

SAP PROCEDURE DETAILS

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Creating An Order In SRM

- 1) First go to www.myworkplace.state.pa.us
- 2) SRM Requisitioner and then Shop.
- 3) Next click on the Catalog you are using (COPA Internal Catalog), depending on what you are looking for.

SRM Requisitioner & Shop

This is the COPA Catalog for DGS again it depends on what plant or service you are ordering from as to which one you need to use.

Step 1: Select Goods/Service

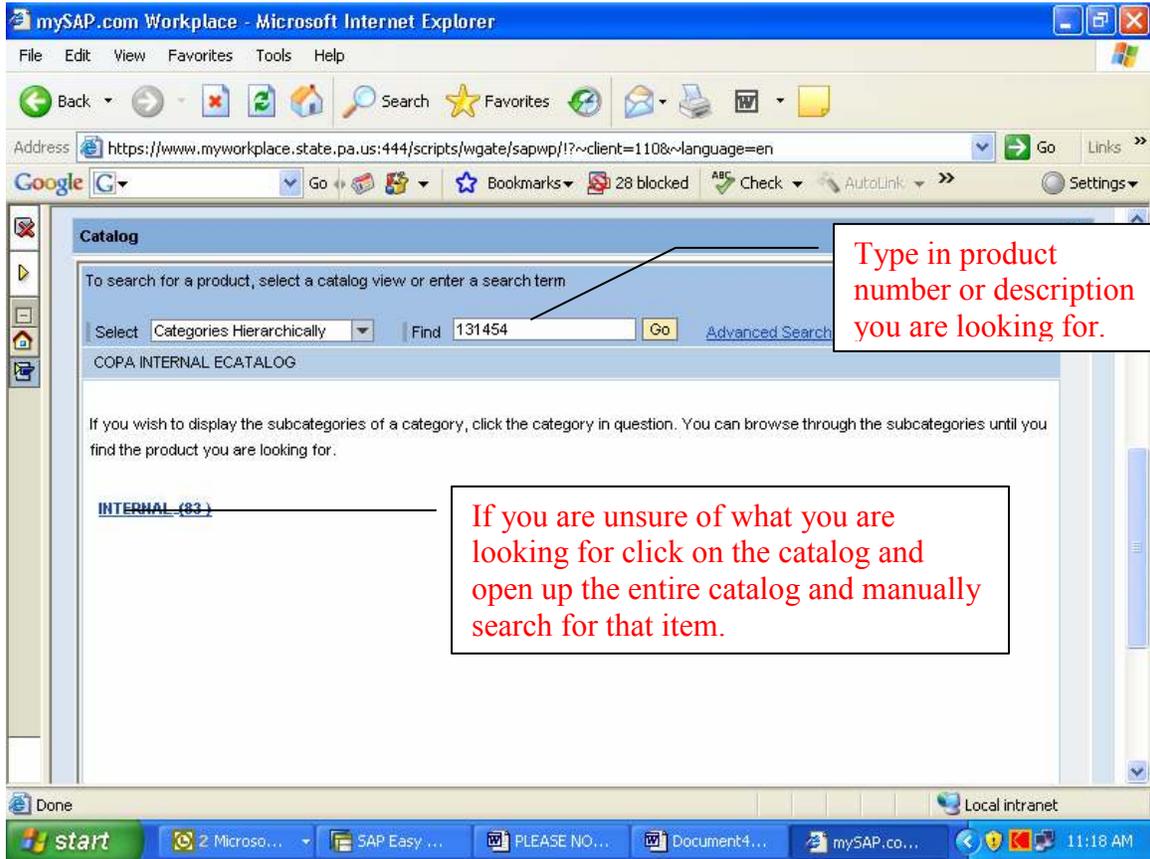
You can add items to the shopping cart using the following methods:

Search in Individual Catalogs:

- Old Purchase Orders and Templates
- Internal Goods/Services
- CI WEBSITE - VIEW ONLY
- COPA INTERNAL ECATALOG DGS
- Copiers - Imagistics
- IT Hardware - Lease
- IT Hardware - Purchase
- MATERIAL/SERVICE CONTRACT CATALOG
- PIBH Products & Services
- Peripherals & Networking Gear
- Software incl MicroSoft Select
- Staples - Imagistics

Not found what you were looking for? Use the following order form:

- 4) This is the screen you should get.
- 5) If you know the product # (Material #) that you are looking for, type that number into the search box and then click on GO (as in the example; Storage Carton/Record Center Box).



NOTE: If you use the catalog option, it will bring up the catalog by pages for you to search manually for those items.

mySAP.com Workplace - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/?~client=110&~language=en>

Google

COPIA INTERNAL ECATALOG - INTERNAL - Item overview for "INTERNAL"

Rows per Page 10 Page 1 of 9

Quantity	Description	Price	Produ...	Su...	Supplier...	Action
1	SCREW DRYWALL 1 1/4 8000/CTN GRABR 368	1.03 USD	131096	DGS	Plant1500	
1	CAP END 1/2 VINYL 10FT RICE	10.79 USD	131095	DGS	Plant1500	
1	RICE DURASAN 1/2 X 4		131097	DGS	Plant1500	
1	RICE DURASAN 1/2 X 4		131098	DGS	Plant1500	
1	BASE BLK 10 L 32/CTN		131094	DGS	Plant1500	
1	CLIP BASE PVC 1		131093	DGS	Plant1500	
1	FLUSH RAIL CORN CAP ALUM 10 FT LONG	32.77 USD	131092	DGS	Plant1500	
1	POSTER PA ST EMPLOYEE FAMILY CARE ACCT	9.98 USD	131061	DGS	Plant1500	
1	LLOYD HATHSON SERIES REGEN DESIGN	84.59 USD	131076	DGS	Plant1500	
1	STRIKE PLATE ALUM ASA STD LIP 4-7/8	1.45 USD	131077	DGS	Plant1500	

Add to Shopping Cart Compare

Local intranet

start 2 Microsoft Out... 2 Microsoft Word SAP Logon Pad 640 mySAP.com Wor... 12:46 PM

- 6) You will need to highlight the line or lines that you want to order.
- 7) Enter the quantity of the item or items that you are ordering.
- 8) Click on Add to Shopping Cart.

mySAP.com Workplace - Microsoft Internet Explorer

Address: https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/!~client=110&~language=en

Results of standard search for search term "131454"

Did you mean... 131431 ?

Rows per Page: 10 Page 1 of 1

Quantity	Description	Price	Produ...	Su...	Supplier ...	Action
25	CARTON RCRD_OPF WLDJECT 32/200# 15x12x10	1.50 USD	131454	DGS	Plant1 500	

Add to Shopping Cart Compare

Local intranet

start 2 Microso... SAP Easy ... PLEASE NO... Document4... mySAP.co... 11:19 AM

Highlight the lines you are ordering and enter the quantity and click on Add to Shopping Cart

- 9) This is the screen you get. Do not be too alarmed about the error messages at the top, as you input information they will go away as long as the information you input is correct.
- 10) Now click on the Details button.

Shopping cart in step 1 or order the shopping cart in step 3.

Messages

- No G/L account was entered. Enter a G/L account (item [CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10](#))
- Error in account assignment for item 1 (item [CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10](#))

Step 2: Shopping Cart

change item details (assets and cost assignment), select the link below or select

Items in Shopping Cart

Food / Service	Description	Category	Required on	Quantity	Price / Limit	Action
131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	ONE PIECE DIE CUT SH	05/02/2007	25	EA 1.50 USD Per EA	 

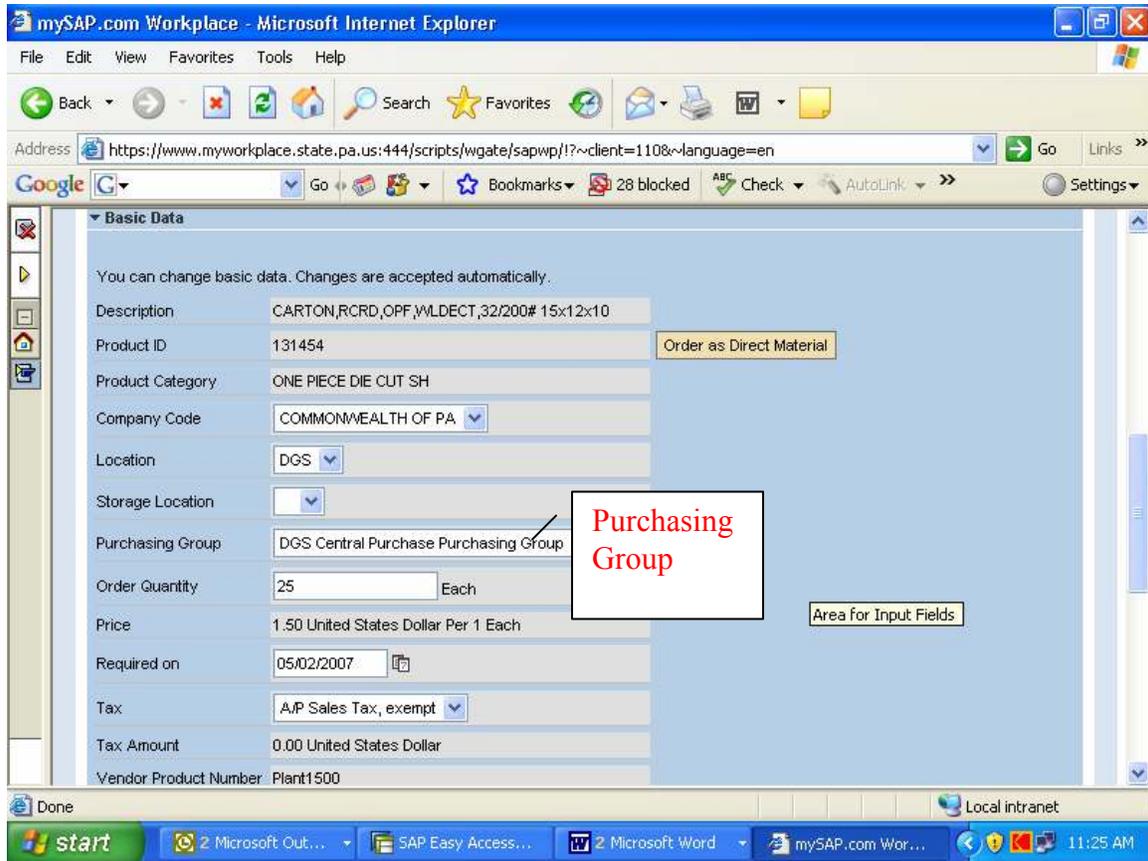
Total Value (Net) : 37.50 USD
Tax Amount : 0.00 USD
Total Value (Gross) : 37.50 USD

refresh Check **Total Value (Gross)** < Back Continue >

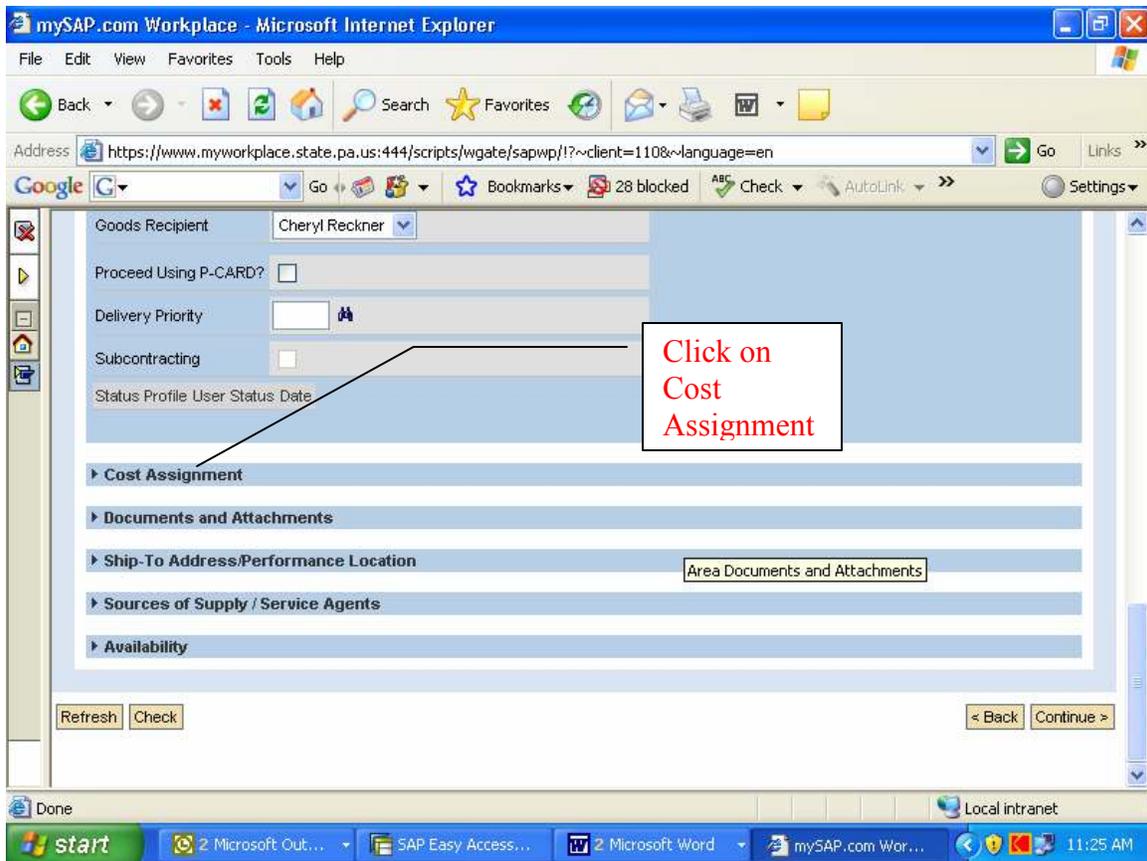
Local intranet

start 2 Microsoft Out... SAP Easy Access... 2 Microsoft Word mySAP.com Wor... 11:24 AM

- 11) This is the screen you get.
- 12) Here make sure you select the drop down on Purchasing Group and pick the one you need.



13) Next you need to click on the Cost Assignment area.



14) Here you enter your Cost Center & GL Account information. You then click on the Details button.

The screenshot displays the mySAP.com Workplace interface within a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/?~client=110&~language=en>. The main content area is titled "Cost Assignment" and includes a sub-section "Account Assignment Overview".

The "Account Assignment Overview" section contains a table with the following data:

Line	Percentage	Assigned to	Description	GL Account	Description	Business Area	Action
1	100.00	Cost Center	1522660260	636/100			 

Below the table, there are buttons for "Cost Distribution", "Copy to Clipboard", "Insert from Clipboard", and "Delete Clipboard". A red callout box with a black border points to the "Assigned to" and "GL Account" columns of the table, containing the text: "Input your Cost Center & GL Account number and then click on the Details button".

At the bottom of the page, there are "Refresh" and "Check" buttons on the left, and "< Back" and "Continue >" buttons on the right. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Outlook, SAP Easy Access, Microsoft Word), and the system clock showing 11:32 AM on a local intranet.

- 15) This is the next screen.
- 16) Here you will enter the Fund number.

mySAP.com Workplace - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/?~client=110&~language=en>

Percentage	Assigned to	Description	GL Account	Description	Business Area
100.00	Cost Center 1522660260		6361100	Office Supplies	15

Cost Center: 1522660260 22nd & Forster

Fund: 5000900001

Funds Center: 1522660000

Commitment Item: 6361100

Functional Area: Area for Input Fields

Controlling Area: COPA

Proceed Using P-CARD?

Delivery Priority:

Subcontracting:

Status Profile User Status Date

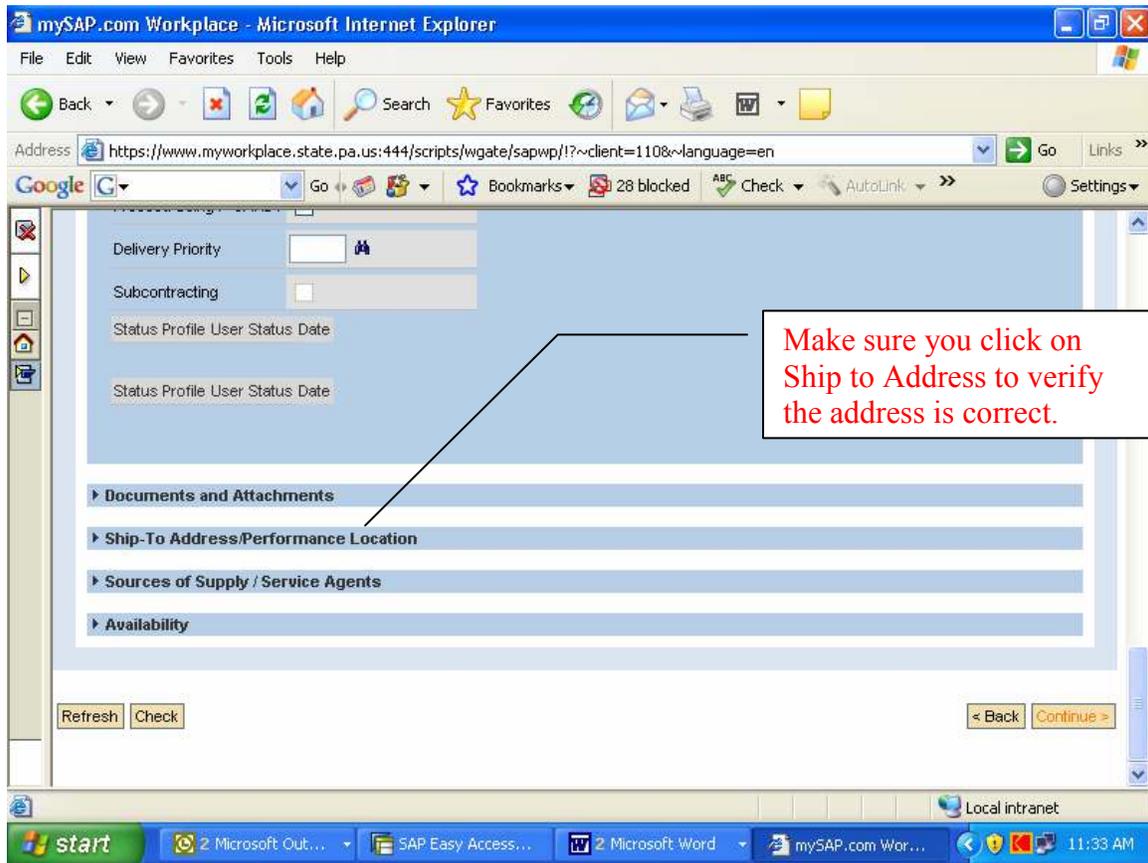
Local intranet

start | 2 Microsoft Out... | SAP Easy Access... | 2 Microsoft Word | mySAP.com Wor... | 11:32 AM

Enter Fund Number and use Scroll to move down

Scroll down

17) Next Scroll down to the Continue button and click on that.



NOTE: Always check your Ship To Address to make sure you have the correct one. If the address is NOT correct use the binoculars to search.

mySAP.com Workplace - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/?~client=110&~language=en> Go Links >>

Google G Go Bookmarks 28 blocked ABC Check AutoLink Settings

Name	EXEC BRANCH
Other Name	Executive Branch
c/o	Bureau of Audits
Telephone Number	717-787-6499
Fax	717-783-6242
E-Mail Address	
Building	1802
Floor / Room	
Street/House Number	4th and Walnut Streets 10th Fl Strawberry Sq.
Postal Code / City	17128 Harrisburg
District	
Postal Code / P.O. Box	
Country	USA
Region	Pennsylvania

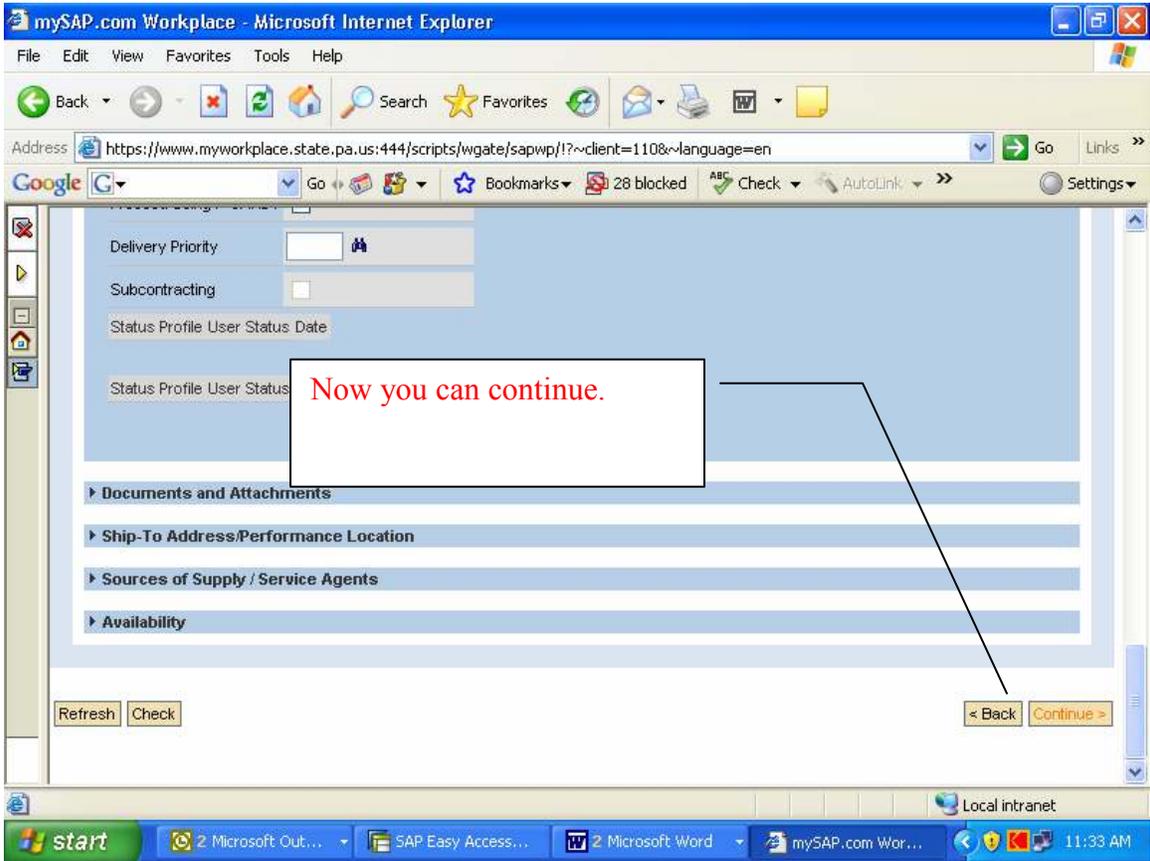
Undo Entries

Area for Input Fields

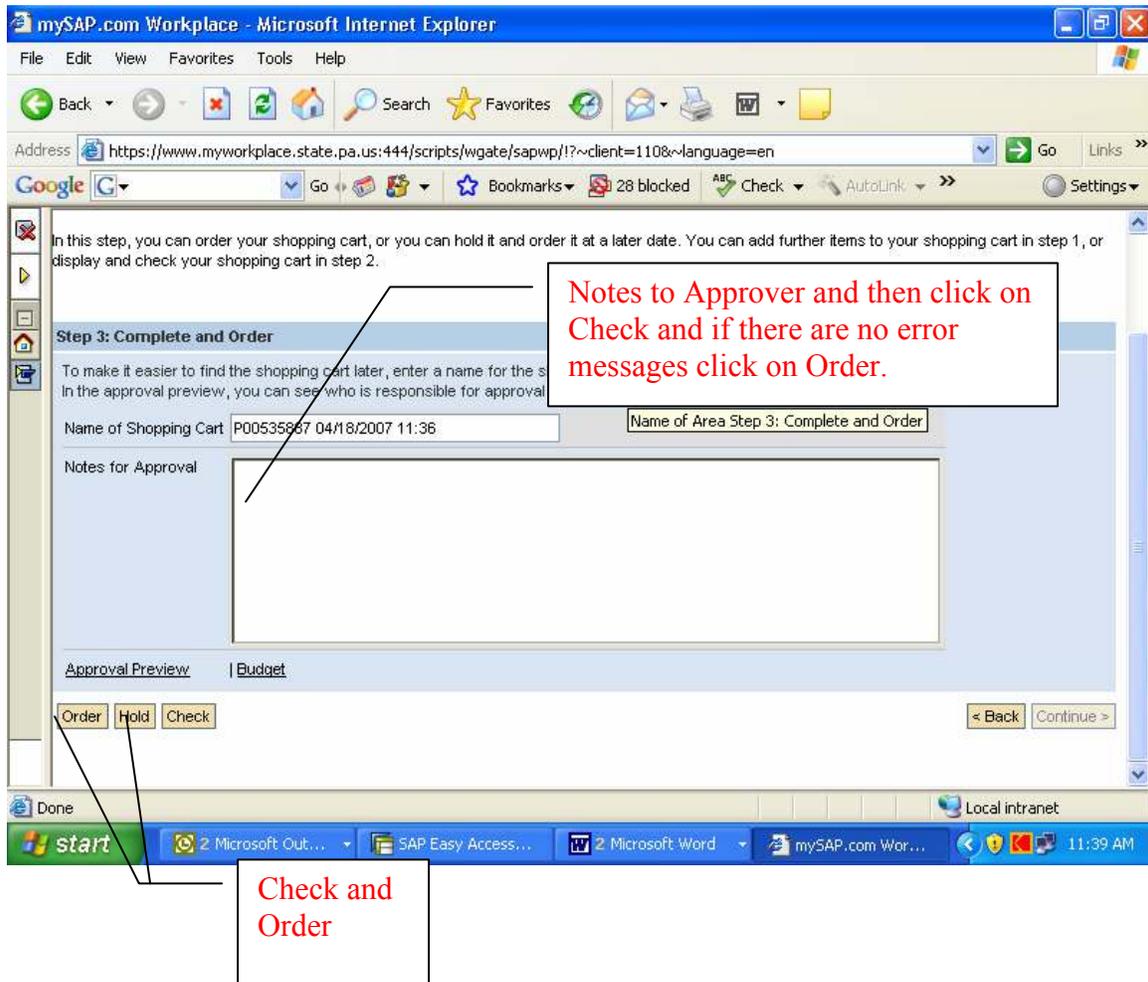
Use the binoculars to search for your correct address.

Done Local intranet

start 2 Microsoft Out... 2 Microsoft Word SAP Logon Pad 640 mySAP.com Wor... 12:54 PM



- 18) This is your next screen
- 19) Here you can input any notes to your approver.
- 20) Next click on Check and as long as there are no error messages you can now Order.



21) This is the next screen you will get.

22) Here you can print off your shopping cart, check status or create a new shopping cart.

NOTE: You should always print off your shopping cart to have your cart number for future reference if you need to inquire or track it down.

Shopping Cart Created with Name/Number: **P00535887 04/18/2007 11:36 / 10150478**

Shopping Cart Number

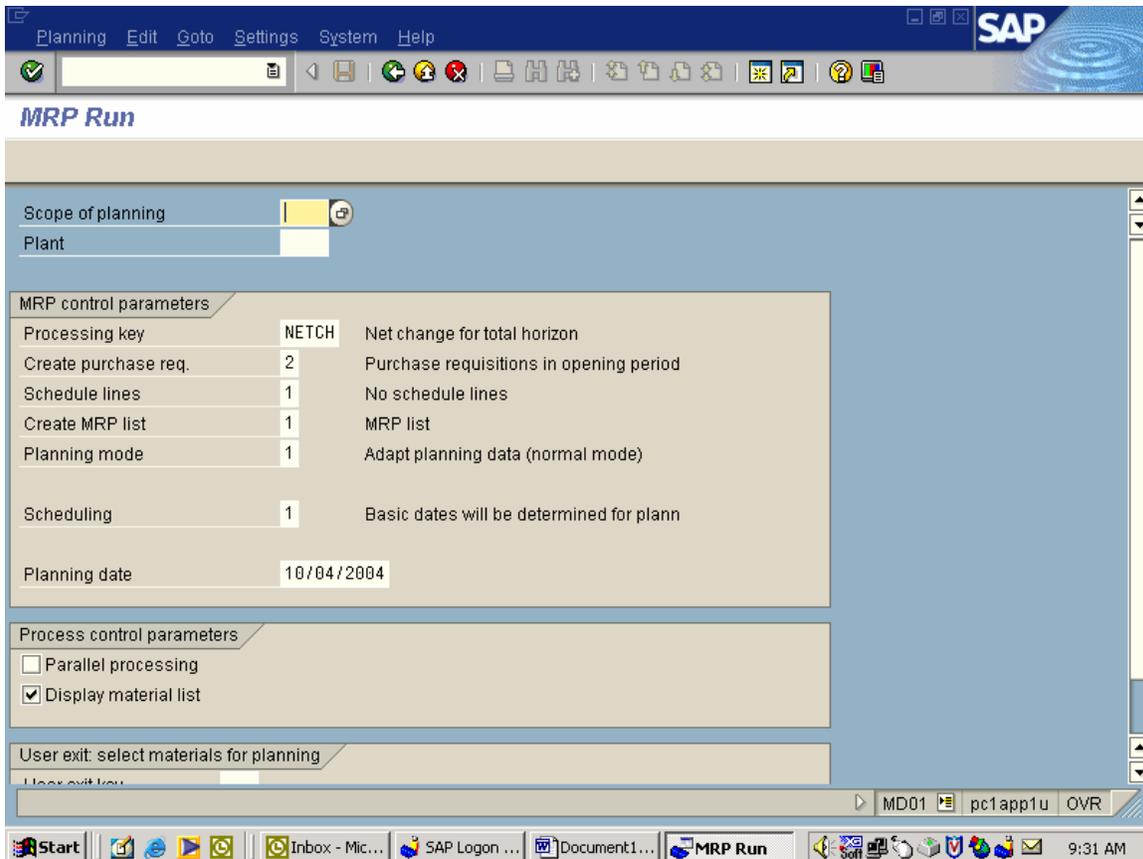
Print out your Shopping Cart for reference in case you have to call customer service or the warehouse to check on your order. All your information will be on that including your shopping cart number.

Goods/Services	Description	Quantity	Category	Required on	Value
131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	25 Each	ONE PIECE DIE CUT SH	05/02/2007	37.50 USD

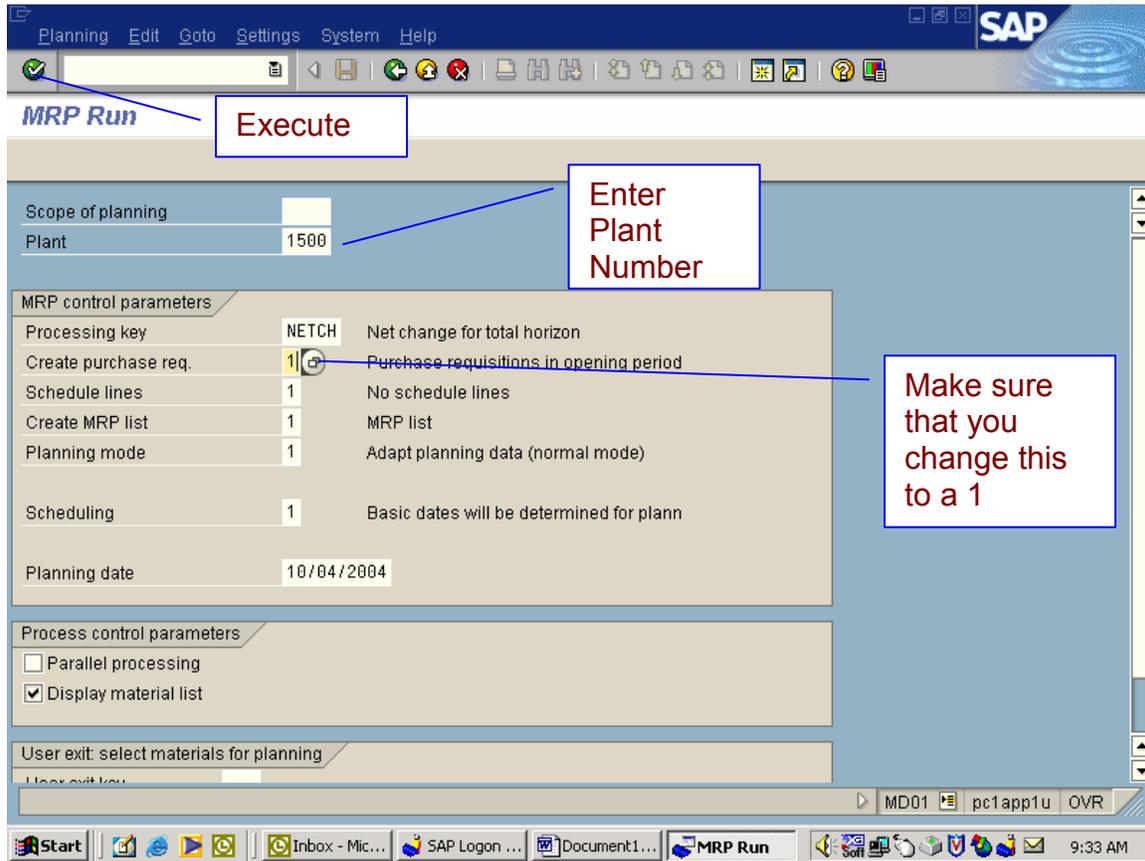
[Print Shopping Cart](#)
[Check Status](#)
[Create new Shopping Cart](#)

Material Replenishment Planning (Mrp Run)

1) Type in transaction MD01

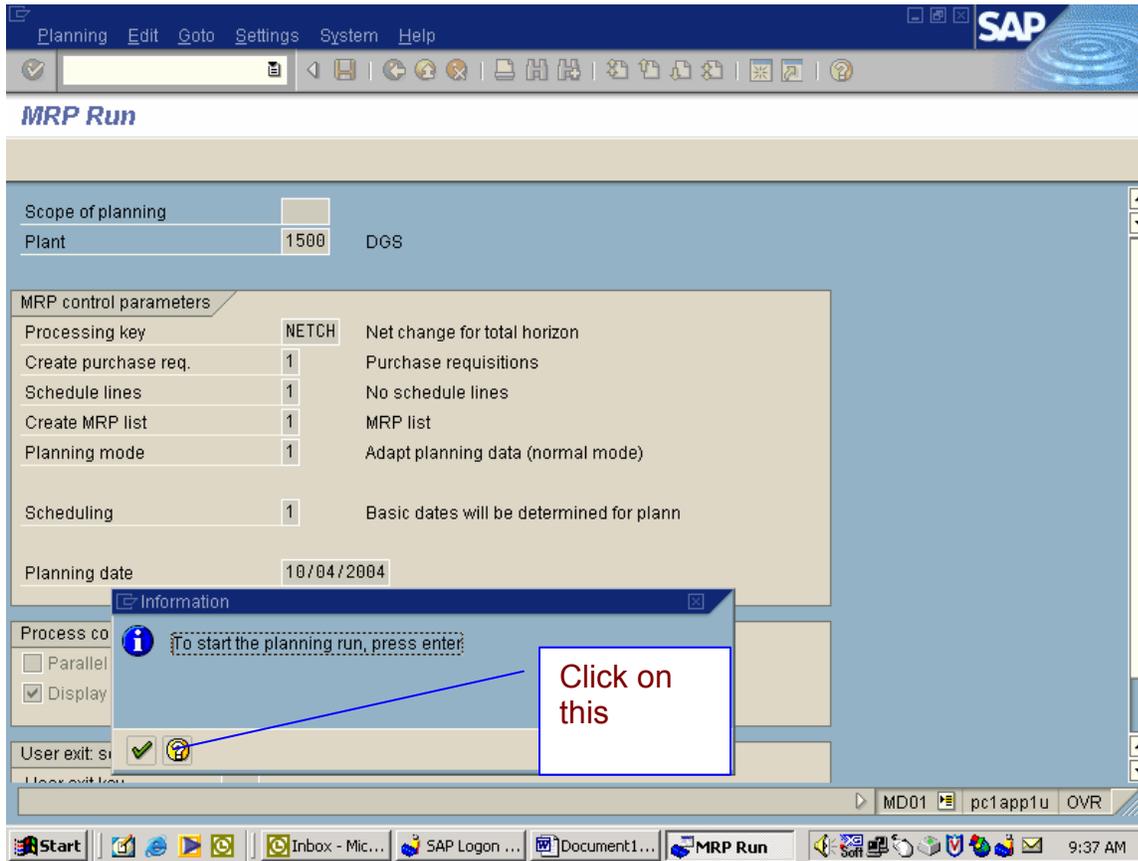


- 2) Enter plant number: 1500.
- 3) Make sure Create Purchase Reg is a 1, if not than change to a one.



You will get a message to check Input perimeters than hit execute

4) Click on the check mark in the blue box to continue



- 5) This is the screen you will get. Then you will back out of this screen to continue on the next step.

The screenshot shows the SAP MRP Run interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'MRP Run'. Below the title, there are three buttons: 'MRP list', 'Curr.list', and 'Except.grp'. The main content area is divided into several sections: 'Planned materials' with a table header, 'Statistics' with a text area, 'Database statistics', and 'Run-time statistics' with a table. A callout box with a blue border and red text points to the back button in the toolbar, stating 'Use this to back out'. The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system tray showing the time as 9:39 AM.

MRP Run

MRP list Curr.list Except.grp

Planned materials

Displa	Time	Lev	Plnt	Material	Selection group
--------	------	-----	------	----------	-----------------

Statistics

Materials planned
Materials with new exceptions
Materials with terminated MRP list
Parameters / 1500 / NETCH 1 1 1 1 1 / 10/04/2004

Database statistics

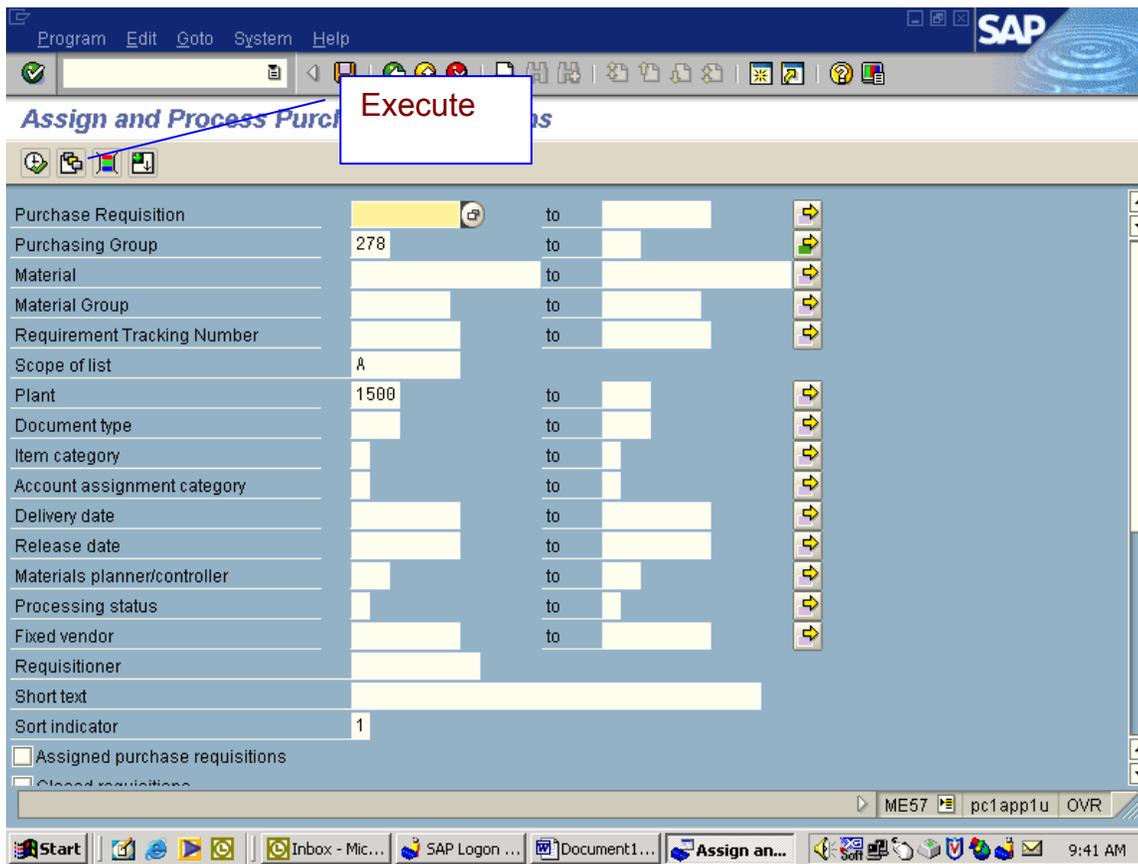
Run-time statistics

Start of planning run	09:37:54
End of planning run	09:37:54

MD01 pc1 app1u OVR

Start | SAP Logon ... | Document1... | MRP Run | 9:39 AM

- 6) Type in transaction ME57. When you get this screen click the execute with the clock in it.



- 7) This is the screen you get. You then select the print icon at top, on the next screen click on continue and print your copy of the materials that need to be ordered.

Print

Assign and Process Purchase Requisitions

Assign automatically | Assignments | Assignment | Without vendor | Assign manually

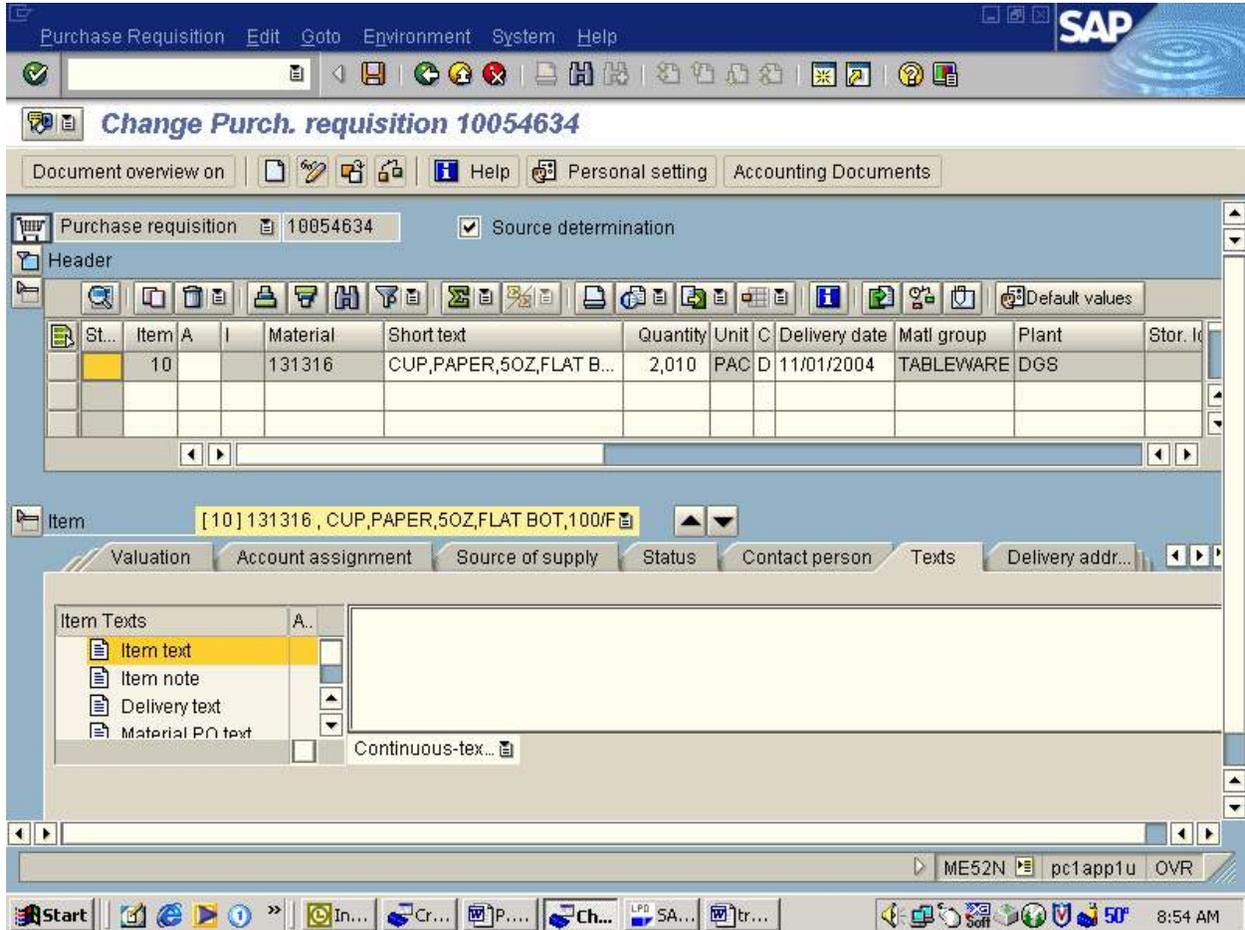
Material	Short text	P6p	Mat. gp.
Requisn. Item	Requested qty. Un	Deliv. date	Requester
S C R Qty. I A	Ordered qty. Un	Release date	Trackg.no.
			Plant SLoc
			SPl. MC
<input type="checkbox"/> 130970	FORM,STD-504,DEPT CORR ENV,12X16,500/CAR	278	076000
10053702 00010	60 CAR D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 131316	CUP,PAPER,50Z,FLAT BOT,100/PAC,25 PK/CTN	278	073020
10054634 00010	2,050 PAC D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 130972	FORM,STD-509,CALL MEMORANDUM,10PD/PKG	278	075008
10055969 00010	657 PAC D 11/12/2004	D6S Warehouse	1500
N B NB	10/04/2004		278
<input type="checkbox"/> 130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	278	075007
10055970 00010	100 PAC D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 131065	TELEPHONE DIRECTORY,COMMONWEALTH	278	075000
10055971 00010	930 EA D 11/12/2004	D6S Warehouse	1500
N B NB	10/04/2004		278

ME57 | pc1 app1u | OVR

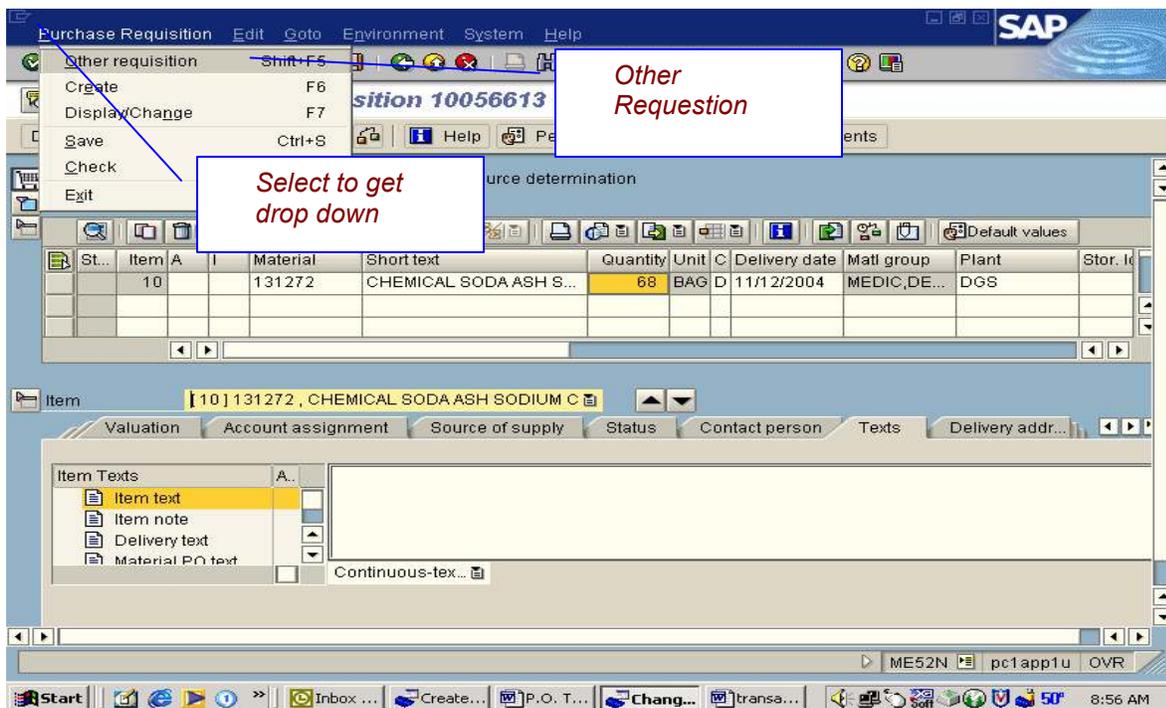
Start | Inboxes - Mic... | SAP Logon ... | Document1... | Assign an... | 9:43 AM

Create A Purchase Order

1) Type in transaction ME52n to change purchase req. This is the screen you will get.



2) Select purchase req at top and choose other request.

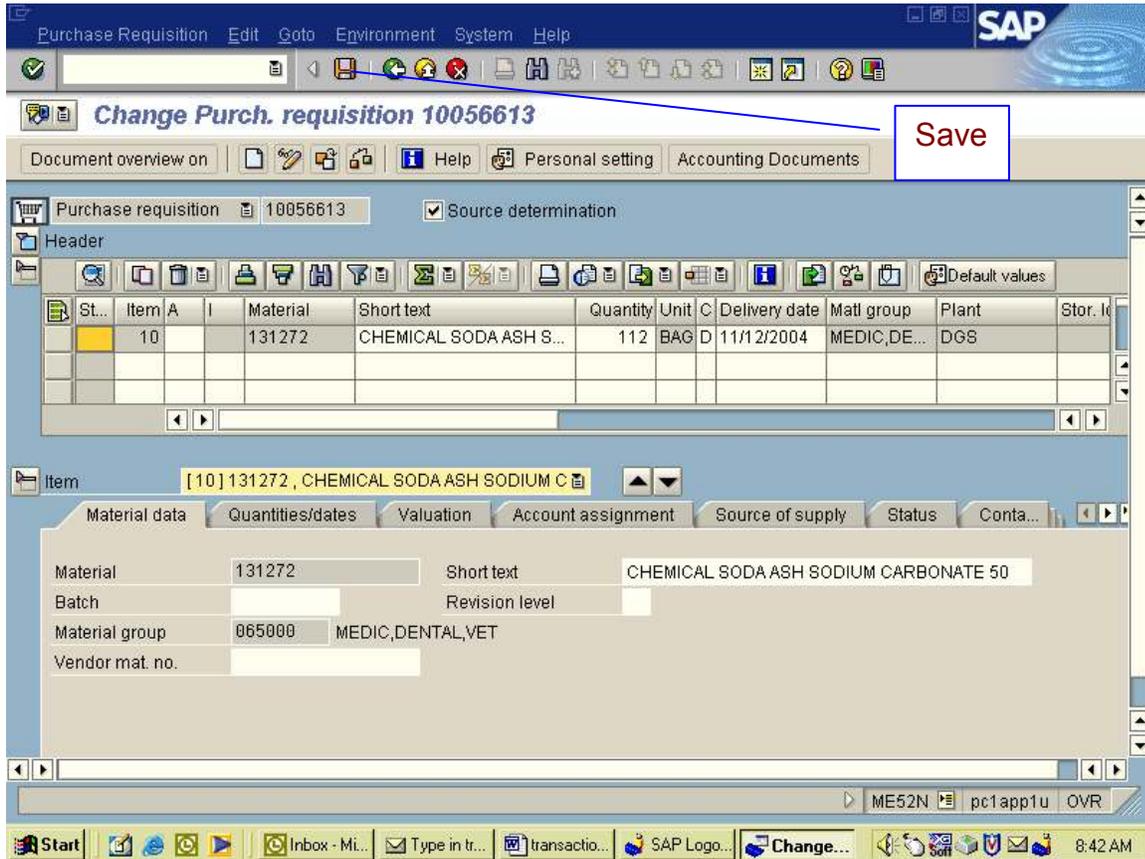


- 3) This is the screen you will get. In the Select Document box you will enter the Purchase Requisition Number.

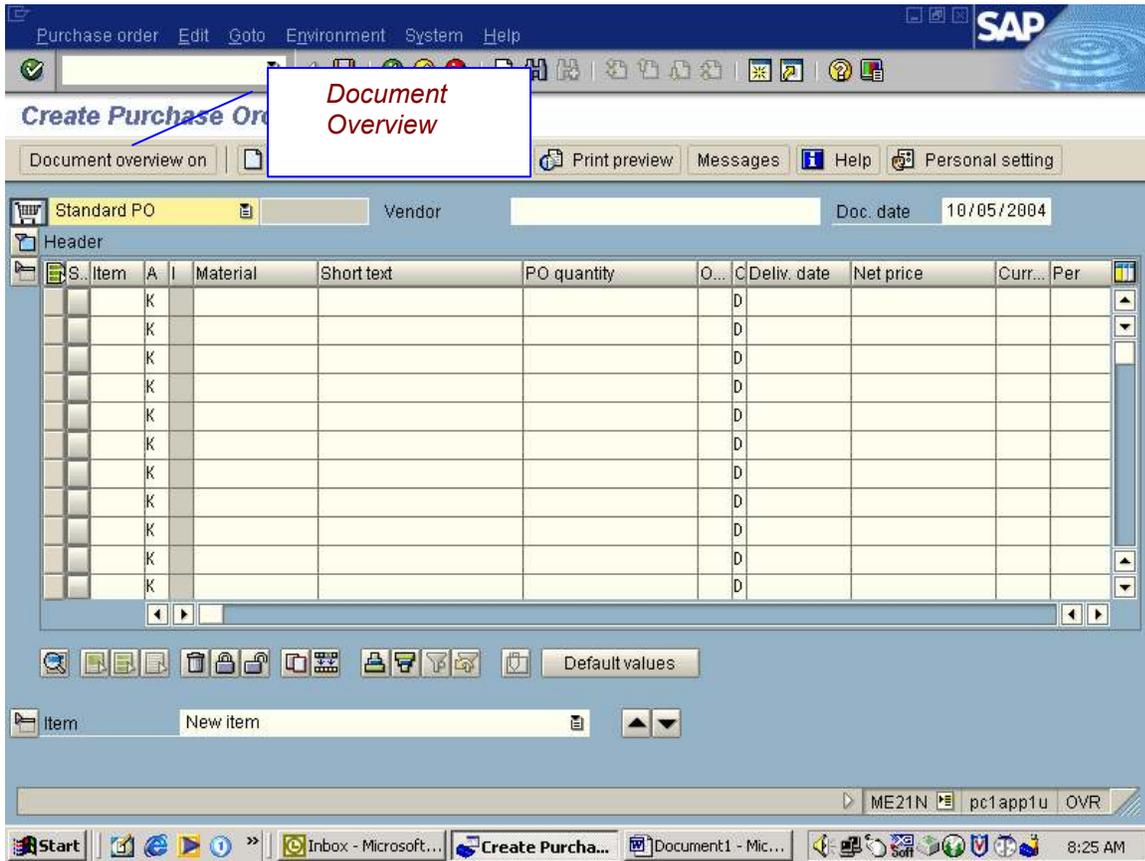
The screenshot shows the SAP 'Change Purch. requisition 10056613' interface. A 'Select Document' dialog box is open, showing 'Purchase requisition' selected with the number '10056613'. Below this, there are radio buttons for 'Pur. order' and 'Purch. requisition', with 'Purch. requisition' selected. An 'Other document' button is also visible. A blue box with the text 'Enter req. number here.' has an arrow pointing to the input field containing '10056613'. In the background, a table lists items with columns for Quantity, Unit, Delivery date, Mat group, Plant, and Stor. loc. The first row shows 'SODA ASH S...' with a quantity of 68, unit BAG, delivery date 11/12/2004, and plant MEDIC, DE... Below the table, there are tabs for 'Valuation', 'Account assignment', 'Source of supply', 'Status', 'Contact person', 'Texts', and 'Delivery addr...'. The 'Texts' tab is active, showing a list of 'Item Texts' including 'Item text', 'Item note', 'Delivery text', and 'Material PO text'. A blue box with the text 'Next select other doc.' has an arrow pointing to the 'Other document' button. The SAP logo is in the top right corner, and the Windows taskbar is visible at the bottom.

Quantity	Unit	Delivery date	Mat group	Plant	Stor. loc.
68	BAG	11/12/2004	MEDIC, DE...	DGS	

- 4) This is the screen you get. When document comes up you can change or delete.
- 5) Then you select save.



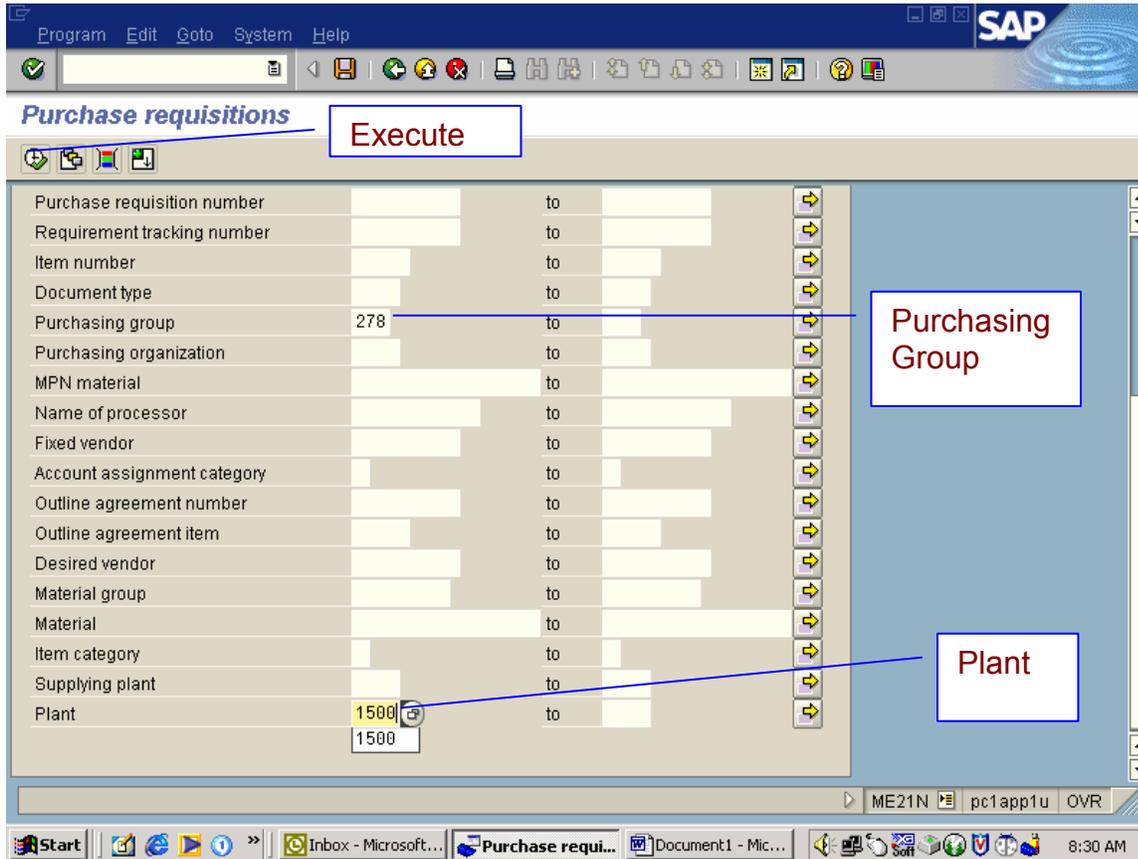
- 6) Type in transaction ME21n for OFF CONTRACT PO's. This is the screen that you will get.
- 7) Click Document Overview on



9) Select Purchase Req.

The screenshot shows the SAP ME21N 'Create Purchase Order' interface. At the top, the title bar reads 'Purchase order' with menu options 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with icons for document overview, save, print, and help. The main window title is 'Create Purchase Order'. A sub-toolbar contains 'Document overview off', 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The main area is divided into a left sidebar and a central table. The sidebar shows 'No variant defined' and a list of document types: Change, Remove, Purchase orders, Requests for quotations, Contracts, Scheduling agreements, General purchasing documents, Purchase requisitions (highlighted), My purchase orders, Purchase orders on hold, My purchase requisitions, and My purchase orders. The central table has columns: S. Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, and Net pri. The table contains several rows with 'K' in the 'S. Item' column. A callout box with a blue border and red text 'Select Purchase Req.' points to the 'Purchase requisitions' menu item. At the bottom, there is a 'New item' field and a 'Default values' button. The taskbar at the very bottom shows the Start button, several open applications (Inbox, Create Purcha..., Document1), and the system clock at 8:26 AM.

- 10) This is the screen you get. Here you will enter Purchasing Group and Plant.
- 11) Then click on Execute.



This is the next screen.

Purchase order Edit Goto Environment System Help

SAP

Create Purchase Order

Document overview off Save without check Print preview Messages Help Personal setting

Standard PO Vendor

Header

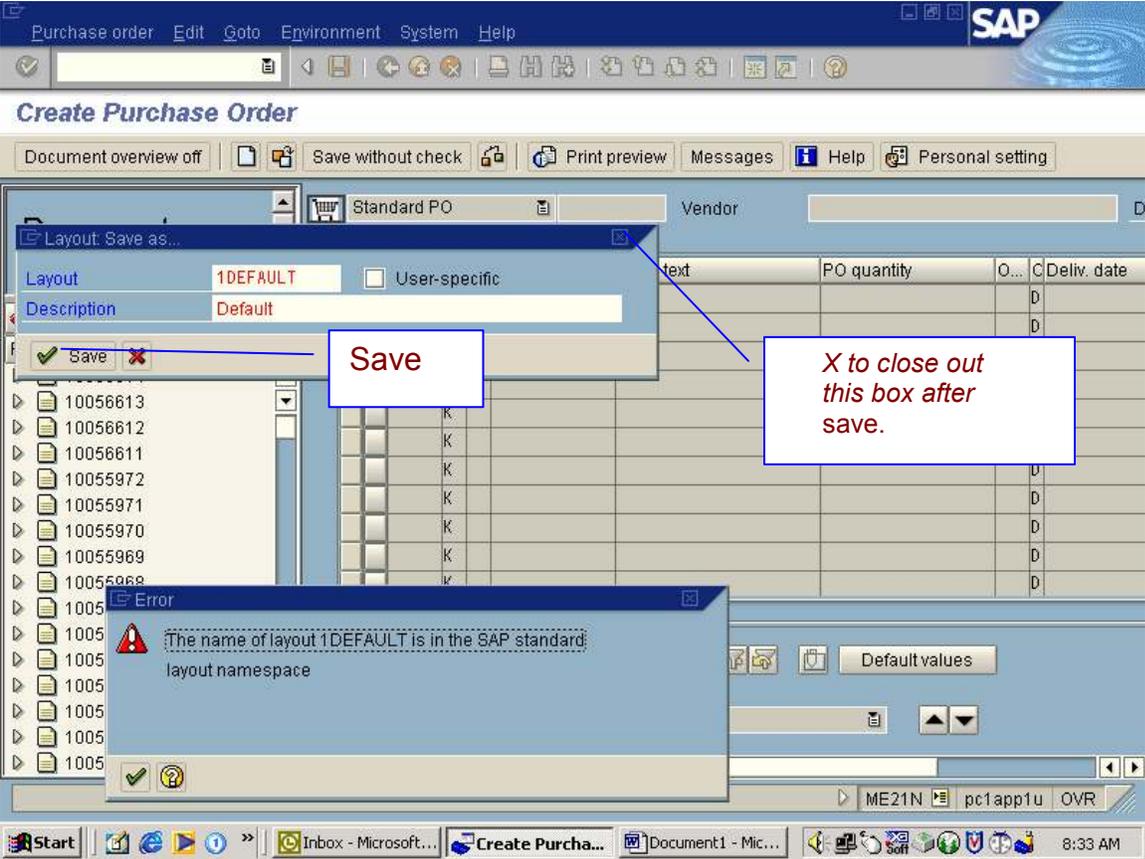
S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date
	K								D
	K								D
	K								D
	K								D
	K								D
	K								D
	K								D
	K								D
	K								D
	K								D

Item New item

ME21N pc1app1u OVR

8:32 AM

- 13) Click on Save on the top box, Then on Click on Green check on bottom box. The Layout save will reopen, close out by clicking on the X
This will save your purchase req. screen if you are doing more than one purchase order.



14) Find Purchase req that you need and drag and drop into the shopping cart and then you can turn the Document overview off.

The screenshot shows the SAP ME21N 'Create Purchase Order' interface. The 'Document overview' is currently turned off, as indicated by the 'Document overview off' button in the top toolbar. A list of purchase requisitions is visible on the left, with the following items:

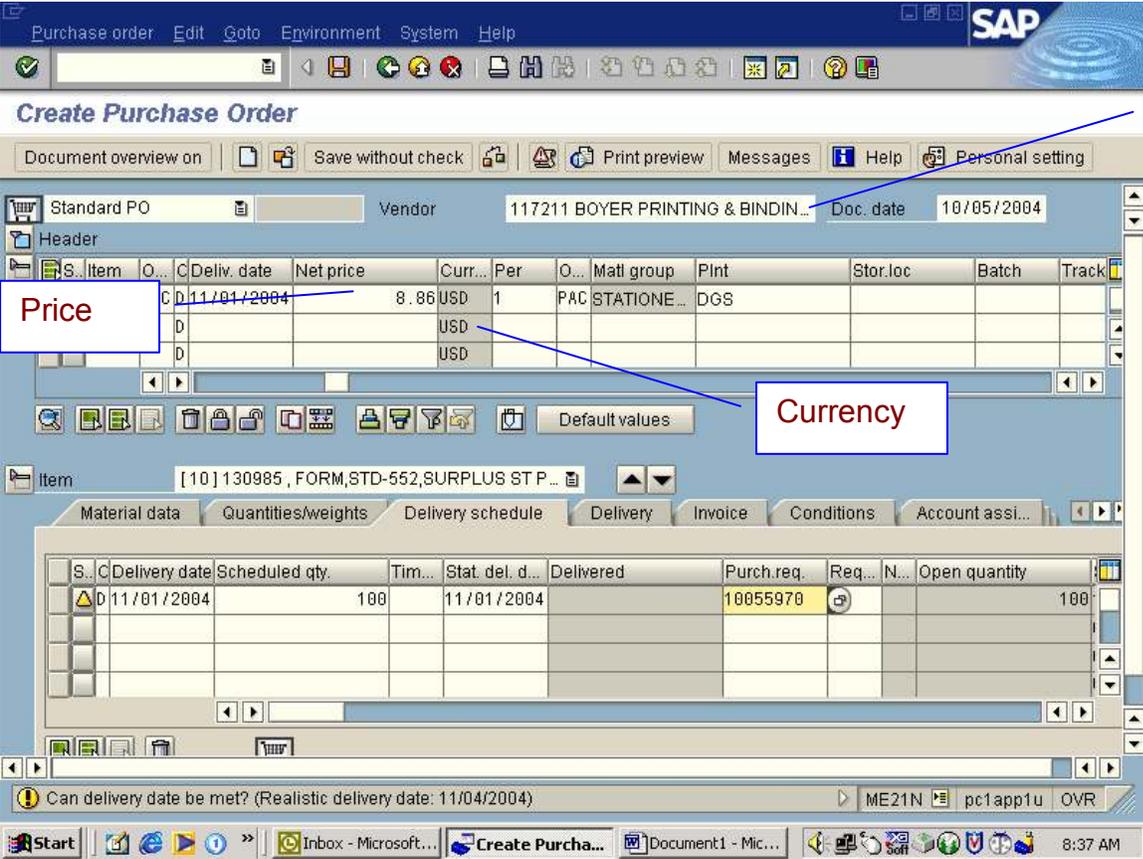
Purch.req./Req. item
10056614
10056613
10056612
10056611
10055972
10055971
10055970
10055969
10055968
10054635
10054634
10054633
10054632
10053706
10053705
10053704

The main table displays a list of items with columns for S., Item, A, I, Material, Short text, PO quantity, O..., and C Deliv. date. The 'Item' field is currently set to 'New Item'. The interface includes a top menu bar with 'Purchase order', 'Edit', and 'Help'. The bottom status bar shows 'ME21N', 'pc1app1u', 'OVR', and the time '8:32 AM'.

Annotations in the image include:

- A box pointing to the 'Document overview off' button with the text: *Turn off after you drag*
- A box pointing to the list of purchase requisitions with the text: *Pick out your Pur. Req.*
- A box pointing to the main table with the text: *Drag and Drop into Shopping Cart*

15) Enter Vendor Number, Price, Currency and Per Pack Quantity.



Vendor Number

Price

Currency

16) Under Delivery Tab, Enter 10%

The screenshot displays the SAP 'Create Purchase Order' interface. At the top, the title bar reads 'Purchase order' with menu options 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar, a toolbar contains icons for document overview, saving, printing, and help. The main header area shows 'Standard PO' and 'Vendor 117211 BOYER PRINTING & BINDIN...' with a document date of '10/05/2004'. A table lists items, with the first item having a quantity of 10, a net price of 8.86 USD, and a delivery date of 11/01/2004. The 'Delivery' tab is active, showing fields for 'Overdeliv. tol.' and 'Underdeliv. tol.', both set to 10%. A red box with the text 'Enter 10% Here' points to the 'Underdeliv. tol.' field. Another red box with the text 'Delivery Tab' points to the 'Delivery' tab label. The bottom of the screen shows a Windows taskbar with the Start button, several open applications, and the system clock at 8:38 AM.

S. Item	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Batch	Track
10	PAC	D	11/01/2004	8.86	USD	1	PAC	STATIONE...	DGS			
		D			USD							
		D			USD							

Overdeliv. tol. 10 % Unlimited
Underdeliv. tol. 10 %
Shipping instr.
Stock type Unrestricted use
Rem. shelf life D
QA control key
Reminder 1
Reminder 2
Reminder 3
No. reminders 0
Plnd dely time 30
GR proc. time 1 Latest GR date
 Goods receipt
 GR non-valuated
 Deliv. compl.

17) Under text enter Delivery Instructions.

The screenshot displays the SAP 'Create Purchase Order' window. At the top, the title bar reads 'Purchase order' with menu options 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is visible in the top right corner. Below the title bar, a toolbar contains various icons for document management and navigation.

The main window is titled 'Create Purchase Order' and features a 'Document overview on' section with buttons for 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The header information includes 'Standard PO', 'Vendor: 117211 BOYER PRINTING & BINDIN...', and 'Doc. date: 10/05/2004'.

A table lists the items in the purchase order:

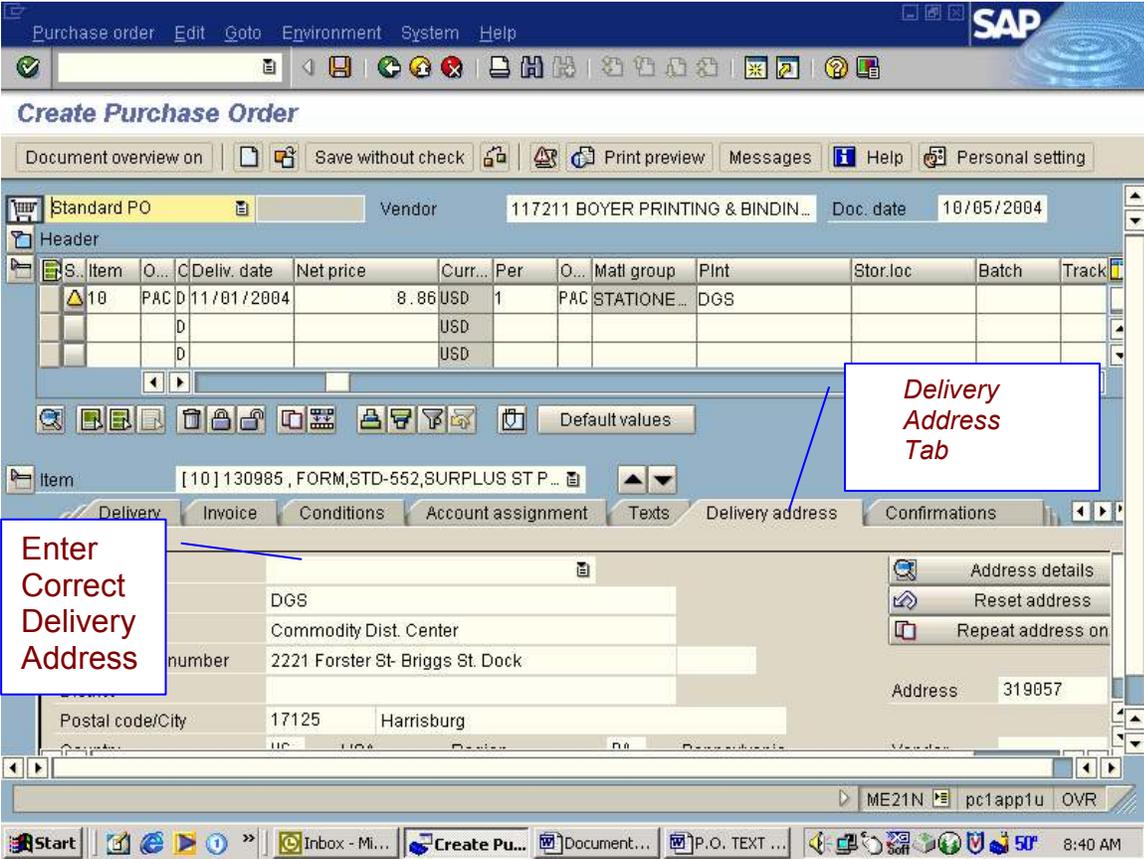
S. Item	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Batch	Track
10	PAC	D	11/01/2004	8.86	USD	1	PAC	STATIONE...	DGS			
		D			USD							
		D			USD							

Below the table, there are navigation tabs: 'Delivery schedule', 'Delivery', 'Invoice', 'Conditions', 'Account assignment', 'Texts', and 'Delivery address'. The 'Texts' tab is selected, showing a list of 'Item Texts' on the left and a text area on the right. The 'Shipping Instruction' is highlighted in the list. The text area contains the following instructions:

PLEASE MARK ALL CARTONS WITH MATERIAL # AND PO#.
PO# MUST BE ON BILL OF LADING, FAILURE TO MARK THE CARTONS WILL RESULT
IN REFUSAL OF SHIPMENT.
PLEASE CONTACT BILL BEATTIE OR ROBIN HETRICK 717-787-6147 X 3235 OR
3234
WAREHOUSE DELIVERY HOURS ARE MONDAY THRU FRIDAY 8:00 AM TO 3:00PM

A blue callout box with the text 'Delivery Instructions' points to the text area. The bottom of the window shows the Windows taskbar with the Start button, several open applications, and the system clock displaying '8:39 AM'.

18) Enter the correct Delivery Address.



- 19) Do a print preview and make sure all your information is correct.
- 20) Hit the go back arrow and then click on save.

Text Edit Goto System Help

SAP

Print Preview for YPCC Page 00001 of 00001

Go back

ORIGINAL Page 1 / 1
Purchase Order No.
Purchase Order Date: 10/05/2004

Please Deliver To:
DGS
Commodity Dist. Center
2221 Forster St- Briggs St. Dock
Harrisburg PA 17125

Please Bill To:
Commonwealth of Pennsylvania
DGS 27525
CS Comptroller Office
PO Box 2769
Harrisburg, Pennsylvania 17105-2769

with us: 117211

Address:
NG & BINDING CO
17042-0509

Vendor Fax Number: 717-272-9698

Purchaser:

ME21N pc1app1u OVR

Start | Inbox - Mi... | Print Pre... | Document... | P.O. TEXT ... | 8:41 AM

Click on save in next screen (when you back)

- 21) Your Purchase order number is on the bottom of your screen.
- 22) You will then open up a new session and go to ME9f

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains a 'Document overview on' section with buttons for 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The 'Standard PO' header is visible, showing 'Vendor' and 'Doc. date 10/05/2004'. A table with columns 'S...', 'Item', 'O...', 'C', 'Deliv. date', 'Net price', 'Curr...', 'Per', 'O...', 'Matl group', 'Plnt', 'Stor.loc', 'Batch', and 'Track' is present. Below the table is a 'Default values' button. The 'Item' section shows 'New item'. At the bottom, a status bar displays 'Standard PO created under the number 4500169899'. The Windows taskbar at the very bottom shows the Start button, several open applications, and the system clock at 8:43 AM.

Creates a new session

Purchase Order Number

23) All information should already be here. Next click on Execute with the clock.

The screenshot displays the SAP Message Output window. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The window is titled 'Message Output' and contains two main sections: 'Purch. doc. data' and 'Message data'. The 'Purch. doc. data' section includes fields for Document number (4500169809), Vendor, Purchasing organization, Purchasing group (278), Document type, and Document date. The 'Message data' section includes fields for Application (EF), Message type, Transmission time-spot, Processing status (0), Creation date, and Time created (00:00:00). A 'Print preview (Shift+F8)' button is located in the top right of the 'Purch. doc. data' section. A blue box labeled 'Execute' points to a clock icon in the top left of the window. Another blue box labeled 'Purchase Order Number' points to the document number field.

Purch. doc. data	
Document number	4500169809
Vendor	
Purchasing organization	
Purchasing group	278
Document type	
Document date	

Message data	
Application	EF
Message type	
Transmission time-spot	
Processing status	0
Creation date	
Time created	00:00:00

- 24) This is your next screen. Check the box and the click on Output message.
25) The PO will print out if it is under \$3000.00, If it is over it will go to the comptrollers office for approval.

The screenshot shows the SAP Message Output interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Message Output' and contains a toolbar with 'Output message', 'Display message', 'Message detail', and 'Trial printout'. A 'Print preview (Shift+F8)' button is also visible. Below the toolbar is a table with the following data:

Doc. date	PGr	Name 1	Vendor	Purch. doc.			
10/05/2004	278	BOYER PRINTING & BINDING CO	117211	4500169899			
<input checked="" type="checkbox"/>	NEU	EN	117211	BA	10/05/2004 08:39:27 3	P00406896	YPCC - Default Windows Printer

Two blue boxes with red text provide instructions: 'Check this' points to the checked checkbox in the table, and 'Then select output message' points to the 'Output message' button in the toolbar. The bottom of the screen shows a Windows taskbar with the Start button, several application icons, and the system clock showing 8:44 AM.

26) If your PO is over \$3000.00, go to ME23n and take a screen shot of this for in the file until it comes back from comptrollers office approved.

Drop down and select Hardcopy to print screen shot

27) You will have to check periodically to see if they are approved. Go to ME22n and pull up the PO in question. Open up the top header and select Release Strategy. If there is a yellow triangle it is still not approved. When you get a green check mark it is approved and you will be able to print it off by going into ME9f.

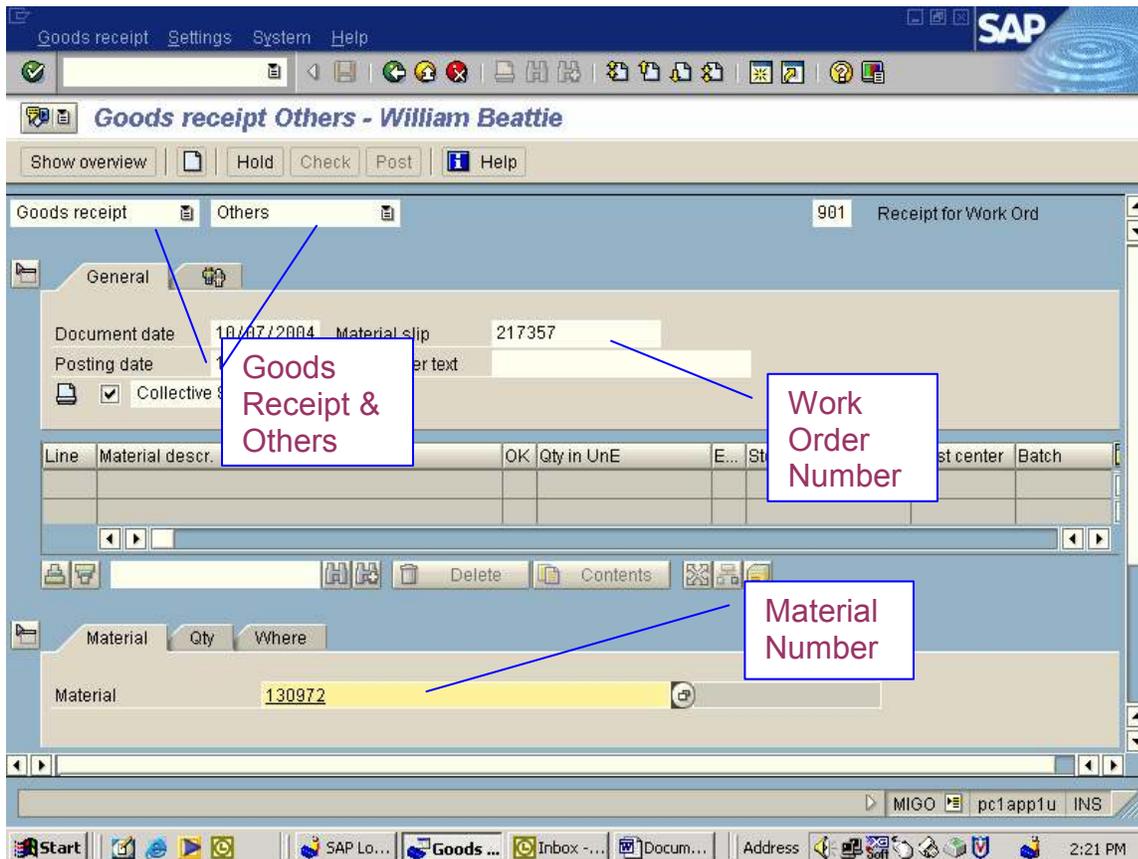
The screenshot displays the SAP ME22N interface for a purchase order. The top header shows the document type as 'Standard PO' and the PO number as '4500167719'. The vendor is '163483 FLOR DRI SUPPLY CO INC'. The 'Release strategy' tab is selected, showing a release group of 'Z1 PROC RELEASE' and a release strategy of '05 SUPP & SERV > 3K'. A table of release options is visible, with the first row having a yellow background and a green checkmark in the 'Release options' column. The table data is as follows:

Code	Description	Release options
02	COMPROLLER	✓

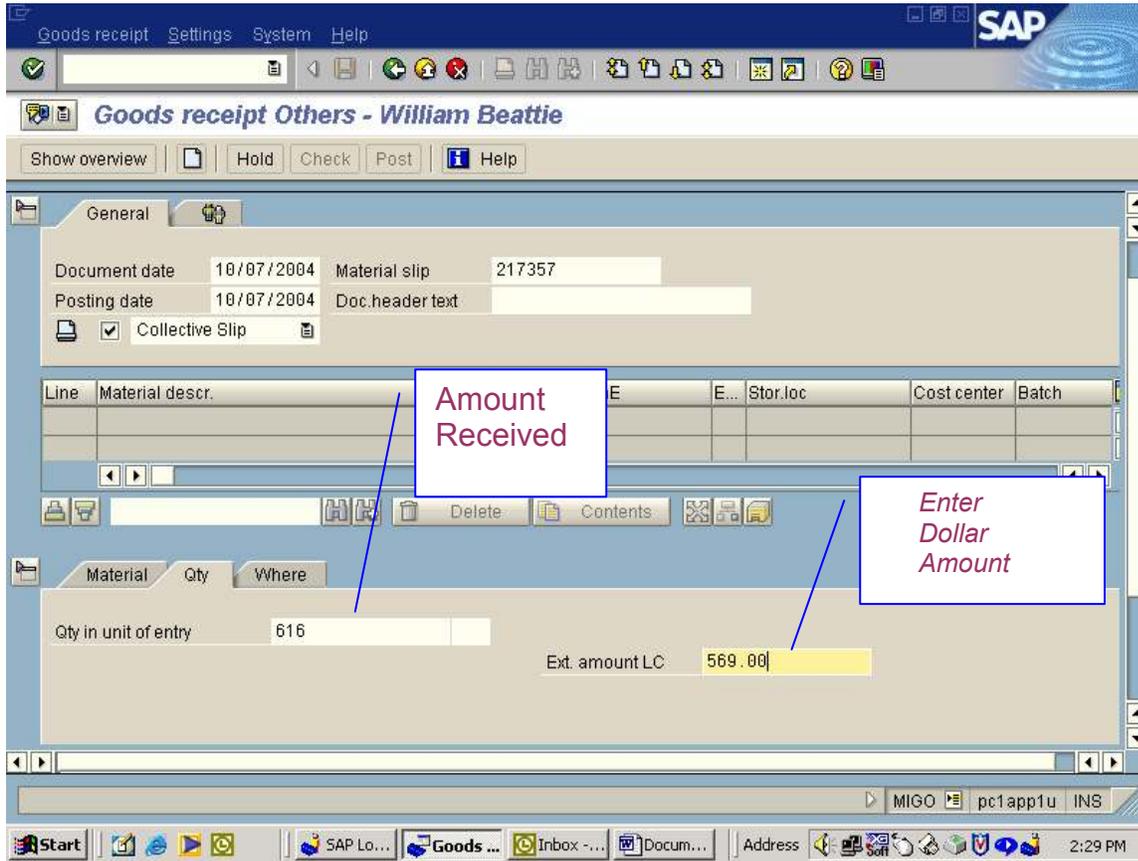
Below the release strategy section, a table of items is shown. The first item is '10' with material '131270' and description 'CALCIUM CHLORIDE,50...'. The net price is 7.23 USD. The bottom of the screen shows the SAP taskbar with the current transaction 'ME22N' and the user 'pc1app1u'.

Receiving Std Forms From Print Shop

- 1) Get the Work Order from purchasing agent.
- 2) Call Greg Juris at 787-8884 for price of quantity actually ordered
- 3) Type in transaction MIGO click on Enter.
- 4) General Tab – enter the Work Order number
- 5) Material Tab – enter the Material number



- 6) Quantity Tab – enter the amount actually received not ordered. Enter the number not the unit of issue.
- 7) Enter the dollar amount.



- 8) Where Tab - enter the Plant and Location
- 9) Hit Green check or enter. You will now have a new tab.

The screenshot shows the SAP MIGO 'Goods receipt Others' screen. The title bar includes 'Goods receipt Others - William Beattie'. The main window has tabs for 'Material', 'Qty', 'Where', and 'Acct. ass.'. The 'Where' tab is active, showing fields for 'Plant' (DGS) and 'Storage location' (Sup&SurForster). Annotations with blue boxes and arrows point to the 'Enter' button in the top bar, the 'Where' tab, the 'Acct. Ass. Tab' label, and the 'Plant' and 'Storage location' fields.

Line	Sta...	Material descr.	Qty in UnE	E...	Stor.loc	Cost center	Batch
1	○○○	FORM,STD-509,CALL MEMORANDUM,10PD/PKG	616	PAC	Sup&SurForster	1522640000	

Annotations:

- Enter**: Points to the green checkmark button in the top bar.
- Where**: Points to the 'Where' tab.
- Acct. Ass. Tab**: Points to the 'Acct. ass.' tab.
- Enter Plant and Location**: Points to the 'Plant' and 'Storage location' fields.

- 10) Acct. Ass. Tab – Here you will put your Funds Center, Cost Center and Fund.
- 11) Make sure the Item OK box is checked.
- 12) Click on Check. In the lower left corner of your screen you will get a message of Document OK. If there are any red stops you must correct these before completing.
- 13) Click on Save. Your Material Document number will be on the lower left of your screen. In red write the Material Document number, sign and date the Work order and return to Purchasing Agent.

The screenshot shows the SAP 'Goods receipt Others - William Beattie' window. The interface includes a menu bar (Goods receipt, Settings, System, Help), a toolbar with icons for Save, Check, Post, and Help, and a main data entry area. A table at the top shows a single line item with material description 'FORM,STD-509,CALL MEMORANDUM,10PD/PKG', quantity '616.000', and a checked 'OK' box. Below the table, the 'Acct. ass.' tab is active, showing fields for 'Funds center' (1522640000), 'Cost center' (1522640000), and 'Fund' (5000904001). A 'More' button is visible next to the Fund field. At the bottom left, there is a 'Check Item OK' checkbox which is checked. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 2:31 PM. Several red callout boxes with blue borders point to specific elements: 'Save' points to the Save icon in the toolbar; 'Check' points to the Check icon; 'Funds Center Cost Center Fund' points to the respective fields in the 'Acct. ass.' tab; 'Check Item Ok' points to the 'Check Item OK' checkbox; and 'Material Number will be here' points to the 'Material' field in the 'Acct. ass.' tab.

Save

Check

Funds Center
Cost Center
Fund

Check Item Ok

Material Number will be here

Receiving Commodities

- 1) Type in transaction MIGO and click enter.
- 2) Type in PO Number and click on enter.

Enter

The screenshot shows the SAP MIGO (Goods Receipt) transaction interface. The title bar reads "Goods receipt Purchase order - William Beattie". The main window has tabs for "Goods receipt" and "Purchase order". The PO number "4500167719" is entered in the top right field. A callout box with the text "Type in PO number" points to this field. Below the header, there are fields for "Document date" (10/07/2004), "Posting date" (10/07/2004), "Delivery note", "Bill of lading", and "HeadText". A table with columns "Line", "Material descr.", "OK", "Qty in UnE", "E...", "Stor.loc", "Batch", and "Valuation t..." is visible. The bottom status bar shows "MIGO pc1app1u INS" and the system clock "12:52 PM".

This is the screen that you will get.

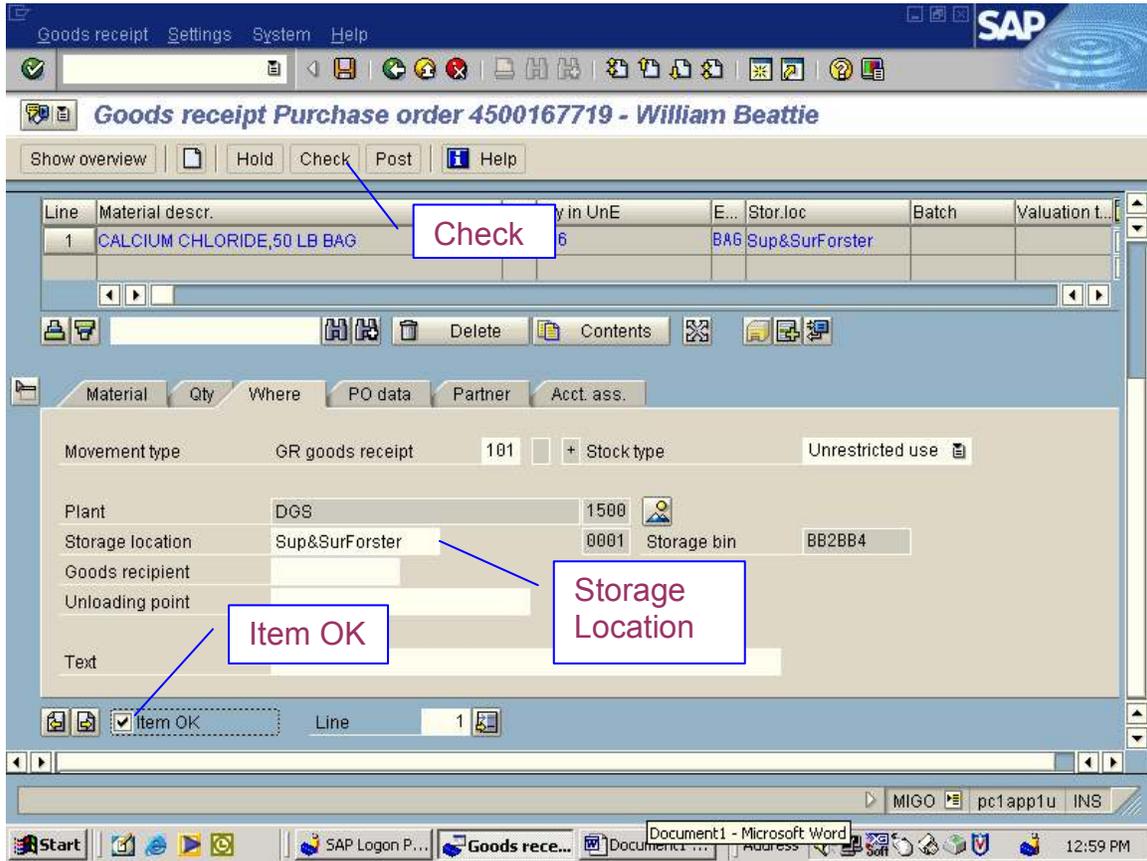
- 3) On the Qty. tab, enter the amount that was actually received.

The screenshot displays the SAP MIGO (Goods Receipt) interface. At the top, the title bar reads "Goods receipt Purchase order 4500167719 - William Beattie". Below this, there are navigation buttons: "Show overview", "Hold", "Check", "Post", and "Help". The main area is divided into several tabs: "General", "Vendor", "Material", "Qty", "Where", "PO data", "Partner", and "Acct. ass.". The "General" tab is active, showing fields for "Document date" (10/07/2004), "Posting date" (10/07/2004), "Delivery note", "Bill of lading", "Vendor" (FLOR DRI SUPPLY CO INC), and "HeadText". A table below lists the line items:

Line	Material descr.	OK	Qty in UnE	E...	Stor.loc	Batch	Valuation t...
1	CALCIUM CHLORIDE, 50 LB BAG	<input type="checkbox"/>	10,752		BA6 Sup&SurForster		

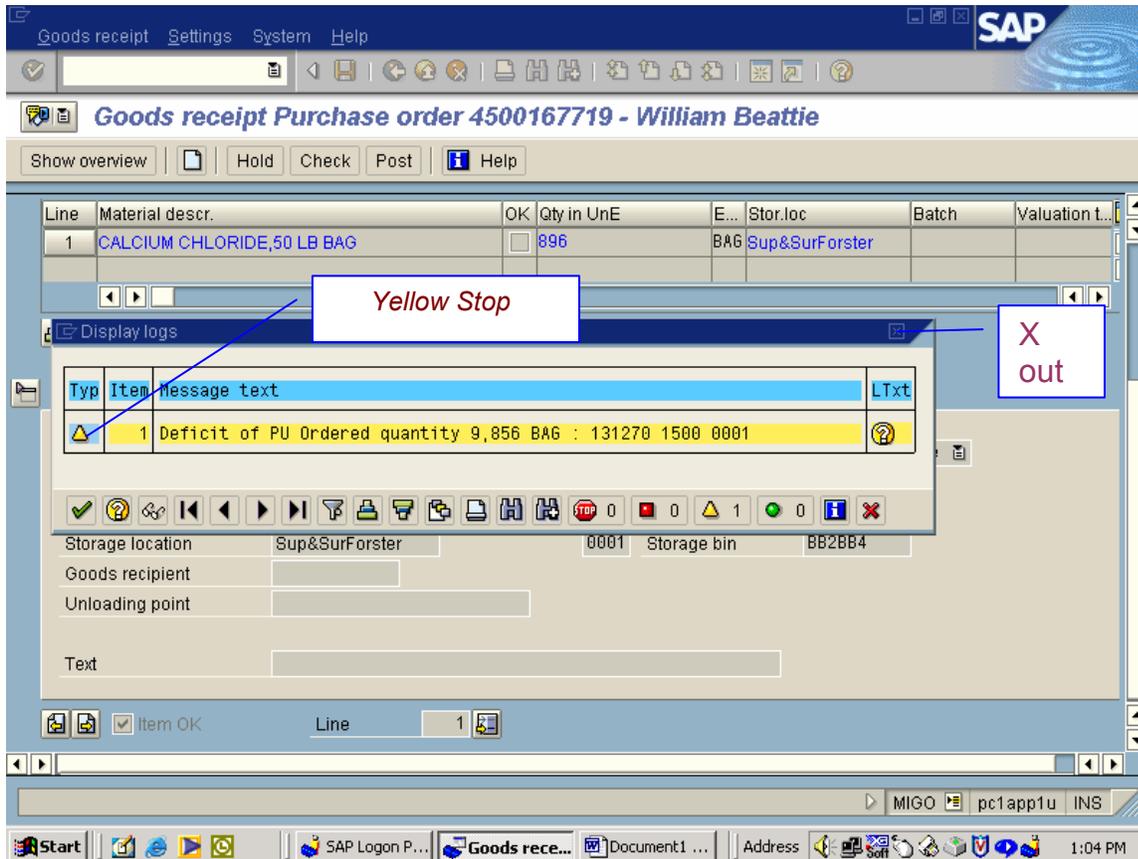
Below the table, there are buttons for "Delete" and "Contents". The "Qty" tab is highlighted, and a callout box with the text "Enter the amount received" points to the "Qty" field in the "Qty" tab. The "Qty" tab shows "Qty in unit of entry" as 10,752 and "Qty in SKU" as 10,752, both with "BA6" in the adjacent field. The bottom of the screen shows the SAP taskbar with the "MIGO" application icon and the system clock at 12:56 PM.

- 4) Click on the Where tab, here you check to see if the storage location is correct. If not, change to correct plant.
- 5) Click Item OK, then click on Check.

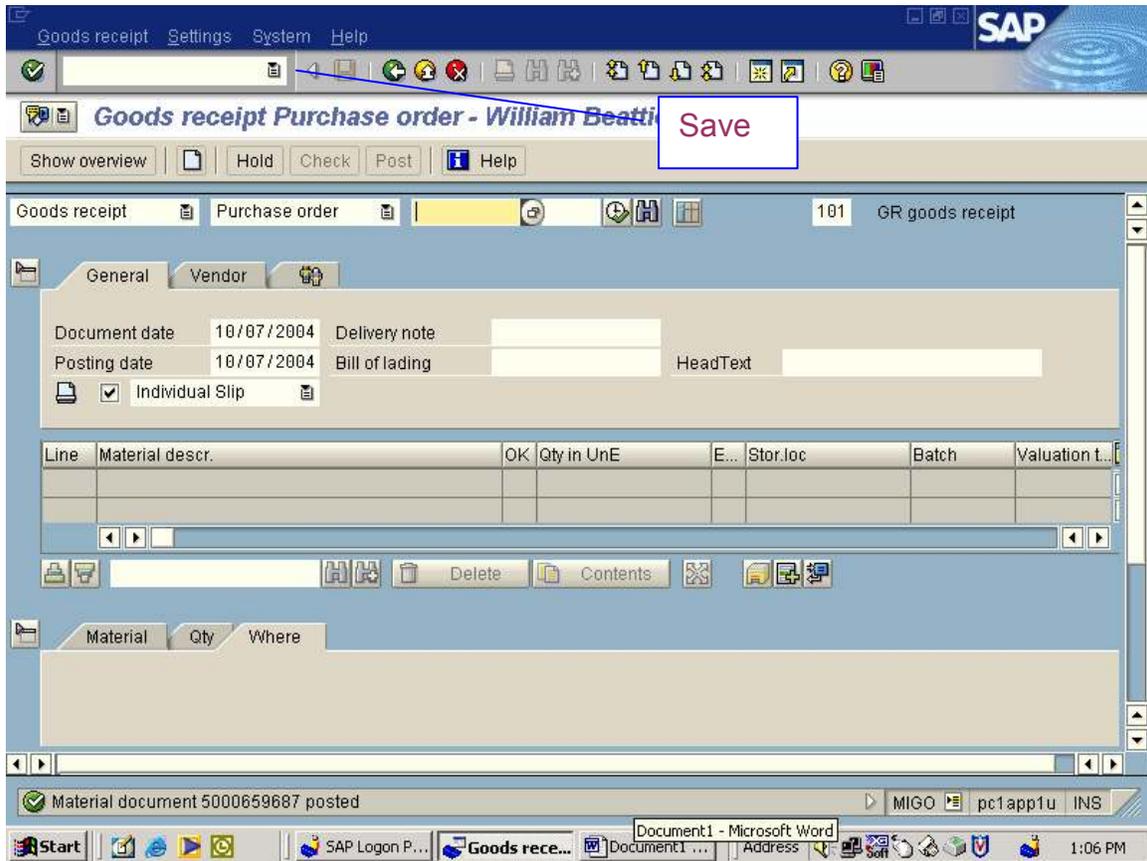


This is the screen that you will get.

- 6) You can just X out of this. You will get green or yellow light. If you get red stop you will receive message at the lower left hand corner telling you what needs to be corrected.

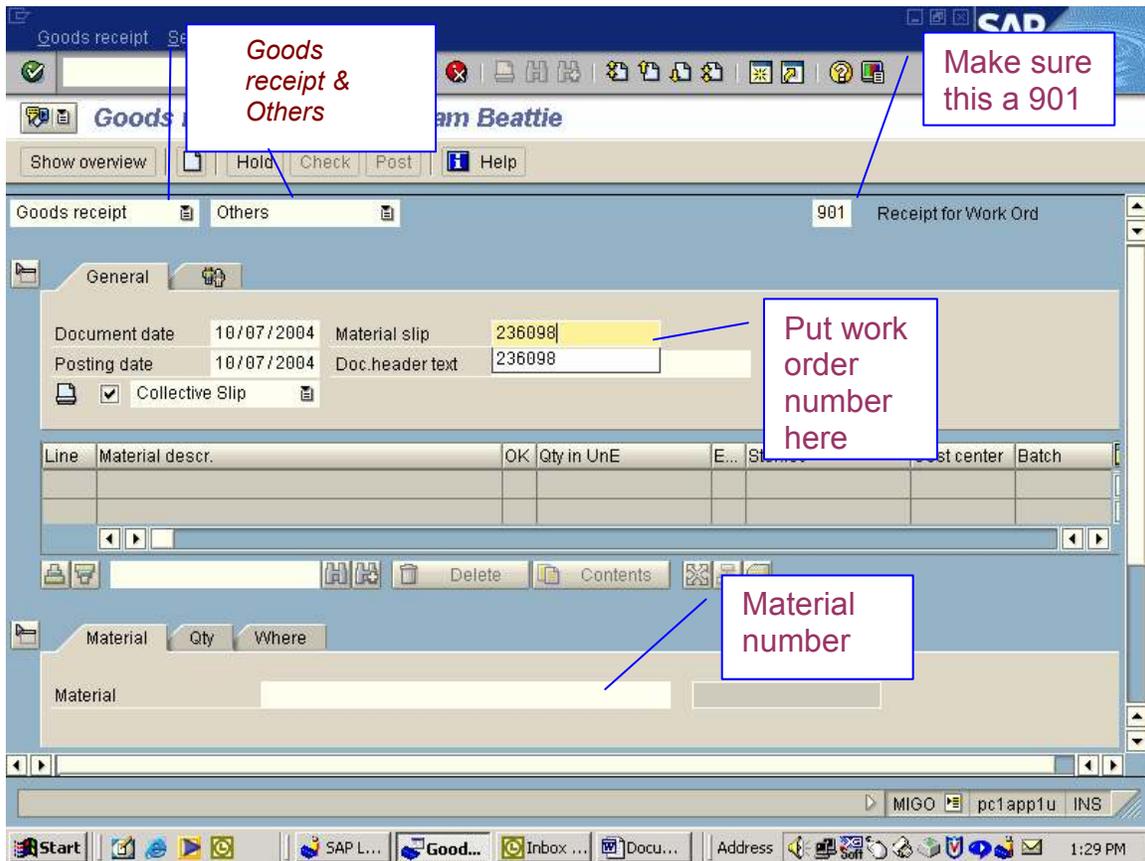


- 7) Click on Save. A Goods Receipt will appear on the lower left toolbar.
- 8) You will write the Goods Receipt number on the PO, along with the amount received and the pallet count in red ink. You also need to sign and date the document. Return the PO to Purchasing Agent.

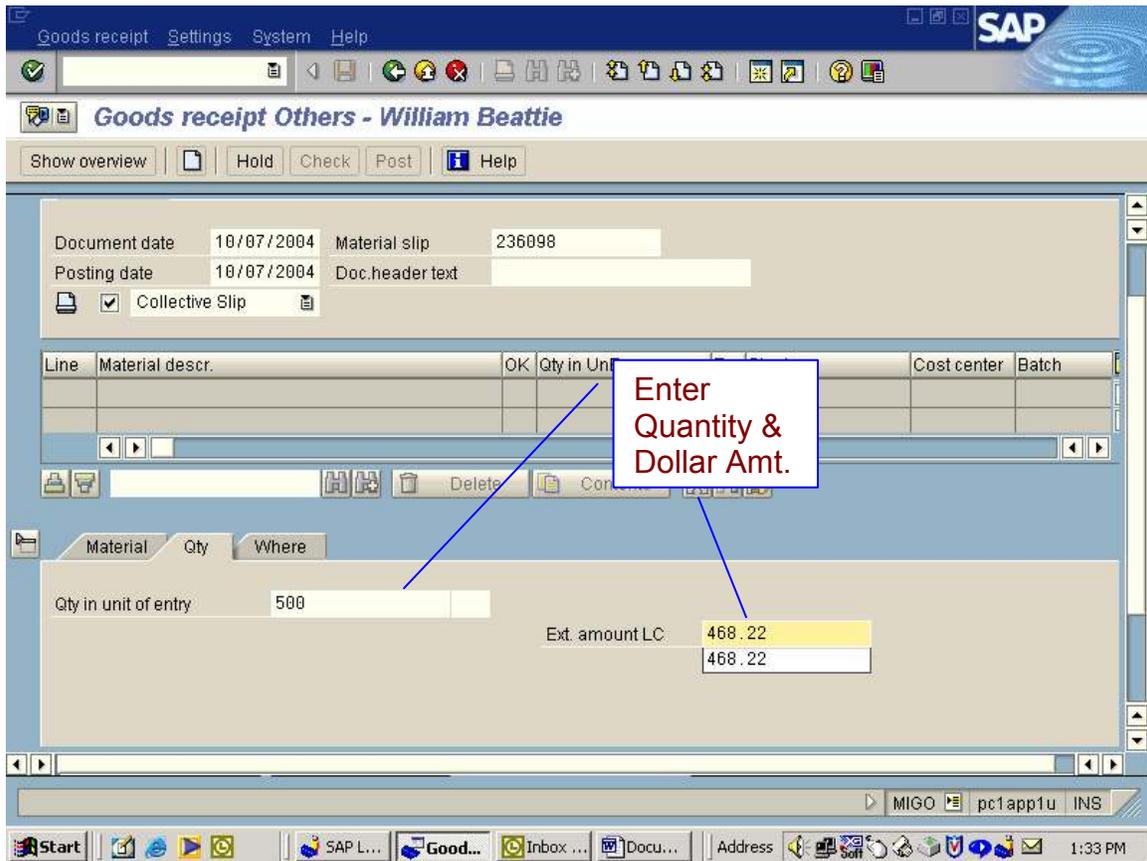


Receiving Health Forms From Print Shop

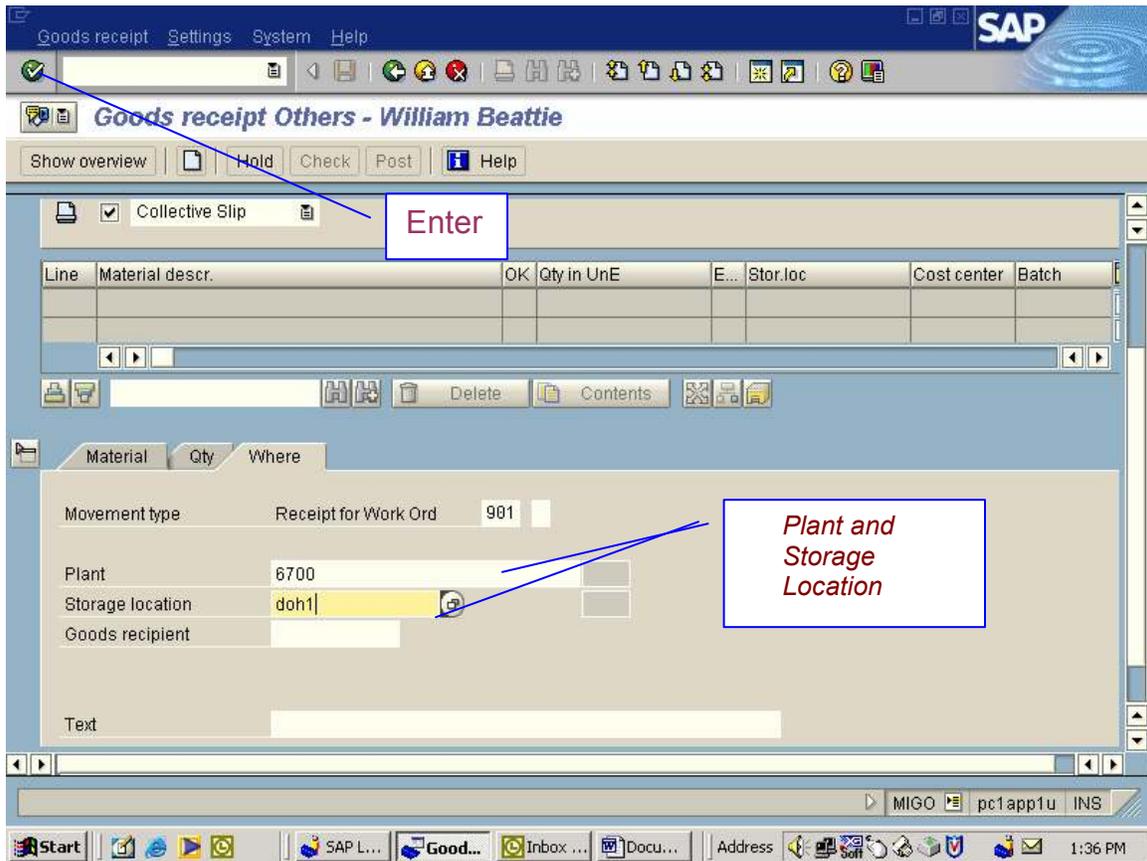
- 1) Call Greg Juris at 787-8884 for price of quantity actually ordered.
- 2) Type in transaction MIGO and click on enter
- 3) Make sure drop down boxes are Goods Receipt and Others.
- 4) Receipt for work order should be a 901.
- 5) Material Tab – enter the material number you are receiving.



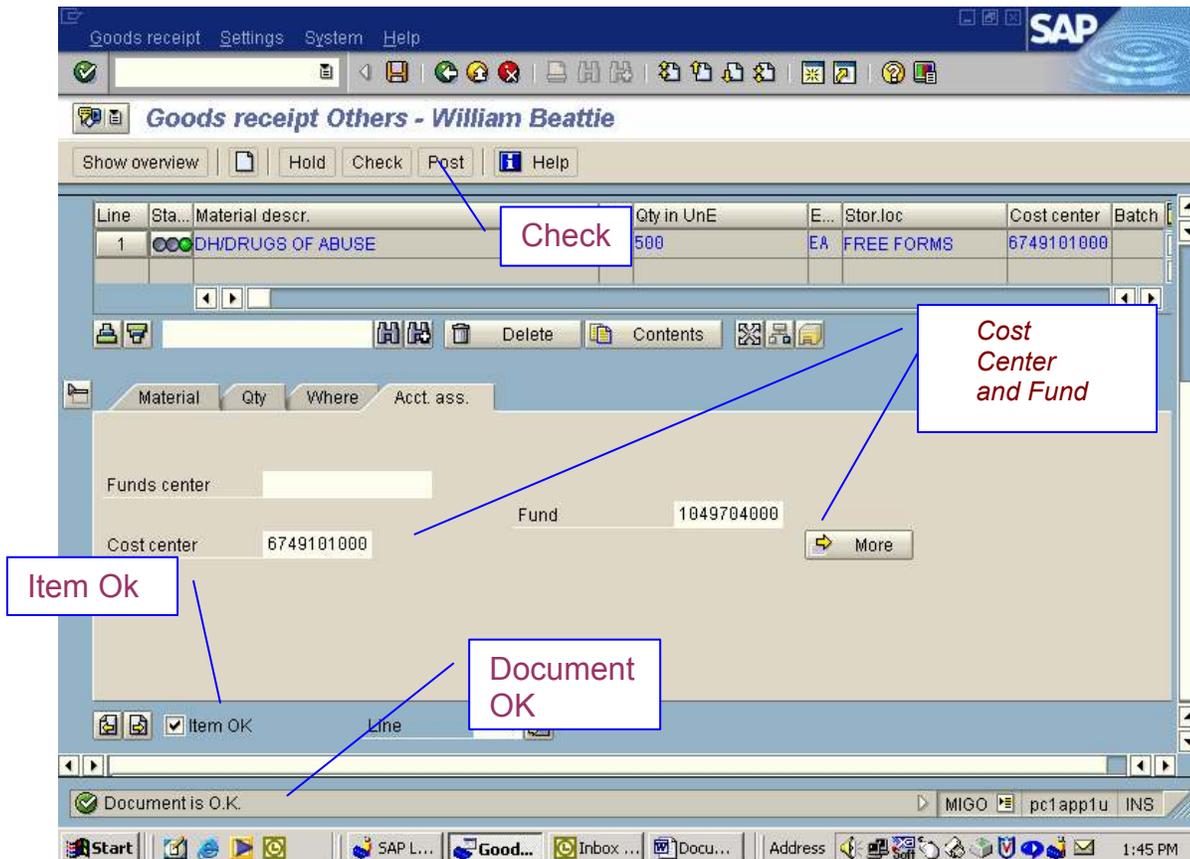
- 6) Quantity Tab – enter the quantity that you actually received.
- 7) Ext. amount LC – enter the dollar amount, which you get from Greg.



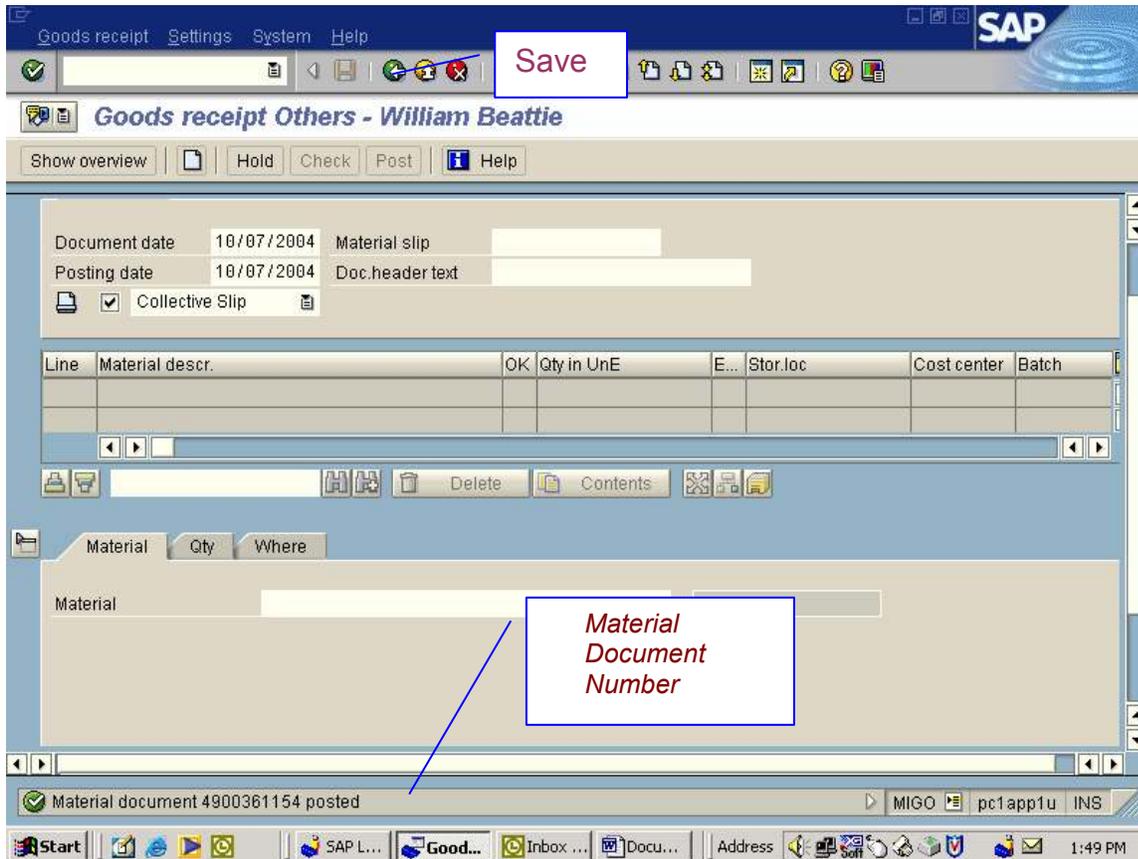
- 8) Where Tab – enter the plant number and the storage location.
- 9) Click on enter.



- 10) Click on enter. You will get one new tab.
- 11) Acct. Ass. Tab – You will enter your cost center and your fund and make sure your Item ok box is checked.
- 12) Then click on Check.
- 13) If there are no errors you will get a document OK message at the bottom left of your screen.
- 14) If you get any error messages you must correct these before you can continue.

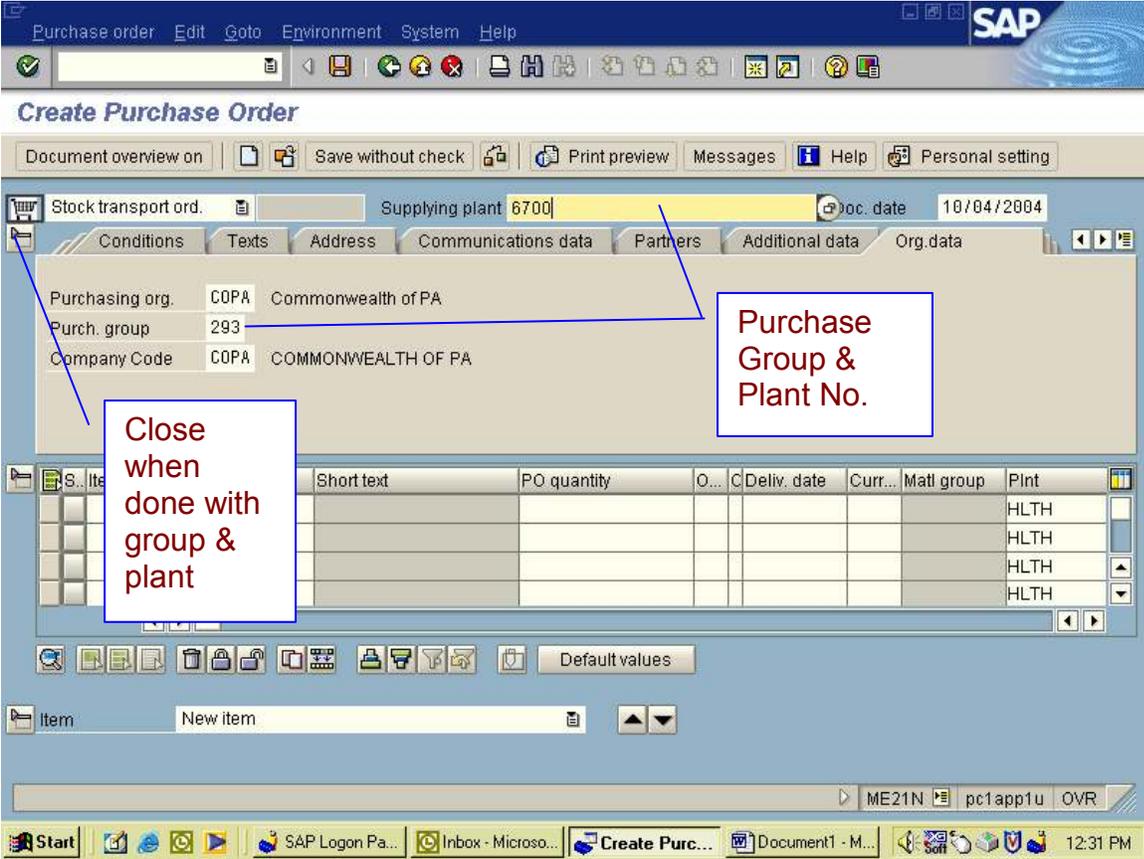


- 15) Click on Save.
- 16) Your Material Document number will be on the lower left corner of your screen.
- 17) In red, write your Goods Receipt Number on the work order, sign and date.
- 18) When the Goods Receipt prints off (901), It is then filed in the shipping office.



Create A Stock Transport Order (Sto)

- 1) Type in transaction ME21N.
- 2) Open the top header and put in Purchasing group and Supplying plant.



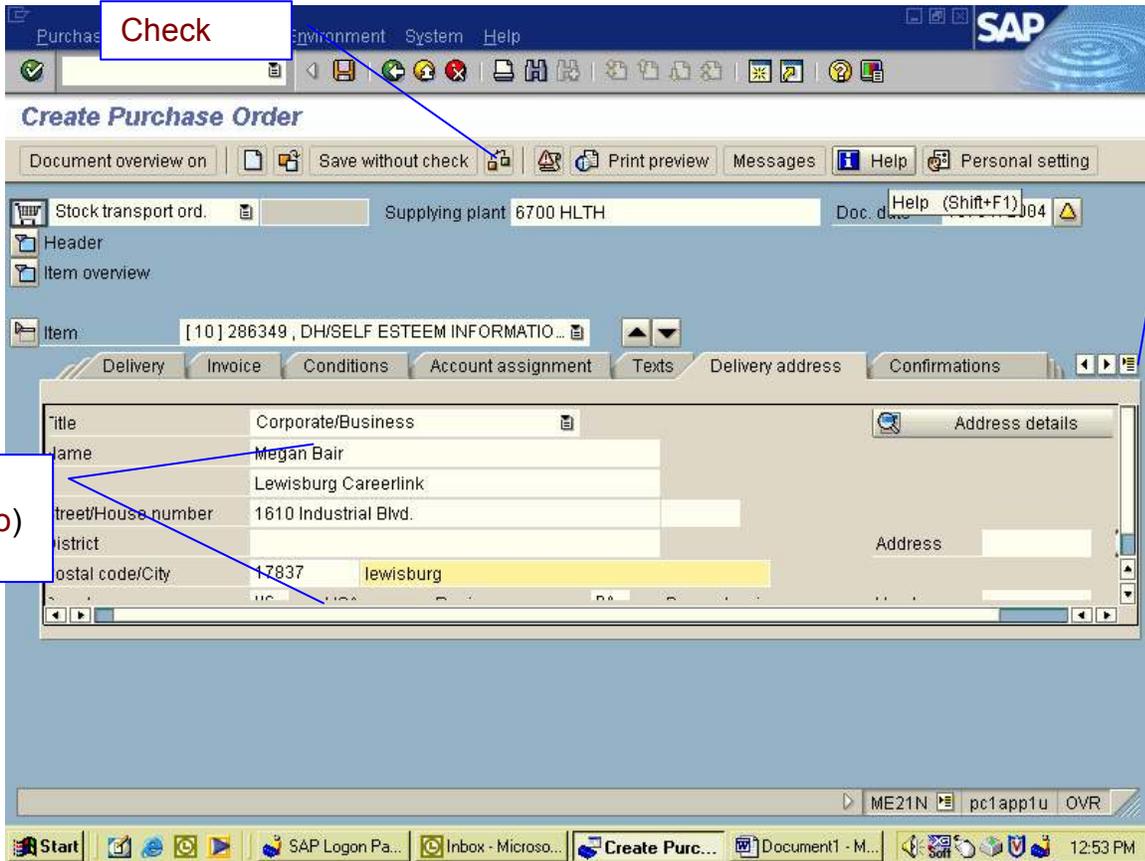
- 3) Close the top header and begin to put the material numbers and quantity amount for order.

Close this header when all material and quantity are input

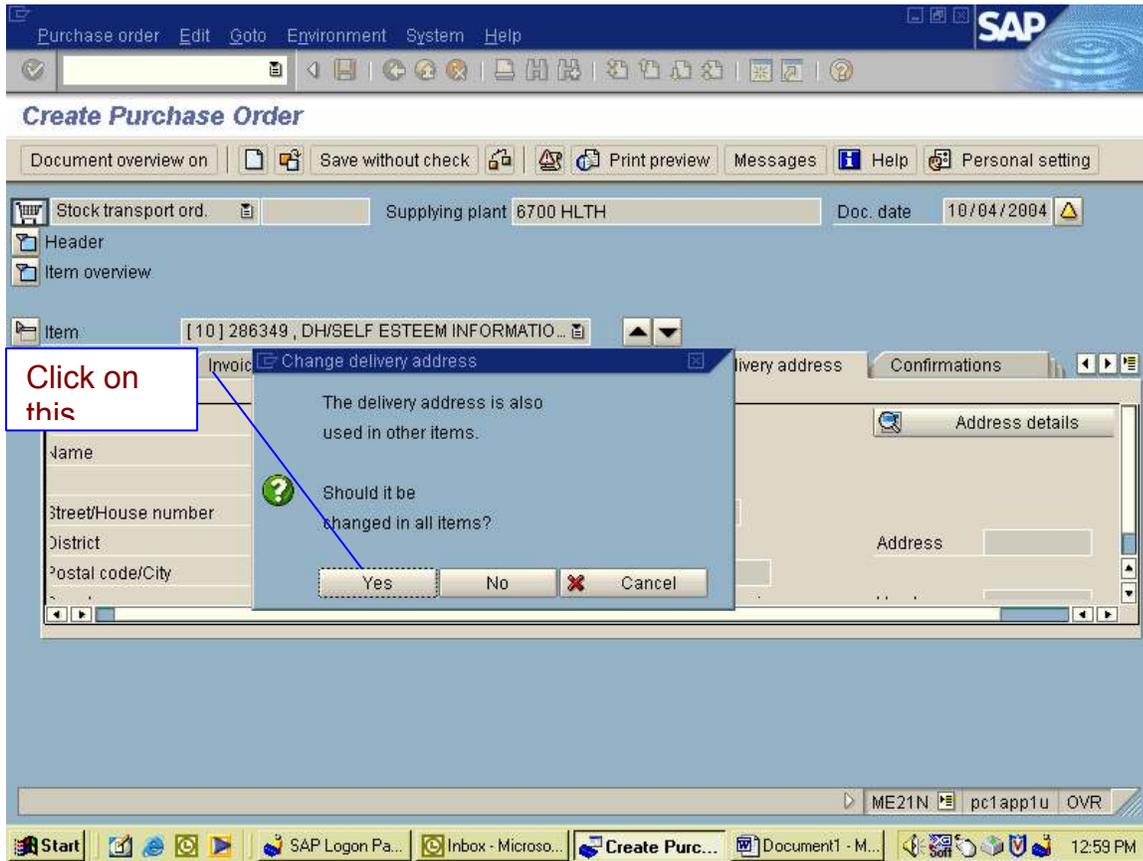
S	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Curr...	Matl group	Pint
	K			286349		25				USD		HLTH
	K			285959		25				USD		HLTH
	K			286023		25				USD		HLTH
	K			286088		25				USD		HLTH
	K			286101		25				USD		HLTH
	K			285970		25				USD		HLTH
	K			286000		25				USD		HLTH
	K			286364		25				USD		HLTH
	K			286045		25				USD		HLTH
	K									USD		HLTH
	K									USD		HLTH

Input Material #'s and quantity

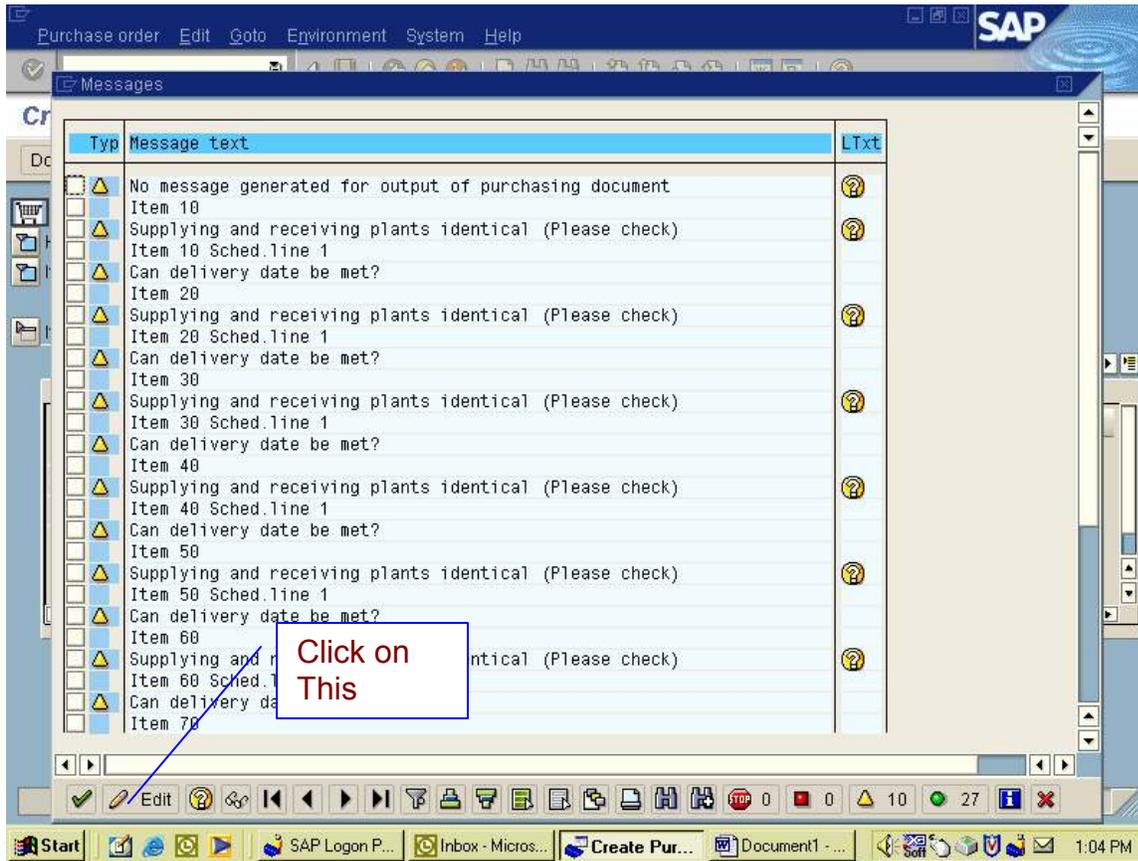
- 5) Put in the correct ship to address, use the tabs to select delivery address, (or the drop down), select check



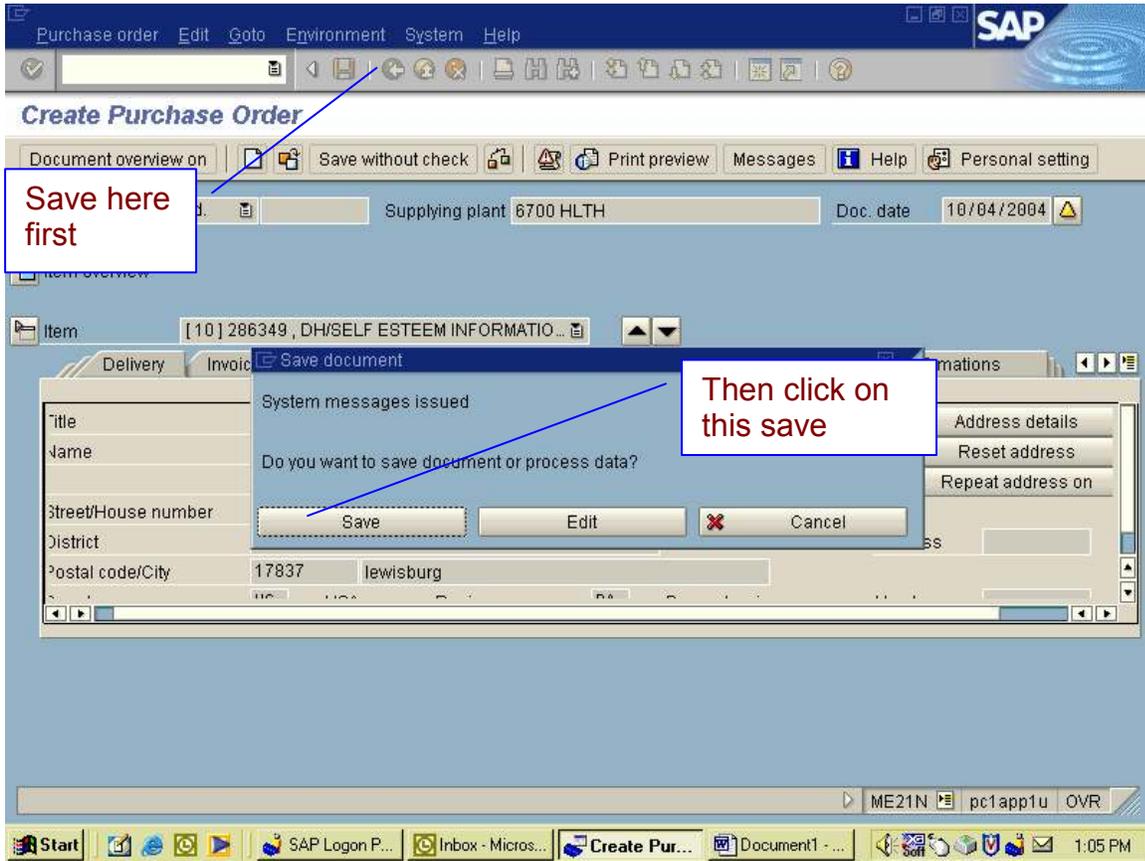
- 6) The next screen will put the address on each line item so you do not have to type each line separate.



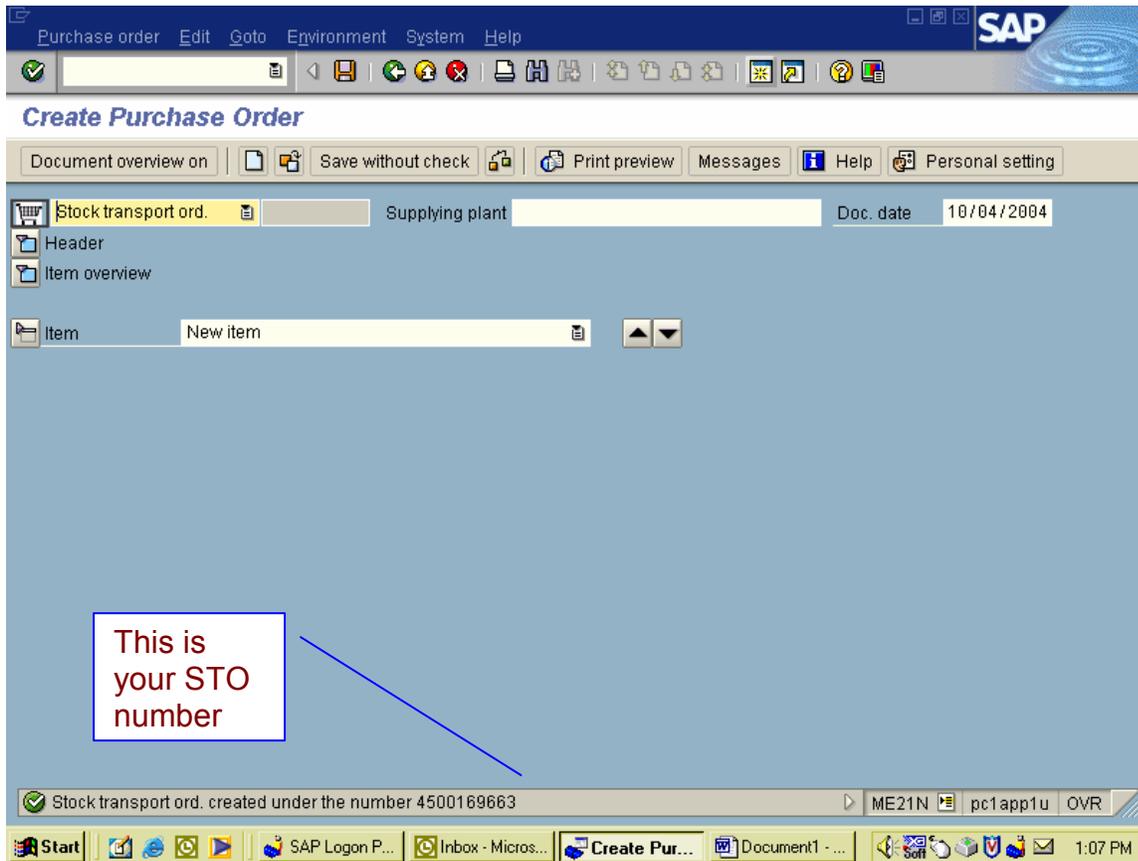
- 7) The next screen will tell you if you are missing any GL or acct numbers. Just click on the green check



8) Click on Save and then on the blue pop up box click on save again.

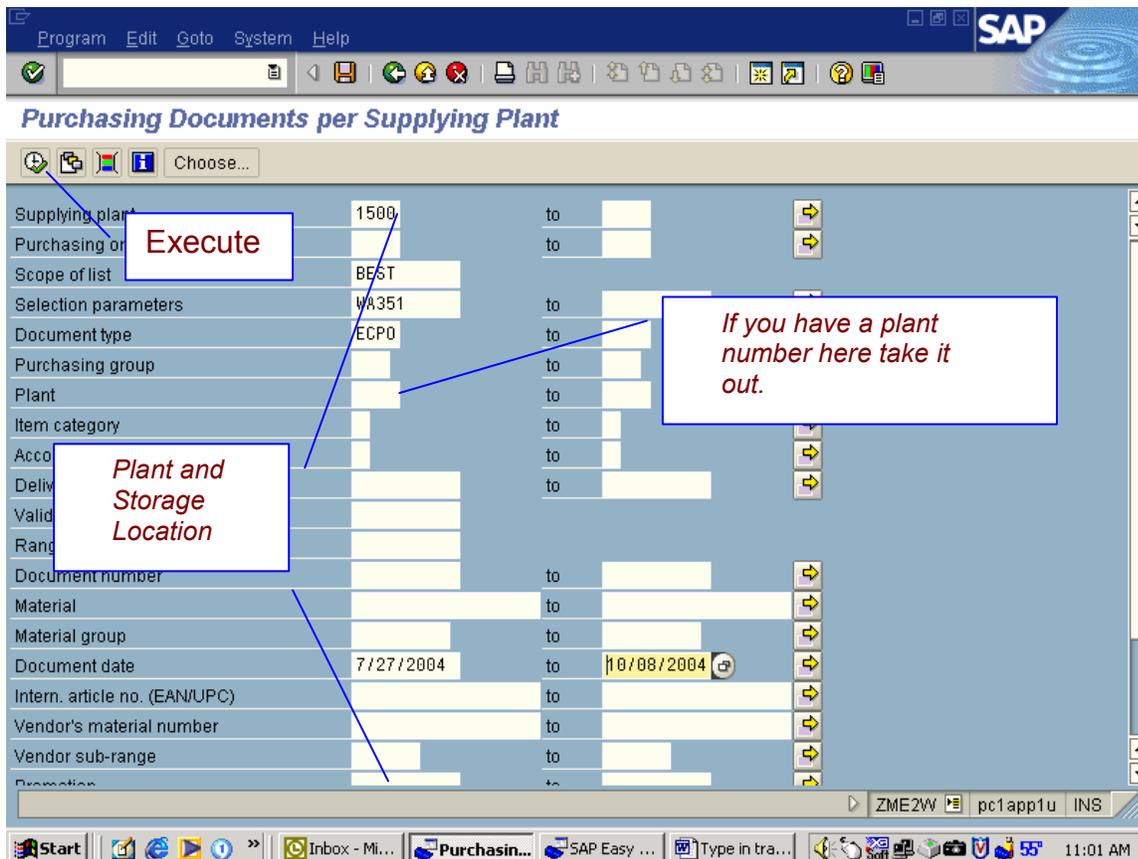


9) Here is where you get your STO number. The STO is complete.



View And Print Orders

- 1) Type in transaction ZME2W and execute.
- 2) This is the screen that you will get.
- 3) Type in Plant number and Storage Location (which is at the very bottom, you will have to scroll down a little). You may have a second plant number show up; take that out.
- 4) Click on Execute with the clock.



This is the screen that you get.

5) Here you will click on Select All and then Automatic Goods Issue.

Purchasing Documents per Supplying Plant

Print preview PO history Changes Delivery schedule Automatic Goods Issue Manual Goods Issue

PO	Ty	Suppl. plant	Name	Created by	P6p	Order date
4200243959	ECPO	Plant 1500	DGS	Stacey Logan-Kent	389	07/27/2004
00001	130962		FORM,STD-420, TRANSMITTAL OF REVENUE,100			076045
	U K 2000			15	PAC	
	Still to be delivered			13	PAC	0.00 USD 86.67 %
	Still to be invoiced			0	PAC	0.00 USD 0.00 %
	Total goods issues			2	PAC	13.33 %
4200252619	ECPO	Plant 1500	DGS	Stacey Logan-Kent	389	08/24/2004
00001	130962		FORM,STD-420, TRANSMITTAL OF REVENUE,100			076045
	U K 2000			8	PAC	
	Still to be delivered			8	PAC	0.00 USD 100.00 %
	Still to be invoiced			0	PAC	0.00 USD 0.00 %
4200259254	ECPO	Plant 1500	DGS	SherrieI Marie Lewis	669	09/20/2004
00001	130962		FORM,STD-420, TRANSMITTAL OF REVENUE,100			076045
	U K 3802			1	PAC	
	Still to be delivered			1	PAC	0.00 USD 100.00 %
	Still to be invoiced			0	PAC	0.00 USD 0.00 %
4200259654	ECPO	Plant 1500	DGS	Alfonzo Robinson	348	09/21/2004
00001	131316		CUP,PAPER,50Z,FLAT BOT,100/PAC,25 PK/CTN			073020
	U K 1501			25	PAC	
	Still to be delivered			25	PAC	0.00 USD 100.00 %

ZME2W pc1app1u INS

Inbox - Mi... Purchasin... SAP Easy ... Type in tra... 11:04 AM

This is the screen that you get.

- 6) Here you will get a report that will tell you how many lines posted and how many went into failure
- 7) Then select the Print Icon.

The screenshot shows the SAP interface for the report 'Purchasing Documents per Supplying Plant'. The title bar includes 'System Help' and the SAP logo. Below the title bar is a toolbar with various icons, including a print icon. A blue box labeled 'Print' is positioned over the print icon. The main content area displays the following information:

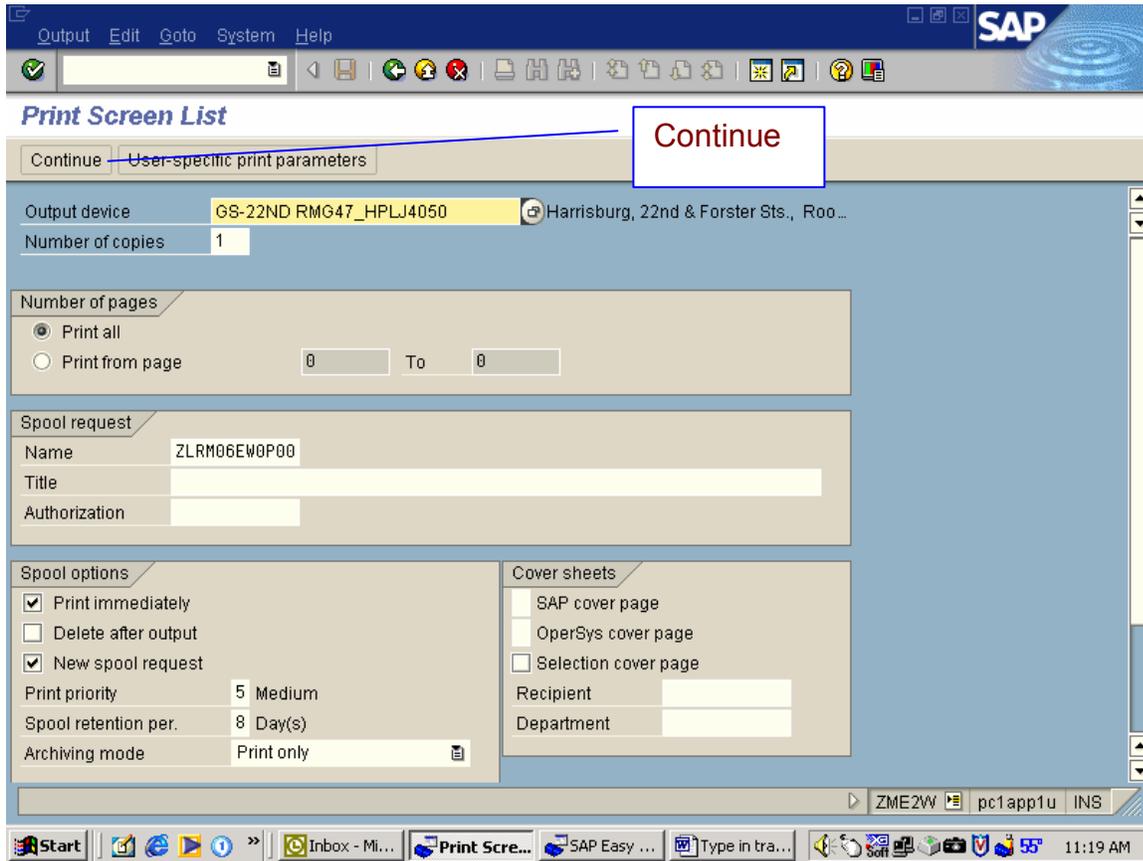
Program: ZLRM06EW00 Commonwealth of Pennsylvania
User : P00406896 Inventory Management
Variant: HELENS ORDERS Auto Goods Issue against STO
Summary Report

No. of line items selected :	4
No. of line items successfully posted :	4
No. of line items that went into failure :	0

At the bottom of the window, a status bar shows 'Material document 4900361592 posted' and 'ZME2W pc1app1u INS'. The Windows taskbar at the very bottom shows the Start button, several open applications (Inbox - Mi..., Purchasin..., SAP Easy ..., Type in tra...), and the system clock showing 11:18 AM.

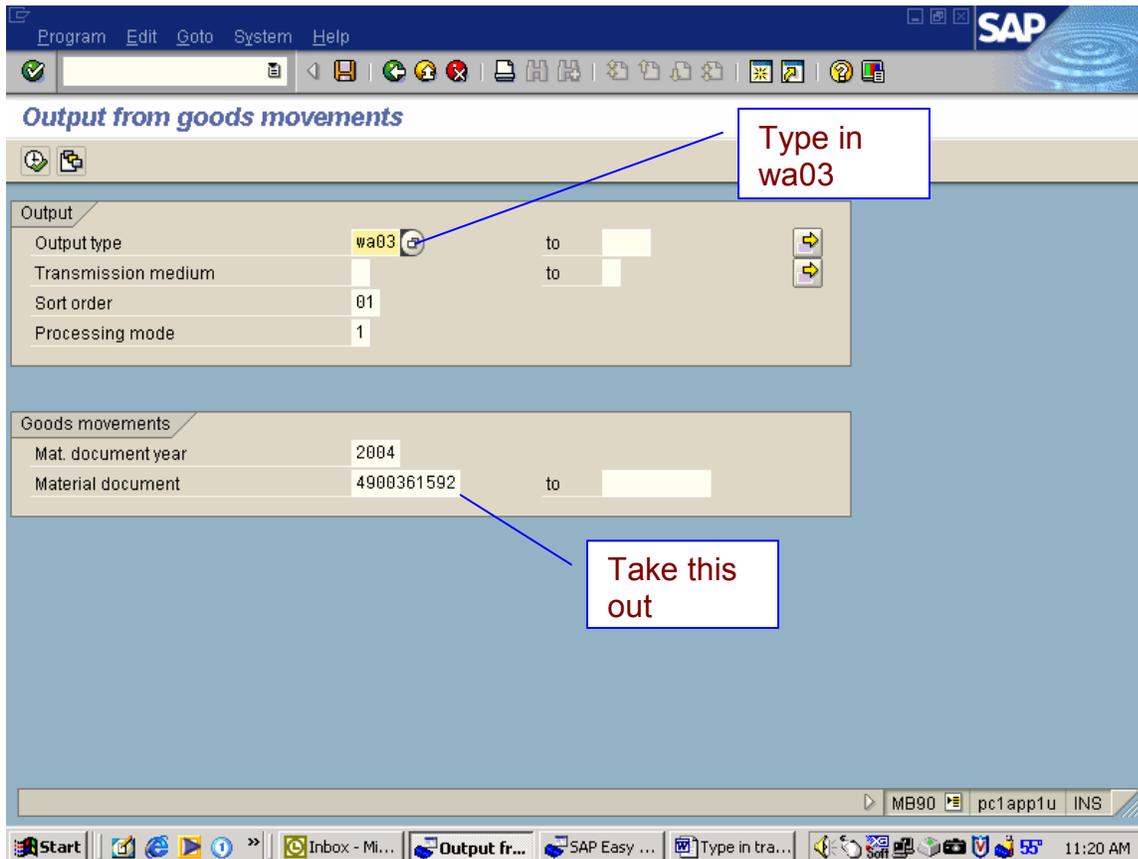
This is the screen you get.

8) Here you will click on Continue and your report will print out.



Print Orders Using MB90

- 9) Type in transaction MB90 and execute.
- 10) This is the screen that you get.
- 11) Type in your Output Type (wa03) and take out the Material Document number and click on Execute with the clock in it.



This is the screen that you will get. This shows all orders for all supplying plants.
 12) You will have to right click on the word Plant.

The screenshot shows the SAP 'Output from goods movements' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following columns: Mat. doc., Item, Out., Med, Material, Material description, PInt, and SLoc. The table lists 20 rows of material data. A callout box with the text 'Right click' points to the 'PInt' column header. At the bottom of the screen, there is a status bar showing '212 output selected' and a taskbar with the Windows Start button and several open applications.

Mat. doc.	Item	Out.	Med	Material	Material description	PInt	SLoc
4900270982	1	WA03	1	115873	TOILET PAPER ROLL, 1000 SHEET TYPE 1(96)	1159	0001
4900271009	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1159	0001
4900302432	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1155	0001
4900305595	1	WA03	1	207800	SOAP,TOILET NON-FLOATING BARS,2 OZ	1155	0001
4900319156	1	WA03	1	141699	CUPS,FOAM PLASTIC,8 OZ	1160	0001
4900319158	1	WA03	1	238181	VEGETABLE, SPINACH, CN	1160	0001
4900322604	1	WA03	1	131436	BAG,TRASH,LIGHT,7-10GAL,15X9X23,500/CTN	1155	0001
4900322605	1	WA03	1	131453	BAG,TRASH,HEAVY,40-45GAL,23"17"X46",100	1155	0001
4900322606	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1155	0001
4900345328	1	WA03	1	217457	BASE,DRY,CHERRY DRINK MIX	1144	0001
4900345799	1	WA03	1	241920	BROOM,WHISK,STRAW TYPE	1144	0001
4900348233	1	WA03	1	243530	SYRUP,CHERRY COKE,FOUNTAIN,2.5 GAL	1144	0001
4900348242	1	WA03	1	141699	CUPS,FOAM PLASTIC,8 OZ	1144	0001
4900351564	1	WA03	1	119207	TAPE, MAGIC MENDING, TYPE,3/4" X 1296	7500	0001
4900351608	1	WA03	1	106193	DISK,3.5" FORMATTED IBM, DYAN,10/BX+	7500	0001
4900351609	1	WA03	1	131420	POCKET FILE,LEGAL,STY3,50/BOX	7500	0001
4900351611	1	WA03	1	119170	FASTENERS,ACCO 2" CAP,2 3/4" CNTR,50/BOX	7500	0001
4900352501	1	WA03	1	119246	COVERS, 8-1/2" X 11",REPORT COVER,CLEAR	7500	0001
4900352829	1	WA03	1	119209	TAPE,BOX SEALING,2"X60YD,SCOTCH CLEAR	7500	0001
4900352836	1	WA03	1	119019	PAPER,BOND,CANARY, 8-1/2" X 11,HP6103341	7500	0001
4900352837	1	WA03	1	130336	PAPER,BOND,6R,8 1/2X11,20#	7500	0001
4900352838	1	WA03	1	119045	LETTERHEAD,DEP SECRETARY,BEDE,8 1/2 X 11	7500	0001

This is the screen you get.

- 14) Here you will highlight the Plant and Storage Location
- 15) Click on the arrow to move them to the other column.
- 16) Then click on the Green Copy Check.

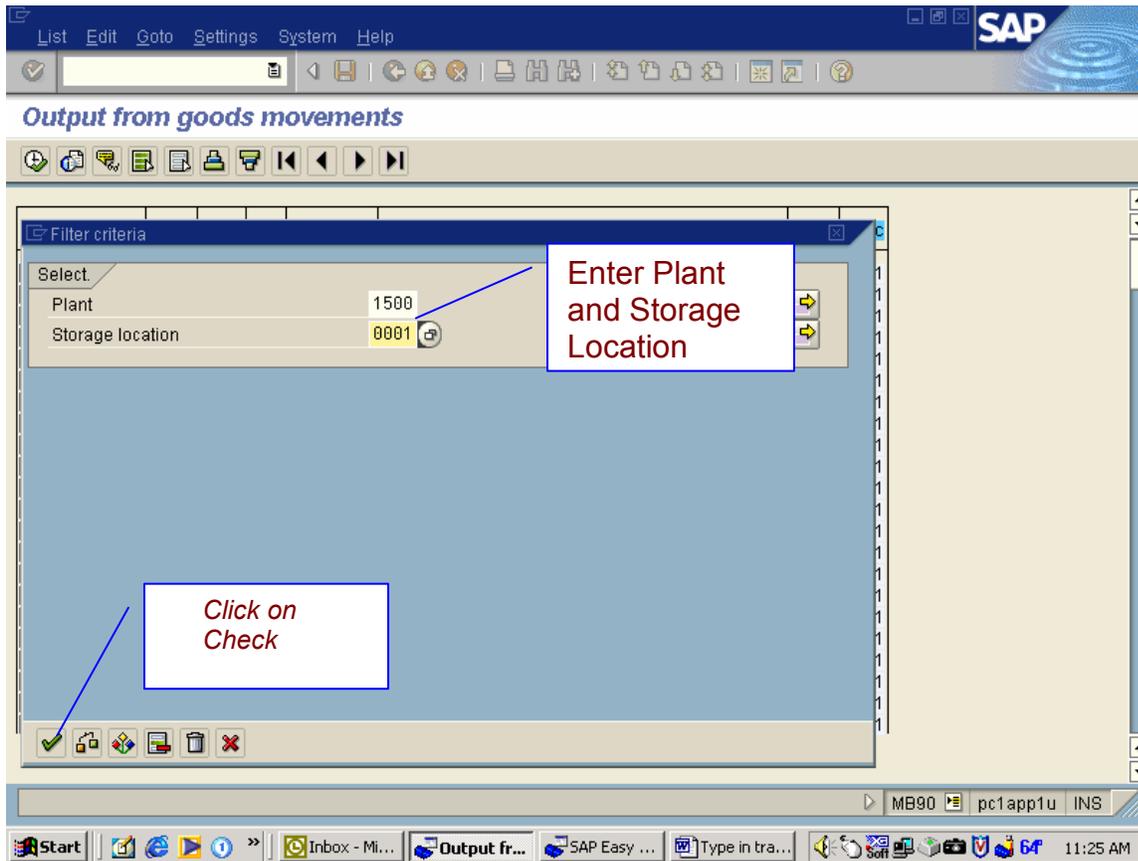
The screenshot shows the SAP 'Output from goods movements' dialog box. The window title is 'Output from goods movements'. The main area is divided into two columns: 'Filter criteria' and 'Field list'. The 'Filter criteria' column contains 'Column content', 'Plant', and 'Storage location'. The 'Field list' column contains 'Col. content', 'Material document', 'Item', 'Output type', 'Transmission medium', 'Material', and 'Material description'. A list of '0001' entries is visible on the right side of the dialog. The SAP logo is in the top right corner. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Output from..., SAP Easy..., Type in tra...), and the system clock (11:23 AM).

Click on this arrow to move them to the other side

Plant & Storage location on this side- Highlight them

Then click on this.

- 17) This is next. Here you will input your Plant and Storage Location.
- 18) Next click on the Green Check.



This is the screen you get.

- 19) Here you will click on the Print Icon – this will print out a report of the orders you are posting.
- 20) Next you will click on Select All and then execute. This will print your orders out of the system.

The screenshot shows the SAP 'Output from goods movements' interface. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area contains a table with the following data:

Mat. doc.	Item	Out.	Med	Material	Material description	Plnt	SLoc
4900361592	1	WA03	1	131268	DISK, 3.5", DS/DD, 1.44MB, FORMATTED, 10/BX	1500	0001

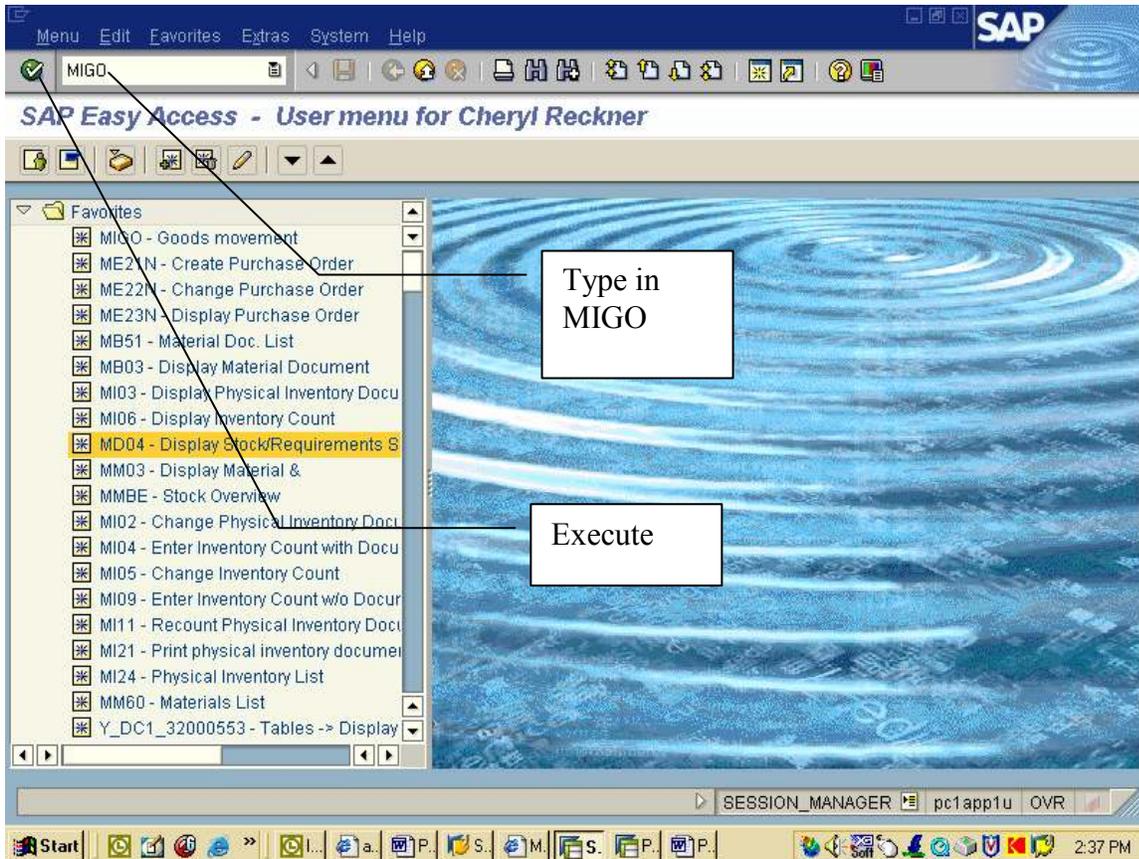
Callouts in the image point to the 'Print' icon in the toolbar, the 'Select All' button in the table's column headers, and the 'Execute' button in the toolbar below the table. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 11:26 AM.

Print Orders Using ZMMPPS

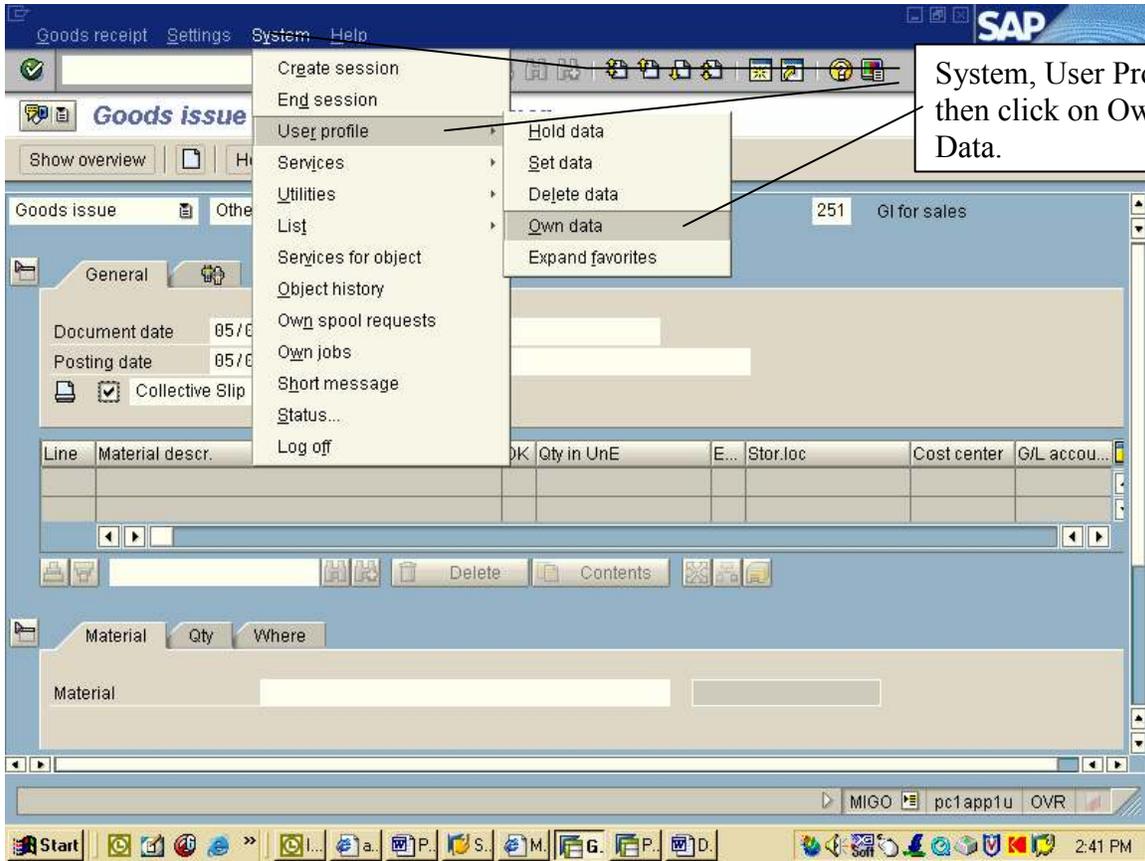
Change Collective Box

You will only need to use this if you are going to use ZMMPPS to print orders.

- 1) You will need to go to MIGO.



- 2) First Box should be Goods Issue, 2nd Box should be Others or Purchase orders.
- 3) Go to System, User Profile, Own Data.
- 4) Click on Own Data.



- 5) This is the screen that you will get. Here you will click on the Parameters tab.
- 6) Scroll down till you find NDR.
- 7) Under Parameter value, Delete the X.
- 8) Once you delete the X, Make sure that you Save.
- 9) You will need to complete this screen if you are going to print in ZMMPPS. This Movement will keep your STO's from showing up in MB90.

The screenshot shows the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons, including a 'Save' button. The main content area is titled 'Maintain User Profile' and contains a form with the following fields:

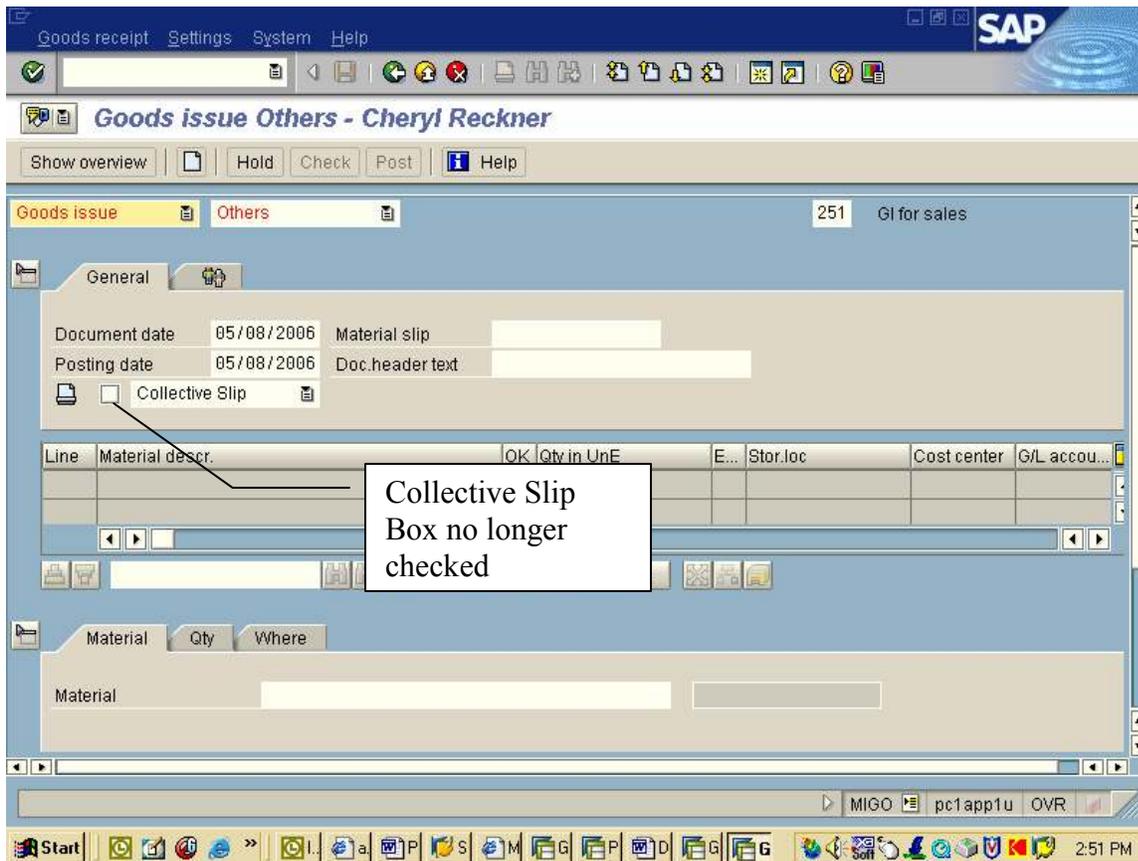
- User: P00535887
- Last changed by: P00478432
- Date: 09/19/2005
- Time: 16:39:03
- Status: Saved

Below the form are three tabs: 'Address', 'Defaults', and 'Parameters'. The 'Parameters' tab is selected. It contains a table with the following data:

Parameter ID	Parameter value	Short text
LND	US	Country key
MDL	10	Personnel Country Grouping
MOR	10	HR Travel: Travel accounting area
NDR	X	Print via output control in MM - Inventory management
PE1	SAP_000004	Shift Planning: Entry Log
PE5	2	Display All Jobs
PER	535887	Personnel Number (HR)

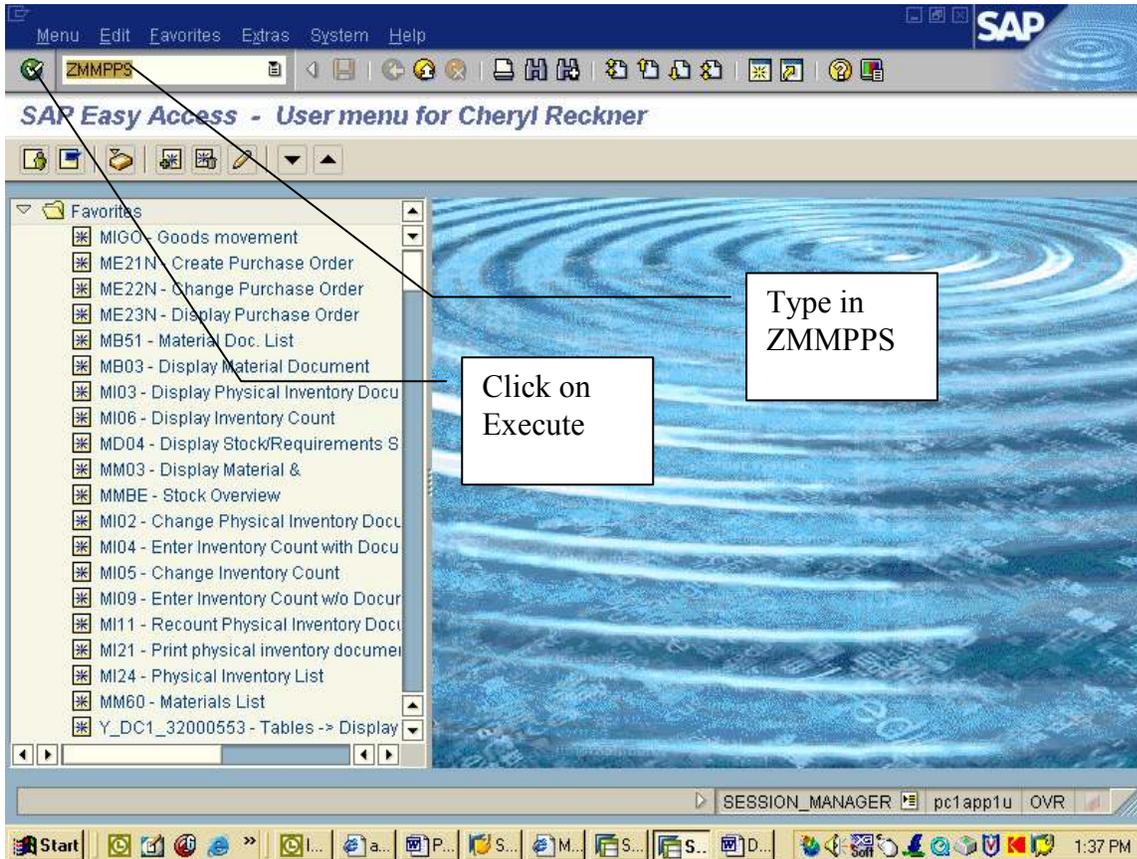
Callouts in the image point to the 'Save' button, the 'Parameters Tab', and the 'NDR and X' in the table.

- 10) Once you save, Go back into MIGO and you will see that your Collective Slip box is no longer checked

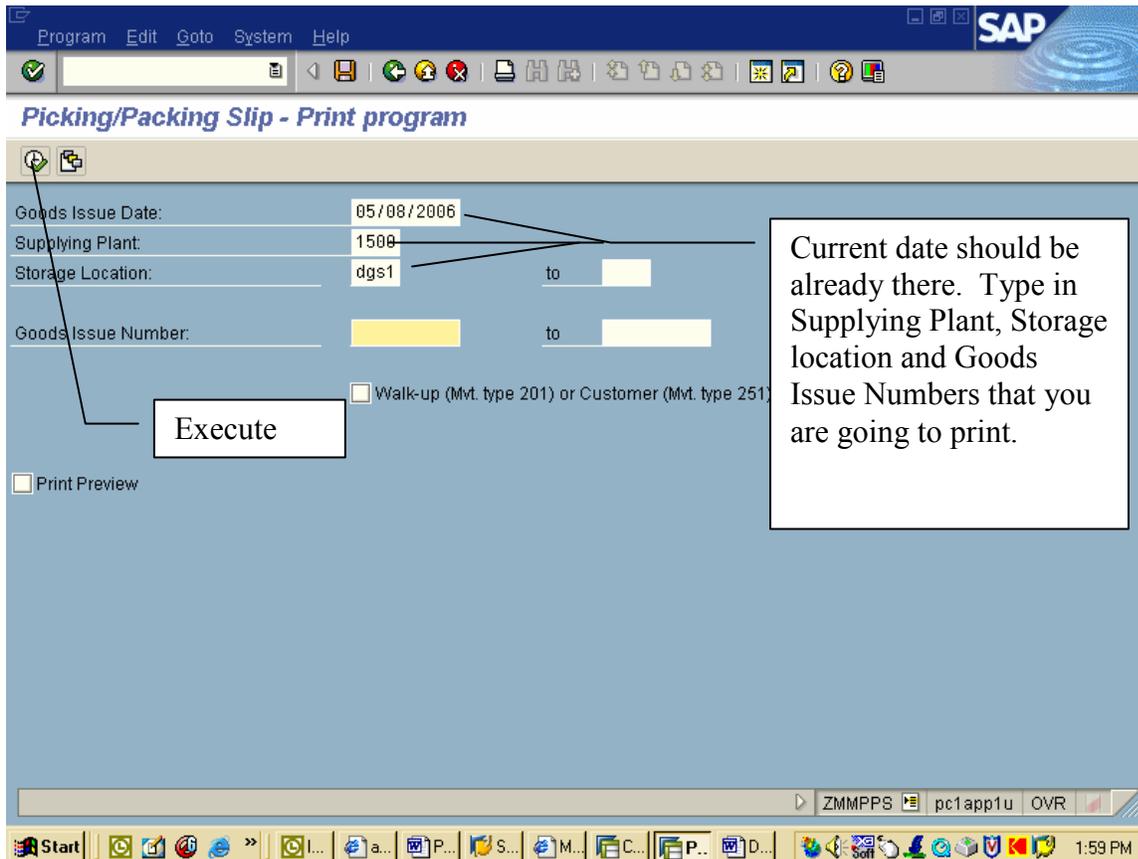


Print Orders Using ZMMPPS

- 1) You will need to go to ZMMPPS



- 2) This is the screen you will get.
- 3) The Goods Issue Date will be there(the current date)
- 4) Type in Supplying Plant and Storage Location
- 5) Type in Goods Issue Numbers (From and To)
- 6) Example: 4500325698 to 4500325705
- 7) Click Execute
- 8) You will get a message at bottom that says "Printing will begin"

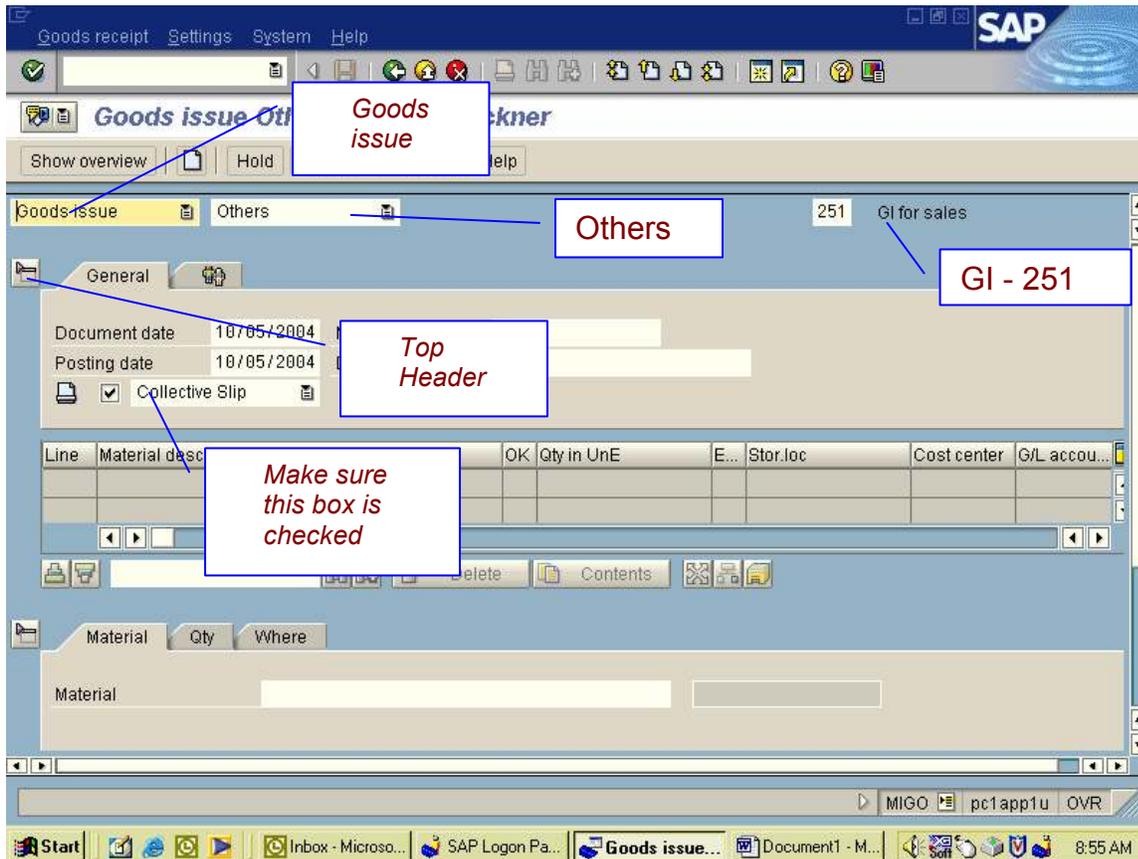


Hardcopies

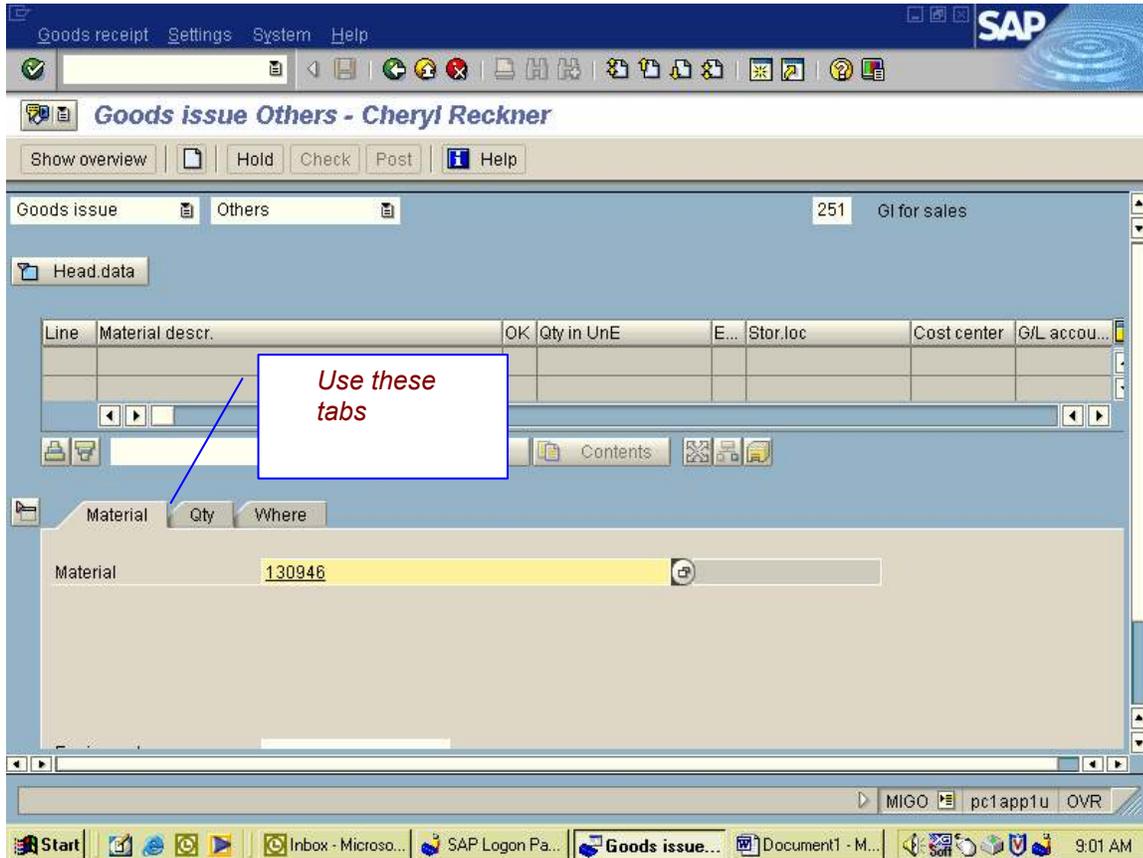
- 1) Type in transaction MIGO.

This is the screen you get.

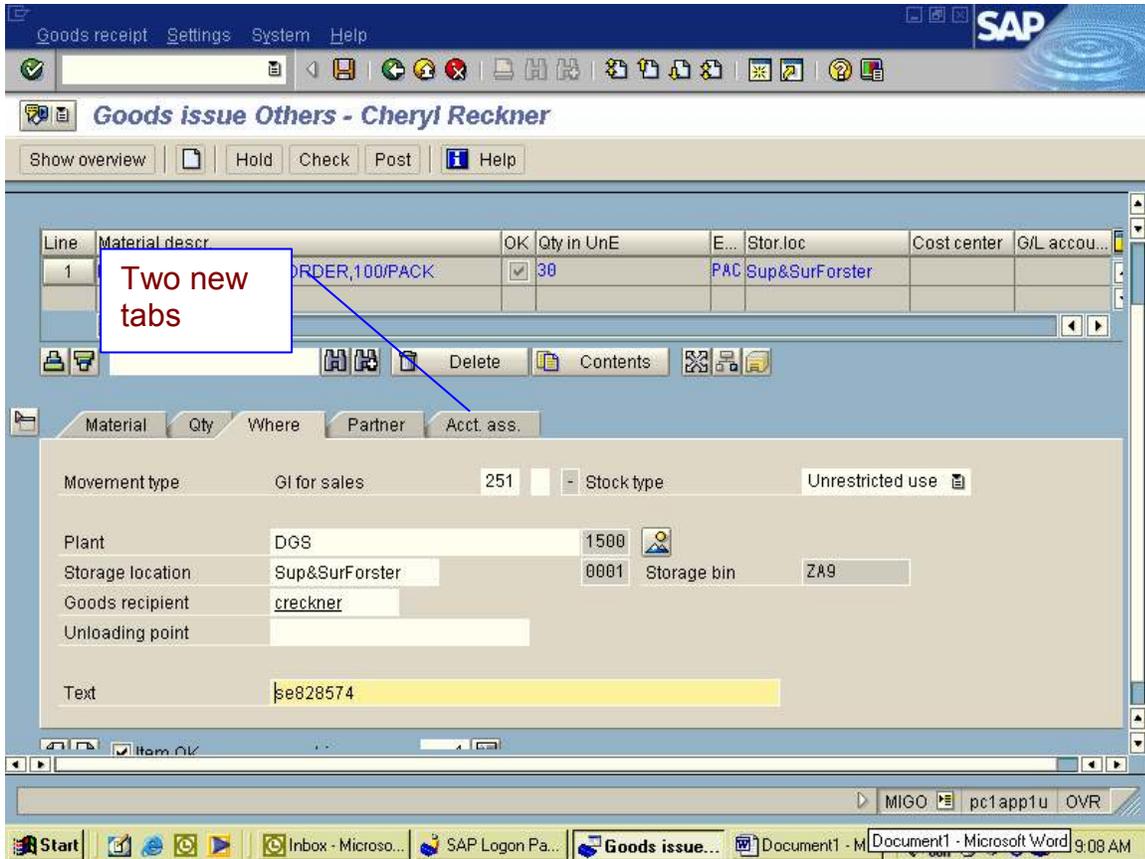
- 2) Make sure that it is a goods issue, others and GI is 251.
- 3) Also open up the Head data and make sure collective slip box is checked.



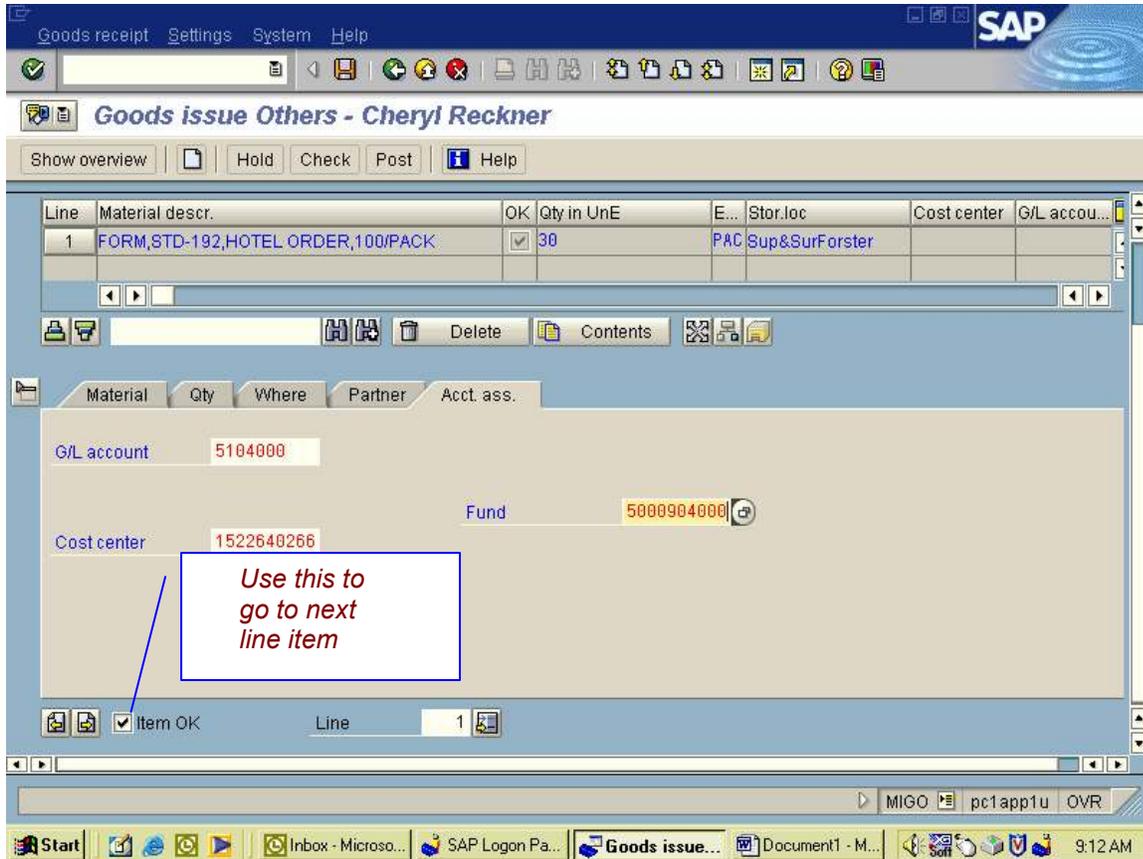
- 4) Close top header and begin to put in information
 - a. Material tab: Enter material number
 - b. Quantity tab: Enter quantity requested
 - c. Where tab: enter plant (1500)
storage location (001)
goods rec: (your name)
text: old SE number (from STD 174)



- 5) Hit enter and two new tabs appear
- d. Partner tab: enter customer number (you get this from list)
 - e. Account tab: GL – 5104000
Cost Center – 1522640266
Fund: 5000904001(the 4 changes with the current year)



- 6) If there are more than one material:
Hit second box on the bottom tool bar, this will change to the next number. And repeat steps starting at Step 2 with Material tab.
- 7) When you have completed putting all information in for each line then you move on to the next step/

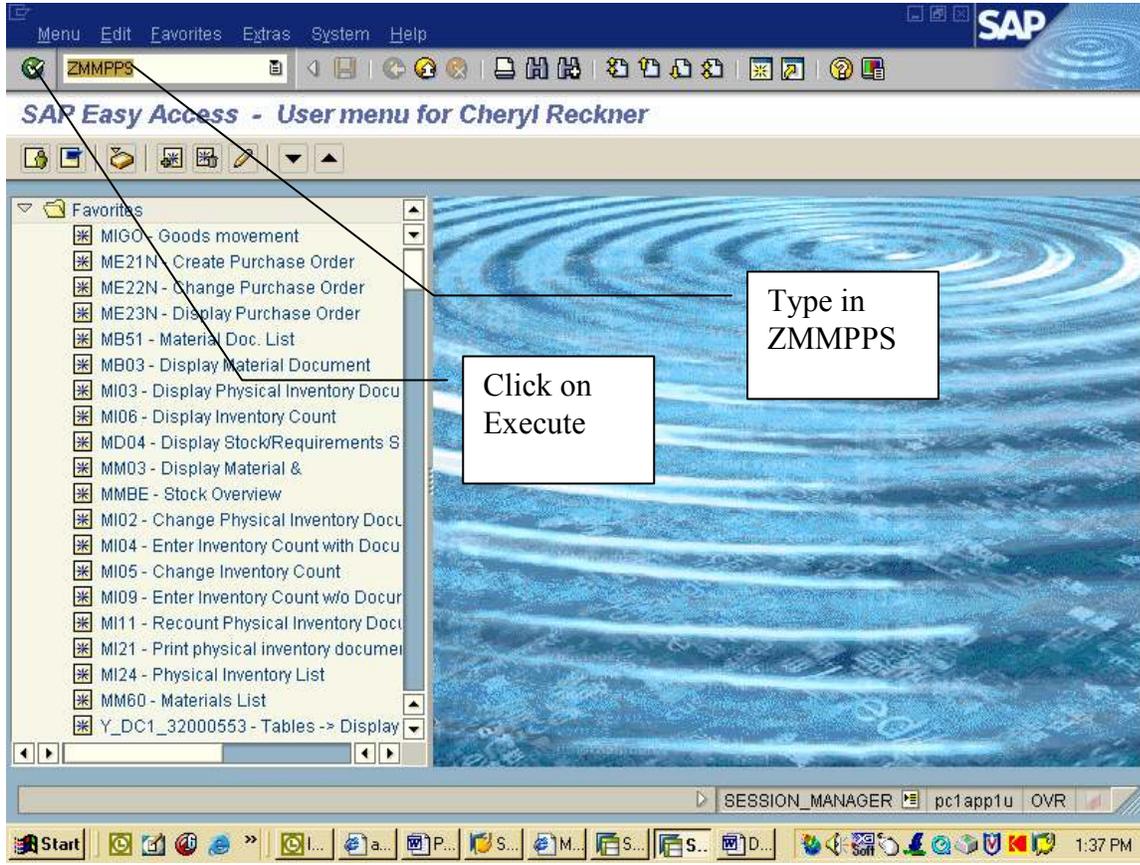


- 8) Click on the Check Icon (any errors will appear, if there are errors, they must be corrected before saving)
- 9) Click on save (orange disk)
- 10) Goods Issue Number is given on bottom toolbar
- 11) Write Goods Issue Number on STD-174

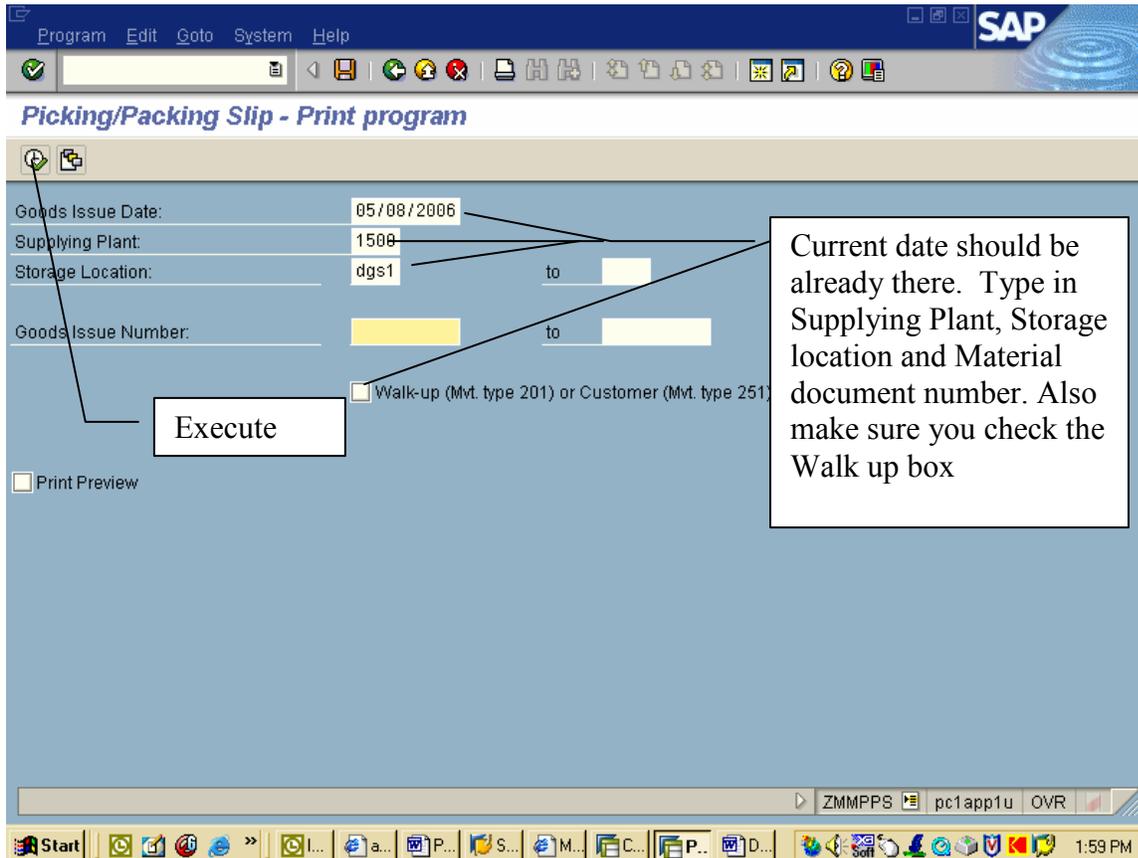
The screenshot displays the SAP MIGO transaction interface. At the top, the menu bar includes 'Goods receipt', 'Settings', 'System', and 'Help'. The title bar reads 'Goods issue Others - Cheryl Reckner'. Below this, a toolbar contains buttons for 'Show overview', 'Hold', 'Check', 'Post', and 'Help'. A 'Save' label with a blue arrow points to the orange disk icon in the top toolbar. Another 'Check' label with a blue arrow points to the 'Check' button in the middle toolbar. The main area shows 'Goods issue' selected, with 'Others' as the document type and '251' as the quantity. A table with columns 'Line', 'Material descr.', 'OK', 'Qty in UnE', 'E...', 'Stor.loc', 'Cost center', and 'G/L accou...' is visible. Below the table, there are buttons for 'Delete' and 'Contents'. A 'Material' label with a blue arrow points to a text field in the lower section. The bottom status bar shows 'Material document 4900360413 posted' and 'MIGO pc1app1u OVR'. The Windows taskbar at the bottom shows the Start button, several open applications including 'Inbox - Microso...', 'SAP Logon Pa...', and 'Goods issue...', and the system clock showing '9:21 AM'.

Print goods Issue in ZMMPPS For Hardcopies

1) You will need to go to ZMMPPS

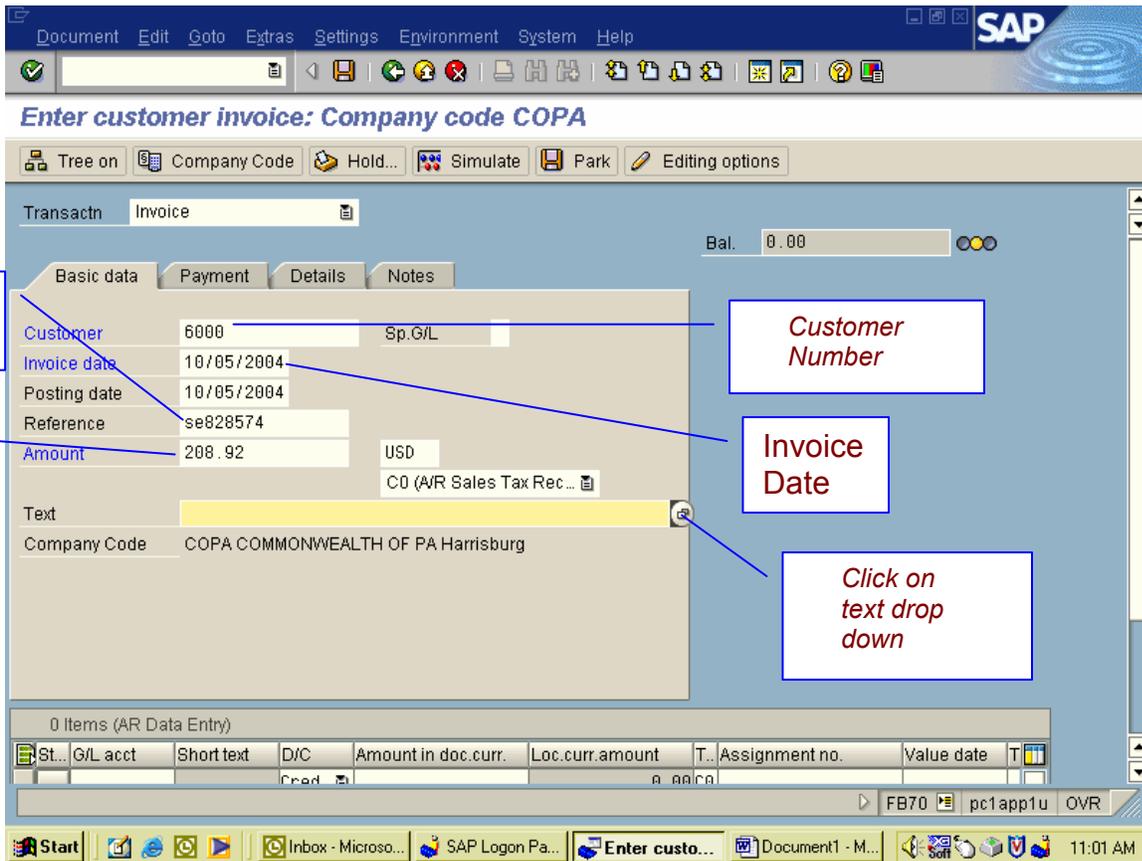


- 2) This is the screen you will get.
- 3) The Goods Issue Date will be there(the current date)
- 4) Type in Supplying Plant and Storage Location
- 5) Type in the Material Document Number
- 6) Make sure you check the Walk up box.
- 7) Click Execute
- 8) You will get a message at bottom that says "Printing will begin"

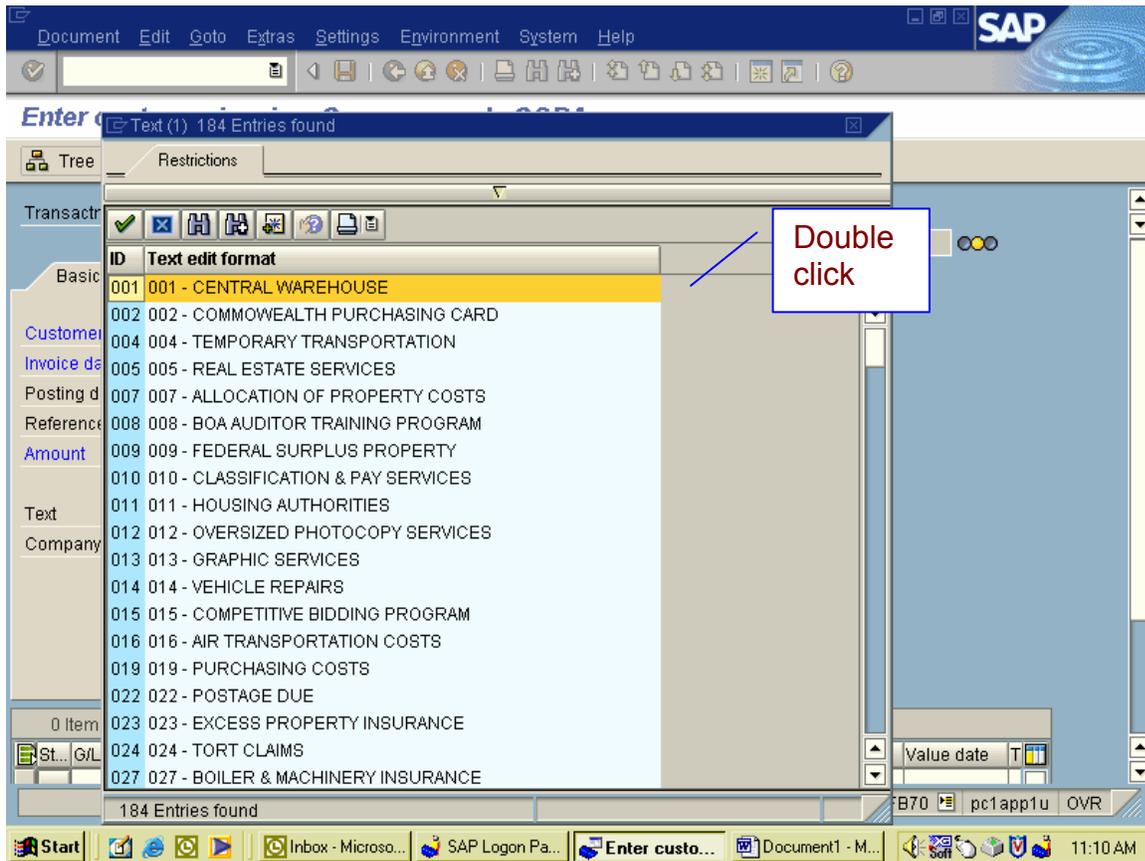


Invoicing For Hardcopies

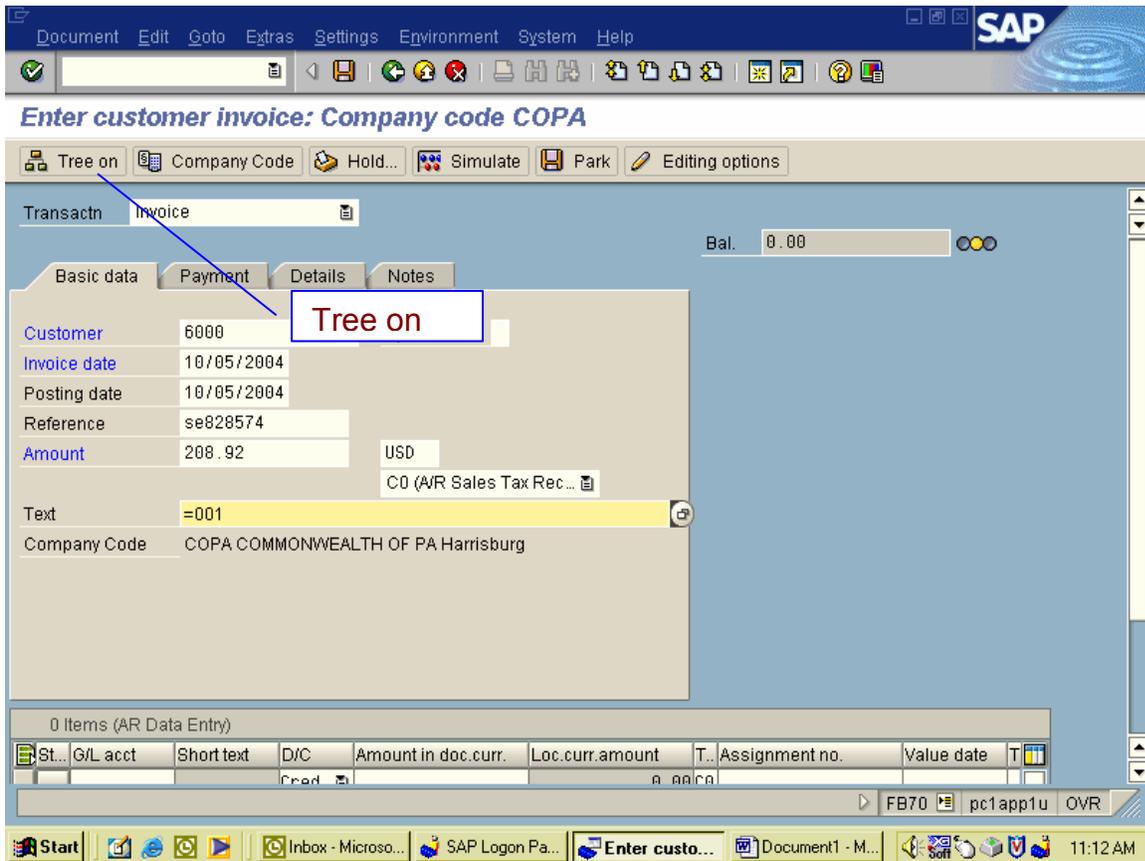
- 1) Type in transaction FB70. This is the screen that you will get.
 - 1) Enter Customer Number
 - 2) Invoice Date
 - 3) Reference (SE Number)
 - 4) Amount
 - i. Add price of all line items
 - ii. Take line items total and add 20% mark up fee (line items total x .20)
 - iii. The end figure is your total cost
 - iv. Then add \$4.00 processing fee (see attached sample)



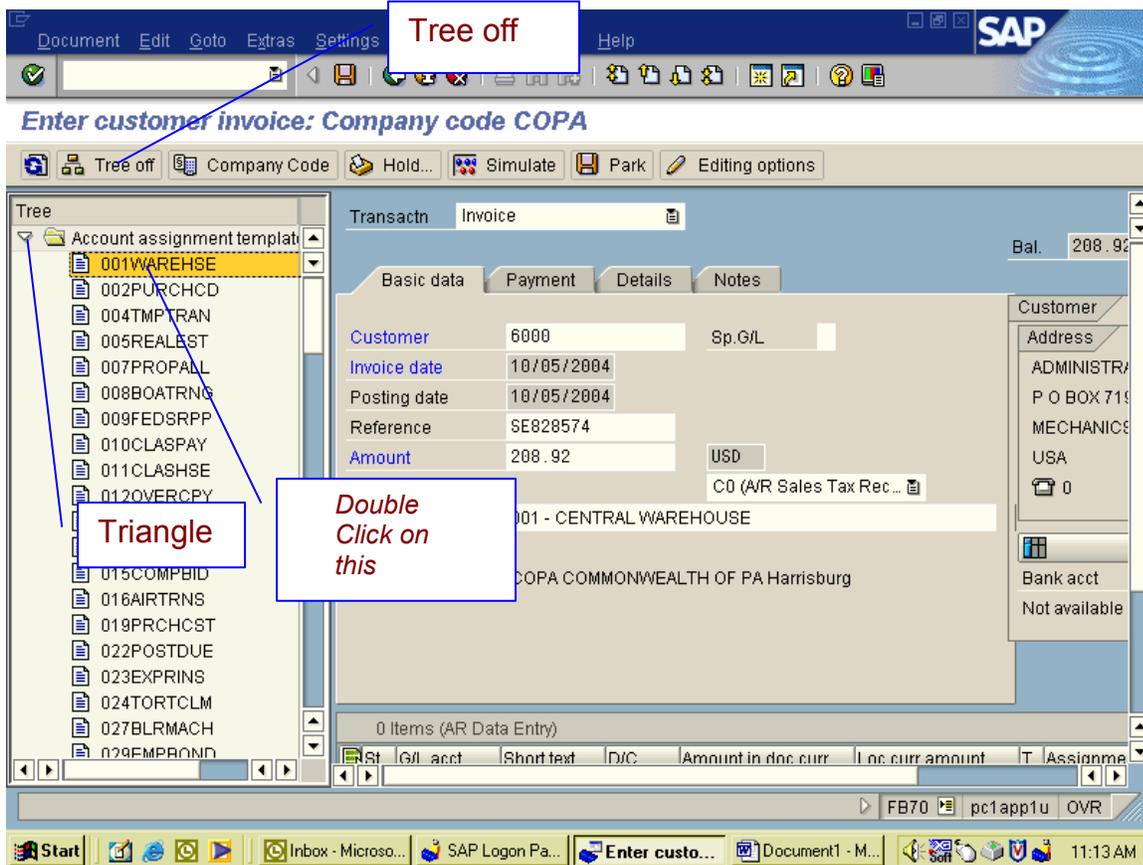
- 2) Click on Text drop down and this is what you get.
- 3) Double click on the first line (001 Central Warehouse)



4) This is the screen you get next. Click on Tree on.



- 5) This is the screen you get. Next click on the triangle to drop down. Then double click on 001 warehouse. Next click on Tree off.



- 6) This is your next screen. Put your total amount in the Amount of currency column. Make sure it says credit. Then select save. Your invoice will be on the lower left.

The screenshot shows the SAP 'Enter customer invoice' interface for company code COPA. The 'Basic data' tab is active, displaying fields for Customer, Invoice date, Posting date (10/05/2004), Reference, Amount, Text, and Company Code (COPA COMMONWEALTH OF PA Harrisburg). The currency is set to USD. A 'Save' button is highlighted in the top toolbar. A table at the bottom shows '0 Items (AR Data Entry)' with columns for St..., G/L acct, Short text, D/C, Amount in doc.curr., Loc.curr.amount, T., Assignment no., and Value date. The table contains three rows, each with 'Cred...' in the D/C column and '0.00 C0' in the Amount and Loc.curr.amount columns. A status bar at the bottom indicates 'Document 1800239758 was posted in company code COPA'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microso...', 'SAP Logon Pa...', 'Enter custo...', and 'Document1 - M...'. The system clock shows 11:21 AM.

Save

Invoice Number

Credit

Total Amount

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Assignment no.	Value date	T
			Cred...		0.00 C0				
			Cred...		0.00 C0				
			Cred...		0.00 C0				

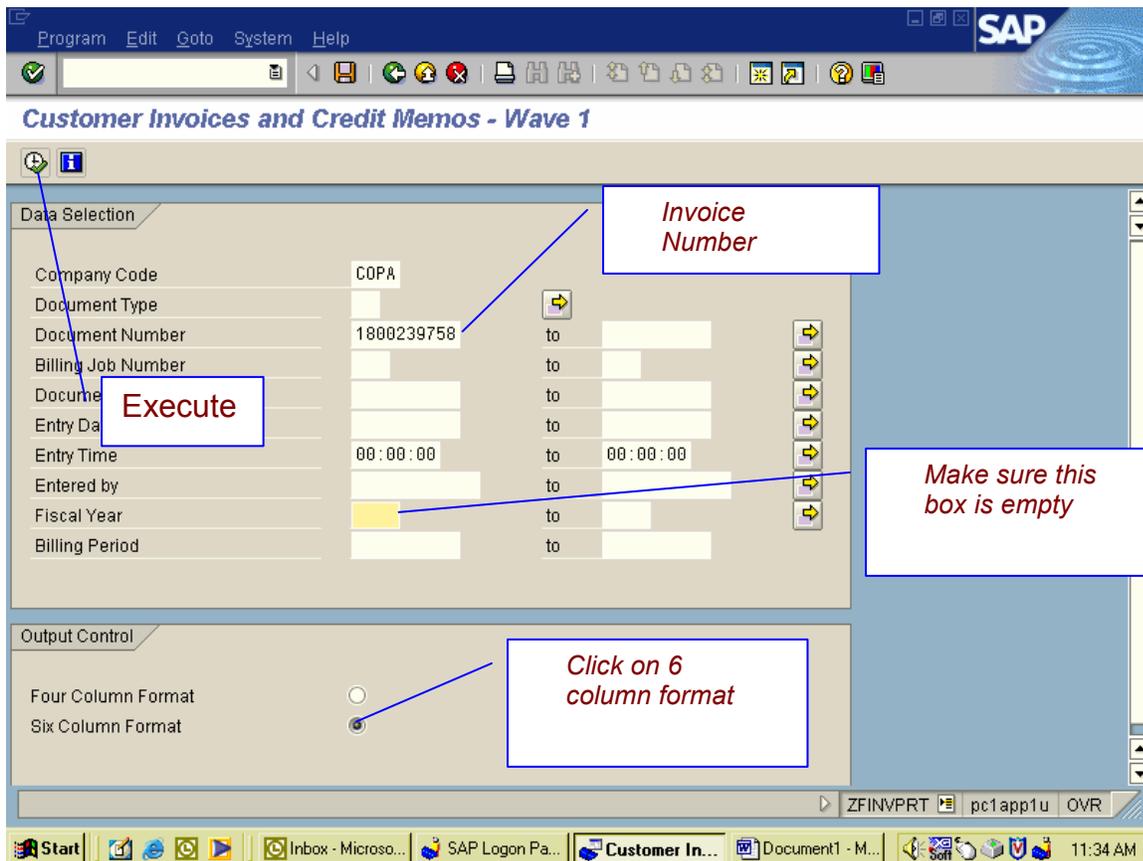
Document 1800239758 was posted in company code COPA

FB70 pc1 app1 u OVR

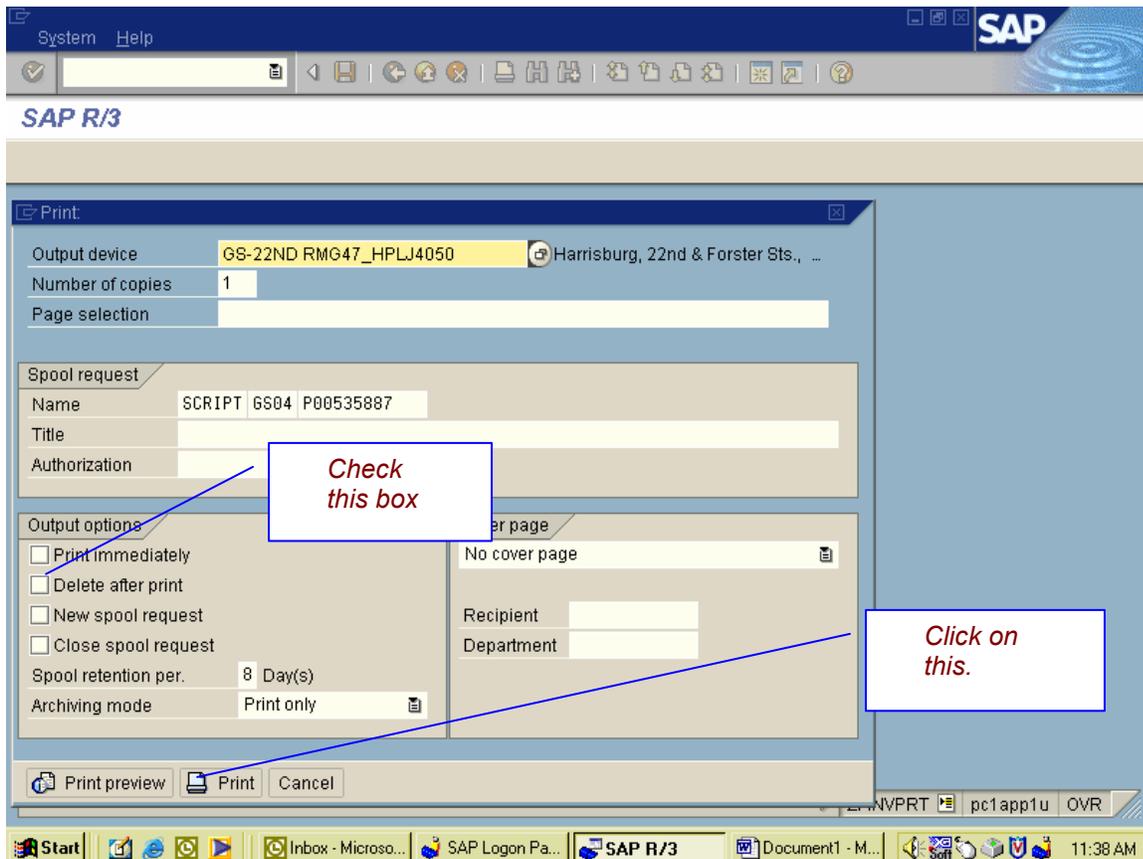
11:21 AM

Invoice Printing

- 1) Type in transaction ZFINVPRT. This is the screen you get.
- 2) Type in your Document number (Invoice Number – 1800239758)
- 3) Take out the 2004
- 4) Click on Six Column Format
- 5) Execute with the clock

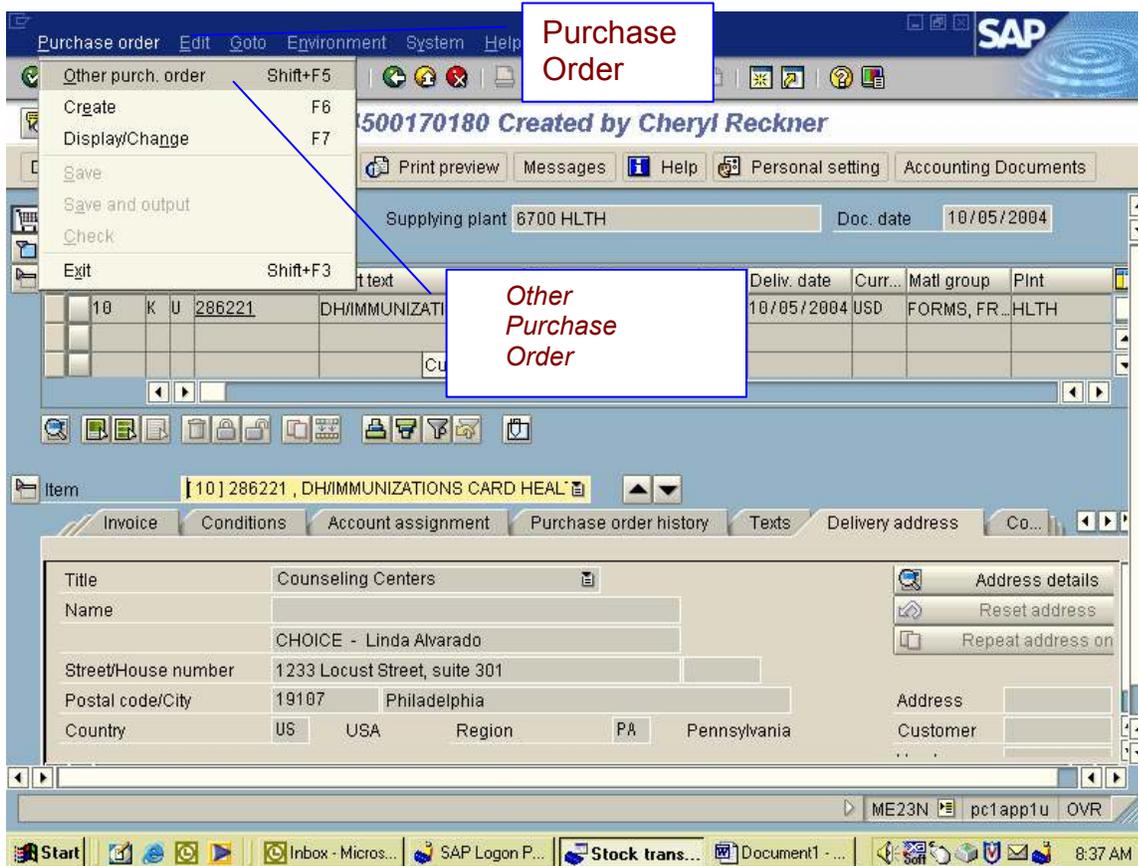


- 6) This is the screen you get.
- 7) Click on Print Immediately and then on Print.
- 8) Attach a copy for entire packet, which should include the following:
 - i. Original Invoice
 - ii. Copy of STD-174
 - iii. Copy of Goods Issue Slip
- 9) Send packet to Agency's Comptroller Office for further processing



Credits/Stock Denials/Returns

- 1) Type in transaction ME23n and click enter.
- 2) This is the screen that you get. Here you will do the drop down for Purchase Order, select other purchase order.



3) Type in your STO number and click on other document.

The screenshot shows the SAP Stock transport order (STO) interface. The title bar reads "Stock transport ord. 4500170180 Created by Cheryl Reckner". The document overview section shows "Document overview on" with options for "Print preview", "Messages", "Help", "Personal setting", and "Accounting Documents". The main data area includes "Stock transport ord.", "Supplying plant 6700 HLTH", and "Doc. date 10/05/2004". A "Select Document" dialog box is open, showing "Pur. order 4500170180" and "Purch. requisition". A callout box labeled "STO number" points to the "4500170180" value. Below the dialog, an "Other document" button is highlighted with a callout box labeled "Click on other documents". The main table displays the following data:

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OUh	Σ	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658919	1	10/06/2004		0.00	EA		500	USD	EA		
Tr./ev. Goods receipt						0.00	EA		500	USD			
GI	351	4900360688	1	10/05/2004			EA		500	USD			
Tr./ev. Goods issue							EA		500				

The taskbar at the bottom shows the Start button, "Inbox - Micros...", "SAP Logon P...", "Stock trans...", and "Document1 - ...". The system clock shows "8:41 AM".

- 4) This is the screen that you will get. Here you will have to check your Purchase Order History tab to see what movements you will have to do.
- 5) In this example, the PO History shows that a 101 and a 351 has been done. You will have to do a 102 and 352 to do your credit.

Stock transport ord. 4500170140 Created by Cheryl Reckner

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

Stock transport ord. | Supplying plant 6700 HLTH | Doc. date 10/05/2004

Header

S. Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Curr...	Matl group	Plnt
10	K	U	286476	DH/YOUNG PEOPLE DR...	23	EA	10/05/2004	USD	FORMS, FR...	HLTH
20	K	U	286479	DH/YOUTH UNDERAGE ...	23	EA				HLTH
30	K	U	286450	DH/ULCERS KNOW FA...	23	EA				HLTH

Item [10] 286476, DH/YOUNG PEOPLE DRUGS ACT

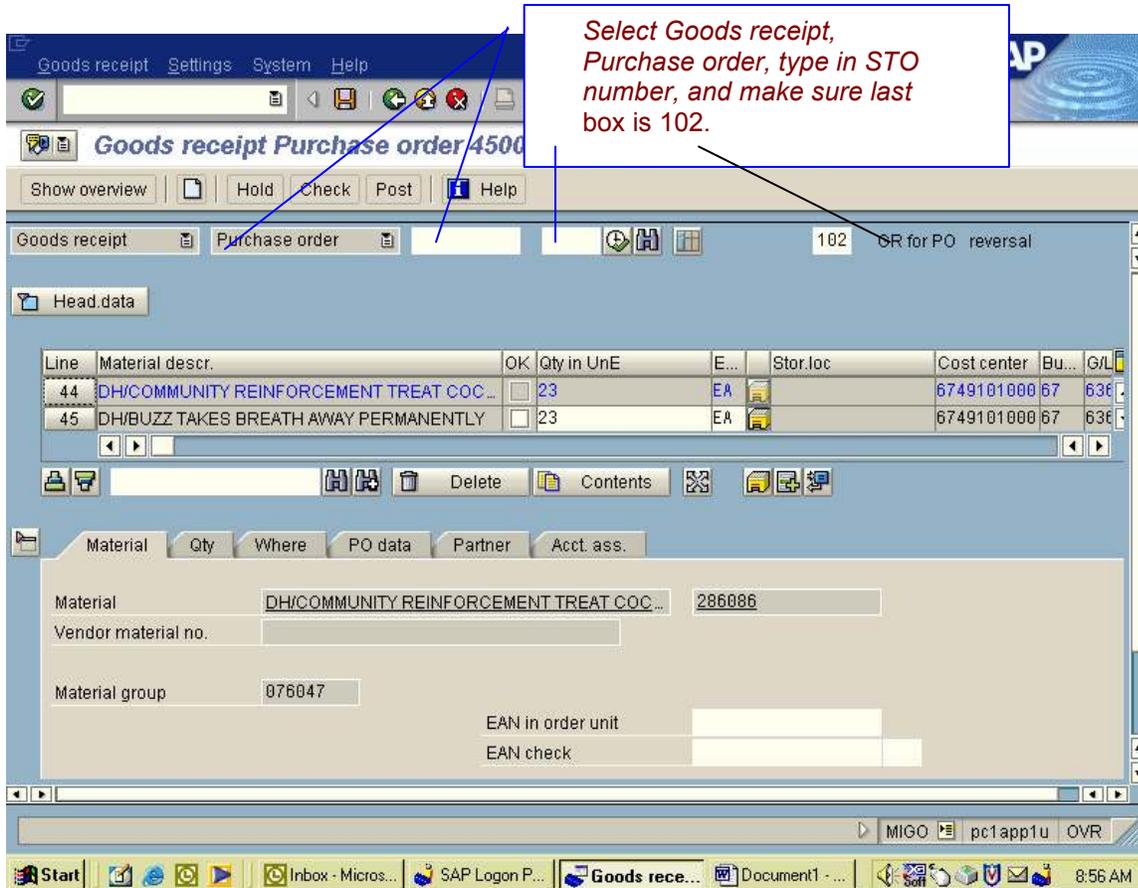
Invoice | Conditions | Account assignment | **Purchase order history** | Texts | Delivery address | Co...

S...	MVT	Material do...	Item	Posting date	Am	Quantity	L.cur	Or...	Reference
GR	101	5000656817	1	10/06/2004	0.00 EA	23	USD	EA	
Tr./ev. Goods receipt									
GI	351	4900366686	14	10/05/2004	EA	23	USD		
Tr./ev. Goods issue									

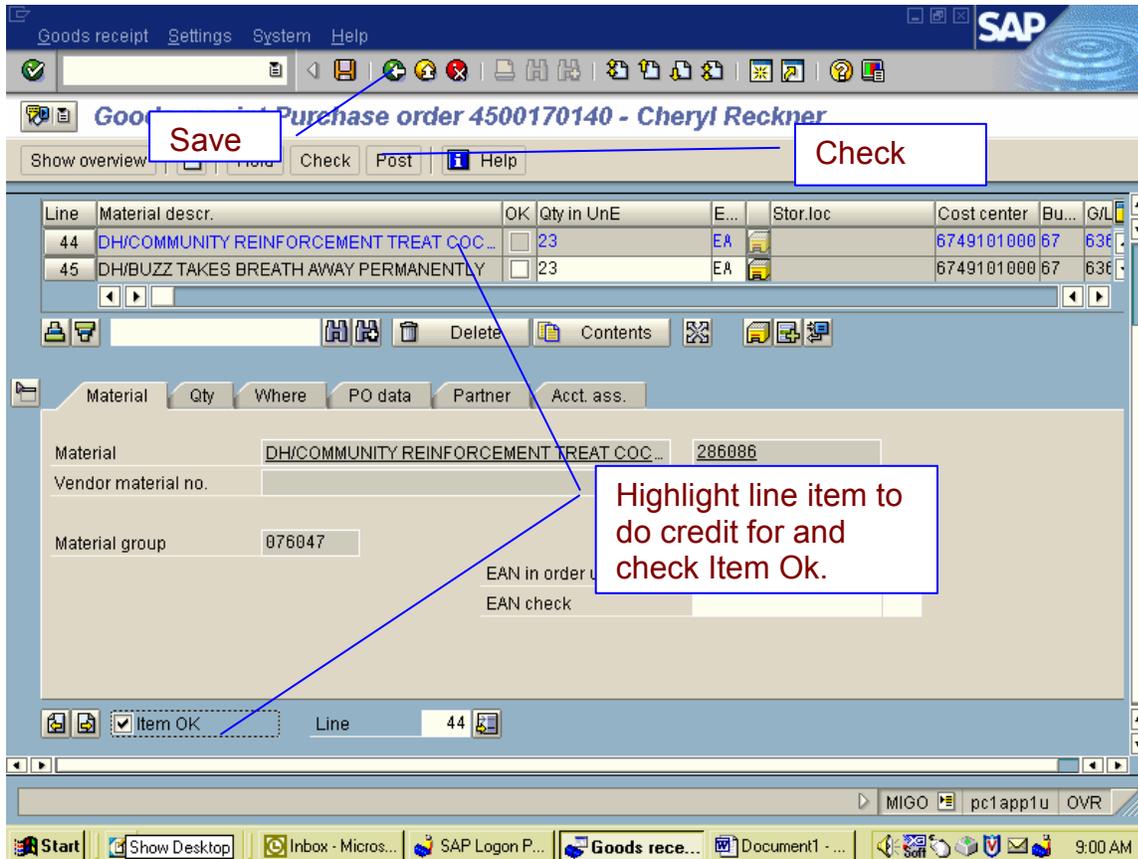
ME23N | pc1app1u | OVR

Start | Inboxes - Micros... | SAP Logon P... | Stock trans... | Document1 - ... | 8:42 AM

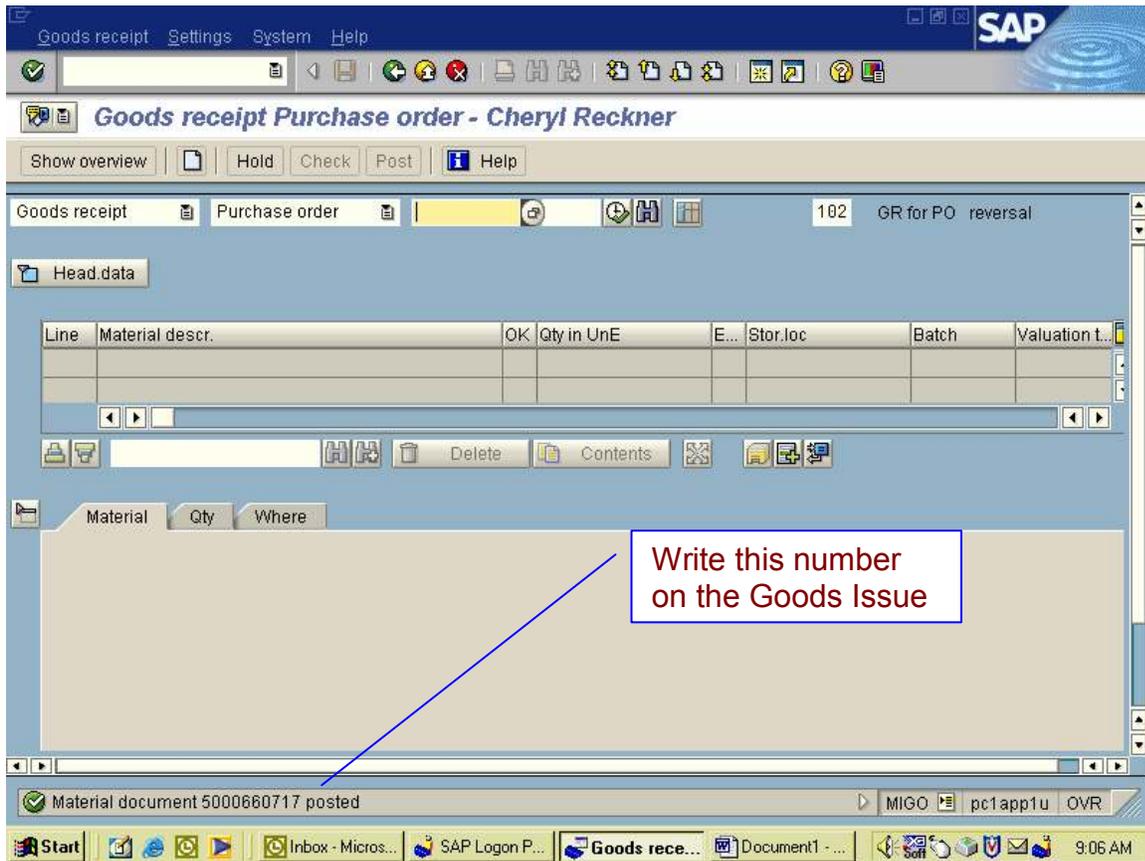
- 6) Type in transaction MIGO and click on execute.
- 7) This is the screen that you will get. Here you will do the drop downs and select Goods receipt, Purchase order, type in your STO number and make sure that the last box is a 102.
- 8) Once that is done you click on execute and you will get all information on that STO. Scroll through the Line items until you find the one you are doing a credit for,



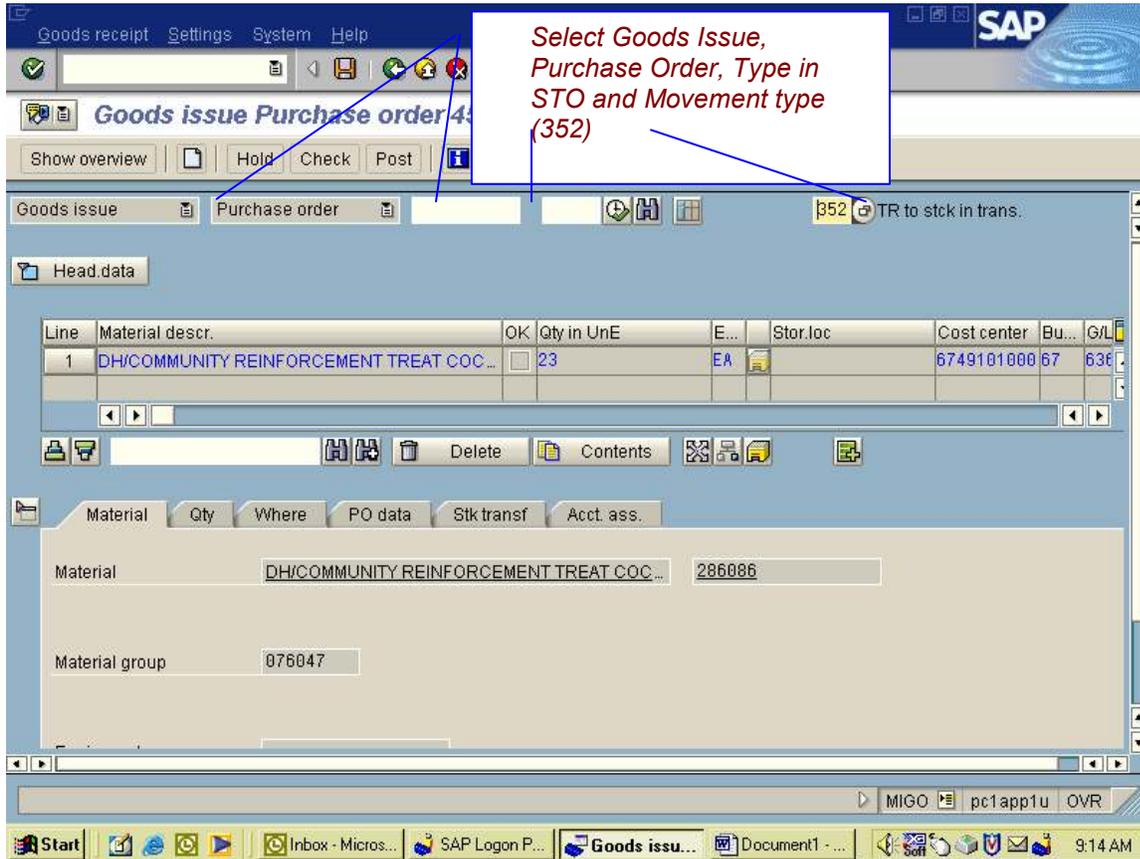
- 9) Here you will Highlight the line item that you are doing the credit for. Then you will check item OK at bottom left. If there are multiple lines do this step for each line. (Only lines that you are doing a credit for).
- 10) Select Check, if there are no errors you will receive a document OK message at bottom left, if there are errors you will get a message and must be corrected before continuing. Then, click on Save.



11) This is the screen you get. This will give you your 102 posting number. You will write corresponding number on that Goods Issue Slip. (102-than the number).



- 12) Goods Issue, Purchase Order, STO number, and movement 352. Click on execute and then Execute again on blue pop up box.
- 13) Once you input all that information this the screen you will get.



14) Select the Quantity Tab. Here you will put in the amount that you are putting back in stock. Example: If you have 20 and 2 are coming back then you put in 2.

The screenshot displays the SAP Goods issue Purchase order 4500170140 - Cheryl Reckner. The interface includes a menu bar (Goods receipt, Settings, System, Help), a toolbar, and a main content area. The main content area shows a table with the following data:

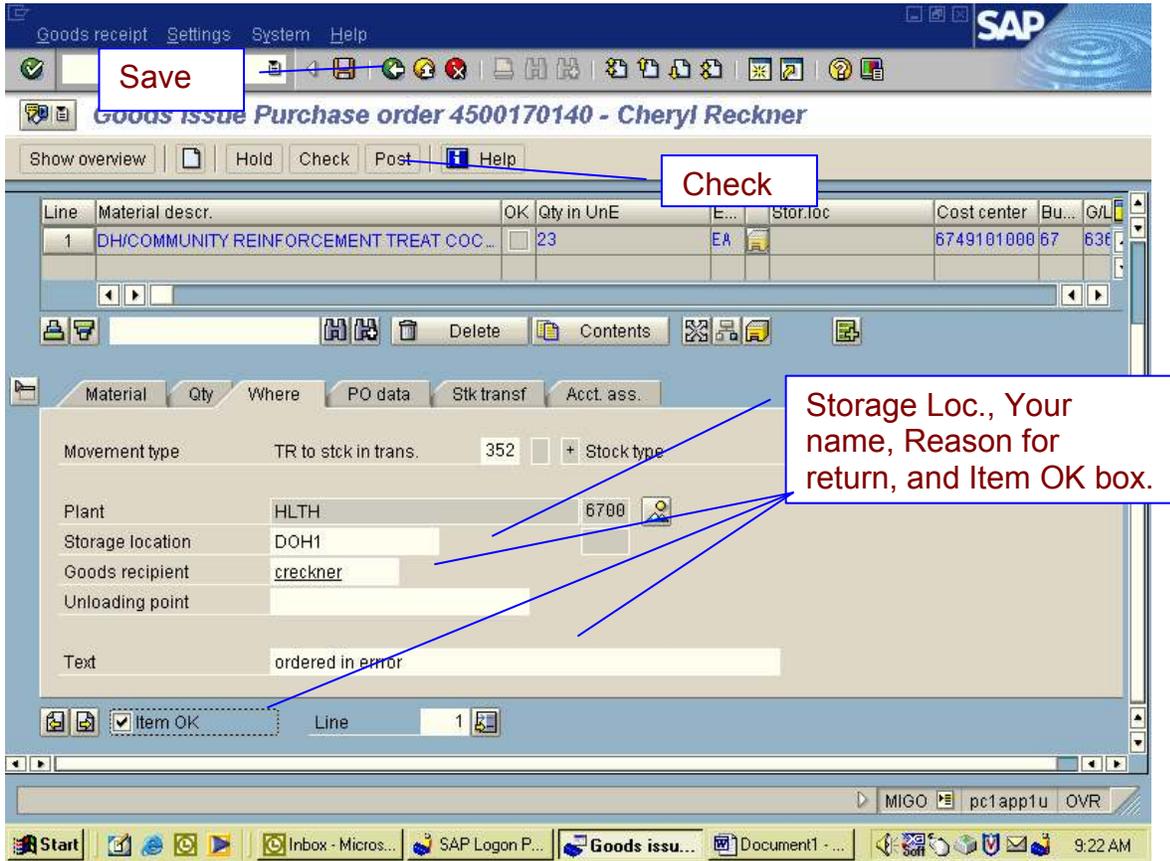
Line	Material descr.	OK	Qty in UnE	E...	Stor.loc	Cost center	Bu...	G/L
1	DH/COMMUNITY REINFORCEMENT TREAT COC...	<input type="checkbox"/>	23	EA		6749101000	67	636

Below the table, there are tabs for Material, Qty, Where, PO data, Stk trans, and Acct. ass. The Qty tab is selected, showing the following data:

Qty in unit of entry	23	EA
Qty in SKU	23	EA

A callout box with a blue border and red text points to the 'Qty in unit of entry' field. The text inside the callout box reads: "Enter quantity that you are putting back in stock".

- 15) Where Tab – you will enter the Storage location, your name, and reason for return and click Item OK box.
- 16) Select the check, and than save.



17) Write the corresponding number on the Goods Issue Slip. (352 – and then the number).

The screenshot shows the SAP 'Goods issue Purchase order' interface for user Cheryl Reckner. The main window displays a table with columns: Line, Material descr., OK, Qty in UnE, E..., Stor.loc, Batch, and Valuation t... The table is currently empty. A callout box with a blue border and red text points to the table area, containing the instruction: 'Write this number on the Goods Issue slip (352)'. The interface includes a top menu bar with 'Goods receipt', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window has a header with 'Goods issue' and 'Purchase order' tabs, and a status bar at the bottom showing 'Material document 4900361487 posted' and 'MIGO pc1app1u OVR'. The Windows taskbar at the bottom shows the Start button, several open applications including 'Inbox - Micros...', 'SAP Logon P...', 'Goods issu...', and 'Document1 - ...', and the system clock showing 9:27 AM.

- 18) Type in transaction ME22n and execute.
- 19) This is the screen you get. Here is where you will make your changes. If you are going to change quantity, find the line to change and click in that box. Change quantity and save.
- 20) If you are going to trashcan a line, you highlight the line you are going to trash, and click on trashcan. You will get a blue pop up box asking if you if you want to do this, click yes

The screenshot shows the SAP Stock transport order (ME22N) interface. The title bar indicates 'Purchase order' and 'SAP'. The main window title is 'Stock transport ord. 4500170140 Created by Cheryl Reckner'. The interface includes a menu bar (Purchase order, Edit, Goto, Environment, System, Help), a toolbar, and a main data area. The data area is divided into several sections: Header, Item, and Delivery schedule. The Item section is currently selected, showing a table of items with columns for S., Item, A, I, Material, Short text, PO quantity, O..., C, Deliv. date, and Cur. The Delivery schedule section shows a table with columns for S..., MVT, Material do..., Item, Posting date, z, Amount, OUn, z, Quantity, L.cur, Or..., and Reference. Annotations with blue boxes and arrows point to specific elements: 'Save' points to the save icon in the toolbar; 'Trashcan' points to the trashcan icon in the toolbar; and 'Click on box to change quantity and change quantity' points to the quantity field in the Delivery schedule table.

Save

Click on box to change quantity and change quantity

Trashcan

S.	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Cur
	430	K	U	286084	DH/COMMUNITY DRUG ...	23	EA	D	10/05/2004	USD
	440	K	U	286086	DH/COMMUNITY REINF...	19	EA	D	10/05/2004	USD
	450	K	U	286046	DH/BUZZ TAKES BREAT...	23	EA	D	10/05/2004	USD

S...	MVT	Material do...	Item	Posting date	z	Amount	OUn	z	Quantity	L.cur	Or...	Reference	z
GR	101	5000658917	1	10/06/2004		0.00	EA		23	USD	EA		
Tr./ev. Goods receipt						0.00	EA		23	USD			
GI	351	4900360686	14	10/05/2004			EA		23	USD			
Tr./ev. Goods issue							EA		23	USD			

ME22N pc1app1u OVR

- 21) Click on save.
- 22) Click on save on blue pop up box.

The screenshot shows the SAP Stock transport order (ME22N) interface. The title bar reads "Purchase order Edit Goto Environment System Help" and "SAP". The main window title is "Stock transport ord. 4500170140 Create". The document overview shows "Document overview on" and "Print preview". The header section includes "Stock transport ord. 4500170140", "Supplying plant 670", and "Doc. date 10/05/2004".

Annotations include:

- A blue box with the text "Click on this save first" pointing to the "Save" button in the "Delivery schedule" section.
- A blue box with the text "Click on this save next" pointing to the "Save" button in the "Do you want to save document or process data?" dialog box.

The "Delivery schedule" table is as follows:

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OU	Σ	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658917	1	10/06/2004		0.00	EA		23	USD	EA		
Tr./ev. Goods receipt						0.00	EA		23	USD			
GI	351	4900360686	14	10/05/2004			EA		23	USD			
Tr./ev. Goods issue							EA		23	USD			

The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "12:32 PM".

23) Then you will get a message that your STO has been changed.

The screenshot displays the SAP Stock Transport Order (STO) interface. The title bar reads "Stock transport ord. 4500170140 Created by Cheryl Reckner". The document overview shows "Document overview on" and "Print preview" options. The header section indicates "Stock transport ord." and "Supplying plant 6700 HLTH" with a document date of "10/05/2004".

The main table lists items with columns for Item, Material, Short text, PO quantity, O..., C, Deliv. date, Curr..., and Matl group. The items are:

Item	Material	Short text	PO quantity	O...	C	Deliv. date	Curr...	Matl group	Plnt
430	K U 286084	DH/COMMUNITY DRUG ...	23	EA	D	10/05/2004	USD	FORMS, FR...	HLTH
440	K U 286086	DH/COMMUNITY REINF ...	19	EA	D	10/05/2004	USD	FORMS, FR...	HLTH
450	K U 286046	DH/BUZZ TAKES BREAT ...	23	EA	D	10/05/2004	USD	FORMS, FR...	HLTH

The "Item" section is expanded to show details for "[10] 286476, DH/YOUNG PEOPLE DRUGS ACT". The "Delivery schedule" tab is active, showing a table with columns for S..., MvT, Material do..., Item, Posting date, Quantity, L.cur, Or..., and Reference. The table contains the following data:

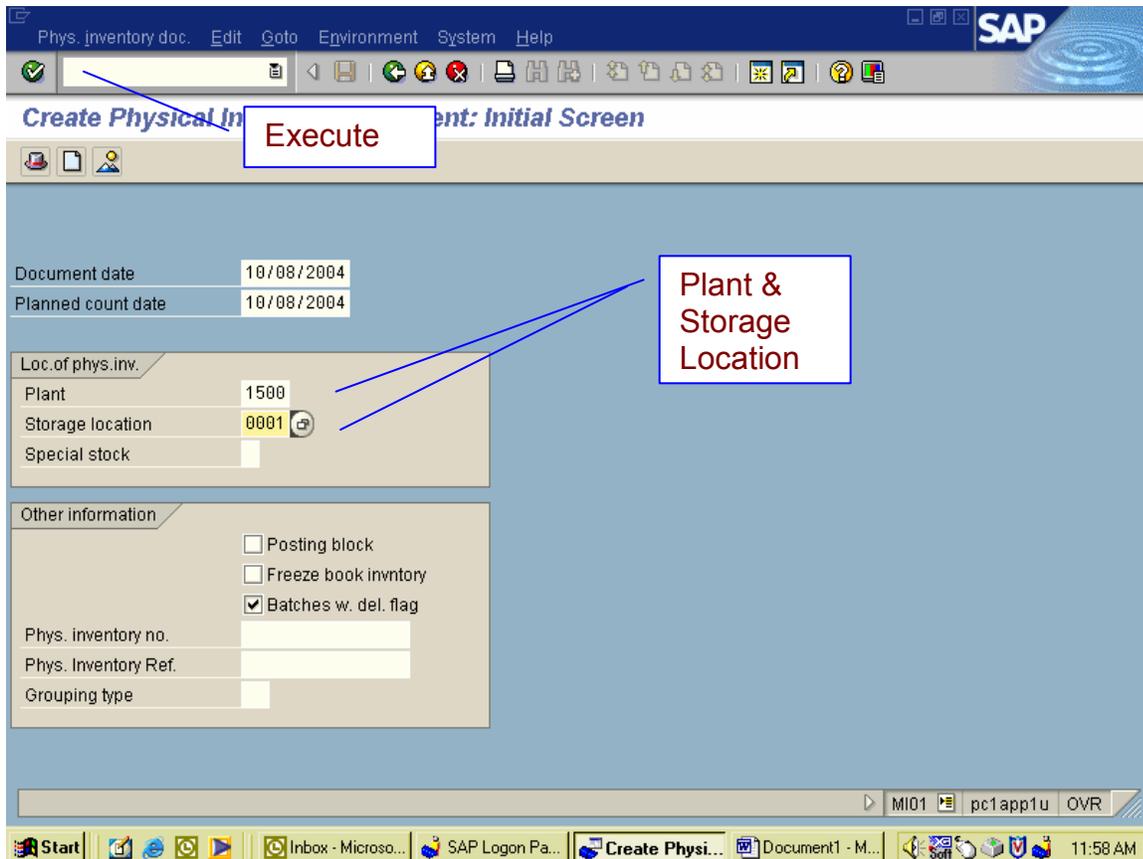
S...	MvT	Material do...	Item	Posting date	Quantity	L.cur	Or...	Reference
GR	101	5000658917	1	10/06/2004	23	USD	EA	
Tr./ev. Goods receipt					23	USD		
GI	351	4900360686	14	10/05/2004	23	USD		
Tr./ev. Goods issue					23	USD		

A blue box with the text "STO has been changed" is overlaid on the table, with a blue arrow pointing to the "Tr./ev. Goods receipt" row. At the bottom of the window, a status bar displays "Stock transport ord. 4500170140 changed". The Windows taskbar at the bottom shows the Start button, several open applications including "Inbox - Micros...", "SAP Logon P...", "Stock trans...", and "CREDITS - Mi...", and the system clock showing "12:34 PM".

Inventory Transactions

Create Inventory Document

- 1) Type in transaction Mi01 and execute.
- 2) This is the screen that you will get. Here you want to type in your Plant number and Storage Location. Then click on execute.



- 3) This is the screen that you will get.
- 4) Here you will enter the Material Numbers that you are going to count and click on Save. You will get an Inventory Document Number. Write this down for reference.

Phys. inventory doc. Edit Goto Environment System Help

Create Physical Inventory Document: New Items

Del.ind. on/off Other phys.inv.doc. **Save**

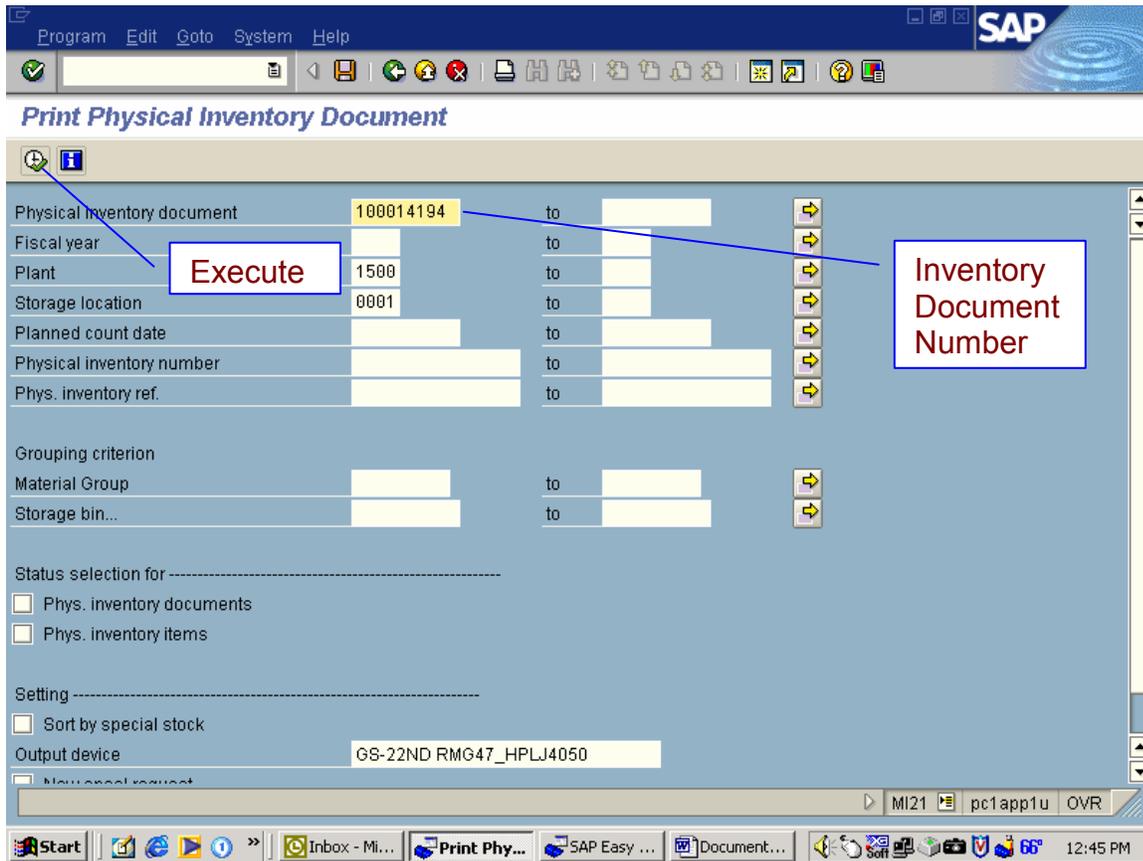
Plant 1500 DGS
Stor. loc. 0001 Sup&SurForster

Ite	Material	Material description	Batch	STy	AUn	BD	De1
1	130923			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

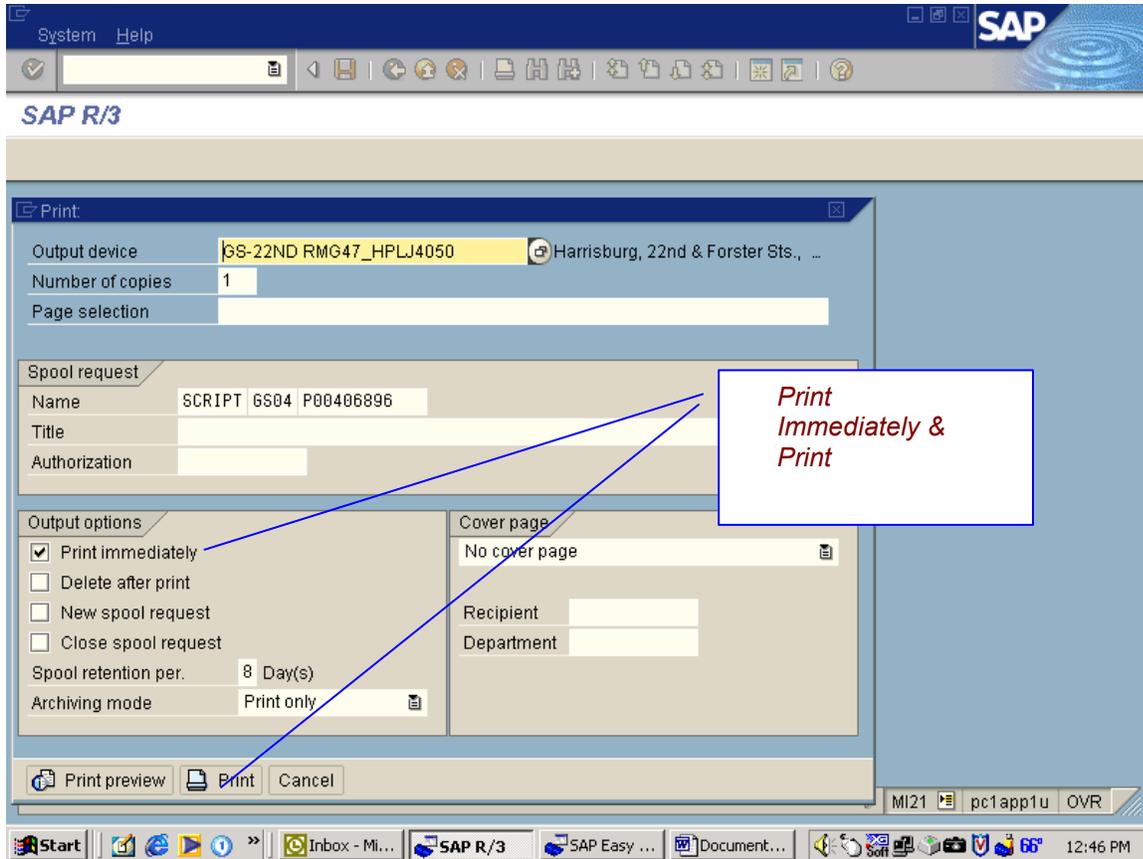
MI01 pc1app1u OVR

Start | SAP Logon Pa... | Create Physi... | Document1 - M... | 12:00 PM

- 5) Type in transaction MI21 and execute.
- 6) This is the screen that you get. Input your Inventory Document number and click on execute with the clock.

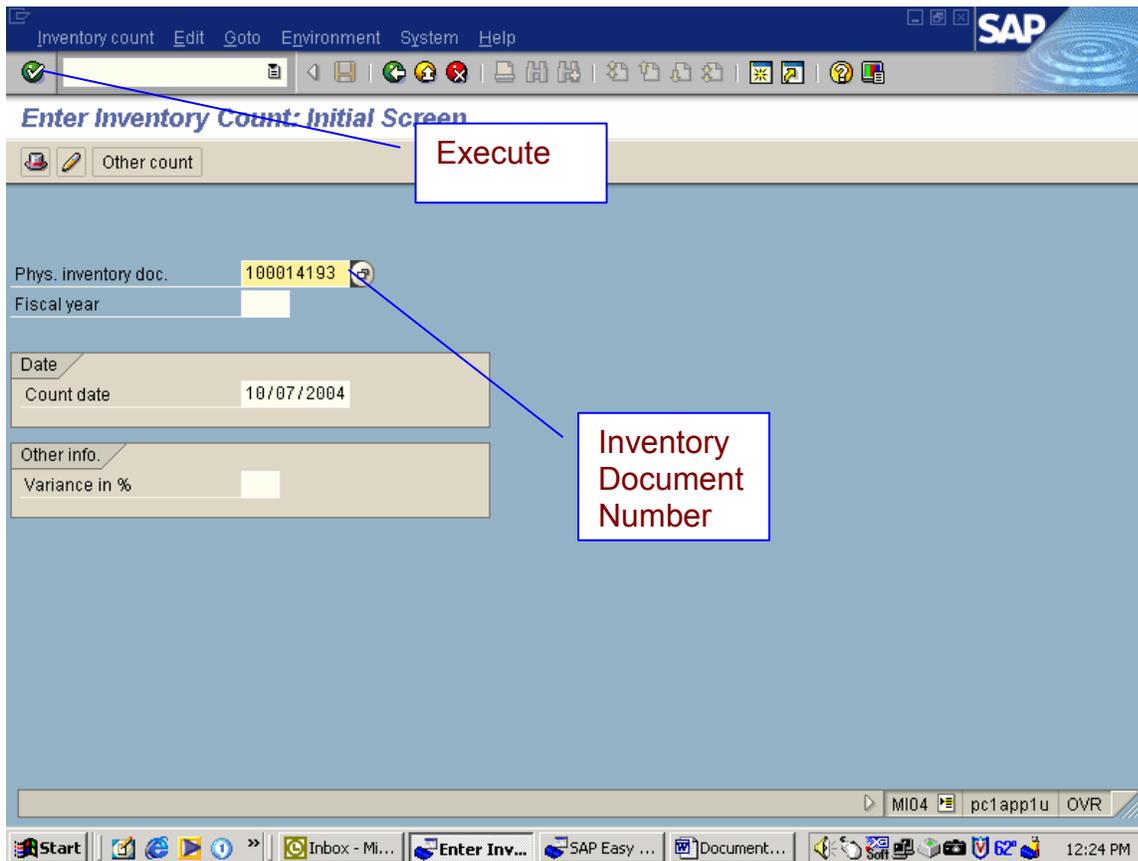


- 7) Make sure that Print Immediately is checked and click on Print.
- 8) This will print your first Inventory Document.
- 9) Give Inventory Document to Clerical Supervisor
- 10) Clerical Supervisor will give list to floor staff to count



Enter Inventory Counts

- 1) Type in transaction MI04 and execute.
This is the screen that you will get.
- 2) The Inventory document number should already be there. Then, click on execute.



This is the screen that you will get.

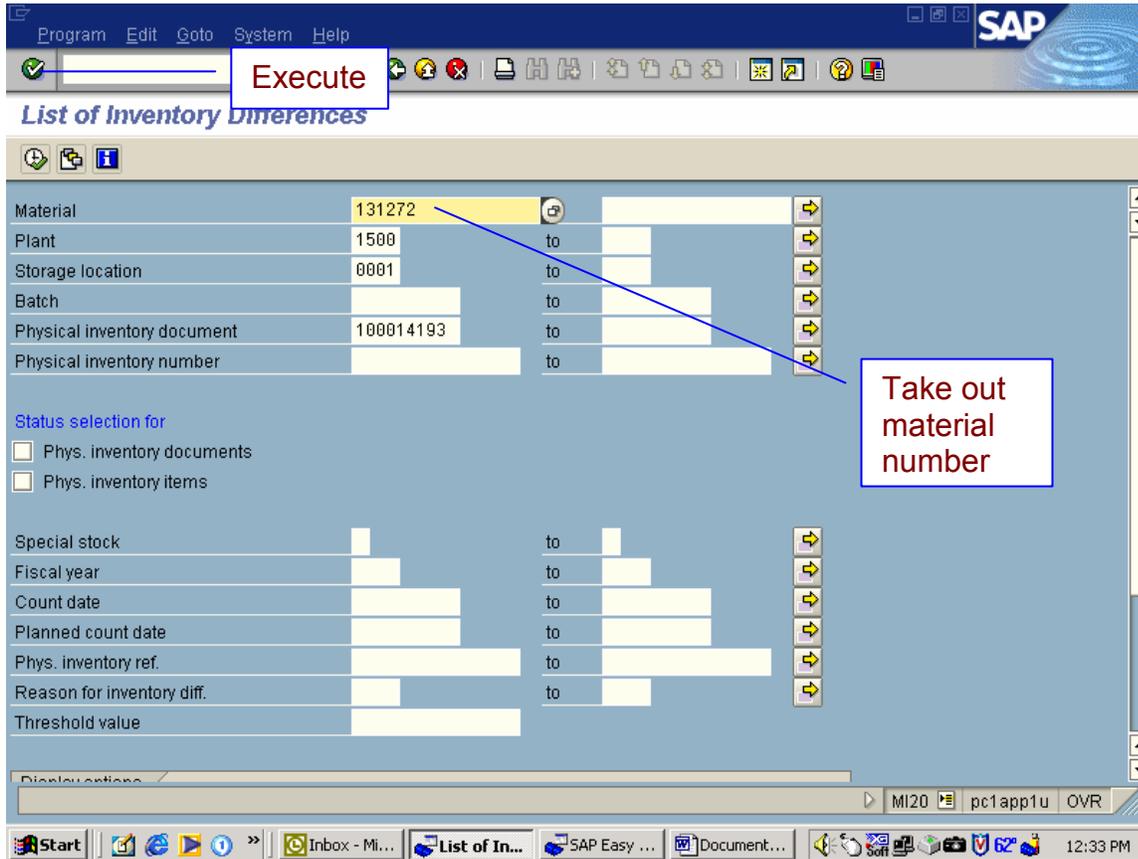
- 3) Here you will enter your quantities. If there are zeros (0), check mark the ZC Box. You may have to page down if you have more than one page of numbers.
- 4) Click on Save.

The screenshot shows the SAP 'Enter Inventory Count' interface. The title bar reads 'Inventory count' and the main window title is 'Enter Inventory Count 100014193: Collect.Processing'. The plant is 1500 DGS and the storage location is 0001 Sup&SurForster. A 'Save' button is highlighted with a blue box. A callout box points to the 'Quantity' field of the first item, containing the text 'Enter Quantities if zeros check the ZC box.' The table below shows the items to be counted.

itm	Material	Batch	STy	Quantity	UnE ZC
1	131320			0	BOX <input checked="" type="checkbox"/>
	CORRECTION FLUID PEN,W/PINP APP,WHT,12PN			1	0
					BOX
2	131321				BOX <input checked="" type="checkbox"/>
	FOLDER,FILE,HANGING,1/5 CUT,LETTER,25/BX			1	0
					BOX
3	131322				BOX <input checked="" type="checkbox"/>
	FOLDER,FILE,HANGING,1/5 CUT,LEGAL,25/BOX			1	0
					BOX
4	131323				BOX <input checked="" type="checkbox"/>
	FOLDER,FILE,HANGING,LETTER,1/3 CUT,25/BX			1	0
					BOX

Entry 1 of 33

- 5) Type in transaction MI20 and execute.
- 6) Take out the Material Number and execute.



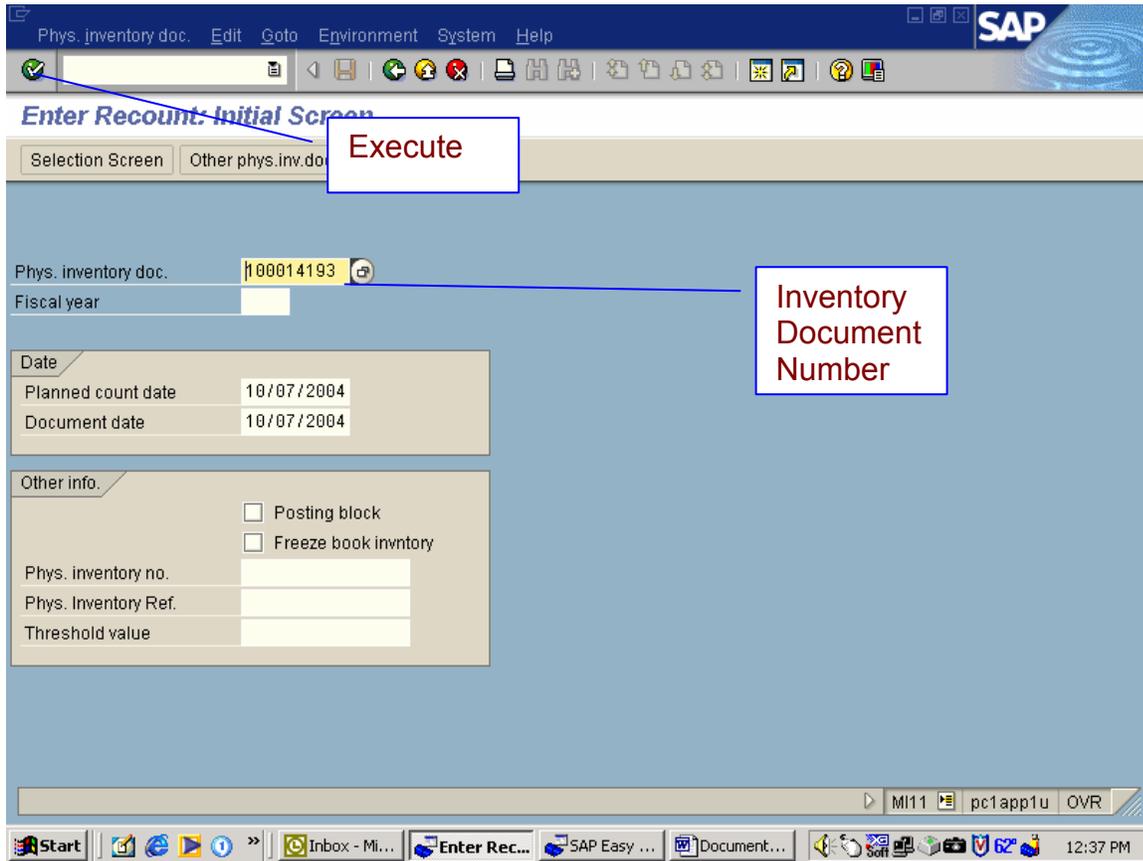
This is the screen you will get. This will give you a list of the differences.

7) Select Print and on the next screen select continue

The screenshot shows the SAP 'List of Inventory Differences' screen. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main window title is 'List of Inventory Differences'. Below the title bar is a toolbar with various icons, including a 'Print' icon which is highlighted with a blue box and a red 'Print' label. Below the toolbar is a navigation bar with buttons for 'Post differ...', 'y. count', 'Enter inventory count', and 'List of unposted doc...'. The main area contains a table with the following columns: Ph. inv. doc, Item, Material, Batch, Plnt, SLoc, Book quantity, Qty counted, and Difference q. The table lists 24 rows of inventory items with their respective quantities and differences. At the bottom of the screen, there is a status bar showing 'Spool request (number 0000022301) executed on SAP printer GS-22ND RMG47_HPLJ4050' and a taskbar with various application icons and the system clock showing 12:35 PM.

Ph. inv. doc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty counted	Difference q
100014193	3	131322		1500	0001	0.000	0.000	0.0
100014193	4	131323		1500	0001	0.000	0.000	0.0
100014193	5	131324		1500	0001	0.000	0.000	0.0
100014193	6	131326		1500	0001	0.000	0.000	0.0
100014193	7	131327		1500	0001	0.000	0.000	0.0
100014193	8	131328		1500	0001	0.000	0.000	0.0
100014193	9	131329		1500	0001	0.000	0.000	0.0
100014193	10	131330		1500	0001	34.000	37.000	3.0
100014193	11	131331		1500	0001	0.000	0.000	0.0
100014193	12	131332		1500	0001	9.000	2.000	7.0
100014193	13	131333		1500	0001	3.000	0.000	3.0
100014193	14	131334		1500	0001	4.000	0.000	4.0
100014193	15	131342		1500	0001	10.000	0.000	10.0
100014193	16	131343		1500	0001	3.000	0.000	3.0
100014193	17	131359		1500	0001	0.000	0.000	0.0
100014193	18	131386		1500	0001	12.000	0.000	12.0
100014193	19	131388		1500	0001	82.000	59.000	23.0
100014193	20	131420		1500	0001	0.000	0.000	0.0
100014193	21	131421		1500	0001	45.000	45.000	0.0
100014193	22	131423		1500	0001	3.000	4.000	1.0
100014193	23	131433		1500	0001	2.000	0.000	2.0
100014193	24	131436		1500	0001	0.000	0.000	0.0

- 8) Type in transaction MI11 and execute
This is the screen you will get.
9) Your inventory document number should already be there. Select Execute



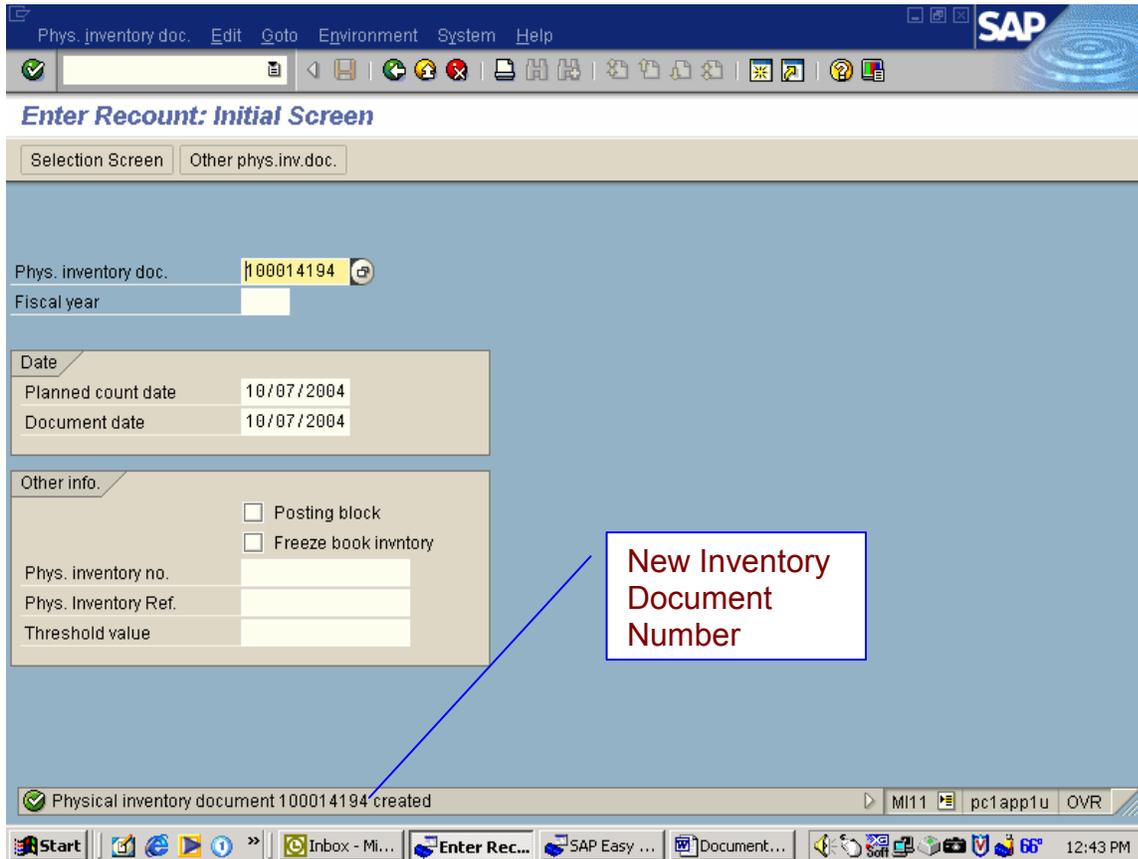
This is the screen you get.

- 10) Here you will click on the check marks that DO NOT need to be recounted. Leave the check marks in the boxes that have differences, these will have to be recounted. If you have more than one page, you will have to page down.
- 11) Click on save.

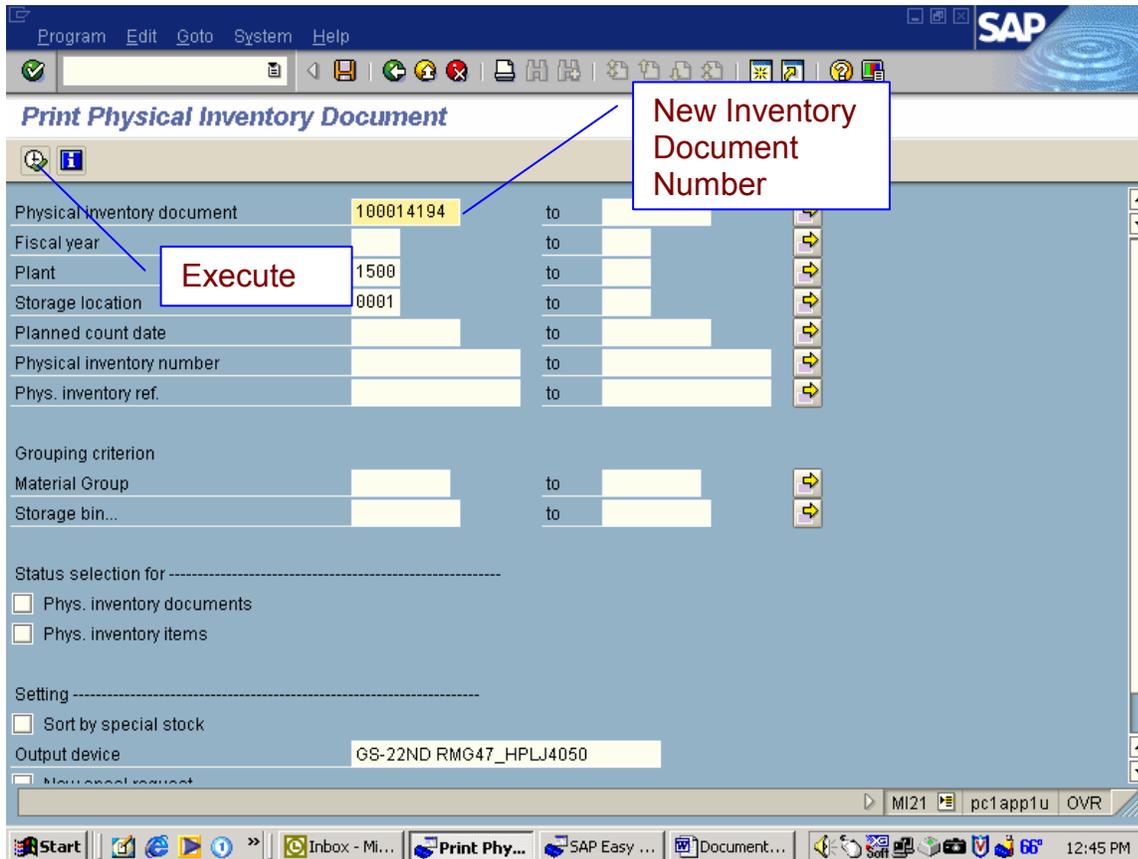
The screenshot shows the SAP 'Enter Recount: Selection List' interface. The title bar includes 'Phys. inventory doc.', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is in the top right. Below the title bar is a toolbar with various icons. The main area has a header with 'Reference...', 'Phys. inv. history', and 'Other phy' buttons. A 'Save' button is highlighted with a blue box and a red arrow pointing to the save icon in the toolbar. A 'Page' button is also highlighted with a blue box and a red arrow pointing to the page navigation icon in the toolbar. The main data area is a table with columns: 'Item', 'Material', 'Batch', 'STy', 'Difference qty.', 'BUn', and 'Difference amt.'. The table contains 5 rows of data, each with a checked checkbox in the 'Item' column. A text box with a red border and red text says 'Click on boxes that DO NOT have to be recounted', with a red arrow pointing to the checkbox of the first row. The bottom of the screen shows a taskbar with the Start button, several open windows (Inbox - Mi..., Enter Rec..., SAP Easy..., Document...), and the system tray with the time 12:38 PM.

Item	Material	Batch	STy	Difference qty.	BUn	Difference amt.
<input checked="" type="checkbox"/>	131320		1	0.000	BOX	0.00
<input checked="" type="checkbox"/>	131321					0.00
<input checked="" type="checkbox"/>	131322					0.00
<input checked="" type="checkbox"/>	131323		1	0.000	BOX	0.00
<input checked="" type="checkbox"/>	131324		1	0.000	BOX	0.00

You will get this screen with a new Inventory Document number at the bottom.
12) Write this number down for reference then back out of this screen. (This is the second count)

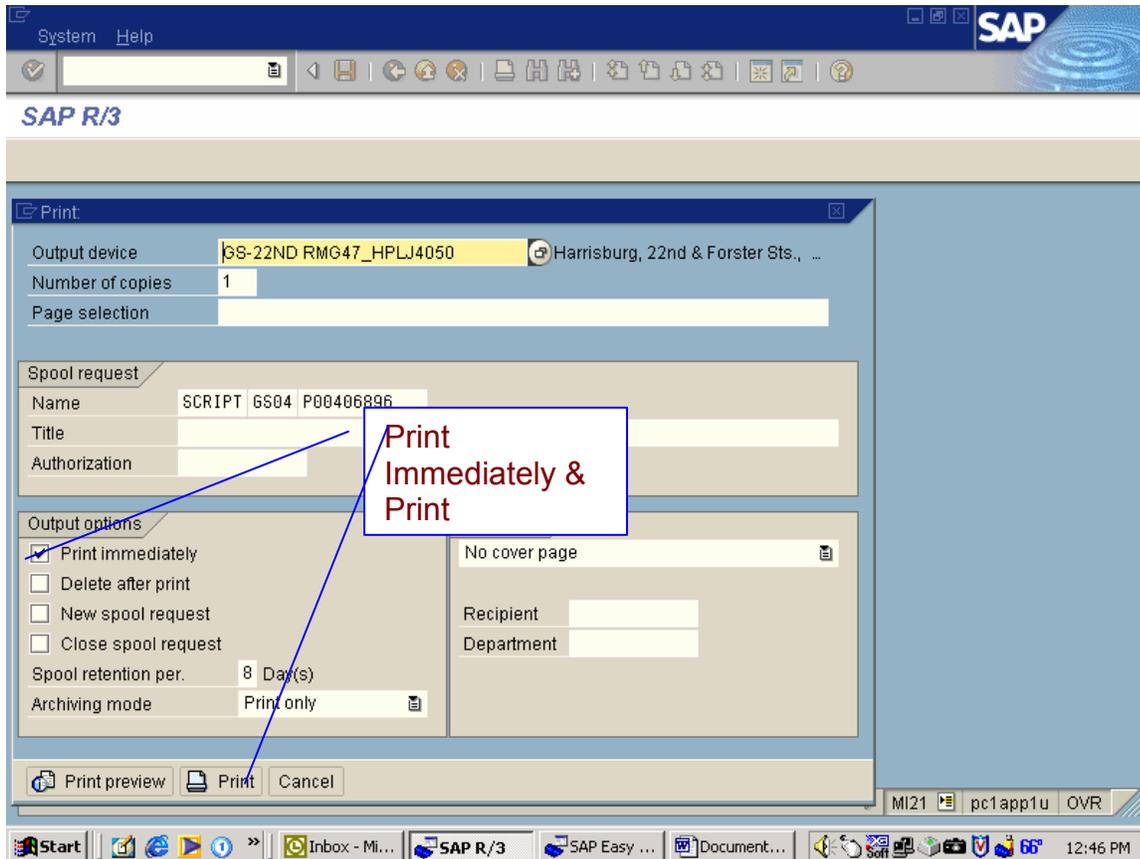


- 13) Type in transaction MI21 and execute.
- 14) This is the screen you will get. Your new Inventory document number should already be there.
- 15) Click on execute with the clock.

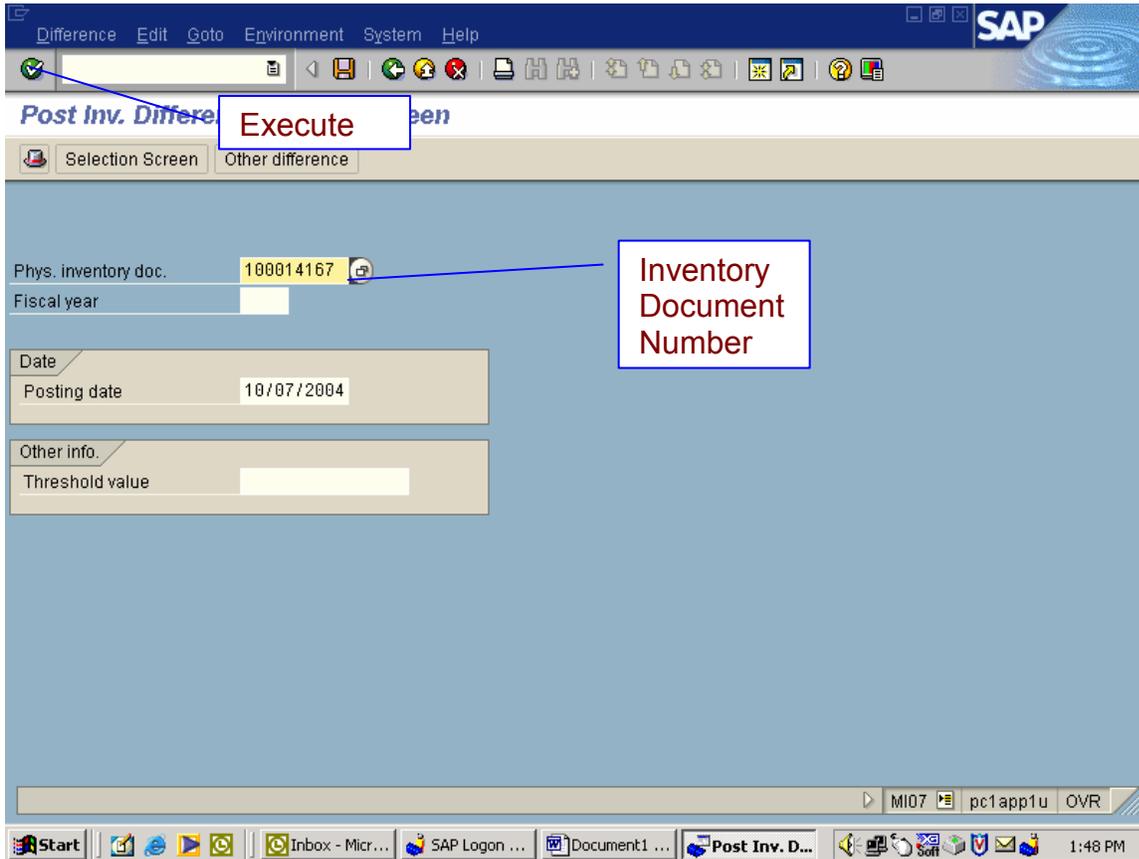


16) You want to click on Print immediately and then Print. This will print your new Inventory Document.

NOTE: If you have to do a third count, repeat above steps 1 thru 17.



- 17) Type in transaction MI07 and execute.
- 18) This is the screen you get. Type in Inventory Document number and then execute.



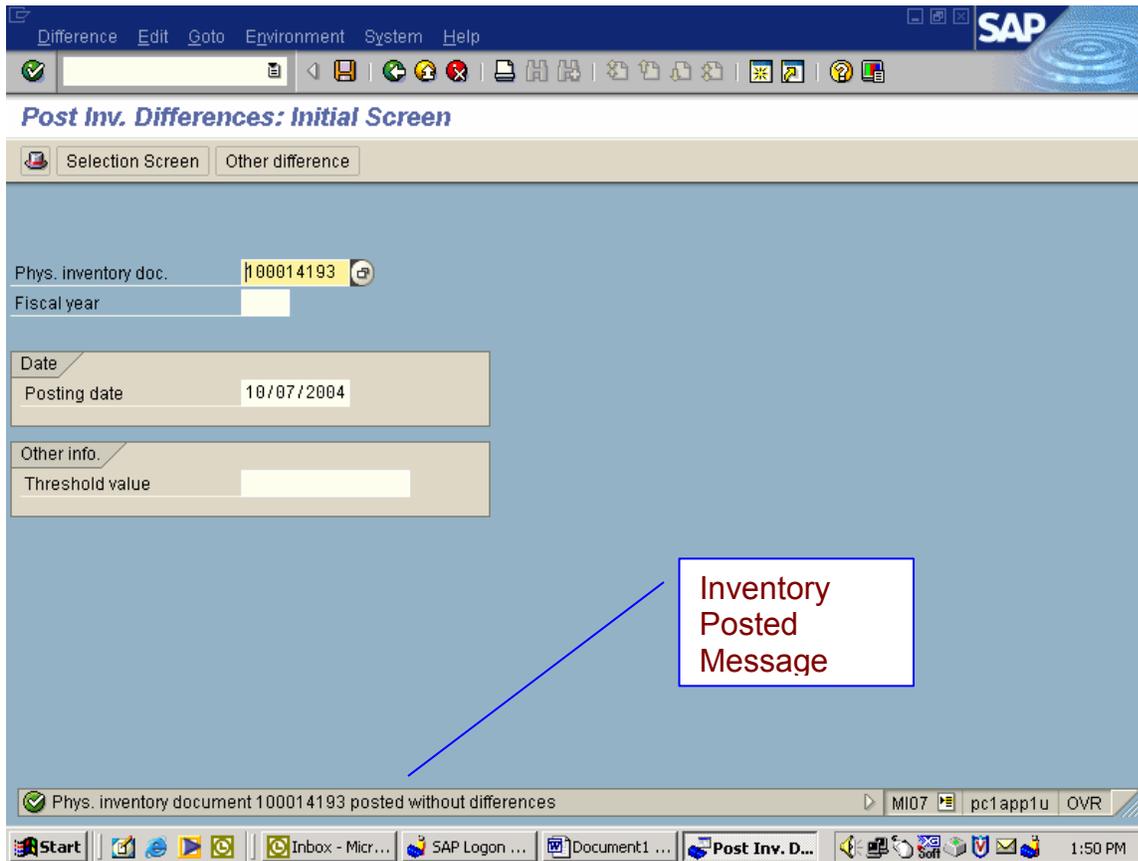
This is the screen you get.
19) Here all you want to do is Click on Save.

The screenshot shows the SAP 'Post Inv. Differences 100014193: Selection Screen'. The interface includes a menu bar (Difference, Edit, Goto, Environment, System, Help), a toolbar, and a title bar with the SAP logo. Below the title bar, there are tabs for 'Position...', 'Phys. inv. history', and 'Other difference'. A blue box labeled 'Save' is positioned over the 'Other difference' tab. The main area displays a table of items with the following data:

Item	Material	Batch	ST	Difference qty.	BUn	Difference amt.	Reas.
1	131320		1	0.000	BOX	0.00	Diff. sales value
2	131321		1	0.000	BOX	0.00	
3	131322		1	0.000	BOX	0.00	
4	131323		1	0.000	BOX	0.00	
5	131324		1	0.000	BOX	0.00	

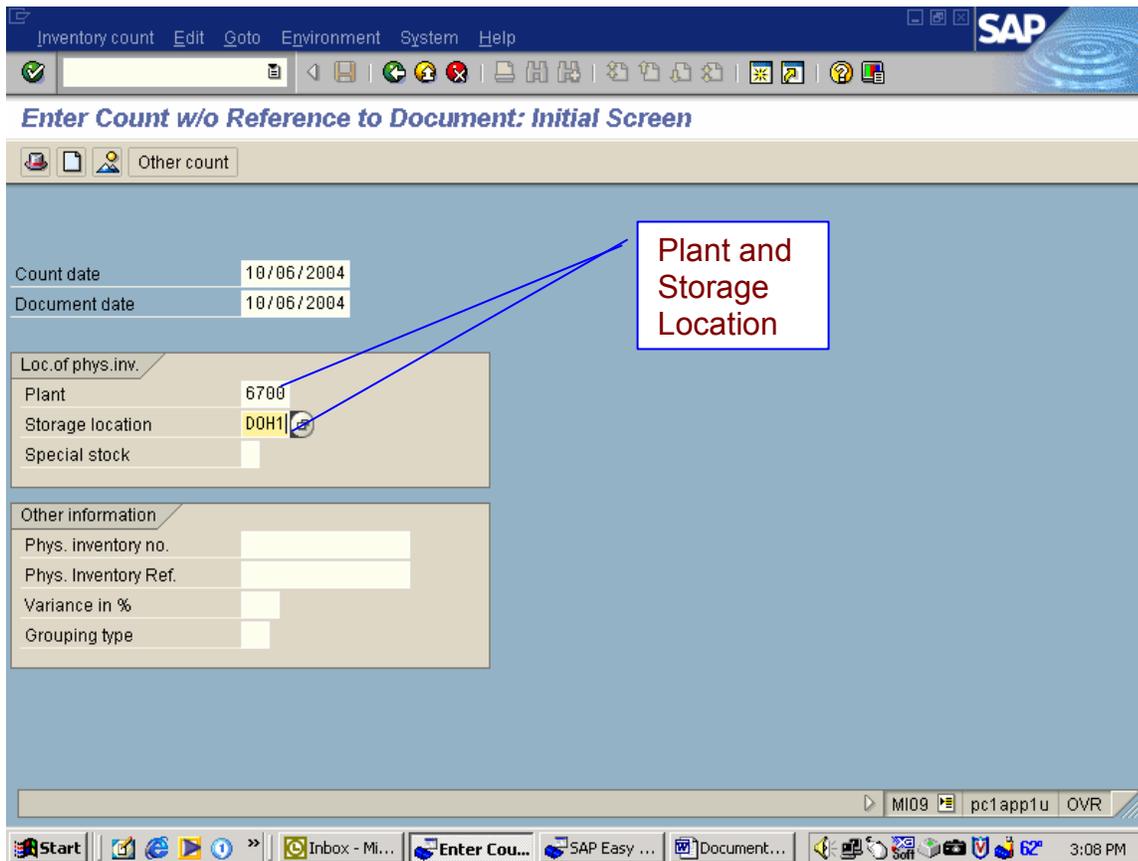
At the bottom of the table area, it says 'Entry 1 of 33'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Mic..., SAP Logon ..., Document1 ...), and the current application 'Post Inv. D...'. The system clock shows 1:49 PM.

20) You will get a message that Inventory was posted.



INVENTORY ADJUSTMENT

- 1) To adjust inventory without inventory document
- 2) Type in transaction mi09and click on enter.
- 3) Enter Plant and Storage location then click on enter.



The screenshot shows the SAP MI09 transaction initial screen. The window title is "Inventory count" and the SAP logo is visible in the top right corner. The menu bar includes "Inventory count", "Edit", "Goto", "Environment", "System", and "Help". The toolbar contains various icons for navigation and actions. The main area is titled "Enter Count w/o Reference to Document: Initial Screen" and has a sub-header "Other count".

Count date: 10/06/2004
Document date: 10/06/2004

Loc. of phys. inv.

Plant	6700
Storage location	DOH1
Special stock	

Other information

Phys. inventory no.	
Phys. Inventory Ref.	
Variance in %	
Grouping type	

MI09 pc1 app1u OVR

Start | Inbox - Mi... | Enter Cou... | SAP Easy ... | Document... | 3:08 PM

A red box labeled "Plant and Storage Location" has two blue arrows pointing to the "Plant" and "Storage location" fields in the "Loc. of phys. inv." section.

- 4) This is the screen that you get. Here you will enter material numbers and quantities.
- 5) Click on Enter.
- 6) If the quantity would be a zero put a check mark in the ZC bo

The screenshot shows the SAP 'Enter Count w/o Reference to Document: New Items' screen. The title bar includes 'Inventory co', 'Environment', 'System', 'Help', and the SAP logo. A red box labeled 'Enter' points to the 'Enter' button in the top toolbar. The main area contains a form with the following data:

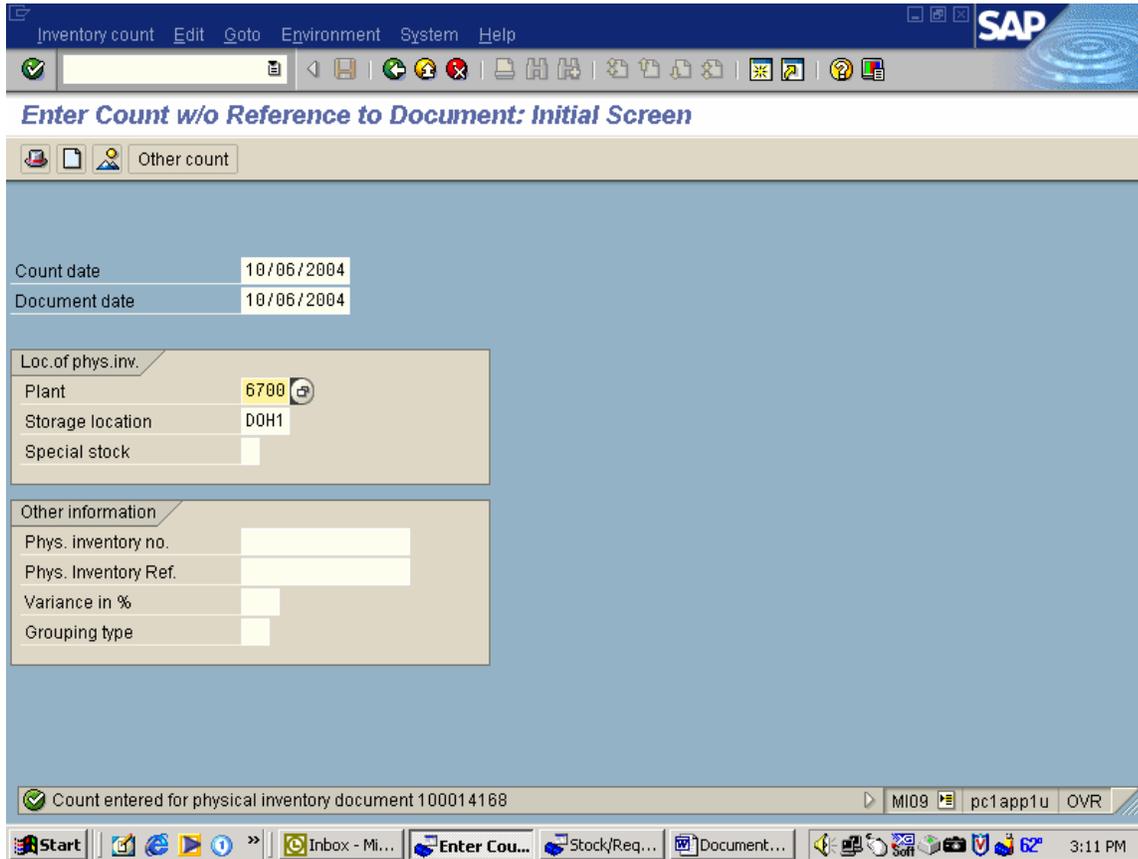
Plant: 6700 HLTH
Stor. loc.: D0H1 FREE FORMS

Other count

Item	Material	Batch	Qty	Quantity	UnE ZC
1	285955		1	6000	<input type="checkbox"/>
			1	0.000	
2	286120		1	6379	<input type="checkbox"/>
			1	0.000	
3	286361		1	6450	<input type="checkbox"/>
			1	0.000	
4			1		<input type="checkbox"/>
			1	0.000	

A red box labeled 'Material Numbers & Quantity' points to the 'Material' and 'Quantity' columns. Another red box labeled 'ZC Box' points to the 'UnE ZC' column. The bottom status bar shows 'MI09', 'pc1app1u', 'OVR', and the system clock '3:10 PM'.

- 7) You will get an Inventory document at the bottom left of your screen. Write this number down to reference to.



- 8) Type in transaction MI20 and click on enter.
- 9) Delete the Material Number and then execute.

The screenshot shows the SAP 'List of Inventory Differences' interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'List of Inventory Differences'. Below the title bar, there are several data fields for selection criteria:

Material	286361			
Plant	6700	to		
Storage loc.	D0H1	to		
Batch		to		
Physical inventory document	100014168	to		
Physical inventory number		to		

Below these fields, there are checkboxes for 'Status selection for':

- Phys. inventory documents
- Phys. inventory items

Further down, there are more selection criteria:

Special stock		to		
Fiscal year		to		
Count date		to		
Planned count date		to		
Phys. inventory ref.		to		
Reason for inventory diff.		to		
Threshold value				

At the bottom of the screen, there is a 'Display options' section and a status bar showing 'MI20 pc1app1u OVR'. The Windows taskbar at the very bottom shows the Start button, several open applications (Inbox, List of In..., Stock/Req..., Document...), and the system clock at 3:13 PM.

Two blue callout boxes with red text provide instructions:

- A box labeled 'Execute' points to the green checkmark icon in the top-left corner of the SAP window.
- A box labeled 'Delete Material Number' points to the delete icon (a circle with a minus sign) next to the 'Material' field.

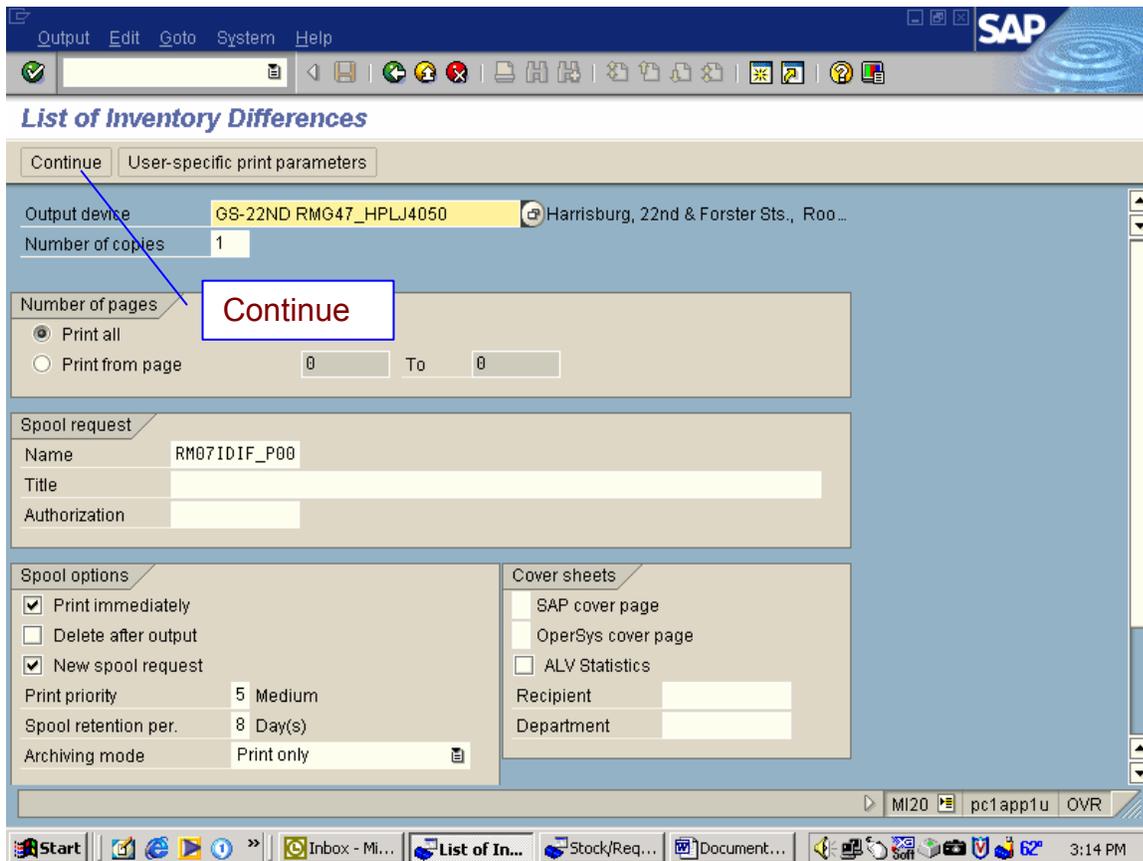
- 10) This is the screen that you get.
- 11) Click on the Print Icon

The screenshot shows the SAP 'List of Inventory Differences' screen. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main title is 'List of Inventory Differences'. Below the title is a toolbar with various icons, including a 'Print' icon which is highlighted with a blue box and the word 'Print' written in red. The main area contains a table with the following data:

Ph.inv.doc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty counted	Difference q
<input type="checkbox"/> 100014168	1	285955		6700	DOH1	0.000	6,000.000	6,000.0
<input type="checkbox"/> 100014168	2	286120		6700	DOH1	79.000	6,379.000	6,300.0
<input type="checkbox"/> 100014168	3	286361		6700	DOH1	0.000	6,450.000	6,450.0

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Inbox - Mi..., List of In..., Stock/Req..., mi09 - Micr...), and the system tray showing the time as 3:17 PM.

12) Click on Continue



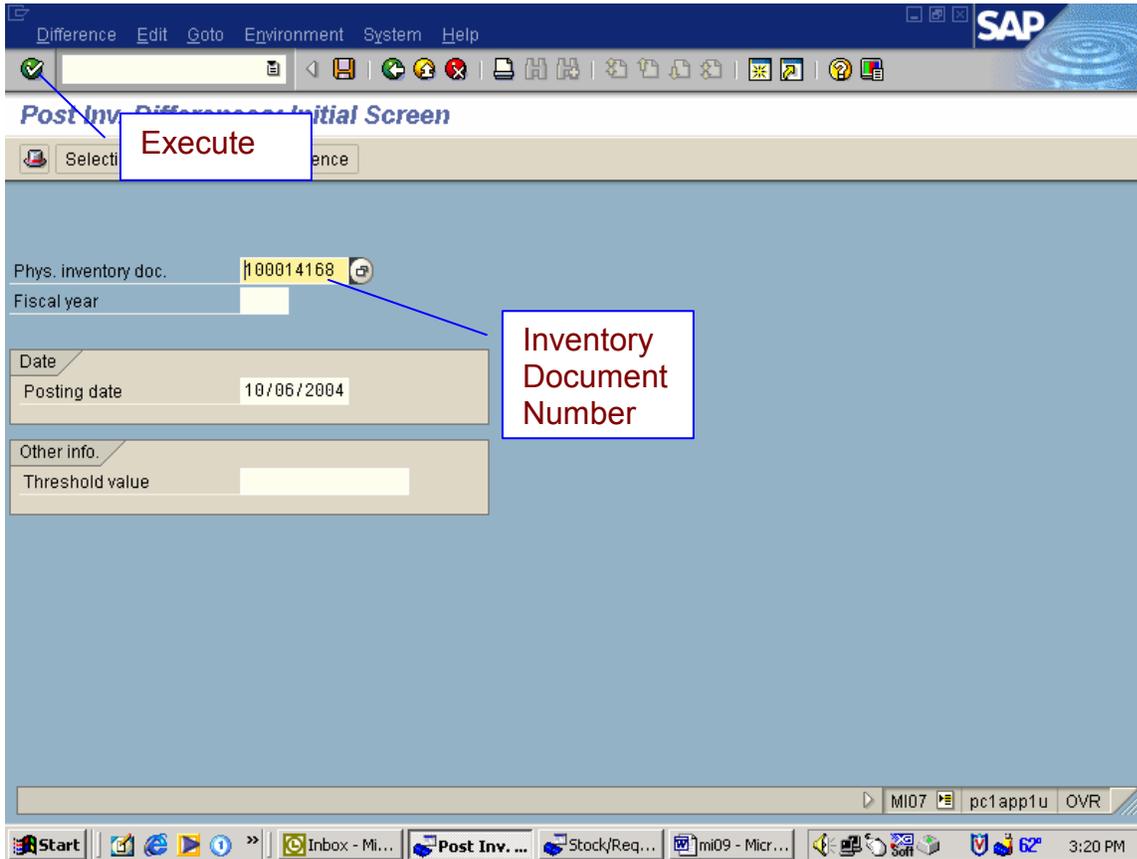
13) You will come back to this screen, just back out of it.

The screenshot shows the SAP 'List of Inventory Differences' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'List of Inventory Differences'. Below the title is a navigation bar with buttons for 'Previous', 'Next', 'Home', 'Refresh', 'Print', 'Filter', 'Help', and 'Go Back'. A red box with the text 'Go Back' is placed over the 'Go Back' button, with a blue arrow pointing to it from the text above. Below the navigation bar is a table with the following data:

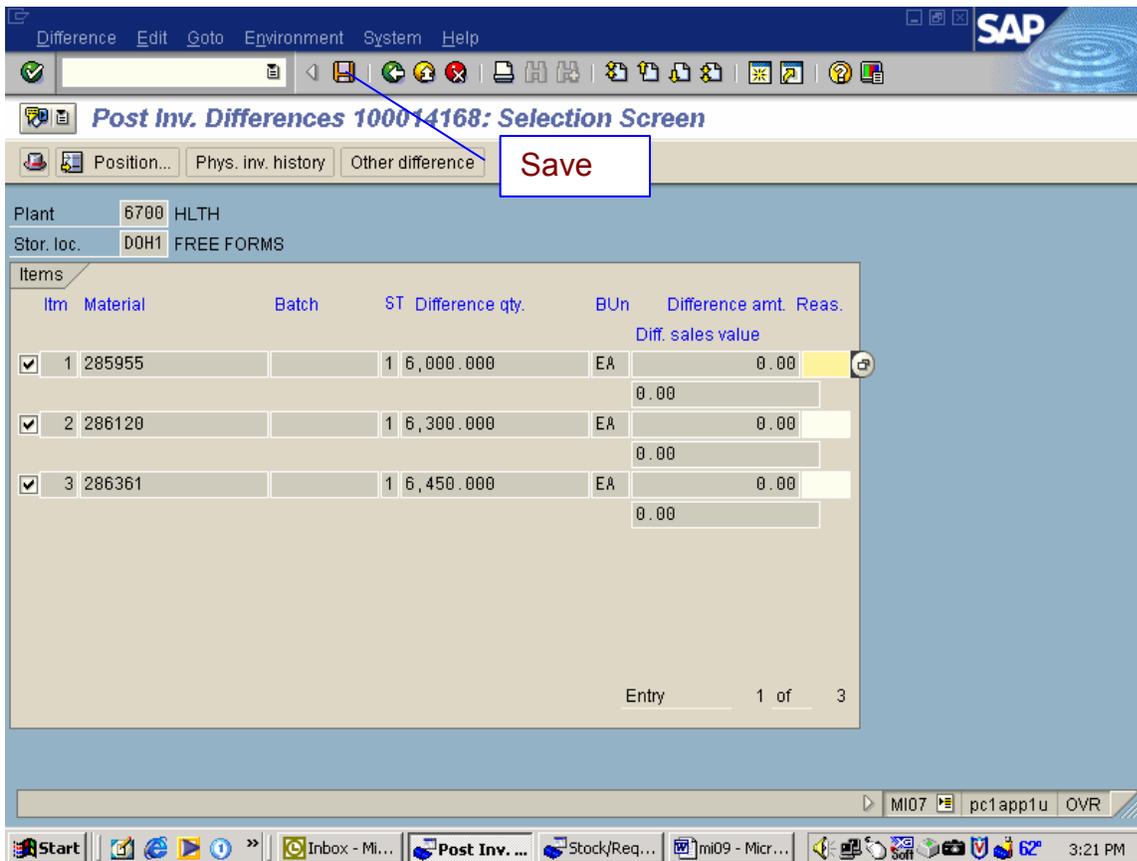
Ph. inv. doc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty counted	Difference q
<input type="checkbox"/> 100014168	1	285955		6700	DOH1	0.000	6,000.000	6,000.0
<input type="checkbox"/> 100014168	2	286120		6700	DOH1	79.000	6,379.000	6,300.0
<input type="checkbox"/> 100014168	3	286361		6700	DOH1	0.000	6,450.000	6,450.0

At the bottom of the window, there is a taskbar with the Start button and several open applications: 'Inbox - Mi...', 'List of In...', 'Stock/Req...', and 'mi09 - Mic...'. The system tray shows the time as 3:19 PM.

- 14) Type in transaction MI07 and click enter.
- 15) Enter Inventory document number and execute.



16) This is your next screen. Here all you have to do is save.



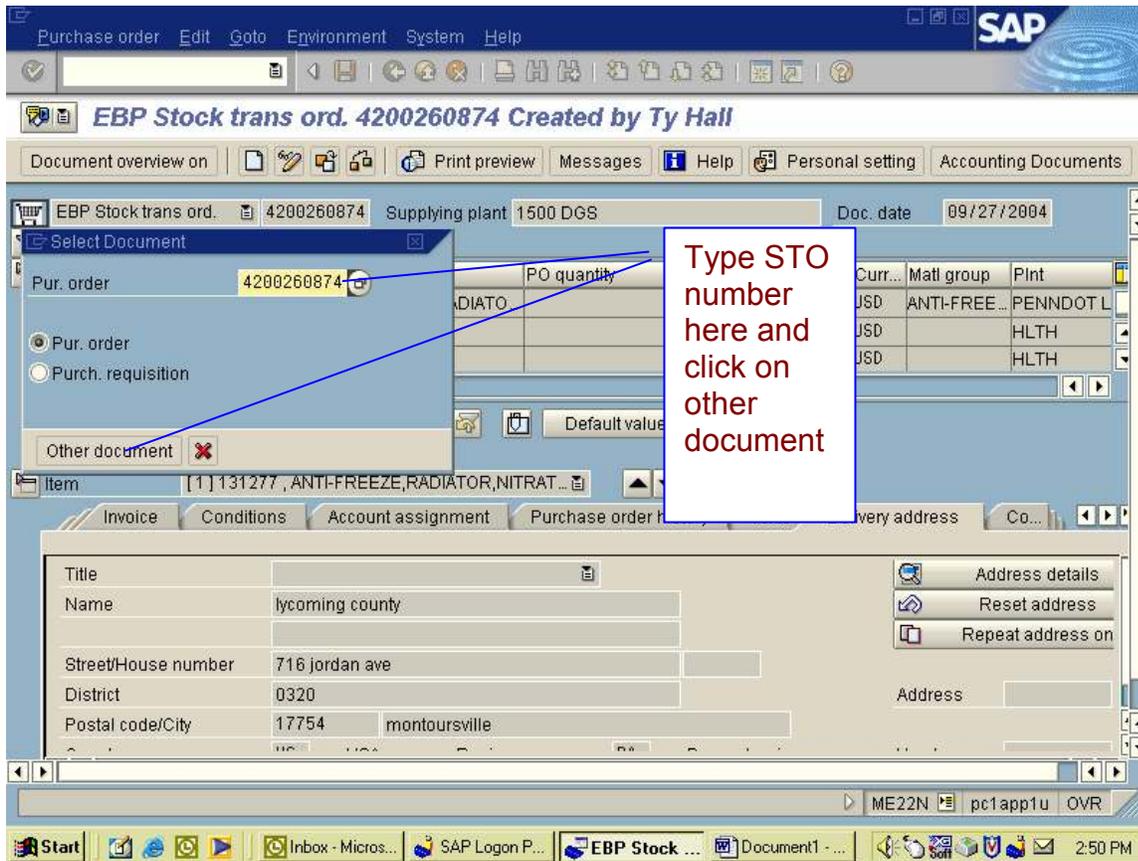
The screenshot shows the SAP 'Post Inv. Differences 100014168: Selection Screen'. The interface includes a menu bar (Difference, Edit, Goto, Environment, System, Help), a toolbar, and a title bar. Below the title bar, there are buttons for 'Position...', 'Phys. inv. history', and 'Other difference'. A red box highlights a 'Save' button. The main area displays a table of items with columns for 'itm', 'Material', 'Batch', 'ST', 'Difference qty.', 'BUn', and 'Difference amt. Reas.'. The table contains three rows of data, each with a checked checkbox in the 'itm' column. The 'Difference amt.' column shows '0.00' for each row. A 'Diff. sales value' column is also present. At the bottom of the table, it says 'Entry 1 of 3'. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Mi..., Post Inv. ..., Stock/Req..., mi09 - Micr...), and the system clock (3:21 PM).

Plant: 6700 HLTH
Stor. loc.: D0H1 FREE FORMS

itm	Material	Batch	ST	Difference qty.	BUn	Difference amt.	Reas.
<input checked="" type="checkbox"/>	1 285955		1	6,000.000	EA	0.00	
<input checked="" type="checkbox"/>	2 286120		1	6,300.000	EA	0.00	
<input checked="" type="checkbox"/>	3 286361		1	6,450.000	EA	0.00	

Entry 1 of 3

6) Type in your STO Number and click on other document.



- 7) Once your STO has come up. Go into the Purchase Order History tab and check to see if the order has pulled off the system. If it has you will have to do a 352 and 102 to reduce the amount (which is a credit and a reversal). If it has not pulled off the system, you can highlight that line and make corrections that need to be done. (If it has not pulled off of the system there will be no Purchase History tab).
- 8) Once you make your changes be sure to click on Save.

Save

Purchase order: Edit Goto Environment System Help

EBP Stock trans ord. 4200260874 Created by Ty Hall

Document overview on Print preview Messages Help Personal setting Accounting Documents

EBP Stock trans ord. 4200260874 Supplying plant 1500 DGS Doc. date 09/27/2004

Header

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Curr...	Matl group	Plnt
	1	K	U	131277	ANTI-FREEZE,RADIATO...		6	DR	09/27/2004	USD	ANTI-FREE...	PENNDOT L
		K								USD		HLTH
		K								USD		HLTH

Purchase Order History

Conditions Account assignment Purchase order history Texts Delivery address Co...

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OUn	Σ	Quantity	Lcur	Or...	Reference	Σ
GR	101	5000651288	1	08/29/2004		0.00	DR		6	USD	DR		
Tr./ev. Goods receipt						0.00	DR		6	USD			
Ne...		4900357459	1	09/28/2004		205.26	DR		0	USD	DR		
Tr./ev. Miscell. provision						205.26	DR		0	USD			
GI	351	4900357459	1	09/28/2004			DR		6	USD			

ME22N pc1app1u_QVR
VirusScan On-Access Scan is enabled

Start Inboxes - Micros... SAP Logon P... EBP Stock ... Document1 - ... 2:53 PM

- 9) To trash can something, highlight the line item, click on the trash can and then click on yes in the blue pop up box. And save.

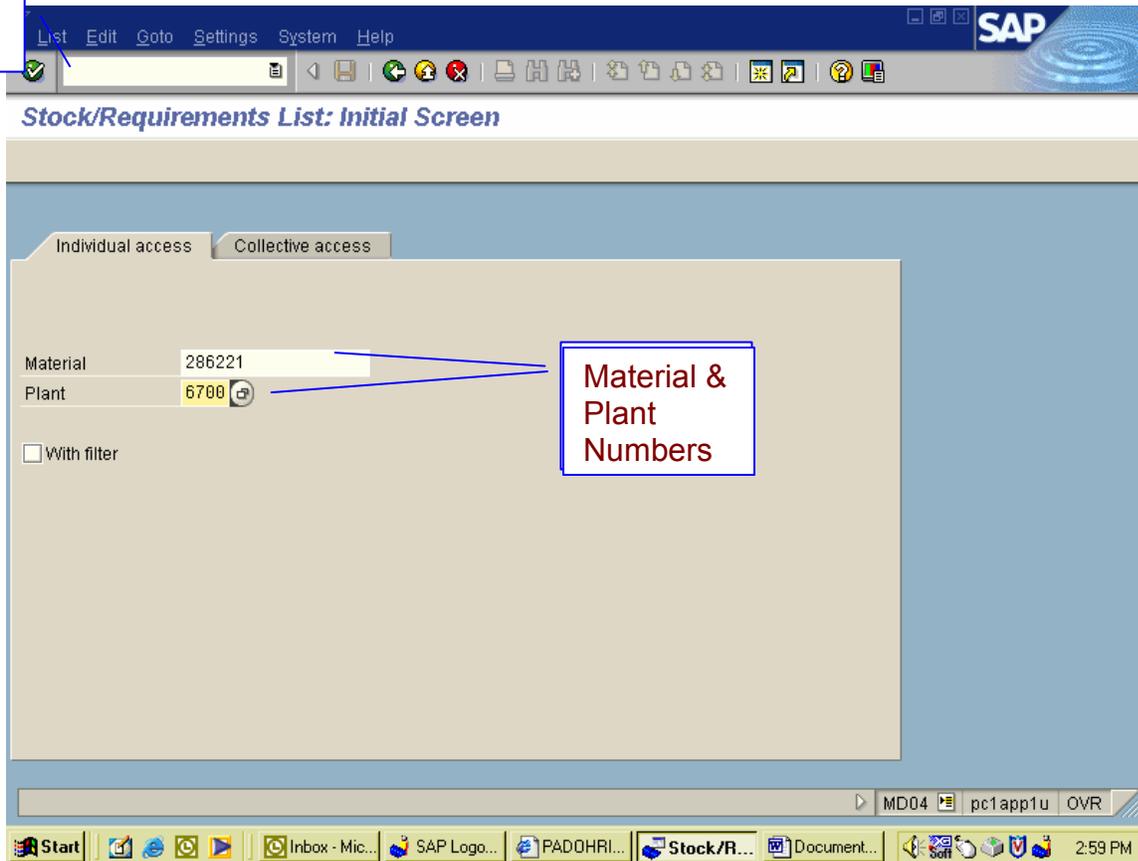
The screenshot shows the SAP Purchase Order (PO) interface. The title bar indicates 'Purchase order' and 'SAP'. The main window title is 'EBP Stock trans ord. 4200263255 Created by Susan Fortran'. The document overview shows 'EBP Stock trans ord. 4200263255' and 'Supplying plant 1500 DGS' with a document date of '10/06/2004'. A table of line items is visible, with the first row highlighted in yellow. A 'Delete items' dialog box is open, displaying a warning: 'Caution! The selected items will be deleted. Perform function?' with 'Yes', 'No', and 'Cancel' buttons. Three red callout boxes provide instructions: 'Highlight line item' points to the first row of the table; 'Click on trashcan' points to the trash icon in the toolbar; and 'Click on yes to complete and then save' points to the 'Yes' button in the dialog box. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Micros...', 'SAP Logon P...', 'EBP Stock ...', and 'Document1 - Microsoft Word'.

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Curr...	Matl group	Plnt
	K	U	138970	FORM,STD-504,DEPT C...	1	CAR D	10/06/2004	USD	PRINTED M...	DPW Deputy
	K							USD		HLTH
	K							USD		HLTH

Check Stock

- 1) Type in transaction MD04. This is the screen you will get.
- 2) Type in Material and Plant Number
- 3) Click on execute.

Execute



4) This is the screen you get.

The screenshot displays the SAP MRP Elements List for material 286221. The material is identified as 'DH/IMMUNIZATIONS CARD HEALTH PASSPORT' at plant 6700. The table below shows the MRP elements and their corresponding available quantities.

Date	MRP ...	MRP element data	Reschedul...	E... Rec./reqd. qty	Available qty	Stck...	Del...
10/05/2004	Stock				133,941	0	
10/05/2004	POitem	4500169986/00010		20	133,991	50	6700
10/05/2004	POitem	4500170180/00010		20	134,491	500	6700

Check Stock And Location

- 1) Type in transaction MMBE and hit enter.
- 2) This is the screen that you will get.
- 3) Enter the material number, plant, and location and click on enter.
- 4) click on enter.

The screenshot shows the SAP Stock Overview (MMBE) interface. The title bar reads "Stock Overview: Company Code/Plant/Storage Location/Batch". The main area is divided into several sections:

- Database selections:** A table with fields for Material, Plant, Storage location, and Batch. The Material field contains "286221", Plant contains "6700", and Storage location contains "D0H1". There are "to" fields and arrows to the right of each row.
- Stock type selection:** Two checkboxes: "Also select special stocks" (checked) and "Also select stock commitments" (checked).
- List display:** Fields for "Special stock indicator" (empty), "Display version" (1), and "Display unit of measure" (empty). There are also checkboxes for "No zero stock lines" (checked) and "Decimal place as per unit" (unchecked).
- Select display levels:** Checkboxes for "Company code" (checked) and "Plant" (checked).

Annotations include a blue box labeled "Execute" pointing to the execute button (a green play icon) in the top left of the database selections section. Another blue box labeled "Material Plant Storage Location" points to the input fields for these three fields.

At the bottom of the window, the taskbar shows the Start button, several application icons, and the taskbar text: "MMBE pc1 app1u OVR". The system clock shows "1:03 PM".

5) This is the screen that you will get. It will give you total on hand and the location where it is kept.

Material 286221 DH/IMMUNIZATIONS CARD HEALTH PASSPORT
Material type ZNVL COPA Nonvaluated material
Unit of measureEA Base unit of measureEA

C1/CC/Plant/SLoc/Batch D	Unrestricted use	Qual. inspection	Reserved
Total	133,941.000	0.000	0.000
COPA COMMONWEALTH OF PA	133,941.000	0.000	0.000
6700 HLTH	133,941.000	0.000	0.000
DOH1 FREE FORMS	133,941.000	0.000	0.000
7Q9			

Current on hand

Location

MMBE pc1app1u OVR

Start | Inchox - Microso... | SAP Logon Pa... | Stock Overy... | Document1 - M... | 1:04 PM

Track By Material Number

- 1) Type in transaction MIGO and hit enter. This is the screen you get.
- 2) Enter the Material Document Number and execute.
- 3) You will get the same screen but you will get all your tab information.
- 4) Click on the PO Tab and then Double click on the Purchase order number and it will take you to the STO in ME23n.

The screenshot displays the SAP MIGO transaction interface. The title bar reads "Display Material document 4900357459 - Cheryl Reckner". The main area shows a table with the following data:

Line	Material descr.	Qty in UnE	E...	Stor.loc	Cost center	Bu...	G/L accou.
1	ANTI-FREEZE,RADIATOR,NITRATE-BASED,55GAL	6	DR	Sup&SurForster	7840320000	78	6380712

Below the table, the "Purchase order" tab is active, showing the purchase order number "4200260074" and "1". A checkbox for "DCI for mat. doc. item" is present and unchecked.

Annotations on the screenshot include:

- Execute**: A box pointing to the green checkmark icon in the top left corner.
- Material Document Number**: A box pointing to the input field containing "4900357459".
- Purchase Order Tab**: A box pointing to the "Purchase order" tab in the lower section.
- Double Click to go to ME23n**: A box pointing to the purchase order number "4200260074".

The bottom status bar shows "MIGO" and "pc1 app1 u OVR". The Windows taskbar at the bottom indicates the time is 1:38 PM.

5) Here you can check on Delivery Address, purchase order history, etc.

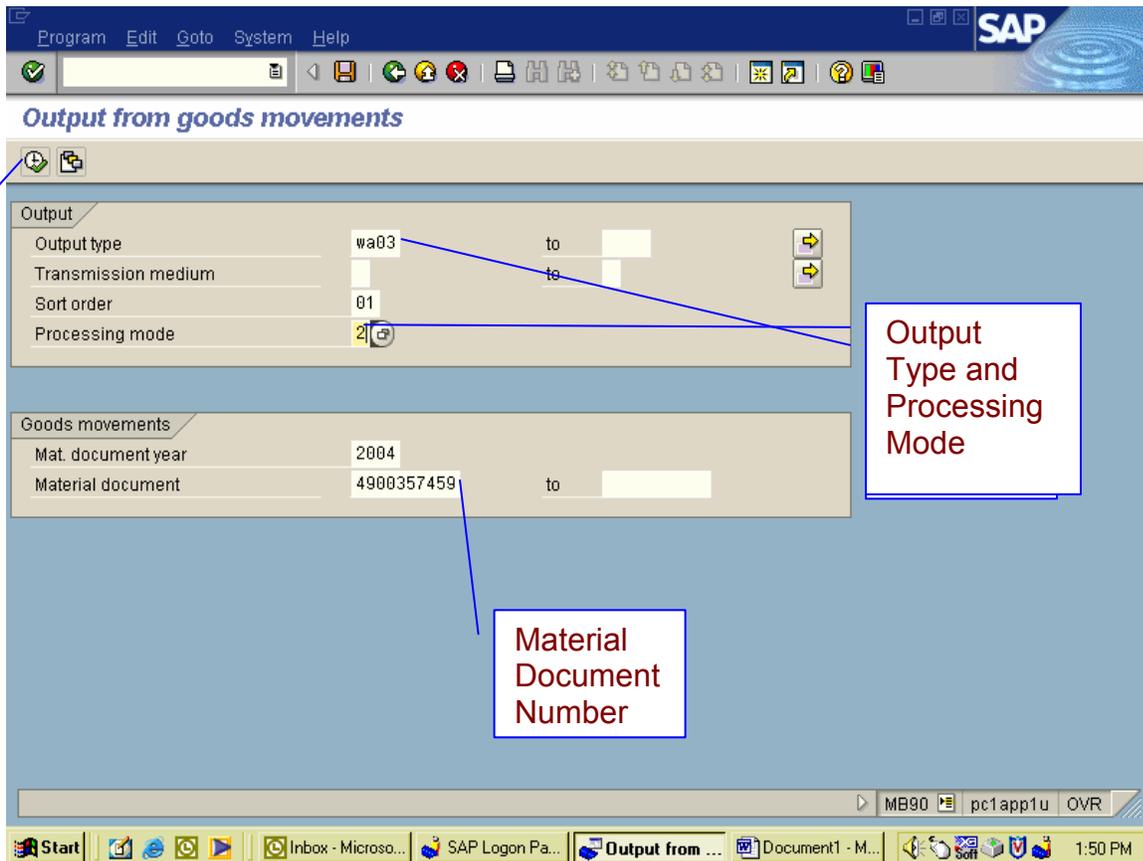
The screenshot displays the SAP interface for a Purchase Order (EBP Stock trans ord. 4200260874) created by Ty Hall. The document is for supplying plant 1500 DGS and has a document date of 09/27/2004. The main table lists one item: S. Item 1, Material 131277, Short text ANTI-FREEZE,RADIATO..., PO quantity 6, and Deliv. date 09/27/2004. The 'Delivery address' tab is active, showing the following details:

Title		Address details
Name	lycoming county	Reset address
Street/House number	716 jordan ave	Repeat address on
District	0320	Address
Postal code/City	17754 montoursville	Customer

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Inbox, SAP Lo..., EBP..., Docum..., Docum...), and the system clock at 1:43 PM.

Reprint An Order

- 1) Type in transaction MB90 and
- 2) click on execute. This is the screen that you get.
- 3) Make sure that your Output Type: is wa03, and change processing mode to a 2, and if you have a particular order that you are reprinting put that Material Document number in.
- 4) Then click on execute with the clock in it.



- 5) This is the screen that you get. Check the box for the Material Document and click on execute with the clock. Your copy of that order will print out.

The screenshot shows the SAP 'Output from goods movements' interface. The window title is 'Output from goods movements'. The main area contains a table with the following data:

Mat. doc.	Item	Out.	Med	Material	Material description	PInt	SLoc
<input checked="" type="checkbox"/> 4900357459	1	WA03	1	131277	ANTI-FREEZE ,RADIATOR,NITRATE-BASED,556AL	1500	0001

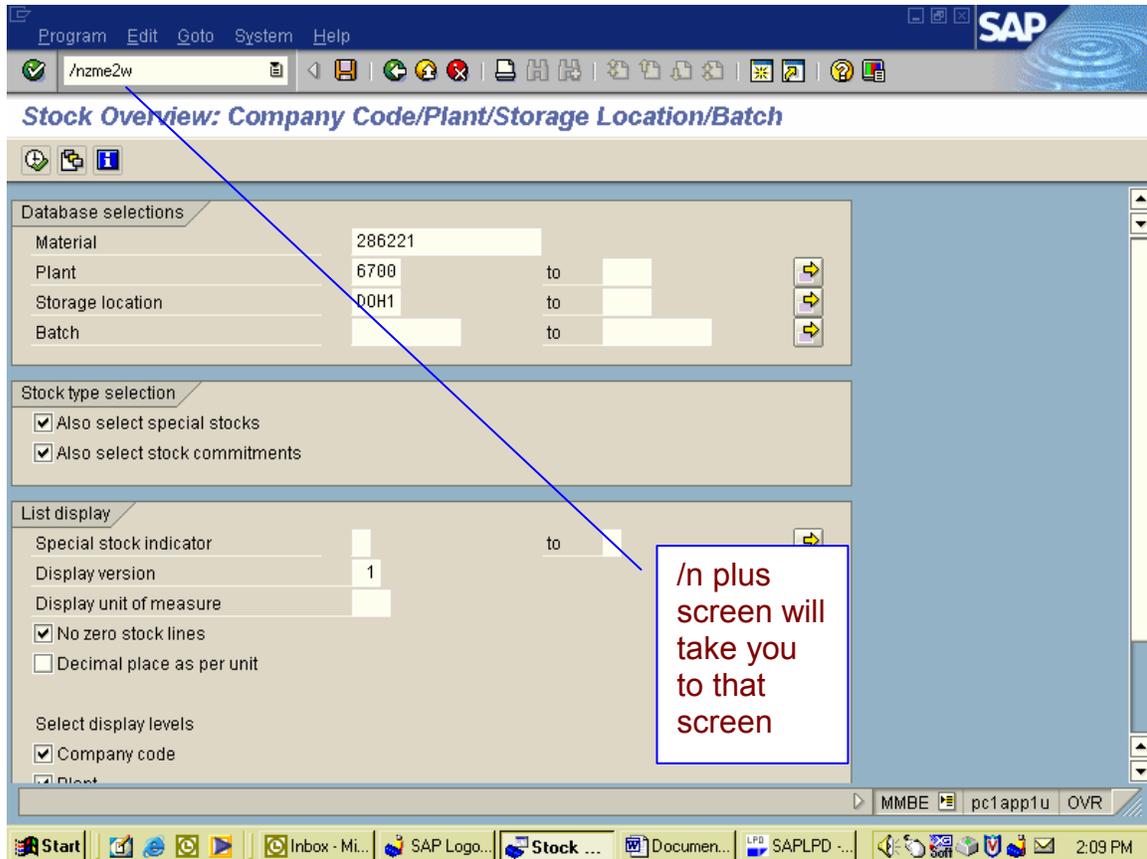
Annotations on the screen include:

- A blue box labeled 'Check this Box' with an arrow pointing to the checkbox in the first row of the table.
- A blue box labeled 'Execute' with an arrow pointing to the clock icon in the top toolbar.

At the bottom of the window, a status bar indicates 'One output has been selected'. The taskbar at the bottom shows the Start button, several application icons, and the system clock at 1:53 PM.

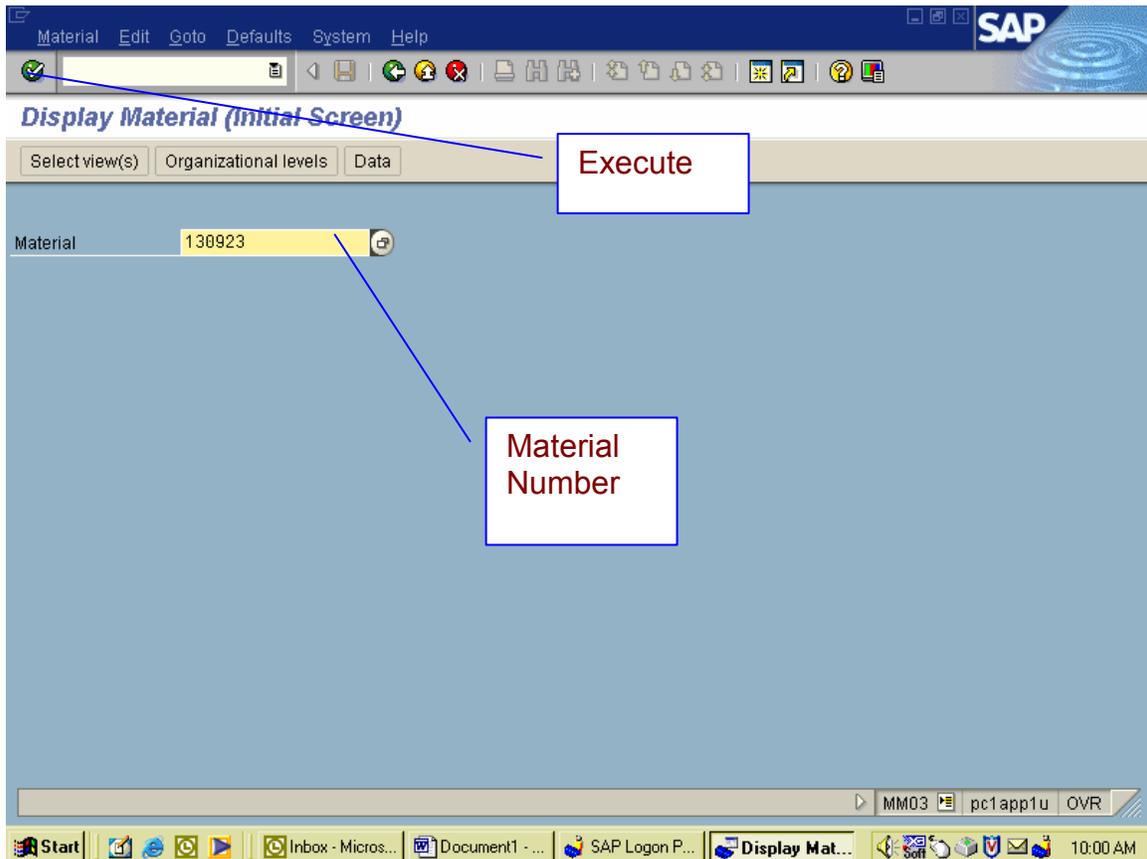
To Enter Another Screen From The One You Are In

- 1) If you are in (example) MMBE and you need to go to zme2w, In the search bar at top left, type in the following: /nzme2w. This will take you to that screen.

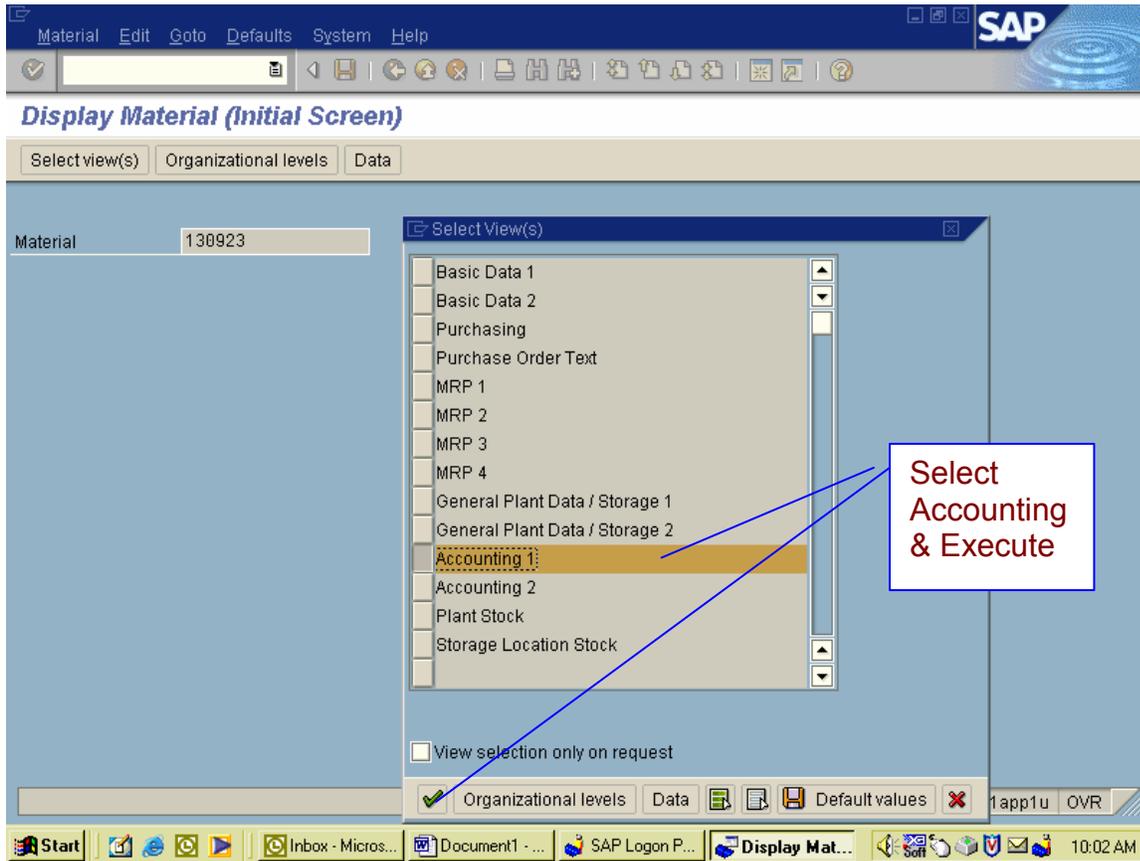


View Description/Unit Of Measure

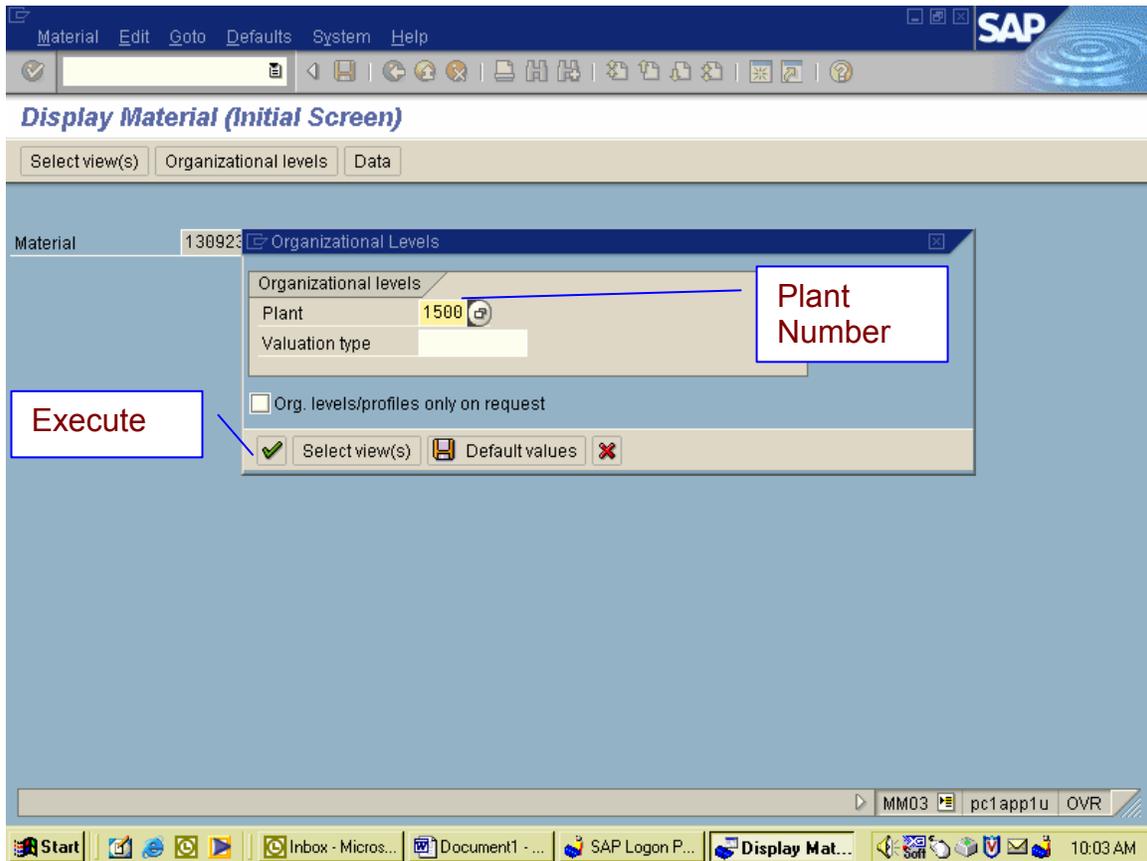
- 1) Type in transaction MM03 and click execute.
- 2) This is the screen that you will get.
- 3) Here you will type in the Material Number and Click execute.



- 4) This is your next screen.
- 5) Select Accounting and then execute.



6) Type in the plant Number and execute.



- 7) Here is your next screen.
- 8) You can check price and how they are sold.

NOTE: This is the screen that gives us our price, what we pay for the merchandise. To figure out what we charge to our Agencies, add 20% administration fee. DO NOT inform agencies of this screen, It is for our use only.

