**VMRS**

**(For Material Field)**

**ZFB61**

**ZFB65**

 Dept. of Public Instr.

Transportation

**Procedure:**

Populate the material field of the ZFB61/ ZFB65 table

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1 -** All steps of Transactions ZFB61/ZFB65 must be complete before performing this part of the transaction.
1. Open Transaction **ZFB61 or ZFB65** (See Note(s))
2. *Enter (Vendor Invoice/Credit Memo): Company Code 7800* window opens

Use the screens scroll bars to display the transaction’s Material field column.

1. <*Click*> Material field; this will activate the field.
2. <*Click*> Match Code icon
3. *Material Number* window opens
	1. Use the **Dropdown icon** 
	2. <*Double-Click*> G: Search Help for Manufacturer Part Number
	3. MPN Material Field – Input M0\* (Always)
	4. Material description Field – Input search text. Use a word that is unique to the part. Surround the word surge with wild cards <*Shift-8*> \* (i.e., \*Switch\*)
	5. <*Click*> **Strart Search icon** 
4. *G. Search Help for Manufacturer Part Number*window opens

The new window appears; with the results of criteria searched. In the example you will see all the occurrences of material numbers that have the word “switch” located in their description. Our example produced a very extensive list; however, the search can be narrowed further.

* 1. <*Click*> **Find icon** 
1. *Find* window opens
	1. Input next tier to search (i.e., \*door\*) (Surround with wild cards (\*))
	2. <*Click*> **Find icon** 

The software will find and highlight the first occurrence that contains “door” embedded within the description.

If this the item you are searching for

* <*Double-click*> on the highlighted the line.

OR

* <*Click*> Find Again icon  to find the next occurrence.
(Repeat as necessary)

Updated

12-19-2019

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

 Dept. of Public Instr.

Transportation

**Procedure:**

Input received materials into inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Before stocking fuel**, it is important to know current:
* Quantity; and
* Moving price
* **Common Errors:**
* Usage of wrong DOT number;
* Quantity incorrect;
* Price incorrect

**Note:** The above errors can be easily corrected if discovered promptly; however, when neglected due to the high volume of product movement, it can be a more tasking procedure to correct.

* These transactions are not for receiving fuel (diesel or unleaded); that process requires a different MIGO transaction. If stocking fuel visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Fuel – Receipt (MIGO)
* Inventory items are required to be extended to your plant before they are input into inventory. If items are not currently extended visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Material – Stocked - Extend Inventory (ZMM01Z)
1. Open Transaction **ME21N**
2. *Create Purchase Order* window opens
	1. Trans./Event Field – Use dropdown; choose *Goods Receipt*
	2. Reference Doc. Field – Use dropdown; choose *Other*
	3. Fuel Entry SHP/DPI Field – Input 971 (Always) (May default)
	4. Material Slip Field – Input invoice Bill of Landing number (BOL #)
	5. <*Click*> Detail Data button 
3. *Detail Data – Material Tab*
4. Input 9-digit material number (Make sure you input the correct fuel)
	1. 159000054 = Diesel
	2. 159000055 = Unleaded
5. *Detail Data – Quantity Tab*
6. Qty in Unit of Entry Field - Input total quantity of fuel (net) received.
7. Ext. Amount LC Field - Input total price paid for the fuel.
(This total will include the fuel cost as well as all the necessary taxes and fees.)
8. *Detail Data – Where Tab*
9. Plant Field - Input four-digit plant code (i.e., Alamance =6001)
10. Storage Location Field- Input four-digit plant code (i.e., Alamance =8001)
11. <*Click* > **Execute icon** 
12. <*Click*> **Save icon** 
13. Record Material Document number of the vendor’s invoice
(Displayed in status bar)
14. <*Click*> **Exit icon** 
* Run Transaction **ZMB20** after stocking fuel to verify quantities and pricing of fuel stocked.

Updated

12-18-2019