

Released Purchase Requisitions Monitoring Facility

Use

This facility is used to monitor and to track the status of all **released purchase requisitions** created for a certain period and to eliminate manual creation of reports regarding purchase requisitions.

Procedure

1. Access the transaction using following navigation options:

Transaction code	ZMM067
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2. On the **Released PR Monitoring : Output Specifications Initial Screen**, make the following entries as necessary / applicable:

Field Name	User action and values	Comment
Requisition Date	Required	Date on which the PR was created
Plant	Optional. Value is recommended	Plant on where the PR was intended to receive
Purchasing Group	Optional	Purchasing Group
Material	Optional	Item code of the material included in the purchase request
Material Group	Optional	Key that you use to group together several materials or services with the same attributes
Requisitioner	Optional	Cost Center of the requesting dept.
Purchase Requisition	Optional	Purchase requisition number to display
Purchase Order	Optional	Purchase order number associated in the purchase requisition
Created by	Optional	Name of person who created the purchase requisition document

3. On the **Released PR Monitoring: Document Type** tab, select at least one in any of the following format you want to display.

Field Name	Comment
Standard PR – Local	Standard Purchase Requisitions Local Only (ZNB1)
Standard PR – Imported	Standard Purchase Requisitions Imported Only (ZNB2)
PMS PR – Local	Property Purchase Requisitions Local Only (ZNB6)
PMS PR – Imported	Property Purchase Requisitions Imported Only (ZNB6)
Subcontracting PR	Subcontracting Purchase Requisitions



You can select all document type, a combination, or a certain single type to be displayed.



If none of these options has selected, an error message will be displayed informing you need to select at least one document type.

Document Type


Standard PR - Local

Standard PR - Imported

PMS PR - Local

PMS PR - Imported

Subcontracting PR


4. Click the **Execute**  icon. The program will display the list based on your selections.

ZMM067: Released PR Monitoring v.09192012-002 MISRDA


Released PR Monitoring

Run Date: 19 September 2012 at 05:16:03 PM
 Plant Selection: BP02 -Valenzuela 2 (P2)
 P.R. Date Range: Sep 01, 2012 To Sep 19, 2012
 Records: 932
 Aging with PO: Aging = (PO Doc. Date - PR Approval Date)
 Aging w/o PO: Aging = (Run Date - PR Approval Date)

PR Number	Item	Material	Short text	PR Quantity	UoM	Unit Price	Total Amount	Request Date	Date Approved (PR)	PO Number	Date Created (PO)
150009850	10	ENG002-00009601	FAB Cement	50.000	BAG	188.69	9,434.50	09/19/2012	09/19/2012		
150009850	20	ENG002-00002046	FAB White Sand	6.000	M3	547.36	3,284.16	09/19/2012	09/19/2012		
150009848	10		UPS - Eaton - NV 1000H	3.000	UN	3,800.00	11,400.00	09/18/2012	09/19/2012		
150009847	10		UPS - APC ES500VA	1.000	UN	3,000.00	3,000.00	09/18/2012	09/19/2012	4700027509	09/19/2012
150009846	10		UPS - APC ES500VA	4.000	UN	3,000.00	12,000.00	09/18/2012	09/19/2012	4700027509	09/19/2012
150009843	10		Repair-Printer Epson FX2190 (FCYY002832)	1.000	UN	9,930.00	9,930.00	09/18/2012	09/19/2012		
150009839	10	ENG002-00009601	FAB Cement	50.000	BAG	188.69	9,434.50	09/19/2012	09/19/2012		

5. The icon  means that the PR number next to it has not yet been assigned to any Purchase Order number (PR is still open).

PR Number	Item	Material	Short text	PR Quantity	UoM	Unit Price	Total Amount	Request Date	Date Approved (PR)	PO Number	Date Created (PO)
150009850	10	ENG002-00009601	FAB Cement	50.000	BAG	188.69	9,434.50	09/19/2012	09/19/2012		
150009850	20	ENG002-00002046	FAB White Sand	6.000	M3	547.36	3,284.16	09/19/2012	09/19/2012		

6. The icon  means that the PR number next to it has already converted into a Purchase Order.

PR Number	Item	Material	Short text	PR Quantity	UoM	Unit Price	Total Amount	Request Date	Date Approved (PR)	PO Number	Date Created (PO)
150009847	10		UPS - APC ES500VA	1.000	UN	3,000.00	3,000.00	09/18/2012	09/19/2012	4700027509	09/19/2012
150009846	10		UPS - APC ES500VA	4.000	UN	3,000.00	12,000.00	09/18/2012	09/19/2012	4700027509	09/19/2012
150009843	10		Repair-Printer Epson FX2190 (FCYY002832)	1.000	UN	9,930.00	9,930.00	09/18/2012	09/19/2012		

7. To view the details of the purchase requisition, simply click the PR Number and the program will redirect you to **ME53N – View Purchase Requisition** transaction.


PR Number	Item	Material	Short text	PR Quantity	UoM
150009850	10	ENG002-00009601	FAB Cement	50.000	BAG
150009850	20	ENG002-00002046	FAB White Sand	6.000	M3
150009848	10		UPS - Eaton - NV 1000H	3.000	UN
150009847	10		UPS - APC ES500VA	1.000	UN
150009846	10		UPS - APC ES500VA	4.000	UN

8. The **Age** field indicates the **age in days** of the document since the PR was approved until it was converted into a purchase order. The formula of the age is displayed on the top of the screen.

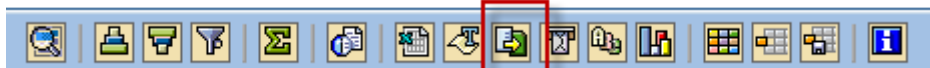
PR Number	Request Date	Date Approved (PR)	PO Number	Date Created (PO)	Age	GR
110020705	09/05/2012	09/05/2012	4700027467	09/19/2012	14	
110020705	09/05/2012	09/05/2012	4700027467	09/19/2012	14	

Released PR Monitoring

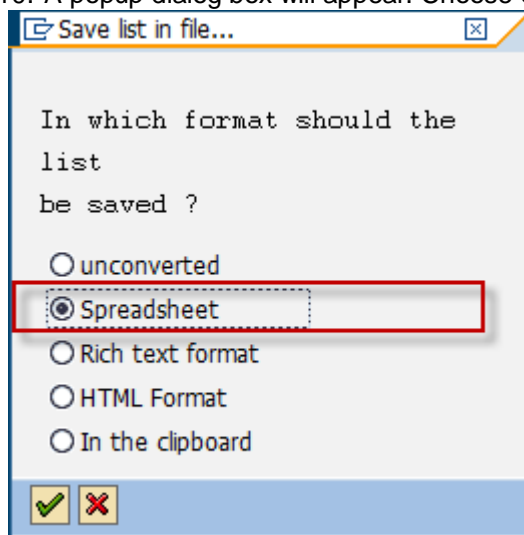
Run Date 19 September 2012 at 06:02:29 PM
Plant Selection BP02 -Valenzuela 2 (P2)
P.R. Date Range Sep 01, 2012 To Sep 19, 2012
Records 932
Aging with PO Aging = (PO Doc. Date - PR Approval Date)
Aging w/o PO Aging = (Run Date - PR Approval Date)

9. To export the list as a local file (MS Excel Format), click the **Local file**  icon on top the screen or press **Ctrl + Shift + F9**.

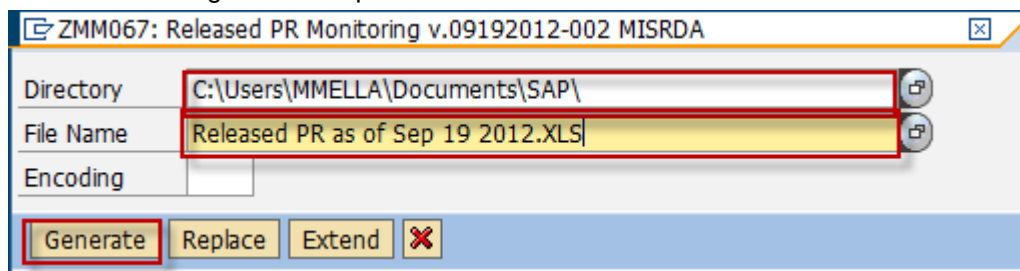
ZMM067: Released PR Monitoring v.09192012-002 M




10. A popup dialog box will appear. Choose **Spreadsheet** option.




11. The system will then ask you the directory and filename of the file. Specify the location on which you wish to save the excel file and give a descriptive filename. Click **Generate** button.



12. The list has been exported to specified destination.

 323,524 bytes transmitted, code page 4103

13. Click **Back**  button to go back to the initial screen to select other formats.

