

STEPS FOR PROCESSING A ZERO PR IN SAP

DE-OBLIGATION

Check calculation on PR Document

In the “CHANGE MODE” – pull up the correct contract number with “Other Purchase Order (folder to folder symbol). Enter Contract Number – “ENTER”

Using the (funnel symbol), collapse and clear screen

Click on HEADER - NASA DATA - NASA INFORMATION
Print Screen - Use keyboard print screen button – print screen in email
On print-out write “START”

Exit out (Click on HEADER)

Click on

ITEM DETAILS (make sure you're in the SERVICES TAB)
Line Items (drop down & highlight correct PLI) (PLI & ALI is on accounting document)

Review quantity highlighted to verify \$

Enter new \$ amount (include .cents) - ENTER

SAVE – click on green check mark

COLLAPSE SCREEN (Click on funnel symbol)

Click on - NASA DATA - NASA INFORMATION
Print screen – check to see if total obligated amount on printout is correct – then
write “AFTER DE-OB” on printout
Click on X to exit NASA Information

(IF OBLIGATED AMOUNT IS \$0 THERE ARE OTHER STEPS TO TAKE)

SAVE – click on “DISK” save image button at top of screen

If you do not have a PR number on the accounting document, call Finance (whoever is on the accounting document) and let them know that you have completed the de-obligation transaction. Finance will email you the PR and you can go back in and do the re-ob.

If you have a PR on the accounting document when you start, then you can go ahead with the re-ob and then call Finance to let them know you have completed the action.

RE-OBLIGATION (ADOPTING THE PR)

Menu (you must be at the beginning screen of SAP) you can get there by the green arrow (back)

Drop-down - Select ZMM_PR - ENTER

Type the PR number in the highlighted box (Purchasing Requisition box)

EXECUTE (clock symbol)

Document should print on default printer - Green arrow to back out

Click on - DOCUMENT OVERVIEW (this click turns it on)

Click on Purchase Requisitions

Go to PR number – ENTER NUMBER

Click Only Open/Only Released (at the top under general selections)

EXECUTE

Verify correct PR number

Click triangle to verify number of line items

Click on PR number to highlight

Click Adopt (2 pieces of paper)

SAVE (with green check)

Click on - DOCUMENT OVERVIEW ON (this click turns it off)

Click on - Item Overview - SHORT TEXT

(Usually the last line item will be the correct line item – you can check the \$'s to be sure)

Type in “ZERO” with the accounting document number

ENTER

Click on - HEADER - NASA DATA - NASA INFORMATION

(check the total to make sure the PR was adopted – this should match the start sheet of SAP)

On printout write “AFTER RE-OB

SAVE with the Disk symbol at the top of screen (only save if \$'s are correct)

SAVE AGAIN (if you are prompted to)

REVIEW AND CHECK

Accounting Documents (at the top of the Screen)

Scroll to bottom – should say Funds Management Doc – click on Funds Management

Click in the date column

Click “Set Filter” (funnel icon)

Type today's date in the highlighted date area – ENTER

Yellow highlighted area should be blank if done correctly