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: if the two storage locations are linked to same funds/fund centers, 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:


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:

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

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

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

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

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

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

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

B) The Accounts Division of the related OAH/PK/SPM will indicate the specific Funds / Cost Centers to be used for Step 1 and Step 2.
This Job Aid
All the steps in this process refer to standard system transactions documented in the Logistics Execution User Guides and Job Aids. This specific job aid describes how to use the standard system transactions for performing end-to-end the described process.

Process

Step 1 Prepare for Transfer
The two-step transfer process is facilitated by executing various reports that are described in the Annex to this Job Aid. The preparation steps are also described in the Annex to this Job Aid.

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

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

Step 2 Withdraw: Stock Reservation
This step is not mandatory, but a Stock Reservation can be useful to prepare for the goods issue from the source storage location and used as a reference document for the goods receipt in the destination storage location.

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

Step 3 Withdraw: Goods Issue
The Inventory Senior User posts the Goods Issue. If a Stock Reservation was created, the goods issue can be easily posted with reference to the Stock Reservation created in step 2. If the stock to be transferred
includes serialized materials these will have to be indicated at point of posting the goods issue. The Inventory Senior User will refer to the data extracted during the preparation step.

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

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

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

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

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

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

**Step 7 Receipt: Put-Away into warehouse**
The warehouse management steps are relevant only if the Storage Location is linked to a warehouse in Umoja. The staff member provisioned with the Warehouse Senior User role will create the Transfer Order for Put-away and the staff member provisioned with the Warehouse User role will confirm it.

Note: if the transfer of stock does not involve a change of the warehouse location the put-away will indicate exactly the same storage bins where the stock was before the transfer. Therefore, an essential part of the preparation step is to carefully extract and download the warehouse stock report (e.g. using LX02 or LX03 t-codes).
Step 8 Data Verification

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

Recommendation

Due to the exceptional and integrated characteristics of the processes described in this document, it is recommended to raise an iNeed ticket to Umoja for consultation on the most appropriate approach.
Transaction Codes (T-Codes):

- MB21
- MIGO
- MB52
- MB51
- IE03
- IQ09

For Warehouse managed locations:

- LB10
- LT06
- LT12
- LX 02

Process

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


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:

<table>
<thead>
<tr>
<th>Type</th>
<th>Plant</th>
<th>Storage Location</th>
<th>Fund</th>
<th>Fund Center</th>
<th>Mov. Type</th>
</tr>
</thead>
</table>

Exception Process: Transfer between Storage Locations in Same Plant
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**

<table>
<thead>
<tr>
<th>Type</th>
<th>Plant</th>
<th>Storage Location</th>
<th>Fund</th>
<th>Fund Center</th>
<th>Mov. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>US00</td>
<td>1101</td>
<td>10RCR</td>
<td>15026</td>
<td>Z11</td>
</tr>
</tbody>
</table>

**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 Reservation: Initial Screen](image)

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 valued 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.
Save the Stock Reservation.

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

**User: Senior Inventory User**

**Execute transaction MIGO**

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

All Stock Reservation information is copied in the MIGO transaction. Specify a reason for movement in every line. Review the MIGO and tick the Item OK check box for all items. Post the Goods Movement.
**Exception:** if the material to be transferred is “serialized”, the system will request to include the serial number for each one of the serialized materials. For this reason, it is recommended that an extract a list of the Serial Numbers to be transferred is obtained as part of the preparation activities described in the Annex to this Job Aid.

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

**Step 3.1 – Review the stock levels after the goods movement**

**User:** Inventory User/Senior Inventory User

**Execute transaction MB52**

Execute the t-Code MB52, select plant US00 and enter the material master codes that have been issued from the source storage location in the Multiple Selection for Material:

Execute the report. The report will show for the storage location 1101 in plant US00 the quantity and the value of the selected materials; in this scenario, the stock is completely removed, therefore the report will show zero lines:
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

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

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

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

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

**User: Warehouse User**

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

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Plant</th>
<th>Storage Location</th>
<th>Fund</th>
<th>Fund Center</th>
<th>Mov. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>US00</td>
<td>1201</td>
<td>10UNA</td>
<td>15027</td>
<td>Z13</td>
</tr>
</tbody>
</table>

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 Reservation: Initial Screen]

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):
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.

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

User: Senior Inventory User

Execute transaction MIGO
As described in Part 1, step 1.3, the Inventory User can now easily execute the goods movement with reference to the approved Stock Reservation. Execute transaction MIGO, selecting Goods Receipt with Reference to Reservation, and specify the approved Stock Reservation number (in this example 7393).
All Stock Reservation information is copied into MIGO transaction, so there is no need for further entries; review the MIGO and tick the Item OK check box for all items. Post the Goods Movement.

**Exception:** if the material to be transferred is “serialized”, the system will request (1) to include the serial number (3) for each one of the serialized materials (2):
Follow the steps below to retrieve the required serial numbers from the first GI document (Mvt Z11). Select the line with material missing serial numbers (1). In item detail section select tab ‘Serial numbers’ (2). Click button ‘Ref. document’(3):
In newly opened window provide the material document number of the Goods Issue from the source storage location (Mvt Z11) (1) and click ‘Execute’ (2):

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

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

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

**Step 6.1 – Review the stock levels after the goods movement**

**User: Inventory User/Senior Inventory User**

**Execute transaction MB52**

Execute the t-Code MB52, select plant US00, storage location 1201 and enter the transferred materials in the Multiple Selection for Material:
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.
Step 7 – ONLY FOR WAREHOUSE MANAGED STORAGE LOCATIONS – Perform put-away

User: Warehouse Senior User

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

Execute transaction LB10

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

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

Click on TO in Foreground (there is no strategy for put-away). The system will create the TO where the destination storage bin is specified. In case of transfer between storage locations, the frequent case is that the storage bins will remain the same as before the transfer. For each of the items, enter the destination storage Type and Storage Bin:
If the material needs to be put away across multiple storage bins with subdivision of the total quantity, please refer for more info to Transfer Order Creation section of Umoja Warehouse Management User Guide SC340 available here:


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

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

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

**User: Warehouse User**

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

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

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

With this step the transfer is completed both in Inventory management and in warehouse management (relevant only for the storage locations linked to a warehouse).
Part 4

Step 8 - Data verification.

User: Inventory User

T-codes: MB51

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

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

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

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 **Source Storage Location (2)** and its **Plant (1)**:

![Display Warehouse Stocks of Material](image-url)

**Material**: 0300

**Storage Location**: 1101

**Batch**: 

---

Exception Process: Transfer between Storage Locations in

Last Modified: 11-11-2016

Same Plant

27/39
The produced report by default looks like in the screenshot below:

![Display Warehouse Stocks of Material](image)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1100600005</td>
<td>US00</td>
<td>1101</td>
<td>N3</td>
<td></td>
<td>9</td>
<td>USD</td>
<td>129.47</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1100600008</td>
<td>US00</td>
<td>1101</td>
<td>MG</td>
<td>000080000138</td>
<td>MG</td>
<td>0</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>27.00</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td>1100600009</td>
<td>US00</td>
<td>1101</td>
<td>MG</td>
<td>000080000441</td>
<td>MG</td>
<td>2</td>
<td>USD</td>
<td>27.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1100600010</td>
<td>US00</td>
<td>1101</td>
<td>MG</td>
<td>000080001682</td>
<td>MG</td>
<td>0</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>27.00</td>
<td>27.00</td>
<td></td>
</tr>
<tr>
<td>1100600008</td>
<td>US00</td>
<td>1101</td>
<td>ABCD123</td>
<td>1</td>
<td>USD</td>
<td>13.59</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200600002</td>
<td>US00</td>
<td>1101</td>
<td>NEW_SHARES</td>
<td>EA</td>
<td>0</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>17.50</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200600003</td>
<td>US00</td>
<td>1101</td>
<td>NEW_SHARES</td>
<td>EA</td>
<td>8</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200600004</td>
<td>US00</td>
<td>1101</td>
<td>OLD_SHARES</td>
<td>EA</td>
<td>1</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600005</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>32</td>
<td>USD</td>
<td>21.13</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600006</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>1</td>
<td>USD</td>
<td>3.49</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600007</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>4</td>
<td>USD</td>
<td>199.47</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600014</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>8</td>
<td>USD</td>
<td>640.12</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600023</td>
<td>US00</td>
<td>1101</td>
<td>NEW_SUFF</td>
<td>EA</td>
<td>6</td>
<td>USD</td>
<td>20.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600037</td>
<td>US00</td>
<td>1101</td>
<td>NEW_SUFF</td>
<td>EA</td>
<td>10</td>
<td>USD</td>
<td>53.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600050</td>
<td>US00</td>
<td>1101</td>
<td>NEW_SUFF</td>
<td>EA</td>
<td>29</td>
<td>USD</td>
<td>240.28</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500600045</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>2</td>
<td>USD</td>
<td>2,100.63</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600600020</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>2</td>
<td>USD</td>
<td>2.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2100600005</td>
<td>US00</td>
<td>1101</td>
<td>EA</td>
<td>1</td>
<td>USD</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>USD</td>
<td>3,672.71</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td></td>
</tr>
</tbody>
</table>

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):
b. The result after the first step should look like below; proceed with the second column(1)(2):
c. Move all the others required columns one by one in the same manner until you see the following result in the left column:
d. Click ‘Copy’ to apply the layout to the report which will now show only selected columns in the correct order (1). It is possible to save the layout to be able to apply it again in the future if needed: click ‘Save layout’ (2), provide meaningful name and description (3) and click ‘Save’ (4):
e. To use the saved layout later again, after running a report, click ‘Select layout’ (1) and then click on the required saved layout (2):
2. **Exporting data to Excel**

   After applying the layout it is necessary to extract data from the report to Excel.
   a. Click ‘Spreadsheet’ (1), ‘Select from available formats’ (2), choose ‘Office 2007 XLSX Format’ (3) and click ‘Ok’ (4):
b. The system will ask you where to save the export file: if you wish to save it on the Desktop, click(1); if you want to save in a certain folder on the Desktop, double click the required folder (2), type the meaningful file name (3) and click ‘Save’ (4):

c. After you saved the file, open it; the exported data in Excel should look like below:
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:
Scroll down to the section Serial Number Selection and specify the required Plant and Storage Location

<table>
<thead>
<tr>
<th>Plant</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Location</td>
<td>to</td>
</tr>
<tr>
<td>Batch</td>
<td>to</td>
</tr>
</tbody>
</table>

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

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

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

In order to download to Excel, position the cursor on any line of the report, right click and select Spreadsheet:
Follow the steps described in point 3 to complete the download.

You may want to consolidate the serial numbers info on a separate worksheet of the first Excel workbook with export MB52 report data:
4. **Warehouse material info (only for Storage Locations linked to a warehouse in Umoja)**

If the source storage location is linked to warehouse it is important to have WM data related to transferred inventory which includes useful info such as 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](image)

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):
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.