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FORWARD | 2016

**Proper Use of Associate Document Mgmt. and its  
many features**

Brian Mills and Ken Smith

# Associated Document Management

What am I seeing?

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List Edit List View Unassociated Only Re-Associate Create / Add To Item Write Off Shelve Return to Vendor Staging Loc. Movement Disassemble Setup To Transfer Item Ledger Entry Associated Document Navigate

Un...	Item No.	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoiced And Actual	Staging Loc.	Co
<input type="checkbox"/>	H5160	10/18/2011	Purchase	PPRETR-000233	NY	100	99	2,475.00		
<input type="checkbox"/>	H5163	10/18/2011	Purchase	PPRETR-000233	FL	100	98	196.00		
<input type="checkbox"/>	H5190	10/18/2011	Purchase	PPRETR-000234	FL	100	100	83.00		
<input type="checkbox"/>	H5190	10/18/2011	Purchase	PPRETR-000234	NY	100	100	83.00		
<input type="checkbox"/>	HA002005	5/26/2009	Purchase	PPRETR-000008	FL	75	63	320.24		
<input type="checkbox"/>	HA002005	5/2/2012	Transfer	TR CONTRACT JO...	FL	3	3	15.25	F3	ad
<input type="checkbox"/>	HA002005	5/4/2012	Transfer	TR CONTRACT JO...	FL	4	4	20.33	F7	mc
<input type="checkbox"/>	HA002005	3/8/2012	Transfer	TR CONTRACT JO...	FL	3	3	15.25	STAGE2	Re
<input type="checkbox"/>	HA002010	5/26/2009	Purchase	PPRETR-000008	FL	75	67	136.23		

# Associated Document Management

What am I seeing?

Items with Positive and Open Item Ledger Entries

Edit - Associated Document Management												
HOME		ACTIONS				NAVIGATE						
View List	Edit List	View Unassociated Only	Re-Associate	Create / Add To Item	Write Off	Shelve	Return to Vendor	Staging Loc. Movement	Disassemble	Setup To Transfer	Item Ledger Entry	Associated Document Navigate
Manage		Process										
Un...	Item No.	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoiced And Actual		Staging Loc.	Co	
<input type="checkbox"/>	H5160	10/18/2011	Purchase	PPRETR-000233	NY	100	99	2,475.00				
<input type="checkbox"/>	H5163	10/18/2011	Purchase	PPRETR-000233	FL	100	98	196.00				
<input type="checkbox"/>	H5190	10/18/2011	Purchase	PPRETR-000234	FL	100	100	83.00				
<input type="checkbox"/>	H5190	10/18/2011	Purchase	PPRETR-000234	NY	100	100	83.00				
<input type="checkbox"/>	HA002005	5/26/2009	Purchase	PPRETR-000008	FL	75	63	320.24				
<input type="checkbox"/>	HA002005	5/2/2012	Transfer	TR CONTRACT JO...	FL	3	3	15.25		F3	ad	
<input type="checkbox"/>	HA002005	5/4/2012	Transfer	TR CONTRACT JO...	FL	4	4	20.33		F7	mc	
<input type="checkbox"/>	HA002005	3/8/2012	Transfer	TR CONTRACT JO...	FL	3	3	15.25		STAGE2	Re	
<input type="checkbox"/>	HA002010	5/26/2009	Purchase	PPRETR-000008	FL	75	67	136.23				

# Associated Document Management

## Focus on Unassociated Inventory

Items without an associated pending outbound transaction (Shipment, Return, ...)

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List Edit List **View Unassociated Only** Re-Associate Create / Add To Item Write Off Shelve Return to Vendor Staging Loc. Movement Disassemble Setup To Transfer Item Ledger Entry Associated Document Navigate

Un...	Item No.	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoiced And Actual	Staging Loc.	Com
<input checked="" type="checkbox"/>	NSCL	4/28/2011	Sale	SCM-000015	FL	2	2	233.26		Prod
<input checked="" type="checkbox"/>	NSCL	10/21/2011	Purchase	PPRETR-000244	FL	2	2	826.00		
<input checked="" type="checkbox"/>	NSCL	12/1/2011	Purchase	PPRETR-000251	FL	2	2	800.00		
<input checked="" type="checkbox"/>	NSCL	12/1/2011	Purchase	PPRETR-000251	FL	1	1	234.00		
<input checked="" type="checkbox"/>	NSCL	12/1/2011	Purchase	PPRETR-000251	FL	1	1	207.45		
<input checked="" type="checkbox"/>	NSCL	1/25/2012	Purchase	PPRETR-000276	FL	1	1	0.00		
<input checked="" type="checkbox"/>	NSCL	3/23/2012	Purchase	PPRETR-000337	FL	1	1	0.00		
<input checked="" type="checkbox"/>	NSCL	10/27/2010	Purchase	PPRETR-000097	FL	1	1	145.95		
<input checked="" type="checkbox"/>	NSCL	10/27/2010	Purchase	PPRETR-000097	FL	1	1	129.81		

# Associated Document Management

Who should manage Unassociated Inventory?

Inventory Manager or Warehouse Manager

How often should Unassociated Inventory be reviewed?

Weekly?

At least Monthly

Should be done on a regular basis.

Goal is to minimize Unassociated Inventory Items

# Associated Document Management

You have several options!

- Re-Associate
- Create / Add to Item
- Write Off
- Shelve
- Return to Vendor
- Staging Loc. Movement
- Disassemble

# Associated Document Management

## Re-Associate

Move Non-Standard Item from one Document (i.e. Contract, SO) to another

The screenshot displays the SAP 'Edit - Associated Document Management' interface. The 'Re-Associate' button in the 'ACTIONS' ribbon is highlighted with a red circle. A dialog box titled 'Edit - Re-Associate Document' is open, showing various options for re-associating a document. The dialog box includes fields for 'Associated Document Type', 'Associated Document No.', 'Associated Change Order No.', 'Associated Contract Variant', 'Associated Line No.', and 'Associated Component Line No.'. It also has checkboxes for 'Transfer Qty. Remaining' and 'Reorder', and input fields for 'Transfer Qty. (Per Line)', 'Print Transer Report', 'Staging Location', and 'Comment'. The 'OK' and 'Cancel' buttons are at the bottom of the dialog box.

Item No.	Description	Posting Date	Quantity	Remaining Qty.
NSCL	351-P9 EN	4/13/2011	1	1
NSCL	351-P9 EN	4/28/2011	2	2
NSCL	4041 X REG X MC X SRT AL RH	10/21/2011	2	2
NSCL	4041 X REG X MC X SRT US1...	12/1/2011	2	2
NSCL	4041 X HW/PA X SRT AL LH	12/1/2011	1	1
NSCL	4041 X HW/PA X SRT AL RH	12/1/2011	1	1
NSCL	1461 X H X FC X SRT DKBRZ	1/25/2012	1	1
NSCL	1461 X H X DS X SRT US26 LH	3/23/2012	1	1

# Associated Document Management

Create / Add To Item

Add Non-Standard Item to Stock Inventory

The screenshot displays the SAP 'Edit - Associated Document Management' interface. The 'ACTIONS' tab is active, and the 'Create / Add To Item' button is highlighted with a red circle. An 'Options' dialog box is open, showing fields for 'Item No.', 'Description', 'Reorder', and 'Comment'. The main table lists associated documents with columns for 'Unass...', 'Item No.', 'Description', 'Posting Date', 'Entry Type', 'Document No.', and 'Loc. Code'.

Unass...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/13/2011	Purchase	PPRETR-000376	FL
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/28/2011	Sale	SCM-000015	FL
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT AL RH	10/21/2011	Purchase	PPRETR-000244	FL
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT US1...	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL LH	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL RH	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	1461 X H X FC X SRT DKBRZ	1/25/2012	Purchase	PPRETR-000276	FL
<input checked="" type="checkbox"/>	NSCL	1461 X H X DS X SRT US26 LH	3/23/2012	Purchase	PPRETR-000337	FL



# Associated Document Management

## Write Off

Scrap/discard item; Costed to Job

The screenshot displays the SAP 'Edit - Associated Document Management' interface. The 'ACTIONS' menu is open, and the 'Write Off' button is highlighted with a red circle. Below the menu is a table of document entries. An 'Options' dialog box is open, showing the text 'Write off selected entries.' and a 'Comment' field. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog.

Una...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code		
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/13/2011	Purchase	PPRETR-000376	FL		
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/28/2011	Sale	SCM-000015	FL		
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT AL RH	10/21/2011	Purchase	PPRETR-000244	FL		
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT US1...	12/1/2011	Purchase	PPRETR-000251	FL	2	2
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL LH	12/1/2011	Purchase	PPRETR-000251	FL	1	1
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL RH	12/1/2011	Purchase	PPRETR-000251	FL	1	1
<input checked="" type="checkbox"/>	NSCL	1461 X H X FC X SRT DKBRZ	1/25/2012	Purchase	PPRETR-000276	FL	1	1
<input checked="" type="checkbox"/>	NSCL	1461 X H X DS X SRT U526 LH	3/23/2012	Purchase	PPRETR-000337	FL	1	1

# Associated Document Management

## Shelve

Unassociated Item in temporary inventory awaiting further action

**Edit - Associated Document Management**

**ACTIONS** | **NAVIGATE**

View List | Edit List | View Unassociated Only | Re-Associate | Create / Add To Item | Write Off | **Shelve** | Return to Vendor | Staging Loc. Movement | Disassemb

Una...	Item No.	Description	Posting Date	Entry Type	Document No.	Lo Cc
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/13/2011	Purchase	PPRETR-000376	FL
<input checked="" type="checkbox"/>	NSCL	351-P9 EN	4/28/2011	Sale	SCM-000015	FL
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT AL RH	10/21/2011	Purchase	PPRETR-000244	FL
<input checked="" type="checkbox"/>	NSCL	4041 X REG X MC X SRT US1...	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL LH	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	4041 X HW/PA X SRT AL RH	12/1/2011	Purchase	PPRETR-000251	FL
<input checked="" type="checkbox"/>	NSCL	1461 X H X FC X SRT DKBRZ	1/25/2012	Purchase	PPRETR-000276	FL
<input checked="" type="checkbox"/>	NSCL	1461 X H X DS X SRT US26 LH	3/23/2012	Purchase	PPRETR-000337	FL

**Edit - Shelve Non-Standard Item**

**ACTIONS** | contract... ?

Clear Filter | Page

**Options**

Shelve Qty. Remaining:

Shelve Qty. (Per Line):

Reorder:

Staging Location:

Comment:

OK | Cancel

# Associated Document Management

## Return to Vendor

Send Items back to Vendor that are not needed or need replaced

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List Edit List View Unassociated Only Re-Associate Create / Add To Item Write Off **Return to Vendor** Staging Loc. Movement Disassemble Setup To Transfer Item Ledger Entry

**Associated Document Management**

Una...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cc Amt. Uninvoiced
<input checked="" type="checkbox"/>	ACU10005		4/6/2016	Positive A...	IJ000001	CA	20	9	180
<input type="checkbox"/>	ACU10005		4/7/2016	Transfer	TR000001	MAIN	10	10	200
<input type="checkbox"/>	ACU10005		4/6/2016	Positive A...	IJ000001	NY	100	100	2,000
<input type="checkbox"/>	ACU10005		4/6/2016	Positive A...	IJ000001	NY	100	100	2,000
<input type="checkbox"/>	ACU10010		4/6/2016	Positive A...	IJ000001	CA	20	15	300
<input type="checkbox"/>	ACU10010		4/6/2016	Transfer	TRJOB000...	CA	5	5	100
<input type="checkbox"/>	ACU10010		4/6/2016	Positive A...	IJ000001	NY	100	100	2,000
<input type="checkbox"/>	ACU10015		4/6/2016	Positive A...	IJ000001	CA	20	20	400
<input type="checkbox"/>	ACU10015		4/6/2016	Positive A...	IJ000001	NY	100	100	2,000
<input type="checkbox"/>	AIR10005		4/7/2016	Positive A...	IJ000002	CA	5	3	210

**Edit - Assoc.Doc. Create Purch...**

ACTIONS Bob's...

Clear Filter Page

Create Return Orders for the Selected Lines

OK Cancel

# Associated Document Management

## Staging Location Movement

Move Item from one staging location to another for proper warehouse management

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List, Edit List, Manage, View Unassociated Only, Re-Associate, Create / Add To Item, Write Off, Shelve, Return to Vendor, **Staging Loc. Movement**, Disassemble, Setup To Transfer, Item Ledger Entry, Associated Document Navigate, Show as List, Show as Chart, View, OneNote, Notes, Links, Show Attached

Associated Document Management

Un...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoic...	Staging Loc.	Assoc. Docu...	Assoc. Docu...	As: Ch.
<input type="checkbox"/>	ACU10005		4/6/2016	Positive A...	I3000001	CA	20	9	180.00				
<input type="checkbox"/>	ACU10005		4/7/2016	Transfer	TR000001	MAIN	10	10	200.00		Sales Order	SO-000003	
<input type="checkbox"/>	ACU10005		4/6/2016	Positive A...	I3000001	NY	100	100	2,000.00				
<input type="checkbox"/>	ACU10005		4/6/2016	Positive A...	I3000001	NY	100	100	2,000.00				
<input type="checkbox"/>	ACU10010		4/6/2016	Positive A...	I3000001	CA	20	15	300.00				
<input type="checkbox"/>	ACU10010		4/6/2016	Transfer	TRJOB000...	CA	5	5	100.00	A1	Contract	JOB000001	0
<input type="checkbox"/>	ACU10010		4/6/2016	Positive A...	I3000001	NY	100	100	2,000.00				
<input type="checkbox"/>	ACU10015		4/6/2016	Positive A...	I3000001	CA	20	20	400.00				

**Edit - Re-Associate Document**

Bob's Suppl...

Clear Filter Page

Options

Transfer Qty. Remaining:

Transfer Qty. (Per Line):

Print Transer Report:

Staging Location:

Comment:

OK Cancel

# Associated Document Management

## Disassemble

Disassemble a Configured Item to allow components to be managed as their individual pieces

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List Edit List View Unassociated Only Re-Associate Create / Add To Item Write Off Shelve Return to Vendor Staging Loc. Movement **Disassemble** Setup To Transfer Item Ledger Entry Associated Document Navigate Show as List Show as Chart OneNote Notes Link Show Attached

Associated Document Management

Una...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoic...	Staging Loc.	Assoc. Docu...	Assoc. Docu...
<input type="checkbox"/>	PEM30015		4/6/2016	Positive A...	I3000001	NY	100	100	1,500.00			
<input type="checkbox"/>	PEM30020		4/6/2016	Positive A...	I3000001	CA	20	20	600.00			
<input type="checkbox"/>	PEM30020		4/6/2016	Positive A...	I3000001	NY	100	100	3,000.00			
<input type="checkbox"/>	PEM30025		4/6/2016	Positive A...	I3000001	CA	20	20	400.00			
<input checked="" type="checkbox"/>	PF50000		4/26/2016	Sale	PRR000002	MAIN	3	3	246.00		Sales Order	SO-000028
<input type="checkbox"/>	ROC10005		4/6/2016	Positive A...	I3000001	CA	20	20	400.00			
<input type="checkbox"/>	ROC10005		4/6/2016	Positive A...	I3000001	NY	100	100	2,000.00			

**Edit - Disassemble Shop...**

ACTIONS Bo... ?

Clear Filter Page

Quantity:

Comment:

Reorder:

OK Cancel

**Edit - Associated Document Management**

HOME ACTIONS NAVIGATE

View List Edit List View Unassociated Only Re-Associate Create / Add To Item Write Off Shelve Return to Vendor Staging Loc. Movement Disassemble Setup To Transfer Item Ledger Entry Associated Document Navigate Show as List

Associated Document Management

Una...	Item No.	Description	Posting Date	Entry Type	Document No.	Loc. Code	Quantity	Remaining Qty.	Remaining Cost Amt. Uninvoic...	Stag
<input type="checkbox"/>	STE10010		4/26/2016	Positive A...	SO-000028	MAIN	18	18	54.00	
<input type="checkbox"/>	STE10010		4/26/2016	Positive A...	SO-000028	MAIN	6	6	18.00	
<input type="checkbox"/>	STE20015		4/26/2016	Positive A...	SO-000028	MAIN	3	3	69.00	
<input type="checkbox"/>	STE30015		4/26/2016	Positive A...	SO-000028	MAIN	3	3	69.00	
<input type="checkbox"/>	STE40005		4/26/2016	Positive A...	SO-000028	MAIN	3	3	30.00	
<input type="checkbox"/>	UND10005		4/26/2016	Positive A...	SO-000028	MAIN	3	3	6.00	

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Thank you for attending our session!

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