



South Carolina Enterprise Information System

LESSON 3: PURCHASING DOCUMENTS AND THE PROCUREMENT PROCESSES

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Lesson 3 Learning Objectives

- ➊ Upon completion of this lesson, you should be able to:
 - Generate a list of open purchase orders (POs).
 - Close purchase orders and corresponding requisitions (if applicable) in the current fiscal year.
 - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 16th.
 - Create Shopping Carts for FY11

Key Transactions

- 🌀 ME2N – List Display by Purchase Order Number
- 🌀 ME22N – Change Purchase Order
- 🌀 BW – Open Encumbrance Report



Purchasing at Year-end

- ④ Near the end of the year, funding begins to tighten, especially using encumbrances.
- ④ It is important to manage your purchase orders (PO's) to free up budget necessary to complete payments.
- ④ Because purchase orders encumber budget, it is important to delete or reduce those documents which will not be paid in the current year, so you will have sufficient budget and cash in State funds.

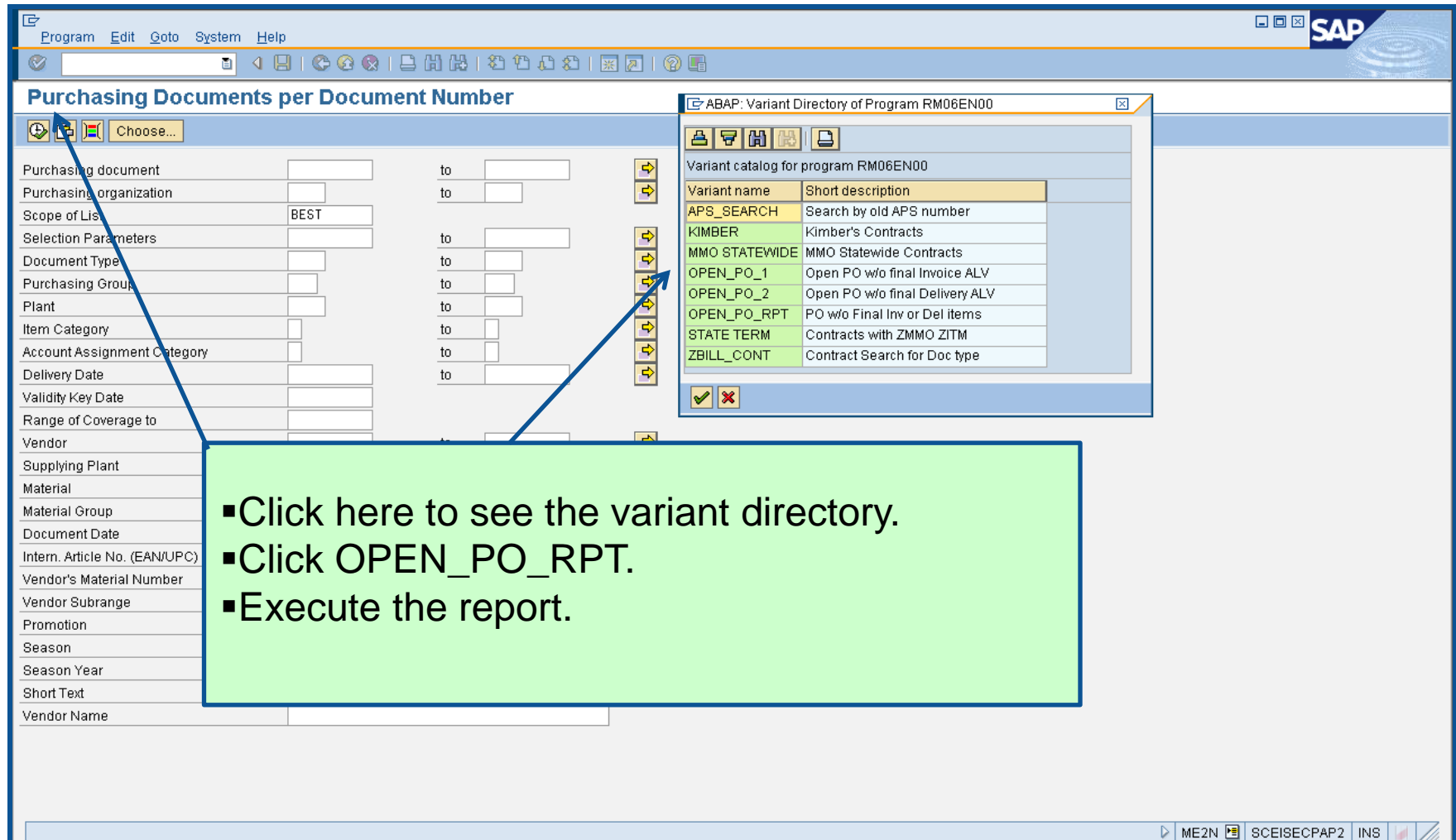
Purchasing at Year-end, cont.

- ④ A list of open Purchase Orders can be useful in identifying
 - PO's that are no longer appropriate or necessary, and
 - PO's that may need to be reduced in quantity or price.
- ④ Use transaction code **ME2N** for a list of POs.
- ④ Review these lists regularly during the months of June and July to aid in releasing budget for spending at year-end.
- ④ Use transaction code **ME22N** to delete PO's and also "final invoice" Blanket Purchase Orders.

ME2N – Open Purchase Orders

- ④ You can also use transaction code ME2N to view a variant report with open purchase orders; this report **will pick all line items where “still to be delivered qty” or “still to be invoiced qty” is not equal to 0.**
- ④ ME2N does not show any Purchase Order that has the Final Invoice selected or delivery completed indicator set.

ME2N with Variant



The screenshot displays the SAP ME2N interface. The main window is titled "Purchasing Documents per Document Number" and contains various input fields for document selection. A pop-up window titled "ABAP: Variant Directory of Program RM06EN00" is open, showing a list of variants. A green callout box with a blue border contains instructions for navigating the interface.

Variant name	Short description
APS_SEARCH	Search by old APS number
KIMBER	Kimber's Contracts
MMO STATEWIDE	MMO Statewide Contracts
OPEN_PO_1	Open PO w/o final Invoice ALV
OPEN_PO_2	Open PO w/o final Delivery ALV
OPEN_PO_RPT	PO w/o Final Inv or Del items
STATE TERM	Contracts with ZMMO ZITM
ZBILL_CONT	Contract Search for Doc type

- Click here to see the variant directory.
- Click OPEN_PO_RPT.
- Execute the report.

ME2N with Variant cont.

SAP

List Edit Goto Views Environment Settings System Help

Purchasing Documents by Document Number

Print Preview

Item	Type	POH	Doc. Date	Vendor/supplying plant	Short Text	A	Quantity	OU	Net price	To be del.	To be del.	To be inv.	To be inv.	Number
Purchasing Document 4600001249														
10	ZSTD		07/07/2008	7000083062 DELL COMPUTER CORP	Latitude D630 Laptop Computer	A	1	AU	1,795.06	0	0.00	0	0.00	1
Purchasing Document 4600001436														
10	ZSTD		07/23/2008	7000025381 WO BLACKSTONE & CO INC	Air Conditioning Evaporator Coil	K	1	EA	3,897.00	0	0.00	0	0.00	1
Purchasing Document 4600001519														
10	ZSTD		07/30/2008	7000002388 ACADEMIC SUPERSTORE	Software & License	K	1	EA	580.00	0	0.00	0	0.00	1
Purchasing Document 4600001520														
10	ZBLT		07/30/2008	7000064729 BETTE HOLZBERG	Psychological Consultation Services	K	1	AU	5,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001539														
10	ZSTD		07/31/2008	7000115207 CRAWDADDYS CUSTOMS & CAR CARE	Truck Repair	K	1	AU	511.65	0	0.00	0	0.00	1
Purchasing Document 4600001540														
10	ZBLT		07/31/2008	7000027171 THE KEY SHOP INC	Key Service	K	1	AU	2,500.00	0	0.00	0	0.00	1
Purchasing Document 4600001552														
10	ZBLT		07/31/2008	7000092793 SCE&G	Utilities (Electricity)	K	1	AU	125,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001553														
10	ZBLT		07/31/2008	7000092793 SCE&G						0.00	0	0.00	0.00	1
Purchasing Document 4600001555														
10	ZBLT		07/31/2008	7000057650 LEXIN						0.00	0	0.00	0.00	1
Purchasing Document 4600001557														
10	ZBLT		07/31/2008	7000106857 AIRGA						0.00	0	0.00	0.00	1
Purchasing Document 4600001559														
10	ZBLT		07/31/2008	7000025471 MODE						0.00	0	0.00	0.00	1
Purchasing Document 4600001564														
10	ZBLT		07/31/2008	7000022735 XEROX CORPORATION	Cost Per Copy Contract	K	1	AU	12,000.00	0	0.00	0	0.00	1
Purchasing Document 4600001567														
10	ZBLT		07/31/2008	7000111744 MOTOROLA PALMETTO 800	Police Radio Access/Service	K	1	AU	350.00	0	0.00	0	0.00	1
Purchasing Document 4600001570														
10	ZBLT		08/04/2008	7000051528 BRYANS RESTAURANT SERVICE INC	Service Calls for Cafeteria Equipment	K	1	AU	2,500.00	0	0.00	0	0.00	1
Purchasing Document 4600001581														
10	ZBLT		08/05/2008	7000023853 ALLTEL COMMUNICATIONS PRODUCTS INC	Mobile Phone Service	K	1	AU	4,000.00	0	0.00	0	0.00	1

ME2N SCEISECPAP2 INS

Double click the Line Item to "drill into" the Purchase Order

ME2N with Variant cont.

Purchase Order Edit Goto Environment System Help SAP

Blanket PO 4600001997 Created by Charles Abbott

Document Overview On Document Overview Off Hold Cancel Print Preview Messages Personal Setting

ZBLT Blanket PO 4600001997 Vendor 7000085009 SHEPPARDS GLAS... Doc. date 10/15/2008

Header

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			Glass Repair		1	AU	D 10/15/2008	2,000.00	USD	1	AU	Window Gla...	Wil Lou Gray Opp...	Wil Lou Gray O...

Add Planning

Item 1 [10] Glass Repair

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

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU...	Amount in LC	L. cur	Qty in OPUn	DelCostQty (OPUn)	Or...
RE-L		5700002240	1	01/06/2009	1	0	AU	258.73	USD	1	0	AU
RE-L		5700001906	1	12/15/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		5700001514	1	11/25/2008	1	0	AU	172.06	USD	1	0	AU
RE-L		5700001210	1	11/06/2008	1	0	AU	240.57	USD	1	0	AU
RE-L		5700001035	1	10/21/2008	1	0	AU	199.92	USD	1	0	AU
Tr./Ev. Invoice receipt					5		AU	1,043.34	USD	5		AU

Purchase Order History Detail

ME23N SCEISECPAP2 INS

ME2N – Open Purchase Orders cont.

- You will be able to see if a PO is completed by comparing two fields:
 - Still to be delivered
 - Still to be Invoiced
- Zero in both field means it has been completed.
- Zero in “Still to be Delivered” means it has been received and there are no items to be delivered.
- Zero in “Still to be Invoiced” means all items have been invoiced.

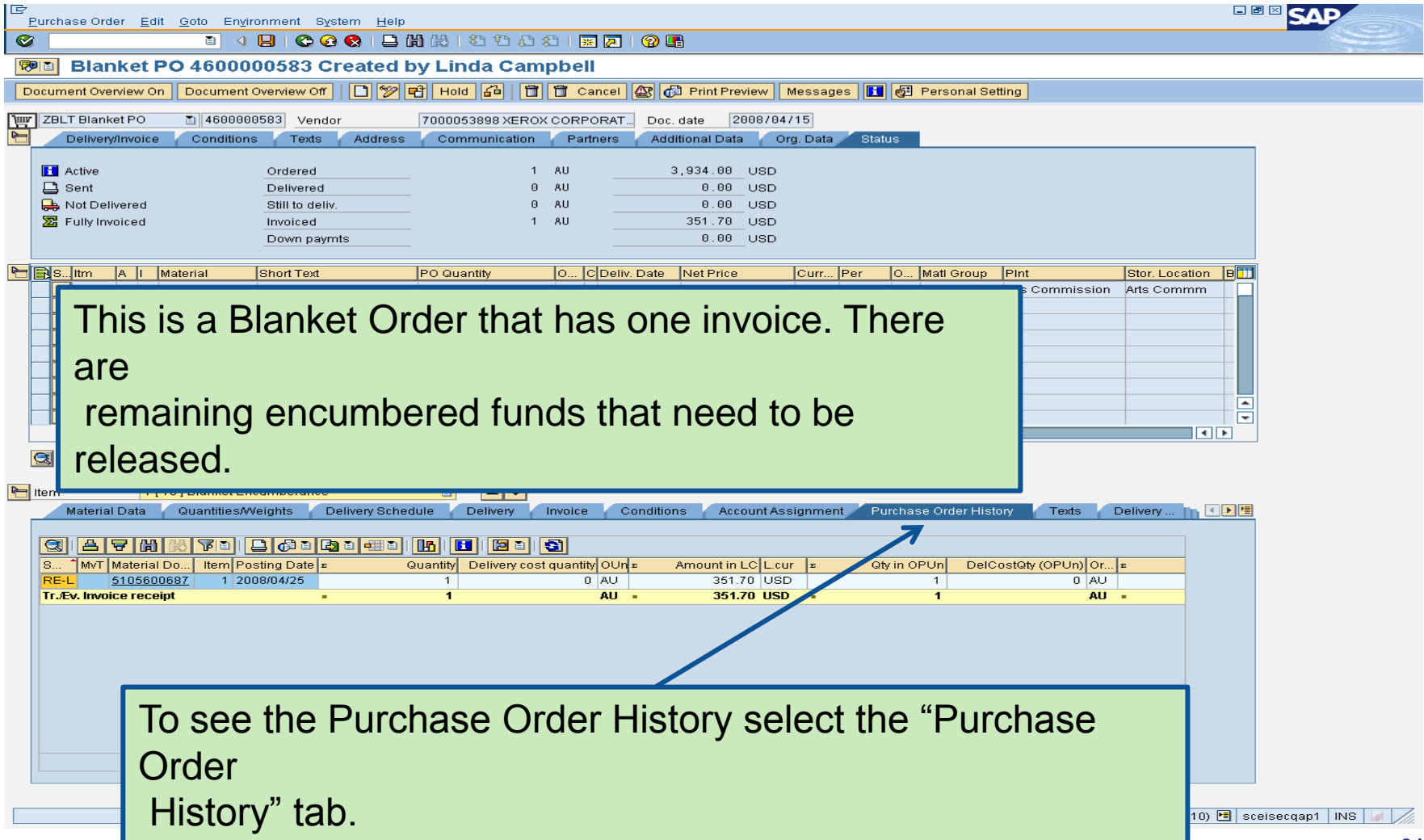
Closing Open POs

- ④ Once you have reviewed your listings of open POs, you may find items that need to be deleted for various reasons:
 - PO that will not be delivered or needs to be cancelled
 - PO that has items that cannot be delivered
 - PO that has items that need to be reduced
- ④ Remember, POs encumber budget. It is important to have only those POs open that should be open at this point to free up budget for payments.
- ④ Do not close an open PO that has a goods receipt. An invoice should be pending, which will require the PO.

Select Final Invoice

- If you have already received or invoiced a Purchase Order but there is still encumbered funds you can release the funds by selecting “Final Invoice.”
- Use transaction **ME22N** to select “Final Invoice” and close a PO.

Closing a PO - ME22N



Blanket PO 460000583 Created by Linda Campbell

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Messages | Personal Setting

ZBLT Blanket PO | 460000583 | Vendor: 7000053898 XEROX CORPORAT... | Doc. date: 2008/04/15

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status

Active	Ordered	1	AU	3,934.00	USD
Sent	Delivered	0	AU	0.00	USD
Not Delivered	Still to deliv.	0	AU	0.00	USD
Fully Invoiced	Invoiced	1	AU	351.70	USD
	Down paymtns			0.00	USD

S... | Itm | A | I | Material | Short Text | PO Quantity | O... | C | Deliv. Date | Net Price | Curr... | Per | O... | Matl Group | Plnt | Stor. Location

This is a Blanket Order that has one invoice. There are remaining encumbered funds that need to be released.

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

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Or...
RE-L		5105600687	1	2008/04/25	1	0	AU	351.70	USD	1	0	AU
Tr..Ev.					1		AU	351.70	USD	1		AU

To see the Purchase Order History select the "Purchase Order History" tab.

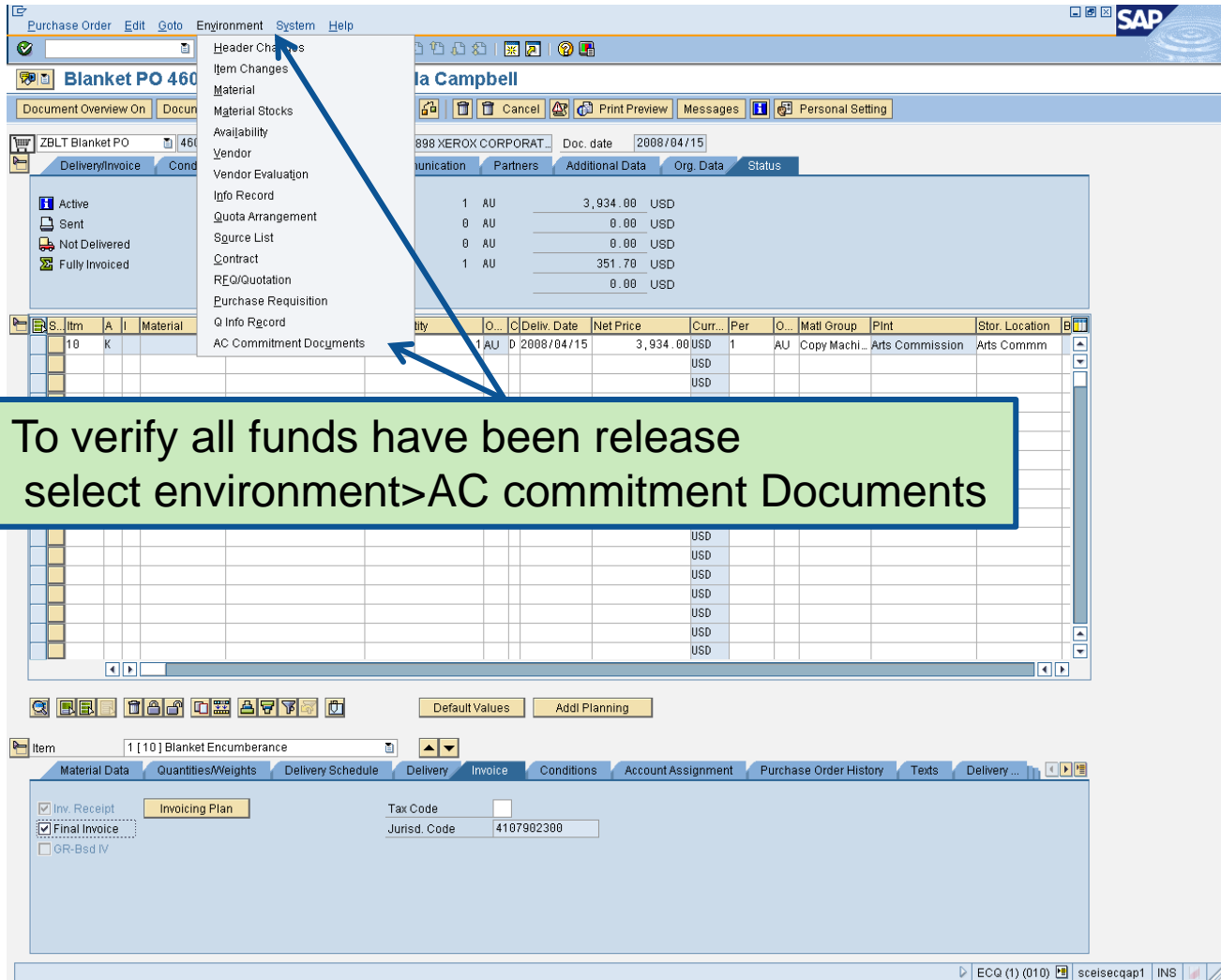
10 | scseisecqap1 | INS

Closing a PO - ME22N cont.

The screenshot displays the SAP ME22N interface for a Blanket PO 460000583. The document is created by Linda Campbell and is currently in the 'Invoice' tab. A callout box with a blue border and green background contains the text: "To release any remaining funds you need to select the 'Invoice' tab, then select the 'Final Invoice' check box." The callout box has two blue arrows pointing to the 'Invoice' tab and the 'Final Invoice' checkbox. The 'Final Invoice' checkbox is currently checked. The 'Invoice' tab also shows the 'Tax Code' and 'Jurisd. Code' fields.

S.	Item	A	I	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curr.	Per	O.	Matl Group	Pint	Stor. Location
	10	K			Blanket Encumbrance	1	AU	D	2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm
											USD					
											USD					
											USD					
											USD					
											USD					
											USD					
											USD					

Closing a PO - ME22N cont.



The screenshot shows the SAP ME22N interface for a purchase order. The menu is open, highlighting 'AC Commitment Documents'. A callout box with a green background and black border contains the text: 'To verify all funds have been release select environment>AC commitment Documents'. The main window displays the purchase order details for 'Blanket PO 460' and a table of items.

Qty	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Mat Group	Pint	Stor. Location
1	AU	D	2008/04/15	3,934.00	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm
					USD					
					USD					
					USD					
					USD					
					USD					
					USD					

Item: 1 [10] Blanket Encumbrance

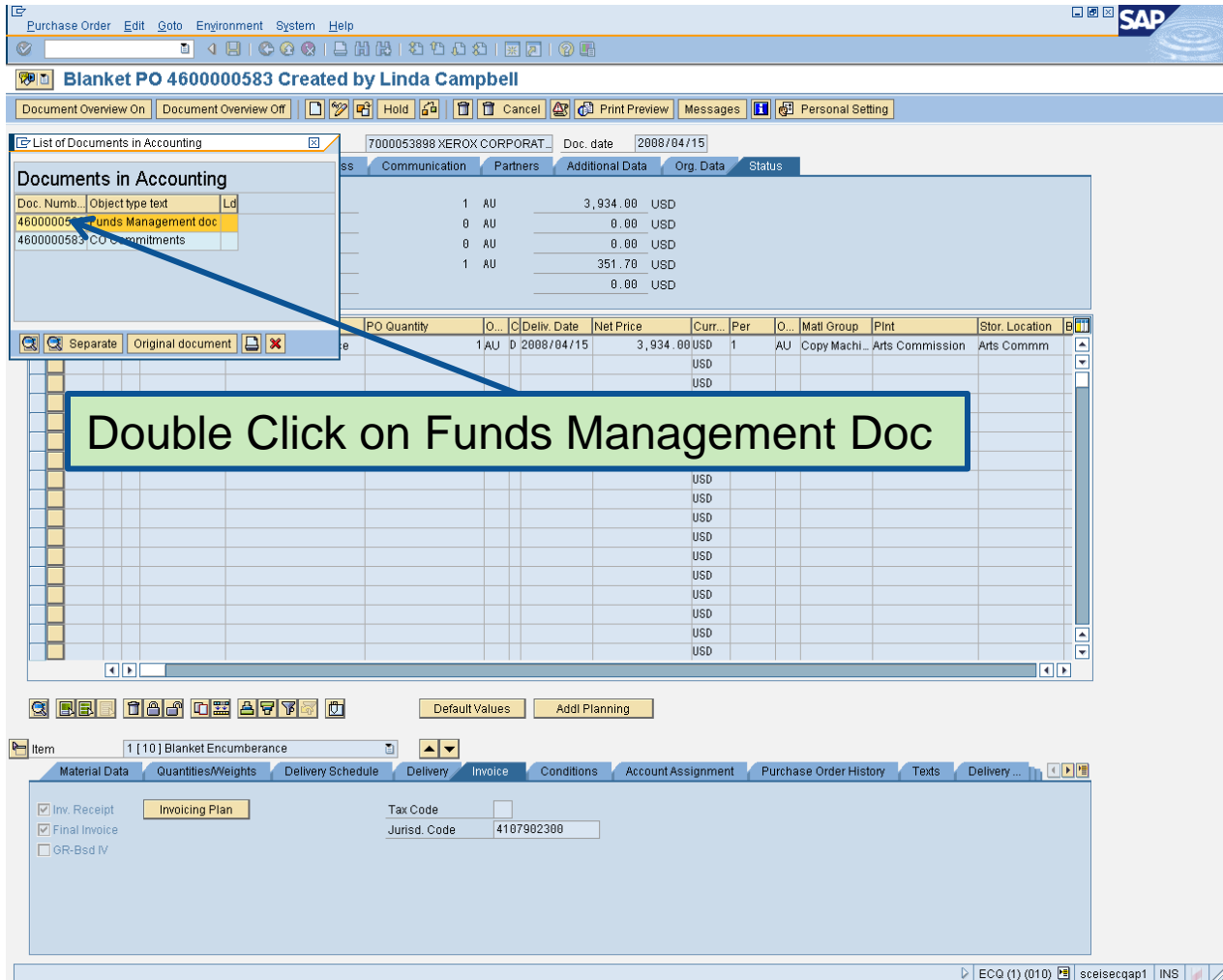
Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Inv. Receipt
 Final Invoice
 GR-Bsd IV

Invoicing Plan

Tax Code:
Jurisd. Code: 4107902300

Closing a PO - ME22N, cont.



Blanket PO 4600000583 Created by Linda Campbell

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Messages | Personal Setting

List of Documents in Accounting

Doc. Numb.	Object type text	Ld
4600000583	Funds Management doc	
4600000583	CO Commitments	

7000053898 XEROX CORPORAT... Doc. date 2008/04/15

ss	Communication	Partners	Additional Data	Org. Data	Status
1	AU		3,934.00 USD		
0	AU		0.00 USD		
0	AU		0.00 USD		
1	AU		351.70 USD		
			0.00 USD		

PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plant	Stor. Location
1	AU	D 2008/04/15	3,934.00 USD	USD	1	AU	Copy Machi...	Arts Commission	Arts Comm

Double Click on Funds Management Doc

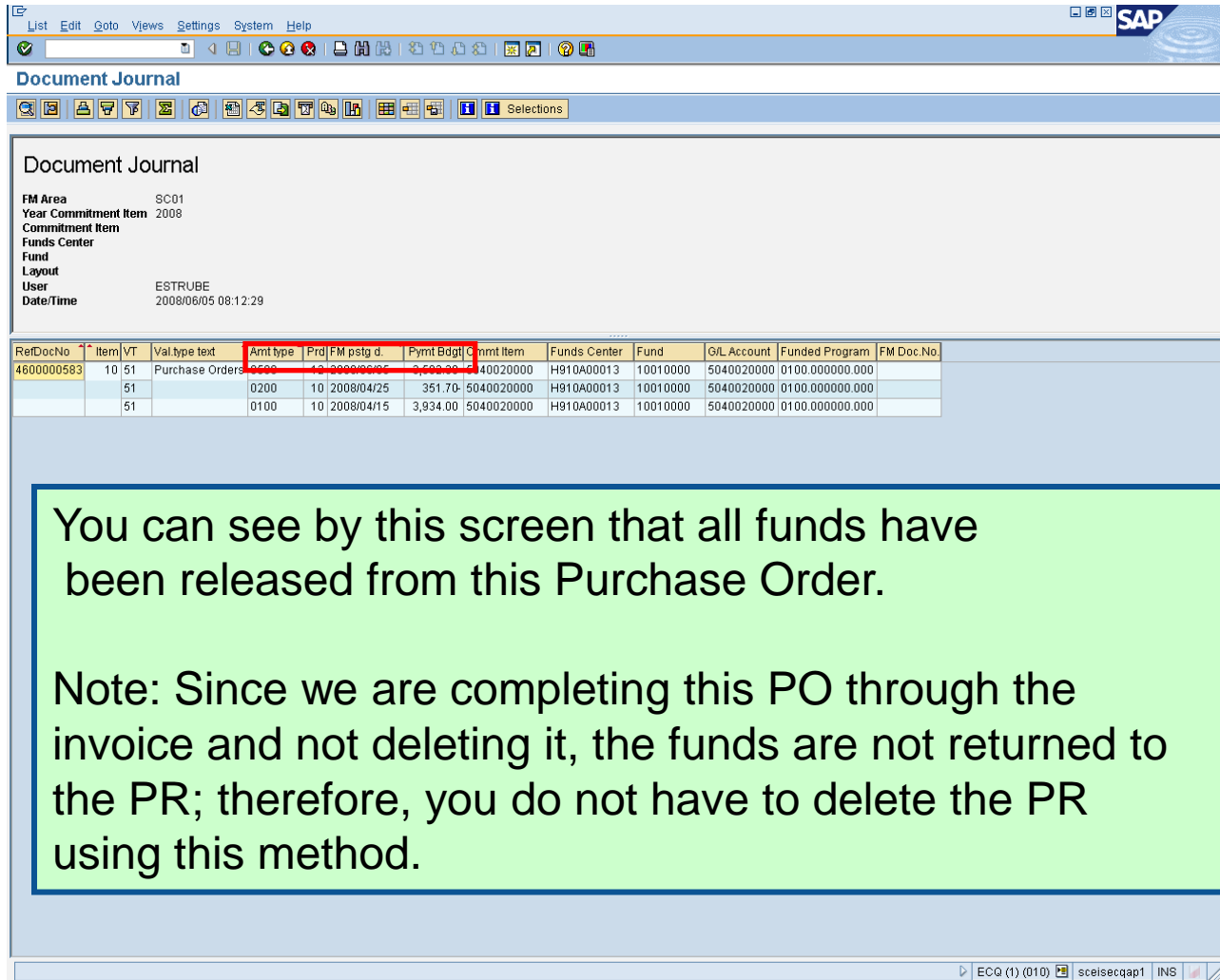
Item: 1 [10] Blanket Encumbrance

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

Inv. Receipt | Invoicing Plan | Tax Code |
 Final Invoice | Jurisd. Code 4187982308
 GR-Bsd IV

ECQ (1) (010) | scseisecqp1 | INS

Closing a PO - ME22N cont.



Document Journal

FM Area SC:01
Year Commitment Item 2008
Commitment Item
Funds Center
Fund
Layout
User ESTRUBE
Date/Time 2008/06/05 08:12:29

RefDocNo	Item	Val.type text	Amt type	Prd	FM pstg d.	Pymt Bdglt	C	nmt Item	Funds Center	Fund	G/L Account	Funded Program	FM Doc.No
4600000583	10 51	Purchase Order	0000	10	2008/04/25	351.70		5040020000	H910A00013	10010000	5040020000	0100.000000.000	
	51		0200	10	2008/04/15	3,934.00		5040020000	H910A00013	10010000	5040020000	0100.000000.000	

You can see by this screen that all funds have been released from this Purchase Order.

Note: Since we are completing this PO through the invoice and not deleting it, the funds are not returned to the PR; therefore, you do not have to delete the PR using this method.

Open Encumbrance Report

- The Business Warehouse Open Encumbrance Report shows ALL open Encumbrances including:
 - Open Purchase Orders
 - Open Requisitions
 - Parked FI documents
 - Funds Block is being added

*Business Warehouse (BW) training is posted on the SCEIS Website in uPeform.

Completing Goods Receipts and Invoices

- Besides freeing up budget for unnecessary POs, it is important to post all goods receipts and invoices prior to year-end.
- Goods receipts posting allow invoices to be paid. If goods receipts are not posted, payments cannot be processed.
- Invoices for goods and services received by June 30 should be paid in the current year; otherwise, new year funds will be used for prior year expenditures and prior year funds will lapse which may cause budget shortfall in the new year.

Creating Shopping Carts for FY 11

- End users can begin creating shopping carts NOW for FY 11.
- If Account Assignment is known, Shopping Carts can be created and placed on hold for future release by checking “Future Fiscal Year Shopping Cart”

Step 3: Complete and Order

To make it easier to find the shopping cart later, enter a name for the shopping cart. In the approval preview, you can see who is responsible for approval of the shopping cart. You

Name of Shopping Cart

Future Fiscal Year Shopping Ca

Notes for Approval

[Approval Preview](#) | [Budget](#)

Lesson 3 Summary

- 🔄 You should now be able to:
 - Generate a list of open purchase orders (POs).
 - Close purchase orders in the current fiscal year.
 - Understand the importance of completing all goods receipts by June 30th and invoice receipts by July 16th.
 - Create Shopping Carts for FY 11.