

2017 MM Fiscal Year End Cleanup—Purchase Order Cleanup Work Instruction

Module: MM // Process: Clean up and prepare purchase orders prior to year-end to avoid fiscal closing issues

Transactions Used: Y_DRP_63000031, ME22N, MIGO

Background:

On the last day of every fiscal year, Central Accounting performs a carry-forward of open purchase orders, moving the encumbrance to the next fiscal year and leaving the purchase order open for further use.

Several conditions, detailed in the PO Conditions table in the work instruction linked below, help identify purchase orders that may need attention prior to carry-forward. Bureaus must monitor and clear conditions that need cleanup prior to system lockout at year end. It is also valuable to perform these steps periodically throughout the year as part of your purchase order housekeeping/monitoring.

Important Dates for FY2017 [HERE](#)

Generate Condition Reports:

[Purchase Order Listing Report](#)

Note: Procurement Services will run the reports and send results to MM Buyers via email as part of the year end cleanup process, however, you may choose to run your own reports at any time by following these instructions.

How to Clean it Up?

Click on Condition name to jump to instruction

[Condition 1](#)

Partly received: Not all goods or services have been delivered. Unreceived value of PO is still being encumbered.

[Condition 4](#)

On hold: Expected goods or services have not actually been ordered. **NOTE:** Held POs **MUST BE CLEANED UP**. They do not encumber funds but they do use up the underlying requisition

[Condition 2](#)

Partly Invoiced: Vendor still owes us an invoice **OR** there is a goods receipt/invoice receipt (GR/IR) imbalance which must be cleared.

[Condition 5](#)

GR Non-valuation: Expense will not be recorded until invoice is entered; this becomes important at fiscal year end

[Condition 3](#)

Unreceived: Vendor has not delivered ANY goods or services

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Important Dates for FY2017

				June	2017
Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	
				Last day for PTE requisitions (PR) to be created and adopted to PO	
5	6	7	8	9	
				Last day to create and adopt standard purchase requisitions to standard purchase order (does not include DPOs)	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
	Last day for bureaus to cancel unordered requisitions and close/clean up any remaining conditions. See work instructions.		Last day to create and approve new distributed purchase requisitions (DPRs) and adopt to distributed purchase orders (DPOs)		Last day for goods receipt in FY16/17: NOON NOON: Procurement Services mass closes all remaining requisitions (bureaus need to clean up and close out identified requisitions prior to this step to avoid potential fiscal issues—clean up due by 6-27) See work instructions.

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The screenshot shows the SAP 'Purchase Order Listing Report' interface. A 'Find Variant' dialog box is open at the top, with a red circle '2' around the 'Execute' button. The main report screen has several fields: 'Required Fields' (Plant, Purchasing Organization, Business Area) with red circles '1' and '4' around the search icons and '4' around the input fields; 'Final Fields' (Purchasing Document Number, Selection Parameters, Vendor Account Number, etc.) with a red circle '5' around the search icon; and a 'Restrictions' section with 'Also Display Deleted PO' checked. A table titled 'Variant Catalog for Program ZMMR_PURCHASEORDER_LIST' is shown on the right, with a red circle '3' around the 'POCONDITION1' row. A large bracket on the right side of the 'Final Fields' section is labeled 'Additional filtering options'.

Variant name	Short Description	Environment
POCONDITION1	POCONDITION1	A
POCONDITION2	POCONDITION2	A
POCONDITION3	POCONDITION3	A
POCONDITION4	POCONDITION4	A
POCONDITION5	POCONDITION5	A

NOTE: Procurement Services will run the reports and send results to MM Buyers via email as part of the year end cleanup process, however, you may choose to run your own reports at any time by following the steps on pages 3-6. Otherwise, you may skip to page 6 to view instructions on how to address the different PO conditions.

These reports are set to only pull up purchase orders that have been **CREATED** during this fiscal year. Older purchase orders will be identified and shared with you by Procurement Services. Or, you may extend your **Purchasing Document Dates**. Please note that this will take longer to run in SAP

These instructions use the transaction Y_DRP_63000031 to generate reports for the fiscal year-end requisition clean up process.

01

Execute transaction Y_DRP_63000031

1. Click Get Variant Icon.
2. Clear all fields and click Execute icon.
3. Scroll down to select PO Condition for the condition layout needed. (Four condition layouts; run one at a time. Condition 1 layout will be used for both Condition 1 and Condition 2 scenarios)
4. Enter your Plant and Business Area
5. Execute report

NOTE: You may also use any of the additional fields available to filter your results further, if needed. For example, you can place your SAP user id in the User field to only see results for purchase orders you have created. Or, you can change the Purchasing Document dates to pull purchase orders created during a specific time period. (e.g. POs created more than two months ago)

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CITY OF PORTLAND

Purchase Order Listing
 Date & Time : 04/05/2017 & 09:29:23
 Run By & System : VRICE & SRP / 100

Plant	BusA	Cost Center	Requested By	Created on	Delivery Date	GR Date	Purch.Doc	Item	Vendor	Short Text	Order Quantity
COP1	MF01	MFOP000057		08/16/2016	10/31/2016	11/30/2016	22196880	10	101475	East Pct -	36,894.66
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	20	101475	New Columbia Contact Office	1,486.92
COP1	MF01	MFOP000056		08/16/2016	10/31/2016	11/30/2016	22196880	30	101475	North Pct (NE) -	55,383.54
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	40	101475	Parkrose Office -	757.98
COP1	MF01	MFOP000051		08/16/2016	10/31/2016	11/30/2016	22196880	50	101475	Police Property Warehouse -	5,853.06
COP1	MF01	MFOP000055		08/16/2016	10/31/2016	11/30/2016	22196880	60	101475	Rivergate Vehicle Storage -	2,143.08
COP1	MF01	MFOP000052		08/16/2016	10/31/2016	11/30/2016	22196880	70	101475	Traffic Division (SE) -	35,426.88
COP1	MF01	MFOP000053		08/16/2016	10/31/2016	11/30/2016	22196880	80	101475	Training Division (North) - (St John's P	16,746.18
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	90	101475	Water Pollution Control Lab -	44,854.44
COP1	MF01	MFOP000052		08/16/2016	10/31/2016	11/30/2016	22196880	100	101475	Kelly Bldg -	8,388.66
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	110	101475	Gateway Office -	1,862.16
COP1	MF01	MFOP000053		08/16/2016	10/31/2016	11/30/2016	22196880	120	101475	Training Facility Airport Way -	38,715.30
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	130	101475	Lloyd Contact Center	461.10
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	140	101475	Old Town Office	894.38
COP1	MF01			08/16/2016	10/31/2016	11/30/2016	22196880	150	101475	SE Contact Office	1,930.08
COP1	MF01	MFOP000041		08/16/2016	10/31/2016	11/28/2017	22196880	190	101475	CO EXTRA SERVICES	1,396.68

The resulting report will show you all of the purchase order line items that need to be addressed for the particular Condition chosen in the layout.

NOTE: For Condition 1 and 2, export to a spreadsheet, then add formulas to identify purchase orders that have the particular condition. See details as follows.

Amount	Changed on	Delivery Date	PO	Item	Cl.	Proc. state	S
5,000.00	02/28/2017	12/31/2017				05	N
0,000.00	02/28/2017	12/31/2017				05	N
6,000.00	03/07/2017	12/21/2017				05	N
5,000.00	03/07/2017	12/21/2017				05	N
1,000.00	03/07/2017	12/21				05	N
6,000.00	03/07/2017	12/21				05	
7,000.00	03/08/2017	01/30				05	
1,000.00	03/08/2017	12/21				05	
1,000.00	03/08/2017	12/21				05	
4,000.00	03/13/2017	12/21				05	
3,000.00	03/13/2017	12/21				05	
3,000.00	03/13/2017	12/21				05	

Context menu options: Copy Text, Details, Optimize Width, Unfreeze Columns, Find..., Set Filter..., Spreadsheet...

Select Spreadsheet dialog box: Formats: Excel (in MHTML Format), OpenOffice (in OpenDocument Format 2.0), Select from All Available Formats (Excel (in Office 2007 XLSX Format)), Always Use Selected Format

You may export this data to a spreadsheet by right-clicking anywhere in the data results and choosing "spreadsheet", click the green check mark and then save your document to the location of your choice.

On pages 5-6, we will show you how to edit the spreadsheet to display the details for Conditions 1 and 2.

The remaining pages will address how to perform clean-up steps for each different condition.

To quickly link to a specific condition instruction, please see page 1.

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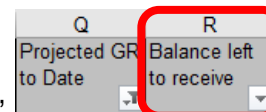
Transactions Used: Y_DRP_63000031, ME22N, MIGO

To determine the quantities for review for Condition 1 and Condition 2, you must perform the following steps to your exported and saved Condition 1 spreadsheet in MS Excel.

Condition 1: Partly Received

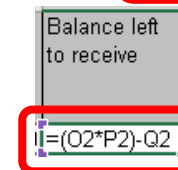
01

Insert column to the right of column Q “Projected GR to Date” and name it “Balance left to receive”



02

Insert the following formula into cell R2 (2nd row, column R “Balance left to receive”): $=(O2*P2)-Q2$



03

Copy formula to entire column. You can quickly do this by double clicking the bottom right box when your cell is selected

O	P	Q	R	S
Order Quantity	Net Order Price	Projected GR to Date	Balance left to receive	Order Unit
51,240.00	1.00	38,430.00	12,810.00	USD
10,000.00	1.00	8,167.90	1,832.10	USD

This amount is the difference between the amount ordered on the purchase order and the total amount of goods receipts entered to date

04

Review this amount to determine if:

- You’ve received goods and services that still need to be entered (continue to step 05)
- If you don’t expect any more receiving to be done on this purchase order and it needs to be closed (continue to step 05)
- If neither of the above apply and you expect to continue to receive against the remaining amount, no further steps are required.

05

Follow Condition 1 Clean up Steps work instruction located [HERE](#)

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Condition 2: Partly Invoiced

Q	R	S	T	U	V
Projected GR to Date	Balance left to receive	Order Unit	Order Price Unit	Total Invoiced to Date	GR/IR Imbalance

01

Insert column to the right of U: “Total Invoiced to Date” and name it “GR/IR Imbalance”

02

Insert the following formula into cell V2 (2nd row, column V “GR/IR Imbalance”): =Q2-U2

03

Copy formula to entire column. You can quickly do this by double clicking the bottom right selection box when your cell is selected.

04

Filter out the line items with a GR/IR imbalance of \$0.00.

1. Select column V or the entire worksheet
2. Choose Data → Filter
3. Click the dropdown arrow for GR/IR Imbalance and uncheck 0.00
4. Click OK

The remaining amount in column V is the difference between the total amount of goods receipts entered to date and the total of invoices entered to date.

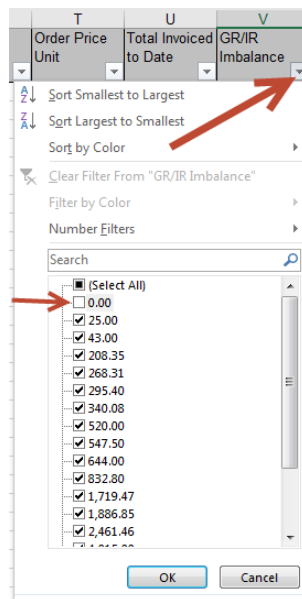
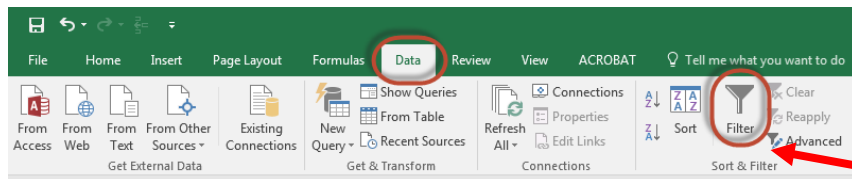
05

Review this amount to determine if:

- Final/additional invoice is needed from vendor
- Final/additional invoice has been received but not entered
- All expected invoicing has been entered, but there is a GR/IR imbalance that needs correction

06

Follow Condition 2 Clean up Steps work instruction located [HERE](#)



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Condition 1 = Partly Received: Not all goods or services have been delivered. Unreceived value of PO is still being encumbered.

Condition 1 Clean-up Steps Options:

If goods or services have been delivered but not entered yet, Goods Receiver must complete goods receiving (MIGO)

OR

If all expected goods or services have been delivered and purchase order should be closed, Bureau Buyer must close the purchase order by following the instructions located [HERE](#).

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Condition 2 = Partly Invoiced: Vendor still owes us an invoice OR invoice needs to be entered OR there is a GR/IR imbalance that must be cleared

Condition 2 Clean-up Steps Options:

If final/additional invoice is needed, obtain it from vendor and have AP Bureau Processor enter (MIRO)

OR

If final/additional invoice has been received but not entered, have AP Bureau Processor enter (MIRO)

OR

If all invoices have been entered correctly but there is a GR/IR imbalance remaining, Goods Receiver will alter the goods receiving to match the invoiced quantity (MIGO)

- If invoiced amount is **LESS** than goods receiving amount (goods receiving was entered for more than actually received and invoiced and needs adjusting):

01

Goods Receiver will process a partial goods return or cancel a full goods receipt by following the instructions located [HERE](#)

02

Bureau Buyer will close the purchase order by following the instructions located [HERE](#)

- If invoiced amount is **MORE** than goods receiving amount:

01

Goods Receiver will process a goods receipt for the difference (MIGO)

02

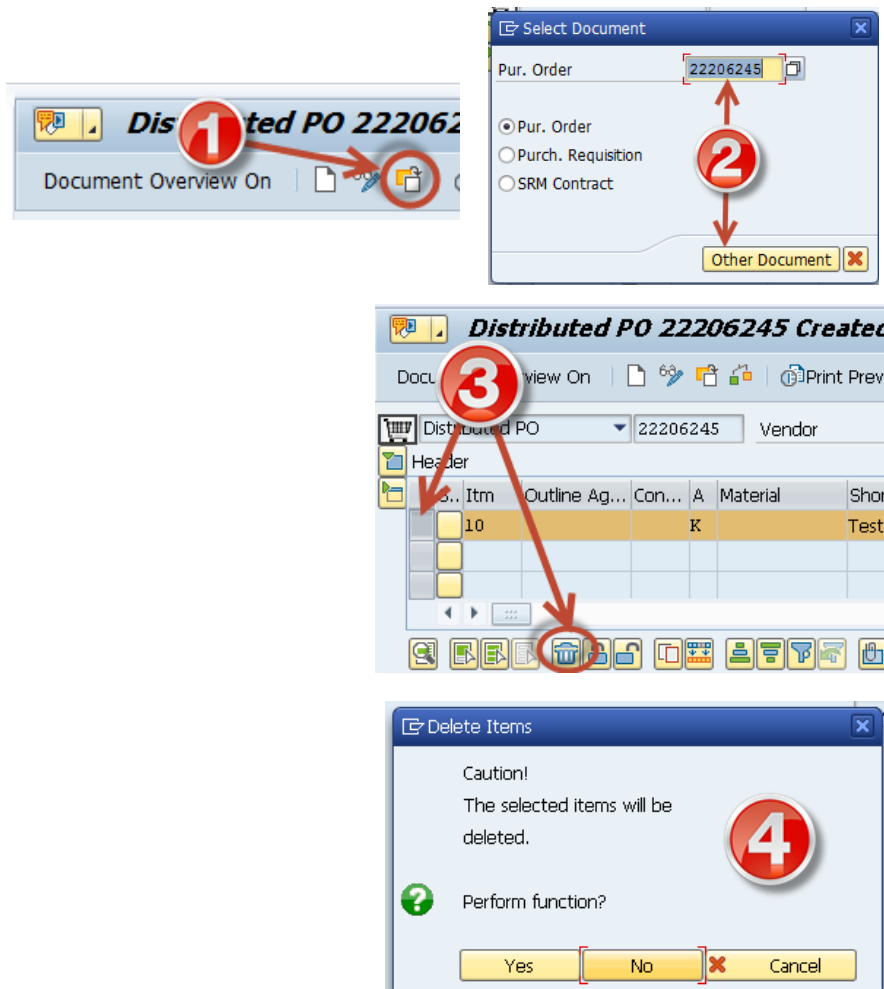
Bureau Buyer will close the purchase order by following the instructions located [HERE](#)

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Condition 3 = Unreceived: Vendor has not delivered ANY goods or services



Condition 3 Clean-up Steps (BUYER)

If PO should be cancelled, trashcan lines.

NOTE: Verify that there are no goods receipts, invoices or down payments before cancelling a line item.

ME22N

01

Click Other Purchase Document icon

02

Enter the purchase order number that needs cleanup, then click Other Document or hit enter

03

Select the first purchase order line to be cancelled. Click the Delete button (trash can).

04

The Delete Items screen pops up. If this is the purchase order line that you want to cancel, click Yes.

05

Repeat steps to cancel other purchase order lines, if applicable.

06

Click Save 

IMPORTANT: This will return the quantity to the requisition if it is an open requisition created this fiscal year. In this case, the Requisitioner must also cancel or re-use the requisition that originated this PO.

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Condition 4 = On Hold: PO has been placed on hold by buyer in error. (PO hold functionality should not be used)

Condition 4 Clean-up Steps (BUYER)

The screenshot shows the SAP interface for a purchase order. The top part shows the 'Distributed PO 22206245' with a red '1' and an arrow pointing to the 'Check Document' icon. Below this is the 'Select Document' dialog box with 'Pur. Order' selected and '22206245' entered, with a red '2' and an arrow pointing to the 'Other Document' button. The middle part shows the 'Distributed PO 22206245' with a red '3' and an arrow pointing to the 'Check Document' icon. The bottom part shows the 'Messages' window with a table of error messages and a red '4' with the word '(Example)' next to it.

Typ	Message text
<input type="checkbox"/>	DocHeader
<input checked="" type="checkbox"/>	Purchase order still contains faulty items
<input type="checkbox"/>	EEO Certification Invalid for Vendor
<input type="checkbox"/>	Item 20
<input checked="" type="checkbox"/>	Enter Plant
<input type="checkbox"/>	Item 20 Acct Assgt 1
<input checked="" type="checkbox"/>	Enter G/L Account

ME22N

01

Click Other Purchase Document icon

02

Enter the purchase order number that needs cleanup, then click Other Document or hit enter

03

Click "Check Document" icon

04

Note red-light error messages to determine what changes need to be made to clear the error

05

Correct errors noted in message and click "Check Document" icon again to verify that there are no more error messages

06

Click Save 

NOTE: If PO is to be cancelled, in most instances you can simply trashcan the line items. Next, have the Requisitioner cancel the underlying requisition to release the encumbrance.

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Condition 5 = GR Non-Valuated: Expense will not be recorded until invoice is entered; this becomes important at fiscal year end.

What does GR Non-Valuated mean? GR Non-Valuated means that it is a purchase order with line items that charge multiple account assignments. The difference is that the expense is not recorded when the goods receipt is entered as with all other purchase orders. The expense is not recorded until the invoice is posted. By identifying which purchase orders are “GR Non-Valuated”, you can determine if goods have been received in this fiscal year and the expense needs to be recorded this year as well. In order to recognize the expense, you must have the invoice posted prior to year end.

Condition 5 Clean-up Steps

If expense must be recorded in the current fiscal year, the Invoice (not just the goods receipt) must be entered by the AP Bureau Processor before fiscal year-end (typically end of business day on the last work day in June). Identify these purchase orders early to ensure timely invoice entry

If the final goods receipt and final invoice have been posted, then close the purchase order by following the directions located [HERE](#)

You must be sure to check the “Final Invoice” indicator on the Invoice tab. If you do not check it for a GR non-valuated purchase order, the PO encumbrance will not be released.

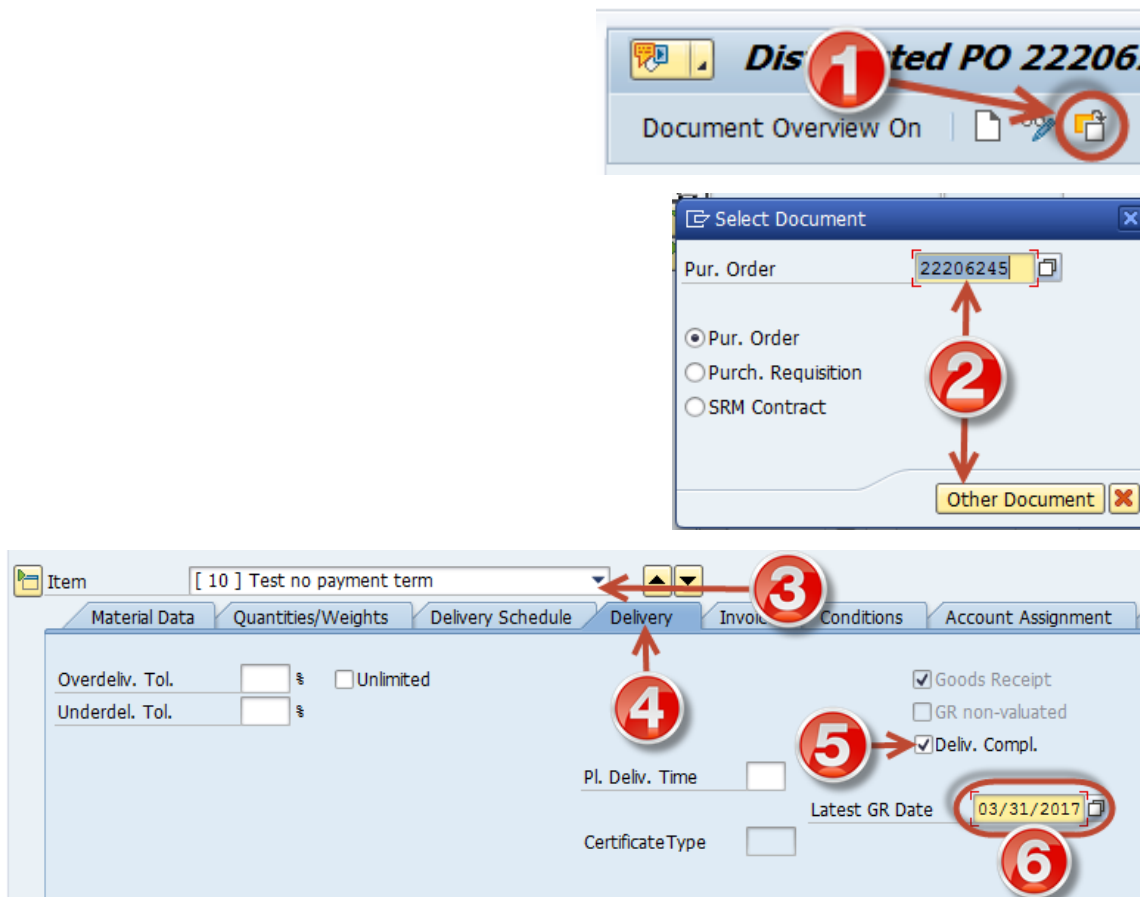
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Close Purchase Order (BUYER)

ME22N



01
Click Other Purchase Document icon

02
Enter the purchase order number that needs cleanup, then click Other Document or hit enter

03
In Item Details section at the bottom, select the PO item to be marked as delivery complete.
NOTE: Item details defaults to line 10. You may navigate to other line items by clicking the up/down navigation arrows, or by using the dropdown arrow to the right of the item number and description

04
Select the Delivery tab

05
Check the Deliv. Compl. Indicator

06
Change the Latest GR Date to a date in the past

(Continued on next page)

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Close Purchase Order, Continued

07

Select the Invoice tab

08

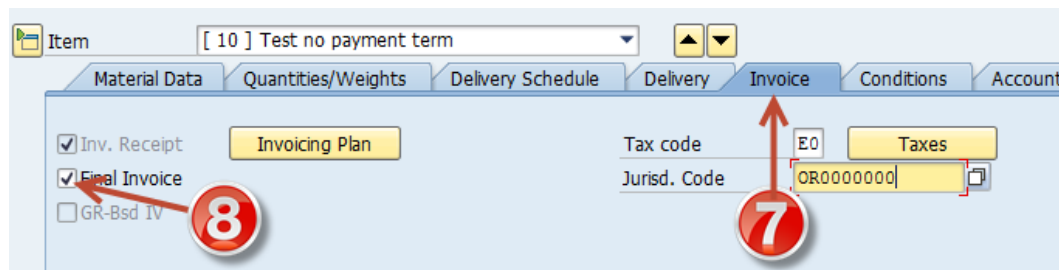
Check the Final Invoice Indicator

09

Click Save 

NOTE: For a valuated purchase order, checking the Delivery Complete Indicator releases any remaining PO encumbrance for that line item. **For a GR non-valuated purchase order, checking the Final Invoice Indicator releases the PO encumbrance.** Checking the Final Invoice Indicator does not prevent an invoice from being entered. Changing the Latest GR Date prevents any further goods receipts from being posted.

For more information on what a GR Non-Valuated PO means, click [HERE](#).



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Partial Goods Return (GOODS RECEIVER)

To find the goods receipt (GR) material document number for your purchase order that needs a partial return:

ME23N

01

Click Other Purchase Document icon

02

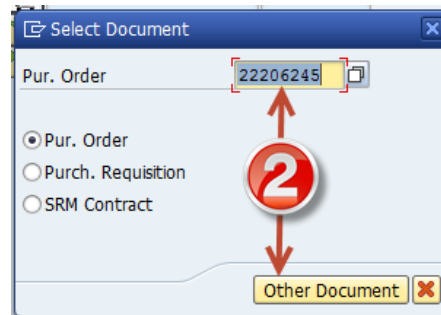
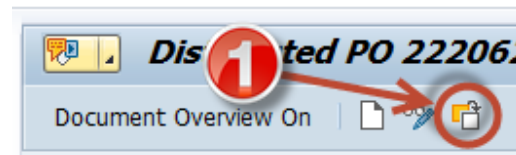
Enter the purchase order number that needs cleanup
Click Other Document or hit enter

03

In the Item Details section at the bottom of the screen, click the Purchase Order History tab. **NOTE:** Item details defaults to line 10. You may navigate to other line items by clicking the up/down navigation arrows, or by using the dropdown arrow to the right of the item number and description

04

Review all the listed goods receipts (GR is populated in the Short Text field at the far left) and determine which goods receipt document needs to be adjusted. Make a note of the Material Document Number for use in the following steps



Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.Cur	Qty in OPUN	Cost	Order Pri
GR	101	5000494736	1	03/16/2017	10.00	0.00	USD	10.00	USD	10.00	USD	USD
Tr./Ev. Goods receipt					10.00		USD	10.00	USD	10.00	USD	USD

(Continued on next page)

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Partial Goods Return, Continued

MIGO

01

Choose Return Delivery in the Trans/Event dropdown

02

Enter the Material Document to be returned against in the blank field to the right of "Material Document"

03

Click Execute

04

Check OK check box

05

Enter the quantity to be "partially returned" in the Qty in UnE field (total from GR/IR Imbalance)

06

Click Detail data button at the bottom left of the page to open the Detail section



07

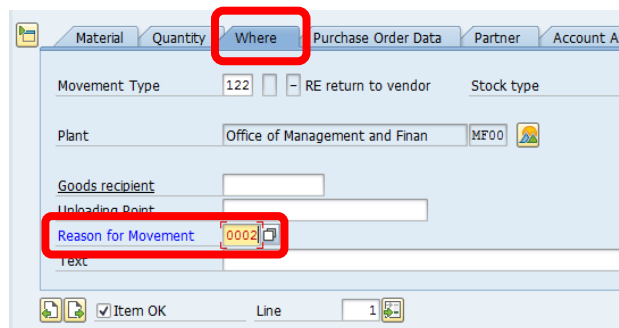
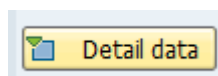
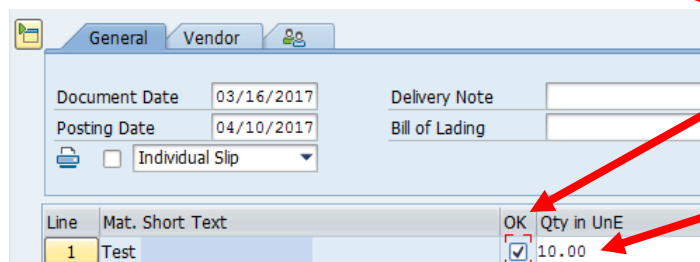
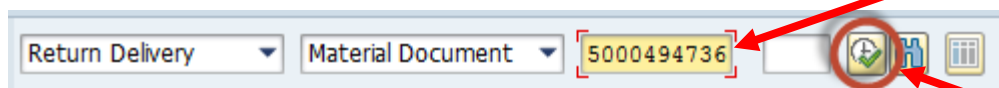
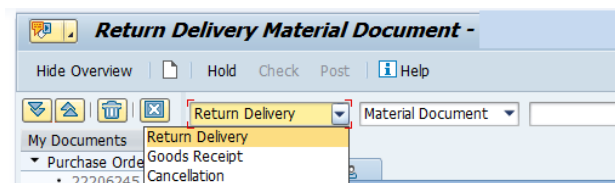
Click the Where tab

08

Enter 0002 in the Reason for Movement field (Incomplete) or click the matchcode field box and choose 0002 Incomplete

09

Click Post Icon  or Save button  at the top of the screen



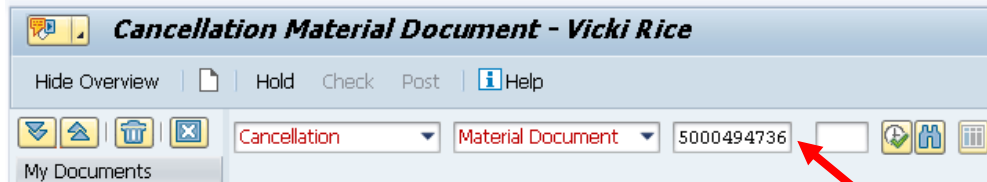
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Cancellation of Goods Receipt (GOODS RECEIVER)

MIGO



Cancellation Material Document - Vicki Rice


Hide Overview | Hold | Check | Post | Help

My Documents

Cancellation Material Document 5000494736

01

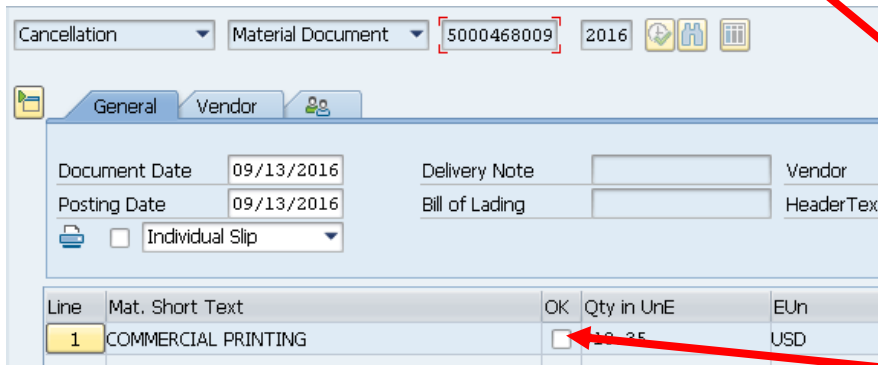
Choose Cancellation in the Trans/Event dropdown



Cancellation

02

Enter the Material Document to be cancelled in the blank field to the right of "Material Document"



Cancellation Material Document 5000468009 2016

General Vendor

Document Date 09/13/2016 Delivery Note Vendor
Posting Date 09/13/2016 Bill of Lading HeaderText
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	EUn
1	COMMERCIAL PRINTING	<input type="checkbox"/>	10.25	USD

03

Click Execute



04

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