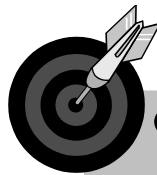


MM_ME21

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.

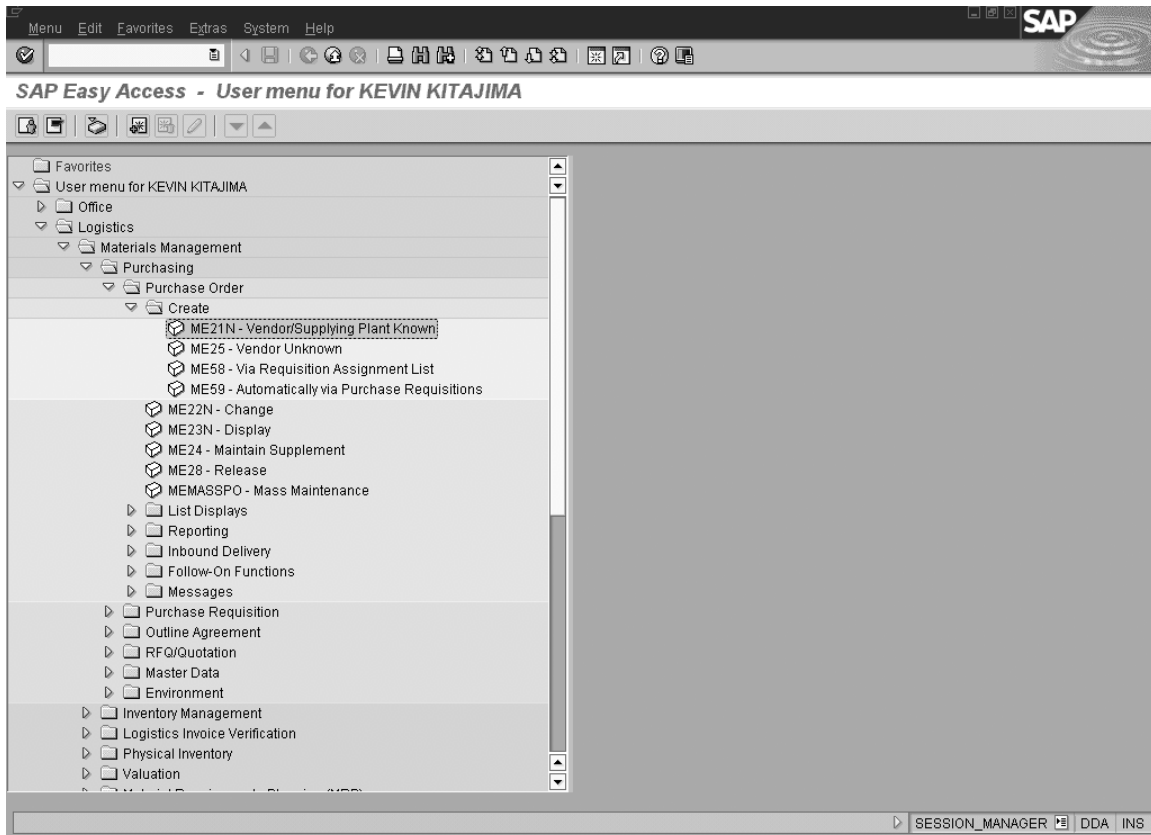


OBJECTIVE(S):

- 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**





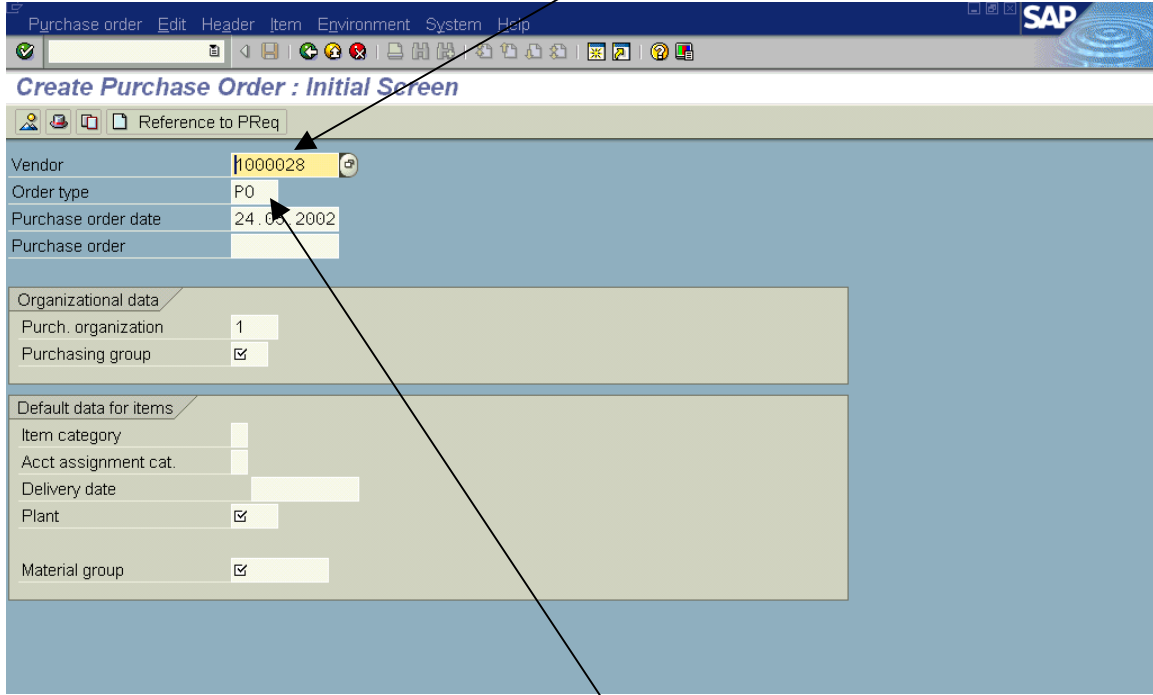
NOTE: Entering the technical name for the transaction in the Command field can shortcut using the menu tree. Here you could enter **<ME21>** to go the same screen.

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.



The screenshot shows the SAP 'Create Purchase Order: Initial Screen' interface. The 'Vendor' field is populated with '1000028' and has a Matchcode icon to its right. The 'Order type' field is set to 'P0'. The 'Purchase order date' is '24.03.2002'. Below these fields are sections for 'Organizational data' and 'Default data for items'. The 'Organizational data' section includes 'Purch. organization' (1) and 'Purchasing group' (checked). The 'Default data for items' section includes 'Item category', 'Acct assignment cat.', 'Delivery date', 'Plant' (checked), and 'Material group' (checked).

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).

The screenshot shows the SAP 'Create Purchase Order: Initial Screen' with the following data:

Vendor	1000028
Order type	P0
Purchase order date	24.05.2002
Purchase order	

Organizational data:

Purch. organization	1
Purchasing group	PPG

Default data for items:

Item category	
Acct assignment cat.	
Delivery date	
Plant	<input checked="" type="checkbox"/>
Material group	<input checked="" type="checkbox"/>

Annotations in yellow boxes:

- "I entered Vendor04 into the Vendor field" (points to the Vendor field)
- "I replaced the <DO> with <PPG>" (points to the Purchasing group field)

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.

The screenshot shows the SAP 'Create Purchase Order: Initial Screen' with the following data:

Vendor	1000028
Order type	P0
Purchase order date	24.05.2002
Purchase order	
Organizational data	
Purch. organization	1
Purchasing group	PPG
Default data for items	
Item category	
Acct assignment cat.	A
Delivery date	07.06.2002
Plant	
Material group	<input checked="" type="checkbox"/>


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."

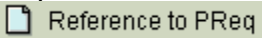
5. Press [Tab] to proceed to the **Delivery date** field. The **Delivery date** field identifies the date on which the goods are to be delivered. The system will default to the current date.


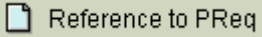


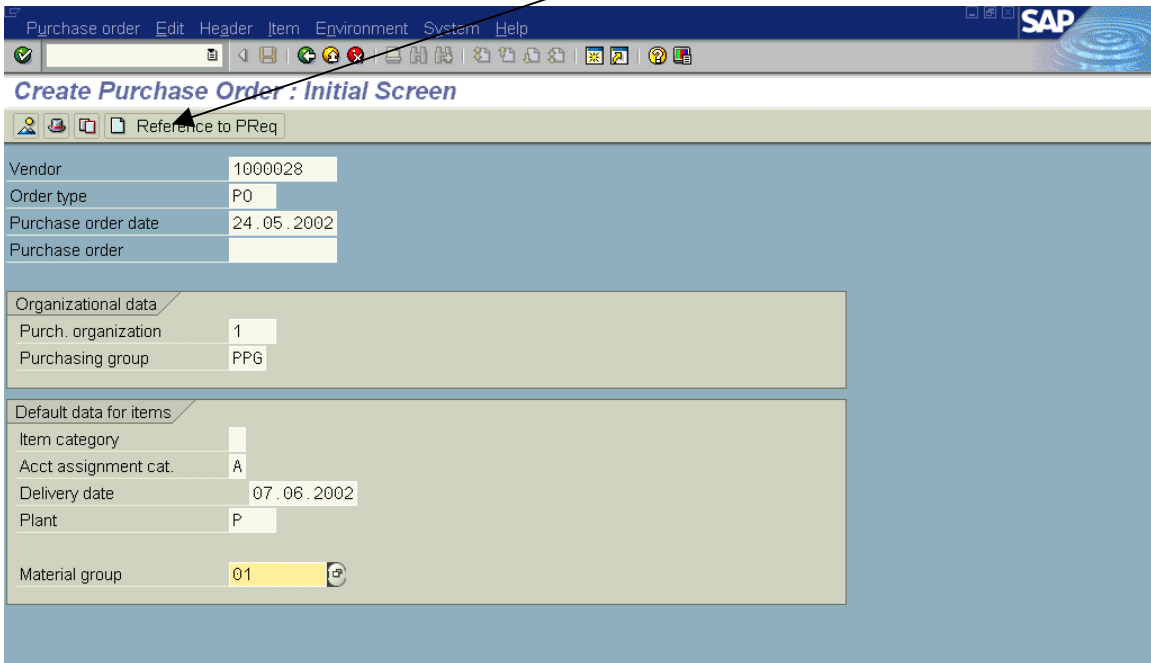
For training purposes, enter **<a Date approx. 2 weeks from today's date>** in the **Delivery date** field.

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

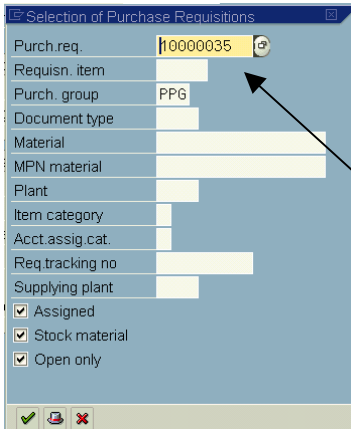
 For training purposes, enter <P> in the **Plant** field.

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  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  button.



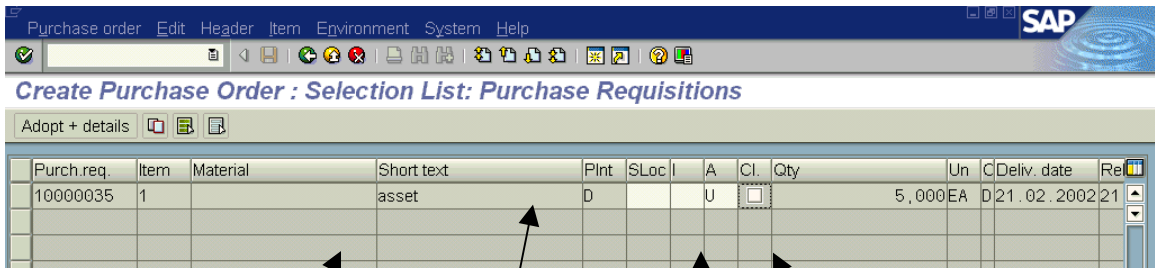
8. The Selection of Purchase Requisitions pop-up box will appear:



(1) What PR number do I reference here?? I used the matchode 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

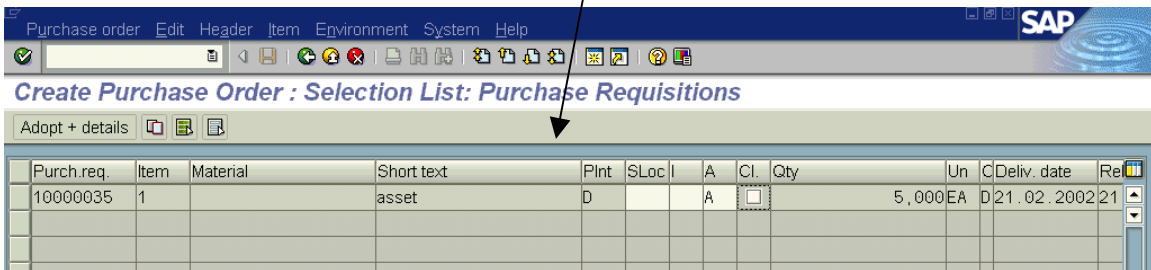
For training purposes, enter <a PR number that you wish to use as a reference> in the **Purch. Req** field. Click the (Enter) button.

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

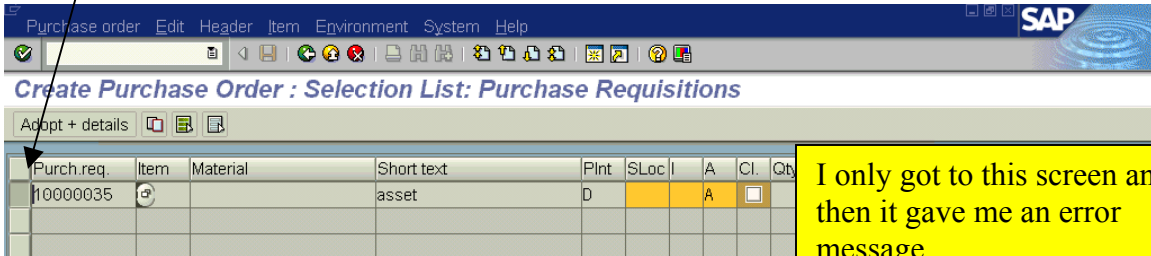


Note:
During this step, you will be completing information with regards to the line item. You will furnish broad overview information for the screen above. Because we created a PO with reference to a PR, the information in the PR will be defaulted into these data fields.

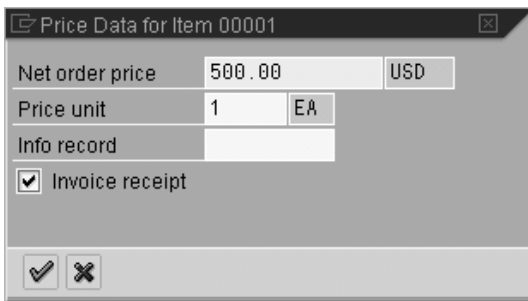
10. If applicable, change the letter “U” to “A” in the **Acct. Assignment** column. You must change the letter because the PO that you are creating is an “asset” and not “unknown.”



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.



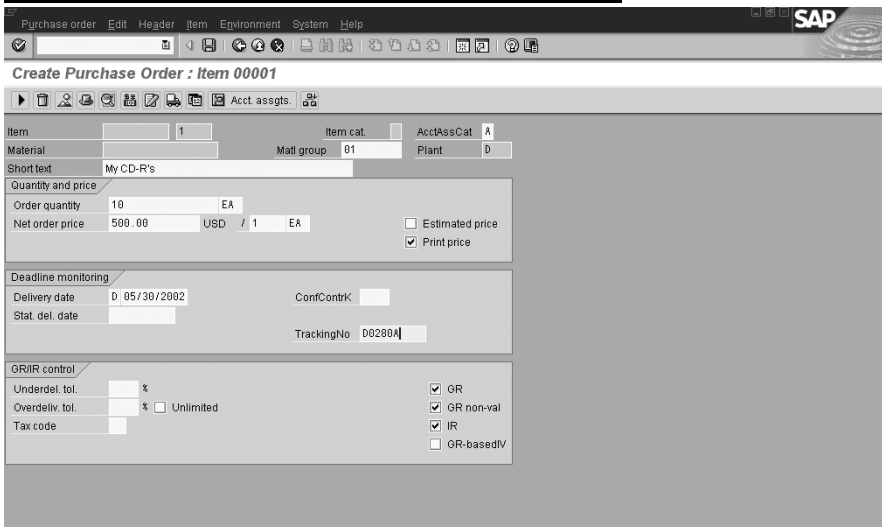
13. The **Price Data for Item** box appears. This box will allow you to verify the price and the item you are purchasing.



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

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

Create Purchase Order screen



Purchase order Edit Header Item Environment System Help


Create Purchase Order : Item 00001

Item: 1 Item cat.: AccAssCat: A
 Material: Matl group: 01 Plant: D
 Short text: My CD-R's

Quantity and price
 Order quantity: 10 EA
 Net order price: 500.00 USD / 1 EA
 Estimated price
 Print price

Deadline monitoring
 Delivery date: D 05/30/2002 ConfContrK:
 Stat. del. date:
 TrackingNo: D0280A

GR/IR control
 Underdel. tol. %
 Overdeliv. tol. % Unlimited
 Tax code:
 GR
 GR non-val
 IR
 GR-basedIV

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 Assignment** screen appears.

Create Purchase Order: Account Assignment screen

Purchase order Edit Header Item Environment System Help

Create Purchase Order : Account Assignment for Item 00001

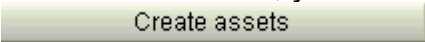
Item 1 AcctAssCat A Quantity 10 EA
 GR Company code 1 Distribution 1
 GR non-val IR Partial invoice 2

Acct. assgts

N.	Quantity/percent	G/L acct	BA	Asset	Commitm...	Funds ctr	Fund	Earmarked...	Requestor	Phone #	D	A
1											<input type="checkbox"/>	<input type="checkbox"/>
2											<input type="checkbox"/>	<input type="checkbox"/>
3											<input type="checkbox"/>	<input type="checkbox"/>
4											<input type="checkbox"/>	<input type="checkbox"/>
5											<input type="checkbox"/>	<input type="checkbox"/>
6											<input type="checkbox"/>	<input type="checkbox"/>
7											<input type="checkbox"/>	<input type="checkbox"/>
8											<input type="checkbox"/>	<input type="checkbox"/>
9											<input type="checkbox"/>	<input type="checkbox"/>
10											<input type="checkbox"/>	<input type="checkbox"/>
11											<input type="checkbox"/>	<input type="checkbox"/>
12											<input type="checkbox"/>	<input type="checkbox"/>
13											<input type="checkbox"/>	<input type="checkbox"/>
14											<input type="checkbox"/>	<input type="checkbox"/>
15											<input type="checkbox"/>	<input type="checkbox"/>
16											<input type="checkbox"/>	<input type="checkbox"/>
17											<input type="checkbox"/>	<input type="checkbox"/>
18											<input type="checkbox"/>	<input type="checkbox"/>
19											<input type="checkbox"/>	<input type="checkbox"/>
20											<input type="checkbox"/>	<input type="checkbox"/>

Create assets


ME21 DDA INS



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

Distribute to Assets pop-up screen

The screenshot shows the 'Distribute to Assets' dialog box with the following fields and values:

- To assets to be created:**
 - Asset class: C
 - Company code / asset: 1
 - Number of similar assets: 10
 - Subnumber:
- Reference:**
 - Company code / asset: []
- Master data:**
 - Description: My CD-R's
 - Inventory number: []
 - Business area: []
 - Cost center: []
 - Plant: D
 - Location: []
- To existing assets:**
 - Company Code: 1
 - Main number: [] To: []
 - Sub-number: [] To: []

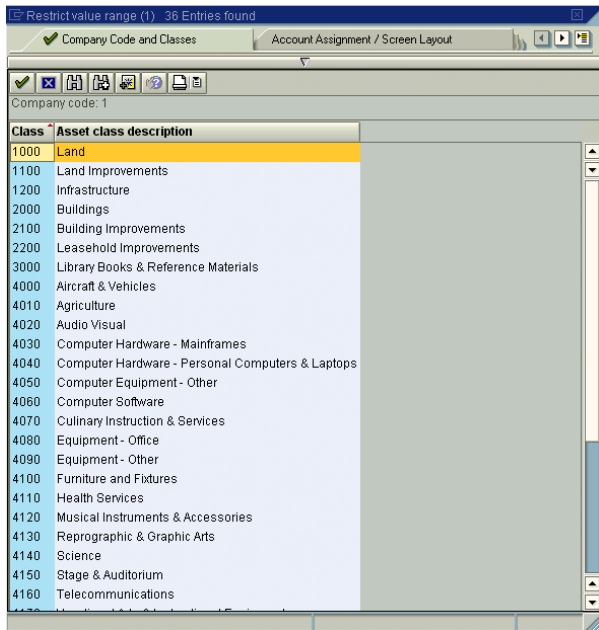
1. The cursor starts on the **Asset class** field. Enter the asset class of the item being purchased. If you do not know the asset class number, press on the Matchcode  icon.

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

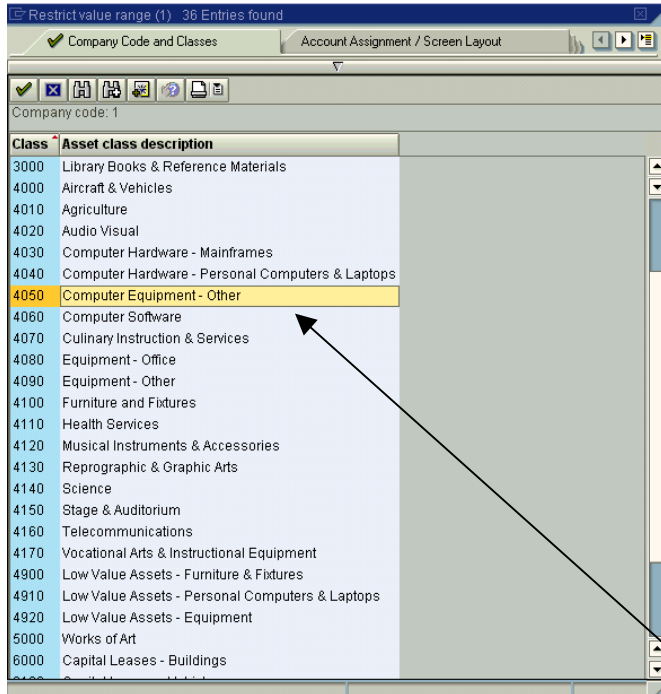
The screenshot shows the 'Restrict value range (1)' dialog box with the following fields and values:



- Company Code and Classes:**
 - Asset class: []
 - Company code: 1
 - Maximum no. of hits: 500

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.

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

- 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.”


- 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** button and the **Create Asset: Master data** screen appears:

Note:

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.

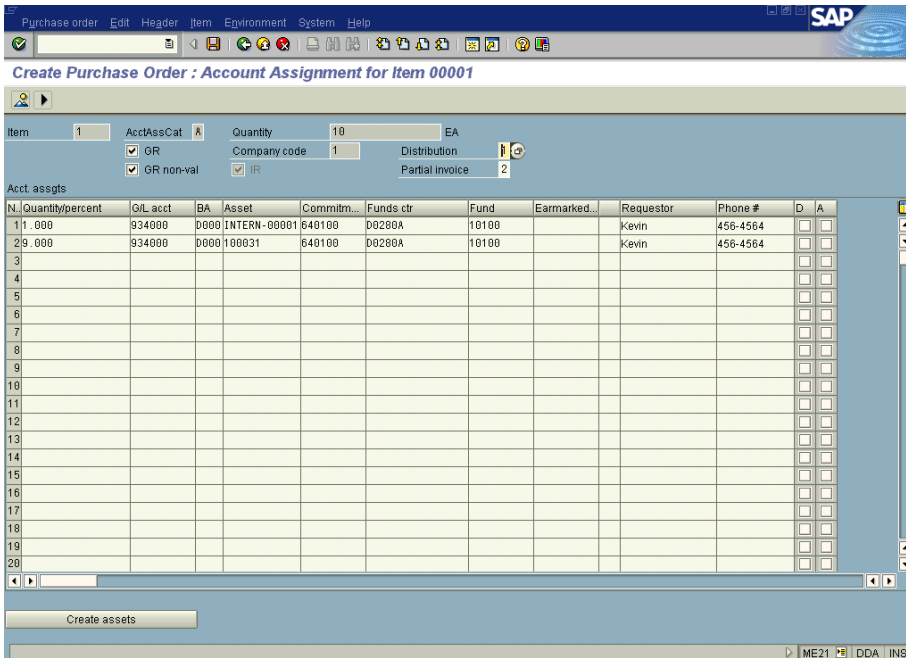
 For training purposes, enter **<your_name>** in the **Requestor** field.


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

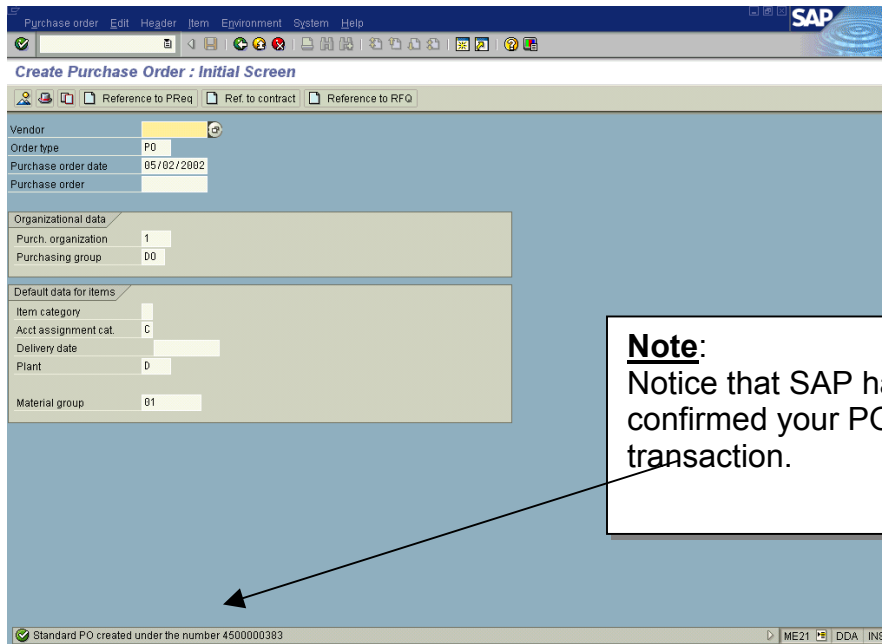
 For training purposes, enter **<your_phone_number>** in the **Phone #** field.

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:



Record this PO number for future reference: _____

Section Complete

