

MB21 Create a Reservation

Process: This process describes the steps involved in creating a material reservation. The full process includes: MB21, ZMM_PICKT, MB26, and ZMM_SHORT.

Role: Authorized Users

Frequency: When needed

BEGINNING

Enter the transaction code	MB21
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CREATE RESERVATION: INITIAL SCREEN

Base Date	Should default to the current date
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Check Against Cal.	Should default to checked
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Movement Type	Enter 201, for a reservation
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Plant	Enter UK00
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Click on the New Items create icon located on the Standard Toolbar	
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CREATE RESERVATION: NEW ITEMS

Cost Center	Enter the Cost Center number
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Goods Recipient	Enter the name of the goods recipient
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Material	Enter the description of the material or use the Possible Entries icon  to select
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Quantity In	Enter the quantity
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SLoc	Enter the location or use the Possible Entries icon  to select
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Press Enter	
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Click on the Save icon	
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Click on the Back icon to exit the transaction	
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The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>