



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

- 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
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- Goods Receipt amount per line

Tr.lev. Goods receipt	•	138,507.600	LOT	•	138,507.600	•	0.00	LOT	•	0.00
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- Invoice amount per line

Tr.lev. Invoice receipt	•	130,580	LOT	•	130,580	•	130,580.00	LOT	•	130,580.00
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Example 1 - PO 450002675



- 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.

NB Standard PO 450002675 Vendor 125952 Dell Marketing LP Doc. date 04/14/2006

S.	Item	A	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plant
1	X			Dell Product as listed bel	139,507.600	LOT	04/24/2006		1.00	USD	1	LOT Computer E	University of Kent

Item: [1] Dell Product as listed below

Text	MvT	Material Do.	Item	Posting Date	Quantity	OUn	Qty. in order pr.un	Amt.in loc.cur.	Or.	Amount	Reference
IR-L		5105814714	1	04/27/2006	3,143.581	LOT		3,143.581	LOT	3,143.58	
IR-L		5105814714	1	04/27/2006	3,385.419	LOT		3,385.419	LOT	3,385.42	
IR-L		5105814715	1	04/27/2006	3,143.581	LOT		3,143.581	LOT	3,143.58	
IR-L		5105814715	1	04/27/2006	3,385.419	LOT		3,385.419	LOT	3,385.42	
IR-L		5105814716	1	04/27/2006	3,143.582	LOT		3,143.582	LOT	3,143.58	
IR-L		5105814716	1	04/27/2006	3,385.418	LOT		3,385.418	LOT	3,385.42	
IR-L		5105815990	1	05/05/2006	3,816.979	LOT		3,816.979	LOT	3,816.98	
IR-L		5105815990	1	05/05/2006	4,110.621	LOT		4,110.621	LOT	4,110.62	
IR-L		5105823759	1	08/16/2006	3,816.979	LOT		3,816.979	LOT	3,816.98	
IR-L		5105823759	1	08/16/2006	4,110.621	LOT		4,110.621	LOT	4,110.62	
Tr. rev. Invoice receipt					130,580	LOT		130,580	LOT	130,580.00	

Example 2 - PO 450000317



- 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.

NB Standard PO 450000317 Vendor 127421 MoreDirect Doc. date 10/24/2005

S.	Item	A	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plant
1	K			Adobe Creative Suite 2 P...	50EA	D	10/25/2005	176.11	USD	1	EA	Software Lic.	University of Kent
2	K			Adobe Creative Suite 2 P...	1EA	D	10/25/2005	22.50	USD	1	EA	Software Lic.	University of Kent
3	K			Adobe Creative Suite 2 P...	10EA	D	10/25/2005	176.11	USD	1	EA	Software Lic.	University of Kent

Item: [1] Adobe Creative Suite 2 Premium

Text	MvT	Material Do.	Item	Posting Date	Quantity	OUn	Qty. in order pr.un	Amt.in loc.cur.	Or.	Amount	Reference
GR		5000001539	1	12/09/2005	50	EA	50	8,805.50	EA	8,805.50	
Tr. rev. Goods receipt					50	EA		8,805.50	EA	8,805.50	
IR-L		5105807760	1	02/03/2006	10	EA	10	1,761.10	EA	1,761.10	
Tr. rev. Invoice receipt					10	EA		1,761.10	EA	1,761.10	

Example 3 – PO 4500004703



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

The screenshot shows the SAP Purchase Order (PO) 4500004703 for Vendor 123605 Host Communications, dated 08/08/2006. The item is '2006-2007 Arts & Science Magazine'. The PO quantity is 23,895 LOTS, with a delivery date of 10/31/2006. The net price is 1.00 USD per unit. The screenshot highlights the 'Tr.ev. Goods receipt' and 'Tr.ev. Invoice receipt' lines, both showing a quantity of 19,708.750 LOTS and an amount of 19,708.75. The 'GR' line (Goods Receipt) is dated 11/10/2006, and the 'IR-L' line (Invoice Receipt) is dated 11/10/2008.

Text	MVT	Material Do...	Item	Posting Date	Quantity	OU	Qty. in order pr.un.	Amt.in loc.cur.	Or...	Amount	Reference
GR	101	5500035622	1	11/10/2006	19,708.750	LOT	19,708.750	19,708.75	LOT	19,708.75	
Tr.ev. Goods receipt					19,708.750	LOT	19,708.750	19,708.75	LOT	19,708.75	
IR-L		5105654834	1	11/10/2008	19,708.750	LOT	19,708.750	19,708.75	LOT	19,708.75	
Tr.ev. Invoice receipt					19,708.750	LOT	19,708.750	19,708.75	LOT	19,708.75	

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



Goods Receipt Purchase Order 4500004703 - Leah D Nicholas

Document Date 03/26/2008 Delivery Note Vendor Host Communications
 Posting Date 03/26/2008 Bill of lading Header text: release encumbrance on PO

IMPORTANT, make notes in the header text!

Line	Material ShortText	OK	Qty in UoE	E...	Stor Loc	Cost Center	Bu...	Q/L Account	Batch	Valuation T.	M.
1	2006-2007 Arts & Science Magazine		3,398.250		LOT	1012084110	0101	531201			101

Qty in unit of entry 0 LOT CHANGE to *0*

Quantity ordered 23,095 LOT
 Received quantity 19,706.750

Item OK Line 1

Release Encumbrance through MIGO



Purchase order 4500004703 1 Item category Standard

"Del. completed" ind. 2 Set Final delivery for PO item

Requisitioner 1 Set automatically
 2 Set
 3 Do not set

Incoterms FOB Destination PPY and Allow

Item OK Line 1



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



The screenshot shows the SAP 'List Display of Purchase Requisitions' window. A callout box points to the 'Cost center' field, which contains the value '1016614800'. Another callout box points to a small icon in the toolbar above the list, which is used for dynamic selection.

1. Type in the Cost Center or WBS Element.

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

Execute Report - ME5K



The screenshot shows the 'Dynamic Selection' dialog box. A list of selection criteria is on the left, with 'Requisition date' highlighted. A callout box points to this selection. Another callout box points to a 'Multiple Selection' icon in the 'Requisition date' field.

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.

The screenshot shows the 'Multiple Selection for Requisition date' dialog. It has tabs for 'Sngl Values' and 'Ranges'. The 'Ranges' tab is active, showing a table with two date ranges: '07/01/2006' to '06/30/2007'. A callout box points to these date ranges. A 'Execute Report' button is visible at the bottom left.

Execute Report - ME5K



Purchase Requisitions per Account Assignment

Assignments Services

Cost center: 1016614800

Material	Short text	PGp	Mat. gp.		
Requisn. Item	Requested qty. Un	Deliv. date	Requester	PInt	SLoc
S C R OTy. I A	Ordered qty. Un	Release date	Trackg.no.	SP1.	MC
10000174	00010	1 AU	D 03/14/2005	002	110
N R	FO B K		03/14/2005		UK00
Desired vendor: 100007 Walmart					
Multi-Inst: CC WBS					
10000181	00010	1 AU	D 03/28/2005	002	C1075
N R	NB X		03/14/2005		UK00
Desired vendor: 100007 Walmart					
Framework CC test					
10000182	00010	1 AU	D 03/14/2005	002	C1335
N R	FO B K		03/14/2005		UK00
Desired vendor: 100007 Walmart					
hsssss					

Double-click the Purchase Requisition Number to view the actual Requisition.

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



Choose...

Cost center: 1012097790 to

WBS element: to

Order: to

Asset: Sub-no. to

Sales document: Item to

Network: Trans. to

Purchasing organization: UK00 to

Scope of list: BEST to

Selection parameters: to

Document type: to

Purchasing group: to

Plant: UK00 to

Item category: to

Account assignment category: to

Delivery date: to

Validity key date: to

Range of coverage: to

Document number: to

Vendor: to

Supplying plant: to

Material: to

Material group: to

Document date: to

Intern. article no. (EAN): to

Vendor's material number: to

Vendor sub-range: to

Promotion: to

Season: to

Season year: to

Short text: to

Vendor name: to

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

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

3. Execute Report.

Execute Report - ME2K



PO	Type	Vendor	Name	P6p	Order date
Item	Material	SLoc	Short text	Mat. group	
D I A	Plnt	SLoc	Order qty. Un	Net Price	Curr. per Un
4500003998	NB	142574	Maharam Fabrics	025	07/03/2006
00001	K UK00		Fabric - for Draperies	58.00	USD 1 YD
	Cost center		15.500	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %
4500005230	NB	133925	Ad Venture Promotions	024	09/11/2006
00001	K UK00		Javelin Ballpoint Pens - White & Blue	0.48	USD 1 EA
	Cost center		1500	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %
00002	K UK00		Set-up Fee		C1585 1 EA
	Cost center		1	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %
4500006078	NB	133925	Ad Venture Promot		2006
00001	K UK00		Round Globe Shape	17.50	USD 1 EA
	Cost center		150	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %
00002	K UK00		Setup Fee	50.00	USD 1 EA
	Cost center		1	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %
00003	K UK00		Paper Proof	17.50	USD 1 EA
	Cost center		1	0.00	USD 0.00 %
	Still to be delivered		0	0.00	USD 0.00 %
	Still to be invoiced		0	0.00	USD 0.00 %

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.

Purchase Order Status Report - Z_MMEKPO



Program ZMM_EKPO - Purchase Order Status Report

2. Execute Report.

Organization Parameters	
Company Code	UK00
Purchasing Organization	
Purchasing Group	
Plant	
Document Parameters	
Purchasing Document Number	
Purchasing Doc. Type	
Purchase Order Date	
Delivery Completed Indicator	
Final Invoice Received Ind	
Vendor Parameters	
Vendor	
Minority Indicator	
Controlling Parameters	
Acct Assignment Cat	
Cost Center	1012086630
WBS Element	
Fund	
Order	
Report Type	
Cost Center	<input checked="" type="radio"/>
Purchase Order	<input type="radio"/>
Initial Display Variant	
Initial Variant	/CCWBSORDER

1. Enter your Cost Center or WBS Element.

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	Net value	Received	Invoiced	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	0031518000		4500016992	125592	Nexair LLC	1033151880	5,000.00	5,000.00	0.00	789.64	4,210.36		
10/19/2007	0427510100		4500017780	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	Phillip Morris USA Inc	1013202280	187,800.00	187,800.00	164,325.00	164,325.00	23,475.00		
12/03/2007	0011030100		4500020410	168417	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	Filter	Sort	Export
/CCMBSORDER	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



Purchase Order Status Report

PURCHASE ORDER STATUS REPORT

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

Notice the receipt amounts!

Cost Center	WBS Element	Order	Purch. Doc.	Vendor	Name 1	P.O. Total	Encumbered	Received	Invoiced	O
1215357890			4500024809	118270	Turning Technologies LLC	3,000.00	3,000.00	0.00	3,054.42	3,000.00
1215357890					Turning Technologies LLC	99.00	99.00	0.00	101.73	99.00
		806732660000	4500001453	118298	Transformer Services Inc	3,099.00	3,099.00	0.00	3,156.15	3,099.00
					Transformer Services Inc	22,783.50	22,783.50	0.00	5,445.00	22,783.50
1012109280			4500024823	118303	Geophysical Survey Systems Inc	15,105.00	15,105.00	0.00	0.00	15,105.00
					Geophysical Survey Systems Inc	15,105.00	15,105.00	0.00	0.00	15,105.00
1012063160			4500013734	118332	ACM Construction LLC	500,000.00	500,000.00	359,468.35	359,468.35	140,531.65
					ACM Construction LLC	500,000.00	500,000.00	359,468.35	359,468.35	140,531.65
	3048103319		4500024817	118483	Insightful Corp	6,400.00	6,400.00	0.00	6,400.00	6,400.00
		3048103319			Insightful Corp	1,260.00	1,260.00	0.00	1,260.00	1,260.00
					Insightful Corp	7,660.00	7,660.00	0.00	7,660.00	7,660.00
1033151540			4500003766	118576	JSA Technologies Inc	5,500.00	5,500.00	4,677.60	4,677.60	822.40
					JSA Technologies Inc	5,500.00	5,500.00	4,677.60	4,677.60	822.40
1215351870			4500008240	118829	Brookhaven Instruments Corp	2,100.26	2,100.26	135.00	2,144.74	1,965.26
					Brookhaven Instruments Corp	2,100.26	2,100.26	135.00	2,144.74	1,965.26
	3048051300		4500024895	118829	Ralith USA Inc	1,020.00	1,020.00	0.00	0.00	1,020.00
					Ralith USA Inc	1,020.00	1,020.00	0.00	0.00	1,020.00
						4,039.00	4,039.00	0.00	0.00	4,039.00

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



Determine criteria to sort and execute.

Organizational Parameters

Company Code: UK00 to []

Purchasing Organization: [] to []

Purchasing Group: [] to []

Plant: UK00 to UK10

Document Parameters

Purchase Order Number: [] to []

Purchase Order Date: 7/01/07 to 6/30/08

Acct Assignment Cat: [] to []

Cost Center: [] to []

Vendor: [] to []

Purchasing Doc. Type: [] to []

Final invoice Received Ind: [] to []

Delivery Completed Indicator: [] to []

Display Parameters

Fixed Column Width:

Optimized Column Width:

Purchase Order Status Report - Z_MMOPEN



ZMM_OPEN - List Display of MM Open PO's

PO Number	Type	Sum POVal	Sum Encumbr	Sum GR Amt	Sum Inv Amt
Purch. Doc. Line Item / L. No.		PO Value	Encumbered	GR Amount	Inv Amount S.R.I. D.C.I. F.I.R.I. Unit
4500011170	NR	3,190.50	3,190.50	0.00	3,190.50
4500011303	NR	800,278.00	800,278.00	0.00	691,316.40
4500011304	NR	42,187.52	42,187.52	0.00	42,187.52
4500011305	NR	100,486.00	100,486.00	0.00	100,486.00
4500011306	NR	340,596.00	340,596.00	0.00	283,830.00
4500011321	NR	41,174.12	41,174.12	0.00	41,174.12
4500011322	NR	42,424.40	42,424.40	0.00	42,424.40
4500011555	NR	1.00	1.00	0.00	0.00
4500011555	NR	1.00	1.00	0.00	0.00 X
4500011567	NR	21,461.00	21,461.00	0.00	21,461.00
4500011573	NR	737.00	737.00	0.00	737.00
4500011577	NR	167.50	167.50	0.00	167.50
4500011577	NR	167.50	167.50	0.00	167.50 X
4500011587	NR	500.00	500.00	0.00	0.00
4500011629	NR	73,613.00	73,613.00	0.00	73,613.00
4500011621	NR	163,995.96	163,995.96	90,652.66	126,663.30

Select file to open the "drill down" functionality.

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 Order Report

General PO extract

Deletion indicator in purcha	<input type="checkbox"/>	to		
Purchasing Document Date	01/01/08	to	04/08/2008	
Purchasing Document Type		to		
Purchasing Organization	UK00	to		
Purchasing Document Number		to		
Purchasing group		to		
Storage Location		to		
Account Number of the Vendor		to		
Material Number		to		
Material Type		to		
Material Group		to		
Plant	UK00	to		

PO extract against Cost Object

G/L Account No.		to		
Business Area		to		
Cost Center		to		
Order		to		
WBS Element		to		

PO extract against material document receiver

Material Document Receiver		to		
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Include Invoice Information

Set the selection criteria, and create a variant for yourself!
Run report based on departmental needs!



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	<input type="checkbox"/>		
Select Released Recs Only (All Items/All Levels)	<input type="checkbox"/>		
Assignment Criteria			
GL 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	<input checked="" type="radio"/>		
Include Inventory Requisitions	<input type="radio"/>		

Z_MMEBAN



ZMM_EBAN - Purchase Requisition Status Report

Req Num	Stat	Type	Req Date	Vendor	Vendor Name	Price	Total	
10017037			03/20/2008				7,000.00	
10017039			03/20/2008	125919	National Instruments		21,111.00	
10017049			03/20/2008	118902	IBM Corp		0.01	
10017051			03/20/2008	129173	Herman Miller		13,200.59	
					Office panels, etc	13,200.590	1.00	13,200.59
10017054			03/20/2008	167522	Promotional Products Plus LLC		385.00	
10017055			03/20/2008	127126	Parks Med Electronic Sales Inc		3,164.30	
10017059			03/20/2008	153684	Lexi-Comp Inc		18,575.00	
10017060			03/20/2008	143903	Eclipsys Corp		15,900.00	
10017062			03/20/2008	142373	LW Anderson Software Consulting		2,500.00	
10017068			03/20/2008				2,020.00	
10017071			03/20/2008	121330	TL Contact		14,130.00	
10017089			03/20/2008	146167	Konica Minolta		8,700.00	
10017095			03/20/2008	118345	Medical Image Enhancement Tech		23,000.00	
10017097			03/20/2008	125952	Dell Marketing LP		29,985.00	
10017099			03/20/2008	127027	Ikon Office Solutions		467.28	
10017102			03/20/2008	127030	APG Communications		1,700.00	

Click file folder to open and display lines of requisition.
or
Drill into the requisition number to go into the requisition for more detail.

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	
						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	Code	Description
Release strategy	02 Release > \$10,000	L1	Level 1 Approver
		L2	Level 2 Approver
		Processor	Stat...
		William R Gombe...	✓
		Teresa A Centers	⚠

- Partial approval established for this requisition

- No approvals

Texts Release strategy

Release group 01 Campus Req Release
Release strategy C1 Release > \$0 - \$10K
Release Indicator Blocked

Code	Description	Processor	Stat...
L1	Level 1 Approver	Patricia T Polly	⚠

Default values

St...	Item A	I	Des.vendor	Vendor Material Number	Short text	Quantity	Unit	Val. price	Total value
	1	K	167522	A03	Adidas ClimaCool Men's ...	6	EA	55.00	330.00
	2	K	167522	A03	Adidas ClimaCool Men's ...	1	EA	55.00	55.00
									385.00

Item 1 [1] Adidas ClimaCool Men's Solid Polo--XL

Material data Quantities/dates Valuation Account assignment Source of supply Status Contact person

Processing stat Ordered 0 EA 03 In Release
Block

- 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.

Doc.cat	LT	Purch.Doc.	Item	Short.text	Quantity	OU
Purchase		4500002605	1	Sched.line	10	CV
				Goods receipt	10	CV
				Invoice receipt	10	CV

Purchase Requisition Status – ME53N



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

Doc.cat	LT	Purch.Doc.	Item	Short.text	Quantity	OU
Purchase		10003082	1	Sched.line	1	EA

Purchase Order Information - ME23N



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

Item	Mat.	Plant	UoM	Qnty	Unit price	Net price	Net amt	Net tax	Net total
1	Distilled Water	10 CV	24.50	10	24.50	24.50	0.00	24.50	24.50

Purchase Order Information - ME23N



- ♦ When was the PO sent to the vendor?

1. Click on the Messages Tab from PO Display.

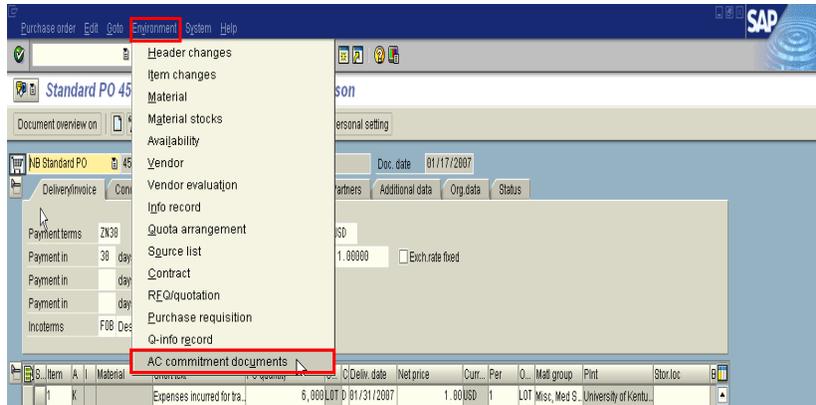
2. The PO output screen will give you the exact date and time that the PO was sent to the vendor.

Medium	Par.	Partner	Lan.	C.	Processing Time	Date
1	Print output	YN	155306	EN	01/17/2007 15:08:44	

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.

Document Journal

Item	Material	Quantity	Unit of Measure	Net Price	Value
Expenses incurred for tra...		6,000	LOT	1.00	6,000.00
Expenses incurred for training		2,958	15	1.00	2,958.15
Expenses incurred for training		100	00	1.00	100.00
					= 2,941.85

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



1. Double-click on Document List

The screenshot shows the SAP 'Display Document - FB03: Initial Screen' window. The menu bar includes 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. The toolbar contains various icons. Below the title bar, there are three buttons: 'Document list' (highlighted with a red box), 'First item', and 'Editing options'. The main area is divided into two sections: 'Keys for Financial Accounting' and 'Document display using...'. The 'Keys for Financial Accounting' section has fields for 'Document Number', 'Company Code' (with 'UK00' entered), and 'Fiscal Year'. The 'Document display using...' section has a 'Reference no.' field.

Display Document - FB03



2. Click Execute icon to execute the report

2. Type Vendor Invoice Number Or DAV Number

The screenshot shows the SAP 'Display Document - FB03: Document List' window. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons, including an 'Execute' icon (highlighted with a red box). Below the title bar, there are several input fields: 'Company code' (with 'UK00' entered), 'Document number', and 'Fiscal year'. The 'General selections' section includes fields for 'Document type', 'Posting date', 'Entry date', 'Reference number' (highlighted with a red box), 'Reference transaction', 'Reference key', and 'Logical system'. There are also checkboxes for 'Also display noted items' and 'Search for own documents'.

Display Document - FB03



4. Double-click on the Document #

Document..	Doc. Date	Posting Date	Reference	Header bd	Parked by	Entered on	User name	Reversal
5100037014	09/10/2006	09/18/2006	P81871608			09/18/2006	CMMCEL00	
5100043201	09/10/2006	10/13/2006	P81871608			10/13/2006	KMBROW2	
5100043601	09/10/2006	10/16/2006	P81871608			10/16/2006	CMMCEL00	

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



5. Double-click the Account Short Text

Doc.type : RE (Invoice - gross) Normal document
 Doc. Number 5100043601 Company code UK00 Posting date 10/16/2006 Fiscal year 2007
 Doc. date 09/10/2006 Posting date 10/16/2006 Fiscal year 04
 Calculate Tax
 Ref. doc. P81871608
 Doc. currency USD

Item	PK	Account	Account short text	Amount	Cost Ctr	WBS elem.	Fund	Assignment	Text
1	31	125952	Dell Marketing LP	8,173.00-				51000436012007	
2	86	210110	GR/IR Clearing	2.00	1427800040		0427510300	20061016	
3	81	550010	Computing Hardware	8,171.00	1427800040		0427510300	20061016	
*				0.00					

Display Check Information - FB03



Document Edit Goto Extras Environment System Help

Document changes

Check information

Payment usage

Invoice status Ctrl+F10

Document environment

Additional assignments

Valuation

Correspondence

B/S readjustment

Additional components...

Reference object F2

Vendor: 125952 Dell

Company Code UK00

University of Kentucky

Line Item 1 / Invoice / 31

Amount 8,173.00

Additional details

Bus. Area 0101

Disc. base 8,173.00 USD Disc. amount 0.00 USD

Payl terms ZNOW Days/percent 0 0.000 % 0 0.000 % 0

Blind date 09/10/2006 Fixed

Prnt block

Prnt Method Prnt meth.supl. Payee 128613

Clearing 10/16/2006 / 2000148926

Assignment 51000436012007

Text Long Text

Doc. no. 5100043601

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



Check Edit Goto Extras Environment System Help

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying company code: UK00 Payment document no. 2000148926

Bank details

House bank AP01 Bank Key 041203895

Account ID VEND Bank Account Number 0234544

Bank name NATIONAL CITY BANK

City CLEVELAND 44135-0000

Check information

Check Number	100148462	Currency	USD
Payment date	10/16/2006	Amount paid	8,173.00
Check encashment	10/25/2006	Cash discount amount	0.00

Check recipient

Name Dell Marketing LP

City Chicago

Payee's country US

Regional code IL

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

