

Subject: Enhancements made to transaction code (t-code) ZMRBR

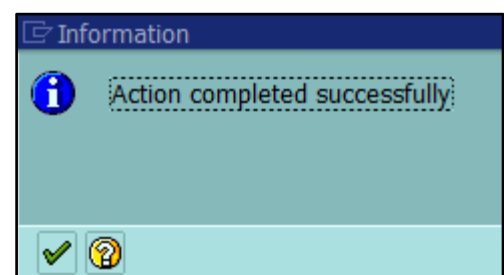
Audience: Accounts payable and procurement users.

The SCEIS team recently enhanced transaction code (t-code) ZMRBR. This update allows users to generate the report and send it by email from the system as an Excel attachment. Below is a description of how to use this new feature.

Enter initial fields and execute the report.

1. In the Selection of Blocked Invoices section, users enter the criteria as normal.
2. In the Display options sections, users must enter **/AGY EMAIL**, check the box **Create Spool Report** and enter the email address or addresses that should receive the report.
3. Execute the report.

If the transaction is successfully executed, the following message appears. Click the green check at the bottom of the screen. You will be directed back to the screen shown in the above graphic.

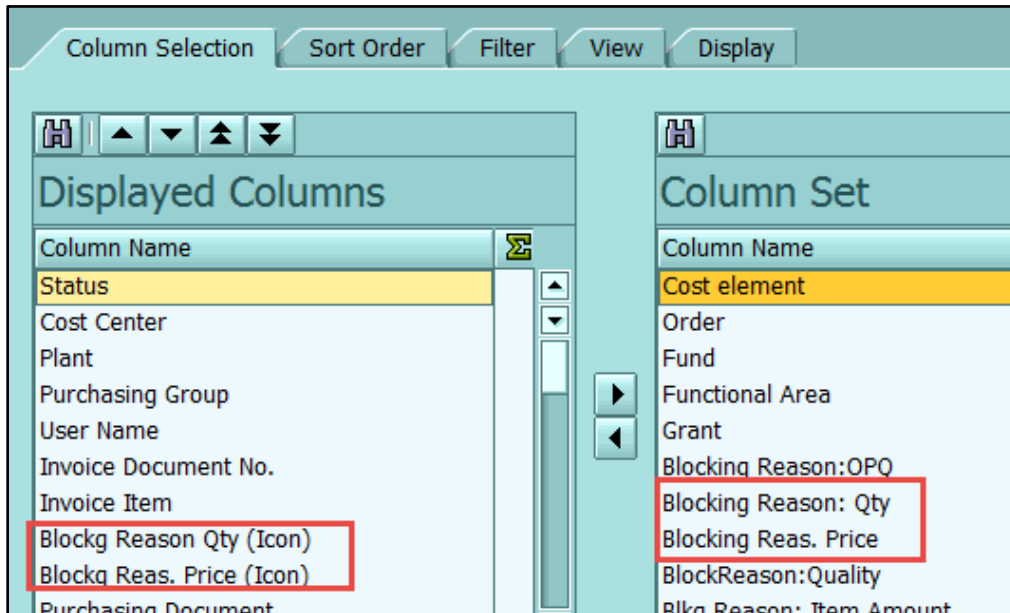


Use a variant to determine which columns appear in the report.

Set up and use a variant to indicate which columns you wish to include in the report.

Note that the report has a width limit of 255 characters.

The report variant must include the columns shown below so that quantity and/or price fields are populated with an 'X'. Display Columns defaults to Blockg Reason Qty (Icon) and Blockg Reas. Price (Icon). **Users must select Blocking Reason: Qty and Blocking Reas. Price** in the Column Set list.



If you have any questions, please contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>).

Thank you,
The SCEIS Team