



UNHRD

Humanitarian Response Depot

*Implementation of New,
Sales Order Reference Fields
on Non-Food PRs and ZINT POs*

Sales Project (Phase I)

Implementation of New, Sales Order Reference Fields on Non-Food PRs and ZINT POs

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1. Introduction and Background

In the fourth quarter of 2011, UNHRD launched a small project to introduce a few Sales Process improvements that had been identified and documented in March/April of that year. The main objective of the project is to render UNHRD's Sales and Procurement processes more integrated as no automatic link exists between:

- the Sales Order and the internal Purchase Order (ZINT) received from the Country Office;
- the Sales Order and Purchase Orders created for replenishment and/or services.

As a result, processes were suffering from three main problems:

- lack of document and data integration;
- difficulties in transactional and financial reconciliation; and
- errors/delays in creation of internal Purchase Orders (ZINT) by Country Offices.

To address these problems (and others), new fields are being introduced in the system as part of the Sales process improvements identified earlier in the year. All system changes that will be made fall under the same project (even though they will be released into the system at different times); the project itself is generically referred to as the 'Sales Project'.

An e-mail dated 23.02.2012 to all Network Staff announced two of the system changes. These concern **new/additional fields** on the **ZINT PO type** as well as **on the PR types** used by UNHRD (and in Non-Food Procurement processes in general). More detailed information on these fields is available in section 2 of this document.

A series of validations around the use of these fields has also been implemented; for now, these validations will mainly result in **Warning** messages, if potentially incorrect entries are made. However, we will monitor the use of these fields and may convert the warning messages to blocking errors, should we find an abundant misuse of these fields. A table recapping these warning/error messages is available in section 3 of this document.

2. New Fields and Their Usage

The new fields are applicable to four PR types PRNF, PRNW, PRS, PRSW and to the ZINT PO. In all these documents, the fields are:

- located in the WFP Data tab at Item level of the given PR or PO;
- set-up with match-code functionality to search for the appropriate reference when necessary;
- designed to allow the user to 'jump' or navigate to a given Sales Order by double-clicking on it in the 'Reference' Sales Order field; and
- called 'Reference SO' and 'Reference SO Item' (see below screen excerpts from a PR and PO respectively).

Figure 1: Reference SO Fields as They Appear on PRs

The screenshot shows a light blue header bar with the text 'SALES DETAILS' on the left. Below the header, there are two input fields. The first field is labeled 'Reference SO' and contains the value '2000244'. The second field is labeled 'Reference SO Item' and contains the value '10'.

Figure 2: Reference SO Fields as They Appear on ZINT PO

The screenshot shows a light blue header bar with the text 'Sales Details' on the left. Below the header, there are two input fields. The first field is labeled 'Reference Sales Order' and is empty. The second field is labeled 'Reference SO Item' and contains the value '0'.

In addition to the above, it should be noted that only Sales Order types 'ZWOR' and 'ZWRE' may be used as references. Any other Sales Order references will not be permitted and an error message will be issued alerting the user to specify a Sales Order of the correct type.

The Sales Order reference that should be specified is the one linked to the document being created. In the case of a PR, quote the Sales Order that generated the need for a purchase (and thus the purchase requisition), whether the purchase is for replenishment or for direct service provision. In the case of a ZINT PO, users creating the document must be instructed to quote the Sales Order specified on the proforma invoice they receive.

3. New Warning/Error Messages

It should be noted that, in some cases, more than one of these errors or warnings may be emitted in sequence. This is because a given Sales Order Item may have various conditions that apply to it at the time of your entry. For example, a Sales Order Item may have already been used in another document but has since been deleted. If and when you receive more than one error/warning message – just as in any other SAP/WINGS II transaction – press enter to proceed, ensuring that you read and address all warnings.

In the tables used in the ensuing sections, you will find some codes in the ‘MT’ column. Please refer to the following legend for their interpretation:

- MT – Message Type, i.e., whether the message is an error, warning or information.
- E – Message Type = Error and will be blocking; correct the error in order to proceed.
- W – Message Type = Warning and is not blocking; however, it is advisable to carefully check your entries and evaluate consequences of ignoring the message. Press enter to proceed.
- I – Message Type = Information, which is similar to a warning (see above). However, this type of message is typically displayed in a pop-up and just prior to saving the document being created/ changed. Press enter to proceed.

3.1 Warning/Error Messages Issued at PR Stage

The following warning/error messages may be issued during PR processing.

System Message	MT	What it means/when it occurs	What to do
Reference SO and SO Item already used in PR xxxxxxxx.	W	The SO and/or SO Item has already been used on another PR.	Check your entry and/or PR indicated in warning message; if you find no issues and still wish to proceed, press enter to continue.
Specify a Reference Sales Order / Item for the PR line(s).	W	You were trying to save the PR without indicating a Sales Order number/Item; alternatively, you forgot to do so on one of the line items of a multi-line PR.	Check your entry and/or complete entries on all PR lines, if required; if you are sure you should leave the Reference unspecified, press enter to continue.
SO/Item Combination xxxxxxxx 000000 does not exist.	E	Either the SO number is wrong (e.g., a future number or different number range was inadvertently used) or the SO line specified does not exist in the SO (e.g., the last line on the SO is numbered ‘50’ but you specify ‘500’ or ‘60’).	Check your entry and/or SO indicated in warning message; if you find no issues and still wish to proceed, press enter to continue.
Item invalid or deleted.	E	The SO and/or SO Item is on hold, deleted or is otherwise invalid (e.g., no SO line).	Check your entry to ensure you have specified the correct number and verify the status of the SO; if you find no issues and still wish to proceed, press enter to continue.

Note: The checks on the PRs are less robust than on the ZINT PO as these PR types are used by a great number of staff, over and above those of HRD. Other validations may be put in place in the future, once agreement has been reached on how best to distinguish UNHRD Non-Food PRs from others.

In addition, most of the ZINT PO validations result in warning messages because there are various scenarios which dictate the need for multiple PO lines referring to one SO line item. Examples include:

- a single sales order item may indicate a quantity greater than 1 (e.g., 6 EA), with multiple ZINT PO items potentially being created for each item when these items are assets; and
- the transport service item may not always appear in the ZINT PO since, when goods are accounted for as assets, the transport value is capitalized in the asset cost.

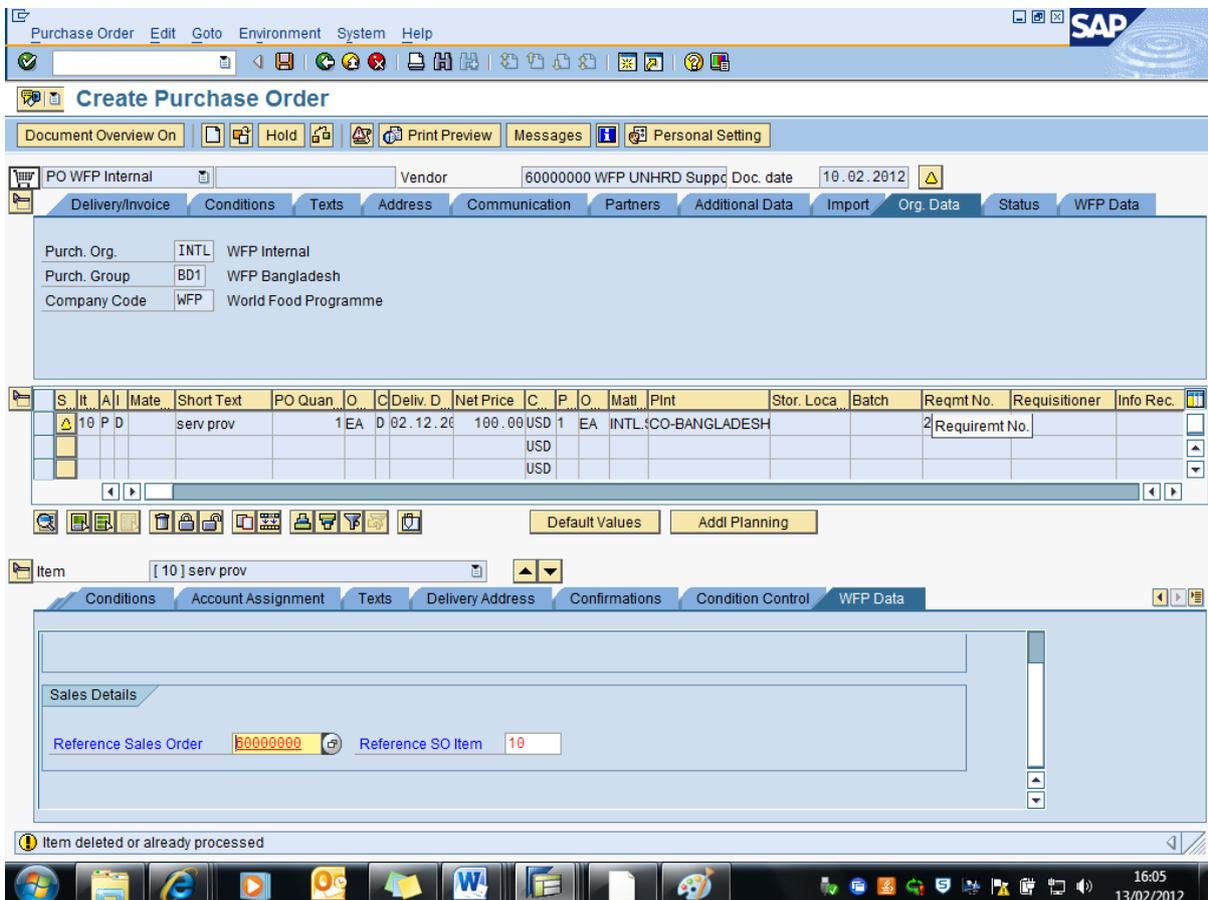
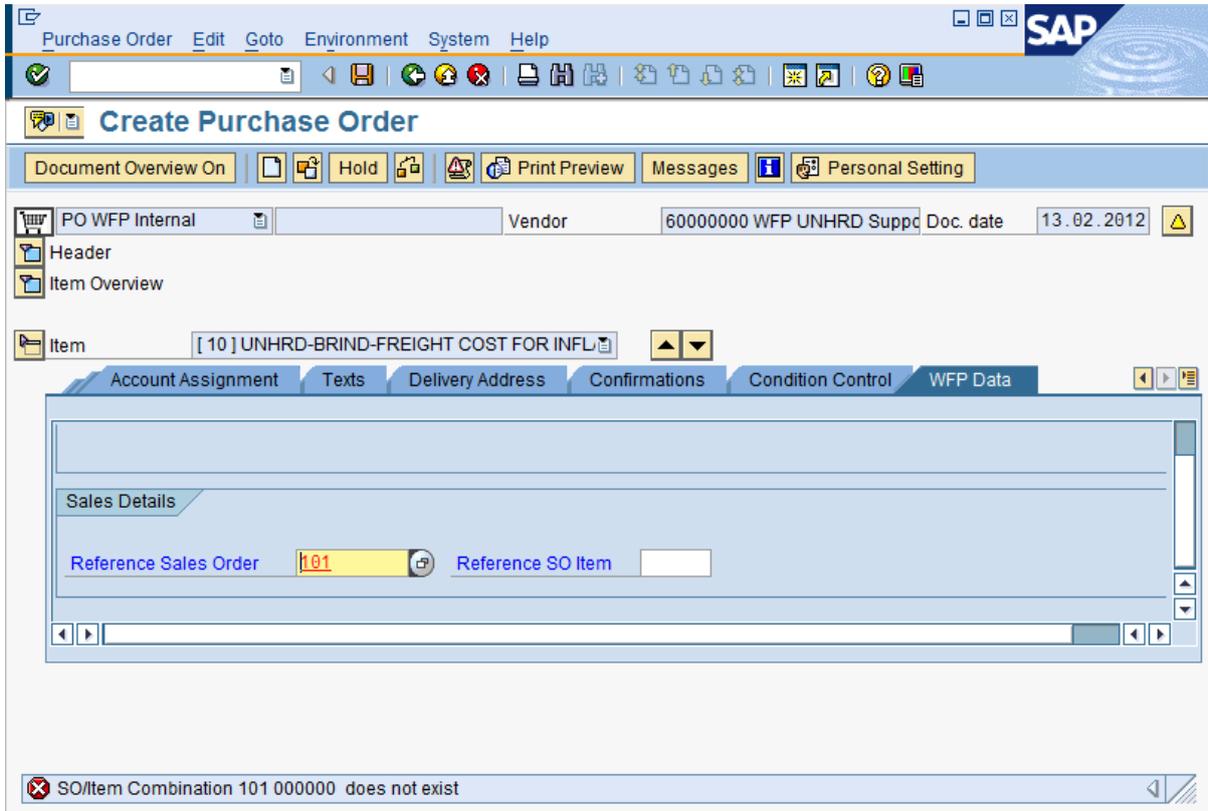
3.2 Warning/Error Messages Issued at PO Stage

The following warning/error messages may be issued during PO processing. **Note:** The validations are activated only ZINT POs created with vendor code 60000000.

System Message	MT	What it means/when it occurs	What to do
Please insert SO line item	E	You populated only the field "Reference Sales Order" without specifying an Item.	Specify the relevant SO Line in the 'Reference SO Item' field.
Sales Order XXX contain no items	E	The "Reference Sales Order" field has been filled in with an SO that has no line items. An SO in this status cannot be used in this field.	Check your entry and/or SO indicated in warning message; if you find no issues and still wish to proceed, press enter to continue.
Reference SO and SO item already used in PO XXXXXXXXXX	W	The SO and/or SO Item has already been used on another ZINT PO whose Vendor = 60000000.	As above.
Sales Order Type must be ZWOR or ZWRE	W	You entered a Sales Order number whose system document type is not equal to 'ZWOR' or 'ZWRE' (the Sales Order document type can be found/checked in the Header portion of the SO).	Check your entry and/or the SO itself; if you find no issues and still wish to proceed, press enter to continue.
Item invalid or deleted	W	The SO line item provided in the field "Reference SO item" is deleted/invalid.	As above.
Collective quantity of PO quoting this Sales Order line exceeds Sales Line quantity	W	More than one ZINT PO has made reference to the Sales Order line item you specified; the total quantity of all ZINT PO lines quoting this Sales Order item, when summed, is greater than the quantity specified on the Sales Order line item. Example provided after this table.	Check your entry and/or all ZINT POs created with reference to the given Sales Order; if you find no issues and still wish to proceed, press enter to continue.
Account category, Item Category and/or Material Group different from Sales Order Line data	W	The PO items do not have the same account category, item category and material group as those specified on the SO item quoted in the PO line, i.e., these key characteristics of the two linked documents are inconsistent/incompatible.	Check your PO entries for these three fields and/or the SO itself; if you find no issues and still wish to proceed, press enter to continue.
Specify a Reference Sales Order / Item for the PO line(s)	I*	The 'Reference Sales Order' and 'Reference SO item' fields have been left blank.	Check your PO entries for these fields; if you do wish to leave the fields blank, press enter to continue.

3.3. Sample screen shots of warning/error messages

A few sample screen shots of some of the warning/error messages described previously are available in this section.



Purchase Order Edit Goto Environment System Help SAP

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

PO WFP Internal Vendor: 60000000 WFP UNHRD Supp Doc. date: 10.02.2012

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Import Org. Data Status WFP Data

Purch. Org. INTL WFP Internal
 Purch. Group BD1 WFP Bangladesh
 Company Code WFP World Food Programme

S	It	A	Mate	Short Text	PO Quan	O	C	Deliv. D.	Net Price	C	P	O	Matl	Plant	Stor. Loca	Batch	Reqmt No.	Requisitioner	Info Rec.
10	P	D		serv prov	1	EA	D	02.12.2012	100.00	USD	1	EA	INTL-CO-BANGLADESH				2000246		
										USD									
										USD									

Default Values Add Planning

Item [10] serv prov

Conditions Account Assignment Texts Delivery Address Confirmations Condition Control WFP Data

Sales Details

Reference Sales Order: 102 Reference SO Item: 10

Reference is already used in PO n°8000000506

16:01 13/02/2012