

Financial Advisory Services & Training Financial Services Department www.finance.utoronto.ca/fast

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:

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

The Purchasing Documents per Document Number selection screen is displayed.

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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.
	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	Selection parametersThis field provides purchasing document status based on selected parameter						
parametere			ation:				
		RECHNUNG -	- Open invoices				
			Other selection parameters:				
		GUTSCHRIFT	Invoice exist				
		R-ERLEDIGT	No open invoices				
		WE101	Open goods receipt				
		WE102	Goods receipt exists				
Document	Purchasing document is	Optional.					
type	identified by document type which determines the relevant number range and	NB	Purchase requisition or				
	purchase order fields.		NB: Standard PO				
		EC	EC: PO for EBP (UShop)				

Field Name	Description	Value	es
	This field identifies the buyers group who is responsible for the day to day buying activities.	Enter	l atory. your assigned asing group.
Plant	This field identifies the plant or operational unit.		latory. Purchasing s:
		1000	UOFT Scarborough Campus
			UOFT at Mississauga
		2000	UOFT, St. George Campus
		2020	UOFT, Dentistry

		2030	UOFT, Facilities & Services
		2040	UOFT, Physics Department
		2050	UOFT, Chemistry Department
			UOFT, EBP Purchasing
I tem category	This field determines whether the purchase order item requires a material number, account assignment, goods receipt or invoice receipt	BLAN	mmendation: IK – Standard category list:
		в	Provision of material
		к	Consignment
		L	Subcontracting
		м	Material unknown
		s	Third-party
		т	Text
		U	Stock transfer
		w	Material group
		D	Service
	This field identifies which account assignment type is to be charged for posting a goods receipt or invoice	assig categ	unt nment jory commonly at UofT:
		F	Order (Internal order)
		к	Cost center
		т	All new aux. acct.assgn.
			e.g. (For commitment Item – DEPFURNEQP)

Field name	Description	Values
Delivery		Optional.
date	list display by delivery date	Enter purchase

		order delivery dates.
Vendor		Optional. Enter vendor number.
Document date	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

QA	78	2 36	3 3 17	Qa In	H	H	Print Preview	
	- u- i-	- /6		-0 m	TALL BOAL		FILL FIGNER	

Item Doc. date Short text ndor/supplying plant 100043 ABB Bomem Inc.	Quantity Ur		and the second se	To be del. 2 S	and the second se		Still to be inv.	A CONSTRUCTION OF	Un
		•••	14,300.00						
rchasing Document 4500096021			14,300.00		14,300.00		14,300.00	Contract	
1 15.01.2008 IPB0900L - KBR BEAMSPLITTER-REPLACEMENT	1 E/		14,300.00	1	14,300.00	1	14,300.00	Contraction of the	
ndor/supplying plant 116376 Delta Photonics			2,335.00		4,240.00		4,240.00		
rchasing Document 4500096460			2,335.00	•	4,240.00		4,240.00	0.52020/2502	
1 06.02.2008 LS6ZM1 LASER SHUTTER	4 E/	21	635.00	4	2,540.00	4	2,540.00	10010000	
2 06.02.2008 VMM-D4 4 CHANNEL SHUTTER DRIVER	1 E4	1	1,700.00	1	1,700.00	1	1,700.00	CAD	
ndor/supplying plant 300004 American Geophysical Union			2,699.75		2,699.75		2,699.75	USD	
rchasing Document 4500096393			1,910.00		1,910.00		1,910.00	USD	
1 04.02.2008 PUBLICATION CHARGES FOR BOOK CHAPTER	1 E/	¥	1,910.00	1	1,910.00	1	1,910.00	USD	
rchasing Document 4500096751			789.75		789.75		789.75	USD	
1 22.02.2008 PAGE CHARGES FOR PAPER 2007GL032699	1 E/	1	789.75	1	789.75	1	789.75	USD	
ndor/supplying plant 300092 CVI Laser Corp.	······		295.00		885.00		885.00	USD	
rchasing Document 4500096403			295.00		885.00		885.00	USD	
1 04.02.2008 HRF-808-12.5MM FILTER	3 EA	1	295.00	3	885.00	3	885.00	USD	
ndor/supplying plant 300670 STANFORD RESEARCH SYSTI	EMS INC.		450.00		450.00		450.00	USD	
rchasing Document 4500096612			450.00		450.00		450.00	USD	
1 15.02.2008 LOCK IN AMPLIFIER REPAIR,	1 E4	1	450.00	1	450.00	1	450.00	USD	
ndor/supplying plant 300863 Thorlabs Inc.			3,747.42		7,761.00		7,761.00	USD	
rchasing Document 4500096286			2,691.75		4,487.45		4,487.45	USD	
1 28.01.2008 SM1D12 SM1 LEER ACTUATED IRIS DIAPHRAGM	1 E/	1	49.75	1	49.75	1	49.75	USD	
2 28.01.2008 SM1L30 SM1 LENS TUBE, 3" LONG,	1 E4	1	26.00	1	26.00	1	26.00	USD	
3 28.01.2008 SM1L20 SM1 LENS TUBE, 2" LONG,	1 E/	1	18.00	1	18.00	1	18.00	USD	
4 28.01.2008 AD11F SM1 ADAPTER FOR O11MM COLLIMATORS	5 2 EA	1	27.80	2	55.60	2	55.60	USD	
5 28.01.2008 F220FC-B 633NM FC/PC FIBER COLLIMATION	2 E/		127.70	2	255.40	2	255.40	USD	
6 28.01.2008 P1-830A-F SINGLE MODE FIBER PATCH CABLE,	3 E/		73.60	3	220.80	3	220.80	USD	
	2 E/		622.00	2	1,244.00	2	1,244.00	1000	_

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
РОН	Purchase order history
Туре	Purchasing document type (i.e. NB)
PGr	Purchasing group
Plant	Plant
SLoc	Storage Location
Matl Group	Material group name or code
А	Account assignment category (i.e. "K" for Cost Center)

End of procedure.