

Section 11: Reporting on Commitments

KSB2 – Display Commitment Line Items for Cost Centres

These instructions on how to report on outstanding OrderPoint commitments against your school's cost centre budget. *A commitment in SAP is an OrderPoint Purchase Order which has been raised, but is yet to be receipted.* This report should be run on a regular basis eg each half term.

11.1 Reporting on Postings

- Log onto SAP
- In the transaction bar type **KSB2** then click **Enter** on your keyboard
- In the first screen, enter the following:
 - **Cost Center** – your school's cost centre number
 - Enter your required dates in **From** and **To Expected Debit Dates**
 - Tick **Open items only**
 - Click **Execute**

Display Commitment Line Items for Cost Centers : Initial Screen

Menu | Save as Variant... | Back | Exit | Cancel | System | **Execute** | Delete Selection Criterion | Selection Screen Help

Cost Center or: to

Cost Center Group:

Cost Element or: to

Cost Element Group:

Posting Data

Expected Debit Date: to

Open Items Only

Settings

Layout: Cost center, cost element, ref. document

- The report is generated, listed by Cost element (GL code). Use the vertical and horizontal scroll bars to view all details
- The **RefDocNo** column shows the Purchase Order numbers of the line items
- **Double click** on a line to see further details
- The PO number shows at the top left of the screen in bold letters. As this is an outstanding commitment, there is no Purchase Order History tab (*this is only created when the goods are receipted*)

Header: DCC SRM PO 6500335587 Vendor 20011348 West Mercia Supplies Doc. date 29.11.2016

S...	Item	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Currency	Per	OPU	Matl Group	Plnt
1	F				Code: 310141 hardwood dow		3	EA	D 05.12.2016	6.99	GBP	1	EA	Learn Resrce	ICS Schools
2	F				Code: 84602 MDF wheels 50		5	EA	D 05.12.2016	10.39	GBP	1	EA	Learn Resrce	ICS Schools
3	F				Code: 001932 Black card		4	EA	D 05.12.2016	5.99	GBP	1	EA	Learn Resrce	ICS Schools
4	F				Code: 620033 Bostik adhesiv		1	EA	D 05.12.2016	17.49	GBP	1	EA	Learn Resrce	ICS Schools
5	F				Code: 028103 Pack of 200 ey		1	EA	D 05.12.2016	14.99	GBP	1	EA	Learn Resrce	ICS Schools
6	F				Code: 600181 Bumper pom p		2	EA	D 05.12.2016	10.99	GBP	1	EA	Learn Resrce	ICS Schools
7	F				Code: 600183 Buttons		1	EA	D 05.12.2016	7.49	GBP	1	EA	Learn Resrce	ICS Schools
8	F				Code: 006602 Lollipop sticks		1	EA	D 05.12.2016	7.99	GBP	1	EA	Learn Resrce	ICS Schools
9	F				Code: 310143 Lollipop sticks		1	EA	D 05.12.2016	10.99	GBP	1	EA	Learn Resrce	ICS Schools
10	F				Code: 030800 Satin ribbon		1	EA	D 05.12.2016	6.99	GBP	1	EA	Learn Resrce	ICS Schools
11	F				Code: 600098 Glitter glue		1	EA	D 05.12.2016	11.90	GBP	1	EA	Learn Resrce	ICS Schools
12	F				Code: 006184 Florescent pa		1	EA	D 05.12.2016	13.99	GBP	1	EA	Learn Resrce	ICS Schools

Item: [12] Code: 006184 Florescent paint

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts | Delivery Address

AccAssCat Order Distribution Single account assign CoCode Derbyshire

Unloading Point Recipient

G/L Account 140210

CO Area 1000

Cost Center

Order

11.2 Viewing other lines on the Purchase Order

- To view other lines of the purchase order, use the up and down arrow keys
- Other lines may have been receipted and even have an invoice attached. *This would show under the Purchase Order History Tab.*
- In **Purchase Order History** tab, **goods receipting** information shows with a **document type WE**; **invoice** information with a **document type RE**

Item: [11] Code: 600098 Glitter glue

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History**

Basic List

S...	MVT	Material Doc...	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L. cur	Qty in OPU	DelCostQty (OPU)	Or...
WE	101	5000639208		2 07.12.2016	1		0 EA	11.90	GBP	1		0 EA
Tr./Ev.					1		EA	11.90	GBP	1		EA
RE-L		5156363923		9 10.12.2016	1		0 EA	11.99	GBP	1		0 EA
Tr./Ev.					1		EA	11.99	GBP	1		EA

- To return to the KSB2 report, click on the **Back** button

11.3 Checking Commitments

A commitment will show if the goods have not been received and receipted. However, they may still show if an invoice was processed through the VIM system in error. To check this, use the KSB1 report and filter on the Name of Offsetting account column to see the vendor name. **See Section 9.3.3 : KSB1 Reporting on Line Items. (Filtering by Vendor)**

11.4 Clearing Commitments that cannot be fulfilled by the Vendor

If the outstanding commitment is a complete Purchase Order that cannot be met by the vendor, this will need to be cleared by the Accounts Payable team. Please email accounts.payable@derbyshire.gov.uk with the Purchase Order number, requesting that they block the order and clear the commitment.

If the outstanding commitment is part of the Purchase Order, and you will never receive the goods, log onto OrderPoint and goods receipt as a zero quantity and tick Last delivery and this will clear the commitment.