

Materials Management SAP Implementation at IESCO

Training Document Loan Issuance

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4. IESCO_SAP_ERP_MM_TD_Fiori_Loan Issuance

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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 Issuance to 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.

Create Purchase Order

SAP

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

ESCO Loan Purchase Vendor **10000020 MERCO** Doc. Date 22.04.2018

Header

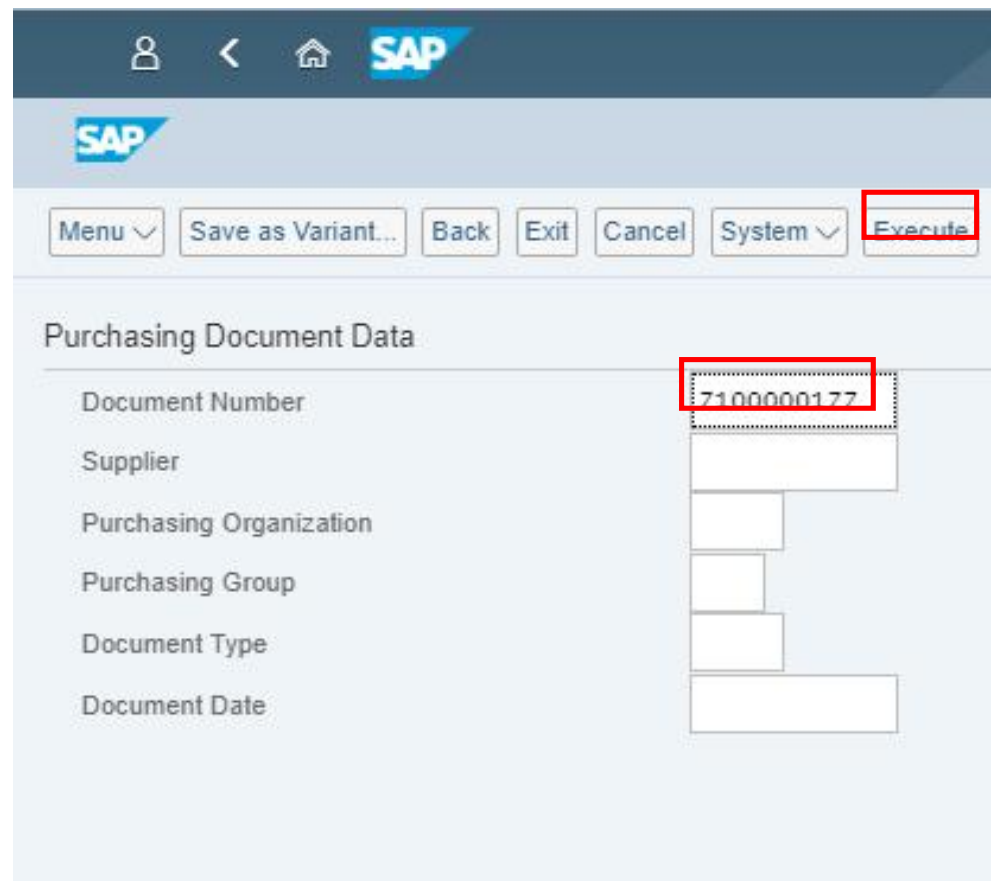
...	Item	A	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl Group	Print	Sto
	10		10123	Meter Wire		S	M	04.05.20...	1,500.00	PKR	1	M	14000	200	
										PKR				200	

Default Values Add Planning

Item [10] 10123 , Meter Wire

Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions	Account Assignment	Texts	Delivery Address	Confirmations	Condition Control	Retail	Spec
Quantity	5 M	Net			7,500.00	PKR						

- Press Check and then Save Purchase Order: 7500000010
- Open "Print Purchase Order" App. from Fiori Launchpad.
- 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, back and home arrows, and the SAP logo. Below this is a secondary bar with the SAP logo and a row of buttons: Menu, Save as Variant..., Back, Exit, Cancel, System, and Execute. The Execute button is highlighted with a red rectangle. The main section 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 contains the value '71000000177' and is also highlighted with a red rectangle. The other fields are empty.

Purchasing Document Data	
Document Number	71000000177
Supplier	
Purchasing Organization	
Purchasing Group	
Document Type	
Document Date	

7. Press Execute.

The screenshot shows the SAP Message Output screen. At the top, there is a header bar with the SAP logo and the text "Message Output". Below this is a toolbar with various buttons: 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..., and Output Message. The main area displays a table of messages. The first row is highlighted in orange and contains the following data: Purch.Doc. 7100000177, Vendor 10000000, Name 1 Pak Elektron Limited, and PGr Doc. Date 051 19.04.2018. The second row is highlighted in light blue and contains the following data: Msg. Lng Partner ZNEU, Role Created On Time EN, Time N User Name 10000000, Output Device LF, Name 19.04.2018 16:40:34, Fax number 3, and Chng. MM-02 LP01. A red box highlights the checkbox in the first column of the second row. A context menu is open over the "Output Message" button, showing three options: Display Message (Shift+F8), Message Details (Shift+F8), and Trial Printout (Shift+F4). The "Display Message" option is highlighted with a red box.

Purch.Doc.	Vendor	Name 1	PGr Doc.	Date
7100000177	10000000	Pak Elektron Limited	051	19.04.2018

Msg. Lng Partner	Role Created On Time	Time N User Name	Output Device	Name	Fax number	Chng.
ZNEU	EN	10000000	LF	19.04.2018 16:40:34	3	MM-02 LP01

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.

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.

PURCHASE ORDER

P.O. No. 7100000177 Dated: 19.04.2018

10000000
Company
Dak Elektron Limited
Walton Road
42000 LAUREL

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 12.08.1984 (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	1111	37. 37A Transformer	EA	1.000	15,000.00	15,000.00	8.00 (0.4)	15,840.00
Total								15,840.00

(1.000 37. 37A Transformer 15,000.00 15,000.00 8.00 (0.4) 15,840.00)

DS-1 (200) ac hana 2

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.

SAP Goods Receipt Purchase Order 7500000010 - MM-06

SAP Goods Receipt Purchase Order 7500000010 - MM-06

Menu

Goods Receipt 101

General Vendor Additional Header

Document Date 22.04.2018 Delivery Note Vendor MEPCO
 Posting Date 23.04.2018 Bill of Lading HeaderText
☐ Collective Slip GR/GI Slip No.

Line	Sta...	Mat. Short Text	...	OK	Qty in UnE	EUn	SLoc	Profit Center	WIP Batch	Batch	Valuation T...	M...
1		Meter Wire			5	M	RS Rwp Open Yard	200				101 -

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.

- 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*.
- 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

Enter Incoming Invoice: Company Code 1000

Menu

Transaction: Balance: 0.00 PKR

Basic Data: Document date: 22.04.2018, Posting Date: 22.04.2018, Amount: 7,500.00, Tax Amount: , Text: , Paymt terms: Due immediately, Baseline Date: 22.04.2018, Company Code: 1000 IESCO Islamabad, Lot No: .

Reference: , PKR, ☐ Calculate tax, V0 (Zero Rated)

Supplier: 0010000020, MEPCO, Khaniwal Road, 66000 MIH TAN, PAKISTAN

PO Reference:

Item	Amount	Quantity	Or...	Purchase o...	Item	I/O text	Tax...	N...	A	Acc
1	7,500.00		S M	75000000...	10	Motor Wire				

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

SAP IESCO Loan Purchase 7500000010 Created by MM-06

SAP IESCO Loan Purchase 7500000010 Created by MM-06

Menu Save Back Exit Cancel System Document Overview On Create Display/Change Other Purchase Order Check Display Messages Print Preview Messages Help Persona Setting

IESCO Loan Purchase 7500000010 Vendor 10000020 MEPCO Doc. Date 22.04.2018

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

Purch. Org. 1000 Materials Management
Purch. Group 051 IM MM
Company Code 1000 IESCO

Item	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curr...	Per	OPU	Matl Group	Print	Stor. Location	Batch
10			10123	Meter Wire	5	M	D	04.05.20...	1,500.00	PKR	1	N	14000	200		
20			10123	Meter Wire	5	M	D	04.05.20...	1,500.00	PKR	1	N	14000	200		
										PKR				200		
										PKR				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.

The screenshot shows the SAP 'Goods Receipt Purchase Order' screen. Red boxes highlight the following elements:

- The **Post** button in the top navigation bar.
- The **Check** button in the top navigation bar.
- The document type selection area, showing 'Goods Receipt' and 'Purchase Order'.
- The **Document Date** field, set to '22.04.2018'.
- The **Posting Date** field, set to '22.04.2018'.
- The **Collective Slip** checkbox, which is currently unchecked.
- The **OK** button in the line item table.

Line	Sta...	Mat. Short Text	...	OK	Qty in UnE	EUn	SLoc
1		Meter Wire			5	M	RS Rwp Open Yard

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.

The screenshot displays the SAP Fiori 'Output Material Documents' application. At the top, there is a navigation bar with the SAP logo and a set of buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red rectangular border. Below the navigation bar, the interface is divided into two main sections: 'Messages' and 'Goods Movements'. The 'Messages' section contains four input fields: 'Output Type', 'Transmission Medium', 'Sort Order' (with the value '01' entered), and 'Processing Mode' (with the value '1' entered). The 'Goods Movements' section contains two input fields: 'Material Document Year' (with the value '2018' entered) and 'Material Document' (with the value '5000000318' entered). The 'Material Document' field is highlighted with a red rectangular border. The interface is clean and modern, typical of SAP Fiori design.

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

The screenshot shows the SAP MIGO transaction interface. The top bar includes the SAP logo and navigation icons. Below the bar is a menu bar with buttons: Menu, Back, Exit, Cancel, System, Process, Print preview (highlighted with a red box), Log, and Select All. The main area displays a table of goods issue lines. The first line is highlighted with a red box, showing a checkmark in the 'Status' column. The table columns are: Mat. Doc., Item, Out., Med, Material, Descr., Plnt, and SLoc.

Mat. Doc.	Item	Out.	Med	Material	Descr.	Plnt	SLoc
✓ 5000000318	1	ZWE1	1	10123	Meter Wire	200	203

SAP GUI for HTML

Output from Goods Movements

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 Preview.

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

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

smart.pdf 1 / 1

IESC ISLAMABAD ELECTRIC SUPPLY COMPANY

Goods Received Note

Purchase Order	7100000178	Date	20.04.2018	GRN No.	5000000318	Date	20.04.2018
Agreement No.		Date		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	10123		M	1.00	1.00	201 RD Prop Open Yard	2,000.00	
Total							2,000.00	

DS4 (200) ao-hana-2

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.

Enter Incoming Invoice: Company Code 1000

Menu

Transaction: Balance: 0.00 PKR

Basic Data | Payment | Details | Tax | Withholding tax | Amount split | Contacts

Invoice date: 22.04.2018 Reference:

Posting Date: 22.04.2018

Amount: 7,500.00 PKR ☐ Calculate Tax

Tax Amount: V0 (Zero Rated)

Text:

Paymt terms: Due immediately

Baseline Date: 22.04.2018

Company Code: 1000 IESCO Islamabad

Lot No.:

Supplier: 0010000020

MEPCO
Khaniwal Road
66000 MULTAN
PAKISTAN

PC Reference | G/L Account | Material

Purchase Order/Scheduling Agreement: 7500000010

Goods/service items

Item	Amount	Quantity	Or...	Purchase o...	Item	PC Text	Tax...	N...	A	Acc
1	7,500.00		S M	☐ 75000000...	20	Meter Wire	...	☐		
2			M	☐ 75000000...	10	Meter Wire	...	☐		

Result

The invoice is booked. 510000136