INVENTORY MANAGEMENT QUICK REFERENCE

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LaGov Portal

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
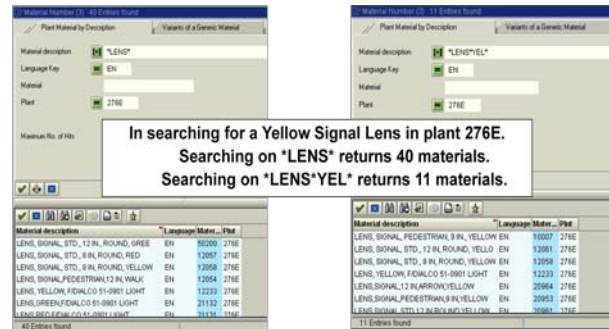- Interfaces to Agile Work Orders

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.
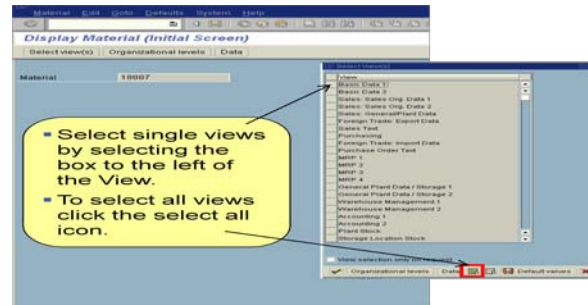
MATERIAL MASTER RECORD

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*.

In searching for a Yellow Signal Lens in plant 276E.
Searching on *LENS* returns 40 materials.
Searching on *LENS*YEL* returns 11 materials.

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:

- Select single views by selecting the box to the left of the View.
- To select all views click the select all icon.

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 accnt 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:
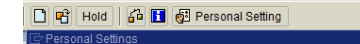
- Set 'Display Key' to show the Plant and Storage Location numbers instead of the description.
- 'Default Values' allows you to set values for Purchase Requisitions unique to your User ID.

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

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.

- **MIGO** – Used for unplanned Goods Issues, Goods Issues against Reservations, and SL to SL Transfers.
- **VL06O** – Used for Picking and Goods Issue of materials for a Stock Transport Order.
- **VL71** – Reprint pick list for a Stock Transport Order.

- Plant to Plant transfers require an approval within LaGov. The requestor is charged for the material.
- Unplanned issues do not require an approval within LaGov, but department policy may require an offline approval before material can be issued.

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 al GR or GI Material Document line item.

NOTE: A new Material Document number will be generated for the reversal.

MIGO TRANSACTIONS	Executable Action	Reference Document	Movement Type
GOODS RECEIPT			
Goods Receipt for Purchase Order	A01-Goods Receipt	R01-Purchase Order	101
Reversal of a partial quantity of a Purchase Order Goods Receipt	A01-Goods Receipt	R01-Purchase Order	102
Goods Receipt for Non-Valuated Materials	A01-Goods Receipt	R10-Other	202
Reversal of a partial quantity of Non-Valuated Goods Receipt	A01-Goods Receipt	R10-Other	201
Goods Receipt for PCard purchase	A01-Goods Receipt	R10-Other	501
Reversal of a partial quantity of a PCard purchase Goods Receipt	A01-Goods Receipt	R10-Other	502
Reversal of full quantity of a Goods Receipt Material Document line item	A03-Cancellation	R02-Material Document	Auto populated w/reverse MvT of original posting
GOODS ISSUE - PLANNED			
Goods Issue for PM Work Order Reservation	A07-Goods Issue	R09-Reservation (or) R08-Order	261
Reversal of a partial quantity of a Goods Issue for PM Work Order Reservation	A07-Goods Issue	R09-Reservation	262
Goods Issue for a Storage Location to Storage Location Reservation	A08-Transfer Posting	R09-Reservation	311
Reversal of a partial quantity of a Goods Issue for a Storage Location to Storage Location Reservation	A08-Transfer Posting	R09-Reservation	312
Reversal of full quantity of a Planned Goods Issue Material Document line item	A03-Cancellation	R02-Material Document	Auto populated w/reverse MvT of original posting
GOODS ISSUE - UNPLANNED			
Goods Issue for Consumption for cost center without reference to a Reservation or STO	A07-Goods Issues	R10-Other	201
Reversal of a partial quantity of a Goods Issue for Consumption for cost center without reference to a Reservation or STO	A07-Goods Issues	R10-Other	202
Goods Issue for PM Work Order without reference to a Reservation	A07-Goods Issue	R10-Other	261 (enter on Where tab)
Reversal of a partial quantity of a Goods Issue for PM Work Order without reference to a Reservation	A07-Goods Issue	R10-Other	262 (enter on Where tab)
Goods Issue for SL to SL transfer within the same plant without reference to a Reservation	A08-Transfer Posting	R10-Other	311
Reversal of a partial quantity of a SL to SL transfer within the same plant without reference to a Reservation	A08-Transfer Posting	R10-Other	312
Scrap	A07-Goods Issue	R10-Other	551
Reverse Scrap	A07-Goods Issue	R10-Other	552
Reversal of full quantity of an Unplanned Goods Issue Material Document line item	A03-Cancellation	R02-Material Document	Auto populated w/reverse MvT of original posting
STATUS CHANGE			
QI-Quality Inspection to U-Unrestricted	A08-Transfer Posting	R10-Other	321
U-Unrestricted to QI-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 QI-Quality Inspection	A08-Transfer Posting	R10-Other	349
QI-Quality Inspection to B-Blocked	A08-Transfer Posting	R10-Other	350