

I n f o R e c o r d s

Deletion of Info Record

In order to be able to delete an info record, you have to mark the **Info Records** for deletion. To do so, use transaction ME15 and flag record for deletion. After you have deleted all info records, use archiving program **RM06IW30** or follow the menupath

Logistics - Materials Management –Purchasing - Master Data - Info Record - Follow on Functions - Archive.

Make sure that you only archive Records Marked for deletion as all records may be deleted!

Create Archive File: Info Record

- a) Select Action: Archive and enter a new Variant, for example: Z_EINA_ARCH_01, press 'Maintain'
- b) On selection screen enter the data range (Vendor, Material, etc.) you want to archive.
- c) Deselect the 'Test' flag if you don't want to test first.
- d) Press green back-arrow and enter the description of this new variantt on the screen which follows.
- e) Save the variantt which brings you again to the selection screen. Press green back arrow again.
- f) To start archiving process (batch-job), press the 'Start Date' button and select the time when you want to start this process. Select 'Immediate' for instant processing and press the 'Save' button on the bottom of the Start Time' window.
- g) Select the 'Spool Parameter' button and save entries. Eventually enter a valid printer to have the result outputted.
- h) You are ready now to start the process. Press the 'Start' button and monitor the success with the 'Job Overview' button

You can also go the 'fast path' by using transaction SE38, program RM06IW30 to archive info records. For large data archiving, use the background jobs and run those during off-peak times.

If you run the program online, you will see a confirmation on the status bar telling 'New Archive file created:'

Delete Archived Records: Info Record

- a) Follow the menu path: ***Tools - Administration - Administration - Archiving***
- b) Select the Object Name **MM_EINA** for info records
- c) Select the menu button 'Delete'
- d) Select the menu button: 'Archive Selection'
- e) Click the archive created in previous step
- f) Select Start Date for process and Spool Parameters for output
- g) Submit selection.
- h) Check status by pressing the Job Overview button

Consignment Records

Deletion of Consignment Records

To delete the Consignment Record, use transaction **MSK2** or menu-path

Logistics - Materials Management - Material Master - Special Stock - Vendor Consignment - Change

and select the data of the record you want to be deleted. To start the archiving process, follow the menu path

Logistics - Materials Management –Material - Master - Other - Reorganization - Special Stock – Choose to select the records to delete and

Logistics - Materials Management - Material Master - Other - Reorganization – Special Stock - Reorganize to create archive file.

Create Archive File: Consignment Record: Data selection

- a) Select Action: Archive and enter a new Variant, for example: Z_CONS_SELE_01, press 'Maintain'
- b) On selection screen enter the data range (Vendor, Material, etc.) you want to archive.
- c) Select the 'Create Output File' if you want the selected records outputted
- d) Press the green back-arrow and enter the description of this new variantt on the screen which follows.
- e) Save the variantt which brings you again to the selection screen. Press green the back arrow again.
- f) To start archiving process (batch-job), press the 'Start Date' button and select the time when you want to start this process. Select 'Immediate' for instant processing and press the 'Save' button on the bottom of the 'Start Time' window.
- g) Select the 'Spool Parameter' button and save entries. Eventually enter a valid printer to have the result outputted.
- h) You are ready now to start the process. Press the 'Start' button and monitor the success with the 'Job Overview' button

You can also go the 'fast path' by using transaction SE38, program MMREO002 for selecting the data to archive. For large data archiving, use the background jobs and run those during off-peak times.

Create Archive File: Consignment Record: Archiving process

- a) Select Action: Archive and enter a new Variant, for example: Z_CONS_ARCH_01, press 'Maintain'
- b) On selection screen, select the 'Sequential Dataset' if you selected data as described in the Data Selection step, otherwise enter the material number and plant for the deletion of a single record.
- c) Select the fields 'Consignment' and 'Special Stock' and Test mode, if you want to try out first.

c2) This applies for SAP systems prior to release 3.1H: Select also the flag called 'BATCHES'. The SAP program MMREO020 has a bug which can be worked around with this selection. W/o selecting 'BATCHES', the archived records cannot be deleted. For systems with applied Hotpackages for 3.1H this workaround is not necessary.

- d) Press the green back-arrow and enter the description of this new variantt on the screen which follows.
- e) Save the variantt which brings you again to the selection screen. Press green back arrow again.
- f) To start archiving process (batch-job), press the 'Start Date' button and select the time when you want to start this process. Select 'Immediate' for instant processing and press the 'Save' button on the bottom of the 'Start Time' window.
- g) Select the 'Spool Parameter' button and save entries. Eventually enter a valid printer to have the result outputted.
- h) You are ready now to start the process. Press the 'Start' button and monitor the success with the 'Job Overview' button

You can also go the 'fast path' by using transaction SE38, program MMREO020 for selecting the data to archive. For large data archiving, use the background jobs and run those during off-peak times.

If you run the program online, you will see a confirmation on the status bar telling 'New Archive file created:'

Delete Archived Records: Info Record

- a) Follow the menu path: **Tools - Administration - Administration - Archiving**
- b) Select the Object Name **MM_SPSTOCK** for consignment / Special Stock
- c) Select the menu button 'Delete'
- d) Select the menu button: 'Archive Selection'
- e) Click the archive created in previous step
- f) Select Start Date for process and Spool Parameters for output
- g) Submit selection.
- h) Check status by pressing the Job Overview button

Material Master Records

Deletion of Material Master Records

In order to delete the whole Material Master Record, you have to follow the menu path **Logistics – Materials Management - Material Master - Material -Flag for deletion - Immediately** enter material and set the flag for deletion on **Material level**.

To start the archiving process, follow the menu path **Logistics - Materials Management –Material Master - Other - Reorganization - Material - Chooseto** select the records to delete and **Logistics - Materials Management - Material Master - Other - Reorganization –Reorganization** to create archive file.

- a) Select Action: Archive and enter a new Variant, for example: Z_MATE_SELE_01, press 'Maintain'
- b) On selection screen enter the data range of the material master records you want to archive.
- c) Select the 'Create Output File' if you want the selected records outputted
- d) Press the green back-arrow and enter the description of this new variantt on the screen which follows.
- e) Save the variantt which brings you again to the selection screen. Press green back arrow again.
- f) To start archiving process (batch-job), press the 'Start Date' button and select the time when you want to start this process. Select 'Immediate' for instant processing and press the 'Save' button on the bottom of the 'Start Time' window.
- g) Select the 'Spool Parameter' button and save entries. Eventually enter a valid printer to have the result outputted.
- h) You are ready now to start the process. Press the 'Start' button and monitor the success with the 'Job Overview' button

You can also go the 'fast path' by using transaction SE38, program MMREO001 for selecting the data to archive. For large data archiving, use the background jobs and run those during off-peak times.

Create Archive File: Material Master: Archiving process

- a) Select Action: Archive and enter a new Variant, for example: Z_MATE_ARCH_01, press 'Maintain'
- b) On selection screen, deselect the 'Test mode' if you don't want to run a test first.
- c) Press green back-arrow and enter the description of this new variantt on the screen which follows.
- d) Save the variantt which brings you again to the selection screen. Press green back arrow again.
- e) To start archiving process (batch-job), press the 'Start Date' button and select the time when you want to start this process. Select 'Immediate' for instant processing and press the 'Save' button on the bottom of the 'Start Time' window.
- g) Select the 'Spool Parameter' button and save entries. Eventually enter a valid printer to have the result outputted.
- h) You are ready now to start the process. Press the 'Start' button and monitor the success with the 'Job Overview' button

You can also go the 'fast path' by using transaction SE38, program MMREO010 for selecting the data to archive. For large data archiving, use the background jobs and run those during off-peak times.

If you run the program online, you will see a confirmation on the status bar telling 'New Archive file created:'

Delete Archived Records: Material Master

- a) Follow the menu path: **Tools - Administration - Administration - Archiving**
- b) Select the Object Name **MM_MATNR** for Material Master
- c) Select the menu button 'Delete'
- d) Select the menu button: 'Archive Selection'
- e) Click the archive created in previous step
- f) Select Start Date for process and Spool Parameters for output
- g) Submit selection.
- h) Check status by pressing the Job Overview button