MINOR
HOTELS

SAP MATERIAL MANAGEMENT (MM) MODULE

SAP MM End User's Manual

MINOR HOTELS EUROPE & AMERICAS
C/Santa Engracia 120, 7ª, 28003, Madrid, Spain

ANANTARA AVANI elewana OAKS NH NH COLLECTION nhow TIVOLI

MINORHOTELS.COM

SAP MATERIAL MANAGEMENT (MM) MODULE
SAP MM End User's Manual

SUMMARY

DOCUMENT CONTROL

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Always find the latest version of this document and all the related ones in the **Business Processes** section of the *Digital Knowledge Workplace,* Minor – Organization Portal.

1. SAP BASIC CONCEPTS. INTRODUCTION

1.1. SAP User Type

There are two different types of users in SAP when the hotel user logs in:

SAP GENERIC: this is a generic user by hotel, shared by most of the hotel's personnel, but General Manager and in some cases, Responsible of Reception, Housekeeping and Maintenance.

For example: HITFIERAST01

In case that you must change the password of this user by any reason, you will have to share it with all your affected colleagues, otherwise your colleagues will try to enter with the old password, and they will block the credentials (5 attempts).

As this user is generic, to perform any MM transaction, you will be requested to identify yourself with a sap TMS USER.

SAP TMS USER: This is a user provided to execute purchase actions under the generic user. E.g.: MM00000XXXXX

SAP NOMINAL: This user is personal. You will receive this user by email. You will need this user to entry in TMS (create orders, reception, etc.)
This user starts by E + 11 digits (ceros + employee number)

For example: E00000077889

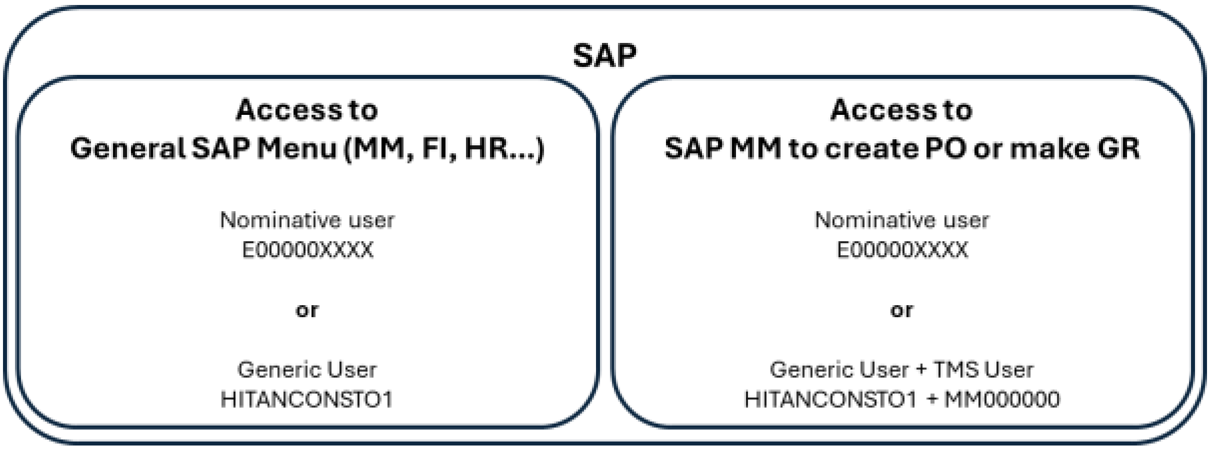


Figure 1.1

The management of this user is made by INFOSEC department, any creation modification cancellation of SAP MM Users must be requested to this department via JIRA, opening a JIRA in the category: SAP User Management [JIRA portal]

1.2. SAP Access

To access the system, click on the SAP Logon icon .

Select “NH ECC PRODUCTION” in the main screen. You will be immediately redirected to the registration screen as in Figure 1.2. Login as Client 100 with your username and password to access to the main menu of TMS for hotels. Both fields are case sensitive.

ONLY languages Spanish (ES) and English (EN) are allowed as logon Language.

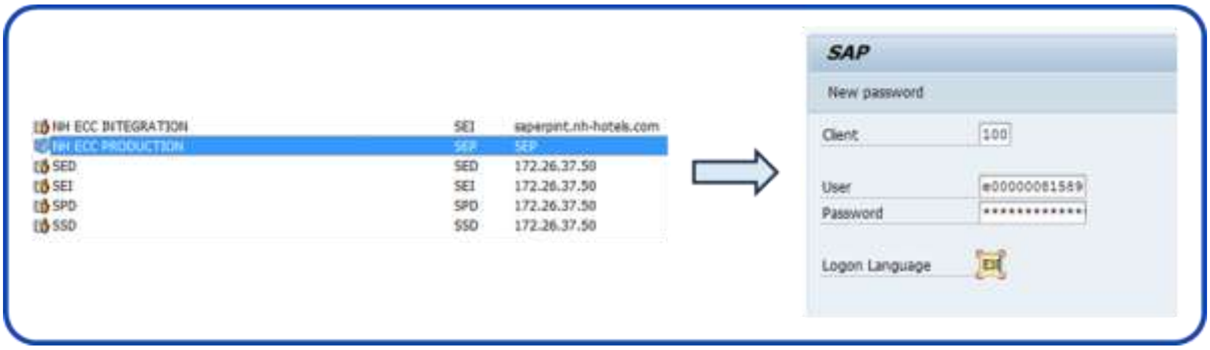


Figure 1.2

Once logged, the main screen shows several options as can be seen in Figure 1.3.

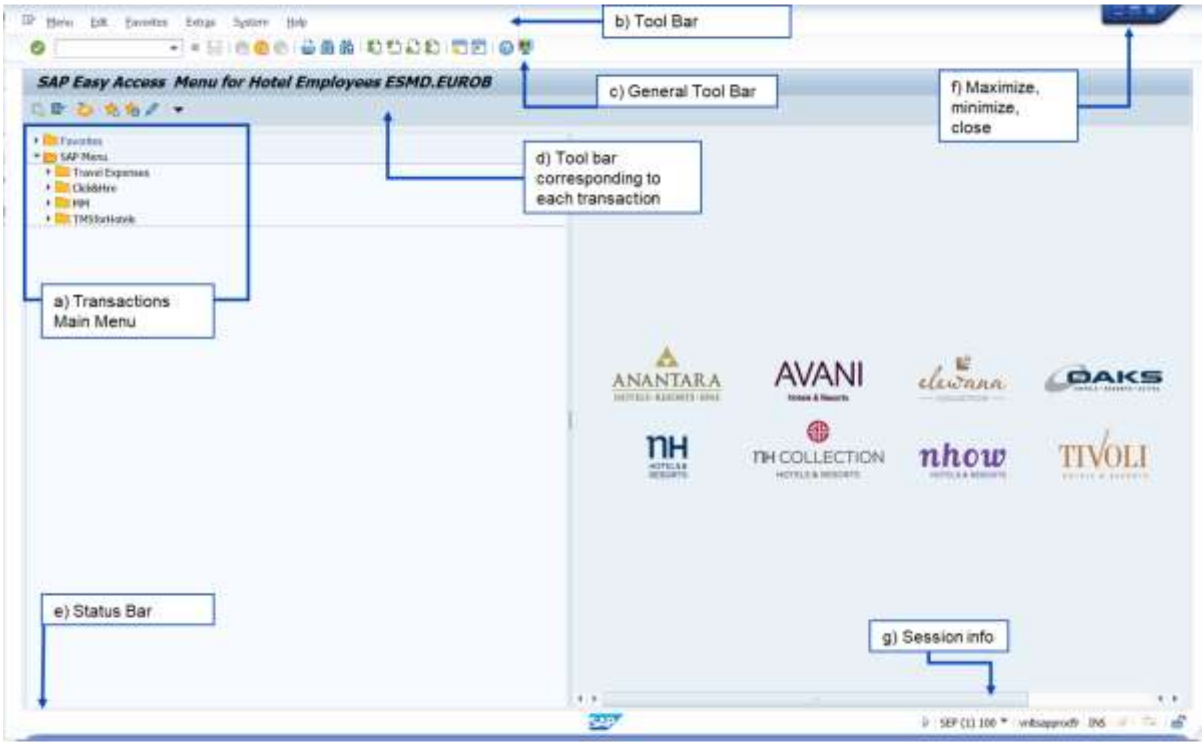


Figure 1.3

a) Transactions Main Menu: To navigate through the different transactions.
b) Tool Bar: To create different shortcuts to specific transactions, also to set up options in the system.

c) General Tool Bar: Contains icons for Quick Access the most frequent actions, the user can also enter the key to the transaction to be executed.
d) Tool bar corresponding to each transaction: Indicates all the possible tasks to execute during each transaction.

e) Status Bar: Shows the progress of the running task, and the possible errors on it.
f) Maximize, minimize, close. As any other application, in the upper right corner.
g) Session info. By double clicking, it shows the client, environment, transaction, response time, and all the detailed data of the session.

1.3. Multiuser Sessions

SAP allows more people to work with the same username. When user types of the log in credentials, the system indicates if this user is being used simultaneously. If so, select the option that allows to have two parallel sessions:

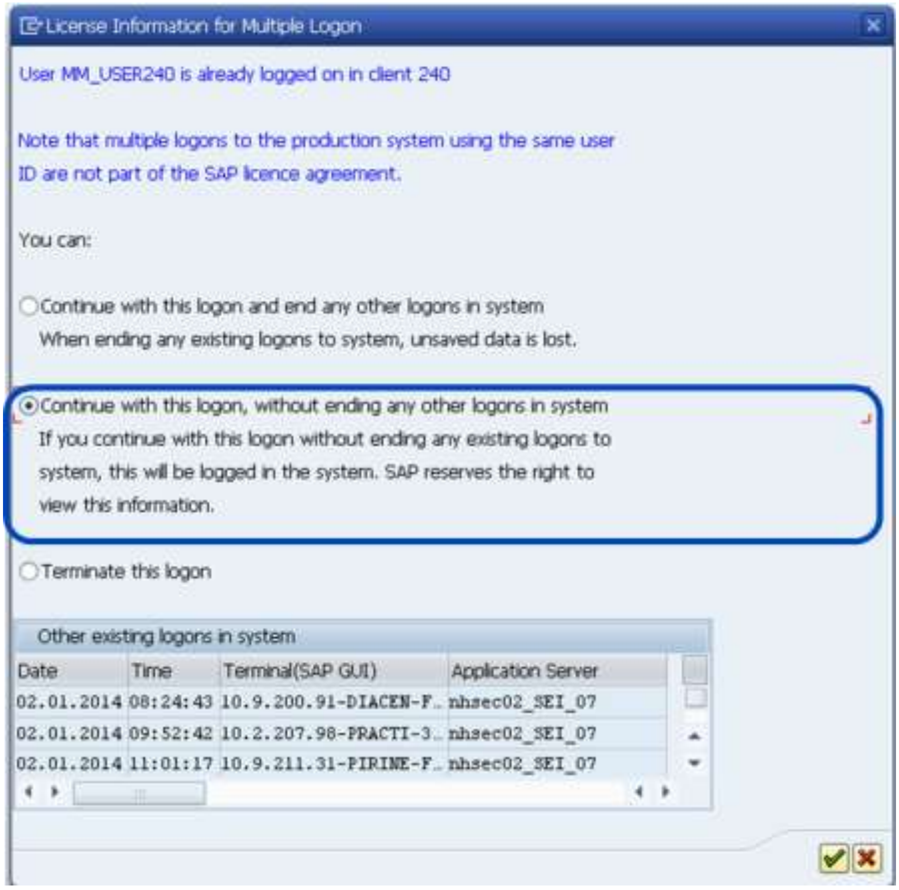


Figure 1.4

1.4. Basic Icons.

	Continue		First Page / Previous Page
	New Document		Delete
	Execute		Next Page / Last Page
	Save		Generate new screen
	Back	F1	Help
	End		Adjust Local Device
	Cancel		Classification Ascending/Descending
	Print		Insert / Delete Row
	Search / Continue Searching		Local File / Export
	Graphic View		Bring variant
	E-mail Recipient		Multiple Selection / Variant Selection
	Fix Filters		Positioning
	Copy		Select value of the list
	Check All / Uncheck All		Multiple Select Function / Other Criteria Allocation
	Other Document		Detail
	Modify Text		Expand / Collapse
	Visualize Text		Create Rol
	SAP Menu		SAP Business Workplace
	Visualize / Modify		Add / Clear Favourites
	Modify		Up / Down Favourites

HELPFUL TIPS

Just hold the mouse on an icon and it will give you a clue about its meaning.

Please note that at any transaction, SAP may request you to fulfil some fields. Those marked with the ☑ symbol, are mandatory values and those marked with symbol, allow you to select a value from a predefined list.

WANT TO BE AN ADVANCE USER?

From any transaction jump to another one just typing in the tool bar

/N+ Transaction code: EG /NME23N. You will replace your current screen with the new transaction.

/O+ Transaction code: EG /OME23N. You will open a new window with the typed transaction.

If you are in a field, you can click on the right button of the mouse, and it will show you the menu with all the possible actions for that field. (As in figure 1.5)

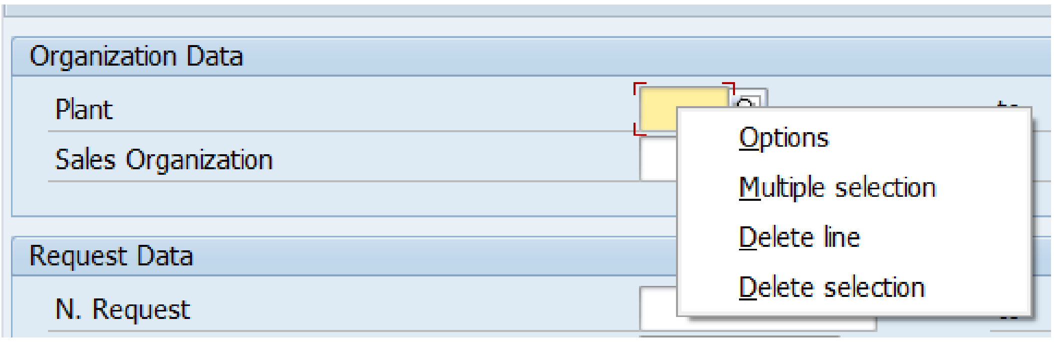


Figure 1.5

1.5. Notifications

SAP communicates the status of the tasks to be run through the following messages.

- **Informational**: The task has been successfully completed.
- **Warning:** The task will run properly; however, it reports possible status or consequences of the task. The task is executed by pressing ENTER.
- **Error:** The task cannot be executed until an error is corrected.

MINOR HOTELS

1.6. Organizational Structure

We must consider that in SAP there are different structures and levels to identify the scope and effects of each executed transaction.

Client. NH as a global enterprise is Client number 100 in SAP.

Company Code. The fiscal name of the NH entity where we are working. For example: *NH Hotel Group SA or HEM FORUM MAASTRICHT B.V.*

Purchasing Organization. Set of hotels belonging to a province. For example: *Madrid or Amsterdam*.

Reference Purchasing Organization. Group of purchasing organizations in the same country and with the same tax scheme. For example: *The Netherlands, France, UK.*
In Spain there are 2 different Purchasing Organizations because there are different taxes on Peninsula and Canary Islands.

Plant. Specific establishment (Hotel or Central Services office). For Example: *NH Schiller.*
Each plant has 4 digits “0+hotel number” for hotels and “9+office number” for Central Services.

Warehouse. Physical warehouse in a hotel where goods can be stored. For example: *Kitchen.*

COCE. Cost Centre is each department where expenses can be allocated. For example: *Hall*

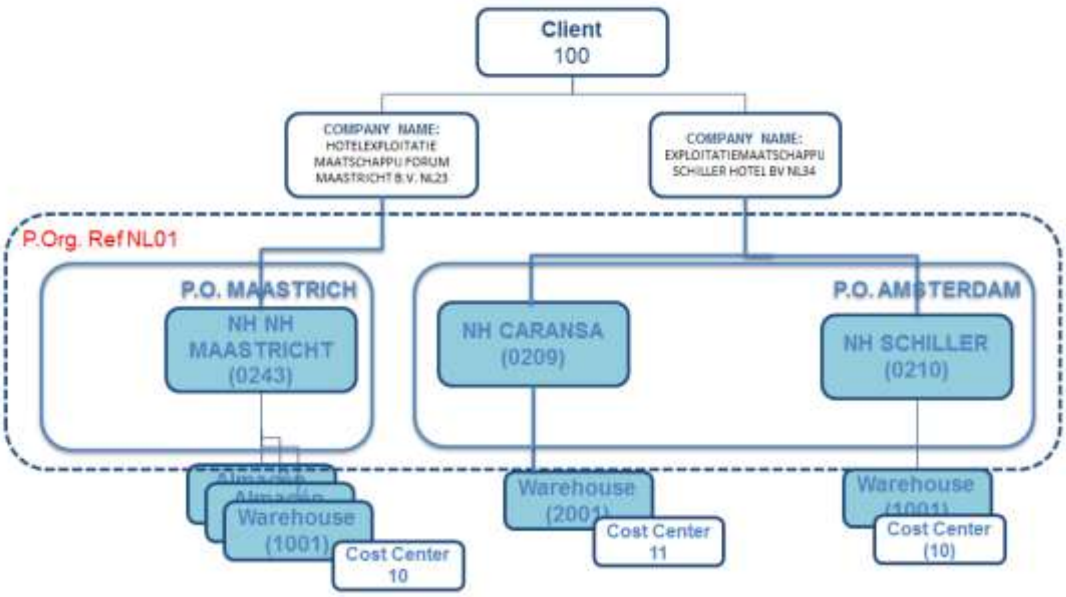


Figure 1.6

1.7. Warehouses/Cost Centre Structure

Each warehouse is linked to a Cost Centre where its expenses are allocated:

WH SAP	Description	COCE NAME	COCE
0001	GENERAL	Derived from the material's category.	
1001	KITCHEN	HALL	**11**
1002	KITCHEN 2	HALL	**11**
1101	STEWARDING	STEWARDING	**12**
1601	EXTERNAL BAR	EXTERNAL BAR	**16**
2001	RESTAURANT	HALL	**11**
2002	RESTAURANT 2	HALL	**11**
2003	RESTAURANT 3	HALL	**11**
3001	BAR	HALL	**11**
3002	BAR 2	HALL	**11**
3003	BAR 3	HALL	**11**
3004	BAR 4	HALL	**11**
3100	OPEN BAR	HALL	**11**
4001	MAINTENANCE	MAINTENANCE HOTEL	**PM**
5001	MINIBAR	HALL	**11**
6001	HOUSEKEEPING	HOUSEKEEPING ROOMS	**02**
6101	HOUSEKEEPING COMMON AREAS	HSK COMMON AREAS	**03**
7001	BANQUETING	BANQUETING	**80**
8001	FRONT OFFICE	FRONT OFFICE HOTEL	**01**
9001	SPA	SPA HOTEL 2	**90**
9101	GOLF	GOLF HOTEL 2	**91**
9201	LAUNDRY	HOUSEKEEPING ROOMS	**02**
9301	KITCHEN EXTERNAL RESTAURANT	KITCHEN EXTERNAL RESTAURANT	**20**
9401	EXTERNAL RESTAURANT	HALL EXTERNAL RESTAURANT	**21**
9501	STEWARDING EXTERNAL RESTAURANT	STEWARDING EXTERNAL RESTAURANT	**22**
9302	KITCHEN EXTERNAL RESTAURANT 2	KITCHEN EXTERNAL RESTAURANT	**30**
9402	EXTERNAL RESTAURANT 2	HALL EXTERNAL RESTAURANT	**31**
9502	STEWARDING EXTERNAL RESTAURANT 2	STEWARDING EXTERNAL RESTAURANT	**32**
9901	SHOP	OTHER INCOME HOTEL 2	**99**
9991	ADMINISTRATION	ADMINISTRATION	**AD**
9992	OPERATIONS	CONTROL OF OPERATIONS HOTEL	**OP**
9993	SALES	SALES HOTEL	**SA**
9994	IT	IT	**IT**
9995	CRM & LOYALTY	CRM & LOYALTY	**CL**
9996	GLOBAL SALES FORCE	GLOBAL SALES FORCE	**SH**

The user in the hotel sees the warehouses, but every purchase or consume in a **warehouse** is allocated in the corresponding **Cost Centre** for the P&L.

The General Warehouse is the only warehouse without a linked cost centre, as it is a temporal location for goods. The Cost is allocated until the goods are consumed in a final warehouse.

A cost centre code has the following structure:

4 letters from the company code + 4 letters from the Hotel code + 2 letters from Cost Centre

E.g.: Kitchen at Hotel Zandvoort in The Netherlands:

Company **NL27 +** Sap Code Hotel: **0222 +** COCE: **11** = **NL27022210**

1.8. Favourites transaction management

One way to improve your management in SAP is to create a direct link to those transactions that you use daily. By creating shortcuts to your most frequently used transactions, you can save time and access them more easily. This can be done in three ways:

1. In the bar go to favourites menu and in the list select add transaction (figure 1.7), and in the next window (figure 1.8) enter the SAP transaction code.

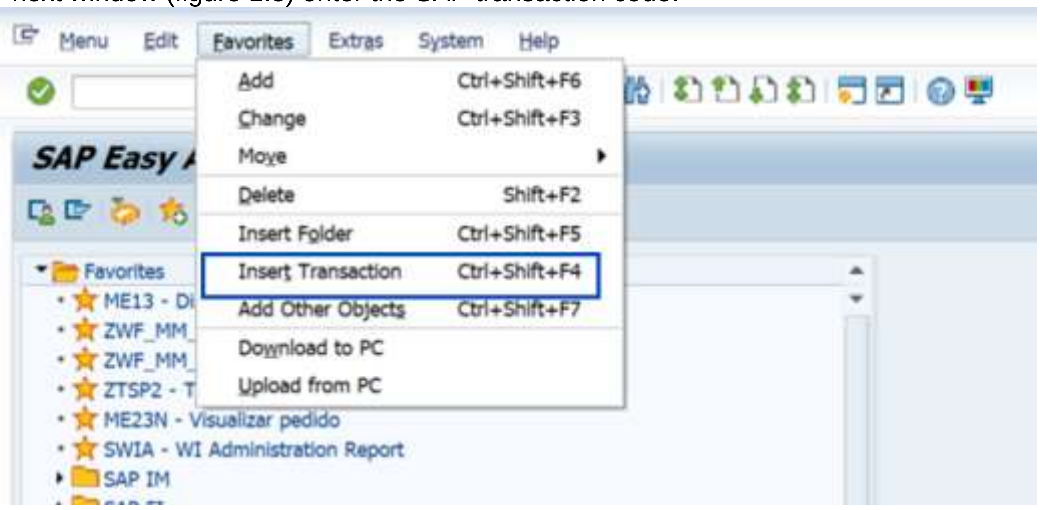


Figure 1.7

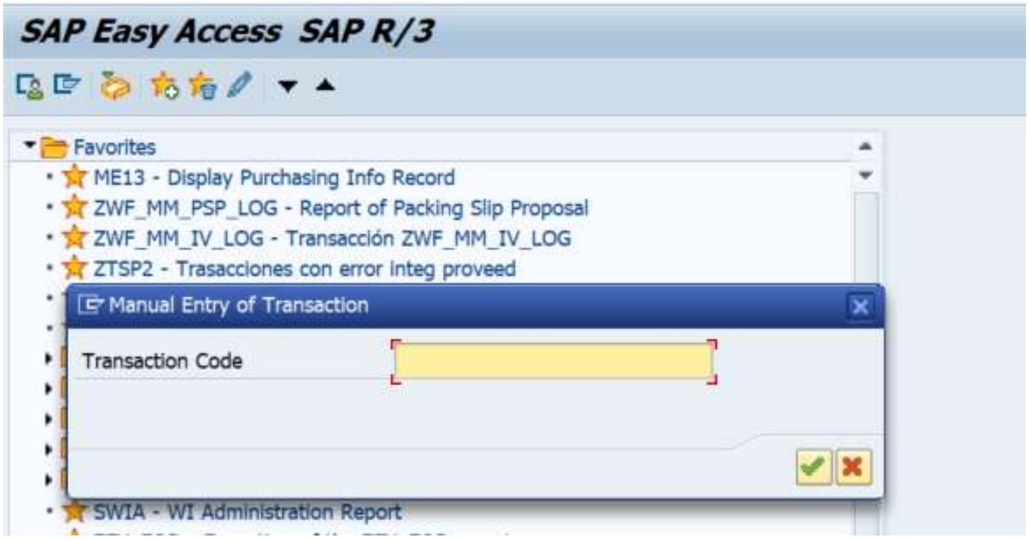


Figure 1.8

2. Drag and drop the transaction you want to use from your SAP Menu to your favourites folder.
3. Click on the right button in the favourites folder and select the option insert transaction (figure 1.9) and enter the transaction code in the pop-up window you want to add (figure 1.8)

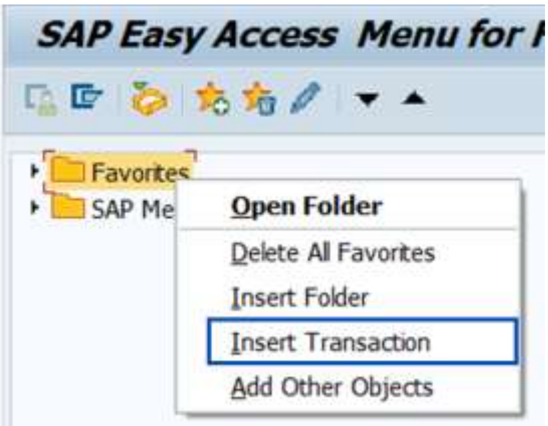


Figure 1.9

You can also organize your favourites folder by creating subfolders in the same way as done with the transaction selecting the option Insert folder.

You can also rename the transactions according to your preferences. To do so, you can right-click on the transaction or folder and choose the option Change Favourites from the menu (figure 1.10) a new pop-up window will open where you can adapt the description of the transaction to the one that fits you better or even in your local language (figure 1.11)

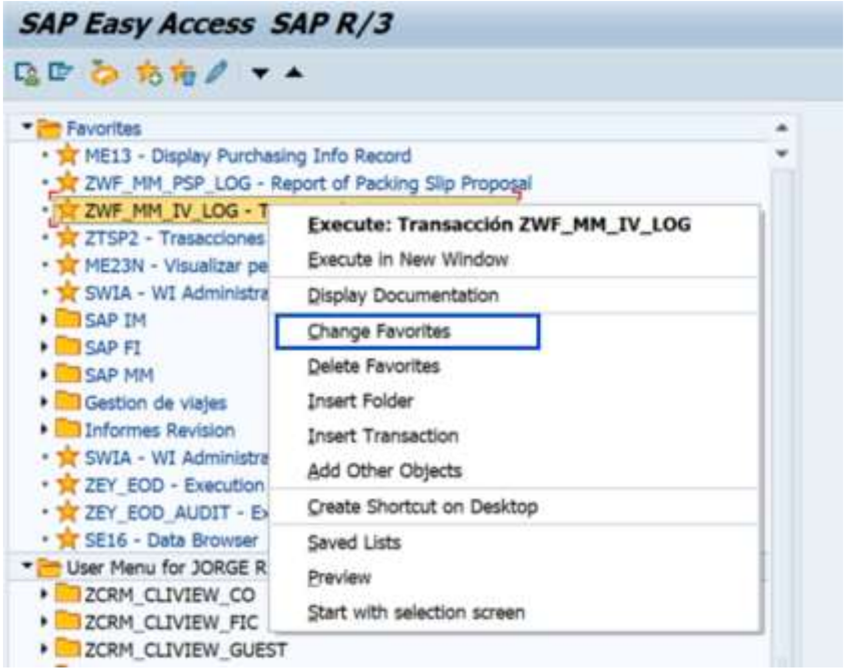


Figure 1.10

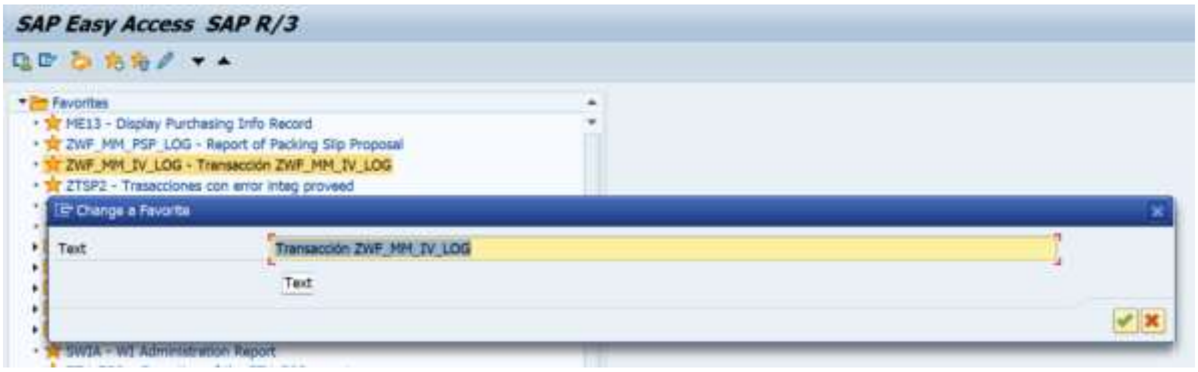


Figure 1.11

1.9. Favourites transaction management

SAP offers the predictive mode as a tool to facilitate the user's operations by suggesting data based on previous entries. However, the user can decide whether to use this function or not by accessing the Customize Local Layout button (ALT+F12) Figure 1.12 (this button is available in all SAP screens in the General toolbar see figure 1.3).

Figure 1.12

Then select Options from the dropdown menu to open a new window.

In this new window go to Local Data folder and select the History option. There you can activate-deactivate these options on the history status block as shown Figure 1.13. Click on the Apply button to make effective the changes made, then changes will be effective automatically in SAP from that moment, it can be reversed, if necessary, with the same procedure.

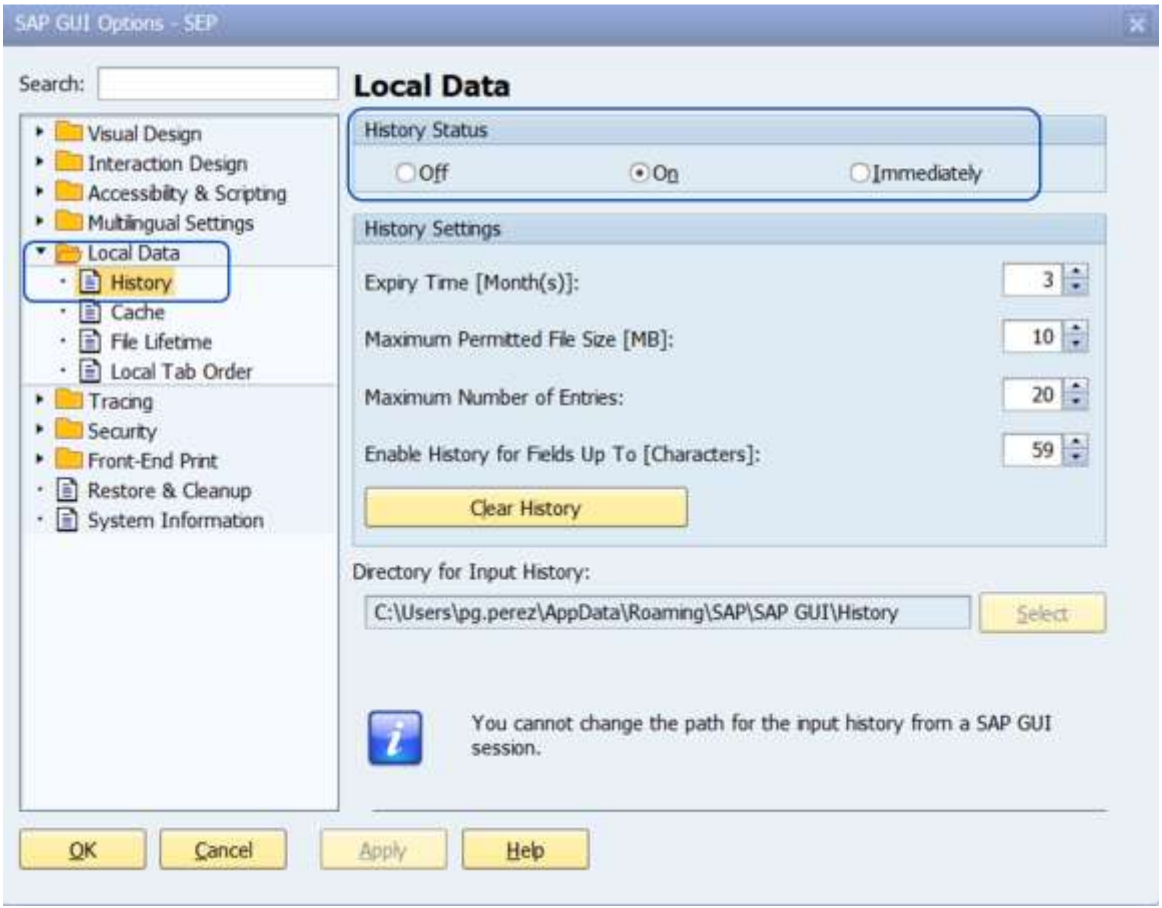


Figure 1.13

1.10. Layout management

To manage the layout in SAP, you can use the layout button available in some transactions. Here are the steps:

1. **Modify Layout**: If you see the layout buttons, you can modify the layout by selecting the desired fields, adjusting column widths, and choosing the layout options you need.
2. **Save Layout**: Once you have modified the layout, you can save it. It is crucial to ensure that the "User-specific" box is flagged. This ensures that the changes you make are only applied to your user and not globally.

RESTRICTIONS

In case you need to create/modify a layout for your operations in SAP, it is important to **ENSURE** you have flagged the User-specific box. But it is critical to check that the box User-specific is **FLAGGED** as shown in Figure 1.15

If not, you will be modifying the layout Worldwide and it can have important consequences in reports, SAP misfunctioning, etc.

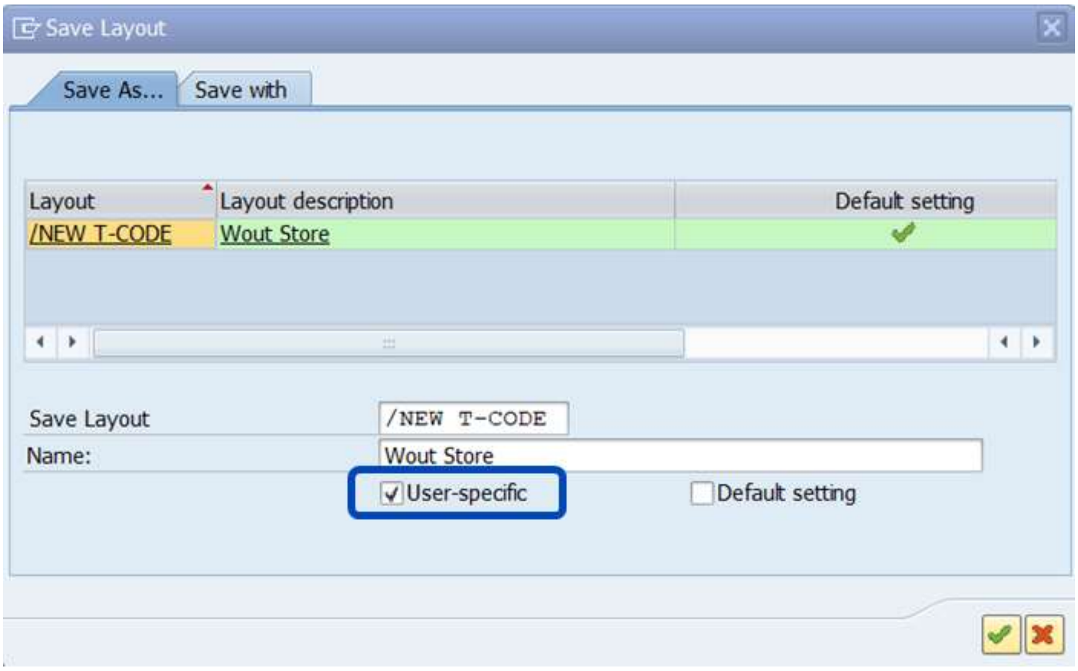


Figure 1.15

2. PURCHASING MODULE MANAGEMENT

The Procurement module, technically called **MM MODULE**, allows users to perform all transactions related with supplies and materials management.

Master Data Management	Procurement Execution (Purchase Orders and Goods receipt)	Inventory Management
Depending on the type of supplier, the materials catalogue in SAP is available in three ways: 1. Nominated suppliers included in the Marketplace. The catalogue is managed automatically. 2. Nominated suppliers not included in the marketplace. The catalogue is mainly managed by Coperama and the MDM in SAP. In case the user needs a material for this vendors user must requested via SAP. 3. Non-nominated suppliers. The catalogue is managed by the MDM team upon user request in SAP	Via this function, users inform the vendor about the need of supply of selected materials and/or services, and so register the goods receipts in the system once they have been delivered to the hotel/CS. The price conditions (except non nominated materials or vendors), delivery dates, payments, etc… are loaded by the MDM Team, or by the vendor for nominated suppliers included in the Marketplace The goods receipt register stock movements and posts the expense in the centre confirming that the invoice can be posted and can be paid to the vendor.	The last part of the MM module is the goods management. These functions allow the warehouse / stocks management; like transfers between warehouses, goods counting, registration and inventory accounting. The monthly warehouse management results have a direct impact on the consumptions results of each hotel/CS (P&L).

2.1. Master Data Management

CHECK THE PROCESS

Important: To have the complete information, please review the Vendor Creation and Approval Request and Material Creation and Approval Request procedures.

2.1.1. Vendors Master Data

2.1.1.1. Vendors classification

The vendors can be classified in Master data in two characteristics:

- Depending on the invoice classification by Minor Hotels Europe & Americas (FI or MM)
- Depending on if the vendor is CAPEX, OPEX or MIXED

2.1.1.2. Searching for vendors

Before requesting any vendor in SAP, please ensure if it does exist in the database, so we recommend the use of transaction XK03

2.1.1.3. New Vendor Requests

SAP Transaction: *ZMM_VENDOR_REQ*

In the transaction "New Vendor Request" the first screen is a filter screen that allows us to introduce the search criteria for previous requests that we may like to consult.

We can use the filters if we know the SAP codes for the search criteria. In case we do not know them, we can always use the value lists available in the right side of each field/box 01000854. Typing the character *, that is the wildcard symbol, we can search by any parameter that we want and click on the symbol to execute the search. For example, by Purchasing Organization.

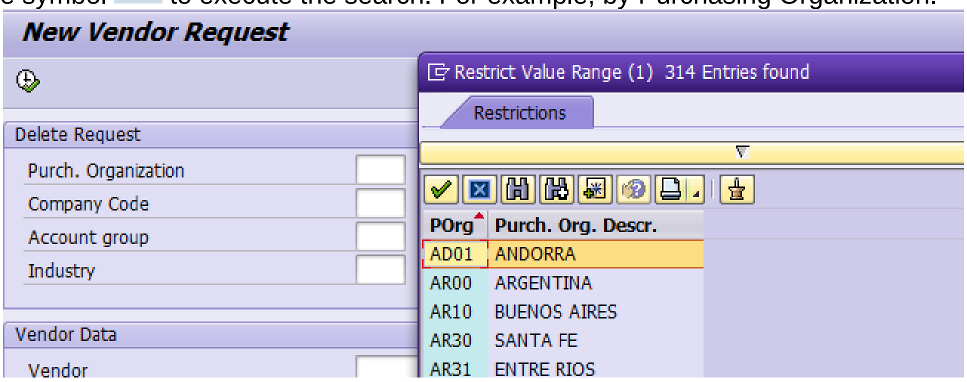


Figure 2.1

In case that we want to find a previous request, we should introduce some search criteria; while in case that we want to make a new request, we must go directly to the option "Execute". This will allow the user to visualize all the created requests and its status; furthermore, he will be able to make a new request clicking on the button “Create”.

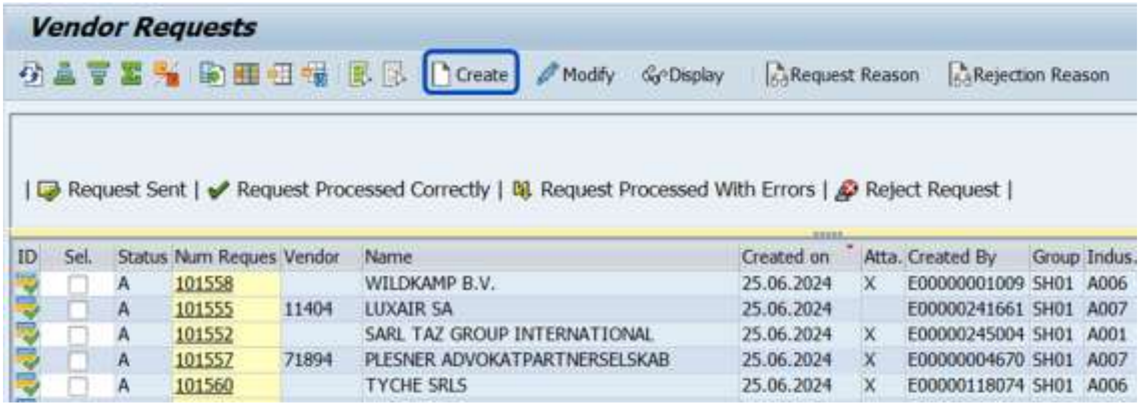


Figure 2.2

After clicking in Create, you will be redirected to Vendor request screen. You must fill the following mandatory data as shown in Figure 2.3.

Business area. Hotel SAP code (e.g. 0094), when filling this field Company Code and Purchasing organization. Fields will be automatically completed base in the hotel SAP code.

Account Group. Group that will be affected in Accounting for all MM you must select SH01 Trade creditors.

Vendor type. For MM purposes you must select between these three types of vendors (O for Opex, C for Capex or M if the vendor is Capex and OPEX

Tax No. Tax Identification Number of the vendor.

Country. Country where the vendor has its fiscal entity.

Physic. Person. To be flagged in case the vendor is not a company but a self-employee worker (physical person).

Figure 2.3

After data is introduced, click “Enter” or click on “Continue” Continue so the system can validate the Tax Number or indicate if it already exists on the system.

KEY TASKS

In case the vendor already exists in SAP database the following pop – up (Figure 2.3a) will inform you. Please check Vendor extension for how to proceed.

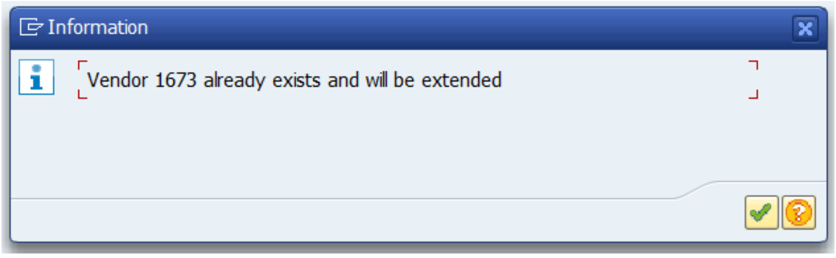


Figure 2.3a

In case after entering the data, you receive the following pop-up window (Figure 2.3b), it means that the vendor is already extended for your purchase organization and company code, so you can proceed with the material request if it is an MM vendor, or no extra action is needed if it is a FI vendor.

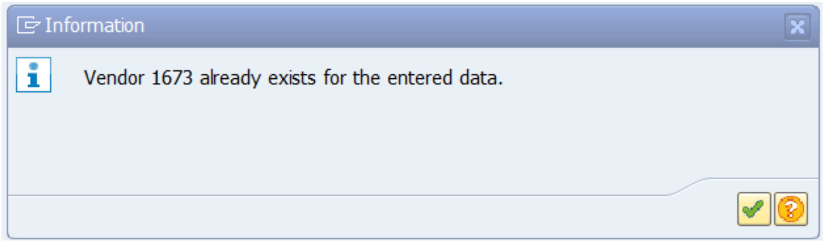


Figure 2.3b

Once filled Request Data you must fill the rest of the data required. Data to be entered is organized in three blocks: General Data, Purchasing Organization Data and Company Code Data

In General Data block you must enter the following info, as shown in Figure 2.4.

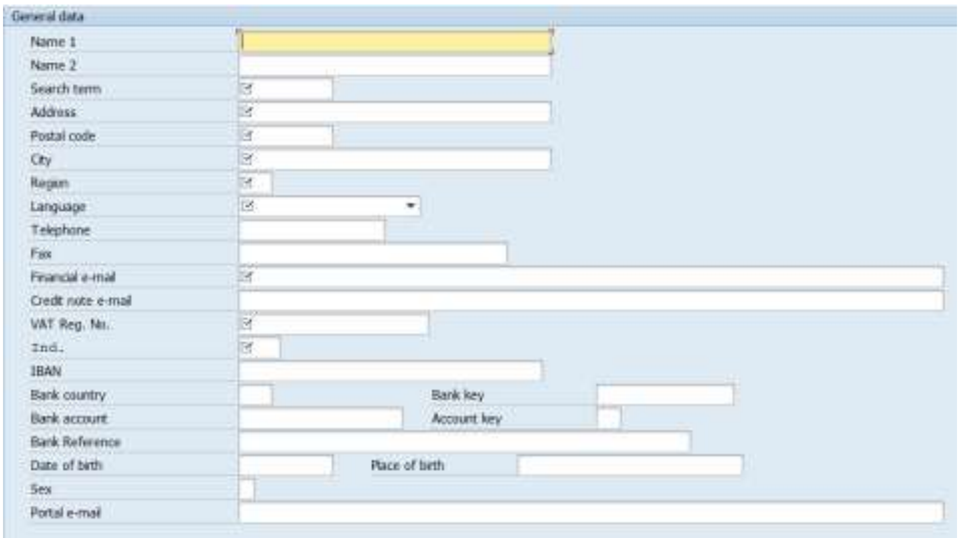


Figure 2.4

Name 1. Complete name of the vendor. (max 35 digits)

Name 2. Commercial Name of the vendor. (It can also be used to complete the field Name 1 in case there is not enough place. In this case, we should introduce first the termination of Name 1 and immediately after the Commercial Name). *Name 2, it is not always necessary, just when the digits of the Name 1 is more than 35 digits*

Search Term. Word by which you can easily search for the vendor.

Address. Vendor's fiscal address.

Postal Code. Fiscal postal code of the vendor.

City. Fiscal town of the vendor.

Region. Fiscal Region of the vendor (Select form the displayed list).

Telephone. Commercial contact phone of the vendor. +3247562633

Fax. Commercial contact fax number of the vendor.

Financial e-mail: Vendor's e-mail address for administrative contact.

Credit note e-mail: Vendor's e-mail address for credit memo request sent from SAP, indicate the financial e-mail in case vendor has not a specific credit note mail.

Vat Reg. Nº: Fiscal Tax Registration Number of the vendor with the community prefix. (Predetermined for each country).

Ind. (Industry code). Type of products/services that the vendor offers. This field determines if vendor is an MM or an FI vendor, so it is very important to select the right code. Choose from the list except A012:

GROUP A. Vendors with SAP order. MM vendors	
A001	Food and Beverage
A002	Equipment
A003	Marketing
A004	Maintenance
A005	Logistics Platform (e.g. Bunzl, DeliXL)
A006	Non-Food Products
A007	Services
A008	Information-Technology
A012	DON'T USE CAPEX
A013	Outside Labour
A014	Beneficiaries
A015	Laundry
A016	Audit & Taxes Servic
A017	External Restaurant
A018	Lawyer Services

GROUP B. Vendors without SAP order. FI vendors	
B001	Condominium Expenses
B002	Utilities
B003	Sales Commissions
B004	Insurances
B005	Fin. Expenses and Loc.Tax
B006	Trav. Expense & Inv. Expe
B007	Rents (Hotel, Parking)
B008	ISO Sales and Expenses
B009	Other Personal Expen
B010	Intercompany Charges
B011	Leasings & Rentings
B013	Wi-Fi Services
B014	Courier and Post Ser
B016	Fuel Cost for Cars
B017	Money Transport
B018	Litigation Expenses
B019	Rappels
B020	Waste disposal
B021	Radio & TV License
B050	WPS
B051	No WPS
B099	NOT VALID VENDOR
B999	PAY NOT ALLOWED
GROUP X. Vendors that can be MM & FI	
X001	F&B MM / FI (For F&B vendors that also invoice packaging)
X099	FI & MM VENDOR (For MM vendors that also invoice FI concepts)

RESTRICTIONS

It is not allowed to use Industry code corresponding to group C. The request will be automatically rejected.

IBAN. International Bank Account Number. If filled, there is no need to fill the rest of the bank data (bank country, bank key and bank account fields)

Bank Country: Country prefix of the Banks country. (2 letters)

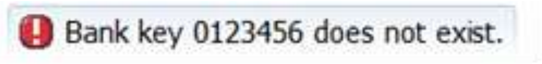
Bank Key: Vendors Bank key. (8 digits)

Bank Account: Account number of the Vendor. (10 digits)

Account Key: Key banking control of the vendor. (2 digits)

CHECK THE PROCESS

If the system does not identify the bank details entered, the error shown in Figure 2.5 will appear



This error is due to the bank has not been created in SAP the treasury area. In this case, the bank key creation must be requested to this e-mail address: vendormodification@digitalsharedservices.com with the following info:

- Subject of the mail must include the KEY words BANK KEY CREATION
- Template "BANK KEY CREATION" must be fulfilled, find link to template below *

https://nhorganization.nh-hotels.com/content/bank-key-creation-template

When sending this mail, you will receive a URN as a reference that your bank key request is being managed.

MDM team will contact you back to inform you when it is completed.

Then you can proceed with the vendor request in SAP as usual.

Date of birth: When vendor is a physical person, it is mandatory to enter his birth date.

Place of birth. Also mandatory for physical persons.

Sex: It is mandatory to indicate if the physical person is Female or Male.

In Purchasing Organization Data block, you must enter the following info, as shown in Figure 2.6

Figure 2.6

Curr. Currency of the vendors invoices

PO E-mail. Email address where the SAP purchase orders will be sent. Without an email address, it is impossible for the vendor to receive orders through SAP, so it is a mandatory field. In case the purchase email order is not informed, the request cannot be saved.

In Company Data block you must enter the following info, data to be fulfilled will depend on vendor Type (see Request Data block) as shown in 2.7 (Vendor Type OPEX), Figure 2.8 (Vendor Type CAPEX), Figure 2.9 (Vendor Type MIXED),

Figure 2.7

Figure 2.8

Figure 2.9

Payment terms: This filed refers ONLY to OPEX payment terms, it will be completed automatically with the standard payment terms defined for the company code of your centre. In case they are different you can modify them.

CAPEX Payment terms: CAPEX payment terms, it will be completed automatically with the standard payment terms defined for CAPEX for the company code of your centre. In case they are different you can modify them.

Credit memo terms: Will be completed automatically with the standard credit memo terms conditions valid for your Company Code. Do not modify.

Paym.Prior. (Payment Priority): This indicates the priority of payment, Low or High. By default, every single vendor must have a Low Priority.

Activity Code. Indicates the activity performed by the vendor and applies only for Argentinian vendors.

Dist. Type (Distribution Type): Select from the list the corresponding distribution Type. Applies only for Argentinian vendors.

W/tax account: If a withholding TAX applies for your vendor, please select the country where it should be applied.

W/tax type: As above, if a withholding TAX applies, please select from the list the applicable tax.

W/tax code: For the value entered above, select from the list the corresponding code.

Once filled all the blocks, click on "Reason Request" 

to explain the reason why you are requesting a new vendor. You must select from the list, the main reason to request the vendor as shown in Figure 2.10

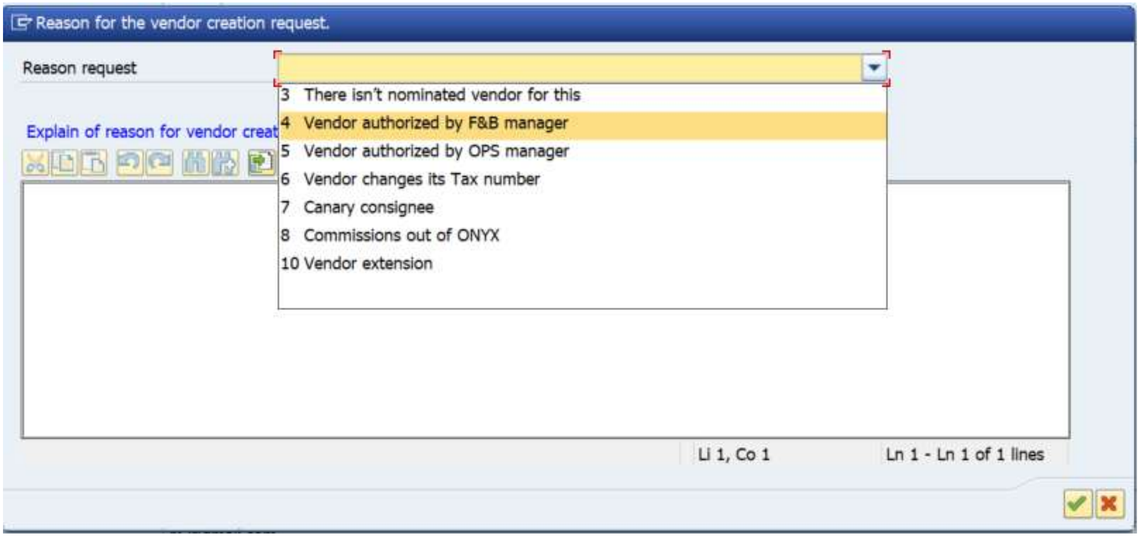


Figure 2.10

CHECK THE PROCESS

See below a brief explanation of each reason

3. There isn't nominated vendor for this: When there is no nominated vendor for the good/service that you need. It applies for both Opex and Capex.

4. Vendor authorized by F&B manager: Request exceptionally approved by F&B manager. It is mandatory to attach a written approval from BU F&B manager.

5. Vendor authorized by Area manager: Request exceptionally approved by each Area Manager. It is mandatory to attach a written approval from OPS Regional Director.

6. Vendor changes Tax number: When the vendor informs a change of Tax number. Within the explanation you must inform which is the vendor SAP number that has to be replaced.

7. Canary Islands consignee: (This only applies to Canary Islands). When Canary Islands request a new vendor for goods import, it will be mandatory to inform the vendor consignee within the explanation.

8. Commissions out of ONYX: When there is a commission vendor authorized as Out of ONYX exception.

9. Replicate OPEX/CAPEX to CAPEX/OPEX vendor: When you must request a CAPEX vendor that already exists as OPEX or the other way around (OPEX to CAPEX). It is mandatory to inform about the already existing vendor SAP number.

10. Vendor extension: see Vendor extension

Once selected the vendor request reason, it is mandatory to include a brief description of the offered goods or services. It is important to explain it in detail the need of the new vendor justifying why not use one of the already existing suppliers in the system, see example in Figure 2.11
Without this message the request cannot be handled, an uncomplete or not correct reason can make the request to be rejected.

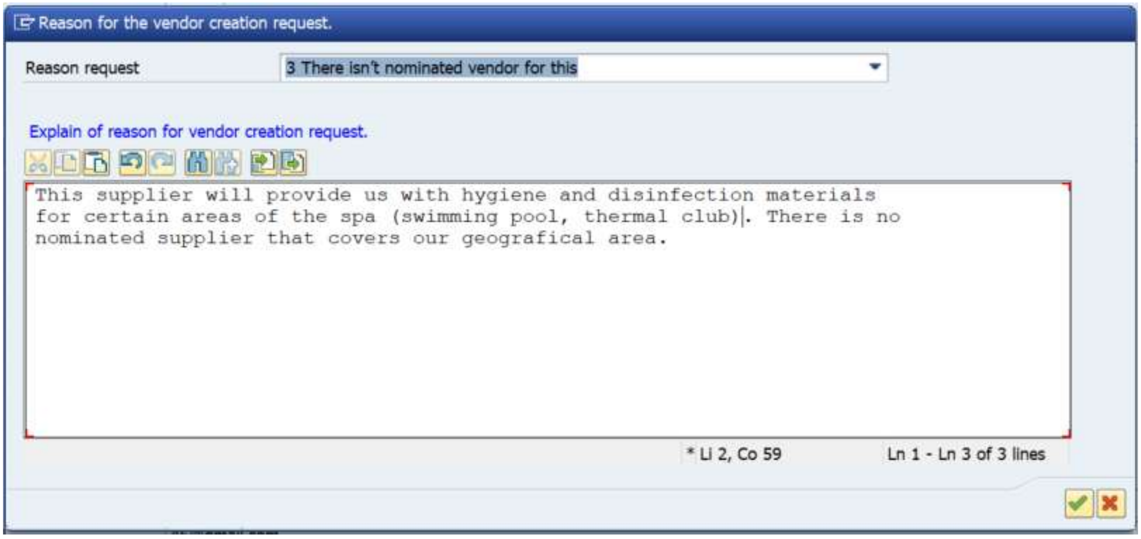


Figure 2.11

Before finishing the request, for all new vendors, it is **mandatory** to attach the bank account document. Apart from this document could be necessary to complete the request to attach more documents (Financial director approval, regional operation approval…).
In case you need to attach any mandatory backup/approval documentation must be attached through this functionality before saving the request. Click in the button Attach, a new window will appear to search for the file in your computer figure 2.12

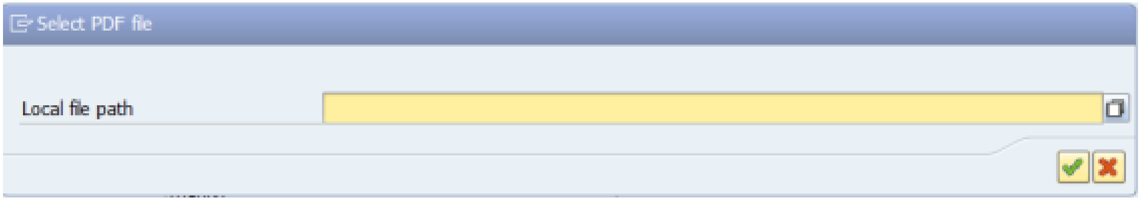


Figure 2.12

Click in to search for the document in your computer (documents in cloud are not allowed), and once entered click in to finally attach the document in the request.

HELPFUL TIPS

Some aspects you must know related to the attachments to include

Only PDF documents are allowed.

Only one file can be attached, so in case you have more than one e.g. bank document + OK from Financial director of BU), you must merge them in just one.

In case you save a request without attachment, you can modify the request and attach the document while the request is not treated yet.

To finish the registration, click on the button Save Request, the request is saved and send to the MDM (Master Data Management) Department to its management.

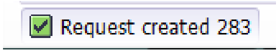


Figure 2.13

All registered requests appear in the main screen of "Vendors Registration Request", where the user can see the status of the request. Approved, rejected or pending.

Figure 2.14

	Request Sent (Pending for approval)
	Processed Correctly (Approved by MDM)
	Rejected (Not accepted by MDM, the reason can be consulted)

Once the supplier has been approved, the user can proceed to request new articles assigned to the new vendor.
In case the request is rejected the user can check the reason why it has been rejected, selecting the request and clicking in the button Rejection Reason, a new window will pop up with the reason provided by MDM for the rejection. If the vendor is still needed a new vendor request must be done correcting the error with the info provided.

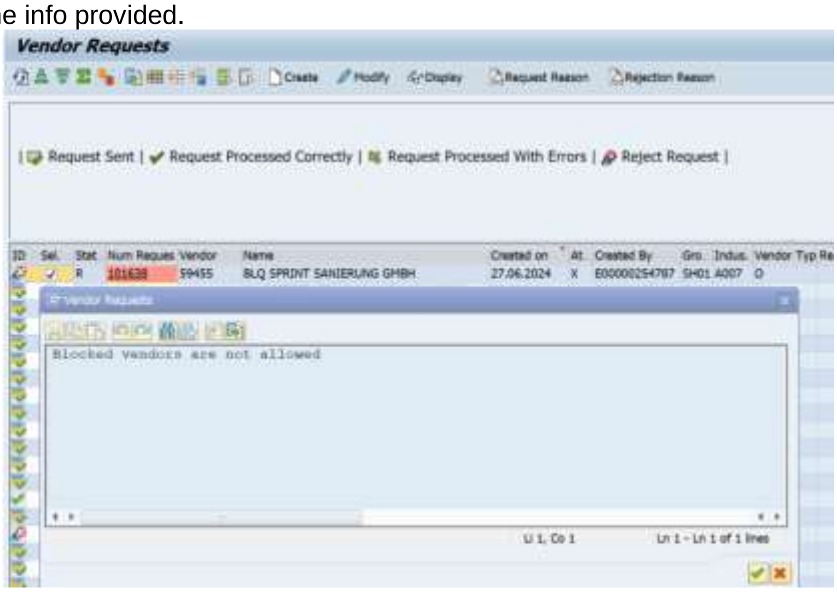


Figure 2.15

HELPFUL TIPS

The approval or rejection of requests, will not send e-mail notifications, because of this, the user should follow up the requests he made through the Vendor Request transaction

2.1.1.4. Vendor extension

SAP Transaction: *ZMM_VENDOR_REQ*

The transaction is the same as for a new vendor request, the first screen is a filter screen that allows us to introduce the search criteria for previous requests that we may like to consult.

We can use the filters if we know the SAP codes for the search criteria. In case we do not know them, we can always use the value lists available in the right side of each field/box 01000854 . Typing the character *, that is the wildcard symbol, we can search by any parameter that we want and click on the symbol to execute the search. For example, by Purchasing Organization.

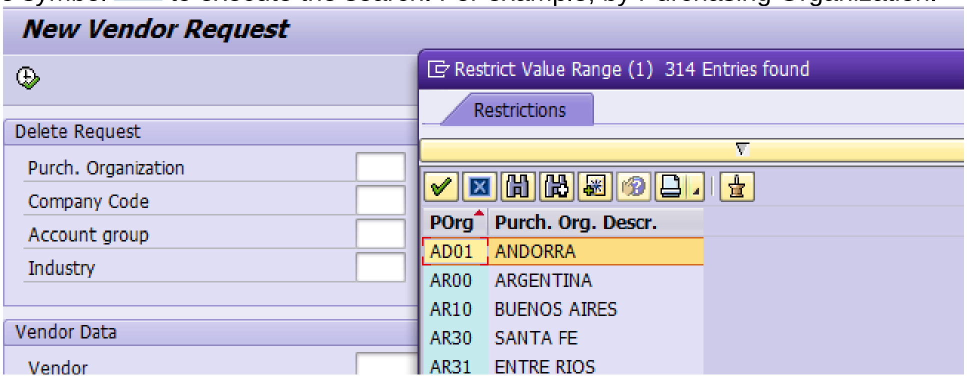


Figure 2.16

In case that we want to find a previous request, we should introduce some search criteria; while in case that we want to make a new request, we must go directly to the option "Execute" . This will allow the user to visualize all the created requests and its status; furthermore, he will be able to make a new request clicking on the button "Create".

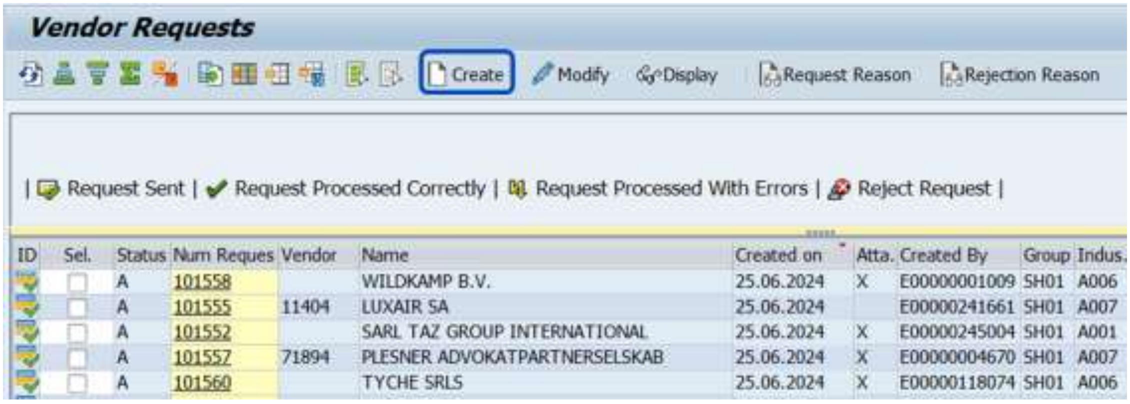


Figure 2.17

After clicking in Create, you will be redirected to Vendor request screen. You must fill the following mandatory data as shown in Figure 2.18.

Business area. Hotel SAP code (e.g. 0094), when filling this field Company Code and Purchasing organization fields will be automatically completed base in the hotel SAP code.

Account Group. Group that will be affected in Accounting for all MM you must select SH01 Trade creditors.

Vendor type. For MM purposes you must select between these three types of vendors (O for Opex, C for Capex or M if the vendor is Capex and OPEX

Tax No. Tax Identification Number of the vendor.

Country. Country where the vendor has its fiscal entity.

Physic. Person. To be flagged in case the vendor is not a company but a self-employee worker (physical person).

Figure 2.18

After data is introduced, click "Enter" or click on "Continue" 

so the system can validate the Tax Number or indicate if it already exists on the system.
If the system finds the vendor already exist in the database but it is not extended for your Company Code or your Purchase Organization the following pop up will appear.

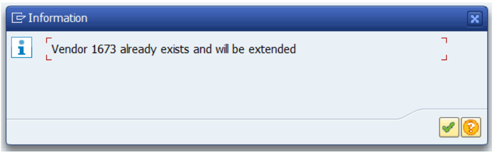


Figure 2.19

KEY TASKS

Remember that in case after entering the data you receive the following pop-up window (Figure 2.19a), it means that the vendor is already extended for your purchase organization and company code, so you can proceed with the material request if it is an MM vendor, or no extra action is needed if it is a FI vendor.

Figure 2.19a

In this case the block of General Data will appear filled and the blocks Purchasing Organization Data and Company Code Data will be available to filled depending on the extension you want to do.

In case Purchasing Organization Data block appears pending to be filled you must enter the following info, as shown in Figure 2.20

Figure 2.20

Curr. Currency of the vendors invoices

PO E-mail. Email address where the SAP purchase orders will be sent. Without an email address, it is impossible for the vendor to receive orders through SAP, so it is a mandatory field. In case the purchase email order is not informed, the request cannot be saved.

In case the Company Data block appears pending to be filled, you must enter the following info, data to be fulfilled will depend on vendor Type (see Request Data block) as shown in 2.21 (Vendor Type OPEX), Figure 2.22 (Vendor Type CAPEX), Figure 2.23 (Vendor Type MIXED),

Figure 2.21

Figure 2.22

Figure 2.23

Payment terms: This filed refers ONLY to OPEX payment terms, it will be completed automatically with the standard payment terms defined for the company code of your centre. In case they are different you can modify them.

CAPEX Payment terms: CAPEX payment terms, it will be completed automatically with the standard payment terms defined for CAPEX for the company code of your centre. In case they are different you can modify them.

Credit memo terms: Will be completed automatically with the standard credit memo terms conditions valid for your Company Code. Do not modify.

Paym.Prior. (Payment Priority): This indicates the priority of payment, Low or High. By default, every single vendor must have a Low Priority.

Activity Code. Indicates the activity performed by the vendor and applies only for Argentinian vendors.

Dist. Type (Distribution Type): Select from the list the corresponding distribution Type. Applies only for Argentinian vendors.

W/tax account: If a withholding TAX applies for your vendor, please select the country where it should be applied.

W/tax type: As above, if a withholding TAX applies, please select from the list the applicable tax.

W/tax code: For the value entered above, select from the list the corresponding code.

Once filled all the blocks, click on "Reason Request" 

to explain the reason why you are requesting a new vendor. You must select from the list reason 10 Vendor Extension as shown in Figure 2.10

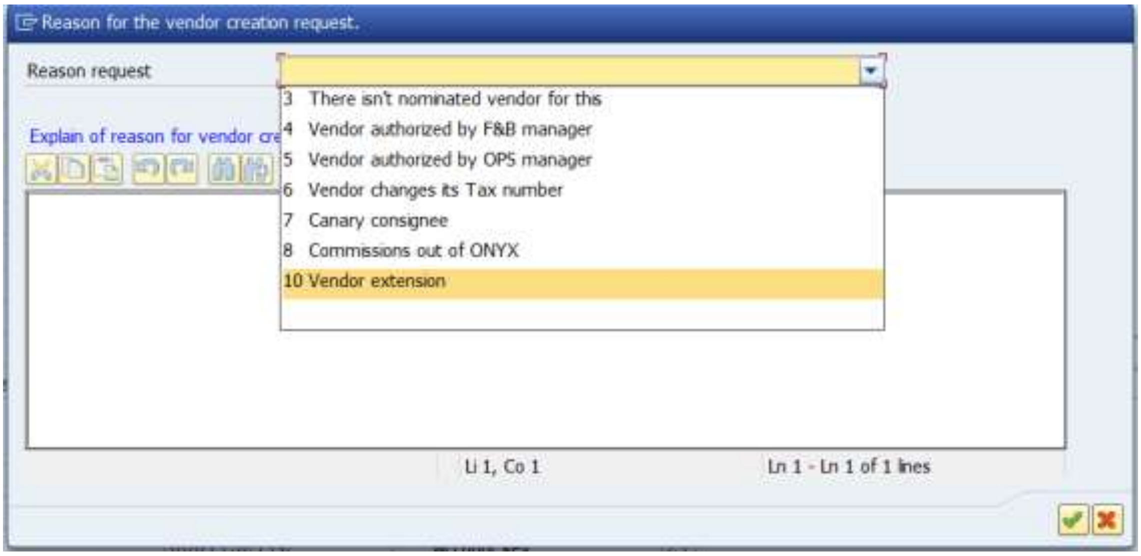


Figure 2.24

Once selected the vendor request reason, it is mandatory to include a brief description of the offered goods or services. It is important to explain it in detail the need of the new vendor justifying why not use one of the already existing suppliers in the system, see example in Figure 2.25
Without this message the request cannot be handled, an uncomplete or not correct reason can make the request to be rejected.

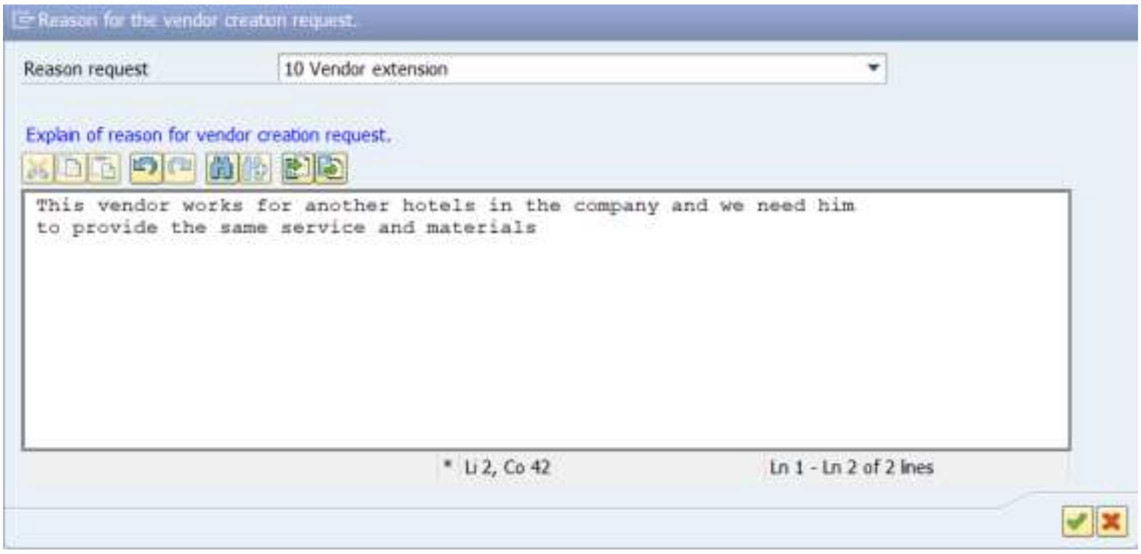


Figure 2.25

In case you need to attach any mandatory backup/approval documentation (Financial director approval, regional operation approval…). must be attached through this functionality before saving the request. Click in the button Attach, a new window will appear to search for the file in your computer figure 2.26

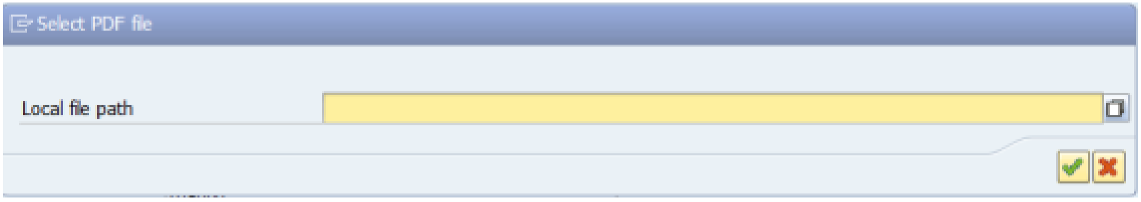


Figure 2.26

Click in to search for the document in your computer (documents in cloud are not allowed), and once entered click in to finally attach the document in the request.

HELPFUL TIPS

Some aspects you must know related to the attachments to include

Only PDF documents are allowed.

Only one file can be attached, so in case you have more than one e.g. bank document + OK from Financial director of BU), you must merge them in just one.

In case you save a request without attachment, you can modify the request and attach the document while the request is not treated yet.

To finish the registration, click on the button Save Request, the request is saved and send to the MDM (Master Data Management) Department to its management.

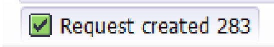


Figure 2.27

All registered requests appear in the main screen of “Vendors Registration Request”, where the user can see the status of the request. Approved, rejected or pending.

Figure 2.28

	Request Sent (Pending for approval)
	Processed Correctly (Approved by MDM)
	Rejected (Not accepted by MDM, the reason can be consulted)

Once the supplier has been approved, the user can proceed to request new articles assigned to the new vendor.
In case the request is rejected the user can check the reason why it has been rejected, selecting the request and clicking in the button Rejection Reason, a new window will pop up with the reason provided by MDM for the rejection. If the vendor is still needed a new vendor request must be done correcting the error with the info provided.

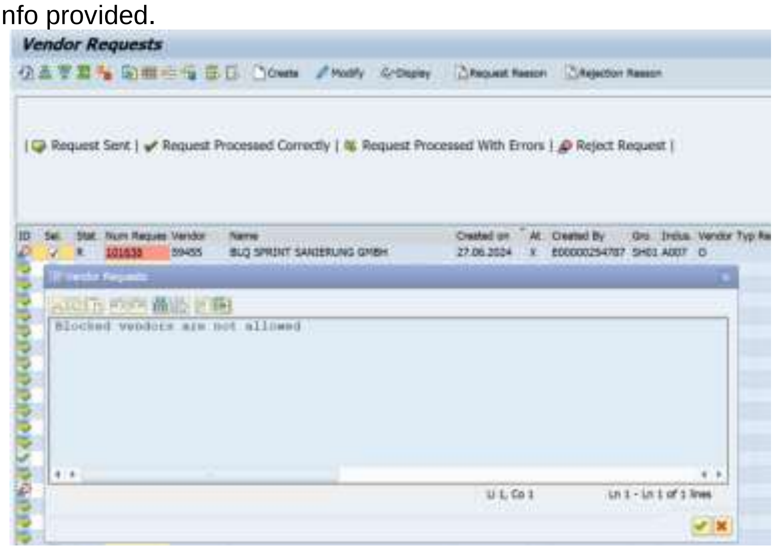


Figure 2.29

HELPFUL TIPS

The approval or rejection of requests, will not send e-mail notifications, because of this, the user should follow up the requests he made through the Vendor Request transaction

The vendor already exists for another plant, its data will appear automatically, and we only need to fill the Purchase Orders email and the currency.
The vendor already exists in our plant, the system won't allow us to save the new Request

2.1.1.5. Vendor modification

If you detect some error in SAP or need to update the data for the vendors we have in the system, you need to request to modify it to the Master Data Management Team (MDM).
Remember that to have the data updated is everyone's work, and we can avoid problems with the vendor (no PO arrives, vendor does not receive CM notifications….).

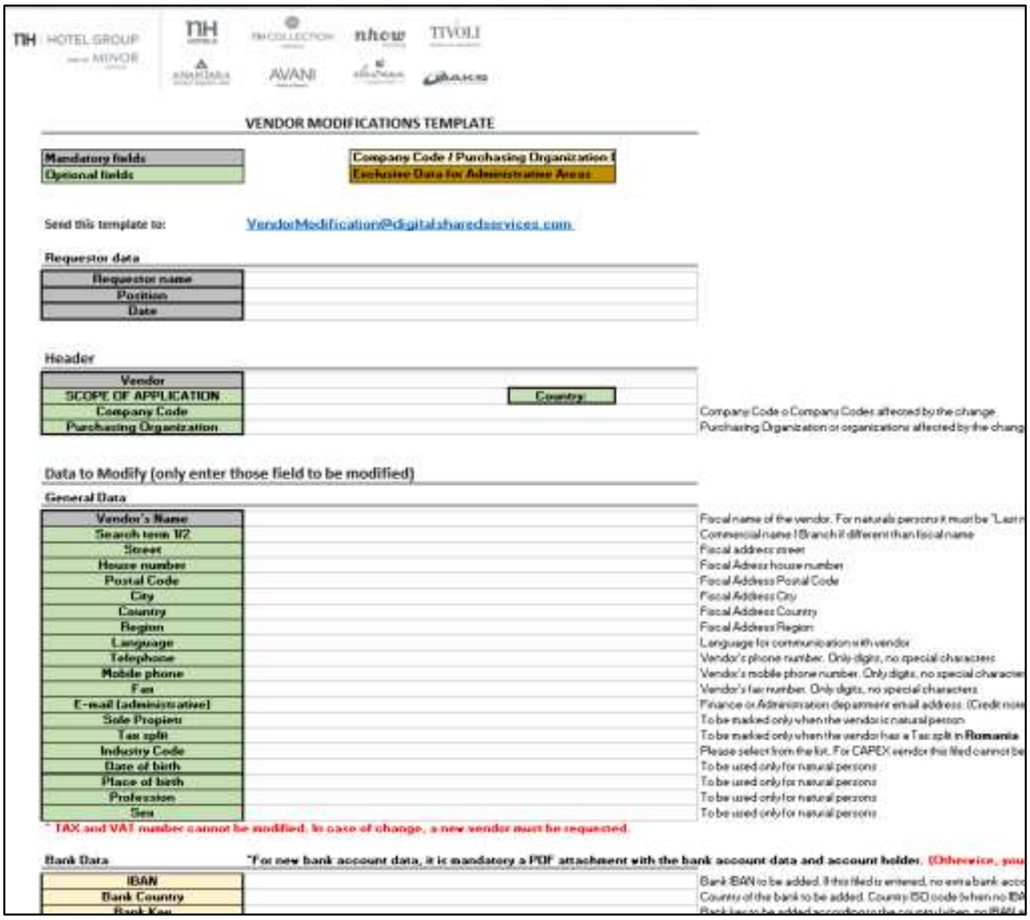
To perform this action you must wend the vendor modification template (you can find it in this link https://nhorganization.nh-hotels.com/content/vendor-modification-request-template) fulfilled to the MDM team by mail (vendormodification@digitalsharedservices.com).

Please consider these general concepts before starting:

- This template is only to be used with NON-NOMINATED VENDORS, if you need to modify something from a nominated vendor it must be done via your local Coperama by email.
- The following data cannot be modified:
    - VAT number: The VAT number is unique for every vendor in SAP, in case the vendor modifies the VAT number, we must request for a new vendor and in this case in the request reason we will select the option 6, indicating the old SAP vendor number.
    - Fields in brown: This can be only done by AP dept, so we must do it via JIRA

Steps to fulfil the template (Figure 2.30)

1. Download the template
2. Fill the mandatory fields (in grey)
3. In the template **ONLY write the data you want to modify** and **paint it in red.**
4. The columns in brown cannot be modified. Please remember there are some data that cannot be modified, as explained before
5. Save the template and send it to the MDM team vendormodification@digitalsharedservices.com
6. In case of modifying the Bank account, it is mandatory a to attach in the mail sent to MDM team a PDF with the bank account data and account holder. (Otherwise, your request will be rejected)
7. You will receive a mail back with the URN of this request, keep it in case, you need in the future.
8. The MDM team will proceed with the modification or answer you in case any problem or extra information.



VENDOR MODIFICATIONS TEMPLATE

Mandatory fields	Company Code / Purchasing Organization
Optional fields	Exclusive Data for Administrative Areas

Send this template to: VendorModification@digitalsharedservices.com

Requestor data

Requestor name	
Position	
Date	

Header

Vendor			
SCOPE OF APPLICATION		Country	
Company Code			Company Code o Company Codes affected by the change
Purchasing Organization			Purchasing Organization or organizations affected by the chang

Data to Modify (only enter those field to be modified)

General Data

Vendor's Name		Fiscal name of the vendor. For naturals persons it must be "Last n
Search term 1/2		Commercial name / Branch if different than fiscal name
Street		Fiscal address street
House number		Fiscal Adress house number
Postal Code		Fiscal Address Postal Code
City		Fiscal Address City
Country		Fiscal Address Country
Region		Fiscal Address Region
Language		Language for communication with vendor
Telephone		Vendor's phone number. Only digits, no special characters
Mobile phone		Vendor's mobile phone number. Only digits, no special character
Fax		Vendor's fax number. Only digits, no special characters
E-mail (administrative)		Finance or Administration department email address. (Credit note
Sole Propietr		To be marked only when the vendor is natural person
Tax split		To be marked only when the vendor has a Tax split in **Romania**
Industry Code		Please select from the list. For CAPEX vendor this filed cannot be
Date of birth		To be used only for natural persons
Place of birth		To be used only for natural persons
Profession		To be used only for natural persons
Sex		To be used only for natural persons

* TAX and VAT number cannot be modified. In case of change, a new vendor must be requested.

Bank Data — *For new bank account data, it is mandatory a PDF attachment with the bank account data and account holder. (Otherwise, you

IBAN		Bank IBAN to be added. If this filed is entered, no extra bank acco
Bank Country		Country of the bank to be added. Country ISO code (when no IBA
Bank Key		Bank key to be added according to the country (when no IBAN a

Figure 2.30

2.1.2. Materials Master Data

2.1.2.1. Materials intro

Materials in SAP are only used to create PO so they must only be available for MM vendors. The Category Tree is a file where the Administration department defines the accounting impact of the different material hierarchies in the accountancy:

- Defines in which warehouses are allowed
- Defines in which expense account impact the GR
- Defines if the hierarchy is stockable or not
- Shows the generic materials you can extend to avoid request new materials

The Category tree is always available and updated in the following link
https://nhorganization.nh-hotels.com/content/sap-mm-category-tree-and-generic-items

2.1.2.2. Searching for materials

Before requesting any material in SAP, please ensure if it does exists in the database, so we recommend the use of transaction /CCSHT/MM_INFORECORD or to check the Category Tree.

2.1.2.3. New Material Requests

SAP Transaction: */CCSHT/MM_MAT_REQU*

For all vendors registered in the system, you can request new materials/products or services to MDM through the transaction "Material Request Management".

Like in the "Vendors Request Management", the system allows in the initial screen to enter a filter to manage the existing Requests.

At the bottom of the screen, you can make use of search filters, in case you want to consult the requests already made.

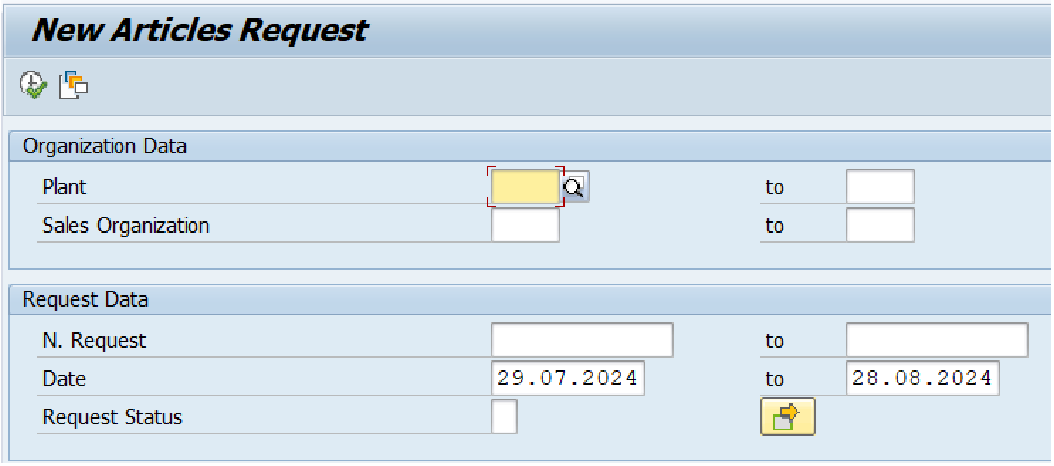


Figure 2.31

If you don't want to use a filter. Go directly to the option "Execute" to go to the requests screen, where you can see all the requests made and their status, you create new requests by clicking on "Create" (Figure 2.32)

.

Sel.	ID	Status	N Request	Text	Error Mess	Plant	Name 1	Material Group Desc.	Prod.hier.	Material	Vendor Material Number
		A	432786			1006	IT12 ANANTARA PALAZZO NAIADI R	WINES	020605		58562
		A	432785			1034	FR04 NH PARIS GARE DE L'EST	DAIRY PRODUCTS	010606		53058
		A	432784			1006	IT12 ANANTARA PALAZZO NAIADI R	WINES	020605		87908
		A	432783			9039	ES01CS CORPORATE	Otro Serv Consult	054401		CONSULTORIA
		A	432782			1006	IT12 ANANTARA PALAZZO NAIADI R	ALCOHOLIC BEVERAGES	020708		489606
		A	432781			1006	IT12 ANANTARA PALAZZO NAIADI R	TEMPORARY STAFF	051301		30
		A	432780			0663	PT05 TIVOLI MARINA VILAMOURA	REP SERV OTHER FAC	052501		PLUIRS93
		A	432779			0663	PT05 TIVOLI MARINA VILAMOURA	REP SERV WAT TER FAC	052401		PUMAIR86
		G	432778			0327	ES10NH COLLECTION CONSTANZA	Almentación seca	010511		FRIJ012

Figure 2.32

The New material Request screen, the data is divided in three blocks
Request data
Material data
Purchasing information

Request Data block (Figure 2.33):

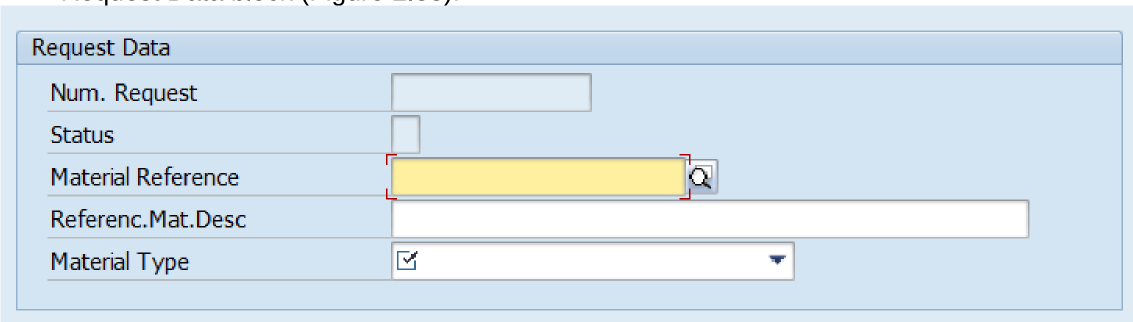


Figure 2.33

Num request: This is the code number of your request and will be created once you have saved your request.

Status: Once saved, indicates the status of your request.

Material Reference: Only to be filled for material extension Material Extension

Material Reference Description: Only to be filled for material extension Material Extension

Material Type: 4 digits key that indicates the type of products/services, to continue the request you must choose from the following ones:

- 0001 Food
- 0002 Beverages
- 0003 Packages
- 0004 Non-Food-Products
- 0005 Non-Food- Services

Do not use the codes 0097, 0098 and 0099 these concepts belong to SAP TMS for POS.

Once selected the material type, the field Plant and the rest of the blocks (Material Data, Purchasing Information) of the material request will appear (Figure 2.34)

Plant: Enter your hotel's SAP Code

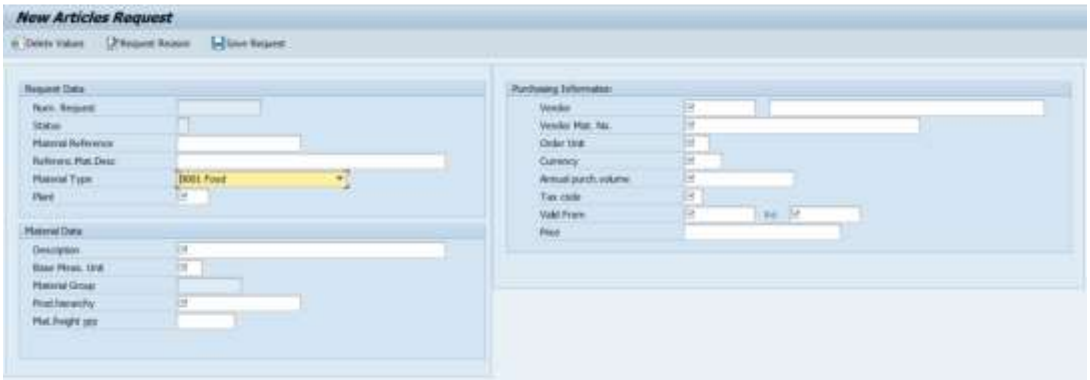


Figure 2.34

Material Data block (Figure 2.35):

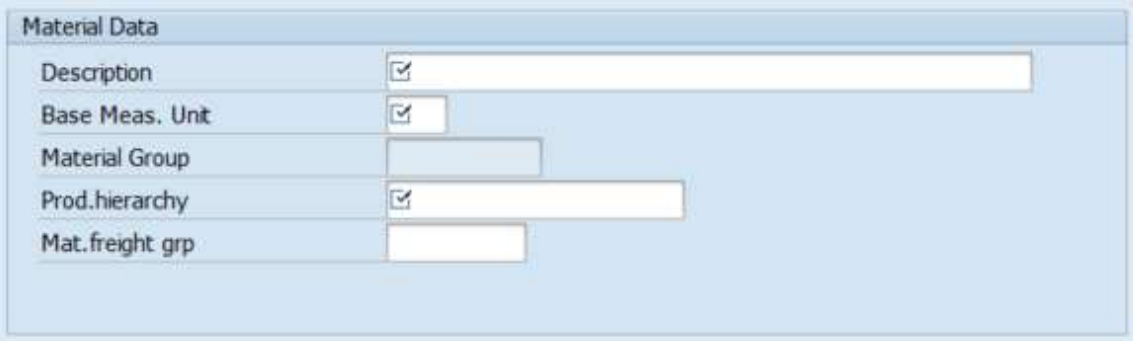


Figure 2.35

Description: Material Name to be registered in uppercases and with no more than 100 characters it must follow the SAP Style manual 1.2.3 Materials https://nhorganization.nh-hotels.com/content/sap-style-manual

Base Unit Measure: Minimum divisible unit of measure in which the material's stock will be counted.

Material Group: No to be fulfilled, automatic field.

Product Hierarchy: Third level of the hierarchy or category of the product within the Material Group and Type of Material previously selected. How to fill it.

Step 1 Choose from the drop-down list the Main group, click in next level to move towards to the next level Figure 2.36a

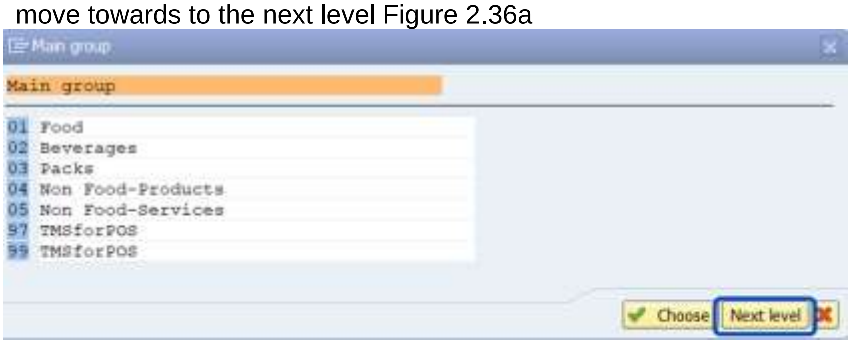


Figure 2.36a

Step 2 Choose Group and click in next level to move towards to the next level move towards Figure 2.36b

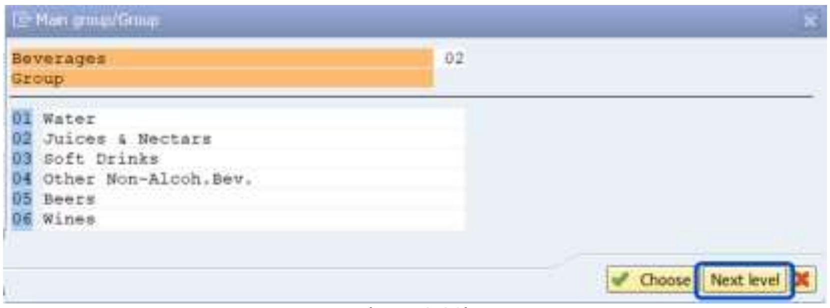


Figure 2.36b

Step 3 Last level to choose the subgroup and click in choose to finish. 2.36c

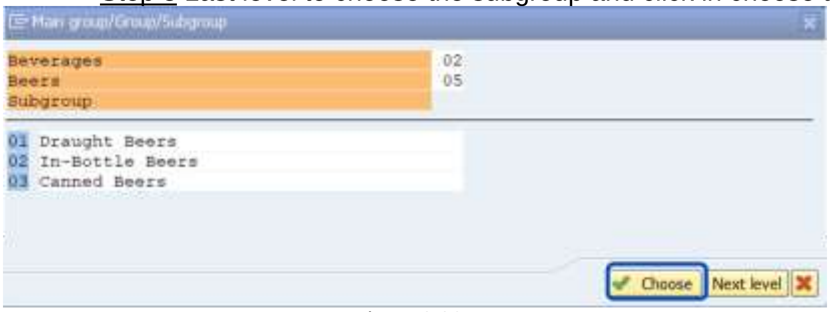


Figure 2.36c

Mat. Freight grp: No to be fulfilled, only applies to Colombian vendors.

Purchasing Information (Figure 2.37):

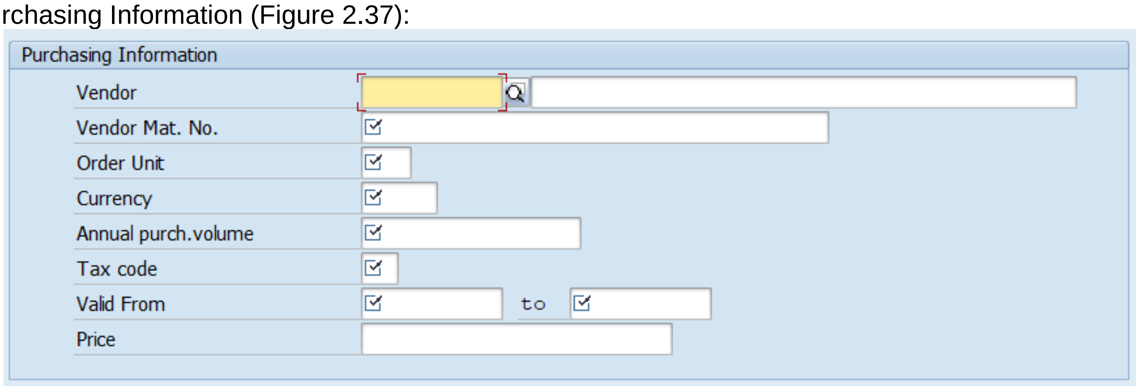


Figure 2.37

Vendor: Indicate the vendor code for which the product is requested. You can always use the searching tools if you don't remember the code. Click in the button a new window will pop up in where you can search the vendor code. Once selected the vendor code SAP will display the vendor's name, please check the vendor's name to avoid error

Vendor Mat. No: Vendor internal code for the material. It is critical to contact with the vendor to get the real Vendor Material Number (VMN) and inform it in your request, avoid N/A and .
Only in the exceptional case you confirm that there is no VMN, you must create a dummy VMN with the following rule:
3 first characters of the SAP mat description + 3 first characters of the SAP mat description
E.g. For material with description: CHICKEN BREAST 200G dummy code will be CHI00G

Order Unit: Unit of measure in which the vendor **invoices** the goods.

Conversion: In case your Order Unit differs from your Base Unit, SAP will request you to enter how many Order Units equal to how many base Units.

Currency: Currency in which the order must be placed to the vendor.

Annual purch. volume: Estimated annual purchasing volume.

Tax Code: Select from the list the corresponding tax code that applies to the item, according to your vendor. Clicking on the field "Tax code" the user sees the list with all the taxes, it is no possible create a list per country. So, the user sees all the taxes for all the countries
.

WANT TO BE AN ADVANCE USER?

To avoid errors when selecting a tax code you can create your favourites list for tax codes.

When clicking in the search button

You must filter by your purchase organization to list only the tax codes that apply to your hotel and click accept button

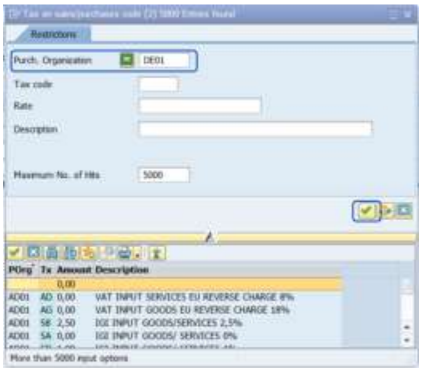
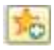


Figure 2.38

Once the list is deployed you can select the tax code you want and click in the button  to enter in your favourites list.

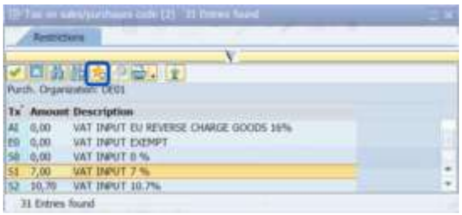


Figure 2.39

Next time you enter in the search button only your favourites will appear.

Figure 2.40

In case you want to see the rest of the list you can click in the button. 

Valid from – to: Indicates the time lapse in which you need the material to be available for purchasing.

Price: Price of the **order unit**. Leave in blank if you need the price to opened, in nominated vendors despite you leave it in blank the price can be fixed under Coperama instructions

After all fields are completed click "Request Reason"  , (figure 2.41) enter a short text explaining the reason why the material is requested. It is mandatory to provide detailed information about your needs and why did you select the current material's Hierarchy to enable the Procure to Pay Department / MDM and Administration to evaluate your need.

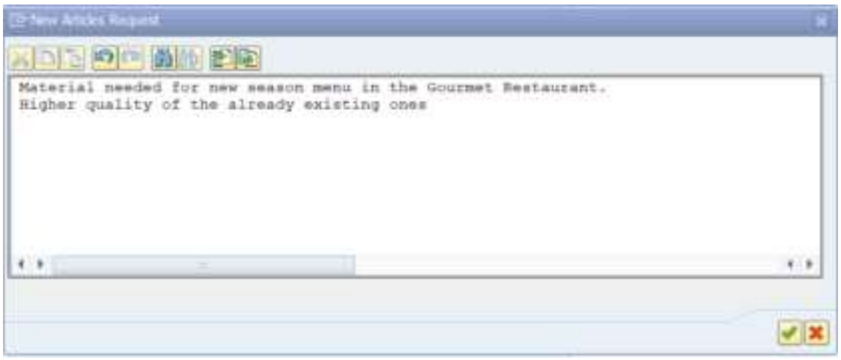
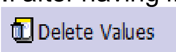


Figure 2.41

If after having finished your request, you realize of a mistake, you can restart clicking on "Delete Values"


Click on the button 

, the registration is saved and send to the Procure to Pay Department / MDM team.

In case that SAP identifies a material with a similar description, a pop-up window will recommend you, its use. If it suits your needs, please check in transaction /CCSHT/INFORECORD and select it once checked, instead of requesting a new material.

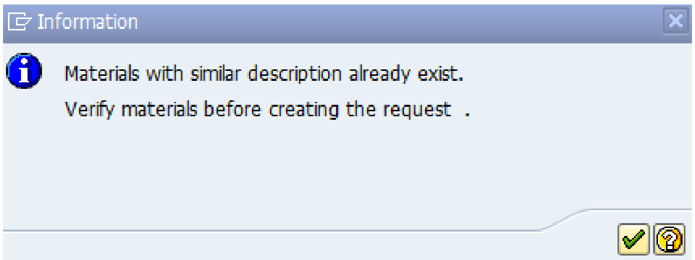


Figure 2.42

Figure 2.43

All requests are visible in the initial screen “New Materials Request”, where the user can see the status of the request.

	Request Sent (Pending of approval)		Processed Correctly (Approved by Purchasing)
	Rejected (Not accepted by purchasing, the reason could be consulted)		Processed with errors. In this case, Purchasing will supervise the information could fix the error or reject the request.

HELPFUL TIPS

It is no necessary to request a material anytime you do not see the specific material in SAP because maybe there is a generic material, and you can use it and modify the description (generic item list is available in the Category Tree
It is mandatory to request a specific material always if it is an F&B material or other inventoried items.

2.1.2.4. Material Extension

SAP Transaction: */CCSHT/MM_MAT_REQU*

Transaction is the same as for new materials, the only difference is that in this case we already have an SAP material already created.

Like in the “New Material request”, the system allows in the initial screen to enter a filter to manage the existing Requests.

At the bottom of the screen, you can make use of search filters, in case you want to consult the requests already made.

If you don’t want to use a filter. Go directly to the option “Execute” to go to the requests screen, where you can see all the requests made and their status, you create new requests by clicking on “Create” (Figure 2.32)

.

Figure 2.45

The New material Request screen, the data is divided in three blocks
Request data
Material data, this block will be fulfilled.
Purchasing information

Request Data block (Figure 2.46):

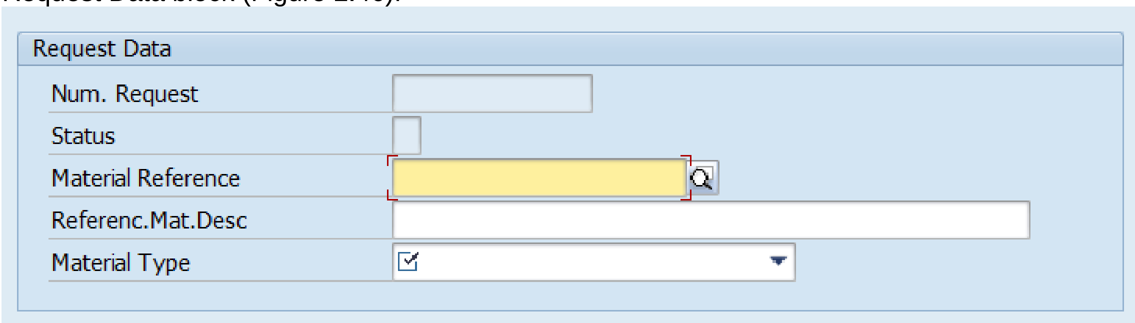


Figure 2.46

Num request: This is the code number of your request and will be created once you have saved your request.

Status: Once saved, indicates the status of your request.

Material Reference: To be fulfilled with the SAP material number you want to extend

Material Reference Description: In case you know the exact material description you can use this option, but we recommend using the Material Reference field

Material Type: Automatically fulfilled when filled Material Reference field

Plant: Enter your hotel's SAP Code

Material Data block: Will be automatically fulfilled when entering the material Reference (Figure 2.47), fields in this block will appear in blue and cannot be modified.

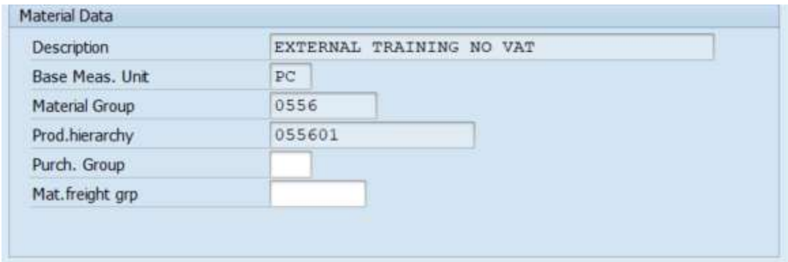


Figure 2.47

Purch Group: No to be fulfilled, only applies to Colombian vendors
Mat. Freight grp: No to be fulfilled, only applies to Colombian vendors.

Purchasing Information (Figure 2.48):

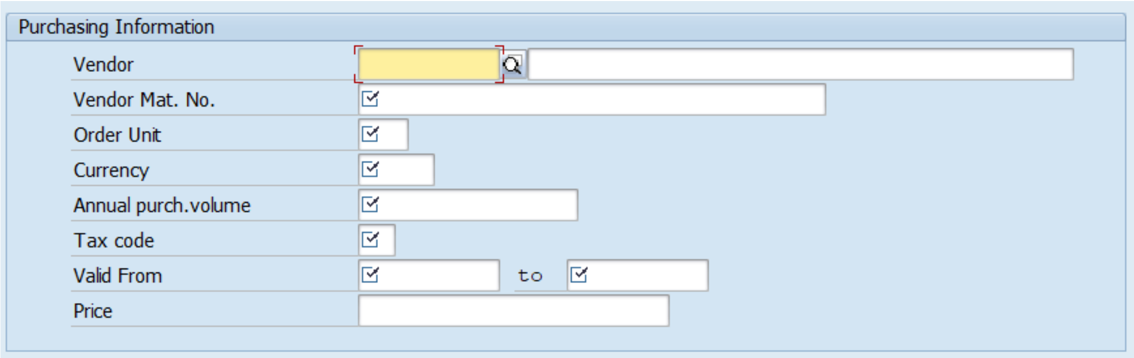


Figure 2.48

Vendor: Indicate the vendor code for which the product is requested. You can always use the searching tools if you don't remember the code. Click in the button a new window will pop up in where you can search the vendor code. Once selected the vendor code SAP will display the vendor's name, please check the vendor's name to avoid error

Vendor Mat. No: Vendor internal code for the material. It is critical to contact with the vendor to get the real Vendor Material Number (VMN) and inform it in your request, avoid N/A and .
Only in the exceptional case you confirm that there is no VMN, you must create a dummy VMN with the following rule:
3 first characters of the SAP mat description + 3 first characters of the SAP mat description + 2 last digits of the SAP material number
E.g. For material with description and mat number 02123456: CHICKEN BREAST 200G dummy code will be CHI00G56

Order Unit: Unit of measure in which the vendor **invoices** the goods.

Conversion: In case your Order Unit differs from your Base Unit, SAP will request you to enter how many Order Units equal to how many base Units.

Currency: Currency in which the order must be placed to the vendor.

Annual purch. volume: Estimated annual purchasing volume.

Tax Code: Select from the list the corresponding tax code that applies to the item, according to your vendor. Clicking on the field "Tax code" the user sees the list with all the taxes, it is no possible create a list per country. So, the user sees all the taxes for all the countries

Valid from – to: Indicates the time lapse in which you need the material to be available for purchasing.

Price: Price of the **order unit**. Leave in blank if you need the price to opened, in nominated vendors despite you leave it in blank the price can be fixed under Coperama instructions.

WANT TO BE AN ADVANCE USER?

To avoid errors when selecting a tax code you can create your favourites list for tax codes.

When clicking in the search button

You must filter by your purchase organization to list only the tax codes that apply to your hotel and click accept button

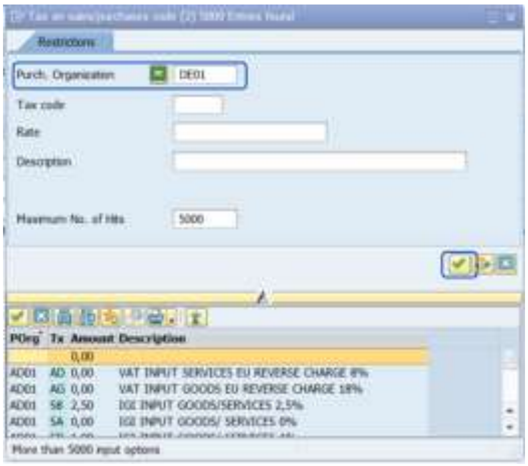


Figure 2.49

Once the list is deployed you can select the tax code you want and click in the button  to enter in your favourites list.

Figure 2.50

Next time you enter in the search button only your favourites will appear.

Figure 2.51

After all fields are completed click "Request Reason"  , (figure 2.41) enter a short text explaining the reason why the material is requested. It is mandatory to provide detailed information about your needs and why did you select the current material's Hierarchy to enable the Procure to Pay Department / MDM and Administration to evaluate your need.

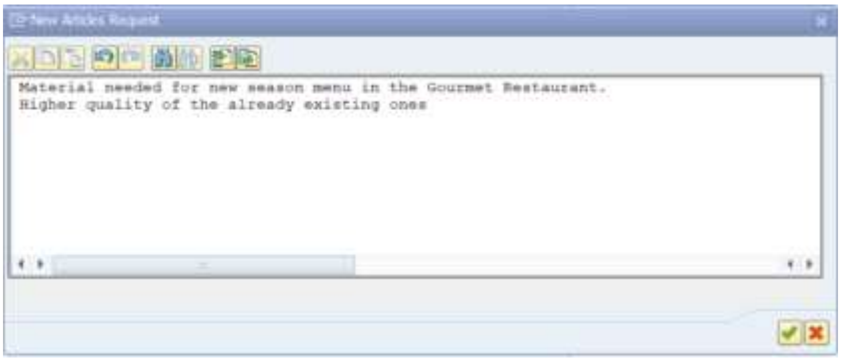


Figure 2.52

If after having finished your request, you realize of a mistake, you can restart clicking on “Delete Values” Delete Values

Click on the button Save Request, the registration is saved and send to the Procure to Pay Department / MDM team.

All requests are visible in the initial screen “New Materials Request”, where the user can see the status of the request.

	Request Sent (Pending of approval)		Processed Correctly (Approved by Purchasing)
	Rejected (Not accepted by purchasing, the reason could be consulted)		Processed with errors. In this case, Purchasing will supervise the information could fix the error or reject the request.

HELPFUL TIPS

It is no necessary to request a material anytime you do not see the specific material in SAP because maybe there is a generic material, and you can use it and modify the description (generic item list is available in the Category Tree
It is mandatory to request a specific material always if it is an F&B material or other inventoried items.

2.1.2.5. Material Modification

If you detect some error in SAP or need to update the data for the materials you have in the system, you need to request to modify it to the Master Data Management Team (MDM).
To request the modification you must send the Inforecord template fulfilled to the MDM team by mail (materialmodification@digitalsharedservices.com) you can find the template in this link https://nhorganization.nh-hotels.com/content/material-and-info-record-modification-request-template

Please consider these general concepts before starting:

- This template is only to be used with NON-NOMINATED VENDORS, if you need to modify something from a nominated vendor it must be done via your local Coperama by email.
- The following data cannot be modified:

- Base unit: The BASE UNIT is the unit we use for inventory and once the material is created you cannot modify it, if it is not correct, you must request a new material and inform to block the wrong one
- Hierarchy
-

Steps to fill the template?

1. Download the template
2. Go to the Inforecord transaction in SAP (/CCSHT/MM_INFORECORD)
3. Select ⦿ Display all Agreements
4. Filter with the data you want to extract from SAP to paste it in the template, you have different options:
    1. You can fill the vendor SAP number if you want to modify several materials from a vendor
    2. Fill the Material Number if you want to modify only one material
    3. Select several materials if you want to modify several materials ever from different vendor

Figure 2.53

4. Execute the transaction
5. Once you have executed the transaction, select the complete file, colour will change to orange and copy (CTRL+C)

Figure 2.54

6. Go to the template and paste the selected data in SAP, please paste it (CTRL+V) from cell I 5

Figure 2.55

7. In the template, modify the data you want to modify and paint it in red, the columns in brown cannot be modified. Please remember there are some data that cannot be modified

Figure 2.56

8. Save the template and send it to the MDM team materialmodification@digitalsharedservices..com
9. You will receive a mail back with the URN of this request, keep it in case you need in the future.
10. The MDM team will proceed with the modification or answer you in case any problem or extra information needed.

2.2. Procurement Execution (Purchase Orders and Goods Receipt)

CHECK THE PROCESS

Important: To have the complete information, please review the Opex Purchase Order Management and Goods and Services Receipt Management

2.2.1.Purchase Order Execution

*SAP Transaction "/**CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
You can place orders through the TMS screen in the transaction "***/CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**".

KEY TASKS

Remember that for vendors integrated in the Coperama Marketplace Platform. Orders are done via this platform, and you can access via the transaction /CCSHT/PO_ASSISTANT and clicking in the button that appears when you fulfil the plant and the warehouse.

Figure 2.57

For further info about how to make order via Coperama Marketplace [Coperama Marketplace Training Tool]

In case you have logged in with a Generic User in SAP, you must identify yourself with your TMS user and Password.

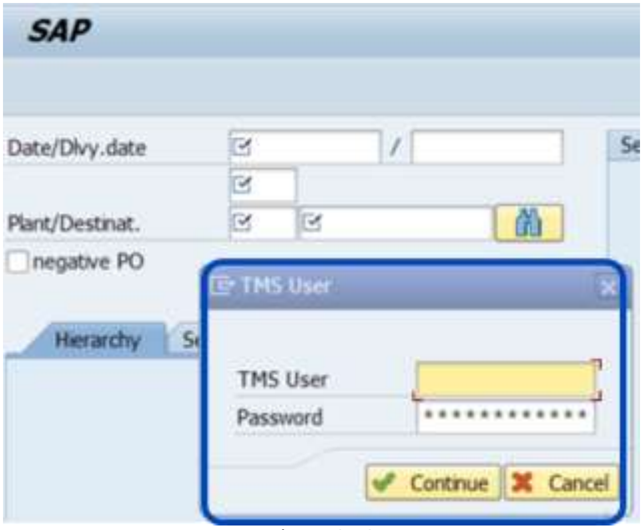


Figure 2.58

To place a new order, in the upper part of the screen (Figure 2.59):

Figure 2.59

Date: Date when the order is being placed (today as default).

Date of Delivery. Date when the goods are expected to be delivered. It is predefined but it can be changed to the date you want, restrictions due to vendor delivered can be applied. Once filled please click ENTER so SAP can recognize otherwise SAP will not identify

Plant/Destination: SAP Hotel/centre code and SAP warehouse code where the order will be done. After entering the Plant and the Warehouse it is necessary to click on "Enter" so that SAP can recognize the value. You can use in both fields the searching button to search by number in case you do not know the SAP codes as shown below:

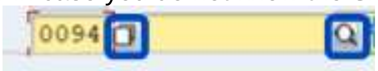


Figure 2.60

Once the header has been filled, we can continue by clicking on "Search" . All articles available for purchase appear in the window.

To speed up the search, you can filter the results **before** clicking in the binoculars.
On the left side of your screen, you can select the hierarchy of the article by clicking 

where you can filter by one or several hierarchies or filter by vendor, you can type the number, or the name of the vendor and a new window will pop up with all the vendors available for the plant that includes the data entered.

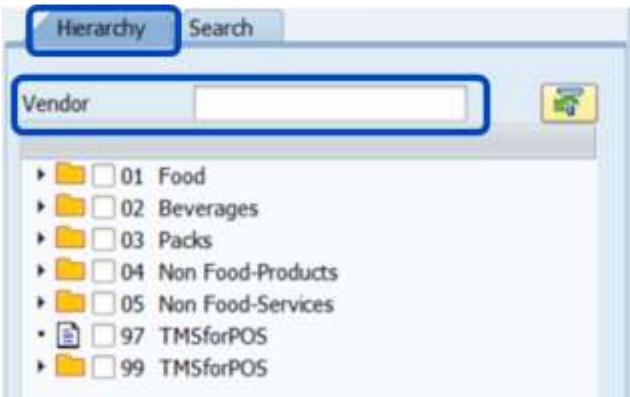
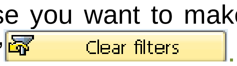


Figure 2.61

The more search criteria entered, the more accurate the results at the bottom of the screen will be.

All criteria introduced will be added, so in case you want to make a new search, clear all the data previously entered with the option "Clear filters" 

.

All materials that match your filter criteria applied before clicking in the binoculars and available for your plant, will be shown at the bottom of the screen and you can scroll down or lateral to see all the available info.

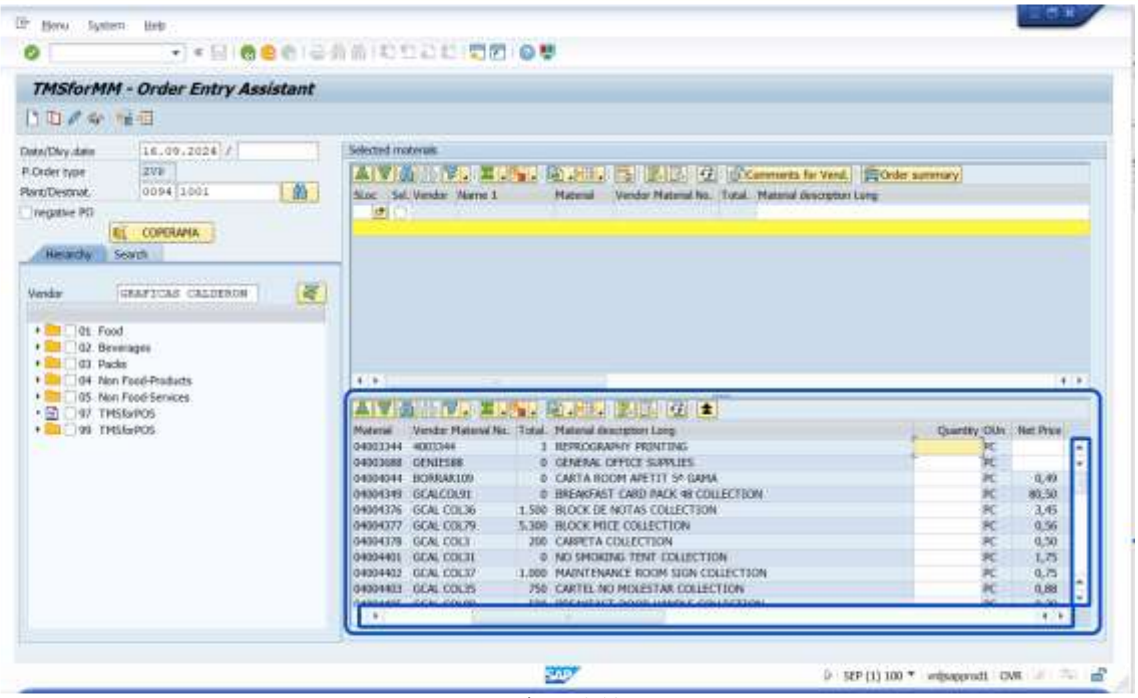


Figure 2.62

You can filter the results in the tab Search, and the results can be filtered by Vendor, by Material or by Vend. Mat. (Vendor material Number).

Figure 2.63

These are the fields that you can find in this screen (Figure 2.62):

SLoc: Storage Location. Shows the warehouse where the goods are being ordered

Sel: Checkbox that will be flagged automatically when entered the quantity

Vendor: SAP Vendor Code

Name 1: Vendor Name

Material: SAP Material Code

Vendor Material No.: Cod of the vendor material

Total Stock: Theorical stock (last stock + receptions done) available after last inventory executed, not real stock in the hotel. By double clicking you can see the detail of stock at all the warehouses with movements for the selected material, as shown below:

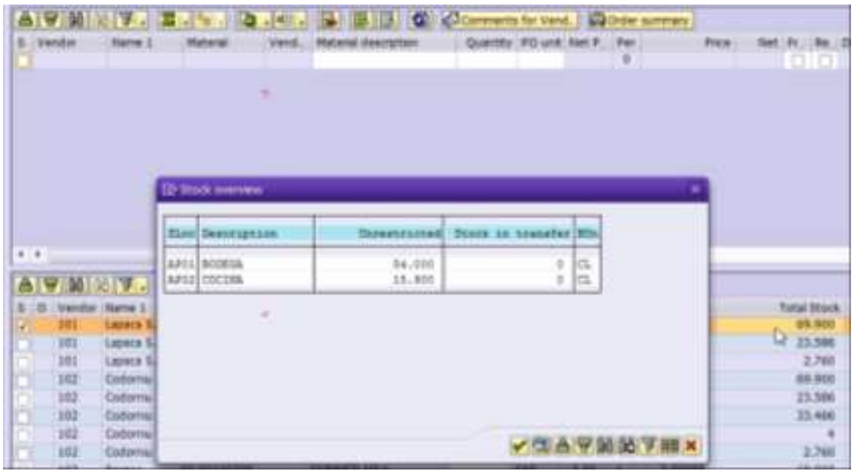


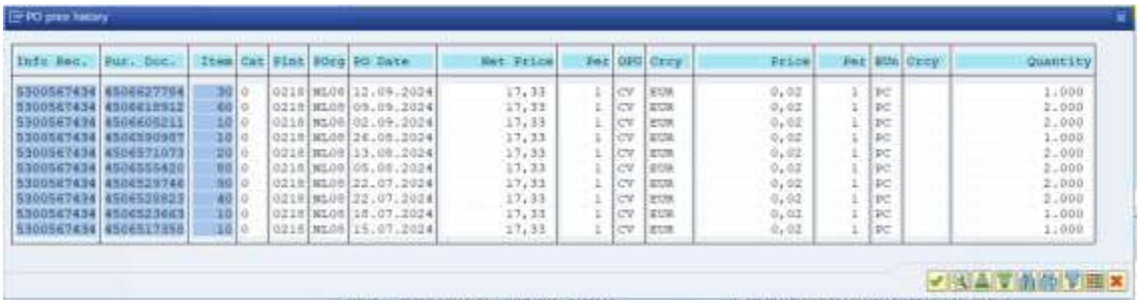
Figure 2.64

Material Description Long: It shows SAP material description. In case it is in colour white the description can be modified.

Quantity: Number of purchase order units (to be entered by users).

OUn (Order Unit): It is the unit of measure of the purchase order, it is how vendor handles and invoices the goods.

Net price. Price with 2 decimals. In case the item is a negotiated item, the price will be fixed and cannot be modified. On the contrary, in case the price is not negotiated, it will be in blank and must be entered every time the item is purchased. By double clicking you can see the detail of last purchases done of this item with the price purchased, as shown below:



PO price history

Info Rec.	Pur. Doc.	Item	Cat	Plnt	POrg	PO Date	Net Price	Per	OPU	Crcy	Price	Per	BUn	Crcy	Quantity
5300567434	4506627704	30	0	0218	NL06	12.09.2024	17,33	1	CV	EUR	0,02	1	PC		1.000
5300567434	4506618912	60	0	0218	NL06	09.09.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506605211	10	0	0218	NL06	02.09.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506590907	10	0	0218	NL06	26.08.2024	17,33	1	CV	EUR	0,02	1	PC		1.000
5300567434	4506571073	20	0	0218	NL06	13.08.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506555420	80	0	0218	NL06	05.08.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506529746	90	0	0218	NL06	22.07.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506529823	40	0	0218	NL06	22.07.2024	17,33	1	CV	EUR	0,02	1	PC		2.000
5300567434	4506523663	10	0	0218	NL06	18.07.2024	17,33	1	CV	EUR	0,02	1	PC		1.000
5300567434	4506517358	10	0	0218	NL06	15.07.2024	17,33	1	CV	EUR	0,02	1	PC		1.000

Figure 2.65

Per: In case the net price has more than two decimals, as SAP do not allow more than two decimals, we will use this field to put more than two decimals. E.g.: Net Price 12,256
In the field Per: we will see 10, then the net price will be 122,56

Tx (Tax code) Shows the tax code assigned to the material with its vendor Price: Price of each Purchase unit. It may have until 5 decimals. If it is negotiated by procurement, it will be loaded by default, otherwise it must by entered by users while ordering.

Σ **Net (Net Value):** it is the total amount of the order material (Quantity X Price).

Equal to: It shows to how many “Base Units” equal the PO units indicated in the Denominator.

BUn (Base Unit). It is the unit of measure assigned by NH for inventory purposes.

Product hierarchy: Shows the material’s hierarchy code.

Description: Shows the material’s hierarchy description.

Inforecord: Shows the contract’s code that links the material with the vendor.

Minimum order value: Is the minimum value that vendor can sell/delivery. (Doesn’t apply for goods returns).

R. Profile (Rounding Profile): This means that vendor only sells the material in multiples of this number. (Doesn’t apply for goods returns)

HELPFUL TIPS

It can be difficult to understand the “Rounding Profile” and “Denominator/Equals to” fields, so please find below some easy examples:

Denom. (Denominator): Indicates how many “Order Units” will be converted to Base Units.

Subrange (Vendor subrange): items will be flagged in case vendor has a subrange catalog.

Free. This check box must be marked when vendor won’t charge us for the goods, for example in a promo. In the case of promos by the vendor, choose products free of charge; select the option "Free" Free in the line above or below the product to add it to the order.
There is the possibility to request two lines of the same product, for any promo that the vendor offers. In this case we must indicate how many units we are going to pay in one line, and how many units are for free in a second line.

Return item. This check box must be marked for Negative POs. Negatives orders functionality

Minimum order Qty: Is the minimum quantity that vendor can sell/delivery. (Doesn't apply for goods returns).

Price: Net price of the items with 5 decimals.

Vendors' Portal: In case it has an X, the vendor is a portal vendor for that hotel

Cost Centre: Cost centre where the purchase will be made

Currency: Currency in which the price is shown.

.

Once the desired material has a required Quantity and price, it automatically moves to the order area (on the top of the screen).

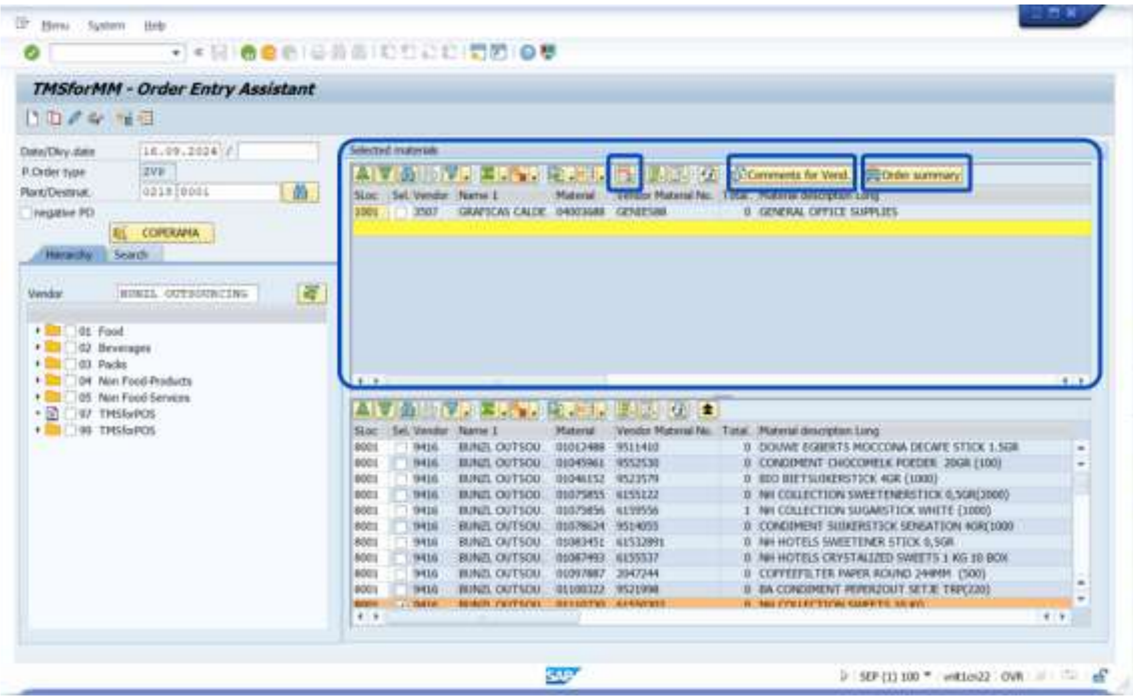


Figure 2.66

Repeat this action as often as necessary until all the products that need to be purchased are at the top of the screen.

If by any mistake you select again a material that is already in your order, the PO Assistant will let you know with a pop-up message like in figure 2.67

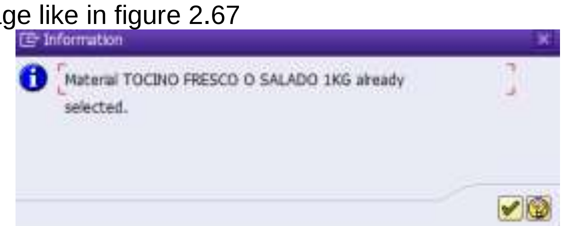


Figure 2.67

In case it is **not a portal vendor,** and the description can be modified, you can modify the description to include the same material in the PO.

If the hierarchy of the material you want to include is not allowed in the warehouse you want to purchase, it will appear the following pop-up. Check the Category Tree to check in which warehouses that hierarchy is allowed

Figure 2.68

HELPFUL TIPS

- ✓ In case that you need to remove any items added to the order, just select the check box on the left side and click on the option "Delete item" (Figure 2.66).
- ✓ If you need to provide to the vendor some extra information to be included in the PDF of the PO, you can use this button Comments for Vend.
- ✓ The total amount of your Order is always visible in yellow colour.
- ✓ In case that you selected materials for more than one vendor. SAP will automatically split it in several orders (one per vendor).

.

Once the selection of items is finished, the next step is to click on "Order Summary" Order summary . If the order you are trying to place does not reach the minimum amount set by the vendor, the system will show an alert screen.

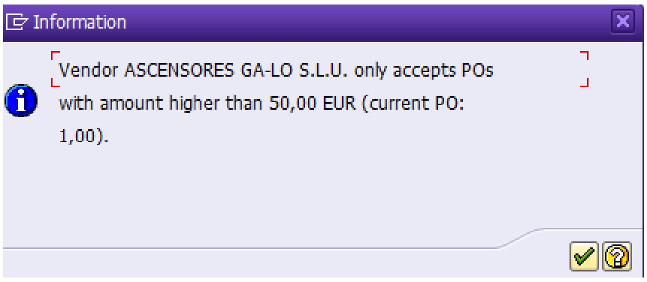


Figure 2.69

On the next screen (figure 2.70), it is mandatory to perform the following checks before creating the PO:

- Total amount: check the total amount is correct to ensure quantities and prices included in the PO, are correct.
- Number of orders: Check that the number of orders are correct, in case you have selected by mistake material for more than one vendor.
- SLoc: confirm the warehouses where the PO will be created is correct.

Figure 2.70

To complete the order, click on "Create Order" 

. The system shows a confirmation screen with the Purchase Order number (Figure 2.70) or informs you about an error that avoids the orders placement (Figure 2.71), in this case please review the PO and in case you do not know how to proceed, open a JIRA ticket to be helped.

Figure 2.71

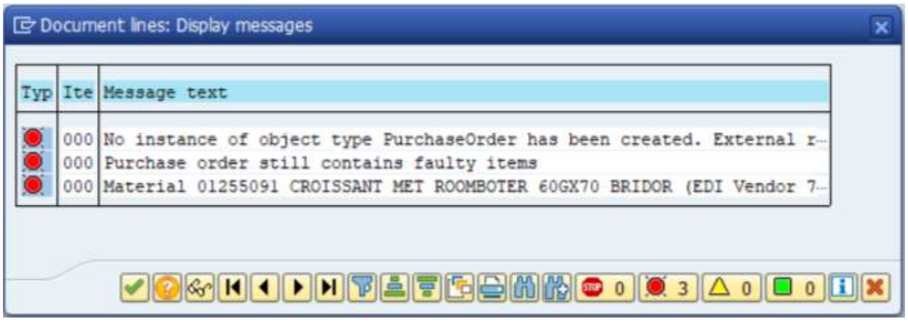


Figure 2.72

If the order must go through an approval flow, it won’t be sent to the supplier until the approval flow has finished. It will be shown in the Messages window “PO 45…. will not be sent to the vendor until being approved”. According to the Company’s Policy, the approval flow depends on the total amount of the Purchase Order MM Approval Workflow

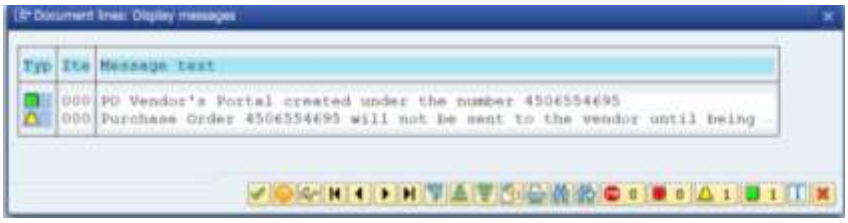


Figure 2.73

HELPFUL TIPS

- ✓ If you want to order the same material for two different warehouses, it is needed to place an order for each warehouse or order all the quantity together and indicate the corresponding warehouse in the goods receipt transaction. (See 4.2.1.2.1 Goods Receipt)
- ✓ You can add a comment for each item line. When they are at the top of the screen, select each line and indicate a comment at the end of each one of them in the field "Comment Line" Line comment ,
- ✓ The user will be in CC of the mail where the purchase order is sent to the vendor, including the PDF of the order.
- ✓ To check the approval flow, go to transaction ME23N "Standard Order". At the top of the screen, click on the icon "Purchase Order" , introduce the order number you want to see and check the tab "Release Strategy".

2.2.1.1. Display SAP Purchase Order

Transaction "***ME23N – Display Purchase Order***"
To see the details of any placed order, go to transaction ME23N – Display Purchase Order

Here all the detailed information of each specific order is shown. To select any order, click on "Other order" and enter the number of the purchasing document you want to see in the pop-up screen:

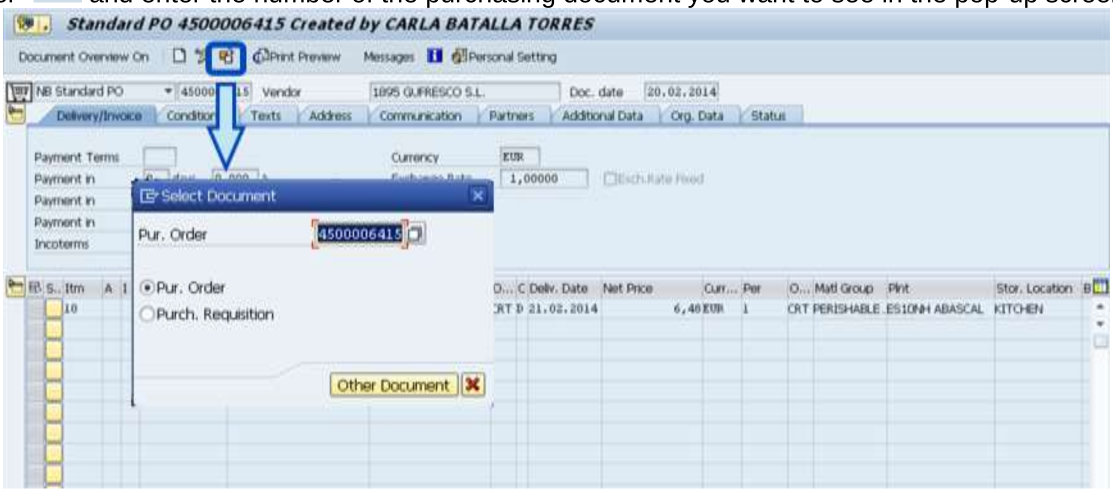


Figure 2.74

In case you do not remember the PO number it is always possible to use the search tools by clicking on this icon:

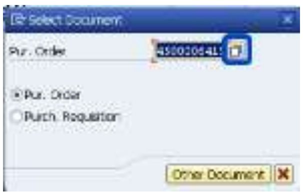
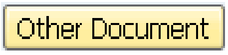
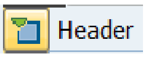


Figure 2.75

Once the document number is entered, click on “Other Document”  or press “Enter” so that you can display the Purchase Order on your screen.

This screen is divided into three sections: Header, Item Overview, and Item. These sections can be expanded or collapsed based on the user's needs.



moving through the tabs in this block, you can see:

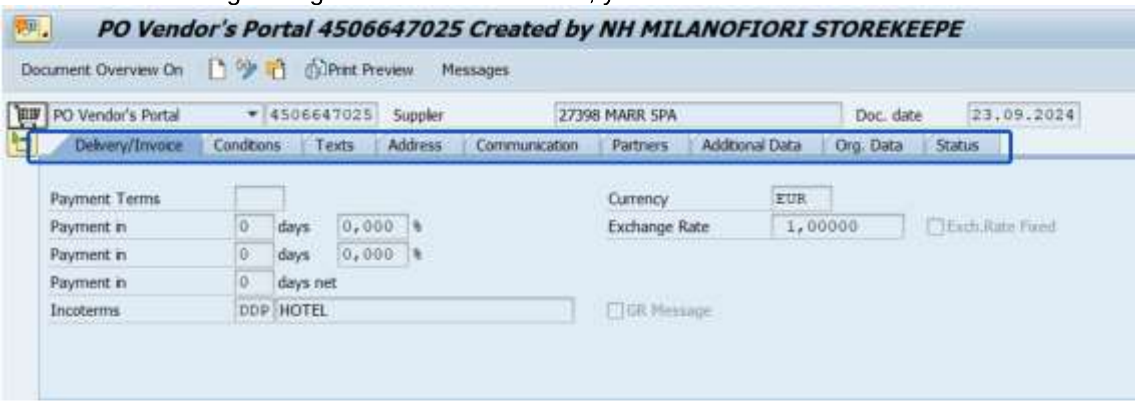


Figure 2.76

The most important tabs are:

Delivery/Invoice: Payment Conditions, Incoterms, Delivery details, Currency and Exchange rate.

Conditions: Conditions applicable to each item line and taxes.

Texts: Any info entered in the comments for vendor field in the Purchase order when creating a PO.

Address: Order address of the vendor.

Communication: Commercial contact data. If in the field Our Reference appears “COPE” it means that the PO was made through Coperama Marketplace and in this case the field Your Reference will have the Coperama Marketplace order number.

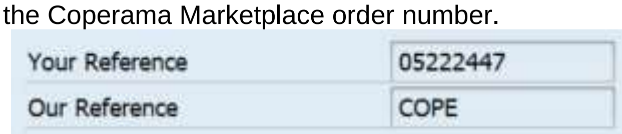


Figure 2.77

Org. Data: Purchasing organization and company code where the order was made.

Status: The amount requested, received and delivered.

Release Strategy: This tab will only appear if the PO approval workflow is triggered. It will display the approvers set up for the PO, and if it has been approved or is pending or rejected.

Figure 2.78

Item Overview Here you can see the list of items/services requested in the PO, including the SAP code and description, price, material group, and warehouse.

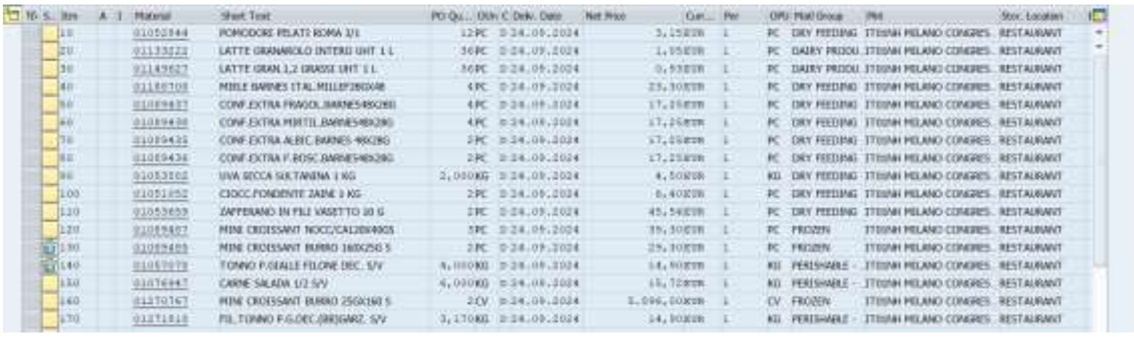


Figure 2.79

Item Detail Here you can see the different data of the material by navigating through the different tabs figure 2.80. You can move from one material to another by clicking the button 'A' or by expanding the list of materials and selecting the one you want as shown in figure 2.81.

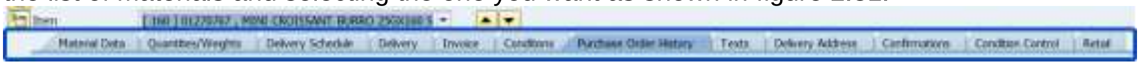


Figure 2.80

Figure 2.81

The most important tabs are:

Material Data: It will display the vendor material number, material group and EAN code.

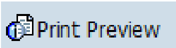
Quantities/Weights: It will show the order unit and the conversion, if it exists, between the order unit and the base unit.

Purchase Order History: it is possible to see if the Goods Receipt of each selected material has been already done and if this has been already invoiced or has any associated Credit Memo.

Account Assignment: Only available for non-stockable items, you can see the GL account to which each material is assigned, as well as the Plant and Cost centre

2.2.1.2. Print Purchase Order

From ME23N "Display PO" or in the attachment of the mail the user receives when making an order you can display the PDF sent to the vendor or print it if needed for internal use.

In ME23N Click on 

option and a new window will pop up. Select the ZNEU message.

You can preview the document clicking on  or directly print the pdf in print options.

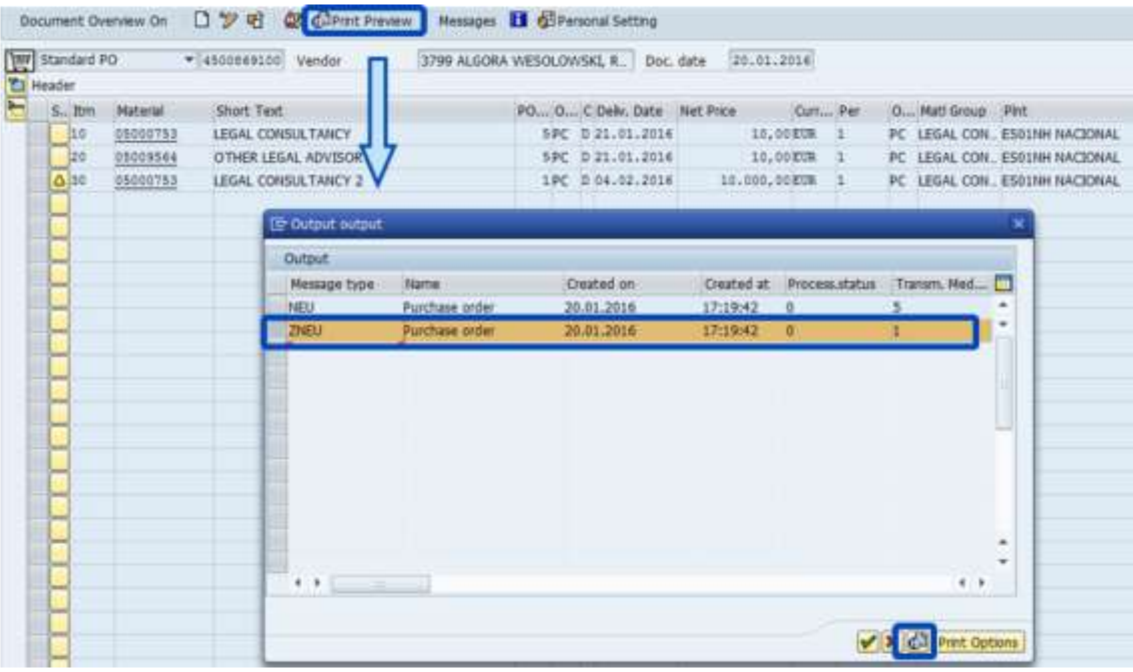


Figure 2.82

2.2.1.3. Purchase order templates.

You can create templates that allow you to save a list of frequent requested products in "Orders Entry Assistant". You only need to enter the new quantities every time that you use them to place a new order.

To create the template, select all the items that you want to add to your template as you were going to make a regular PO, **before** clicking on Order summary button, click on "Save Template" on the menu.
A new window will pop up, in this window you must define the name of the template.

Figure 2.83

To access your saved templates, click on "Use template" and select from the list the one that you want to use to place a new order. Once you've selected it, you must click on "Use template".

Figure 2.84

By selecting a template, you will see the total list of products that are in that template, including the quantities previously selected. You can place the order with the same quantities, change quantities, delete items or even add new items of the same supplier as in any regular order.
If you saved the template without quantities, those who are not filled will be removed when clicking Order summary button, the system will advise you to double check (figure 2.76)

Figure 2.85

You can also click on the option "Use as Pre-order". SAP understands that this is an unfinished order that we want to finish now. Once we send this "Pre-order", it will be removed from the templates list
.

To finish the PO creation, proceed as usual clicking in button Order summary as shown in Purchase Order Execution

HELPFUL TIPS

- ✓ It is advisable to include the date of the creation of the template in the name, so in the future it can help you to choose the correct one
- ✓ You can choose between either save your template with Quantities (checking the box with an "X") or save just the materials and enter new quantities each time you use it.
- ✓ If you remove the creator user, you will see the templates created in all centres.
- ✓ In case that your template contains a material, which contract has been expired by Procurement department, then it won't be available for purchase, and it won't appear in your PO Assistant.
- ✓ In case you need to check the PO created, this can be displayed in transaction ME23N

2.2.1.4. Re-use previous purchase documents (orders)

The PO Assistant allows you to use previous orders as a base to generate a new one.

If you want to make a copy of an earlier order, it is necessary to click on "Create order from copy" at the menu bar. A screen will pop up where you must enter the order number that you want to copy.

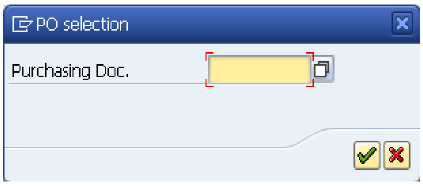


Figure 2.86

After entering the order number, you'll see on the orders screen the total items and quantities of the previous order. In this screen you can modify quantities, price if it hasn't been negotiated by procurement, add or delete items, just like in a regular order.

To finish the PO creation, proceed as usual clicking in button Order summary as shown in Purchase Order Execution

2.2.1.5. Modify Purchase Order

Once the order is sent to the vendor, it may be the case that you need to modify or update the Purchase order in quantity, price (if we had to introduce it manually and it is not predefined by purchasing), or even add lines, or modify the description of the requested service.

All these actions can be performed through the transaction "TMSforMM -Order Entry Assistant". Please see below (Figure 2.78) restrictions that may apply. The system will inform you in case modification is not possible with a pop-up window as shown.

PAPER VENDOR	WEB VENDOR	EDI VENDOR
YES (EXCEPT FULLY RECEIVED/INVOICED) *IF IT HAS BEEN RECEIVED OR INVOICED, THESE MOVEMENTS MUST BE REVERSED IN ORDER TO RELEASE THE LINE AND MODIFY IT	ONLY TO MODIFY QUANTITIES OR ADD NEW MATERIALS / NOT THE SAME MATERIAL IN THE SAME ORDER (EXCEPT FULLY RECEIVED/INVOICED *IF A LINE HAS BEEN RECEIVED, EVEN WHEN RETURNED, NO MODIFICATION IS ALLOWED FOR THIS PARTICULAR LINE.	NO 

Figure 2.78

To modify an order, you must go to transaction /CCSHT/PO_ASSISTANT. You must indicate your plant/hotel and warehouse, clicking “Enter” after entering each field. Once the plant is identified, select the option “Change PO” in the menu. When a new window pops up, enter or search the Purchase Order Number that you want to modify.

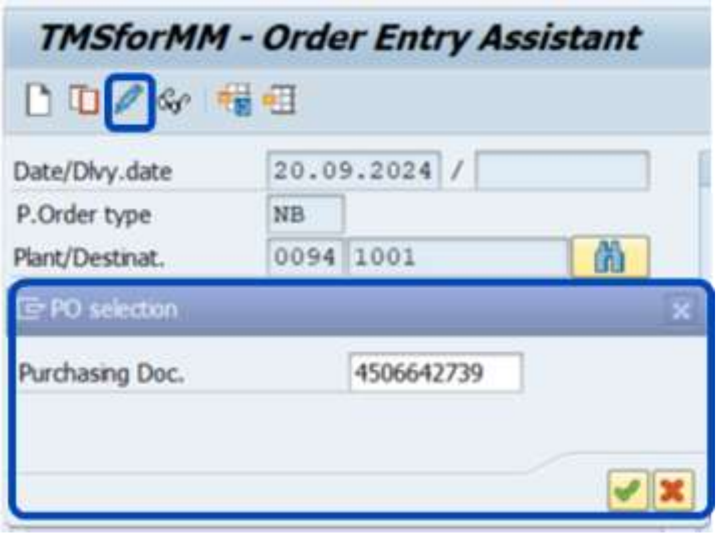


Figure 2.79

The PO Assistant shows us the order and allows us to modify it by adding new lines or editing the new ones.
In case the price of the material is not fixed, when modifying the quantity, price will be removed and must be entered again.

RESTRICTIONS

When modifying a PO, only materials assigned to the same vendor can be added.

Items that have been fully invoiced cannot be modified anymore.

Items received cannot be modified in case needed, return delivery must be perform before modification.

Once that you have done your changes and clicked on **Save PO** button

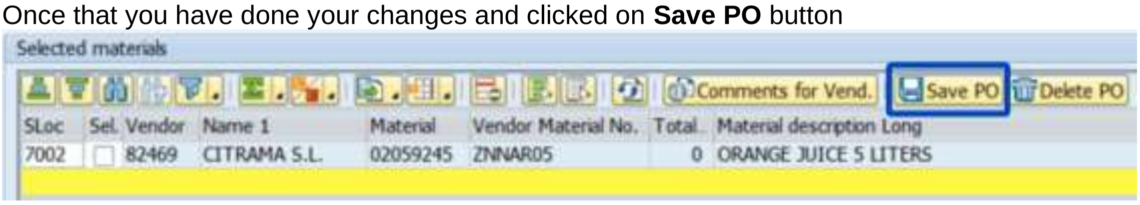


Figure 2.80

SAP will request you a confirmation:

Figure 2.81

If you have selected option “Yes”, then a second message will appear on your screen:

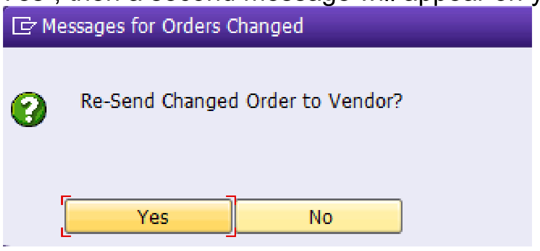


Figure 2.82

This will allow you to select if you want to send the updated version of the PO to the vendor or keep it internal.

HELPFUL TIPS

- ✓ We must be careful when forwarding notifications with the changes to the vendor:
  - Sometimes, when the modification of the order is an internal reason of the hotel (tolerance, incidences) it is not convenient to forward the message to the provider to avoid the duplication of the PO.
  - In cases in which we want to notify to the supplier, we must consider that this modification must be made as soon as possible, to avoid that the merchandise is already processed or sent. It is convenient to contact by mail or telephone with the supplier to let you know that a modification of the order has been resent.

In case that your changes increase the total PO, amount and this applies for a PO approval, the workflow will be triggered, and this updated PO won’t be neither valid in SAP nor sent to the vendor until fully approved. The system will inform you as always.

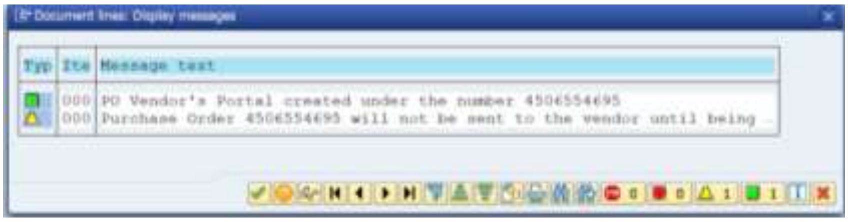


Figure 2.83

The PDF will also contain new legend that identifies the order as a replacement of the original document (figure 2.84), changes will be identified in column I with 3 possible statuses: N: New; U: Updated; D: Deleted.

PURCHASE ORDER NUMBER 4500008202 **NH CALDERON**

REQUESTER	DELIVERY ADDRESS	VENDOR
MARTHA PATRICIA JIMENEZ RUIZ MP.JIMENEZ@NH-HOTELS.COM EXECUTIVE HQ_PURCHASING	ES100NH CALDERON ESA58511882 RAMBLA CATALUNYA , 26 08007 , BARCELONA SPAIN C123	ASCENSORES GA-LO S.L.U B08261285 C/ BOTANICA 133., , 08908 , L´HOSPITALET DE LLOBREGAT SPAIN VENDOR CODE: 1020 test@test.com

PURCHASE ORDER DATE	03.02.2018	TAXES NOT INCLUDED	CURRENCY	EUR

COMMENT : Contract of 2018

LINE	I	VENDOR REFERENCE	NH MATERIAL ID	MATERIAL DESCRIPTION	DELIVERY DATE	QUANTITY	PRICE	UNIT	TOTAL
10		NHMTO-6	05000728	CONTRATO ASCENSORES	04/02/2018	1	100.00000	Piece	100.00
20	N	NHMTO-6	05000728	AVENÇA MENSAL THYSSENKRUPP	04/02/2018	1	50.00000	Piece	50.00

I: N = New, U = Updated, D = Deleted

TOTAL 150.00 EUR

PAYMENT TERMS	BILLING ADDRESS	POSTAL ADDRESS/SEND INVOICE	DELIVERY
XB90: 90 Days on 20th-Confirming Ky (Vendor)	NH HOTELES ESPAÑA, S.A. NIF: ESA58511882 ALFONSO GOMEZ, 32 28037, MADRID SPAIN 0081 ES100NH CALDERON	NH HOTELES ESPAÑA, S.A. PO BOX 15257 CAMPOLIDE 1074-003 LISBOA / PORTUGAL	EL HORARIO DE ENTREGA VA AQUI

TOTAL 150.00 EUR

Dear supplier, it is mandatory to include the NH purchase order (included in the header of this document) in each corresponding invoice and/or credit note, as well as all the NH invoicing requirements. Otherwise NH administration cannot process the invoice and it will have to be rejected. A repeated default of this obligation may imply the no continuity as an NH Supplier.

This document replaces any other Purchase Order with the same PO number received before: 03.02.2018 20:52:20

Figure 2.84

2.2.1.6. Negatives orders functionality

This type of orders works for the system as a return of item from the point of view of the stock when the orders is being received. (Inventoried Items: if the material has no stock in the system, the user cannot make the reception of this order. No inventoried Items: It does not matter if there is or not stock)

<u>When to use it?</u>

1. **The supplier must send a Credit Memo because for any reason the goods are not in good conditions.**
   The order has been already invoiced, so the hotel is not able to return the goods through the transaction 07 Return Delivery because the system do not allow him.

2. **The Hotel is going to close temporarily:**
   The hotel is returning the goods to the supplier and the supplier needs an order number to send the credit memo to Admin.

3. **Commercial agreement with any supplier, discount in invoice** (e.g. Diversey: ratio per occupancy, laundry in Germany Discount 2% for separating linen)

<u>How to do it in the system:</u>

1. Select the item and click on Return Item

Figure 2.85

2. Do the goods receipt as explain in Goods Receipt
   If after making the PO, you try to make the GR, and the item has no stock and if it is an inventoried item when the system will alert that there is no stock. In this case you will have to do an Initial Stock Entry

2.2.2.Inventory Management Assistant.

*SAP Transaction "**/CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**

HELPFUL TIPS

With this transaction you can perform several actions, once you have selected one to change from one operation to another, click "New". SAP will ask you the confirmation of change in a popup window, to avoid losing all unsaved changes in the previous operation.

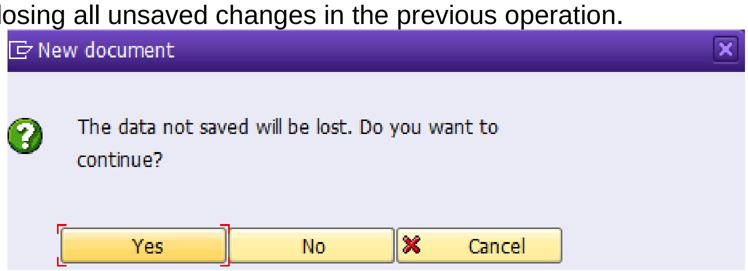


Figure 2.86

In case you have logged in with a Generic User in SAP, you must identify yourself with your TMS user and Password.

Figure 2.87

2.2.2.1. Goods Receipt

*SAP Transaction "**/CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
Option 01 Goods Receipt

After your order has been placed, when the goods have been delivered at our hotel, or when the service has been executed, the next step is to enter the Goods Receipt (GR) in SAP.

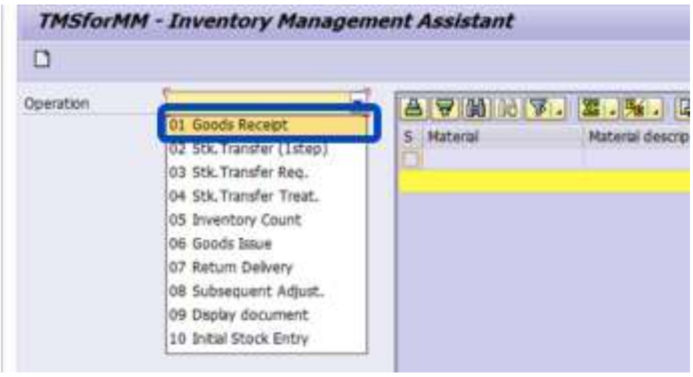


Figure 2.88

The system asks for the plant and warehouse where the Goods Receipt will be performed.

Plant Establishment/hotel where the goods receipt is being entered. (Predefined based in the User)

SLoc. User Warehouse where we want to search the Po's pending to be received in SAP. This field is not mandatory, and it is highly recommended to leave in blank, so it will appear ALL the Po's pending to be registered-

Figure 2.89

After entering the data mentioned above, click "Search" and the system shows all the orders pending to be received in our plant.

You have several ways to search the pending orders:

1. Search by order number just writing in Doc field your PO number

Figure 2.90

2. Clicking on the folder of each supplier you will see all his orders pending for GR:

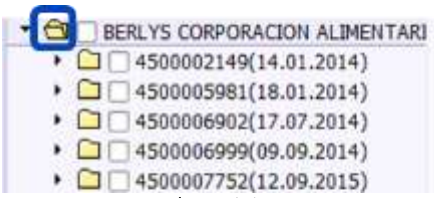


Figure 2.91

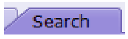
3. Select the pending order to receive by supplier; by clicking on the tab  You can search by vendor (code or name), Material (code or name) and Vendor material (code or name). Or select the Purchase Order from the “vendors with a Purchase order” list.

Figure 2.92

To start a new search, click on Clear Filters.

Before receiving the items, enter the information regarding the delivery note. In the top left we have the following fields:

Date Doc. Delivery note date. **It is mandatory to enter the real date of the delivery note in the field "Document date".**

Date Post:_ Date when the reception will be accounted, should not be modified, only to be modified in closing dates when next period is still closed.

Dlvy. note. Document/Delivery Note number with which the goods receipt will be registered. It is very important to enter it as it is on the physical document.

Observations. Optional field for comments.

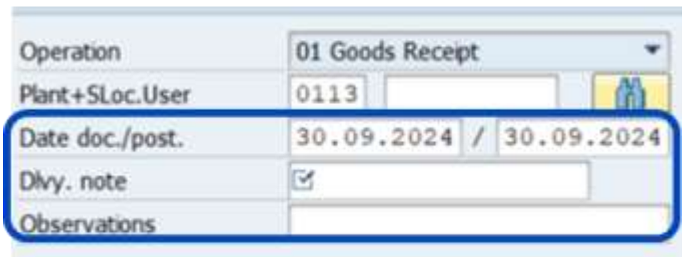


Figure 2.93

Press “Enter” and continue by entering the real received quantity per item.

After the order to be received is selected, all ordered items are displayed at the right side of the screen. Select the items you want to receive confirming the quantities delivered by the supplier and check the total amount to be received at the bottom in yellow and bold letter.

Figure 2.94

- ✓ If the quantity received is the same as ordered, the line is coloured in pink.
- ✓ If the quantity received is the less than ordered, the line is coloured in soft yellow.
- ✓ If the quantity received is the higher than ordered the line is coloured in yellow.
- ✓ If a line is not checked in the box, the amount is not considered in the total amount of the reception.

KEY TASKS

- ✓ In case the supplier does not deliver an order, or an item and you are sure it is not going to be delivered later, do the goods receipt entering 0 as quantity and select the check box “Delivered Completed” so that SAP knows that this item shouldn’t be expected anymore.

Figure 2.95

- ✓ In case the quantity physically received is lower than requested and you are sure that the remain quantity is not going to be delivered also the flag Delivery completed must be flagged.

Next click on the top of the list in the option "Save Document" Save doc.. After this, the system shows a message saying that the transaction is posted. The Goods receipt number (document number in SAP) must be written down on the physical Delivery note

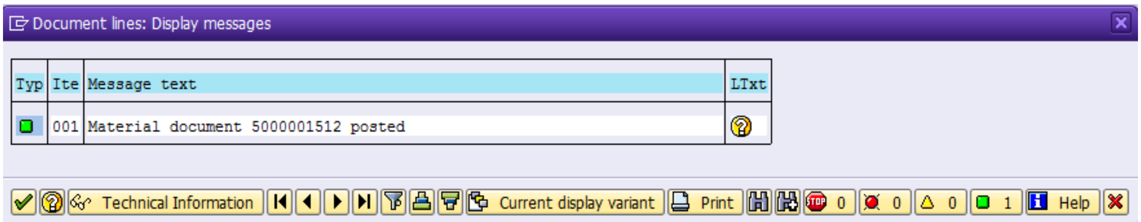


Figure 2.96

.

HELPFUL TIPS

- ✓ The system proposes by default to receive the same quantity as the one placed in the order. In case that the unit of measure is KG, the system leaves the quantity field blank, so you can type exactly the received quantity.

- ✓ The delivery note number is the document number / delivery note with which the goods receipt must be registered. It is very important to introduce the correct reference in the field "Delivery note" in the inventory management assistant, following the SAP style manual. This data will be key to solve possible incidences of type PO Consumed.

- ✓ The unit of measure "PIECE" is indivisible, so it is not possible to receive fractions.

- ✓ If the supplier will deliver the missing goods in a second delivery, select all the received goods and leave this "un-received" item unmarked before clicking on "Posting". SAP will understand that you are still waiting for this.

- ✓ If the received quantity exceeds the tolerance of the order (99,9% by default), the system displays a warning message (Figure 2.95), and the goods cannot be received:
  - Paper or portal vendor: modify the order to increase the ordered quantity and the approval flow will be triggered again.
  - EDI vendor: you must request the Procure to Pay Department / MDM to remove the tolerance via JIRA

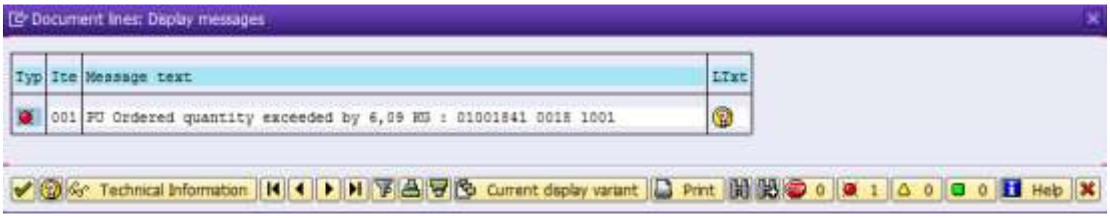


Figure 2.97

- ✓ To make massive changes in warehouses, cost centres or mark the check box "Delivery complete" you have the option "Mass Update" Mass update. When selecting the lines or column to modify, click on "Mass Update" and enter the new value in the pop-up window and execute, as in Figure 2.96

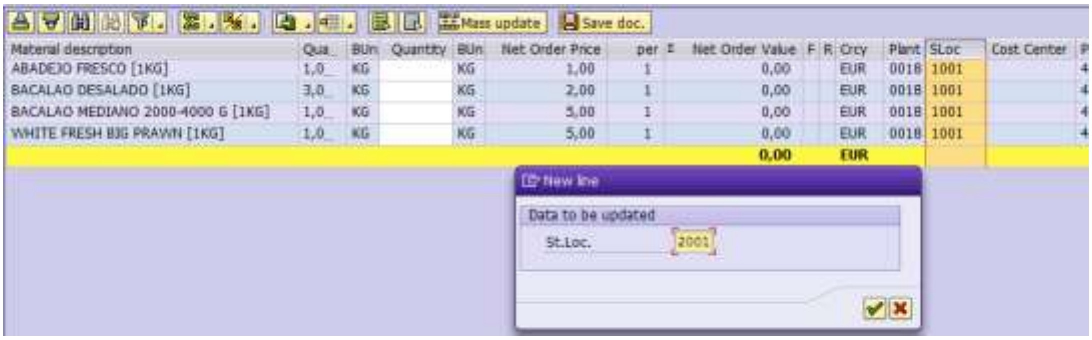


Figure 2.98

2.2.2.2. Return Delivery

*SAP Transaction "/**CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
Option 07 Return Delivery

If a GR has been made by mistake or the goods must be returned to the vendor after making the GR in SAP, the "Inventory Management Assistant" allows us to do it through the option "07 Return delivery" operation.

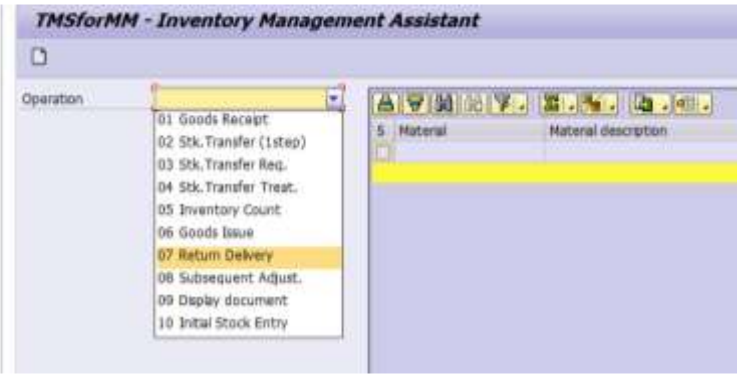


Figure 2.99

To start the "Return Delivery" transaction, the system requests you for the plant and warehouse where the returned items are allocated.

Plant Establishment/hotel where the goods receipt is being entered. (Predefined based in the User)

SLoc. User Warehouse where the goods receipt will be returned

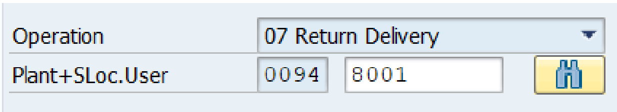


Figure 2.100

After entering both fields, click on "Search". A pop-up window requests the document number in which you want to make the return or cancellation of the goods receipt as well as the year when the document was registered. You must **enter the Goods receipt number**, not the PO number, as the first one is the movement that you want to undo.

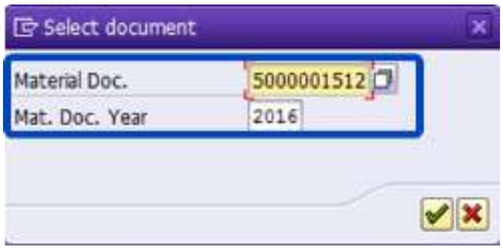


Figure 2.101

*Remember that you can always use the "Search tool" to find your document or in ME23N transaction

With both search criteria, all items that were received within the same GR will be displayed on the screen so that you can select the items to be returned and enter the quantity to be returned.

the field "Quantity" that is already pre-filled with the quantity received in the GR. It is important to check it because it is not possible to return more units than the ones received

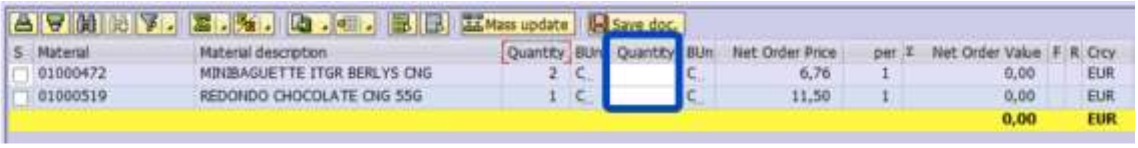


Figure 2.102

Before finishing with the Return Delivery, you must enter at the top left the corresponding data:

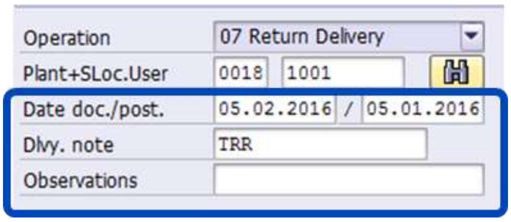


Figure 2.103

Date doc: Date stated on the return packing slip.

Date post. Date in which the return must be accounted. Please check as it will be preloaded the GR posting date, if you are in later months and you do not change it will give you an error when trying to post.

Delivery note. Return Packing Slip reference

Observations: Free field for any comment.

Click on "Save Document" 

once you are finished. The system shows the message that the transaction has been posted

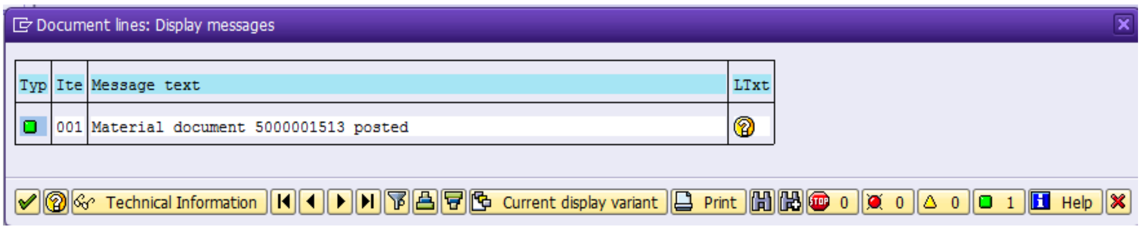


Figure 2.104

As well as you have done with the GR's number, you must write your Return delivery on the Packing slip.

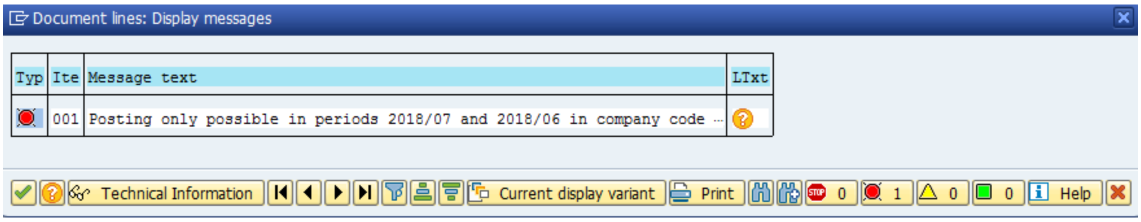
If you are entering the same Packing slip number that you used for the Goods receipt, the Inventory Management Assistant will warn you so that you can verify it. You can either continue clicking "yes" or go back to the Delivery note filed by clicking "no".

Figure 2.105

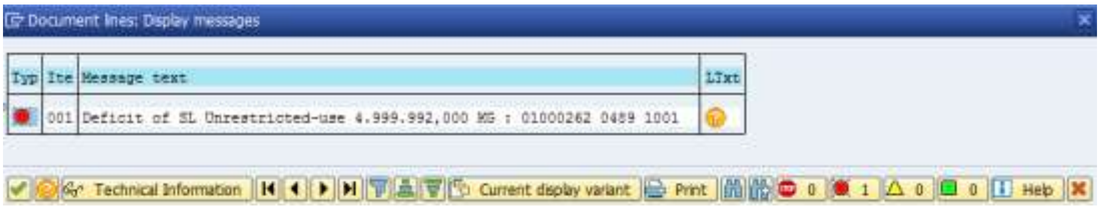
Check the option "Delivery Completed" remains unflagged so it can be received later.

WANT TO BE AN ADVANCE USER?

Possible errors that can appear when making a return delivery:



This error is because we have not put the correct posting date, we have not changed the date or maybe we have changed the date, but we have not press intro after it, so SAP does not recognize it.



This error is because we are trying to return inventariable goods that we have no stock in the warehouse. Please check stocks of warehouses where you want to make the return delivery, in case it is needed maybe you need to make an Initial Stock Entry

2.2.2.3. Subsequent Adjust.

Transaction “***/CCSHT/PO_ASSISTANT - TMSforMM* Order Entry Assistant**
Option 09 Subsequent Adjust.

This transaction, “Subsequent Adjustment” must be used in two specific cases:

a) Whenever you have received an incomplete order, and you clicked the check Delivery Complete box and at a later stage the supplier delivers the missing quantity of goods. This transaction will skip the “Delivery complete” validation and will allow you to receive the missing goods.

b) Whenever you realize that you entered a GR for less quantity than the one really received, and you must “extend” your original Goods receipt.

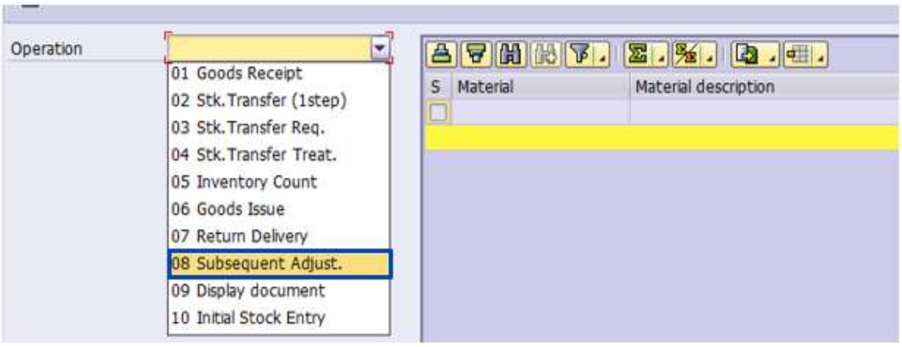


Figure 2.106

Once selected, enter as usually your location (Plant and warehouse):

Plant Establishment/hotel where the goods receipt is being entered. (Predefined based in the User)

SLoc. User Warehouse where the goods receipt will be registered

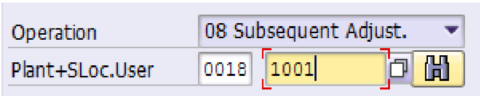


Figure 2.107

After entering both fields, click on "Search" . The system asks the Material Document (Original Goods receipt) for which you want to make the adjustment/extension. Type it or search it.

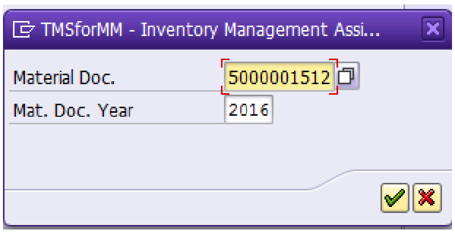


Figure 2.108

When the GR number is entered, you will see all the goods originally received. Proceed to receive the pending or extra quantity as in a normal Goods Receipt movement.

Finalize by clicking on "Save Document" Save doc.. The system will give you a confirmation message. Do not forget to write it down on your Packing Slip.

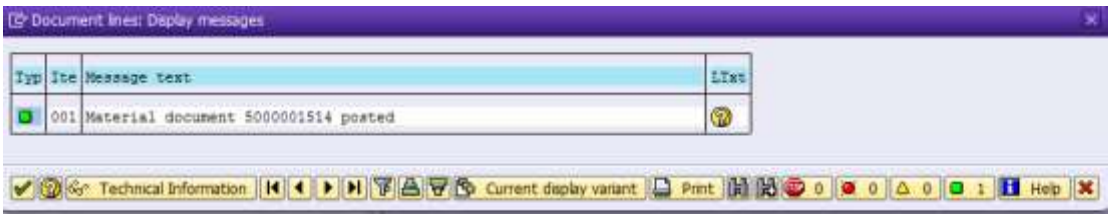
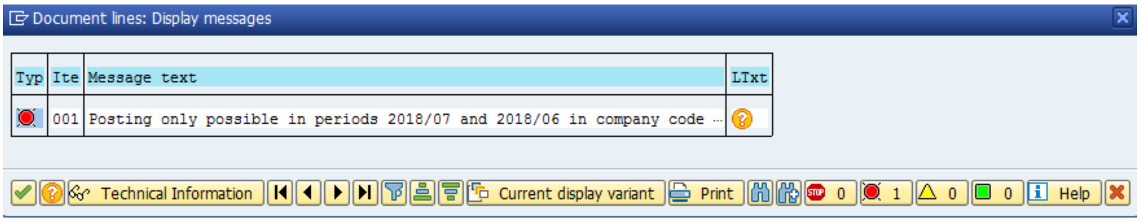


Figure 2.109

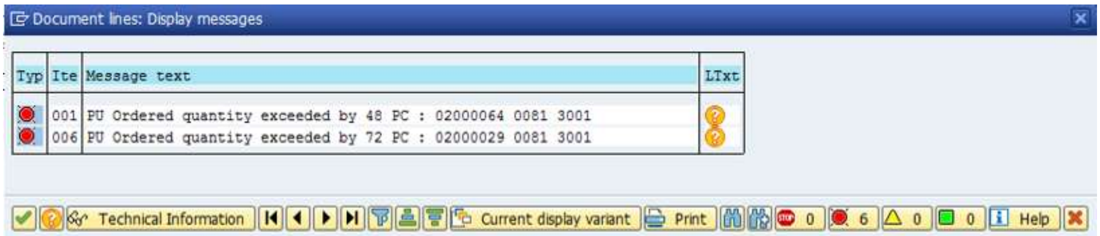
MINOR HOTELS

WANT TO BE AN ADVANCE USER?

Possible errors that can appear when making a return delivery:



This error is because we have not put the correct posting date, we have not changed the date or maybe we have changed the date, but we have not press intro after it, so SAP does not recognize it.



This error is because we are trying to receive over the 99% tolerance allowed to over delivery, in this case we must open a JIRA ticket in Category SAP MM→ Tolerances to communicate with the MDM to open the tolerance.

We can avoid this mistake by checking the first delivery correctly and modifying the PO (nor available for EDI vendors)

HELPFUL TIPS

How to differentiate a Goods receipt and a Subsequent Adjustment.

To identify if the goods have been received with a regular Goods receipt or a subsequent (that is the right procedure), you can check the GR in transaction ME23N.

1. Go to ME23N and enter the PO number
2. In the tab Purchase Order History select the GR to check and double click on it to go to next screen

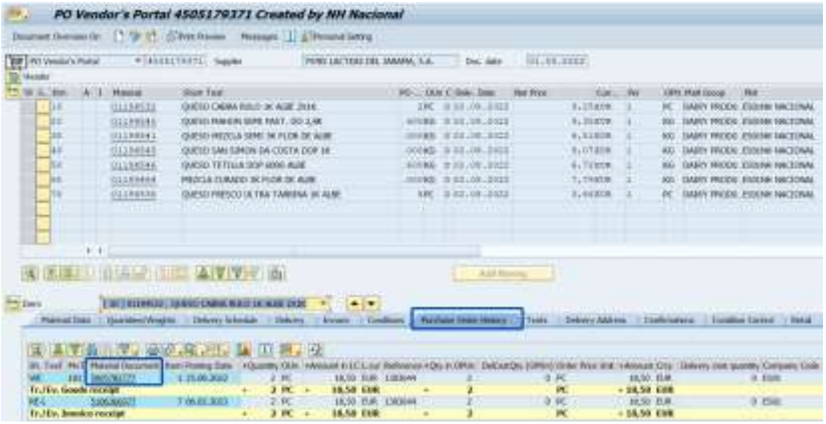


Figure 2.110

3. In next screen you can see on the header the GR number.
4. At the bottom of the screen, select the tab “Purchase order data”
5. Compare the GR number with the field “Reference document”
   a. If the Reference document number is the same than the GR, the document is a regular Goods receipt.

Figure 2.110a

   b. If the Reference document number is different than the GR number, then it is subsequent adjustment of the GR number that appears in the “Reference document” field.

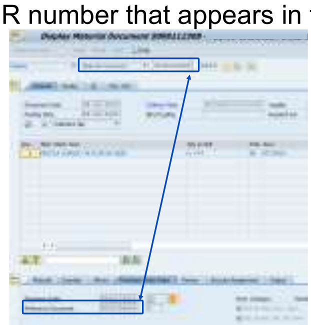


Figure 2.110b

2.2.2.4. Stock Transfer in 1 step

SAP Transaction */CCSHT/PO_ASSISTANT - TMSforMM* Order Entry Assistant
Option 02 Stk. Transfer (1 step)

For all users who manage multiple warehouses, it is possible to make transfers in a single operation without the need of one request and one approval

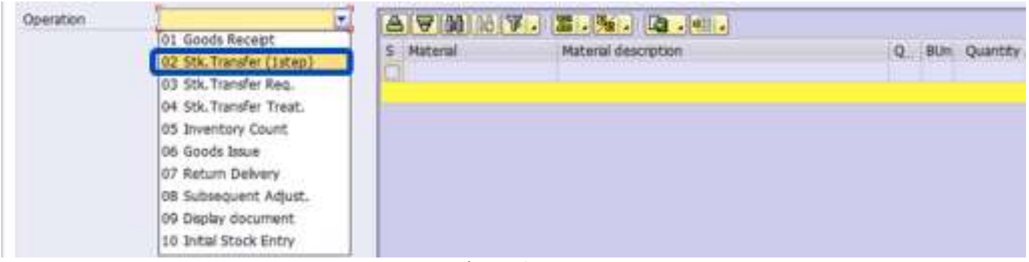


Figure 2.111

Once selected, indicate the affected locations in the following fields:

Plant User: Establishment of the user that wants to transfer the goods. (Origin)

Sloc. User: Warehouse of the user that is “transferring” the goods. (Origin)

Plant Transfer: Establishment to which the goods are transferred. (Destination)

Sloc Transfer: Warehouse that will receipt the goods. (Destination)

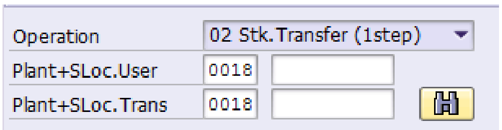
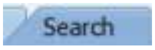


Figure 2.112

Click on "Search"  to view the current stock of all the materials with stock in the warehouse of origin.

Before selecting the materials to be transferred, it is mandatory to enter the Dlvy note in the field "Dlvy. note". In case you have an internal codification for transfers between warehouses you can use this codification, in case you do not have this codification, you must fille this field in the following way: “warehouse from transfer-date yyyymmdd” (e.g. 2001-20241003 as in figure 2.113).

Select the tab 

and you can search by material field (SAP code or description) items, as shown in figure 2.113)

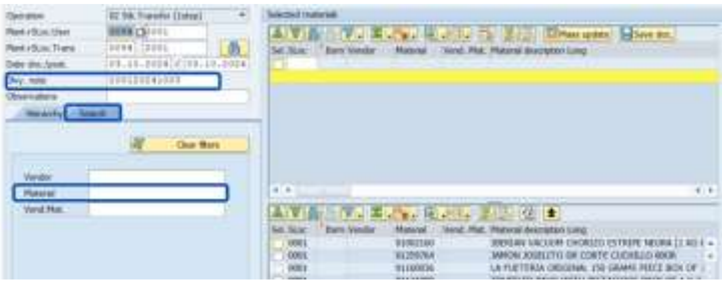


Figure 2.113

The first quantity field shows the available stock, the quantity field in blank is the one to enter the quantity to be transferred.

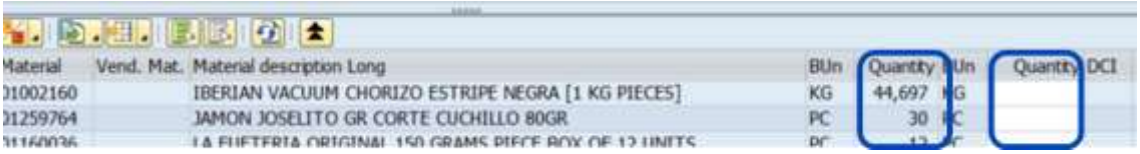


Figure 2.114

After having enter the quantities to be transferred, click on “add to P. Order” so that goods are transferred to the top area of the screen.

Having all the items with the corresponding quantities, click on "Save doc" to execute the transaction and get the confirmation message. The number given must be written or stocked in the transfer request document, it can be requested later by audit department.

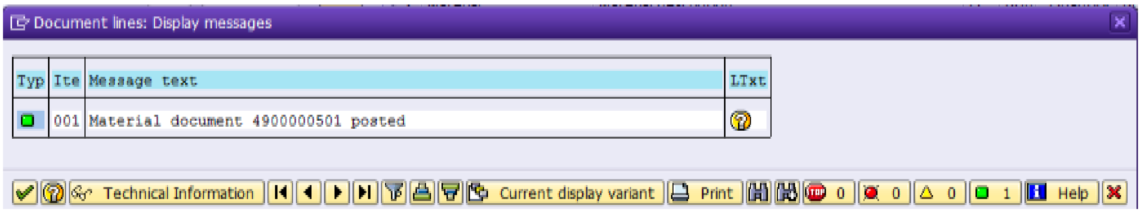


Figure 2.115

In case that you enter a quantity higher than the stock available, it will be marked in dark yellow (figure 2.116). The system will allow you to add it to the upper part, but when you try to save the transfer, the system will give you the error shown in the figure 2.117.

Figure 2.116

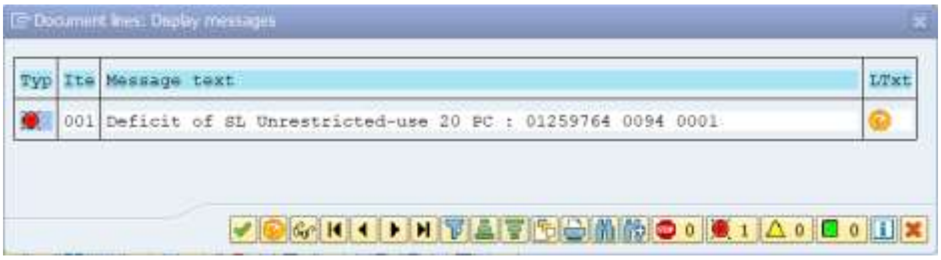


Figure 2.117

2.2.2.4.1. Stock Transfer (1 Step) with templates

For those recurrent transfers, there is the possibility of creating templates as in the Purchase Order transaction with those frequent materials. Just select all the materials to be transferred and take them to the top part of the screen as if it were a normal transfer, but click on “Save template” instead of “Save doc.”

Figure 2.118

Enter an ID for your template and click on the green check. You will get a confirmation message as shown in figure 2.119.

Figure 2.119

To recover your template, every time you need it, go to the Stock Transfer (1 step) transaction and select the "Use template" Use Template option from the menu.

You will get on your screen a list of all the available templates, as in the PO Assistant. Select the desired list to use, verify its content and click on "Use template".

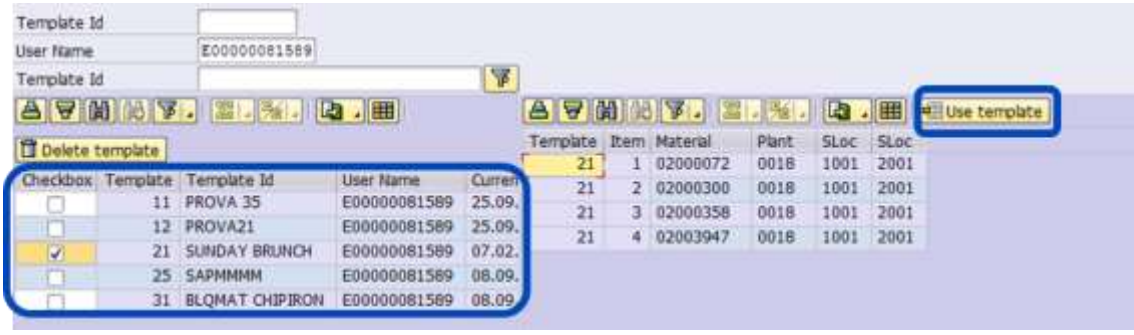


Figure 2.120

Once selected, as in a normal transfer, enter the quantity to be transferred, add or remove materials. Enter the delivery note data and click on "Save doc" when ready. SAP will show you the confirmation message.

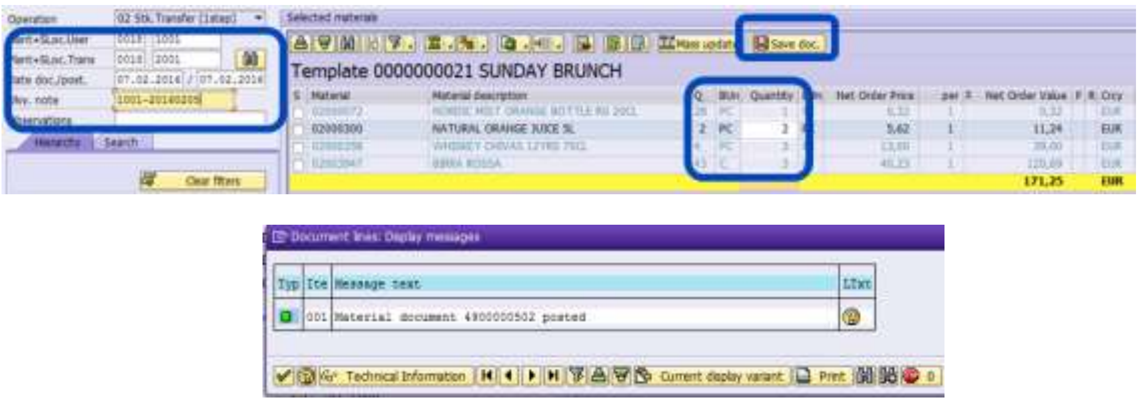


Figure 2.121

2.2.2.5. Stock Transfer in 2 steps

2.2.2.5.1. Stock Transfer Request

*SAP Transaction “**/CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
Option 03 Stk. Transfer Req

For all hotels with a General Warehouse and a storekeeper, SAP allows different users to request a transfer of materials from the General Warehouse to their own warehouse.

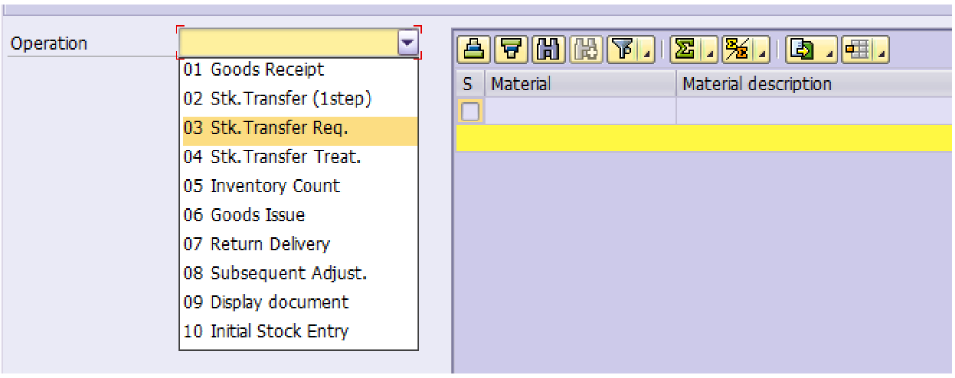


Figure 2.122

Once selected, the user requesting a transfer to his own warehouse, must select the origin and destination of the goods.

Plant User: Centre SAP Code where the goods are needed.

Sloc User: Warehouse SAP Code where the goods are needed.

Plant Trans:. Establishment where the goods are available.

Sloc Transfer: Warehouse where the goods are available.

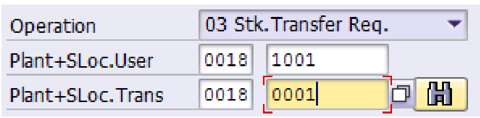


Figure 2.123

Once the user has introduced the criteria that allow us to identify the origin and destination of the transfer request, click on the "Search" icon for SAP to show you the total stock available in the warehouse to which the transfer is being requested.

Before selecting the items to be transferred, the user must enter below information.

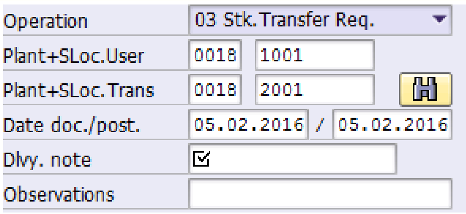


Figure 2.124

Date doc: Date when the transfer is being requested

Date Post: Date when the movement should be posted

Dlvy. note. Number of Request. This is an internal reference and is for users to identify their movements. We advise to use: “User Warehouse Number and date of request” in format “Warehouse yyyymmdd”. E.g.: 1001-20241108 for a transfer made the 8th of November 2024.

Observations. Optional field for comments.

To search for an item, as in every screen of the Inventory Management Assistant, you have the option of searching by hierarchy or introducing search criteria Hierarchy Search.

At the bottom of the screen, you see all existing items that match with the search criteria. Select the needed items and the corresponding quantity. As seen in figure 2.125, in the first field "Quantity" the user can see the quantity available at the origin’s warehouse and so the maximum that can be requested.

S	Material	Material description	Quantity	Unit	Quantity	Unit	Net Order Price
	01000002	ABADEJO FRESCO [1KG]	97,000	KG		KG	165,56
	01000004	ALMENDRA FILETEADA 1KG	4	PC		PC	8,56
	01000015	BACALAO DESALADO [1KG]	49,000	KG		KG	9.224,08
	01000017	BACALAO GRANDE 4000-7000 G [1KG]	5,000	KG		KG	99,00
	01000074	WHITE FRESH BIG PRAWN [1KG]	2,000	KG		KG	69,23

Figure 2.125

Like in a regular order, select the need items at the bottom of the screen. Once you have selected all your needs, click on "Add to Order" icon. This action may be repeated as often as necessary, until the user has at top of the screen all the desired items.

If you want to remove any of the items added to the request, select the check box side and click on the option "Delete item".

When ready, click on .

At this moment the transfer request is send to the warehouse manager and you get a confirmation message on the screen.

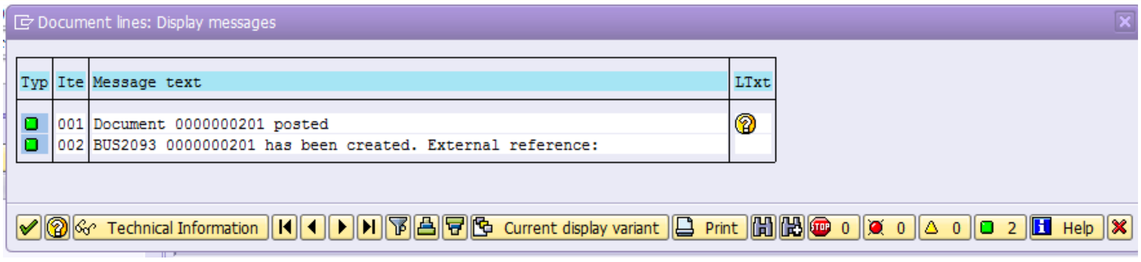


Figure 2.126

2.2.2.5.2. Stock Transfer Treatment

Transaction “***/CCSHT/PO_ASSISTANT - TMSforMM* Order Entry Assistant**
Option 04 Stk. Transfer Treat.

All the transfer requests must be managed by the responsible of the warehouse from where the goods are being requested.

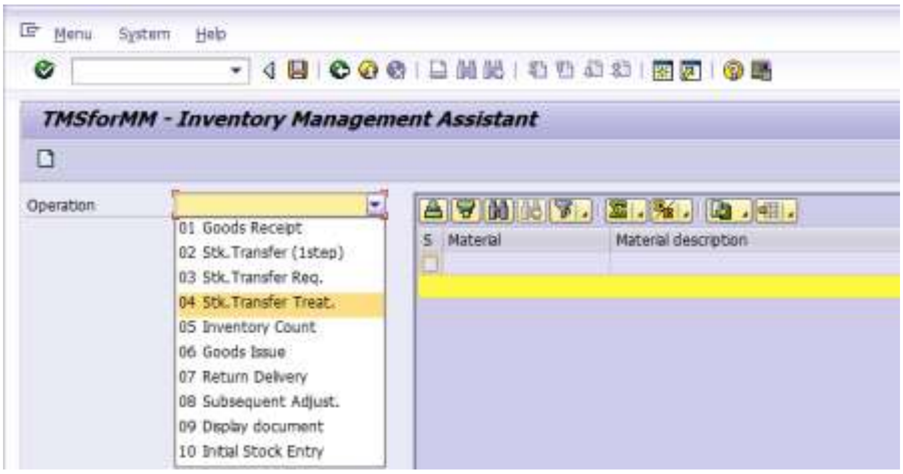


Figure 2.127

As always, the Inventory assistant needs you to enter your Plant and warehouse.

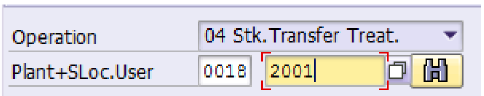


Figure 2.128

Plant User: Establishment of the user that authorizes the transfer of goods (Predefined value).

SLoc User: Warehouse of the user that is authorizing the transfer of goods to another.

After entering the data, click "Search"  so that the current request pending for treatment can be displayed on screen.

All requests are sorted by requester warehouse as seen in figure 2.129. Select the one to be treated.

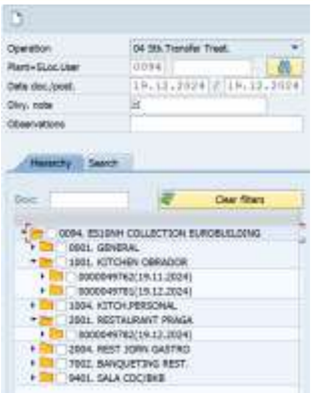


Figure 2.129

To be able to transfer the goods, enter the Dlvy note in the upper left part of the screen. As it is an internal document, it is advisable to enter warehouse destination and yyyymmdd date format (E.g. 2001-20241108).

Selecting the request to be treated, its content appears on top of the screen. One line per item showing the requested quantity. The warehouse's manager must confirm or modify the quantity to be transferred, entering it in the blank field "Quantity" that is marked in white.

Figure 2.130

To finish the process, click "Save doc"  the user will see the confirmation message.

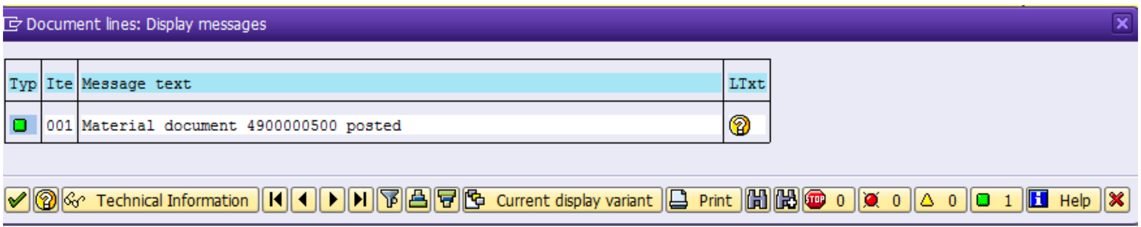


Figure 2.131

WANT TO BE AN ADVANCE USER?

If you want to have a list of the pending transfers to be treated, please check transaction MB25

2.2.2.6. Goods Issues

*SAP Transaction "**/CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
Option 06 Goods Issue

You can register the losses and breakages that may have occurred during the daily operation.

To register losses and breakages, go to the transaction Inventory Management assistant and select “Goods Issues”. As usually you must enter the following data:

Figure 2.132

Plant User. Establishment of the user that wants to register the loss or breakage (Value predefined for each user)

Sloc User: Warehouse of the user that registers the loss or breakage.

After indicating both fields, click “Find”  to see the current stock and to be able to select the goods that will be registered as loss/breakage.

Before selecting any material, introduce in the field “Dlvy.note” some text that let you identify the loss register in the future (E.g.: Expiration, donation, fridge broken…). Further, you can write and optional comment in “Observations”.

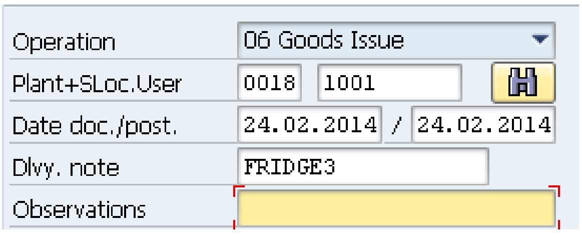


Figure 2.133

It is worth to remind you that you can always use the search tools.

Once you find the items, enter the quantity that will be considered as loss/breakage (always the same or less than the total stock, never more) click on “Add to Order” .

Finally, “Save Document” 

to run the operation and see the confirmation message.

Figure 2.134

2.2.2.7.Initial Stock Entry

*SAP Transaction “/**CCSHT/PO_ASSISTANT - TMSforMM*** **Order Entry Assistant**
Option 10 Initial Stock Entry

When you are counting the materials and find some items that are not registered in your warehouse, you can do its entry without generating an order. This action only is possible if the item has had any movement in this warehouse previously.

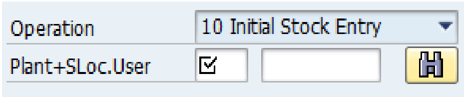


Figure 2.135

Plant User._Establishment of the user that wants to register the goods entry without order. (Predefined Value for Each User)

Sloc User: Warehouse where the goods are registered.

After introduction, click “Search” to see the list of all the materials.

Introduce a “Dlvy Note”, that will be a free text for users to identify the movement. Press the keyboard “Enter”.

With all the data introduced, select from the total materials list, the ones that you want to register in the warehouse, introducing the quantity and clicking in “Add to the Order”.

With all materials selected, click on “Save Document” Save doc. and wait for the confirmation message.

Figure 2.136

3. INVENTORY EXECUTION

CHECK THE PROCESS

Important: To have the complete information, please review the Physical Inventory Execution process and the Inventory check list document

To make the inventory easier and to comply with the calendar set by Finance Department, SAP enable us to count materials through the creation of a document that give us the list of items that have had any accounting movement since the last inventory process.

3.1. Generate Inventory Document

SAP Transaction: ***ZMM_MI31***

To generate the document, use the transaction "Generate Inventory Document" When accessing it, it is necessary to enter the data of the plant and warehouse for which inventory will to be made.

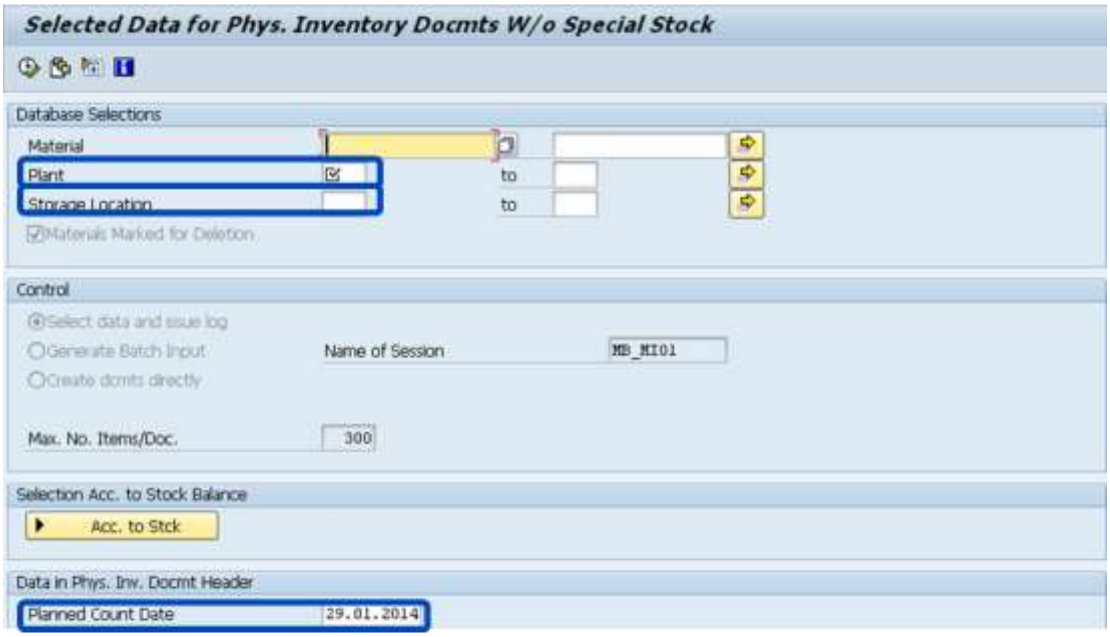


Figure 3.1

Plant: Establishment where the inventory takes place.

Storage Location: SAP Warehouse code where the inventory will take place. You can select a range of warehouses or multiple selection.

Planned Count Date: Date when the goods will be posted, always last day of the month.

HELPFUL TIPS

If you want to ensure that no warehouse is omitted from the inventory list, in Storage Location field, select the range from 1001 to 9999.

RESTRICTIONS

For hotels with General Warehouse (0001), **always exclude the General Warehouse**, as it is a temporary warehouse. The monthly counting process must be performed using a different procedure. Please refer to the section Monthly Regularization of General Warehouse for more details.

After entering the values, click on "Run" so that the system generates the documents with the total of items, and a summary of the total units in stock for inventory, the number of possible positions, inventory document and the number of errors detected (if applicable).

Total No. Stock Mgmt Units for Phys Inventory. Number of lines on which the user can create the document.

No. of Possible Phys. Inv. Docmt Items. Number of lines left on which the user could create an inventory document.

Number of errors found. Errors detected when creating document.

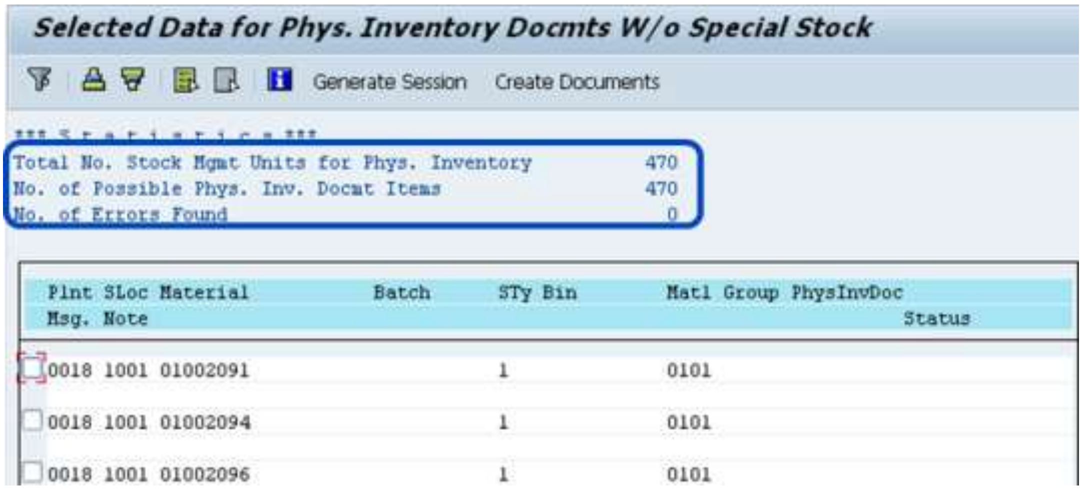


Figure 3.2

To finish select all the materials that you want to include in the inventory process (you can click on "Check All" or "Uncheck All"). Click on “Create documents" Create Documents.

The colour changes to green and the inventory documents are created. The system shows all materials included in the inventory and the document number created as in figure 3.3

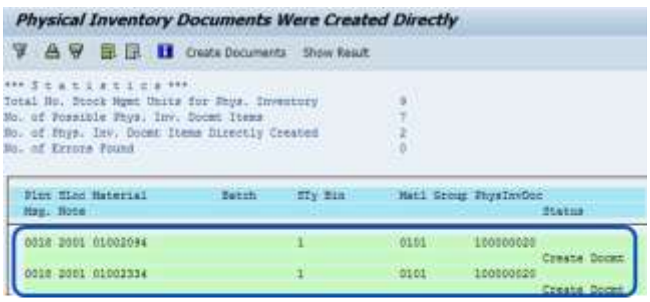


Figure 3.3

To print the documents, go to another transaction (see 3.2 Printing the Inventory Document). This document allows us to do the physical counting of inventoried goods identifying all the materials available in the system.

HELPFUL TIPS

- A different inventory document will be created for each selected warehouse. Each document can only contain until 300 materials, so if there are more than 300 items in a warehouse, a new document will be created for each 300.
- **Do NOT** click on the option “Generate Session” because it sends the data to a background process which only the IT department have access, and we could not see the documents or do the counting.
- When the user generates an inventory document, the warehouse stay locked for any goods movement until the inventory process is posted.
- It is very important to pay special attention to the Inventory Unit of Measure.

3.2. Printing the Inventory Document

SAP Transaction: *MI21*

To print the inventory document for a warehouse, go to the transaction “Print physical inventory document”.

A filter screen appears in which you must enter the document number that we want to print or the search criteria that will let us identify it, as hotel and warehouse or Physical Inventory Document, and click on the option “Execute”

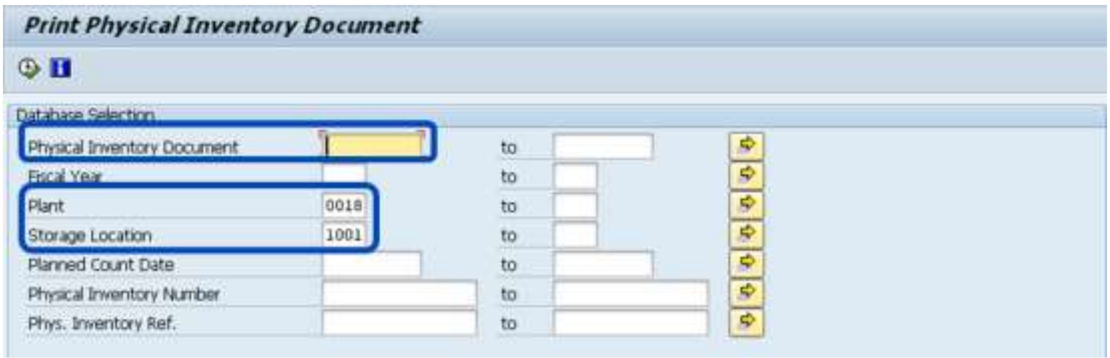


Figure 3.4

After selecting the document, select the printer in the field “Output Device” Print
The printer must be parameterized by default. If the field “Output Device” is empty, type “LOCAL” and press Enter. Finish by clicking on Print.

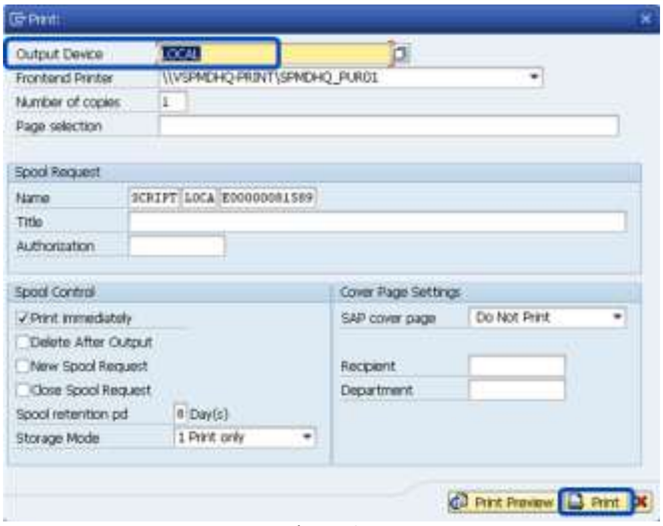


Figure 3.5

3.3. Display Inventory Document

*SAP Transaction: **MI03***

If we only want to view the document but not to print it, go to the transaction "MI03 "Display Physical Inventory".

In this screen type the document number that we want to view and click on Header .

Figure 3.6

You will see a screen with the general data of the Inventory data, with the Plant, Storage Location, Count Date, Planned Count Date.

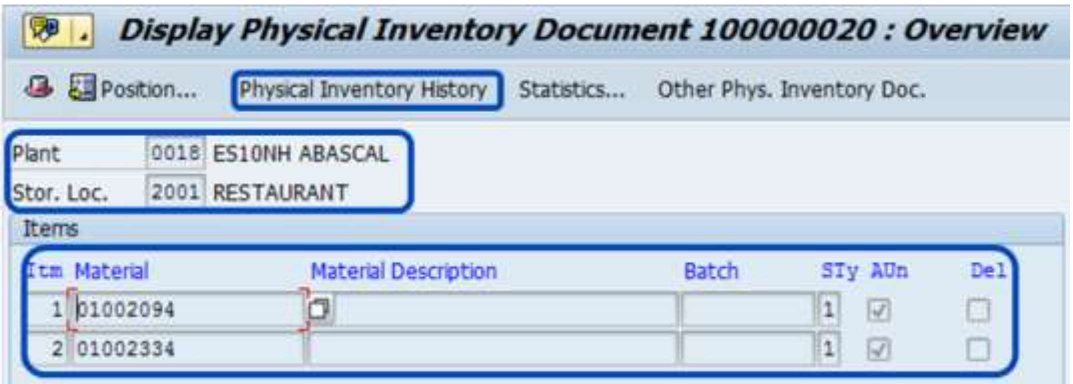


Figure 3.7

To see the detail of each position of the document, go to the option "Overview" , where you will see the detail of all the materials included on the document.

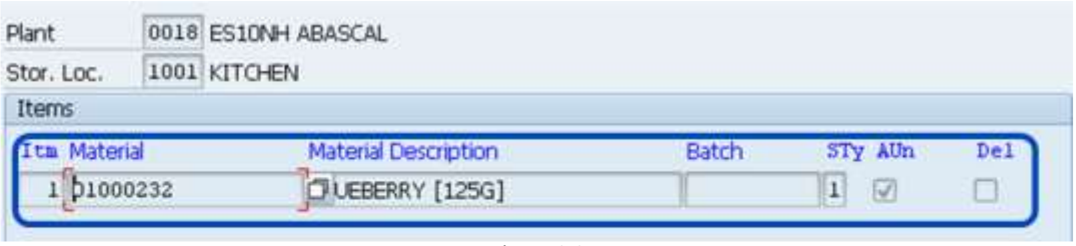


Figure 3.8

From each item selected we can see the "Inventory History" Physical Inventory History, that shows us the specific details like count date, user, differences, etc.

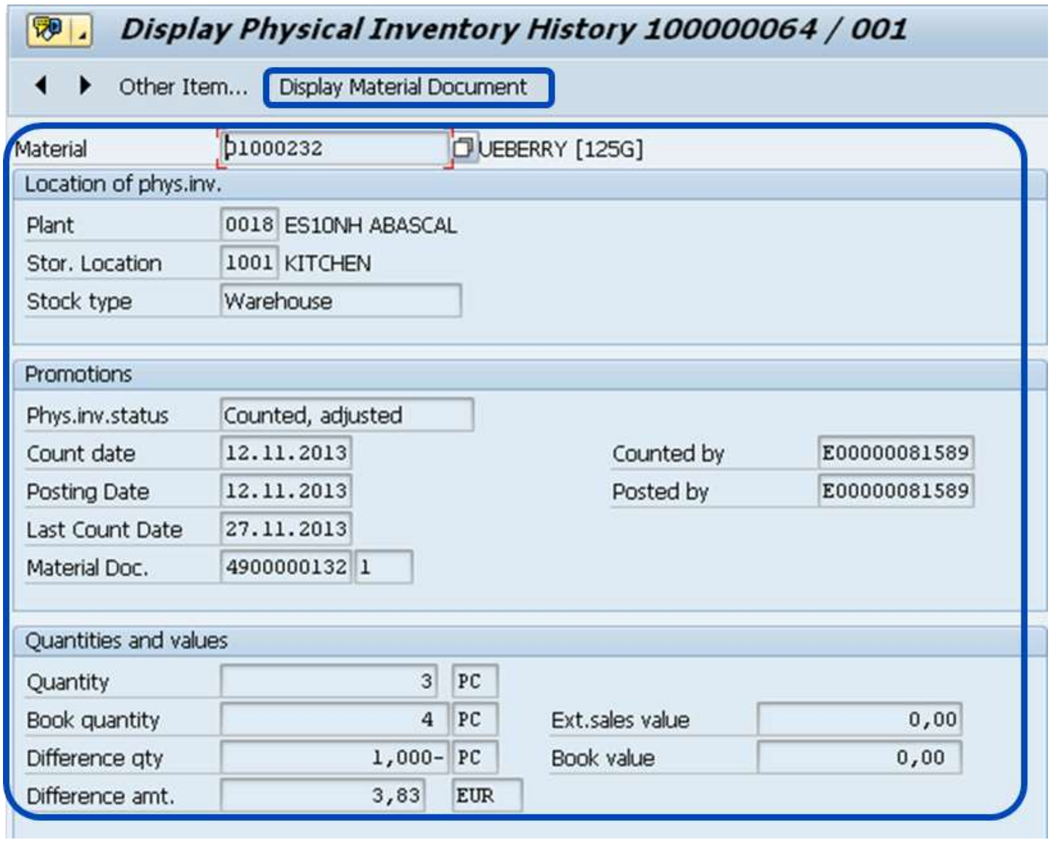


Figure 3.9

In the last screen you see the Account and the Cost Centre by clicking on "Display Material Document" Display Material Document.

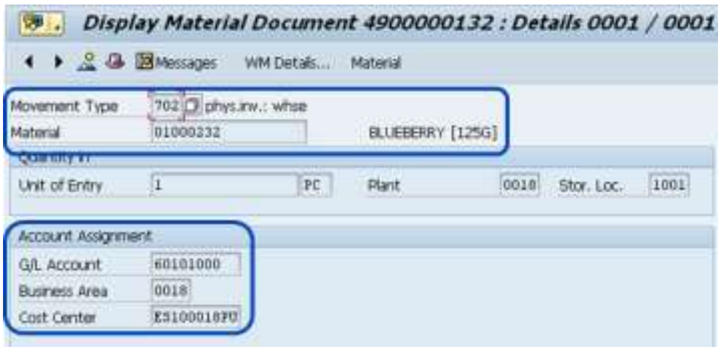


Figure 3.10

It is also possible to display all Inventory Documents which contain a specific material. For this action go to “MI22 - Display Phys. Inv. Docs. f. Material”.

In the main screen it is mandatory to introduce the materials code, as well as the user’s plant, followed by a click on “Execute” .

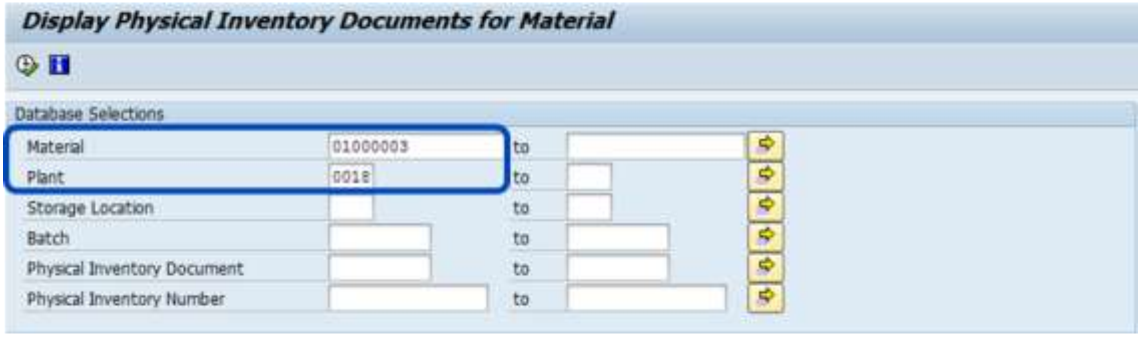


Figure 3.11

SAP shows all Inventory documents that include the material.

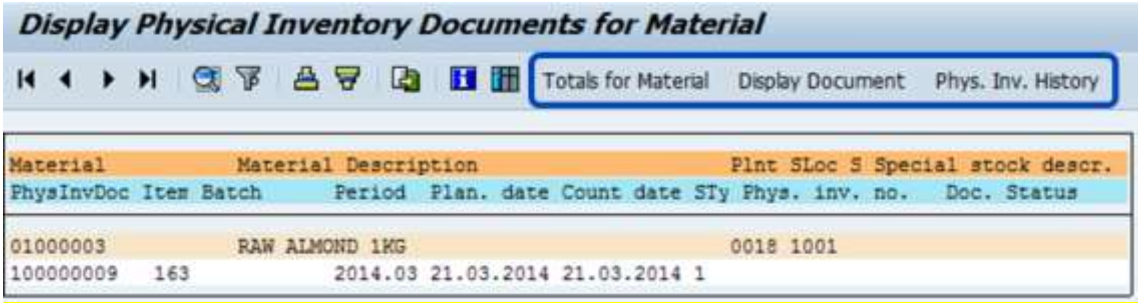


Figure 3.12

Once the user gets the list, it is possible either to see the Material detail or de document.

Display material. Positioning the cursor over the material and clicking on “Totals of Material” Totals for Material as in figure 3.13.

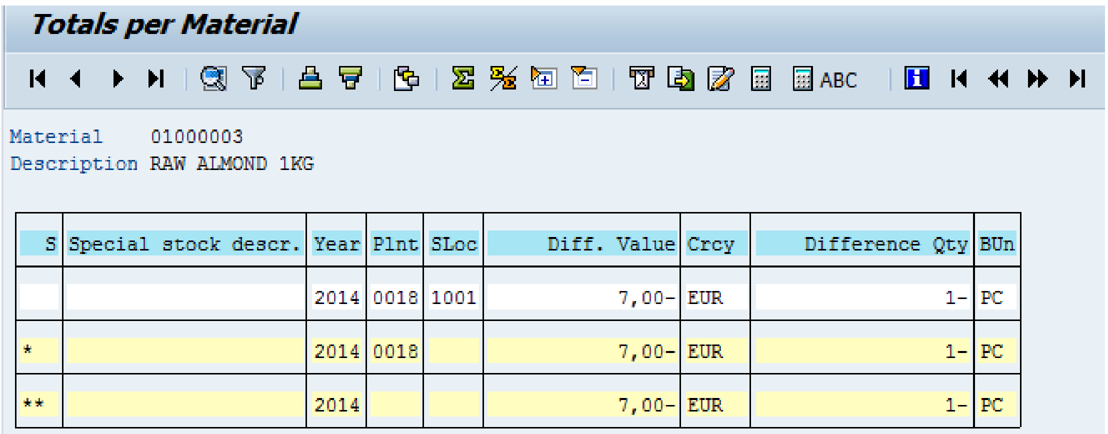


Figure 3.13

Display document. Positioning over the documents number and clicking on “Display Document” Display Document. (Figure 3.14).

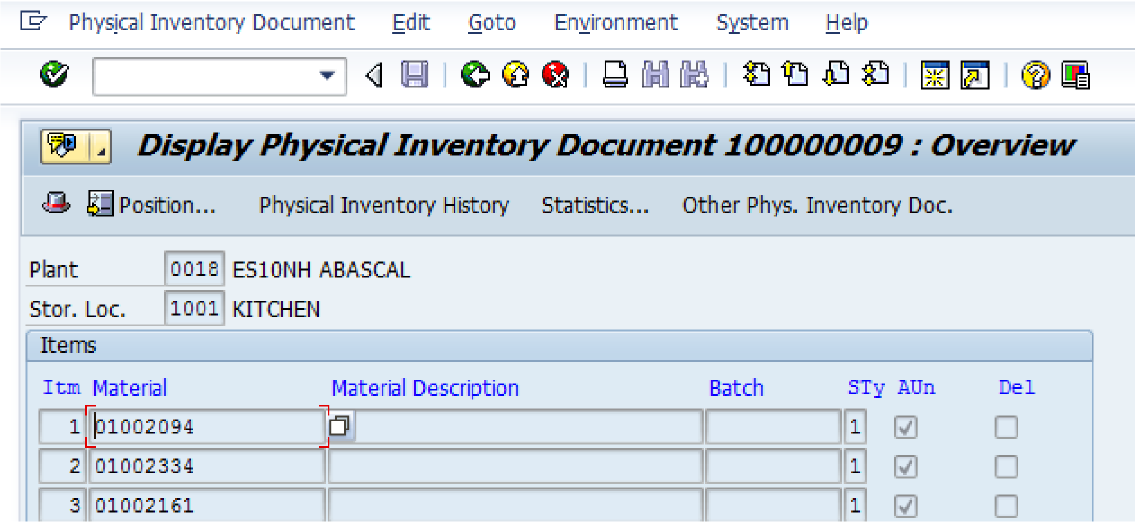


Figure 3.14

To go back it is enough with a click on “Back” .

3.4. Modify or Delete Inventory Document

*SAP Transaction: **MI02***

SAP allows you to modify the inventory documents previously created and not posted yet. This way, the user can modify some of the lines that the document contains, delete some of them or add a new material that for any reason we didn’t have in the inventory process.

To modify it we can use the transaction MI02 “Change Physical Inventory Document”. Introduce the Inventory Document Number to be modified and the “Fiscal Year”.

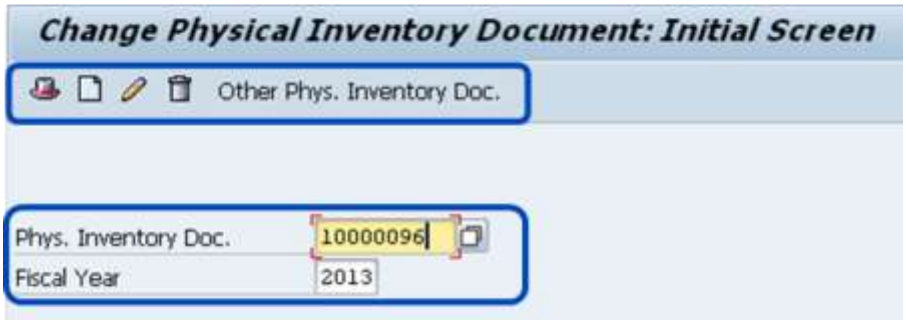


Figure 3.15

After entering the document number, you can see its detail by clicking on “Header” which brings us to the transaction MI03 “Display Physical Inventory Documents for Material” (See 3.3. Display Inventory Document).

You can add positions (materials) to the document with the option “New Items” . In the screen we can add, for the selected document, additional items indicating the material number. Once all the materials are introduced, click on “Save” .

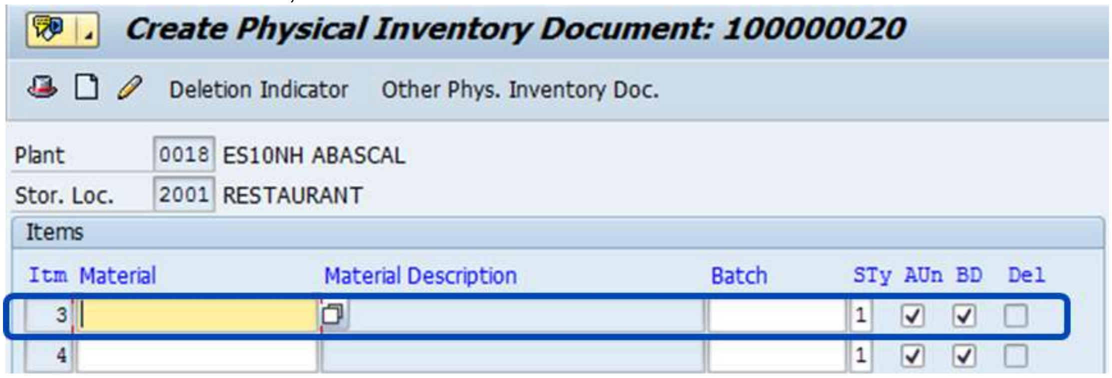


Figure 3.16

The items introduced will appear in the inventory document and it will allow us to add it into the counting.

To delete the document (**only if it has not been posted**), and release for movements all the materials included, after entering the document number, and before pressing Enter, click on “Delete” as in figure 3.17

Figure 3.17

RESTRICTIONS

If the inventory process is already posted, the system gives a warning message, as it cannot be modified and deleting the document won’t undo the posting.

3.5. Registering physical inventory count in SAP

SAP Transaction: “*/CCSHT/PO_ASSISTANT - TMSforMM* Order Entry Assistant
Option 05 Inventory Count

After all materials are physically counted in the warehouse with the inventory document, you must register the detail of the counted products in the system. Access to transaction “Inventory Management Assistant” and select “05 Inventory Count”.

Inside the counting operation, enter the warehouse for which the inventory will be done. Click “Search” to see all the inventory documents generated and pending to be counted.

Before selecting the inventory, document which count we want to record, it is necessary to enter:

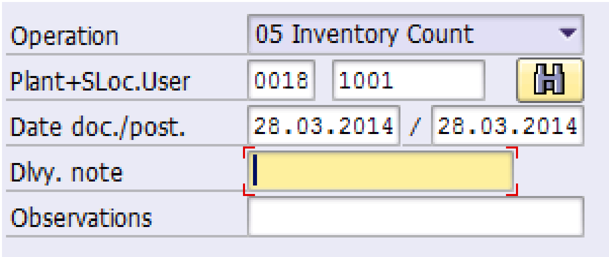


Figure 3.18

Date doc: Date when the user is entering the quantities counted. Recommended last day of the month.

Date post: Date when the user is posting the quantities counted. Recommended last day of the month.

Dlvy. note: It is an internal reference. It is advisable to enter the warehouse number where the counting took place in format Warehouse-yyyymmdd. E.g.:1002-20131015

Observations: Optional field for comments.

Once all these fields are filled, click “Enter”. In the tab hierarchy will appear all the inventories for this warehouse pending to be filled. Please do not select the warehouse folder, deploy it to see all the inventory documents available and select only one by one.

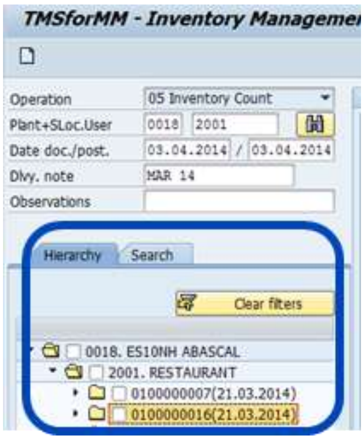


Figure 3.19

After selecting the document, you see all the materials in the same order as the list printed, (if not, sort by column “Item”) introduce the counting of the units in the field “Quantity” Quantity. For materials that do not have physical stock, the user should mark the option “Delivery Completed” otherwise the system will think that the material has not been counted.

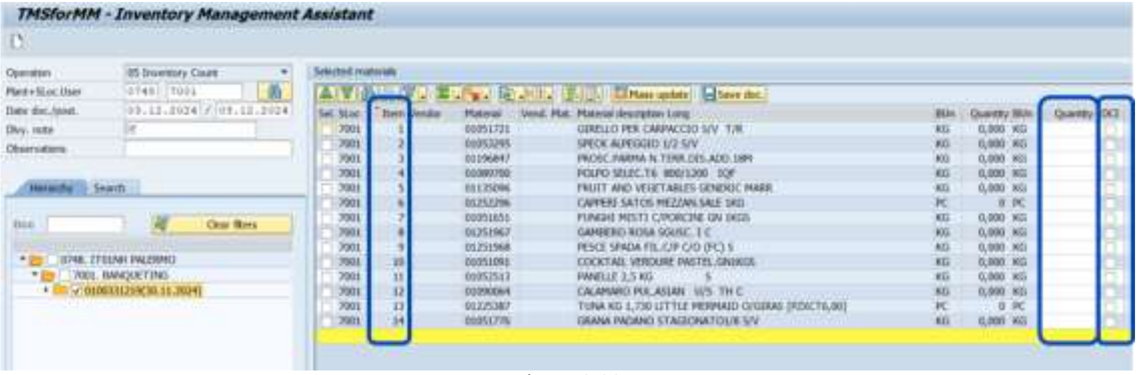


Figure 3.20

After entering all the quantities, click on “Save Document” 

, the system confirms the counting

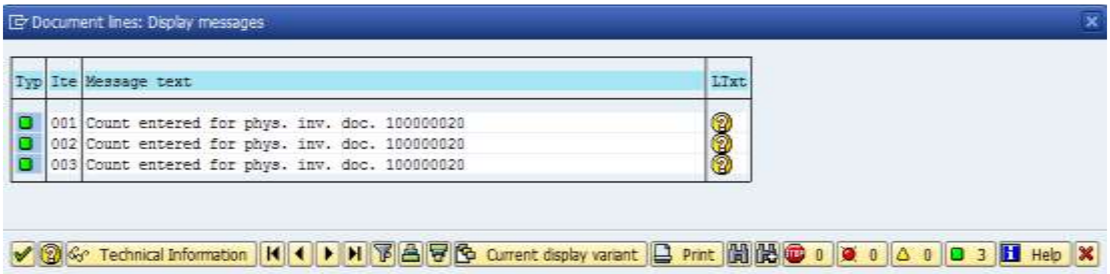


Figure 3.21

3.6. Posting the Inventory

SAP Transaction: *MI24*

After introduction of the inventory counting, verify the data introduced before posting it. To do so, use the transaction MI24 “Physical Inventory List”.

When in the “Inventory List” screen, you can enter any search criteria for the inventory document to be accounted.

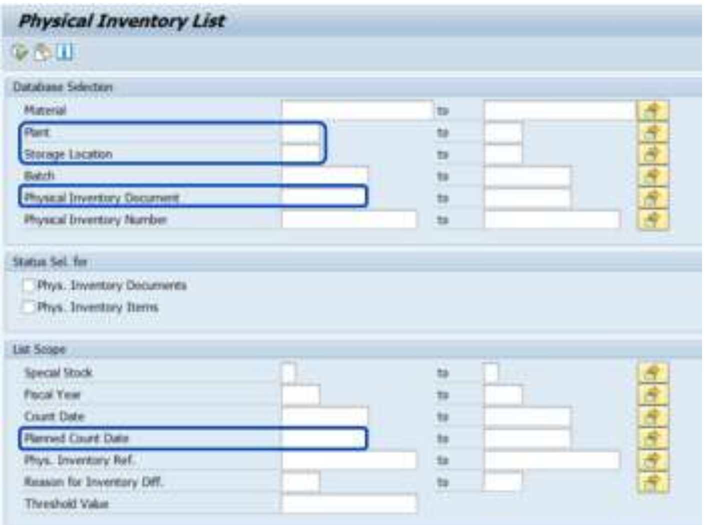


Figure 3.22

Material: Number of materials that is inside the document to be posted (Not Necessary).

Plant: Establishment to which the inventory corresponds.

Warehouse: Number of warehouses for which the inventory is made.

Physical Inventory Number: Document Number to be posted

Planned Count Date: Date informed when generating the inventory document.

When introducing the search criteria, click on “Execute” to access the screen with all the details of all the items in the document.

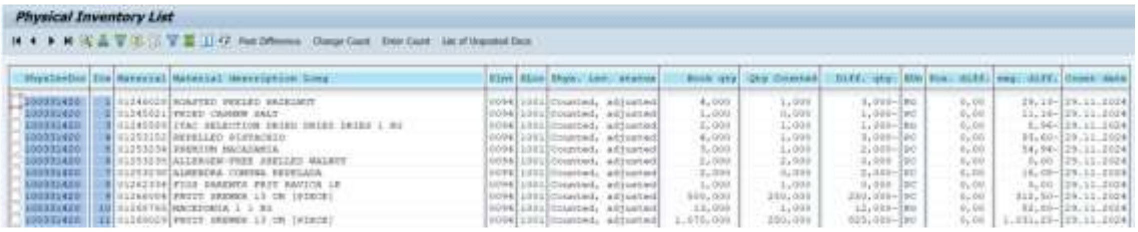


Figure 3.23

In this screen, we can see the details of each item:

PhysInvDoc: Inventory Document number

Item: Position of the material in the inventory list

Material description Long: SAP Code of the material

Plant: Hotel SAP Code

Sloc: Warehouse SAP code

Phys. Inv. Status: Indicates the status of each material. Possible status:

- “Not yet counted”, material quantity has not been entered in SAP
- “Counted”, material quantity has been entered in SAP
- “Counted, adjusted” material quantity has been entered in SAP and inventory difference has been posted.

Book qty: Theorical quantity that are in the system when the inventory document was created in units of measure.

Qty Counted: Quantity entered in SAP in units of measure.

Diff. Qty: Difference between Book qty and Qty Counted

Bun: Base unit of measure is the unit in which the material must be counted in inventory.

Pos. diff.: When the counted quantity exceeds the book quantity, it is valued in the currency of the centre.

Neg. diff: When the counted quantity is lower than the book quantity, it is valued in the currency of the centre

Count date: Planned count date entered when generating the inventory.

KEY TASKS
You must review the data **before posting**, if reviewing you find that quantities or the status are not correct, you **must** correct it **before posting.**

3.6.1.Enter count

In case you find any line that it is in status not counted yet, you can enter the quantity counted by selecting the button Enter Count

You will be taken to this screen:

Figure 3.24

Verify the "Count date" according to the inventory process and press "Enter".
The selected lines will appear in a different colour than not selected ones. Register the quantity counted or flag the ZC (Zero count) box in case there is no stock of this material, after filling all lines selected, click "Post"

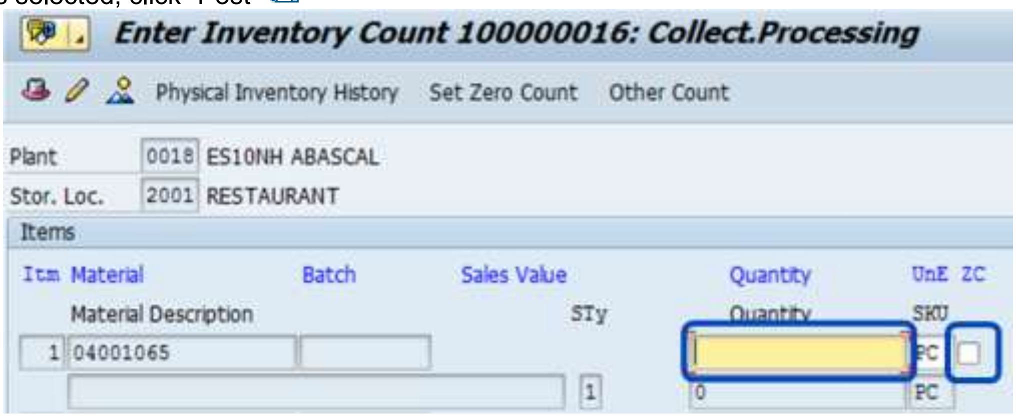


Figure 3.25

3.6.2.Change count

In case you detect the number registered in SAP are not correct, you can modify the Qty counted field. Select all lines which you want to modify and click in Change Count.
The following screen will appear, and the previously selected lines will appear in a different colour as shown in Figure 3.26. You can correct the quantity entered or flag the ZC (Zero count) box in case there is no stock but, in this case, you must delete the quantity entered.

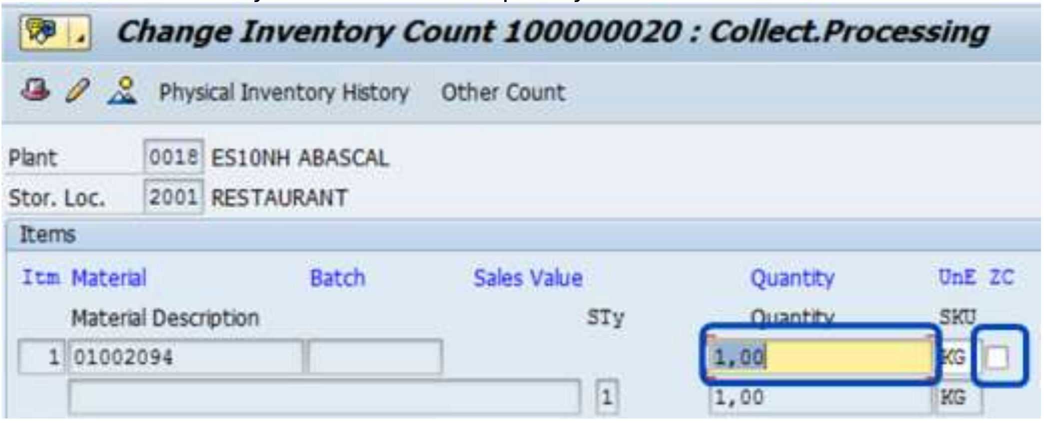


Figure 3.26

3.6.3.Posting the inventory

KEY TASKS

Prior to posting the inventory, it is essential to review both positive and negative differences to ensure the accuracy of the entered quantities and to identify any potential errors in the physical counting or units.

After verifying that all the entered data is correct and all lines have the status 'Counted', you can proceed to post the inventory.

You must select all lines by clicking in the button and once selected click in the button Post Difference
You will be redirected to the following screen:

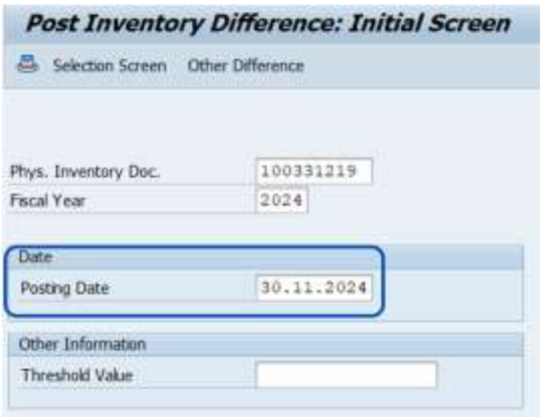


Figure 3.27

Verify the posting date to modify if needed to the planned counted date and click enter.

You will be directed to a new screen, as illustrated in Figure 3.28, where all the differences applicable to each line will be displayed

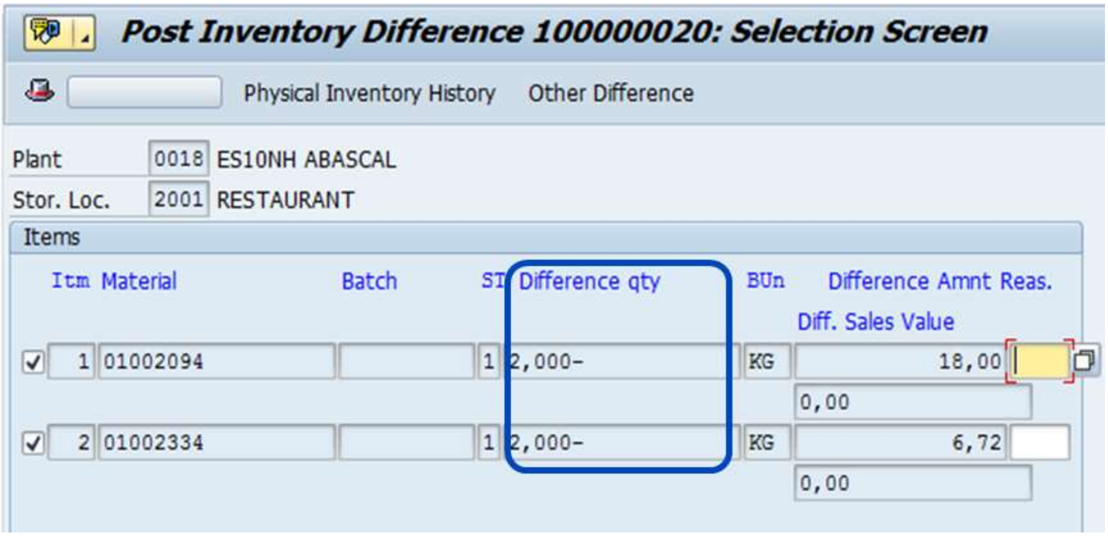


Figure 3.28

The final step is to save clicking on "Post" .

After each action, it is necessary to press "Refresh" to see the updated status.

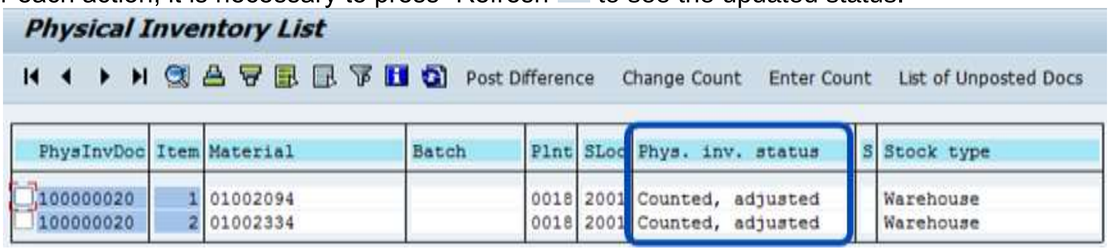


Figure 3.29

HELPFUL TIPS

- Pay special attention to all those items which Difference quantity is positive as it means that you counted more units than the quantity that is supposed to be on stock. Have a double check.
- When the accounting period finishes, every material included in an Inventory document which final status is still "Counted" or "Not counted yet" and not "Counted, adjusted" will be still blocked for any movement.
- It is very important to end up the total inventory process. Otherwise, the unfinished items must be deleted from the inventory document.
- Once that you start an inventory document, all materials included in this document are blocked for every movement, so that you cannot do Goods receipts, warehouse transfers or good issues.

3.7. Monthly Regularization of General Warehouse

For hotels with a General Warehouse (SAP code 0001), before creating the inventory documents, the user responsible will generate, once a month, a list of stocks inventoried in this warehouse with Transaction MB52- List of warehouse stocks on hand. Introduce the General Warehouse and the plant and press “Execute”, as shown in figure 3.30.

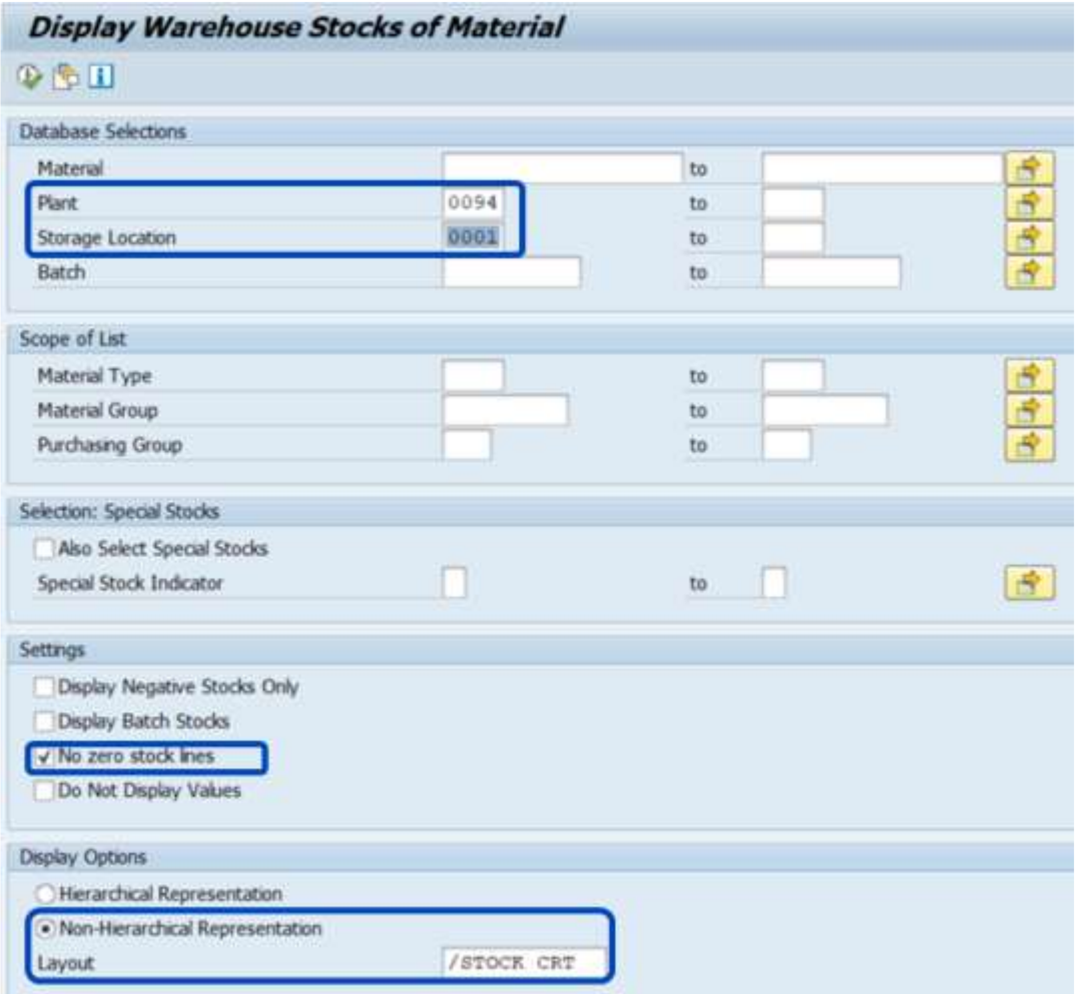


Figure 3.30

HELPFUL TIPS

It is important to obtain a more user-friendly format:

- Flag the boxes 'No zero stock lines' and 'Non-Hierarchical Representation'."
- Select the lay-out /STOCK CRT

This action allows us to see the current theoretical stock for each material in the warehouse, see figure 3.31 for which we should make the physical counting. and will check that the physical stocks of the general warehouse are those shown in the system.

Display Warehouse Stocks of Material

Material	Material description Long	Plnt	SLoc	Description	BUn	Unrestr.	Crcy	Value Unre	MTyp	Matl Group
02000062	LICOR AMARETTO DISARONO 70 CL	0094	0001	GENERAL	PC	4	EUR	55,89	0002	0207
02004324	LICOR AMER PICON	0094	0001	GENERAL	PC	1	EUR	11,86	0002	0207
02000409	LICOR ANGOSTURA 20CL	0094	0001	GENERAL	PC	10	EUR	105,99	0002	0207
02002525	LICOR APEROL 1L	0094	0001	GENERAL	PC	16	EUR	182,68	0002	0207
02000397	LICOR BAILEYS 70CL	0094	0001	GENERAL	PC	11	EUR	132,69	0002	0207
02013013	LICOR BONAL BOUGE 70 CL	0094	0001	GENERAL	PC	2	EUR	28,84	0002	0207
02000708	LICOR CAMPARI 70CL	0094	0001	GENERAL	PC	11	EUR	122,60	0002	0207
02004325	LICOR CHARTREUSE AMARILLO	0094	0001	GENERAL	PC	1	EUR	14,51	0002	0207
02013782	LICOR CHERRY BRANDY HERING	0094	0001	GENERAL	PC	3	EUR	49,05	0002	0207
02000410	LICOR CHINCHON ALCOHOLERA DULCE 70	0094	0001	GENERAL	PC	3	EUR	25,19	0002	0207
02004239	LICOR COCUA MANZANA SIN ALCOHOL 70	0094	0001	GENERAL	PC	2	EUR	6,04	0002	0204
02000060	LICOR COINTREAU 70 CL	0094	0001	GENERAL	PC	4	EUR	58,88	0002	0207
02013784	LICOR CREMA DE LYCHEES BOUDIER	0094	0001	GENERAL	PC	1	EUR	10,50	0002	0207
02002540	LICOR CYNAR BOTELLA 1 L.	0094	0001	GENERAL	PC	2	EUR	23,35	0002	0207
02010620	LICOR DE ACEROLA JOSEPH CARTRON 70	0094	0001	GENERAL	PC	1	EUR	13,78	0002	0207
02067586	LICOR DE CAFE HABELAS HAILAS 70CL	0094	0001	GENERAL	PC	15	EUR	91,20	0002	0207
02010635	LICOR DE GRAPEFRUIT 70 CL	0094	0001	GENERAL	PC	2	EUR	23,40	0002	0207
02014362	LICOR DE ROOIBOS VIEJA LICORERIA 7	0094	0001	GENERAL	PC	1	EUR	21,86	0002	0207
02014498	LICOR DE TE NEGRO VIEJA LICORERIA	0094	0001	GENERAL	PC	1	EUR	18,15	0002	0207
02014364	LICOR DE TE VERDE VIEJA LICORERIA	0094	0001	GENERAL	PC	1	EUR	19,02	0002	0207
02000061	LICOR DRAMBUIE 70 CL	0094	0001	GENERAL	PC	10	EUR	145,93	0002	0207
02013785	LICOR ESPIRITU E MINAS	0094	0001	GENERAL	PC	3	EUR	83,10	0002	0207
02002326	LICOR FERNET BRANCA 70CL	0094	0001	GENERAL	PC	2	EUR	26,50	0002	0207
02013786	LICOR FRAMBUESA BOUDIER	0094	0001	GENERAL	PC	2	EUR	20,70	0002	0207

Figure 3.31

The differences that may be detected between theoretical quantity and the physical counting must be arranged in this way:

- If there is less physical stock, subtract the difference using Goods Issues
- If there is more physical stock, enter the missing items using Initial Stock Entry

4. REPORTS

SAP is a great opportunity in the efficiency of the company, among other reasons because of the quality of the information provided by the reports for each group of transactions:

- Vendors and Materials
  - Purchasing Vendors List
  - Materials Index

- Orders
  - Orders by Vendor
  - Receptions

- Inventories
  - Warehouse Materials
  - Inventory differences
  - Stock Analysis
  - Stock Resume (by material)

For all the reports you have a chance to deal with information through filters, subtotals, export reports to Excel, and more functions that we'll explain briefly:

4.1. Reports Functions

4.1.1. Filter Screen

Most reports allow you to make an initial filter through the home screen, in which are different fields where you can make search selections as in figure 4.1.

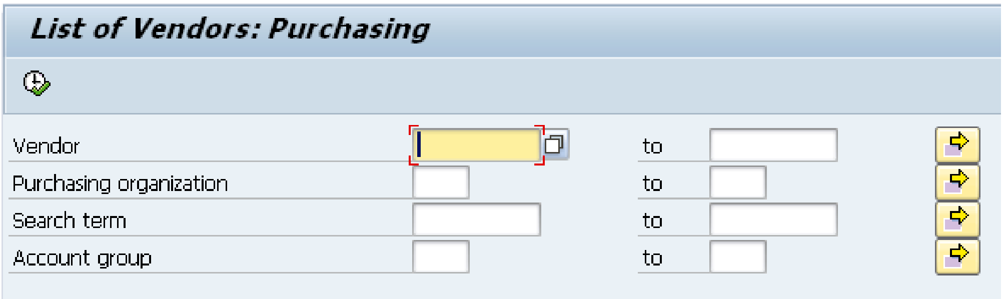


Figure 4.1

The icon "Possible Values" allows us searching from a list of options for the values we want to search.

The icon "Multiple Selection" allow the user to make multiple selections:

- **Select Individual Values**: This option allows you to select the specific values you want to search for.

- **Select Intervals**: You can select a range from one record to another, and SAP will search the entire range.

- **Exclude Individual Values**: SAP will exclude the values you enter in this tab.

- **Exclude Intervals**: SAP will exclude the range you define from one record to another.

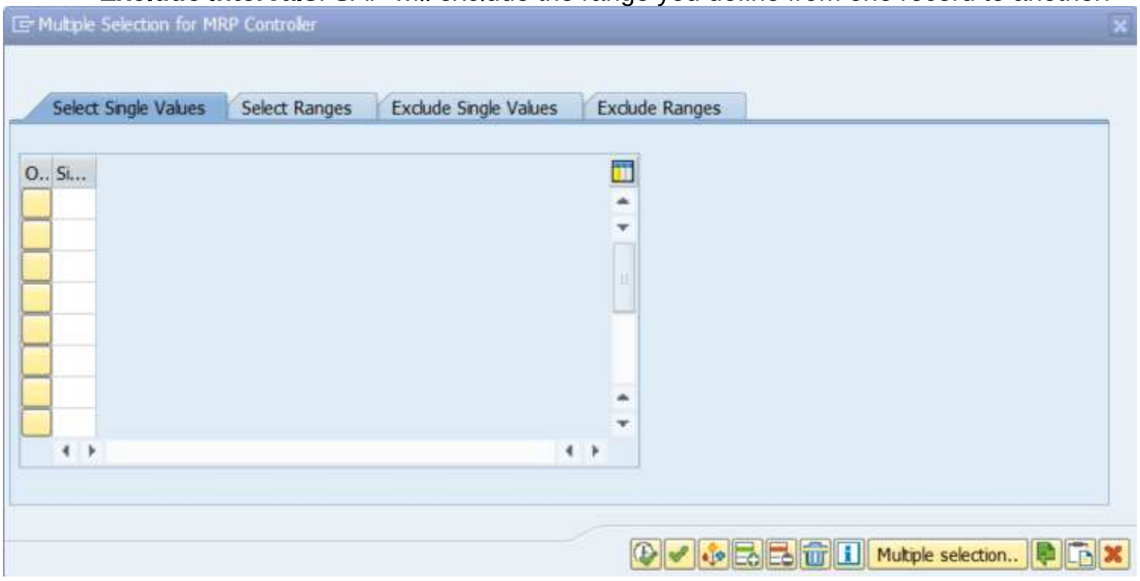


Figure 4.2

In this screen the button Multiple selection will allow you to make a search and select several options of the results of the search as shown figure 4.3

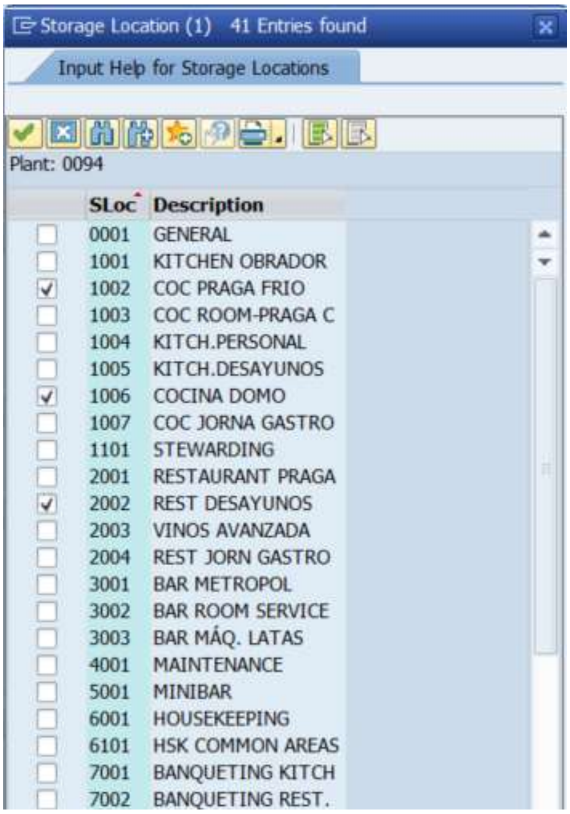


Figure 4.3

4.1.2.Analysis Functions

Once you select the search criteria, click on “Execute” to obtain the report’s results.

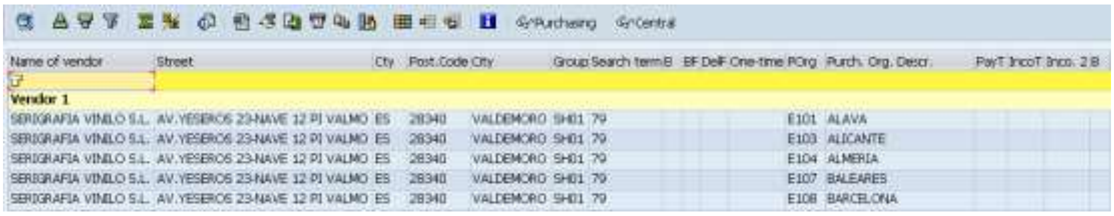


Figure 4.4

For the analysis of the results, the system allows us to perform different functions:

	Details. When selecting a line, allow us to see the lines details.
	Classify. Selecting a column and clicking this allow us to sort the results in ascending or descending orders.
	Filters. Let us filter the values of the selected column.
	Totals. It shows us the total of the selected column.
	Subtotals. Inside a totalized report, it allows us get subtotals based upon a column to group.
	This group of icons allows us to deal with the information in other than SAP, Excel, Word processing tools, save a local file or send an email recipient.
	ABC analysis. It allows us to make a list of the ABC analysis based on percentage ratio, absolute ratio, percentage or absolute figures
	Graphical function. It allows us to analyse the data through graphs.
	Provision. Through these icons, we can change the layout of the fields in the report including eliminating or moving fields, selecting a previously saved setup, or save a new layout Some reports icons are represented as "Alternative Guide Display. "
Purchasing	Purchasing. Reports from providers allows users to view provider information recorded by Purchasing.
	Detailed list. For reports that are filed directly with preview, this feature allows us to visualize the standard version of the report for analysis with all conventional functions.
Opciones	Options. In addition to all the usual icons on each report, we have the top display the "Options" menu that lets you make changes to the layout of the fields, column widths, and selection of layouts.
F1	Pressing F1 with the mouse positioned on any field, it is possible to see its meaning and use.

4.1.3.How to export reports.

Every report can be exported and printed. There are two ways to do so:

4.1.3.1.Exporting a report using the Export Icon

Some reports and the TMS screen have the “Export icon” . To export a report, simply click on the export icon. This will allow you to save the report in your desired format.

Select the “Spreadsheet” option and click on “Continue”

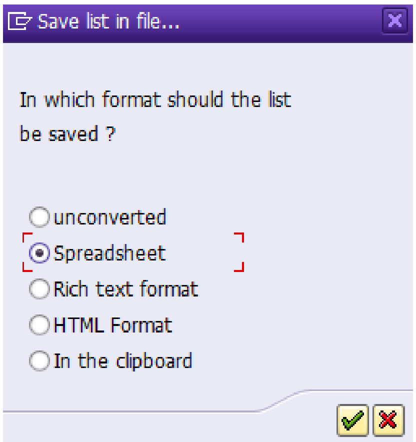


Figure 4.5

Select the location where you want to save it, as well as the extension for your file and click on “Generate” Generate :

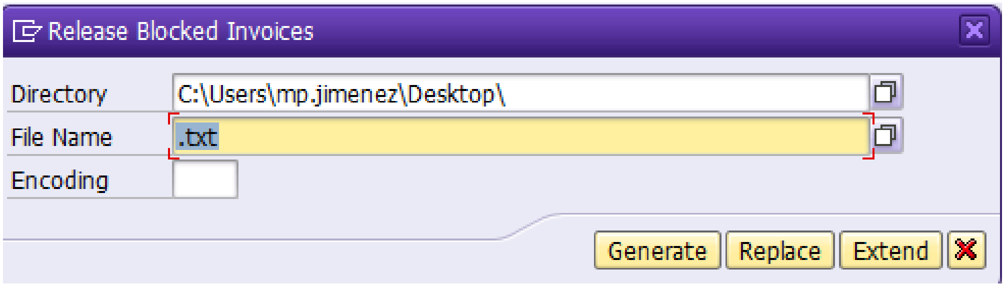


Figure 4.6

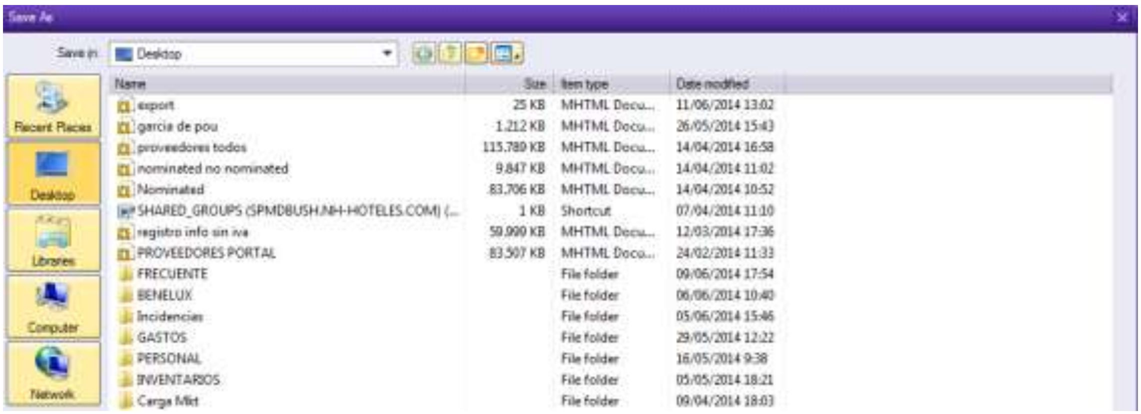


Figure 4.7

Then a pop-up window will appear, and you must click on “Allow” so SAP can save the document on your computer. When you accept it, you can see a message at the bottom of the screen with the bytes transmitted to your computer.

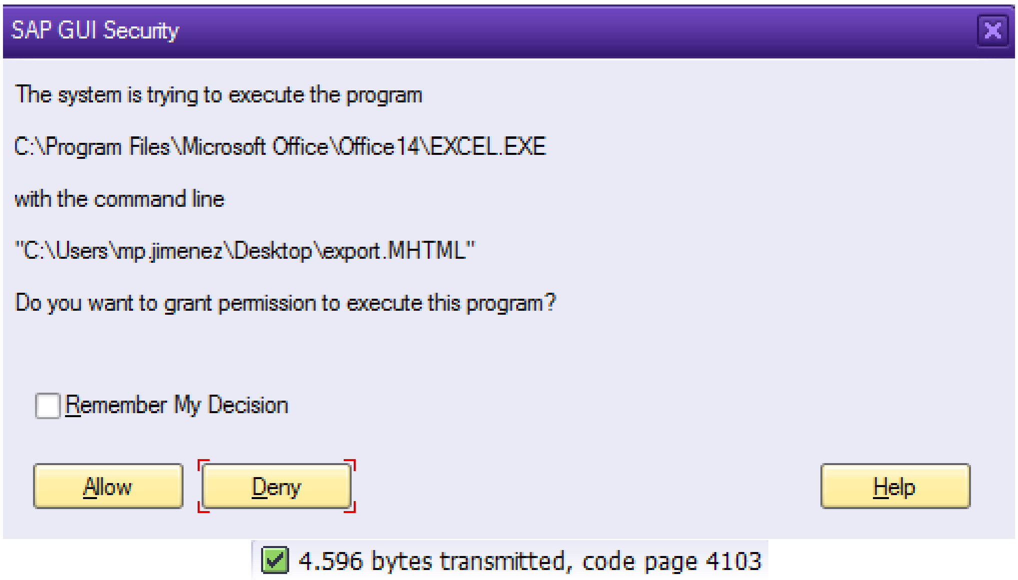


Figure 4.8

When it shows the message, the file has been saved, and you can go to the location and open it.

4.1.3.2. Exporting a Report from Main Menu.

For those reports that do not have the “Export” icon, you can go to the main menu to export the report. Click on “List”.

On the List Menu, click on “Export” and select “Spreadsheet”. (Ctrl+Shift+7)

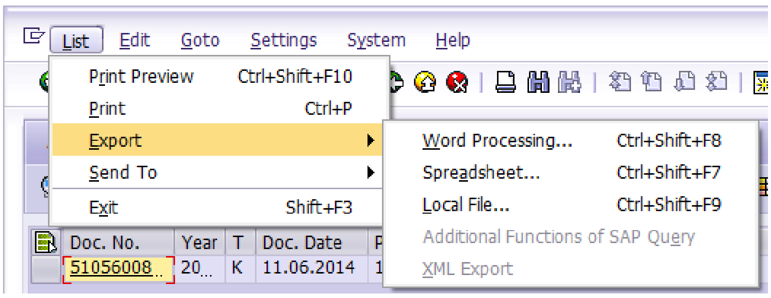


Figure 4.9

Then select the format of the file (Excel recommended).and click on “Continue” and choose the location to save.

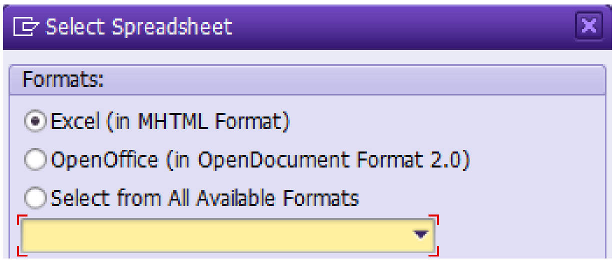


Figure 4.10

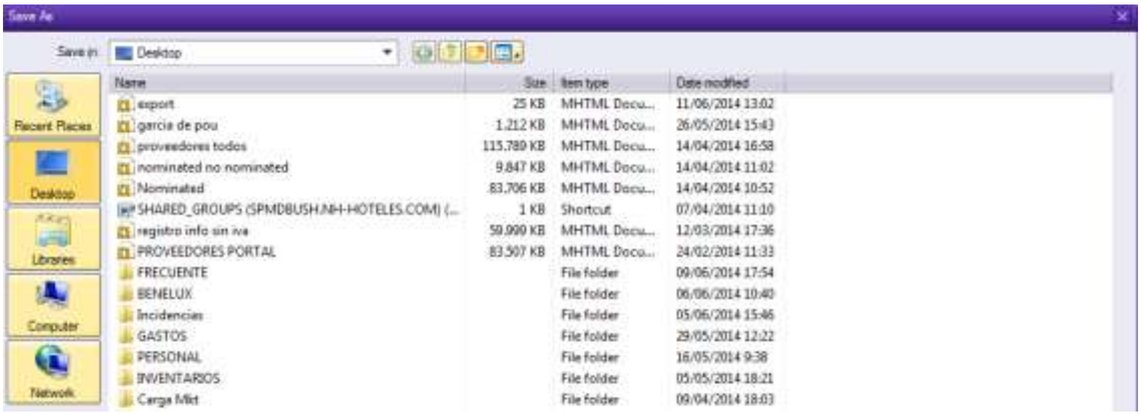


Figure 4.11

Allow the creation on the pop-up window and the file will be saved.

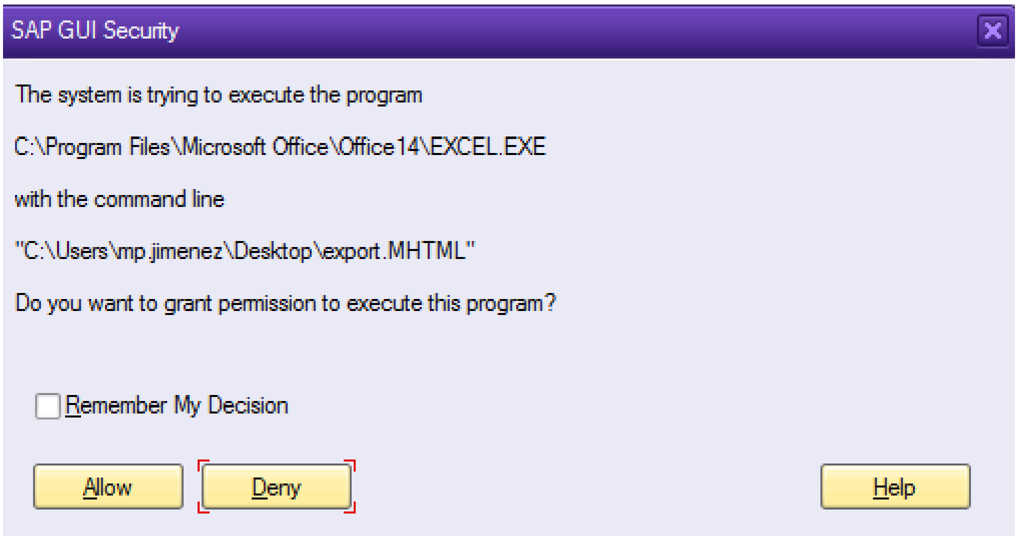


Figure 4.12

4.2. Reports summary

To easily identify the available reports and their use, please find below a brief chart of the available reports.

Area	Transaction	Detail
Vendors MD	XK03 – Display vendor	Displays a vendor’s register
	MKVZ –List of Vendor Purchasing	Displays a list of vendors available for MM in a Purchasing Organization.
	ZMM_Vendor data. MM Vendor data	Shows the distribution data of MM vendors
	ZFI_VENDOR_PAY. Financial Vendor data	Shows all the data of a vendor’s selection, including FI and MM
Materials MD	MM03 – Display material	Displays a material’s register
	MM60 – Materials index	Displays a list of materials created for a Plant
Inforecords MD	/CCSHT/MM_INFORECORD	Shows the available inforecords/contracts
Orders	ME2L – Orders by vendor	Shows a detailed list of POs in a Plant and can be selected by vendor.
	ME80FN – General Evaluation.	Shows a selected list of POs and its Purchase story as the GRs with its corresponding date.
	ZMM_PURCH_ORDERS	Shows a summarized list of POs in a Plant with its basic data. Vendor, material, qty, price and amount.
	ME2K - Purchasing Volume per Account Assignment	Shows a detailed list of POs in a Plant and can be selected by Cost Centre.
Movements	MB51 – Material Document List	The list of movements by material, orders in our plant, receptions and materials per warehouse.
	MB25 – Reservations List	allows us to see the full list of requests, the warehouse from the requester, distribution warehouse and the total units transferred.
Analysis	MC.9 – Stock Analysis	To analyse the stock value and the units in stock of goods
	MG$G – Material Analysis Purchasing value.	Allow us to visualize the amount of the orders received and invoiced for each material.
	MG$4 - Vendor Analysis Purchasing value.	Allow us to visualize the amount of the orders received and invoiced for each vendor.
	FBL1N – Vendor Line-Item Display	Helps us to identify the status of an invoice, the payment date, and the document with which the payment has been released
Global reports	/CCSHT/MM_WH_OVER – Inventory report	total monthly warehouse values
	/CCSHT/MM_PURCH_STAT – Purchasing Status	Displaying the total purchases value in a certain period broke down by vendor, purchasing organization, hotel and/or month and displays all the details regarding GRs and invoices. Can by executed by PO or Packing Slip
Workflows	ZWF_MM_PO_LOG – PO Workflows	Displays the status of purchase orders, as well as the people who are involved in this process of approval.
	ZWF_MM_IV_LOG – Invoice incidences	Tracks incidence status

4.3. Reports Available

4.3.1. Transaction XK03: Display Vendor

To find out more from a specific vendor, we have the transaction “XK03 – Display Vendor”.

The user indicates the vendor number they want to check, along with the Company Code and purchasing organization. The Vendor field is mandatory and grants access to the General data block. If the Company Code is not filled, access to Company Code data is restricted. Similarly, if the purchasing organization is not filled, access to purchasing organization data is restricted. The user then selects the data they want to see from the following list.

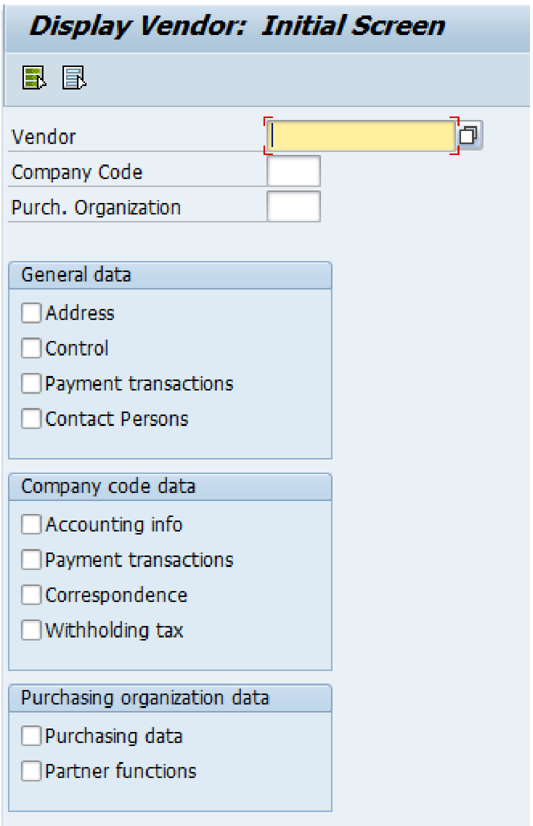
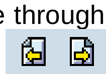


Figure 4.13

Once selected, we must press the keyboard “Enter”.

A screen with the vendor data appears. To move through the different types of data, we must rely on the choices "Previous Screen" and "Next Screen"  and the option "Extra Data" and "Alternative Data" Extra Data Alternative Data.

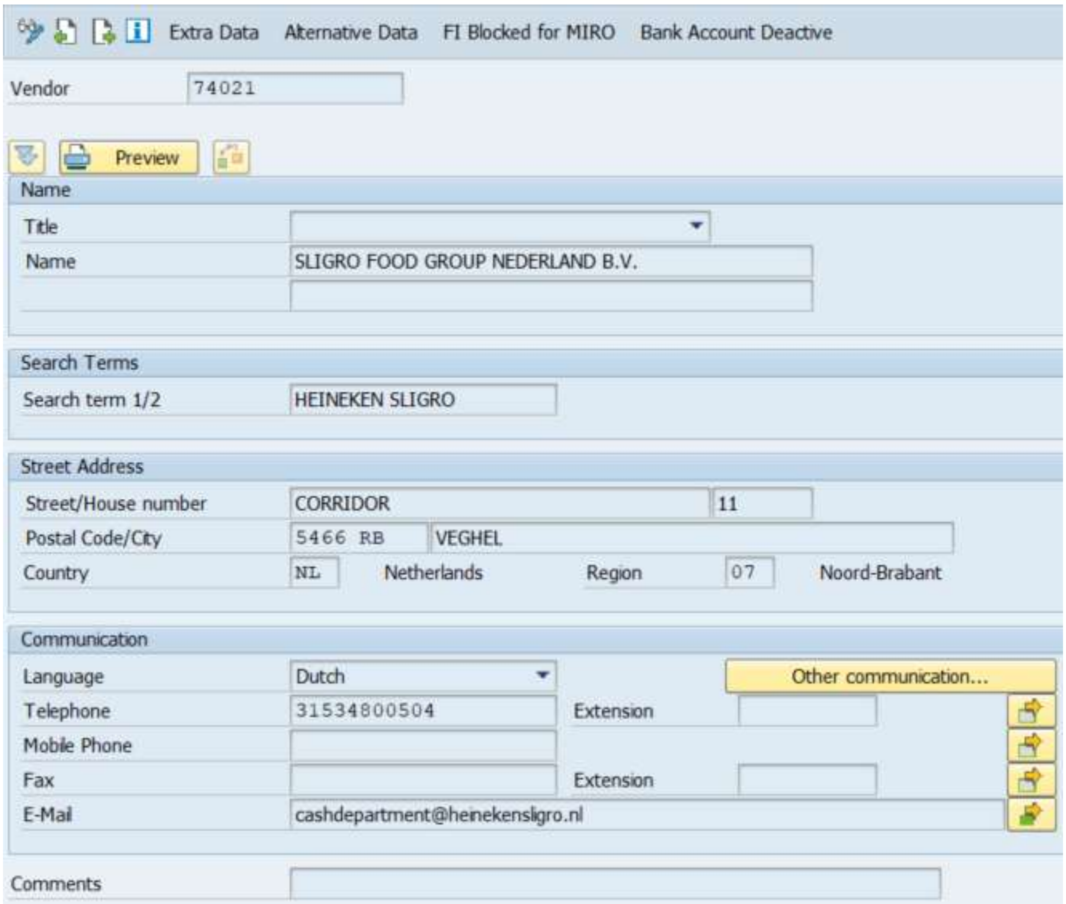


Figure 4.14

The Extra Data button allows you to access this information. Note that some fields may not appear if the Company Code or Purchasing Organization is not filled in.

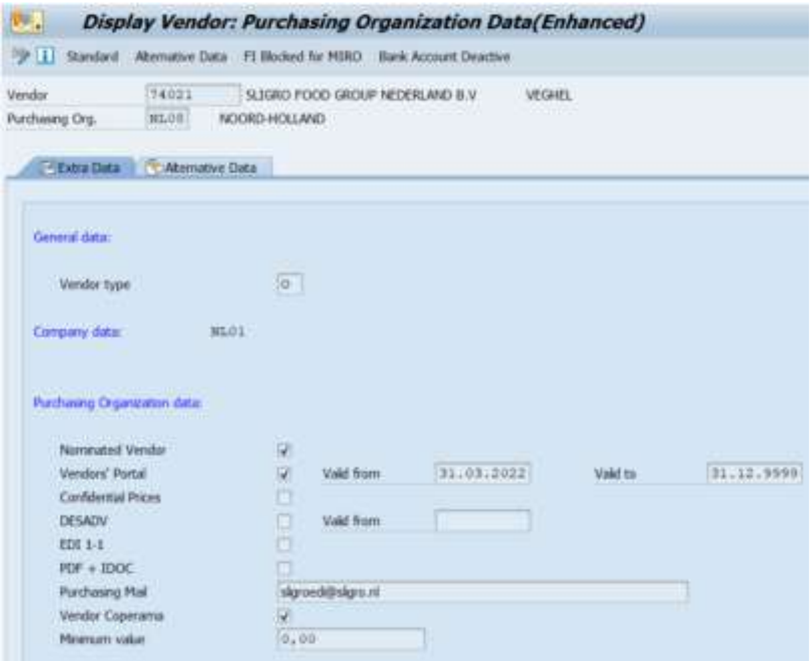


Figure 4.15

4.3.2.Transaction MKVZ –List of Vendor Purchasing

To get the list of all vendors we have available in our system for purchasing organization, or to see the detail of a specific vendor, the system has the MKVZ report – Purchasing Vendors List.

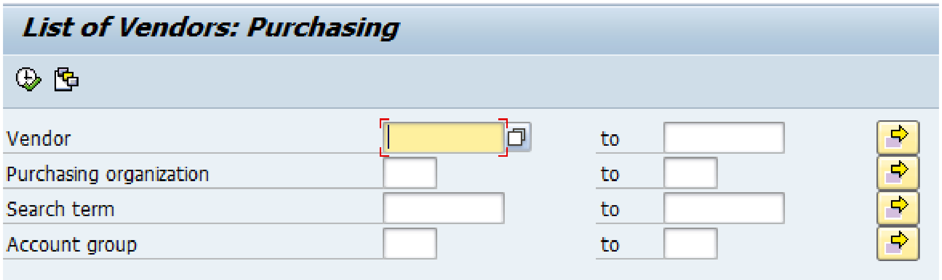


Figure 4.16

In the home page, the user can filter by:

Vendor: Introducing SAP vendor code to analyse.

Purchasing Organization: (Predefined Value)

The report allows the user to consult all the details of the vendors registered on the system.

Field	Description
Vendor	Vendor Number
Vendor Name	Complete Vendor Name
Street	Address
Country	Country
Postal Code	Postal Code
Account Group	Account group to which it belongs
Search Criteria	Criteria for quick search
Purchase organization Denomination	Name of the correspondent Purchase Organization
Payment Conditions	Vendor Payment Conditions
Minimum order amount	Minimum Order Amount
Order Currency	Purchase Currency
Vendor	Commercial Contact
Telephone	Commercial Telephone
Purchasing Organization	Purchasing Organization Code
Incoterms	Incoterm
Population	Vendor Population
Incoterms, part 2	Incoterm Point

4.3.3.Transaction ZMM_Vendor data

To be able to consult the distribution data of each vendor, we should go to the ZZM_Vendor data report. In the report we'll be able to see the contact and distribution data of each vendor for different establishments.

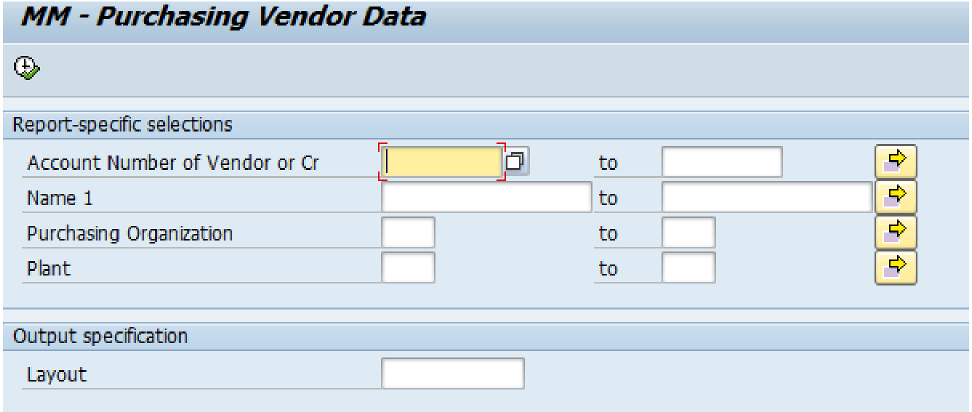


Figure 4.17

The filter criteria can be by:

Account: Vendor: SAP vendor's code

Name 1: SAP vendor's name

Purchasing Organization: Province or country

Plant: Hotel

Field	Description
Vendor	Vendor code in SAP
Name 1	Vendor Name
Population	Vendor Population
Postal Code	Vendor Postal Code
Country	Vendor Country
Telephone 1	Vendor Contact Telephone
Tax Number1	Vendor Tax Number
Purchasing Organization	Vendor Purchasing Organization
LFM1-ZZNOMINATED	Nominated Vendor
LFM1-ZZPORTALVENDOR	Portal Vendor
E-mail	Distributor e-mail for the purchasing organization
Since	Initial date of a period
Up To	Date when ends a period
Ce.	Specific vendor's plant
LFM2-ZZNOMINATED	Nominated Vendor for a specific plant
LFM2-ZZPORTALVENDOR	Portal vendor for a specific plant
Email	Distributor e-mail for the plant
Since	Initial date for a plant period
Up To	End date for a plant period

4.3.4. Transaction ZFI_VENDOR_PAY Vendor's financial data

To be able to see one or several vendors with all the corresponding financial data, go to transaction ZFI_VENDOR_PAY - Report Vendor Master Data.

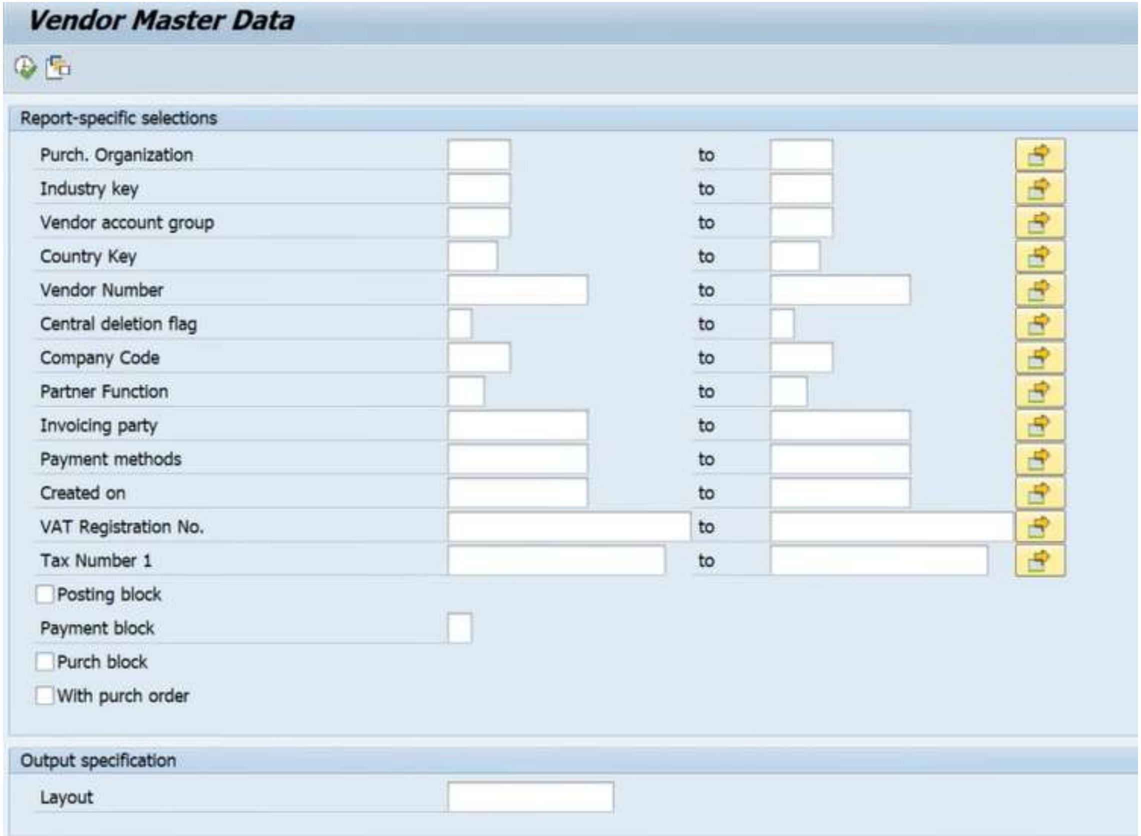


Figure 4.18

In this report it is possible to filter all vendors among another fields, by:

Purchasing organization: Purchasing region.

Industry Key: All vendors from a specific sector.

Vendor account group: SH01 for OPEX, CAPEX or MIX vendors.

Country key: Displays all vendors created for a country.

Vendor number: Vendor's SAP code.

Central deletion flag: You can easily identify all vendors flagged for deletion.

Company code: Vendors for a specific Minor Hotels Europe & America company.

Partner Function: You can select vendors depending on their partner function.

In it you can find info by PORG, Industry Key, Vendor account group, Country key, Vendor number, Company code, and Deletion flag that is very useful. You can also add a Partner function, so if you do, you will see for each vendor which vendors are related as a specific partner function. This is helpful to have a full vision of the Invoicing parties.

It is a long and wide display were by scrolling lateral you can find:

General info for the vendor as code, name, fiscal data, language of communication, industry code and contact info.

Figure 4.19

If you scroll to the right side, you can also see the payments and banks info:

Figure 4.20

If you keep scrolling, you get the Withholding taxes info:

Figure 4.21

You can also see the linked vendors as Invoicing party, if it has had Purchase orders, if it is blocked for payments, blocked for posting, blocked for purchasing, or flagged for deletion.

Figure 4.22

4.3.5.Transaction MM03 Display Material

We can also view the detail a specific material. For this we have the transaction MM03 - Visualize Material

Within the operation we must indicate the material number that we want to display and click on "Enter”. (We can always use the value list to select an item in case we do not know the Material Number).

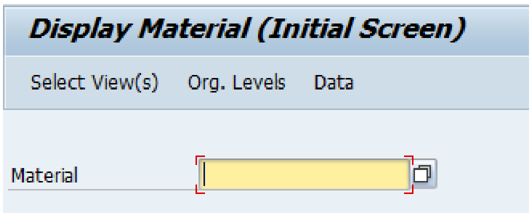


Figure 4.23

In the pop-up screen we must select the material data that we want to visualize:

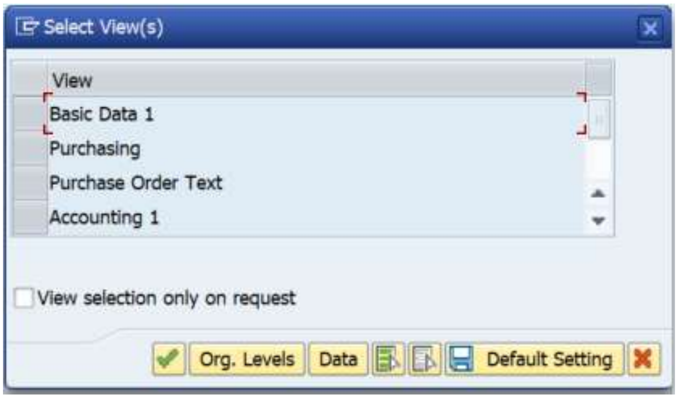


Figure 4.24

Finally, we can also specify the plant for which we are conducting the query in the next window, in case we want specific plant data, if available.

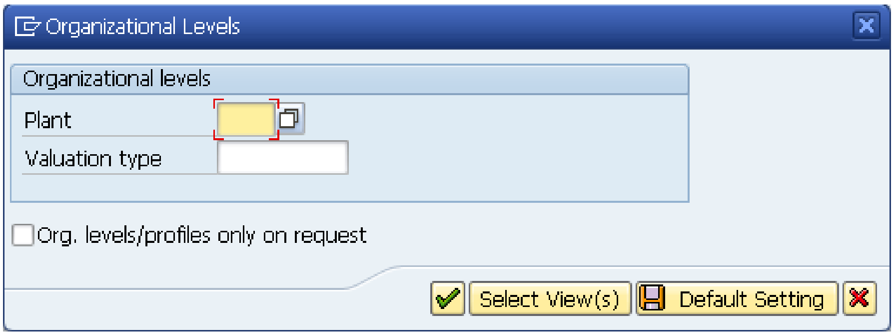


Figure 4.25

We can see the detail of the material so we can move through the tabs using the header.

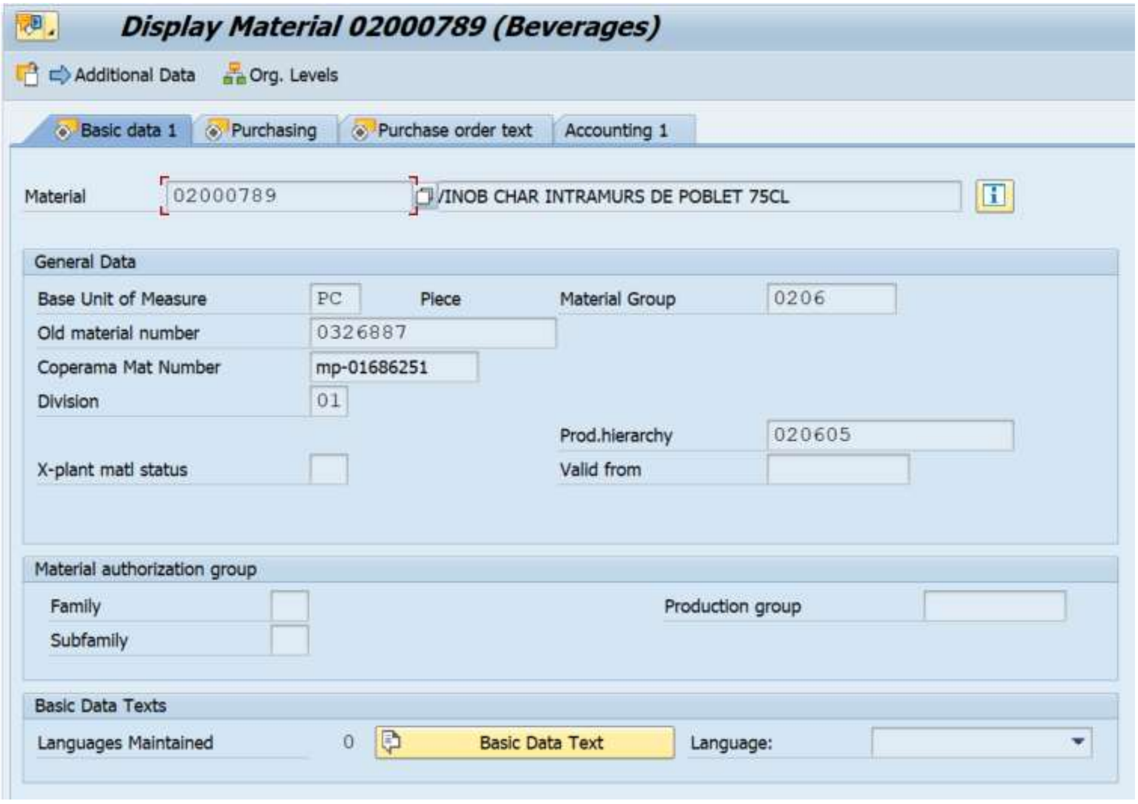
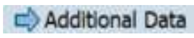


Figure 4.26

If we want to access to further info of the material, we should click in 

button as shown below:

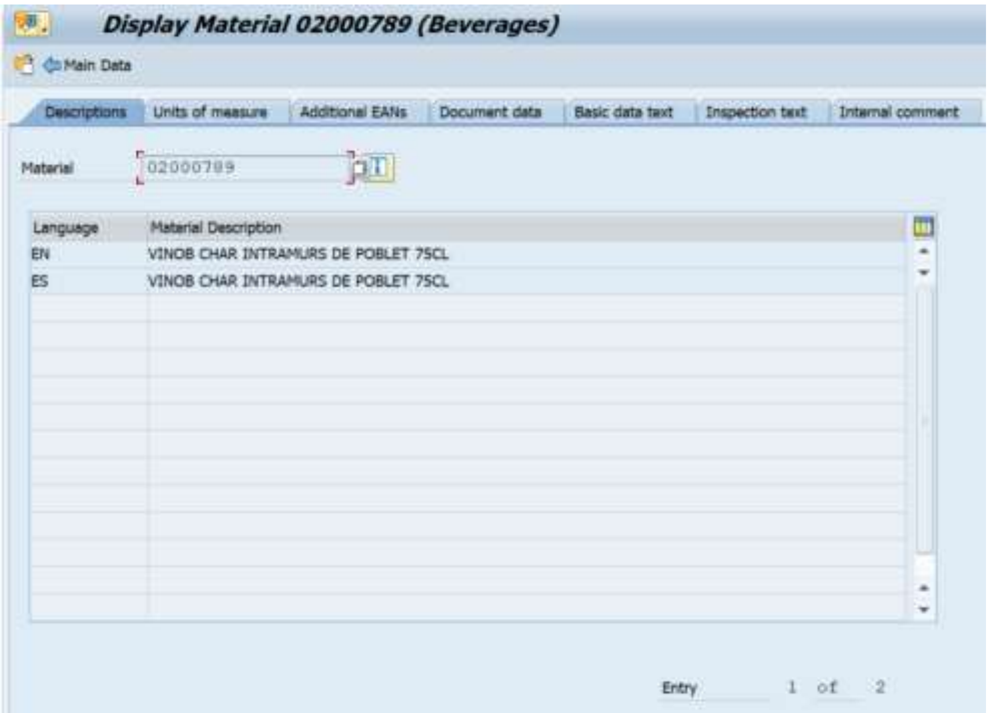


Figure 4.27

4.3.6.Transaction MM60 - Materials Index

The report MM60 - Materials Index, allows the user obtains the detail of the master items available in the system for each establishment.

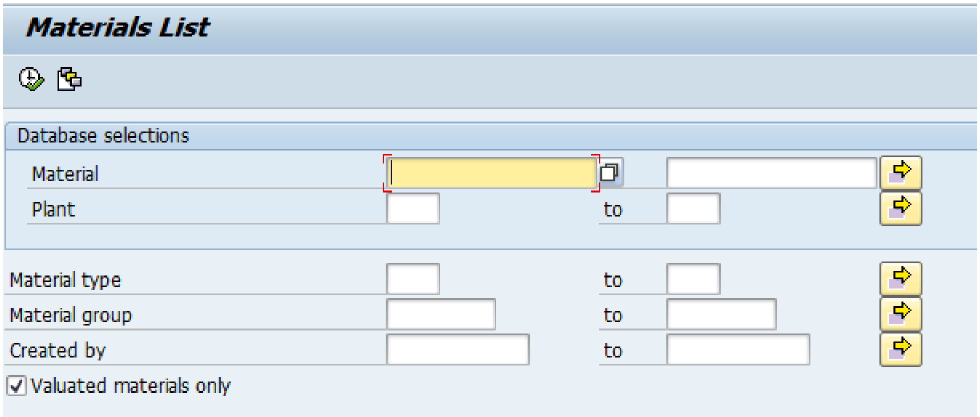


Figure 4.28

In the home page, the user can filter by:

Material: Introducing the SAP item code to analyse.

Plant: When you enter the plant, the system will restrict the search to the specified plants. If left blank, it will show the plants where the selected material is available.

Material Type: It allows us to do a search based on the type of the material:

- 01 Food
- 02 Beverage
- 03 Packs
- 04 Non-Food – Products
- 05 Non-Food – Services

Material Group: For a more detailed result, we can select one or more items group that from each material type.

The report result allows the user to consult every material detail registered on the system:

Field	Description
Material	Material Number
Plant	Corresponding Plant
Material Description	Material Description
MTyp	Material Type by Hierarchy
Matl Group	Items Group
UM base	Base Unit of Measure
Valuation Class	Category Family
Ctrl prices	Average or standard Price
Price	Price by UMV

Currency	Purchasing Currency

4.3.7. Transaction /CCSHT/MM_INFORECORD – View Information about Inforecords

To check the details and conditions that apply to certain material, or the materials assigned to a vendor, we must use the transaction **MM_INFORECORD**

On the initial filter screen, you have the option to specify the search criteria for either plant agreements only or all available agreements (recommended) as shown in figure 4.30

Figure 4.29

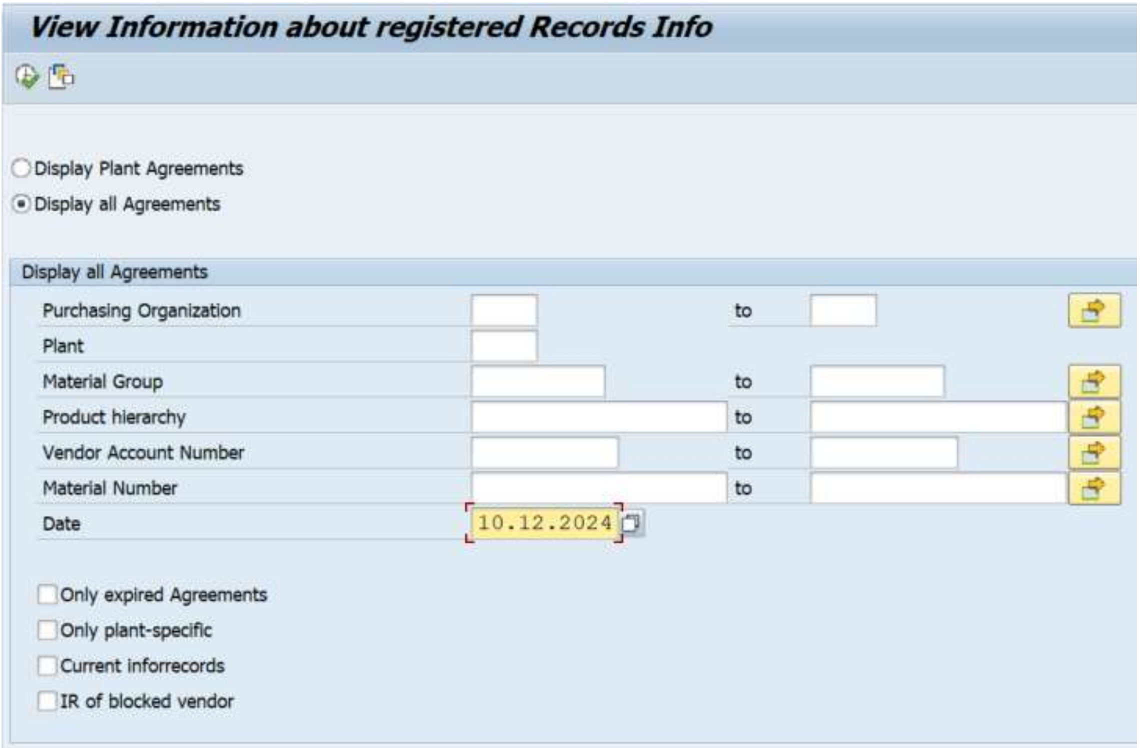


Figure 4.30

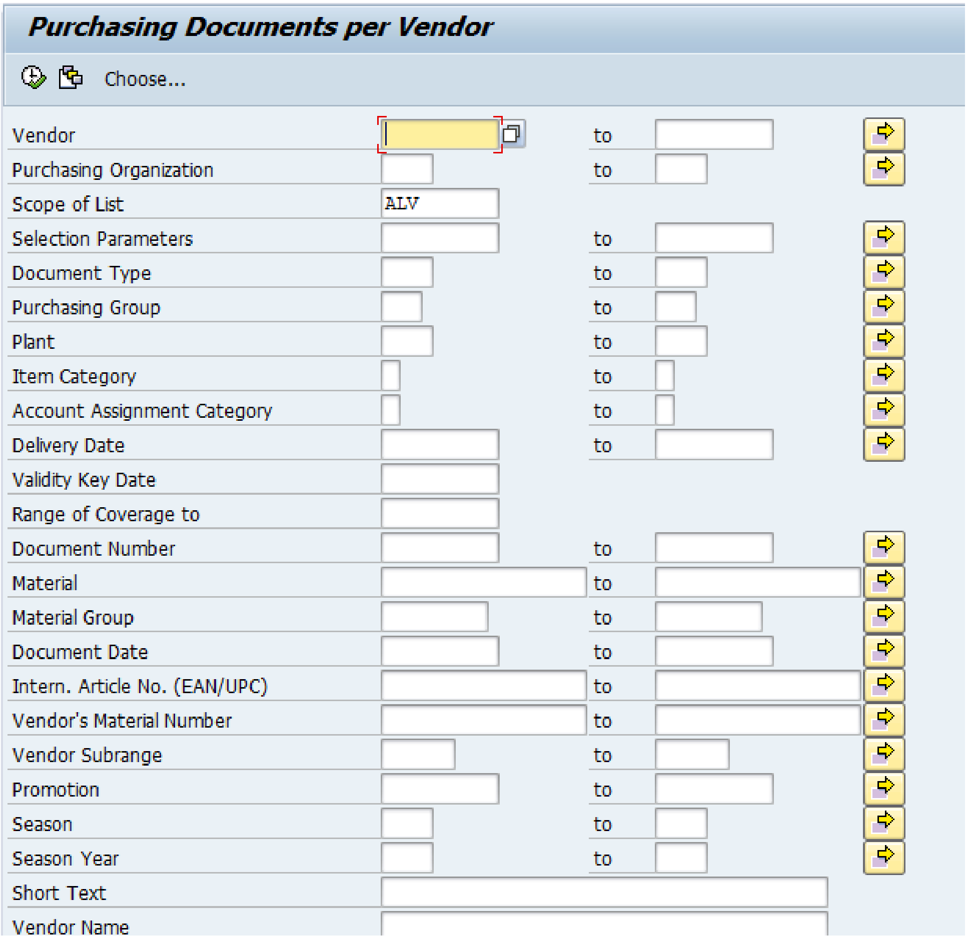
After clicking the option “Execute” we can see all the materials.

The result allows us to see all the Info Record created for certain "Material"/"Vendor" and its conditions. Some column names may be shorter if the column is not fully expanded. Find below the main fields that appears:

Field	Description
Info Record	Alphanumeric key identifying the Registration Info.
P Org	Purchasing Organization for which the negotiation applies
Plnt	SAP Centre code for implementing the conditions shown.
Vendor	Numeric key that identifies the provider to which the registration corresponds
Name 1	Complete name of the vendor
Material	Numeric key identifying the material to which the registration corresponds
Material description Long	Material Description
Vendor Material Number	Vendor's internal code for the material in their catalogue.
Material Group	Numeric key identifying the item group to which the material belongs
Product hierarchy	Hierarchy of the material
Description	Description of material group to which the material belongs
Order Unit	Refers to the unit of measure in which a material is ordered from a vendor.
Equal to (<=>)	Conversion factor between Order Unit and Base Unit
Base Unit	Unit in which the material is managed in inventory and is used as the default unit for all transactions involving that material.
Price	Price negotiated, if it is zero, the item has an open price
Currency	Currency in which the agreement was made
Tax code	SAP tax code that applies to the material
Valid From	Start validity of the inforecords
Valid To	Expiration date of the inforecords
Rounding Profile	Minimum quantity and/or multiples of orders
Overdeliv. Tolerance	The allowable percentage by which the quantity of goods received can exceed the quantity ordered
Expiration reason	Reason why the inforecords has been expired.

4.3.8.Transaction ME2L - Orders by Vendor

To view all the purchasing documents generated in a certain period, for a certain vendor, material or total orders, we must access the report ME2L - Orders by Vendor.


Purchasing Documents per Vendor

Choose...

Vendor		to	
Purchasing Organization		to	
Scope of List	ALV		
Selection Parameters		to	
Document Type		to	
Purchasing Group		to	
Plant		to	
Item Category		to	
Account Assignment Category		to	
Delivery Date		to	
Validity Key Date			
Range of Coverage to			
Document Number		to	
Material		to	
Material Group		to	
Document Date		to	
Intern. Article No. (EAN/UPC)		to	
Vendor's Material Number		to	
Vendor Subrange		to	
Promotion		to	
Season		to	
Season Year		to	
Short Text			
Vendor Name			

Figure 4.31

In the home screen, the user can make filters by a wide offer of options. The advisable options are:

Vendor Introducing the SAP vendor code(s) which purchase documents we want to analyse.

Plant: The user must indicate the plant from which he wants to get the orders list.
Document Number: Let the user filter certain purchasing documents.

Material: Introducing the SAP item code to analyse.

Document Date: It is highly recommended to improve the performance of the transaction by always setting a date or a range for execution. If not, it can take a long time or give you back an error. The report will show all the orders made in that period.

The results of the reports let the user consult all the details of the orders made through the system:

Field	Description

Document Date	Order Date
Vendor/supplying plant	Vendor SAP code and name
Plant	SAP centre code where the order has been done
SLoc	SAP warehouse code where the purchase has been done
Purchasing Document	Purchase order number
POH	Purchase Order History. If it is in blank the line has not been received in SAP, it if has the icon , clicking in the icon we can see the order history, where we can also see the receipts, invoices, credit notes, etc…
Item	Position of the material in the PO
Material	Material Code
Short Text	Material Description
Order Quantity	Quantity requested UMV
Order Unit	Unit of measure in the order
Still to be delivered (value)	Value of the units to be delivered
Net order value	Value of the units ordered
Still to be invoiced (value)	Value of the units pending to be invoiced

4.3.9. Transaction ME80FN POs General Evaluations

Another useful report that shows all the movements generated from a PO and which use is relay advisable, is report ME80FN, General Evaluation.

This report can be used for displaying the information of purchase orders created and the transactions that has taken place where you can drill down and summarize data.

In this report it is possible to filter by:

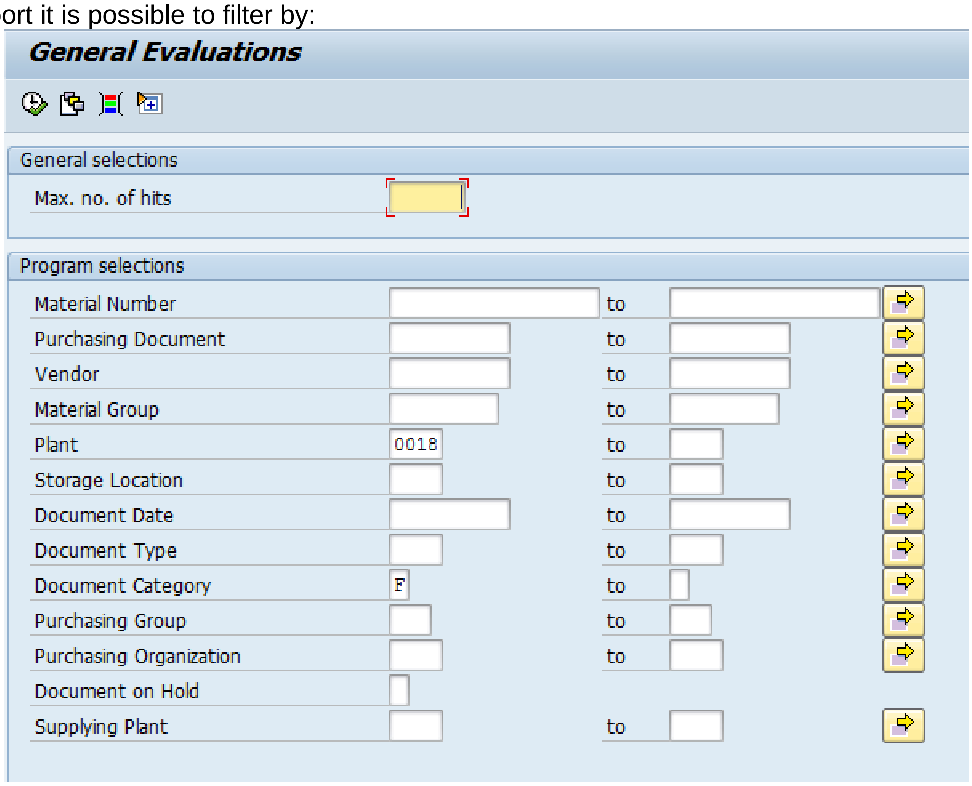


Figure 4.32

Once that you have selected a search criterion and executed, SAP will show you all the POs that fulfil your request as shown below:

Purchasing Documents

Purchasing document Material Vendor Print preview

Header/item data

Vendor	Doc. Date	Purchasing Doc.	Item	Plant	SLoc	Short Text	Quantity	O..	Σ	Net Order Value	Crcy	Matl Grp	Material	POrg
1155	13.01.2014	4500002149	20	0018	1001	BERRI MIN CNG 55G	4	C..		32,68	EUR	0103	01000473	E128
1155	13.01.2014	4500002149	90	0018	1001	PLUMCAKE SURTIDO CNG 600G	2	C..		19,22	EUR	0103	01000536	E128
1155	13.01.2014	4500002149	40	0018	1001	CARACOLA MINI GOURMET CNG 35G	2	C..		18,52	EUR	0103	01000489	E128
1155	13.01.2014	4500002149	10	0018	1001	MINIBAGUETTE ITGR BERLYS CNG	2	C..		13,52	EUR	0103	01000472	E128
1155	13.01.2014	4500002149	60	0018	1001	ALEMAN C/SEMILLA CNG 220G	1	C..		12,86	EUR	0103	01000501	E128
1155	13.01.2014	4500002149	30	0018	1001	ENSAIMADA CREMA MINI PLUS CNG 50G	1	C..		12,67	EUR	0103	01000481	E128
1155	13.01.2014	4500002149	50	0018	1001	MUFFIN CHOCOLATE CNG 85G	1	C..		11,70	EUR	0103	01000490	E128
1155	13.01.2014	4500002149	70	0018	1001	REDONDO CHOCOLATE CNG 55G	1	C..		11,50	EUR	0103	01000519	E128
1155	13.01.2014	4500002149	100	0018	1001	PALMERA MULTICEREAL CNG 100G	1	C..		11,00	EUR	0103	01001094	E128
1155	13.01.2014	4500002149	80	0018	1001	REDONDO BERLYS 48UN	1	C..		9,93	EUR	0103	01000520	E128
		4500002149							•	**153,60**	**EUR**			
653	13.01.2014	4500002154	10	0018	1001	CERVEZA CRUZCAMPO ESPAÑOL BOT NR 33CL	192	PC		49,92	EUR	0205	02000438	E128
653	13.01.2014	4500002154	30	0018	1001	CERVEZA HEINEKEN BOT LONG NECK NR 33CL	120	PC		47,64	EUR	0205	02000453	E128
653	13.01.2014	4500002154	20	0018	1001	CERVEZA HEINEKEN BARRIL 30L	2	PC		42,72	EUR	0205	02000448	E128
		4500002154							•	**140,28**	**EUR**			
2360	14.01.2014	4500002743	10	0018	1001	DONETTES CLASICOS FSC 7UNX133G	6	C..		6,49	EUR	0107	01000605	E128
2360	14.01.2014	4500002743	20	0018	1001	DONETTES RAYADOS FSC 7UNX154G	6	C..		6,49	EUR	0107	01000606	E128
2360	14.01.2014	4500002743	30	0018	1001	PAN MOLDE BCO 20 REB FSC PANRICO 1100G	4	PC		4,42	EUR	0107	01000611	E128
2360	14.01.2014	4500002743	40	0018	1001	PANRICO SENZIAL ITGR 520G	4	PC		4,42	EUR	0107	01000617	E128
		4500002743							•	**21,82**	**EUR**			

Figure 4.33

In addition, by clicking on 'Change view' and selecting 'Purchase order history' as illustrated in Figure 4.34, it is possible to view all the corresponding Goods Receipts (GRs) for each Purchase Order (PO), as shown in Figure 4.35

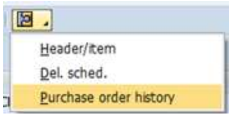


Figure 4.34

Purchasing Documents

Purchasing document Material

Purchase order history

Purchasing Doc.	Plant	Ite	Material	Short Text	Material Doc. Year	Material Doc.	Item	M	Posting Date
4500002154	0018	10	02000438	CERVEZA CRUZCAMPO ESPAÑOL BOT NR 33CL	2014	5000012647	1	101	28.01.2014
4500002154	0018	10	02000438	CERVEZA CRUZCAMPO ESPAÑOL BOT NR 33CL	2014	5105611330	1		21.04.2014
4500002154	0018	20	02000448	CERVEZA HEINEKEN BARRIL 30L	2014	5000012647	2	101	28.01.2014
4500002154	0018	20	02000448	CERVEZA HEINEKEN BARRIL 30L	2014	5105611330	2		21.04.2014
4500002154	0018	30	02000453	CERVEZA HEINEKEN BOT LONG NECK NR 33CL	2014	5000012647	3	101	28.01.2014
4500002154	0018	30	02000453	CERVEZA HEINEKEN BOT LONG NECK NR 33CL	2014	5105611330	3		21.04.2014
4500002154									
4500002743	0018	10	01000605	DONETTES CLASICOS FSC 7UNX133G	2014	5000038888	1	101	24.02.2014
4500002743	0018	20	01000606	DONETTES RAYADOS FSC 7UNX154G	2014	5000038888	2	101	24.02.2014
4500002743	0018	30	01000611	PAN MOLDE BCO 20 REB FSC PANRICO 1100G	2014	5000038888	3	101	24.02.2014
4500002743	0018	40	01000617	PANRICO SENZIAL ITGR 520G	2014	5000038888	4	101	24.02.2014
4500002743									

Figure 4.35

4.3.10.Transaction ZMM_PURCH_ORDERS Placed orders.

To obtain a comprehensive overview of all Purchase Orders placed in our hotel, we can utilize the report ZMM_PURCH_ORDERS via Transaction ZMM_PURCH_ORDERS. Additionally, this report is useful for identifying Purchase Orders created by specific users

In this report it is possible to enter any of the following search values and press Execute .

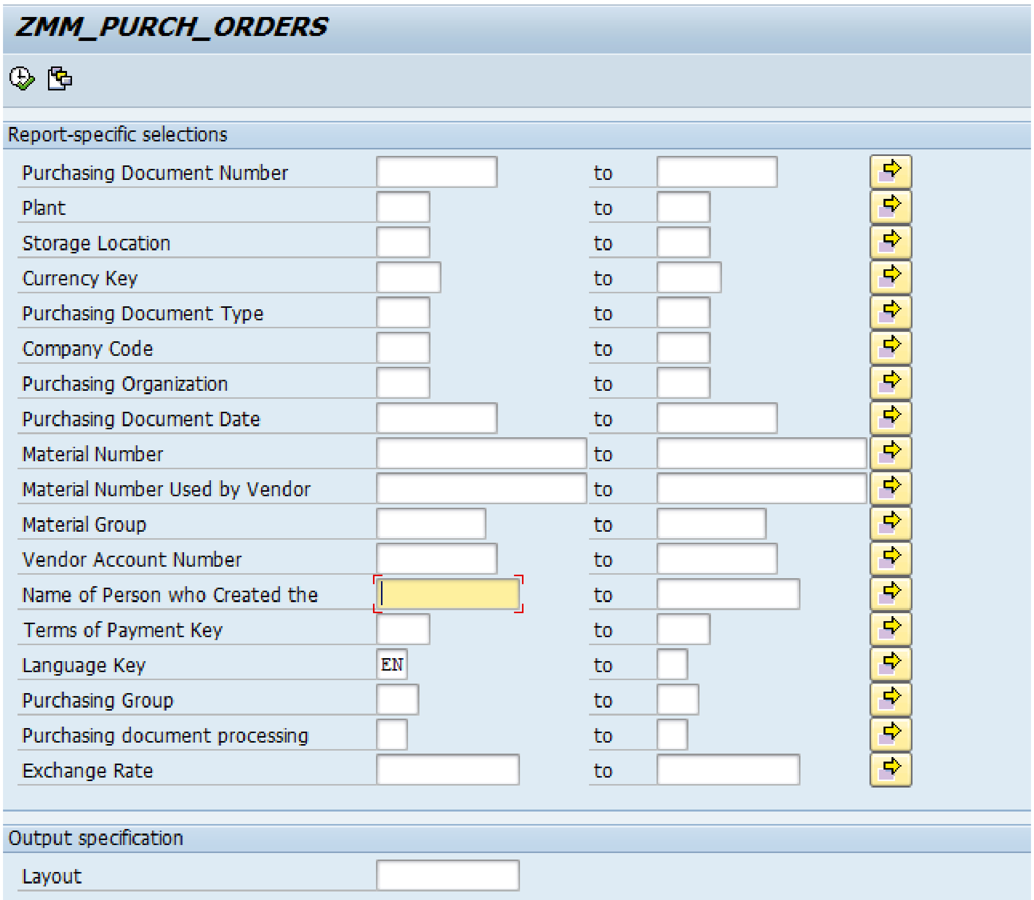


Figure 4.36

Field	Description
Purch. Document	SAP Purchase order number.
Plant	SAP Centre code.
SLoc	SAP code of the warehouse where the order was made.
Item Group	Numeric key identifying the item group to which the material belongs
Material	SAP material code
Vendor code	Material code for supplier
Short Text	Material Description
Order Quantity	Quantity requested UMV
UOM	Unit of Measure of the order to the vendor
Net Price	Net Price Negotiated

4.3.11. Transaction ME2K - Purchasing Volume per Account Assignment

The report ME2K is really like ME2L with the only difference that this allows us to visualize the amount of the orders by Cost Centre:

So, to be able to run this report properly, please keep in mind the Cost Centre structure mentioned in point 1.6 Warehouse/Cost Centre Structure.

A cost centre code has the following structure: 4 letters from the company code + 4 letters from the Hotel code + 2 letters from Cost Centre. You can always use the searching tools to find yours.

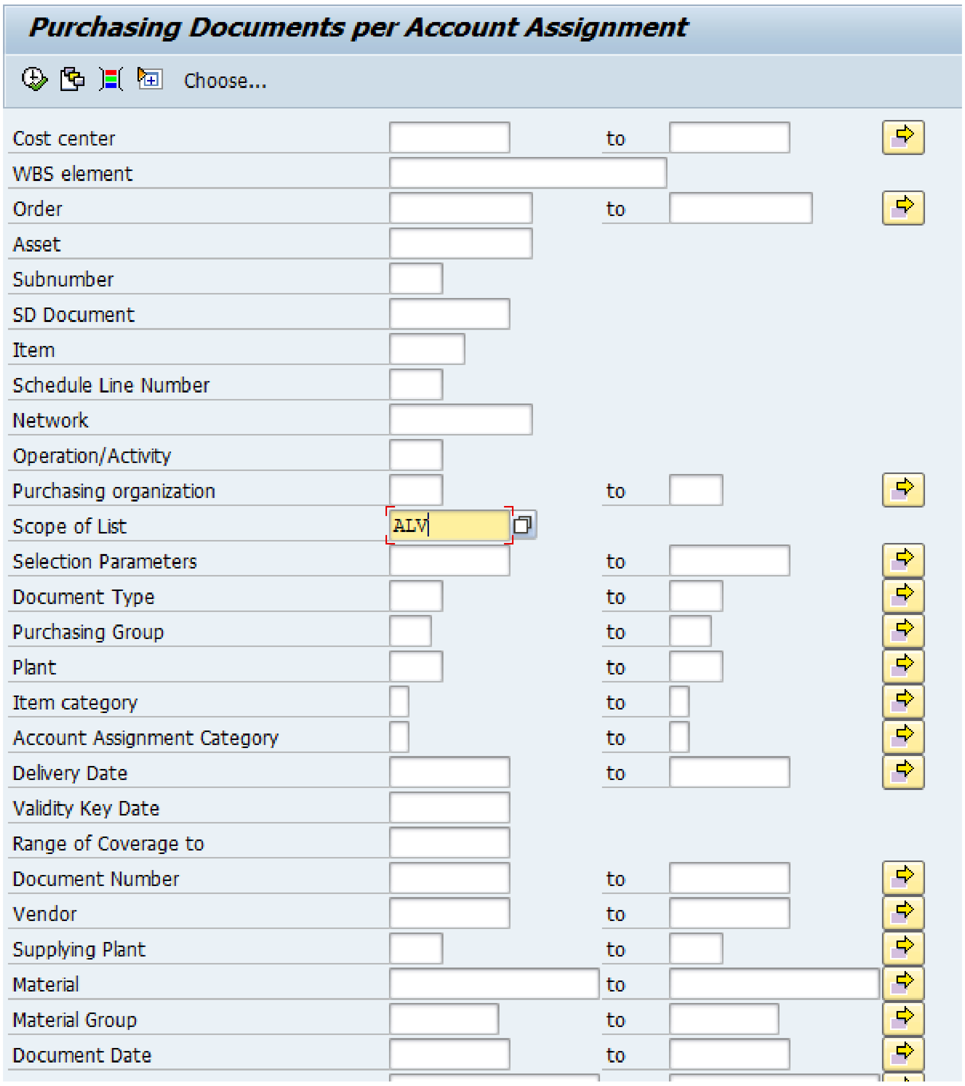


Figure 4.37

Always enter as a Scope of List: **ALV**

Click on Execute.

Field	Description
Plant	You use the plant to determine, for instance, which plant is to receive ordered goods
Cost Centre	Key uniquely identifying a cost centre.
Purchasing Document Number	Alphanumeric key uniquely identifying the document.
Vendor/supplying plant	Supplier who delivers the goods
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.
Po History	History of the order
Document Date	Date on which the purchasing document was created.
Material	Material Code
Short Text	Description of the material
Material Group	Hierarchy
Item Category	Key defining how the procurement of a material or service item is controlled.
Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost centre).
Still to be delivered (value)	Value of the pending materials
Item Number of Purchasing Document	Specifies the number that uniquely identifies an item in a purchasing document.
Storage Location	Number of the storage location at which the material is stored. A plant may contain one or more storage locations.
Order Quantity	Quantity ordered by the buyer, to be supplied by the vendor.
Order Unit	Specifies the unit of measure in which the material is ordered.
Net Price	The net price that results from the net value divided by the order quantity.
Currency	Currency key for amounts in the system.
Price Unit	Specifies how many units of the purchase order price unit the price is valid for.
Porg	Denotes the purchasing organization.
Stockkeeping Unit	Unit for storing
Net Value	Value of the purchase order (including discounts and surcharges)

Purchasing Documents For Cost Center

Item	SAA	WBS Elem.	Order	Asset	Shp.	SD Doc.	Item	Network	OpAc	Type	Cat.	PGr	POH	Doc. Date	Vendor/supplying plant	Material	Short Text
Cost Center ES10001810																	
Purchasing Document 4500004204																	
10	1									NB	F	G01		15.01.2014	1512 HOSPITALITY NETWORKS AND SERVICES E	05000710	WIFI
Purchasing Document 4500004232																	
10	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01005042	PATATA NUEVA
20	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004782	AJO
30	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004794	ALBAHACA
40	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004798	CEBOLLETA BLANCA
50	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004823	ESPINACA
60	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004829	FRESON
70	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004849	KIWI SIKIG
80	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004877	MELON SAPO
90	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004862	MANGO AVION
100	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01000112	NARANJA DE MESA
110	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004902	PEREJIL
120	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004921	POMELO AMARILLO
130	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004934	SANDIA SIN PEPITAS
140	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01005053	TOMATE CHERRY RAMA
150	1									NB	F	G01		15.01.2014	1470 GUZMAN GASTRONOMIA MADRID S.L.	01004954	ZANAHORIA
Purchasing Document 4500004269																	

Figure 4.38

4.3.12. Transaction MB51 - Document of Material/Receptions List

The report MB51 – Material Document List, is a multipurpose report, which according to the selected display variant can see:

The list of movements by material.
The list of orders in our plant.
The list of receptions in our plant.
The list of materials per warehouse.

For any of the two variants of visualization, the home screen allows us to filter by:

Material: Introducing SAP item code to analyse.

Plant: When the user enters the plant, the system shows the total list of materials for this report. (Predefined Value)

Warehouse: You can select Warehouse(s) you want to visualize in the report of materials/receipts.

Vendor: Introducing SAP vendor code(s) with purchase documents we analyzed.

Movement Type: You can filter by movement, goods receipt, material transfer, returns, etc…

Posting Date: You can enter a date or date range. The report will show all the movements made in that period

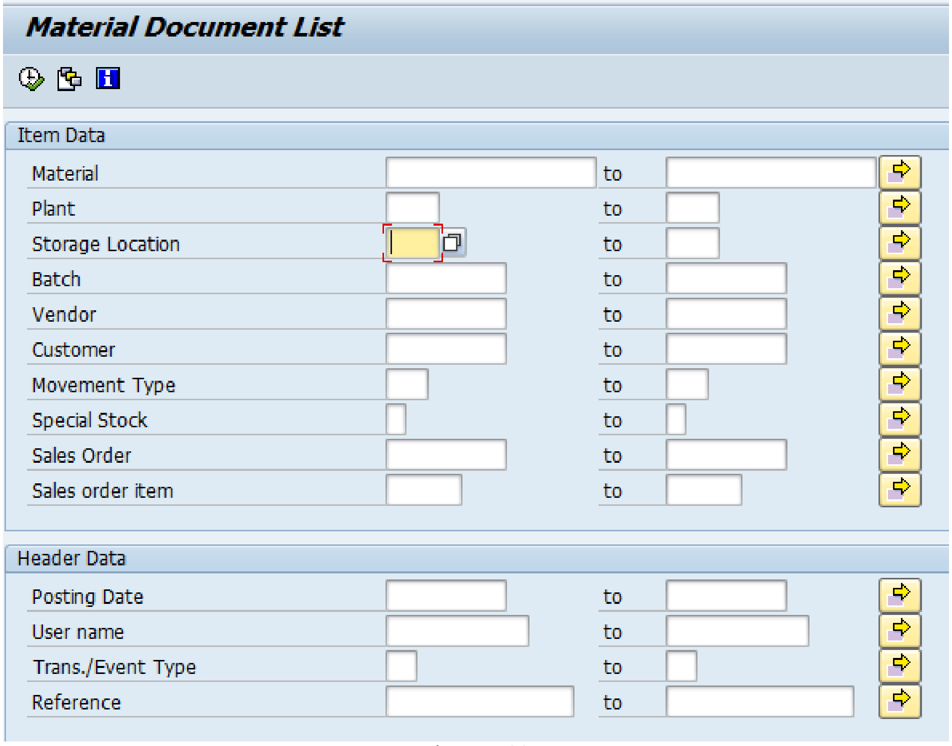


Figure 4.39

After running a report, we'll see the previous visualization.

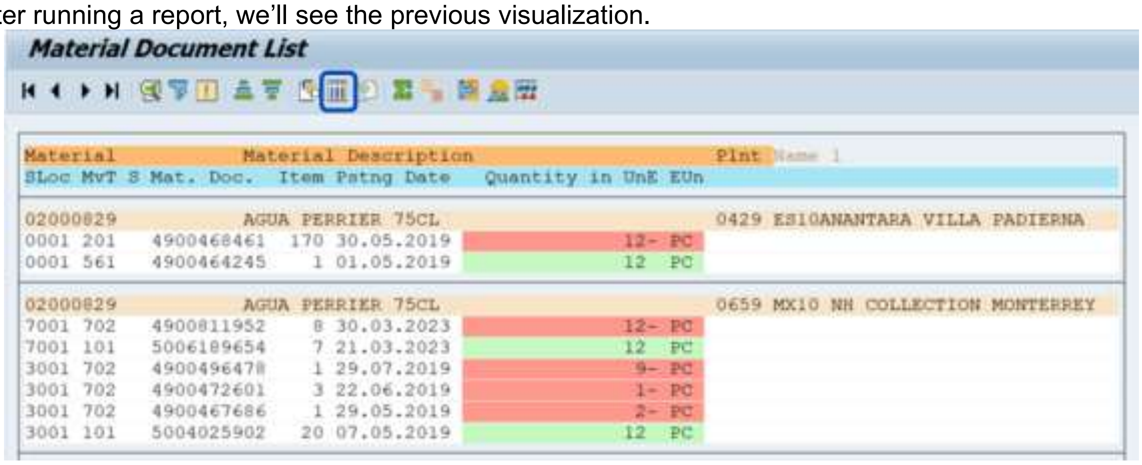


Figure 4.40

To be able to perform analysis functions we must click in "Detailed List" .

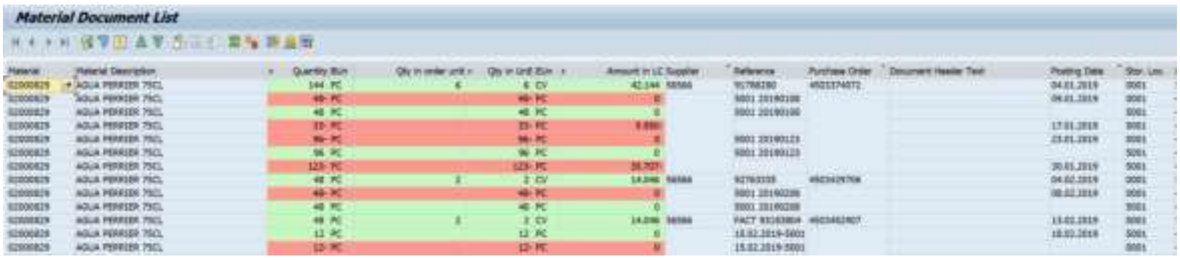


Figure 4.41

The fields available or that can be added to the report results depend on the layout you have. However, the most important fields are as follows:

Field	Description
Warehouse	Number of the warehouse in which the material is stored. In a place may have one or more warehouses
Material	Alphanumeric key identifying the item uniquely.
Plant	Key identifying uniquely the plant.
Movement Type	Key that identifies the movement type. In the list we can select:

101	Goods receipt for purchase order
103	Goods receipt for purchase order to GR blocked stock
105	Release from the GR blocked stock for the purchase order
122	Return deliveries to vendor
124	Return delivery to vendor from GR blocked stock
161	Returns for purchase order
201	Goods issue for a cost centre
261	Goods issue for an order
291	Goods issue for any account assignment
301	Plant to plant transfer in one step
303	Plant to plant transfer in two steps – stock removal
305	Plant to plant transfer in two steps – put away
309	Transfer postings from material to material
311	Transfer of storage location to storage location in one step
313	Transfer of storage location to storage location in two steps – stock removal
315	Transfer of storage location to storage location in two steps – put away
321	Transfer of inspection stock – unrestricted-use stock
323	Transfer of storage location to storage location – inspection stock
325	Transfer of storage location to storage location – blocked stock
531	Goods receipt of by-products from order
541	Transfer of unrestricted-use stock to subcontracting stock
561	Initial entry of stock balances – unrestricted-use stock
563	Initial entry of stock balances – quality inspection
565	Initial entry of stock balances – blocked stock
581	Goods receipt of a by-product from network
601	Goods issue for delivery
647	Goods issue for a stock transport order performed in one step (shipping)
701	Inventory difference in unrestricted-use stock

	703 Inventory difference in quality inspection stock (MM-IM) 707 Inventory difference in blocked stock 711 Inventory difference in unrestricted-use stock (LE-WM) 713 Inventory difference in quality inspection stock (MM-IM) 715 Inventory difference for returns 717 Inventory difference in blocked stock (LE-WM)
Movement Type Text	Describe the goods movement.
Order	Indicates an alphanumeric code that identifies the document unambiguously.
Material Document	Indicates an alphanumeric code that identifies the document unambiguously.
Accounting Date	Date by which a document comes in financial accounting or cost accounting.
Quantity in UM entry	Indicates the amount to be moved in the unit of measurement input
Entry Unit of Measure	Indicates the unit of measure in which the movement of goods or inventory count is recorded.
Brief Material Text	Text up to 40 positions designating more detail the material. The short text of the material corresponds to the name of the material.

4.3.13. Transaction MB25. Reservations List Inventory Management

To control all the transfers, requested and/or managed, we have the report MB25, Reservations List Inventory Management, which allows us to see the full list of requests, the warehouse from the requester, distribution warehouse and the total units transferred report material.

Accessing it, the user can find immediately a filter screen to narrow his search to transfers. Here he must introduce at least the establishment code which transfers wants to consult.

It is important to indicate the range of the list, to display all the movements of the establishment. You can filter by:

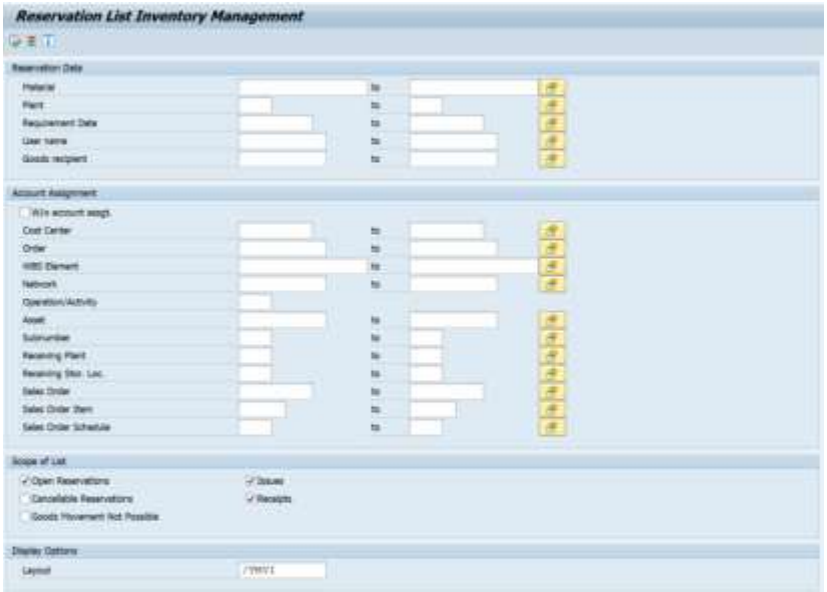


Figure 4.42

After entering the search criteria, the user must click on "Execute" to access the list of all movements performed or to be performed.

Figure 4.43

Field	Description
Reservation Number	Indicates an alphanumeric code that identifies the document unambiguously.
Position Number Reservation Number	Indicates the number that uniquely identifies a position in reserve or secondary needs.
Need Date	Indicates the date on which the amount of requested material is required.
Movement Type	The key that identifies the class of goods movement. Every movement of goods (ex. Warehouse Order) is assigned to the system to a transaction type.
Credit/Debit Indicator	It shows which side of the invoice (C = credit, D = Debit) the update of the transaction figures is done.
Material	Alphanumeric key identifying the item uniquely.
Quantity Needed	Amount requested to transfer
Difference Quantity	Indicates the difference between the amount already reserved and the amount reduced.
Base Unit of Measure	Unit of measure with which the stock material is managed. The base unit of measure, the system converts all quantities the user register in other units of measure (alternative units of measure).
Allowed Movement	Indicates that goods movements are allowed to the reserve position.
Goods Destination	Specifies the metric for which the material has been determined or service.
Base Date	Indicates the date planned for the movement of goods.
Cost Centre	CECO

Order	The key that identifies an order uniquely within the client.
Receptor Plant	Indicates the receptor or issuer.
Receptor Warehouse	Indicates the receptor or distributor warehouse.
Availability verification.	Indicates the difference between the amount paid and the amount calculated in the unit of measure of the order.
Relev.p.planif.nec.	Relevance of the component for the needs planification
Movement Type Text	Describe the movement of goods is done with movement type.
Material Brief text	Text up to 40 positions designating more detail the material. The short text of the material corresponds to the name of the material.
Plant	Key identifying uniquely plant.
Warehouse	Number store in which the material is stored. In a place may have one or more warehouses.
Reduced Quantities	Indicates the amount and reduced the reserve position.
Quantity UM entry	Indicates the amount to be moved in the unit of measurement input. The amount is converted automatically store measurement units (base unit of measure).
Entry Unit of Measure	Indicates the unit of measure in which the movement of goods or stock counting is registered.

4.3.14.Transaction MC.9 - Stock Analysis

To analyse the stock value and the units in stock of goods, the system allows us to obtain the report MC.9 – Stock Analysis. On the home screen you must enter the search criteria:

Plant: When you enter the plant, the system shows the total list of materials for this listing. (Predefined Value)

Storage Location: You can select store (s) to be displayed in the report.

Material: If you want to see a single material it is possible to enter it in the filter.

Material Type: It allows us to make a search based on the type of material.

Items Group: For a more detailed result, we can choose one or more groups of items that make up each of the types of material.

Month: We can enter the month or months in which we obtain the report inventories.

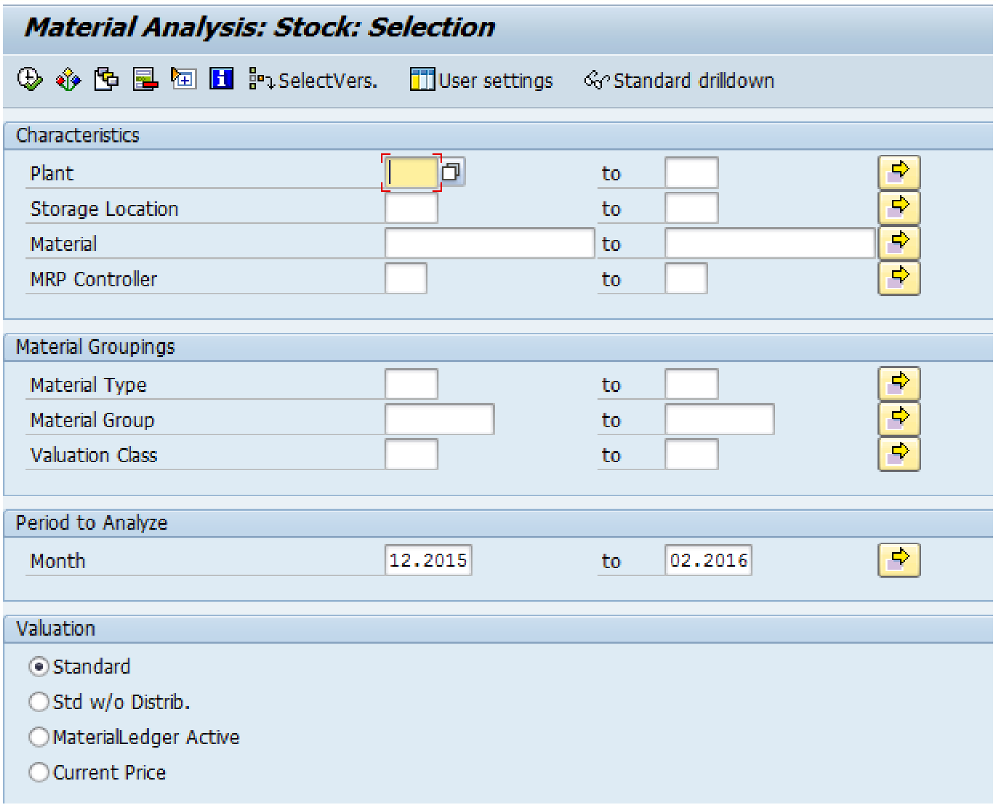
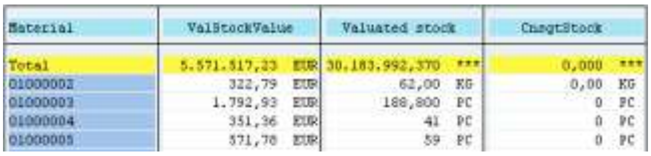


Figure 4.44

After entering the search criteria, we get a report of all existing items.



Material	ValStockValue		Valuated stock		CnsgtStock	
Total	5.571.517,23	EUR	30.183.992,370	***	0,000	***
01000002	322,79	EUR	62,00	KG	0,00	KG
01000003	1.792,93	EUR	188,800	PC	0	PC
01000004	351,36	EUR	41	PC	0	PC
01000005	571,78	EUR	59	PC	0	PC

Figure 4.45

To change the view and see the name of the material instead of the Item Code, we take the following steps:

Options > Characteristics Representation > Key and description.

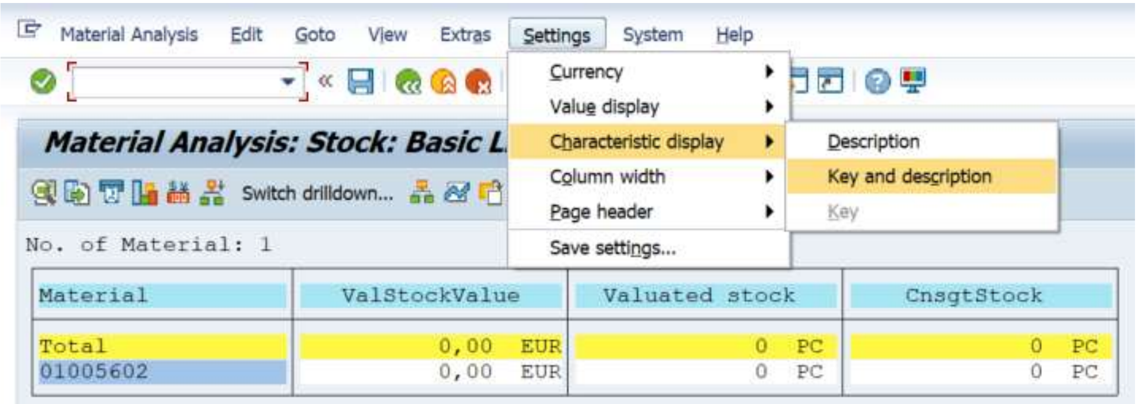


Figure 4.46

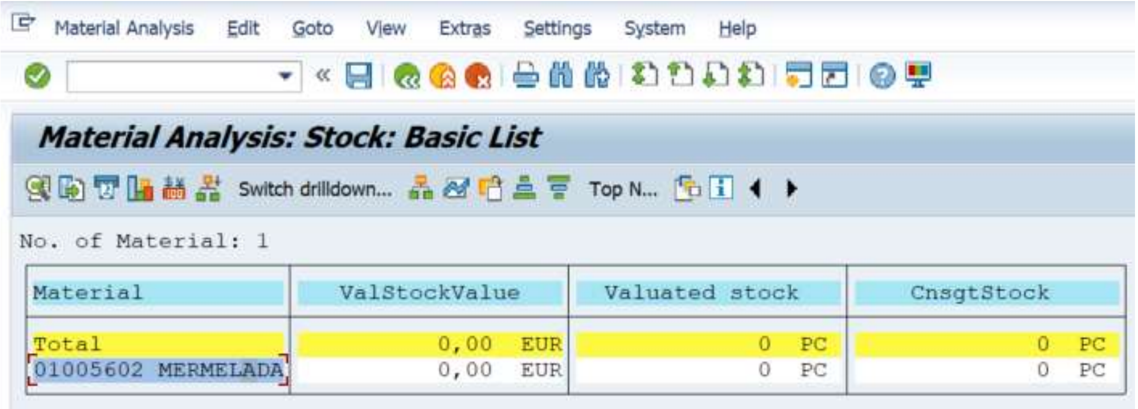


Figure 4.47

To expand the column width: just press double click on the column Material and change the width:

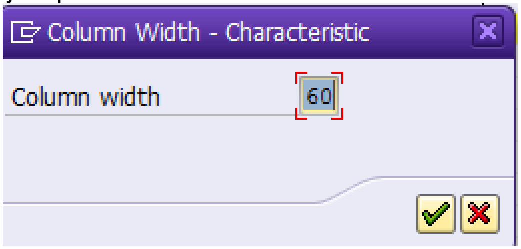


Figure 4.48

This report allows additional functions to the standard reports

	When we position the mouse on the "Material" column and click on the "Select" icon we can summarize the analysis by store and click again shows the summary by month.
	We can save the file on your computer and select the format.
Switch drilldown...	Both icons allow us to change the detailed display of the report by selecting: Stock Rating Category, Central, Item Group, Material Type, Month, Store Location...
	This icon shows the chronological evolution of the inventory within the selected period.
Top N...	We can get the Top 10 products in inventory.

4.3.15. Transaction MC$G – Material Analysis Purchasing Value

The report MG$G allows us to visualize the amount of the orders received and invoiced for each material.

To visualize the report, the home page allows us to make some filters by:

Material. Introducing SAP item code(s) to analyse.

Plant. When you enter the plant, the system shows the total list of materials for this establishment.

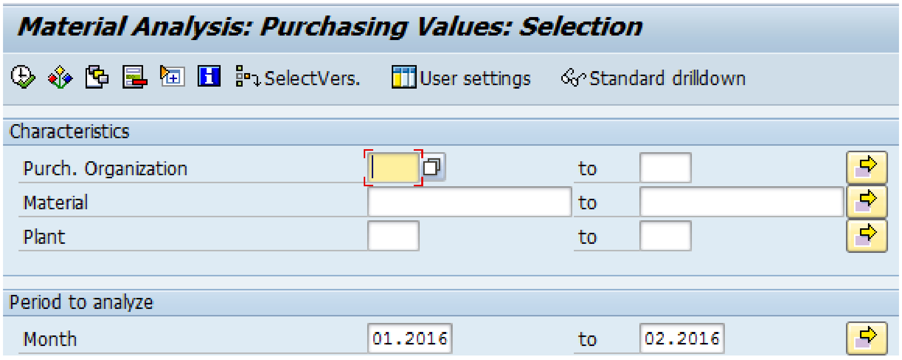


Figure 4.49

On the display you will have available the following information:

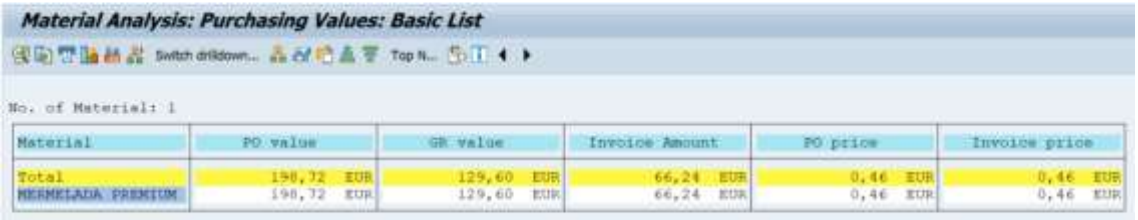


Figure 4.50

You can change the view and see the name of the material instead of the Item Code, we take the following steps:
Options > Characteristics Representation > Key and description

Field	Description
Material	SAP material code.
PO Value	Order value includes discounts, surcharges, indirect costs of collection and cash discounts.
Goods Receipt Value	The value of the goods receipt is the amount of goods receipt valued at price average order.
Invoice Amount	Amount the vendor invoiced.
PO Price	The average order price is calculated from the ratio of the effective value of the order (including order value), and the order quantity (amount of material orders).
Invoice Price	The average bill price is calculated from the ratio of the invoice value and the amount of invoice entry.

4.3.16. Transaction MC$4 – Vendor Analysis Purchasing Value

Report MG$4 is really like MC$G with the only difference that it filters by vendor instead of material.

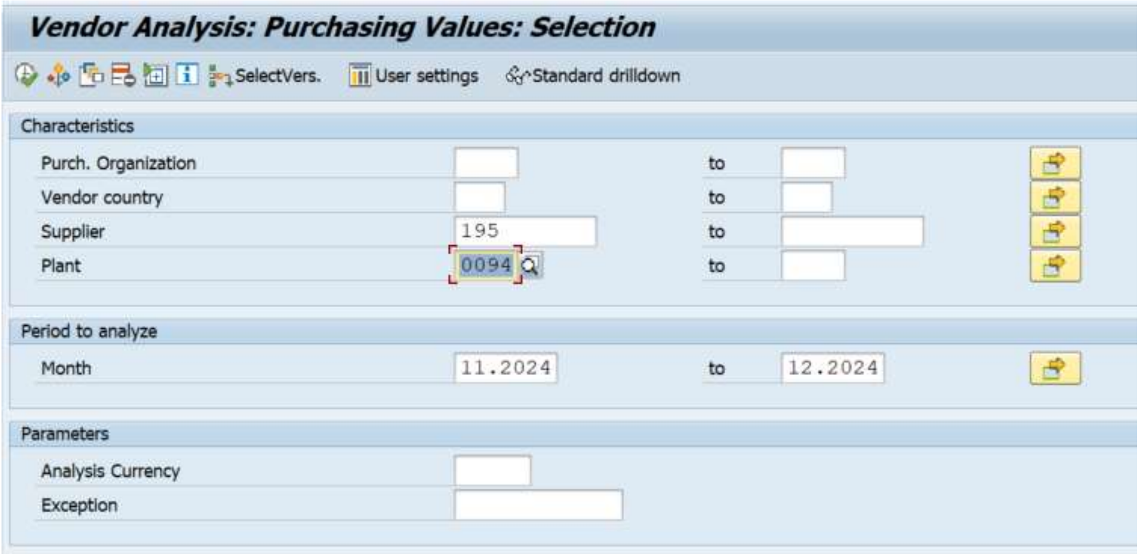


Figure 4.51

This is the result:

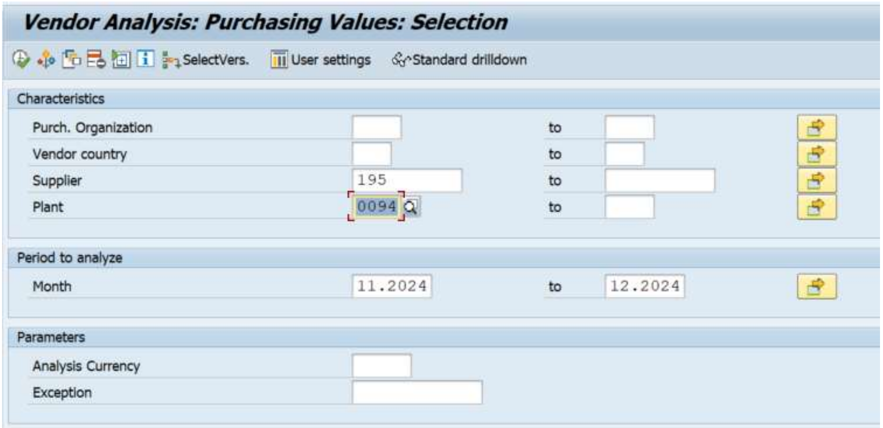


Figure 4.52

Remember that you can see the information from different point of view clicking on Switch drilldown. And you can change the view and see the name of the material instead of the Item Code, we take the following steps:
Options > Characteristics Representation > Key and description

Field	Description
Supplier	Name or code of the vendor.
PO Value	Order value including discounts, surcharges, indirect costs of collection and cash discounts.
Goods Receipt Value	The value of the goods receipt is the amount of goods receipt valued at price average order.
Invoice Amount	Amount the vendor invoiced.

4.3.17. Transaction FBL1N Vendor Line-Item Display. Invoices

Transaction that helps us to identify the status of an invoice, the payment date, and the document with which the payment has been released.

Due to the weight of the report, it is advisable to execute it for a specific vendor, and for the company code you need.

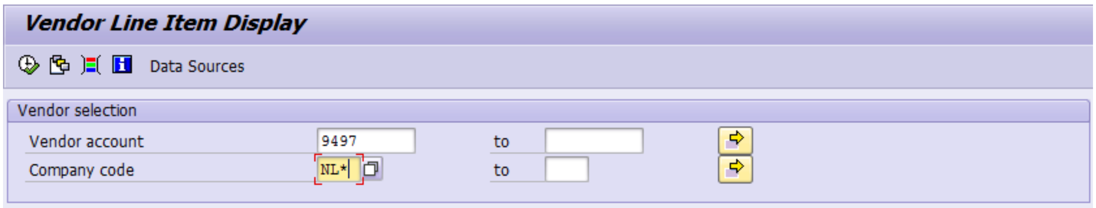


Figure 4.53

In the status, user has 3 options:

*Open Items. Invoices to be paid.
*Cleared Items. Invoices already paid
*All items. All the invoices paid and to be paid. (Recommended to find a specific document)

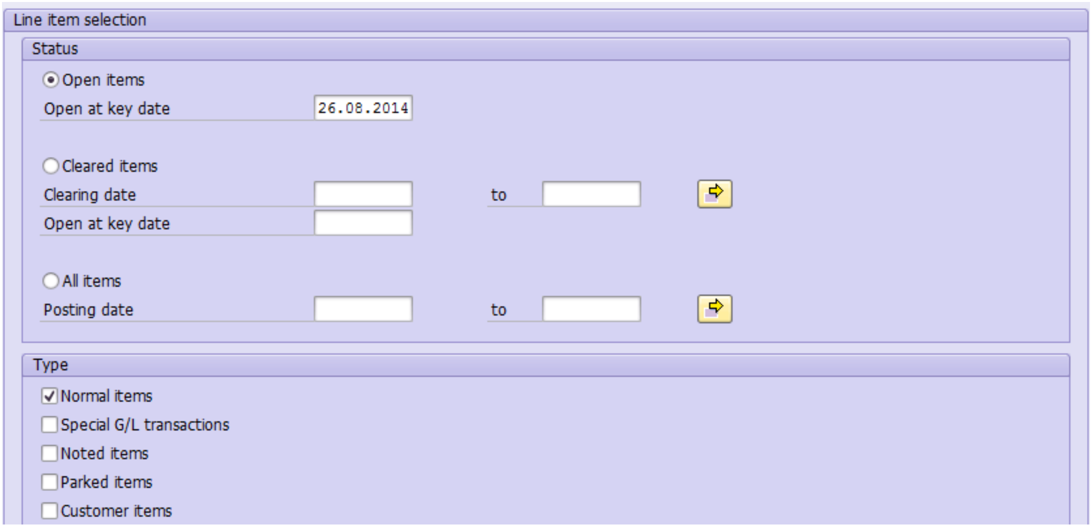


Figure 4.54

Once entered the search criteria, the user can execute the report. 

Figure 4.55

Column	Detail
Status	Invoice Status Green: Cleared items Red: Open items Yellow: Parked items
Company code	Company responsible of the Invoice payment
Document No	The document number is the key the system uses to access the accounting document.
Type	The document type classifies the accounting documents. (See type table)
Reference	Vendor's Invoice number
Account	Vendor code
Payment Block	Block indicator: Blank: Free for payment B: Manual Block D: Delayed Payment P: Approval Block R: MM Approval (Incidence) S: Supplier Locked X: Migration Block
Doc. Date	Invoice date
Posting Date	Posting date
Amount in local currency	Amount in local currency
Local currency	Local currency
Amount in document currency	Amount in document currency
Clearing document	Number of the document with which the line item was cleared.
Business Area	Centre/Hotel
Net due date	Payment day (According to Payment terms, does not imply that the document has been paid that very same day)
Payment Method	How payments are to be made A: Transfer Kyriba C: Check D: Direct Debit E: Netting G: Transfer Other-SEPA N: Netting (Customer) P: Direct debit (Customer) T: Transfer (Customer)

Type table: Document type

00	INITIAL MIGRATION	K5	VEND.CRED.MEMO COMIS	SI	JOURNAL MANUAL IC
AA	ASSET POSTING	K6	VEND.CRED.MEMO C.WPS	SJ	PAYROLL ADJUSTMENT
AB	CLEARING DOCUMENT	K7	VEND.CRED.MEMO IC NB	SM	PAYROLL MANUAL
AD	ASSET DEPRECIATION	KC	VEND.INV.COMMISSION	SP	PAYROLL
AM	ASSET MANUAL	KD	VEND.INV.COMMIS.WPS	SR	JOURNAL MANUAL
AS	ASSET SALE	KI	VENDOR INVOICE IC	SW	JOURNAL NH WORLD
BI	KYRIBA - INTEREST	KJ	VENDOR INVOICE IC NB	X1	AUTOMATIC INTERCENTR

BK	BANK KYRIBA POSTING	KM	VEND.INV.MANUAL	X2	INTERCOMPANY CLEARIN
BM	BANK MANUAL POSTING	KO	VENDOR INVOICE OPEX	X3	VEND.INV.PREV. 2014
BZ	BANK KYRIBA ZERO BAL	KP	VEND.INV.PORTAL	X4	CRED.MEMO.PREV. 2014
D1	CUST.CRED.MEMO IC	KQ	VEND.INV.PORTAL FI	YF	CUST.REC(NOT IN USE)
D3	CUSTOMER CREDIT MEMO	KT	VEND.TRAV.EXP TRIP	YO	CUST.RECEI.CHECKS
D4	CANCEL INV CRED MEM	KU	VEND.TRAV.EXP.MANUAL	YP	CUST.RECEI.DIR.DEBIT
DA	PMS CREDIT MEMO	KW	VEND.INV.NH WORLD	YQ	CUST.RECEIPT CONFIRM
DB	CUSTOMER INVOICE	KX	VENDOR INVOICE CAPEX	YR	CUSTOMER PREPAYMENT
DC	CANCELLATION INVOICE	MG	NET GOODS RECEIPT	YS	CUST.RECEI.PROMIS.NO
DD	BAD DEBT.PROVIS.	MM	INVENTORY POSTING	YT	CUST.RECEI.TRANSFER
DF	CUST.F.I(NOT IN USE)	NA	PMS PRODUCTION	ZA	VEND.PAYM.TRANSFER
DI	CUSTOMER INVOICE IC	NK	PMS COLLECTION	ZB	VEND.PAYM.CONFIRMING
DR	PMS INVOICE	NN	NETTING	ZC	VEND.PAYM.CHECK
DW	CUST.INV.NH WORLD	PR	PRICE VARIATION	ZD	VEND.PAYM.DIR.DEBIT
DZ	CUSTOMER COLLECTION	RD	PMS CANCEL INVOICE	ZF	VEND.PAYM.PROMISSORY
FX	FX VALUATION	RV	SD INVOICING	ZM	VEND.PAYM.MANUAL
IN	INTERCENTER	SA	G/L ACCOUNT DOCUMENT	ZP	VENDOR PREPAYMENT
K1	VEND.CRED.MEMO IC	SB	ACCRUALS		
K2	VEND.CRED.MEMO OPEX	SC	PETTY CASH		
K3	VEND.CRED.MEMO MANUA	SD	PREPAIDS		
K4	VEND.CRED.MEMO CAPEX	SE	PAYROLL EXTRAS		

4.3.18.Transaction CCSHT/MM_WH_OVER Inventory report

It is possible to break down the total monthly warehouse values by product hierarchy and/or some specific materials (Figure 4.50) giving users a much deeper vision of the warehouse goods movements (Figure 4.51)

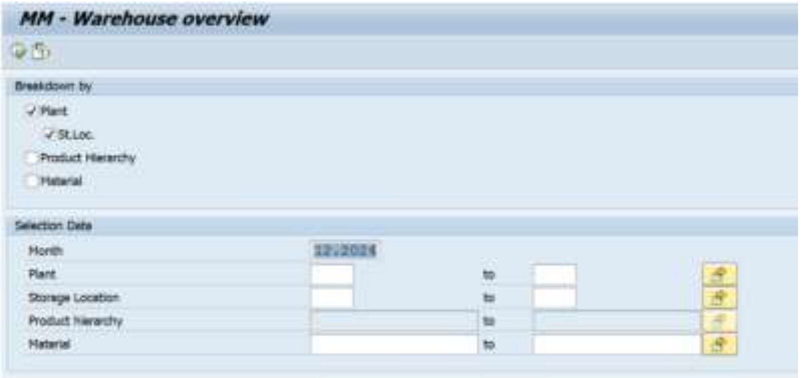


Figure 4.56

MM - Warehouse overview (11.2015)

Plant	Name 1	Sloc	Descr.	Prod.hier.	Hierarchy	Material	Material description	Initial stock
2101	H10 ANDALUCIA PLAZA	AP01	BODEGA	01060201	FEEDING//MILKY, CHEESES AND DES...	00-00100328	SKIMMED MILK	6.541,65
2101	H10 ANDALUCIA PLAZA	AP02	COCINA	01060201	FEEDING//MILKY, CHEESES AND DES...	00-00100328		897,60
2101	H10 ANDALUCIA PLAZA	AP01	BODEGA	0206	DRINKS//WINE AND SPARKLING WINE	00-00100539	OPORTO MESSIAS BLANCO SECO 70 CL	0,00
2101	H10 ANDALUCIA PLAZA	AP02	COCINA	0206	DRINKS//WINE AND SPARKLING WINE	00-00100539		537,38
2101	H10 ANDALUCIA PLAZA	AP01	BODEGA	0101	FEEDING//MEAT	00-00101647	MINCED PORK MEAT	13.428,38
2101	H10 ANDALUCIA PLAZA	AP02	COCINA	0101	FEEDING//MEAT	00-00101647		376,49
2101	H10 ANDALUCIA PLAZA	AP01	BODEGA	0101	FEEDING//MEAT	00-00101445	LAMB CHOPS	7.186,07
2101	H10 ANDALUCIA PLAZA	AP02	COCINA	0101	FEEDING//MEAT	00-00101445		1.796,52

Figure 4.57

Users can visualize the values of goods movements split by different product hierarchies and/or materials, facilitating the export of the report into a .XLS file for detailed examination of all goods movements.

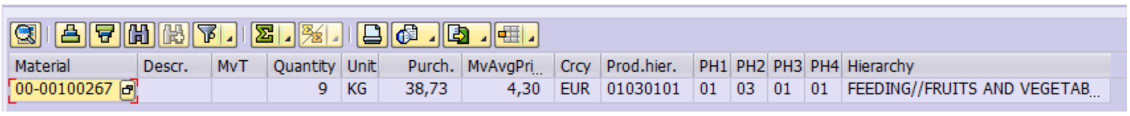
Additionally, if users wish to extract information for specific product hierarchies or materials, they need only specify them on the selection screen.

Moreover, users can choose to view the information split by plant, storage location, product hierarchy, and/or material using the 'Breakdown by' block, as shown in Figure 4.56.

This report proves exceedingly useful for controlling all goods movements by material or product family, and for exerting greater control over the accountability of all goods by knowing the values and quantities purchased, transferred, counted in the inventory, etc., by warehouse and hotel
It is also possible to access to the movement's details for two report columns:

- Total Consumptions
- Final Stock

In Figure 4.58, it can be seen how the details will be displayed, for example for the "Final Stock" column.



Material	Descr.	MvT	Quantity	Unit	Purch.	MvAvgPri...	Crcy	Prod.hier.	PH1	PH2	PH3	PH4	Hierarchy
00-00100267			9	KG	38,73	4,30	EUR	01030101	01	03	01	01	FEEDING//FRUITS AND VEGETAB...

Figure 4.58

4.3.19. Transaction /CCSHT/MM_PURCH_STAT Purchasing Status of the MM Docs

In general lines, the report has three main functionalities:

- Displaying the total purchases value in a certain period broke down by vendor, purchasing organization, hotel and/or month. *(Search Type: General)*
- Displaying essential information (e.g. purchase order value, derived packing slips and invoices, total corresponding goods receipts and invoices value) about all the purchase orders created in a period (given by the user). (*Search Type: By Purchase Order)*
- Displaying essential information (e.g. packing slip value, derived invoices and total corresponding invoices value) about all the packing slips created in a period (given by the user). (*Search Type: By Packing Slip)*

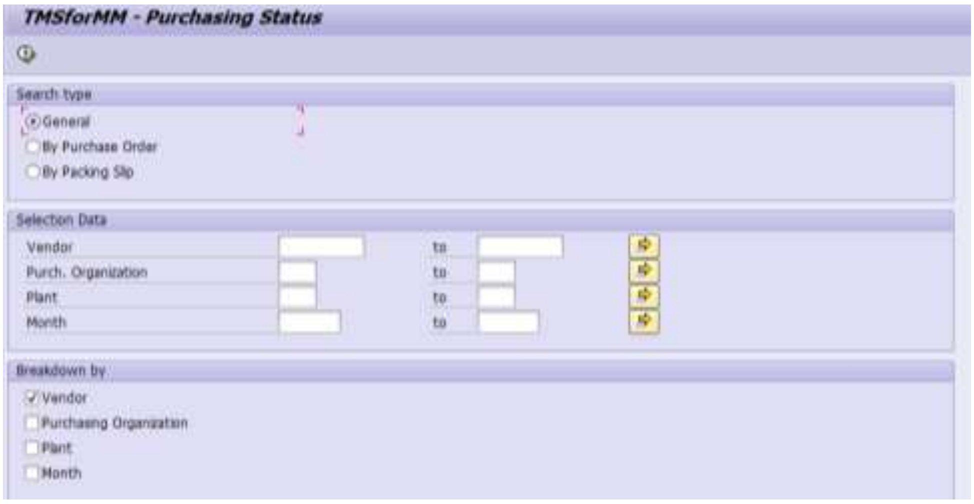


Figure 4.59

The “Breakdown by” block (Figure 4.53) gives users the possibility of choosing how they want the information to be displayed once the program generates the report. The four possible breakdown options are:

- Vendor
- Purchasing Organization
- Plant
- Month

Name	Purchase Order Value	GR val. on ord. dt	Invoice Amount	GR Pending Amount	Invoice Pend. Amount	Crcy
P201 - Centro P201	40.023,70	30.001,00	0,00	10.022,70	30.001,00	EUR
P102 - CENTRO 102	5.617.200,00	2.700,00	0,00	5.614.500,00	2.700,00	EUR
P101 - CENTRO 101	15.600,00	1.400,00	0,00	14.200,00	1.400,00	EUR
000500005 - Muebles Castaño	2.053,00	0,00	0,00	2.053,00	0,00	EUR
0000100075 - TEST PROVINCIA	1.750,00	0,00	0,00	1.750,00	0,00	EUR
0000100074 - TEST PAIS	4.088,00	0,00	0,00	4.088,00	0,00	EUR
0000100070 - CENTRAL LECHERA ASTURIANA	4,70	0,00	0,00	4,70	0,00	EUR
0000100069 - DANONE	9,87	0,41	0,00	9,46	0,41	EUR
0000100041 - COMIDAS S.A.	8.637,99	4.655,99	654,00	3.982,00	4.001,99	EUR
0000100040 - TEST FLORIN	9,24	9,24	0,00	0,00	9,24	EUR
0000100034 - Destilerías prueba	3.507,94	0,00	0,00	3.507,94	0,00	EUR
0000100032 - Proveedor Maru	115.400,00	81.400,00	40.000,00	34.000,00	41.400,00	EUR
0000100031 - JESUS ROBLES	1.950,00	1.950,00	1.950,00	0,00	0,00	EUR
0000100030 - Proveedor formacion Quantum	1.000,00	20.000,00	1.000,00	19.000,00-	19.000,00	EUR
0000100029 - PEPE SA.	314,50	230,00	65,00	84,50	165,00	EUR
0000100028 - Proveedor C009	97,50	47,50	0,00	50,00	47,50	EUR
0000100027 - Acreedor Prueba 011	4.850,00	4.496,50	0,00	353,50	4.496,50	EUR
0000100026 - CRS	910,00	810,00	0,00	100,00	810,00	EUR
0000100025 - Proveedor Agua	1.075,00	702,50	200,00	372,50	502,50	EUR
0000100024 - FRUTAS BUENAS	140,00	106,00	0,00	34,00	106,00	EUR
0000100023 - Palomitas Frit	245,80	112,15	0,00	133,65	112,15	EUR
0000100022 - Chips Sonrisas	145,00	118,00	0,00	27,00	118,00	EUR
0000100021 - Proveedor Pescados y Mariscos	950,00	650,00	0,00	300,00	650,00	EUR
0000100020 - Mundisa	409,50	214,50	0,00	195,00	214,50	EUR
0000100019 - ANTONIA S.A.	4.900,00	2.548,00	2.500,00	2.352,00	48,00	EUR

Figure 4.60

Purchase Order Value: Indicates the aggregate Purchase Order Value per line.

Goods Receipt Value on order date: Total amount of all the goods receipts performed during the date range specified by the user. It is important to note that if the report is being checked "by Packing Slip", the program will count all the goods documents created within this date range and thus, it will not take purchase order dates into consideration.

Invoice Amount: Sum of all the invoices received for that report line.

Goods Receipt Pending Amount: Displays the PO total amount still pending to be received in form of Goods Receipt. In other words, it is the subtraction among the total PO value minus the value of the goods already received.

Invoice Pending Amount: Displays the PO total amount still pending to be invoiced. In other words, it is the subtraction among the total PO value minus the value of the goods already invoiced.

Here, the aggregate PO, GR and Invoices values can be checked by Vendor, Purchasing Organization, Hotel and/or Month, depending on the chosen breakdown.

4.3.19.1. Search by Purchase Order

Selecting the search option "by Purchase Order" enables users to check the status of any purchase order, or of all of them by Vendor, Purchasing Organization, Plant or Month. (Figure 4.61)

Figure 4.61

Should, for instance, the breakdown “Plant” was selected; the outcome would be like the one in Figure 4.56. There, it can be seen how, for each purchase order, there are two additional columns displaying all the packing slips references and invoices (SAP codes) linked to the Purchase Order. On the other hand, the columns with the PO, GR and invoice values, as well as their pending GR and invoice value, are also displayed right after the packing slips and invoices.

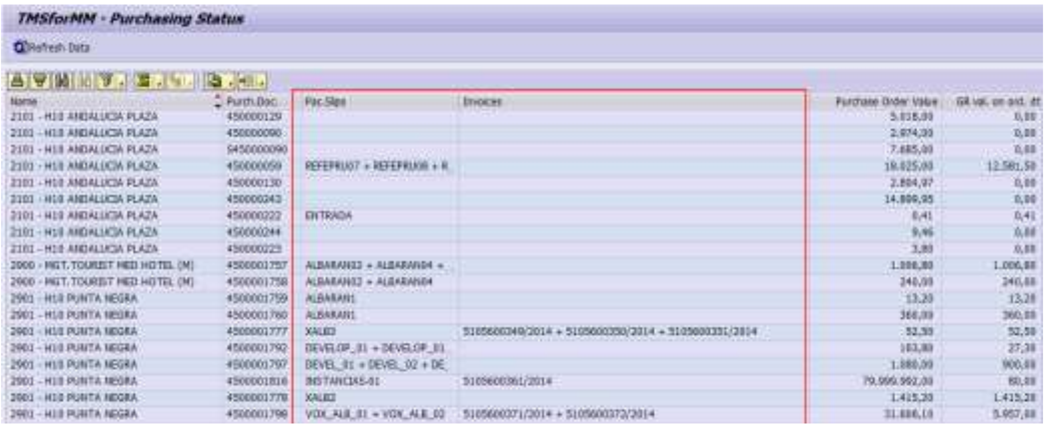


Figure 4.62

Furthermore, it is possible to check any of the purchase orders, packing slips or invoices by double-clicking on any of the document’s codes. In the following screens it can be seen how to check the document details and to understand the screens the user is led to by the program.

Figure 4.63

Select the detailed view:

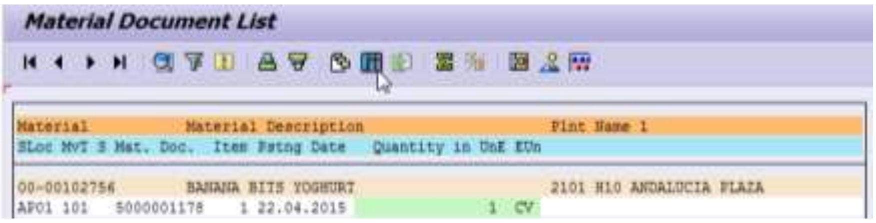


Figure 4.64

Figure 4.65

Eventually, in the case when there is more than one document by report line users can select which one of all the documents, they want to open like in Figure 4.66, so that SAP shows the selected document as in Figure 4.67.

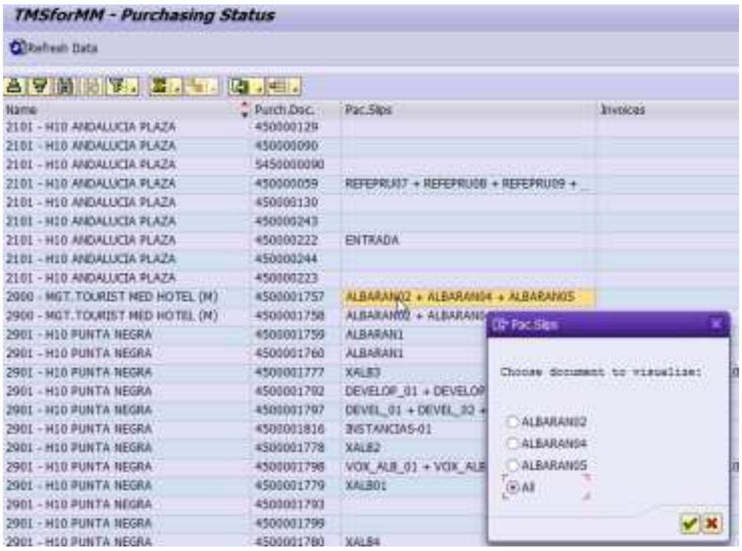


Figure 4.66

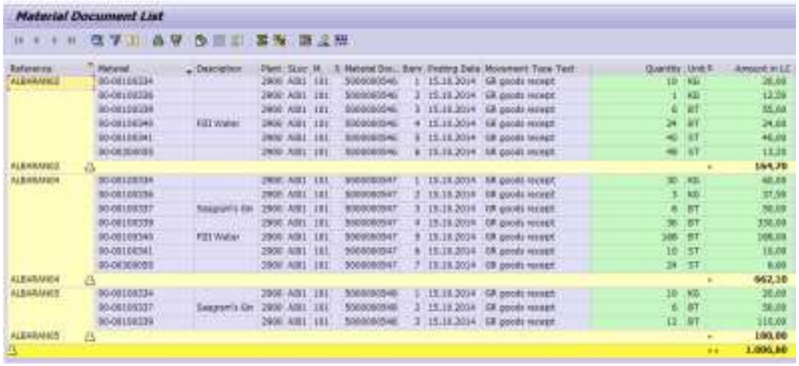


Figure 4.67

4.3.19.2. Search by Packing Slip

Selecting the search option “by Packing Slip” enables users to check the status of any packing slip, or of all of them, like shown in figure 4.68.

Figure 4.68

On the other hand, the report is executed the same way as when searching by “Purchase Order” displaying similar information. The Packing Slip Code is shown in the column “Reference”.

Name	Reference	POrders	Invoices
			4900000190/2011
0000000001 - CENTRAL DE COMPRAS		4500000000 + 4500001237 + 4500001266	5105600101/2007
0000000001 - CENTRAL DE COMPRAS	0450000046	0450000046	
0000000001 - CENTRAL DE COMPRAS	111112222	4500001563	5105600291/2013 + 5105600290/2013 + 5105600292/2013 +
0000000001 - CENTRAL DE COMPRAS	11231213	4500001671	5105600323/2014 + 5105600324/2014
0000000001 - CENTRAL DE COMPRAS	12312	4500001858 + 4500001272	
0000000001 - CENTRAL DE COMPRAS	123445	4500001620	
0000000001 - CENTRAL DE COMPRAS	2	4500001619	
0000000001 - CENTRAL DE COMPRAS	245345	4500001403	
0000000001 - CENTRAL DE COMPRAS	44	0450000292	
0000000001 - CENTRAL DE COMPRAS	4500001808	4500001808	
0000000001 - CENTRAL DE COMPRAS	4500001810	4500001810	
0000000001 - CENTRAL DE COMPRAS	4500001811	4500001811	
0000000001 - CENTRAL DE COMPRAS	842	4500000842	
0000000001 - CENTRAL DE COMPRAS	844	4500000844	
0000000001 - CENTRAL DE COMPRAS	851	4500000851	
0000000001 - CENTRAL DE COMPRAS	853	4500000853	
0000000001 - CENTRAL DE COMPRAS	854	4500000854	
0000000001 - CENTRAL DE COMPRAS	AAA	4500000856	
0000000001 - CENTRAL DE COMPRAS	AAAAA	0450000347	
0000000001 - CENTRAL DE COMPRAS	ADF	4500001672	

Figure 4.69

For this report to be reliable, we remind you the importance of entering the right Packing Slip Reference while doing each Goods receipt.

4.3.20. Transaction ZWF_MM_PO_LOG.PO Workflows

This report makes it possible to visualize the status of purchase orders, as well as the persons who are involved in this process of approval. It is available in transaction **ZWF_MM_PO_LOG.**

Filter the selection of data based on the current state of the purchase order and may choose one, several or all:

In Process: Purchase orders in the process of being approved (it may have been approved by a user and the following steps of approval may be pending according to the limits defined).

Rejected: Purchase orders rejected by any of their approvers.

Released: Purchase orders completely liberated by all the necessary approvers and sent to the supplier.

Without Release Strategy: Purchase orders that do not required authorization by any user.

It is mandatory to select the company or companies to consult.

Additionally, we can filter by:

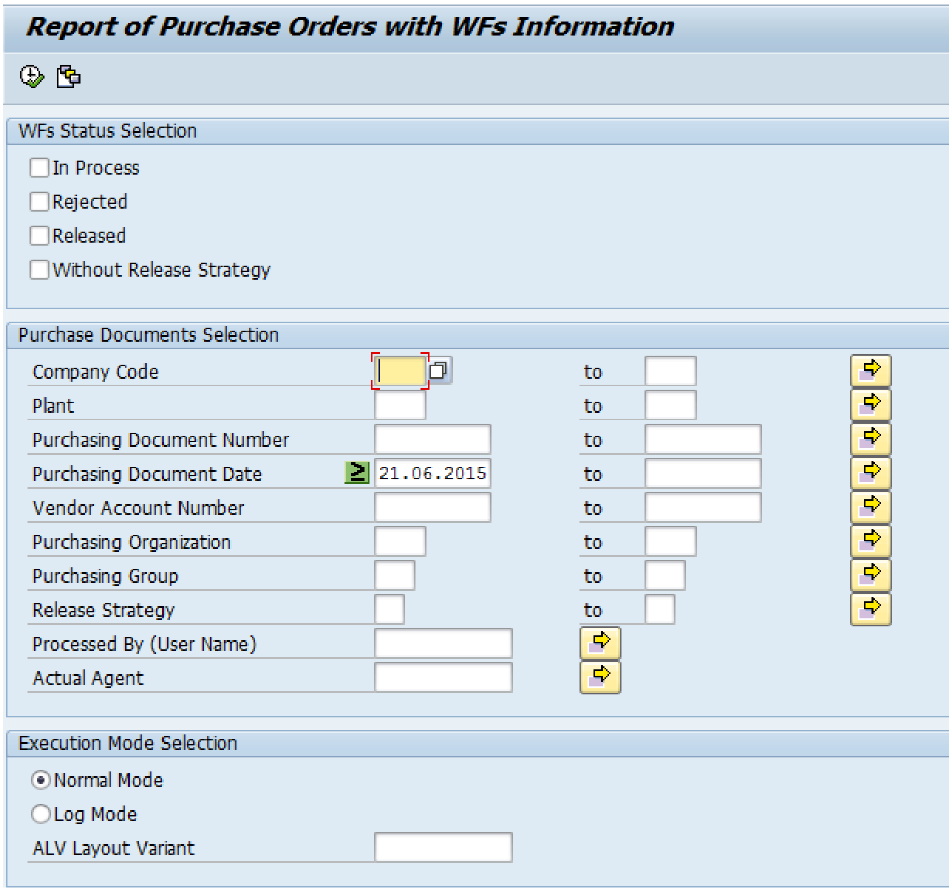
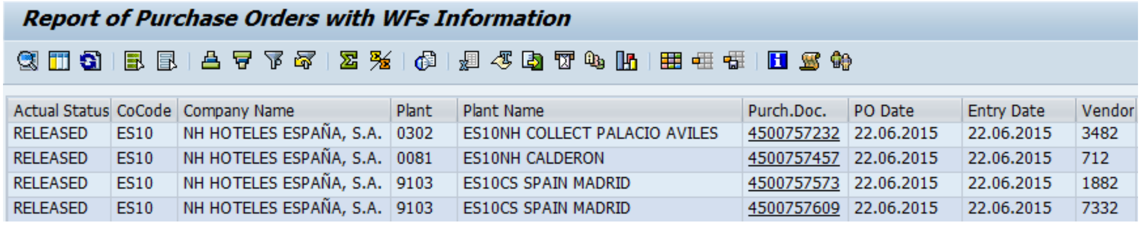


Figure 4.70

Execute the report in **normal mode**. The log mode presents one line per passage of the workflow and is designed for the analysis of the IT department.

The listing will show us one line per supplier purchase order to be released with all the information relative to the document (status, Company code, plant, purchasing document, PO date, vendor name, purchasing organization, purchasing group, release strategy, number of approvers, net order value, department, actual agent name, approver users, reject reason,)


Report of Purchase Orders with WFs Information

Actual Status	CoCode	Company Name	Plant	Plant Name	Purch.Doc.	PO Date	Entry Date	Vendor
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0302	ES10NH COLLECT PALACIO AVILES	4500757232	22.06.2015	22.06.2015	3482
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0081	ES10NH CALDERON	4500757457	22.06.2015	22.06.2015	712
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10CS SPAIN MADRID	4500757573	22.06.2015	22.06.2015	1882
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10CS SPAIN MADRID	4500757609	22.06.2015	22.06.2015	7332

Figure 4.71

From the listing, we can go to the log of the approval workflow

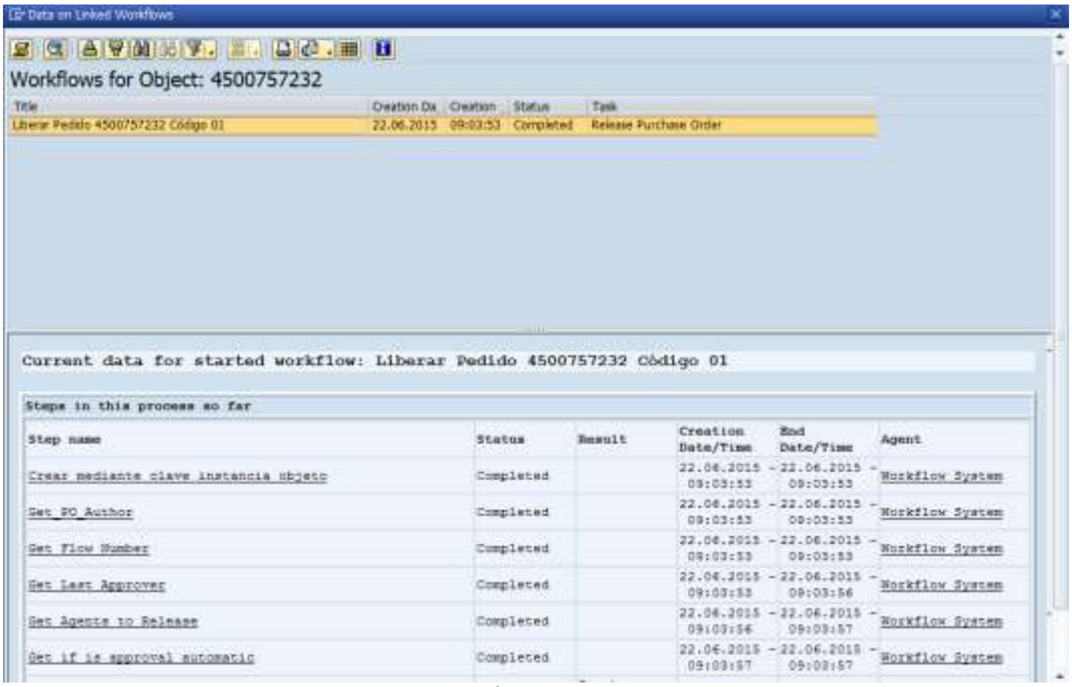


Figure 4.72

And to the SAP user who is responsible for the workflow at that moment

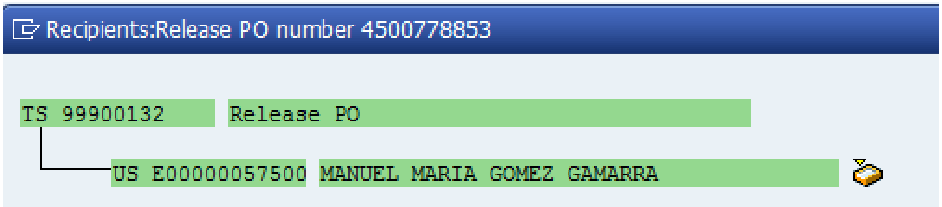


Figure 4.73

The possible statuses are:

In Process: We can check who must approve a purchase order. In this example we can see a purchase order pending at the 2nd of approval, previously validated by the previous approver.

Figure 4.74

Rejected: This purchase order has been rejected. We can see who has rejected it, the reason (it is a field from which we will be able to see the details of the reason for rejection) and the date of rejection.

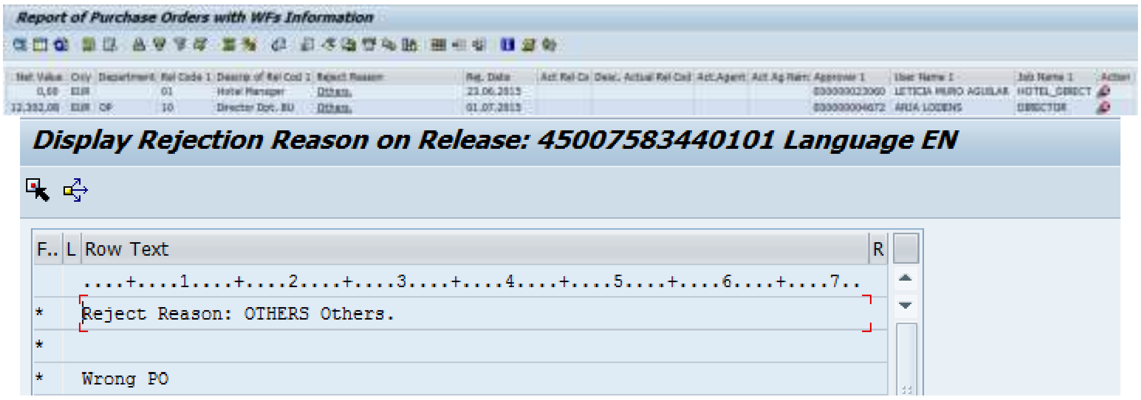


Figure 4.75

Released: We can check who has approved a purchase order. In the example shown, we can see two approved purchase orders with two levels of approval.

Figure 4.76

4.3.21. Transaction ZWF_MM_IV_LOG Invoice incidences Workflows

To be able to track an incidence status, use transaction ZWF_MM_IV_LOG.

The new report includes details of the following cases:

- Details of invoices affected by each kind of incident
- Status of the resolution about all incidents for each invoice
- Person responsible of solving the invoice incidences
- Details about all the tasks that have been completed up to invoice release
- A counter to measure the elapsed resolution time for the incidence
- Control about the credit memos requested to vendors. It also allows to cancel a credit memo request
- Enables the navigation through the MRBR transaction, in display mode, to see the incidences details (Quantity and price incidences)

It also includes two execution modes:

Normal Mode: Shows one line by invoice/kind of incidence with current situation.

Log Mode: Shows one line for each action performed during the incidence resolution process

In the Invoices selection you can filter by:

Company code
Business Area / Plant
Vendor
Invoice Document number.
Year. This is a mandatory field.

In the block Status selection, you can select if you want a report for an specific kind or incidence and select a time lapse for backlog.

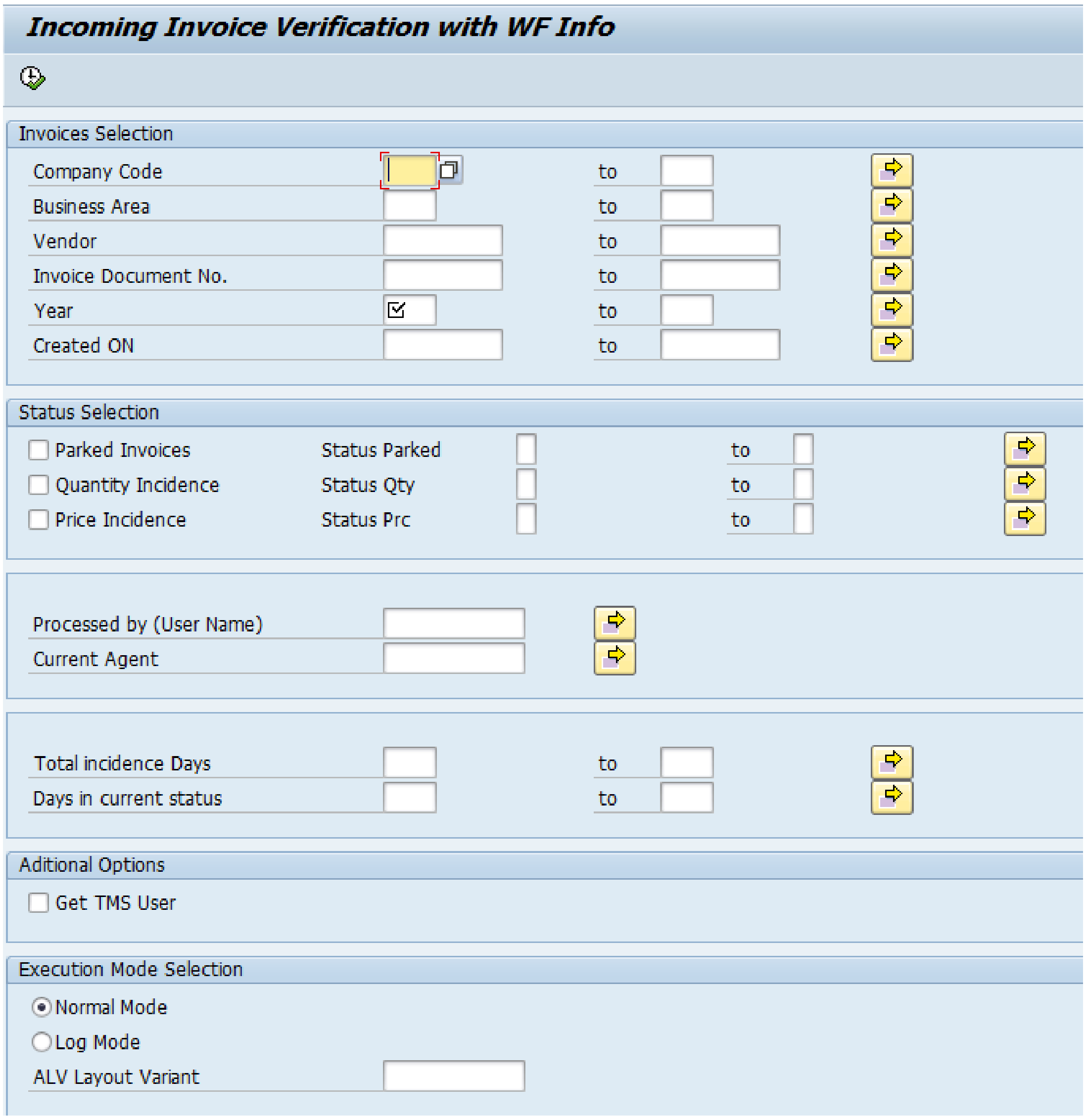
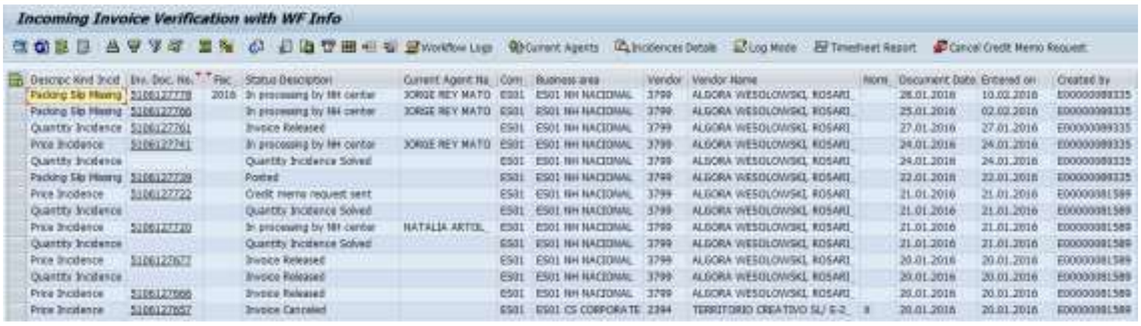


Figure 4.77

As in the PO workflow report, you can select Normal (Figure 4.78) or Log mode (Figure 4.79).



Incoming Invoice Verification with WF Info

Workflow Logs | Current Agents | Incidences Details | Log Mode | Timesheet Report | Cancel Credit Memo Request

Descripc Kind Incid	Inv. Doc. No.	Fisc	Status Description	Current Agent Na	Com	Business area	Vendor	Vendor Name	Nom	Document Date	Entered on	Created by
Packing Slip Missing	5106127778	2016	In processing by NH center	JORGE REY MATO	ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		28.01.2016	10.02.2016	E0000089335
Packing Slip Missing	5106127766		In processing by NH center	JORGE REY MATO	ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		25.01.2016	02.02.2016	E0000089335
Quantity Incidence	5106127761		Invoice Released		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		27.01.2016	27.01.2016	E0000089335
Price Incidence	5106127741		In processing by NH center	JORGE REY MATO	ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		24.01.2016	24.01.2016	E0000089335
Quantity Incidence			Quantity Incidence Solved		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		24.01.2016	24.01.2016	E0000089335
Packing Slip Missing	5106127739		Posted		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		22.01.2016	22.01.2016	E0000089335
Price Incidence	5106127722		Credit memo request sent		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		21.01.2016	21.01.2016	E0000081589
Quantity Incidence			Quantity Incidence Solved		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		21.01.2016	21.01.2016	E0000081589
Price Incidence	5106127720		In processing by NH center	NATALIA ARTOL	ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		21.01.2016	21.01.2016	E0000081589
Quantity Incidence			Quantity Incidence Solved		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		21.01.2016	21.01.2016	E0000081589
Price Incidence	5106127677		Invoice Released		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		20.01.2016	20.01.2016	E0000081589
Quantity Incidence			Invoice Released		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		20.01.2016	20.01.2016	E0000081589
Price Incidence	5106127666		Invoice Released		ES01	ES01 NH NACIONAL	3799	ALGORA WESOLOWSKI, ROSARI_		20.01.2016	20.01.2016	E0000081589
Price Incidence	5106127657		Invoice Canceled		ES01	ES01 CS CORPORATE	2394	TERRITORIO CREATIVO SL/ E-2_	8	20.01.2016	20.01.2016	E0000081589

Figure 4.78

Incoming Invoice Verification with WF Info LOG

Workflow Logs | Current Agents | Incidences Details | Timesheet Report

Kind of Incidence	Descripc Kind Incid	Inv. Doc. No.	Fiscal Year	Status Description	Current Agent Na	Action description	Name Processed by	Processed On	Compar
MM-IV-IQ	Quantity Incidence	5106127761	2016	Invoice Released		Sent to Admin	JORGE REY MATO	27.01.2016 11:57:32	ES01
MM-IV-IQ	Quantity Incidence			Invoice Released		Sent to NH center	JORGE REY MATO	27.01.2016 12:02:28	ES01
MM-IV-IQ	Quantity Incidence			Invoice Released		Goods receipt created	JORGE REY MATO	27.01.2016 12:08:18	ES01
MM-IV-IQ	Quantity Incidence			Invoice Released		Invoice Released	JORGE REY MATO	27.01.2016 12:08:29	ES01

Figure 4.79

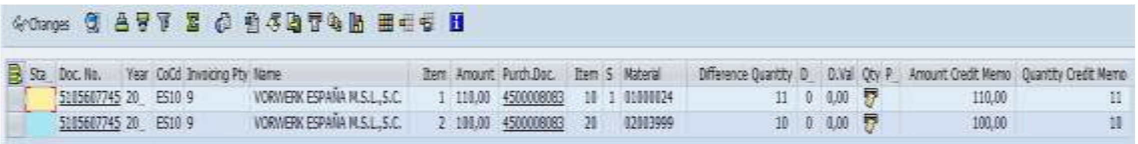
It also shows the Quantity and amount applicable in case that a Credit memo is requested.

From this report, several actions can be taken:

Workflow Logs Shows the workflow logs about the related invoice.

Current Agents Displays the users responsible for the treatment of the incidence.

Incidences Details Shows the incidence details at item level (Only invoices with Quantity or Price incidences). It also shows the Quantity and amount applicable in case that a Credit memo is requested.



Changes

Sta	Doc. No.	Year	CoCd	Invoicing Pty	Name	Item	Amount	Purch.Doc.	Item	S	Material	Difference Quantity	D_	D.Val	Qty	P_	Amount Credit Memo	Quantity Credit Memo
	5105607745	20_	ES10	9	VORWERK ESPAÑA M.S.L.,S.C.	1	110,00	4500008083	10	1	01000024	11	0	0,00			110,00	11
	5105607745	20_	ES10	9	VORWERK ESPAÑA M.S.L.,S.C.	2	100,00	4500008083	20		02003999	10	0	0,00			100,00	10

Figure 4.80

Log Mode Shows the log mode (actions performed) for selected invoices.

Timesheet Report Shows the elapsed time for each step of the workflow.