Reading Sample

Navigate through your SAP ERP modules with ease! In this reading sample, we provide a glance at some of the most useful transactions in SAP ERP Production Planning (PP), Sales and Distribution (SD), Plant Maintenance (PM), and Quality Management (QM).

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- 7 “Sales and Distribution (SD)”
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6 Production Planning (PP)

C201 Create Master Recipe
This transaction is used to create a master recipe for a finished or semifinished material. The material, plant, version, and profile should be added on the initial screen. On the Recipe screen, the resource and the control should be added. On the Operations screen, the operation, description, and the duration should be entered, and these should be repeated for each phase of the operation.

C202 Change Master Recipe
This transaction is used to change a master recipe for a finished or semifinished material. On the initial screen, you should enter the recipe group. The transaction will display the Operations screen where you can change the existing operation or add additional operations.

C203 Display Master Recipe
This transaction is used to display a master recipe for a finished or semifinished material. On the initial screen, you should enter the recipe group. The transaction will display the Operations screen, where you can review the operations. You can review the materials in the recipe by clicking on the Materials tab. Recipe header information and administrative data can also be reviewed.

C223 Production Version: Mass Processing
This transaction is used to modify production versions based on certain selection criteria. The initial selection screen requires you to enter a plant, but other selection criteria can be entered, such as material, MRP controller, key date, or production line. The transaction then will display the production versions, and you can modify data for each, such as text, validity dates, lot size, planning group, production line, receiving storage location, and issuing location.

C251 Master Recipe Print List
This transaction is used to print master recipes. The selection screen allows you to enter a material, plant, recipe group, key date, planner group, recipe status, and usage. From the selection screen, the output shows all the relevant recipes based on the selection criteria. Each recipe shows the operation details, including the resource and activity types.

C252 Print List for Production Versions with Consistency Check
This transaction is used to print the details of a production version for a material. The selection screen allows you to enter a material, plant, production version, task list type, and type list group. The transaction output shows the production versions for each material, including the detailed planning and bill of materials (BOM) information. The output will also display warning or error messages if production versions have discrepancies.

C260 Task List Changes
This transaction displays any changes that have been made to a task list. The initial screen allows you to enter a material, plant, recipe group, and a date range. The output shows the changes per object, which can include the item, the date change, and the user who made the change.
This transaction displays the changes made to a recipe group. The initial screen allows you to enter the recipe group, a date range for changes to be displayed, and the user who made the change. The output shows the date and time a change was made, the user who made the change, and the transaction used to make the change.

This transaction is used to delete task lists but without archiving. The initial selection screen allows you to enter a material, plant, group, status, task list usage, or planner group. The transaction will propose a number of relevant task lists from which you can deselect those that do not need to be deleted.

This transaction is used to create a routing, which is a description of which operations must be carried out, and in what order, to produce a material. On the initial screen, you need to add a material and plant. On the next screen, you need to enter a value for the usage and a status. Operations can be added to the routing, including the work center, control key, and description.

This transaction is used to change an existing routing. The initial screen requires you to enter a material and plant or a group number. The Operations Overview screen is displayed, where you can add new operations or change existing ones.

This transaction displays the changes made to an existing routing. The initial screen requires you to enter a material and plant or a group number. The transaction displays all the operations for the routing. You can review other aspects of the routing, such as production resource/tool and inspection characteristics.

This transaction is used to create, change, or display standard texts. The initial screen allows you to enter a new standard text by entering a standard text key and a description. The next screen gives you the option of entering a full screen of free-format text. If a standard text exists, the screen will show the existing text, which can be changed.

This transaction is used to create a reference operation set. The initial screen does not require you to enter a group number. The Header Details screen requires you to enter the task list usage and the status key. Operations can be added in the Operation Overview screen. Inspection characteristics can be entered for each operation.

This transaction allows you to change an existing reference operation set. For each operation, the inspection characteristics can be changed or added.

This transaction is used to change a reference operation set. The operation requires you to enter a group number. The Operation Overview screen allows you to enter a new operation or change an existing one. For each operation, the inspection characteristics can be changed or added.

This transaction is used to print a task list for any number of SAP-defined task list types. These task list types include routings, reference operation sets, rate routings, rough-cut planning profiles, inspection plans, general maintenance task lists, equipment task lists, standard networks, master recipes, and functional location task lists. The initial screen allows you to enter a task list type and a single or range of material numbers, plants, groups, and group counters as well as a key date for task list validity.

A number of optional program parameters are available, such as component assignment display, various radio buttons for alternative bill of materials (BOM) selection as well as a phantom assembly explosion option. Additional se-
Selection criteria for task list selection include plant, usage, status, and planner group, together with a number of print options to display other application-specific values and texts. A variant can be saved for the transaction parameters for foreground processing or background job scheduling. Executing the transaction will display the task list print list for the criteria entered. Additionally, the task list can be printed to an output device, saved to a file, or sent to SAP Business Workplace.

**CA60 Task List Changes**

This transaction is used to display the changes made to a task list. The initial screen requires you to enter the recipe group. The output screen shows each change by object, item, validity date, and user who made the change.

**CA63 Display Change Documents for a Rate Routing**

This transaction is used to display the changes for a rate routing. The initial screen requires you to enter a rate routing production line group as well as an optional date range. Details of each change are shown, including the change date, user who made the change, and the date the change is valid from.

**CA64 Display Change Documents for a Reference Rate Routing Group**

This transaction is used to display the changes for a reference rate routing. The initial screen requires you to enter a reference operation set group as well as an optional date range. The output screen shows each change to the reference operation set group. The details of each change are shown, including the change date and time, user who made the change, and the date the change is valid from.

**Chapter 7 Sales and Distribution (SD)**

**COGI Automatic Goods Movements: Error Handling**

This transaction is used to correct errors that have resulted from automatic goods movements. Automatic goods movement errors occur, for example, when a production order is being confirmed and components are back-flushed from a storage location that does not have the required quantity in inventory. Selection criteria include plant, storage location, material, error date from/to range, and other relevant inventory document data. The output is an aggregated list of goods movement errors. Once the error has been reviewed and resolved, the inventory movement will be processed.

**DGP1 Create Dangerous Goods Master**

This transaction is used to create a dangerous goods master, which is an extension of the material master. The master record contains information required to carry out automatic checks in the Sales and Distribution (SD) and Materials Management (MM) processes and generate documents required by local regulations. Input an existing material master and the dangerous goods regulation code (in Customizing, the dangerous goods regulation code contains the mode of transport and validity area, for example, Germany). Enter the master data and save.

**DGP2 Change Dangerous Goods Master**

Use this transaction to change a dangerous goods master previously created using Transaction DGP1.

**DGP3 Display Dangerous Goods Master**

Use this transaction to display a dangerous goods master data from the dangerous goods master data table DGTMD. Input selection includes material, regulation key, and valid from/to date range. The output can be listed by material, mode of transport category, and validity area; all change statuses, which are identified by validity area or change number, can be read at the item level. The display layout can be changed and saved as a default, according to your requirements.

**DGR1 Dangerous Goods Master: Display with Descriptions**

Use this transaction to display a list of dangerous goods master data from the dangerous goods master data table DGTMD. Input selection includes material, regulation key, and valid from/to date range. The output can be listed by material, mode of transport category, and validity area; all change statuses, which are identified by validity area or change number, can be read at the item level. The display layout can be changed and saved as a default, according to your requirements.

**DP91 Resource-Related Billing Request**

This transaction is used to create a resource-related billing request, which is a special type of billing based on resources consumed by the organization. For example, a consulting company agrees to sell services based on time spent on a sales order. Time is recorded to the sales order, and then the customer is billed based on the hours charged to the sales order. This transaction generates the resource-related billing request, which is followed up by an actual billing document. Input the sales order and line items, pricing date, posting date, and posting period and execute.
This transaction is similar to Transaction MCTA but focuses on the sales organization characteristic and uses information structure S003 (Sales Organization). An information structure contains characteristics (fields that are reported on) and key figures (results of the report). This transaction has the following standard delivered characteristics: sales organization, division, distribution channel, and material. The standard delivered key figures include, for example, sales order values and quantity, open sales order values, sales order cost, returns order values, billing values, and sales order subtotal values. Input customer, sales area, and posting period from/to range and execute. Multiple display functions are available, including the ability to switch the drilldown order, the characteristic key and value, and key figures related to top percentage values.

This transaction uses the sales information system application to report sales activities. This transaction specifically uses information structure S001 (Customer). An information structure contains characteristics (fields that are reported on) and key figures (results of the report). This transaction has the following standard delivered characteristics: sold-to, sales organization, division, distribution channel, and material. The standard delivered key figures include, for example, sales order values and quantity, open sales order values, sales order cost, returns order values, billing values, and sales order subtotal values. Input customer, sales area, and posting period from/to range and execute. Multiple display functions are available, including the ability to switch the drilldown order, the characteristic key and value, and key figures related to top percentage values.

This transaction is used to create an intercompany billing document for the purposes of billing one company for using the resources of another company code in order to bill an end customer. In this scenario, an intercompany sales order is generated for using the resources. Once time and/or expenses are charged to a project, the selling company code can bill the end customer. The next step is to use this transaction to create the intercompany billing request, which is then followed by an intercompany billing document. This in turn facilitates the payment from the selling company code to the company code providing the resources. Input the intercompany sales document, period, fiscal year, and posting to date; choose a sales price; and press [Enter]. On the SALES screen, expand the items and chose the cross-company line item and then chose BILLING REQUEST and then click Yes to confirm the billing request creation.

This transaction is similar to Transaction MCTA but focuses on the material characteristic and uses information structure S004 (Material). An information structure contains characteristics (fields that are reported on) and key figures (results of the report). This transaction has the following standard delivered characteristics: material, sales organization, division, and distribution channel. The key figures include, for example, sales order values and quantity, open sales order values, sales order cost, returns order values, billing values, and sales order subtotal values. Input customer, sales area, and posting period from/to range and execute. Multiple display functions are available, including the ability to switch the drilldown order, the characteristic key and value, and key figures related to top percentage values.

This transaction is used to maintain pricing condition records for shipment costs that access pricing information automatically when creating a shipment cost document via Transaction V01. Input a condition type, for example "FR00," and press [Enter]. Next select the condition table to be maintained (each condition type will be customized with an access sequence and condition tables with the condition fields) and press [Enter]. In order to calculate freight costs based on scales, you also need to assign the scale to the freight condition type in Customizing (Transaction T_06). Maintain the condition record fields, rate, unit of measure, and valid from/to fields and save.

This transaction is used to display changes to customers. This transaction is used to display changes made to the customer master record. Select
tion options include customer number/range, change date, changer user ID, and sales area data (sales organization, distribution channel, and division). Checkboxes to display the general, company code (NOT CREATED IN FIN. ACCOUNTING) or sales area data (NOT CREATED IN SALE + DISTR.). The report output includes date/time of change, field name, sales area data, and new and old field values.

**V.01 Incomplete SD Documents**

Use this transaction to list all sales documents that are incomplete according to the incomplete procedure assigned to the sales document header or line item. Check the box for the document type(s) selected, status code, and sales area information and execute. The output will list the incomplete documents with the affected follow-on documents and provide the ability to select the document, complete the missing data, and save the document.

**V.02 Incomplete SD Documents (Incomplete Orders)**

This transaction is used in the same way as Transaction V.01, except the default field selection for the SD transaction group is “0,” which means that all incomplete sales orders will be selected.

**V.03 Incomplete SD Documents (Sales Inquiry)**

This transaction is used in the same way as Transaction V.01, except the default field selection for the SD transaction group is “1,” which means that all incomplete sales inquiries will be selected.

**V.04 Incomplete SD Documents (Sales Quotation)**

This transaction is used in the same way as Transaction V.01 except the default field selection for the SD transaction group is “2,” which means that all incomplete sales quotations will be selected.

**V.14 Sales Orders/Contracts Blocked for Delivery**

Use this transaction to report all sales order/contracts blocked for delivery according to the delivery block indicator. Note that the values are determined from the confirmed quantities of the order items. Also note that, by selecting the new data selection indicator, the program reads the whole database, and so if a large dataset is being processed, selecting this indicator is not recommended. Instead, it is recommended that you save the output. Selection criteria include delivery block indicator and sales area. The display variant can be changed, saved, and used as a default at runtime.

**V.15 Backorders**

This transaction is used for backorder processing, where you can list the materials that are on backorder and confirm them manually using available to promise (ATP) inventory quantities. Input your selection criteria (for example, the plant, sold-to party, purchase order number) and click EXECUTE. The output displays a list of sales order line items and materials. Then you can branch to the sales order change function. To process the backorder from the list, select your line item and select EDIT • BACKORDER, select the MRP element, and click EDIT • CHANGE CONFIRMATION. Then in the SALES REQUIREMENTS section, you can distribute ATP quantities or redistribute confirmed quantities.

**V.21 Log of Collective Run**

Use this transaction to review a log of the collective run, which is generated by collective run transactions such as billing run via

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### 8 Plant Maintenance (PM)

#### CA85 Replace Work Center in Task Lists

You can use this transaction to replace a work center in a task list. In the selection screen, enter the plant, key for the work center, and key for the new work center. If a key date is not entered, all operations where the work center is used are displayed. You can restrict the selection by entering additional search criteria such as key date, status, usage, planner group, and material number.

Transaction CA85 has disadvantages such as poor performance and lack of background processing capability; hence, the new Transaction CA85N (Mass Replacement: Work Center) is available. While using Transaction CA85N, if the target work center is same as the source work center but contains different validities for cost centers and activity types, the system issues an error message. Refer to SAP Note 1454538 – CA85N: Incorrect error message CR 061 for information on how to correct this error message. You can refer to SAP Note 543400 – New: Mass Replacement Work Center for more details about Transaction CA85N.

#### COIB As-Built for Serialized Material

You can use this transaction to create as-built configurations from production data. An as-built configuration describes the structure of a serialized assembly that has been produced or the history of the individual components used in the product. An as-built configuration can be created after each individual order or at the end of the production of a finished product.

#### CS01 Create Material BOM

You can use this transaction to create the data that identify the maintenance bill of material (BOM). Maintenance BOMs are different from production or engineering BOMs because maintenance BOMs contain only items relevant to maintenance. The maintenance BOM has two main functions: structuring a technical object (equipment or functional location assemblies) and spare parts planning in the order. While creating the BOM, you can specify the effective date as well. You can enter the plant if you want the BOM to be effective in this specific plant. If the material for which you are creating the BOM has a material type that cannot be combined with the BOM usage, an error message is displayed.

#### CS02 Change Material BOM

You can use this transaction to edit and maintain the bill of materials (BOM) data. If the BOM you are maintaining is allocated to multiple plants, the changes are relevant to all plants. If you process a BOM that is part of a BOM group with a change number, you must use a change number to process all BOMs in the group.
Using the mass change functionality, you can perform one of the following: CHANGE (changing an item in multiple BOMs at once or changing an item’s data), DELETE (deleting an item from multiple BOMs at once), and CREATE (creating a new material item in several BOMs that contain a specific reference object).

If you edit or maintain a bill of material (BOM) without a change number, the system logs these changes in a change document. SAP stores the data related to BOMs in different tables. SAP writes the changes made to the BOM data to the relevant tables, and change documents are generated based on these tables. You can use this transaction to display the change document for the specified material BOM. Change documents give an overview of the old and new field values.

You can use Transaction IB81 (Functional Location BOM Change Documents) to display change documents related to a Functional Location BOM. You can use Transaction IB80 (Change Documents for Equipment BOM) to display changes documents related to an equipment BOM.

You can use this report to display a listing of work centers. If you want a listing of work centers in a hierarchy, then in the selection screen, enter data in the fields grouped under the SELECTION BY HIERARCHY group.

You can use this report to get a listing of work centers and the cost centers to which they are assigned.
then only items with material category L (stock items) can be included as components.

IA02 Change Equipment Task List
You can use this transaction to edit and maintain an equipment task list.

IA03 Display Equipment Task List
You can use this transaction to display an equipment task list. This is a display-only screen, and no maintenance can be performed.

IA05 Create General Task List
You can use this transaction to create a general maintenance task list. You can create a new general task list by entering an existing group number or an existing profile number. You can also create a new general task list by not entering any data. For the entered data, if a general task list exists, the OPERATIONS OVERVIEW screen is displayed. If no general task list exists, then the GENERAL OVERVIEW screen is displayed.

General maintenance task lists do not refer to any specific technical object and are instead used for general maintenance tasks. In the general maintenance task list, you can define and manage the sequence of maintenance tasks centrally and use them for work scheduling as well. Within each group, you can create several individual general task lists. Within the group, a unique sequential number called a group counter is assigned to each individual general maintenance task list.

IA06 Change General Maintenance Task List
You can use this transaction to edit and maintain a general maintenance task list.

IA07 Display General Task List
You can use this transaction to display a general task list. This is a display-only view, and no maintenance can be performed on the task list.

IA08 Change PAI Task Lists
You can use this transaction to generate a listing of maintenance task lists or service plans. The report output will display the task list type, maintenance strategy (if assigned), task list group, group counter, and description of the task list. From the report output, you can navigate to the TASK LIST DETAILS screen, where you can edit and maintain the task lists.

IA09 Display Task Lists
You can use this transaction to display a listing of maintenance task lists or service plans. The different task list types are functional location task list, equipment task list, and general task list. The report displays the task list type, task list group, group counter, task list description, and, where available, maintenance strategy. From the report output, you can navigate to the TASK LIST DETAILS screen to get an overview of the task list. This is a display-only view, and no maintenance can be performed.

IA10 Display Task Lists (Multilevel)
You can use this transaction to generate a multilevel listing of maintenance task lists or service task lists. In the selection screen, you can select which objects must be displayed in the listing. Where required, you can generate this listing independently of operations and display operations and suboperations separately.

IA11 Create Functional Location Task List
You can use this transaction to create a functional location task list. In the initial screen,
You can use this transaction to create a new inspection plan, to create a new task list and assign maintenance packages to it, or to transfer Quality Management (QM) data to an SAP system. You can perform data transfers of master inspection characteristics, inspection methods, and inspection plans.

DSAL Digital Signature – Logs

You can use this transaction to display the digital signatures log. Using the log, you can get an overview and analyze all activities that were performed during the signature process. The following data are displayed in the log: for each signature, the header data includes the date, time, signatory, number of log messages, and reason for the signature. For the selected signature record, the signature steps and other signature data are displayed at the bottom of the screen. Messages displayed in the log are marked according to the type (information, warning, error, or abandon).

As per SAP Note 586914 – Workaround for printing signature via CJ00 or DSAL, SAP recommends using Transaction DSAL (Digital Signature – Logs) instead of Transaction CJ00 (Digital Signature – Find).

IP14 Where-Used List by Strategy

For the specified strategy, you can use this report to generate a listing of maintenance plans in which the strategy is used. The report output displays the maintenance plan, short text, strategy, and number of maintenance items. From the report output, you can navigate to the detail screen of the maintenance plan.

IP16 Display Maintenance Plan

You can use this report to generate a listing of maintenance plans in the system. The report output displays the maintenance plan number, short text and, where available, maintenance strategy. From the report output, you can navigate to the detail screen of the maintenance plan or maintenance call objects for a maintenance plan.

IP19 Maintenance Scheduling Overview

You can use this report to generate a scheduling overview of the maintenance plans in a graphical format. The graph displays the maintenance call date, equipment, and maintenance call objects for the maintenance plans. You will be able to simulate changes to the maintenance plans in the graph as well.

IP24 Scheduling Overview List Form

You can use this transaction to generate a listing of a scheduling overview for maintenance plans. The report output contains the maintenance item number, maintenance plan, maintenance strategy, short text of maintenance item, call number, and date on which the maintenance call object was generated (listed in the report as start date). From the report, you can navigate to get a detailed overview of a maintenance plan or maintenance item.

From the report output, you can also display a graphical scheduling overview.

IQS8 Worklist: Notifications (General)

For the specified search filter, you can use this transaction to select and process notifications that exist in the system. To maximize performance, specifying a layout in the selection screen is a recommended best practice.

IQS9 Worklist: Tasks (General)

For the specified search filter, you can use this transaction to select and process tasks for notifications that exist in the system. To maximize performance, specifying a layout in the selection screen is a recommended best practice.

IQS12 Process Task

You can use this transaction to process specific tasks in a notification. You can process immediate tasks and corrective tasks as well. In the Process Task screen, you can do the following actions (select menu TASK or the displayed push buttons): release a task, complete a task, set a task as successful, and set user status. In the PROCESS TASK screen, you can also display the associated notification (the notification that contains the task), associated objects (reference objects specified in the notification), or the action log. In the initial screen, the notification number and task number are required fields.

IQS21 Create Notification – Simplified View

You can use this transaction to create a simplified notification. Based on the Customizing settings, the notification type is displayed in the Create Notification initial screen. In the Create Notification screen, you can perform the following functions: make changes to the current notification, display a notification or switch to extended notification processing mode, change the processing status of the notification, approve or refuse approval to a notification, set user default values, change notification address, and display the current catalog profile assigned to the notification type.

KKF2 Change CO Production Order

For the specified Controlling (CO) production order or Quality Management (QM) order, you can use this transaction to maintain the general data of the order and verify the default settlement rule as well. Hence, when you create a CO production order, a settlement rule is generated automatically by the system.

MB1A Goods Withdrawal

You can use this transaction to generate a material withdrawal posting, post a material issue, or post the shipment of goods to a customer. When you post a goods issuance, the warehouse stock will be reduced simultaneously.

MB5M Shelf Life List

You can use this transaction to get an overview of the remaining shelf life of batches. In the selection screen, if you do not enter a remaining shelf life, the report will display batches with past expiration dates. For batches to be included in this report, the shelf life expiration date/production date must be maintained in the batch master record.

MCXA QMIS – Material Analysis (Lot Overview)

For the specified analysis period, you can use this report to get an overview of mean value of quality score, percentage rejection rate, percentage skip rate, and lead time of the number of the inspection lot that is generated. Similar
data are displayed against the respective inspection types as well. You can drill down the report based on material, plant, quality score, or month as well. You can generate a similar report based on quantities (rather than percentages) by executing Transaction MCXI (QMIS – Material Analysis [Quantities]).

For the specified analysis period, you can use this report to display the notification status at the plant and material level. The report displays the total number of notifications, notifications outstanding, notifications being processed, notifications completed, and notifications reset. Analyses about tasks are also displayed. Similar data are displayed against the respective notification types as well.

This transaction is used to create and maintain the internal number range for inspection plans.

This transaction is used to create and maintain the internal number range for reference operation sets.

You can use this transaction to display the SAP Easy Access: Quality Inspection menu. The SAP Easy Access menu tree structure displays the transactions related to Quality Management (QM).

You can use this transaction to display the SAP Easy Access: Quality Inspection menu. The SAP Easy Access menu tree structure displays the transactions related to Quality Inspection.

You can use this transaction to manually create a new inspection lot. For the specified inspection lot, you can use this transaction to display the inspection lot or to edit and maintain the inspection lot. The other processing that can be performed are blocking/unblocking an inspection lot, cancelling an inspection lot, creating a new batch in an inspection lot, performing stock transfers in an inspection lot, making corrections to inspection lot quantities where required, creating a new Quality Management (QM) order, and ap-view of. In the report listing, you can select a specific record and display its general data.

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