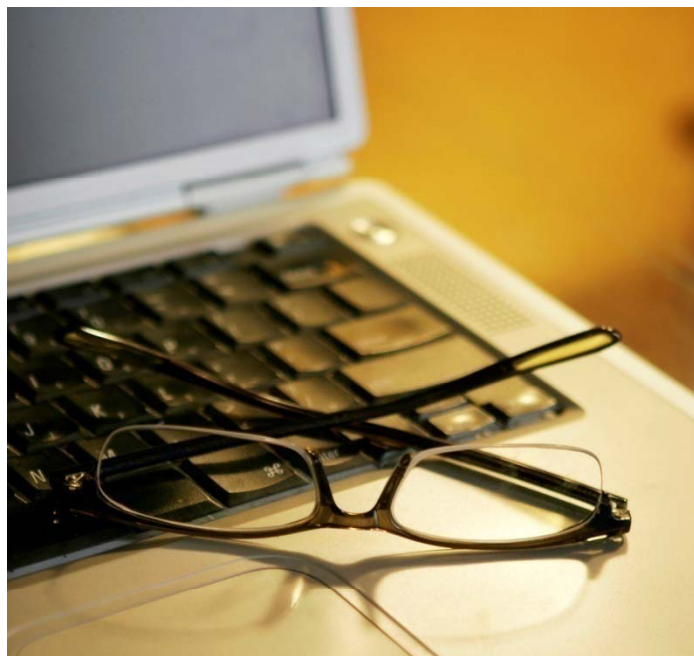




# Requisition & Purchase Order Encumbrances





## Releasing Fiscal Year – Encumbrances

# Types of Materials Management Reports

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- 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.

NB Standard PO 4500002675 Vendor 125952 Dell Marketing LP Doc. date 04/14/2006

Header

S...	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt
	1	X			Dell Product as listed below	138,507.600	LOT	04/24/2006		1.00	USD	1	LOT	Computer E... University of Kent

Item [ 1 ] Dell Product as listed below

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history

Text	MvT	Material Do...	Item	Posting Date	Σ	Quantity	OUn	Σ	Qty. in order pr.un.	Σ	Amt.in loc.cur.	Or...	Σ	Amount	Reference
IR-L		5105614714	1	04/27/2006		3,143.581	LOT		3,143.581		3,143.58	LOT		3,143.58	
IR-L		5105614714	1	04/27/2006		3,385.419	LOT		3,385.419		3,385.42	LOT		3,385.42	
IR-L		5105614715	1	04/27/2006		3,143.581	LOT		3,143.581		3,143.58	LOT		3,143.58	
IR-L		5105614715	1	04/27/2006		3,385.419	LOT		3,385.419		3,385.42	LOT		3,385.42	
IR-L		5105614716	1	04/27/2006		3,143.582	LOT		3,143.582		3,143.58	LOT		3,143.58	
IR-L		5105614716	1	04/27/2006		3,385.418	LOT		3,385.418		3,385.42	LOT		3,385.42	
IR-L		5105615990	1	05/05/2006		3,816.979	LOT		3,816.979		3,816.98	LOT		3,816.98	
IR-L		5105615990	1	05/05/2006		4,110.621	LOT		4,110.621		4,110.62	LOT		4,110.62	
IR-L		5105623759	1	06/16/2006		3,816.979	LOT		3,816.979		3,816.98	LOT		3,816.98	
IR-L		5105623759	1	06/16/2006		4,110.621	LOT		4,110.621		4,110.62	LOT		4,110.62	
<b>Tr../ev. Invoice receipt</b>						<b>130,580</b>	<b>LOT</b>		<b>130,580</b>		<b>130,580.00</b>	<b>LOT</b>		<b>130,580.00</b>	

# 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.

NB Standard PO 4500000317 Vendor 127421 MoreDirect Doc. date 10/24/2005

Header

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

Item [ 1 ] Adobe Creative Suite 2 Premium

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assignment | Purchase order history

Text	MvT	Material Do...	Item	Posting Date	Σ	Quantity	OU	Σ	Qty. in order pr.un.	Σ	Amt.in loc.cur.	Or...	Σ	Amount	Reference
GR	101	5000001539	1	12/09/2005		50	EA		50		8,805.50	EA		8,805.50	
<b>Tr..ev. Goods receipt</b>						<b>50</b>	<b>EA</b>		<b>50</b>		<b>8,805.50</b>	<b>EA</b>		<b>8,805.50</b>	
IR-L		5105607760	1	02/03/2006		10	EA		10		1,761.10	EA		1,761.10	
<b>Tr..ev. Invoice receipt</b>						<b>10</b>	<b>EA</b>		<b>10</b>		<b>1,761.10</b>	<b>EA</b>		<b>1,761.10</b>	

# Example 3 – PO 4500004703



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

NB Standard PO 4500004703 Vendor 123605 Host Communications Doc. date 08/08/2006

Header

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt
	1		K		2006-2007 Arts & Scienc...	23,095	LOT	D	10/31/2006	1.00	USD	1	LOT	Printing, Typ...	University of Kent

Item 1 [1] 2006-2007 Arts & Science Magazine

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment Purchase order history

Text	MvT	Material Do...	Item	Posting Date	Σ	Quantity	OUn	Σ	Qty. in order pr.un.	Σ	Amt.in loc.cur.	Or...	Σ	Amount	Reference
GR	101	5500035622	1	11/07/2006		19,708.750	LOT		19,708.750		19,708.75	LOT		19,708.75	
<b>Tr./ev. Goods receipt</b>						<b>19,708.750</b>	<b>LOT</b>		<b>19,708.750</b>		<b>19,708.75</b>	<b>LOT</b>		<b>19,708.75</b>	
IR-L		5105654834	1	11/08/2006		19,708.750	LOT		19,708.750		19,708.75	LOT		19,708.75	
<b>Tr./ev. Invoice receipt</b>						<b>19,708.750</b>	<b>LOT</b>		<b>19,708.750</b>		<b>19,708.75</b>	<b>LOT</b>		<b>19,708.75</b>	

## 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



SAP Goods Receipt Purchase Order 4500004703 - Leah D Nicholas

GR goods receipt 101

Document Date: 03/26/2008  
Posting Date: 03/26/2008  
Vendor: Host Communications  
Headerbt: release encumbrance on PO

**IMPORTANT, make notes in the header text!**

Line	Material ShortText	OK	Qty in UnE	E...	Stor.Loc	Cost Center	Bu...	G/L Accoun...	Batch	Valuation T...	M...
1	2006-2007 Arts & Science Magazine	<input type="checkbox"/>	3,386.250	LOT		1012084110	0101	531201			101

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

Quantity ordered: 23,095 LOT  
Received quantity: 19,708.750

Item OK Line 1

UKD (1) (300) irisd INS

# Release Encumbrance through MIGO



Material    Quantity    Where    **Purchase Order Data**    Partner    Account Assignment

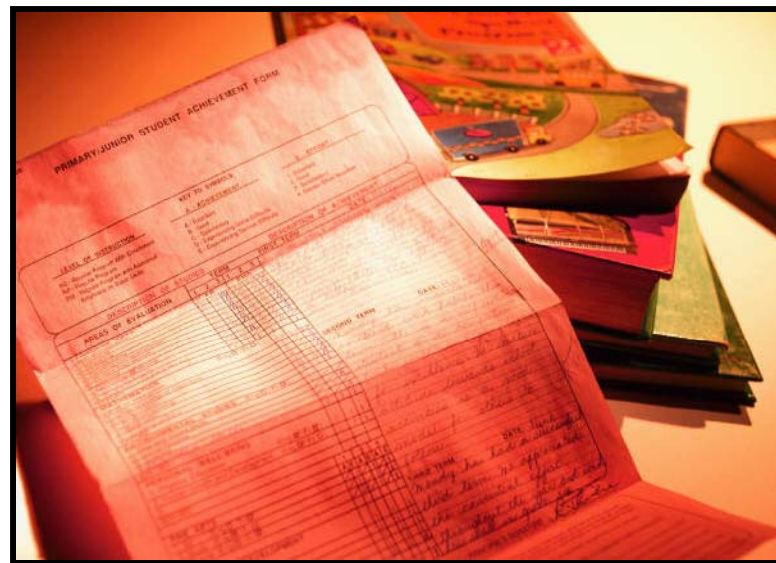
Purchase order    4500004703    1       Item category    Standard

**"Del.completed" ind.**    2 Set   

Requisitioner    1 Set automatically  
2 Set  
3 Do not set

Incoterms    FOB Destination PPY and Allow

Item OK    Line    1



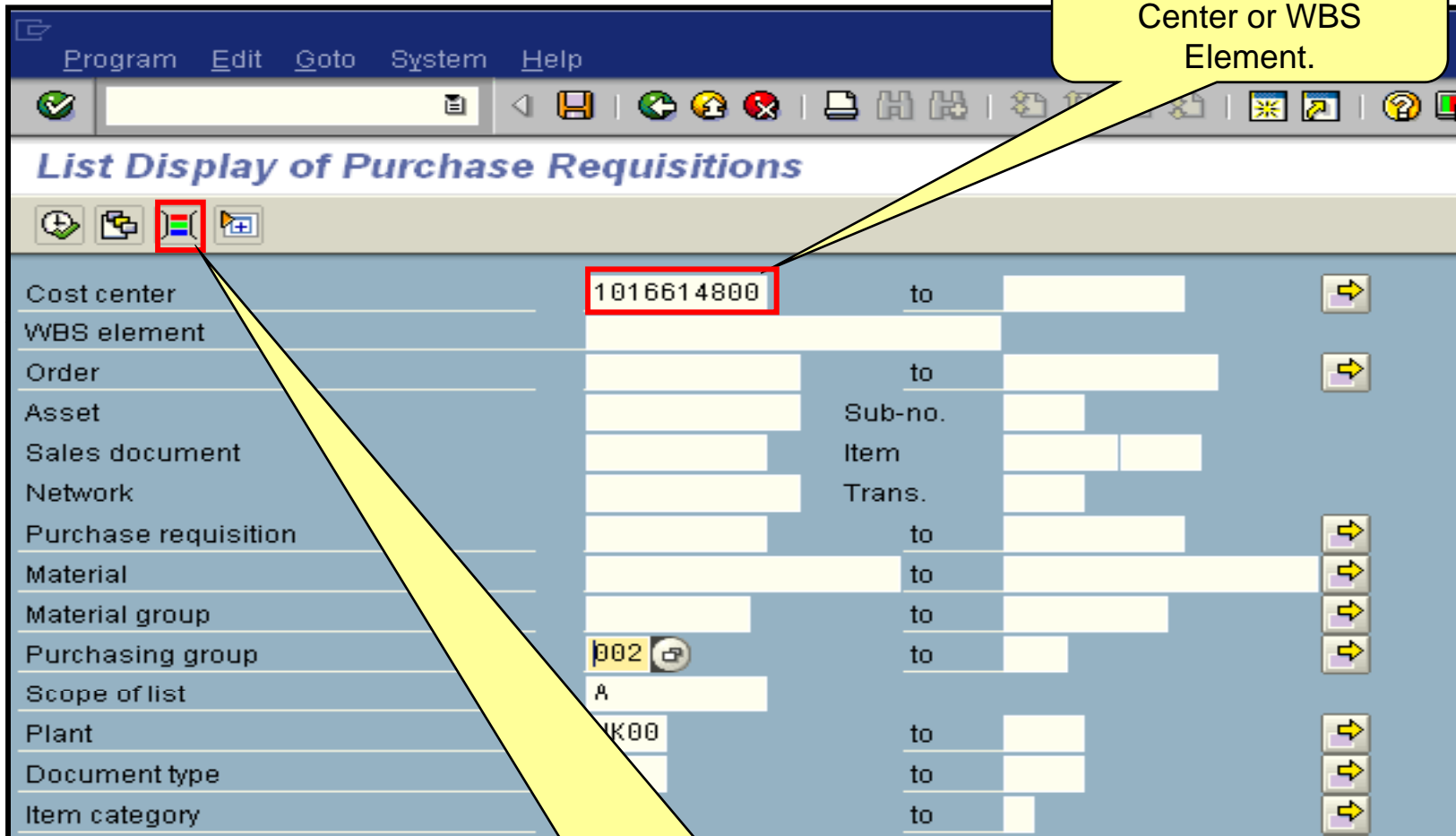
# Reporting

# 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.

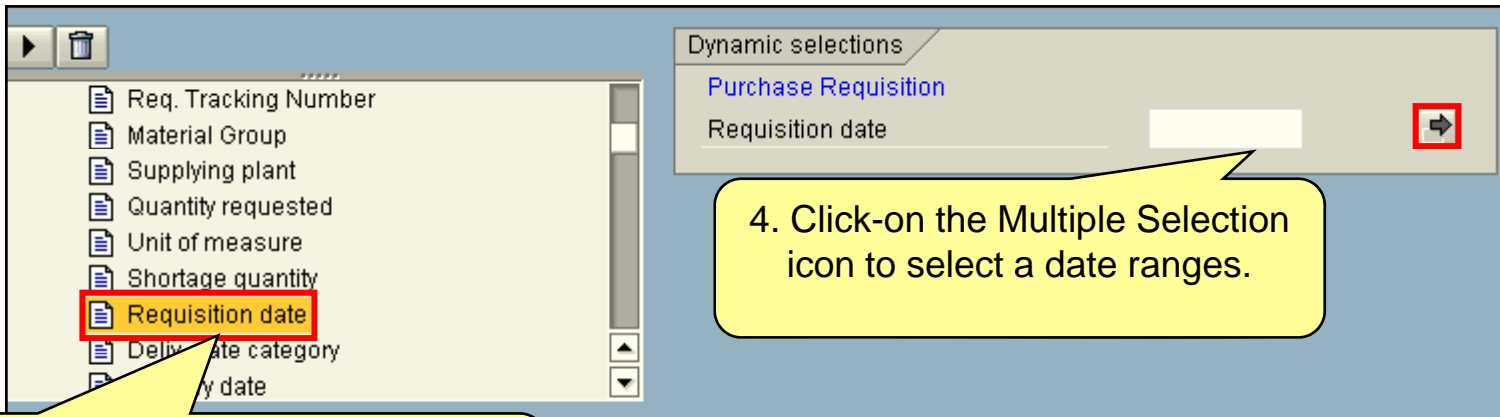
# Execute Report - ME5K



The screenshot shows the SAP ME5K report interface. The title bar reads "List Display of Purchase Requisitions". The main area contains a list of fields for selection, including Cost center, WBS element, Order, Asset, Sales document, Network, Purchase requisition, Material, Material group, Purchasing group, Scope of list, Plant, Document type, and Item category. The "Cost center" field is highlighted with a red box and contains the value "1016614800". A yellow callout bubble points to this field with the text "1. Type in the Cost Center or WBS Element.". Another yellow callout bubble points to a small icon in the toolbar with the text "2. Click-on Dynamic Selection Icon to narrow your report search criteria..".

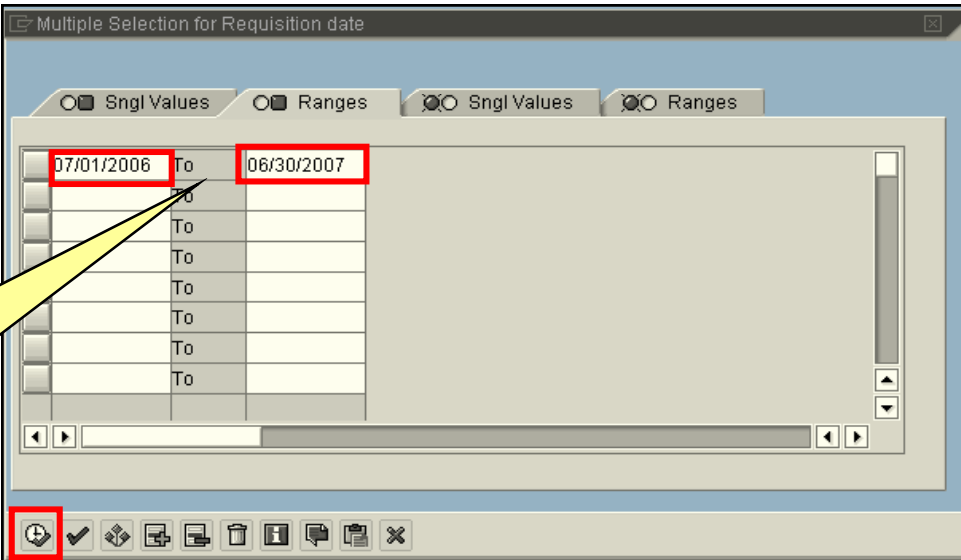
Field	Value	to	Value	Icon
Cost center	1016614800	to		→
WBS element		to		
Order		to		→
Asset		Sub-no.		
Sales document		Item		
Network		Trans.		
Purchase requisition		to		→
Material		to		→
Material group		to		→
Purchasing group	002	to		→
Scope of list	A			
Plant	0000	to		→
Document type		to		→
Item category		to		→

# Execute Report – ME5K



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**

Cost center 1016614800

Material	Short text	PGp	Mat. gp.
Requisn. Item	Requested qty. Un Deliv. date	Requester	Plnt SLoc
S C R Qty. I A	Ordered qty. Un Release date	Trackg.no.	SP1. MC
<input type="checkbox"/>	Stuff	002	110
<b>10000174</b>	00010 1 AU D 03/14/2005		UK00
N R FO B K	03/14/2005		
Desired vendor 100007 Walmart			
<input type="checkbox"/>	Multi test: CC WBS	002	C1075
10000181	00010 1 AU BT D 03/28/2005		UK00
N R NB X	03/14/2005		
Desired vendor 100007 Walmart			
<input type="checkbox"/>	Framework CC test	002	C1335
10000182	00010 1 AU D 03/14/2005		UK00
N R FO B K	03/14/2005		
Desired vendor 100007 Walmart			
<input type="checkbox"/>	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



The screenshot shows the SAP ME2K report execution interface. The 'Cost center' field is populated with '1012097790'. The 'Document date' field is populated with '07/02/2006' and the 'to' field is populated with '07/30/2006'. The 'Plant' field is populated with 'UK00'. A yellow callout box points to the 'Execute Report' button in the top-left corner of the form.

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	PGp	Order date		
Item	Material		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			Fabric - for Draperies		C1270		
	K UK00		15.500	YD	58.00	USD	1 YD
	Cost center						
	Still to be delivered		0	YD	0.00	USD	0.00 %
	Still to be invoiced		0	YD	0.00	USD	0.00 %
4500005230	NB	133925	Ad Venture Promotions	024	09/11/2006		
00001			Javelin Ballpoint Pens - White & Blue		C1585		
	K UK00		500	EA	0.48	USD	1 EA
	Cost center						
	Still to be delivered		0		0.00	USD	0.00 %
	Still to be invoiced		0		0.00	USD	0.00 %
00002			Set-up Fee			C1585	
	K UK00		1				1 EA
	Cost center						
	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			Round Globe Shape				
	K UK00		150				1 EA
	Cost center						
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		0	EA	0.00	USD	0.00 %
00002			Setup Fee			C1585	
	K UK00		1	EA	50.00	USD	1 EA
	Cost center						
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		0	EA	0.00	USD	0.00 %
00003			Paper Proof			C1585	
	K UK00		1	EA	17.50	USD	1 EA
	Cost center						
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		0	EA	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	to		
Purchasing Organization		to		
Purchasing Group		to		
Plant		to		






**Document Parameters**

Purchasing Document Number		to		
Purchasing Doc. Type		to		
Purchase Order Date		to		
Delivery Completed Indicator	<input type="checkbox"/>	to		
Final Invoice Received Ind	<input type="checkbox"/>	to		

**Vendor Parameters**

Vendor		to		
Minority Indicator		to		

**Controlling Parameters**

Acct Assignment Cat		to		
Cost Center	1012086630	to		
WBS Element		to		
Fund		to		
Order		to		

**Report Type**

Cost Center

Purchase Order

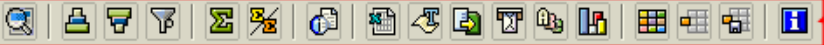
**Initial Display Variant**

Initial Variant /CCWSORDER

**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	Σ Netvalue	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				
/CCWSORDER	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** SAP

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**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 \*\*

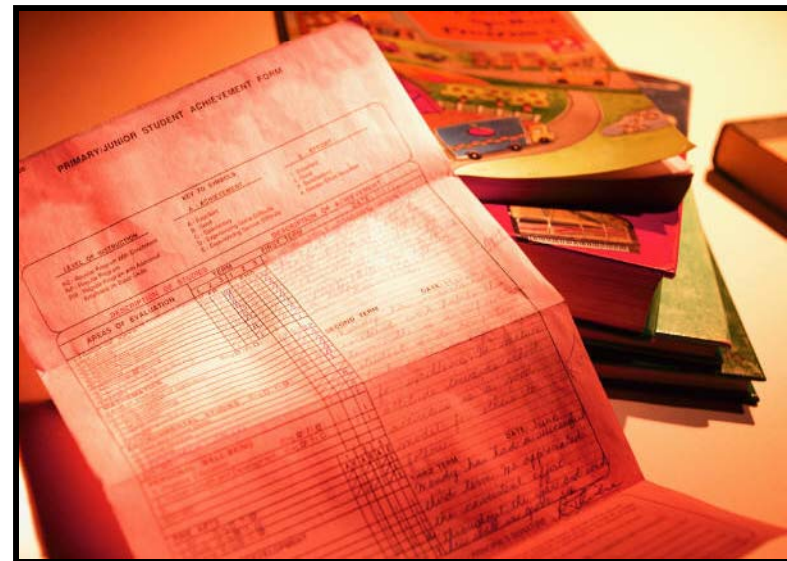
**Notice the receipt amounts!**

Cost Center	WBS Element	Order	Purch.Doc.	Vendor	Name 1	Σ P.O Total	Σ Encumberd	Σ Received	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
				118835		1,020.00	1,020.00	0.00	0.00	1,020

R3P (2) (300) r3prda06 INS

# 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	<input checked="" type="checkbox"/>	to		

**Display Parameters**

Fixed Column Width	<input checked="" type="radio"/>
Optimized Column Width	<input type="radio"/>

# 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	G.R.I.	D.C.I.	F.I.R.I.	Unit
4500011176	NB	3,190.50	3,190.50	0.00	3,190.50				
4500011303	NB	800,278.00	800,278.00	0.00	691,316.40				
4500011304	NB	42,187.52	42,187.52	0.00	42,187.52				
4500011305	NB	108,486.00	108,486.00	0.00	108,486.00				
4500011306	NB	340,596.00	340,596.00	0.00	283,830.00				
4500011307	NB		22,575.00	0.00	22,575.00				
4500011321	NB		41,174.12	0.00	41,174.12				
4500011323	NB	42,434.40	42,434.40	0.00	42,434.40				
4500011555	NB	1.00	1.00	0.00	0.00				
4500011555	10 33046	1.00	1.00	0.00	0.00	X			EA
4500011567	NB	21,461.00	21,461.00	0.00	21,461.00				
4500011573	NB	737.00	737.00	0.00	737.00				
4500011577	NB	167.50	167.50	0.00	167.50				
4500011577	1 33047	167.50	167.50	0.00	167.50	X			EA
4500011587	NB	500.00	500.00	0.00	0.00				
4500011629	NB	73,613.00	73,613.00	0.00	73,613.00				
4500011631	NB	163,995.96	163,995.96	98,652.66	136,663.30				

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"/> <input type="checkbox"/> <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		
----------------------------	--	----	--	---

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				<p style="color: red; text-align: center;"><b>Identify criteria specific to departmental needs.</b></p>
Plant	UK00	to		
Purch. Organization	UK00	to		
Purchasing Group		to		
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				<p style="color: red; text-align: center;"><b>Key in the department cost center, order or WBS element.</b></p>
G/L Account No.		to		
Acct assignment cat.		to		
Cost Center		to		
Order		to		
WBS Element		to		
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	Total														
Line	Item	Description	Req	Quantity	Price	Value	Last	PO	Num	P.O	Line	Assignment	G/L	Acct	Ver					
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	8,708.00													
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	127038	APS 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

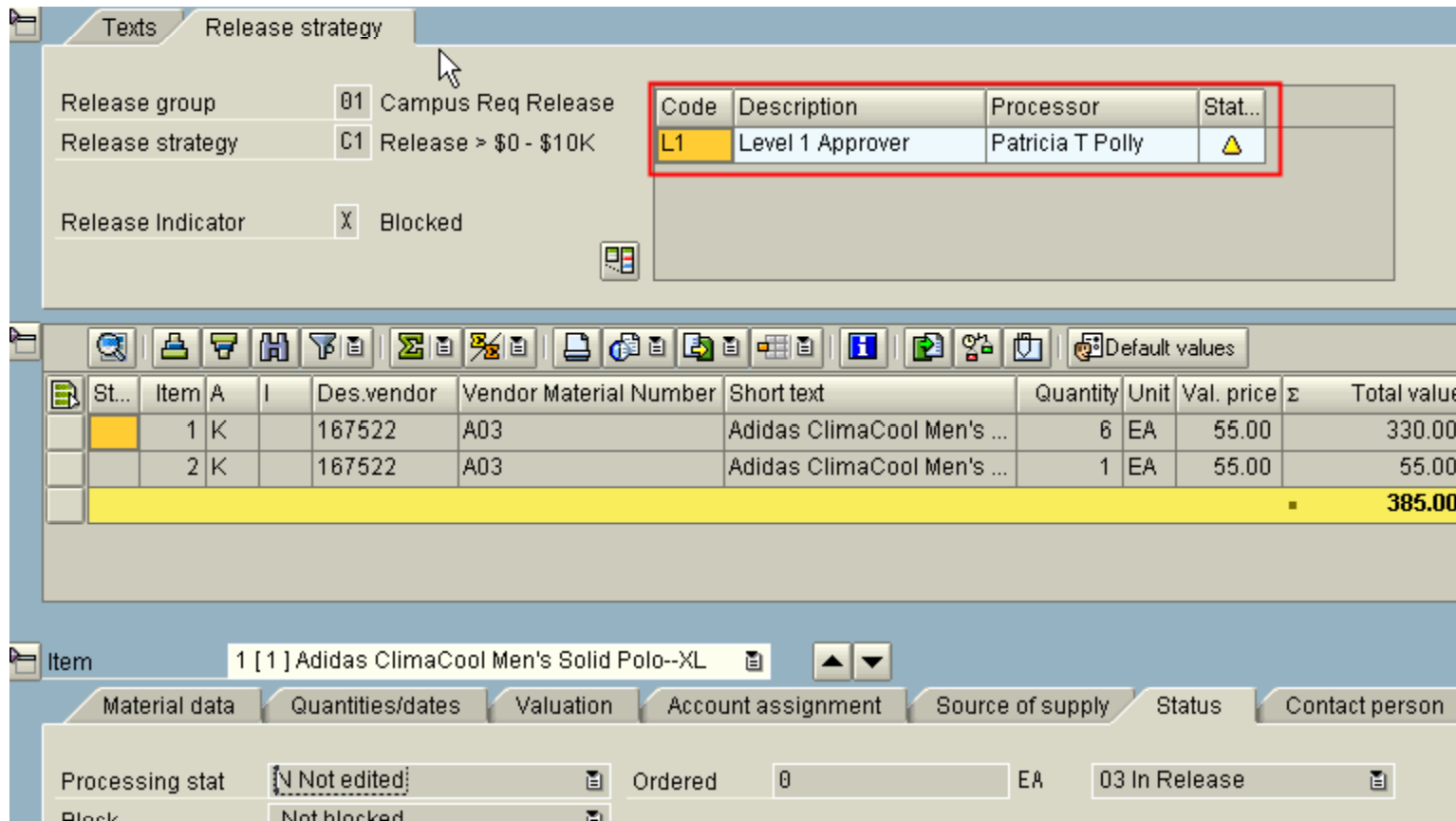
Release strategy C2 Release > \$10,000

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



- No approvals



The screenshot shows the SAP MMBE (Material Release Strategy) configuration and item list. The top part displays the 'Release strategy' configuration for '01 Campus Req Release' and 'C1 Release > \$0 - \$10K'. A table below shows the release strategy processor 'L1 Level 1 Approver' assigned to 'Patricia T Polly' with a warning status.

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

The bottom part shows a list of items for 'Adidas ClimaCool Men's Solid Polo--XL'. The total value is 385.00.

St...	Item	A	I	Des.vendor	Vendor Material Number	Short text	Quantity	Unit	Val. price	Σ	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
											<b>385.00</b>

The item details for '1 [1] Adidas ClimaCool Men's Solid Polo--XL' are shown below, including processing status 'Not edited', ordered quantity '0', and status '03 In Release'.

# Z\_MMEBAN

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- 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.

Processing stat: PO created: Ordered 10 CV 05 Release Completed

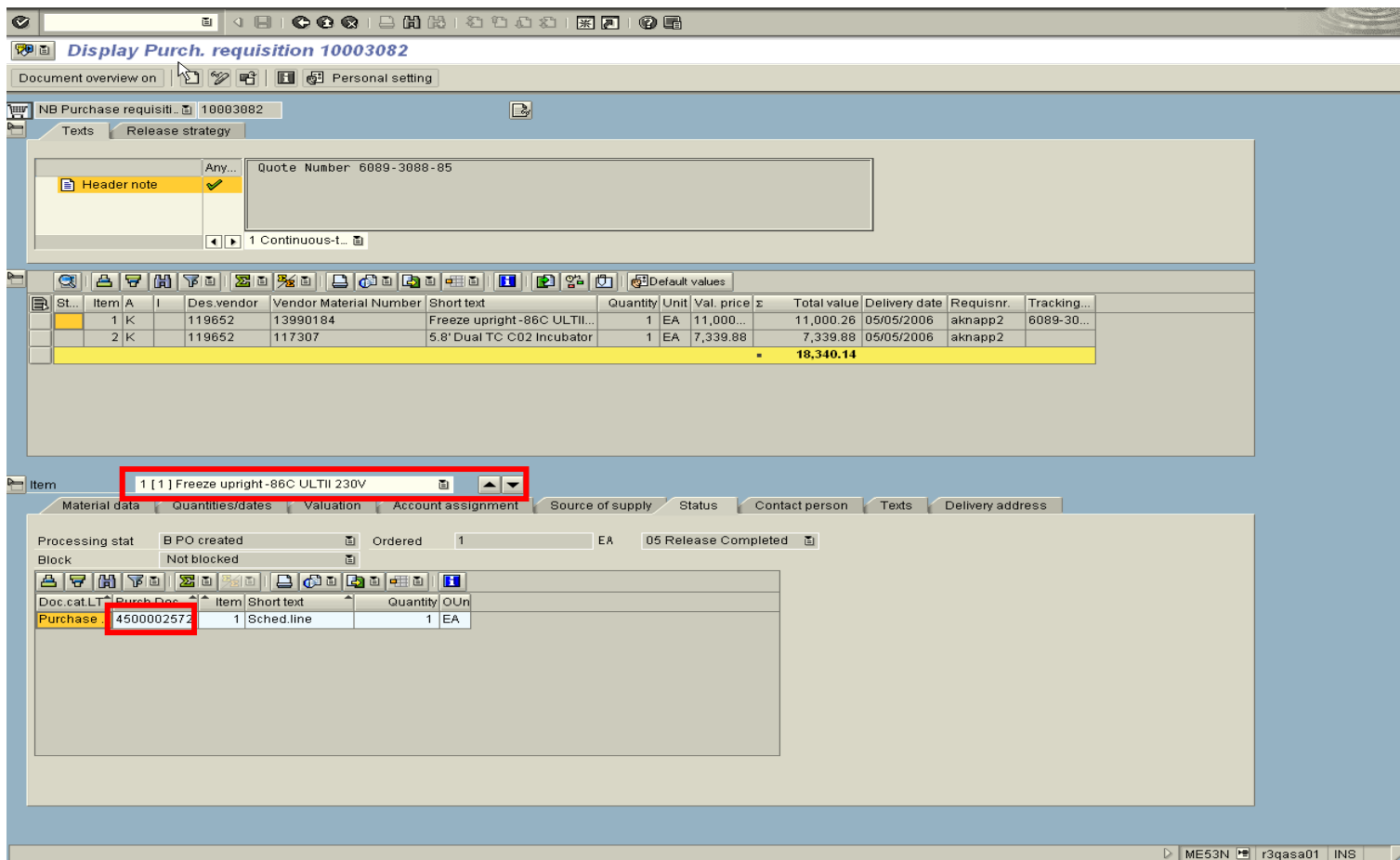
Block: Not blocked

Doc.cat.LT	Purch.Doc.	Item	Short text	Quantity	OUn
Purchase ...	4500002605	1	Sched.line	10	CV
			<a href="#">Goods receipt</a>	10	CV
			<a href="#">Invoice receipt</a>	10	CV

Status tab will also give you GR and/or Invoice Receipt information if available.

# Purchase Requisition Status – ME53N

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



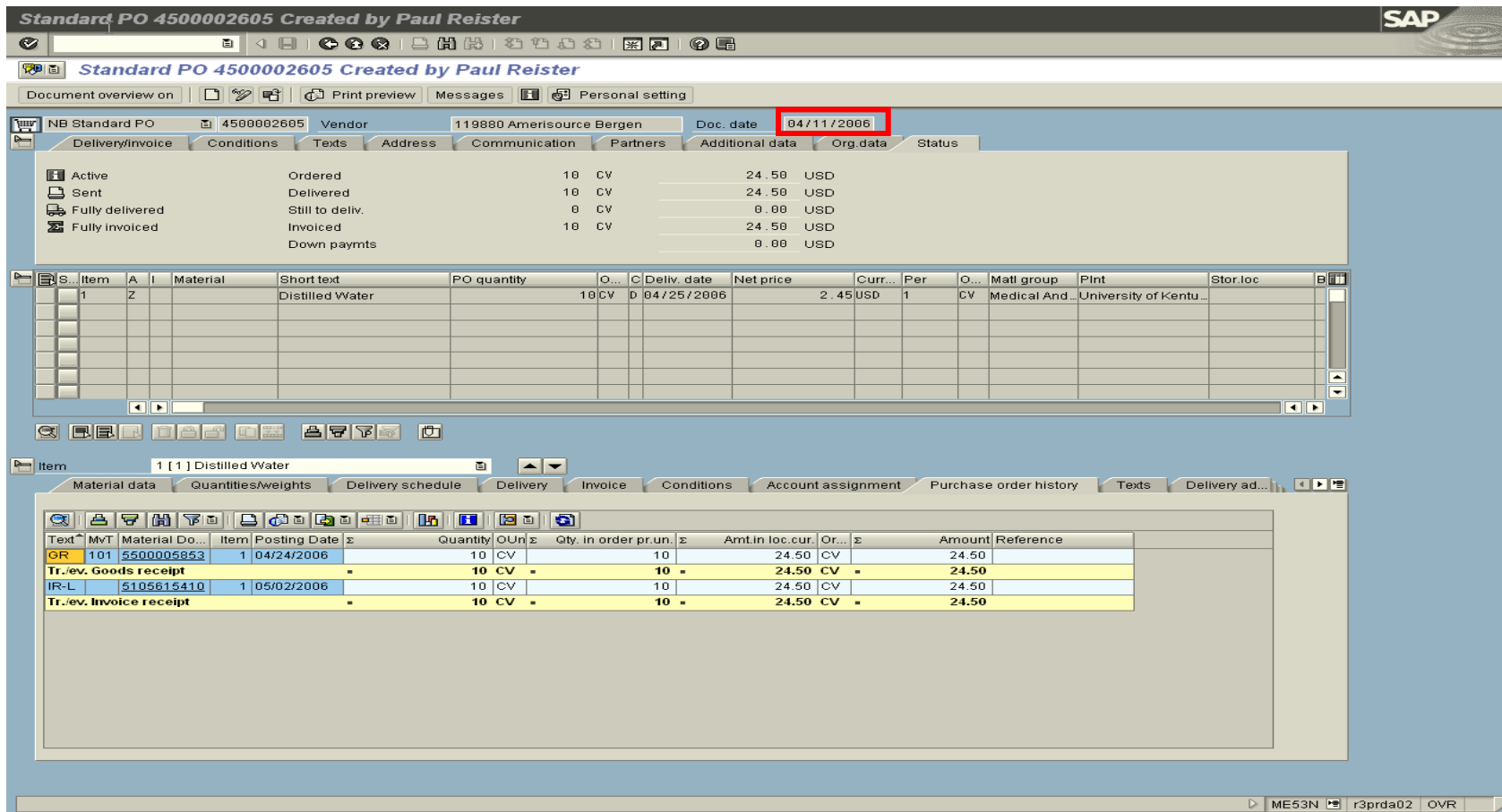
The screenshot displays the SAP ME53N 'Display Purch. requisition 10003082' interface. The main table shows two line items:

St...	Item	A	I	Des. vendor	Vendor Material Number	Short text	Quantity	Unit	Val. price	Total value	Delivery date	Requisnr.	Tracking...
	1	K		119652	13990184	Freeze upright-86C ULTI...	1	EA	11,000...	11,000.26	05/05/2006	aknapp2	6089-30...
	2	K		119652	117307	5.8' Dual TC C02 Incubator	1	EA	7,339.88	7,339.88	05/05/2006	aknapp2	
										<b>18,340.14</b>			

The 'Item' section for line 1 is expanded, showing the status '05 Release Completed'. A red box highlights the status field. Below, the 'Purchase' document is shown with a red box around the document number '4500002572'.

# Purchase Order Information – ME23N

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



Standard PO 4500002605 Created by Paul Reister

Document overview on | Print preview | Messages | Personal setting

NB Standard PO 4500002605 Vendor 119880 Amerisource Bergen Doc. date 04/11/2006

Delivery/invoice	Conditions	Texts	Address	Communication	Partners	Additional data	Org. data	Status
Active	Ordered			10 CV		24.50 USD		
Sent	Delivered			10 CV		24.50 USD		
Fully delivered	Still to deliv.			0 CV		0.00 USD		
Fully invoiced	Invoiced			10 CV		24.50 USD		
	Down paymts					0.00 USD		

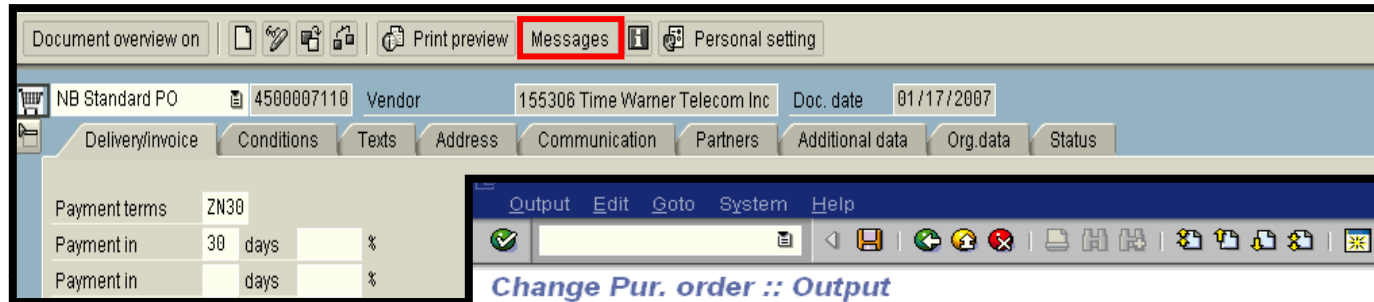
S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor. loc
	1	Z			Distilled Water		10	CV	04/25/2006	2.45 USD		1	CV	Medical And...	University of Kentu...	

Item 1 [ 1 ] Distilled Water

Text	MVT	Material Do...	Item	Posting Date	Σ	Quantity	OUn	Σ	Qty. in order pr.un.	Σ	Amt.in loc.cur.	Or...	Σ	Amount	Reference
GR	101	5500005853	1	04/24/2006		10	CV		10		24.50	CV		24.50	
Tr.ev. Goods receipt															
IR-L		5105815410	1	05/02/2006		10	CV		10		24.50	CV		24.50	
Tr.ev. Invoice receipt															

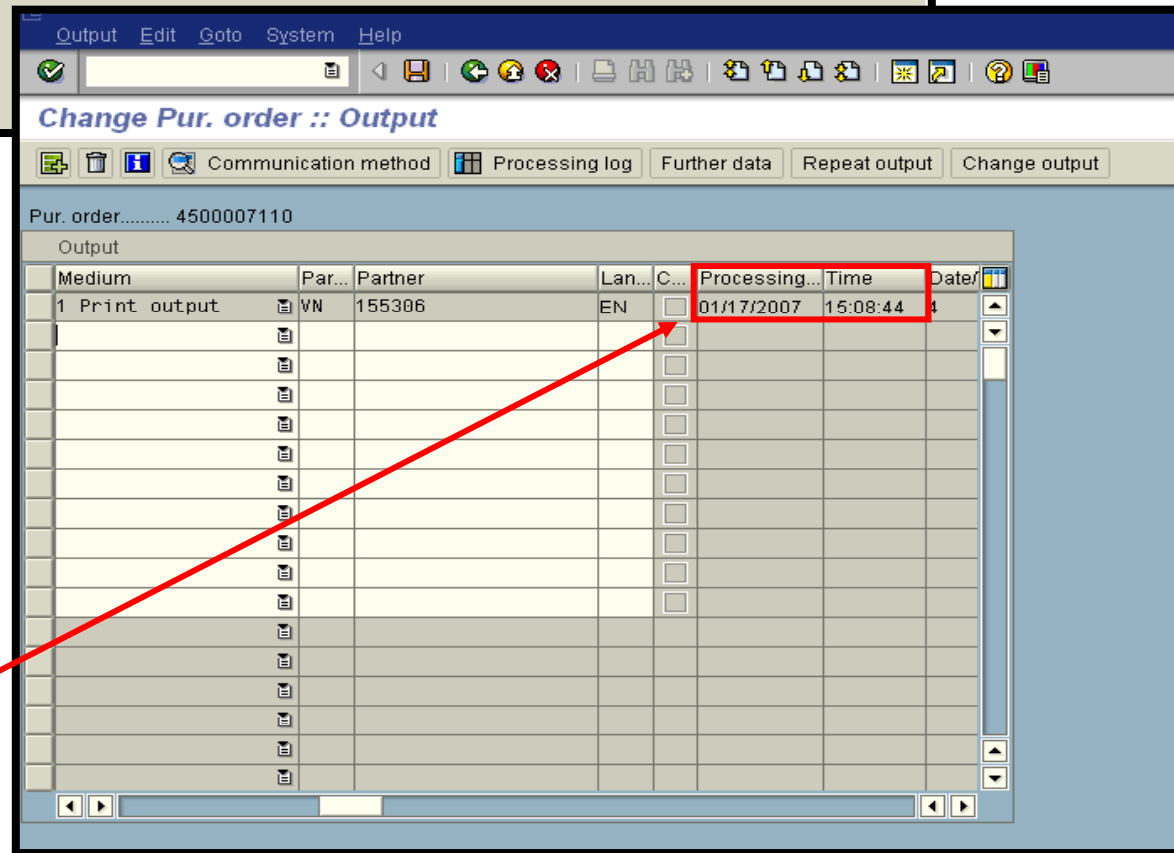
# Purchase Order Information – ME23N

- ◆ When was the PO sent to the vendor?



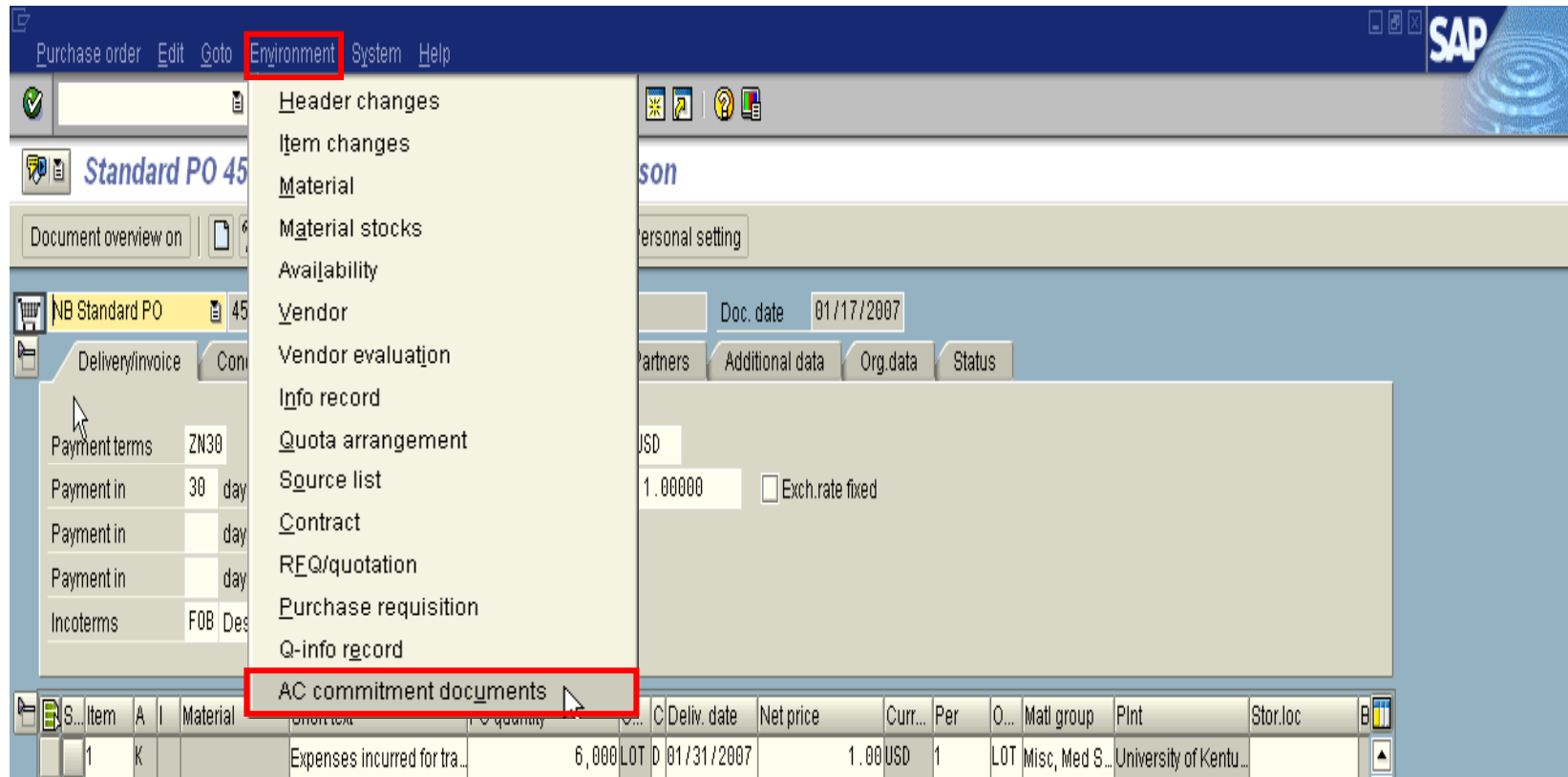
1. Click on the Messages Tab from PO Display.

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.

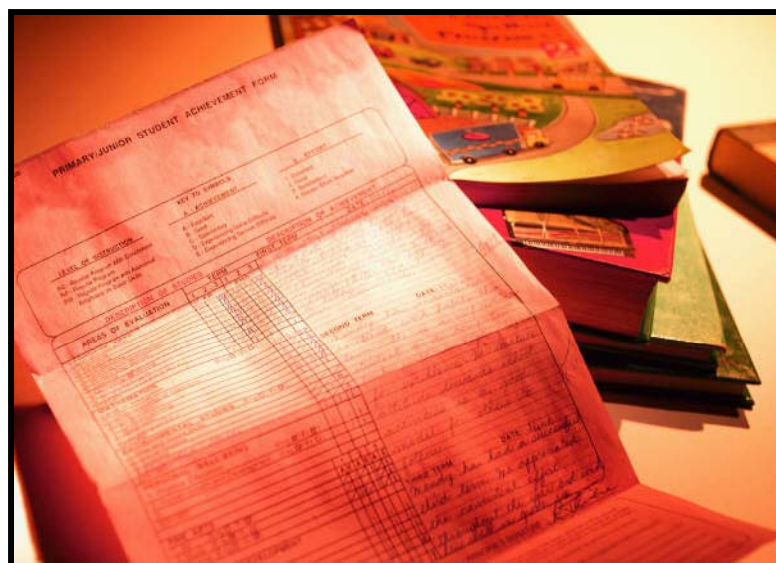
Document Journal

FM Area UK00  
Year commitment item 2007  
Commitment item  
Funds Center  
Fund  
Layout

RefDocNo	FM pstg d.	Cmmt item	Commitment item text	ΣPymt Bdgt	Text	Val.type text	VT
4500007108	01/17/2007	530122	Commercial/Oth Servi	6,000.00	Expenses incurred for training	Purchase Orders	51
4500007108	01/22/2007		Commercial/Oth Servi	2,958.15	Expenses incurred for training	Purchase Orders	51
4500007108	02/13/2007		Commercial/Oth Servi	100.00	Expenses incurred for training	Purchase Orders	51
				<b>2,941.85</b>			

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



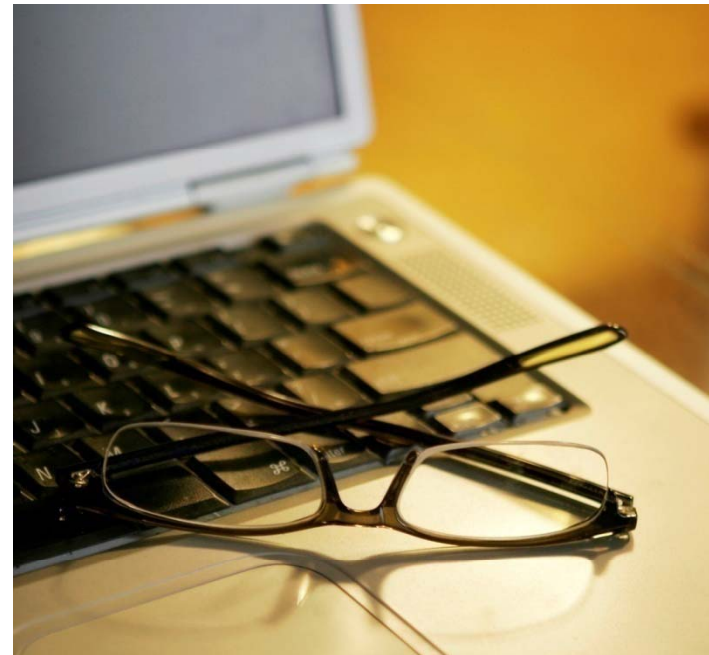


# Check Information

# Display Document – FB03

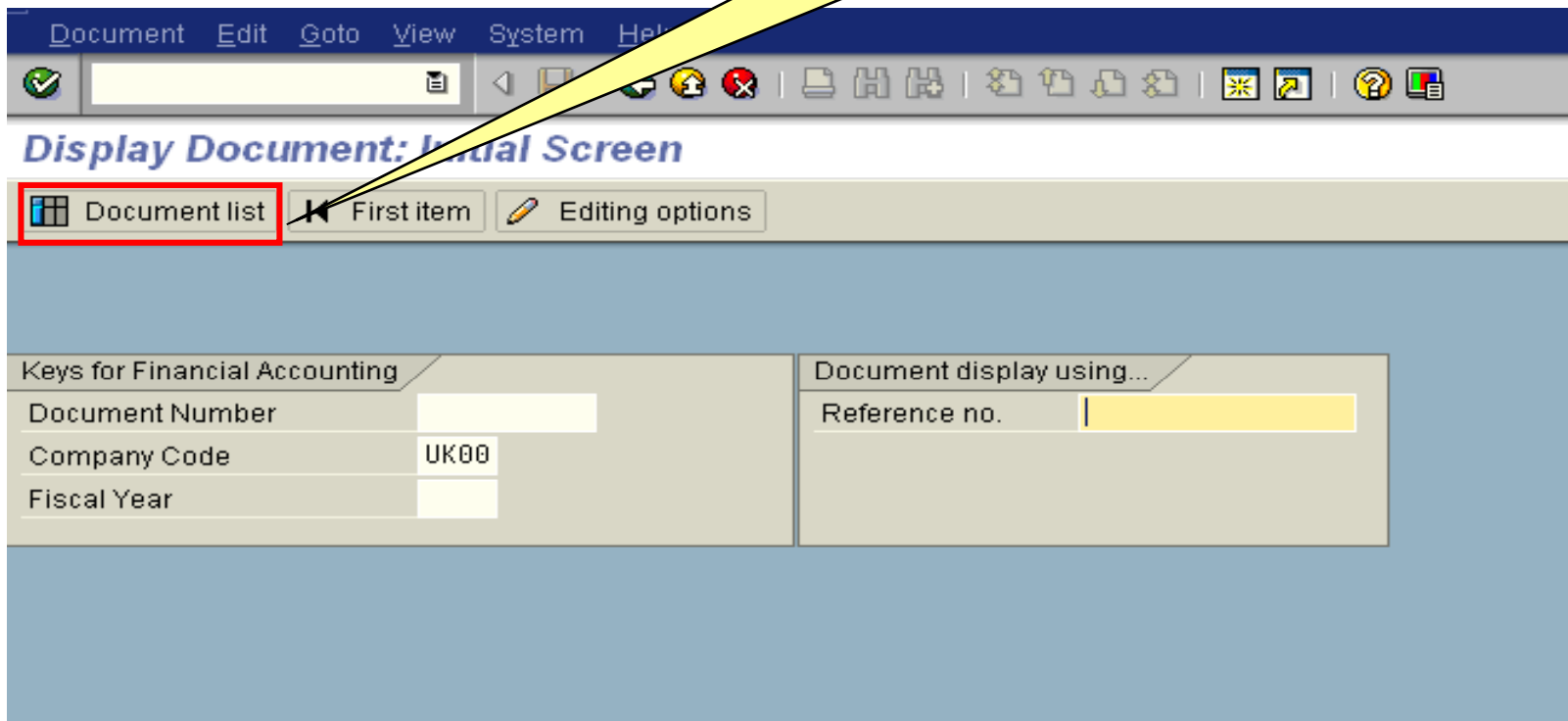
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- Has a particular Invoice or DAV been paid yet?
  - ◆ Go to FB03
  - ◆ Document List
  - ◆ Type in document number or DAV number



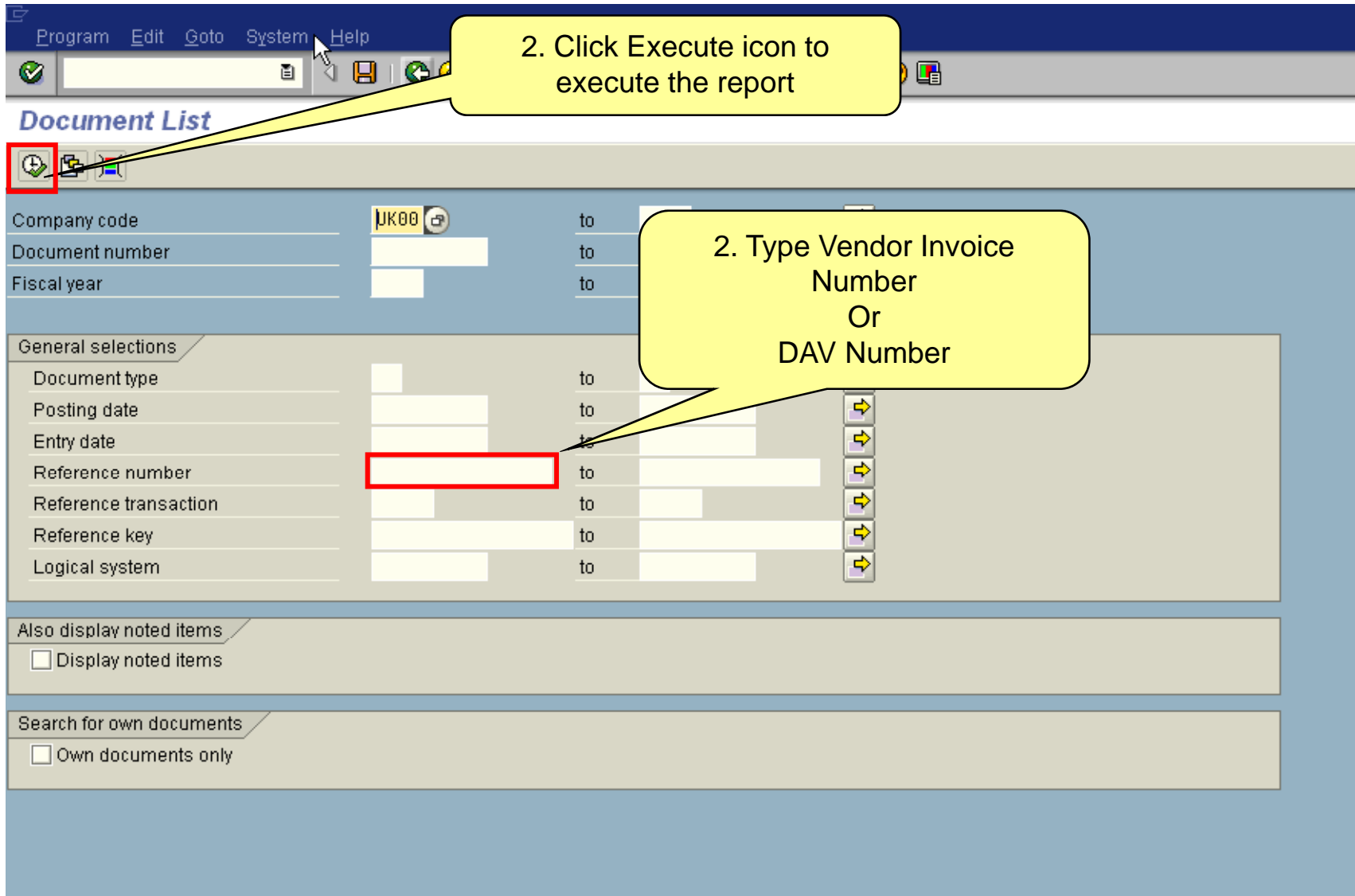
# Display Document – FB03

1. Double-click on Document List



The screenshot shows the SAP FB03 'Display Document: Initial Screen'. The menu bar includes 'Document', 'Edit', 'Goto', 'View', 'System', and 'Help'. The toolbar contains various icons for navigation and editing. The main area features a 'Document list' button (highlighted with a red box), a 'First item' button, and an 'Editing options' button. Below these are two panels: 'Keys for Financial Accounting' and 'Document display using...'. The 'Keys for Financial Accounting' panel contains fields for 'Document Number', 'Company Code' (with value 'UK00'), and 'Fiscal Year'. The 'Document display using...' panel contains a 'Reference no.' field.

# Display Document – FB03



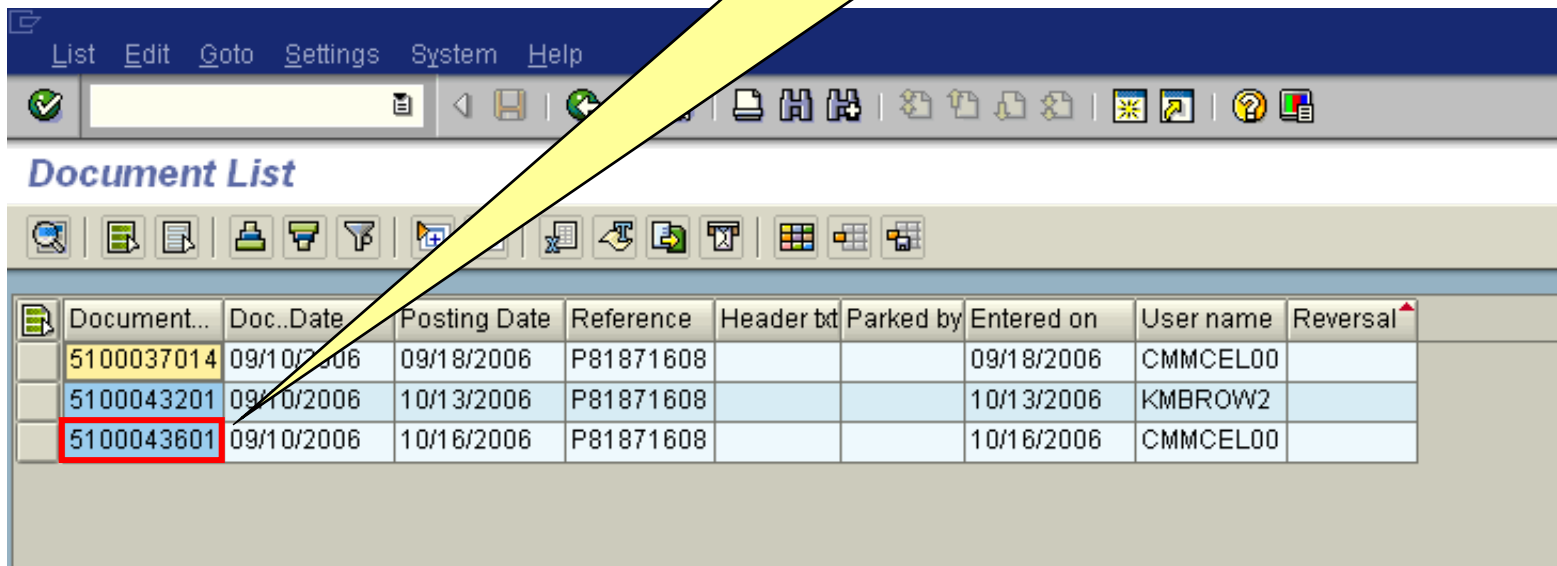
The screenshot shows the SAP FB03 'Document List' screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with several icons. A yellow callout box points to the 'Execute' icon (a green circle with a white play symbol) and contains the text: "2. Click Execute icon to execute the report".

Below the toolbar, the screen is divided into several sections. The first section contains input fields for 'Company code' (with 'UK00' entered), 'Document number', and 'Fiscal year'. The second section is titled 'General selections' and contains a list of fields: 'Document type', 'Posting date', 'Entry date', 'Reference number', 'Reference transaction', 'Reference key', and 'Logical system'. A yellow callout box points to the 'Reference number' field and contains the text: "2. Type Vendor Invoice Number Or DAV Number".

Below the 'General selections' section, there are two sections with checkboxes: 'Also display noted items' (with 'Display noted items' checked) and 'Search for own documents' (with 'Own documents only' checked).

# Display Document – FB03

4. Double-click on the Document #



Document...	Doc..Date	Posting Date	Reference	Header txt	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

**Document Overview - Display**

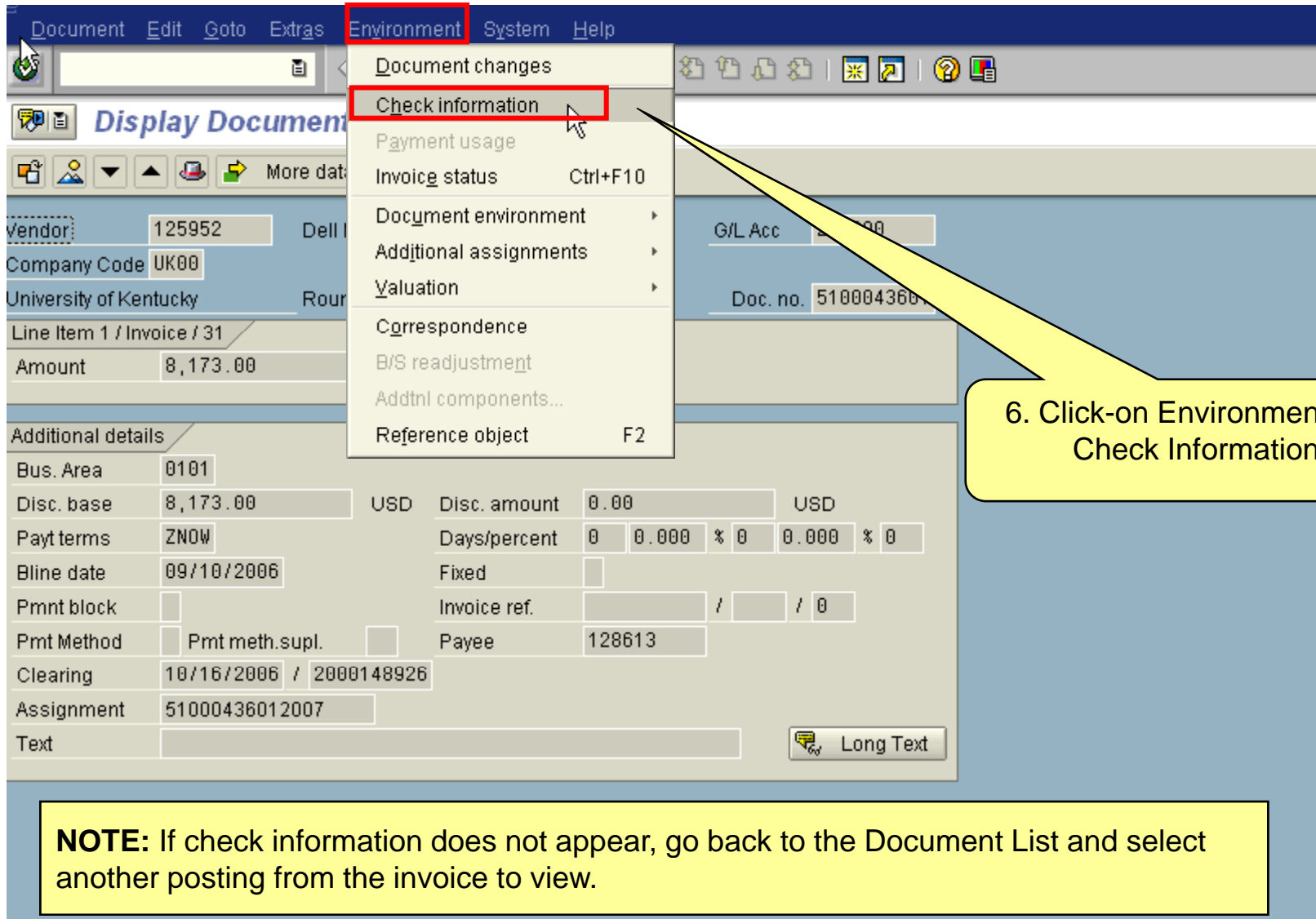
Doc.type : RE ( Invoice - gross ) Normal document

Doc. Number 5100043601 Company code UK00 F... year 2007  
Doc. date 09/10/2006 Posting date 10/16/2006 ... 04  
Calculate Tax   
Ref.doc. P81871608  
Doc.currency USD

Itm	PK	Accoun	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					

5. Double-click the Account Short Text

# 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  
Addtl 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  
Payt terms: ZNOW Days/percent: 0 0.000 % 0 0.000 % 0  
Bline date: 09/10/2006 Fixed:  
Pmnt block:  
Pmt Method: Pmt meth.supl. Invoice ref. / / 0  
Clearing: 10/16/2006 / 2000148926 Payee: 128613  
Assignment: 51000436012007  
Text

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

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- Materials Management web site
  - ◆ <http://www.uky.edu/IRIS/MM/>
- Purchasing Division web site
  - ◆ <http://www.uky.edu/Purchasing/>
- Help Desk 257- 1300

