Requisition & Purchase Order Encumbrances

Releasing Fiscal Year – Encumbrances
### Types of Materials Management Reports

- ME5K – Requisitions by Account Assignment
- ME2L – Purchase Orders by Vendor
- ME2K – Purchase Orders by Account Assignment
- ME2N – Purchase Orders by PO Number
- Z_MMEKPO – Open Purchase Orders (ALV)
- Z_MMOPEN – Open Purchase Orders
- ZMM_PO_REPORT – Purchase Order Report
- ZMM_OPENPO – Under received PO List
- Z_MMEBAN – Requisition Status Report

### Encumbrances on Purchase Orders

Know what to look for on the purchase order and why the release needs to occur

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>LOT</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase order line amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods Receipt amount per line</td>
<td>$136,597.00</td>
<td>LOT</td>
<td>1</td>
<td>$0.00</td>
<td>04/24/2018</td>
</tr>
<tr>
<td>Invoice amount per line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$136,597.00</td>
<td>LOT</td>
<td>1</td>
<td>$0.00</td>
<td>04/24/2018</td>
</tr>
</tbody>
</table>
Example 1 – PO 4500002675

• The invoice amount is for less than the goods receipt amount. By correcting the goods receipt to reflect the invoice amount and setting the “Del.complete ind” on the Purchase Order Data Tab in MIGO transaction when the correct amount is received, will remove the encumbrance.

Example 2 – PO 4500000317

• Same scenario, goods receipt is for more than the invoiced amount. The goods receipt must be corrected to reflect the invoice amount and the “Del.complete ind” set to complete on the Purchase Order Data Tab at MIGO transaction. This will remove the encumbrance.
Example 3 – PO 4500004703

The department has (2) options with this scenario.

• 1. Confirm that all items have been delivered complete:
  * post a goods receipt for “0” to lines that need “un-encumbered” and set the “Del.complete ind” located on the Purchase Order Data Tab, and SAVE. This will remove the encumbrance from the purchase order.
  
  OR

• 2. Call or email the assigned Purchasing Agent identified on the Purchase Order and request the “Delivery Completed” indicator found on the Delivery TAB be checked. This option to un-encumber funds will only work when goods receipt match invoice receipt.
Release Encumbrance through MIGO

[Image of SAP MIGO interface]

Advanced Training
Reporting

**Display Requisition by Acct Assgn – ME5K**

- **ME5K Report**
  - Lists all Requisitions by account assignment
    - Account Assignment: Cost Center or WBS Element
  
- This report is helpful if you are trying to find a particular Requisition that was paid for using a specific Cost Center or WBS Element.

- Remember to enter as much information as possible in the initial report input screen. This will minimize both the running time of the report and the amount of displayed information.
1. Type in the Cost Center or WBS Element.

2. Click-on Dynamic Selection Icon to narrow your report search criteria.

3. Select Requisition Date to narrow your search criteria.

4. Click-on the Multiple Selection icon to select a date ranges.

5. Input date ranges and Execute Report.
Execute Report – ME5K

**Purchase Requisitions per Account Assignment**

- **Material**
  - Item
  - Requested qty.
  - Un Delay date
  - Requirer
  - P.O. order
  - Expiry
  - Un ordered qty.
  - Un Release date
  - Tracking no.
  - SFL, W

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Display Purchase Order by Acct Assgn – ME2K

- **ME2K Report**
  - Lists all Purchase Orders by account assignment
    - Account Assignment: Cost Center or WBS Element

- This report is helpful if you are trying to find a particular Purchase Order that was paid for using a specific Cost Center or WBS Element.

- Remember to enter as much information as possible in the initial report input screen. This will minimize both the running time of the report and the amount of displayed information.
Execute Report – ME2K

1. Type in Cost Center or WBS Element (see area below CC).

2. Input specific date ranges to narrow your search criteria.


Double-click the Purchase Order Number to view the actual Purchase Order.
Purchase Order Status Report – Z_MMEKPO

- PO Open Status Report Z_MMEKPO will list all open POs for a specific Cost Center.

- This report is extremely helpful at the end of year, especially when you need to clear up encumbrances left open on an account.

- This report has Vendor Parameters that include the Minority Indicator for compliance review capabilities.

1. Enter your Cost Center or WBS Element.

2. Execute Report.
**Purchase Order Status Report – Z_MMEKPO**

**PURCHASE ORDER STATUS REPORT**

- **Selection Parameters:**
  - **Company:**
  - **Purchasing Org.:**
  - **Plant:**
  - **Purchasing Date:**
  - **Vendor Request:**

- **Report Layout Capabilities:**
  - Report layout can be changed to display by vendor, fund, etc. or customize yourself.

- **Report Features:**
  - **Drill down** capabilities.
  - Review differences, determine what must be accomplished.

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**Z_MMEKPO Report Layout Capabilities**

- Report layout can be changed to display by vendor, fund, etc. or customize yourself.

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**Advanced Training**
Initial Display Variant’s can be created.

**Z_MMOPEN Report Benefits**

- Quick view that immediately displays the following:
  - Purchase Order Value
  - Goods Receipt Amount
  - Invoice Amount
Purchase Order Status Report – Z_MMOPEN

### Organizational Parameters
- Company Code
- Purchasing Organization
- Purchasing Group
- Plant

### Document Parameters
- Purchase Order Number
- Purchase Order Date
- Act Assignment Cat.
- Cost Center
- Vendor
- Purchasing Doc. Type
- Final invoice Received Ind
- Delivery Completed Indicator

### Display Parameters
- Fixed Column Width
- Optimized Column Width

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### Purchase Order Status Report – Z_MMOPEN

**Z_MMOPEN**

- **List Display of MM Open PO's**

Select file to open the "drill down" functionality:

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**IRIS**

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**UK UNIVERSITY OF KENTUCKY**
**ZMM_PO_REPORT Benefits**

- PO extract against material document receiver, document type (example: NB, ZB, YB)
- Can include invoice information
- Report can only run in 90 day increments or quarterly
- Future enhancements will include the vendor Minority Indicator, which will only run in quarterly increments or less due to the amount of data proposed

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**ZMM_PO_REPORT**

**Purchase Order Report**

**PO extract against CO/DEFT**

- Date from/to
- Purchasing Document Date
- Purchasing Document Type
- Purchasing Organization
- Purchasing Group
- Storage Location
- Account Number of the Vendor
- Material Number
- Material Type
- Material Group
- Project

**PO extract against material document receiver**

- Material Document Receiver
- Include invoice information

**PO extract against cost object**

- Oül Account No
- Business Area
- Cost Center
- Order
- WBS Element

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Run report based on departmental needs!
# Purchase Requisition Status

## Z_MMEBAN – Requisition Status Report

### Z_MMEBAN - Purchase Requisition Status Report

<table>
<thead>
<tr>
<th>Organizational Criteria</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Identify criteria specific to departmental needs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purch. Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing Group</td>
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<table>
<thead>
<tr>
<th>Document Criteria</th>
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<tbody>
<tr>
<td>Purchase requisition</td>
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<td></td>
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<tr>
<td>Effective date</td>
<td>07.01.2020</td>
<td>06.30.2020</td>
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<td>Document type</td>
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<tr>
<td>Processing status</td>
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<tr>
<td>Material Group</td>
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<tr>
<td>Delivery vector</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Req. Tracking Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Related Items Only</td>
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<td>Related Items Only</td>
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<tr>
<td>Related Items Only</td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Assignment Criteria</th>
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</thead>
<tbody>
<tr>
<td>GL Account No.</td>
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<td></td>
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</tr>
<tr>
<td>Account assignment</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBS Element</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incomplete Requisitions</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Key in the department cost center, order or WBS element.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exclude Incomplete Requisitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include Incomplete Requisitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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[Image of a computer mouse]
Z_MMEBAN drill down capabilities

- “yellow” or “red” icons represent issues with the requisition.
- Simply display the item and review the document or drill into the requisition number to display for more detailed information.

- Partial approval en established for this requisition
• No approvals

• Benefits of this report:
  • Only displays requisitions that have open issues
  • Drill in capabilities for a quick review
  • Displays requisition details
Purchase Requisition Status – ME53N

If the PO has been created, it will be displayed on the Status tab.  
To view the PO document, double-click on the Purchase Order number.  
Once a Goods Receipt and/or an Invoice posts, it will also be displayed in the Status tab area.

Purchase Requisition Status – ME53N

- Use the ← and → arrows to see the Status for each line item on a requisition.
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Purchase Order Information – ME23N

• Viewing the Purchase Order from ME23N can help answer the following questions:

  • When was the PO created?

1. Click on the Messages Tab from PO Display.

2. The PO output screen will give you the exact date and time that the PO was sent to the vendor.
Purchase Order Encumbrances – ME23N

What amount is still encumbered on the PO?
1. Click Environment from PO Display.
2. Select “AC Commitment Documents”
3. The next screen will post the encumbered amount for this PO.

NOTE: If the encumbrance line is blank, that means there isn’t anything left to pay out on the PO. This screen will also show what amounts have been encumbered to which cost centers or WBS elements. This is handy for split accounting.

Original PO amount: $6,000.00
PO Expenses to date: $2,958.15-
$100.00-
Encumbered amount: $2,941.85
Check Information

**Display Document – FB03**

- Has a particular Invoice or DAV been paid yet?
  - Go to FB03
  - Document List
  - Type in document number or DAV number
1. Double-click on Document List

2. Type Vendor Invoice Number Or DAV Number

2. Click Execute icon to execute the report
4. Double-click on the Document #

**NOTE:** Multiple document numbers may be displayed for a single invoice number. However, only one posting will contain check information. You may have to try displaying various postings before finding one which contains check information.

### Document Display – FB03

<table>
<thead>
<tr>
<th>Document</th>
<th>Doc. Date</th>
<th>Posting Date</th>
<th>Reference</th>
<th>Posted/Entered by</th>
<th>Username</th>
<th>User Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100043600</td>
<td>09/01/2006</td>
<td>09/10/2006</td>
<td>5100043600</td>
<td>09/10/2006</td>
<td>CMCELO0</td>
<td></td>
</tr>
<tr>
<td>5100043200</td>
<td>09/01/2006</td>
<td>10/13/2006</td>
<td>5100043200</td>
<td>10/13/2006</td>
<td>IRICF008</td>
<td></td>
</tr>
<tr>
<td>5100043200</td>
<td>09/01/2006</td>
<td>10/16/2006</td>
<td>5100043200</td>
<td>10/16/2006</td>
<td>CMCELO0</td>
<td></td>
</tr>
</tbody>
</table>

5. Double-click the Account Short Text

**Document Overview - Display**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices</td>
<td>1100043600</td>
<td>5100043600</td>
<td>09/10/2006</td>
<td>FX</td>
<td>USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Account Short Text</th>
<th>Amount</th>
<th>Cost Ctrl</th>
<th>HRS Alloc</th>
<th>Fund</th>
<th>Assignment</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>125900</td>
<td>Call Marketing Exp</td>
<td>8,173.00</td>
<td>4270288400</td>
<td>0427510390</td>
<td>5100043600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>505810</td>
<td>HR/IF Clearing</td>
<td>2.00</td>
<td>4270288400</td>
<td>0427510390</td>
<td>0051019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>505810</td>
<td>Computing Hardware</td>
<td>8,171.00</td>
<td>4270288400</td>
<td>0427510390</td>
<td>0051019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
<td></td>
<td>8,176.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Display Check Information – FB03

6. Click-on Environment and Check Information

NOTE: If check information does not appear, go back to the Document List and select another posting from the invoice to view.
FYI sites

• Materials Management web site
  • http://www.uky.edu/IRIS/MM/

• Purchasing Division web site
  • http://www.uky.edu/Purchasing/

• Help Desk 257–1300