

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

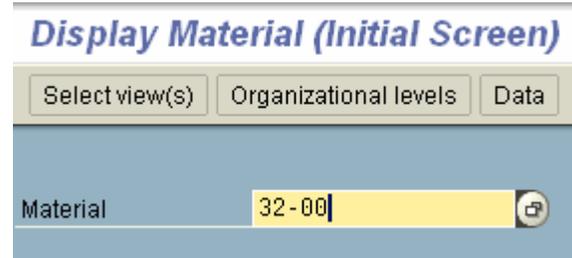
BEGINNING

Enter the transaction code

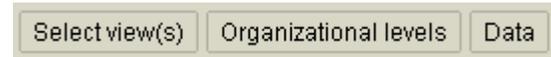
MM03

Display Material (Initial Screen)

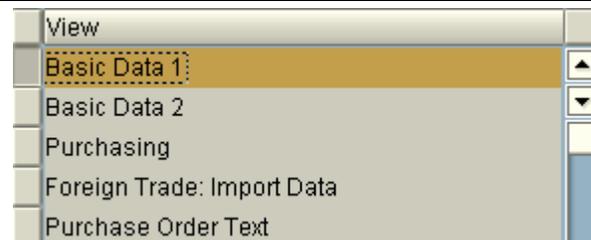
Enter the material number in the **Material** field. If you do not know the number, click on the **Possible Entries** icon  to perform a search. Use the information you have (for example, vendor or material name) to find the material number.



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.



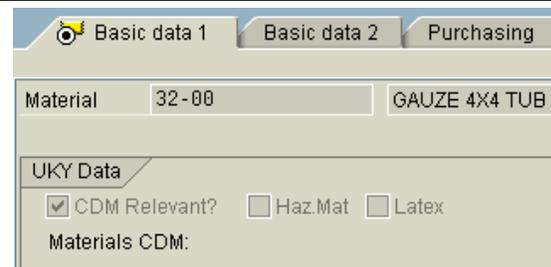
Click on the **Continue** icon at the bottom of the list of options



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.

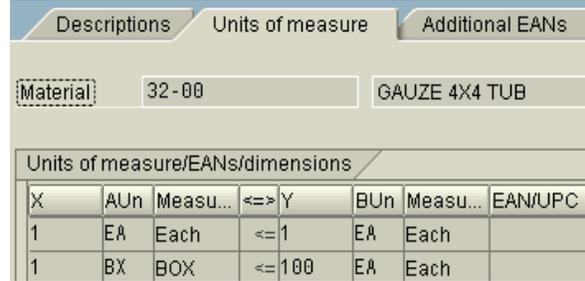


The following tools to help you are on the myHelp website.

[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.

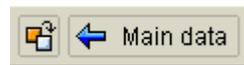


Material: 32-00 GAUZE 4X4 TUB

Units of measure/EANs/dimensions						
X	AUn	Measu...	<=> Y	BUn	Measu...	EAN/UPC
1	EA	Each	<=1	EA	Each	
1	BX	BOX	<=100	EA	Each	

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 

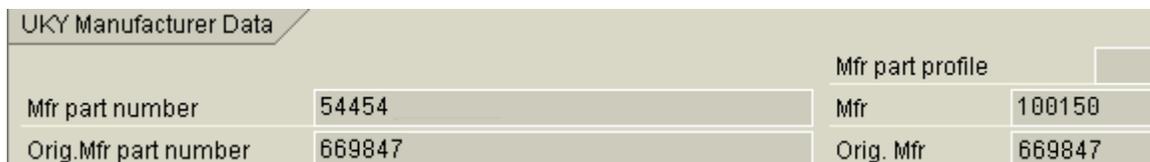


Information on the **Purchasing** tab includes the following:

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



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



UKY Manufacturer Data		Mfr part profile	
Mfr part number	54454	Mfr	100150
Orig.Mfr part number	669847	Orig. Mfr	669847

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)



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