



Back Dating a Goods Confirmation in SCEIS SRM

July 7, 2010

Situation: You have received an item or service in the previous year but you have not completed the Supplier Relationship Management (SRM) Goods Confirmation in SRM.

Resolution: Back date the “FI Posting Date” to the date that you received the good or service in the previous year.

The following steps will guide you on back dating the FI Posting date in SRM.

1. Click “Confirm Goods” on the SRM Home Screen.

[Confirm Goods](#)
You can confirm delivered goods and enter performed services

2. Enter your Shopping Cart number or Purchase Order number in the appropriate field.

Make a Selection: Confirm Goods Receipt/Services Performed

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Item Description

Name of Shopping Cart

Timeframe

Purchase Order Number

Start

[Extended Search](#)

3. Click the “Create Confirmation” icon under the “Action” column.

To confirm receipt of goods/services, choose

To enter times for services performed, choose

Search Result: 1 Purchase Order

	Number	Name	Created by	Posting Date	Action
▶	4600038852		KAREN ADKINS	05/20/2010	

4. Click the “Header data” tab.

Header data

Item Data

1. Change the quantity if required (for example, for partial confirmations) and other details

2. Choose “Confirm” above

Item Overview

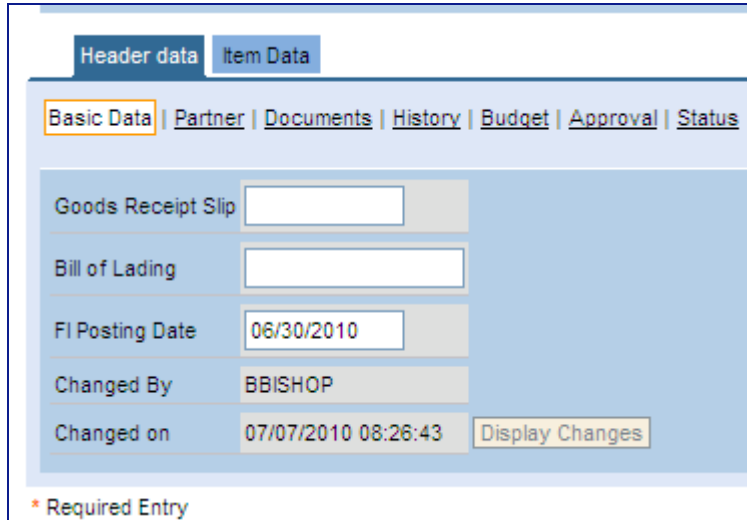
Select all items

	Item	Description	Product	Quantity *	Unit	Net Price	
<input type="checkbox"/>	1	20X20X2 Disposable A/C Filters		<input type="text" value="2"/>	CV	37.20 USD Per 1 CV	Cost
<input type="checkbox"/>	2	16X25X2 Disposable A/C Filters		<input type="text" value="3"/>	CV	37.20 USD Per 1 CV	Cost
<input type="checkbox"/>	3	20X25X2 Disposable A/C Filters		<input type="text" value="3"/>	CV	29.04 USD Per 1 CV	Cost

* Required Entry

5. In the "Basic Data" area, update the "FI Posting Date" to the previous month to receive this item for the previous fiscal year.

Important Note: You cannot back date a goods confirmation earlier than June 1, 2010.



Header data | Item Data

Basic Data | Partner | Documents | History | Budget | Approval | Status

Goods Receipt Slip

Bill of Lading

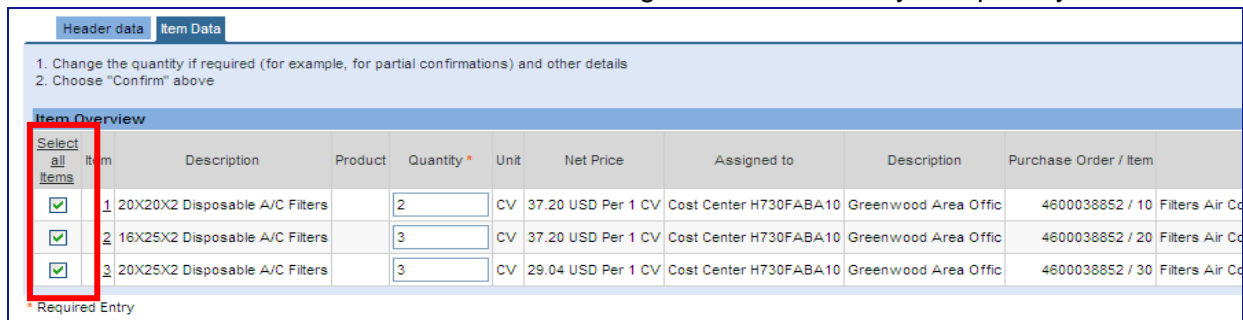
FI Posting Date

Changed By

Changed on

* Required Entry

6. Go to the "Item Data" tab to select the items being received and verify the quantity.



Header data | Item Data

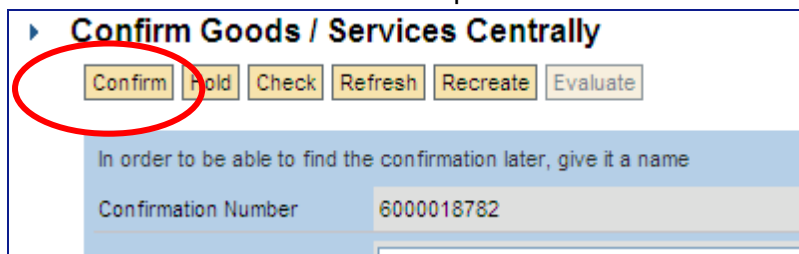
1. Change the quantity if required (for example, for partial confirmations) and other details
2. Choose "Confirm" above

Item Overview

Select all items	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Description	Purchase Order / Item
<input checked="" type="checkbox"/>	1	20X20X2 Disposable A/C Filters		<input type="text" value="2"/>	CV	37.20 USD Per 1 CV	Cost Center H730FABA10	Greenwood Area Offic	4600038852 / 10 Filters Air Co
<input checked="" type="checkbox"/>	2	16X25X2 Disposable A/C Filters		<input type="text" value="3"/>	CV	37.20 USD Per 1 CV	Cost Center H730FABA10	Greenwood Area Offic	4600038852 / 20 Filters Air Co
<input checked="" type="checkbox"/>	3	20X25X2 Disposable A/C Filters		<input type="text" value="3"/>	CV	29.04 USD Per 1 CV	Cost Center H730FABA10	Greenwood Area Offic	4600038852 / 30 Filters Air Co

* Required Entry

7. Click the "Confirm" button at the top of the screen.



Confirm Goods / Services Centrally

In order to be able to find the confirmation later, give it a name

Confirmation Number