

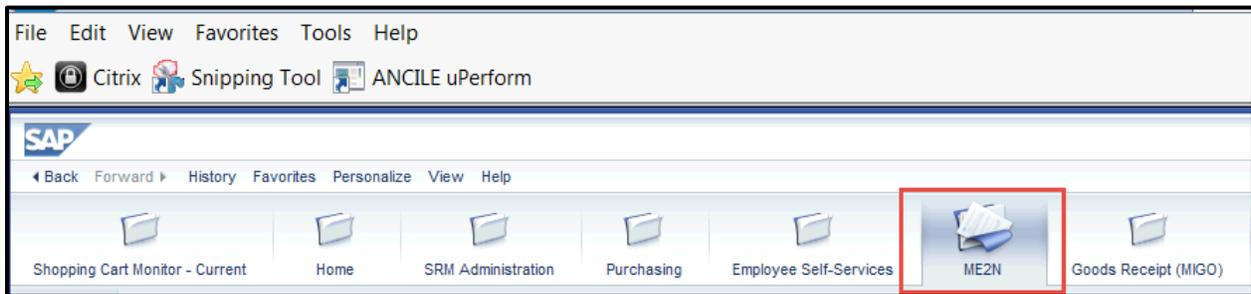
Subject: SRM 7.2 New SRM ME2N Folder, Selection Parameter, ZAINV, Goods Receipts Not Invoiced

Audience: AST Leads, Procurement Directors, Finance Directors

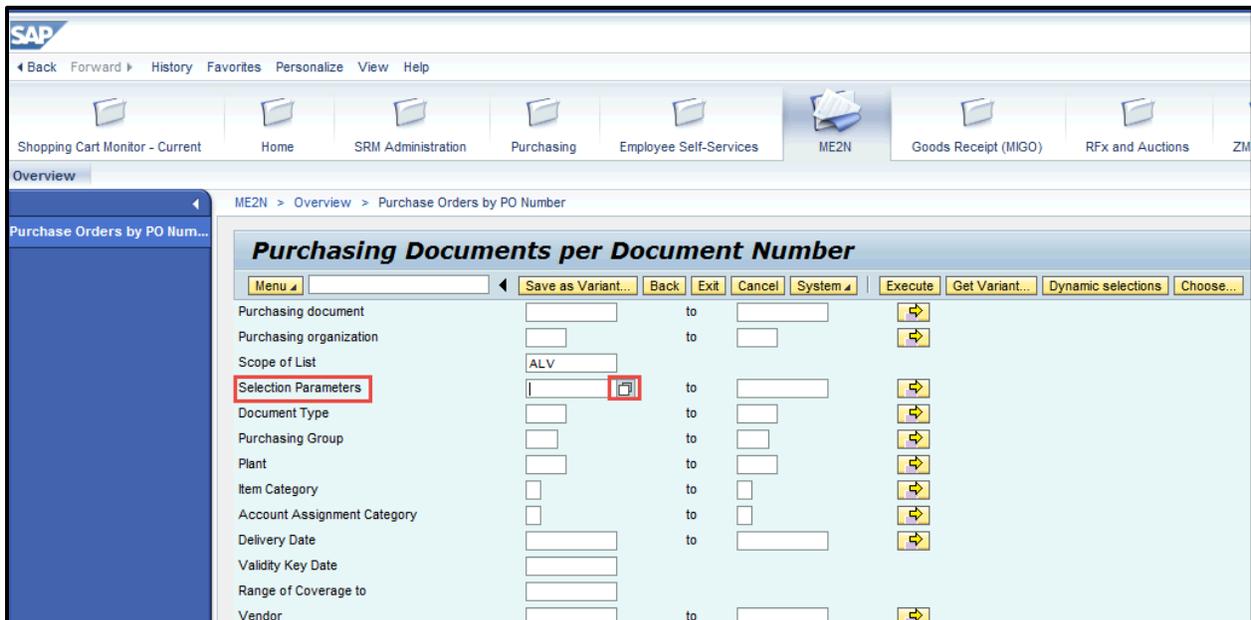
The SCEIS Materials Management Team is pleased to announce a modification to the SCEIS system effective, April 10, 2015, that provides a *Selection Parameter for the Goods Receipt without Invoices report available through the Supplier Relationship Management (SRM) ME2N folder*. This modification reduces steps and makes it easier to search for purchases orders that have goods receipts but no invoices.

Accessing the ME2N Report from SRM

1. Click the **SRM ME2N** folder in SRM.



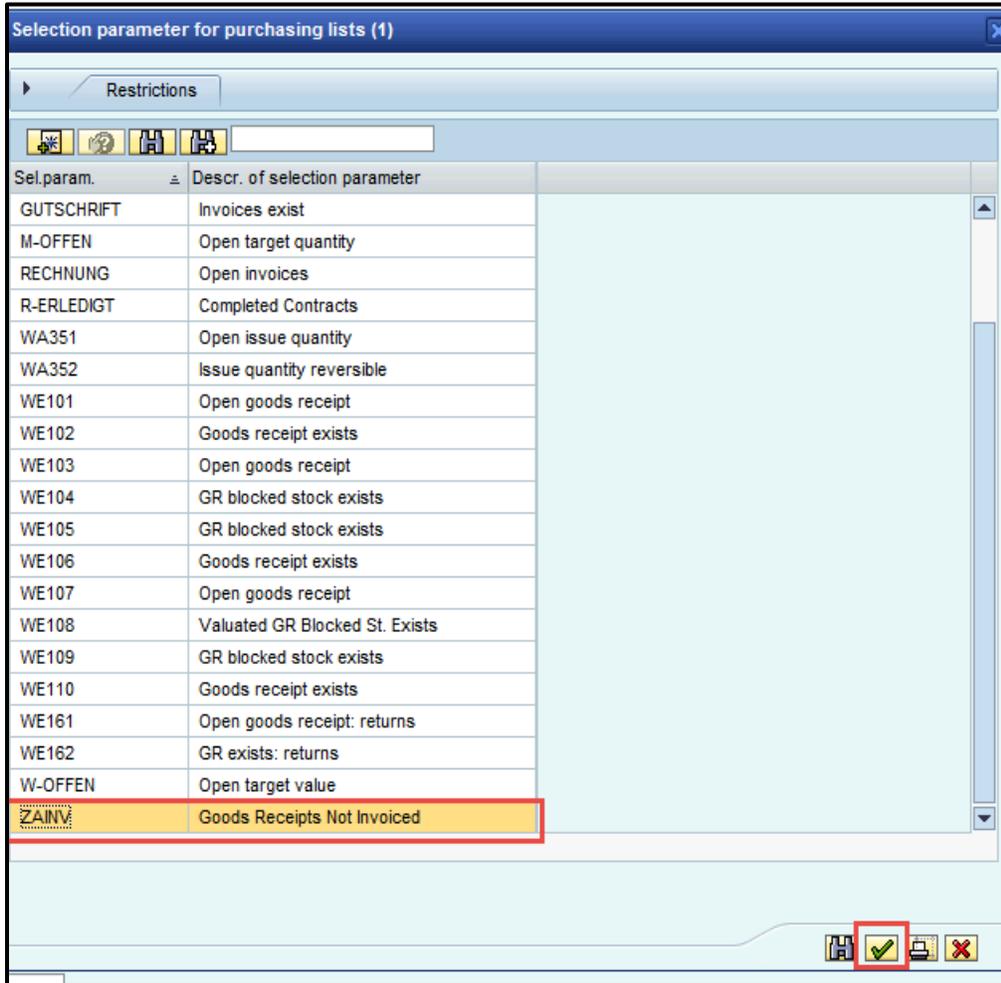
2. Click in the **“Selection Parameters”** field to display a drop-down menu.



- Use the menu side bar to scroll all the way to the bottom to display the Selection Parameter (Sel.param.) of "ZAINV."



4. Select/highlight the Selection Parameter (**Sel.param.**) of "ZAINV." Then either double-click the highlighted row or select the green checkmark.

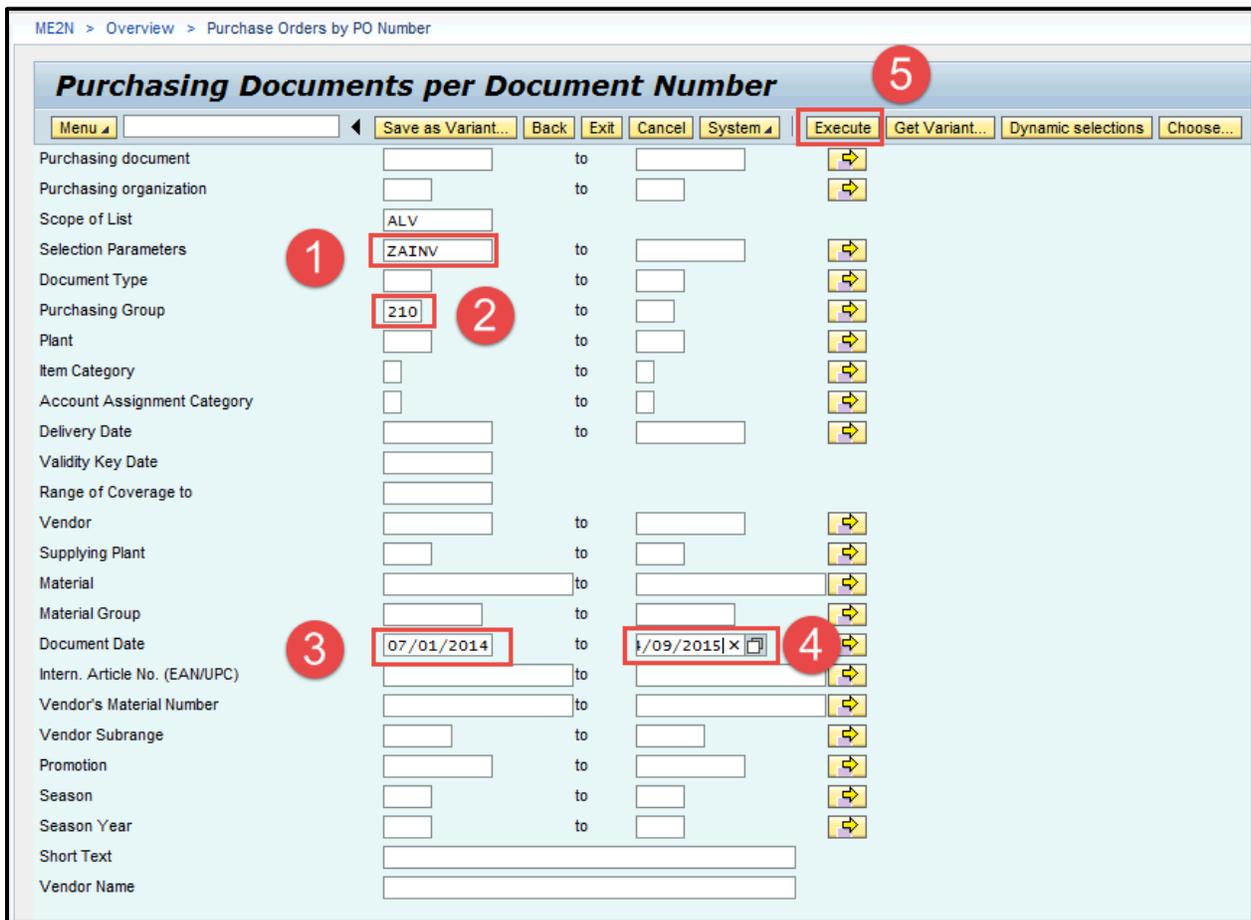


This Selection Parameter is for Goods Receipt without ***invoices*** whether or not the Goods Receipt is for an *inventory* purchase order or for a *non-inventory* purchase order.

Now that you have selected the ZAINV Selection Parameter (as shown in step 1 below), the results of the search will then be dependent upon the other search criteria you build into the search.

Enter the Purchasing Group in the **Purchasing Group** field for your search, if known. If unknown, click in the **Purchasing Group** field and use the drop-down to search and select. In this ME2N search example, we will utilize the South Carolina Vocational Rehabilitation Department's Purchasing Group of 210 (step 2 below) and the Document Dates of 07/01/2014 (step 3 below) through 04/09/2015 (step 4 below).

Select the  button (step 5 below) to initiate the search.



ME2N > Overview > Purchase Orders by PO Number

Purchasing Documents per Document Number

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant... | Dynamic selections | Choose...

Purchasing document		to		
Purchasing organization		to		
Scope of List	ALV			
Selection Parameters	ZAINV	to		
Document Type		to		
Purchasing Group	210	to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Vendor		to		
Supplying Plant		to		
Material		to		
Material Group		to		
Document Date	07/01/2014	to	04/09/2015	
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				

When the search is complete, the results will display purchase orders with goods receipt and no invoice.

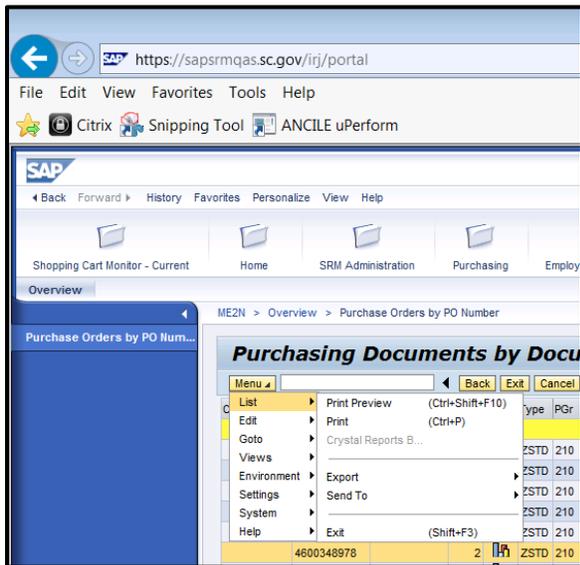
Item	POH	Type	PGR	Doc	Date	Vendor/Supplying plant	Short Text	Matl Group	A	Plnt	Quantity	Unit	Net price/Croy	Per	Net Value	To be del	To be inv.	
USD																		
16,031.03																		
H12	1	ZSTD	210	07/10/2014	7000067479	SHRED WITH US	Small Container	96227	K	VR01	6.00	EA	4.00	USD	1	24.00	0.00	6.00
H12	2	ZSTD	210	07/10/2014	7000067479	SHRED WITH US	On-site shredding service minimum	96227	K	VR01	1.00	EA	20.00	USD	1	20.00	0.00	1.00
H12	3	ZSTD	210	07/10/2014	7000067479	SHRED WITH US	Small Container	96227	K	VR01	6.00	EA	1.00	USD	1	6.00	0.00	6.00
H12	4	ZSTD	210	07/10/2014	7000067479	SHRED WITH US	On-site shredding service minimum	96227	K	VR01	1.00	EA	5.00	USD	1	5.00	0.00	1.00
H12	1	ZSTD	210	07/10/2014	7000008696	FAVORITE NURSES/FAVORITE TEMPS	Margaret Jones, LPN, 6-25-14	96162	K	VR01	1	%	224.62	USD	1	224.62	0	1
H12	2	ZSTD	210	07/10/2014	7000008696	FAVORITE NURSES/FAVORITE TEMPS	Margaret Jones, LPN, 6-25-14	96162	K	VR01	1	%	224.62	USD	1	224.62	0	1
H12	3	ZSTD	210	07/29/2014	7000165461	ATC HEALTHCARE SERVICES	Myers, LaTosha CNA 7/02/2014	96269	K	VR01	1	%	96.00	USD	1	96.00	0	1
H12	4	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	2703-04 Shred 2 Small Consoles/month	96227	K	VR01	30.00	EA	1.00	USD	1	30.00	20.00	30.00
H12	4	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	2703-04 Shred \$25.00 monthly charge	96227	K	VR01	75.00	EA	1.00	USD	1	75.00	50.00	75.00
H12	1	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	3001-02 Shred 2 Small Consoles/month	96227	K	VR01	30.00	EA	1.00	USD	1	30.00	10.00	30.00
H12	2	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	3001-02 Shred \$25.00 monthly charge	96227	K	VR01	75.00	EA	1.00	USD	1	75.00	25.00	75.00
H12	1	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	3101-02 Shred 3 Small Consoles/month	96227	K	VR01	45.00	EA	1.00	USD	1	45.00	0.00	0.00
H12	2	ZBLT	210	08/05/2014	7000067479	SHRED WITH US	3101-02 Shred \$25.00 monthly charge	96227	K	VR01	75.00	EA	1.00	USD	1	75.00	0.00	0.00
H12	2	ZSTD	210	08/15/2014	7000141951	GRAINGER	#672V3 Blackhawk Socket Bit Set 3/8" Dr	32000	K	VR16	1.00	EA	29.06	USD	1	29.06	0.00	1.00
H12	3	ZSTD	210	08/15/2014	7000141951	GRAINGER	#4V981 Westward Socket Set 3/4" Dr 21 pc	32000	K	VR16	1.00	EA	267.94	USD	1	267.94	0.00	1.00
H12	4	ZSTD	210	08/15/2014	7000141951	GRAINGER	#12D247 SK Prof. Socket Adapter 8 pcs.	32000	K	VR16	1.00	EA	120.19	USD	1	120.19	0.00	1.00
H12	5	ZSTD	210	08/15/2014	7000141951	GRAINGER	4PM18 Westward Socket/Wrench Set	32000	K	VR16	1.00	EA	107.18	USD	1	107.18	0.00	1.00
H12	6	ZSTD	210	08/15/2014	7000141951	GRAINGER	#5MX65 Westward Quick Release Ratchett	32000	K	VR16	2.00	EA	154.20	USD	1	308.40	0.00	2.00
H12	7	ZSTD	210	08/15/2014	7000141951	GRAINGER	#4RB82 Ekind Hex/Torx Ky St.	32000	K	VR16	2.00	EA	50.78	USD	1	101.56	0.00	2.00
H12	8	ZSTD	210	08/15/2014	7000141951	GRAINGER	#3PV46 Stanley Screwdriver 6 pc Set	32000	K	VR16	3.00	EA	25.77	USD	1	77.31	0.00	3.00
H12	9	ZSTD	210	08/15/2014	7000141951	GRAINGER	#1A421 Irwin Vise Grip Locking Pler.	32000	K	VR16	3.00	EA	43.44	USD	1	130.32	0.00	3.00
H12	10	ZSTD	210	08/15/2014	7000141951	GRAINGER	#10D212 Stanley 4 pcs. Pler Set	32000	K	VR16	2.00	EA	52.34	USD	1	104.68	0.00	2.00
H12	11	ZSTD	210	08/15/2014	7000141951	GRAINGER	#4CR44 Channellock Pler Set, 2 pcs.	32000	K	VR16	2.00	EA	58.58	USD	1	117.16	0.00	2.00
H12	1	ZSTD	210	08/19/2014	7000024819	FORMS & SUPPLY INC	Plet G2 Pens	61560	K	VR01	5.00	EA	9.76	USD	1	48.80	0.00	5.00
H12	2	ZSTD	210	08/19/2014	7000024819	FORMS & SUPPLY INC	Clipboard	61560	K	VR01	12.00	EA	1.10	USD	1	13.20	0.00	12.00

Each purchase order can be opened and examined by clicking on the purchase order number in the **Purch Doc** column.

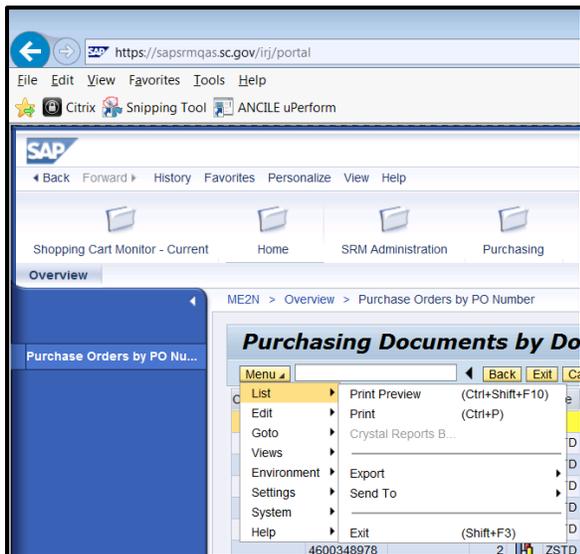
Download ME2N Report to Excel Spreadsheet

To download and sort the report, SCEIS provides a function of exporting the data from SRM to an Excel spreadsheet. The following steps indicate one method of saving the data from SRM to an Excel spreadsheet.

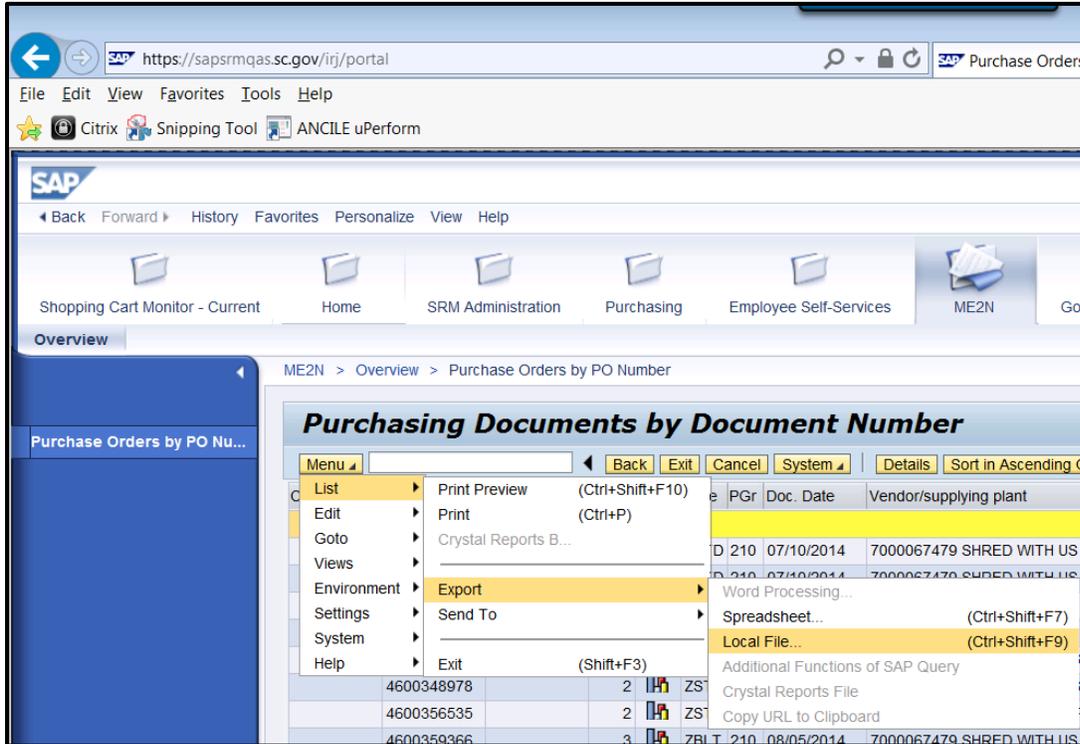
1. Click the **Menu** tab  , a drop-down menu will appear, then select “**List**”.



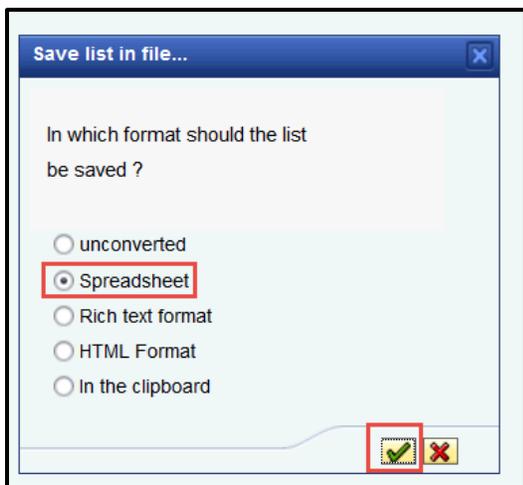
2. A sub-menu will appear. Select **Export**.



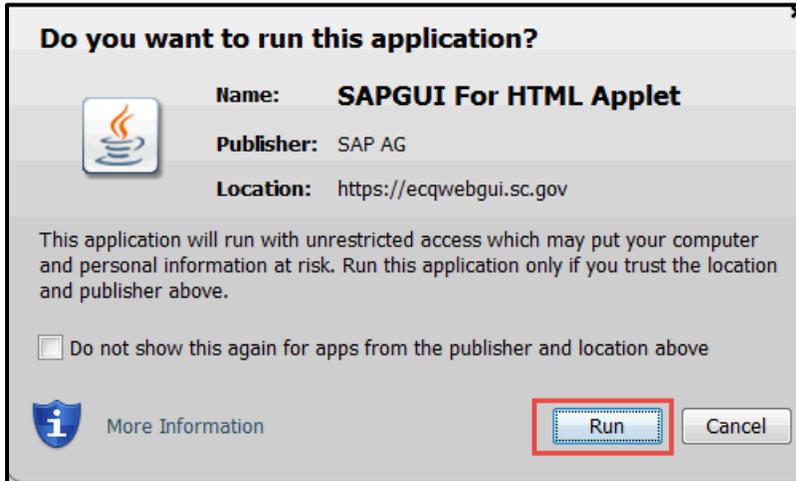
3. A sub-menu will appear. Select **Local File**.



4. In the **Save list in file...** window, select **Spreadsheet** and click the green checkmark.

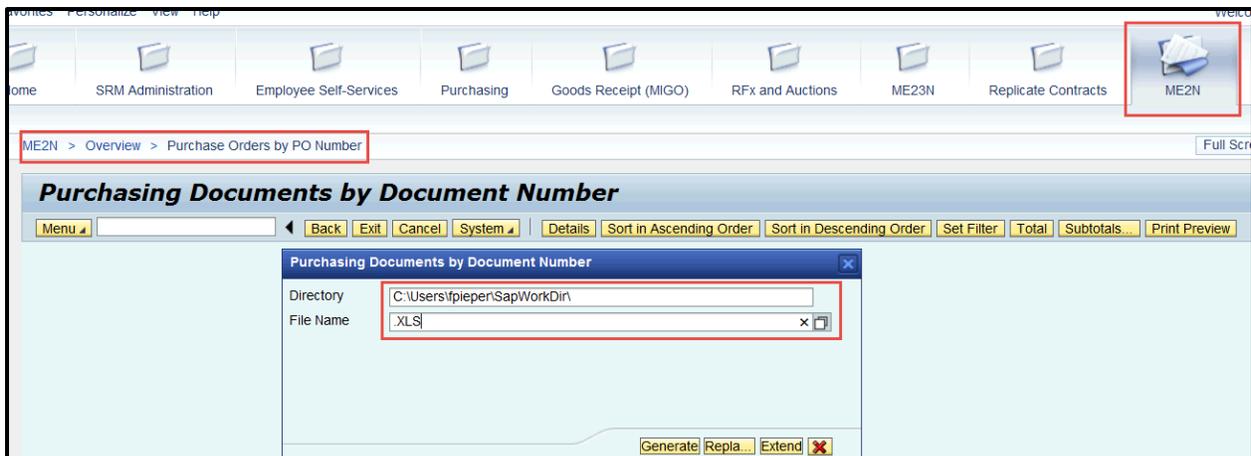


- Depending upon your desktop applications, a JAVA application notice may appear. This is a result of each agency's network applications and updates. If you receive this JAVA notice, select the **Run** button.

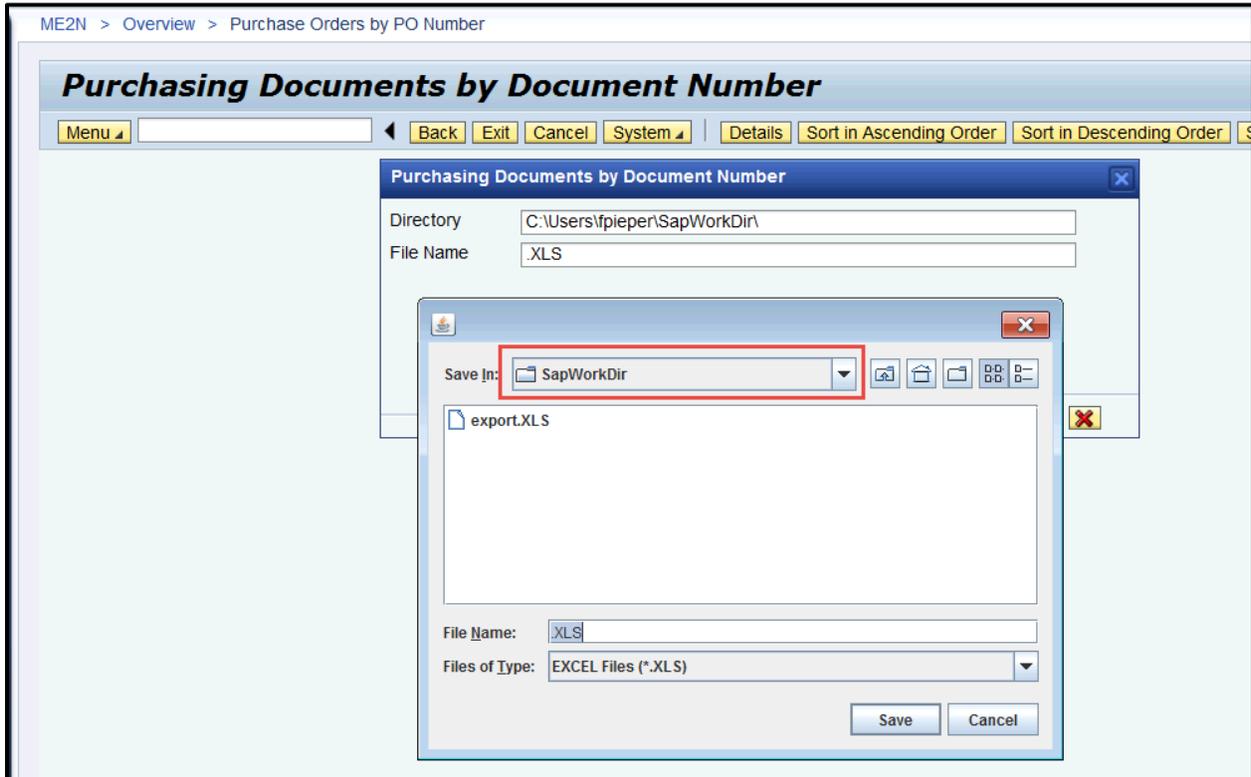


- In the **Purchasing Documents by Document Number** window that displays, the system will default to C:\Users\userid\SapWorkDir\. In this example, the default is C:\Users\fpieper\SapWorkDir\. The default **Directory** name (SapWorkDir) is in SCEIS SAP server.

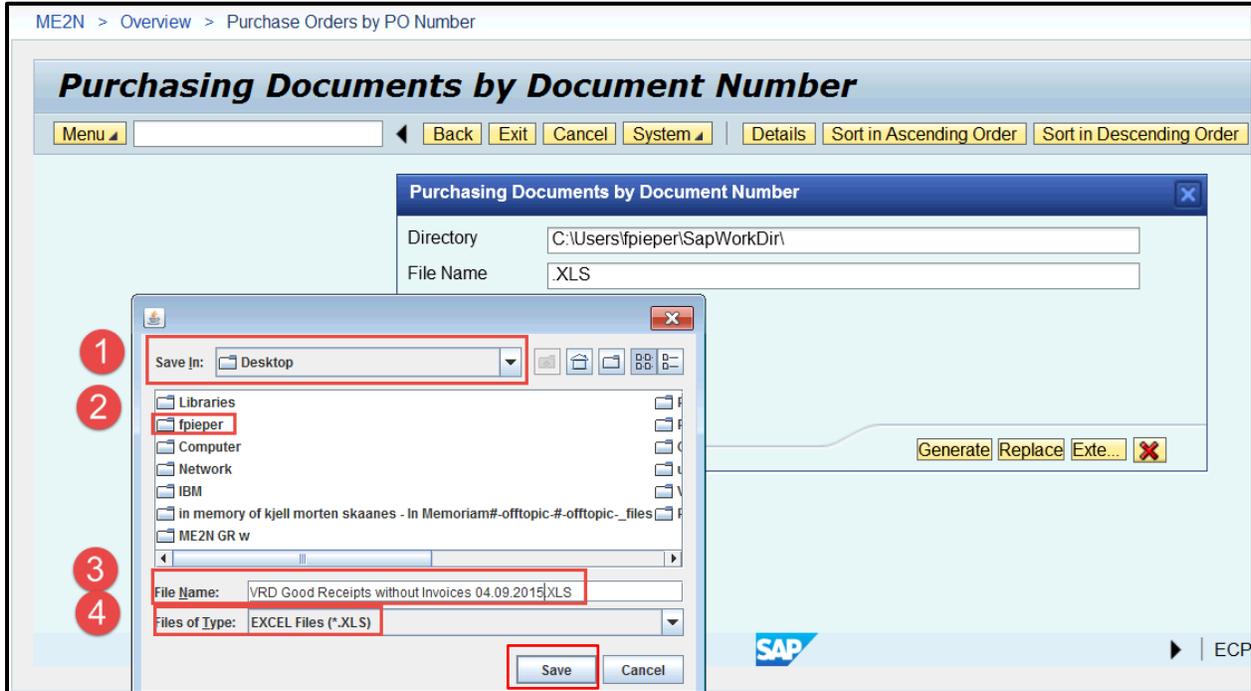
You should change the **Directory** and **File Name** to a directory and file name that can easily be obtained. In this example, the **Directory** is saved to fpieper's desktop and we will call the **File Name** "VRD Goods Receipts without Invoices 04.09.2015." The following screenshots will instruct users on the steps to save the file.



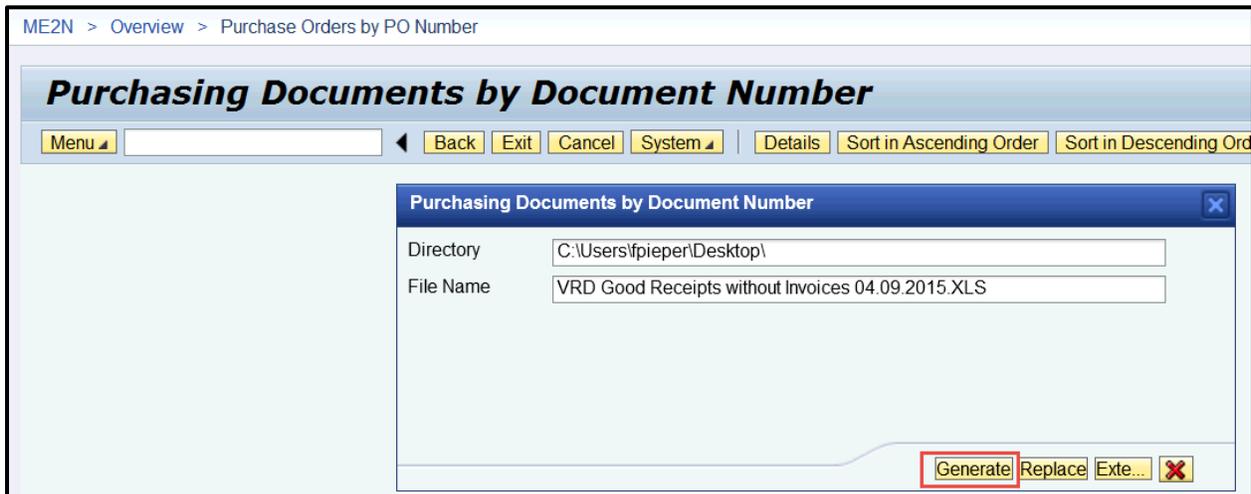
7. Click in the **Save In:** field to see a drop-down of possible options and make any necessary changes in order to place the file in the directory and under the file name you can recognize and retrieve. **It is of vital importance to save the file as an XLS file type.**



8. From the drop-down menu, scroll until you find a directory suitable for your use. In this example, we will select Desktop (step 1 below), fpieper (step 2 below), create the **File Name**: of "VRD Good Receipts without Invoices 04.09.2015" (step 3 below), ensure the **Files of Type**: is an "XLS" (step 4 below).
9. Click the **Save** button.



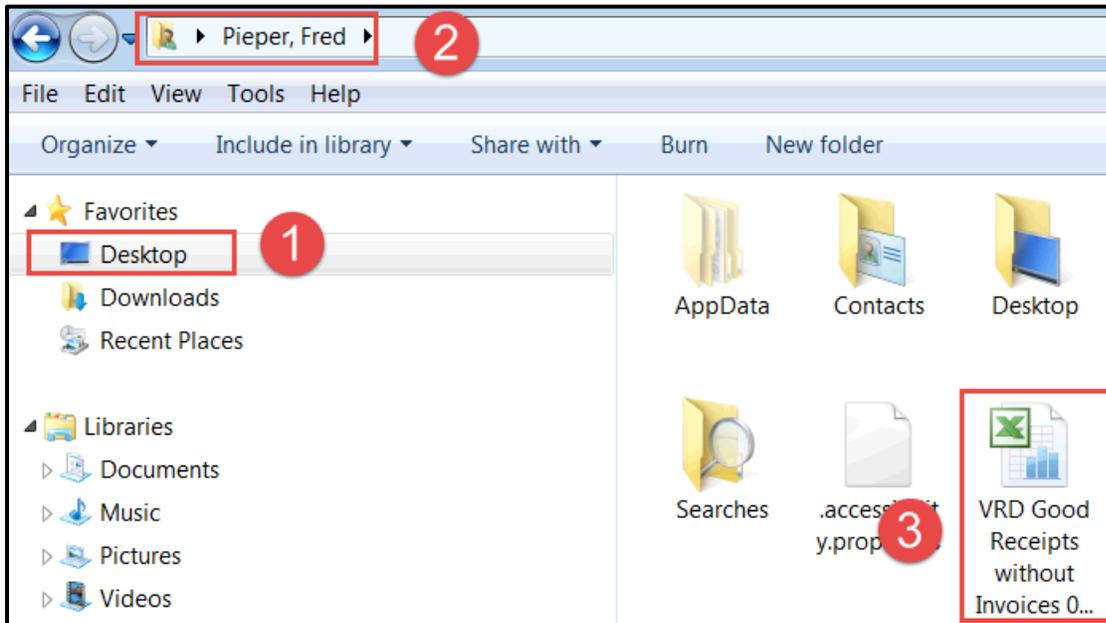
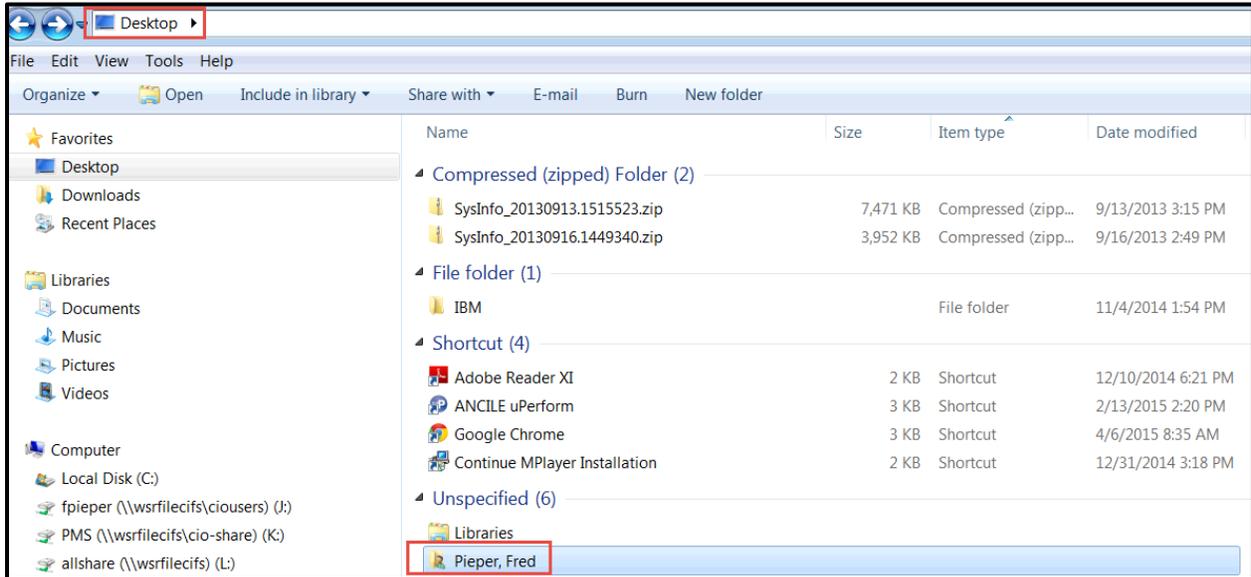
10. In the **Purchasing Documents by Document Number** window, click the **Generate** button.



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Your document is now stored on the directory and under the file name you created. In this example, the document is stored in:



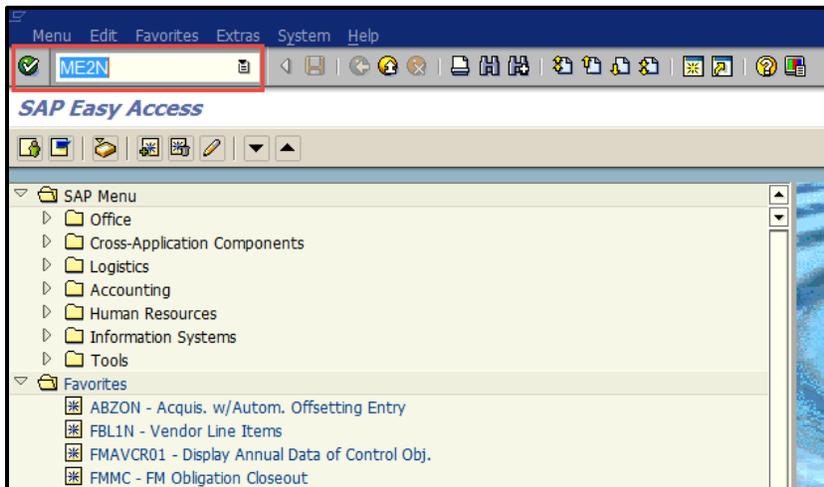
Note: The Excel report can be reformatted to accommodate your needs.

Coll. No.	Purch.Doc.	Agmt	Item	POH	Type	PGR	Doc. Date	Vendor/su	Short Text	Matl Group	A	Plnt	Quantity	OUN	Net price
	4600397341		1		ZSTD	210	2/6/2015	70000426: #16937 Bir		61500 K		VR01	5 EA		2.78
	4600397341		2		ZSTD	210	2/6/2015	70000426: #22998 W.		61500 K		VR01	1 EA		54.09
	4600397341		3		ZSTD	210	2/6/2015	70000426: #30001 SA		61500 K		VR01	2 DZ		3.83
	4600397341		4		ZSTD	210	2/6/2015	70000426: #33001 SA		61500 K		VR01	2 DZ		9.06

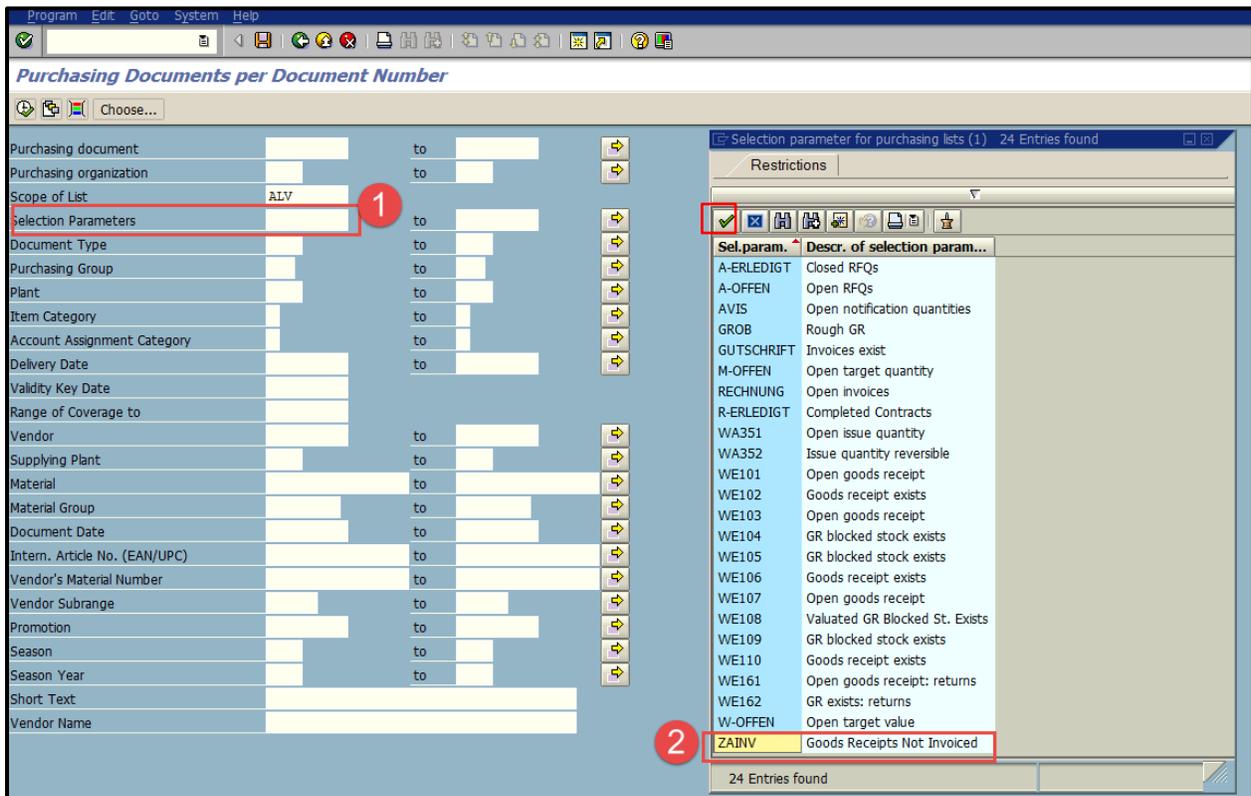
Accessing the ME2N Report from ECC

If your SCEIS Security Roles only authorize you ECC access, then the following screenshots provide the **ME2N process from ECC**.

1. Enter the **ME2N** transaction in the menu field.



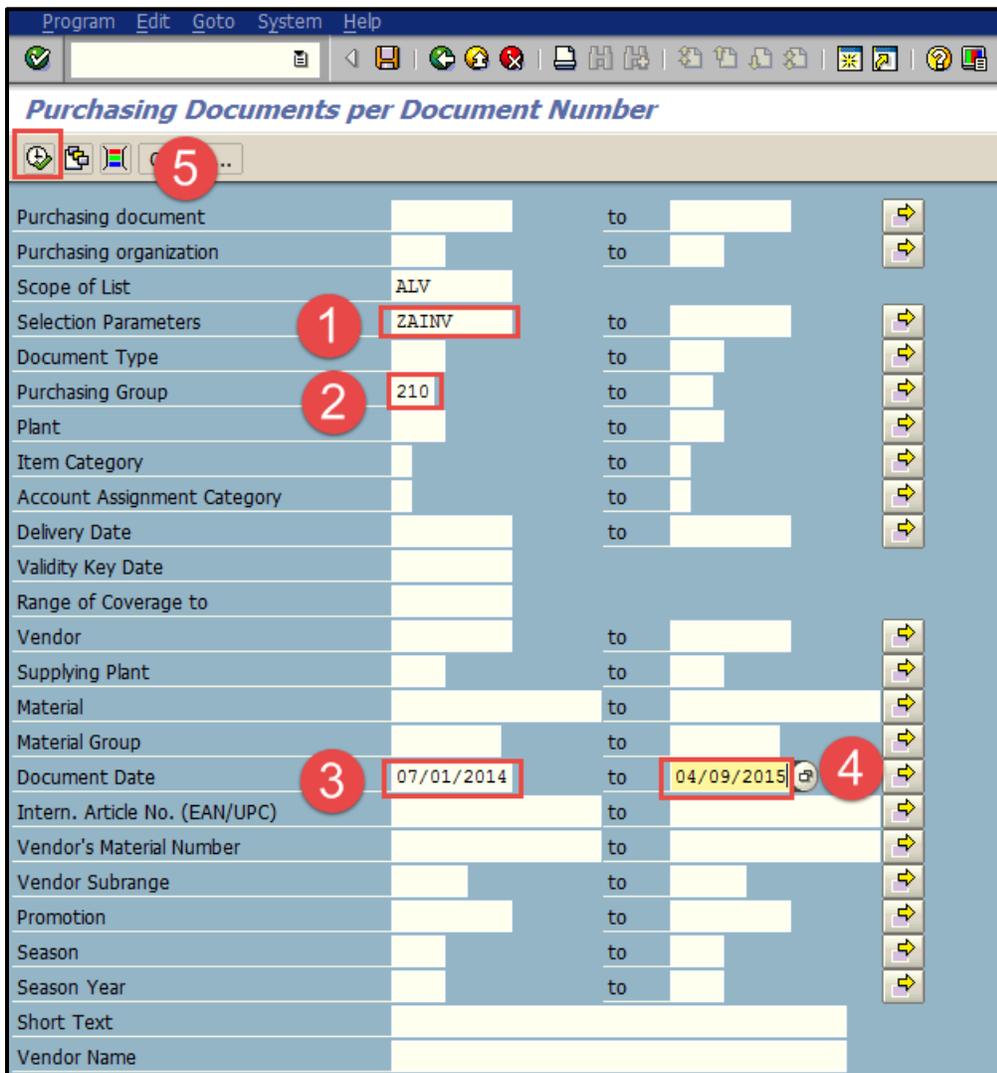
2. Click in the **Selection Parameters** field (step 1 below) and a drop-down menu will appear.
3. Select/highlight the Selection Parameter (**Sel.param.**) of "ZAINV" (step 2 below). Then either double-click the highlighted row or click the green checkmark.



Now that you have selected the ZAINV Selection Parameter (step 1 below), the results of the search will then be dependent upon the other search criteria you build into the search.

Enter the Purchasing Group in the **Purchasing Group** field for your search, if known. If unknown, click in the **Purchasing Group** field and use the drop-down to search and select. In this ME2N search example, we will utilize the South Carolina Vocational Rehabilitation Department's Purchasing Group of 210 (step 2 below) and the Document Dates of 07/01/2014 (step 3 below) through 04/09/2015 (step 4 below).

Select the **Execute** icon  (step 5 below) to initiate the search.



When the search is completed the results will appear to indicate purchase orders with goods receipt and no invoice.

Coll. No.	Purch.Doc.	Agreement	Item	POH	Type	PGR	Doc. Date	Vendor/supplying plant	Short Text	Matl Group	A	Plant	Quantity	OUn	Net price	Crpy	Per	Net Value	To be del.	To be inv.	
																		USD	19,438.56		
4600365811	4400008646		1	ZBLT	210		08/26/2014	7000037868 UNITED PARCEL SERVICE INC	3002 Courier Svc 293e79	96224	K	VR01	4,622.00	EA	1.00	USD	1	4,622.00	814.00	903.82	
4600385687			2	ZSTD	210		11/25/2014	7000031360 OFFICEMAX INCORPORATED	22766785 - E250X42G photoconductor	20772	K	VR01	1.00	EA	56.72	USD	1	56.72	0.00	1.00	
4600387982			1	ZSTD	210		12/10/2014	7000024242 FASTENAL COMPANY	0993255 - stainless steel balls	32000	K	VR01	2.00	EA	4.75	USD	1	9.50	0.00	2.00	
4600390112			6	ZSTD	210		12/23/2014	7000042653 FORMS & SUPPLY INC	Paper Mate Highlighter	61500	K	VR01	2.00	EA	2.61	USD	1	5.22	0.00	2.00	
4600397341			1	ZSTD	210		02/06/2015	7000042653 FORMS & SUPPLY INC	#16937 Binder, View, Blodgrd.	61500	K	VR01	5.00	EA	2.78	USD	1	13.90	0.00	5.00	
4600397341			2	ZSTD	210		02/06/2015	7000042653 FORMS & SUPPLY INC	#22998 WAU Astrobrights, Mixed Color Pap	61500	K	VR01	1.00	EA	54.09	USD	1	54.09	0.00	1.00	

Each purchase order can then be opened and examined by clicking on the purchase order number in the **Purch Doc** column.

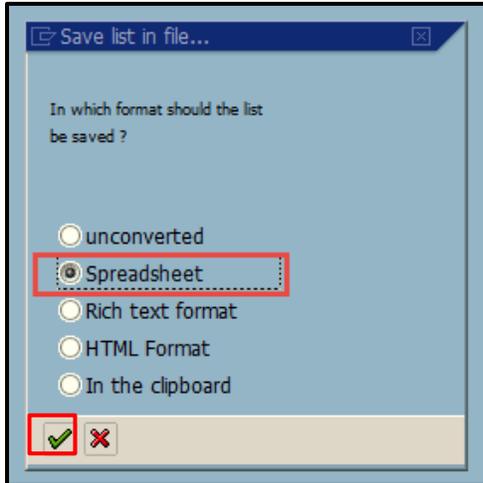
Download ME2N Report to Excel Spreadsheet

To download and sort the report, SCEIS provides a function of replicating the data from ECC to an Excel spreadsheet. The following steps indicate one method of saving the data from ECC to an Excel spreadsheet.

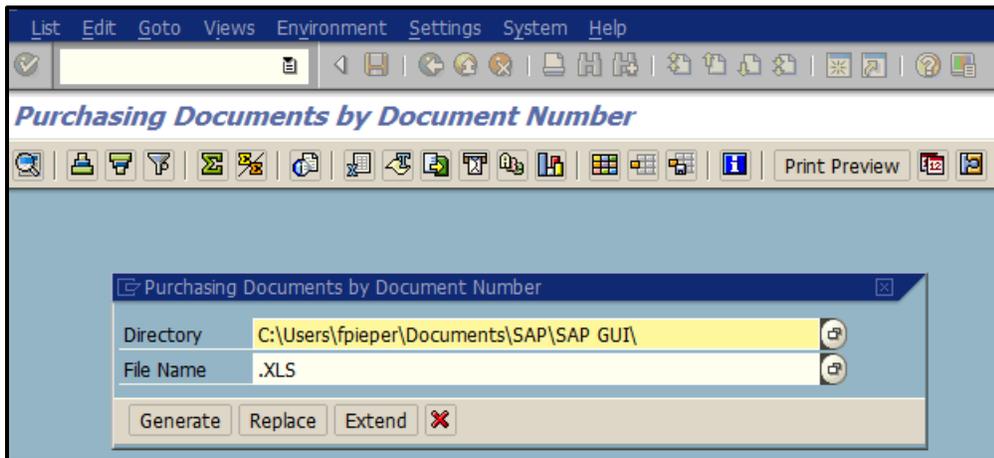
1. Click the **Local File** icon

Coll. No.	Purch.Doc.	Agreement	Item	POH	Type	PGR	Doc. Date	Vendor/supplying plant
4600365811	4400008646		1	ZBLT	210		08/26/2014	7000037868 UNITED PARCEL SERVICE INC
4600385687			2	ZSTD	210		11/25/2014	7000031360 OFFICEMAX INCORPORATED
4600387982			1	ZSTD	210		12/10/2014	7000024242 FASTENAL COMPANY

- In the **Save list in file...** window, select **Spreadsheet** and click the green checkmark.



- In the **Purchasing Documents by Document Number** window that displays, the system will default to C:\Users\userid\Documents\SAP\SAP GUI\. In this example, the default is C:\Users\fpieper\Documents\SAP\SAP GUI\. The default **Directory** name is in SCEIS SAP server. You should change the **Directory** and **File Name** to a directory and file name that can easily be obtained. For example, your Desktop and then a file name that represents the file.



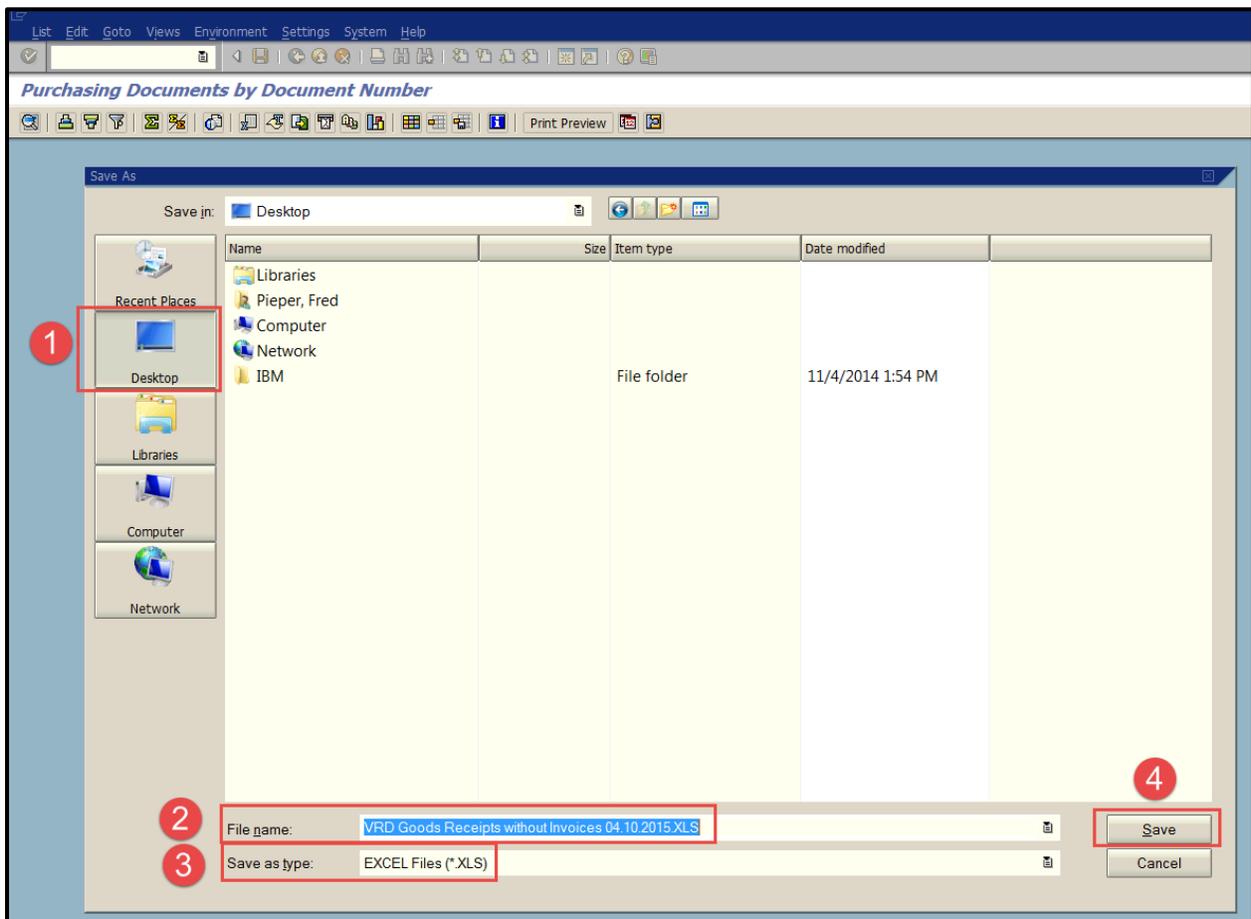
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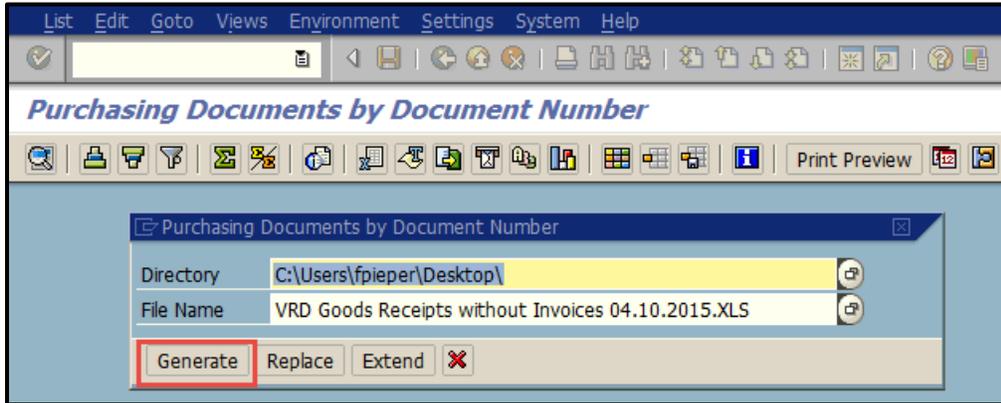
- Click in the **Save in:** field to see a drop-down of possible options and make any necessary changes in order to place the file in the directory and under the file name you can recognize and retrieve. **It is of vital importance to save the file under Save as type: as an Excel XLS (step 3 below).**

In this example, the **Directory** is changed to fpieper’s desktop (step 1 below) and the **File Name** to “VRD Goods Receipts without Invoices 04.10.2015,” (step 2 below)

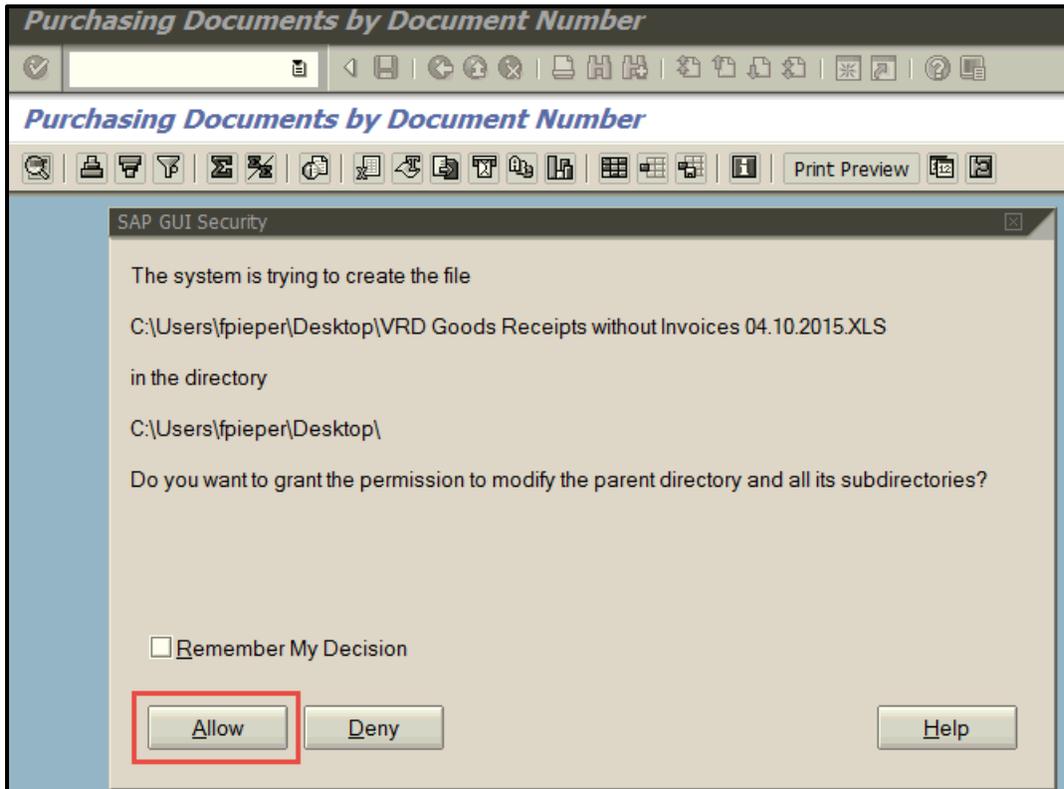
- Click the **Save** button (step 4 below).



- After the above steps are completed, the screen will change to the presentation shown below. Click the **Generate** button.



- The system will then generate SAP GUI Security management notice. Click the **Allow** button.



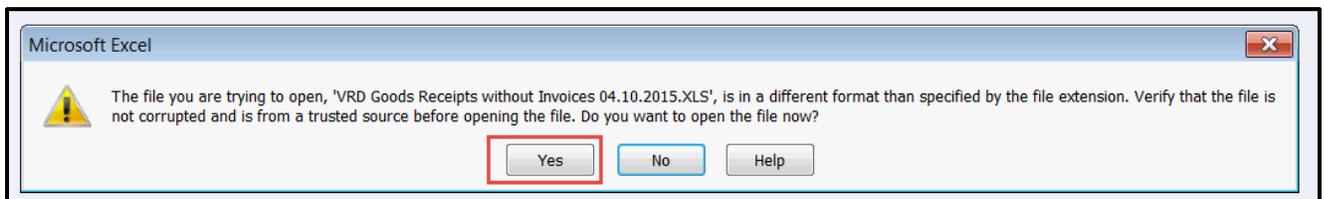
Weekly Update

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Your document is now stored on the directory and under the file name you created. In this example, the document is stored in Fred Pieper's desktop.



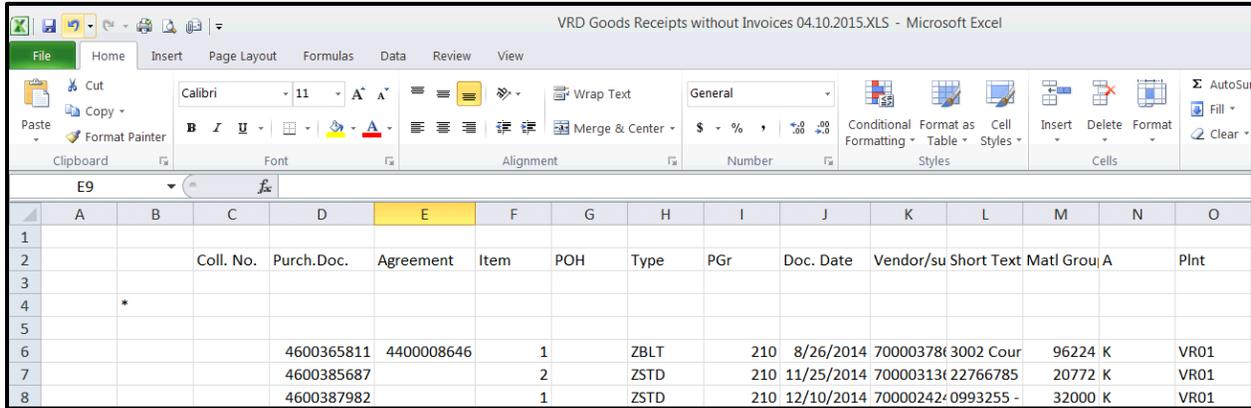
When you open the file, the Excel spreadsheet will be available. You may receive the following Microsoft Excel management notice, if you do select the **Yes** button to open the file.



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Note: The Excel report can be reformatted to accommodate your needs.



The screenshot shows an Excel spreadsheet titled "VRD Goods Receipts without Invoices 04.10.2015.XLS". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2			Coll. No.	Purch.Doc.	Agreement	Item	POH	Type	PGr	Doc. Date	Vendor/su	Short Text	Matl Grou	A	Plnt
3															
4		*													
5															
6			4600365811	4400008646		1		ZBLT	210	8/26/2014	70000378	3002 Cour	96224	K	VR01
7			4600385687			2		ZSTD	210	11/25/2014	70000313	22766785	20772	K	VR01
8			4600387982			1		ZSTD	210	12/10/2014	70000242	0993255 -	32000	K	VR01

If you have questions about using these functionalities, contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.