

## ***UAMS INTERNAL PROCEDURES***

**NUMBER:** 2.14  
**CONTACT:** Warehouse Mgr  
**DATE:** July 1, 2004  
**REVIEW DATE:** May 2011

**SECTION:** SUPPLY CHAIN  
**AREA:** DISTRIBUTION SERVICES  
**PROCEDURE:** PROCEDURE TO POST PARS AND RESERVATIONS

### **PURPOSE**

This procedure ensures the correct movement of funds from the different departments to the Distribution account for payment of materials that are ordered on reservations. You must have access and authority in SAP to perform this procedure. This procedure must be performed daily immediately after the order is filled.

### **PROCEDURE**

- The reservation must first be checked to make sure it matches what was picked.
- To make changes go to MB22. Enter the reservation number and click on the green check located in the top left hand corner of your screen. The reservation will appear.
- Locate the item and amount that needs to be changed or deleted.
- **If** the amount needs to be changed you would click on the amount and change to desired amount then post.
- **If** the line needs to be completely deleted then you must tab to the small box located on the far right hand side and click on the box. When a check appears in the box you must post to complete this transaction.
- When the reservation is ready to be posted you must go to screen MB1A.
- You must enter 201 in box marked movement type. Tab down and type in UAMS in the box marked Plant. Tab down again and type DC01 in storage location then click on reservation.
- After **once again** making sure the order is correct then you can post the reservation.
- Once you have entered the movement type and the storage location you will not have to enter it again because SAP will default and fill in these fields, unless SAP either times out or you shut SAP down.
- After posting the first reservation you can click on To Reservation to enter a new reservation number.