Capitalization procedure:

**Note stages before actual capitalization.**

1. Requisition [Physical as well as in SAP [Mb21]

2. Store gives issue slip.

3. We lift material from there we get Gate pass.

4. Store makes entry to our SLOC as per actual issue of material [913]

5. We Place this material in our store [915] by T Code Migo [Place in Storage , Material Document number taken from MB51 command for particular material number.

6. We issue this material for either maintenance or capital work

In case of Maintenance we create Notification-Maintenance order-migo [directly capitalized.

In case of Capital work we transfer this material to concerned WBS by Transfer and Posting using T code Migo [Activity 412Q]

After Transfer and posting we capitalize this material by T Code Migo using reservation number of WBS [ Reservation number can be seen from output of T Code ZPS\_MPR [ Activity 281]

If all work on wbs is completed we submit management certificate to CA and Planning section.

Procedure

1. Use T code MB51

Note down the Material document numbers for store received under concerned material codes.

This doc number can be seen in output of MB51 against activity 913 of said material.

1. Use T code Migo [915]

Select Place in storage, Select Material Document, Enter document number noted in 1, Execute [Click on Watch symbol]

Material of the said doc will appear below.

Select material, quantity; enter SLOC, Plant etc, and Tick on Item Ok

Click on Check [Tab available at TOP], if Message received is Document OK , then click on Post tab.

[See material in Transit will be seen under storage [Will move from right to left column –use T code MB52 for this]

1. [In case of WBS ] Use T code migo [Transfer and posting (Activity 412)]

Select – Transfer and posting & others

Enter Material number in appeared window,

Subsequently enter plant 2419, Your SLOC, Designation at appropriate place.

Enter quantity, where [place],Location etc.

Select project stock

Enter WBS No [Ex FA/16/008353.01]

Tick on Item OK

Click on Check

Click on Post.

[You can see this transfer and posted material using MB51; there you will see transfer and posted material, quantity, cost and WBS number and activity number i.e 412 in this window]

This quantity is to be capitalized.

1. [In case of WBS ] Use T code migo [Transfer and posting (Activity 281)]

After Transfer and posting we capitalize this material by T Code Migo using reservation number of WBS [Reservation number can be seen from output of T Code ZPS\_MPR [ Activity 281]

Use T code migo

Select Goods issue , Reservation and then enter reservation number.

Execute i.e. Click on Watch icon .

In appeared window you will see all the material available in that particular WBS.

Select material to be capitalized. Check name in material Tab;

Enter quantity to be capitalized under quantity tab;

Enter Store location, Good recipient and unloading point under where Tab;

Tick on item OK box

Then click on Check,

If message at bottom left received Document is OK , then click on post.

You will get the doc number of the activity.

Thus 281 activities are completed.

If all the items of WBS are capitalized and work is completed submit management certificate to the CA/planning section.