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# *User manual*

## Reservation and Goods Issue against reservation

*Prepared by:  
Uttam Kumar  
Sinha*

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## Scenario

### 1 Reservation creation

#### 1.1 Cost centre

##### a) Definition and Prerequisites

User department raises the requirement via reservation

##### b) Menu Path and Transaction code

<b>SAP S/4 HANA menu</b>	Logistics → Materials Management → Purchasing → Master Data → Subsequent Settlement → Vendor Rebate Arrangements → Environment → Condition/Arrangement → Conditions: Sales → Bonus Buy → Environment → Pricing → Environment → Value Assignment → Inventory management → Reservation → Create
<b>Transaction Code</b>	MB21

##### c) Responsibility

Department's user

##### d) Screen Capture/ Process Steps

**Step 1:** Enter Movement type- 201 and plant

Reservation Edit Goto Movement Type Environment System Help

Base Date 12.04.2020

Check Date

Movement Type 201

Plant 4000

Reference

Reservation

**Step 2:** Enter Cost centre, quantity, storage location, Batch and Save

Reservation Edit Goto Environment System Help

Create Reservation: Collective Processing

Delete Item(s)

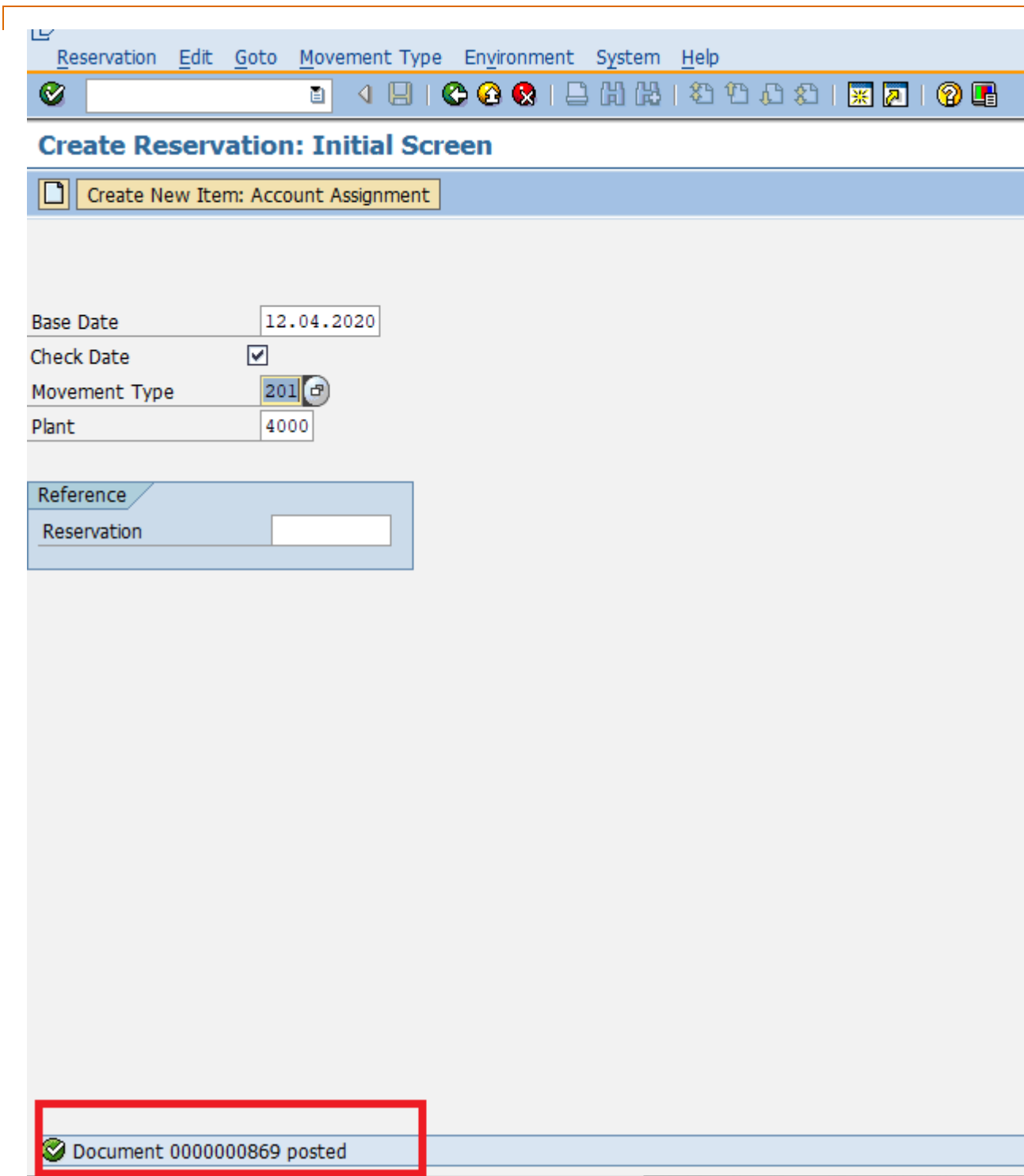
Movement Type 201 GI for cost center

Goods Recipient

Cost Center 20510200 Dolo-Klin&DDS RM

Items

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	MAC401416070783	1	EA	4000	4CST	SP-INDIGEN	<input checked="" type="checkbox"/>
2				4000			<input checked="" type="checkbox"/>
3				4000			<input checked="" type="checkbox"/>
4				4000			<input checked="" type="checkbox"/>
5				4000			<input checked="" type="checkbox"/>
6				4000			<input checked="" type="checkbox"/>
7				4000			<input checked="" type="checkbox"/>
8				4000			<input checked="" type="checkbox"/>
9				4000			<input checked="" type="checkbox"/>
10				4000			<input checked="" type="checkbox"/>



## 1.2 Storage to Storage

### a) Definition and Prerequisites

User department raises the requirement via reservation

b) Menu Path and Transaction code

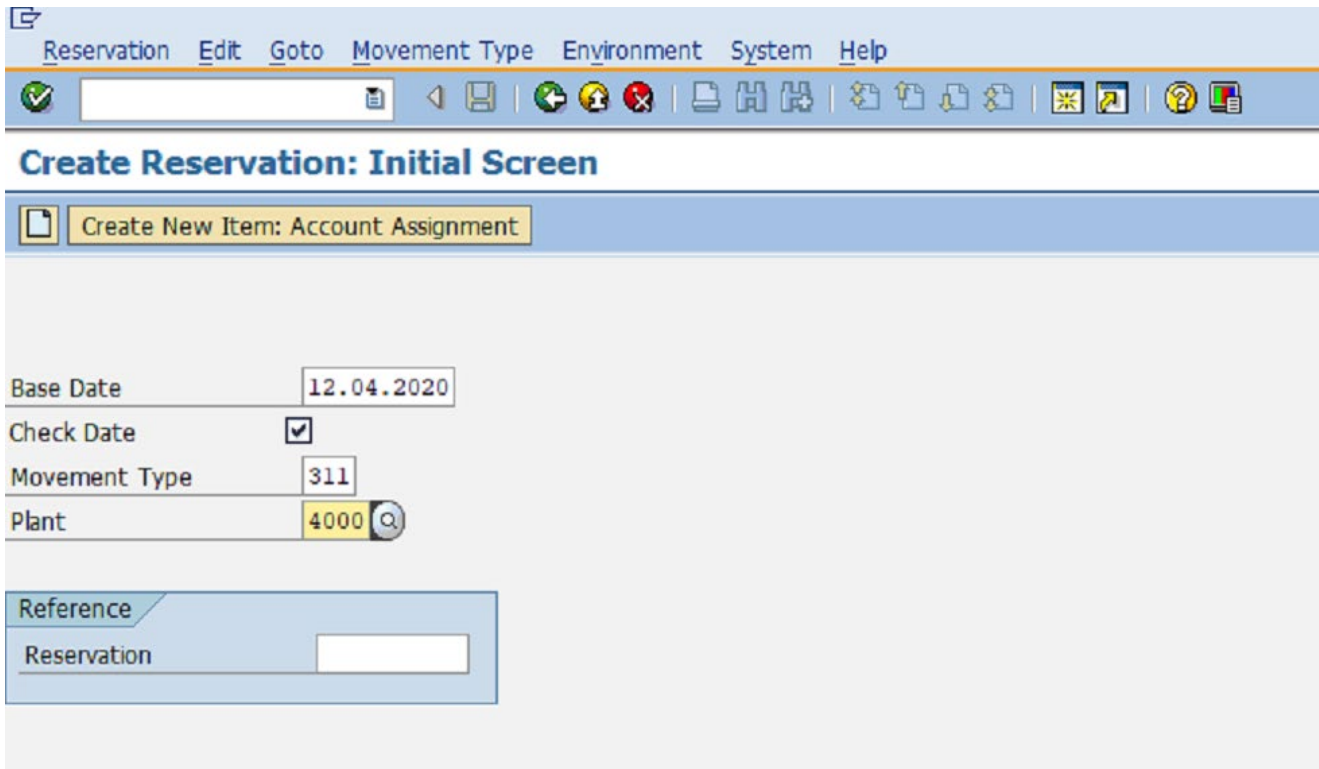
<b>SAP S/4 HANA menu</b>	Logistics → Materials Management → Purchasing → Master Data → Subsequent Settlement → Vendor Rebate Arrangements → Environment → Condition/Arrangement → Conditions: Sales → Bonus Buy → Environment → Pricing → Environment → Value Assignment → Inventory management → Reservation → Create
<b>Transaction Code</b>	MB21

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

**Step 1:** Enter Movement type- 311 and plant



The screenshot shows the 'Create Reservation: Initial Screen' in SAP S/4 HANA. The menu bar includes 'Reservation', 'Edit', 'Goto', 'Movement Type', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a 'Create New Item: Account Assignment' button and several input fields: 'Base Date' (12.04.2020), 'Check Date' (checked), 'Movement Type' (311), and 'Plant' (4000). There is also a 'Reference' section with a 'Reservation' field.

**Step 2:** Enter receiving Stor Loc., material, quantity, Storage location, batch and save

### Create Reservation: Collective Processing

Delete Item(s)

Movement Type  TF trfr within plant

Goods Recipient

Receiving Stor. Loc.

Items

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	MAC401416070783	1	EA	4000	4CST	SP-INDIGEN	<input checked="" type="checkbox"/>
2				4000			<input checked="" type="checkbox"/>
3				4000			<input checked="" type="checkbox"/>
4				4000			<input checked="" type="checkbox"/>
5				4000			<input checked="" type="checkbox"/>
6				4000			<input checked="" type="checkbox"/>
7				4000			<input checked="" type="checkbox"/>
8				4000			<input checked="" type="checkbox"/>
9				4000			<input checked="" type="checkbox"/>
10				4000			<input checked="" type="checkbox"/>

The screenshot displays the SAP 'Create Reservation: Initial Screen' interface. At the top, there is a menu bar with options: Reservation, Edit, Goto, Movement Type, Environment, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main title of the screen is 'Create Reservation: Initial Screen'. A sub-header indicates the current operation: 'Create New Item: Account Assignment'. The form contains several input fields: 'Base Date' is set to '12.04.2020', 'Check Date' has a checked checkbox, 'Movement Type' is '311' with a selection icon, and 'Plant' is '4000'. A 'Reference' section contains a 'Reservation' field which is currently empty. At the bottom of the screen, a message bar is highlighted with a red box, displaying a green checkmark icon and the text 'Document 0000000870 posted'.

## 1.3 Plant to Plant

### a) Definition and Prerequisites

User department raises the requirement via reservation



b) Menu Path and Transaction code

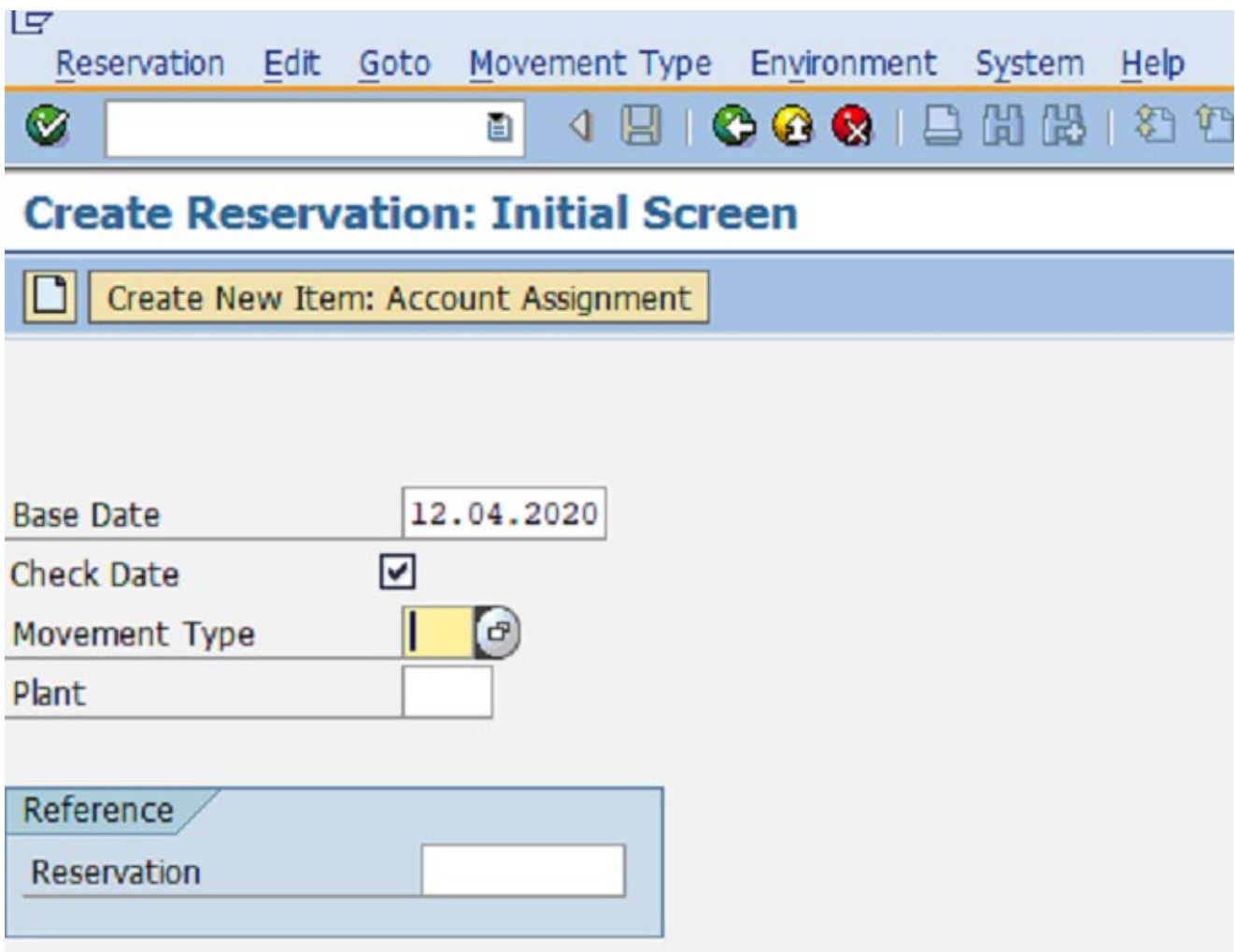
<b>SAP S/4 HANA menu</b>	Logistics → Materials Management → Purchasing → Master Data → Subsequent Settlement → Vendor Rebate Arrangements → Environment → Condition/Arrangement → Conditions: Sales → Bonus Buy → Environment → Pricing → Environment → Value Assignment → Inventory management → Reservation → Create
<b>Transaction Code</b>	MB21

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

**Step 1:** Create reservation

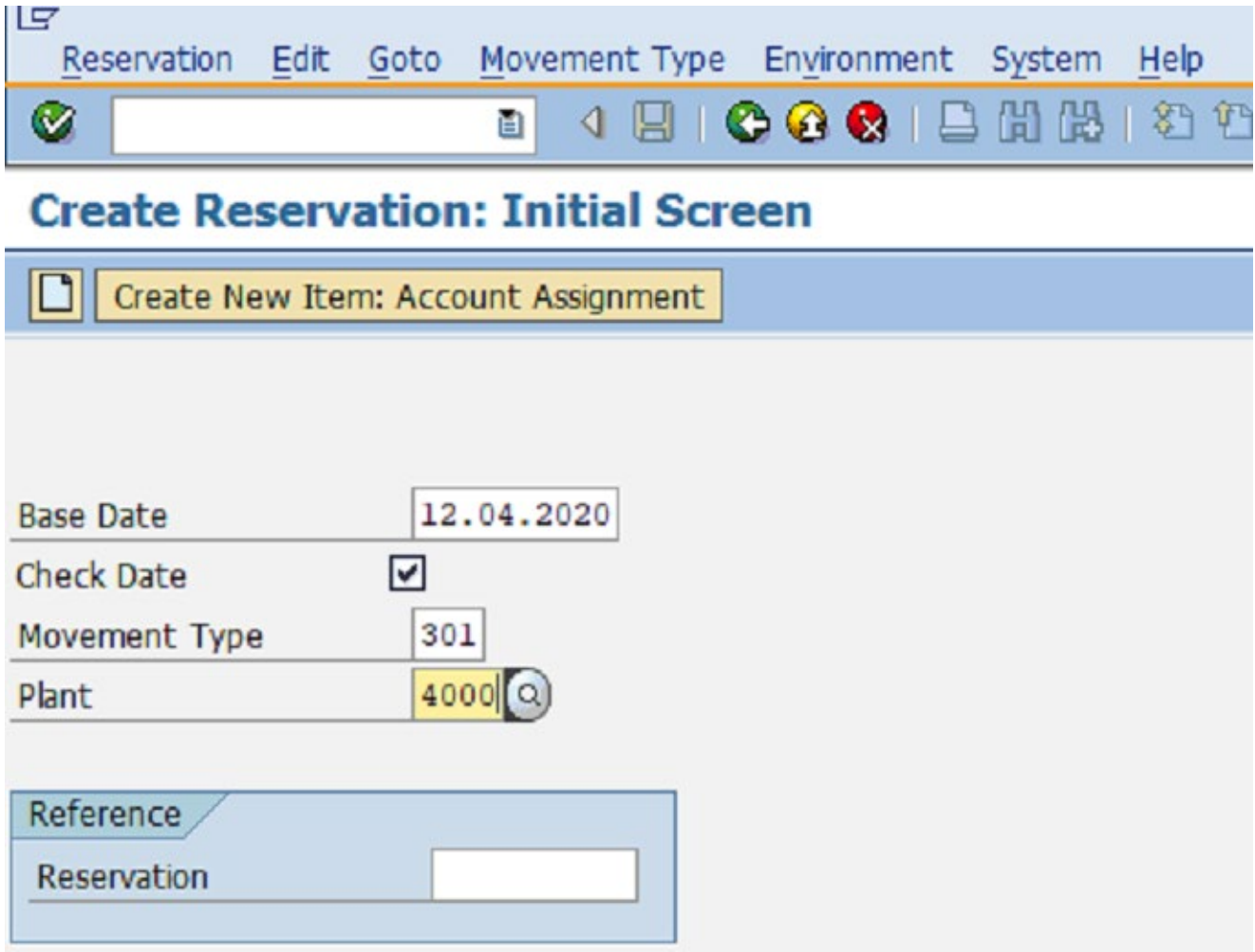


The screenshot shows the SAP S/4 HANA interface for creating a reservation. The title bar reads "Create Reservation: Initial Screen". Below the title bar is a toolbar with various icons. The main area contains the following fields:

- Base Date:** 12.04.2020
- Check Date:**
- Movement Type:** A dropdown menu with a yellow background and a lock icon.
- Plant:** An empty text input field.

At the bottom, there is a "Reference" section with a "Reservation" label and an empty text input field.

**Step 2:** Enter Movement type – 301 and Supplying Plant



The screenshot shows the SAP 'Create Reservation: Initial Screen' interface. At the top, there is a menu bar with options: Reservation, Edit, Goto, Movement Type, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main title of the screen is 'Create Reservation: Initial Screen'. Below the title, there is a button labeled 'Create New Item: Account Assignment'. The main area contains several input fields: 'Base Date' with the value '12.04.2020', 'Check Date' with a checked checkbox, 'Movement Type' with the value '301', and 'Plant' with the value '4000' and a search icon. At the bottom, there is a 'Reference' section with a 'Reservation' field.

**Step 3:** Enter Receiving Plant, Receiving Stor. Loc., Material code, quantity, supplying plant storage location, Batch and SAVE

Reservation Edit Goto Environment System Help

**Create Reservation: Collective Processing**

Delete Item(s)

Movement Type  TF trfr plnt to plnt  
 Goods Recipient

Receiving Plant   
 Receiving Stor. Loc.

**Items**

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	MAC401416070783	1		4000	4cat	sp-indigen	<input checked="" type="checkbox"/>
2				4000			<input checked="" type="checkbox"/>
3				4000			<input checked="" type="checkbox"/>
4				4000			<input checked="" type="checkbox"/>
5				4000			<input checked="" type="checkbox"/>
6				4000			<input checked="" type="checkbox"/>
7				4000			<input checked="" type="checkbox"/>
8				4000			<input checked="" type="checkbox"/>
9				4000			<input checked="" type="checkbox"/>
10				4000			<input checked="" type="checkbox"/>

Reservation Edit Goto Movement Type Environment System Help

Create Reservation: Initial Screen

Create New Item: Account Assignment

Base Date 12.04.2020

Check Date

Movement Type 301

Plant 4000

Reference

Reservation

Document 000000868 posted

## 1.4 Goods Issue to Cost centre

### a) Definition and Prerequisites

Store will perform goods issue against reservation

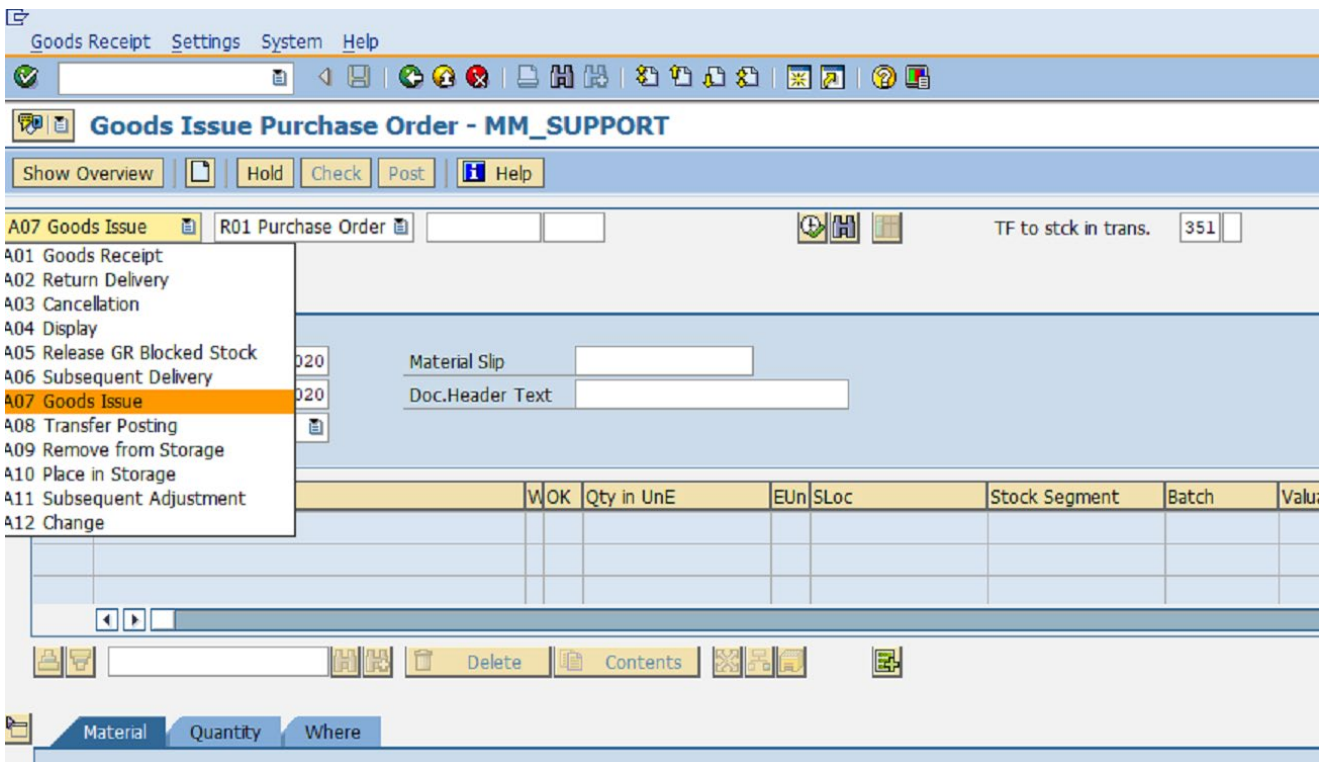
b) Menu Path and Transaction code

<b>SAP S/4 HANA menu</b>	Logistics > MM > Inventory Management > Goods Movement > MIGO
<b>Transaction Code</b>	MIGO

c) Responsibility  
Stores

d) Screen Capture/ Process Steps

**Step 1:** Select goods issue



**Step 2:** Select Reservation

Goods Receipt Settings System Help

**Goods Issue Purchase Order - MM\_SUPPORT**

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R01 Purchase Order

General

- R01 Purchase Order
- R02 Material Document
- R08 Order
- R09 Reservation**
- R10 Other

Document Date: 12.04.2020 | Posting Date: 12.04.2020 | 1 Individual Slip

Material Slip: | Doc.Header Text: |

Line	Mat. Short Text	WOK	Qty in UnE	EUn	SLoc

Material | Quantity | Where

**Step 3:** Enter reservation number

Goods Receipt Settings System Help

**Goods Issue Reservation - MM\_SUPPORT**

Show Overview | Hold | Check | Post | Help

A07 Goods Issue | R09 Reservation | 869 | GI for cost center: 201

General

Document Date: 12.04.2020 | Posting Date: 12.04.2020 | 1 Individual Slip

Material Slip: | Doc.Header Text: |

Line	Mat. Short Text	WOK	Qty in UnE	EUn	SLoc	Stock Segment	Batch

Material | Quantity | Where

### Step 4: Check Item OK and Post

Document Date: 12.04.2020  
Posting Date: 12.04.2020  
Material Slip:   
Doc.Header Text:   
 1 Individual Slip

Line	Sta..	Mat. Short Text	WOK	Qty in UnE	EUn	SLoc	Cost Center	Co...	Profit Center	Stock Se
1	COO	VLV BALL;DN25,CL 150,FBSP,LVR,CS	<input type="checkbox"/>	1	EA	Central Store	20510200	1000	205000	

Material: VLV BALL;DN25,CL 150,FBSP,LVR,CS  
Material Group: 4014  
Valuation Type: SP-INDIGEN  
Equipment:   
 Item OK Line: 1

## 1.5 Transfer Posting against reservation Storage to Storage

### a) Definition and Prerequisites

Store will perform transfer against reservation

### b) Menu Path and Transaction code

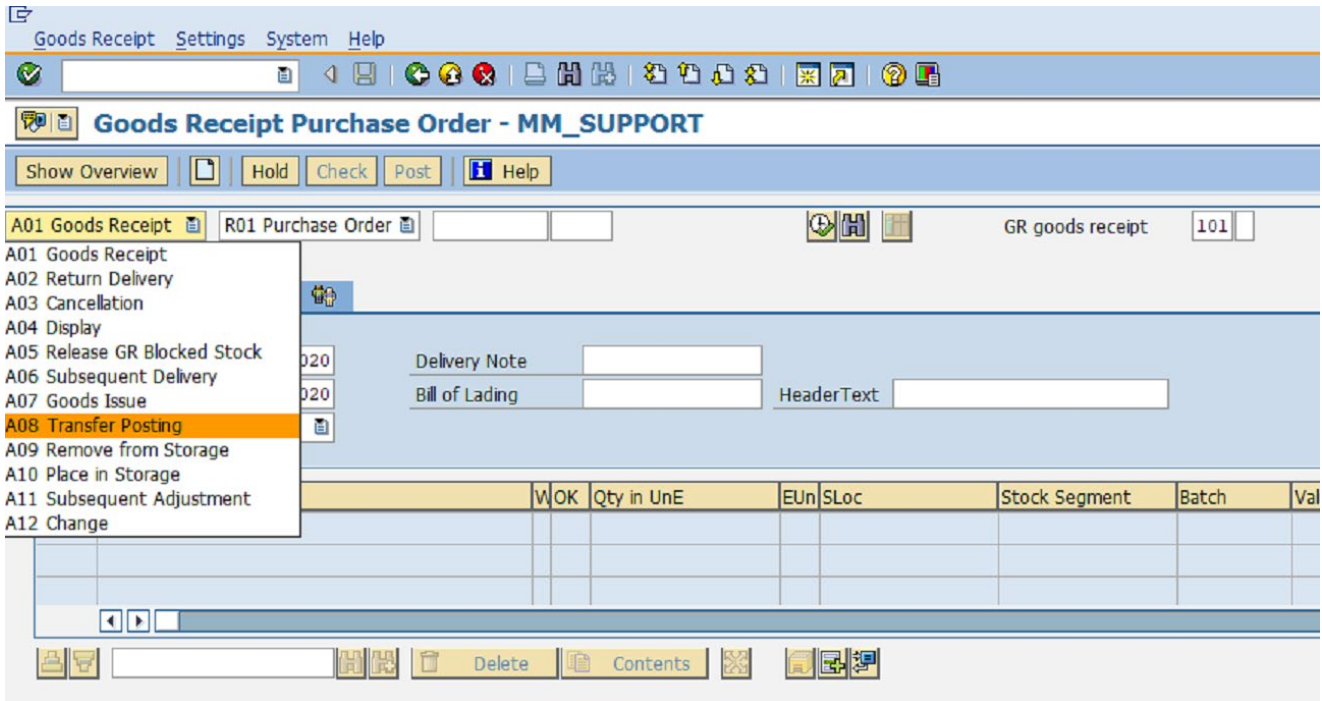
<b>SAP S/4 HANA menu</b>	Logistics > MM > Inventory Management > Goods Movement > MIGO
<b>Transaction Code</b>	MIGO

c) Responsibility

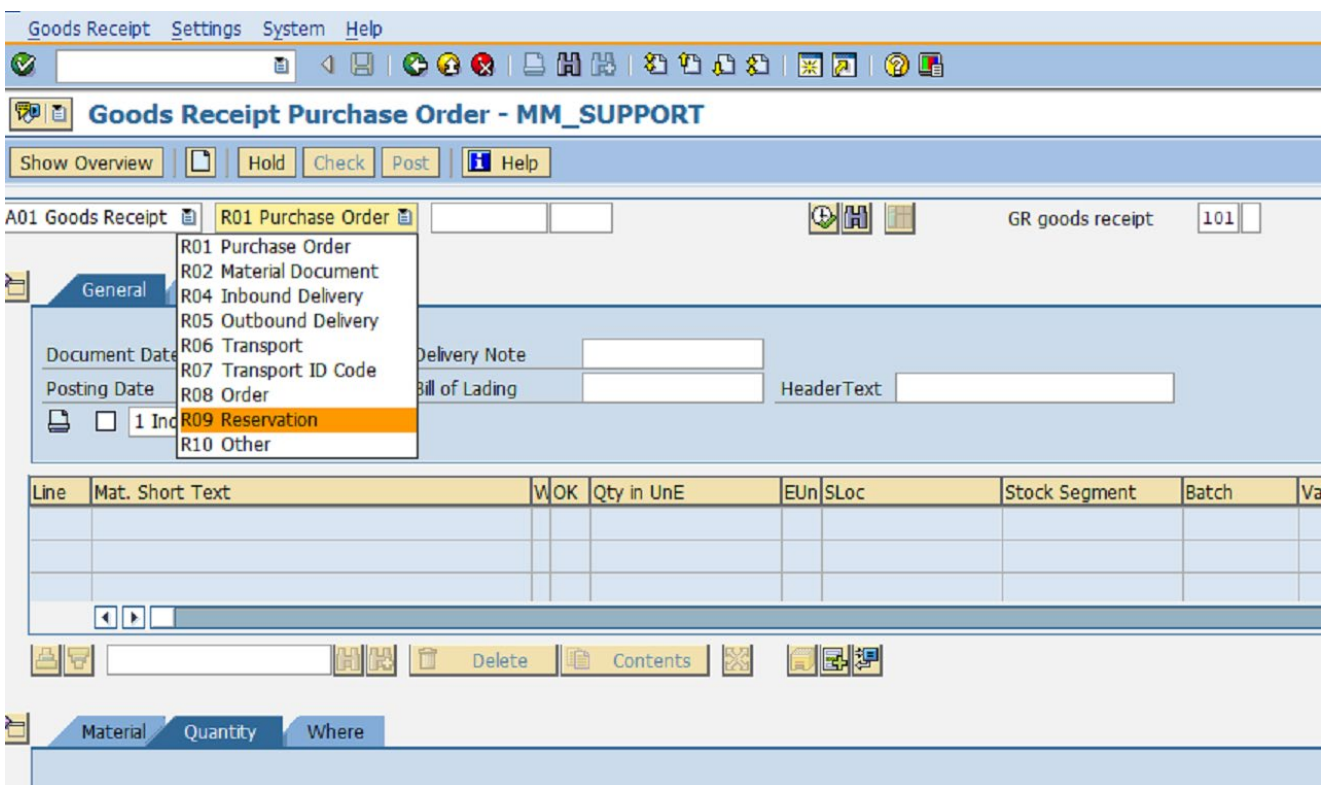
Stores

d) Screen Capture/ Process Steps

**Step 1:** Select transfer posting



**Step 2:** Select Reservation



**Step 3:** Enter reservation number



Goods Receipt Settings System Help

**Transfer Posting Reservation - MM\_SUPPORT**

Show Overview Hold Check Post Help

A08 Transfer Posti... R09 Reservation 868 TF trfr plnt to plnt 301

General

Document Date 12.04.2020 Material Slip  
 Posting Date 12.04.2020 Doc.Header Text  
 2 Individual Slip wit...

Transfer Posting Material Quantity Where

**Step 4:** Enter valuation type, check Item ok and post

Goods Receipt Settings System Help

**Transfer Posting Reservation - MM\_SUPPORT**

Show Overview Hold Check Post Help

Posting Date 12.04.2020 Doc.Header Text  
 2 Individual Slip wit...

Transfer Posting Material Quantity Where Reservation Partner Account Assignment Weight Information

From	Dest
Material: VLV BALL;DN25,CL 150,FBSPT,LVR,CS	VLV BALL;DN25,CL 150,FBSPT,LVR,CS
MAC401416070783	MAC401416070783
Plant: Central Unit-SBU 4000	Central Unit-SBU 4000
Stor. Loc.: Central Store 4CST	HR Dept 4HR1
Val. Type: SP-INDIGEN	SP-INDIGEN
Spec.Stock: <input type="checkbox"/>	

Qty in UnE 1 EA

Item OK Line 1

## 1.6 Transfer Posting against reservation Plant to Plant

### a) Definition and Prerequisites

Store will perform transfer against reservation

### b) Menu Path and Transaction code

<b>SAP S/4 HANA menu</b>	Logistics > MM > Inventory Management > Goods Movement > MIGO
<b>Transaction Code</b>	MIGO

### c) Responsibility

Stores

### d) Screen Capture/ Process Steps

#### Step 1: Select Transfer posting

The screenshot shows the SAP MIGO transaction interface. The title bar reads 'Goods Receipt Purchase Order - MM\_SUPPORT'. The main menu includes 'Show Overview', 'Hold', 'Check', 'Post', and 'Help'. A dropdown menu is open, listing various transaction types, with 'A08 Transfer Posting' highlighted. The background shows fields for 'Delivery Note' and 'Bill of Lading', and a table with columns: 'WOK', 'Qty in UnE', 'EUn', 'SLoc', 'Stock Segment', 'Batch', and 'Val'. The bottom toolbar contains 'Delete' and 'Contents' buttons.

#### Step 2: Select Reservation

Goods Receipt Settings System Help

**Goods Receipt Purchase Order - MM\_SUPPORT**

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order GR goods receipt 101

General

- R01 Purchase Order
- R02 Material Document
- R04 Inbound Delivery
- R05 Outbound Delivery
- R06 Transport
- R07 Transport ID Code
- R08 Order
- R09 Reservation**
- R10 Other

Document Date Posting Date 1 Inc

Delivery Note Bill of Lading HeaderText

Line	Mat. Short Text	WOK	Qty in UnE	EUn	SLoc	Stock Segment	Batch	Va

Delete Contents

Material Quantity Where

**Step 3:** Enter reservation number

Goods Receipt Settings System Help

**Transfer Posting Reservation - MM\_SUPPORT**

Show Overview Hold Check Post Help

A08 Transfer Posti... R09 Reservation 868 TF trfr plnt to plnt 301

General

Document Date 12.04.2020 Material Slip

Posting Date 12.04.2020 Doc.Header Text

2 Individual Slip wit...

Transfer Posting Material Quantity Where

Goods Receipt Settings System Help

**Transfer Posting Reservation - MM\_SUPPORT**

Show Overview Hold Check Post Help

A08 Transfer Posti... R09 Reservation TF trfr plnt to plnt 301

**General**

Document Date 12.04.2020 Material Slip  
 Posting Date 12.04.2020 Doc.Header Text  
 2 Individual Slip wit...

**Transfer Posting** Material Quantity Where Reservation Partner Account Assignment Weight Information

From	Dest
Material: VLV BALL;DN25,CL 150,FBSPT,LVR,CS MAC401416070783	Material: VLV BALL;DN25,CL 150,FBSPT,LVR,CS MAC401416070783
Plant: Central Unit-SBU 4000	Plant: Iron & Power Unit-SBU 1000
Stor. Loc.: Central Store 4CST	Stor. Loc.: BF2 Mech Fur Pro BF2F
Val. Type: SP-INDIGEN	
Spec.Stock: <input type="checkbox"/>	

Qty in UnE 1 EA

**Step 4:** Enter Valuation Type in Dest.

Goods Receipt Settings System Help

**Transfer Posting Reservation - MM\_SUPPORT**

Show Overview Hold Check Post Help

A08 Transfer Posti... R09 Reservation TF trfr plnt to plnt 301

**General**

Document Date 12.04.2020 Material Slip  
 Posting Date 12.04.2020 Doc.Header Text  
 2 Individual Slip wit...

**Transfer Posting** Material Quantity Where Reservation Partner Account Assignment Weight Information

From		Dest	
Material	VLV BALL;DN25,CL 150,FBSP,T,LVR,CS	VLV BALL;DN25,CL 150,FBSP,T,LVR,CS	
	MAC401416070783	MAC401416070783	
Plant	Central Unit-SBU 4000	Iron & Power Unit-SBU 1000	
Stor. Loc.	Central Store 4CST	BF2 Mech Fur Pro BF2F	
Val. Type	SP-INDIGEN	SP-INDIGEN	
Spec.Stock	<input type="checkbox"/>		
Qty in UnE	1 EA		

**Step 5: Check Item ok and Post**

Goods Receipt Settings System Help

Transfer Posting Reservation - MM\_SUPPORT

Show Overview Hold Check **Post** Help

Document Date 12.04.2020 Post Document (Shift+F11)

Posting Date 12.04.2020 Doc.Header Text

2 Individual Slip wit...

Transfer Posting Material Quantity Where Reservation Partner Account Assignment Weight Information

From	Dest
Material VLV BALL;DN25,CL 150,FBSPT,LVR,CS	VLV BALL;DN25,CL 150,FBSPT,LVR,CS
MAC401416070783	MAC401416070783
Plant Central Unit-SBU 4000	Iron & Power Unit-SBU 1000
Stor. Loc. Central Store 4CST	BF2 Mech Fur Pro BF2F
Val. Type SP-INDIGEN	SP-INDIGEN
Spec.Stock <input type="checkbox"/>	

Qty in UnE 1 EA

Item OK Line 1

Goods Receipt Settings System Help

Transfer Posting Reservation - MM\_SUPPORT

Show Overview Hold Check Post Help

A08 Transfer Posti... R09 Reservation TF trfr plnt to plnt 301

General

Document Date 12.04.2020 Material Slip  
Posting Date 12.04.2020 Doc.Header Text  
 2 Individual Slip wit...

Transfer Posting Material Quantity Where

Material document 4900033433 posted