MM_ME21

Create Purchase Order for an Asset

Overview

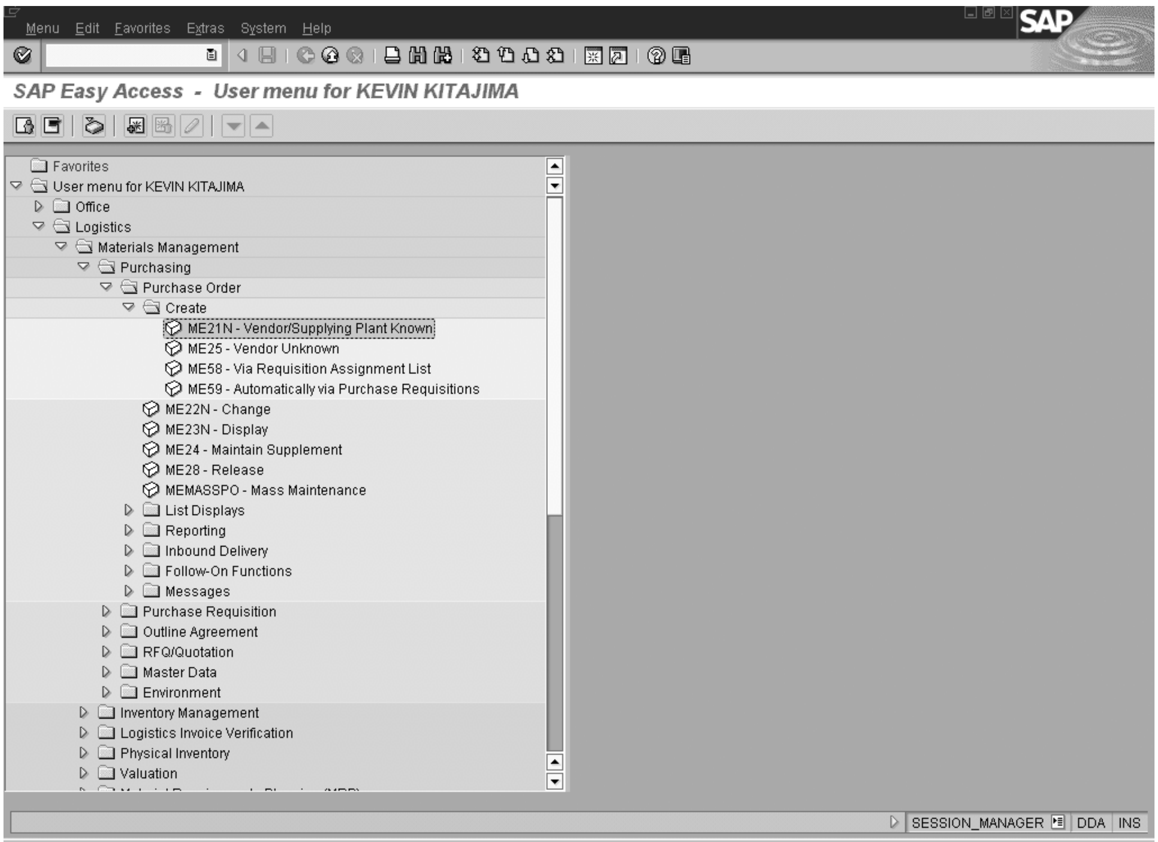
The procedures described in this training document cover instructions for the creation of a purchase order (PO) that is used to procure materials that are considered to be assets. Except for a difference in the account assignment and additional information requested to create an asset on the purchase order, the procedures remain the same as a purchase order for a non-asset item. Those procedures are contained in another training document and should be reviewed and used with this document.

OBJECTIVE(S):

- To create a Purchase Order for an asset

Access the Create Purchase Order: Initial Screen

1. Select **Logistics > Materials Management > Purchasing > Purchase Order > Create > ME21**



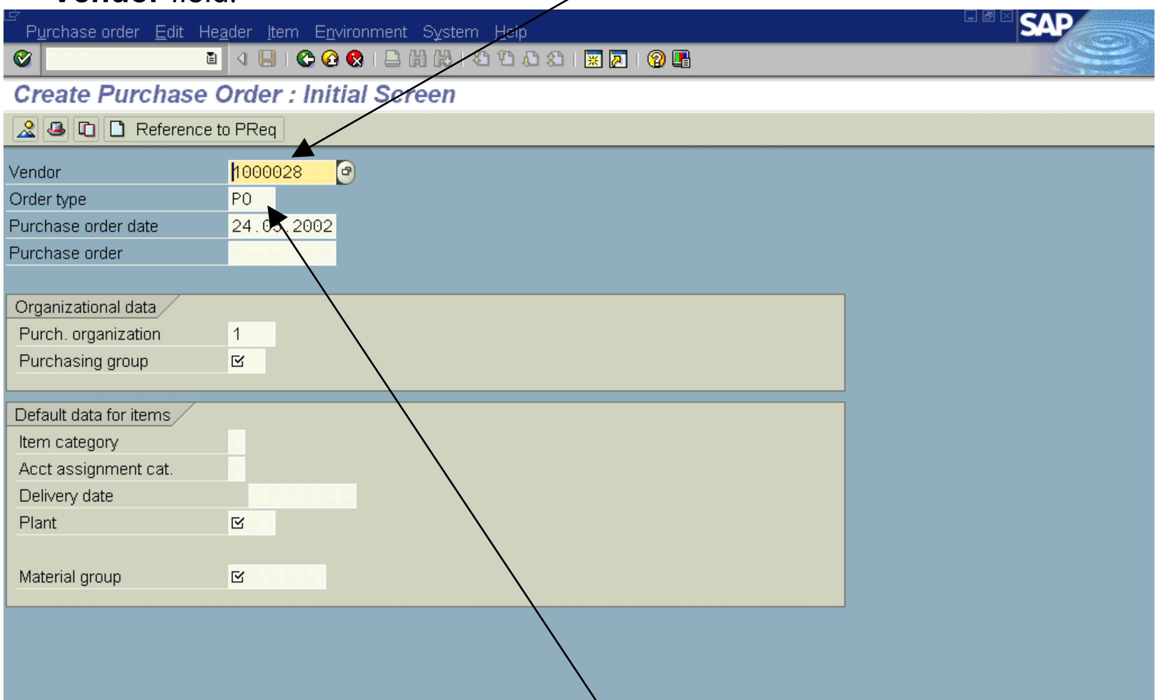
> ***NOTE**: Entering the technical name for the transaction in the Command field can shortcut using the menu tree. Here you could enter* **<ME21>** *to go the same screen.*

2. The ***Create Purchase Order: Initial Screen*** appears.

Create Purchase Order: Initial Screen

1. The cursor starts in the ***Vendor*** field. The ***Vendor*** field is for the vendor that is to be used for the PO. If the vendor is not known, use the *Matchcode* icon to see a list of options available.

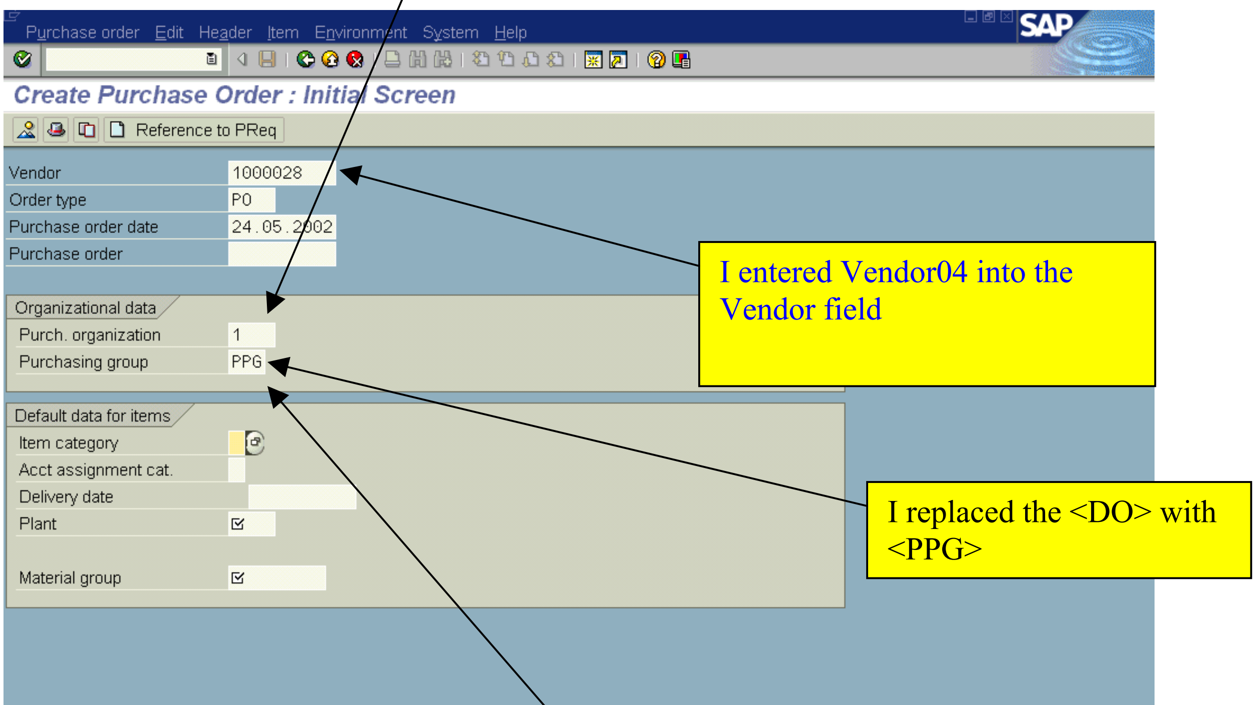
For training purposes, click on the Matchcode icon in the ***Vendor*** field. Search for and choose the *Vendor* that the instructor assigns you. (e.g., Vendor 01, Vendor 02, Vendor 03, etc.). The *Vendor number* will populate the **Vendor** field.



1. Press **[Tab]** to proceed to the **Order type** field. The **Order type** field denotes the kind of purchasing process that is to be followed.

For training purposes, enter **<PO>** in the **Vendor** field.

2. **[Tab]** down until you reach the **Purch. organization** field. The **Purch. organization** field identifies the code of the organization initiating the order. This field defaults to “1” (LACCD’s code).

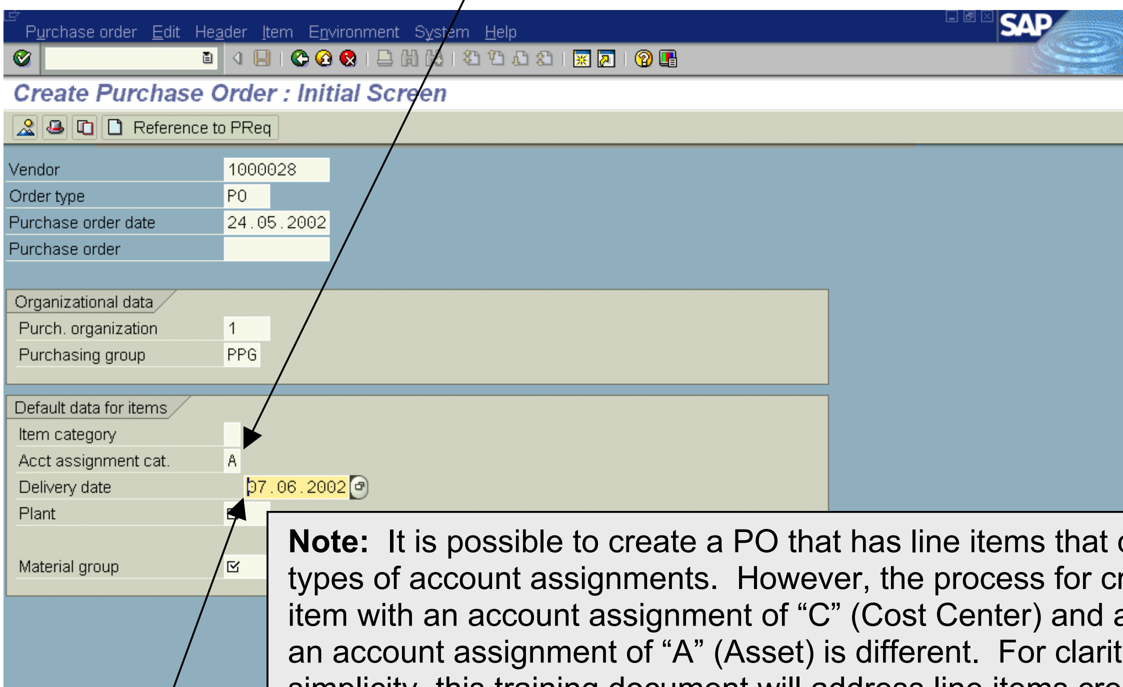


3. Press **[Tab]** to proceed to the **Purchasing group** field. The **Purchasing group** field identifies the buyer.

For training purposes, enter **<PPG>** in the **Purchasing group** field.

4. **[Tab]** down until you reach the **Acct. assignment cat.** field. The **Acct. assignment cat.** field determines the type of account to charge for the financial transaction.

For training purposes, enter **<A>** in the **Acct. assignment cat.** field.



Note: It is possible to create a PO that has line items that contain both types of account assignments. However, the process for creating a line item with an account assignment of "C" (Cost Center) and a line item with an account assignment of "A" (Asset) is different. For clarity and simplicity, this training document will address line items created with account assignment "A" only. A separate training document has been written for line items created with account assignment "C."

5. Press **[Tab]** to proceed to the **Delivery date** field. The **Delivery date** field identifies the date on which the goods are to be delivered. The system will default to the current date.

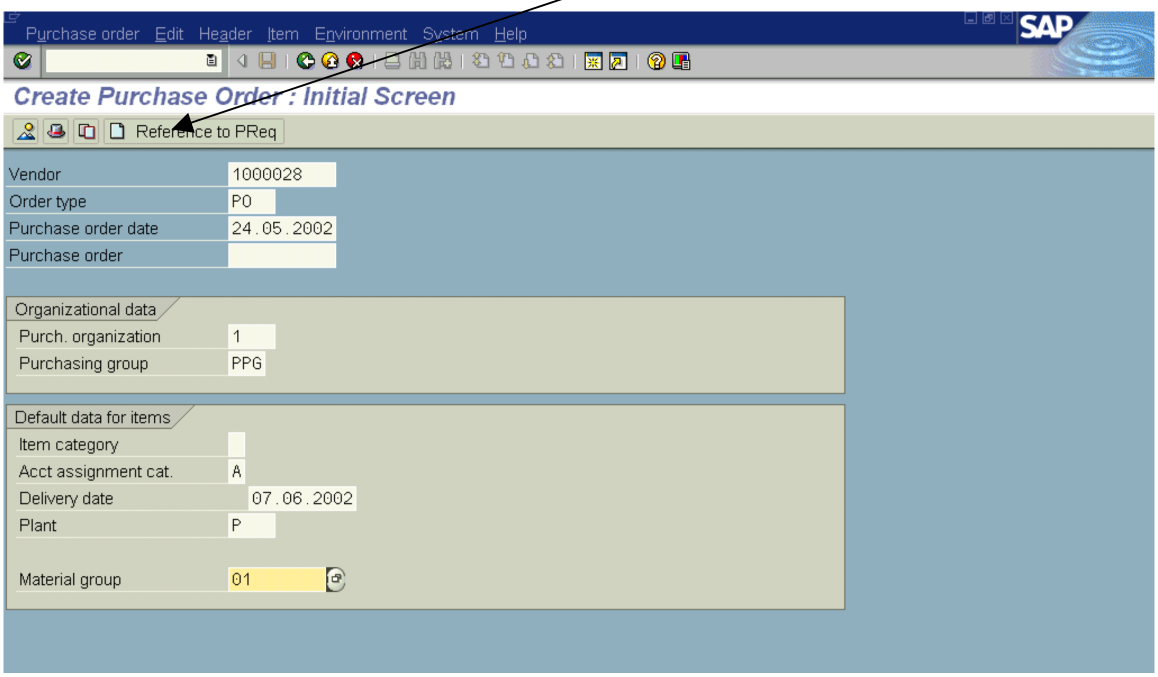
For training purposes, enter **<a Date approx. 2 weeks from today's date>** in the **Delivery date** field.

6. Press **[Tab]** to move to the **Plant** field. The **Plant** field identifies the campus location that is ordering the asset.

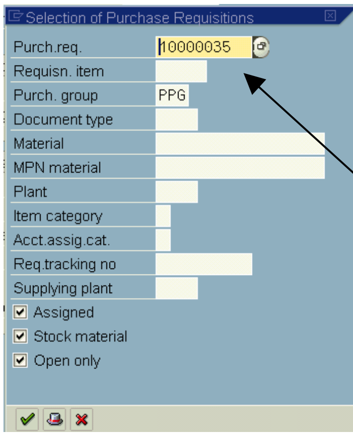
For training purposes, enter **<P>** in the **Plant** field.

7. If a Purchase Requisition (PR) has been created for an asset, the PO can be created with reference to the PR. However, on the initial screen the required data fields must be completed to select the Reference to Preq Reference to PReq function on the tool bar or else a warning to "***Make all entry in the data fields***" will appear on your status bar. When you create a PO with reference to a PR, SAP will default information from the PR into your PO.

For training purposes, press the Reference to PReq Reference to PReq button.



8. The Selection of Purchase Requisitions pop-up box will appear:

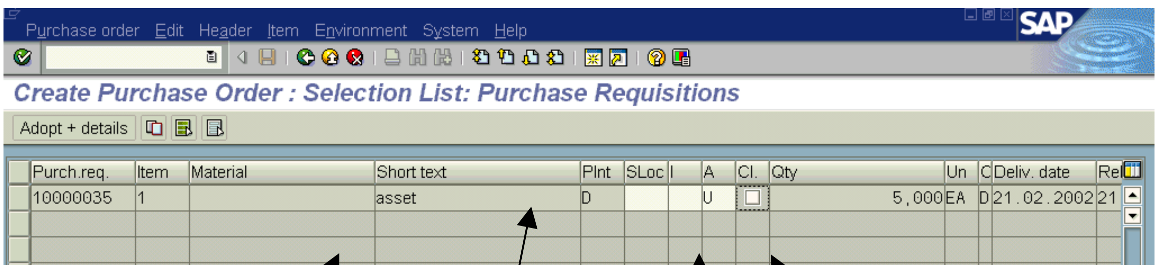


(1) What PR number do I reference here?? I used the matchcode icon and I got one number that works 10000035. However, I can only get so far. I marked it down below, how far I was able to get

For training purposes, enter **<a PR number that you wish to use as a reference>** in the **Purch. Req** field.

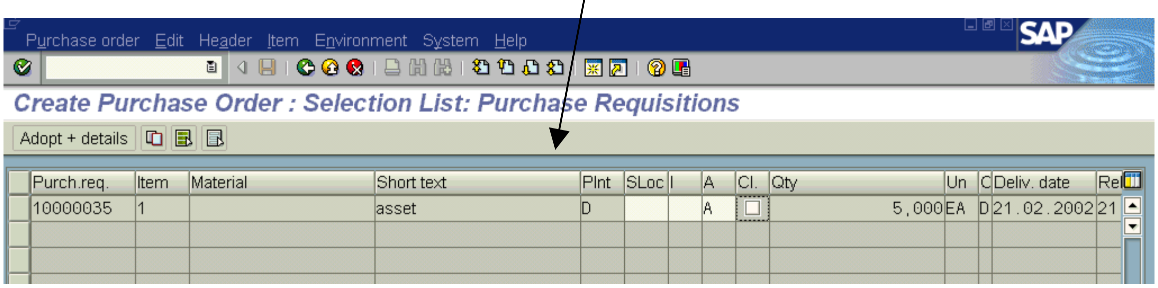
Click the **(Enter)** button.

9. The ***Change Purchase Order: Selection List: Purchase Requisitions*** screen appears

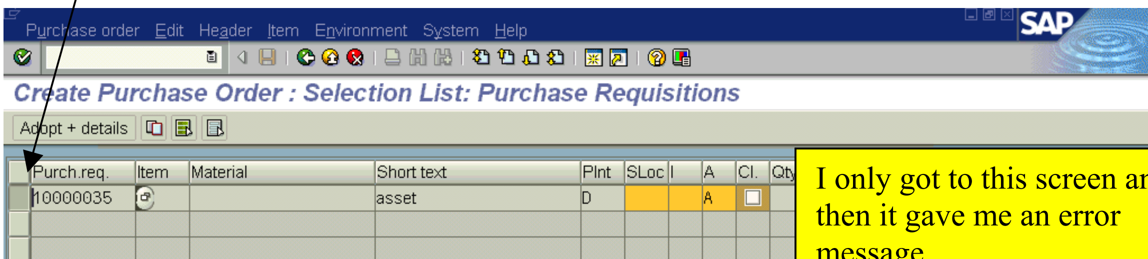


Note:
During this step, you will be completing information with regards to the line item. You will furnish broad overview information for the screen above. Because we created a PO with reference to a PR, the information in the PR will be defaulted into these data fields.

10. If applicable, change the letter “U” to “A” in the **Acct. Assignment** column. You must change the letter because the PO that you are creating is an “asset” and not “unknown.”

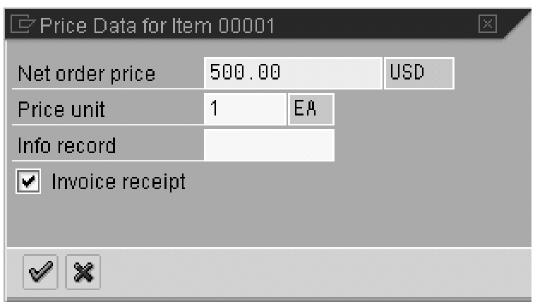


12. Click on the far left hand box of the line item(s) you wish to have on the Purchase Order and click the Adopt + details Adopt + details button.



I only got to this screen and then it gave me an error message.

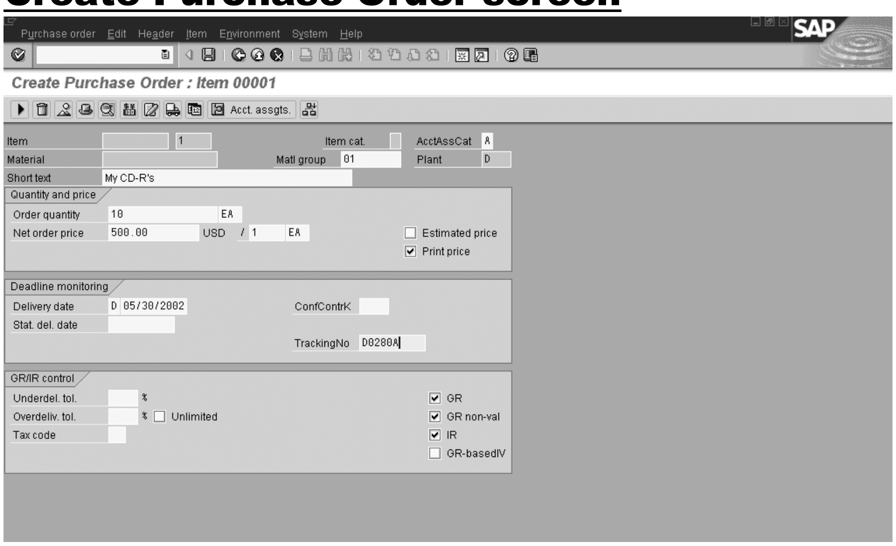
13. The **Price Data for Item** box appears. This box will allow you to verify the price and the item you are purchasing.

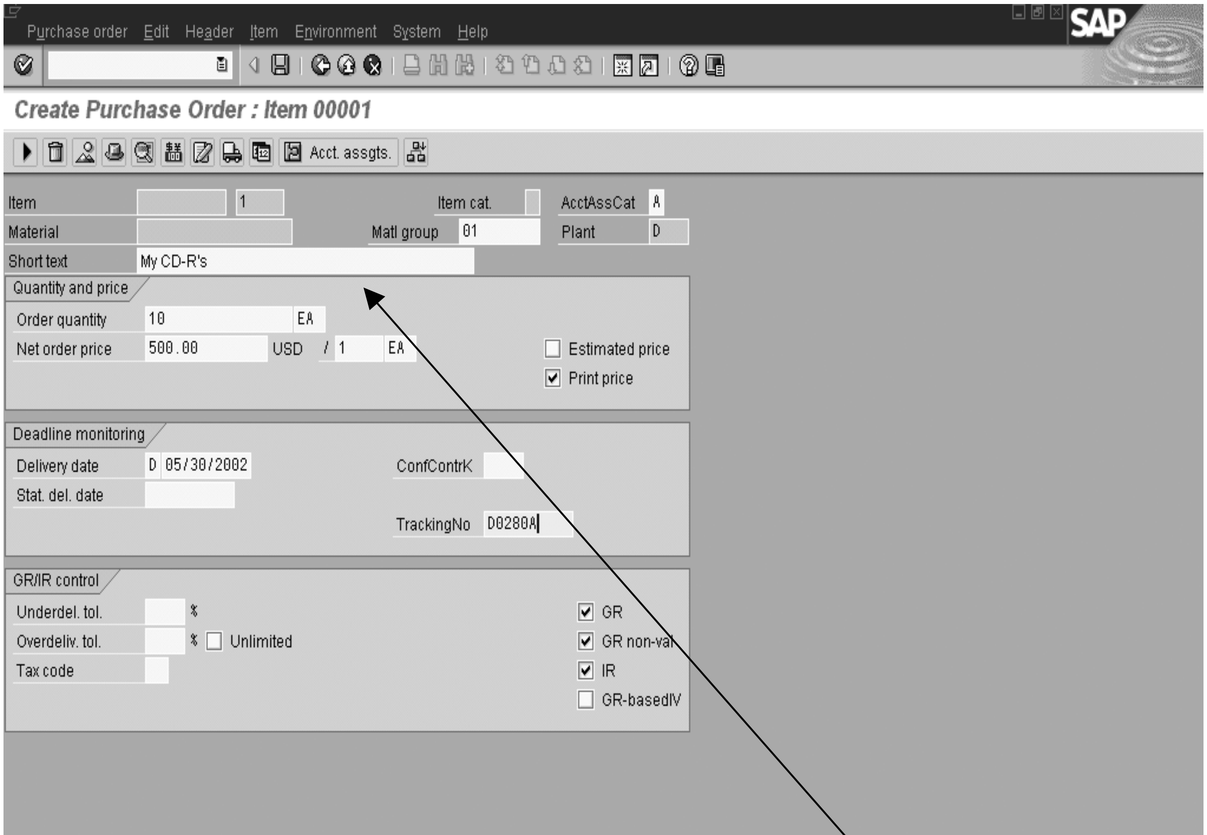


For training purposes, click on the **(Enter)** button.

14. The ***Create Purchase Order*** screen appears.

Create Purchase Order screen



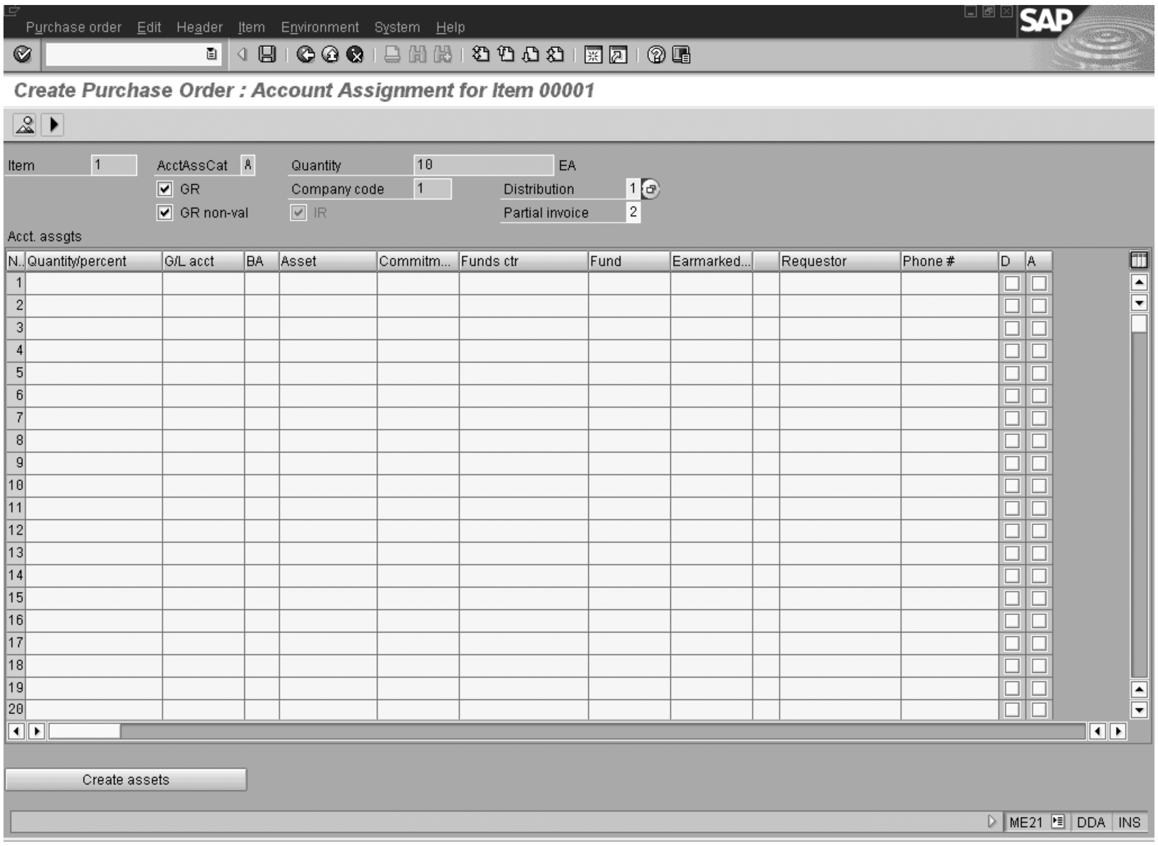


1. Enter all the valid information into the required fields.
2. Click on the  **(Enter)** button.

> **Note:** Because the PO is referenced in this example, it will automatically take the values of the Purchase Requisition and place them into the corresponding fields.

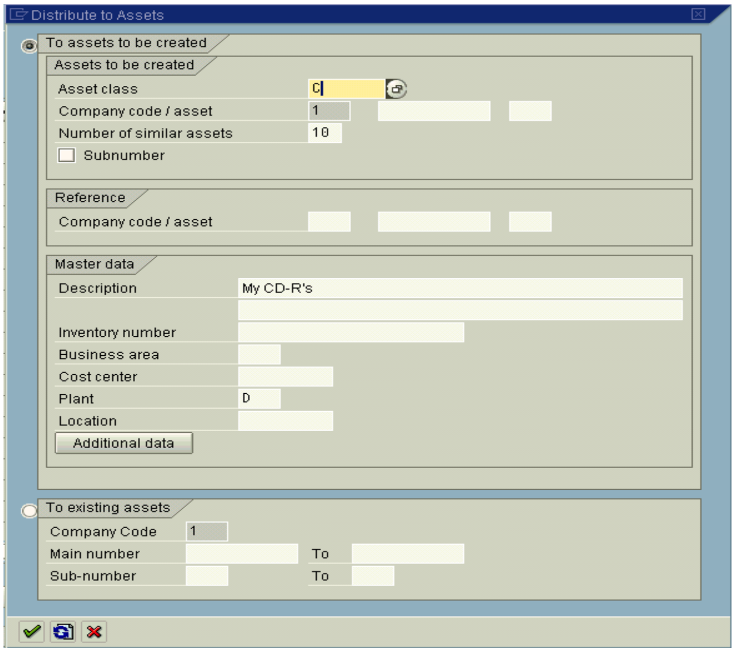
3. The ***Create Purchase Order: Account Assignme*nt** screen appears.

Create Purchase Order: Account Assignment screen



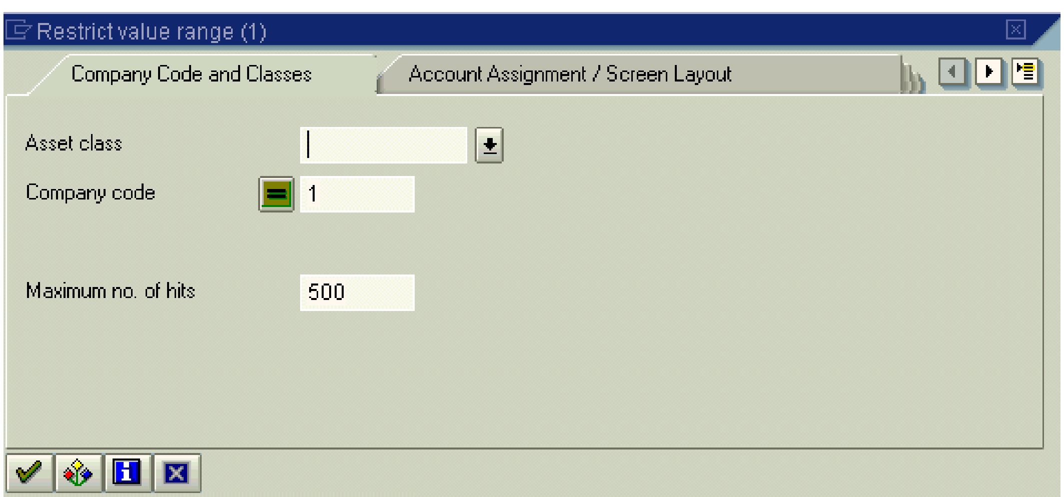
1. Since this item is an asset, you will need to select the Create assets button Create assets at the bottom of the screen.
2. The ***Distribute to Assets*** pop-up screen appears.

Distribute to Assets pop-up screen

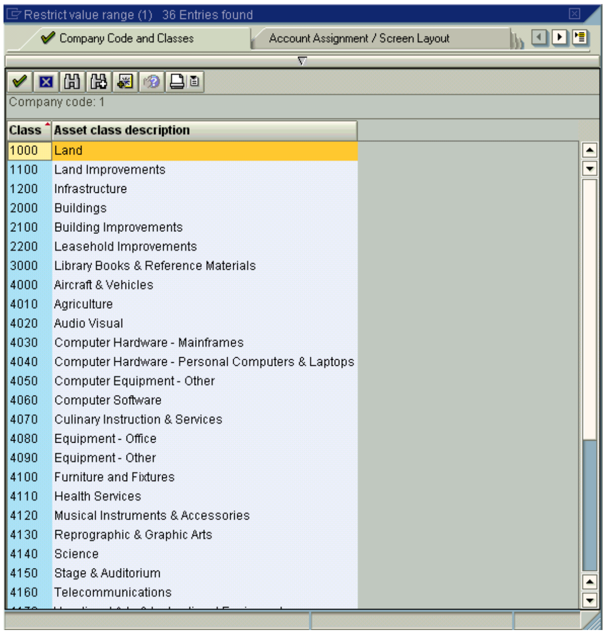


1. The cursor starts on the **Asset class** field. Enter the asset class of the item being purchased. If you do not know the asset class number, press on the Matchcode icon.

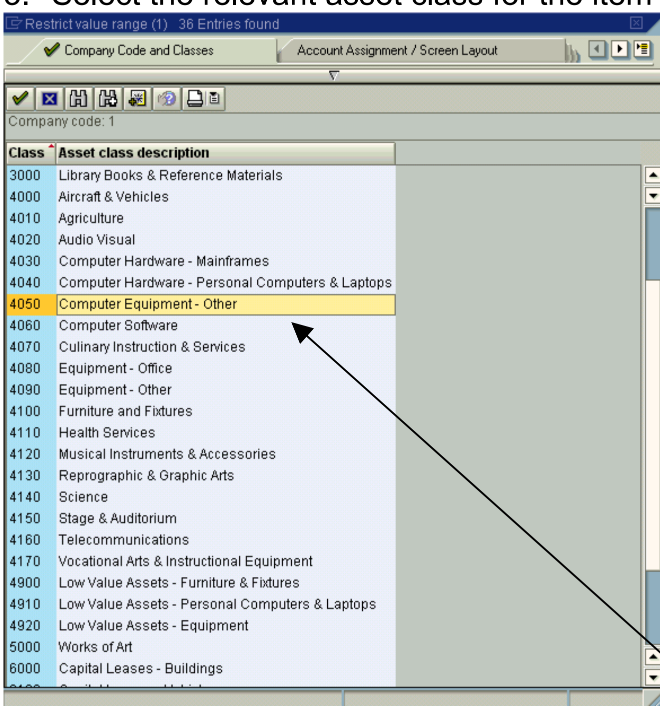
For training purposes, click on the Matchcode icon and the following screen appears.



2. To view a list of asset class numbers, press the (Enter) button.

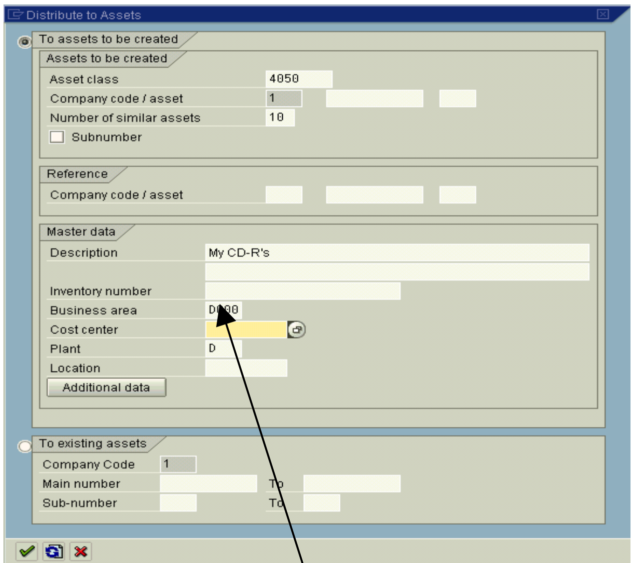


3. Select the relevant asset class for the item being purchased.



For training purposes, click on the **Computer Equipment-Other** line and click the **(Enter)** icon.

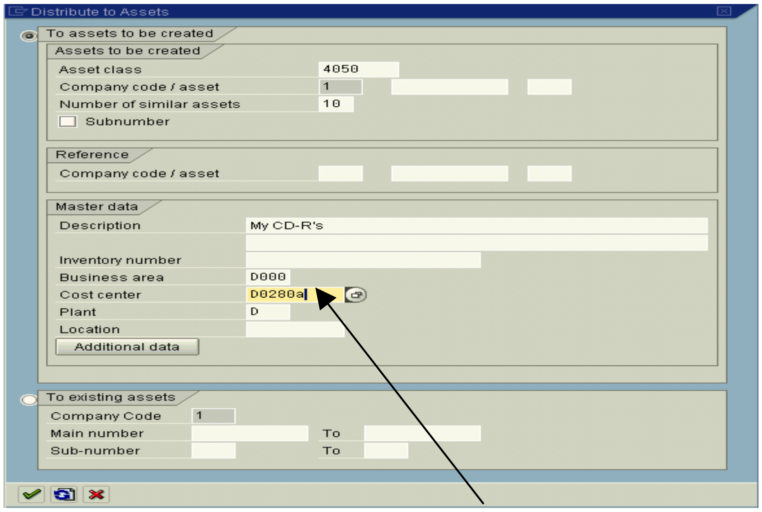
4. The ***Distribute to Assets*** screen will re-appear with the Asset class number.



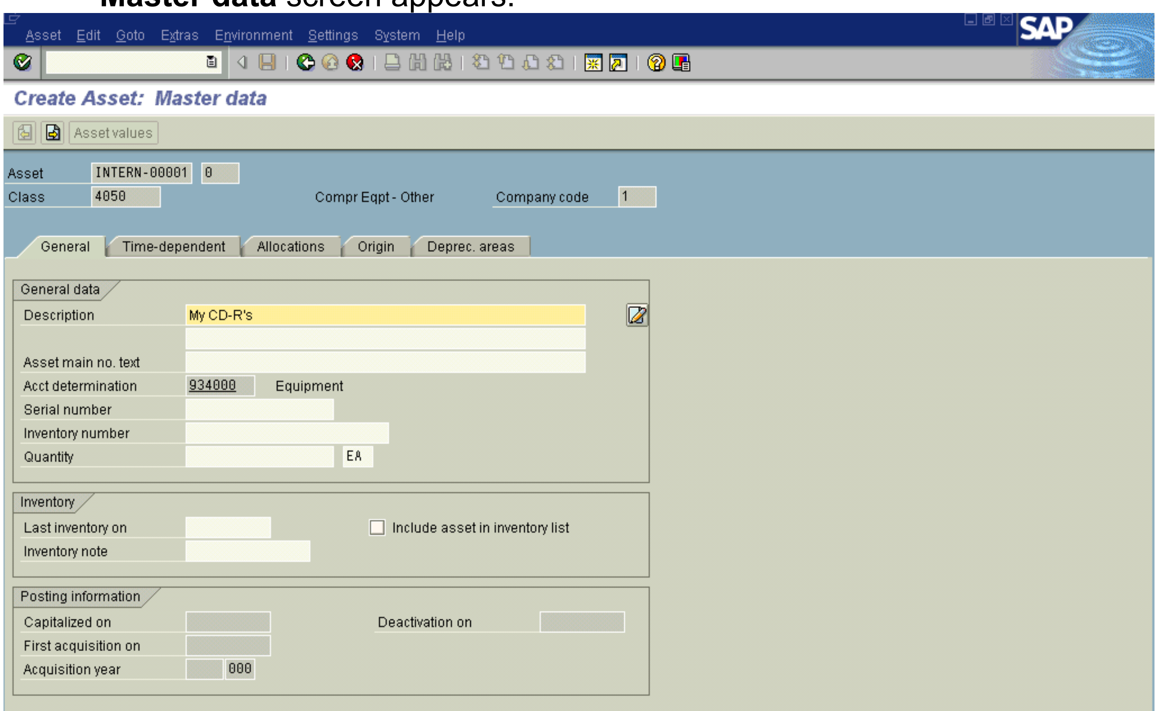
5. Click on the **Business area** field. The **Business area** field describes the area of business.

For training purposes, enter **<P000>** in the **Business area** field. **<P000>** stands for the "district office."

6. Press **[Tab]** to move to the **Cost center** field. The **Cost center** field describes the cost center to be charged for the material. The number is the same number as the **Tracking no.** The **Tracking no.** is located on the *Create Purchase Order* screen or can be found by viewing the corresponding purchase requisition details/information.



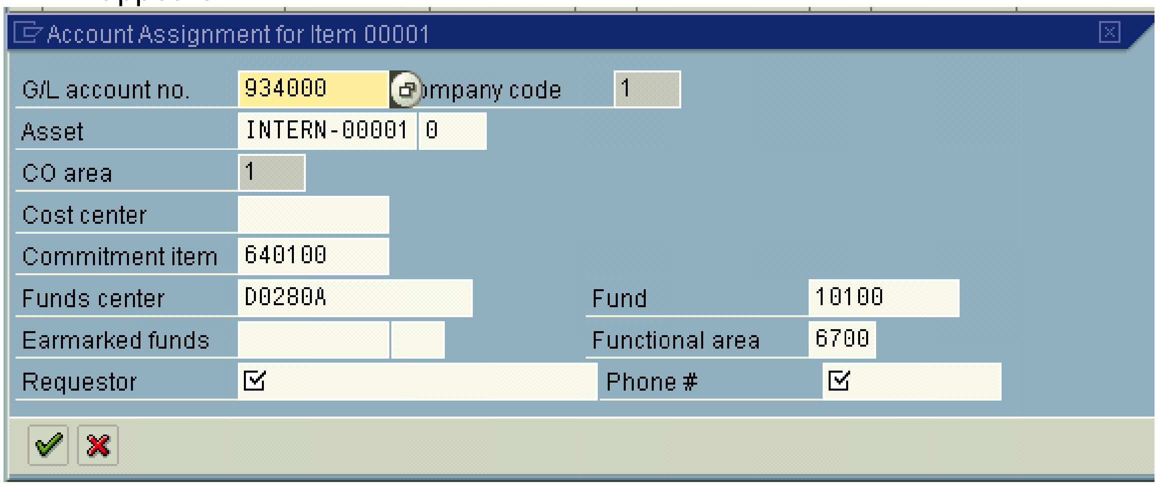
7. Enter the Tracking no. **<P0280A>** in the **Cost center** field.
8. Click on the Additional data [Additional data] button and the **Create Asset: Master data** screen appears:



<u>Note</u>:
This screen requires you to review the information on the asset. Master Data is used mainly by the Receiving department at the college or district office.

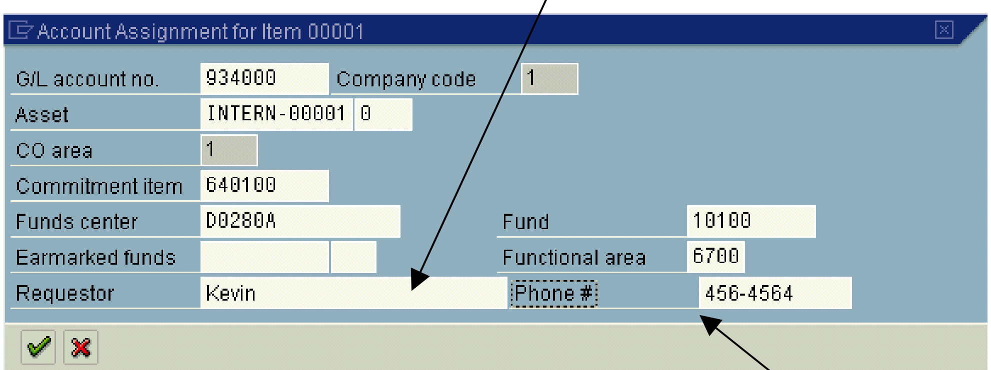
9. Click on the green arrow button to return to the ***Distribute to Assets*** screen.

10. Click the **(Enter)** button and the Account Assignment screen appears:



11. **[Tab]** down until you reach the **Requestor** field. The **Requestor** field represents the name of the person who requested the material.

For training purposes, enter **<your_name>** in the **Requestor** field.

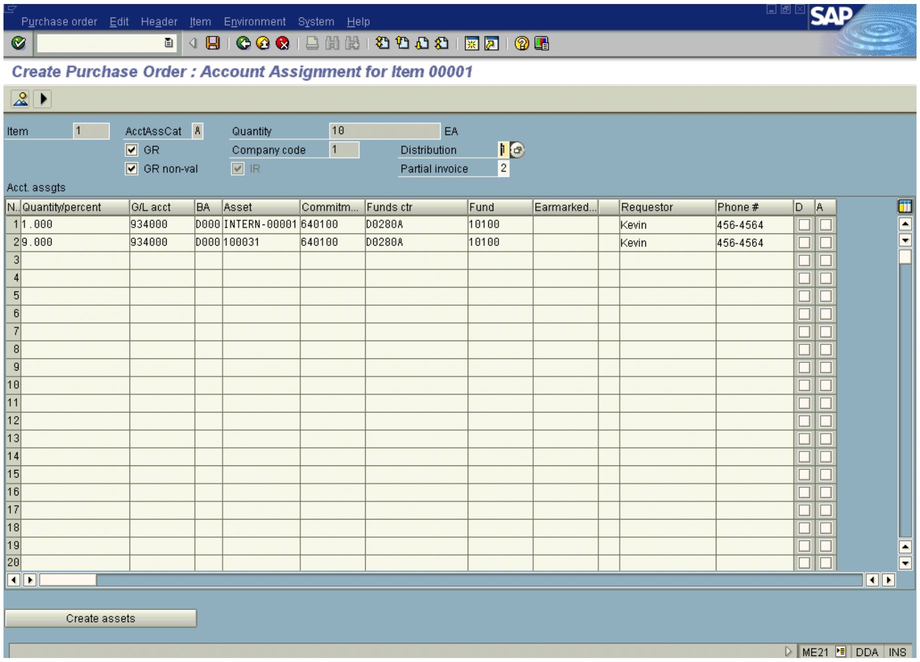


12. Press **[Tab]** to proceed to the **Phone #** field. The **Phone #** field identifies the Requestor's phone number.

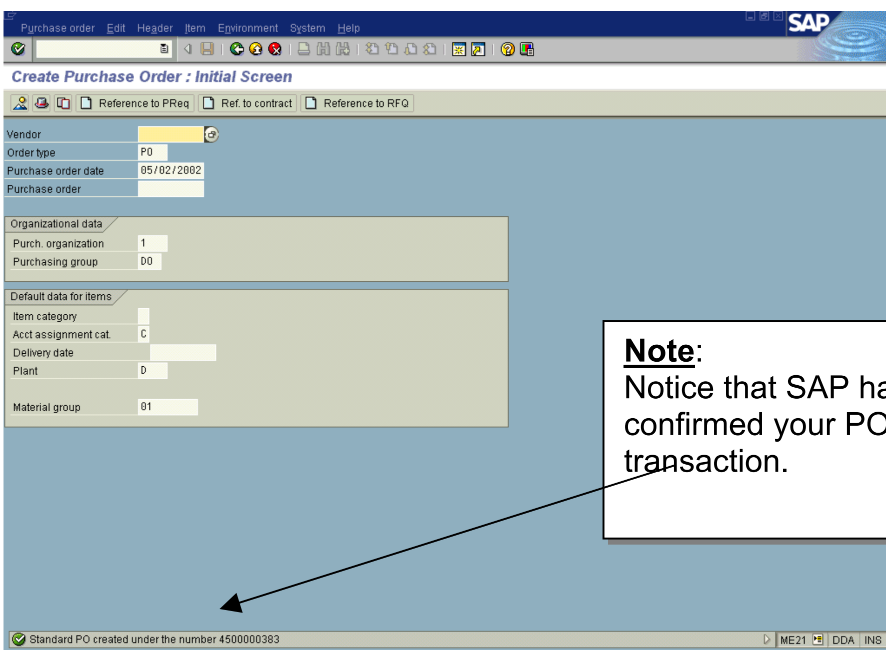
For training purposes, enter **<your_phone_number>** in the **Phone #** field.

13. Click on the **(Enter)** button.

14. The ***Create Purchase Order: Account Assignment for Item 0000X*** Screen appears.



15. Click the **(Save)** icon to save the transaction.
16. The ***Create Purchase Order: Initial Screen*** will appear:



Note:
Notice that SAP has confirmed your PO transaction.

Record this PO number for future reference: ______________________________

Section Complete