



SAP User Manual for Transfer Posting

Indian Ports Association (IPA) Implementation of Port EBS Project Enterprise Business System

Business Process Manual for Transfer Posting Process

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SAP User Manual for Transfer Posting

This document is a desk reference tailored to the Procurement Specialists. It is intended to provide information that will be helpful to support the Stock Transfer Process.

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Authors & Participants	
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Reviewed and Approved By			
Name	Title	Date	Approved



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Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Stock Transfer Process handled in S4H (SAP) to the respective users.

Summary:

In this chapter, we are going to learn about how Inventory Stock Transfer Process transactions will be handled in SAP system.

Its starts right from creation of Reservation, Reservation Approval, Transfer Posting & Place in Storage.

The **Stock Transfer Process** is coming under **6.18 (Transfer Posting)** in SAP MM/QM SRS Document.



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Abbreviation

<i>Abbreviation</i>	<i>Description</i>
PR/ PReq	Purchase Requisition
RFQ	Request for Quotation
PO	Purchase Order
MS	Measurement Sheet
JMS	Joint Measurement Sheet
MM	Materials Management
	Release for Approval
	Selection variant
	Service Button
	Exit Button
	Supplier Address
	Continue button
	SAP Business Workplace
	Check
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute
	Other Document



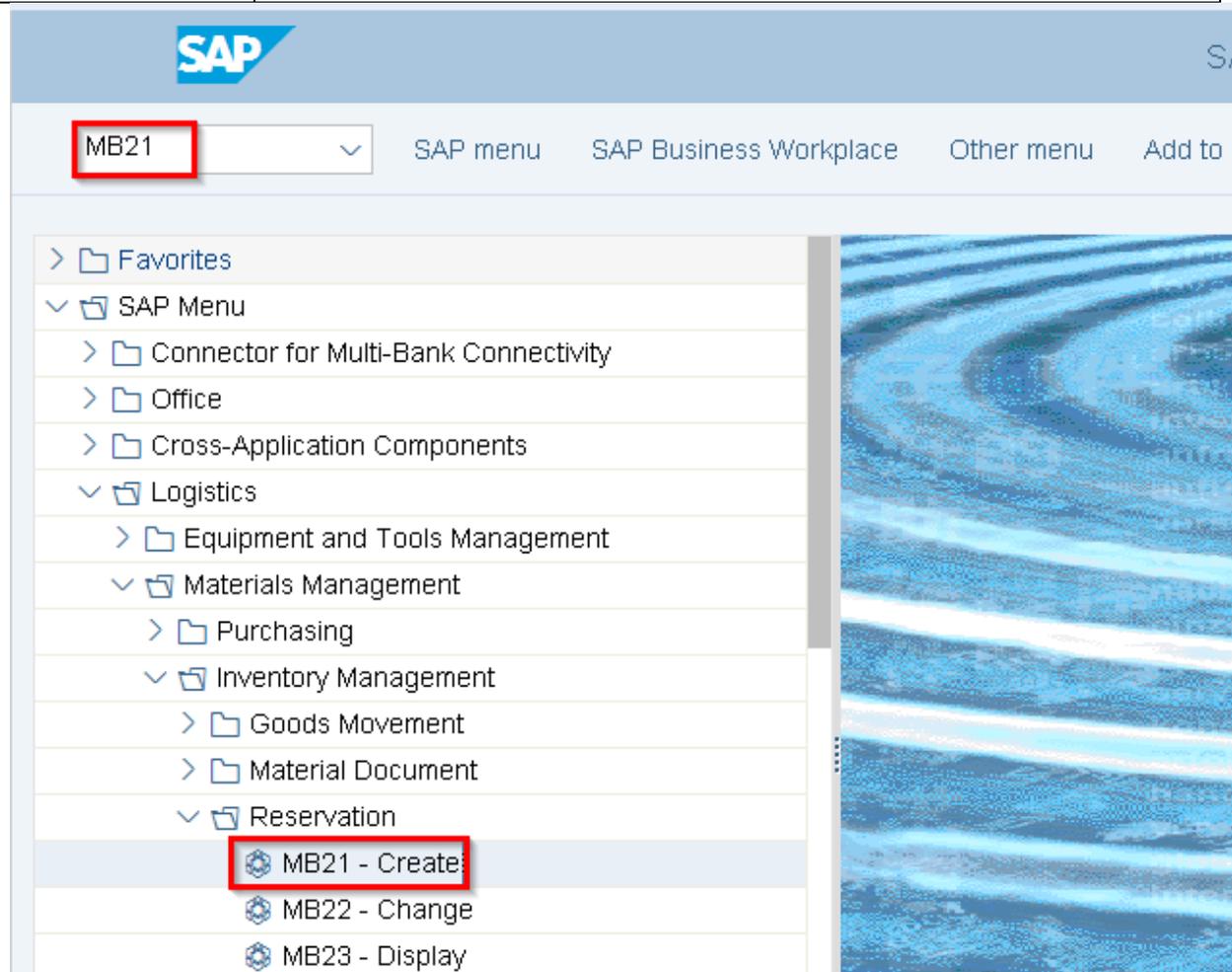
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1. Create Reservation

Step 1:

Enter Transaction Code **MB21** in command bar (or) Follow the below navigation path.

Transaction Code	MB21
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Inventory Management → Reservation → MB21 - Create
Role	All Users





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Step 2:

- In create Reservation: Initial Screen provide following details;
 - Base Date: **29.07.2020**
 - Movement Type: **Z13**
 - Plant: **1000** & Press Enter

The screenshot shows the SAP 'Create Reservation: Initial Screen' interface. At the top, there is a navigation bar with the SAP logo and the title 'Create Reservation: Initial Screen'. Below the navigation bar, there is a search field and a 'More' dropdown menu. The main content area contains several input fields: '*Base Date: 29.07.2020', 'Check Date: ', 'Movement Type: Z13', and 'Plant: 1000'. A red rectangular box highlights these four input fields. A callout bubble with a pointer to the red box contains the following text: '1. Enter Base Date', '2. Movement Type', and '3. Plant'. Below the input fields, there is a 'Reference' section with a 'Reservation:' label and an empty input field.



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Step 3:

- Create Reservation: New Item Screen provide below details;
 - Receiving Storage Location: **6616**
 - Material: **1000000390**
 - Quantity: **5**
 - Storage Location: **6626**
- Click on **Post**

The screenshot shows the SAP 'Create Reservation: New Items' screen. The 'Movement Type' is set to 'Z13'. The 'Goods Recipient' is 'Ashish'. The 'Receiving Stor. Loc.' field is highlighted with a red box and labeled '1. Receiving Storage Location' with a callout. The 'Items' table below has three columns highlighted with red boxes and callouts: 'Material' (1000000390) labeled '2. Material', 'Quantity' (10) labeled '3. Quantity', and 'Storage Loc.' (6626) labeled '3. Issuing Storage Location'. At the bottom right, the 'Post' button is highlighted with a red box and labeled '4. Post'.

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	1000000390	10		1000	6626		
2				1000			

Step 4:

- A reservation document created with no **7010000061**. System will give the information message as below;  Document 7010000061 posted [View details](#)



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2. Reservation Approval

Step 1:

- Login as **Approver 1** in SAP System.

SAP

Client: 500

*User: 10100050

*Password: *****

Logon Language: EN

Step 2:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Roe	APPROVER

SAP Easy Access

SBWP SAP menu SAP Business Workplace Other menu Add to Favorites Dele

- Favorites
 - T Codes
 - Reports
- SAP Menu
 - Connector for Multi-Bank Connectivity
 - Office
 - SBWP - Workplace
 - Telephone Integration
 - Appointment Calendar

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Step 3:

- Expand “Inbox” button, under workflow “Please approve the Reservation 7010000061” message will appear
- Double Click on the “Please approve the Reservation 7010000061” message. It will open the Reservation document in Display mode.

The screenshot shows the SAP inbox interface. The left sidebar shows the folder structure: Workplace: Ashish Mogrekar > Inbox > Workflow 58. The main area displays a list of messages under 'Workflow 58'. Two messages are visible, both titled 'Please approve the RESERVATION 7010000061'. A red box highlights the first message. A callout bubble points to this message with the text 'Double Click on the “Please approve the Reservation”'. Below the list, the details of the selected message are shown, including the title 'Please approve the RESERVATION 7010000061' and a description: 'Select one of the available decision options. This completes the processing of this step.'

Step 4:

- Click on Back Button. System will open Decision step in workflow screen.

The screenshot shows the SAP decision step screen for 'Display Reservation 7010000061 : Overview'. The top navigation bar includes a 'Back' button, which is highlighted with a red box and a callout bubble containing the text 'Click on Back'. Below the navigation bar, there are input fields for 'Movement Type', 'Goods Recipient' (Ashish), 'Order', and 'Operation'. A 'More' button is visible on the right. Below these fields, the 'Receiving Stor. Loc.' is set to '6616'. At the bottom, there is a table with columns: Item, Quantity, Base UoM, Material, Plant, and Storage Location. The table contains one row of data.

Item	Quantity	Base UoM	Material	Plant	Storage Location
1	10	EA	1000000390	1000	6626



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Step 5:

- Click on “**Approve**” Button to approve the Reservation.

The screenshot shows a SAP interface for approving a reservation. At the top, there is a search bar and navigation links for 'Workflow', 'Create', 'Import', and 'More'. The main content area has a header that reads 'Please approve the RESERVATION 7010000061'. Below this, a prompt says 'Choose one of the following alternatives'. A list of options is provided: 'Approve', 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'. The 'Approve' option is highlighted with a red rectangular box.

Step 6:

- Reservation will be approved with level 1.
- Reservation Approval Request notification is forwarded to Approver 2.

Step 7:

- Login as **Approver 2** in SAP System.

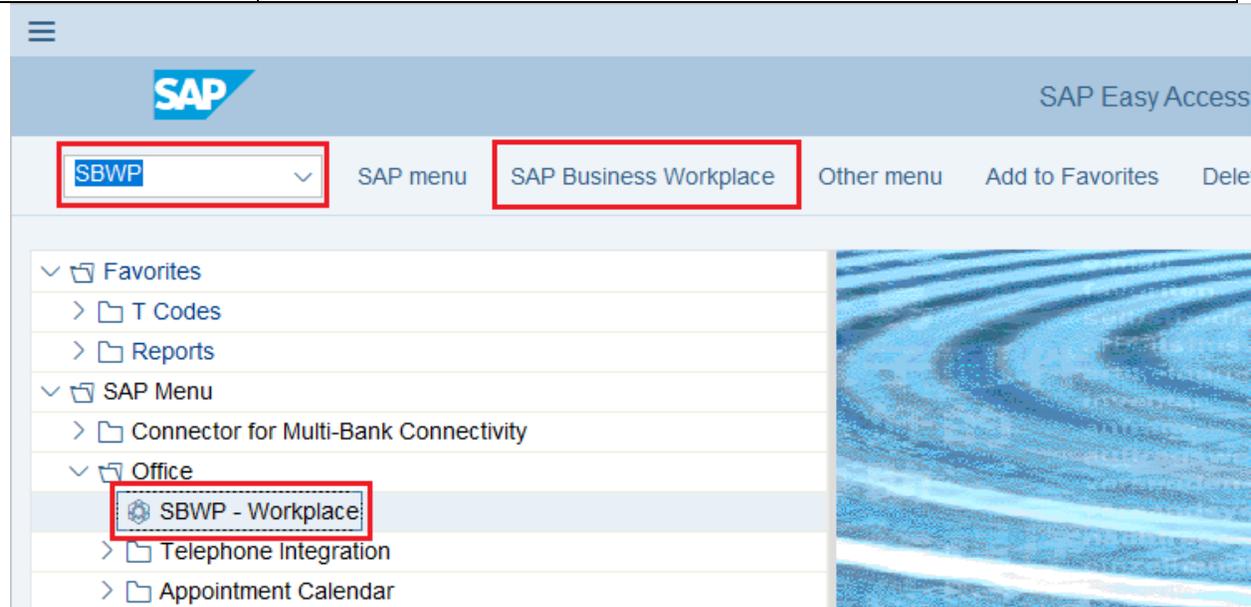
The screenshot shows the SAP login screen. At the top, there is a menu icon, the SAP logo, and the text 'SAP'. Below this, there is a search bar and navigation links for 'New password' and 'More'. The main content area contains the login form. The 'Client' field is set to '500'. The '*User:' field is set to '10100051' and is highlighted with a red rectangular box. A callout bubble points to this field with the text 'Enter Approver Log in ID & Password'. The '*Password:' field is filled with asterisks. The 'Logon Language' field is set to 'EN'.

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Step 8:

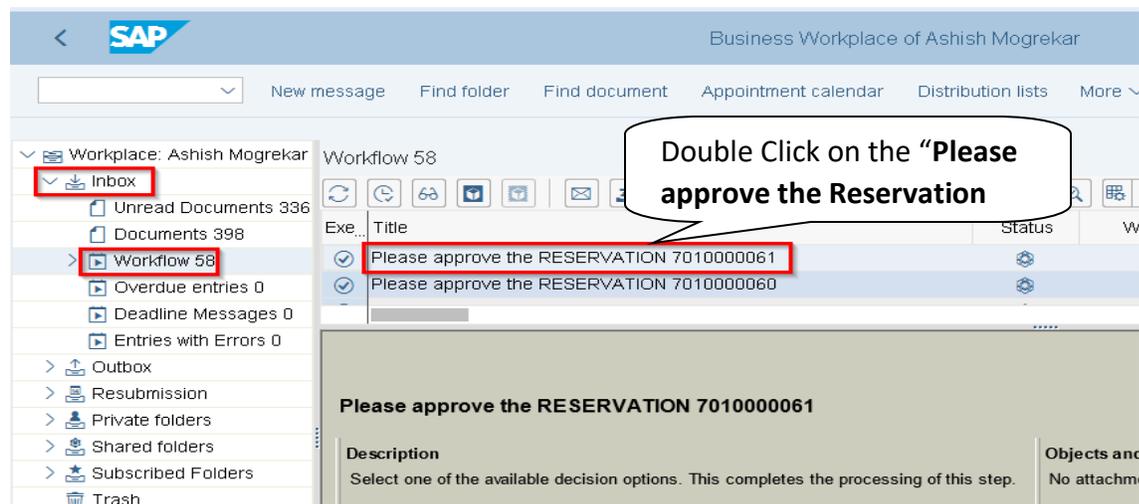
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	APPROVER



Step 9:

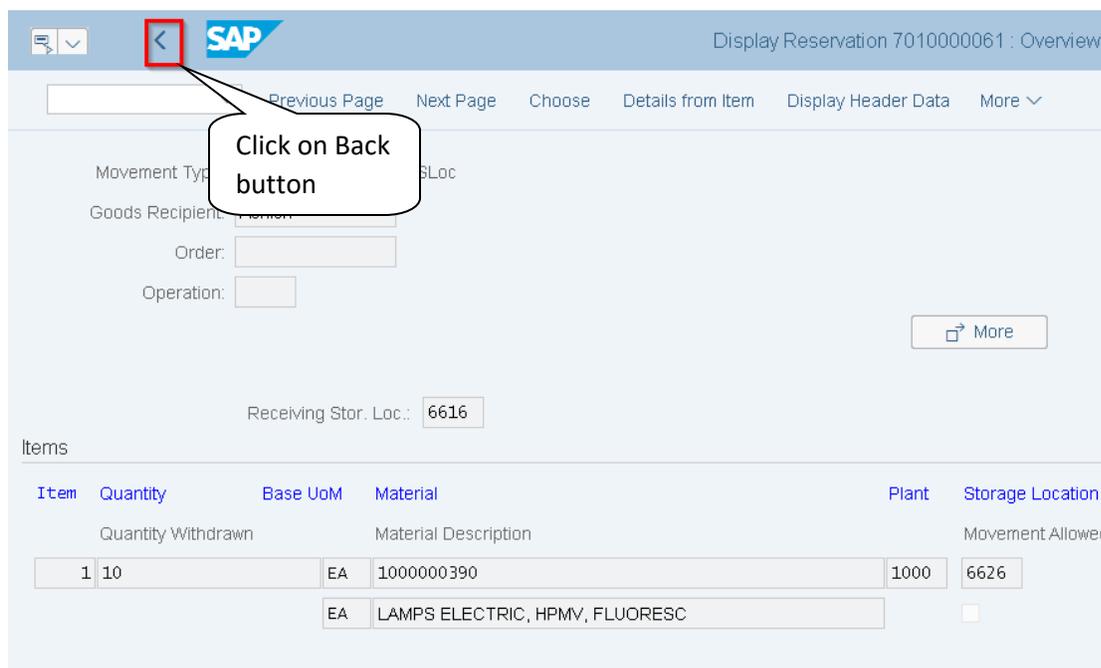
- Expand “**Inbox**” button, under workflow “**Please approve the Reservation 701000061**” message will appear.
- Double Click on the “**Please approve the Reservation 701000040**” message. It will open the Reservation document in Display mode.



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Step 10:

- Click on **Back** Button. System will open Decision step in workflow screen.



Display Reservation 7010000061 : Overview

Previous Page Next Page Choose Details from Item Display Header Data More ▾

Movement Type: 101
Goods Recipient: 6616
Order:
Operation:

Receiving Stor. Loc.: 6616

Items

Item	Quantity	Base UoM	Material	Plant	Storage Location
1	10	EA	1000000390	1000	6626
		EA	LAMPS ELECTRIC, HPMV, FLUORESC		

Step 11:

- Click on **Approve** Button to approve the Reservation.



Workflow Create Import More ▾

Please approve the RESERVATION 7010000061

Choose one of the following alternatives

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold

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Step 12:

- Reservation will be approved with level 2.
- Reservation Approval Request notification is forwarded to Approver 3.

Step 13:

- Login as **Approver 3** in SAP System.

Step 14:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	APPROVER



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Step 15:

- Expand “Inbox” button, under workflow “Please approve the Reservation 7010000061” message will appear
- Double Click on the “Please approve the Reservation 7010000040” message. It will open the Reservation document in Display mode.

Business Workplace of Ashish Mogrekar

New message Find folder Find document Appointment calendar Distribution lists More

Workplace: Ashish Mogrekar

Inbox

Unread Documents 336

Documents 398

Workflow 58

Overdue entries 0

Deadline Messages 0

Entries with Errors 0

Outbox

Resubmission

Private folders

Shared folders

Subscribed Folders

Trash

Workflow 58

Exe... Title Status W

Please approve the RESERVATION 7010000061

Please approve the RESERVATION 7010000060

Please approve the RESERVATION 7010000061

Description

Select one of the available decision options. This completes the processing of this step.

Objects and

No attachme

Step 16:

- Click on Back Button. System will open Decision step in workflow screen.

Display Reservation 7010000061 : Overview

Next Page Choose Details from Item Display Header Data More

Movement Type

Goods Recipient: Ashish

Order:

Operation:

More

Receiving Stor. Loc.: 6616

Items

Item	Quantity	Base UoM	Material	Plant	Storage Location
1	10	EA	1000000390	1000	6626
		EA	LAMPS ELECTRIC, HPMV, FLUORESC		



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Step 17:

- Click on “**Approve**” Button to approve the Reservation.

The screenshot shows a SAP interface for approving a reservation. At the top, there is a search bar and navigation buttons: "Workflow", "Create", "Import", and "More". Below this, a message reads "Please approve the RESERVATION 7010000061". Underneath, it says "Choose one of the following alternatives". A list of options is provided: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" option is highlighted with a red rectangular box.

Step 18:

- Reservation will be approved with level 3.
- Reservation Approval Request notification is forwarded to Approver 4.

Step 19:

- Login as **Approver 4** in SAP System.

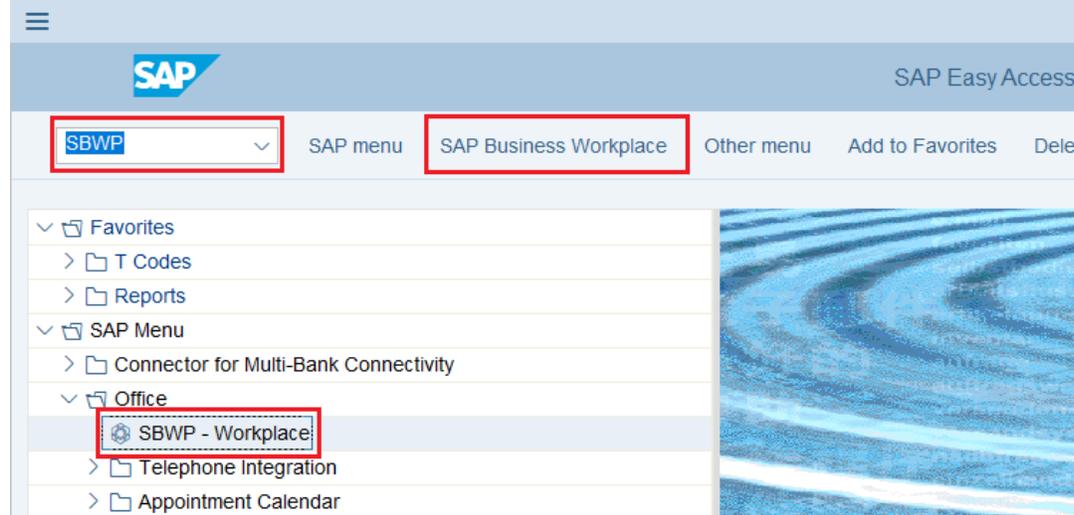
The screenshot shows the SAP login screen. At the top, there is a menu icon, the SAP logo, and a search bar with "New password" and "More" buttons. Below the search bar, the "Client" field is set to "500". The "* User:" field contains "10100048" and is highlighted with a red rectangular box. The "* Password:" field contains a series of asterisks and is also highlighted with a red rectangular box. A speech bubble points to these two fields with the text "Enter Approver Credentials". At the bottom, the "Logon Language:" field is set to "EN".

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Step 20:

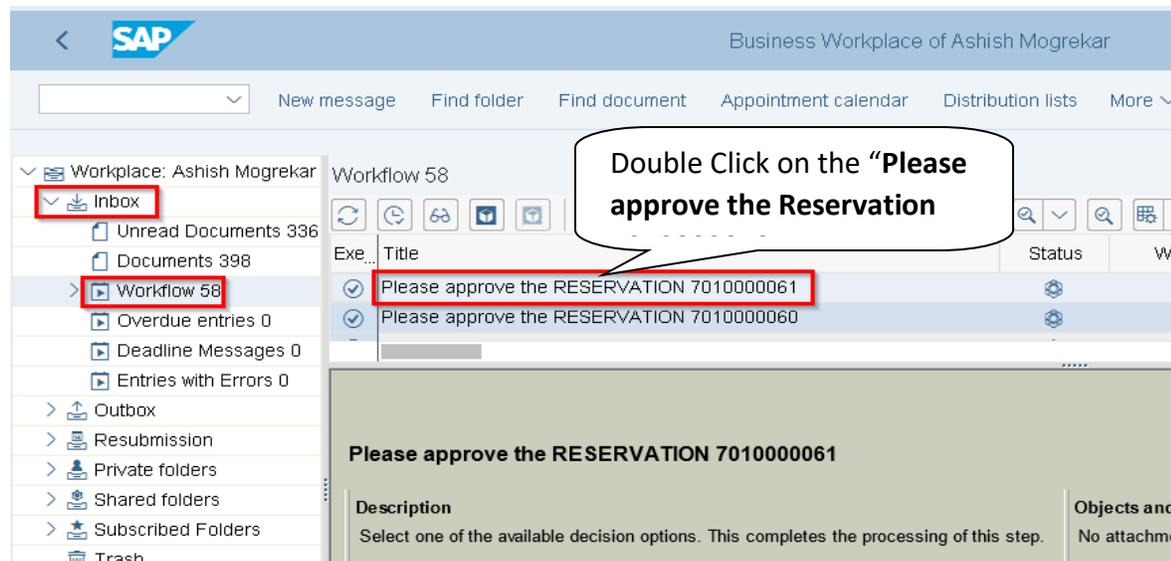
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	APPROVER



Step 21:

- Expand **“Inbox”** button, under workflow **“Please approve the Reservation 7010000061”** message will appear.
- Double Click on the **“Please approve the Reservation 7010000040”** message. It will open the Reservation document in Display mode.





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Step 22:

- Click on **Back** Button. System will open Decision step in workflow screen.

Display Reservation 7010000061 : Overview

Back Next Page Choose Details from Item Display Header Data More

Movement Type: 215
Goods Recipient: Ashish
Order:
Operation:

Receiving Stor. Loc.: 6616

Items

Item	Quantity	Base UoM	Material	Plant	Storage Location
1	10	EA	1000000390	1000	6626
		EA	LAMPS ELECTRIC, HPMV, FLUORESC		

Step 23:

- Click on **Approve** Button to approve the Reservation.

Workflow Create Import More

Please approve the RESERVATION 7010000061

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold



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Step 24:

- Reservation will be approved with level 4.
- Once the Reservation is approved by all 4 level approvers, a notification is triggered to Reservation Initiator and all preceding approvers.

The screenshot displays the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the navigation tree with 'Unread Documents 341' highlighted. The main content area shows a list of unread documents, with the following table:

Me...	Type	Title	Atta...	Author
		RESERVATION 7010000061 is Approved		SAP_WFRT
		RESERVATION 7010000061 is Approved		SAP_WFRT

The selected document is expanded to show the following content:

RESERVATION 7010000061 is Approved

Hello,

The RESERVATION 7010000061 is Approved.

Approved by: MM00596824 Ashish Mogrekar

Regards,
MM00596824
Ashish Mogrekar



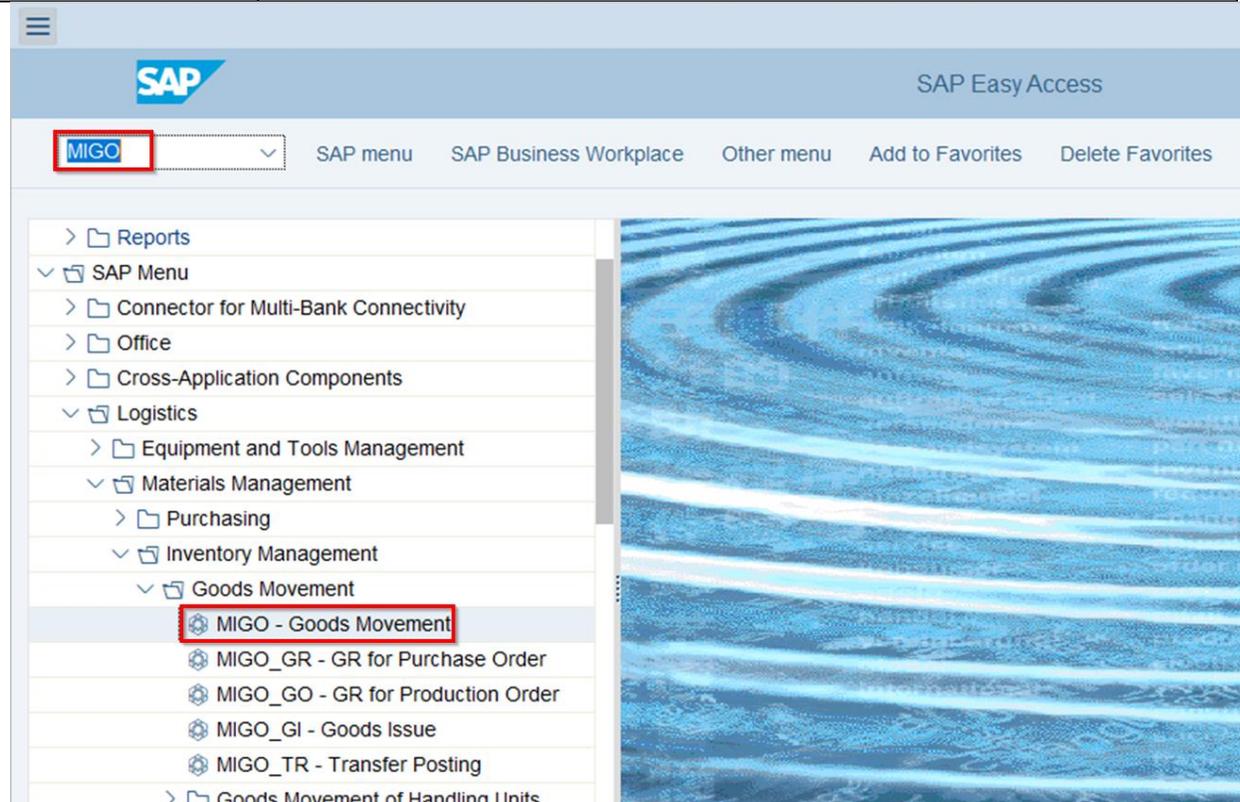
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3. Transfer Posting.

Step 1:

- Enter Transaction Code MIGO in command bar (or) Follow the below navigation path.

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER





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Step 2:

- Select “A08 Transfer Posting” in transaction with reference to “R09 Reservation”
- Enter Reservation: **7010000061**.
- Press **Enter**.

The screenshot shows the SAP interface for 'Transfer Posting Reservation - Ashish Mogrekar'. The top navigation bar includes the SAP logo and a search icon. Below the bar, there are dropdown menus for 'A08 Transfer Posting', 'R09 Reservation', and the reservation number '7010000061'. A 'Head data' button is visible. The main content area shows a table with columns for 'Transfer Posting', 'Material', 'Quantity', and 'Where'.

Step 3:

- System will fetch data with reference to reservation & displays in transaction.
- Select Print Check box

The screenshot shows the SAP interface for 'Transfer Posting Reservation - Ashish Mogrekar' with data populated. The top navigation bar is the same. Below the bar, there are dropdown menus for 'A08 Transfer Posting', 'R09 Reservation', and the reservation number '7010000061'. A 'Movement Type?' field is visible. The main content area shows a table with columns for 'General', 'Cust. Header Flds', 'Transfer Posting', 'Material', 'Quantity', 'Where', 'Reservation', 'Partner', 'Account Assignment', and 'Cust. Item Flds'. The 'General' tab is active, showing fields for 'Document Date: 29.07.2020', 'Posting Date: 29.07.2020', 'Material Slip:', and 'Doc. Header Text:'. A checkbox labeled '2 Individual Slip with Ins...' is checked, and a callout box points to it with the text 'Select Check box'. The 'From' and 'Dest' sections are highlighted with red boxes, showing material details for 'LAMPS ELECTRIC, HPMV, FLUORESC' with quantity '1000'.



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Step 4:

- Click on " **Check** " Button. System will check for errors in the document. If no error found it display " **✔ Document is O.K.** " message.
- Click on " **Post** " Button. system will create material document and display **✔ Material document 5001000063 posted** message.

The screenshot shows the SAP Transfer Posting interface. At the top, there are dropdown menus for 'A08 Transfer Posting' and 'R09 Reservation', along with search and refresh icons. Below this is a 'General' tab with fields for 'Document Date' (29.07.2020), 'Posting Date' (29.07.2020), 'Material Slip', and 'Doc. Header Text'. A checkbox for '2 Individual Slip with Ins...' is checked. The 'Transfer Posting' tab is active, showing a table with 'From' and 'Dest' columns. The 'From' column contains 'Material: LAMPS ELECTRIC, HPMV, FLUORESC', '1000000390', 'Plant: Mumbai Port Trust', and 'Stor. Loc.: MZCMEEMDIVBB 6626'. The 'Dest' column contains 'Material: LAMPS ELECTRIC, HPMV, FLUORESC', '1000000390', 'Plant: Mumbai Port Trust', and 'Stor. Loc.: MZCMEKHLSHIWSHP 6616'. A 'Post' button is highlighted with a red box and a callout bubble labeled 'Post'. At the bottom right, there are buttons for 'Post', 'Cancel', and 'Activate Windows'.



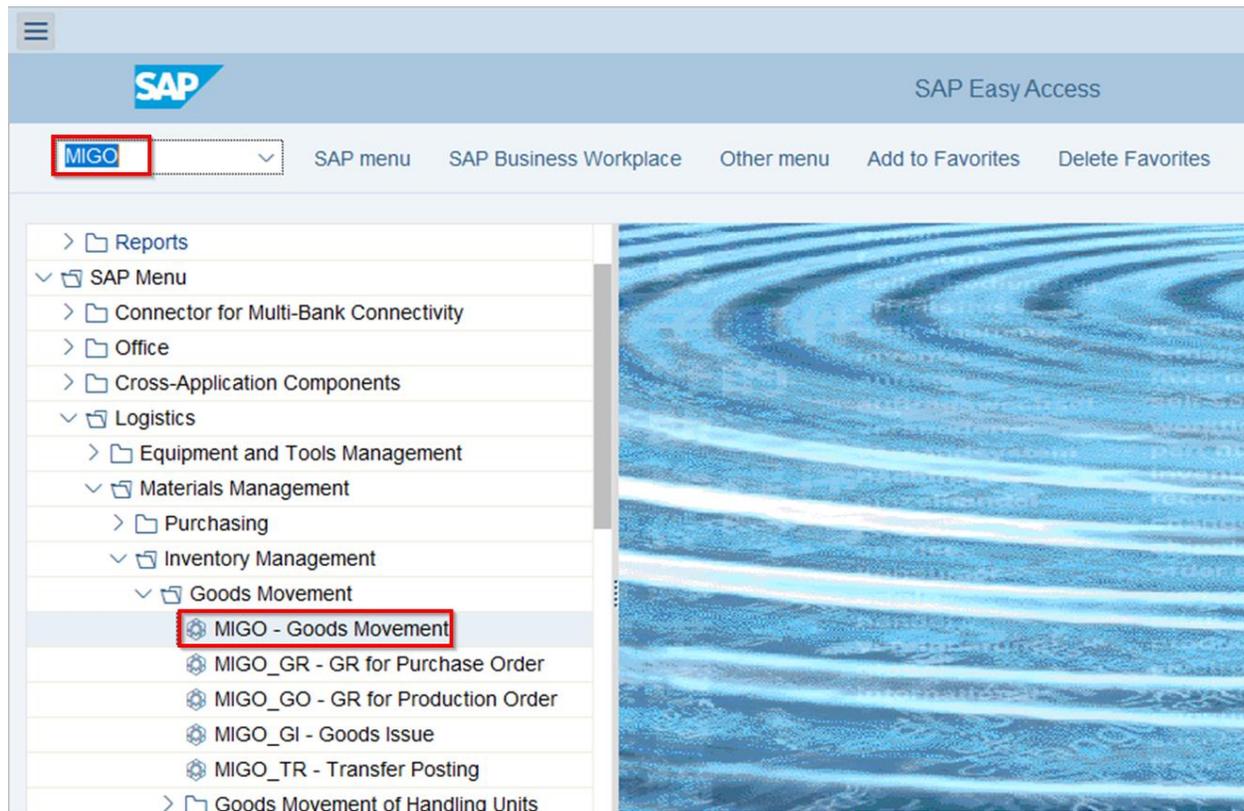
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4. Place In-Storage:

Step 1:

Enter Transaction Code **MIGO** in command bar (or) Follow the below navigation path.

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER





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Step 2:

- Select “**A10 Place in Storage**” in transaction with reference to “**R02 Material Document**”
- Enter Material Document: **5001000063**
- Press **Enter**.

The screenshot shows the SAP transaction 'Place in Storage Material Document' by user 'Ashish Mogrekar'. The header contains a search bar and navigation options. Below, the transaction type is set to 'A10 Place in Storage', the material document to 'R02 Material Document', and the document number to '5001000063'. The year is set to '2020'. The 'General' tab is active, showing 'Document Date' and 'Posting Date' both as '29.07.2020'. There are fields for 'Material Slip' and 'Doc.Header Text'. A checkbox for '1 Individual Slip' is checked.

Step 3:

- System will fetch data with reference to material document & displays in transaction.
- Select " **Item OK**" Checkbox.
- Click on **Post**

The screenshot shows the SAP transaction 'Place in Storage Material Document 5001000063' by user 'Ashish Mogrekar'. The main area displays movement type '315' and plant 'Mumbai Port Trust'. Storage location is 'MZCMEKHLSHW/SHP'. At the bottom, the 'Item OK' checkbox is checked and highlighted with a red box. The 'Post' button at the bottom right is also highlighted with a red box. Callout boxes point to the 'Item Ok Checkbox' and the 'Post' button.



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- System will create a material document and display
 Material document 5001000064 posted message



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