Creating a Reservation – Internal Order e.g. Uniforms

Use

This activity is performed to create a reservation of uniforms.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	Logistics → Materials Management → Inventory Management → Reservation → Create
Transaction code	**MB21**

2. On the *Create Reservation Initial Screen*, make the following entries:

Field Name	User action and values	Comment
Base Date	Current Date	Specifies the date for which the goods movement is planned
Movement Type	**261 –** Order from Warehouse	Enter the code of the required movement type or choose a movement type from the list of possible entries.
Plant	Choose from the dropdown list	Code of the plant that will receive or issue the goods.
Reference		
Reservation		If you enter the number of an already existing reservation, certain data from that document will appear as default values in the reservation that is to be created.

3. Press **Enter** key.

4. In the *Create Reservation: New Items screen* make the following entries:

Field Name	User action and values	Comment
Order		Order number which identifies an order within a client.
Goods Recipient		Specifies the recipient for whom the material is destined.
Items		

Material	Choose from the dropdown list	Code of the material that you want to reserve.
Quantity	Numeric value	Enter the quantity to be moved in any unit of measure for the material.
Sloc	Choose from the dropdown list	Storage location at which the material is stored.
Batch	Choose from the dropdown list	Batch or valuation type of the material that is to be ordered.
M	Tick Box	If you want to prevent a goods movement in respect of this reservation item, you must deselect the field. If you want to allow a goods movement in respect of this reservation item, select the field.

5. Click **Enter** key. The screen moves to *Create Reservation: Details screen.* Otherwise, click the **Choose** icon.

6. In the *Create Reservation: Details screen,* make the following entries:

Field Name	User action and values	Comment
Requirement Date	Date value	Specifies the date on which the requested quantity of material is required.
Text		Contains an explanatory text on the line item.

Create Reservation: New Item 0001

Movement Type	261	GI for order
Plant	BP02	Valenzuela 2 (P2)
Material	SUP001–00003569	UNI Fabric - Office Uniform (White)
Stor. Location	0023 PRPTY OFC SUPL	

Quantity in

Unit of Entry	2	YD	☐ Qty is Fixed
Stockkeepg Unit	2	YD	

Further Information

Reqmt Date	09/12/2012
☑ Mvt Allowed	
Cost Center	
Order	100000	Charge to Employee - Uniform
G/L Account	
Recipient	3420720967	Unl. Point
Text	Long Text Here...

7. Click the **Save** icon to save the reservation.

Result

Reservation for the material has been created.

✅ Document 0000574346 posted

Approving a Reservation

Use

This activity is performed to approve a reservation.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	Logistics → Materials Management → Inventory Management → Reservation → Change
Transaction code	MB22

2. On the **Change Reservation Initial screen**, make the following entries:

Field Name	User action and values	Comment
Reservation		Enter the reservation number created in the preceding section to be approved.

3. Click on the ✏ icon to change the reservation.

4. Tick on the box for *Goods Movement for Reservation Allowed* indicator.

Change Reservation 0000574348 : Collective Processing

☐ ✏ 🔍 Details from Item

Movement Type 201 GI for cost center

Goods recipient _____

Cost Center 1012 MIS

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	Is	D
1	SUP016-00000287	5	PC	BP02	0023		☑	☐	☐

5. Click the **Save** 💾 icon.

Result

Reservation for the material has been approved.

✅ Document 0000574348 posted

Changing a Reservation

Use

This activity is performed to change or modify an existing reservation.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	*Logistics → Materials Management → Inventory Management → Reservation → Change*
Transaction code	**MB22**

2. On the *Change Reservation Initial Screen*, enter the **Reservation number** or press **F4** to begin a search.

Field Name	User action and values	Comment
Reservation		Enter the reservation number created in the preceding section to be approved.

Change Reservation: Initial screen

Reservation [   ]

3. Click on the ✎ icon to change the reservation.

4. In the **Change Reservation: Initial screen**, change any of the following entries as required:

Field Name	User action and values	Comment
Quantity	Numeric value	Enter the quantity to be moved in any unit of measure for the material.
Sloc	Choose from the dropdown list	Storage location at which the material is stored.
FIs	Tick Box	"Final Issue for this Reservation" The indicator is set automatically for a goods movement when the total reserved quantity has been withdrawn or delivered. In the case of a partial delivery, you can manually set the indicator if no further goods movements are expected in respect of the relevant reservation item.
D	Tick Box	"Item is Deleted" Tick to specify that the item has already been deleted.

Change Reservation 0000574348 : Collective Processing

Details from Item

Movement Type 201 GI for cost center

Goods recipient [   ]

Cost Center 1012 MIS

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	FIs	D
1	SUP016-00000287	5	PC	BP02	0023		☑	☐	☐

5. Choose 🔍 Details from Item to edit entries per item.

6. In the **Change Reservation XXXX: Details XXXX screen**, change any of the following entries as required:

Field Name	User action and values	Comment
Requirement Date		
Recipient		
Text		

Change Reservation 0000574348 : Details 0001 / 0001

◀ ▶ New Item

Movement Type	201		GI for cost center
Plant	BP02		Valenzuela 2 (P2)
Material	SUP016-00000287		FAC Weighing Scale - Dial Type 8kg
Stor. Location	0023	PRPTY OFC SUPL	

Quantity in

Unit of Entry	5	PC	☐ Qty is Fixed
Stockkeepg Unit	5	PC	

Further Information

Reqmt Date	09/12/2012		☐ Final Issue
☑ Mvt Allowed			☐ Item Deleted
Cost Center	1012	MIS	
G/L Account	640010		
Recipient			Unl. Point
Text			

7. Choose ▶ icon to move to next item and change entries as required.

8. Choose New Item icon to add new items.

9. Click the **Save** 🖫 icon to save your changes.

Result

Reservation for the material(s) has been changed.

Displaying a Reservation

Use

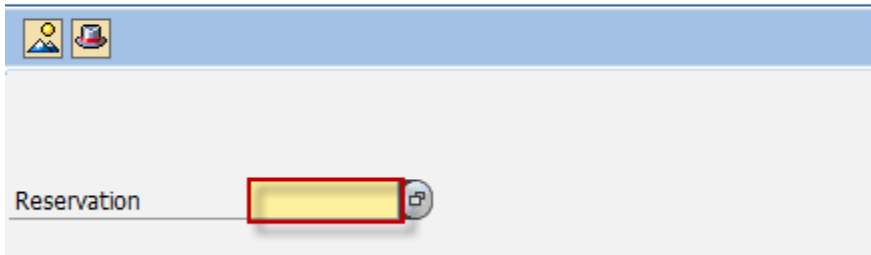This activity is performed to view/display an existing reservation.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	*Logistics → Materials Management → Inventory Management → Reservation → Display*
Transaction code	**MB23**

2. In the *Display Reservation: Initial Screen,* enter the **Reservation number** or press **F4** to begin search.

Display Reservation: Initial Screen

Reservation [   ]

3. Press **Enter**.

Result

The Reservation is displayed.

Export the Reservations List

Use

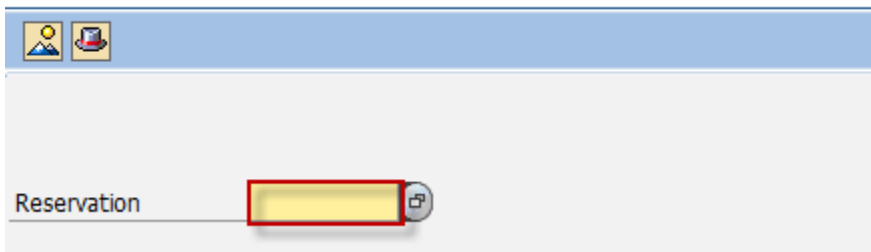This activity is performed to export/print list of reservations.

Procedure

1. Access the transaction using any of the following navigation options:

SAP menu	*Logistics → Materials Management → Inventory Management → Reservation → Display*
Transaction code	**MB23**

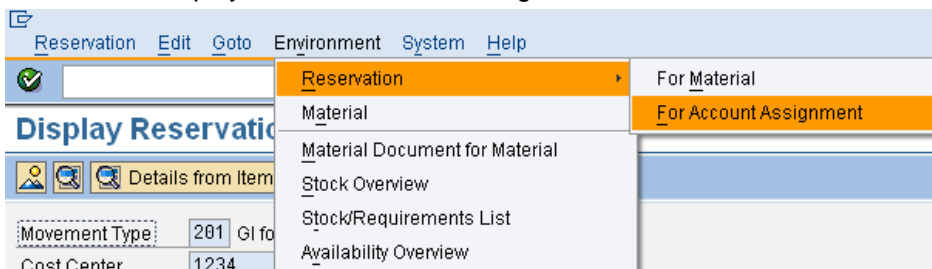2. In the *Display Reservation: Initial Screen,* enter the **Reservation number** or press **F4** to begin search.

Display Reservation: Initial Screen

Reservation [   ]

3. Press **Enter**.

4. From the Display a Reservation screen, go to **Environment → Reservation → For Account Assignment**.

Reservation Edit Goto Environment System Help

Reservation	►	For Material
Material		For Account Assignment

Display Reservatio

Details from Item

| Movement Type | 201 | GI fo |
| Cost Center | 1234 | |

Material Document for Material
Stock Overview
Stock/Requirements List
Availability Overview

5. Export the resulting list to excel. Go to **List → Export → Local File**.

6. Choose **Spreadsheet**. Indicate the file name and the directory to which the file will be saved.
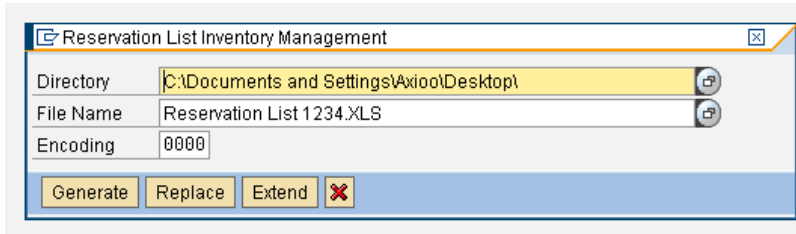
7. Click **Generate** icon to export the resulting file and distribute as necessary.

Result

Reservation list is exported.

Generate List of Reservation Slips

Procedure

1. Access the transaction using any of the following navigation options:

SAP ECC Menu	*SAP Menu → Logistics → Materials Management → Inventory Management → Reservation → Reservation List*
Transaction Code	**MB25**

2. In the **Reservation List Inventory Management screen**, make the following entries as necessary:

Field Name	User action and values	Comment
Plant		
Requirement Date	Date value	
Goods Recipient		
Cost Center		
Asset		
Open Reservations	Tick or Un-tick as necessary.	
Cancellable Reservations	Tick or Un-tick as necessary.	
Goods Movement Not Possible	Tick or Un-tick as necessary.	

3. Click **Execute** icon.

4. List of Reservations will be displayed in a grid.

Result

A list of reservations is generated based on your selection parameters.
1. To transport the list to excel for further processing, go to **Menu bar List → Export → Local File**.
2. In the dialog box, choose **Spreadsheet.**
3. Press **Enter**.

4. Define the Directory to which the file will be saved.
5. Enter the File Name.
6. Choose **Generate.**
7. The list has been exported to excel.

Print Material Reservation Slips

Procedure

1. Access the transaction using any of the following navigation options:

SAP ECC Menu	-
Transaction Code	**ZMM052**

2. In the *Material Reservation Slip Initial screen*, make the following entries as necessary:

Field Name	User action and values	Comment
Requirement Date	Date value	
Movement Type	Choose from the dropdown list	
Cost Center	Choose from the dropdown list	
Goods Recipient		
Created By		

3. Click **Execute** [icon] icon.

4. List of Reservations will be displayed in a grid based on your selection parameters.

5. Tick the **Reservation Number** to be printed.

6. Click the **Print** [icon] icon to preview the material slip.

7. Set **LOCL** as output device.

8. Print the slip as necessary.

Result

The reservation has been printed.