

LRP Training

Legacy Replacement Program



Welcome to the Warehouse Inbound Processing Course



Introduction

- Instructor
- Welcome and Introductions
- Logistics
- Ground Rules
- Course Objectives
- Course Content



Course Chapters

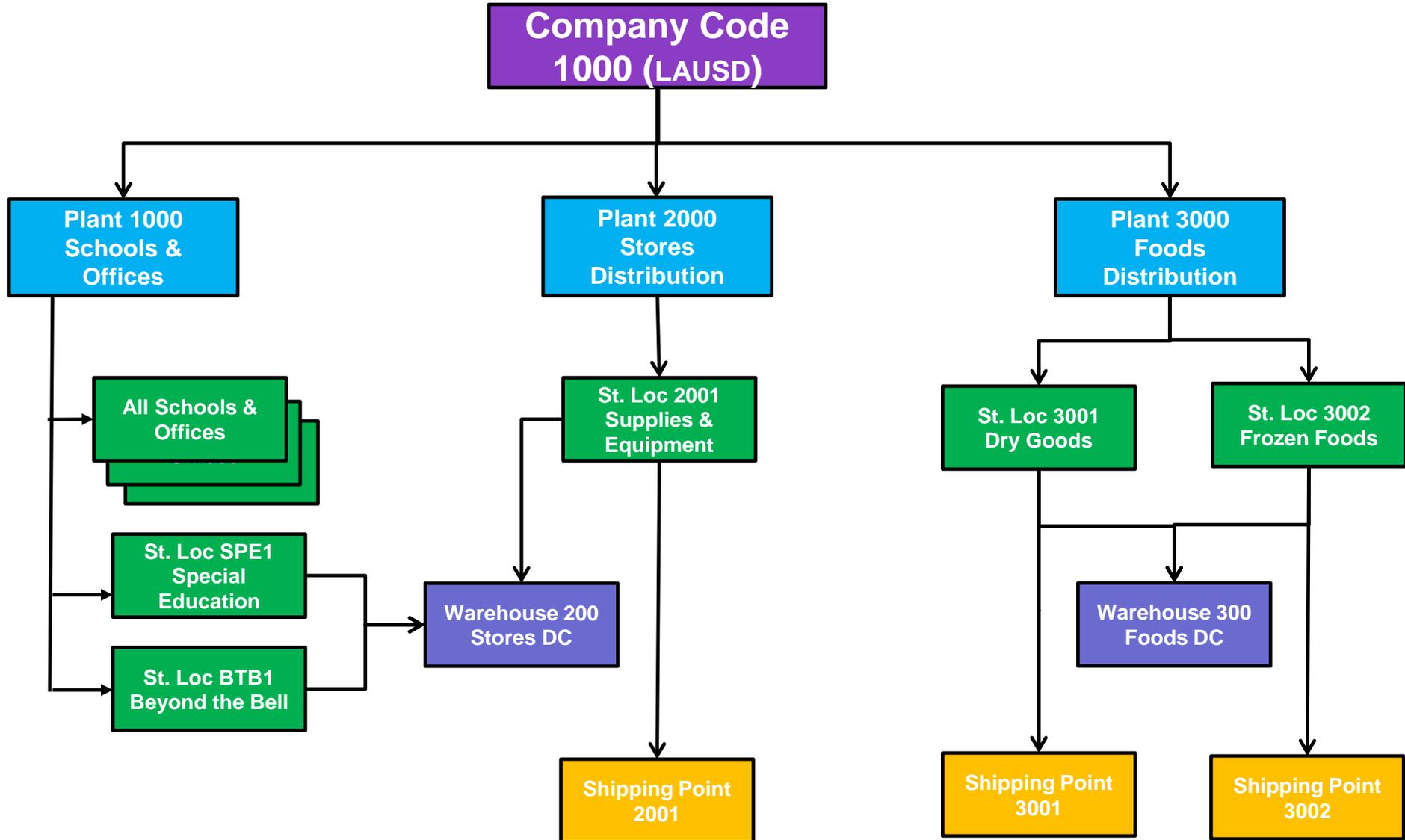
	Chapter Description
1	Introduction
2	Inbound Processing Overview
3	Warehouse Master Data
4	Goods Receipts
5	Print Warehouse Documents
	Summary

Course Objectives

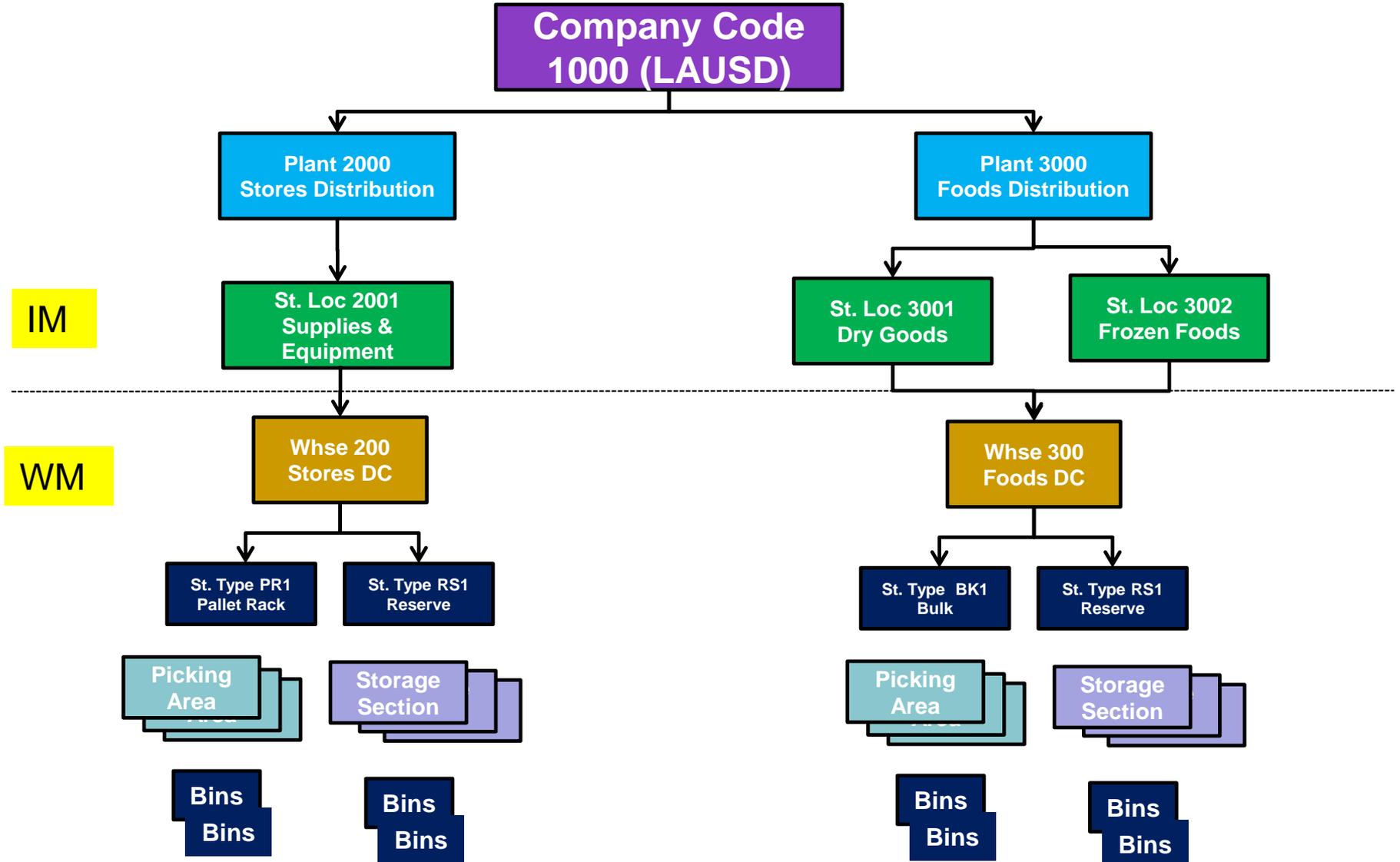
At the end of this course, you should be able to

- 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



LAUSD SAP WM Organization Structure



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

Key Terms and Definitions

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

Course Chapters

	Module Description
1	Introduction
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3	Warehouse Master Data
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Chapter Objectives

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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Chapter Objectives

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
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Exercise: Change Storage Bin



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Goods Receipts

GR Scenarios:

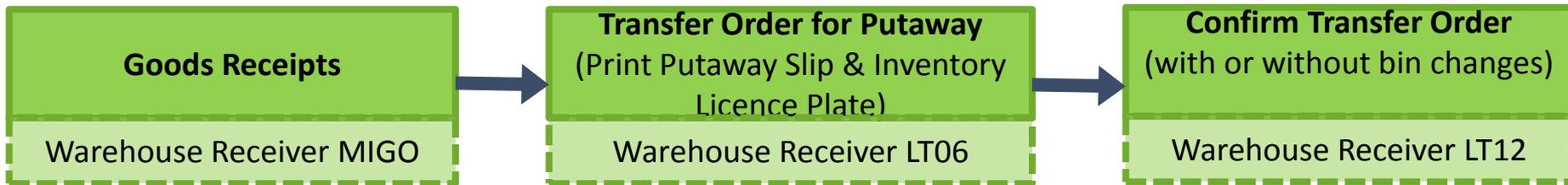
- Vendor Purchase Order
- Reprographics
- Donations
- Beyond the Bell (BTB)



Types of Receipts at LAUSD

Receipt Type	Stores DC	Foods DC
Vendor PO	Yes	Yes
Reprographics	Yes	No
Donations	Yes	No
Beyond the Bell	Yes	No

Goods Receipts – Vendor PO



Goods Receipts – Vendor PO

- 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 for Reprographics

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.*

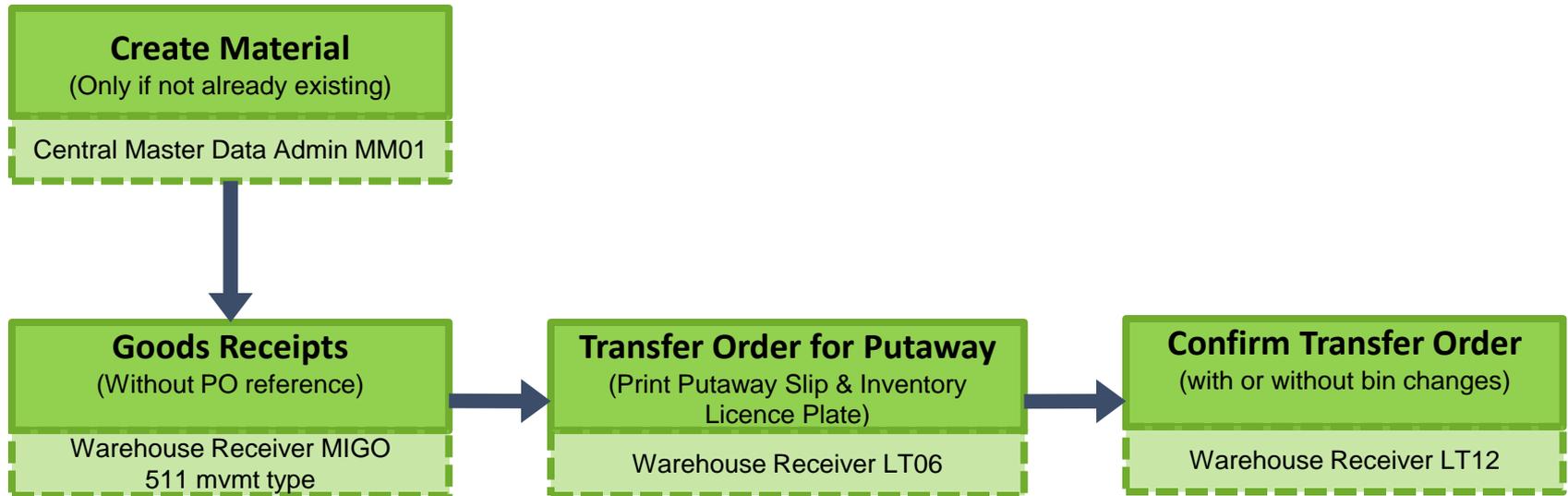
Exercise: Perform Goods Receipts for Reprographics Order

MIGO(921) / LT06 / LT12



*To complete this
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instructions listed
here.*

Goods Receipts for Donated Items



Goods Receipts for Donated Items

- 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
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instructions listed
here.*

Goods Receipts – Beyond the Bell Items



Beyond the Bell (Stores Only)

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
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Watch as the
instructor shows you
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Exercise: Perform Goods Receipts for Beyond the Bell

MIGO / LT06 / LT12



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Warehouse Documents

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.*

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



*To complete this
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En Español Inside LAUSD Superintendent Board of Education Offices ESC Main



Los Angeles Unified School District

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"Arts Matter" for LAUSD

[Read more](#)

National School Counseling Week

This week we celebrate school counselors as invaluable partners in the success of our students. Click "Read More" for more information.

"Arts Matter" for LAUSD

LAUSD is proud to partner with the LA Fund for Education's second installment of the "Arts Matter" campaign. Click "Read More" to learn about our new featured artist.

It's Flu Season: Be Prepared

The District is working to ensure the health and safety of students, staff and the general community. Click "Read More" for additional information.

Arts Education on KLCS

Tune in to Families Matter on KLCS this Tuesday at 6:30 a.m. & 6:30 p.m. to hear how Arts Education is making a difference in the lives of LAUSD students.

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Offices

LAUSD Vision

Every LAUSD student will receive an education in a safe, caring environment, and every student will be college-prepared and career-ready.



A

- [A-G Graduation Requirements \(213 241-6885\)](#)
- [Academic English Mastery Program \(213 241-3340\)](#)
- [Accounting Controls \(213 241-7889\)](#)
- [Accounting & Disbursements Division \(213 241-7889\)](#)
- [Accounts Payable \(213 241-4800\)](#)
- [Adult and Career Education Division \(213 241-3150\)](#)
- [Adult Student Information System \(213 241-5228\)](#)
- [APOLO/Dual Language \(213 241-2650\)](#)
- [Art & Artifact Collection \(Archives\) \(213\) 742-8351](#)
- [Arts Education Branch \(213 241-8222\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [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 \(213 241-2100\)](#)
- [Budgeting for Student Achievement](#)
- [Business Accounting \(213 241-2736\)](#)
- [Business Tools for Schools \(213 241-1558\)](#)

J-K

- [Junior Reserve Officers' Training Corps \(213 745-1900\)](#)
- [KLCS Television \(Channel 58\) \(213 241-4000\)](#)

L

- [Language Acquisition Branch \(213 241-5582\)](#)
- [LA's Best After-School Programs \(213 745-1900\)](#)
- [LAUSD Police \(Headquarters: 213 826-8831\)](#)
- [Leadership Academy \(213 241-8608\)](#)
- [Leadership Pipeline Development and Support](#)
- [Learning Zone, The \(213 241-5200\)](#)
- [Legacy Replacement Program \(213 241-2632\)](#)
- [Legislative and Government Affairs \(Government Relations\) \(213 241-8181\)](#)
- [Library - ILTSS \(213 241-2733\)](#)
- [Literacy/Language Arts PreK-12 \(213 241-6444\)](#)
- [Local Initiative Schools \(213 241-5104\)](#)
- [Local Options Oversight Committee \(213 241-5104\)](#)
- [Los Angeles Virtual Academy \(LAVA\) \(213 241-5104\)](#)

M

- [Magnet Program \(877 462-4766\)](#)
- [Mail Unit \(562 854-0000\)](#)
- [Maintenance and Operations \(213 745-1800\)](#)
- [Master Planning and Demographics \(213 241-8044\)](#)
- [Material Management Branch \(562 654-9007\)](#)

B

- [Benefits Administration \(213 241-4262\)](#)
- [Beyond the Bell Branch \(213 241-7900\)](#)
- [Blackboard Connect \(213 241-1085\)](#)
- [Board of Education \(213 241-6389\)](#)
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Business Tools for Schools



BTS Help for
*Time Keepers and Time
Announcers*

BTS Announcements

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BTS System and Reports Status



Management Reports: Data for all BTS Management Reports was successfully updated.



BTS System is operational. The system is available for all users.

Accessing SAP | Login



Business Tools for Schools

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Logon Problems? [Get Support](#)

Microsoft Internet Explorer 9 Users: [Please read this](#)

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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

BASE Training Center Website [http://basetraining.lausd.net]



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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.



Schools



[Shopping Cart for Requestors](#)
[Schools/Departments/Approvals](#)

Central Offices



FINANCE
[Course Materials](#)
[Business Process Procedures \(BPPs\)](#)

PROCUREMENT
[Course Materials](#)
[Business Process Procedures \(BPPs\)](#)

QUICKLINKS

[Legacy Replacement Project \(LRP\) Website](#)
[Learning Zone](#)
[Procurement Services Division](#)

ANNOUNCEMENTS

VIRTUAL LEARNING

Course Assessment & Evaluation

Learning Zone Website: lz.lausd.net



Back | Refresh | Print | Feedback

Time Left: 29:57

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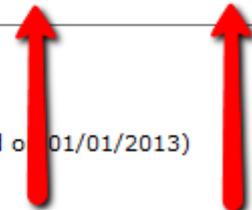
Welcome LAURIE YEN!
(You are in **Program Manager Role**)

- Currently enrolled/waitlisted in **11** classes.

[Recommended System Requirements](#)

Today's Announcements:

- Quick link for classes currently available: (posted on 01/01/2013)
[Class Offerings](#)



You have just completed the course.

Thank you for attending!

