

# 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\_Goo ds\_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
			BR	ZB1	(BR) Sloc Trns Gl	ZB2	(BR) Sloc Trns GI RV
<ol> <li>Stock erroneously converted in a storage location to be transferred to the correct storage location</li> <li>Stock requested and received in the wrong storage location</li> </ol>	01 - Correction of	1	Stat	Z11	Sloc Trns Gl	Z12	Rev Sloc Trns Gl
<ul> <li>3) Need to transfer stock between to storage locations under the same sections but different budgets to replenish stock</li> <li>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</li> </ul>	conversion 02 - Correction of Procurement 03 - Stock replenishment 04 - Change of FC	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)OrZB1 - 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.



### 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 <u>changed into the destination Storage Location</u>, 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

<u>The warehouse management steps are relevant only if the Storage Location is linked to a warehouse in</u> <u>Umoja</u>. 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:

* *

# **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%2 0Design%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	Моv. Туре
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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

Туре	Plant	Storage Location	Fund	Fund Center	Моv. Туре
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) :

Create Reserva	tion: Initial Screen
New Item	
Base date	17.08.2016 Check against cal.
Movement Type	Z11
Plant	US00
Reference	
Reservation	

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.

Craz	te Reservation:	Now T	teme									
Ciea	le keseivalion.	New 1	lems									
🗋 🕄	🛅 Delete Item(s)											
Moveme	nt Type Z11 Sloc Ti	rns GI										
G/L Acc		7	(	Good	s recipi	ent	Sloc 1201	3				
Fund	10RCR	1	-									
Cost Center 15026 2												
Funded Program												
Anded Program												
Items						-	-					
FItm	Material 4	5	Quantity in	UnE	Plnt	-	<b>7</b> Batch	М 8				
1	110000005	9		M3	US00	1101		$\checkmark$				
2	110000008	2		KG	US00	1101	0000000046					
3	110000008	1		KG	US00	1101	ABCD123	<ul><li>✓</li></ul>				
4	120000009	5		EA	US00	1101	NEW_SPARES					
5	1200032649	1		EA	US00	1101	OLD_SPARES	<ul><li>✓</li></ul>				
6	150000005	22		EA	US00	1101						
7	150000026	1		EA	US00	1101						
8	150000041	4		EA	US00	1101		<ul><li>✓</li></ul>				
9	1500000114	8		EA	US00	1101		<ul><li>✓</li></ul>				
10	1500001983	2		EA	US00	1101	NEW_SUPP					
11	1500004157	10		EA	US00	1101	0000003365					
12	1500005105	29		EA	US00	1101	NEW_SUPP	<ul><li>✓</li></ul>				
13	1500021845	2		EA	US00	1101		$\checkmark$				
14	160000208	2		EA	US00	1101		$\checkmark$				
15	210000005	1		EA	US00	1101		<ul> <li>Image: Second sec</li></ul>				
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:

Display Warehouse Stoc	ks of Material			
Se 1				
Database Selections				
Material	110000005		<b>₽</b>	
Plant	USOO	to	] 🔁	
Storage Location	1101	to		
Batch		to	<b>\$</b>	
Scope of List				
Material Type		to	🔄 Multiple Selection for Material	
Material Group		to		
Purchasing Group		to	Select Single Values (11)	Select Ranges Exclud
Selection: Special Stocks			O. Single value	
Also Select Special Stocks			110000005	
Special Stock Indicator		to 🗌	120000009	
			1200032649	
Settings			150000005	
Display Negative Stocks Only			150000026	
✓ Display Batch Stocks			150000041	
✓ No zero stock lines			1500001983	
Do Not Display Values			<pre></pre>	4
Display Options				
O Hierarchical Representation				
Non-Hierarchical Representation				Ø
Layout				
Lafoac				

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 Source Storage Type Dest. Storage Type Shipment Type	US1 911
Status of Movement  Status: Open  Partially Delivered  Completed	
General Selection Criteria	
Execute From (Date) Planned Time From Execute to (Date)	00:00:00
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:



⊡ <u>L</u> ist	<u>E</u> dit	<u>G</u> oto	9	<u>S</u> etting	ıs En <u>v</u> iror	nment	S <u>v</u> ster	m <u>H</u>	lelp	)						IX	/
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Display Transfer Requirement: List for Storage Type																	
	$\rightarrow$ H	34	3 9	7 🖪	B 7 8	2 🔁	🔁 Choo	ose	6	Save TO	in Fore	ground	TO ir	n Background	1	à 🛛	**
Whse Nur	mber US:	ւտ	NHQ	NY W	arehouse												
S TH	R Number	HS	Pr	S MTV	Descript:	ion			R	Rgmnt.No.	From	Dest.	Items				111
	0000004				GI to co		ter		-	15014		911	22				
												•					Ŧ

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**

Confirm Transf	er Order: Initial Scre
Standard Input List	Pack
TO Number Warehouse Number	1134 US1
Selection Open TO items Subsystem items Storage Type Picking Area	



Specify the Transfer Order number just created and press Enter.

	•	⊲∎	0 0 0			\$0 f0 d0 \$0   <mark>8</mark>	8 🚬	0	•						
Conf	firm Transfer Ord	der:	Overview	v oi	f Transfe	r Order Items									
Confirm	Internally 🚇 Enter	Actual	Data												
arehou ) Numb Acti		tems	Confirmed	l inte	Creation Da Group ern. Confi		6.2016								
Item	Material	PInt	Batch	S	Source Bin	Actual qty	AUn	DI	Dest.diff.qty	SLO	IC S	S Spec.Stock No.	Z	D	Dest. B
1	1200035170	USOO	NEW_SPARES	002	G1-4	575	EA			170	1			911	00000:
2	1500004440	USOO	NEW_SUPP	002	G1-7	145	EA			170	1			911	00000
3	1500004440	USOO	NEW_SUPP	002	G1-6	150	EA			170	1			911	00000
4	1500004440	USOO	NEW_SUPP	002	G1-8	150	EA			170	1			911	00000
5	1500004440	USOO	NEW_SUPP	002	F1-8	140	EA			170	1			911	00000
6	1500004468	USOO	NEW_SUPP	005	NL3B	384	EA			170	1			911	00000
7	1500004996	USOO	OLD_SUPP	005	C1-7	1	EA			170	1			911	00000
8	1500004996	USOO	OLD_SUPP	005	C1-5	1	EA			170	1			911	00000
_	1500004996		OLD SUPP		B1-9		EA			170			_		00000

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

Туре	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.

Create Reservat	tion: Initial Screen
🗋 New Item	
Base date	17.08.2016 ✔ Check against cal.
Movement Type	Z13
Plant	US00
Reference	
Reservation	7392

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									
🛃 🖪 🖬 🗚	pt + Details								
Movement Type	Z13 Sloc T	Trns GR							
G/L Account			Good	s recipi	ent	Sloc 1201			
Fund	10UNA	1							
Cost Center	15027	2							
			Funded Pr	ogram		]			
						🖻 More			
Items					•				
F Itm Material		Qu	iantity in UnE	Plnt	3 SLoc	Batch M			
1 110000	005	9	M3	US00	1201	4 🗸			
2 110000	800	2	KG	US00	1201	$\checkmark$			
3 110000	800	1	KG	US00	1201	$\checkmark$			
4 120000	009	5	EA	USOO	1201	$\checkmark$			
✓ 5 120003:	649	1	EA	USOO	1201	$\checkmark$			
6 150000	005	22	EA	USOO	1201	$\checkmark$			
7 150000	026	1	EA	USOO	1201	$\checkmark$			
8 150000	041	4	EA	USOO	1201	$\checkmark$			
9 150000	)114	8	EA	USOO	1201	$\checkmark$			
10 150000	.983	2	EA	USOO	1201	$\checkmark$			
	157	10	EA	USOO	1201				
11 150000	105	29	EA	US00	1201	<ul> <li>✓</li> </ul>			
✓ 11 150000 ✓ 12 150000	102	11				$\checkmark$			
		2	EA	US00	1201	l ♥			
12 150000	.845	2	EA	US00 US00		<ul> <li>▼</li> <li>√</li> </ul>			

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).

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Goods Issue Reservat	ion - Dmitry Po	pov										
how Overview	Port Holp	-										
	Post Help											
ods Issue   Reservation	7393	- 🕀 🖁 🛛			Move	ement Type	? [					
General 🏠												
Document Date 17.08.2016	Material Slip											
Posting Date 17.08.2016	Doc.Header Text											
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			0					a. 1 T	01.1			
Line St Mat. Short Text OK Q E 1 COD Fill:Aggregate,B V 9 M		Lost Center	Bu Co		Batch			Stock Type Unrestricte	Pint			S Custor
	G W FCSD/TTS/LTT	15027	S100 1000		0000000046			Unrestricte				
	G W FCSD/TTS/LTT	15027	5100 1000		ABCD123			Unrestricte				
	A W FCSD/TTS/LTT	15027	S100 1000	1036				Unrestricte '				
5 CCC Laptop 15" - IT ▼ 1 E		15027	S100 1000	1036		-		Unrestricte			1201	
6 CO∎ Compressor:Den ✓ 22 E	A W FCSD/TTS/LTT	15027	S100 1000	1036			Z13 +	Unrestricte	<ul> <li>UN Headqua.</li> </ul>		1201	
7 COO Stethoscope 🗹 1 E	A W FCSD/TTS/LTT	15027	S100 1000	1036			Z13 +	Unrestricte'	VN Headqua	. US00	1201	-
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87 86	B Delete	Contents										
Material Quantity Where	Reservation Bate	h Accour	it Assignment	: Serial N	umbers W	м						
	·											
Movement Type Z13 +	Sloc Trns GR	Stock typ	е	Unrestr	icted use 💌							
Plant UN Headqua	arters New York	US00 🔀	2									
Storage Location W FCSD/TT	S/LTT	1201										
Goods recipient Sloc 1201												
Unloading Point												
Reason for Movement				_								
Text												

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):



Goods Issue Reservation - Dmitry I         how Overview       1         Hold       Check         Post       1	Роро	v								
ods Issue 💌 Reservation 👻		•		G	I for cost cent	er 201				
General     Material Slip       Document Date     01.06.2016     Material Slip       Posting Date     31.05.2016     Doc.Header Text       Image: Collective Slip     Image: Collective Slip     Image: Collective Slip			]	]						
Line St Mat. Short Text	OK	Qty in UnE	-	SLoc	Cast Castar	Du Ca	Droft Contor	Dat		
7 COD Bookcase, Wood, 5Shlv		20		W FCSD/PDCS CR	15014	S100 1000	Profit Center	Bat		
8 COD Credenza:File, Wood, 2Door		10		W FCSD/PDCS CR	15014	S100 1000		-		
9 COB Cabinet:File,Lat,2Drwr,Wood		9		W FCSD/PDCS CR	15014	5100 1000				
10 CCC Cabinet:File,Lat,5Drwr,Metal	15014	5100 1000		-						
10         CCOD         Cabinet:File,Lat,5Drwr,Metal         Image: Good Cabinet:F										
III         CCL DUCKING Still         CCL DUCKING Still         CCL DUCKING Still         S100 1000 9999           2         12         MCOC Computer:Laptop         V         492         EA         W FCSD/PDCS CR         15014         5100 1000 9999										
12         13         COOL         Keyboard         7         575         EA         W FCSD/PDCS CR         15014         5100         1000         9999										
16 COO Desk:Staff,DblPed, 17 COO Chair:Desk Ergo,Me 18 COO Table:Mtg Rnd,Met 4 4 2 Maintain seri 4 4 2 Maintain form					Save		0 👿 1 🛆	. 0		
	.ccount	: Assignment	Serial Numl	bers WM						
						ate Serial No	os Automatical	ły		

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	ОК	Qty in UnE	E	SLoc	Cost Center	Bu	Co	Profit Center	Bat
	7	COD Bookcase, Wood, 5Shlv	$\checkmark$	20	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	8	COC Credenza:File, Wood, 2Door	✓	10	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	9	COC Cabinet:File,Lat,2Drwr,Wood	$\checkmark$	9	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	10	COD Cabinet:File,Lat,5Drwr,Metal	✓	60	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	11	CCO Docking Stn	✓	388	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
1	12	Computer:Laptop	$\checkmark$	492	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	13	CODKeyboard	✓	575	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	14	COD 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	CCC Chair:Desk Ergo,Med,MedBk	✓	27	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
	18	COB Table:Mtg Rnd,Metal,90cm	✓	5	EA	W FCSD/PDCS CR	15014	S100	1000	9999	
l											
	85	BR Delete	(	Contents 🔀 🕞	]	R					
•		Material Quantity Where Reservation Acco	unt	Assignment / Serial I	Numb	oers 2 WM					
		Serial Number					<b>***</b>				
							🗆 🖸 3				
							•				
							Crea	ate Sei	rial No:	s Automatical	y
		4 1				4 )					

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):

Display Serial Numbe	rs for Documents		
2 🕀 🚹			
Sales order data			
Order number Order item		to to	<b>থি</b> থি
Delivery document data			
Delivery		to	<b>=</b>
Delivery item		to	<b>=</b>
Material document data			
Material document	4900026901 1	to	<b> </b>
Material document item		to	<b>P</b>
Material document year		to	<b></b>

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:



L	Dis	p	lay	Se	eria	IN	um	be	rs f	for	Do	cui	ments		
1⁄⁄	,	M	•	►	Ħ		<u> </u>	7		R	F	6	🔁 Choo	se	🔁 Save
_														_	
	Ma	t.	Doc												
	Ma	tei	rial					ICO	DN	Se	ria	1 Nu	umber		
$\vdash$															
L _	49	000	0269	01											
☑	15	000	0051	05						10	104	396			
$\checkmark$	15	000	0051	05				2		10	104	397			
$\checkmark$	15	000	0051	05				3		10	104	406			
$\checkmark$	15	000	0051	05				Q		10	104	408			
$\checkmark$	15	000	0051	05				Q		10	104	410			
$\checkmark$	15	000	0051	05				Q		10	104	411			
	15	00	0051	05				(Č)		10	104	415			

The serial numbers are copied into MIGO:

1	/	Material Quantity	Where	Reservation	Account A	ssignment	Serial Numb	ers W	М		
		Carial Murahan									677
		Serial Number									
		10104396									
		10104397									
		10104406									
		10104408									
		10104410									
		10104411									•
		4 F							4	I F	

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
	usoo to 🕒
	1201 to S
Batch	to
Scope of List	C Multiple Selection for Material
Material Type	
Material Group	Select Single Values (12) Select Ranges Exclude Single Values Exclude Ranges
Purchasing Group	
	0. Single value
Selection: Special Stocks	
Also Select Special Stocks	110000008
Special Stock Indicator	110000008
	120000009
Settings	1200032649
Display Negative Stocks Only	
☑ Display Batch Stocks	150000026
No zero stock lines	
Do Not Display Values	
Display Options	
O Hierarchical Representation	🕲 🖌 🏵 🔜 🗊 🔝 Multiple selection
<ul> <li>Non-Hierarchical Representation</li> </ul>	
Layout	

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 War	Display Warehouse Stocks of Material										
③   A 〒 〒   Z ½   』 4 Q で Q で Q   田 = = = = =   I											
Material	Plnt	SLoc	SL	Batch	BUn	Unrestricted	Crcy	Value Unrestricted	Transit/Transf.	V	
1100000005	US00	1201			M3	9	USD	129.67	0		
110000008	USOO	1201		0000000046	KG	2	USD	27.00	0	1	
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		
150000005	USOO	1201			EA	22	USD	21.13	0		
1500000026	USOO	1201			EA	1	USD	3.69	0		
1500000041	US00	1201			EA	4	USD	199.47	0		
1500001983	USOO	1201		NEW_SUPP	EA	2	USD	20.00	0		
1500004157	USOO	1201		0000003365	EA	10	USD	53.83	0		
1500005105	USOO	1201		NEW_SUPP	EA	29	USD	348.28	0		
1500021845	US00	1201			EA	2	USD	2,000.00	0		
*							USD	2,821.57			

### 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**

Warehouse Number Source Storage Type Dest. Storage Type	US1
Shipment Type	*
Status of Movement	
Status: Open	
Partially Delivered	
Completed	

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:

Di	splay Tra	ns	fer	Req	uirement: List for Sto	ora	ge Type				
М	< ► ► <	3	<u> </u>	7	🔄 🐺 🚾 🔁 🔁 Choose	3	Save TO	in Fore	ground	TO ir	n Background
Whse	Number US1	τ	JNHÇ	NY V	larehouse						
S	TR Number	HS	Pr	S MT	Description	R	Rgmnt.No.	From	Dest.	Items	
$\checkmark$	000000046			E 202	Cancel GI to cost center	K	15014	911		22	

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:

Create Transfer Or	der from TR:	Generate Tra	ansfer Order Item
Requested gty 575	EA	Spare:ICT End Use	r,Lenovo,0B46994
Stor. Unit Type		Material	1200035170
Certificate No.		Plant/Stor.loc.	US00 1711
Confirm		Batch	NEW_SPARES
Printer		Stock Category	
		Special Stock	
		TO item	1
Movement data			
Typ Sec Stor. Bin Tai	get quantity	AUn	
From			
911 001 0000015014	575	EA	
Quant 1210			
Destinat.			
002 G1-4	0	EA	
Quant			

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\_UserG uide\_v08.6.pdf?version=1&modificationDate=1446147823232&api=v2

Once reached the last item, save the Put-Away Transfer Order.

Transfer order 0000001135 created

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** 



### Confirm Transfer Order: Initial Screen

Standard	Input List	Pack	
TO Number Warehouse N	lumber	[1135 US1	
Selection			
Open TO		_	
Storage Typ	be		
Picking Area	1		

Specify the Transfer Order number just created and press Enter.

0		•	₫ 🛛	] © @ 6		╘╫╠	8000
Con	nfirm Tra	nsfer C	Order:	Overview	v of	<sup>r</sup> Transf	er Order
Confi	rm Internally	🐣 Ent	er Actual	Data			
Vareho	ouse No.	US1				Creation D	)ate
TO Nur		1135				Group	
0 110						oreap	
A	ctive worklist	Inactiv	ve items	Confirmed	l inte	rn. Con	firmed
Ite	em Material		PInt	Batch	D	Dest. Bin	Actual qty
1	12000351	70	USOO	NEW_SPARES	002	G1-4	575
2	15000044	40	USOO	NEW_SUPP	002	F1-7	585
3	15000044	68	USOO	NEW_SUPP	005	C1-13	384
4	15000049	96	USOO	OLD_SUPP	005	C1-12	21
5	15000050	00	USOO	OLD_SUPP	005	S-1	10
6	15000050	01	US00	OLD_SUPP	001	A-1	15
7	15000050	03	USOO	NEW_SUPP	005	S-1	20
8	15000050	06	USOO	NEW_SUPP	005	S-1	10
9	15000050	10	USOO	NEW_SUPP	005	S-1	9
10	15000050	14	USOO	NEW_SUPP	005	A1-11	60
11	15000050	98	USOO	NEW_SUPP	002	G1-5	388
12	15000051	05	USOO	NEW_SUPP	002	D2-1	492
13	15000051	10	USOO	NEW_SUPP	002	F2-8	575
14	15000090	47	USOO	NEW_SUPP	002	G2-6	392
15	15000092	42	USOO	OLD_SUPP	005	S-1	15
16	15000092	44	USOO	NEW_SUPP	005	S-1	10
17	15000092	46	USOO	NEW SUPP	005	T-1	27

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				🔄 Multiple Selection for Material
🕀 🔁 🚹				7
Item Data			1	Select Single Values (12) Select Ranges Exclu
Material	110000005	to		O. Single value 2
Plant	US00 3	to		
Storage Location	1101	to	4 🛃	110000008
Batch		to		110000008
Vendor		to		120000009
Customer		to		1200032649
Movement Type	Z11	to	6 <mark>- 2</mark> (	150000005
Special Stock		to		150000026
Sales Order		to		150000041
Sales order item		to		
				🕞 Multiple Selection for Storage Location
Header Data				
Posting Date 8	17.08.2016	to		
User name 9	DPOPOV	to		Select Single Values (2) Select Range
Trans./Event Type		to		0. Sin
Transaction Code		to		
Reference		to		
Display Options				
Layout	/UN_MAT_DOC			
				L7 Multiple Selection for Movement Type
Data Source				
✓ Database				Select Single Values (2) Select Ra
Short Documents				
Reread Short Docs In Archive				0. Si 7
Archive Infostruct				
POIs with Multiple Account Assignments	\$			Z13
Mult. Acct Assamt				



After executing the report the result should look like below:

Materia	l Docume	nt List						
<b>I I →</b>	N 🛛 🕄 🐨	II   A 🖓   🗞	1 🗈 2 🔀 🏂	2	& 📅			
Material	Mat	erial Descriptio	<u>n</u> 1 .		Plnt	Nam	e 1	
SLoc MvT S	Mat. Doc.	Item Pstng Date	n <mark>1</mark> Quantity in UnE	EUn	PO		Cost Ctr	Vendor
1200000009	Cap	acitor			US00	UN	Headquarters	New York
		4 17.08.2016	5-	EA			15026	
1201 Z13	4900003847	4 17.08.2016	5	EA			10002	
1200032649	Lap	otop 15" - IT & E	lectronic		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	Con	mpressor:Dental			US00	UN	Headquarters	New York
		6 17.08.2016		EA			15026	
1201 Z13	4900003847	6 17.08.2016	22	EA			10002	
1500000026	Ste	thoscope			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	Cer	trifuge,Urine			USOO	UN	Headquarters	New York
1101 Z11	4900003846	8 17.08.2016					15026	
1201 Z13	4900003847	8 17.08.2016	4	EA			10002	
1500001983	Pro	jector:Dig, Port	able 1230Test0 Le			UN	Headquarters	New York
		10 17.08.2016					15026	
1201 Z13	4900003847	9 17.08.2016	2	EA			10002	
1500004157	Rai	incoat				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	Con	nputer:Laptop			USOO	UN	Headquarters	New York
		12 17.08.2016	29-				15026	
1201 Z13	4900003847	11 17.08.2016	29	EA			10002	
1500021845	Mas	sk:Surg Face, 95%	Mask :Surgicalfac	e123	US00	UN	Headquarters	New York
		13 17.08.2016		EA			15026	
1201 Z13	4900003847	12 17.08.2016	2	EA			10002	
* Total								
			<b>3</b> 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):

Display Warehouse Stoc	ks of Materia	1	
🕒 🔁 🚹			
Database Selections			
Material	[		-
Plant	<b>1</b> US00	to	<b>-</b>
Storage Location	2 1101	to	P
Batch		to	<b>=</b>
Scope of List			
Material Type		to	2
Material Group		to	<b></b>
Purchasing Group		to	<b>-</b>
Selection: Special Stocks			
Also Select Special Stocks			
Special Stock Indicator		to 🗌	<b>-&gt;</b>
Settings			
Display Negative Stocks Only			
Display Batch Stocks			
✓ No zero stock lines			
Do Not Display Values			
Display Options			
○ Hierarchical Representation			
<ul> <li>Non-Hierarchical Representation</li> </ul>			
Layout			



The produced report by default looks like in the screenshot below:

3   4 4 7   1	z ¾	"D 🖑	🔄 📅 👊		∉ ∰   ∐   K ∢		l				
Material	Plnt	SLoc S	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
110000008	USOO	1101	00000000	8 KG	0	USD	0.00	0	0.00	2	27.00
110000008	USOO	1101	00000004	1 KG	0	USD	0.00	0	0.00	2	27.00
110000008	USOO	1101	00000004	6 KG	2	USD	27.00	0	0.00	0	0.00
1100000008	USOO	1101	000000168	2 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 SPARE	SEA	0	USD	0.00	0	0.00	1	17.50
1200000009	US00	1101	NEW SPARE	SEA	5	USD	5.00	0	0.00	0	0.00
1200032649	US00	1101	OLD SPARE	SEA	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	000000336	5 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
210000005	US00	1101		EA	1	USD	0.00	0	0.00	0	0.00
						USD	3,672.71		0.00		98.50

### 1. Changing report layout

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):



erial	Plnt	SLoc	SL	Bato	h	BUr	1	I	nrestri	cted	Crcy	Valu	e Unres	tric
0004162	ET30	8101		NEW_	SUPP	EA				25	USD			163.
opout ca o 🕞 Change Lay	out	0101		ALC:N	CUIDD	123	1			40	HCD	1		5
0														
0 Line 1	Line 2	. <b>L</b>	ine 3	3				1						
0									Hidder	- Ealda				
Line 1				_		-								
o Column c	ontent			Pos.	Len	25			_	onten	t		Lngth	
0							÷		3 Mater				18	1
0							Ě		Mater	ial Des	cription	1	40	-
o la								2	Plant				4	-
0								<b>F</b>	Name	1			30	
									Mater	ial Typ	е		4	
								•	Mater	ial Gro	up		10	-
5									_	ge Loo			4	-
0			_				1			-	orage I	00	16	-
0			_					◄		or. loc.	-		2	-
			_						Batch		i lever		10	-
5											f Measu	iro.	3	
o — — — — — — — — — — — — — — — — — — —							1			tricted		lie	18	÷
0							Υ.		onies	uncter			10	×.

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



Line 1							Hidden fields		
Column content	Pos.	Len	Σ				Col. content	Lngth	
Material	1	18		٠			Material Type	4	
				•			Material Group	10	
							Storage Location	4	
					₩		Descr. of Storage Loc.	16	
							DF stor. loc. level	2	
							Batch	10	
					2		Base Unit of Measure	3	
						1	Unrestricted	18	
							Currency	5	
							Value Unrestricted	18	
							Transit and Transfer	18	
				Ŧ			Val. in Trans./Tfr	18	

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



ine 1						Hidden fields	
Column content	Pos.	Len	Σ			Col. content	Lngth
Material	1	18		1		Material Group	10
Unrestricted	2	18		-		Descr. of Storage Loc.	16
Base Unit of Measure	3	3		#		DF stor. loc. level	2
Plant	4	4			▶	Currency	5
Storage Location	5	4				Value Unrestricted	18
Batch	6	10				Transit and Transfer	18
						Val. in Trans./Tfr	18
					•	In Quality Insp.	18
						Value in QualInsp.	18
						Restricted-Use Stock	18
						Value Restricted	18
				-		Blocked	18
Line width		64				a y h k	

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):

Display Wareh	ouse Stocks of Material
3   8 8 8   2	¦ "』 - ℤ [۵] 17 (۵)   ⊞ - ⊞ - ∰ 2 🛐     K - ∢ → →
Material	Unrestricted BUn Plnt SLoc Batch
1200035170 1500004440 1500004468 1500004996 1500005000	575         EA         US00         1701         NEW_SPARES           585         EA         US00         1701         NEW_SUPP           384         EA         US00         1701         NEW_SUPP           21         EA         US00         1701         OLD_SUPP           10         EA         US00         1701         OLD_SUPP
150 C Layout: Save as 150 150 150 150 150 150 150	
150 150 150 150 150	4 <mark>√ Save</mark> 💥
150- 1500009248 1500009284 1500031783 1500031820 190000054	5 EA US00 1701 NEW_SUPP 21 EA US00 1701 NEW_SUPP 1,108 EA US00 1701 NEW_SUPP 725 EA US00 1701 NEW_SUPP 3,300 EA US00 1701

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):



Disp	olay Wareho	ouse	Sto	ck	s of Mate	rial				
316	2 7 7 2	≫≊	<sub>2</sub> 4	<b>T</b> (	a 🛛 🖓	•	1 # #   🖪		► H	
Mater	ial	Plnt	SLoc	SL	Batch	BUn	Unrest	tricted	Crcy	Value Unrestricted
12000	35170	11500	1701		NEW SPARES	EA		575	USD	27,600.00
	04440		1701		NEW SUPP	EA		585	USD	28,080.00
	04468	US00			NEW SUPP	EA		384		99,025.92
	🖙 Lavout: Choos									0.00
1500										0.00
1500	T									0.00
1500	Layout	Layou	t des	cri	ption			8%	78 🚇	12,932.40
1500										16,009.50
1500	/MAT_DESCR	LIST WITH MATERIAL DESCRIPTION								7,893.99
1500	EXP_311	Export of data for transfer in MIGO 🛛 🖌 🖌							49,644.60	
1500	GI EXTRACT	Extract for GI in MIGO 2							55,872.00	
1500	STOCK REPORT	Stock report with Material Description 🖌 🖌							639,600.00	
1500									13,175.88	
1500										5,211.91
1500										0.00
1500										0.00
1500						_		-		13,773.78
1500						1	13470		0000	
1500		_	_							14,938.56
	31783		1701		NEW_SUPP	EA		1,108	USD	239,550.29
	31820		1701		NEW_SUPP	EA		725	USD	15,225.00
19000	00054	US00	1701			EA		3,300	USD	6,303.00
*									USD	1,246,547.78

# 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):

3 4 7 7 1	z 1, 4 d T 4				I		•	•	•
Material	Unrestricted	BUn	Plnt	SLoc	Bat	ch			
1200035170	575	EA	USOO	1701	NEW	SPA	RES		
1500004440	585	EA		1701		_			
1500004468	384	EA	US00	1701	NEW	SUP	Р		
1500004996	21	EA	US00	1701	OLD	SUP	Р		
1500 🕞 Select Spre	adsheet					SUP	P		
15000					- 1	SUP	P		
1500 Formats:					N	SUP	P		
15000 O Event (in M	ITML Format)				N	SUP	Р		
1500( • Excel (in M	-				Ň	_SUP	P		
1500 OpenOffice	(in OpenDocument Form	at 2.0	D)		N.	_SUP	P		
	All Available Formats				Ň	_SUP	-		
15000		<b>1</b> 2	,		Ň	_SUP	-		
1500(	(L Carmath)	<u> </u>			N.	_SUP	-		
1 Excel (In Existing X		-				_SUP	-		
1: Excel (in Office 200	· · · · · · · · · · · · · · · · · · ·				P	SUP	-		
1 Excel (in MHTML Fo						SUP			
-1 .	Document Format 2.0)					SUP	-		
1 Excel (in Office 200					— B	_SUP	_		
1 SAP-Internal XML F			4		~	_SUP	-		
	innac		11000	4.7.04		_SUP	-		
1	2.000	<b>FN</b>	US00 US00	1701	NEW	_SUP	P.		
1900000054	3,300	EA	0300	1/01					

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:



	А	В	С	D	E	F
	Material	_	Base Unit of	Plant		Batch
1	Material			Fiant	Storage	Datch
· ·		ed	Measure		Location	
2	1100000005		M3	US00	1101	
3	1100000008	0,000		US00	1101	000000038
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 S	Serial Numbe	r <b>: Serial</b> i	Number	Selection	
• 🔁 🗓					
upment selection					
quipment			to		
quipment descriptn			to		
laterial			to		
erial 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

Serial number selection		
Plant	to	
Storage Location	to	<b></b>
Batch	to	

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:

3	2 🛐 🖪	R	89	ß	<b>H</b> 🗉	8	\$	
S	Material			Serial	Numb	er	Plant	SLoc
	1500000	005		1001	0022		US00	1101
	1500000	005		1001	0023		US00	1101
	1500000	005		1001	0024		US00	1101
	1500000	005		1001	0133		US00	1101
	1500000	005		1001	0134		US00	1101
	1500000	005		1001	0153		US00	1101
	1500000	005		1001	0154		US00	1101
	1500000	005		1001	0205		US00	1101
	1500000	005		1001	0206		US00	1101
	1500000	005		1001	0273		US00	1101
	1500000	005		1001	0274		US00	1101
	1500000	005		1001	0275		US00	1101
	1500000	005		1001	0337		US00	1101
	1500000	005		1001	0338		US00	1101
	1500000	005		1001	0339		US00	1101
	1500000	005		1001	0340		US00	1101
	1500000	005		1001	0341		US00	1101
	1500000	005		1001	0342		US00	1101
	1500000	005		1001	0343		US00	1101
	1500000	005		1001	0344		US00	1101
	1500000	005		1001	0376		US00	1101
	1500000	005		1001	0377		US00	1101
	1500000	005		1001	0378		US00	1101
	1500000	005		1001	0379		US00	1101
	1500000	005		1001	0380		US00	1101
	1500000	005		1001	0381		US00	1101
	1500000	005		1001	0389		US00	1101
	1500000	005		1001	0390		US00	1101
	100000	005		1001	0001		11000	1101

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:

Ľ	)isj	play Material S	erial	Numbe	r: Seri	al Num	ber List
Q	9	2 🛐 昆 🗟 🛱	780	<b>1</b> 🖩 🗟	6		
	S	Material	Serial 1	Number	Plant	SLoc	
		150000005	10010	022	US00	1101	
		150000005	10010	023	US00	1101	
		150000005	10010	024	US00	1101	
		150000005	10010	122	111000	1101	
		150000005	10010	<u>С</u> ору Т	ext		
		150000005	10010	<u>O</u> ptimiz	ze Width		
		150000005	10010	Unfree	ze Columr	ns	
		150000005	10010	Find			
		150000005	10010	-			
		150000005	10010	<u>S</u> et Filt	er		
		150000005	10010	<u>S</u> pread	sheet		
		150000005	10010	275	US00	1101	
		150000005	10010	337	US00	1101	
		150000005	10010	338	US00	1101	
		150000005	10010	339	US00	1101	

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:

🗶   🚽 🍠 🕶 (🔍 🗉   📼		Stock Trans	fer Data - Mic	crosoft Excel			
File Home Insert	Page Layout	Formulas Data	a Review	View Unit	e Connections	Unite Docs	a 🕜 🗆 🗗 🔀
Calibri B I U Paste V Clipboard G Fo	• 11 • ■ I • A A A ■ • A • II nt 5	= <u>=</u> ⊡ :	General \$ ▼ % •.00 .00 × Number	* A	Gells		Find & Select *
A1	• (* fx	Material					~
	B C	D	E	F	G	H I	J
2         1500010441         100268           3         1500005105         101043           4         1500005105         101043           5         1500005105         101043           6         1500005107         101043           7         1500005107         101044           8         1500005276         101044           9         1500010441         101044	95 96 97 99 99 00 01 02						
10       1500010867       101044         11       1500021832       101044         12       1500005107       101044         13       1500005105       101044         14       1500005105       101044         15       1500005105       101044         14       1500005105       101044         15       1500005105       101044         15       1500005105       101044	04 05 06 07 08	umbers 2					↓ ↓ ↓
							100%



- 4. <u>Warehouse material info (only for Storage Locations linked to a warehouse in Umoja)</u> 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:

WM Stock: Initial Screen		
🍄 🚊 🖬		
	Dynamic selections	
C Storage bins     C Quants 4	Quants Storage Location	7 1101
<ul> <li>Inspection Lot</li> <li>SLED/BBD</li> <li>Cap.usage quant</li> <li>Picking Area</li> <li>Storage Location 6</li> <li>GR data initial</li> <li>Transfer quantity</li> </ul>		
Warehouse number 1 US1 Storage type Storage bin	to to	\$ \$
Program Parameters		
Plant 2 USOO	to to	\$ \$ \$

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

🔣 💽 🕨 🕅 🖾 🐺 🛛 🔁 😴 🖓 Choose 🛛 🗞 Save 🛛 🚾 🖓 🕼 🕼 ABC 🗆 🚺

WM Stock with Material Description

#### Warehouse Number US1

Material	Plnt	SLoc	s	Batch	s	Special Stock Number	Material Description	Тур	StorageBin	Available stock	BUn	GR Date
1100000005	US00	1101					Fill:Aggregate,By Vol	0.22	TR-ZONE	7	МЗ	
1100000005	US00				ŀ				US1-02-001		M3	02.09.2015
1100000005	US00						Fill:Aggregate, By Vol	-	TR-ZONE		M3	02.09.2015
							Fill:Aggregate, By Vol					
1100000005	US00						Fill:Aggregate, By Vol	_	4500000176		M3	15.04.2014
110000008				000000038			Gravel, By Wt		4500000208	2		23.04.2014
1100000008				0000000045			Gravel, By Wt		4500000263	2		20.05.2014
1100000008				0000001682			Gravel, By Wt		4500000474	2		20.01.2015
1100000008	USOO	1101	L Q	0000000041			Gravel, By Wt	922	TR-ZONE	2	KG	
1100000008	USOO	1101	L Q	0000000045			Gravel, By Wt	922	TR-ZONE	2-	KG	
1100000008	USOO	1101		0000000046			Gravel, By Wt	922	TR-ZONE	2	KG	
1100000008	USOO	1101	L	ABCD123			Gravel, By Wt	922	TR-ZONE	1	KG	
1200000002	USOO	1101	Q	NEW_SPARES			Bearing	902	4500000156	1	EA	08.04.2014
1200000009	USOO	1101		NEW SPARES			Capacitor	911	0000010203	71-	EA	22.04.2014
1200000009	USOO	1101		NEW_SPARES			Capacitor	922	TR-ZONE	45-	EA	
1200000009	USOO	1101	L	NEW_SPARES			Capacitor	902	4500000241	1	EA	02.05.2014
1200000009	USOO	1101		NEW_SPARES			Capacitor	902	4500000240	2	EA	01.05.2014
1200000009	USOO	1101	L	NEW SPARES			Capacitor	902	4500000236	2	EA	29.04.2014
1200000009	USOO	1101	L	NEW SPARES			Capacitor	902	4500000235	2	EA	29.04.2014
1200000009	USOO	1101	L	NEW SPARES			Capacitor	902	4500000234	5	EA	29.04.2014
1200000009	USOO	1101	L	NEW_SPARES			Capacitor	902	4500000232	5	EA	29.04.2014
1200000009	11500	11101		NEW SPARES			Canacitor	902	4500000231	5	FΔ	29 04 2014

4	<u>P</u> rint Export	Ctrl+P	Word Processing	Shift+F5	1 41	Ψ	)   <u>*</u>	2   😨
	<u>S</u> end	Shift+F8	Spreadsheet	Shift+F4				
	E <u>x</u> it	Shift+F3	Local File	F9	2	77 2	a 📝 🛙	B B ABO

	A	В	С	D	E	F	G	Н	1	J	K	L	M
1	Material	Plant	Stora ge Locati on	Stock Category	Batch	Special Stock	Special Stock Number	Material Description	Storage Type	Storage Bin		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	110000008	US00	1101	Q	000000038			Gravel, By Wt	902	4500000208	2	KG	23/04/2014
7	110000008	US00	1101	Q	000000045			Gravel, By Wt	902	4500000263	2	KG	20/05/2014
8	110000008	US00	1101	Q	0000001682			Gravel, By Wt	902	4500000474	2	KG	20/01/2015
9	110000008	US00	1101	Q	0000000041			Gravel, By Wt	922	TR-ZONE	2	KG	
10	110000008	US00	1101	Q	000000045			Gravel, By Wt	922	TR-ZONE		KG	
11	1100000008	US00	1101		0000000046			Gravel, By Wt	922	TR-ZONE	2	KG	
	1100000008	US00	1101		ABCD123			Gravel, By Wt	922	TR-ZONE	1	KG	
13		US00	1101	Q	NEW_SPARE			Bearing	902	4500000156		EA	08/04/2014
- 14		US00	1101		NEW_SPARE			Capacitor	911	0000010203	-71		22/04/2014
15		US00	1101		NEW_SPARE			Capacitor	922	TR-ZONE	-45		
16	1200000009	US00	1101		NEW_SPARE			Capacitor	902	4500000241		EA	02/05/2014
17	Loooooo	US00	1101		NEW_SPARE			Capacitor	902	4500000240		EA	01/05/2014
18	120000009	US00	1101		NEW_SPARE			Capacitor	902	4500000236		EA	29/04/2014
19		US00	1101		NEW_SPARE			Capacitor	902	4500000235		EA	29/04/2014
20		US00	1101		NEW_SPARE			Capacitor	902	4500000234		EA	29/04/2014
21		US00	1101		NEW_SPARE			Capacitor	902	4500000232		EA	29/04/2014
22	Loooooo	US00	1101		NEW_SPARE			Capacitor	902	4500000231		EA	29/04/2014
23		US00	1101		NEW_SPARE			Capacitor	902	4500000229		EA	29/04/2014
24	120000009	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.