

ECM – Enhanced Content Management

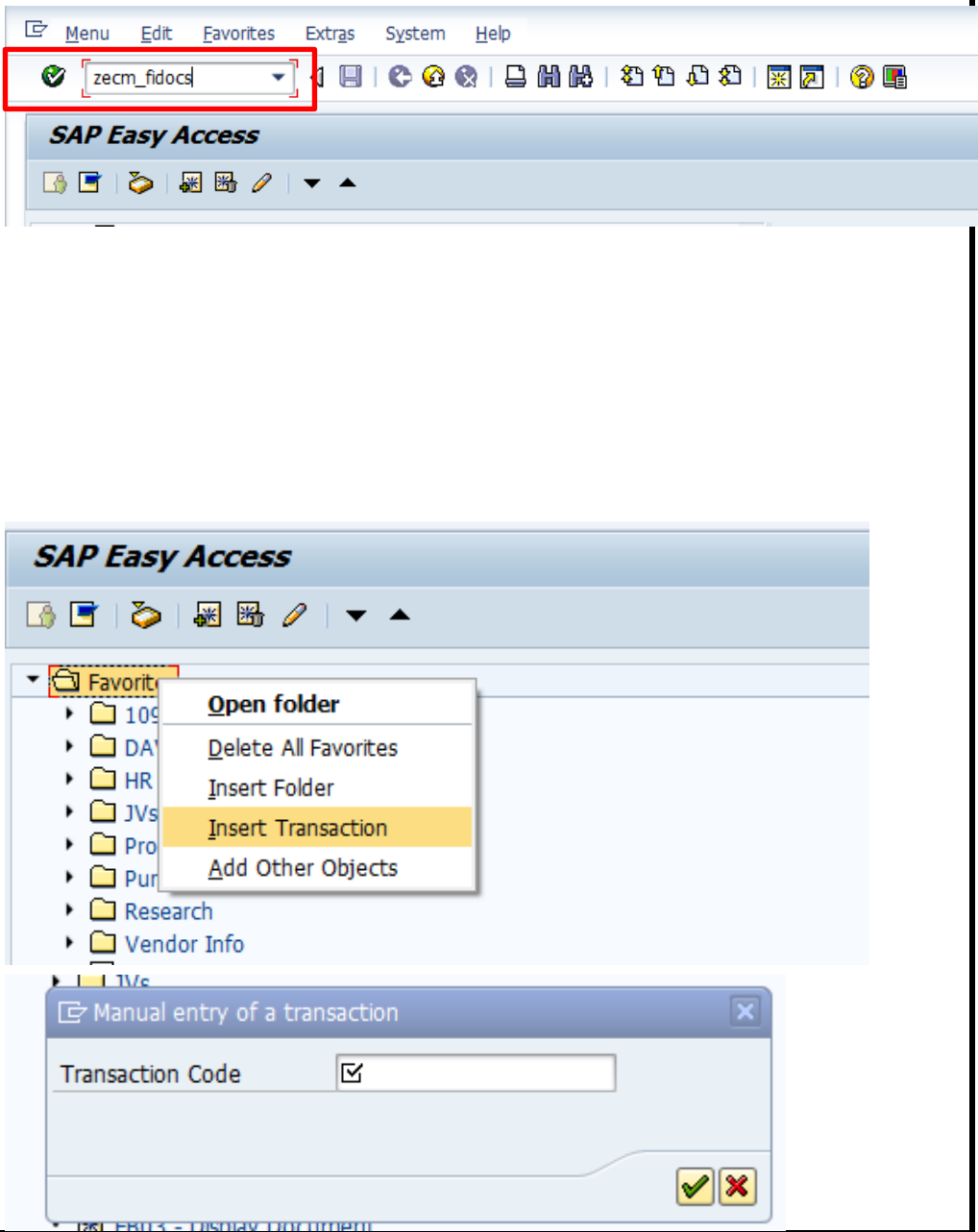
Process: To review a PRD’s supporting documentation in SAP.

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 it includes the following fields:

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

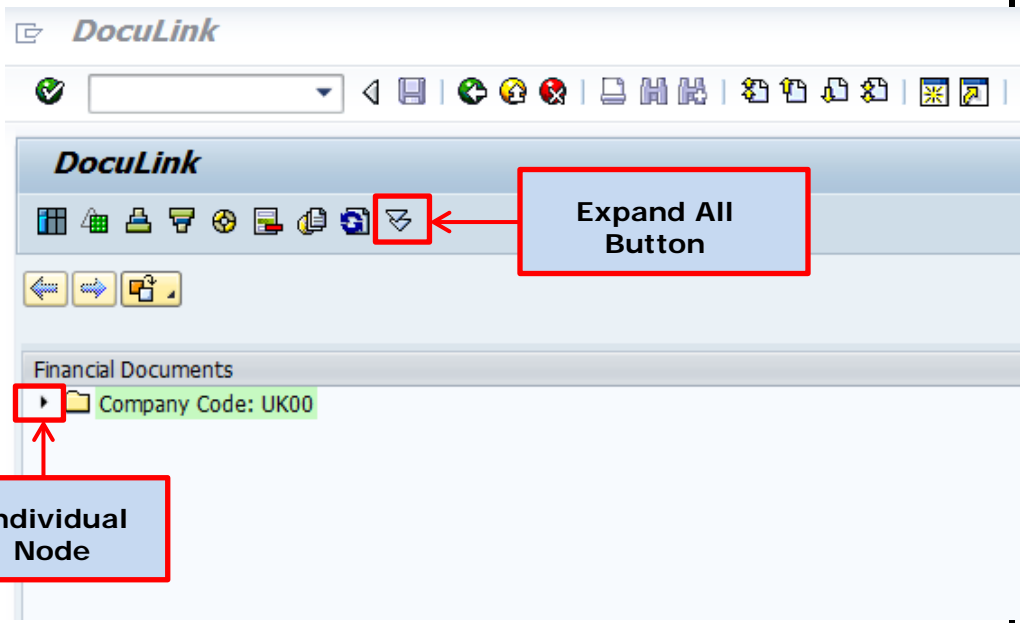
To review a specific PO invoice, the selection should be made by using the Document Number field (SAP FI document number) or the Ref. Doc. Number field (Vendor's Invoice number).

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

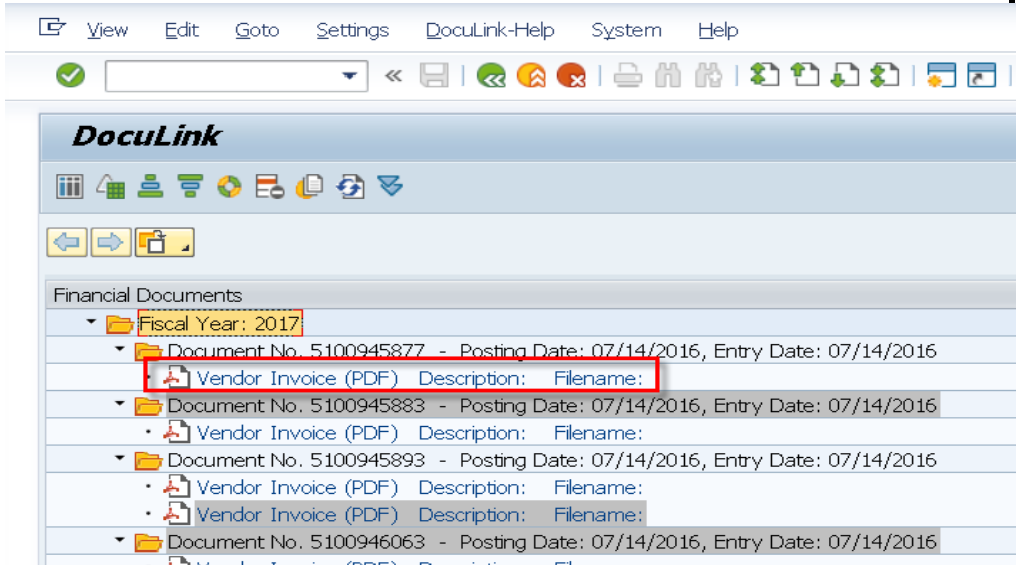
Click the Execute button.

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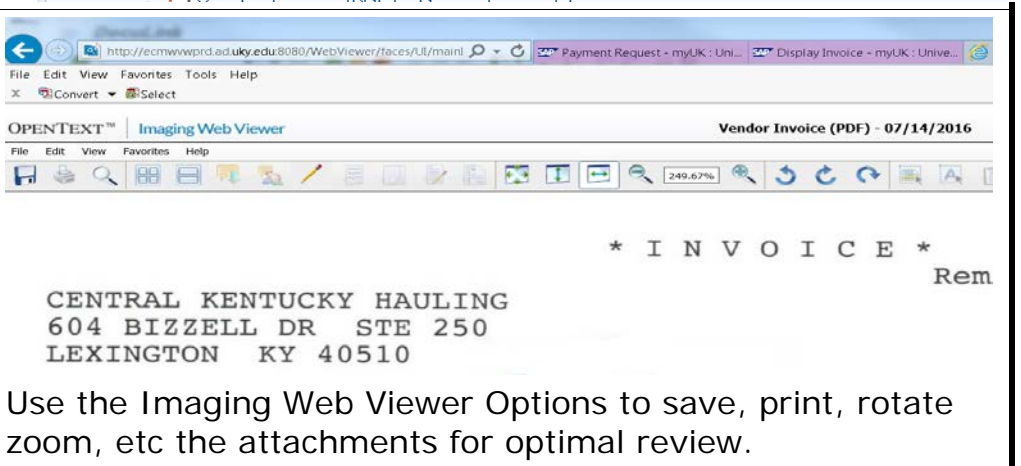
To view the attachments, click on each node to expand the information or use the Expand All button to display all of the backup documents for the selection.



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	
<ul style="list-style-type: none"> Fiscal Year: 2017 <ul style="list-style-type: none"> Document No. 5100945877 - Posting Date: 07/14/2016, Entry Date: 07/14/2016 <ul style="list-style-type: none"> Vendor Invoice (PDF) Description: Filename: Document No. 5100945883 - Posting Date: 07/14/2016, Entry Date: 07/14/2016 <ul style="list-style-type: none"> Vendor Invoice (PDF) Description: Filename: Document No. 5100945893 - Posting Date: 07/14/2016, Entry Date: 07/14/2016 <ul style="list-style-type: none"> 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:

The screenshot shows the SAP FI Posting Overview interface. The 'Goto' menu is open, listing options such as Document Header, Reversal Document, Tax Data, Recurring Entry Data, Next Page, Previous Page, Next Document, Previous Document, Display as list, and Back. The 'Display as list' option is highlighted in yellow. The background shows a table with document details and a list of items.

Item	PK	BusA	Account	Account short text	Amount	Cost Ctr	WBS element	Order	Fund	Text	Assignment	BusA
001	31		192575	Central Kentucky Hauling	430.55-						510094587...	
002	86	0101	210110	GR/IR Clearing	430.55			807001571654	0111275000		20160714	0101
					0.00							

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

The screenshot shows the SAP Document Overview interface. The 'Environment' menu is open, listing options such as Tax data, Document changes, Check information, Payment usage, Recurring entry data, Document environment, Correspondence, Balance sheet adjustment, and Additional assignments. The 'Document environment' sub-menu is open, and 'Original document' is highlighted in yellow. The background shows document details and a table of items.

Item	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: Invoice date: 06/27/2016, Reference: 213679, Posting Date: 07/14/2016, Period: 1, Amount: 430.55, Tax Amount: 0.00, Paymt terms: 30 Days net, Baseline Date: 06/27/2016, Company Code: UK00 University of Kentucky Lexington

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	34,998.00

Std PO Facilities 4300148140 Created by Deborah A Konichek

Document Overview On | Print Preview | Messages | Personal Setting

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

Item	Material	Short-Text	PO Quantity	Net Price	Amount
1	OKY Hauling Dumpster Service		35,000 LOT	1.00 USD	34,998.07

Item: OKY Hauling Dumpster Service FY2016

Sh...	M/T	Material Docu...	Item Posting Date	Quantity OUn	Qty in OPUn	Amount in LC Or...	Amount Reference
GR	101	5501183236	1 05/31/2016	440.570 LOT	440.570	440.57	440.57
GR	101	5501189606	1 06/09/2016	213.290 LOT	213.290	213.29	213.29
GR	101	5501191765	1 06/14/2016	1,054.380 LOT	1,054.380	1,054.38	1,054.38
GR	101	5501198733	1 06/24/2016	632.320 LOT	632.320	632.32	632.32
GR	101	5501200956	1 06/29/2016	632.320 LOT	632.320	632.32	632.32
GR	101	5501208630	1 07/15/2016	256.060 LOT	256.060	256.06	256.06
Tr./Ev.		Goods receipt		34,998.070 LOT	34,998.070	34,998.07	34,998.07
IR-L		5106744233	1 08/04/2015	930.790 LOT	930.790	930.79	930.79 167008
IR-L		5106747208	1 08/11/2015	361.980 LOT	361.980	361.98	361.98 168245
IR-L		5106749667	1 08/13/2015	322.580 LOT	322.580	322.58	322.58 166306
IR-L		5106750252	1 08/14/2015	1,057.510 LOT	1,057.510	1,057.51	1,057.51 165385
IR-L		5106752162	1 08/18/2015	521.180 LOT	521.180	521.18	521.18 169054
IR-L		5106764129	1 08/31/2015	435.910 LOT	435.910	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	Reference no. FINAL
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	[]	to	[]
Posting date	[]	to	[]
Entry date	[]	to	[]
Reference number	[]	to	[]
Reference Transaction	[]	to	[]
Reference key	[]	to	[]
Logical system	[]	to	[]

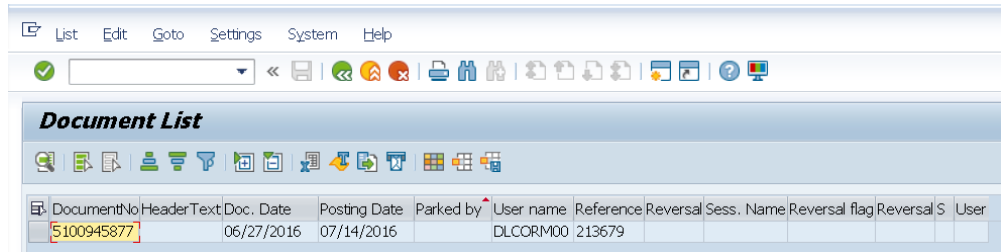
Also display noted items
 Display noted items

Search for own documents
 Own documents only

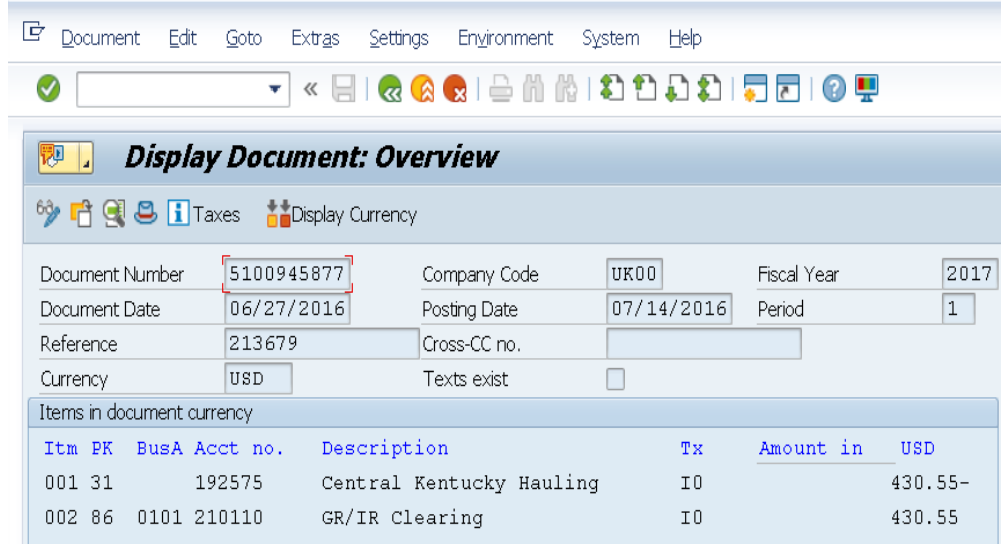
NOTE: It is recommended that a date or a date range be included in the Entry Date field(s) to expedite the search.

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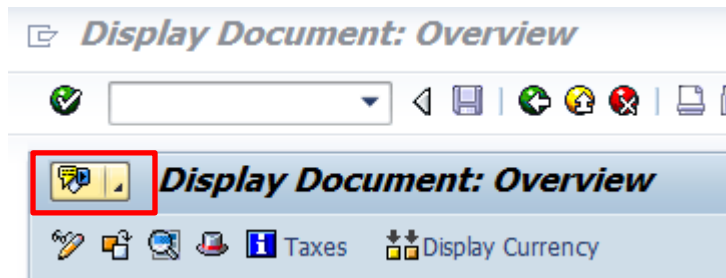
A listing of search results will be displayed if more than 1 item matched the search criteria. Double click on the document to be reviewed from the list.



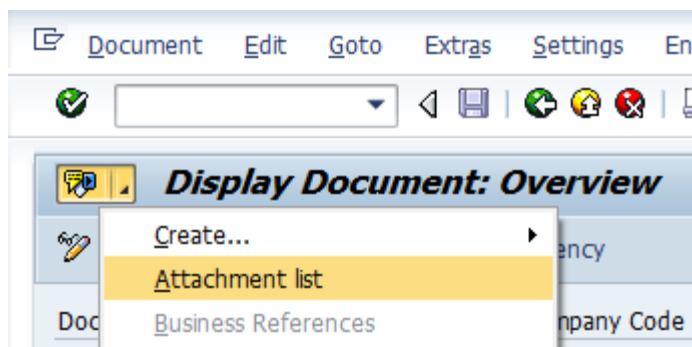
The Document Display: Overview will provide the basic information about the FI posting of the PO invoice.



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.)



ECM – Enhanced Content Management

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 menu bar (Document, Edit, Goto, Extras, Settings, Environment, System, Help) and a toolbar. A 'Goto' dropdown menu is open, listing options like Document Header, Reversal Document, Tax Data, Recurring Entry Data..., Next Page, Previous Page, Next Document, Previous Document, Display as list (highlighted), and Back. The main area displays document details: Document Number 1901067639, Document Date 08/27/2013, Reference FI, and Currency USD. Below this is a table of items in the document:

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

Below the items table is a summary box with document metadata:

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

At the bottom is a detailed accounting table:

Itm	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assignment
1	192488	Columbia Gas	15.76					*106370931830005	190106763920140313
2	531302	Electricity	15.76	1012013920		1012013920	0011002000	Utility Payments	20140313
*			0.00						

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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

Taxes Display Currency

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	<input type="checkbox"/>		

Items in document currency

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

Additional Data Withholding Tax Data

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
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Additional Data

Bus. Area			
Disc. base	86.50	USD	Disc. Amount 0.00
Payt Terms		Days/percent 0 0.000 \$ 0 0.	
Blinc Date	03/19/2014	Fixed	
Pmnt Block		Invoice ref.	
Pmt Method	Pmt meth.spl.		
Clearing	03/19/2014 / 2001265880		
Assignment	19010690632014		
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.

