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# **SAP R/3 Purchasing**



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**Welcome!**



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# Introductions



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# Course Objectives

# Course Objectives

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



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# Course Overview

# Purchasing Course Overview

- Display Vendor (XK03)
- Display Material Master (MM03)
- Display Contract (ME33K)
- MPR/Inventory (Various)
- Change Purchase Requisition (ME52N)
- Display Purchase Requisition (ME53N)
- Assign & Process Purchase Requisitions (ME57)
- Create Purchase Order (ME21N)
- Change, Cancel, Delete Purchase Order (ME22N)

# Purchasing Course Overview

- Approve Purchase Order (ZME28)
- Print Purchase Order and Purchase Order Changes (ME9F)
- Display Purchase Order (ME23N)
- List Displays of POs (various)
- Display GR and Invoice Information (ME23N)
- Display Detailed Invoice Payment Report (Y\_DC1\_32000525)
- View Accounting Information (ME23N)

# Agency Contracts – PO Criteria

- 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 goods or services

Note: Purchase Orders are not a source of supply.

# Agency Contracts – PO Criteria

- 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).

# Agency Contracts – PO Criteria

- 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.
- Purchase quantity must be specified at the line-item and cannot be shared among lines.



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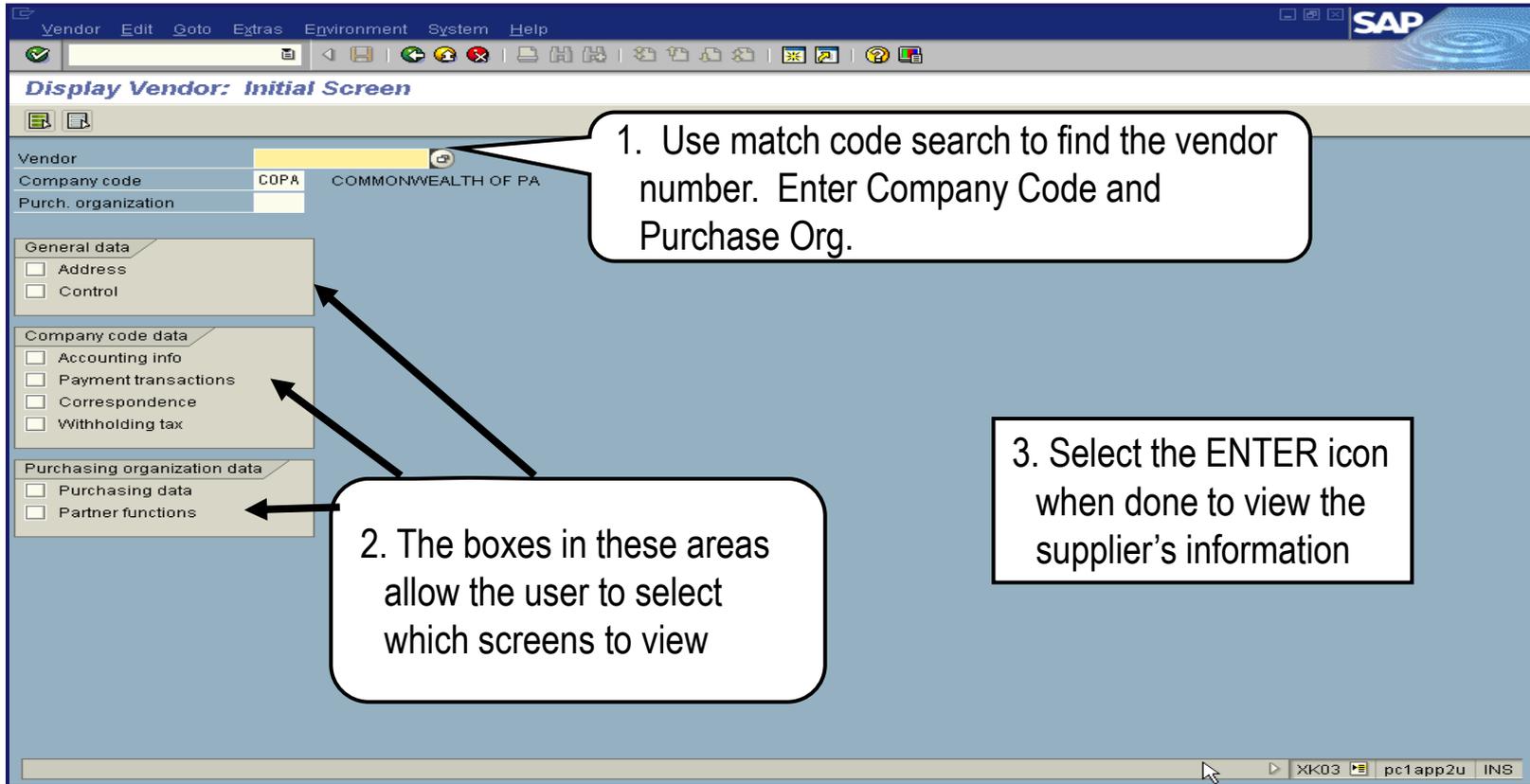
# Master Data

# Display Vendor Record

- 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.

# Display Vendor Record (XK03)

## Initial Display Screen



The screenshot shows the SAP 'Display Vendor: Initial Screen' interface. The top menu bar includes 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'SAP'. 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, the 'Company code' is set to 'CDPA' and the 'Purch. organization' is 'COMMONWEALTH OF PA'. On the left side, there are three expandable sections: 'General data' (with options for Address and Control), 'Company code data' (with options for Accounting info, Payment transactions, Correspondence, and Withholding tax), and 'Purchasing organization data' (with options for Purchasing data and Partner functions). Three callout boxes provide instructions: Box 1 points to the search field, Box 2 points to the expandable sections, and Box 3 points to the ENTER icon in 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

# Display Material (MM03)

- 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

# Display Material (MM03)

## Trigger

- Agency requestor needs to display material

## Reason

- Purchasing Agent needs to buy a digital thermometer but is not sure whether material has been extended to agency

## Process

- Agency requestor displays material using transaction code MM03

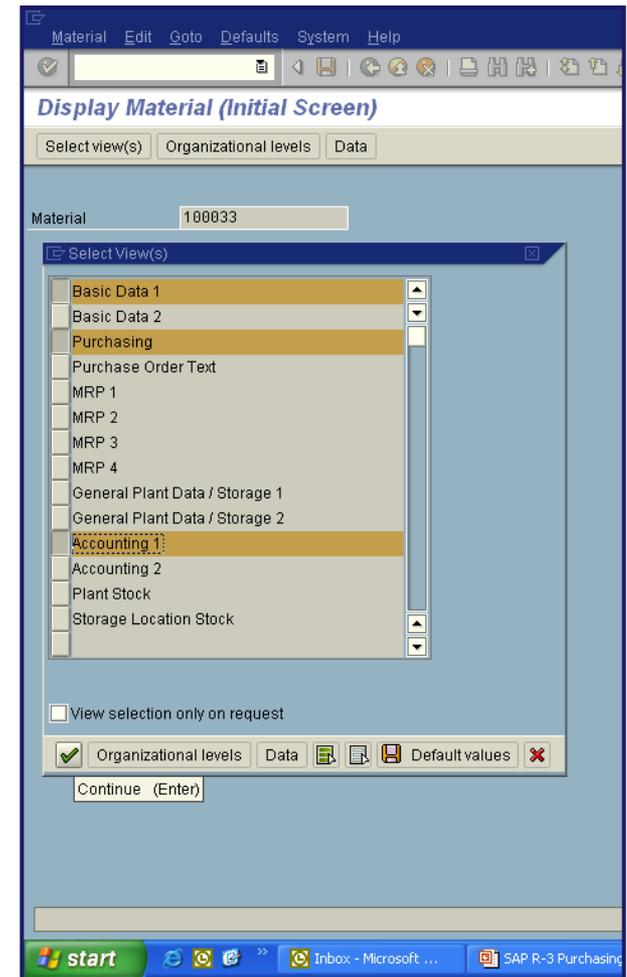
# Display Material (MM03)

- 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)

# Display Material (MM03)

- To display material master information, enter your material number, and 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

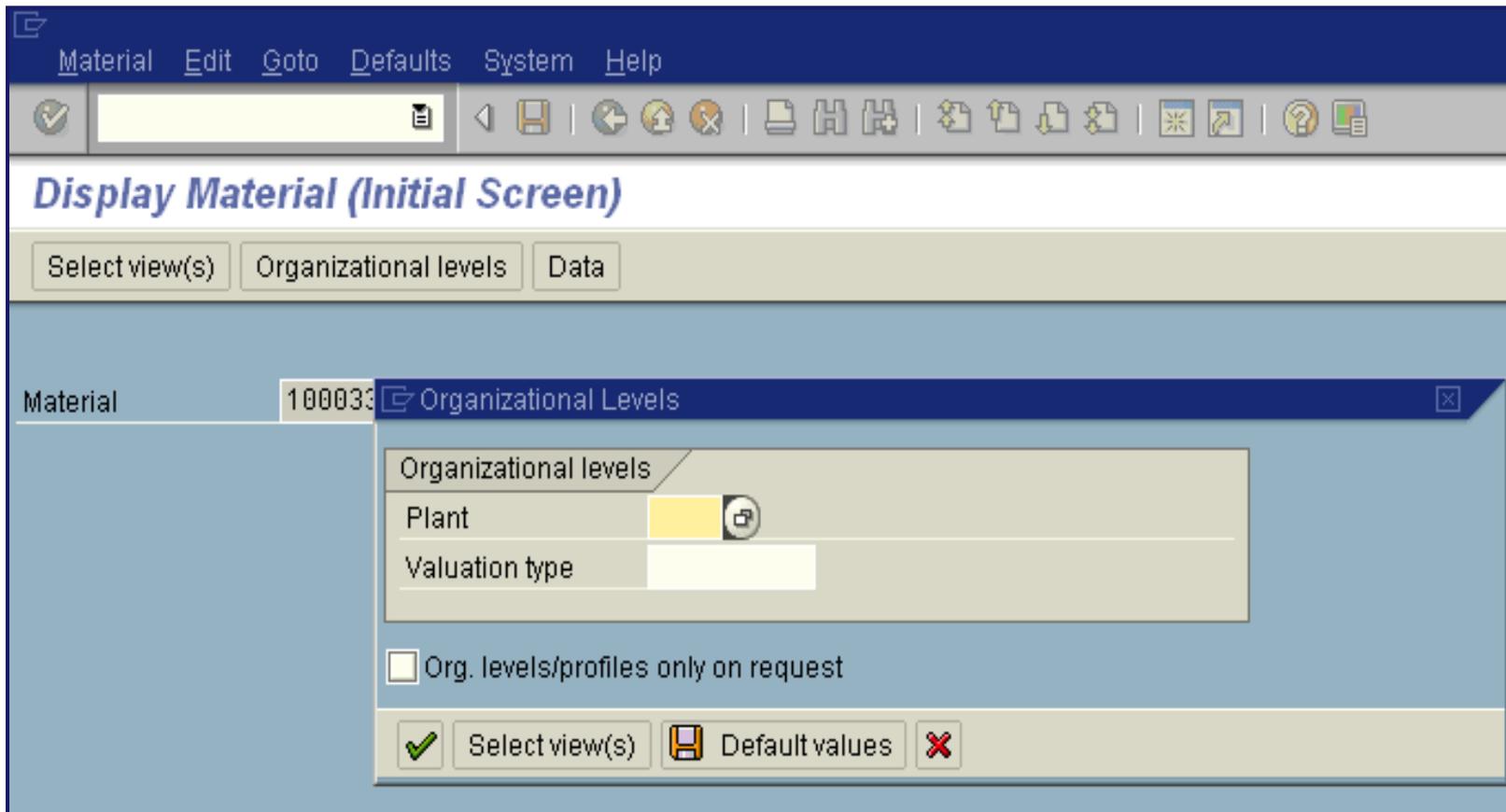
*Note: If you are running MRP, you need to select the views listed above. In addition, select MRP1, MRP2, and MRP3.*



# Display Material (MM03)

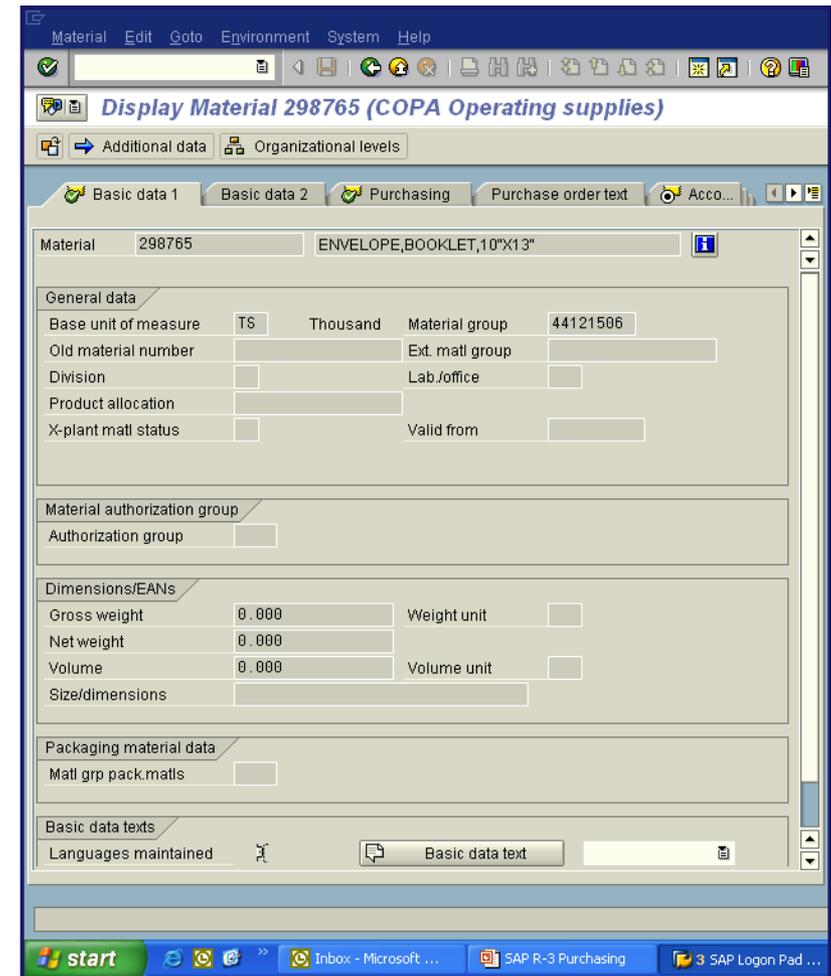
When you select the GREEN checkmark, the dialog box shown below will display

- Enter your plant and select the GREEN checkmark



# Display Material (MM03)

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





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# Display Contracts

# Display Contract (ME33K)

- 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

# Display Contract (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.

**Display Contract : Initial Screen**

Agreement Agreement Number (1)

Purchasing Documents per Cost Center    Purchasing Documents per Vendor

Vendor	<input type="text"/>	▼
Purch. Organization	<input type="text"/>	
Purchasing Group	<input type="text"/>	
Document Date	<input type="text"/>	
Purch. Doc. Category	<input type="text"/>	
Order Type	<input type="text"/>	
Purchasing Document	<input type="text"/>	
Maximum No. of Hits	<input type="text" value="500"/>	

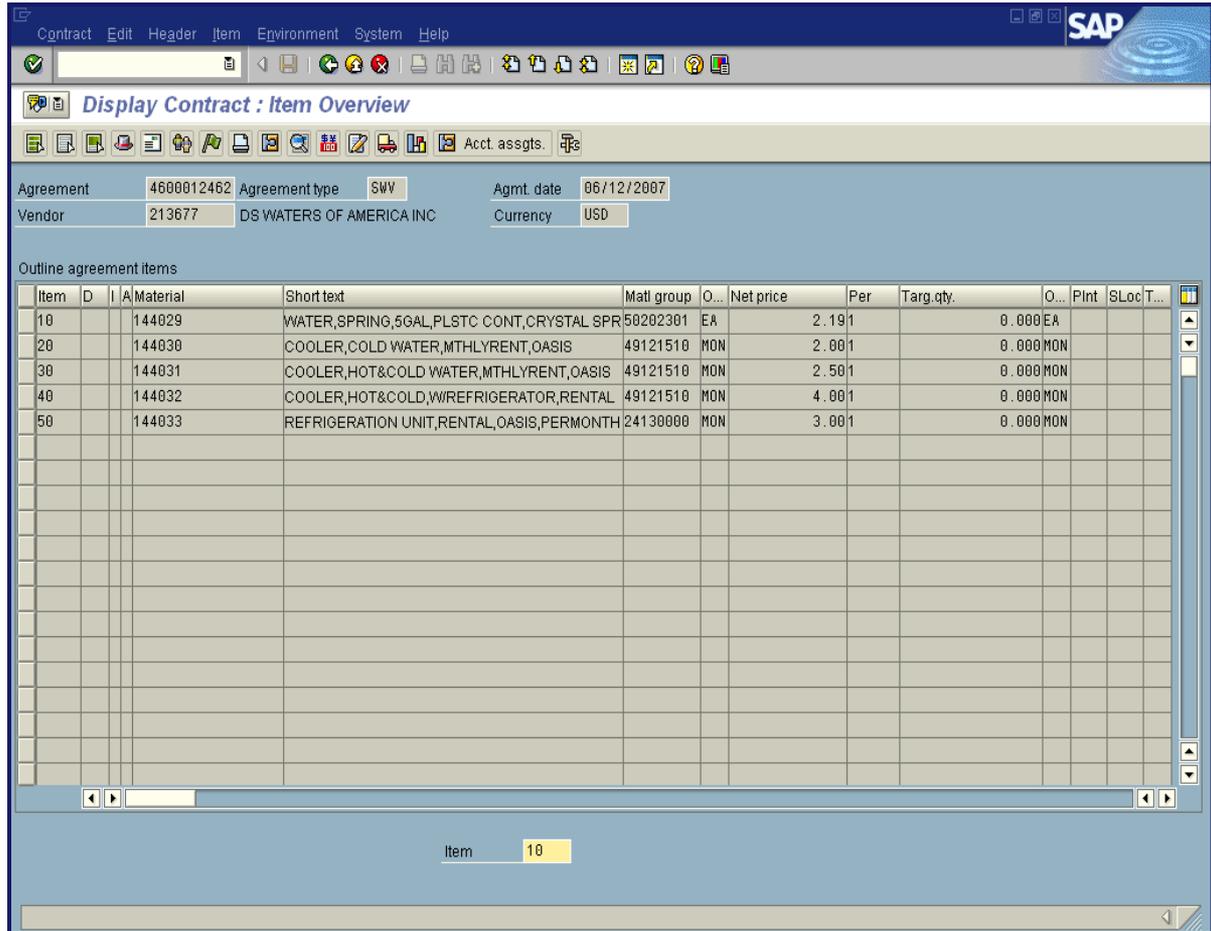
- Purchasing Documents per Asset
- Purchasing Documents per Requirement Tracking Number
- Requests for Quotation per RFQ Date
- Purchase Orders per PO Date
- Schedule Lines per Purchase Requisition
- Purchasing Documents per Order
- Purchase Orders for Services
- Contracts for Services
- Purchasing Documents per Cost Center
- ✓ Purchasing Documents per Vendor
- Purchasing Documents for Material
- Purchasing Documents per Network
- Purchasing Documents per Project
- Purchasing Documents per Collective Number
- Contracts per Agreement Date
- Scheduling Agreements per Agreement Date
- Purchasing Documents per Sales Document
- Purchasing Documents per Supplying Plant
- Simple Search for Purchasing Documents via Search Engine
- Advanced Search for Purchasing Documents via Search Engine

✓ 🏠 🌐 📧

# Display Contract (ME33K)

The contract will open in 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. At the top, there is a menu bar with 'Contract', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays contract details:

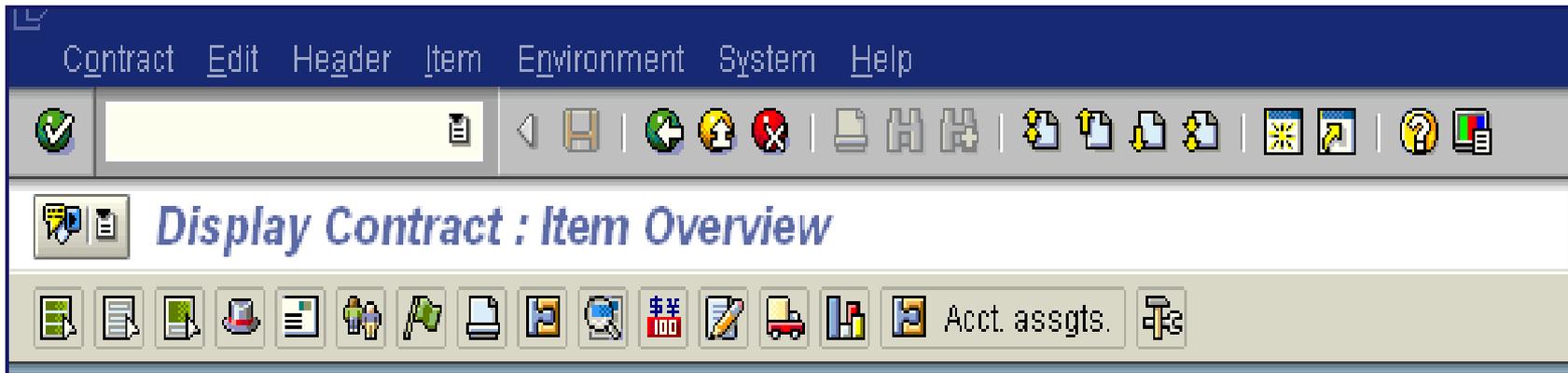
Agreement: 4600012462 Agreement type: SWV Agmt. date: 06/12/2007  
 Vendor: 213677 DS WATERS OF AMERICA INC Currency: USD

Below this is a table titled 'Outline agreement items' with the following data:

Item	D	A	Material	Short text	Matl group	O...	Net price	Per	Targ. qty.	O...	Plnt	SLoc	T...
10			144029	WATER,SPRING,5GAL,PLSTC CONT,CRYSTAL SPR	50202301	EA	2.19	1	0.000	EA			
20			144030	COOLER,COLD WATER,MTHLYRENT,OASIS	49121510	MON	2.00	1	0.000	MON			
30			144031	COOLER,HOT&COLD WATER,MTHLYRENT,OASIS	49121510	MON	2.50	1	0.000	MON			
40			144032	COOLER,HOT&COLD,W/REFRIGERATOR,RENTAL	49121510	MON	4.00	1	0.000	MON			
50			144033	REFRIGERATION UNIT,RENTAL,OASIS,PERMONTH	24130000	MON	3.00	1	0.000	MON			

At the bottom of the screen, there is a status bar with 'Item 10' highlighted.

# Display Contract (ME33K)



- Hat – Header Data (validity date)
- Envelope – Supplier Information
- People – Supplier Partner Info
- Flag – Release Strategy
- Puzzle Piece – Item Detail
- Paper/Pencil - Text

The icon/drop down next to the “Display Contract” is the SERVICES FOR OBJECT icon. Select the drop down paper to view the attachment to the contract.



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# Material Requirements Planning (MRP)

# Material Requirements Planning

- Periodically the stock level is verified for materials created with MRP processing.
  - When the stock level for the MRP material reaches less than the reorder point, the next MRP run will generate a planned order proposal.



# Material Requirements Planning

## Learning Objectives:

- ✓ Understand how to display a stock requirements list
- ✓ Understand how to process a MRP run for a single material and at plant level (such as, DGS, DPW)
- ✓ Understand how to process a MRP collectively

# Stock/Requirements List (Individual) (MD04)

## Trigger

- An MRP run has been completed, resulting in an analysis of on-hand balances (available quantity), and planned order requirements. The MRP Controller wishes to evaluate this analysis for an individual material to make informed decisions about initiating procurement of that material.

# Stock/Requirements List (Individual) (MD04)

Input

Individual access    Collective access

Material: 130969

MRP area: 1500 (PennDOT Only)

Plant: 1500

With filter

Input & Result of List

Results

SAP

Stock/Requirements List as of 11:35 Hrs

Show overview tree

Material: 130969 ENVELOPE,INT-OFFI,STD-504C,16X12,100/CAR  
 MRP area: 1500 DGS  
 Plant: 1500 MRP type: VB Material type: ZDPS Unit: PAC

Date	MRP ...	MRP element data	Reschedul...	E...	Rec./reqd.qty	Available qty	Del...	Sto...
10/03/2007	Stock					0.000		
06/01/2007	Ord_DS	4200549922/00010			2.000-	2.000-	780A	
06/19/2007	Ord_DS	4200551312/00010			1.000-	3.000-	3801	
07/09/2007	Ord_DS	4200554401/00010			1.000-	4.000-	1503	
07/25/2007	PurRqs	0010137029/00010 *		07	100.000	96.000		D6S1
09/04/2007	POitem	4500435345/00010		20	70.000	166.000		D6S1
09/14/2007	Ord_DS	4200566845/00010			1.000-	165.000		1200
09/18/2007	POitem	4500438337/00010		20	58.000	223.000		D6S1
09/27/2007	Ord_DS	4200569662/00010			1.000-	222.000		7873

Page 1 / 1

# Stock/Requirement List (Individual) (MD04)

- Transaction Code: MD04
- This transaction results in a stock/requirements list for an individual material selected by the user.
- After selecting the specific material number and executing the report, all functions are the same as the collective display of the stock/requirements list, transaction MD07.

# Collective Display of Stock/Requirements List (MD07)

## Trigger

- An MRP run has been completed, resulting in an analysis of on-hand balances, and planned order requirements. The MRP Controller wishes to evaluate this analysis for all materials that were included in the MRP run, in order to make informed decisions about initiating the procurement process for the plant's needed materials.

# Collective Display of Stock/Requirements List (MD07)

## Input

Individual access    Collective access

MRP area    1500    DGS (PennDOT Only)

Plant    1500    DGS

Selection by

MRP controller    278

Product group

Vendor

Production line

Class

Class type

Restrict selection

Material data    Planning file entry for MRP

Procurement type    ABC indicator    MRP type

Special procurement    Plant-sp.matl status

Set up lists in background

With filter

## Results

\*Traffic Lights: The traffic light values (red, yellow, green) indicate how urgently materials need to be processed. Red Lights immediately indicate that the appropriate materials are critical and urgently need to be processed.

Selected stock/requirements lists    Define traffic light    Exception groups

Plant: 1500    DGS  
MRP controller: 278    DGS Warehouse

Light	Material	MRP area	Material description	A..	Supply	1stR...	2nd	1	2	3	4	5	6	7	8	Plant stock	B...	MTyp	P...	S...	A...	M...	C...	C...	
	131029	1500	FORM,STD-355,SUPP EMPLOYMENT REQ,50/PK		674.0-	674.0-	674.0-									0.000	PAC	ZOPS	F				ND	999	✓
	130969	1500	ENVELOPE,INT-OFFI,STD-504C,16X12,100/CAR		87.0-	87.0-	87.0-									0.000	PAC	ZOPS	F				VB	999	✓
	131270	1500	CALCIUM CHLORIDE,50 LB BAG		25.9-	25.9-	25.9-				1				2	30.000	BAG	ZOPS	F				VB	999	✓
	130951	1500	FORM,STD-279,OUT-SERVICE TRAINING AUTHOR		15.0-	15.0-	15.0-									0.000	PAC	ZOPS	F				VB	999	✓
	131098	1500	RICE,DURASAN,1/2 X 4 X 10		11.9-	11.9-	11.9-				1					1.000	EA	ZOPS	F				VB	999	✓
	131431	1500	PAD,SCOURING,HD,6X9,10PADS/BOX		3.0	3.0	3.0									0.000	BOX	ZOPS	F				ND	999	✓
	101670	1500	CALENDAR,DIARY,1/2HR,HRDBND,8X9-3/4		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	111416	1500	CLIPS,PAPER WIRE,TYP1,GEM,PATRN,L (100)		999.9	999.9	999.9									0.000	PAC	ZOPS	F				ND	999	✓
	111417	1500	PAPER CLIPS,GEM JUMBO,WIRE		999.9	999.9	999.9									0.000	BOX	ZOPS	F				ND	999	✓
	119214	1500	STAPLES,STANDARD,5000/BOX(SWI-35450)		999.9	999.9	999.9									0.000	BOX	ZOPS	F				ND	999	✓
	119601	1500	TIME MGMT,LEATHER,BOOK WZIPPERS		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	119602	1500	REFILL FOR TIME MGMT		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	120502	1500	CALENDAR,DESK PAD, 22 X 17		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	129993	1500	CALENDAR,WEEK-AT-A-GLANCE,5 X 8		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	129995	1500	CALENDAR,DAILY REMINDER,HRDBND,5X7		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	130009	1500	CALENDAR,REFILL, 3-5/8X6		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	130010	1500	CALENDAR,REFILL,5 X 8		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	130011	1500	CALENDAR,POCKET PLANNING SET		999.9	999.9	999.9									0.000	EA	ZOPS	F				ND	999	✓
	130629	1500	TABLET,8-1/2X11,RULED WHT,12/PACK		999.9	999.9	999.9									0.000	PAC	ZOPS	F				ND	999	✓
	130893	1500	ENVELOPE,3-5/8X6-1/2,WHITE WOVE		999.9	999.9	999.9									0.000	BOX	ZOPS	F				ND	999	✓

# Collective Display of Stock/Requirements List (MD07)

- Transaction Code: MD07
- Use this transaction after a Materials Requirement Planning (MRP) run has been completed to analyze the planning results
- The output of this list is based upon specified selection criteria
- Stock Requirements list is the most dynamic up-to-date list.

# MRP Run (MD01)

## Trigger

- An MRP run is performed for a category of materials, or all the materials in a plant. This transaction will be performed at the discretion of the MRP Controller. This transaction can be run daily, weekly, or monthly.

(This is run by the Inventory Planner – this is a high level overview and is not done by the Purchaser)

# MRP Run (MD01)

- Transaction Code: MD01
- This transaction results in an MRP (Material Requirements Planning) run for all the materials in a plant or a selected category of materials that are grouped by planning type or other criteria
- After selecting the plant number and other specific planning criteria, the MRP run is executed manually by the user. The MRP run results in a list of planned orders for materials that should be replenished, which can be converted to purchase requisitions

# MRP Run (MD01)

- All plants will start with the reorder point planning method. In reorder point planning, procurement is triggered when the sum of plant stock and firmed receipts falls below the reorder point. The reorder point should cover the average material requirements expected during the replenishment lead time.

# MRP Run (MD01)

- The results of the MRP run, consisting of the materials and quantities planned automatically by the system, can be reviewed immediately after the run is executed with this transaction

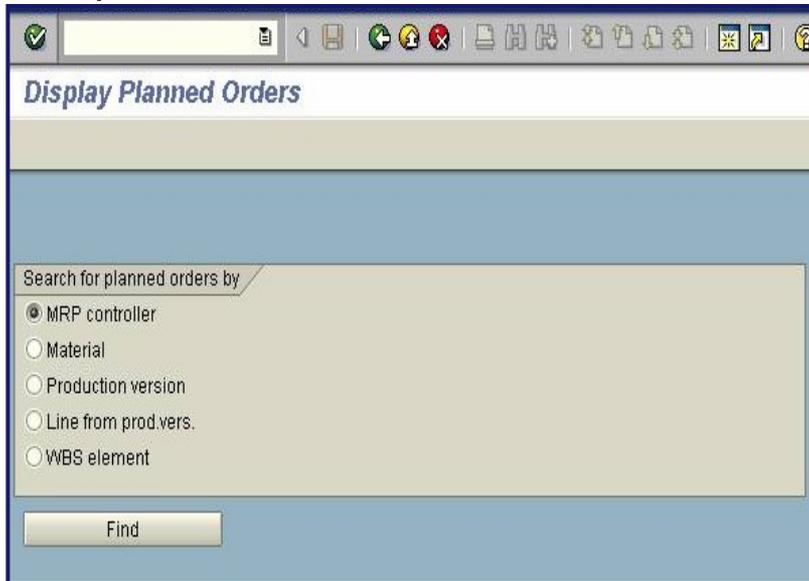
# Display Planned Order Collectively (MD16)

## Trigger

- MD16 displays all planned orders for a plant via MRP Controller number or material number

# Display Planned Order Collectively (MD16)

## Step 1



\*This is done by the Inventory Planner and not the Purchaser. This slide is to give purchasing staff and idea of planned orders that may be coming through the purchasing process. It allows the Inventory Planner to view workload before sending to purchasing agent.

## Step 2



## Step 3



Material	Description	Pind open.	OrderStart	Ord.finish	Order quant.	Unit	Fl.	PS	Planned or...	Or...	A Sales order	Item
100025	HARD HAT, YELLOW, PLASTIC, SMA...	07/14/2004	07/14/2004	07/26/2004	58,332	EA		F	10058	NB		0
100035	Paper, blue 20 lb, letter, 8 1/2 x 11	07/14/2004	07/14/2004	07/21/2004	8,247	CAR		F	10059	NB		0
100056	Filter, Fuel, 3/4" Screw on.	07/14/2004	07/14/2004	08/20/2004	72	EA		F	10060	NB		0
100130	Steno Book, 6 x 9, spiral ruled	07/14/2004	07/14/2004	08/20/2004	160	EA		F	10061	NB		0
100131	Copy paper,Xerographic,White, 8 x 11	07/14/2004	07/14/2004	08/20/2004	245	CS		F	10062	NB		0
100133	Correction Fluid Pen w/ pinpoint applic	07/14/2004	07/14/2004	08/20/2004	1	EA		F	10063	NB		0
100135	PRESSBOARD BINDER, 11"X 8 1/2", ...	07/14/2004	07/14/2004	08/20/2004	970	EA		F	10064	NB		0
100136	FILE FOLDER,MANILA,LETTER SIZE ...	07/14/2004	07/14/2004	08/20/2004	921	PAC		F	10065	NB		0
100137	CARD INDEX RULED, WHITE, 3 X 5, ...	07/14/2004	07/14/2004	08/20/2004	233	PAC		F	10066	NB		0
100138	SCISSORS 7 3/4 INCH,STAINLESS S...	07/14/2004	07/14/2004	08/20/2004	289	EA		F	10067	NB		0
100139	RECORD CTR STORAGE BX,W/LIDS	07/14/2004	07/14/2004	08/20/2004	15,069	EA		F	10068	NB		0
100140	1" WIDTH, 36 ROLLS/CARTON, BR: ...	07/14/2004	07/14/2004	08/20/2004	52	EA		F	10069	NB		0
100142	TAPE,MASKING,2" WIDTH, BR: HY ST...	07/14/2004	07/14/2004	08/20/2004	105	EA		F	10070	NB		0
100150	BINDER CLIPS,PAPER,SMALL,3/8"C...	07/14/2004	07/14/2004	08/20/2004	42	PAC		F	10071	NB		0
100164	POCKET FILE LETTER 9-1/2" X 11-3/...	07/14/2004	07/14/2004	08/20/2004	9,477	PAC		F	10072	NB		0
100166	LETTER OPENER 9 INCH FORGED ...	07/14/2004	07/14/2004	08/20/2004	174	EA		F	10073	NB		0
100209	Paper Canary, 20lb, Letter 8 1/2 x 11	07/14/2004	07/14/2004	08/20/2004	180	CAR		F	10074	NB		0
100220	Paper Canary, 20 lb,letter 8 1/2 x 11	07/14/2004	07/14/2004	08/20/2004	1,134	CAR		F	10075	NB		0

# Display Planned Order Collectively (MD16)

- Transaction Code: MD16
- This transaction allows the MRP Controller to create a list of planned orders by MRP Controller ID or by material
- From the list, user can also convert selected orders into purchase requisitions. This process is explained in detail in another topic

Note: MRP and Inventory must be done in R/3.

# Overview of Requisitioning, Sourcing, and Purchasing

- 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

# Overview of Requisitioning, Sourcing and Purchasing

- 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



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# Purchasing

# Overview of 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

# Overview of Purchasing

- 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 for both contract and non-contract items, and cannot be created for items from multiple contracts
- Purchase orders always require accounting information
- Purchase orders are always encumbered

# Create Purchase Order (ME21N)

- 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>

|

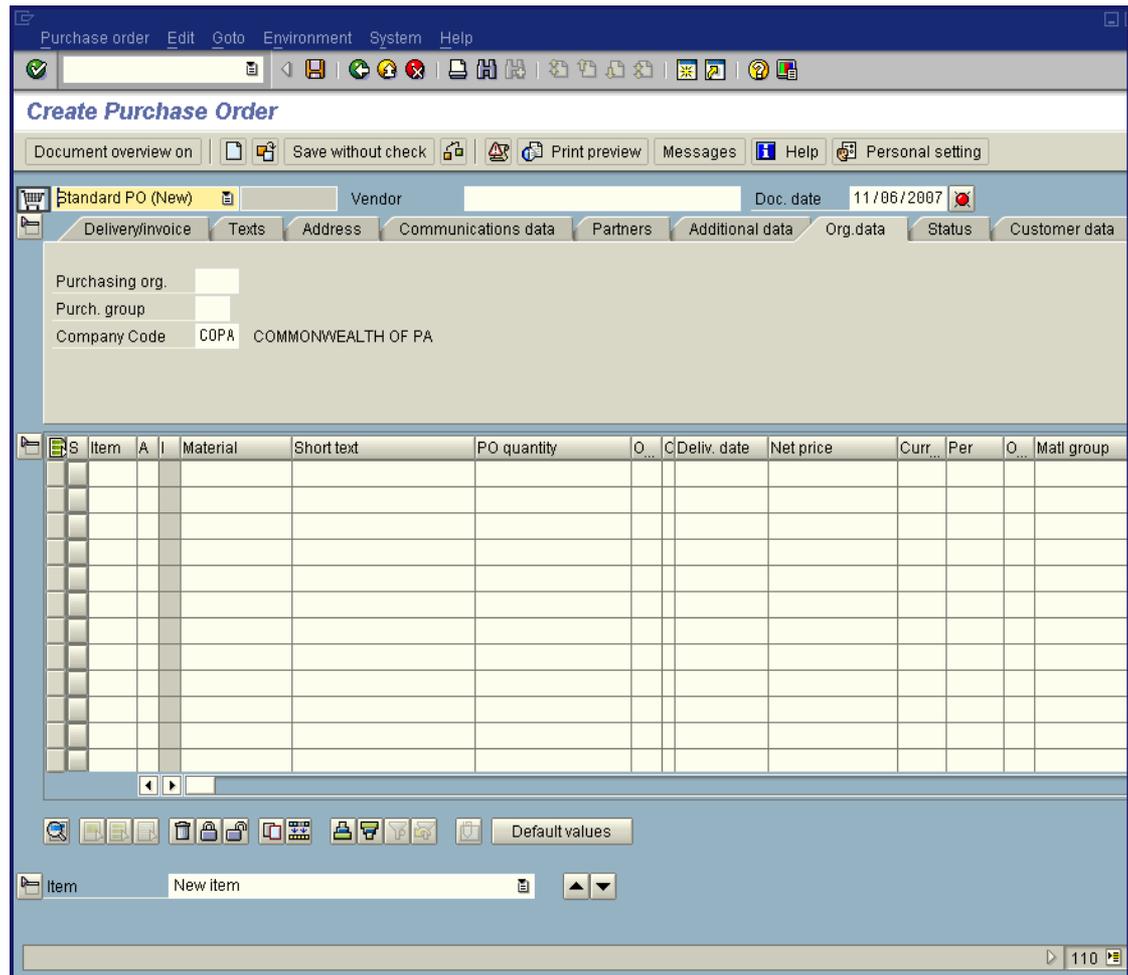
Purchase Order > Create > Vendor/Supplying Plant Known

Transaction Code: ME21N

# Create Purchase Order (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. The title bar reads 'Purchase order Edit Goto Environment System Help'. The main window title is 'Create Purchase Order'. Below the title bar, there are several buttons: 'Document overview on', 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The document type is 'Standard PO (New)' and the vendor is blank. The document date is '11/06/2007'. The interface is divided into sub-tabs: 'Delivery/invoice', 'Texts', 'Address', 'Communications data', 'Partners', 'Additional data', 'Org. data', 'Status', and 'Customer data'. The 'Address' tab is active, showing the following fields:

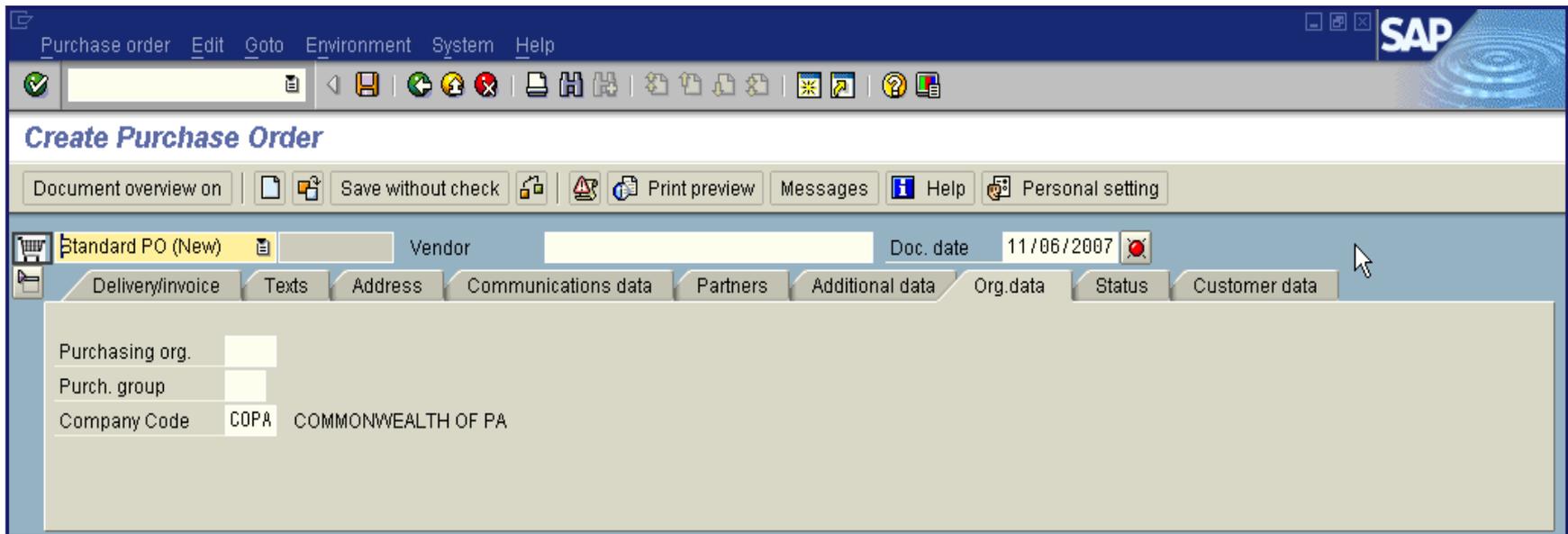
- Purchasing org. [ ]
- Purch. group [ ]
- Company Code COPA COMMONWEALTH OF PA

Below the address fields is a spreadsheet-like table for item details. The table has the following columns: S, Item, A, I, Material, Short text, PO quantity, O, C, Deliv. date, Net price, Curr., Per, O, and Matl group. The table is currently empty.

At the bottom of the interface, there are several icons and a 'Default values' button. Below that, there is an 'Item' section with a 'New item' button and a dropdown arrow.

# Create Purchase Order (ME21N)

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 is a toolbar with various icons for document management. The main header area contains the title 'Create Purchase Order' and a row of buttons: 'Document overview on', 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. Below this is a row of input fields: 'Standard PO (New)' (highlighted), 'Vendor' (empty), and 'Doc. date' (11/06/2007). A row of tabs is visible: 'Delivery/invoice', 'Texts', 'Address', 'Communications data', 'Partners', 'Additional data', 'Org.data', 'Status', and 'Customer data'. The 'Delivery/invoice' tab is active, showing a form with the following fields: 'Purchasing org.' (empty), 'Purch. group' (empty), and 'Company Code' (COPA) with the text 'COMMONWEALTH OF PA' next to it.

# Purchase Order Header Texts

- 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.

# Purchase Order Header Texts

- 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.

# Purchase Order Header Texts

- **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.

# Purchase Order Header Text

- 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.

# Purchase Order Item Texts

- 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.

# Purchase Order Item Text

- **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.

# Change Purchase Order (ME22N)

- 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.

# Adding Attachments to Purchase Orders

- 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

# Purchase Order Amendments & Changes

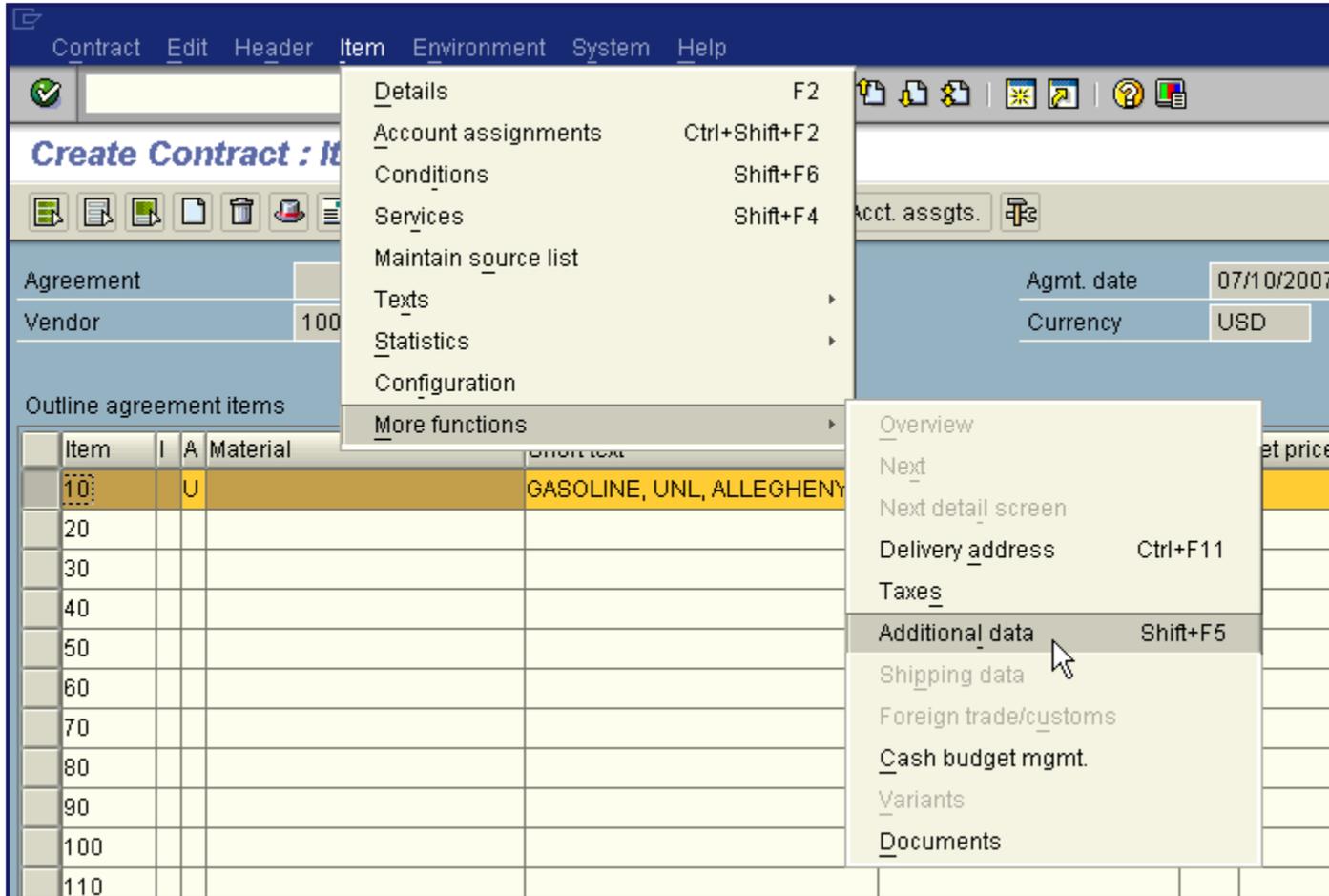
- There is no version control for purchase order changes. Once the PO is changed only the latest version of the purchase is displayed on the screen.
- A history of purchase order changes is recorded by the system so that a user can see who made changes and when the changes were made to the order. For 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.

# Overview of Contract Set Up for Market Priced GR Contract

- This section describes the steps DGS uses to set up a market priced contract so that agency purchasers can achieve the 3 way match between Purchase Order, Goods Receipt and Invoice
  - The DGS Commodity Specialist (CS) starts in either ME31K (Create Contract) or ME32K (Change Contract). The example assumes the contract has already been created.

# Overview of Contract Set Up for Market Priced GR Contract

- To change the item basic data, the CS must go to Item, More Functions, Additional Data



The screenshot shows the SAP 'Create Contract' screen. The 'Item' menu is open, and the 'More functions' option is selected, which has opened a sub-menu. In this sub-menu, the 'Additional data' option is highlighted by the mouse cursor. The background shows the contract header with 'Agmt. date' set to 07/10/2007 and 'Currency' set to USD. Below the header is a table of 'Outline agreement items'.

Item	I	A	Material	Description	Unit price
10		U		GASOLINE, UNL, ALLEGHENY	
20					
30					
40					
50					
60					
70					
80					
90					
100					
110					

# Overview of Contract Set Up for Market Priced GR Contract

- In the Conditions Section of the Additional Data Screen, they select GR Date from the drop down menu. The system will read contract pricing on the date of goods receipt.

**Create Contract : Item 00010 Additional Data**

Acct. assgts.

Agreement item: 10      Item cat.:      AcctAssCat: U

Material:      Matl group: 15101506      Plant:      Stor. loc.:      Short text: GASOLINE, UNL, ALLEGHENY COUNTY, TW

**Administration**

Pl. deliv. time:      GR proc. time:      Prior vendor:      **Weights and volumes for 1 order unit**

Net weight:      Gross weight:      Volume:      **Source list**

Exclusion

**Conditions**

Condition group:       No cash disc.      Sub-range:      Pr. date cat.: No control      Incoterms:      **GR control**

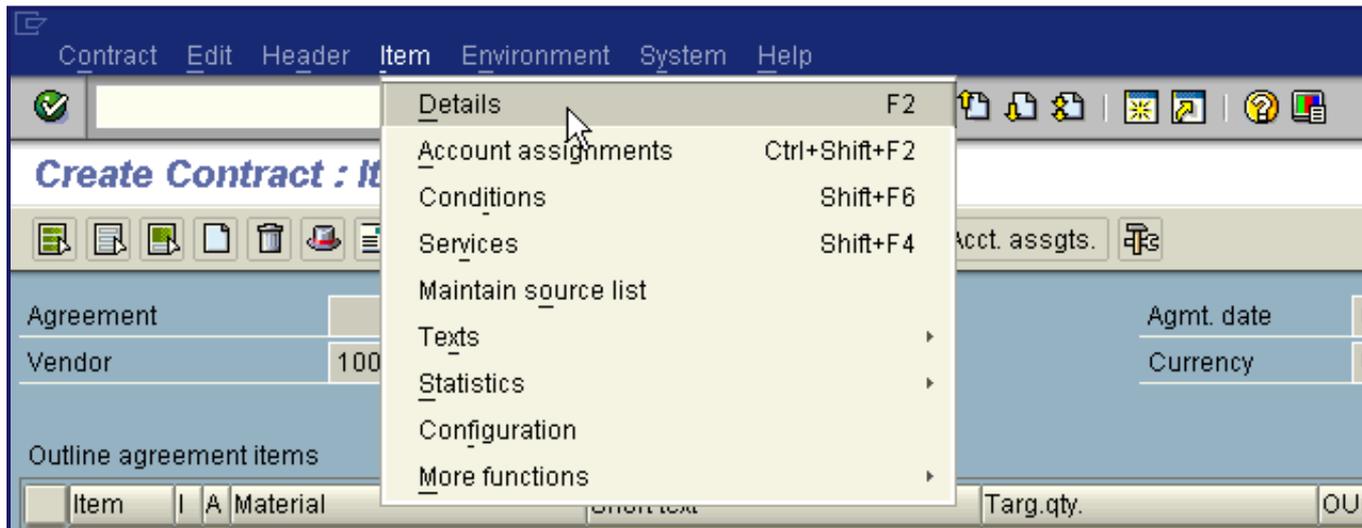
Rem. shelf life:      **Pricing date category (controls data)**

Pricing date c...	Short text
	No control
1	Purchase order date
2	Delivery date
3	Current date
4	Manual
5	GR date

6 Entries found

# Overview of Contract Set Up for Market Priced GR Contract

- They go to the Item menu and select Details



# Overview of Contract Set Up for Market Priced GR Contract

- In the line item, under the GR/IR control section, they must select GR based Invoice Verification (bottom right of the screen)

**Create Contract : Item 00010**

Acct. assgts.

Agreement item: 10      Item cat.:      AcctAssCat: U

Material:      Matl group: 15101506      Plant:      Stor. loc.:      Short text: GASOLINE, UNL, ALLEGHENY COUNTY, TW

**Quantity and price**

Target quantity:      GAL      RelOrdQty.: 1.000

Net order price: 2.00      USD / 1      GAL      Price date: 12/31/9999

Qty. conversion: 1      GAL <-> 1      GAL      InfoUpdate:     

**Other data**

Reminder 1:      ConfContrK:       Acknowl. reqd

Reminder 2:      Acknowl.no:       Estimated price

Reminder 3:      TrackingNo:       Print price

Vend. mat.:     

**GR/IR control**

Underdel. tol.:      %       Unlimited

Overdeliv. tol.:      %       Unlimited

Tax code:     

Shipping instr.:     

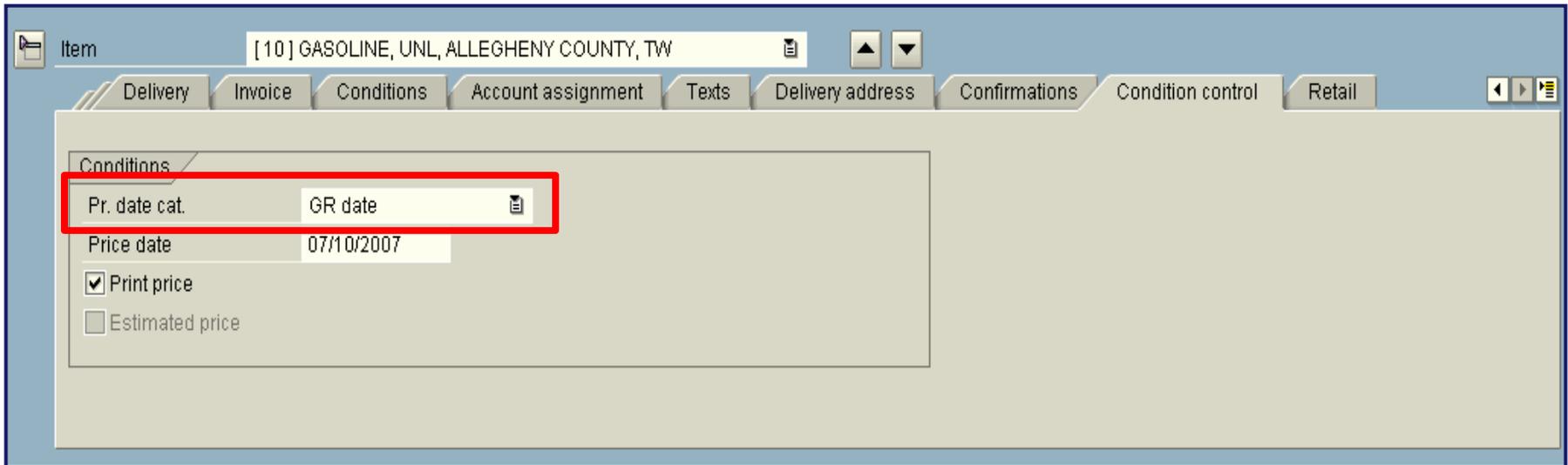
IR

GR-basedIV

- They repeat these steps for all line items of the contract, then they SAVE the changes.

# Market Pricing Purchase Orders

- When an agency creates a purchase order, the indicators will default as shown below
  - GR Pricing is reflected on the line item details “Condition Control” tab



Item [10] GASOLINE, UNL, ALLEGHENY COUNTY, TW

Delivery Invoice Conditions Account assignment Texts Delivery address Confirmations Condition control Retail

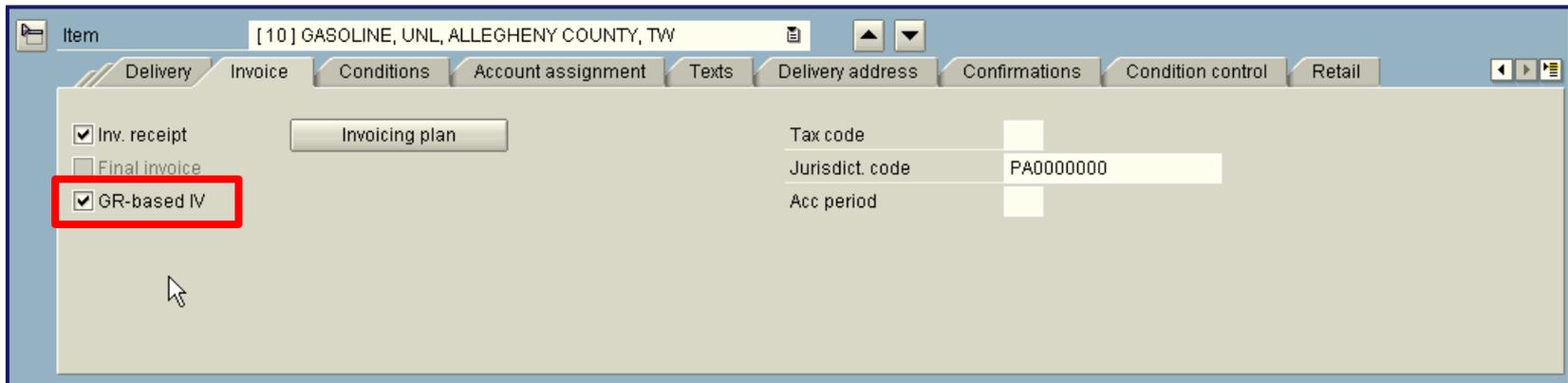
Conditions

Pr. date cat.	GR date	
Price date	07/10/2007	

Print price  
 Estimated price

# Market Pricing Purchase Orders

- GR-based IV is reflected on the line item details “Invoice” tab



Item [ 10 ] GASOLINE, UNL, ALLEGHENY COUNTY, TW

Delivery Invoice Conditions Account assignment Texts Delivery address Confirmations Condition control Retail

Inv. receipt      Invoicing plan      Tax code

Final invoice      Jurisdict. code PA0000000

GR-based IV      Acc period

# Market Pricing Purchase Orders

*Note: the line item price is the current contract price.*

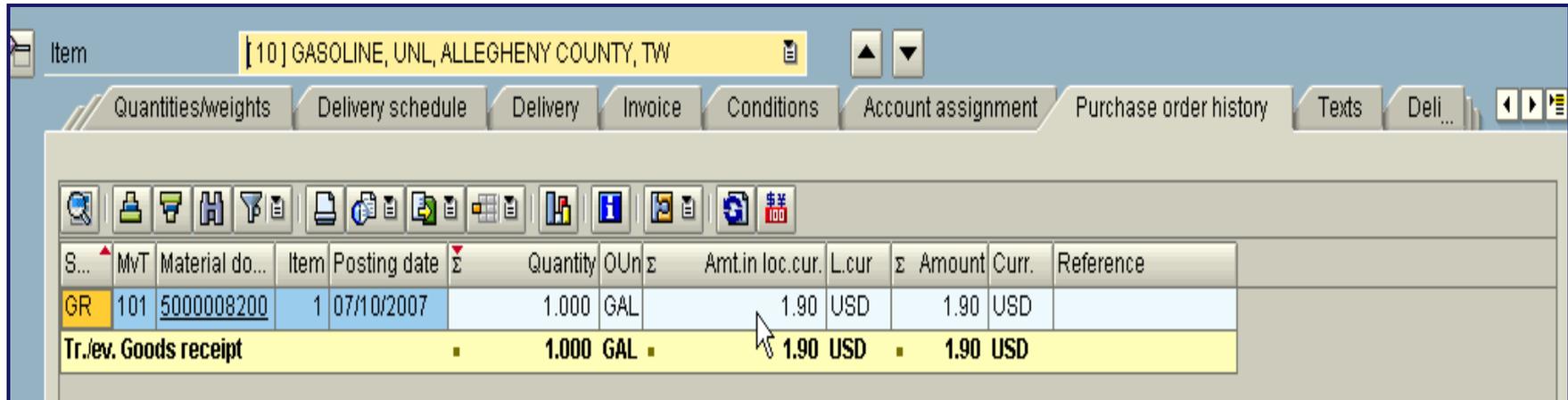
Header												
St...	Item	A	I	Material	Short text	PO quantity	OUn	C	Deliv. date	Net price	Curren...	Per
	10	K			GASOLINE, UNL, ALLEGHENY CO	1.000 GAL	D		07/10/2007	2.00	USD	1
		K					D				USD	
		K					D				USD	

Default values

# Market Pricing Purchase Orders

## Illustration

- If the contract pricing was changed from \$2.00 to \$1.90 the contract price for the time period (condition validity period) is the price used for GR valuation on the date of receipt

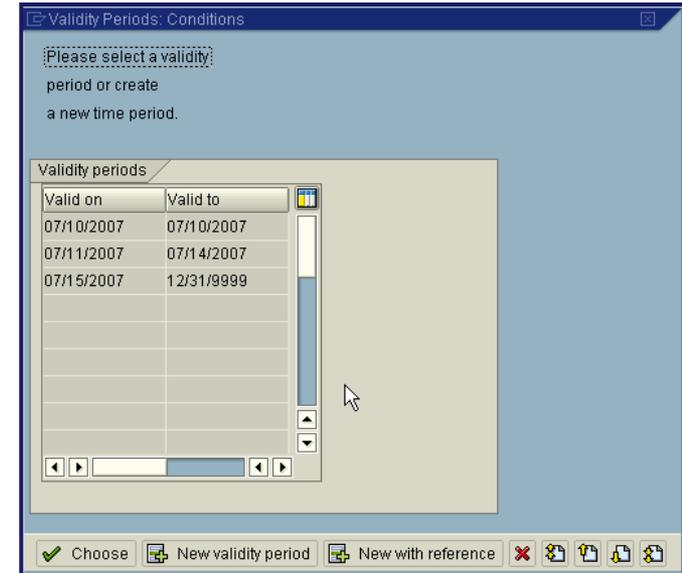


The screenshot shows the SAP interface for a purchase order item. The item is '[10] GASOLINE, UNL, ALLEGHENY COUNTY, TW'. The table below shows the GR entry with a quantity of 1.000 GAL and a price of 1.90 USD.

S...	MvT	Material do...	Item	Posting date	Σ	Quantity	OUn	Σ	Amt.in loc.cur.	L.cur	Σ	Amount	Curr.	Reference
GR	101	5000008200	1	07/10/2007		1.000	GAL		1.90	USD		1.90	USD	
<b>Tr./ev. Goods receipt</b>						<b>1.000</b>	<b>GAL</b>		<b>1.90</b>	<b>USD</b>		<b>1.90</b>	<b>USD</b>	

# Market Pricing Purchase Orders

*Note: the contract contains 3 pricing conditions.*



- On 7/10/07 price is \$1.90

Validity						
Valid on		07/10/2007				
Valid to		07/10/2007				
Condition supplements						
	CnTy		Rate	Unit	per	UoM
	PB00	Gross Price	1.90	USD	Ⓢ	1 GAL

# Market Pricing Purchase Orders

- From 7/11/07 through 7/14/07 price is \$1.95

Validity						
Valid on	07/11/2007					
Valid to	07/14/2007					
Condition supplements						
	CnTy		Rate	Unit	per	UoM
	PB00	Gross Price	1.95	USD		1 GAL

- From 7/15/07 until the next price change the price is \$2.50

Validity						
Valid on	07/15/2007					
Valid to	12/31/9999					
Condition supplements						
	CnTy		Rate	Unit	per	UoM
	PB00	Gross Price	2.50	USD		1 GAL

If the contract is set up properly and goods receipts are entered timely, the system will know what price to pull in for the 3 way match.

# Approval Process for Purchase Orders

- No approval is required for purchase orders of less than \$3,000 in SAP. Document type is Standard PO (New).
  - Please note that these approval thresholds are not consistent with SRM
- Any non-standard terms and conditions require additional approvals
  - Select the Non-Std Terms & Conditions checkbox on the Customer Data tab in the Header section

# Purchase Order Document Types

- CPA1, CPA2, CPA3, and CPA4 are all construction type purchase orders. **(used only by DGS)**
- DGS – Purchase orders generated by DGS buyers on behalf of an agency. **(now done in SRM)**
- EP – Purchase orders that are generated for procurement of goods and services that are considered an “emergency” **(now done in SRM)**
- EX – Purchase orders that have been converted from legacy systems **(no longer used)**

# Purchase Order Document Types

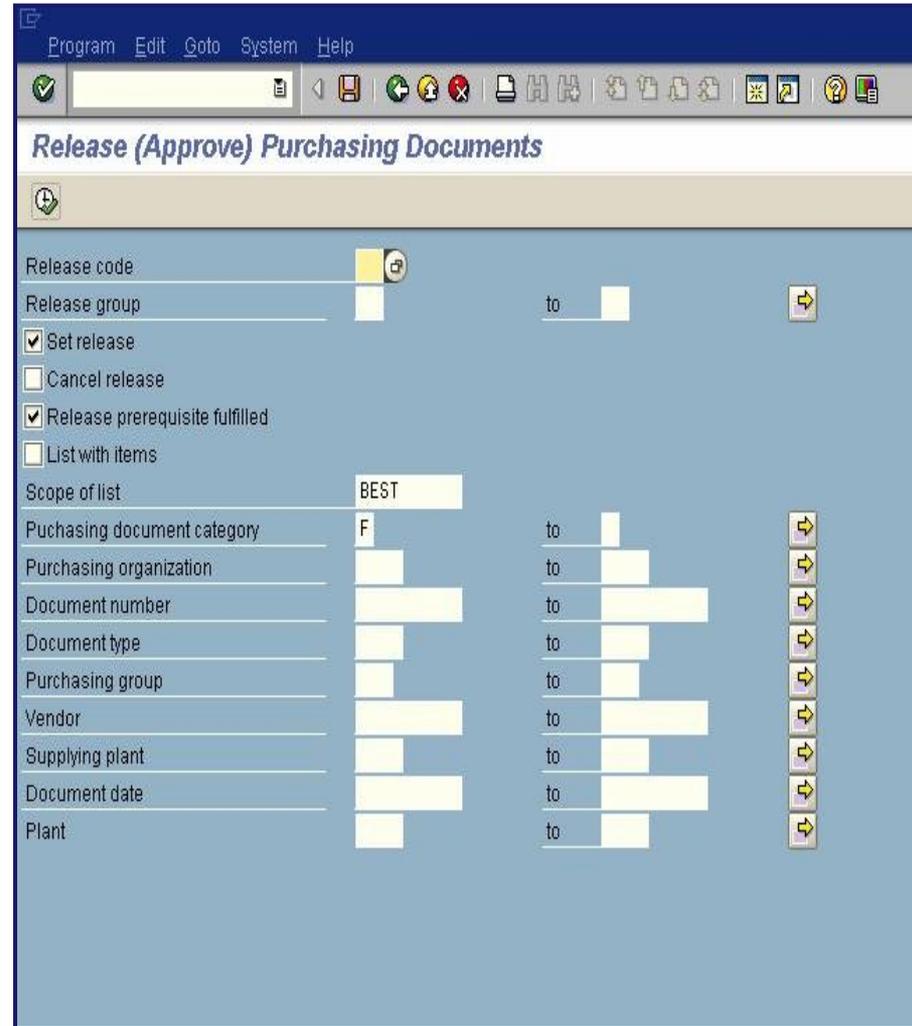
- NNB – Standard Purchase Orders - for materials and services
- POC – Purchase off-contract (When a purchase order is being created for supplies or services that currently exist on contract, however, that contract is not being utilized) **(no longer used)**
- SSB – Sole Source Materials (materials only) **(now done in SRM)**
- SSD – Sole Source Services (services only) **(now done in SRM)**
- Most document types can be used to order both materials and services
- The purchase order document type is important as it will determine who is required to approve the purchase order

# Approve Purchase Order (ZME28)

- 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)

# Approve Purchase Order (ZME28)

- Display the Release (Approve) Purchasing Documents screen using transaction code ZME28
- Enter the Release code (code for approving agent), Set Release (indicator used to search for documents ready to be set for release), and 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 displays a system message “Release Saved”.



Program Edit Goto System Help

**Release (Approve) Purchasing Documents**

Release code [ ] [lock icon]

Release group [ ] to [ ] [dropdown arrow]

Set release

Cancel release

Release prerequisite fulfilled

List with items

Scope of list BEST

Purchasing document category F to [ ] [dropdown arrow]

Purchasing organization [ ] to [ ] [dropdown arrow]

Document number [ ] to [ ] [dropdown arrow]

Document type [ ] to [ ] [dropdown arrow]

Purchasing group [ ] to [ ] [dropdown arrow]

Vendor [ ] to [ ] [dropdown arrow]

Supplying plant [ ] to [ ] [dropdown arrow]

Document date [ ] to [ ] [dropdown arrow]

Plant [ ] to [ ] [dropdown arrow]

# Transmit Purchase Order (ME9F)

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

Menu Path:

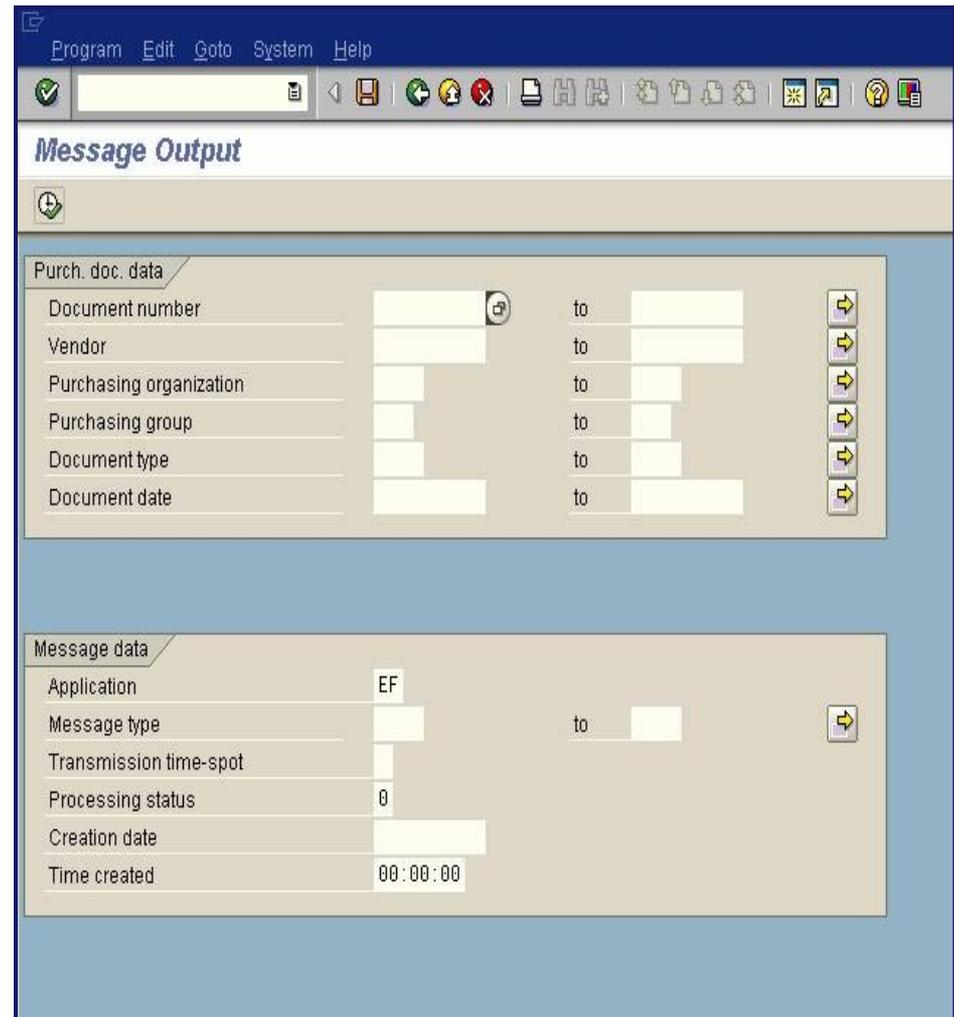
Logistics > Materials Management > Purchasing >

Purchase Order > Messages > Print/Transmit

Transaction: ME9F

# Transmit Purchase Order 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

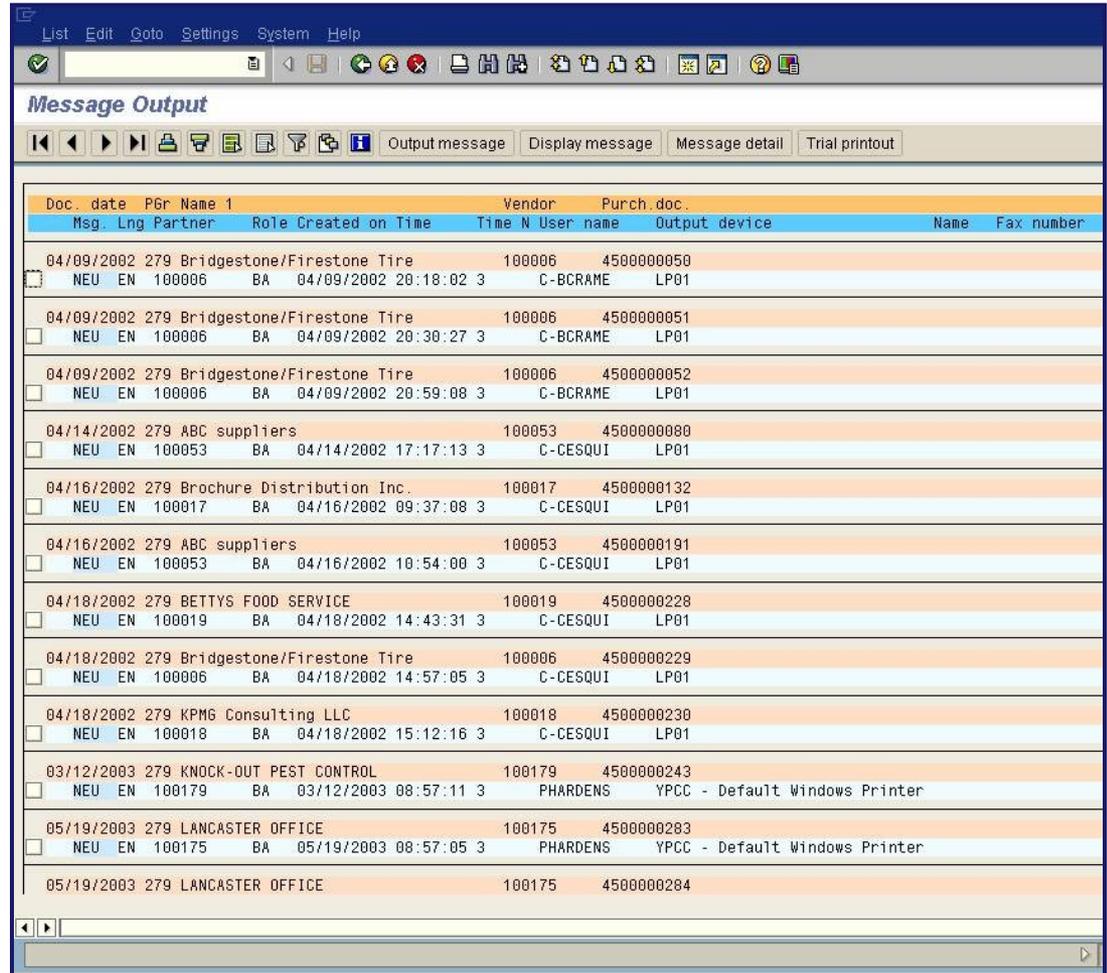
Document number		to		→
Vendor		to		→
Purchasing organization		to		→
Purchasing group		to		→
Document type		to		→
Document date		to		→

Message data

Application	EF			
Message type		to		→
Transmission time-spot				
Processing status	0			
Creation date				
Time created	00:00:00			

# Transmit Purchase Order (ME9F)

- A list of purchase orders ready for transmitting will display
- Select the purchase order to be printed by checking 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



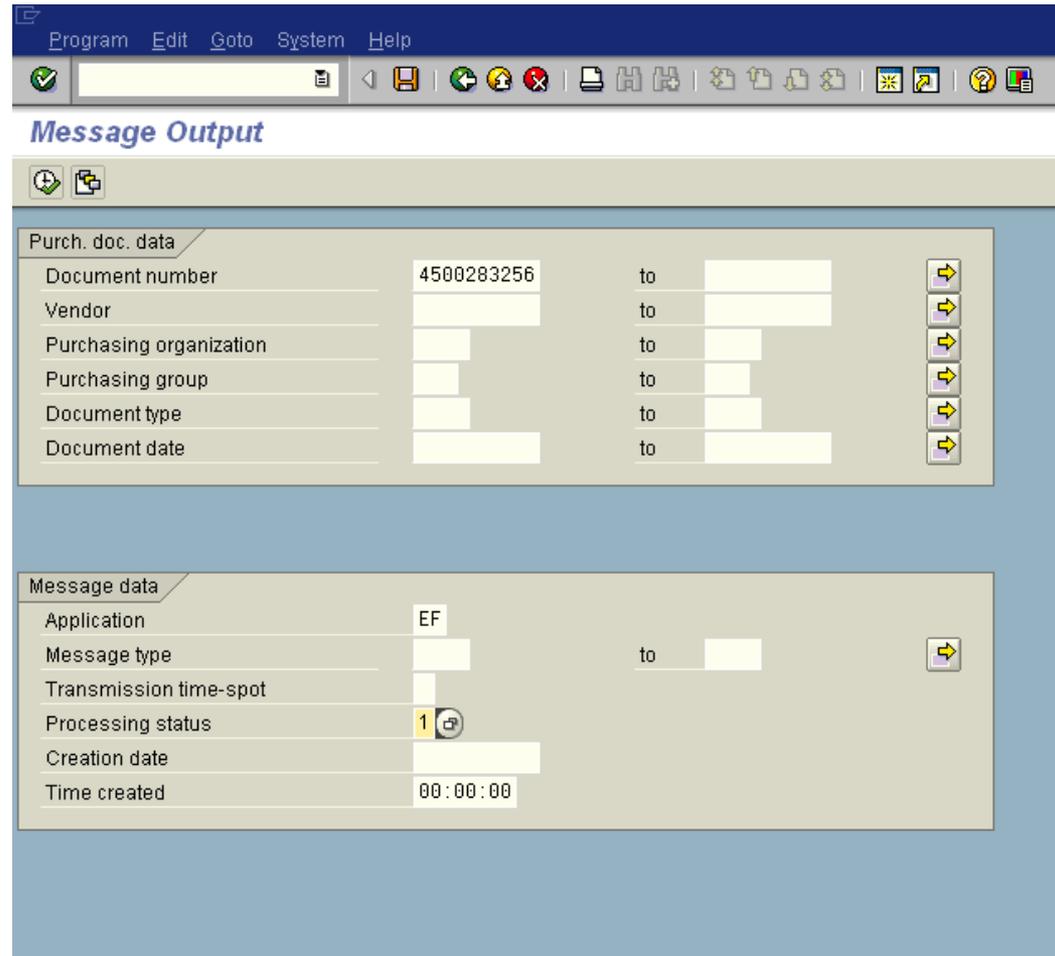
The screenshot shows a software window titled "Message Output" with a menu bar (List, Edit, Goto, Settings, System, Help) and a toolbar. Below the toolbar is a table of purchase orders. Each row includes a checkbox, a date, a partner name, a role, a creation time, a time zone, a user name, an output device, and a fax number. The table data is as follows:

	Doc. date	PGr	Name 1	Vendor	Purch. doc.		Msg. Lng	Partner	Role	Created on	Time	Time N	User name	Output device	Name	Fax number
<input type="checkbox"/>	04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000050		NEU	EN	100006	BA	04/09/2002 20:18:02	3	C-BCRAME	LP01		
<input type="checkbox"/>	04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000051		NEU	EN	100006	BA	04/09/2002 20:30:27	3	C-BCRAME	LP01		
<input type="checkbox"/>	04/09/2002	279	Bridgestone/Firestone Tire	100006	4500000052		NEU	EN	100006	BA	04/09/2002 20:59:08	3	C-BCRAME	LP01		
<input type="checkbox"/>	04/14/2002	279	ABC suppliers	100053	4500000080		NEU	EN	100053	BA	04/14/2002 17:17:13	3	C-CESQUI	LP01		
<input type="checkbox"/>	04/16/2002	279	Brochure Distribution Inc.	100017	4500000132		NEU	EN	100017	BA	04/16/2002 09:37:08	3	C-CESQUI	LP01		
<input type="checkbox"/>	04/16/2002	279	ABC suppliers	100053	4500000191		NEU	EN	100053	BA	04/16/2002 10:54:00	3	C-CESQUI	LP01		
<input type="checkbox"/>	04/18/2002	279	BETTYS FOOD SERVICE	100019	4500000228		NEU	EN	100019	BA	04/18/2002 14:43:31	3	C-CESQUI	LP01		
<input type="checkbox"/>	04/18/2002	279	Bridgestone/Firestone Tire	100006	4500000229		NEU	EN	100006	BA	04/18/2002 14:57:05	3	C-CESQUI	LP01		
<input type="checkbox"/>	04/18/2002	279	KPMG Consulting LLC	100018	4500000230		NEU	EN	100018	BA	04/18/2002 15:12:16	3	C-CESQUI	LP01		
<input type="checkbox"/>	03/12/2003	279	KNOCK-OUT PEST CONTROL	100179	4500000243		NEU	EN	100179	BA	03/12/2003 08:57:11	3	PHARDENS	YPCC - Default Windows Printer		
<input type="checkbox"/>	05/19/2003	279	LANCASTER OFFICE	100175	4500000283		NEU	EN	100175	BA	05/19/2003 08:57:05	3	PHARDENS	YPCC - Default Windows Printer		
<input type="checkbox"/>	05/19/2003	279	LANCASTER OFFICE	100175	4500000284											

# Re-Transmit Purchase Order (ME9F)

## Re-Transmit:

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



The screenshot shows a software window with a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is titled 'Message Output' and contains two data entry sections.

**Purch. doc. data**

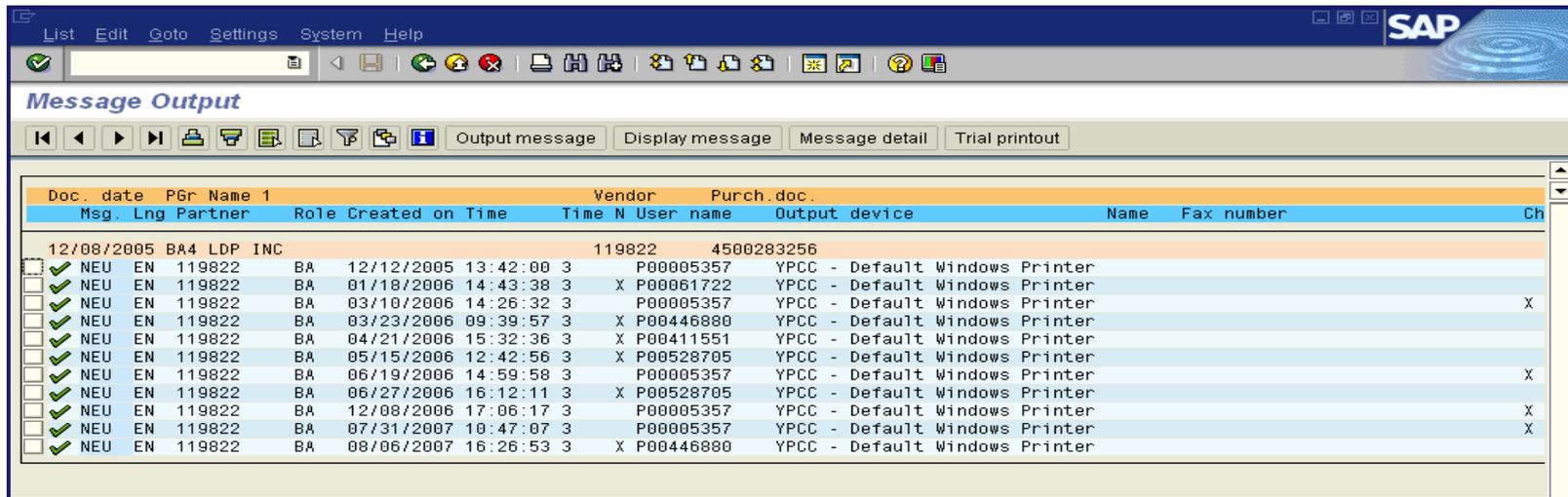
Document number	4500283256	to		↔
Vendor		to		↔
Purchasing organization		to		↔
Purchasing group		to		↔
Document type		to		↔
Document date		to		↔

**Message data**

Application	EF			
Message type		to		↔
Transmission time-spot				
Processing status	1			
Creation date				
Time created	00:00:00			

# Re-Transmit Purchase Order (ME9F)

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

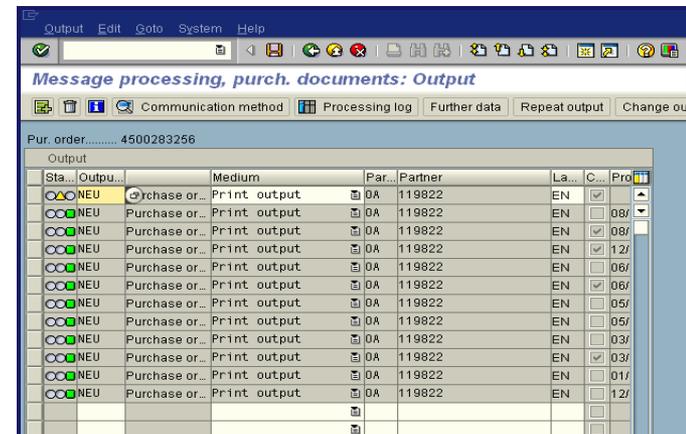


Message Output

Output message    Display message    Message detail    Trial printout

Doc. date	PGr Name 1	Vendor	Purch. doc.	Msg. Lng	Partner	Role	Created on	Time	Time N	User name	Output device	Name	Fax number	Ch
12/08/2005	BA4	LDP	INC							119822	4500283256			
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	12/12/2005	13:42:00	3			P00005357	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	01/18/2006	14:43:38	3	X		P00061722	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	03/10/2006	14:26:32	3			P00005357	YPCC - Default	Windows Printer		X
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	03/23/2006	09:39:57	3	X		P00446880	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	04/21/2006	15:32:36	3	X		P00411551	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	05/15/2006	12:42:56	3	X		P00528705	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	06/19/2006	14:59:58	3			P00005357	YPCC - Default	Windows Printer		X
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	06/27/2006	16:12:11	3	X		P00528705	YPCC - Default	Windows Printer		
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	12/08/2006	17:06:17	3			P00005357	YPCC - Default	Windows Printer		X
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	07/31/2007	10:47:07	3			P00005357	YPCC - Default	Windows Printer		X
<input checked="" type="checkbox"/>	NEU	EN	119822	BA	08/06/2007	16:26:53	3	X		P00446880	YPCC - Default	Windows Printer		

- 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



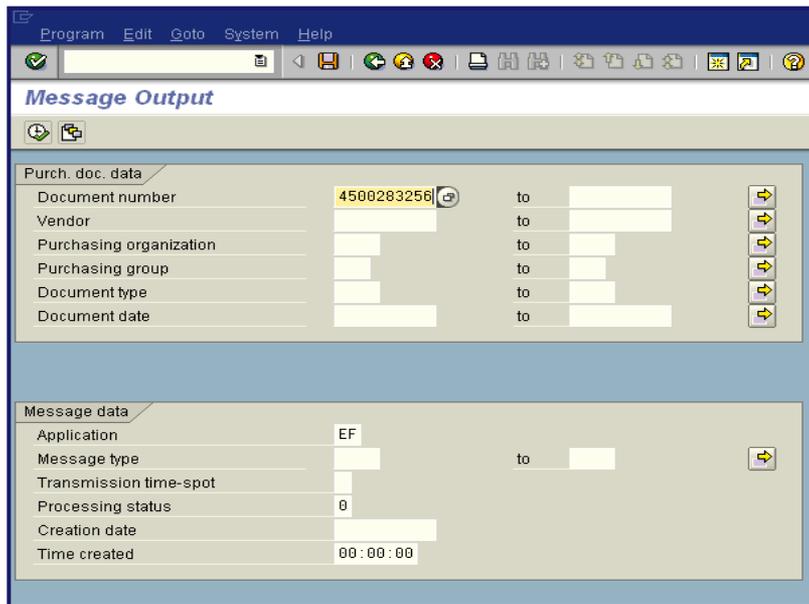
Message processing, purch. documents: Output

Pur. order..... 4500283256

Sta...	Outpu...	Medium	Par...	Partner	La...	C...	Pro...
<input checked="" type="checkbox"/>	NEU	urchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	NEU	Purchase or...	Print output	0A	119822	EN	<input checked="" type="checkbox"/>

# Re-Transmit Purchase Order (ME9F)

- 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



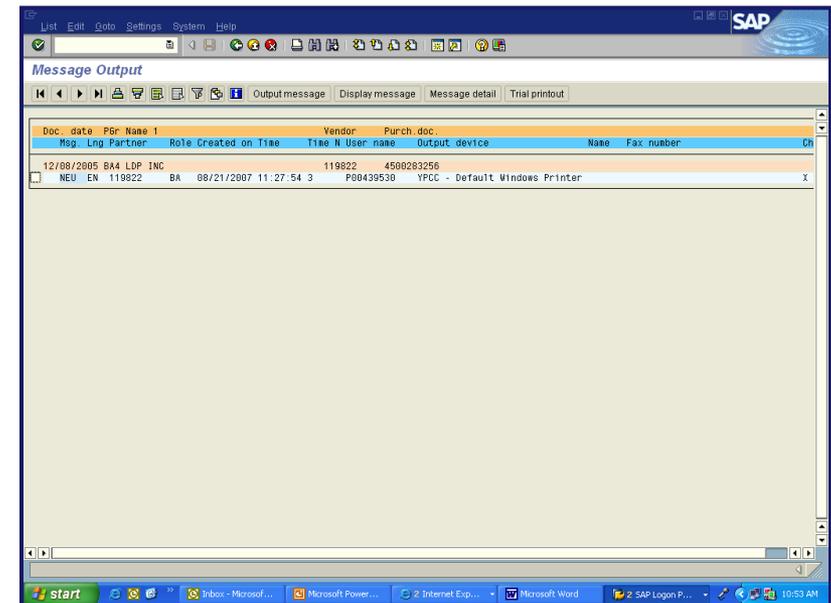
The screenshot shows the SAP Message Output screen. The 'Purch. doc. data' section contains the following fields:

Document number	4500283256	to	
Vendor		to	
Purchasing organization		to	
Purchasing group		to	
Document type		to	
Document date		to	

The 'Message data' section contains the following fields:

Application	EF	
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 OUTPUT MESSAGE button



The screenshot shows the SAP Message Output screen with a table of messages. The table has the following columns: Doc. date, PGR, Name 1, Vendor, Purch. doc., Msg. Lng, Partner, Role, Created on Time, Time N, User, name, Output device, Name, Fax number, and Ch.

Doc. date	PGR	Name 1	Vendor	Purch. doc.
12/08/2005	BA4	LDP	INC	119822
				4500283256
	NEU	EN	119822	BA
			08/21/2007	11:27:54
			3	P80439530
				YFCC - Default Windows Printer

# Display Purchase Order (ME23N)

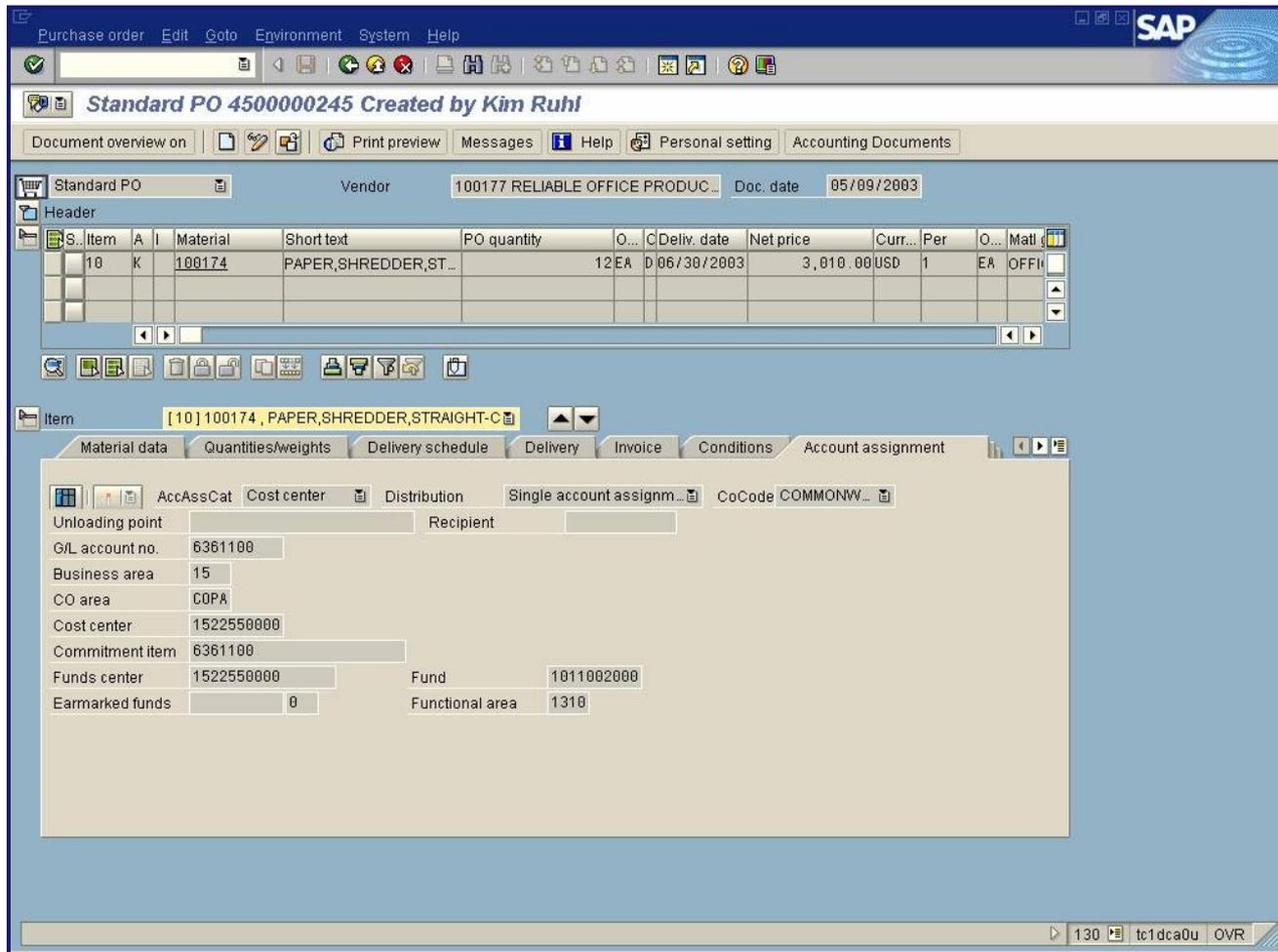
- Use this transaction to display a purchase order and review the information
- To begin this transaction, you can use either the menu path or the transaction code

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

Transaction: ME23N

# Display Purchase Order (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

Standard PO 450000245 Created by Kim Ruhl

Document overview on Print preview Messages Help Personal setting Accounting Documents

Standard PO Vendor 100177 RELIABLE OFFICE PRODUC... Doc. date 05/09/2003

Header

S..Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Matl
10	K		100174	PAPER,SHREDDER,ST...	12	EA	D 06/30/2003	3,010.00	USD	1	EA	OFFH

Item [10] 100174, PAPER, SHREDDER, STRAIGHT-C

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Account assignment

AccAssCat Cost center Distribution Single account assignm... CoCode COMMONW...

Unloading point Recipient

GL account no. 6361100

Business area 15

CO area C0PA

Cost center 1522550000

Commitment item 6361100

Funds center 1522550000 Fund 1011002000

Earmarked funds 0 Functional area 1310

130 tc1dca0u OVR

# List Displays of Purchase Orders (various)

- 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



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

# **Invoicing/Good Receipt**

# Overview of Invoice Entry

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

# Overview of Invoice Entry

- 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.

# Overview of Invoice Entry and Processing

- 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.)

# Overview of Invoice Entry and Processing

- 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.

# Overview of Invoice Entry and Processing

- 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.

# Invoicing

## Learning Objectives:

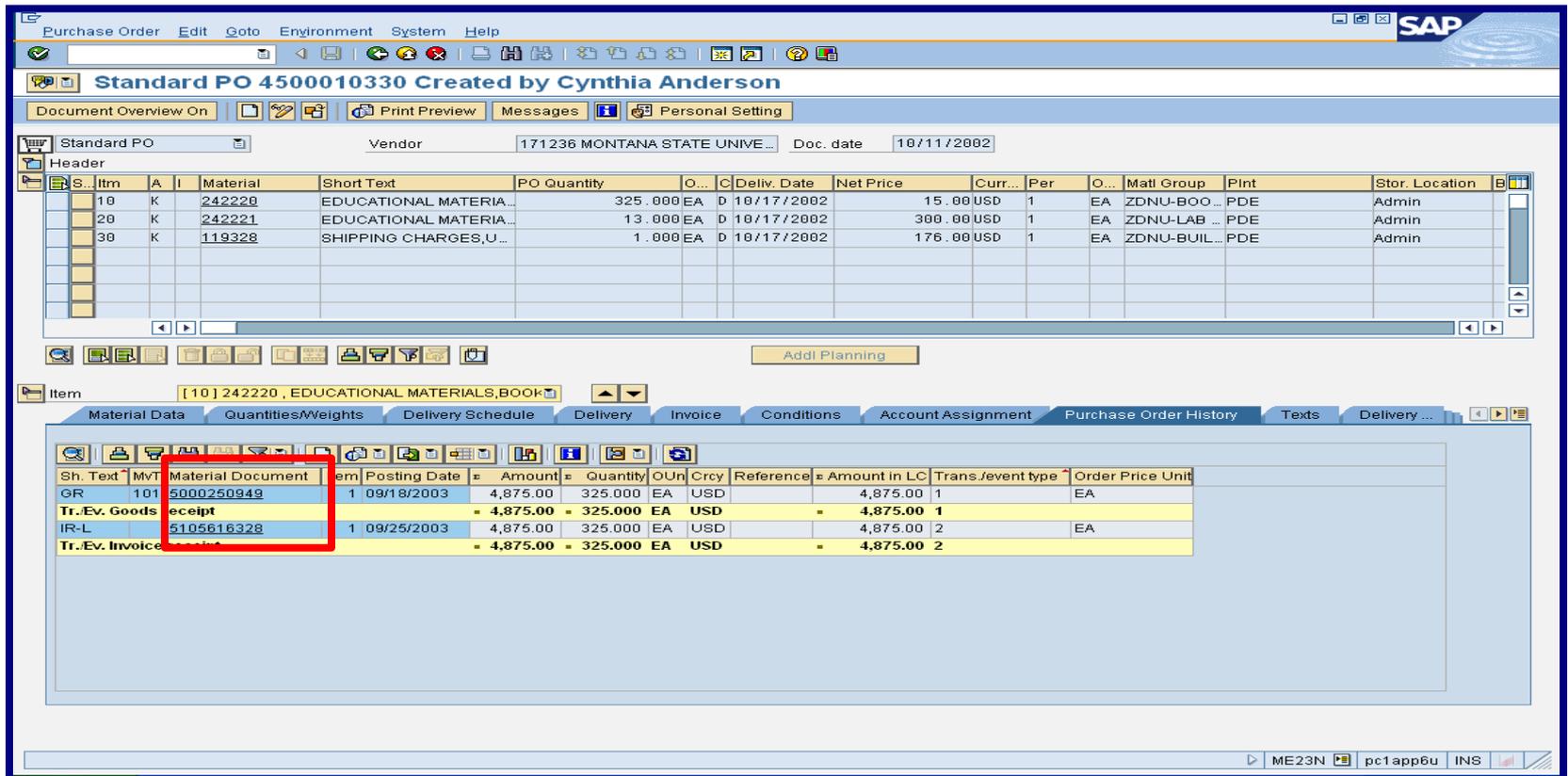
- Understand how to search for and display previously entered GR and Invoice information
- Understand how to locate supplier payment information
- Understand how to display accounting information

# Display Vendor Invoice Document for Purchase Order (ME23N)

- Display Vendor Invoices can be used to verify internal questions such as:
  - Have the accounts been posted, and
  - 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 the check sent to?

# Display GR/ Vendor Invoice Document via ME23N

You can view the Goods Receipt or Invoice Document information in ME23N in the Item Detail section – Purchase Order History tab. To view further information, select on the Material Document number to open further screens.

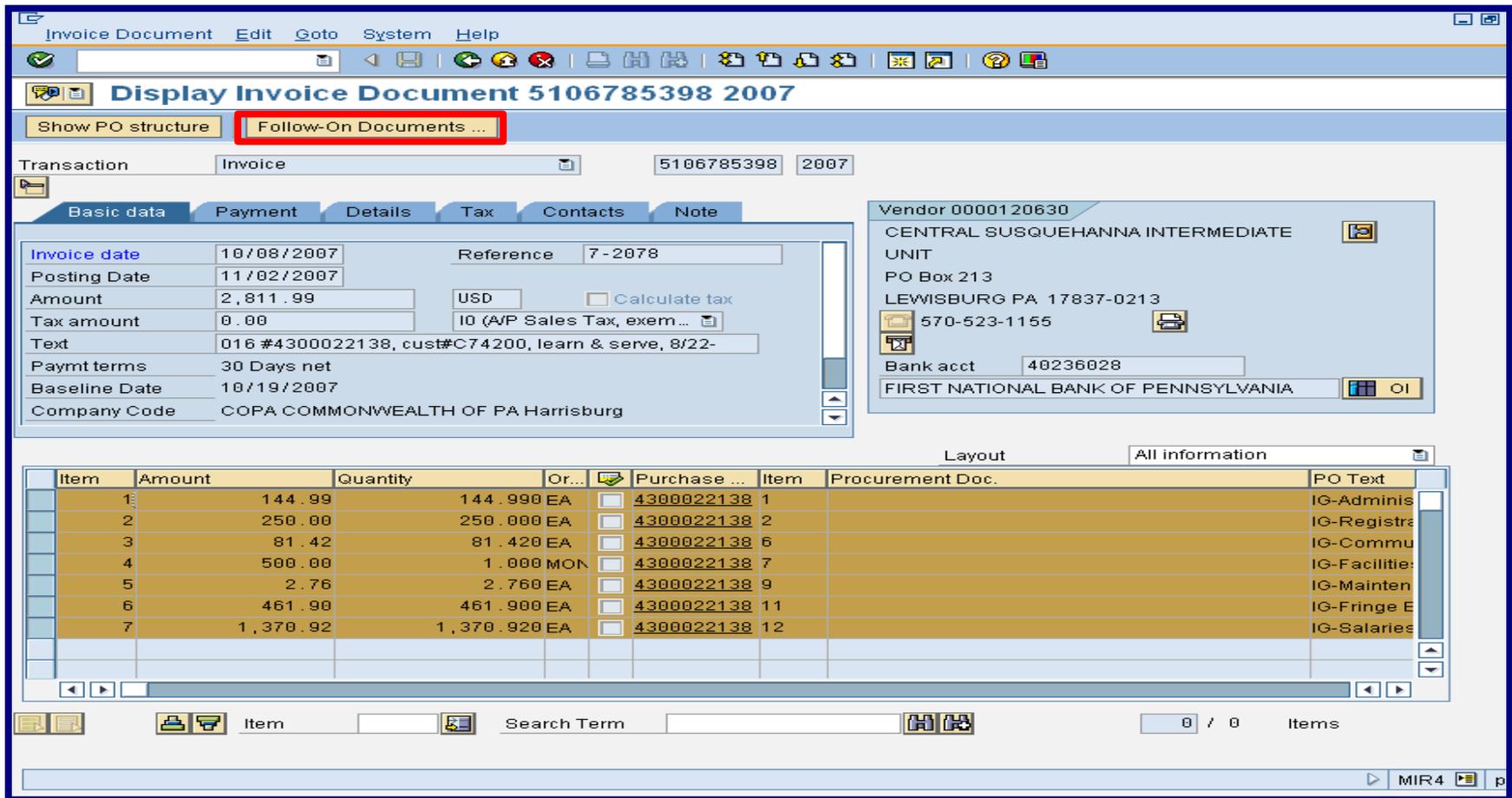


The screenshot displays the SAP ME23N interface for a Purchase Order. The main window shows the 'Standard PO 4500010330 Created by Cynthia Anderson'. The 'Purchase Order History' tab is active, showing a table of transactions. A red box highlights the 'Material Document' column, specifically the value '5000250949' in the first row of the table.

Sh. Text	MVT	Material Document	Item	Posting Date	Amount	Quantity	OU	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
<b>Tr..Ev. Goods Receipt</b>					<b>4,875.00</b>	<b>325.000</b>	<b>EA</b>	<b>USD</b>		<b>4,875.00</b>	<b>1</b>	
IR-L		5105616328	1	09/25/2003	4,875.00	325.000	EA	USD		4,875.00	2	EA
<b>Tr..Ev. Invoice Receipt</b>					<b>4,875.00</b>	<b>325.000</b>	<b>EA</b>	<b>USD</b>		<b>4,875.00</b>	<b>2</b>	

# Display Vendor Invoice Document via ME23N

Once in the Display Invoice Document screen, select the FOLLON-ON DOCUMENTS button at the top of the screen.



The screenshot shows the SAP ME23N 'Display Invoice Document' screen for transaction 5106785398 in 2007. The 'Follow-On Documents ...' button is highlighted with a red box. The screen displays invoice details, vendor information, and a table of items.

**Transaction:** Invoice 5106785398 2007

**Buttons:** Show PO structure, Follow-On Documents ...

**Basic data:**

- Invoice date: 10/08/2007
- Posting Date: 11/02/2007
- Amount: 2,811.99 USD
- Tax amount: 0.00
- Text: 016 #4300022138, cust#C74200, learn & serve, 8/22-
- Paymt terms: 30 Days net
- Baseline Date: 10/19/2007
- Company Code: COPA COMMONWEALTH OF PA Harrisburg

**Vendor 0000120630:**

- CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
- PO Box 213
- LEWISBURG PA 17837-0213
- 570-523-1155
- Bank acct: 40236028
- FIRST NATIONAL BANK OF PENNSYLVANIA

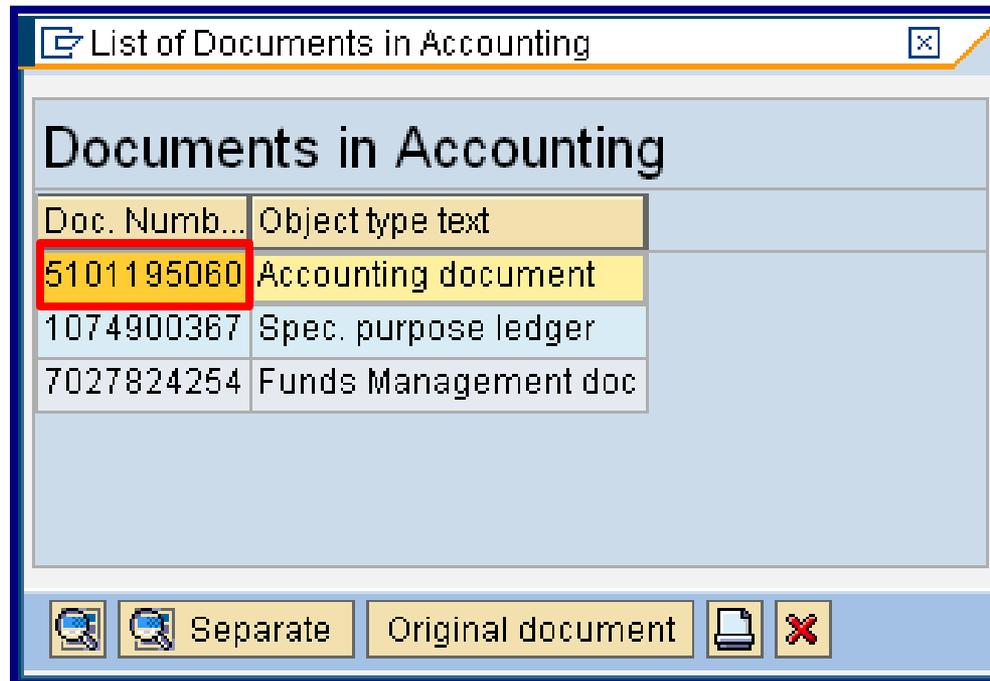
Item	Amount	Quantity	Or...	Purchase ...	Item	Procurement Doc.	PO Text
1	144.99	144.990	EA	4300022138	1		IG-Adminis
2	250.00	250.000	EA	4300022138	2		IG-Registra
3	81.42	81.420	EA	4300022138	6		IG-Commu
4	500.00	1.000	MON	4300022138	7		IG-Facilitie
5	2.76	2.760	EA	4300022138	9		IG-Mainten
6	461.90	461.900	EA	4300022138	11		IG-Fringe E
7	1,370.92	1,370.920	EA	4300022138	12		IG-Salaries

Layout: All information

0 / 0 Items

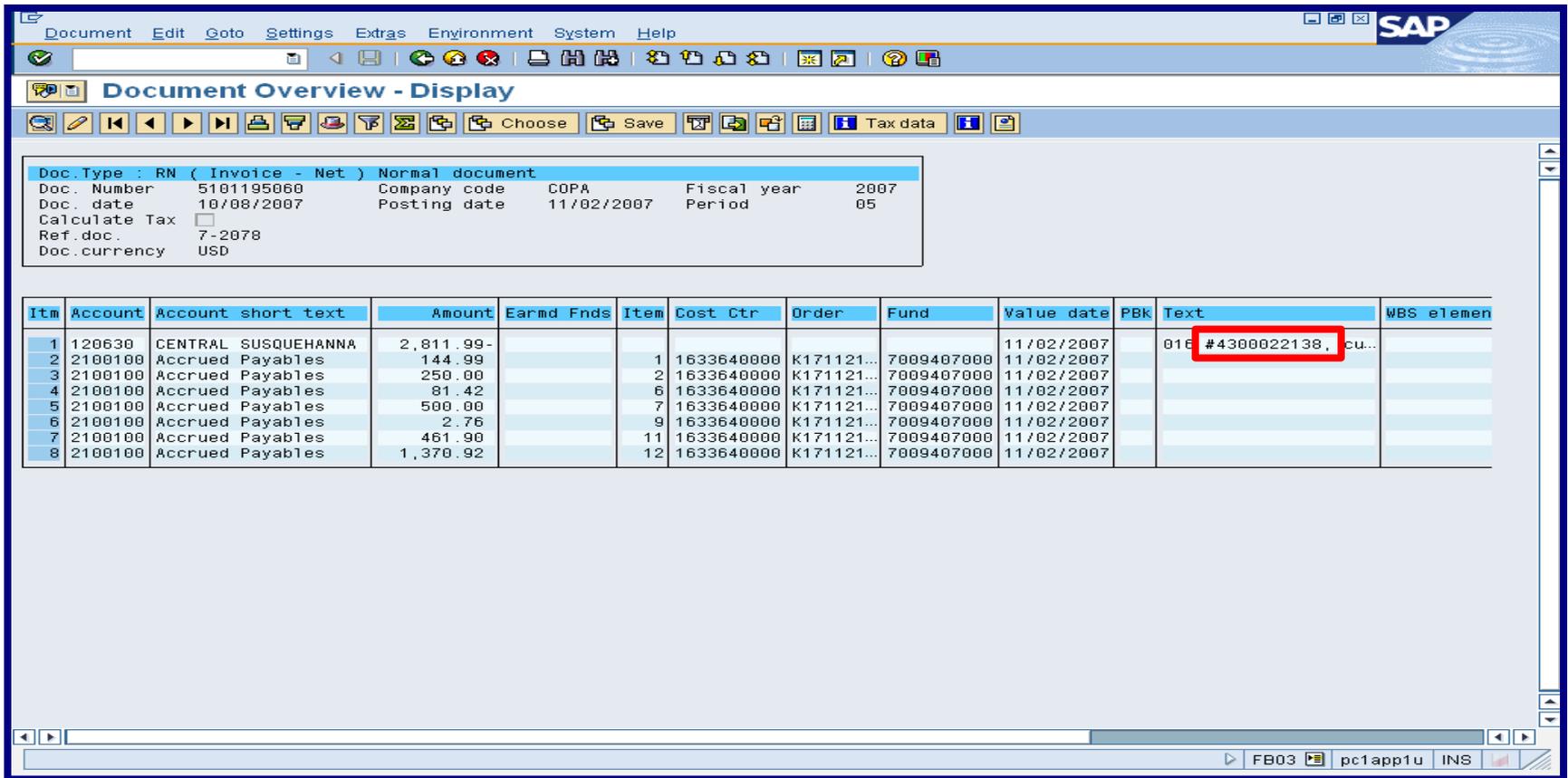
# Display Vendor Invoice via ME23N

A dialog box will appear. Double click on the Accounting Document.



# Display Vendor Invoice Document via ME23N

A screen will display showing the accounting information. Double click on the PO number in the Text field.



The screenshot shows the SAP ME23N 'Document Overview - Display' screen. The top menu bar includes 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'SAP' and window icons. Below the menu is a toolbar with various icons and buttons like 'Choose', 'Save', and 'Tax data'. A data entry field contains the following information:

Doc. Type	: RN ( Invoice - Net )	Normal document
Doc. Number	5101195060	Company code COPA
Doc. date	10/08/2007	Posting date 11/02/2007
Calculate Tax	<input type="checkbox"/>	Fiscal year 2007
Ref. doc.	7-2078	Period 05
Doc. currency	USD	

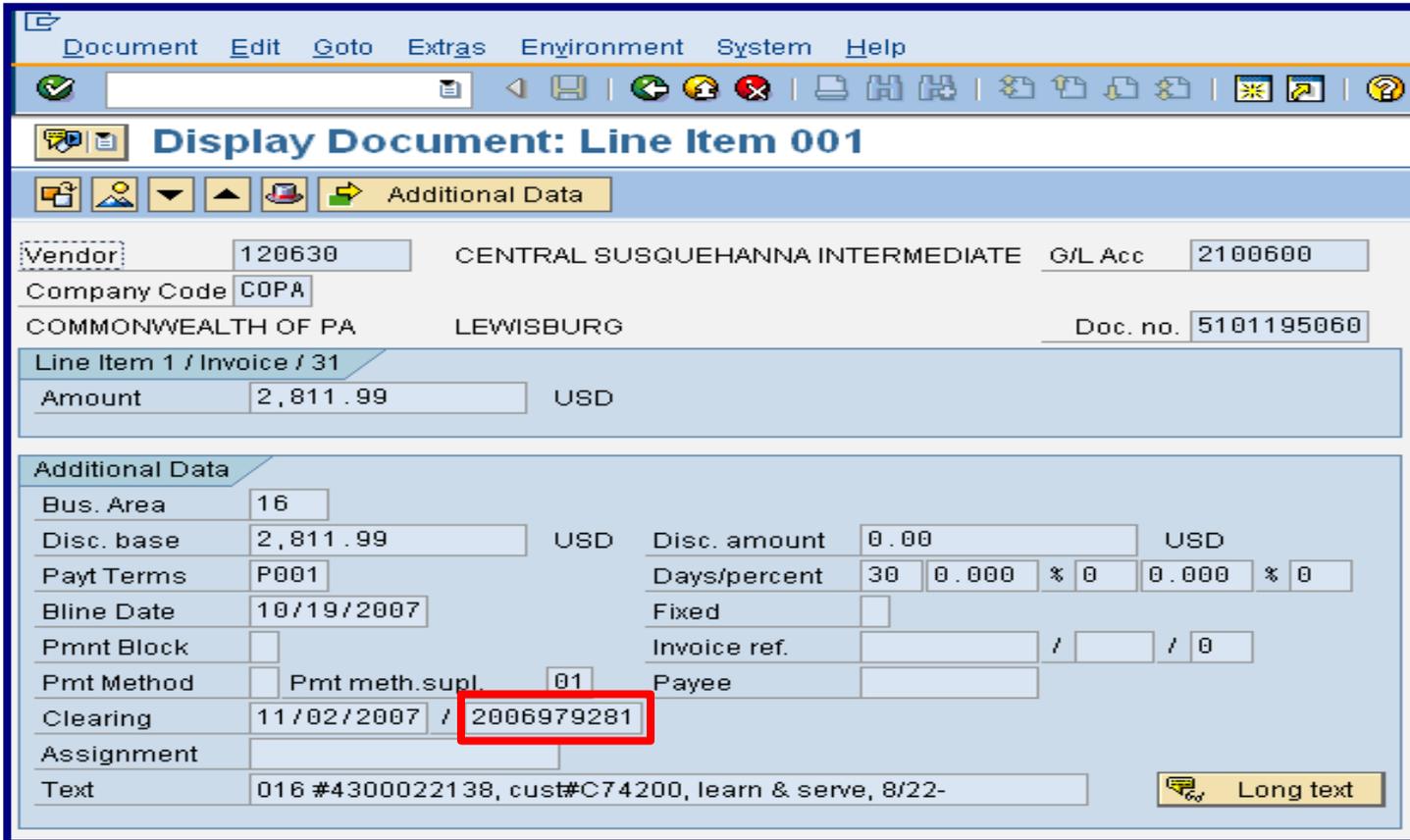
Below this is a table with the following columns: Itm, Account, Account short text, Amount, Earmd Fnds, Item, Cost Ctr, Order, Fund, Value date, PBK, Text, and WBS elemen. The table contains 8 rows of data. The 'Text' column in the first row contains the value '#4300022138', which is highlighted with a red box.

Itm	Account	Account short text	Amount	Earmd Fnds	Item	Cost Ctr	Order	Fund	Value date	PBK	Text	WBS elemen
1	120630	CENTRAL SUSQUEHANNA	2,811.99-						11/02/2007		016 #4300022138, cu...	
2	2100100	Accrued Payables	144.99		1	1633640000	K171121...	7009407000	11/02/2007			
3	2100100	Accrued Payables	250.00		2	1633640000	K171121...	7009407000	11/02/2007			
4	2100100	Accrued Payables	81.42		6	1633640000	K171121...	7009407000	11/02/2007			
5	2100100	Accrued Payables	500.00		7	1633640000	K171121...	7009407000	11/02/2007			
6	2100100	Accrued Payables	2.76		9	1633640000	K171121...	7009407000	11/02/2007			
7	2100100	Accrued Payables	461.90		11	1633640000	K171121...	7009407000	11/02/2007			
8	2100100	Accrued Payables	1,370.92		12	1633640000	K171121...	7009407000	11/02/2007			

The status bar at the bottom shows 'FB03', 'pc1app1u', and 'INS'.

# Display Vendor Invoice Document via ME23N

The accounting information for the first line item will appear. Double click on the clearing number.

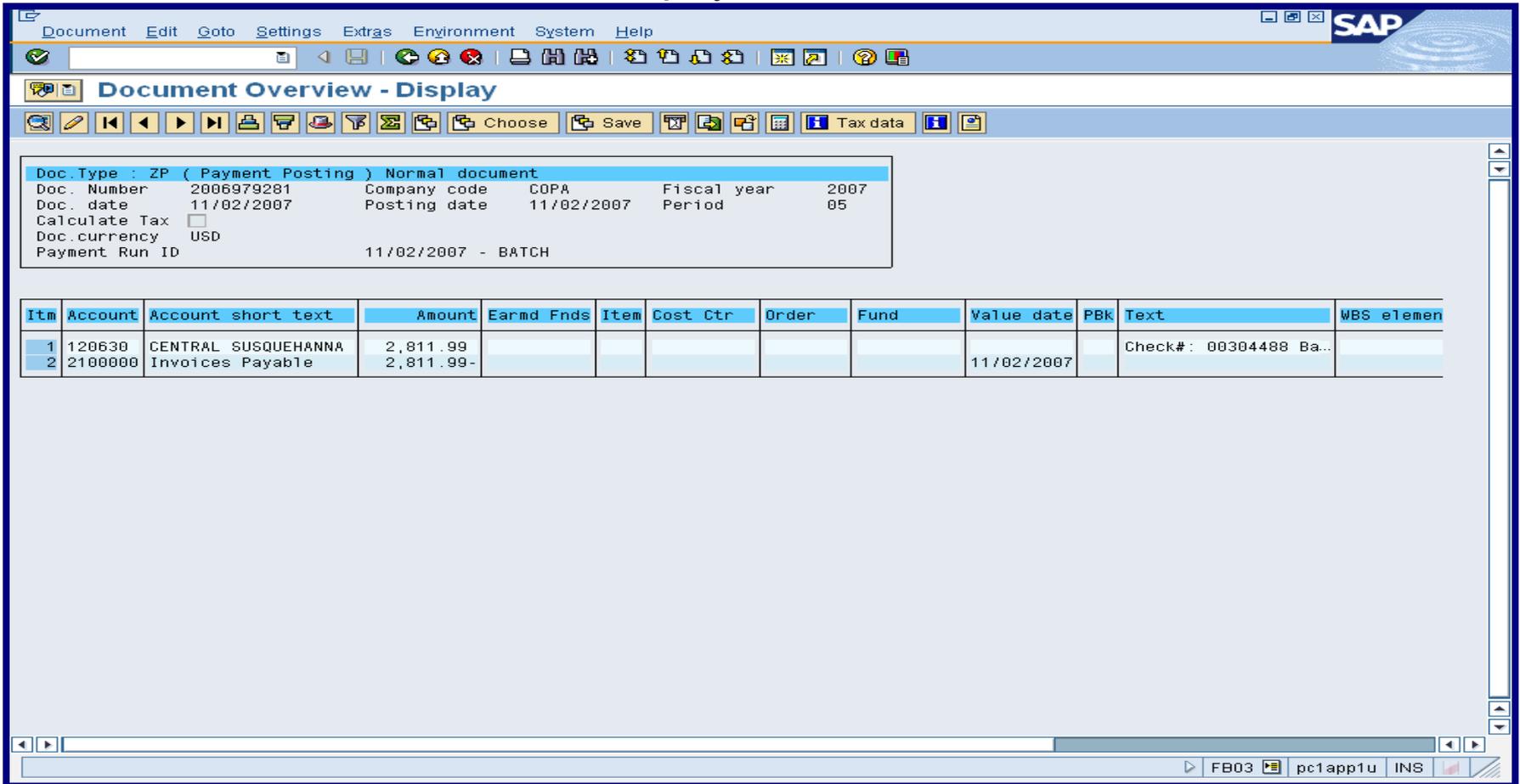


The screenshot shows the SAP ME23N interface for displaying a vendor invoice. The main title is "Display Document: Line Item 001". The vendor information includes Vendor 120630 (CENTRAL SUSQUEHANNA INTERMEDIATE), Company Code COPA, and G/L Acc 2100600. The invoice details show Line Item 1 / Invoice / 31 with an amount of 2,811.99 USD. The "Additional Data" section contains various fields, with the clearing number 2006979281 highlighted in a red box. The text field at the bottom contains the invoice reference: 016 #4300022138, cust#C74200, learn & serve, 8/22-.

Vendor	120630	CENTRAL SUSQUEHANNA INTERMEDIATE	G/L Acc	2100600
Company Code	COPA			
COMMONWEALTH OF PA	LEWISBURG	Doc. no.	5101195060	
Line Item 1 / Invoice / 31				
Amount	2,811.99	USD		
Additional Data				
Bus. Area	16			
Disc. base	2,811.99	USD	Disc. amount	0.00 USD
Payt Terms	P001		Days/percent	30 0.000 % 0 0.000 % 0
Bline Date	10/19/2007		Fixed	<input type="checkbox"/>
Pmnt Block	<input type="checkbox"/>		Invoice ref.	/ / 0
Pmt Method	<input type="checkbox"/>	Pmt meth.spl.	01	Payee
Clearing	11/02/2007 /	2006979281		
Assignment				
Text	016 #4300022138, cust#C74200, learn & serve, 8/22-			

# Display Vendor Invoice Document via ME23N

The accounting information for that line item will display. Scroll to the right to locate the check number and payment date.



The screenshot shows the SAP ME23N 'Document Overview - Display' screen. At the top, there is a menu bar with options: Document, Edit, Goto, Settings, Extras, Environment, System, Help. Below the menu is a toolbar with various icons. The main content area is divided into two sections. The upper section is a data entry field containing the following information:

Doc.Type : ZP ( Payment Posting ) Normal document  
 Doc. Number 2006979281 Company code COPA Fiscal year 2007  
 Doc. date 11/02/2007 Posting date 11/02/2007 Period 05  
 Calculate Tax   
 Doc.currency USD  
 Payment Run ID 11/02/2007 - BATCH

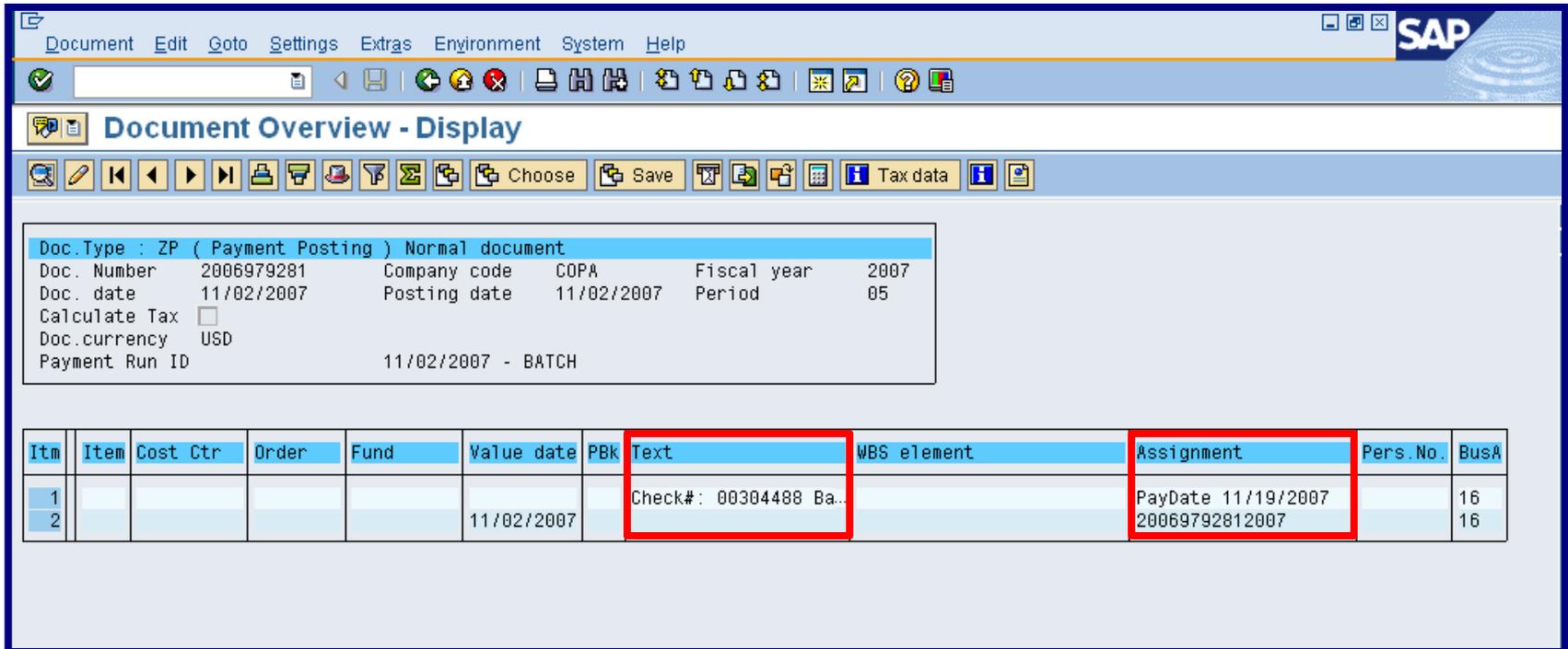
The lower section is a table with the following columns: Itm, Account, Account short text, Amount, Earnd Fnds, Item, Cost Ctr, Order, Fund, Value date, PBk, Text, WBS elemen. The table contains two rows of data:

Itm	Account	Account short text	Amount	Earnd Fnds	Item	Cost Ctr	Order	Fund	Value date	PBk	Text	WBS elemen
1	120630	CENTRAL SUSQUEHANNA	2,811.99						11/02/2007		Check#: 00304488 Ba...	
2	2100000	Invoices Payable	2,811.99-									

At the bottom of the screen, there is a status bar showing 'FB03', 'pc1app1u', and 'INS'.

# Display Vendor Invoice Document via ME23N

Under the Text field you will find the check number. The payment date is located under the Assignment field.

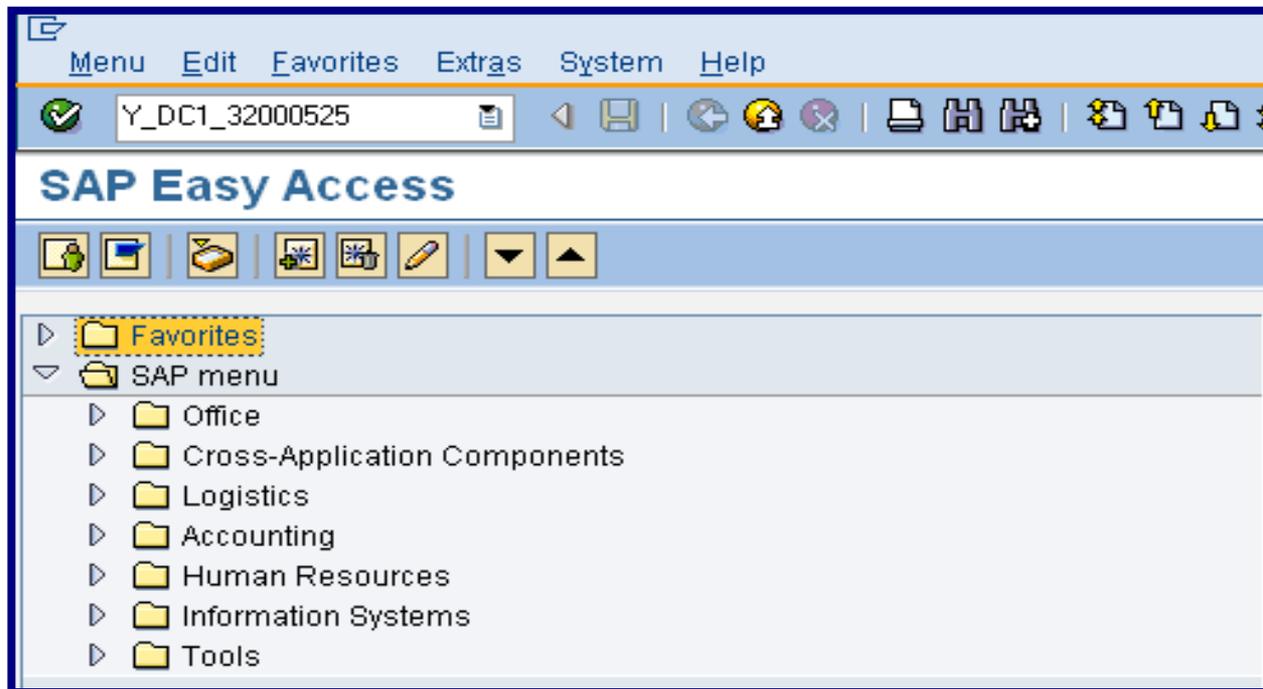


The screenshot shows the SAP ME23N 'Document Overview - Display' screen. The document type is ZP (Payment Posting) Normal document. The document number is 2006979281, company code is COPA, and the fiscal year is 2007. The document date is 11/02/2007, and the posting date is 11/02/2007. The document currency is USD, and the payment run ID is 11/02/2007 - BATCH.

Item	Item	Cost Ctr	Order	Fund	Value date	PBK	Text	WBS element	Assignment	Pers.No.	BusA
1							Check#: 00304488 Ba...		PayDate 11/19/2007		16
2					11/02/2007				20069792812007		16

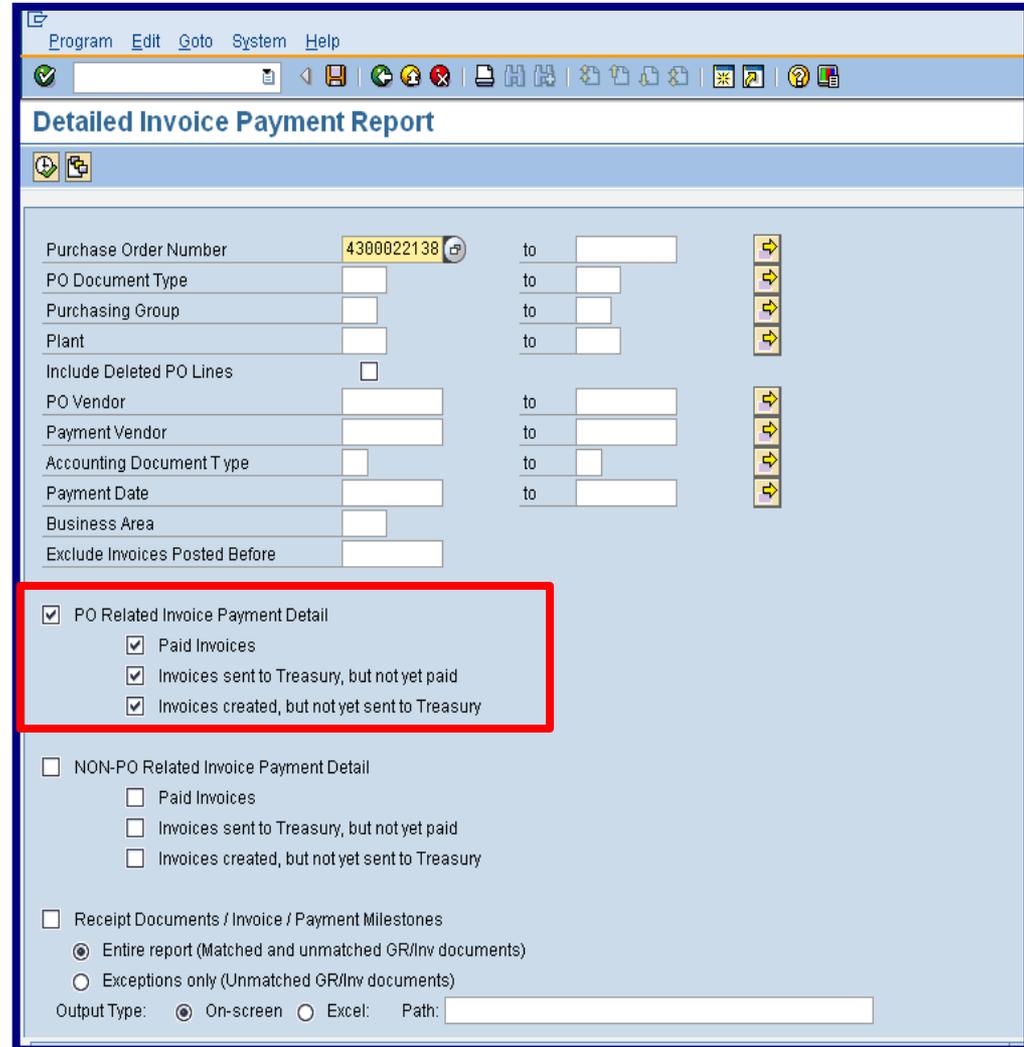
# Display Vendor Invoice Document via Y\_DC1\_32000525

You can also locate supplier payment information by using transaction Y\_DC1\_32000525.



# Display Vendor Invoice Document via 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 4300022138 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 to

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

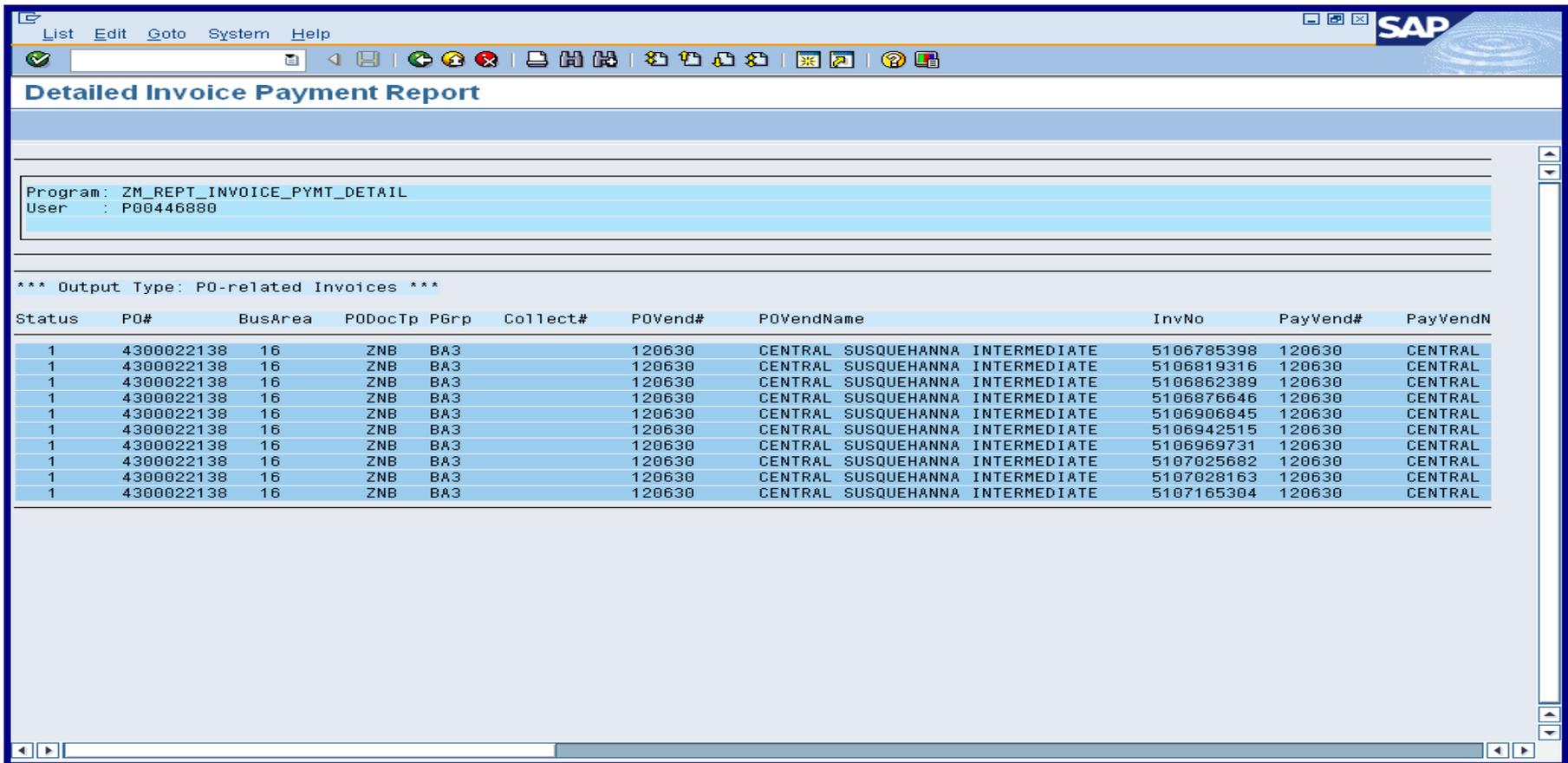
Receipt Documents / Invoice / Payment Milestones

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

Output Type:  On-screen  Excel: Path:

# Display Vendor Invoice Document via Y\_DC1\_32000525

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



The screenshot shows the SAP 'Detailed Invoice Payment Report' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title of the report is 'Detailed Invoice Payment Report'. A light blue box contains the following information:

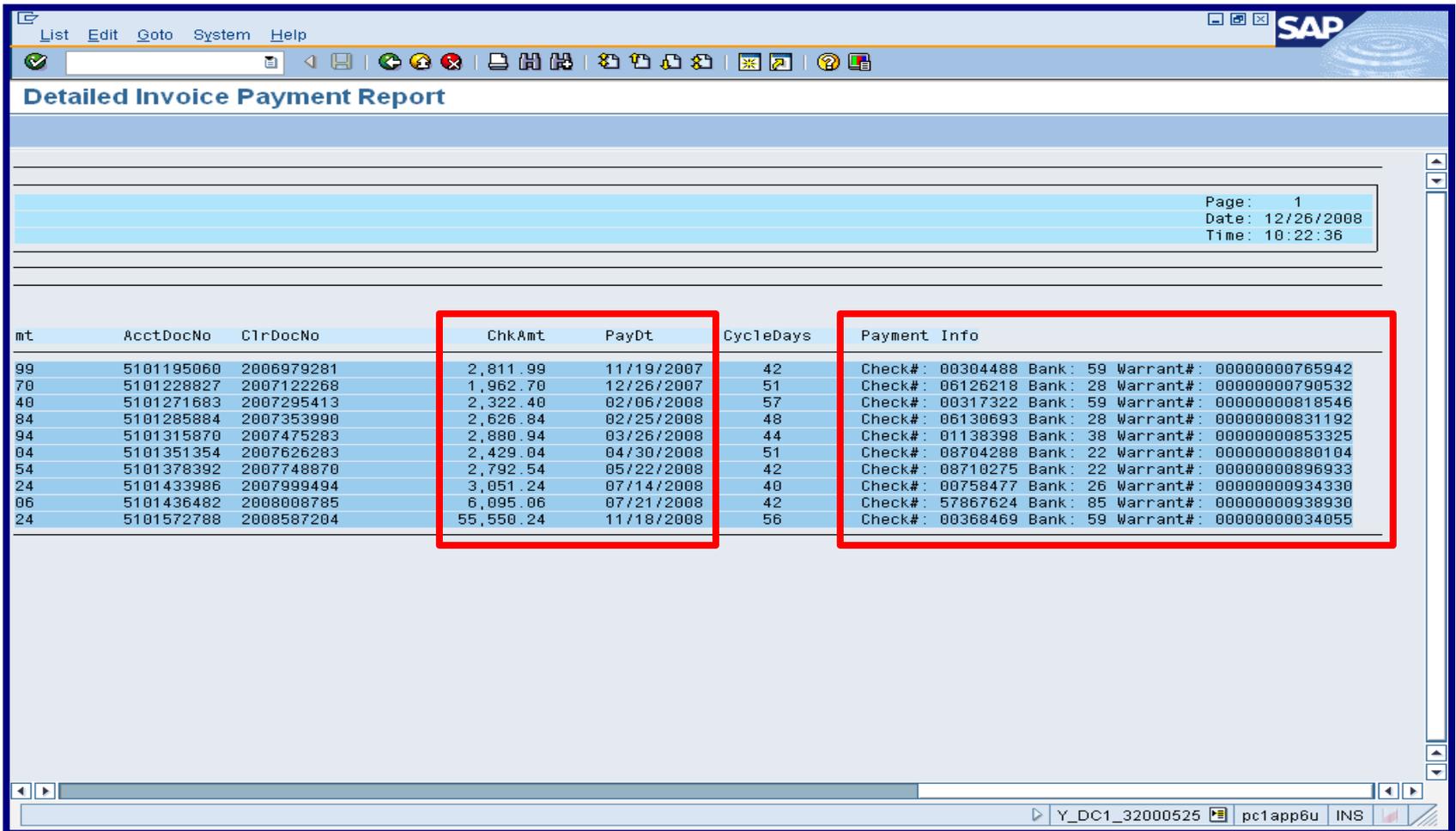
Program: ZM\_REPT\_INVOICE\_PYMT\_DETAIL  
User : P00446880

Below this, the output type is specified as 'PO-related Invoices'. The main data is presented in a table with the following columns: Status, PO#, BusArea, P0DocTp, P6Grp, Collect#, P0Vend#, P0VendName, InvNo, PayVend#, and PayVendN.

Status	PO#	BusArea	P0DocTp	P6Grp	Collect#	P0Vend#	P0VendName	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

# Display Vendor Invoice Document via Y\_DC1\_32000525

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

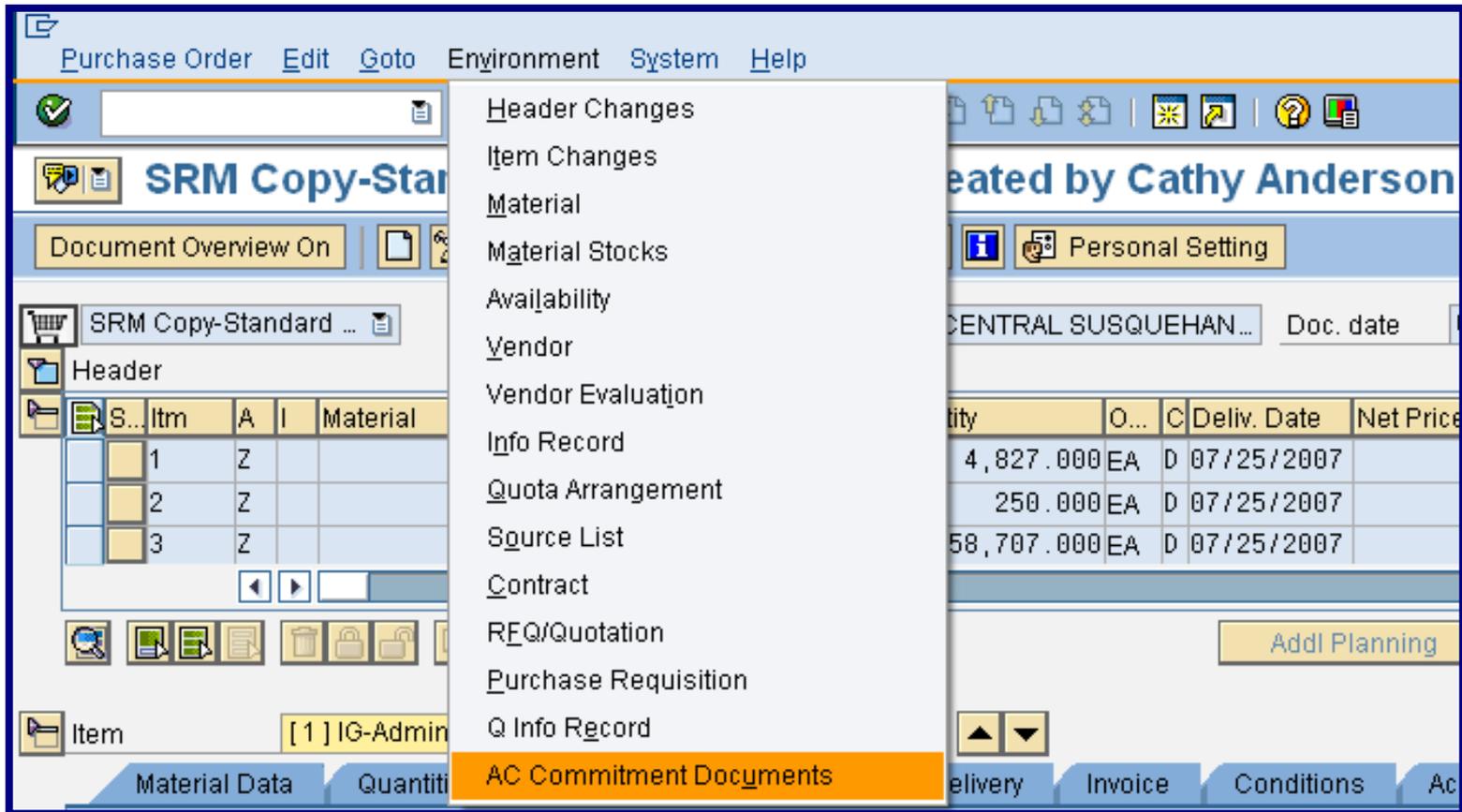


The screenshot shows the SAP 'Detailed Invoice Payment Report' interface. The title bar includes 'List Edit Goto System Help' and the SAP logo. The main content area displays a table with columns for 'mt', 'AcctDocNo', 'ClrDocNo', 'ChkAmt', 'PayDt', 'CycleDays', and 'Payment Info'. The 'Payment Info' column contains check numbers, bank names, and warrant numbers. A status bar at the bottom shows the document ID 'Y\_DC1\_32000525' and the user 'pc1app6u INS'. A page information box in the top right corner indicates 'Page: 1', 'Date: 12/26/2008', and 'Time: 10:22:36'.

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#: 00000000034055

# View Accounting Information in ME23N

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 for 'SRM Copy-Standard' with a table of line items:

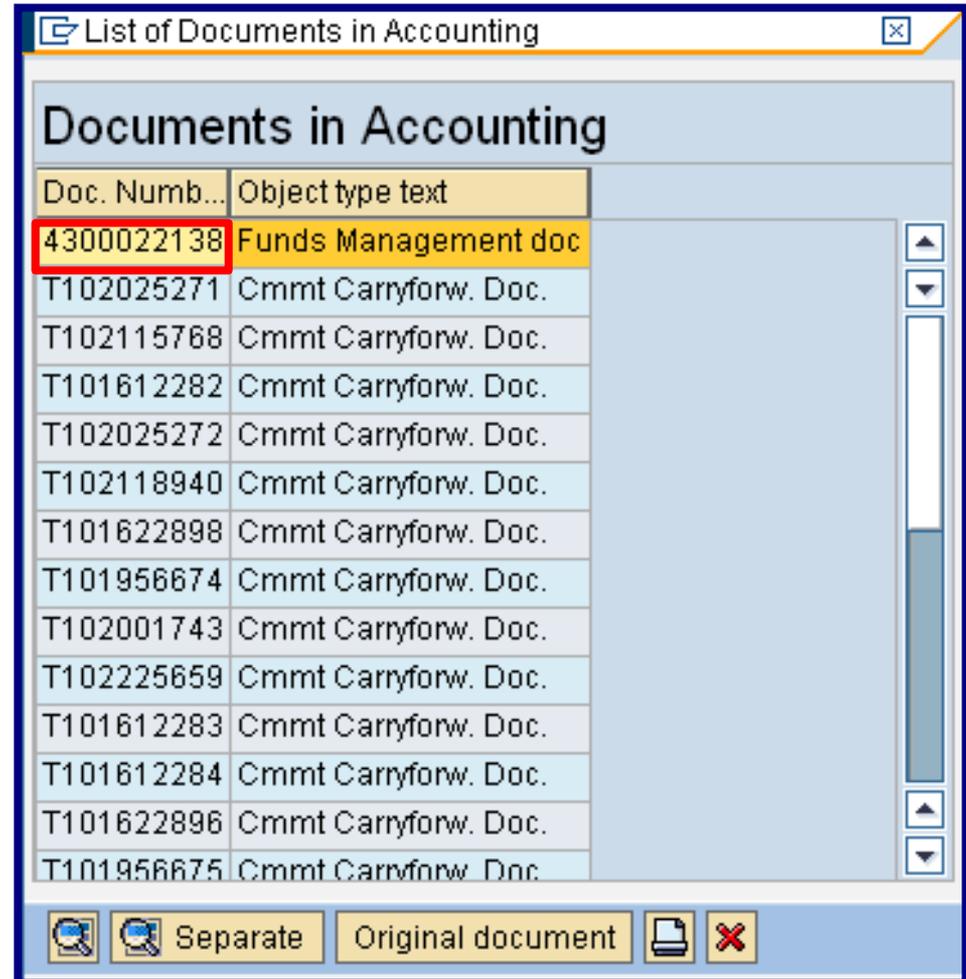
S...	Itm	A	I	Material
	1	Z		
	2	Z		
	3	Z		

Below the table, a table of quantities and prices is visible:

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	

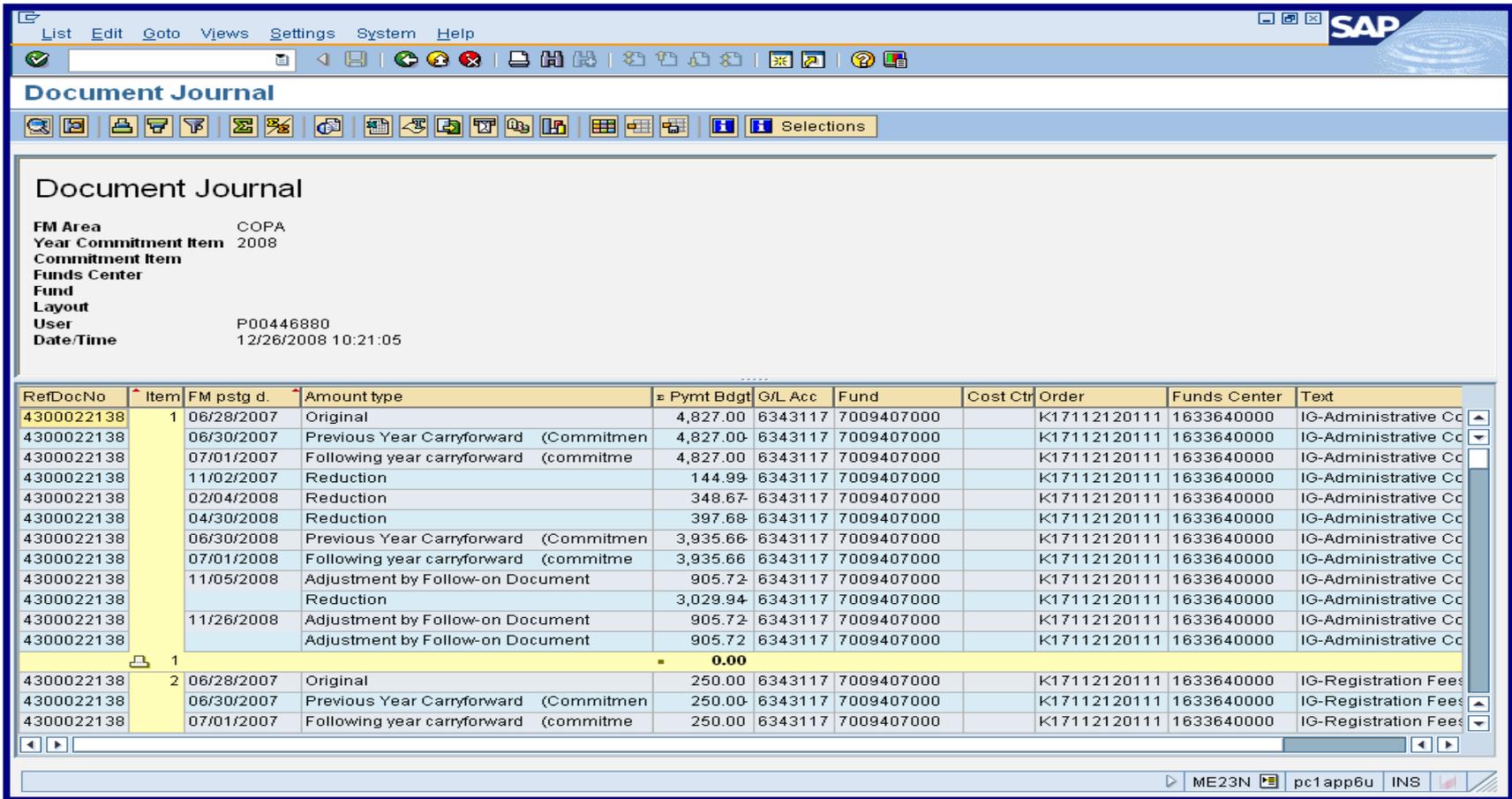
# View Accounting Information in ME23N

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



# View Accounting Information in ME23N

The Document Journal will display showing all activity for the 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 ME23N Document Journal interface. The window title is 'Document Journal' and the SAP logo is in the top right corner. The menu bar includes 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Document Journal' and displays the following information:

**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 data table is as follows:

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	
				<b>0.00</b>							
4300022138	1	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	

The status bar at the bottom shows 'ME23N', 'pc1 app6u', 'INS', and a system clock.



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# Questions and Answers



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# Additional Reference Materials

# Account Assignment Structure

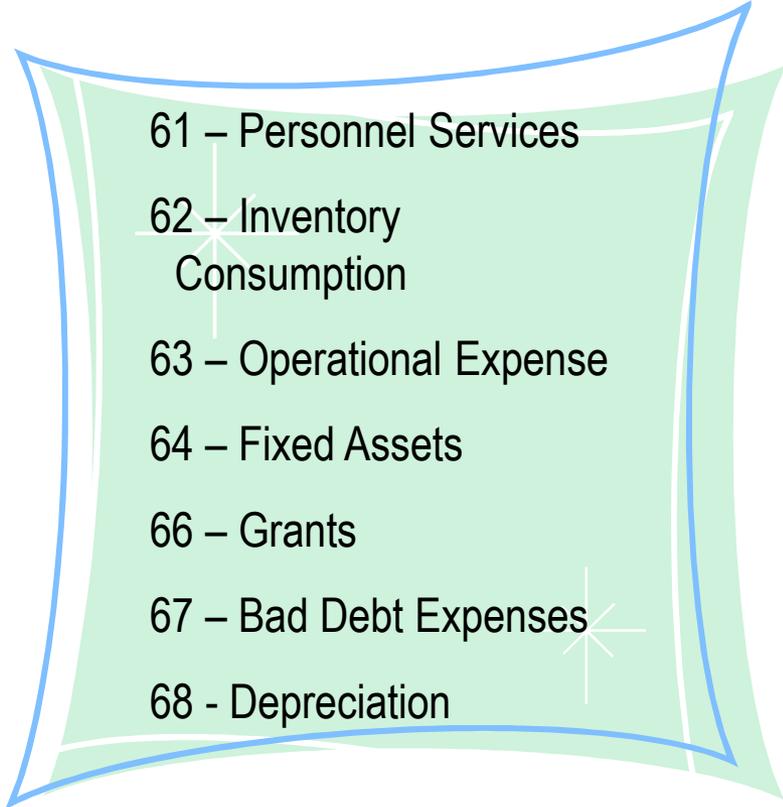
# General Ledger Accounting

## Commonwealth G/L Types

- 1 – Asset Accounts
- 2 – Liability Accounts
- 3 – Reserves, Unreserved, Equity Accounts
- 4 – Revenue Accounts
- 5 – Costs of Goods Sold
- 6 – Expense Accounts
- 7 – GAAP only accounts
- 8 – Reserved for CO

CO secondary postings

Such as 200 transfers

- 
- 61 – Personnel Services
  - 62 – Inventory Consumption
  - 63 – Operational Expense
  - 64 – Fixed Assets
  - 66 – Grants
  - 67 – Bad Debt Expenses
  - 68 – Depreciation

# Cost Centers

## Controlling Cost Centers

Example: 1810100123

18 = Agency (same as Business Area number)

1 = Secretary or Deputy Secretary

0100 = Organization

123 = Agency Defined

# Internal Orders

- Internal Orders will be used for:
  - Maintain cost collection
  - Costs with pre-determined life i.e., dockets, claim cases, missions
  - Federal Grants
- Non-Grant Internal Order numbers will be system generated, with some exceptions for unique business process
- Field Length: 12 characters

# Internal Orders

## Controlling Federal Grant Internal Orders

Example: G21100100001

G = Agency Indicator

21100 = Grant Number

1000 = Program Measure

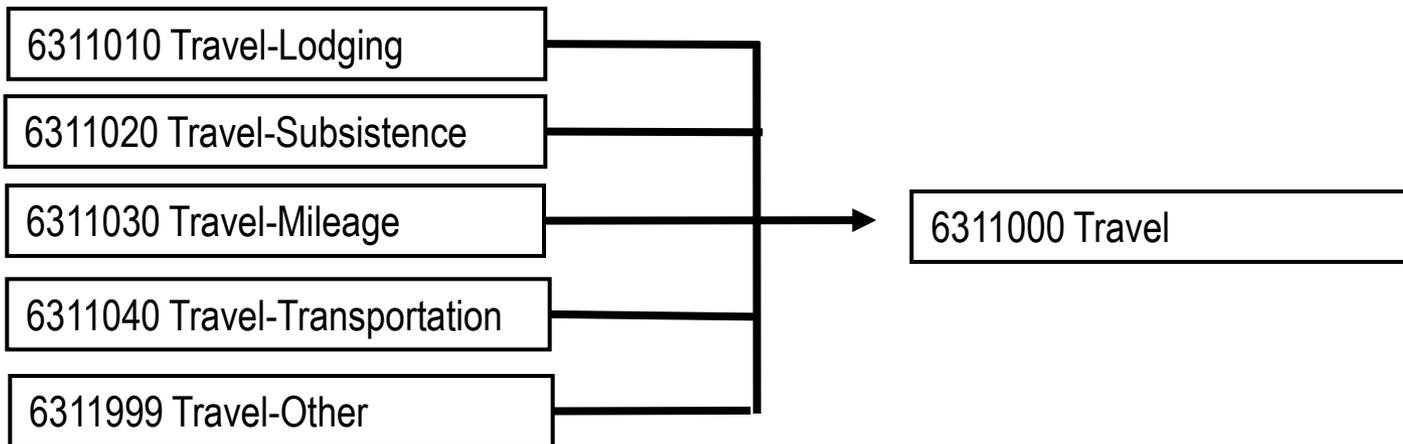
01 = Class

- The Grant Number (characters 2-6) is the 5-digit grant number that was used in ICS.
- The Program Measure (characters 7-10) is the modified version of the 5-digit program measure that was used in ICS.
- The Class (characters 11-12) is the new numbers used to group Internal Orders to make up individual line items for Federal reporting purposes, if necessary.

# General Ledger/Commitment Items Relationship

G/L Accounts

Commitment Item Accounts



# Funds Management (FM)

## SAP Fund

Example: 1012301333

10 = Ledger

123 = Appropriation-all new appropriation numbers

01 = Fiscal year

333 = Agency Defined-Lower level fund, PennDOT Program

# Funds Management (FM)

- Funds Center and Funds Center Hierarchy
  - Fund Centers represent the organizational areas of responsibility for budgetary monitoring and reporting. Funds Centers are in a standard hierarchy which is used in drill-down reporting. For reporting purposes Funds Centers can be organized in alternative hierarchies.
  - CO objects, cost centers, internal orders, WBS elements can be assigned or linked to funds centers.
  - Field Length: 10 characters

# Funds Management (FM)

Example: 1811020000

18 = Agency (same as Business Areas Number)

1 = Optional Secretary or Deputy Secretary

1020 = Organization

000 = Always 0

# Functional Area

Functional Area is a responsible program dimension of a governmental organization. Functional area is not hierarchical. Functional Area is available in FM, CO/PS, and FI.

- Field Length: 4

Example: 1340

1 = Program-Budget and CAFR (7)

3 = Category

4 = Subcategory

0 = Not Defined

# SAP Basic Help Cards

## SAP® Basics Help Card

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

## SAP® Basics Help Card

### 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 Basic Help Cards

## 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 	OUT 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 Basic Help Cards

## 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 Basic Help Cards

**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 	

  
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# Additional Reference Materials

- To view the Management Directives, Executive Orders, Administrative Circulars, and Manuals go to the Office of Administration website at [www.oa.state.pa.us](http://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.state.pa.us/procurement](http://www.dgs.state.pa.us/procurement)



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# **SAP R/3 Purchasing**

**Thank you!**