

**Combined Arms Sustainment Command
(CASCOM)
Enterprise System Directorate (ESD)**



Matériel Manager and Execution Manager's Guide (October 2014)

//Unclassified//For Official Use Only//

Table of Contents

PURPOSE:	3
OBJECTIVE:	3
DEFINITIONS:	4
1. RELEASE STRATEGY	5
1.1 RELEASE STRATEGY OVERVIEW	5
1.2 APPROVING PR/ PO BY STORAGE LOCATION (SLOC)	5
1.3 POST OR REJECT INDIVIDUAL ORDERS	6
1.4 REVIEW DOCUMENTS IN RELEASE STRATEGY.....	6
1.5 VIEW HOLD/PARKED DOCUMENTS	7
1.6 VIEW A UNIT’S MONTHLY EXPENDITURE	8
2. MRP EXCEPTION MESSAGES	9
2.1 EXAMPLE OF MRP EXCEPTIONS	9
Table 1. MRP Exception Messages	9
2.2 MANAGE COLLECTIVE MRP AREA.....	10
Figure 1. Exception Traffic Light Setting	11
Figure 2. MRP Elements.....	11
Figure 3. MRP exceptions	12
2.3 MRP ELEMENT: DELIVERY (DELVRY).....	12
2.4 MRP ELEMENT: FORECAST REQUIREMENT (FORREQ)	13
2.5 MRP ELEMENT: ORDER RELEASE (ORD.DS)	13
2.6 MRP ELEMENT: PO ITEM (PO ITEM).....	14
2.7 MRP ELEMENT: PLANNED ORDER (PLND ORDER).....	15
2.8 MRP ELEMENT: PURCHASE REQUISITION (PURCHREQ)	15
2.9 MRP ELEMENT: SHIPPING NOTIFICATION (SHPGNT).....	16
2.10 MRP ELEMENT: RETURN ITEMS (RETURNS)	17
2.11 MRP ELEMENT: UNPLANNED REQUIREMENTS (UNPLREQMT)	17
2.12 MRP ELEMENT: PM ORDER (PMORDR)	18
2.13 NO CONSUMPTION DETERMINED.....	18
3. OUTPUT CONTROLLER: LIST OF SPOOL REQUESTS (ZSPOOL)	18
3.1 ERROR LOG (USE TO SEE WHY MATERIAL DID NOT PROCESS).....	18
3.2 OLD REQUISITIONS* (RM06BB30_BAT).....	19
3.3 FORECAST FAILED* (Z_LMME_FCST)	19
3.4 BAD AAC* (RFFMRP_MRP_P).....	20
3.5 NO PLANNING ENTRY* (RFFMRP_MRP_P).....	20
3.6 MISSING I&S* (RFFMRP_MRP_P).....	20
3.7 CREDIT CARD PURCHASE HAS BEEN COMPLETED* (RFFMRP_MRP_P).....	21
4. MONITOR SSA/ASL PERFORMANCE	21
4.1 AUTHORIZED TO FORECAST	21
4.2 MRP AREA DATA.....	22
4.3 STOCK DETAIL REPORT	22
4.4 MATERIAL SITUATION	23
4.5 OVERDUE DELIVERIES.....	23
5. QUESTIONS AND COMMENTS:	24



Purpose:

This guide provides logistics personnel: Soldiers and civilians at Support Operations (execution managers), Sustainment Brigade (level I material managers), and the Expeditionary Sustainment Command (ESC)/ Army Sustainment Command (ASC)/ Theater Support Command—TSC (level II, and III material managers) with a guide that will help them to provide effective oversight to the Supply Support Activities (SSA) within their area of responsibility. This is necessary because a unit's readiness posture depends largely on the ability of the SSA to provide non-mission capable supply to its supported customer units in a timely manner. Therefore, this guide focuses on four critical areas: Release Strategy/ZPARK, MRP Controller exception errors, MRP Spool messages, errors, and SSA performance monitoring transactions, necessary to ensure appropriate depth of the SSAs' Authorized Stockage List (ASL) are maintain by the MRP Controller. In an ERP system, the MRP controller is responsible for the availability of materials in a storage location and ensures that the correct/relevant materials are procured at the right time, in the right quantity, and at the right place.

Objective:

The GCSS-Army Supply Support Activity is and must remain a combat multiplier in order to ensure a successful outcome on the battlefield and on homeland defense by the U.S. Army. SSAs require an optimal breadth and depth of the ASL. The Expert ASL Team manages the breadth of all the authorized stocks at the SSA, the MRP Controllers, material managers, have the responsibility of monitoring the SSA and ensuring that their ASL have enough depth to meet operational requirements. This guide helps the execution and material manager at various levels to provide the optimized managerial support to the SSA within their commands' area of responsibility.

Definitions:

Materiel Management: The active management of the Army working capital fund (AWCF), Plant 2001, environment above the SSA level, represented by three levels (I, II, III) of material management. The three standard levels of management typically occur at the Sustainment Brigade (SB), Expeditionary Sustainment Command, and Theater Sustainment Command /Army Sustainment Command respectively.

Execution Management: The active management of the Operations and maintenance, Army (OMA) fund, Plant 2000, environment above the organizational level, represented at the Brigade level, with the functions typically performed at the Brigade/Aviation Support Battalion Support Operation cell or its' equivalent.

Tactical SSA—Type Unit Code (TUC) 930: Typically supports a deployable Brigade Combat Team (BCT), Armored Cavalry Regiment (ACR), Striker Brigade Combat Team (SBCT), Heavy Brigade Combat Team (HBCT), or Combat Sustainment Support Battalion (CSSB) of which they are an organic activity. The management of the tactical SSA follows the three level strategy, beginning at the sustainment Brigade or its equivalent. Practical considerations may alter the standard approach as determined by senior logistics leadership.

Logistics Readiness Center (LRC) —Type Unit Code (TUC) 960: A fixed, non-deployable installation based SSA with a broad customer base. The management of the LRC follows the three-level strategy with all three levels of management being executed by the ASC. Practical considerations may alter the standard approach as determined by senior logistics leadership.

Interactive permission: Access and permissions that allow a user to affect or change data in the system.

View-only permission: Access and permissions that allow a user to only be able to view data.

1. Release Strategy

1.1 Release strategy overview

- a. **Applicable Users** : MM & EM
- b. **T-Code**: SBWP
- c. **Tasks**: Materiel Managers or Execution managers with interactive access use their Business Workplace, Inbox, to access, review, post, or reject Purchase Request (PR) Purchase Orders (PO) in Plant 2000 or/and Plant 2001 Release Strategy.
- d. **Frequency**: Daily
- e. **Note**:
 1. Orders not completed within three days will be recycled and become available to all authorized agents; see XBRMM402.
 2. For additional information on managing purchase orders, refer to Training Bulletin TB000191, Procurement Workflow - Release Strategy General Pool Recycling Timeline (SBWP). The calculation using the calendar will exclude weekends and assigned public holidays.
 3. Assigned Public Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Thanksgiving Friday, and Christmas.

1.2 Approving PR/ PO by storage location (Sloc)

- a. **Applicable Users**: MM & EM
- b. **T-Code**: EM will use ME28 (**look at the "Category of Incompleteness" column; do NOT release any record with "Document Parked"**) for POs and MM will use ME55 for PRs.
- c. **Tasks**: Use ME28 or ME55 transactions to review and post orders when SBWP is not available. XBRMM404 will provide the user with additional detailed guidance on how to use t-codes ME28 and ME55. To tailor the report to a specific Sloc after pulling all orders on Release Strategy, go to Sloc filter and upload your Sloc.
 - 1) Transaction: ME28
 - Step 1. Enter P1 on the "Release Code"
 - Step 2. Execute
 - Step 3. Sort the "Category of Incompleteness" column and exclude all records with "Document Parked."
 - Step 4. Release documents designated as "Document Saved as Complete" by clicking on the  icon on the "Release Option" column.
- d. **Frequency**: As needed.
- e. **Note**:
 1. SBWP is the preferred method for reviewing, releasing, or rejecting purchasing documents by the MM or EM.

2. The report, using the aforementioned t-codes, will list all POs or PRs for the entire U.S. Army.
3. This report allows for a collective view; however, only authorized Sloc MM or EM will be able to take approval actions.
4. When using ME28, if the “Release Option” is blank, then copy the corresponding purchase document (71xxxx) and use ME29N to release the document (this may happen as a result of creation of 101 item number due to assignment of substitute material by the system).
 - Step 1. Copy the purchase document (71xxxx) from ME28
 - Step 2. Go to ME29N
 - Step 3. Select  and enter the purchase document
 - Step 4. Click on “Other documents”
 - Step 5. Click on the “Header,”  if it not already open
 - Step 6. Click on  to release

1.3 Post or reject individual orders

- a. **Applicable Users:** MM & EM
- b. **T-Code:** EM will use ME29N for POs and MM will use ME54N for PRs.
- c. **Tasks:** Use ME29N or ME54N to post or reject orders individually when SBWP is not available (XBRMM404).
- d. **Frequency:** As needed.
- e. **Note:**
Approval Agents (ZRS35) may use the ME29N or ME54N transactions to post or reject orders by PO or PR.

1.4 Review documents in release strategy

- a. **Applicable Users:** MM & EM
- b. **T-Code:** EM will use ME2N for POs and MM will use ME5A for PRs.
- c. **Tasks:** Supervisors should check to ensure release agents are releasing or rejecting POs/PRs within SBWP allowable time, i.e., three days or according to local policy. Use ME29N or ME54N to post or reject an order if an agent inadvertently blocked or reserved an order for follow-on actions. Use Finance XBRRM1602 for more ME2N and ME5A guidance.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area:**
 - Step 1. Click the Plant field. Enter 2000 if using (ME2N) or 2001 for (ME5A).
 - Step 2. Click the “Dynamic Selection” button .
 - Step 3. Click the “Expand” button next to the “Purchase Document Item.”
 - Step 4. Scroll down to “Storage Locations.”
 - Step 5. Double-click the “Storage Location” list item.

- Step 6. Enter or import a listing of all the SLocs from a "Text files."
- Step 7. Go back to "Purchase Document Header."
- Step 8. Scroll down to "Release Indicator" select "blocked"
- Step 9. Click the "Copy" button.
- Step 10. Click the "Execute: button.

f. Note:

This report will provide a list of everything on the Release Strategy regardless who is working it. Review old documents firsts and ensure that appropriated actions are taken.

1.5 View Hold/Parked Documents

a. Applicable Users: MM & EM

b. T-Code: EM will use ME2N for POs and MM will use ME5A for PRs.

c. Tasks: Use ME2N or ME5A to display lists of "incomplete" orders on "hold" or orders in ZPARK. MM and EM should troubleshoot incomplete orders for resolution. The MM and EM should also review "warning sign" on ME52N or ME23N. If there is no "Source of Supply," use ME03 to find the SOS. Then go to ME52N or ME22N and add the SOS to the "Item Overview" of the purchase requisition. Use XBRRM1602 as a guide for ME2N and ME5A.

d. Frequency: Weekly

e. Below are detail steps on how to pull the report for a specific MRP Area or Sloc:

- Step 1. Click the "Plant" field. Enter 2000 if using (ME2N) or 2001 for (ME5A).
- Step 2. Click the "Document Incomplete," select "H" to view documents on "hold," or select "P" for documents in "ZPARK."
- Step 3. Click on the "Dynamic Selection" button.
- Step 4. Click the "Expand" button next to the "Purchase Document Item."
- Step 5. Scroll down to "Storage Locations."
- Step 6. Double-click the "Storage Location" list item.
- Step 7. Enter or import applicable SLocs from a text files.
- Step 8. Go back to Purchase Document Item.
- Step 9. Scroll down to "Deletion Indicator."
- Step 10. Double-click the "Deletion Indicator"
- Step 11. Click "Multiple" selection
- Step 12. Select tab "Exclude Single Values," and enter "L" to exclude all "L."
- Step 13. Click the "Copy" button.
- Step 14. Click the "Execute" button.

1.6 View a Unit's Monthly Expenditure

- a. **Applicable Users:** MM & EM
- b. **T-Code:** EM will use ME80FN (General Evaluation) transaction to display a list of Purchase Order obligations for a Unit by a specific document date range or evaluate a unit's monthly expenditure.
- c. **Tasks:** Use ME80FN to display a unit or a storage location's monthly expenditure. The report contains a listing of purchase request or purchase orders for a SLoc. See the training bulletin for more information.
- d. **Frequency:** As needed.
- e. **Below are detail steps on how to pull the report for a specific Plant and Sloc:**
 - Step 1. Enter transaction code ME80FN
 - Step 2. Click the Plant field; type your entry in the Plant field (for example, 2000).
 - Step 3. Click the Document Date field; type your entry in the Document Date fields (for example, 01/14/2014).
 - Step 4. Click the Execute button.

2. MRP Exception Messages

2.1 Example of MRP Exceptions

Exception Group	Exception	Exception Message
1	05	Opening date in the past
	06	Start date in the past
	07	Delivery date in the past
2	02	New, and opening date in the past
	03	New, and start date in the past
	04	New, and Delivery date in the past
	30	Plan process according to schedule
	63	Production start before order start
	64	Production finish after order finish
3	20	Cancel Order
4	01	Newly created order proposal
	42	Order proposal has been changed
	44	Order proposal re-exploded
	46	Order proposal has been manually changed
5	15	Reschedule out
6	10	Reschedule in
	96	Stock fallen below safety stock level
7	25	Excess stock
	26	Excess in individual segment
	27	Excess Stock Applied to Superceding Mat.
	27	Underdelivery tolerance
	40	Coverage not provided by master plan
	50	No BOM exists
	52	No BOM selected
	53	No BOM explosion due to missing config.
	55	Phantom assembly not exploded
	56	Shortage in the planning time fence
	57	Disc. matl partly replaced by follow-up
	58	Uncovered reqmt after effective-out date
	59	Receipt after effective-out date
	60	Disc., Rec. Applied to Superceding Mat.
	61	Scheduling: Customizing inconsistent
62	Scheduling: Master data inconsistent	
69	Recursive BOM components possible	
70	Max. release qty - quota exceeded	
80	Reference to retail promotion	
82	Order is blocked for Goods Receipt	
8	98	Terminations - No MRP for Item

TABLE 1. MRP EXCEPTION MESSAGES

2.2 Manage collective MRP area

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** Use ZMD06 to generate exceptions for a consolidated MRP listing of all Sloc within your authorization; take necessary action review and correct exceptions (**see XBRMM303**). You may work multiple MRP areas using ZMD06 or single MRP area using MD06. Note that each of these t-codes allows you to drill down into MD04 for STO/PO (pegging) alignment and analysis.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Enter the Plant and MRP area.
 - Step 2. For ZMD06, scroll down to the “Exception Group,” select all exceptions: 1-8; For MD06, click on the “Exception Group” tab, use the selection button to select all exceptions: 1-8.
 - Step 3. Enter the SCMC (i.e., 900 for Class IX) on the “MRP Controller,” or leave “Comptroller” blank to run all supply class.
 - Step 4. Click the “Execution” button or press, “Enter” to run the report.
 - Step 5. Click on the “Define Traffic Light” to set the traffic light as shown in Figure 1 (see XBRMM304).
 - Step 6. Click on the “Binoculars” icon on the menu bar without the plus (+) sign and answer “Yes” to the “update statistics” dialog box.
 - Step 7. Click on the “Find Exceptions” to see a listing of pending exceptions on the “Find Exception Elements” dialog box; click on the “Find Exception Elements” to exception elements: ***Delivery, Forecast, Order Release, PO Item, Planned Order, Purchase Request and Shipping Note***. Pay attention to the dates and work the oldest first (see Figure 2).
 - Step 8. Click on the side a particular MRP element you want to work to select it and click on the “Find MRP element” button to close the dialog box. The system will select all applicable exceptions for you.
 - Step 9. Click of the “Selected MRP List” button at the top left of the screen and it will send your entire list to MDC6 (if you are using ZMD06) or MD04 (if you are using (MD06) for the selected exceptions so you can examine the items one by one.
 - Step 10. Use the “Next Material” directional button (first icon beside “show overview tree) or CTRL+F2 to go the next record or material in MD04.
- f. **Note:**

See the followings are detail information on how to work each exception element.

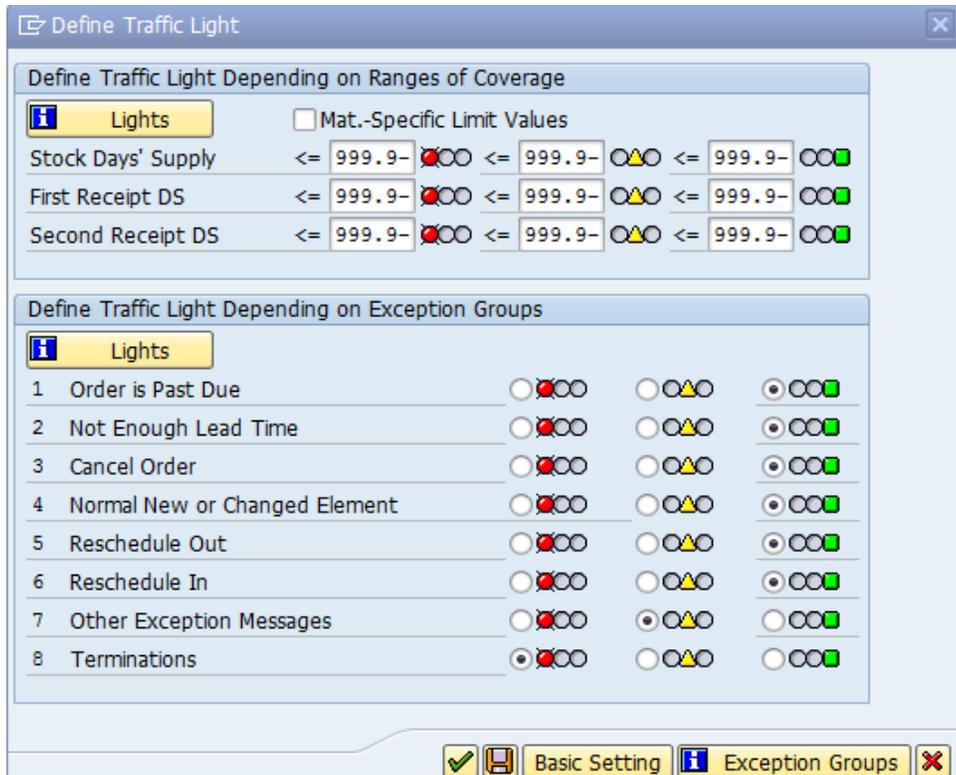


FIGURE 1. EXCEPTION TRAFFIC LIGHT SETTING

Find in materials			Find exceptions			Find MRP elements		
From			To					
MRP element	Frm	To						
Delivery	02/06/2014	06/09/2014						
Forecast	06/01/2014	05/01/2015						
Order Rel	01/17/2013	06/02/2014						
PO item	11/04/2010	07/01/2014						
Plnd order	01/01/2012	05/01/2015						
PurchReq	04/06/2011	06/10/2014						
ShpgNote	09/29/2010	04/05/2016						

FIGURE 2. MRP ELEMENTS

Find in materials			Find exceptions		Find MRP elements	
E..	E..	Exception Message	New	Old		
1	07	Delivery date in the past	98	1		
2	30	Plan process according to schedule	6	0		
3	20	Cancel Order	99	0		
4	01	Newly created order proposal	74	0		
4	42	Order proposal has been changed	99	0		
5	15	Reschedule out	99	0		
6	10	Reschedule in	99	0		
6	96	Stock fallen below safety stock level	55	1		
7	60	Disc., Rec. Applied to Superceding Mat.	4	0		
7	82	Order is blocked for Goods Receipt	1	0		

FIGURE 3. MRP EXCEPTIONS

2.3 MRP Element: Delivery (Delvry)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** Review open due-out and outbound delivery (OBD) to a customer that has not been PGI. The OBD will show movement type 643 (cross-dock). Drill down into the 8000xxxxxx and get into VL03N.
- d. Check for deliveries older than 24 hours because material is not available-to-promise (ATP).
- e. PGI the material to appropriate customer's Sloc.
- f. **Frequency:** Daily
- g. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Enter "VL06o" and press "enter" or click on the green check mark
 - Step 2. Click on "List of Outbound Deliveries."
 - Step 3. In the "Picking Data" section, enter your Sloc in the "Storage Location". If you want to narrow the report for a particular material, then enter the material number in the "Material Data" section.
 - Step 4. Remove the dates in the "Pland Gds Mvmnt Date" in the "Time Data" section.
 - Step 5. Execute the report.
 - Step 6. The causative research will tell you if the good issue can be completed or not but the MM should not complete this process.

- Step 7. Use MB51, MB59, or ZMB59 to check the movement type and to see the flow of the material and capture the period from when the item was first put into outbound delivery.
- h. **Note:**
MM will monitor this report; however, the Accountable Officer at the SSA has the execution responsibility because the MM does not have real physical inventory information or accountability responsibility.

2.4 MRP Element: Forecast Requirement (ForReq)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** Review and ensure that MRP Type: VV materials have their "Forecast Model" set to **weighted moving average "W"** and **weighting group "24."** Ensure that MRP Type: ZM, ZP, and PD and others have their Forecast Models set to *No forecast/no external model* "0." Take corrective action as necessary.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Enter the Plant, MRP area, and MRP Type: VV, ZM, ZP, or PD.
 - Step 2. For ZMD06, scroll down to the "Exception Group," select all exceptions: 1-8; For MD06, click on the "Exception Group" tab, use the selection button to select all exceptions: 1-8.
 - Step 3. Enter the SCMC (i.e., 900 for Class IX) on the "MRP Controller," or leave "Comptroller" blank to run all supply class.
 - Step 4. Click the "Execution" button or press, "Enter" to run the report.
 - Step 5. Click on the "Binoculars" icon on the menu bar without the plus (+) sign and answer "Yes" to the "update statistics" dialog box.
 - Step 6. Click on the "Find Exceptions" to see a listing of pending exceptions on the "Find Exception Elements" dialog box; click on the "Find Exception Elements" to exception elements: Forecast.
 - Step 7. Click on the side a particular MRP element you want to work to select it and click on the "Find MRP element" button to close the dialog box. The system will select all applicable exceptions for you.
 - Step 8. Use ZMM02F to correct deficiencies.
 - Step 9. Enter "Material Number," "Plant," "MRP Area."
 - Step 10. Click on "Forecast Data."
 - Step 11. Modify "Forecast Model" to "W" as described in [2.4\(c\)](#)
 - Step 12. Modify "Weighting Group "24" as described in [2.4\(c\)](#)
 - Step 13. Click "Save"

2.5 MRP Element: Order Release (Ord.DS)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** This error is because of the system does not *Authorized-to-Promise* automatically because it does not recognize a substitute material number of a prime. Hence, take the necessary action to align the Prime



material with the I&S Chain material number using PIC03 to identify the I&S material on hand and use ME23N to change the material number.

- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. If the **prime number is zero balance**, you can do an **Authorized to Promise** to change from the prime number to whatever substitute number you have in stock.
 - Step 3. Use PIC03 to ensure that the material number you want to change is in the I&S change and check the replacement types to see that the substitute has an "I" Interchangeable or "F" Forward.
 - Step 4. To change the material number with the appropriate substitute, do ME23N
 - Step 5. Click on the "Display/Change" icon near the document overview top-left of the screen or do F7.
 - Step 6. Click on the "Mat Replacement" icon far right, above the Item Details section (see icon or button activates at change mode only). Once you click on the button, a pop or dialog box will come up and give you the available substitute stocks.
 - Step 7. Enter the required "quantity" and click "save."

2.6 MRP Element: PO item (PO item)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** Review materials with terminal AAC: Y or V.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. Double click PO/STO (PO Item) number in the "MRP Element Data" tab.
 - Step 3. Click on the "Eye Glass" icon on the pop up and that will take you to MDC6 (if you are using ZMD06) or ME23N (if you are using MD06).
 - Step 4. Click on the "Item Details" if it not already opened.
 - Step 5. Click on the "Status Log" tab to check the cancellation status.
 - Step 6. Click on the "Modification & Cancellation" tab to see the "Requested Quantity to Cancel" quantity.
 - Step 7. Alternatively, copy the PO/STO number in the "MRP Element Data" tab and go to MDC6 or ME23N, click on "Other Purchase Order," paste the PO/STO and execute.
 - Step 8. Follow steps 4-6 of this paragraph.
- f. **Note:**
 - Standard PO: 45xxxxxxx (this could be for replenishments or for dedicated orders)
 - Customer orders, Purchase Requests (PR) for wave 2 units or stock transport orders (STO) are 71xxxxxxx (in MD04, it will as show "Ord.DS" in the "MRP Element" column)
 - Management direct A5_ are 71xx (in MD04, it will as "POitem" in the "MRP Element" column)



- Excess Return from Plant 2000 (71xxxxxxx; in MD04, it will as “ShpgNt” in the “MRP Element” column).

2.7 MRP Element: Planned Order (Plnd Order)

- Applicable Users:** MM
- T-Code:** ZMD06/ MD06
- Tasks:** Review forecasted items with a zero balance. You may need to change that planned order to a Purchase Requisition.
- Frequency:** Daily
- Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. To change a “Planned Order” to a “Purchase Requisition”
 - Step 3. Double click on the corresponding “PldOrd” number in the “MRP Element Data” tab (for example; 0000185232/STPO).
 - Step 4. Click on the “→ Pur.Reg” icon on the pop up and that will take you to MD14.
 - Step 5. Change the “Release Date” on the Purchase Requisition data to “Today’s Date”
 - Step 6. Click the “Save” button.”
 - Step 7. Alternatively, copy the material number; go to MD04, and Execute.
 - Step 8. Follow steps 3-6 in this paragraph.

2.8 MRP Element: Purchase Requisition (PurchReq)

- Applicable Users:** MM
- T-Code:** ZMD06/ MD06
- Tasks:** The issue could be incomplete purchase document, which did not convert to PO. For example, PR has not been released from the workflow, there is no vendor or SOS, missing net price, or user created Doc Type that was not used. You may also see this report in ZSPOOL or ME5A or ME2N (for STO/PO). For ME2N, use the same entry as in ME5A, however, plant should be 2000.
- Frequency:** Daily
- Below are detail steps on how to pull the report for a specific MRP area(s):**
 - 1) Follow steps [2.2\(e 1-8\)](#) or do [ME5A](#).
- I. For ME5A:
 - Step 1. Enter ME5A
 - Step 2. Put * in the “Purchase Requisition” field
 - Step 3. Enter “H” in the “Document Incomplete” field
 - Step 4. Scope of will remain “ALV”
 - Step 5. Enter 2001 in the “Plant” field
 - Step 6. Click on “Dynamic Selection” 
 - Step 7. Click on the > by the ”Purchase Requisition” folder
 - Step 8. Scroll down and double-click on “Deletion Indicator”
 - Step 9. On the “Deletion Indicator” section, click on “multiple selection” button

- Step 10. Click "Exclude Single Value" tab and enter "L" in the field of the Single Value field (this will exclude all previously deleted PRs)
- Step 11. Click on the checkmark
- Step 12. Click on the > by the "Purchase Requisition" folder again
- Step 13. Scroll down and double-click on "Storage Location"
- Step 14. On the "Deletion Indicator" section, click on "multiple selection"  button
- Step 15. Enter all applicable Sloc
- Step 16. Execute
- Step 17. Click on "Choose layout" icon and select "MM DOC HELD" so that you see the Doc Type in order to know what type of document you are dealing with.

II. For Vendor or SOS

- Step 1. From ME5A, double click on the "Purchase Req," which will take you to ME53N
- Step 2. Use ME03 to find the Vendor and update the data in ME53N.

III. For Price error

- Step 1. From ME5A, double click on the "Purchase Req," which will take you to ME53N
- Step 2. Click on the header
- Step 3. Click of the "Org Data"
- Step 4. Remove content on the "Purch. Org."
- Step 5. Save

IV. For User created ZXS and YRR that are not used

Go to ZOBUX or YOBUX and delete the ZXSs and the YRRs

2.9 MRP Element: Shipping Notification (ShpgNt)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** Review "Blocked" orders for exception number 82 (order is blocked for Goods Receipt that have been PGR); determine why the orders were blocked and take necessary action to unblock the order or cancel (trash can it). Notify the warehouse.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. Select Shpg Note from MRP Element
 - Step 3. Click on "Selected MRP List"
 - Step 4. Double on the first highlighted record
 - Step 5. Double on the 71xxxxx
 - Step 6. Click on the "eye glass" icon
 - Step 7. Check if item is "blocked"
 - Step 8. Click on the "display/change" pencil
 - Step 9. Select the PO

- Step 10. Click “unlocked” key to unlock the PO; or
- Step 11. Click on the “trash can” if you cancel the PO
- Step 12. Save.
- Step 13. Notify the warehouse about incomplete movements.

2.10 MRP Element: Return Items (Returns)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** The Accountable Officer at the SSA needs to understand that serviceable due in from customers will affect their net asset posture. The MRP run will not create PO for materials with pending inbound to the SSA (71xxxx or 22xxxxx returns) if the quantity of the STO is equal to the inbound quantity.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. The SSA/LRC should contact the shipping SSA or the customer to ship the material.
 - Step 3. If the unit or the shipping SSA has no parts to ship, or if there is discrepant quantity, then the SSA/Units will need to do a reversal (use VL09). The receiving SSA/LRC will delete the inbound delivery in order for the system establish new inbound for the customer requirement. The shipping unit or SSA will delete the outbound delivery and the PO; run VL06 to put the material back in stock and conduct inventory.

2.11 MRP Element: Unplanned Requirements (Unplreqmt)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** This happen when an ASL with MRP Type VV is added without consumption or safety stock, or when the you have wrong Forecast Model or when Weighting Group is blank in ZMM02F.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. Click on the traffic light to drill down to MD04 or MDC6.
 - Step 3. Check for error message “please carry out forecast for material xxxxxxxx in plant 2001”
 - Step 4. Alternatively, enter MD04 on the action line and all pertinent information.
 - Step 5. Use ZMM02F, go to “Forecast data” button and change the “Forecast Model” from “W” to “O” and save.
 - Step 6. Change the “Weighting Group” to 24
 - Step 7. Once you go back to MD04, you will see all of the unplanned requirement will be gone.



2.12 MRP Element: PM order (PMOrdr)

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** This is Due-in from Maintenance. Review and track old documents. If these items are not really in maintenance, these jobs need to be closed and inventoried out of the system. If open job orders then, "Material NIIN" needs to be added to the ZLOCAL table and monitored by the MM.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. Check IW38, in the "Order Type" type in PM04
 - Step 3. Enter the SSA/LRC DoDAAC in the "Main work center"
 - Step 4. Go all the way to the bottom of the report to the "Layout", click on the box and hit the drop down button and pick DOL then execute the report.
 - Step 5. This will show all the units that have been fielded so far that have items reported as due-in from maintenance. You need to understand that these items are acting just like items coming in from national. These materials will stop requirements from going to national if the stock is zero balance.

2.13 No consumption determined

- a. **Applicable Users:** MM
- b. **T-Code:** ZMD06/ MD06
- c. **Tasks:** No consumption determined. A demand-supported item (identified by MRP type) has no historical consumption. Review and take corrective action.
- d. **Frequency:** Daily
- e. **Below are detail steps on how to pull the report for a specific MRP area(s):**
 - Step 1. Follow steps [2.2\(e 1-8\)](#).
 - Step 2. For this report, set the MRP type to non-demand supported (Exception Group 8). Go to MD06 and find those items that are identified with no consumption, but are MRP Type VV. The MM should assess whether the material should remain a VV or change to ZM or PD as applicable.
 - Step 3. Use ZMM02F to change the "MRP Type, Forecast Model, and Weighting Group" as necessary.

3. Output Controller: List of Spool Requests (ZSPOOL)

3.1 Error Log (use to see why material did not process)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL



- c. **Tasks:** Use to check the status of batch jobs, successful and incomplete runs or process with errors
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Enter "ZSPOOL" and <enter> (Example: S001, S002 etc.)
 - Step 2. Enter the "Current Dates"
 - Step 3. Enter your scope of planning, a four character alphanumeric set, in the "Department" field.
 - a. To get your "scope of planning", use "/n/isdfps/puwnr_u"
 - b. Scroll and find you scope of planning by identifying your Sloc
 - Step 4. Execute.
 - Step 5. Note: Only messages created within the 7 days are available.

3.2 Old Requisitions* (RM06BB30_BAT)

- 1) **Applicable Users:** SSA
- 2) **T-Code:** ZSPOOL
- 3) **Tasks:** RM06BB30_BAT allows the SSA managers opportunities to review Purchase Requests, which have been converted to Purchase Orders, grouped by vendor or SOS. Need to check each file after each MRP run.
 - 1. MRP for Wave 1 SSAs run once an hour from 0800 to 2000 hours. However, the 1100 and the 2000 runs are for the MRP mass processing job (high priority and low priority).
 - 2. MRP for Fort Bliss (W501) and NTC (WDM1) run three times per day: 0800, 1200, and 1600 each day. This includes High priority (1 through 8) and the Low priority (9 through 15).
- 4) **Frequency:** Daily/Weekly
- 5) **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).
 - Step 2. Check and see if the purchase order has an SOS by doing ME52N and looking at the "Item Overview" at the top.
 - Step 3. If there is no SOS, use ME03 to find the material SOS.
 - Step 4. Then go to ME52N and add the SOS to the Item Overview of the purchase requisition.
 - Step 5. Click Save.

3.3 Forecast Failed* (Z_LMME_FCST)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL
- c. **Tasks:** This Z_LMME_FCST is indicative of *forecast shortages*. This error occurs when a demanded-supported material number has historical consumption, but is not generating forecast.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).

- Step 2. Do ZMM02F, click on “Forecast Data, and check the “Forecast Model.”
- Step 3. Ensure that the forecast model is showing “W” (weighted moving average).
- Step 4. Click on “MRP Area Data” in ZMM02F to ensure that the material has assigned “MRP controller.”

3.4 Bad AAC* (RFFMRP_MRP_P)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL
- c. **Tasks:** RFFMRP_MRP_P reports acquisition advice code (AAC) issues. Review materials that have a bad AAC code, i.e., terminal item.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).
 - Step 2. Check ME23N and click on the “Status Log” tab in Item Details.
 - Step 3. Check for substitute material and if there is no status for the PO, contact the Support Operation of the ordering unit.

3.5 No planning entry* (RFFMRP_MRP_P)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL
- c. **Tasks:** A material has no entry in the planning file for the MRP area. This may occur if a supersession chain was deleted for a non-prime material.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).
 - Step 2. Use MD21/MD20 to check/create planning file entry for a material number in a MRP area respectively.
 - Step 3. Use MD21 to check if there is planning file for the material number.
 - Step 4. If no planning file exists, use MD20 to create the planning file. A demand supported item need planning file. You need a material number, MRP area, and the date you want to start the planning.

3.6 Missing I&S* (RFFMRP_MRP_P)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL
- c. **Tasks:** A material with historical consumption has been “replaced” by another material without a supersession chain and without consumption.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).

- Step 2. Use ZCOPYFC (copy MRP consumption by material) automatically or I&S (SNRF) via “ZMM02F and by clicking on “Transfer consumption” after entering the relevant data to transfer consumption manually.
- Step 3. Click Save.
- Step 4. **Note:** I&S (SNRF)—this is the manual task of transferring consumption from one material to another.

3.7 Credit card purchase has been completed* (RFFMRP_MRP_P)

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSPOOL
- c. **Tasks:** The material (NIIN) was consumed without an inventory transaction. The Local purchase was completed, but not completed in a STAMIS system, so there is no accountability.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull report for specific Batch MRP runs:**
 - Step 1. Access the ZSPOOL following steps described in [3.1 \(e 1- 4\)](#).
 - Step 2. Use ZMM02F to add historical consumption manually.
 - Step 3. At the ZMM02F, click on “Consumption Values” tab. Put in the material at the top, insert the MRP area along with the plant.
 - Step 4. At the “Corrected values page,” enter the number of times the items were local purchased in the corrected values block.
 - Step 5. Click save.

4. Monitor SSA/ASL Performance

4.1 Authorized to Forecast

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZATF
- c. **Tasks:** Use transaction code ZATF to run a *zero balance* report that *provides on-hand, due-in, and due-out* information on materials that are authorized to be stocked. The report may be run for zero balance stocks or for all stocks on the SSA’s ASL. However, managers should focus on stock with zero balance. Therefore, when you run the report, you should select the “Display zero ATF stock only.” Click on the material number to go to MD04 for further analysis of each line. During the analysis, managers should be on the lookout for the following errors:
 - i. Materials with AAC code of “Y” (terminal item: non-stocked items; future procurement is not authorized) or “W” (restricted requisition—special instruction apply; non-stocked items). Take necessary action to replace the obsolete material on the ASL with the new material number. Note that this may require you to copy existing consumption for the terminal item into the new material number to ensure the Applicable Users of ATF for that material. In addition, check for 45xxxxx with an exception message of 20 (cancel) in MD04 and see why MRP is recommending cancellation.



- ii. MRP Type “ZP” without safety stocks. To add safety stock, use ZSAF to add safety stock to the material or ZMM02F.
 - iii. MRP type "VV" without consumption. Be aware that the VV line could be deleted during the next ASL review unless future consumption justifies retaining as VV. If safety stock or dues-out exist, research and determine the validity of the associated dues-in as appropriate.
 - iv. Net change planning flag. Use t-codes MD21 to check the prime NIIN (material) and to determine that the material is taken into account in the net change planning run (X=Yes, blank=No).
 - v. Customers due-in may stop replenishment. Check MD04 and ensure that you do not have serviceable due-in from Plant 2000 Sloc or from other SSAs.
 - vi. Material master has changed.
- d. **Frequency:** Daily/Weekly
- e. **Below are detail steps on how to pull the report:**
- Step 1. Enter ZATF on the Win GUI or HTML GUI
 - Step 2. Enter the “Plant” data and the “Storage Location”
 - Step 3. Select the “Display zero ATF stock only” from the “Report Type” section
 - Step 4. Execute

4.2 MRP Area Data

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZMMRP
- c. **Tasks:** ZMMRP is a report that displays detailed information by individual materials for the selected MRP Area and is a research tool used to support the MRP process (XBRMM101). ZMMRP is part of the MRP Support process that maintains Material Master Data. *For instance, when the monthly catalog update occurs and supersession chains are updated or deleted, some data may not process due to errors.* The report can be run for a single material number, selected materials, or the entire ASL. Limit the scope of search as may be necessary.
- d. **Frequency:** Weekly/ Monthly
- e. **Below are detail steps on how to pull report:**

 - Step 1. Enter ZMMRP on the Win GUI or HTML GUI
 - Step 2. Select the MRP Area, the MRP Type, or the MRP Controller
 - Step 3. Execute.

4.3 Stock Detail Report

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZSTKSTRAT
- c. **Tasks:** The stock detail report (ZSTKSTRAT) allows a Material Manager to assess the *forecasted value*. Forecasted value is *forecast level* minus *safety stock*. MM should use the report to examine why MRP Type ZM, ZP, or VV has no Safety Stocks or why there is many on hand stock for a forecasted material, whereas it has no consumptions. Courses of action for the MM are (1) allow the stocks to be issued out without any further action, (2) change the MRP Type from



ZM to PD in order to excess out of the system. See XBRWM015 Perform Stock Lookups; XBRWM130c Display Stock Situation for OMA or ORF Material. In addition, Material Managers can use this report to display stock details, calculate excess quantity, display temp loan stock, OMA stock, or ORF stock.

- d. **Frequency:** Weekly/ Monthly
- e. **Below are detail steps on how to pull report:**
 - Step 1. Enter ZSTKSTRAT on the Win GUI or HTML GUI.
 - Step 2. Enter the MRP Area, or
 - Step 3. Enter your scope of planning, a four alphanumeric data elements, in the "Scope of planning" field.
 - a. To get your "scope of planning", use **"/n/isdfps/puwnr_u"**
 - b. Scroll and find you scope of planning by identifying your Sloc
 - Step 4. Execute.

4.4 Material Situation

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** /n/ISDFPS/DISP_MAT_SIT
- c. **Tasks:** National Guard SSA or the USAR SSA use material situation report to manage excess inventory at a supporting SSA level. Tactical/LRC SSA can also use the transaction code to direct material to another SSA.
- d. **Frequency:** Weekly/ Monthly
- e. **Below are detail steps on how to pull report:**
 - Step 1. Enter **"/n/ISDFPS/DISP_MAT_SIT"** on the Win GUI or HTML GUI.
 - Step 2. Select Material management view.
 - Step 3. Enter the MRP area or Plant and Sloc information.
 - Step 4. Execute.
 - Step 5. Right-click anywhere on the report and dropdown menu will appear.
 - a. Click on "Stock Overview" to go to MMBE and see availability in all SSA.
 - b. Click on "View Location (tcode: LX03)" to see bin location, storage type and on-hand quantity.
 - c. Click on "View Outstanding FTEs (ZFTERPT)" to see Excess Disposition Status Report (FTE to/FTR from) national.
 - d. Click on "Direct Material (Create PO)" to move material from one Sloc to another (ZDIRECT)
 - e. Click on "Report Excess (Create FTE)" report excess assets (LRC)

4.5 Overdue Deliveries

- a. **Applicable Users:** SSA/ EM/ MM
- b. **T-Code:** ZPODCHK
- c. **Tasks:** This report is important because overdue deliveries could prevent customers' requests from going to national, if stock is at zero balance in an SSA. Review the PO status and late Delivery Report to manage overdue deliveries (XBRMM500; XBRMM501).
 - i. Checkmark the "Only if delivery created" because we concern purchase orders with inbound delivery (IBD). Advance shipping notice (ASN)



creates IBD in GCSS-Army. Purchase orders are overdue when the POs have surpassed their planned delivery time (PDT) and safety time deviation (STm).

- ii. A material manager should use t-codes MD04, ME23N, and VL33N in order to drill down and understand the issues with overdue deliveries identified in the ZPODCHK.
- iii. An Accountable Officer will POD a PO as last resort only.
- iv. A Material Manager will monitor, research, and identify POs requiring POD action and provide the SSA Accountable Officer with a list of overdue shipments for POD.

d. **Frequency:** Weekly/ Monthly

e. **Below are detail steps on how to pull report:**

- Step 1. Do ZPODCHK on the Win GUI or HTML GUI.
- Step 2. Enter the Plant 2001 and the Sloc, or the MRP Area.
- Step 3. Check the “Only if Delivery Created” selection in the “PO Selection” section.
- Step 4. Execute.

Note: A POD does not delete the document or cancel it. However, it deletes the inbound delivery: 18xxxxxxx closes the purchase order: 45xxxxxxx from further processing, and checks the *delivery completed box* even though no delivery was made.

5. Questions and Comments:

Name	Phone	Email
CW4 Patrick Offor	(804) 279-8339	patrick.i.offor.mil@mail.mil
CW4 Harley Morin	(804) 279-8187	harley.r.morin.mil@mail.mil
CW3 Abel Vega	(804) 279-8159	abel.m.vegaleon.mil@mail.mil
CW3 Sawaner Tucker	(804) 279-8108	sawaner.g.tucker.mil@mail.mil
Jeffery Ramsey	(804) 279-8179	jeffery.ramsey.ctr@mail.mil
Karen Ortiz	(804) 279-8234	karen.l.ortiz2.ctr@mail.mil
Darvin Taylor	(804) 279-8239	darwin.l.taylor.ctr@mail.mil