

SAP Data Integrity Issues

Last updated 10/6/2009

Requisitions/Purchase Orders

SAP Transaction	Issues	Proposed Recommendation
ME51N / ME52N ME21N / ME22N	Material number field is not mandatory and short text is free field. No standardization of Data for reporting and analysis. No standardization of material group for spend analysis.	Require mandatory entry of material number which will populate correct material group number and identify correct General Ledger number.
ME52N	Buyer is unable to enter a material number on a saved requisition without losing unit pricing. The requisition saves and the unit cost field becomes inaccessible.	Unlock unit cost field for data entry.
ME51N / ME52N ME21N / ME22N	Delivery Code entry is not mandatory. User may enter any address for delivery including non-city locations. It is obvious how dangerous that is!	Block manual entry of address fields. Restrict address selection to only Master Data Delivery Addresses (ME01).
ME52N / ME22N	SAP will not allow any reduction of any funds relative to a purchase/requisition. The audit against the budget appears to treat the reduction as an increase.	Provide override ability when reduction changes occur.
ME21N	Purchase Order types not being used correctly. Example: RO (BPA) can be used against an SVA. Also, PO (Non-contract) can be used with a BPA or SVA #. Therefore, reports are not accurate. (You can buy office supplies out of Janitorial Service budget. Expenses do not hit the right GL Accounts).	Require direct link between purchase order types and outline agreements: RO-BPA SRO-SVA or PSA PO – No OA# permitted
ME51N / ME52N ME21N / ME22N	Material Group (5-digit) lookup screen with 8,500+ numbers is too cumbersome to accurately select the correct group. Material description is truncated to 20-characters. It is not enough to make an accurate selection. Wrong selection impacts reporting.	Provide ability to filter by 3-digit code and list 5-digit code extension as needed.

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XK03	Vendors with the same EIN Federal ID number have several VN numbers set up this causes confusion when issuing purchase orders and creates inaccurate reporting for spend analysis.	Cleanse Vendor Master of duplicate vendor numbers with the same EIN and or Federal ID numbers.
ALL	ORG COH handles procurement for (7) departments. The SAP system is unable to differentiate the unique departments within COH.	Create a sub-org designation for the (7) departments. Ex: COH25 (GSD)
ME9A	RFQ form is missing pricing lines for Services. Suppliers are unable to enter pricing for separate service components on RFQ form which is required under the Services tab in SAP.	Correct RFQ form to include pricing lines for Service components.
ALL	SAP rounds to (2) decimal places.	Extend decimals to (4) at unit cost. Calculate rounding at total PO release value.
ME9F / ME9K / ME9A	Output via-email can only be sent to the email address on the vendor master record.	Allow for alternate email address during output of record.
MM03 – E BID Link	Currently the SAP e-bid link imports only the material numbers base unit of measure which does not allow for accurate pricing by suppliers of alternate packaging.	Revise interface to import the ordering unit of measures into an e-bid drop down for buyer to select appropriate unit of measure.
MCE1	PO value includes P-Card postings for the Buyer of record against their contract. P-Card postings are created by the P-Card Administrator. This is not a true representation of Buyer activity.	Designate a P-Group for P-Card upload for the administrator.
P-Card PO Type CC (Credit Card)	Purchase document for P-Cards is only created if the purchase is against an OA (contract). Complete spend analysis is not possible because non-contract purchases are not captured.	Create a purchase document within SAP against the specified vendor for all p-card purchases.
ME31K	SAP users are unable to view the signed contract documents within the outline agreement. Each department is required to maintain hard copies of every contract for review and verification of supplies/services.	Increase the file space capacity to allow attachment of contract documents to outline agreements.

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MM03	Current Master Material Numbers have brand and part numbers as part of description. A different material number must be created to purchase an equivalent item.	Cleanse Material Master Numbers Data of brand and part number specification so same material can be used (different brand) for equivalent items.
MM03 - eLink	Currently the SAP/ e-catalog/ e-bid link imports only the material numbers base unit of measure which does not allow for accurate pricing by suppliers of alternate packaging. The material master team is not able to change the base unit of measure because it is linked or tied to the EAN/NIGP 11-digit code.	Revise interface to import the ordering unit of measures into an e-bid drop down for buyer to select appropriate unit of measure. Override SAP to allow changes to the Master Record. Identify and cleanse the base unit of measure as the ordering & purchasing and the ordering unit of measure utilized for stocking/inventory/distributing.
e-Catalog	Currently the SAP/e-catalog interface does not seem to be working correctly. Due to the difference between SAP Base Unit of Measure and SAP Ordering Unit of Measure, the e-catalog is doing additional calculations/conversions, causing the data to be inflated, and making the contract spend much higher than the original awarded amount, resulting in an over-spend on that contract which is not correct. Eliminating the e-catalog additional calculations/conversions will result in the same issues affecting other OAs that require them. A tough battle that require SAP consultants to resolve.	Revise interface to accommodate for the Base Unit of Measure vs. the Ordering Unit of Measure in SAP and make sure that the correct Unit of Measure on the OA is communicated with the e-catalog.