Receiving Report of Imported Items (Casing, Meats, and Spices)

Use

This facility is used to display detailed receiving report of imported casings, meats and spices based on a specified purchase requisition date.

Procedure

1. Access the transaction using following navigation options:

Transaction code	ZMM071

2. On the **Receiving Report of Imported Materials: Selection Screen Filters** frame, make the following entries as necessary / applicable:

Field Name	User action and values	Comment
Requisition Date	**Required**	Date range on which the PRCS was created in the SAP system
Plant	**BP02, BP03**	Plant on which the document is intended to receive
Vendor	Optional	Code of the supplier/vendor
Purchase Requisition	Optional	PRCS number. Input a value on this field to filter an specific PRCS number
Purchasing Document	Optional	PO number. Input a value on this field to filter an specific PO number
G.R. Number	Optional	Goods receipt number associated in the purchasing documents
Material	Optional	Material associated under the purchasing documents

ZMM071: Receiving Report of Imported Materials v.10252012-001 MIS.MAV

Selection Screen Filters
Requisition Date [ ] to [ ]
Plant [ ]
Vendor [ ]
Purchase Requisition [ ]
Purchasing Document [ ]
G.R. Number [ ]
Material [ ]

3. On the **Receiving Report of Imported Materials: Material Group** frame tab, select at least one in any of the following format you want to display.

Field Name	Comment
Casing	Receiving Report of Imported Casings
Meats and Spices	Receiving Report of Imported Meats and Spices

⚠ If none of these options has selected, an error message will be displayed informing you need to select at least one option from the two check boxes.

4. Click the **Execute** ⏱ icon. The program will display the list based on your selections.

5. To view the details of the purchase requisition, simply click the PR Number and the program will redirect you to **ME53N – Display Purchase Requisition** transaction.

Line Item	Item Code	Product Description	PR Number	PR Date	PR Quantity (CAD)	UoM	Open PR Qty (CAD)	GR
10	RM088-00005395	RMCSG - 18 x 140 w/ Holiday	0120000762	10/07/2011	2,200.000	CAD	1,292.000	
10	RM088-00005395	RMCSG - 18 x 140 w/ Holiday	0120000762	10/07/2011	2,200.000	CAD	1,024.000	
10	RM088-00005393	RMCSG - 18 x 140 Plain Red	0120000760	10/07/2011	2,800.000	CAD	2,320.000	
10	RM088-00005393	RMCSG - 18 x 140 Plain Red	0120000760	10/07/2011	2,800.000	CAD	1,484.000	

6. To view the details of the GR, simply click the GR Number and the program will redirect you to **MIGO – Display Material Document** transaction.
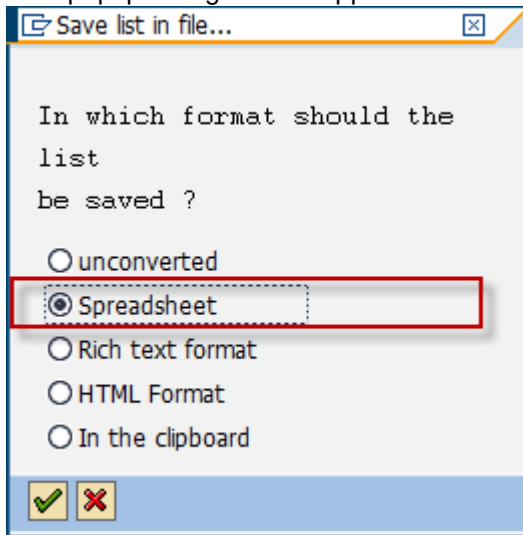
Open PR Qty (CAD)	GR Quantity (CAD)	GR Number	PR Number	PO Number	Product Code	Product Description
1,292.000	908.000	5000306494	0120000762	4900003475	RM088-00005395	RMCSG - Nojax 18 x
1,024.000	268.000	5000306499	0120000762	4900003475	RM088-00005395	RMCSG - Nojax 18 x
2,320.000	480.000	5000306467	0120000760	4900003474	RM088-00005393	RMCSG - Nojax 18 x

7. To export the list as a local file (MS Excel Format), click the **Local file** 📄 icon on top the screen or press **Ctrl + Shift + F9**.
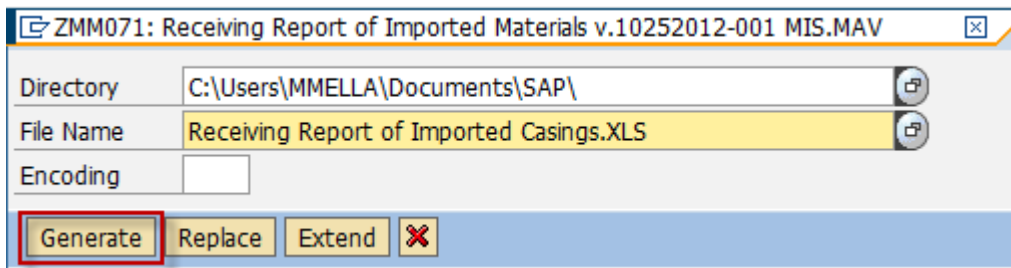
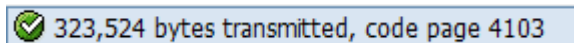# ZMM071: Receiving Report of Imported Materials v.10252012-001 MIS.MAV

8. A popup dialog box will appear. Choose **Spreadsheet** option.

```
Save list in file...                    ⊠

  In which format should the
  list
  be saved ?

  ○ unconverted
  ◉ Spreadsheet
  ○ Rich text format
  ○ HTML Format
  ○ In the clipboard

  ✔ ✖
```

9. The system will then ask you the directory and filename of the file. Specify the location on which you wish to save the excel file and give a descriptive filename. Click **Generate** button.

```
ZMM071: Receiving Report of Imported Materials v.10252012-001 MIS.MAV    ⊠

  Directory    C:\Users\MMELLA\Documents\SAP\
  File Name    Receiving Report of Imported Casings.XLS
  Encoding

  Generate  Replace  Extend  ✖
```

10. The list has been exported to specified destination.

✅ 323,524 bytes transmitted, code page 4103

11. Click **Back** 🔙 button to go back to the initial screen to select other formats.