Material documents contain materials (goods) that are either issued from or received into inventory. **The documents are created ONLY by Materials Management / Services personnel in each hospital, not by departmental end-users.**

Material documents are:

- Created manually or electronically, like **Doc. type WA**, when goods are issued from inventory to the department.
- Created manually, like **Doc. type WE**, when goods are received into inventory (or centrally received for a department at Durham Regional and Raleigh Community Hospitals).

**Material Document Example**

The **Display Material Document ##########: Overview** screen below is a **Document type WA** (Note: Material document for **Doc. type WE** is similar).

**Note:** If the document is displayed via **FI Document Display vs. the drill down**, then the **Accounting View (Display Document: Overview)** screen will be displayed. To view the original material document (shown above) follow the menu path: **Environment → Document Environment → Original Document**.

**Key Pieces of Information**

1. **Posting date** field = the date the document was posted in SAP.
2. **Name** field = One of the following:
   - The **User ID** of the person who entered the document (from Hospital Materials Management or Services)
   - **MMPDAD##** representing the automatic re-supply done by the PDAD program (*explained more below*).

3. Each line item = **quantities** issued or received, **material number** and **description**, and **movement type**.

4. **MvT (Movement type)** column = identifies the purpose of the document as outlined in the next section.

A material document has **two basic Movement types** *(located in the MvT column)* as follows:

1. **Goods Receipt**: This movement type posts a receipt for goods or materials. A goods receipt can occur for stock items, non-stock items, and services. The receipt must be entered immediately after the delivery of the material to ensure that stock is available when needed, financial records of the company are properly updated, and suppliers are paid for their goods and services.
   - **101 (Goods Receipt)**: this type can be seen from the PO history on a purchase order.
   - **102 (Goods Reversal)**
   - **122 (Goods Return to Vendor)**

2. **Goods Issue**: This movement type posts the issue of goods usually to fulfill the material requirements of a reservation of goods from inventory. A reservation is created automatically through the PDAD program or the single-point-of-entry program (ZM10). The value of the materials is expensed to the cost center at the time the goods issue transaction is entered into the system.
   - **921 (Goods Issue via PDAD)**: system created after the inventory is taken in the storage locations. The program matches the inventory on hand with the par levels that are set up for the inventory that should remain on hand and the difference either is pulled from inventory (STAT room) or gets turned into orders that are restocked when they are delivered.
   - **922 (Goods Reversal via PDAD)**: created for a reversal of movement type 921.
Material Documents (cont.)

- **201 (Goods Issue for Cost Center)**: created for a manually entered goods issue in response to a reservation request by an end-user.
- **202 (RE (reversal) Goods Issue for Cost Center)**: created for a reversal of movement type 201.
- **261 (Goods Issue for Work Order)**
- **262 (Goods Reversal for Work Order)**
- **551 (Goods Reversal for Scrap)**: Created when a material is expired, damaged, etc.
- **551 (Goods Reversal for Scrap)**

View the Detailed Expenses by Cost Center

*From the material document (the original document):*

1. Click on the **Accounting docs.** button.

2. On the **List of Documents in Accounting** box, double-click on the line for the **Accounting document or corresponding Doc. number.**
3. On the Document Overview – Display screen (above), review the line item charges that correspond to your cost center.

   Note: The supporting Accounting document created by a material document is similar to an Accounting document for journal entries. The posting keys are different, such as 81 for debits and 96 or 99 for credits. Refer to the Journal Entry Document section for more details.

4. Click on the Back button to return to the List of Documents in Accounting screen.

5. Click on the Cancel button to close the List of Documents in Accounting screen and return to the material document.
Internal orders are generally used to plan, collect and settle the costs of internal jobs and tasks. Currently at Duke, internal orders are used to settle the costs of Work Order jobs and charge the department’s cost center for the work performed. In the future, internal orders may be used for other transactions as well.

A line item report will show the amount and the Cost Center charged in the Name field (see first screen below). From a line item report, the drill down process only displays a settlement document (second screen below) that contains the Internal Order reference number.

To view more details about the charge, the **Internal Order Actual/Plan/Variance Report** can be run using the **Internal Order reference number**. The next pages outline how to run this report and what type of information is available.