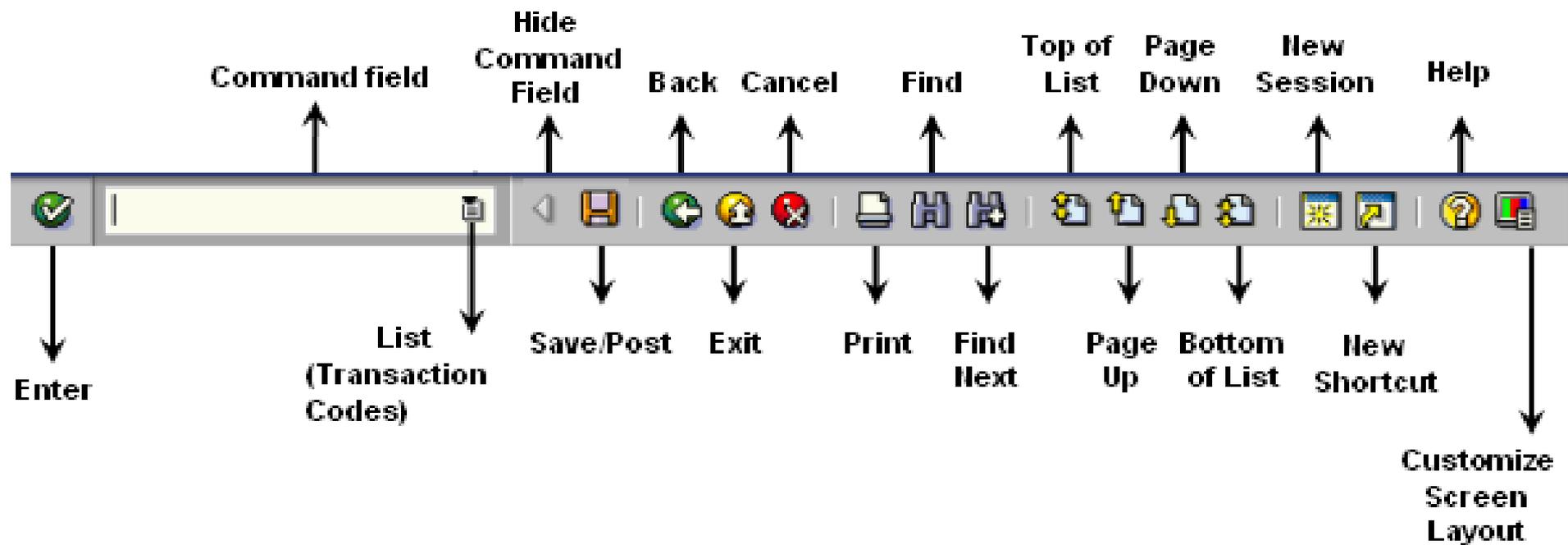


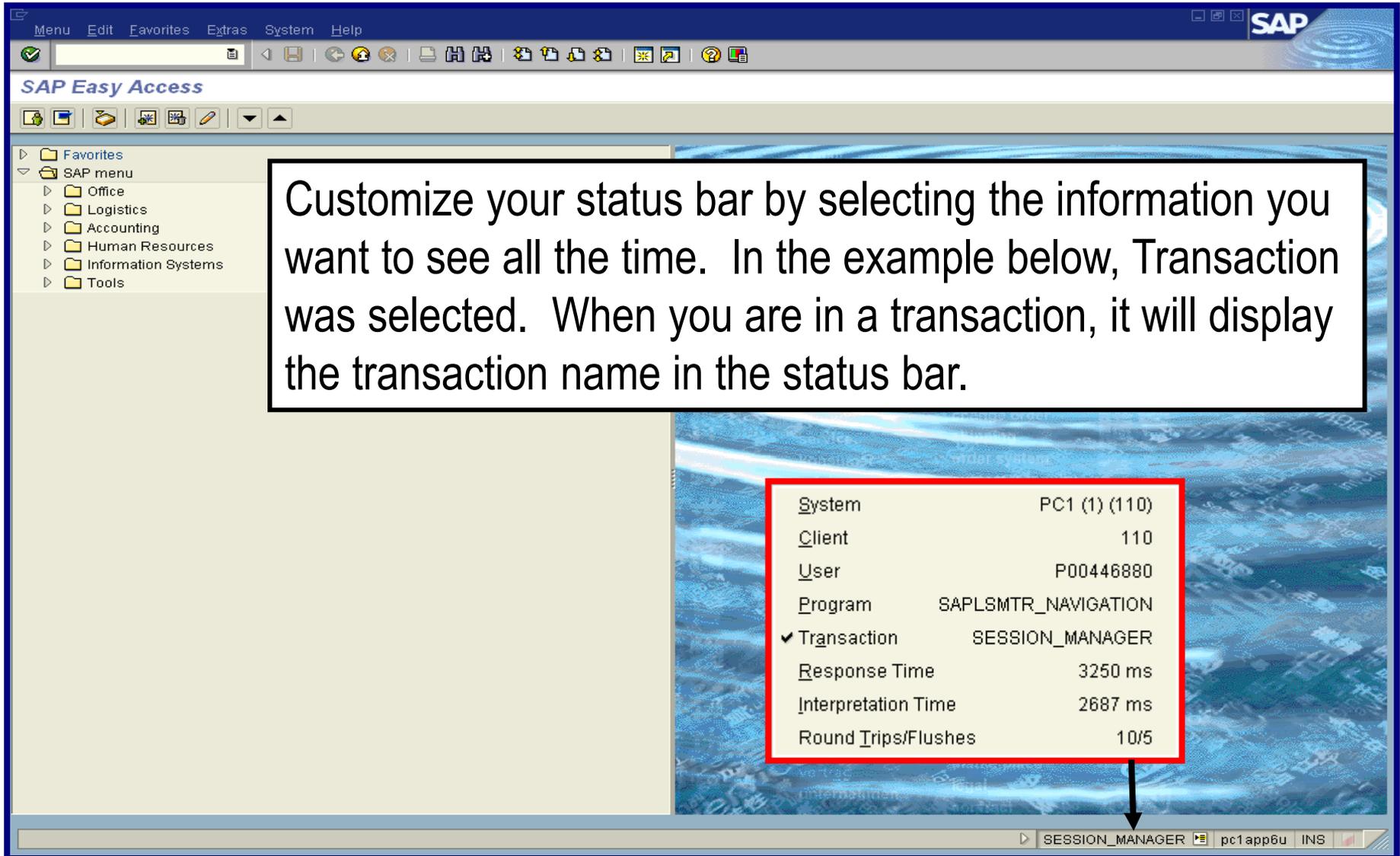
SAP Procurement Overview and Process Course

Rev. December 2014

SAP Navigation

- Understand SAP Basic Navigation
- Understand SAP Master Data
- Understand SAP terminology



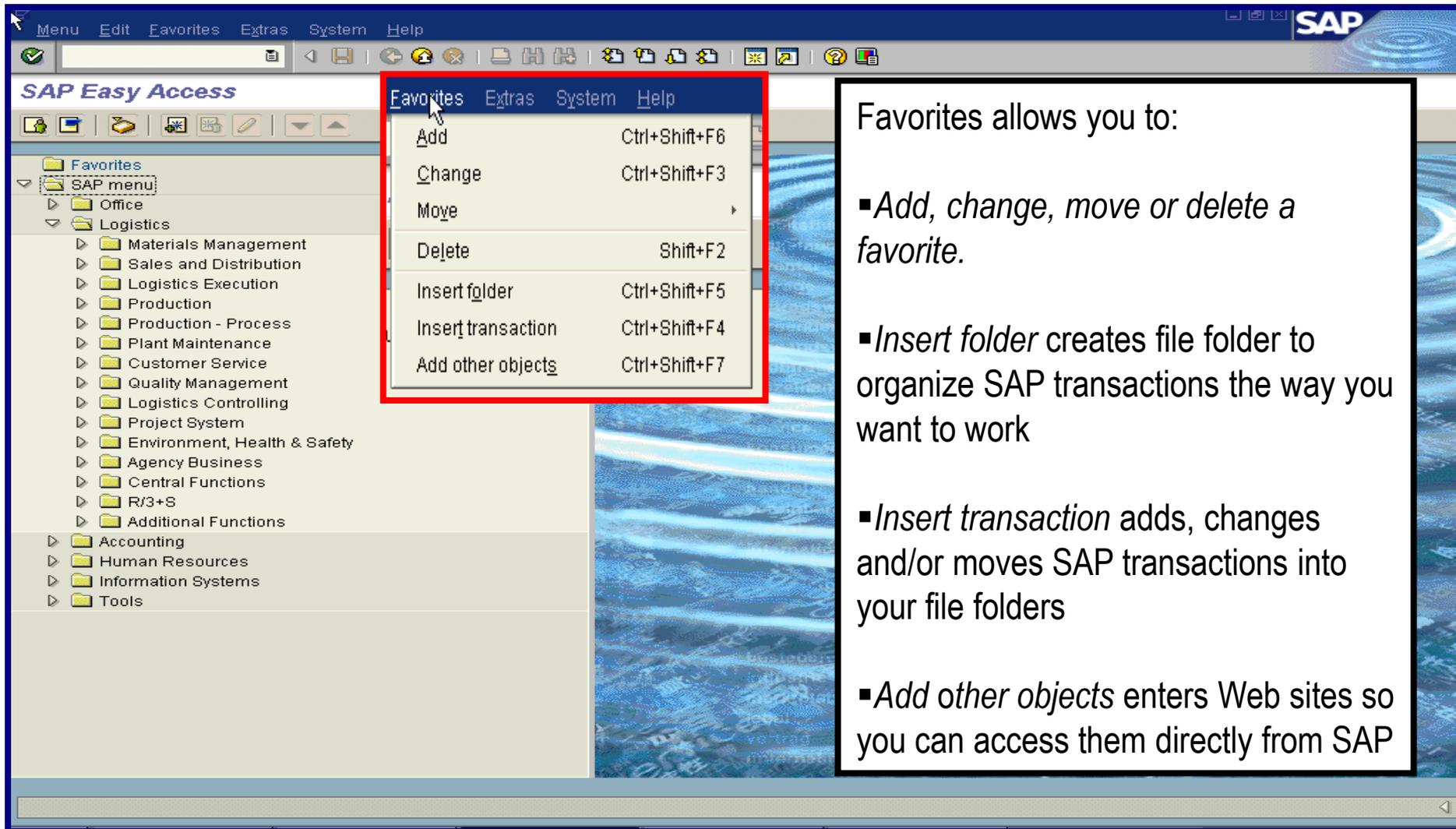


The screenshot shows the SAP Easy Access web interface. On the left is a navigation tree with folders for Office, Logistics, Accounting, Human Resources, Information Systems, and Tools. The main content area is mostly blank. A text box in the center explains that the status bar can be customized. A red-bordered box highlights a status bar window displaying the following information:

System	PC1 (1) (110)
Client	110
User	P00446880
Program	SAPLSMTR_NAVIGATION
✓ Transaction	SESSION_MANAGER
Response Time	3250 ms
Interpretation Time	2687 ms
Round Trips/Flushes	10/5

An arrow points from the 'Transaction' row of this box to the status bar at the bottom of the interface, which shows 'SESSION_MANAGER' and 'pc1app6u INS'.

Customize your status bar by selecting the information you want to see all the time. In the example below, Transaction was selected. When you are in a transaction, it will display the transaction name in the status bar.



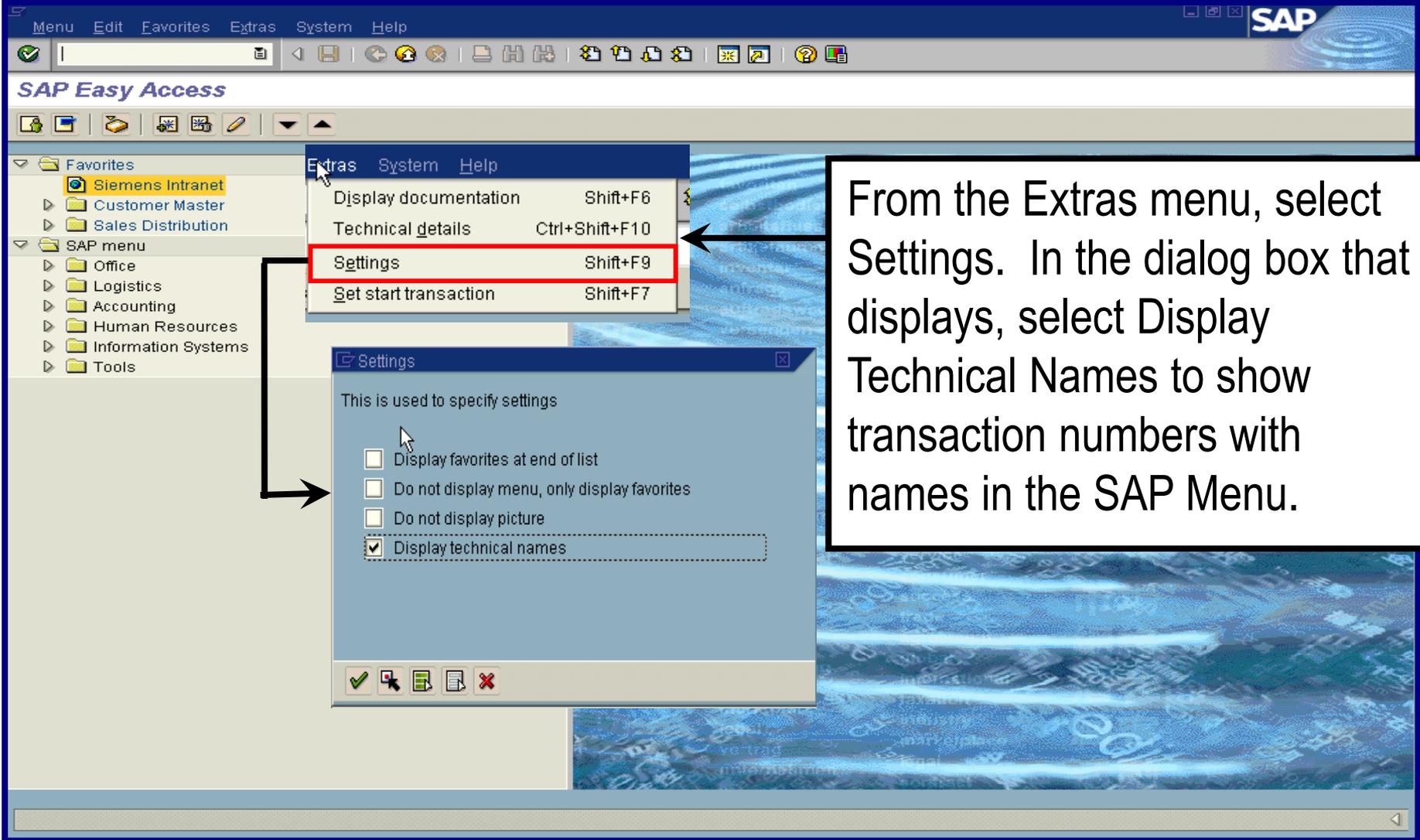
The screenshot shows the SAP Easy Access interface. The 'Favorites' menu is open, displaying the following options and keyboard shortcuts:

Option	Keyboard Shortcut
Add	Ctrl+Shift+F6
Change	Ctrl+Shift+F3
Move	
Delete	Shift+F2
Insert folder	Ctrl+Shift+F5
Insert transaction	Ctrl+Shift+F4
Add other objects	Ctrl+Shift+F7

The left sidebar shows a tree view of SAP folders, including 'SAP menu', 'Office', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', and 'Tools'.

Favorites allows you to:

- *Add, change, move or delete a favorite.*
- *Insert folder* creates file folder to organize SAP transactions the way you want to work
- *Insert transaction* adds, changes and/or moves SAP transactions into your file folders
- *Add other objects* enters Web sites so you can access them directly from SAP



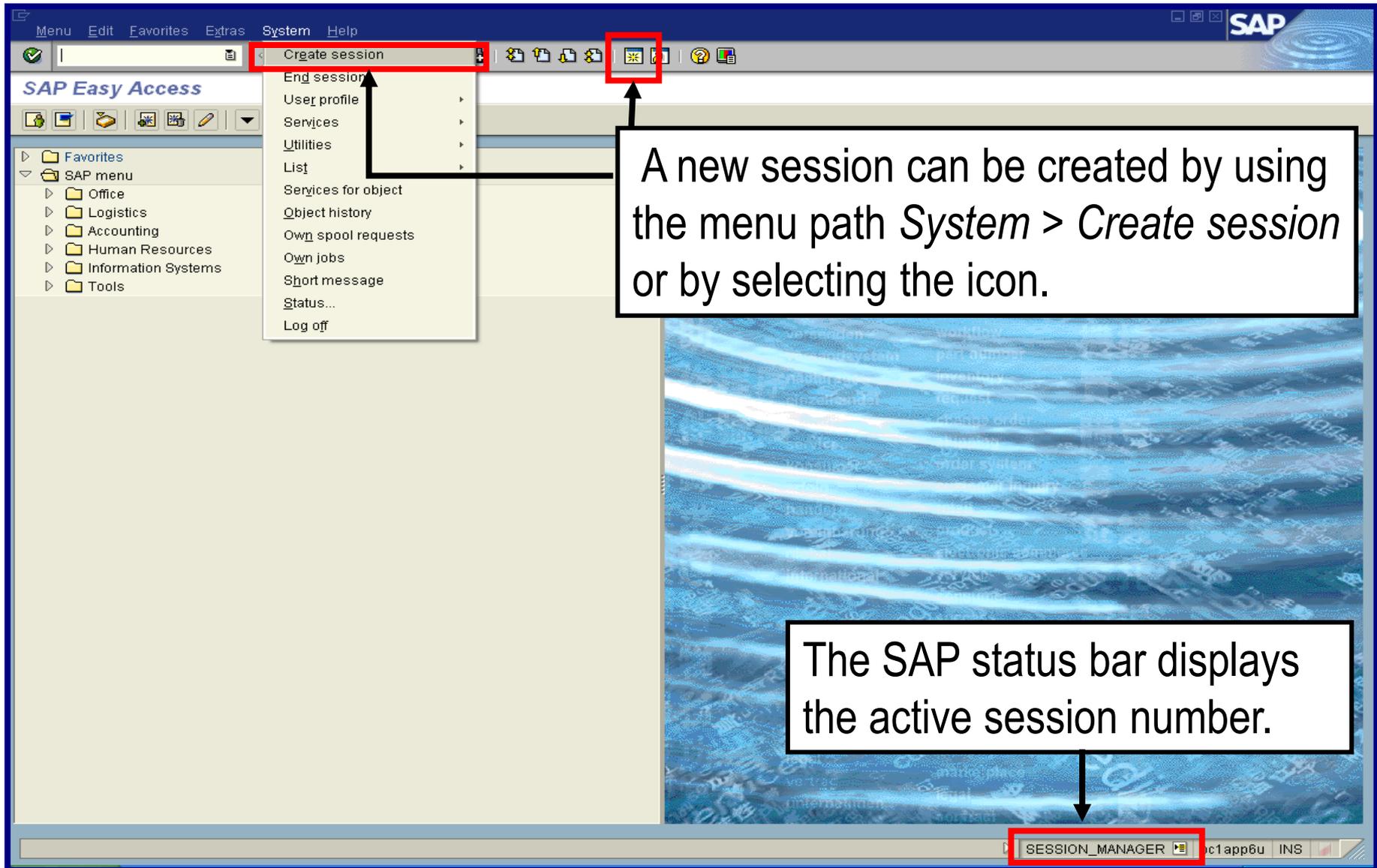
The screenshot shows the SAP Easy Access interface. The 'Extras' menu is open, and the 'Settings' option is highlighted with a red box. An arrow points from the 'Settings' option to a dialog box titled 'Settings'. The dialog box contains the following text and options:

This is used to specify settings

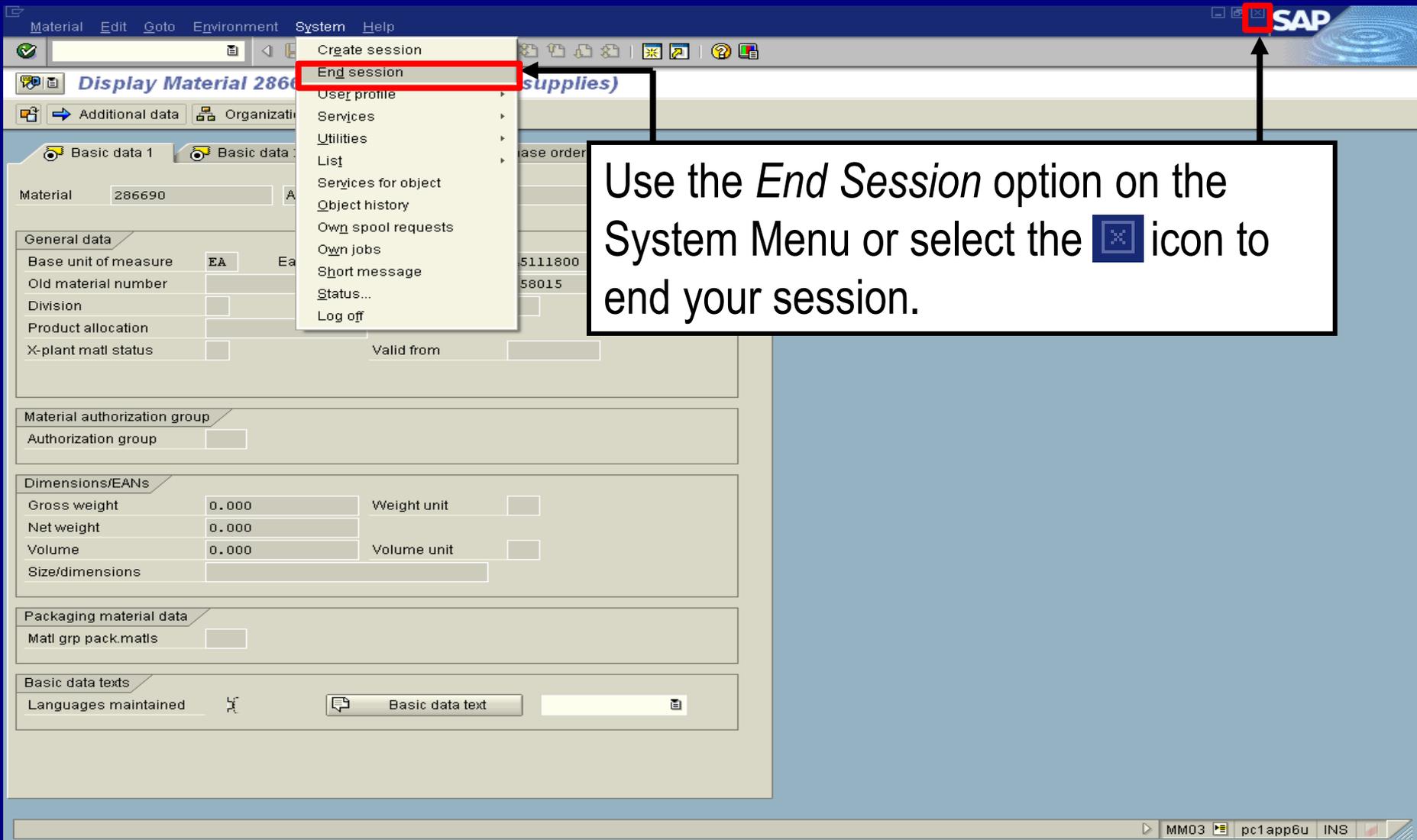
- Display favorites at end of list
- Do not display menu, only display favorites
- Do not display picture
- Display technical names

At the bottom of the dialog box, there are icons for OK, Cancel, Help, and Close.

From the Extras menu, select Settings. In the dialog box that displays, select Display Technical Names to show transaction numbers with names in the SAP Menu.



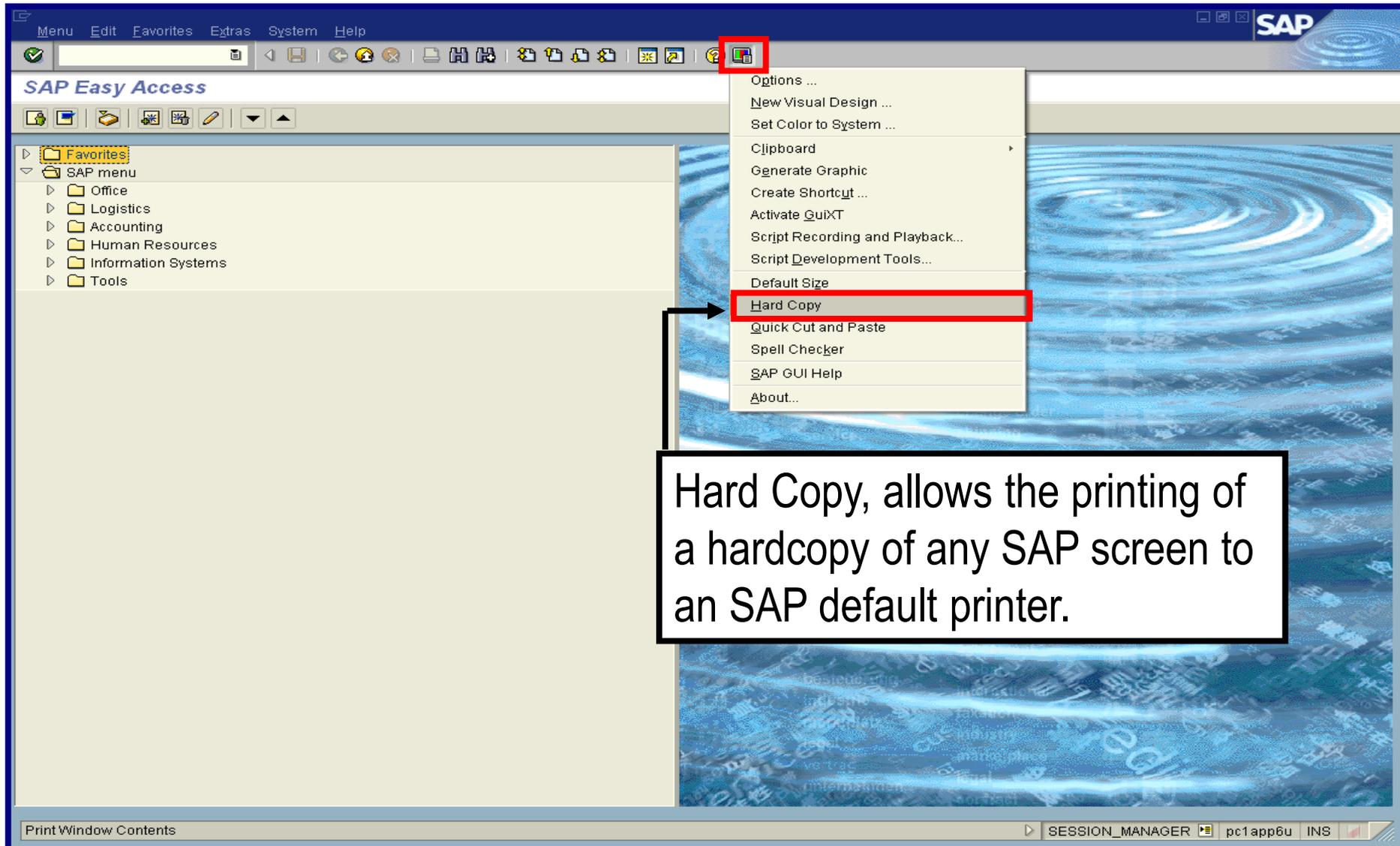
The screenshot displays the SAP Easy Access interface. The 'System' menu is open, and the 'Create session' option is highlighted with a red box. A callout box with a black border and white background points to this menu item, containing the text: "A new session can be created by using the menu path *System > Create session* or by selecting the icon." The 'SESSION_MANAGER' status bar at the bottom right is also highlighted with a red box, and a callout box points to it with the text: "The SAP status bar displays the active session number." The status bar also shows 'oc1app6u' and 'INS'.



The screenshot displays the SAP user interface. The 'System' menu is open, and the 'End session' option is highlighted with a red box. An arrow points from this option to a text box. Another arrow points from the 'End Session' icon in the top right corner of the SAP window to the same text box. The text box contains the following instruction:

Use the *End Session* option on the System Menu or select the  icon to end your session.

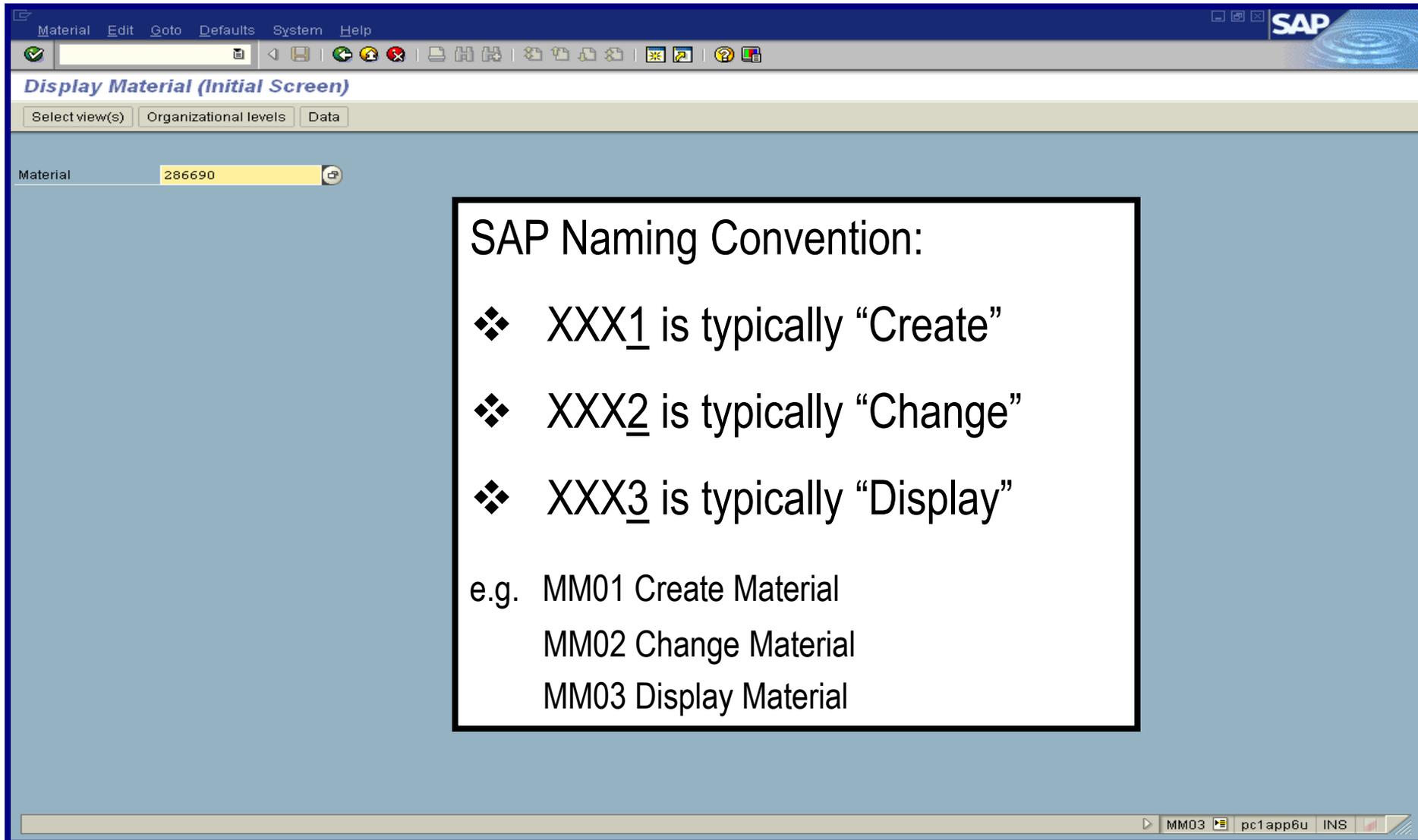
The background shows the 'Display Material 286690' screen with various data fields and a bottom status bar showing 'MM03 pc1app6u INS'.



The screenshot shows the SAP Easy Access interface. The menu bar includes Menu, Edit, Favorites, Extras, System, and Help. The toolbar contains various icons, with the printer icon highlighted by a red box. A context menu is open over the printer icon, listing options such as Options..., New Visual Design..., Set Color to System..., Clipboard, Generate Graphic, Create Shortcut..., Activate GuiXT, Script Recording and Playback..., Script Development Tools..., Default Size, **Hard Copy**, Quick Cut and Paste, Spell Checker, SAP GUI Help, and About... The 'Hard Copy' option is highlighted with a red box. A callout box with a black border and white background points to the 'Hard Copy' option and contains the following text:

Hard Copy, allows the printing of a hardcopy of any SAP screen to an SAP default printer.

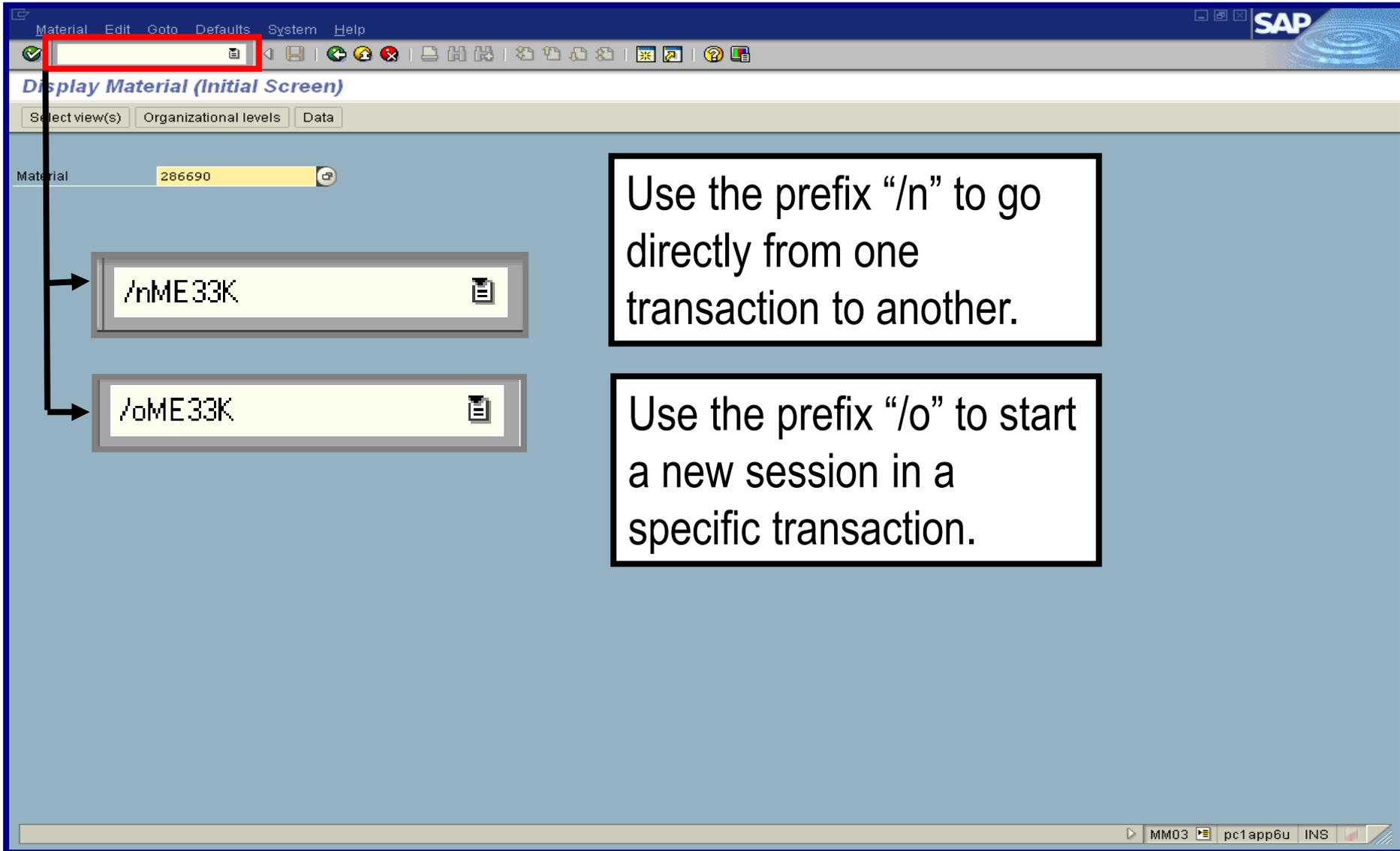
At the bottom of the window, the status bar shows 'Print Window Contents' on the left and 'SESSION_MANAGER pc1app6u INS' on the right.



SAP Naming Convention:

- ❖ XXX1 is typically “Create”
- ❖ XXX2 is typically “Change”
- ❖ XXX3 is typically “Display”

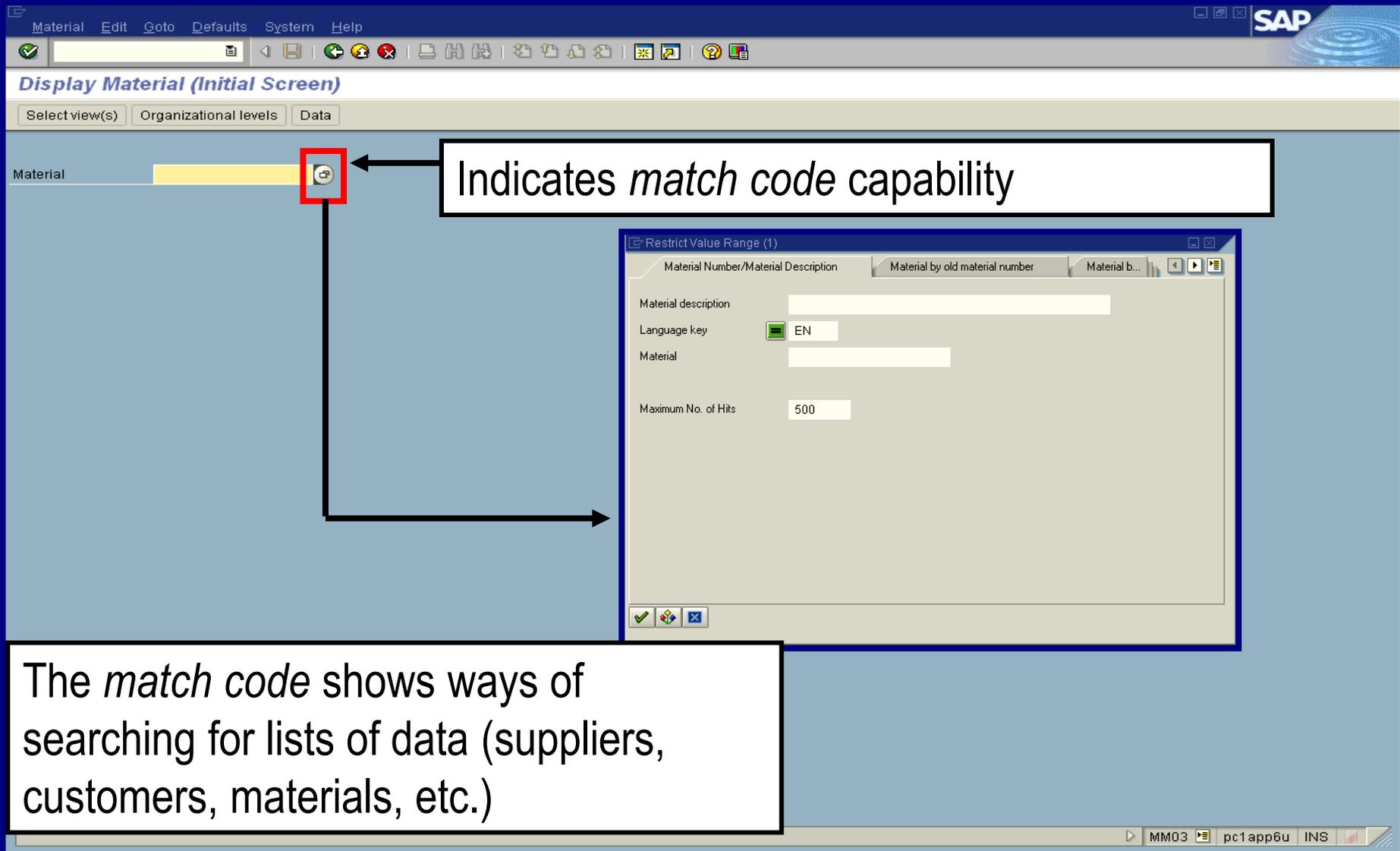
e.g. MM01 Create Material
MM02 Change Material
MM03 Display Material



The screenshot shows the SAP 'Display Material (Initial Screen)' interface. At the top, a menu bar includes 'Material', 'Edit', 'Goto', 'Defaults', 'System', and 'Help'. A toolbar with various icons is located below the menu. The main area features a 'Material' field containing '286690'. Below this, two buttons are visible: '/nME33K' and '/oME33K'. A red box highlights the top toolbar area, and a black arrow points from this box to the '/nME33K' button. Another black arrow points from the same red box to the '/oME33K' button. Two text boxes with black borders provide instructions: the top one explains the '/n' prefix, and the bottom one explains the '/o' prefix. The bottom status bar shows 'MM03', 'pc1app6u', and 'INS'.

Use the prefix “/n” to go directly from one transaction to another.

Use the prefix “/o” to start a new session in a specific transaction.



The screenshot shows the SAP 'Display Material (Initial Screen)' interface. A red box highlights a circular icon with a magnifying glass and a plus sign, located next to the 'Material' input field. An arrow points from this icon to a text box that says 'Indicates *match code* capability'. Another arrow points from the same icon to a dialog box titled 'Restrict Value Range (1)'. This dialog box contains the following fields: 'Material description' (text input), 'Language key' (dropdown menu showing 'EN'), 'Material' (text input), and 'Maximum No. of Hits' (text input showing '500'). The SAP status bar at the bottom right shows 'MM03 pc1 app6u INS'.

Material

Select view(s) Organizational levels Data

Indicates *match code* capability

Restrict Value Range (1)

Material Number/Material Description Material by old material number Material b...

Material description

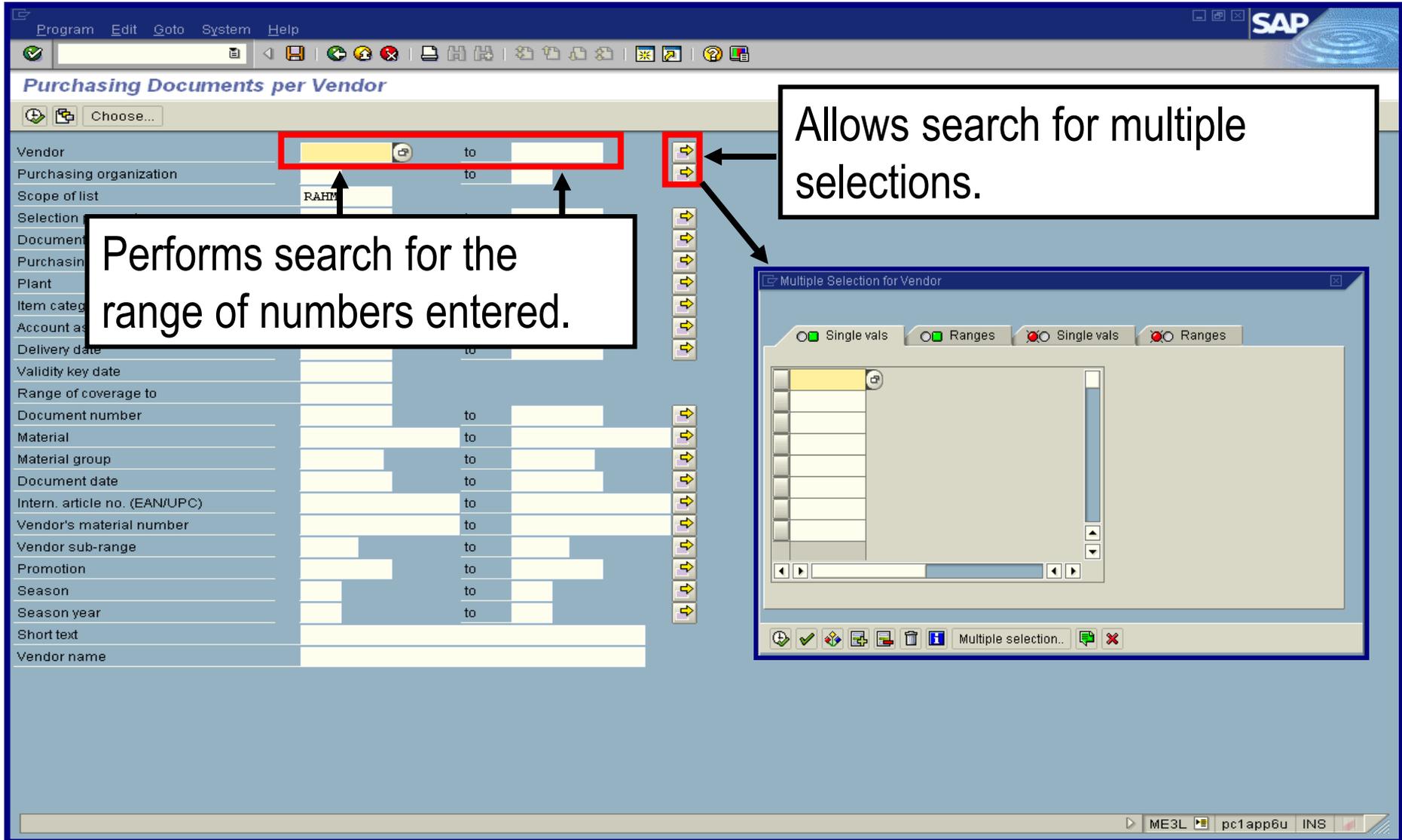
Language key

Material

Maximum No. of Hits

MM03 pc1 app6u INS

The *match code* shows ways of searching for lists of data (suppliers, customers, materials, etc.)



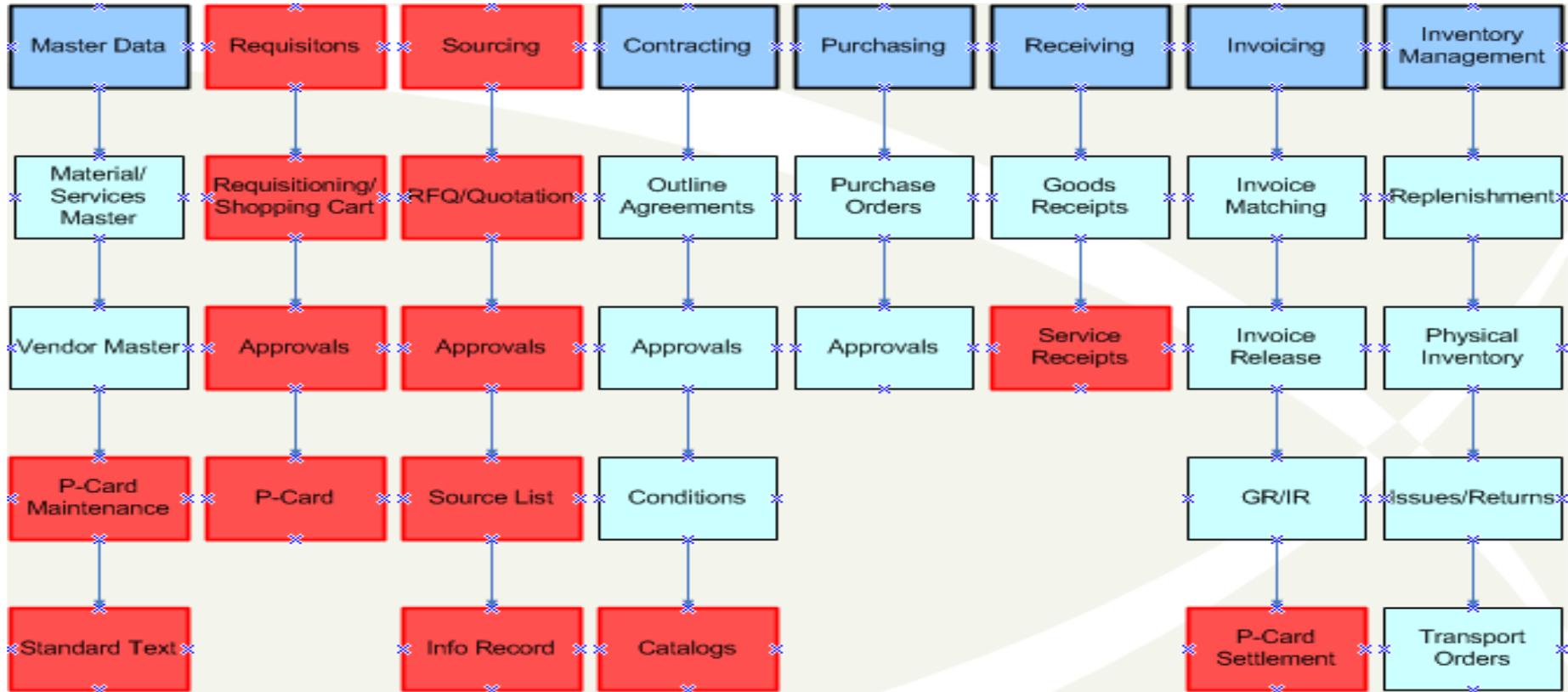
The screenshot shows the SAP 'Purchasing Documents per Vendor' search interface. The main window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The search criteria are listed on the left, with 'Vendor' and 'Purchasing organization' highlighted in yellow. A red box highlights the 'Vendor' and 'Purchasing organization' fields, with an arrow pointing to a callout box that says 'Performs search for the range of numbers entered.' Another red box highlights the double arrow icon next to the 'Vendor' field, with an arrow pointing to a callout box that says 'Allows search for multiple selections.' A dialog box titled 'Multiple Selection for Vendor' is open, showing a list of selection options with radio buttons for 'Single vals' and 'Ranges'.

Performs search for the range of numbers entered.

Allows search for multiple selections.

SAP Procurement Overview

The Procurement application that was implemented by IES is the combination of a Requisition to Invoice process with the addition of Inventory Management functions.



Items in “red” are either not used, or are now being performed in SRM.

Master Data:

Master Data is the foundation for Procurement. Its purpose is to control and manage the data containing attributes and characteristics for materials, services, and suppliers.

Requisitioning:

When a material or a service is needed, a requisition is used.

Note: The only requisitions done in R/3 are for MRP and Inventory orders, all others are now created in SRM.

The exception would be if they are for Market Price.

Sourcing:

Sourcing determines and maintains a list of suppliers for materials and services.

Using Master Data improves the efficiency and effectiveness of this sub-process.

Contracting:

The Contracting sub process facilitates the establishment of contractual relationships with suppliers and agencies for the purchase of materials and services.

Purchase Ordering:

Purchase Ordering consists of placing Purchase Orders with suppliers for materials and services, referencing requisitions, sourcing, and contracts.

Receiving:

After Purchase Orders have been created, the Receiving process will manage the receipt of those materials, as well as manage the acceptance of services rendered.

Invoicing:

After materials or services are received, supplier invoices can be accepted and paid.

Supplier invoices will be posted in SAP R/3 for each PO, referencing Master Data as needed.

Inventory Management:

Inventory Management controls inventory counts and the availability of items.

This includes materials issued, returns, transfers, and physical inventory counts.

SAP Purchasing

Requisitioning-Purchase Orders-
Goods Receipts-Invoicing

Course Objectives

- After successfully completing this course you will be able to:
 - Search SAP for vendor, material, requisition, contract, purchase order, Goods Receipt, or Invoice information
 - Change, Delete, or Process a Purchase Requisition
 - Create, Change or Delete a Purchase Order
 - Run Purchase Order reports in SAP
 - Approve Purchase Orders

Course Overview

- Display Vendor (XK03)
- Display Material Master (MM03)
- Display Contract (ME33K)
- Create Purchase Order (ME21N)
- Change, Cancel, Delete Purchase Order (ME22N)
- Approve Purchase Order (ZME28)
- Print Purchase Order and Purchase Order Changes (ME9F)
- Display Purchase Order (ME23N)

- List Displays of POs (various)
- Display Vendor Invoice Document (ME23N or Y_DC1_32000525)
- View Accounting Information (ME23N)

- A purchase order that is created against a contract includes definite quantity commitments, as well as definite dollar commitments at the time of the issuance of the order.
- A purchase order constitutes an authorization to the supplier to deliver the materials or services

Note: Purchase Orders are not a source of supply.

- The purchase order is an encumbered document
- A validity period may exist
- Actual delivery dates must be specified for the purchase
- Account Assignment must be entered per line item
- Purchase orders require a plant to be entered. Without proper authorization an agency-wide purchase is not possible for agencies that have multi-plants (for example, PennDOT, Public Welfare and Correctional Industries).

- The purchase order is used by agencies to order items from agency-wide or multiple agency contracts
- Goods receipts and invoice payments are created with reference to a purchase order

Master Data

Master Data (MD) manages all material and service information for Procurement and Finance for the Commonwealth.

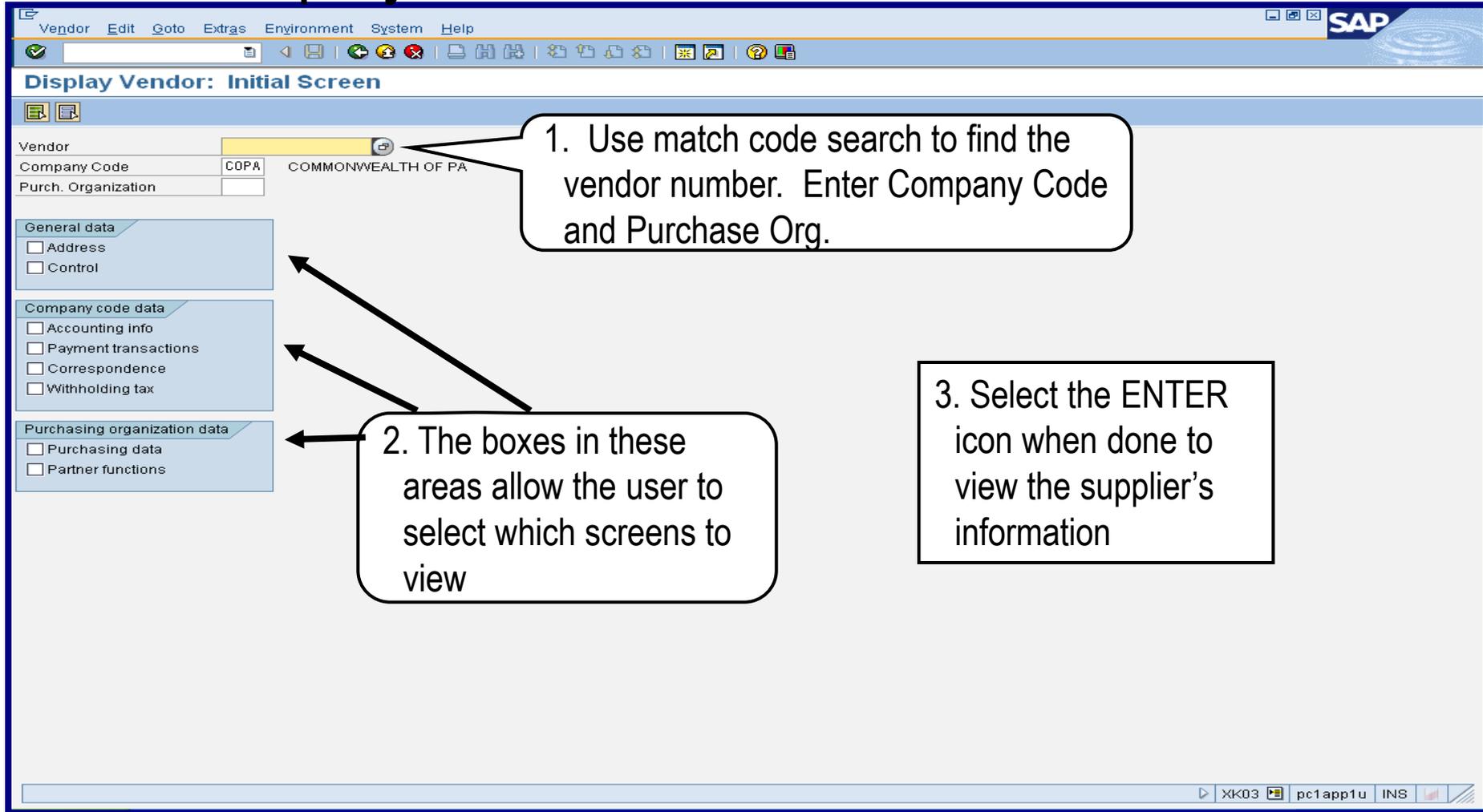
Master Data is made up of master records, which contain the description of the material or service that is to be procured, as well as other general agency information.

Master Data is used throughout the Procurement process. It is the sub process that establishes the foundational data for all other sub processes in the Procurement process. In addition, it helps prevent duplicate data.

- **Material Master:**
 - Houses basic data about materials that are purchased, used, or otherwise managed by the Commonwealth
- **Vendor Master:**
 - Stores basic data about suppliers from which the Commonwealth purchases materials and services

- This transaction allows the user to display all the information contained in a supplier's master record, based on the vendor number. Use this transaction to research any aspect of the supplier's master data.
- The XK03 transaction allows the user to see information in all screens. Note: The Commonwealth is not using the *Withholding tax* screen.
- The multiple screens and all the fields contained in each are displayed and structured in exactly the same sequence as if the user was creating or changing the vendor master record, except all fields are grayed-out as the user is in display-only mode.

Initial Display Screen



The screenshot shows the SAP 'Display Vendor: Initial Screen' interface. At the top, there is a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Vendor: Initial Screen' and contains a search field for the vendor number, which is currently empty. Below the search field are three input fields: 'Company Code' (containing 'COPA'), 'Purch. Organization' (empty), and 'COMMONWEALTH OF PA'. To the left of the main area are three expandable sections: 'General data' (with 'Address' and 'Control' checkboxes), 'Company code data' (with 'Accounting info', 'Payment transactions', 'Correspondence', and 'Withholding tax' checkboxes), and 'Purchasing organization data' (with 'Purchasing data' and 'Partner functions' checkboxes). At the bottom right, there is a status bar with 'XK03', 'pc1app1u', and 'INS'. Three callout boxes provide instructions: 1. 'Use match code search to find the vendor number. Enter Company Code and Purchase Org.' (pointing to the search field), 2. 'The boxes in these areas allow the user to select which screens to view' (pointing to the three expandable sections), and 3. 'Select the ENTER icon when done to view the supplier's information' (pointing to the search field).

1. Use match code search to find the vendor number. Enter Company Code and Purchase Org.

2. The boxes in these areas allow the user to select which screens to view

3. Select the ENTER icon when done to view the supplier's information

Example: Display Vendor: Address

Display Vendor: Address

CoPA Enhancements

Vendor

Preview

Name

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country Region

Time zone

Transportation zone

PO Box Address

PO Box

Communication

Language Other communication...

Telephone Extension

Mobile Phone

Fax Extension

E-Mail

StandardComm.Mtd

Data line

Telebox

Comments

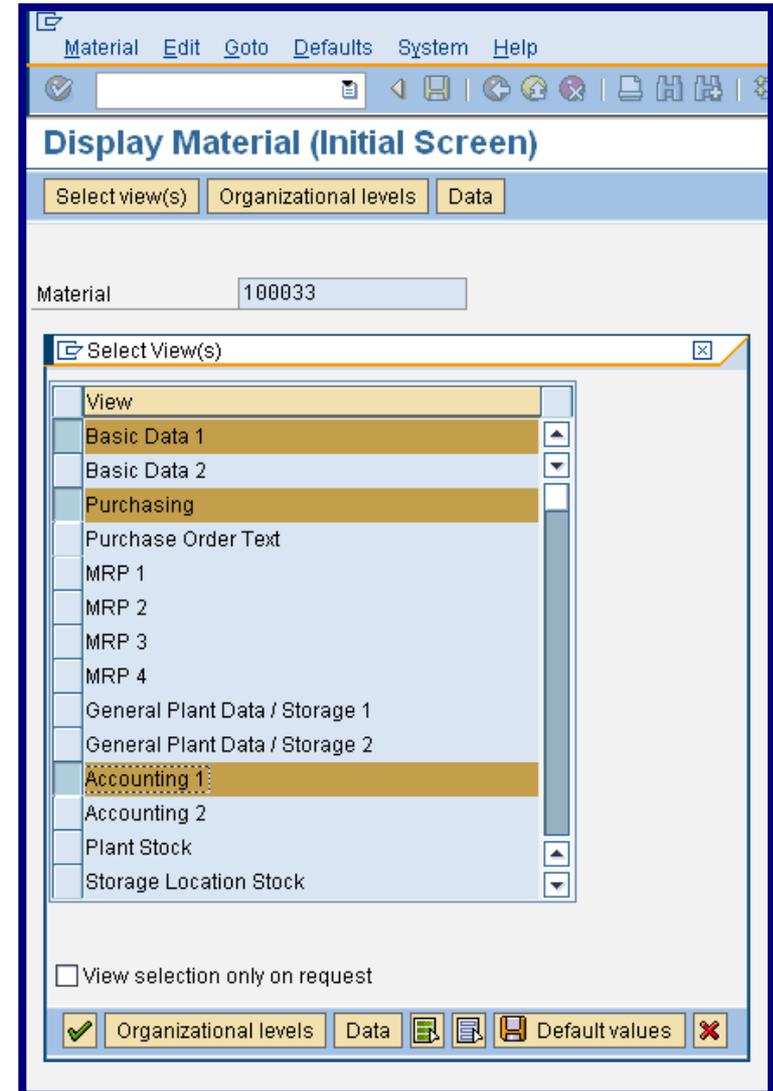
- Material Master Record
 - Contains all information relative to a material: physical characteristics, finance account, MRP, purchasing, inventory, storage, etc.
- With this transaction the user can display a material master record as it currently exists in the SAP system

- The types of information contained for the material include:
 - Material Description
 - Unit of Measure
 - Storage location stocks
 - Material Valuation
 - Purchasing information
 - MRP (material requirements planning)

To display material master information, use transaction MM03.

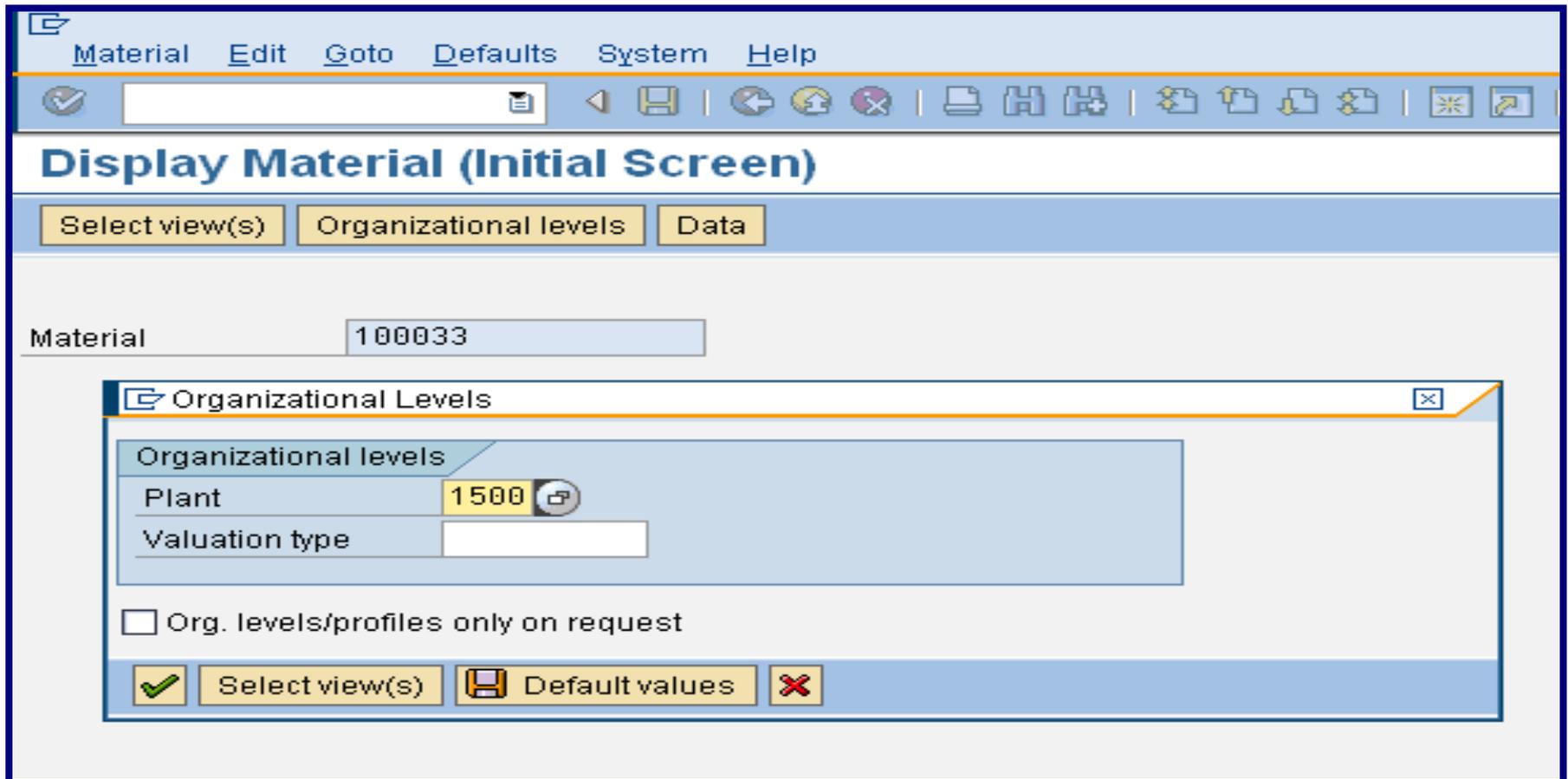
- Enter your material number
- Select the SELECT VIEWS button
- A separate dialog box will display
- In the dialog box, select Basic Data 1, Purchasing, and Accounting 1
- Select the GREEN checkmark at the bottom of the dialog box

Note: If you are running MRP, you would select the views listed above in addition to the MRP1, MRP2, and MRP3.

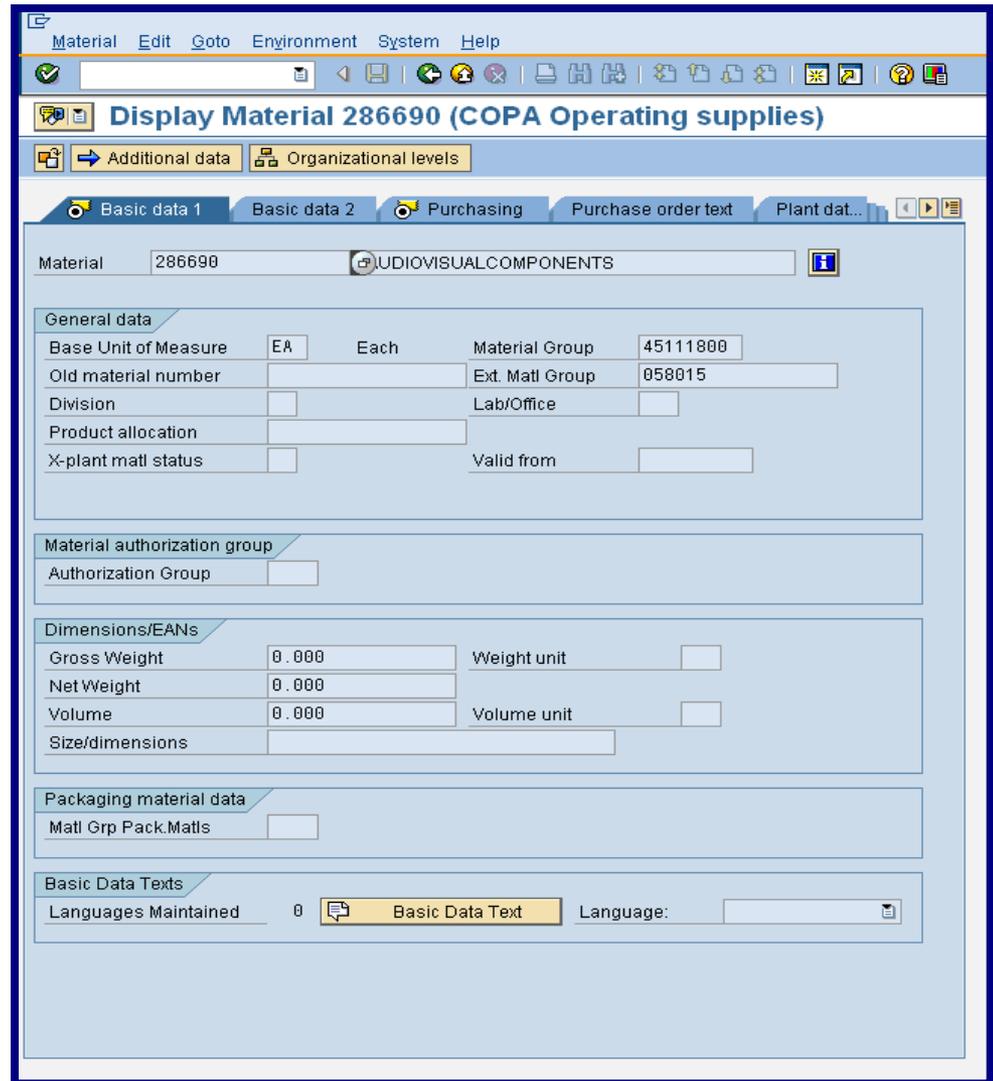


When you select the GREEN checkmark, the dialog box shown below will display.

- Enter your plant and select the GREEN checkmark



This will display the information for the material. By selecting the tabs at the top, you can move through the different views.



Material: 286690 AUDIOVISUALCOMPONENTS

General data
 Base Unit of Measure: EA Each Material Group: 45111800
 Old material number: Ext. Matl Group: 058015
 Division: Lab/Office:
 Product allocation:
 X-plant matl status: Valid from:

Material authorization group
 Authorization Group:

Dimensions/EANs
 Gross Weight: 0.000 Weight unit:
 Net Weight: 0.000
 Volume: 0.000 Volume unit:
 Size/dimensions:

Packaging material data
 Matl Grp Pack.Matls:

Basic Data Texts
 Languages Maintained: 0 Language:

Display Contracts

There are a number of different contract types to accommodate the needs of both Statewide and Agency contracts in SAP. Generally these will be:

Value Based – Used if the total value to be ordered during the validity period of the Contract is known in advance.

Quantity Based – Used if the total quantity of all release orders (POs) issued against the Contract is not to exceed a certain predefined quantity.

Note: This has changed with the implementation of SRM, they are no longer defined as Value Based or Quantity Based.

After the Contract is created and saved, it is automatically routed for the appropriate approvals.

Contract Conditions:

Maintains current pricing, discounts, freight charges, and other price data by Contract.

These conditions will be copied from the selected Supplier Quotation to decrease data entry.

However, if necessary, they can also be entered directly into the Contract.

- This transaction allows the user to display all the information contained in a contract (outline agreement)
- To begin this transaction, you can use either the menu path or the transaction code

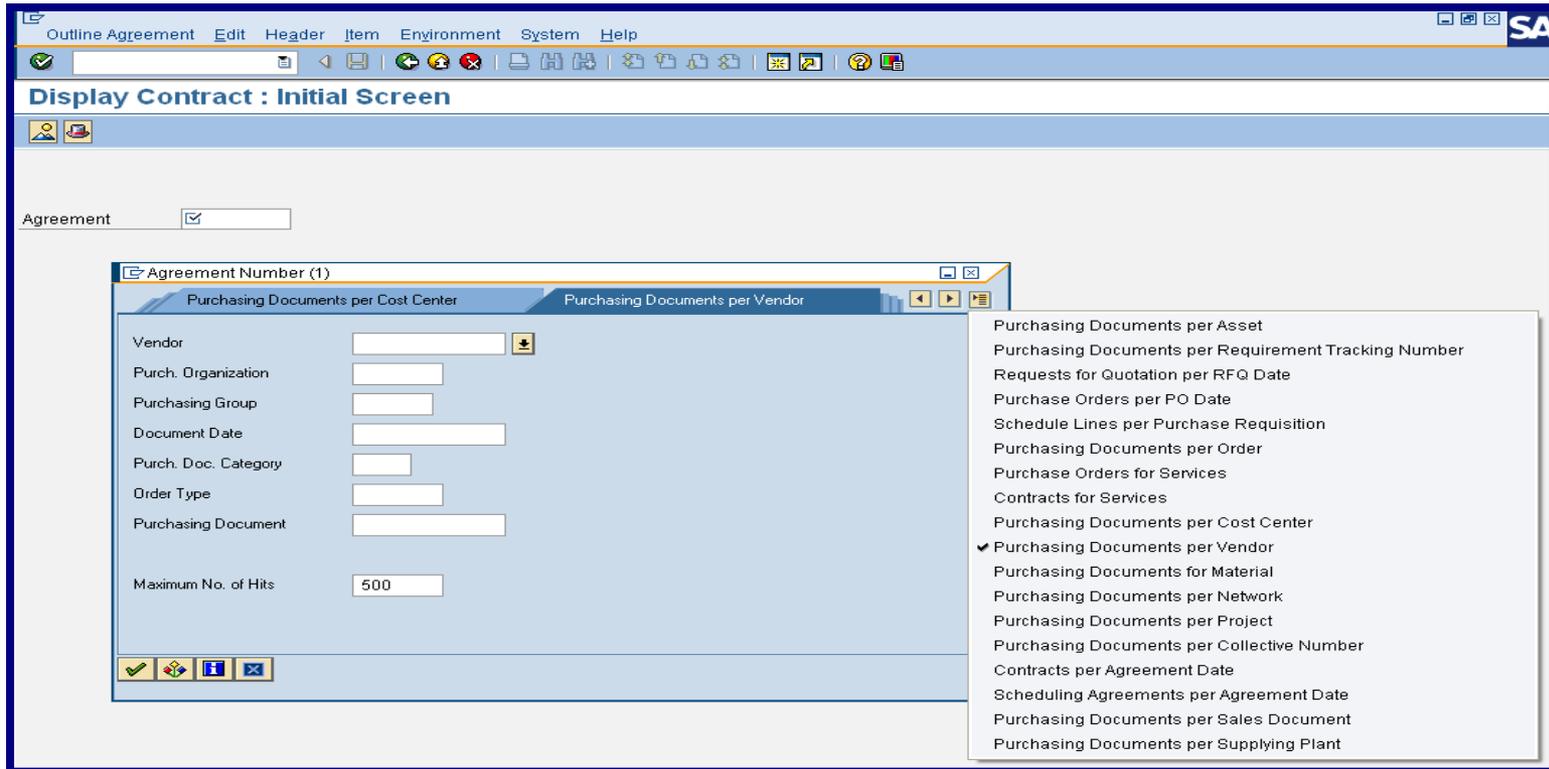
Menu Path:

Logistics > Materials Management > Purchasing

Outline Agreement > Contract > Display

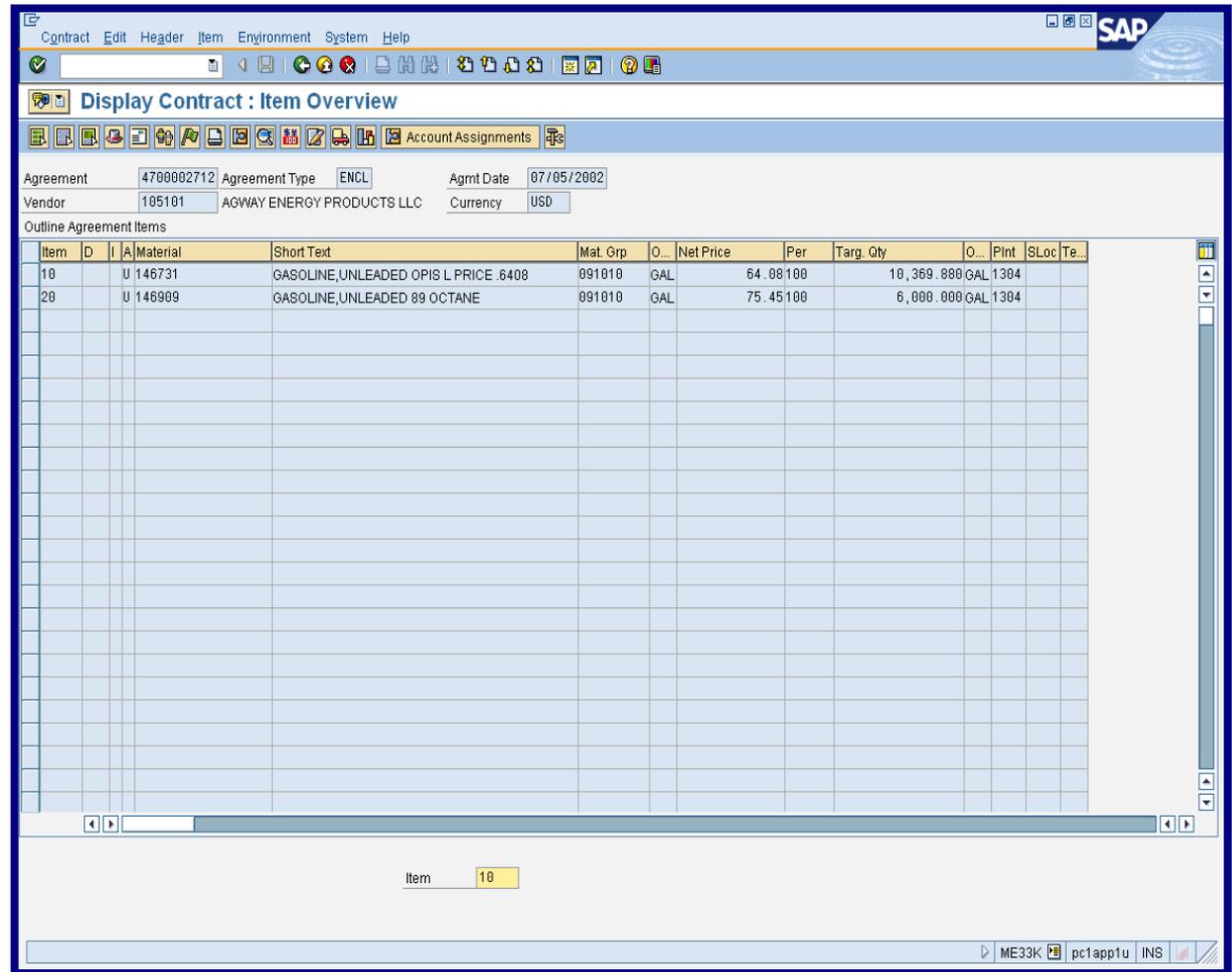
Transaction: ME33K

To display a contract, select the match code next to the Agreement space. This will open a dialog box to search for your contract number. Select the appropriate search tab, and enter criteria, then select the GREEN checkmark. Locate the contract and select the number, this will populate the contract number into the Agreement field. Select the GREEN checkmark at the top to display the contract.



The contract will open to the Item Overview screen. This screen lists the material, description, material group, unit of measure, price, and vendor number.

See the next slide for a description of the icons used in this display.



The screenshot shows the SAP 'Display Contract: Item Overview' screen. The interface includes a menu bar (Contract, Edit, Header, Item, Environment, System, Help), a toolbar with various icons, and a header section with the following data:

- Agreement: 4700002712
- Agreement Type: ENCL
- Agmt Date: 07/05/2002
- Vendor: 105101
- AGWAY ENERGY PRODUCTS LLC
- Currency: USD

Below the header is a table titled 'Outline Agreement Items' with the following columns: Item, D, I, A, Material, Short Text, Mat. Grp, O..., Net Price, Per, Targ. Qty, O..., Plnt, SLoc, Te... The table contains two rows of data:

Item	D	I	A	Material	Short Text	Mat. Grp	O...	Net Price	Per	Targ. Qty	O...	Plnt	SLoc	Te...
10				U 146731	GASOLINE,UNLEADED OPIS L PRICE .6408	091010	GAL	64.08100		10,369.880	GAL	1304		
20				U 146909	GASOLINE,UNLEADED 89 OCTANE	091010	GAL	75.45100		6,000.000	GAL	1304		

At the bottom of the screen, there is a status bar showing 'Item 10' and a taskbar with 'ME33K', 'pctapp1u', and 'INS'.

Requisitioning

- Requisitions are the beginning of the procurement process.
 - Requisitions in SAP are created via MRP processing or manually for inventory orders
 - These requisitions are then pushed into SRM through Plan Driven Procurement (PDP) for processing by procurement professionals

- Sourcing identifies the suppliers available to satisfy the procurement needs
 - Planned orders created from MRP run are converted into requisitions to begin the procurement process

Purchasing

- An SAP purchase order is created with reference to a contract (release orders)
- Purchase orders cannot be created until a source of supply and a price have been established
- Purchase orders that require approvals cannot be sent to the supplier until the required approvals have been fully executed

- Purchase orders can be created for both materials and services, and can be for both inventory items and expensed items
- Purchase orders cannot be created with items from multiple contracts on the same purchase order
- Purchase orders always require accounting information
- Purchase orders are always encumbered

Purchase Orders are used to place orders with suppliers for materials or services

There are a number of types of Purchase Orders, including Standard, Emergency, Off-Contract, and Sole Source. However, only Standard PO New is used today in SAP, all other types are now being used in SRM.

All Purchase Orders will require at least one approval.
(The SAP workflow thresholds are \$3,000, please note that these thresholds are not consistent with SRM.)

Approvals for Purchase Orders will be routed automatically to the appropriate approver via workflow when appropriate.

- This transaction is used to create a purchase order
- To begin this transaction, you can use either the menu path or the transaction code

Menu Path: Logistics > Materials Management > Purchasing>

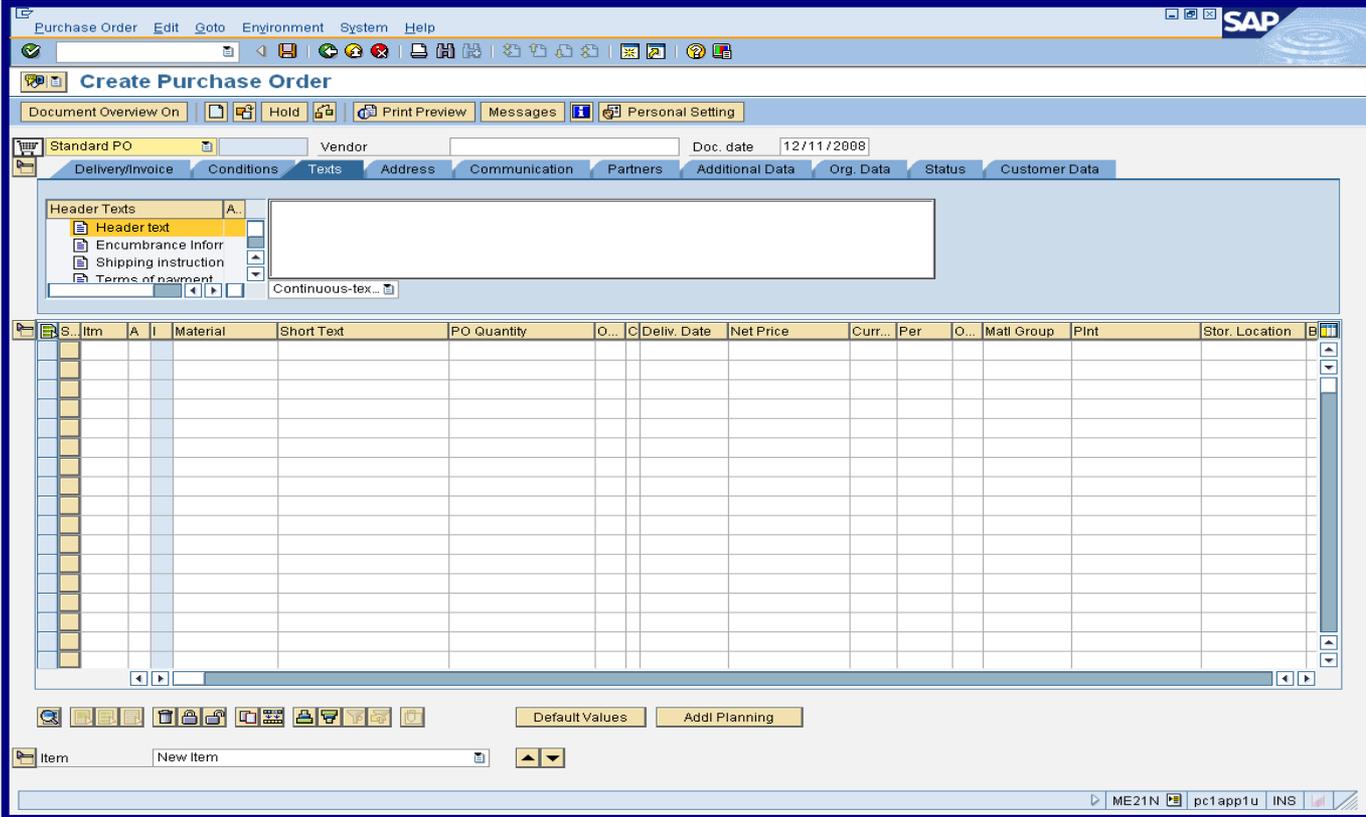
|

Purchase Order > Create > Vendor/Supplying Plant Known

Transaction Code: ME21N

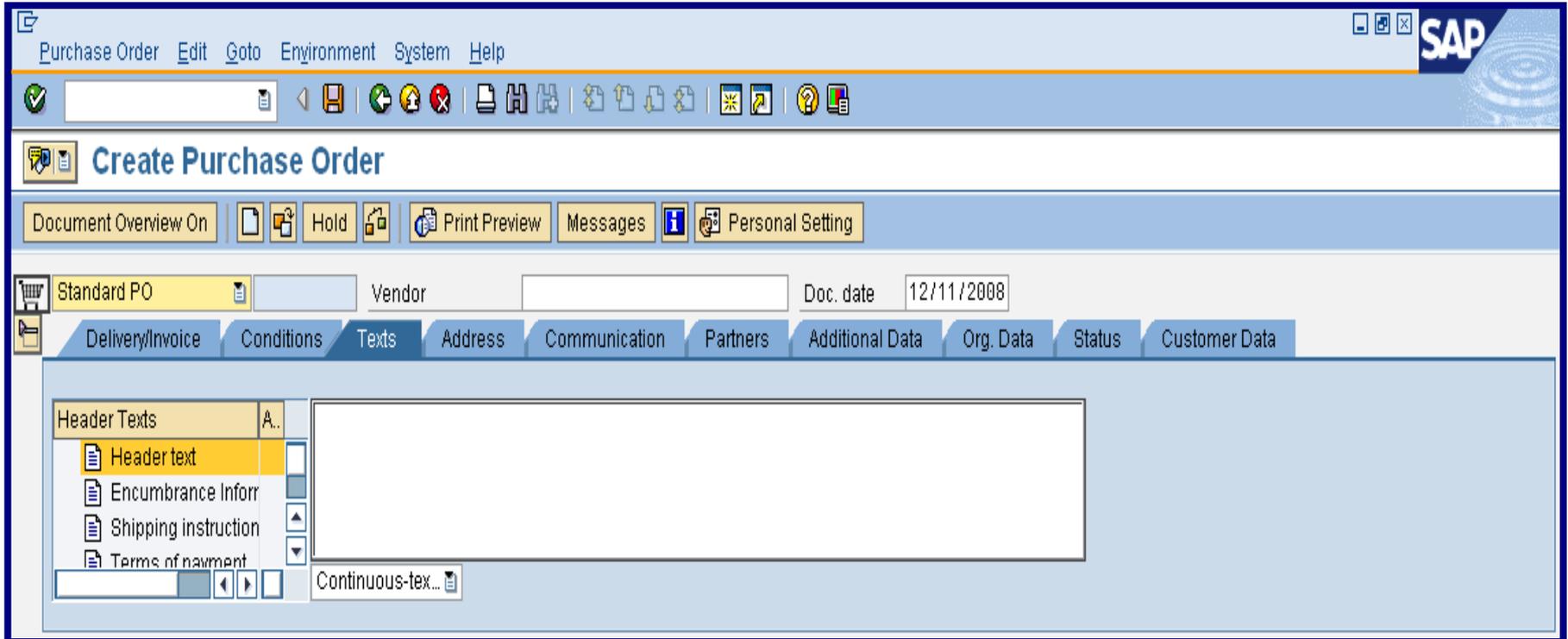
The purchase order is divided into three sections: Header, Item Overview, and Item Detail. The Header and Item Detail are divided into sub-tabs and the Item Overview is designed like a spreadsheet.

Doc Type is Standard PO (New)



The screenshot shows the SAP ME21N 'Create Purchase Order' interface. At the top, the title bar reads 'Purchase Order' and the SAP logo is visible. Below the title bar, there are navigation buttons: 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The main area is divided into several tabs: 'Standard PO', 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', and 'Customer Data'. The 'Standard PO' tab is active, showing a 'Header Texts' section with a list of text types: 'Header text', 'Encumbrance Infor', 'Shipping instruction', and 'Terms of payment'. Below this is a large text input field. The main part of the screen is a spreadsheet-like table with columns: 'S...itm', 'A', 'I', 'Material', 'Short Text', 'PO Quantity', 'O...', 'C', 'Deliv. Date', 'Net Price', 'Curr...', 'Per', 'O...', 'Matl Group', 'PInt', and 'Stor. Location'. The table is currently empty. At the bottom, there are buttons for 'Default Values' and 'Add Planning', and a status bar showing 'ME21N pc1app1u INS'.

Above the Header are the Order Type, Vendor, and Doc Date (date defaults) which must be completed. The Header section contains information applicable to all line items contained on the purchase order. The tabs include: Delivery/Invoice, Conditions, Texts, Address (supplier's), Communications Data, Partners, Additional Data (validity period), Org Data, Status, and Customer data.



The screenshot shows the SAP ME21N 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons for document management and navigation. The main header area contains the following fields: 'Standard PO' (dropdown), 'Vendor' (text field), and 'Doc. date' (12/11/2008). Below these fields are several tabs: 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', and 'Customer Data'. The 'Texts' tab is currently selected. On the left side of the 'Texts' tab, there is a list of header text types: 'Header text', 'Encumbrance Infor', 'Shipping instruction', and 'Terms of payment'. The 'Header text' option is highlighted. To the right of this list is a large text input area. At the bottom of the text input area, there is a 'Continuous-tex...' button.

- Header texts are used to store information on a purchase order that will be applicable to all line items contained on the purchase order. The following texts have been defined for use by the Commonwealth.
 - Header Text: used to store any special instructions and conditions required of the supplier. This text will be printed out on the purchase order that will be sent to the supplier.

- Encumbrance Information Text: used to store fund, cost center and G/L account numbers as well as the amount encumbered per fund. This field should also be used to enter the justification of the purchase and any special notes for internal use. This text will not print out on the purchase order that will be sent to the supplier.
- Shipping Instructions: used to enter any specific shipping instructions to supplier that relate to all items on the purchase order. This text will always copy from the contract. This text will be printed out in the purchase order that will be sent to the supplier.

- **Terms of Payment:** used to enter any type of special payments that need to be communicated to supplier. An example would be staggered payments. Note that this text is not used to establish the standard payment period for an invoice. This text will always copy from the contract. This text will be printed out in the purchase order that will be sent to the supplier.
- **Insurance Information Text:** used to input any insurance information related to the purchase order. This text will always be printed out in the purchase order that will be sent to the supplier.
- **Bond Information Text:** used to input any bond information related to the purchase order. This text will always be printed out in the purchase order that will be sent to the supplier.

- Vendor Memo General: copies from vendor master. This text will be printed out in the purchase order that will be send to the supplier.
- Vendor Memo Purchasing Org: copies from vendor master. This text will be printed out in the purchase order that will be sent to supplier.
- Confidential Terms of Payment Note: used for communication with the invoice processor. This text will always copy from the contract. This text will not be printed out in the purchase order that will be sent to the supplier, as it is confidential information that is simply stored here.

- Item texts are used to store information on a purchase order that will be applicable to a particular line item in the order. The following text have been defined for use by the Commonwealth:
 - Item Text: used to store any special instructions and conditions to the supplier. If no attachment exists, this text will always copy from the contract. This text will be printed out in the purchase order that will be sent to the supplier.

- **Material PO Text:** used to supply additional descriptive information for the material or service. This text will copy from the material master or service master record and will print out in the purchase order that will be sent to the supplier.
- **Shipping Instructions:** used to enter any specific shipping instructions to that supplier that apply to an individual item in the order. This text will always copy from the contract. This text will be printed out in the purchase order that will be sent to the supplier.

- This transaction is used to change, cancel, delete and add an attachment to a purchase order
- Some changes to a purchase order will require the order to go through another release strategy (re-approval), including a change to terms and conditions or an increase to price and/or quantity of greater than 10%. Certain other release thresholds may be surpassed because of an order change as well.

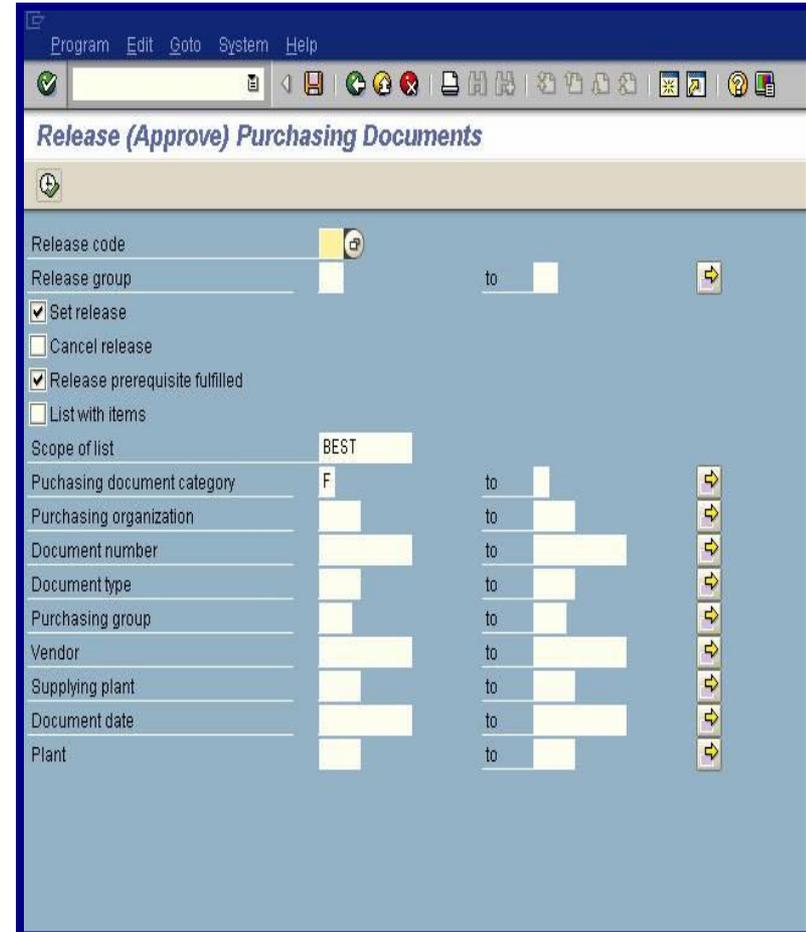
- Attachments can be added to orders via the change purchase order transaction (ME22N) only
- Most document types can be added to a purchase order, such as Word, Excel, PowerPoint, Adobe Acrobat, or other documents that may be submitted by the supplier

- There is no version control for purchase order changes. Once the purchase order is changed only the latest version of the purchase order is displayed on the screen.
- A history of purchase order changes is recorded by the system so that a user can see who made changes and when the changes were made to the order. For each changed field the old value and new value will be recorded, with the exception of header and item texts. The time of the text changes and the user ID are recorded by the system, but not the old versus new entries.

- No approval is required for purchase orders of less than \$3,000 in SAP. Document type is Standard PO (New)
- Any non-standard terms and conditions require additional approvals

- This transaction is used to approve a list of purchase orders that are ready for further procurement processing
- Before a purchase order can be sent to the supplier, it must go through the approval process (release strategy)

- Display the Release (Approve) Purchasing Documents screen using transaction code ZME28
- Complete the Release code (code for approving agent), Set Release (indicator used to search for documents ready to be set for release), Enter Plant (agency code)
- Select the EXECUTE button
- This will display a list of documents waiting approval
- Double click the document and review the information
- Then go back to the document list, with the document just reviewed still selected, and select the “Release” button.
- You will see a message at the bottom of the screen stating the PO is set for release. Select the SAVE icon, the Release (Approve) Purchase Document screen appears displaying a system message “Release Saved”.



Release Purchasing Documents with Release Code 02

PO	Type	Vendor	Name	P6p	Order Date
4500005667	NMB	170764	DAN'S TEST VENDOR		279 11/06/2008
Z1748	SUP & SRV	5-10K	NEW	N Not Released	Release possible

- Use this transaction to print or transmit a purchase order or purchase order change to a supplier
- To begin this transaction, you can use either the menu path or the transaction code

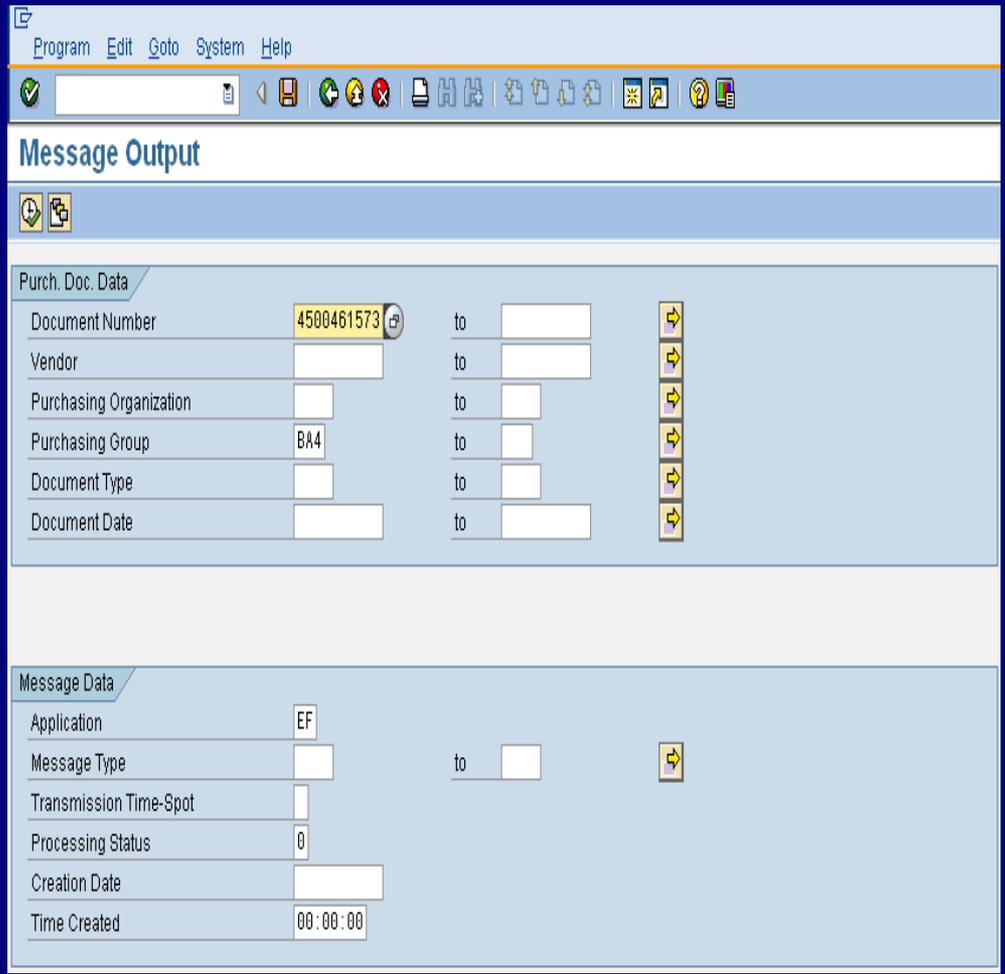
Menu Path:

Logistics > Materials Management > Purchasing >

Purchase Order > Messages > Print/Transmit

Transaction: ME9F

- Once in ME9F, enter your Purchasing Organization and Purchasing Group number
- Select the EXECUTE icon



Program Edit Goto System Help

Message Output

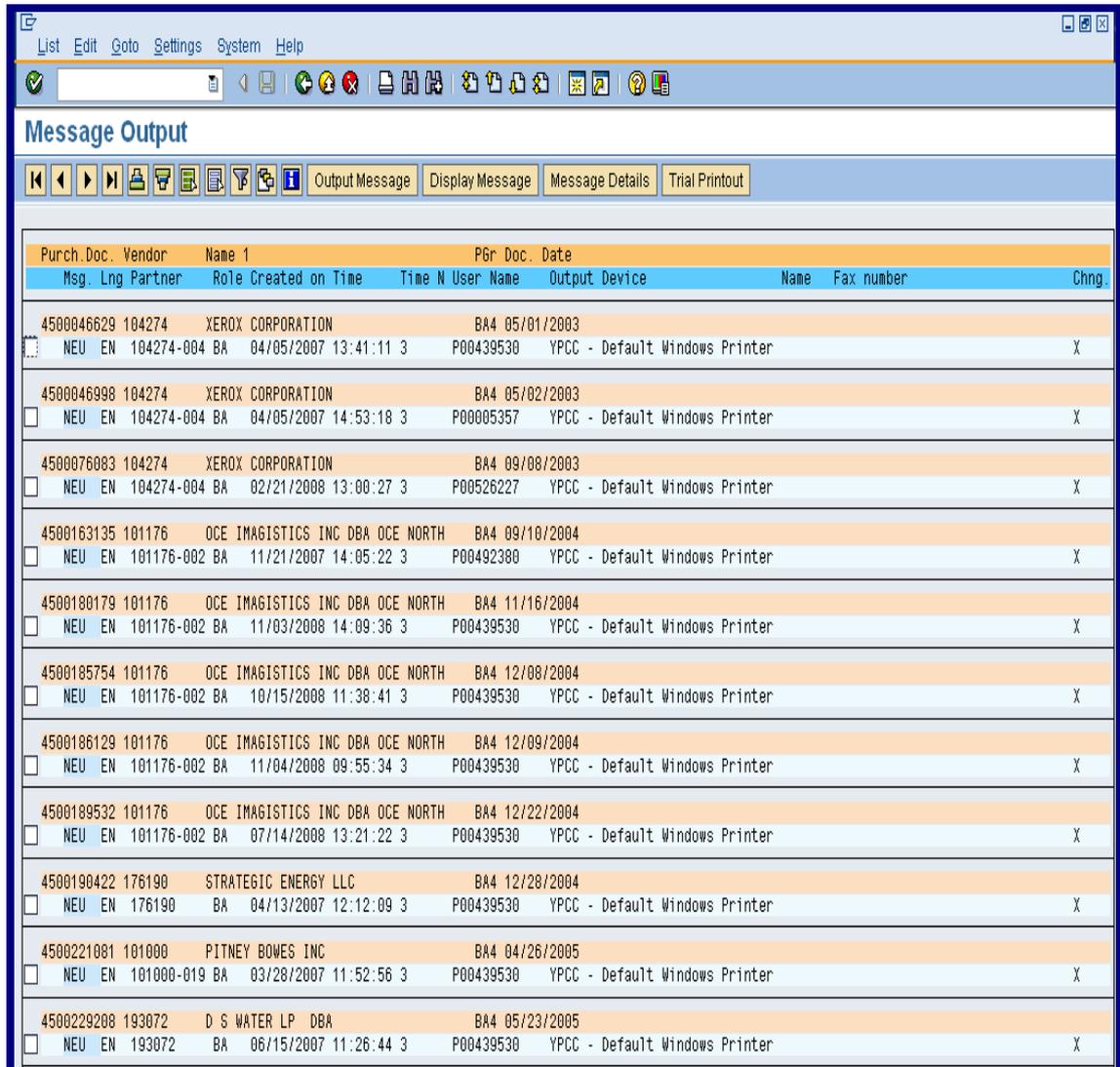
Purch. Doc. Data

Document Number	4500461573	to		▶
Vendor		to		▶
Purchasing Organization		to		▶
Purchasing Group	BA4	to		▶
Document Type		to		▶
Document Date		to		▶

Message Data

Application	EF			
Message Type		to		▶
Transmission Time-Spot				
Processing Status	0			
Creation Date				
Time Created	00:00:00			

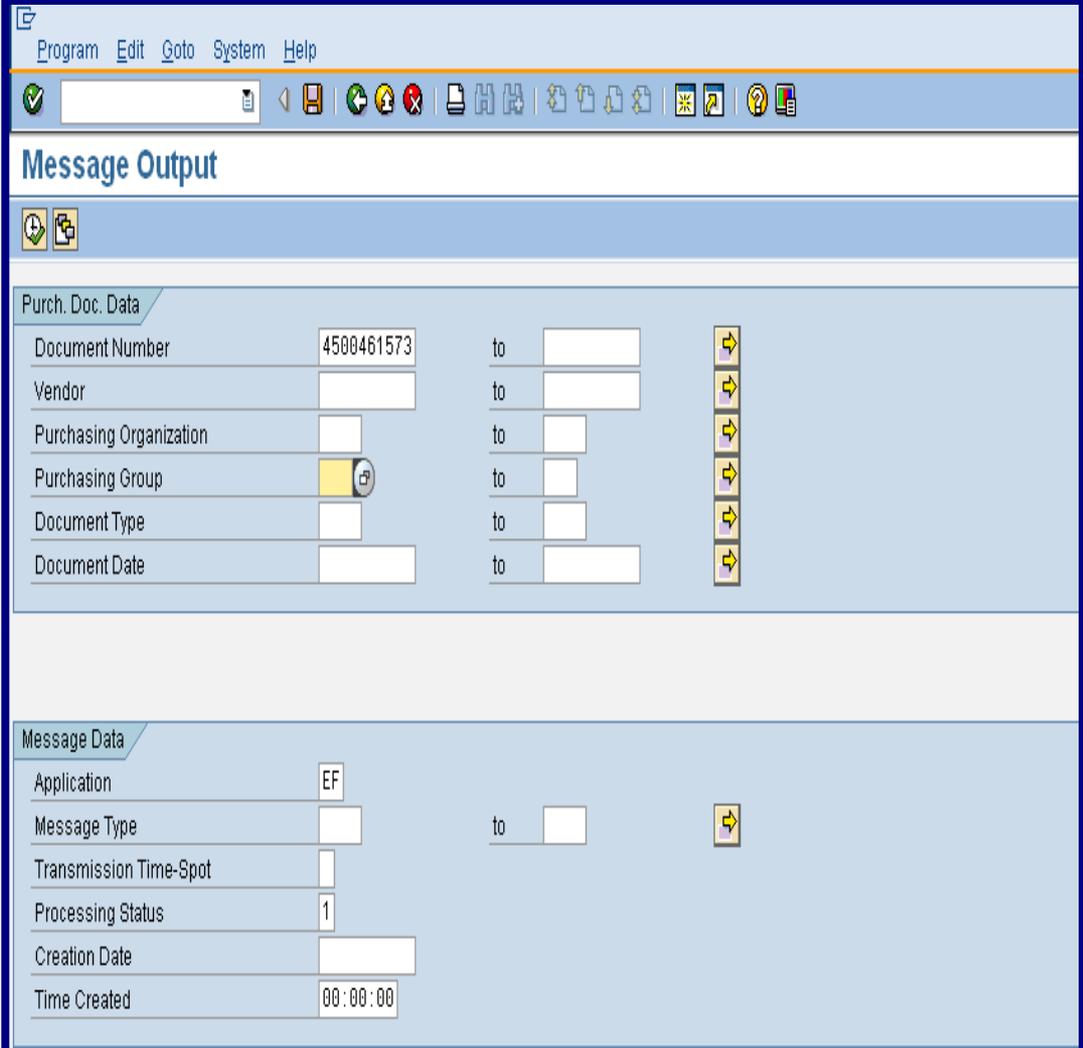
- A list of purchase orders ready for transmitting will display
- Select the purchase order to be printed by selecting the box to the left of the entry
- Select the **OUTPUT MESSAGE** button
- You can also select the **DISPLAY MESSAGE** button to display the purchase order before you Output it to make sure it is correct



Purch. Doc.	Vendor	Name 1	PGr	Doc.	Date	Msg. Lng	Partner	Role	Created on	Time	N	User Name	Output Device	Name	Fax number	Chng.
4500046629	104274	XEROX CORPORATION	BA4	05/01/2003		NEU	EN	104274-004	BA	04/05/2007 13:41:11	3	P00439530	YPCC - Default Windows Printer			X
4500046998	104274	XEROX CORPORATION	BA4	05/02/2003		<input type="checkbox"/>	NEU	EN	104274-004	BA	04/05/2007 14:53:18	3	P00005357	YPCC - Default Windows Printer		X
4500076083	104274	XEROX CORPORATION	BA4	09/08/2003		<input type="checkbox"/>	NEU	EN	104274-004	BA	02/21/2008 13:00:27	3	P00526227	YPCC - Default Windows Printer		X
4500163135	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	09/10/2004		<input type="checkbox"/>	NEU	EN	101176-002	BA	11/21/2007 14:05:22	3	P00492380	YPCC - Default Windows Printer		X
4500180179	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	11/16/2004		<input type="checkbox"/>	NEU	EN	101176-002	BA	11/03/2008 14:09:36	3	P00439530	YPCC - Default Windows Printer		X
4500185754	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	12/08/2004		<input type="checkbox"/>	NEU	EN	101176-002	BA	10/15/2008 11:38:41	3	P00439530	YPCC - Default Windows Printer		X
4500186129	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	12/09/2004		<input type="checkbox"/>	NEU	EN	101176-002	BA	11/04/2008 09:55:34	3	P00439530	YPCC - Default Windows Printer		X
4500189532	101176	OCE IMAGISTICS INC DBA OCE NORTH	BA4	12/22/2004		<input type="checkbox"/>	NEU	EN	101176-002	BA	07/14/2008 13:21:22	3	P00439530	YPCC - Default Windows Printer		X
4500190422	176190	STRATEGIC ENERGY LLC	BA4	12/28/2004		<input type="checkbox"/>	NEU	EN	176190	BA	04/13/2007 12:12:09	3	P00439530	YPCC - Default Windows Printer		X
4500221081	101000	PITNEY BOWES INC	BA4	04/26/2005		<input type="checkbox"/>	NEU	EN	101000-019	BA	03/28/2007 11:52:56	3	P00439530	YPCC - Default Windows Printer		X
4500229208	193072	D S WATER LP DBA	BA4	05/23/2005		<input type="checkbox"/>	NEU	EN	193072	BA	06/15/2007 11:26:44	3	P00439530	YPCC - Default Windows Printer		X

Re-Transmit:

- Enter your purchase order number
- Change the Processing status field to “1” to re-submit
- Select the EXECUTE icon



Program Edit Goto System Help

Message Output

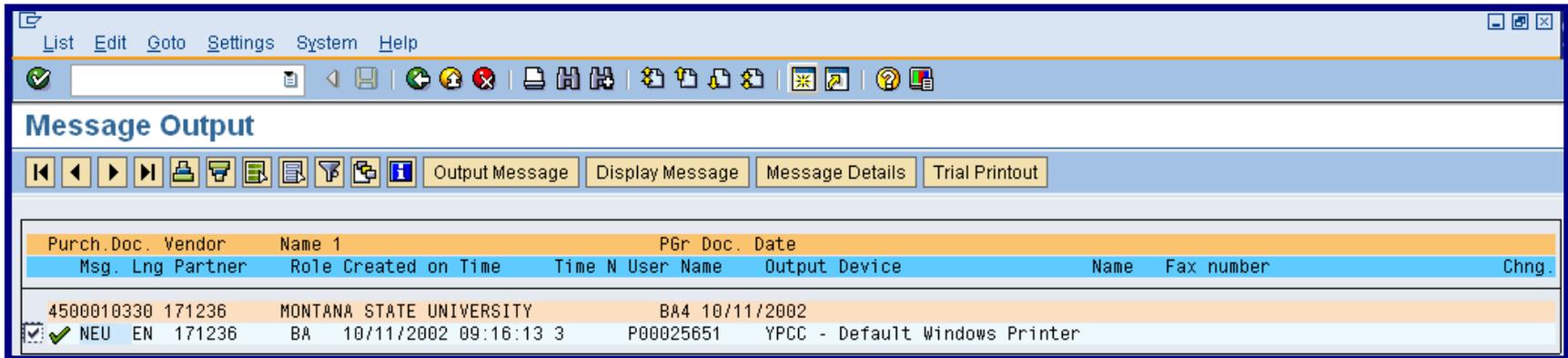
Purch. Doc. Data

Document Number	4500461573	to		→
Vendor		to		→
Purchasing Organization		to		→
Purchasing Group		to		→
Document Type		to		→
Document Date		to		→

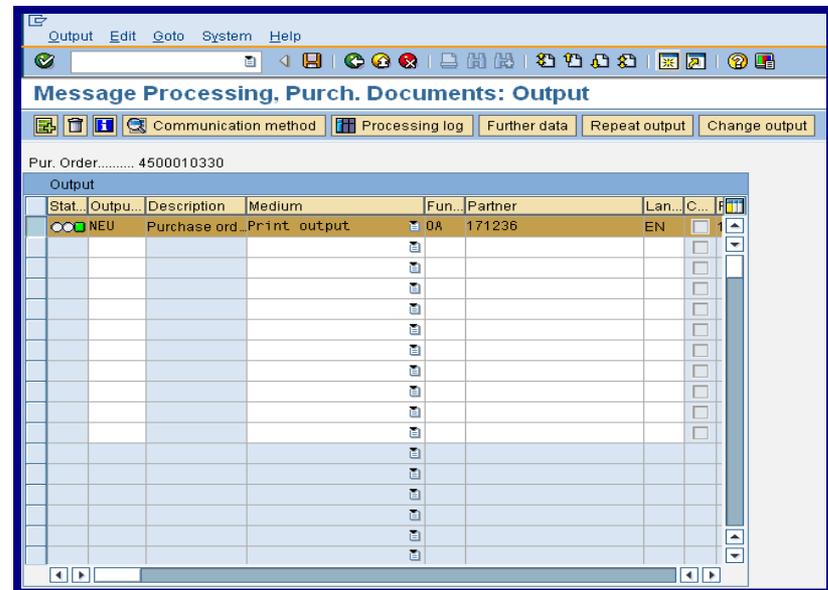
Message Data

Application	EF			
Message Type		to		→
Transmission Time-Spot				
Processing Status	1			
Creation Date				
Time Created	00:00:00			

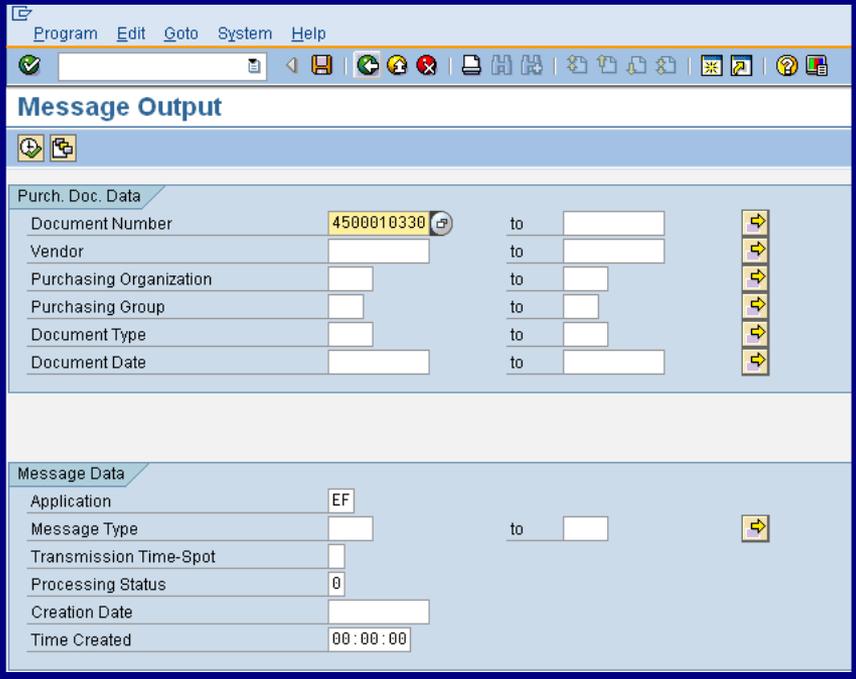
- Select the last message line of the purchase order to be printed, select the MESSAGE DETAIL button.



- Select the last message line
- Select the REPEAT OUTPUT button, then select the SAVE icon
- Select the GREEN (back) arrow to take you back to the search screen



- Once you are back to the search screen, re-enter your purchase order number
- You will now leave the Processing Status at “0”
- Select the Execute button.



Message Output

Program Edit Goto System Help

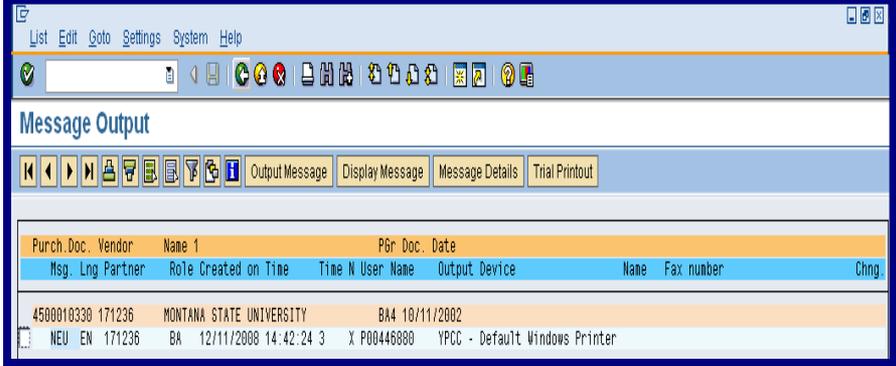
Purch. Doc. Data

Document Number	4500010330	to		↕
Vendor		to		↕
Purchasing Organization		to		↕
Purchasing Group		to		↕
Document Type		to		↕
Document Date		to		↕

Message Data

Application	EF	to		↕
Message Type		to		↕
Transmission Time-Spot				
Processing Status	0			
Creation Date				
Time Created	00:00:00			

- This will display your purchase order ready for reprinting
- Select the purchase order by checking the box to the left
- Select the OUPUT MESSAGE button



Message Output

List Edit Goto Settings System Help

Output Message Display Message Message Details Trial Printout

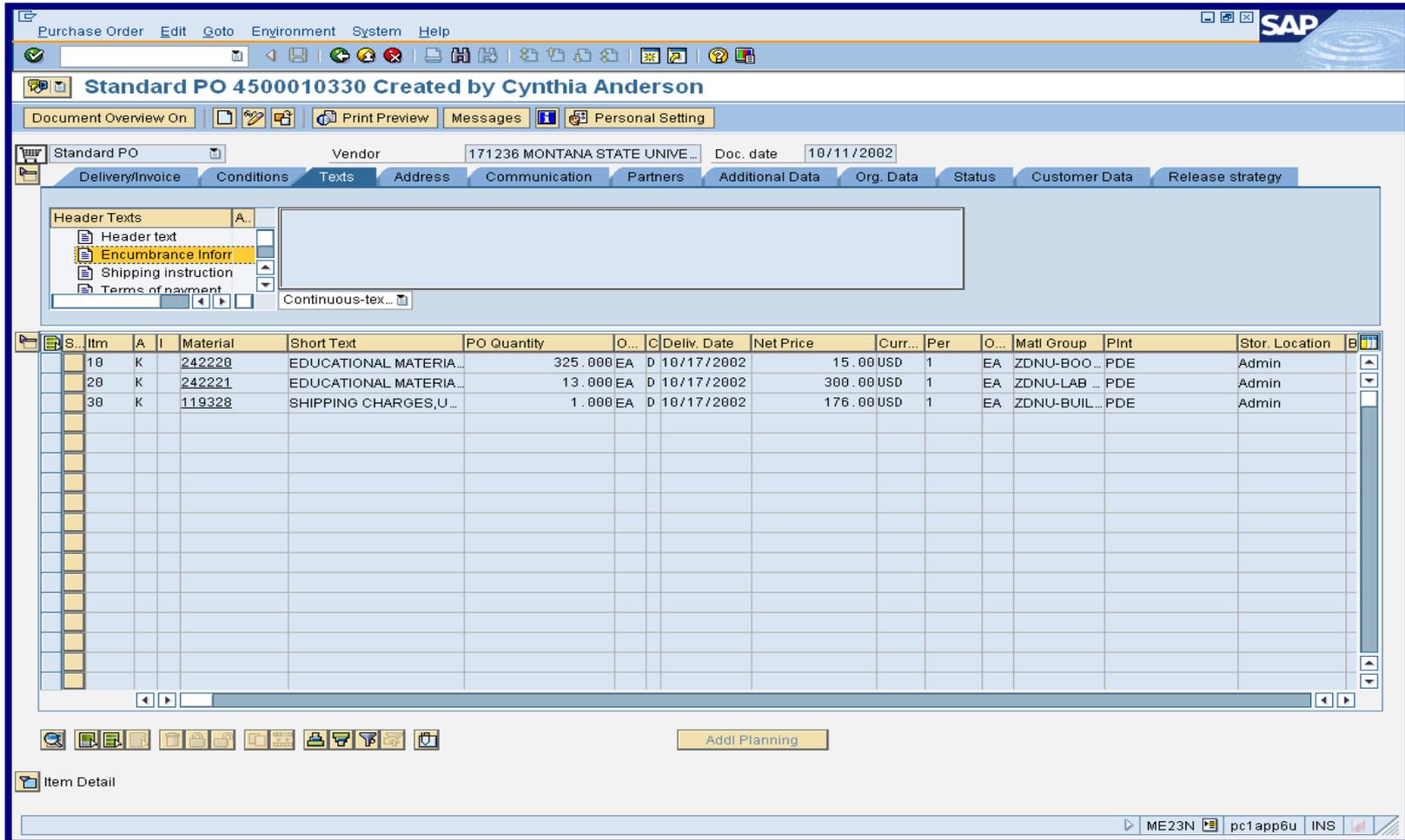
Purch. Doc.	Vendor	Name 1	Pgr. Doc. Date	Msg. Lng Partner	Role	Created on Time	Time N	User Name	Output Device	Name	Fax number	Chng.
4500010330	171236	MONTANA STATE UNIVERSITY	BA4 10/11/2002	NEU	EN	171236	BA	12/11/2008 14:42:24 3	X P0046880	YPCG - Default Windows Printer		

- Use this transaction to display a purchase order and review the information
- To begin this transaction, you can use either the menu path or the transaction code

Menu Path: Logistics > Materials Management > Purchasing
|
Purchase Order > Display

Transaction: ME23N

ME23N allows you to display a document. Notice the fields are grayed out so changes can't be made.



Purchase Order Edit Goto Environment System Help SAP

Standard PO 4500010330 Created by Cynthia Anderson

Document Overview On Print Preview Messages Personal Setting

Standard PO Vendor: 171236 MONTANA STATE UNIVE... Doc. date: 10/11/2002

Delivery/Invoice Conditions **Texts** Address Communication Partners Additional Data Org. Data Status Customer Data Release strategy

Header Texts A..

- Header text
- Encumbrance Infor...**
- Shipping instruction
- Terms of payment

Continuous-tex...

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	B...
	10	K		242220	EDUCATIONAL MATERIA...	325.000	EA	D	10/17/2002	15.00	USD	1	EA	ZDNU-BOO...	PDE	Admin	
	20	K		242221	EDUCATIONAL MATERIA...	13.000	EA	D	10/17/2002	300.00	USD	1	EA	ZDNU-LAB ...	PDE	Admin	
	30	K		119328	SHIPPING CHARGES,U...	1.000	EA	D	10/17/2002	176.00	USD	1	EA	ZDNU-BUIL...	PDE	Admin	

Add Planning

Item Detail

ME23N pc1app6u INS

- These transactions allow the user to display lists of purchase orders for a specific plant
- There are several ways to display a list of purchase orders:
 - ME2B List POs by Requisition Tracking Number
 - ME2C List POs by Material Group
 - ME2K List POs by Account Assignment
 - ME2L List POs by Vendor
 - ME2M List POs by Material
 - ME2N List POs by Document Number
 - ME2S List Services by PO Number

Invoicing/Good Receipt

An invoice is created in the system in one of four ways:

1. Payable Services PO Box(Scanned at Revenue)
2. Evaluated Receipt Settlement (ERS)
3. Invoicing Plan
4. XML

- Supplier sends paper invoices to a central PO box in the Dept of Revenue. The invoice is scanned and indexed based on key elements from the invoice.
- Comptroller conducts a pre-audit review of each PO invoice prior to posting the document in SAP. Upon posting of the invoice document, the system completes a 3-way match to confirm that the Goods Receipt, Invoice, and PO are present and any discrepancies are within acceptable tolerances.
- In addition, SAP also checks for CRP issues when the invoice is \$5,000 or more.

- When the invoice is posted and there is a three way match, it will be available for the next payment run. A three way match means PO price \geq invoice price and goods receipt/service receipt qty \geq invoice quantity.
- If the invoice price is $>$ the PO price, the invoice will be blocked for payment with a Price block (Prc.)

- If the invoice quantity is $>$ the GR/SR quantity, the invoice will be blocked for payment with a Quantity block (Qty).
- A manual block (M) will be set on invoices \geq 5K when obligations exist in the Contractor Responsibility Program (CRP). When the invoice is blocked for CRP obligation, it will be routed through workflow back to the Agency invoice reconciler.

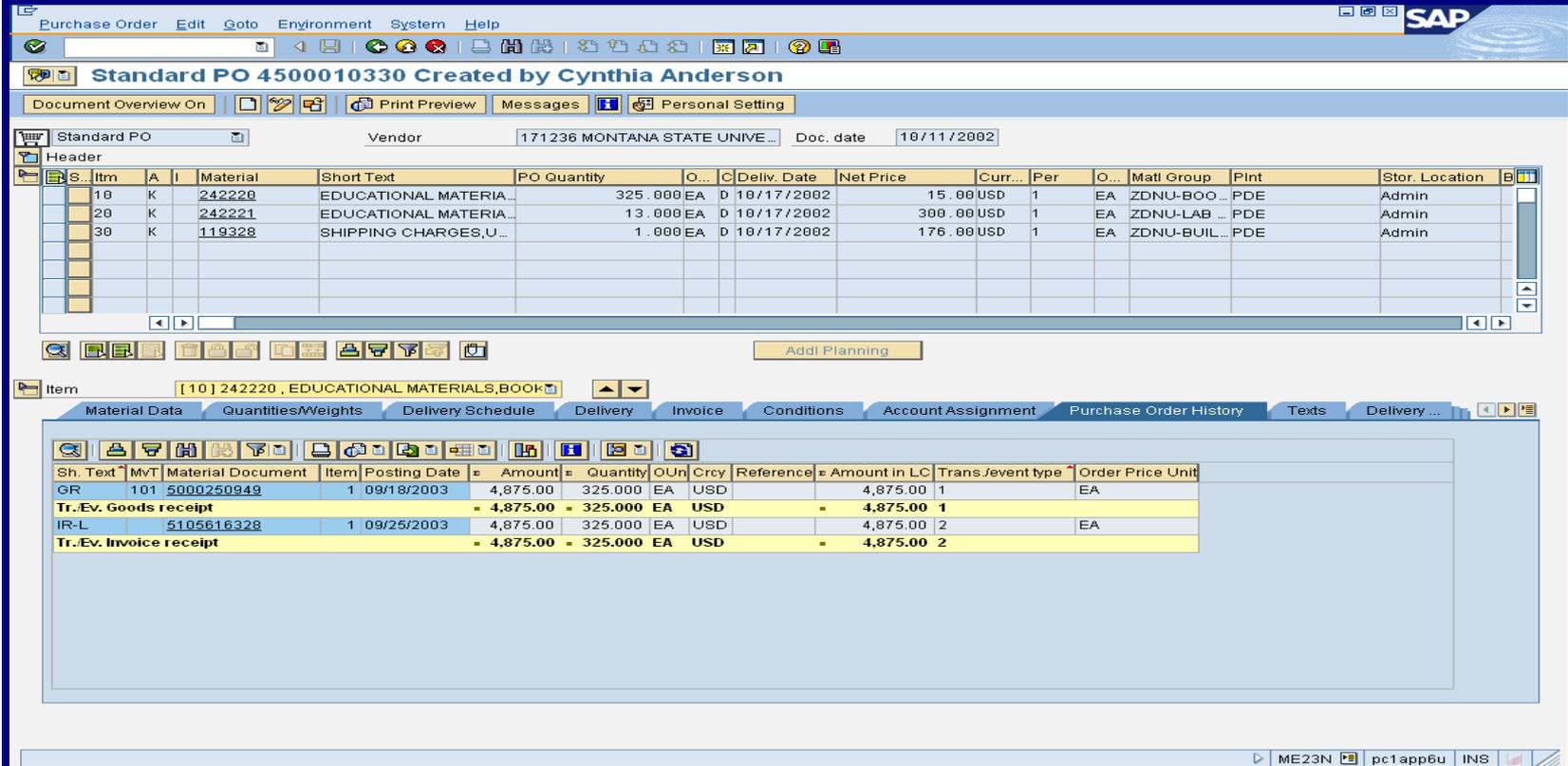
- A manual block (M) will be set on all invoices \geq \$5 million. When the invoice is blocked for \geq \$5M, it will be routed through workflow back to the Agency invoice reconciler who will contact Treasury to get a pay date.
- Both of the Manual blocks are automatically checked for each invoice processed with reference to a PO. If either circumstance exists, the invoice processor is given an error and required to set the manual block on the line item.

Learning Objectives:

- Understand how to search for and display previously entered GR and Invoice information
- Understand how to locate supplier payment information
- Understand how to display accounting information

- Display Vendor Invoices can be used to verify internal questions such as:
 - Have the accounts been posted
 - Who were the documents created by
- It can also be used to answer supplier questions, such as:
 - Has the invoice been created in SAP?
 - Has it been sent to Treasury?
 - Has Treasury paid the invoice?
 - What address was my check sent to?

You can view the Goods Receipt or Invoice Document information in ME23N in the Item Detail section – Purchase Order History tab.



Standard PO 4500010330 Created by Cynthia Anderson

Document Overview On | Print Preview | Messages | Personal Setting

Standard PO: [10] 242220, Vendor: 171236 MONTANA STATE UNIVE..., Doc. date: 10/11/2002

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
10	K			242220	EDUCATIONAL MATERIA...	325.000	EA	D	10/17/2002	15.00	USD	1	EA	ZDNU-BOO...	PDE	Admin
20	K			242221	EDUCATIONAL MATERIA...	13.000	EA	D	10/17/2002	300.00	USD	1	EA	ZDNU-LAB ...	PDE	Admin
30	K			119328	SHIPPING CHARGES,U...	1.000	EA	D	10/17/2002	176.00	USD	1	EA	ZDNU-BUIL...	PDE	Admin

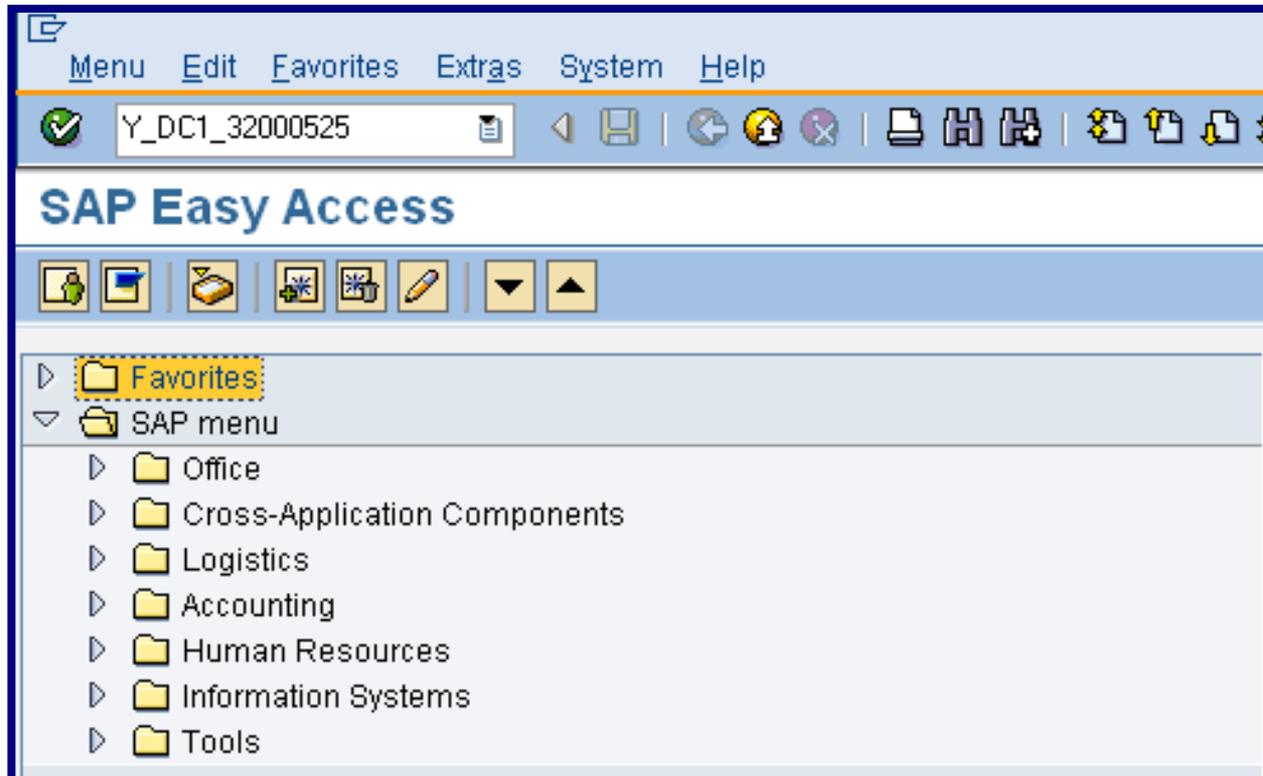
Item: [10] 242220, EDUCATIONAL MATERIALS,BOOK

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts | Delivery ...

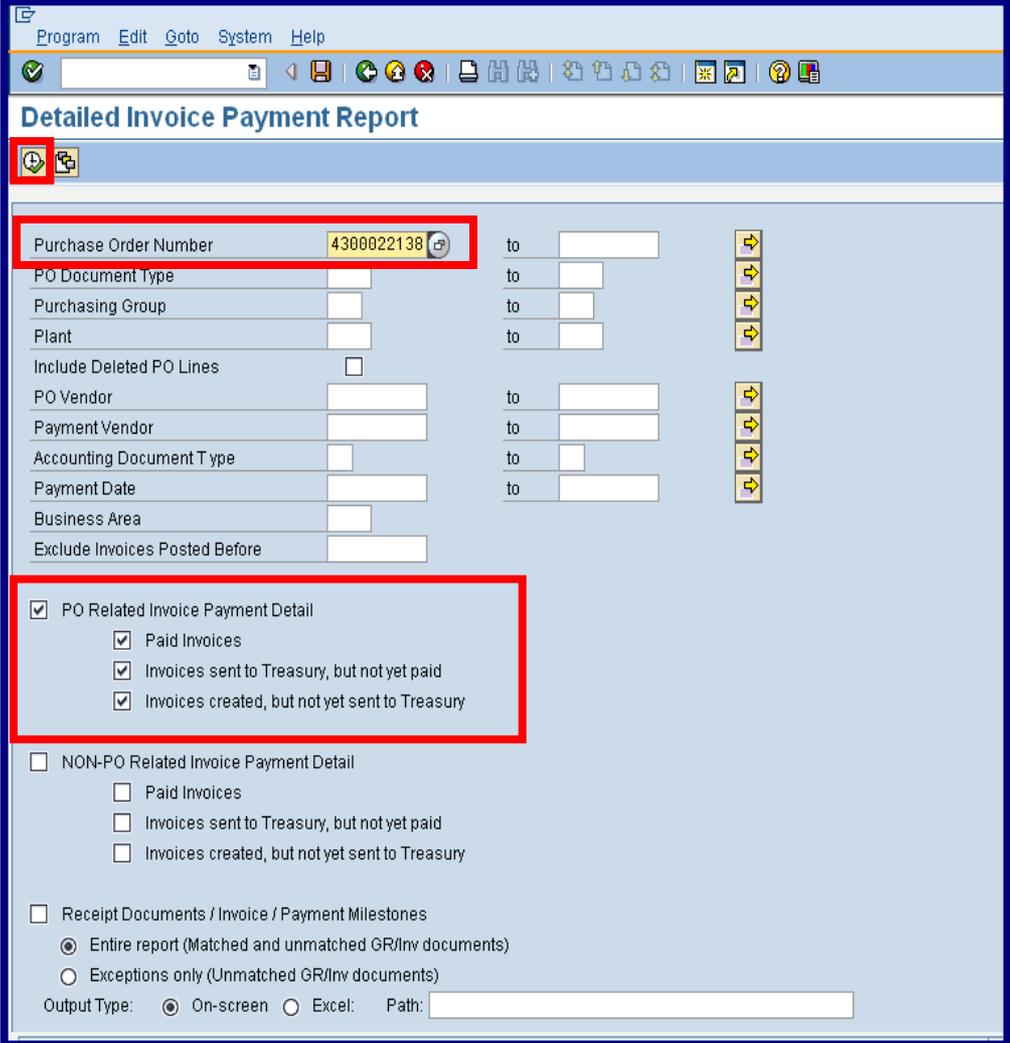
Sh. Text	MVT	Material Document	Item	Posting Date	Amount	Quantity	OUn	Crcy	Reference	Amount in LC	Trans./event type	Order Price Unit
GR	101	5000250949	1	09/18/2003	4,875.00	325.000	EA	USD		4,875.00	1	EA
Tr.Ev. Goods receipt					4,875.00	325.000	EA	USD		4,875.00	1	
IR-L		5105616328	1	09/25/2003	4,875.00	325.000	EA	USD		4,875.00	2	EA
Tr.Ev. Invoice receipt					4,875.00	325.000	EA	USD		4,875.00	2	

ME23N | pc1app6u | INS

You can also locate supplier payment information by using transaction Y_DC1_32000525.



- Enter your PO number
- Select the check box next to the PO Related Invoice Payment Data along with the check boxes for the three items below it as shown
- Select the EXECUTE icon



Program Edit Goto System Help

Detailed Invoice Payment Report

Purchase Order Number to

PO Document Type to

Purchasing Group to

Plant to

Include Deleted PO Lines

PO Vendor to

Payment Vendor to

Accounting Document T type to

Payment Date to

Business Area

Exclude Invoices Posted Before

PO Related Invoice Payment Detail

- Paid Invoices
- Invoices sent to Treasury, but not yet paid
- Invoices created, but not yet sent to Treasury

NON-PO Related Invoice Payment Detail

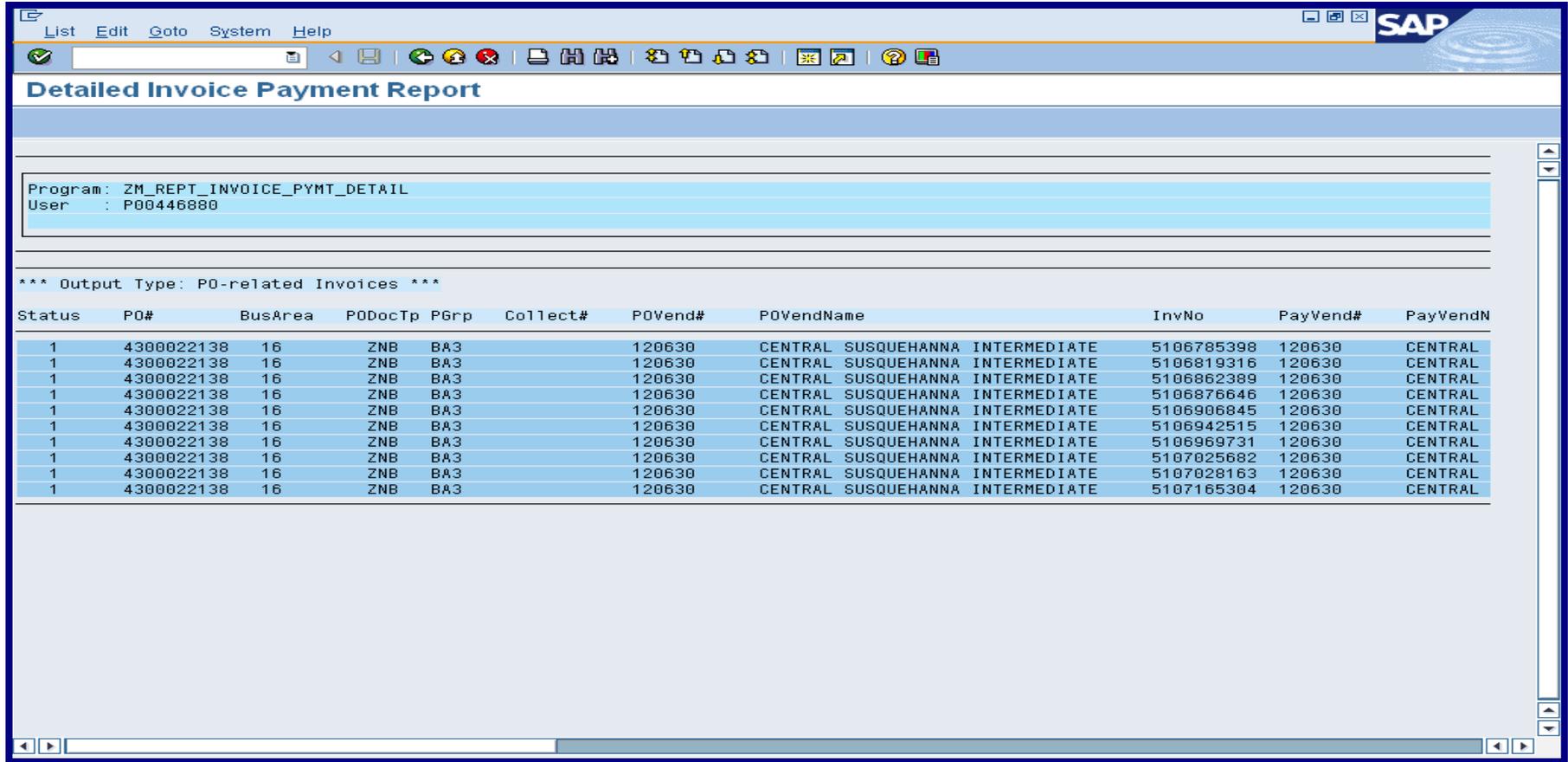
- Paid Invoices
- Invoices sent to Treasury, but not yet paid
- Invoices created, but not yet sent to Treasury

Receipt Documents / Invoice / Payment Milestones

- Entire report (Matched and unmatched GR/Inv documents)
- Exceptions only (Unmatched GR/Inv documents)

Output Type: On-screen Excel: Path:

This will display the Detailed Invoice Payment Report for the purchase order.



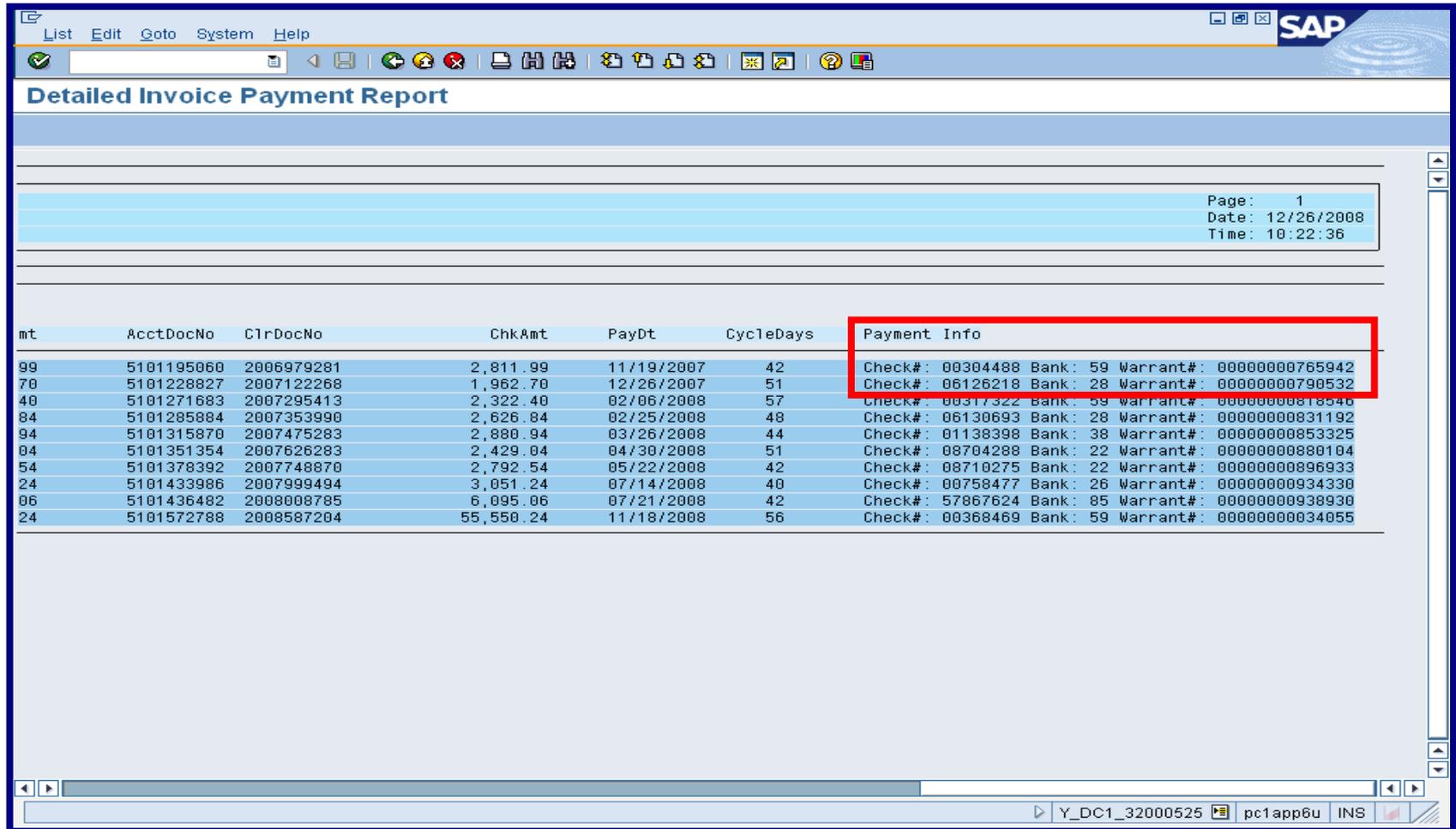
The screenshot shows the SAP interface for a 'Detailed Invoice Payment Report'. The window title is 'Detailed Invoice Payment Report' and the SAP logo is visible in the top right corner. The menu bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main content area displays the following information:

Program: ZM_REPT_INVOICE_PYMT_DETAIL
User : P00446880

*** Output Type: PO-related Invoices ***

Status	PO#	BusArea	PODocTp	PGrp	Collect#	POVend#	POVendName	InvNo	PayVend#	PayVendN
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106785398	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106819316	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106862389	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106876646	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106906845	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106942515	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5106969731	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5107025682	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5107028163	120630	CENTRAL
1	4300022138	16	ZNB	BA3		120630	CENTRAL SUSQUEHANNA INTERMEDIATE	5107165304	120630	CENTRAL

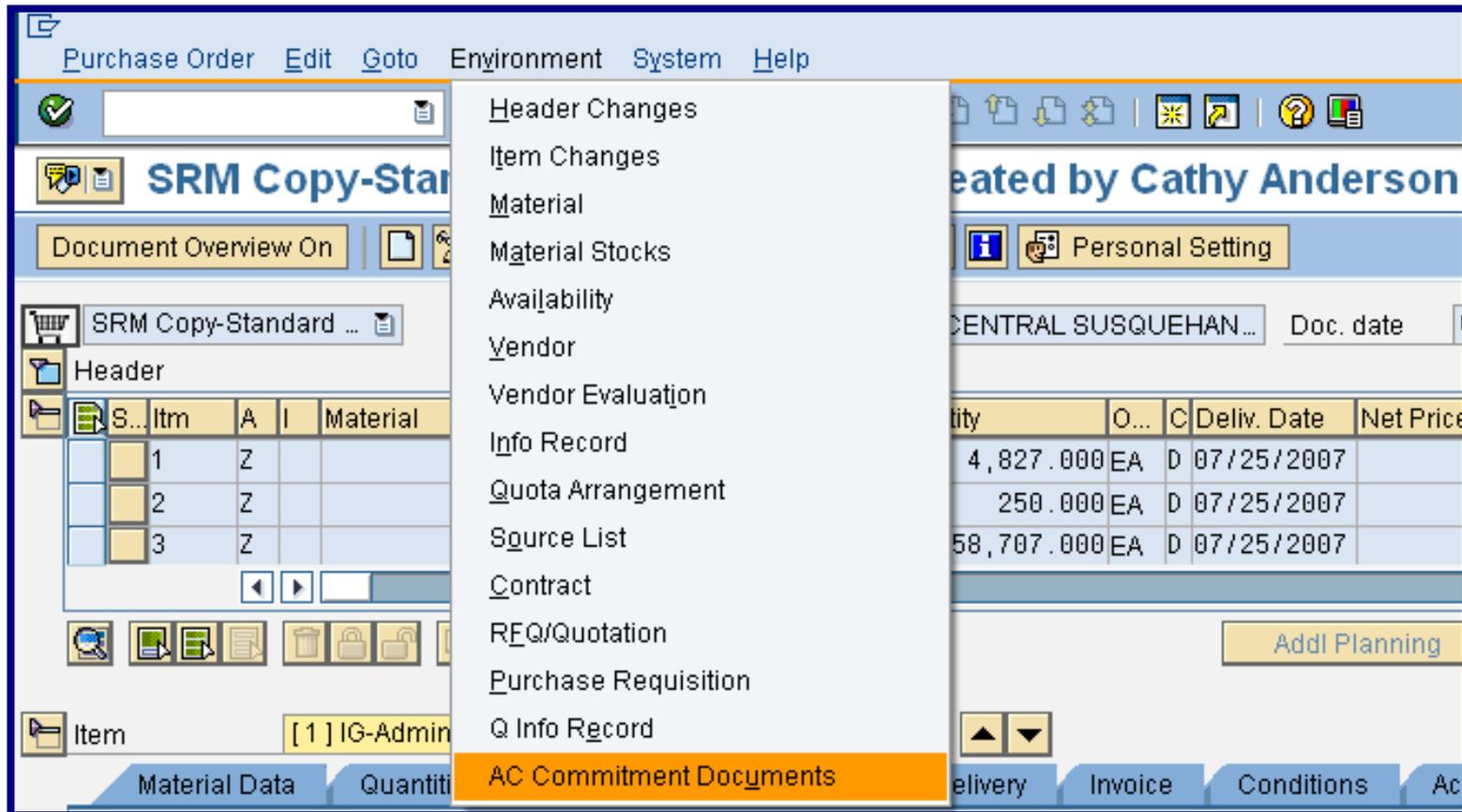
Scroll to the right to view the check information and payment date.



The screenshot shows the SAP 'Detailed Invoice Payment Report' interface. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header shows 'Page: 1', 'Date: 12/26/2008', and 'Time: 10:22:36'. The main data table has columns for 'mt', 'AcctDocNo', 'ClrDocNo', 'ChkAmt', 'PayDt', 'CycleDays', and 'Payment Info'. The 'Payment Info' column is highlighted with a red box, showing details for each row such as 'Check#', 'Bank', and 'Warrant#'. The status bar at the bottom displays 'Y_DC1_32000525', 'pc1app6u', and 'INS'.

mt	AcctDocNo	ClrDocNo	ChkAmt	PayDt	CycleDays	Payment Info
99	5101195060	2006979281	2,811.99	11/19/2007	42	Check#: 00304488 Bank: 59 Warrant#: 00000000765942
70	5101228827	2007122268	1,962.70	12/26/2007	51	Check#: 06126218 Bank: 28 Warrant#: 00000000790532
40	5101271683	2007295413	2,322.40	02/06/2008	57	Check#: 00317322 Bank: 59 Warrant#: 00000000818546
84	5101285884	2007353990	2,626.84	02/25/2008	48	Check#: 06130693 Bank: 28 Warrant#: 00000000831192
94	5101315870	2007475283	2,880.94	03/26/2008	44	Check#: 01138398 Bank: 38 Warrant#: 00000000853325
04	5101351354	2007626283	2,429.04	04/30/2008	51	Check#: 08704288 Bank: 22 Warrant#: 00000000880104
54	5101378392	2007748870	2,792.54	05/22/2008	42	Check#: 08710275 Bank: 22 Warrant#: 00000000896933
24	5101433986	2007999494	3,051.24	07/14/2008	40	Check#: 00758477 Bank: 26 Warrant#: 00000000934330
06	5101436482	2008008785	6,095.06	07/21/2008	42	Check#: 57867624 Bank: 85 Warrant#: 00000000938930
24	5101572788	2008587204	55,550.24	11/18/2008	56	Check#: 00368469 Bank: 59 Warrant#: 0000000034055

You can view line item balances and account assignment information in ME23N by selecting the Environment menu and selecting AC Commitment Documents.



The screenshot shows the SAP ME23N 'Environment' menu. The menu items are:

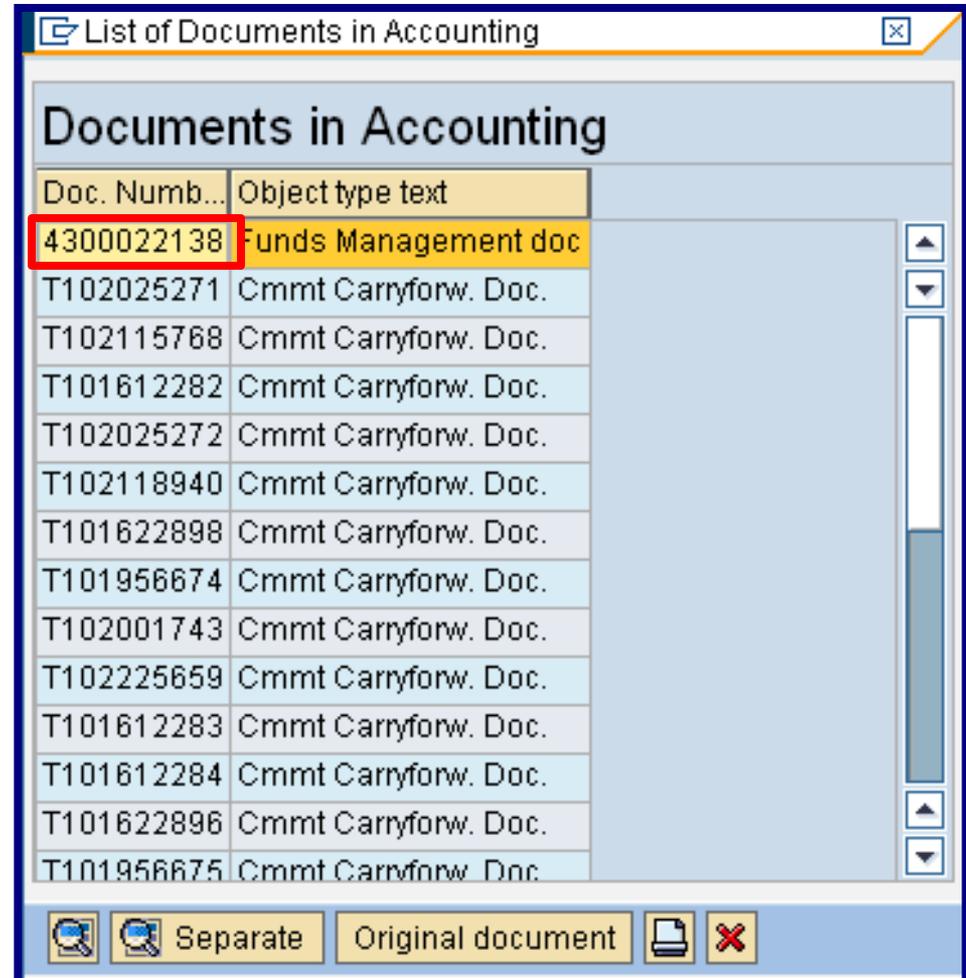
- Header Changes
- Item Changes
- Material
- Material Stocks
- Availability
- Vendor
- Vendor Evaluation
- Info Record
- Quota Arrangement
- Source List
- Contract
- REQ/Quotation
- Purchase Requisition
- Q Info Record
- AC Commitment Documents** (highlighted)

The background shows a purchase order document titled 'SRM Copy-Standard ...'. The 'Environment' menu is open, and the 'AC Commitment Documents' option is selected. The document header information includes 'Created by Cathy Anderson' and 'CENTRAL SUSQUEHAN...'. The document table shows the following data:

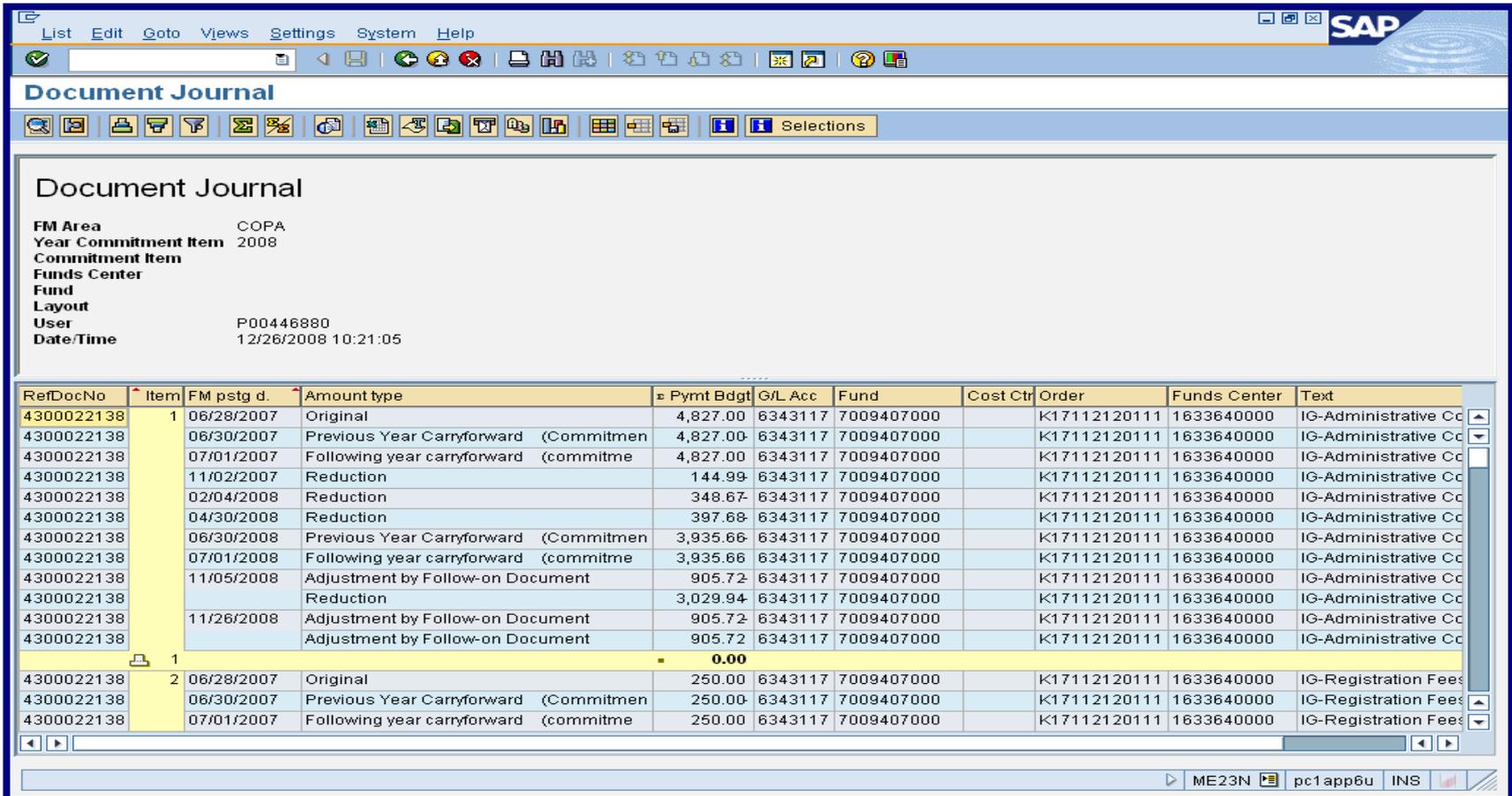
Quantity	O...	C	Deliv. Date	Net Price
4,827.000	EA	D	07/25/2007	
250.000	EA	D	07/25/2007	
58,707.000	EA	D	07/25/2007	

At the bottom of the screenshot, the 'Material Data' and 'Quantity' tabs are visible, and the 'AC Commitment Documents' option is highlighted in the menu.

When the dialog box “Documents in Accounting” appears, double click on the Funds Management document.



The Document Journal will display showing all activity for line items. You will see carry forwards from previous fiscal years, changes to amounts in PO line items, deletions, and reductions (invoices).



The screenshot shows the SAP Document Journal interface. At the top, there is a menu bar with options: List, Edit, Goto, Views, Settings, System, Help. Below the menu is a toolbar with various icons. The main window title is "Document Journal".

Metadata displayed on the left side of the window:

- FM Area: COPA
- Year Commitment Item: 2008
- Commitment Item:
- Funds Center:
- Fund:
- Layout:
- User: P00446880
- Date/Time: 12/26/2008 10:21:05

The main area contains a table with the following columns: RefDocNo, Item, FM pstg d., Amount type, Pymt Bdgt, G/L Acc, Fund, Cost Ctr, Order, Funds Center, and Text. The table displays two line items (1 and 2) with their respective activity over time.

RefDocNo	Item	FM pstg d.	Amount type	Pymt Bdgt	G/L Acc	Fund	Cost Ctr	Order	Funds Center	Text	
4300022138	1	06/28/2007	Original	4,827.00	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		06/30/2007	Previous Year Carryforward (Commitmen	4,827.00	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		07/01/2007	Following year carryforward (commitme	4,827.00	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		11/02/2007	Reduction	144.99	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		02/04/2008	Reduction	348.67	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		04/30/2008	Reduction	397.68	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		06/30/2008	Previous Year Carryforward (Commitmen	3,935.66	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		07/01/2008	Following year carryforward (commitme	3,935.66	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		11/05/2008	Adjustment by Follow-on Document	905.72	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138			Reduction	3,029.94	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138		11/26/2008	Adjustment by Follow-on Document	905.72	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
4300022138			Adjustment by Follow-on Document	905.72	6343117	7009407000		K17112120111	1633640000	IG-Administrative Cc	
				0.00							
4300022138	2	06/28/2007	Original	250.00	6343117	7009407000		K17112120111	1633640000	IG-Registration Fees	
4300022138		06/30/2007	Previous Year Carryforward (Commitmen	250.00	6343117	7009407000		K17112120111	1633640000	IG-Registration Fees	
4300022138		07/01/2007	Following year carryforward (commitme	250.00	6343117	7009407000		K17112120111	1633640000	IG-Registration Fees	

At the bottom of the window, the status bar shows: ME23N, pc1app6u, INS.

Inventory Management Overview

As with Receiving and Invoicing, there was a considerable change in the Inventory Management (IM) sub process.

It includes an extensive set of transactions, such as issuance to users, transfers/stock transports between locations, planning and replenishment, receipt, returns, scrapping/sampling, and physical inventory adjustments.

Replenishment: automates the replenishment of stock based upon inventory strategies.

Physical Inventory: manages the recording and reconciliation of periodic physical inventory counts. Counts are taken on printed documents and then entered into the system. The counts are then matched with the book inventory stock levels in the system. Differences require a recount, approvals for unmatched counts, and adjustments.

Issues>Returns: The purpose of this component is to ensure accurate recording of issues from inventory (when items are used) and returns to inventory. Issues>Returns includes materials issues, scrapping/sampling, returns, and external issues.

Transfers/Stock Transport Orders: will handle transferring materials between Commonwealth locations. This is the document that creates the demand from inventory from shopping cart.

1. A purchase order that is created against a contract includes definite quantity and dollar commitments at the time of issuance.

True

False

2. A contract constitutes an authorization to the supplier to deliver the materials or services.

True

False

3. Which transaction is used to display all the information contained in a supplier's master record, based on the vendor number?

MM03

XK03

ME23N

ME33K

4. A Material Master Record contains the material description, unit of measure, storage location stocks, material valuation, purchasing information and MRP information.

True

False

5. Purchase orders that require approvals cannot be sent to the supplier until all required approvals have been executed.

True

False

6. Purchase orders can be created for both contract and non-contract items, and can be created for items from multiple contracts.

True

False

7. The purchase order document type is important as it will determine who is required to approve the purchase order.

True

False

8. If the invoice price is greater than the PO price, the invoice will be blocked for payment.

True

False

9. If the invoice quantity is greater than the GR quantity, the invoice will not block for payment.

True

False

10. When the invoice is posted and there is a three way match, it will be available for the next payment run. A three way match means the PO price \geq invoice price and goods receipt qty \geq invoice quantity.

True

False

Questions and Answers

Reference Material

Sub-Process	Document Title	Transaction Code
Contracting	Change Contract	ME32K
Contracting	Create Agency Contract	ME31K
Contracting	Create Funds Reservation for MM Contract	FMX1
Contracting	Display Contract	ME33K
Contracting	Release and Approve Contract	ME35K
Contracting	Transmit Contract to Vendor	ME9K
Inventory Management	ABC Analysis for Cycle Counting - Physical Inventory	MIBC
Inventory Management	Batch Input: Create Physical Inventory Docs for Cycle Counting	MICN
Inventory Management	Change Material Price	MR21
Inventory Management	Change Inventory Count	MI05
Inventory Management	Change Physical Inventory Document	MI02
Inventory Management	Create Physical Inventory Document	MI01
Inventory Management	Create Receiving Report Using MIGO	MIGO
Inventory Management	Display and Process Planned Orders	MD16
Inventory Management	Display Issues with Accounting Information	Y_DC1_32000698
Inventory Management	Display Physical Inventory	MI03
Inventory Management	Display Stock Requirements List	MD07
Inventory Management	Display Warehouse Stocks of Material on Hand	MB52
Inventory Management	Enter Count Without Reference to Document	MI09
Inventory Management	Enter Inventory Count	MI04
Inventory Management	Material Document List	MB51

Sub-Process	Document Title	Transaction Code
Inventory Management	Physical Inventory List	MI24
Inventory Management	Picking/Packing Slip - Print Program	ZMMPPS
Inventory Management	Post Physical Inventory Counts	MI07
Inventory Management	Print Goods Issue Slip	MB90
Inventory Management	Print List of Differences - Physical Inventory	MI20
Inventory Management	Print Physical Inventory Document	MI21
Inventory Management	Process Stock Transport Orders (STO's) to Goods Issues	ZME2W
Inventory Management	Run Material Replenishment Planning	MD01
Inventory Management	Selected Data for Phys. Inventory Docmts W/o Special Stock	MI31
Inventory Management	Stock/Requirement List	MD04
Inventory Management	Total Inventory Overview Report	Y_DC1_32000466
Inventory Management	Transfer Posting of Materials	MB1B
Inventory Management	View Material Stock Overview	MMBE
Invoicing	Display Invoice Document	MIR4
Invoicing	Enter Invoice with Reference to Purchase Order	MIRO
Invoicing	Enter Vendor Invoice - Multiple Account Assignment	MIRO
Invoicing	Maintain GR/IR Clearing Account	MR11
Invoicing	Release Blocked Invoices	ZMRBR, MRBR
PR Master Data	Assign Object to Classes Master Data	CL20N
PR Master Data	Block/Unblock Vendor	XK05
PR Master Data	Change Material Master	MM02

Sub-Process	Document Title	Transaction Code
PR Master Data	Change Vendor Master Data	XK02
PR Master Data	Create Vendor	XK01
PR Master Data	Display Vendor Account Changes	XK04
PR Master Data	Display Vendor Master Data	XK03
PR Master Data	Extend Material Master to Plant	MM01
PR Master Data	Flag Material For Deletion	MM06
PR Master Data	Flag Vendor for Deletion	XK06
PR Master Data	Materials List	MM60
PR Master Data	View Material Master	MM03
Purchase Ordering	Approve Purchase Order	ZME28
Purchase Ordering	Change Purchase Order	ME22N
Purchase Ordering	Create Purchase Order	ME21N
Purchase Ordering	Create Purchase Order with Reference to RFQ	ME21N
Purchase Ordering	Create Request for Quotation	ME41
Purchase Ordering	Display Purchase Order	ME23N
Purchase Ordering	Display Purchase Order - Number Unknown	ME23N
Purchase Ordering	Display RFQ	ME43
Purchase Ordering	Transmit Purchase Order to Vendor	ME9F
Purchase Ordering	General Analyses	ME80FN
Purchase Ordering	List of Changes of Purchase Orders	Y_DC1_32000529

Sub-Process	Document Title	Transaction Code
Purchase Ordering	Purchasing Documents Per Account Assignment	ME2K
Purchase Ordering	Re-Transmit Purchase Order to Vendor	ME9F
Purchase Ordering	Release (Approve) Purchasing Documents	Y_DC1_32000722
Requisitioning	List Display of Purchase Requisition	ZME5A
Sourcing	Display MBEWBE RFQ Analysis	ZME49MBEWBE
Sourcing	Display Price Comparison List	ZME49
Sourcing	Maintain Quotation	ME47
Sourcing	Managing Collective Numbers	ZMCOLLNO
Sourcing	Transmit RFQ to Vendor	ME9A
Sourcing	Transmit RFQ to Vendor - Abstract RFQ Output	ZXPDF
Sourcing	Transmit RFQ to Vendor - Obtaining a Spool Number	SP01

Glossary of SAP Terms

SAP Terminology can be located by following the procedures below:

- Log onto the Copac Custom Help website at www.copacustomhelp.state.pa.us
- On the left navigation of COPA Custom Help is a Glossary link. Select to pull up the entire SAP Glossary.

SAP® Basics Help Card

<p style="text-align: center;">Single Sign-on</p> <p>SAP CUI for Windows </p> <ul style="list-style-type: none"> ● Double click SAP logo icon on desktop to launch SAP ● User will automatically be authenticated to their SAP user id via their network id and password <p>Workplace </p> <ul style="list-style-type: none"> ● Double click Browser icon on desktop to launch application ● Navigate to workplace url ● User will automatically be authenticated to their Workplace user id via their network id and password <p style="text-align: center;">Log Off</p> <ul style="list-style-type: none"> ● Follow the menu path: System > Log off from any screen ● Click the YES button to verify log off 	<p style="text-align: center;">Tool Bar Buttons</p> <table border="0"> <tr><td></td><td>Enter</td><td>[ENTER]</td></tr> <tr><td></td><td>Save</td><td>[F11]</td></tr> <tr><td></td><td>Back</td><td>[F3]</td></tr> <tr><td></td><td>Exit</td><td>[SHIFT + F3]</td></tr> <tr><td></td><td>Cancel</td><td>[F12]</td></tr> <tr><td></td><td>Print</td><td>[CTRL + P]</td></tr> <tr><td></td><td>Fhd</td><td>[CTRL + G]</td></tr> <tr><td></td><td>Find Next</td><td>[CTRL + F]</td></tr> <tr><td></td><td>First Page</td><td>[SHIFT + F9]</td></tr> <tr><td></td><td>Previous Page</td><td>[SHIFT + F10]</td></tr> <tr><td></td><td>Next Page</td><td>[SHIFT + F11]</td></tr> <tr><td></td><td>Last Page</td><td>[SHIFT + F12]</td></tr> <tr><td></td><td>Help</td><td>[F1]</td></tr> </table> <p> Double-click to select entries, documents or items</p>		Enter	[ENTER]		Save	[F11]		Back	[F3]		Exit	[SHIFT + F3]		Cancel	[F12]		Print	[CTRL + P]		Fhd	[CTRL + G]		Find Next	[CTRL + F]		First Page	[SHIFT + F9]		Previous Page	[SHIFT + F10]		Next Page	[SHIFT + F11]		Last Page	[SHIFT + F12]		Help	[F1]
	Enter	[ENTER]																																						
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	Exit	[SHIFT + F3]																																						
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	Last Page	[SHIFT + F12]																																						
	Help	[F1]																																						

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Sessions

- To open a new session: *System > Create session*
- To switch between sessions: *[ALT + TAB] or [CTRL + F5C]*
- To close a session: *System > End session*

Frequently Used Commands

/OXXXX	Creates a session and goes to transaction XXXX
/D	Lists open sessions
/i	Ends the current session
/NXXXX	Ends the current system task and goes to transaction XXXX
/NS000	Returns to SAP R/3 System screen from any system screen
/NEND	Logs off the system

Transaction Codes

A transaction code is a four-character code that uniquely identifies a transaction. From any screen in SAP, it is possible to locate the code identifying that transaction.

1. Follow the menu path: *System > Status*
2. The System Status screen appears.
3. The four-character code identifying that transaction shows in the Transaction field.
4. Note the code for future reference.
5. Click to return to the original screen.

SAP® Basics Help Card

A - D Icons

- | | |
|---|---|
| ACTIVATE  | COPY  |
| ADDRESS  | CREATE  |
| ALARM  | CREATE MORE  |
| ALIGN  | CREATE NOTE  |
| ANNOTATION  | CREATE SESSION  |
| BUSINESS OBJECT  | CREATE SHORTCUT  |
| CALCULATION  | CREATE TEXT  |
| CHANGE TEXT  | CURRENT  |
| COLLAPSE  | CUT  |
| COLUMN LEFT  | CUT RELATION  |
| COLUMN RIGHT  | DATA MODEL  |
| COMMAND FIELD
 | DATE  |
| COMMUNICATION DIAGRAM  | DELETE  |
| COMPARE  | DELETE ROW  |
| CONDENSE  | CHANGE <-> DISPLAY  |
| CONTINUE  | DISPLAY MORE  |
| CONVERT UNIT OF MEASUREMENT  | DISPLAY NOTE  |
| | DISPLAY TEXT  |
| | DO NOT SELECT EQUAL  |

SAP® Basics Help Card

E - N Icons

- | | |
|---|---|
| EMPHASIZE  | HIERARCHY  |
| ENTITY TYPE  | ICON LIST  |
| EXPAND  | IMPORT  |
| EXPORT  | INDIVIDUAL HELP  |
| EXTEND  | INFO FLOW DIAGRAM  |
| EXTREME LEFT  | INFORMATION  |
| EXTREME RIGHT  | LAST PAGE  |
| FAILURE  | LAYOUT  |
| FAX  | LIST  |
| FILTER  | LOCK  |
| FINAL DATE  | LONG TEXT  |
| FIND  | MAIL  |
| FIND NEXT  | MOVE  |
| FIRST PAGE  | NETWORK GRAPHICS  |
| FIX COLUMNS  | NEW ENTRIES  |
| FOREIGN KEY  | NEXT HIERARCHY LEVEL  |
| GENERATE  | NEXT NODE  |
| GRAPHICS  | NEXT VALUE  |

SAP® Basics Help Card

O - S Icons

- | | |
|---|--|
| OPTICAL ARCHIVE VIEWER  | REFRESH  |
| OTHER OBJECT  | RELATION  |
| PAGE LEFT  | RELEASE COLUMNS  |
| PAGE RIGHT  | RENAME  |
| PAGE VIEW  | REPLACE  |
| PASTE  | RETRIEVE  |
| PERIOD  | ROW  |
| PHONE  | SCENARIO  |
| PLACE HOLDER  | SELECT BLOCK  |
| PLANNING TABLE  | SELECT EQUAL  |
| POSITION  | SELECT MODE  |
| PREDECESSOR  | SELECT NOT EQUAL  |
| PREVIOUS HIERARCHY LEVEL  | SETSTATUS  |
| PREVIOUS NODE  | SETTINGS  |
| PREVIOUS VALUE  | SHORT MESSAGE  |
| PROCESS  | SKIP  |
| PROCESS ELECTION MATRIX  | SORT DOWN  |
| PROCESS EXISTS  | SORT UP  |
| REDO  | STACK  |
| REFERENCE LIST  | STRUCTURE LIST  |



SAP® Basics Help Card

S - Z Icons

- SUM 
- SYSTEM CHART 
- TEST 
- TIME 
- TOOLS 
- TRANSPORT 
- UNDO 
- UNLOCK 
- VARIABLE 
- VARIANTS 
- ZOOM IN 
- ZOOM CUT 



SAP® Basics Help Card

Common Icons

- | | |
|--|--|
| BACK  | HELP  |
| CANCEL  | NEXT PAGE  |
| CHANGE  | NEXT SCREEN  |
| CHECK  | OVERVIEW  |
| DESELECT ALL  | POSSIBLE ENTRIES  |
| DETAILS  | POST  |
| DETAIL VIEW  | PREVIOUS PAGE  |
| DISPLAY  | PREVIOUS SCREEN  |
| ENTER  | PRINT  |
| EXECUTE  | SAVE  |
| EXIT  | SELECT ALL  |
| HEADER  | |

- To view the Management Directives, Executive Orders, Administrative Circulars, and Manuals go to the Office of Administration website at www.oa.state.pa.us
- To view the Procurement Handbook and the Procurement Code, go to the Department of General Services website at www.dgs.pa.gov, select Businesses at the top of the page, Materials and Services Procurement, Procurement Resources

SAP Procurement Overview and Process Course

Thank you!