PUR_330 Advanced Purchasing

IRIS
Integrated Resource
Information Systems

Course Objectives

IRIS
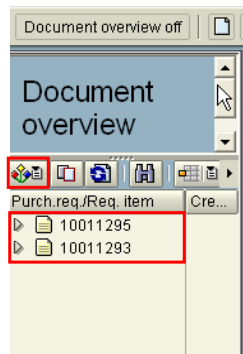Integrated Resource
Information Systems

- Advanced Requisitions
- Purchase Requisition Status
- Purchase Order Information
- Reporting
- Check Information
- Workflow

Advanced Requisitions
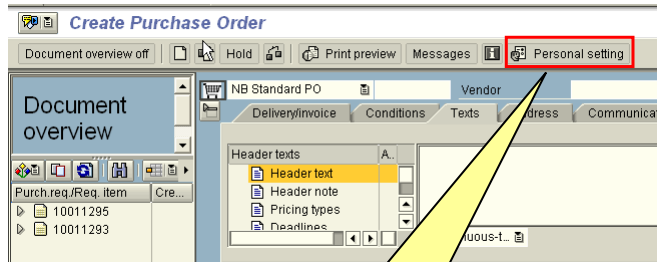
Document Overview Default – ME51N

- Document Overview Display Default
  - If you would like your "Document Overview" area to display information for a period greater than one week, you will need to change your Personal Settings.
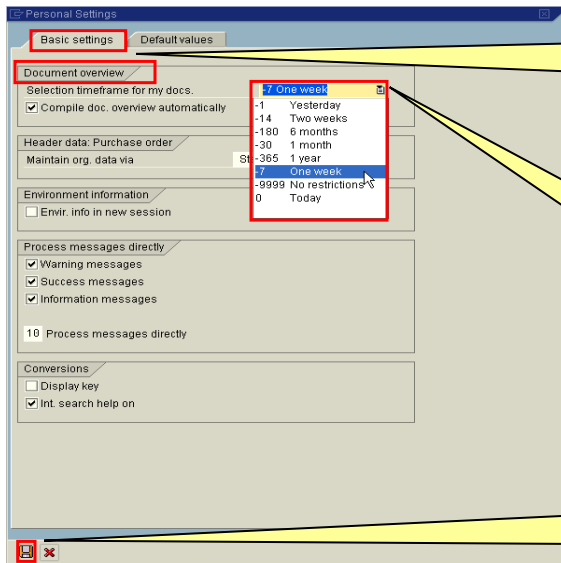
Document Overview Default – ME51N

1. Go to ME51N

Create Purchase Order

Document overview off | Hold | Print preview | Messages | Personal setting

NB Standard PO   Vendor

Delivery/invoice | Conditions | Texts | ...dress | Communicati...

Document overview

Purch.req./Req. item | Cre...
▷ 10011295
▷ 10011293

Header texts   A..
📄 Header text
📄 Header note
📄 Pricing types
📄 Deadlines
...uous-t...

2. Click-on Personal Setting

Document Overview Default – ME51N

Personal Settings

Basic settings | Default values

Document overview

Selection timeframe for my docs.
☑ Compile doc. overview automatically

Header data: Purchase order
Maintain org. data via   St...

Environment information
☐ Envir. info in new session

Process messages directly
☑ Warning messages
☑ Success messages
☑ Information messages

10 Process messages directly

Conversions
☐ Display key
☑ Int. search help on

-7 One week
-1   Yesterday
-14   Two weeks
-180 6 months
-30   1 month
-365 1 year
-7   One week
-9999 No restrictions
0   Today

3. Click-on the Basic Settings Tab, then go to the Document Overview area.

4. From the Selection Timeframe drop down menu, choose a timeframe that suits your needs.

5. Click-on the Save icon to save all changes.

Attaching a Quote to a Requisition – ME51N

- An electronic quote from a vendor can be attached to any Purchase Requisition.
  - However, the quote must be saved as a document to either the user's Desktop or My Documents.

Attaching a Quote to a Requisition – ME51N

1. To attach a quote to a requisition, click-on the Services for Object icon. Select Create and then choose Create Attachment.

Attaching a Quote to a Requisition – ME51N

To attach the quote, select the document location and name. Then click "Open". This will attach the document to the Purchase Requisition.

Attaching a Quote to a Requisition – ME51N
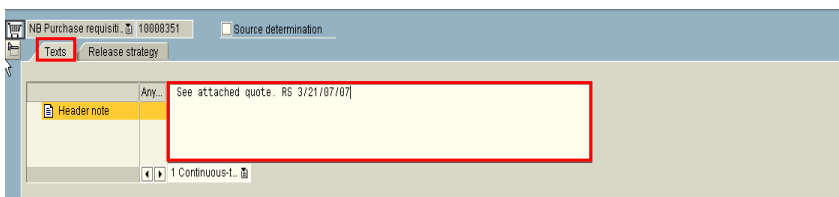
After attaching the quote document, type a note in the Header Text area notifying Purchasing that the quote is already attached and they don't need to wait for a fax copy.

Each TEXT message must be followed by your initials and the date.

Exercise I

EXERCISE I

-Attach a quote to a requisition

ME51N

FREE Items on a Requisition – ME51N

- **FREE ITEMS** on a Purchase Requisition

- If you have a free item to list on your requisition, create a line item for it and mark the value at $.01.

Create a Header Text stating that the item(s) will be free of charge.

Please note: line items 2 and 3 will be shipped "free of charge."
RMS 1/12/07

S&H Charges on a Requisition – ME51N

- **Shipping and Handling Charges**

- Shipping and handling <u>should not be entered</u> as a separate line item. It will be taken care of by Accounts Payable. However, you may put the estimated shipping and handling amount in the Header Text area.

Delivery Address Information – ME51N

- **Delivery Address**
  - **Find your delivery address number in SAP!**

- Once this information is entered, you can revise it to accurately reflect your specific delivery location. However, <u>do not free form this area</u>.

Vendor Address Types – XK03

- **Vendor Address Types**
  - **ZPRO – Order from address**
  - **0003 – Remit to address (Only used by Accounts Payable!)**

- When creating a Purchase Requisition always use a vendor number that has a <u>ZPRO</u> grouping.

Name 1	Name 2	Vendor	Street	City	Rg	PostalCode	Cty	PO Box	Soc.Se...	FEIN	Group	SearchTerm	DelF	CoCd
WWR INTERNATIONAL		126511		PITTSBURGH	PA	15264-0169	US	640169		91-1319190	0003	WWR INTL	☐	UK00
WWR INTERNATIONAL		126512	800 E Fabyan Pkwy	BATAVIA	IL	60510	US			91-1319190	ZPRO	WWR INTL	☐	UK00
WWR SCIENTIFIC		140154		PITTSBURGH	PA	15264	US	940169		91-1319190	ZPRO	WWR SCIENT	☐	UK00

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Purchase Requisition Status

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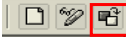Advanced Purchasing PUR_330 v2   16
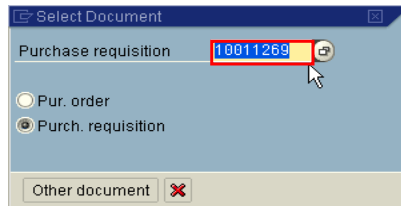
Purchase Requisition Status – ME53N

- Has a Purchase Order been created?
  - Go to ME53N
  - Click-on the Other Document icon
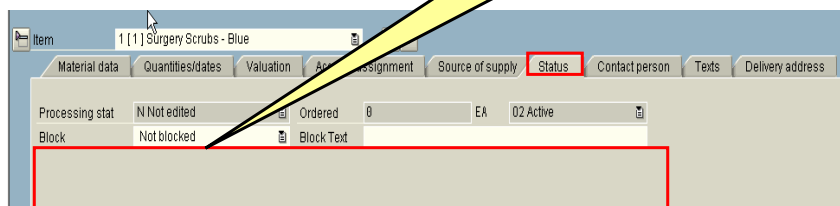 - Input the Requisition # & Press ENTER

  - The Requisition information will appear on the screen
  - View the Requisition status from the Status Tab

Purchase Requisition Status – ME53N

Status Information Tab will tell you if the PO has been created or not.

Notice:
Purchase Order has not been created yet.

If the Purchase Order has not been created yet, check the Release Strategy Tab to see if a release has been done.

Release Strategy Information – ME53N

Release has not been completed on this PO.

If the release has not yet been completed, contact the designated approver to release the Purchase Requisition.

Release has been completed on this PO.

If the release has been completed but a PO has still not been created, go to the Contact Person Tab and contact the appropriate Purchasing Group designee for additional information

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Purchase Requisition Status – ME53N

If the PO has been created, it will be displayed in the Status tab area.

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.

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

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Purchase Requisition Status – ME53N

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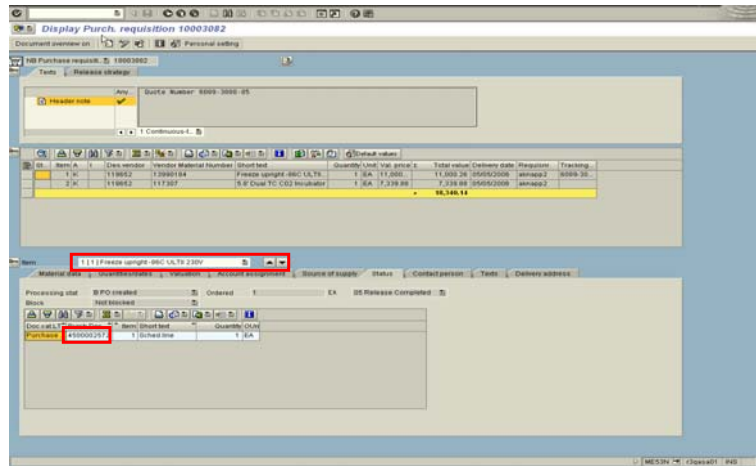
Exercise II

EXERCISE II

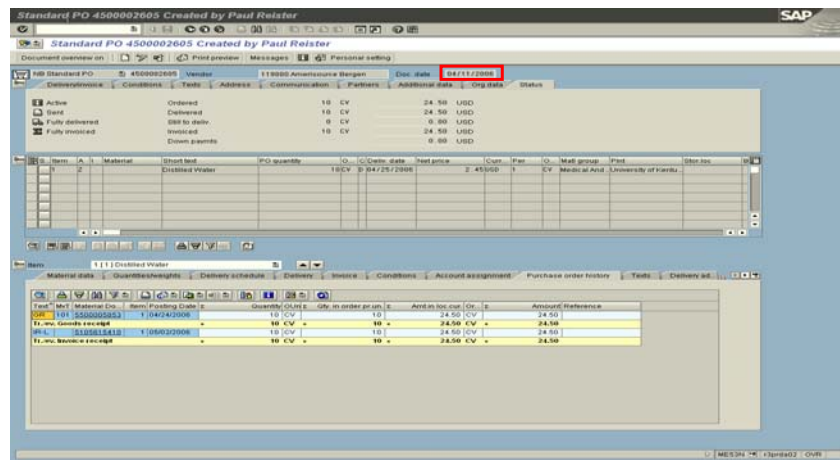**-Display Purchase Requisition Status**

ME53N

Purchase Order Information

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.
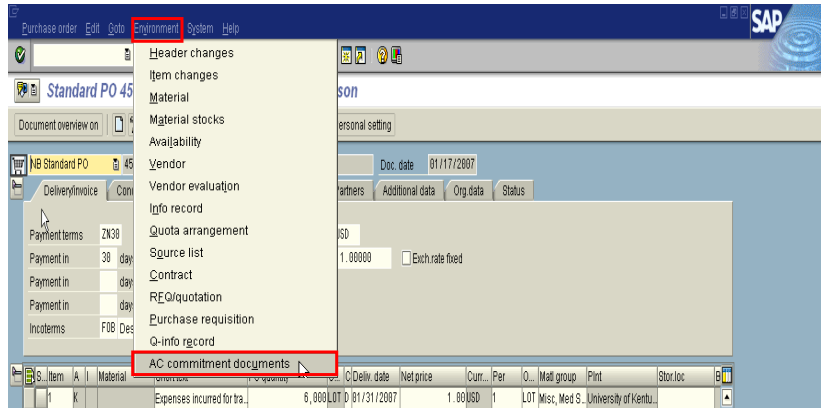
Exercise III

EXERCISE III

-Check Purchase Order Information

ME23N

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

Exercise IV

EXERCISE IV

-Viewing Encumbrances

ME23N

Check Information – ME23N

- Has payment been made to the vendor for this PO?
- What is the check number?

1. From ME23N, click on the Purchase Order History tab.

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	5500046474	1	01/23/2007		1	M...		1		1,650.00	M...		1,650.00	
Tr./ev. Goods receipt					▪	1	M...	▪	1	▪	1,650.00	M...	▪	1,650.00	
IR-L		5105677302	1	02/16/2007		1	M...		1		1,650.00	M...		1,650.00	
Tr./ev. Invoice receipt					▪	1	M...	▪	1	▪	1,650.00	M...	▪	1,650.00	

2. Double-Click the Invoice Receipt Number.

Check Information – ME23N

3. Click Follow-On Documents.

4. Double-Click Document Number.

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Check Information – ME23N

5. Double-Click Vendor Name.

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Check Information – ME23N

Display Document

Vendor 155306
Company Code UK00
University of Kentucky

Line Item 1 / Invoice / 31
Amount 1,650.00

Environment menu:
- Document changes
- Check information
- Payment usage
- Invoice status   Ctrl+F10
- Document environment ▶
- Additional assignments ▶
- Valuation ▶
- Correspondence
- B/S readjustment
- Addtnl components...
- Reference object   F2

6. Select Environment & Check Information.

Additional details
Bus. Area			
Disc. base	1,650.00	USD	Disc. amount	0.00		USD
Payt terms	ZNOW		Days/percent	0	0.000 % 0	0.000 % 0
Bline date	12/01/2006		Fixed			
Pmnt block			Invoice ref.		/	/ 0
Pmt Method		Pmt meth.supl.		Payee	156571	
Clearing	02/16/2007 / 2000199456					
Assignment	51000679712007					
Text	*acct 0071542					Long Text

NOTE: If the Check Information option is not available, it means that a check has not been cut to the vendor.

Check Information – ME23N

Display Check Information

✎ | 🗐 Check recipient | Check issuer... | 🔲 Accompanying docs | 📑 Payment document

Paying company code	UK00	Payment document no.	2000199456

Additional Vendor Information

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 information
Check Number	100198754	Currency	USD
Payment date	02/16/2007	Amount paid	1,650.00
Check encashment		Cash discount amount	0.00

Check recipient
Name	Time Warner Telecom Inc	
City	Chicago	
Payee's country	US	
Regional code	IL	

Vendor's Name, City and State

DEMONSTRATION

DEMONSTRATION I

-Viewing Check Information

ME23N

S&H Charges on a Purchase Order – ME23N

What are the shipping charges for this PO?

1. From ME23N, Go to Purchase Order History Tab

2. Double-Click Invoice Number

3. Click on the Details Tab

Shipping Costs if applicable will be listed here

Goods Receipt Information – ME23N

Goods Receipt Information

How many items where received?

Who completed the Goods Receipt?

When was the Goods Receipt completed?

1. From ME23N, go to Purchase Order History Tab

2. Double-Click the Goods Receipt Number

Goods Receipt Information – ME23N

Entered By   Cynthia R Brooks   859 218-0309
Created On   01/23/2007 13:23:52
Transaction Code   Goods Movement   MIGO_GR

Qty in unit of entry   1   MON

Quantity ordered   1   MON
Received quantity   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

List Display of Purchase Requisitions

1. Type in the Cost Center or WBS Element.

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

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Execute Report - ME5K

Dynamic selections
Purchase Requisition
Requisition date

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.

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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		Plnt SLoc
S C R OTy. I A	Ordered qty. Un Release date Trackg.no.		SP1. MC

```
                        Stuff                                002   110
  10000174    00010              1 AU  D 03/14/2005                UK00
  N R   FO   B K                       03/14/2005
  Desired vendor     100007    Walmart
                        Multi... st: CC WBS                   002   C1075
  10000181    00010            ...50 BT D 03/28/2005               UK00
  N R   NB    X                         03/14/2005
  Desired vendor     100007    Walmart
                        Framework CC test                    002   C1335
  10000182    00010              1 AU  D 03/...                    
  N R   FO   B K                        03...
  Desired vendor     100007    Walmart
                        hsssss
```

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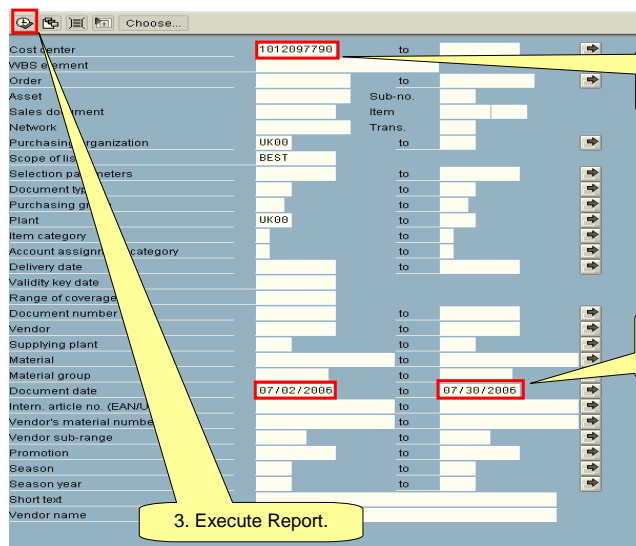

Exercise V

EXERCISE V

-ME5K Reporting

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.

3. Execute Report.

Execute Report – ME2K

PO	Type Vendor	Name	P6p	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               Q 270
    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                  Javel  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  EA                           1 EA
    Cost center
    Still to be delivered         0                           00 %
    Still to be invoiced          0                           00 %
4500006078 NB  133925    Ad Venture Promot                     2006
  00001                  Round Globe Shape                     1 EA
    K UK00                    150  E                            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.

Exercise VI

EXERCISE VI

-ME2K Reporting

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.

Purchase Order Status Report – Z_MMEKPO

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

Display Document: Initial Screen

Document list | First item | Editing options

Keys for Financial Accounting
Document Number
Company Code   UK00
Fiscal Year

Document display using...
Reference no.

Display Document – FB03

2. Click Execute icon to execute the report

Document List

Company code   UK00   to
Document number   to
Fiscal year   to

General selections
Document type   to
Posting date   to
Entry date   to
Reference number   to
Reference transaction   to
Reference key   to
Logical system   to

2. Type Vendor Invoice Number
Or
DAV Number

Also display noted items
☐ Display noted items

Search for own documents
☐ Own documents only

Display Document – FB03

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.

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Document Display – FB03

5. Double-click the Account Short Text

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Display Check Information – FB03

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

6. Click-on Environment and Check Information

Display Check Information – FB03

Workflow

Viewing Workflow – ME53N

- Workflow enables you to see the entire Release Strategy process.
  - Select Services for Objects icon
  - Click on Workflow
  - Then click on the Workflow Overview

Viewing Workflow – ME53N

1. Click-on Services for Object icon. Choose Workflow and Workflow Overview.

Viewing Workflow – ME53N

For additional information about the Workflow Status, click-on the Display Workflow Log icon.

This screen will give you information regarding the Workflow process (i.e. Status, Purchase Requisition Result and Agent).

Viewing Workflow – ME53N

View: Workflow Chronicle gives the user an overall view of the workflow for the release of this particular Purchase Requisition.

Note: The Details icon   will give users an even greater detailed look into the Workflow process.

Viewing Workflow – ME53N

View: Workflow Agents gives the user the ability to see workflow actions performed by each agent.

Viewing Workflow – ME53N

Object in task	Agent	Executed Action	Date	Time
▽ 🗂 Purchase requisition 0010008351				
Workflow for overall release of requisn.	Elizabeth A Quillen	Start Event Received	01/13/2...	11:52:...
Please release purchase requisition 10008351	Ernie L Peel	Terminating event received	01/16/2...	08:35:...
Please release purchase requisition 10008351	Ernie L Peel	Terminating event received	01/16/2...	08:35:...
Please release purchase requisition 10008351	Ernie L Peel	Work Item Processing Complete	01/16/2...	08:35:...
Purchase requisition 10008351 released	Stuart E Henson	Work Item Processing Complete	02/04/2...	05:30:...

View: Workflow Objects gives the user the ability to see workflow actions performed by agents.

SAP–Advanced Purchasing Training