Materials Management

SAP Implementation at IESCO

Training Document

Loan Issuance

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4. IESCO_SAP_ERP_MM_TD_Fiori_Loan Issuance

Contents

Loan Issuance Process

1 Purpose

The purpose of this document is to describe the business process of Loan issuance from inventory.

Prerequisites

Other Disco requests for a material on loan basis. Materials Management Department will create a PO of Loan Issuanceto Other Disco. Material will then be issued against that Loan PO. Material once returned will also be received against same PO.

1.1 Process Steps

1.1.1 Loan PO Creation and Goods Issuance

Use

Following process steps are followed during the goods issuance for loan purpose.

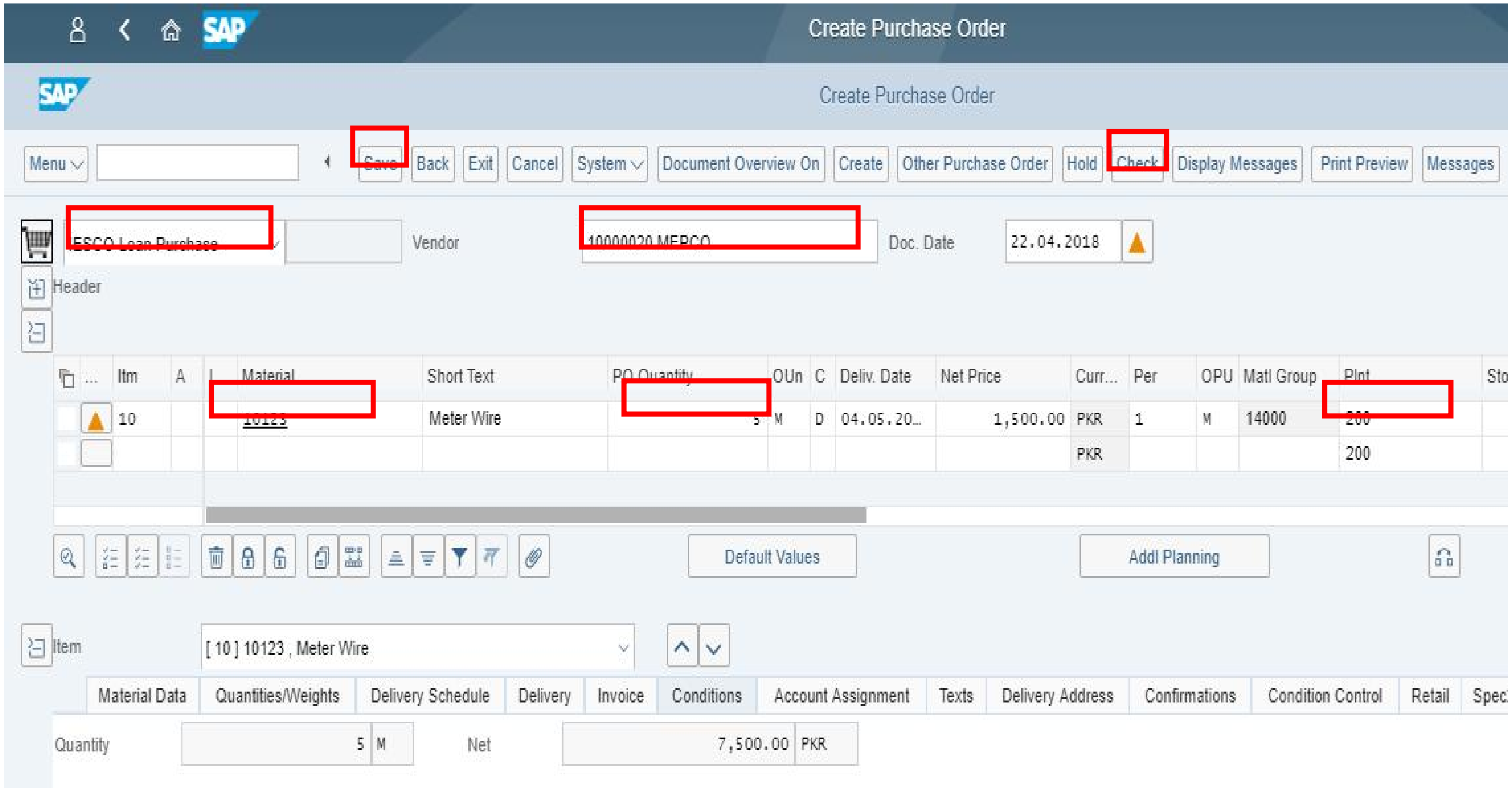
Procedure

1. Open “Create Purchase Order Advance” App. from Fiori Launchpad.

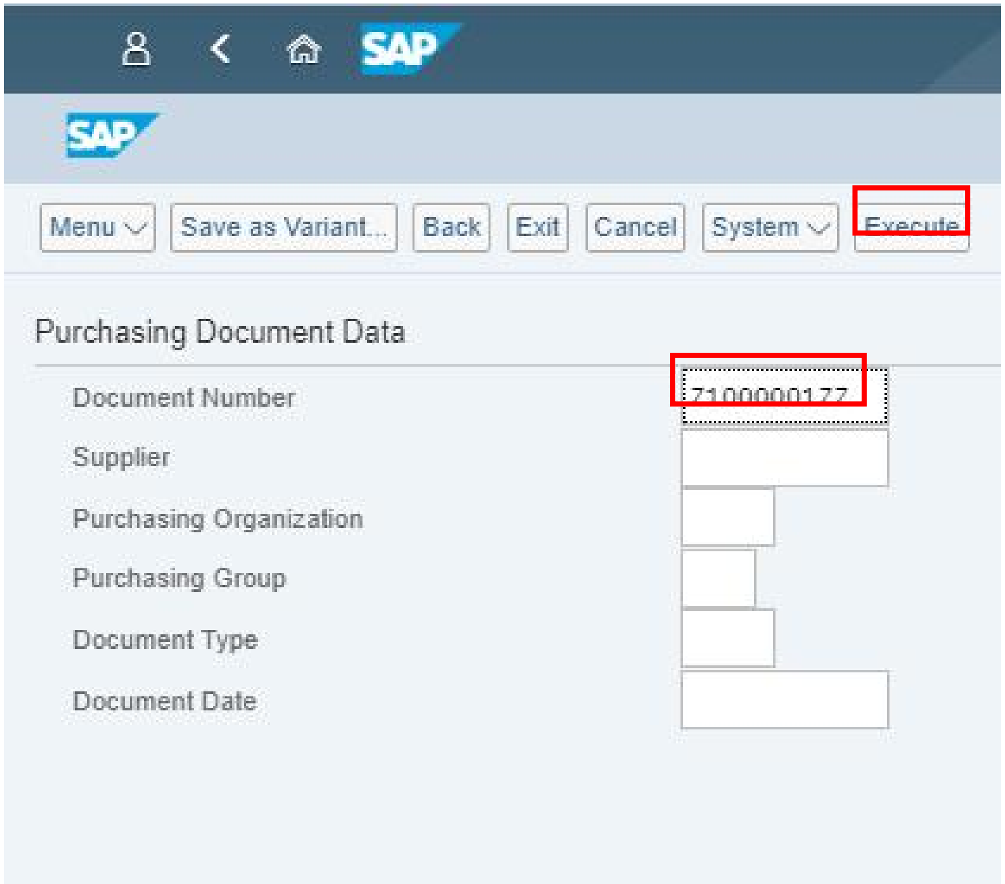
2. On Create *Purchase Order: Initial Screen* enter the following data; then press*Enter*:

Field name	Description	User action and values	Comment
Vendor		As per requirement	MEPCO
Purchasing Organization		As per requirement	1000
Purch. Group		As per requirement	051
Material		As per requirement	10123
QTY		As per requirement	For example: 5
Plant		As per requirement	For example: 200

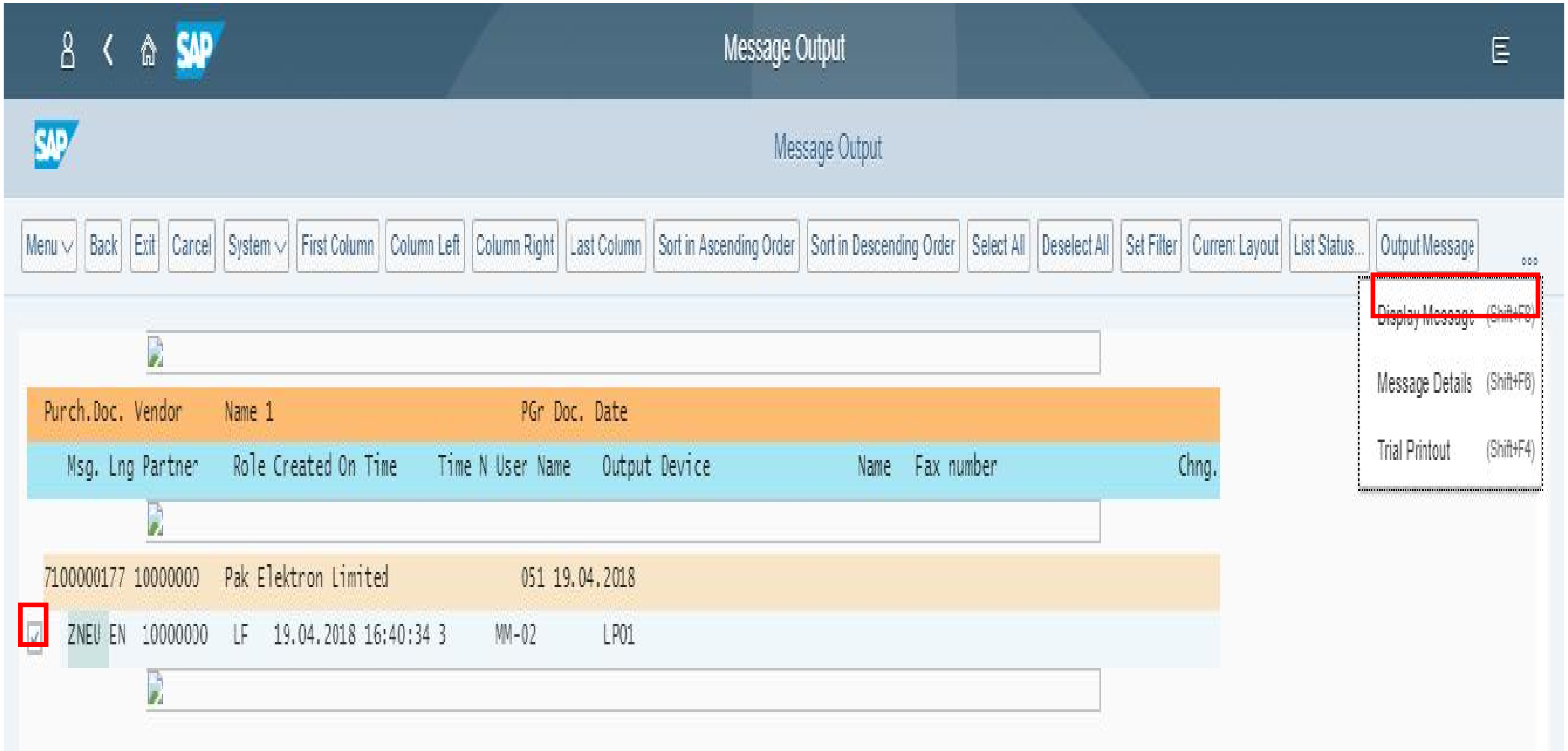
3. In first line item,enter Material Code, QTY, Price,Plant and tick the Return Box.



4. Press Check and then Save Purchase Order: 7500000010
5. Open “Print Purchase Order” App. from Fiori Launchpad.
6. Enter Purchase Order Number in Document Number.

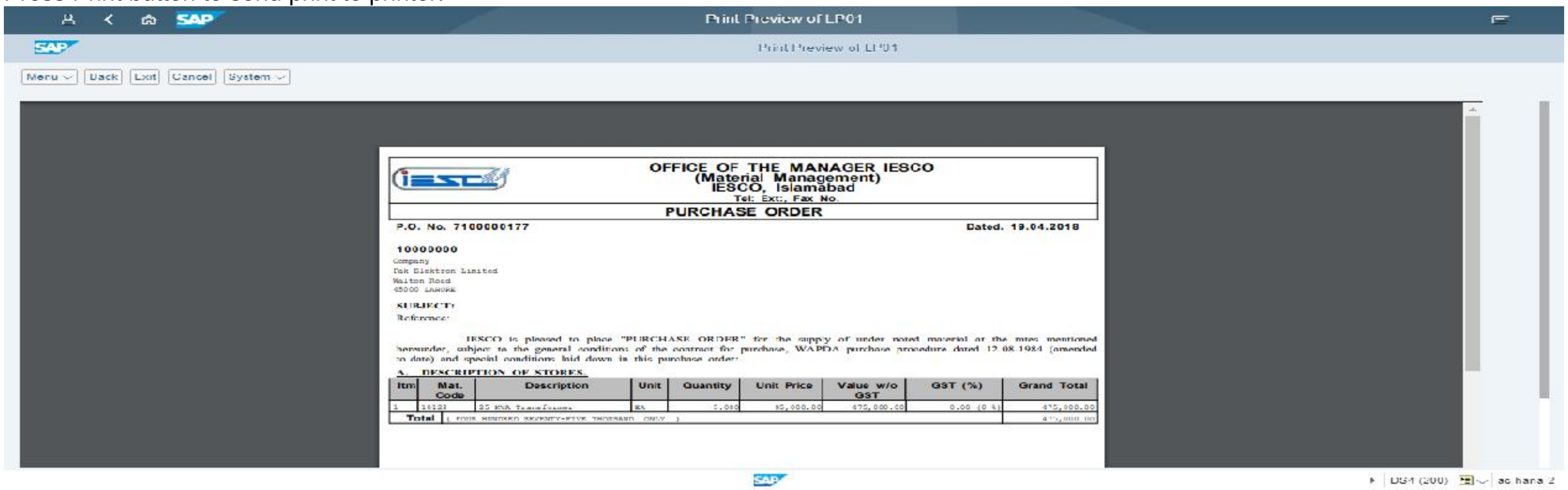


7. Press Execute.



8. Tick the PO Line and press “Display Message”. At next screen, tick Print Now and press Print Preview.

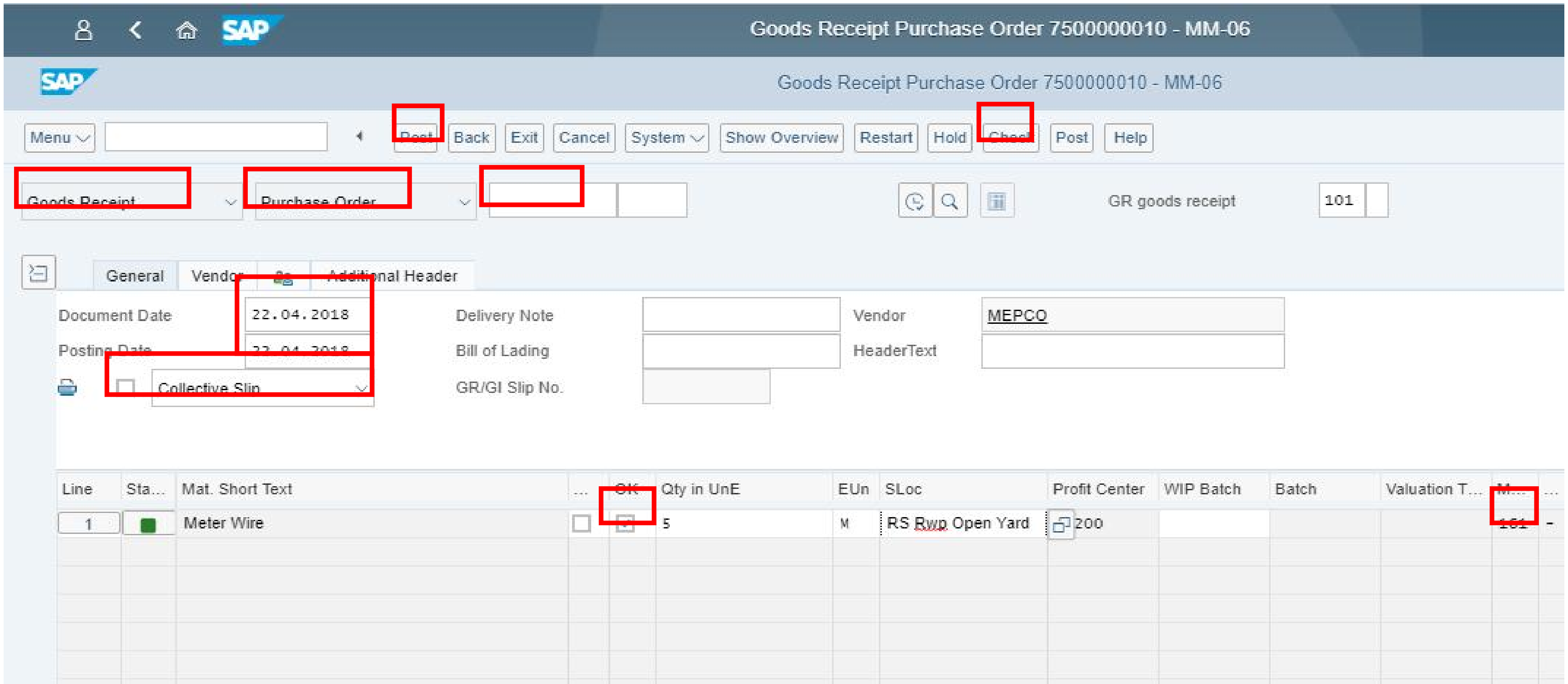
9. Press Print button to send print to printer.



10. Open “Post Goods Movement” App. from Fiori Launchpad.

11. Select Action as Goods Receipt and Reference as Purchase Order, you will have Movement Type in line item as 161.

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



13. If a serial number profile is defined in the material master then also enter serial number.

14. Check the document for any error.

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

Result

You have posted loan issuance document.5000000327

1.1.2 Invoice Verification (Credit Memo)

Use

Receivable is booked against other DISCO.

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)	22.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	7,500.00
Calculate tax		Mark the flag “X”	

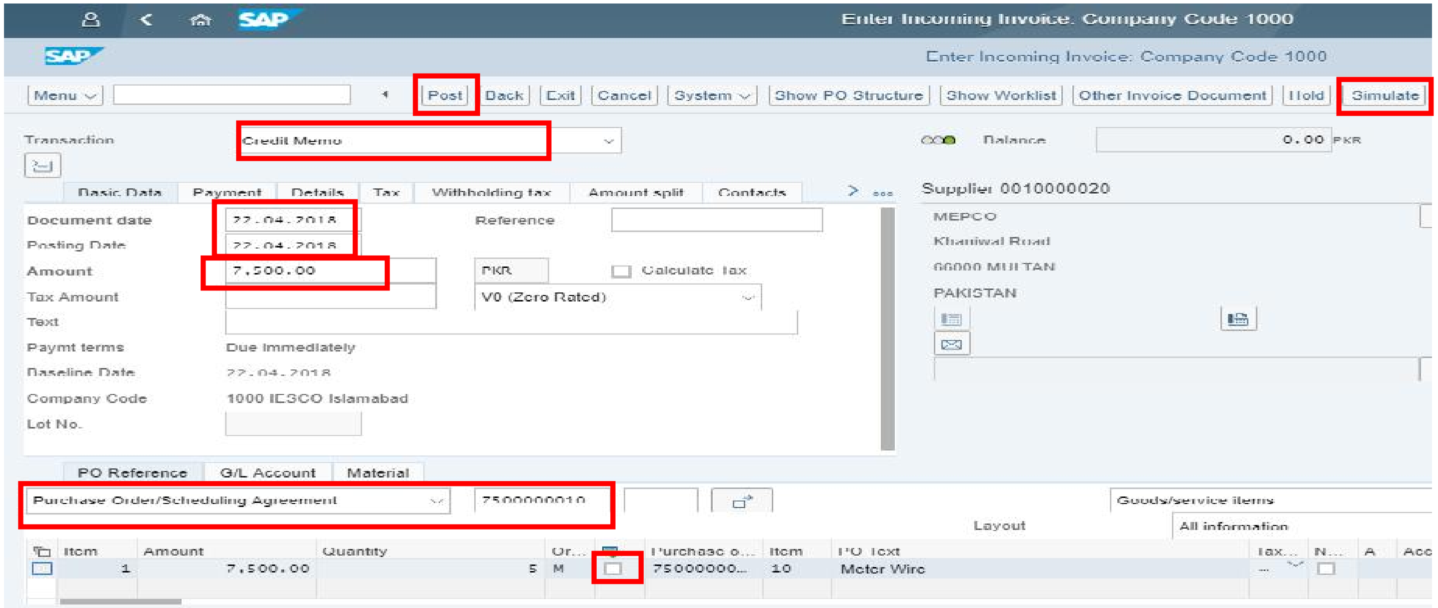
3. Go to the tab strip “PO reference” and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling agreement		Relevant Purchase Order Number	7500000010

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.



Result

Credit Memo is booked. 5100000135

1.1.3 Loan PO Change and Goods Receiving

Use

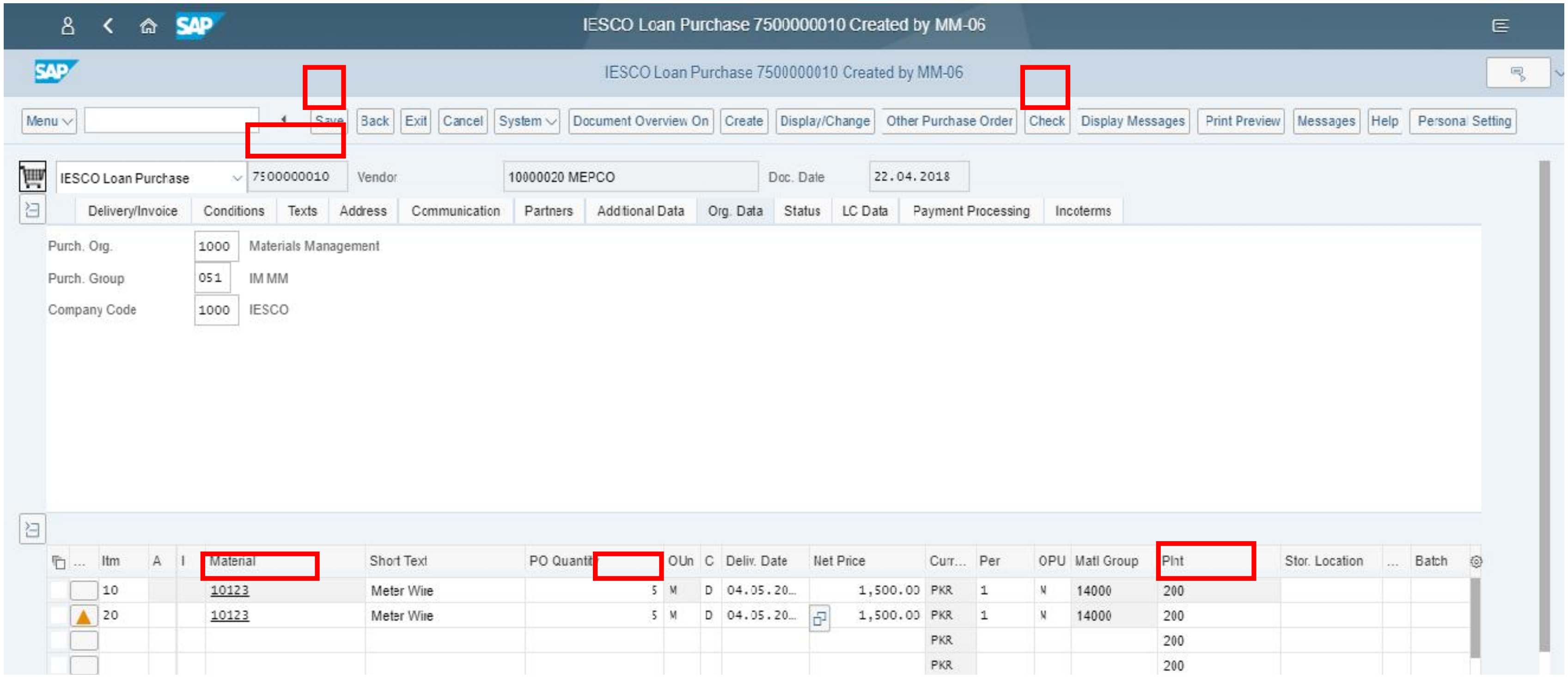
Following steps are followed during the loan receiving from other DISCO.

Procedure

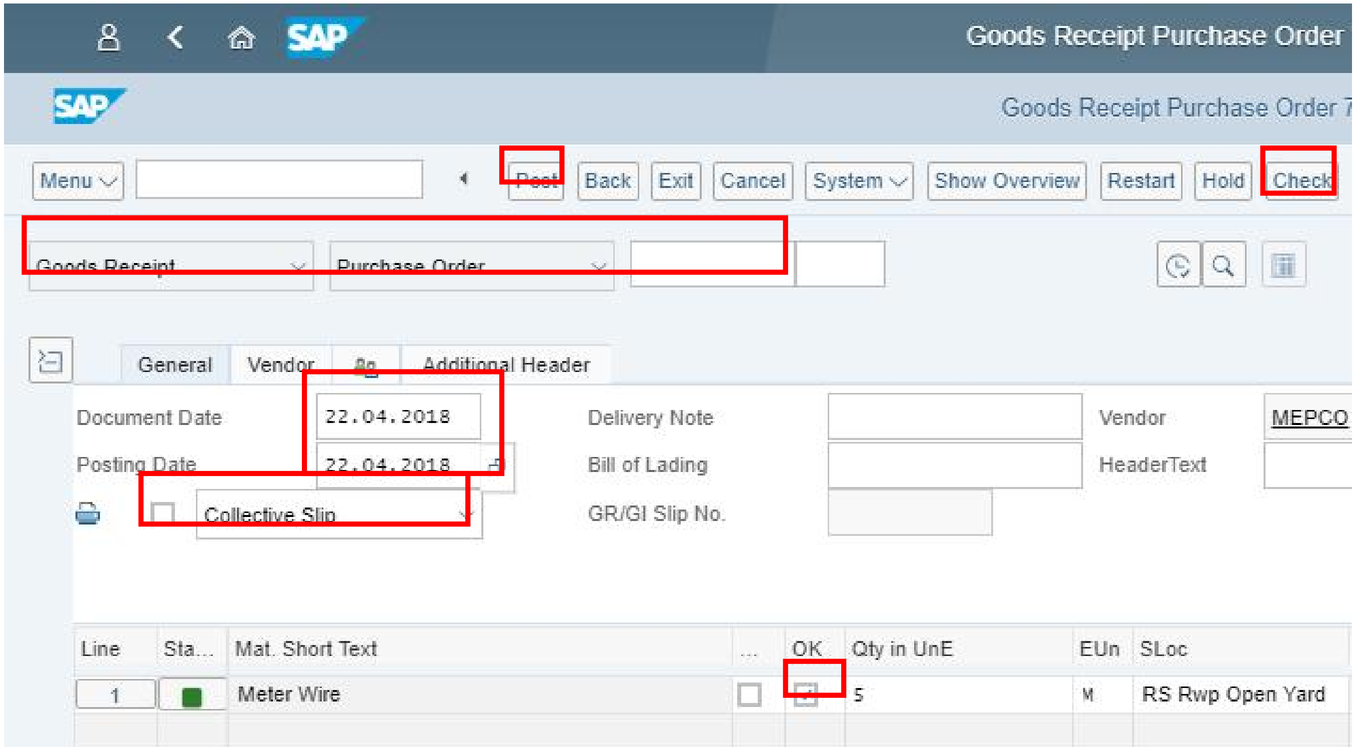
1. Open “Change Purchase Order Advance” App. from Fiori Launchpad.

2. On Change *Purchase Order: Initial Screen* enter the following data; then choose *Enter*:

Field name	Description	User action and values	Comment
Purchase Order		As per requirement	7500000010
Material		As per requirement	10123
QTY		As per requirement	For example: 5
Plant		As per requirement	200



3. Press check and then save Purchase Order: 7500000010
4. Open “Post Goods Receipt for Purchase Order” App. from Fiori Launchpad.
5. Select Action as Goods Receipt and Reference as Purchase Order.
6. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.



7. Also maintain any other required data.

8. If a serial number profile is defined in the material master then also enter serial number.

9. Check the document

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

Result

You have posted Loan Receiving document: 5000000328

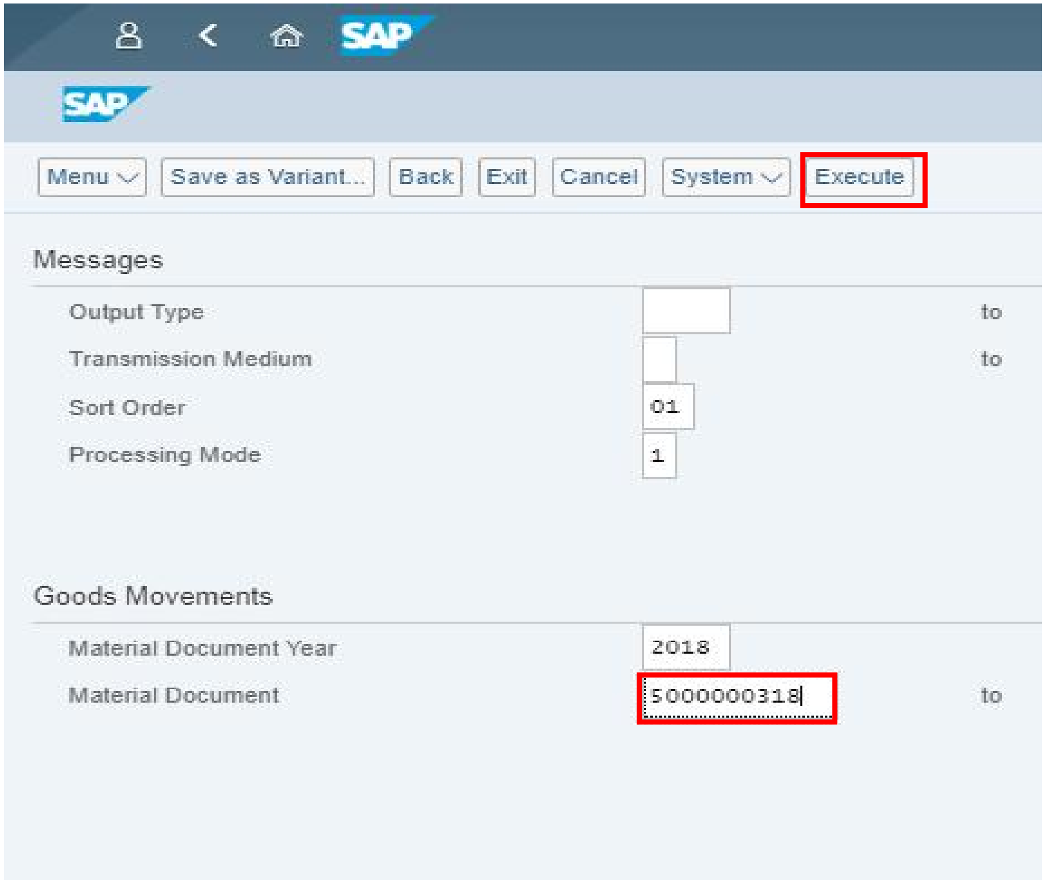
1.1.4 Print Goods Receipt Note

Use

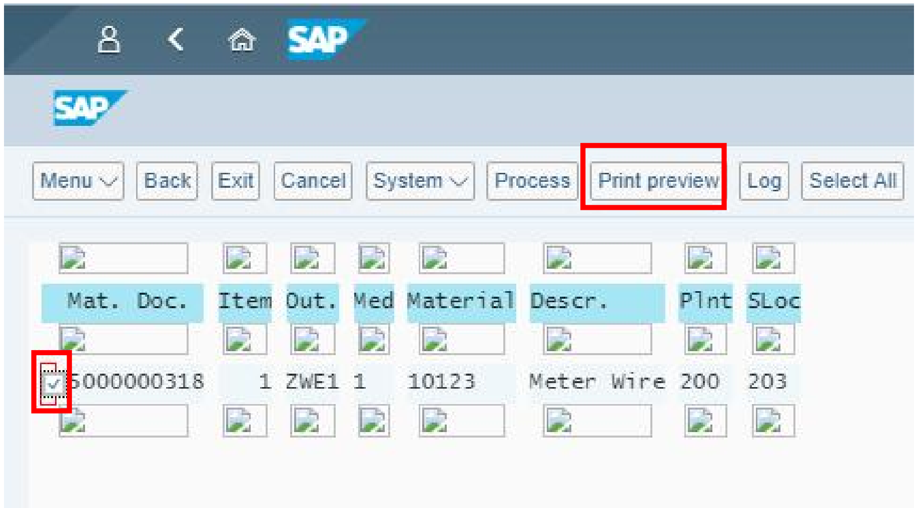
This procedure explains the Goods Received Note Printing.

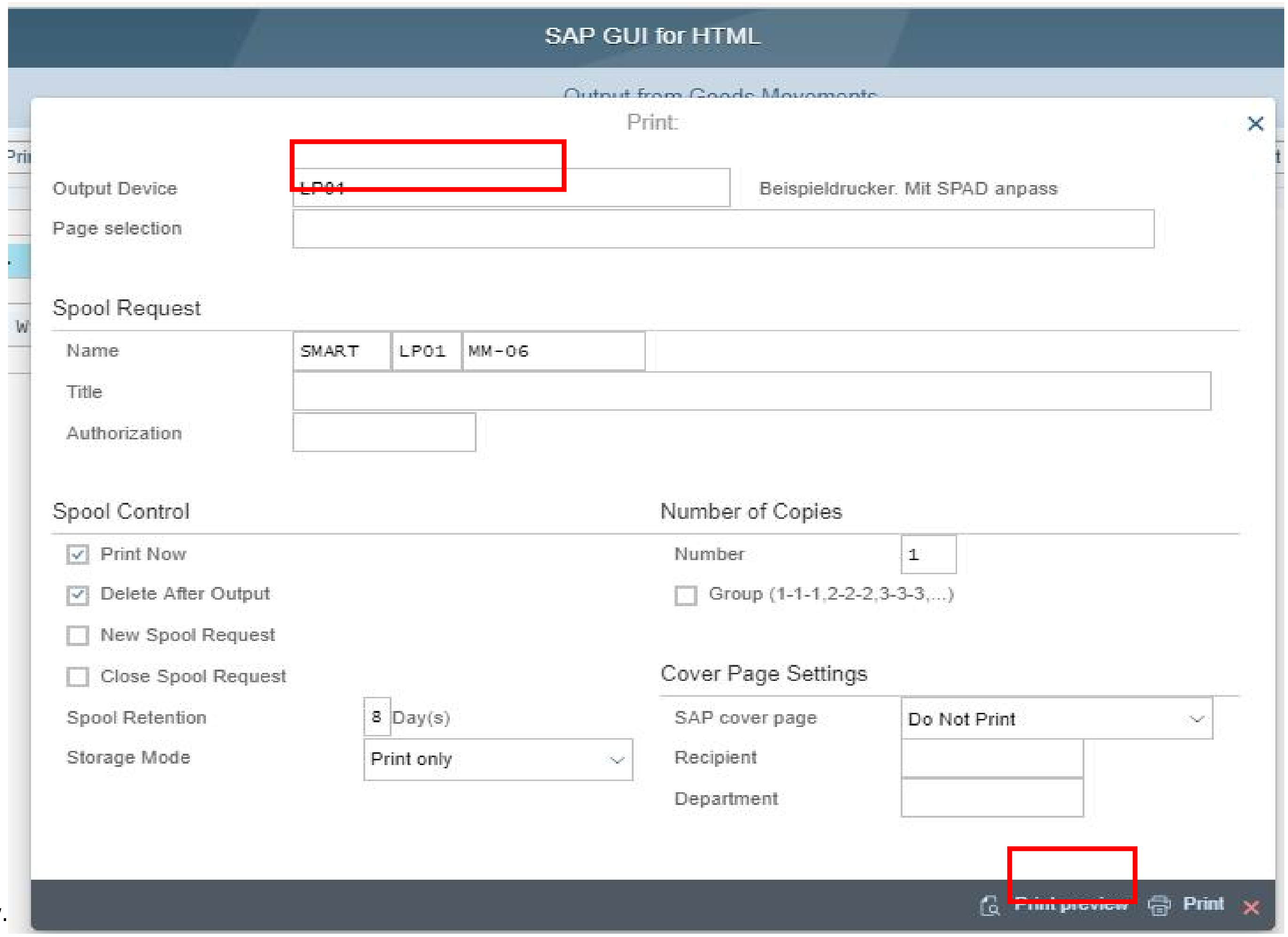
Procedure

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



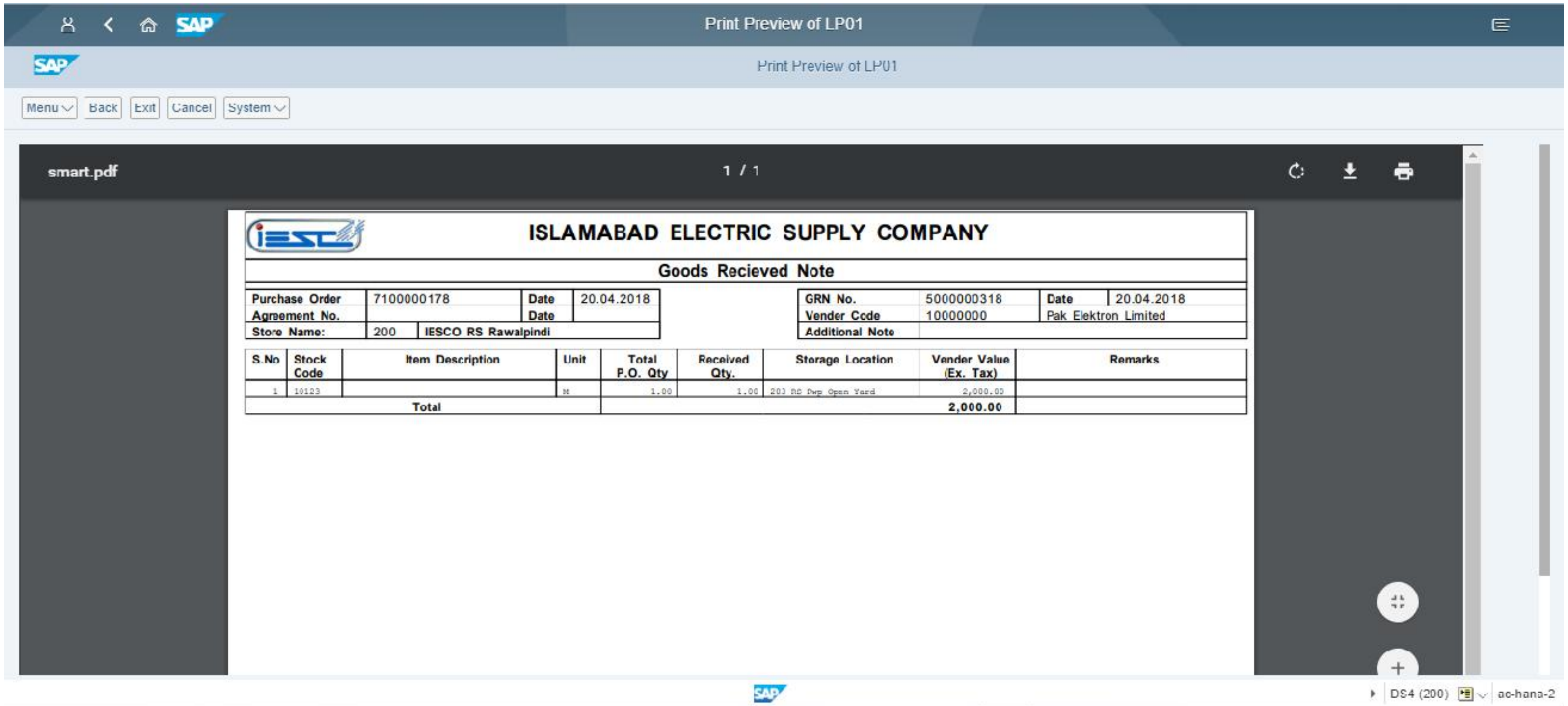
3. Tick line item as OK and press Print Preview.





4. Press Print Preview.

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



Result

Goods Received Note Print is Done.

1.1.5 Invoice Verification (Invoice)

Use

Already booked receivable against 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		Invoice	
Invoice date		Date of the invoice (for example, today)	22.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	7500.00
Calculate tax		Mark the flag “X”	

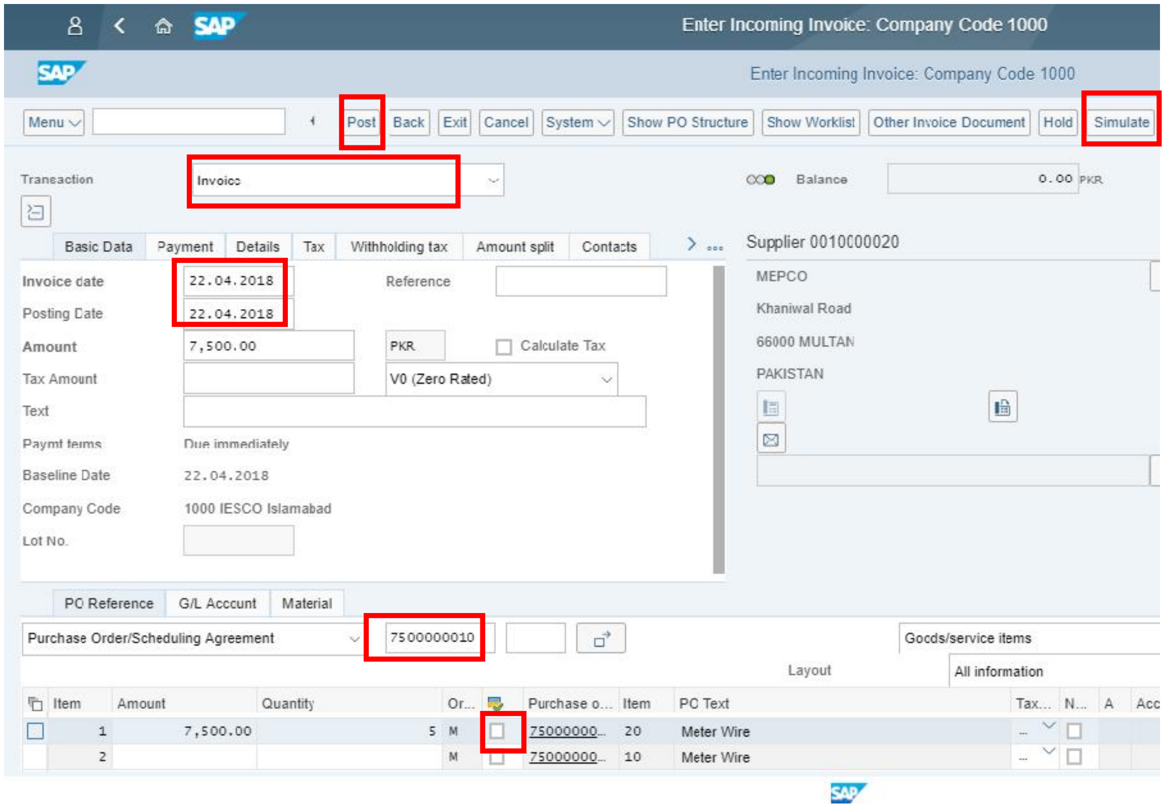
3. Go to the tab strip “PO reference” and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling agreement		Relevant Purchase Order Number	7500000010

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.



Result

The invoice is booked. 510000136