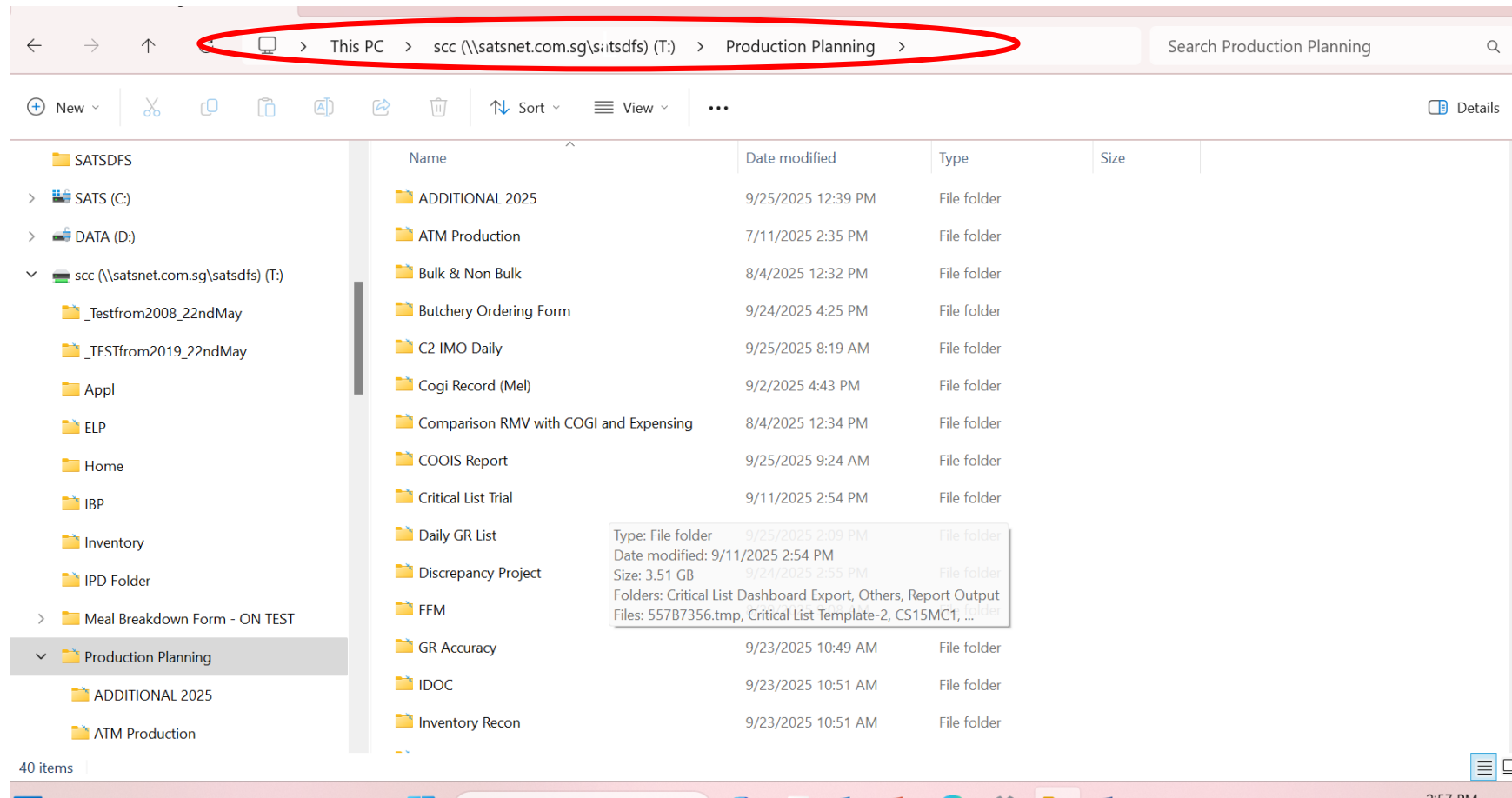

















# SATS - Production Order Mass GR










# Step 1: To perform Mass GR after receiving production quantity from kitchen, navigate to production planning folder










# Step 2: Click on Daily GR List

Name	Date modified	Type	Size
 ADDITIONAL 2025	9/25/2025 12:39 PM	File folder	
 ATM Production	7/11/2025 2:35 PM	File folder	
 Bulk & Non Bulk	8/4/2025 12:32 PM	File folder	
 Butchery Ordering Form	9/24/2025 4:25 PM	File folder	
 C2 IMO Daily	9/25/2025 8:19 AM	File folder	
 Cogi Record (Mel)	9/2/2025 4:43 PM	File folder	
 Comparison RMV with COGI and Expensing	8/4/2025 12:34 PM	File folder	
 COOIS Report	9/25/2025 9:24 AM	File folder	
 Critical List Trial	9/11/2025 2:54 PM	File folder	
 Daily GR List	9/25/2025 2:09 PM	File folder	
 Discrepancy Project	9/24/2025 2:55 PM	File folder	
 FFM	8/29/2025 9:08 AM	File folder	
 GR Accuracy	9/23/2025 10:49 AM	File folder	
 IDOC	9/23/2025 10:51 AM	File folder	
 Inventory Recon	9/23/2025 10:51 AM	File folder	




# Step 3: After Clicking on Daily GR list, it would prompt you to this page

Name	Date modified	Type	Size
 Daily GR List C1	9/25/2025 6:18 AM	File folder	
 Daily GR List C2	9/25/2025 6:18 AM	File folder	
 Mass GR	9/23/2025 9:53 AM	File folder	
 Daily GR List Automate	9/25/2025 6:19 AM	Microsoft Excel Macr...	455 KB
 Daily GR List	9/24/2025 5:16 AM	Microsoft Excel Work...	258 KB
 Daily GR List1	9/22/2025 5:16 AM	Microsoft Excel Work...	252 KB
 EXPORT	7/1/2025 1:54 PM	Microsoft Excel Work...	6 KB




# Step 4: Select the plant that you want to GR

Name	Date modified	Type	Size
 Daily GR List C1	9/25/2025 6:18 AM	File folder	
 Daily GR List C2	9/25/2025 6:18 AM	File folder	
 Mass GR	9/23/2025 9:53 AM	File folder	
 Daily GR List Automate	9/25/2025 6:19 AM	Microsoft Excel Macr...	455 KB
 Daily GR List	9/24/2025 5:16 AM	Microsoft Excel Work...	258 KB
 Daily GR List1	9/22/2025 5:16 AM	Microsoft Excel Work...	252 KB
 EXPORT	7/1/2025 1:54 PM	Microsoft Excel Work...	6 KB

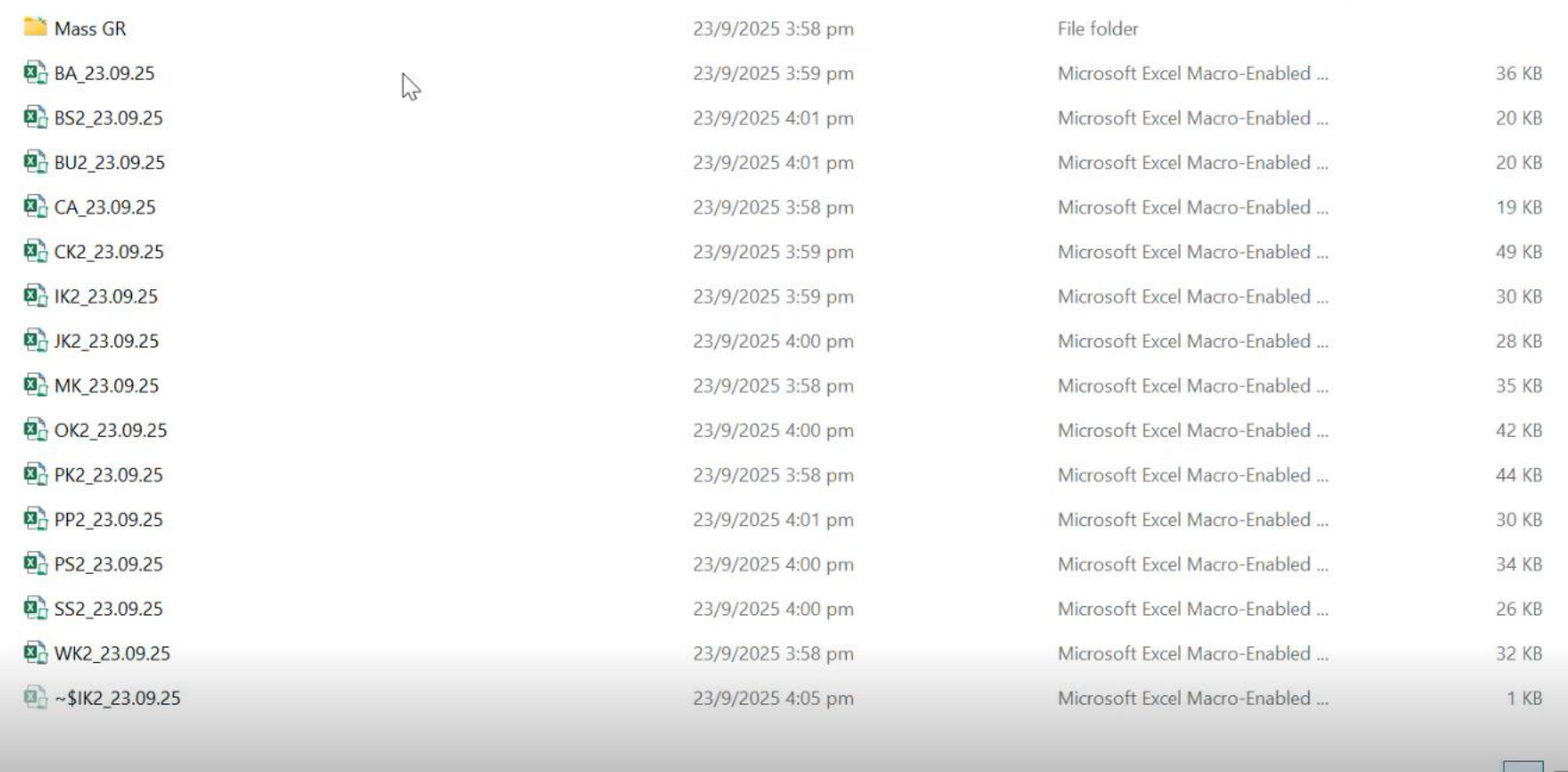
# Step 5: After that, it would prompt you to this page

Name	Date modified <sup>^</sup>	Type	Size
 C2 22.09.25	9/23/2025 9:52 AM	File folder	
 C2 23.09.251	9/23/2025 10:16 AM	File folder	
 C2 23.09.25	9/23/2025 4:10 PM	File folder	

# Step 6: Click on the file with the current date

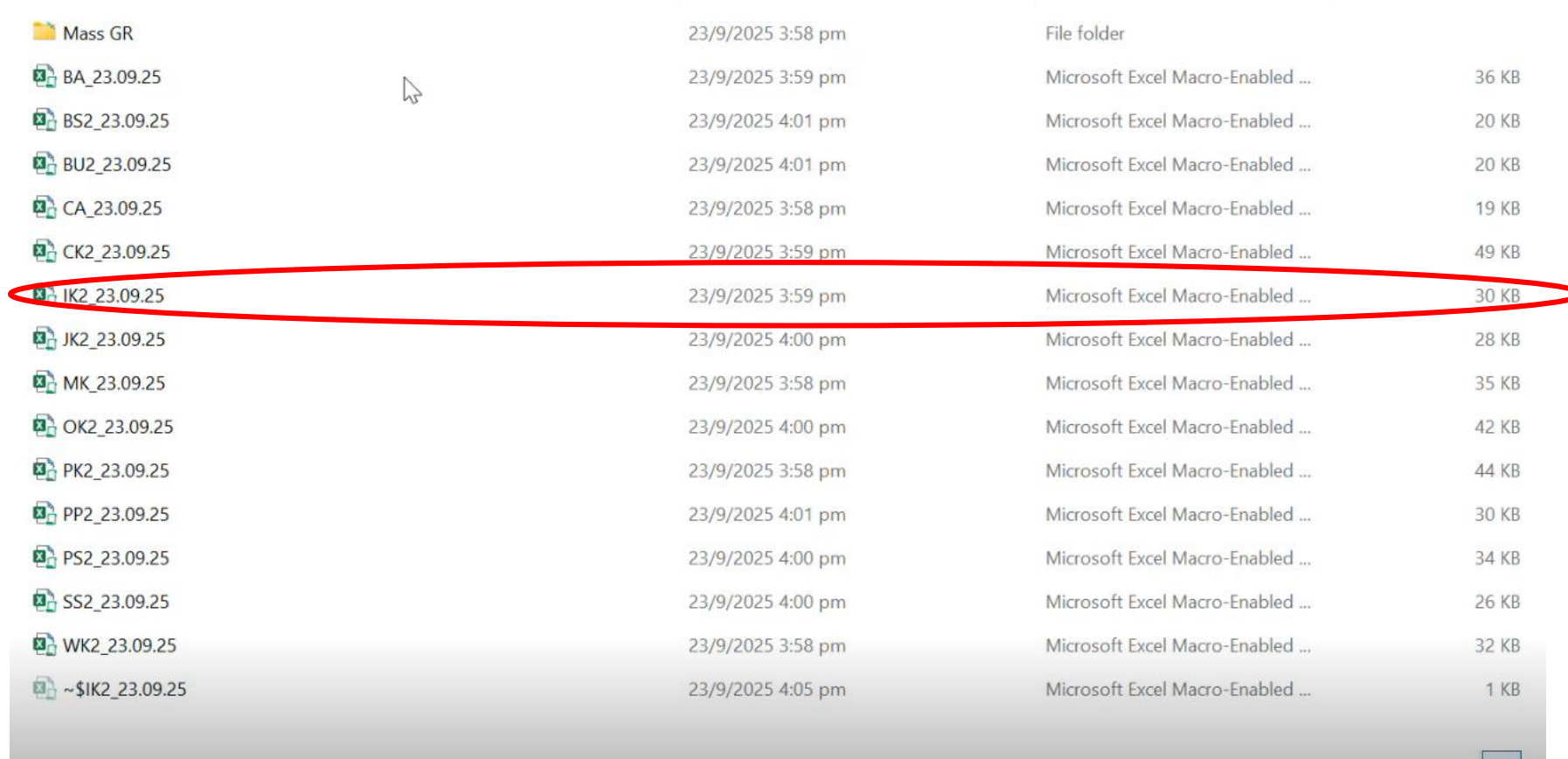
Name	Date modified <sup>^</sup>	Type	Size
 C2 22.09.25	9/23/2025 9:52 AM	File folder	
 C2 23.09.251	9/23/2025 10:16 AM	File folder	
 C2 23.09.25	9/23/2025 4:10 PM	File folder	

# Step 7: After clicking on it, it would prompt you to this page



Mass GR	23/9/2025 3:58 pm	File folder	
BA_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	36 KB
BS2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	20 KB
BU2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	20 KB
CA_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	19 KB
CK2_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	49 KB
IK2_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	30 KB
JK2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	28 KB
MK_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	35 KB
OK2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	42 KB
PK2_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	44 KB
PP2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	30 KB
PS2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	34 KB
SS2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	26 KB
WK2_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	32 KB
~\$IK2_23.09.25	23/9/2025 4:05 pm	Microsoft Excel Macro-Enabled ...	1 KB

# Step 8: Choose the kitchen that you want to GR



Mass GR	23/9/2025 3:58 pm	File folder	
BA_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	36 KB
BS2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	20 KB
BU2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	20 KB
CA_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	19 KB
CK2_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	49 KB
IK2_23.09.25	23/9/2025 3:59 pm	Microsoft Excel Macro-Enabled ...	30 KB
JK2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	28 KB
MK_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	35 KB
OK2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	42 KB
PK2_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	44 KB
PP2_23.09.25	23/9/2025 4:01 pm	Microsoft Excel Macro-Enabled ...	30 KB
PS2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	34 KB
SS2_23.09.25	23/9/2025 4:00 pm	Microsoft Excel Macro-Enabled ...	26 KB
WK2_23.09.25	23/9/2025 3:58 pm	Microsoft Excel Macro-Enabled ...	32 KB
~\$IK2_23.09.25	23/9/2025 4:05 pm	Microsoft Excel Macro-Enabled ...	1 KB

# Step 9: After opening the file, it would prompt you to this page

The screenshot displays a software interface with a data entry form on the left and a table of ingredients on the right. The form includes a 'NAME' field, a 'Legend' section with checkboxes for 'Write Qty' (checked) and 'Leave Blank', and a 'Cook as per Prod Ord Qty' checkbox. The table lists 12 items with columns for 'No', 'Order', 'Material', 'Material description', 'Order quantity (GMEIN)', 'UOM', and 'QTY'. The 'QTY' column has a '+' icon in the first row. The interface also shows a taskbar at the bottom with various application icons and a system tray with the date and time.

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	+
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	
6	830562850	60000242	ALOO SIMLA MIRCH IK	5.8	KG	
7	830554244	60A0035618	ALOO(POTATO) JEERA IK	0.7	KG	
8	830681196	60A0053438	AMRITSARI CHOLE IK	0.1	KG	
9	830554438	60000720	ANARI PANEER ROLL(SAINI)*	0.2	KG	
10	830562990	50002604	BADAM HARA MOONG IK	0.2	KG	
11	830557024	60001387	BAINGAN KHATE MITHE (BABY BRINJAL) KG IK	0.6	KG	
12	830562722	50008526	BEAN CURD FRID(TAU KWA) IK	0.3	KG	

# Step 10: Afterwards, key in the quantity

The screenshot displays a software interface with a table containing 12 rows of data. The columns are labeled: No, Order, Material, Material description, Order quantity (GMEIN), UOM, and QTY. The QTY column is highlighted with a red circle, indicating where to enter the quantity. The table data is as follows:

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	
6	830562850	60000242	ALOO SIMLA MIRCH IK	5.8	KG	
7	830554244	60A0035618	ALOO(POTATO) JEERA IK	0.7	KG	
8	830681196	60A0053438	AMRITSARI CHOLE IK	0.1	KG	
9	830554438	60000720	ANARI PANEER ROLL(SAINI)*	0.2	KG	
10	830562990	50002604	BADAM HARA MOONG IK	0.2	KG	
11	830557024	60001387	BAINGAN KHATE MITHE (BABY BRINJAL) KG IK	0.6	KG	
12	830562722	50008526	BEAN CURD FRID(TAU KWA) IK	0.3	KG	

The interface also includes a legend section with the following text:

NAME \_\_\_\_\_

Legend:

✓ ✓

Write Qty 1234

Leave Blank

Cook as per Prod Ord Qty

Diff from Prod Ord Qty

Not produced

The bottom of the screen shows a taskbar with various application icons and a system tray with the date and time: 4:06 pm, 23/9/2025.

## Step 11: Next, highlight columns I:K and right click

1234567891011121314151617181920

A C D E F G I L M N O P

23/09/25<Restricted>IK21/3

NAME

Legend:

✓

Write Qty

Leave Blank

✓

1234

Cook as per Prod Ord Qty

Diff from Prod Ord Qty

Not produced

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5
6	830562850	60000242	AI OO SIMI A MIRCH IK	5.8	KG	6

IK2+

23/09/25<Res

Accessibility: Investigate

Page: 1 of 3

Average: 3.5Count: 166Sum: 21

Display Settings

100%

# Step 12: Once that's done, this pop up would show up

The screenshot displays a software interface with a data table and a context menu. The table contains material descriptions and quantities. A context menu is open on the right, listing various actions like Cut, Copy, Paste Options, and Format Cells. The menu is highlighted with a red border.

23/09/25 <Restricted> IK2 1/3

NAME \_\_\_\_\_

Legend:

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5
6	830562850	60000242	AI OO SIMI A MIRCH IK	5.8	KG	6

IK2

Accessibility: Investigate Page: 1 of 3 Average: 3.5 Count: 166 Sum: 21 Display S

4:06 pm 23/9/2025

Context Menu:

- Search the menus
- Cut
- Copy
- Paste Options:
- Paste Special...
- Copilot Suggestions >
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

# Step 13: Click on Unhide

The screenshot shows a software interface with a data table and a context menu. The table has columns for No, Order, Material, Material description, Order quantity (GMEIN), UOM, and QTY. The context menu is open, showing options like Cut, Copy, Paste Options, and Unhide. The 'Unhide' option is highlighted with a red circle.

23/09/25 <Restricted> IK2 1/3

NAME \_\_\_\_\_

Legend:

✓	✓	
Write Qty	1234	Cook as per Prod Ord Qty
Leave Blank		Diff from Prod Ord Qty
		Not produced

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5
6	830562850	60000242	AI OO SIMI A MIRCH IK	5.8	KG	6

IK2

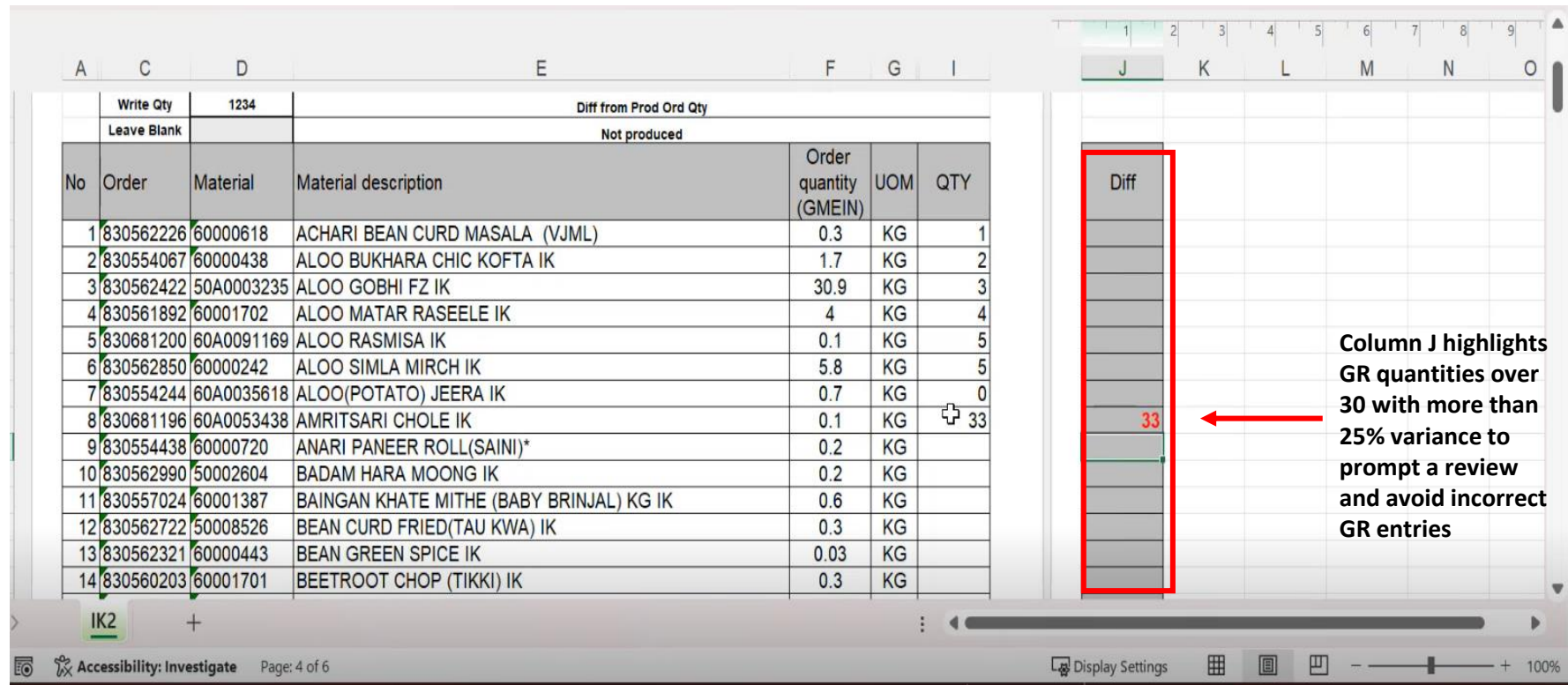
Accessibility: Investigate Page: 1 of 3 Average: 3.5 Count: 166 Sum: 21 Display S

4:06 pm 23/9/2025

Context Menu Options:

- Cut
- Copy
- Paste Options:
- Paste Special...
- Copilot Suggestions
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide**

# Step 14: After clicking on Unhide, the column would show up

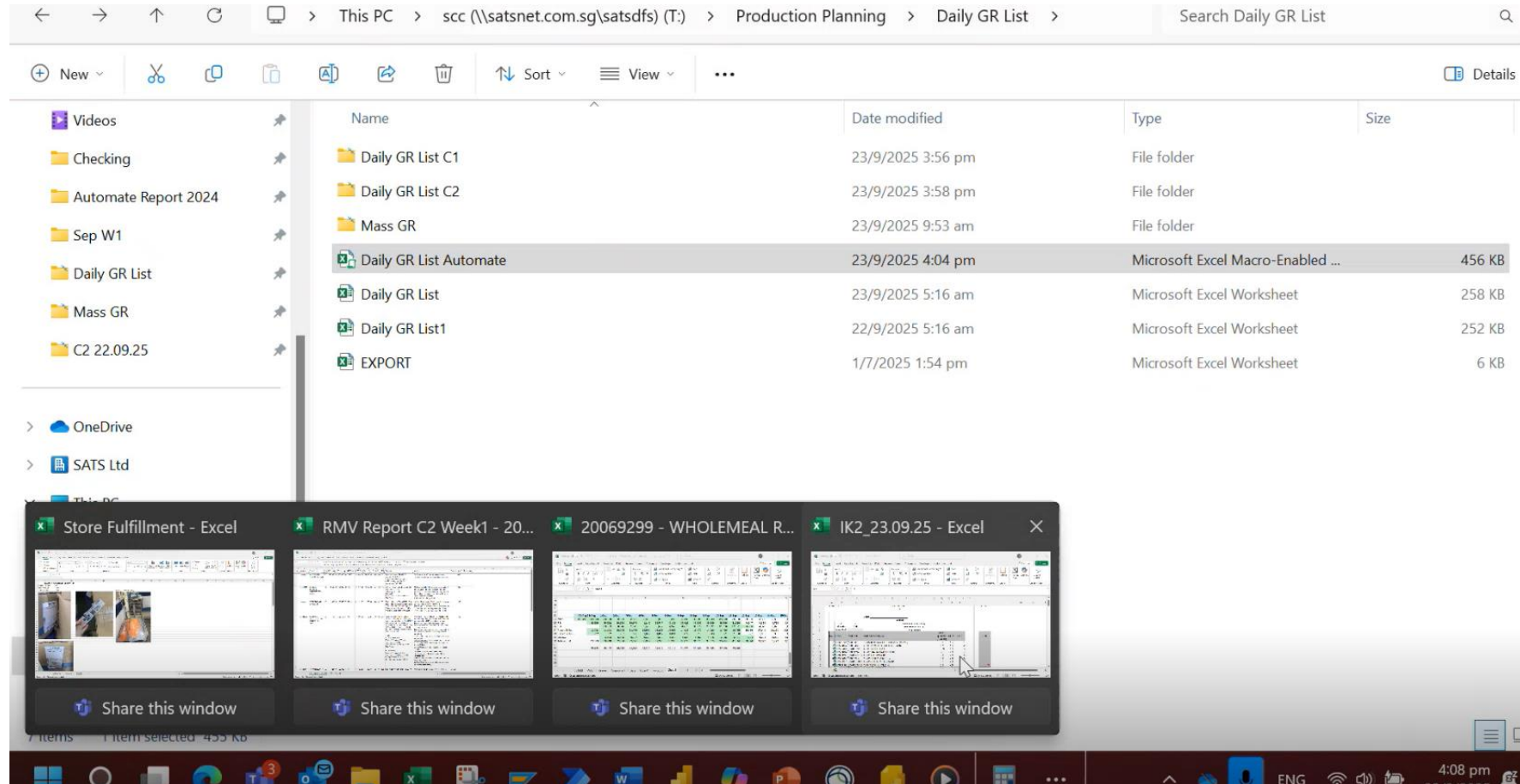


The screenshot displays a software interface with a table of materials and a 'Diff' column. The table has columns for No, Order, Material, Material description, Order quantity (GMEIN), UOM, and QTY. The 'Diff' column is highlighted in red, and a red arrow points to it from a text box on the right. The text box contains the following text:

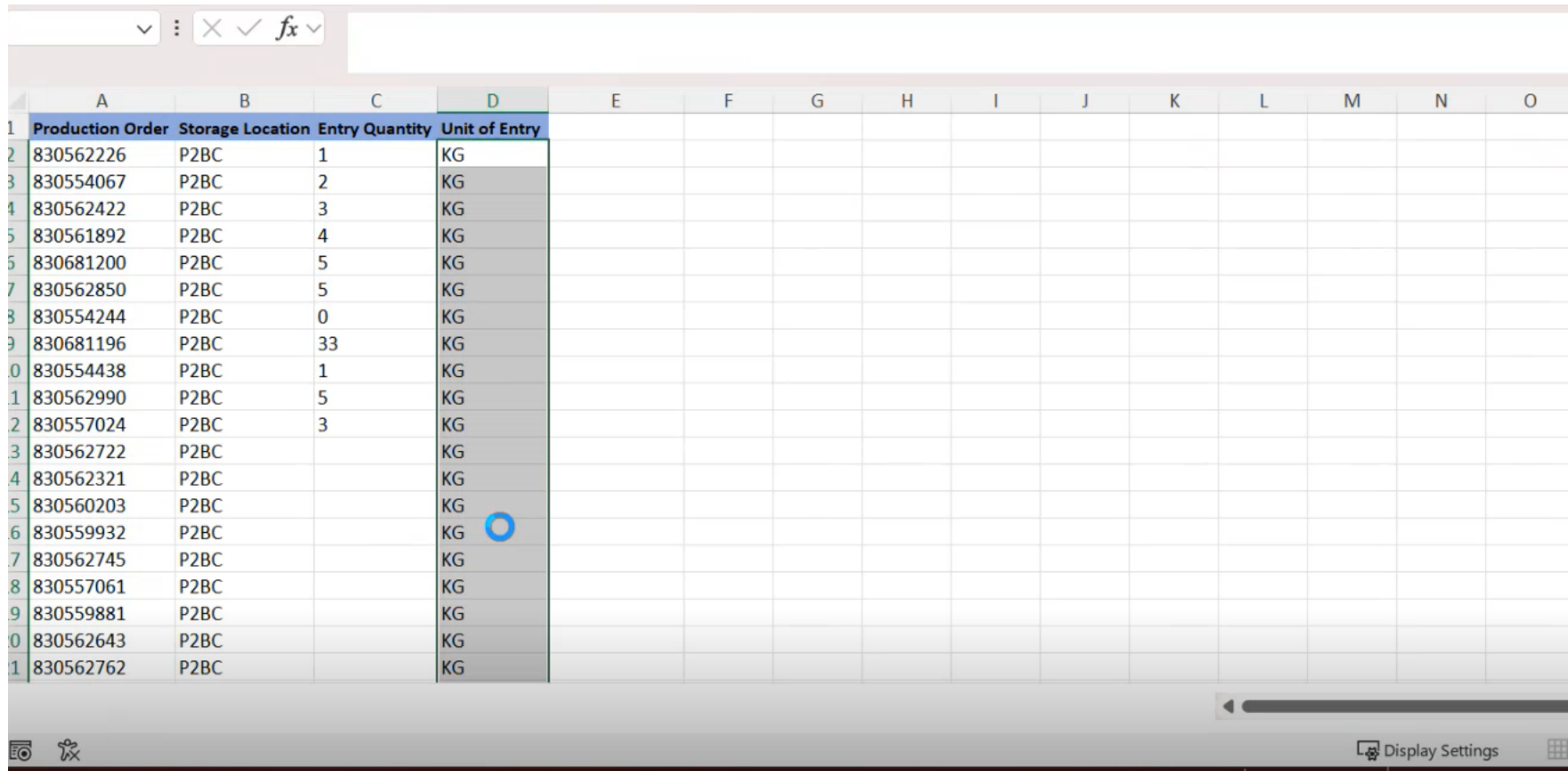
Column J highlights GR quantities over 30 with more than 25% variance to prompt a review and avoid incorrect GR entries

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY	Diff
1	830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1	
2	830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2	
3	830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3	
4	830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4	
5	830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5	
6	830562850	60000242	ALOO SIMLA MIRCH IK	5.8	KG	5	
7	830554244	60A0035618	ALOO(POTATO) JEERA IK	0.7	KG	0	
8	830681196	60A0053438	AMRITSARI CHOLE IK	0.1	KG	33	
9	830554438	60000720	ANARI PANEER ROLL(SAINI)*	0.2	KG		
10	830562990	50002604	BADAM HARA MOONG IK	0.2	KG		
11	830557024	60001387	BAINGAN KHATE MITHE (BABY BRINJAL) KG IK	0.6	KG		
12	830562722	50008526	BEAN CURD FRIED(TAU KWA) IK	0.3	KG		
13	830562321	60000443	BEAN GREEN SPICE IK	0.03	KG		
14	830560203	60001701	BEETROOT CHOP (TIKKI) IK	0.3	KG		

# Step 15: Ensure that the Daily GR list Automate file is not open



Step 16: Once, all the quantity is filled up press **Ctrl+Q** and this would show that it is running



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Production Order	Storage Location	Entry Quantity	Unit of Entry											
2	830562226	P2BC	1	KG											
3	830554067	P2BC	2	KG											
4	830562422	P2BC	3	KG											
5	830561892	P2BC	4	KG											
6	830681200	P2BC	5	KG											
7	830562850	P2BC	5	KG											
8	830554244	P2BC	0	KG											
9	830681196	P2BC	33	KG											
10	830554438	P2BC	1	KG											
11	830562990	P2BC	5	KG											
12	830557024	P2BC	3	KG											
13	830562722	P2BC		KG											
14	830562321	P2BC		KG											
15	830560203	P2BC		KG											
16	830559932	P2BC		KG											
17	830562745	P2BC		KG											
18	830557061	P2BC		KG											
19	830559881	P2BC		KG											
20	830562643	P2BC		KG											
21	830562762	P2BC		KG											

# Step 17: Once it is done running, this pop up would show up

The screenshot shows a Microsoft Excel window with a data table. A red circle highlights a pop-up message box that reads: "The info has been transferred to Mass GR file, you may proceed to upload it in SAP ZPP\_E351, thank you." with an "OK" button.

The data table in the background is as follows:

Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1
830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2
830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3
830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4
830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5
830562850	60000242	AI OO SIMI A MIRCH IK	5.8	KG	5

Below the table, there is a section with the following text:

NAME \_\_\_\_\_

Write Qty 1234

Leave Blank

Diff

# Step 18: Press ok

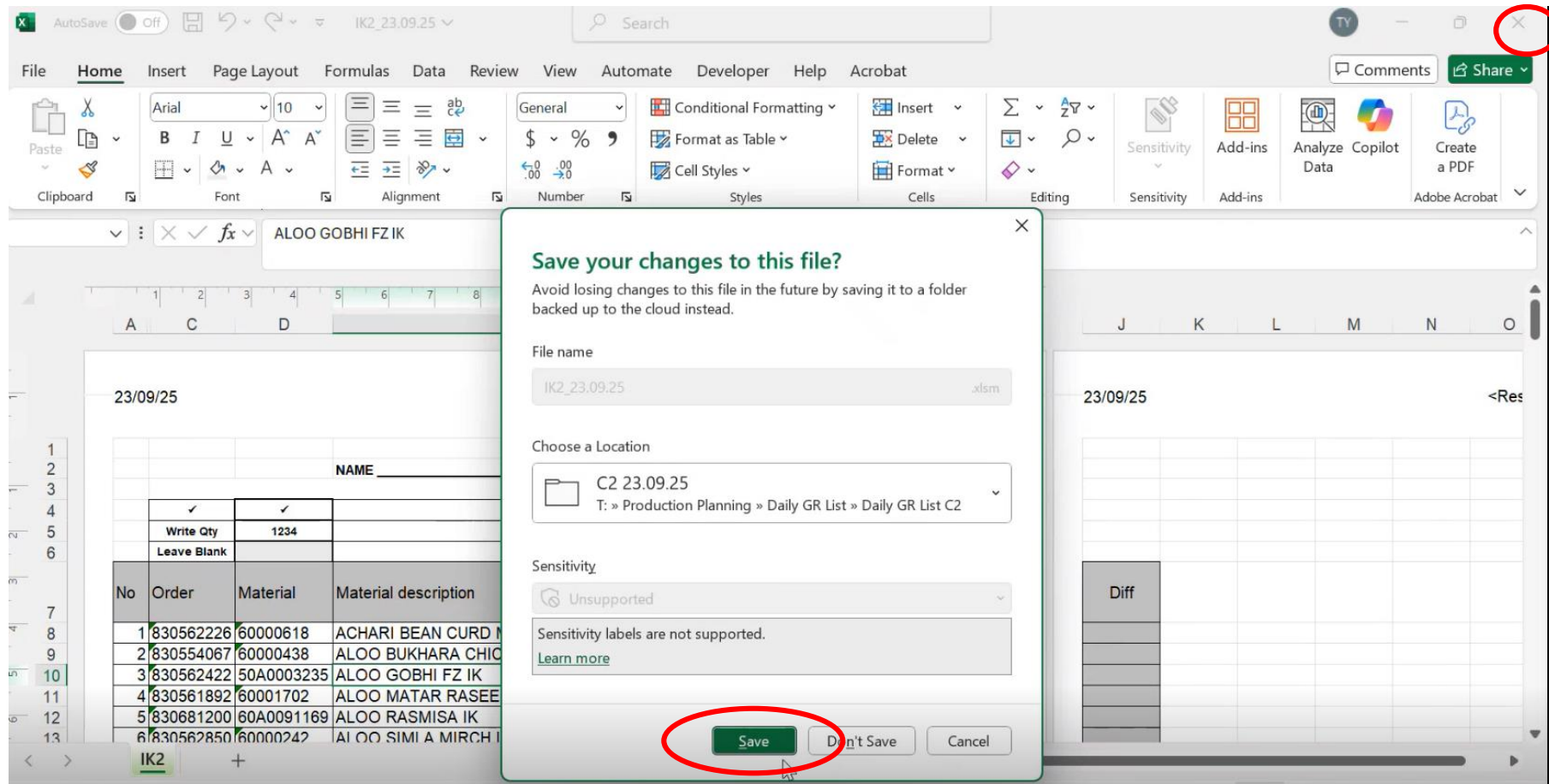
The screenshot shows a Microsoft Excel window with a data table and a confirmation dialog box. The dialog box, titled "Microsoft Excel", contains the text: "The info has been transferred to Mass GR file, you may proceed to upload it in SAP ZPP\_E351, thank you." The "OK" button in the dialog box is circled in red.

The data table in the background has the following columns: Order, Material, Material description, Order quantity (GMEIN), UOM, and QTY. The data rows are as follows:

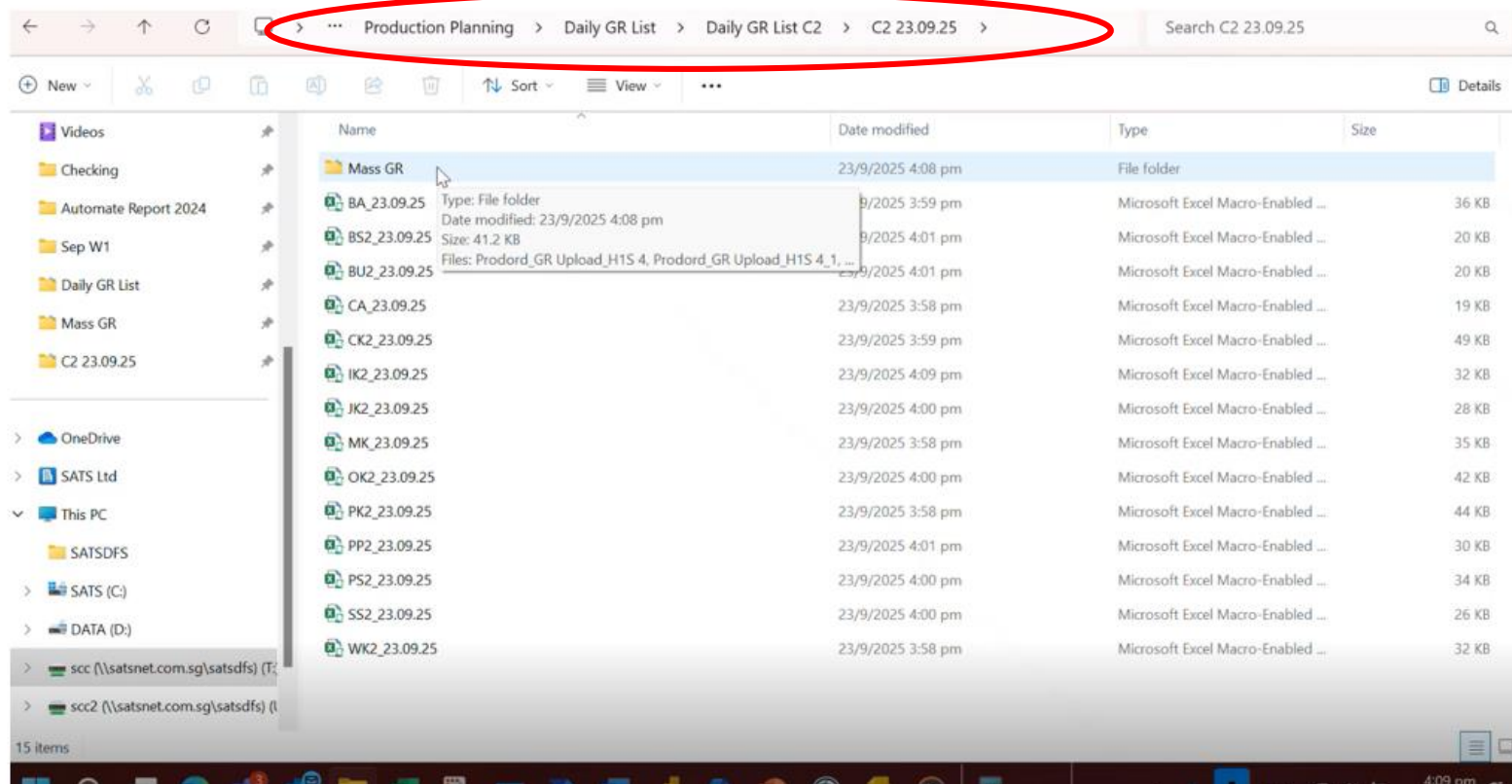
Order	Material	Material description	Order quantity (GMEIN)	UOM	QTY
830562226	60000618	ACHARI BEAN CURD MASALA (VJML)	0.3	KG	1
830554067	60000438	ALOO BUKHARA CHIC KOFTA IK	1.7	KG	2
830562422	50A0003235	ALOO GOBHI FZ IK	30.9	KG	3
830561892	60001702	ALOO MATAR RASEELE IK	4	KG	4
830681200	60A0091169	ALOO RASMISA IK	0.1	KG	5
830562850	60000242	AI OO SIMI A MIRCH IK	5.8	KG	5

The status bar at the bottom of the Excel window shows "Possibility: Investigate" and "Page: 1 of 6".

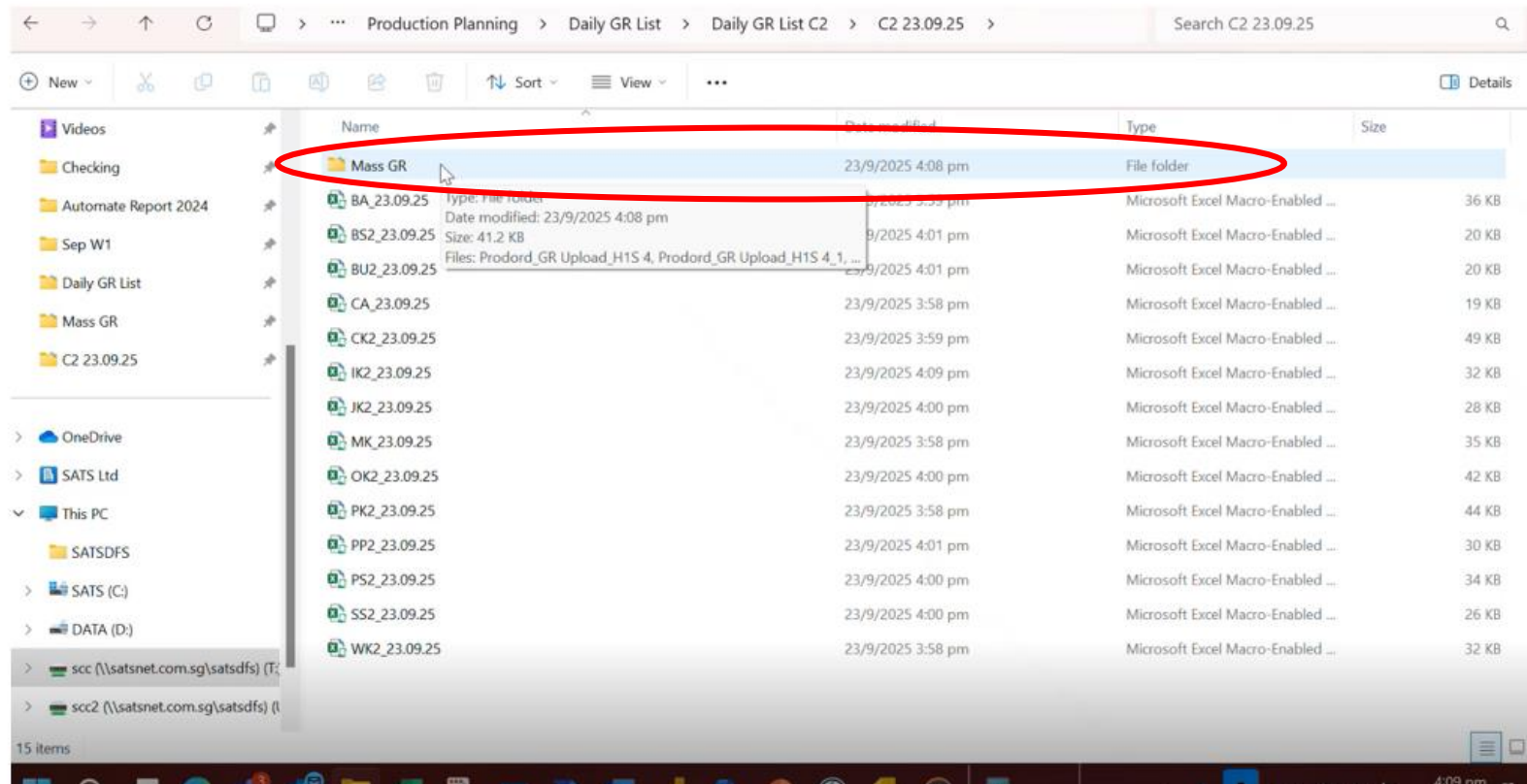
# Step 19: Once that's done, close and save the file



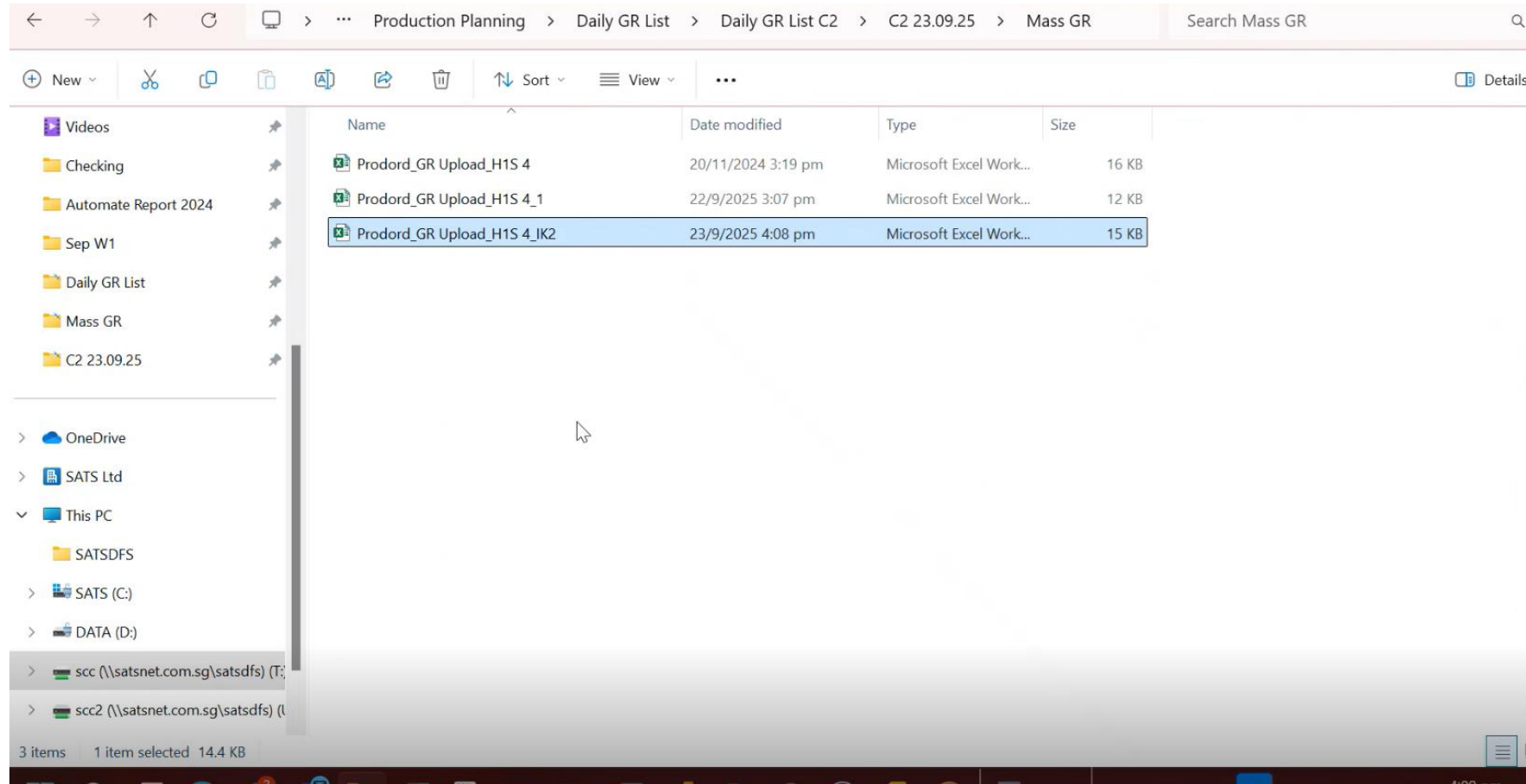
# Optional step 19A: Head back to this page



# Step 19B: Click on Mass GR



# Step 19C: After clicking on it, it would prompt you to this page



Step 19D: Once that's done, you will notice the file has been exported in this folder. Then you can proceed to upload it in ZPP\_E351 in SAP

