

End User Procedure (EUP)

Extend Material Master to Plant

MM01

Purpose

Use this procedure to extend a material for use by a plant.

Trigger

Perform this procedure when a material(s) have already been created in SAP R/3 and it is determined your plant has a need to purchase and/or stock the material(s).

Prerequisites

Before beginning this task, verify the following:

- Material(s) must have been created in SAP R/3 by the Dept of General Services Material Master Central Data Team (MMCDT).

Menu Path

Use the following menu path(s) to begin this task:

- Select **SAP Menu** → **Logistics** → **Materials Management** → **Material Master** → **Material** → **Create (General)** → **Immediately** to go to the *Create Material (Initial Screen)*

Transaction Code

MM01

Helpful Hints

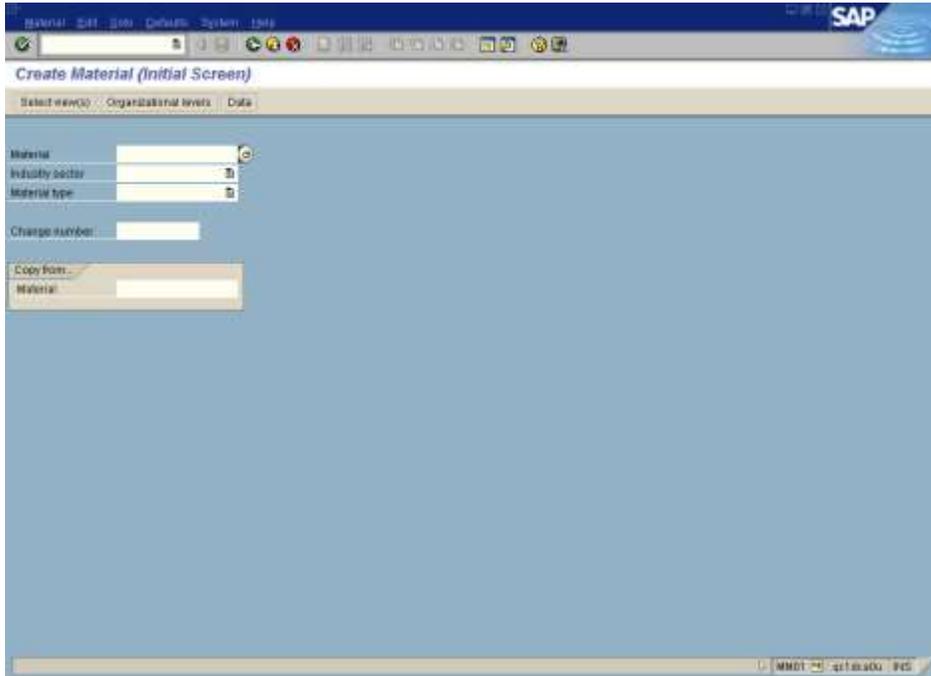
Review the following:

- Have the material number(s) and related plant information available before starting this process

Procedure

1. Start the task using the menu path or transaction code indicated above.

Create Material (Initial Screen)



R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

2. As required, complete/review the following field:

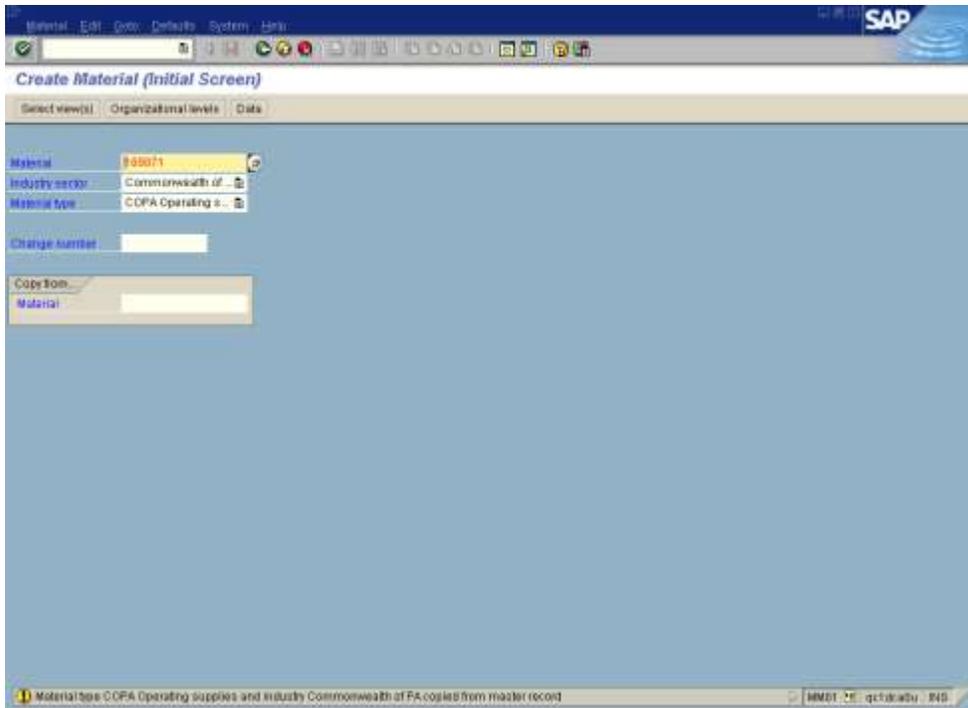
Field Name	R/O/C/D	Description
Material	R	A unique number identifying a material. This number is automatically assigned by SAP during the initial creation. Example: 100071



“Copy from – Material” option is not currently utilized in CoPA.

3. Select the ENTER  icon.

Create Material (Initial Screen)



The system will display the message “Material type COPA Operating supplies and Industry Commonwealth of PA copied from master record”. This is a Caution. Verify the Industry Sector is Commonwealth of PA and the Material type.

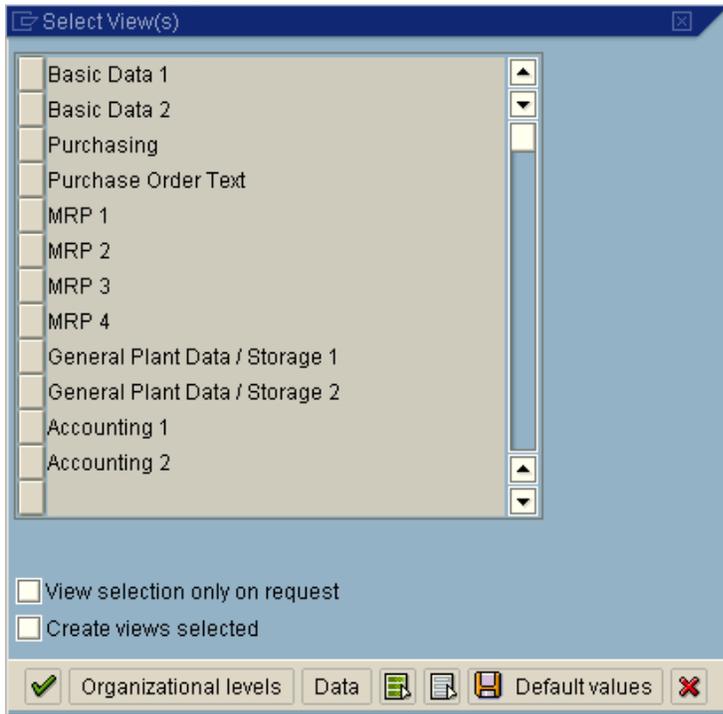
4. As required, complete/review the following fields:

Field Name	R/O/C/D/	Description
Industry sector	D	Key that specifies the type of industry to which the material is assigned.  System default value will always be Commonwealth of Pennsylvania (COPA).

Field Name	R/O/C/D/I	Description
Material type	D	<p>Key that assigns the material to a group of materials such as raw materials, finished products, or operating supplies. The material type defines certain attributes of the material and has important control functions.</p> <p> Depending on how the material master was created the system default value will be either COPA operating supplies or COPA Non-value mat (non-valued materials).</p>

5. Select the ENTER  icon.

Select View(s)



If extending the material for purchasing only (not inventory) select the following views: **Basic Data 1, Purchasing and/or Accounting 1** (COPA Non-value materials will not have this view).



If extending the material for purchasing and inventory select the following views: **Basic Data 1, Purchasing, MRP 1, MRP 2, MRP 3, General Plant Data/Storage 1 and/or Accounting 1** (COPA Non-value materials will not have this view).

6. Select the checkbox to the left of the views you desire to extend (open) within a plant.

Field Name	R/O/C/D/I	Description
Basic Data 1	R	Material master record view containing data common to all parts of the organization such as the material number and description.
Purchasing	R	Material master record view containing information on a material relevant to procurement including delivery tolerances and purchase order unit of measure.

Field Name	R/O/C/D/I	Description
Purchase Order Text	O	Material master record view containing information on a material relevant to procurement that will be included on the Purchase Order Commonwealth wide (not plant specific).
MRP 1	C	Material master record view containing information required for production planning and procurement planning pertaining to MRP type, reorder point, MRP controller, lot size and maximum stock level.
MRP 2	C	Material master record view containing information required for production planning and procurement planning pertaining to procurement type, planned delivery time, scheduled margin key, and safety stock.
MRP 3	C	Material master record view containing information required for production planning and procurement planning pertaining to availability check.
General Plant Data/Storage 1	C	Material master record view that maintains the plant and storage information for a material.
Accounting 1	C	Material master record view which contains Accounting related data pertaining to valuation class, price control, moving average price.



Only the views listed above may be selected. Views not listed are not used in this transaction by the Commonwealth at this time.

7. Select the ENTER  icon.

Organizational Levels

8. As required, complete/review the following fields:

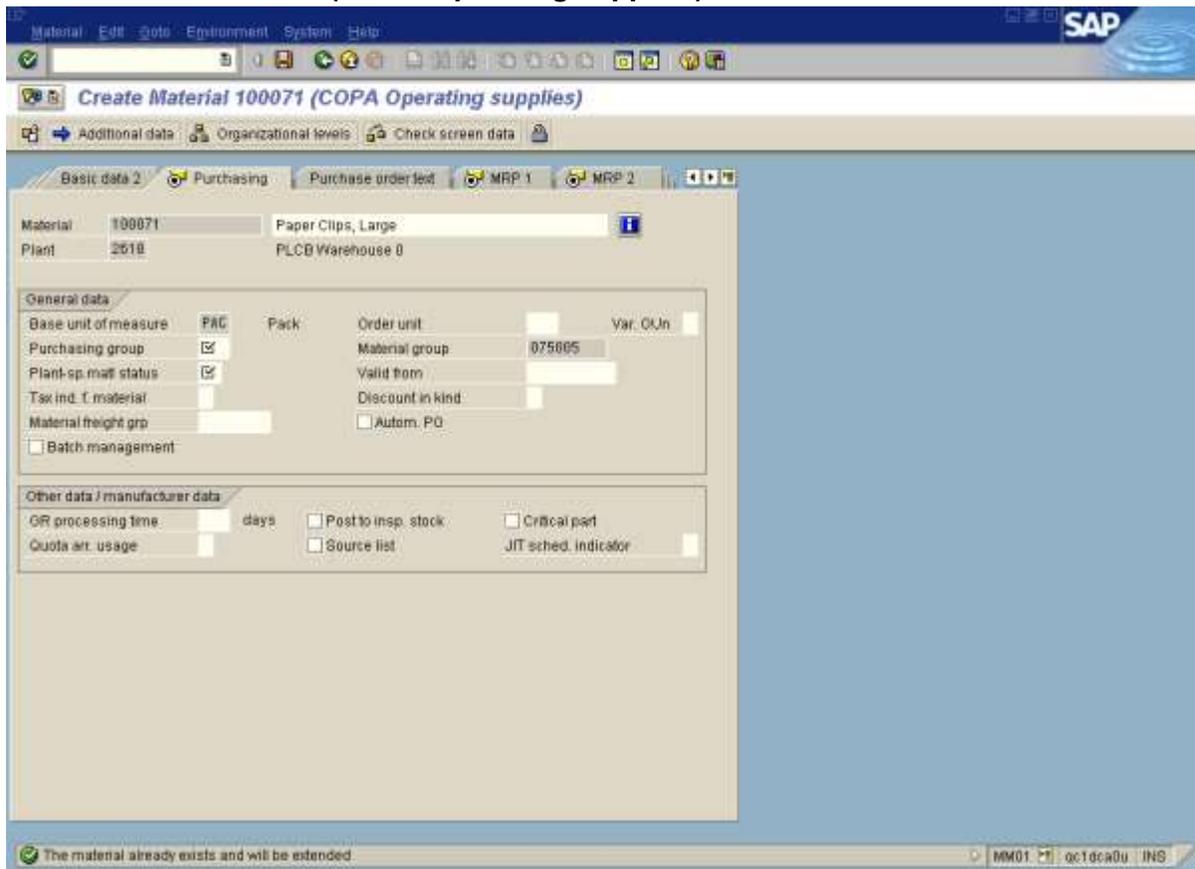
Field Name	R/O/C/D/I	Description
Plant	R	The agency organization unit number. Example: 1500
Storage Location	C	Number of the storage location at which the material is stored. A plant may contain one or more storage locations.  NOT REQUIRED IF EXTENDING FOR PURCHASING ONLY Example: 0001



Currently COPA is not utilizing the following fields: **Valuation type, MRP Profile, and Org levels/profiles only on request.**

9. Select the CONTINUE  icon.

Create Material 100071 (COPA Operating supplies)

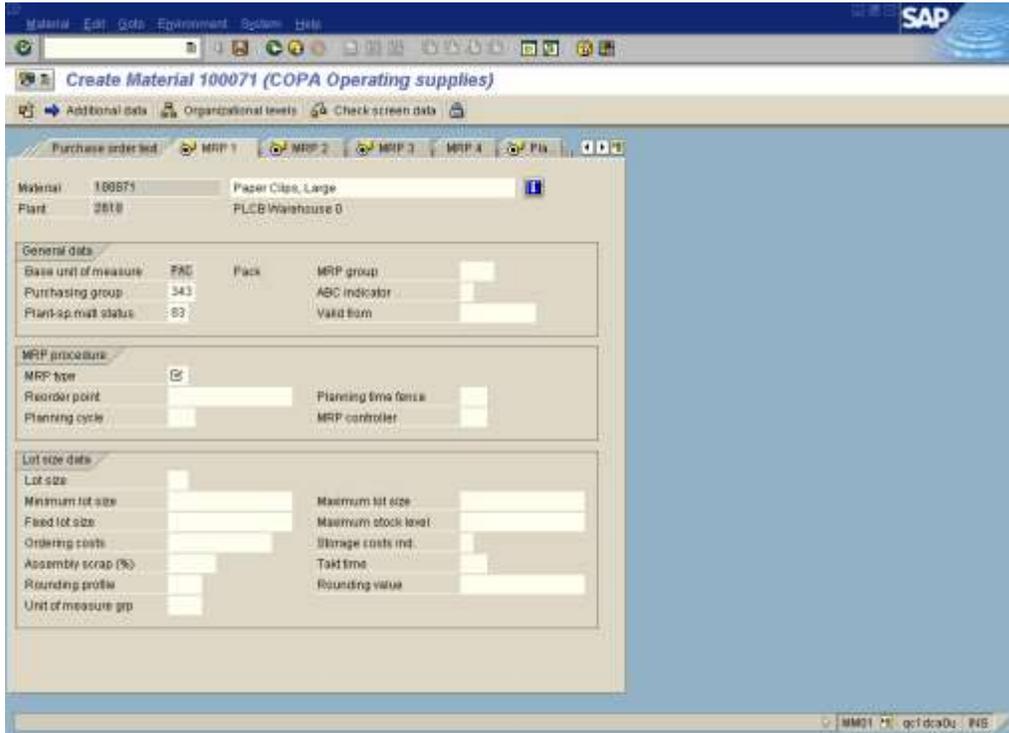


10. As required, complete/review ONLY the following fields:

Field Name	R/O/C/D/I	Description
Purchasing group	R	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials. Example: 343
Plant-sp matl. status	R	Restricts the usability of the material for the plant concerned with a warning.  02 = No Cat. Extract – Non-Inventory. This will allow for purchasing but will not send material information to SRM. 03 = Extract to Catalog Inventory. This will be an inventoried material at a plant. This will extract to the SRM catalog for ordering. Example: 03

11. Select the ENTER  icon.

Create Material 100071 (COPA Operating supplies)



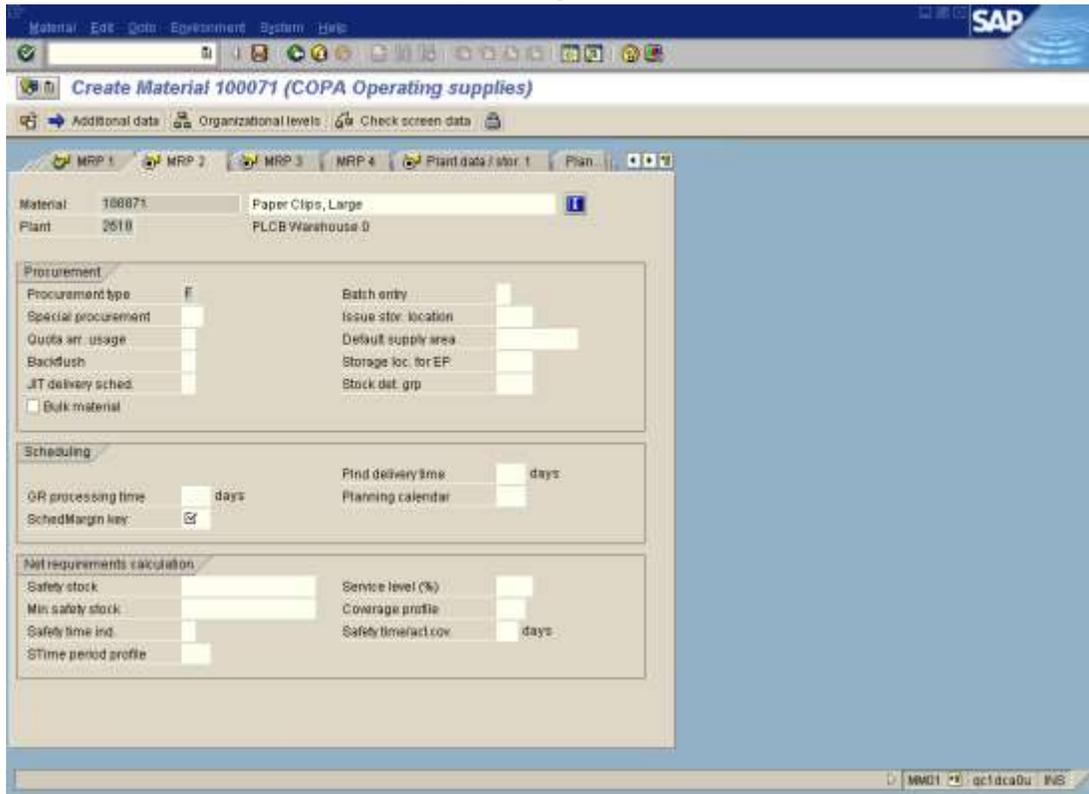
12. As required, complete/review ONLY the following fields:

Field Name	R/O/C/D/I	Description
MRP Type	R	Used to identify the type of MRP method used to purchase planned material.  ND = No planning VB = Manual reorder point planning Example: VB
Reorder point	C	Stock quantity below which a new order is placed for the material. If the stock falls below this quantity, the system flags the material for materials planning. Required if MRP type VB is selected.
MRP Controller	R	Controller or group of controllers responsible for planning material requirements.  Required for an inventory material only Example: 650

Field Name	R/O/C/D/	Description
Lot Size	R	<p>Procedure in materials requirement planning the system uses to calculate the order and production quantities.</p> <p> EX = Lot for lot order quantity HB = Replenish to maximum stock level Example: EX</p>
Maximum stock level	C	Quantity of the material in this plant that may not be exceeded. Required only if Lot size HB is selected.

13. Select the ENTER  icon.

Create Material 100071 (COPA Operating supplies)

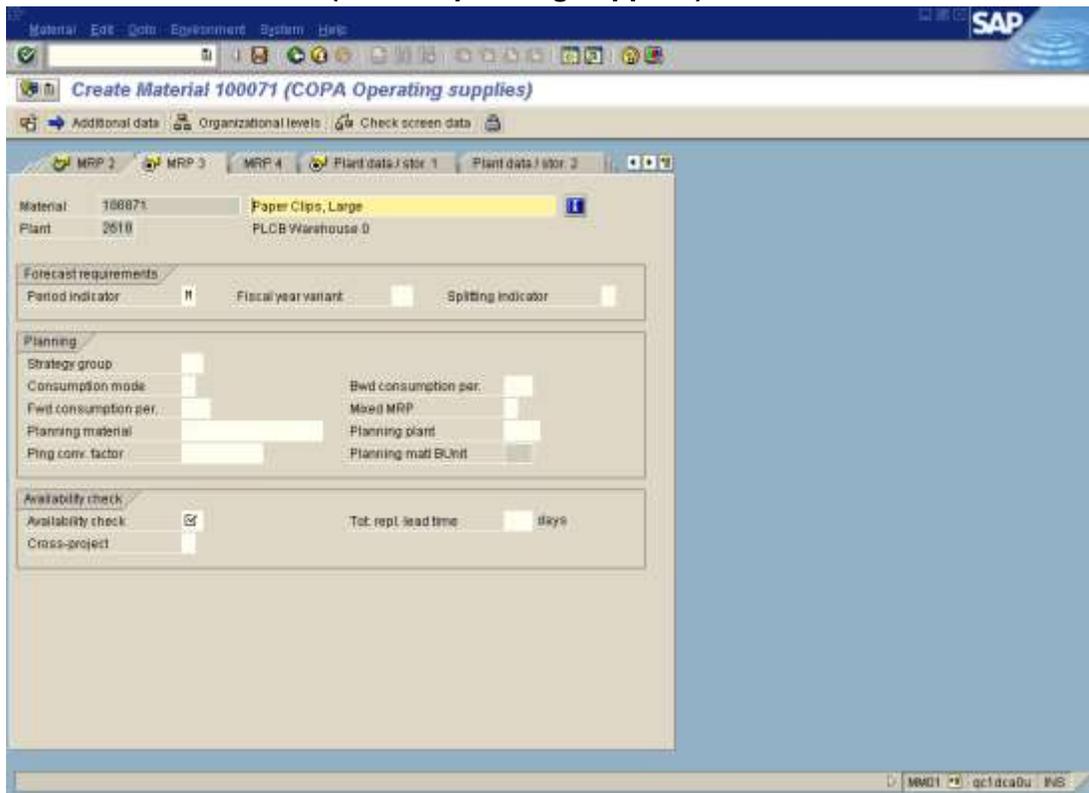


14. As required, complete/review ONLY the following fields:

Field Name	R/O/C/D/I	Description
Plnd delivery time	O	The planned lead time from order placement to delivery. Example: 15
SchedMargin key	R	Key used to determine the floats (working days) required when processing an order in several stages.  Currently the Commonwealth is only using "000". Example: 000

15. Select the ENTER  icon.

Create Material 100071 (COPA Operating supplies)

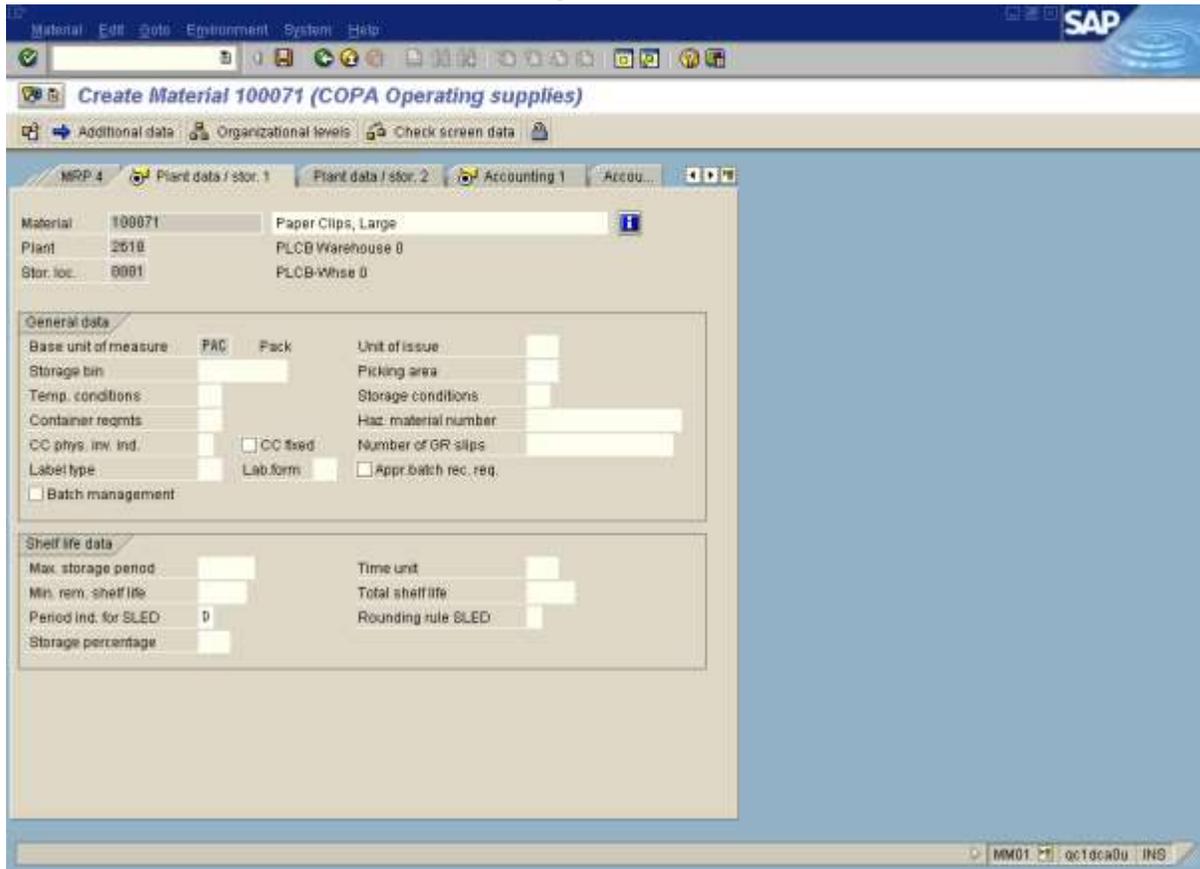


16. As required, complete/review ONLY the following field:

Field Name	R/O/C/D/I	Description
Availability check	R	Procedure utilized during production control to ensure that there are enough resources available for the order. Resources include work centers and materials.  Currently only KP is utilized. Example: KP

17. Select the ENTER  icon.

Create Material 100071 (COPA Operating supplies)

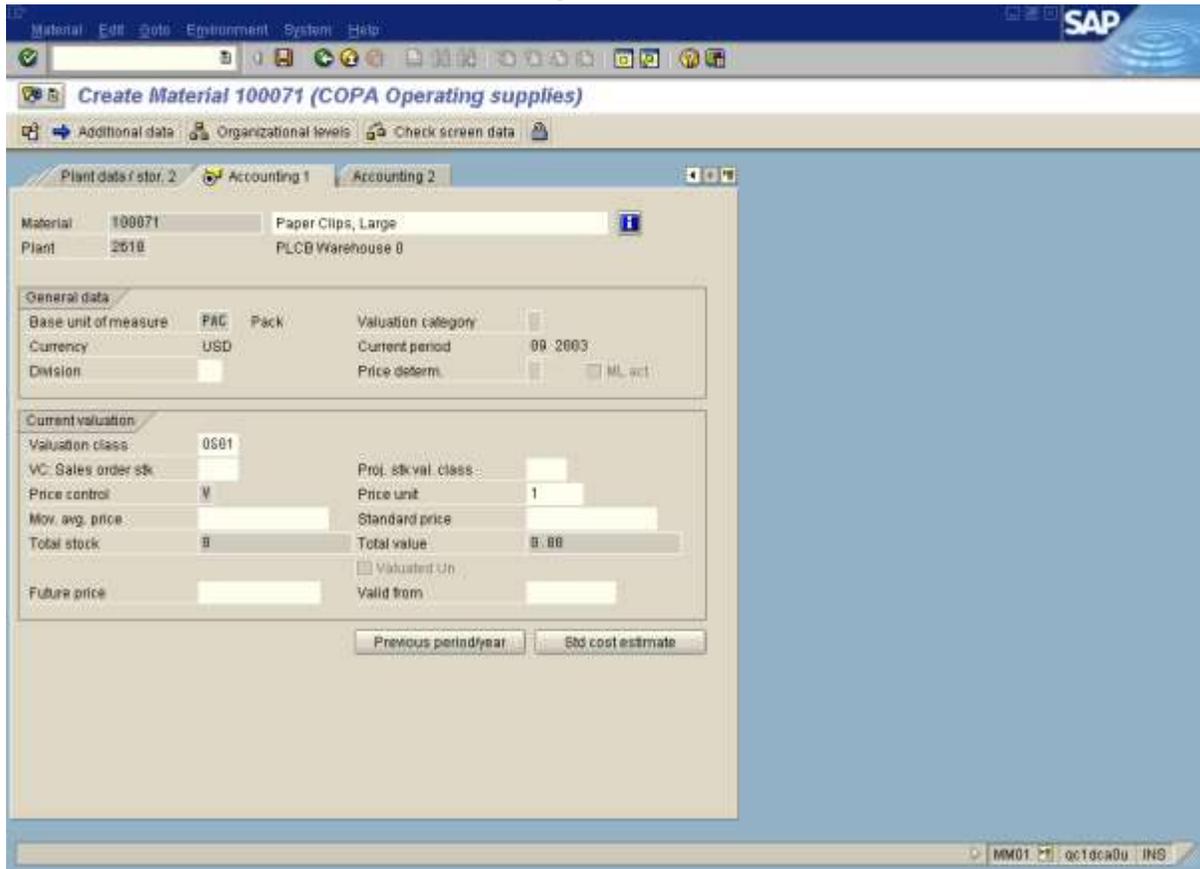


18. As required, complete/review ONLY the following field:

Field Name	R/O/C/D/I	Description
Storage bin	O	Code identifying the exact location in the warehouse where the material is stored or can be stored. Example: CR4T5

19. Select the ENTER  icon.

Create Material 100071 (COPA Operating supplies)



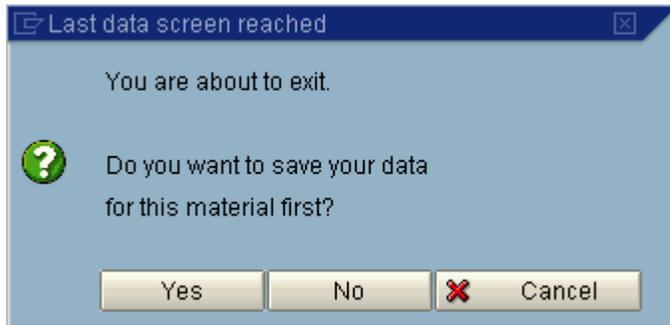
20. As required, complete/review ONLY the following field:

Field Name	R/O/C/D/I	Description
Valuation Class	R	The valuation class allows the stock values of materials of the same material type to be posted to different G/L accounts. Allows the stock values of materials of different material types to be posted to the same G/L account. Determines together with other factors the G/L accounts updated for a valuation-relevant transaction (such as a goods movement) Example: OS01

Field Name	R/O/C/D/I	Description
Mov. avg. price	R	The system calculates the moving average price automatically by dividing the material value in the stock account by the total of all storage location stocks in the plant concerned. It changes the price with each valuation-relevant movement. The system changes the periodic unit price if you settle the material ledger and then save the data. The valuation of stocks at moving average price or periodic unit means that the price of the material is adapted to the continual fluctuations in the procurement price. Example: 1.00

21. Select the ENTER  icon to continue or select the SAVE  icon.

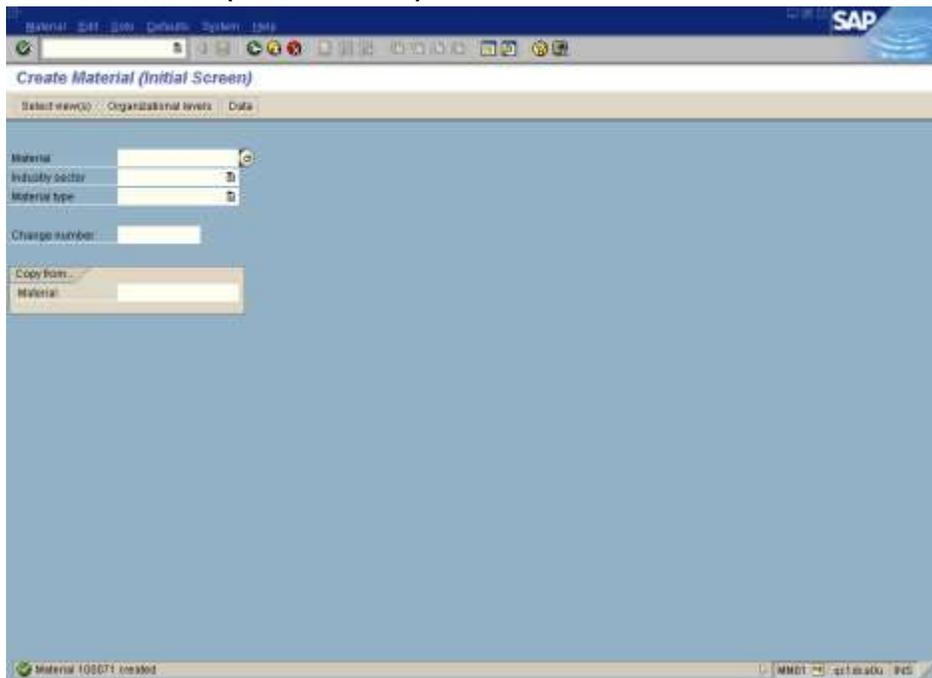
Last data screen reached



This dialog box will only be displayed if you select the ENTER  icon.

22. Select the YES  button

Create Material (Initial Screen)



The system displays the message “Material XXXXXX created”.

23. Perform one of the following:

If	Go To
Extending another material	Step 1
Exiting the system	Step 24

24. Select the EXIT  icon until the *SAP Easy Access* screen appears.

25. You have completed this transaction.

Result

You have successfully completed the transaction Extend Material Master to Plant (MM01).

Comments

Congratulations! You have successfully extended a material to your plant.

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