

Materials Management SAP Implementation at IESCO

Training Document Loan Receiving

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Loan Receiving Process

1 Purpose

The purpose of this document is to describe the business process of receiving material from other disco on loan basis.

Prerequisites

The user department identifies the need for a material. Material Management Department creates Loan Purchase PO. User will then receive Loan Material against that Loan Purchase PO and will return that material against that Loan Purchase PO.

1.1 Process Steps

1.1.1 Loan PO Creation and Goods Receiving

Use

Following steps are followed during the loan receiving from other DISCO.

Procedure

1. Open "Create Purchase Order Advance" App. from Fiori Launchpad.
2. Select Document Type: IP05 IESCO Loan Purchase and Enter Vendor.
3. Enter Material, QTY and Price.
4. On *Purchase Order: Initial Screen* enter the following data; then choose *Enter*:

Field name	Description	User action and values	Comment
Purchasing Organization		As per requirement	1000
Purch. Group		As per requirement	052
Material		As per requirement	10123
QTY		As per requirement	For example: 5
Plant		As per requirement	For example: 200
Vendor		As per requirement	10000020

Create Purchase Order

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Order Hold Check Display Messages Print Preview Message

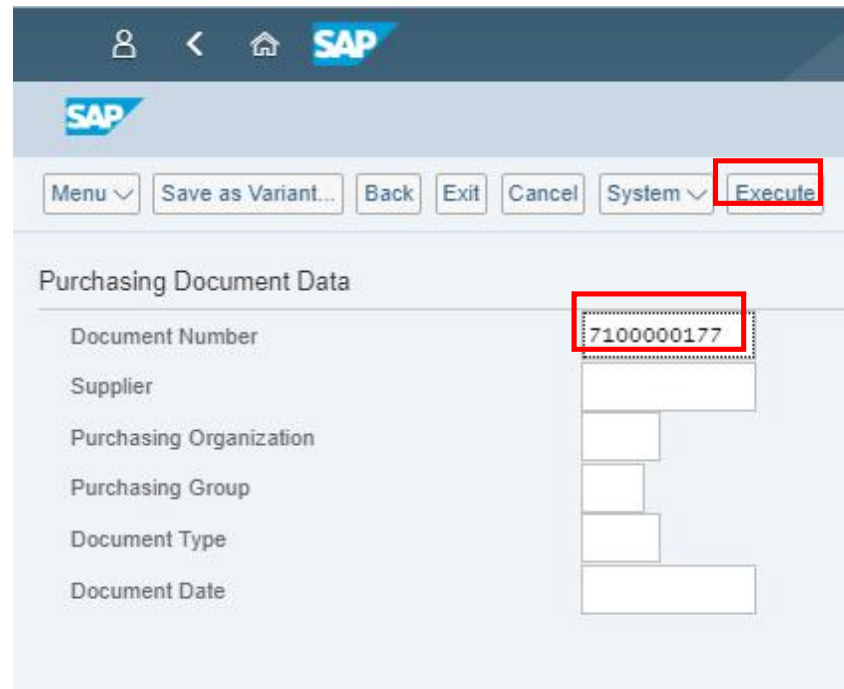
Vendor 10000020 MEPCO Doc Date 19.04.2018

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status LC Data Payment Processing Incoterms

Purch. Org. 1000 Materials Management
Purch. Group 052 A&D MM
Company Code 1000 IESCO

Item	Material	Short Text	PO	Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl Group	Print
10	10123	Meter Wire		5	M	D	19.04.20..	1,500.00	PKR	1	M	CABLES...	IESCOR S Rawa...

5. Press check and then save Purchase Order: 7500000009
6. Open "Print Purchase Order" App. from Fiori Launchpad.
7. Enter Purchase Order Number in Document Number.



The image shows a screenshot of the SAP Purchasing Document Data screen. The top navigation bar includes a user icon, a back arrow, a home icon, and the SAP logo. Below this is a secondary bar with the SAP logo and a menu of buttons: Menu (dropdown), Save as Variant..., Back, Exit, Cancel, System (dropdown), and Execute. The Execute button is highlighted with a red rectangle. The main area is titled 'Purchasing Document Data' and contains a table with the following fields: Document Number, Supplier, Purchasing Organization, Purchasing Group, Document Type, and Document Date. The Document Number field is highlighted with a red rectangle and contains the value '7100000177'.

Purchasing Document Data	
Document Number	7100000177
Supplier	
Purchasing Organization	
Purchasing Group	
Document Type	
Document Date	

8. Press Execute.

Message Output

Menu ▾ Back Exit Cancel System ▾ First Column Column Left Column Right Last Column Sort in Ascending Order Sort in Descending Order Select All Deselect All Set Filter Current Layout List Status... Output Message

Purch. Doc.	Vendor	Name 1	PGr Doc.	Date
7100000177	10000000	Pak Elektron Limited	051	19.04.2018
☒	ZNEU EN	10000000	LF	19.04.2018 16:40:34 3 MM-02 LP01

Display Message (Shift+F8)
Message Details (Shift+F8)
Trial Printout (Shift+F4)

9. Tick the PO Line and press "Display Message". At next screen, tick Print Now and press Print Preview.

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

OFFICE OF THE MANAGER IESCO
(Material Management)
IESCO, Islamabad
Tel: Ext., Fax No.

P.O. No. 7100000177

Dated. 19.04.2018

10000000
Company
Nak Elektron Limited
Naktron Road
15000 LAHORE

SUBJECT:
Reference:

IESCO is pleased to place "PURCHASE ORDER" for the supply of under noted material at the rates mentioned hereunder, subject to the general conditions of the contract for purchase, WAPDA purchase procedure dated 12.08.1964 (amended to-date) and special conditions laid down in this purchase order:

A. DESCRIPTION OF STORES.

Item	Mat. Code	Description	Unit	Quantity	Unit Price	Value w/o GST	GST (%)	Grand Total
1	10128	25 KVA Transformer	EA	5.000	95,000.00	475,000.00	5.00 (0.5)	475,000.00
Total (FOUR HUNDRED SEVENTY FIVE THOUSAND ONLY.)								475,000.00

LS-1 (200) ac hana 2

10. Press Print button to send print to printer.
11. Open "Post Goods Receipt" App. from Fiori Launchpad.
12. Select Action as Goods Receipt and Reference as Purchase Order.
13. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.

Goods Receipt Purchase Order 7500000009 - MM-02

Goods Receipt Purchase Order 7500000009 - MM-02

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

Goods Receipt ▾ Purchase Order ▾

General Vendor Additional Header

Document Date 19.04.2018 Delivery Note Vendor MEPCO

Posting Date 19.04.2018 Bill of Lading HeaderText

☒ Collective Slip GR/GI Slip No.

Line	Mat. Short Text	OK	Qty in LinE	EUn	S Loc	Profit Center
1	Meter Wire	☒		M		10200

14. Also maintain any other required data.

15. If a serial number profile is defined in the material master then also enter serial number.
16. Check the document
17. Choose *Post (Ctrl+S)*.

Result

You have posted Loan Receiving document: 5000000316

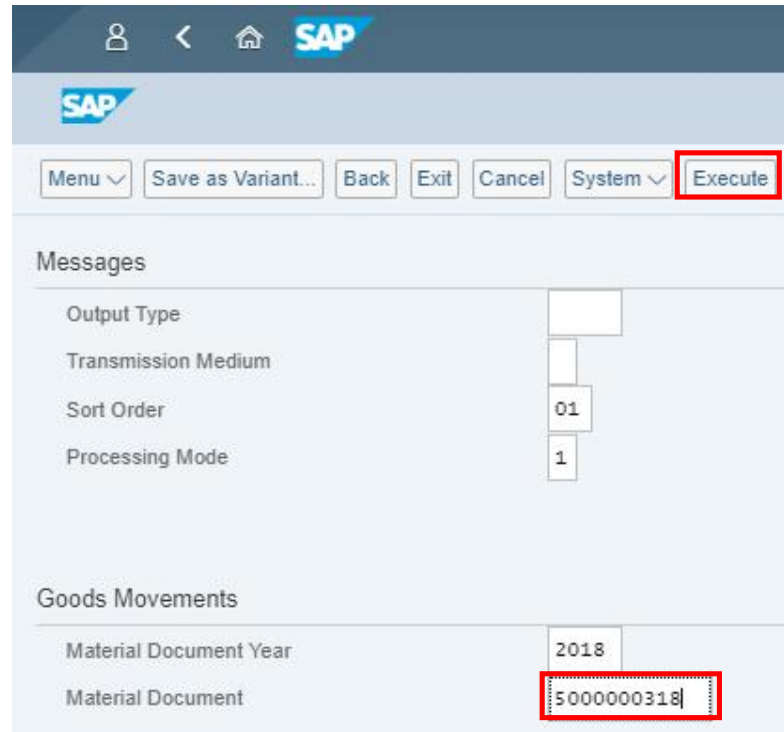
1.1.2 Print Goods Received Note

Use

This procedure explains the Goods Received Note Printing.

Procedure

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



SAP Fiori App: Output Material Documents

Buttons: Menu, Save as Variant..., Back, Exit, Cancel, System, Execute

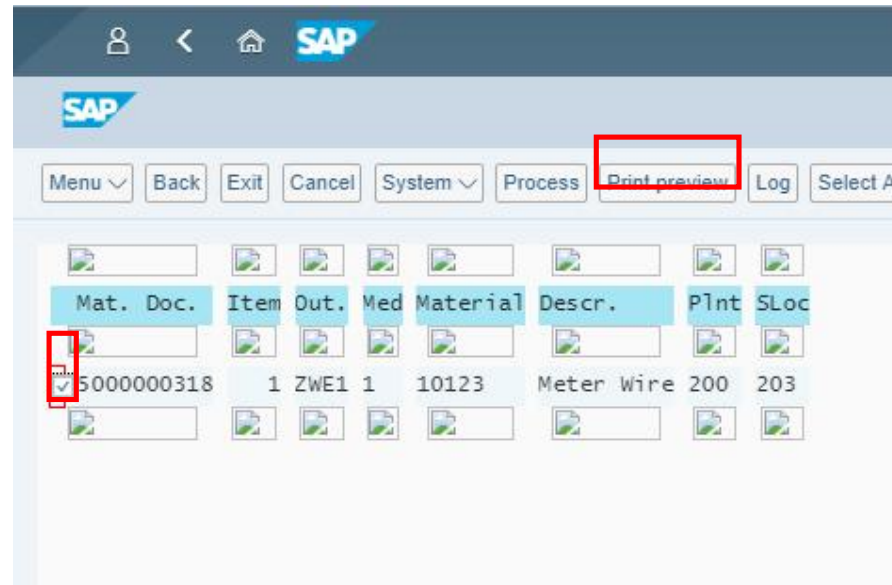
Messages

Output Type	
Transmission Medium	
Sort Order	01
Processing Mode	1

Goods Movements

Material Document Year	2018
Material Document	5000000318

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



4. Press Print Preview.

SAP GUI for HTML

Output from Goods Movements

Print: ×

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: Day(s)

Storage Mode:

Number of Copies

Number:

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page:

Recipient:

Department:

Print preview Print ×

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

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

smartL.pdf 1 / 1

ISLAMABAD ELECTRIC SUPPLY COMPANY

Goods Received Note

Purchase Order	7100000178	Date	20.04.2018	GRN No.	5000000318	Date	20.04.2018
Agreement No.				Vender Code	10000000	Pak Elektron Limited	
Store Name:	200	IESCO RS Rawalpindi			Additional Note		

S.No	Stock Code	Item Description	Unit	Total P.O. Qty	Received Qty	Storage Location	Vender Value (Ex. Tax)	Remarks
1	101122		RS	1.00	1.00	200/ RS Top Open Yard	2,000.00	
Total							2,000.00	

DS4 (200) at-Ratta-2

Result

Goods Received Note Print is Done.

1.1.3 InvoiceVerification (Invoice)

Use

Payable to other DISCO is booked here.

Procedure

1. Open "Create Supplier Invoice Advance" App. from Fiori Launchpad.
2. If a dialog box appears, enter *Company Code 1000*. Select the *Basic data* sub-screen and make the following entries:

Field name	Description	User action and values	Comment
Transaction		Invoice	
Invoice date		Date of the invoice (for example, today)	
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	
Calculate tax		Mark the flag "X"	

3. Go to the tab strip "PO reference" and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling agreement		Relevant Purchase Order Number	7500000009

Choose *Enter* to get the PO data in the *Item screen*. Make sure that all relevant PO data is listed in the *Item screen*.

3. Choose *Simulate* to simulate the invoice values. A dialog box *Simulate Document in Document currency* appears. Check that the balance has the amount *0* and choose *Back*.

4. Yellow messages are warnings and Red messages are show stoppers. Fix red messages and choose *Post* to save the transaction. A message appears that will confirm posting and also advise if it is blocked for payment.

Enter Incoming Invoice: Company Code 1000

Menu **Post** Back Exit Cancel System Show PO Structure Show Worklist Other Invoice Document Hold **Simulate**

Transaction **Invoice** Balance 0.00 PKR

Basic Data Payment Details Tax Withholding tax Amount split Contacts > ...

Supplier 0010000020
MEPCO
Khaniwal Road
66000 MULTAN
PAKISTAN

Invoice date **19.04.2018** Reference
Posting Date **19.04.2018**
Amount **7,500.00** PKR ☐ Calculate Tax
Tax Amount V0 (Zero Rated)
Text
Paymt terms Due immediately
Baseline Date 19.04.2018
Company Code 1000 IESCO Islamabad
Lot No.

PO Reference C/L Account Material

Purchase Order/Scheduling Agreement **7500000009**

Layout Goods/service items All information

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text	Tax...	N...	A	Acct
1	7,500.00		5 M	7500000009	10	Meter Wire				

Result

The invoice is booked. 5100000124

1.1.4 Loan PO Change and Goods Return

Use

Following process steps are followed during the goods return to other DISCO.

Procedure

1. Open "Change Purchase Order Advance" App. from Fiori Launchpad.
2. On *Purchase Order: Initial Screen* enter the following data; then choose *Enter*:

Field name	Description	User action and values	Comment
Purchase Order		As per requirement	75000000009
Material		As per requirement	10123
QTY		As per requirement	For example: 5
Plant		As per requirement	For example: 200

3. In second line item, enter Material Code, QTY, Price, Plant and tick the Return Box.

SAP IESCO Loan Purchase 7500000009 Created by MM-02

SAP IESCO Loan Purchase 7500000009 Created by MM-02

Menu Save System

IESCO Loan Purchase 7500000009 Vendor 10000020 MEPCO Doc. Date 19.04.2018

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status LC Data Payment Processing Incoterms

Purch. Org. 1000 Materials Management
Purch. Group 052 A&D MM
Company Code 1000 IESCO

...	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plant	Stor. Location	...
☐	10			10122	Meter Wire		5	M	D 19.04.20...	1,500.00	PKR	1	M	CABLES ...	IESCO RS Rawa...		
☐	20			10123	Meter Wire		5	M	D 19.04.20...	1,500.00	PKR	1	M	CABLES ...	IESCO RS Rawa...		
☐											PKR						

- Press Check and then Save Purchase Order: 7500000009
- Open "Post Goods Receipt" App. from Fiori Launchpad.
- Select Action as Goods Receipt and Reference as Purchase Order, you will have Movement Type in line item as 161.
- On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.

SAP Home

Goods Receipt Purchase Order 7500000009 - MM-02

Goods Receipt Purchase Order 7500000009 - MM-02

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

Goods Receipt Purchase Order ▾

General Vendor Additional Header

Document Date 19.04.2018 Delivery Note Vendor MEPCO

Posting Date 19.04.2018 Bill of Lading HeaderText

☒ Collective Slip GR/GI Slip No.

Line	Mat. Short Text	...	OK	Qty in UnE	EUn	SLoc	Profit Center	WIP Ba
1	Meter Wire	☐	☒	5	M	<u>RS Bwp Open Yard</u>	200	

8. If a serial number profile is defined in the material master then also enter serial number.
9. Check the document for any error.

10. Choose *Post* (Ctrl+S).

Result

You have posted loan issuance (return) document.5000000317

1.1.5 Invoice Verification(Credit Memo)

Use

Already booked payable to DISCO is cleared here.

Procedure

1. Open "Create Supplier Invoice Advance" App. from Fiori Launchpad.
2. If a dialog box appears, enter *Company Code 1000* select the *Basic data* sub-screen and make the following entries:

Field name	Description	User action and values	Comment
Transaction		Credit Memo	
Invoice date		Date of the invoice (for example, today)	19.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	19.04.2018
Calculate tax		Mark the flag "X"	

3. Go to the tab strip "PO reference" and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling		Relevant Purchase Order Number	7500000009

agreement			
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Choose *Enter* to get the PO data in the *Item* screen. Make sure that all relevant PO data is listed in the *Item* screen.

5. Choose *Simulate* to simulate the invoice values. A dialog box *Simulate Document in Document currency* appears. Check that the balance has the amount 0 and choose *Back*.
6. *Yellow messages are warnings* and *Red messages are show stoppers*. Fix red messages and choose *Post* to save the transaction. A message appears that will confirm posting and also advise if it is blocked for payment.

Enter Incoming Invoice: Company Code 1000

Menu

Transaction Balance PKR

Basic Data Payment Details Tax Withholding tax Amount split Contacts > ... Supplier 0010000020

Document date Reference

Posting Date

Amount PKR ☐ Calculate Tax

Tax Amount

V0 (Zero Rated)

Text

Paymt terms Due immediately

Baseline Date 19.04.2018

Company Code 1000 IESCO Islamabad

Lot No.

PO Reference G/L Account Material

Layout Goods/service items All information

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text	Tax...	N...	A	Acc
1	7,500.00		5 M	☐ 750000000	10	Meter Wire	...	☐		
2	7,500.00		5 M	☐ 750000000	20	Meter Wire	...	☐		

Result

Credit Memo is booked:5100000125