**Quick Reference Card**  
**MM03 - Display Material Master Data**

**Process:** MM03 displays a material master record, including such information as whether the material is CDM Relevant, hazardous, or contains latex; the unit of measure, part number, distributor, and manufacturer; and the moving price.

**Role:** Materials Management Administrator  
**Frequency:** When needed

### BEGINNING
Enter the transaction code **MM03**

**Display Material (Initial Screen)**

Enter the material number in the **Material** field. If you do not know the number, click on the **Possible Entries** icon to perform a search. Use the information you have (for example, vendor or material name) to find the material number.

Once the material number is entered, click on the **Select View(s)** button on the application toolbar.

A list of options will appear. Click in the gray box to the left of **Basic Data 1** to select it.

Click on the **Continue** icon at the bottom of the list of options.

### Display Material (Stocked Hospital Supplies)

A new screen will display a series of tabs showing main data.

Click on the **Basic Data 1** tab and look in the **UKY Data** section to see if the material is **CDM Relevant**, **Haz Mat** (hazardous material), or contains **Latex**.

To see more data, click on the **Additional Data** button on the application toolbar.

---

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

- **Course Material**
- **Transaction Procedures**
- **Transaction Simulations**
- **Online Feedback Form**

http://myhelp.uky.edu/
A new screen will display another series of tabs showing additional information.

For example, to see how the material is packaged, click on the **Units of Measure** tab.

To return to the main data, click on the **Main data** button on the application toolbar.

Click on the **Purchasing** tab.

If you get a message asking for **Plant** number, enter **UK00** and click on the **Continue** icon.

Information on the **Purchasing** tab includes the following:

**Base Unit of Measure** (how item is issued), **Order Unit** (how item is ordered)

<table>
<thead>
<tr>
<th>General data</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Unit of Measure</td>
<td>EA</td>
<td>Each</td>
</tr>
<tr>
<td>Order Unit</td>
<td>BX</td>
<td>Var. OUn</td>
</tr>
</tbody>
</table>

**Mfr part number** (distributor catalog number), **Orig. Mfr part number** (manufacturer catalog number), **Mfr** (distributor), and **Orig. Mfr** (manufacturer)

<table>
<thead>
<tr>
<th>UKY Manufacturer Data</th>
<th></th>
<th>Mfr part profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mfr part number</td>
<td>54454</td>
<td>Mfr</td>
</tr>
<tr>
<td>Orig Mfr part number</td>
<td>669847</td>
<td>Orig. Mfr</td>
</tr>
</tbody>
</table>

Click on the **Accounting** tab. If you are asked for **Plant** number, enter **UK00**

**Tip** - Use the three icons to the far right of the tabs to move backward through the tabs, move forward through the tabs, or choose from a complete list of the tabs.

Information on the **Accounting** tab includes **Moving Price** (basic unit of measure price, actual issue cost).