



NH
HOTELS


NH COLLECTION

nhow

Hesperia
RESORTS

INVENTORY MANAGEMENT ASSISTANT TRANSACTIONS: Return delivery Subsequent adjustment Initial Stock Entry

July 2.018

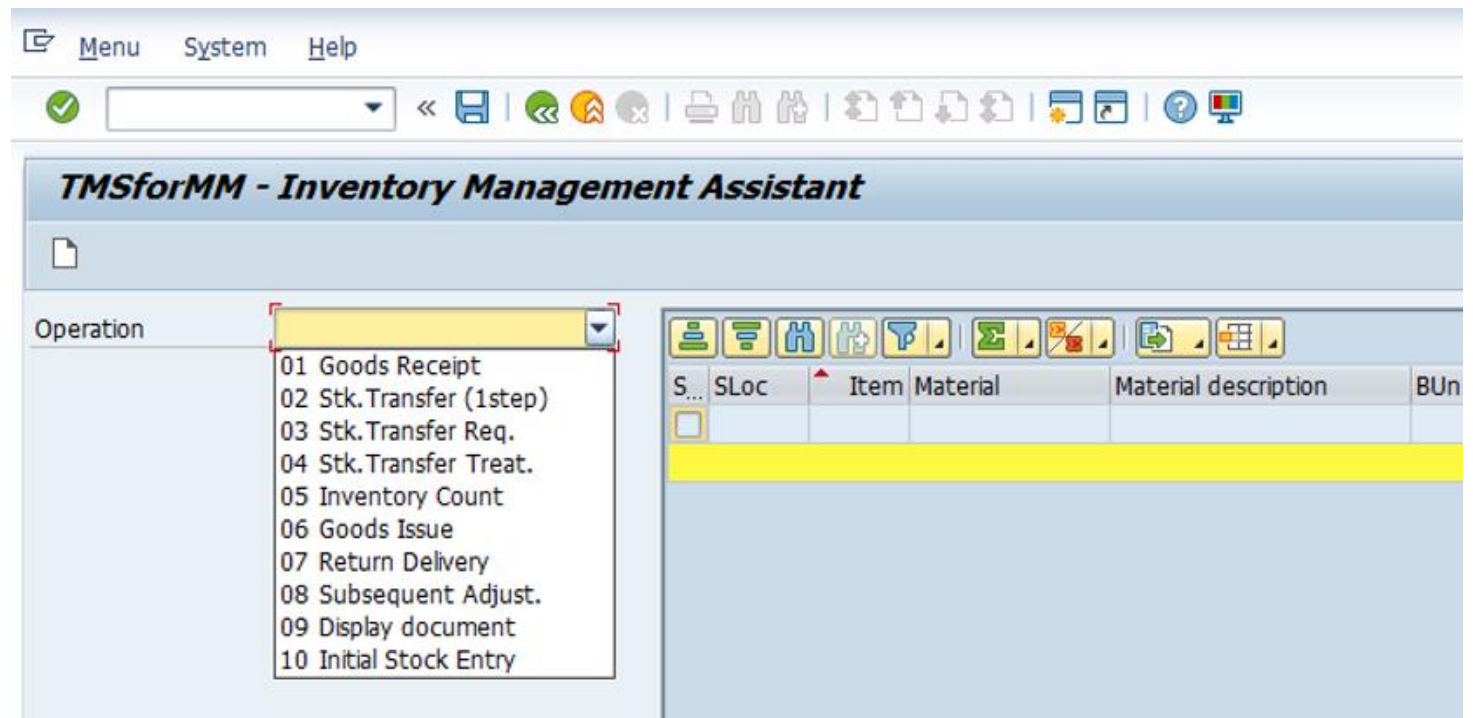
Inventory Management Assistant

Inventory Management Assistant

In the transaction Inventory Management Assistant, the transaction where we make the Goods Receipts or the Purchasing orders (/CCSHT/IM_ASSISTANT), we can make several actions, as seen in the screenshot.

In this small training, we will see the following transactions:

- Return Delivery
- Subsequent Adjustment
- Initial Stock Entry



Return delivery

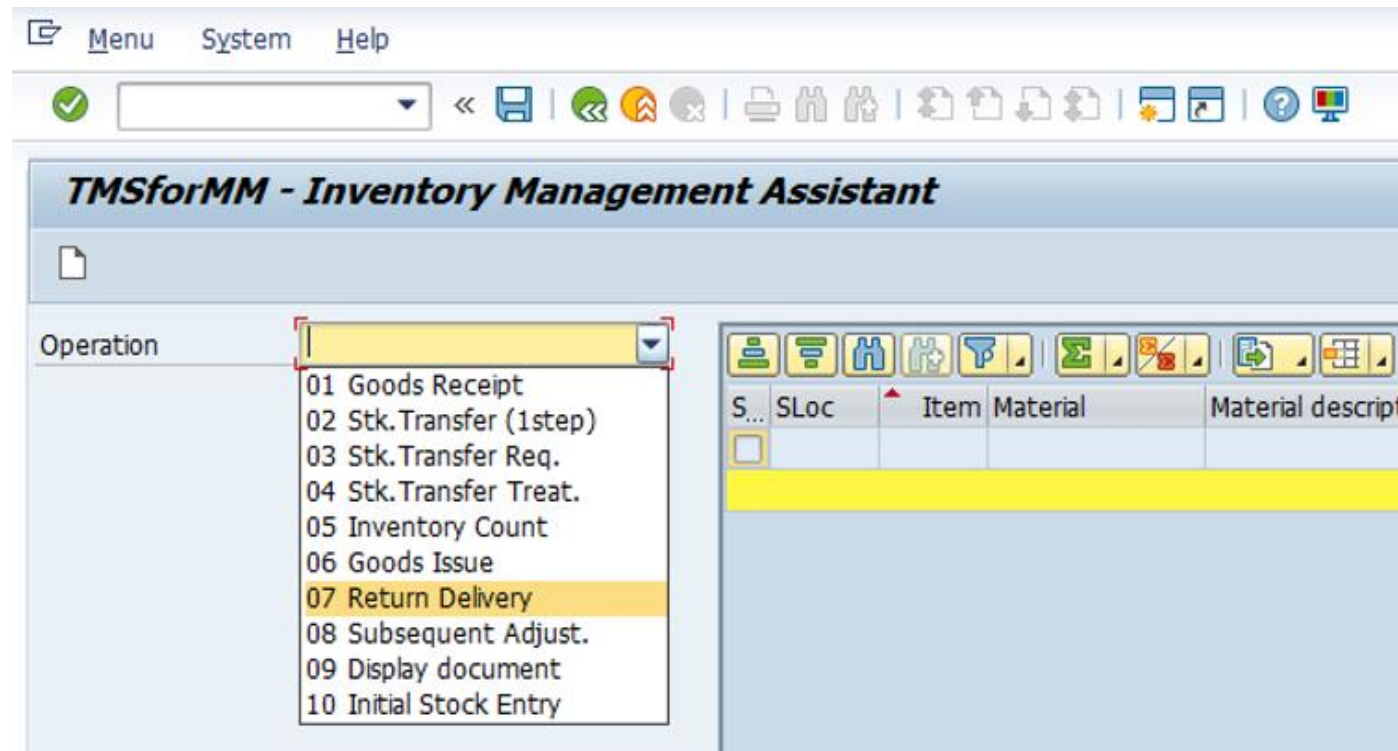
Return delivery

When can we use it?

- If we have made a good receipt by mistake of a product that has not arrive to the hotel and we want to correct the mistake.
- When we return to vendor some goods that were already received in SAP
- When we want to modify a PO that has not been invoiced.

How do we use it?

We get into the transaction for Inventory Management Assistant (/CCSHT/IM_ASSISTANT) and select the option 07 Return Delivery



Return delivery

TMSforMM - Inventory Management Assistant

Operation: 07 Return Delivery

Plant+SLoc.User: 0489

Selected materials

Select document

Material Doc. []

Mat. Doc. Year: 2018

- We fill the plant and click in the binoculars.
- A new window will open and we have to fill with the GR number (the number we received when we make any reception in SAP and that starts by 50...).*

* We can find this number in the packing slip (it is supposed to be written down at the moment of the GR), or in the transactions ME23N or ME2L

Standard PO 4502926492 Created by STOREKEEPER NH FRANKFURT

Document Overview On | Print Preview | Messages | Personal Setting

Standard PO: 4502926492 Vendor: 60153 AVANTS PERSONALMANA... Doc. date: 30.05.2018

| S... | Item | A | I | Material | Short Text | PO... | O... | C | Deliv. Date | Net Price |
|------|------|---|---|----------|--------------------------|-------|------|----|-------------|-----------|
| | 10 | K | | 05011847 | NIGHT AUDIT/FRONT OFFICE | ... | 00 | HR | 31.05.2018 | |

Add Planning

Item: [10] 05011847, NIGHT AUDIT/FRONT OFFICE

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account

| Sh. Text | MvT | Material Document | Item | Posting Date | Σ Quantity | OU | Σ Amount in LC | L. cur | Reference | Σ Qty in OP |
|-----------------------|-----|-------------------|------|--------------|------------|----|----------------|--------|-----------|-------------|
| WE | 101 | 5003286133 | | 1 30.05.2018 | 85,00 | HR | 1.827,50 | EUR | 1004/15 | 85,00 |
| Tr./Ev. Goods receipt | | | | | 85,00 | HR | 1.827,50 | EUR | | 85,00 |

Purchasing Documents per Vendor

PO History for Purchase Order 4502999203 Item 00040

| Vendor | Plant | Doc. Date | Matl Group | Purchasing Doc. | POH | Item | Sh. Text | MvT | Material Document | Item | Posting Date | Σ Quantity | OU | Σ Amount in LC | L. cur | Reference |
|--------|-------|------------|------------|-----------------|-----|------|-----------------------|-----|-------------------|------|--------------|------------|----|----------------|--------|-----------|
| WE | 01 | 03.07.2018 | | | | | WE | 01 | 5003370919 | | 03.07.2018 | 6 | PC | 7,98 | EUR | 102952754 |
| | | | | | | | Tr./Ev. Goods receipt | | | | | 6 | PC | 7,98 | EUR | |

| 49362 | ... | 0458 | 02.07.2018 | 0103 | | 40 | 01 |
|-------|-----|------|------------|------|--|-----|----|
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 60 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0101 | | 150 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 120 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0103 | | 140 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 170 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 190 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0101 | | 30 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 100 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 18 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 70 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 50 | 01 |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 80 | 01 |

Return delivery

- In the screen will appear all the lines that were received with that GR number.
- We have to filled the lines we want to return with the quantity we want to return
- Fill the delivery note field (in case we have a return delivery note)
- Check the dates and click to save doc to account this movement.

TMSforMM - Inventory Management Assistant

Operation: 07 Return Delivery

Plant+SLoc.User: 0489

Date doc./post.: 03.07.2018 / 03.07.2018

Dlv. note: 102952754

Observations:

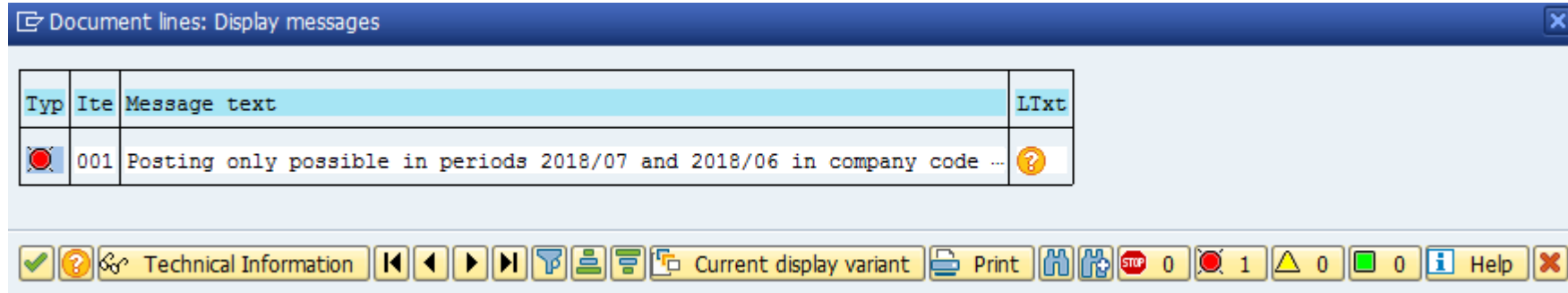
Hierarchy Search

Selected materials

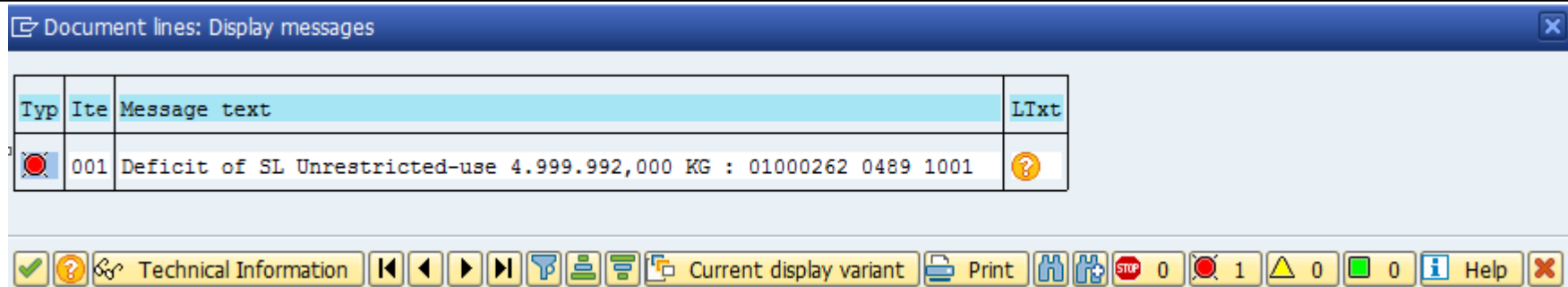
| S... | SLoc | Item | Material | Material description | BUn | Quantity | BUn | Quantity | DCI |
|-------------------------------------|------|------|----------|--------------------------|-----|----------|-----|----------|--------------------------|
| <input type="checkbox"/> | 1001 | 10 | 01092914 | SAINT ALBRAY 52% (MI... | KG | 4,050 | KG | | <input type="checkbox"/> |
| <input type="checkbox"/> | 1001 | 20 | 01092498 | CHAUMES 51% (MIN=C... | KG | 3,950 | KG | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 1001 | 30 | 01092958 | TEEWURST FEIN PORTI... | CV | 4 | CV | 2 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 1001 | 40 | 01092577 | GOLDEN TOAST AMERI... | PC | 6 | PC | 3 | <input type="checkbox"/> |
| <input type="checkbox"/> | 1001 | 50 | 01092456 | BERG.BONIFAZ CHILI (M... | KG | 2,530 | KG | | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 1001 | 60 | 01093427 | MOZZARELLA GOURMINI... | PC | 3 | PC | 3 | <input type="checkbox"/> |
| <input type="checkbox"/> | 1001 | 70 | 01092457 | BERG.BONIFAZ GARTEN... | KG | 2,510 | KG | | <input type="checkbox"/> |
| <input type="checkbox"/> | 1001 | 80 | 01092509 | DAN ACTIMEL CLASSIC ... | CV | 6 | CV | | <input type="checkbox"/> |

Return delivery

It is possible we receive two commons error messages:



This error is due to 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 due to we are trying to return inventariable goods that we have no stock in the warehouse.
We can't return something we do not have in our stocks.

Return delivery

Consequences:

As every action in SAP MM, the return of delivery has accounting consequences as we are posting a negative movement in the system.

This negative movement will take place in the date we fill in the accounting date, so if we are returning goods from other month or year, this action won't modify that action in the past and the movement will impact in the current month.



Subsequent adjustment

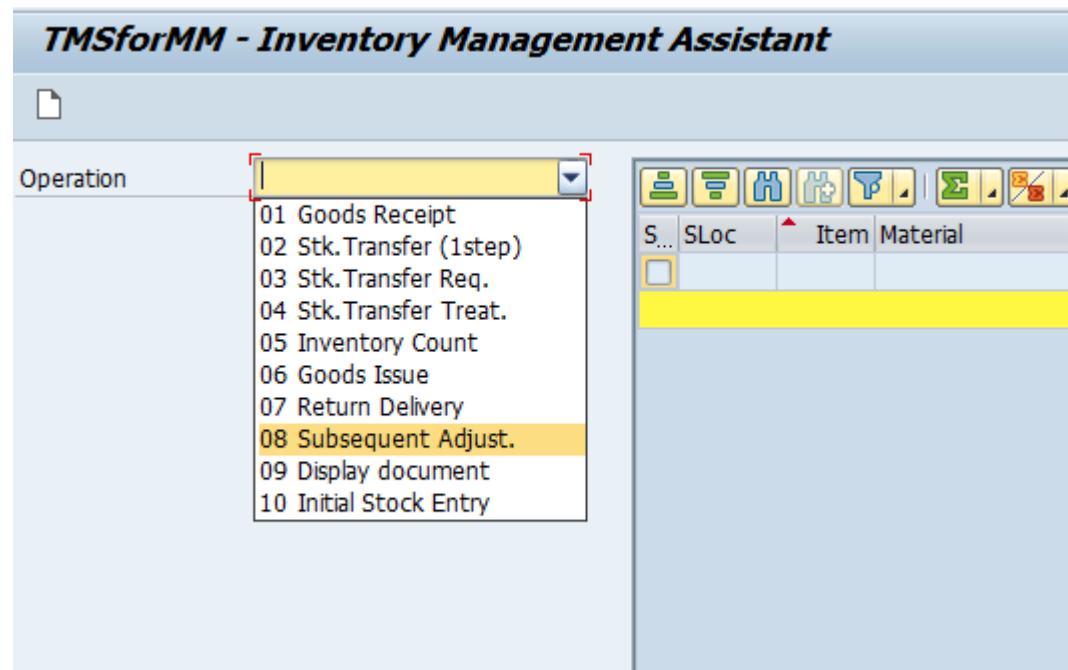
Subsequent adjustment

When can we use it?

- If we have made a wrong good receipt and we want to correct it **by increasing** the quantity previously received.

How do we use it?

We get into the transaction for Inventory Management Assistant (/CCSHT/IM_ASSISTANT) and select the option 08 Subsequent Adjust.







Subsequent adjustment


The screenshot shows the 'TMSforMM - Inventory Management Assistant' dialog box. It has a title bar with a document icon and a close button. The main area contains two input fields: 'Material Doc.' with a yellow highlighted box and a document icon to its right, and 'Mat. Doc. Year' with the value '2018'. At the bottom right, there are two buttons: a green checkmark and a red 'X'. A blue arrow points from the 'Selected materials' field in the background to the document icon in the 'Material Doc.' field.

- We fill the plant and click in the binoculars.
- A new window will open and we have to fill with the GR number (the number we received when we make any reception in SAP and that starts by 50...).*

* We can find this number in the packing slip (it is supposed to be written down at the moment of the GR), or in the transactions ME23N or ME2L


Standard PO 4502926492 Created by STOREKEEPER NH FRANKFURT


Document Overview On    Print Preview Messages  Personal Setting



Standard PO  4502926492 Vendor 60153 AVANTS PERSONALMANA... Doc. date 30.05.2018

Header

| Item | S... | Itm | A | I | Material | Short Text | PO... | O... | C Deliv. Date | Net Pri |
|------|------|-----|---|---|----------|--------------------------|-------|-------|---------------|---------|
| | | 10 | | K | 05011847 | NIGHT AUDIT/FRONT OFFICE | ... | 00 HR | 31.05.2018 | |



 Add Planning

Item [10] 05011847, NIGHT AUDIT/FRONT OFFICE  

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account

| Sh. Text | MyT | Material | Document | Item | Posting Date | Σ Quantity | OUN | Σ Amount in LC | Lcur | Reference | Σ Qty in OPUN |
|----------|-----|----------|---------------|------|--------------|------------|-----|----------------|------|-----------|---------------|
| TR | | 101 | 5003286133 | 1 | 30.05.2018 | 85,00 | HR | 1.827,50 | EUR | 1004/15 | 85,00 |
| TR/Event | | | Goods receipt | | | 85,00 | HR | 1.827,50 | EUR | | 85,00 |

Purchasing Documents per Vendor

Vendor Plant Doc. Date Matl Group Purchasing Doc. POH Item Material

4502999203

PO History for Purchase Order 4502999203 Item 00040

| Sh. Text | Item | Material | Document | Item | Posting Date | Quantity | UoM | Amount in LC | L. cur | Reference |
|------------|------|------------|----------|------|--------------|----------|-----|--------------|--------|-----------|
| WE | 01 | 5003370919 | | | 03.07.2018 | 6 | PC | 7,98 | EUR | 102952754 |
| Tr./Ev. Go | | | | | | 6 | PC | 7,98 | EUR | |

| | | | | | | | | | | |
|-------|-----|------|------------|------|--|-----|----|--|--|--|
| 49362 | ... | 0458 | 02.07.2018 | 0103 | | 40 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 60 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0101 | | 150 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 120 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0103 | | 140 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 170 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 190 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0101 | | 30 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 100 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 18 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 70 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 50 | 01 | | | |
| 49362 | ... | 0458 | 02.07.2018 | 0106 | | 80 | 01 | | | |

Subsequent adjustment

- In the screen will appear all the lines that were received with that GR number.
- We have to filled the lines we want to increase with the quantity we want to increase
 - Check the delivery note, **the delivery note field must be the same**, check the dates.
 - Click to save doc to account this movement.

TMSforMM - Inventory Management Assistant

Operation: 08 Subsequent Adjust.

Plant+SLoc.User: 0458

Date doc./post.: 03.07.2018 / 03.07.2018

Divy. note: 102952755

Observations:

Hierarchy Search

Selected materials

| S... | SLoc | Item | Material | Material description | BUn | Quantity | BUn | Quantity | DCI | Net Price | per | ΣNet Val... |
|-------------------------------------|------|------|----------|-------------------------|-----|----------|-----|----------|--------------------------|-----------|-----|--------------|
| <input checked="" type="checkbox"/> | 1003 | 10 | 01092492 | CART.DOR MOUSSE CAP... | PC | 0 | PC | 2 | <input type="checkbox"/> | 2.134,28 | 100 | 42,69 |
| <input type="checkbox"/> | 1003 | 20 | 01093385 | FDF BUNTE MINI-SCHOK... | PC | 4 | PC | | <input type="checkbox"/> | 5,43 | 1 | 0,00 |
| <input type="checkbox"/> | 1003 | 30 | 01092858 | PAUL. GEWUERZGURKE... | PC | 4 | PC | | <input type="checkbox"/> | 3,85 | 1 | 0,00 |
| <input type="checkbox"/> | 1003 | 40 | 01092624 | HEINZ MAYONNAISE RO... | CV | 6 | CV | | <input type="checkbox"/> | 34,62 | 1 | 0,00 |
| <input type="checkbox"/> | 1003 | 50 | 01092629 | HEINZ TOMATENKETCH... | CV | 6 | CV | | <input type="checkbox"/> | 33,10 | 1 | 0,00 |
| <input type="checkbox"/> | 1003 | 60 | 01094320 | BASE CULINAR H-SCHLA... | PC | 12 | PC | | <input type="checkbox"/> | 300,95 | 100 | 0,00 |
| <input type="checkbox"/> | 1003 | 70 | 01092486 | CART.D'OR BAYERISCHE... | PC | 4 | PC | | <input type="checkbox"/> | 1.351,42 | 100 | 0,00 |
| | | | | | | | | | | | | 42,69 |

A pop up with this message will appear, as we are making GR with the same DN, this will appear as many times as the number of lines we are receiving. As we are correcting the first GR we will click **Yes**

Delivery Note

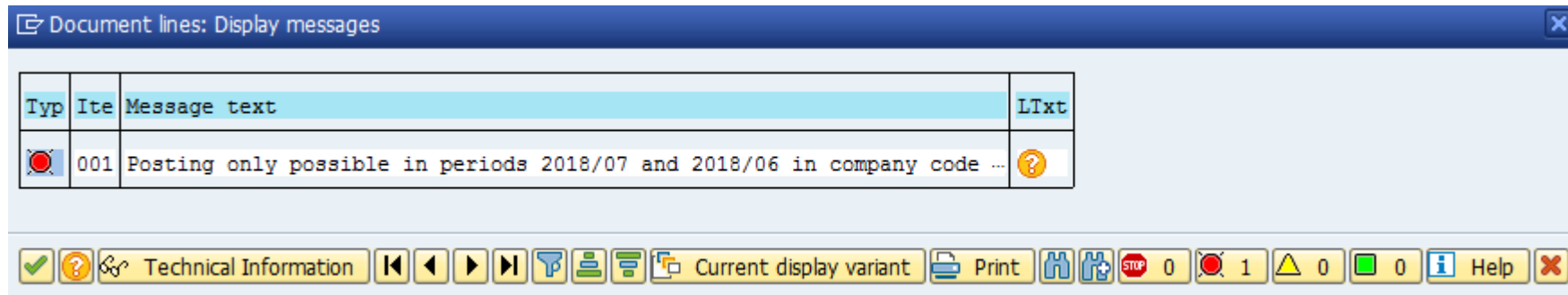
?

Purchase order with the same Delivery Note already exists
Want to continue?

Yes **No** **Cancel**

Subsequent adjustment

It is possible we receive two commons error messages:

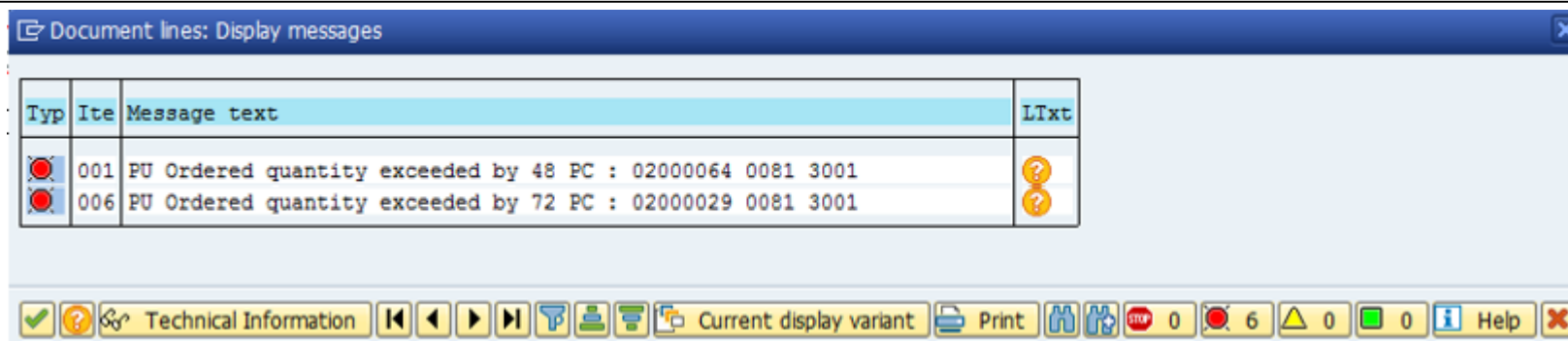


The screenshot shows the 'Document lines: Display messages' window. The table below contains one message entry.

| Typ | Itc | Message text | LText |
|-----|-----|--|-------|
| | 001 | Posting only possible in periods 2018/07 and 2018/06 in company code ... | |

Below the table is a toolbar with various icons, including a 'Technical Information' button and a status bar showing counts for different message types (e.g., STOP 0, Error 1, Warning 0, Info 0).

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



The screenshot shows the 'Document lines: Display messages' window. The table below contains two message entries.

| Typ | Itc | Message text | LText |
|-----|-----|--|-------|
| | 001 | PU Ordered quantity exceeded by 48 PC : 02000064 0081 3001 | |
| | 006 | PU Ordered quantity exceeded by 72 PC : 02000029 0081 3001 | |

Below the table is a toolbar with various icons, including a 'Technical Information' button and a status bar showing counts for different message types (e.g., STOP 0, Error 6, Warning 0, Info 0).

This error is due to we are trying to received over the 99% tolerance allowed to overdelivery, in this case we have to communicate with the MDM to open the tolerance.*

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

Subsequent adjustment

Consequences:

As every action in SAP MM, the subsequent delivery has accounting consequences as we are increasing the first GR. If we are making it the months after the initial GR we are increasing the stock and it is not real, because it is supposed to be done on time.

We must check the goods receipts process in order to avoid this second action.



Initial Stock Entry

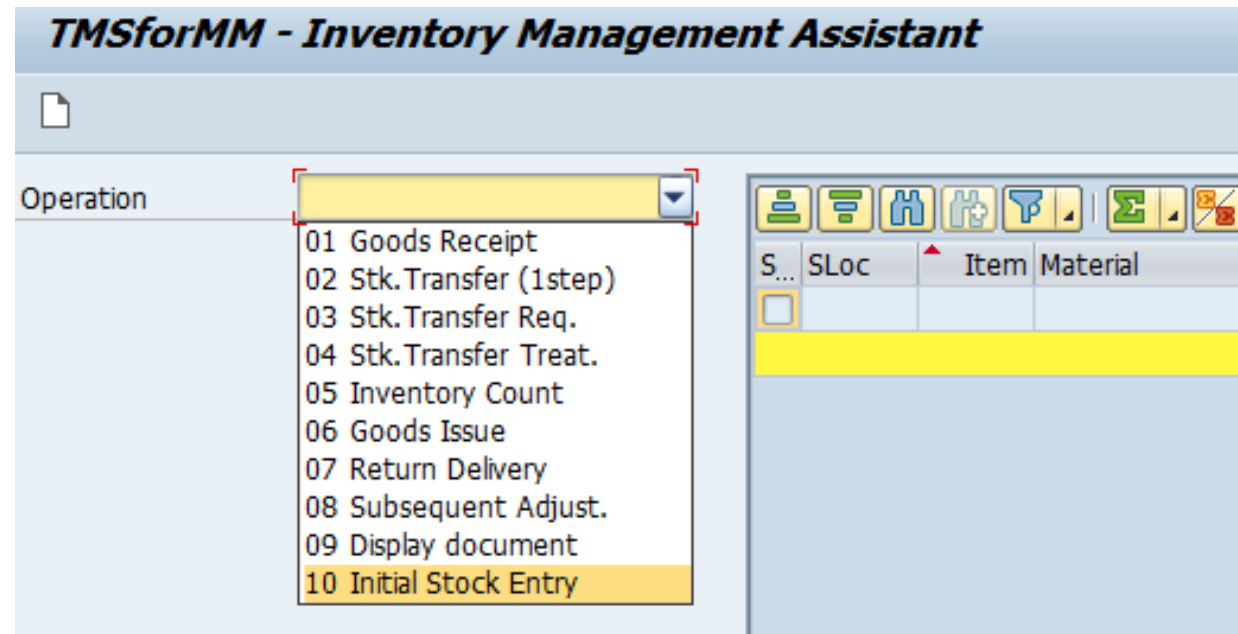
Initial stock entry

When can we use it?

- If we need to return inventoriable materials and we do not have enough stock due to inventory process.
- If during inventory process we find inventoriable materials in any warehouse that does not appear in the inventory list.

How do we use it?

We get into the transaction for Inventory Management Assistant (/CCSHT/IM_ASSISTANT) and select the option 10 Initial Stock Entry



Initial stock entry

TMSforMM - Inventory Management Assistant

Operation: 10 Initial Stock Entry
Plant+SLoc.User: 0216 1001

Selected materials

MM - Ceco/Warehouse (1) 25 Entries found

Input Help for Storage Locations

Hierarchy Search

Plant: 0216

| SLoc | Description |
|------|------------------|
| 1001 | KITCHEN HOTEL |
| 1101 | STEWADING |
| 2001 | RESTAURANT HTR |
| 2002 | ROOM SERVICE |
| 3001 | BAR MAR DIQUE |
| 4001 | MAINTENANCE |
| 5001 | MINIBAR |
| 6001 | HOUSEKEEPING |
| 6101 | HSK COMMON AREAS |
| 7001 | BANQUETING |
| 8001 | FRONT OFFICE |
| 9301 | KITCHEN VERMEER |
| 9401 | REST VERMEER |
| 9991 | ADMINISTRATION |
| 9992 | OPERATIONS |
| 9993 | SALES |
| 9994 | IT |
| 9995 | CRM & LOYALTY |

- We fill the plant and select the warehouse where we want to make the initial stock entry and click in the binoculars.

The system will load all the materials that are available for this movement. Only materials purchased less than three months before and in same fiscal year are available.

We will go to the Search tab to search for the material we want.

TMSforMM - Inventory Management Assistant

Operation: 10 Initial Stock Entry
Plant+SLoc.User: 0216 1001
Date doc./post.: 04.07.2018 / 04.07.2018
Dlv. note: ☒
Observations:

Hierarchy Search

Clear filters

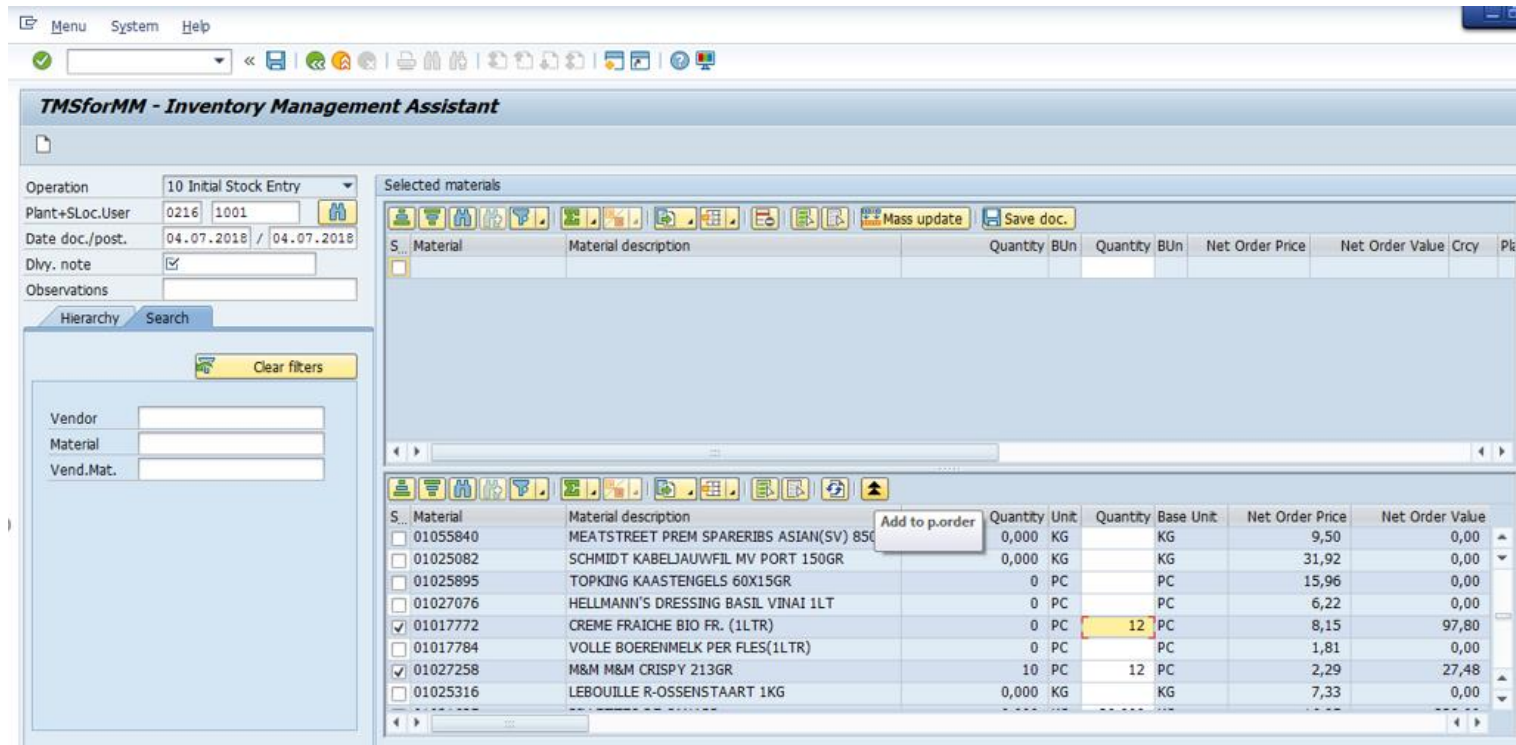
- 01 Food
- 02 Beverages
- 03 Packs
- 04 Non Food-Products
- 05 Non Food-Services
- 99 TMSforPOS

Selected materials

| S... | Material | Material description | Quantity | BU | Quantity | BU | Net Order Price |
|------|----------|---------------------------------------|----------|----|----------|----|-----------------|
| | 01017470 | GEBR. ROSBIEF V/D MUIS VAC. 4,2 KG | 0,000 | KG | | | 15,51 |
| | 01017582 | SALAMI (GESN.) GASVERP. 0,25 KG | 0,000 | KG | | | 7,03 |
| | 01017592 | STREAKY SPEK GEGAARD DS 6 KG | 0,000 | KG | | | 13,05 |
| | 01017624 | V-FRICANDEAU (GESN.) GASVERP. 0,25 KG | 0,000 | KG | | | 13,24 |
| | 01017643 | BOTERVORM GEZOUTEN | 0,000 | KG | | | 12,65 |
| | 01017667 | BOEREN BOTER | 0,000 | KG | | | 8,06 |
| | 01017673 | KRUIDENBOTER | 0 | PC | | | 2,02 |
| | 01017675 | STAAF KAAS JONG BELEGEN KOMIJN 3,5KG | 0 | PC | | | 23,59 |

Initial stock entry

We can search the material in the material field (by SAP material or description) or directly we put the quantity on the quantity field. Then we click in the button 



TMSforMM - Inventory Management Assistant

Operation: 10 Initial Stock Entry

Plant+SLoc.User: 0216 1001

Date doc./post.: 04.07.2018 / 04.07.2018

Divy. note: ☒

Observations:

Search

Clear filters

Vendor:

Material:

Vend.Mat.:

| S... | Material | Material description | Quantity | Unit | Quantity | Base Unit | Net Order Price | Net Order Value | Crcy | Pl |
|-------------------------------------|----------|---|----------|------|----------|-----------|-----------------|-----------------|------|----|
| <input type="checkbox"/> | 01055840 | MEATSTREET PREM SPARERIBS ASIAN(SV) 850 | 0,000 | KG | | KG | 9,50 | 0,00 | | |
| <input type="checkbox"/> | 01025082 | SCHMIDT KABELJAUWFIL MV PORT 150GR | 0,000 | KG | | KG | 31,92 | 0,00 | | |
| <input type="checkbox"/> | 01025895 | TOPKING KAASTENGELS 60X15GR | 0 | PC | | PC | 15,96 | 0,00 | | |
| <input type="checkbox"/> | 01027076 | HELLMANN'S DRESSING BASIL VINAI 1LT | 0 | PC | | PC | 6,22 | 0,00 | | |
| <input checked="" type="checkbox"/> | 01017772 | CREME FRAICHE BIO FR. (1LTR) | 0 | PC | 12 | PC | 8,15 | 97,80 | | |
| <input type="checkbox"/> | 01017784 | VOLLE BOERENMELK PER FLES(1LTR) | 0 | PC | | PC | 1,81 | 0,00 | | |
| <input checked="" type="checkbox"/> | 01027258 | M&M M&M CRISPY 213GR | 10 | PC | 12 | PC | 2,29 | 27,48 | | |
| <input type="checkbox"/> | 01025316 | LEBOUILLE R-OSSENSTAART 1KG | 0,000 | KG | | KG | 7,33 | 0,00 | | |

Be careful with the units, in this transaction we are using the Unit of measure (Base unit), so if we want to entry a box, and Base unit is UN, e.g. 1 box of 54 units, we have to fill with 54 units.

If we are using this transaction for returning delivery, **we must enter the exact quantity** we are going to return.



Initial stock entry

We check the quantities the dates and we click in  Save doc.

TMSforMM - Inventory Management Assistant

Operation

10 Initial Stock Entry

Plant+SLoc.User

0216 / 1001

Date doc./post.

01.07.2018 / 04.07.2018

Dlvy. note

TEST

Observations

HierarchySearch

S...MaterialMaterial descriptionQuantity BUnQuantity BUnNet Order PriceNet Order ValueCrcyPlk

☐ 01017772CREME FRAICHE BIO FR. (1LTR)0 PC12 PC8,1597,80EUR02

☐ 01027258M&M M&M CRISPY 213GR10 PC12 PC2,2927,48EUR02

☐ 01021635RILLETES DE CANARD0,000 KG20,000 KG16,95339,00EUR02

Vendor

Material

Vend.Mat.

Document lines: Display messages

| Type | Ite | Message text | LText |
|-------------------------------------|-----|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | 000 | Material document 4900309538 posted | ? |

☒☐☐

Technical Information

<>

Current display variant

Print

STOP

0

X

0

A

0

G

1

Help

X

01017582SALAMI (GESN.) GASVERP. 0,25 KG0,000 KGGK7,030,00

01017592STREAKY SPEK GEGAARD DS 6 KG0,000 KGGK13,050,00

01017624V-FRICANDEAU (GESN.) GASVERP. 0,25 KG0,000 KGGK13,240,00

01017643BOTERVORM GEZOUTEN0,000 KGGK12,650,00

01017667BOEREN BOTER0,000 KGGK8,060,00

01017673KRUIDENBOTER0 PCPC2,020,00

01017675STAAF KAAS JONG BELEGEN KOMIJN 3,5KG0 PCPC23,590,00

Initial stock entry

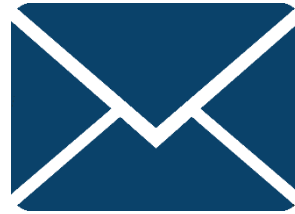
Consequences:

As every action in SAP MM, the initial stock entry has accounting consequences as we are increasing the stock of our hotel.

We have to check that it is done in the correct warehouse, and we will use it carefully and strictly in the cases that are allowed.



Need help anyway? Contact us!



ST_MM@nh-hotels.com

sapmmsupport.ne@nh-hotels.com



Keep learning! Visit us at
www.nhorganization.com

THANKS!

nh | HOTEL GROUP

nh
HOTELS


nh COLLECTION

nhow

Hesperia
RESORTS

www.nh-hotels.com