INVENTORY MANAGEMENT
QUICK REFERENCE
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PLANT
A Plant is a Subdivision of an Agency that
 Controls its own operational budget
 Supports logistical operations
 Houses Inventory and Warehouse Management
 Manages Plant Maintenance and Fleet Work Orders
 Interfaces to Agile Work Orders

STORAGE LOCATION
 A subdivision of a Plant that allows for the segregation of inventory stock.
 Each Plant will also have one default Storage Location that is not associated with inventory that will serve as a delivery address for the Plant if a requesting Storage Location is not entered on the Requisition or Purchase Order.
 Multiple Storage Locations were assigned based on the segregation of inventory and integration with Agile Assets.

MATERIAL MASTER RECORD
A Material Master Record (MMR) contains master data needed to manage a consumable item or material. Only one MMR will be created per material. It will serve as the single information source across the State for material specific data, including basic, purchasing, accounting, and inventory management data.

MM03 - Displays a Material Master Record. Enter Material number. If unknown, search for it using information you do know – description, plant, etc. Two very useful searches are Material Number/Material Description and Plant Material by Description.

TIP: Wildcards can be used in your search. An asterisk (*) is used in place of multiple characters. A question mark (?) is used in place of a single character.

SELECTING VIEWS OF AN MMR:

Valuated Materials - Materials owned by an agency. Cost of the item is maintained in the system either by standard pricing or weighted average pricing. Items are expensed at time of issue. (ex. Stop Signs issued against a Work Order).

Non-Valuated Materials - Materials that are free or were expensed at the time of purchase. The items are stored and only the quantities are tracked, not the values. Items will be maintained in a non–valuated plant and are to be used for quantity visibility only (ex. Maps).

NOTE: Valuated and Non-Valuated Materials cannot reside within the same Plant.

INVENTORY REQUESTS
Before entering a request for a material from inventory, locate the plant and storage location where the material is available via transaction MB52 or ZLO1269.

MATERIAL CATEGORIES
• U (Unrestricted) - material is available for issue.
• QI (Quality Inspection) - material is blocked until it passes inspection.
• BL (Blocked) - material cannot be used.

RESERVATIONS – used to transfer material from one Storage Location to another within the same Plant and to perform a planned issue against a PM Work Order.

MB21 - Create SL to SL Reservation (MvT 311)
MB22 - Change SL to SL Reservation (allowed if final issue has not been set)
MB23 - Display Reservation
ZLO1268 - Print pick list for Reservation
MB25 - List of Reservations
MB5B - Stock on Posting Date (Material Movement listing)

NOTE: PM Work Order Reservations are created, changed and deleted within the Work Order.

STOCK TRANSPORT REQUISITION – used to create a request for a Plant to Plant material transfer.

ME51N - Create Stock Transport Requisition
• Each line item may have a different account assignment.
• Plant/Storage Location should be RECEIVING values.
• Source of Supply tab - input Supplying Plant and Issuing Storage Location.

• Click CHECK , fix any errors, then click SAVE .
• Once approved, Stock Transport Order is auto created.

Personal Settings that can be set for ME51N:
• Set 'Display Key' to show the Plant and Storage Location numbers instead of the description.
• 'Default Values' allows you to set values for Purchase Requisitions unique to your User ID.

ME52N - Change Purchase Requisition
• Stock Transport Requisition changes allowed anytime:
   Add a line item
   Increase a line item quantity
• Stock Transport Requisition changes NOT allowed if a Stock Transport Order has been generated:
   Delete a line item
   Delete a line item quantity

ME53N - Display Purchase Requisition

Division of Administration, Office of Information Services
P. O. Box 94095, Baton Rouge, LA 70804-9095
Issued: 03/14
Every material movement in LaGov creates a
✓ Material Document
✓ Plant to Plant material movements also create an
✓ Accounting Document

GOODS RECEIPT TO INVENTORY (MIGO)
Inbound material movement that leads to an increase in stock level. Receipt can be full or partial. Can be performed to receive:
● Materials against an external Vendor Purchase Order
● Materials against a plant to plant Stock Transport Order
● Non-valuated materials into inventory without reference
● Materials that were purchased with a P-Card

GOODS ISSUE FROM INVENTORY
Outbound material movement that leads to a reduction in stock level. Used when another Plant request materials from your plant.
● VL06O – Used for Picking and Goods Issue of materials for a Stock Transport Order.
● VL71 – Reprint pick list for a Stock Transport Order.

REVERSE GOODS RECEIPT OR GOODS ISSUE
To cancel a full or partial quantity of a Goods Receipt or Goods Issue Material Document:
● MBST - cancels all line items and quantities of a GR or GI Material Document.
● MIGO (Goods Receipt or Good Issue) - allows you to cancel partial quantities of a GR or GI Material Document line item.
● MIGO (Cancellation/Material Document) – allows you to cancel entire quantities of all GR or GI Material Document line item.
NOTE: A new Material Document number will be generated for the reversal.

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<td>R02-Material Document</td>
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STATUS CHANGE
| Quality Inspection to U-Unrestricted | A08-Transfer Posting | R10-Other | 321 |
| U-Unrestricted to Quality Inspection | A08-Transfer Posting | R10-Other | 322 |
| B-Blocked to U-Unrestricted | A08-Transfer Posting | R10-Other | 343 |
| U-Unrestricted to B-Blocked | A08-Transfer Posting | R10-Other | 344 |
| B-Blocked to Quality Inspection | A08-Transfer Posting | R10-Other | 349 |
| Quality Inspection to B-Blocked | A08-Transfer Posting | R10-Other | 350 |