Requisition & Purchase Order Encumbrances

Integrated Resource Information Systems

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

- Purchase order line amount

1	X			Dell Product as listed bel...	138,507.600	LOT	D	04/24/2006	1.00	USD	1	LOT	Computer E...	University of Kent

- Goods Receipt amount per line

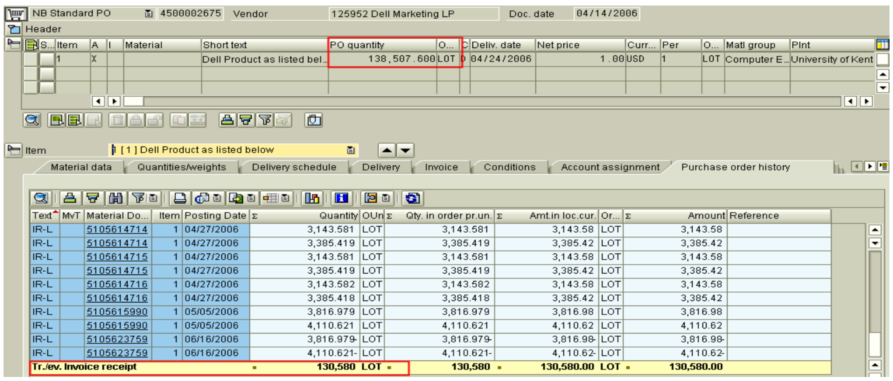
Tr./ev. Goods receipt	▪	138,507.600	LOT	▪	138,507.600	▪	0.00	LOT ▪	0.00

- Invoice amount per line

Tr./ev. Invoice receipt	▪	130,580	LOT	▪	130,580	▪	130,580.00	LOT ▪	130,580.00

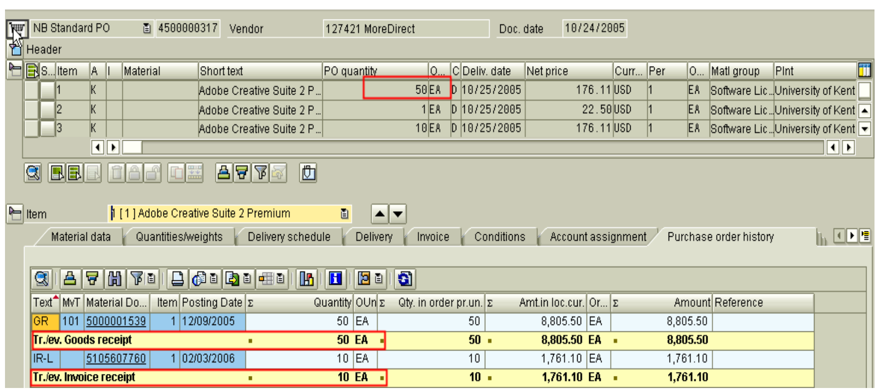
Example 1 – PO 4500002675

- 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.



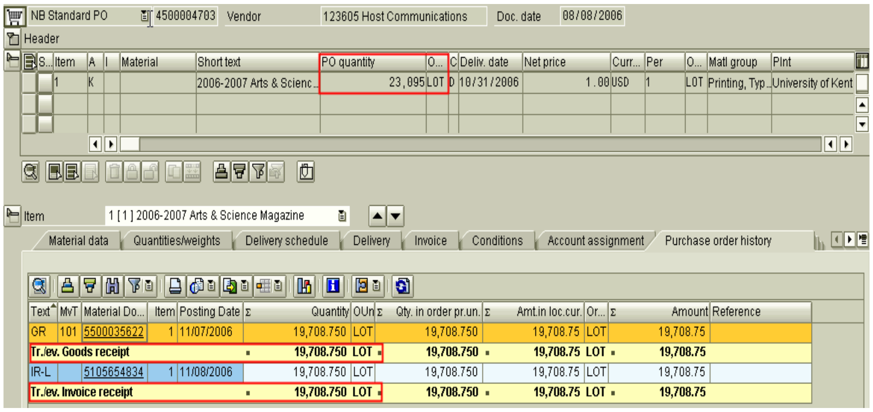
Example 2 – PO 4500000317

- 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

- This scenario is different as the goods receipt and invoice receipt match.



Example 3 – PO 4500004703

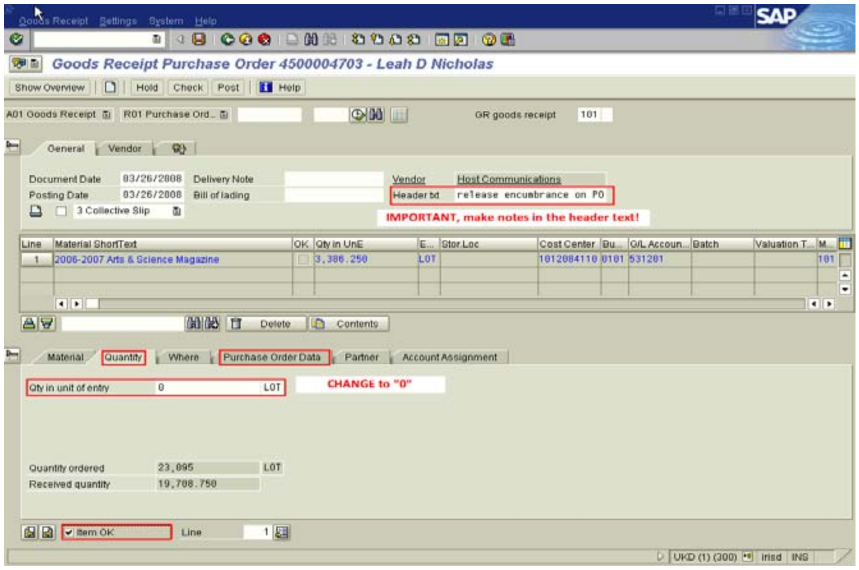
The department has (2) options with this scenario.

- 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.

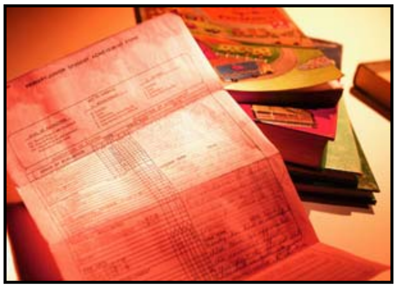
OR

- 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



Release Encumbrance through MIGO



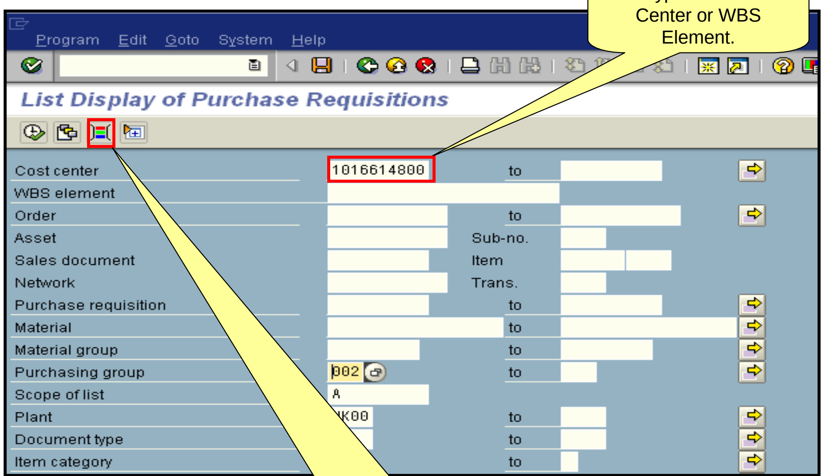
Reporting

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.

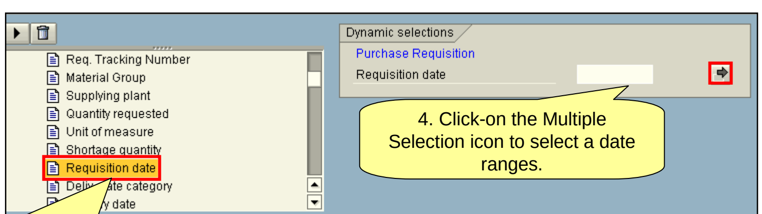
Execute Report – ME5K

1. Type in the Cost Center or WBS Element.



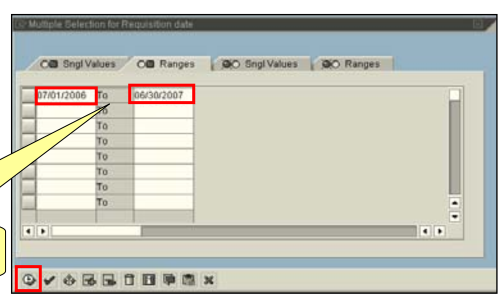
2. Click-on Dynamic Selection Icon to narrow your report search criteria..

Execute Report – ME5K



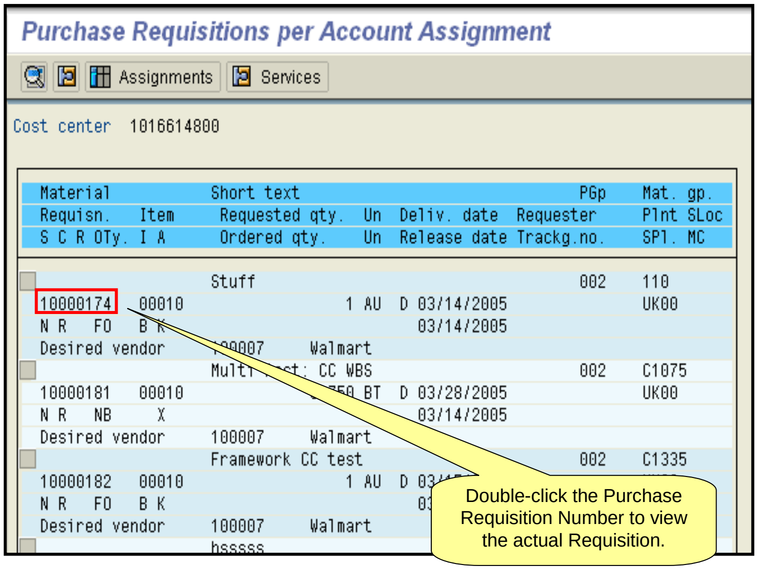
4. Click-on the Multiple Selection icon to select a date ranges.

3. Select Requisition Date to narrow your search criteria.



5. Input date ranges and Execute Report.

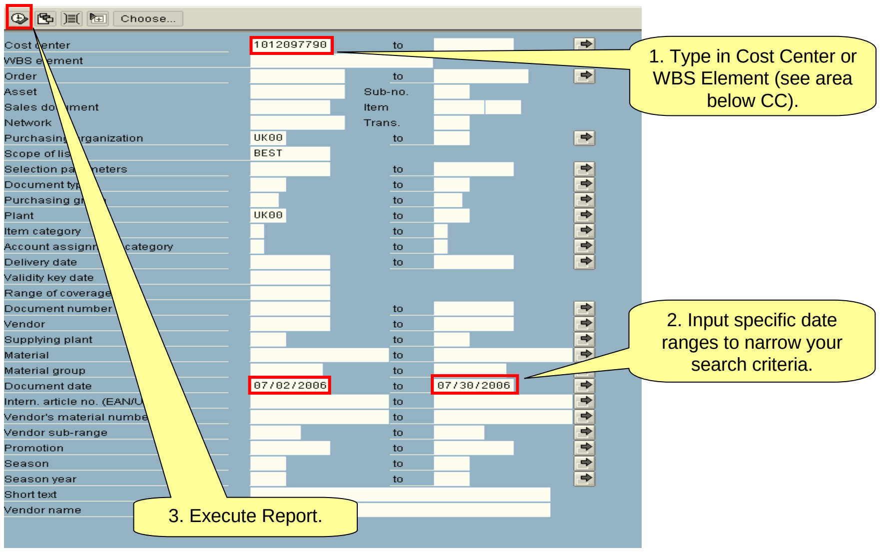
Execute Report – ME5K



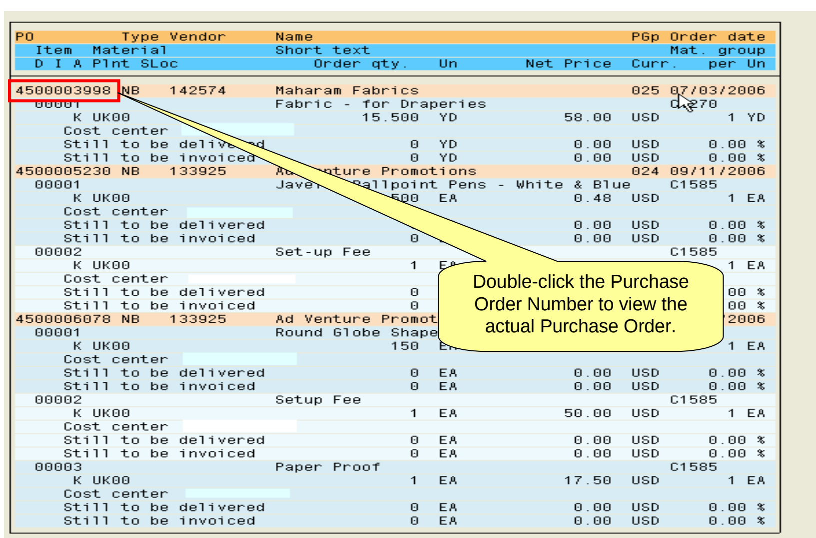
Display Purchase Order by Acct Assgn – ME2K

- **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



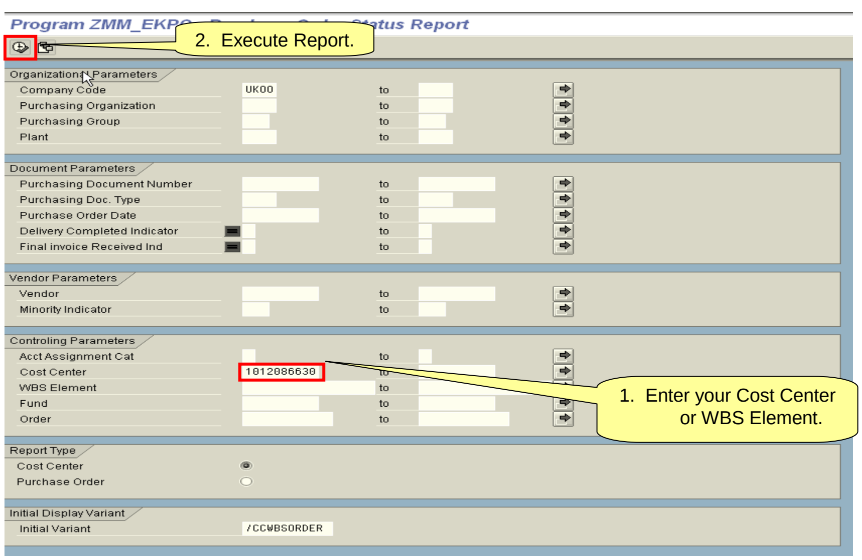
Execute Report – ME2K



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.

Purchase Order Status Report – Z_MMEKPO



Purchase Order Status Report – Z_MMEKPO

Use icons to filter, sort, export, etc.

PURCHASE ORDER STATUS REPORT

Selection Parameters

Company	UK00
Purchasing Org.	** ALL **
Purchasing Grp.	** ALL **
Plant	UK00 UK10
Purchase Order #	** ALL **
Purchase Order Date	20070701 20080630
Vendor Number	** ALL **

This report has "drill down" capabilities.

Review differences, determine what must be accomplished.

Doc. date	Fund	Order	Purch.Doc.	Vendor	Name 1	Cost Center	P.O Total	Σ Net value	Σ Received	Σ Invoiced	Σ Open	DCI	FI
07/26/2007	0011620100		4500012882	122533	Richmond Cold Storage Co	1013202280	44,445.00	44,445.00	33,705.00	33,690.00	10,740.00		
08/15/2007	0011030100		4500014022	144891	Cardinal Health	1012032740	7.76	7.76	0.00	0.00	7.76		
					Cardinal Health		102.00	102.00	68.00	68.00	34.00		
					Cardinal Health		2.41	2.41	0.00	0.00	2.41		
08/16/2007			4500014098		Cardinal Health		25.92	25.92	9.72	9.72	16.20		
					Cardinal Health		16.32	16.32	15.36	15.36	0.96		
					Cardinal Health		23.97	23.97	16.92	16.92	7.05		
09/10/2007	0011092100		4500015371	119272	Taconic Farms Inc	1012003410	13,086.00	13,086.00	0.00	13,086.00	13,086.00		
					Taconic Farms Inc		13,086.00	13,086.00	0.00	0.00	13,086.00		
					Taconic Farms Inc		9,814.50	9,814.50	0.00	0.00	9,814.50		
					Taconic Farms Inc		9,814.50	9,814.50	0.00	0.00	9,814.50		
10/08/2007	0031518800		4500016992	125592	Nexair LLC	1033151880	5,000.00	5,000.00	0.00	789.64	4,210.36		
10/19/2007	0427510100		4500017760	165841	Roe Bio-Medical Products LLC	1427800460	21,750.00	21,750.00	0.00	0.00	21,750.00		
11/21/2007	0011030100		4500019854	126621	Bio Rad Laboratories	1012063370	49,500.00	49,500.00	0.00	0.00	49,500.00		
11/29/2007	0011620100		4500020173	167193	Philip Morris USA Inc	1013202280	187,800.00	187,800.00	164,325.00	164,325.00	23,475.00		
12/03/2007	0011030100		4500020410	166417	Nikon Instruments Inc	1012087990	8,455.00	8,455.00	0.00	0.00	8,455.00		
12/04/2007	0427510700		4500020454	167942	Oxford Instruments America Inc	1427801070	9,875.00	9,875.00	0.00	0.00	9,875.00		
12/07/2007	0011030100		4500020709	122818	Mortech Mfg Company	1012095390	1,966.80	1,966.80	0.00	2,056.36	1,966.80		
					Mortech Mfg Company		1,115.40	1,115.40	0.00	1,166.19	1,115.40		

Z_MMEKPO Report Layout capabilities

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

Initial Display Variant

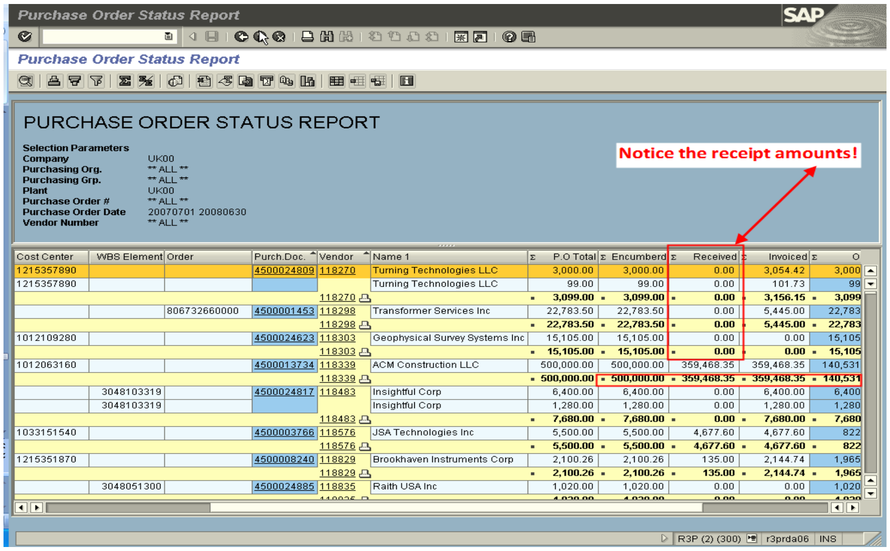
Initial Variant

Layout: Choose

Layout	Layout description
/CCWBSORDER	Subtotled by Cost Center, WBS and Order
/FUND	Subtotled by Fund
/MRP PO'S	MRP PO'S
/VENDOR	Subtotled by Vendor

Copy

Initial Display Variant's can be created



Selection Parameters

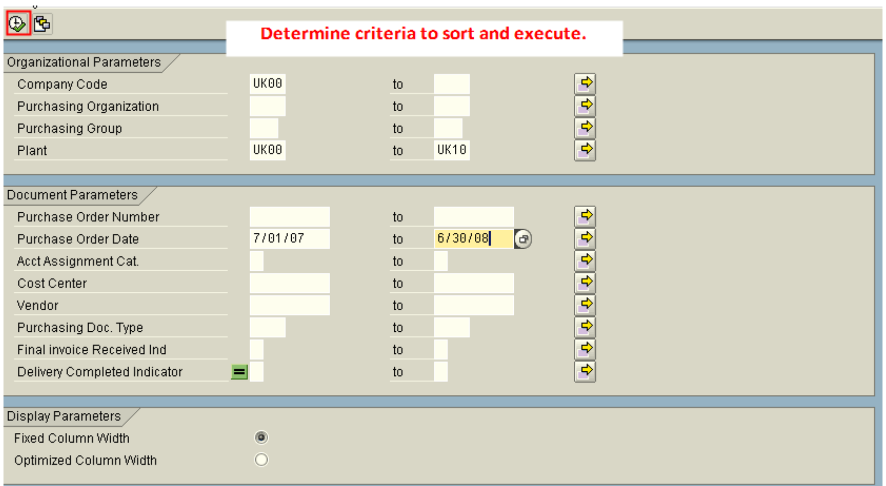
Company	UK00
Purchasing Org.	** ALL **
Purchasing Grp.	** ALL **
Plant	UK00
Purchase Order #	** ALL **
Purchase Order Date	20070701 20080630
Vendor Number	** ALL **

Cost Center	WBS Element	Order	Purch.Doc.	Vendor	Name 1	Σ P.O Total	Σ Encumberd	Σ Received	Σ Invoiced	Σ O
1215357890			4500024809	118270	Turning Technologies LLC	3,000.00	3,000.00	0.00	3,054.42	3,000
1215357890					Turning Technologies LLC	99.00	99.00	0.00	101.73	99
				118270		**3,099.00**	**3,099.00**	**0.00**	**3,156.15**	**3,099**
		806732660000	4500001453	118298	Transformer Services Inc	22,783.50	22,783.50	0.00	5,445.00	22,783
				118298		**22,783.50**	**22,783.50**	**0.00**	**5,445.00**	**22,783**
1012109280			4500024623	118303	Geophysical Survey Systems Inc	15,105.00	15,105.00	0.00	0.00	15,105
				118303		**15,105.00**	**15,105.00**	**0.00**	**0.00**	**15,105**
1012063160			4500013734	118339	ACM Construction LLC	500,000.00	500,000.00	359,468.35	359,468.35	140,531
				118339		**500,000.00**	**500,000.00**	**359,468.35**	**359,468.35**	**140,531**
	3048103319		4500024817	118483	Insightful Corp	6,400.00	6,400.00	0.00	6,400.00	6,400
	3048103319				Insightful Corp	1,280.00	1,280.00	0.00	1,280.00	1,280
				118483		**7,680.00**	**7,680.00**	**0.00**	**7,680.00**	**7,680**
1033151540			4500003766	118576	JSA Technologies Inc	5,500.00	5,500.00	4,677.60	4,677.60	822
				118576		**5,500.00**	**5,500.00**	**4,677.60**	**4,677.60**	**822**
1215351870			4500008240	118829	Brookhaven Instruments Corp	2,100.26	2,100.26	135.00	2,144.74	1,965
				118829		**2,100.26**	**2,100.26**	**135.00**	**2,144.74**	**1,965**
	3048051300		4500024885	118835	Raith USA Inc	1,020.00	1,020.00	0.00	0.00	1,020

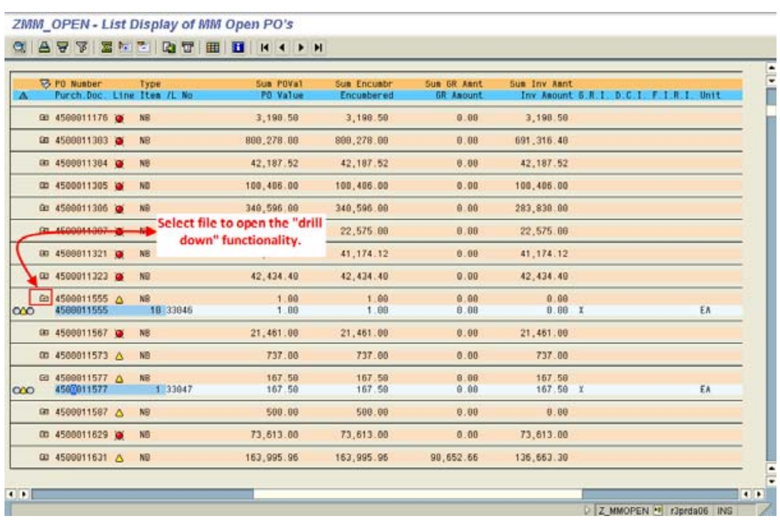
Z_MMOPEN Report Benefits

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

Purchase Order Status Report – Z_MMOPEN



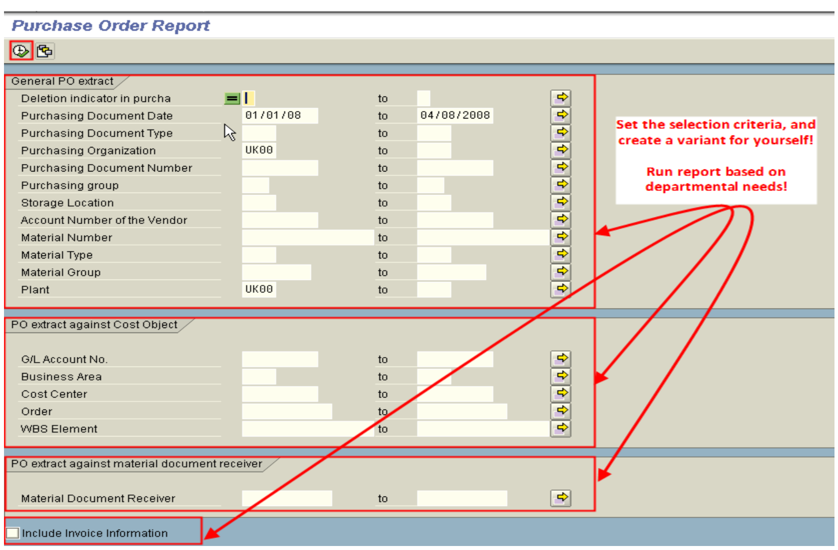
Purchase Order Status Report – Z_MMOPEN



ZMM_PO_REPORT Benefits

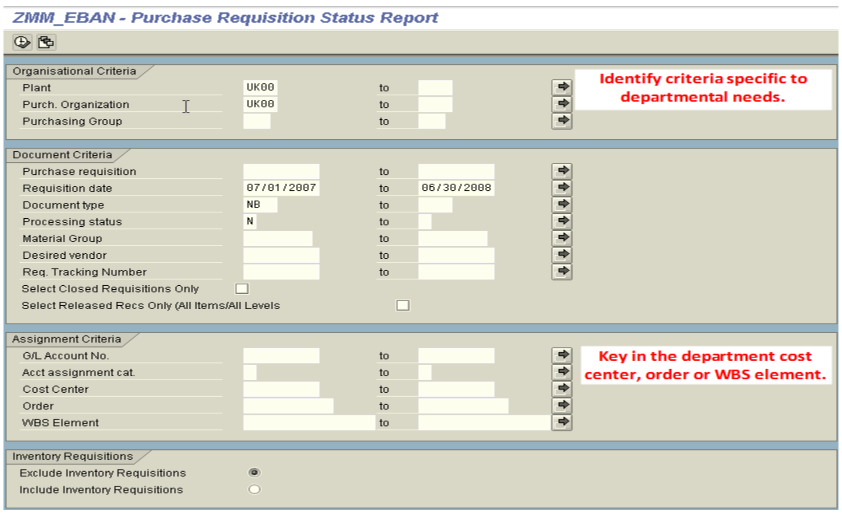
- PO extract against material document receiver, document type (example: NB, ZB, YB)
- Can include invoice information
- Report can only run in 90 day increments or quarterly
- Future enhancements will include the vendor Minority Indicator, which will only run in quarterly increments or less due to the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

ZMM_PO_REPORT



Purchase Requisition Status

Z_MMEBAN – Requisition Status Report



ZMM_EBAN - Purchase Requisition Status Report

Organisational Criteria

Plant	UK00	to	
Purch. Organization	UK00	to	
Purchasing Group		to	

Identify criteria specific to departmental needs.

Document Criteria

Purchase requisition		to	
Requisition date	07/01/2007	to	06/30/2008
Document type	NB	to	
Processing status	N	to	
Material Group		to	
Desired vendor		to	
Req. Tracking Number		to	

Select Closed Requisitions Only
Select Released Recs Only (All Items/All Levels

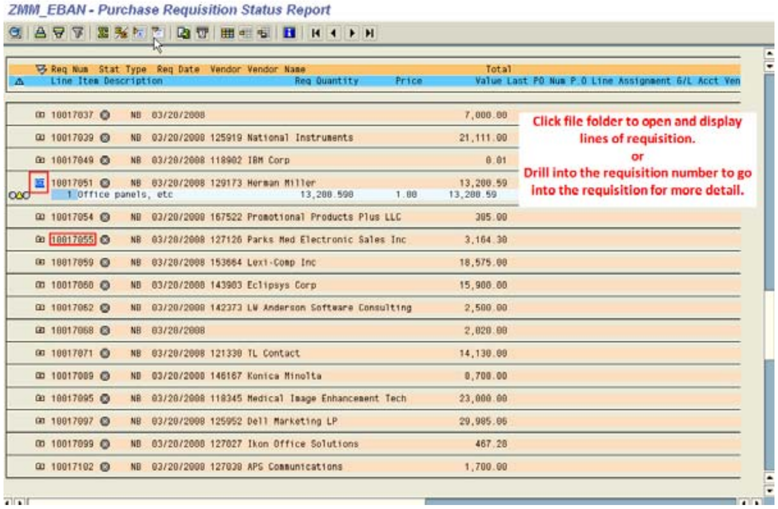
Assignment Criteria

G/L Account No.		to	
Acct assignment cat.		to	
Cost Center		to	
Order		to	
WBS Element		to	

Key in the department cost center, order or WBS element.

Inventory Requisitions
Exclude Inventory Requisitions
Include Inventory Requisitions

Z_MMEBAN

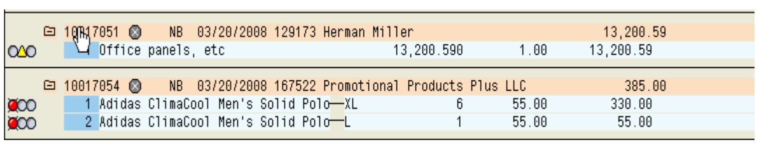


ZMM_EBAN - Purchase Requisition Status Report

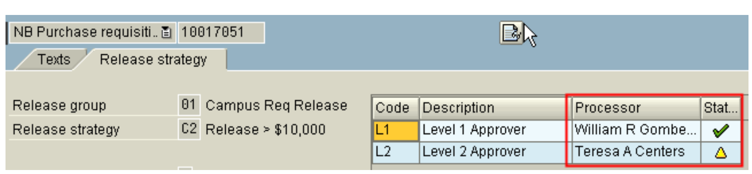
Req Num	Stat	Type	Req Date	Vendor	Vendor Name	Req Quantity	Price	Total Value
10017037		NB	03/20/2008					7,000.00
10017039		NB	03/20/2008	125919	National Instruments			21,111.00
10017049		NB	03/20/2008	118902	IBM Corp			0.01
10017051		NB	03/20/2008	129173	Herman Miller			13,200.59
1					Office panels, etc	13,200.590	1.00	13,200.59
10017054		NB	03/20/2008	167522	Promotional Products Plus LLC			385.00
10017055		NB	03/20/2008	127126	Parks Med Electronic Sales Inc			3,164.30
10017059		NB	03/20/2008	153664	Lexi-Comp Inc			18,575.00
10017060		NB	03/20/2008	143903	Eclipsys Corp			15,900.00
10017062		NB	03/20/2008	142373	LW Anderson Software Consulting			2,500.00
10017068		NB	03/20/2008					2,020.00
10017071		NB	03/20/2008	121330	TL Contact			14,130.00
10017089		NB	03/20/2008	146167	Konica Minolta			8,700.00
10017095		NB	03/20/2008	118345	Medical Image Enhancement Tech			23,000.00
10017097		NB	03/20/2008	125952	Dell Marketing LP			29,985.06
10017099		NB	03/20/2008	127027	Ikon Office Solutions			467.28
10017102		NB	03/20/2008	127030	APS Communications			1,700.00

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.



10017051	NB	03/20/2008	129173	Herman Miller		13,200.59
1	Office panels, etc			13,200.590	1.00	13,200.59
10017054	NB	03/20/2008	167522	Promotional Products Plus LLC		385.00
1	Adidas ClimaCool Men's Solid Polo—XL			6	55.00	330.00
2	Adidas ClimaCool Men's Solid Polo—L			1	55.00	55.00



NB Purchase requisiti.. 10017051

Texts | Release strategy

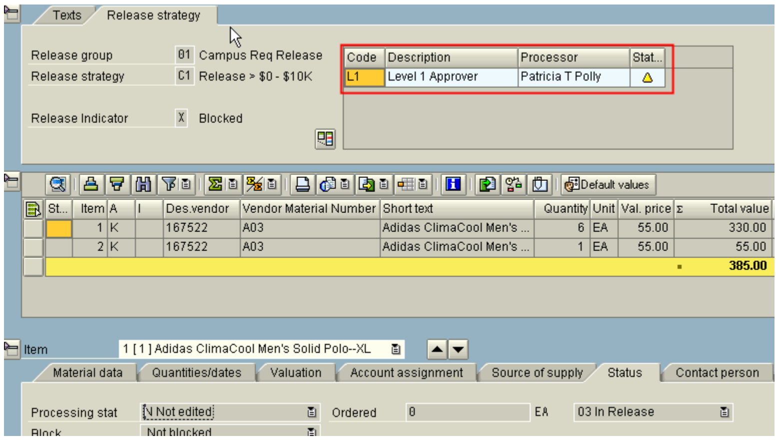
Release group 01 Campus Req Release
Release strategy C2 Release > $10,000

Code	Description	Processor	Stat...
L1	Level 1 Approver	William R Gombe...	✔
L2	Level 2 Approver	Teresa A Centers	⚠

- Partial approval en established for this requisition

Z_MMEBAN

- No approvals



Z_MMEBAN

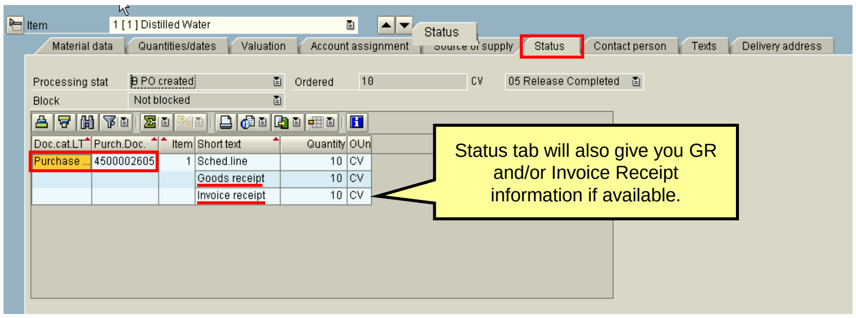
- Benefits of this report:
  - Only displays requisitions that have open issues
  - Drill in capabilities for a quick review
  - Displays requisition details

Purchase Requisition Status – ME53N

If the PO has been created, it will be displayed on the Status tab

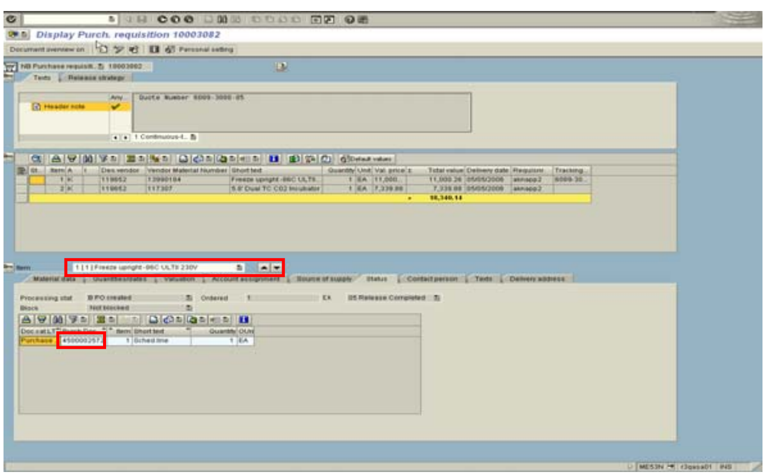
To view the PO document, double-click on the Purchase Order number.

Once a Goods Receipt and/or an Invoice posts, it will also be displayed in the Status tab area.



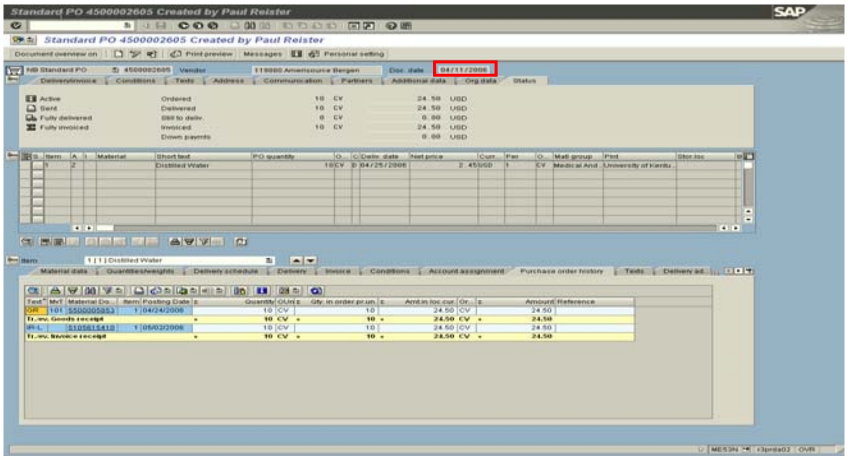
Purchase Requisition Status – ME53N

- Use the ▲ and ▼ arrows to see the Status for each line item on a requisition.



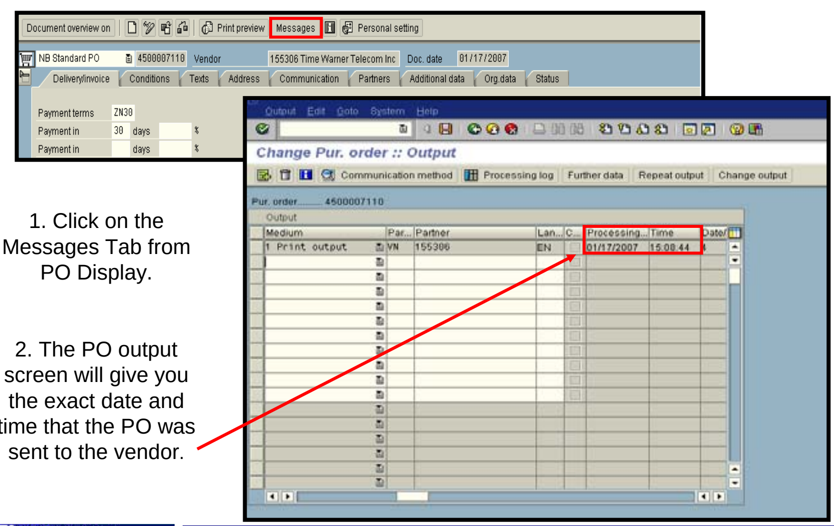
Purchase Order Information – ME23N

- Viewing the Purchase Order from ME23N can help answer the following questions:
  - When was the PO created?



Purchase Order Information – ME23N

- When was the PO sent to the vendor?

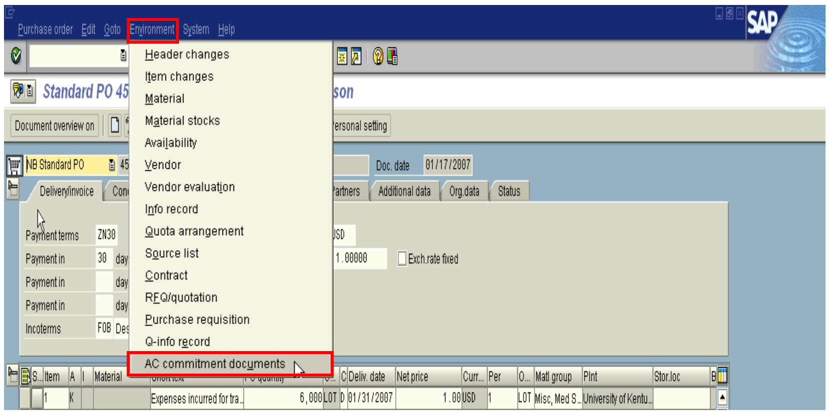


1. Click on the Messages Tab from PO Display.

2. The PO output screen will give you the exact date and time that the PO was sent to the vendor.

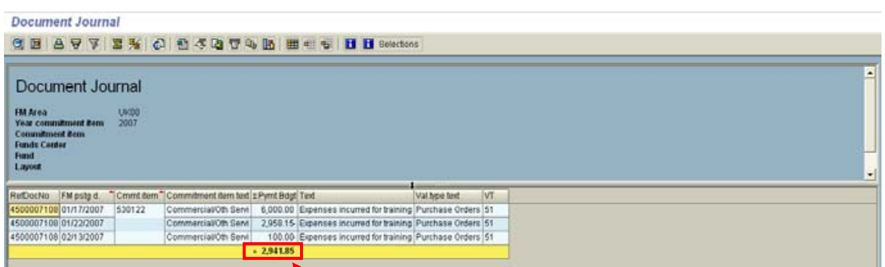
Purchase Order Encumbrances – ME23N

- 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.



Purchase Order Encumbrances – ME23N

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.

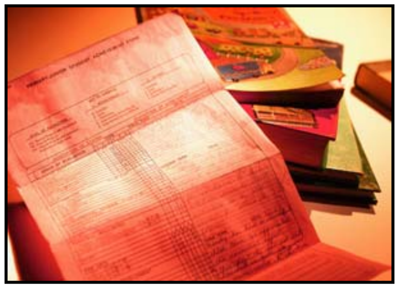


Original PO amount: $6,000.00

PO Expenses to date: $2,958.15-

$100.00-

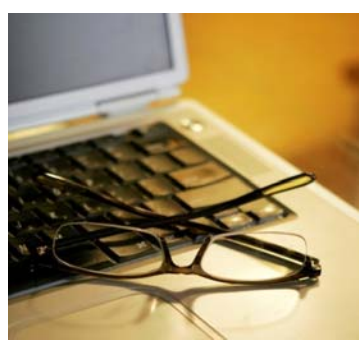
Encumbered amount:: $2,941.85



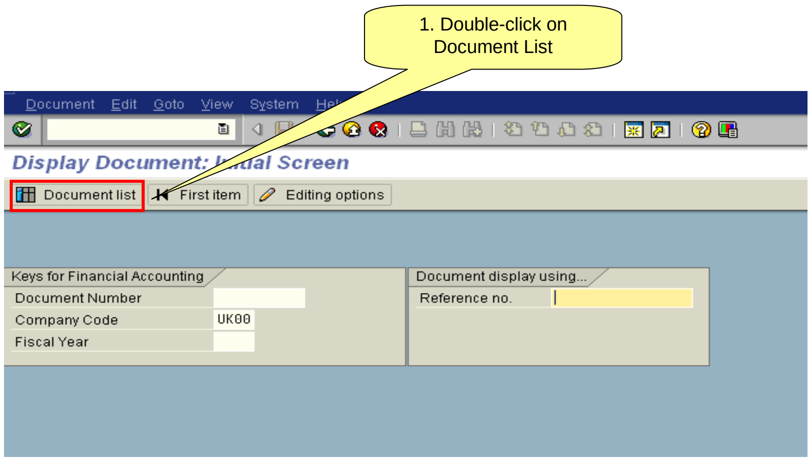
Check Information

Display Document – FB03

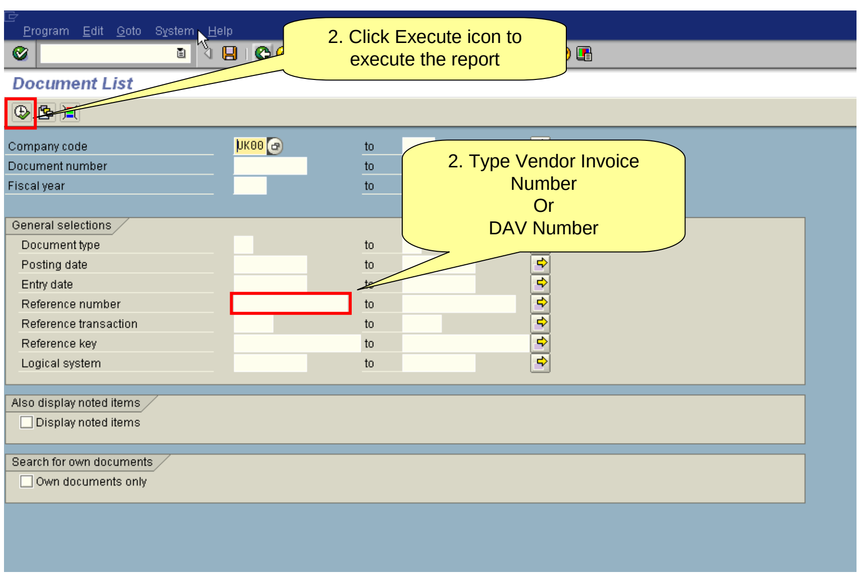
- Has a particular Invoice or DAV been paid yet?
  - Go to FB03
  - Document List
  - Type in document number or DAV number



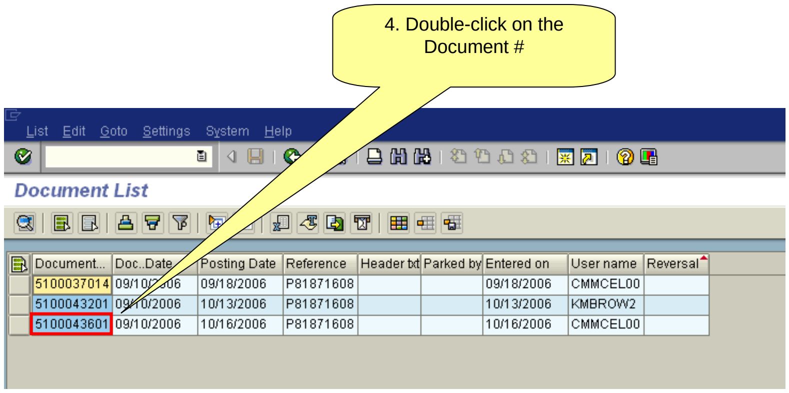
Display Document – FB03



Display Document – FB03

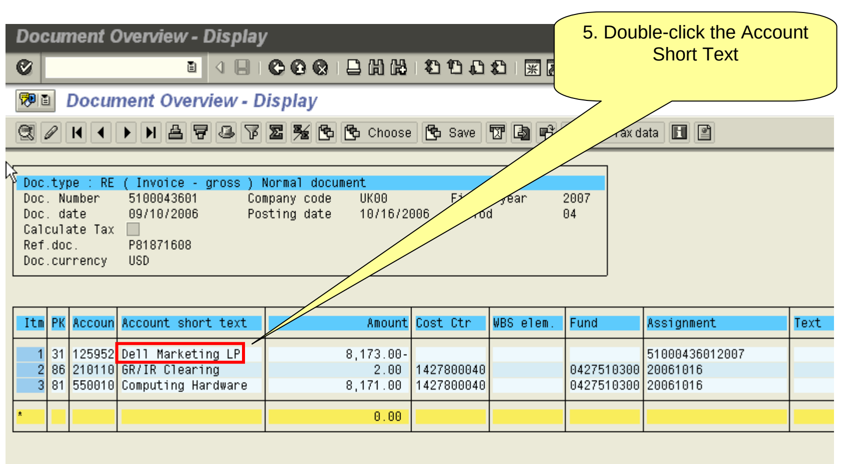


Display Document – FB03

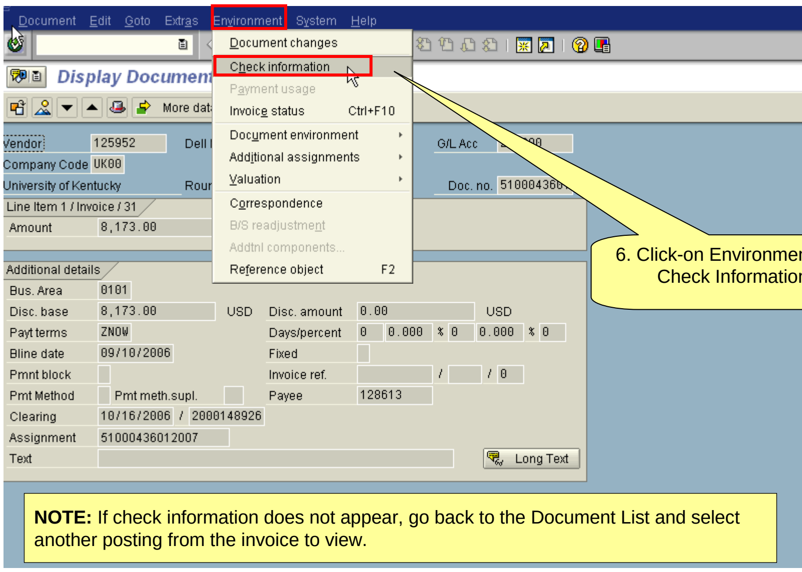


NOTE: Multiple document numbers may be displayed for a single invoice number. However, only one posting will contain check information. You may have to try displaying various postings before finding one which contains check information.

Document Display – FB03



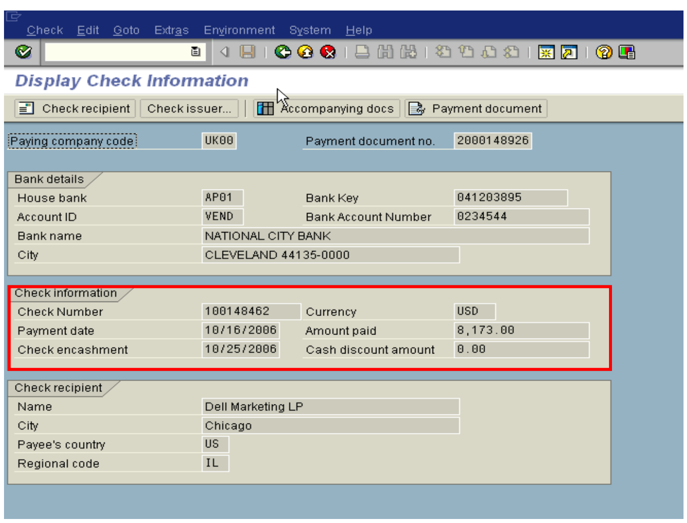
Display Check Information – FB03



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.

Display Check Information – FB03



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