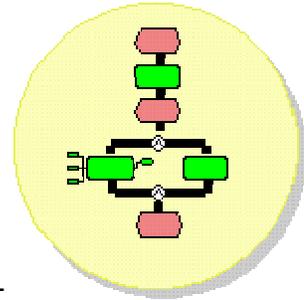# Record Usage Decision (QA11)

Purpose: Usage decisions record how the business will use inspected materials. This takes place after recording results for an inspection and completing the inspection lot. The usage decision supports functions in the QM (Quality Management) module and other related areas as listed below:

- Managing material stock: transferring stock from quality inspection to unrestricted use, blocked stock or returned to vendor
- Sending notices and information messages to other modules (inventory management, production, procurement) with SAP mail
- Updating vendor evaluation
- Releasing the stock for goods issue
- Updating the quality score

You can record usage decisions for the inspection lot after inspection is completed and all the required inspection data is updated. Prerequisites for making the usage decision are:

- The inspection lot must be released
- Inspection results for all the required inspection characteristics are updated
- No active status that can block the usage decision (for instance, the certificate of analysis is not confirmed at the time of goods receipt and subsequent inspection result recording)
- Authorization for making the usage decision

You can perform other optional activities before, during and at the time of saving the usage decision, as listed below:

- Record the defects before making the usage decision
- Transfer inspection results to the batch
- Update the quality level for determining the level of inspection for next lot

Business use: Quality assurance (QA) uses this function often for making usage decisions of different types for inspections performed on products and processes. All the above functions apply to inspection for:

- Materials supplied by vendors
- Process-related inspections
- Semi-finished goods manufactured in-house (intermediate batches, batches mixed and ready to fill)
- Finished goods (filled batches)
- Goods returned by the customer
- Audits
- Internal stock transfer inspections
- Calibration inspections

QA uses specific mail messages for types of usage decisions made on inspection lots. When sending the message, select the appropriate mail group, or list of people to inform about the usage decision.

QA also uses this function in some cases upon completing inspection for certain products. QA needs to hold these products to complete the aging process. However, the products may need to be released on a selective basis to meet sales order requirements. This method ensures we meet aging criteria before the product reaches the customer site. Such "out-of-turn" release of the product will be handled in a special way by pre-allocating such early released products to customer-specific sales orders.

Trigger:
This function is called when:
- Inspection is completed and closed for all inspection characteristics in the inspection lots
- There is a need to release aging products early on a selective basis
- There is an urgency to release materials or products pending inspection completion

Tips and tricks:
- You can make usage decisions for several lots at once using the **Collective usage decision for accepted lots** transaction (QA16).
- You can plan automatic usage decisions for each type of inspection with a pre-defined frequency interval using variants. These variants are categorized into two types.
  - General variants for goods receipt inspections (includes goods receipts for purchase and process orders), goods issue inspections, stock transfer inspections, audits and customer returns
  - Variants for inspections related to process orders, production orders and plant maintenance (PM) orders for calibrations

Menu path:
Logistics ➔ Quality management ➔ Quality inspection
Inspection lot processing ➔ Usage decision ➔ Record

1. Perform the following actions:

Record Usage Decision: Initial Screen	
Fields	*User Actions and Values*
Inspection lot	Enter the inspection lot number.

2. Press ENTER to advance to the **Record Usage Decision: Characteristic Overview** screen.

Note: If you see a pop-up window with an information message, press ENTER again.

3. Select the appropriate action:

If	Then
You wish to perform a stock posting without making a final usage decision	Click on the **Stock for inspection lot** button to advance to the **Record Usage Decision: Stock** screen. Go to step 4. **Note:** You will have this option only if the material is stock relevant, and of the **inspection type**. In-process inspections (type 03) will not have the **Stock for inspection lot** button.

If	Then
All inspection characteristics are acceptable and the inspection lot is closed	Go to step 14.
The inspection lot is closed with rejected characteristics	Go to step 16.
The inspection lot is closed with open characteristics	Go to step 21.

4.   Perform the following actions:

Note: If you have the required authority, and the business requires it, you can perform stock posting from **quality stock to other stock types** without making the **final usage decision**. Use this mainly when you need to release a partial lot while still in aging, in the case of a goods issue for shipping to the customer. In this case, the stock will be **hard allocated to a sales order**.

Record Usage Decision: Stock	
Fields	*User Actions and Values*
To unrestricted use	Enter the quantity to post to unrestricted use or available stock. This can be a partial amount of the total. Go to step 8.
To blocked stock	Enter the quantity to post to blocked stock. **Note:** Material batches need to match company requirements exactly. In some cases, batches may not match these requirements. You will have to post this batch to blocked stock. You must enter a reason code when posting to blocked stock. Go to step 5.
To Sales order	Enter the quantity you wish to hard allocate to a sales order. **Note:** Material batches need to be tested during a relevant period of time. This ensures the quantity of the quality received or produced. In some cases, material batches may need to be shipped before the end of the analysis. If this is the case, the system requires the entry of a sales order number. Go to step 9.

5.   Press ENTER.

6. Perform the following actions:

Document Item Data	
Fields	*User Actions and Values*
Reason for mvt.	Enter the reason for movement of the goods from quality inspection stock to blocked stock per the list below: 0011 Pending Disposition 0012 Return to Vendor 0013 To be reworked 0014 To be Disposed 0017 REMNANT BATCH 0018 Expired Batches 0019 Return to batch
Text	Enter a short description of the movement.

7. Press ENTER.

8. Click on the **Save** icon 🖫 to record the usage decision.

You will see the message: **Performing stock posting** at the bottom of the screen. The system posts the chosen quantity to blocked stock with the reason code. The rest of the quantity is still linked to inspection lot.

END OF TRANSACTION

9. Press ENTER.

10. Perform the following actions:

Record Usage Decision: Stock	
Fields	*User Actions and Values*
Sales order	Enter the sales order number to which this batch is allocated. **Note:** The customer service representative should provide this information. If not, the sales order allocation will not be possible.
Sales ord. item	Enter the relevant item number of the sales order.

11. Press ENTER.

Note: If you cancel the sales order, use the function **Enter transfer posting** (MB1B) to send the material back to a new quality inspection lot. You can reassign this quantity only to a new sales order.

12. Click on the **Save** icon 🖫 to record the usage decision. The system will allocate the quantity to sales order stock type E.

13. Choose the relevant option:

If	Then
If a usage decision code was assigned	You will see the following message: **Usage decision for lot XXXX XXXXXXXXXXX is saved**.
If a usage decision code was not assigned	You see the message: **W: Inspection is still active. Remaining sample quantity is equal to XXXXXX XX**. The first number is the remaining amount for the stock posting linked to the inspection lot. The second number is the base unit of measure of the material. Press ENTER. The system displays another message: **Performing stock posting**.

END OF TRANSACTION

14. Perform the following actions:

Record Usage Decision: Characteristic Overview	
Fields	*User Actions and Values*
UD code	Enter the relevant code from the set related to the usage decision. **Note:** Only code 0010 is set up for automatic stock posting.

15. Click on the **Save** icon 🖫 to record the usage decision. You will see the message: **Usage decision for lot XXXX XXXXXXXXXXX is saved**.

Note: For accepted lots, the system will automatically post the total quantity in the inspection lot from quality inspection stock to unrestricted use stock.

END OF TRANSACTION

16. Perform the following actions:

Record Usage Decision: Characteristic Overview	
Fields	*User Actions and Values*
UD code	Enter the usage decision code.

17. Press ENTER to update the quality score and the follow-up action.

18. Click on the **Save** icon ⊞ to advance to the next screen.

19. Perform the following actions:

Record Usage Decision: Stock	
Fields	*User Actions and Values*
To unrestricted use	Enter the quantity to post to unrestricted use or available stock. This can be a partial amount of the total.
To blocked stock	Enter the quantity to post to blocked stock. **Note:** Material batches need to match company requirements exactly. In some cases, batches may not match these requirements. You will have to post this batch to blocked stock. You must enter a reason code when posting to blocked stock. Go to step 5.
Return delivery	Enter the quantity to be returned to the vendor.
To Sales order	Enter the quantity you wish to hard allocate to a sales order. **Note:** Material batches need to be tested during a relevant period of time. This ensures the quantity of the quality received or produced. In some cases, material batches may need to be shipped before the end of the analysis. If this is the case, the system requires the entry of a sales order number. Go to step 9.

20. Click on the **Save** icon ⊞ to record the usage decision. You will see the message: **Usage decision for lot XXXX XXXXXXXXXXXX is saved**.

END OF TRANSACTION

21. Perform the following actions:

Record Usage Decision: Characteristic Overview	
Fields	*User Actions and Values*
UD code	Enter the usage decision code.

Note: You will see the **Confirmation prompt** window asking **Do you want to force inspection completion?** Click on the **Yes** button.

22. Click on the **Save** icon 🖫.

Note: If there are still some outstanding characteristics and the usage decision is forced, the system will take you to the **Change Long text on usage decision: Language EN** screen. Enter any comments on the usage decision and click on the **Back** icon 🔙.

23. Perform the following actions:

Record Usage Decision: Stock	
Fields	*User Actions and Values*
To unrestricted use	Enter the quantity to post to unrestricted use or available stock. This can be a partial amount of the total.
To blocked stock	Enter the quantity to post to blocked stock. **Note:** Material batches need to match company requirements exactly. In some cases, batches may not match these requirements. You will have to post this batch to blocked stock. You must enter a reason code when posting to blocked stock. Go to step 5.
Return delivery	Enter the quantity to be returned to the vendor.
To Sales order	Enter the quantity you wish to hard allocate to a sales order. **Note:** Material batches need to be tested during a relevant period of time. This ensures the quantity of the quality received or produced. In some cases, material batches may need to be shipped before the end of the analysis. If this is the case, the system requires the entry of a sales order number. Go to step 9.

24. Click on the **Save** icon 🖫 to record the usage decision. You will see the message: **Usage decision for lot XXXX XXXXXXXXXXXX is saved**.