



Integrated Financial Management Program

**Core Financial Project
Directions for Acceptance Report
(Received but not Accepted)**



Directions for Acceptance Report

The purpose of this document is to give detailed instructions on how to run a report that shows items received by the Warehouse that have not been Accepted (costed). Accounts Payable cannot pay an invoice for an item that has not been costed.

1. Execute SAP Report

SAP Transaction Code: ME2L

Purchasing Organization: DFRC

Selection Parameters: WE104

This report will return all items that have been received by the Warehouse but not costed. The selection screen is shown below:

Click Execute.

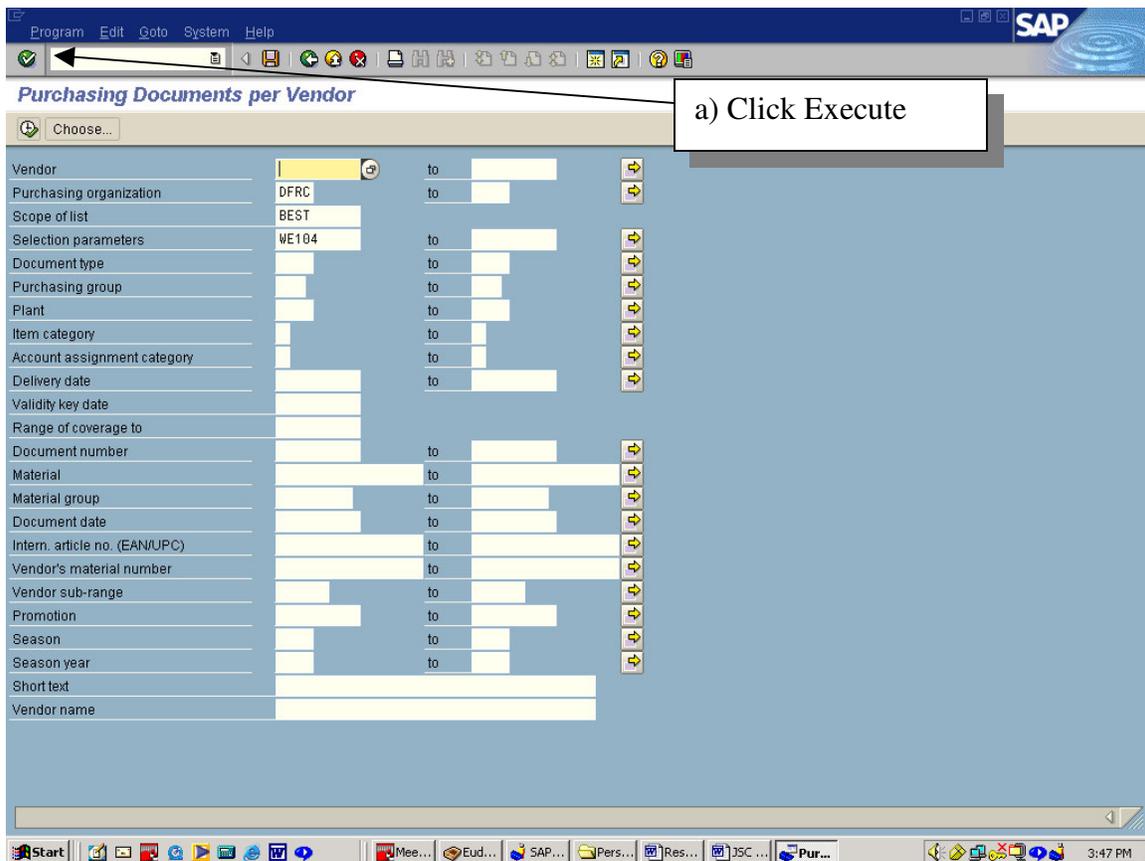


Figure 1. The SAP transaction code ME2L selection screen for the parameters specified above.

2. View SAP Report Results

Once the report is executed, the results will be displayed. The returned results are shown below:

Purchasing Documents per Vendor

PO	Type	Vendor	Name	PGP	Order date
E59000	YA	103479	SOFTWARE & ENGINEERING ASSOCIATES	DA1	08/18/2003
00001			TDK NOZZLE DESIGN SOFTWARE FOR WIN2K	70A	
	Z P	DFRC	DFRC	1	JOB
			Stilll to be delivered	0	JOB
			Stilll to be invoiced	1	JOB
E59090		106637	RUSKA INSTRUMENT CORP	DAC	08/20/2003
00001			Pump Kit/Repair		29
	Z K	DFRC	DFRC	1	EA
			Stilll to be delivered	0	EA
			Stilll to be invoiced	1	EA
00002			Shipping		29
	Z K	DFRC	DFRC	1	EA
			Stilll to be delivered	0	EA
			Stilll to be invoiced	1	EA
00003			Signal Board and valve		29
	Z K	DFRC	DFRC	1	EA
			Stilll to be delivered	0	EA
			Stilll to be invoiced	1	EA
E49070	YD	118111	INDIAN WELLS SPRING WATER COMPANY	DAP	05/31/2003
00003			8960-00-501-6994 WATER DRINKING		89
	Z K	DFRC	DFRC	38	BT
			Stilll to be delivered	0	BT
			Stilll to be invoiced	38	BT
00004			6505-00-533-2716 WATER, DISTILLED		65B
	Z K	DFRC	DFRC	7	BT
			Stilll to be delivered	0	BT
			Stilll to be invoiced	7	BT
E53830	YD	118219	WESTERN VIDEO	DAP	05/31/2003
00011			Call #020: Color Camera #WV-CL924A/MD0		59
	Z P	DFRC	DFRC	25	EA
			Stilll to be delivered	0	EA

a) Double click on Purchase Order number

Figure 2. The results returned by executing report ME2L with the referenced parameters.

3. View Purchase Order Detail

To view the details on a Purchase Order, double click on the Purchase Order number.

Click on the 'Purchase order history' tab under Item details to view the goods receipt document number(s). The results will be displayed. The returned results are shown below:

The quantity listed below is since the item has not been accepted (costed). Once the item is accepted (costed), the amount will change to reflect the number of items accepted.

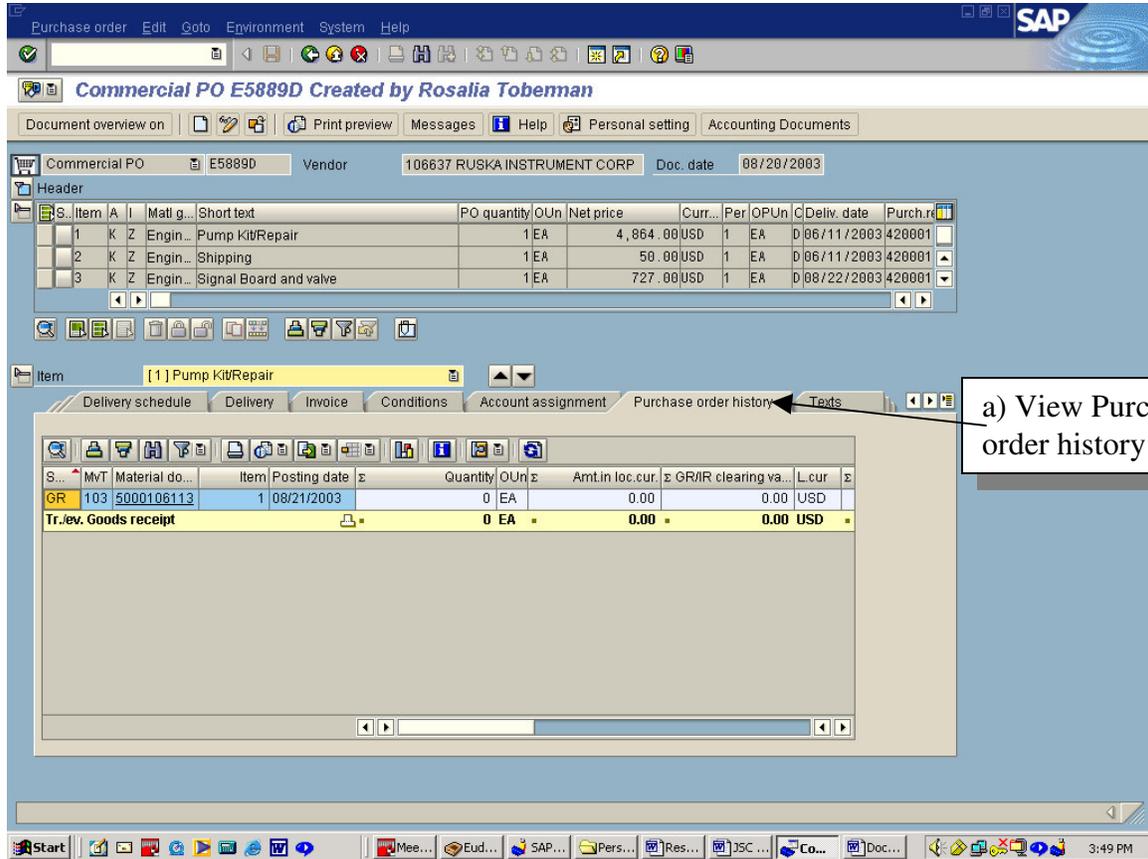


Figure 3. The results returned by double clicking on a Purchase Order number and selecting the 'Purchase order history' tab under Item details.

4. View Material Document Quantity

Double click on the material document (document number starts with 5). The returned results are shown below:

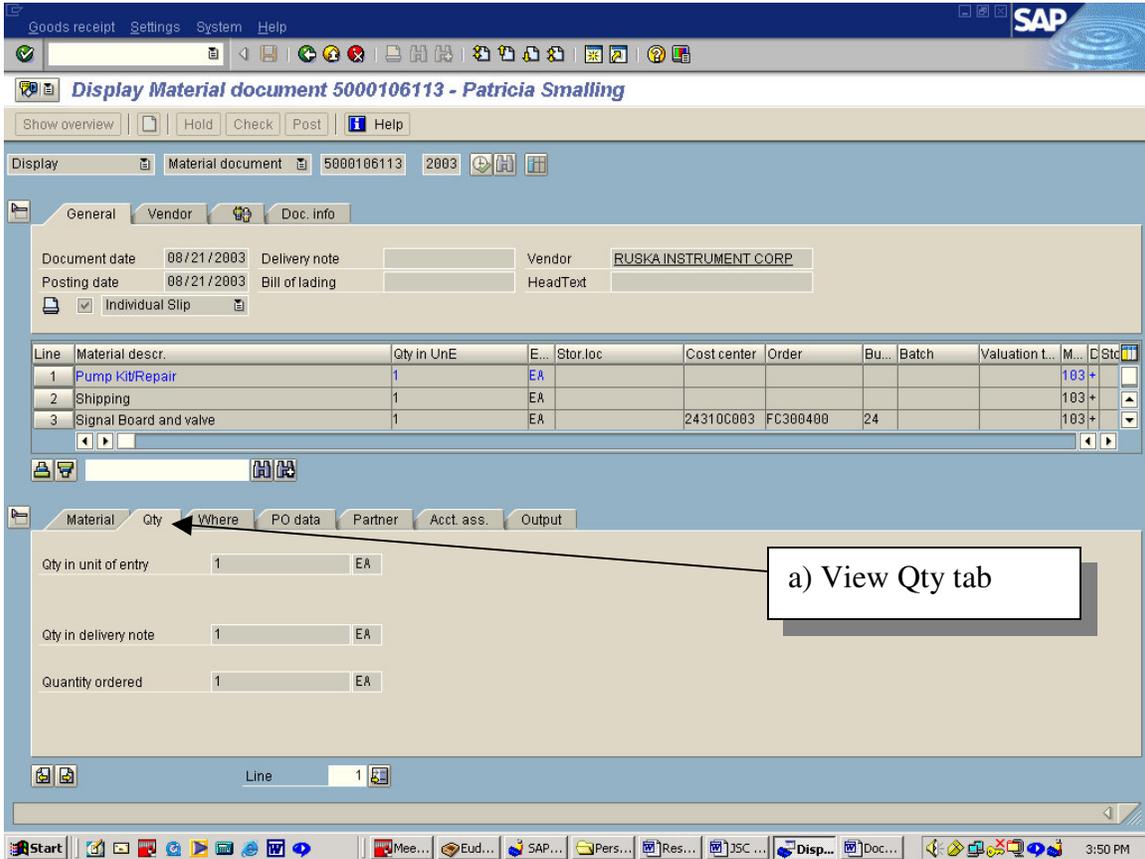


Figure 4. The results returned by double clicking on the goods receipt document.