**SAP Setup**

**Extending Material**

**SAP**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Set extending material to LEA Plant defaults.

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2c** - If the message “You do not have the authorization to create a material” appears in the status line then the number keyed is invalid or used by the port authority only.

Please recheck the DOT number and retry.

1. Open Transaction **ZMM01Z**
2. *Create Material (Initial Screen)* window opens
   1. Material Field - Input any valid 9-digit material number (i.e., FQA008425)
   2. Copy from Material Field – Repeat input of 9-digit material number used for line a.
   3. <*Click*> Select View(s) option  (See Note(s))
3. *Select View(s)* window opens
   1. **<***Click*> **Select All icon** 
   2. Use the right-hand scroll bar; scroll down until you see:
      1. Warehouse Management 1
      2. Warehouse Management 2
   3. Remove the highlight from these two items by clicking on the button ![A picture containing screenshot

      Description automatically generated]() to the left of each of them.
   4. <*Check*> Create views selected
   5. <*Click*> **Default Setting Button** 
   6. <*Check*> View selection only on request
   7. <*Click*> De**fault Setting Button** 
   8. <*Click*> **Org. Levels Button** A picture containing screenshot

      Description automatically generated
4. *Organizational Levels* window opens

**Organizational levels**

1. Plant Field – Input four-digit code (i.e., Alamance = 6001)
2. Storage Loc. Field – Input four-digit code (i.e., Alamance = 8001)

**Copy from**

1. Plant Field – Input 6000
2. Storage Loc. Field – Input 8000
3. <*Click*> **Default Setting Button** 
4. <*Click*> Cancel Button 
5. <*Click*> **Exit icon** 

Updated

11-26-2019