

## Evaluate Purchases – how to tell which SES was applied to an Invoice.

Below are instructions - Please experiment with the layouts - you can change the layout - add fields or remove them, etc. When you save the layout it should save as a User layout and you will be able to choose your own layout if you save it. At some point we should share the different layouts and determine which one should be our standard with regard to training COR/RO's and CO's to see the relationship of SES's/GR's to invoices - and to see \$ amounts, who created the document, etc. This report is very useful in figuring out what needs to be corrected, or which SES hasn't had an invoice applied to it, etc.

Click on Acquisition > Purchasing > Evaluate Purchases – Enter a Purchasing Document number (e.g. L08PC05117) – leave all the other fields as they are. – click on Execute

The screenshot displays the SAP NetWeaver Portal interface for 'General Evaluations'. The browser address bar shows 'https://www.fbms.doi.net/irj/portal'. The user is logged in as 'Barb Bellio'. The navigation menu on the left includes 'Acquisition Home', 'Receiving', 'Invoicing', and 'Purchasing', with 'Evaluate Purchases' selected. The main content area is titled 'General Evaluations' and features a 'Menu' bar with options like 'Save As Variant...', 'Back', 'Cancel', 'System', 'Execute', 'Get Variant...', 'Dynamic selections', and 'All Selections'. Below this, there are two sections: 'General selections' with a 'Max. no. of hits' field, and 'Program selections' which contains a table of selection criteria. The 'Program selections' table includes fields for Material Number, Purchasing Document (set to L09PL00004), Vendor, Material Group, Plant, Storage Location, Document Date, Document Type, Document Category, Purchasing Group, Purchasing Organization (set to 1400), Document on Hold, and Supplying Plant. The bottom of the screen shows the Windows taskbar with the start button, user name 'Barbara Bellio', and open applications like Microsoft Excel and the Evaluate Purchases page.

Click on the last ICON (the one on the far right – looks like a puzzle piece) – when you hover over the ICON is says "Change View"

The screenshot displays the SAP NetWeaver Portal interface for 'Evaluate Purchases'. The main content area shows a table titled 'Header/item data' with the following data:

Print	Purch. Doc.	Item	Net Order Value	Doc. Date	Vendor
L000	L99PL00158	10	504,303.32	10/01/2008	70253904
L000	L99PL00158	20	601,408.32	10/01/2008	70253904
L000	L99PL00158	30	4,401.26	10/01/2008	70253904
L000	L99PL00158	40	62,685.53	10/01/2008	70253904
L000	L99PL00158	50	51,961.72	10/01/2008	70253904
L000	L99PL00158	60	1,078,681.46	10/01/2008	70253904

A 'Change view' button is located above the table. The left sidebar contains a 'Detailed Navigation' menu with options like 'Acquisition Home', 'Receiving', 'Invoicing', and 'Purchasing'. The top header includes 'Welcome Barb Bello' and navigation links like 'FBMS Help', 'Personalize', and 'Log Off'.

## Select Purchase Order History

The screenshot shows the SAP NetWeaver Portal interface for 'Evaluate Purchases'. The main content area displays a table titled 'Purchasing Documents' with the following data:

Print	Purch.Doc.	Item	Net Order Value	Doc. Date	Vendor	Header/item Del. sched.
	L99PL00158	10	504,303.32	10/01/2008	7025	Purchase order history
	L99PL00158	20	601,408.32	10/01/2008	70253904	
	L99PL00158	30	4,401.26	10/01/2008	70253904	
	L99PL00158	40	62,685.53	10/01/2008	70253904	
	L99PL00158	50	51,961.72	10/01/2008	70253904	
	L99PL00158	60	1,078,681.46	10/01/2008	70253904	

The context menu is open over the first row, showing options: 'Header/item Del. sched.' and 'Purchase order history' (which is highlighted).

Then click on the Icon – 2<sup>nd</sup> from far right – it says Select Layout

Evaluate Purchases - SAP NetWeaver Portal - Windows Internet Explorer

https://www.fbms.doi.net/irj/portal

Welcome Barb Bellio

FBMS Help Personalize Log Off

HOME ACQUISITION DATA MANAGEMENT USER MANAGEMENT EMIS CORE FINANCIALS

HOME CONTRACT MANAGEMENT SYSTEM

... Purchase Request > Evaluate Purchases > Acquisition Home > Purchase Request > Evaluate Purchases

### Purchasing Documents

Menu Back Cancel System Purchasing document Material

#### Purchase order history

Purch. Doc.	Item	MatYr	Mat. Doc.	Item MvT	Pstng Date	Quantity	O...	Qty. in OPUn	O...	Amount in LC	Lcur	Amount Crcy
L99PL00158	10		1000018908		02/21/2009	1	AU	0	AU	293,199.60	USD	293,199.60
L99PL00158	10		1000021234		02/21/2009	1	AU	0	AU	195,466.41	USD	195,466.41
L99PL00158	10		1000025353		04/16/2009	1	AU	0	AU	15,637.31	USD	15,637.31
L99PL00158	10	2009	5000023246	1 101	01/02/2009	1	AU	1	AU	88,007.48	USD	88,007.48
L99PL00158	10	2009	5000025577	1 102	02/21/2009	1	AU	1	AU	88,007.48	USD	88,007.48
L99PL00158	10	2009	5000025578	1 101	02/21/2009	1	AU	1	AU	293,199.60	USD	293,199.60
L99PL00158	10	2009	5000025579	1 101	02/21/2009	1	AU	1	AU	195,466.41	USD	195,466.41
L99PL00158	10	2009	5000030124	1 101	04/16/2009	1	AU	1	AU	15,637.31	USD	15,637.31
L99PL00158	10	2009	5200079990	1	02/25/2009	1	AU	1	AU	97,733.20	USD	97,733.20
L99PL00158	10	2009	5200084898	1	03/24/2009	1	AU	1	AU	97,733.20	USD	97,733.20
L99PL00158	10	2009	5200089245	1	04/20/2009	1	AU	1	AU	15,637.31	USD	15,637.31
L99PL00158	10	2009	5200105257	1	07/21/2009	1	AU	1	AU	88,007.48	USD	88,007.48
L99PL00158	10	2009	5200105453	1	07/21/2009	1	AU	1	AU	195,466.41	USD	195,466.41
L99PL00158	10	2009	5200105454	1	07/21/2009	1	AU	1	AU	7,487.69	USD	7,487.69
L99PL00158	10	2009	5200105455	1	07/21/2009	1	AU	1	AU	515.53	USD	515.53
L99PL00158	10	2009	5200105555	1	07/21/2009	1	AU	1	AU	1,722.49	USD	1,722.49
L99PL00158	10	2009	5200105555	2	07/21/2009	1	AU	1	AU	0.01	USD	0.01
L99PL00158	20		1000025355		04/16/2009	1	AU	0	AU	76,505.33	USD	76,505.33
L99PL00158	20		1000026921		05/04/2009	1	AU	0	AU	97,733.20	USD	97,733.20
L99PL00158	20		1000027146		05/21/2009	1	AU	0	AU	92,142.64	USD	92,142.64
L99PL00158	20		1000029636		06/04/2009	1	AU	0	AU	92,142.64	USD	92,142.64
L99PL00158	20		1000033160		07/15/2009	1	AU	0	AU	91,800.29	USD	91,800.29
L99PL00158	20		1000035870		08/13/2009	1	AU	0	AU	52,959.53	USD	52,959.53
L99PL00158	20		1000039177		09/11/2009	1	AU	0	AU	97,684.07	USD	97,684.07
L99PL00158	20		1000042176		09/17/2009	1	AU	0	AU	0.00	USD	0.00
L99PL00158	20		1000046994		11/10/2009	1	AU	0	AU	440.62	USD	440.62

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RP1 (100)

Click on the layout /PO 3-Way Match Invoicesbb – the report should generate – if not click on the green check mark.

Evaluate Purchases - SAP NetWeaver Portal - Windows Internet Explorer

https://www.fbms.doi.net/irj/portal

Welcome Barb Bellio

FBMS Help Personalize Log Off

HOME ACQUISITION DATA MANAGEMENT USER MANAGEMENT EMIS CORE FINANCIALS

HOME CONTRACT MANAGEMENT SYSTEM

Purchasing Documents

Menu Back Cancel System Purchasing document Material

Choose layout

Layout setting All

Layout	Layout description	Default setting
<u>PO 2-WAY</u>	<u>2-Way Match Invoices</u>	-
<u>PO 3-WAY</u>	<u>3-Way Match Invoices</u>	-
<u>PO 3-WAYBB</u>	<u>3-Way Match Invoicesbb</u>	-
<u>PO HISTORY</u>	<u>PO History</u>	-
<u>SES-AVAIL</u>	<u>SES - Invoiced Amount</u>	-

Qty. in OPUn	O...	Amount in LC	Lcur	Amount Crcy
0	AU	293,199.60	USD	293,199.60
0	AU	195,466.41	USD	195,466.41
0	AU	15,637.31	USD	15,637.31
1	AU	88,007.48	USD	88,007.48
1	AU	88,007.48	USD	88,007.48
1	AU	293,199.60	USD	293,199.60
1	AU	195,466.41	USD	195,466.41
1	AU	15,637.31	USD	15,637.31
1	AU	97,733.20	USD	97,733.20
1	AU	97,733.20	USD	97,733.20
1	AU	15,637.31	USD	15,637.31
1	AU	88,007.48	USD	88,007.48
1	AU	195,466.41	USD	195,466.41
1	AU	7,487.69	USD	7,487.69
1	AU	515.53	USD	515.53
1	AU	1,722.49	USD	1,722.49
1	AU	0.01	USD	0.01
0	AU	76,505.33	USD	76,505.33
0	AU	97,733.20	USD	97,733.20
0	AU	92,142.64	USD	92,142.64
0	AU	92,142.64	USD	92,142.64
0	AU	91,800.29	USD	91,800.29
0	AU	52,959.53	USD	52,959.53
0	AU	97,684.07	USD	97,684.07
0	AU	0.00	USD	0.00
0	AU	440.62	USD	440.62

L99PL00158	10	2009	5200105555	2	07/21/2009	1	AU
L99PL00158	20		1000025355		04/16/2009	1	AU
L99PL00158	20		1000026921		05/04/2009	1	AU
L99PL00158	20		1000027146		05/21/2009	1	AU
L99PL00158	20		1000029636		06/04/2009	1	AU
L99PL00158	20		1000033160		07/15/2009	1	AU
L99PL00158	20		1000035870		08/13/2009	1	AU
L99PL00158	20		1000039177		09/11/2009	1	AU
L99PL00158	20		1000042176		09/17/2009	1	AU
L99PL00158	20		1000046994		11/10/2009	1	AU

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RP1 (100)

Local intranet 100%

start Barbara Bellio - Inb... Microsoft Excel - ... Microsoft Excel - UP... Evaluate Purchases... Acquisition News - ... Document1 - Micros... Meeting Notes Jan ... 4:31 PM

**Purchasing Documents**

Menu | Back | Cancel | System | Purchasing document | Material

**Purchase order history**

Purch. Doc.	It.	Mat. Doc.	Pstng Date	Quantity	Amount	#Inv. Value	Ref. Doc.	M/T	GR/IR cr	Doc. Date	Created by	Short Text
L99PL00158	10	1000018908	02/21/2009	1	293,199.60	0.00	1000018908		0.00	12/31/2008		LAKEWOOD, CO
L99PL00158	10	1000021234	02/21/2009	1	195,466.41	0.00	1000021234		0.00	02/28/2009		LAKEWOOD, CO
L99PL00158	10	1000025353	04/16/2009	1	15,637.31	0.00	1000025353		0.00	04/01/2009		LAKEWOOD, CO
L99PL00158	10	5000023246	01/02/2009	1	88,007.48	0.00	1000018908	101	0.00	01/02/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025577	02/21/2009	1	88,007.48	0.00	1000018908	102	0.00	12/31/2008	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025578	02/21/2009	1	293,199.60	0.00	1000018908	101	0.00	12/31/2008	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025579	02/21/2009	1	195,466.41	0.00	1000021234	101	0.00	02/28/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000030124	04/16/2009	1	15,637.31	0.00	1000025353	101	0.00	04/01/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5200079990	02/25/2009	1	97,733.20	97,733.20	1000021234		97,733.20	02/01/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200084898	03/24/2009	1	97,733.20	97,733.20	1000021234		97,733.20	03/01/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200089245	04/20/2009	1	15,637.31	15,637.31	1000025353		15,637.31	04/20/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200105257	07/21/2009	1	88,007.48	88,007.48	1000018908		88,007.48	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105453	07/21/2009	1	195,466.41	195,466.41	1000018908		195,466.41	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105454	07/21/2009	1	7,487.69	7,487.69	1000018908		7,487.69	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105455	07/21/2009	1	515.53	515.53	1000018908		515.53	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105555	07/21/2009	1	1,722.49	1,722.49	1000018908		1,722.49	07/21/2009	RSTOOKS	LAKEWOOD, CO
L99PL00158	10	5200105556	07/21/2009	1	0.01	0.01	1000021234		0.01	07/21/2009	RSTOOKS	LAKEWOOD, CO
L99PL00158	20	1000025355	04/16/2009	1	76,505.33	0.00	1000025355		0.00	04/01/2009		LAKEWOOD, CO - B
L99PL00158	20	1000026921	05/04/2009	1	97,733.20	0.00	1000026921		0.00	01/31/2009		LAKEWOOD, CO - B
L99PL00158	20	1000027146	05/21/2009	1	92,142.64	0.00	1000027146		0.00	05/26/2009		LAKEWOOD, CO - B
L99PL00158	20	1000029636	06/04/2009	1	92,142.64	0.00	1000029636		0.00	06/22/2009		LAKEWOOD, CO - B
L99PL00158	20	1000033160	07/15/2009	1	91,800.29	0.00	1000033160		0.00	07/16/2009		LAKEWOOD, CO - B
L99PL00158	20	1000035870	08/13/2009	1	52,959.53	0.00	1000035870		0.00	08/17/2009		LAKEWOOD, CO - B
L99PL00158	20	1000039177	09/11/2009	1	97,684.07	0.00	1000039177		0.00	09/15/2009		LAKEWOOD, CO - B
L99PL00158	20	1000042176	09/17/2009	1	0.00	0.00	1000042176		0.00	09/16/2009		LAKEWOOD, CO - B
L99PL00158	20	1000046994	11/10/2009	1	440.62	0.00	1000046994		0.00	10/31/2009		LAKEWOOD, CO - B

Page 1 of 2

Cancellation by user

RP1 (100)

The numbers in the Mat.Doc (Material Document) Column are as follows:

Numbers starting with 50.... are Goods Receipts (GR's)

Numbers starting with 10.... are the Service Entry Sheets (SES's)

Numbers starting with 52... are the FBMS invoice numbers.

NOTE: The column with the Heading Ref. Doc (Reference Document) is a list of the SES's. So, you can find your Invoice number in the Material Document Column and then go to the Ref. Doc. column to see which SES was used with which Invoice.

Export the file to Excel and use the power of Excel to filter, sort, sum up amounts, etc. – Right click while being in any cell on the report – choose Spreadsheet – click on the green check mark –

... Purchase Request > Evaluate Purchases > Acquisition Home > Purchase Request > Evaluate Purchases

### Purchasing Documents

Menu | Back | Cancel | System | Purchasing document | Material

#### Purchase order history

*Purch.Doc.	It.	Mat. Doc.	Pstng Date	Quantity	Amount	Inv. Value	Ref. Doc.	M/T	GR/IR cr.	Doc. Date	Created by	Short Text
L99PL00158	10	1000018908	02/21/2009	1	293,199.60	0.00	1000018908		0.00	12/31/2008		LAKEWOOD, CO
L99PL00158	10	1000021234	02/21/2009	1	195,466.41	0.00	1000021234		0.00	02/28/2009		LAKEWOOD, CO
L99PL00158	10	1000025353	04/16/2009	1	15,637.31	0.00	1000025353		0.00	04/01/2009		LAKEWOOD, CO
L99PL00158	10	5000023246	01/02/2009	1	88,007.48	0.00	1000018908	101	0.00	01/02/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025577	02/21/2009	1-	88,007.48-	0.00	1000018908	102	0.00	12/31/2008	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025578	02/21/2009	1	293,199.60	0.00	1000018908	101	0.00	12/31/2008	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000025579	02/21/2009	1	195,466.41	0.00	1000021234	101	0.00	02/28/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5000030124	04/16/2009	1	15,637.31	0.00	1000025353	101	0.00	04/01/2009	MSTEWAR1	LAKEWOOD, CO
L99PL00158	10	5200079990	02/25/2009	1	97,733.20	97,733.20	1000021234		97,733.20	02/01/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200084898	03/24/2009			97,733.20	1000021234		97,733.20	03/01/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200089245	04/20/2009			15,637.31	1000025353		15,637.31	04/20/2009	AJONES1	LAKEWOOD, CO
L99PL00158	10	5200105257	07/21/2009			88,007.48	1000018908		88,007.48	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105453	07/21/2009			195,466.41	1000018908		195,466.41	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105454	07/21/2009			7,487.69	1000018908		7,487.69	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105455	07/21/2009			515.53	1000018908		515.53	07/21/2009	TMANJREK	LAKEWOOD, CO
L99PL00158	10	5200105555	07/21/2009			1,722.49	1000018908		1,722.49	07/21/2009	RSTOOKS	LAKEWOOD, CO
L99PL00158	10	5200105555	07/21/2009			0.01	1000021234		0.01	07/21/2009	RSTOOKS	LAKEWOOD, CO
L99PL00158	20	1000025355	04/16/2009			0.00	1000025355		0.00	04/01/2009		LAKEWOOD, CO - B
L99PL00158	20	1000026921	05/04/2009	1	97,733.20	0.00	1000026921		0.00	01/31/2009		LAKEWOOD, CO - B
L99PL00158	20	1000027146	05/21/2009	1	92,142.64	0.00	1000027146		0.00	05/26/2009		LAKEWOOD, CO - B
L99PL00158	20	1000029636	06/04/2009	1	92,142.64	0.00	1000029636		0.00	06/22/2009		LAKEWOOD, CO - B
L99PL00158	20	1000033160	07/15/2009	1	91,800.29	0.00	1000033160		0.00	07/16/2009		LAKEWOOD, CO - B
L99PL00158	20	1000035870	08/13/2009	1	52,959.53	0.00	1000035870		0.00	08/17/2009		LAKEWOOD, CO - B
L99PL00158	20	1000039177	09/11/2009	1	97,684.07	0.00	1000039177		0.00	09/15/2009		LAKEWOOD, CO - B
L99PL00158	20	1000042176	09/17/2009	1	0.00	0.00	1000042176		0.00	09/16/2009		LAKEWOOD, CO - B
L99PL00158	20	1000046994	11/10/2009	1	440.62	0.00	1000046994		0.00	10/31/2009		LAKEWOOD, CO - B

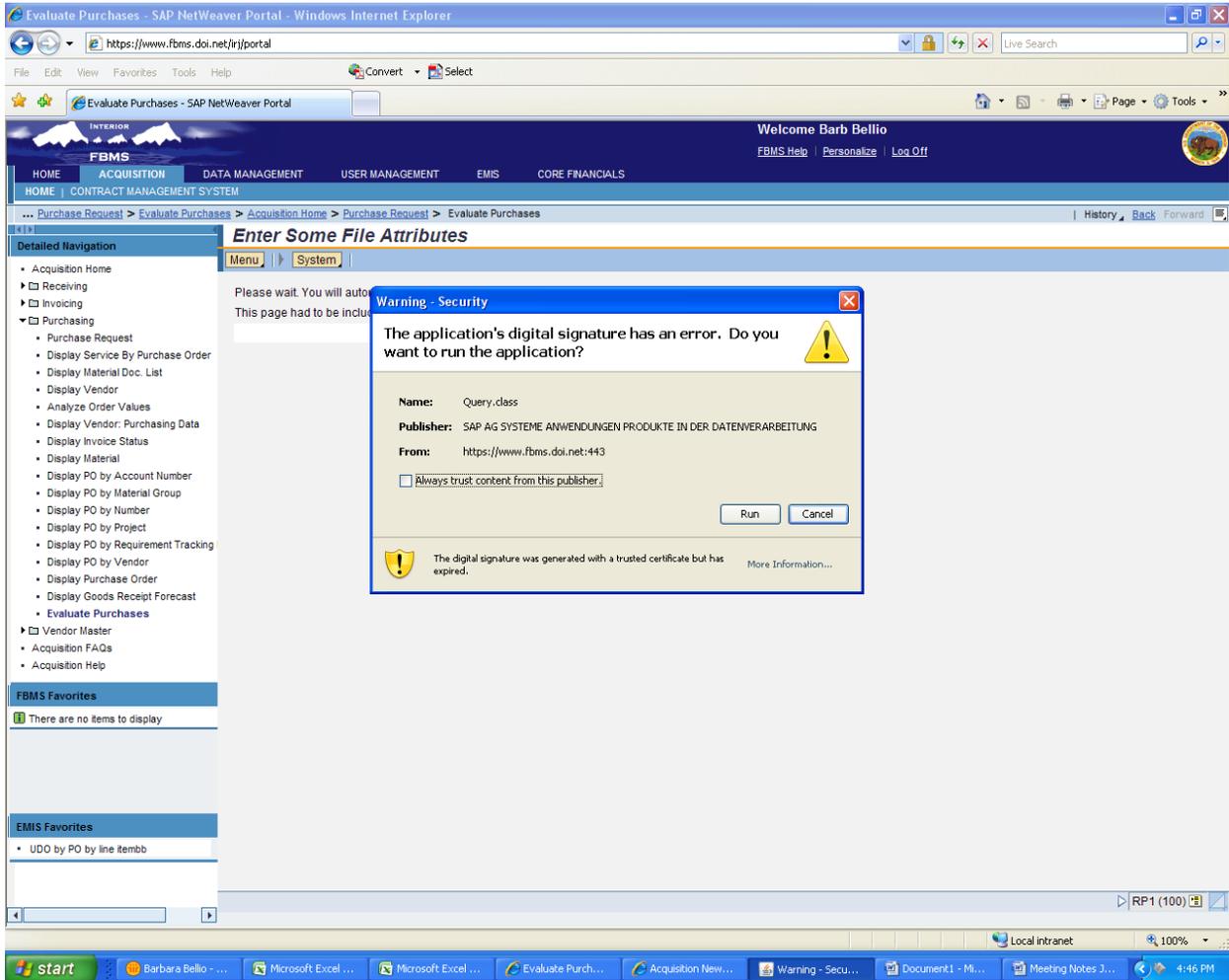
Page 1 of 2

Applet FileSaveDialog.class started

Local intranet 100%

4:58 PM

If you get "The application's digital signature has an error – click on Run > - then save the file to a location of your choosing. Keep the same .xls extension. Then go to Excel – open the file and work from then on in Excel.



Evaluate Purchases - SAP NetWeaver Portal - Windows Internet Explorer

https://www.fbms.doi.net/irj/portal

Welcome Barb Bellio

FBMS Help Personalize Log Off

HOME ACQUISITION DATA MANAGEMENT USER MANAGEMENT EMIS CORE FINANCIALS

HOME CONTRACT MANAGEMENT SYSTEM

... Purchase Request > Evaluate Purchases > Acquisition Home > Purchase Request > Evaluate Purchases

### Save File

Menu System

Please wait. You will automatically be forwarded.  
This page had to be included.

Save In: bbellio

- Application Data
- Desktop
- Favorites
- Local Settings
- My Documents
- NetHood
- prlinks
- PrintHood
- Recent
- SapWorkDir
- SendTo
- Start Menu

File Name: export.XLS

Files of Type: All Files

Save Cancel

RP1 (100)

Applet FileSaveDialog.class initied

Local intranet 100%

start Barbara Bellio - Inb... Microsoft Excel - ... Microsoft Excel - UP... Evaluate Purchases... Acquisition News - ... Document1 - Micros... Meeting Notes Jan ... 4:47 PM