

MM Year End Requisition & PO Cleanup Process Meeting Notes – FY2015

Announcement

- New Requisition Condition 6 cleanup process. The Condition 6 layout now includes the Quantity Received and Quantity Ordered fields. The layout filters for requisition line items that have “0” zero Quantity Ordered. These are the requisition lines with cancelled PO lines. Cancel (trash can) these line items.

You no longer have to export the report to excel. You no longer have to copy the requisition numbers into the PO listing report to identify the purchase order line items that have been cancelled.

- A new version of the Year End MM Document Cleanup Guide will be loaded to the SAP Learning Center soon that will include these updates.
- Thanks go out to Kristan Burkert who figured this out.

Summary

- Important dates –
 - Bureaus must cancel all unordered requisitions by Monday June 29, 2015
 - Good receipts for FY2015 must be entered by 4:00 PM on Tuesday June 30, 2015
 - Procurement Services will close remaining requisitions starting the morning of Tuesday June 30, 2015
 - SAP will close down at 4:00 PM on Tuesday June 30, 2015
- Useful documents
 - The updated Year End MM Document Cleanup Guide also known as the Fiscal year-End Procurement Document Cleanup documents the steps to follow to cleanup requisitions and purchase orders.
 - Other useful job aids and work instructions include
 - “Closing versus Cancelling a Requisition Line”
 - “MM Year End Y_DRP63000033 Condition 4 Error”
 - “ME54N Who Has Approved and Who Still Needs to Approve”
 - “Closing a Purchase Order that has been Partially Received or Partially Invoiced”
 - “How to Find a Purchase Order Associated with a Requisition”
- Who to contact if you have questions? (MM/AP resources)
 - Accounts Payable – John Maloney 3-4373 or Phil Marchbanks 3-7172
 - Contracts and PO’s/DPO/s – Jeff Blade 3-6858, Mahn Saechao 3-1075, Denice Henshaw 3-2299, Kelly Davis-McKernan 3-7574 or Phil Marchbanks 3-7172
 - Requisitions and Good Receipts – Phil Marchbanks 3-7172

- Where to find work instructions, job aids, presentation slides, and notes
 - The guide and other useful work instructions and job aids can be found at the SAP Learning Center – MM – Materials Management / Procurement - Year-End Documents, Requisitioner or Bureau Buyer sections
 - <http://www.portlandoregon.gov/cao/62663>
 - The meeting slides and these meeting notes will be posted shortly at the Enterprise Business Solutions – User Group Info web page
 - <http://www.portlandoregon.gov/cao/39395>

Responses to questions asked at the meeting and since the meeting

PR Condition 6 (Order Cancelled) – Can the Y_DRP_63000033 purchase requisition list report be set to identify requisitions with cancelled orders?

Yes, PR condition 6 identifies requisitions items that have not been closed that also have a purchase order. It also lists the purchase order number and the Quantity Ordered. The report filters for “0” zero quantity ordered. These are the requisition lines items with a cancelled order. The corresponding requisition lines need to be deleted (trashcanned).

Note – A PO line should only be deleted (trashcanned) if there are no good receipts, invoices, or downpayments entered. If there are, deleting the PO line will not necessarily release the value of the PO encumbrance. Instead, cancel the PO line by going to the Delivery tab for that line item, check the Delivery Complete indicator, change the Latest GR Date to a prior date, and save the changes.

Also, you can delete (trashcan) a PO line if all the goods receipts, invoices and/or down payments on a PO line have been returned and/or cancelled so that there are only zero balances on the PO line.

How do I tell whose inbox a requisition is in? See Question 3 on page 6 of the “ME53N Who has approved and who still needs to approve” work instruction at the SAP Learning Center – MM – Materials Management / Procurement – Bureau Approver section