Welcome to the Warehouse Inbound Processing Course
Introduction

- Instructor
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- Logistics
- Ground Rules
- Course Objectives
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Course Objectives

At the end of this course, you should be able to

- Explain the process, benefits, and key terms of warehouse inbound processing
- Explain roles and responsibilities of warehouse inbound processing
- Describe the differences between new and old processes related to warehouse inbound process
- Complete various different types of goods receipts
- Complete the putaway process, including TO confirmation.
LAUSD SAP IM Organization Structure

Company Code 1000 (LAUSD)

- Plant 1000
  - Schools & Offices
    - All Schools & Offices
      - St. Loc SPE1 Special Education
      - St. Loc BTB1 Beyond the Bell
    - St. Loc 2001 Supplies & Equipment
      - Warehouse 200 Stores DC
      - Shipping Point 2001

- Plant 2000
  - Stores Distribution

- Plant 3000
  - Foods Distribution
    - St. Loc 3001 Dry Goods
      - Warehouse 300 Foods DC
      - Shipping Point 3001
    - St. Loc 3002 Frozen Foods
      - Shipping Point 3002
LAUSD SAP WM Organization Structure

Company Code 1000 (LAUSD)

Plant 2000
Stores Distribution

St. Loc 2001
Supplies & Equipment

Whse 200
Stores DC

St. Type PR1
Pallet Rack

St. Type RS1
Reserve

Picking Area

Storage Section

Bins

IM

Plant 3000
Foods Distribution

St. Loc 3001
Dry Goods

St. Loc 3002
Frozen Foods

Whse 300
Foods DC

St. Type BK1
Bulk

St. Type RS1
Reserve

Picking Area

Storage Section

Bins

WM
Key Terms and Definitions

Company Code
- Represents a legal or logical entity.
- LAUSD has only one (1000).

Plant
- An organizational unit for dividing a company according to procurement, maintenance and materials planning.
- LAUSD has 3: Stores (2000), Foods (3000), Schools/Offices (1000)

Storage Location
- Physical location at which a material is received and stored

Material
- A substance or commodity that is bought or sold on a commercial basis, a material can also be a service, or a number identifying a material master record
**Key Terms and Definitions**

**Goods Receipt**
- Goods movement that is posted for goods received from external vendors, etc.
- Goods receipt results in increase of warehouse stock

**Transfer Order (TO)**
- SAP WM document which moves materials into, out of, or within a warehouse. Examples: pick list, putaway, replenishment, bin to bin
- TO confirmation represents the completion of transfer order processing

**Goods Movement**
- An event that causes change in stock such as receipt, issue, transfer

**Shipping Point**
- Independent Organizational entities within which processing and monitoring of the deliveries as well as goods issue is carried out
**Storage Type**
- Subdivision of a warehouse that is characterized by its putaway, picking and physical inventory attributes
- Some LAUSD examples are PR1-pallet rack, BK1-bulk, RS1-reserve

**Storage Section**
- Subdivision of a storage type that groups together storage bins with similar features for the purpose of putting away stock

**Picking Area**
- Subdivision of a storage type in which all picking activities are carried out in the same way (i.e. transfer order creation)

**Storage Bin**
- The smallest available unit of space in a warehouse, it describes the position in the warehouse where the goods are or can be stored

**Fixed Bin**
- A specific storage bin assigned to a material for picking (i.e. selection bin in IFS)
Key Terms and Definitions

**SAP Inventory Management (IM)**
- IM generally refers to higher level activities and views within the organization versus more detailed warehouse management activities.
- IM takes place at the plant/storage location level and also integrates directly with finance and budget.

**SAP Warehouse Management (WM)**
- WM involves more detailed activities and views.
- Depending upon the WM activity, there may be corresponding IM activities and/or entries made to keep IM and WM in sync.
- WM does not directly integrate with financial postings, however may trigger IM postings such as goods receipts or goods issues which will create appropriate financial entries/postings.
- Stock that moves only within a warehouse will not trigger IM, however stock moving into or out of a warehouse will trigger IM.
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By the end of this Chapter, you will be able to:

- Describe the Inbound process
- Describe the master data critical for Inbound processing
- Describe the different types of documents, stocks and goods movements
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By the end of this Chapter, you will be able to:

- Describe the process of Warehouse master data maintenance
- Describe the master data critical for Inbound processing
Walkthrough: Create Storage Bin

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Create Storage Bin

To complete this exercise follow the instructions listed here.
Walkthrough: Change Storage Bin

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Change Storage Bin

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GR Scenarios:
- Vendor Purchase Order
- Reprographics
- Donations
- Beyond the Bell (BTB)
### Types of Receipts at LAUSD

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<tr>
<th>Receipt Type</th>
<th>Stores DC</th>
<th>Foods DC</th>
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<tr>
<td>Vendor PO</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Reprographics</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Donations</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Beyond the Bell</td>
<td>Yes</td>
<td>No</td>
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Goods Receipts – Vendor PO

1. **Goods Receipts**
   - Warehouse Receiver MIGO

2. **Transfer Order for Putaway**
   - (Print Putaway Slip & Inventory Licence Plate)
   - Warehouse Receiver LT06

3. **Confirm Transfer Order**
   - (with or without bin changes)
   - Warehouse Receiver LT12
- Goods received and placed into Unrestricted Stock
- Transfer Order is created for stock putaway
- Putaway slip and inventory license plates are generated and transfer order confirmed with or without any bin changes
Walkthrough: Perform Goods Receipt for Vendor PO

MIGO / LT06 / LT12

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Perform Goods Receipt for Vendor PO

MIGO / LT06 / LT12

To complete this exercise follow the instructions listed here.
Goods Receipts – Reprographics Items

- **Goods Receipts** (Without PO reference)
  - Warehouse Receiver MIGO (Mvmt Type 921)

- **Transfer Order for Putaway** (Print Putaway Slip & Inventory Licence Plate)
  - Warehouse Receiver LT06

- **Confirm Transfer Order** (with or without bin changes)
  - Warehouse Receiver LT12
Goods Receipts for Reprographics

- Goods received without any reference to PO (movement type 921)
- Transfer Order is created for stock putaway
- Putaway slip and inventory license plates are generated and transfer order confirmed with or without any bin changes
Walkthrough: Perform Goods Receipts for Reprographics Order

MIGO (921) / LT06 / LT12

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Perform Goods Receipts for Reprographics Order

MIGO(921) / LT06 / LT12

To complete this exercise follow the instructions listed here.
Goods Receipts for Donated Items

- **Create Material**
  (Only if not already existing)
  Central Master Data Admin MM01

- **Goods Receipts**
  (Without PO reference)
  Warehouse Receiver MIGO 511 mvmt type

- **Transfer Order for Putaway**
  (Print Putaway Slip & Inventory Licence Plate)
  Warehouse Receiver LT06

- **Confirm Transfer Order**
  (with or without bin changes)
  Warehouse Receiver LT12
Vendor donation items are zero cost items
- Items are created in SAP if not existing already
- Donated items are received using MIGO transaction
- Transfer Order is created for stock putaway
- Putaway slip and inventory license plates are generated and transfer order confirmed with or without any bin changes
Walkthrough: Perform Goods Receipts for Donated Items

MIGO / LT06 / LT12

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Perform Goods Receipts for Donated Items

MIGO / LT06 / LT12

To complete this exercise follow the instructions listed here.
**Goods Receipts**
(Gr into BTB Storage Location)

Warehouse Receiver MIGO 511 Mvmt type

**Transfer Order for Putaway**
(Print Putaway Slip & Inventory Licence Plate)

Warehouse Receiver LT06

**Confirm Transfer Order**
(with or without bin changes)

Warehouse Receiver LT12
Goods Receipts for Beyond the Bell Items

- Goods Receipts are only required for the Beyond the Bell items that will be stored by Stores DC
- Goods Receipts are entered (based on STO materials/quantity) to receive into BTB1 Storage Location and Warehouse 200
- Transfer Order is created for stock putaway
- Putaway slip and inventory license plates are generated and transfer order confirmed with or without any bin changes
Walkthrough: Perform Goods Receipts for Beyond the Bell

MIGO / LT06 / LT12

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Perform Goods Receipts for Beyond the Bell

MIGO / LT06 / LT12

To complete this exercise follow the instructions listed here.
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Warehouse Documents:

- LT31 – Reprint Transfer Order (Putaway)
- LT31 – Reprint Inventory License Plate Label
Walkthrough: Reprint Transfer Order and Delivery Pick List

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Reprint Transfer Order and Delivery Pick List

To complete this exercise follow the instructions listed here.
LT31 Demonstration

Walkthrough: Reprint Inventory License Plate Label

This is a demonstration only. Watch as the instructor shows you how to complete the task in SAP.
Exercise: Reprint Inventory License Plate Label

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Monday, July 15, 2013

Benefits Administration (213) 241-4262
Beyond the Bell Branch (213) 241-7900
Blackboard Connect (213) 241-1065
Board of Education (213) 241-6389
Board Secretariat (213) 241-7002
Bond Holders (213) 241-2736
Beginning Teachers Support and Assessment (BTSA) Induction Programs (213) 241-5495
Budget Services & Financial Planning (213) 241-2100
Business Accounting (213) 241-7539
Business Tools for Schools (213) 241-1538

LAUSD Vision
Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.
After training support will include:

- The Procurement Customer Support Center
- The BASE Training Center will be the single point of access for SAP end-user documentation/materials.
  - This website will make it easier for end users to access related business process materials.
  - The materials will include the following:
    - Course Presentations
    - Simulations
    - Quick Reference Guides
    - Job Aids
- Context Sensitive Help within the Shopping Cart
- Refresher (Open House) sessions
Welcome to the BASE Training Center

...your one-stop shop for BASE training support

Given the level of responsibility that you have for your office, it is vital that you are provided with appropriate training and support to carry out your role. To maximize the benefits of the training that you attended, the BASE Training Center was developed to provide support and access to resources and information long after the training session has ended.
Learning Zone Website:  [lz.lausd.net]
You have just completed the course.

Thank you for attending!