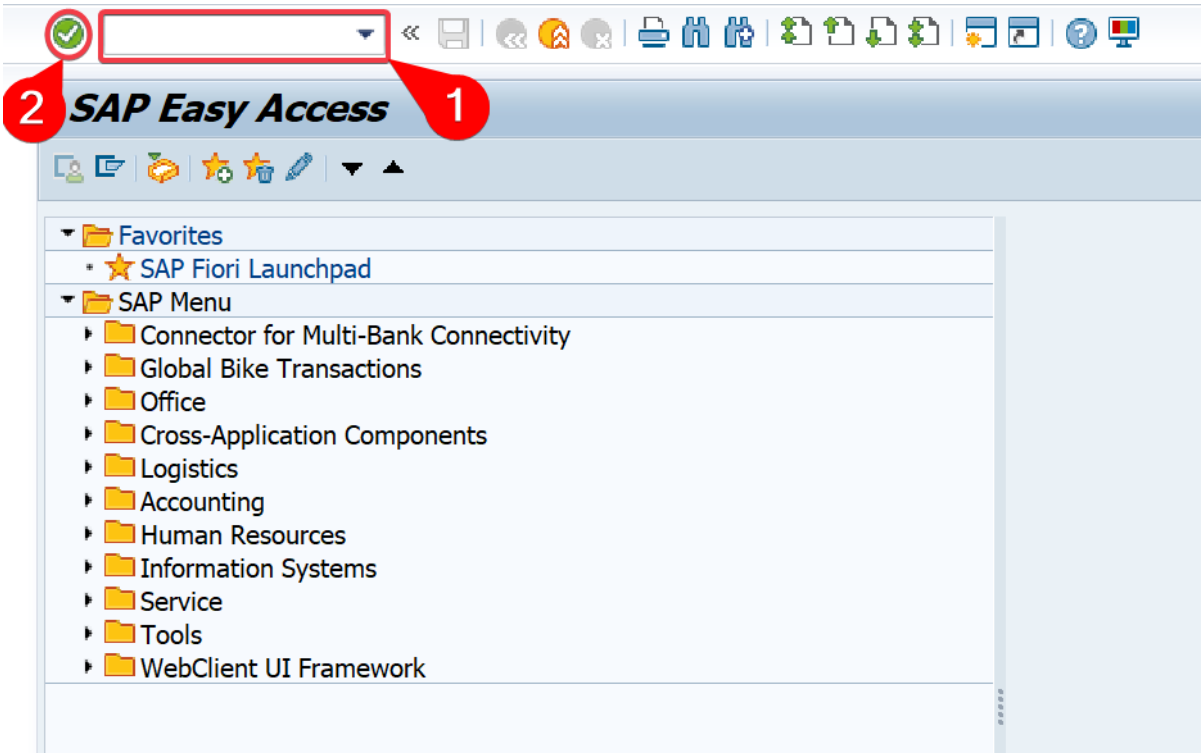
2.2.1 Transaction code

T-code	Description
ZMM01	Material Master Data Management

2.2.2 Detail implementation

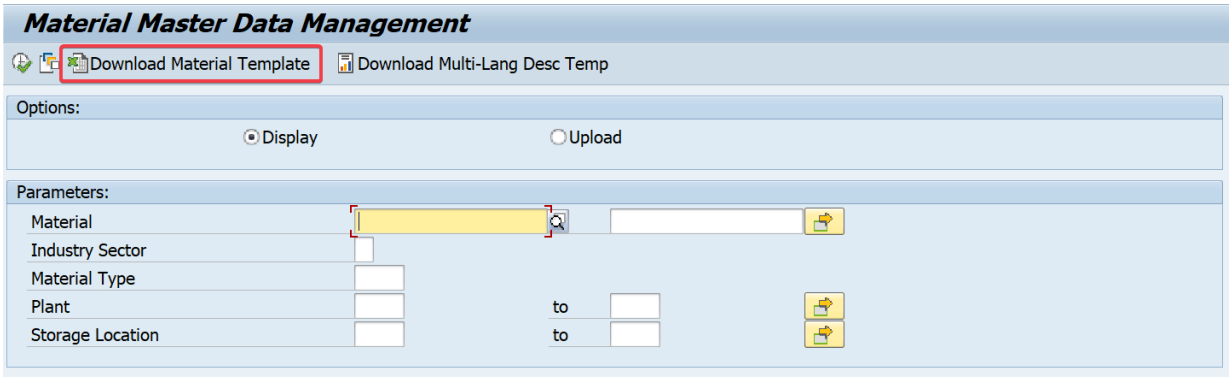
1. 2.2.2.1 Create New Material

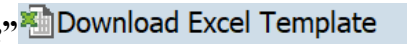
"*ZMM01*" is now entered in the Transaction box

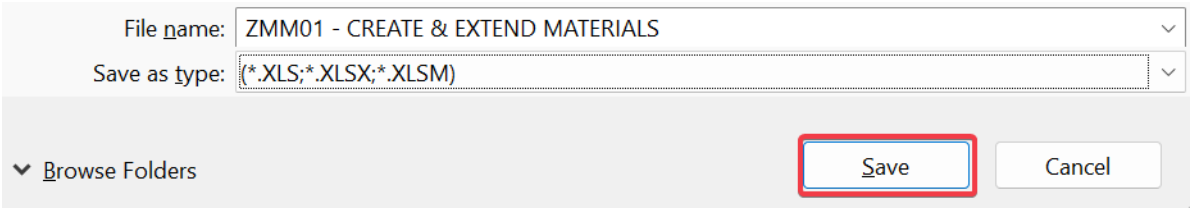


Click ***Enter***

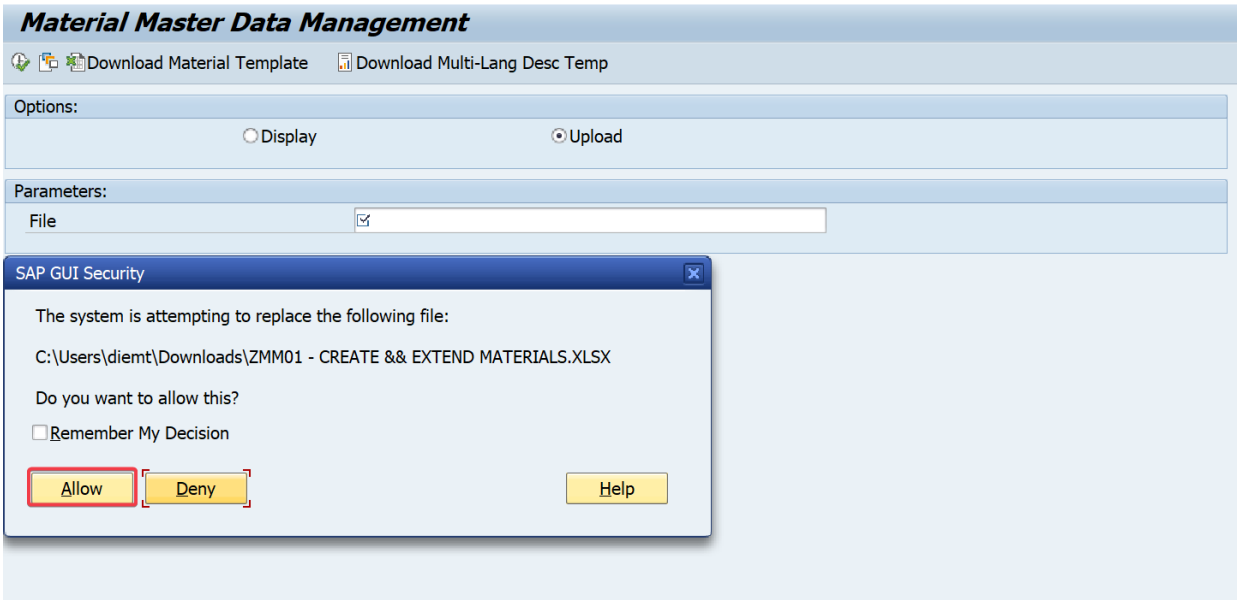
In the *Material Master Data Management* screen, select **"*Upload*"**



Click on "***Download Excel Template***" 



Click on "***Save***"



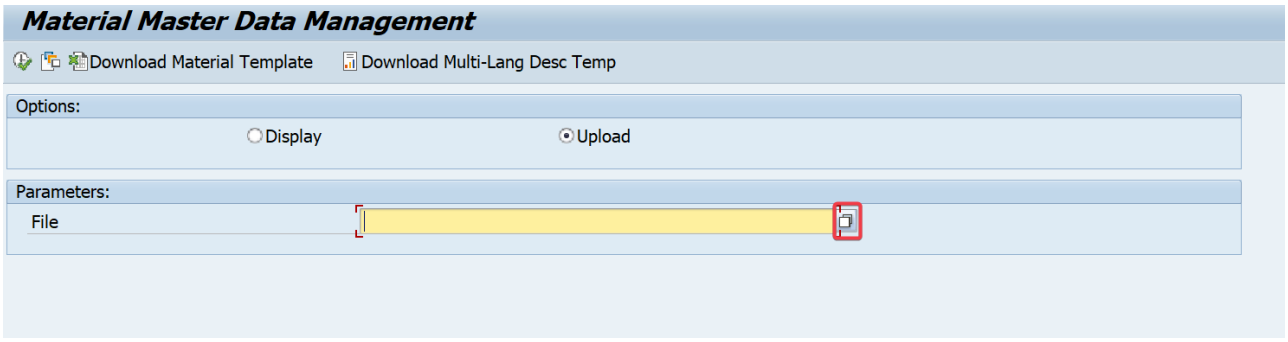
Click on "***Allow***"

You will receive a message that says:

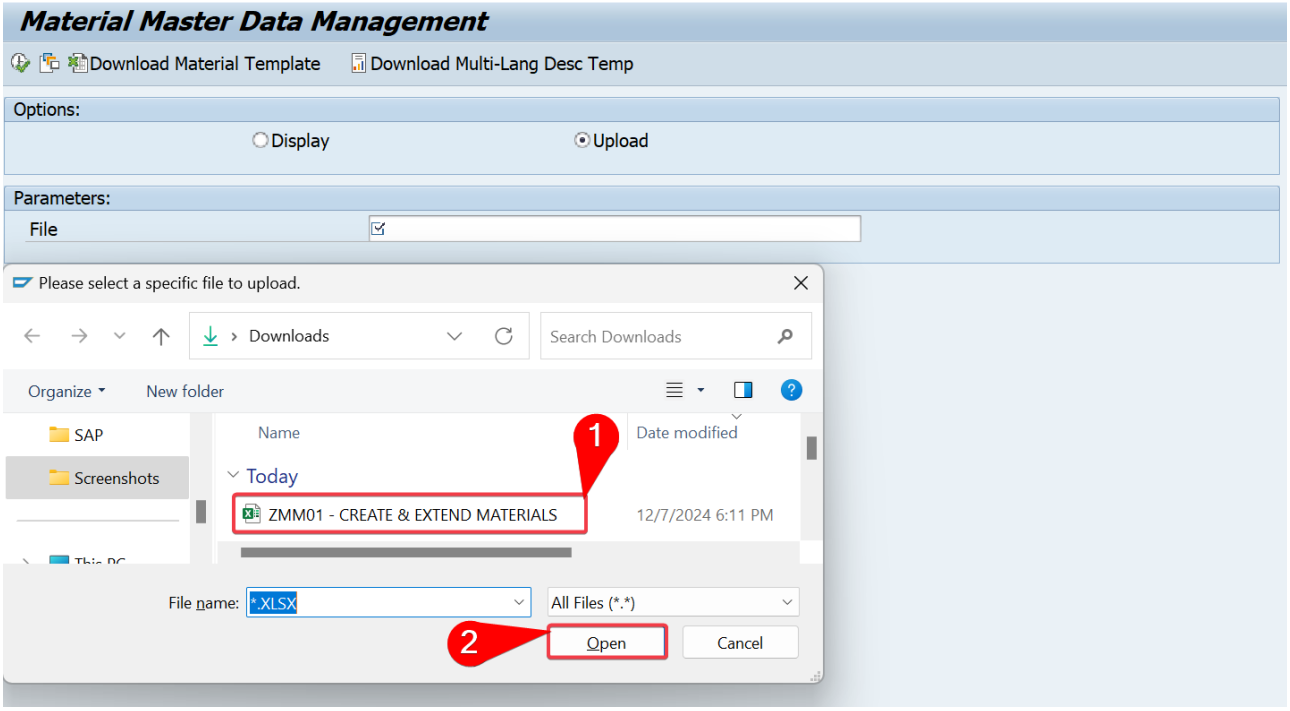
Based on the *Excel Template* from downloaded file locally, enter the following information:

No.	Field name	M/O	Description
1.	Material Number	M	Default: ######## (Alphanumeric)
2.	Industry Sector	M	Default: E
3.	Material Type	M	Default: HAWA, ZDIE
4.	Plant	O	Default: CT00, FU24, DN00
5.	Storage Location	O	Default: CT01, DN01, TG01
6.	Material Description	M	Describe material information
7.	Base unit of measure	M	The smallest basic unit to calculate
8.	Material Group	M	Default: PHONE, TABLET, LAPTOP, ZREPAIR
9.	General item category group	O	Default: NORM, LEIS
10.	Unit weight	M	Unit of measurement for weight (Trading Goods)
11.	Language Key	M	Default: EN
12.	Purchasing Group	O	Default: F00
13.	Batch Management	O	Default: X
14.	Planned Delivery Time	O	Default: Number
15.	GR Processing Time	O	Default: Number
16.	Price Determination	O	Default: 2

17.	Valuation Area	O	Default: CT00, FU24, DN00
18.	Valuation Class	O	Default: 3100
19.	Price Control	O	Default: V
20.	Price Unit	O	Default: 1
21.	Moving Price	O	Default: 000.000
22.	Attribute 1	O	Default: Text (Maximum 255)
23.	Attribute n	O	Default: Text (Maximum 255)

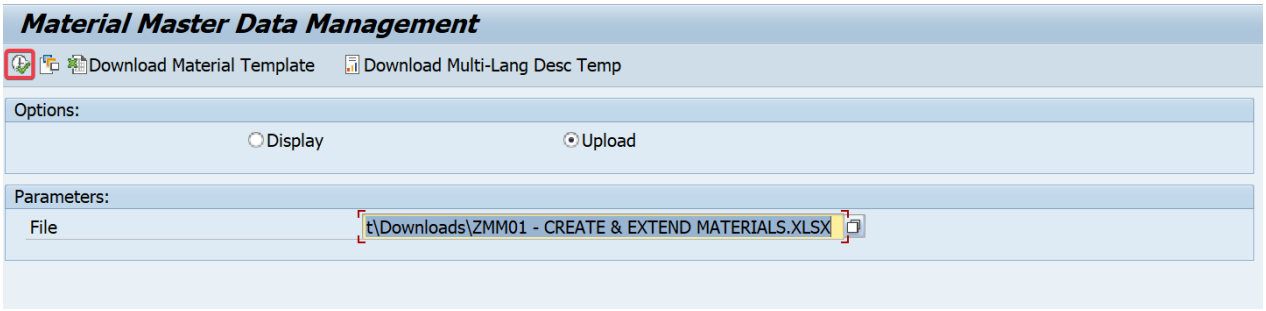


In the "***File***", click on icon to choose file from local file



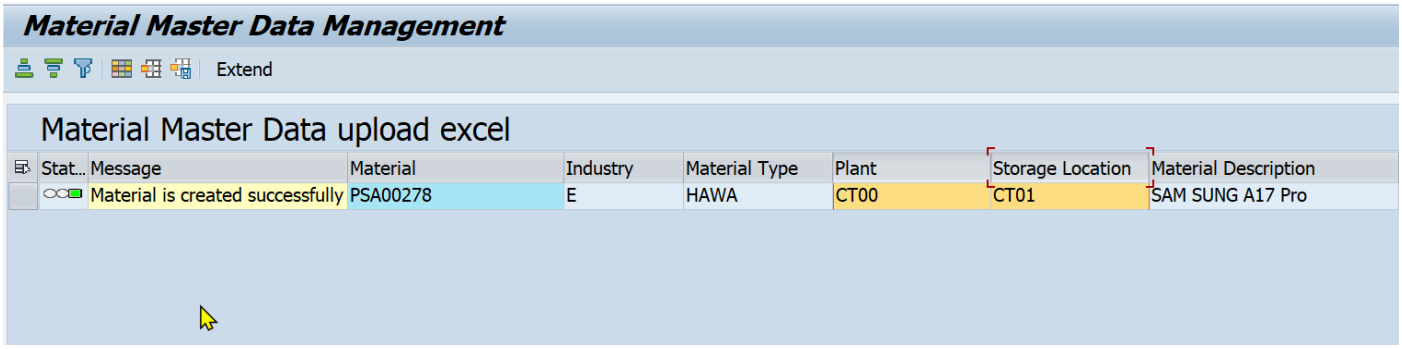
Choose "***ZMM01_CREATE AND EXTEND MATERIAL***" file

Click on "***Open***"



Click on ***Execute*** icon

You will receive the message that says: Material is created successfully. and display status:

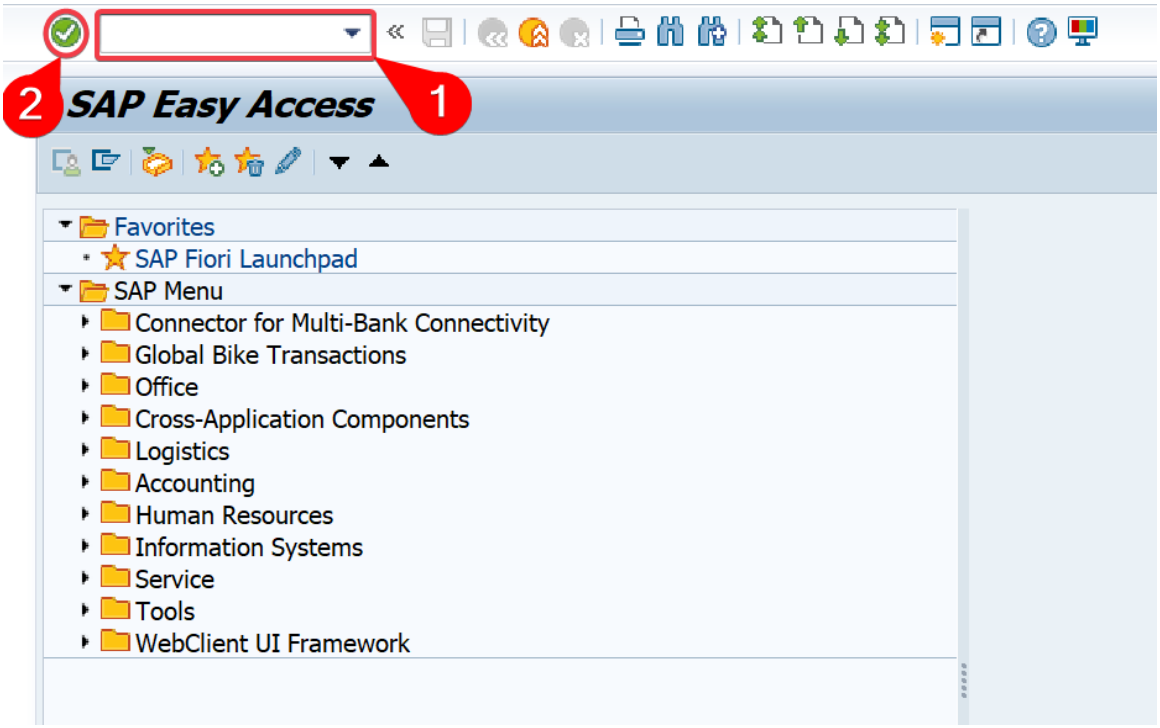


Click on to return

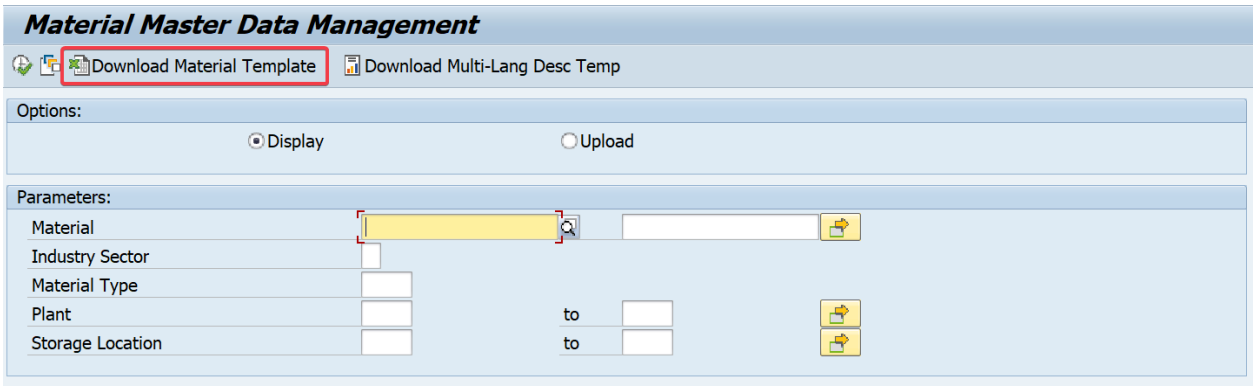
2. 2.2.2.2 Extend the Material (Tick "Extend)

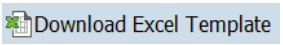
In the SAP Easy Access screen, enter the transaction code ***ZMM01***

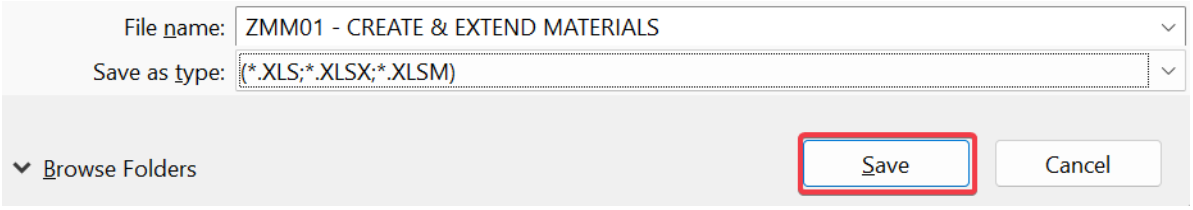
Press ***"Execute/Enter"***



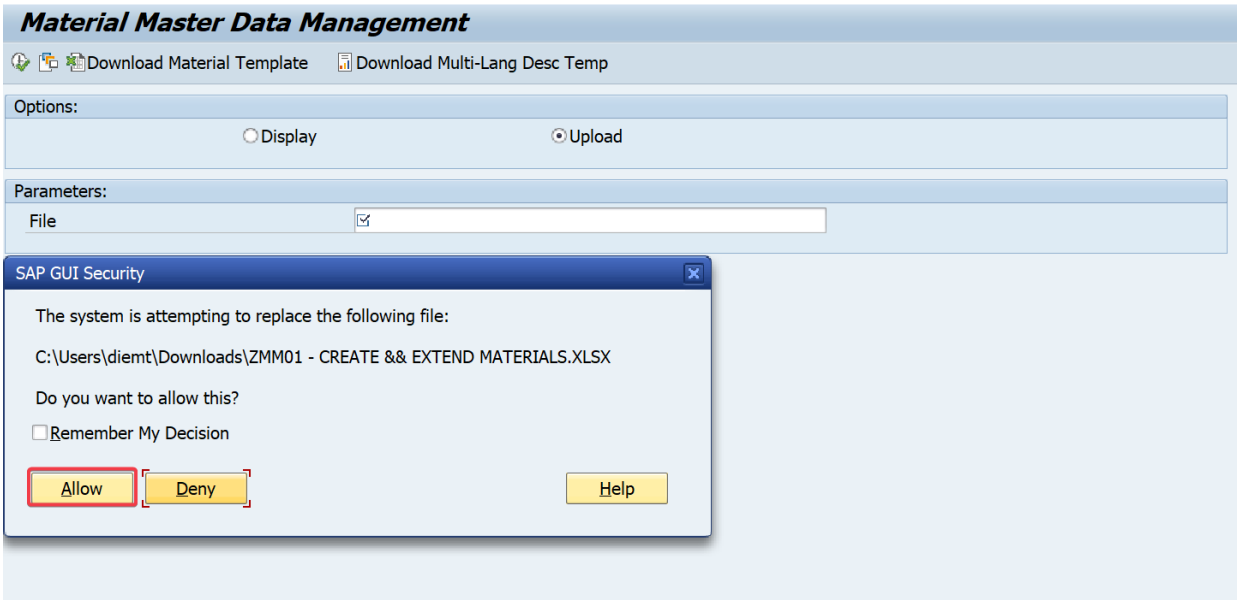
In the *Material Master Data Management* screen, select **"*Upload*"**



Click on the "***Download Excel Template***" button. 



Click on "***Save***"



Click on "***Allow***"

You will receive a message that says:

In the *Excel file*, fill in the Material number information that you want to *Extend*. Ensure the ***Material Number*** exists in the system.

No.	Field name	M/O	Description and Example
1.	Material Number	M	Already exists in the system. Default: ########
2.	Industry sector	M	Default: E
3.	Material type	M	Default: HAWA, ZDIE
4.	Plant	O	Default: CT00, FU24, DN00.
5.	Storage location	O	Default: CT01, DN01, TG01.
6.	Material Description	M	Describe material information
7.	Base unit of measure	M	The smallest basic unit to calculate
8.	Material Group	M	Default: PHONE, TABLET, LAPTOP, ZREPAIR
9.	Unit Weight	M	Unit of measurement for weight (Trading Goods)
10.	Language Key	M	Default: EN
11.	Class Type	O	Default: 023
12.	Class	O	Default: Z_TECH_BATCH

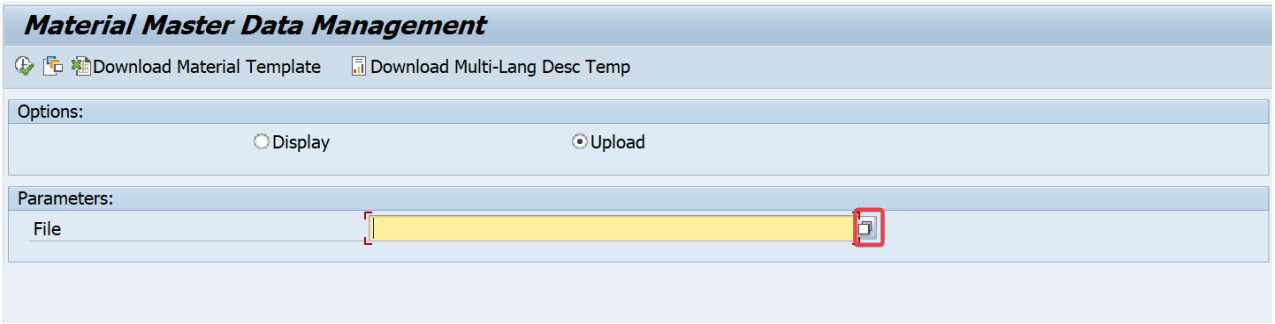
13.	Purchasing Group	O	Default: F00
14.	Batch Management	O	Default:X
15.	Price determine	O	Default: 2
16.	Valuation Area	O	Default: CT00, FU24, DN00
17.	Valuation class	O	Default: 3100
18.	Price control	O	Default: V
19.	Price unit	O	Default: 1
20.	Moving Price/Per.Unit Price	O	Default: 000.000
21.	Attribute 1	O	Default: Text (Maximum 255)
22.	Attribute 2	O	Default: Text (Maximum 255)
23.	Attribute 3	O	Default: CT00, FU24, DN00
24.	Extend	O	Tick/TRUE

Provide new **Plant**, **Storage Location**, and other relevant details to extend the material to a new organizational level.

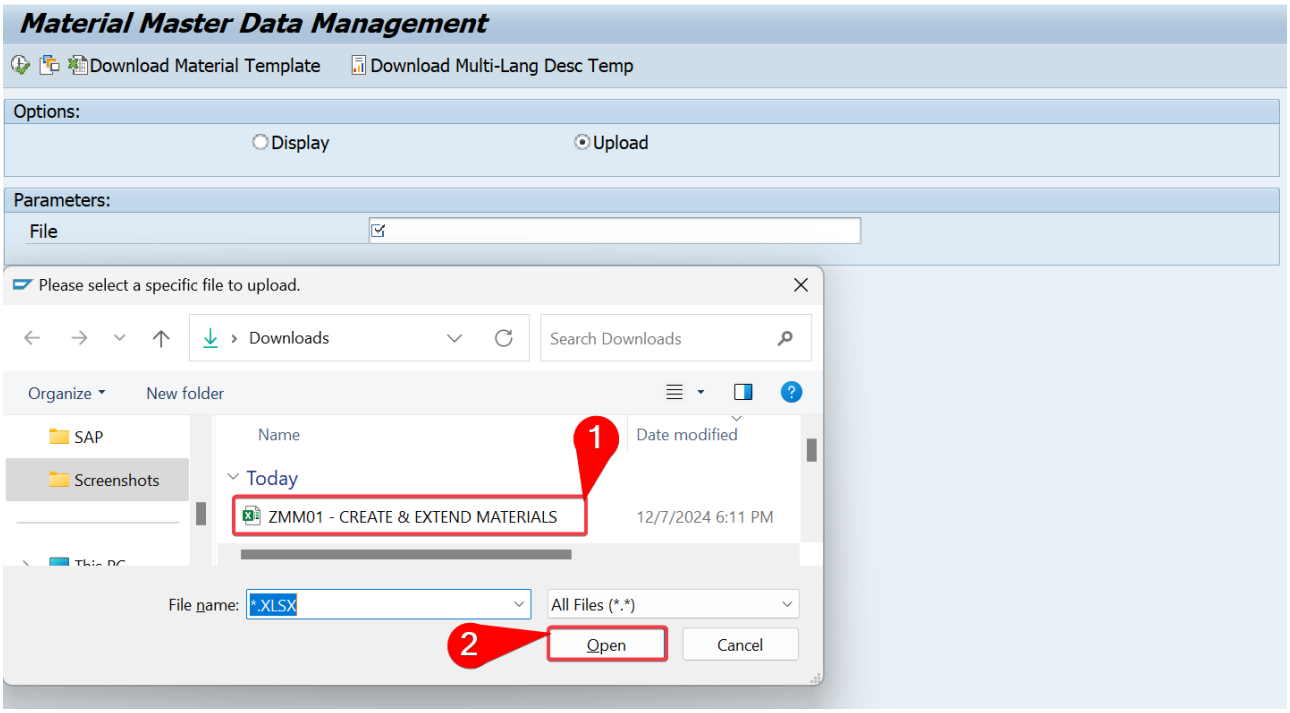
The Extend checkbox should be "***Tick***" or enter "***TRUE***" in the Excel file.

After checking and making sure that all data fields in the Excel file are valid.

Return to the *Material Master Data Management* screen, select **"*Upload*"**

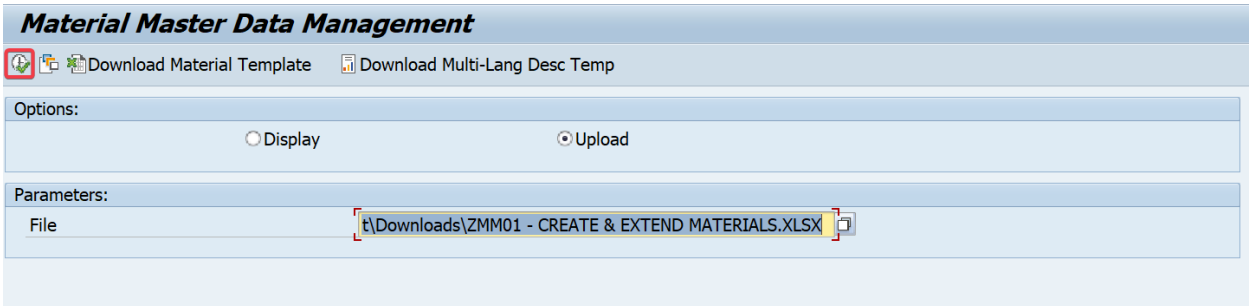


In the "*File*", click on icon to choose file from local file.



Choose "***ZMM01_CREATE AND EXTEND MATERIAL***" file

Click on "***Open***"



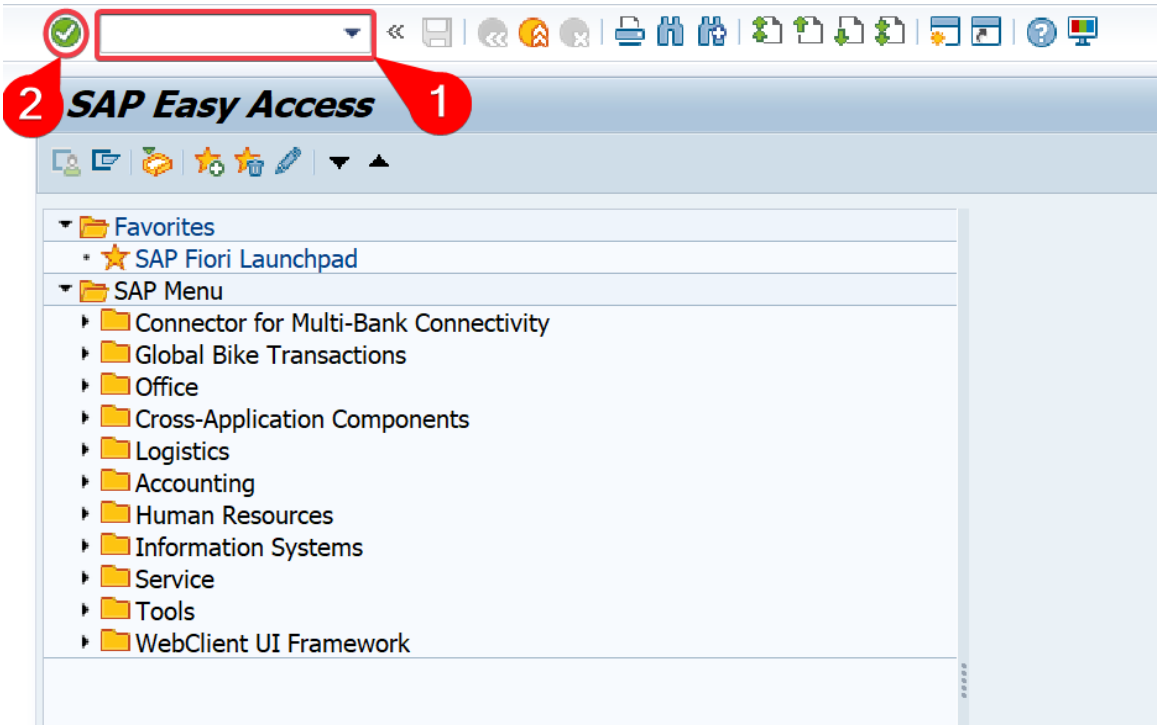
Click "**Execute (F8)**" to *extend* the material.

You will receive a message that says: Extend material successfully. and the status column will turn green:

Click on to return to the SAP Easy Access screen.

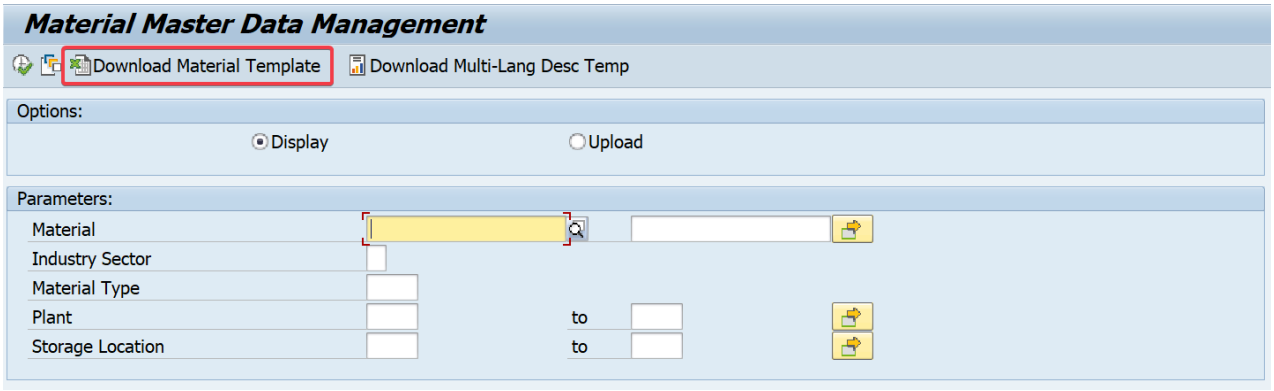
3. 2.2.2.3 Extend Material (Not Tick “Extend)

“ZMM01” is now entered in the Transaction box

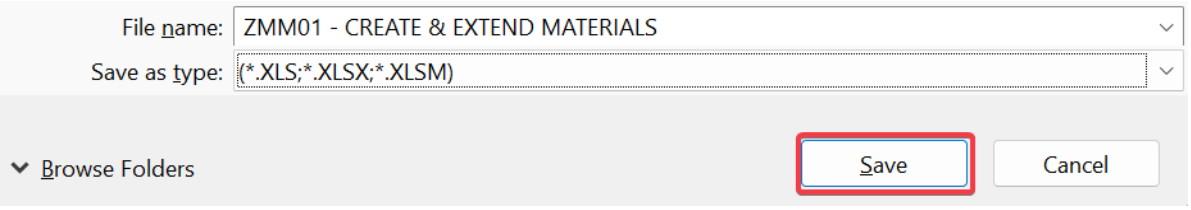


Click ***Enter***

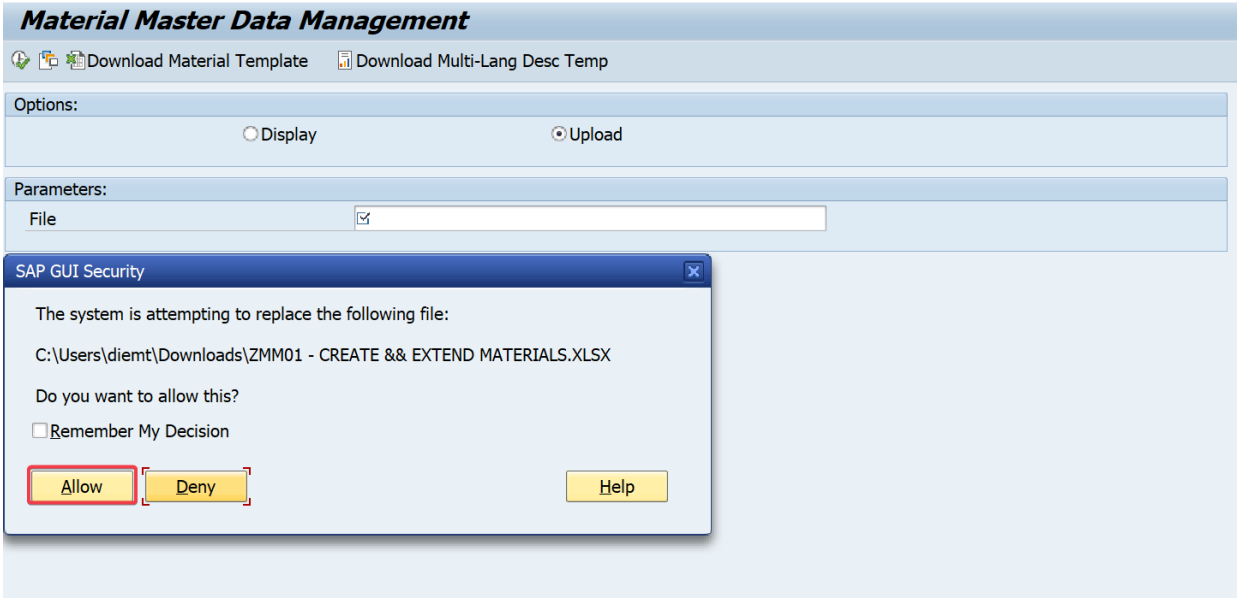
In the *Material Master Data Management* screen, select **“*Upload*”**



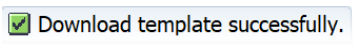
Click on the "***Download Excel Template***" button.



Click on "***Save***"



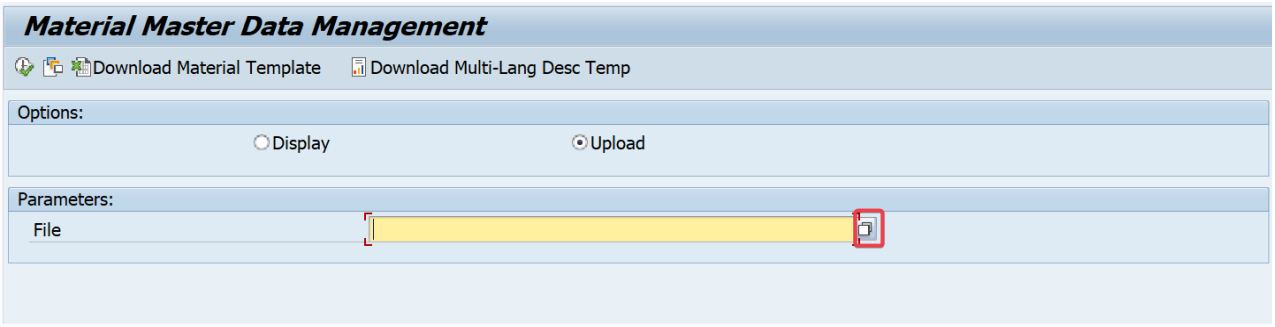
Click on "***Allow***"

You will receive a message that says: 

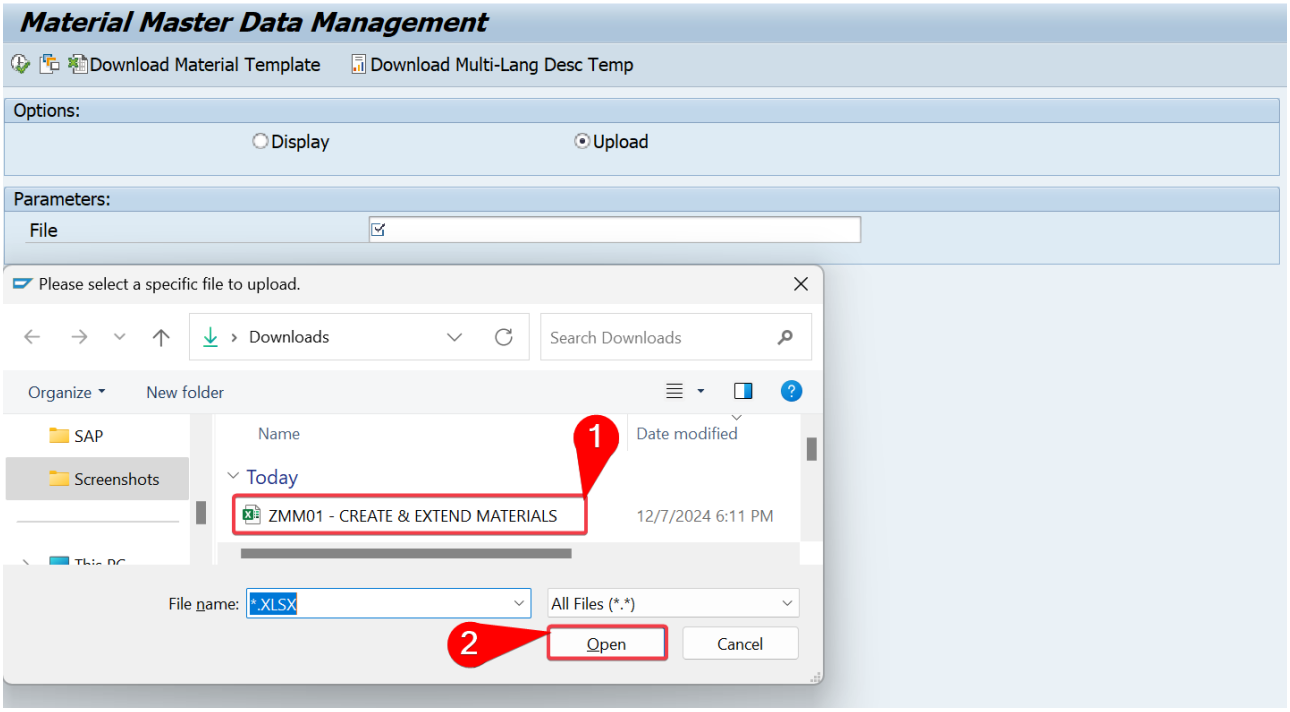
Based on the *Excel Template* from downloaded file locally, enter the following information:

No.	Field name	M/O	Description and Example
1.	Material Number	M	Default: ######## (Alphanumeric) and already exists in the system
2.	Industry Sector	M	Default: E
3.	Material Type	M	Default: HAWA, ZDIE
4.	Plant	O	Default: CT00, FU24, DN00
5.	Storage Location	O	Default: CT01, DN01, TG01
6.	Material Description	M	Describe material information
7.	Base unit of measure	M	The smallest basic unit to calculate
8.	Material Group	M	Default: PHONE, TABLET, LAPTOP, ZREPAIR
9.	General item category group	O	Default: NORM, LEIS
10.	Unit weight	M	Unit of measurement for weight (Trading Goods)
11.	Language Key	M	Default: EN
12.	Purchasing Group	O	Default: F00
13.	Batch Management	O	Default: X
14.	Planned Delivery Time	O	Default: Number
15.	GR Processing Time	O	Default: Number
16.	Price Determination	O	Default: 2
17.	Valuation Area	O	Default: CT00, FU24, DN00
18.	Valuation Class	O	Default: 3100
19.	Price Control	O	Default: V
20.	Price Unit	O	Default: 1
21.	Moving Price	O	Default: 000.000
22.	Attribute 1	O	Default: Text (Maximum 255)
23.	Attribute n	O	Default: Text (Maximum 255)

Return to the *Material Master Data Management* screen, select **"*Upload*"**

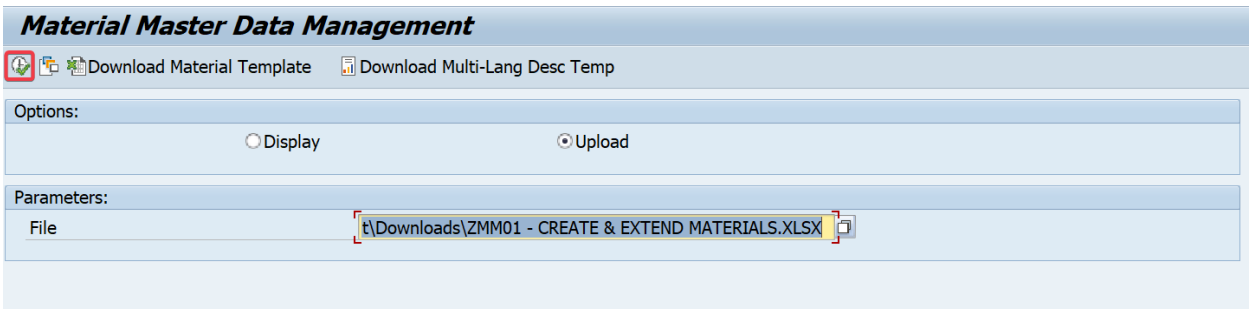


In the "*File*", click on icon to choose file from local file.

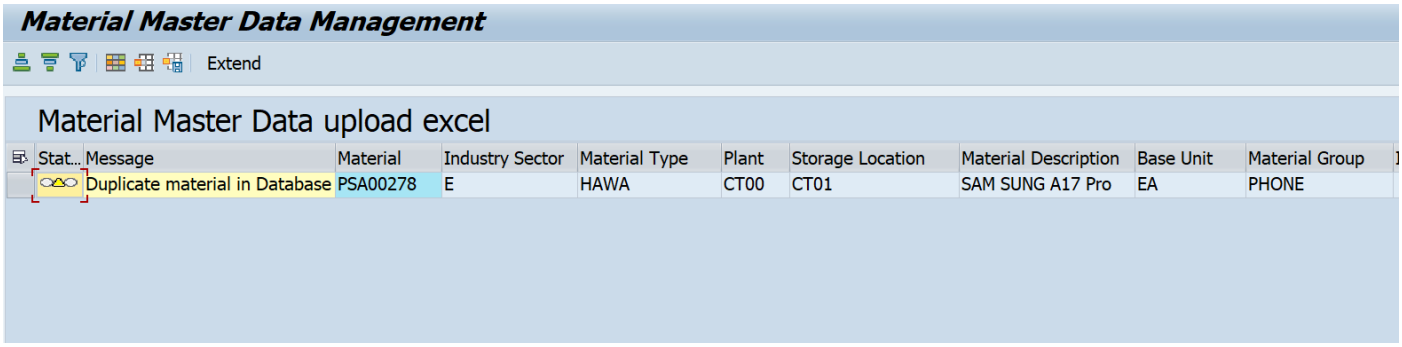


Choose "***ZMM01_CREATE AND EXTEND MATERIAL***" file

Click on "***Open***"

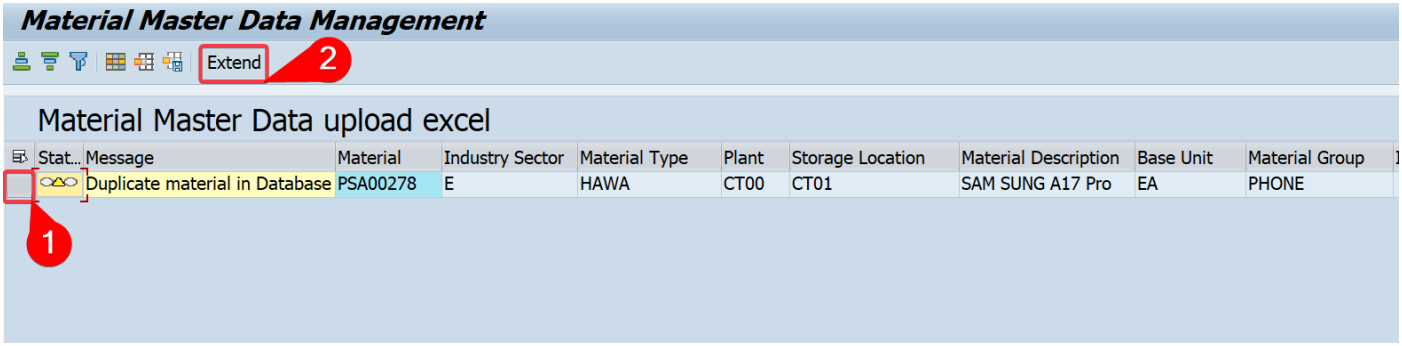


Click "**Execute (F8)**"



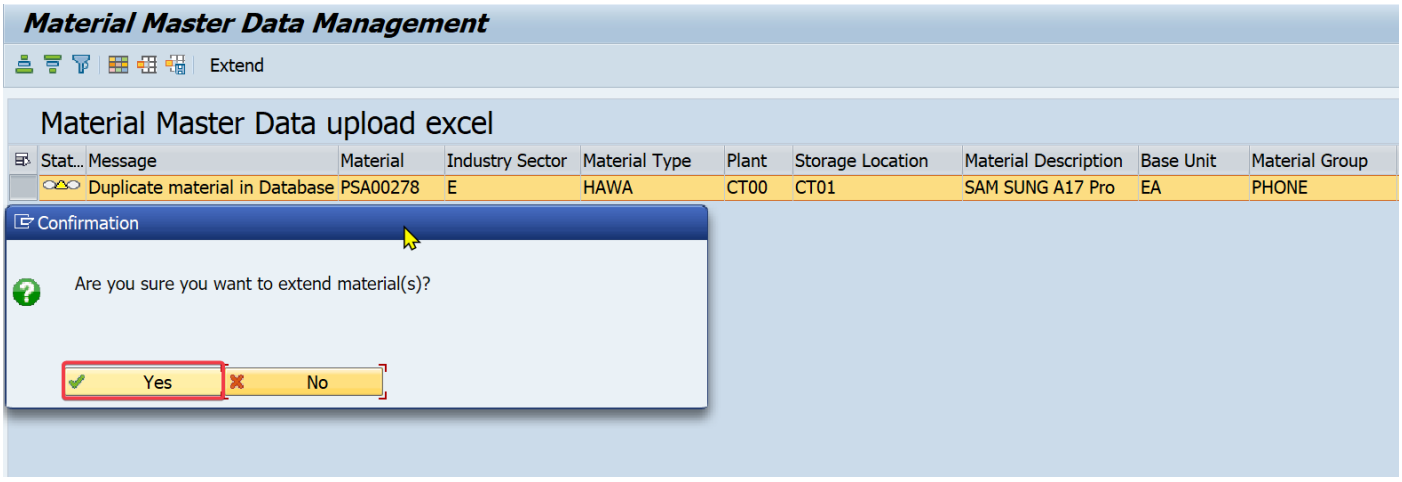
In the *Material Master Data Management Screen,* you will receive the message that says:

Duplicate material in Database. and



Choose ***Line*** that message says: "***Duplicate material in Database***"

Click on "***Extend***"

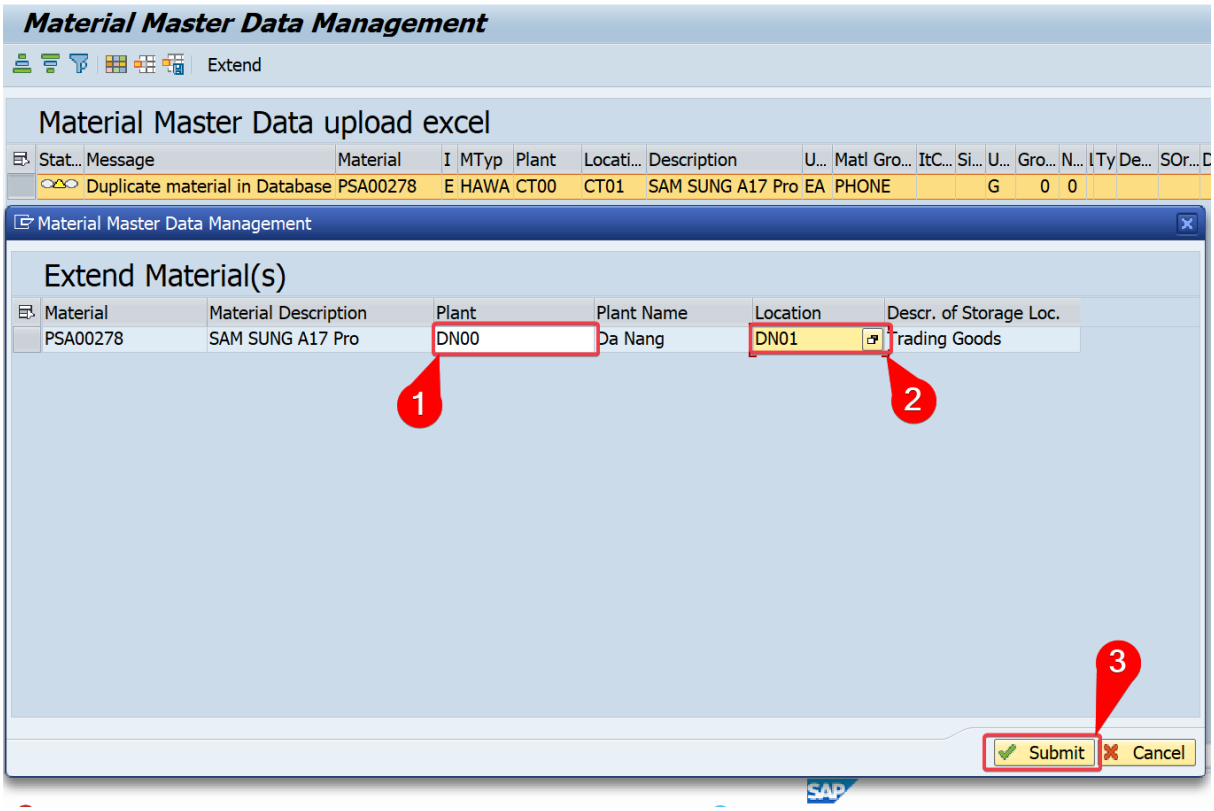


Press ***"Yes"***

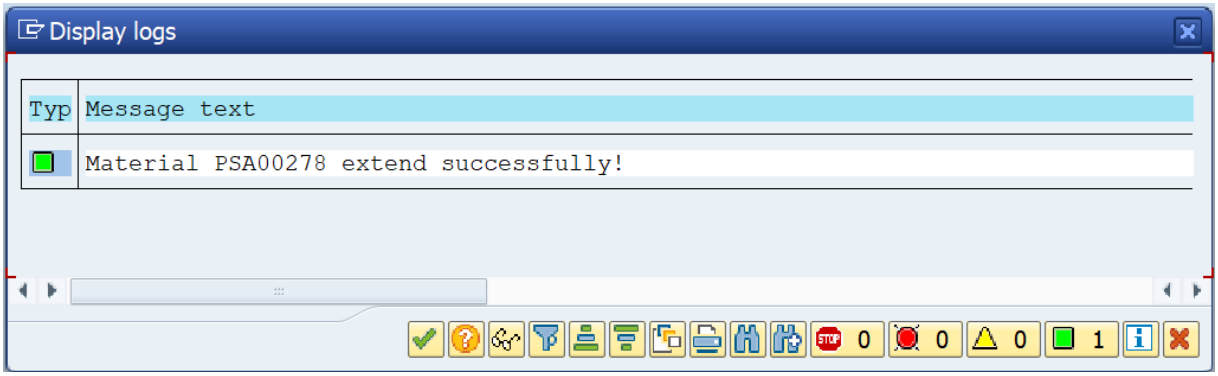
In the *Extend Material* screen, enter the following information:

Plant	**Storage Location**
CT00 (Can Tho)	CT01 (Trading Goods)

FU24 (FPT University)	TG01 (Trading Goods)
DN00 (Da Nang)	DN01 (Trading Goods)



Click on . You will receive a message that says:

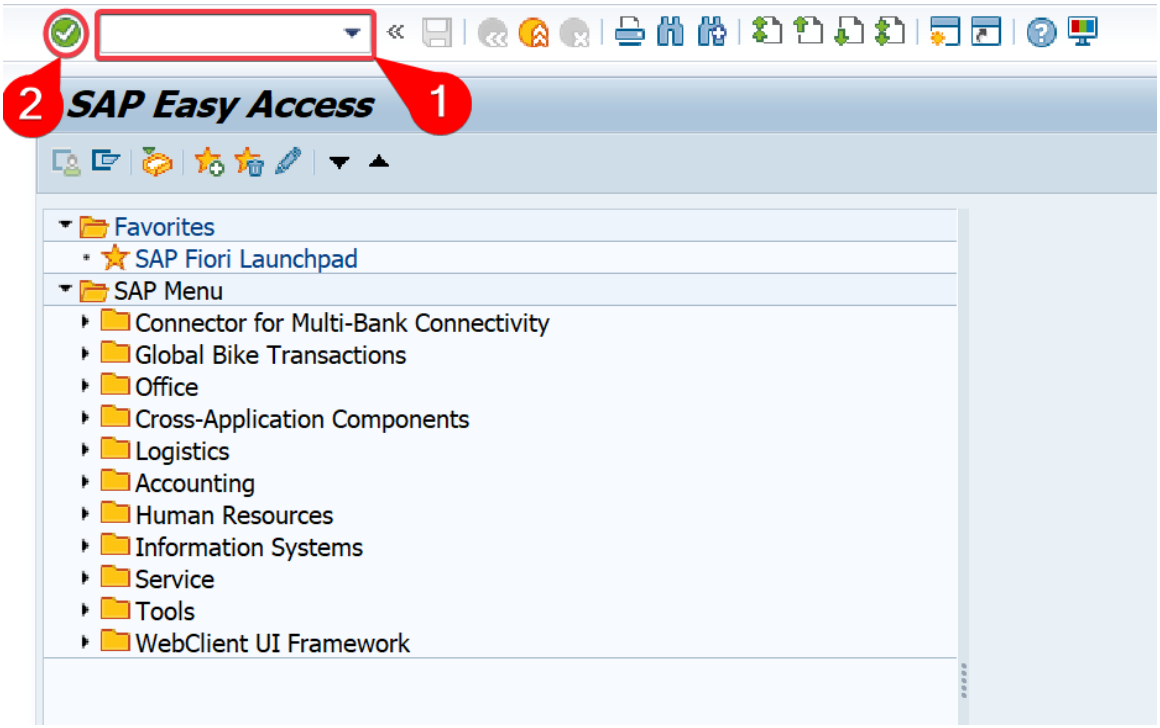


Click on

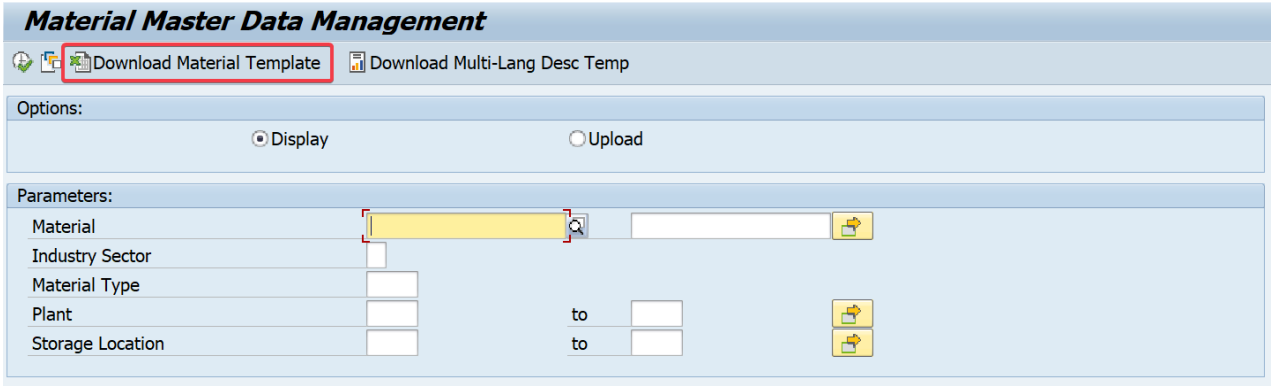
Click on to return

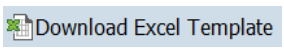
4. 2.2.2.4 Create and Extend Material

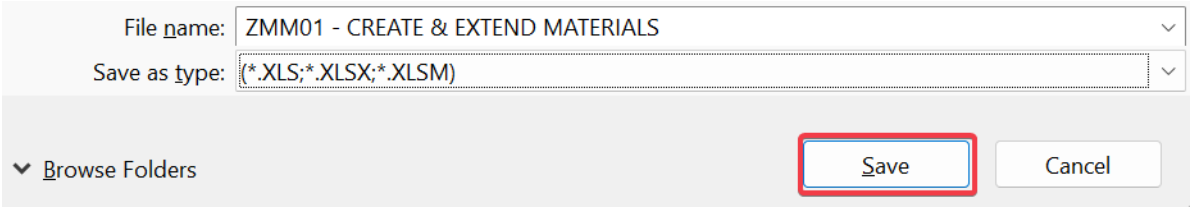
In the SAP Easy Access screen, enter the transaction code ***ZMM01*** and press ***Enter***



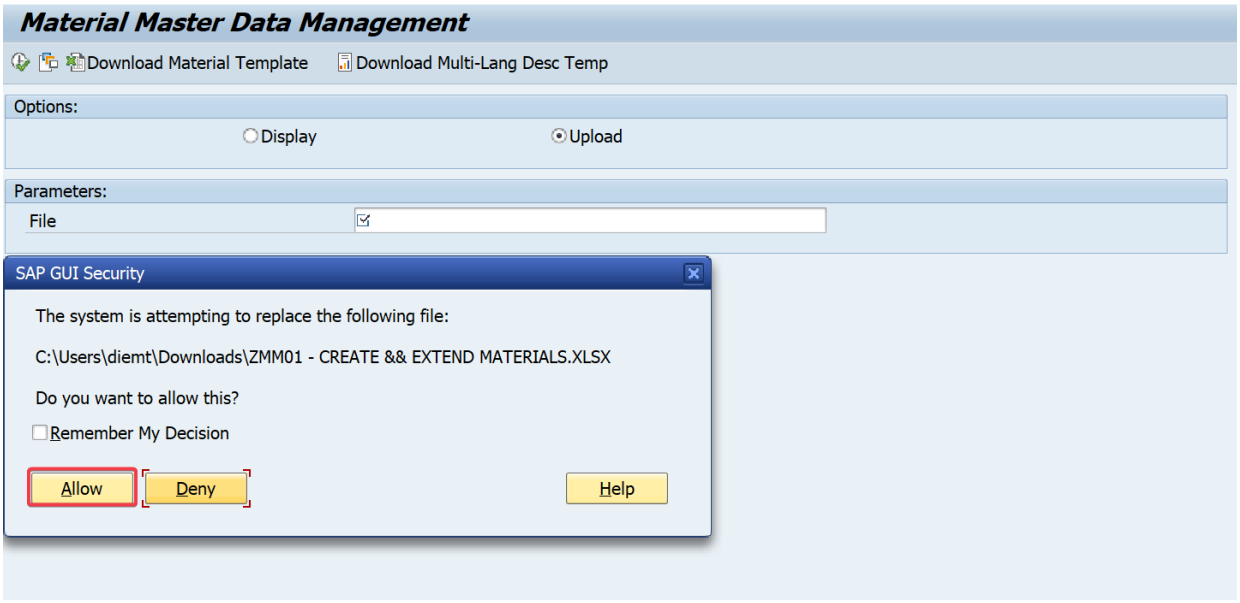
In the *Material Master Data Management* screen, select **"*Upload*"**



Click on the "***Download Excel Template***" button. 



Click on "***Save***"



Click on "***Allow***"

You will receive a message that says: Download template successfully.

Fill in the required material data for Create and Extend in the Excel template**.**

- For **Create New Material:**

No.	Field name	M/O	Description
1.	Material Number	M	Default: ######## (Alphanumeric)
2.	Industry Sector	M	Default: E
3.	Material Type	M	Default: HAWA, ZDIE
4.	Plant	O	Default: CT00, FU24, DN00
5.	Storage Location	O	Default: CT01, DN01, TG01
6.	Material Description	M	Describe material information
7.	Base unit of measure	M	The smallest basic unit to calculate
8.	Material Group	M	Default: PHONE, TABLET, LAPTOP, ZREPAIR
9.	General item category group	O	Default: NORM, LEIS
10.	Unit weight	M	Unit of measurement for weight (Trading Goods)
11.	Language Key	M	Default: EN
12.	Purchasing Group	O	Default: F00
13.	Batch Management	O	Default: X

14.	Planned Delivery Time	O	Default: Number
15.	GR Processing Time	O	Default: Number
16.	Price Determination	O	Default: 2
17.	Valuation Area	O	Default: CT00, FU24, DN00
18.	Valuation Class	O	Default: 3100
19.	Price Control	O	Default: V
20.	Price Unit	O	Default: 1
21.	Moving Price	O	Default: 000.000

- For **Extend Material**:

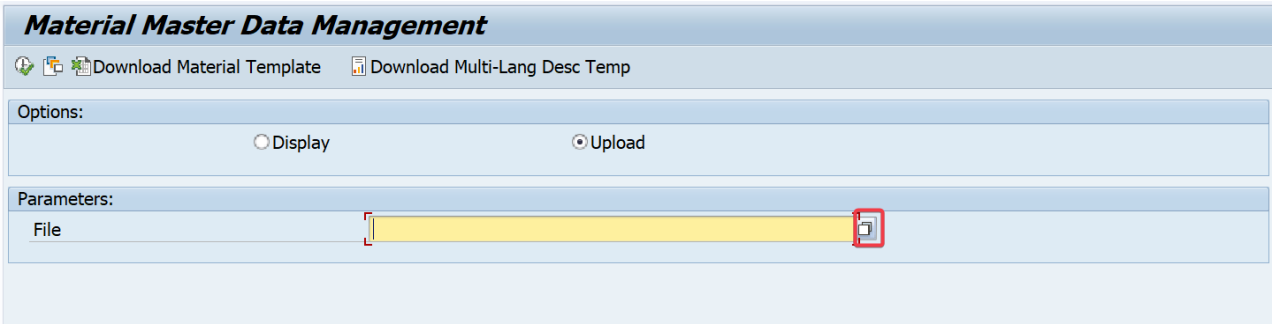
  Enter the Material Number that already exists in the system.

  "Tick" or enter ***"TRUE"*** the Extend checkbox to indicate that you want to extend the material.

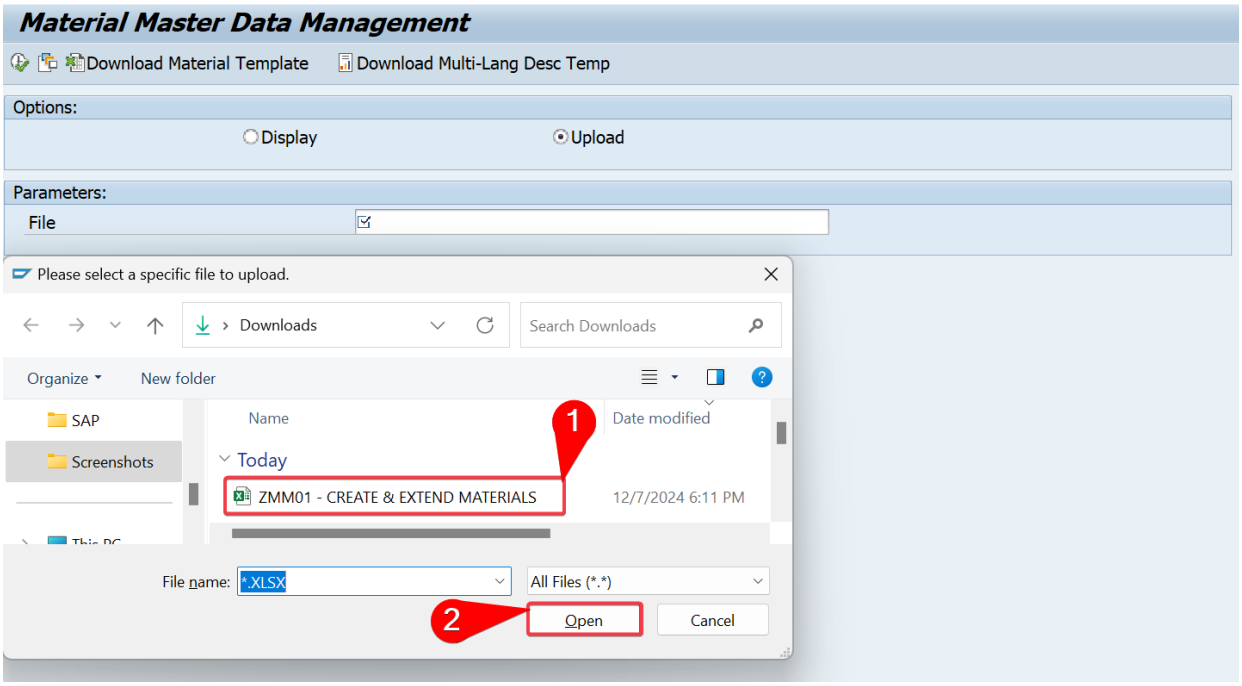
  Provide new ***"Plant, Storage Location"***, and other relevant details to extend the material to a new organizational level.

After checking and making sure that all data fields in the Excel file are valid.

Return to the *Material Master Data Management* screen, select **"*Upload*"**

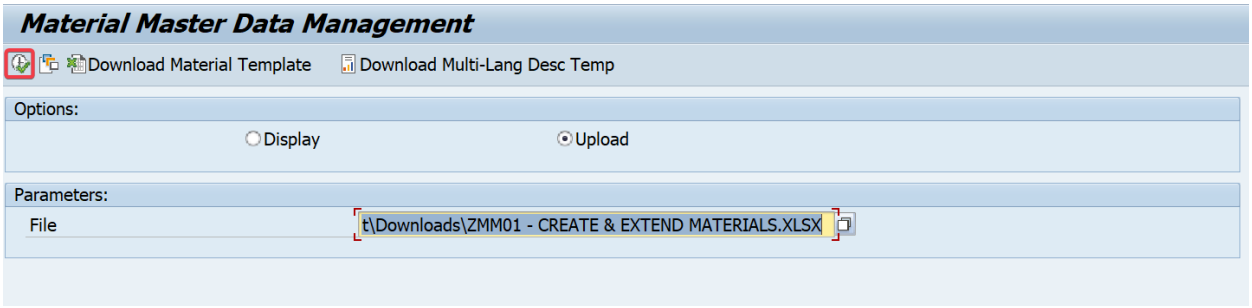


In the "***File***", click on icon to choose file from local file.



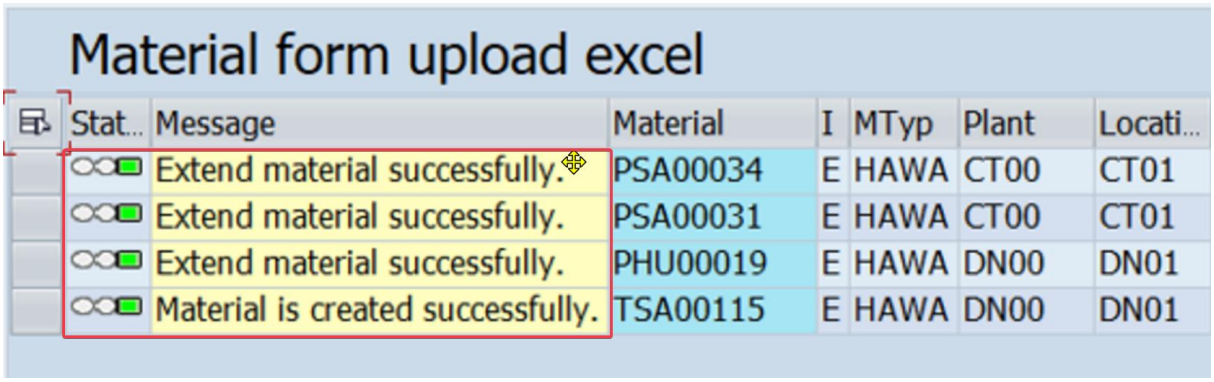
Choose "***ZMM01_CREATE AND EXTEND MATERIAL***" file.

Click on "***Open***"



Click "**Execute (F8)**" to extend the material.

You will receive a message that says:



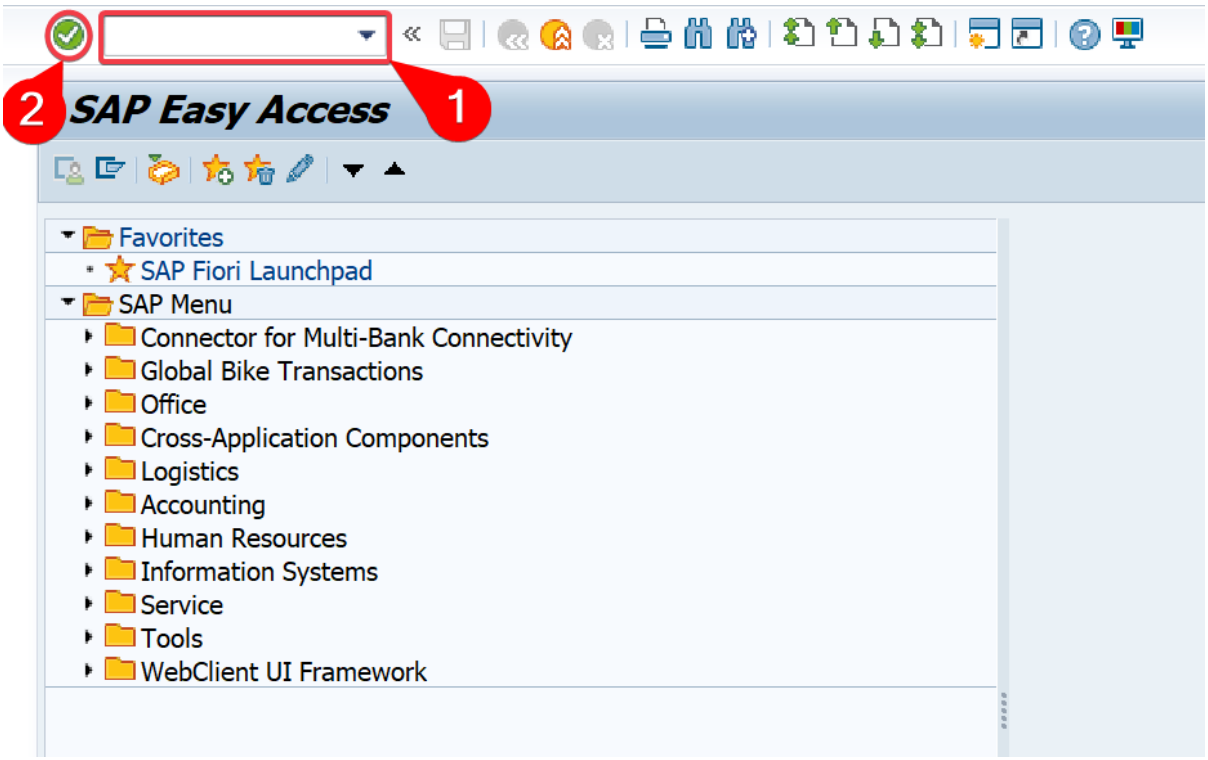
- For **Create New Material:** Material is created successfully. and the status column will turn green:

- For **Extend Material**: Extend material successfully. and the status column will turn green:

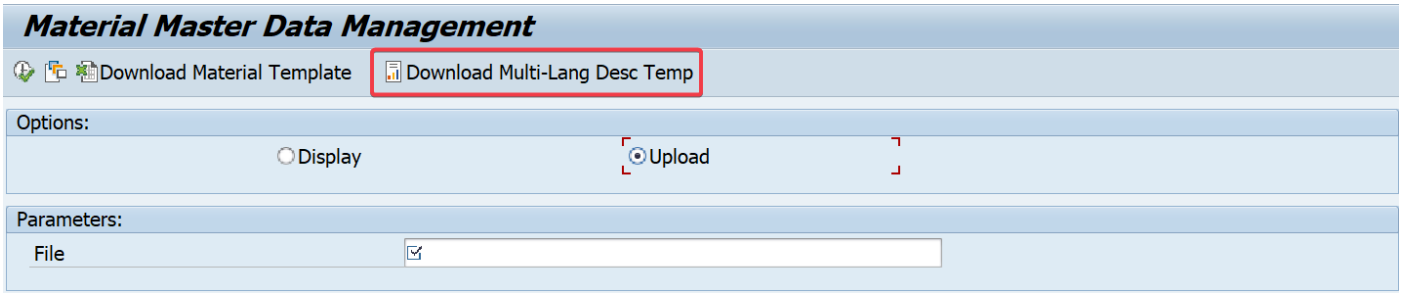
Click on to return to the SAP Easy Access screen.

5. 2.2.2.5 Create Material Description for Multi-language

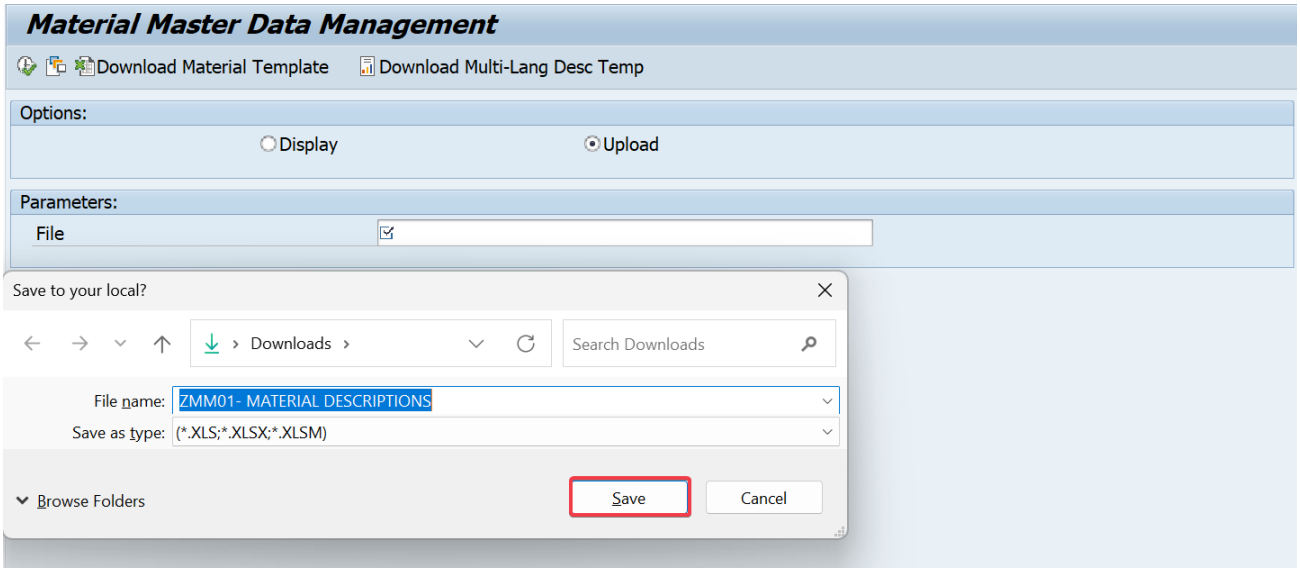
In the SAP Easy Access screen, enter the transaction code ***ZMM01*** and press ***Enter***



In the *Material Master Data Management* screen, select **"*Upload*"**

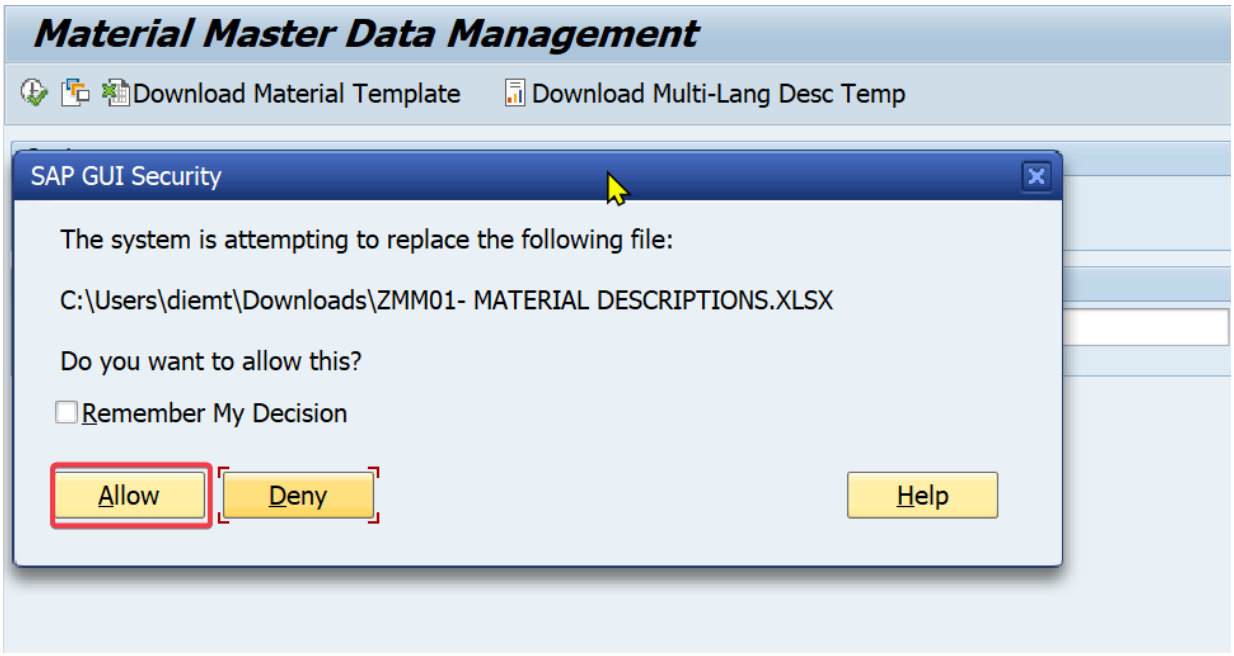


Click on the "***Download Multi-Lang Desc Temp*** " button Download Multi-Lang Desc Temp



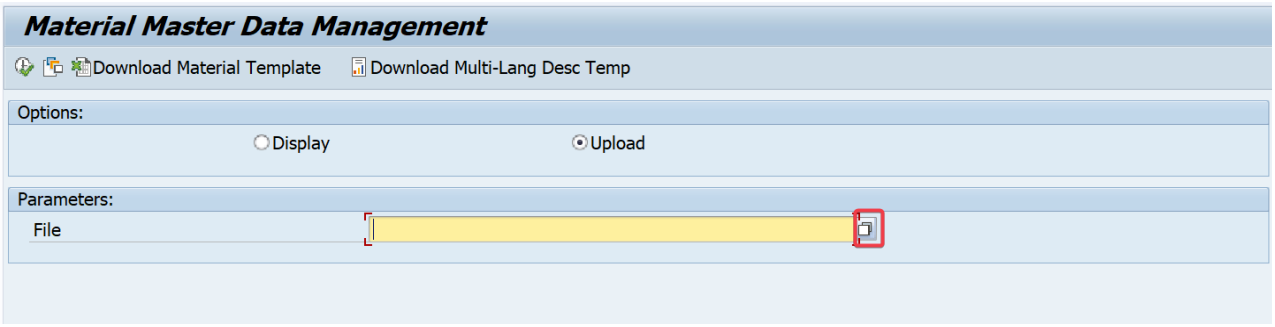
Click ***"ZMM01-MATERIAL DESCRIPTIONS"*** file

Click on "***Save***"

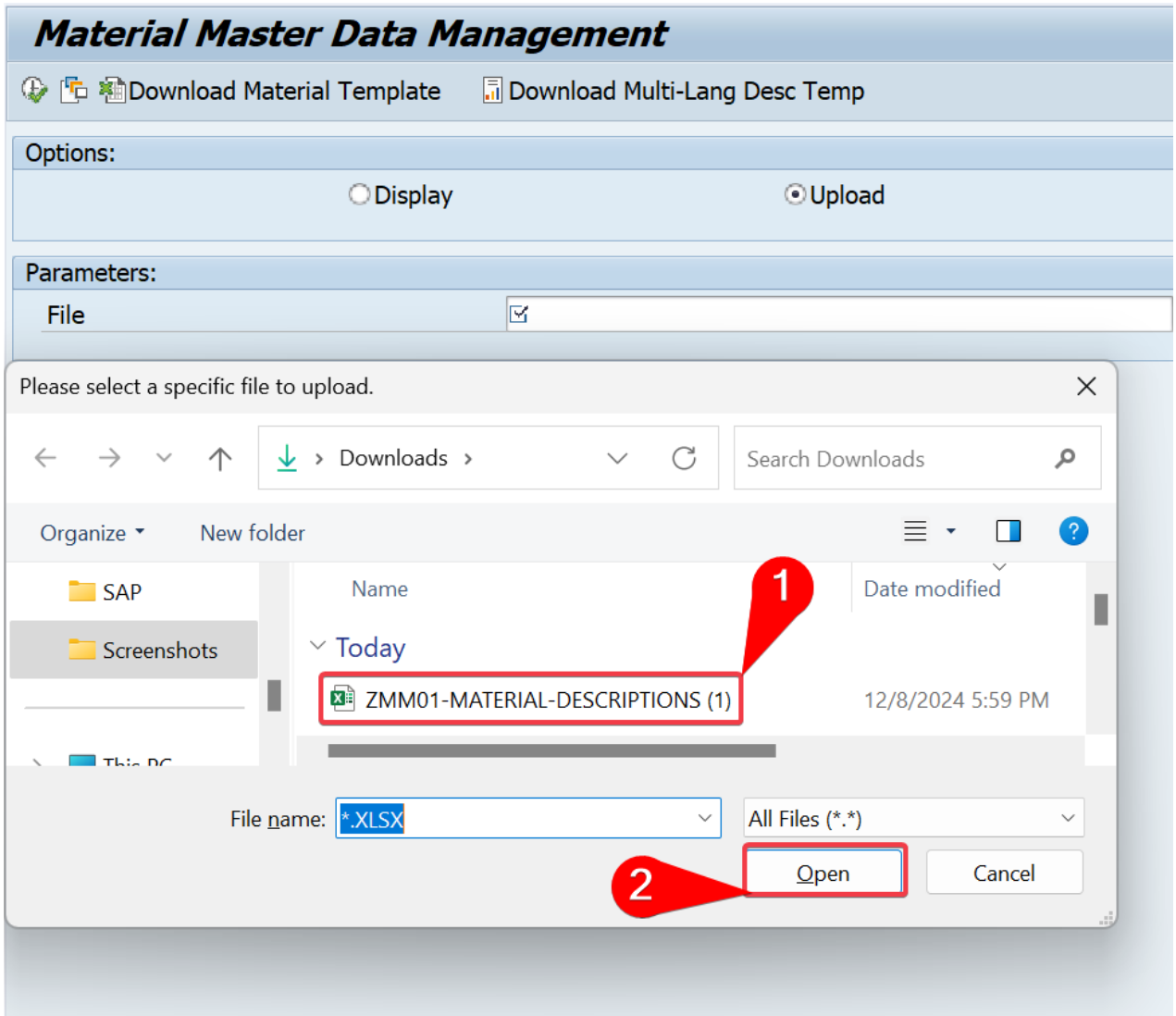


Click on "***Allow***"

You will receive a message that says: Download template successfully.

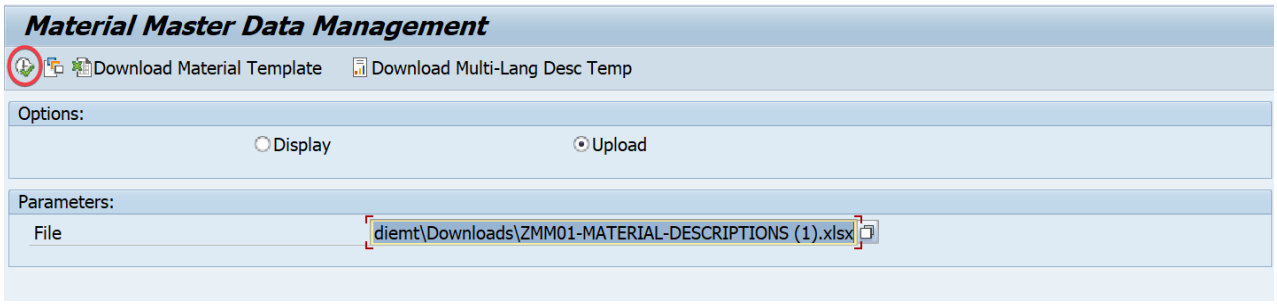


In *file* screen, click

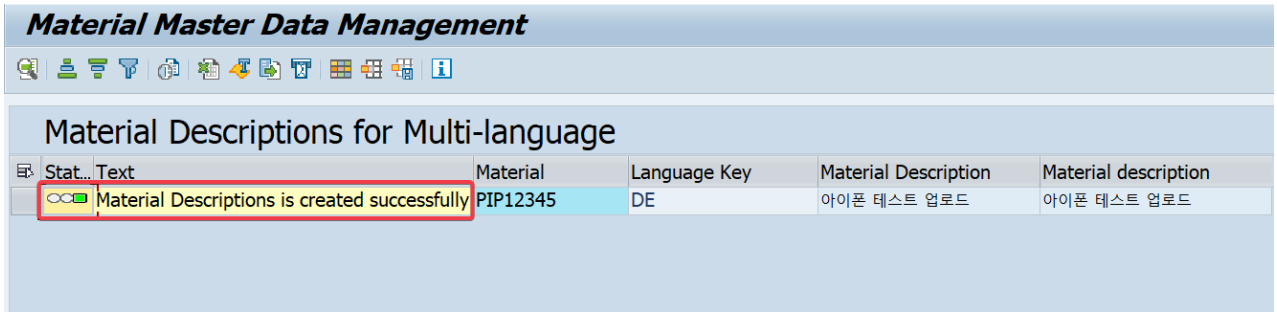


Choose "***ZMM01-MATERIAL-DESCRIPTION***" file

Click on "***Open***"



Click on "***Execute***"



You will receive a message that says: Material Descriptions is created successfully with status green

Click on to return to the SAP Easy Access screen

2.3 Display Flow

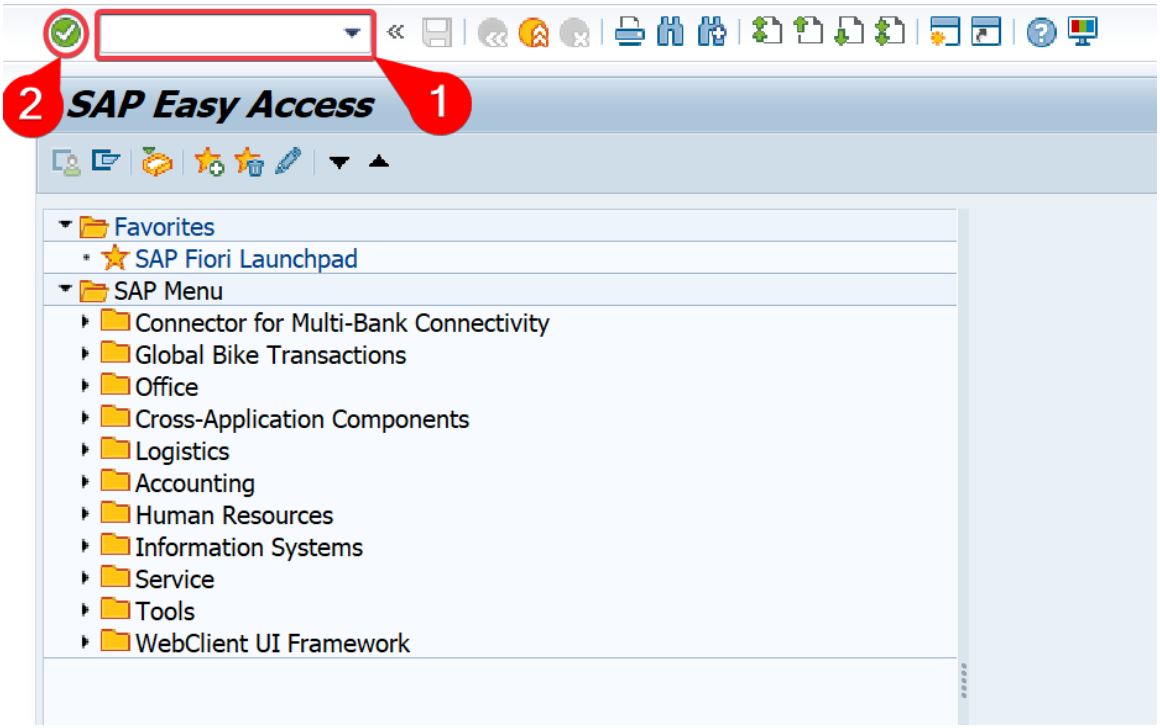
2.3.1 Transaction code

T-code	Description
ZMM01	Material Master Data Management

2.3.2 Detail implementation

6. 2.3.2.1 Display ALV

Enter T-code "***ZMM01***" into the Transaction box.



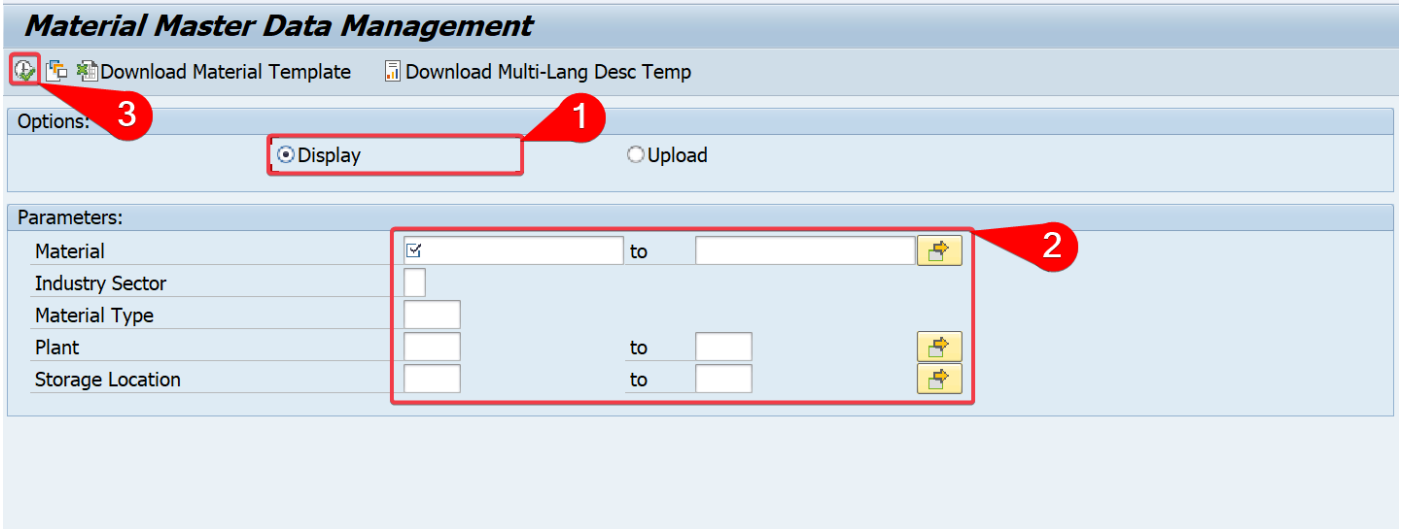
Click on "***Execute***"

Press **"*Enter*"**

In the *Material Master Data Management* screen, select **"*Display*"**

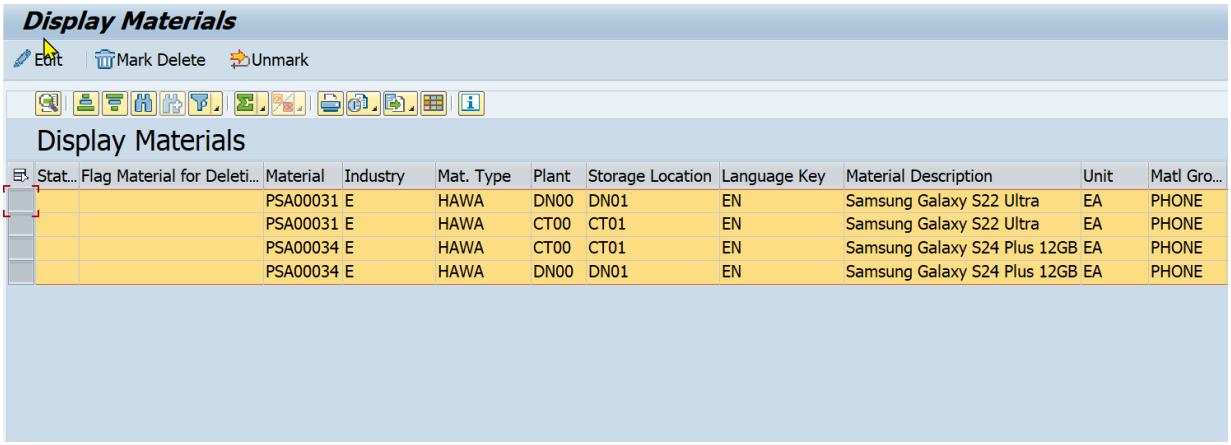
In the *Parameters* screen, if you want to be specific and limit the *Material and Plant*, you can enter the full information of the parameters

Field	M/O	Data Value		Data Value
Material	M	######## (PSA00031)	to	######## (PSA00034)
Industry Sector	O	Default: E		
Material Type	O	Default:HAWA, ZDIE		
Plant	O	Default: CT00, DN00, FU24	to	Default: CT00, DN00, FU24
Storage Location	O	Default: CT01, TG01, DN01	to	Default: CT01, TG01, DN01



Click "***Execute***"

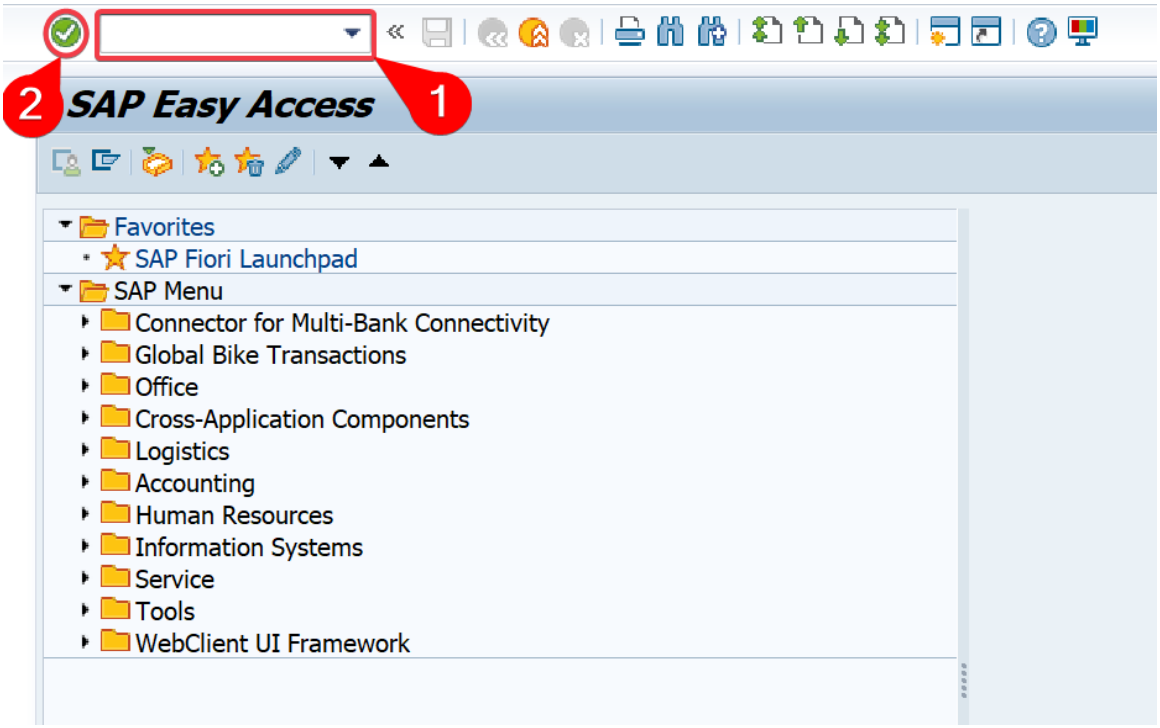
In Display Materials screen, the system displays material information



Click on to return to the *Display screen.*

7. 2.3.2.2 Delete line Material data

Enter T-code "***ZMM01***" into the Transaction box

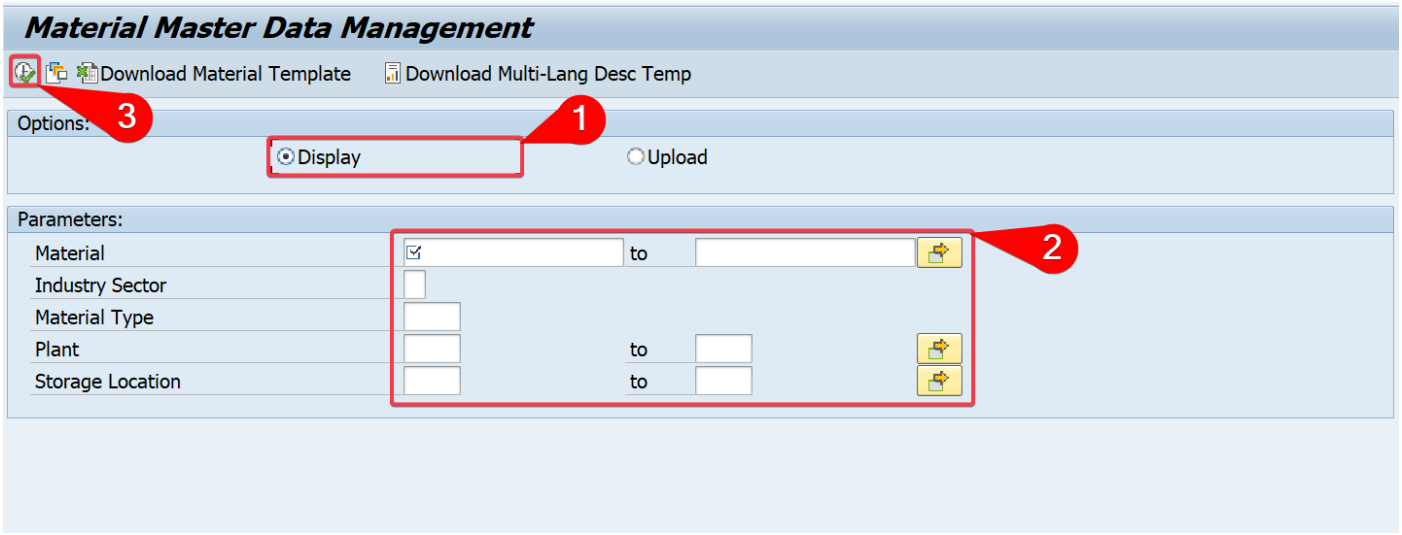


Click ***Execute (Enter)***

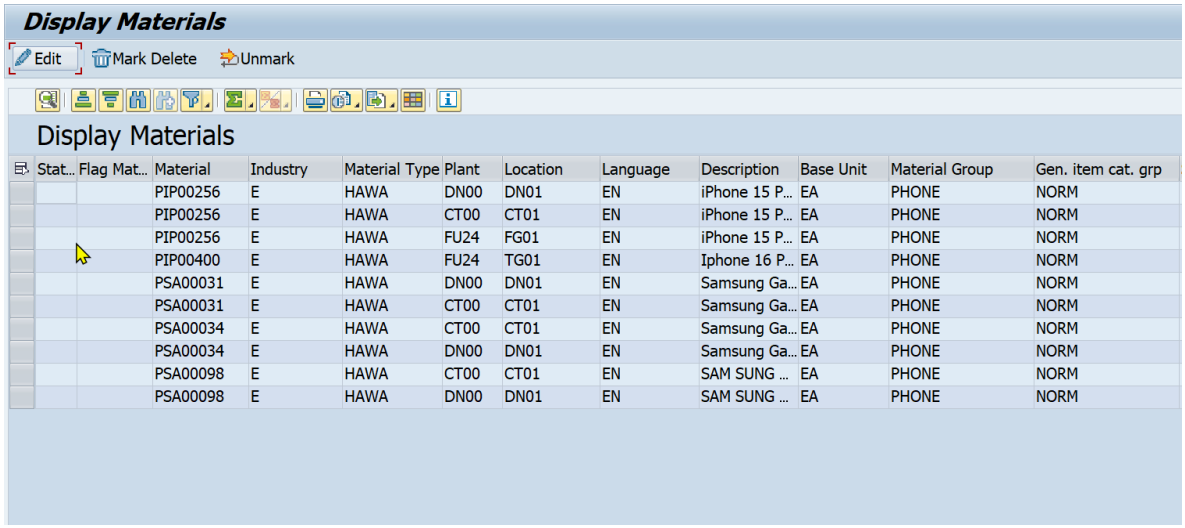
In the *Material Master Data Management* screen, select **"*Display*"**

In the ***Parameters***, enter the following informations:

Field	M/O	Data Value		Data Value
Material (M)	M	######## (PIP00256)	to	######## (PSA00098)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA, ZDIE		
Plant	O	Default: CT00, DN00, FU24	to	Default: CT00, DN00, FU24
Storage Location	O	Default: CT01, DN01, TG01	to	Default: CT01, DN01, TG01

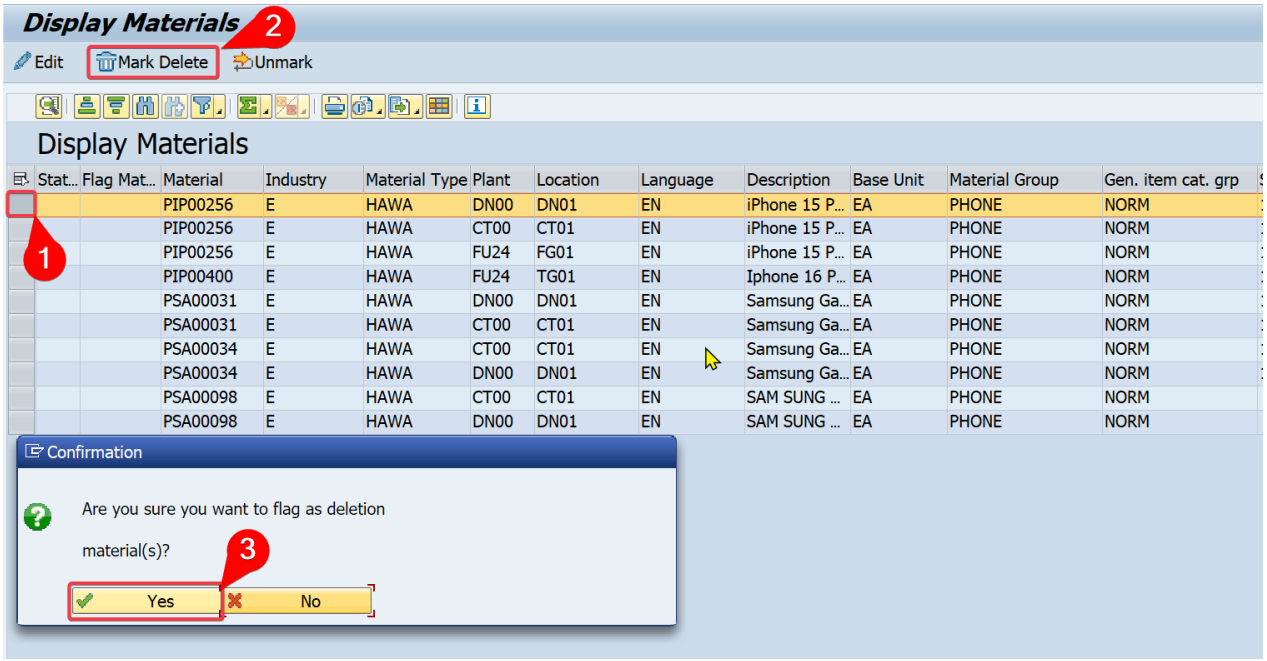


Click ***Execute***



Stat...	Flag Mat...	Material	Industry	Material Type	Plant	Location	Language	Description	Base Unit	Material Group	Gen. item cat. grp
		PIP00256	E	HAWA	DN00	DN01	EN	iPhone 15 P...	EA	PHONE	NORM
		PIP00256	E	HAWA	CT00	CT01	EN	iPhone 15 P...	EA	PHONE	NORM
		PIP00256	E	HAWA	FU24	FG01	EN	iPhone 15 P...	EA	PHONE	NORM
		PIP00400	E	HAWA	FU24	TG01	EN	Iphone 16 P...	EA	PHONE	NORM
		PSA00031	E	HAWA	DN00	DN01	EN	Samsung Ga...	EA	PHONE	NORM
		PSA00031	E	HAWA	CT00	CT01	EN	Samsung Ga...	EA	PHONE	NORM
		PSA00034	E	HAWA	CT00	CT01	EN	Samsung Ga...	EA	PHONE	NORM
		PSA00034	E	HAWA	DN00	DN01	EN	Samsung Ga...	EA	PHONE	NORM
		PSA00098	E	HAWA	CT00	CT01	EN	SAM SUNG ...	EA	PHONE	NORM
		PSA00098	E	HAWA	DN00	DN01	EN	SAM SUNG ...	EA	PHONE	NORM

If delete one *Material*, select one line *Material data to Mark Delete.*

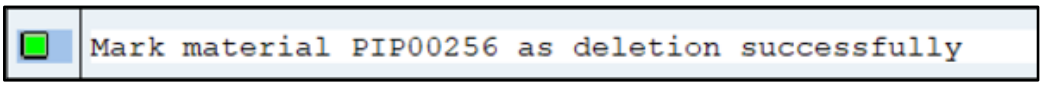


Select line *Material:* ***PIP00256*** *- Plant:* ***DN00****.*

Click Mark Delete

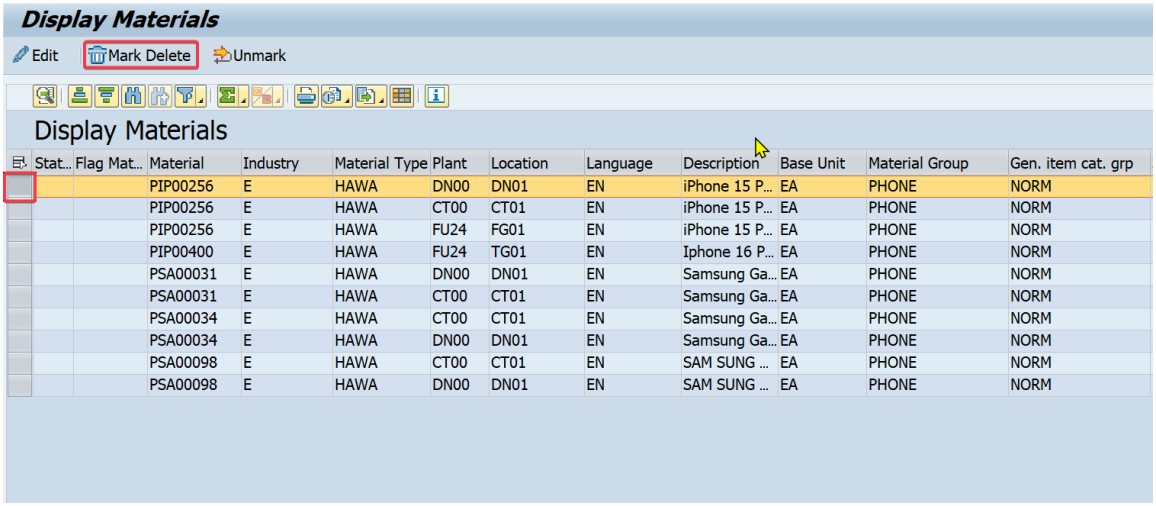
Click Yes

You will receive message that says:



Click

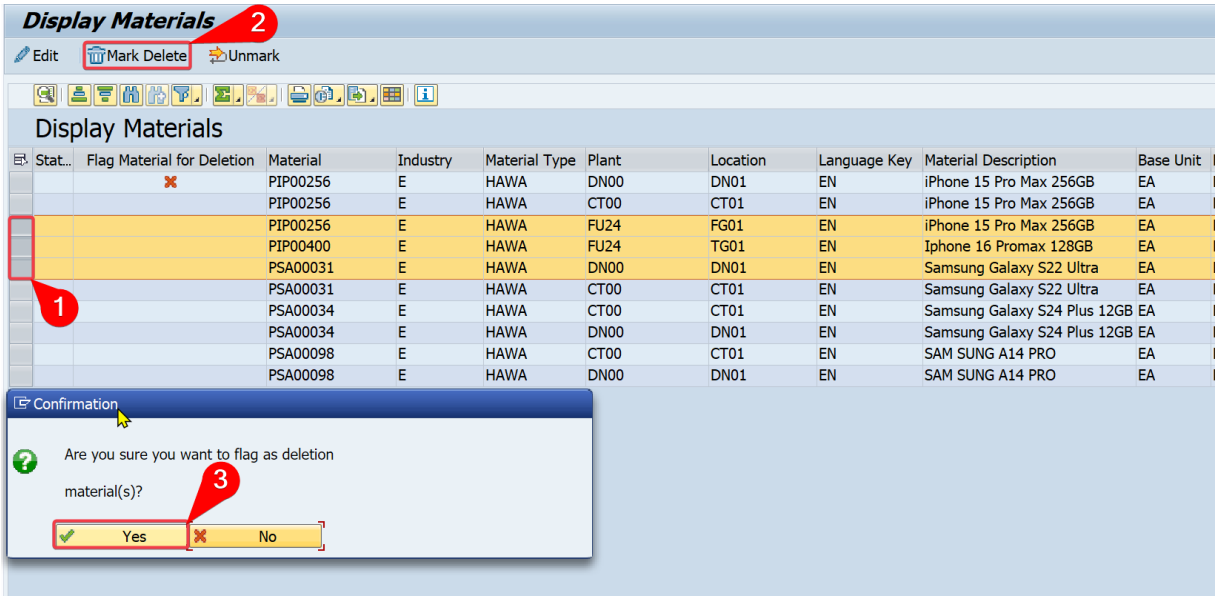
The result is status *displays green* square and marked with in the *Flag for Delete Material column.*

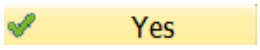


If you want to delete *multiple lines Material*, you need to select *multiple lines Material data to Mark Delete.*

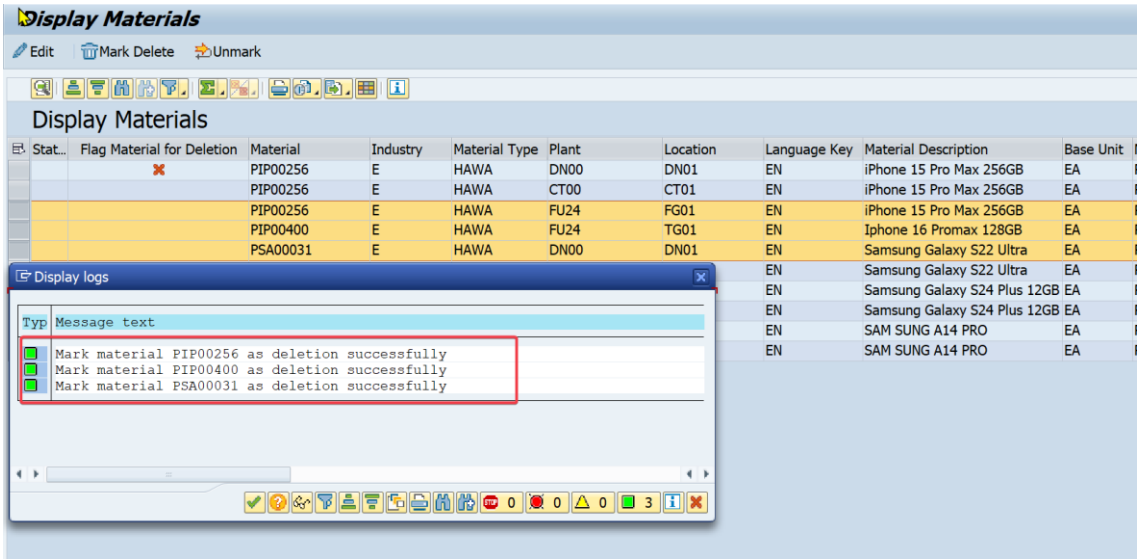
Hold "***Ctrl"*** to select line *Material:* ***PIP00256*** - *Plant* ***FU24*** and line *Material:* ***PSA00031*** - *Plant:* ***DN00***

Click



Click 

You receive the message that says:



Click

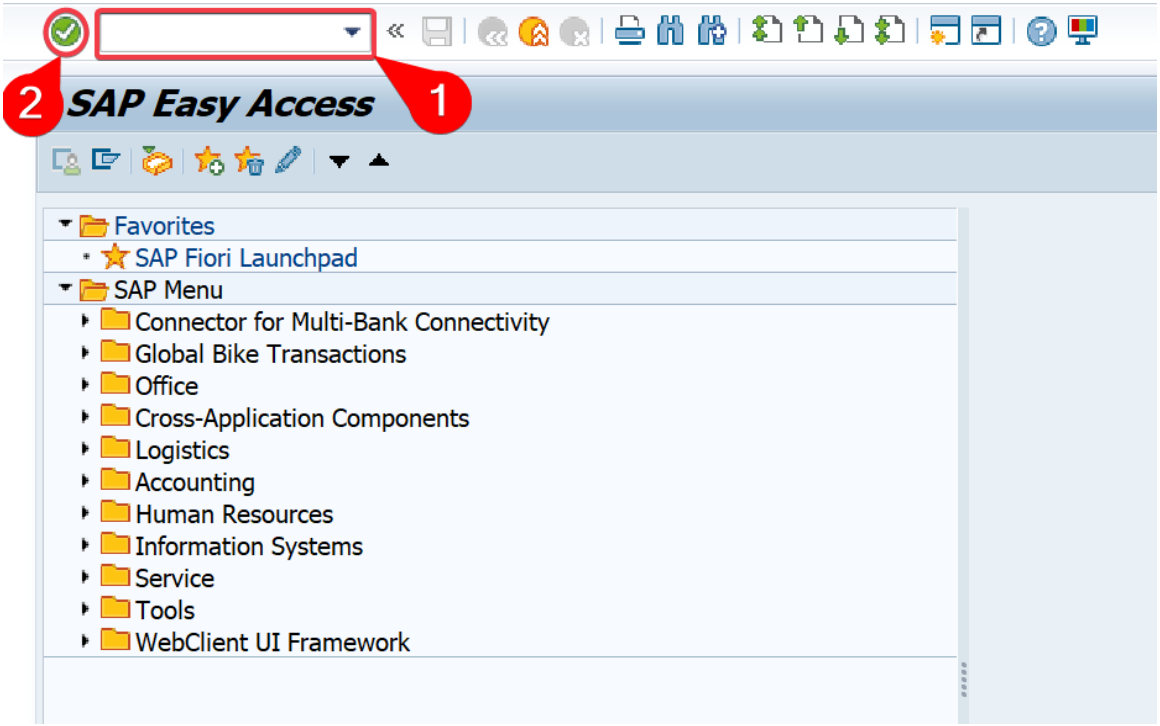
The result is status *displays green* square and marked with in the *Flag for Delete Material column*

Click on to return *Display screen*

Click on to return to the *SAP Easy Access* screen.

8. 2.3.2.3 Undelete line Material data

Enter T-code "***ZMM01***" into the Transaction box



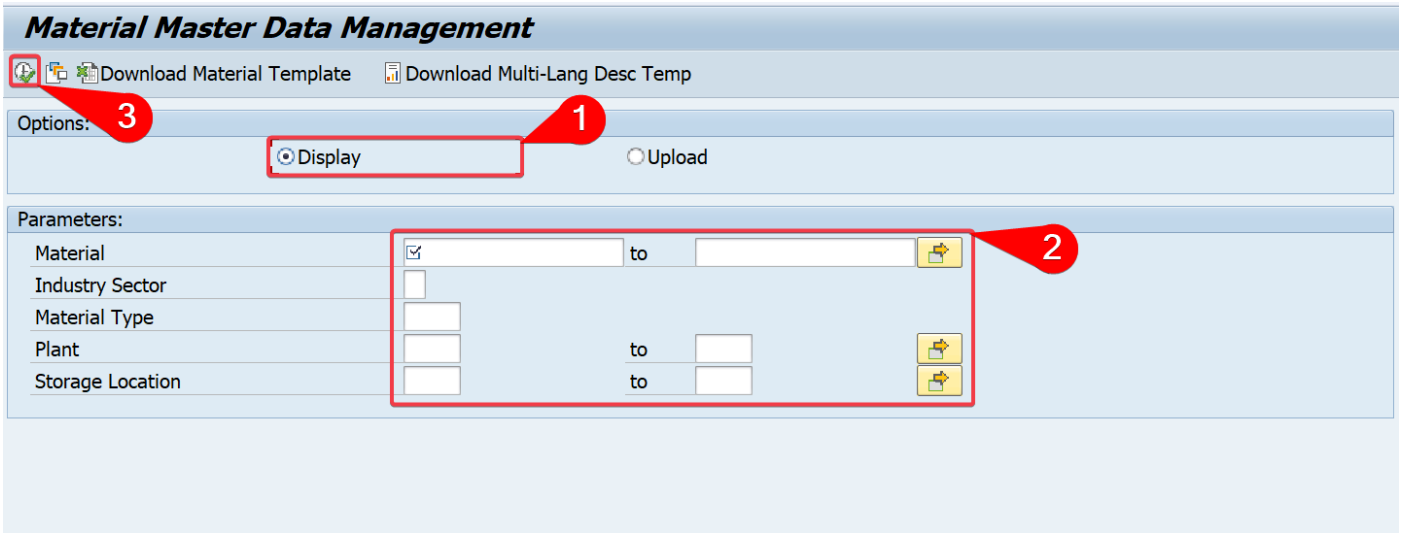
Click ***Execute (Enter)***

In the *Material Master Data Management* screen, select **"*Display*"**

In the *Parameters,* enter the following informations:

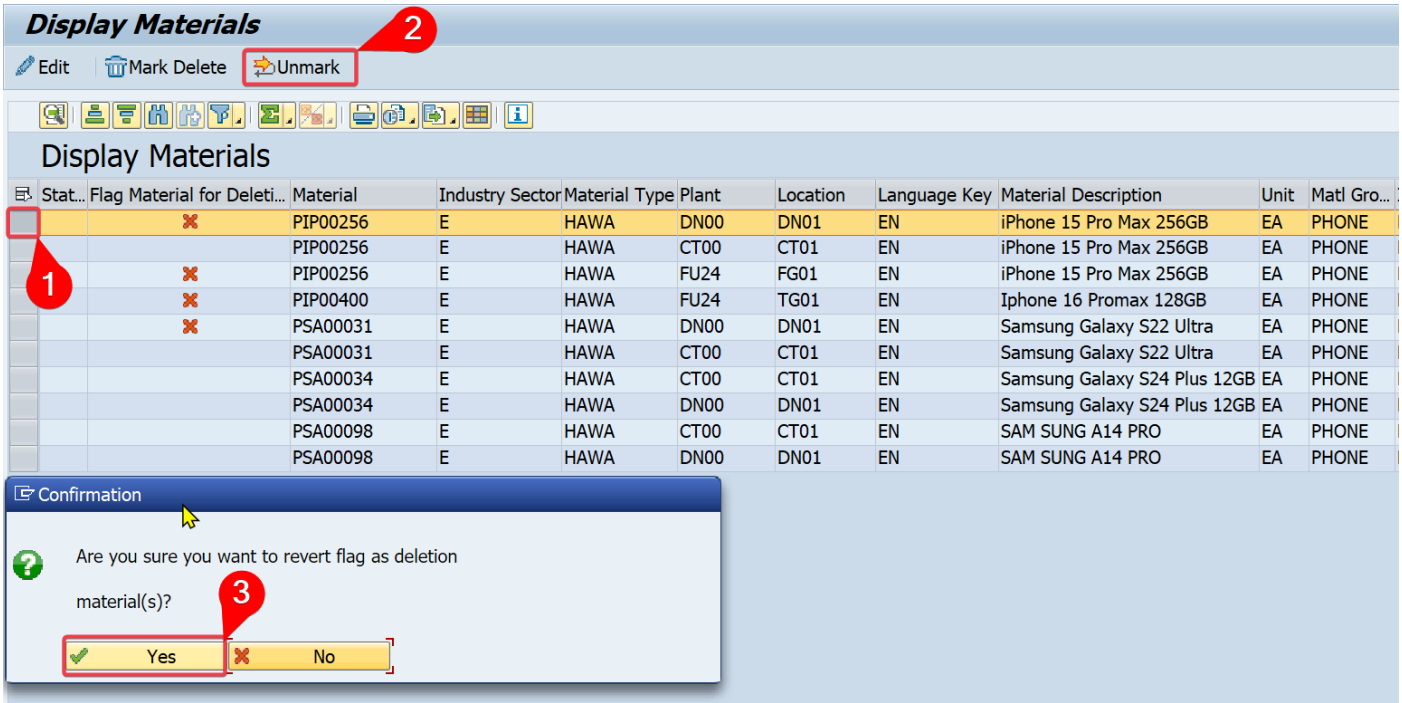
Field	M/O	Data Value		Data Value
Material	M	######## (PIP00256)	to	######## (PSA00098)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA, ZDIE		

Plant	O	Default: CT00, DN00, FU24	to	Default: CT00, DN00, FU24
Storage Location	O	Default:CT01, TG01, DN01	to	Default:CT01, TG01, DN01



Click ***Execute***

If you want to *Undelete one Material*, select one line *Material data to Unmark*.

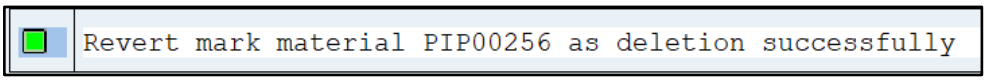


Select line *Material:* ***PIP00256*** *- Plant:* ***DN00***.

Click Unmark

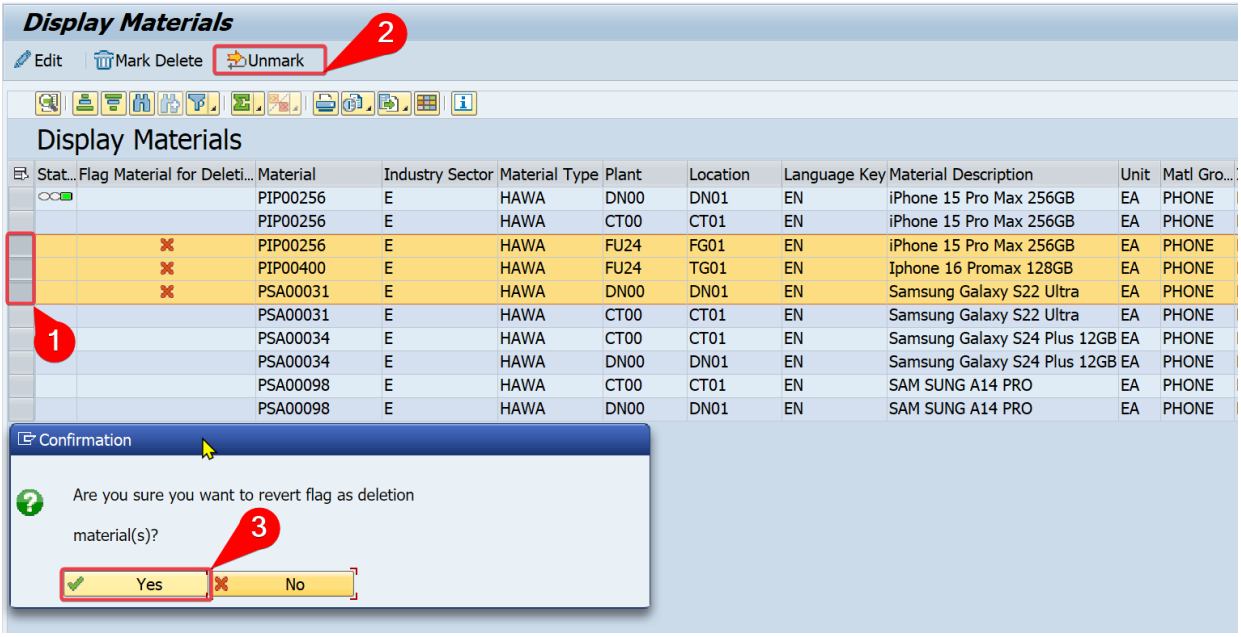
Click Yes

You will receive the message that says:



Click . The result is status *displays green square* and *remove* in the *Flag for Delete Material column.*

If you want to *Undelete multiple Materials*, you need to select *multiple lines Material data to Unmark*.

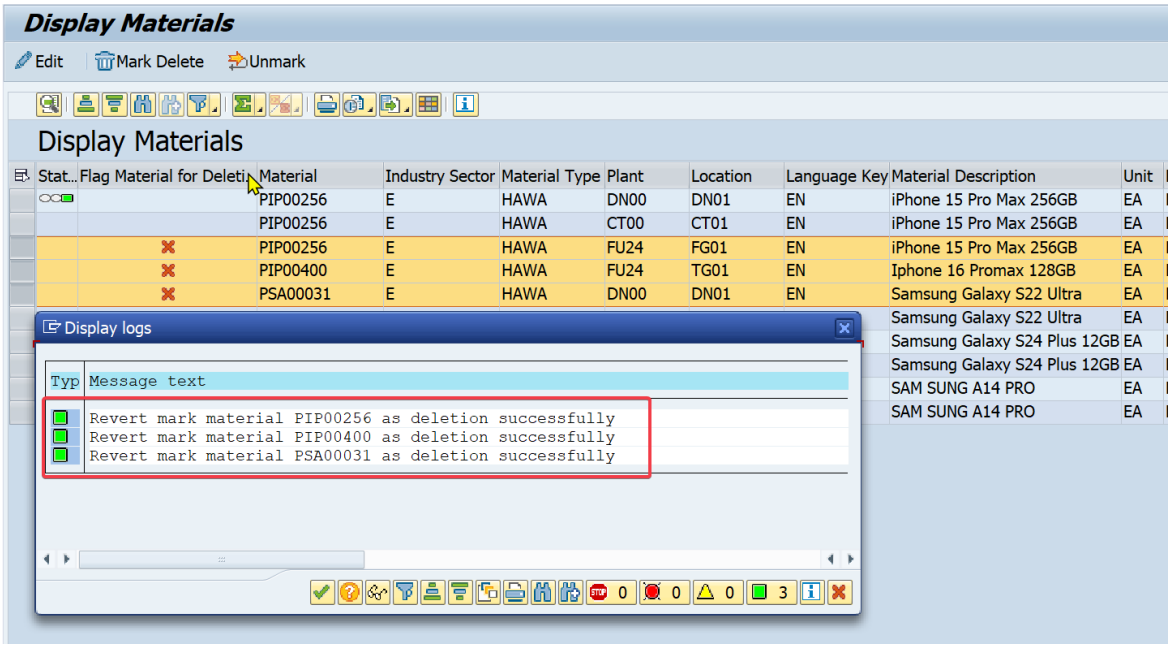


Hold "***Ctrl"*** to select line *Material:* ***PIP000256*** - *Plant* ***FU24*** and line *Material:* ***PSA00031*** - *Plant:* ***DN00***

Click Unmark

Click Yes

You will receive the message that says:

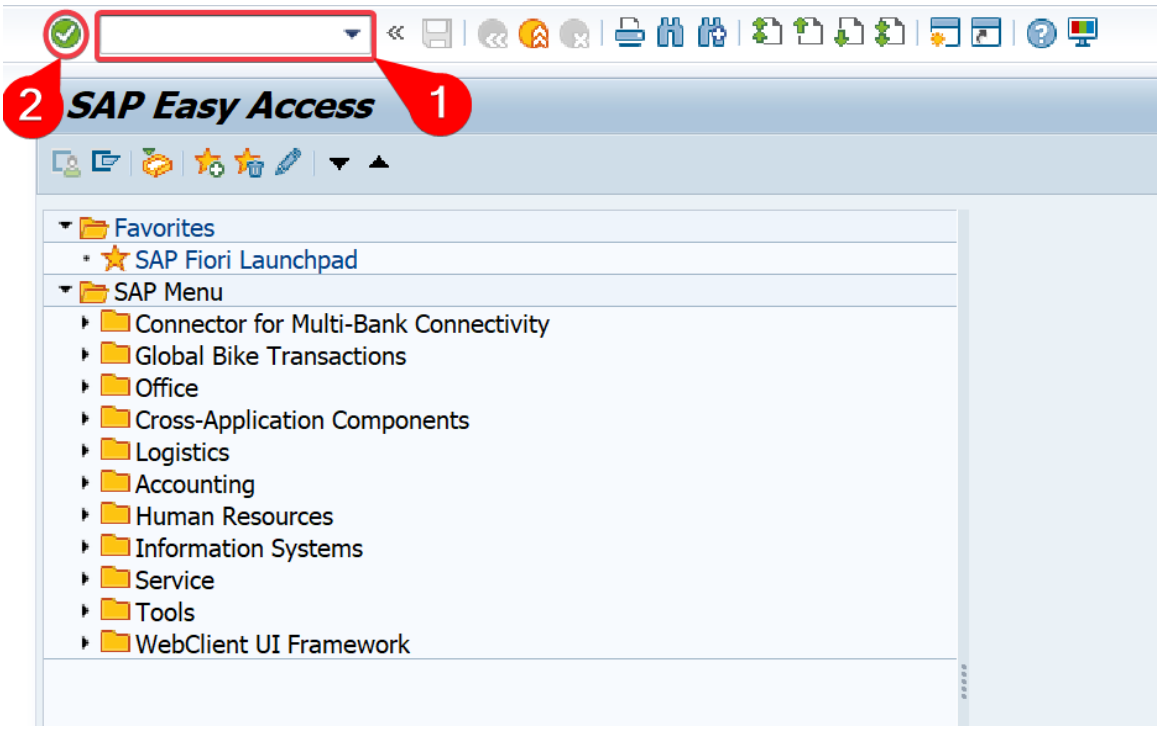


Click . The result is status *displays green square* and remove in the *Flag Delete Material column*

Click on to return *Display screen* and can click on to return to the ***SAP Easy Access*** *screen*.

9. 2.3.2.4 No edit data

Enter T-code "***ZMM01***" into the Transaction box

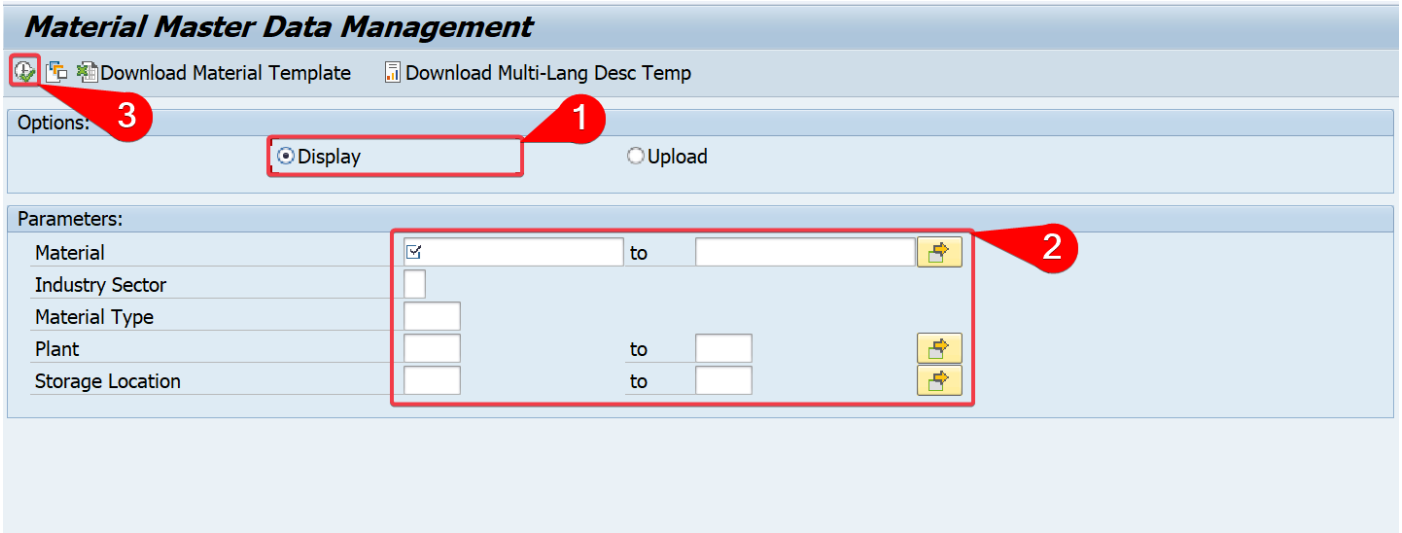


Click ***Execute (Enter)*** or **press Enter**

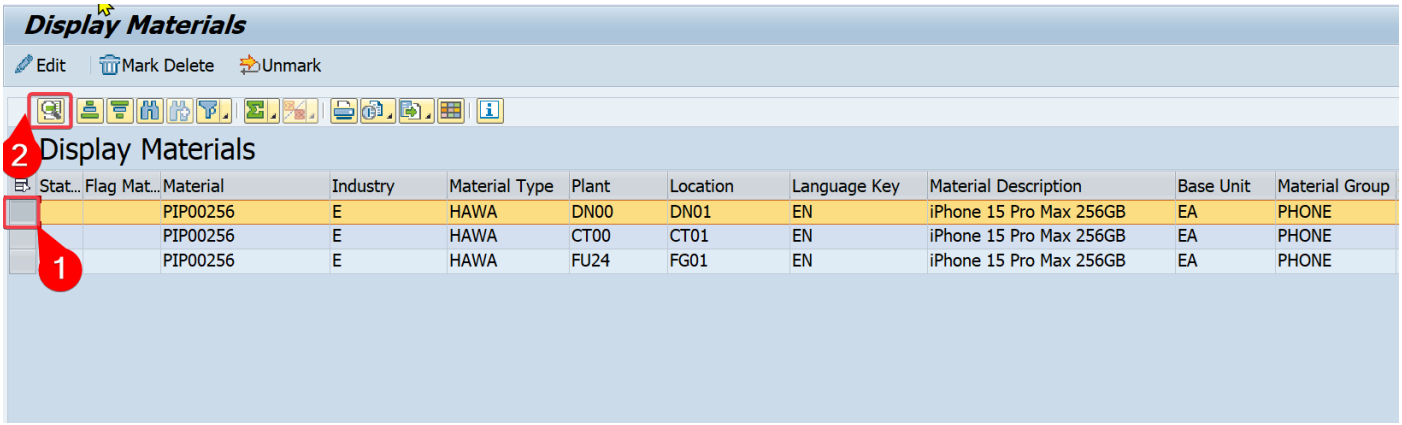
In the *Material Master Data Management* screen, select **"*Display*"**

In the *Parameters*, enter the informations:

Field	M/O	Data value		Data value
Material	M	######## (PIP00256)	to	######## (PSA00098)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA, ZDIE		
Plant	O	Default: CT00, DN00, FU24	to	Default: CT00, DN00, FU24
Storage Location	O	Default: CT0, TG01, DN01	to	Default: CT0, TG01, DN01

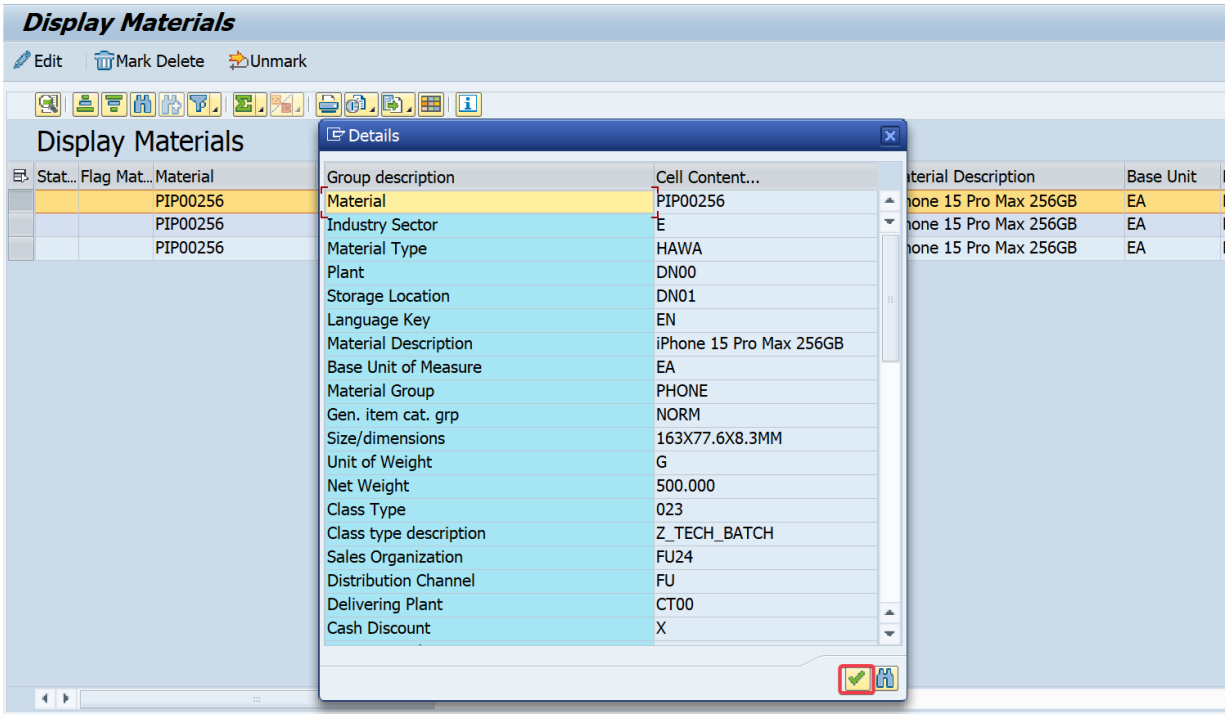


Click ***Execute*** to show ***Display Materials*** screen



Select line *Material:* ***PIP00256*** *- Plant:* ***CT00****.*

Click to show data details.



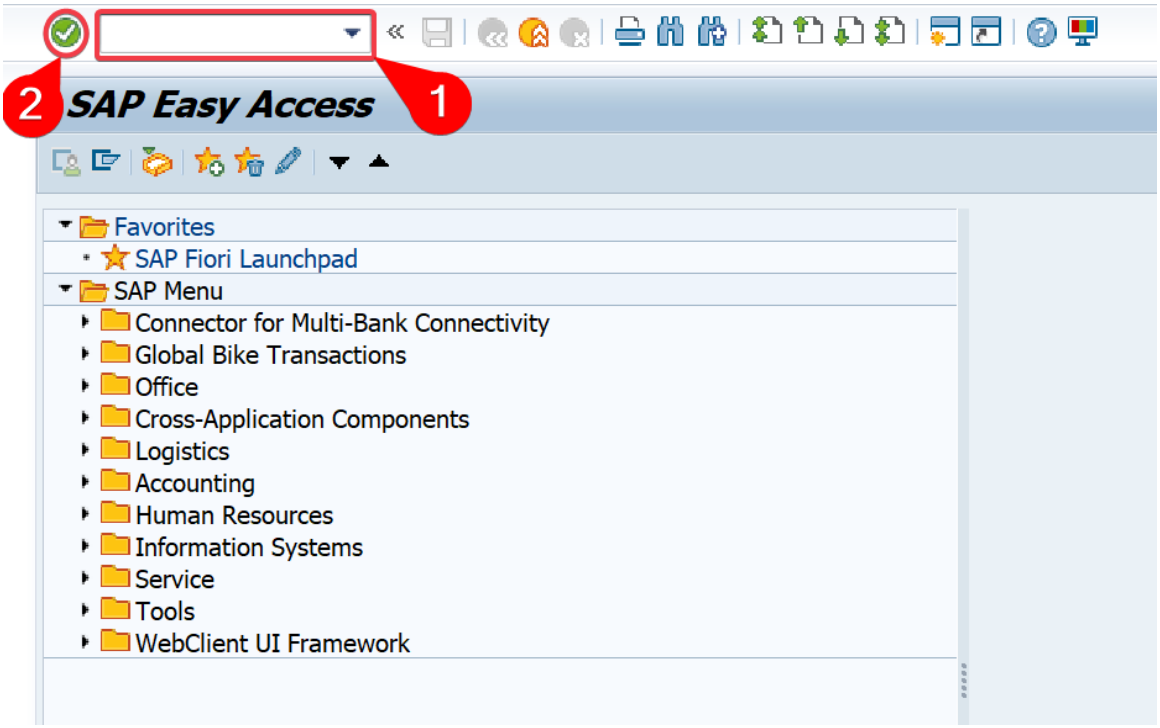
Click

Click on to return *Display screen*

Click on to return to the *SAP Easy Access screen.*

10. 2.3.2.5 Edit 1 line Material with 1 field

Enter T-code "**ZMM01**" into the Transaction box

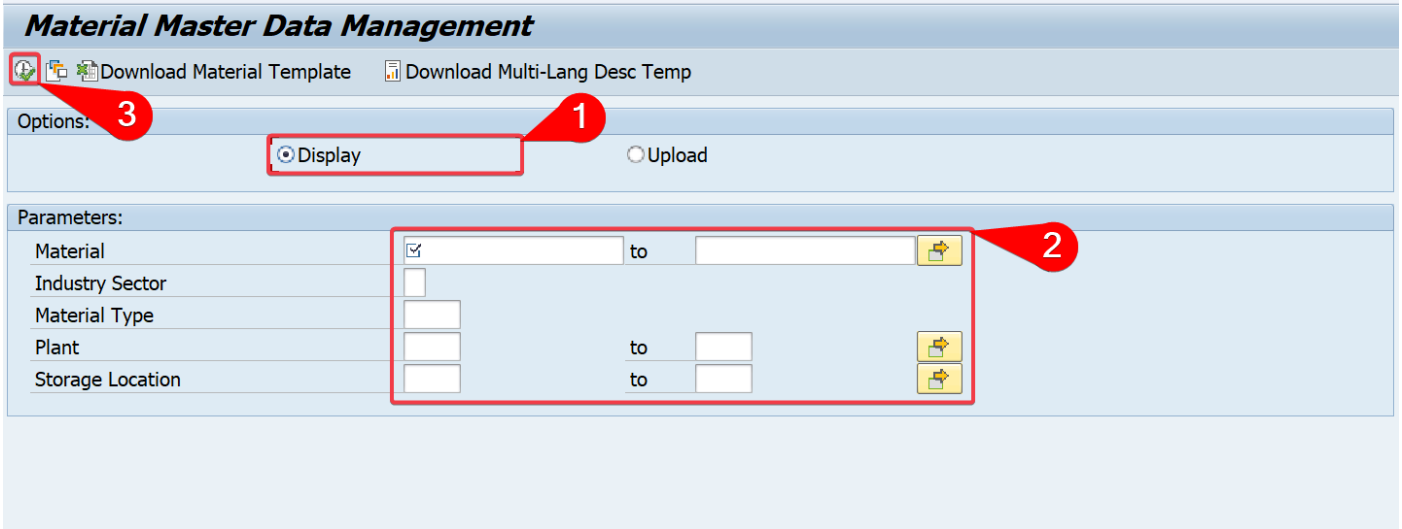


Click ***Execute (Enter)***

In the *Material Master Data Management* screen, select **"*Display*"**

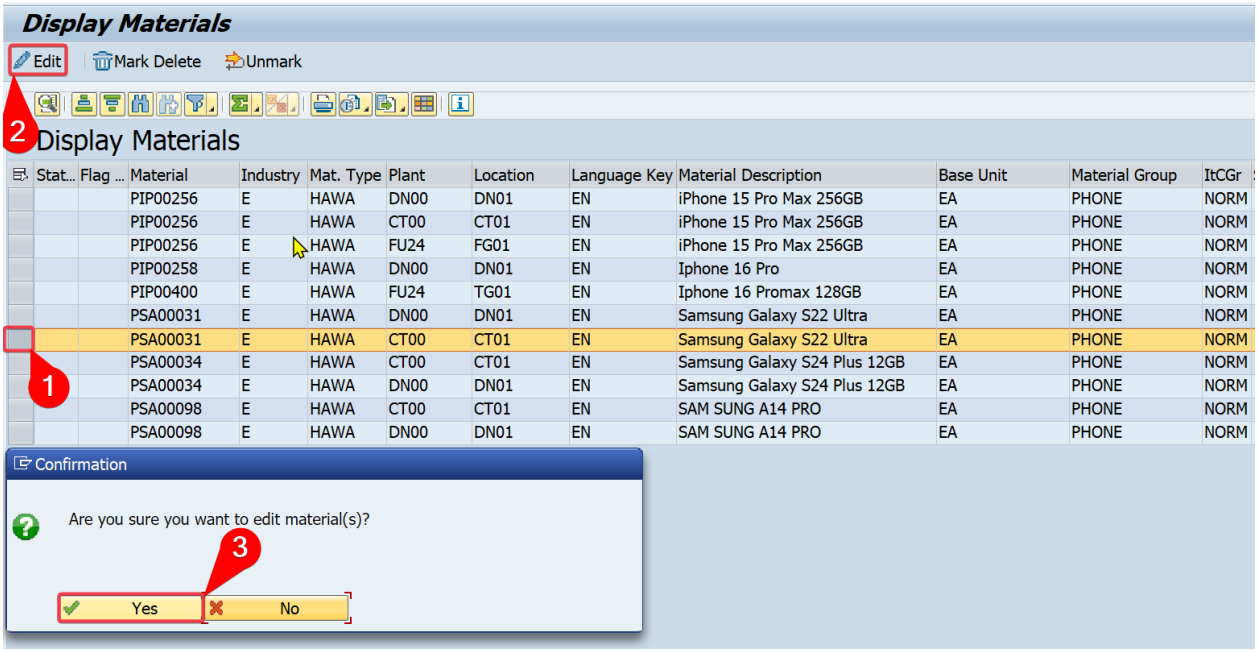
In the *Parameters screen*, enter the following information:

Field	M/O	Data Value		Data Value
Material	M	######## (PIP00256)	to	######## (PSA00098)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA, ZDIE		
Plant	O	Default: CT00, FU24, DN00	to	Default: CT00, FU24, DN00
Storage Location	O	Default: CT01, TG01, DN01	to	Default: CT01, TG01, DN01



Click ***Execute***

Select line *Material:* ***PSA00031*** *- Plant:* ***CT00***

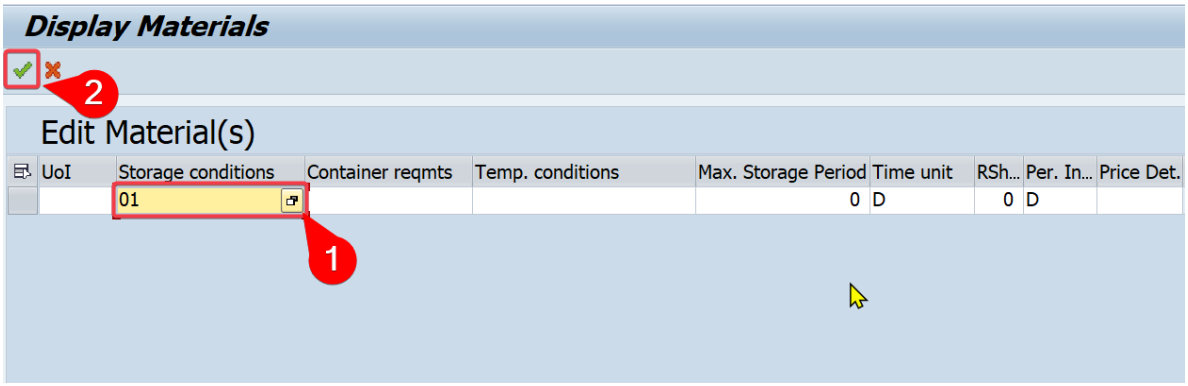


Click Edit

Click Yes

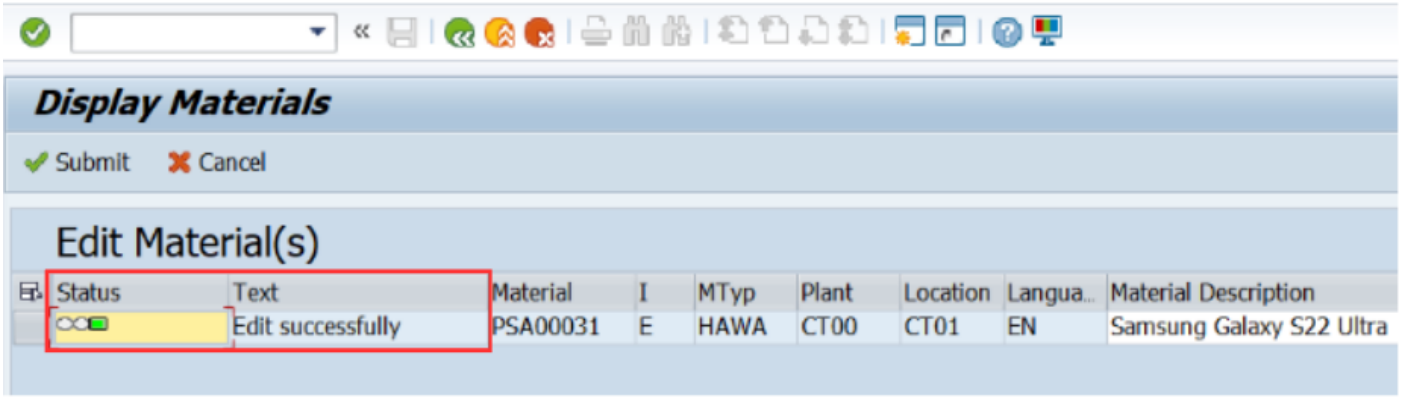
Edit field ***Time Unit***

Field	Description
Storage Conditions	01



Click

The result displays Message text Edit successfully and status shows



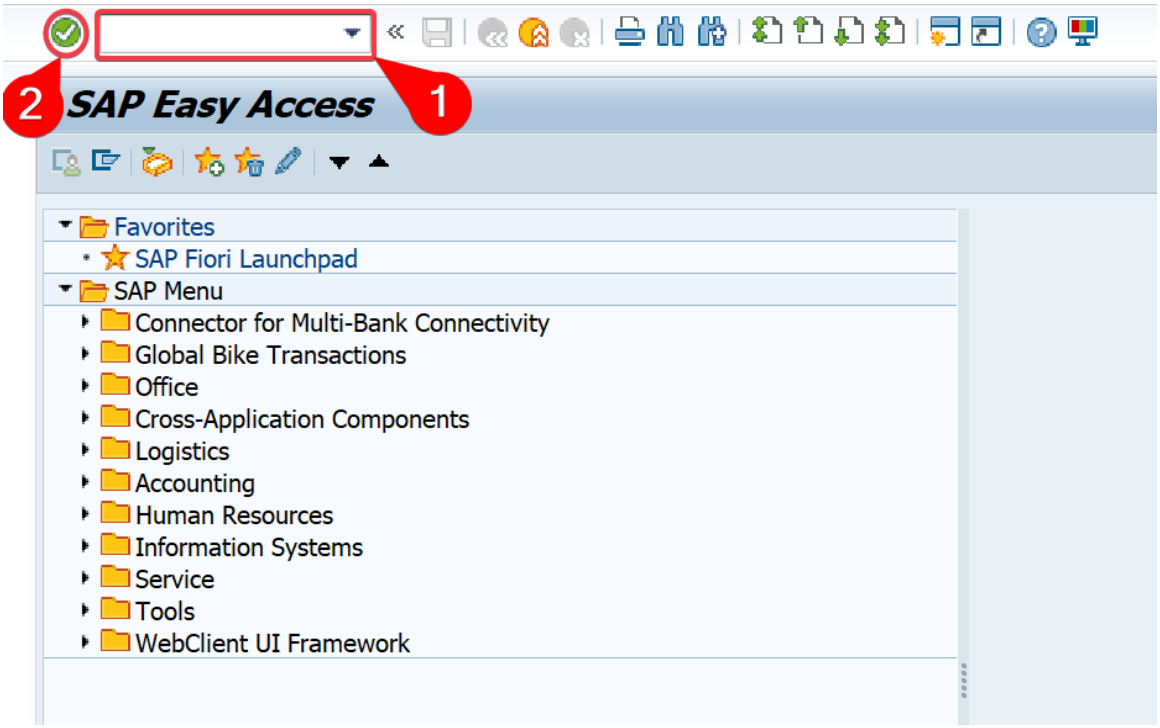
Click to go back to the *Display Materials screen.*

Click on to return *Display screen*

Click on to return to the *SAP Easy Access screen.*

11. 2.3.2.6 Edit 1 line Material with multiple fields

Enter T-code "***ZMM01***" into the Transaction box

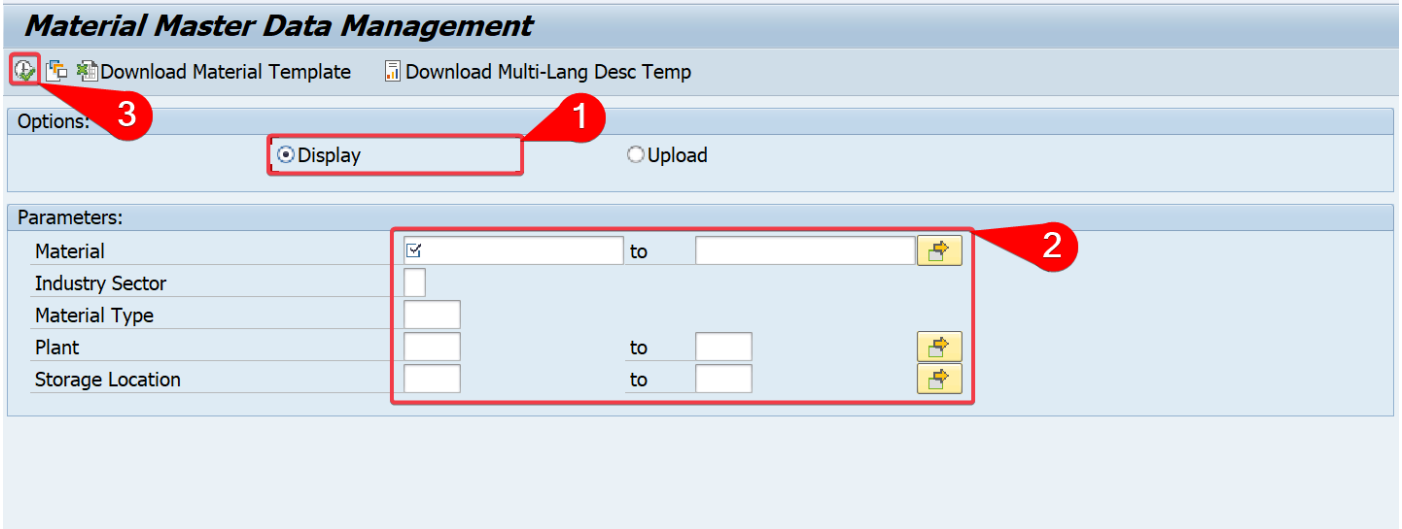


Click ***Execute (Enter)***

In the *Material Master Data Management screen*, select **"*Display*"**

In the *Parameters screen*, enter the following information:

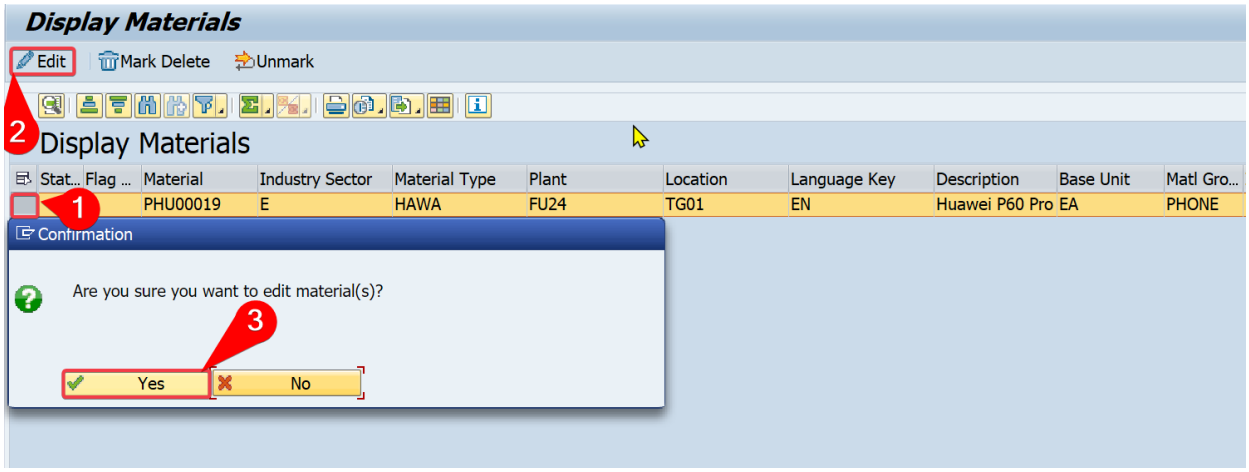
Field	M/O	Data Value		Data Value
Material	M	######## (PHU00019)	to	######## (TSA00115)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA, ZDIE		
Plant	O	Default: CT00, DN00, FU24	to	Default: CT00, DN00, FU24
Storage Location	O	Default: CT01, TG01, DN01	to	Default: CT01, TG01, DN01



Click ***Execute***

Select line *Material:* ***PHU00019*** *- Plant:* ***FU24***.

Click Edit

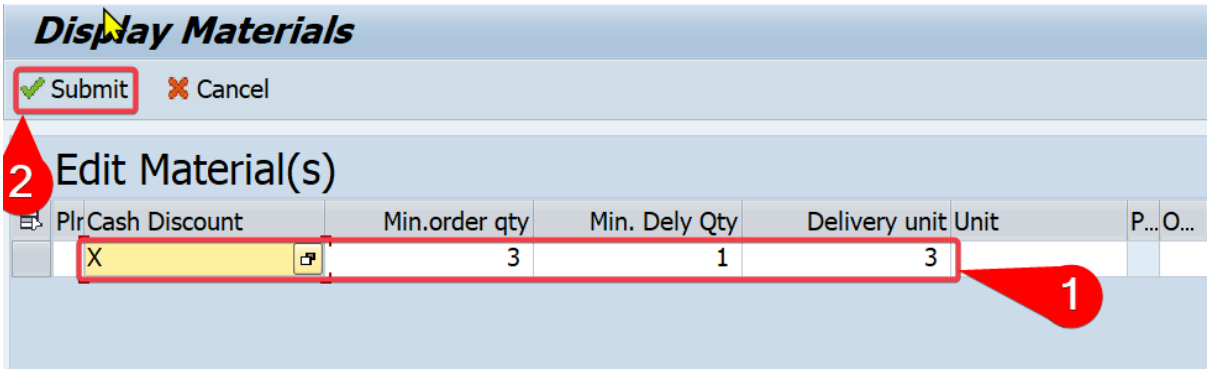


Click Yes

Edit the information of multiple fields

Field	Description
Cash discount	X
Min.order qty	3

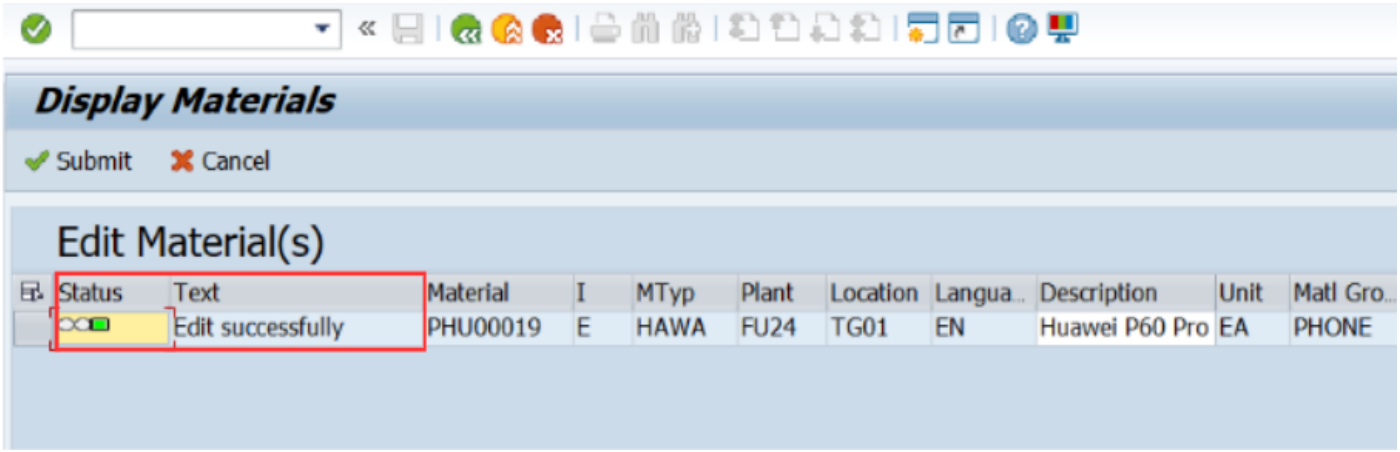
Min.Dely qty	1
Delivery Unit	3



Press ***Enter***

Click

The result displays Message text *"**Edit successfully**"* and status shows



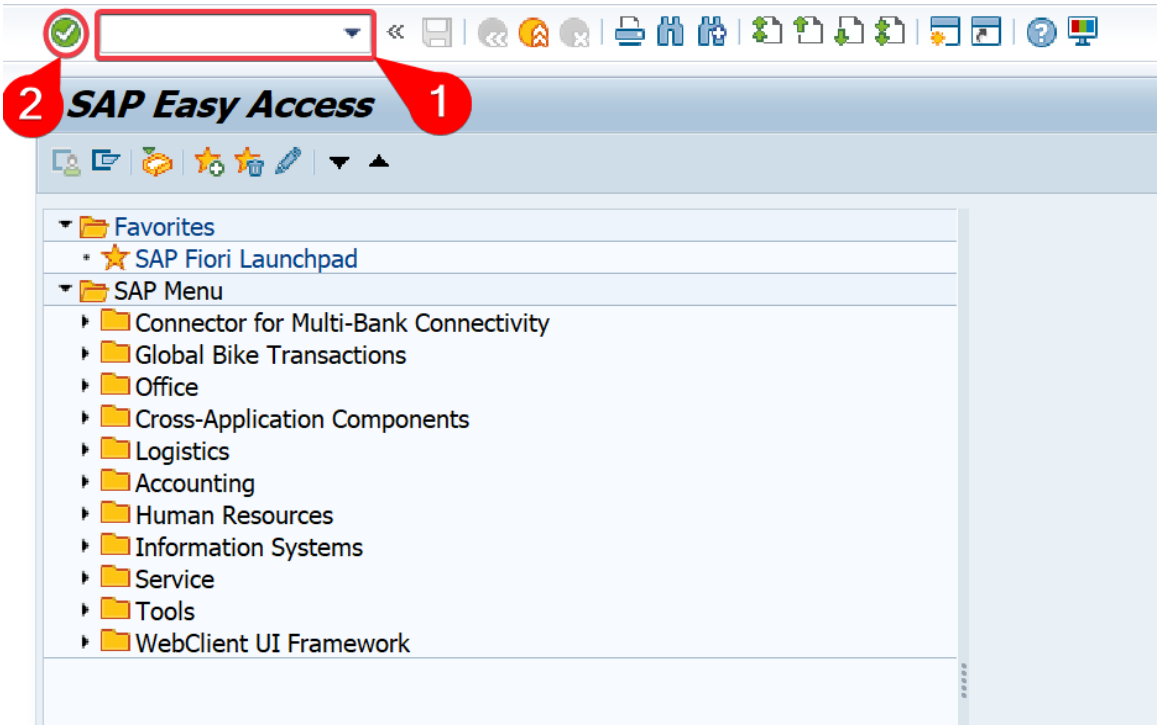
Click to go back to the *Display Materials screen.*

Click on to return *Display screen*

Click on to return to the *SAP Easy Access* screen.

12. 2.3.2.7 Edit multiple lines Material with multiple fields

Enter T-code "***ZMM01***" into the Transaction box

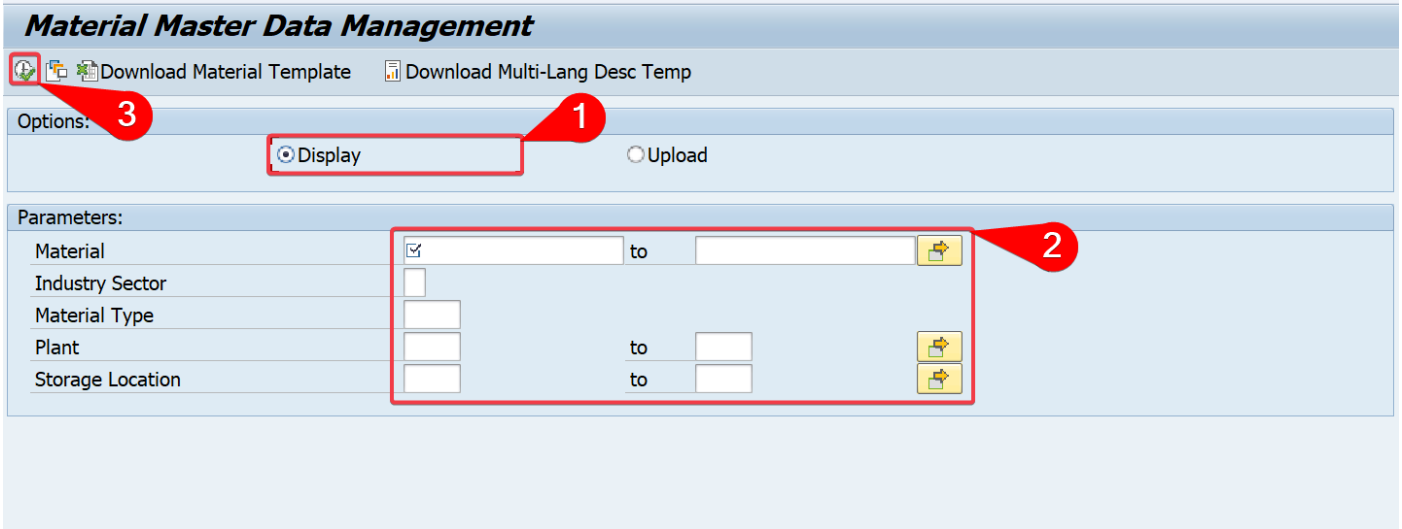


Click ***Execute (Enter)*** or **press Enter**

In the *Material Master Data Management* screen, select **"*Display*"**

In the *Parameters screen*, enter the following information:

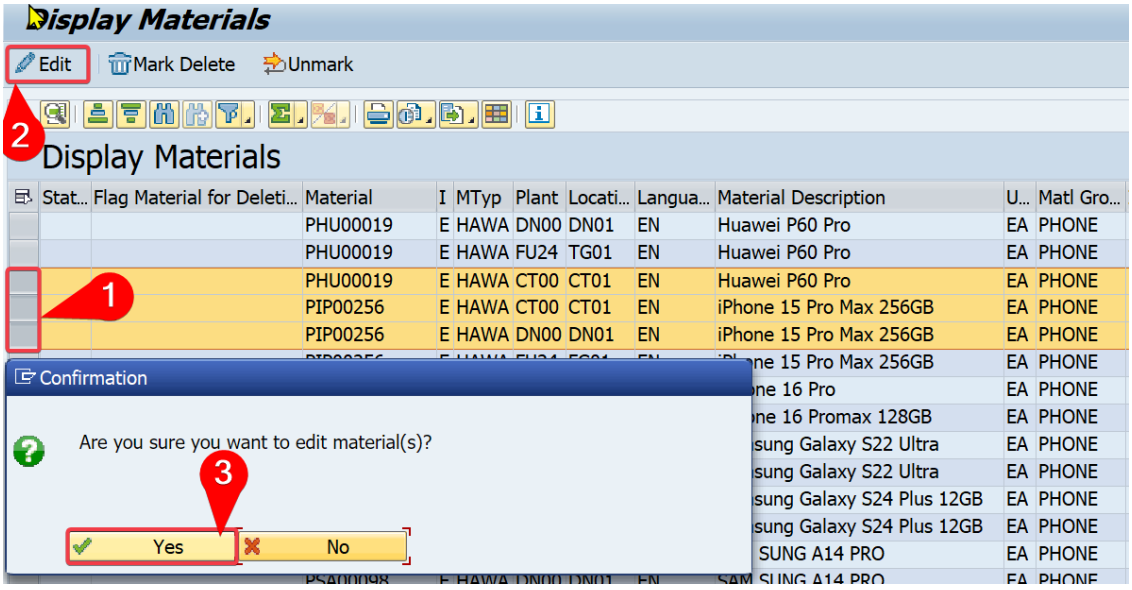
Field	M/O	Data Value		Data Value
Material	M	######## (PHU00019)	to	######## (TSA00115)
Industry Sector	O	Default: E		
Material Type	O	Default: HAWA		
Plant	O	CT00	to	FU24
Storage Location	O	CT01	to	FU24



Click ***Execute***

Select line *Material:* ***PHU00019*** *- Plant:* ***CT00****, Material:* ***PIP00256*** *- Plant:* ***CT00*** and *Material:* ***PIP00256*** *- Plant:* ***DN00***

Click Edit



Click Yes

Edit the following information of multiple fields with multiple lines:

Material: PHU00019 - Plant: CT00

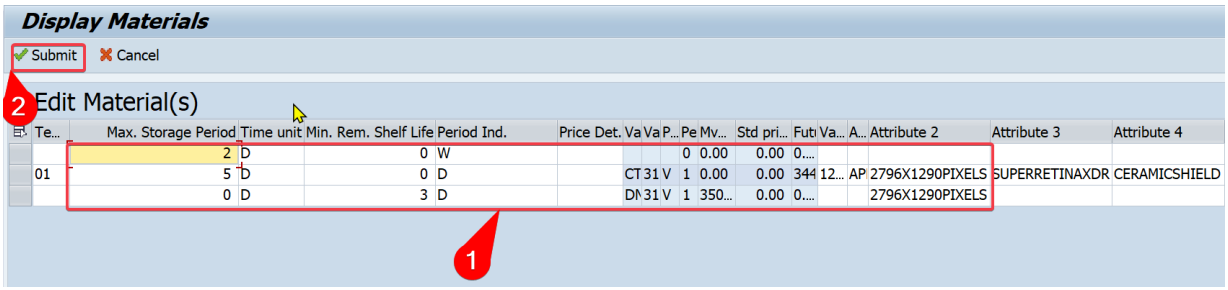
Field name	Description
Max. Storage Period	2
Period Indicator	W

+ **Material: PIP00256 - Plant: CT00**

Field name	Description
Max. Storage Period	5
Time Unit	D

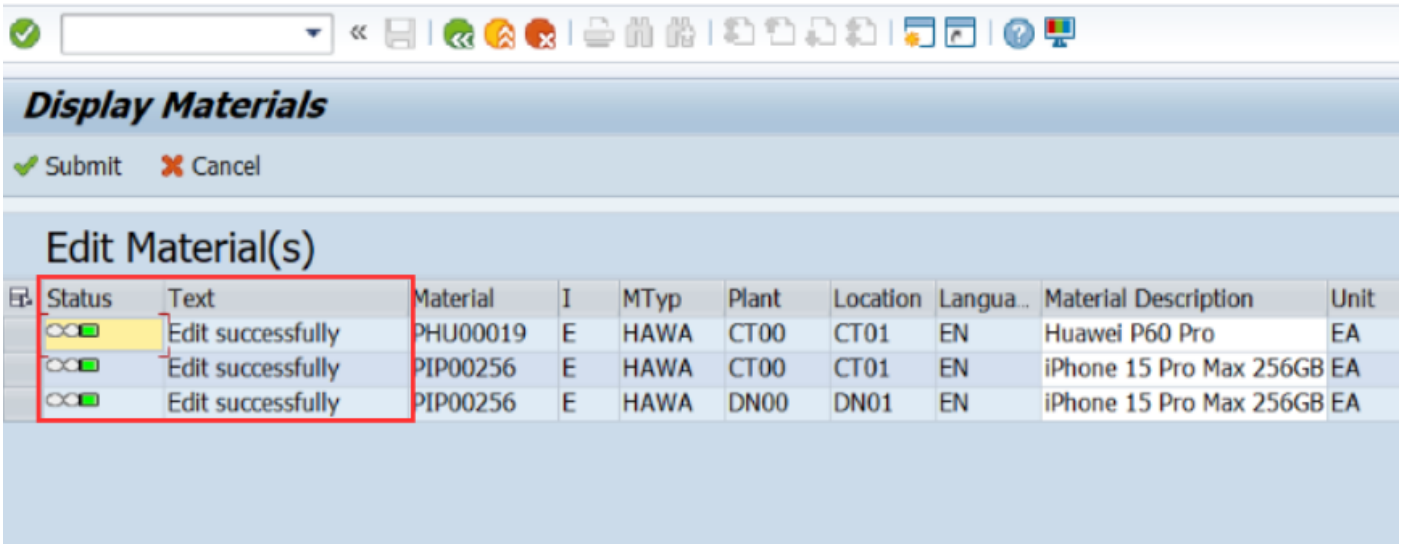
+ **Material: PIP00258 - Plant: DN00**

Field name	Description
Rem.shelf life	3
Attribute 2	2796 x 1290 Pixels



Click

The result displays Message text "***Edit successfully***" and status shows



Click to go back to the *Display Materials* screen.

Click on to return *Display screen*

Click on to return to the *SAP Easy Access* screen.