

# ADVANCED FUNCTIONS AND TROUBLESHOOTING WHEN PROCESSING PURCHASE ORDERS (PO) – PART 2

Monthly Lunch & Learn Series presented by the **FAST Team**

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# PRESENTER

**RAMES PARAMSOTHY**

SENIOR BUSINESS ANALYST (TRAINING)

Financial Advisory Services & Training (FAST)



# AGENDA

- Review Procurement Policy and PO Business Process
- Characteristics of a PO Create Screen
- Applying Discounts to PO Headers and Line Items
- Using the Repeat Accounts Assignments
- Splitting the Line-Item Cost between Multiple Accounts
- Determining the Status of the Purchase Order
- Reversing Goods Receipts and Invoice Receipts
- Foreign Exchange and Purchase Orders
- Paying a PO Invoice Receipt via Wire Transfer
- Determining the Status of a PO Invoice Payment
- USOURCE Purchase Orders and AMS



# LEARNING OBJECTIVE



The objective of the session is to continue the exploration of some advanced functions that are available when creating Purchase Orders, as well as tips on how to troubleshoot some common questions and issues.

For more information on the University's Procurement Policy that governs, [please visit the Procurement Services site](#).



For resources to assist with processing Purchase Orders and Purchase Requisitions, [please see these Documentation & Support pages on the Financial Services site](#).

# **REVIEW PROCUREMENT POLICY AND PURCHASE ORDERS**

The **University's Purchasing Policy** governs all purchases valued \$10,000 or greater (before tax) and is **administered by Procurement Services**.

At St. George and UTM campus' orders over \$10,000 (before tax) require a Purchase Order.

For those valued between **\$10,000 - \$49,999.99**, **automatically get released**, which results in:

1. Funds getting committed against the FM account.
2. A confirmation email with a PDF copy of the PO sent to the processor. The department will then forward this email to the vendor.

For those valued over **\$50,000**, **they get routed to Procurement Services for review**.



 Visit the [Procurement Services](#) website to learn more.

# UNDERSTANDING THE ME21N - PO CREATE SCREEN

Within the ME21N – Create Purchase Order, you can process standard Pos (WNB) and Lease Orders (WLS) using the appropriate **Order Type**.

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

WNB:Standard WF PO  Supplier  Loc. Date

Header **1**

Item Overview **2**

Item    **3**

PO screen is separated into three sections:

1. **Header** (i.e., information relevant to the entire order)
2. **Item Overview** (line-item breakdown)
3. **Item Details** (enter account codes)



Visit the [Purchase Orders Documentation & Support](#) page for reference guides and simulations.

# APPLYING DISCOUNTS TO PURCHASE ORDERS

After you have entered your PO information, you can apply discounts to an entire PO or to line items via the PO Header or Item Conditions tab.

When a PO is printed, it will show the net price after the discount, so it's important that you note the net price *before* the discount in the Texts tab within the Header or Item.

Under the **Conditions** tab, click on the **Condition Type** icon to select a discount type.

Document Overview On Hold Print Preview Messages Personal Setting

WNB:Standard WF PO 1 Supplier 100533 Patrick Cassidy & Associate\_ Doc. Date 29.07.2024

Delivery/Invoice 1 Conditions Texts Address Communication Partners Additional Data Org. Data Status Lease & History

Condition Record

Zoom	CnTy	Description	Actual Price
		Net incl. disc.	
		Net incl. tax	
		Actual Price	

Condition Type (1) 8 Entries found

Restrictions

CnTy Name	Condition Value
HB00 Header Surch.(Value)	
HB01 Header Disc.(Value)	
RA00 Discount % on Net	
RA01 Disc.% on Gross	
REST Account Discount %	
ZA00 Surcharge % on Net	
ZA01 Surcharge % on Gross	
ZB00 Surcharge (Value)	

8 Entries found

Item Overview

Item New Item

E.g., A 5% discount is applied to the gross price of the PO Conditions tab, which then reduced the net price for the line item from \$1000 to \$950 per item.



# USING THE REPEAT ACCOUNT ASSIGNMENTS

When multiple line items are charged against the same FIS accounts (i.e., Cost Center, Funds Center), use the **Repeat Account Assignment** function in the **ME21N – Create Purchase Order** screen to copy the account assignment details for each subsequent line.

**IMPORTANT:** The Repeat function only works if the button is clicked after you enter the account assignment details for the first line, and it does not work retroactively (e.g., cannot complete line 1 and 2, then go back to line 1 to activate repeat function).

The screenshot shows the SAP ME21N - Create Purchase Order screen. The 'Account Assignment' tab is selected for the first item line. A red arrow points to the 'Repeat on' icon (a small square with a circular arrow) in the top left corner of the account assignment details area.

**Step 1: Click on the first Item line > Item Detail tab > Account Assignment tab > Click on the Repeat on icon**





# SPLITTING THE LINE-ITEM COST BETWEEN MULTIPLE ACCOUNTS

If you need to split the cost of a line item between multiple accounts, **you must do this immediately after completing the line item.**

Select and highlight the line item, click on the **Multiple Account Assignment** icon and then choose the distribution by **quantity** or by **percentage**. Enter in the accounts and press ENTER to save.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Account Assignment' tab is active, displaying a table with columns: AccAssCat, Cost center, Distribution, Distribution by Percentage, and Code. The 'Distribution' dropdown is set to 'Distribution by Percentage' and the 'Code' dropdown is set to 'University of T.'. Below this, a table shows two rows of account assignments with columns: A., Quantity, Perce, Net Value, Cost Ctr, G/L A/c, BusA Order, Commitment, Funds Ctr, Fund, Unloading Point, and Recipient. The 'Perce' column for both rows is set to 50.0. Red boxes highlight the 'Multiple Account Assignment' icon, the 'Distribution by Percentage' dropdown, the 'Partial Inv.' dropdown, and the '50.0' values in the 'Perce' column. Red arrows point from these elements to the explanatory text below.

AccAssCat	Cost center	Distribution	Distribution by Percentage	Code
		Partial Inv.	Distribute Proportionally	University of T.

A.	Quantity	Perce	Net Value	Cost Ctr	G/L A/c	BusA Order	Commitment	Funds Ctr	Fund	Unloading Point	Recipient
1	12,500	50.0	12,500.00	11040	820010	1000	FURN - PUR	100654		215 Huron St	R.Paramsothy
2	12,500	50.0	12,500.00	11041	820010	1000	FURN - PUR	100645		215 Huron St	R.Paramsothy

Multiple/single account assignment button

Select Partial Inv.

Select Distribution

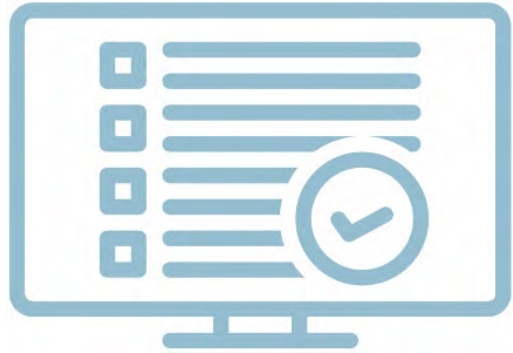
Relevant Articles/Resources:



- [Reference Guide – Repeat and Split Account Assignments \(by percentage\)](#)
- [Article – Splitting PO Line Items by Amount](#)

# DETERMINING THE STATUS OF THE PURCHASE ORDER

Use the **ME23N** screen to display the PO > Open the Header > Click the Release Strategy tab for a quick view > Click the Lease & History tab for a detailed workflow report.



**Released:** Either automatically release when under \$50,000, or Procurement Services has reviewed all supporting documentation and released the PO. Processor will also receive a confirmation email with a PDF copy of the PO to send to the Vendor.

**Rejected:** Procurement Services has rejected the submitted PO and notified department by email. Address the issue(s) and proceed to the SAP Inbox to amend documents and re-submit to Procurement Services for review.



[Watch this simulation](#) for details on how to track the status of a Workflow PO.

# USING THE WORKFLOW HISTORY REPORT TO TRACK THE STATUS OF THE PO

The [Workflow History report](#) can be viewed through the ME23N – PO Display screen. It enables you to see a chronological history of the Purchase Order through the workflow process.

WNB:Standard WF PO 4500191238 Created by Rames Paramsothy

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500191238 Supplier 100533 Patrick Cassidy & Associate Doc. Date 25.06.2024

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Release strategy **Lease & History** 1

Equipment Acquisition Value: 0.00

Workflow History Report: 2

Accessing the Workflow History report

Procurement Services Workflow Services Report

Workflow History for PO: 4500191238  
Date: 31.07.2024 Time: 11:29:04

WF no	WI No	Step	Date	Received Time	Received Task	Action	Name	Doc.Date	Submitted Amount	Approved Amount	Reserved B	Approved By	Rejected By	Reponse By	Rejection/Respon
20375022	20375022		25.06.2024	16:00:19	Workflow started	Rames Paramsothy	25.06.2024	50,000.00	0.00						
20375022	20375026		25.06.2024	16:00:24	Procurement agent PO review	Philip Gerard Clements	25.06.2024	50,000.00	50,000.00			CLEMEPHI			
20375022	20375026		25.06.2024	16:00:42	PS release PO	SAP_WFRT	25.06.2024	50,000.00	50,000.00						
20375022	20375033		25.06.2024	16:00:48	Workflow completed	SAP_WFRT	25.06.2024	50,000.00	50,000.00						
20376540	20376540		26.06.2024	15:24:01	Workflow started	Rames Paramsothy	25.06.2024	60,000.00	0.00						
20376540	20376544		26.06.2024	15:24:07	Procurement agent PO review	Philip Gerard Clements	25.06.2024	60,000.00	60,000.00			CLEMEPHI			
20376540	20376547		26.06.2024	15:25:16	PS release PO	SAP_WFRT	25.06.2024	60,000.00	60,000.00						
20376540	20376551		26.06.2024	15:25:22	Workflow completed	SAP_WFRT	25.06.2024	60,000.00	60,000.00						

Report Output

# USING THE SAP INBOX TO RESOLVE PO ISSUES

If a Purchase Order over \$50,000 (before tax) has been rejected, use the SAP Inbox, also known as SAP Business Workplace, to address the issues identified by Procurement Services (e.g., missing quotes or PPEJ form).

Once you have resolved the issue(s) and indicated the reason for re-submission the PO will be routed through the SAP Inbox to **Procurement Services for review and release.**

**IMPORTANT:** DO NOT use the ME22N – Purchase Order Change screen to resolve rejected POs. If you use ME22N, the Purchase Order will not be resent to Procurement Services and resultantly it will be stuck in limbo.

Business Workplace of Rames Paramsothy

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Rames Paramsothy

- Inbox
  - Unread Documents 0
  - Documents 0
  - Workflow 223



## Workflow 223

Eye	Title	Status	Status	Creation Date	Creation Ti...
	Purchase Order 4500189631 sent back originator		Ready	30.07.2024	11:05:27



[Watch this simulation](#) for a step-by-step guide to using the SAP Inbox to resolve PO issues.

# HOW TO LOCATE PURCHASE ORDERS WITH OUTSTANDING BALANCES



It is important to review your commitments regularly, including outstanding POs to see if any need to be released due to no further deliveries.

Here are a few reports that can be used to locate outstanding PO reserves:

- [ZFIR055 – Open Commitment Carryforward report](#) (use at the start of a new FY)
- [ZFIR079A – All Postings Line Items report](#) (to get a list of outstanding POs)
- [ME2K – PO List Display report – Purchase Documents per Account Assignment](#) (shows to be delivered and paid)
- [ME2N – PO List Display report – by PO Number](#)

# REVERSING GOODS RECEIPT

**Goods Receipt** is a formal acknowledgement in AMS that the department has received goods or services that were procured using a PO.

A **reversal** of a Goods Receipt may be needed if for example, you need to return damaged goods.

Use the [MIGO - Goods Receipt Create](#) screen to process a Goods Receipt or Reversal.



Goods Receipt Purchase Order 4500189631 - Rames Paramsothy

Show Overview  Hold  Check  Post  [Help](#)

Goods Receipt  Purchase Order      RE return to vendor

**General** Vendor

Document Date	30.07.2024	Delivery Note	RET 876876	Supplier	Patrick Cassidy & Associates I
Posting Date	30.07.2024	HeaderText	RET 876876		

Del.Compl. Ind.	Ref. Doc.	A...	Text	Reason for Mvmt	Unloading Point
Set automa..	5000650317	K	rev GR, 876876, return damaged tables	3	215 Huron St

**NOTE:** If an invoice receipt has already been processed against the Goods Receipt, the Invoice Receipt must be cancelled before the GR can be reversed.

# CANCELLING AN INVOICE RECEIPT

**Invoice Receipt** is a formal request for payment relating to a PO. A reversal may be needed if you processed a payment in error. Use the **MR8M – Cancel Invoice Document** screen to reverse an Invoice payment for a PO.

Record the **FI Accounting Document** number on the source document. Submit a request to **Accounts Payable** ([ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca)) to stop payment and/or clear both FI documents (original & reversal).

Cancel Invoice Document

Display Document

Invoice Document No. 5200727406

Fiscal Year 2024

Details for Reversal Posting

Reversal Reason  1

Posting Date

Reason for Reversal or Inverse Posting (2) 19 Entries found

Restrictions

Rev.Reas.	Text
04	Overpayment/short payment
05	Duplicate payment
06	Cheque no longer required
07	Stolen/lost
08	Cheque issued in error
09	Stop payment
10	Stale dated cheque
11	Wrong payee/split payee
12	Wrong currency
13	Incorrect vendor account used
14	Wrong document type
15	Wrong tax code
16	Cheque cancelled and reissued
17	Retn'd by supplier for cancellation
18	Fees cheque no longer required
19	Incorrect accounting information
20	Incorrect amount
21	Year-end accruals
22	DIS Budget Failed

19 Entries found

For invoices that have already been cashed (i.e. cannot be reversed), [please process a PO – Credit Memo](#).



Visit the [PO – Invoice Receipt Documentation & Support](#) page for relevant reference guides/simulations.

# FOREIGN EXCHANGE AND PURCHASE ORDERS

After a Purchase Order is created, departments can locate the exchange rate that has been applied to the funds reserved and actual expense postings in FIS.

As rates fluctuate daily, the exchange rate for the initial PO likely **will not** be the same rate that will be applied to the Goods Receipts and Invoice Receipts.

[See article for more information.](#)

## Purchase Order

WNB:Standard WF PO 4500173200

Document Overview On Print Preview Messages Personal Setting

WNB:Standard WF PO 4500173200 Vendor 312703 WELLGENETICS INC. Doc. Date 30.01.2020

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Payment Terms YT05 Currency USD

Exchange Rate 1.32380  Fixed Exch.Rate

Payment in 35 days %

Payment in days %

Payment in days net

## Goods Receipt

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document type WE WE:PO Goods receipt

Document Number Document Header: UOFT Company Code

Document Date

Reference Document type WE WE:PO Goods receipt

Doc.Header Text Wellgenetics-T.Erclik

Currency Card type Card no.

Doc.Header Text

Request Number

Reference 066942 Document Date 18.11.2020

Posting Date 18.11.2020

Posting period 07 / 2021

Translation dte 18.11.2020

Currency USD / CAD

Exchange rate 1.30950

Ref. Transactn MKPF Material document

Itm	Account	Description
1	825500	Lab Supp
2	537000	Automati
3	836610	Testing s

## Invoice Receipt

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document type RN RN:PO Invoice receipt

Document Number Document Header: UOFT Company Code

Document Date

Reference Document type RN RN:PO Invoice receipt

Doc.Header Text WellGenetics-T.Erclik

Currency Card type Card no.

Doc.Header Text

Request Number

Reference WG066942 Document Date 14.10.2020

Posting Date 26.11.2020

Posting period 07 / 2021

Translation dte 26.11.2020

Currency USD / CAD

Exchange rate 1.30240

Ref. Transactn RMRP Invoice receipt

OTING WHE

Itm	Account	Description
1	312703	WELLGE
2	537000	Automati
4	537000	Automati



# PAYING A PO INVOICE VIA WIRE TRANSFER

You might need to make PO payments via wire transfers in cases where the currency being paid is different from the country's domestic currency and the domestic currency cannot be paid by cheque or draft (e.g. CAD to Chinese Yuan). The currencies that can be paid by cheque or draft are available for you to select in FIS.

If you need to make a PO payment via wire transfer, select the **F-type payment method in FIS**. Complete the [wire transfer request form](#) and include both the document number and vendor number.

If you have questions regarding wire transfers, you can contact [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca) and [review this article](#).

Document Overview - Change

Doc. Type: RN ( RN PO Invoice receipt ) Normal document

Doc. Number: 5100001318 Company Code: UOFT Fiscal Year: 2021  
 Doc. Date: 13.01.2021 Posting Date: 20.01.2021 Period: 09  
 Calculate Tax:   
 Ref. Doc.: 89-8753  
 Doc. Currency: CAD

Item	Account	Acct short text	PK	Amount	CoCd	Tx	BusA	Cost Ctr	Order	Funds Ctr	Fund	Cmnt Item	Assign	Text
1	102242	Amersham Canad...	31	12,791.60	UOFT	E1	1000					PAYABLE	510000	89-8753
2	537000	Automatic Acct...	86	11,706.01	UOFT	E1	1000	219575		219575		SUPPLIES	202101...	89-8753
3	260011	HST (OVAT) Rec...	40	706.37	UOFT	E1				101286		TAXES	202101...	
4	260001	GST Receiv & P...	40	379.22	UOFT	E1				101286		TAXES	202101...	

Change Document: Line Item 001

Vendor: 102242 Amersham Canada Ltd G/L Acc: 510000  
 Company Code: UOFT PO Box 5100  
 University of Toronto Toronto Doc. no.: 5100001318

Line Item 1 / Invoice / 31

Amount: 12,791.60 CAD  
 Tax code: E1

Additional Data

Bus. Area: 1000  
 Disc. base: 11,320.00 CAD Disc. Amount: 0.00 CAD  
 Payt Terms: YT05 Days/percent: 35 %  
 Bline Date: 13.01.2021 Fixed  
 Pmnt Block: Invoice Ref. / / 0  
 Pmt Method: **F** Pmt meth.spl. Individ. Set: \_\_\_\_\_

Assignment: 51000013182021  
 Text: 89-8753, Amersham, full payment Isotope

# DETERMINING THE STATUS OF A PO INVOICE PAYMENT

## Clearing field is not populated

Indicate the cheque, draft or EFT has not left U of T accounts.

You can still:

- Cancel the Invoice
- Change certain fields
- Add lines to the PO



Learn how to locate the Clearing field [here](#).

Display Document: Line Item 1

Additional Data

Vendor: 110365 Ricoh Canada Inc. G/L Acct: 510000  
 Company Code: UOFT P.O. Box 1600 Streetsville RPO  
 University of Toronto Mississauga Doc. No. 5104923145

Line Item 1 / Invoice / 31  
 Amount: 56.32 CAD  
 Tax Code: \*\*

Additional Data

Bus. Area	1000	CD Base	49.84	CAD	CD Amount	0.00	CAD
Payt terms	YT05	Days/Percent	35	0.000	% 0	0.000	% 0
Line Date	31.05.2021	Fixed			Invoice Ref.		/ / 0

Print block

Pay Method

Clearing: 09.06.2021 / 2003803072

Assignment: 19049231452022

Text: SCO93272406-Ricoh-Copy Usage May 2021

Long Text

## Clearing field is populated but the Encashment field is not

Indicate that the cheque/draft has been sent.

Proceed to **Environment** to see **Check Information**. If there is no **Encashment Date**, it means that the payment has not been cashed.

You can still:

- Request a stop payment by completing the [Cheque/Draft Re-issue or Cancel Request Form](#) and send it to Accounts Payable at [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca)
- Process a Journal Entry
- Add lines to the PO



Learn how to request a stop payment on a cheque or draft [here](#).

## Clearing and the Check Encashment fields are populated

If the **Clearing** and the **Check Encashment** fields are populated, the recipient has cashed the cheque/draft.

**NOTE:** The **Amount Paid** is the total for the entire University against that vendor in the cheque run.

Display Check Information

Check recipient Check issuer... Accompanying docs Payment document

Paying Company Code: UOFT Payment Doc.No.: 2003803072

Bank details

House bank	CIPP1	Bank Key	010
Account ID	00002	Bank Account	8194815
Bank Name	Canadian Imperial Bank of Commerce		
City	Toronto, Ontario		

Check information

Check number	9563332	Currency	CAD
Payment Date	09.06.2021	Amount Paid	36,479.27
Check encashment	16.06.2021	Cash discount amount	0.00

Check recipient

Name	Ricoh Canada Inc.
City	Mississauga
Payee's country	CA
Regional code	ON

# USOURCE PURCHASE ORDERS AND AMS

uSOURCE is the University's online marketplace, an eProcurement platform that provides a one-stop-shopping experience that will save time and money, offer more choice, and take the guess-work out of routine purchases.

When placing orders through uSOURCE, a Purchase Order (i.e. 37xxxxxxx) is created in AMS which reserves funds available.

However, any goods receipts, invoices and changes (e.g., release reserves) to the uSOURCE order should be processed/submitted in uSOURCE.

For more information, visit the [Procurement Services website](#) for resources or contact [USOURCE@utoronto.ca](mailto:USOURCE@utoronto.ca).



## WHO DO I CONTACT?



For questions/clarification on questions related to processing and troubleshooting Purchase Orders, Purchase Requisitions, Goods Receipts and Invoice Receipts, contact your [FAST Team representative](#).

For questions regarding Procurement Policy, and related Procurement form/templates, please contact [purchasing.help@utoronto.ca](mailto:purchasing.help@utoronto.ca).





THANK YOU!