



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Purpose

Use this procedure to release the funds on a purchase order for those line items which will no longer be received.

Trigger

Perform this procedure when there is a need to close out quantities on purchase orders which will no longer be received.

Prerequisites

☐ Be sure to contact the vendor to confirm no further deliveries will be made prior to processing the delivery complete goods receipt.

Menu Path

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

- ☐ Procurement/Contracts => Post, Change or View Goods Receipt/Issue
- ☐

Transaction Code

Helpful Hints

- ☐ xxxx within a document represents a variable which may consist of a name, number, etc.
- ☐ In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- ☐ The following notes maybe used throughout this work instruction:



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical		Indicates that an action MUST NOT BE completed.
Shortcut		Indicates a shortcut to a process.



Business Process Procedure

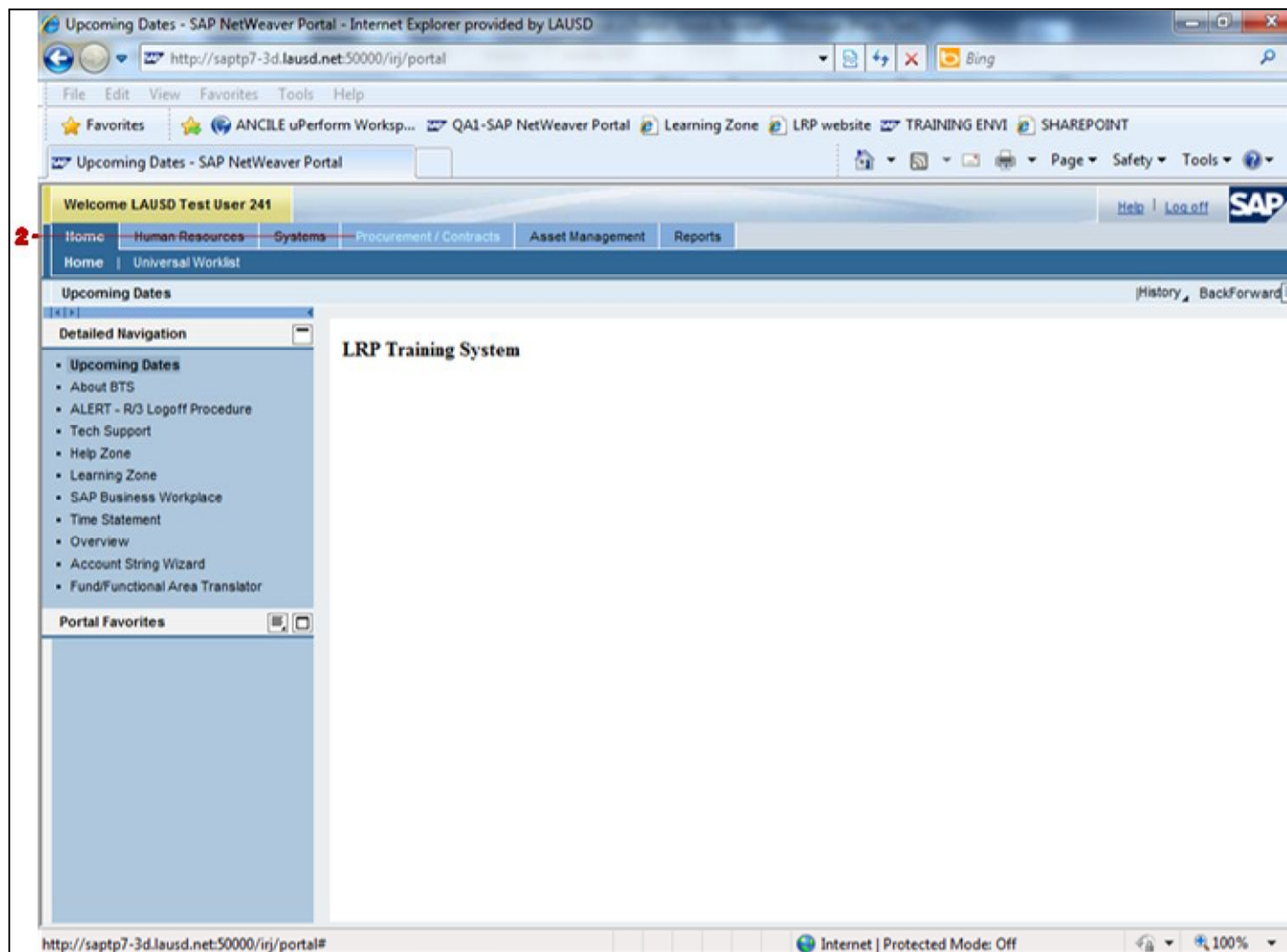
Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Procedure

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

Upcoming Dates - SAP NetWeaver Portal - Internet Explorer provided by LAUSD



2. Click on **Procurement / Contracts** tab.

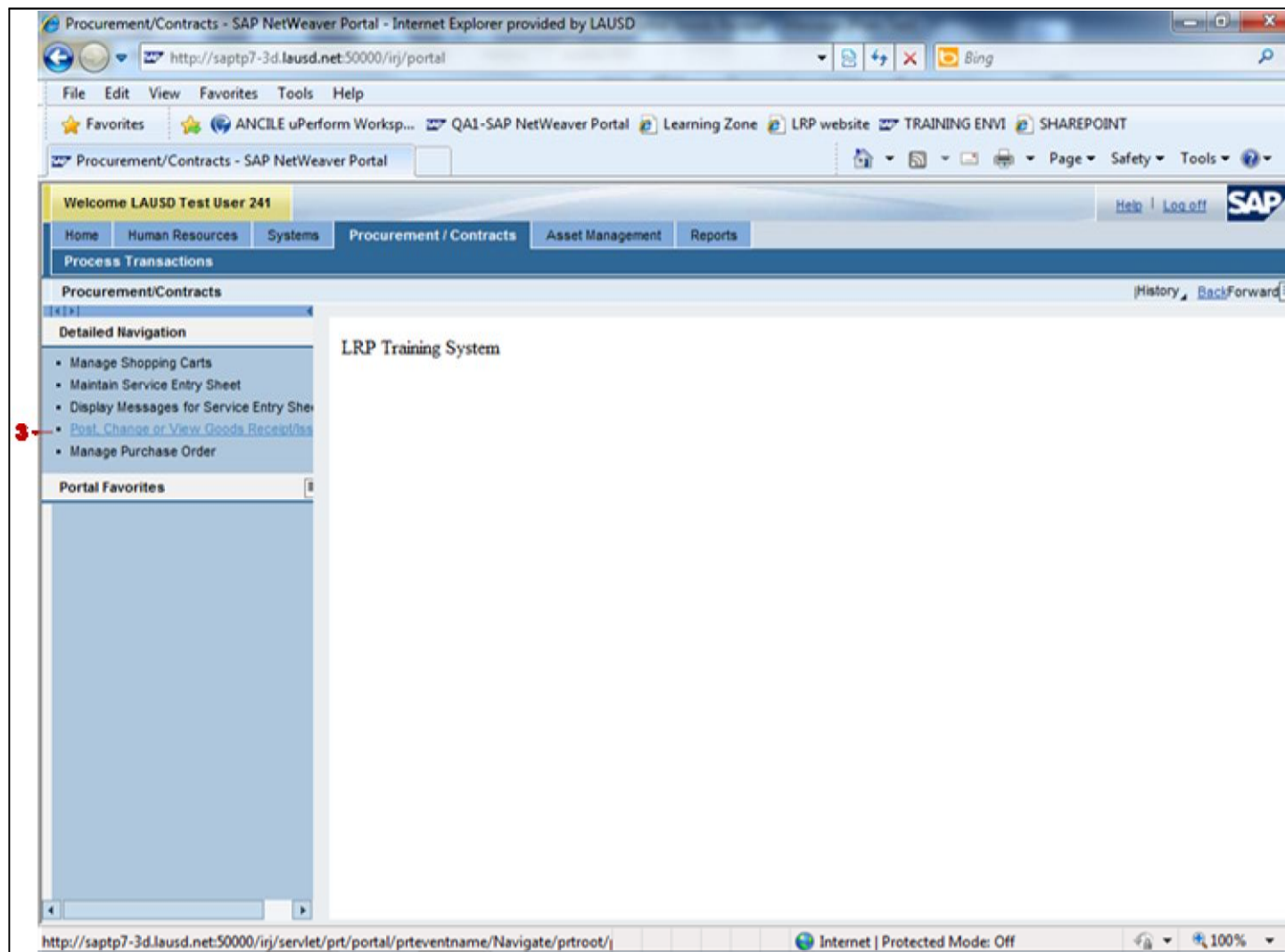


Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Procurement/Contracts - SAP NetWeaver Portal - Internet Explorer provided by LAUSD



3. Click on the link named: [Post, Change or View Goods Receipt/Iss](#)



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order - LAUSD Test User 241

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

Field	R/O/C	Description
	R	Example: 4500009676



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order - LAUSD Test User 241

The screenshot displays the SAP NetWeaver Portal interface for the transaction 'Goods Receipt Purchase Order - LAUSD Test User 241'. The browser window shows the URL 'http://sapt7-3d.lausd.net:50000/ij/servlet/prt/portal/prteventname/Navigate/prtroot/pcd/'. The interface includes a navigation pane on the left with 'My Documents' and 'Purchase Orders' sections. The main area shows a 'General' tab with fields for Document Date (10/09/2013), Posting Date (10/09/2013), Delivery Note, Bill of Lading, and HeaderText. A table with columns Line, Mat. Short Text, OK, Qty in UnE, E..., SLoc, Batch, Valuation, and M is visible. The bottom of the interface has tabs for Material, Quantity, and Where.

5. Click execute button after the PO number has been entered.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl

File Edit View Favorites Tools Help

Convert Select

Favorites ANCILE uPerform Worksp... QA1-SAP NetWeaver Portal Learning Zone LRP website TRAINING ENVI SHAREPOINT

SAP NetWeaver Portal

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Hide Overview Hold Check Post Help

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

General Vendor

Document Date 10/16/2013 Delivery Note Vendor WWW GRAINGER INC

Posting Date 10/16/2013 Bill of Lading HeaderText

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	B
1	Cordless Drill/Driver Kit, Battery Inclu	<input type="checkbox"/>	20	EA		1812301	430001	

Material Quantity Where Purchase Order Data Partner Account Assignment

Done Internet | Protected Mode: Off 100%

6.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://sapt7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl

File Edit View Favorites Tools Help

Convert Select

Favorites ANCILE uPerform Worksp... QA1-SAP NetWeaver Portal Learning Zone LRP website TRAINING ENVI SHAREPOINT

SAP NetWeaver Portal

Goods Receipt Settings System Help

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Hide Overview Hold Check Post Help

Goods Receipt Purchase Order GR goods receipt 101

My Documents

- Purchase Orders
 - 4500009676
 - 4500009634
 - 4500009658
 - 4500009623
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000000364
 - 5000000357
 - 5000000340
- Held Data
 - Blank

General Vendor

Document Date 10/16/2013 Delivery Note Vendor WWW GRAINGER INC

Posting Date 10/16/2013 Bill of Lading HeaderText

Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	B
1	Cordless Drill/Driver Kit, Battery Inclu	<input type="checkbox"/>	20	EA		1812301	430001	

Material Quantity Where Purchase Order Data Partner Account Assignment

7. Click on **Quantity** tab.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

The screenshot displays the SAP NetWeaver Portal interface for a Goods Receipt Purchase Order. The browser window title is 'SAP NetWeaver Portal - Internet Explorer provided by LAUSD'. The address bar shows the URL 'http://saptp7-3d.lausd.net:50000/ij/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl'. The main content area is titled 'Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241'. The left sidebar shows a tree view under 'My Documents' with 'Purchase Orders' expanded, listing several PO numbers, including 4500009676. The main area has tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', 'Partner', and 'Account Assignment'. The 'Quantity' tab is selected, showing fields for 'Qty in Unit of Entry' (20), 'Qty in Delivery Note', 'Quantity Ordered' (20), and 'No. Containers'. A red arrow points to the 'Qty in Unit of Entry' field.

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

Field	R/O/C	Description
Qty in Unit of Entry	R	The quantity of the good in the unit of measure. Example: 15

Please note: If the Goods Receipt is only to cancel the encumbrance of the existing Purchase Order, enter the amount as zero (0) otherwise enter the Partial Goods Receipt Quantity.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

The screenshot displays the SAP NetWeaver Portal interface for the transaction 'Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241'. The browser window shows the URL 'http://sapt7-3d.lausd.net:50000/ij/servlet/prt/portal/prteventname/Navigate/prtroot/pcd/'. The portal has a menu bar with 'Goods Receipt', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area has a title bar with 'Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241' and buttons for 'Hide Overview', 'Hold', 'Check', 'Post', and 'Help'. On the left, there is a 'My Documents' sidebar with a tree view containing 'Purchase Orders' (with '4500009676' selected), 'Orders', 'Reservations', 'Material Documents', and 'Held Data'. The main area has tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', 'Partner', and 'Account Assignment'. The 'Quantity' tab is active, showing fields for 'Qty in Unit of Entry' (15), 'Qty in Delivery Note', 'Quantity Ordered' (20), and 'No. Containers'. At the bottom left of the main area, there is a red dot pointing to the 'Item OK' button. The status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and '100%'.

9. Click ☐ to post a Goods Receipt for Line 1.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

The screenshot shows the SAP NetWeaver Portal interface. The browser window title is "SAP NetWeaver Portal - Internet Explorer provided by LAUSD". The address bar shows the URL "http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl...". The page title is "Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241". The interface includes a left sidebar with "My Documents" and a main area with tabs for Material, Quantity, Where, Purchase Order Data, Partner, and Account Assignment. A red arrow points to the "Next Item" button at the bottom of the main area.

10. Click on "Next Item" button .



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://sapt7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl

File Edit View Favorites Tools Help

Convert Select

Favorites ANCLE uPerform Worksp... QA1-SAP NetWeaver Portal Learning Zone LRP website TRAINING ENVI SHAREPOINT

SAP NetWeaver Portal

Goods Receipt Settings System Help

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Hide Overview Hold Check Post Help

My Documents

- Purchase Orders
 - 4500009676
 - 4500009634
 - 4500009658
 - 4500009623
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000000364
 - 5000000357
 - 5000000340
- Held Data
 - Blank

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	B
1	Cordless Drill/Driver Kit, Battery Inclu	<input checked="" type="checkbox"/>	15	EA		1812301	430001	

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry 15 EA

Qty in Delivery Note

Quantity Ordered 20 EA

No. Containers

11. Click on the **Purchase Order Data** tab.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

12. Click on the drop down menu **Set automatic...**



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl

File Edit View Favorites Tools Help

Convert Select

Favorites ANCLILE uPerform Worksp... QA1-SAP NetWeaver Portal Learning Zone LRP website TRAINING ENVI SHAREPOINT

SAP NetWeaver Portal

Goods Receipt Settings System Help

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Hide Overview Hold Check Post Help

My Documents

- Purchase Orders
 - 4500009676
 - 4500009634
 - 4500009658
 - 4500009623
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000000364
 - 5000000357
 - 5000000340
- Held Data
 - Blank

Line	Mat. Short Text	OK	Qty in UnE	E...	Sloc	Cost Center	G/L Account
1	Cordless Drill/Driver Kit, Battery Inclu	<input checked="" type="checkbox"/>	15	EA		1812301	430001

Material Quantity Where Purchase Order Data Partner Account Assignment

Purchase Order 4500009676 1

Item Category Standard

"Del.Completed" Ind. Set automatically Set Do not set

Requisitioner Set automatically Set Do not set

Del. Compl. Ind. PO Item

Done

Internet | Protected Mode: Off

100%

13. Choose the **Set** option, to indicate this is the final delivery for this line item. Once the flag is set, it will cancel the encumbrance for the open balance on the Purchase Order.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

SAP NetWeaver Portal - Internet Explorer provided by LAUSD

http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl

File Edit View Favorites Tools Help

Convert Select

Favorites ANCILE uPerform Worksp... QA1-SAP NetWeaver Portal Learning Zone LRP website TRAINING ENVI SHAREPOINT

SAP NetWeaver Portal

Goods Receipt Settings System Help

Hide Overview Hold Check Post Help

My Documents

- Purchase Orders
 - 4500009676
 - 4500009634
 - 4500009658
 - 4500009623
- Orders
 - Blank
- Reservations
 - Blank
- Material Documents
 - 5000000364
 - 5000000357
 - 5000000340
- Held Data
 - Blank

Line 1 Cordless Drill/Driver Kit, Battery Inclu OK Qty in UnE 15 E... SLoc Cost Center 1812301 G/L Account 430001

Check Entries (F7)

Material Quantity Where Purchase Order Data Partner Account Assignment

Purchase Order 4500009676 1 Item Category Standard

"Del. Completed" Ind. Set Del. Compl. Ind. PO Item

Requisitioner LAUSD241

Done Internet | Protected Mode: Off 100%

14. Click on **Check** to verify all the information.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Display logs

The screenshot shows the SAP NetWeaver Portal interface. The main window displays the 'Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241'. A 'Display logs' dialog box is open, showing two messages:

Typ	Item	Message text	LText
!	1	Deficit of PU Ordered quantity 5 EA : 1000	
!	1	Flagging the item as "delivery completed"	

A red arrow points to the 'Continue' button in the dialog box.

15. Click Continue button



Message displays the remaining quantity after the PO is posted. It also gives the warning that there are no more expected deliveries on the Purchase Order.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

The screenshot shows the SAP NetWeaver Portal interface. The browser address bar displays the URL: <http://saptp7-3d.lausd.net:50000/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl>. The page title is "Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241". The interface includes a navigation menu on the left with options like "My Documents", "Purchase Orders", "Orders", "Reservations", "Material Documents", and "Held Data". The main content area shows a table with line items. The selected item is line 1, "Cordless Drill/Driver Kit, Battery Inclu", with a quantity of 15. Below the table, there are tabs for "Material", "Quantity", "Where", "Purchase Order Data", "Partner", and "Account Assignment". The "Purchase Order Data" tab is active, showing the purchase order number 4500009676, item category "Standard", and requisitioner "LAUSD241".

Line	St...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Acco
1		Cordless Drill/Driver Kit, Battery Inclu	<input checked="" type="checkbox"/>	15	EA		1812301	430001

Below the table, there are buttons for "Delete" and "Contents". The "Purchase Order Data" tab is active, showing the purchase order number 4500009676, item category "Standard", and requisitioner "LAUSD241".

16. Click on **System**.



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

The screenshot shows the SAP NetWeaver Portal interface. The 'System' menu is open, and the 'Log off' option is highlighted. The main content area displays the 'Goods Receipt Purchase Order' for PO 4500009676. The 'Purchase Order Data' tab is active, showing the purchase order number, item category, and requisitioner. The 'Log off' option is highlighted in the 'System' menu.

OK	Qty in UnE	E...	SLoc	Cost Center	G/L Acco
<input checked="" type="checkbox"/>	15	EA		1812301	430001

Purchase Order: 4500009676
Item Category: Standard
"Del.Completed" Ind.: Set
Requisitioner: LAUSD241

17. Select the **Log off** option.

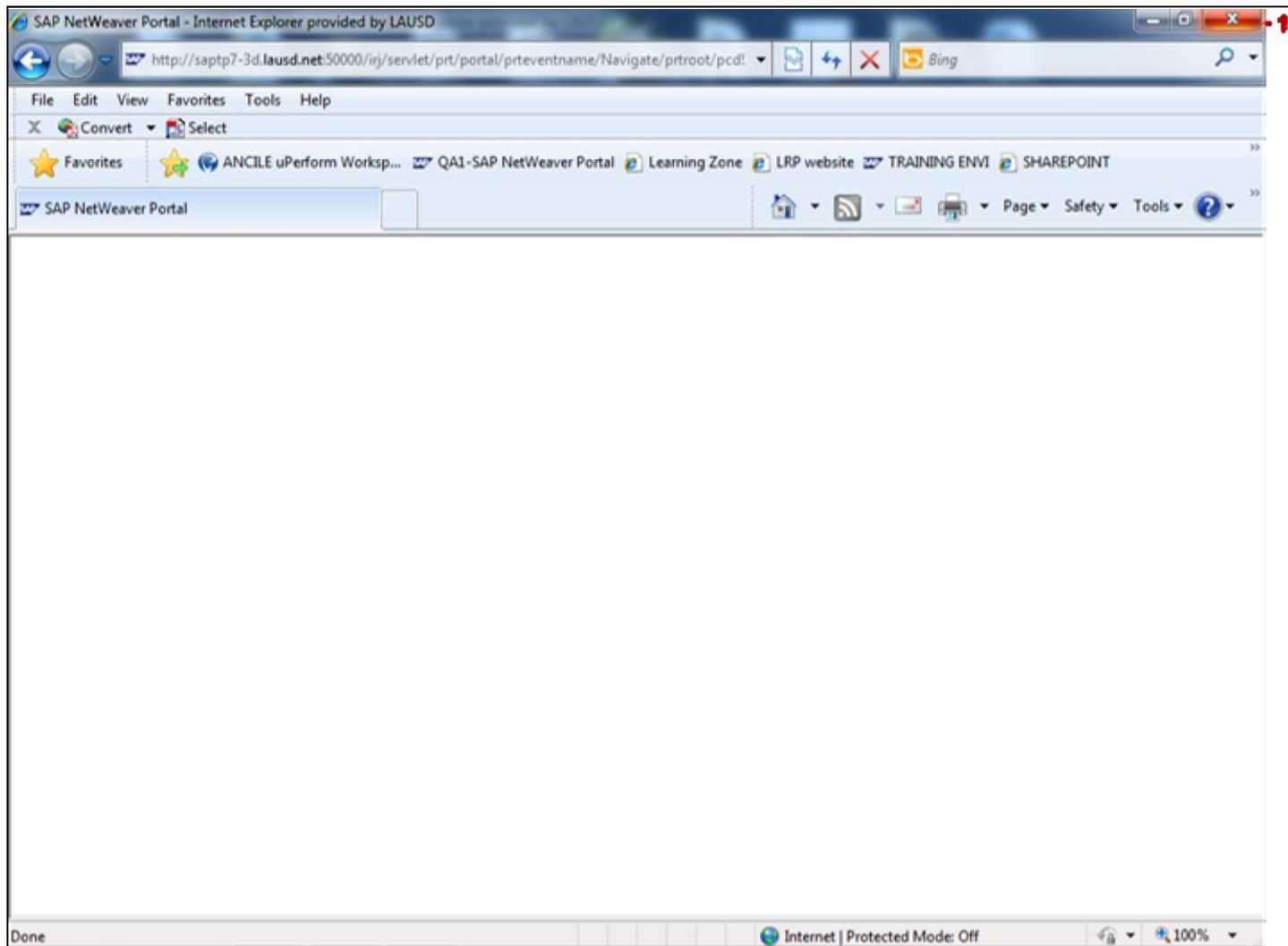


Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

SAP NetWeaver Portal - Internet Explorer provided by LAUSD



18. Close the window by clicking on .



Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Result

You have successfully processed a Delivery Complete Goods Receipt to cancel the remaining encumbrance on the purchase order.

