Unit 8

Exercise 1

# Display Material Inventory

### Business Example

Due to increasing sales output in your San Diego distribution center, management has decided to install a Warehouse Management System. In order to test the new system, you will request finished goods from your manufacturing facility in Dallas and place them in stock at San Diego. The first step will be determining the amount of stock available in Dallas.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material

1. Log on to the system with your user and use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”.
2. What is the current amount of finished goods at your Dallas Plant?

Unit 8

Solution 1

# Display Material Inventory

### Business Example

Due to increasing sales output in your San Diego distribution center, management has decided to install a Warehouse Management System. In order to test the new system, you will request finished goods from your manufacturing facility in Dallas and place them in stock at San Diego. The first step will be determining the amount of stock available in Dallas.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material

1. Log on to the system with your user and use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”.
   * 1. Log on to the system with your user.
     2. On the SAP Easy Access Menu, choose Logistics > Materials Management> Inventory Management> Environment> Stock > Stock Overview.
   1. What is the current amount of finished goods at your Dallas Plant?
      1. In the *Stock Overview: Company Code/Plant/Storage Location/Batch* screen, enter the following values (replace### with your number).

|  |  |
| --- | --- |
|  |  |
| Field Name | Values |
| Material | DXTR1### |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

b. With the exception of display version, make sure that all other search criteria fields are blank and click on Execute.

|  |  |
| --- | --- |
| Field Name | Value |
| Special Stock Indicator |  |
| Display version | **1** |
| Display Unit of Measure |  |

1. In the *Stock Overview: Basic List* screen you see the global amount of your material on stock as well as the current amount in your Dallas plant which you will order the material from.
2. Click on the exit icon to return to the SAP Easy Access screen.

Unit 8

Exercise 2

# Create Stock Transport Order

### Business Example

Now that we know how much inventory is available a tour Dallas plant, we can create an appropriate stock transport order. The stock transport order is an internal request for material from another GBI plant. Your stock transport order will request material from the Dallas manufacturing facility.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a stock transport order

1. Within the SAP Easy Access Menu navigate to “Vendor/Supplying Plant Known” under “Logistics”.
2. Create a stock transport order requesting 10unitsof finished goods from the Dallas manufacturing facility.
3. What is your stock transport order document number?

Document order number:

Unit 8

Solution 2

# Create Stock Transport Order

### Business Example

Now that we know how much inventory is available at our Dallas plant, we can create an appropriate stock transport order. The stock transport order is an internal request for material from another GBI plant. Your stock transport order will request material from the Dallas manufacturing facility.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a stock transport order

1. Within the SAP Easy Access Menu navigate to “Vendor/Supplying Plant Known” under “Logistics”.
   1. In the SAP Easy Access Menu choose Logistics>Materials Management> Purchasing> Purchase Order> Create > Vendor/Supplying Plant Known.
2. Create a stock transport order requesting 10 units of finished goods from the Dallas manufacturing facility.
   1. In the *Create Purchase Order* screen, change the type of purchase order to Stock Transp. Order and accept any possible warning messages with Enter.

Unit 8: Warehouse Management

1. Enter the following Master Data values.

|  |  |
| --- | --- |
| Field | Values |
| Supplying Plant | **DL00** |
| Purch. Org | **US00** |
| Purch. Group | **N00** |
| Company Code | **US00** |

1. Use the Expand Items Item Overview button (Ctrl+F3). If the expanded section is already open Ctrl+F3 will do nothing.

d. Enter the following values to create a stock transport order for 10 units of finished goods (replace ### with your own number). You may have to scroll right to find the appropriate fields.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field | Material | PO Quantity | Deliv. Date | Plnt | Stor Loc |
| **DXTR1###** | **10** | **8 days from today** | **SD00** | **FG00** |

e. Press Enter

1. What is your stock transport order document number?
   1. Click on Save. The system will display a unique stock transport order document number. Record this number.
   2. Click on the Exit icon to return to the SAP Easy Access screen.

Unit 8

Exercise 3

# Display Material Inventory

### Business Example

Now that you have created a stock transport order, you will want to view the inventory of your materials again to observe the effect of the newly created stock transport order.

Note that, in this exercise, when the values include##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material

1. Within the SAP Easy Access Menu navigate to “Stock Overview” under “Logistics”.
2. What is the current amount of finished goods at your Dallas plant?
3. What is the On-Order Stock balance for your San Diego distribution center?

Unit 8

Solution 3

Display Material Inventory

Business Example

Now that you have created a stock transport order, you will want to view the inventory of your materials again to observe the effect of the newly created stock transport order.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material

1. Within the SAP Easy Access Menu navigate to “Stock Overview” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics > Materials Management> Inventory Management> Environment> Stock > Stock Overview.
2. What is the current amount of finished goods at your Dallas plant?
   1. In the *Stock Overview: Company Code/Plant/Storage Location/Batch* screen, enter the following values (replace### with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. With the exception of Display version make sure that all other search criteria fields are blank and click on Execute.

|  |  |
| --- | --- |
| Field Name | Value |
| Special Stock Indicator |  |
| Display version | **1** |
| Display Unit of Measure |  |

1. You should note that you still have the same amount of goods in Dallas.
2. What is the On-Order Stock balance for your San Diego distribution center?
   1. Double click on *SD00 DC San Diego*.
   2. In the *Stock Overview: Basic List* screen you should see an On-Order Stock Balance of 10 for your distribution center in San Diego.
   3. Exit out of the *Stock Overview: Basic List* screen.
   4. Click on the Exit icon to return to the SAP Easy Access Screen.

Unit 8

Exercise 4

# Display Material Inventory Value

### Business Example

Now that we have verified an On-Order Stock Balance for our San Diego distribution center, we will want to verify what the value associated with the material inventory in San Diego.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a stock transport order

1. Within the SAP Easy Access Menu navigate to “Warehouse Stock” under “Logistics”.
2. What is the total value associated with the DC in San Diego?

Unit 8

Solution 4

# Display Material Inventory Value

### Business Example

Now that we have verified an On-Order Stock Balance for our San Diego distribution center, we will want to verify what the value associated with the material inventory in San Diego.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the value of your material inventory

1. Within the SAP Easy Access Menu navigate to “Vendor/Supplying Plant Known” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics > Materials Management> Inventory Management> Environment> Stock > Warehouse Stock
2. Create a stock transport order requesting 10 units of finished goods from the Dallas manufacturing facility.
   1. In the *Display Warehouse Stocks of Material* screen enter the following material value into the appropriate fields (replace### with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. Ensure that all other search criteria fields are blank and click on Execute.
2. You should note that as of yet there is no total value associated with the DC in San Diego.
3. Click on Exit twice to return to the SAP Easy Access Menu

Unit 8

Exercise 5

# Create Goods Issue

### Business Example

As noted earlier there was no value associated with the DC in San Diego and the 10 units ordered were still labeled as On-Ordered Stock. Before you can receive materials a goods issue must be created. A goods issue is the issue of physical goods or materials from the warehouse. This will start the process of physically moving the material from Dallas to San Diego.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a goods issue from the issuing plant

1. Within the SAP Easy Access Menu navigate to “Goods Movement” under “Logistics”.
2. Create the goods Issue.
3. What is your material document number?

Material document number:

Unit 8

Solution 5

# Create Stock Transport Order

### Business Example

As noted earlier there was no value associated with the DC in San Diego and the 10 units ordered were still labeled as On-Ordered Stock. Before you can receive materials a goods issue must be created. A goods issue is the issue of physical goods or materials from the warehouse. This will start the process of physically moving the material from Dallas to San Diego.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a goods issue from the issuing plant

1. Within the SAP Easy Access Menu navigate to “Goods Movement” under “Logistics”.
   1. In the SAP Easy Access Menu choose Logistics>Materials Management> Inventory Management> Goods Movement>Goods Movement.
2. Create the goods Issue.
   1. Enter the appropriate fields.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Material Document Drop Down Menu | Type of Goods Issue Drop Down Menu | Stock Transport Order Number | TO Number |
| Value | **Goods Issue** | **Purchase Order** | **Your Stock Transport Order Number** (refer to directions under b) | **Refer to directions under b** |

Unit 8: Warehouse Management

1. While highlighting the field to the right of Purchase Order press F4.
2. In the pop-up menu input your material navigate to the Purchasing Documents for Material tab (replace ### with your number).

|  |  |
| --- | --- |
| Field | Value |
| Material | **DXTR1**### |
| Plant |  |
| Purch. Doc. Category |  |
| Order Type |  |
| Purchasing Document |  |
| Item |  |

1. Press Enter
2. Double click on your entry(your Stock Transport Order Number- refer to solution 2 part 3)
3. All the fields underpart ‘a’ should now be filled out. Press enter to view your current goods issue.
4. Specify the type of storage location by ensuring the following fields are correct. Input values where necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field | Mat. Short Text | Warranty | Ok | Qty in UNE | Eun | SLoc |
| Value | Deluxe Touring Bike Blk |  | Selected | 10 | EA | Finished Goods |

1. What is your material document number?
   1. Click on Post to save your issue. The system will assign unique material document number.
   2. Click on Exit to return to the Easy Access Menu.

Unit 8

Exercise 6

# Display Material Inventory

### Business Example

Now that the goods issue has been created you will want to see how it has affected your inventory.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material again

1. Use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”.
2. What is your current inventory in Dallas?
3. Have the issued goods arrived in San Diego?

Unit 8

Solution 6

# Display Material Inventory

### Business Example

Now that the goods issue has been created you will want to see how it has affected your inventory.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material again

1. Use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”
   1. Within the SAP Easy Access Menu choose Logistics> Materials Management> Inventory Management> Environment>Stock > Stock Overview.
2. What is your current inventory in Dallas?
   1. In the *Stock Overview*: *Company Code/Plant/Storage Location/Batch*, following values (replace ###with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. With the exception of display version make sure that all other search criteria fields are blank and click on Execute.

|  |  |
| --- | --- |
| Field Name | Value |
| Special Stock Indicator |  |
| Display version | **1** |
| Display Unit of Measure |  |

1. You should note that the amount in Dallas has now changed (less 10 units).
2. Have the issued goods arrived in San Diego?
   1. Within the *Stock Overview Basic List* screen double click on *SD00 DC San Diego*.
   2. Note that you still have an On-Order Stock balance of 10 for your distribution center in San Diego. This means that the goods have not arrived in San Diego yet.
   3. Exit out of the *Stock Overview: Basic List* screen.
   4. Click on Exit to return to the SAP Easy Access Menu.

Unit 8

Exercise 7

# Display Material Inventory Value

### Business Example

Now that the goods issue has been created you will want to see how it has affected your inventory value. The issued goods will now have their value transferred to transit as they are being shipped.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the value of your material again

1. Use the SAP Easy Access Menu to Navigate to “Warehouse Stock” under “Logistics”.
2. Have the values associated with the material in Dallas Increased or Decreased?
3. What is the value of *Transit/Transf* for San Diego?

Transit/Transf Value:

Unit 8

Solution 7

# Display Material Inventory Value

### Business Example

Now that the goods issue has been created you will want to see how it has affected your inventory value. The issued goods will now have their value transferred to transit as they are being shipped.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the value of your material again

1. Use the SAP Easy Access Menu to Navigate to “Warehouse Stock” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics> Materials Management> Inventory Management>Environment>Stock >Warehouse Stock.
2. Have the values associated with the material in Dallas Increased or Decreased?
   1. In the *Display Warehouse Stocks of Material* screen enter the following material value into the appropriate fields (replace ### with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. Ensure that all other search criteria fields are blank and click on Execute.
2. You should note the value associated with the material in Dallas has decreased.
3. What is the value of *Transit/Transf* for San Diego?
   1. Staying within the *Display Warehouse Stock of Material* screen you should see the value of *Transit/Transf.* For San Diego
   2. Click on Exit twice to return to the SAP Easy Access Menu.

Unit 8

Exercise 8

# Create Goods Receipt

### Business Example

Now that the goods issue has been created you can now issue the goods receipt. As soon as you perform the goods receipt in San Diego, the system will create a transfer order (internal purchase order) for the received goods. Due to this order, the Warehouse Management will put the goods into stock

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to confirm the receipt of goods from Dallas by creating a goods receipt

1. Use the Sap Easy Access Menu to navigate to “Goods Movement” under “Logistics”.
2. Create a Goods Receipt.
3. What is your generated unique material document number?

Material Document number:

Unit 8

Solution 8

# Create Goods Receipt

### Business Example

Now that the goods issue has been created you can now issue the goods receipt. As soon as you perform the goods receipt in San Diego, the system will create a transfer order (internal purchase order) for the received goods. Due to this order, the Warehouse Management will put the goods into stock.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to confirm the receipt of goods from Dallas by creating a goods receipt

1. Use the Sap Easy Access Menu to navigate to “Goods Movement” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics > Materials Management> Inventory Management> Goods Movement>Goods Movement.
2. Create a Goods Receipt.
   1. Enter the following values into the appropriate fields.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Material Document Drop Down Menu | Type of Goods Issue Drop Down Menu | Stock Transport Order Number | TO Number |
| Value | **Goods Receipt** | **Purchase Order** | **Your Stock Transport Order Number** (refer to directions under b) | **Refer to directions under b** |

Unit 8: Warehouse Management

1. While highlighting the field to the right of Purchase Order press F4.
2. In the pop up menu navigate to the *Purchasing Documents for Material tab*; input your material (replace ###with your number).

|  |  |
| --- | --- |
| Field | Value |
| Material | **DXTR1**### |
| Plant |  |
| Purch. Doc. Category |  |
| Order Type |  |
| Purchasing Document |  |
| Item |  |

1. Press Enter.
2. Double click on your entry (your Stock Transport Order Number- refer to solution 2part 3).
3. All the fields underpart ‘a’ should now be filled out. Press enter to view your current goods receipt.
4. Specify the type of storage location by ensuring the following fields are correct. Input values where necessary (you may have to scroll right to find appropriate fields).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Ok | Movement Type | Storage Location |  |
| Value | Selected | 101 | FG00 |  |

1. What is your generated unique material document number?
   1. Click on Post to save your receipt. The system will assign a unique material document number.
   2. Click on Exit to return to the SAP Easy Access Screen.

Unit 8

Exercise 9

# Display Material Inventory

### Business Example

Now that you have created the goods receipt you will want to see the changes to your inventory.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material again.

1. Use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”.
2. Has the amount of goods in San Diego changed?

Unit 8

Solution 9

# Display Material Inventory

### Business Example

Now that you have created the goods receipt you will want to see the changes to your inventory.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the inventory of your material again

* 1. Use the SAP Easy Access Menu to navigate to “Stock Overview” under “Logistics”.
     1. Within the SAP Easy Access Menu choose Logistics > Materials Management> Inventory Management> Environment>Stock > Stock Overview.

1. Has the amount of goods in San Diego changed?
   1. In the *Stock Overview: Company Code/Plant/Storage Location/Batch* screen, enter the following values (replace ###with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. With the exception of Display version make sure that all other search criteria fields are blank and click on Execute.

|  |  |
| --- | --- |
| Field Name | Value |
| Special Stock Indicator |  |
| Display version | **1** |
| Display Unit of Measure |  |

1. In the *Stock Overview. Basic List* screen double click on *SD00 DC San Diego.* You can see that the *On-Order Stock* balance is now zero for San Diego and its *Unrestricted Use* has been updated to 10 units of finished goods.

e. Click on Exit twice to return to the Easy Access Screen.

Unit 8

Exercise 10

# Display Material Inventory Value

### Business Example

Now that you have created the goods receipt you will want to see the changes to your material inventory value. With the material delivered the Transit cost will have changed.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the value of your inventory again

1. Use the SAP Easy Access Menu to navigate to “Warehouse Stock” under “Logistics”
2. What is the value of *Transit/Transf* for San Diego?

Transit/Transf value:

1. Have the *Unrestricted Amount and Total Value* for San Diego Increased or Decreased?

Unit 8

Solution 10

# Display Material Inventory Value

### Business Example

Now that you have created the goods receipt you will want to see the changes to your material inventory value. With the material delivered the Transit cost will have changed. Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to display the value of your inventory again

1. Use the SAP Easy Access Menu to navigate to “Warehouse Stock” under “Logistics”.
   1. Within the SAP Easy Access menu choose Logistics >Materials Management> Inventory Management> Environment>Stock > Warehouse Stock.
2. What is the value of *Transit/Transf* for San Diego?
   1. In the *Display Warehouse Stocks of Material* screen enter the following material value into the appropriate fields (replace ### with your number).

|  |  |
| --- | --- |
| Field Name | **Values** |
| Material | **DXTR1###** |
| Plant |  |
| Storage Location |  |
| Batch |  |

Unit 8: Warehouse Management

1. Ensure that all other search criteria fields are blank and click on Execute.
2. The value of *Transit/Transf* for San Diego should now be zero.
3. Have the *Unrestricted Amount and Total Value* for San Diego Increased or Decreased?
   1. Staying within the *Display Warehouse Stocks of Material* screen you should see that the

*Unrestricted Amount and Total Value* for San Diego increased.

* 1. Click on the Exit icon twice to return to the SAP Easy Access Menu.

Unit 8

Exercise 11

# Run Bin Status Report

### Business Example

The new inventory should now be in San Diego. You will want to run a bin status report to help confirm this. The bin status report will display a detailed report of each storage bin within the specified warehouse.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to run a bin status report

1. Within the SAP Easy Access Menu navigate to “Bin Status Report” under “Logistics”
2. Run the bin status report.
3. Investigate one of your San Diego storage bins.

Unit 8

Solution 11

# Run Bin Status Report

### Business Example

The new inventory should now be in San Diego. You will want to run a bin status report to help confirm this. The bin status report will display a detailed report of each storage bin within the specified warehouse.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to run a bin status report.

1. Within the SAP Easy Access Menu navigate to “Bin Status Report” under “Logistics’.
   1. Within the SAP Easy Access Menu choose Logistics > Logistics Execution >Internal Whse Processes >Bins and Stock > Display > Bin Status Report.
2. Run the Bin Status Report.
   1. Within the *Bin Status Report: Initial* screen enter the following values into the appropriate fields (replace ###with your number).

|  |  |
| --- | --- |
| Field | Value |
|  | **100** |
| Storage type: |  |
| Storage Bin: | **STBN\***### |

b. Click on Execute.

1. Investigate one of your San Diego storage bins.
   1. In the *Bin Status Report: Overview* screen you should see a list of all of your storage bins for the entire warehouse in San Diego. Double click on one of your storage bins to get detailed information.
   2. Click on the Exit icon twice to return to the SAP Easy Access Menu.

Unit 8

Exercise 12

# Create Transfer Order

### Business Example

With a transfer order you will place goods into your storage bins. It is a hand-off from inventory management to warehouse management. The system recognizes that there are goods that have been received but need to be put away.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a transfer order to place your goods into your storage bin

1. Use the SAP Easy Access Menu to navigate to “For Material” under “Logistics”.
2. Create a transfer order.
3. What is the transfer order number?

Transfer order number:

Unit 8

Solution 12

**Create Transfer Order**

Business Example

With a transfer order you will place goods into your storage bins. It is a hand-off from inventory management to warehouse management. The system recognizes that there are goods that have been received but need to be put away.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to create a transfer order to place your goods into your storage bin

1. Use the SAP Easy Access Menu to navigate to “For Material” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics > Logistics Execution > Inbound Process

> Goods Receipt for Purchase Order, Order, Other Transactions > Putaway > Create Transfer Order > For Material.

1. Create a transfer order.
   1. In the *Display Transfer Requirement: List of Material* screen, enter the following values (replace ### with your number).

|  |  |
| --- | --- |
| Field |  |
| Warehouse Number | **100** |
| Material | **DXTR1**### |
| Plant | **SD00** |
| Stor. location |  |
| Batch |  |
| Shipment Type | \* |

Unit 8: Warehouse Management

1. Press Enter
2. In the *Transfer Requirements for Material Screen* ensure the line is selected and that the Rqmnt. No. = Your Stock Transport Order Number (Refer to solution 2 question 3).
3. Navigate to the More drop down menu and click the TO in Foreground button.
4. In the *Create TO for TR 00000000xx 0001: Prepare for Putaway* screen press Enter.
5. Enter the following values where needed and ensure the values match the table (replace ### with your number).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field | Itm | Dest target quantity | Type | Sec | Destination Bin |
| Value | **1** | **10** | **002** (hit F4 and select Pallet Storage) | **001** | **STBN-7-**### |

f. Confirm your entries by pressing Enter.

1. What is the transfer order number?
   1. Click on Posting to save your transfer order. The system will assign a unique transfer order number; please write down this number. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Click on the Exit icon twice to return to the SAP Easy Access screen.

Unit 8

Exercise 13

# Confirm Transfer Order

### Business Example

Now that you have created a transfer order you will want to confirm it. You will want to confirm that the goods are physically in the storage bin indicated in the transfer order.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to confirm the transfer order you created in the previous step

1. Using the SAP Easy Access Menu navigate to “In One Step” under “Logistics”.
2. Confirm your transfer order.

Unit 8

Solution 13

# Confirm Transfer Order

### Business Example

Now that you have created a transfer order you will want to confirm it. You will want to confirm that the goods are physically in the storage bin indicated in the transfer order.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to confirm the transfer order you created in the previous step

1. Using the SAP Easy Access Menu navigate to “In One Step” under “Logistics”.
   1. Within the SAP Easy Access Menu choose Logistics > Logistics Execution >Inbound Process >Goods Receipt for Purchase Order, Order, Other Transactions > Putaway>Confirm Transfer Order> Single Document>In One Step.
2. Confirm your transfer order.
   1. In the *Confirm Transfer Order: Initial Screen* enter the following values.

|  |  |
| --- | --- |
| Field | Value |
| TO Number | **From previous task. Number may be auto generated. If you have forgotten your TO number** (Use T-Code LT23 and enter 100 as warehouse number) |
| Warehouse Number | **100** |

1. Press Enter
2. In the *Confirm Transfer Order: Overview of Transfer Order Items* screen, you should see an overview of your transfer order created in the previous step. Make sure you have the correct quantity and storage bin.
3. Click on the Posting button and the system will return a success message.
4. Click on the Exit icon to return to the SAP Easy Access screen.

Unit 8

Exercise 14

# Run Bin Status Report

Business Example

Now that you have successfully created and confirmed a transfer order you will want to run a final bin status report to see the report of your storage bins in the warehouse.

Note that, in this exercise, when the values include ##, replace ## with the number your instructor assigned to you.

### Use the Easy Access Menu to run a bin status report

1. Use the SAP Easy Access Menu to navigate to “Bin Status Report” under Logistics.
2. Run the bin status report.
3. Has the warehouse management system accurately identified the transfer of stock from Dallas to San Diego?

Unit 8

Solution 14

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1. Use the SAP Easy Access Menu to navigate to “Bin Status Report” under Logistics.
   1. Within the SAP Easy Access Menu choose Logistics > Logistics Execution >Internal Whse Processes >Bins and Stock > Display > Bin Status Report.
2. Run the bin status report.
   1. Within the *Bin Status Report: Initial* screen enter the following values into the appropriate fields (replace ### with your number).

|  |  |
| --- | --- |
| Field | Value |
| Warehouse Number | **100** |
| Storage type: |  |
| Storage Bin: | **STBN\***### |

b. Click on Execute.

1. Has the warehouse management system accurately identified the transfer of stock from Dallas to San Diego?
   1. In the *Bin Status Report: Overview* screen you should see that the storage Bin STBN-7-### is filled now.
   2. Click on your material and confirm that 10 pieces of your good are stored in your storage bin.
   3. Click on the Exit icon to return to the SAP Easy Access screen.