

How to Use T-Code ZMM_MRBR_RPT

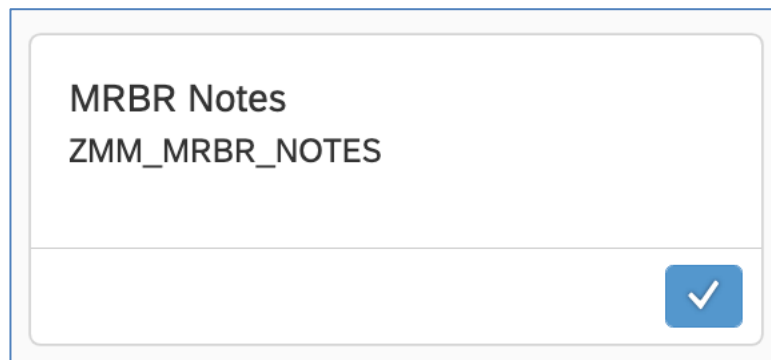
After Purchase Orders are issued to and fulfilled by suppliers, they must submit invoice(s) for payment to the appropriate Accounts Payable office. SAP validates each invoice posting for the appropriate matching requirements in order to substantiate payment release. Invoices that require a matching Goods Receipt (GR) which is not yet created enter an SAP blocked invoices queue until the appropriate matching GR is processed. Invoices that are overbilled by the supplier may also reside within the MRBR queue.

University Business Officers have access and responsibility to monitor MRBR blocked invoices for their areas via a custom Tableau Server dashboard. In cases where there is a valid reason to withhold creation of a matching Goods Receipt and delay payment (e.g., equipment awaiting installation, goods damaged and/or returned to supplier, etc.), the appropriate Goods Receiver can access and utilize T-code zmm_mrbr_rpt to document the reason. Entries submitted via the T-code reflect on the Tableau Server MRBR dashboard for the Business Officer(s) and other leadership providing validation and clarity for delayed creation of required matching Goods Receipt(s).

Role: SAP Goods Receiver

Frequency: As Needed

1. Add T-code zmm_mrbr_rpt to your S/4 Fiori home page via Add Apps

A screenshot of a mobile application interface. At the top, it says "MRBR Notes" in bold. Below that, it says "ZMM_MRBR_NOTES". At the bottom right, there is a blue square button with a white checkmark inside.

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2. Start the T-code



MRBR Notes
ZMM_MRBR_NOTES

3. Enter the Purchase Order Number and the Supplier Invoice Number.

If the Invoice Number is unknown, it can be found on the Purchase Order history tab using T-code ME23N – Display Purchase Order.

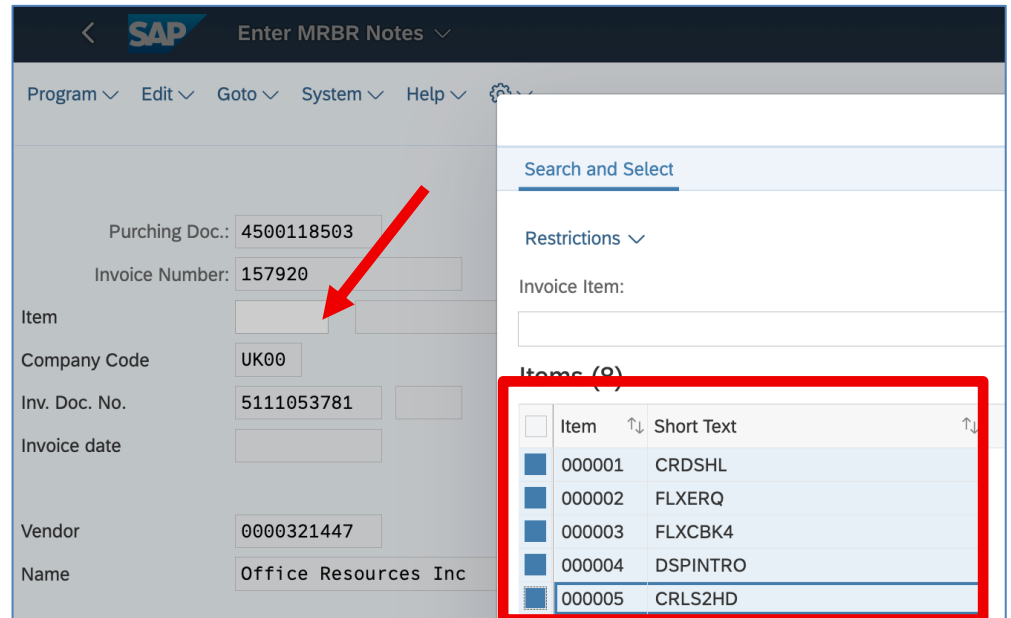
Click Save

Save

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4. Click into the Item (Number) field. A pop-up box will open showing all line items that have been invoiced. Check the line items on which to document valid reasons to delay payment and click OK.

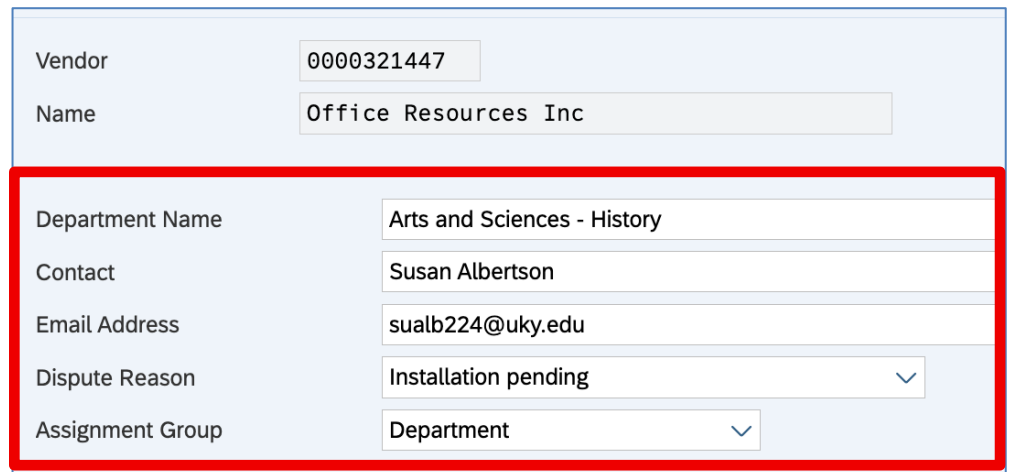
TIP: Hold the Control key to select multiple line items.



Item	Short Text
000001	CRDSHL
000002	FLXERQ
000003	FLXCBK4
000004	DSPINTRO
000005	CRLS2HD

5. Enter the following information:

- Department name
- Contact name
- Contact email
- Select the appropriate dispute reason from dropdown menu
- Select the appropriate party to resolve the dispute reason from the dropdown menu



Vendor	0000321447
Name	Office Resources Inc
Department Name	Arts and Sciences - History
Contact	Susan Albertson
Email Address	sualb224@uky.edu
Dispute Reason	Installation pending
Assignment Group	Department

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6. Use the text box for any additional notes

Click Save when finished

All notes will reflect on the Tableau Server MRBR dashboard for the Business Officer(s) and other leadership for advisory and awareness purposes.

Entries and notes will automatically be removed from the dashboard once the blocked invoice is released for payment.



The items have not yet been installed. The installation is scheduled to be completed next week. I will complete the Goods Receipt on the same business day that everything has been completed and installed satisfactorily.

