

SAP MM Training

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**SAP MM**

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**SAP MATERIALS MANAGEMENT**

SAP MM (Material Management) is a module of the SAP Enterprise Resource Planning (ERP) package that is used for Procurement Handling and Management. SAP MM is a material management tool that can help automate and streamline corporate Procurement Handling and Inventory Management (in other words it is about managing resources). Materials management is integrated with other modules such as SD, PP and QM.

**1. INTRODUCTION TO ERP**

- a. ERP Definition
- b. Characteristics of ERP
- c. Products of ERP
- d. Benefits of using ERP

## 2. INTRODUCTION TO SAP

- a. SAP History
- b. SAP Product line
- c. New Products of SAP
- d. Relation of New SAP Products with the core product
- e. Industry specific Products
- f. Type of SAP Projects
- g. Type of SAP Roles
- h. Architecture of SAP
- i. System Landscape
- j. Types of data used in the SAP system

## 3. INITIAL SCREENS

- a. How to login to the SAP system
- b. SAP Client / GUI
- c. SAP Session - What it is
- d. How to open a new Session
- e. Create new Sessions
- f. Navigation between Sessions
- g. Transactions and Activities
- h. Shortcuts or Transaction Codes
- i. SAP Easy Access screen
- j. SAP IMG screen
- k. Difference between Easy Access and IMG screens

## 4. ENTERPRISE STRUCTURE

- i. What is Enterprise Structure

- ii. The different types of Enterprise Structure
- iii. Company structure in real time
- iv. Company structure for each process
- v. MM Structure against other process structure
- vi. Enterprise Structure terms in real time against those used in the SAP system
- vii. Definitions of the elements of enterprise structure
- viii. Creation of Enterprise Structure elements in the SAP system
  - a. Group
  - b. Company
  - c. Plant
  - d. Store
  - e. Purchasing Department
  - f. Valuation Area
  - g. Controlling Area
- ix. Assignment of the Enterprise Structure elements in the SAP system
  - a. Assign Company to Group
  - b. Assign Plant to Company
  - c. Assign Store to Plant
  - d. Assign Purchasing Departments
  - e. Assign Controlling Area

## 5. MASTER DATA

- a. Basics of Master Data
- b. Significance of Master Data
- c. Usage of Master Data

**I. Material Master**

- i. What is Material Master
- ii. Views
- iii. Subscreens
- iv. Fields
- v. Maintenance of material data in the SAP system
- vi. Prerequisites for creation of Material Master Record
- vii. Creation of Material Master Record
- viii. Changes to Material Master Record
- ix. Other end user activities in Material Master
- x. Configuration of Material Master
  - a. Screen Sequence
    - What is Screen Sequence
    - Significance and usage of Screen Sequence
  - b. Screen Reference
    - What is Screen Reference
    - Creating and using Screen Reference
  - c. Field Selection
    - What is Field Selection
    - Criteria for defining field selection
  - d. Field Reference
    - What is Field reference
    - Creating and using field references
  - e. Material Type
    - What is Material Type
    - Usage of Material Type in the SAP system
    - Defining and using Material Types

- f. Assign Number Range to Material Type
- g. Material Number formatting
- h. Material Groups
- i. Purchasing Group
- j. Purchase Value Key
- k. Shipping Instruction

## II. Vendor Master

- i. Who is a Vendor
- ii. What is Vendor Master Record
- iii. Division of Vendor Master data
  - General Data
  - Company Code Data
  - Purchasing Data
- iv. Vendor Classification
- v. Types of Vendor
  - Regular Vendor
  - One-time Vendor
  - Accounting Vendor
  - Purchasing Vendor
  - Central Vendor
- vi. Prerequisites for creating Vendor Master Record
- vii. Vendor Account Group and its significance
- viii. Creation of Vendor Master Record
- ix. Changing the Vendor Master Record
- x. Other End user activities of Vendor Master
- xi. Configuration of Vendor Master

- a. Vendor Field Selection
  - What is Vendor field selection
  - Significance of vendor field selection
  - Criteria for maintaining vendor field selection
- b. Assignment of Number Ranges
- c. Screen selection for Vendor Master records
- d. Vendor Industries
- e. Terms of Payment

### **III. Purchasing Info Record**

- i. Basics of Purchasing Info Record
  - What is Purchasing Info Record
  - Significance of Purchasing Info Record
- ii. Types of Purchasing Info Record
- iii. Prerequisites for Purchasing Info Record
- iv. Creation of Purchasing Info Record
- v. Changing the Purchasing Info Record
- vi. Other End User activities for Purchasing Info Record
- vii. Configuration
  - Defining Number Ranges for Purchasing Info Record
  - Screen Selection for Purchasing Info Record

### **IV. Source Determination**

- i. Basics of Source Determination
  - What is Source Determination
  - Source Determination options in the SAP system

ii. Source List

1. Basics of Source List

What is Source List

Significance and usage of Source List

2. Creation of Source List

3. Changing the Source List

4. Other End User activities for Source List

5. Configuration

iii. Quota Arrangement

1. Basics of Quota Arrangement

What is Quota Arrangement

Significance and usage of Quota Arrangement

2. Prerequisites for creating Quota Arrangement

3. Creation of Quota Arrangement

4. Changing the Quota Arrangement

5. Other End User activities of Quota Arrangement

6. Configuration

**6. Purchasing**

I. Basics of Purchasing

What is Purchasing

Difference Between Purchasing and Procurement

II. Purchasing Cycle

III. Purchasing Documents

Different types of Purchasing documents used

Division of Purchasing Document in the SAP system

Type of data maintained in each division of the purchase document

IV. Purchase Requisition

- i. Basics of Purchase Requisition
- ii. Creation of Purchase Requisition
- iii. Other End User activities of Purchase Requisition

V. Request for Quotation (RFQ)

- i. Basics of RFQ
- ii. Creation of RFQ
- iii. Other End User activities of RFQ

VI. Quotation

- i. Basics of Quotation
- ii. Creation of Quotation
- iii. Other End User activities of Quotation

VII. Comparison

- i. What is comparison
- ii. Criteria for comparison in the real time and in the SAP system
- iii. The comparison process

VIII. Purchase Order

- i. What is a Purchase Order
- ii. Creation of Purchase Order with reference
- iii. Creation of Purchase Order without reference

IX. Release Procedure

- i. Basics of Release Procedure
- ii. Release Procedure and Approval process
- iii. Release Characteristics
- iv. Release Classes

- v. Release Groups
- vi. Release Codes
- vii. Release Indicators
- viii. Release Strategies
- ix. Releasing the Purchase Order through Release Procedure
- X. Optimization of Purchasing
  - i. Concepts of Purchase Optimization
  - ii. Prerequisites for creating a Purchase Order automatically
  - iii. Creation of Purchase Order automatically
- XI. Outline Agreements
  - i. Basics
  - ii. Contracts
    - 1. Concepts
    - 2. Quantity Contract
    - 3. Value Contract
    - 4. Creation of a Contract
    - 5. Other End User activities of Contract
  - iii. Scheduling Agreements
    - 1. Concepts
    - 2. Creation of Scheduling Agreement
    - 3. Other End User activities of Scheduling Agreement
    - 4. Creation of Delivery Schedule
- XII. Configuration of Purchasing
  - i. Document Types configuration
  - ii. Assigning Number Ranges to Document Types
  - iii. Screen Selection for the Document Types
  - iv. Text Types and Copying Rules

v. Tolerances for Archiving documents

## 7. Inventory Management

- I. Basics of Inventory Management
- II. Stock Types
- III. Movement Types
- IV. Process of Goods Receipt
- V. Process of Goods Issue
  
- VI. Stock Transfers
  - i. What is Stock Transfer
  - ii. Types of Stock Transfer
  - iii. Transfer between Plants
  - iv. Transfer between Storage Locations
  - v. Transfer between Stock types
  - vi. Transfer using Stock Transport Order
- VII. Return to vendor
  - i. Conditions under material returned to vendor
  - ii. Prerequisites for return to vendor
- VIII. Cancellation
- IX. Initial Stock
- X. Reservations
- XI. Physical Inventory
- XII. Configuration
  - i. Plant Parameters
  - ii. Number Range assignment
  - iii. Screen Selection

- iv. End User Restrictions for Inventory Management activities
- v. Movement Types and its attributes
- vi. Individual transaction configuration

## **8. Special Procurement Process / Special Stocks**

- I. Basics of Special Procurement Process / Special Stocks
- II. Subcontracting
  - i. What is the Subcontracting process
  - ii. Where used
  - iii. Steps defining the subcontracting process
  - iv. Configuration for subcontract process
- III. Consignment
  - i. What is the Consignment process
  - ii. Where used
  - iii. Steps defining the Consignment process
  - iv. Configuration for Consignment process
- IV. Pipeline
  - i. What is the Pipeline process
  - ii. Where used
  - iii. Steps defining the Pipeline process
  - iv. Configuration for Consignment process

## **9. External Services Management**

- I. Basics of External Services Management
- II. Service Master
- III. Service Conditions

- IV. Service Purchase Order
- V. Service Entry Sheet
- VI. Configuration of External Services Management

## **10. Valuation and Account Determination**

- I. Valuation Types
- II. Split Valuation
  - i. What is Split Valuation
  - ii. Usage and Significance of Split Valuation
  - iii. Global Types
  - iv. Global Categories
  - v. Assignment

## **11. Logistics Invoice Verification**

- I. Concepts
- II. Planned Costs
- III. Unplanned Costs
- IV. Entry of Invoice
- V. Blocking of Invoice
- VI. Releasing the blocked invoice
- VII. Holding / Parking the invoice
- VIII. Releasing the parked invoice

## **12. Pricing Procedure**

- I. Condition Table
- II. Access Sequence
- III. Condition Types

- IV. Calculation Schema
- V. Schema Group
- VI. Schema Determination
- VII. Condition Records
- VIII. Execution of Pricing Procedure

### **13. Batch Management**

- I. Basics of Batch Management
- II. Configuration of Batch Management process in the SAP system
- III. Creation of Batch Master Record
- IV. End User activities of Batch Management
- V. Batch Management with Classification

### **14. Output Determination**

- I. Access Sequences
- II. Message Types
- III. Message Determination Schema
- IV. Partner Roles per Message Type
- V. Assign Output Devices to Purchasing Groups

### **15. Integration with FI/CO**

- I. Concepts
- II. Valuation Grouping Code
- III. Valuation Class
- IV. Account Category Reference
- V. Automatic Postings
- VI. Modifiers

**16. Integration with PP (Materials Requirement Planning)**

- I. Concepts
- II. MRP Methods / Types
- III. MRP Group
- IV. MRP Controller
- V. MRP Area
- VI. MRP Configuration

**17. ASAP Methodology**

- I. What is ASAP Methodology
- II. Steps of ASAP Methodology
  - Project Preparation
  - Blueprint
  - Realization
  - Final Preparation
  - Go-Live / Initial Support
- III. Time duration for each step
- IV. Post implementation process

**18. Support Project Process**

**19. Real-time Project scenarios**