



South Carolina Enterprise Information System

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# User Group Meeting

## Friday, February 28, 2014

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SC BUDGET AND CONTROL BOARD



## SRM - Tips and Reminders

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## 🌀 Accessing Purchase Orders in SRM

- “Purchasing” Folder
  - Use to access purchasing functions in SRM. As of November 25, 2013, all purchase orders have to be created in SRM
- “ME23N” Folder
- Use to access purchase orders created in ECC before COB November 8, 2013.

## 🌀 Inventory Purchase Order Account Assignment

- Use “Unknown” account assignment for inventory purchase orders since it’s a revolving account. Otherwise, you will receive the message “PO does not exist” when they try to create a GR.

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- 🌀 Shopping Carts MUST be created using the “ESS” folder
  - 🌀 Purchase Orders cannot be created from a Contract
  - 🌀 POs still in ECC do not have “hard stop” on Target Value of Contract
    - SRM POs pointed to for “Central Contract” field whereas POs in ECC point to “Outline Agreement” field