

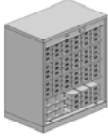



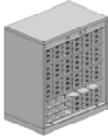

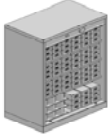

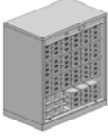





# MATERIAL MANAGEMENT TRANSACTION CODES IN SAP FOR REGIONAL OFFICES & PRINT CENTRES

MOVEMENT OF PASSPORT MATERIEL FROM ONE LOCATION TO ANOTHER				
MMR	TRANSACTION	ACTIVITY	PURPOSE	EXAMPLE
ALL	Goods Receipt <b>MIGO-101</b>	Receive MRP Outbound Delivery	Movement places new shipment of materiel in office's inventory in SAP	 → 
492 503 504 505 506 507	Transfer Posting <b>MIGO-311</b>	Transfer inventory from one physical storage location to another within the office/print centre	Inventory must be tracked within the office/print centre until the end of its life cycle (disposal)	 ↔  storage location 0002      storage location 0001
517 524	Transfer Posting <b>MIGO-344</b>	Transfer inventory to status: "blocked stock"	Laminate roll is serialized, "blocked stock" removes it from available inventory and tracks it until empty	 →  storage location 0002      storage location 0001 + blocked stock
510	Goods Issue <b>MIGO-251</b>	Issue materiel from SAP by consuming it off the system (materiel that gets sold as part of the printed passport)	Inventory is adjusted down in SAP when materiel is moved to production floor	 →  storage location 0002      physically on production floor but no longer in SAP
	Goods Issue <b>MIGO-252</b> (reversal)	Place materiel back into SAP if not used on production floor	Inventory is adjusted up in SAP when materiel is moved back to secure vault	 ←  storage location 0002      no longer needed on production floor
511 512 513 514 515 516 518 519 520 521 535C	Goods Issue <b>MIGO-201</b>	Issue materiel from SAP by consuming it off the system (materiel that gets used up as part of production)	Inventory is adjusted down in SAP when materiel is moved to production floor	 →  storage location 0002      physically on production floor but no longer in SAP
	Goods Issue <b>MIGO-202</b> (reversal)	Place materiel back into SAP if not used on production floor	Inventory is adjusted up in SAP when materiel is moved back to secure vault	 ←  storage location 0002      no longer needed on production floor
ALL	Remove From Storage <b>MIGO-303</b>	Put in transit	To move materiel to another plant (office)	Used at the instruction of PPCM-Planning
	Place in Storage <b>MIGO-305</b>	Receive shipment	To receive materiel into plant (office)	

**CANCELLATION: use MIGO "Cancellation" drop-down option to cancel a movement made in error.**



## PRINTING A PACKING SLIP FROM MIGO

TRANSACTION	ACTIVITY
<b>MIGO</b>	While performing the MIGO transaction: check-off the “Collective Slip” box next to the printer icon, it will print automatically.
<b>MB90</b>	After the transaction was posted: “Collective Slip” was checked off already in MIGO, use MB90 to print a new copy of the packing slip.
Step #1 = <b>MIGO</b> Step #2 = <b>MB90</b>	After the transaction was posted – “collective slip” was NOT checked off in MIGO during the transaction: go back into MIGO, click off the “Collective Slip” box and repost. Then proceed with MB90.

## VIEW & CHANGE SERIAL NUMBER INFORMATION

TRANSACTION	ACTIVITY
Change Serial # <b>IQ02</b>	Used in the final disposition of passport materiel.
Display Serial # <b>IQ03</b>	Display a single serial number.
Display Serial # <b>IQ09</b>	Display a single, range or list of serial numbers. Also used during cycle counting to retrieve a list of Spoil/Missing/Faulty/Defective serial numbers for physical reconciliation of materiel.
Display Serial # <b>ZO_PPT_INVNTRY_LIST</b>	Select the “Gratis Report” option to retrieve gratis list. Used during cycle counting to retrieve a list of Spoil/Missing/Faulty/Defective serial numbers for physical reconciliation of materiel.

## VIEW MATERIEL MOVEMENT INFORMATION

TRANSACTION	ACTIVITY
Stock on Posting Date <b>MB5B</b>	View inventory & movements within a date range.
Display Material Doc <b>MB03</b>	View a single specific material document number.
Material Doc List <b>MB51</b>	View materiel document numbers within a date range.

## VIEW MATERIEL INVENTORY LEVELS

TRANSACTION	ACTIVITY
Stock Overview <b>MMBE</b>	View plant’s stock: unrestricted, on-order, block stock, etc.
Material Analysis <b>MCBE</b>	View plant’s total valuated inventory (be sure to view the “Valuated Stock” column).

**For instructions and assistance in utilizing these transaction codes, please contact your Materiel Planner by emailing the “PPCM-PassportsandConsumables” inbox.**