



END-USER GUIDES (Logistics)
SAP ERP, localization extension 1.0 by EPAM for Republic of Belarus

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1. LOCBY_MM.OI.01 Purchase materials from supplier

1. General Info

The instruction defines the necessary actions for the “Purchasing materials from suppliers” process. The process includes next steps:

- Purchase Order creation;
- Goods Receipt based on Purchase Order;
- Output Messages printing;
- Incoming Invoice creation.

2. Purchase Order

Purchase Order creation

Procedure

1) Run transaction **ME21N** «Create Purchase Order» (Vendor / Supplying Plant Known)

In SAP menu	SAP menu: Logistics → Materials Management → Purchasing → Purchase Order → Create → ME21N Vendor /Supplying Plant Known
Transaction	ME21N

2) On the top of the next screen fill the following fields (press **Enter** after data entered):


Field name	User action and field values	Comment
<i>Document Type</i>	Choose «Standard PO» (document type NB)	
<i>Vendor</i>	Fill in the vendor code or choose with the search tool (F4)	
<i>Doc date</i>	Choose the document date	
<i>Reference Date</i>	Choose the disposal date	

3) On the top of the Purchase Order choose bookmark «Org.Data» and fill the next fields:

Field name	User action and field values	Comment
<i>PurchasingOrg</i>	Choose the Purchasing Organization code BY01	
<i>Purch. Group</i>	Choose the Purchasing Group code or use the search tool with possible values (F4)	
<i>Company Code</i>	Choose the Company Code BY01	

4) In order to create Purchase Order items fill in the next fields for each line:

Field name	User action and field values	Comment
<i>Material</i>	Choose the material code or use the search tool (F4)	
<i>PO Quantity</i>	Choose the material quantity	
<i>Deliv.Date</i>	Choose the desired delivery date	
<i>Net Price</i>	Choose the material price	
<i>Plant</i>	Choose the plant where the material should be delivered	



- 5) Press **Enter** each time the line data fulfilled – values will be entered automatically in these fields which were manually filled in before. For example: Short Text, Order Unit, etc.
- 6) On the bottom of the screen (Item Details) choose Tax Code in the “Invoice” bookmark.
- 7) Press “Save” button to save the Purchase Order . In case of no errors and the Purchase Order saved you will see the message with PO number in the bottom of the screen.

Purchase Order changing

Procedure

- 1) If you need to change a Purchase Order use transaction **ME22N** «Change»:

SAP menu	SAP menu: Logistics → Materials Management → Purchasing → Purchase Order → ME22N Change
Transaction	ME22N

- 2) On the top of the screen press the button «Other Purchase Order»  and choose the Purchase Order number which is going to be changed (or use the search tool – button F4).
- 3) After you press the button «Other document» the requested Purchase Order will appear on the screen for changing.
- 4) You need to save the Purchase Order after you finish editing – press the «Save» button .

3. Goods Receipt based on Purchase Order


Procedure

- 1) In order to perform Goods Receipt based on a Purchase Order run the transaction **MIGO** «Goods Movement»

SAP menu	SAP menu: Logistics – Material Management → Inventory Management → Goods Movement → MIGO – Goods Movement (MIGO)
Transaction	MIGO

- 2) On the top of the screen fill the next fields:

Field name	User action and field values	Comment
<i>Executable Action</i>	Choose A01 Goods Receipt	
<i>Referenced Document</i>	Choose R01 Purchase Order	
<i>Number of Material Document</i>	Choose the Purchase Order number (or use the search tool – button F4)	
<i>Movement Type / GR goods receipt</i>	Choose 101 movement type	

- 3) After data fulfilled click the «Execute» button  - in a result the Goods Receipt items will be created automatically based on the Purchase Order.
- 4) In the GR document header fill the next fields:

Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Print via Output Control</i>	Set the flag to create output documents	
<i>Version of Printing GR/GI Slip</i>	Choose «Individual Slip»	
<i>Delivery Note</i>	Print the delivery note number	
<i>Bill of Lading</i>	Print the bill of lading number	

- 5) For those document items which you need to post Goods Receipt, do next:
- Set the flag «Item OK» or in the items list (column «OK»), either in the bottom in the Detail Data;
 - Fill the data in the Detail Data fields;

Field name	User action and field values
Bookmark «Quantity»	
<i>Qty in Unit of Entry</i>	Set the material quantity actually received
<i>Qty in Delivery Note</i>	Set the material quantity accordant with Delivery Note
Bookmark «Where»	
<i>Storage Location</i>	Choose the storage location number (or use the list with possible values – button F4)

- 6) In order to post Goods Receipt click the «Execute» button. In case of success the message with Goods Receipt number will appear.

4. Output Messages printing based on Goods Receipt

Procedure

- 1) To view and print Output Messages based on Goods Receipt run the transaction **MB90** «Process Output»:


SAP menu	SAP menu: Logistics – Material Management → Inventory Management → Material Document – MB90 Process Output
Transaction	MB90



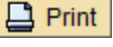
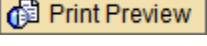
Receipt Voucher (form M-4)

Procedure

- 1) In the first screen of MB90 transaction fill the next values:

Field name	User action and field values
<i>Output Type</i>	Choose the output document type BY01
<i>Processing mode</i>	Choose the value 1
<i>Material Doc. Year</i>	Choose year of the material document
<i>Material Document</i>	Set the material document number based on which you are going to print the output documents

- 2) Click the «Execute» button  - in a result you will see the list of Output Documents which were selected based on criteria above.




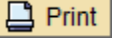
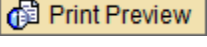
- 3) Choose the Output Document which is going to be processed and click the «Execute» button , to preview the document press «Print preview» .
- 4) Choose the Output Device (printer name) and send for printing ( button), or preview the document ( button). If you choose preview mode the printed form «Inbound Delivery Slip» will be displayed.

Record of Material Acceptance (form M-7a)

Procedure

- 1) In the first screen of MB90 transaction fill the next fields:

Field name	User action and field values
<i>Output Type</i>	Choose the output document type BY02
<i>Processing mode</i>	Choose the value 1
<i>Material Doc. Year</i>	Choose year of the material document
<i>Material Document</i>	Set the material document number based on which you are going to print the output documents

- 2) Click the «Execute» button  - in a result you will see the list of Output Documents which were selected based on criteria above.
- 3) Choose the Output Document which is going to be processed and click the «Execute» button , to preview the document press «Print preview» .
- 4) Choose the Output Device (printer name) and send for printing ( button), or preview the document ( button). If you choose preview mode the printed form «Record of Material Acceptance (form M-7a)» will be displayed.

5. Incoming Invoice creation

Procedure

- 1) For Incoming Invoice creation based on Purchase Order run the transaction **MIRO** «Enter invoice»

SAP menu	SAP menu: Logistics – Materials Management → Logistics Invoice Verification → Document Entry → MIRO Enter Invoice
Transaction	MIRO

- 2) On the top of the screen fill the next fields:

Field name	User action and field values	Comment
<i>Transaction</i>	Choose the transaction type Invoice	
<i>Invoice Date</i>	Choose the invoice date	
<i>Posting Date</i>	Choose the posting date	
<i>Reference</i>	Set the reference document number (external invoice number)	
<i>Amount</i>	Set the invoice amount with taxes	
<i>Calculate tax</i>	Set the flag in case of tax calculation automatically	
<i>Tax Code</i>	Choose the tax code	

3) In order to set Invoice items automatically fill the next fields:

Field name	User action and field values	Comment
<i>Reference Document Category</i>	Choose the reference document type Purchase Order/Scheduling Agreement	
<i>Purchasing Document Number</i>	Set the purchase order number (or use the search tool – button F4)	

- 4) Press Enter when finished – the invoice items (based on purchase order) will be created in a result.
- 5) You can change amount and quantity in the invoice items if needed. In order to preview postings which are a result of invoice posting press the «Modelling» button.
- 6) Click the «Execute» button for posting.

2. LOCBY_MM.OI.02 Inventory management

1. General Info

The instruction defines the necessary actions which should be performed in order to hold inventory control processes such as internal goods movement between storage locations and goods issue. Inventory control card (M-12п) creation process (which contains information about goods movement operations within particular time period for particular Storage Location) described as well.

2. Internal goods movement between Storage Locations

Internal goods movement creation between Storage Locations within the Plant Procedure

- 1) In order to perform goods movement operation from one Storage Location to another one run the transaction **MIGO** «Goods Movement»:

SAP menu	SAP menu: Logistics – Materials Management → Inventory Management → Goods Movement → MIGO Goods Movement
Transaction	MIGO

- 2) On the top of the screen fill the next fields:


Field name	User action and field values	Comment
<i>Executable Action</i>	Choose Transfer Posting	
<i>Referenced Document</i>	Choose Other	
<i>Movement Type / GR goods receipt</i>	Choose 311 movement type	

- 3) On the header of the goods movement document fill the next fields:

Field name	User action and field values
<i>Document Date</i>	Choose the document date
<i>Posting Date</i>	Choose the posting date
<i>Print via Output Control</i>	Set the flag to create output documents
<i>Version of Printing GR/GI Slip</i>	Choose «Individual Slip»

4) For each new item you need to fill the next fields in Detail Data:

Field name	User action and field values
<i>Material</i>	Set the Material code for movement (or choose from the list of possible values –F4 button)
<i>Plant</i>	Set the Plant code from which you are going to move materials (or choose from the list of possible values – F4 button)
<i>Storage Location</i>	Set the Storage Location code from which you are going to move materials (or choose from the list of possible values –F4 button)
<i>Storage Location (in B group)</i>	Set the Storage Location code to which you are going to move materials (or choose from the list of possible values –F4 button)
<i>Quantity in Unit of Entry</i>	Set the movement quantity

5) After one particular item fulfilled – press Enter. In order to move to the next item - press **Next Item** .

6) In order to perform document posting click the «Execute» button after all items fulfilled. In case of success the message with document number will appear.

Output documents printing based on Goods Movement

Procedure






1) To view and print Output Messages based on Goods Movement run the transaction **MB90 «Process Output»**:

SAP menu	SAP menu: Logistics – Material Management → Inventory Management → Material Document – MB90 Process Output
Transaction	MB90

2) In the first screen of MB90 transaction fill the next values:

Field name	User action and field values
<i>Output Type</i>	Choose the output document type BY03 (Record of Internal Transfer of Goods (M-13π))
<i>Processing mode</i>	Choose the value 1
<i>Material Doc. Year</i>	Choose year of the material document

Field name	User action and field values
<i>Material Document</i>	Set the material document number based on which you are going to print the output documents

- 3) Click the «Execute» button  - in a result you will see the list of Output Documents which were selected based on criteria above.
- 4) Choose the Output Document which is going to be processed and click the «Execute» button , to preview the document press «Print preview» .
- 5) Choose the Output Device (printer name) and send for printing ( **Print** button), or preview the document ( **Print Preview** button).

If you choose preview mode the printed form the Record of Internal Transfer of Goods (M-13n) will be displayed.

3. Goods Issue for the Cost Centre

Procedure

- 1) In order to perform Goods Issue for the Cost Centre run transaction **MIGO** «Goods movement»:

SAP menu	SAP menu: Logistics – Material Management → Inventory Management → Goods Movement → MIGO–Goods Movement (MIGO)
Transaction	MIGO

- 2) On the top of the screen fill the next fields:

Field name	User action and field values	Comment
<i>Executable Action</i>	Choose Goods Issue	
<i>Referenced Document</i>	Choose Other	
<i>Movement Type / GR goods receipt</i>	Choose 201 movement type	

- 3) In the Goods Issue document header fill the next fields:

Field name	User action and field values
<i>Document Date</i>	Choose the document date
<i>Posting Date</i>	Choose the posting date
<i>Material Slip</i>	Set the external Goods Issue document number if needed

- 4) For each new item fill the next fields:

Field name	User action and field values
<i>Mat.Short Text</i>	Set the material code for issue (or use the list with possible values –F4 button)
<i>Qty in Unit of Entry</i>	Set the material quantity for issue
<i>Plant</i>	Set the Plant code from which you are going to issue materials (or choose from the list of possible values –F4 button)
<i>Storage Location</i>	Set the Storage Location code from which you are going to issue materials (or choose from the list of possible values –F4 button)
<i>Cost Centre</i>	Set the Cost Centre code to which you are going to issue materials (or choose from the list of possible values –F4 button)

- 5) Press *Enter* each item will be fulfilled.
 6) Click the «*Execute*» button when all items fulfilled. In case of success the message with Goods Issue document number will appear.

4. Creation Inventory Control Card




Procedure

- 1) In order to create Inventory Control Card run the transaction **/CBY/MMCARD** Inventory control card(M-12n)

SAP menu	-
Transaction	/CBY/MMCARD

- 2) On the first screen fill the next fields:

Field name	User action and field values
<i>Company Code</i>	Choose the Company Code (or use the search tool – button F4)
<i>Plant</i>	Choose the Plant code (or use the search tool – button F4)
<i>Storage Location</i>	Choose the Storage Location code (or use the search tool – button F4)
<i>Material</i>	Choose the Material code (or use the search tool – button F4)
<i>Posting Date</i>	Set the billing interval

- 3) In order to run the report generation click the «Execute» button  after all necessary fields fulfilled.
- 4) Choose the Output Device (printer name) and send for printing ( Print button), or preview the document ( Print Preview button). If you choose preview mode the printed form the Inventory Control Card will be displayed.

3. LOCBY_MM.OI.03 Accounting FSA (Forms of strict accounting)

1. General Info

The instruction defines the necessary actions, which should be performed in order to hold FSA (Forms of strict accounting) processes. FSA process includes the next steps:

- FSA Receipt;
- FSA movement, transfer to MRP (Material Responsible Person);
- FSA cancellation;
- FSA use (issue);
- Writing off cancelled FSA;
- FSA Realization;
- Reporting and FSA Printing Forms.

2. FSA Receipt

Purchase Order creation

Procedure

1) Run the transaction **ME21N** «Vendor / Supplying Plant Known»

SAP menu	SAP menu: Logistics – Materials Management →Purchasing → Purchase Order → Create → ME21N Vendor/Supplying Plant Known
Transaction	ME21N

2) On the top of the screen fill the next fields (press Enter when finished):


Field name	User action and field values
<i>Document Type</i>	Choose «Standard PO» (document type NB)
<i>Vendor</i>	Fill in the vendor code or choose with the search tool (F4)
<i>Doc date</i>	Choose the document date

3) On the top of the Purchase Order choose bookmark «Org.Data» and fill the next fields:

Field name	User action and field values	Comment
<i>PurchasingOrg</i>	Choose the Purchasing Organization code BY01	
<i>Purch. Group</i>	Choose the Purchasing Group code or use the search tool with possible values (F4)	
<i>Company Code</i>	Choose the Company Code BY01	

4) In order to create Purchase Order items fill in the next fields for each line:

Field name	User action and field values	Comment
<i>Material</i>	Choose the material code or use the search tool (F4)	
<i>PO Quantity</i>	Choose the material quantity	
<i>Deliv.Date</i>	Choose the desired delivery date	
<i>Net Price</i>	Choose the purchase price	
<i>Plant</i>	Choose the plant where the material should be delivered	
<i>Storage Location</i>	Choose the storage location where the material should be delivered	

- 5) Press **Enter** each time the line data fulfilled – values will be entered automatically in these fields which were manually filled in before. For example: Short Text, Order Unit, etc.
- 6) On the bottom of the screen (Item Details) choose Tax Code in the “Invoice” bookmark and set the flag «GR-Bsd IV» (GR Based Invoice Verification)
- 7) Press “Save”  button to save the Purchase Order

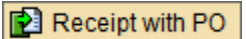
In case of no errors and the Purchase Order saved you will see the message with PO number in the bottom of the screen

FSA Receipt to Storage Location based on Purchase Order

Procedure

- 1) In order to maintain FSA receipt operation to Storage Location based on Purchase Order you need to use transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen «Accounting FSA» put in the Purchase Order number in the field **Purchasing Doc.** (or use the search tool – button F4). After this press the button .
- 3) On the next screen «Receipt with PO creating» (Creating Incoming FSA) on the top fill the next fields:

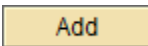
Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Delivery Note</i>	Choose the incoming FSA number	
<i>Header Text</i>	Write an additional comment to the incoming FSA	Optional


- 4) In the bookmark «Detail of the Purchase Order» check the data from the **Purchase Order**, or correct them:

Field name	User action and field values	Comment
<i>Quantity in Unit of Entry</i>	Check the field. Correct if needed	
<i>Personnel Number</i>	Set the Personnel Number of MRP (material responsible person), where the FSA will be posted	

- 5) In order to enter data on FSA serial numbers you should do the next for each line:
- Select the line where you'd like to enter the serial numbers;
 - Go to the bookmark **Serial Numbers**. Fill in the next fields:

Field name	User action and field values
<i>Series</i>	Set the FSA serial number
<i>Serial Number from</i>	Set the FSA first number
<i>Serial Number to</i>	Set the FSA last number
<i>Status</i>	Choose 0001 status

- Press the button . The system will create a list of serials numbers for material.

- 6) Press the button  after all lines fulfilled in order to post FSA Receipt document. In case of success the information message with document number will appear:

FSA Invoice Receipt Procedure

- 1) In order to create the Invoice based on Purchase Order run the transaction **MIRO** «Enter invoice»

SAP menu	SAP menu: Logistics – Materials Management → Logistics Invoice Verification → Document Entry → MIRO Enter Invoice
Transaction	MIRO

- 2) On the next screen on the top fill the next fields:

Field name	User action and field values	Comment
<i>Transaction</i>	Choose the transaction type Invoice	
<i>Invoice Date</i>	Choose the invoice date	
<i>Posting Date</i>	Choose the posting date	
<i>Reference</i>	Set the reference document number (external invoice number)	
<i>Amount</i>	Set the invoice amount with taxes	
<i>Calculate tax</i>	Set the flag in case of tax calculation automatically	
<i>Tax Code</i>	Choose the tax code	

- 3) In order to set Invoice items automatically fill the next fields:

Field name	User action and field values	Comment
<i>Reference Document Category</i>	Choose the reference document type Purchase Order/Scheduling Agreement	
<i>Purchasing Document Number</i>	Set the purchase order number (or use the search tool – button F4)	

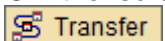
- 4) Press Enter when finished – the invoice items (based on purchase order) will be created in a result.
- 5) You can change amount and quantity in the invoice items if needed. In order to preview postings which are a result of invoice posting press the button «Modelling».
- 6) Press «Execute» for posting.

3. FSA movement, transfer to MRP (Material Responsible Person) Procedure

- 1) This operation allows moving FSA to other departments, other MRP.
 In order to perform FSA movement use transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button



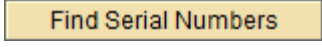
- 3) On the next screen **Transfer FSA** on the top fill the next fields:

Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Delivery Note</i>	Set the Delivery Note number	
<i>Header Text</i>	Write an additional comment to the document	Optional

- 4) In the bookmark «Detail of the Operation» for each line you'd like to move press the button and fill the next fields:




Field name	User action and field values
Material	Set the material number for movement (or use the list of possible values – button F4)
<i>Quantity in Unit of Entry</i>	Set the quantity for movement
<i>Plant</i>	Set the Plant code from which you are going to move materials (or choose from the list of possible values – button F4)
<i>Storage Location</i>	Set the Storage Location code from which you are going to move materials (or choose from the list of possible values – button F4)
<i>Receiving Plant</i>	Set the Plant code to which you are going to move materials (or choose from the list of possible values – button F4)
<i>Receiving Storage Location</i>	Set the Storage Location code to which you are going to move materials (or choose from the list of possible values – button F4)
<i>Personal Number</i>	Set the MRP personal number where you'd like to receipt FSA


- 5) In order to determine the FSA serial numbers for movement, you need to do next for each line:
- Select the line where you'd like to determine serial numbers

- Go to the bookmark **Serial Numbers**, press the button . On the next screen set MRP data from whom you are going to write-off some FSA:

Field name	User action and field values
<i>Partner</i>	Choose the partner type Person Respons. and in the right field set the MRP personal number from whom you are going to write-off some FSA

The rest fields which are fulfilled automatically – do not change

Press the button  to choose serial numbers from the list. Then you will see the list with all forms of FSA with series and numbers. Use the button  to select all forms which you need to move to another Storage Location to another MRP. Press the button  to copy serial numbers data to the transaction

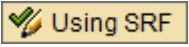
- Press the button  to post document after all data fulfilled in all lines. In case of success the information message will appear contains the material document number.

4. Using (issue) FSA


Procedure

- In order to log in the fact of using FSA use the transaction **/CBY/MM_BSO** «Accounting FSA»:

SAP menu	-
transaction	/CBY/MM_BSO

- On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- On the next screen **Using FSA** on the top fill the next fields:

Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Header Text</i>	Write an additional comment to the document	Optional

- In the bookmark «Detail of the Operation» for each line press the button  and fill the next fields:

Field name	User action and field values	Comment
Material	Set the material code (or use the list of possible values – button F4)	
Quantity in Unit of Entry	Set the quantity	
Plant	Set the Plant code from which you are going to move materials (or choose from the list of possible values – button F4)	
Storage Location	Set the Storage Location code from which you are going to move materials (or choose from the list of possible values – button F4)	
Cost Centre	Set the Cost Centre to which you are going to post FSA using costs (or choose from the list of possible values – button F4)	Optional
G/L Account	Set the account number from the General Ledger to which you are going to post FSA using costs (or choose from the list of possible values – button F4)	Optional. In case of empty field the G/L account will be filled automatically

5) In order to determine the FSA serial numbers for issuing, you need to do next for each line:

- Select the line where you'd like to determine serial numbers using the button







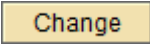
- Go to the bookmark **Serial Numbers**, press the button 


. On the next screen set MRP data to whom you are going to issue some FSA:

Field name	User action and field values
Partner	Choose the partner type Person Respons. and in the right field set the MRP personal number to whom you are going to issue some FSA

The rest fields which are fulfilled automatically – do not change

Press the button  to choose serial numbers from the list. Then you will see the list with all forms of FSA with series and numbers. Use the button  to select all forms which you need to move to another Storage Location to another MRP. Press the button  to copy serial numbers data to the transaction.

Select all copied serials numbers using the button  and press the button  **Change**.
 As a result – status is assigned to all serial numbers.

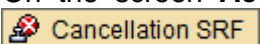

- 6) Press the button  to post document after all data fulfilled in all lines.
 In case of success the information message will appear contains the material document number.

5. FSA cancellation


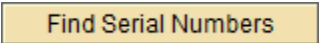
Procedure

- 1) In order to log in the FSA cancellation use the transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Cancellations/damage of FSA** in the bookmark «Detail of the Operation» for each line press the button  and fill the next fields:




Field name	User action and field values
Material	Set the material code (or use the list of possible values – button F4)

- 4) In order to determine the FSA serial numbers for cancellation or damaging for each line you need to do next:
- Select the line where you'd like to determine serial numbers using .
 - Go to the bookmark **Serial Numbers**, press the button  **Find Serial Numbers**

On the next screen set MRP data to whom you are going to cancel some FSA:


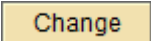
Field name	User action and field values
<i>Partner</i>	Choose the partner type Person Respons. and in the right field set the MRP personal number from whom you are going to write-off some FSA


The rest fields which are fulfilled automatically – do not change

Press the button  to choose serial numbers from the list. Then you will see the list with all forms of FSA with series and numbers. Use the button  to select all forms which you need to move to another Storage Location to another MRP. Press the button  to copy serial numbers data to the transaction.

- For copied serial numbers set the corresponding status:
 0003 - Spoiled
 0004 - Cancelled

In case of serial numbers mass status:

- Select the line which you are going to set the same status (using the button )
- Set the corresponding status in the field **Status**
- Press the button .


5) After all data fulfilled in all items press the button  to save the changed statuses – the information message will appear.

6. Writing off cancelled FSA


Procedure

1) In order to write off cancelled and damaged FSA use the transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
transaction	/CBY/MM_BSO


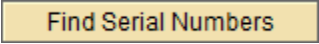
- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button  **Writing off canceled SRF**.
- 3) On the next screen **Writing off FSA** on the top fill the next fields:

Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Delivery Note</i>	Set the Act number or another writing-off document	
<i>Header Text</i>	Write an additional comment to the document	Optional

- 4) In the bookmark «Detail of the Operation» for each line you'd like to move press the button  and fill the next fields:




Field name	User action and field values	Comment
Material	Set the material number (or use the list of possible values – button F4)	
Quantity in Unit of Entry	Set the quantity	
Plant	Set the Plant code from which you are going to write-off materials (or choose from the list of possible values – button F4)	
Storage Location	Set the Storage Location code from which you are going to write-off materials (or choose from the list of possible values – button F4)	
G/L Account	Set the account number from the General Ledger to which you are going to write-off FSA (or choose from the list of possible values – button F4)	Optional. In case of empty field the G/L account will be filled automatically


- 5) In order to determine the FSA serial numbers for writing-off, you need to do next for each line:

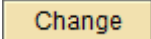
- Select the line where you'd like to determine serial numbers (using button )
- Go to the bookmark **Serial Numbers**, press the button  .
 On the next screen set MRP data from whom you are going to write-off some FSA:

Field name	User action and field values
Partner	Choose the partner type Person Respons. and in the right field set the MRP personal number


The rest fields which are fulfilled automatically – do not change:

Press the button  to choose serial numbers from the list. Then you will see the list with all forms of FSA with series and numbers. Use the button  to select all forms which you need to write-off. Press the button  to copy serial numbers data to the transaction

- Select all copied serial numbers using the button  and then press the button



As a result – status «Destroyed» will be assigned to all serial numbers


- 6) Press the button  to post document after all data fulfilled in all lines.
In case of success the information message will appear contains the material document number.

7. FSA Realization


Procedure

- 1) For FSA Realization use transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button  **Realization**.
- 3) On the next screen **Realization FSA** on the top fill the next fields:


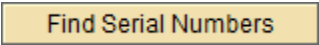
Field name	User action and field values	Comment
<i>Document Date</i>	Choose the document date	
<i>Posting Date</i>	Choose the posting date	
<i>Delivery Note</i>	Set the Act number or another writing-off document	
<i>Header Text</i>	Write an additional comment to the document	Optional

- 4) In the bookmark «Detail of the Operation» for each line you'd like to move press the button  and fill the next fields:

Field name	User action and field values	Comment
Material	Set the material number (or use the list of possible values – button F4)	
<i>Quantity in Unit of Entry</i>	Set the quantity	
<i>Plant</i>	Set the Plant code from which you are going to realize materials (or choose from the list of possible values – button F4)	
<i>Storage Location</i>	Set the Storage Location code from which you are going to realize materials (or choose from the list of possible values – button F4)	
<i>G/L Account</i>	Set the account number from the General Ledger to which you are going to post FSA realization	Optional. In case of empty field the G/L




Field name	User action and field values	Comment
	costs (or choose from the list of possible values – button F4)	account will be filled automatically


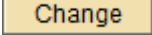
5) In order to determine the FSA serial numbers for realization, you need to do next for each line:


- Select the line where you'd like to determine serial numbers 
- Go to the bookmark **Serial Numbers**, press the button . On the next screen set MRP data to whom you are going to realize some FSA:

Field name	User action and field values
<i>Partner</i>	Choose the partner type Person Respons. and in the right field set the MRP personal number

The rest fields which are fulfilled automatically – do not change

Press the button  to choose serial numbers from the list. Then you will see the list with all forms of FSA with series and numbers. Use the button  to select all forms which you need to realize. Press the button  to copy serial numbers data to the transaction

- Select all copied serial numbers using the button  and then press the button . As a result – status «Realized» will be assigned to all serial numbers

6) Press the button  to post document after all data fulfilled in all lines. In case of success the information message will appear contains the material document number.

8. Reporting and FSA Printing Forms

Registers by type on Transaction

Procedure

1) In order to create Registers by type on FSA transactions use transaction **/CBY/MM_BSO** «Accounting FSA»


SAP menu	-
----------	---

Transaction	/CBY/MM_BSO
-------------	-------------

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .

On the next screen **Movement of FSA** fill the next fields:

Имя поля	Действие пользователя и значения
<i>Material</i>	Choose the material code for which you are going to create transactions register
<i>Type of Movement</i>	Choose the type of materials for which you are going to create transactions register

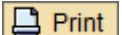

- 3) To get the transactions register press the button . In a result you will get a report.

Receipts and Retirement Invoices

Procedure

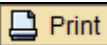
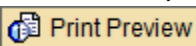
- 1) In order to create printing form «Receipts and Retirement Invoice» use the transaction **/CBY/MM_BSO «Accounting FSA»**

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Printing FSA** choose «Receipts and Retirement Invoice» and press .
- 4) On the screen **Transfer invoice FSA** fill the next fields:

Field name	User action and field values
<i>Material Document</i>	Choose the material document number on which you are going to create printing form
<i>Year</i>	Choose the material document year
<i>Allocat.allowed</i>	Set the personal number who allows issue. Position and Surname will be chosen automatically – you can do corrections if needed
<i>By pow/attorney - Numb</i>	Set the number of Power of Attorney
<i>By pow/attorney - from</i>	Set the date of Power of Attorney

- 5) To create printing form – press the button .

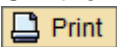

- 6) On the next screen choose the printer and print it or (button  **Print**), or preview the document (button  **Print Preview**). If you choose preview mode the printed form «Transfer invoice FSA» will be displayed.

Card-inquiry about issued and used FSA


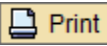
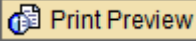
Procedure

- 1) In order to create printing form «Card-statement of used strict accounting forms» use transaction **/CBY/MM_BSO** «Accounting FSA»:

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Printing FSA** choose «Card-statement of used strict accounting forms » and press .
- 4) On the screen Card-statement of used strict accounting forms fill the next fields

Field name	User action and field values
<i>CC (Company Code)</i>	Choose the company code BY01
<i>FSA</i>	Choose the material/FSA code
<i>Executor</i>	Set the personal number of executor. Position and Surname will be set automatically – correct it if needed

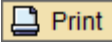

- 5) To create printing form – press the button .
- 6) Choose the Output Device (printer name) and send for printing (button  **Print**), or preview the document (button  **Print Preview**). If you choose preview mode the printed form « Card-statement of used strict accounting forms» will be displayed.

Scrapping Record of used strict accounting forms


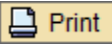
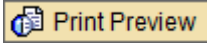
Procedure

- 1) In order to create printing form «Scrapping Record of used strict accounting forms» use transaction **/CBY/MM_BSO** «Accounting FSA»:

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Printing FSA** choose «Scrapping Record of used strict accounting forms» and press .
- 4) On the next screen fill the next fields.

Field name	User action and field values
<i>Material Document</i>	Choose the material document number on which you are going to create printing form
<i>Year</i>	Choose the material document year
<i>Executor</i>	Set the personal number of executor. Position and Surname will be set automatically - correct it if needed
<i>Commis.members</i>	Set the personal numbers of the commission members. Surname will be set automatically - correct it if needed

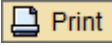

- 5) To create printing form – press the button .
- 6) Choose the Output Device (printer name) and send for printing (button ) , or preview the document (button ). If you choose preview mode the printed form will be displayed.

Strict accounting forms to be destroyed register

Procedure


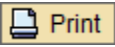
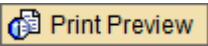
- 1) In order to create printing form «Strict accounting forms to be destroyed register» use transaction **/CBY/MM_BSO** «Accounting FSA»

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Printing FSA** choose «Strict accounting forms to be destroyed register» and press .
- 4) On the next screen **Strict accounting forms to be destroyed register** fill the next fields:

Field name	User action and field values
<i>Executor</i>	Set the personal number of executor. Position and Surname will be set automatically - correct it if needed

<i>Controler</i>	Set the Controler personal number Surname will be set automatically - correct it if needed
------------------	--

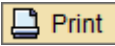

- 5) To create printing form – press the button .
- 6) Choose the Output Device (printer name) and send for printing (button ), or preview the document (button ). If you choose preview mode the printed form will be displayed.

Scrapping Record of spoiled/canceled strict accounting forms


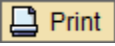
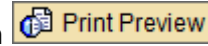
Procedure

- 1) In order to create printing form «Scrapping Record of spoiled/canceled strict accounting forms» use transaction **/CBY/MM_BSO** «Accounting FSA»:

SAP menu	-
Transaction	/CBY/MM_BSO

- 2) On the screen **Accounting FSA (Forms of strict accounting)** press the button .
- 3) On the next screen **Printing FSA** choose «Scrapping Record of spoiled/canceled strict accounting forms» and press .
- 4) On the screen **Scrapping Record of spoiled/canceled strict accounting forms** fill the next fields:

Field name	User action and field values
<i>Material Document</i>	Choose the material document number on which you are going to create printing form
<i>Year</i>	Choose the material document year
<i>FSA</i>	Choose the FSA code
<i>Commis.chairman</i>	Choose the personal numbers of chairman and members of the commission. Surname will be set automatically - correct it if needed

- 5) To create printing form – press the button .
- 6) Choose the Output Device (printer name) and send for printing (button ), or preview the document (button ). If you choose preview mode the print form will be displayed.

4. LOCBY_MM.OI.04 Materials inventory

1. General information

This scenario shows the process of inventory (creating an inventory document, a physical count, posting differences and printing output forms). The process begins with the generation of the required inventory count sheets. Materials can be blocked here for posting during the physical inventory. After counting the inventory sheets are printed.

2. Physical Inventory

Stock overview

Use

The total stock of materials stored in the warehouse can be viewed in report «Warehouse Stocks of materials» report.

Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics→Materials management→ Inventory management→ Environment →Stocks→ Warehouse stock
Transaction code	MB52

- 2) Make the following entry:

Field name	User action and values	Comment
<i>Plant</i>	<Plant>	
<i>Storage location</i>	<Warehouse number>	
<i>Sub screen «Scope of list»</i>		
<i>Material Type</i>		
<i>Material Group</i>		
<i>Sub screen «Settings»</i>		
<i>Display Batch Stock</i>	X	

- 3) Click *Execute button (F8)*.

Creating Physical Inventory Documents


Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics→ Materials Management→ Physical inventory→ Sessions→ Create physical inventory documents→ Without special stocks
Transaction code	MI31

2) In the initial screen, enter the following values:

Field name	User action and values	Comment
<i>Sub screen «Database selection»</i>		
<i>Plant</i>	< Plant>	
<i>Storage Location</i>	< Storage Location>	
<i>Material Group</i>	< Material Group>	
<i>Sub screen "Control"</i>		
<i>Select data and issue log</i>	X	
<i>Name of Session</i>	Enter your session name	
<i>Sub screen «Data in Phys.Inv.Document header»</i>		
<i>Unrestricted use</i>	X	Indicates the type of stock
<i>In quality inspection</i>		
<i>Blocked</i>		
<i>Planned Count Date</i>		
<i>Physical Inventory Number</i>	Enter your Physical Inventory Number (Mandatory)	Specify a number or name which several inventory documents could be grouping under for improved processing.
<i>Set postings block</i>		Set for locking material postings during the inventory process.
<i>Freeze book inv.bal</i>	X	Specifies that the book inventory balances for those items in a physical inventory document that have not been counted yet have frozen.

- 3) Click *Execute* button  (F8).
- 4) *Edit*→*Select all* (F5). As a result, all material in the list would be selected for inventory.
- 5) Click the *Generate Session* button and then click the *Process Session* button
- 6) On the Batch Input: Session Overview Screen find the session you created and click the *Process* button.
- 7) Set the field "Display Errors only" in a dialog mode and click *Process* button.

- 8) Exit batch input from the Information dialog after processing.

Display and Change a physical inventory document

Procedure

Display a physical inventory document

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics→ Materials Management→ Physical inventory→ Physical inventory document→Display
Transaction code	MI03

- 2) In the initial screen, enter the following values:


Field name	User action and values	Comment
<i>Physical Inventory Document</i>	< <i>Physical Inventory Document</i> >	
<i>Fiscal Year</i>		

- 3) Click the *Overview* button  (F5).

Changing a physical inventory document

- 4) Go to the following menu path to change an inventory document: *Physical inventory document -> Change*.
 5) To add new items in a physical inventory document follow: *Edit -> New Items*, and then enter a material number for a new item.

To delete an item in a physical inventory document choose an item and follow: *Edit -> Deletion Indicator on/off*.

- 6) Save the changes .

Blocking postings (optionally)

Use

You can block postings for the affected stocks in each case (storage location stock, batch stock, or special stock) for all associated stock types by set block indicator. The indicator remains in the physical document header even if the stock is unblocked through the posting of inventory differences.


Procedure

1. Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics→ Materials Management→ Physical inventory→ Sessions→ Block material
Transaction code	MI32

2. Make the following entry:

Field name	User action and values	Comment
<i>Physical Inventory Document</i>		
<i>Physical Inventory Number</i>		
<i>Set posting block</i>	X	Mark the field

3. Click the *Execute* button  (F8).
4. Click the *Generate Session* button and then click the *Process Session* button.
5. On the Batch Input: Session Overview allocate the session you created and click the *Process* button.
6. In a dialog set the field Display Errors only and press *Process* button.
7. After processing exit batch input from the Information dialog.

Printing the Physical Inventory List

Use

Information about the actual stocks is recorded in the inventory records. To perform operation of inventory count it is necessary to print a physical inventory document and give it to persons responsible for counting.

Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	
Transaction code	/CBY/INVENTORY

- 2) In the initial screen, enter the following values:

Field name	User action and values	Comment
<i>Physical Inventory List</i>	X	
<i>No. of inventory</i>		Specify a number or name which several inventory documents could be grouping under for improved processing

- 3) Execute (F8).

As a result the physical inventory list will be printed out.

ИНВЕНТАРИЗАЦИОННАЯ ОПИСЬ оборотных активов			Коды	
№ 12344560			05015303	
Наименование организации	ОАО "Демо-Беларусь"		101546673	
Подразделение организации	Склад_Минск1		1000	
Основание для проведения инвентаризации: приказ, постановление, распоряжение (ненужное зачеркнуть)			Дата	
Дата начала инвентаризации			Номер	
Дата окончания инвентаризации				

РАСПИСКА

К началу проведения инвентаризации все расходные и приходные документы на оборотные активы сданы в бухгалтерию и все оборотные активы, поступившие на мою (нашу) ответственность, оприходованы, а выбывшие списаны в расход

Материально-ответственное(ые) лицо(а) _____
должность подпись (расшифровка подписи)

№ п/п	Оборотные активы		Вид запаса	Партия	Ед. изм.	Цена руб. (с округлением)	Фактическое наличие		По данным бухгалтерского учета	
	наименование, вид, сорт, группа	номенклатурный номер (при его наличии)					количество	сумма, руб.	количество	сумма, руб.
1	2	3	4	5	6	7	8	9	10	11
1	RON - сырье	RON	Склад		шт					
2	RON_p2 сырье (материал)	RON_P2	Склад	000000414	шт					

Executing Inventory Count

Use

Periodically, a warehouse person executes the physical count (manual activity).



Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics→ Materials Management→ Physical inventory→ Inventory Count→ Enter
Transaction code	MI04

- 2) In the initial screen, enter the following values:

Field name	User action and values	Comment
<i>Physical Inventory Document</i>	Inventory document number	
<i>Fiscal Year</i>	Current year	
<i>Count date</i>	Specify the date equaled to the date entered in physical document inventory	

- 3) Press the *Enter* button or click  button.
- 4) Specify for items their quantity or mark an item as Zero Count.
- 5) Save  (CTRL+S).

Printing the Difference list of stock

Use

Printing the difference list of stock after the inventory counting.

Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	
Transaction code	/CBY/INVENTORY

- 2) In the initial screen enter the following values:

Field name	User action and values	Comment
<i>Difference list of stock</i>	X	
<i>No. of inventory</i>		Specify a number or name which several inventory documents could be grouping under for improved processing

- 3) Execute (F8).

Результат

As a result, the difference list of stock will be printed out.

Posting Differences

Use

Once the count is reviewed by the Warehouse Manager, the Warehouse Clerk can post the inventory count differences.

Procedure

- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics → <i>Materials management</i> → <i>Physical inventory</i> → <i>Difference</i> → <i>Post</i>
Transaction code	MI07

- 1) In the initial screen, enter the following values

Field name	User action and values	Comment
<i>Phys. Inventory Doc</i>		Enter the number of the physical inventory document that you want to process.
<i>Fiscal Year</i>		Specify a number or name which several inventory documents could be grouping under for improved processing
<i>Posting Date</i>		This is the date the inventory adjustment document has been posted.

- 2) Save the document  (CNTRL+S).

Result

The system generates material document(s), accounting document(s), and controlling document(s).

5. LOCBY_MM.OI.05 Uninstalled equipment revaluation (index method)

1. General information

During index method revaluation of uninstalled equipment the appropriate index from the OKOF table applies. Additional evaluation or devaluation of the original cost of uninstalled equipment is determined as difference between replacement cost and original cost of uninstalled equipment listing in accounting before revaluation.

At the time of Uninstalled equipment revaluation (later 31.12) may be written-off already (released). In order to calculate the revaluation amount, the program determines separately the revaluation amount of the current stock and released stock¹.

The next documents are created to reflect the uninstalled equipment revaluation:

		Accounting Documents			
		№1	№2	№3	
Additional Valuation	Debit	07 account	Cost account	07 tech. account	07 tech. account
	Credit	07 tech. account	07 tech. account	83 account	91 account
	Comment:				
Devaluation	Debit	07 tech. account	Cost account	83 account	91 account
	Credit	07 account	07 tech. account	07 tech. account	07 tech. account
	Comment:		Красное сторно		
Document Total		Warehouse stock revaluation amount	Spent stock revaluation amount	In the amount of recovery devaluation on this equipment (additional valuation) / In the rest of amount (devaluation)	In the devaluation amount within the rest of additional fund for this equipment (devaluation) / In the rest of additional valuation amount
Document Date		31.12.previous year	Present date	Present date	

After uninstalled equipment revaluation the ledger of revaluation of uninstalled equipment should be created and revaluation results Act.

¹ As enterprise consumption of warehouse stock occurs for different objectives, the first necessary to make changes in the program for specific customer requirement.

2. Prerequisites

Separate valuation / batch

For every goods receipt:

1) Separate batch record (defines in material master data (MMD): transaction **MM01**, view Purchasing: Batch Management obligatory): Batch management .

2) Separate valuation type (determines in MMD: transaction **MM01**, view Accounting1: Valuation Category): Valuation Category X .

Accounts for revaluation

In the transaction **/CBY/REVAL_EQUIPMENT** for the table *Accounts for revaluation* must be set accounts before revaluation.

Classification

For equipment (material) in classification must be filled the characteristic **CBY_CH_CODE_ENAOF** of the class **CBY_CL_ENAOF** (type 001).

In a batch must be filled the characteristic **CBY_CH_GRDATE** (last date of receipt of the material).

The table for storing ratios for revaluation

Coefficients are stored in the table **/CBY/REVK**.

3. Maintaining tables for user settings

Accounts for revaluation

Use

Specify the accounts for uninstalled equipment revaluation.

Procedure

1) Enter the transaction code in the Command field to access the transaction :


SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT

2) In the selection screen click the "Account for revaluation" button.

3) Make the following entry:

Field name	Description	User action and values	Comment
Interm. equip. reval		7810000	
Reval. reserve		83010800	
Reval. on order		31070000	
Sub. 91 acc. for rev		91010108	

Sub. 91 acc. for dev		91040108	
----------------------	--	----------	--

4) Save changes .

Balances

Use

The table of Balances is used to select appropriate accounts for uninstalled equipment revaluation.

Procedure

1) Enter the transaction code in the Command field to access the transaction :

SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT

2) Specify criteria and click the *Execute* button.

3) Back to – Balances:

Field name	Description	User action and values	Comment
Material Number			
Batch Number			
Previous mark-up reserve			
Previous devaluation reserve			
Mark-up reserve			
Devaluation reserve			

Revaluation documents


Use

Previous results of material revaluation are store in the table Revaluation documents.

Procedure

1) Enter the transaction code in the Command field to access the transaction:

SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT

2) Specify criteria and click the *Execute* button  (F8).

3) In the menu: Back To– *Revaluations documents*. Description of the table:

№	Field number	Comment
1	Company Code	Company Code
2	Material Document Year	Year of material revaluation document

№	Field number	Comment
3	Plant	
4	Material Number	
5	Valuation Type	
6	Batch Number	
7	Quantity	Quantity at the date of balances' selection
8	Base Unit of Measure	
9	Amount in Local Currency	Amount in Local Currency at the date of balances' selection
10	Currency	
11	Accounting Document Number	Accounting Document Number of stock revaluation
12	Fiscal Year	
13	Accounting Document Number	Accounting Document Number of revaluation
14	Fiscal Year	
15	Accounting Document Number	Accounting Document Number of stocks issued for orders
17	Fiscal Year	
18	Stock revaluation indicator	
19	PM revaluation indicator	

Type of valuations


Use

In the revaluation item list will only be included materials with revaluation types from tuning table *Valuation Types*. Valuation type for each material specifies in Material Master Data (transaction MM02), view Accounting1.

Procedure

- 1) Enter the transaction code in the Command field to access the transaction:

SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT

- 2) Specify criteria and click the *Execute* button  (F8).
- 3) In the menu: Back To– *Type of assessment*.

4. Revaluation of equipment (materials)

Forming the material list for revaluation

Procedure

1) Enter the transaction code in the Command field to access the transaction:

SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT



2) Specify the criteria to generate a list of positions:

Field name	User action and values	Comment
Company code		
Date of balances' selection		31.12. year
Plant (factory)		Multiple selection
Account (Key account)		Multiple selection
Valuation class		Multiple selection
Material		Multiple selection
Type of material		Multiple selection

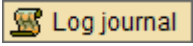


3) Click the *Execute* button  (F8). The list with items for revaluation will be created.

Fields of the list:

- № - sequence number of the list
- CC – company code.
- Plant
- Storage location
- Material
- Full name of a material
- Batch number
- Price – material cost at the date of stock selection
- Currency
- Quantity – material quantity at the date of balances' selection
- Unit – Base unit of measure
- ID (equality indicator) – indicator shows the comparison values: amount on selection date and current value which released to AUC (assets under construction). It means that the equal sign should be posted in each item. Items without equal sign should be revaluated manually. These positions will be marked with blue color.
- Current Amount – current amount of material in stock on the current date
- Withdrawn for orders – material quantity that withdrawn to orders for the period from the day after stock selection to the current day.
- Revaluated Price – material cost after revaluation.

- Common Revaluation Price (Com.Reval.Price) – total material revaluation amount (revaluation for orders amount + stock revaluation amount).
- Sum Revaluation Price to Orders (SumRevPriceToOrders) – amount of material revaluation for orders.
- Sum Revaluation Storage Stock (SumRevStorStock) – amount of material revaluation on a storage stock on the current date.
- OKOF Code – OKOF doce.
- Last GR – goods receipt date (defines in a batch attribute: receipt date or receipt date from the previous owner).
- Revaluation Coefficient – equipment revaluation coefficient, defines automatically by the OKOF code and goods receipt date.
- Sum of 1 Unit Before Revaluation (SumRev1UnitBef) – one equipment piece cost at the date of revaluation posting.
- Sum of 1 Unit After Revaluation (SumRev1UnitAft)
- Sum of 1 Unit Revaluation (SumRev1Unit)
- Document of Revaluation Storage Stock (DocRevStorStock) – number of storage stock revaluation document.
- Year of Document of Revaluation Storage Stock (DocYearRevStorStock) – year of storage stock revaluation document.
- Accounting Document (1) – general accounting document with the posting date (stock selection date on the selection screen)
- Accounting Document (2) – current year operation document on the equipment which was released on orders, posting date – current date. Year – posting year of a current year operations.
- Storage Revaluation Indicator (ID - StorageRevIndicator) – ( - document created,  - document doesn't created).

The record has a red color if GR date, revaluation coefficient, OKOF code is empty.

- 4) Click the “Log journal” button (F9)» . If necessary revaluation data do not filled in the information message will appear.
- 5) Return *Back*  (F3).
- 6) If the item materials for orders quantity greater then 0 you can click the batch number and find out how many from batch was released for orders
- 7) Return *Back*  (F3).

Revaluation of stocks

Procedure

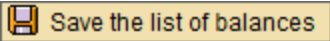
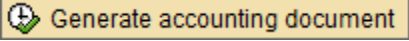
For revaluating stocks select records from the list and click the “*Save the list of balances*” button and then click the “Overestimates Stocks” button.

Result

For every revaluated item the fields DocRevtorStock will be filled with accounting documents.

Creating documents of revaluation

Procedure

- 1) Select the items from the list and click  button if the items weren't selected before.
- 2) In order to create materials revaluation documents select items from the list and click the  button. The document number and the year of revaluation posting will be created in a result.

If quantity of materials issued on orders was 0, the goods issue document will not be created.

2nd accounting document – current year transaction (materials which were posted on orders).

Print output forms

Procedure

- 1) In the selection screen fill the criteria click the “Form revaluation sheet” button.
- 2) Click the “*Print Revaluation Sheet*” button.
- 3) The Uninstalled equipment revaluation statement and Uninstalled equipment revaluation results record will be printed out.

Cancel Uninstalled equipment revaluation

Procedure



- 1) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Accounting – Financial Accounting – General Ledger – Document – Reverse – Individual Reversal / Mass Reversal
Transaction code	FB08 / F.08

- 2) Fill the screen Reverse Document: Header Data / Mass Reverse Document:

Field Name	Description	User action and field values	Comment
Document Number		Choose the revaluation document number	Choose the documents numbers if mass reversal*
Company Code		Choose CC	BY01
Fiscal Year		Choose year	
Reversal Reason		01	Reason: Reversal in the current year
Register		0L	

Field Name	Description	User action and field values	Comment
Test Run		X	In case of mass reversal

- 3) In case of once reversal click “Save” button  (Ctrl+S).
- 4) In case of mass reversal click the *Execute* button (F8)  and then click the “Reverse the Document” button.
- 5) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction:

SAP ECC menu	Logistics – Materials Management – Valuation – Change in Material Price
Transaction code	MR22


- 6) Fill necessary values in Debit/Credit Material: Overview Screen

Field Name	Description	User action and field values	Comment
Posting Date		Choose the posting date	Posting date from the storage stock revaluation document*
CC		BY01	
Plant		BY01	
Reference			

- 7) Press Enter button and fill in each item*:

Field Name	Description	User action and field values	Comment
Variant	Stock Material	LAGERMATERIAL	
Material		Choose the material number	
Valuation type		Choose the valuation type	
Amount		Set the opposite amount to change the value of this type of valuation material.	

*The item data can be obtained from the revaluation document. Get back to the revaluation program. Select an item and click the document number in the column “StorageStockRevaluationDocument”.

- 8) Click the *Save* button  (Ctrl+S). In the status line you will see the number of created document.
- 9) Follow the above menu path of enter the transaction code in the **Command** field to access the transaction to check the document:

SAP ECC menu	Logistics – Materials Management – Valuation – Actual Costing / Material Ledger – Information System – More Reports – Price Change Document
Transaction code	CKMPCD

10) Fill the next screen:


Field Name	Description	User action and field values	Comment
Document Number		Document number	
Document Year		Year of document posting	


11) Press Enter button or click  button.

12) Go back to the revaluation program:

SAP ECC menu	
Transaction code	/CBY/REVAL_EQUIPMENT

13) Go to menu bar: *Goto -> Revaluation Documents.*


14) Switch to Edit mode  (Ctrl+F1).

15) In the table select that item with material batch which was posted incorrectly and click Delete button  (Shift+F2).


16) Save changes  .


17) Go back to the main screen  (F3).

18) Execute: *Goto -> Balances.*

19) Switch to Edit mode  (Ctrl+F1).

20) Copy *Prev murk-up reserve* and *Prev.deval.reserve* to the fields *Mark-up reserve* and *Devaluation reserve*.

21) Save changes  .

22) Go back to the main screen  (F3).

23) Restart the transaction.

6. LOCBY_SD.OI.01 Sales and goods shipment

1. General information

The following instruction contains the basic steps for Sales and Distribution scenario: creating sales order, creating an outbound delivery, billing and print output documents.

2. Sales and Goods Shipment

Creating Sales Order

Use

In this activity, you will create a sales order.

Procedure

- 1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	Logistics → Sales and Distribution → Sales → Order → Create
Transaction code	VA01

- 2) Type the *Order Type* OR (Standard Order) in the *Order type* field, and press *Enter*.
(Organizational data could be entered manually if needed)
- 3) In the *Create Standard Order: Overview* screen, fill the following fields:

Field name	User action and values	Comment
<i>Sold-To Party</i>	< <i>Sold-To Party</i> >	
<i>Ship-To Party</i>	< <i>Ship-To Party</i> >	
<i>PO Number</i>		Enter a customer purchase order number as reference.
<i>Requested delivery date</i>		The proposed date on which the customer should receive delivery of the goods.
<i>Material</i>	< Material number >	
<i>Quantity</i>		

- 4) Choose the Storage location where stock is keeping by the following path: **Go to -> Item-> Shipping**.

Field name	User action and values	Comment
Storage Location	<Storage location>	

- 5) To add comments in sales order choose: **Go to-> Header-> Texts**.
Fill the text in texts fields where it is necessary.
- 6) Click *Save icon*.

7) Click *Back* (F3) to return to the *SAP Easy Access* screen.

Delivery Processing

Use

In this activity, you will create the delivery.

Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	
Transaction code	VL10A

2) In the *Overview* screen, make the following entries and press Enter (F8)

Field name	User action and values	Comment
<i>Shipping Point/Receiving Pt</i>		
<i>Deliv. Creation Date (from)</i>	<delivery creation date>	Fill this one and the next one fields or choose Calc rule. Do not use both options at the same time.
<i>Deliv. Creation Date (till)</i>	<delivery creation date>	Fill this one and the previous one fields or choose Calc rule. Do not use both options at the same time..
<i>CalcRuleDefltDivCrDt</i>	<calculation rule>	Use this field or use the last two fields. Do not use both options at the same time.

- 3) Choose the required sales order number record in the worklist.
- 4) Click the button *Dialog* processing.
- 5) To save comments in the outbound delivery document go to: Go to→ **Header**→ **Texts**. Fill the texts fields where it is necessary.
- 6) Go to the menu: *Extras – Delivery Output – Header*. Enter Output types **BYT1** (Transport delivery note (TTH-1)) and **BYT2** (Delivery note (TH-2)). Press Enter.
- 7) Click the button *Back*.
- 8) For identifying a payer for transportation partner function *TO* used:
 - If the field *Vehicle owner* is empty, the field *Payer in the output form Transport delivery note (TTH-1) for transportation should be empty too*.
 - If there are any data in the *Vehicle owner* field, the field *Payer for transportation should be completed with Sold-to-Party number*.
 - It is possible to specify any *Payer for transportation* through the following path: Go to→ Header→ Partners:

Field name	User action and values	Comment
<i>Function</i>	TO	Partner function
<i>Partner</i>	< Partner>	

9) Press the *Save* button.

Picking

Use

The picking process involves taking goods from a storage location and staging the right quantity in a picking area where the goods will be prepared for shipping.

Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	Logistics→ Sales and Distribution→ Shipping and Transportation→ Outbound Delivery →Change→ Single Document
Transaction code	VL02N

2) Type the outbound delivery document number and press *Enter*.

3) In the *Outbound Delivery* screen, make the following entry:

Field name	User action and values	Comment
<i>Pick/stock quantity</i>	<Quantity>	Pick/stock quantity must be equal to required quantity for delivery

4) Press the *Save* button.

Posting Goods Issue

Use

In this activity, you will post the goods issue.

Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	Logistics→ Sales and Distribution→ Shipping and Transportation→ Outbound Delivery →Change→ Single Document
Transaction code	VL02N

2) In the overview screen type the outbound delivery number and click the *Perform* button.

3) Click the *Post Goods Issue* button.

4) Click *Back (F3)* to return to the *SAP Easy Access* screen (SAP GUI).

Billing

Use

In this activity you will handle the billing.

Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	Logistics → Sales and Distribution → Billing → Billing Document → Create
Transaction code	VF01

- 2) Type the outbound delivery number and press Enter.
- 3) In the *Create: Overview of Billing Items* screen, click *Save*.
- 4) Click *Back (F3)* to return to the *SAP Easy Access* screen (SAP GUI).

Printing output forms

Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	Logistics → Sales and Distribution → Shipping and Transportation → Communication/Printing → Outbound delivery output
Transaction code	VL71

2) Make the following entry:

Field name	User action an values	Comment
<i>Output Type</i>	BYT1 and BYT2	
<i>Processing mode</i>	1	
<i>Shipping Pt</i>	<Shipping Point>	
<i>Delivery</i>	<Outbound Delivery number>	

- 3) Click the *Execute* button.
- 4) Select the appropriate outbound delivery number record and click the *Perform* button.
- 5) Click the *Print* button or *Print preview* button.

Result

The delivery note (TH-2) and Transport delivery note (TTH-1) for the inbound delivery have been printed.

SAP ERP, localization extension 1.0
by EPAM for Republic of Belarus
End-User Guides

Грузоотправитель	Грузополучатель	Заказчик автомобильной перевозки (плательщик)
101546673	123456789	

25 октября 2013

Автомобиль Вольво Прицеп _____ К путевому листу № _____
 Владелец автомобиля _____ Водитель А.В. Кузин
 Заказчик автомобильной перевозки (плательщик) _____
 Грузоотправитель ОАО "Джео-Беларусь", Белоруссия, 222200, Минск, Купревича, 1/1
 Грузополучатель ОАО "Пром", Белоруссия, 220090, Минск, Тимошенко, 12
 Переадресовка НЕТ
 Основание отпуска _____ Пункт погрузки г. Минск, Ленинг пр. дом 80 Пункт разгрузки Разгрузить по: Минск, ул Милонова, д 16 (въезд со

I. ТОВАРНЫЙ РАЗДЕЛ

Наименование товара, страна ввоза товара	Ед. изм.	Количество	Цена, Бел. рубль	Стоимость, Бел. рубль	Ставка НДС, %	Сумма НДС, Бел. рубль	Стоимость с НДС, Бел. рубль	Кол-во груз. мест	Масса груза, кг	Примечание
1	2	3	4	5	6	7	8	9	10	11
FERT - Готовое изделие	шт	10	400	8 000	20	800	8 800		1 000	
Итого:	х		х	8 000	х	800	8 800		1 000	

ВСЕГО СУММА НДС: Восемьсот бел. рубль

ВСЕГО СТОИМОСТЬ С НДС: Восемь тысяч восемьсот бел. рубль

ВСЕГО МАССА ГРУЗА: Одна тысяча килограмм

ВСЕГО КОЛ-ВО ГРУЗОВЫХ МЕСТ _____

Отпуск разрешил Ком. директор А.И. Семенов Товар к перевозке принял Кладовщик А.Н. Максимов
 по доверенности № _____
 Сдал грузоотправитель _____ № пломбы _____ выданной _____
 Принял грузополучатель _____ № пломбы _____
 Штамп (печать) грузоотправителя _____ Штамп (печать) грузополучателя _____

II. ПОГРУЗОЧНО-РАЗГРУЗОЧНЫЕ ОПЕРАЦИИ

Операция	Исполнитель	Способ ручн., мех	Код	Дата, время (ч, мин)			Дополнительные операции		Подпись
				прибытия	убытия	простоя	время	наименование	
12		13	14	15	16	17	18	19	20
Погрузка									
Разгрузка									

Транспортные услуги _____

III. ПРОЧИЕ СВЕДЕНИЯ (заполняются перевозчиком)

Расстояние перевозки по группам дорог, км					Код эксклудирования	За транспортные услуги	Поправочный коэффициент		Штраф		
всего	в городе	I	II	III			расценки водителя	основной тариф			
21	22	23	24	25	26	27	28	29	30	31	
Расчет стоимости	За тонны	За расст. перевозки	За спец. транспорт	За трансп. услуги	Погр.-разгр. работы, т	Сверхнорм. простой		Прочие доплаты	Доп. услуги (эксклудирование)	К оплате	
						погр.	разгр.			итого	в т.ч. ТЭП
32	33	34	35	36	37	38	39	40	41	42	
По заказу											
Выполнено											
Расценки											
К оплате											

Отметки о составленных актах _____

Таксировка _____

С товаром переданы документы _____



7. LOCBY_SD.OI.02 Sales of services

1. General information

This process includes the following steps:

- Sales Order creation;
- Billing processing;
- Printing the output document "Record of Material Acceptance".

2. Sales of Services

Creating Sales Order

Procedure

8) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	<i>Logistics → Sales and Distribution → Sales → Order → Create</i>
Transaction code	VA01

9) Type the *Order Type* OR (Standard Order) in the *Order type* field and press *Enter*.
 (Organizational data could be entered manually if needed.)

10) On the *Create Standard Order: Overview* screen, make the following entries:

Field name	User action and values	Comment
<i>Sold-To Party</i>	< <i>Sold-To Party</i> >	
<i>Ship-To Party</i>	< <i>Ship-To Party</i> >	
<i>PO Number</i>		Enter a customer purchase order number as reference.
<i>Requested delivery date</i>		The proposed date on which the customer should receive delivery of the goods.
<i>Material</i>	<Material number>	
<i>Quantity</i>		

11) Click *Save button* .

12) Click *Back (F3)* to return to the *SAP Easy Access* screen.

Billing

Use

In this activity you will proceed billing document.

Procedure

1) Follow the above menu path or type the transaction code in the Command field:


SAP ECC menu	<i>Logistics → Sales and Distribution → Billing → Billing Document → Create</i>
Transaction code	VF01

2) Make the following entry:

Field name	User action and values	Comment
<i>Document</i>	<Sales order number>	

3) Select output type for billing document by the following path: Go to – Header – Output. Specify output type **BYAS** (Record of acceptance work/service output form) and press Enter:

4) Click the *Back* button .

5) Save the document .

Printing the Record of Material Acceptance work/service

Procedure

10) Follow the above menu path or type the transaction code in the Command field

SAP ECC menu	Logistics→ Sales and Distribution→ Billing→ Output→ Issue Billing Documents
Transaction code	VF31

11) Make the following entry:

Field name	User action and values	Comment
<i>Output type</i>	BYAS	
<i>Sort order</i>	01	
<i>Processing mode</i>	1	This indicator determines the status and send times of the messages to be selected.
<i>Billing document</i>	<billing document number>	

12) Click the Execute button .

13) Mark the required billing document number record and press the Perform button .

Result

As a result the Record of acceptance work/service will be printed out in .xls format.

SAP ERP, localization extension 1.0
by EPAM for Republic of Belarus
End-User Guides

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	АКТ																										
2	ПРИЕМА - ПЕРЕДАЧИ ВЫПОЛНЕННЫХ РАБОТ																										
3	№ _____ от _____ 20__ г.																										
4	по договору (заказу) № 0000014423 от 31.10.2013																										
5																											
6	Мы, нижеподписавшиеся, представитель "Исполнителя" -																										
7	с одной стороны, и представитель "Заказчика" -																										
8	с другой стороны, составили настоящий Акт о том, что Исполнителем выполнена следующая работа:																										
9																											
10	№	Наименование работ/услуг										Ед. изм.	Кол-во	Цена за единицу	Стоимость без НДС	Ставка НДС, %	Сумма НДС	Стоимость с НДС									
11																											
12	1	DEIN - услуга										ШТ	10	222	2220	20	444	2664									
13	расчет произведён в Бел. рубль																										
14																											
15	Итого без НДС:																										2220
16	Итого НДС:																										444
17	Итого с НДС:																										2664
18																											
19	Всего выполнено работ и оказано услуг на сумму с НДС:																										
20	Две тысячи шестьсот шестьдесят четыре бел. рубль																										
21																											
22	Указанные работы и услуги выполнены надлежащим образом, в установленный срок и в соответствии с																										
23	требованиями Заказчика. Заказчик претензий по объему, качеству и срокам выполнения претензий не имеет.																										
24	"Исполнитель"	ОАО "Демо-Беларусь"										"Заказчик"	ОАО "Пром"														
25	УНП	101546673										УНП	123456789														
26	Адрес	Минск Купревича 1/1										Адрес	Белоруссия, 220090, Минск, Тимошенко, 12														

8. LOCBY_SD.OI.03 Invoice for Advance Payments

1. General information

Down Payment Requests are payments carried out prior to delivery of the product.

2. Creating and printing an Invoice for Advance Payments

Creating Sales Order

Use

In this activity, you will enter a sales order.

Procedure

13) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	<i>Logistics → Sales and Distribution → Sales → Order → Create</i>
Transaction code	VA01

14) Type the *Order Type* **OR** (Standard Order) in the *Order type* field and press *Enter*.

15) In the *Create Standard Order: Overview* screen, make the following entries:

Field name	User action and values	Comment
<i>Sold-To Party</i>	< <i>Sold-To Party</i> >	
<i>Ship-To Party</i>	< <i>Ship-To Party</i> >	
<i>PO Number</i>	<Enter the number of a contract>	Enter a customer purchase order number as reference.
<i>PO date</i>		
<i>Requested delivery date</i>		
<i>Material</i>	< <i>Material</i> >	
<i>Quantity</i>	< <i>Quantity</i> >	

16) For specifying the conditions at the item level go to: Goto → Header → Conditions. Enter the additional condition type YPRP and define a percentage of prepayment.

17) Click *Save* .

18) Click *Back (F3)* to return to the *SAP Easy Access* screen.

Creating an Invoice for Advance Payments




Procedure

1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	<i>Logistics → Sales and Distribution → Billing → Billing Document → Create</i>
Transaction code	VF01

2) In the overview screen define the billing type and sales order number.

Field name	User action and values	Comment
<i>Billing type</i>	YPRP	
<i>Document</i>	Enter the sales order number	

- 3) Press *Enter* or click .
- 4) For comments in partial invoice go to: Go to → Header → Header texts. Fill the texts in the text fields.
 Go to: Goto → Header → Output. In output document field type output type – BYPR (Down Payment Request output form):
 If the printer do not set by default in the user settings, it will appear the message to choose a printer for the output document. Select the device.
- 5) Click Back button .
- 6) After reviewing the billing document save the document .

Printing the Invoice for Advance Payments



Procedure

- 1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	<i>Logistics → Sales and Distribution → Billing → Output → Issue Billing Documents</i>
Transaction code	VF31

- 2) Make the following entry:

Field name	Description	Comment
<i>Output type</i>	BYPR	Down Payment Request output form
<i>Processing mode</i>	1	If the output document has already been printed, select for the field value 2 – Repeat Processing.
<i>Billing document</i>	Enter the invoice number	

- 3) Select the required document record and click the *Perform* button .
- 4) Click the Print preview button .

As a result partial invoice will be printed.

Счет на предоплату № 90039126 от 12 мая 2014

Поставщик/Грузоотправитель ОАО "Демо-Беларусь", Белоруссия, 222200 Минск Купревича 1/1
Банк получателя р/сч 3012004210360, ОАО "АСБ Беларусбанк", Минск, пр-т Дзержинского,18, МФО 153001795
КОД УНП 101546673 КОД ОКПО 057343123000
Грузополучатель ОАО "Пром", Белоруссия, 220090, Минск, Тимошенко, 12
Плательщик ОАО "Пром", Белоруссия, 220090, Минск, Тимошенко, 12
КОД УНП 123456789 КОД ОКПО 12345678
Банк плательщика р/сч 3012001933004, ОАО «Банк БелВЭБ», г. Минск, ул. Якубова, 10, МФО 153001226
Договор/Заказ

Наименование продукции	Кол-во	Ед. изм.	Цена за ед. продукции, бел. руб.	Стоимость без НДС, бел. руб.	Ставка НДС, %	Сумма НДС, бел. руб.	Стоимость всего с НДС, бел. руб.
1. DEIN	16	ШТ	18 000	288 000	20	57 600	345 600
2. DEIN	7	ШТ	18 000	126 000	20	25 200	151 200
ИТОГО	X		X	414 000	X	82 800	496 800

Данные по предоплате
Условия предоплаты:
Процент предоплаты: 100%
Сумма предоплаты: 496800 бел. руб.

Руководитель: _____
(подпись) (И. О. фамилия)

Главный бухгалтер: _____
(подпись) (И. О. фамилия)

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Главный бухгалтер: _____
(подпись) (И. О. фамилия)

Billing

Use

In this activity you will handle the billing.



Procedure

- 1) Follow the above menu path or type the transaction code in the Command field:

SAP ECC menu	<i>Logistics → Sales and Distribution → Billing → Billing Document → Create</i>
Transaction code	VF01

- 2) Make the following entry:

Field name	User action and values	Comment
<i>Billing type</i>	F2	Choose from the list
<i>Document</i>	Define the sales order number	

- 3) Press Enter or click .
- 4) Save the document .