

# Creating Goods Confirmations Against Reverse Orders

**Process:** Depending on the commodity and nature of the order, some Shopping Carts (and their resulting Purchase Orders) are setup in a “reverse” format. Reverse orders are essentially “lump-sum” or “blanket” orders and are written with one-line for the total order dollar amount. In short, a reverse order is written for the dollar amount of the order rather than line item units.

Reverse orders are formatted with the total dollar amount of the order entered in the Quantity box of line 1. Goods confirmations and invoices, as they are due, are also posted in dollars.

In order for business processes to flow and payments to release smoothly, Goods Confirmations for reverse orders must be created against the dollar amount of the order rather than individual order units. If the PO, Goods Confirmation, and Invoice postings do not create a 3-way match, check payment will not release.

TIP: A reverse order can be identified if the PO quantity is in dollars and/or the unit of measure is LOT.

**Role: Goods Confirmer**

**Frequency:** As needed

## Message

### Scenario I – Creating a Goods Confirmation for confirming a complete order in reverse format

To confirm on the full amount of a reverse order, enter the full Confirm Quantity that matches the Outstanding Quantity.

## Definition

Item	Description	Outstanding Quantity	Confirm Quantity	Unit
	XPS 8300 computer	1,557	1557	LOT

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## Scenario II – Creating a Goods Confirmation for confirming a partial order in reverse format

To confirm on a partial amount of a reverse order, enter only the Confirm Quantity that matches the Outstanding Quantity, i.e. the dollar amount of the partial invoice.

Item	Description	Outstanding Quantity	Confirm Quantity	Unit
	XPS 8300 computer	1,557	1491.62	LOT

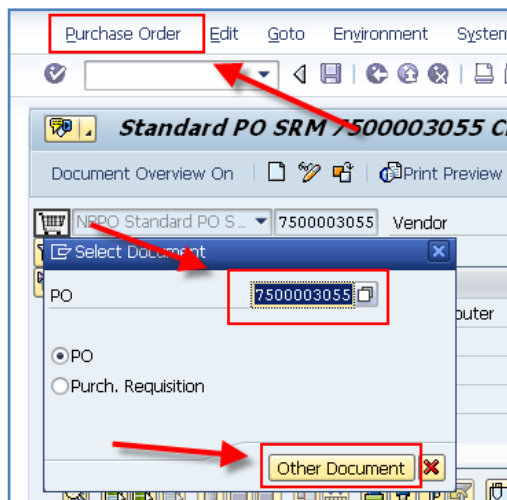
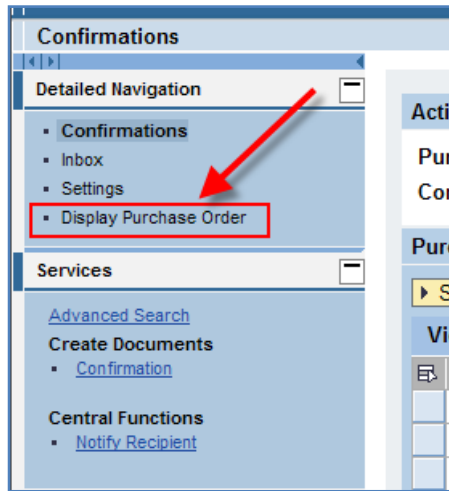
# Creating Goods Confirmations Against Reverse Orders

## How do I know the amount to receive on a partial quantity?

If a partial confirmation is required for a reverse order, it must match the associated invoice. To find the invoice amount, click Display Purchase Order within Site Navigation.

Click Purchase Order from the top menu bar and enter the PO number.

The Purchase Order History tab in the bottom Details section will show all related invoices and the amount of each.



This screenshot shows the 'Purchase Order History' tab for item 'XPS 8300 computer'. The table displays a list of transactions with columns for Material, Item, Posting Date, Quantity, and Unit of Measure. The 'Tr./Ev. Invoice receipt' row is highlighted with a red box, showing a quantity of 1,557 LOT.

S...	MVT	Material Do...	Item	Posting Date	Σ	Quantity	OUn	Σ	Qty in OPUh	Σ
GR	101	5500478425	1	02/16/2012		1	LOT		1	
GR	101	5500480521	1	02/22/2012		1	LOT		1	
GR	102	5500481869	1	02/28/2012		1-	LOT		1-	
GR	102	5500481870	1	02/28/2012		1-	LOT		1-	
<b>Tr./Ev. Goods receipt</b>						<b>0</b>	<b>LOT</b>		<b>0</b>	
IR-L		5106170362	1	02/21/2012		65.380	LOT		65.380	
R-L		5106171962	1	02/24/2012		1,491.620	LOT		1,491.620	
<b>Tr./Ev. Invoice receipt</b>						<b>1,557</b>	<b>LOT</b>		<b>1,557</b>	

# Editing Goods Confirmations Against Reverse Orders

## Message

### Scenario I – Need to reduce amount confirmed using SRM (completing a Return Delivery)

1. In the *Confirmations* tab
2. Click *All* next to Confirmations
3. Type PO #
4. Click *Apply*
5. Select line of Confirmation #
6. Click *Return Delivery*
7. In the *Overview* tab,
8. Change return amount quantity to amount needing to be reduced by (ex. Entering 57 would return 57, leaving 1500 confirmed)
9. In *Notes and Attachments* tab,
10. Click *Add*
11. Select *Reason for Return Delivery*
12. In *Fixed Note*, select most applicable reason
13. Click icon next to Item Number box
14. Select line number referenced
15. Click *Save*
16. Check for errors (carefully consider any notes provided when clicked)
17. Confirm Return (make sure it says Return delivery confirmed)

## Definition

The screenshot displays the myUK SBX Sandbox System interface. The top navigation bar includes tabs for Launch Pad, Employee Self Service, Student Services, Student Administration, Financial Aid View of Student, Enterprise Services, my UK, myReports, Faculty Services, SLCM Validators, Shopper, and Confirmations. The left sidebar contains navigation options like Confirmations, Inboxes, Settings, and Display Purchase Order. The main area shows a search for confirmations with filters for Purchase Orders, Confirmations, and Item Maintenance. A table lists confirmations with columns for Confirmation Number, Vendor, Status, Reference Document, Product ID, and Product Description. The detailed view shows a confirmation for Purchase Order 7500003055, with a table for Return Delivery showing columns for Line Number, Item Type, Product ID, Description, Outstanding Quantity, Confirmed Quantity, Return Quantity, Unit, Price, Currency, Pte, Delivery Date, Assign Type, Assign Number, Last Delivery, and Purchase Order. The interface also includes sections for Notes and Attachments, and a dialog box for adding a reason for return delivery.

# Editing Goods Confirmations Against Reverse Orders

## Scenario II – Need to reduce amount confirmed using SAP (completing a Return Delivery)

1. In SAP, use the T-code MIGO
2. Select *Return Delivery*
3. Select *Material Document*
4. Enter Confirmation number
5. Click the *Execute* icon.
  - A. Make sure all fields are blank before clicking execute.
6. Change Document Date and Posting Date to Today's date.
7. Enter invoice # in *Delivery Note, Bill of Lading, and Header Text*.
8. In the *Quantity* tab,
9. Change *Qty in Unit of Entry* to amount needing to be reduced by (ex. Entering 57 would return 57, leaving 1500 confirmed)
10. Check *Item OK* and press the Enter key
11. In the *Where* tab,
12. Select icon next to *Reason for Movement*
13. Double click most applicable reason
14. *Check* Return Delivery for errors
15. Click *Save* when done (make sure it says the Material document posted)

The screenshots illustrate the following steps:

- Step 1:** SAP Easy Access menu with 'MIGO - Goods Movement' selected (indicated by red circle 1).
- Step 2:** 'Return Delivery' selected in the dropdown (indicated by red circle 2).
- Step 3:** 'Material Document' selected in the dropdown (indicated by red circle 3).
- Step 4:** Confirmation number '5500482153' entered (indicated by red circle 4).
- Step 5:** 'Execute' icon (indicated by red circle 5) and a red box around the input fields (indicated by red circle A).
- Step 6:** Document Date and Posting Date set to '05/30/2024' (indicated by red circle 6).
- Step 7:** Invoice # entered in 'Delivery Note', 'Bill of Lading', and 'HeaderText' fields (indicated by red circle 7).
- Step 8:** 'Quantity' tab selected (indicated by red circle 8).
- Step 9:** 'Qty in Unit of Entry' set to '57' (indicated by red circle 9).
- Step 10:** 'Item OK' checked (indicated by red circle 10).
- Step 11:** 'Where' tab selected (indicated by red circle 11).
- Step 12:** 'Reason for Movement' icon selected (indicated by red circle 12).
- Step 13:** 'Reason for Movement' dialog box with '9002 Other' selected (indicated by red circle 13).
- Step 14:** 'Check' icon selected (indicated by red circle 14).
- Step 15:** 'Save' icon selected (indicated by red circle 15).