

Material Document (WA & WE)

Material documents contain materials (goods) that are either issued from or received into inventory. **The documents are created ONLY by Materials Management / Services personnel in each hospital, not by departmental end-users.**

Material documents are:

- Created manually or electronically, like **Doc. type WA**, when goods are issued from inventory to the department.
- Created manually, like **Doc. type WE**, when goods are received into inventory (or centrally received for a department at Durham Regional and Raleigh Community Hospitals).

Material Document Example

The *Display Material Document #####: Overview* screen below is a **Document type WA** (Note: Material document for **Doc. type WE** is similar).

Item	Quantity	EUn	Material	Plant	SLoc	Batch	Re	MVT	S	Fis
1	15	EA	15883	DHSP	N18A				921	-
			TUBING, OXYGEN 14FT							
2	7	BX	12271	DHSP	N18A				921	-
			TISSUE, MOUTH WIPE 2-PLY 5X8.25...							
3	3	BX	11526	DHSP	N18A				921	-
			SWAB, PREP ALCOHOL							
4	1	BX	14830	DHSP	N18A				921	-
			CATHETER, IV SAFETY PINK 20GAX...							
5	1	BX	14829	DHSP	N18A				921	-
			CATHETER, IV SAFETY BLUE 22GAX...							
6	18	BG	11198	DHSP	N18A				921	-
			SOLUTION, NORMAL SALINE 250ML							
7	1	BX	12193	DHSP	N18A				921	-
			GLOVE, SURGICAL CLIPPER DISPOS...							

Note: If the document is displayed via **FI Document Display vs. the drill down**, then the **Accounting View (Display Document: Overview)** screen will be displayed. To view the original material document (shown above) follow the menu path: **Environment** → **Document Environment** → **Original Document**.

Key pieces of information:

1. **Posting date** field = the date the document was posted in R/3.

Material Documents (cont.)

2. **Posting date** field = the date the document was posted in R/3.
3. **Name** field = One of the following:
 - The **User ID** of the person who entered the document (from Hospital Materials Management or Services)
 - **MMPDAD##** representing the automatic re-supply done by the PDAD program (*explained more below*).
4. Each line item = **quantities** issued or received, **material number** and **description**, and **movement type**.
5. **MvT (Movement type)** column = identifies the purpose of the document as outlined in the next section.

A material document has two basic Movement types (located in the MvT column) as follows:

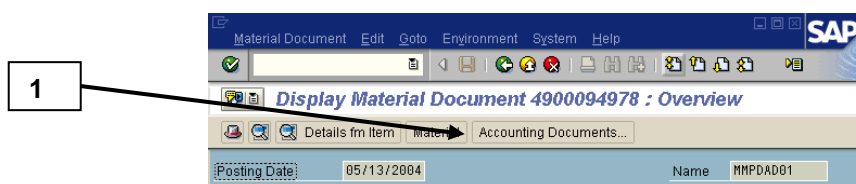
1. **Goods Receipt:** This movement type posts a receipt for goods or materials. A goods receipt can occur for stock items, non-stock items, and services. The receipt must be entered immediately after the delivery of the material to ensure that stock is available when needed, financial records of the company are properly updated, and suppliers are paid for their goods and services.
 - **101 (Goods Receipt):** this type can be seen from the PO history on a purchase order.
 - **102 (Return)**
2. **Goods Issue:** This movement type posts the issue of goods usually to fulfill the material requirements of a reservation of goods from inventory. A reservation is created automatically through the PDAD program or the single-point-of-entry program (ZM10). The value of the materials is expensed to the cost center at the time the goods issue transaction is entered into the system.
 - **921(Goods Issue PDAD):** created from a program that's run by Allegiance personnel after the inventory is taken in the storage locations. The program matches the inventory on hand with the par levels that are set up for the inventory that should remain on hand and the difference either is pulled from inventory (STAT room) or gets turned into orders that are restocked when they are delivered.
 - **922 (RE (reversal) Goods Issue PDAD):** created for a reversal of movement type 921.

Material Documents (cont.)

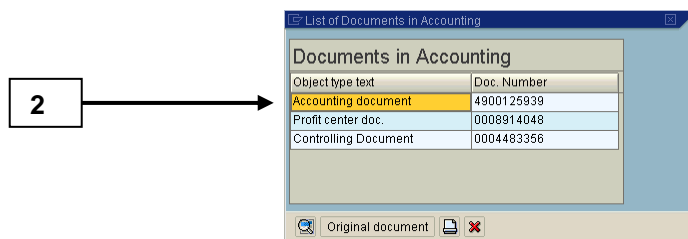
- **201 (Goods Issue for Cost Center):** created for a manually entered goods issue in response to a reservation request by an end-user.
- **202 (RE (reversal) Goods Issue for Cost Center):** created for a reversal of movement type 201.

From the material document (the original document):

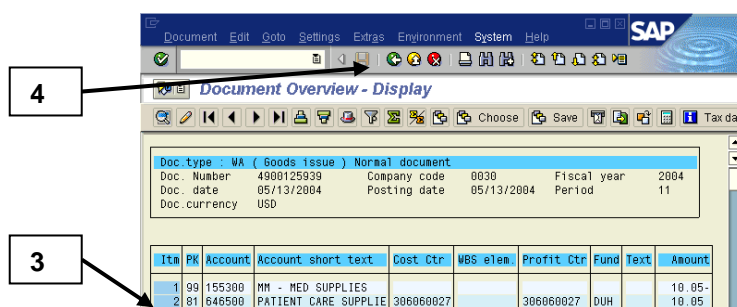
To view the detailed expenses by Cost Center:



1. Click on the **Accounting docs.** button.




2. On the *List of Documents in Accounting* box, double-click on the **Accounting document** or corresponding number to display

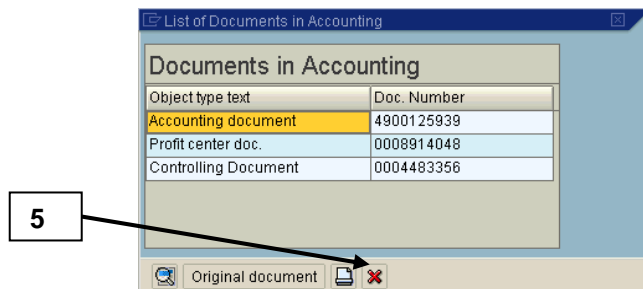



3. On the *Document Overview – Display* screen (above), review the line item charges that correspond to your cost center.

*Note: The supporting Accounting document created by a material document is similar to an Accounting document for journal entries. The posting keys are different, such as 81 for debits and 96 or 99 for credits. Refer to the **Journal Entry Document** section for more details.*

Material Documents (cont.)

- Click on the  **Back** button to return to the *List of Documents in Accounting* screen.



- Click on the  **Cancel** button to close the *List of Documents in Accounting* screen and return to the material document.