

Work Instruction

Display a list of POs with Outstanding GR or IR

When to Use

To display a list of Purchase Orders with outstanding goods receipts (goods still be delivered) or invoice receipts (invoices to be paid). This list is to be reviewed to determine if the purchase order item(s) should remain active or if it should be cancelled/finalized.

Steps

1. Use Report Variant: **/PO Display** [Display of PO by Purchasing Group]
2. Identify purchasing organization, selection parameter, purchasing group, and document date range
3. Display the list of purchase orders in AMS.

Detailed Procedures

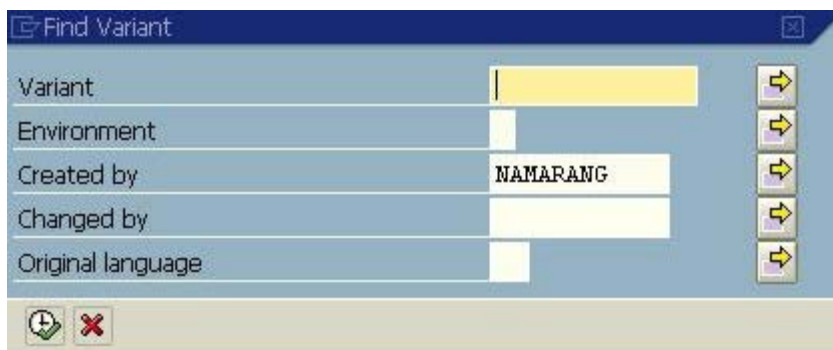
Access the transaction using:

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

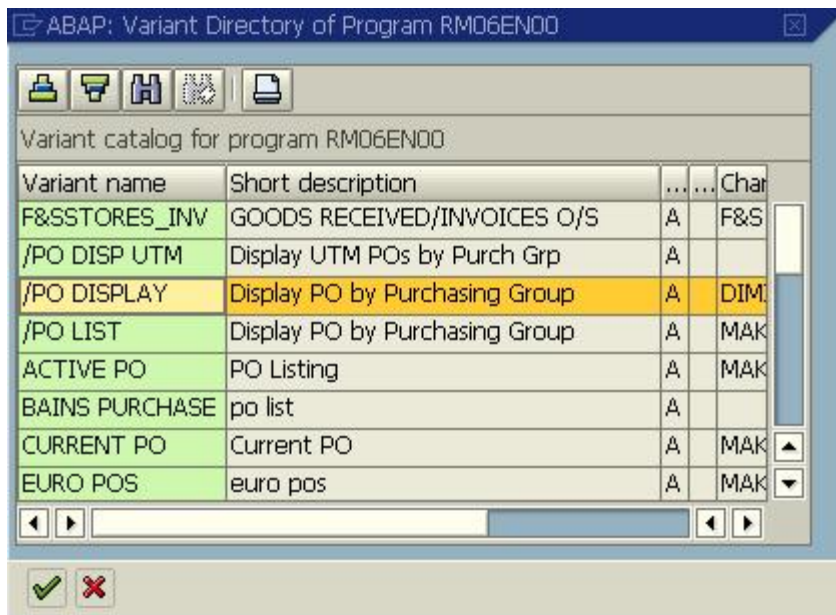
Selection Screen:

A selection variant named "/PO DISPLAY" has been established to restrict the purchase order list display. Only purchase orders with outstanding goods receipts or invoice receipts, that have not been deleted or cancelled will be displayed.

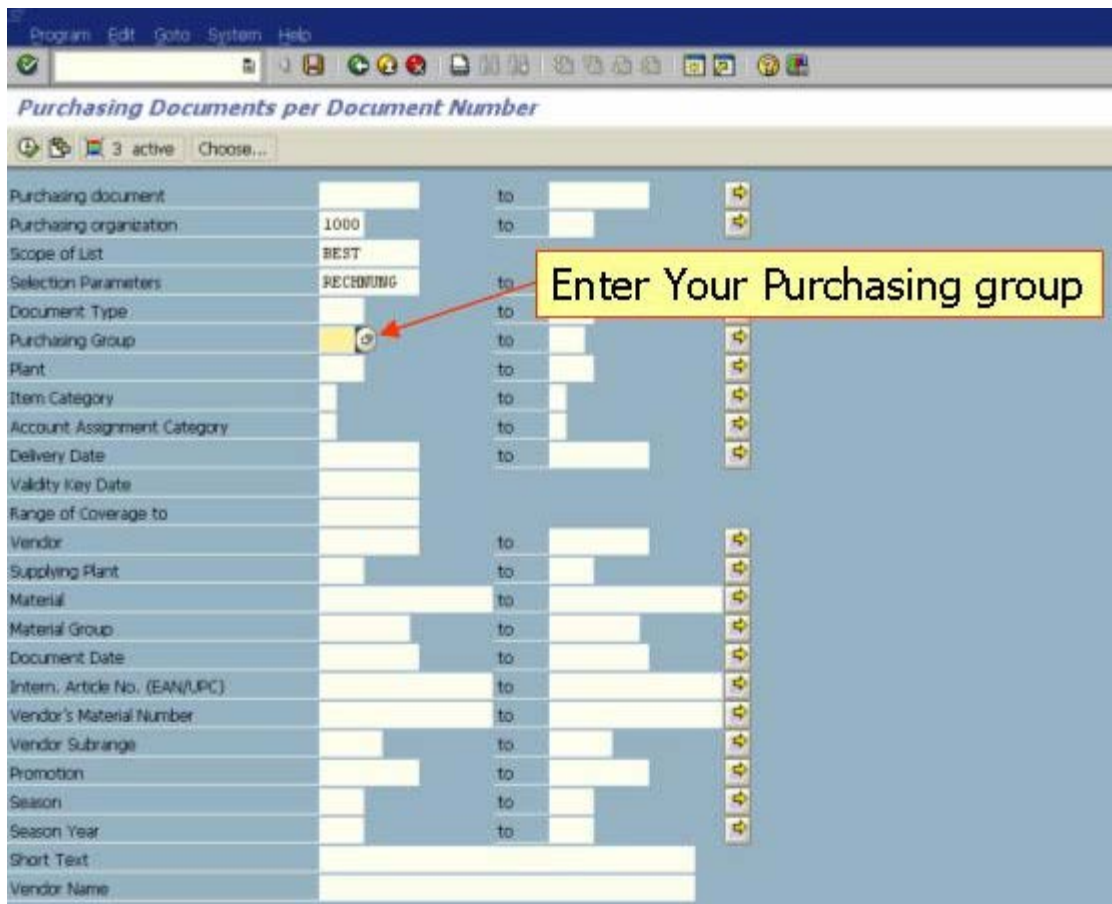
Click  Get Variant icon.




Delete the user's name in the "Created by" field and click on the  execute icon.



Choose /PO Display variant by double clicking or highlight and click on .



Field Name	Required (R) / Optional (O)	Description of Field Content
Purchasing organization	O	1000 - AMS University of Toronto
Scope of list	R	Defaults to BEST (Purchase Orders)
Selection parameters	O	Defaults to "RECHNUNG" - Open invoices - Do NOT change . This selection parameter provides a list of all purchasing documents where ordered items have or have not been received and/or invoiced.
Purchasing group	O	Enter Your Purchasing group (3 characters long). To display the complete list of available selection parameters and descriptions, use the matchcode button. NOTE: The system will default to the last Purchasing group used. Verify the data in this field before executing the report. TIP: If a range Purchasing groups is required, enter the ending Purchasing group in the "to" field, or if more than one single Purchasing group is required, click on the  and enter the Purchasing group(s) on the "Select Single Value" tab.
Document date	O	The creation date of the purchasing document. TIPS: To capture all Purchase Orders with outstanding goods receipts or invoice receipts within your Purchasing group, leave these fields blank. To capture data for a specific from and to date , enter a date in the first field (from) and an ending date in the "to" field (i.e. the current date or the end of the current fiscal year).

Click on  to execute the report.

Output Screen

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.	Crcy	POH
Vendor/supplying plant 100043 ABB Bomem Inc.					••	14,300.00	••	14,300.00	••	14,300.00	CAD	
Purchasing Document 4500096021					•	14,300.00	•	14,300.00	•	14,300.00	CAD	
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					••	2,335.00	••	4,240.00	••	4,240.00	CAD	
Purchasing Document 4500096460					•	2,335.00	•	4,240.00	•	4,240.00	CAD	
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					••	2,699.75	••	2,699.75	••	2,699.75	USD	
Purchasing Document 4500096393					•	1,910.00	•	1,910.00	•	1,910.00	USD	
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					•	789.75	•	789.75	•	789.75	USD	
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.					••	295.00	••	885.00	••	885.00	USD	
Purchasing Document 4500096403					•	295.00	•	885.00	•	885.00	USD	
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.					••	450.00	••	450.00	••	450.00	USD	
Purchasing Document 4500096612					•	450.00	•	450.00	•	450.00	USD	
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.					••	3,747.42	••	7,761.00	••	7,761.00	USD	
Purchasing Document 4500096286					•	2,691.75	•	4,487.45	•	4,487.45	USD	
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 Ø11MM 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	

Review the list of purchase orders and determine if the purchase order should be cancelled or finalized.

Cancel your purchase order if it meets the following conditions:

- Goods have been received, but invoice has been paid for as "certified invoice"
- Vendor can not supply the ordered items
- Ordered items are no longer required and the vendor has been notified
- Purchase order is obsolete (inactive purchase order)

If purchase order amount is less than \$25,000.00 departmental user with PO Change authorization may cancel the purchase order.

For instructions on how to cancel a PO click [here](#).

Otherwise, send a request to Procurement Services to cancel purchase order equal or greater than \$ 25,000.00 or any purchase order created by Purchasing group 000 (Procurement Services).

End of procedure.