HOW TO VIEW AND PRINT A LISTING OF STOREROOM ITEMS: There are 2 different ways you can view and print storeroom listings.

**Option 1:**

Use transaction MM60.

1) Place 10 in the Plant field.
2) Place 075000 in the Material Group field **IF** you wish to view only office supplies. If you want to see all items, leave this field blank.
3) Click on the clock icon to execute the report.

**NOTE:** You can enter transaction MM60 in your Storeroom Favorites folder, by following these steps:
- Right mouse click on the Storeroom folder and choose “insert transaction.”
- Type MM60 in the window that appears and press Enter (or click on the green checkmark icon).
- You now have this transaction added as a Storeroom Favorite.
Once you’ve executed the MM60 report, your screen will look similar to this:

Useful things to find on this report:
- Material number (for ordering purposes).
- Material description.
- Unit of measure.
- Material current price per unit.
**Option 2:**

Use transaction MM03.

![Display Material (Initial Screen)](image)

- Click on the drop down icon as circled in the screen shot above.

Make certain you are on the tab called Plant material by description. (If you are not, use the icon circled at the left and choose that item.)

If you wish to search alphabetically, enter the alphabet letter in the material description field with an asterisk behind it. In the example shown, it is listed as a*

Maximum number of hits has a default set of 500. This can be changed to 1000 if you don’t see everything in your report you need to see.

Press Enter or click on green checkmark to continue!
This is an example of how the report will look, although your actual report will be much larger. Note you have the print icon available should you desire to print the report.

If you run the report this way, you’d need to repeat the process for each letter of the alphabet you desire.

**NOTE:** You can enter transaction MM03 in your Storeroom Favorites folder, by following these steps:
- Right mouse click on the Storeroom folder and choose “insert transaction.”
- Type MM03 in the window that appears and press Enter (or click on the green checkmark icon).
- You now have this transaction added as a Storeroom Favorite.

**Useful things to find on this report:**
- Material description.
- Material number (for ordering purposes).
- *Note: Unit of measure and current price per unit are not available on this report!*

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