

# ZMM\_Short – Short Sheet

**Process:** A reservation has been processed and a packing slip document must be created to show what materials actually were shipped. The full process includes: MB21, ZMM\_PICKT, MB26, and ZMM\_SHORT.

**Role:** Authorized User

**Frequency:** When needed


## BEGINNING

Enter the transaction code

ZMM\_SHORT

## PROGRAM ZMM\_SHORTSHEET


**Reservation Number**

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


**Status of Reservation**

Enter type, M, for manual

**Storage Location**

Enter the Storage Location number or use the Possible Entries icon  to select

**Required Date**

Enter the Required Date, use the Possible Entries icon  to select, or press the F4 key to pull up the calendar

Click on the Execute icon

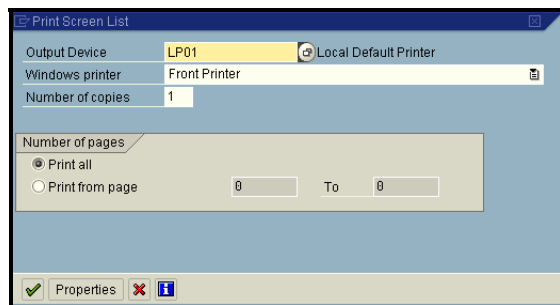


## PROGRAM ZMM\_SHORTSHEET

Click on the printer icon to print the form



Select the printer



Click on the Continue icon



Exit the transaction by clicking on the Back icon twice



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

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

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