

Use Z_MMEKPO For Open PO Encumbrances

SAP T-code Z_MMEKPO can be used to determine purchase order line items that may have open encumbrances against them. Open encumbrances may result from an item being canceled or not received. An encumbrance also will show open if an item is invoiced at a lower price than what is listed on the purchase order.

Role: Shopper or Others With T-Code Access

Frequency: As needed

STEPS

1. Access SAP T-Code Z_MMEKPO via the Easy Access menu or by adding it to your favorites



User can enter any number of criteria to extract purchase order data including:

-Criteria relating to specific purchase order numbers

-One or more vendor numbers

-Purchase orders based on cost objects

Document Parameters			
Purchasing Document Number	<input type="text"/>	to	<input type="text"/>
Purchasing Doc. Type	<input type="text"/>	to	<input type="text"/>
Purchase Order Date	<input type="text"/>	to	<input type="text"/>
Delivery Completed Indicator	<input type="checkbox"/>	to	<input type="checkbox"/>
Final invoice Received Ind	<input type="checkbox"/>	to	<input type="checkbox"/>

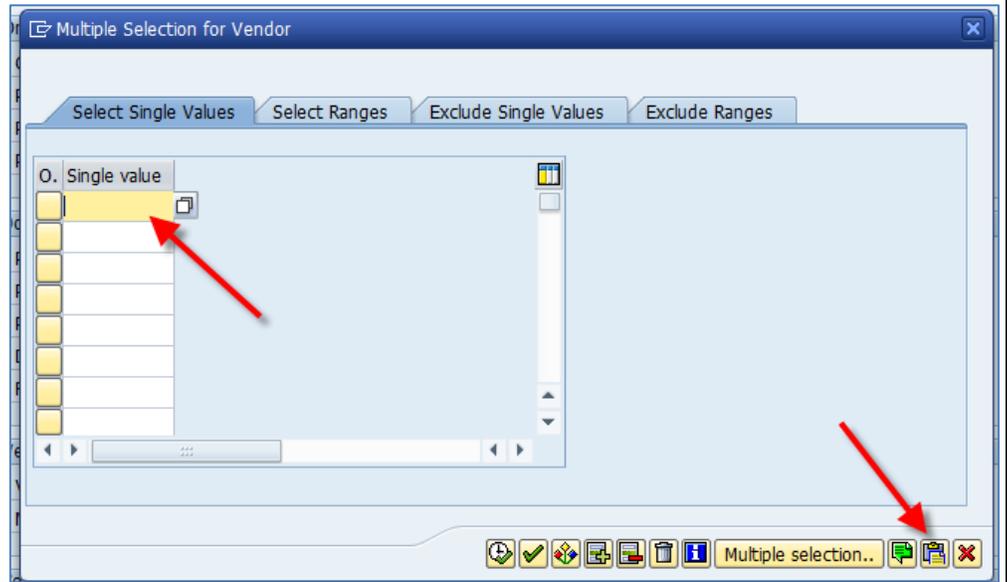
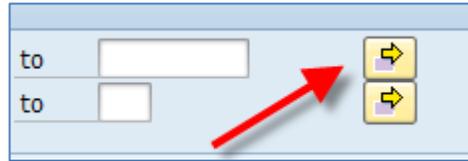
Vendor Parameters			
Vendor	<input type="text"/>	to	<input type="text"/>
Minority Indicator	<input type="checkbox"/>	to	<input type="checkbox"/>

Controlling Parameters			
Acct Assignment Cat	<input type="text"/>	to	<input type="text"/>
Material	<input type="text"/>	to	<input type="text"/>
Cost Center	<input type="text"/>	to	<input type="text"/>
WBS Element	<input type="text"/>	to	<input type="text"/>
Fund	<input type="text"/>	to	<input type="text"/>
Order	<input type="text"/>	to	<input type="text"/>

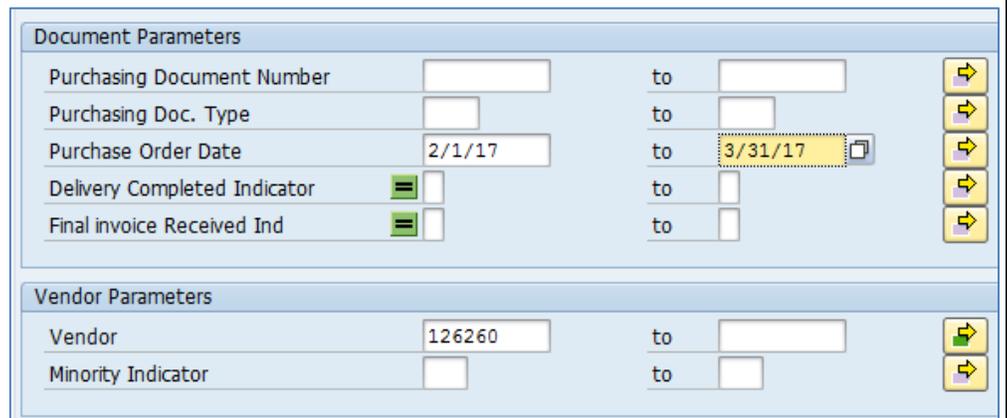
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TIP: Users can also use the multiple selections feature to the right of each selection for multiple values or a range of values.

If available from a separate Excel file, users can also copy and upload an entire list of search criteria using the clipboard feature.



2. Enter desired search criteria. This could be a date range, PO number range, one or more vendors, cost objects, etc.

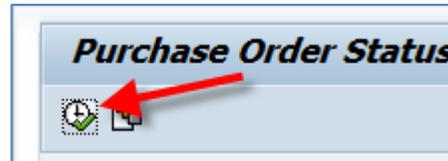


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3. Be sure there is an equals (=) icon beside Delivery Completed Indicator and that the box is blank

If not visible and needed, you can return it to criteria. Right-click beside the space for a menu. Click Selection Options to add it back.

4. Click Execute button on top left corner

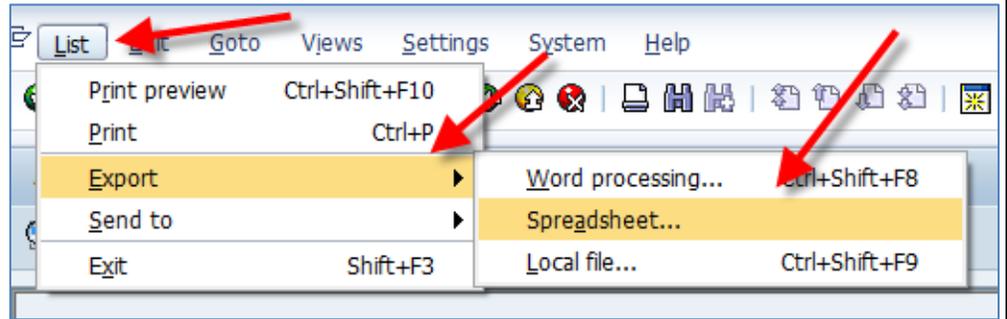


Results will reflect PO number, vendor name, PO total and net value (by line item) and amounts related to goods confirmed or invoiced.

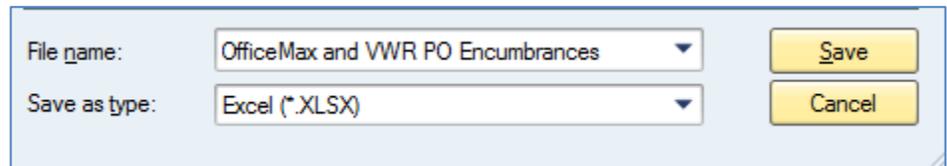
er	Purch.Doc.	Vendor	Name 1	P.O Total	Σ Net Value	Σ Received	Σ Invoiced	Σ Open	DCI Fin	Min.ind.	Σ Rec v Inv	A
	7500099701	126260	OfficeMax Inc	3.19	3.19	0.00	3.19	0.00			0.00	K
	7500099625		OfficeMax Inc	18.36	18.36	0.00	18.36	0.00			0.00	K
			OfficeMax Inc	8.15	8.15	0.00	8.15	0.00			0.00	K
	7500099642		OfficeMax Inc	31.62	31.62	0.00	31.62	0.00			0.00	K
			OfficeMax Inc	4.90	4.90	0.00	4.90	0.00			0.00	K
	7500099694		OfficeMax Inc	22.92	22.92	0.00	22.92	0.00			0.00	K
	7500099539		OfficeMax Inc	98.25	98.25	0.00	98.25	0.00			0.00	K
	7500099579		OfficeMax Inc	135.12	135.12	0.00	135.12	0.00			0.00	K
			OfficeMax Inc	22.68	22.68	0.00	22.68	0.00			0.00	K
			OfficeMax Inc	33.56	33.56	0.00	33.56	0.00			0.00	K
	7500099595		OfficeMax Inc	17.52	17.52	0.00	17.52	0.00			0.00	K

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5. Interpretation of the results is best handled within Excel. To export, click List from the top menu. Then select Export to Spreadsheet.



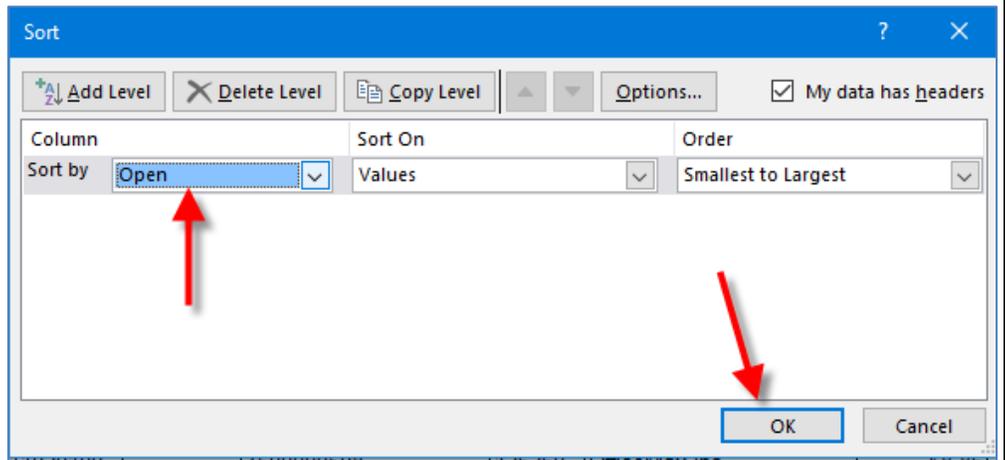
6. Name the file and save as type Excel to your destination of choice.



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7. Perform a sort action as shown on Open column heading

I	J	K	L	M	N
Received	Invoiced	Open	Delivery Completed	Final Invoice	Minority indicator
\$0.00	\$3.19	\$0.00			
\$0.00	\$18.36	\$0.00			
\$0.00	\$8.15	\$0.00			
\$0.00	\$31.62	\$0.00			
\$0.00	\$4.90	\$0.00			
\$0.00	\$22.92	\$0.00			
\$0.00	\$98.25	\$0.00			
\$0.00	\$135.12	\$0.00			
\$0.00	\$22.68	\$0.00			
\$0.00	\$33.56	\$0.00			
\$0.00	\$17.52	\$0.00			
\$0.00	\$21.00	\$0.00			



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8. Delete all lines that have \$0.00 in the open column

Also, delete any items that reflect a negative value.

	I	J	K	L	M
	Received	Invoiced	Open	Delivery Completed	Final Invoice
0	\$0.00	\$10.40	\$0.00		
5	\$0.00	\$5.46	\$0.00		
8	\$0.00	\$6.93	\$0.00		
0	\$0.00	\$11.00	\$0.00		
5	\$0.00	\$3.06	\$0.00		
5	\$0.00	\$5.36	\$0.00		
2	\$0.00	\$165.12	\$0.00		
5	\$0.00	\$82.56	\$0.00		
2	\$0.00	\$61.92	\$0.00		

	I	J	K	L	M
	Received	Invoiced	Open	Delivery Completed	Final Invoice
	0.00	69.13	-3.93		
	0.00	16.20	-0.92		
	0.00	9.72	-0.55		
	0.00	9.39	-0.53		
	0.00	5.58	-0.32		
	0.00	4.76	-0.27		

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Review and analyze remaining items:

1. If there is an open amount that matches the encumbrance, confirm with the end user whether they still expect the item to ship and subsequently invoice.

2. Some items may have been invoiced, but less than original PO amount. An open encumbrance may exist and needs closing. It is also possible the department is still expecting another delivery.

3. Some items do not represent encumbrance issues. If amounts show in both the Invoiced and Open columns, a Goods Confirmation may need created to close the transaction.

Requests for actual encumbrance closings can be sent to srmhelp@uky.edu

Name 1	P.O Total	Encumbered	Received	Invoiced	Open	Delivery Completed
OfficeMax Inc	0.63	0.63	0.00	0.00	0.63	
OfficeMax Inc	1.35	1.35	0.00	0.00	1.35	
OfficeMax Inc	43.83	43.83	0.00	0.00	43.83	
VWR International LLC	49.95	49.95	0.00	0.00	49.95	1
OfficeMax Inc	59.39	59.39	0.00	0.00	59.39	
VWR International LLC	96.52	96.52	0.00	0.00	96.52	
OfficeMax Inc	126.67	126.67	0.00	0.00	126.67	
OfficeMax Inc	126.70	126.70	0.00	0.00	126.70	
OfficeMax Inc	155.12	155.12	0.00	0.00	155.12	
VWR International LLC	165.76	165.76	0.00	0.00	165.76	
VWR International LLC	171.26	171.26	0.00	0.00	171.26	
VWR International LLC	205.70	205.70	0.00	0.00	205.70	
OfficeMax Inc	275.12	275.12	0.00	0.00	275.12	
VWR International LLC	379.73	379.73	0.00	0.00	379.73	
VWR International LLC	574.38	574.38	0.00	0.00	574.38	
OfficeMax Inc	4.62	4.62	0.00	2.31	2.31	2
OfficeMax Inc	8.39	8.39	0.00	7.98	0.41	
OfficeMax Inc	62.64	62.64	0.00	31.32	31.32	
OfficeMax Inc	222.00	222.00	0.00	139.36	82.64	
VWR International LLC	160.15	160.15	0.00	158.55	160.15	3
VWR International LLC	173.94	173.94	0.00	172.20	173.94	