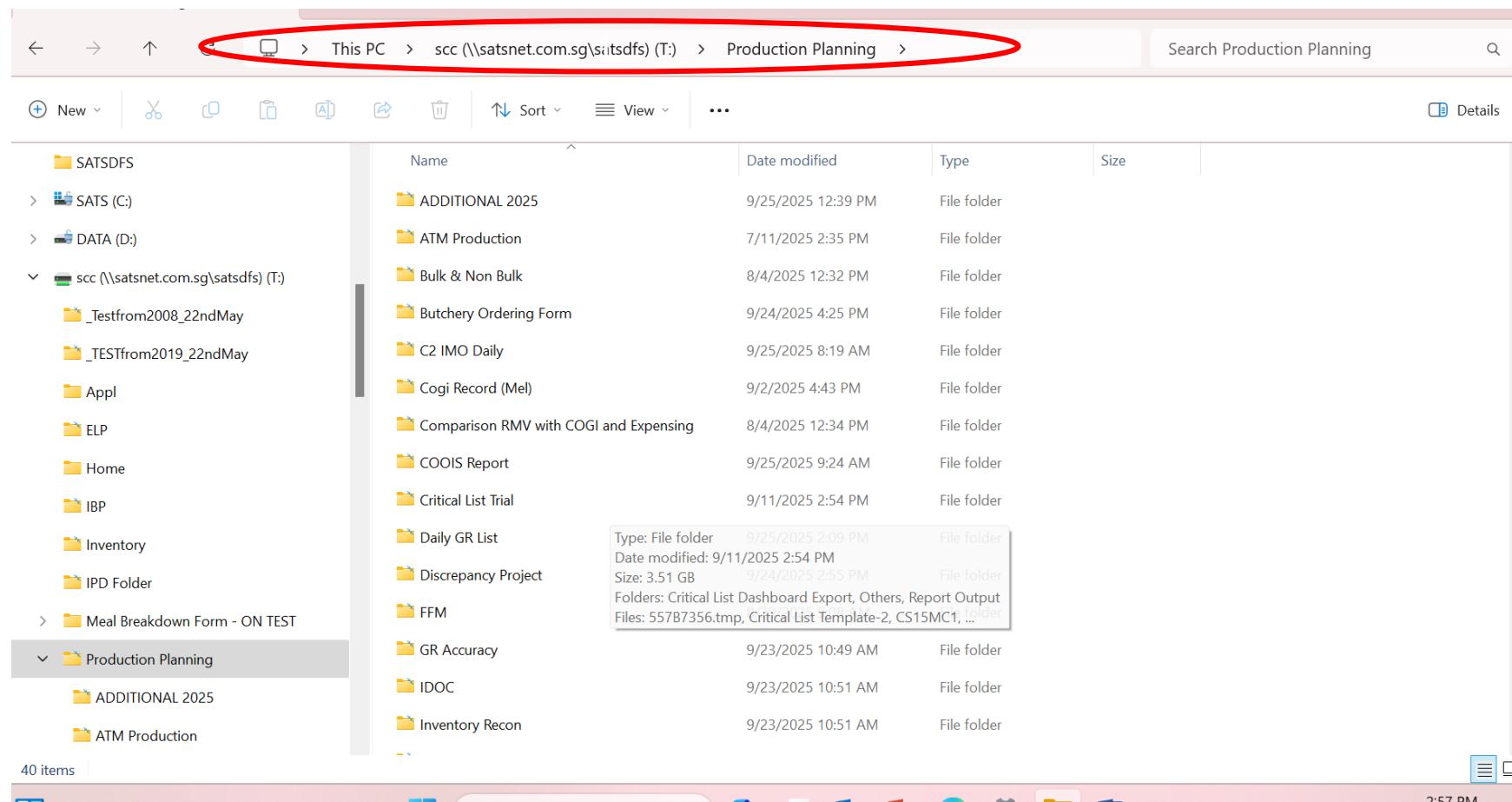


SATS - Production Order Mass GR



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 ^	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	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

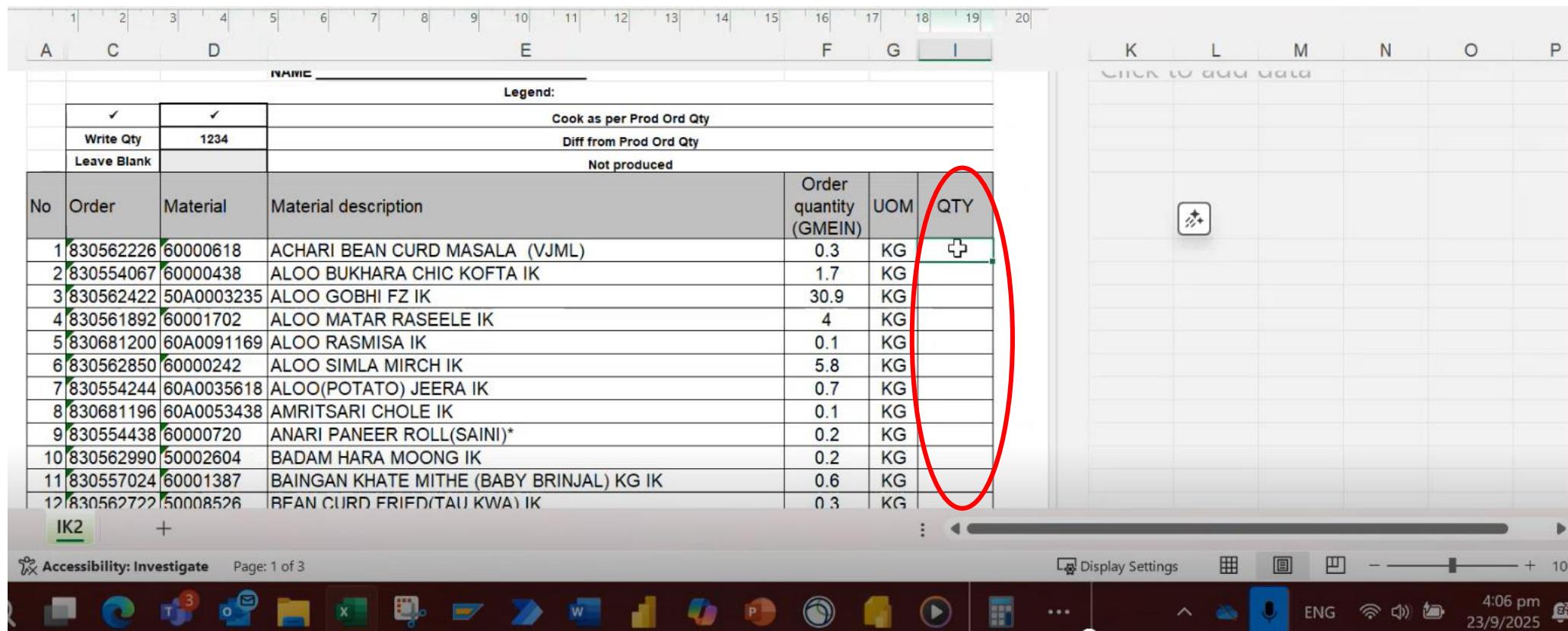
Step 8: Choose the kitchen that you want to GR

📁 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

No	Order	Material	Material description	Legend:		
				Cook as per Prod Ord Qty		
				Write Qty	Leave Blank	Not produced
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	BFAN CURD FRIED(TAU KWA) IK	0.3	KG	

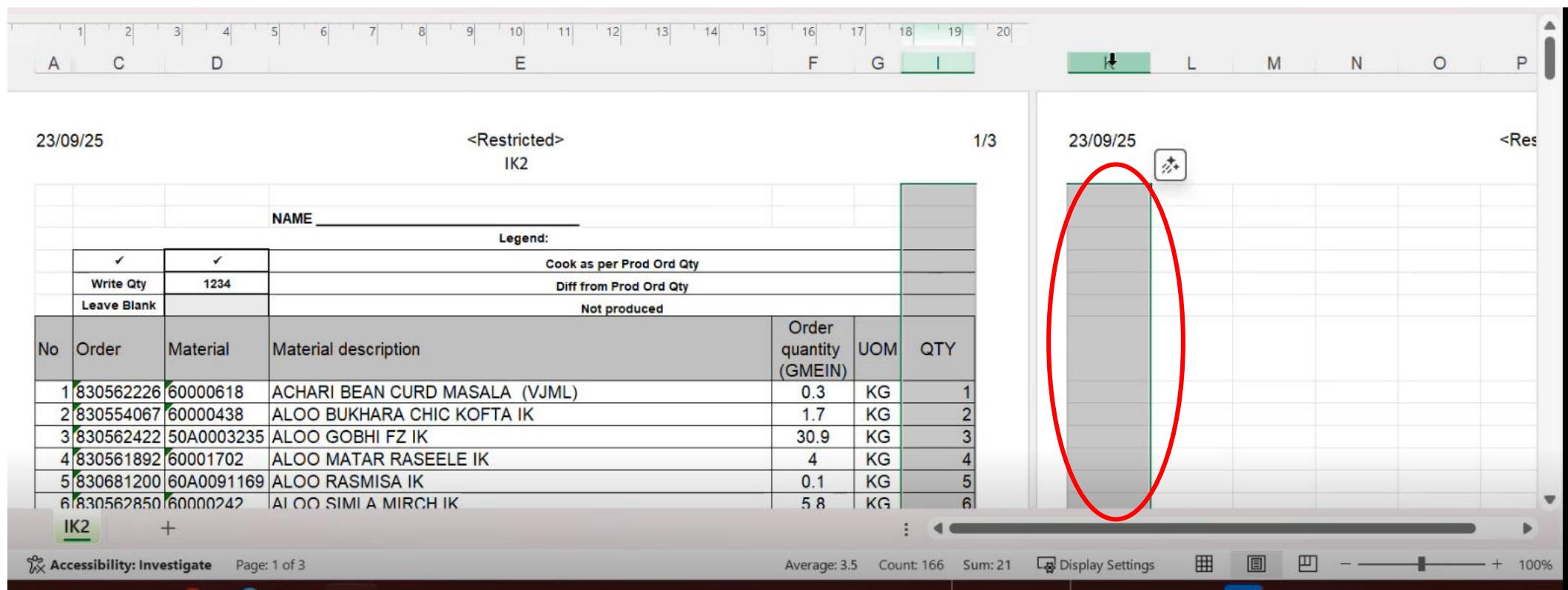
Step 10: Afterwards, key in the quantity



The screenshot shows a Microsoft Excel spreadsheet with a table of food items. The table has columns for Order number, Material code, Material description, Order quantity (GMEIN), UOM, and QTY. A legend at the top indicates that a checkmark in the 'Write Qty' row means 'Cook as per Prod Ord Qty', leaving blank means 'Diff from Prod Ord Qty', and 'Not produced' means 'Leave Blank'. The 'QTY' column is circled in red, indicating it is the target for input. The status bar at the bottom shows 'IK2' and a plus sign, and the taskbar includes icons for various applications like File, Home, Insert, etc.

No	Order	Material	Material description	Order quantity (GMEIN)	UOM	Cook as per Prod Ord Qty	QTY
						Diff from Prod Ord Qty	
						Not produced	
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	BFAN CURD FRIED(TAU KWA) IK	0.3	KG		

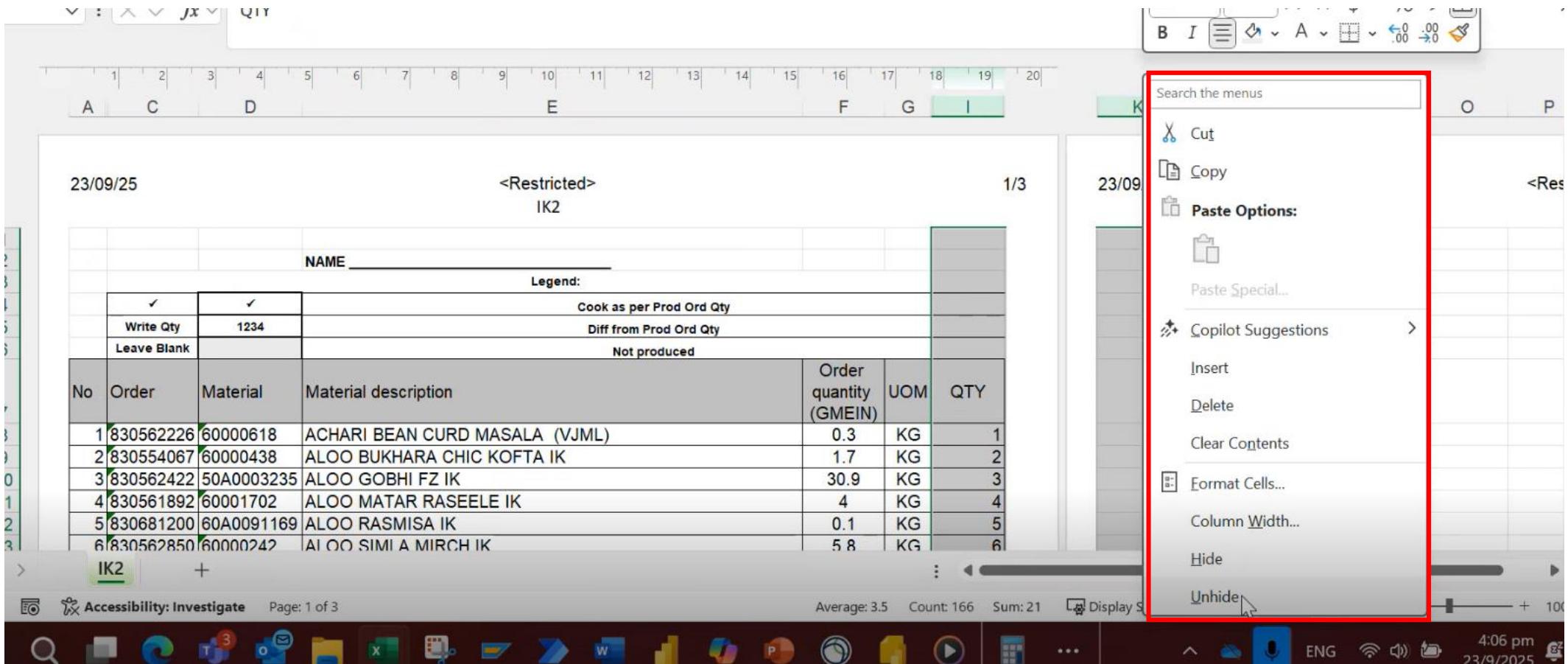
Step 11: Next, highlight columns I:K and right click



The screenshot shows a software interface with a table of material descriptions and their quantities. The table has columns for No, Order, Material, Material description, Order quantity (GMEIN), UOM, and QTY. The QTY column is highlighted with a red oval. The interface includes a legend, a date (23/09/25), and a page number (1/3). 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	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

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

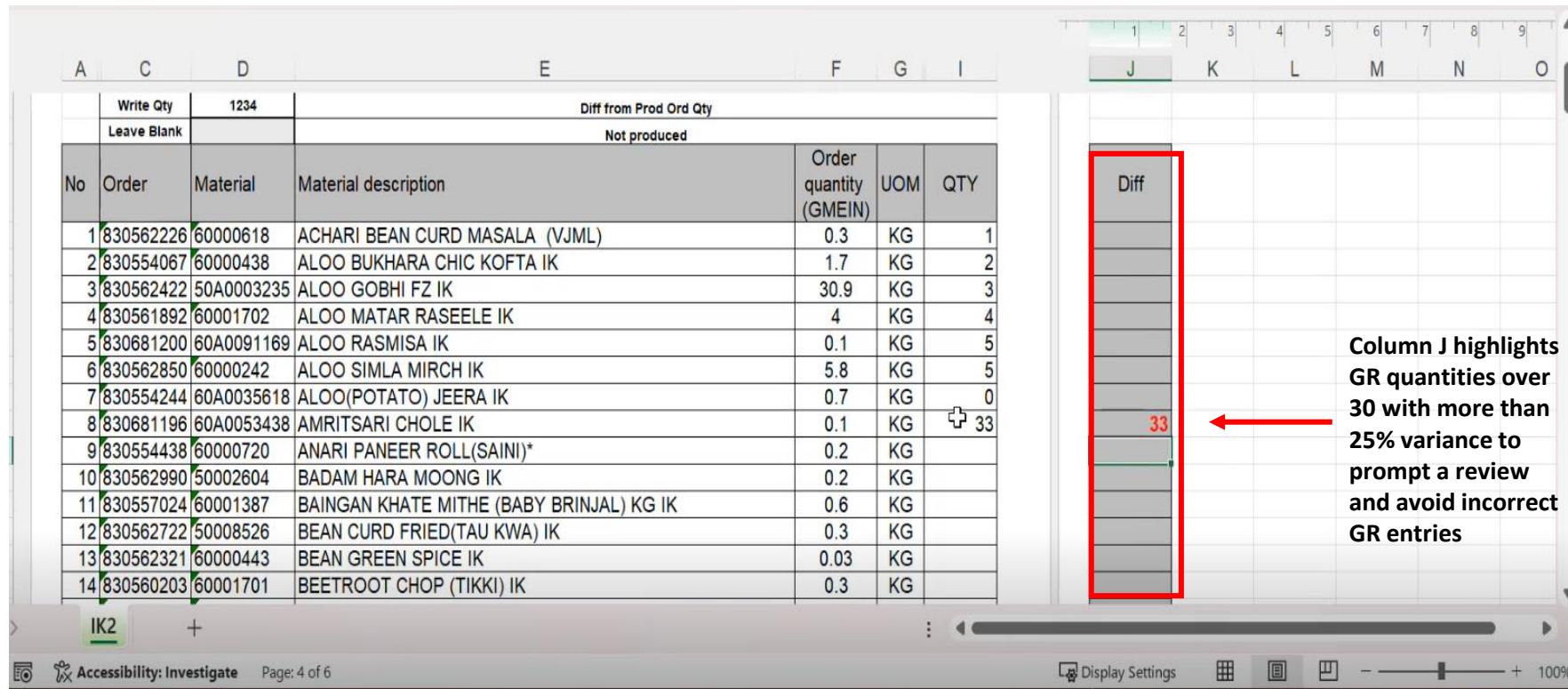


Step 13: Click on Unhide

The screenshot shows a Microsoft Excel spreadsheet with a context menu open over a hidden column. The menu includes options like Cut, Copy, Paste Options, Copilot Suggestions, Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The 'Unhide' option is highlighted with a red circle.

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

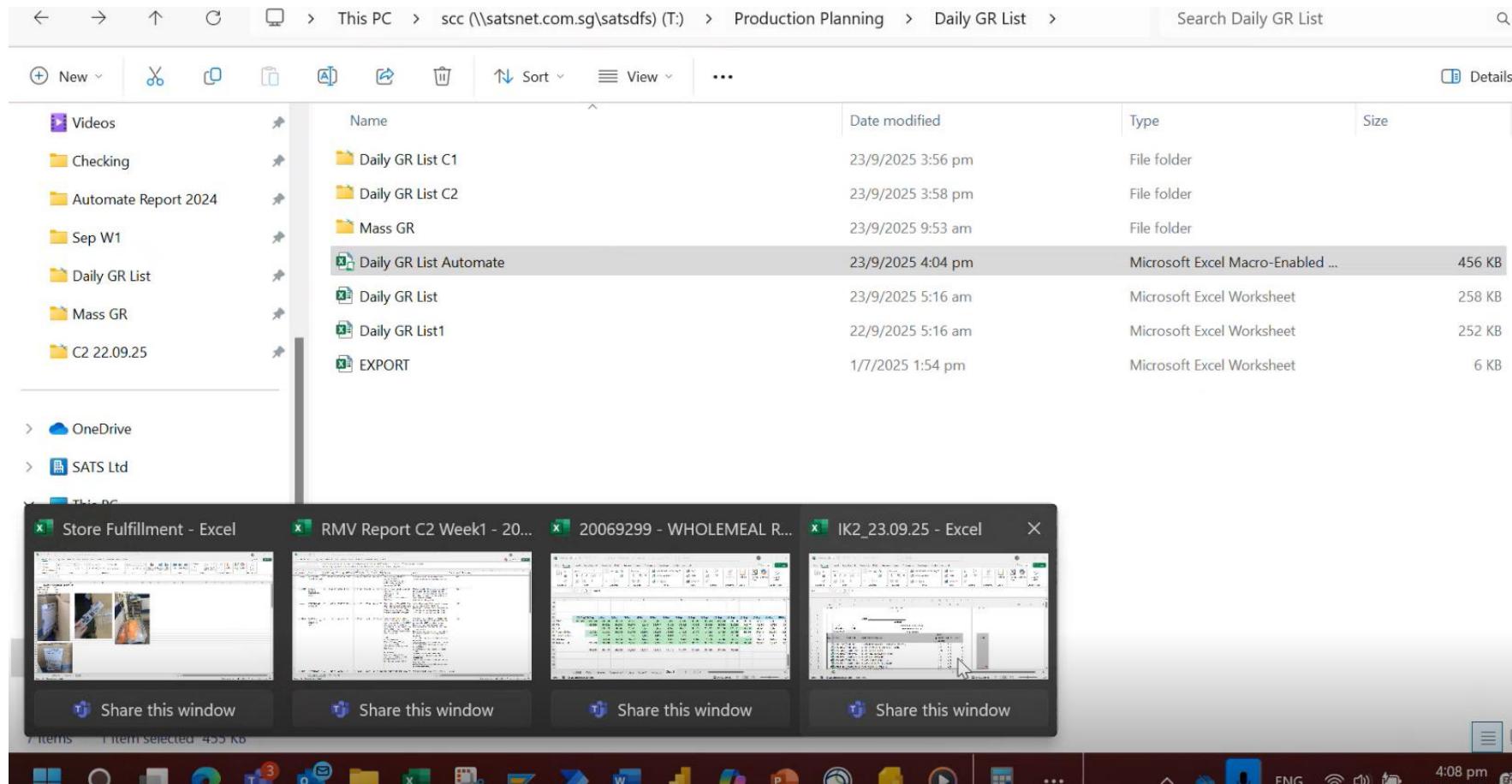
Step 14: After clicking on Unhide, the column would show up



No	Order	Material	Material description	Diff from Prod Ord Qty		
				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	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	

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

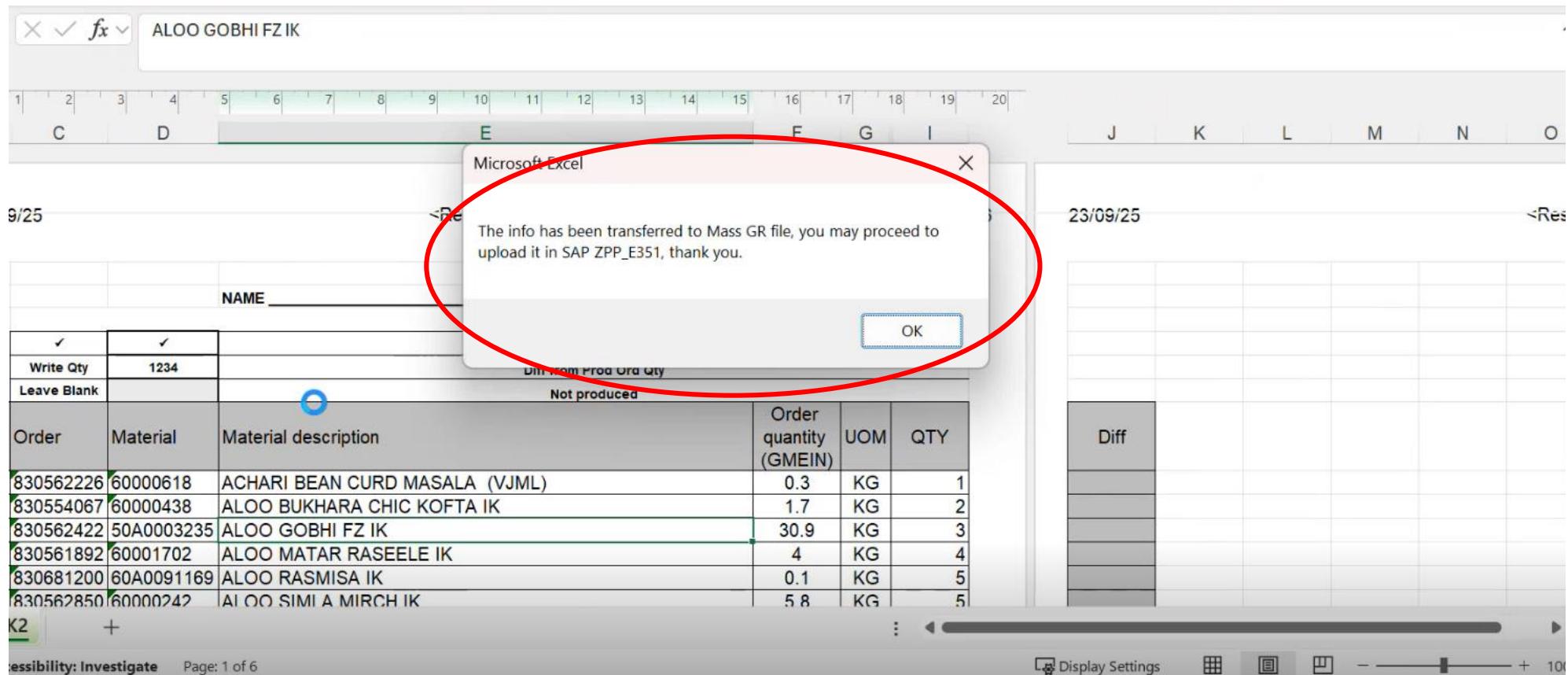
Step 15: Ensure that the Daily GR list Automate file is not open



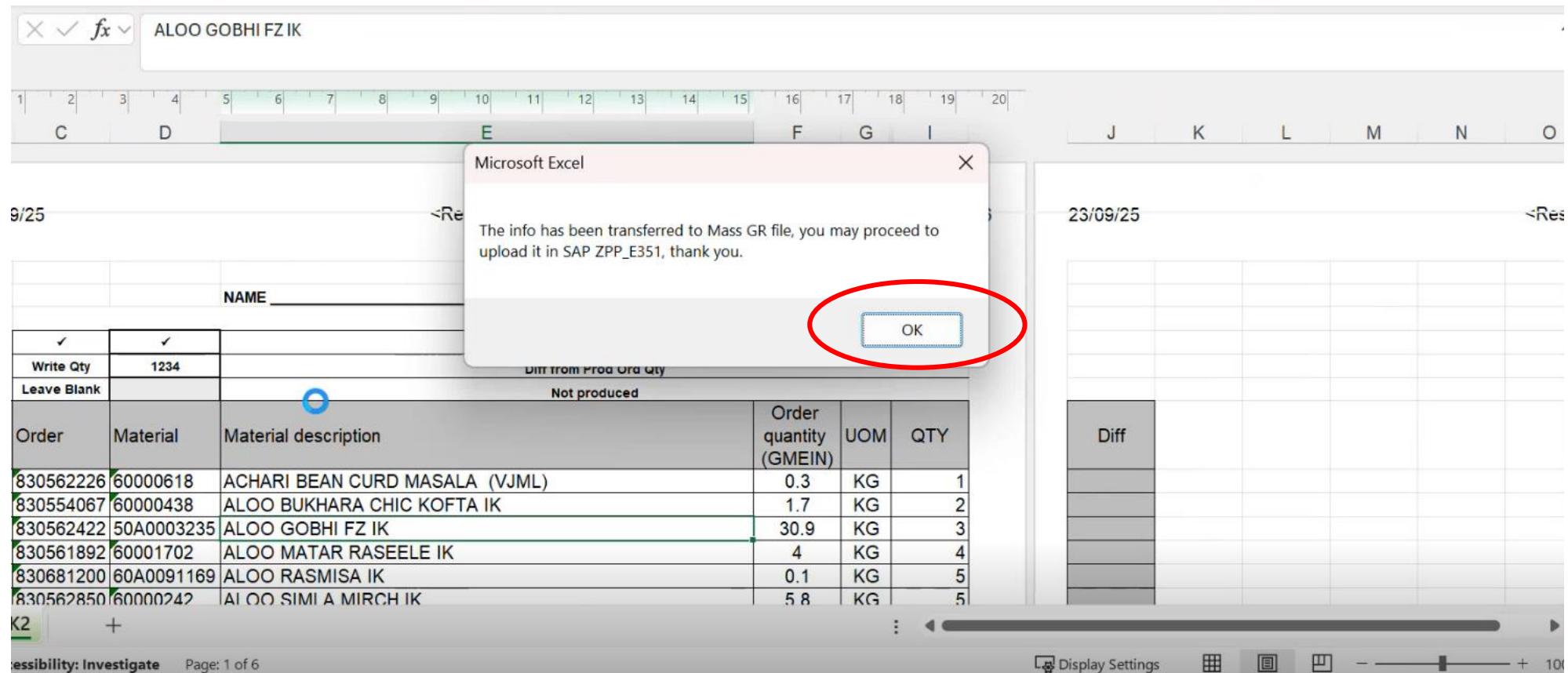
Step 16: Once, all the quantity is filled up press **Ctrl+Q** and this would show that it is running

	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	E	F	G	H	I	J	K	L	M	N	O
2	830562226	P2BC	1	KG											
3	830554067	P2BC	2	KG											
4	830562422	P2BC	3	KG											
5	830561892	P2BC	4	KG											
5	830681200	P2BC	5	KG											
7	830562850	P2BC	5	KG											
8	830554244	P2BC	0	KG											
9	830681196	P2BC	33	KG											
0	830554438	P2BC	1	KG											
1	830562990	P2BC	5	KG											
2	830557024	P2BC	3	KG											
3	830562722	P2BC		KG											
4	830562321	P2BC		KG											
5	830560203	P2BC		KG											
6	830559932	P2BC		KG	○										
7	830562745	P2BC		KG											
8	830557061	P2BC		KG											
9	830559881	P2BC		KG											
0	830562643	P2BC		KG											
1	830562762	P2BC		KG											

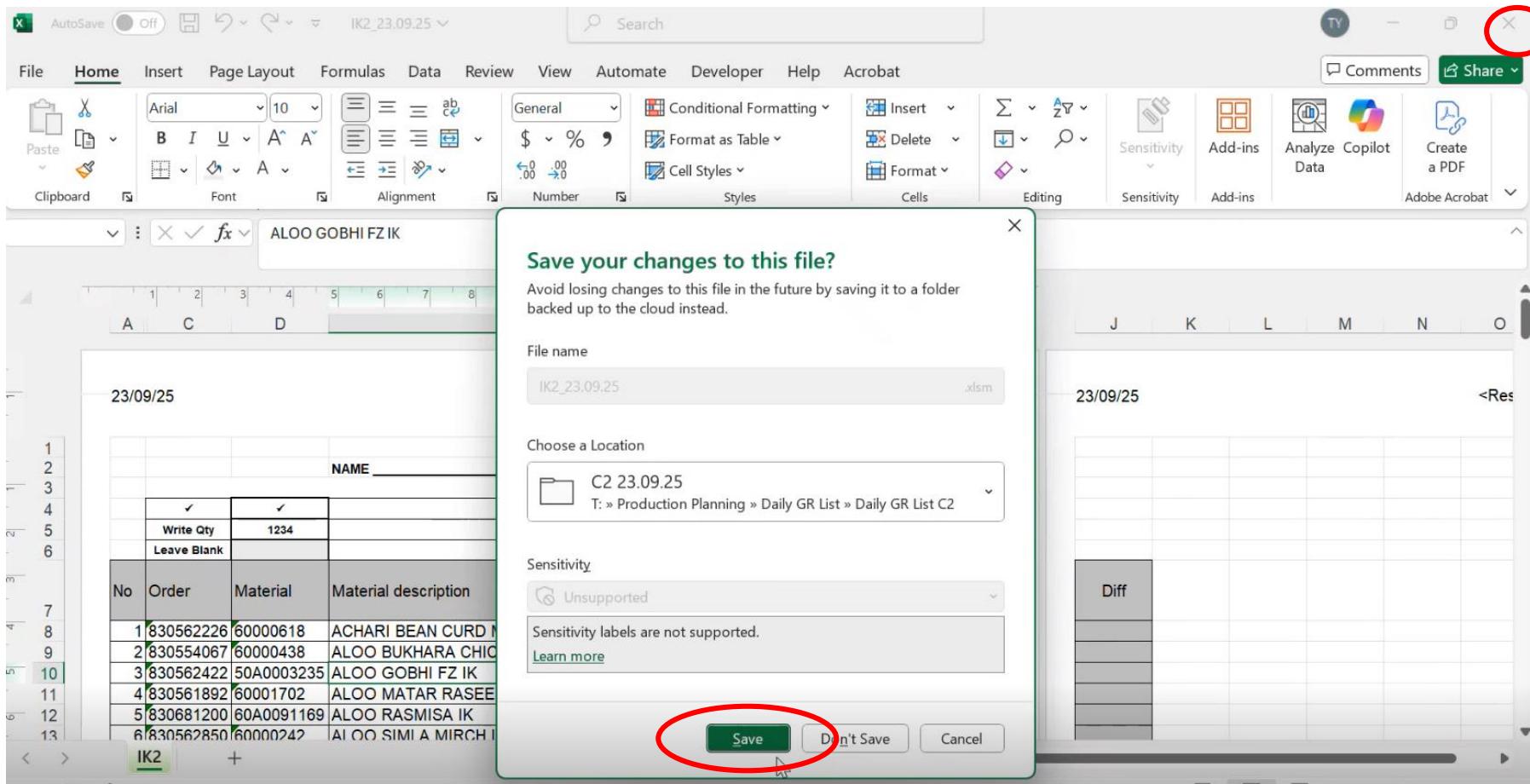
Step 17: Once it is done running, this pop up would show up



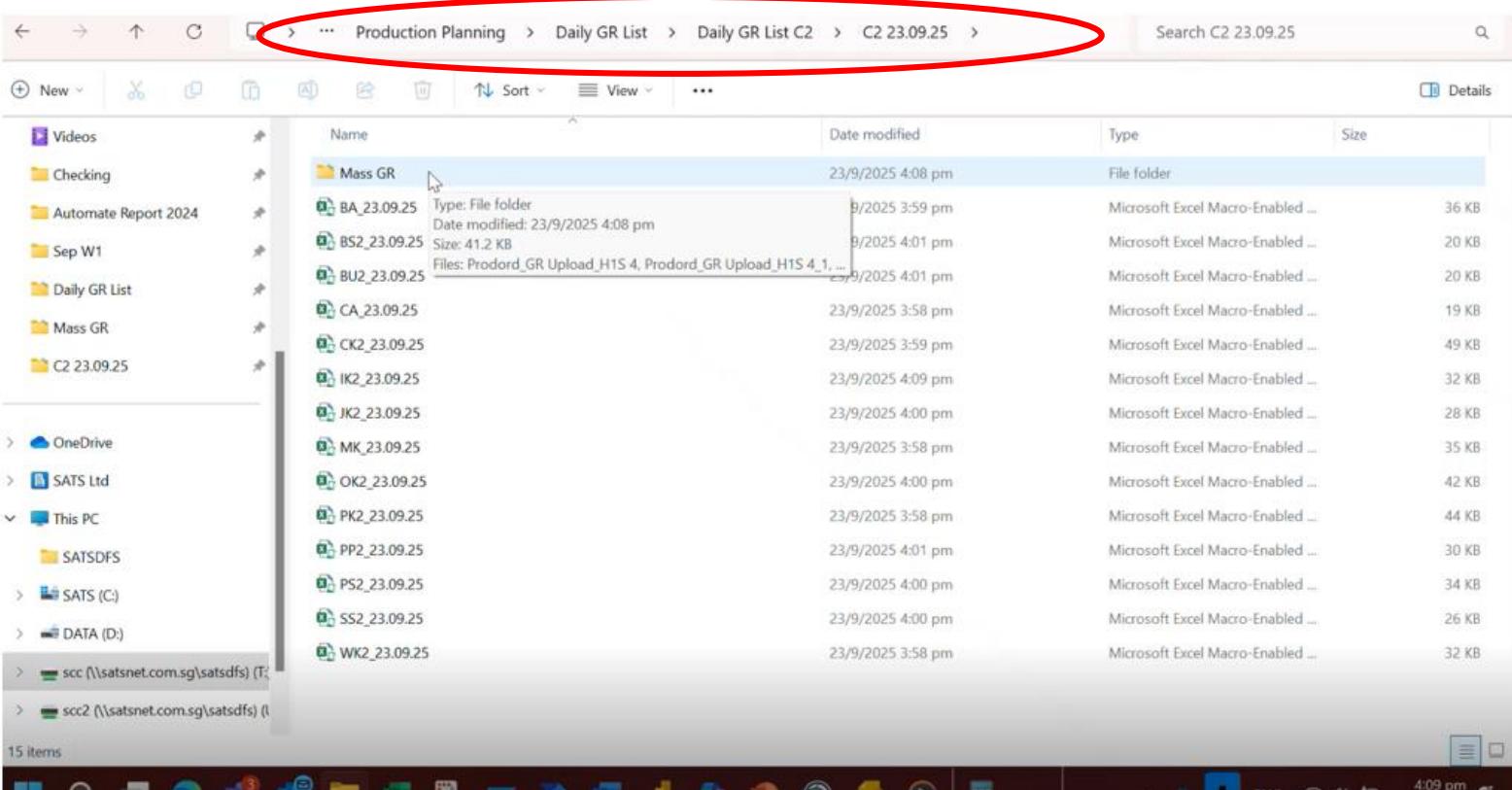
Step 18: Press ok



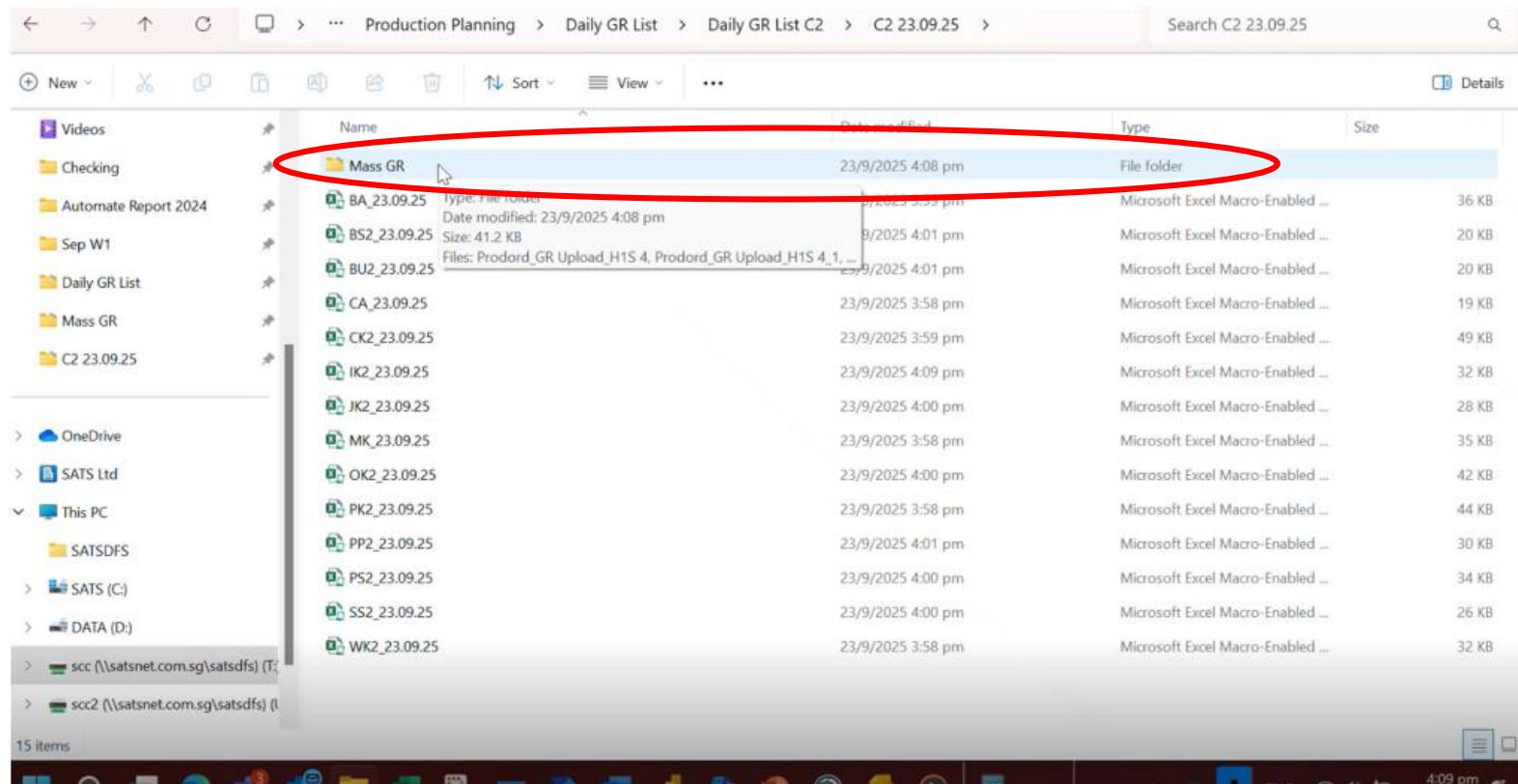
Step 19: Once that's done, close and save the file



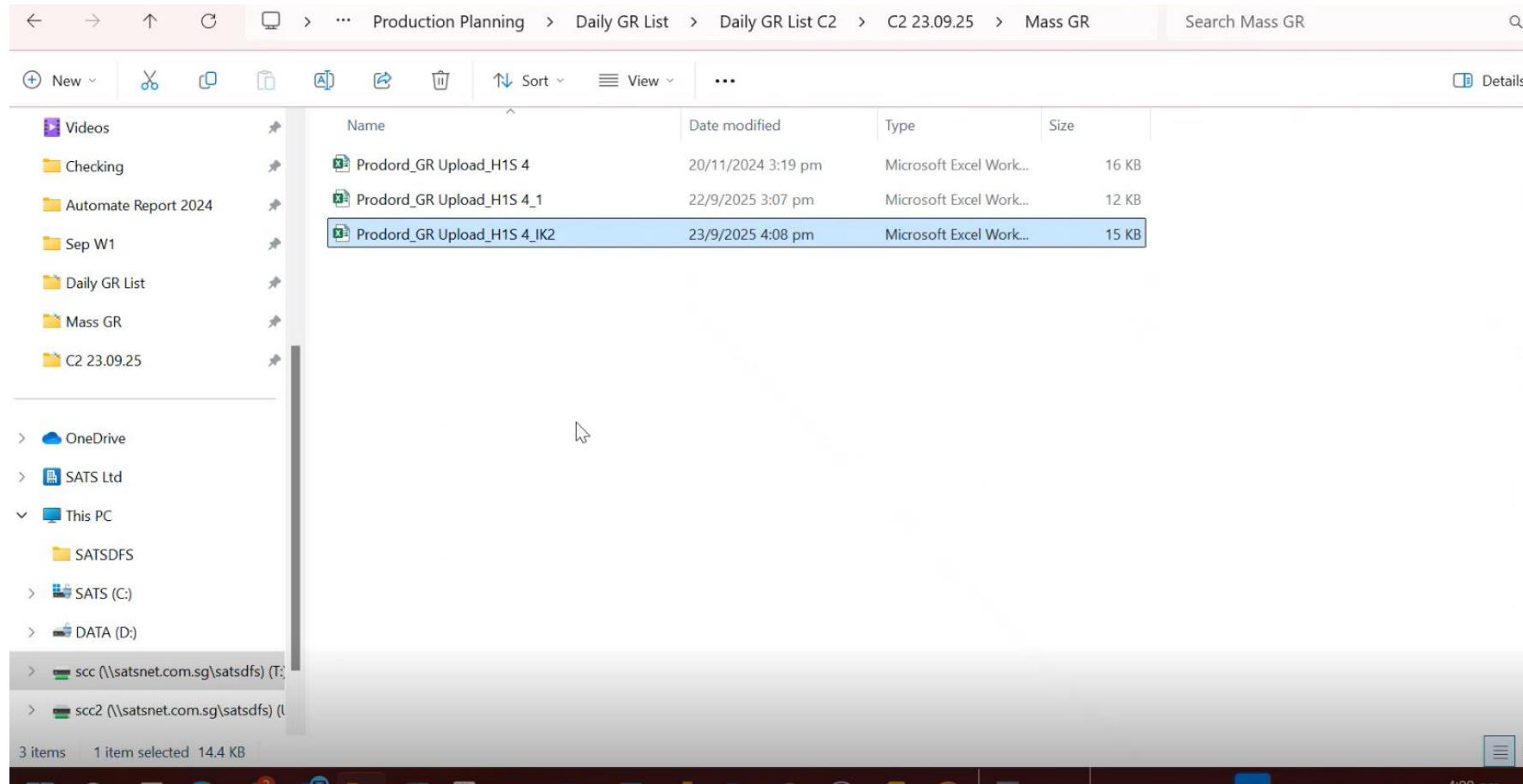
Optional step 19A: Head back to this page



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

