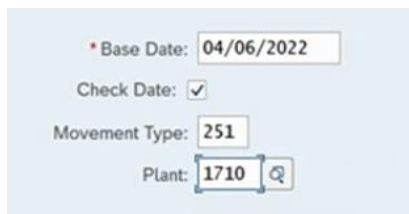


## Create a reservation in SAP: MB21

Oftentimes it's in a company's best interest to put aside stock to fulfill a future need. In SAP, this is called a reservation.



To create a reservation, we'll use transaction code mb21. This opens the Create Reservation Initial Screen.

A screenshot of the 'Create Reservation Initial Screen' in SAP. It shows fields for 'Base Date' (04/06/2022), 'Check Date' (checked), 'Movement Type' (251), and 'Plant' (1710) with a search icon.

The base date is auto populated with today's date. The base date designates when the stock will be moved into reserve stock; we'll leave that set to today. Next is the Check Date box. Having this checked means the system will check the calendar to ensure that the warehouse will be operational on the reservation base date. We'll leave this checked, as today is a workday. The next field is Movement Type. This selection will determine the fields we need to enter for this reservation. We want to create a reservation for future sales. We'll click the match code and choose Movement type 251, "Consumption for sales from warehouse." Next is the Plant. We'll enter plant 1710. We're ready to enter our material information, so we'll click Create New Items.

A screenshot of the SAP reservation screen. It shows fields for 'Movement Type' (251), 'G/L Account' (24020000), 'Goods Recipient', and 'Cost Center' (17101602). Below is a table with the following data:

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	rm19	1000		1710			<input checked="" type="checkbox"/>
2				1710			<input checked="" type="checkbox"/>

The first field to enter here is the G/L Account. We'll enter 24020000. Next, the Cost Center is important for finance and controlling, as it's a unit that incurs costs and indirectly adds to the profit. Because this is for future sales, we'll choose 17101602, a sales cost center. Now we want to enter the material we want to reserve. We'll enter rm19 and a quantity of 1000. We have all the information ready to reserve this material.

/ommbel

But before we press the Post button, let's look at the current stock in the system. To do this, we'll enter /o to open a new session and transaction code mmbe.

Selection

Material: RM19  
RAW19,PD,Batch-Fifo,LeanQM

Material Type: ROH Raw materials

Unit of Measure: L Base Unit of Measure L

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock Unrestricted use Qual. inspection Reserved Rcpt reservation

Full	10,000.000			
1710 Company Code 1710	10,000.000			
1710 Plant 1 US	10,000.000			
171C Raw Materials	10,000.000			
0000000001	10,000.000			

This opens our Stock Overview Report. In Material, we'll enter RM19 and leave Plant at 1710. Now we'll execute. We see we have 10,000 units in unrestricted stock. We can also see we don't have any quantity in our Reserved stock column. Okay, let's toggle back to our reservation.

We're ready to press the Post button. We now have a success message that shows our document has been posted successfully.

Selection

Material: RM19  
RAW19,PD,Batch-Fifo,LeanQM

Material Type: ROH Raw materials

Unit of Measure: L Base Unit of Measure L

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock Unrestricted use Qual. inspection Reserved

Full	10,000.000		1,000.000
1710 Company Code 1710	10,000.000		1,000.000
1710 Plant 1 US	10,000.000		1,000.000
171C Raw Materials	10,000.000		
0000000001	10,000.000		

Let's look back at the Stock Overview for this material. We'll press the refresh button. We now have our quantity, 1000, in the Reserved column at plant 1710. It should be noted that reservations do not affect the quantity in the Unrestricted stock column. Our reservation ensures we'll have the materials on hand to meet our forecasted demand on time.