AN AASIS TRAINING GUIDE

Reporting Vendors, Purchases, and Payments

AASIS Support Center
April, 2002

FILE ALREADY SAVED IN (PREFERRED) SLIDE VIEW

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Reporting Vendors, Purchases, and Payments Objectives

- Learn to run ZPOVP and FBL1N reports
- Learn about document types used to pay vendors

Troubleshooting for double payments or unclosed but paid purchase orders

ZPOVP

- Can be selected by purchasing organization or vendor.
- Lists purchase orders and payments to vendors.
- Agencies will be able to pinpoint potential problems for further investigation.

Program Edit Goto System Help

SAP

Purchase Order Vendor Payment Report

Purchase Order and Vendor Payment Report

Vendor		to	
Purch. organization	0405	to	
Business area	0405	to	
Purchasing document		to	
Company code	ARK		
Document posting date	07/01/2001	to	06/30/2002

Select by Vendor or Purchasing Organization and Business area. May also select by purchasing document if known. Type in the desired date range and execute by clicking the clock icon.

ZPOVP sapqas OVR

List Edit Goto System Help

Purchase Order Vendor Payment Report

```
ZMMPRR0003_PO_VP          Arkansas Administrative Statewide Information System          DATE: 04/17/2002
QAS 410                        Purchase Order and Vendor Payment Report                 PAGE     1

Vendor  100001583  BROWN JANITOR SUPPLY

                           Purchase Orders

   Pur. Org       PO Nbr.        Posting Dt.  Created by                Amount     PO Hist

   0405           4500004762     08/07/2001   JBGROBMYER                 76.68     E

                           Payments

   Doc Type    Document     Posting Dt.    Line          Amount   Bus. Area

   RE          51000956     08/07/2001     001            76.68   0405        CLEARED
```

Each vendor is listed on a separate page. The vendor number and name is at the top. Purchase Orders are listed first, followed by vendor payments. RE Doc Type indicates that the vendor was paid by MIRO and KR indicates that the vendor was paid by FB60 invoice payment.

List Edit Goto System Help

Purchase Order Vendor Payment Report

ZMMPRR0003_PO_VP Arkansas Administrative Statewide Information System DATE: 04/17/2002
QAS 410 Purchase Order and Vendor Payment Report PAGE 5

Vendor 100030800 NEWTON TIRE CO., INC.

Purchase Orders

Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO Hist
0405	4500008905	08/17/2001	JBGROBMYER	61.25	E
0405	4500008905	08/17/2001	JBGROBMYER	89.65	E

Payments

Doc Type	Document	Posting Dt.	Line	Amount	Bus. Area	
RE	51002277	08/17/2001	001	150.90	0405	CLEARED

This indicates that the vendor was paid for both goods receipts in one MIRO document. The cleared MIRO transaction is for the full amount owed to this vendor. There are no apparent problems with this transaction. We can scroll down the report to see more vendors.

This payment to the same vendor on the same day for the same amount, once by MIRO and once by FB60, should alert the agency to the possibility of error. This vendor may have been paid twice for the same thing. Further investigation is warranted.

Purchase Order Vendor Payment Report

```
ZMMPRR0003_PO_VP          Arkansas Administrative Statewide Information System          DATE: 04/17/2002
QAS 410                        Purchase Order and Vendor Payment Report                 PAGE    14

Vendor  100067192  COMDEX

                          Purchase Orders

   Pur. Org       PO Nbr.        Posting Dt.  Created by                Amount     PO Hist

   0405           4500011443     09/04/2001   JBGROBMYER             2,895.00     E

                          Payments

   Doc Type    Document     Posting Dt.    Line          Amount   Bus. Area

   KR          19074693     09/04/2001     001         2,895.00   0405        CLEARED
   RE          51005967     09/04/2001     001         2,895.00   0405        CLEARED
```

List Edit Goto System Help

Purchase Order Vendor Payment Report

```
ZMMPRR0003_PO_VP          Arkansas Administrative Statewide Information System          DATE: 04/17/2002
QAS 410                        Purchase Order and Vendor Payment Report                 PAGE     2

Vendor  100009493  TAPE COMPANY INC THE

                           Purchase Orders

   Pur. Org       PO Nbr.        Posting Dt.  Created by                Amount     PO Hist

   0405           4500004815     08/21/2001   JBGROBMYER                 36.67     E

                           Payments

   Doc Type    Document     Posting Dt.    Line          Amount   Bus. Area

   RE          51002802     08/21/2001     001            34.40   0405        CLEARED
```

This payment for 34.40 is slightly less than the purchase order amount. The agency will want to make sure the goods receipt is marked as final and not holding up the additional 2.27 in budget.

Advantages of ZPOVP

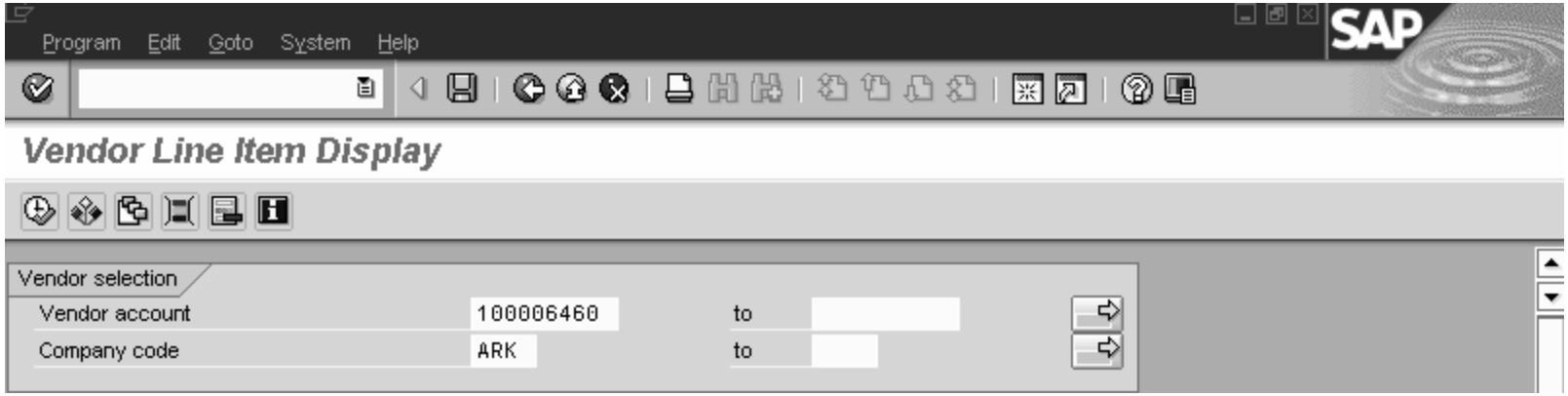
- Can be easily selected for Business Area and Purchasing Group
- Runs quickly
- Displays purchases and payments for each vendor together so that they can be easily compared

Disadvantages of ZPOVP

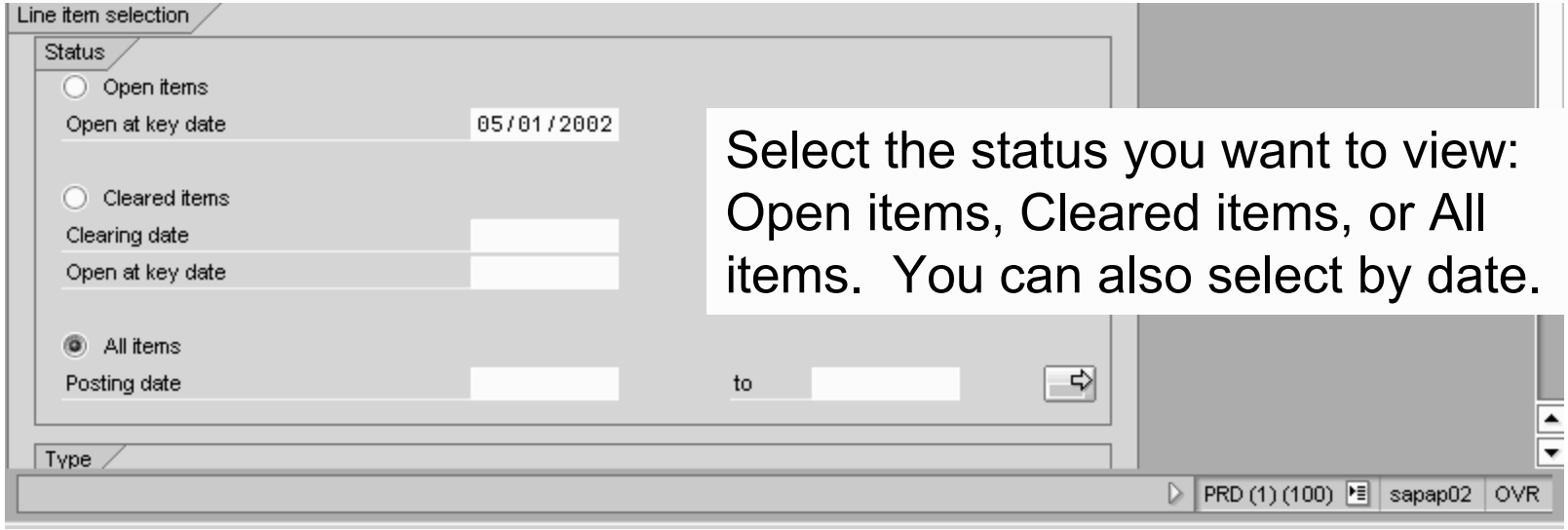
- Cannot drill down to line items
- It may be necessary to run ZPOVP first to narrow down information for troubleshooting payment problems, then run FBL1N to be able to drill down to the documents

FBL1N

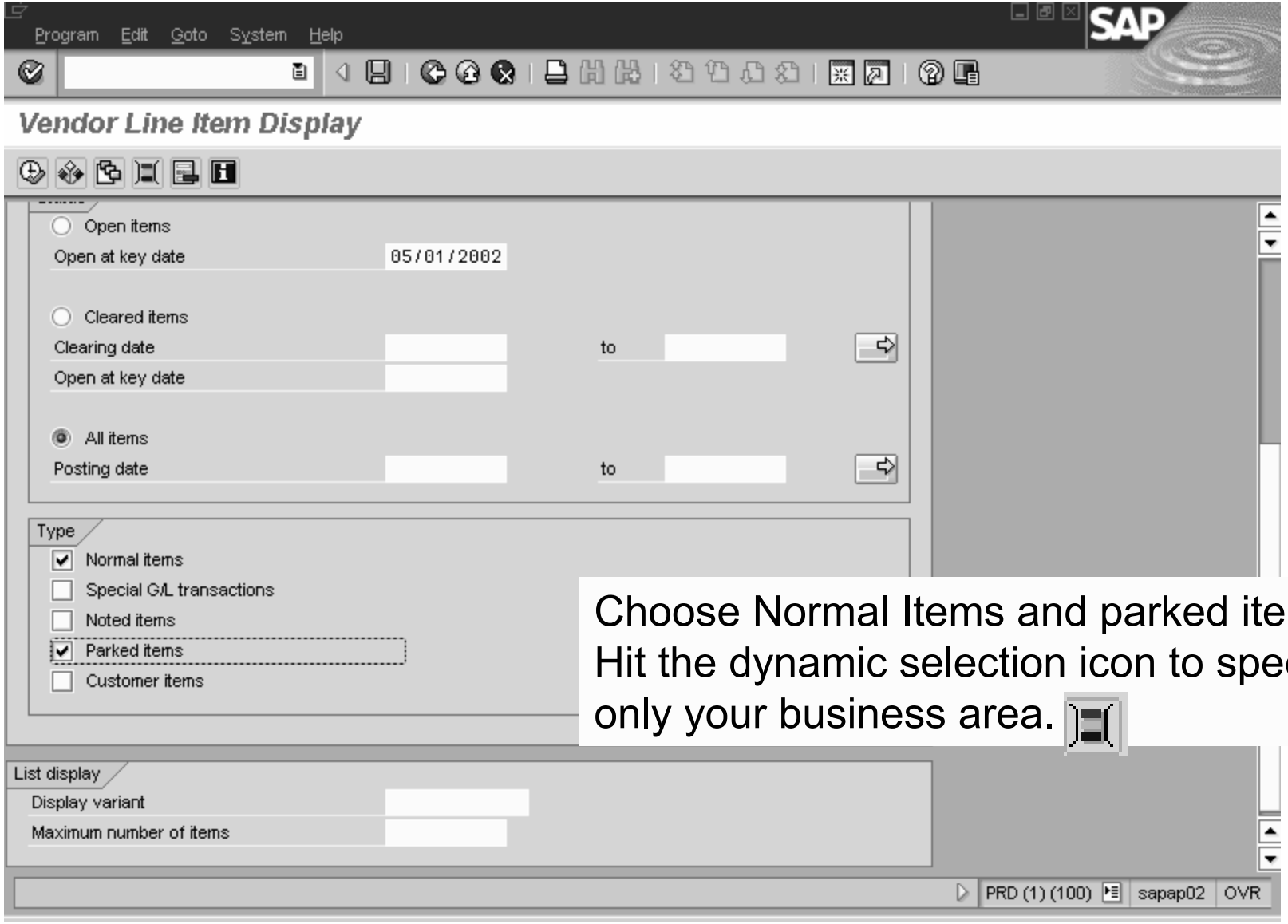
- Can be selected by vendor and dynamic selection can be made for business area.
- Lists purchase orders and payments to vendors.
- Selection for an agency without limiting the vendor selection causes the report to run very slowly.



Select the vendor account number. You can select all of the vendors by using the selection 1 to zzzzzzzzzz, but this is not recommended because of long run time.



Select the status you want to view: Open items, Cleared items, or All items. You can also select by date.



Choose Normal Items and parked items. Hit the dynamic selection icon to specify only your business area.

Selections Edit Goto System Help

SAP

Vendor Line Item Display

Ranges | Hide field selection

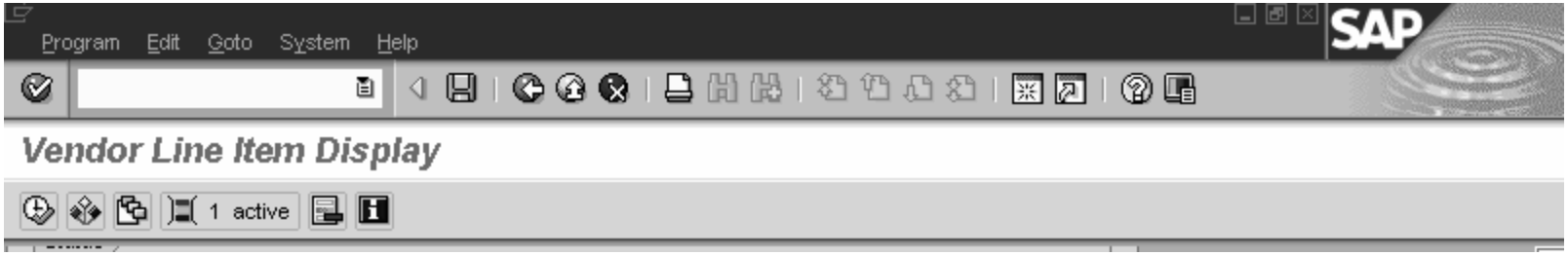
Vendor master
- Industry
- Created on
- Created by
- PBC/POR number
- Group key
- Account group
- Country
- Alternative payee
- Central deletion flag
- City
- P.O. Box
- P.O. Box postal code
- Postal code
- Region
- Search term
- Central posting block
- Central purchasing block
- Tax code 1

Adopt selected items | Delete sel

Industry
Group key
Country
City
Postal code
Trading partner
Company code data
Reconciliation acct
Accounting clerk
Document data
Special G/L ind.
Assignment
Document number
Posting date
Document date
Currency
Document type
Posting key
Business area 0405
Payment method
Funds center

Enter your business area and make any other desired selections. Save.

PRD (1) (100) | sapap02 | OVR



This indicates that the dynamic selection has been made. Execute the report.

List Edit Goto Environment Settings System Help

Vendor Line Item Display

Choose Save Selections

Status: open Parked Cleared
Due date: Overdue Due Not due

Vendor 100006460
Company code ARK

Name *BLOCK CORP EXPRESS
City CHICAGO

St	Assignment	Doc.no.	Type	Doc. date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	011308160	51031661	RE	11/14/2001			313.39-	USD	7000977138	
	70009771382002	7000977138	ZP	11/14/2001			313.39	USD	7000977138	
	00510408022002	51040802	RE	12/06/2001			1,055.27-	USD	7001130081	
	70011300812002	7001130081	ZP	12/06/2001			1,055.27	USD	7001130081	
	00192200492002	19220049	KR	12/21/2001			135.00-	USD	7001233318	
	70012333182002	7001233318	ZP	12/21/2001			135.00	USD	7001233318	
	00510628702002	51062870	RE	02/05/2002			85.62-	USD	7001557965	
	70015579652002	7001557965	ZP	02/05/2002			85.62	USD	7001557965	
	00192674842002	19267484	KR	02/05/2002			33.20-	USD	7001557966	
	70015579662002	7001557966	ZP	02/05/2002			33.20	USD	7001557966	
	30347776	[illegible]	[illegible]	[illegible]			[illegible]	[illegible]	[illegible]	
	70019674322002	[illegible]								
*										
** Account 100006460										

The report contains similar information to the ZPOVP, in a different format. Double-click on any item to drill down to the document.

12 items were selected sapap02 OVR

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

More data | Withholding tax data

Vendor	100006460	*BLOCK CORP EXPRESS		G/L acc	2110001000
Company code	ARK				
State of Arkansas		CHICAGO		Doc. no.	51040802

Line Item 1 / Invoice / 31

Amount	1,055.27	USD			
Tax code	P1				
W.tax base	989.70	USD	W.tax exempt	65.57	W.tax code 07

Additional details

Bus. area	0405				
Disc. base	1,055.27	USD	Disc. amount	0.00	USD
Payt terms	0001		Days/percent	0 0.000 % 0 0.000 % 0	
Bline date	12/06/2001		Fixed		
Pmnt block			Invoice ref.	/ / 0	
Payment cur.					
Pmnt method	W Pmnt meth.supl.				
Payment ref.					
Clearing	12/06/2001 / 7001130081				
Assignment	00510408022002				
Text					

Long text

PRD (1) (100) sapap02 OVR

The document is displayed.

ZPOVP

Vendor 100006460 *BLOCK CORP EXPRESS

Purchase Orders

Pur. Org	PO Nbr.	Posting Dt.	Created by	Amount	PO His
0405	4500055106	01/30/2002	JBGROBMYER	1.49	E
0405	4500015581	09/17/2001	JBGROBMYER	13.62	E
0405	4500055106	01/30/2002	JBGROBMYER	30.07	E
0405	4500015581	09/17/2001	JBGROBMYER	36.25	E
0405	4500055106	01/30/2002	JBGROBMYER	54.06	E
0405	4500031052	11/14/2001	JBGROBMYER	280.26	E
0405	4500038375	12/06/2001	JBGROBMYER	1,053.20	E

Payments

Doc Type	Document	Posting Dt.	Line	Amount	Bus. Area	
KR	19267484	02/05/2002	001	33.20	0405	CLEARED
RE	51062870	02/05/2002	001	85.62	0405	CLEARED
KR	19220049	12/21/2001	001	135.00	0405	CLEARED
KR	19301950	03/06/2002	001	298.28	0405	CLEARED
RE	51031661	11/14/2001	001	313.39	0405	CLEARED
RE	51040802	12/06/2001	001	1,055.27	0405	CLEARED

FBL1N

Name *BLOCK CORP EXPRESS
City CHICAGO

St	Assignment	Doc.no.	Type	Doc. date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	011308160	51031661	RE	11/14/2001			313.39-	USD	7000977138	
	70009771382002	7000977138	ZP	11/14/2001			313.39	USD	7000977138	
	00510408022002	51040802	RE	12/06/2001			1,055.27-	USD	7001130081	
	70011300812002	7001130081	ZP	12/06/2001			1,055.27	USD	7001130081	
	00192200492002	19220049	KR	12/21/2001			135.00-	USD	7001233318	
	70012333182002	7001233318	ZP	12/21/2001			135.00	USD	7001233318	
	00510628702002	51062870	RE	02/05/2002			85.62-	USD	7001557965	
	70015579652002	7001557965	ZP	02/05/2002			85.62	USD	7001557965	
	00192674842002	19267484	KR	02/05/2002			33.20-	USD	7001557966	
	70015579662002	7001557966	ZP	02/05/2002			33.20	USD	7001557966	
	30347776	19301950	KR	03/06/2002			298.28-	USD	7001967432	
	70019674322002	7001967432	ZP	03/06/2002			298.28	USD	7001967432	
*							0.00	USD		
** Account 100006460							0.00	USD		

ZPO_OPEN_INV

- Lists purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO).
- Any purchase orders erroneously paid by using a direct invoice payment (FB60) *rather than* MIRO will show up on this report. (But if it was paid twice, by MIRO *and* FB60, you won't see it here.)

ZPO_OPEN_INV

- This report can be searched by cost center and fund information, as well as document and requisitioner information.

Program Edit Goto System Help

SAP

Goods Receipts that have not been invoiced.

Selection Criteria to be used for processing.

Purch. organization	0513	to	
Purchasing document		to	
Material		to	
Cost center		to	
Asset		to	
Sub-number		to	
Order		to	
WBS element		to	
Fund	EVA0100	to	
Funds center	056	to	
Commitment item	502:00:02	to	
G/L account		to	
Req. tracking number		to	
Requisitioner		to	

In this example, search criteria are purchasing organization, fund, funds center and commitment item. Note the other options and the option of searching by range or multiple selection. When the desired selections have been made, execute the report.

List Edit Goto Settings System Help

SAP

Purchase Orders with Open Invoices

Choose Save ABC Print preview

Purchase Orders with Open Invoices

Purch Doc	Item	Mat Doc	Item Nbr	Quantity	Doc. Amount	BA	Cost Ctr	Order	FA	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item
4500137707	00010	5000193880	0001	127.550	193.88	0513	353210		EDUC			EVA0100	056	502:00:02
4500140356		5000204522	0001	1.000	39.99	0513	353210		EDUC			EVA0100	056	502:00:02
	00020	5000204522	0002	1.000	4.99	0513	353210		EDUC			EVA0100	056	502:00:02
4500141172	00010	5000195575	0001	12.000	23.40	0513	353210		EDUC			EVA0100	056	502:00:02
	00020	5000195575	0002	6.000	89.70	0513	353210		EDUC			EVA0100	056	502:00:02
4500151944	00010	5000212530	0001	1.000	12.00	0513	353293		EDUC			EVA0100	056	502:00:02
	00020	5000212530	0002	1.000	4.00	0513	353293		EDUC			EVA0100	056	502:00:02
4500154773	00010	5000220653	0001	1.000	26.71	0513	353210		EDUC			EVA0100	056	502:00:02
	00020	5000220653	0002	5.000	129.45	0513	353210		EDUC			EVA0100	056	502:00:02
4500156777	00010	5000236457	0001	241.650	241.65	0513	353240		EDUC	310002262	0	EVA0100	056	512:00:11
		5000247001	0001	37.960	37.96	0513	353240		EDUC	310002262	0	EVA0100	056	512:00:11
4500163785	00020	5000245788	0001	2.000	37.26	0513	353210		EDUC			EVA0100	056	502:00:02
	00030	5000245788	0002	2.000	37.26	0513	353210		EDUC			EVA0100	056	502:00:02
	00040	5000245788	0003	6.000	157.80	0513	353210		EDUC			EVA0100	056	502:00:02

The report gives the purchase order number, item, material, item number, quantity, amount, business area, cost center, internal order, functional area, asset and sub-asset number (if any), fund, funds center and commitment item. Scroll over to see more of the report.

List Edit Goto Settings System Help

SAP

Purchase Orders with Open Invoices

Choose Save ABC Print preview

Purchase Orders with Open Invoices

Purch Doc	Item	Order	FA	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item	WBS Element	G/L	REQ. Tracking #	Requisitioner
4500137707	00010		EDUC			EVA0100	056	502:00:02		5090019000	SP02-0638	KI
4500140356			EDUC			EVA0100	056	502:00:02		5090022000	NC	KI
	00020		EDUC			EVA0100	056	502:00:02		5090022000	NC	KI
4500141172	00010		EDUC			EVA0100	056	502:00:02		5090022000	NC	KI
	00020		EDUC			EVA0100	056	502:00:02		5090022000	NC	KI
4500151944	00010		EDUC			EVA0100	056	502:00:02		5030010000	NMB	
	00020		EDUC			EVA0100	056	502:00:02		5030010000	NMB	
4500154773	00010		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
	00020		EDUC			EVA0100	056	502:00:02		5090022000	NC	KI
4500156777	00010		EDUC	310002262	0	EVA0100	056	512:00:11			FM	FM
			EDUC	310002262	0	EVA0100	056	512:00:11			FM	FM
4500163785	00020		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
	00030		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
	00040		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
	00050		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
	00060		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI
4500164330	00010		EDUC			EVA0100	056	502:00:02		5090019000	NC	KI

Other items displayed are the Requisition tracking number and requisitioner. Note that it is not possible to drill down in this report.