QUALITY MANAGEMENT

SAP 4.6

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Introduction

Purpose This manual provides information on Quality Management in SAP 4.6.

Prerequisite SAP 3.1, Windows 95.

Objectives

- To review SAP 4.6 Quality Management transactions.

Quality Management in SAP 4.6

The QM module has three major areas. QM planning (i.e. master data), QM processing and lastly QM analysis. Usage decisions are part of QM processing.

In the QM module, an inspection begins with the creation of an inspection lot. As a rule, inspection lots are created automatically by transactions in other SAP modules as goods receipt. The next four steps in inspection processing are: 1) select the parts to be inspected, 2) Perform the inspection 3) record the results, 4) make a usage decision, and 5) perform follow up actions.

After the results have been recorded for an inspection lot and the inspection activities are finished, a decision must be reached about the usage of the inspected material.

This usage decision will determine:

- Disposition of material stock
- Sending notices to other parties
- Setting a vendor block due to unacceptable quality level
- Updating a quality score

After the usage decision is made for this inspection lot the quality level is updated. The quality level is recorded on the basis of material, customer and vendor and contains the information needed to conduct the next inspection if dynamic modification rules and inspection stages are used or if a sampling scheme is assigned. (These are later functions that are in SAP but slated for future implementation efforts).

Once this usage decision is made, the inspection is completed. However, if a long term characteristic remains open, then the inspection is completed on a temporary basis.

If a status of an inspection lot is not at the stage for the usage decision to be made, then the user cannot proceed with the usage decision until all required activities are completed.

After the results have been recorded or the inspection has been aborted, the inspector or another authorized individual must make the usage decision of the inspection lot. Once this has been done, the inspection results cannot be changed anymore. If nine of the inspection characteristics were rejected, the system can make the usage decision automatically.

If a usage decision is made for a material that requires documentation, the decision must include an explanation under the following circumstances:

- If the inspection was aborted
- If the usage decision does not conform to the inspection results; for example, if the lot was accepted or rejected.
- It is possible to change the usage decision at a later time, however all changes will be documented by the system in the form of change documents.

Business Process Procedure:

1. When the results recording has been completed and saved, the usage decision must be made.
2. If all the characteristics were acceptable, the usage decision will be to accept the lot without further action.
3. If they were not all acceptable, a usage decision may be made to rework the material then accept.
4. If an evaluation was performed in PGBU or MDR that indicated the nonconformances were acceptable, select the applicable acceptable usage decision.

Change Inspection Plans

Transaction Code **QP02** is used by QM users to change inspection plans.

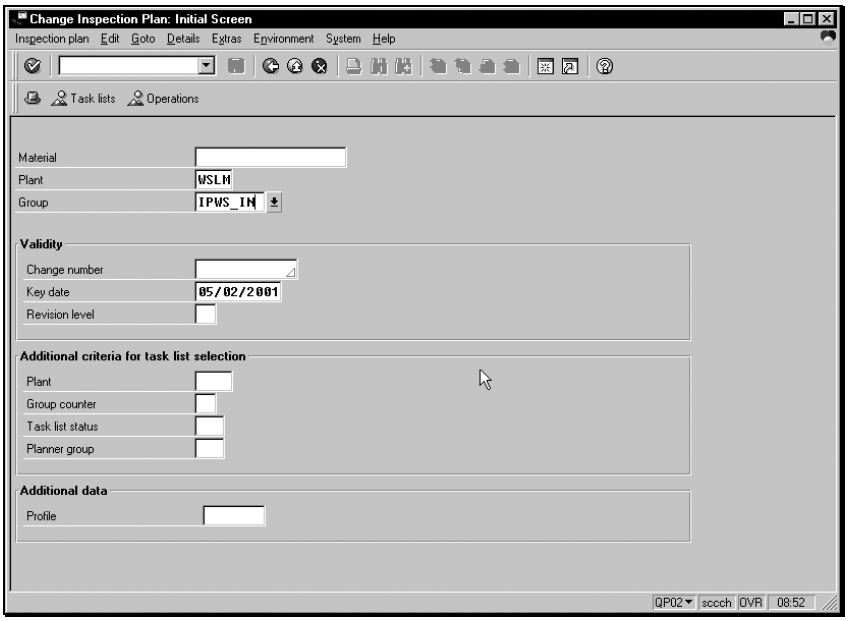
Procedure: To Change Inspection Plans: Transaction Code **QP02**

1. In the **SAP Easy Access** window, type **QP02** in the **Command Field**. Select the **Enter** button.

OR

Navigate the path **Logistics, Quality Management, Quality Planning, Inspection Planning, Inspection Plan, QP02 -- Change**

The initial screen displays.



2. View the **Inspection Plan Change: Operation Overview** screen. Make any necessary adjustments and **Save**.

Change Material

To change a material, the QM user executes transaction code MM02.

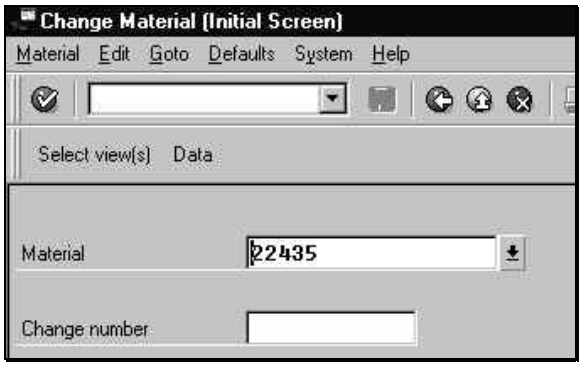
Procedure: To Change Material: Transaction Code: **MM02**

1. From the main **Easy Access** screen, type **MM02** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Material Management, Material Master, Material, Change**, **Immediately**.

The **Change Material: initial screen** opens.



2. Enter the material number and click **Enter**.

3. The **Select Views** dialog opens. Click to select the view or views needed to make the change. Click **Continue/Enter**.

4. The **Organizational Levels** dialog opens. Enter the **Plant**, **Sales Org.** and **Distr. Channel** click **Enter**.

5. The **Change Material** screen displays. Make the necessary changes and click **Save**.

6. A message in the status bar displays the message that the changes have been saved. The **Change Material: initial screen** displays.

7. If there are no more changes necessary, click

Exit to return to the **Easy Access** window.

OR

8. Alternately, enter a transaction code in the Command Field to make more changes.

Display Stock Overview

When the QM user needs to view the stock Transaction Code **MMBE** is executed.

Procedure: To Display Stock Overview: Transaction Code **MMBE**

1. From the main **Easy Access** screen, type **MMBE** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Materials Management, Inventory Management, Environment, Stock, Stock Overview**.

2. The **Stock Overview Company Code/ Plant/Storage Location/Batch** screen displays. Enter the material number in the **Material** field.

3. Click **Execute**. The list displays

4. Click **Back** to return to the initial screen.

5. Click **Exit** to end the transaction.

Create Inspection Lot

The QM user executes transaction code **QA01** to create an inspection lot.

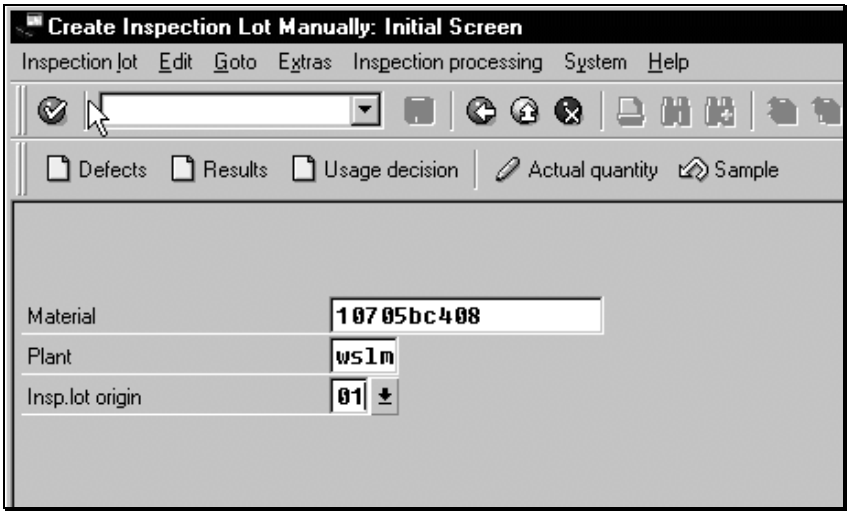
Procedure: To Create Inspection Lot: Transaction Code **QA01**

1. From the main **Easy Access** screen, type **QA01** in the **Command Field** and click **Enter**.

   OR

   From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Processing, Create**

2. The **Create Inspection Lot Manually: Initial screen** displays.



3. Enter a **Material** number, the **Plant** code and the **Insp. Lot origin** data.

Change Inspection Lot

Transaction code **QA02** is executed to change an inspection lot.

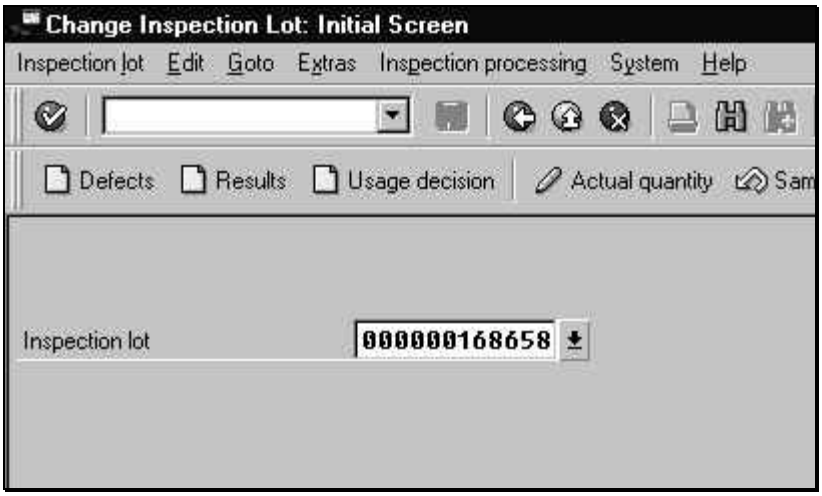
Procedure: To Change Inspection Lot: Transaction Code **QA02**

1. From the main **Easy Access** screen, type **QA02** in the **Command Field** and click **Enter**.

   OR

   From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Processing, Change**

2. The **Change Inspection Lot: Initial screen** displays.

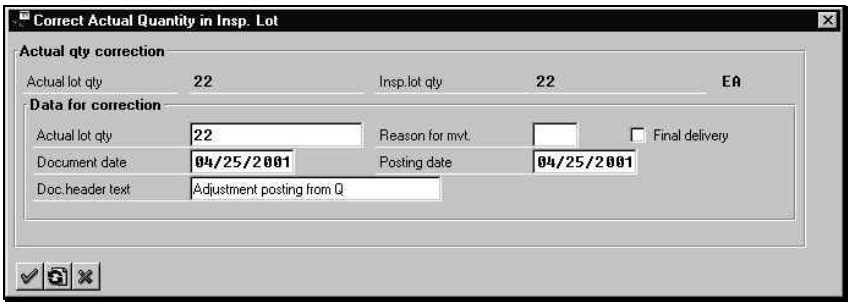


3. Enter the **Inspection lot** number and click **Enter**.

4. The **Change Inspection Lot: Vendor Data** screen displays.

5.

The user may change or correct the quantity by clicking **Correct actual quantity**. The **Correct Actual Quantity** dialog box opens. Make the change to the quantity and click the **Enter** button.



6. The user is returned to the initial screen. When changes are completed click **Exit** until returned to the **SAP Easy Access** menu.

Display Inspection Lot

To display an inspection lot, execute transaction code **QA03**.

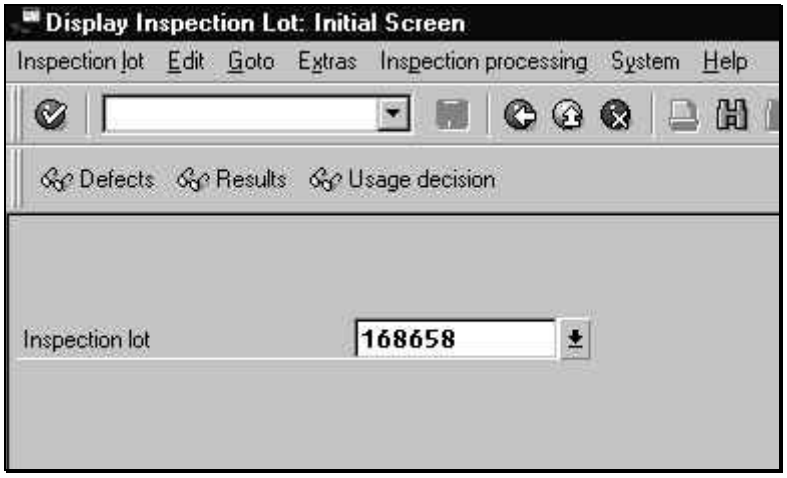
Procedure: To Display Inspection Lot: Transaction Code **QA03**

1. From the main **Easy Access** screen, type **QA03** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Processing, Display**

2. The **Display Inspection Lot: Initial screen** displays.



3. Enter an **Inspection lot** number and click **Enter**. The **Display inspection lot** screen displays.

4. View the information and when finished click **Exit** until returned to the **SAP Easy Access** menu.

Record Results

When the QM user needs to record results of an inspection, transaction code QE01 is executed.

Procedure: To Record Results: Transaction Code **QE01**

1. From the main **Easy Access** screen, type **QE01** in the **Command Field** and click **Enter**.

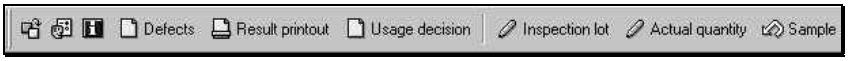
   OR

   From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Result, For Operation, Record**

2. The **Record Results: Initial screen** displays.

3. The toolbar provided on the **Record Results** screen allows the user to execute a number of tasks: select

another inspection lot, check the lot status, record defects, print the results, record the usage decision, change the inspection lot, correct actual quantity and cancel sample.



4. After completing the transaction, click **Save** and then click **Exit** until returned to the SAP Easy Access menu.

Change Results

To change recorded results the QM user executes transaction QE02.

Procedure: (To Change Results: Transaction Code **QE02**)

1. From the main **Easy Access** screen, type **QE02** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Result, For Operation, Change**

2. The **Change Results: Initial screen** displays.

Quality Management Transactions in SAP 4.6

3. After making the necessary changes click **Save** and then **Exit** until returned to the **SAP Easy Access** screen.

Display Results

To display recorded results the QM user executes transaction QE03.

Procedure: (To Display Results: Transaction Code **QE03**)

1. From the main **Easy Access** screen, type **QE03** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Result, For Operation, Display**

2. The **Display Results: Initial screen** displays.

3. After viewing the information, click **Exit** until returned to the **SAP Easy Access** screen.

Record Usage Decisions

Use transaction code QA11 to record usage results.

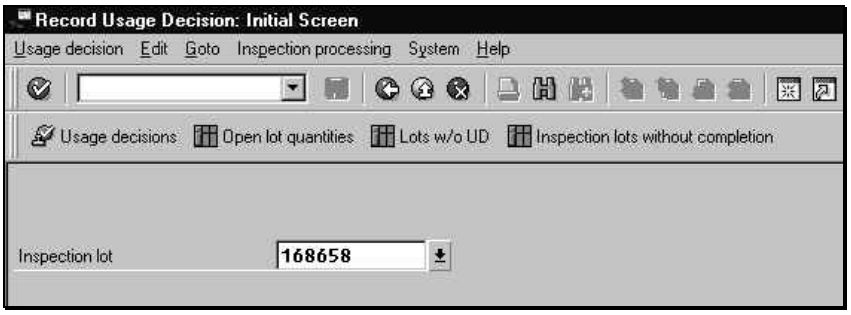
Procedure: To Record Usage Results: Transaction Code **QA11**

1. From the main **Easy Access** screen, type **QA11** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Usage Decision, Record**

2. The **Record Usage Decision: Initial screen** displays.



3. Enter an inspection lot number and click **Enter**. The **Record Usage Decision: Defect Overview** screen displays.

4. The **Record Usage Decision: Defect Overview** screen provides an overview of the characteristics inspected for the lot along with warning messages that all characteristics have not been completed.

5. Click **Status Detail** to examine the Lot Status. The **Change Status** screen displays.

6. The screen shows that inspection is active and that results have been confirmed for the lot. Click **Back** to return to the initial screen.

7. Select the **UD Code** at the bottom of the screen. Select the appropriate code from the drop down menu.

8. The information in the **Defect Overview** screen is display only. If there are changes that need to be made, they should be made in the **Results Recording** transaction.

Change with History

Use transaction **QA12** to change usage decision with history.

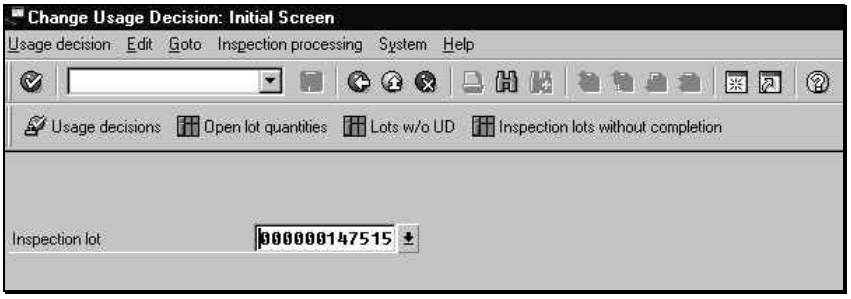
Procedure: To Change Usage Decision with History: Transaction Code **QA12**

1. From the main **Easy Access** screen, type **QA12** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Usage Decision, Change with History**

2. The **Change Usage Decision: Initial screen** displays. Enter an **Inspection lot** number. Click **Enter**.



3. The **Change Usage Decision: Characteristic Overview** screen displays.

4. Select the **UD Code**.

NOTE:

- The Stock Posting can not be changed once it has been entered in QA11. This transaction should be used rather then QA14 because the system records a history through this transaction.

Change without History

To change a usage decision without history, transaction **QA14** is executed.

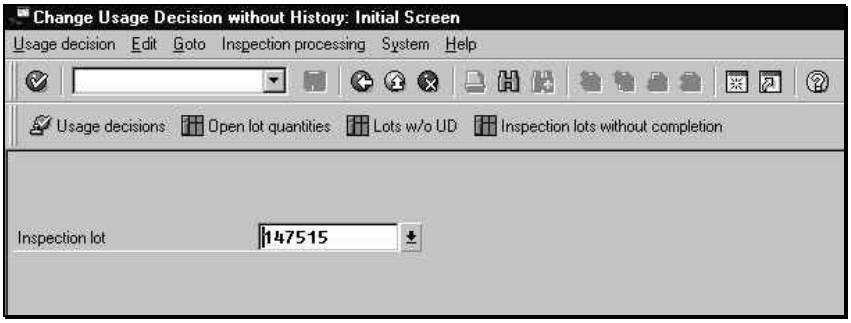
= **Procedure**: =(To Change Usage Decision without History: Transaction Code **QA14**

1. From the main **Easy Access** screen, type **QA14** in the **Command Field** and click **Enter**.

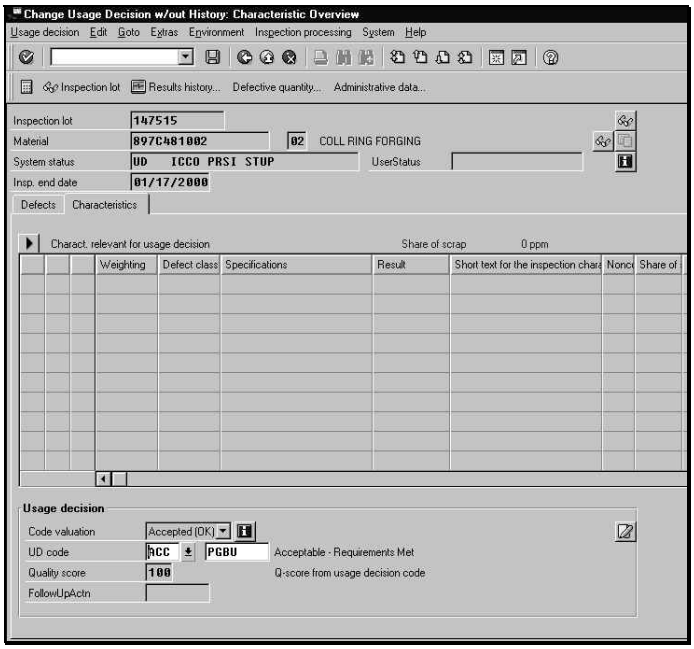
OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Usage Decision, Change without History**

2. The **Change Usage Decision without History: Initial screen** displays.



3. Enter an **Inspection lot** number. Click **Enter**.



4. Select the **UD Code**. The only time this transaction should be used is if you have just saved a UD and realized it was the code.

Display Usage Decision

Execute transaction **QA13** to display a usage decision.

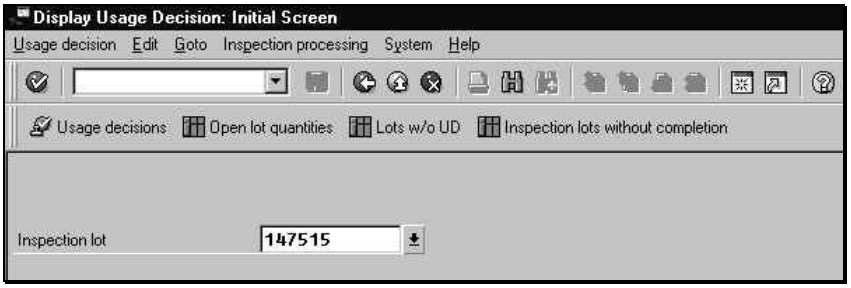
Procedure: To Display Usage Decision: Transaction Code **QA13**

1. From the main **Easy Access** screen, type **QA13** in the **Command Field** and click **Enter**.

OR

From the main **Easy Access** screen, navigate the path **Logistics, Quality Management, Quality Inspection, Inspection Lot, Usage Decision, Display**

2. The **Display Usage Decision: Initial screen** displays.



3. Enter an **Inspection lot** number. Click **Enter**. The **Display Usage Decision: Characteristic Overview** screen displays.

4. View the information needed and click **Back** to return to the initial screen.

5. Usage decisions To view usage decisions, click **Usage decisions**. The **Collective Usage Decision for OK lots** screen displays.

6. Define the selection criteria for the usage decision and click **Execute**.

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