

Materials Management
SAP Implementation at IESCO
Training Document
Stock Transfer

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Stock Transfer Process

1 Purpose

The purpose of this document is to describe the business process of transfer material within plant or plant to plant.

Prerequisites

When some material is required to move within plant or plant to plant then use the stock transfer transaction.

1.1 Process Steps

1.1.1 Stock Transfer One Step

Use

Following steps are followed during the one step stock transfer.

Procedure

1. Open "Post Transfer Posting" App. from Fiori Launchpad.
2. Select Action as Transfer Posting and Reference as Other or Reservation.
3. In case Reference is selected as Reservation, enter Reservation Number otherwise enter movement type (301) and press Enter.
4. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.
5. Enter the following data in the Goods Transfer screen.

Field name	Description	User action and values	Comments
Material		As per requirement	For example: 10123
Target Quantity		As per requirement	Enter total quantity: 5
Plant From		As per requirement	Plant: 200
Storage Location From		As per requirement	Storage: 203
Plant Destination		As per requirement	Plant: 201
Storage Location		As per requirement	Storage: 203

Field name	Description	User action and values	Comments
Destination			

Transfer Posting Other - MM-02

Transfer Posting Other - MM-02

Post Back Exit Cancel System Hide Overview Restart Hold Check Post Help

Posting Date: 19.04.2018 Doc.Header Text: GR/GI Slip No.

Collective Slip

Transfer Posting	Material	Quantity	Where	Partner	Additional Line
From					
Material	Meter Wire				
	10123				
Plant	IESCO RS Rawalpindi	200			
Stor. loc.	RS Rwp Open Yard	203			
Spec.Stock					
Qty in UnE					

Dest

Material	Meter Wire				
	10123				
Plant	IESCO RS Islamabad	201			
Stor. loc.	RS Isb Open Yard	203			

6. Also maintain any other required data.

7. Select the *Items OK* checkbox.
8. If the material is serialized, then you need to add serial numbers.
9. Choose Post. 4900000347

Result

You have transferred the stock for materials.

1.1.2 Stock Transfer Two Step

Use

Following steps are followed during the two step stock transfer.

Removal of Material from Source Location:

Procedure

1. Open "Post Transfer Posting" App. from Fiori Launchpad.
2. Select Action as Remove from Storage and Reference as Other.
3. Enter movement type (303)and press Enter.
4. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.
5. Enter the following data in the Goods Transfer screen.

Field name	Description	User action and values	Comments
Material		As per requirement	For example: 10123
Target Quantity		As per requirement	Enter total quantity: 5
Plant From		As per requirement	Plant: 200
Storage Location From		As per requirement	Storage: 203
Plant Destination		As per requirement	Plant: 201

SAP Home

Transfer Posting Other - MM-02

Transfer Posting Other - MM-02

Post Back Exit Cancel System Hide Overview Restart Hold Check Post Help

Transfer Posting Other TF rem.fm stor.to pl 303

General Additional Header

Document Date 19.04.2018 Material Slip

Posting Date 19.04.2018 Doc.Header Text

Collective Slip GR/GI Slip No.

Transfer Posting Material Quantity Where Partner Additional Line

From

Material Meter Wire

10123

Plant IESCO RS Rawalpindi 200

Stor. loc. RS Rwp Open Yard 203

Spec.Stock

Qty in UnE

Dest

Meter Wire

10123

IESCO RS Islamabad 201

6. Also maintain any other required data.
7. Select the *Items OK* checkbox.
8. If the material is serialized, then you need to add serial numbers.
9. Choose Post. 4900000348.

1.1.3 Print Goods Transfer Note- Issue

Use

This procedure explains the Goods Transfer Note Printing.

Procedure

1. Open "Output Material Documents" App. from Fiori Launchpad.
2. Enter Material Document Number and press Execute.

The screenshot shows the SAP Fiori app interface for 'Output Material Documents'. At the top, there is a navigation bar with a user icon, back arrow, home icon, and the SAP logo. Below this is a toolbar with buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red rectangle. The main area is divided into two sections: 'Messages' and 'Goods Movements'. The 'Messages' section contains four input fields: 'Output Type', 'Transmission Medium', 'Sort Order' (with the value '01'), and 'Processing Mode' (with the value '1'). The 'Goods Movements' section contains two input fields: 'Material Document Year' (with the value '2018') and 'Material Document' (with the value '4900000348'). Both the '2018' and '4900000348' values are highlighted with red rectangles. A dropdown menu is open for the 'Material Document' field, showing the selected value '4900000348' and another option '4900000348' below it.

3. Tick line item as OK and press Print Preview.

SAP GUI for HTML

SAD

Print: X

Output Device: LP01 Beispieldrucker. Mit SPAD anpass

Page selection:

Spool Request

Name	SMART	LP01	MM-06
Title			
Authorization			

Spool Control

☒ Print Now

☒ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Number of Copies

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print preview Print X

4. Press Print Button and on the next screen press print.

Print Preview of LP01

Print Preview of LP01

System ▾



ISLAMABAD ELECTRIC SUPPLY COMPANY

GOODS TRANSFER NOTE - ISSUE

GTN No.	4900000348	Date	19.04.2018	Reservation No.	0000000000	Date	
Office Letter No.		Date		Allocation No.			
Transferring Store Name	200	IESCO RS Rawalpindi		Transferring Storage Loc.	203	RS Rwp Open Yard	
Receiving Store Name	201	IESCO RS Islamabad		Receiving Storage Location			
Additional Note							

S.No	Stock Code	Item Description	Unit	Reserved/ Allocated Qty.	Transferred Qty.	Ref. GTN No. (Optional)	Remarks
1	10123	Meter Wire	M	0.000	5.000		



Result

Goods Transfer Note Print is Done.

Receiving of Material at Destination Location:

Procedure

1. Open "Post Transfer Posting" App. from Fiori Launchpad.
2. Enter the following data in the Goods Transfer screen

3. Field name	4. Description	5. User action and values	6. Comments
Material Document (Issued)		As per requirement	4900000348
Storage Location		As per requirement	Storage: 203

3. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.

Place in Storage Material Document 4900000348 - MM-02

Place in Storage Material Document 4900000348 - MM-02

Post Back Exit Cancel System Hide Overview Restart Hold Check Post Help

Place in Storage Material Document 4900000348 2018

General Additional Header

Document Date 19.04.2018 Material Slip

Posting Date 19.04.2018 Doc. Header Text

☒ Collective Slip GR/GI Slip No.

Line	Sta...	Mat. Short Text	OK	Qty in UME	EUn	Stoc	WIP
1		Meter Wire	☒	5	M	RS 1sp Open Yard	

- Also maintain any other required data.
- Select the *Items OK* checkbox.

6. If the material is serialized, then you need to add serial numbers.
7. Choose Post. 4900000349.

Result

You have transferred the stock for materials

1.1.4 Print Goods Transfer Note- Received

Use

This procedure explains the Goods Transfer Note Printing.

Procedure

1. Open "Output Material Documents" App. from Fiori Launchpad.
2. Enter Material Document Number and press Execute.

The screenshot shows the SAP Fiori Launchpad interface for the 'Output Material Documents' app. The top bar includes the SAP logo and navigation icons. Below the bar is a menu bar with buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red box. The main area is divided into two sections: 'Messages' and 'Goods Movements'. The 'Messages' section contains four input fields: 'Output Type', 'Transmission Medium', 'Sort Order' (with the value '01'), and 'Processing Mode' (with the value '1'). The 'Goods Movements' section contains two input fields: 'Material Document Year' (with the value '2018') and 'Material Document' (with the value '49000000349'). Both the '2018' and '49000000349' values are highlighted with red boxes.

3. Tick line item as OK and press Print Preview.

SAP GUI for HTML

SAP

Print: LP01 Beispieldrucker. Mit SPAD anpass

Output Device

Page selection

Spool Request

Name SMART LP01 MM-06

Title

Authorization

Spool Control

☒ Print Now

☒ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool Retention 8 Day(s)

Storage Mode Print only

Number of Copies

Number 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page Do Not Print

Recipient

Department

Print new view Print

4. Press Print Button and on the next screen press Print.

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

ISLAMABAD ELECTRIC SUPPLY COMPANY

GOODS TRANSFER NOTE - RECEIVE

GTN No.	49C0300349	Date	19.04.2018	Reservation No.	0C00000000	Date	
Office Letter No.		Date		Allocation No.			
Transferring Store Name				Transferring Storage Loc.			
Receiving Store Name	201	IESCO RS Islamabad		Receiving Storage Location	203	RS Rwp Open Yard	
Additional Note							

S.No	Stock Code	Item Description	Unit	Reserved/ Allocated Qty	Transferred Qty	Ref. GTN No. (Optional)	Remarks
1	10123	Meters Wire	M	8,000	1,000		

DS1 (200) ac hana 2

Result

Goods Transfer Note Print is Done.

Note:

- Other movement types for transfer posting that can be used are:
 1. 311 Transfer posting storage location (one-step)
 2. 313 Transfer posting SLoc to SLoc - remove from storage (two-step)
 3. 315 Transfer posting SLoc. to SLoc. - place in storage (two-step)
 4. 303 Transfer posting plant to plant - remove from storage (two-step)
 5. 305 Transfer posting plant to plant - place in storage (two-step)
- For cancellation of any document, use the procedure of Material Document Cancellation.