

ECM – Enhanced Content Management

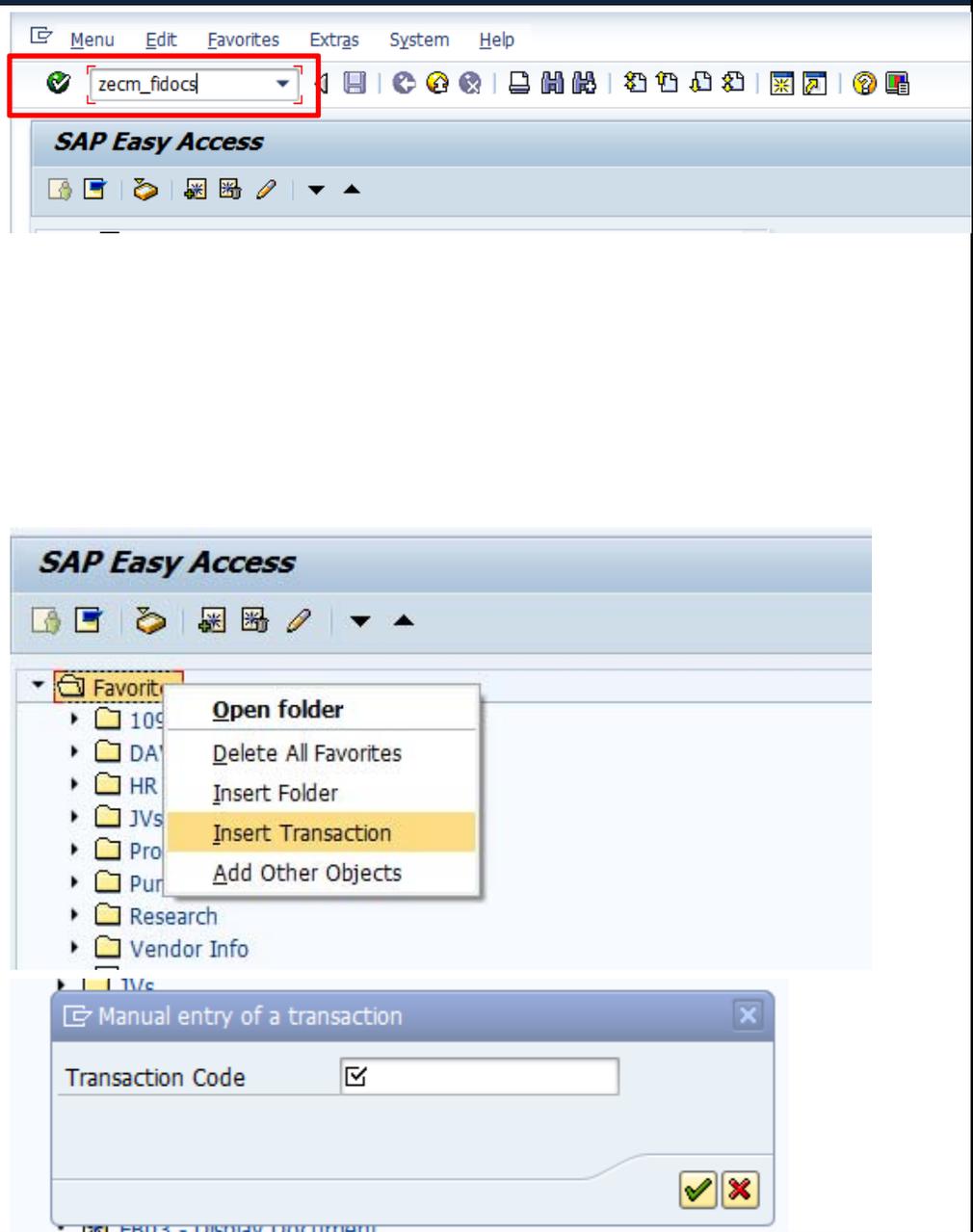
Process: To review a Purchase Order's supporting documentation in SAP.

Note: All PO invoices are being scanned to the FI Document Posting as of 7/1/2016. Documents posted prior to 7/1/2016 are stored for three years and request for copies of those documents should be submitted to: fileroom@email.uky.edu

PROCEDURES

To view a PO invoice supporting documentation directly through ECM (Enhanced Content Management), type transaction code ZECM_FIDOCs in the SAP Command Field. Click the green check button or press enter.

NOTE: To save this SAP transaction to your favorites, you must right click on Favorites and then click on Insert Transaction. Type in the Transaction Code then click the green Check.



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On the Selection Screen, the Company Code, Fiscal Year, and Document Type fields are mandatory. The Company Code is always UK00 and the Document Type is always RE for a PO invoice.

NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.

The screenshot shows the SAP Selection Financial Documents screen. The 'Financial' section is highlighted with a red box, containing the following fields:

Field	Value	to	Field	Value
Company Code	UK00			
Fiscal Year	2016			
Document Type	RE			
Fiscal Period				
Document Number				
Entry Date				
Posting Date				
Ref. Doc. Number				

The 'Cost' section below includes the following fields:

Field	Value	to	Field	Value
Vendor				
Cost Center				
General Ledger				
Internal Order				
Grant				
Fund				
WBS				

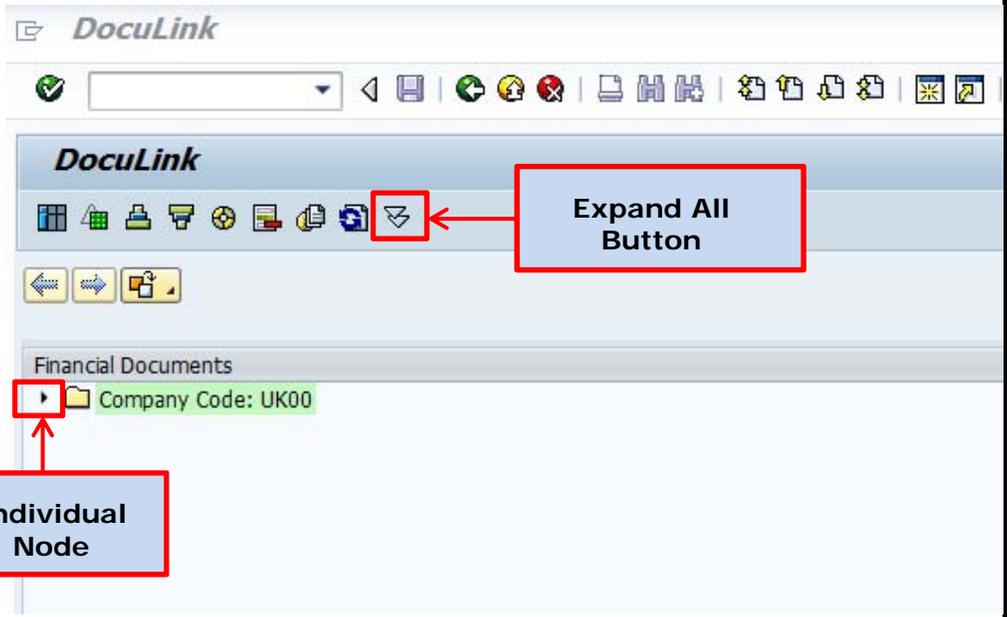
To review a specific PO invoice, the selection should be made by using the Document Number field (SAP FI document number) or the Ref. Doc. Number field (Vendor's Invoice number).

To review the supporting documentation for multiple PO invoices from the same search, the cost object can be entered in the appropriate field.

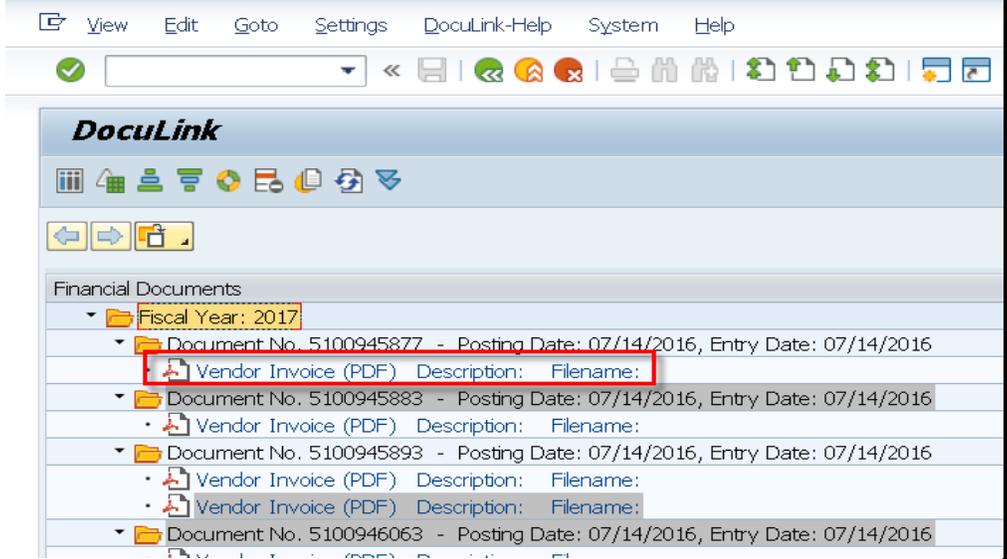
Click the Execute button.

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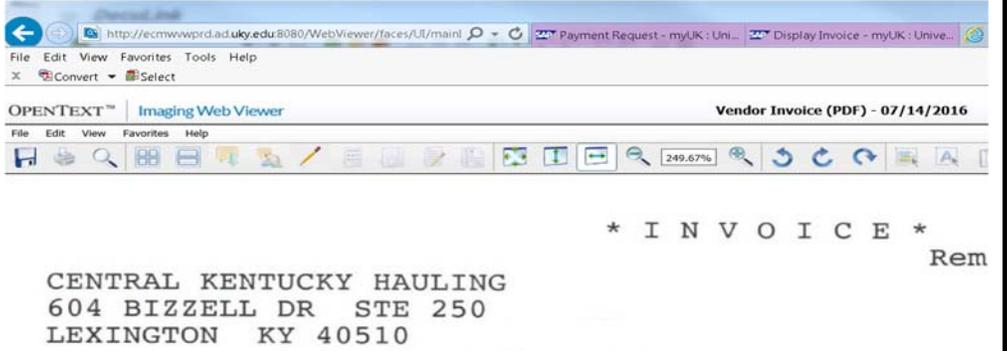
To view the attachments, click on each node to expand the information or use the Expand All button to display all of the backup documents for the selection.



Double click on the PO attachment you wish to view.



Attachments in PDF, BMP, TXT, etc will with the Open Text Imaging Web Viewer. Any Word/Excel attachment will open using the software from your workstation.



Use the Imaging Web Viewer Options to save, print, rotate zoom, etc the attachments for optimal review.

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To view the PO invoice's FI posting in SAP, double click on the Document No.

Financial Documents	
▼ Fiscal Year: 2017	
▼ Document No. 5100945877 - Posting Date: 07/14/2016, Entry Date: 07/14/2016	
• Vendor Invoice (PDF) Description: Filename:	
▼ Document No. 5100945883 - Posting Date: 07/14/2016, Entry Date: 07/14/2016	
• Vendor Invoice (PDF) Description: Filename:	
▼ Document No. 5100945893 - Posting Date: 07/14/2016, Entry Date: 07/14/2016	
• Vendor Invoice (PDF) Description: Filename:	
• Vendor Invoice (PDF) Description: Filename:	
▼ Document No. 5100946063 - Posting Date: 07/14/2016, Entry Date: 07/14/2016	

Click on GOTO then Display As List to view the full accounting information for the PO invoice.

FI Posting Overview:

Document Edit **Goto** Extras Settings Environment System Help

- Document Header F5
- Reversal Document
- Tax Data F6
- Recurring Entry Data...
- Next Page Page down
- Previous Page Page up
- Next Document
- Previous Document
- Display as list**
- Back F3

Document Number: [] Document Date: [] Reference: [] Currency: []

Code: UK00 Fiscal Year: 2017 Date: 07/14/2016 Period: 1

Itm	PK	BusA	Account	Account short text	Tx	Amount in	USD
001	31		192575	Central Kentucky Hauling	I0	430.55-	
002	86	0101	210110	GR/IR Clearing	I0	430.55	

To drill into the PO click on Environment, Document environment, Original document.

Document Edit Goto Settings Extras **Environment** System Help

- Tax data Shift+F6
- Document changes
- Check information
- Payment usage
- Recurring entry data...
- Document environment**
 - Original document**
 - Accounting documents
 - Relationship Browser
- Correspondence
- Balance sheet adjustment
- Additional assignments

Doc. Type: RE (Invoice - gross) Doc. Number: 5100945877 Doc. Date: 06/27/2016 Calculate Tax [] Ref. Doc.: 213679 Doc. Currency: USD

Itm	PK	Account	Account short text	Amount	Cost Ctr.	WBS element	Order	Fund	Text	Assignment	BusA
1	31	192575	Central Kentucky Hauling	430.55-						510094587-	
2	86	210110	GR/IR Clearing	430.55			807001571654	0111275000		20160714	0101
				0.00							

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Double click on the PO number to drill into the Purchase Order

Display Invoice Document 5106965482 2017

Transaction: 1 Invoice | 5106965482 | 2017

Basic Data | Payment | Details | Tax | Withholding tax | Contacts | Note

Invoice date: 06/27/2016 | Reference: 213679
 Posting Date: 07/14/2016 | Period: 1
 Amount: 430.55 | USD | Calculate tax
 Tax Amount: 0.00 | 10 10 (A/P sales tax, 0%)
 Text:
 Paymt terms: 30 Days net
 Baseline Date: 06/27/2016
 Company Code: UK00 University of Kentucky Lexington

Vendor: 0000192575
 Central Kentucky Hauling
 493 Double Culvert Rd
 Georgetown KY 40324
 502-857-1863

Purchase Order	Item	PO Text	Quantity	Order Unit	Net price	OPUn	Amount	Received
4300148140	1	OKY Hauling Dump...	430.55	LOT	1.00	LOT	430.55	34,998

Std PO Facilities 4300148140 Created by Deborah A Konieczek

Document Overview On | Print Preview | Messages | Personal Setting

YB Std PO Facilies | 4300148140 | Vendor: 192575 Central Kentucky Hauling | Doc. date: 07/20/2015

Item	Material	Short Text	PO Quantity	Net Price
1	P	OKY Hauling Dumpster Service	35,000	1.00

Item: 1 OKY Hauling Dumpster Service FY2016

Sh...	M/T	Material Docu...	Item Posting Date	Quantity	Qty in OPUn	Amount in LC Or...	Amount Reference
GR	101	5501183256	1 05/31/2016	440.570	LOT	440.57	440.57
GR	101	5501189606	1 06/09/2016	213.290	LOT	213.29	213.29
GR	101	5501191765	1 06/14/2016	1,054.380	LOT	1,054.38	1,054.38
GR	101	5501198733	1 06/24/2016	632.320	LOT	632.32	632.32
GR	101	5501200956	1 06/29/2016	632.320	LOT	632.32	632.32
GR	101	5501208638	1 07/15/2016	256.060	LOT	256.06	256.06
Tr./Ev.		Goods receipt		34,998.070	LOT	34,998.07	34,998.07
IR-L		5106744233	1 08/04/2015	930.790	LOT	930.79	930.79 167008
IR-L		5106747208	1 08/11/2015	361.980	LOT	361.98	361.98 166245
IR-L		5106759627	1 08/13/2015	322.580	LOT	322.58	322.58 166305
IR-L		5106760523	1 08/14/2015	1,057.510	LOT	1,057.51	1,057.51 165385
IR-L		5106762162	1 08/18/2015	521.180	LOT	521.18	521.18 169054
IR-L		5106764129	1 08/31/2015	435.910	LOT	435.91	435.91 169982

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To view a PO invoice attachment from the Display Document Screen, go to SAP screen FB03.

Click on the Document List button to open additional search criteria.

Display Document: Initial Screen

Document List | First Item | Editing Options

Keys for Entry View		Document display using...
Document Number	<input type="text"/>	Reference no. FINA
Company Code	UK00	
Fiscal Year	2014	

From the Document List screen, Company Code of UK00 is required.

Search Options:
Document Number = SAP document number.

Reference Number = Vendor's invoice number.

Document List

Company code: UK00 (Must be UK00)

Document Number: 5100945877

Fiscal Year:

General selections:

Document type	<input type="text"/>	to	<input type="text"/>
Posting date	<input type="text"/>	to	<input type="text"/>
Entry date	<input type="text"/>	to	<input type="text"/>
Reference number	<input type="text"/>	to	<input type="text"/>
Reference Transaction	<input type="text"/>	to	<input type="text"/>
Reference key	<input type="text"/>	to	<input type="text"/>
Logical system	<input type="text"/>	to	<input type="text"/>

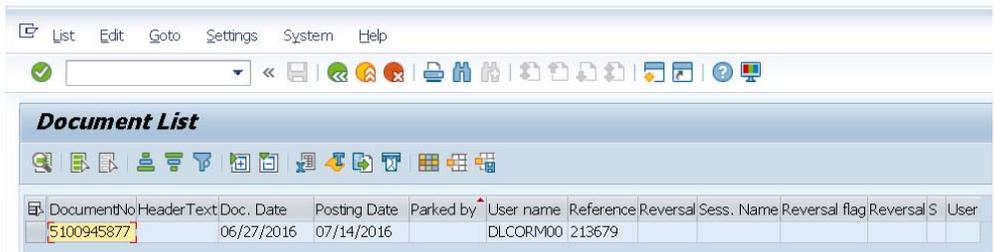
Also display noted items
 Display noted items

Search for own documents
 Own documents only

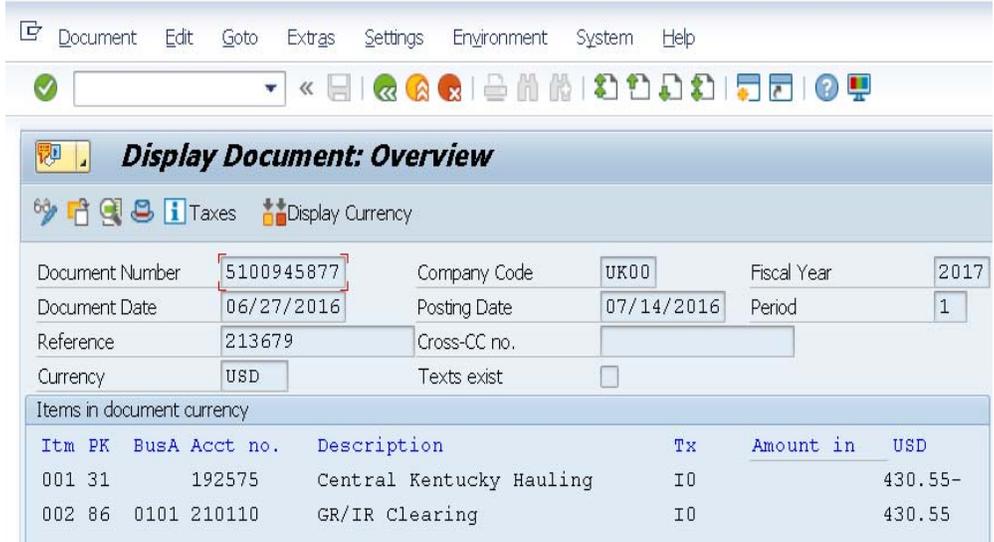
NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.

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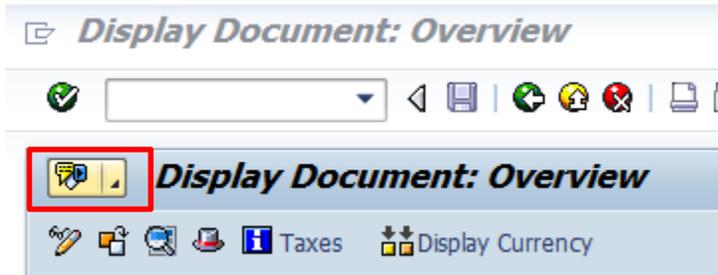
A listing of search results will be displayed if more than 1 item matched the search criteria. Double click on the document to be reviewed from the list.



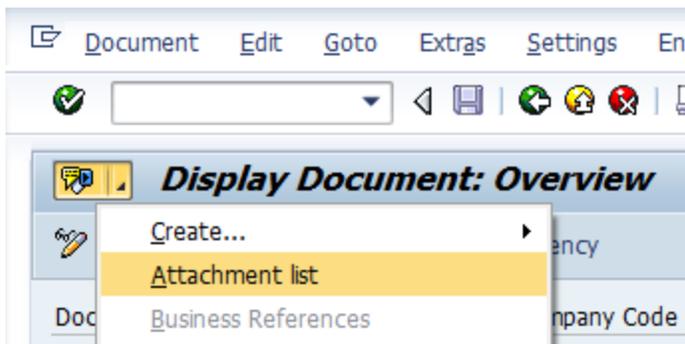
The Document Display: Overview will provide the basic information about the FI posting of the PO invoice.



To review the PO invoice attachment: Click on the arrow on the Services for Object Button.



Then click on the Attachment list option. (If attachment list is in light grey, no attachment is available for review.)



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To review the complete accounting information for a PO invoice, from the Display Document: Overview, click on Goto and click on Display As List.

The complete accounting information for the PO Invoice will be displayed.

The screenshot shows a software interface with a 'Goto' dropdown menu open. The menu options include: Document Header (F5), Reversal Document, Tax Data (F6), Recurring Entry Data..., Next Page (Page down), Previous Page (Page up), Next Document, Previous Document, **Display as list** (highlighted), and Back (F3). The background interface includes a 'Display' button, a 'Document Number' field with value '1901067639', 'Document Date' '08/27/2013', 'Reference' 'FI', and 'Currency' 'USD'. Below this is a table of items:

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assignment
1	192468	COLUMBIA GAS	15.76					*106370931830005	190106763920
2	581302	Electricity	15.76	1012013920		1012013920	0011002000	Utility Payments	20140313
*			0.00						

Below the items table is a summary box with the following text:

```

Doc. Type : KR ( Vendor invoice ) Normal document
Doc. Number 1901067639 Company Code UK00 Fiscal Year 2014
Doc. Date 08/27/2013 Posting Date 03/13/2014 Period 09
Calculate Tax 
Ref.Doc. FINAL BILL ON AC
Doc. Currency USD
Doc. Hdr Text *106370931830005
    
```

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To review the check information for the PO Invoice, from the Display Document: Overview screen, double click on the Merchant Name.

The Display Document: Line Item 001 screen will provide additional information regarding the transaction including a Clearing date and document number if a check has been processed.

Display Document: Overview

Document Number: 1901069063 Company Code: UK00 Fiscal Year: Document Date: 02/28/2014 Posting Date: 03/19/2014 Period: Reference: FIRM ACCT # 2117 Cross-CC no.: Currency: USD Texts exist:

Itm PK	BusA	Acct no.	Description	Tx	Amount
001	31	127731	Fayette County Clerk	I0	
002	40	0101 535034	Misc Expenditures	I0	

Display Document: Line Item 001

Vendor: 127731 Fayette County Clerk G/L Acc: Company Code: UK00 162 E Main St University of Kentucky Lexington Doc. no: Line Item 1 / Invoice / 31 Amount: 86.50 USD

Additional Data

Bus. Area		Disc. base	86.50	USD	Disc. Amount	0.00
Payt Terms		Bline Date	03/19/2014	Days/percent	0	0.000
Pmnt Block		Pmt Method		Fixed		
Pmt Method		Clearing	03/19/2014 / 2001265880	Invoice ref.		
Assignment		Text	*FCCO Land Records account bill FEB 2014			

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To retrieve the actual check number, click on Environment and Check Information.

On the Display Check Information screen, all of the necessary check information is provided such as check number, payment date, check amount, and check encashment.

The image shows two screenshots of a software application. The top screenshot shows the 'Environment' menu open, with 'Check Information' highlighted. The bottom screenshot shows the 'Display Check Information' screen with a red box highlighting the 'Check information' section.

Environment Menu:

- Document Changes
- Check Information**
- Payment Usage
- Invoice Status Ctrl+F10
- Document Environment
- Additional Assignments
- Valuation
- Correspondence
- Balance Sheet Adjustment
- Addnl components...
- Reference Object F2

Display Check Information Screen:

Paying company code: UK00 Payment document no.: 2001265880

Bank details:

House Bank	AP01	Bank Key	043301627
Account ID	VEND	Bank Account	1028877802
Bank name	PNC		
City	Jeanette		

Check information:

Check number	101257490	Currency	USD
Payment date	03/19/2014	Amount paid	86.50
Check encashment	03/28/2014	Cash discount amount	0.00

Check recipient:

Name	Fayette County Clerk
City	Lexington
Payee's country	US
Regional code	KY