

Work Instruction

Display List of Purchasing Documents

When to Use

This report can be used to display a number of Purchase Orders (PO) in 1 report and can be used to review and analyze the status of each PO document. Depending on the status of each PO, the decision may be made to cancel or finalize the PO so that the reservation or commitment amount can be released to the available funds in the account.

Depending on the selection criteria, this report will list:

All PO documents, irrespective of whether they were created using the Standard process or through UShop

The PO documents issued by purchasing organization or purchasing group.

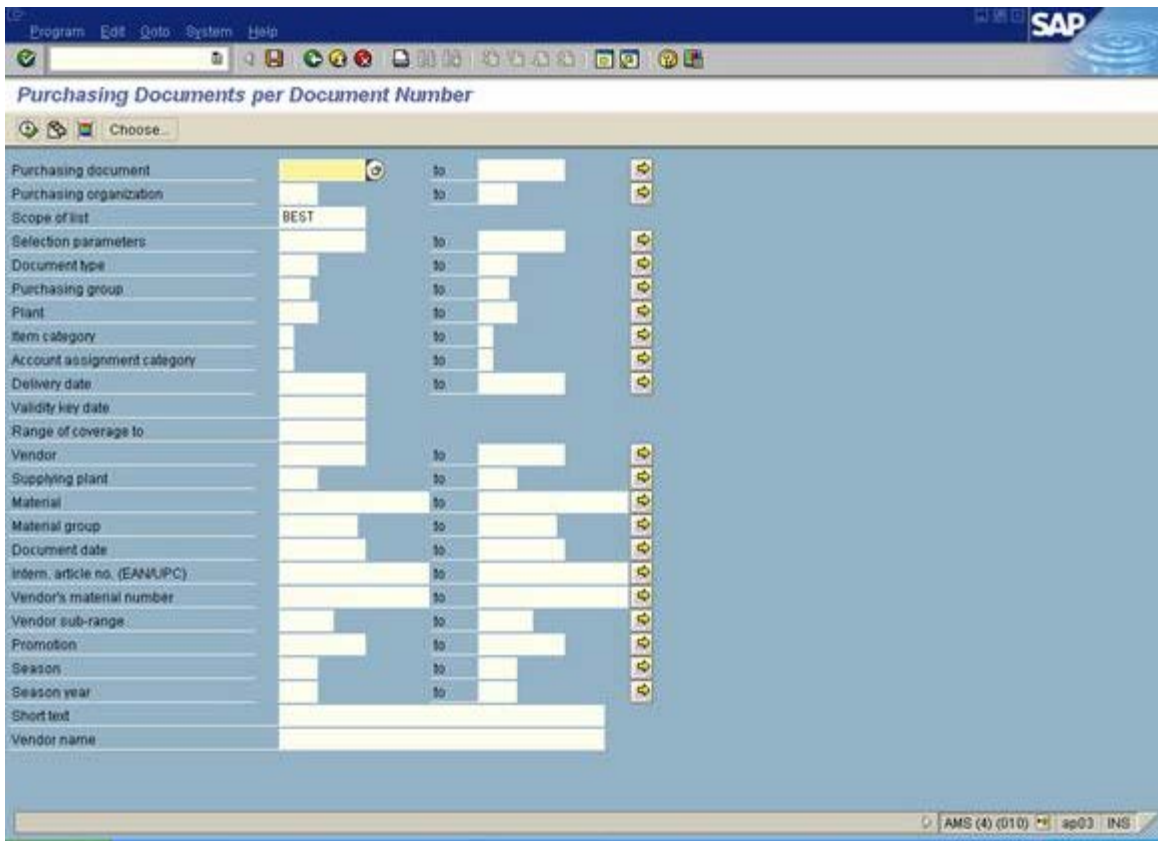
The PO details indicating how many goods have been received, delivered partially or invoiced

Detailed Procedures

Access the transaction using:

Menu	Logistics >> Materials management >> Purchasing >> Purchase Order >> List Displays >> By PO Number
Transaction code	ME2N

The Purchasing Documents per Document Number selection screen is displayed.



Complete the following fields:

(The fields identified here are data fields commonly used for UOFT Standard Purchase Order)

Field Name	Description	Values
Purchasing document	A document used by Purchasing to procure materials and services.	Optional. Enter a purchase order number or range. If field is blank, the output provides purchase order created for specific purchasing group or purchasing organization depending to user's authorization profile.
Purchasing organization	Responsible unit for procuring materials and services for one or more plants. Establish sources of supply and negotiates general conditions of purchase with vendors.	Mandatory. Enter 1000 for FIS Standard P.O. Enter 2000 for UShop P.O. Or enter both purchasing organization.
Scope of list	This field provides list of available purchasing information type.	Mandatory. Recommendation: BEST – Purchase orders

		Other scope types:	
		ALLES	Everything possible
		ARCHIV	Archive analysis
		BEDNR	Tracking no. as special line
		RAHM	Outline agreements
Selection parameters	This field provides purchasing document status based on selected parameter	Optional. Recommendation: RECHNUNG – Open invoices Other selection parameters:	
		GUTSCHRIFT	Invoice exist
		R-ERLEDIGT	No open invoices
		WE101	Open goods receipt
		WE102	Goods receipt exists
Document type	Purchasing document is identified by document type which determines the relevant number range and purchase order fields.	Optional. NB Purchase requisition or NB: Standard PO	
		EC	EC: PO for EBP (UShop)

Field Name	Description	Values	
Purchasing group	This field identifies the buyers group who is responsible for the day to day buying activities.	Mandatory. Enter your assigned purchasing group.	
Plant	This field identifies the plant or operational unit.	Mandatory. UofT Purchasing Plants:	
		1000	UOFT Scarborough Campus
		1500	UOFT at Mississauga
		2000	UOFT, St. George Campus
		2020	UOFT, Dentistry

		2030	UOFT, Facilities & Services
		2040	UOFT, Physics Department
		2050	UOFT, Chemistry Department
		8000	UOFT, EBP Purchasing
Item category	This field determines whether the purchase order item requires a material number, account assignment, goods receipt or invoice receipt	Recommendation: BLANK – Standard Item category list:	
		B	Provision of material
		K	Consignment
		L	Subcontracting
		M	Material unknown
		S	Third-party
		T	Text
		U	Stock transfer
		W	Material group
		D	Service
Account assignment category	This field identifies which account assignment type is to be charged for posting a goods receipt or invoice	Account assignment category commonly used at UoF:	
		F	Order (Internal order)
		K	Cost center
		T	All new aux. acct.assgn. e.g. (For commitment Item – DEPFURNEQP)

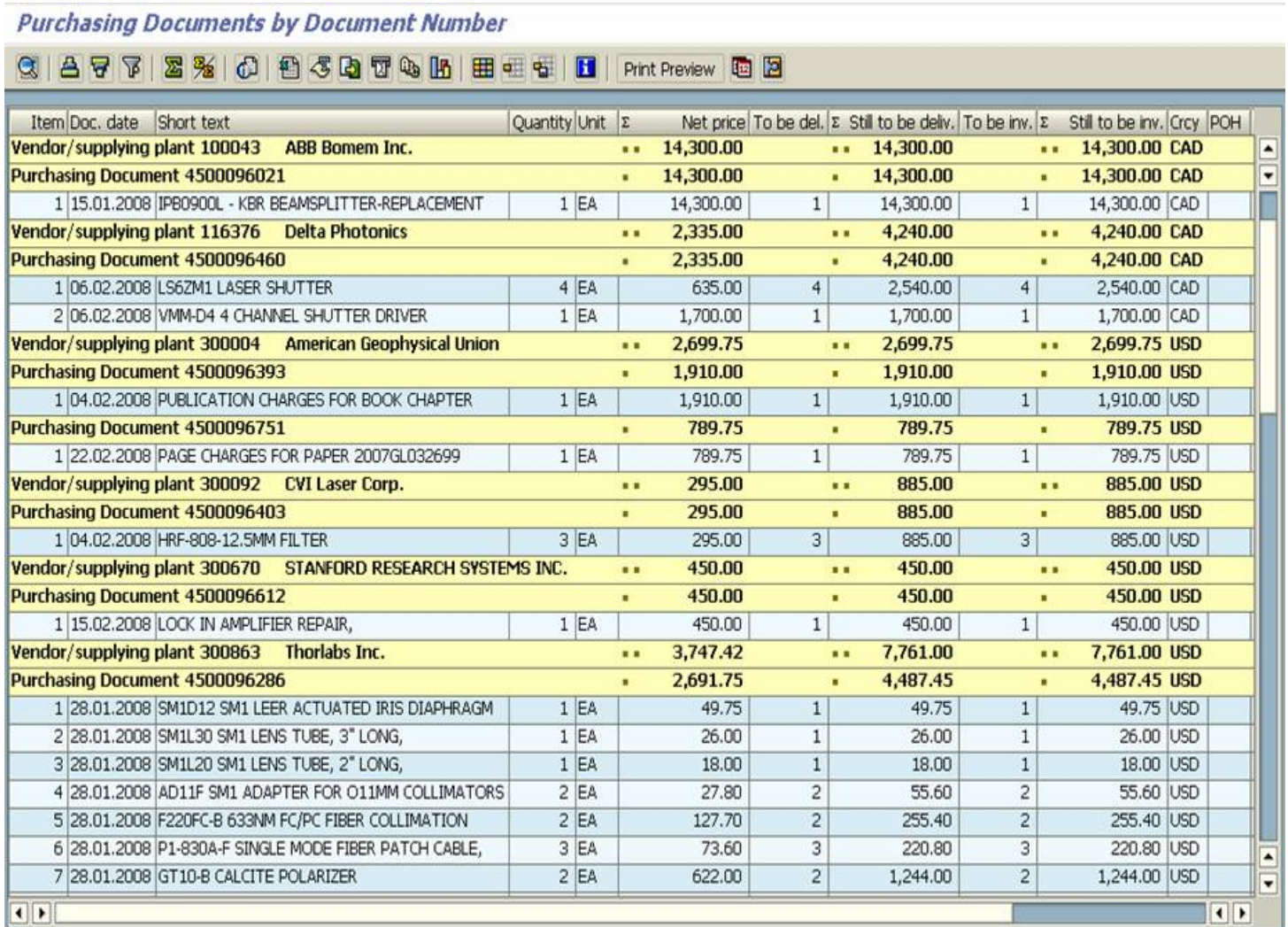
Field name	Description	Values
Delivery date	This field narrows down your purchase order list display by delivery date	Optional. Enter purchase

		order delivery dates.
Vendor	Vendor that supply the materials or services to the purchasing organization or group. This field narrows down the purchase order list by vendor.	Optional. Enter vendor number.
Document date	This field narrows down purchase order list by purchasing document creation date	Optional. Enter purchase order creation date.

Click on  to execute the report.

Sample of Report Output:

Purchasing Documents by Document Number



Item	Doc. date	Short text	Quantity	Unit	Σ	Net price	To be del.	Σ	Still to be deliv.	To be inv.	Σ	Still to be inv.	Crpy	POH
Vendor/supplying plant 100043 ABB Bomem Inc.														
					Σ	14,300.00	Σ	14,300.00	Σ	14,300.00	Σ	14,300.00	CAD	
Purchasing Document 4500096021														
1	15.01.2008	IPB0900L - KBR BEAMSPLITTER-REPLACEMENT	1	EA		14,300.00	1		14,300.00	1		14,300.00	CAD	
Vendor/supplying plant 116376 Delta Photonics														
					Σ	2,335.00	Σ	4,240.00	Σ	4,240.00	Σ	4,240.00	CAD	
Purchasing Document 4500096460														
1	06.02.2008	LS6ZM1 LASER SHUTTER	4	EA		635.00	4		2,540.00	4		2,540.00	CAD	
2	06.02.2008	VMM-D4 4 CHANNEL SHUTTER DRIVER	1	EA		1,700.00	1		1,700.00	1		1,700.00	CAD	
Vendor/supplying plant 300004 American Geophysical Union														
					Σ	2,699.75	Σ	2,699.75	Σ	2,699.75	Σ	2,699.75	USD	
Purchasing Document 4500096393														
1	04.02.2008	PUBLICATION CHARGES FOR BOOK CHAPTER	1	EA		1,910.00	1		1,910.00	1		1,910.00	USD	
Purchasing Document 4500096751														
1	22.02.2008	PAGE CHARGES FOR PAPER 2007GL032699	1	EA		789.75	1		789.75	1		789.75	USD	
Vendor/supplying plant 300092 CVI Laser Corp.														
					Σ	295.00	Σ	885.00	Σ	885.00	Σ	885.00	USD	
Purchasing Document 4500096403														
1	04.02.2008	HRF-808-12.5MM FILTER	3	EA		295.00	3		885.00	3		885.00	USD	
Vendor/supplying plant 300670 STANFORD RESEARCH SYSTEMS INC.														
					Σ	450.00	Σ	450.00	Σ	450.00	Σ	450.00	USD	
Purchasing Document 4500096612														
1	15.02.2008	LOCK IN AMPLIFIER REPAIR,	1	EA		450.00	1		450.00	1		450.00	USD	
Vendor/supplying plant 300863 Thorlabs Inc.														
					Σ	3,747.42	Σ	7,761.00	Σ	7,761.00	Σ	7,761.00	USD	
Purchasing Document 4500096286														
1	28.01.2008	SM1D12 SM1 LEER ACTUATED IRIS DIAPHRAGM	1	EA		49.75	1		49.75	1		49.75	USD	
2	28.01.2008	SM1L30 SM1 LENS TUBE, 3" LONG,	1	EA		26.00	1		26.00	1		26.00	USD	
3	28.01.2008	SM1L20 SM1 LENS TUBE, 2" LONG,	1	EA		18.00	1		18.00	1		18.00	USD	
4	28.01.2008	AD11F SM1 ADAPTER FOR O11MM COLLIMATORS	2	EA		27.80	2		55.60	2		55.60	USD	
5	28.01.2008	F220FC-B 633NM FC/PC FIBER COLLIMATION	2	EA		127.70	2		255.40	2		255.40	USD	
6	28.01.2008	P1-830A-F SINGLE MODE FIBER PATCH CABLE,	3	EA		73.60	3		220.80	3		220.80	USD	
7	28.01.2008	GT10-B CALCITE POLARIZER	2	EA		622.00	2		1,244.00	2		1,244.00	USD	

Description of fields included in report output displayed above:

ITEM	DESCRIPTION
Vendor / supplying plant	Vendor number / Vendor name
Purchasing Document	Purchasing document number (Purchase order)

Item	PO line item number
Doc. date	Purchase order date
Short text	Product number and/or description
Quantity	Quantity ordered
Unit	Unit of measurement
Net price	Net order price
To be del.	Number of ordered quantity still to be delivered
Still to be delv.	Dollar value of items still to be delivered
To be inv.	Number of ordered quantity still to be invoiced
Still to be inv.	Dollar value of times still to be invoiced
Crcy	Currency type
POH	Purchase order history
Type	Purchasing document type (i.e. NB)
PGr	Purchasing group
Plant	Plant
SLoc	Storage Location
Matl Group	Material group name or code
A	Account assignment category (i.e. "K" for Cost Center)

End of procedure.