

Job Aid

FI-SUP 2: MR11: Maintain GR/IR Clearing Account

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Overview

MR11 is a T-code that is used to automatically create a logistics document to correct postings to the GR/IR GL account 35401010 originating from incorrect logistics invoices created with MIR7. While various types of errors can be made on MIR7, the specific error giving rise to a difference in GR-IR is that MIR7 quantities (Qty) are incorrect.

Transaction MR11 makes an accounting correction (the clearing of the GR/IR account) based on a difference in quantity existing between a GR and an invoice. The physical quantity of that difference (i.e. quantity in stock) is never adjusted as a result of MR11. The quantity difference is used only to determine the direction and dollar amount of correction needed on the accounting side as a result of that difference.

MR11 is used to correct for a difference in GR and invoice quantity **when the GR Qty is correct and the invoice Qty is incorrect.**

Wherever possible, the best approach to errors in quantity is to correct the underlying problem using reversals and re-postings rather than execution of MR11. Reversing and reposting ensures that the quantities on hand (i.e. quantity in stock) are correct which is critical for materials that are inventory managed.

MR11 cannot be executed if the quantity of the GR and the invoice are the same even if the dollar value of the GR and invoice are different.

MR11 creates both a logistics and an FI document to correct the dollar value associated with the difference in quantity between the GR document and the invoice document and correct the difference in the GR/IR account.

MR11 documents create the following accounting entry depending on the account category of the Purchase Order (PO) line:

Dr/Cr	35401010	GR-IR
Cr/Dr	77XXXXXX	Consumable
Cr/Dr	74XXXXXX	Services
Cr/Dr	27XXXXXX	Fixed Asset
Cr/DR	17XXXXXX	Inventory

As explained above, MR11 does not correct all types of errors in MIR7 invoices. MR11 can only correct errors when the GR/IR is out of balance for an individual PO line and the GR quantity is correct.

Here are two examples where MR11 will correct the situation:

A. MIR7 Qty < GR					<i>FI postings</i>				
	Qty	Unit Price	Amount		Expense		GR/IR		Vendor
PO	100	10.00	1,000						
GR	100		1,000	--> Dr	1,000	Cr	(1,000)		
MIR7	92	10.87 ^A	1,000	--> Dr	80	Dr	920	Cr	(1,000)
GL balance before MR11 correction					1,080		(80)		(1,000)
MR11 Correction					(80)	Dr	80		
Final GL balance after correction					1,000		-		(1,000)

B. MIR7 Qty > GR					<i>FI postings</i>				
	Qty	Unit Price	Amount		Expense		GR/IR		Vendor
PO	100	10.00	1,000						
GR	100		1,000	Dr	1,000	Cr	(1,000)		
MIR7	150	6.67	1,000	Cr	(333)	Dr	1,333	Cr	(1,000)
GL balance before MR11 correction					667		333		(1,000)
MR11 Correction					333	Cr	(333)		
Final GL balance after correction					1,000		-		(1,000)

However, when the GR-IR account is balanced, MR11 cannot be used to correct other types of errors in the MIR7 invoice.

Here are two examples where MR11 will **not** correct the situation:

C. MIR7 Qty = GR with price reduction					<i>FI postings</i>				
	Qty	Unit Price	Amount		Expense		GR/IR		Vendor
PO	100	10.00	1,000						
GR	100		1,000	Dr	1,000	Cr	(1,000)		
MIR7	100	8.00	800	Dr	(200)	Dr	1,000	Cr	(800)
Final GL Balance					800		-		(800)
MR11 CANNOT BE USED because no difference in Qty									
Final GL Balance					800		-		(800)

D. MIR7 Qty = GR with price increase					<i>FI postings</i>				
	Qty	Unit Price	Amount		Expense		GR/IR		Vendor
PO	100	10.00	1,000						
GR	100		1,000	Dr	1,000	Cr	(1,000)		
MIR7	100	11.00 ^A	1,100	Dr	(200)	Dr	1,000	Cr	(1,100)
Final GL Balance					800		-		(1,100)
MR11 CANNOT BE USED because no difference in Qty									
Final GL Balance					800		-		(1,100)

Note! Due to risks associated with incorrect use of MR11 this T-code is ONLY provisioned to Enterprise Role FA.22 FI Production Support User which is centralized in UNHQ New York.

Risks include:

- offsetting all Goods Receipt amounts to expenses when there is no invoice
- record adjustments to expenses when invoice Qty is correct but is not equal to GR Qty. This is the case when we received a partial invoice.

Furthermore, the T-code has not been restricted to the business area of the user.

Glossary of Terminology

Name	Description
ERS	<i>Evaluated Receipt Settlement. If this is enabled an invoice will be created when the GR/SES is entered and a special batch programme is run. This might be done for example for Consultants and Individual Contractor POs. It wont often be seen on POs for materials, but has been set up for some suppliers.</i>
MR11	<i>T-code used for maintaining the GR-IR Account. Corrections are created based on the assumption that the quantity per the GR are correct and quantities per invoices are not correct.</i>
MR11SHOW	<i>T-code used to display or reverse a logistic document created with MR11.</i>
MIR7	<i>T-code used to create a logistics invoice against a purchase order (PO).</i>
MIR4	<i>T-code used to display a logistics invoice and review Qty.</i>
ME23N	<i>T-code to display a PO to review the PO History i.e. all the financial documents posted against the PO.</i>
FAGLL03	<i>T-code to run the GL Line Item report to review whether the GR-IR is in balance for a specific PO line.</i>

How to Review PO and Invoice

Prior to using MR11 to record a correction, it is necessary to perform review the PO History to confirm whether MIR7 should be used at all.

If the GR was incorrect then the GR needs to be adjusted, using the appropriate movement type.

The following two scenarios illustrate cases where it is appropriate or not appropriate to use MR11.

Scenario 1 – MIR7 Qty < > GR Qty and Same Amount

When we see that the amount is the same on the invoice and GR documents but the quantity is different, we should expect the GR-IR to be out of balance.

ME23N

Material Goods 2200032030 Created by Testuser FL1SABUY

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Material Goods 2200032030 Vendor 1110000130 ABOU GHANEM CO... Doc. date 01.12.2016

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	1	A		2100000000	X-Ray Mach,Mob		100	EA	D 17.01.2017	10.00	AUD	1	EA	42200000	US00
	2	A		2100000001	Ultrasound Mach		3	EA	D 17.01.2017	10.00	AUD	1	EA	42200000	US00
	3	P		1500000002	Warming Unit:Blood		100	EA	D 17.01.2017	10.00	AUD	1	EA	42160000	US00

Item 3 1500000002, Warming Unit:Blood

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

Sh. Te...	Entry Date	Time of Ent...	Tr./Ev.	MVT	Material Document	Item	Posting Date	Quantity	QUn	Amount	Crcy	Amount in LC	L.C.
WE	17.01.2017	23:35:26	Goods receipt	101	5000219788	1	01.01.2017	100	EA	1,000.00	AUD	719.94	USD
RE-L	18.01.2017	19:09:06	Invoice receipt		5100181952	1	18.01.2017	92	EA	1,000.00	AUD	719.94	USD

In this case a review of the GR-IR with FAGLL03 indicates that it is **out of balance** for Line 1 of that PO.

FAGLL03 ran with dynamic selection for GR doc and MIR7 doc

G/L Account Line Item Display G/L View

G/L Account 35401010 AP Exch Goods Receipt Payable GRIR
Company Code 1000
Ledger 0L

G/L Account	S Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	PK	Amount in DC	Curr.	LC amnt	LCurr		
35401010	220003203000003	5100181952	2200032030	RE	18.01.2017	01.01.2017	86	920.00	AUD	662.34	USD		
35401010		8200219072	2200032030	WE	01.01.2017	17.01.2017	96	1,000.00-	AUD	719.94-	USD		
								80.00-	AUD	57.60-	USD		
Account 35401010								..	80.00-	AUD	..	57.60-	USD
								...	80.00-	AUD	...	57.60-	USD

Similarly when the Invoice Qty is higher than the GR Qty but the amount is the same.

ME23N

Material Goods 2200032030 Created by Testuser FL1SABUY

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Material Goods 2200032030 Vendor 1110000130 ABOU GHANEM CO... Doc. date 01.12.2016

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
1	A			2100000000	X-Ray Mach,Mob	100	EA	D	17.01.2017	10.00	AUD	1	EA	42200000	US00
2	A			2100000001	Ultrasound Mach	3	EA	D	17.01.2017	10.00	AUD	1	EA	42200000	US00
3	P			1500000002	Warming Unit:Blood	100	EA	D	17.01.2017	10.00	AUD	1	EA	42160000	US00

Item: 4 1500000008, Chair:Dental

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

Sh. Te...	Entry Date	Time of Ent...	Tr./Ev.	MvT	Material Document	Item	Posting Date	Quantity	OUn	Amount	Crcy	Amount in LC	L.C.
WE	18.01.2017	19:23:04	Goods receipt	101	5000219789	1	01.01.2017	100	EA	1,000.00	AUD	719.94	USD
RE-L	18.01.2017	19:30:36	Invoice receipt		5100181953	2	18.01.2017	150	EA	1,000.00	AUD	719.94	USD

In this case a review of the GR-IR with FAGLL03 indicates that it is **out of balance** for Line 4 of that PO.

FAGLL03 ran with dynamic selection for GR doc and MIR7 doc

G/L Account Line Item Display G/L View

G/L Account 35401010 AP Exch Goods Receipt Payable GRIR
Company Code 1000
Ledger 0L

G/L Account	Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	Pr	Amount in DC	Curr.	LC amnt	LCurr
35401010	220003203000004	5100181953	2200032030	RE	18.01.2017	01.01.2017	86	1,333.33	AUD	959.92	USD
35401010		8200219073	2200032030	WE	01.01.2017	18.01.2017	96	1,000.00-	AUD	719.94-	USD
								333.33	AUD	239.98	USD
Account 35401010							**	333.33	AUD	239.98	USD
							***	333.33	AUD	239.98	USD

Scenario 2 – MIR7 Qty = GR Qty and Different Amount

When we see that the quantity is the same on the invoice and GR documents but the amount is different, we should expect the GR-IR to be **in balance**.

In the first example the GR amount is higher than the invoice amount.

ME23N

Material Goods 2200032031 Created by Testuser FL1SABUY

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Material Goods 2200032031 Vendor 1110000130 ABOU GHANEM CO... Doc. date 01.12.2016

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

Purch. Org. 1000 United Nations PurOr
 Purch. Group 101 UNIFIL Proc Unit-1
 Company Code 1000 United Nations

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
1	A			2100000000	X-Ray Mach,Mob		100	EA	D 18.01.2017	10.00	AUD	1	EA	42200000	US00
2	P			2100000001	Ultrasound Mach		100	EA	D 18.01.2017	10.00	AUD	1	EA	42200000	US00
3	P			1500000002	Warming Unit:Blood		100	EA	D 18.01.2017	10.00	AUD	1	EA	42160000	US00

Item: 1 | 2100000000, X-Ray Mach,Mob

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

Sh. Te...	Entry Date	Time of Ent...	Tr./Ev.	MVT	Material Document	Item	Posting Date	Quantity	UoM	Amount	Crcy	Amount in LC	L.C...
WE	18.01.2017	21:02:59	Goods receipt	101	5000219790	1	10.01.2017	100	EA	1,000.00	AUD	719.94	USD
NeuR	18.01.2017	21:02:59	Miscell. provision		5000219790	1	10.01.2017	0	EA	40.00	AUD	28.80	USD
RE-L	18.01.2017	21:12:34	Invoice receipt		5100181954	1	18.01.2017	100	EA	800.00	AUD	575.95	USD

In this case a review of the GR-IR with FAGLL03 indicates that it is in balance for Line 1 of that PO.

FAGLL03 ran with dynamic selection for GR doc and MIR7 doc

G/L Account Line Item Display G/L View

G/L Account 35401010 AP Exch Goods Receipt Payable GRIR
 Company Code 1000
 Ledger 0L

G/L Acc	S...	Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	PK	Amount in DC	Curr.	LC amnt	LCurr
35401010		2200032031000001	5100181954	2200032031	RE	18.01.2017	01.01.2017	86	1,000.00	AUD	719.94	USD
35401010		2200032031000001	8200219074	2200032031	WE	10.01.2017	18.01.2017	96	1,000.00	AUD	719.94	USD
									0.00	AUD	0.00	USD

Similarly the Invoice may have the same Qty as the GR but the invoice amount can be higher than the GR Amount (within the 10% tolerance).

Material Goods 2200032031 Created by Testuser FL1SABUY

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Material Goods 2200032031 Vendor 1110000130 ABOU GHANEM CO... Doc. date 01.12.2016

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

Purch. Org. 1000 United Nations PurOr
 Purch. Group 101 UNIFIL Proc Unit-1
 Company Code 1000 United Nations

S...	Item	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	1	A		2100000000	X-Ray Mach,Mob		100	EA	D 18.01.2017	10.00	AUD	1	EA	42200000	US00
	2	P		2100000001	Ultrasound Mach		100	EA	D 18.01.2017	10.00	AUD	1	EA	42200000	US00
	3	P		1500000002	Warming Unit:Blood		100	EA	D 18.01.2017	10.00	AUD	1	EA	42160000	US00

Item: 2 2100000001, Ultrasound Mach

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

Sh. Te...	Entry Date	Time of Ent...	Tr./Ev.	MVT	Material Document	Item	Posting Date	Quantity	OUn	Σ	Amount	Crcy	Amount in LC	L.C...
WE	18.01.2017	21:02:59	Goods receipt	101	5000219790	2	10.01.2017	100	EA		1,000.00	AUD	719.94	USD
RE-L	18.01.2017	21:30:16	Invoice receipt		5100181955	2	18.01.2017	100	EA		1,100.00	AUD	791.94	USD

FAGLL03 ran with dynamic selection for GR doc and MIR7 doc

G/L Account Line Item Display G/L View

G/L Account 35401010 AP Exch Goods Receipt Payable GRIR
 Company Code 1000
 Ledger 0L

G/L Account	Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	PK	Σ	Amount in DC	Curr.	Σ	LC amnt	LCurr
35401010	220003203100002	5100181955	2200032031	RE	18.01.2017	01.01.2017	86		1,000.00	AUD		719.94	USD
35401010		8200219074	2200032031	WE	10.01.2017	18.01.2017	96		1,000.00-	AUD		719.94-	USD
Account 35401010									0.00	AUD		0.00	USD
									0.00	AUD		0.00	USD
									0.00	AUD		0.00	USD

Conclusion

As highlighted above MR11 should ONLY be used after a review of the PO History and the GL line item display (FAGLL03) to ensure the GR-IR is actually out of balance and that the imbalance cannot be resolved simply through further GR or corrections to GR/SES/invoices

MR11 Step-by-Step Instructions

1. Identify the Posting Date of most recent document

It is important to ensure that the posting date of MR11 is correct, i.e. **it should not be back-dated to post before the MIR7 (invoice) or the GR**. The earliest the MR11 can be posted is the most recent posting, generally the MIR7 posting. This is important when postings across periods and also very important when postings across fiscal years.

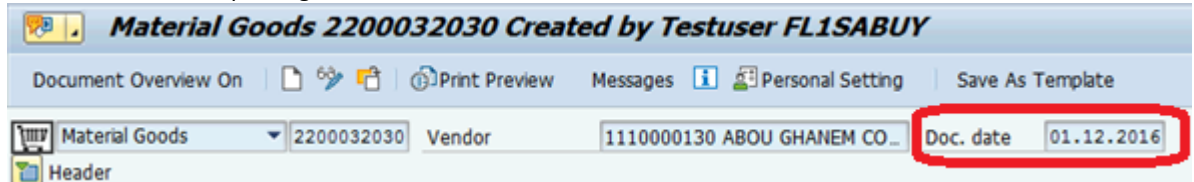
Note: there are cases where the GR is posted after the MIR7 in this case the GR which, is the most recent, will be the earliest date the MR11 should be posted.

Open two screens:

- a. ME23N and display the PO history for the PO line that does not clear in the GR-IR account;
- b. You can drill down to the invoice from the PO or use t-code MIR4 to display the logistics invoice.

Identify the posting date of the most recent of the two documents.

In Scenario 1 above, posting date for PO 2200032030 is 1-Dec-2016.



The posting date of the GR is 1-Jan-2017

Posting date for MIR7 is 18-Jan-2017.

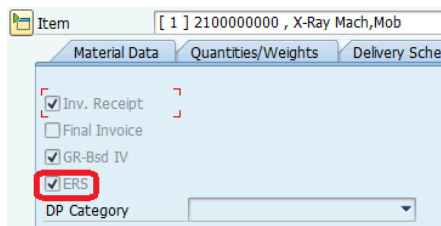
Sh.	Text	Tr./Ev.	MT	Material	Document	Item	Posting Date	Q	Quantity	Delivery cost	quantity	OUn	Amount in LC	L.cur	Amount	Crcy	Q	Qty in OPUn	DelCostQty	(OPUn)	Orc
WE	Goods receipt	101		5000219788			1 01.01.2017		100		0	EA	719.94	USD	1,000.00	AUD		100		0	EA
RE-L	Invoice receipt			5100181952			1 18.01.2017		92		0	EA	719.94	USD	1,000.00	AUD		92		0	EA

Thus the most recent posting date is 18-Jan-2017 and this is the posting date that should be used for the MR11.

2. Check ERS status on the PO

On the Invoice tab of the ME23N screen, check whether the PO is enabled for ERS.

ERS-Enabled



Not ERS-Enabled

Item [1] 2100000000 , X-Ray Mach,Mob

Material Data Quantities/Weights Delivery Sch

Inv. Receipt

Final Invoice

GR-Bsd IV

DP Category

3. Enter MR11 selection parameters

Posting Date:	Posting date of most recent document (GR or invoice) identified in Step 1. Do not leave the default = today's date. It is very important to post the MR11 in the correct accounting period.
Reference:	Enter the PO number with a dash and the PO Line. E.g. 2200032028-3-4.
Doc. Header Text:	Enter: MR11 Correct Inv Qty
Purchasing Document:	Enter PO number
Item:	Enter one PO line or multiple using the multiple selection button
Purchase Order Date:	Enter the posting date of the PO (from ME23N screen – Step 1)
Surplus Type:	Check the appropriate box <ul style="list-style-type: none"> • Delivery Surplus must be checked to process differences due to higher quantity on the Goods Receipt. • Invoice Surplus must be checked to process differences due to higher quantity on the invoice.
Clear	Check the GR/IR Clearing Account Check the ERS Purchase Order if the PO is ERS-enabled (from ME23N – Step 1) Uncheck the Delivery Cost Accounts Uncheck the ERS – Delivery Costs
Last movement before Key date:	Leave the default date (equal to today's date)

Maintain GR/IR Clearing Account

Document Header Data

Company Code 1000 United Nations
 Posting Date 01.01.2017
 Reference 2200032030-3-4
 Doc. Header Txt MR11 Correct Inv Qty

Choose

Vendor to
 Freight vendor to
 Purch. Organization to
 Purchasing Group to
 Plant to
 Purchasing Document 2200032030 to
 Item 00003 to 00004
 Purchase Order Date 01.12.2016 to
 Purch. Doc. Category to
 Order Type to

Surplus Types

Delivery surplus
 Invoice surplus

Clear

GR/IR Clearing Account
 ERS Purchase Orders
 Delivery Cost Accounts
 ERS - Delivery Costs

Last movement before key date 19.01.2017
 Qty Var. Less Than/Equal To 100.0 Percentage
 Value Variance Less Than/= To USD

Processing

Automatic clearance
 Prepare List Layout

VERY IMPORTANT TO POST IN CORRECT

This PO has Delivery Surplus on Line 3 and Invoice Surplus on Line 4

This PO is not ERS-enabled

Click the Execute button.

4. Review proposed corrections

Maintain GR/IR Clearing Account

Company code 1000 United Nations
 Currency USD

Purch.Doc.	Item	PO Date	Name 1	Material	Plant	Short Text	Quantity Received	Quantity Invoiced	Difference Qty	Difference Value	Val. Type
2200032030	3	01.12.2016	ABOU GHANEM CONTRACTING	1500000002	US00	Warming Unit:Blood	100	92	8	57.60	NEW_SUPP
2200032030	3		GR/IR clearing								
2200032030	4	01.12.2016	ABOU GHANEM CONTRACTING	1500000008	US00	Chair: Dental	100	150	50-	239.98-	NEW_SUPP
2200032030	4		GR/IR clearing								

Annotations: Invoice Qty < GR Qty (for line 3), Invoice Qty > GR Qty (for line 4)

Double check the PO Number is the correct PO because as a FA.22 Finance Production Support User, you have access to all business areas.

Note the quantities and differences and make sure they match the GR-IR account.

G/L Account Line Item Display G/L View

G/L Account: 35401010 AP Exch Goods Receipt Payable GRIR
Company Code: 1000
Ledger: 0L

G/L Account	Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	PK	Amount in DC	Curr.	LC amt	LCurr		
35401010	220003203000003	5100181952	2200032030	RE	18.01.2017	01.01.2017	86	920.00	AUD	662.34	USD		
35401010		8200219072	2200032030	WE	01.01.2017	17.01.2017	96	1,000.00-	AUD	719.94-	USD		
Account 35401010								**	80.00-	AUD	**	57.60-	USD
								***	80.00-	AUD	***	57.60-	USD

G/L Account Line Item Display G/L View

G/L Account: 35401010 AP Exch Goods Receipt Payable GRIR
Company Code: 1000
Ledger: 0L

G/L Account	Assignment	DocumentNo	Purch.Doc.	Type	Posting Date	Doc. Date	PK	Amount in DC	Curr.	LC amt	LCurr		
35401010	220003203000004	5100181953	2200032030	RE	18.01.2017	01.01.2017	86	1,333.33	AUD	959.92	USD		
35401010		8200219073	2200032030	WE	01.01.2017	18.01.2017	96	1,000.00-	AUD	719.94-	USD		
Account 35401010								**	333.33	AUD	**	239.98	USD
								***	333.33	AUD	***	239.98	USD

5. Select and post corrections

Check both lines. Note the menu Edit -> Select All can also be used to select all lines.

Maintain GR/IR Clearing Account

Post Purchase Order

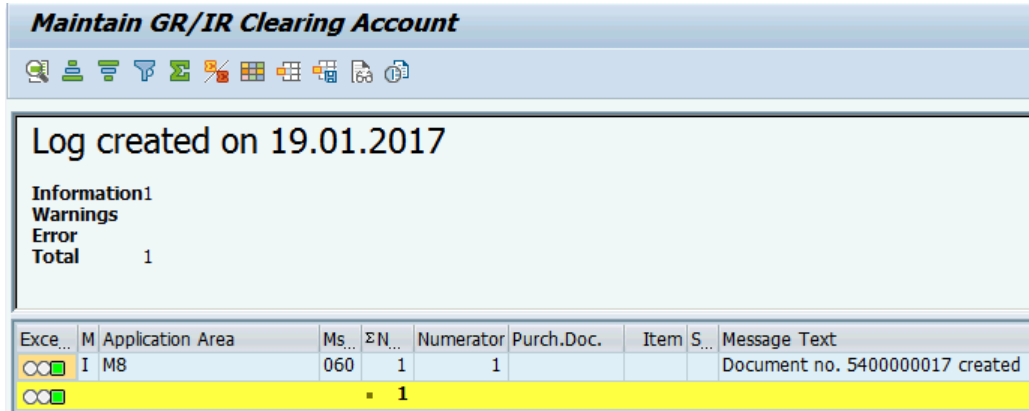
Company code 1000 United Nations
Currency USD

Purch.Doc.	Item	PO Date	Name 1	Material	Plnt	Short Text	OUn	GR-IV			
Purch.Doc.	Item	Account key	name	FYrRef	Ref. Doc.	RfIt Received	IR qty	Diff. Qty	Diff.Val	Val.	Type
2200032030	3	01.12.2016	ABOU GHANEM CONTRACTING	15000000002	US00	Warming Unit:Blood	EA	X			
<input checked="" type="checkbox"/>	2200032030	3	GR/IR clearing	2017	5000219788	1 100 92	8	57.60	NEW_SUPP		
2200032030	4	01.12.2016	ABOU GHANEM CONTRACTING	15000000008	US00	Chair:Dental	EA	X			
<input checked="" type="checkbox"/>	2200032030	4	GR/IR clearing	2017	5000219789	1 100 150	50-	239.98-	NEW_SUPP		

Note, column width can be optimized with the menu Settings -> Columns -> Optimize Width.

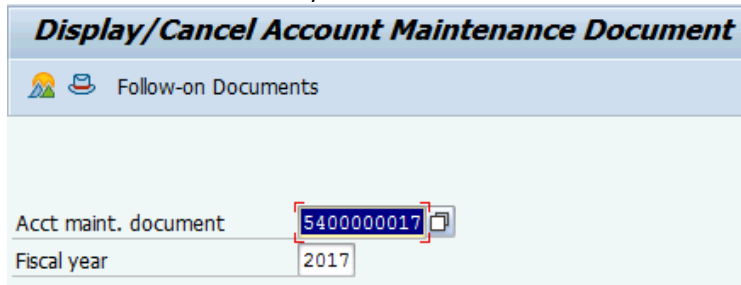
Click the Post Icon.

A logistics maintenance document has been created in document number series 54. Note the document number.

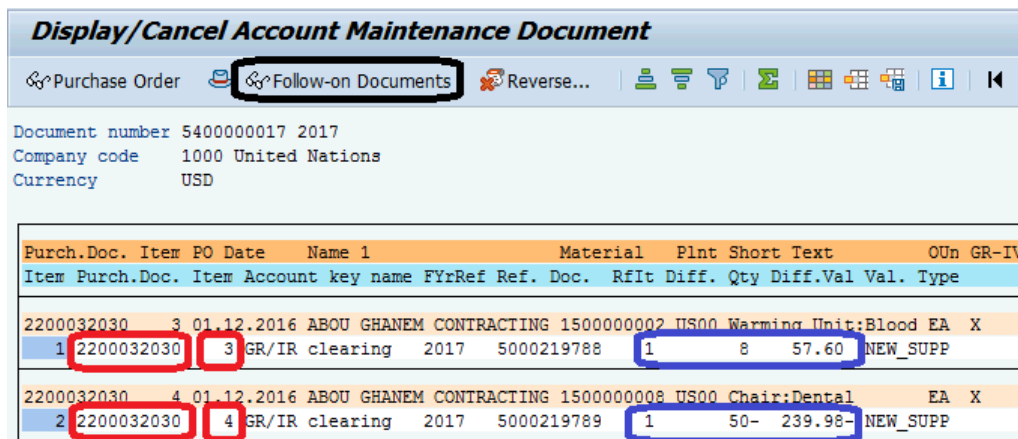


6. Use T-Code MR11SHOW to display document

Enter the logistic document number and fiscal year.



Click Enter.



Review the quantities and amounts.

Click on Follow-on Documents.

The logistics document has automatically created five finance documents.

Documents in Accounting

Doc. Number	Object type text
5400000008	Accounting document
0006443898	Profit center doc.
1002258104	Controlling Document
1002807141	Funds Management doc
5400000017	Grants Mgm. Doc.

Double click on Accounting Document.

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 5400000008 Company Code: 1000 Fiscal Year: 2017
 Document Date: 19.01.2017 Posting Date: 01.01.2017 Period: 1
 Reference: 2200032030-3-4 Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

Item	PK	Account	Description	Σ Amount	Curr.	Σ Amount	G/L Acc	Assignment	Purch.Doc.	Item	Grant	Funds Ctr	Text
1	86	35401010	AP Ex Good Rcpt	57.60	USD	57.60	35401010	220003203000003	2200032030	3	M1-32H...	13626	Text added in change mode
3	96	35401010	AP Ex Good Rcpt	239.98	USD	239.98		220003203000004	2200032030	4	M1-32H...	13626	
				182.38	USD	182.38							
2	91	77172510	Consu Medical Equ	57.60	USD	57.60	77172510	54000000082017	2200032030	3	M1-32H...	13626	
4	81	77172510	Consu Medical Equ	239.98	USD	239.98		54000000082017	2200032030	4	M1-32H...	13626	
				182.38	USD	182.38							
				0.00	USD	0.00							

Observe that:

- i. FI Document number is not the same as Logistics Document number
- ii. Posting Date is 1-Jan-2017 i.e. date of most recent document which was the invoice
- iii. Correction is posted to GR-IR GL account and to the GL account determined in the PO for the expense, inventory or fixed asset
- iv. PO number and PO line can be displayed using the Change Layout icon
- v. Text is empty on FI document; however, users can add text in change mode if needed.

Click the Green arrow back to close the FI document.

Double click the FM document to open it.

Display FM Document: Overview

19.01.2017 20:30:40

Purchase Order PO Line FM Document Logistic Document FI Document

Cmnt	Item	G/L Acc	Prd.doc.no	Pred.DI	VT	Value type	Amt type	Amt type	FM Doc. No.	Item	Ref.Doc.No	FI doc.no.	Item	FM pstg d.	FMAC	FMAC Amt	Transaction number	Grant
	77172510	77172510	2200032030	3	54	Invoices	0100	Original	1002807141	1	5400000017	5400000008	2	01.01.2017	USD	57.60	3000000039590280	M1-32HDM-000032
	77172510	77172510			54	Invoices	0200	Reduction	1002807141	1	5400000017	5400000008	2	01.01.2017	USD	57.60	3000000039590280	M1-32HDM-000032
	77172510	77172510			4	Invoices	0100	Original	1002807141	2	5400000017	5400000008	4	01.01.2017	USD	239.98	3000000039590280	M1-32HDM-000032
	77172510	77172510			54	Invoices	0200	Reduction	1002807141	2	5400000017	5400000008	4	01.01.2017	USD	239.98	3000000039590280	M1-32HDM-000032

Click the Green arrow back to close the FM document.

Double click the GM document to open it.

Grants Management Document

RefDocumnt	Ref.I.	VT	G/L Acc	Cmmt Item	Posting Date	Σ	L Curr	Crcy	Σ	Tran. Crcy	Crcy	Stat.Ind.	WBS Elem.	Grant	Sp. Prog.	Sponsored Class
5400000017	1	54	35401010	77172510	01.01.2017	57.60	USD		57.60	USD	S	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000017	1	99	77172510	77172510	01.01.2017	57.60-	USD		57.60-	USD	R	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000017	2	54	35401010	77172510	01.01.2017	239.98-	USD		239.98-	USD	S	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000017	2	99	77172510	77172510	01.01.2017	239.98	USD		239.98	USD	R	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
						0.00	USD		0.00	USD						

Annotations:

- Logistics Document (points to RefDocumnt 5400000017)
- Observe difference between FI and GM (points to the difference in the table)
- Same Sponsored Class and Program as derived for GR i.e. Asset, Equipment, Supply or Operating Costs (points to Grant and Sp. Prog. columns)

Reversing MR11 Document

If a FA.22 Production Support User posts MR11 documents with the wrong posting date or using the wrong PO, the MR11 document can be reversed with T-code MR11SHOW. MR11SHOW is provisioned to the same enterprise role as MR11 i.e. the FA.22 FI Production Support user.

However, caution must be used to correctly reverse the MR11 document **with the correct posting date!**

MR11SHOW Step-by-Step Instructions

1. Enter MR11SHOW parameters

Display/Cancel Account Maintenance Document

Follow-on Documents

Acct maint. document: 5400000017

Fiscal year: 2017

Annotation: Based on posting date of MR11 (points to the fiscal year field)

2. Review proposed reversal

Click Enter. Check the PO number, PO Lines, Qty and amounts to be reversed.

Display/Cancel Account Maintenance Document

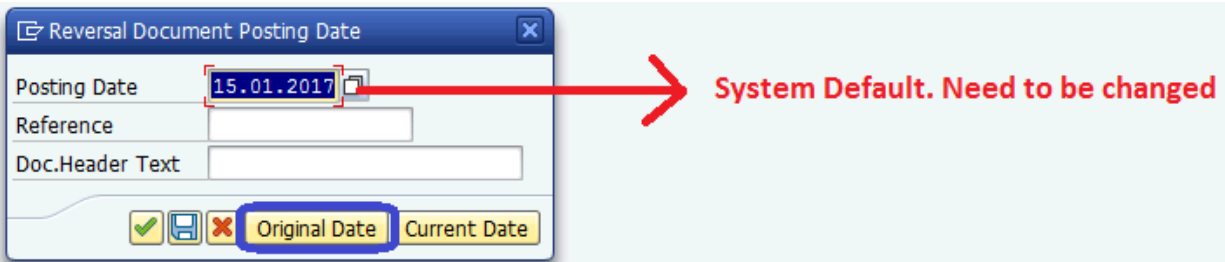
Purchase Order Follow-on Documents **Reverse...**

Document number 5400000017 2017
 Company code 1000 United Nations
 Currency USD

Purch.Doc.	Item	PO Date	Name 1	Material	Plnt	Short Text	OUn	GR-IV			
Item	Purch.Doc.	Item	Account key name	FYrRef	Ref. Doc.	RfIt	Diff.	Qty	Diff.Val	Val.	Type
2200032030	3	01.12.2016	ABOU GHANEM CONTRACTING	1500000002	US00	Warming Unit:Blood	EA	X			
1	2200032030	3	GR/IR clearing	2017	5000219788	1	8	57.60	NEW_SUPP		
2200032030	4	01.12.2016	ABOU GHANEM CONTRACTING	1500000008	US00	Chair:Dental	EA	X			
2	2200032030	4	GR/IR clearing	2017	5000219789	1	50-	239.98-	NEW_SUPP		

3. Post reversal

Click the Reverse button. The Reversal screens opens with a defaulted date.

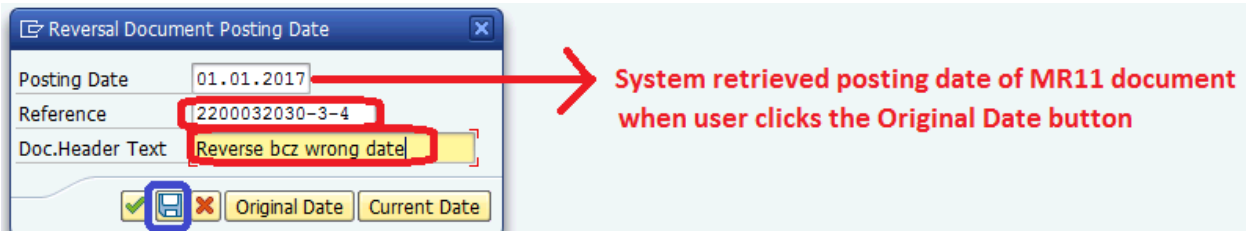


The best practice is to reverse the document using the original posting date of the MR11 so that the two documents are in the same period. If the accounting period is still open, click the Original Date button and the system will retrieve the posting date of the MR11 document. If the accounting period is still open, enter:

- Reference: Same reference as for MR11 document being reversed
- Doc. Header Text: Explain why the document need to be reversed

If the accounting period is closed, manually enter the first day of the first open accounting period in the Posting Date field. **It is very important to reverse the MR11 in the correct accounting period!**

For example if MR11 was posted in 2016 and accounting period 12 of 2016 is still open, it is very important that we do not post MR11SHOW in 2017 by mistake!



Click on the Reverse icon.

Display/Cancel Account Maintenance Document

Log created on 20.01.2017

Information1
Warnings
Error
Total 1

Exce...	M	Application Area	Ms...	ΣN...	Numerator	Purch.Doc.	Item S...	Message Text
○○○	I	M8	060	1	1			Document no. 5400000018 created
○○○				1				

4. Use MR11SHOW to display reversal document

Enter the logistic document number and fiscal year.

Display/Cancel Account Maintenance Document

Follow-on Documents

Acct maint. document

Fiscal year

Click Enter.

Display/Cancel Account Maintenance Document

Follow-on Documents

Document number 5400000018 2017
Company code 1000 United Nations
Currency USD
Rev.doc. for 5400000017 2017

Purch.Doc.	Item	PO Date	Name 1	Material	Plnt	Short Text	OUn	GR-IV	
Item	Purch.Doc.	Item	Account key name	FYrRef	Ref. Doc.	RfIt	Diff. Qty	D.Val Val	Type
2200032030	3	01.12.2016	ABOU GHANEM CONTRACTING	15000000002	US00	Warming Unit:Blood	EA	X	
1	2200032030	3	GR/IR clearing	2017	5000219788	1	8-	57.60 NEW_SUPP	
2200032030	4	01.12.2016	ABOU GHANEM CONTRACTING	15000000008	US0	Char: Dent	1	EA X	
2	2200032030	4	GR/IR clearing	2017	5000219789	1	50	239.98 NEW_SUPP	

Review the quantities and amounts. They should be identical to the original MR11 document except that the signs should be reversed.

Click on Follow-on Documents.

The logistics document has automatically created five finance documents.

Documents in Accounting	
Doc. Number	Object type text
5400000009	Accounting document
0006444025	Profit center doc.
1002258146	Controlling Document
1002807180	Funds Management doc
5400000018	Grants Mgm. Doc.

Double click on Accounting Document.

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number: 5400000009 Company Code: 1000 Fiscal Year: 2017
 Document Date: 20.01.2017 Posting Date: 01.01.2017 Period: 1
 Reference: 2200032030-3-4 Cross-Comp.No.: Ledger Group:

Item	PK	Account	Description	Amount	Curr.	Amount	G/L Acc	Assignment	Purch.Doc.	Item	Grant	Funds Ctr	Text
1	96	35401010	AP Ex Good Recpt	57.60	USD	57.60	35401010	2200032030000003	2200032030	3	M1-32H...	13626	
3	86	35401010	AP Ex Good Recpt	239.98	USD	239.98		2200032030000004	2200032030	4	M1-32H...	13626	
				182.38	USD	182.38	35401010						
2	81	77172510	Consu Medical Equ	57.60	USD	57.60	77172510	54000000092017	2200032030	3	M1-32H...	13626	
4	91	77172510	Consu Medical Equ	239.98	USD	239.98		54000000092017	2200032030	4	M1-32H...	13626	
				182.38	USD	182.38	77172510						
				0.00	USD	0.00							

Confirm that:

- i. Posting date is either the same as for MR11 document (if accounting period is still open) or is in the correct accounting period.
- ii. Same amount and GL accounts are used on MR11SHOW and MR11 documents at the PO line level

Note: Text is empty on FI document; however, GL users can add text in change mode if needed.

Click the Green arrow back to close the FI document.

Double click the FM document to open it.

Display FM Document: Overview

20.01.2017 16:55:13

Purchase Order PO Line FM Document Logistic Document FI Document

Cmmt	Item	G/L Acc	Prd.doc.no	Pred.DI	VT	Value type	Amt type	Amt type	FM Doc. No.	Item	Ref.Doc.No	FI doc.no.	Item	FM pstg d.	FMAC	FMAC Amt	Transaction number	Grant
	77172510	77172510	2200032030	3	54	Invoices	0100	Original	1002807180	1	5400000018	5400000009	2	01.01.2017	USD	57.60	3000000039590526	M1-32HDM-000032
	77172510	77172510		4	54	Invoices	0100	Original	1002807180	2	5400000018	5400000009	4	01.01.2017	USD	239.98	3000000039590526	M1-32HDM-000032
	77172510	77172510			54	Invoices	0200	Reduction	1002807180	2	5400000018	5400000009	4	01.01.2017	USD	239.98	3000000039590526	M1-32HDM-000032

Click the Green arrow back to close the FM document.

Double click the GM document to open it.

Grants Management Document

RefDocumnt	Ref.I...	VT	G/L Acc	Cmmt Item	Posting Date	Σ	LCurr	Crcy	Σ	Tran.	Crcy	Stat.Ind.	WBS Elem.	Grant	Sp. Prog.	Sponsored Class
5400000018	1	54	35401010	77172510	01.01.2017	57.60-	USD		57.60-	USD	S	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000018	1	99	77172510	77172510	01.01.2017	57.60	USD		57.60	USD	R	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000018	2	54	35401010	77172510	01.01.2017	239.98	USD		239.98	USD	S	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
5400000018	2	99	77172510	77172510	01.01.2017	239.98-	USD		239.98-	USD	R	SB-003278	M1-32HDM-000032	ECA-ATP-00002	AM1-EQUIP-VEH-FURNIT	
						0.00	USD		0.00	USD						

Logistic Document

Observe Difference between FI and GM

Same Sponsored Class and Program as derived for GR i.e. Asset, Equipment, Supply or Operating Costs

Errors in MR11SHOW Document

If a FA.22 Production Support User posts MR11SHOW documents with the wrong posting date (PO number), the MR11SHOW document **cannot** be reversed with T-code MR11SHOW.

This is why caution must be used to correctly reverse the MR11 document **with the correct posting date!**

If MR11SHOW is posted in the incorrect accounting year, MR11 needs to be posted again using the same incorrect date as done for the reversal and this will offset the reversal posting. Then if necessary post again the MR11 document to the same original posting date, this will ensure all that in each posting period there is an offsetting MR11 adjustment.

For example, if MR11 was posted on 31-Dec-2016 and MR11SHOW was posted on 19-Feb-2017, then a enter an MR11 document with a posting date of 19-Feb-2017. The first MR11SHOW and the second MR11 will offset each other. Use MR11SHOW to reverse the first MR11 and post the reversal into 31-Dec-2016.