	Annual Inventory **Display Material Document**	**MB03**
Dept. of Public Instr. Transportation		Updated 01-30-2020

Procedure:

Use this transaction to display the material document generated by posting the inventory count.

Note(s):

1. Open Transaction **MB03**

2. *Display Material Document: Initial Screen* window opens
   a. Material Doc. Field - Input the Material Document Number to display
   b. *<Click>* **Continue icon** ✅

3. *Display Material Document: {Material Document ID}: Overview* window opens
   a. *<Click>* **Header icon** 🖥

      Tip: The following message displays: "Physical inventory document {Phys Inv Doc ID} created on bottom status bar.

   b. *<Click>* **Exit icon** 🔷

4. *Display Material Document: {Material Document ID}: Header* window opens

      Tip: The screen displays general information about the Material Document.
      - Document date
      - Posting date of the document
      - Time of entry
      - Fiscal year
      - Transaction Type
      - Data entered by

   a. *<Click>* **Back icon** 🔙

5. *Display Material Document: {Material Document ID}: Overview* window opens
   a. *<Click>* **Details from Item button** 🔍 Details from Item

6. *Display Material Document: {Material Document ID}: Overview Position Cursor* window opens
   a. Mat. Doc. Item Field – Input the line item to be reviewed.
   b. *<Click>* **Continue icon** ✅

Website Application:	Not Applicable

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Procedure:

Use this transaction to display the material document generated by posting the inventory count.

Note(s):

7. *Display Material Document: {Material Document ID}: Details ####/####* window opens

Tip: Movement type 701 is caused by the actual amount inventoried being greater than the book (SAP) inventory. System generates a Goods Receipt adding the difference to the book inventory.

Movement type 702 is caused by the actual amount inventoried being less than the book (SAP) inventory. System generates a Goods Issue deducting the difference to the book inventory.

a. <*Click*> **Exit icon**

Website Application: Not Applicable