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|  | PP 1: Display Stock/Requirements List | |
| **Exercise** Use the SAP Easy Access Menu to display the Stock/Requirements List.  **Task** Review the material status of your Deluxe Touring bike (finished good) in the Dallas plant using the Stock/Requirements list.  **Name (Position)** Lars Iseler (Production Order Worker) | | **Time** 5 min |
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| The Stock/Requirements list contains up-to-date information on the current status of inventory on hand, requirements, and receipts. It is a dynamic list that allows you to view changes made to material status. | | Stock/Requirements List |
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| To review the material status, follow the SAP Easy Access menu path:  Logistics ► Production ► Production Planning ► Demand Management ► Environment ► Stock/Requirements List  The following screen will appear. | | Menu path |
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| First of all, you need to find the material number(s) for your Deluxe Touring bikes. In order to do so, click in the Material field and press **F4** (or click on the search icon  next to the field). This will produce the Material Number search screen. | | F4 |
|  | |  |
| Make sure that you are on the Material by Material Type tab. If not, you can use the  icon (in the top-right corner) to display a list of all search tabs available. | |  |
| In the Material Type field, select **Finished Product** (**FERT**). In order to display your Deluxe Touring bikes only, you need to define two more search criteria. First, in the Material Description field type **Deluxe\***. Second, in the Material field (which is the field for the unique material number) type **\*###**. Remember to replace ### with your three-digit number, e.g. \*014 if your number is 014. | | Finished Product  Deluxe\*  \*### |
| Compare your entries with the screen below before pressing Enter or clicking on  to start the search. | |  |
|  | |  |
| The result of this search should give you a list of:  a) all finished goods,  b) which name (short description) starts with Deluxe,  c) which material numbers end with your number (###). | |  |
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| You should get a list of three different Deluxe Touring bikes – black, red and silver (please note that the material numbers in your screen will be different). Double-click on your black Touring bike which will copy its unique material number (**DXTR1###**) into the Material field. | | DXTR1### |
| In addition to the material number, in the Plant field select GB’s manufacturing facility in Dallas (**DL00**). Then, press Enter or click on . You should be displayed a screen similar to the one shown below. | | DL00 |
|  | |  |
| As you can see, GB has currently 240 black Deluxe Touring bikes on stock. Repeat the same procedure for the other two deluxe bikes (red and silver). | |  |
| How many red Deluxe Touring Bikes are available in Dallas?  pieces  How many silver Deluxe Touring Bikes are stored in the DL00 plant?  pieces | |  |
| Click on  to return to the SAP Easy Access Menu. | |  |
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|  | PP 2: Display Bill of Material | | |
| **Exercise** Use the SAP Easy Access Menu to display a bill of material.  **Task** Review the components of your black Deluxe Touring bike and the components of the Touring Aluminum Wheel Assembly within the finished bike bill of material.  **Name (Position)** Jun Lee (Production Supervisor) | | **Time** 5 min | |
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| A bill of material (BOM) is a list of the components that are needed to create a given product. The list contains the description, the quantity, and unit of measure. The BOM can contain items of different item categories such as stock items, non-stock items, document items, and text items. | | | Bill of Material (BOM) |
|  | | |  |
| To review a bill of material, follow the menu path:  Logistics ► Production ► Master Data ► Bills of Material ► Bill of Material ► Material BOM ► Display  This will produce the following screen. | | | Menu path |
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| The system should have already defaulted in the material number (**DXTR1###**) and the plant (**DL00**) from the previous exercise. It also assumes that you would like to display the BOM valid today (note Valid From and Valid to dates). In addition, the system requests the BOM usage. Click in the BOM Usage field and use **F4** to display possible usage types. Select usage type **1** for plant DL00. Then, press Enter to display the BOM of your black Deluxe Touring bike (please note that the material numbers in your screen will be different). | | | DXTR1###  DL00  F4  1 |
|  | | |  |
| The assembly indicator (column Asm; see circled area above) marks the item with components that have their own BOM. In this case, it is the Touring Aluminum Wheel Assembly. | | |  |
| Double-click on this checkbox (indicator for Wheel Assembly TRWA1###). This will produce the following screen. | | | TRWA1### |
|  | | |  |
| In the Display assembly screen, click on **. This will display the materials that make up the assembly of TRWA1###.** | | |  |
| Repeat the procedure for your red and the silver Deluxe Touring bike to identify the differences in their bills of materials. You may open another (parallel) session to compare the BOMs in separate screens (to do so choose  and  in the system tool bar). | | |  |
| Click on  twice to return to the SAP Easy Access Menu. | | |  |
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|  | PP 3: Display Multi-Level Bill of Materials | |
| **Exercise** Use the SAP Easy Access Menu to display a multi-level BOM.  **Task** Review the BOM for your black Deluxe Touring bike from a multi-level hierarchy level.  **Name (Position)** Jun Lee (Production Supervisor) | | **Time** 5 min |
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| To display a multi-level BOM, follow the menu path:  Logistics ► Production ► Master Data ► Bills of Material ► Reporting ► BOM Explosion ► Material BOM ► Multilevel BOM | | Menu path |
| In the following screen, enter (or find) Material **DXTR1###** (replace ### with your number), Plant **DL00**, and BOM Application **PP01** (Production-General). Then, click on  to display the BOM structure for your bike valid today. If the system requests a quantity, enter **1**. | | DXTR1###  DL00  PP01  1 |
|  | |  |
| Click on  to go back to the initial screen. There, you click on . On the following screen, in the Display field group select **Variable list** and click on. | | Variable list |
|  | |  |
| After reviewing the components of your Finished Bike, find and select the following item in the system menu:  More ► Goto ► Graphic  This should produce the following BOM hierarchy graphic. | |  |
|  | |  |
| You can use the Zoom in and Zoom out buttons to resize the graphic. | |  |
| Click on  to exit the graphic screen. Then, click on  again to return to the SAP Easy Access Menu. | |  |
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|  | PP 4: Display Routing | |
| **Exercise** Use the SAP Easy Access Menu to display a routing.  **Task** Review the routing for your black Deluxe Touring bike.  **Name (Position)** Jun Lee (Production Supervisor) | | **Time** 10 min |
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| A routing is a series of sequential operations carried out to produce an end product. Routings contain information on where work is to be performed, steps that need to be completed, and time lines assigned for each operation. | | Routing |
|  | |  |
| To review a routing, follow the menu path:  Logistics ► Production ► Master Data ► Routings ► Routings ► Standard Routings ► Display | | Menu path |
| Enter Material **DXTR1###** and Plant **DL00**. Then, click on  to display the following list of operations. | | DXTR1###  DL00 |
|  | |  |
| Select  to display the list of components. None of them is assigned to any specific operation (note that column Oper./Act. is empty). | |  |
|  | |  |
| Select  **to go back to the operation overview**. Then, find the following system menu item:  More ► Extras ► Scheduling ► Schedule  This should produce the following screen. | |  |
|  | |  |
| Enter Scheduling type **1** and Lot size **10**. Click on. In the following screen, find or enter overview variant **000000000001** (Operation segments). Confirm your entry with. | | 1  10  000000000001 |
| In order to view the schedule in a Gantt chart, click on . Find the following system menu item:  Time unit ► Minute  Also, display the legend by clicking on **C:\Users\wschroeder\Desktop\HCM\legend.png.** | |  |
|  | |  |
| Click on  and on Yes to quit the Gantt chart. Then, click on  to return to the SAP Easy Access Menu. | | Yes |
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|  | PP 5: Display Work Center | | |
| **Exercise** Use the SAP Easy Access Menu to display a work center.  **Task** Review a work center in GBI’s plant in Dallas.  **Name (Position)** Jun Lee (Production Supervisor) | | **Time** 15 min |
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| A work center is a location where operations are carried out for a production order. Capacities (setup, machine, and labor) are assigned to work centers so that they can be allocated and consumed within an order in a controlled and predictable manner. The work center capacity is created in and assigned to a single work center. | | Work center |
|  | |  |
| To review a work center and the capacity assigned to it, follow the menu path:  Logistics ► Production ► Master Data ► Work Centers ► Work Center ► Display | | Menu path |
| Enter Plant **DL00**. In the Work center field, use the **F4** help and Enter to display all work centers in Dallas. In the search results, double-click on the DL Assembly work center to select it which should copy its number (**ASSY1000**). Click on . | | DL00  **F4**  ASSY1000 |
| On the Basic Data tab, find out who is the person responsible. | |  |
| On the Default Values tab, click in the Control key field (**ASSY**) and select **F4**. On the following screen, single-click on the ASSY. Then, select  which indicates what data is required when ASSY is used. | | ASSY  F4 |
|  | |  |
| Select . Click on the Scheduling tab. | |  |
| On the Scheduling tab, click in the Processing formula field and select  (Display formula). After acknowledging the formula, press  to continue. | |  |
| After selecting  (Test formula), enter Operation Quantity **100 EA**, Base Quantity **1**, No. of Splits **2**, Setup **7 MIN**, and Labor **7 MIN**. Then, select . The following screen will appear. | | 100 EA  1  2  7 MIN  7 MIN |
|  | |  |
| Click on  to continue. Did the Processing formula work correctly? | |  |
| (((7 \* 100) / 1) / 2) = 350 | |  |
| Select  to go back. | |  |
| Click on  to return to the SAP Easy Access Menu. | |  |
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