

Detailed Receiving Report

Procedure


1. Access the transaction using following navigation option:

Transaction code	ZMM064
-------------------------	---------------

2. On the **Detailed Receiving Report Screen**, make the following entries:







Field Name	User action and values	Comment
PO Date	Recommended	Date on which the purchasing document was created.
PO Number		Alphanumeric key uniquely identifying the document. Number of the purchase order to which the entry of services performed relates.
Plant	Recommended	Key uniquely identifying a plant.

ZMM064 - Detailed Receiving Report v.092112-002 MISMMM











Selection Options

Basic Filters


 PO Date	<input type="text"/>	to	<input type="text"/>	
 PO Number	<input type="text"/>			
 Plant	<input type="text"/>			


Advanced Filters

 RR Number	<input type="text"/>			
 RR Date	<input type="text"/>	to	<input type="text"/>	
 Supplier Code	<input type="text"/>	to	<input type="text"/>	
 Item Code	<input type="text"/>	to	<input type="text"/>	



If the Required fields is null, warning message will appear.

 Fill in all required entry fields

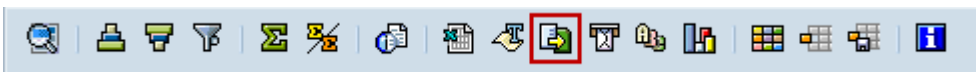
3. Click the **Execute**  icon. The program will display the list based on your selection.

Detailed Receiving Report

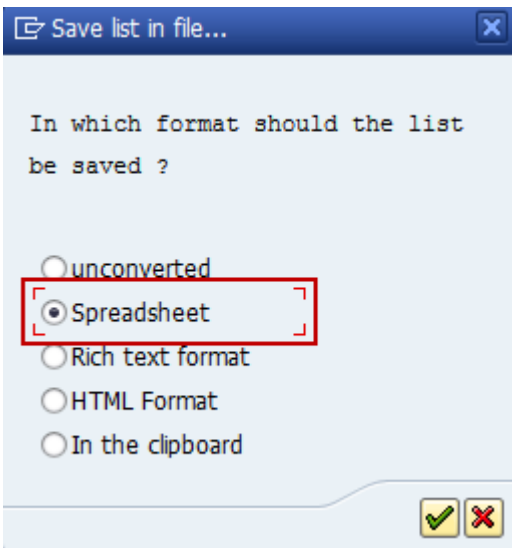
Plant Selection BP02 -Valenzuela 2 (P2)
P.O. Date Range Oct 01, 2012 To Dec 27, 2012
Run Date|Time 10 December 2012 at 03:42:26 PM
Record Count 54

P.O. NO.	G.R. NO.	DOC. DATE	POSTING DATE	ENTRY DATE	ITEM CODE	SHORT TEXT	STORAGE LOC.	RECEIVED QTY.	UoM.	UNIT COST	TOTAL AMOUNT	CREDIT TERMS
								74,328.000			180,360,296.19	
								13.000			0.00	
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG00648	FG-CDO SEA QUEST TUNA AFRITADA 110G	GP>Returns Area	1.000	TIN	0.00	0.00	1
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG00861	FG - BINGO MEAT LOAF 150G	GP>Returns Area	1.000	TIN	0.00	0.00	1
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG00891	FG-SM TUNA PAELLA EASY OPEN 180G	GP>Returns Area	1.000	TIN	0.00	0.00	1
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG90215	FG-CDO VIENNA SAUSAGE 70G	GP>Returns Area	2.000	TIN	0.00	0.00	1
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG90940	FG - CDO KARNE NORTE 100G	GP>Returns Area	1.000	TIN	0.00	0.00	1
4500005988	5000281376	11/30/2011	01/26/2012	01/26/2012	FG98954	FG-CDO SWEET KAONG (GREEN) 240Z	GP>Returns Area	7.000	BT	0.00	0.00	1
								2.000			2.00	
4700021750	5000312498	10/01/2012	08/01/2012	10/01/2012	SUP001-00015708	FAC Plastic Pallet	Frabelle	2.000	PC	1.00	2.00	COD 1
								0.000			0.00	
4700021751	5000312499	10/01/2012	08/01/2012	10/01/2012	SUP001-00015708	FAC Plastic Pallet	Frabelle	2.000	PC	1.00	2.00	COD 1
4700021751	5000312500	10/01/2012	08/01/2012	10/01/2012	SUP001-00015708	FAC Plastic Pallet	Frabelle	2.000	PC	1.00	2.00	COD 1
								0.000			0.00	
4700021752	5000312501	10/01/2012	08/01/2012	10/01/2012	SUP001-00015708	FAC Plastic Pallet		2.000	PC	0.00	0.00	COD 1
4700021752	5000312502	10/01/2012	08/01/2012	10/01/2012	SUP001-00015708	FAC Plastic Pallet		2.000	PC	0.00	0.00	COD 1
								2.000			2.00	
4700021753	5000312503	10/03/2012	08/03/2012	10/03/2012	10000000000000000000	FAC Plastic Pallet	PRPTY OFC SUPL	2.000	PC	1.00	2.00	COD 1
								2.000			0.00	
4700021754	5000312504	10/03/2012	08/03/2012	10/03/2012	10000000000000000000	FAC Plastic Pallet	PRPTY OFC SUPL	2.000	PC	0.00	0.00	COD 1
								2.000			0.00	
4700021755	5000312505	10/03/2012	08/03/2012	10/03/2012	NV001-00000001	FAC Recycled Plastic Pallet	PRPTY OFC SUPL	2.000	PC	0.00	0.00	COD 1
								2.000			0.00	
4700021756	5000312506	10/05/2012	08/05/2012	10/05/2012	NV001-00000001	FAC Recycled Plastic Pallet	PRPTY OFC SUPL	2.000	PC	0.00	0.00	COD 1
								2.000			0.00	

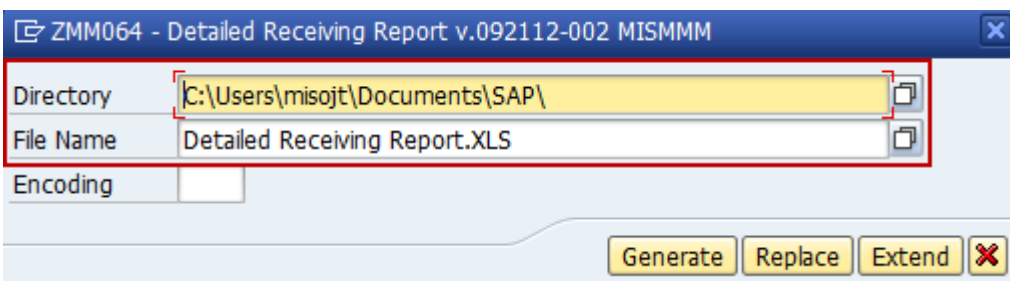
4. To export the list as a local file (MS Excel Format), click the **Local File** icon or press **Ctrl + Shift + F9**.



5. A dialog box will appear, choose the **Spreadsheet** option.



6. Click icon or press **Enter** to continue. The system ask you the directory and filename of the file. Click **Generate** button.



7. The list has been exported to specified directory.

✓ 34,090 bytes transmitted, code page 4103

8. Click **Back**  button or press **F3** to go back to the initial screen.

