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Purpose

In Umoja the return of items to stock is possible through specific movement type listed in the table below. The column “Status” indicates whether the movement types are available in Umoja since go-live or have been implemented after go-live (NEW). The purpose of this document is to provide guidance only on the new movement types.

| Status | Type | Scenario | Umoja User Role | Budget Implications | t-Code | MvT | Description | Reversal MvT |
|--|---|---|--|--|--------|---|---|--------------|
| Functionality available in Umoja since Go-Live | Return to stock of old (USED) items at zero value | Return to stock of used items at zero value. The items is returned with Valuation type = "OLD". | Inventory User | Statistical | MIGO | Z01 | GR Used Goods | Z02 |
| | Reversal of goods issue | A goods issue can be reversed in case of errors or quantity issued in excess. As effect of reversing the goods issue, the items are returned to stock. The return through reversal ensures this reflects the information entered at time of goods issue | Inventory user | Statistical or Budget Relevant depending on the original goods issue | MIGO | 202 222 262 262 ZK2 Z02 ZW2 | RE for cost center RE for project RE for order RE for order (BR) GI Cost.Cnt.rev (BR) GI Order.rev (BR) GI Proj.rev | |
| NEW Movement Types in Umoja available in November 2016 | Return to stock of new (NOT USED) items at a value | Return to stock of new items (not used) when the material has MAP = 0 in the Plant. In the transaction it is possible to specify a value for the item. The items is returned with Valuation type = "NEW". | Senior Asset Accountant | Budget Relevant (if the items had been issued as BR) | MIGO | Z41 | (BR)Ret to stk (Val) | Z42 |
| | | | | Statistical (if the items had been issued statistically) | MIGO | Z43 | Ret to stock (Val) | Z44 |
| | Return to stock of new items (not used) when the material has MAP in the Plant. The material is returned at the MAP. The items is returned with Valuation type = "NEW". | Inventory Senior User | Budget Relevant (if the items had been issued as BR) | MIGO | Z45 | (BR)Ret to stk (MAP) | Z46 | |
| | | | | Statistical (if the items had been issued statistically) | MIGO | Z47 | Return to stk (MAP) | Z48 |

Background Information

After Umoja Go-Live, the return of stock into inventory was possible only in the following modality:

1. Movement type Z01: Return to stock at zero value (for materials subject to split valuation, with valuation type “OLD”); applicable for receiving back to stock used items
2. Goods Issue reversal: after the items are issued from stock, it is possible to reverse fully or partially the goods issue; in this case, items can be returned at the current MAP, if their condition is “new” (they haven’t be used)

The instructions on how to perform the return of items to stock with movement type Z01 – GR Used Goods or with Reversal of goods issues movements are part of the standard Umoja training guides, available in iSeek:

https://www.unumoja.net/download/attachments/58589621/SC339_Umoja_Local_Inventory_Goods_Movement_UserGuide_v3.9.pdf?version=1&modificationDate=1463755667483&api=v2

After C3/C4 go-live, however, some exception scenarios have been determined, e.g.:

3. Return of to stock of new items (**not used**) that had been issued before the inventory conversion (and have no value in plant)
4. Return to stock of new items (**not used**) at the completion of a service order for which only a part of the items have been actually used

In order to manage the above scenarios 3 and 4, the below movement types have been implemented in Umoja:

- Scenario 3: movement types **Z41 (BR) Ret to stk (Val)** and **Z43 Ret to stock (Val)**
- Scenario 4: movement types **Z45 (BR) Ret to stk (MAP)** and **Z47 Return to stk (MAP)**

Movement types Z41 and Z43

With these movement types, it is possible to specify a value for the items to be returned to stock. This is applicable only in exceptional cases, e.g. when the materials are new but the current value of the MAP = 0 in the plant. A MAP = 0 occurs where the item does not (or has not previously) existed in the stock of the plant location. The condition of the items to be returned must be new (never used).

Hint: in order to verify the MAP of a material in one plant, use report MM60

Budget relevance

- The movement type Z41 is relevant from a budget perspective; therefore, it should be used when the office / department returning the items is to be reimbursed and the budget related to the storage location receiving the returned materials will be charged. For example in the case where 10 items were issued from stock but only 8 were used, so 2 are returned to stock as new.
- The movement type Z43 is statistical from a budget perspective; therefore, it should be used when the receiver was not charged for the cost of the items when the items were originally issued from stock (statistical goods issue).

Value of the items returned to stock

- The movement types Z41 and Z43 allow specifying a value for the items returned to stock if the MAP of the materials is zero in the relevant Plant. Assigning a value is applicable only to new (untouched, never used) items. In general, the items should be returned at the MAP for the plant, but if the material has MAP = 0, then below criteria should be applied:
 - At a contract price, if existing
 - At a fair market value

Responsibility

- Movement types Z41 and Z43 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 returned 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.

Movement types Z45 and Z47

With these movement types it is not possible to specify a value for the items returned to stock; when the materials are returned, they are received at a value corresponding to their MAP in the plant, therefore is applicable only to materials that have a MAP in the plant. The condition of the items to be returned must be new (never used). These movement types may be used, for example, in exception scenarios such as when a Service Order is completed and the stock originally issued for its execution is only partially used, so the left over components are returned to stock.

Hint: in order to verify the MAP of a material in one plant, use report MM60

Budget relevance

- The movement type Z45 is relevant from a budget perspective; therefore it should be used when the office / department returning the items is to be reimbursed of their value. This is the case when the cost of the items was recovered when originally issued from stock.
- The movement type Z47 is statistical from a budget perspective; therefore, it should be used when the cost of the items was not recovered when originally issued from stock (statistical goods issue).

Value of the items returned to stock

With these movement types the items are received at the current MAP for the material in the plant.

Responsibility

- Movement types Z45 and Z47 can be executed by a staff member assigned to the Umoja User Role “Inventory Senior User”, responsible for the stock to be returned.

The instructions below provide an example on how to perform the returns to stock with one of the **new movement types** implemented in Umoja: Z41 (BR) Ret to stk (Val).

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)

- MIGO
- MB21 (only 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

Data Preparation

It is recommended that the following data is prepared in advance to successfully complete the procedure. 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 Z41 or Z43.

| | |
|---|--|
| Movement Type | Z41 (BR) Ret to stk (Val) |
| Plant | Umoja Plant where the goods are returned into stock. Example: KE00 |
| Storage Location | Umoja Storage Location in the Plant where the goods are returned into stock. Example: for Plant KE00, Storage Location 4101 |
| Fund | Account Assignment Element: in this example, the movement type Z41 is Budget Relevant, therefore the Fund is the one related to the office / department returning the stock and that will be reimbursed; this can be identified from the original goods issue; in this example, the fund 10RCR is used. |
| Other Account Assignment element | In this example, the movement type Z41 is Budget Relevant, therefore the Account Assignment Element is the one related to the office / department returning the stock and that will be reimbursed; depending on the original goods issue, it may be required to indicate a Cost center/Fund center or, an Internal Order number or, a WBS; in the below example, the WBS SB-000260.01.03 is used. |
| Cost Center / Fund Center | <p>Note: if the return movement type is “statistical” (i.e. not budget relevant), the account assignment will indicate the Fund/Fund Center linked to the Plant and Storage Location where the goods are to be returned; the relevant Fund / Fund Center for the Plant / Storage Location can be found in the Job Aid “Storage Location & FM Derivations (Fund/Fund Center)”, available at the below link:</p> <p>https://www.unumoja.net/download/attachments/58589682/Umoja_Job_Aid_Storage%20Locations%20Design%20FM%20Derivations_May11.pdf?version=1&modificationDate=1462996831045&api=v2</p> |
| Or WBS | |
| Or Order | |

Data related to the materials to be returned (examples):

| # | Material Number | Return Quantity | Estimated Value for total material quantity to be returned | Valuation type for split valued materials / batch |
|---|---|-----------------|--|---|
| 1 | 1200000401 (Maint Kt:Desalination Unit Elect) | 2 | 15 USD (unit price = 7.5) | NEW_SPARES |
| 2 | 1500000746 (Fire Extinguisher,CO2,5kg,Std Hndhld) | 3 | 150 USD (unit price = 50) | NEW_SUPP |

| | | | | |
|---|--|----|------------------------|-------------|
| | | | 50) | |
| 3 | 1600001257 (Atropine Sulphate:Inj,0.600mg/1ml) | 10 | 30 USD (unit price =3) | Batch: 1234 |

Step-by-step instructions

Details on the MIGO transaction can be found in the Umoja Training website, Logistics Execution training documentation. Below are the specific steps for the t-code MIGO using movement type Z41.

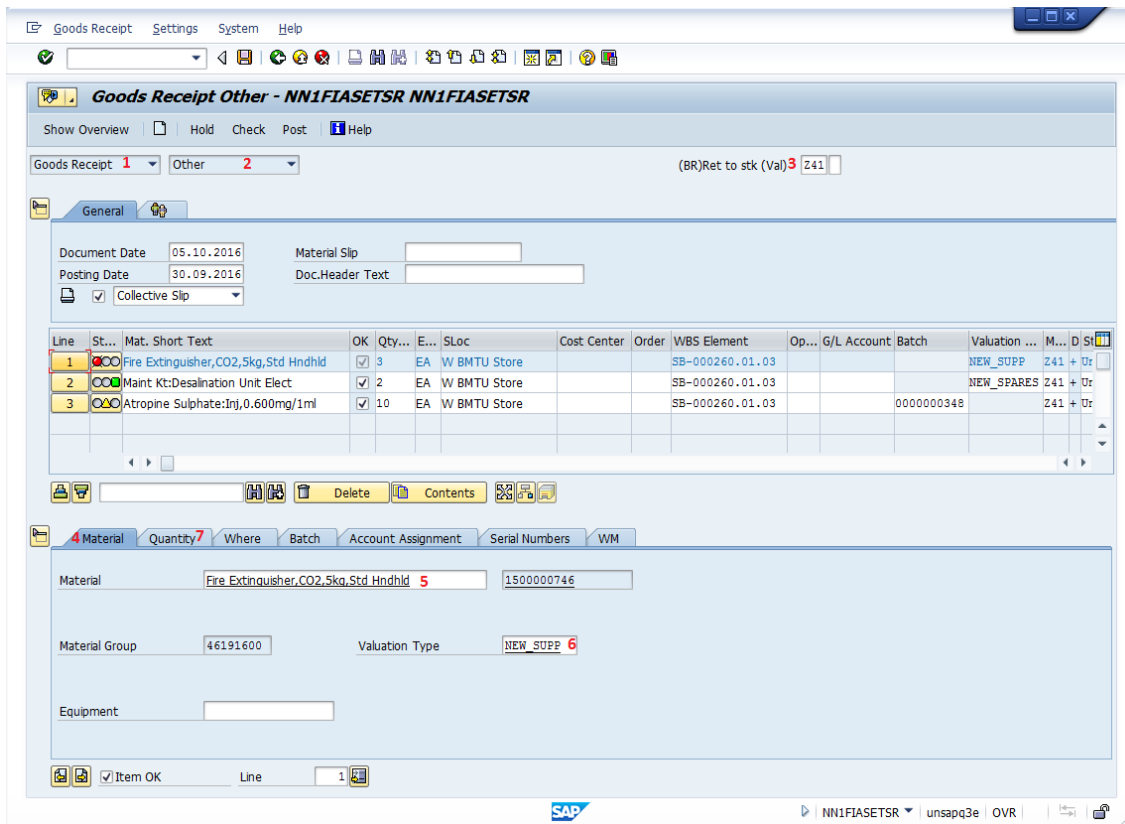
In order to facilitate the execution of the posting, the Inventory Senior User can create a Stock Reservation with t-code MB21. In the Stock Reservation, the Inventory Senior user specifies all the details that will be inherited in the MIGO transaction (with the exception of the serial numbers for serialized 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.

Execute t-code **MIGO**. From the drop-down, select 'Goods Receipt' (1) and 'Other' (2). Specify movement type Z41 and press Enter (3).

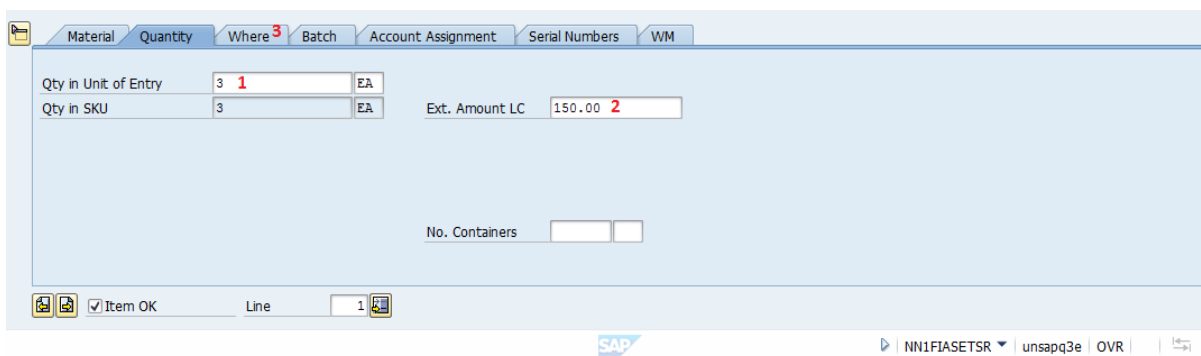
In Detail Data section choose tab '**Material**' (4), specify the relevant material number and press Enter (5).

If the material is "Split Valuated", please indicate the Valuation Type in Valuation Type field (6) in the Material Tab. In this example the items are in new conditions (the valuation type will be either "NEW_SUPP" or "NEW_SPARES") .

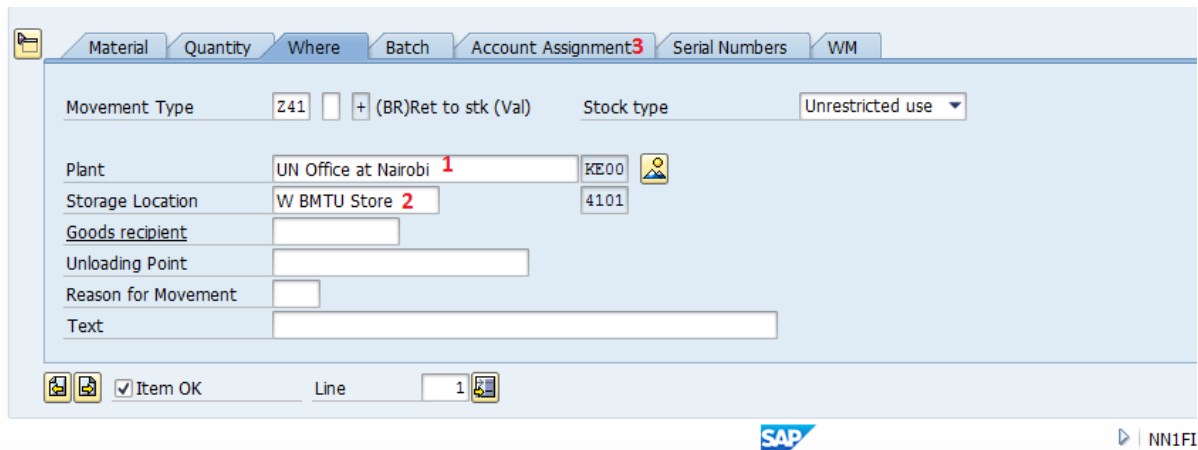
Click on tab '**Quantity**' (7):



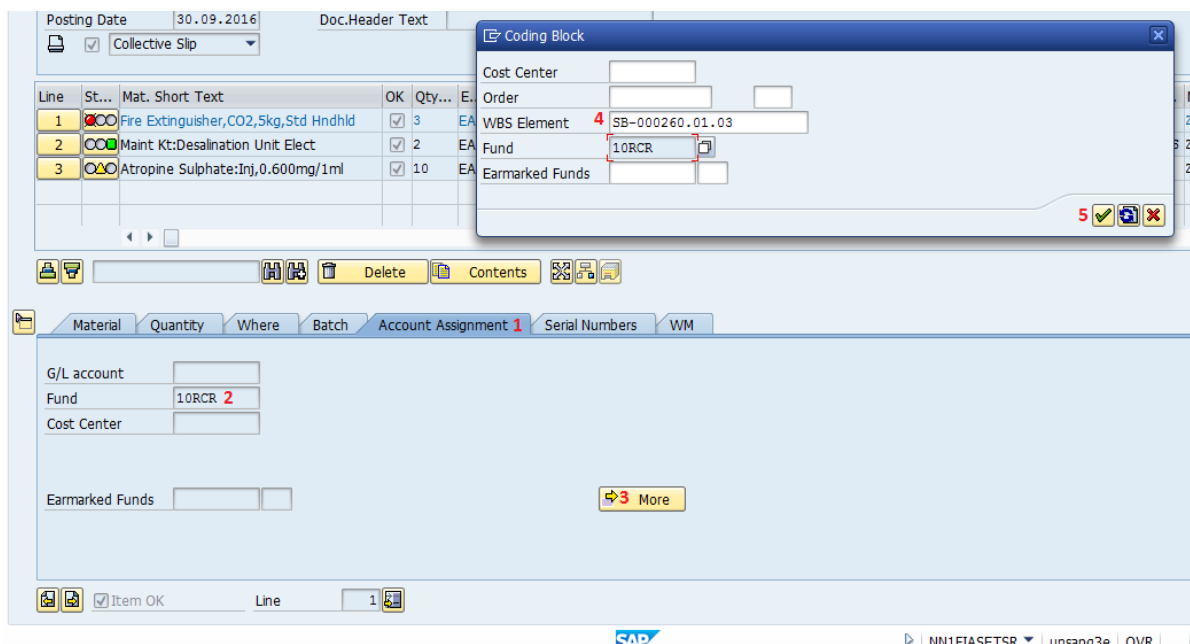
On tab **'Quantity'** specify the quantity (1) of the material and its value (2) (refer to **"Data Preparation"** section). Note that for returns at MAP (movement types Z45, Z47) the field Value is not available since the system will automatically detect the current MAP). Choose tab **'Where'** (3):



On tab **'Where'** specify the destination plant (1), storage location (2) (refer to **"Data Preparation"** section). Click on tab **'Account Assignment'** (3).



On 'Account Assignment' tab (1) specify the fund for return (2), click button 'More' (3) and in Coding Block pop-up window specify the account assignment elements relevant to ensure that the Fund/Fund Center/WBSE/IO etc to be reimbursed, in the below example the WBS Element for the project to be reimbursed is used (4),. For statistical returns specify the Cost Center (refer to "Data Preparation" section, the fund/cost center will be that of the storage location). Click 'Ok' (5):

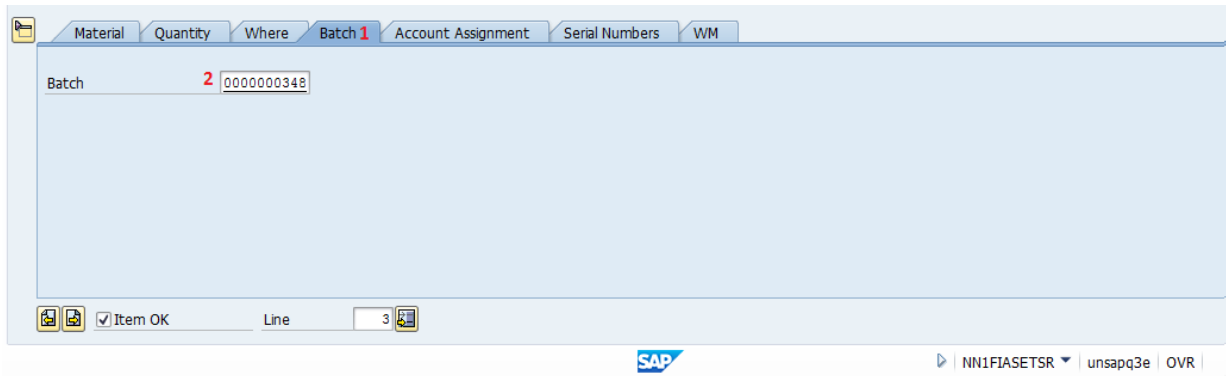


Depending on the type of the material (e.g. batch managed, serialized) different types of information are to be specified.

In case the material is batch managed the system will display the "Batch" tab (1); if the batch is number known (returned items created before), specify the relevant Umoja batch number (2); if the returned goods belong to a new batch, do not specify any value since the system will automatically create a new unique batch number.

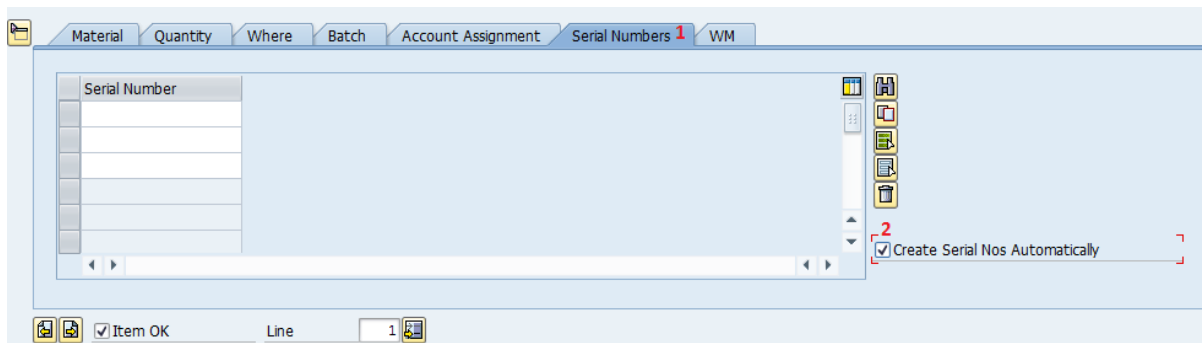
In the latter case, after the posting of the return is completed, the Inventory Senior User may need to include further batch details such as expiration date (refer to Job Aid “Search, Display and Change Batch Material”, available at the below link:

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



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

Tick the ‘Create Serial Nos Automatically’ checkbox (2) on tab ‘Serial Numbers’.



After the posting of GR is completed, it is necessary for a user with role ‘SD10: Equipment Master Data Maintainer’ or ‘SD11: Global Equipment Master Data Maintainer’ to active 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)

If additional materials need to be included in the Goods Receipt, click ‘Next Item’ (1) and fill 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):

The screenshot displays the SAP 'Goods Receipt Other' transaction for document NN1FIASETSR. The 'General' tab is active, showing document details and a table of items being returned to stock.

| Line | St... | Mat. Short Text | OK | Qty... | E... | SLoc | Cost Center | Order | WBS Element | Op... | G/L Account | Batch | Valuation ... | M... | D St |
|------|-------|--------------------------------------|-------------------------------------|--------|------|--------------|-------------|-------|-----------------|-------|-------------|-----------|---------------|------|------|
| 1 | CC | Fire Extinguisher,CO2,5kg,Std Hndhld | <input checked="" type="checkbox"/> | 3 | EA | W BMTU Store | | | SB-000260.01.03 | | | | NEW_SUPP | Z41 | Ur |
| 2 | CC | Maint Kt:Desalination Unit: Elect | <input checked="" type="checkbox"/> | 2 | EA | W BMTU Store | | | SB-000260.01.03 | | | | NEW_SPARES | Z41 | Ur |
| 3 | CC | Atropine Sulphate:Inj,0.600mg/1ml | <input checked="" type="checkbox"/> | 10 | EA | W BMTU Store | | | SB-000260.01.03 | | | 000000348 | | Z41 | Ur |

Below the table, the 'Material' tab is selected, showing details for 'Fire_Extinguisher,CO2,5kg,Std Hndhld' with material group 46191600 and valuation type NEW_SUPP.

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:

In the example above, the Senior Asset Accountant performs the return of unused items into stock indicating the correct materials, quantity, value, destination plant, storage location and account assignment. After this is completed, further steps may be required depending on the specific scenarios.

The relevant Umoja Users will perform the next steps.

(1) The returned materials are batch managed

User: Inventory Senior User

After the posting of the return is completed, it may be necessary for the Inventory Senior User to include/update further batch details such as expiration date (refer to Job Aid "Search, Display and Change Batch Material", available at the below link):

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

(2) Serialized Materials

After the posting of the return is completed, it may be necessary for a user with role 'SD10: Equipment Master Data Maintainer' or 'SD11: Global Equipment Master Data Maintainer' to review the related equipment master record. In some cases, it may be required to update the equipment status / data or, in case the material was never in the plant, 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) The goods are returned in 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 ensure that the items are 'put-away' by creating the corresponding transfer order, the Warehouse user will complete put-away process and confirm the Transfer Order.

(4) Need to cancel the return transaction

User: Senior Asset Accountant (for Z41/Z43) or Inventory Senior User (for Z45/Z47)

If above described transactions for the return of stock needs to be reversed, open t-code MIGO, choose 'Cancellation' (1), 'Material Document' (2), specify the number of the return of unused items 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):

Goods Receipt Settings System Help

Cancellation Material Document 4900026985 - NN1FIASETSR NN1FIASETSR

Show Overview Hold Check Post Help

Cancellation 1 Material Document 2 4900026985 2016

General

Document Date 21.09.2016 Material Slip
 Posting Date 21.09.2016 Doc.Header Text
 Collective Slip

| Line | Mat. Short Text | OK | Qty in UnE | E... | SLoc | Cost Center | Bu... | Profit Center | G/L Account | Batch | Valuation ... | M... |
|------|--------------------------------------|-------------------------------------|------------|------|--------------|-------------|-------|---------------|-------------|--------|---------------|------|
| 1 | Maint Kt:Desalination Unit Elect | <input checked="" type="checkbox"/> | 2 | EA | W BMTU Store | 11435 | S300 | 1027 | 77006210 | | NEW_SPARES | Z42 |
| 2 | Fire Extinguisher,CO2,5kg,Std Hndhld | <input checked="" type="checkbox"/> | 2 | EA | W BMTU Store | 11435 | S300 | 1027 | 77173010 | | NEW_SUPP | Z42 |
| 3 | Atropine Sulphate:Inj,0.600mg/1ml | <input checked="" type="checkbox"/> | 2 | EA | W BMTU Store | 11435 | S300 | 1027 | 77002510 | 345456 | | Z42 |

Material Quantity Where Batch Account Assignment Serial Numbers WM United Nation Fields

Material Maint Kt:Desalination Unit Elect 1200000401

Material Group 47100000 Valuation Type NEW_SPARES

Equipment

Item OK Line 1

SAP NN1FIASETSR unsapq3e OVR

After reversing the Return to Stock, it might necessary to manually update equipment records, see previous instructions in the section **“Subsequent Steps”**.