**Charge Non-Stock**

**Materials & Sublet Repairs**

**ZFB61**

 Dept. of Public Instr.

Transportation

**Procedure:**

Charge a non-inventory part or a sublet to a work order

Not Applicable

**Website Application:**

**Note(s):**

* **Step 1 -** Transactions ZFB61 and ZFB65 screens are nearly identical.

**Variances:**

Screen Title

* Vendor Invoice
* Vendor Credit Memo

Transaction field

* Invoice
* Credit memo

Verify you are utilizing the correct transaction before continuing

* **Step 2h -** Material number here will always begin with a “M” and then follow with VMRS code.
1. Open Transaction **ZFB61**

Transaction may be accessed from two entry points:

* From SAP Easy Access Screen type ZFB61; or
* From ZIW31\_DPI screen <*Click*> **Imprest Cash icon** 

See Note(s)

1. *Enter Vendor Invoice: Company Code 7800* window opens

**Basic Data Tab**

1. Vendor field – Input 23 (Always)
2. Inv. recpt date field – Input date invoice received.
3. Reference Field – Input work order number (TD-18 or PM number)
4. Amount Field – Input Total (*Include tax, shipping, & additional fees*) of non-stock materials and sublet repairs
5. Text Field – Input Vendor & invoice number
(i.e., RSR Auto Parts #421499)

**Table Data**

* 1. G/L Acct Field - Input
		1. 52331003 (Material); or
		2. 52333002 (Services)
	2. Amount in doc. curr. Field – Input Price for Material; plus
	(*Include prorated tax, shipping, & additional fees*)
	3. Text Field – Input Description of Material/Service
	4. Cost center Field – Input 7800000000 (Always)
	5. Order Field – Input work order to be charged
	6. Qty Field – Quantity
	7. Base Unit of Measure Field – Input EA, QT, etc.
	8. Material Field – Input VMRS (See Note(s))
		1. Retrieved from TD-18 or PM - should correspond to the line the mechanic did the work; or
		2. Perform search (See tutorial VMRS (For Material Field))
1. <*Click*> Save icon 

System will place the Material Document Number in the bottom Status Bar.

1. Record this number on the invoice
2. <*ESC*>

Updated

12-20-2019

**Receipt of**

**Inventory**

**ME21N**

**MIGO**

 Dept. of Public Instr.

Transportation

**Procedure:**

Input received materials into inventory

Not Applicable

**Website Application:**

**Note(s):**

* **Before stocking fuel**, it is important to know current:
* Quantity; and
* Moving price
* **Common Errors:**
* Usage of wrong DOT number;
* Quantity incorrect;
* Price incorrect

**Note:** The above errors can be easily corrected if discovered promptly; however, when neglected due to the high volume of product movement, it can be a more tasking procedure to correct.

* These transactions are not for receiving fuel (diesel or unleaded); that process requires a different MIGO transaction. If stocking fuel visit DPI’s website and select the tutorial titled Fuel – Receipt (MIGO)
* Inventory items are required to be extended to your plant before they are input into inventory. If items are not currently extended visit DPI’s website <http://www.ncbussafety.org/BSIP/StepbyStep.html> and select the tutorial titled Material – Stocked - Extend Inventory (ZMM01Z)
1. Open Transaction **ME21N**
2. *Create Purchase Order* window opens
	1. Trans./Event Field – Use dropdown; choose *Goods Receipt*
	2. Reference Doc. Field – Use dropdown; choose *Other*
	3. Fuel Entry SHP/DPI Field – Input 971 (Always) (May default)
	4. Material Slip Field – Input invoice Bill of Landing number (BOL #)
	5. <*Click*> Detail Data button 
3. *Detail Data – Material Tab*
4. Input 9-digit material number (Make sure you input the correct fuel)
	1. 159000054 = Diesel
	2. 159000055 = Unleaded
5. *Detail Data – Quantity Tab*
6. Qty in Unit of Entry Field - Input total quantity of fuel (net) received.
7. Ext. Amount LC Field - Input total price paid for the fuel.
(This total will include the fuel cost as well as all the necessary taxes and fees.)
8. *Detail Data – Where Tab*
9. Plant Field - Input four-digit plant code (i.e., Alamance =6001)
10. Storage Location Field- Input four-digit plant code (i.e., Alamance =8001)
11. <*Click* > **Execute icon** 
12. <*Click*> **Save icon** 
13. Record Material Document number of the vendor’s invoice
(Displayed in status bar)
14. <*Click*> **Exit icon** 
* Run Transaction **ZMB20** after stocking fuel to verify quantities and pricing of fuel stocked.

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12-18-2019