

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


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P.O. Transactions Monitoring


Plant Selection BP02 -Valenzuela 2 (P2)
P.O. Date Range Sep 01, 2012 To Sep 19, 2012
Run Date|Time 19 September 2012 at 06:53:29 PM

Formula Used
Aging with GR Aging = (GR Doc. Date - PO Approval Date)
Aging w/o GR Aging = (Run Date - PO Approval Date)
Record Count 114
P.O. Count 83

Purch.Doc.	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)
4700026738	10	RM088-00000741	RMSI - TACO SEASONING (MCCORMICK)	09/01/2012	09/07/2012	09/05/2012	5000369016	09/05/2012	6
4700026739	10	RM088-00000427	RMSI - Whole Sweet Corn Kernel Pacifica	09/01/2012	09/07/2012	09/17/2012	5000367181	09/07/2012	1
4700026740	10	RM088-00000142	RMSI - Imperial Smoke Flavor(Edward K.)	09/01/2012	09/07/2012	09/03/2012	5000367115	09/06/2012	1
4700026741	10	RM088-00000181	RMSI - Sesame oil (Lee Kum Kee)	09/01/2012	09/07/2012	09/10/2012	5000368221	09/11/2012	4
4700026757	10	RM088-00000141	RMSI - Aro Smoked Flavor	09/01/2012	09/07/2012	09/10/2012	5000368621	09/12/2012	5
4700026759	10	RM088-00000149	RMSI - Brown Sugar	09/01/2012	09/07/2012	05/21/2012	5000371181	09/03/2012	11
4700026760	10	RM088-00005658	RMSI - Raisins (Danes Whole, Seedless)	09/01/2012	09/07/2012	08/20/2012	5000368612	09/12/2012	5
4700026761	10	RM088-00000149	RMSI - Brown Sugar	09/01/2012	09/19/2012	05/14/2012			0
4700026762	10	RM088-00000302	RMSI - Caramel Coloring(Four Seas Chem.)	09/01/2012	09/07/2012	09/19/2011	5000366855	09/06/2012	0
4700026762	20	RM088-00000302	RMSI - Caramel Coloring(Four Seas Chem.)	09/01/2012	09/07/2012	08/22/2012	5000369082	09/13/2012	6

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

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

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

Purch.Doc.	Item	Item Code	Item Short Text	Date Created	Date Approved	Delivery Date	G.R. Number	Date Received	Age (D)
4700026765	30	RM088-00000294	RMSI - Onion White (Smartking)	09/01/2012	09/07/2012	08/08/2012	5000366719	08/22/2012	0
4700026766	10	RM088-00005490	RMSI - Fresh White Eggs (Rizal)	09/01/2012	09/07/2012	04/10/2012	5000366893	08/17/2012	0

7. 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.	Item	Item Code	Item Short Text	Date Created	Date Approved
4700026765	30	RM088-00000294	RMSI - Onion White (Smartking)	09/01/2012	09/07/2012
4700026766	10	RM088-00005490	RMSI - Fresh White Eggs (Rizal)	09/01/2012	09/07/2012

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)
4700026740	09/01/2012	09/07/2012	09/03/2012	5000367115	09/06/2012	1
4700026741	09/01/2012	09/07/2012	09/10/2012	5000368221	09/11/2012	4
4700026757	09/01/2012	09/07/2012	09/10/2012	5000368621	09/12/2012	5

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

P.O. Transactions Monitoring

Plant Selection BP02 -Valenzuela 2 (P2)
P.O. Date Range Sep 01, 2012 To Sep 19, 2012
Run Date|Time 19 September 2012 at 07:04:27 PM

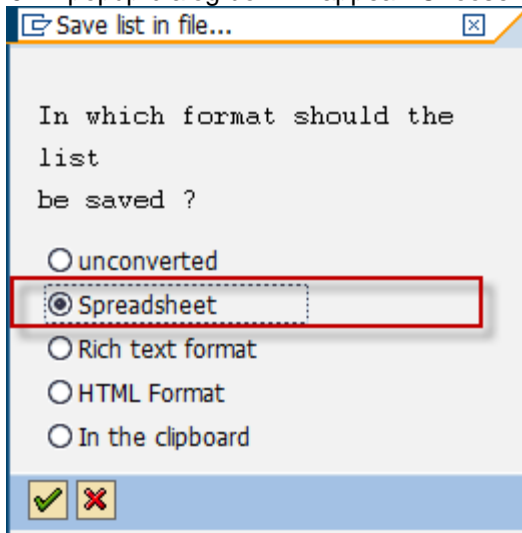
Formula Used	
Aging with GR	Aging = (GR Doc. Date - PO Approval Date)
Aging w/o GR	Aging = (Run Date - PO Approval Date)
Record Count	114
P.O. Count	83

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**.

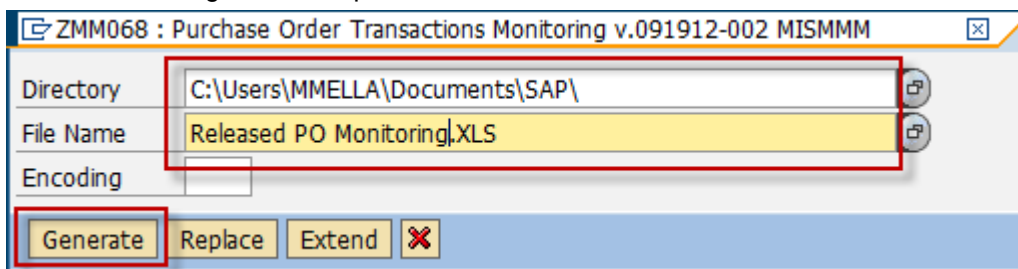
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10. A popup dialog box will appear. Choose **Spreadsheet** option.




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.