**Transaction History Report**

**ZMB20**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Display the movement history of a particular material.

Not Applicable

**Website Application:**

**Note(s):**

* **Step 2:** Material field may remain empty; this will allow you to see all receipts/issues for the time period selected.
* **Movement Types:**

Materials (Inventory)

101 Receipt

102 Reversal

Materials (Work order)

261 Issue

262 Reversal

Materials with SLOC

311 Transferred

Annual Phy. Inv. Adj.

701 Addition

702 Subtraction

Fuel (Inventory)

971 Receipt

972 Reversal

1. Open Transaction **ZMB20**
2. *Transaction History Report* window opens

**Required Selection Criteria**

* 1. Posting date field(s) – Input a single date or date range
  2. Material Field – Input
     1. A single nine-digit material number (i.e., EEA000000);
     2. A range of material numbers (i.e., EEA000000 to EEA000999); or
     3. A wild card in first field (i.e., \* = All material numbers)
  3. Plant Field – Input four-digit code (i.e., Alamance = 6001)

**Optional Selection Criteria to Further Restrict the Selection**

1. Storage Location Field (Optional) – Input four-digit code

(i.e., Alamance = 8001)

1. Movement Type Field (Optional) – Input three-digit code (See Note(s))
2. PM Equipment number field (Optional) – Input the SAP Equipment Number if searching for information pertaining to a particular vehicle.
3. <Click> **Execute icon** (*Upper-left of screen*)
4. *Item Transaction History* window opens

**Items Displayed:** (Column-Format) (Scroll-right to see all)

Posting Date Material Document Number

Plant Movement Type

Storage Location Balance prior to transaction

Entered on Transaction Quantity

Time Unit

Inventory Number Transaction Unit Price

Work Order Total Transaction Value

Material – DOT Number Current Unrest Balance

Material Description Current Moving Price

1. <*Click*> **Exit icon** A picture containing clipart

   Description automatically generated (Twice)

Updated

12-31-2019