Purpose

The purpose of this document is to provide guidance to users to perform the "2 step transfer" process between two Storage Locations (SLOC) co-located in the same plant and linked to different funds/fund centers. This process is related to the following in exception cases, such as:

- Stock erroneously converted to a storage location at time of initial inventory conversion that needs to be transferred to the correct storage location
- Wrong storage location indicated in the Shopping Cart, Purchase Order, and Goods Receipt (where there is no possibility to correct the SC, PO, and GR).
- A necessity to transfer stock between two storage locations under located in the same plant (but different budgets) to replenish stock
- The change of a fund center associated to a storage location. This involves the creation of a new storage location and the transfer of stock from the old SLOC to the new SLOC.

Note: <u>if the two storage locations are linked to same funds/fund centers,</u> the system process can be performed in a single step with movement type "311". In this case, please refer to User Guide SC339 – Local Inventory Movement, Module 4. The User Guide is available in the below link:

https://www.unumoja.net/download/attachments/58589621/SC339_Umoja_Local_Inventory_Goods_Movement_UserGuide_v3.8.pdf?version=1&modificationDate=1459185927868&api=v2

Two-steps transfer
The transfer is performed in two steps:

1) Withdrawal from the source Storage Location (Goods Issue step);

2) Receipt in the destination Storage Location (Goods Receipt step).

Since the transfer is performed with two steps, it is essential that the transfer is accurately prepared and the two movements are performed one after the other to ensure a timely and complete execution.

A summary of the two-steps transfer goods movements along with their characteristics is provided in the table below.

The key characteristics are:

- Reason code for the transfer
- Step: 1 for withdraw from origin storage location, 2 for receiving in destination storage location
- Budget relevance

Transfer Movement Types:

Transfer Scenarios	Reason Code for the Transfer	Step	Budget Relevance	Movement Type	Description	Reversal / Cancellation Mvt. Type	Description
1) Stock erroneously converted in a storage location to be transferred to the correct storage location 2) Stock requested and received in the wrong storage location 3) Need to transfer stock between to storage locations under the same sections but different budgets to replenish stock 4) Change of fund center associated to a storage location involves the need for creating a new storage location and the transfer between the two	01 - Correction of conversion 02 - Correction of Procurement 03 - Stock replenishment 04 - Change of FC	1	BR	ZB1	(BR) Sloc Trns GI	ZB2	(BR) Sloc Trns GI RV
			Stat	Z11	Sloc Trns GI	Z12	Rev Sloc Trns GI
		2	Stat	Z13	Sloc Trns GR	Z14	Rev Sloc Trns GR

Accountability

Since this is an exception process, the relevant staff member provisioned with the Umoja User Role "Senior Inventory User" performs it. If the Storage Location is linked to a Warehouse in Umoja, then the Warehouse Senior User/Warehouse User shall perform the required steps in Warehouse Management.

Accounting aspects

The execution of this process has financial relevance since it implies a transfer between different budget elements. As such, all transfers should be discussed with, and approved by, relevant Accounting/Budget Divisions (e.g. OAH Accounting Division, PK or SPM Accounting / Budget department).

In particular, before executing the transfer, the following elements have to be clarified:

A) Accounts / Budget Division will determine whether the transfer should be Budget Relevant or Statistical, in order to determine the specific movement types to be used for Step 1 (withdraw from the issuing Storage Location) depending on the scenario:

> Z11 – Goods Issue from SLOC– Non-budget relevant (Statistical to FM)
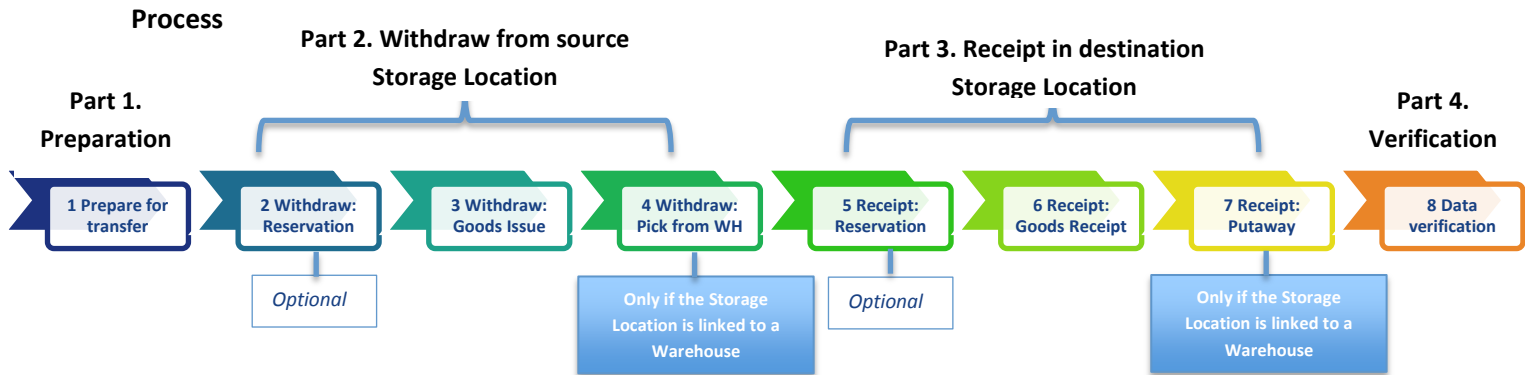> Or
> ZB1 - Goods Issue from SLOC– Budget relevant

With movement type Z11 there is no budget consumption, with movement type ZB1 the budget of the receiving Storage Location is consumed. The step 2 (Receiving in the destination storage location) is only statistical.

B) The Accounts Division of the related OAH/PK/SPM will indicate the specific Funds / Cost Centers to be used for Step 1 and Step 2.

This Job Aid

All the steps in this process refer to standard system transactions documented in the Logistics Execution User Guides and Job Aids. This specific job aid describes how to use the standard system transactions for performing end-to-end the described process.

Process

Part 2. Withdraw from source
Storage Location

Part 3. Receipt in destination
Storage Location

Part 1.
Preparation

Part 4.
Verification

| 1 Prepare for transfer | 2 Withdraw: Reservation | 3 Withdraw: Goods Issue | 4 Withdraw: Pick from WH | 5 Receipt: Reservation | 6 Receipt: Goods Receipt | 7 Receipt: Putaway | 8 Data verification |

Optional

Only if the Storage Location is linked to a Warehouse

Optional

Only if the Storage Location is linked to a Warehouse

Step 1 Prepare for Transfer

The two-step transfer process is facilitated by executing various reports that are described in the Annex to this Job Aid. The preparation steps are also described in the Annex to this Job Aid.

The preparation step consists of extracting, from Umoja, a comprehensive list of the stock to be transferred including material master code, quantity in unrestricted and quality stock, quantity in blocked stock, batches (note expiration dates), and serial numbers for serialized materials.

If one or both of the two Storage Locations are warehouse managed, the warehouse locations of the stock is also relevant for picking (as part of step 1 withdrawal) and put-away (as part of step 2, receiving). Make sure that before creating putaway or picking orders, there are no outstanding transfer requirement/orders; if such exist, process them first. Note that stock in Blocked status cannot be transferred (as part of the preparation the Inventory Senior User will decide the actions required for Blocked stock); also, expired batches cannot be transferred (the Inventory Senior User will decide whether the expired batch is to be disposed or the expiration date postponed).

Step 2 Withdraw: Stock Reservation

This step is not mandatory, but a Stock Reservation can be useful to prepare for the goods issue from the source storage location and used as a reference document for the goods receipt in the destination storage location.

The Inventory Senior User creates / approves the Stock Reservation for the withdrawal of the stock from the Source Storage Location. The Stock Reservation facilitates the subsequent steps and provides a summary overview of the material stock to be transferred. It can be shared with the relevant Accounting Division to ensure the correct movement type and budget elements are used.

Step 3 Withdraw: Goods Issue

The Inventory Senior User posts the Goods Issue. If a Stock Reservation was created, the goods issue can be easily posted with reference to the Stock Reservation created in step 2. If the stock to be transferred

includes serialized materials these will have to be indicated at point of posting the goods issue. The Inventory Senior User will refer to the data extracted during the preparation step.

Step 4 Withdraw: Pick from warehouse
The warehouse management steps are relevant only if the Storage Location is linked to a warehouse in Umoja. The staff member provisioned with the Warehouse Senior User role will create the Transfer Order for Picking and the staff member provisioned with the Warehouse User role will confirm it.

Step 5 Receipt: Stock Reservation
This step is not mandatory, but the Stock Reservation can be useful to prepare for the goods receipt in the receiving storage location created with reference to the stock reservation created for the withdraw. By doing so, it is possible to ensure that all materials that have been issued are received in the destination storage location.

The Inventory Senior User easily creates and at the same time approves the Stock Reservation for the receipt of the stock into the Destination Storage Location. The Receipt Stock Reservation can be created with reference to the withdrawal Stock reservation created in step 2. In this way, all information is copied.

IMPORTANT: the Storage Location is to be changed into the destination Storage Location, the Movement Type is to be changed into the receipt Movement Type and the Budget information shall reflect those of the Destination storage location. However, this is performed once and it is extended to all Stock Reservation line items.

The Stock Reservation facilitates the subsequent steps and provides a summary overview of the material stock to be transferred. It can be shared with the Accounting Department for ensuring the correct movement type and budget elements are used.

Step 6 Receipt: Goods Receipt
The Inventory Senior User posts the goods receipt with reference to the Stock Reservation created in step 5. If the stock to be transferred includes serialized materials these will have to be indicated at point of posting the goods receipt. The Inventory Senior User will refer to the data extracted during the preparation step.

Step 7 Receipt: Put-Away into warehouse
The warehouse management steps are relevant only if the Storage Location is linked to a warehouse in Umoja. The staff member provisioned with the Warehouse Senior User role will create the Transfer Order for Put-away and the staff member provisioned with the Warehouse User role will confirm it. Note: if the transfer of stock does not involve a change of the warehouse location the put-away will indicate exactly the same storage bins where the stock was before the transfer. Therefore, an essential part of the preparation step is to carefully extract and download the warehouse stock report (e.g. using LX02 or LX03 t-codes).

Step 8 Data Verification

The purpose of the data verification step is to make sure the data of the Goods Issue from the source storage location and data of the reversal of GI into the destination storage location match, i.e. all relevant materials have been transferred from the source SLOC to the new destination SLOC. One of the possible ways to check is to use MB51 t-code 'Material Document List' which will display materials from GI (and GI reversal) documents only and enable analyze quickly and easily and determine any discrepancy.

Recommendation
Due to the exceptional and integrated characteristics of the processes described in this document, it is recommended to raise an iNeed ticket to Umoja for consultation on the most appropriate approach.

Transaction Codes (T-Codes):

MB21

MIGO

MB52

MB51

IE03

IQ09

For Warehouse managed locations:

LB10

LT06

LT12

LX 02

* *

Process

Pre-requisites

As mentioned in previous section, this process requires the identification of the Umoja Fund/Cost Center relevant to the Plant and Storage Locations involved in the two step transfer. The list of Plant/Storage Locations and the related Funds/Cost Center are available in the job aid "Storage Location & FM Derivations (Fund/Fund Center)", available at the below link:

https://www.unumoja.net/download/attachments/58589682/Umoja_Job_Aid_Storage%20Locations%20Design%20FM%20Derivations_May11.pdf?version=1&modificationDate=1462996831045&api=v2

Sample Scenario

In order to support the description of the system steps a sample scenario will be used:

- There is the need to change the fund center associated to a storage location: this involves the creation of a new storage location (SLOC) associated to the required Fund Center and the transfer of all stock between the old SLOC to the newly created SLOC; once the transfer is completed, the old SLOC is decommissioned. In this example, the movement will be non-budget relevant (i.e. "statistical", the budget of the receiving storage location will not be consumed).

The sample plant and SLOC are:

Type	Plant	Storage Location	Fund	Fund Center	Mov. Type

Source (old)	US00	1101	10RCR	15026	Z11
Destination (new)	US00	1201	10UNA	15027	Z13

In this scenario, the selected accounting approach and processes is as follows:

Part 1 – Preparation for transfer

Part 2 – Withdraw from source Storage Location

- Z11 – Goods Issue to Cost Center – Statistical
- Plant = US00, Storage Location = 1101
- Fund = 10RCR, Cost Center = 15026

Part 3 – Receipt into destination Storage Location

- Z13 – Goods issue reversal
- Plant = US00, Storage Location = 1201
- Fund = 10UNA, Cost Center = 15027

Part 4 – Data verification

Part 1 – Preparation for transfer

User Role: Inventory User/Senior Inventory User

T-codes used: MB52, IE03, LX02

The preparation entails the execution of the report related to the stock data to be transferred, the identification of the serial numbers (in case of serialized materials) and of the warehouse location (only for Storage Locations linked to a warehouse). The process of data preparation is described in detail in the **Annex.**

Part 2 – Withdraw from source storage location
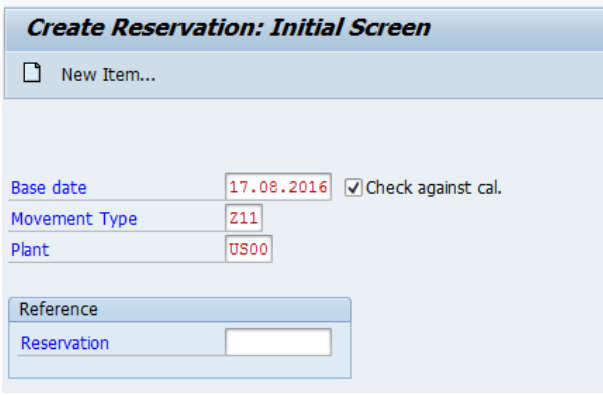
Type	Plant	Storage Location	Fund	Fund Center	Mov. Type
Source	US00	1101	10RCR	15026	Z11

Step 2 Create Stock Reservation for stock removal from source storage location

User Role: Senior Inventory User

Execute transaction MB21

Execute transaction MB21; in the initial screen please specify: the **date** of the transfer; the **code of the plant** where the items are currently located; **the movement type** (in this example the movement type Z11) :

Press Enter to move to the second screen. In this screen, specify the:

- Fund (1), Fund/Cost Center (2)(as indicated in the above table)

- Goods recipient (3) (receiving storage location)

- The materials to be transferred (4)

- The respective quantities to be transferred (5)

- The plant where the transfer is executed (defaulted from the initial screen)

- The storage location code (6)

- In the Stock Reservation screen the Batch column is used both in cases where the materials are subject to split valuation (include Valuation Type in this case), or are batch managed. In this example, some materials are split valuated and some batch managed (7).

- Click checkbox (8) in column M against each inventory item to allow for subsequent goods movement. If more empty lines need to be added,

- Click 'New items' (9) to add a new page for the same reservation.

Note: If data preparation was done as described in **Annex**, Part 1, most of the required data can be copied from Excel into the MB21 transaction, column by column.

Create Reservation: New Items

📄 🔍 🗑 Delete Item(s)

Movement Type	Z11 Sloc Trns GI				
G/L Account		Goods recipient	Sloc 1201	**3**	
Fund	10RCR **1**				
Cost Center	15026 **2**				
		Funded Program			
				➡ More	

Items

	Itm	Material **4**	**5** Quantity in	UnE	Plnt **6**	SLoc **7**	Batch	M **8**
	1	1100000005	9	M3	US00	1101		✔
	2	1100000008	2	KG	US00	1101	0000000046	✔
	3	1100000008	1	KG	US00	1101	ABCD123	✔
	4	1200000009	5	EA	US00	1101	NEW_SPARES	✔
	5	1200032649	1	EA	US00	1101	OLD_SPARES	✔
	6	1500000005	22	EA	US00	1101		✔
	7	1500000026	1	EA	US00	1101		✔
	8	1500000041	4	EA	US00	1101		✔
	9	1500000114	8	EA	US00	1101		✔
	10	1500001983	2	EA	US00	1101	NEW_SUPP	✔
	11	1500004157	10	EA	US00	1101	0000003365	✔
	12	1500005105	29	EA	US00	1101	NEW_SUPP	✔
	13	1500021845	2	EA	US00	1101		✔
	14	1600000208	2	EA	US00	1101		✔
	15	2100000005	1	EA	US00	1101		✔
	16				US00			☐
	17				US00			☐

Save the Stock Reservation.

Step 3 – Execute the inventory posting with reference to the approved Stock Reservation

User: Senior Inventory User

Execute transaction MIGO

The Inventory User can now easily execute the goods movement with reference to the Stock Reservation created in step 1.1. Execute transaction MIGO, selecting Goods Issue with Reference to Reservation, and specify the Stock Reservation number.

All Stock Reservation information is copied in the MIGO transaction. Specify a reason for movement in every line. Review the MIGO and tick the Item OK check box for all items. Post the Goods Movement.

Exception: if the material to be transferred is "serialized", the system will request to include the serial number for each one of the serialized materials. For this reason, it is recommended that an extract a list of the Serial Numbers to be transferred is obtained as part of the preparation activities described in the **Annex** to this Job Aid.

Upon posting, the Material Document and related Accounting Documents are created which reflect the removal of the items from the source storage location. The Goods Issue slip is printed as a paper reference of the withdrawal step of the transfer.

Step 3.1 – Review the stock levels after the goods movement

User: Inventory User/Senior Inventory User

Execute transaction MB52

Execute the t-Code MB52, select plant US00 and enter the material master codes that have been issued from the source storage location in the Multiple Selection for Material:
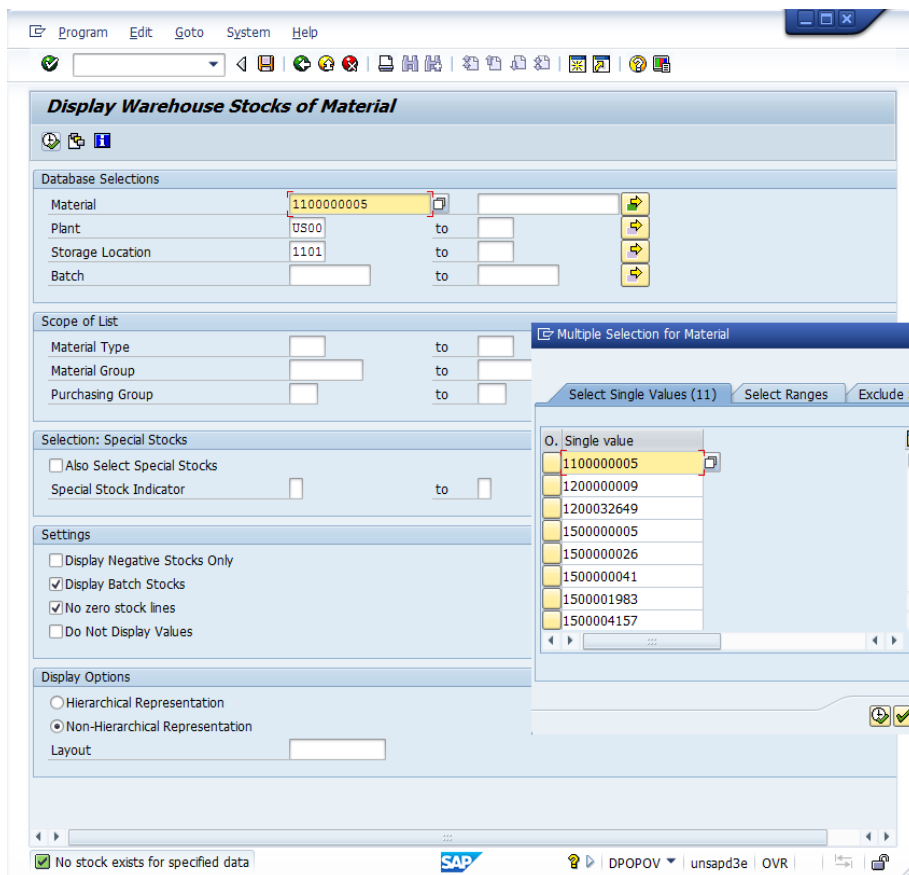
Execute the report. The report will show for the storage location 1101 in plant US00 the quantity and the value of the selected materials; in this scenario, the stock is completely removed, therefore the report will show zero lines:

☑ No stock exists for specified data

Step 4 – ONLY FOR WAREHOUSE MANAGED STORAGE LOCATIONS – Perform picking
User: Warehouse Senior User

If the Storage Location is linked to a Warehouse, the goods issue is to be completed in the system creating the picking order using t-code LB10. Instructions are available in the user guide SC340 – Warehouse Management.

Execute transaction LB10

Warehouse Number	US1
Source Storage Type	
Dest. Storage Type	911
Shipment Type	*

Status of Movement
☑ Status: Open
☐ Partially Delivered
☐ Completed

General Selection Criteria

Transfer Priority	
Execute From (Date)	
Planned Time From	00:00:00
Execute to (Date)	
Planned Time To	23:59:59

Layout	

Enter the relevant parameters as indicated in the above screen shot (refer to Warehouse Management User Guide).

The system shows the Transfer Requirement created with the goods issue:
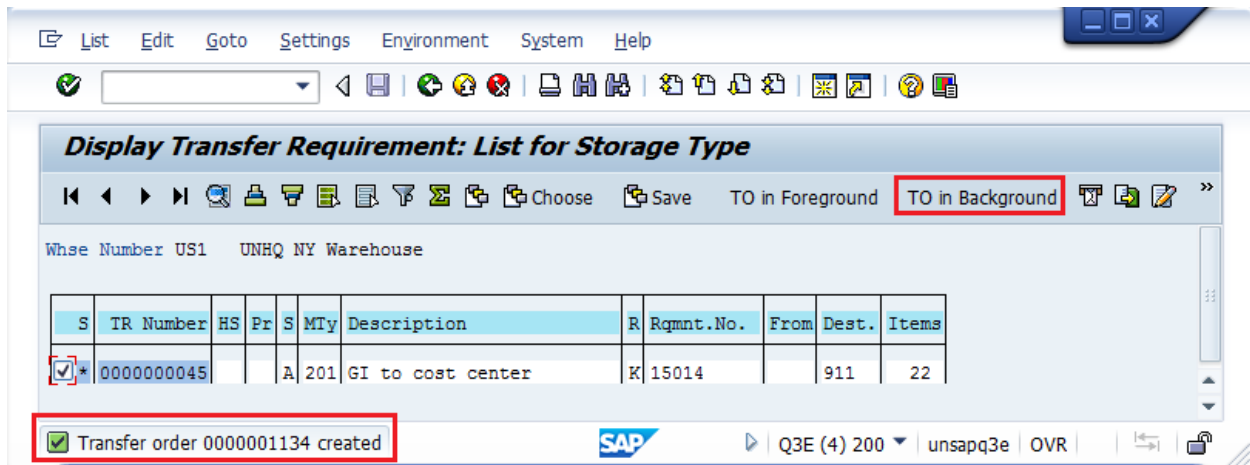
Click on TO in Background. The system will automatically create the Picking Transfer Order (using FIFO strategy).

In order to complete the Warehouse process it is required to confirm the Transfer Order.

Step 4.1 – ONLY FOR WAREHOUSE MANAGED STORAGE LOCATIONS – Confirm the Picking Order

User: Warehouse User

If the Storage Location is linked to a Warehouse, the goods issue is to be completed in the system confirming the picking order using t-code LT12. Instructions are available in the user guide SC340 – Warehouse Management.

Execute transaction LT12
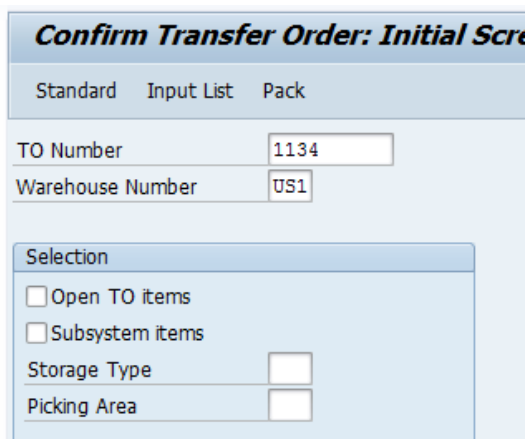
Specify the Transfer Order number just created and press Enter.

Confirm Transfer Order: Overview of Transfer Order Items

Confirm Internally   Enter Actual Data

Warehouse No.	US1	Creation Date	01.06.2016
TO Number	1134	Group	

Active worklist | Inactive items | Confirmed intern. | Confirmed

Item	Material	Plnt	Batch	S...	Source Bin	Actual qty	AUn	DI	Dest.diff.qty	SLoc	S	S	Spec.Stock No.	Z..	D...	Dest. Bin
1	1200035170	US00	NEW_SPARES	002	G1-4	575	EA			1701					911	0000015
2	1500004440	US00	NEW_SUPP	002	G1-7	145	EA			1701					911	0000015
3	1500004440	US00	NEW_SUPP	002	G1-6	150	EA			1701					911	0000015
4	1500004440	US00	NEW_SUPP	002	G1-8	150	EA			1701					911	0000015
5	1500004440	US00	NEW_SUPP	002	F1-8	140	EA			1701					911	0000015
6	1500004468	US00	NEW_SUPP	005	NL3B	384	EA			1701					911	0000015
7	1500004996	US00	OLD_SUPP	005	C1-7	1	EA			1701					911	0000015
8	1500004996	US00	OLD_SUPP	005	C1-5	1	EA			1701					911	0000015
9	1500004996	US00	OLD_SUPP	005	B1-9	1	EA			1701					911	0000015

The system displays a screen with the details of the Transfer Order to be confirmed. Click on Save to confirm and complete the Part 1 of the process.

Part 3 – Receipt into destination storage location

Type	Plant	Storage Location	Fund	Fund Center	Mov. Type
Destination	US00	1201	10UNA	15027	Z13

Step 5 – Create Stock Reservation for stock receipt into destination storage location

User Role: Senior Inventory User

Execute transaction MB21

Execute transaction MB21; in the screen please specify the code of the plant where the items to be transferred is located and the movement type Z13; this transaction can be performed as indicated in the above Step 1.1. Below is a description how to create a new reservation based on a copy of the previously created reservation.

Important: ensure that the movement type is Z13 for receiving in the destination storage location.

Press Enter to move to the second screen. In this screen, specify the **Fund (1), Cost Center (2)** and correct the storage location to **1201 (3)**:

Create Reservation: Selection Screen

Adopt + Details

Movement Type	Z13 Sloc Trns GR		
G/L Account		Goods recipient	Sloc 1201
Fund	10UNA **1**		
Cost Center	15027 **2**	Funded Program	
			More

Items

3

F	Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M
✓	1	1100000005	9	M3	US00	1201		**4** ✓
✓	2	1100000008	2	KG	US00	1201		✓
✓	3	1100000008	1	KG	US00	1201		✓
✓	4	1200000009	5	EA	US00	1201		✓
✓	5	1200032649	1	EA	US00	1201		✓
✓	6	1500000005	22	EA	US00	1201		✓
✓	7	1500000026	1	EA	US00	1201		✓
✓	8	1500000041	4	EA	US00	1201		✓
✓	9	1500000114	8	EA	US00	1201		✓
✓	10	1500001983	2	EA	US00	1201		✓
✓	11	1500004157	10	EA	US00	1201		✓
✓	12	1500005105	29	EA	US00	1201		✓
✓	13	1500021845	2	EA	US00	1201		✓
✓	14	1600000208	2	EA	US00	1201		✓
✓	15	2100000005	1	EA	US00	1201		✓

Set "M" tick (4) for the copied items to approve them upon saving. If the copy of the reservation is correct, save the Stock Reservation.

☑ Document 0000007393 posted

Step 6 – Execute the inventory posting with reference to the approved Stock Reservation

User: Senior Inventory User

Execute transaction MIGO
As described in Part 1, step 1.3, the Inventory User can now easily execute the goods movement with reference to the approved Stock Reservation. Execute transaction MIGO, selecting Goods Receipt with Reference to Reservation, and specify the approved Stock Reservation number (in this example 7393).

All Stock Reservation information is copied into MIGO transaction, so there is no need for further entries; review the MIGO and tick the Item OK check box for all items. Post the Goods Movement.

Exception: if the material to be transferred is "serialized", the system will request (1) to include the serial number (3) for each one of the serialized materials (2):

Follow the steps below to retrieve the required serial numbers from the first GI document (Mvt Z11). Select the line with material missing serial numbers (1). In item detail section select tab 'Serial numbers' (2). Click button 'Ref. document'(3):

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	Co...	Profit Center	Bat
7	⬤⬤⬤	Bookcase,Wood,5Shlv	✓	20	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
8	⬤⬤⬤	Credenza:File,Wood,2Door	✓	10	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
9	⬤⬤⬤	Cabinet:File,Lat,2Drwr,Wood	✓	9	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
10	⬤⬤⬤	Cabinet:File,Lat,5Drwr,Metal	✓	60	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
11	⬤⬤⬤	Docking Stn	✓	388	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
12	✖⬤⬤	Computer:Laptop	✓	492	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
13	⬤⬤⬤	Keyboard	✓	575	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
14	⬤⬤⬤	Mouse	✓	392	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
15	⬤⬤⬤	Table:Mtg Rect,Metal,75Dx115Wcm	✓	15	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
16	⬤⬤⬤	Desk:Staff,DblPed,Wood,90cm,180cm	✓	10	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
17	⬤⬤⬤	Chair:Desk Ergo,Med,MedBk	✓	27	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
18	⬤⬤⬤	Table:Mtg Rnd,Metal,90cm	✓	5	EA	W FCSD/PDCS CR	15014	S100	1000	9999	

In newly opened window provide the material document number of the Goods Issue from the source storage location (Mvt Z11) (1) and click 'Execute' (2):

The system will display the serial numbers of the selected material in the referenced GI document; click 'Choose' (1) to copy them into MIGO t-code:

The serial numbers are copied into MIGO:

Retrieve the serial numbers in the same way for all remaining serialized materials with missing s/n info.

Upon posting, the Material Document and related Accounting Documents are created to reflect the removal from the source storage location. The Goods Issue Reversal slip is printed as a paper reference of the receiving of the transferred items to the destination storage location.

Step 6.1 – Review the stock levels after the goods movement

User: Inventory User/Senior Inventory User

Execute transaction MB52

Execute the t-Code MB52, select plant US00, storage location 1201 and enter the transferred materials in the Multiple Selection for Material:

Display Warehouse Stocks of Material

Database Selections

Material		to	
Plant	US00	to	
Storage Location	1201	to	
Batch		to	

Scope of List

Material Type	
Material Group	
Purchasing Group	

Selection: Special Stocks

☐ Also Select Special Stocks
Special Stock Indicator

Settings

☐ Display Negative Stocks Only
☑ Display Batch Stocks
☑ No zero stock lines
☐ Do Not Display Values

Display Options

○ Hierarchical Representation
◉ Non-Hierarchical Representation
Layout

▣ Multiple Selection for Material

| Select Single Values (12) | Select Ranges | Exclude Single Values | Exclude Ranges |

O.	Single value
	1100000005
	1100000008
	1100000008
	1200000009
	1200032649
	1500000005
	1500000026
	1500000041

Multiple selection..

Execute the report. The report will show for the storage location 1201 in plant US00 the quantity and the value of the selected materials; in this scenario, the stock now appears in the storage location 1201.

Display Warehouse Stocks of Material

Material	Plnt	SLoc	SL	Batch	BUn	Unrestricted	Crcy	Value Unrestricted	Transit/Transf.	Val
1100000005	US00	1201			M3	9	USD	129.67	0	
1100000008	US00	1201		0000000046	KG	2	USD	27.00	0	
1100000008	US00	1201		ABCD123	KG	1	USD	13.50	0	
1200000009	US00	1201		NEW_SPARES	EA	5	USD	5.00	0	
1200032649	US00	1201		OLD_SPARES	EA	1	USD	0.00	0	
1500000005	US00	1201			EA	22	USD	21.13	0	
1500000026	US00	1201			EA	1	USD	3.69	0	
1500000041	US00	1201			EA	4	USD	199.47	0	
1500001983	US00	1201		NEW_SUPP	EA	2	USD	20.00	0	
1500004157	US00	1201		0000003365	EA	10	USD	53.83	0	
1500005105	US00	1201		NEW_SUPP	EA	29	USD	348.28	0	
1500021845	US00	1201			EA	2	USD	2,000.00	0	
*							USD	2,821.57		

Step 7 – ONLY FOR WAREHOUSE MANAGED STORAGE LOCATIONS – Perform put-away

User: Warehouse Senior User

If the Storage Location is linked to a Warehouse, the goods issue is to be completed in the system creating the put-away order using t-code LB10. Instructions are available in the user guide SC340 – Warehouse Management.

Execute transaction LB10

Enter the relevant parameters as indicated in the above screen shot (refer to Warehouse Management User Guide).

The system shows the Transfer Requirement created with the goods issue reversal:

Click on TO in Foreground (there is no strategy for put-away). The system will create the TO where the destination storage bin is specified. In case of transfer between storage locations, the frequent case is that the storage bins will remain the same as before the transfer. For each of the items, enter the destination storage Type and Storage Bin:

If the material needs to be put away across multiple storage bins with subdivision of the total quantity, please refer for more info to Transfer Order Creation section of Umoja Warehouse Management User Guide SC340 available here:

https://www.unumoja.net/download/attachments/58589621/Umoja_Warehouse_Management_UserGuide_v08.6.pdf?version=1&modificationDate=1446147823232&api=v2

Once reached the last item, save the Put-Away Transfer Order.
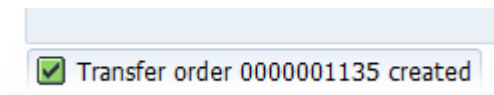
In order to complete the Warehouse process it is required to confirm the Transfer Order.

Step 7.1 – ONLY FOR WAREHOUSE MANAGED STORAGE LOCATIONS – Confirm the Picking Order

User: Warehouse User

If the Storage Location is linked to a Warehouse, the goods issue is to be completed in the system confirming the picking order using t-code LT12. Instructions are available in the user guide SC340 – Warehouse Management.

Execute transaction LT12

Specify the Transfer Order number just created and press Enter.

The system displays a screen with the details of the Transfer Order to be confirmed. Click on Save to confirm and complete the Part 1 of the process.

With this step the transfer is completed both in Inventory management and in warehouse management (relevant only for the storage locations linked to a warehouse).

Part 4

Step 8 - Data verification.

User: Inventory User

T-codes: MB51

The purpose of the last step of the process is to make sure the data of the Goods Issue from the source storage location and data of the reversal of GI into the destination storage location match, i.e. all materials have been transferred from the source storage location to the destination one.

Execute t-Code MB51 'Material Document List' which will display the material documents created with selected movement types (in this case Z11 and Z13), at a selected date, for relevant plant and enable analyze quickly and easily and determine any discrepancy.

Run MB51, click multiple selection for materials (1) and list all materials transferred (2) (you should have the list of all MMs in the data preparation file); specify the plant (3) US00 in our example and 2 storage locations: source and destination – click multiple selection for storage locations (4) and list those 2 slocs (5); specify the relevant movement types Z11 and Z13 (6,7). You may also need to add to the criteria the posting dates of the GI and GI reversal (8) and user name(s) of the people (9) who committed transactions to narrow down the list of required materials:

Material Document List

Item Data

Material	1100000005	to		**1** ⮕
Plant	US00 **3**	to		⮕
Storage Location	1101	to		**4** ⮕
Batch		to		⮕
Vendor		to		⮕
Customer		to		⮕
Movement Type	Z11	to		**6** ⮕
Special Stock		to		⮕
Sales Order		to		⮕
Sales order item		to		⮕

Multiple Selection for Material

Select Single Values (12)	Select Ranges	Exclu

O.	Single value **2**
	1100000005
	1100000008
	1100000008
	1200000009
	1200032649
	1500000005
	1500000026
	1500000041

Header Data

Posting Date	**8** 17.08.2016	to	⮕
User name	**9** DPOPOV	to	⮕
Trans./Event Type		to	⮕
Transaction Code		to	⮕
Reference		to	⮕

Multiple Selection for Storage Location

Select Single Values (2)	Select Range

5

O.	Sin...
	1101
	1201

Display Options

Layout	/UN_MAT_DOC

Multiple Selection for Movement Type

Select Single Values (2)	Select R

7

O.	Si...
	Z11
	Z13

Data Source

- ☑ Database
- ☐ Short Documents
- ☐ Reread Short Docs In Archive
- Archive Infostruct

POIs with Multiple Account Assignments

- ☐ Mult. Acct Assgmt

After executing the report the result should look like below:

Material Document List

Material			Material Description	1			Plnt Name 1		
SLoc MvT S	Mat. Doc.	Item Pstng Date		Quantity in UnE	EUn	PO		Cost Ctr	Vendor
1200000009		Capacitor				US00 UN Headquarters New York			
1101 Z11	4900003846	4 17.08.2016		5- EA				15026	
1201 Z13	4900003847	4 17.08.2016		5 EA				10002	
1200032649		Laptop 15" - IT & Electronic				US00 UN Headquarters New York			
1101 Z11	4900003846	5 17.08.2016		1- EA				15026	
1201 Z13	4900003847	5 17.08.2016		1 EA				10002	
1500000005		Compressor:Dental				US00 UN Headquarters New York			
1101 Z11	4900003846	6 17.08.2016		22- EA				15026	
1201 Z13	4900003847	6 17.08.2016		22 EA				10002	
1500000026		Stethoscope				US00 UN Headquarters New York			
1101 Z11	4900003846	7 17.08.2016		1- EA				15026	
1201 Z13	4900003847	7 17.08.2016		1 EA				10002	
1500000041		Centrifuge,Urine				US00 UN Headquarters New York			
1101 Z11	4900003846	8 17.08.2016		4- EA				15026	
1201 Z13	4900003847	8 17.08.2016		4 EA				10002	
1500001983		Projector:Dig, Portable 123@Test@ Length				US00 UN Headquarters New York			
1101 Z11	4900003846	10 17.08.2016		2- EA				15026	
1201 Z13	4900003847	9 17.08.2016		2 EA				10002	
1500004157		Raincoat				US00 UN Headquarters New York			
1101 Z11	4900003846	11 17.08.2016		10- EA				15026	
1201 Z13	4900003847	10 17.08.2016		10 EA				10002	
1500005105		Computer:Laptop				US00 UN Headquarters New York			
1101 Z11	4900003846	12 17.08.2016		29- EA				15026	
1201 Z13	4900003847	11 17.08.2016		29 EA				10002	
1500021845		Mask:Surg Face, 95%Mask :Surgicalface123				US00 UN Headquarters New York			
1101 Z11	4900003846	13 17.08.2016		2- EA				15026	
1201 Z13	4900003847	12 17.08.2016		2 EA				10002	
* Total				3 0 EA					

As you can see above the report contains materials transferred from SLOC 1101 to 1201 (Mvt Z11 and Z13) and each material should have equal quantity in both SLOC with negative sign in 1101 (source) and positive in 1201 (destination). Click column 'Quantity…' (1), 'Add up values' (2) and you should see 0 (zero) quantity in Total, meaning the total quantity of materials in both storage locations match.

ANNEX

PREPARATION OF DATA.

In case of transfer of mass of data from one storage location to another, it is crucial to have full information of the inventory to be transferred in the source storage location. This information can be extracted from SAP using different reports and consolidated in Excel workbook serving as a staging database. Procedures below describe in details the process of preparing data required for the stock transfer and related to Inventory, Serialized materials and Warehouse.

Executing MB52 to acquire IM stock info

The first and main source of inventory stock data is the report 'Warehouse Stocks of Material' (t-code MB52) which can provide useful info such as material, quantity and batch for inventory in a specific plant/storage location. Once selection criteria in the report are specified and the report is executed, the output data will be exported to Excel for further processing.

Run MB52 report with all the parameters as per screenshot below and specify your <u>Source</u> Storage Location (2) and its Plant (1):
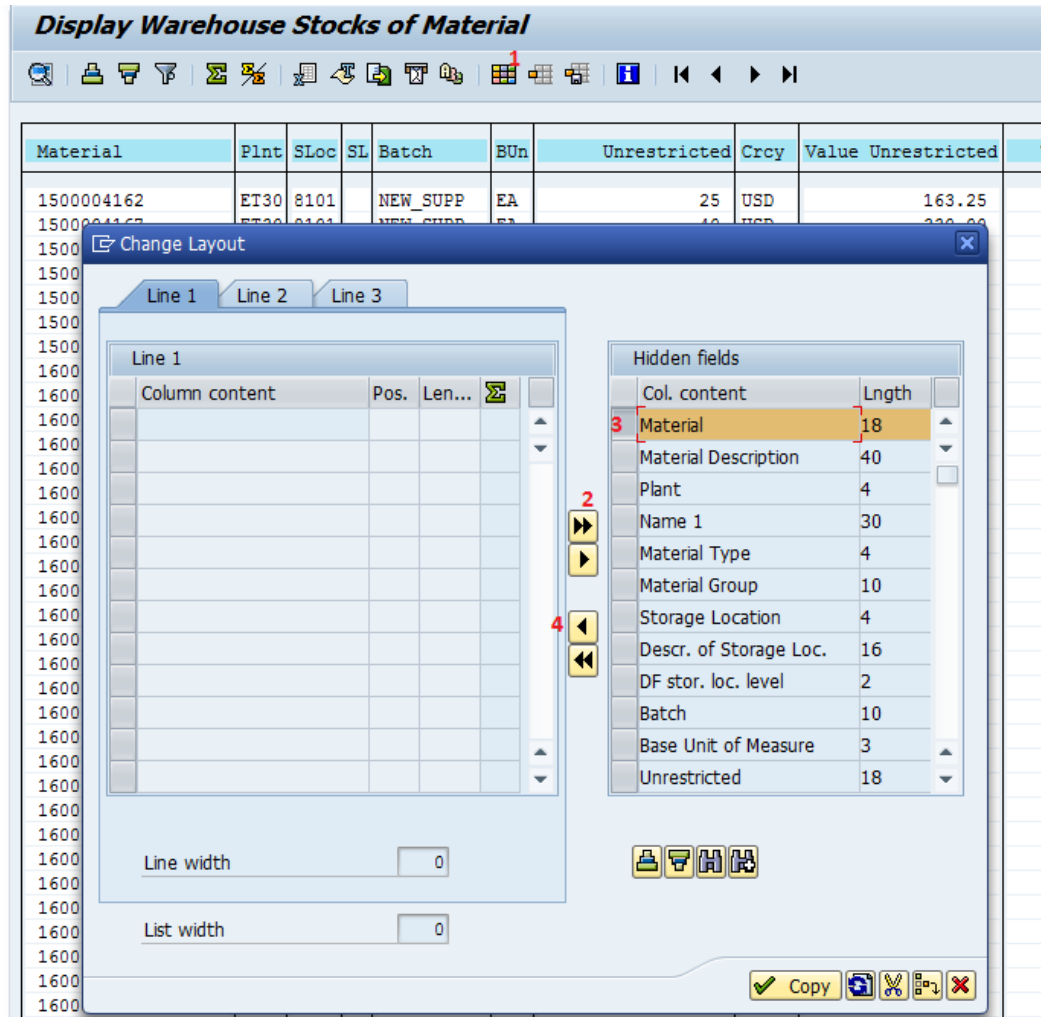
The produced report by default looks like in the screenshot below:

Display Warehouse Stocks of Material

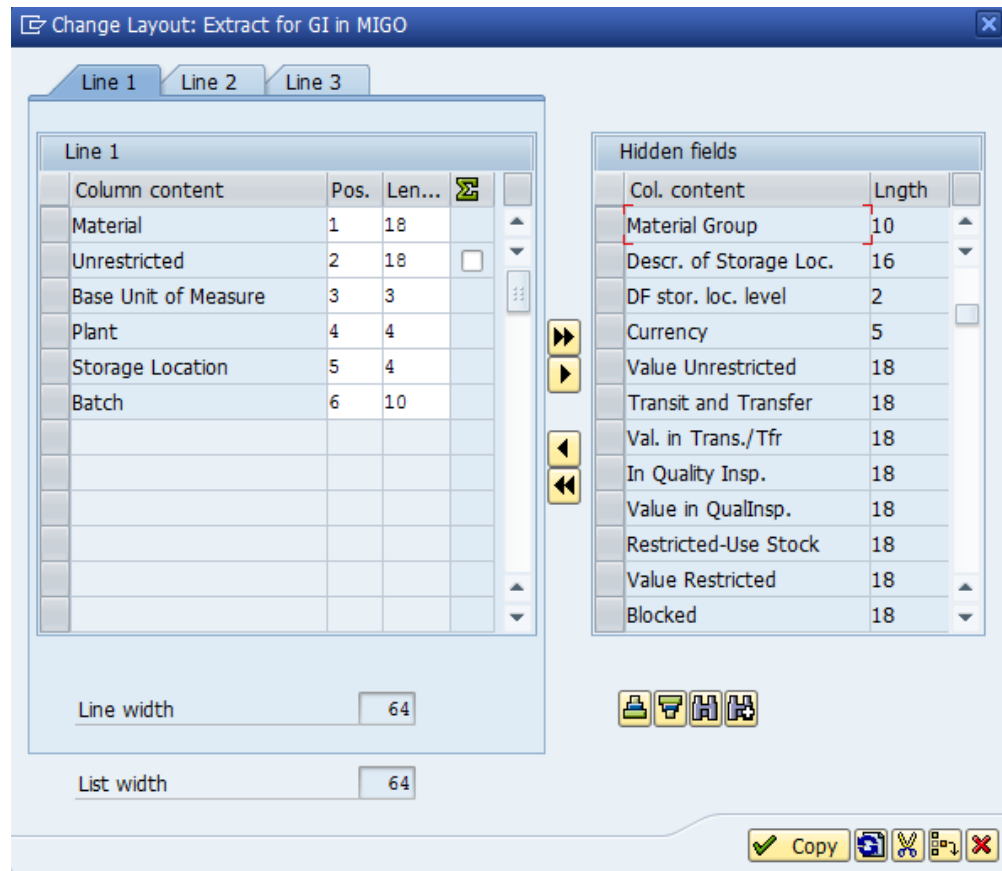| Material	Plnt	SLoc	SL	Batch	BUn	Unrestricted	Crcy	Value Unrestricted	Transit/Transf.	Val. in Trans./Tfr	In Quality Insp.	Value in QualInsp.
1100000005	US00	1101			M3	9	USD	129.67	0	0.00	0	0.00
1100000008	US00	1101		0000000038	KG	0	USD	0.00	0	0.00	2	27.00
1100000008	US00	1101		0000000041	KG	0	USD	0.00	0	0.00	2	27.00
1100000008	US00	1101		0000000046	KG	2	USD	27.00	0	0.00	0	0.00
1100000008	US00	1101		0000001682	KG	0	USD	0.00	0	0.00	2	27.00
1100000008	US00	1101		ABCD123	KG	1	USD	13.50	0	0.00	0	0.00
1200000002	US00	1101		NEW_SPARES	EA	0	USD	0.00	0	0.00	1	17.50
1200000009	US00	1101		NEW_SPARES	EA	5	USD	5.00	0	0.00	0	0.00
1200032649	US00	1101		OLD_SPARES	EA	1	USD	0.00	0	0.00	0	0.00
1500000005	US00	1101			EA	22	USD	21.13	0	0.00	0	0.00
1500000026	US00	1101			EA	1	USD	3.69	0	0.00	0	0.00
1500000041	US00	1101			EA	4	USD	199.47	0	0.00	0	0.00
1500000114	US00	1101			EA	8	USD	849.12	0	0.00	0	0.00
1500001983	US00	1101		NEW_SUPP	EA	2	USD	20.00	0	0.00	0	0.00
1500004157	US00	1101		0000003365	EA	10	USD	53.85	0	0.00	0	0.00
1500005105	US00	1101		NEW_SUPP	EA	29	USD	348.28	0	0.00	0	0.00
1500021845	US00	1101			EA	2	USD	2,000.00	0	0.00	0	0.00
1600000208	US00	1101			EA	2	USD	2.00	0	0.00	0	0.00
2100000005	US00	1101			EA	1	USD	0.00	0	0.00	0	0.00
*							USD	3,672.71		0.00		98.50

1. <u>Changing report layout</u>

    As you can see above, the report contains many columns we don't necessarily need and those we do need might not be in the correct order. It is possible to hide unrequired columns and change the order of the remaining ones by changing the report layout. Steps below describe how to change the layout.

    a. Click 'Change layout' (1), 'Hide all fields' (2) and then select the first required column (3) and click 'Show selected fields'(4):

b. The result after the first step should look like below; proceed with the second
    column(1)(2):

c. Move all the others required columns one by one in the same manner until you see the following result in the left column:

d. Click 'Copy' to apply the layout to the report which will now show only selected columns
    in the correct order (1). It is possible to save the layout to be able to apply it again in the
    future if needed: click 'Save layout' (2), provide meaningful name and description (3)
    and click 'Save' (4):

e. To use the saved layout later again, after running a report, click 'Select layout' (1) and then click on the required saved layout (2):

Display Warehouse Stocks of Material

Material	Plnt	SLoc	SL	Batch	BUn	Unrestricted	Crcy	Value Unrestricted
1200035170	US00	1701		NEW_SPARES	EA	575	USD	27,600.00
1500004440	US00	1701		NEW_SUPP	EA	585	USD	28,080.00
1500004468	US00	1701		NEW_SUPP	EA	384	USD	99,025.92
1500								0.00
1500								0.00
1500								0.00
1500								12,932.40
1500								16,009.50
1500								7,893.99
1500								49,644.60
1500								55,872.00
1500								639,600.00
1500								13,175.88
1500								5,211.91
1500								0.00
1500								0.00
1500								13,773.78
1500								1,710.95
1500								14,938.56
1500031783	US00	1701		NEW_SUPP	EA	1,108	USD	239,550.29
1500031820	US00	1701		NEW_SUPP	EA	725	USD	15,225.00
1900000054	US00	1701			EA	3,300	USD	6,303.00
*							USD	1,246,547.78

Layout: Choose

Layout	Layout description
/MAT_DESCR	LIST WITH MATERIAL DESCRIPTION
EXP_311	Export of data for transfer in MIGO
GI EXTRACT	Extract for GI in MIGO **2**
STOCK REPORT	Stock report with Material Description

2. Exporting data to Excel

   After applying the layout it is necessary to extract data from the report to Excel.

   a. Click 'Spreadsheet' (1), 'Select from available formats' (2), choose 'Office 2007 XLSX Format' (3) and click 'Ok' (4):
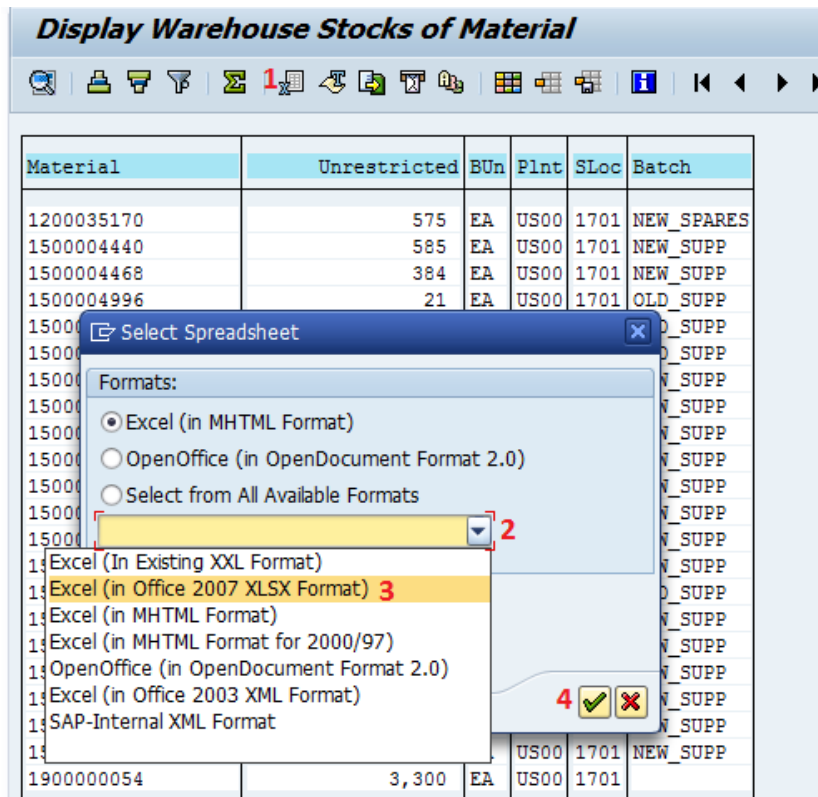
b. The system will ask you where to save the export file: if you wish to save it on the Desktop, click(1); if you want to save in a certain folder on the Desktop, double click the required folder (2), type the meaningful file name (3) and click 'Save' (4):
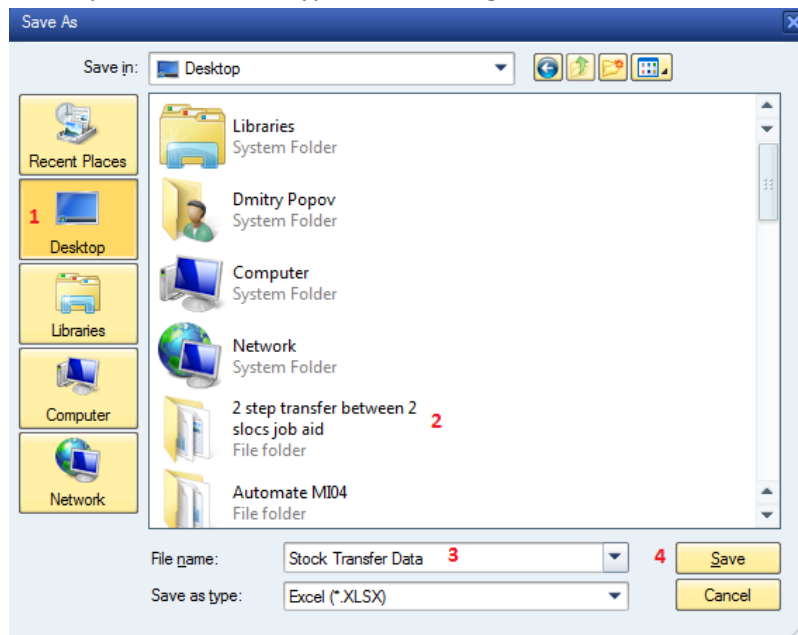
c. After you saved the file, open it; the exported data in Excel should look like below:

	A	B	C	D	E	F
1	Material	Unrestricted	Base Unit of Measure	Plant	Storage Location	Batch
2	1100000005	9	M3	US00	1101	
3	1100000008	0,000	KG	US00	1101	0000000038
4	1100000008	0,000	KG	US00	1101	0000000041
5	1100000008	2	KG	US00	1101	0000000046
6	1100000008	0,000	KG	US00	1101	0000001682
7	1100000008	1	KG	US00	1101	ABCD123
8	1200000002	0,000	EA	US00	1101	NEW_SPARES
9	1200000009	5	EA	US00	1101	NEW_SPARES
10	1200032649	1	EA	US00	1101	OLD_SPARES
11	1500000005	22	EA	US00	1101	
12	1500000026	1	EA	US00	1101	
13	1500000041	4	EA	US00	1101	
14	1500000114	8	EA	US00	1101	
15	1500001983	2	EA	US00	1101	NEW_SUPP
16	1500004157	10	EA	US00	1101	0000003365
17	1500005105	29	EA	US00	1101	NEW_SUPP
18	1500021845	2	EA	US00	1101	
19	1600000208	2	EA	US00	1101	
20	2100000005	1	EA	US00	1101	
21						
22						

Later you can add into the file above other useful info, such as storage location fund/fund center, serial numbers for serialized material, warehouse stock info, i.e. the file may serve as a staging database.

3. Getting serialized material info
    Inventory to be transferred may contain equipment, i.e. serialized materials. Serial numbers are required by the system for certain materials while posting Goods Issue in MIGO t-code. This information is not contained in the reservation, as such it is advisable prepare this data in advance in Excel. It should include info about serialized materials –materials masters and their serial numbers. Procedure below describes how to obtain such info from the system.

    Run t-code IQ09 'Display Serial Number'; the system displays the selection screen that includes multiple sections; in the first section (Equipment selection) remove the dates in Period - Frm - To:

Display Material Serial Number: Serial Number Selection

Equipment selection

Equipment		to		
Equipment descriptn		to		
Material		to		
Serial Number		to		
Period	Frm		to	
Partner				
Selection Profile			Address	✗

Scroll down to the section Serial Number Selection and specify the required Plant and Storage Location

The report includes many selection criteria. If useful, the list can be restricted by material, for example.

Execute the report. The list of materials and serial numbers is displayed:

In the above example, all serial numbers for material 1500000005 in plant US00 and storage location 1101 are displayed.

In order to download to Excel, position the cursor on any line of the report, right click and select Spreadsheet:

Follow the steps described in point 3 to complete the download.

You may want to consolidate the serial numbers info on a separate worksheet of the first Excel workbook with export MB52 report data:

4. Warehouse material info (only for Storage Locations linked to a warehouse in Umoja)
   If the source storage location is linked to warehouse it is important to have WM data related to transferred inventory which includes useful info such warehouse, storage type, storage bin and quantities. The procedure below describes the process of retrieving this info.

   a. Run report 'WM Stock' (t-code LX02). Specify in the Initial Screen Warehouse number (1), Plant (2); click 'Dynamic Selection' (3) to specify the storage location, click 'Quants' (4) and scroll down (5) the list to select 'Storage Location' field (6), double click it and type the storage location (7). Execute the report (8) with specified above criteria:

   b. The produced report will have all required info re inventory in the warehouse. It is possible to modify the default layout (1) to hide some unimportant fields (such as Special Stock Number) after which this data can be exported to Excel (List->Export->Spreadsheet):

WM Stock with Material Description

WM Stock with Material Description

Warehouse Number US1

Material	Plnt	SLoc	S	Batch	S	Special Stock Number	Material Description	Typ	StorageBin	Available stock	BUn	GR Date
1100000005	US00	1101					Fill:Aggregate,By Vol	922	TR-ZONE	7	M3	
1100000005	US00	1101					Fill:Aggregate,By Vol	002	US1-02-001	2	M3	02.09.2015
1100000005	US00	1101	Q				Fill:Aggregate,By Vol	922	TR-ZONE	5-	M3	02.09.2015
1100000005	US00	1101	Q				Fill:Aggregate,By Vol	902	4500000176	5	M3	15.04.2014
1100000008	US00	1101	Q	0000000038			Gravel,By Wt	902	4500000208	2	KG	23.04.2014
1100000008	US00	1101	Q	0000000045			Gravel,By Wt	902	4500000263	2	KG	20.05.2014
1100000008	US00	1101	Q	0000001682			Gravel,By Wt	902	4500000474	2	KG	20.01.2015
1100000008	US00	1101	Q	0000000041			Gravel,By Wt	922	TR-ZONE	2	KG	
1100000008	US00	1101	Q	0000000045			Gravel,By Wt	922	TR-ZONE	2-	KG	
1100000008	US00	1101		0000000046			Gravel,By Wt	922	TR-ZONE	2	KG	
1100000008	US00	1101		ABCD123			Gravel,By Wt	922	TR-ZONE	1	KG	
1200000002	US00	1101	Q	NEW_SPARES			Bearing	902	4500000156	1	EA	08.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	911	0000010203	71-	EA	22.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	922	TR-ZONE	45-	EA	
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000241	1	EA	02.05.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000240	2	EA	01.05.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000236	2	EA	29.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000235	2	EA	29.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000234	5	EA	29.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000232	5	EA	29.04.2014
1200000009	US00	1101		NEW_SPARES			Capacitor	902	4500000231	5	EA	29.04.2014

List   Edit   Goto   Settings   System   Help

Print   Ctrl+P
Export   ▶   Word Processing...   Shift+F5
Send...   Shift+F8   Spreadsheet...   Shift+F4
Exit   Shift+F3   Local File...   F9

WM Stock with Material Description
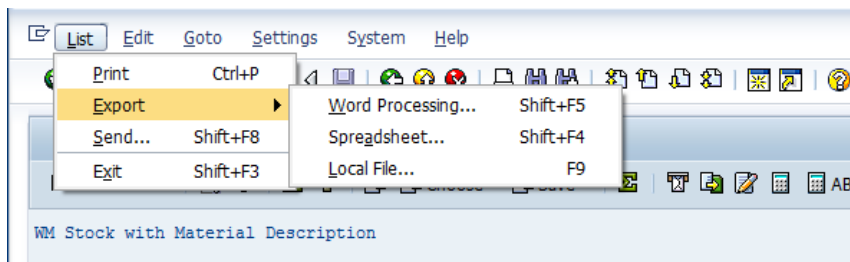
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Material	Plant	Storage Location	Stock Category	Batch	Special Stock	Special Stock Number	Material Description	Storage Type	Storage Bin	Available stock	Base Unit of Measure	GR Date
2	1100000005	US00	1101					Fill:Aggregate,By Vol	922	TR-ZONE	7	M3	
3	1100000005	US00	1101					Fill:Aggregate,By Vol	002	US1-02-001	2	M3	02/09/2015
4	1100000005	US00	1101	Q				Fill:Aggregate,By Vol	922	TR-ZONE	-5	M3	02/09/2015
5	1100000005	US00	1101	Q				Fill:Aggregate,By Vol	902	4500000176	5	M3	15/04/2014
6	1100000008	US00	1101	Q	0000000038			Gravel,By Wt	902	4500000208	2	KG	23/04/2014
7	1100000008	US00	1101	Q	0000000045			Gravel,By Wt	902	4500000263	2	KG	20/05/2014
8	1100000008	US00	1101	Q	0000001682			Gravel,By Wt	902	4500000474	2	KG	20/01/2015
9	1100000008	US00	1101	Q	0000000041			Gravel,By Wt	922	TR-ZONE	2	KG	
10	1100000008	US00	1101	Q	0000000045			Gravel,By Wt	922	TR-ZONE	-2	KG	
11	1100000008	US00	1101		0000000046			Gravel,By Wt	922	TR-ZONE	2	KG	
12	1100000008	US00	1101		ABCD123			Gravel,By Wt	922	TR-ZONE	1	KG	
13	1200000002	US00	1101	Q	NEW_SPARE			Bearing	902	4500000156	1	EA	08/04/2014
14	1200000009	US00	1101		NEW_SPARE			Capacitor	911	0000010203	-71	EA	22/04/2014
15	1200000009	US00	1101		NEW_SPARE			Capacitor	922	TR-ZONE	-45	EA	
16	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000241	1	EA	02/05/2014
17	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000240	2	EA	01/05/2014
18	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000236	2	EA	29/04/2014
19	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000235	2	EA	29/04/2014
20	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000234	5	EA	29/04/2014
21	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000232	5	EA	29/04/2014
22	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000231	5	EA	29/04/2014
23	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000229	5	EA	29/04/2014
24	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000228	5	EA	29/04/2014

7. At this point, the relevant data for the source storage locations have been extracted and recorded in Excel and it is possible to proceed with the two steps transfer.