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Procurement

Procurement

MWR/VQ:

Manual purchase requisitions will be created at the activity level, including the approval process and will be forwarded to the regional office for processing into the SAP system.

Purchase orders (PO) will be prepared using the SAP system, signed by the Contracting Officer and forwarded to the vendor for processing. Copies of the purchase orders will be forwarded to the requesting activity and receiving agent.

Receiving information must be documented on the purchase order. Each line will be reviewed and a notation made to indicate quantity received.

Upon completion of receiving, the document (purchase order) will be signed by the receiving agent with a receiving date noted. This document will be immediately forwarded to the regional accounting office for processing. If the receipt of shipment is a partial receipt, a notation should be made. Any invoices or delivery slips that may be received with the merchandise should also be forwarded to the regional accounting office.

The basic procurement steps for goods and services are:

Vendor master records must be created before a PO can be entered.

Manual Purchase Requisition

- Always created manually for MWR and VQ and follow the standard MWR/VQ business processes
- Created for all purchase orders

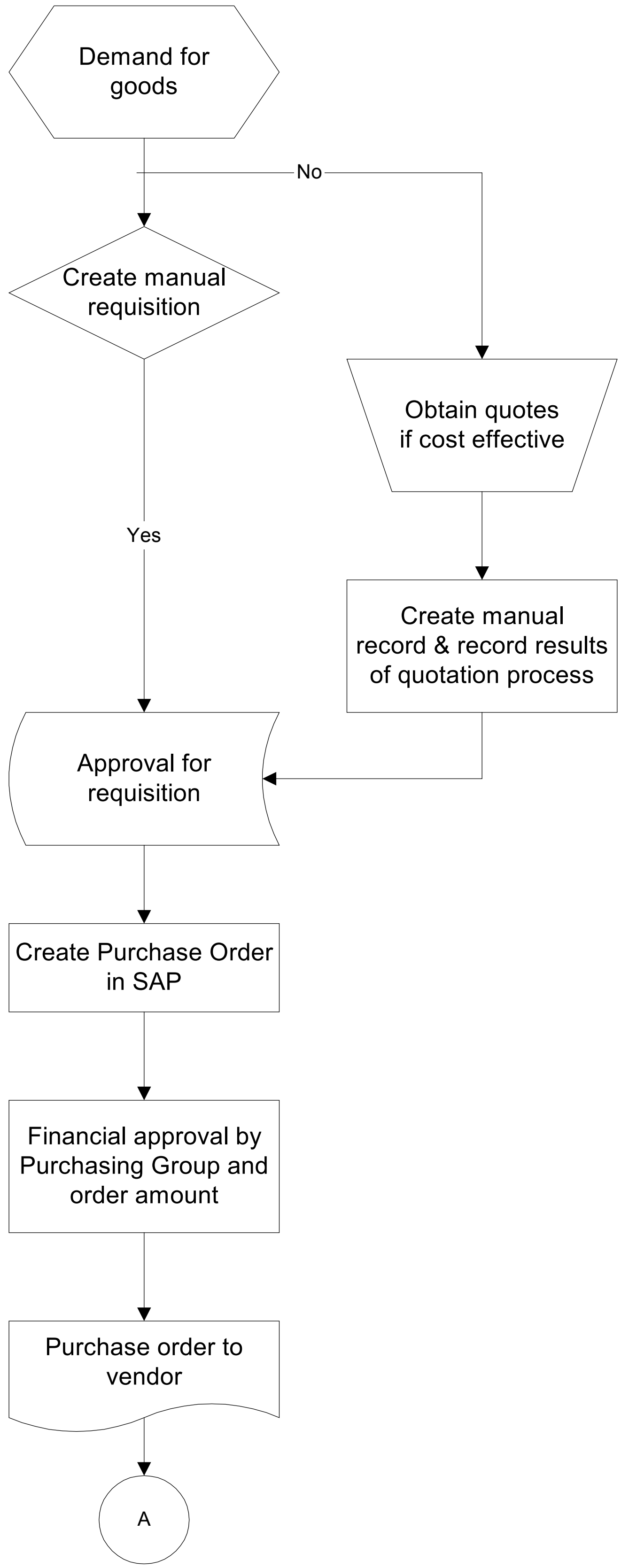
Approved Manual Purchase Requisition

- Are subject to financial authorization by the appropriate delegated authority
- Monitoring of purchase requisitions is, and will continue to be, a manual process

Purchase Order

- Approved Manual Purchase Requisition is entered by a procurement clerk into SAP to create a purchase order
- Monitoring of purchase orders will be an SAP process

Procurement process



Manual Purchase Requisition Required

Note: This is a manual process

Approved Purchase Requisition: The completed form (with proper approval) is forwarded to the regional accounting office by the Requisitioning Officer when a new Purchase Order is required.

Manual Goods Receipt

- In MWR and VQ, goods receipts must be confirmed by the requisitioning officer prior to the goods receipt/PO form being forwarded to the regional MWR central accounting office.
- Goods receipts are entered into SAP at the regional MWR central accounting office by the accounts payable clerk.
- Goods receipt must match the purchase order.

Invoice Verification

- Invoice verification (entry of vendor PO-related invoices) will occur in the regional MWR central accounting office
- Vendor payment is always based on vendor invoice matching the goods receipt. **There is a 5 % tolerance (over or under) for an invoice that does not match the goods receipt unit price. This tolerance will allow any line item to vary from the purchase order unit price. There is no tolerance for quantity to vary from purchase order to invoice. There is a small early delivery tolerance set. This protects against goods subject to spoilage from being delivered too early.** This tolerance is roughly 3 days for an item priced at $100.00.

Three-Way Match Process

Procuring items done on a SAP purchase order is part of the three-way match process. In order for a purchase order to be paid three things must occur:

Step 1:
Procurement Technician must create purchase order in SAP. In this step there is no accounting impact, although PO items are coded to the appropriate general ledger account, cost center, or asset.

Step 2:
Accounts Payable Clerk/Receiving Agent must enter goods receipt (GR) into SAP. In this step, the good receipt will match up the information that was entered on the purchase order. If partial shipment, clerk may modify quantity, which will leave the GR open until the rest of the shipment is entered. General Ledger is automatically updated with the postings made to the general ledger, cost center, or asset account. The offsetting posting is made to a new account called the Goods Receipt/ Invoice Receipt (GR/IR) clearing account. This is known as the accrual liability account.

Credit GR/IR 201010
Debit Expense Account [(701000 (Supplies),151000 (Inventory),1710000012 (Asset) Vehicle]

Step 3:
Accounts Payable Clerk receives the invoice. Invoice Verification is the last step of the three-way match process. Transaction MIRO is used to enter the purchase order number and verify that the amount of the PO that appears on the screen is the amount being invoiced. MIRO must match what was entered at the purchase order level and good receipt. You are only authorized within AIMS/SAP to accept a 5% variance between the Purchase Order line item price and the invoice. A price difference greater than 5% requires a purchase order modification (this necessitates a return to the Procurement Department).

The following entry is posted, once the invoice is saved.

Credit 4/XXX (201000/206000)
Debit 201010 GR/IR Clearing Account

Create Vendor Master for Custodians, Employee or Prize/Refundee/FCC Vendors

Vendor master records for custodians, Family Child Care Providers, Employees or Bingo Prize winners, Refundee vendors will be created and maintained locally by the MWR or VQ fund. This transaction should only be used for creating Custodians, Employees, or Prize Winners/ Refundees/FCC vendors. This process should **NEVER** be used for Trade Vendors. REQUEST TRADE VENDORS FROM HEADQUATERS.

NON-TRADE VENDOR MASTER DATA REQUEST

YOUR EMAIL ADDRESS HERE ( )

MWR/VQ COMPANY CODE: 1287 MWR COMNAVREG, NW

MWR/VQ POC: POC PHONE NUMBER:

ACTIONS: NEW CHANGE DELETE BLOCK UNBLOCK

AIMS ASSIGNED VENDOR NUMBER:

Vendor Name

Search Term (list provided in User Manual)

Vendor Remittance Address:

Street:

Zip Code:

City:

State: MN MINNESOTA

Phone Number:

FAX Number:

Social Security Number: (1099 Vendors - individuals only)

TIN (Tax Identification Number): (1099 Vendors - corporations)

Bank Information (unless waiver has been granted)

Bank Name:

Bank Key: (ABA Number)

Bank Account

Type of Account: (Checking or Savings)

Vendor's Account Name:

Reconciliation Account:

Payment Terms:

Payment Method: (EFT unless waiver has been granted)

Correspondence Info:

MWR Account Number w/Vendor:

MWR POC Name w/Vendor:

POC FAX Number:

POC E-mail Address:

Partner: Vendor Number: Partner Function:

PLEASE EMAIL TO: vendors@persnet.navy.mil

Requests for Non Trade Vendors should be received on the actual Excel Non-Trade Vendor form and emailed to the Non-Trade Vendor POC. The Above document is an example of the Excel Non-Trade Vendor form.

Creating Non Trade Vendors:

NOTE: USE ALL CAPS WHEN ENTERING DATA

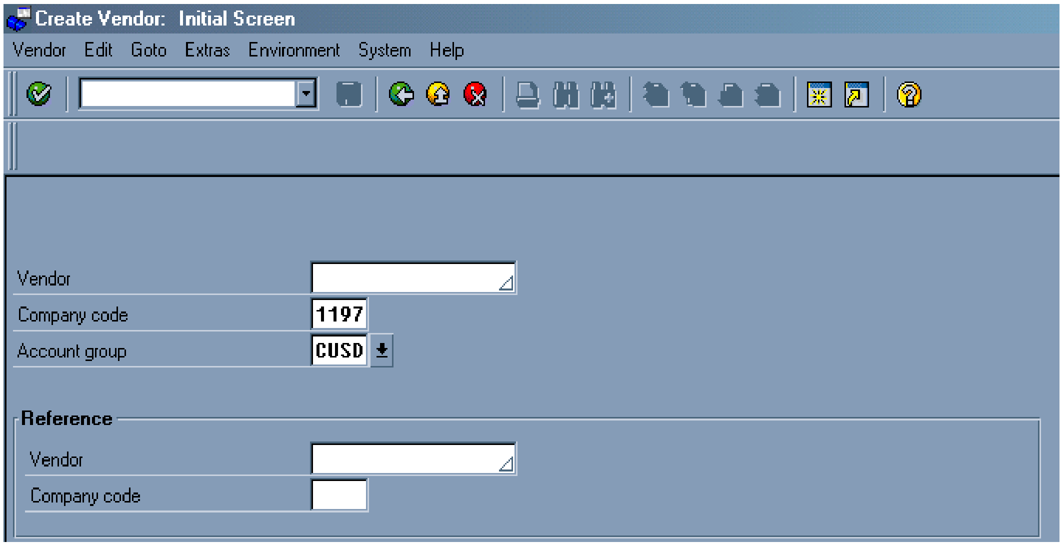
Menu Path: **ACCOUNTING ➔ FINANCIAL ACCOUNTING ➔ACCOUNTS PAYABLE ➔ MASTER RECORDS ➔ CREATE**

Transaction code**: FK01**

Screen 1: Create Vendor: Initial Screen

Field	Description/Usage
Vendor	Leave this field blank for account group CUSD and PRRF as the system will automatically assign an account number for the new vendor. For account group, EMPL, the vendor number will be externally assigned. The number will be a ten (10) digit number ALWAYS BEGINNING WITH "2" in the following format: 2 XXXX 0 XXXX CoCode ADP Employee File Number For an employee at Mayport (1019) with a employee file number of 1421 should be encoded as: 2101901421 When creating a GS employee vendor. Start with 999 as your first GS Vendor and work your way back. Make sure you do a search to see which was the last GS employee created. EX: MWR Norfolk (1353). 213530999, the next GS employee would be 213530998, and so forth and so forth. When the HR module is implemented, the creation of employee vendors will become automated. Employee vendors will be automatically created through a program that accesses HR (human resources) data.
Company code	Enter the company code for the base/fund in which the vendor should be initially created.
Account group	Enter the account group CUSD for Petty Cash; Change Fund and EMPL for Employees or PRRF for Prizewinners / Refundees/Family ChildCare Providers, Citibank AOs.

Press the Enter key or use the green check mark icon. 



Screen: Create Vendor: Address

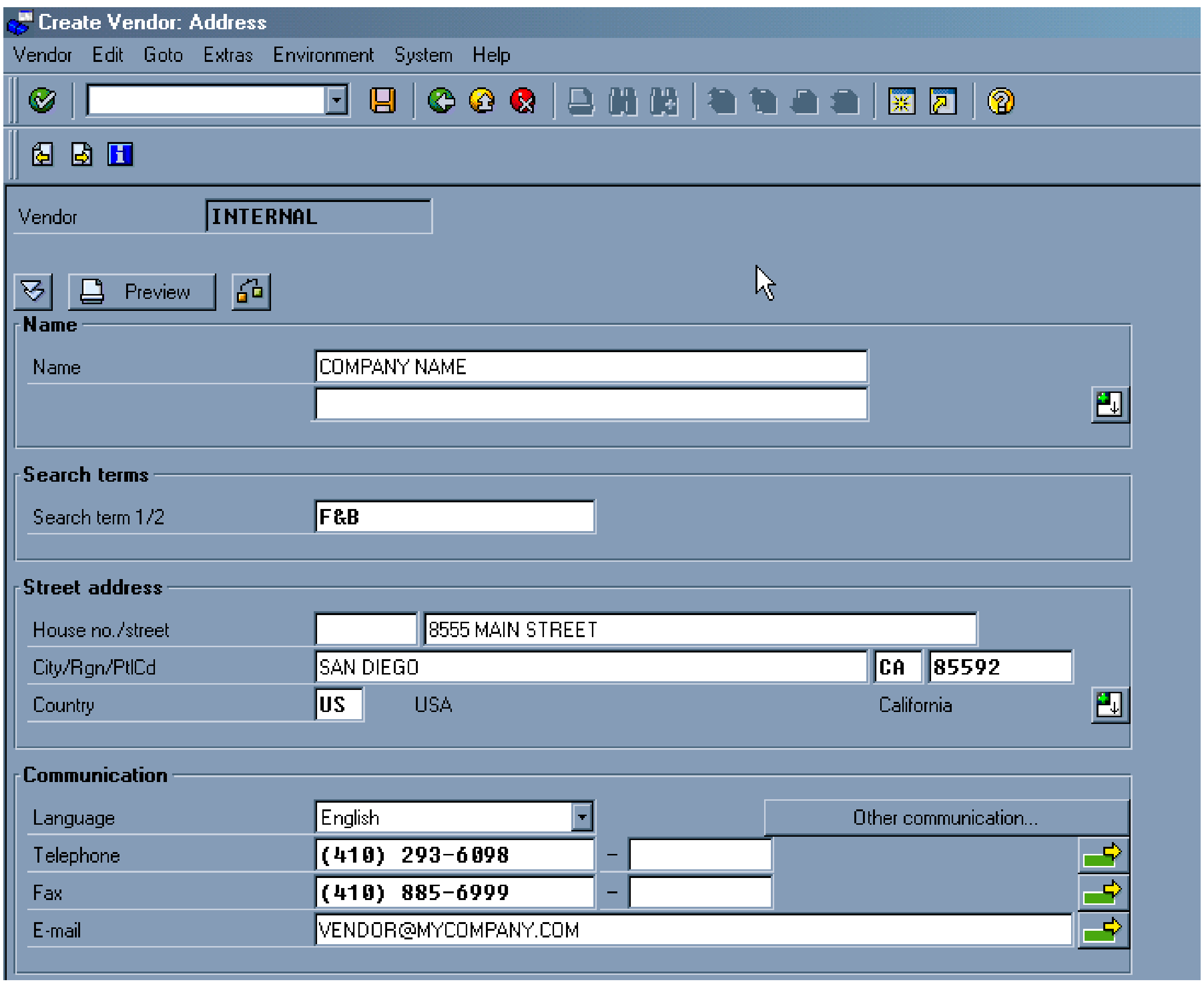
NOTE: ALWAYS ENTER DATA USING ALL CAPITAL LETTERS!

Field	**Description/Usage**
Address:	
Name1	Name of Vendor
Search Terms:	
Search Term	<u>ACCT GROUP</u> — <u>SEARCH TERM ALLOWED</u> CUSD — CUSTODIANS UNIT FUNDS EMPL — EMPLOYEE PRRF — CUSTODIANS PRIZES REFUNDS FCC TRAD — F & B REC EQUIP SUPPLIES CONTRACTOR SERVICES ITT UTILITIES PERIODICAL AMENITIES If different terms are entered, SAP will not allow you to create vendor, please note exact spelling is necessary.
House address:	
House No	Leave blank

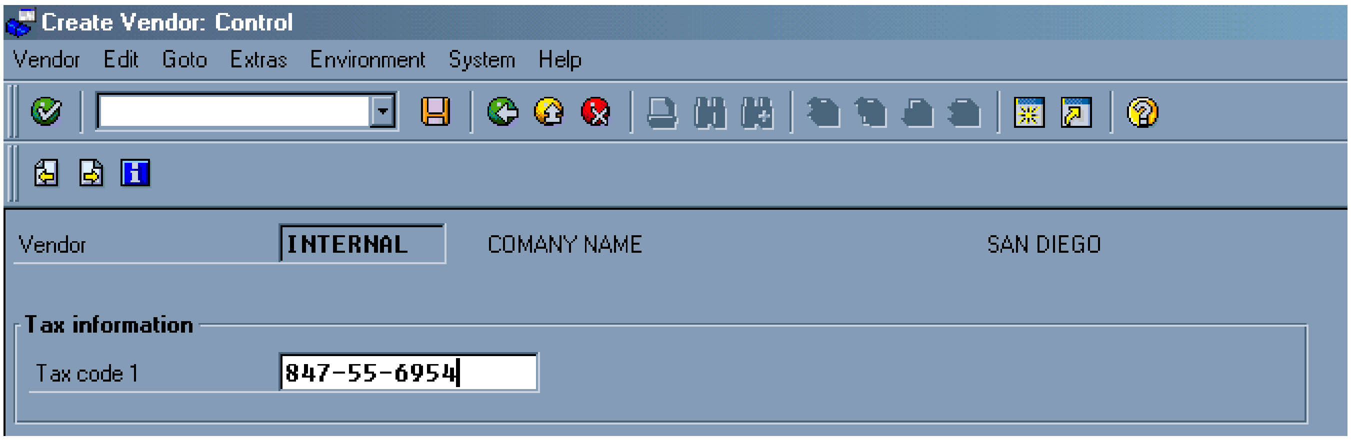
Street	Street address of vendor (including Suite and Building number)
Postal Code	Zip Code
City	City
Region	State code
Country	US
Communication:	
Language	EN (English)
Telephone	Telephone, if any
Fax Number	Fax number, if any
E-mail	Email address, if any

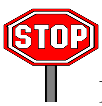
Press the Enter key or use the green check mark icon. 

Screen: Create Vendor: Control



Field	Description/Usage
Tax Information: Use only one	
Tax code 1	Individual tax code (SSN number) - IMPORTANT FOR BINGO PRIZE WINNERS WHERE ONE BINGO GAME WINNINGS TOTAL OVER $1200.00. ALSO IMPORTANT FOR FAMILY CHILD CARE PROVIDERS WHERE A SUBSIDY OR USDA IS PAID!!





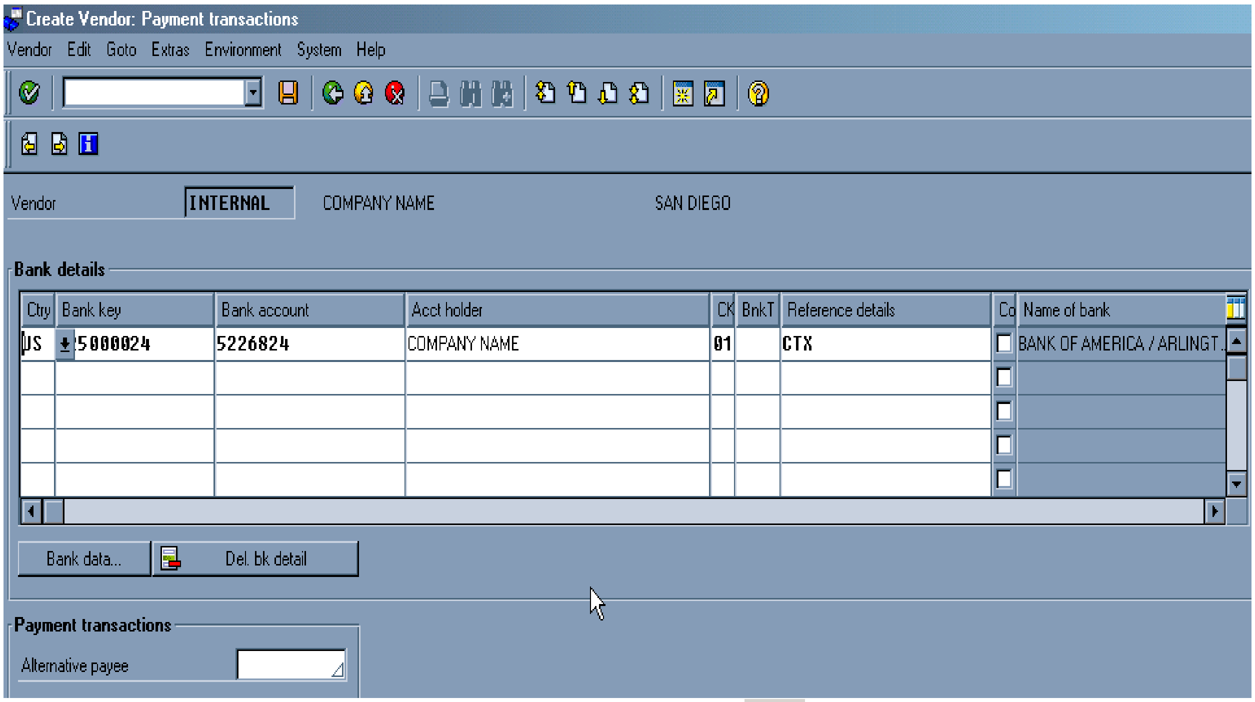
Press the Enter key or use the green check mark icon.

Warning: Data accuracy for the next section of information is very important. Enter all information exactly as described below. If the EFT data file does NOT function properly for a particular vendor, always check that the master data stored in this section is accurate, this is the most likely cause of EFT data file failures. Note that the fields marked, as mandatory below are not actually mandatory in the system and it will not be enforced by the system. In fact, all bank details fields are optional (to allow vendors without EFT capability to be created). However, if utilizing EFT (for employee vendor type) you MUST complete all fields identified as required for the EFT payment program to work properly.

Screen: Create Vendor: Payment Transactions

Field	Description/Usage
Bank details:	
Ctry	US – Country of origin
Bank key	Enter the routing number for the bank account. This routing number must be ACH compatible. The system will validate the bank key enter against a table of valid values.
Bank account	Bank account number. REQUIRED
Account holder	Vendor's account name REQUIRED
CK	01- Check account; 02 – Savings account (important for EFT) REQUIRED
BnkT	Leave this field blank at all times.
Reference details	Enter **CTX** in this field. This specification is **VERY IMPORTANT.** Without this the vendor will NOT get paid
CollectAut.	Leave blank

Name of bank	System will default the bank name in this field when you hit enter.
Payment transactions:	
Alternative payee	Leave this field blank



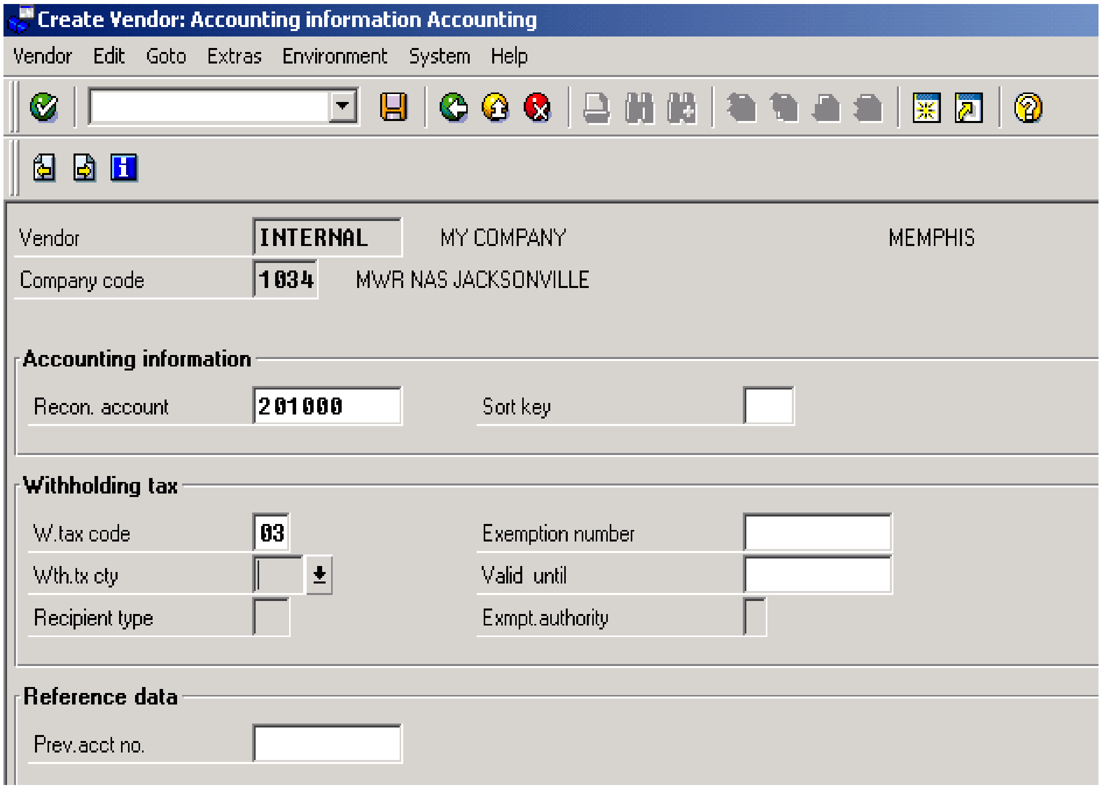
Press the Enter key or use the green check mark icon. 

<u>*Screen: Create Vendor: Accounting Information Accounting*</u>

Field	Description/Usage
Accounting Information:	
Recon. Account	The valid reconciliation accounts for custodians, unit funds, employee and prize winners/refundee vendors is 201000 Payables.
Sort Key	Leave this field blank.
Withholding tax: NOTE: IF accounting group is CUSD this section will not appear.	
W. tax code	Enter the withholding tax code for those vendors that are subject to 1099 reporting. The tax codes that appear in the search help list represent 1099 reporting categories. 03 Prizes, awards (used for Bingo) 07 Non-employee compensation
Exemption number.	If the vendor is normally subject to 1099 reporting, but has an exemption certificate, enter the certificate number in this field.
Valid until	Enter the exemption certificate expiry date.
Reference data:	
Prev. Acct. No	Leave Blank

Press the Enter key or use the green check mark icon. 

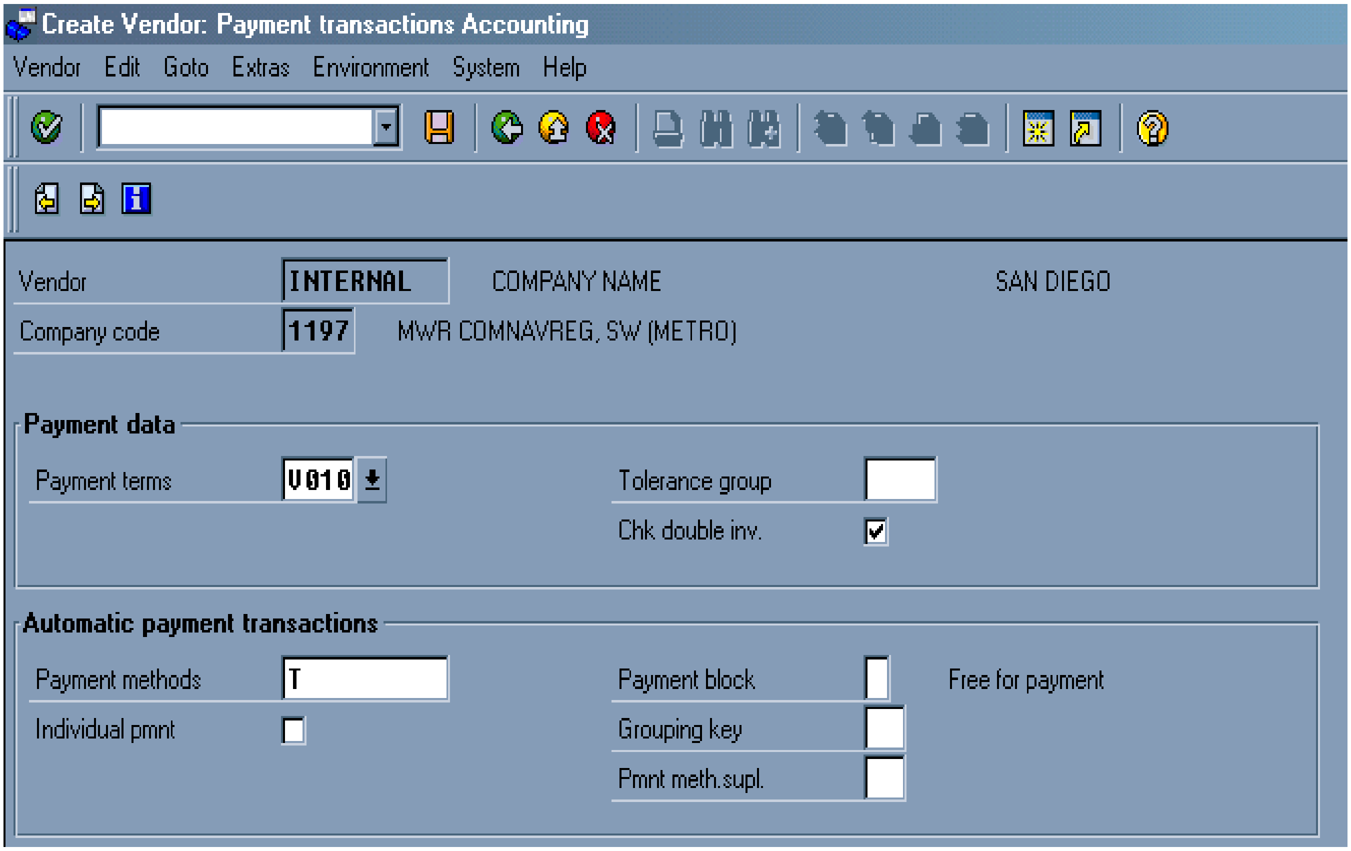
<u>Screen: Create Vendor: Payment Transactions Accounting</u>



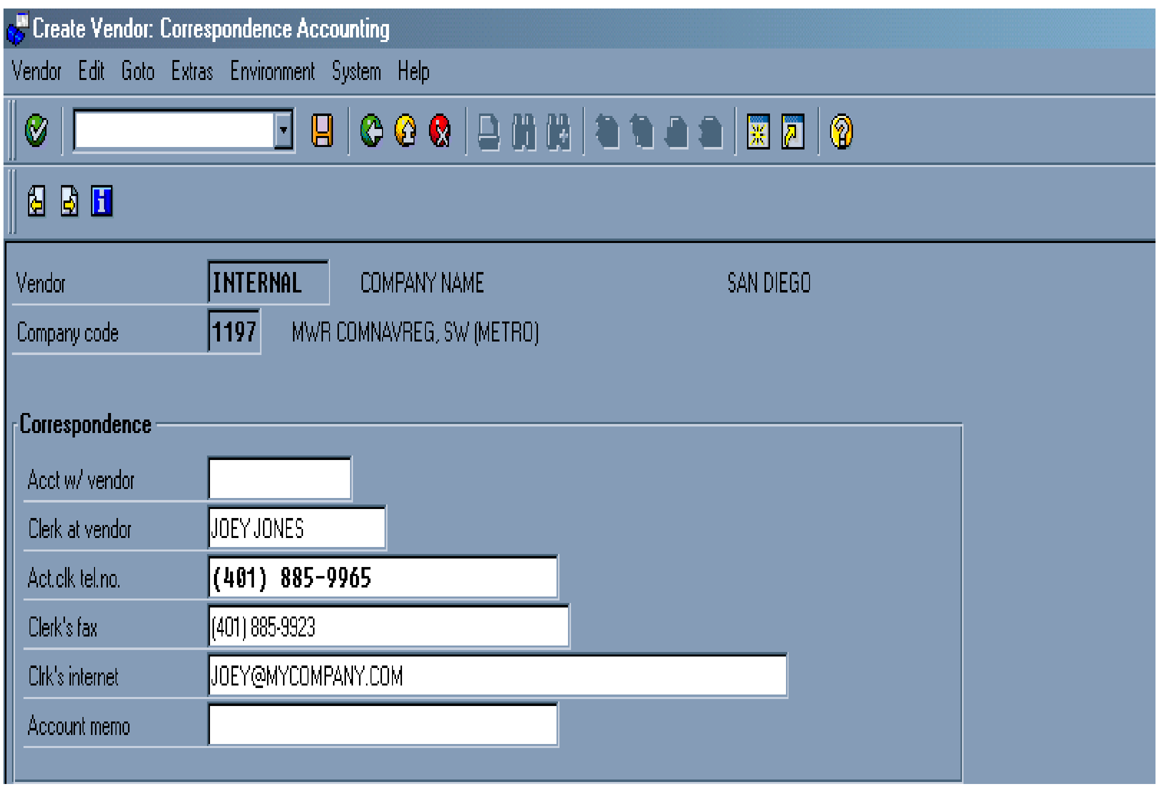
Field	Description/Usage
Payment data:	
Payment Terms	Enter payment terms code in this field.
Tolerance Group	Leave this field blank
Chk double inv	**<u>Always flag this checkbox</u>**, as this will activate duplicate invoice checking during invoice entry. The system will determine whether a duplicate invoice exists by checking the reference document number (vendor's invoice number) against existing values for that vendor.
Automatic payment transactions:	
Payment methods	If bank details for the vendor have been maintained (i.e. the vendor has provided EFT details), enter payment method T (EFT) in this field. If the vendor is still to be paid by check, enter payment method C (Check).
Individual pmnt	Leave blank
Payment block	Leave blank
Grouping key	Leave blank
Pmnt meth. Supl.	Leave blank.

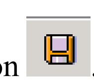
Press the Enter key or use the green check mark icon. 

Screen: Create Vendor: Correspondence Accounting



Field	Description/Usage
Correspondence:	
Acct w/ vendor	Enter MWR's account number with the vendor if available.
Clerk at vendor	Enter the name of point of contact at vendor.
Act.clk tel. no.	Enter the contact's telephone number
Clerk's fax	Enter the contact's fax number.
Clrk's internet	Enter the contact's email address.
Account memo	Enter a memo regarding the vendor's account contact information if desired.



To save the vendor master records you have just created, click on .

The system will issue the vendor's new account number in a screen message.

Change the Vendor Master

This procedure enables values of certain fields to be changed on vendor master record.

Custodian/Employee/Prize Winner Vendors (Field)

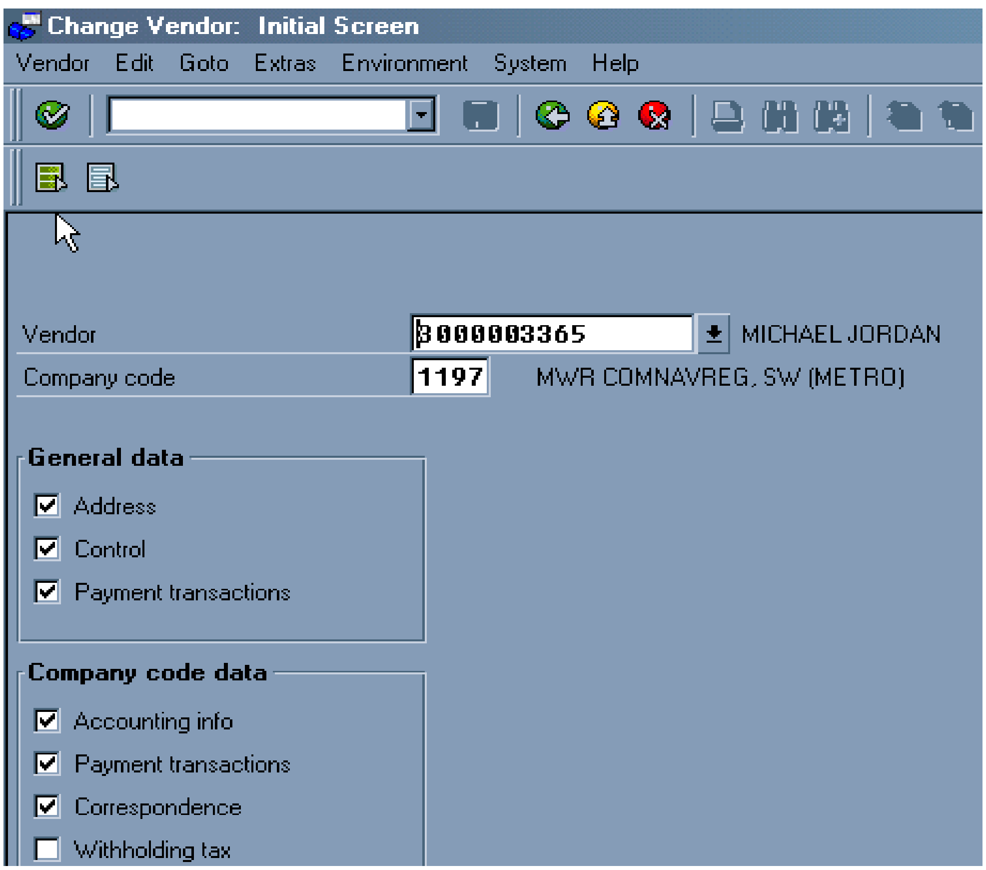
Menu Path: **ACCOUNTING> FINANCIAL ACCOUNTING> ACCOUNTS PAYABLE> MASTER RECORDS> CHANGE**

Transaction code: **FK02**

Screen: Change Vendor: Initial Screen

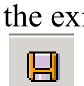
Field	Description/Usage
Vendor	Enter the vendor account
Company Code	Enter the company code for the base/fund in which the vendor is to be changed

Select all boxes by click on the green page icon on the left top corner.



Press the Enter key or use the green check mark icon. 

Make the required changes by over-typing the existing information or adding new details.

To save the changes click on the Save icon .

Display Vendor Master

This procedure is used to display a vendor master record.

NOTE: Please keep in mind that social security and tax identification information, as well as bank account data is sensitive information. Treat this information with care and be sure access to such information is limited.

Menu Path: **LOGISTICS > RETAILING > MASTER DATA > EDIT CUSTOMERS > BUSINESS PARTNER > CARRIER > DISPLAY**

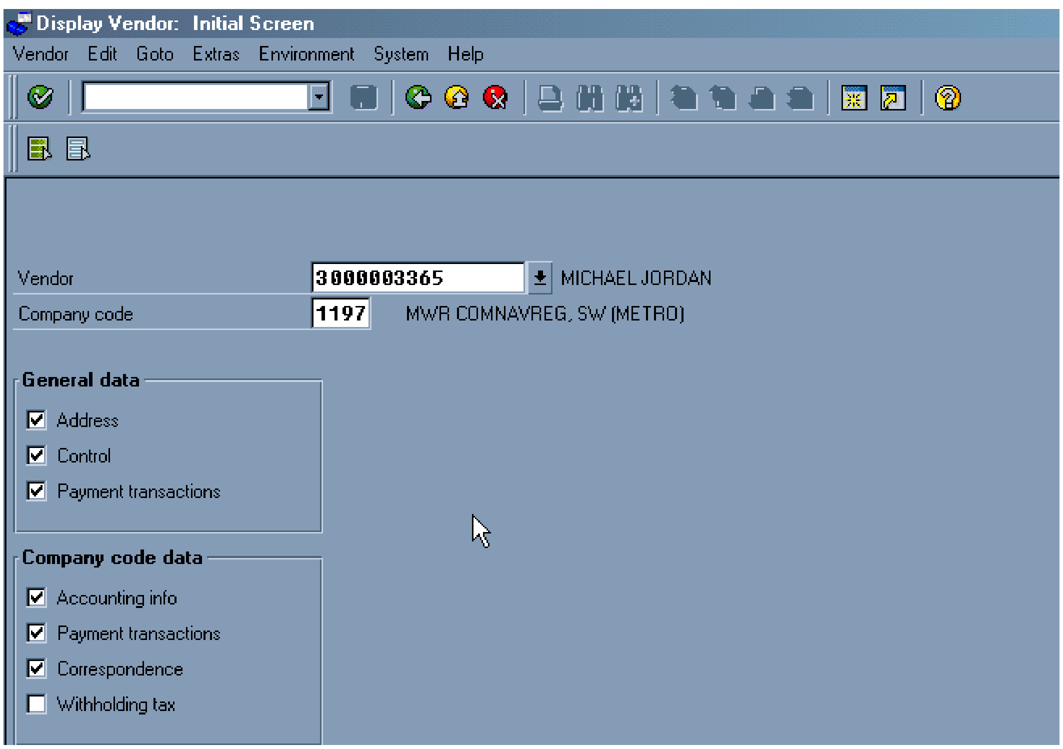
Transaction code: **FK03**

Screen: Display Vendor: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Select all boxes by click on the green page icon on the left top corner.

Press the Enter key or use the green check mark icon.



View existing vendor information.

To exit, click on .

Display changes made on vendor master

This procedure is used to display changes made to fields on the vendor master. The system logs all changes to master records, including what was changed (i.e. old and new values); user changes; and dates and time the change was made. This provides a complete audit trail.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > DISPLAY CHANGES**

Transaction code: **FK04**

Enter vendor number and click

The change record for the vendor master record is displayed.

To exit, click on .

Block/unblock Vendors

This system task is used to block or unblock vendors for posting. Blocking a vendor refers to the process where a restriction can be placed on the vendor to prohibit payment from being generated (no matter the due date requirements). This process can be used in cases where there may be a dispute or disagreement with a vendor or in cases where follow-up is required on the open item and payment should NOT be made until the investigation is complete.

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > BLOCK/UNBLOCK**

Transaction code: **FK05**

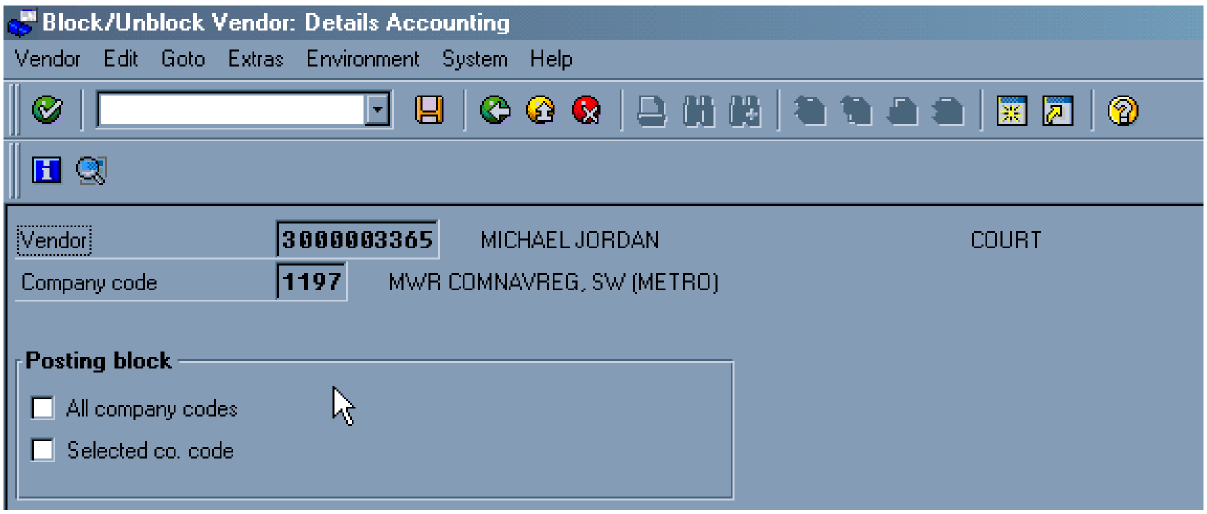
Screen: Block/Unblock vendor: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Press the Enter key or use the green check mark icon.

Field	Description/Usage
Posting block: All company codes	Flag this indicator to block postings to this vendor in all company codes (bases/funds).
Posting block: Selected co. code	Flag this indicator to block postings to this vendor in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY BLOCK VENDORS IN THEIR OWN COMPANY CODE!!!**

Screen: Block/Unblock Vendor: Details Accounting



To save the changes click on the Save icon .

Mark Vendor for Deletion

Prior to deleting a vendor, ensure that there are no open transactions on the account. A vendor to be marked for deletion should have previously been blocked for posting, in order to prevent new open items being posted to the vendor sub-ledger. This procedure only marks the vendor master record for deletion; it does not actually delete the record from the database. The archiving process will search for all vendors marked for deletion and purge them from the database (after making the suitable archive file). The archive process will not purge any vendor master record that contains open items against it.

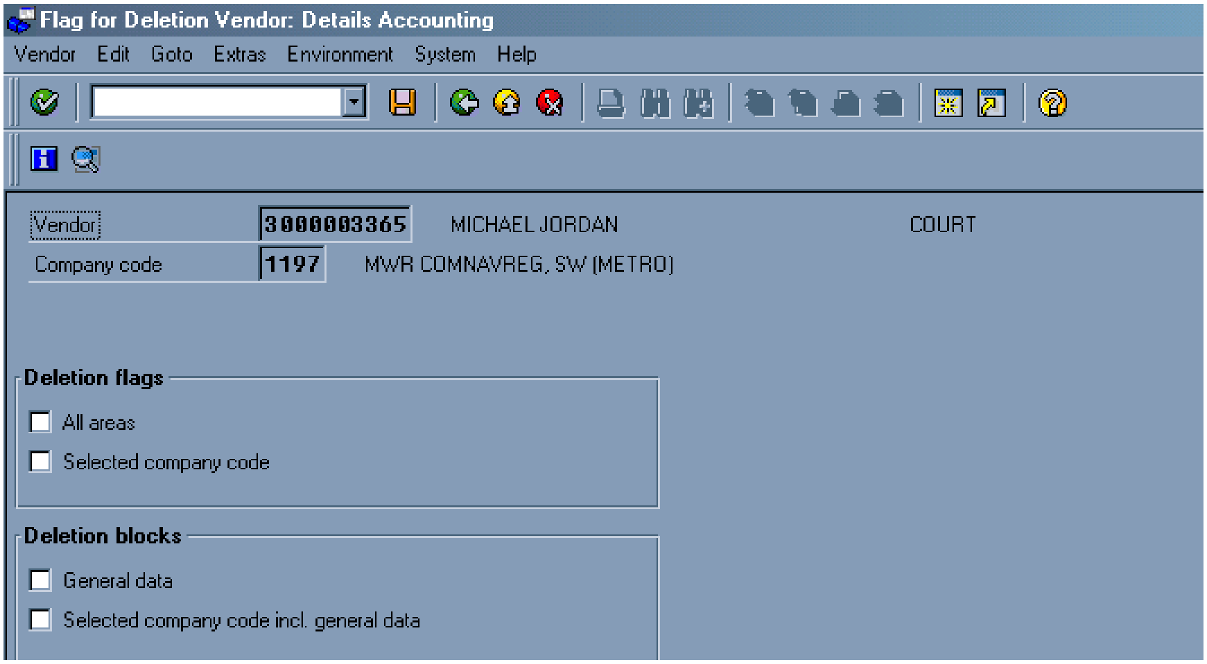
Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > ACCOUNTS PAYABLE > MASTER RECORDS > MARK FOR DELETION**

Transaction code: **FK06**

Field	Description/Usage
Vendor	Enter the vendor account number to be blocked or unblocked for posting.
Company Code	Enter the company code for the base/fund in which the vendor is to be blocked or unblocked for posting.

Press the Enter key or use the green check mark icon.

Field	Description/Usage
Deletion flags:	
All Areas	Flag this indicator to mark this vendor for deletion in all company codes (bases/funds).
Selected Company Codes	Flag this indicator to mark this vendor for deletion in the company code specified on the previous screen. **MWR FIELD USERS CAN ONLY MARK FOR DELETION VENDORS WITHIN THEIR OWN COMPANY CODE!!**
Deletion blocks:	
General data	Leave blank
Selected company code incl. General data	Leave blank



To save the changes click on the Save icon .

STEP 1 OF THE THREE WAY MATCH PROCESS:

Create Purchase Order (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other "Stock" Inventory)

This transaction should be used for creating **perishables/services/consumables and prepaid/ consignment item** purchase orders.

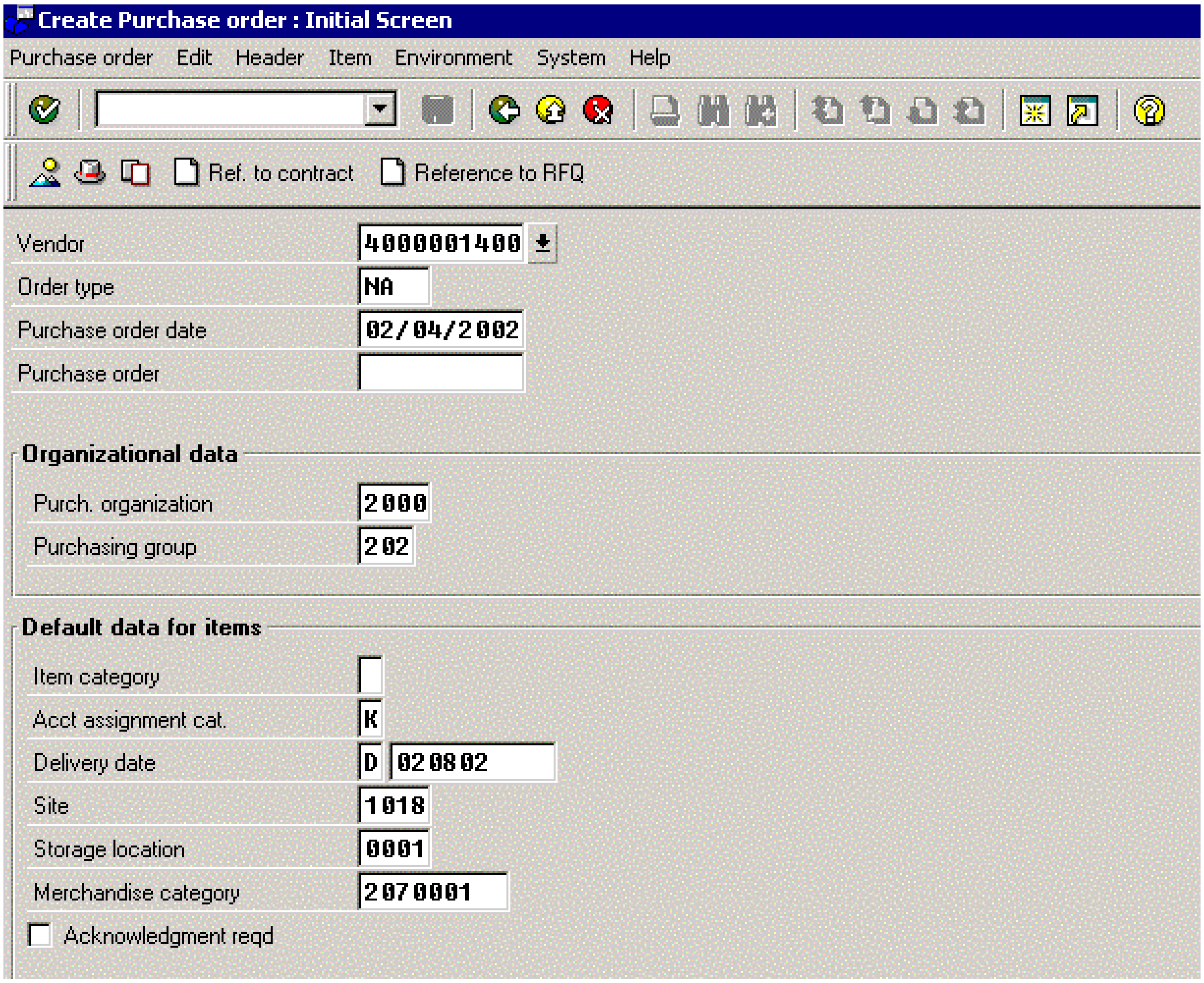
Menu Path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDERS → PURCHASE ORDER →CREATE → VENDOR KNOWN**

Transaction Code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ will create vendor master records on a request basis.
Order type	Enter order type NB for Purchase Orders under $25K, or enter order type NA for Purchase Orders over $25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Leave blank
Acct assignment Cat.	Enter one of the following necessary account assignment category: **K** – Cost center procurement (used for non-asset based procurement) **S** – USA Program (used to identify those items to be USA'd) **F** – Internal order and cost center procurement (used when procuring for a special event that will be tracked using an internal order)
Delivery date	Enter the desired Delivery date.
Site	Enter the site code that coincides with the company code for which the requisitioned items are being procured.
Storage location	Leave default numbering
Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES

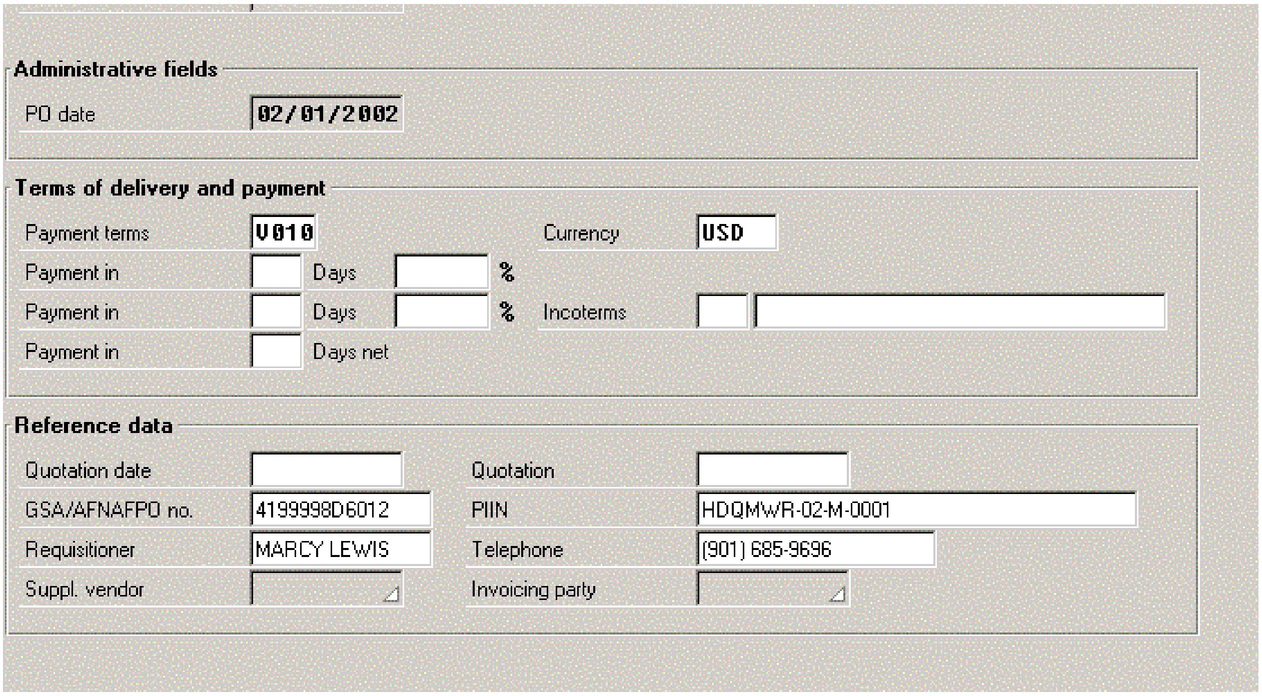
Acknowledgement reqd	Check this indicator if each purchase order item is to be acknowledged by the vendor.



Press the **[Enter]** key or click the green checkmark  to continue.

Screen 2: Create Purchase Order: Header Data

Terms of delivery and payment	**Description/Usage**
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Reference data	
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Quotation date	Enter the date the quotation was given if applicable.
Quotation	Enter the number of the quotation if applicable.
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. For **AFNAFPO** enter all of the alphanumeric digits following the "F", excluding the dashes. The PO will automatically print the "F". Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the "F" and the dashes) For **GSA** enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes)
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001
Requisitioner	Enter the name of the Requisitioning Officer (Activity Manager)
Telephone	Enter telephone number of Requis. Officer. The number should be in the following format **ALWAYS** (901) 685-9696.

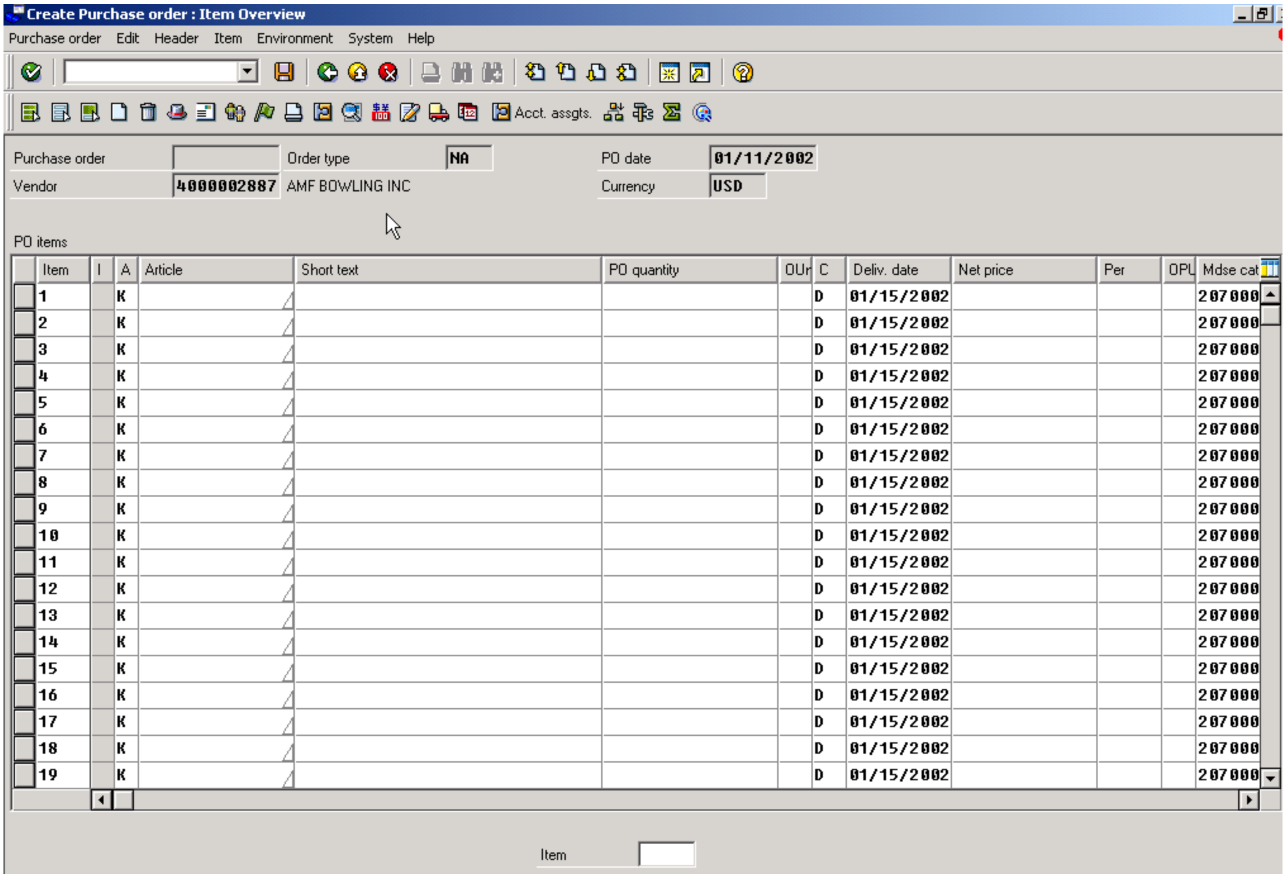


Press the **[Enter]** key or click the green checkmark to continue.

Screen 3: Create Purchase Order: Item Input

Field	Description/Usage
Article	Leave Blank.
Short text	Enter the appropriate Reference Short Text Description.
PO quantity	Enter the appropriate Number of Items Ordered.
OUn	Order unit (i.e. EA for each)
Deliv. date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the order price unit the price is valid.
OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are "prices (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.

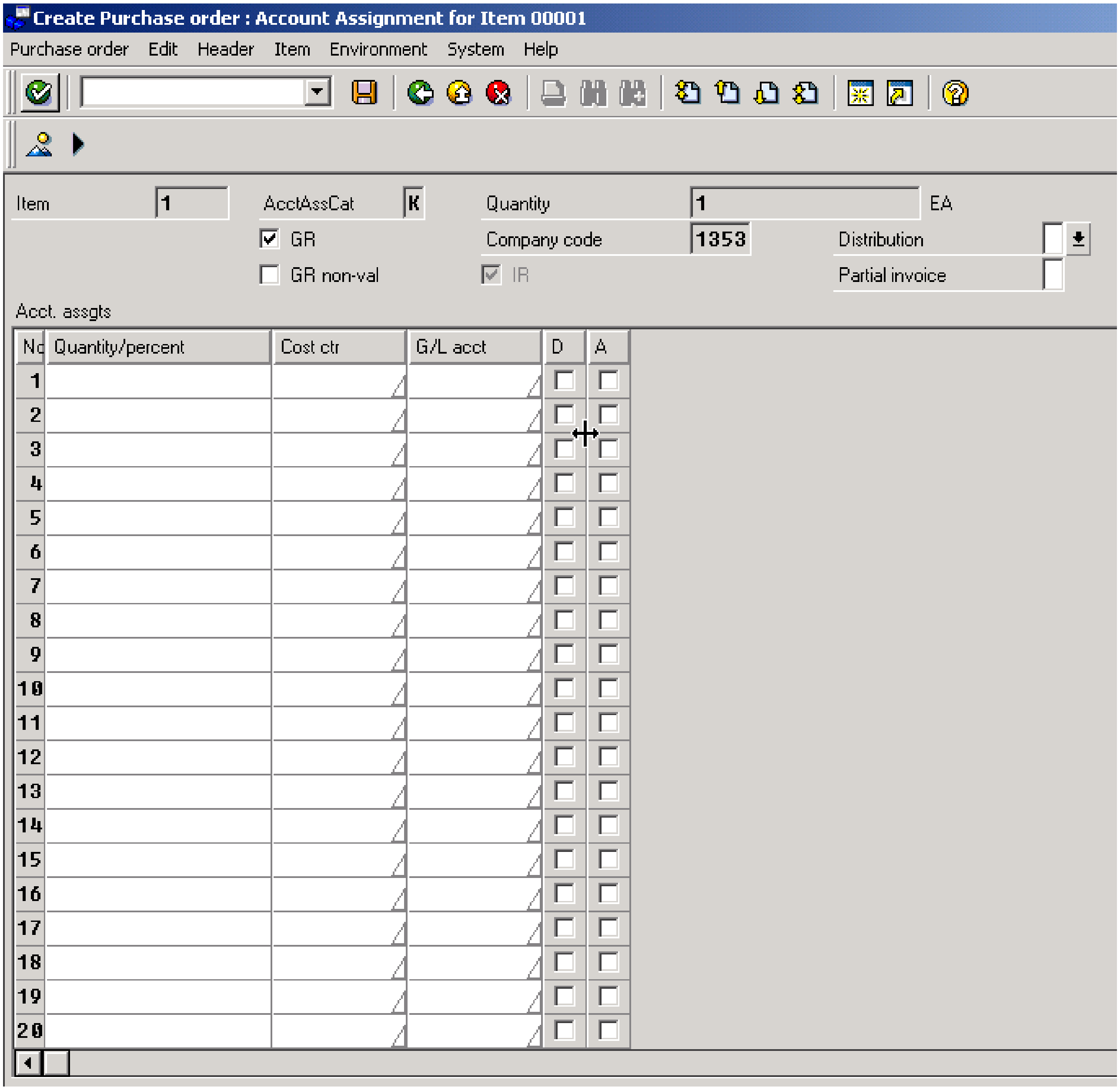
Free	Check this box if the item is of no cost. For example if a vendor offers a "Buy ten get one free" special, ten items should be purchase on one line and the free item should be on another line and checked as Free.



Press the **[Enter]** key or click the green checkmark  to continue.

Screen 4: Create Purchase Order: Account Assignment for Item XXXXX

Field	Description/Usage
GR	With single account assignment, flag the GR checkbox. SAP does not currently allow valuation at time of goods receipt for purchase order items that use multiple account assignment. Valuation means that the general ledger is updated.
GR non-val	With multiple account assignment flag both the GR non-val checkbox and the GR indicator. Check to specify that the goods receipt for this item is not to be valuated at time of goods receipt. This indicator is only required for multiple account assignment PO items. Many asset purchases require multiple account assignment (e.g. purchasing 200 cases of golf balls on a single PO line item, but some of the cases need to be expensed to a different cost center.
Distribution	This field is only required when using multiple account assignment. Enter "1" to apportion the total value of the PO line item to each individual asset based on the quantity each asset record will be assigned (usually a one-for-one basis).
Partial invoice	This field is only required when using multiple account assignment. Enter "2" to apportion of partial invoice receipt (IR) quantities to goods receipt (GR) quantities on a proportionate basis.
Quantity/percent	Enter the quantity of the total PO item quantity that should be assigned to this cost center.
Cost ctr	Enter the **cost center** to which the PO item costs should be expensed. If multiple account assignment is to be used, then enter each cost center on a different line beside the appropriate quantity.
G/L account	Enter the g/l account to which the PO item costs should be coded. If multiple account assignment is to be used, then enter each g/l account on a different line beside the appropriate cost center. ***Remember if you are procuring an item you want to be "USA'd" you must use the "S" as account assignment category and encode the item to the original expense account (e.g. 701000, 686000, 703000, etc.) Do NOT enter USA Offset account number in this field – you will receive an ERROR!***
D	To delete a particular account assignment line item, flag corresponding the deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment.



To SAVE click the icon .

To add **additional information** like delivery address or freight before saving click to return to the previous screen.

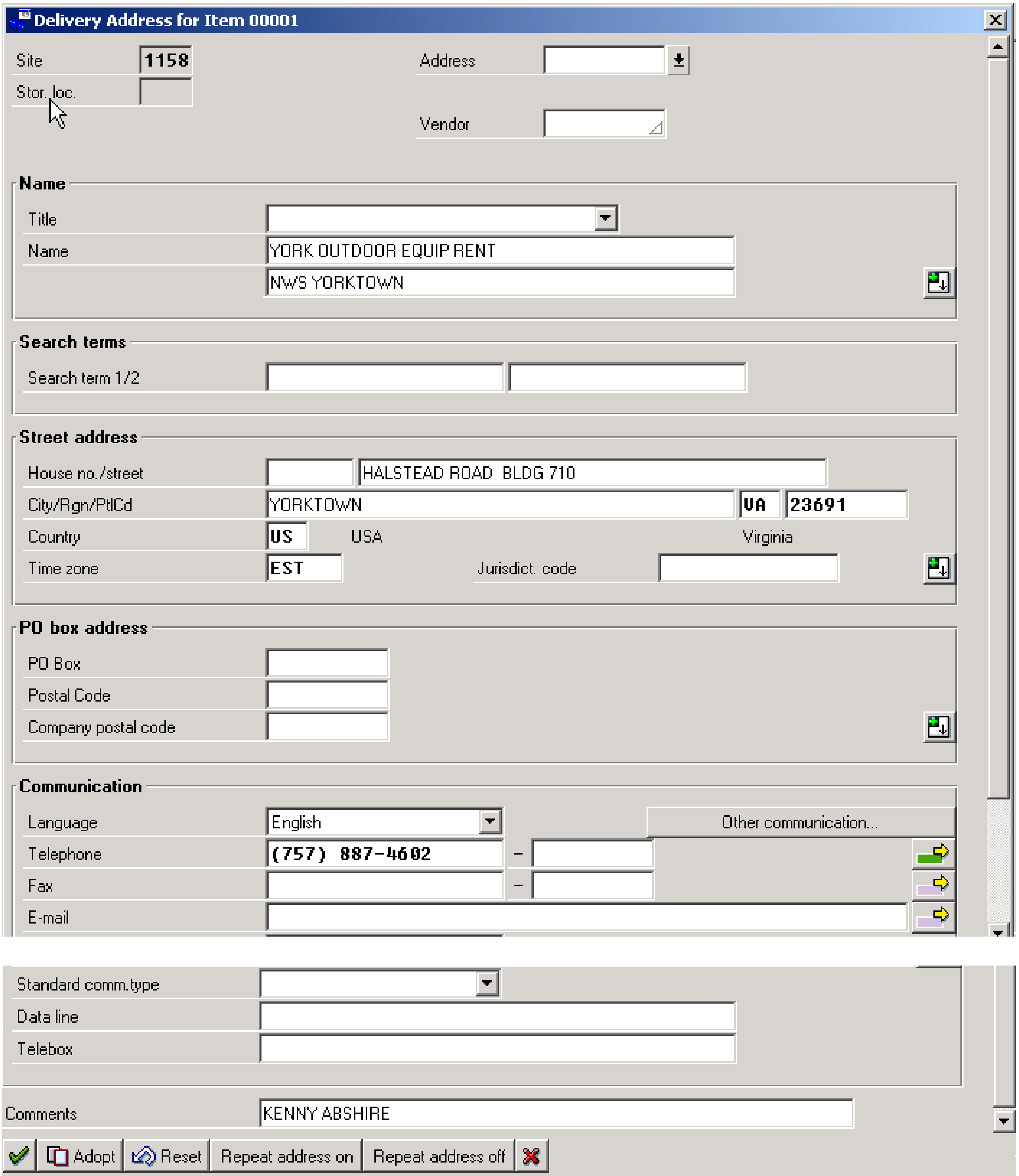
Now select the PO item by clicking once on the line itself to add further details.

ADDING DELIVERY

To add a delivery address to the PO line item you may use the Menu Bar path: **Item ➔ More functions ➔ Delivery address** Or click this icon .

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address (Top right)	The delivery address will default from the site's master record. If an alternative address is needed for delivery you may type this in manually. Though the screen shows that 40 characters can be typed in for the "NAME" of the delivery location, the system will produce a warning message indicating that the last 5 characters may NOT PRINT out properly on the purchase order. You can click through this warning, but you may notice the address does NOT print in full on the actual purchase order document. We suggest you use only 35 characters to record the NAME. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system and accessed through the pull down menu at the top of the screen.
Vendor	Leave this field blank.
Name	
Title	Enter the title of contact person if appropriate.
Name	Enter the name of contact person. This field must always be filled.
Search terms	
Search term 1/2	Leave this field blank.
Street Address	
House no.	Leave this field blank.
street	Enter the street address, including the building number and suite number.
City	Enter the city.
Reg (Region)	Enter the state code in this field.
PtlCd(Postal code)	Enter the ZIP code of the delivery address.
Country	The country always defaults to US
Time zone	The system default value can be accepted.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
PO Box Address	
PO Box **Postal Code** **Company postal code**	Leave these fields blank..
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.
Email	Enter the email address of the contact person for delivery
Standard comm. type	Enter the most common type of communication for contact person.
Data line	Leave this field blank.
Telebox	Leave this field blank.



To use this delivery address for all subsequent PO line items, press the **[Repeat address on]** icon. Press the 

icon to record the delivery address.

ADDING FREIGHT

Freight may be added to an individual line item or it may be added to the entire purchase order so the freight is allocated evenly among all line items.

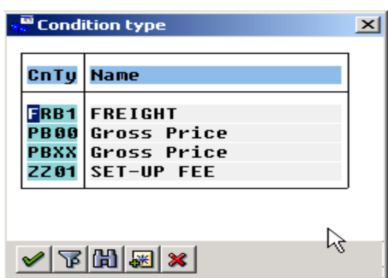
To add freight to the entire header of the document, meaning for the freight to be distributed among the entire PO click on the then click on item conditions

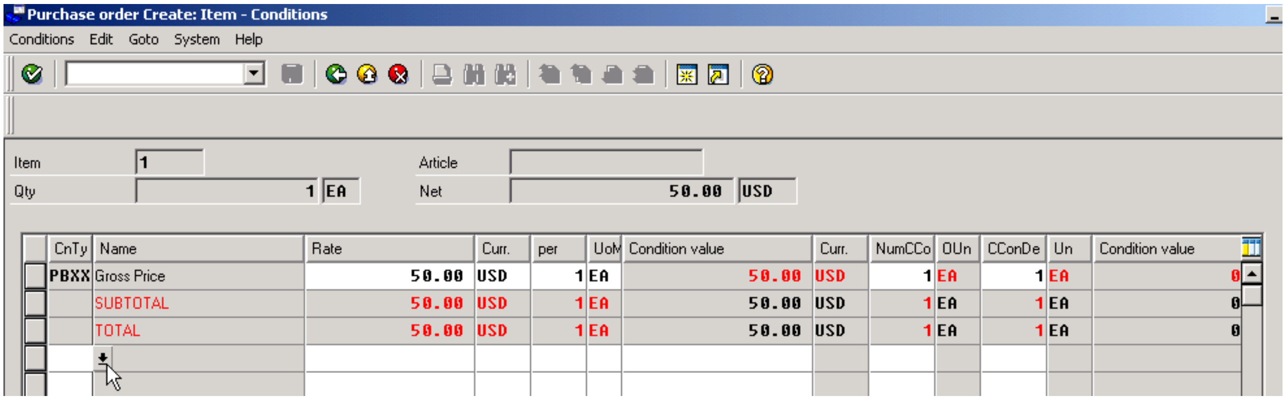
To add planned freight charges to the PO line item, select the item and click on the item conditions icon

NOTE: Freight added to a PO line item will be expensed to that line item's G/L account number.

Screen: Purchase order create: Item conditions

Field	Description/Usage
CnTy	To enter a planned freight amount only, enter condition type FRB1. Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZXXX. This condition should be used for set-up charges or fees.
Rate	Enter the freight amount as a single dollar amount.
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.





Press  to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored, as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

Click  to return to the previous screen.

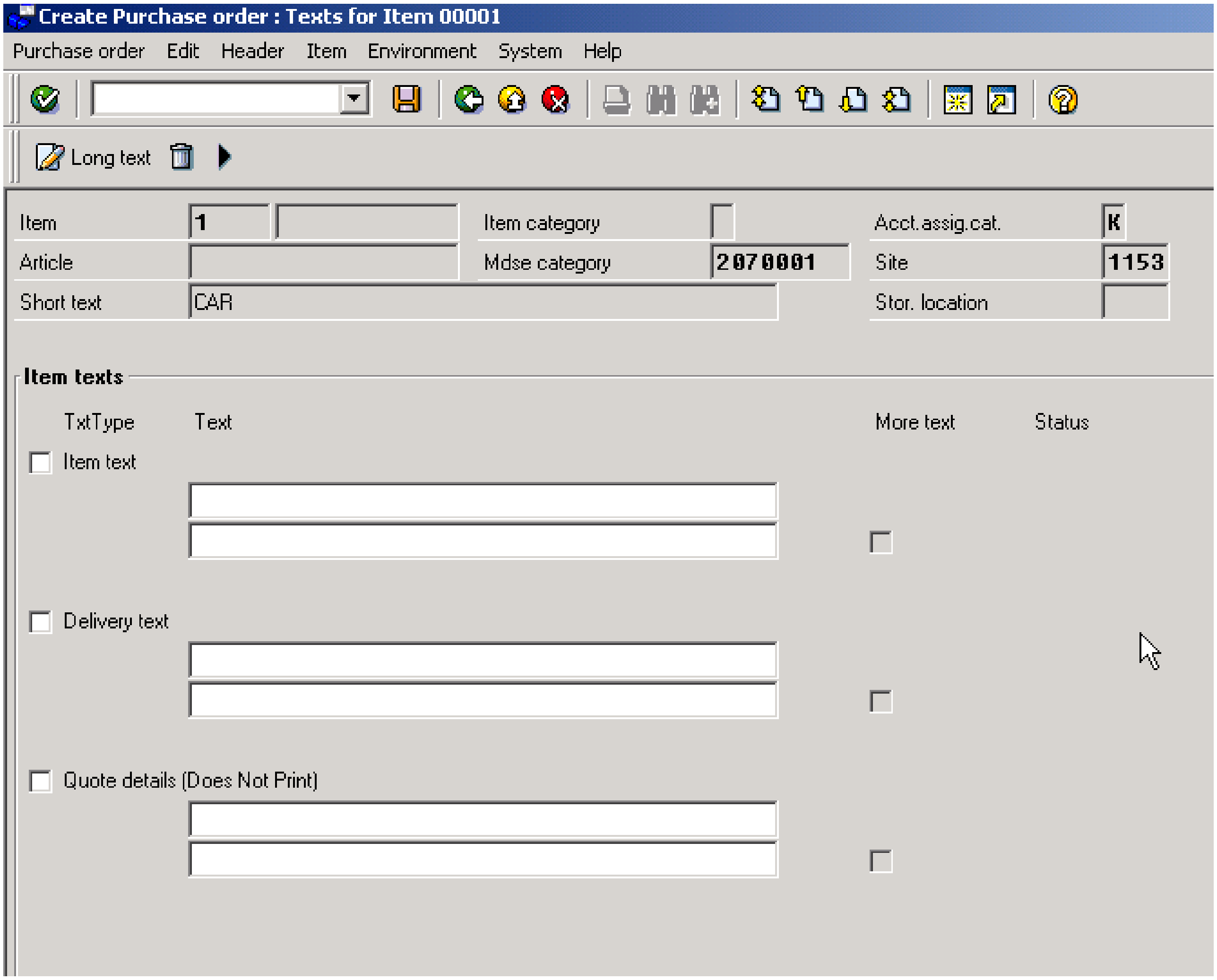
When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. Always choose “No”. The system may display this message several times. Always choose “No”. This warning message appears because currently the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the purchase order. SAP is developing this functionality for a future release.

ADDING DETAIL

To add detailed long text for a PO line item, select the line item by clicking on it, then click . Use the page Up and Page Down icons to move through the list of text types.

Screen: Create Purchase order: Texts for item XXXXX

Field	Description/Usage
Item text	Use this text type to describe the item being procured in unlimited detail. This is useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. **This text will print on the purchase order**.
Item Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This is useful when the delivery requires special instructions that the vendor must know about. **This text will print on the purchase order**.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.



To record unlimited long text simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor. To return to the previous screen when you are finished recording the long text, simply click  to return to the PO line item overview screen.

Perform one last review of the information entered.

The purchase order can now be saved by clicking .

The system will return a message: ***"Document no. 4XXXXXXXXX created"***

Change Purchase Order

Menu path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDERS → PURCHASE ORDER → CHANGE**

Transaction Code**: ME22**

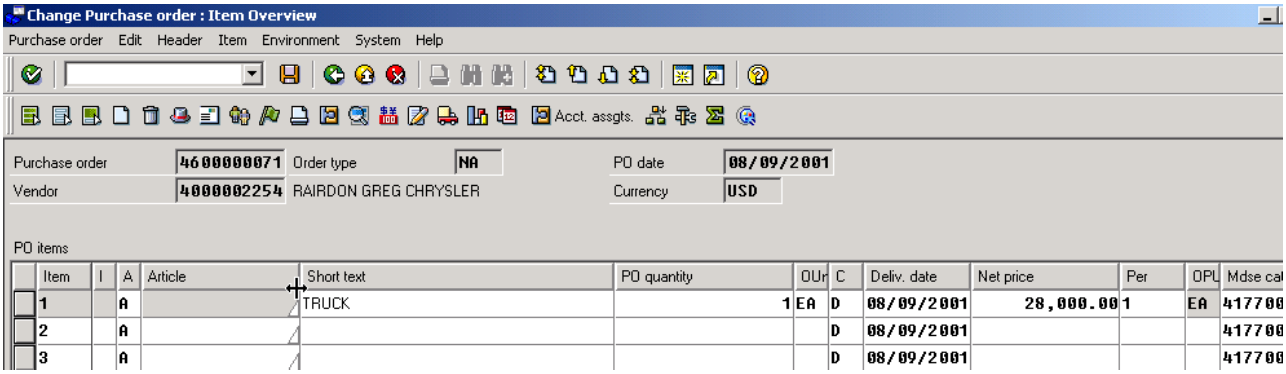
The following fields are the only one's that may be changed. All grayed out areas CAN NOT be modified.

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be changed.

Press the **[Enter]** key or click the green checkmark to continue.

Screen: Change Purchase Order: Item overview

Field	Description/Usage
A (Account Assignment Category)	Change the account assignment category if required. Note that the account assignment details will also need to be changed. This field CANNOT be changed after goods receipt or invoice receipt.
Short text	Change the required Short Text description. This field can always be changed, even after goods receipt or invoice receipt.
PO quantity	Change the quantity of items ordered, if required. The quantity can be changed after goods receipt but the system issues a warning if the Delivery Complete indicator was set during a previous goods receipt. This indicator is set to inform the use that further deliveries are not expected.
OUn	Change the order unit of measure (e.g. from CAS to EA). This field cannot be changed after goods receipt or invoice receipt.
Net price	Change the order price per unit, if required.
Deliv. date	Change the date of delivery, if required.
Mdse cat	Change the merchandise category, if required



To change further PO item details select the line item and use **Item ➔ Details**

To change the delivery address of a PO line item, select the

Field	**Description/Usage**
Address (Top right)	If the appropriate delivery address already exists in the system, change the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist, leave this field blank and change the address information in the appropriate field described below. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system.
Vendor	Leave this field blank.
Name	
Title	Change the title of contact person, if required.
Name	Change the name of contact person, if required. This field must always be filled.
Search terms	
Search term 1/2	Leave blank.
Street Address	
House no.	Leave this field blank.
street	Change the street address, including the building number and suite number, if required.
City	Change the city, if required.
Reg (Region)	Enter the state code in this field.
PtlCd(Postal code)	Change the ZIP code of the delivery address, if required.
Country	The country always defaults to US
Time zone	The system default value can be accepted.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
PO Box Address	
PO Box **Postal Code** **Company postal code**	Leave these fields blank.

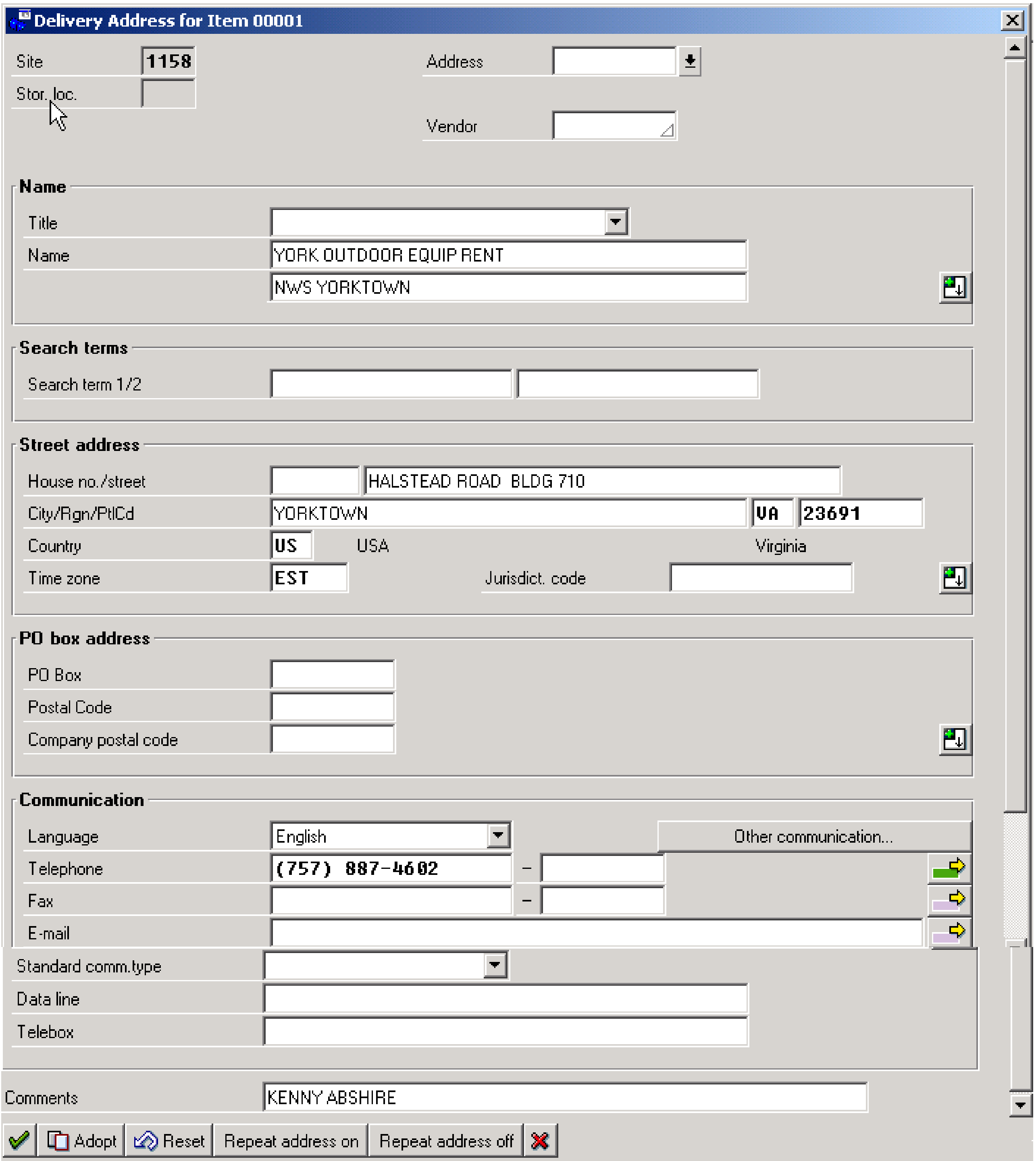
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.
Email	Enter the email address of the contact person for delivery

Click on it and then use the Menu Bar path: **Item ➔ More functions ➔ Delivery address** or click the truck icon on the tool bar. 

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address	If the appropriate delivery address already exists in the system, change the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist, leave this field blank and change the address information in the appropriate field described below. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system.
Vendor	Leave this field blank.
Name	
Title	Change the title of contact person, if required.
Name	Change the name of contact person, if required. This field must always be filled.
Search terms	
Search term 1/2	Leave blank.
Street Address	
House no.	Leave this field blank.
street	Change the street address, including the building number and suite number, if required.
City	Change the city, if required.
Reg (Region)	Enter the state code in this field.
PtlCd(Postal code)	Change the ZIP code of the delivery address, if required.
Country	The country always defaults to US
Time zone	The system default value can be accepted.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
PO Box Address	
PO Box **Postal Code** **Company postal code**	Leave these fields blank..
Communication	
Telephone	Change the telephone number of contact person for the delivery.
Fax	Change the fax number of contact person for the delivery.
Email	Change the email address of the contact person for delivery

Standard comm. type	Change the most common type of communication for contact person.
Data line	Leave Blank
Telebox	Leave Blank



Press the Adopt icon to record the delivery address.

Click to return to the PO line item overview screen.

CHANGING PLANNED FREIGHT

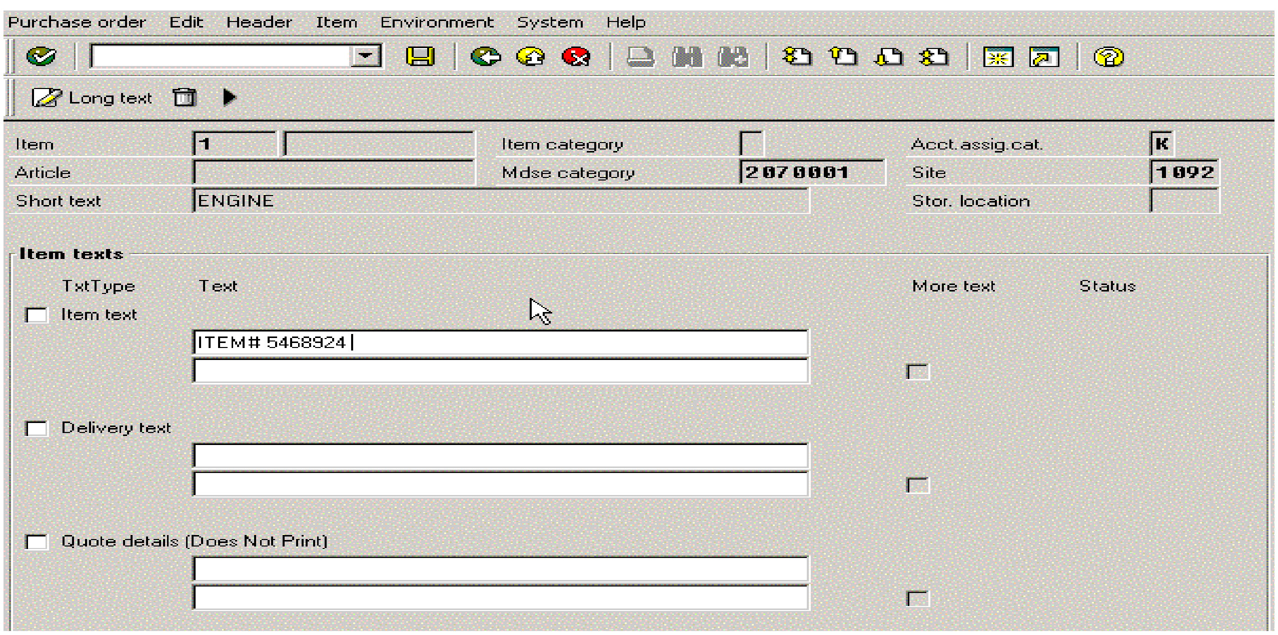
> **NOTE:** Freight added to a PO cannot be deleted after a PO has been processed with a goods receipt. To make changes to an existing purchase order that has not been processed see "adding freight" documentation and follow those steps, but in change mode.

CHANGING TEXT

To change PO line item detailed texts, select the item and use the icon

Screen: Change Purchase order: Texts for item XXXXX

Field	Description/Usage
Item text	Change text type to describe the item being procured in unlimited detail.
Delivery text	Change this text type to describe the delivery instructions.
Quote details	Change this text type to record any information about the quote(s).



A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, simply Click .

Click to return to the PO line item overview screen.

To save the changes made to the purchase order, Click on the Save icon .

Delete a PO line item

To delete a PO line item, select the item by clicking on it, then use **Edit ➔ Delete line.** The line item will be flagged for deletion and will appear in a display-only gray color.

Add a PO line item

To add a new PO line item, just enter a new item the same way as when creating a new purchase order.

Display Purchase Orders (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other "Stock" Inventory)

Menu Path: **Logistics ➔ Retailing ➔ Purchasing➔Purchase Order ➔Purchase Order ➔Display**

Transaction Code: **ME23**

<u>Screen 1: Display Purchase Order: Initial Screen</u>

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be displayed.

Press  to continue.

The purchase order line item overview screen is displayed. The purchase order screens can be navigated as when changing the purchase order.

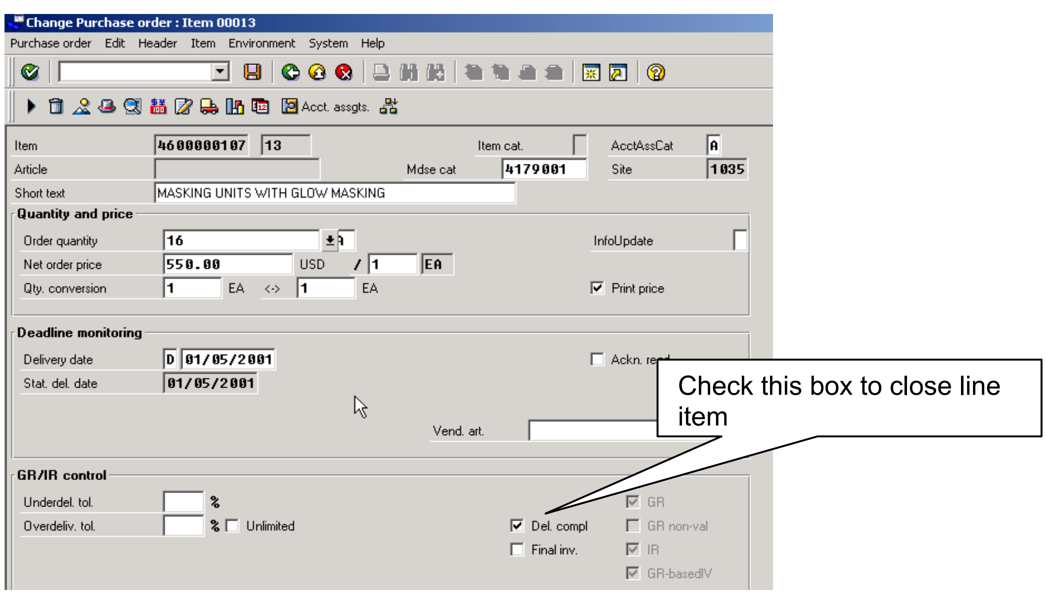
Close Purchase Order Line Items

To close a purchase order line item manually after goods receipt and/or invoice payment has been processed. It may be done either at the point of Goods Receipt entry (See posting Goods Receipts), or at the Purchase Order.

Menu Path: **Logistics → Retailing → Purchasing → Purchase Order → Purchase Order → Change**

Transaction Code: **ME22**

Enter the purchase order number. Click on  or press enter until the item overview screen appears. Double click the line item that needs to be closed. The following screen



will pop-up.

Click on the Save icon to save the Purchase Order changes

Delete Purchase Order

Purchase order line items can be deleted before or after the order has been approved. Deleting all line items of a purchase in effect cancels the whole purchase order. The actual purchase order is NOT DELETED from the system (for audit trail purposes), but instead all line items are cancelled and the purchase order cannot be received against the invoice.

Line items cannot be deleted where goods have been receipted. A deleted line item will remove the commitment against the relevant G/L account and cost center.

Menu Path: **Logistics → Retailing → Purchasing → Purchase Order → Purchase Order → Change**

Transaction Code: **ME22**

Enter the purchase order number. Click on or press enters until the item overview screen appears.
Click on the [Select All] push-button to select all line item/s to be deleted, or select the single line item if only one item is to be deleted then; Click

Click on Yes to confirm

The deleted line item/s will grey out with an ‘ ” appearing to the far right of the line item. This means the line has been deleted.

Click on , the Save icon, to save the Purchase Order changes.

☑ CREATE PURCHASE ORDER – BLANKET PURCHASE AGREEMENT

Blanket Purchase Agreements will also be created using this process. A few exceptions are noted. The BPA will be primarily created so that a "contract document" outlines the terms of procurement can be sent to the vendor. Goods receipt and invoice verification for BPAs will take place outside SAP. However, by encoding the BPA's into the system, a complete audit trail is available and reports can be generated for use by management.

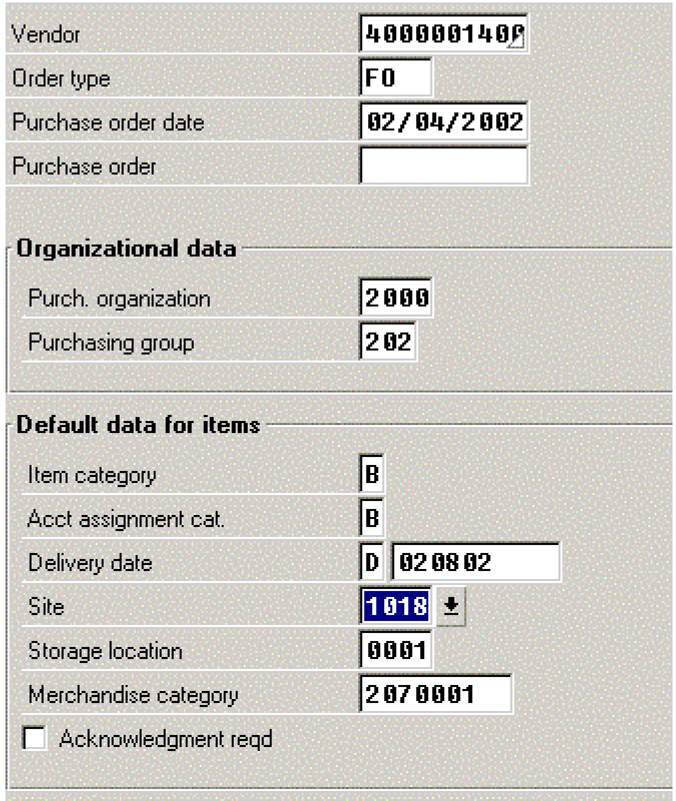
The initial process to create a BPA mirrors that of a 'regular PO'.

Menu path: **Logistics ➔ Retailing ➔ Purchasing ➔ Purchase Orders ➔ Purchase Order ➔ Create ➔ Vendor known**

Transaction Code**: ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must be created. MWR HQ will create vendor master records on a request basis for all bases/funds.
Order type	Enter order type FO for Restricted Use Blanket Purchase Orders
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Enter "B" for BPA
Acct assignment cat.	Enter "B" for BPA
Delivery date	You can leave this field blank
Site	Enter the site code that coincides with the company code
Store location	Leave the default of "0001"
Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement reqd	Check this indicator if each purchase order item is to be acknowledged by the vendor.

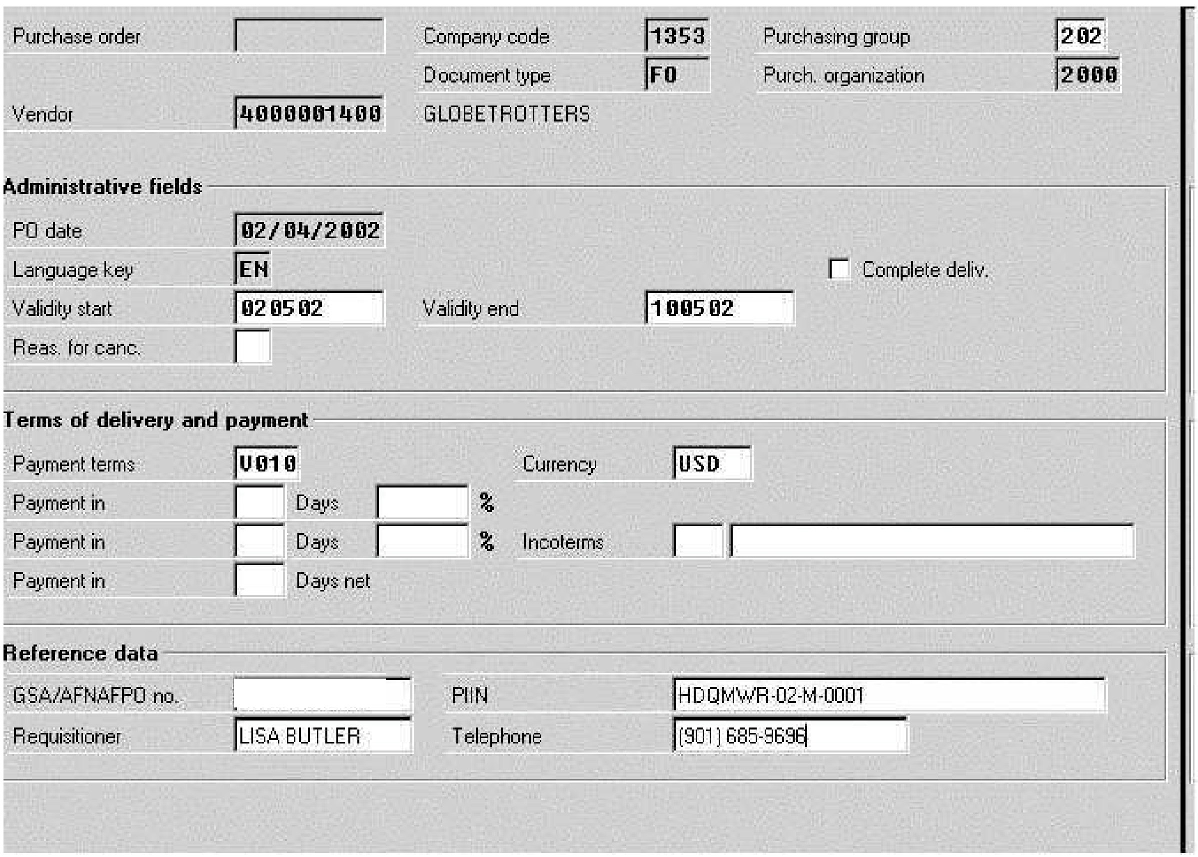


Press the **[Enter]** key or click the green checkmark to continue.

Screen 2: Create Purchase Order: Header Data

Field	Description/Usage
Administrative fields	
Validity start	Enter the Effective date (start date) of your BPA
Validity end	Enter the Expiration date of the BPA
Terms of delivery and payment	
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**

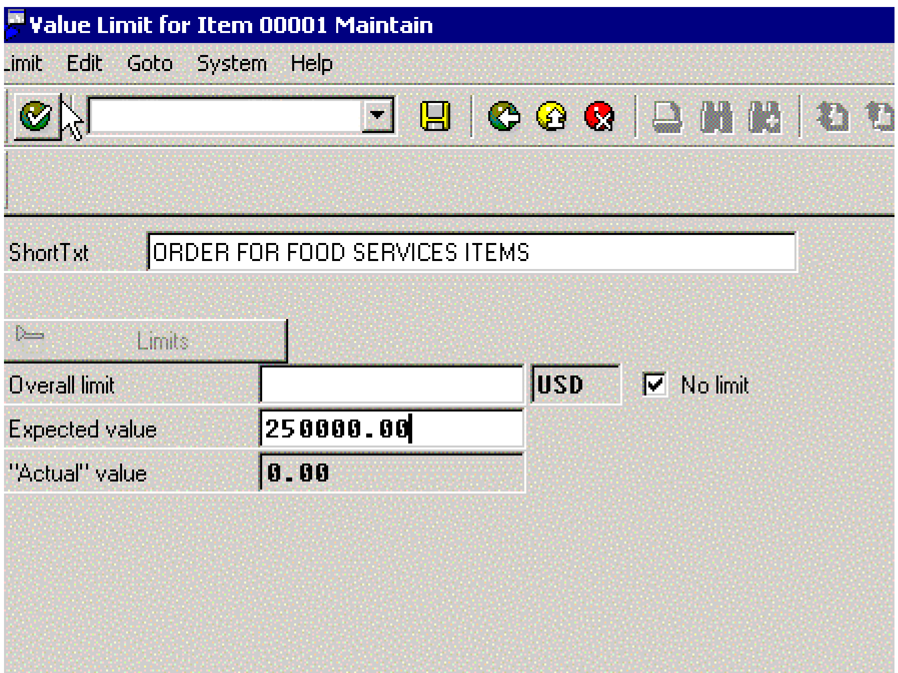
Reference data	
Quotation date	Enter the date the quotation was given if applicable.
Quotation	Enter the number of the quotation if applicable.
GSA/AFNAFPO no.	This field is used for AFNAFPO contract number or GSA contract number. This field requires an entry. You can enter '.' as a default or use the field for another data element determined by local users.
PIIN	Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001
Requisitioner	Enter the name of the Requisitioning officer (Activity Manager)
Telephone	Enter telephone number of Requis. Officer. The number should be in the following format **ALWAYS** (901) 685-9696.



Press the **[Enter]** key or click the green checkmark to continue.

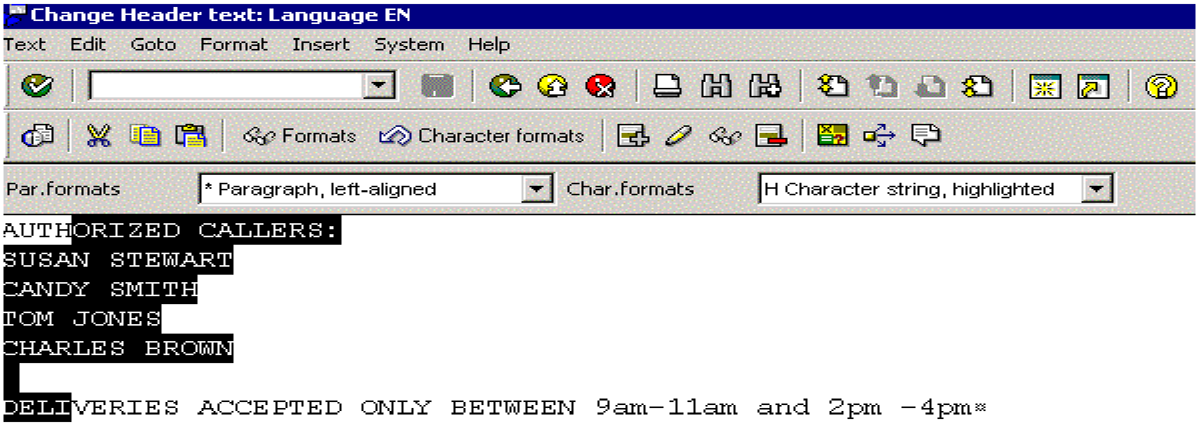
Field	Description/Usage
Short Txt	Enter the text you wish to print out on the BPA/Short Description of goods/services that will be ordered against the contract. You MUST put some text in this field – DO NOT LEAVE BLANK!

Overall limit	If there is an overall limit (cap or maximum) on the BPA. This field can be modified at any time. This field is optional. Remember that these fields are only “memo” fields – there is no link between actual purchases/calls and this BPA document!
No limit	Check this box if there is no “cap” or limit to orders against this BPA.
Expected value	This is the expected or “target” value of the order. You can leave this blank if you wish/this field is optional. Remember that these fields are only “memo” fields – there is no link between actual purchases/calls and this BPA document!
“Actual” value	Leave blank – will default “Greyed” out.



If you need to include a longer description of the goods/services to be ordered, list of authorized BPA callers, receiving agents, or additional information on the body of the BPA (that will print on the actual contract), press . You will now see the main body of the document. To enter LONG TEXT select the icon.  . This is the “header” portion of the contract.
Then select the long text icon 
Again, select the long text icon 

On the following screen you can type as much or as little information on the document. **This WILL print out on the actual contract form!**



After you finish your long text entries. press 

Click “Save” .

The completed contract should be signed by the appropriate warrant authority and sent to the vendor for review/signature.

NOTE: Please note, there is NO link in AIMS/SAP between the actual order placed against this BPA, no tracking of BPA Call Numbers, etc. Navy Procurement policies still require BPA call numbers to be tracked using some locally developed method. At this time, AIMS cannot satisfy this requirement through the Procurement module.

REPORTS

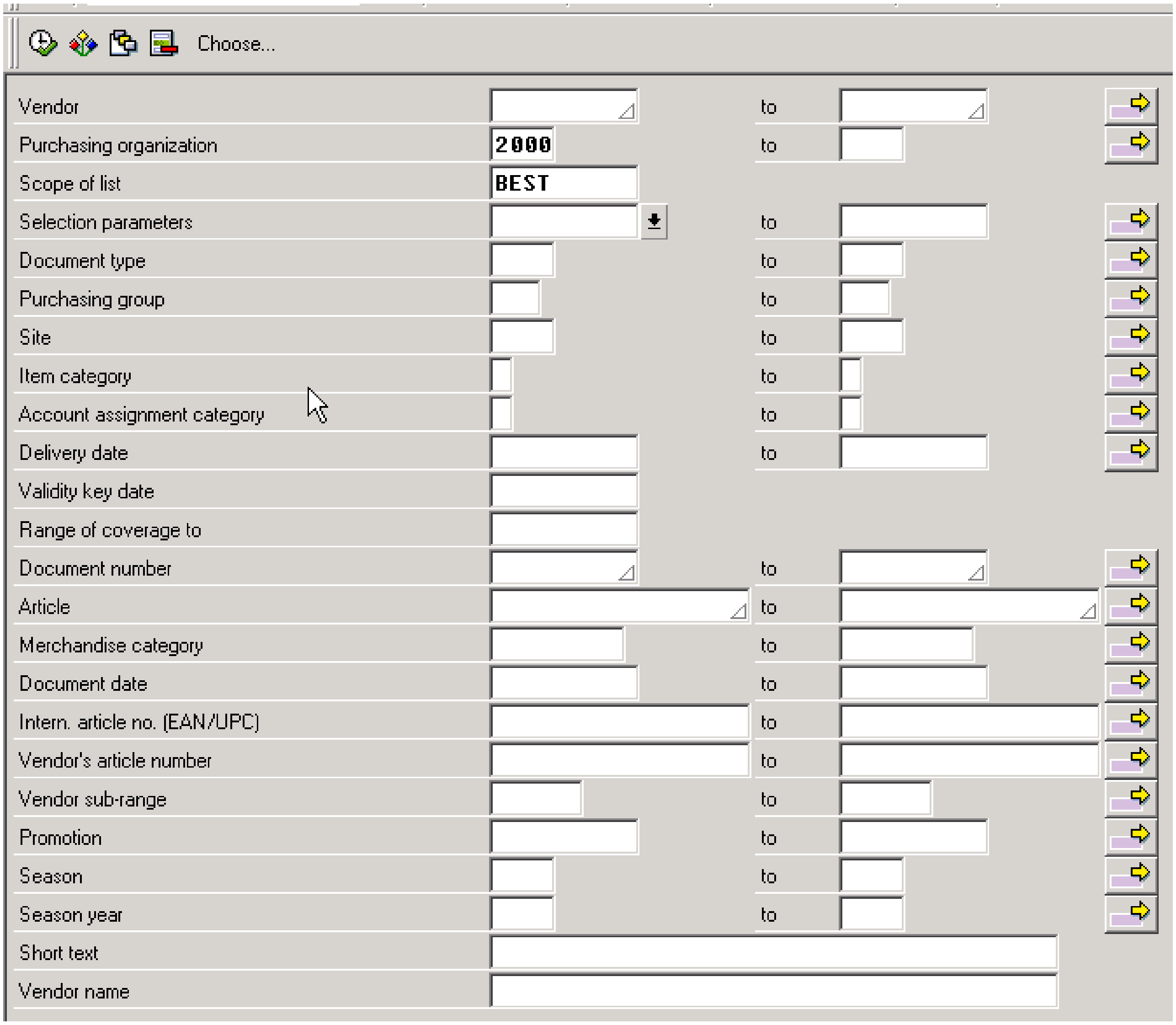
Display Purchase Orders by Vendor

You may find it necessary to run various reports to display purchase orders. Individual purchase orders can be viewed very easily using the **Purchase Order > Display** menu path. However, if it is necessary to examine all purchase orders for a cost center (or group of cost centers), for a assignment category (for example USA items), or for a specific purchasing group, use the following menu path:

Menu path: **Logistics > Retailing > Purchasing > Purchase orders >Purchase order > List Displays > By Vendor**

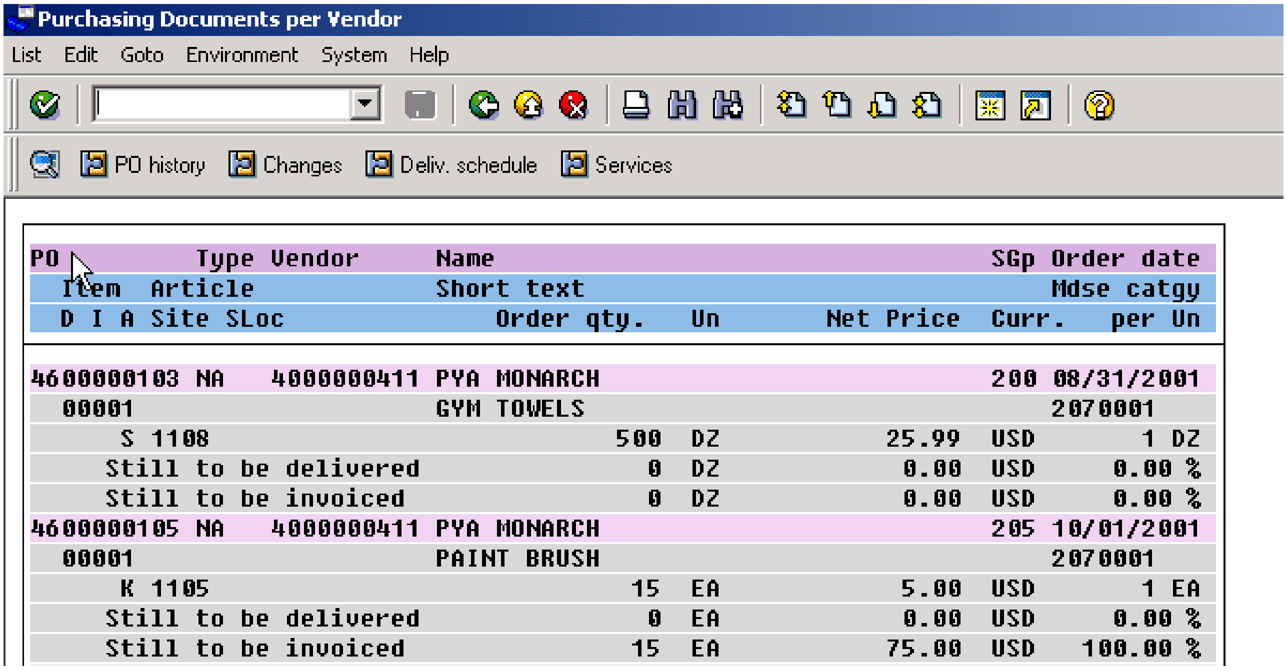
Transaction code: **ME2L**

Field	Description/Usage
Vendor	Enter vendor number or range of vendor numbers
Purchasing organization	Will default to 2000.
Scope of list	Will default to BEST. Do not change.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports Open purchase order with Goods Receipt, but no invoice
Purchasing Group	Enter purchasing group to create a report for only a specific purchasing group. Leave blank for all purchasing groups.
Document type	Enter a document type (ie. restricted PO > $25K)
Merchandise category	Enter Merchandise category to create a report that includes a specific merchandise category. Leave blank for all merchandise categories.



Any of the selection criteria can be identified in order to create a report for a specific set of data. Choose any/all selection criteria to obtain the desired report.

Press the Execute icon 

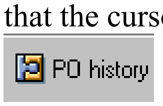


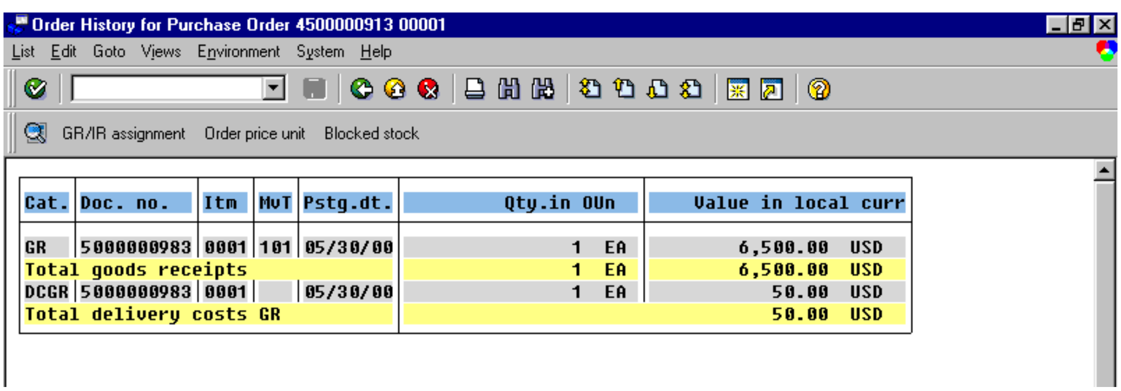
PO / Item / D I A	Type / Article / Site SLoc	Vendor	Name / Short text / Order qty.	Un	Net Price	Curr.	SGp / Order date / Mdse catgy / per Un
4600000103	NA	4000000411	PYA MONARCH				200 08/31/2001
00001			GYM TOWELS				2070001
S	1108		500	DZ	25.99	USD	1 DZ
Still to be delivered			0	DZ	0.00	USD	0.00 %
Still to be invoiced			0	DZ	0.00	USD	0.00 %
4600000105	NA	4000000411	PYA MONARCH				205 10/01/2001
00001			PAINT BRUSH				2070001
K	1105		15	EA	5.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			15	EA	75.00	USD	100.00 %

The resulting list will include all purchase orders with the criteria selected from the selection screen. The purchase order can be examined by "double-clicking" on the actual purchase order number. The Display Purchase Order: Item Overview screen will appear.

You will be able to identify the status of the purchase order based on the quantities received (still to be delivered) and quantity invoiced (still to be invoiced).

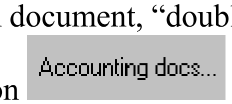
If you wish to view individual GR/IR documents, simply click on one of the line items (make sure that the cursor is placed on an individual line item). Then select the PO HISTORY icon

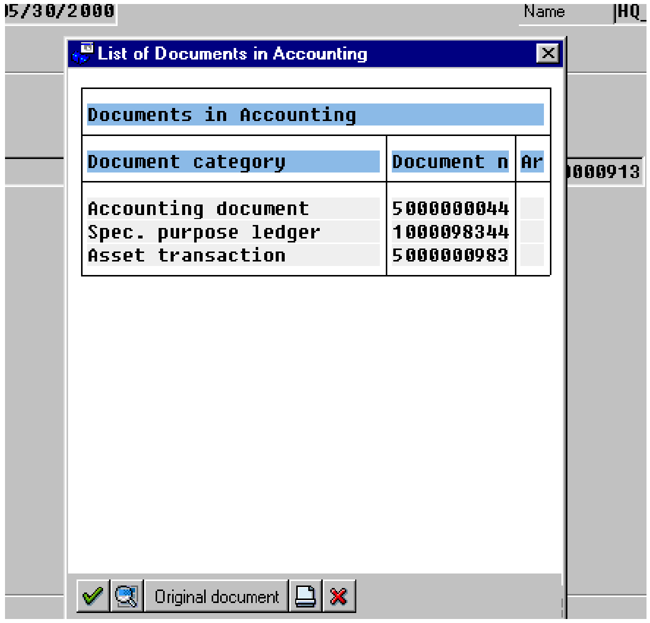




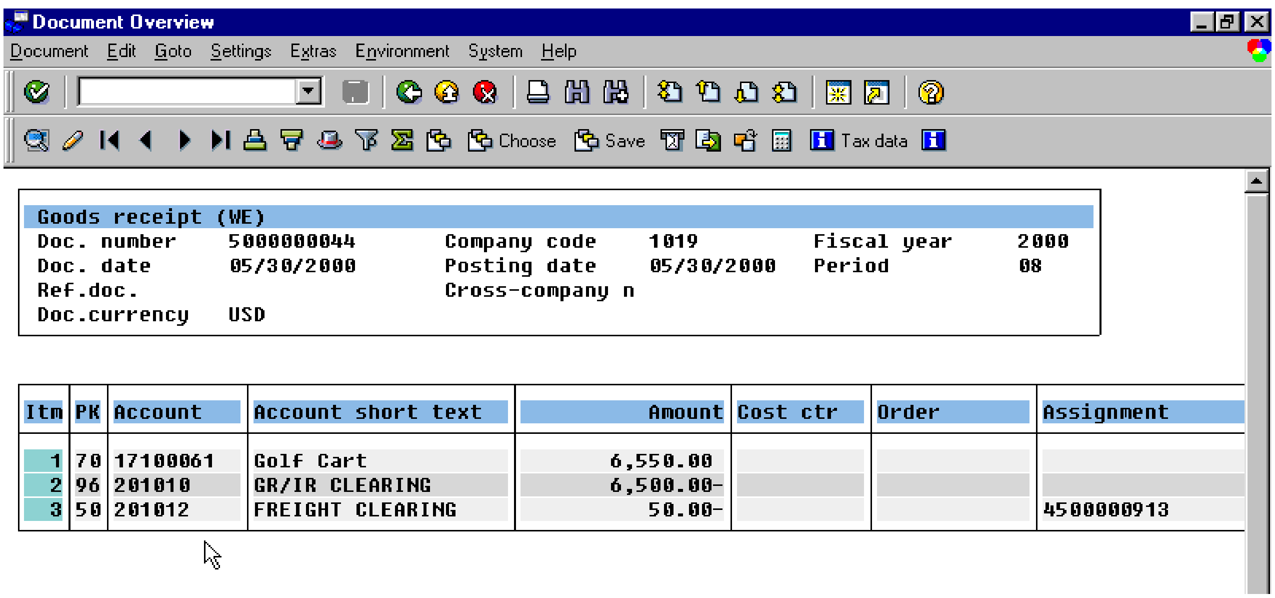
Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn		Value in local curr	
GR	5000000983	0001	101	05/30/00	1	EA	6,500.00	USD
Total goods receipts					1	EA	6,500.00	USD
DCGR	5000000983	0001		05/30/00	1	EA	50.00	USD
Total delivery costs GR							50.00	USD

If you wish to review the actual general ledger entry associated with the GR document, "double-click' on the line item, then select the ACCOUNTING DOCS… push button





If you wish to review the actual general ledger entry associated with the IR document, "double-click' on the line item.



Display Purchase Order by PO Number

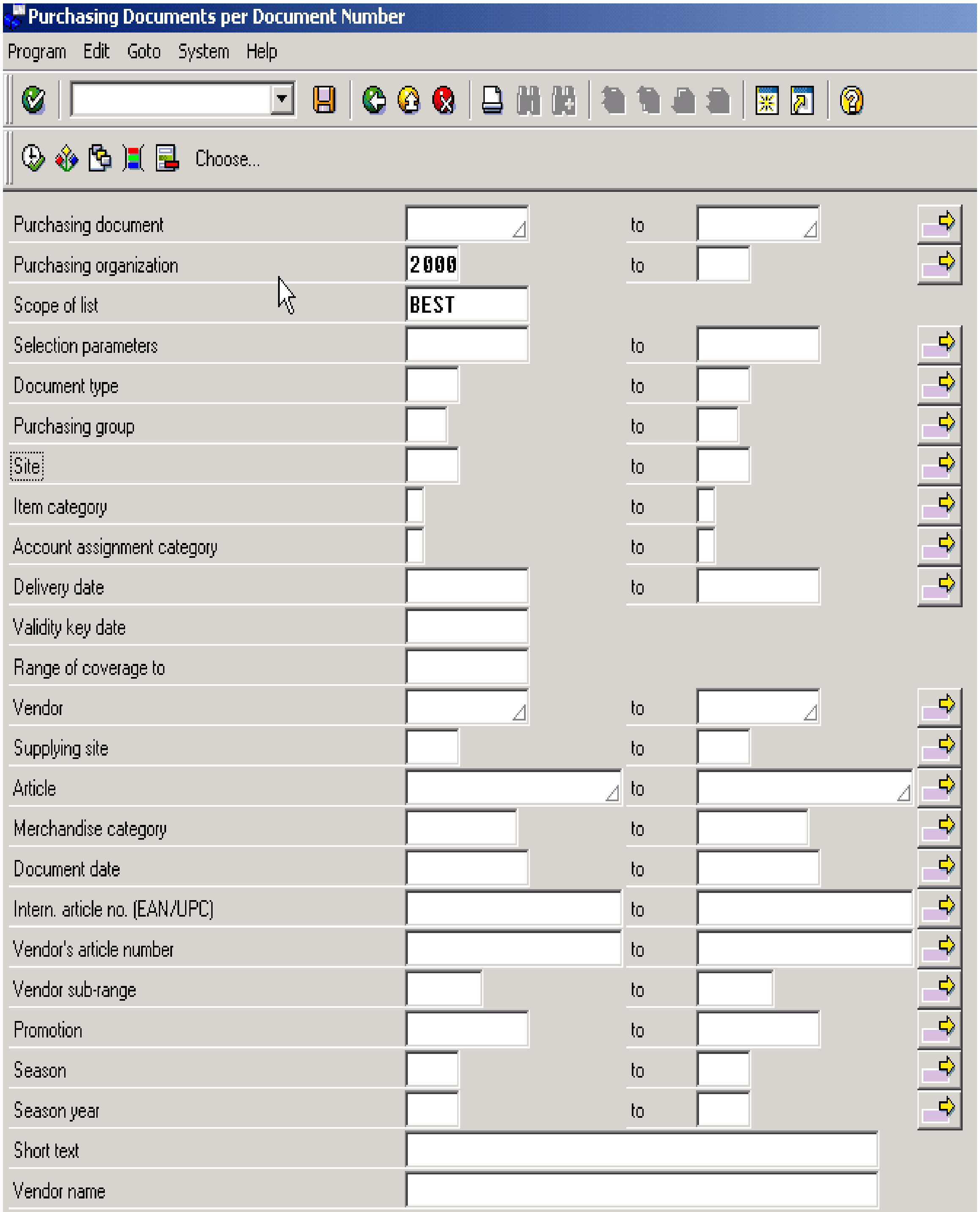
Use this process when a list of purchase orders is needed.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAY > BY PO NUMBER**

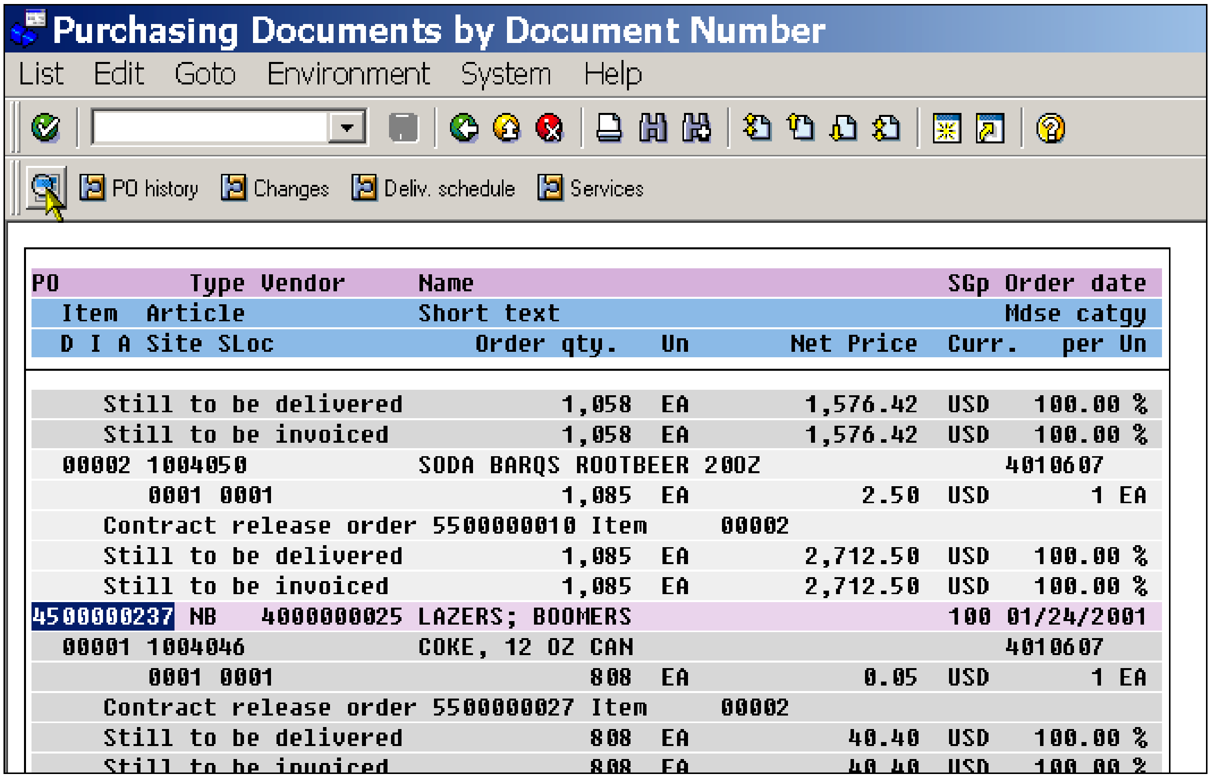
Transaction code: **ME2N**

Purchasing Documents per Document Number

Field Name	Description
Purchasing document	Document number(s)
Purchasing organization	Enter 2000.
Scope of list	BEST is default.
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports Open purchase order with Goods Receipt, but no invoice
Document type	Type of purchasing document(s)
Purchasing group	Enter Purchasing Group
Site	Enter site number or leave blank for all.
Item category	Leave blank
Account assignment category	Select using the drop down menu
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown
Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor name
Supplying site	Describes site from which material is supplied.
Article	Article Number
Merchandise category	Merchandise Category
Document date	Date that the document was originally created
Intern. Article number (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's material number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of the vendor



Select the execute button  to generate the list.

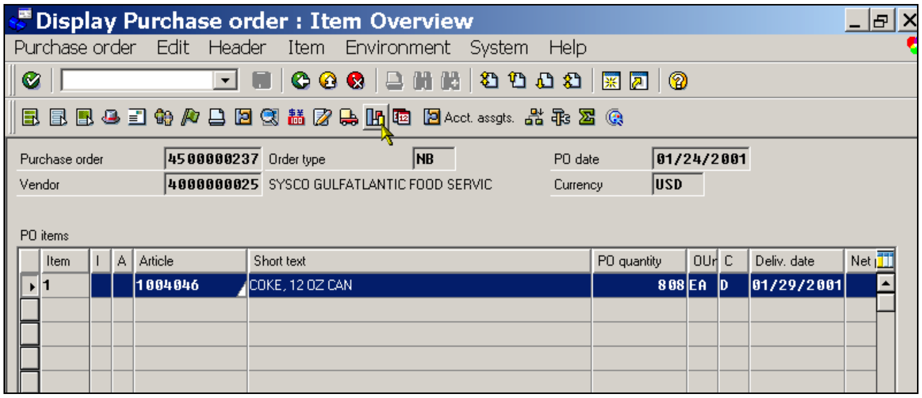


In the output screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item and select an icon to "drill down" into the report.

Icons	Description/Usage
	Displays details of the purchase order
PO history	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Displays any changes to the header of the PO
Deliv. schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Not used by MWR/VQ

For example, place the cursor on the purchase order number, highlight it by clicking once, then select . The purchase order document overview screen appears.

Display Purchase order: Item Overview



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Select a line item to view more detail about that item. Click the  to return to the purchase order list.

Display Purchase Orders by Account Assignment

Background Information

Purchase order listings, by merchandise category, enables the purchasing organization and others to view all purchase orders that have been created for an account assignment for an individual site or range of sites. Account assignment objects include cost center, WBS element, order, or asset.

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER > LIST DISPLAYS > BY ACCOUNT ASSIGNMENT > GENERAL**

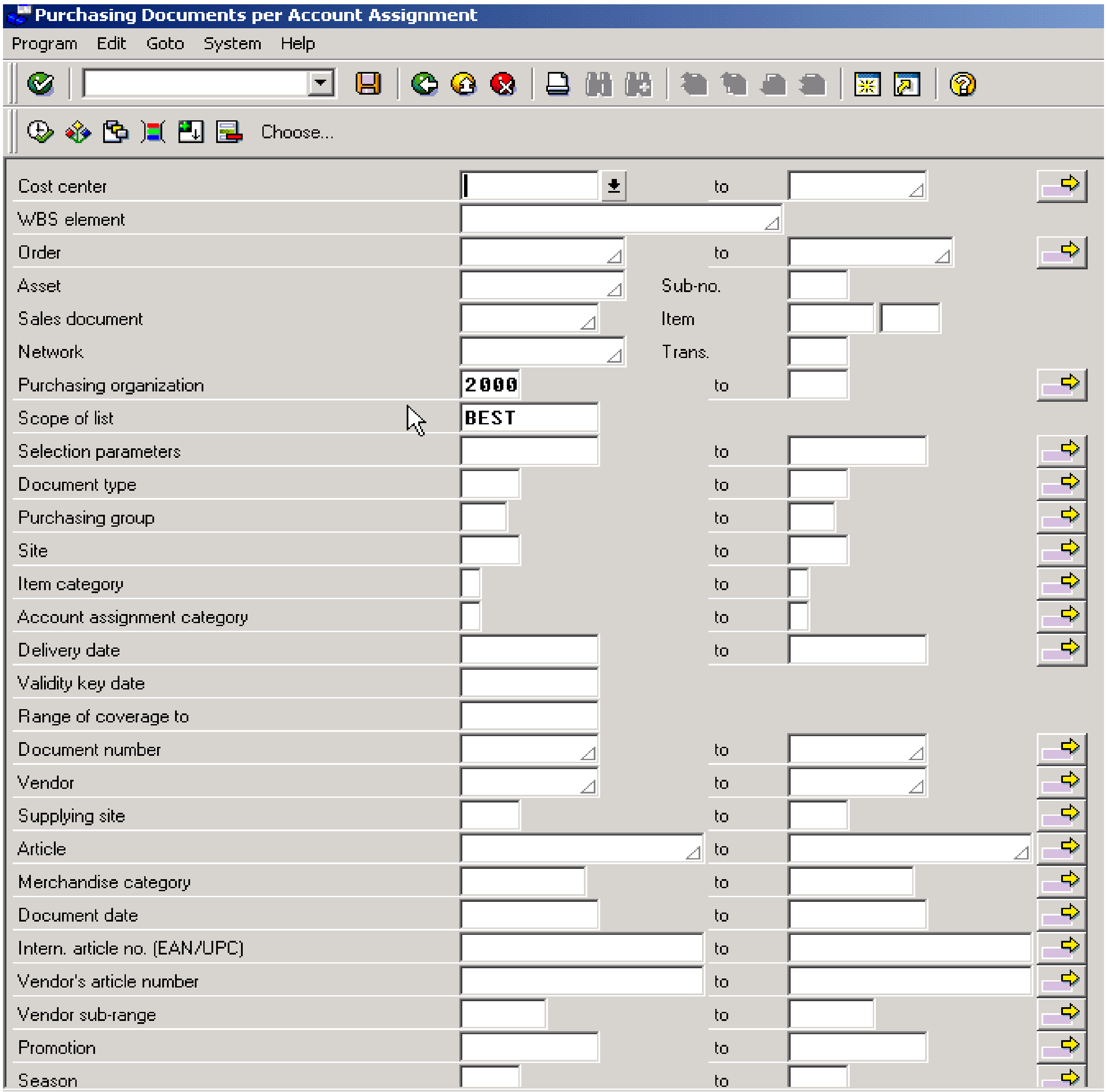
Transaction Code: **ME2K**

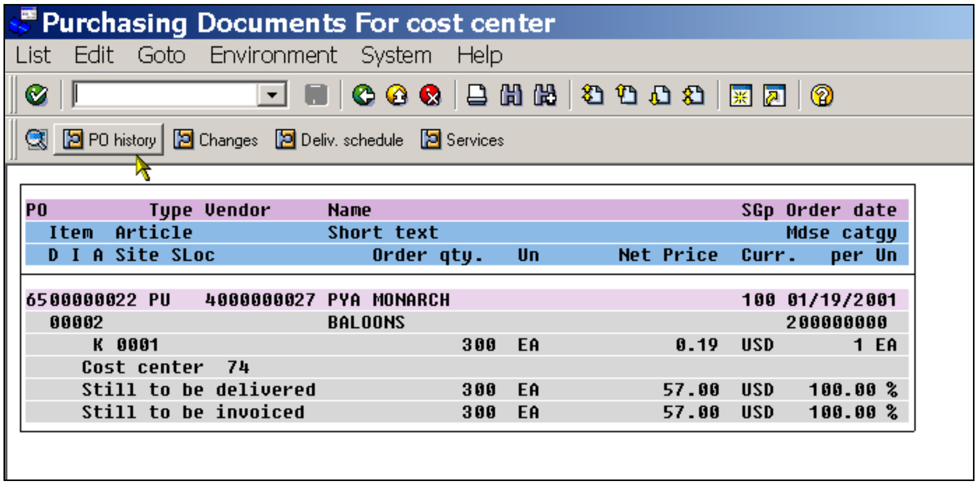
Field	Description/ Usage
Cost center	Cost center number used on PO.
WBS element	Leave Blank Not used
Order	Internal Order Number
Asset	Enter asset number or select from pull down menu
Sales document	Leave Blank Not used.
Network	Leave Blank Not used.
Purchasing organization	Enter 2000.
Scope of list	“BEST” will default. Use default
Selection parameters	Only use one of the following: 1_OPEN_PO - Reports open purchase orders 2_NO_INV - Reports Open purchase order with Goods Receipt, but no invoice
Document type	Enter purchasing document(s) type.
Purchasing group	Enter Purchasing Group

Site	Enter site.
Item category	Type of purchase order
Acct. assignment category	Account where costs are allocated
Delivery date	Date that the items are scheduled to be delivered
Validity key date	Only items that are relevant for this date are shown
Range of coverage to	Date that the outline agreement will be fulfilled
Vendor	Vendor number
Supplying site	Site supplying materials for stock transport orders
Article	Material master number
Merchandise category	Merchandise Category Number.
Document date	Date that the document was originally created
Intern. article no. (EAN/UPC)	If material number is not known, but EAC or UPC is known
Vendor's article number	Material number for the vendor
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.
Promotion	Number identifying a promotion for which procurement is to take place.
Season	Key that identifies season type
Season year	Indicates the first season year when the material will be sold
Short text	Short description of the material
Vendor name	Name of vendor

Select the Execute  icon.

Purchasing Documents For cost center





In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Icons	Description/Usage
	Displays details of the purchase order
PO history	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Displays any changes to the header of the PO
Deliv. schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Not used by MWR/VQ

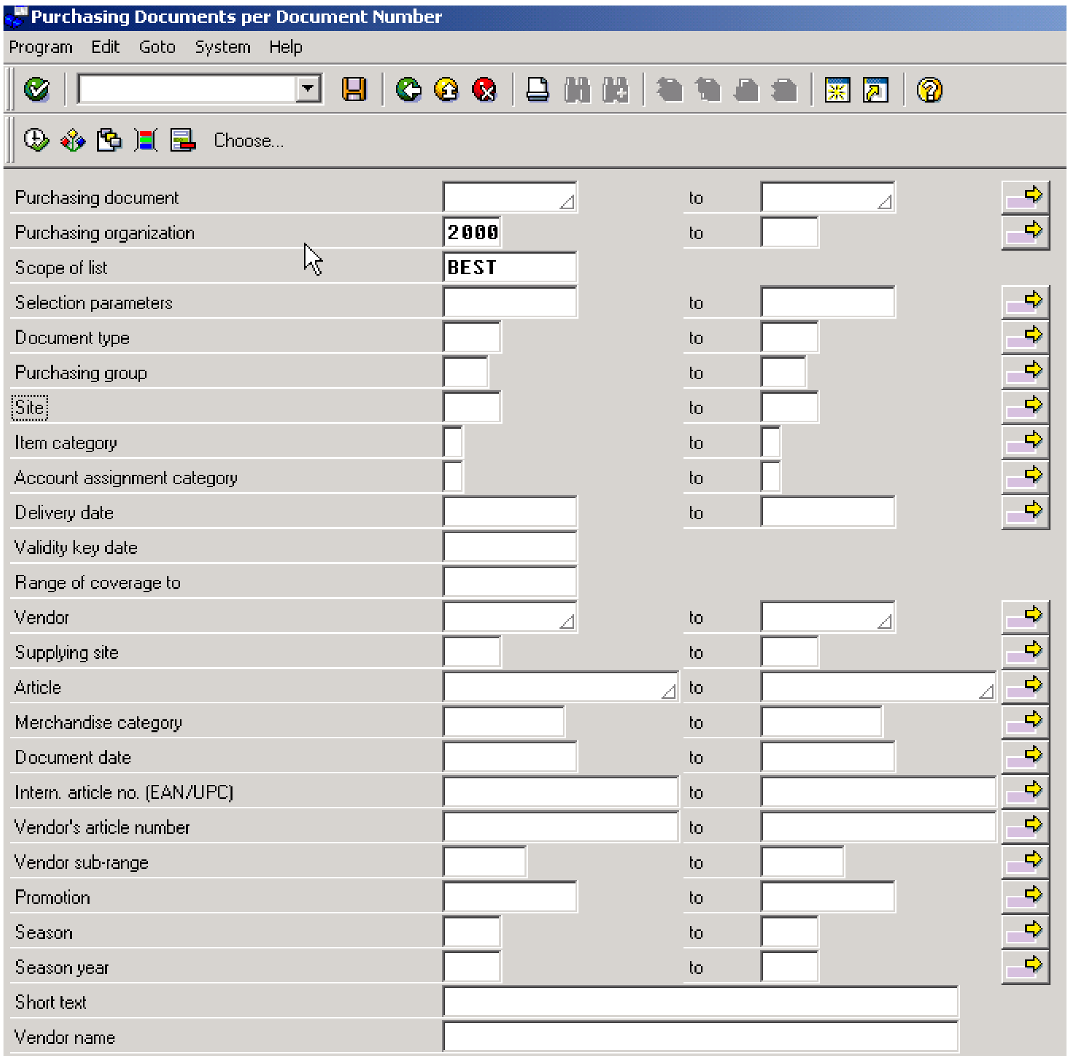
Purchase Orders with Open Items:

You may find it necessary throughout the fiscal year and especially at the end of the year, to check the status of all your purchase orders. For example, you may wish to identify all those purchase orders where the promised delivery date has passed and the ordered goods have **NOT** been received. In this case, you may need to re-negotiate the delivery date, cancel the order with the permission of the requesting official, or void the purchase order due to an error in processing. For example, the goods receipt/invoice was incorrectly entered into the system through the “direct invoice” method.

To produce this report/listing of purchase orders where the delivery date has past without full receipt of goods use the following menu path:

Menu path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAYS > BY PO NUMBER**

Transaction Code: **ME2N**



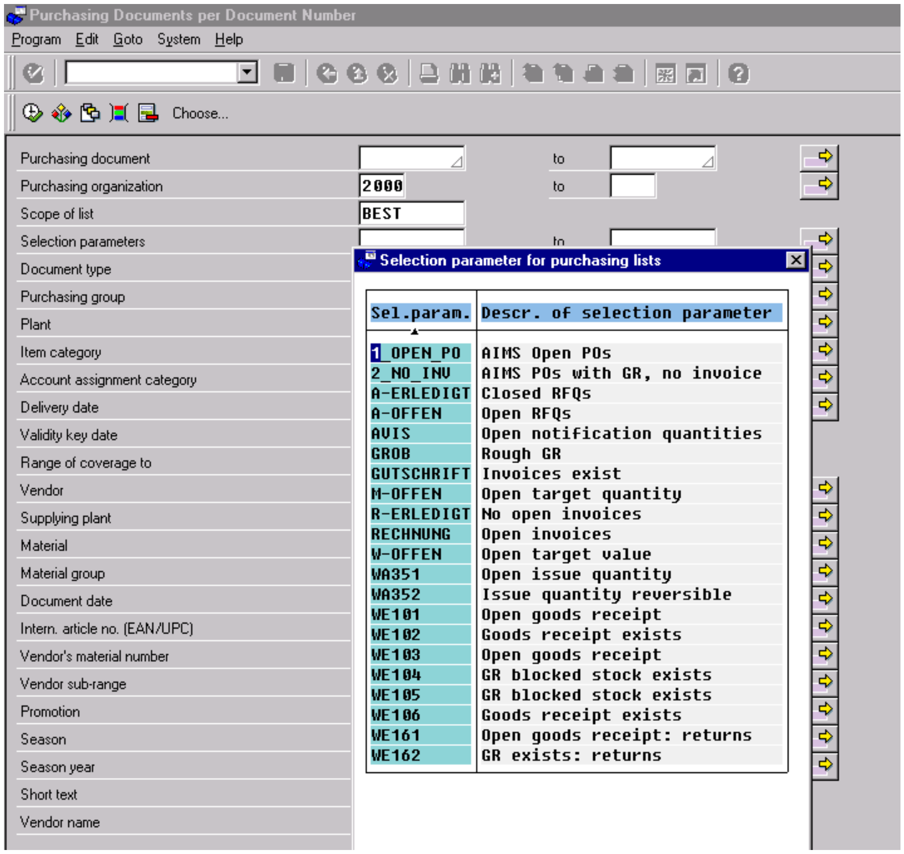
This screen allows certain parameters to be set.

1. Leave the field "Purchasing Document" blank

2. The field "Purchasing Organization" will default to "2000"

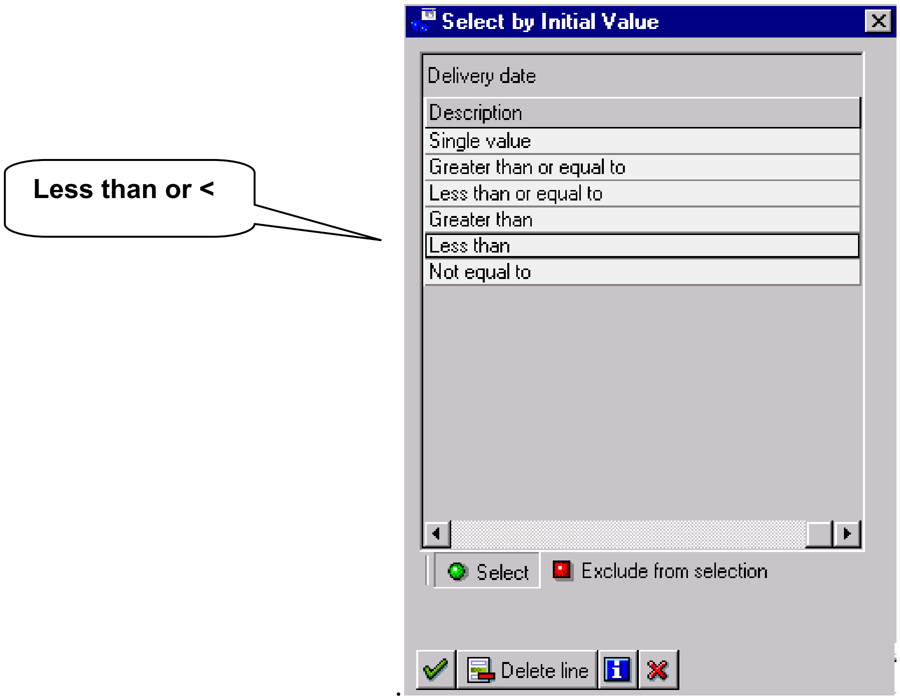
3. The field "Scope of List" should default to "BEST"

4. Using the drop down arrow for the field "Selection Parameters", select the first item on the list, **1_OPEN_PO (AIMS Open POs)** as shown below.

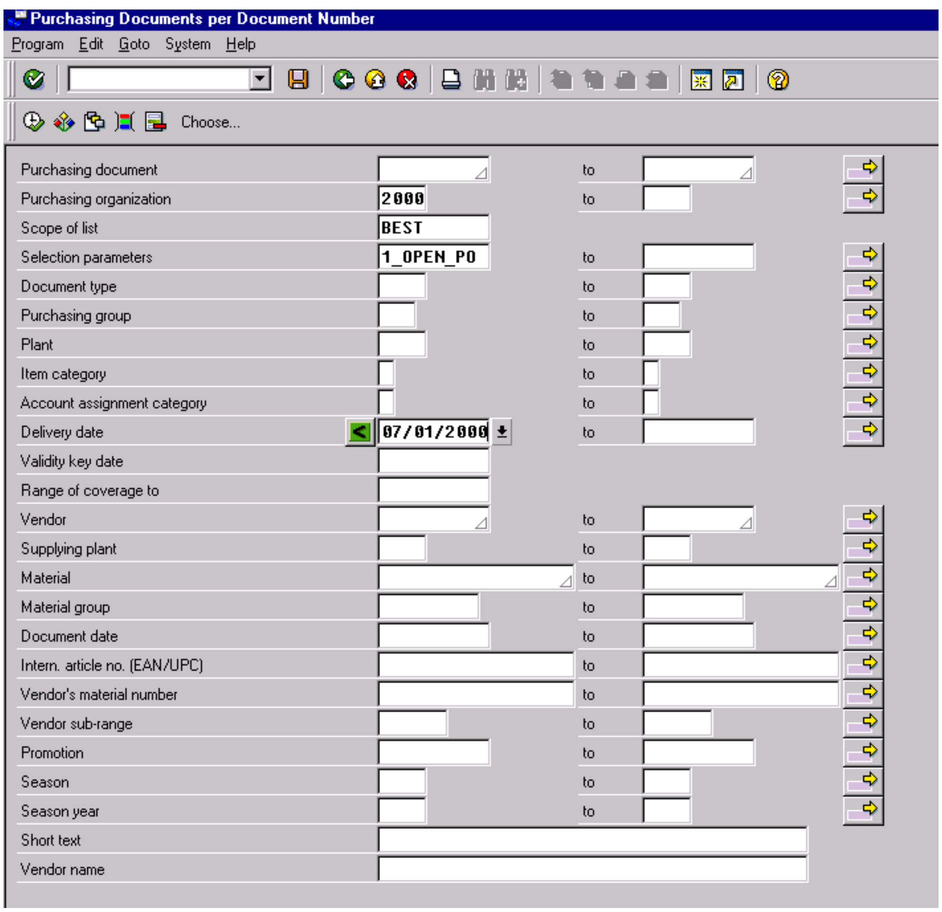


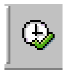
Enter the relevant site in the field labeled "**SITE**". You may choose to insert an entry into the "Purchasing Group" field if you wish to further refine the search. You may use any of the criteria on this screen and in the dynamic selections to further identify the purchase orders.

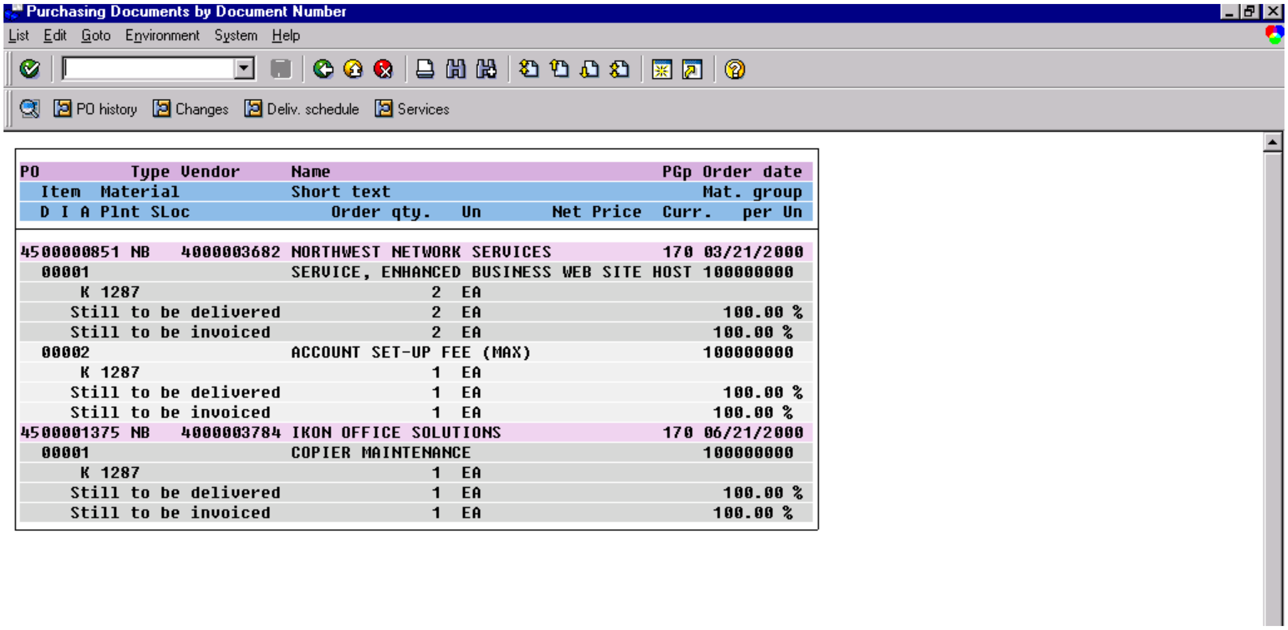
In the field "Delivery Date", you need to identify the promised delivery date(s) (from the purchase order) that you wish to view. For example, you may wish to view ALL purchase orders with delivery dates that were prior to 1 July 2000. The resulting report will list all purchase orders with delivery dates prior to 1 July 2000 that have NOT been fully received. In our example, we will put 07/01/2000 in the "Delivery Date" field. Using the "selection options" icon , select "less than" or "<".



This will ensure that you will get a listing of all purchase orders with delivery dates “less than” or prior to 07/01/2000.



Click the Execute icon. 




```
PO          Type Vendor      Name                                 PGp Order date
  Item  Material             Short text                               Mat. group
  D I A Plnt SLoc                Order qty.   Un        Net Price  Curr.    per Un

4500000851 NB    4000003682 NORTHWEST NETWORK SERVICES           170 03/21/2000
  00001                     SERVICE, ENHANCED BUSINESS WEB SITE HOST 100000000
      K 1287                           2  EA
     Still to be delivered             2  EA                             100.00 %
     Still to be invoiced              2  EA                            100.00 %
  00002                     ACCOUNT SET-UP FEE (MAX)                 100000000
      K 1287                           1  EA
     Still to be delivered             1  EA                             100.00 %
     Still to be invoiced              1  EA                            100.00 %
4500001375 NB    4000003784 IKON OFFICE SOLUTIONS                170 06/21/2000
  00001                     COPIER MAINTENANCE                       100000000
      K 1287                           1  EA
     Still to be delivered             1  EA                             100.00 %
     Still to be invoiced              1  EA                            100.00 %
```

The resulting report, as shown above, should be reviewed very carefully. Requesting officials and/or vendors may need to be contacted to determine the true status of the order. You will also find it necessary to determine whether items on these purchase orders were incorrectly received and invoiced through the "DIRECT INVOICE" method.

After determining the status of the purchase orders, some purchase orders may need to be "deleted/closed". In the case where NONE of the line items have been received, the entire purchase order should be "deleted".

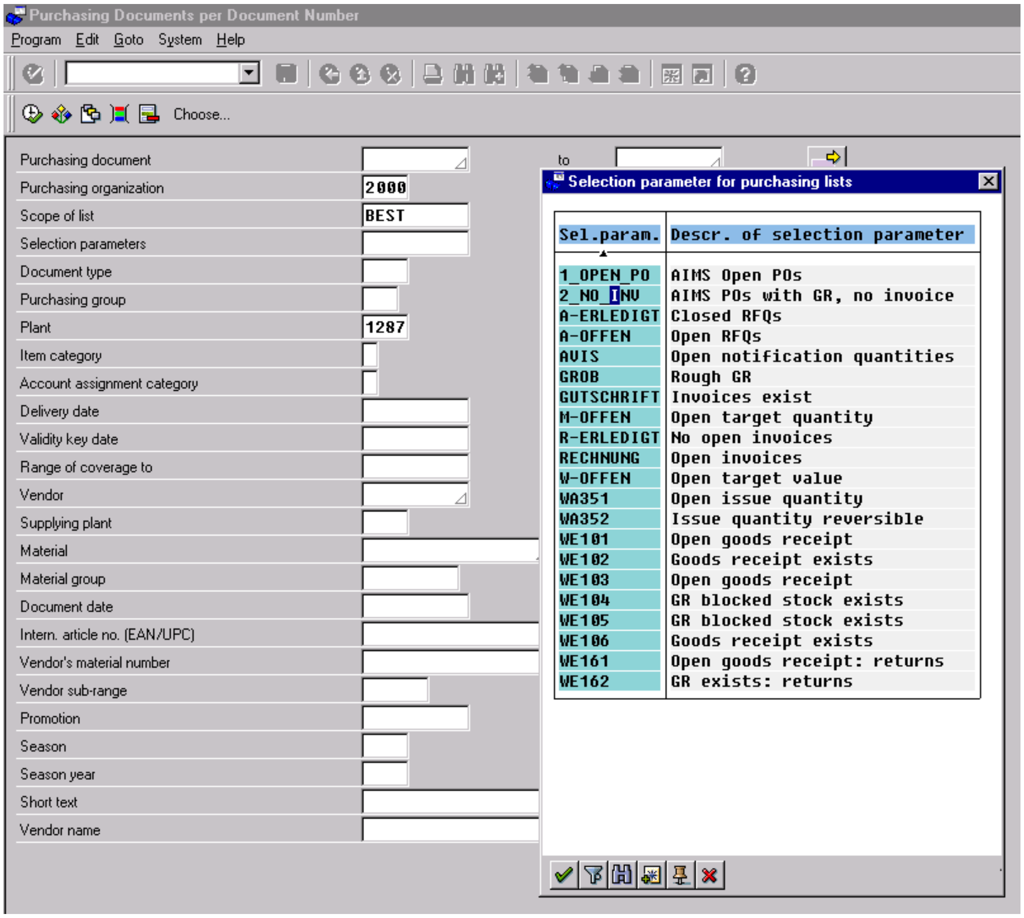
Report Purchase Orders – With Goods Receipt but with No Invoices

Periodically, you will need to review the status of Purchase Orders that have had **Goods Receipts** entered into the system, but have had **NO INVOICE** entered. In some cases, you will need to follow-up by calling the vendor for the invoice and in other cases, you will find that the invoice was actually entered through the "direct invoice" method in error. If this is the case, you must REVERSE the goods receipt in order to reverse the duplicate expense for the items (remembering that at the time of the Goods Receipt, the expense is incurred).

To produce this report (listing) of purchase orders where goods have been received but no invoice has been entered, use the following menu path:

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDERS > PURCHASE ORDER>LIST DISPLAY > BY PO NUMBER**

Transaction code: **ME2N**

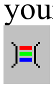


Leave the first field, "Purchasing document" BLANK.

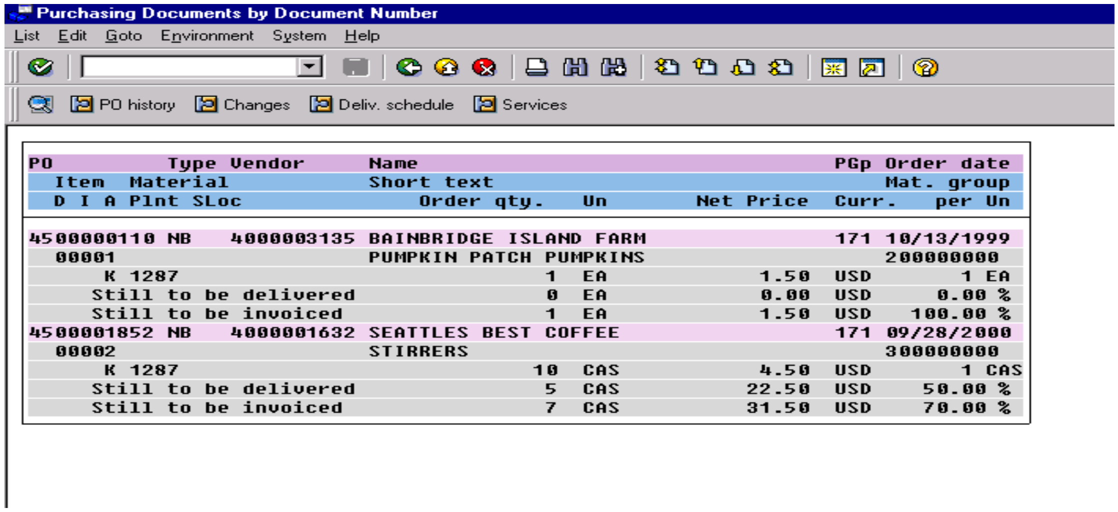
The next field, "Purchasing organization" should default to "2000".

The next field, "Scope of list" will default to "BEST".

For the field, "Selection parameters", using the drop down search arrow, select the second item on the window listing: **2_NO_INV** (AIMS PO's with GR, No Invoice)

Enter the relevant site number in the "SITE" field. In our example, we have used site number 1287. You may also select a purchasing group, if you wish to further narrow the parameters of your search. (You may use ANY of the criteria on this screen and/or in the Dynamic Selections  to further identify the purchase orders you wish to search for)

Click the Execute icon  .



The resulting report should be reviewed **VERY** closely. By noting the "order date" in the far right column, you may detect that some items are current and are awaiting invoices from vendors. Vendors may need to be contacted and reminded to submit an invoice in cases where the purchase order appears "old". You must also ensure that the invoice was not erroneously entered through the "DIRECT INVOICE" method resulting in a doubling of the expense for that item. If this occurs, be sure to reverse the Goods Receipt (through the Logistics module), then "close" out that purchase order so no further goods receipts/invoice can be entered against it.

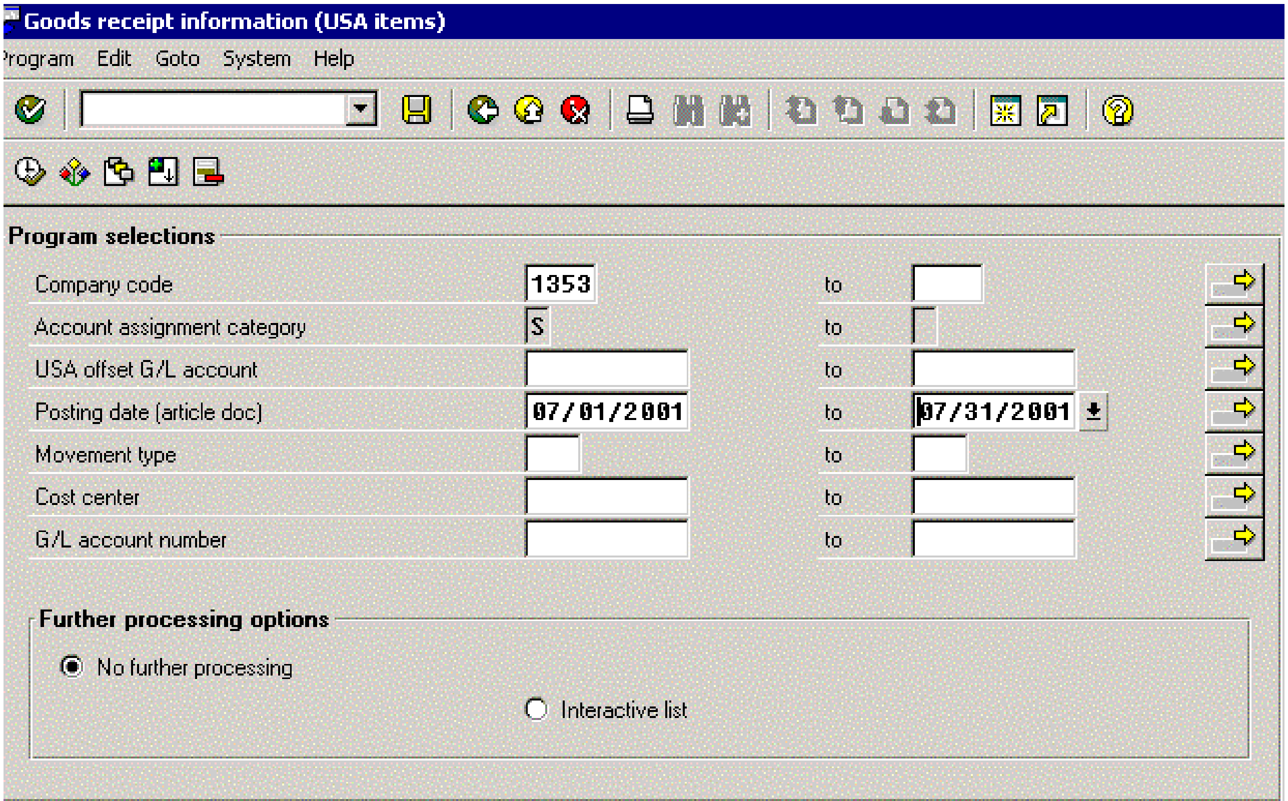
USA Report– PO's With Goods Receipt

It may be necessary to review the status of USA Items that have been procured through the Procurement module and have been received (using Goods Receipt). The following report may be used for information only, as per USA Procedures (as directed by MWR HQ), the USA offset entry and establishment of the receivable ***cannot be made until the time of invoice verification*** (or time of inputting of the invoice!!) You may find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to invoice/vendor payment.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION**

Transaction Code: **F.97**

SELECT: MONTH END REPORT>GOODS RECEIPT USA OFFSET REPORT



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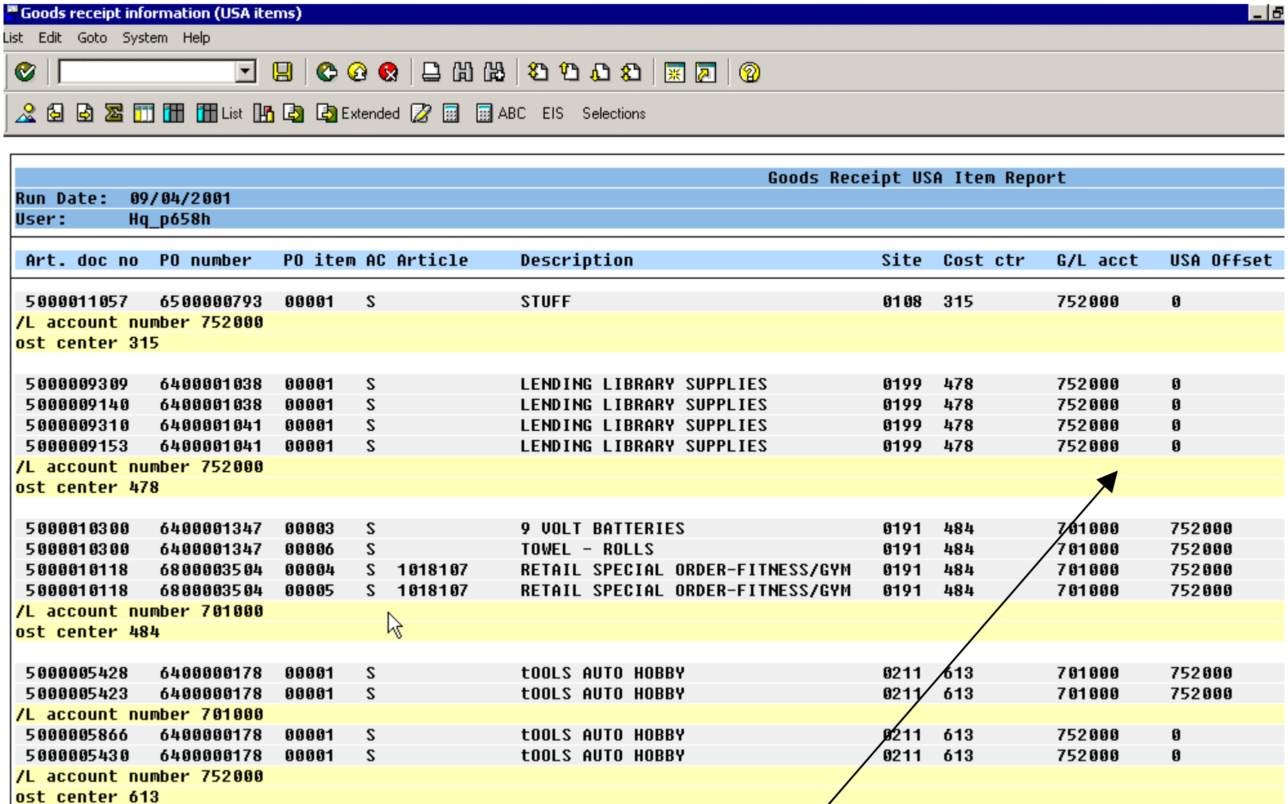
On the selection screen, simply enter the Company Code (MWR ONLY), and enter “S” in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit “execute” 



Art. doc no	PO number	PO item	AC	Article	Description	Site	Cost ctr	G/L acct	USA Offset
5000011057	6500000793	00001	S		STUFF	0108	315	752000	0
/L account number 752000									
ost center 315									
5000009309	6400001038	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009140	6400001038	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009310	6400001041	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
5000009153	6400001041	00001	S		LENDING LIBRARY SUPPLIES	0199	478	752000	0
/L account number 752000									
ost center 478									
5000010300	6400001347	00003	S		9 VOLT BATTERIES	0191	484	701000	752000
5000010300	6400001347	00006	S		TOWEL - ROLLS	0191	484	701000	752000
5000010118	6800003504	00004	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
5000010118	6800003504	00005	S	1018107	RETAIL SPECIAL ORDER-FITNESS/GYM	0191	484	701000	752000
/L account number 701000									
ost center 484									
5000005428	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	701000	752000
5000005423	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	701000	752000
/L account number 701000									
5000005866	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	752000	0
5000005430	6400000178	00001	S		tOOLS AUTO HOBBY	0211	613	752000	0
/L account number 752000									
ost center 613									

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offset account (752000) on the Purchase Order (if you do you will receive an error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

As you can see from the above example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2: Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!

Icon Identifiers

	Enter		Back one Screen
	Cancel		Exit
	Execute		Overview (Moon over Miami)
	Previous and Next Pages		Print
	Save/Post		Header Information
	Partners Function		SAP Options Icon
	Change or Edit Icon		Choose Icon
	Dynamic Selections Icon		Find Icon
	Other Document Icon		Select Options Icon
	New Session Icon		Total Icon (Sigma)
	Descending Order Icon		Choose Variant
	Item Conditions		Vendor Address Icon
	Foreign Trade/Customs Icon		Delete Icon
	Item Details Icon		Additional Data Icon
	Delivery Address Icon		Delivery Schedule Icon
	Components Icon		Services Icon
	Help Icon		