

**End User Procedure (EUP)**

**Release (Approve) Purchasing Documents**

**Y\_DC1\_320007  
22**

**Purpose**

Use this procedure to view a listing of purchasing documents that are pending release.

**Trigger**

Perform this procedure when attempting to view a list of purchasing documents pending release.

**Prerequisites**

Before beginning this task, obtain the following information:

- Release code

**Menu Path**

Use the following menu path(s) to begin this transaction:

- Select **Information Systems → COPA → COPA Procurement → Purchase Orders → Reports → Y\_DC1\_32000722 Release (Approve) Purchasing Documents** to go to the *Release (Approve) Purchasing Documents* screen

**Transaction Code**

**Y\_DC1\_32000722**

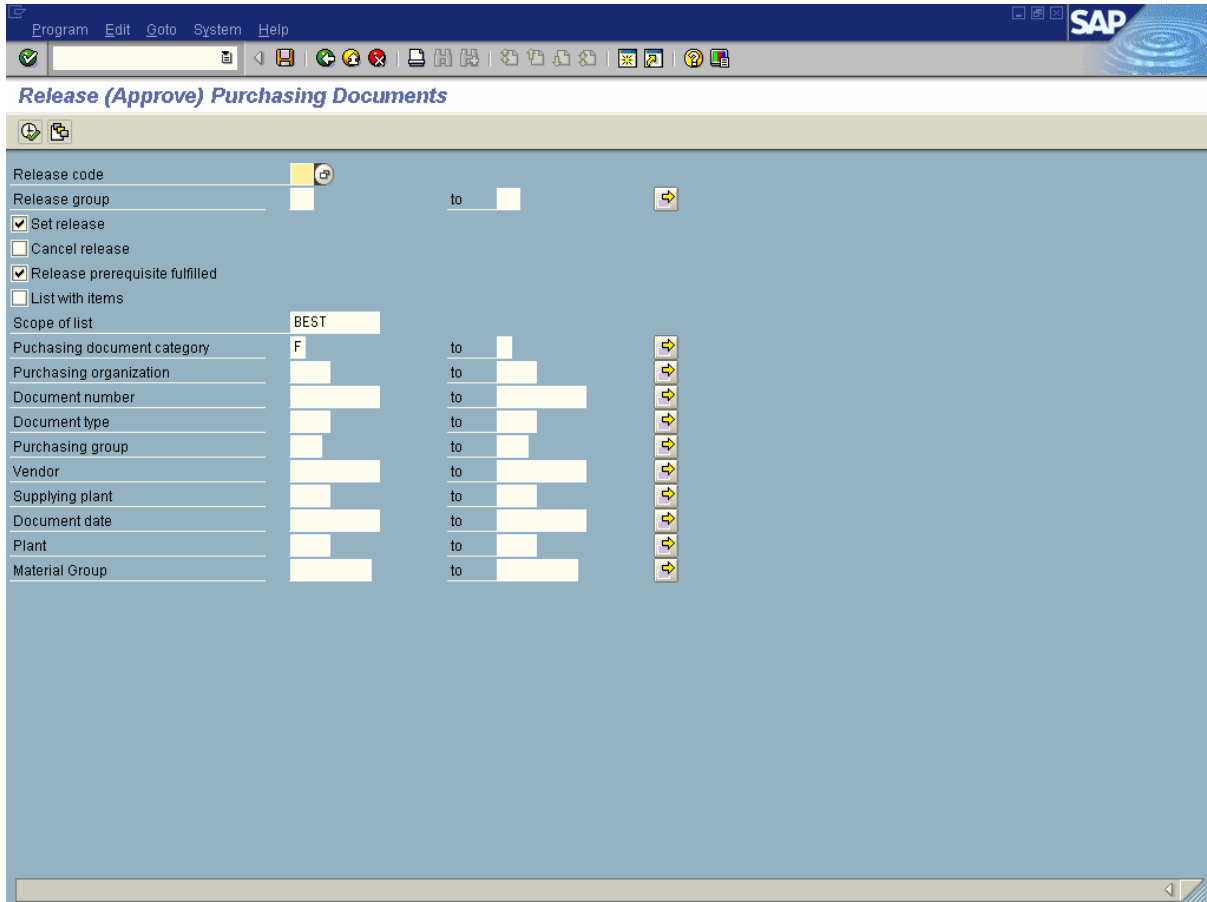
**Helpful Hints**

None



**Procedure**









1. Start the transaction using the menu path or transaction code.










**Release (Approve) Purchasing Documents**








2. As required, complete/review the following fields:

Field Name	R/O/C/D	Description
Release code	R	<p>A code representing the level of authorization required.</p> <p> Use the MULTIPLE SELECTION  icon for possible entries.</p> <p><b>Example:</b> 02</p>

Field Name	R/O/C/D	Description
Release group	D	<p>Release Approval Group used for approval paths in workflow.</p>  <p>The default value for this field is blank. Do not populate this field.</p>
Set release	D	<p>Indicates that the system is to suggest for processing purposes all purchasing documents that can be released (approved) using the specified release code.</p>  <p>This field is automatically selected by the system. No action is required.</p>
Cancel release	C	<p>Indicates that the system is to suggest for processing all purchasing documents that have already been released (approved), and whose release can be cancelled (i.e. the approval revoked) with the specified release code.</p>  <p>This field is used to cancel released purchasing documents. It should not be used in this transaction.</p>
Release Prerequisite fulfilled	D	<p>Determines whether or not the suggested purchase requisition items or purchasing documents must fulfill the release prerequisite for the specified release code.</p>  <p>This field is automatically selected by the system. No action is required.</p>
List with items	C	<p>If this indicator is set, the item data is included in the list. If you do not set the indicator, you see only the header data.</p>
Scope of list	C	<p>Parameter that determines how the list is edited.</p>  <p>Use the MULTIPLE SELECTION  icon for possible entries.</p> <p><b>Example:</b> BEST</p>
Purchasing document category	D	<p>Denotes the purchasing organization.</p>  <p>Use the MULTIPLE SELECTION  icon for possible entries.</p> <p><b>Example:</b> F</p>

Field Name	R/O/C/D	Description
Purchasing organization	O	<p>An organizational unit that procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions.</p> <p> Use the MULTIPLE SELECTION  icon for possible entries.</p>
Document number	O	<p>The unique identification value assigned to a business event as it is processed in SAP. The system automatically creates and assigns document numbers as each document is posted.</p> <p> If searching for a contract, the scope of list should be RAHM and the document category should be K.</p>
Document type	O	<p>Key that identifies which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base.</p> <p> Use the MULTIPLE SELECTION  icon for possible entries.</p>
Purchasing group	O	<p>A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.</p> <p> Use the MULTIPLE SELECTION  icon for possible entries.</p>
Vendor	O	<p>Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a numbers.</p> <p> Use the MULTIPLE SELECTION  icon for possible entries.</p>

Field Name	R/O/C/D	Description
Supplying plant	O	Describes the plant from which the ordered material is supplied.  This field can be used only when searching for a Stock Transport Order.
Document date	O	Date which appears in the document header and can be used for any defined purpose.
Plant	O	The agency organization unit number.  Use the MULTIPLE SELECTION  icon for possible entries.
Material Group	O	Code identifying an allocated group of materials with the same features.  Use the MULTIPLE SELECTION  icon for possible entries.

3. Select the EXECUTE  icon.

**Release Purchasing Documents with Release Code 02**


PO	Type Vendor	Name	P6p Order date	Release strategy	Release indicator	Release option
4500002341	CPA1 151245	WEBER MURPHY FOX INC	600 08/07/2002			
Z1/14	D6S MNG CONST	0 CPA PO Not Released	Release possible			
4500002908	CPA1 145347	EVANS STRICKLAND BEST INC	600 08/09/2002			
Z1/14	D6S MNG CONST	0 CPA PO Not Released	Release possible			
4500003043	CPA4 123115	GANFLEC ARCHITECTS & ENGINEERS INC	600 08/11/2002			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500003072	CPA4 174565	USA ARCHITECTS PLANNERS & INTERIOR	600 08/11/2002			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500003441	CPA4 137727	CICADA ARCHITECTURE PLANNING INC	600 08/13/2002			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500007761	NB 105089	EDWARD P UCCI	BM3 09/18/2002			
Z1/03	SUPP & SERV 3 - 10K	N Not Released	Release possible			
4500013424	CPA4 119675	PENNONI ASSOCIATES INC	600 11/04/2002			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500015097	CPA4 144856	GWIN DOBSON & FOREMAN INC	600 11/14/2002			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500028770	CPA4 145738	ELWOOD TOWER CORP	600 02/07/2003			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500037344	NB 102545	SHARP ELECTRONICS CORPORATION	A92 03/19/2003			
Z1/05	SUPP & SERV > 3K	N Not Released	Release possible			
4500044747	NB 172181	HEWLETT PACKARD COMPANY	BM8 04/22/2003			
Z1/05	SUPP & SERV > 3K	N Not Released	Release possible			
4500077823	CPA4 145347	EVANS STRICKLAND BEST INC	600 09/15/2003			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500107875	CPA1 190460	TASSO KATSELAS ASSOCIATES INC	600 01/28/2004			
Z1/14	D6S MNG CONST	0 CPA PO Not Released	Release possible			
4500113315	CPA4 124219	ANG ASSOCIATES INC	600 02/20/2004			
Z1/17	CPA WORK ORDER	0 CPA PO Not Released	Release possible			
4500114385	NB 118289	PENNSYLVANIA INDUSTRIES FOR THE	666 02/25/2004			
Z1/04	SUPP & SRV >10K	N Not Released	Release possible			
4500117726	NB 155478	MOBILE XRAY IMAGING INC	529 03/09/2004			
Z1/04	SUPP & SRV >10K	N Not Released	Release possible			
4500120549	CPA1 117143	H2L2 ARCHITECTS PLANNERS	600 03/21/2004			
Z1/14	D6S MNG CONST	0 CPA PO Not Released	Release possible			

4. Select the appropriate line item for which you want to view a print preview.

Example: **4500002341**

5. Select the PRINT PREVIEW  Print preview button.

**Print Preview for YPCC Page 00001 of 00003**

	CHANGE <span style="float: right;">Page 1 / 3</span> <b>Purchase Order No. 4500002341</b> Purchase Order Date: 08/07/2002
	Project Site: Construction Of A Research And Developmen THE PENNSYLVANIA STATE UNIVERS ERIE ERIE COUNTY West Region
Your vendor number with us: 151245	Professional:
Vendor Name/Address: WEBER MURPHY FOX INC 3230 W LAKE RD ERIE PA 16505-3657 State of Incorporation:	CM Firm:
Vendor Fax Number: 814-836-5757	Number of Calendar Days: 0
Surety Co: Bond No:	Liquidated Damages Per Day: 0.00
Contact Information: Name: DGS Design Phone: 717-787-7856 Fax: 717-772-3399	
This Purchase Order constitutes the contractor's authorization to carry out the Project identified in the Purchase Order in accordance with 1) the RFQ for the Project as supplemented by Addenda and Bulletins, if any; 2) the Special Conditions and other documents attached to this Purchase Order or incorporated by reference into the RFQ for the Project, if any; and 3) as of the date of the RFQ or other solicitation for this Purchase Order, the contract terms and conditions for this type of Purchase Order provided on the Commonwealth's website, <a href="http://www.state.pa.us">www.state.pa.us</a> , and listed in the RFQ or other solicitation, all of which are incorporated by reference. As used in this Purchase Order, the term "RFQ" means the Request for Quotations, Invitation for Bids, Invitation to Qualify, or Request for Proposals used to solicit the Purchase Order for this Project. The contractor agrees, upon the Department's acceptance of the contractor's submission, to be legally bound by the terms and conditions of this Purchase Order, and the Department's approval of this Purchase Order shall constitute a complete and legally	



The system displays a print preview of "YPCC Page 00001 of 00003".

- Select the BACK  icon.

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Z1/14	D6S MNG CONST	0 CPA PO Not Released	Release possible			

7. Double click on the appropriate line item for which you want to display.

Example: **4500002341**




The screenshot shows the SAP Purchase Order interface. At the top, the title bar reads 'Purchase order' with menu options 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main title is 'DGS-Mngd Dsgn/Cnstn 450002341 Created by Beverly Mauro'. Below this, there are tabs for 'Document overview on', 'Print preview', 'Messages', 'Help', 'Personal setting', and 'Accounting Documents'. The 'Document overview' section shows a table with columns for status, quantity, and price. The 'Item overview' section shows a table with columns for line, service number, short text, quantity, unit, gross price, currency, and overfull. The table contains 10 lines of data.

Line	D.	Service numb.	Short text	Quantity	U...	Gross price	Curr.	Overfulf. t
10			C-0800-0268-000-000-D-0 Sub #8	1	EA	132,040.63	USD	0.0
20			C-0800-0268-000-000-D-0 Sub #9	1	EA	106,484.37	USD	0.0
30			C-0800-0268-000-000-D-0 Sub #10	1	EA	106,484.38	USD	0.0
40				0.000		0.00	USD	0.0
50				0.000		0.00	USD	0.0
60				0.000		0.00	USD	0.0
70				0.000		0.00	USD	0.0
80				0.000		0.00	USD	0.0
90				0.000		0.00	USD	0.0
100				0.000		0.00	USD	0.0



The system displays more detailed information.

8. Select the BACK  icon until the *SAP Easy Access* screen appears.
9. You have completed this transaction.

### Result

You have successfully completed the transaction Release (Approve) Purchasing Documents (Y\_DC1\_32000722).

### Comments

Congratulations!