

US - Jubilee

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): nam
- Unit and Domain according to the Finance Accounting
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: *ww, financial_accounting, central_fin_proc_compliance*
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: *country_accounting, france, financial_accounting*
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something)** -" I do something..."

5. Once the description of the operation is completed, ensure it is approved and published by launching the **SBS-Finance approval workflow**

Domain: Country Accounting

Responsibility area: N/A

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Scope

[blocked URL](#)

ERP



PF1

Frequency

[blocked URL](#)

References

ME23;

Forms

Attachments

[INSPIRUS Purchase order](#)

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1. Objective and Scope

1.1. Objective of this Operation

This procedure explains how we can manage the amounts vendor INSPIRUS, LLC.

The jubilee costs are coming through from a P card or purchase order with the vendor INSPIRUS, LLC.

1.2. Scope

This procedure is applicable for 4045, 3384, 6401, 4290, 4291 and 5782.

2. Definitions

See Finance Glossary:

- [GL](#)

- [PO](#)

3. Tasks description

The jubilee costs are coming through from a purchase order with the vendor INSPIRUS, LLC or came from P card. We need to if there is any new PO created with the incorrect Accounting assignment.

3.1. Responsibilities

SBS Responsibilities:

SBS Finance is responsible to handling the PO for Inspirus.



Person to Contact

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3.2. I check the ME23N

Go to transaction ME23 with vendor 2101519 to check if there is new purchase order then updated the table below with new PO. You need to verify that any new PO is using the order numbers indicated below for each company in the account assignment, as it is the order number that settles to the jubilee provision.

Transaction ME23 then press F4 for searching.

The screenshot shows the SAP ME23N 'Display Purchase Order : Initial Screen'. At the top, there are tabs for 'Purchase Order', 'Edit', 'Header', 'Item', and 'Environment'. Below the tabs is a toolbar with a green checkmark, a dropdown menu, and several navigation icons. The main area is titled 'Display Purchase Order : Initial Screen' and contains a search field labeled 'Purchase Order' with a red box around it and a magnifying glass icon.



Insert the vendor number then click on button

The screenshot shows the SAP ME23N search results. A blue header bar at the top reads 'Purchase Order Number (4)'. Below this, there are two tabs: 'L: Purchasing Documents per Vendor' and 'M: Purchasing Documents for Material'. The 'L' tab is active. In the search results, the 'Vendor' field is highlighted with a green box and contains the value '2101519'. Below it, the 'Purch. Organization' field is empty.

It will show all the POs for the vendor number.

Vendor: 2101519					
POrg	PGr	Doc. Date	C	OType	Purch.Doc.
SNHN	SHA	12.12.2017	F	NB	4513032918
SCDP	SD1	11.10.2017	F	NB	4512991295
SNHN	SHA	12.09.2017	F	NB	4512970781
SNHN	SHA	12.09.2017	F	NB	4512970787

Confirm if all PO in SAP are in this file [INSPIRUS Purchase order](#)

If there is a new, please include in this file.

3.2.1. I check the accounting assignment.

Now, confirm if the new PO is in with the correct Accounting assignment.

Take the purchased order number and go to ME23N, click on other purchased order and in include the PO number.

Purchase Order Edit Goto Environment System Help

Standard PO 4511254851 Created by Thomas BRABY

Document Overview On [Icon] Print Preview Messages [Icon] Personal Setting

Standard PO 4511254851 Vendor Other Purchase Order (Shift+F5) LLC Doc. date 14.10.2010

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data **Org. Data** Status Customer Data

Purch. Ord. SCPC Parachute.CO

Select Document X

Pur. Order 4511254851

☒ Pur. Order
☐ Purch. Requisition

Other Document X

Go to account assignment.

Item [30] ANNUAL SERVICE AWARDS

Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions **Account Assignment** Purc...

AccAssCat Cost center Distribution Single account assignme... CoCode SOLVAY CH...

Unloading Point Recipient

G/L Account 6230050984
 Business Area 7470
 CO Area CHEF
 Cost Center 2716200000

In this example the PO is incorrect. The correct information should be as described below:

Company	Order
3384	210658002343
4045	210658002340
4290	210658002760
4291	210658002342
5782	210658002480
6401	210959000020

To update the PO, you need to open a ticket to Provisioning requesting this change. Copy the CAM on your request.

End of document.