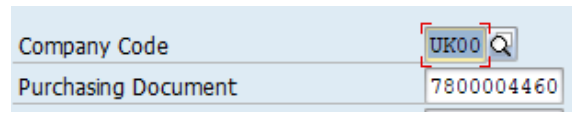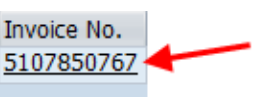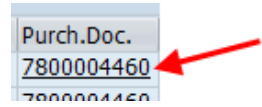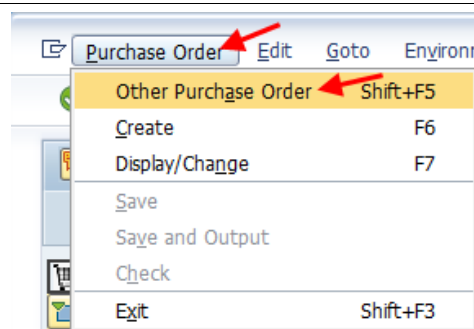# Subaward Purchase Order Transaction Codes (t-codes)

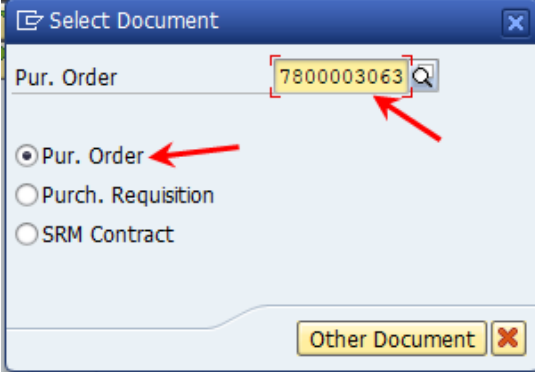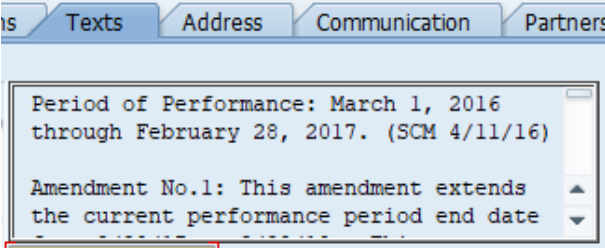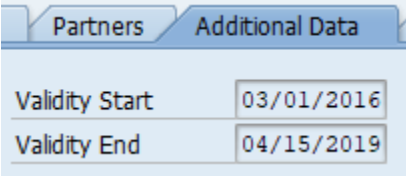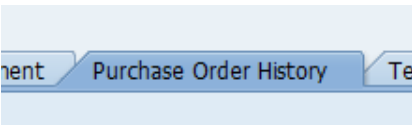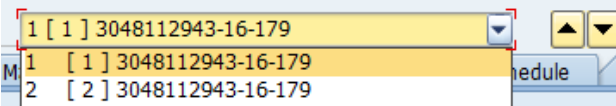**Process:** Transaction Codes (t-codes) available to display subaward purchase order information and invoice documentation.

1. ZMM_SUBAWARD_INV_HIS – Subaward Invoice History Report
   a. Based on PO number
   b. Lists all subaward invoices approved and awaiting approval
2. ME23N – Display Purchase Order
   a. Based on PO number
   b. Lists PO period of performance dates, PO validity dates, invoices entered, invoice documentation and payment details
3. ME2K - Purch. Orders by Account Assignment
   a. Based on grant/WBS number
   b. Lists summary of POs, vendor, PO budget and PO available balance
4. Z_MMEKPO - Open Purchase Orders
   a. Based on PO number
   b. Lists PO budget amount, PO encumbered amount, invoiced amount and open (remaining) PO balance
5. ZECM_FIDOCS – Financial Documents with Attachments
   a. Based on document number or reference document number
   b. Lists attachments
6. FB03 – Display Document
   a. Based on document number
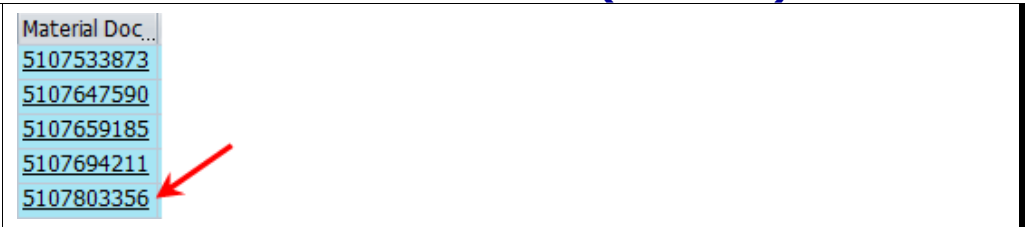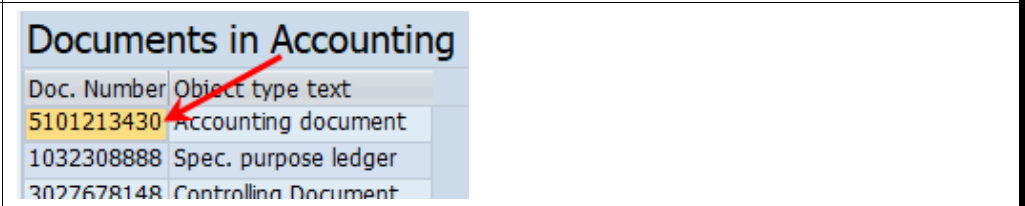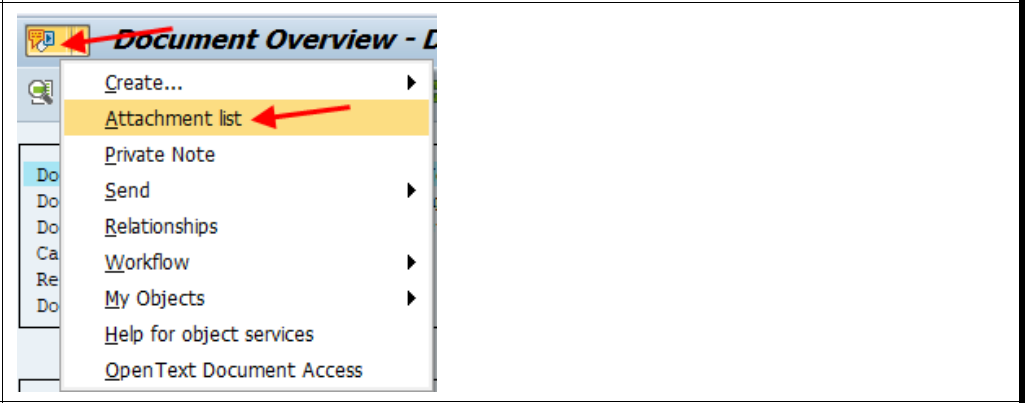   b. Lists transaction details such as document & posting dates and GLs used
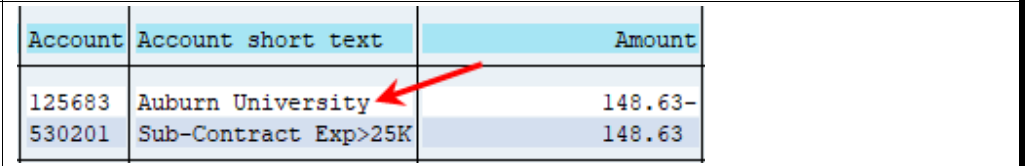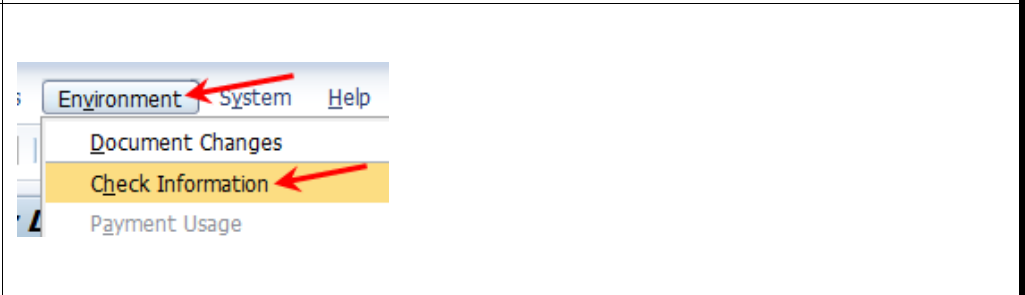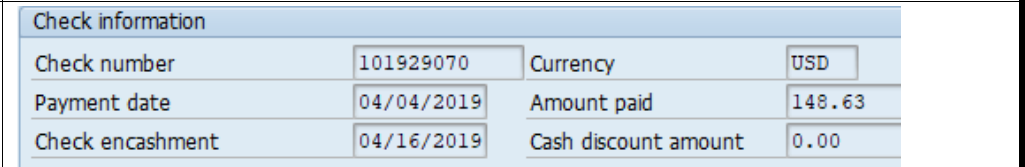
Subaward Purchase Order Transaction Codes (t-codes)

1. ZMM_SUBAWARD_INV_HIS – Subaward Invoice History Report	
	Based on PO number Lists all subaward invoices approved and awaiting approval
Enter PO number and execute	Company Code: UK00 Purchasing Document: 7800004460
Lists invoices entered; approved and awaiting approval **Note:** There will be one line for SIR and one line for PI/SIDA	Invoice No.	Reference	Invoice Date	Posting Date	Receive Date	Purch.Doc.	Gross amnt	Approver	Days	Decision	Grant 5107684774 363673-GC-1 11/26/2018 12/03/2018 11/28/2018 7800004460 3,714.43 REV AKNAPP2 48 APPROVED 3200002016 5107684774 363673-GC-1 11/26/2018 12/03/2018 11/28/2018 7800004460 3,714.43 PI ATFALL2 48 APPROVED 3200002016
If the Decision field is blank, the SIR or PI has not approved the invoice If the End Date field is blank, the PI has not approved the invoice	Invoice No. Reference Gross amnt Approver Days Decision End Date Grant 5107850767 363673-GC-6 1,628.36 REV AKNAPP2 7 APPROVED 3200002016 5107850767 363673-GC-6 1,628.36 PI ATFALL2 7 3200002016
To display invoice details, click on the Invoice No	Invoice No. 5107850767 Drilling into the invoice takes you to the transaction details outlined below in ME23N.
To display PO details, click Purch Doc	Purch.Doc. 7800004460 Drilling into the PO takes you to ME23N which is outlined below.

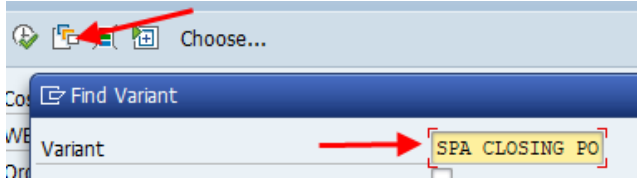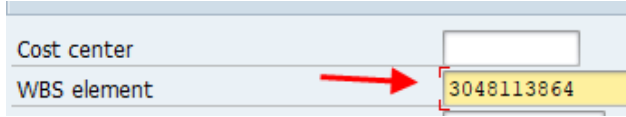| 2. ME23N – Display Purchase Order	
	Based on PO number Lists PO period of performance dates, PO validity dates, invoices entered, invoice documentation and payment details
Select Purchase Order in the top menu Then select Other Purchase Order	Purchase Order Edit Goto Environm Other Purchase Order Shift+F5 Create F6 Display/Change F7 Save Save and Output Check Exit Shift+F3

Subaward Purchase Order Transaction Codes (t-codes)

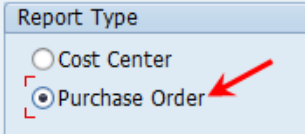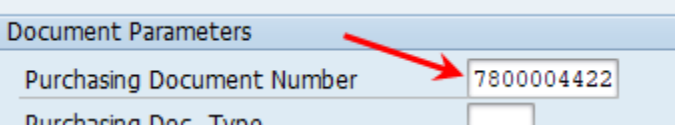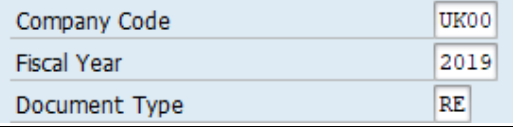|	
Enter PO number and select Pur. Order	**Select Document** ☒ Pur. Order 7800003063 🔍 ⦿ Pur. Order ← ○ Purch. Requisition ○ SRM Contract Other Document ❌
Header section shows <mark>period of performance</mark> (Texts tab) **Note:** Use scroll bar to view amendments and extended dates	...s / Texts / Address / Communication / Partners Period of Performance: March 1, 2016 through February 28, 2017. (SCM 4/11/16) Amendment No.1: This amendment extends the current performance period end date
Header section shows validity dates (Additional Data tab) **Note:** Validity dates are the dates in which an invoice should be processed within.	Partners / Additional Data Validity Start 03/01/2016 Validity End 04/15/2019
Items section details portion budgeted to GLs under $25K and/or over $25K	. Itm A I Short Text / PO Quan... Deliv. Date Net Price Curr... Per Matl Group]1 P B 3048112943-16-179 1 03/01/2016 25,000.00 USD 1 Sub-Awards]2 P B 3048112943-16-179 1 03/01/2016 12,500.00 USD 1 Sub-Awards
Items details section lists invoices entered (purchase order history tab).	...nent / Purchase Order History / Te...
Select 1 or 2 in the dropdown for invoices posted to the GL under $25K or over $25K **Note:** This list includes invoices approved and awaiting approval **Reminder:** The total of both lists should balance to the cumulative balance	1 [1] 3048112943-16-179 ▾ ▲ ▼ M 1 [1] 3048112943-16-179 ...hedule 2 [2] 3048112943-16-179 Material Doc.. Item Posting Date Σ Quantity OUn Σ Qty in ... Σ Amt.in loc.cur. O Σ Reference 5107081803 1 01/10/2017 5,165.00 5 INV 1 5107118397 1 03/02/2017 4,129.92 4 INV 2 5107133193 1 03/23/2017 3,085.54 3 INV 3 5107533873 1 06/28/2018 12,619.54 1 INV 4 voice receipt ▪ 25,000.00 ▪ Material Doc.. Item Posting Date Σ Quantity OUn Σ Qty in ... Σ Amt.in loc.cur. O Σ Reference 5107533873 2 06/28/2018 5.77 5 INV 4 5107647590 2 10/26/2018 3,262.94 3 INV 5 5107659185 2 11/07/2018 4,491.20 4 INV 6 5107694211 2 12/12/2018 4,591.46 4 INV NO. 7 5107803356 2 04/04/2019 148.63 1 INV 8 voice receipt ▪ 12,500.00 ▪
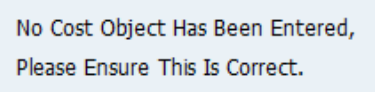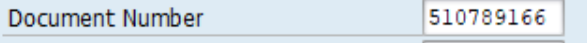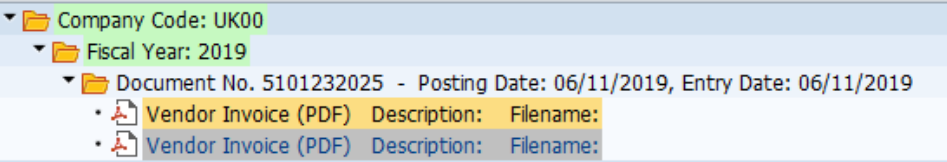
Subaward Purchase Order Transaction Codes (t-codes)

==To display invoice documentation==, click on Material Document number	Material Doc... 5107533873 5107647590 5107659185 5107694211 5107803356
Click Follow-On Documents	**Display Invoice Document 51** Hide PO structure Follow-On Documents ...
Double click Doc Number next to Accounting document	Documents in Accounting Doc. Number Object type text 5101213430 Accounting document 1032308888 Spec. purpose ledger 3027678148 Controlling Document
Select Services for Object icon in the upper left corner next to Document Overview Then click Attachment list	**Document Overview - D** Create... Attachment list Private Note Send Relationships Workflow My Objects Help for object services OpenText Document Access
Double click on the attachment to view	Icon Title Inv 8 (Invoice) Inv 8 (E-mail)
==To display payment details==, double click vendor name	Account Account short text Amount 125683 Auburn University 148.63- 530201 Sub-Contract Exp>25K 148.63
Select Environment from the top menu bar then select Check Information **Note:** If Check Information is grayed out, payment may not be made yet	Environment System Help Document Changes Check Information Payment Usage
Lists Check number, Payment Date, Amount paid and Check encashment	Check information Check number 101929070 Currency USD Payment date 04/04/2019 Amount paid 148.63 Check encashment 04/16/2019 Cash discount amount 0.00

Subaward Purchase Order Transaction Codes (t-codes)

3. ME2K - Purch. Orders by Account Assignment	
	Based on grant/WBS number Lists summary of POs, vendor, PO budget and PO available balance
Click Variant and enter SPA CLOSING PO	
Enter grant/WBS in WBS element then execute	
Lists summary of PO agreements	
Budgeted Amount	
PO available balance	
To view PO details, click on the PO number, vendor, agreement number or budget amount	Drilling into the PO takes you to ME23N which is outlined above

Subaward Purchase Order Transaction Codes (t-codes)

4. Z_MMEKPO - Open Purchase Orders

	Based on PO number Lists PO budget amount, PO encumbered amount, invoiced amount and open (remaining) PO balance. Note: Invoiced amount includes invoices awaiting approval.
Bullet Purchase Order	Report Type ○ Cost Center ⦿ Purchase Order
Enter PO number then execute **Note:** Running by WBS only takes a long time to run	Document Parameters Purchasing Document Number 7800004422 Purchasing Doc. Type
If this message pops up, select continue	No Cost Object Has Been Entered, Please Ensure This Is Correct.
Lists summary of the POs vendor, PO budget, invoiced amount and remaining balance	Purch.Doc. Vendor Name 1 P.O Total Σ Encumbered Σ Invoiced Σ Open 7800004422 338797 University of Louisville 38,000.00 38,000.00 31,915.13 6,084.87 38,000.00 31,915.13 6,084.87
To view PO details, click the PO number	Drilling into the PO takes you to ME23N which is outlined above

5. ZECM_FIDOCS – Financial Documents with Attachments

	Based on document number or reference document number Lists attachments
Enter Company Code UK00, Fiscal Year and Document Type RE for subaward invoices	Company Code UK00 Fiscal Year 2019 Document Type RE
Enter Document Number (generated by SAP) **OR**	Document Number 510789166
Enter Ref. Doc. Number (invoice number) **Note:** Must be entered exactly how APS keyed it	Ref. Doc. Number 90139228
Variable Notes	Using Ref. Doc. Number returns all documents matching this criteria for all grants Running by grant or WBS only takes a long time to run but works well when used in conjunction with other fields

Click on arrows to drill down to the attachments
 	
Double click to view attachments
	▼ 📁 Company Code: UK00
	  ▼ 📁 Fiscal Year: 2019
	    ▼ 📁 Document No. 5101232025 - Posting Date: 06/11/2019, Entry Date: 06/11/2019
	      • 📄 Vendor Invoice (PDF) Description: Filename:
	      • 📄 Vendor Invoice (PDF) Description: Filename:

Subaward Purchase Order Transaction Codes (t-codes)

6. FB03 – Display Document	
	Based on document number
	Lists transaction details such as document & posting dates and GLs used
Enter Document Number (Accounting document) and press enter	Document Number 5101226657
Lists transaction details	Doc.Type : RE (Invoice – gross) Normal document Doc. Number 5101226657 Company Code UK00 Fiscal Year 2019 Doc. Date 05/16/2019 Posting Date 05/22/2019 Period 11 Calculate Tax Ref.Doc. INV 011-YEAR 2 Doc. Currency USD Itm Account Account short text Amount Cost Ctr WBS elem. Funds ctr Fund Text Assignment 1 139555 Icahn School Medicin 4,289.49- *Sub-Award: 3048113864-18-290 51012266572019 2 530201 Sub-Contract Exp>25K 4,289.49 3048113864 1222003156 0226000040 20190522
To view invoice attachments, select Services for Object	Document Overview - Display	Viewing attachments is outlined above in ME23N
To view payment details, double click vendor name	Account Account short text Amount 139555 Icahn School Medicin ← 4,289.49- 530201 Sub-Contract Exp>25K 4,289.49	Viewing payment details is outlined above in ME23N