

SAP Transaksi Operasional dalam Module MM



Jl. Pabaton no. 28
Bogor – 16612
Website : www.sap-interface.com

Created by
Dyan Pravita Sari dan Robinton
@ 2009



Tujuan training SAP Transaksi Operasional dalam Module MM

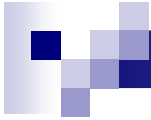
- Mengetahui transaksi-transaksi umum yang digunakan dalam module MM.



Agenda:

- Transaksi membuat *material master*
- Transaksi membuat *purchase requisition*
- Transaksi membuat *purchase order*
- Transaksi membuat *goods receipt*





- Transaksi membuat *material master*
- Transaksi membuat *purchase requisition*
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- Transaksi membuat *goods receipt*





Material Master

Tahap-tahap membuat material master

Kode Transaksi

MM01

Berikut ini adalah langkah-langkah dalam membuat material master

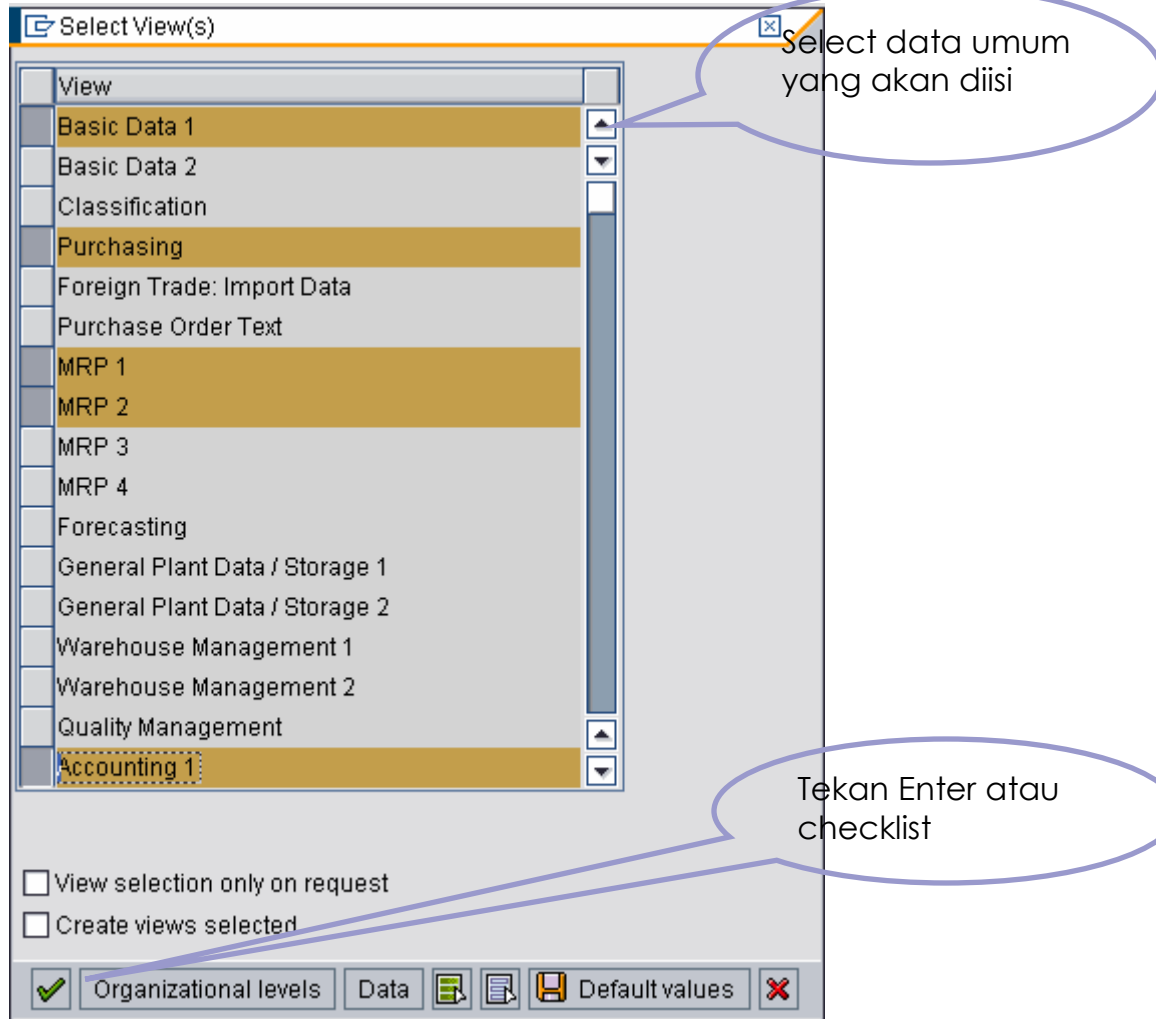
Material Master

Create material master, Tcode MM01

The screenshot shows the 'Create Material (Initial Screen)' in SAP. The interface includes a menu bar (Material, Edit, Goto, Defaults, System, Help) and a toolbar. The main area has three tabs: 'Select view(s)', 'Organizational levels', and 'Data'. The 'Data' tab is active, showing fields for 'Material' (containing 'BEARING'), 'Industry Sector' (containing 'A Plant Engin./Con...'), and 'Material Type' (containing 'ERSA Spare parts'). There are also fields for 'Change Number' and a 'Copy from...' section with a 'Material' field. Three blue callout bubbles with arrows point to specific fields: the first bubble points to the 'Material' field with the text 'Masukkan nama material yang akan dibuat atau **biarkan kosong** untuk nama material dengan penomoran SAP'; the second bubble points to the 'Industry Sector' field with the text 'Tentukan Industry Sector'; and the third bubble points to the 'Material Type' field with the text 'Tentukan Material Type'.

Tekan enter, maka sistem akan menanyakan data apa saja yang akan diisi,

Material Master



Material Master

Material: BEARING, BEARING BALL

General data

Base Unit of Measure: EA

Material Group: 02004

Old material number:

Ext. Matl Group:

Division:

Lab/Office:

Product allocation:

X-plant matl status:

Valid from:

Assign effect. vals:

Dimensions/EANs

Gross weight: 0,5

Net weight: 0,5

Weight Unit: KG

Volume:

Volume unit:

Size/dimensions:

Masukkan material description

02004 = part

Satuan data

Dimensi dari material

Setelah **basic data 1** terisi maka Tekan  untuk ke data **MRP1** dan masukkan data untuk field yang diberi lingkaran merah

Material: BEARING_, BEARING BALL

Plant: 3000, New York

General data

Base Unit of Measure: EA

Purchasing Group: 001

Plant-sp.matl status:

MRP procedure

MRP Type: PD

Reorder Point:

Planning cycle:

Planning time fence:

MRP Controller: 001

Lot size data

Lot size: EX

Lot-for-lot order quantity:

Material Master

Setelah **MRP1** terisi maka pilih **MRP2** dan isi field yang ditandai lingkaran merah

Create Material BEARING_ (Spare parts)

Additional data | Organizational levels | Check screen data

MRP 1 | **MRP 2** | MRP 3 | MRP 4 | Forecasting | Plant data / stor. 1

Material: BEARING_ | BEARING BALL
Plant: 3000 | New York

Procurement

Procurement type	F	Batch entry	
Special procurement		Prod. stor. location	
Quota arr. usage		Default supply area	
Backflush		Storage loc. for EP	
JIT delivery sched.		Stock det. grp	
<input type="checkbox"/> Bulk material			

Scheduling

GR processing time	1 days	Pind delivery time	1 days
SchedMargin key	1	Planning calendar	

Masukkan Moving price pada **accounting 1**

Create Material BEARING_ (Spare parts)

Additional data | Organizational levels | Check screen data

Quality management | **Accounting 1** | Accounting 2

Material: BEARING_ | BEARING BALL
Plant: 3000 | New York

General data

Base Unit of Measure	EA	Each	Valuation Category	
Currency	USD		Current period	07 2004
Division			Price determ.	<input type="checkbox"/> ML act.

Current valuation

Valuation Class	3040	Proj. stk val. class	
VC: Sales order stk		Price Unit	1
Price Control	V	Standard Price	
Moving Price	5	Total value	0,00
Total stock	0	<input type="checkbox"/> Valuated Un	
Future price		Valid from	

Masukkan moving price, dan enter

A decorative graphic consisting of several squares of different colors (blue, green, yellow, orange, red) arranged in a non-uniform pattern.

- Basic data 1
- Basic data 2
- Classification
- Purchasing**
- Foreign trade import
- Purchase order text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecasting
- Plant data / stor. 1
- Plant data / stor. 2
- Warehouse mgmt 1
- Warehouse mgmt 2
- Quality management
- ✓ Accounting 1
- Accounting 2

Create Material BEARING_ (Spare parts)

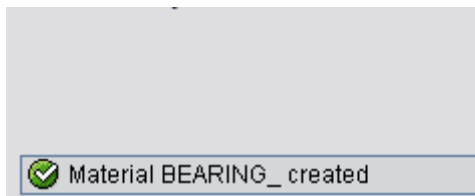
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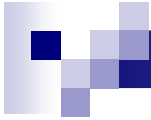
⚠ Check the data for the purchasing value key

Material Master

Enter dan tekan icon save 

Sistem akan menyimpan data yang dimasukkan.





- Transaksi membuat *material master*
- Transaksi membuat *purchase requisition*
- Transaksi membuat *purchase order*
- Transaksi membuat *goods receipt*





Purchase Requisition

Tahap-tahap membuat purchase requisition

Kode Transaksi

ME51N

Berikut ini adalah langkah-langkah dalam membuat purchase requisition

Purchase Requisition

Ketik Tcode pada transaction bar **ME51N**, enter

The screenshot shows the SAP ME51N 'Create Purchase Requisition' interface. The title bar includes 'Purchase requisition', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area is titled 'Create Purchase Requisition' and contains a 'Document overview on' section with a 'Personal setting' button. A dropdown menu for 'NB Purch.requis. Stand.' is open, showing options: 'EC Purch.requis. EBP', 'FO Framework requis.', 'IN Purch.requis. I-Comm', 'MV Model specification', 'NB Purch.requis. Stand.', and 'RV Outl. agmt. requis.'. A callout bubble points to this menu with the text 'Pilih tipe dokumen PR yang akan digunakan'. The 'Source determination' checkbox is unchecked. Below the dropdown is a text field labeled 'Any...' and a button '1 Continuous-t...'. A callout bubble points to the 'Any...' field with the text 'Purc. Group Mr. Dietl,B.'. The bottom section contains a table with columns: 'St...', 'Material', 'Short text', 'Quantity', 'Un', 'C', 'Delivery date', 'Matl group', 'Plant', 'Stor. l...', 'PG', 'Requisnr.', 'F...', 'POrg', and 'Agr'. The first row of data shows: 'ML-510', '20,000', 'D', '14.10.2009', '3000', '001', 'Ms. Reni', and '3000'. Callout bubbles point to specific fields in the table: 'Masukkan material yang akan dipesan' points to 'ML-510'; 'Quantity' points to '20,000'; 'Delivery Date' points to '14.10.2009'; 'Plant New York' points to '3000'; 'Requisitioner' points to 'Ms. Reni'; and 'Purc.Org IDES USA' points to '3000'. A toolbar at the bottom of the table area includes a 'Default values' button.

St...	Material	Short text	Quantity	Un	C	Delivery date	Matl group	Plant	Stor. l...	PG	Requisnr.	F...	POrg	Agr
	ML-510		20,000		D	14.10.2009		3000		001	Ms. Reni		3000	

Tekan check untuk memastikan data terisi dengan benar tanpa error

Purchase Requisition

Pengecekan data selesai, PR dapat disimpan

Create Purchase Requisition

Document overview on | | | | | Personal setting

NB Purch.requis. Sta... ☐ Source determination

Texts | **Release strategy**

Release group AA RS For PR
Release strategy S2 RS For PR
Release Indicator X Blocked

Code	Description	Stat...
A1	Mr. X	⚠
A2	Ms. XX	

Default values

St...	A	I	Material	Short text	Quantity	Un	C	Delivery date	Matl group	Plant	Stor. l...	PGr	Requisnr.	...
1			ML-510	Ball bearing	20	EA	D	14.10.2009	Metal proce...	New York		001	Ms. Reni	

Item 1 [10] ML-510, Ball bearing

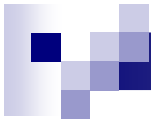
Material data | Quantities/dates | Valuation | Source of supply | Status | **Contact person** | Texts | Delivery address

Created by PRAVITA Changed on 12.10.2009
Crea. ind. R Realtime (manual)
Requisitioner Ms. Reni Tracking Number
Purch. Group 001 Dietl.B. Telephone 069/5511 Fax Number
MRP Controller 001 MEIER Telephone 4720

✓ No messages issued during check

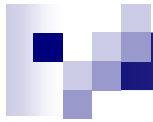
Tekan Save maka nomor PR akan muncul

✓ Purchase requisition number 0010012546 created



- Transaksi membuat *material master*
- Transaksi membuat *purchase requisition*
- Transaksi membuat *purchase order*
- Transaksi membuat *goods receipt*





Purchase Order

Tahap-tahap membuat purchase order

Kode Transaksi

ME21N

Berikut ini adalah langkah-langkah dalam membuat purchase order

Purchase Order

Ketik Tcode pada transaction bar **ME21N**, enter

Create Purchase Order

Document overview off | Hold | Print preview | Messages | Personal setting

NB Standard PO | Vendor | Doc. date 12.10.2009

Document overview

Purch.req./Req. item

- 10012546
- 10012545
- 10012544
- 10012543

S...Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr...

Tarik PR item kedalam keranjang

Secara otomatis data dari PR akan tercopy ke data PO

Purchase order | Edit | Goto | Environment | System | Help

Create Purchase Order

Document overview off | Hold | Print preview | Messages | Personal setting

NB Standard PO | Vendor | Doc. date 12.10.2009

Document overview

Purch.req./Req. item

- 10012546
- 10012545
- 10012544

S...Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr...

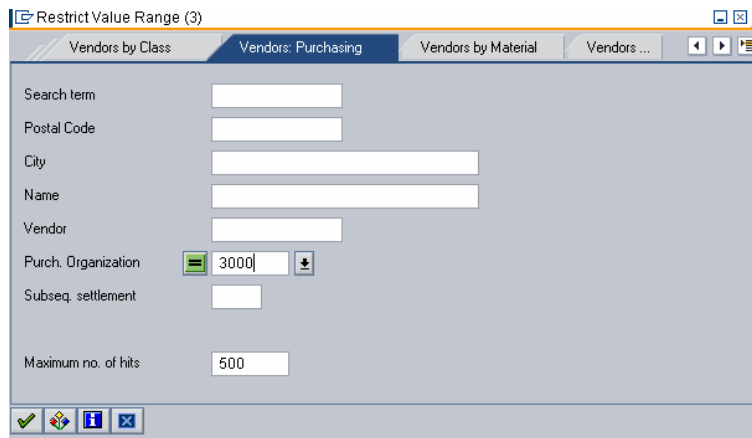
10 | ML-510 | Ball bearing | 20 EA | D | 14.10.2009

Tentukan tipe dokumen untuk PO yang dibuat

Pilih vendor: Purchasing untuk Purch.Org 3000

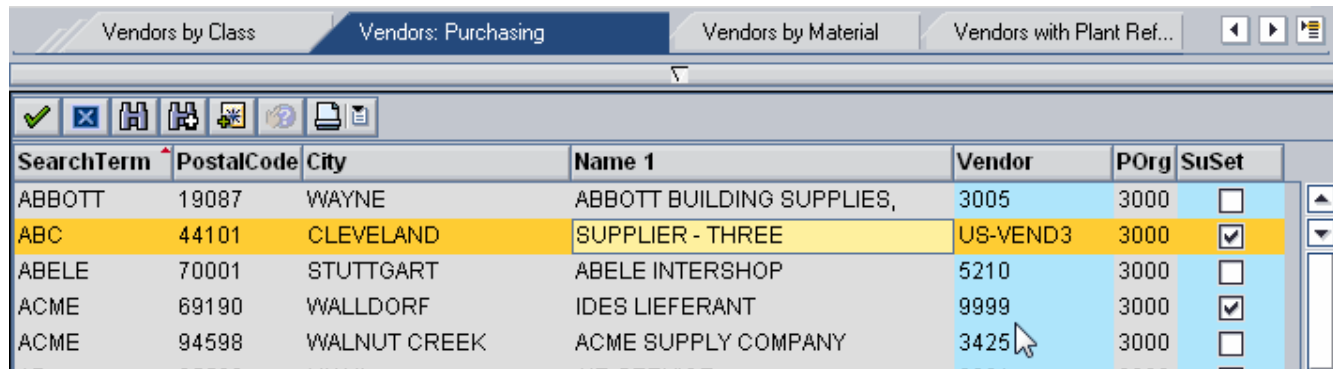
Purchase Order

Pilih vendor:Purchasing untuk P.Org 3000



The dialog box 'Restrict Value Range (3)' is shown with the 'Vendors: Purchasing' tab selected. It contains several input fields: 'Search term', 'Postal Code', 'City', 'Name', 'Vendor', 'Purch. Organization' (set to 3000), 'Subseq. settlement', and 'Maximum no. of hits' (set to 500). At the bottom, there are icons for OK, Cancel, and Help.

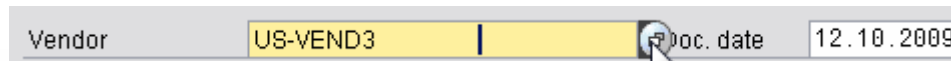
Tekan enter dan pilih vendor



The screenshot shows the 'Vendors: Purchasing' table in SAP. The table has columns: SearchTerm, PostalCode, City, Name 1, Vendor, POrg, and SuSet. The row for 'ABC' is highlighted in yellow.

SearchTerm	PostalCode	City	Name 1	Vendor	POrg	SuSet
ABBOTT	19087	WAYNE	ABBOTT BUILDING SUPPLIES,	3005	3000	<input type="checkbox"/>
ABC	44101	CLEVELAND	SUPPLIER - THREE	US-VEND3	3000	<input checked="" type="checkbox"/>
ABELE	70001	STUTT GART	ABELE INTERSHOP	5210	3000	<input type="checkbox"/>
ACME	69190	WALLDORF	IDES LIEFERANT	9999	3000	<input checked="" type="checkbox"/>
ACME	94598	WALNUT CREEK	ACME SUPPLY COMPANY	3425	3000	<input type="checkbox"/>

Double click pada vendor atau enter

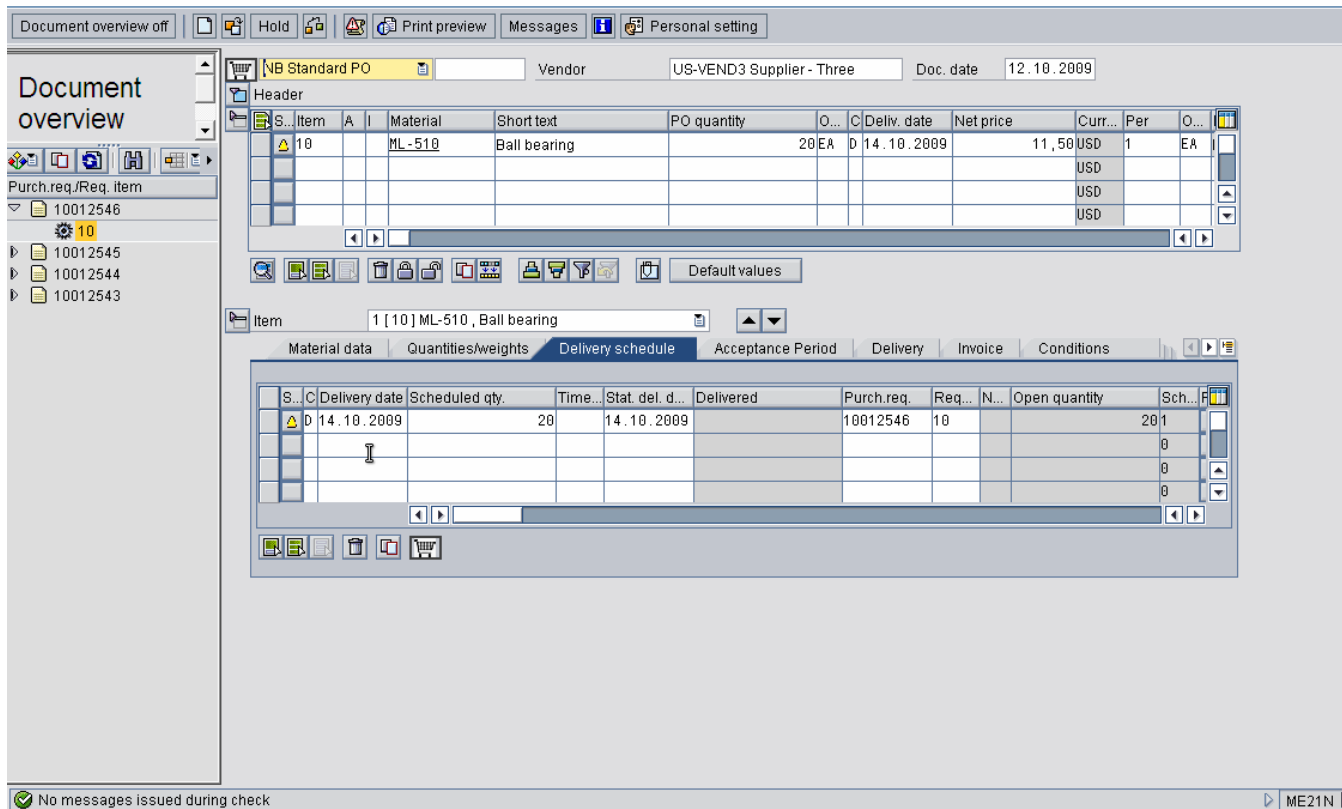


The screenshot shows the 'Vendor' field in the SAP interface, which now contains the value 'US-VEND3'. To its right is the 'Proc. date' field, which contains the date '12.10.2009'.

Purchase Order

Tekan  check untuk memastikan data terisi dengan benar tanpa error

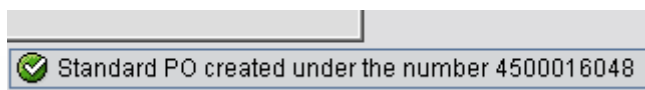
Create Purchase Order



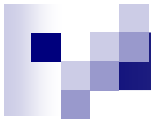
The screenshot shows the SAP 'Create Purchase Order' interface. The top bar includes buttons for 'Document overview off', 'Hold', 'Print preview', 'Messages', and 'Personal setting'. The main area is divided into a 'Document overview' sidebar on the left and a central workspace. The sidebar lists 'Purch.req./Req. item' with a tree view showing '10012546' and its sub-items '10012545', '10012544', and '10012543'. The central workspace displays the 'Header' section with fields for 'Vendor' (US-VEND3 Supplier - Three), 'Doc. date' (12.10.2009), and a table of items. The 'Item' section shows '1 [10] ML-510, Ball bearing' with a 'Delivery schedule' tab selected. The 'Delivery schedule' tab displays a table with columns: 'S...', 'C', 'Delivery date', 'Scheduled qty.', 'Time...', 'Stat. del. d...', 'Delivered', 'Purch. req.', 'Req. N...', 'Open quantity', and 'Sch...'. The table contains one row with data: 'D 14.10.2009', '20', '14.10.2009', and '10012546'. The bottom status bar shows 'No messages issued during check' and 'ME21N'.

S...	C	Delivery date	Scheduled qty.	Time...	Stat. del. d...	Delivered	Purch. req.	Req. N...	Open quantity	Sch...
D		14.10.2009	20		14.10.2009		10012546	10		20

Save, maka sistem secara otomatis akan mengeluarkan nomer PO

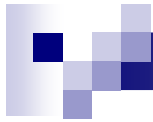


The screenshot shows a status bar message with a green checkmark icon and the text: 'Standard PO created under the number 4500016048'.



- Transaksi membuat *material master*
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- Transaksi membuat *purchase order*
- Transaksi membuat *goods receipt*





Goods Receipt

Tahap-tahap membuat goods receipt

Kode Transaksi

MIGO

Berikut ini adalah langkah-langkah dalam membuat goods receipt

Goods Receipt

Ketik Tcode pada transaction bar **MIGO**, enter

Goods Receipt Purchase Order - PRAVITA

Buttons: Show Overview, Hold, Check, Post, Help

Transaction Bar: A01 Goods Receipt, R01 Purchase Ord..., 4500016048, GR goods receipt, 101

Annotations:

- Pilih tipe transaksi (Select transaction type): Points to the dropdown menu showing options like %01 Goods Receipt, %02 Return Delivery, etc.
- Masukkan no. PO (Enter PO number): Points to the input field containing 4500016048.
- Movement Type 101 : GR For PO: Points to the input field containing 101.

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Batch	Valuation T...	M...	D Stoc

Enter atau tekan icon execute maka data material akan tercopy pada screen.

Goods Receipt Purchase Order 4500016048 - PRAVITA

Buttons: Show Overview, Hold, Check, Post, Help

Transaction Bar: A01 Goods Receipt, R01 Purchase Ord..., GR goods receipt, 101

Annotations:

- Masukkan Del. Note sebagai keterangan (Enter Del. Note as description): Points to the 'Delivery Note' field containing 'Delivery Note 01'.
- Masukkan tanggal penerimaan (Enter receipt date): Points to the 'Posting Date' field containing '14.06.2004'.

Line	Material ShortText	OK	Qty in UnE	E...	S...	Stor.Loc	Profit Center	Batch	Valuation T...	M...	D
1	Ball bearing		20	EA			3010			101	+

Goods Receipt

Tandai item ok ☒ Item OK , tekan check dan post

Goods Receipt Purchase Order 4500016048 - PRAVITA

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Ord... | GR goods receipt | 101

General | Vendor

Document Date: 14.06.2004 | Delivery Note: DELIVERY NOTE 01 | Vendor: Supplier - Three
Posting Date: 14.06.2004 | Bill of lading: | Header txt: |
☐ 1 Individual Slip | GR/GI Slip No.:

Line	Stat...	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Profit Center	Batch	Val...
1		Ball bearing	<input checked="" type="checkbox"/>	20	EA	Warehouse 0001	3010		

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement Type: GR goods receipt | Stock type: Unrestricted use

Plant: New York | Storage Location: Warehouse 0001 | Goods Recipient: | Unloading Point: | Text: |

☒ Item OK | Line: 1

Document is O.K.

Masukkan Storage Location

Material document 5000010245 posted



Thank You

