



South Carolina Enterprise Information System

User Group Meeting

Friday, February 28, 2014



SC BUDGET AND CONTROL BOARD



South Carolina Enterprise Information System

SRM – Demonstration: Manage No Further Confirmation & No Further Invoice



SC BUDGET AND CONTROL BOARD

Upon completion of this demonstration, you should understand how to manage No Further Confirmation and No Further Invoice. You will be able to:

- Manage No Further Confirmation & No Further Invoice
- Use ME23N to verify that the transaction produced the desired result (locked line item and unencumber funds)
- Determine if a line or lines in a PO have been marked No Further Confirmation or No Further Invoice

Manage No Further Confirmation No Further Invoice

No Further Confirmation:

Blocks the PO from receiving additional confirmations (Goods Receipts) and invoices. This function **DOES NOT** unencumber funds.

No Further Invoice:

Blocks the PO from receiving additional confirmations (Goods Receipts) and invoices. This function **DOES** unencumber funds.

Manage No Further Confirmation No Further Invoice

The **No** radio button is the default for both No Further Confirmation and No Further Invoice. This means that the transactions are not active.

To activate either No Further Confirmation or No Further Invoice, click the **Yes** radio button.

There will be a yellow message to indicate that the PO has an item or items that have been marked Further Confirmation or No Further Invoice:

 Item(s) marked No Further Confirmation or Invoice

Manage No Further Confirmation No Further Invoice

Transaction can be found by clicking the Items tab then clicking the Related Documents tab.

Display Purchase Order

Purchase Order Number: 4600288114
 Purchase Order Type: SCEIS Standard PO
 Status: Ordered
 Document Date: 11/14/2013
 Total Value (Gross): 54.00 USD
 Smart Number:
 Supplier: [CUSTOM CLIMATE HEATING & AIR](#)

Item Overview

| Line Number | Deleted | Item Type | Item Number | Product ID | Description | Product Category | Quantity | Unit | Currency | Per | Net Price | Option Type | Order Type | Condition | Option Status | Delivery Date | Account Assignment Type | Account Assignment Number |
|-------------|---------|-----------|-------------|------------|--------------------------------------|------------------|----------|------|----------|-----|-----------|-------------|------------|-----------|---------------|---------------|-------------------------|---------------------------|
| 1 | | Material | 1 | | HVAC Services for TTC Berkely Campus | 94155 | 1 | MON | USD | 1 | 25.00 | | | | | 11/30/2013 | Cost Center | N040421010 |
| 2 | | Material | 2 | | HVAC Services for TTC Berkely Campus | 94155 | 1 | MON | USD | 1 | 25.00 | | | | | 11/30/2013 | Cost Center | N040421010 |

Total Value (Net) 50.00 USD
Total Tax 4.00 USD
Total Value (Gross) 54.00 USD

Details for Item 1 HVAC Services for TTC Berkely Campus

Order as Direct Material

Document Control

Purchase Order Response Invoice Expected
 Shipping Notification Confirmation-Based Invoice Verification
 Goods Receipt / Confirmation of Performance of Service Evaluated Receipt Settlement

Statistics

Goods Receipt / Confirmation of Performance of Service Invoice
 Confirmed Quantity: 0 MON Invoiced Quantity: 0 MON
 Confirmed Value: 0.00 USD Invoiced Value: 0.00 USD

No Further Confirmation Yes No
 No Further Invoice Yes No

History

View: United States Dollar

🔄 No Further Confirmation

To verify that the line has been marked No Further Confirmation use the ME23N folder.

The Function will:

- Produce a lock on the line item which is visible in the ME23N view
- Set the Delivery Compl indicator in the line item
- Prevent Confirmations & Invoices

🌀 No Further Invoice

- To verify that the line has been marked No Further Invoice and PO Encumbrance has been released use the ME23N folder.

The Function will:

- Produce a lock on the line item which is visible in the ME23N view
- Set the Final Invoice Indicator
- Reduce Funds
- Prevent Confirmations & Invoices

-
1. Display the PO
 2. Click Edit button
 3. Click the Details button for the line item
 4. Click the Related Documents tab
 5. Select the Yes radio button for No Further Invoice
 6. Click Order (remember to refresh until the PO status shows Ordered)
 7. Close the PO
 8. Click the ME23N folder
 9. Enter your PO # in the Other Purchase Order field
 10. Verify that the PO has a lock on the required line item

No Further Invoice

Total amount of PO = \$16,200.00

Invoice Amount = \$6,393.54

Follow-on Adjustment = \$511.48

Funds Encumbered = \$9,294.98

Display Purchase Order

[Edit](#) [Print Preview](#) [Check](#) [Close](#) [Copy](#) [Export](#) [Related Links](#)

Purchase Order Number 4600316874
Purchase Order Type Sole Source PO
Status Ordered
Document Date 02/11/2014
Total Value (Gross) 16,200.00 USD
Smart Number
Supplier BW ZIMMERMAN & ASSOCIATES INC

[Overview](#) [Header](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#)

▼ History

View: United States Dollar [Filter Settings](#)

| Document | Name | Document Number | Back-End Document Number | Status | Date | Value | Currency |
|----------------|--|----------------------------|--------------------------|----------|------------|-----------|----------|
| Shopping Cart | PAT54625 01/30/2014 11:19 | 2000690388 | | Approved | 01/30/2014 | 15,000.00 | USD |
| Purchase Order | Local Purchase Order1 VIC55387 02/11/201 | 4600316874 | 4600316874 | Ordered | 02/11/2014 | 15,000.00 | USD |
| Confirmation | | | 2014/5000656632 | | 02/11/2014 | 0.00 | USD |
| Invoice | | | 2014/5701013099 | | 02/11/2014 | 6,393.54 | USD |

▼ Status

System Status

Created > Complete > Document Completed > Ordered

| Val.type text | VT | FM | pstg d. | RefDocNo | It... | Amnt type | Amount type | ±Pymt Bdgt | *Y... | G/L Account | Funds Cen... | Func. Area | Fund | Grant | FC na... | Commitment item ... | Vendor | Cost Ctr | Pmt Doc |
|-----------------|----|------------|------------|----------|-------|----------------------------------|-------------|------------|----------|-------------|--------------|------------|----------|--------------|----------|---------------------------|--------|----------|---------|
| Purchase Orders | 51 | 02/11/2014 | 4600316874 | 1 | 0100 | Original | | 16,200.00 | 2014 | 5021500000 | U120FA3001 | U120_6133 | 47D79000 | NOT RELEVANT | Tolls | MGMT CONSULTANT7000032459 | | | |
| Purchase Orders | 51 | 02/11/2014 | 4600316874 | | 0200 | Reduction | | 6,393.54- | | 5021500000 | U120FA3001 | U120_6133 | 47D79000 | NOT RELEVANT | Tolls | MGMT CONSULTANT7000032459 | | | |
| Purchase Orders | 51 | 02/11/2014 | 4600316874 | | 0500 | Adjustment by Follow-on Document | | 511.48- | | 5021500000 | U120FA3001 | U120_6133 | 47D79000 | NOT RELEVANT | Tolls | MGMT CONSULTANT7000032459 | | | |
| | | | | | | | | 1 | | | | | | | | | | | |
| | | | | | | | | ■ | 9,294.98 | | | | | | | | | | |
| | | | | | | | | ■ ■ | 9,294.98 | 2014 | | | | | | | | | |
| | | | | | | | | ■ ■ ■ | 9,294.98 | | | | | | | | | | |

System will display a warning message: Item(s) marked No Further Confirmation or Invoice

Display Purchase Order

Warning: Item(s) marked No Further Confirmation or Invoice

Purchase order with document number 400010014 is correct

Purchase Order Number: 4600316874
Purchase Order Type: Sole Source PO
Status: Ordered
Document Date: 02/10/2014
Total Value (Gross): 16,200.00 USD
Smart Number:
Supplier: BW ZIMMERMAN & ASSOCIATES INC

[Overview](#)
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[Tracking](#)

| | | |
|--|----------------------------|-----------|
| | Total Value (Net) | 15,000.00 |
| | Total Tax | 1,200.00 |
| | Total Value (Gross) | 16,200.00 |

Details for Item 1 Toll Consulting Services

[General Data](#)
[Prices and Conditions](#)
[Account Assignment](#)
[Notes and Attachments](#)
[Approval Preview](#)

[Related Documents](#)

[Delivery](#)
[Extended PO History](#)
[User-Specified Status](#)
[Subcontracting](#)
[Payment](#)

Document Control

Purchase Order Response Invoice Expected
 Shipping Notification Confirmation-Based Invoice Verification
 Goods Receipt / Confirmation of Performance of Service Evaluated Receipt Settlement

Statistics

| | |
|--|--|
| Goods Receipt / Confirmation of Performance of Service Confirmed Quantity: <input type="text" value="0"/> EA Confirmed Value: <input type="text" value="0.00"/> USD No Further Confirmation: <input type="radio"/> Yes <input checked="" type="radio"/> No | Invoice Invoiced Quantity: <input type="text" value="0"/> EA Invoiced Value: <input type="text" value="0.00"/> USD No Further Invoice: <input checked="" type="radio"/> Yes <input type="radio"/> No |
|--|--|

History

-
1. Go to the ME23N folder
 2. Click on the Menu item
 3. Click on Environment item
 4. In the sub-menu select AC Commitment Documents item
 5. Double Click on Funds Management item
 6. View the Document Journal (PO Encumbrance should show \$0.00)

SRM Folder ME23N Portal View of Purchase Order

Sole Source PO 4600316874 Created by VICKIE STEPHENS

Menu | Save | Back | Exit | Cancel | System | Document Overview On | Document Overview Off | Create | Display/Change | Other Purchase Order | Hold | Check | Delete PO at Header Level | Cancel

Sole Source PO 4600316874 Vendor 7000032459 BW ZIMMERMAN & AS Doc. date 02/11/2014

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

| F... | Name | Number | Name | D |
|------|--------|------------|-------------------------------|--------------------------|
| VN | Vendor | 7000032459 | BW ZIMMERMAN & ASSOCIATES INC | <input type="checkbox"/> |
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Item | A | I | Material | Short Text | PO Quantity | O... | Deliv. Date | Net Price | Curr... | Per | O... | Matl Group | Plnt | Stor. Location | Be

| | | | | | | | | | | | | | |
|---|---|--|--------------------------|--------|----|------------|------|-----|---|----|--------------|--------------------|-----------------|
| 1 | K | | Toll Consulting Services | 15,000 | EA | 03/10/2014 | 1.00 | USD | 1 | EA | Toll Manager | SC Dept of Transpo | SC Dpt of Trans |
|---|---|--|--------------------------|--------|----|------------|------|-----|---|----|--------------|--------------------|-----------------|

Sole Source PO 4600316874 Created by VICKIE STEPHENS

Menu | Save | Back | Exit | Cancel | System | Document Overview On | Document Overview Off | Create | Display/Change | Other Purchas

List of Documents in Accounting

| Doc. Numbr. | Object type text | L d |
|-------------|----------------------|-----|
| 4600316874 | Funds Management doc | |
| 4600316874 | CO Commitments | |

Vendor: 7000032459 BW ZIMMERMAN & AS Doc. date: 02/11/201

Texts | Address | Communication | Partners | Additional Data | Org. Data

| per | Name | D |
|--------|-------------------------------|--------------------------|
| 032459 | BW ZIMMERMAN & ASSOCIATES INC | <input type="checkbox"/> |
| | | |
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Separate | Original document

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- ☉ We have demonstrated how to:
 - Manage No Further Confirmation & No Further Invoice
 - Use ME23N to verify that the transaction produced the desired result (locked line item)
 - Determine if a line or lines in a PO have been marked No Further Confirmation or No Further Invoice