

MB26 Posting Reservations

Process: Use this procedure to process and post a reservation to decrement inventory. The full process includes: MB21, ZMM_PICKT, MB26, and ZMM_SHORT.

Role: Authorized Users

Frequency: When needed

BEGINNING

Enter the transaction code

MB26

PICKING LIST

Reservation Number

Enter the Reservation Number or use the Possible Entries icon  to select

Click on the Execute icon



PICKING LIST

Quantity

Enter the quantity

Scroll to the **Completed** column and click to check complete for items where ordered quantity does not equal delivered quantity



Click on the Save icon



Click on the Back icon to exit the transaction



The following tools to help you are on the myHelp website.

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

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