



CREATE & APPROVE RESERVATION CHEAT SHEET

A Reservation is a request for Goods from Inventory. It ensures that materials are available when required, and includes Certification and Approval steps. A Reservation is also required when goods transfer occurs (i.e. transferring materials from one storage location to another with the same Plant, Fund/Funds Center, and Functional Area, but without shipment)

ROLES

Up to 25 roles can create Reservations, including Requisitioners, and Inventory & Warehouse Users

FM.07

Certifying Officer:
Certifies budget availability for Reservations

RD.05

Inventory Senior User:
Approves certified Reservations for issuance from local inventory

RD.04

Inventory User:
Processes the Goods Issue for approved Reservations

RESERVATION T-CODES

These are the different t-code options to **Check Stock**:

ZMM
MB21

Create

ZMM
MB22

Update

SBWP

Approve

MB25

Monitor

ZSC
STOCK_
RES

Review

ZLE_STCK_OVRVW: Stock Availability Summary Report

Checks availability of stock for the selected material/plant/storage location at a required date. Can view multiple materials, multiple plants, multiple storage locations at once.

MMBE: Stock Overview Report

Checks availability of stock for one material when the report is executed. Multiple plants and storage locations can be selected. All stock types are displayed (including unrestricted, blocked stock) and is used to monitor inbound and outbound movements.

MD04: Stock Requirement List

Checks availability of stock for one material and one plant at the time the report is executed. Can be used to monitor inbound and outbound movements, such as the supplying/receiving plant and storage location.

RESERVATION TYPES

- 1 Automatic Reservations – generated from preceding documents i.e. approved sales & service orders.
- 2 Manual Reservations – initiated by the user, not system generated
 - ✓ Non-Budget Relevant (**Statistical**): Requisitioner and Inventory Owner share the same cost centres
 - ✓ Budget Relevant (**Real**): Requisitioner and Inventory Owner cover different cost centres

CREATE RESERVATION PROCESS

APPROVE RESERVATION PROCESS

1 The Prep Steps

- Use **ZLE_STOCK_OVRVW (or MMBE/MD04)** to run a report to determine if goods are available in local inventory
- Populate the selection criteria (material, plant, storage location, and requirement date)
- Double check that the required item is in stock and in the reported location

2 Create a Reservation: ZMMMB21

Initial Screen

- Enter **Base Date** (planned goods movement)
- Select **Movement Type** (see table)
- Enter **Plant**
- If you have an existing Reservation #, enter it in the Reservation field and the info will pre-populate your current request with the same details as the previous reservation

New Items Screen

- Enter **Fund & Fund Centre** of requesting office
- Goods Receipt
- For each item, enter **Material #, Quantity, issuing Storage Location, and Batch**

Item Detail Screen

- Check the **Recipient** and enter any relevant information in the Text box
- Click **Save**

★ Things to Know

- If the Requisitioner and Inventory Owner's Cost Centres are different, the Reservation will be certified by the Approver/Certifying Officer for the Requisitioner's Cost Centre.
- Reservation Approvals are completed by **Workflow**

1 If required, the Certifying Officer Approves the budget for the Reservations

- The Certifying Officer should receive a notification to check their Umoja inbox
- Use t-code **SBWP** to access the inbox, or click the  button
- Select **Inbox>Workflow>Grouped according to Task>Decision task for Mat. Reservati WF CO**
- Click on the Reservation
- Click **Execute**
- Under "Decision Options," the Certifying Officer should select Approve, Reject, or Cancel

2 The Inventory Senior User Reviews & Approves Certified Reservations

- Follow the same steps above as the Certifying Officer, except use this path:
Inbox>Workflow>Grouped according to Task>Decision task for Mat. Reservati WF

TIPS & TRICKS

Approve Reservation

- Users can use **ZSC_STOCK_RES** to review the estimated reservation value based on the material Moving Average Value
- The Requisitioner can monitor the Reservation to verify whether it is approved/processed using t-code **MB25 Stock Reservation List**
- All inventories need to be assigned to a Storage Location. Each is linked to a specific plant and a single fund center/cost center
- Requisitioning offices should first check if goods can be issued from local inventory before commencing procurement actions (i.e. raise a shopping cart, etc.)
- The Requestor is notified about the outcome of the Reservation Approval (check the SAP Office in-Box)

Movement Types

- **201**. Issue to Cost Center. **Statistical**
- **221**. Issue to a Project. **Statistical**
- **261**. Issue to an Order. **Statistical**
- **ZK1**. Issue to Cost Center. **Real**
- **ZW1**. Issue to a Project. **Real**
- **ZO1**. Issue to an Order. **Real**
- **311**. *Transfer Posting from Storage Location to Storage Location with the same Fund/Fund Center*