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Dairy Operations
Release 4.5 SP01

THE BEST RUN SAP

Content

1 Dairy Operations

Use

With the *Dairy Operations* module, you can execute transactions and functions for the calculations and evaluations in raw material controlling and performance controlling.

Integration

SAP Dairy Management by msg uses data from the following SAP components across applications in the *Dairy Operations* module:

- *SAP Materials Management (MM)*
- *SAP Controlling (CO)*
- *SAP Personnel Management (PA)*
- *SAP Quality Management (QM)*

SAP Dairy Management by msg transfers data from the *Dairy Operations* module across applications to the SAP *Materials Management (MM)* component.

Prerequisites

To execute transactions and functions of the *Dairy Operations* module, you must create the corresponding basic data and make the necessary settings.

Structure

Dairy Operations includes the following transactions and functions for calculation and evaluation:

1.1 Raw Material Controlling

Structure

You can use the following transactions and functions in raw material controlling of the *Dairy Operations* module:

- Raw Material Controlling [page 4]
- Laboratory Values [page 14]
- Post Processing [page 18]
- Postprocessing Automatic Documents [page 19]
- *Calculation of Actual Quantity*
- *Calculation of Actual Quantity (WIP)*
- *Calculation of Target Quantity*
- *Adjustment Invoice Raw Material Controlling*

1.1.1 Raw Material Controlling

Use

You use the *Raw Material Controlling* transaction to map all quantity-related material flows and to determine a balance difference for each material on the basis of departments.

You maintain raw material documents to describe material flows between departments or plants. You can create raw material documents manually or have them imported by the system.

The aim of raw material controlling is to detect and minimize losses.

Prerequisites

To use the *Raw Material Controlling* transaction, you have to assign departments to a group category and define record types in advance:

- Transaction *Assign Department to Group Category* under *Dairy Cross Functions* > *Master Data*.
- Transaction *Record Types Dairy Operations* under *Dairy Operations* > *Master Data*.

Features

The *Raw Material Controlling* transaction provides the views *Raw Material Controlling* and *Raw Material Balance Sheet*.

- Raw Material Controlling View
  You manage raw material documents for individual materials and days to record all quantity-related material flows.
  You can enter the basic quantity of an ingredient type for each raw material document by using *Factor in %*.
  The system requires the basic quantity of an ingredient type to calculate the raw material balance sheet for an ingredient type.
- Raw Material Balance Sheet View
  In the raw material balance sheet view, you get a balance difference for each material based on the departments. The system creates a raw material balance sheet on the basis of the raw material documents.

The entered data is the basis for:

- Improvement of the company-wide profit factor
- Optimizing the output
- Actual/target comparison at department and plant level
- Posting ingredient types to material master accounts if their value has to be evaluated
- Evaluations in *Dairy Costing* module

Activities

Call the *Raw Material Controlling* transaction under *Dairy Operations* > *Raw Material Controlling*.

1.1.1.1 General Information

Context

You use Raw Material Controlling of SAP Dairy Management by msg to detect losses from which you can then derive optimization measures. You use the *Raw Material Controlling* transaction to map all the quantity-related material flows within and between departments and between plants. You create a raw material document to map a specific material flow. Depending on the type of material flow, you use a corresponding record type. You can add a material document manually or transfer it from *SAP Materials Management (MM)* or an external system.

Keyboard Shortcuts for Pushbuttons

In the header area of the *Raw Material Controlling* screen, you see the title line with the path of the transaction and under this the pushbuttons *Save*, *Cancel*, *Edit* and *Display*. You can either choose the pushbuttons directly or, alternatively, use the following keyboard shortcuts:

Procedure

1. *Save* pushbutton – **CTRL**+**1**
2. *Cancel* pushbutton – **CTRL**+**2**
3. *Edit* pushbutton – **CTRL**+**3**
4. *Display* pushbutton – **CTRL**+**4**

1.1.1.2 Displaying Data

Context

Displaying Data

When you execute the *Raw Material Controlling* transaction, the system initially does not display any data in the main table and the detail tables.

Procedure

You display data as follows.

1. Adjust the selection criteria.

   > ℹ Note
   >
   > The selection criteria for plant and period contain default values. For more information, see Selection Criteria of Raw Material Controlling Transaction [page 7].

2. Choose the *Display* pushbutton.

   > ℹ Note
   >
   > You can also use the keyboard shortcut **CTRL**+**4**.

Results

The system displays the data according to the selection criteria.

1.1.1.3 Editing Data

Context

When you execute the *Raw Material Controlling* transaction, the system initially does not display any data in the main table and the detail tables.

Procedure

You edit data as follows.

1. Adjust the selection criteria.

   > **i** Note
   >
   > The selection criteria for plant and period contain default values. For more information, see Selection Criteria of Raw Material Controlling Transaction [page 7].

2. Choose the *Edit* pushbutton.

   > **i** Note
   >
   > You can also use the keyboard shortcut **CTRL**+**3**.

   The system displays the data according to your selection criteria and activates the pushbuttons *Add*, *Copy* and *Delete* in the *Raw Material Documents* detail table. The system is in editing mode.

3. You can perform the following actions:
   a. Edit Raw Material Document
   b. Add Raw Material Document
   c. Copy Raw Material Document
   d. Delete Raw Material Document
4. When you choose the *Save* pushbutton, the system saves your changes. When you choose the *Cancel* pushbutton, the system exits editing mode without saving your changes.

1.1.1.4 Selection Criteria of Raw Material Controlling Transaction

You can use the following selection criteria in the *Raw Material Controlling* transaction:

- *Plant*
- *Department*
- *Posting Date*
- *Material*
- *More* (Raw Material Controlling view only)

- *View*
- *Balance Sheet Type* (Raw Material Controlling view only)
- *Ingredient Type* (Raw Material Controlling view only)

Selection Criterion Plant

You can enter the value directly or select it in the selection criteria area. The system saves the selected plant in the user parameter `/MFX/PLANT`. When you launch another application, the system defaults the *Plant* selection criterion with the plant that was saved previously. If you enter the value directly in the input field and do not select it from the value help, you need to press **`Enter`** for the system to display or update plant-dependent selection criteria.

Selection Criterion Department

You can select from all the departments that area assigned to the selected plant.

Selection Criterion Period

With the *Date From* and *Date To* fields, you specify the period the system is to take into account for the displayed raw material documents. The system defaults the two fields with data that you specified in the Customizing Activity *Plant-Specific Settings* under *Dairy Operations* > *General Settings*.

Selection Criterion Material

You can select from the areas and groups that were configured for the plant in the *Material Grouping* transaction under *Dairy Cross Functions* > *Master Data*.

Selection Criteria More (Raw Material Controlling view only)

You can use the following criteria for a search across all departments, periods and materials:

- *Document Number* (of the raw material document)
- *Batch*
- *Manufacturing Order*

> **i Note**
>
> If you use the cross-department search, the system deactivates the selection criteria *Department*, *Period* and *Material*. The system only displays the record types and periods for which it determined documents.

Selection Criterion View

With this selection criterion, you can choose between the following options:

- *Raw Material Controlling* In the Raw Material Controlling view, you manage raw material documents for individual materials and days to record all quantity-related material flows. You can display, edit, add, copy and delete raw material documents.
- *Raw Material Balance Sheet* In the raw material balance sheet view, you get a balance difference for each material and/or ingredient type based on the departments. The system determines the raw materials on the basis of raw material documents, which you created in the raw material controlling view or from raw material documents, which you adopted from *SAP Materials Management (MM)* or from an external system.

Selection Criterion Balance Sheet Type (Raw Material Controlling view only)

When you choose a balance sheet type, the system only takes into account materials with the corresponding balance sheet type for the raw material balance sheet. You can select from the balance sheet types that were assigned to the materials for the currently selected plant in the *Enhancement Material Master* under *Dairy Cross Functions* > *Master Data*.

Selection Criterion Ingredient Type (Raw Material Controlling view only)

You can create the raw material balance sheet for a material and also for its ingredient types. When you choose an ingredient type, the system only displays the balance difference for this ingredient type.

1.1.1.5 Displaying Raw Material Documents

Procedure

To display raw material documents, proceed as follows.

1. Select the *Raw Material Controlling* radio button in the *View* detail area of the selection criteria.

> **i Note**
>
> When you execute the *Raw Material Controlling* transaction, the *Raw Material Controlling* radio button is selected by default.

2. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *Material*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Raw Material Controlling Transaction [page 7].

3. Choose the *Display* pushbutton.
4. Select the department and record type from the main table.

   The system displays the existing raw material documents in the *Raw Material Documents* detail table.
5. Select a raw material document in the *Raw Material Documents* detail table.

   The system displays the details of the selected raw material document in the *Document Details* detail table.

1.1.1.6 Adding a Raw Material Document

Procedure

To add a raw material document, proceed as follows.

1. Select the *Raw Material Controlling* radio button in the *View* detail area of the selection criteria.

> **i Note**
>
> When you execute the *Raw Material Controlling* transaction, the *Raw Material Controlling* radio button is selected by default.

2. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *Material*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Raw Material Controlling Transaction [page 7].

3. Choose the *Edit* pushbutton.

> **i Note**
>
> You have to activate the editing mode in order to add a raw material document. When you choose the *Edit* pushbutton, the application switches to the editing mode and activates the *Add* pushbutton in the *Raw Material Documents* detail table.

4. Select the department and record type from the main table.
5. In the *Raw Material Documents* detail table, choose the *Add* pushbutton.

   The system adds a new raw material document and assigns a document number.

6. Enter the required values for the raw material document.

> **i** Note
>
> **Reversal:** If the raw material document is a reversal, set the *Reversal* indicator.
>
> **Manual changes:** If you manually change an existing raw material document, the system sets the *Changed Manually* indicator.
>
> **Uniform entry quantities and base quantities:** In the *Document Details*, you enter values for the entry quantities and the system uses these to calculate the base quantities. This way, the quantity fields that can be used for raw material documents have equivalent values for entry quantities and base quantities. You can change the *Unit of Entry (UoE)* for the entry quantities. You can also select a unit of measure of the material master of *SAP Materials Management (MM)*. If you specify an entry unit for a material in the *Enhancement Material Master* transaction under *Dairy Cross Functions* > *Master Data*, the system uses this value as the default value when creating a raw material document. For raw material documents of the record type categories *Own Milk* and *Third Party Delivery* and source *Manually*, you can edit the entry quantities and the base quantities.
>
> **Material with activated Catch Weight Management (CWM):** The system only displays the quantity fields for parallel quantities and parallel entry quantities if you display or edit a raw material document for a material with activated CWM. You can only enter values for the parallel entry quantity.
>
> **Required entry fields:** Depending on the selected record type, you have to make entries in specific fields in order to save a raw material document. Enter values for the required entry fields in the *Raw Material Documents* detail table or on the *Quantities* and *More Data* tab pages in the *Document Details* detail table.

7. Choose the *Save* pushbutton so that the system saves the raw material document.

> **i** Note
>
> If the system cannot save the raw material document, it issues a message. For example, if you did not enter a value in a required entry field, you access the relevant required entry field by choosing the error message text.

> **i** Note
>
> If you use a document data that is outside of the selected period, the system does not display the document after saving. Adjust the period in the selection criteria for the system to display the document.

1.1.1.7 Copying Raw Material Document

Procedure

If you want to map similar material flows, you can copy raw material documents. To copy a raw material document, proceed as follows.

1. Select the *Raw Material Controlling* radio button in the *View* detail area of the selection criteria.

> **i Note**
>
> When you execute the *Raw Material Controlling* transaction, the *Raw Material Controlling* radio button is selected by default.

2. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *Material*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Raw Material Controlling Transaction [page 7].

3. Select the department and record type from the main table.
4. Choose the *Edit* pushbutton.

> **i Note**
>
> You have to activate editing mode to copy a raw material document. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Copy* pushbutton in the *Raw Material Documents* detail table.

5. In the *Raw Material Documents* detail table, select the raw material document you wish to copy.
6. Choose the *Copy* pushbutton.

> **i Note**
>
> You can copy a raw material document any number of times.

The system creates a copy of the original raw material document and assigns a new document number.

7. Adjust the required values of the raw material document.
8. Choose the *Save* pushbutton so that the system saves the raw material document.

> **i Note**
>
> If the system cannot save the raw material document it issues a message.

1.1.1.8 Deleting a Raw Material Document

Procedure

To delete a raw material document, proceed as follows.

1. Select the *Raw Material Controlling* radio button in the *View* detail area of the selection criteria.

> **i Note**
>
> When you execute the *Raw Material Controlling* transaction, the *Raw Material Controlling* radio button is selected by default.

2. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *Material*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Raw Material Controlling Transaction [page 7].

3. Select the department and record type from the main table.
4. Choose the *Edit* pushbutton.

> **i Note**
>
> You have to activate editing mode to delete a raw material document. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Delete* pushbutton in the *Raw Material Documents* detail table.

5. In the *Raw Material Documents* detail table, select the raw material document you wish to delete.
6. Choose the *Delete* pushbutton.
7. Choose the *Save* pushbutton.

> **i Note**
>
> If the system cannot delete the raw material document it issues a message.

1.1.1.9 Creating a Raw Material Balance Sheet

Procedure

To create a raw material balance sheet, proceed as follows.

1. Select the *Raw Material Balance Sheet* radio button in the *View* detail area of the selection criteria.

> **i Note**
>
> When you execute the *Raw Material Controlling* transaction, the *Raw Material Controlling* radio button is selected by default.

2. Choose the *Display* pushbutton.
3. Adjust the values for the selection criteria *Plant*, *Department*, *Period*, *Material*, *Balance Sheet Type* and *Ingredient Type*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Raw Material Controlling Transaction [page 7].

4. Choose the *Display* pushbutton.
5. In the *Balance Sheet Overview* table, the system displays the balance differences totaled per day in individual columns, according to your selection criteria. For the selected period, the system determines a balance difference for each material or ingredient type.

6. In the *Balance Sheet Details* table, the system displays the balance difference totaled per record type category for the material selected in the *Balance Sheet Overview* detail table.

1.1.1.10 Automatic Closing Stocks Next Days

Determine Closing Stock

When you choose the *Automatic Closing Stocks Next Days* pushbutton, the system calculates a closing stock for each day of the selected period and for all the materials of the selected plant for which you have defined a rule with the *Closing Stock* record type category. In addition, the system generates a corresponding raw material document.

> **i** Note
>
> At least one rule for a closing stock must have been defined in the *Control of Automated Document Entry* transaction under *Dairy Operations* > *Environment*. If this condition is satisfied, the system displays the *Automatic Closing Stocks Next Days* pushbutton.

1.1.1.11 Group Posting

Perform Group Posting

When you choose the *Group Posting* pushbutton, the system calls a BAdI method that executes the "Consumption from Group Posting" rule. The system applies all the group posting rules of the selected plant for each day of the selected period.

> **i** Note
>
> At least one rule with the *Consumption* record type category (*Consumption from Group Posting* rule) must have been defined in the *Control of Automated Document Entry* transaction under *Dairy Operations* > *Environment*. If this condition is satisfied, the system displays the *Group Posting* pushbutton.

1.1.2 Laboratory Values

Use

You use the *Laboratory Values* transaction to control, change or enter the *Factor in %* for ingredient types of a material.

You can manually enter values for ingredient types. You can also choose to import external laboratory data via an interface. This may be the laboratory values from *SAP Quality Management (QM)* or from an external laboratory system.

Integration

The system can transfer the specified laboratory values into the raw material documents.

Activities

Call the *Laboratory Values* transaction under *Dairy Operations* > *Raw Material Controlling*.

1.1.2.1 Laboratory Values

General Information

You use the *Laboratory Values* transaction to enter laboratory values manually, or to display laboratory values that were imported via an external system. Laboratory values, strictly speaking, ingredient specifications, can, for example, be transferred to SAP Dairy Management by msg by *SAP Quality Management (QM)* or by external laboratory systems. The laboratory data is written to the raw material documents according to a hierarchical method:

1. Material document
2. Batch / material
3. Date / material / department

This ensures that a document that receives its laboratory data based on its batch information is not then subsequently assigned less accurate laboratory data that is valid for the material in the entire department.

1.1.2.2 Selection Criteria of Laboratory Values Transaction

You can use the following selection criteria in the *Laboratory Values* transaction:

- *Plant*
- *Department*
- *Period*
- *More*

Selection Criterion Plant

The system defaults the plant with the value from the user parameter `/MFX/PLANT` or with the first plant. You can use an input help to select a plant or enter the plant directly.

> **i** Note
>
> When you enter a plant in any transaction, the system saves this value in your user parameter `/MFX/PLANT` and uses it immediately.

Selection Criterion Department

You can select from all the departments that area assigned to the plant.

Selection Criterion Period

With the *Start Date* and *End Date* fields, you specify the period that the system is to take into account for the displayed raw material documents.

Selection Criterion More

You can select from the areas and groups that were configured for the plant in the *Material Grouping* transaction under *Dairy Cross Functions* > *Master Data*.

1.1.2.3 Displaying Laboratory Values

Procedure

To display laboratory values, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *More*.

   > **i** Note
   >
   > For more information on the selection criteria, see Selection Criteria of Laboratory Values Transaction [page 15].

2. Choose the *Display* pushbutton.

1.1.2.4 Editing Laboratory Values

Procedure

To edit laboratory values, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *More*.

   > **i Note**
   >
   > For more information on the selection criteria, see Selection Criteria of Laboratory Values Transaction [page 15].

2. Choose the *Edit* pushbutton.

   > **i Note**
   >
   > You have to activate the editing mode in order to edit laboratory values. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the existing laboratory values for editing.

3. Adjust the values.
4. Choose the *Save* pushbutton so that the system saves the laboratory values.

   > **i Note**
   >
   > If the system cannot save the laboratory values it issues a message.

1.1.2.5 Adding Laboratory Values

Procedure

To add laboratory values, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *More*.

   > **i Note**
   >
   > For more information on the selection criteria, see Selection Criteria of Laboratory Values Transaction [page 15].

2. Choose the *Edit* pushbutton.

   > **i Note**
   >
   > You have to activate the editing mode in order to add laboratory values. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Add* pushbutton in the *Laboratory Values* detail table.

3. Choose the *Add* pushbutton.
4. Enter a material in the *Material* field, or use the value help.
5. Enter the relevant value for the fields of the *Ingredient Type (%)* area.
6. Choose the *Save* pushbutton so that the system saves the laboratory values.

> **i** Note
>
> If the system cannot save the laboratory values it issues a message.

1.1.2.6 Deleting Laboratory Values

Procedure

To delete laboratory values, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*, *Period* and *More*.

   > **i** Note
   >
   > For more information on the selection criteria, see Selection Criteria of Laboratory Values Transaction [page 15].

2. Choose the *Edit* pushbutton.

   > **i** Note
   >
   > You have to activate the editing mode in order to delete laboratory values. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Delete* pushbutton in the *Laboratory Values* detail table.

3. Select the laboratory values you want to delete.
4. Choose the *Delete* pushbutton.
5. Choose the *Save* pushbutton so that the system saves the changes.

   > **i** Note
   >
   > If the system cannot save the laboratory values it issues a message.

1.1.3 Post Processing

Use

You use the *Post Processing* transaction of *SAP Dairy Management by msg*, to process material documents for raw material controlling that could not be transferred from SAP Materials Management (MM) to SAP Dairy Management by msg when saving. Using it, you can determine the reason for the incorrect transfer of

such material documents and to fix particular errors directly in the *Post Processing* screen. An empty storage location in the document may be one of such errors. You can retroactively supplement the storage location. Afterwards, you can post the document again.

You can also reverse transferred material documents that should not have been transferred to SAP Dairy Management by msg. Such material documents obtain the status **`Not Relevant`**. If necessary, you can post these material documents later and thus transfer them to SAP Dairy Management by msg.

Activities

Call the *Post Processing* transaction under *Dairy Operations* > *Raw Material Controlling*.

1.1.4 Postprocessing Automatic Documents

Use

You can use the *Postprocessing Automatic Documents* transaction, to match automatically created documents with existing rule for automatic document entry. You can postprocess these documents afterwards. You can directly postprocess documents, without having to check them first, in the transaction.

Activities

Call the *Postprocessing Automatic Documents* transaction under *Dairy Operations* > *Raw Material Controlling*.

1.1.4.1 Selection Screen of Transaction Postprocessing Automatic Documents

Group Box General Selection Criteria

In the group box *General Selection Criteria*, you can use the following fields:

- *Execution Type*

- *Plant*
- *Year*
- *Posting Period*
- *Date From*
- *Date To*
- *Department*
- *Area*
- *Group*
- *Material*
- *Autom. Closing Stocks Next Day*
- *Group Posting*

Selection Criterion Execution Type

You can choose between *Check and Postprocessing* as well as a *Direct Postprocessing*. When selection the pushbutton *Check and Postprocessing*, the application checks within the *Control of Automated Document Entry* under *Dairy Operations* > *Master Data* whether an automatic document creation has been performed irrespective of existing rules.

The application also checks for which automatically created documents no rule exists in the transaction *Control of Automated Document Entry* under *Dairy Operations* > *Master Data*.

If selecting *Direct Postprocessing*, the documents are created based on the rules in transaction*Control of Automated Document Entry* under *Dairy Operations* > *Master Data*.

Selection Criterion Plant

The system defaults the plant with the value from the user parameter `/MFX/PLANT`. You can use an input help for selecting a plant or enter the plant directly.

> **i** Note
>
> When you enter a plant in any transaction, the system saves this value in the user parameter `/MFX/PLANT` and uses it immediately.

Selection Criterion Year

The system defaults the year with the value from the default of the *Date From*. You can use an input help to select a posting period or enter the posting period directly.

Selection Criterion Posting Period

The system determines the value for the field *Posting Period* from data of the fields *Date From* and *Date To*.

Selection Criteria Date From and Date To

The system defaults the field *Date From* with the first day of a period and the field *Date To* with the last day of the month of the current month.

Display across periods is not permitted.

Selection Criterion Department

You can use all of the departments that have been assigned to the selected plant.

Selection Criterion Area

You can select the areas that have been configured for the plant in the *Material Grouping* transaction under *Dairy Cross Functions* > *Master Data*.

Selection Criterion Group

You can select the groups that have been configured for the plant in the *Material Grouping* transaction under *Dairy Cross Functions* > *Master Data*.

Selection Criterion Material

You can select the materials that have been assigned to the selected material groups.

Autom. Closing Stocks Next Day

When you choose the *Autom. Closing Stocks Next Day* pushbutton, the system calculates a closing stock for each day of the selected period and for all the materials of the selected plant for which you have defined a rule with the closing stock record type category. In addition, the system generates a corresponding raw material document.

> **i** Note
>
> At least one rule for a closing stock must have been defined in the *Control of Automated Document Entry* transaction under *Dairy Operations* > *Environment*. If this condition is satisfied, the system displays the *Autom. Closing Stocks Next Days* pushbutton.

Group Posting

When you choose the *Group Posting* pushbutton, the system calls a BAdI method that executes the **`Consumption from Group Posting`** rule. The system applies all the group posting rules of the selected plant for each day of the selected period.

> **i** Note
>
> At least one rule with the record type *Consumption* (rule *Consumption from Group Posting*) must have been defined in the *Control of Automated Document Entry* transaction under *Dairy Operations* > *Environment*. If this condition is satisfied, the system displays the *Group Posting* pushbutton.

In the transaction *Postprocessing Automatic Documents*, you can define which documents and rules are to be displayed.

> **i** Note
>
> The pushbuttons within *Check and Postprocessing* are only taking into account for the execution type check and postprocessing. If selecting the execution type *Direct Processing*, the pushbuttons become automatically empty.

Group Box Check and Postprocessing

Within check and postprocessing, you can activate the following checkboxes:

- Missing Autom. Docs.
- Missing Ingredients
- Missing Rules
- Manual Documents

The selected documents and rules are executed on a processing screen. On this processing screen, you can select documents and reserve them for updating:

- You can reset the reservation of the selected documents using the action *Reset*.
- Use *Save* to process postings in the background.

> **i** Note
>
> If you select the execution type *Direct Processing* in the group box *General Selection Criteria*, the system deletes and deactivates all of the contents of the checkboxes.

Missing Autom. Docs.

When activating the checkbox *Missing Autom. Docs.*, missing automatically created documents are listed in the valuation, which have not been updated despite an existing rule in *Control of Automated Document Entry* > *Dairy Operations* > *Master Data*.

The checkbox *Missing Autom. Docs.* is activated by default when calling the program.

Missing Ingredients

When activating the checkbox *Missing Ingredients*, the valuation lists automatically created documents for which ingredients are missing in the update.

By default, the checkbox is activated when calling the program.

Missing Rules

When activating the checkbox *Missing Rules*, the valuation lists automatically created documents without triggering rules from *Control of Automated Document Entry* > *Dairy Operations* > *Master Data*.

By default, the checkbox is activated when calling the program.

Manual Documents

When activating the checkbox *Manual Documents*, the valuation lists missing automatically created documents owing to posted, manual documents.

By default, the checkbox is activated when calling the program.

Starting Postprocessing of Automatic Receipts

Choose the *Execute* pushbutton to start postprocessing automatic documents with the selected parameters.

The result of the checks is displayed on a new screen.

Reset Selection Parameters

Choose the *Reset Selection Parameters* pushbutton to reset all defaults to the standard settings.

Group Box Processing Status

The processing status is displayed as a traffic light.

Status:

- Red: Program is not executed.
- Yellow: The program is in process.
- Green: The queue is empty.

The processing status in form of a text is described next to the traffic light.

You can use the update pushbutton to update the status.

1.1.4.2 Automatic Closing Stocks Next Days

Procedure

1. Choose the selection criteria.
2. Choose the *Automatic Closing Stocks Next Days* pushbutton.

> **i** Note
>
> Only if you entered at least one rule for a closing stock in the transaction *Control of Automated Document Entry* under *Dairy Operations* > *Environment*, the system displays the pushbutton *Automatic Closing Stocks Next Days*.

Results

The system calculates a closing stock for each day of the selected period and for all materials of the selected plant, for which you defined a rule with the **`Closing Stock`** record type.

1.1.4.3 Perform Group Posting

Procedure

1. Choose the selection criteria.
2. Choose the *Group Posting* pushbutton.

> **i** Note
>
> The system displays the *Autom. Closing Stocks Next Days* pushbutton only if you defined at least one rule for a consumption (field *Record Type* **`Consumption`** and field *Rule* **`Consumption from Group Posting`** in the transaction *Control of Automated Document Entry* under *Dairy Operations* > *Master Data*.

Results

The system applies all the group posting rules of the selected plant to each day of the selected period.

1.2 Performance Controlling

Structure

You can use the following transactions in performance controlling of the *Dairy Operations* module:

- Performance Controlling [page 24]
- Working Time Management [page 28]
- *Accounting*

1.2.1 Performance Controlling

Use

You use the *Performance Controlling* transaction to obtain a daily overview for the individual work stations for each shift of a department. Performance controlling determines for each work station the labor productivity indicator and operational performance indicator and the overall equipment effectiveness (OEE). You can check whether the performance indicators are within the lower limit or upper limit of the interval.

Prerequisites

You have defined work stations and their processes in the following transactions:

- Transaction *Work Stations* under *Dairy Cross Functions* > *Master Data*
- Transaction *Processes* under *Dairy Cross Functions* > *Master Data*

Features

The basis for performance controlling is the comparison of actual and target values for working times and productive times. You record actual values in the transactions *Performance Controlling* and *Working Time Management*. The system determines target values based on the entered process quantities for the work station.

Activities

Call the *Performance Controlling* transaction under *Dairy Operations* > *Performance Controlling*.

1.2.1.1 Evaluating Work Stations

Prerequisites

The data for performance controlling is available in the system.

Procedure

1. First enter the selection criteria, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict your selection to a specific work station by first choosing the *Department* and then the *Work Station* in the selection criteria. The system defaults the *Shift* selection criterion. Choose a different shift here, as required. You can use the selection criteria *Occupancy Category*, *Occupancy Type* and *Processes* for further restrictions.
2. Choose *Display*.
3. Check the key figures in the *Work Stations* overview table.

1.2.1.2 Correct Transfer Data

If you want to determine the key figures based on actual times you have personally entered, you have to correct the transferred actual times. To do this, use the Correcting Actual Tiles of a Work Station [page 26] procedure.

If you want to determine the key figures based on process quantities you have personally entered, you have to correct the transferred process quantities. To do this, use the Correcting Process Quantities [page 27] procedure.

1.2.1.2.1 Correcting Actual Times of a Work Station

Context

You want to correct the actual times of a work station for performance controlling purposes. You can perform the performance controlling using either the calculated or corrected actual times. If you want to correct the actual times, performance controlling provides special fields for this purpose.

Procedure

First enter the selection criteria, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict your selection to a specific work station by first choosing the *Department* and then the *Work Station* in the selection criteria. The system defaults the *Shift* selection criterion. Choose a different shift here, as required. You can use the selection criteria *Occupancy Category*, *Occupancy Type* and *Processes* for further restrictions.

1. You want to correct the actual working time for a work station. To do this, enter the working time in hours in the *Working Time Actual Rec. (h)* field in the entry for the relevant work station in the *Work Stations* overview table. Even if the *Working Time Actual (h)* field already contains an actual working time calculated by Dairy Operations, performance controlling will use the value you selected in the *Working Time Actual Rec. (h)* field.
2. You want to correct the actual machine time for a work station. To do this, enter the machine time in hours in the *Actual Machine Time Rec. (h)* field in the entry for the relevant work station in the *Work Stations* overview table. Even if the *Actual Machine Time (h)* field already contains an actual machine time calculated by Dairy Operations, performance controlling will use the value you selected in the *Actual Machine Time Rec. (h)* field.
3. Save your changes.

1.2.1.2.2 Correcting Process Quantities

Context

You want to correct process quantities for performance controlling purposes. The system then determines the target values for the work station on the selected posting day using the corrected process quantities.

Procedure

First enter the selection criteria, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict your selection to a specific work station by first choosing the *Department* and then the *Work Station* in the selection criteria. The system defaults the *Shift* selection criterion. Choose a different shift here, as required. You can use the selection criteria *Occupancy Category*, *Occupancy Type* and *Processes* for further restrictions.
To select the *Work Station*, select the relevant entry in the *Work Stations* overview table. You perform the following steps in the *Process Quantities - Work Station* detail table.

1. The *Process Quantities - Work Station* detail table contains the productive processes for the selected *Work Station*. Correct the process quantity in the *Quantity* field by specifying the process quantity to be used in the *Quantity Entered* field.
2. Save your changes.

1.2.1.3 Entering Times

If you want to enter process times for a work station, use the Entering Processing Times [page 27] procedure.

If you want to enter malfunction times for a work station, use the Entering Malfunction Times [page 28] procedure.

1.2.1.3.1 Entering Process Times

Context

You want to enter the process times for a work station for performance controlling purposes.

Procedure

First enter the selection criteria, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict your selection to a specific work station by first choosing the *Department* and then the *Work*

Station in the selection criteria. The system defaults the *Shift* selection criterion. Choose a different shift here, as required. You can use the selection criteria *Occupancy Category*, *Occupancy Type* and *Processes* for further restrictions.
If you want to enter the process times, proceed as follows. To select the *Work Station*, select the relevant entry in the *Work Stations* overview table. You perform the following steps in the *Process/Malfunction Times - Work Station* detail table.

1. Choose the *Add* pushbutton in the *Process/Malfunction Times - Work Station* detail table to create a new entry in this table. Specify a *Facility*, a *Process* and the other relevant fields for this entry. The system transfers the *Number* into the process quantity.
2. Save your changes.

1.2.1.3.2 Entering Malfunction Times

Context

You want to enter the malfunction times for a work station for performance controlling purposes.

Procedure

First enter the selection criteria, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict your selection to a specific work station by first choosing the *Department* and then the *Work Station* in the selection criteria. The system defaults the *Shift* selection criterion. Choose a different shift here, as required. You can use the selection criteria *Occupancy Category*, *Occupancy Type* and *Processes* for further restrictions.
If you want to enter the malfunction times, proceed as follows. To select the *Work Station*, select the relevant entry in the *Work Stations* overview table. You perform the following steps in the *Process/Malfunction Times - Work Station* detail table.

1. Choose the *Add* pushbutton in the *Process/Malfunction Times - Work Station* detail table to create a new entry in this table. Specify a *Facility*, the *Malfunction Code* and the other required fields for this entry. Note that the *Number* field in this entry is only for information purposes.
2. Save your changes.

1.2.2 Working Time Management

Use

You use the *Working Time Management* transaction to control, change or create working times. You assign working times to a cost center and the system then distributes them to the work stations. The system can transfer working times from *SAP Personnel Management (PA)*. Working times may also originate from external systems.

Prerequisites

You have defined work stations and their processes in the following transactions:

- Transaction *Work Stations* under *Dairy Cross Functions* > *Master Data*
- Transaction *Processes* under *Dairy Cross Functions* > *Master Data*

Features

You can overwrite and correct working times transferred by the system. If you want to correct working times, you must choose a category and the working times for correction. The system can assign these working times to a target cost center.

The system distributes the working times of the cost center to work stations of the cost center.

Activities

Call the *Working Time Management* transaction under *Dairy Operations* > *Performance Controlling*.

1.2.2.1 Transferring Working Times

Context

You want to transfer the hours from the general time recording function, which have already been transferred to SAP Dairy Management, to another cost center.

> **i** Note
>
> SAP Dairy Management by msg provides a background program to transfer and update the working hours to the cost centers. The background program has the technical name **`/MFX/UPD_WORKTMCC_EXT`**.

Procedure

To be able to transfer the working times, first enter the selection criteria for the working time management, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict the hours to a specific cost center by first choosing the *Department* and then the *Cost Center* in the selection criteria. If you want to transfer the hours of a specific shift, also enter the *Shift* here. If you do not enter a shift, the system displays all the entries irrespective of whether they contain shift data or not.
If you want to transfer hours to another cost center or shift, proceed as follows:

1. To select the source cost center, select the relevant entry in the *Working Hours per Cost Center* overview table. The source cost center is the cost center from which the system is deducting the hours to be transferred.
2. Choose the *Add* pushbutton in the *Corrected Working Times for Cost Center, Shift* detail table to create a new entry in this table. Choose a *category* of the type **`Transfer`** for this entry. The system transfers the *Cost Center* and *Shift* from the overview table into the *Source Cost Center* and *Shift* of the new entry.
3. To now write all or part of these hours to another cost center, you have to choose a *Target Cost Center* in the new entry. The *Target Cost Center* must belong to the same *Controlling Area* as the *Source Cost Center*.
4. If you want to transfer the times from the general time recording function to another shift, you have to specify the *Source Cost Center* as the *Target Cost Center*. Specify the new *Shift* and the hours to be transferred to it. Note that the *Hours* can only be positive values.
5. Save your changes.

1.2.2.2 Correcting Working Times

Context

You can correct the working times, for example, to exclude the break times or the working times for training from the evaluation in Performance Controlling. To do this, you have to reduce the transferred hours. You can include the working times, which do not come from the general time recording function, in the evaluation. To do this, you have to enter additional hours for the transferred hours.

Procedure

To be able to correct the working times, first enter the selection criteria for the working time management, as required, by choosing the *Plant* and the *Posting Date*. For improved clarity, you can restrict the hours to a specific cost center by first choosing the *Department* and then the *Cost Center* in the selection criteria. If you want to edit the hours of a specific shift, also enter the *Shift* here. If you do not enter a shift, the system displays all the entries irrespective of whether they contain shift data or not.

1. If you want to reduce transferred hours, proceed as follows. To select the cost center, select the relevant entry in the *Working Hours per Cost Center* overview table. This is the cost center from which you are deducting the specified hours. You reduce the hours by choosing the *Add* pushbutton in the*Corrected Working Hours for Cost Centers, Shift* detail table to create a new entry. For this entry, choose a category of the type **`Decrease`** and specify the *Working Hours*. In the detail table, the *Target Cost Center* and its *Shift* fields are blocked for this entry, since they are not required here.
2. If you want to enter additional hours for the transferred hours, proceed as follows. To select the cost center, select the relevant entry in the *Working Hours per Cost Center* overview table. This is the cost center to which you are posting the additional hours. You enter additional hours by choosing the *Add* pushbutton in the*Corrected Working Hours for Cost Centers, Shift* detail table to create a new entry. For this entry, choose a category of the type **`Increase`** and specify the *Working Hours*. In the detail table, the *Target Cost Center* and its *Shift* fields are blocked for this entry, since they are not required here.
3. Save your changes.

1.3 Information System

Use

In the information system, the system displays reports and evaluations.

Structure

The following reports and evaluations are available in the *Raw Material Controlling* folder under *Dairy Operations* > *Information System*:

- *Department Target/Actual Comparison*
- *Department Target/Actual Comparison (Including Ingredients)*
- *Plant Level Total Loss of Raw Material*
- *Milk Receipt Control*
- *Milk Balance Sheet*
- *Raw Material Receipt and Raw Material Issue*
- *Raw Material Where-Used List*
- *Raw Material Where-Used List (WIP)*

The following reports and evaluations are available in the *Performance Controlling* folder under *Dairy Operations* > *Information System*:

- *Facility Performance Report*
- *Labor Productivity Report*
- *Overall Equipment Effectiveness (OEE Evaluation)*
- *Capacity Load Utilization*
- *Malfunction Time Report*

1.4 Master Data

Structure

The following transactions are available in the master data of the *Dairy Operations* module:

- Posting Periods [page 32]
- Settings for Document Entry [page 32]
- Material - Assign Nutrient [page 33]
- Record Types Dairy Operations [page 34]

- Control of Automated Document Entry [page 37]
- Malfunction Codes [page 39]

1.4.1 Posting Periods

Use

You use the *Posting Periods* transaction to open and close posting periods for posting for raw material controlling and performance controlling.

Features

Create new or change existing posting periods. You must enter a type and validity period for a posting period.

Activities

Call the *Posting Periods* transaction under *Dairy Operations* > *Environment*.

Example: Example

You define that only the current posting period is open for postings and that all other posting periods are closed.

1.4.2 Settings for Manual Document Entry

Use

You use the *Settings for Manual Document Entry* transaction for entering default values and limit values for factors of the ingredient types of a material. If you enter a default value, the system adopts this value when creating a raw material document for the ingredient type of the material. The entered values help you when checking the entered data in raw material controlling. If you enter limit values, the system checks the value for the ingredient type. If the value is outside the interval, the system will inform you about this.

Activities

Call the *Settings for Manual Document Entry* transaction under *Dairy Operations* > *Environment*.

1.4.3 Material - Assign Nutrients

Use

You use the *Material - Assign Nutrients* transaction to manage the assignments of a material to a nutrient, the validity of the assignment, the default value and the lower warning limit, upper warning level, lower error limit and upper error level. The default value is the target value for the nutrient of the corresponding material. The system supports the creation of a new assignment with a copy function, which transfers data of an existing assignment to the new assignment, whereas the system uses the *Valid From*date of the current date.

Note that the default values for assignments, the valid from date of which is in the past, can no longer be changed. You can make changes to the warning and error limits of such assignments change at any time. You can switch off the plausibility check via Customizing.

Prerequisites

When you want to create a new assignment of a material to a nutrient, you must also define the nutrients in the Customizing in addition to the corresponding master data. You can use the *Define Nutrients* Customizing activity under *Dairy Operations* > *General Settings* to maintain nutrients.

Features

In the *Material - Assign Nutrients* transaction, you define the default value for the nutrient in this material for an assignment of material to a nutrient. You also define the lower warning limit, the upper warning limit, the lower error limit, the upper error limit and the date from which on the data record is valid.

Activities

Call the *Material - Assign Nutrients* transaction under *Dairy Operations* > *Master Data*.

1.4.4 Record Types Dairy Operations

Use

You use the *Record Types Dairy Operations* transaction to manage record types.

You can translate an existing record type into other languages by choosing *Translation*. The system switches to change mode for the translation, adds the *Language* column to the overview table and displays two language-dependent lines for each record type.

> **i** Note
>
> If you switch to change mode by choosing the *Edit* pushbutton, you manage the data always in the logon language.

Integration

Record types map material movements in the *Raw Material Controlling* transaction.

Features

You define record types for a department by choosing the corresponding record type and entering the validity period.

Activities

Call the *Record Types Dairy Operations* transaction under *Dairy Operations* > *Master Data*.

1.4.4.1 Selection Criteria of Record Types Dairy Operations Transaction

You can use the following selection criteria in the *Record Types Dairy Operations* transaction:

- *Plant*
- *Department*

Selection Criterion Plant

The system defaults the plant with the value from the user parameter `/MFX/PLANT` or with the first plant. You can use a value help to select a plant, or enter the plant directly.

> **i** Note
>
> When you enter a plant in any transaction, the system saves this value in your user parameter `/MFX/PLANT` and uses it immediately.

Selection Criterion Department

You can select from all the departments that area assigned to the plant.

1.4.4.2 Displaying Record Types

Procedure

To display record types, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*.

   > **i** Note
   >
   > For more information on the selection criteria, see Selection Criteria of Record Types Dairy Operations Transaction [page 34].

2. Choose the *Display* pushbutton.

1.4.4.3 Editing a Record Type

Procedure

To edit a record type, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*.

   > **i** Note
   >
   > For more information on the selection criteria, see Selection Criteria of Record Types Dairy Operations Transaction [page 34].

2. Choose the *Edit* pushbutton.

> **i Note**
>
> You have to activate the editing mode in order to edit record types. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the existing record types for editing.

3. Select the record type you want to edit.
4. Adjust the values for *Description*, *Validity Period* and *Exclusion Adj. Calc.* (exclusion f. adjsmnt. calculation).

   You can set the indicator *Exclusion Adj. Calc.* only for the record type category “Consumption”.
5. Choose the *Save* pushbutton so that the system saves the changed record type.

> **i Note**
>
> If the system cannot save the record type it issues a message.

1.4.4.4 Adding a Record Type

Procedure

To add a record type, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*.

> **i Note**
>
> For more information on the selection criteria, see Selection Criteria of Record Types Dairy Operations Transaction [page 34].

2. Choose the *Edit* pushbutton.

> **i Note**
>
> You have to activate the editing mode in order to add a record type. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Add* pushbutton in the *Record Types* detail table.

3. Choose the *Add* pushbutton.
4. Specify the record type category and the validity period. You can optionally enter a description of the record type and set the indicator *Exclusion Adj. Calc.* (Exclusion f. Adjsmnt. Calculation).

   You can set the indicator *Exclusion Adj. Calc.* only for the record type category “Consumption”.
5. Choose the *Save* pushbutton so that the system saves the record types.

> **i Note**
>
> If the system cannot save the record types it issues a message.

1.4.4.5 Deleting a Record Type

Procedure

To delete a record type, proceed as follows.

1. Adjust the values for the selection criteria *Plant*, *Department*.

   > **i Note**
   >
   > For more information on the selection criteria, see Selection Criteria of Record Types Dairy Operations Transaction [page 34].

2. Choose the *Edit* pushbutton.

   > **i Note**
   >
   > You have to activate the editing mode in order to delete a record type. When you choose the *Edit* pushbutton, the application switches to editing mode and activates the *Delete* pushbutton in the *Record Types* detail table.

3. Select the record type you want to delete.
4. Choose the *Delete* pushbutton.
5. Choose the *Save* pushbutton so that the system saves the changes.

   > **i Note**
   >
   > If the system cannot delete the record type it issues a message.

1.4.5 Control of Automated Document Entry

Use

You use the *Control of Automated Document Entry* transaction to define rules for the automated creation of documents.

You only obtain a informative balance sheet when you enter all movements in a department. This information may not always be available. You define rules that result in automatically created follow-up documents when creating a document.

Prerequisites

You have created a BOM for the regular material.

Activities

Call the *Control of Automated Document Entry* transaction under *Dairy Operations* > *Environment*.

1.4.5.1 Selection Criteria of Transaction Control of Automated Document Entry

In transaction *Control of Automated Document Entry*, you can use the following selection criteria:

- *Plant*
- *Department*
- *Period*
- *More*

Selection Criterion Plant

The system defaults the plant with the value from the user parameter `/MFX/PLANT` or with the first plant. You can use a value help to select a plant, or enter the plant directly.

> **i** Note
>
> When you enter a plant in any transaction, the system saves this value in your user parameter `/MFX/PLANT` and uses it immediately.

Selection Criterion Department

You can select from all the departments that area assigned to the plant.

Selection Criterion Period

With the *Valid From* and *Valid To* fields, you specify the period the system is to take into account for the displayed raw material documents.

Selection Criterion More

You can select from the areas and groups that you configured for the plant in the *Material Grouping* transaction under *Dairy Cross Functions* > *Master Data*.

1.4.6 Malfunction Codes

Use

You use the *Malfunction Codes* transaction to create malfunctions that are available for selection in performance controlling. You can define malfunction codes for all departments.

You can translate an existing malfunction code into other languages by choosing *Translation*. The system switches to change mode for the translation, adds the *Language* column to the overview table and displays two language-dependent lines for each malfunction code.

> **i** Note
>
> If you switch to change mode by choosing the *Edit* pushbutton, you manage the data always in the logon language.

Prerequisites

If you create departments and occupancy types, you can define malfunction codes for departments and occupancy types.

Define work stations with the *Work Stations* transaction under *Dairy Cross Functions* > *Master Data*.

Activities

Call the *Malfunction Codes* transaction under *Dairy Operations* > *Master Data*.

1.4.6.1 Edit Malfunction Codes

Context

You use the *Malfunction Codes* transaction of *SAP Dairy Management by msg* to define and translate malfunction codes. Malfunction times must have a malfunction code in performance controlling to assign an occupancy type to a different malfunction time, among other things.

General Information

In the header area of the *Malfunction Codes* screen, you see the title line with the path of the transaction and under this the pushbuttons *Save*, *Cancel*, *Edit*, *Display* and *Translate*. You can either choose the pushbuttons directly or, alternatively, use the following keyboard shortcuts:

- Pushbutton *Save* - CTRL+1
- Pushbutton *Cancel* - CTRL+2
- Pushbutton *Edit* - CTRL+3
- Pushbutton *Display* - CTRL+4
- Pushbutton *Translate* - STRG+5

When you execute the *Malfunction Codes* transaction, the system initially does not display any data in the overview table.

You display data as follows:

1. Adjust the selection criteria.

   > **i** Note
   >
   > You have to choose a *Plant*. The system presets this plant with the latest selected plant. The system presets the *Valid From* field with the current date, the *Valid To* field is preset to the date **31.12.9999**. For more information on the selection criteria, see **Selection Criteria of Malfunction Codes Transaction**.

2. Choose the *Display* pushbutton.

   > **i** Note
   >
   > Alternatively, you can use the keyboard shortcut CTRL+4.

3. The system displays the data according to the selection criteria.

You edit data as follows:

1. Adjust the selection criteria.

   > **i** Note
   >
   > You have to choose a *Plant*. The system presets this plant with the latest selected plant. The system presets the *Valid From* field with the current date, the *Valid To* field is preset to the date **31.12.9999**. For more information on the selection criteria, see **Selection Criteria of Malfunction Codes Transaction**.

2. Choose the *Edit* pushbutton.

   > **i** Note
   >
   > Alternatively, you can use the keyboard shortcut CTRL+3.

3. The system displays data according to the selection criteria and activates the *Add* and *Delete* pushbuttons in the overview table. The system is in editing mode.
4. You can make the following changes:
   - Enter a new malfunction code
   - Delete an existing malfunction if this malfunction code has not yet been ued in Dairy Operations

- Edit an existing malfunction code; changing the malfunction code's name, for example
- Translate an existing malfunction code

5. When you choose the *Save* pushbutton, the system saves your changes. When you choose the *Cancel* pushbutton, the system terminates the editing mode without saving your changes.

Selection Criteria of Malfunction Codes Transaction

You can use the following selection criteria in the *Malfunction Codes* transaction:

- *Plant*
- *Department*
- *Malfunction Code*
- *Valid From*
- *Valid To*

Selection Criterion Plant

You have to specify a *Plant* to edit, display or translate malfunction codes. The *Plant* is preset with the latest selected plant.

Selection Criterion Department

For enhanced overview, you can restrict malfunction codes for a plant to a particular department.

Selection Criterion Malfunction Code

For enhanced overview, you can restrict the selection to a single malfunction code.

Selection Criterion Valid From

You must specify a date in the *Valid From* field. The system presets the field with the current date.

Selection Criterion Valid To

You must specify a date in the *Valid To* field. The system presets the field with the date **`31.12.9999`**.

Procedure

You modify existing malfunction codes or enter new malfunction codes for the plant as described below:

1. Adjust the selection criteria.

> **i** Note
>
> You have to choose a *Plant*. The system presets the *Plant* with the latest selected plant. The system presets the *Valid From* field with the current date, the *Valid To* field is preset to the date **`31.12.9999`**. For more information on the selection criteria, see **Selection Criteria of Malfunction Codes Transaction**.

2. Choose the *Edit* pushbutton.

> **i** Note
>
> Alternatively, you can use the keyboard shortcut CTRL+3.

3. The system displays data according to the selection criteria and activates the *Add* and *Delete* pushbuttons in the overview table. The system is in editing mode.
4. Choose the *Add* pushbutton to enter a new entry.
   The overview table is divided into the following table areas:
   - *Malfunction Code*
   - *Occupancy Type*
   - *Change Data (display only)*

   In the *Malfunction Codes* table area, note the following when creating an entry:
   To create a new entry, you have to specify the *Malfunction Code*, a *Name*, a *Descrition* and the *Status*. To use the new malfunction code, this code must have the status **`Activ`**. The system presets the validity of the new malfunction code with the current date to the maximum date **`31.12.9999`**. You can adjust the validity period, if necessary.
   In the *Occupancy Type* table area, note the following when creating an entry:
   You have to specify an *Occupancy Type* for the new entry. The system displays the *Name* of the occupancy type.
   The *Change Data* table area contains information about the person who created the entry and the person who made the last changes to the entry with the corresponding time stamps.
5. To edit a new entry, change the fields of the entry for the malfunction code accordingly.
6. Choose the *Save* pushbutton.

Malfunction codes are translated as described below:

1. Adjust the selection criteria.

   > **i** Note
   >
   > You have to choose a *Plant*. The system presets the *Plant* with the latest selected plant. The system presets the *Valid From* field with the current date, the *Valid To* field is preset to the date **`31.12.9999`**. For more information on the selection criteria, see **Selection Criteria of Malfunction Codes Transaction**.

2. Choose the *Translate* pushbutton. The *Language Selection* dialog box opens. Specify the target language and choose the *OK* pushbutton.

   > **i** Note
   >
   > Alternatively, you can use the keyboard shortcut CTRL+5.

3. The system displays the data according to the selection criteria and the overview table contains two lines for each malfunction code, whereas the first line contains the malfunction code in the original language and the second line contains the malfunction code in the target language.
4. For the malfunction code in the target language, specify the *Name* and *Description*.
5. Choose the *Save* pushbutton.

1.5 Programs

Structure

You can use the following transactions in the *Programs* folder under *Dairy Operations*:

- *Import from Closing Stocks*
- *Update Working Hours*
- *Update Ingredients*
- *Update Ingredients in External Systems*
- *Adopt Ingredient Information*
- *Update Laboratory Values*
- *Reset Material Documents for Output Quantities Documents*
- *Post Goods Movements into External Systems*

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