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Purpose

The purpose of this document is to provide guidance for performing additions to stock in the exception scenarios described below.

At Umoja Go-Live, the receipt of stock into inventory is possible only in the following modality:

- Goods Receipt against a vendor PO for stock
- Goods Receipt against an internal Stock Transport Order

After C3/C4 go-live, however, the following exception scenarios have been determined:

- Stock items received against Purchase Orders converted in Umoja without Material Master
- Stock items not reported during the inventory conversion process
- Goods received upon completion of a construction contract (e.g. construction materials in excess that would be used for repair, maintenance)
- Goods received with reference to a service contract (e.g. spare parts that would be used for repair, maintenance)
- Receipt of PO delivery overage at no cost

The movement types indicated in the table below have been implemented in Umoja in order to be able to manage the above exception scenarios:

Scenario	Movement Type	Value	Accountability for transaction (Umoja User Role)	Budget Relevance
Stock items received against Purchase Orders converted in Umoja without Material Master	Z21 - Add to Stock (Val)	-At the PO value	- Senior Asset Accountant	Statistical
Stock items not reported during the inventory conversion process	Z21 - Add to Stock (Val)	-At the MAP, if existing in plant -At PO or at a fair market value, if not existing in the plant -At zero, if used	- Senior Asset Accountant	Statistical
Goods received upon completion of a construction contract (e.g. construction materials in excess that would be used for repair, maintenance)	Z21 - Add to Stock (Val)	-At the MAP, if existing in plant -At a fair market value, if not existing in the plant -At zero, if used	- Senior Asset Accountant	Statistical
Goods received with reference to a service contract (e.g. spare parts that would be used for repair, maintenance)	Z21 - Add to Stock (Val)	-At the MAP, if existing in plant -At a fair market value, if not existing in the plant -At zero, if used	- Senior Asset Accountant	Statistical
Receipt of PO delivery overage at no cost	511 - Delivery w/o charge	-At zero (will decrease the MAP)	- Inventory Senior user	Statistical

Movement type Z21

With the movement type Z21 it is possible to add items to stock and specify a value for the receipt. This movement type can be used only in the scenarios indicated in the above table.

Note: If this relates to an error performed when raising a PO, the PO MUST be corrected before goods receipt. This movement type would only be used in cases where the PO could not be corrected.

Budget relevance

- The movement type Z21 is not relevant from a budget perspective (statistical)

Value of the items returned to stock

- The movement types allow specifying a value for the items returned to stock. This is applicable only to new (untouched, never used) items. The value to be indicated is to be determined based on the criteria illustrated in the above table.

Responsibility

- The movement type Z21 can be executed by a staff member assigned with the Umoja User Role “Senior Asset Accountant”; the “Inventory Senior User” responsible for the stock to be added will a) support assessing the status of the goods as new / old and b) assist the Senior Asset Accountant preparing and executing the transaction in Umoja. The Inventory Senior User can create a Stock Reservation to be used as a reference to facilitate the execution of the goods receipt.

Account Assignment

- When executing the movement type Z21, the account assignment will indicate the Fund / Fund Center related to receiving Plant / Storage Location

Movement type 511

With movement type 511 it is possible to perform receipt of PO delivery overage at no cost. The items that are delivered in excess are therefore received with value = 0.

Budget relevance

- The movement type 511 is not relevant from a budget perspective (statistical)

Value of the items returned to stock

- The items that are delivered in excess are received with value = 0

Responsibility

- The movement type 511 can be executed by a staff member assigned with the Umoja User Role “Inventory Senior user

Account Assignment

- When executing the movement type 511, the account assignment will indicate the Fund / Fund Center related to receiving Plant / Storage Location

Identify the budget information related to the Plant/Storage Location

Movement types Z21 and 511 require identification in the Umoja transaction of the Fund/Funds Center(Cost Center) relevant to the Plant and Storage Location (SLOC) of the receiving location. The list

of Fund/Fund Centers and Functional Areas linked to Plants and Storage Locations is available on iSeek at the following link:

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

Transaction Codes (T-Codes):

- MIGO
- MB21 (if a stock reservation is created as a reference for the MIGO Goods Movement)

The Step-by-Step instructions below refer to the execution of the MIGO transaction. The execution of the MIGO may be preceded by the creation of a Stock Reservation that can be used as a reference in the MIGO. The Inventory Senior User can create the Stock Reservation with t-Code MB21. Instructions on how to create a Stock Reservation are available in the Umoja Training on iSeek:

https://www.unumoja.net/download/attachments/58589682/Umoja_Job%20Aid_How%20To%20Create%20Certify%20and%20Approve%20Reservations%20for%20Inventory_v1.2.pdf?version=1&modificationDate=1463754213880&api=v2

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.

Movement type Z21

User: Senior Asset Accountant

Data Preparation

It is recommended to have the following data prepared in advance to successfully complete the process; the Inventory Senior User or other staff members with the required system knowledge may assist the Senior Asset Accountant in preparing the data for movement types Z21

Movement Type	Z21 - Add to Stock (Val)
Plant	Umoja Plant where the goods are to be received into stock. Example: KE00
Storage location	Umoja Storage Location in the Plant where the goods are to be received into stock. Example: for Plant KE00, Storage Location 4101

Reason code	Code to indicate the reason why the goods are to be received in stock. Examples: 0001 - Correction of data conversion 0002 – Goods from Construction Contract 0003 – Goods from Service Contract left over
Fund	This indicates the Fund linked to the Plant and Storage Location where the goods are to be received. Example: 10RCR
Fund Center	This indicates the Fund Center linked to the Plant and Storage Location where the goods are to be received. Example: 11435

The detailed information related to the materials to be added to stock is required; the information will have to be indicated by the responsible Inventory Senior User.

Value of items to be received into stock

The value at which the items will be received is to be reviewed and validated by the Senior Asset Accountant (and in accordance with IPSAS), based on the indications included in the table at page 1 and summarized below:

New items (never used):

- At PO value in case of data conversion error: if the goods had been expensed at time of goods receipt and should have been instead received into stock, the value should reflect the value indicated in the relevant legacy Purchase Order.
- At the MAP, if existing in Plant: if the materials to be received in stock have a MAP (Moving Average price) in the Plant, the MAP is the value to be indicated in the transaction.
- At a fair market value, if not existing in the Plant: if the materials to be received in Stock have never been in the Plant, therefore there is no MAP a fair market value is to be assessed and specified in the transaction.

Old items (used):

- At zero, if used: if the materials to be received in stock are not new, i.e. are used, their valuation type will be set as either “OLD_SUPP” or “OLD_SPARES” and the value to be indicated in the transaction is zero.

Details of the materials to be received

In the table below an example of the type of information that is to be prepared in order to execute the addition to stock:

#	Material Number	Qty	Estimated Total Value for material quantity	Valuation type for split valuated materials	Batch info (vendor batch, expiration)
---	-----------------	-----	---	---	---------------------------------------

			to be returned		date)
1	1200000401 (Maint Kt:Desalination Unit Elect)	2	100 \$ (unit price 50)	NEW_SPARES	
2	1500000746 (Fire Extinguisher,CO2,5kg,Std Hndhld)	3	90 \$ (unit price 30)	NEW_SUPP	
3	1600001257 (Atropine Sulphate:Inj,0.600mg/1ml)	10	15 \$ (unit price 1.5)		ABC123, 12.01.2017

Step-by-Step instructions

Details on the MIGO transaction can be found on the Umoja Training website, Logistics Execution training documentation. Below is a description of the specific steps for t-code MIGO with movement type Z21

In order to facilitate the execution of the posting, the Inventory Senior User can create a Stock Reservation with t-code MB21. In the Stock Reservation the Inventory Senior user specifies all the details that are inherited in the MIGO transaction (with the exception of the serial numbers for serialized materials that have to be specified in the MIGO transaction). The step-by-step instructions below refer to the execution of MIGO without a preceding Stock Reservation.

Open t-code MIGO (1). From the drop-down, select 'Goods Receipt' (2) and 'Other' (3). Specify movement type Z21 and press Enter (4).

In Detail Data section choose tab '**Material**' (5), specify the relevant material number and press Enter (6).

Click on tab '**Quantity**' (7):

Goods Receipt Other - NN1FIASETSR NN1FIASETSR

Show Overview Hold Check Post Help

Goods Receipt 2 Other 3 Add to Stock (Val) 4 Z21

General

Document Date 16.09.2016 Material Slip
Posting Date 16.09.2016 Doc.Header Text
Collective Slip

Line	Mat. Short Text	OK	Qty in UnE	E... S... SLoc	Cost Center	G/L Account	Batch	Valuation ...	M... D Stock Type
1	Bracket: TPT, Toyota, 53273-60070	<input checked="" type="checkbox"/>	2	EA W BM TU Store	11435				Z21 + Unrestrict...

Material Quantity 7 Where Account Assignment WM

Material Bracket: TPT, Toyota, 53273-60070 6 1200032659

Material Group 25170000 Valuation Type

Equipment

Item OK Line 1

If the material is “Split Valuated”, please indicate the Valuation Type in Valuation Type field in the Material Tab. The material can be in new condition (the valuation type will be either “NEW_SUPP” or “NEW_SPARES”) or used (the valuation type will be either “OLD_SUPP” or “OLD_SPARES”).

On tab ‘**Quantity**’ specify the quantity (1) of the material and its value (refer to “[Data Preparation](#)” section) (2).

Choose tab ‘**Where**’ (3):

Material Quantity Where 3 Account Assignment WM

Qty in Unit of Entry 2 1 EA
Qty in SKU 2 EA Ext. Amount LC 100.00 2
No. Containers

Item OK Line 1

On tab ‘**Where**’ specify the destination plant (1), storage location (2) and reason for movement (3) (refer to “[Data Preparation](#)” section).

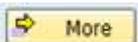
Press Enter and choose tab 'Account Assignment' (5):

The screenshot shows the SAP 'Account Assignment' tab. The 'Plant' field is set to 'UN Office at Nairobi' (marked with a red 1) and the 'Storage Location' is 'W BMTU Store' (marked with a red 2). The 'Reason for Movement' field is set to '0001' (marked with a red 3). The 'Movement Type' is 'Z21' and the 'Stock type' is 'Unrestricted use'. The 'Line' field at the bottom is set to '1'.

On tab 'Account Assignment', specify the Fund (1) and Cost Center (2) linked to the plant /storage location.

Do not enter 'G/L account'; this is defaulted by the system.

The screenshot shows the SAP 'Account Assignment' tab. The 'Fund' field is set to '10RCR' (marked with a red 1) and the 'Cost Center' is '11435' (marked with a red 2). The 'G/L account' field is empty. The 'Earmarked Funds' field is also empty. A 'More' button is visible next to the 'Earmarked Funds' field. The 'Line' field at the bottom is set to '2'.

Note: the fund is specified in the pop-up box .

Depending on the type of the material (e.g. batch managed, serialized) different types of information are to be specified.

In case the material is batch managed the system will display the "Batch" tab. Do not enter any value in the Batch field (1), the system will automatically assign a unique batch number; in the field Date of Manufacture (2) specify the manufacture date if known/available; in the field SLD/BBD (3) indicate the batch expiration date / best before date if known / available:

Material | Quantity | Where | Partner | Batch | WM

Batch: 1

Date of Manufacture: 2

SLED/BBD: 3

Line: 1

If the material is serialized (e.g. equipment), the system will display the tab “Serial Numbers”.

Check the tick box ‘Create Serial Nos Automatically’ checkbox (1) on tab ‘Serial Numbers’. After posting of Addition to Stock, it might be required to activate newly created equipment records, see corresponding instructions in the section “Subsequent Steps”.

If additional materials need to be included in Goods Receipt click ‘Next Item’ (2) and fill information for the new material as described above. After all materials are entered, click ‘Check’ to check if all information is correct and complete; if so, click ‘Post’ (4):

Goods Receipt Other - NN1FIASETSR NN1FIASETSR

Show Overview | Hold | Check | Post | Help

Goods Receipt: Other | Add to Stock (Val): 221

Document Date: 16.09.2016 | Posting Date: 16.09.2016 | Material Slip: | Doc.Header Text: | Collective Slip:

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch	Va
1	Bracket:TPT,Toyota,53273-60070	<input checked="" type="checkbox"/>	2	EA	W BMTU Store	11435			NE

Material | Quantity | Where | Account Assignment | WM

Material: Bracket:TPT,Toyota,53273-60070 | L200032659

Material Group: 25170000 | Valuation Type: NEW SPARES 1

Equipment: |

Line: 1

Upon posting, Material Document and Accounting Documents are created for the addition to stock.



The screenshot shows a window titled "List of Documents in Accounting" with a table of document information. The table has two columns: "Doc. Number" and "Object type text". The first row is highlighted in yellow.

Doc. Number	Object type text
8100024949	Accounting document
0006352747	Profit center doc.
1002221782	Controlling Document
1002771391	Funds Management doc
4900026816	Grants Mgm. Doc.

At the bottom of the window, there are several icons and buttons: a magnifying glass, a speech bubble, a "Separate" button, an "Original document" button, a printer icon, and a close icon.

IMPORTANT NOTE: Accounting documents are generated only for Materials received with a value. The Materials with zero value do not generate any Accounting document.

Goods Movement Print-out

For every goods movement the system will print a "Goods Issue / Transfer form". The form will indicate the movement type, the plant and storage locations, the materials and quantity, etc.

Movement type 511

User: Inventory Senior User

Data Preparation

Movement Type	511 - Delivery w/o charge
Plant	Umoja Plant where the over-delivery items are received into stock. Example: KE00
Storage location	Umoja Storage Location in the Plant where the over-delivery items are received into stock. Example: for Plant KE00, Storage Location 4101
Text	Short description of over-delivery reason and/or reference to the original PO
Vendor	Vendor Number of the PO to which the over-delivery at no cost refers
Fund	This indicates the Fund linked to the Plant and Storage Location where the goods are to be received. Example: 10RCR
Fund Center	This indicates the Fund Center linked to the Plant and Storage Location where the goods are to be received. Example: 11435

Details of the materials to be received

In the table below the type of information that is to be prepared in order to execute the addition to stock:

#	Material Number	Qty	Valuation type for split valuated materials	Batch info (vendor batch, expiration date)
1	1200000401 (Maint Kt:Desalination Unit Elect)	2	NEW_SPARES	
2	1500000746 (Fire Extinguisher,CO2,5kg,Std Hndhld)	3	NEW_SUPP	
3	1600001257 (Atropine Sulphate:Inj,0.600mg/1ml)	10		ABC123, 12.01.2017

Step-by-Step instructions

Note: the transaction used in this exception process is an Inventory Management transaction described in the relevant User Guides; please refer to Umoja Training website to access Logistics Execution training documentation. The below instructions describe the specific steps for t-code MIGO with movement type 511.

Execute t-code MIGO. From the drop-down, select 'Goods Receipt' (1) and 'Other' (2). Specify movement type 511 and press Enter (3).

In the Detail Data section choose tab 'Material' (4), specify the relevant material number and press Enter (5).

If the material is "Split Valuated", please indicate the Valuation Type in Valuation Type field (6) in the Material Tab. **Note:** Since in this scenario the goods are over-delivery with reference to a Purchase Order, the valuation type should be either "NEW_SUPP" or "NEW_SPARES".

Click on tab 'Quantity' (7):

The screenshot displays the SAP MIGO transaction interface. The title bar reads "Goods Receipt Other - NN1RDINVSURS NN1RDINVSURS". The "General" tab is active, showing document details for date 28.09.2016. Below this is a table with three lines of material data:

Line	St...	Mat. Short Text	OK	Qt...	E...	S...	SLoc	Batch	Valuation ...	M...	D	Stock Type	Pint	S...	Customer
1	CO	Bracket:TPT,Toyota,53273-60070	<input checked="" type="checkbox"/>	2	EA		W BMTU Store		NEW_SPARES	S11	+	Unrestrict...		UN Office at...	
2	CO	Reader:Barcode,PDA,w/RFID	<input checked="" type="checkbox"/>	3	EA		W BMTU Store		NEW_SUPP	S11	+	Unrestrict...		UN Office at...	
3	CO	Vaccine:Cholera	<input checked="" type="checkbox"/>	3	EA		W BMTU Store	0000000346		S11	+	Unrestrict...		UN Office at...	

Below the table, the "Material" tab is selected, showing the following fields:

- Material: Bracket:TPT,Toyota,53273-60070 (5) | 1200032659
- Material Group: 25170000
- Valuation Type: NEW_SPARES (6)
- Equipment: [Empty field]

The bottom of the screen shows the SAP logo and system information: NN1RDINVSURS, unsapp3e, OVR.

On tab 'Quantity' specify the quantity (1) of the material (refer to "Data Preparation" section). Choose tab 'Where' (2):

The screenshot shows the 'Where' tab in SAP. It contains the following fields:

Qty in Unit of Entry	2	1	EA
Qty in SKU	2		EA

Below these fields is a 'No. Containers' field with two empty input boxes. At the bottom, there is a 'Line' field with the value '1'.

On tab '**Where**' specify the destination plant (1), storage location (2) and description/reason for over delivery with reference to the PO number(3) (refer to "**Data Preparation**" section).

Press Enter and choose tab '**Partner**' (4):

The screenshot shows the 'Partner' tab in SAP. It contains the following fields:

Movement Type	511	+	Delivery w/o charge	Stock type	Unrestricted use
Plant	UN Office at Nairobi	1	EE00		
Storage Location	W BMTU Store	2	4101		
Goods recipient					
Unloading Point					
Text	Overdelivery due to PO 123				

At the bottom, there is a 'Line' field with the value '1'.

On tab '**Partner**' specify the vendor number (1) supplying the goods/materials to be received. This information refers to the PO against which the quantity overage is being received in inventory:

The screenshot shows the 'Partner' tab in SAP. It contains the following fields:

Vendor	Tatiana ADAMOVA	1	00367912
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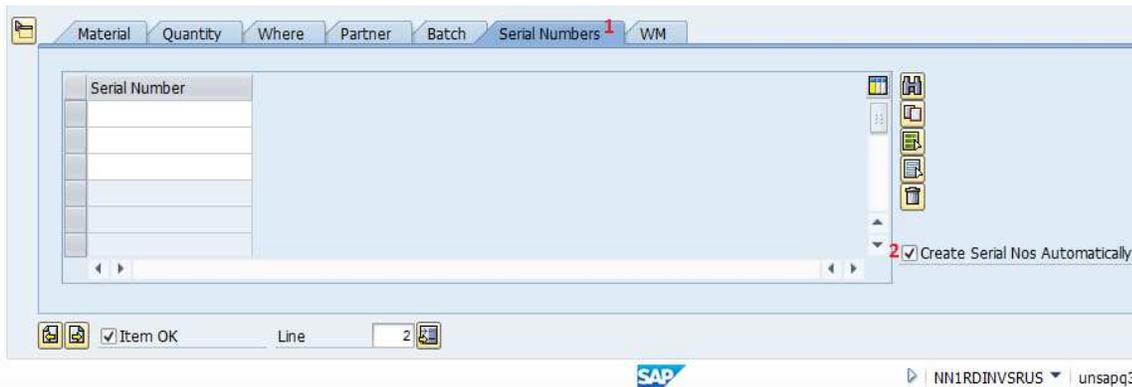
At the bottom, there is a 'Line' field with the value '1'.

Depending on the type of the material (e.g. batch managed, serialized) different types of information are to be specified.

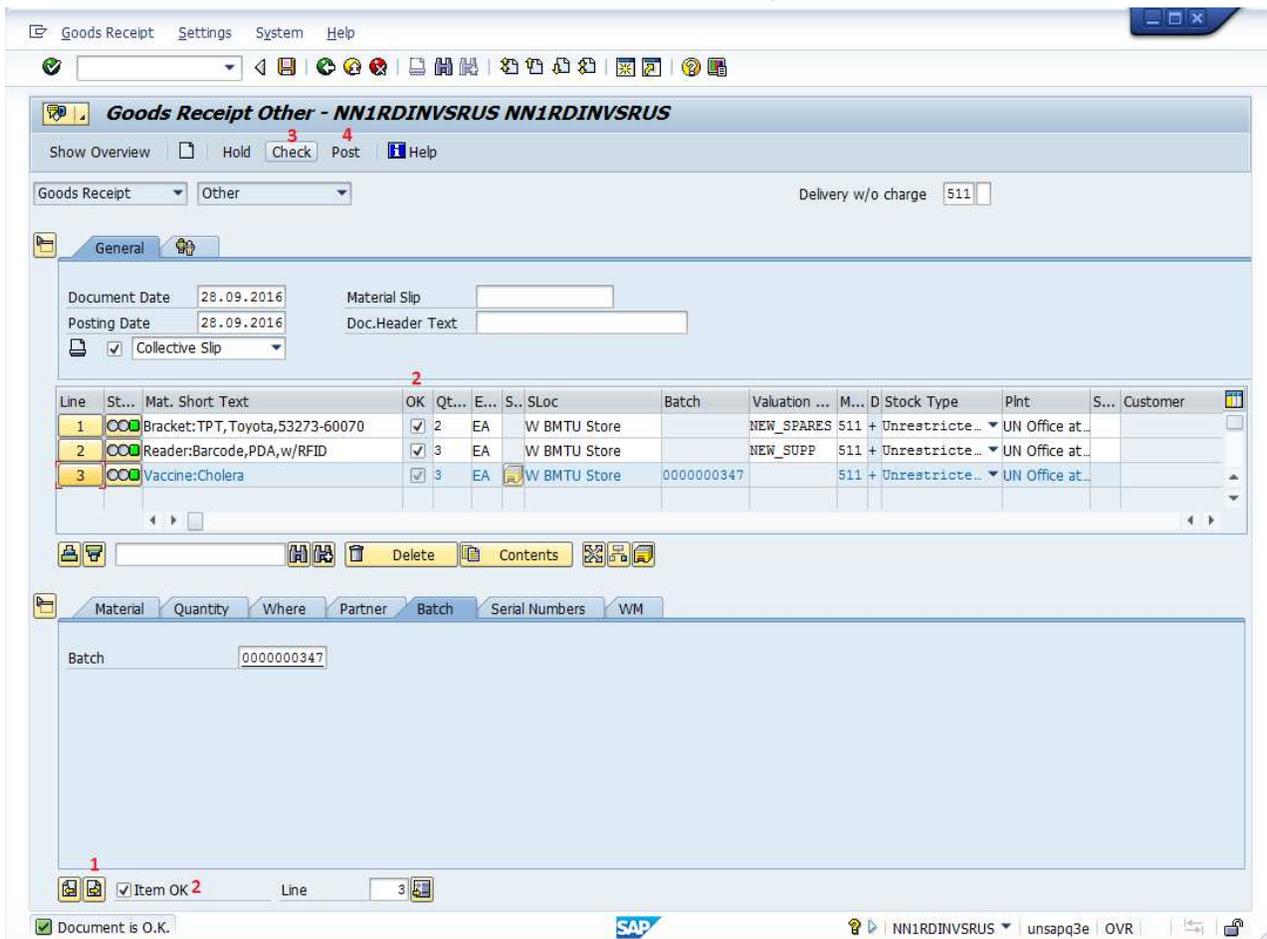
In case the material is batch managed the system will display the "**Batch**" tab (1). If the overage quantity received refers to a batch created with the regular goods receipt against PO, specify the batch number generated during the regular goods receipt; if the goods belong to a brand new batch, do not specify any value since the system will automatically create a new unique batch number. In the latter case, it may be necessary for the Inventory Senior User to include further batch details, such as expiration date. Refer to the section **Subsequent Steps** for further details.

If the material is serialized, the system will display the tab “Serial Numbers” (1);

Check the tick box ‘Create Serial Nos Automatically’ checkbox (2) on tab ‘Serial Numbers’. After posting it might be necessary to activate newly created equipment records, refer to the Subsequent Step section.



If additional materials need to be included in Goods Receipt click ‘Next Item’ (1) and fill in relevant information for the new material as described above. After all materials are entered and approved ‘Ok’ (2), click ‘Check’ (3) to check if all information is correct and complete and if so, click ‘Post’ (4):



Upon posting, a Material Document is created for the addition to stock. Since, in this scenario, the items are received at zero value, the posting does not generate accounting documents.

Goods Movement Print-out

For every goods movement the system will print a “Goods Issue / Transfer form”. The form will indicate the movement type, the plant and storage locations, the materials and quantity, etc.

Subsequent steps

After the MIGO transaction is posted:

After the MIGO transaction is completed, further steps may be required depending on the specific scenarios. The relevant Umoja Users will perform the next steps.

(1) Batch Managed Materials

User: Inventory Senior User

After the posting is completed, it may be necessary for the Inventory Senior User to include further batch details such as expiration date or vendor’s batch number (refer to Job Aid “Search, Display and Change Batch Material”, available at the below link):

https://www.unumoja.net/download/attachments/58589682/Umoja_Job%20Aid_Search%20Display%20and%20Change%20Batch%20Material_v2.pdf?version=1&modificationDate=1463754286205&api=v2

(2) Serialized Materials

User ‘SD10: Equipment Master Data Maintainer’ or ‘SD11: Global Equipment Master Data Maintainer

After the posting is completed, it is necessary for the user with role ‘SD10: Equipment Master Data Maintainer’ or ‘SD11: Global Equipment Master Data Maintainer’ to activate the equipment view for the newly created serial number records (refer to Job Aid “Equipment Creation Post Go-Live “, available at the below link:

https://www.unumoja.net/download/attachments/58589682/Umoja_Job%20Aid_SD_Equipment_Creation_%20Post_Go-Live_v1.4.pdf?version=1&modificationDate=1461081856575&api=v2)

(3) Goods received in to a storage location linked to a warehouse

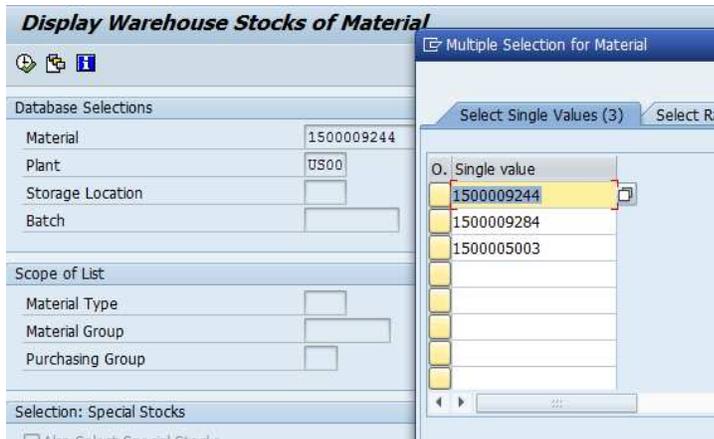
User: Warehouse Senior User / Warehouse User

If the destination storage location is linked to a warehouse, the Warehouse Senior user will take care of putting the items away by creating the corresponding transfer order. The Warehouse user will complete put-away process and confirm the Transfer Order.

(4) Check the stock level after the posting

User: Inventory User/Senior User

1. Execute transaction **MB52**
2. Select the **Plant**
3. Enter the **Materials** in the Multiple Selection for Material:



4. **Execute** the report.

The report will show for each of the storage locations the quantity and the value of the selected materials:

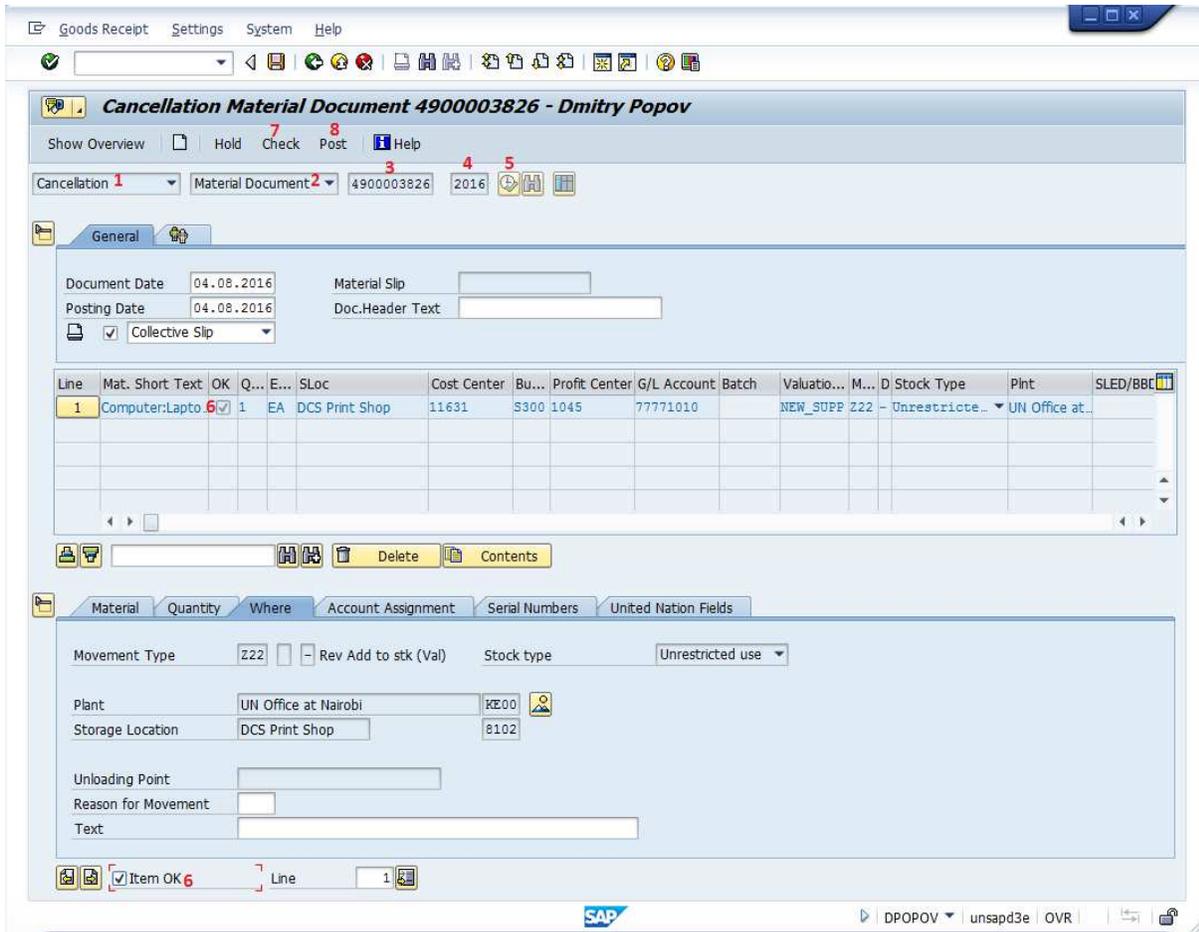
Material	Plant	SLoc	SL	BUn	Unrestricted	Crcy	Value Unrestricted
1500005003	US00	1701		EA	20	USD	12,932.40
1500009244	US00	1701		EA	10	USD	0.00
1500009284	US00	1701		EA	21	USD	14,938.56
*						USD	27,870.96

The quantity of stock is increased as specified in the Stock Reservation / MIGO goods movement.

(5) Need to cancel the receipt into stock

User: Senior Asset Accountant (movement type Z22) or Inventory Senior User (movement type 512)

If the addition to stock needs to be reversed, open t-code MIGO, choose 'Cancellation' (1), 'Material Document' (2), specify the number of the material document that needs to be reversed (3), year of the document (4) and click 'Execute' (5). Click 'Item OK' (6) for all items in the document, check if document is good to cancel (7); if so, post the document (8):



After reversing the Addition to Stock, it might be necessary to manually de-activate the newly created equipment records, see corresponding instructions in the section “**Subsequent Steps**”, (2) Serialized materials.