Released Purchase Orders Monitoring Facility

Use

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

Procedure

1. Access the transaction using following navigation options:

Transaction code	ZMM068
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2. On the *Purchase Order Transactions Monitoring : Selection Options*, make the following entries as necessary/applicable:

Field Name	User action and values	Comment
Purch. Doc. Date	Required	Date on which the PO was created
Purch. Group	Optional.	Code of person or group who created the purchasing document
Plant	Optional	Plant on which the document is intended to receive
Purch. Document	Optional	Purchase order number you wish to display
G.R. Number	Optional	Goods receipt number associated in the purchasing document
G.R. Date	Optional	Document date on which the goods or services is received
Supplier	Optional	Code of the supplier/vendor
Item Code	Optional	Material associated under the purchasing document
Material Group	Optional	Key use to group the materials or services with the same attributes

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

Field Name	Comment
Purch. Order – Local	Standard Purchase Orders Local Only (ZNB1)
Purch. Order – Imported	Standard Purchase Orders Imported Only (ZNB2)

You can select either document type 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 Selections		
Purch. Order - Local		
Purch. Order - Imported		

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

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	Y.O. Transactions Monitoring tant selection BP02 -Valenzuela 2 (P2) .0. Date Range Sep 01, 2012 To Sep 19, 2012 un Date Time 19 September 2012 at 06:53:29 PM ormula Used ging with GR Aging = (GR Doc. Date - PO Approval Date) Aging = (Run Date - PO Approval Date) 114 Xo. Count 83										
	P.O. Count	0.	,								
	Purch.Doc.	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)	C
F	Purch.Doc.	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)	C
	Purch.Doc. *	Item 10	Item Code RM088-00000741	Item Short Text RMSI - TACO SEASONING (MCCORMICK)	Date Created	Date Approved	Delivery Date 09/05/2012	G.R. Number 5000369016	Date Received	Age (D) 6	C
00	Purch.Doc. *	Item 10 10	Item Code RM088-00000741 RM088-00000427	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica	Date Created 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012	G.R. Number 5000369016 5000367181	Date Received 09/05/2012 09/07/2012	Age (D) 6 1	C C
000	Purch.Doc. * 4700026738 4700026739 4700026740	Item 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-00000142	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.)	Date Created 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/03/2012	G.R. Number 5000369016 5000367181 5000367115	Date Received 09/05/2012 09/07/2012 09/06/2012	Age (D) 6 1	C C C
00000	Purch.Doc. * 4700026738 4700026739 4700026740 4700026741	Item 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-00000142 RM088-00000181	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oil (Lee Kum Kee)	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/03/2012 09/10/2012	G.R. Number 5000369016 5000367181 5000367115 5000368221	Date Received 09/05/2012 09/07/2012 09/06/2012 09/11/2012	Age (D)	C C C C
00000	Purch.Doc. *	Item 10 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-00000142 RM088-00000181 RM088-00000141	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oil (Lee Kum Kee) RMSI - Aro Smoked Flavor	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/03/2012 09/10/2012 09/10/2012	G.R. Number 5000369016 5000367181 5000367115 5000368221 5000368221	Date Received 09/05/2012 09/07/2012 09/06/2012 09/11/2012 09/12/2012	Age (D) 6 1 1 4 5	
000000	Purch.Doc. * 4700026738 4700026739 4700026740 4700026741 4700026757 4700026759	Item 10 10 10 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-00000142 RM088-00000181 RM088-00000141 RM088-00000149	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oil (Lee Kum Kee) RMSI - Aro Smoked Flavor RMSI - Brown Sugar	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/03/2012 09/10/2012 09/10/2012 05/21/2012	G.R. Number 5000369016 5000367181 5000367115 5000368221 5000368221 5000368221	Date Received 09/05/2012 09/07/2012 09/06/2012 09/11/2012 09/12/2012 09/03/2012	Age (D) 6 1 1 4 5 11	
	Purch.Doc. * 4700026738 4700026739 4700026740 4700026741 4700026741 4700026757 4700026759 4700026759 4700026759	Item 10 10 10 10 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-0000142 RM088-00000141 RM088-00000149 RM088-00000149	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oil (Lee Kum Kee) RMSI - Aro Smoked Flavor RMSI - Brown Sugar RMSI - Raisins (Danes Whole, Seedless)	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/03/2012 09/10/2012 09/10/2012 05/21/2012 08/20/2012	G.R. Number 5000369016 5000367181 500036715 5000368221 5000368621 5000371181 5000368612	Date Received 09/05/2012 09/07/2012 09/06/2012 09/12/2012 09/12/2012 09/03/2012 09/12/2012	Age (D) 6 1 1 4 5 11 5	
	Purch.Doc. * 4700026738 4700026739 4700026741 4700026759 4700026759 4700026761	Item 10 10 10 10 10 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-0000142 RM088-0000141 RM088-0000149 RM088-00005658 RM088-0000149	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oil (Lee Kum Kee) RMSI - Aro Smoked Flavor RMSI - Aro Smoked Flavor RMSI - Raisins (Danes Whole, Seedless) RMSI - Brown Sugar	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/19/2012	Delivery Date 09/05/2012 09/17/2012 09/10/2012 09/10/2012 09/10/2012 05/21/2012 08/20/2012 05/14/2012	G.R. Number 5000369016 5000367181 5000367115 5000368221 5000368621 5000368612	Date Received 09/05/2012 09/07/2012 09/06/2012 09/12/2012 09/12/2012 09/12/2012	Age (D) 6 1 1 4 5 11 5 0	
	Purch.Doc. * 4700026738 4700026739 4700026740 4700026757 4700026757 4700026750 4700026760 4700026761 4700026761 4700026761 4700026762 470002676 470002676 470002676 470002676 470002676 470002676 470002676 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 47000267 470000000 4700000000 470000	Item 10 10 10 10 10 10 10 10 10	Item Code RM088-00000741 RM088-00000427 RM088-0000142 RM088-0000181 RM088-0000149 RM088-0000149 RM088-0000149 RM088-00000149	Item Short Text RMSI - TACO SEASONING (MCCORMICK) RMSI - Whole Sweet Corn Kernel Pacifica RMSI - Imperial Smoke Flavor(Edward K.) RMSI - Sesame oi (Lee Kum Kee) RMSI - Aro Smoked Flavor RMSI - Aro Smoked Flavor RMSI - Brown Sugar RMSI - Brown Sugar RMSI - Brown Sugar RMSI - Caramel Coloring(Four Seas Chem.)	Date Created 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012 09/01/2012	Date Approved 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/07/2012 09/10/2012 09/07/2012	Delivery Date 09/05/2012 09/17/2012 09/10/2012 09/10/2012 05/21/2012 08/20/2012 05/14/2012 09/19/2011	G.R. Number 5000369016 5000367181 5000367115 5000368221 500036821 5000371181 5000368612 500036855	Date Received 09/05/2012 09/07/2012 09/06/2012 09/11/2012 09/03/2012 09/03/2012 09/06/2012	Age (D) 6 1 1 4 5 11 5 0 0 0	

5. The icon 😡 means that the PO Number next to it has not yet been delivered (No GR yet).

Į.	Purch.Doc.	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)
	4700026764	10	RM088-00000122	RMSI - Shakeys Italian Sausage Blend (BM	09/01/2012	09/07/2012	09/10/2012			12
	4700036765	10	DM000 00000001	DMCL Carlie (Cmartking)	00/01/2012	00/07/2012	07/10/2012	FOODDECTAC	00/00/0040	0

6. The icon @ means that the PO Number next to it has already been delivered regardless if it is staggered delivery of not (GR already exist).

J	Pu	ırch.Doc. 1	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)
I	8 4	700026765	30	RM088-00000294	RMSI - Onion White (Smartking)	09/01/2012	09/07/2012	08/08/2012	5000366719	08/22/2012	0
Ĩ	47	700026766	10	RM088-00005490	RMSI - Fresh White Eggs (Rizal)	09/01/2012	09/07/2012	04/10/2012	5000366893	08/17/2012	0

 To view the details of the purchase order, simply click the PO Number and the program will redirect you to ME23N – Display Purchase Order transaction.

	Purch.Doc.	ľ	em	Item Code	Item Short Text	Date Created	Date Approved
C	4700026765		30	RM088-00000294	RMSI - Onion White (Smartking)	09/01/2012	09/07/2012
6	4700026766		10	RM088-00005490	RMSI - Fresh White Eggs (Rizal)	09/01/2012	09/07/2012
1	* ********		4.0	D14000 0000004	puer out with (point 1)	option (porto	0010710040

8. The *Age* field indicates the **age in days** of the document since the PO was approved until the **first delivery** of the document has been received. If the document **does not have a GR number yet**, age will be computed **from the date it was approved up to the current system date**. The formula of the age is displayed on the top of the screen.

	Purch.Doc.	Date Creat	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)	Date
0	<u>4700026740</u>	09/01/2012	09/07/2012	09/03/2012	5000367115	09/06/2012	1	09/
Ø	<u>4700026741</u>	09/01/2012	09/07/2012	09/10/2012	5000368221	09/11/2012	4	09/:
ø	4700036757	00/01/2012	00/07/2012	00/10/2012	E000360631	00/10/2012	E	00/

	Purch.Doc.	Date Creat	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)	Date
R	<u>4700026790</u>	09/03/2012	09/07/2012	04/18/2012		-	12	_
R	<u>4700026795</u>	09/03/2012	09/07/2012	09/06/2012			12	
ø	4700026824	09/04/2012	09/07/2012	08/08/2012	5000367626	08/22/2012	3	09/1

P.O. Transactions Monitoring

Plant Selection P.O. Date Range Run Date Time	BP02 -Valenzuela 2 (P2) Sep 01, 2012 To Sep 19, 2012 19 September 2012 at 07:04:27 PM
Formula Used Aging with GR Aging w/o GR Record Count	Aging = (GR Doc. Date - PO Approval Date) Aging = (Run Date - PO Approval Date)
P.O. Count	83

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.

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3 4 7 7 2 % 6 1	
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10. A popup dialog box will appear. Choose Spreadsheet option.

🖙 Save list in file	\times
In which format should list be saved ? Ounconverted	the
O Rich text format	
O HTML Format	
○ In the clipboard	
✓ ×	

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.

🔄 ZMM068 :	Purchase Order Transactions Monitoring v.091912-002 MISMMM		\times
Directory	C:\Users\MMELLA\Documents\SAP\	7	
File Name	Released PO Monitoring XLS	7	
Encoding			
Generate	Replace Extend X		

12. The list has been exported to specified destination.

S23,524 bytes transmitted, code page 4103

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