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# Knowledge Transfer Program Purchasing

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**June 2009**

# Ground Rules

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## 🕒 Important Ground Rules

- Sign the attendance sheet
- Turn off your cell phones and pagers
- No email or internet usage during session

# Agenda

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- ① Creating a Purchase Order
- ① Change/Modify a PO
- ① Creating Different PO Types
- ① Display Purchase Order History
- ① Deletion of POs and Encumbrances
- ① Reporting
- ① Review and Summary

# Learning Objectives

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- Upon completion, you should be able to:
  - List benefits of purchasing goods and services in SAP
  - Explain the purchasing process
  - Distinguish purchasing in SAP ECC vs. SRM
  - Understand the various types of purchase orders
  - Check status and history of purchase orders
  - Create various PO types
  - Create a Goods Receipt
  - Execute standard reports in ECC

# Benefits of Purchasing Goods And Services in SAP

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- ④ Integrated system
- ④ Real-time queries and reports
- ④ Support access to information in real-time mode
- ④ Real-time retrieval and display of images
- ④ Single, integrated environment for information management
- ④ Better reporting and delivery capabilities
- ④ Greater production efficiency
- ④ Ability to support centralized and decentralized procurement

# Key Terms and Concepts

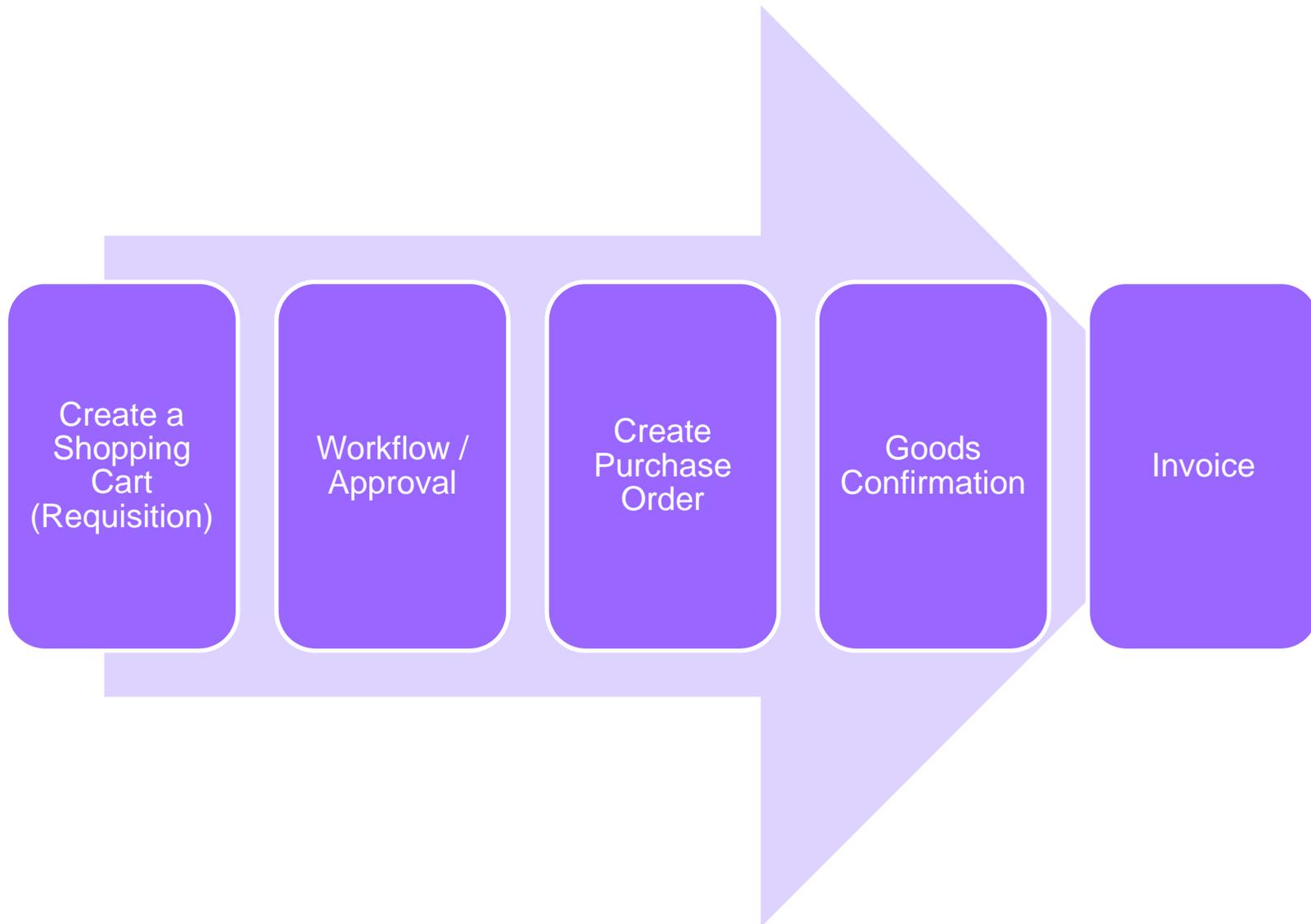
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- 🌀 Purchase Order (PO)
- 🌀 Material Group
- 🌀 Vendor
- 🌀 Transaction Code
- 🌀 Encumbrances



# Procurement Process in SCEIS

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# Create a Purchase Order

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# Learning Objectives

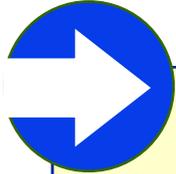
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- Upon completion, you should be able to:
  - Find a shopping cart in SRM that has been approved and added to your work list.
  - Create a purchase order from an approved shopping cart.
  - Understand that the buyer's work doesn't end with the creation of the purchase order.

# Shopping Cart and Purchase Orders

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- A shopping cart user in your organization has created a shopping cart.
- The shopping cart has gone through workflow for approval.
- As the buyer, you will log into SRM, find the shopping cart, review, make any necessary changes, and create a purchase order
- Note: More than one shopping cart can be combined into a single PO, provided the source of supply is the same.



- ◆ uPerform: SRM Sourcing (Carry Out Sourcing)

NOTE: uPerform simulations can be found on the  
SCEIS website: **[www.sceis.sc.gov](http://www.sceis.sc.gov)**

# Summary

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- You should now be able to:
  - Find a shopping cart that has been approved and add to your work list.
  - Create a purchase order from an approved shopping cart.
  - Understand that the buyer's work doesn't end with the creation of the purchase order.



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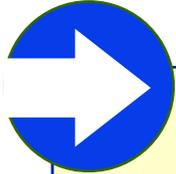
# **Change/Modify a Purchase Order in ECC**

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# Learning Objectives

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- Upon completion, you should be able to:
  - Open a purchase order in ECC
  - Add taxes, freight and additional text to a purchase order
  - Print a purchase order
  - Add Standard Purchase Order Clause Set (NOV 2007) to a purchase order



- ◆ uPerform BPPs:
  - ◆ ME22N Change Purchase Order
  - ◆ ME22N Print Purchase Order
  - ◆ ME22N Change Purchase Order (Add T&Cs)
  - ◆ ME22N Add Freight to Purchase Order

# Summary

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- You should be able to:
  - Open a purchase order in ECC
  - Add taxes, freight, and additional text to a purchase order
  - Print a purchase order
  - Add Standard Purchase Order Clause Set (NOV 2007) to a purchase order



# Creating Different PO Types

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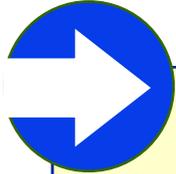
# Learning Objectives

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- Upon completion, you should be able to:
  - Understand the importance of classifying POs correctly
  - Create various Purchase Order types:
    - State Standard Purchase Order
    - Blanket Purchase Order
    - Blanket Purchase Agreement
    - Sole Source, Emergency, Exempt

# Demonstration and Exercise

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- ◆ uPerform BPPs:
  - ◆ ME22N Blanket Purchase Order
  - ◆ ME22N Blanket Purchase Agreement

- You should now be able to:
  - Understand the importance of classifying POs correctly
  - Create various Purchase Order types:
    - State Standard Purchase Order
    - Blanket Purchase Order
    - Blanket Purchase Agreement
    - Sole Source, Emergency, Exempt



# Display Purchase Order History

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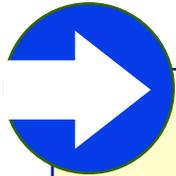
# Learning Objectives

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- Upon completion, you should be able to:
  - Check status of purchase order (Determine whether a goods receipt has been posted or an invoice has been paid)

# Demonstration and Exercise

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- ◆ uPerform BPPs:
  - ◆ ME23N Display Purchase Order

# Summary

---

- You should now be able to:
  - Check status of purchase order (Determine whether a goods receipt has been posted or an invoice has been paid)



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# Deletion of Purchase Orders and Encumbrances

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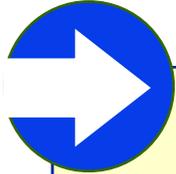
# Learning Objectives

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- Upon completion, you should be able to:
  - Delete a purchase order in ECC
  - Determine when a buyer should release encumbrances on a purchase order by checking “Final Invoice”

# Demonstration and Exercise

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- ◆ uPerform BPPs:
  - ◆ ME22N Delete PO
  - ◆ ME22N Final Invoice

- You should now be able to:
  - Create a Goods Receipt against an existing purchase order
  - Check status of purchase order (Determine whether a goods receipt has been posted or an invoice has been paid)



# Reporting

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# Learning Objectives

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- Upon completion, you should be able to:
  - Have a high level understanding of reporting in SAP
  - Know the difference between Business Warehouse reporting and Standard SAP reports
  - Generate a list of open purchase orders (POs)

# Key Transactions

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



# Using Reports to Manage Procurement

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

# Using Reports to Manage Procurement cont.

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

# ME2N – Open Purchase Orders

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- You can also use transaction code ME2N to view a variant report with open purchase orders; however, this report **does not show blanket POs that have dollar amounts but no items to be received.**
  - Because blanket POs are often set up with a “1” in the number of items field, once the first item has been received, this report will not recognize the PO as outstanding, as it has no more items to be received; therefore, a different report must be used to identify ALL open POs.
- ME2N does not show any Purchase Order that has the Final Invoice selected or has been deleted.

# ME2N with Variant

The screenshot shows the SAP ME2N transaction interface. The main window is titled "Purchasing Documents per Document Number" and contains various input fields for document selection. An "ABAP: Variant Directory of Program RM06EN00" dialog box is open, displaying a list of variants. A red box highlights the following instructions:

- Click here to see the variant directory.
- Click OPEN\_PO\_RPT.
- Execute the report.

The variant directory dialog box contains the following table:

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

# ME2N with Variant cont.

SAP

Purchasing Documents by Document Number

Item	Type	POH	Doc. Date	Vendor/supplying plant	Short Text	A	Quantity	OU	Net price	To be del.	To be del.	To be inv.	To be inv.	Number
<b>Purchasing Document 4600001249</b>														
10	ZSTD		07/07/2008	7000083062 DELL COMPUTER CORP	Latitude D630 Laptop Computer	A	1	AU	1,795.06	0	0.00	0	0.00	1
<b>Purchasing Document 4600001436</b>														
10	ZSTD		07/23/2008	7000025381 WO BLACKSTONE & CO INC	Air Conditioning Evaporator Coil	K	1	EA	3,897.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001519</b>														
10	ZSTD		07/30/2008	7000002388 ACADEMIC SUPERSTORE	Software & License	K	1	EA	580.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001520</b>														
10	ZBLT		07/30/2008	7000064729 BETTE HOLZBERG	Psychological Consultation Services	K	1	AU	5,000.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001539</b>														
10	ZSTD		07/31/2008	7000115207 CRAWDADDYS CUSTOMS & CAR CARE	Truck Repair	K	1	AU	511.65	0	0.00	0	0.00	1
<b>Purchasing Document 4600001540</b>														
10	ZBLT		07/31/2008	7000027171 THE KEY SHOP INC	Key Service	K	1	AU	2,500.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001552</b>														
10	ZBLT		07/31/2008	7000092793 SCE&G	Utilities (Electricity)	K	1	AU	125,000.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001553</b>														
10	ZBLT		07/31/2008	7000092793 SCE&G	Utilities (Gas)	K	1	AU	85,000.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001555</b>														
10	ZBLT		07/31/2008	7000057650 LEXINGTON		K	1	AU		0	0.00	0	0.00	1
<b>Purchasing Document 4600001557</b>														
10	ZBLT		07/31/2008	7000106657 AIRGA		K	1	AU		0	0.00	0	0.00	1
<b>Purchasing Document 4600001559</b>														
10	ZBLT		07/31/2008	7000025471 MODE		K	1	AU		0	0.00	0	0.00	1
<b>Purchasing Document 4600001564</b>														
10	ZBLT		07/31/2008	7000022735 XEROX CORPORATION	Cost Per Copy Contract	K	1	AU	12,000.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001567</b>														
10	ZBLT		07/31/2008	7000111744 MOTOROLA PALMETTO 800	Police Radio Access/Service	K	1	AU	350.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001570</b>														
10	ZBLT		08/04/2008	7000051528 BRYANS RESTAURANT SERVICE INC	Service Calls for Cafeteria Equipment	K	1	AU	2,500.00	0	0.00	0	0.00	1
<b>Purchasing Document 4600001581</b>														
10	ZBLT		08/05/2008	7000023853 ALTEL COMMUNICATIONS PRODUCTS INC	Mobile Phone Service	K	1	AU	4,000.00	0	0.00	0	0.00	1

ME2N SCEISECPAP2 INS

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

# ME2N with Variant cont.

Purchase Order Edit Goto Environment System Help

Blanket PO 4600001997 Created by Charles Abbott

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

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

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
	10	K			Glass Repair		1	AU	D 10/15/2008	2,000.00	USD	1	AU	Window Gla...	Wil Lou Gray Opp...	Wil Lou Gray O...

Add Planning

Item 1 [10] Glass Repair

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

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

Purchase Order History Detail

ME23N SCEISECPAP2 JNS

# ME2N – Open Purchase Orders cont.

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

# Closing Open POs

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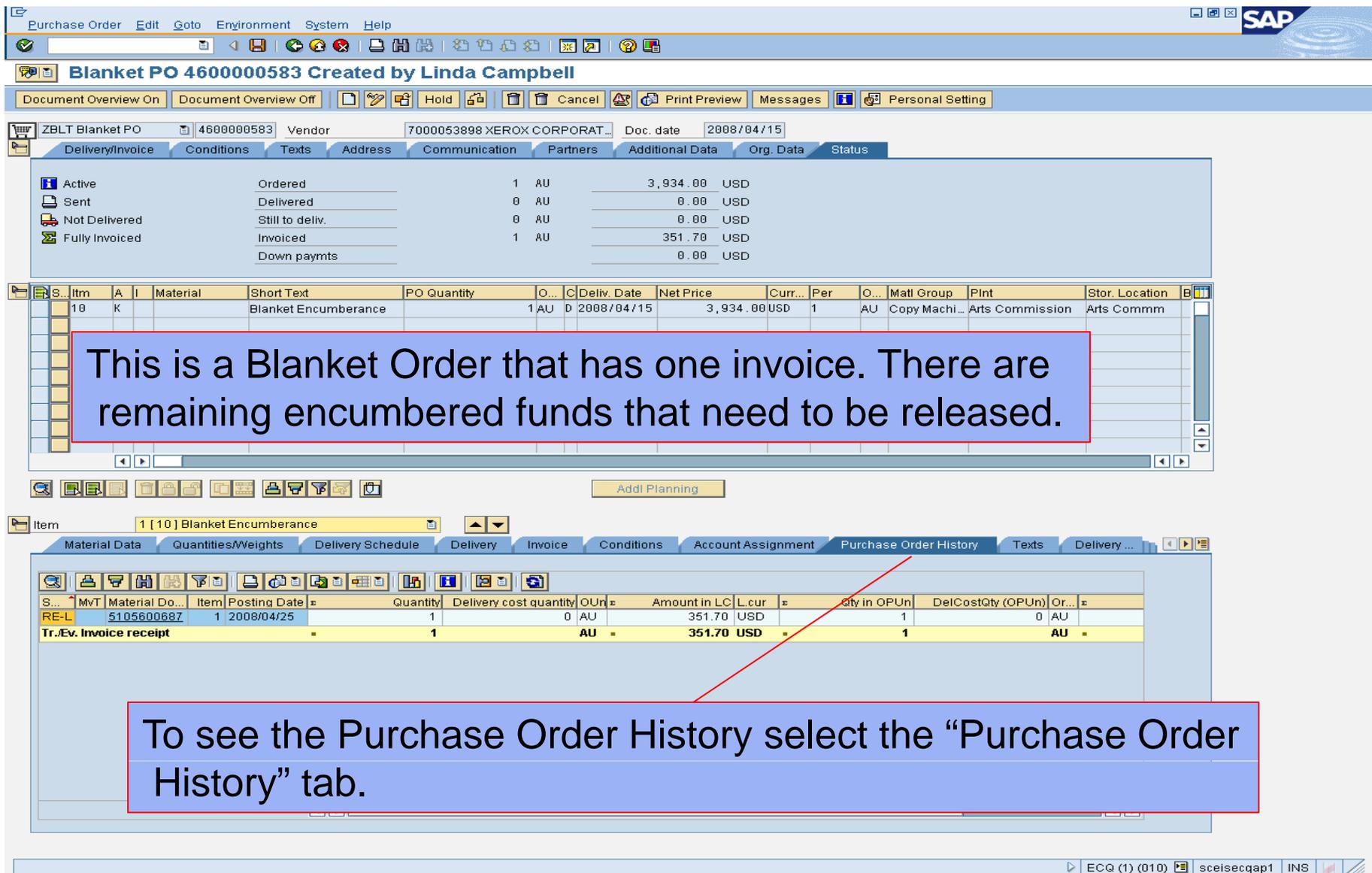
- Once you have reviewed your listings of open POs, you may find items that need to be deleted for various reasons:
  - PO that will not be delivered or needs to be cancelled
  - PO that has items that cannot be delivered
  - PO that has items that need to be reduced
- Remember, POs encumber budget.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

# Select Final Invoice

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

# Closing a PO - ME22N



**Blanket PO 460000583 Created by Linda Campbell**

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

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

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

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

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

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

Item 1 [ 10 ] Blanket Encumbrance

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

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

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

ECQ (1) (010) | sceisecqap1 | INS

# Closing a PO - ME22N cont.

Purchase Order Edit Goto Environment System Help

**Blanket PO 460000583 Created by Linda Campbell**

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

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

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

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

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

Default Values Add Planning

Item 1 [ 10 ] Blanket Encumbrance

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

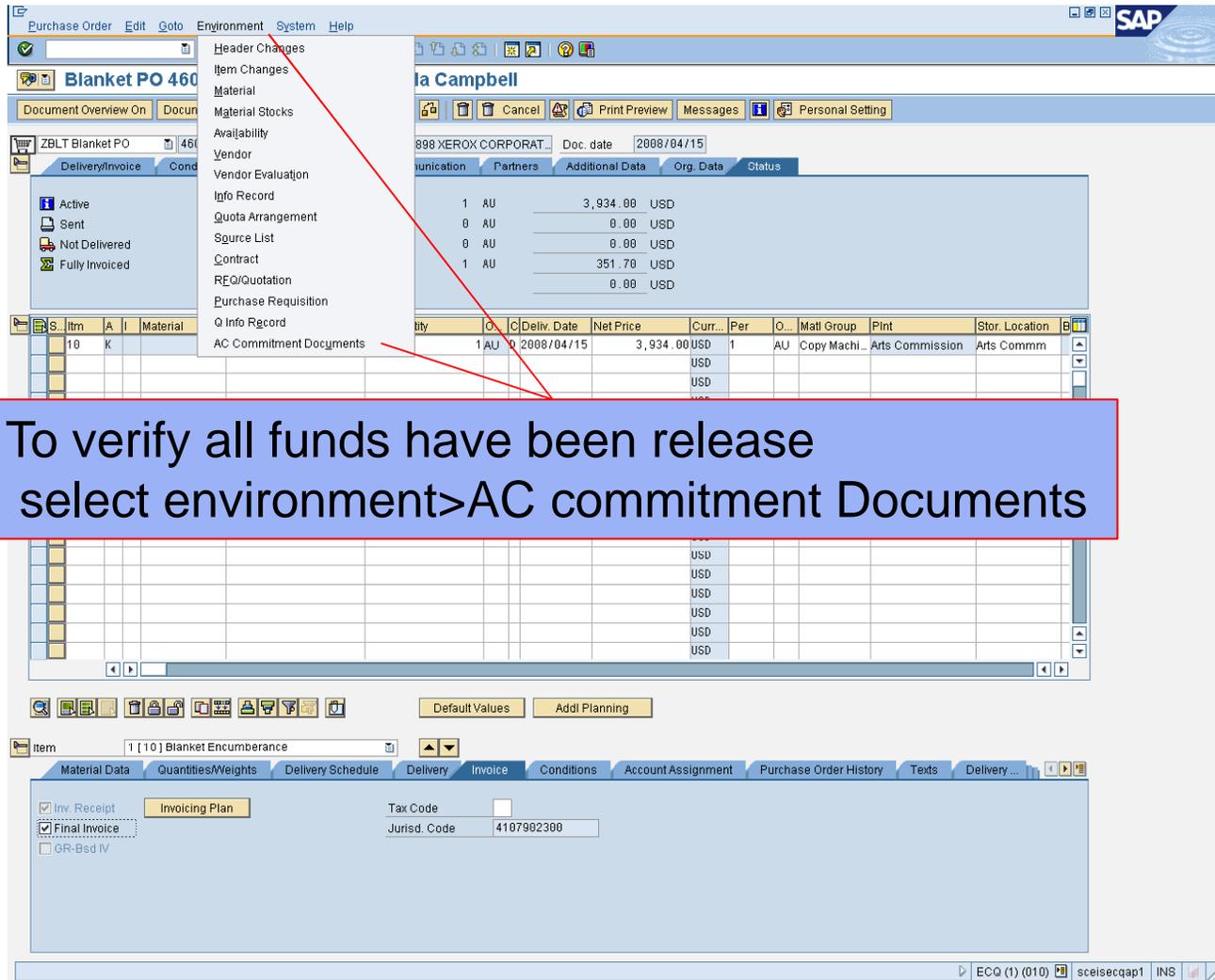
Inv. Receipt Invoicing Plan Tax Code

Final Invoice Jurisd. Code 4107902300

GR-Bsd IV

ECQ (1) (010) scseisqap1 INS

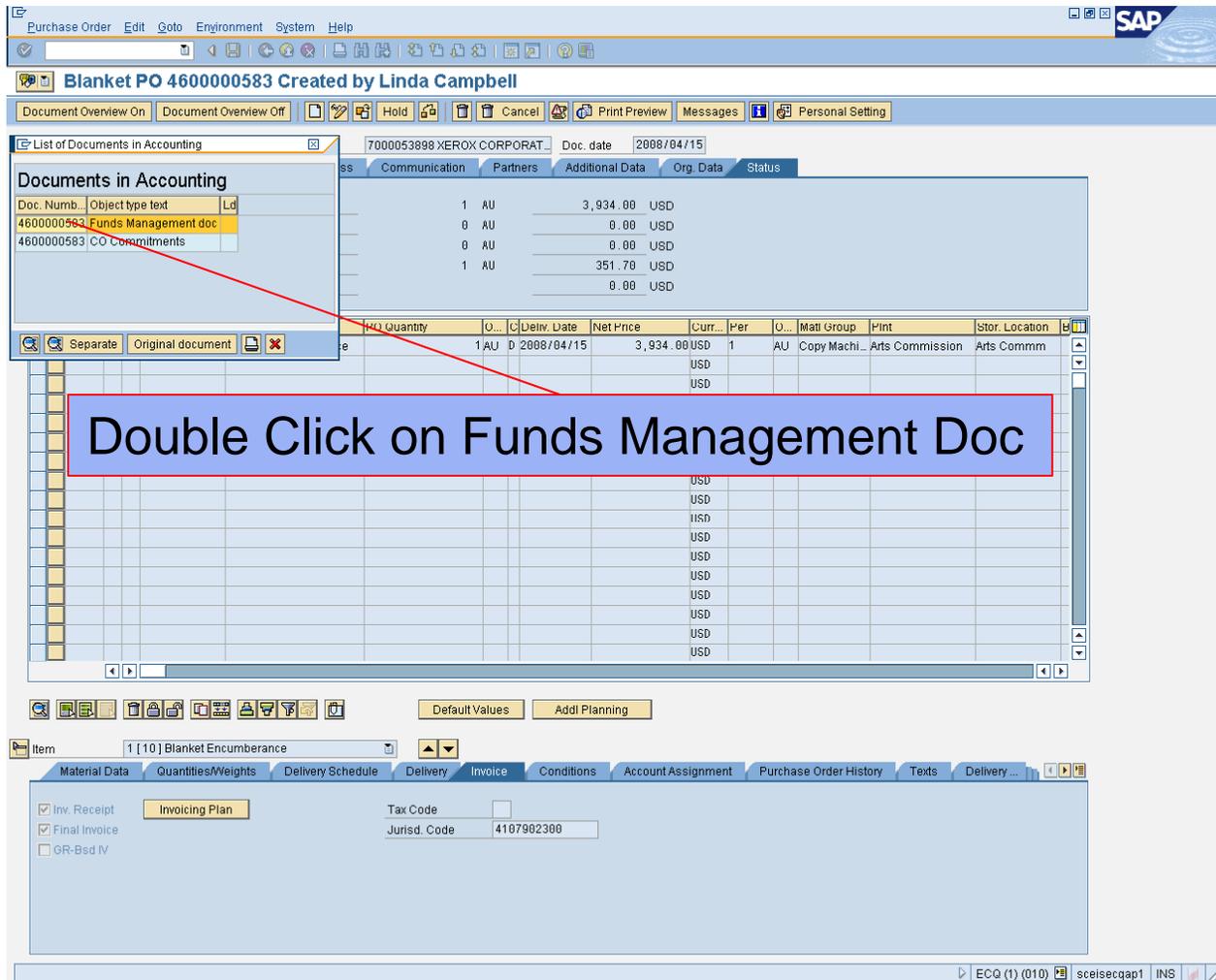
# Closing a PO - ME22N cont.



**To verify all funds have been release  
select environment>AC commitment Documents**

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

# Closing a PO - ME22N cont.



Blanket PO 460000583 Created by Linda Campbell

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

List of Documents in Accounting

Doc. Numb.	Object type text	Ld
460000583	Funds Management doc	
460000583	CO Commitments	

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

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

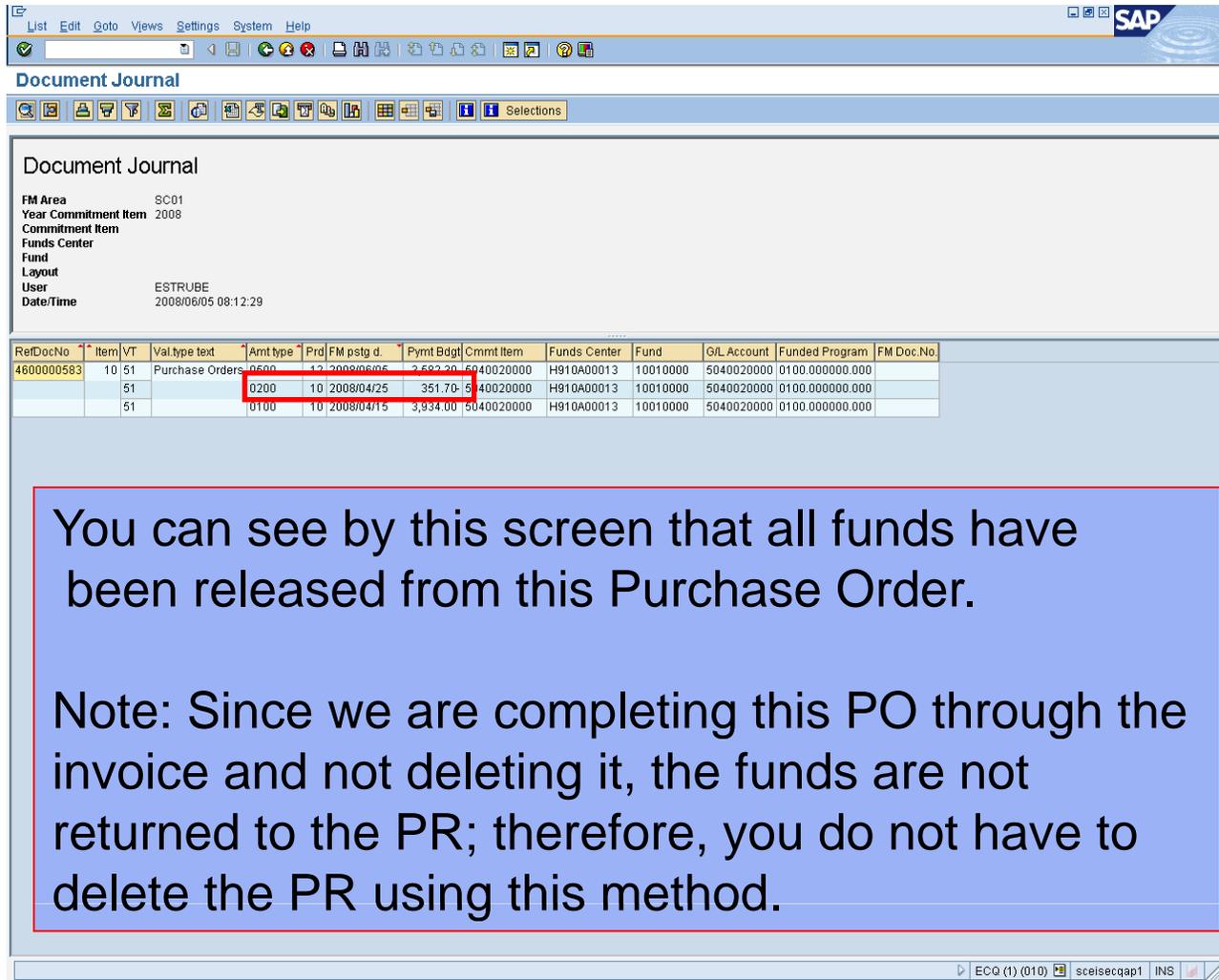
Item: 1 [10] Blanket Encumbrance

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

Inv. Receipt | Invoicing Plan | Tax Code |  
 Final Invoice | Jurisd. Code 4107902300  
 GR-Bsd IV

ECQ (1) (010) | scseisecqap1 | INS

# Closing a PO - ME22N cont.



Document Journal

FM Area SC01  
Year Commitment Item 2008  
Commitment Item  
Funds Center  
Fund  
Layout  
User ESTRUBE  
Date/Time 2008/06/05 08:12:29

RefDocNo	Item	VT	Val.type text	Amnt type	Prj	FM pstg d.	Pymt Bdg	Commt Item	Funds Center	Fund	G/L Account	Funded Program	FM Doc.No.
4600000583	10	51	Purchase Orders	0600	12	20080605	2,682.20	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
	51			0200	10	2008/04/25	351.70	5040020000	H910A00013	10010000	5040020000	0100.000000.000	
	51			0100	10	2008/04/15	3,934.00	5040020000	H910A00013	10010000	5040020000	0100.000000.000	

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

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

ECO (1) (010) | scseicqap1 | INS

# Open Encumbrance Report

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🌀 The Business Warehouse Open Encumbrance Report shows ALL open encumbrances including:

- Open Purchase Orders
- Open Requisitions
- Parked FI documents

\*Business Warehouse (BW) will post training on the SCEIS website under GeoLearning.

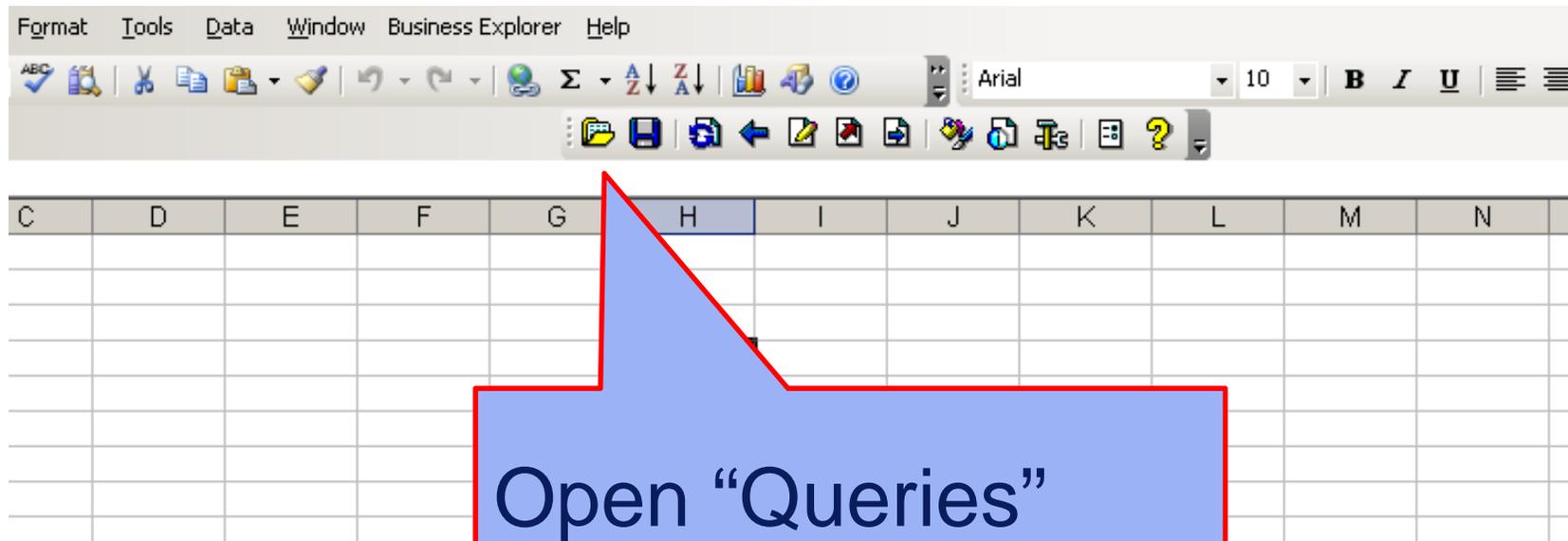
# Open Encumbrance Report

**CITRIX** | Web Interface



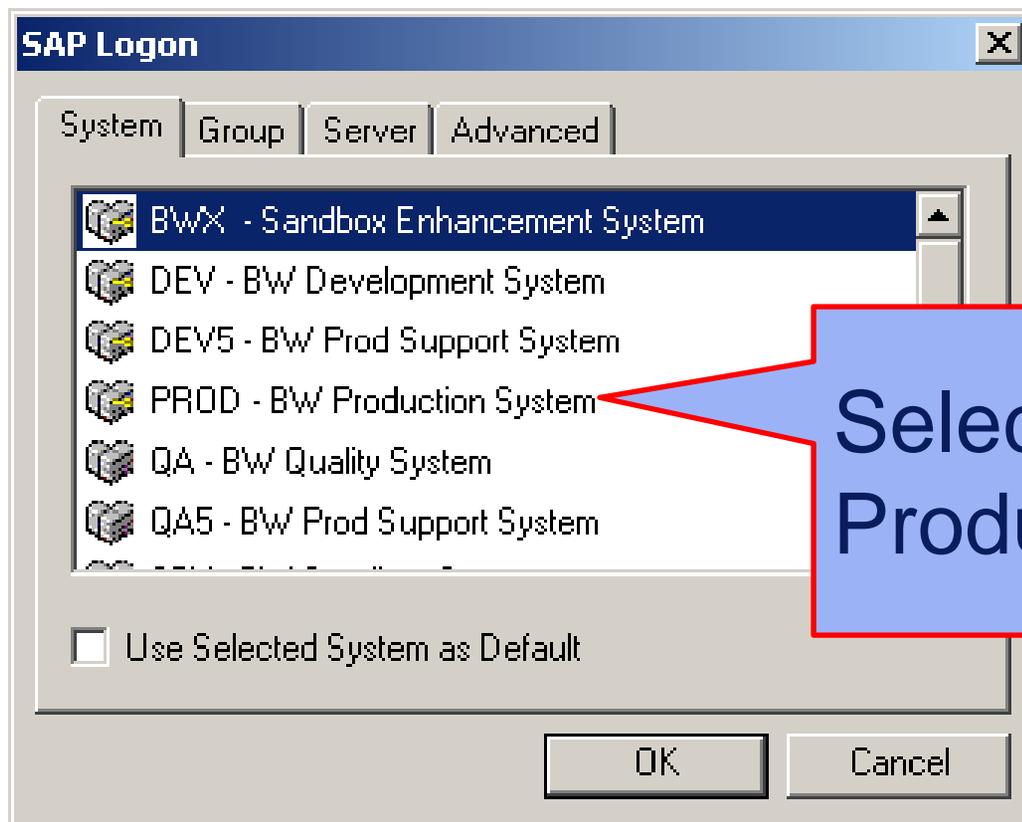
To run the Business Warehouse Open Encumbrance Report, click on BEX Analyzer after logging into Citrix

# Open Encumbrance Report



Open "Queries"  
within report

# Open Encumbrance Report



# Open Encumbrance Report

SAP Logon at PROD - BW Production System

User Data

Client

User

Password

Language

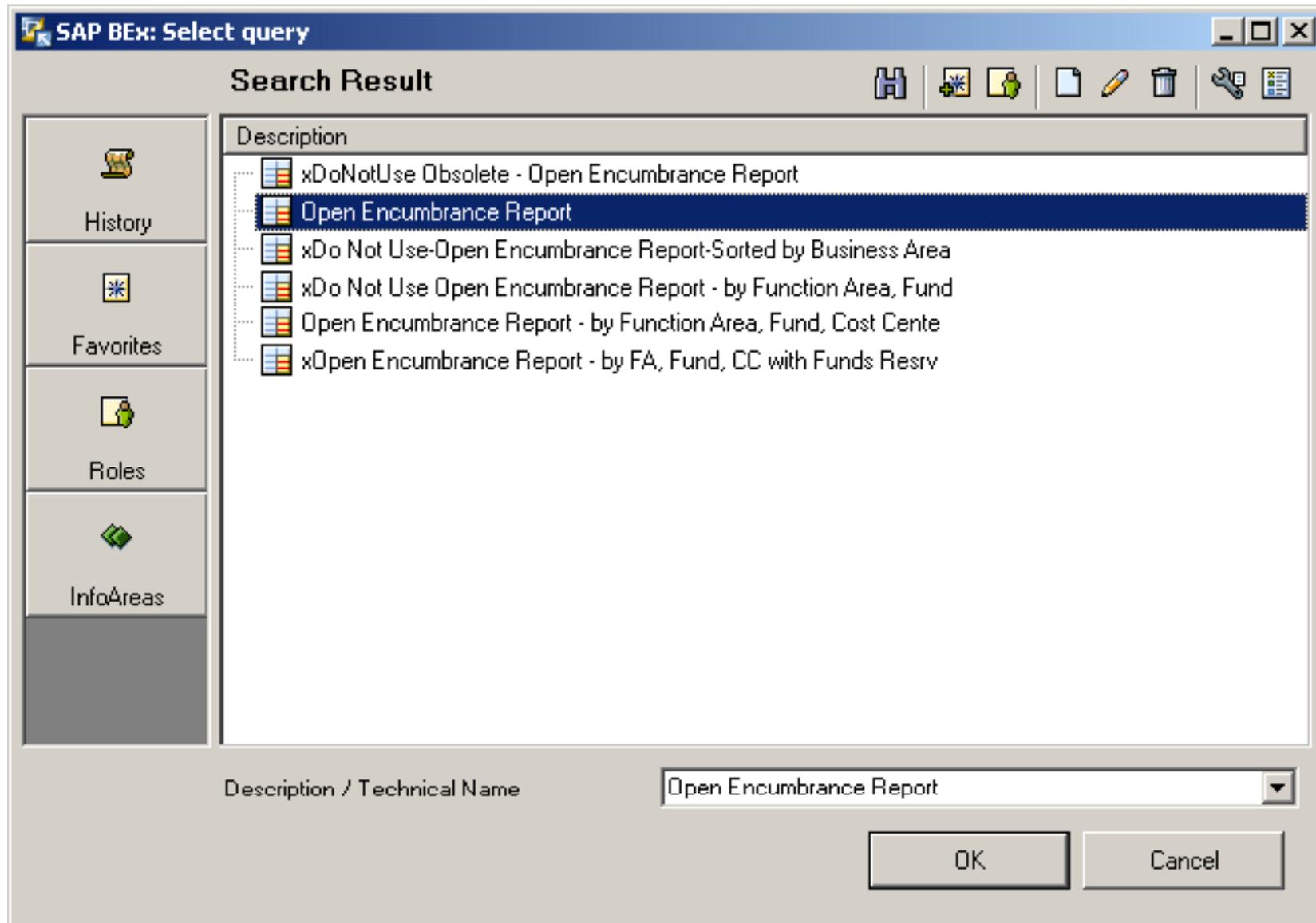
OK

Cancel

System

Make sure Client is  
"10" and type in your  
User name

# Open Encumbrance Report

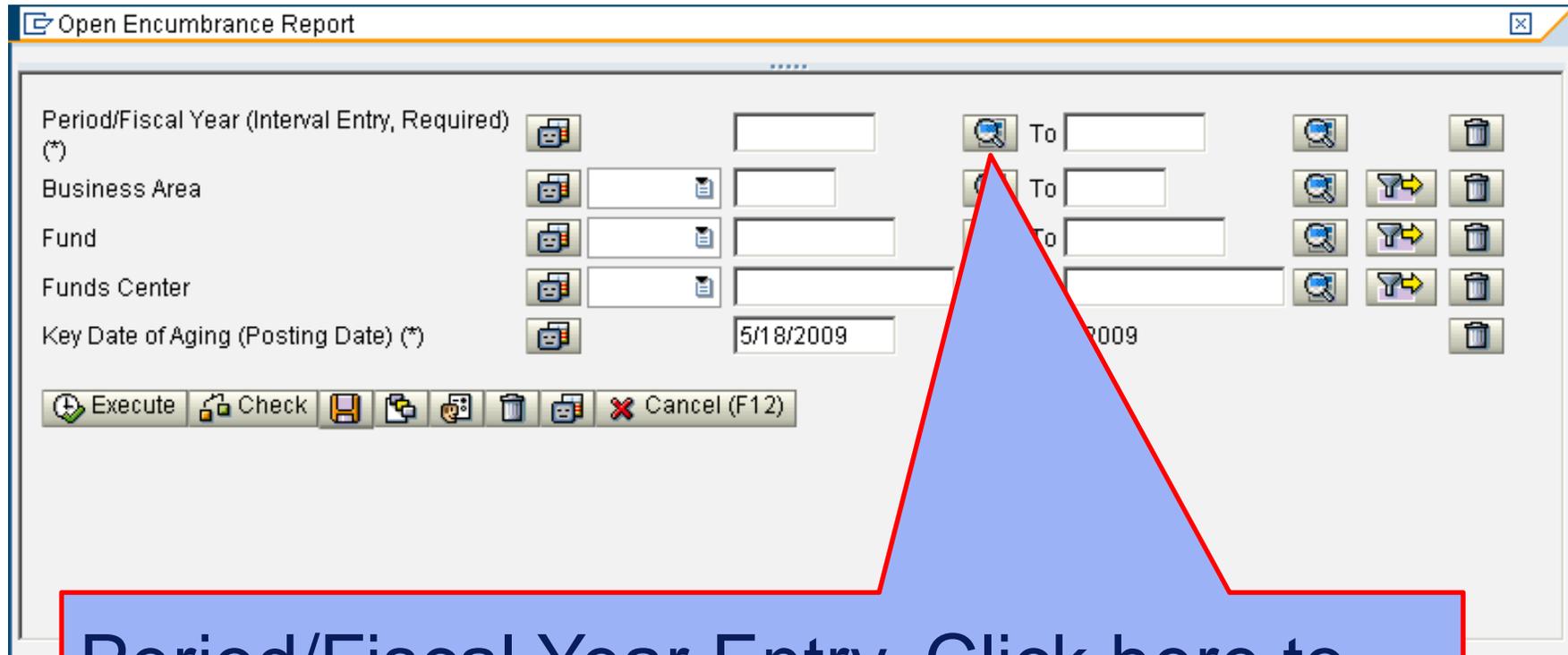


The screenshot shows the 'SAP BEx: Select query' window. The title bar includes standard window controls. Below the title bar is a toolbar with icons for home, search, refresh, print, delete, and help. The main area is titled 'Search Result' and contains a list of queries under the 'Description' header. The list includes:

- xDoNotUse Obsolete - Open Encumbrance Report
- Open Encumbrance Report** (highlighted)
- xDo Not Use-Open Encumbrance Report-Sorted by Business Area
- xDo Not Use Open Encumbrance Report - by Function Area, Fund
- Open Encumbrance Report - by Function Area, Fund, Cost Cente
- xOpen Encumbrance Report - by FA, Fund, CC with Funds Resrv

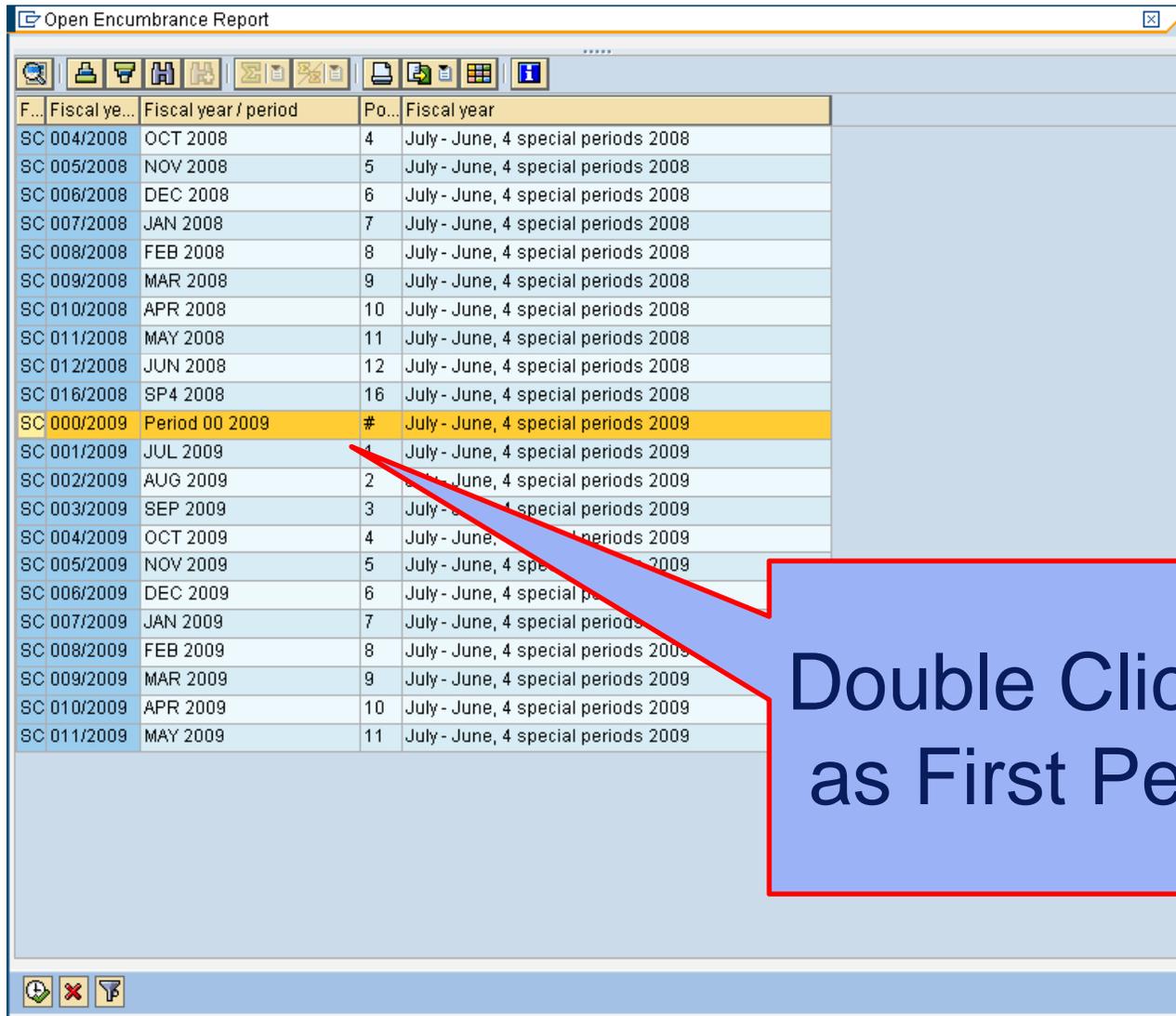
On the left side, there is a vertical navigation pane with buttons for 'History', 'Favorites', 'Roles', and 'InfoAreas'. At the bottom, there is a dropdown menu labeled 'Description / Technical Name' with 'Open Encumbrance Report' selected, and 'OK' and 'Cancel' buttons.

# Open Encumbrance Report



Period/Fiscal Year Entry, Click here to Enter first Period.

# Open Encumbrance Report



F...	Fiscal ye...	Fiscal year / period	Po...	Fiscal year
SC 004/2008	OCT 2008		4	July - June, 4 special periods 2008
SC 005/2008	NOV 2008		5	July - June, 4 special periods 2008
SC 006/2008	DEC 2008		6	July - June, 4 special periods 2008
SC 007/2008	JAN 2008		7	July - June, 4 special periods 2008
SC 008/2008	FEB 2008		8	July - June, 4 special periods 2008
SC 009/2008	MAR 2008		9	July - June, 4 special periods 2008
SC 010/2008	APR 2008		10	July - June, 4 special periods 2008
SC 011/2008	MAY 2008		11	July - June, 4 special periods 2008
SC 012/2008	JUN 2008		12	July - June, 4 special periods 2008
SC 016/2008	SP4 2008		16	July - June, 4 special periods 2008
SC 000/2009	Period 00 2009		#	July - June, 4 special periods 2009
SC 001/2009	JUL 2009		1	July - June, 4 special periods 2009
SC 002/2009	AUG 2009		2	July - June, 4 special periods 2009
SC 003/2009	SEP 2009		3	July - June, 4 special periods 2009
SC 004/2009	OCT 2009		4	July - June, 4 special periods 2009
SC 005/2009	NOV 2009		5	July - June, 4 special periods 2009
SC 006/2009	DEC 2009		6	July - June, 4 special periods 2009
SC 007/2009	JAN 2009		7	July - June, 4 special periods 2009
SC 008/2009	FEB 2009		8	July - June, 4 special periods 2009
SC 009/2009	MAR 2009		9	July - June, 4 special periods 2009
SC 010/2009	APR 2009		10	July - June, 4 special periods 2009
SC 011/2009	MAY 2009		11	July - June, 4 special periods 2009

Double Click Period 00 as First Period

# Open Encumbrance Report

Open Encumbrance Report

Period/Fiscal Year (Interval Entry, Required) (\*) 000/2009 To

Business Area To

Fund To

Funds Center To

Key Date of Aging (Posting Date) (\*) 5/18/2009 To 5/18/2009

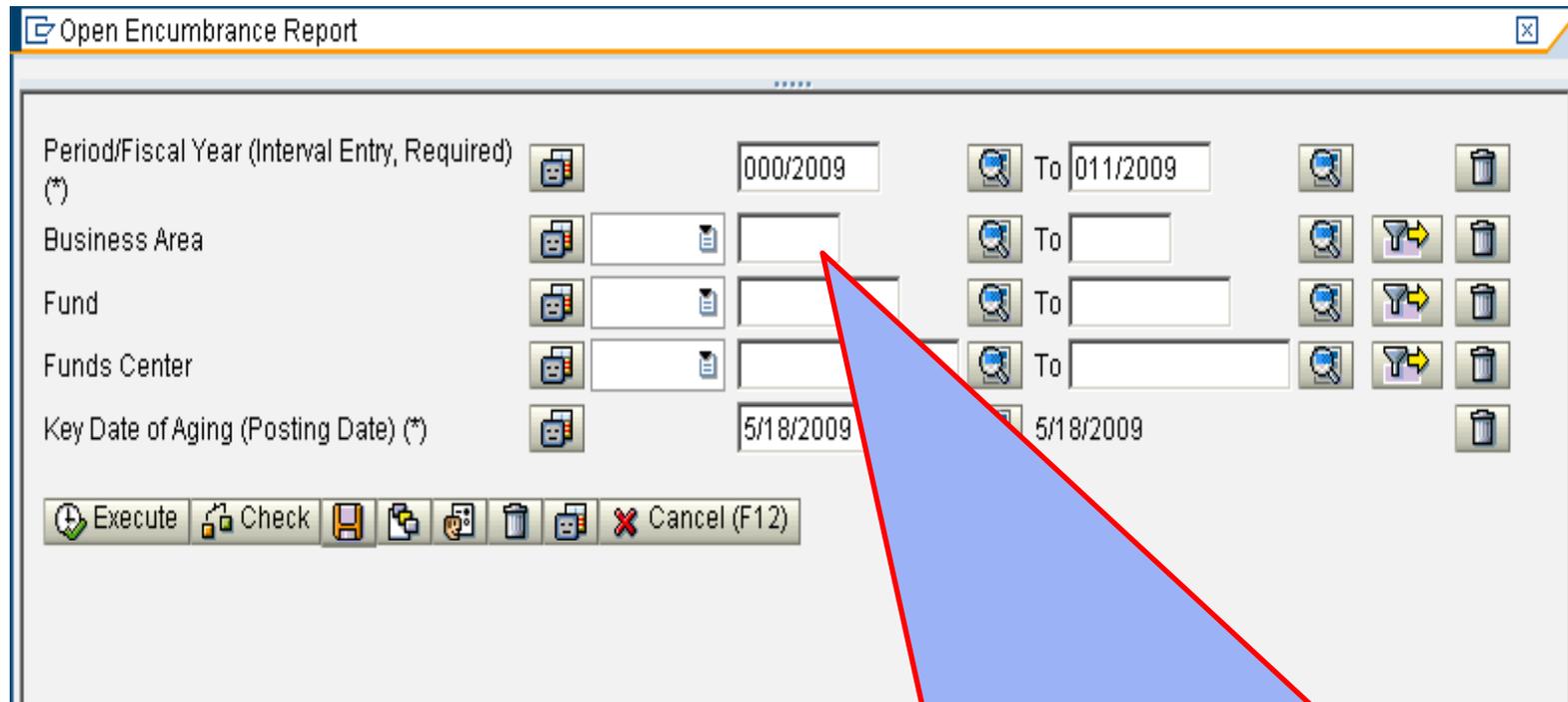
Execute Check Save Print Refresh Delete Cancel (F12)

Period/Fiscal Year Entry, Click here to Enter "To" Period

# Open Encumbrance Report

F...	Fiscal ye...	Fiscal year / period	Po...	Fiscal year
SC 004/2008	OCT 2008	4	July - June, 4 special periods 2008	
SC 005/2008	NOV 2008	5	July - June, 4 special periods 2008	
SC 006/2008	DEC 2008	6	July - June, 4 special periods 2008	
SC 007/2008	JAN 2008	7	July - June, 4 special periods 2008	
SC 008/2008	FEB 2008	8	July - June, 4 special periods 2008	
SC 009/2008	MAR 2008	9	July - June,	
SC 010/2008	APR 2008	10	July - June,	
SC 011/2008	MAY 2008	11	July - June,	
SC 012/2008	JUN 2008	12	July - June,	
SC 016/2008	SP4 2008	16	July - June,	
SC 000/2009	Period 00 2009	#	July - June,	
SC 001/2009	JUL 2009	1	July - June,	
SC 002/2009	AUG 2009	2	July - June,	
SC 003/2009	SEP 2009	3	July - June,	
SC 004/2009	OCT 2009	4	July - June,	
SC 005/2009	NOV 2009	5	July - June, 4 special periods 2009	
SC 006/2009	DEC 2009	6	July - June, 4 special periods 2009	
SC 007/2009	JAN 2009	7	July - June, 4 special periods 2009	
SC 008/2009	FEB 2009	8	July - June, 4 special periods 2009	
SC 009/2009	MAR 2009	9	July - June, 4 special periods 2009	
SC 010/2009	APR 2009	10	July - June, 4 special periods 2009	
SC 011/2009	MAY 2009	11	July - June, 4 special periods 2009	

# Open Encumbrance Report



Enter Agency Plant in Business Area

# Open Encumbrance Report

Open Encumbrance Report

Period/Fiscal Year (Interval Entry, Required) (\*) 000/2009 To 011/2009

Business Area H710 To

Fund To

Funds Center To

Key Date of Aging (Posting Date) (\*) 5/18/2009 5/18/2009

Execute Check Save Print Refresh Delete Help Cancel (F12)

Click "Execute" to run report

# Open Encumbrance Report



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	H	I	J	K	L	M	N	O	P
	Reference Doc. No.	Posting date	Vendor		Original Amount	Adjustments	Invoiced Amount	Remaining Balance	Greater than 90 Days
29	4600001520	7/30/2008	7000064729	BETTE HOLZBERG	\$ 5,000.00		-\$ 2,000.00	\$ 3,000.00	\$ 3,000.00
31	4600001555	7/31/2008	7000057650	LEXINGTON PRINTING LLC	\$ 2,500.00	\$ 175.00	-\$ 1,473.39	\$ 1,201.61	\$ 1,201.61
32	4600001540	7/31/2008	7000027171	THE KEY SHOP INC	\$ 2,500.00	\$ 175.00	-\$ 413.54	\$ 2,261.46	\$ 2,261.46
33	4600001564	7/31/2008	7000022735	XEROX CORPORATION	\$ 12,000.00		-\$ 6,471.14	\$ 5,528.86	\$ 5,528.86
34	4600001553	7/31/2008	7000092793	SCE&G	\$ 85,000.00		-\$ 30,898.83	\$ 54,101.17	\$ 54,101.17
35	4600001552	7/31/2008	7000092793	SCE&G	\$ 125,000.00		-\$ 67,879.50	\$ 57,120.50	\$ 57,120.50
36	4600001567	7/31/2008	7000111744	MOTOROLA PALMETTO 800	\$ 350.00		-\$ 140.15	\$ 209.85	\$ 209.85
37	4600001559	7/31/2008	7000025471	MODERN EXTERMINATING CO INC	\$ 2,500.00		-\$ 1,060.00	\$ 1,440.00	\$ 1,440.00
38	4600001557	7/31/2008	7000106657	AIRGAS NATIONAL WELDERS	\$ 2,500.00	\$ 175.00	-\$ 166.38	\$ 2,508.62	\$ 2,508.62
39	4600001570	8/4/2008	7000051528	BRYANS RESTAURANT SERVICE INC	\$ 2,500.00	\$ 175.00	-\$ 1,187.57	\$ 1,487.43	\$ 1,487.43
40	4600001581	8/5/2008	7000023853	ALLTEL COMMUNICATIONS PRODUCTS INC	\$ 4,000.00	\$ 280.00	-\$ 1,968.35	\$ 2,311.65	\$ 2,311.65
41	4600001597	8/6/2008	7000025230	SENN BROTHERS INC	\$ 7,000.00	\$ 490.00	-\$ 326.74	\$ 7,163.26	\$ 7,163.26
42	4600001608	8/7/2008	7000091180	USA MOBILITY WIRELESS INC	\$ 100.00	\$ 7.00	-\$ 46.97	\$ 60.03	\$ 60.03
43	4600001607	8/7/2008	7000017819	LEXINGTON CO SOLID WASTE MGMT	\$ 1,000.00		-\$ 209.22	\$ 790.78	\$ 790.78
44	4600001613	8/7/2008	7000033084	ALLIED WASTE SERVICES	\$ 16,000.00		-\$ 8,106.03	\$ 7,893.97	\$ 7,893.97
45	4600001614	8/7/2008	7000030119	CITY OF CAYCE	\$ 40,000.00		-\$ 19,839.32	\$ 20,160.68	\$ 20,160.68
46	4600001615	8/7/2008	7000044840	CAROLINA CUTLERY SERVICE INC	\$ 500.00		-\$ 174.00	\$ 326.00	\$ 326.00
47	4600001655	8/14/2008	7000063120	G&H MAIL SERVICE LLC	\$ 8,000.00		-\$ 4,448.98	\$ 3,551.02	\$ 3,551.02
48	4600001713	8/21/2008	7000116446	INTERSTATE BRANDS SALES CORPORATION	\$ 2,500.00	\$ 175.00	-\$ 2,454.61	\$ 220.39	\$ 220.39
49	4600001733	8/26/2008	7000117356	GRANT PHOTO & VIDEO	\$ 750.00			\$ 750.00	\$ 750.00
50	4600001769	9/2/2008	7000025806	CENTRAL EQUIPMENT CO INC	\$ 2,500.00		-\$ 454.82	\$ 2,045.18	\$ 2,045.18
51	4600001784	9/5/2008	7000055465	VALLEY SPRING WATER & COFFEE CO LLC	\$ 1,800.00		-\$ 441.39	\$ 1,358.61	\$ 1,358.61
52	4600001785	9/5/2008	7000055465	VALLEY SPRING WATER & COFFEE CO LLC	\$ 500.00		-\$ 107.71	\$ 392.29	\$ 392.29
53	4600001792	9/9/2008	7000036723	PRISON INDUSTRIES	\$ 701.90	-\$ 290.40		\$ 411.50	\$ 411.50
54	4600001829	9/11/2008	7000071233	MIANOVISION LLC	\$ 9,500.00		-\$ 7,125.00	\$ 2,375.00	\$ 2,375.00
55	4600001820	9/11/2008	7000037335	UNITED ENERGY DISTRIBUTORS INC	\$ 10,000.00		-\$ 6,473.72	\$ 3,526.28	\$ 3,526.28
56	4600001820	9/11/2008	7000037335	UNITED ENERGY DISTRIBUTORS INC	\$ 10,000.00			\$ 10,000.00	\$ 10,000.00
57	4600001997	10/15/2008	7000085009	SHEPPARDS GLASS CO	\$ 2,000.00		-\$ 1,043.34	\$ 956.66	\$ 956.66
58	4600001998	10/15/2008	7000038536	CAROLINA POWER EQUIPMENT INC	\$ 1,500.00		-\$ 964.52	\$ 535.48	\$ 535.48
59	4600002009	10/16/2008	7000097118	VEOLIA TRANSPORTATION SERVICES INC	\$ 1,000.00			\$ 1,000.00	
60	4600002539	11/13/2008	7000020997	PET DAIRY	\$ 6,000.00		-\$ 241.26	\$ 5,758.74	
61	4600002539	11/13/2008	7000020997	PET DAIRY	\$ 6,000.00		-\$ 2,653.81	\$ 3,346.19	
62	4600002862	12/1/2008	7000092797	GIGNILLIAT SAVITZ & BETTIS	\$ 1,000.00		-\$ 150.00	\$ 850.00	

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- You should now be able to:
  - List benefits of purchasing goods and services in SAP
  - Explain the purchasing process
  - Distinguish purchasing in SAP ECC vs. SRM
  - Understand the various types of purchase orders
  - Check status and history of purchase orders
  - Create various PO types
  - Create a Goods Receipt
  - Execute standard reports in ECC

# Any Questions?

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