

Creating a Reservation – Internal Order with Material-to-Material Transfer Posting

Use

This activity is performed to create a reservation for internal order with transfer posting of material to material.

Procedure

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

SAP menu	<i>Logistics → Logistic Execution → Internal Whse Processes → Posting Change → Via Inventory Management → Enter Posting Change</i>
Transaction code	MB1B

2. On the **Enter Transfer Posting Initial Screen**, make the following entries:

Field Name	User action and values	Comment
Material Slip		Here you can enter an external reference number (for example, the number of a material slip).
Doc. Header Text	Required	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.
Movement Type	309 – TF material to material	Enter the number of the required movement type or choose a movement type from the list of possible entries.
Plant		Number of the plant that will receive or issue the goods.

Enter Transfer Posting: Initial Screen

3. Press **Enter** key.

4. In the **Enter Transfer Posting: New Items screen** make the following entries:

Field Name	User action and values	Comment
Rcvg Material	Required	The "receiving material" is the material number under which the quantity to be transferred is now to be recorded.
Material	Choose from the dropdown list	Code of the material that you want to transfer.
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.
------	-------------------------------	---

Enter Transfer Posting: New Items

To Reservation... To Order... To Purchase Order...

Movement Type TF tfr ps.mat.to mat
 Recipient

Receiving Plant Rcvg SLoc Rcvg Material

Item	Material	Quantity	UnE	SLoc	Batch	Re Plnt
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BP02
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BP02
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	BP02

5. Click the **Post** icon to save the transfer posting process.

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

SAP menu	<i>Logistics → Materials Management → Inventory Management → Reservation → Create</i>
Transaction code	MB21

7. 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	Z61 – Advance to Employee 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.

Create Reservation: Initial Screen

Base date 09/12/2012 Check against cal.

Movement Type Z61

Plant BP02

Reference


Reservation

8. Press **Enter** key.

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

Field Name	User action and values	Comment
Order	Required	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 - Uncheck	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.

Create Reservation: New Items

 Delete Item(s)

Movement Type Advn. to Emp.

G/L Account Goods recipient

Cost Center

Order

Items


Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M
1	<input type="text"/>	<input type="text"/>		BP02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>		BP02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>		BP02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

10. Click the **Enter** key. A message will indicate the stock availability of the material being reserved.

11. 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	<i>Logistics → Materials Management → Inventory Management → Reservation → Change</i>
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 GI for cost center
 Goods recipient

Cost Center MIS

Items

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M	I	S	D
1	SUP016-00000287	5	PC	BP02	0023		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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	<i>Logistics → Materials Management → Inventory Management → Reservation → Change</i>
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

The screenshot shows the top header with a pencil icon in a red box. Below it, the text 'Reservation' is followed by a yellow input field containing the number '5' and a lock icon.

- Click on the icon to change the reservation.
- 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

The screenshot shows the 'Change Reservation 0000574348 : Collective Processing' screen. At the top, there is a 'Details from Item' button. Below it, the 'Movement Type' is set to '201 GI for cost center' and 'Cost Center' is '1012 MIS'. The 'Goods recipient' field is empty. The 'Items' section contains a table with columns: Itm, Material, Quantity in, UnE, Plnt, SLoc, Batch, M, FIs, and D. The first row shows item '1' with material 'SUP016-00000287', quantity '5', and SLoc '0023'. The 'M', 'FIs', and 'D' columns have checkboxes.

- Choose to edit entries per item.
- 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

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	<input type="checkbox"/> Qty is Fixed
Stockkeepg Unit	5	PC	
Further Information			
Reqmt Date	09/12/2012	<input type="checkbox"/> Final Issue	
<input checked="" type="checkbox"/> Mvt Allowed		<input type="checkbox"/> Item Deleted	
Cost Center	1012	MIS	
G/L Account	640010		
Recipient		Unl. Point	
Text			

- Choose icon to move to next item and change entries as required.
- Choose icon to add new items.
- 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.

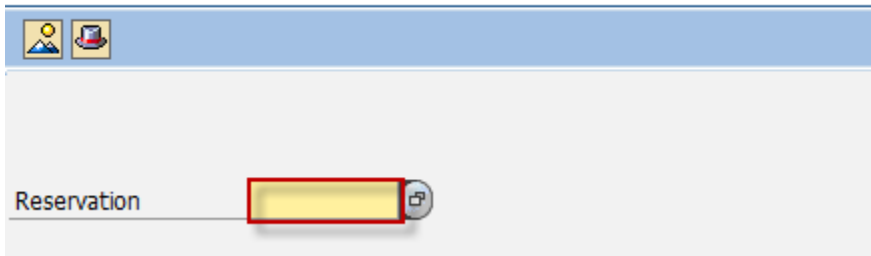
Procedure

- Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Inventory Management → Reservation → Display</i>
Transaction code	MB23

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

Display Reservation: Initial Screen



- Press **Enter**.

Result

The Reservation is displayed.

Export the Reservations List

Use

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

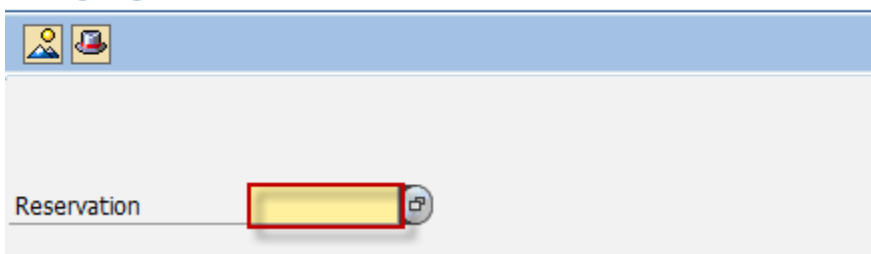
Procedure

- Access the transaction using any of the following navigation options:

SAP menu	<i>Logistics → Materials Management → Inventory Management → Reservation → Display</i>
Transaction code	MB23

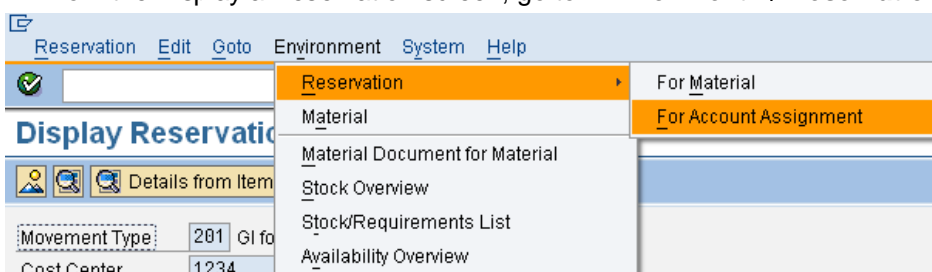
- In the **Display Reservation: Initial Screen**, enter the **Reservation number** or press **F4** to begin search.

Display Reservation: Initial Screen

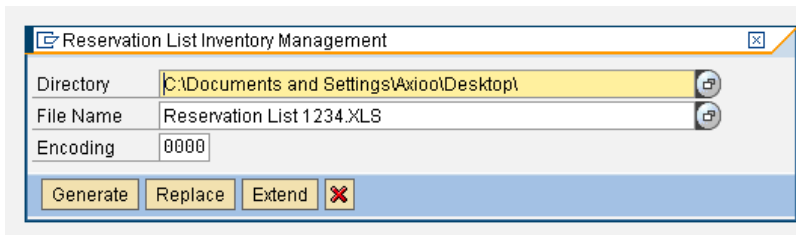


- Press **Enter**.

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



- Export the resulting list to excel. Go to **List → Export → Local File**.
- Choose **Spreadsheet**. Indicate the file name and the directory to which the file will be saved.



- Click **Generate** icon to export the resulting file and distribute as necessary.

Result

Reservation list is exported.

Generate List of Reservation Slips

Procedure

- Access the transaction using any of the following navigation options:

SAP ECC Menu	<i>SAP Menu → Logistics → Materials Management → Inventory Management → Reservation → Reservation List</i>
Transaction Code	MB25

- 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.	

- Click **Execute**  icon.

- 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.
4. List of Reservations will be displayed in a grid based on your selection parameters.
5. Tick the reservation number to be printed.

 ZMM052: Material Reservation Slip

	TAG	RESERVATION NO.	MOVEMENT TYPE	COST CENTER	GOODS RECIPIENT	CREATED BY	RECEIVING SLOC
<input type="checkbox"/>							
<input type="checkbox"/>		574348	201	0000001012		MISMMM	
<input type="checkbox"/>		574347	201	0000001012	3420720967	MISMMM	
<input type="checkbox"/>		574346	261			MISMMM	

6. Click the **Print**  icon to preview the material slip.
7. Set **LOCL** as output device.
8. Print the slip as necessary.

Result

The reservation has been printed.