Objective

To provide a step-by-step how-to guide for Requisitioners who are creating Reservations to request the issuance of local inventory/stock. The guide will also review the workflow for Certification and Approval steps in Reservation management. While reservations are used to support many different types of goods movement transactions (e.g. transfers, stock returns, etc.) this guide will mainly focus on reservations manually created to request goods from inventory by a Requisitioning office.

Trigger

For those plants implementing Inventory Management in Umoja, the Reservation process is triggered by the requirement of goods from local inventory, when available, by Requisitioning offices. Depending on the Cost Recovey model of the office holding and requesting the inventory, relevant Movement Types will be selected by the Requisitioner which will impact their budget. It is crucial for Requisitioners and Inventory management staff to fully understand the applicable cost recovery model that is employed for their offices to ensure proper accounting of goods issues. Requisitioning offices should always seek to first have goods issued from local inventory, before commencing external procurement action (i.e. raise shopping carts).

Overview

A Reservation indicates the key elements for requesting goods from stock, including the relevant account assignment, the requirement date, the respective materials and from which storage location they are being requested.

Reservations need to specify the following:
- The type of movement
- The Requirement Date for the goods
- The goods/materials, quantities and location from which they are requested
- The relevant account assignments for the requesting plant
- An indication to the approver whether the requesting plant will be providing the budget for the requested goods
- The name of the requestor (so approver can follow up with the responsible party in case there is an issue with the reservation)
- Any other relevant information, for instance a Service Level Agreement number, as/if applicable

Roles & Responsibilities

The following Umoja roles are involved in the creation and approval of Reservations for locally stocked inventory items in Umoja:

- **Requisitioner:**   Creates Reservations to request goods from local inventory
- **Certifying Officer:**   Certifies budget availability and applicability for Reservations
- **Inventory Senior User:**   Approves certified Reservations for issuance from local inventory
- **Inventory User:**   Processes the Goods Issue for approved Reservations

High Level Process Overview

Requisitioner		Certifying Off.	Inventory Sr User	Requisitioner
Check Stock Availability Report	Create Reservation	Certify a Reservation	Approve Reservation	Monitor Reservation

1 The **Requisitioner** runs a report in Umoja in order to determine whether the required goods are available in local inventory. If available, the goods can then be requested with a Reservation. If not available in local inventory, the **Requisitioner** may then commence external procurement action, as advised by the inventory owner.

2 The **Requisitioner** creates a Reservation indicating the required goods/materials, the date by which they are needed, the budget that will be charged, and other relevant details.

3 If the Stock Reservation is related to a "budget relevant" movement type, the account assignment indicated on the Reservation is to be certified by the relevant **Certifying Officer** for that budget. If the budget is not appropriate or insufficient, the reservation can be rejected by the **Certifying Officer.**

4 The **Inventory Senior User** will review all stock reservation related to the Storage Location for which he/she is responsible and determine whether they can be satisfied in full, or only partially (quantity and requirement date), by approving/rejecting the Reservation; for Stock Reservations with "budget relevant" movement type, the Inventory Senior User will review/approve/reject reservations only after that they have been underlined certified by the Certifying Officer.

5 The **Requisitioner** can monitor the Reservation to verify whether it has been approved/processed.

Reservation Creation & Approval Process Steps

Check Stock Availability Report	Create Reservation	Certify a Reservation	Approve Reservation	Monitor Reservation

T-Code: **ZLE_STCK_OVRVW**

Use this report to verify the availability of the required goods/materials, at required date to determine whether to request them from available stock or purchase the items through procurement action. In some cases, the Reservation can still be created if the stock is not available, since it could be replenished by the Inventory Senior User (inventory owner) to satisfy the outstanding requirements.

This report is used by both the Requisitioner before creating a Reservation and the Inventory Senior User before approving a Reservation (see Approve Reservation steps later in this guide).

Populate the Selection Criteria:

- **Material** = required Material(s) (by Material Number/Product ID)

- **Plant** = **KE00** (UNON) or **TH30** (ESCAP)

- **Storage Location** = For example: 4101 for UNON W BMTU Store.

  - Tip: *If unsure of the SLoc, enter the range 0000 to 9999 to see all storage locations*

- **Requirement Date** = date by which the items are required

Stock Overview

Database Selections			
Material	1500004580	to	
Plant	KE00	to	
Storage Location	4101	to	
Requirement Date	31.05.2015		

Stock Overview

Stock Overview

Material / Plant / Storage Location	Total On Hand	Unrestricted Use	Incoming (Requirement Date)	Outgoing (Total)	Available to Promise
1500004580 - Coupling:Conduit,EMT,13mm(1/	0.000	0.000	0.000	0.000	0.000
KE00 UN Office at Nairobi Total	0.000	0.000	0.000	0.000	0.000
4101 W BMTU Store	0.000	0.000	0.000	0.000	0.000
1500004581 - Coupling:Conduit,EMT,19mm(3/4in),Thrd	178.000	178.000	0.000	0.000	178.000
KE00 UN Office at Nairobi Total	178.000	178.000	0.000	0.000	178.000
4101 W BMTU Store	178.000	178.000	0.000	0.000	178.000
1500004582 - Coupling:Conduit,EMT,25mm(1ir	0.000	0.000	0.000	0.000	0.000
KE00 UN Office at Nairobi Total	0.000	0.000	0.000	0.000	0.000
4101 W BMTU Store	0.000	0.000	0.000	0.000	0.000

The column "Available to Promise" indicates whether the goods are available at required date in the SLoc

| Check Stock Availability Report | **Create Reservation** | Certify a Reservation | Approve Reservation | Monitor Reservation |

T-Code: **ZMMMB21**

During the Reservation creation, the Requisitioner will select the type of accounting element that will fund the requested inventory e.g., Cost Center (goods will be issued to a Cost Center), Project (goods will be issued to a WBSE) or Order (goods will be issued to an Internal Order). Depending on the selection, the Requisitioner will then indicate in the Reservation the relevant Cost Center, WBSE or Internal Order.

The Requisitioner will also select whether the request for goods will be Statistical (no effect on budget) or Real (effect on budget). Typically, if the Requisitioner and the Inventory Owner are in an office that share the same Cost Center or if there is a Service Level Agreement (SLA) against which the request for goods is placed, the Requisitioner will select "Statistical"; if instead the Requisitioner and the Inventory Owner's Cost Centers are different or if there is not a Service Level Agreement against which the request for goods is placed, the Requisitioner will select "Real".

- Enter the **Base Date** - the date for which the goods movement is planned/required

- Select **Movement Type** from the menu bar

- Select the **Consumption** menu entry

- Select the relevant accounting element:

    o **Cost Center/Project/Order**

    o Type of budget relevance: **Statistical** or **Real Posting**
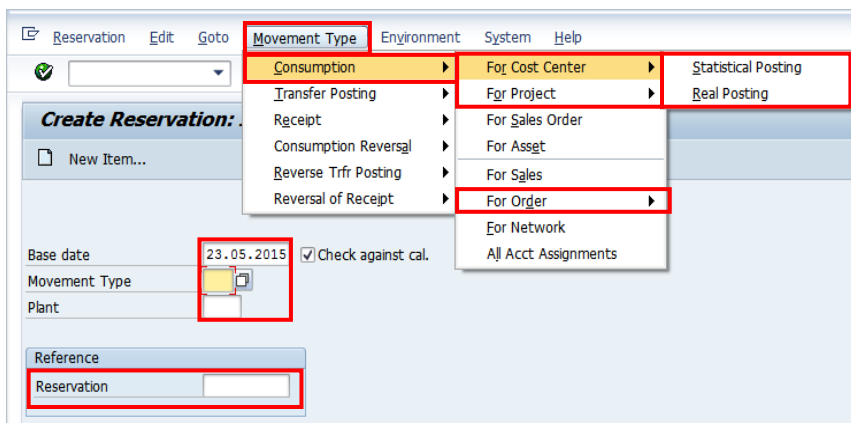
  The system will automatically populate the applicable **Movement Type**, based on the selection of the accounting element and the budget relevance.

- Enter the applicable **Plant** (where the inventory is being held)

- Press **Enter**

Tip: The **Reservation** field, under the Reference heading, can be used to pre-populate the current request with the same details as a previous Reservation (valuable for the routine/reoccurring requirements). Input the previous Reservation number in the **Reservation** field and press **Enter**

Continue to complete the Reservation details by populating the header level additional fields:

- **Fund** of requesting office

- **Cost Center / WBS / Order** (depending on the previous accounting element selection)

  o   Use the **More** button to specify the WBS element details

  Note: when using Fund Type 32XXX it is important to always use WBS / Order. This fund type should not be used with Cost Center.

- **Goods Recipient** - Entity/Office making the overall request (e.g. UNEP/DEWA).

  If a requested item is for a different recipient, this can be specified in the Further Information of the Item **Details** screen

Under the <u>Items</u> section, specify the details of each requested material:

- Enter the material number in the **Material** column (you can also search for a material number using the **Match code** button)

- Enter the requested quantity in the **Quantity** column

- Enter the issuing storage location (from where the inventory is being requested) in the **SLoc** column. This would be obtained from the Stock Availability Report

- Enter the **Batch** information, if the system prompts you to do so. If the material is "split valuated", indicate the valuation type, for example:

  – for Spare Parts: **NEW_SPARES** (for new items), **OLD_SPARES** (for used items)

  – for Equipment/Supplies: **NEW_SUPP** (for new items), **OLD_SUPP** (for used items)

  – For Batch Managed materials (e.g. Vaccines), enter the Batch number. This would be obtained from the Stock Availability Report

- Press **Enter** to move on to the line item details screen

Now complete the Further Information for the Item being requested:

- **Recipient** – Enter Name of the recipient if required

- **Unl. Point** – Enter the specific unloading/delivery point

- **Text** – any specific information / clarification on the required goods (i.e. specifications of the required material)

- Use the ◀ ▶ to navigate between requested materials on the reservation

- Use the 👤 button to return to the overview page of the reservation

- Use the 🖉 button to edit the line item details

- Use the New Item button to create a new item

Create Reservation: New Item 0001

◀ ▶ 👤 🖉 New Item

Movement Type	201		GI for cost center
Plant	KE00		UN Office at Nairobi
Material	1500004580		Coupling:Conduit,EMT,13mm(1/2in),Thrd
Stor. Location	4101	W BMTU Store	

Quantity in

Unit of Entry	1	EA	☐ Qty is Fixed
Stockkeepg Unit	0	EA	

Further Information

Reqmt Date	25.05.2015	
☐ Mvt Allowed	AdvCd	
Fund	20OLA	
Cost Center	10069	
		Funded Program
		⇨ More
G/L Account		
Recipient	☑	Unl. Point
Text	☑	

Once all items have been added to the Reservation:

- Click the **Save** button on the Menu bar to **Post** the Reservation

Reservation   Edit   Goto   Environment   System   Help
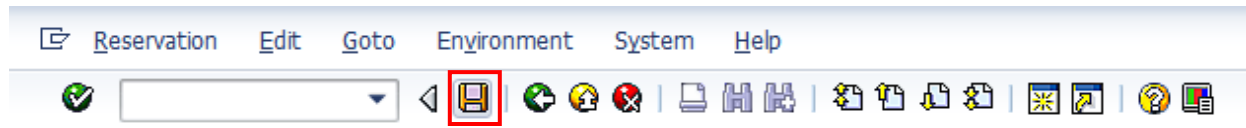
Change/Edit a Reservation

T-Code: **ZMMMB22**

To change or edit a previously created Reservation:

- Enter the reservation number in the **Reservation** field on the **Change Reservation: Initial screen** and press **Enter**. You can also use the **Matchcode** button ⬜ to search for existing Reservations

> **Change Reservation: Initial screen**
>
> ✏️
>
> Reservation [   ] ⬜
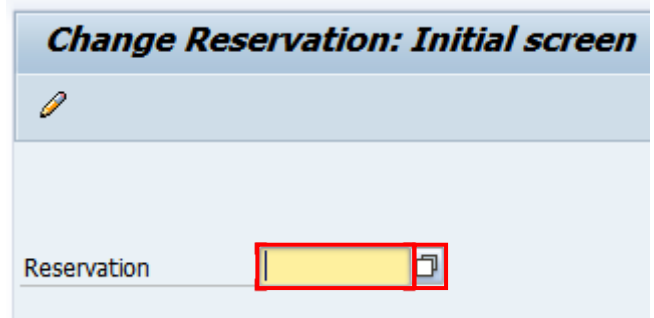
- On the **Change Reservation: Collective Processing** screen, the user can change:
    - Requested quantity
    - Storage location
    - Recipient
    - Batch
    - Add new/additional items using the **New Items** (⬜) button

> **Change Reservation 0000000111 : Collective Processing**
>
> ⬜ ✏️ 🔍 Details from Item
>
> Movement Type 201 GI for cost center
>
> Goods recipient Office A
>
> Fund [   ]
> Cost Center 11174
>
> Funded Program [   ]
>
> ➡️ More
>
> **Items**
>
> | F | Itm | Material | Quantity in | UnE | Plnt | SLoc | Batch | M | FIs | D |
> |---|-----|----------|-------------|-----|------|------|-------|---|-----|---|
> | | 1 | 1500005105 | 2 | EA | KE00 | 5101 | | ☑ | ☐ | ☐ |
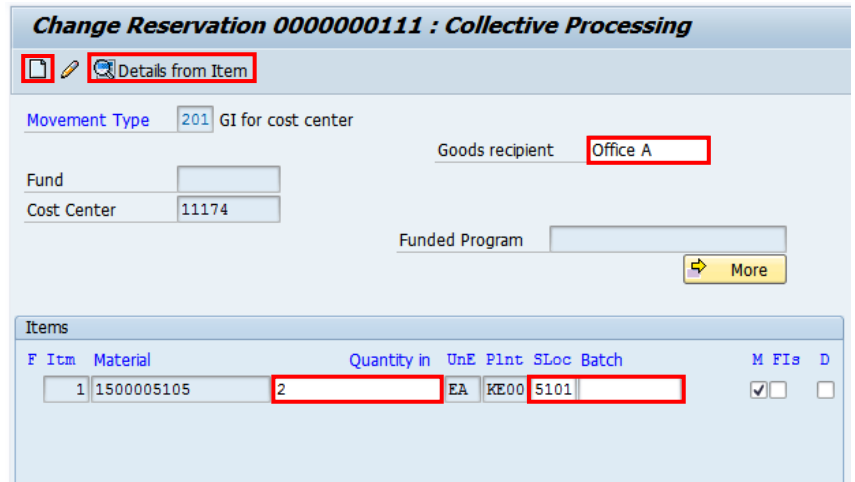
- Item details can be changed by clicking the **Details from Item** button

- On the **Change Reservation: Details** screen, user can review the detailed data for the item and change:
    - Requested quantity
    - Storage location
    - Detailed Recipient
    - Batch
    - Requirement Date
    - Unloading Point
    - Text
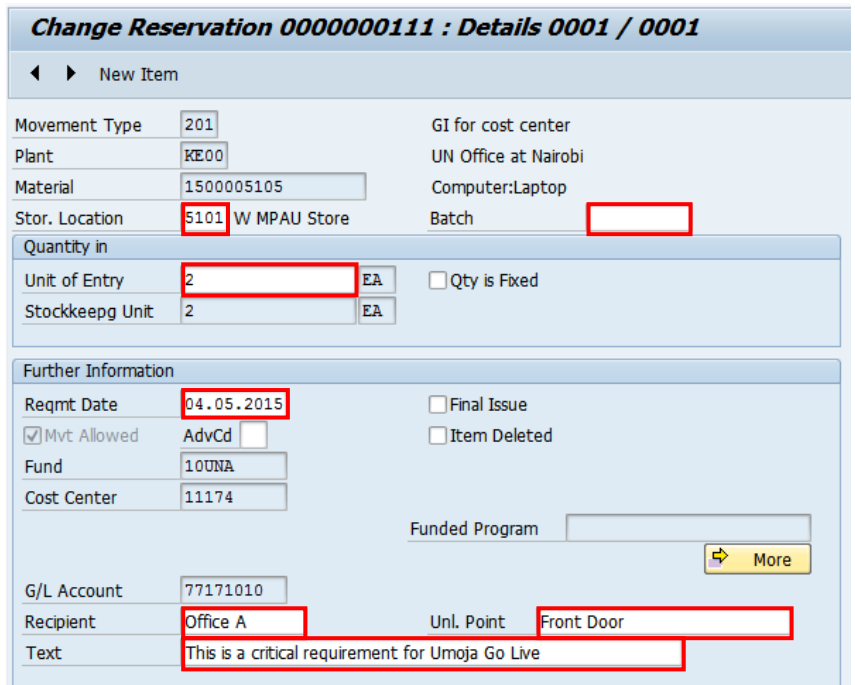
Once all changes have been made on the Reservation, click the **Save** button (💾) on the Menu bar to **Post** the changes to the Reservation

> **Change Reservation 0000000111 : Details 0001 / 0001**
>
> ◀ ▶ New Item
>
> Movement Type 201 GI for cost center
> Plant KE00 UN Office at Nairobi
> Material 1500005105 Computer:Laptop
> Stor. Location 5101 W MPAU Store Batch [   ]
>
> **Quantity in**
> Unit of Entry 2 EA ☐ Qty is Fixed
> Stockkeepg Unit 2 EA
>
> **Further Information**
> Reqmt Date 04.05.2015 ☐ Final Issue
> ☑ Mvt Allowed AdvCd [ ] ☐ Item Deleted
> Fund 10UNA
> Cost Center 11174
>
> Funded Program [   ]
>
> ➡️ More
>
> G/L Account 77171010
> Recipient Office A Unl. Point Front Door
> Text This is a critical requirement for Umoja Go Live

How-to Guide

| Check Stock Availability Report | Create Reservation | Certify a Reservation | Approve Reservation | Monitor Reservation |

Workflow Approval Process

With the deployment of the Galileo Decommissioning Project it is implemented the workflow functionality to manage the approvals and authorizations for the manually created Stock Reservations.

Based on the Movement Type selected, the Reservation is either **Budget Relevant** or **Non-Budget Relevant**.

Stock Movement	*Budget Relevant Movement Types*	*Non-Budget Relevant Movement Types*
Goods Issue to Cost Center	ZK1	201
Goods Issue to Order	ZO1	261
Goods Issue to Project	ZW1	221
Workflow process :	**Two-Step process** *Certifying Officer* *Inventory Senior User*	**Single-Step process** *Inventory Senior User*

If the Stock Reservation is **Budget Relevant**, the workflow will direct the Stock Reservation through a **two-step** approval process; i.e.
1. A budget certification which needs to be performed by the relevant authorized Certifying Officer of the Cost Center / Funds Center who has requested for the stock
2. An approval by the relevant Inventory Senior User (owner of the requested Inventory)

However, if the transaction is **not budget relevant**, the workflow will only have a **single step** approval which goes through to the Inventory Senior User who 'owns' the requested Inventory.

Changes to Quantity, Storage location, Valuation type in a Reservation line item would trigger a new workflow.

Note : Stock Reservations generated automatically through other processes (eg. Service Orders) will **not** go through this approval / workflow process but will follow other relevant Certifications / Approvals.

Determination of the approvers

The recipient of the workflow tasks is determined based on the Fund Center / Cost Center.

    I.   Certifying Officer: Fund Center / Cost Center indicated in the Stock Reservation

   II.   Inventory Senior User: Fund Center / Cost Center linked to the Storage Location indicated in the Stock Reservation

 III.   There can be multiple "approvers": in this case, all of them will receive a workflow task in their inbox. As soon as one of them takes action, the workflow task will be considered completed and will disappear from the others' inbox

IV. Standard SAP substitution functionality will be used by the approver in case of absence or on leave. The user identified as a substitute should get the items of the other user on a separate folder in its inbox

V. Restrictions: Stock Reservations can be approved only executing a workflow task and only by the selected recipients, as explained in points I and II

Points for attention

⟹ The Stock Reservation workflow is line item based: a workflow task for each reservation line item

⟹ Upon rejection, the line item is automatically flagged for deletion: the stock reservation is "reserving stock", therefore if not approved, it is deleted; the requestor is informed of rejection reason and can create a new line, as applicable

⟹ An exception case is represented by the **Fixed Assets**; in the system, the value of the inventory of fixed asset materials is = 0 (the value is maintained in the Fixed Asset Master record); therefore, the reservation for Fixed Asset materials MUST always indicate a "non budget relevant" Movement Type, which will be approved by the Inventory Senior User. The approval for the Fixed Asset issuance and transfer will be tracked in the system with a Notification.

The following Diagram shows the **certification** and **approval** process of the manually created Stock Reservations.

Check Stock Availability Report → Create Reservation → **Certify Reservation** → Approve Reservation → Monitor Reservation
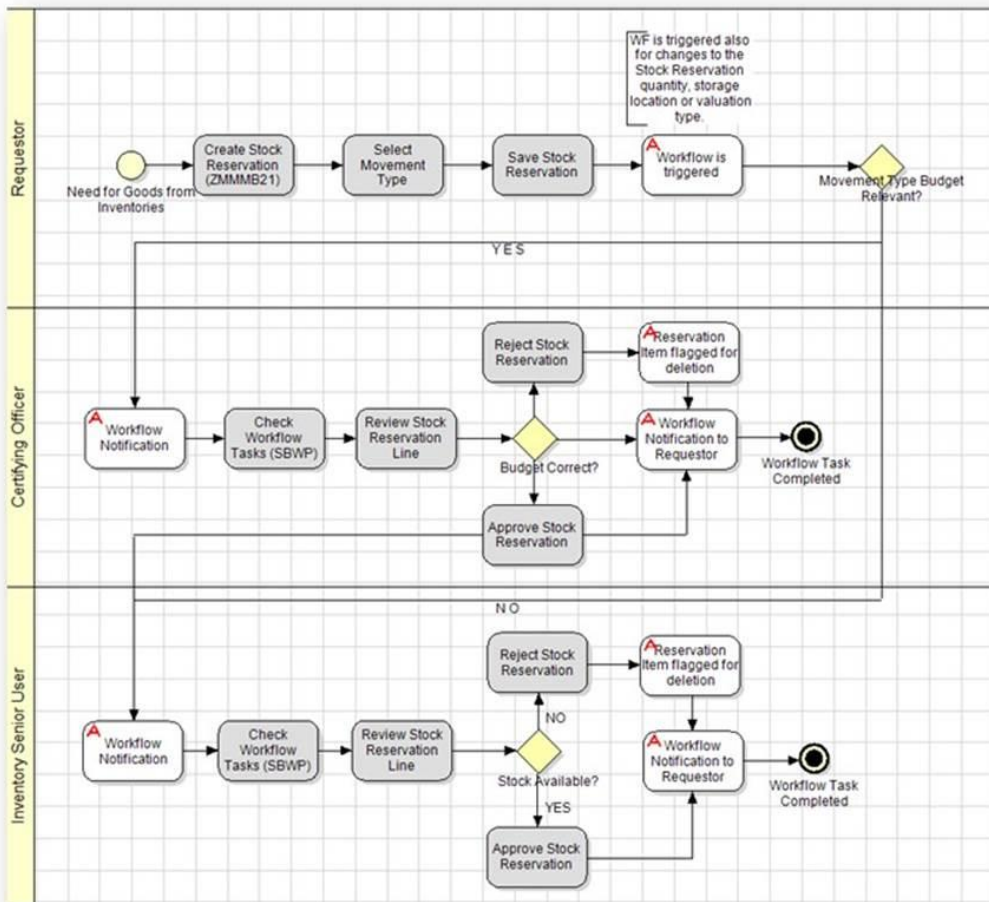
Certifying a Reservation

- The Certifying officers who would need to perform the Budget Certification is determined based on the budget elements indicated in the Stock Reservation by the requester; the budget elements may include Cost Center, Internal order or WBS element.
- This step is only required if the Stock Reservation is Budget Relevant.
- A workflow notification is sent to the Certifying Officer's inbox.
- The Certifying Officer shall review the Reservation in Umoja and confirm whether the indicated budget elements are correct and funds are available.
- A workflow notification will be automatically sent to the requestor's inbox to inform about approval / rejection (with a reason for rejection).
- In case the Stock Reservation line item is rejected by the Certifying Officer, it will be automatically flagged for deletion.

Selecting the document in the workflow.

Go to t-code *SBWP* → Go to the *Inbox* → *Workflow* → *Group according to task* → Click *Decision task for Mat. Reservation WF CO*

Taking action on the document in the workflow.

After selecting the workflow item (double click the line "Certifying Officer Approver <reservation #> (Item #)", the Certifying Officer will be presented with three options:

- **Approve**: The approver agrees with the Stock Reservation and the document is moved to the succeeding steps of the workflow which is to the Inventory Senior User and the field Advice Code in the Stock Reservation is set to "01"- Certified.

- **Reject**: The certifying officer does not agree with the Stock Reservation and rejects the workflow item and maintains the reason for rejection. This will mark the corresponding line item of the Stock Reservation with the "Deletion flag" and the Advice Code is set to "02"- not certified. A workflow notification will be sent to the Material Reservation's creator and the workflow would end.

- **Cancel**: This can be used to cancel the decision screen.

NOTE: Within the workflow task, the Certifying Officer can check the value of the Stock Reservation line item based on current MAP through a link to the report ZSC_STOCK_RES
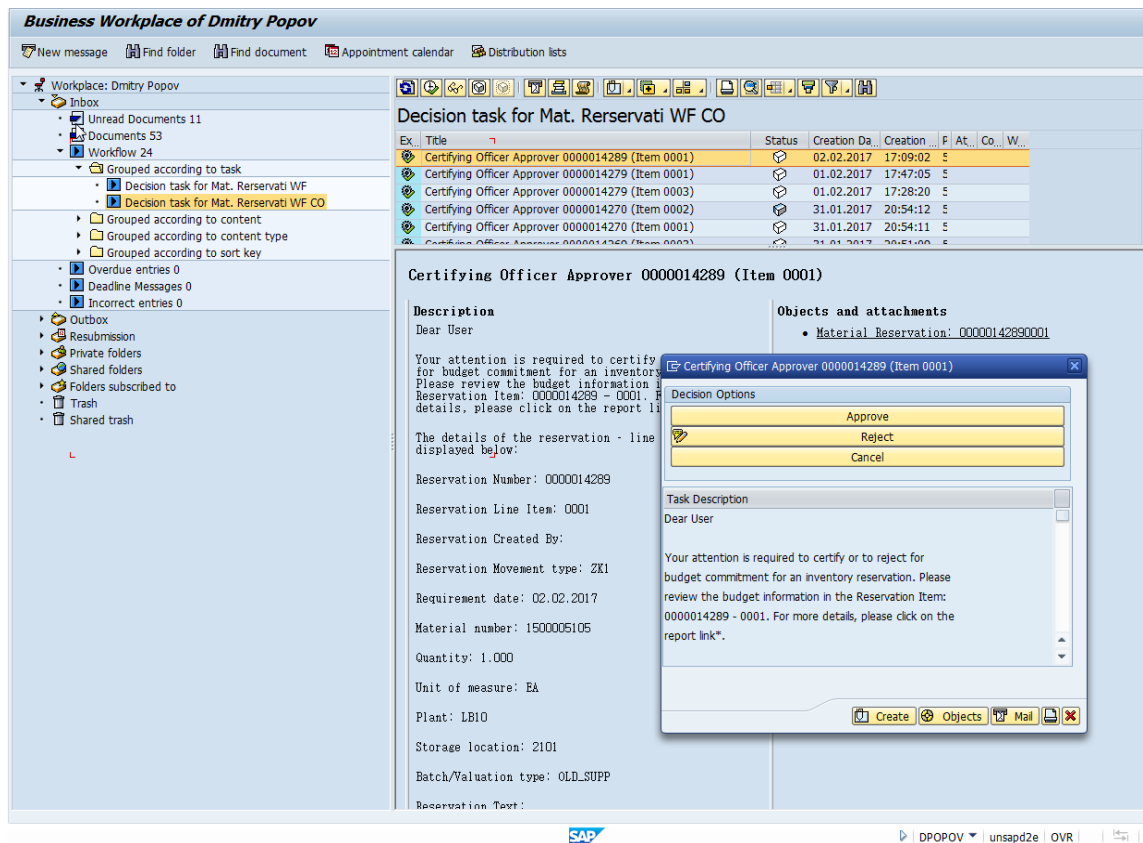
Note that there will be one workflow task per Budget Relevant line on the Stock Reservation.

The Stock Reservation 14279 (example shown below) has three lines and hence there will be three workflow tasks.

| Check Stock Availability Report | Create Reservation | Certify a Reservation | Approve Reservation | Monitor Reservation |

- The **Inventory Senior User** responsible for approving the Stock Reservation is determined based on the cost center associated with the Plant-Storage Location indicated in the Stock Reservation.
- A workflow notification is sent to the relevant **Inventory Senior User**'s inbox upon Storage Location creation with t-code ZMMMB21 (non budget relevant reservations) or upon approval by Certifying Officer (budget relevant reservations).
- Before approving a reservation, the **Inventory Senior User** confirms stock availability using the Stock Availability Report (see Check Stock Availability Report steps earlier in this guide).
- This Approval step needs to be performed for both Budget Relevant and Non-Budget Relevant Stock Reservation.
- For Budget Relevant reservations, the Inventory Senior User's approval can happen only <u>after the reservation line item has been certified by the Certifying Officer</u>.
- A workflow notification will be automatically sent to the requestor's inbox to inform about approval / rejection (with a reason for rejection).
- In case the Stock Reservation line item is rejected by the Inventory Senior User, it will be automatically flagged for deletion.
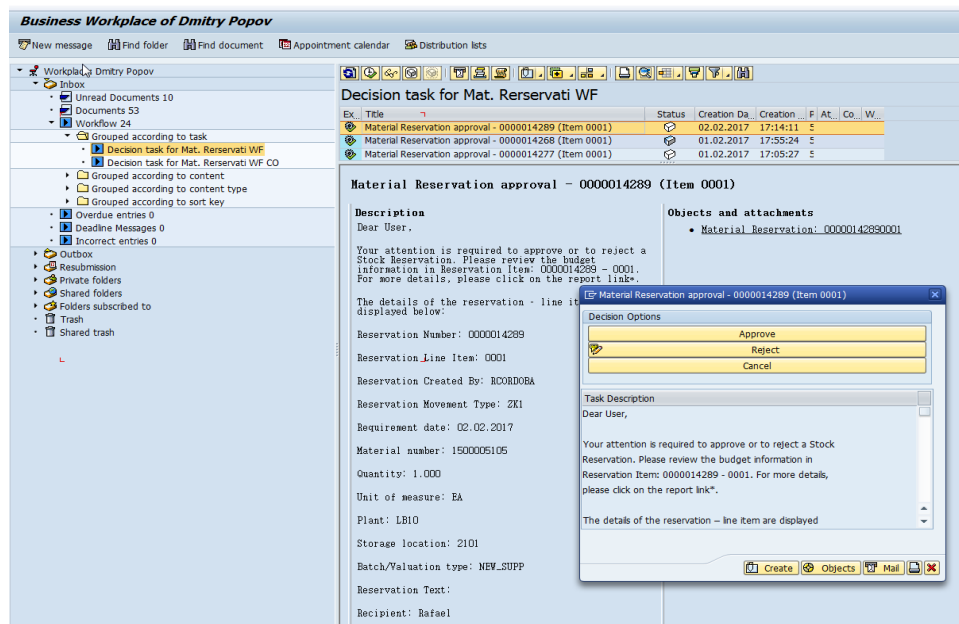
Selecting the document in the workflow.

Go to t-code *SBWP* → Go to the *Inbox* → *Workflow* → *Group according to task* → Click *Decision task for Mat. Reservation WF*
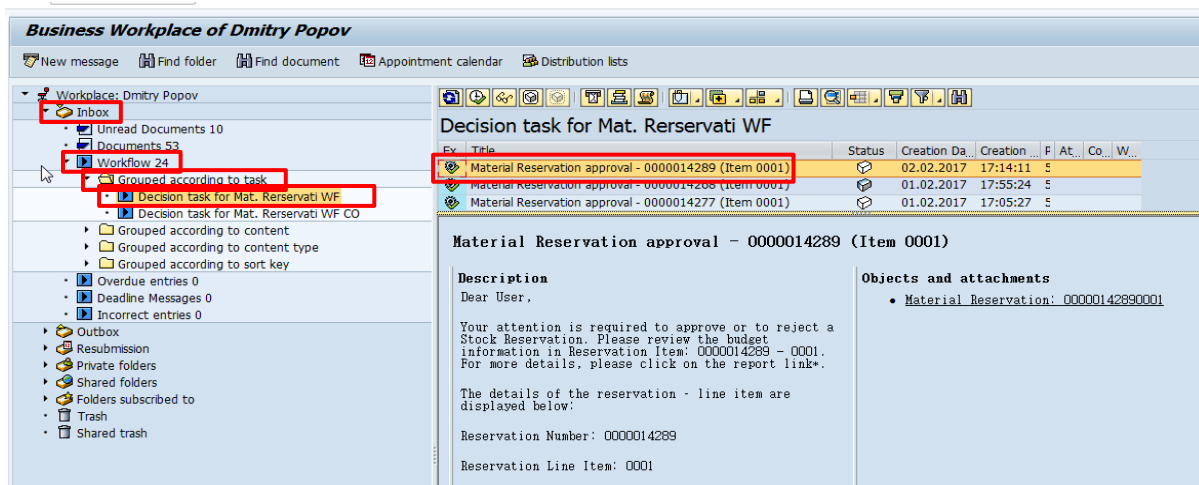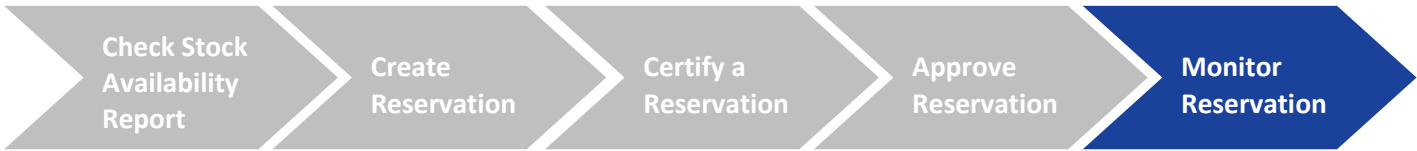

Taking action on the document in the workflow.

After selecting the workflow item (double click the line "Material Reservation approval - <reservation #> (Item #)", the Inventory Senior User will be presented with three options*:

- **Approve**: The Inventory Senior User agrees with the Stock Reservation and once the Stock Reservation is approved, the "Movement Allowed" checkbox will be checked against the corresponding line item of the Stock Reservation.

- **Reject**: The Inventory Senior User does not agree with the Stock Reservation and rejects the workflow item and maintains the reason for rejection. This will mark the corresponding line item of the Stock Reservation with the "Deletion flag", a workflow notification will be sent to the Material Reservation's creator and the workflow would end.

- **Cancel**: This can be used to cancel the decision screen.

Check Stock Availability Report → Create Reservation → Certify a Reservation → Approve Reservation → **Monitor Reservation**

The status of a reservation can be checked with t-Code **ZMMMB22 (Change Reservation for requisitioner)** or **MB23 (Display Reservation).** In particular:

Check-Box "**M**" – if ticked, the reservation item is approved

Check-Box "**FIs**" – if ticked, the reservation item has been fully issued

Note: by ticking the check box "**D**", the reservation item can be deleted (for example if the required material is not available and needs to be replaced).

The field Advice Code (AdvCd) is populated based on the Movement Type, (i.e. Budget Relevant or Non-Budget Relevant):

- Budget Relevant: The "AdvCd" field in the item details is set to "01" if approved by the Certifying Officer, or "02" if rejected and blank if the reservation is yet to be approved or rejected. For reservation line items pending approval/rejection, the "AdvCd" field will be blank.

- Non-Budget Relevant: the AdvCd will be blank.

Refer to the Job Aid "Stock Reservation Report with Reservation (MAP) Value" for more details.

This report contains the following fields relevant to determine the Stock Reservation status:

Budget Reviewed By: Certifying Officer who certified or rejected the reservation line item (relevant only for budget relevant Stock Reservations).

Budget Reviewed Date: Date of the certification / rejection (relevant only for budget relevant Stock Reservations).

Reservation Reviewed By: Inventory Senior User who approved (Mvt.Allwd = X) the reservation line item.

Review Date: date in which the certifying officer reviewed the reservation line item.

If the **Review Date** is populated, **Mvt.Allwd** is blank and the item is flagged for deletion (**Del**), the reservation line item is not approved.