



FMMI – Purchasing

Research FMMI Purchase Order Using IAS Number in the Lists Purchase Orders Report



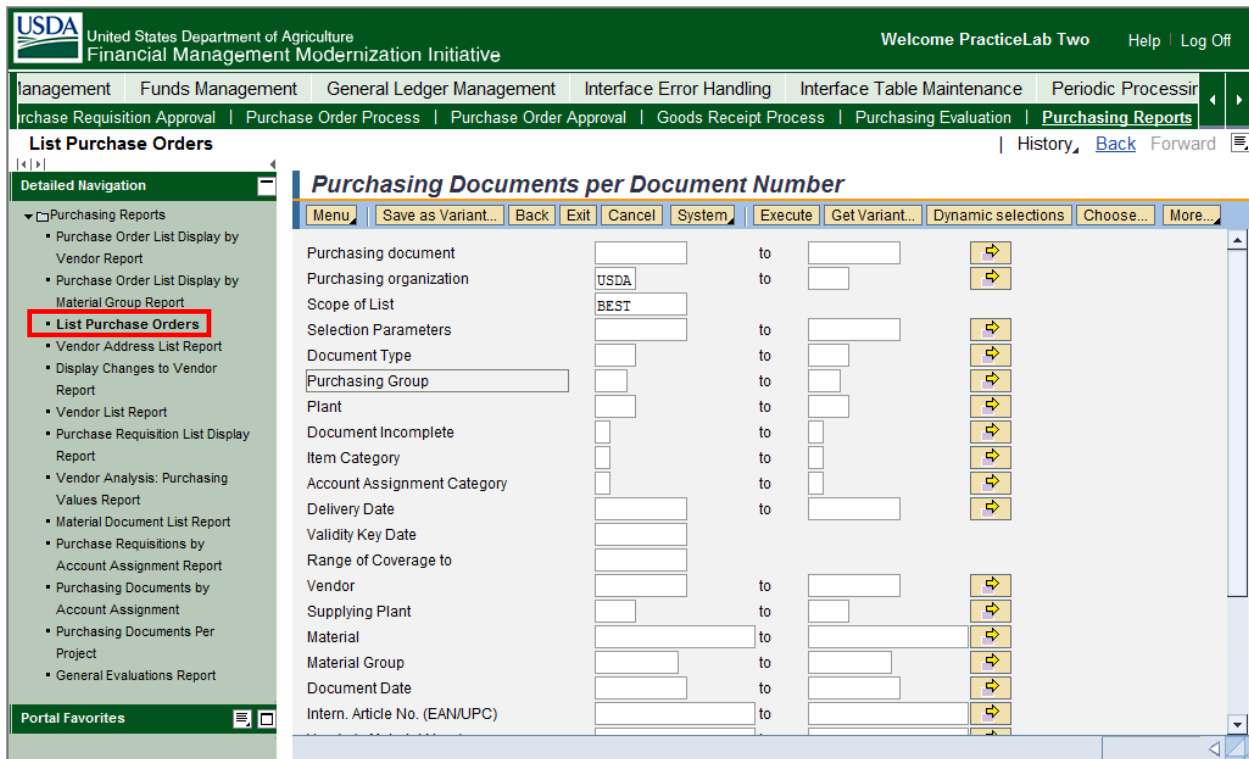
Role(s): Purchase Order Processor

Purpose: To show the user how to locate a FMMI Purchase Order using an IAS Purchase Order Number

Additional Information: Prior to performing this activity, a Purchase Order must have been interfaced in from IAS

STEP 1:

Navigate to Purchasing > Purchasing Reports > List Purchase Orders.



STEP 2:

Click the **Get Variant** button. Get Variant...



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STEP 3:

Double-click the **OUR_REFERENCE** option.

The screenshot shows the SAP Purchasing Reports interface. The main window is titled "Purchasing Documents per Document Number". A pop-up window titled "Variant catalog for program RM06EN00" is open, showing a table with two columns: "Variant name" and "Short description". The entry "OUR_REFERENCE IAS Document Number" is highlighted with a red box. The main window also shows a table with columns for "Material", "Material Group", "Document Date", and "Intern. Article No. (EAN/UPC)".

STEP 4:

Click the **Dynamic Selections** button. **Dynamic selections**

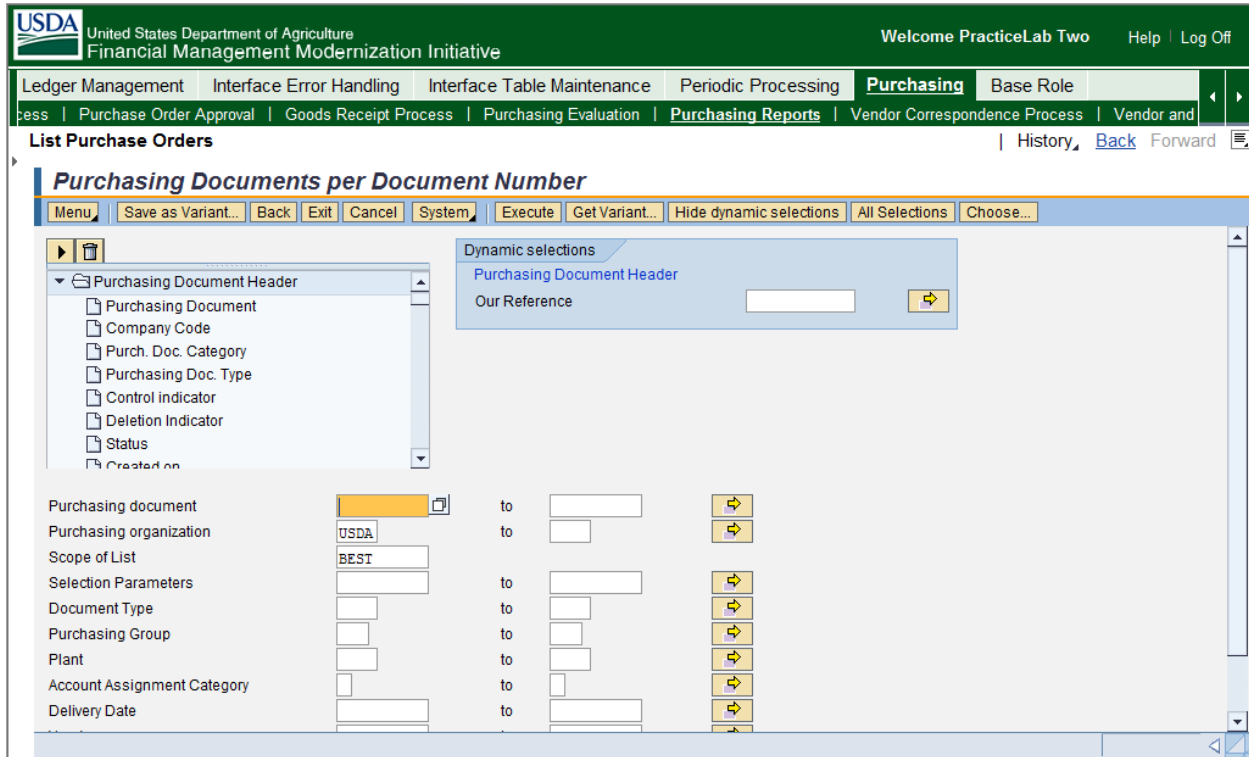


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STEP 5:

There are several ways you can locate a FMMI Purchase Order Number referencing an IAS Purchase Order Number:



Option	Activity
1	Entering an IAS Purchase Order Number directly
2	Researching a List of IAS Purchase Order Numbers
3	Researching a Range of IAS Purchase Order Numbers



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Option 1: Entering an IAS Purchase Order Number directly

- A. If you know the IAS Purchase Order Number, enter it in the **Our Reference** field.

Dynamic selections

Purchasing Document Header

Our Reference ➔

- B. Click the **Execute** button. Execute
- C. The **FMMI Purchase Order Number** will be displayed. Reference the screenshot below to locate the **FMMI Purchase Order Number**.

United States Department of Agriculture
 Financial Management Modernization Initiative

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[Management](#) [Funds Management](#) [General Ledger Management](#) [Interface Error Handling](#) [Interface Table Maintenance](#) [Periodic Processin](#)

[Purchase Requisition Approval](#) [Purchase Order Process](#) [Purchase Order Approval](#) [Goods Receipt Process](#) [Purchasing Evaluation](#) [Purchasing Reports](#)

List Purchase Orders | History, [Back](#) Forward

Purchasing Documents by Document Number

Menu

[Back](#) [Exit](#) [Cancel](#) [System](#) [Display Document](#) [Print Preview](#) [PO History](#) [Changes](#) [Delivery Schedule](#) [Services](#)

PO	Type	Vendor	Name	PGp	Order Date
Item	Material	Short Text		Mat. Group	
D	I	A	Flnt	SLoc	Order Qty Un Net Price Curr. per Un
4500005315	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009
00001			OCT 2005 757R	4110	
	K	NI00	NI00	102,576.00	EA 1.00 USD 1 EA
			Still to be delivered	0.00	EA 0.00 USD 0.00 %
			Still to be invoiced	54,576.00	EA 54,576.00 USD 53.21 %



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- D. Double-click the appropriate purchase order. FMMI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMMI Purchase Order.

The screenshot displays the FMMI Purchase Order system interface. At the top, the USDA logo and 'United States Department of Agriculture Financial Management Modernization Initiative' are visible. The user is logged in as 'PracticeLab Two'. The main menu includes 'Purchase Requisition Approval', 'Purchase Order Process', 'Purchase Order Approval', 'Goods Receipt Process', 'Purchasing Evaluation', and 'Purchasing Reports'. The current view is 'List Purchase Orders' for 'Standard PO 4500005315 Created by CONVUSER01'. The 'Communication' tab is selected, showing fields for 'Your Reference' and 'Our Reference' (52839411001). Below the tabs is a table with columns: Itm, A, I, Short Text, PO Quantity, O..., Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, Plnt, and Stor. Loc. The table contains one row with item '1', quantity '102,578.00', and date '09/22/2006'. The 'Our Reference' field is highlighted in blue.

Itm	A	I	Short Text	PO Quantity	O...	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Loc.
1	K		OCT 2005 757R	102,578.00	EA	09/22/2006	1.00 USD		1	EA	OpEd-GrntSb	Natl Institute Food	NIFA




FMMI – Purchasing Research FMMI Purchase Order Using IAS Number in the Lists Purchase Orders Report



Option 2: Search using a list of IAS Purchase Order Numbers.

- A. Click the **Multiple Selections** button in the **Dynamic selections** area.

Dynamic selections
Purchasing Document Header
Our Reference 

- B. Enter each value from your list of IAS Purchase Order Numbers in the **Single Value** fields.

Multiple Selection for Our Reference

Select Single Values (1) | Select Ranges | Exclude Single Values | Exclude Ranges

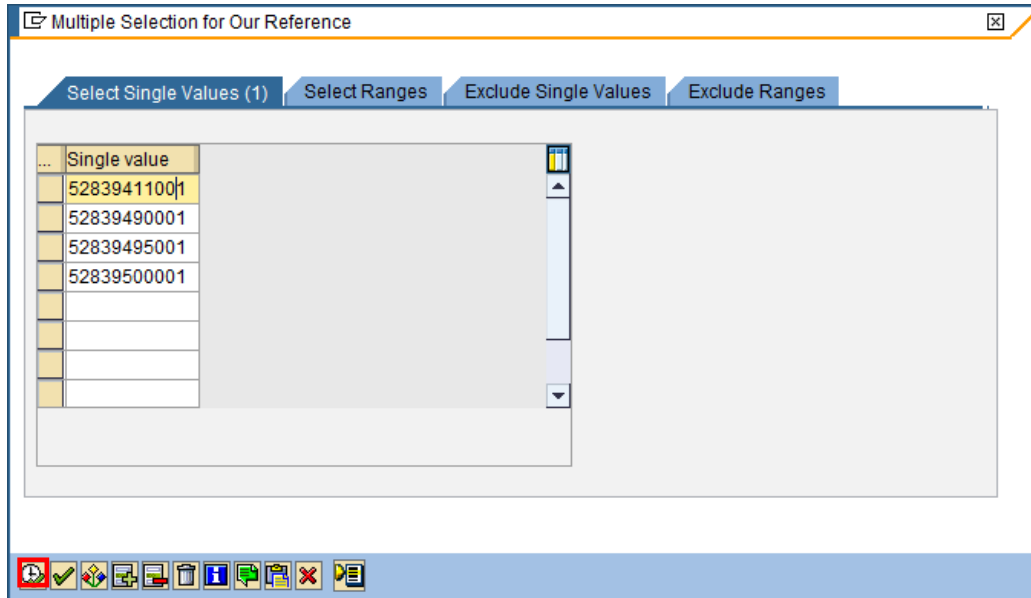
Single value
52839411001
52839490001
52839495001
52839500001



FMMI – Purchasing Research FMMI Purchase Order Using IAS Number in the Lists Purchase Orders Report



C. Click the **Copy** button.



D. Click the **Execute** button. **Execute**



FMFI – Purchasing Research FMFI Purchase Order Using IAS Number in the Lists Purchase Orders Report



- E. The **FMFI Purchase Order Numbers** referencing the IAS Purchase Order Numbers entered previously will be displayed.

The screenshot shows the 'List Purchase Orders' report in the FMFI system. The report is titled 'Purchasing Documents by Document Number'. It displays a list of purchase orders with columns for PO, Type, Vendor, Name, PGP, Order, and Date. The IAS numbers are highlighted in red boxes in the original image.

PO	Type	Vendor	Name	PGP	Order	Date
4500005315	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			OCT 2005 757R		4110	
	K NI00	NI00	102,576.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		54,576.00 EA	54,576.00	USD	53.21 %
4500005316	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			JUN 2005 757 R		4110	
	K NI00	NI00	23,148.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		2,648.00 EA	2,648.00	USD	11.44 %
4500005317	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			RS 757 AUG 2005		4110	
	K NI00	NI00	425,000.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		96.01 EA	96.01	USD	0.02 %
4500005318	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			RS 757 SEPT 1-12, 2005		4110	
	K NI00	NI00	616,346.00 EA	1.00	USD	1 EA

- E. Double-click the appropriate purchase order. FMFI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMFI Purchase Order.




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Option 3: Research from a Range of IAS Purchase Order Numbers.

- A. Click the **Multiple Selections** button in the **Dynamic selections** area.


Dynamic selections
Purchasing Document Header
Our Reference 

- B. Click on the **Select Ranges** tab.

Multiple Selection for Our Reference

Select Single Values | **Select Ranges** | Exclude Single Values | Exclude Ranges

...	Lower limit	Upper limit
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Toolbar: 

- C. Enter the first number of the IAS range in the **Lower limit** field.

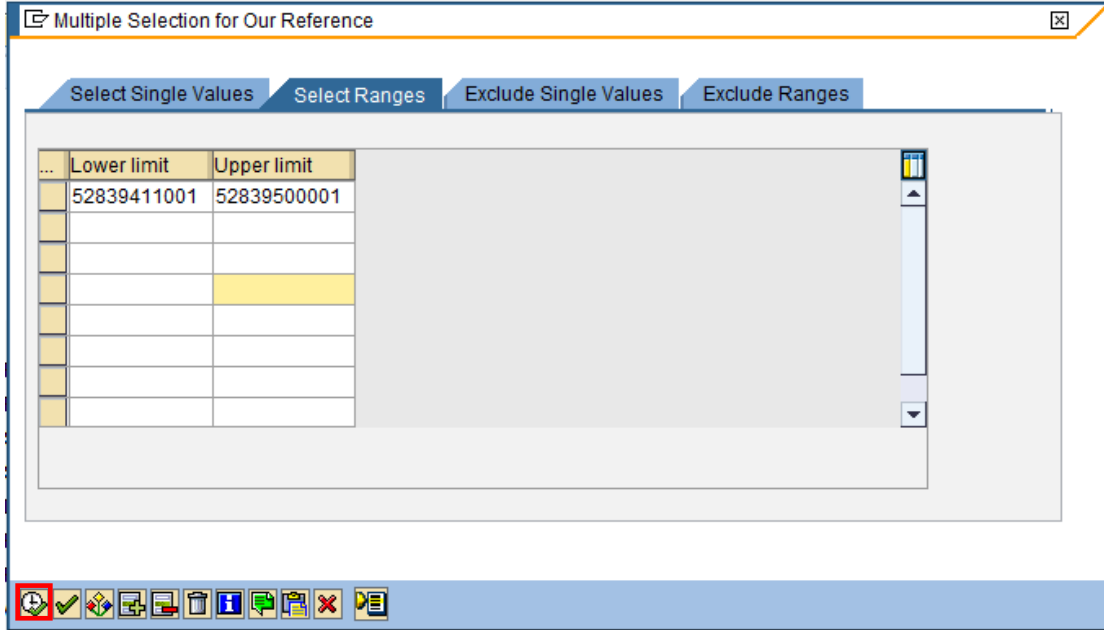
- D. Enter the last number of the IAS range in the **Upper limit** field.



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E. Click the **copy** button.



F. Click the **Execute** button. **Execute**



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- G. The **FMMI Purchase Order Numbers** referencing the IAS Purchase Order Number Range entered previously will be displayed.

The screenshot shows the 'List Purchase Orders' report in the FMMI system. The report is titled 'Purchasing Documents by Document Number' and displays a list of purchase orders with columns for PO, Type, Vendor, Name, PGP, Order, and Date. The data is organized into groups by PO number and includes sub-rows for item details and status.

PO	Type	Vendor	Name	PGP	Order	Date
4500005315	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			OCT 2005 757R		4110	
	K NI00	NI00	102,576.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		54,576.00 EA	54,576.00	USD	53.21 %
4500005316	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			JUN 2005 757 R		4110	
	K NI00	NI00	23,148.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		2,648.00 EA	2,648.00	USD	11.44 %
4500005317	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			RS 757 AUG 2005		4110	
	K NI00	NI00	425,000.00 EA	1.00	USD	1 EA
	Still to be delivered		0.00 EA	0.00	USD	0.00 %
	Still to be invoiced		96.01 EA	96.01	USD	0.02 %
4500005318	NB	1500006976	LOC PAYMENTS TO STATES	108	09/30/2009	
00001			RS 757 SEPT 1-12, 2005		4110	
	K NI00	NI00	616,346.00 EA	1.00	USD	1 EA

- F. Double-click the appropriate purchase order. FMMI will navigate to the selected purchase order. The **Our Reference** field which houses the IAS Purchase Order Number is located on the **Communication** tab of the FMMI Purchase Order.

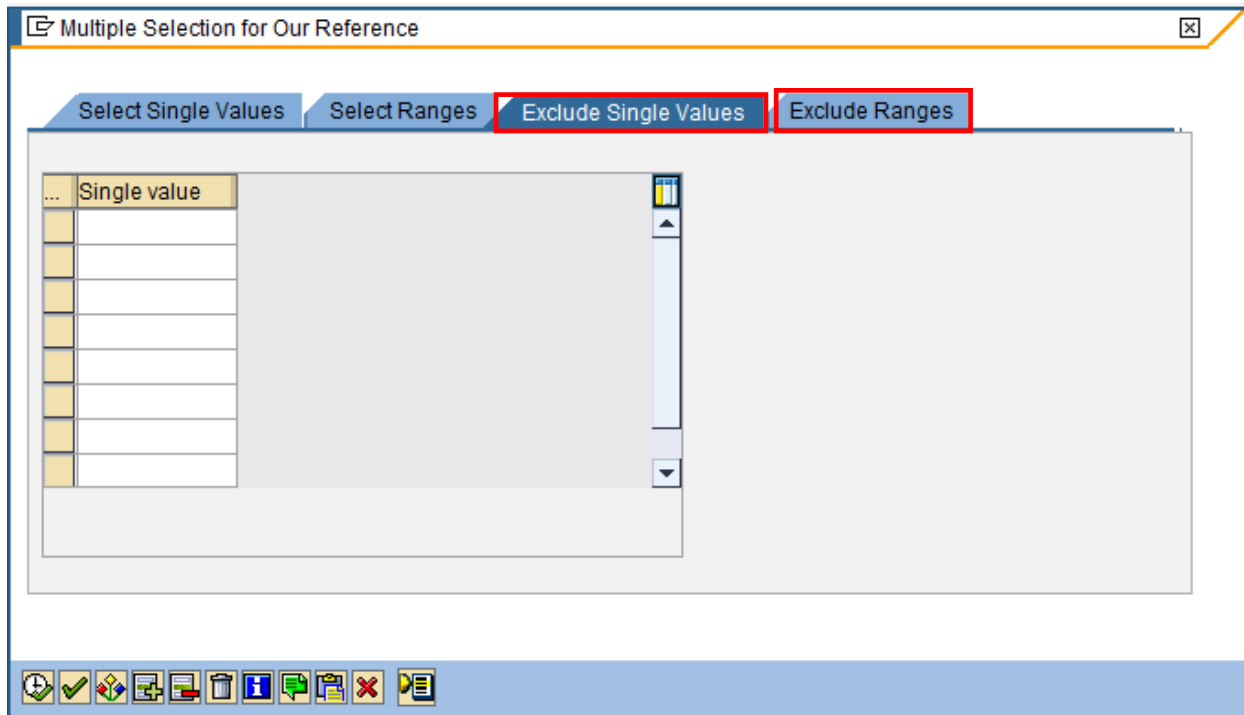


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Helpful Hints:

The user can also exclude single IAS Purchase Order Number value(s) or IAS Purchase Order Number ranges in the FMMI Purchase Order Number search. After entering the desired IAS Purchase Order Numbers, follow the process detailed above in either of the three options.



Option	Perform Exclusion Step
1	Entering an IAS Purchase Order Number directly
2	After Step 2B but before Step 2C
3	After Step 3B but before Step 3c