



Export Control Reporting

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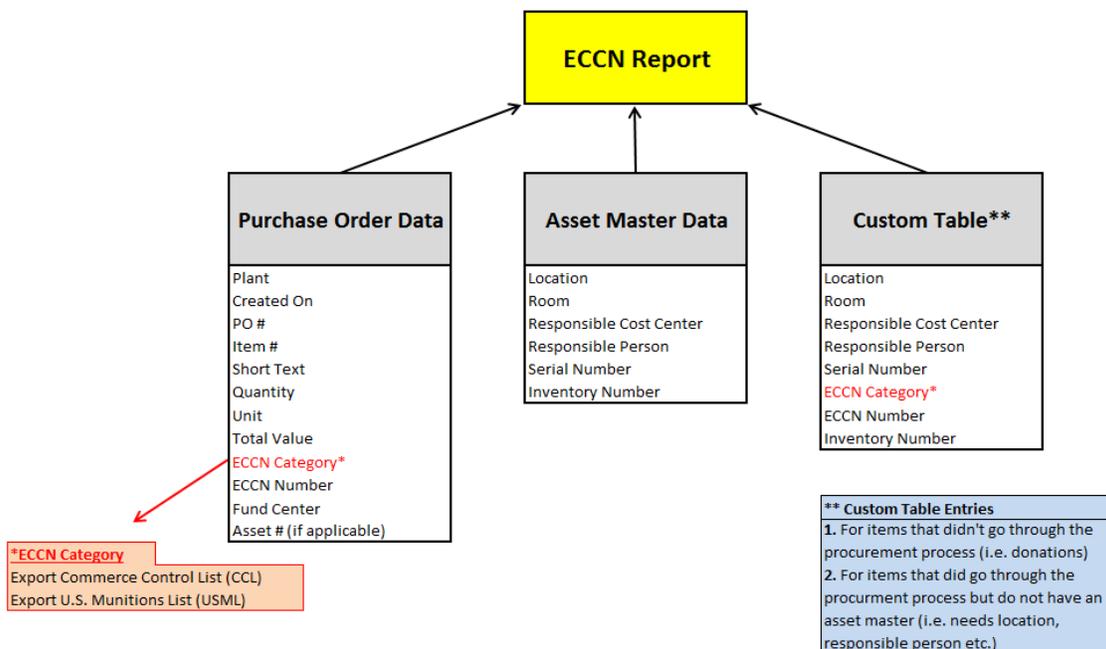
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Background

Each university is required to keep a record of any item in the university's possession that can be found on the export control list. This record should indicate where the item is located and who is responsible for the item.

Data Source

A report was developed to assist universities in recording export control items. The report will pull information from three different areas: Purchase Order (PO), Asset master and Export Control Classification Number (ECCN) table (see below).



Process Flow

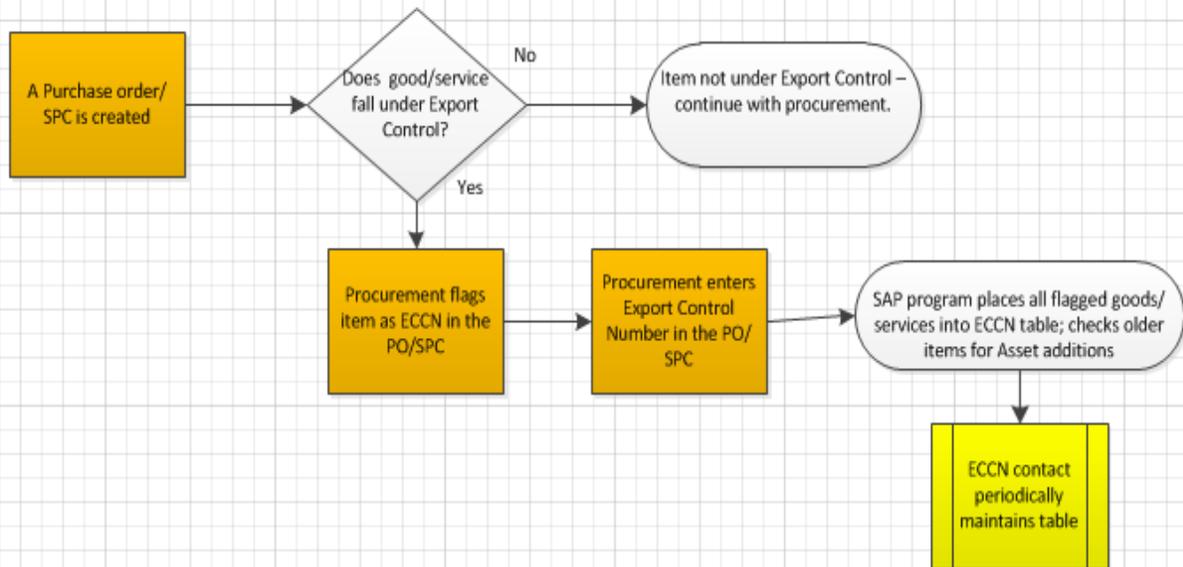
In order for an item to appear on the ECCN report, the item must be flagged as ECCN. This can occur when Purchasing flags the item on the PO or when the item is manually added to the ECCN table using Transaction ZM16. For items added manually, they are immediately seen on the report; however those flagged in the PO will not appear until the next day.

Each night a program will check for flagged items and downloads them to the ECCN table. Items flagged via the PO process are considered incomplete records and fields such as Location, Room, and Responsible Person may still need to be maintained.

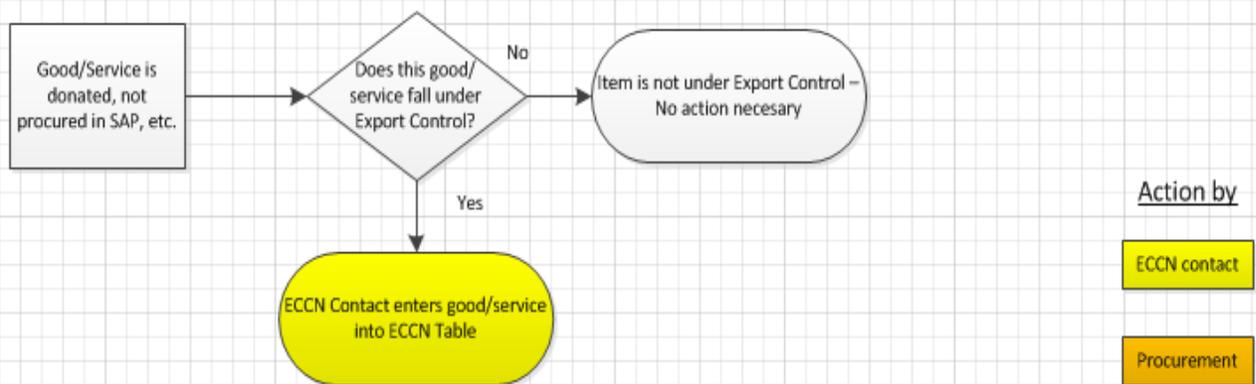
- If the PO references an Asset Master, then the additional fields should be maintained in the Asset master to complete the record on the report.
- If the PO does not reference an Asset Master, then these fields are updated directly in the ECCN table.

A second program runs each night that checks for PO's in the ECCN table that initially did not involve an Asset, however now have been assigned to an asset. The program will flag the old line for deletion and add the appropriate number of new lines based on the number of assets. For this reason, **any ECCN item on a PO should not be updated in the table on the same day it is flagged**. A minimal wait time should be implemented to see if a PO will be assigned to an Asset Master during the approval process, which will determine where the additional fields should be maintained (Asset vs. ECCN table).

Procured Items



Donated Items



ZM18 – ECCN Report

1. Execute transaction ZM18 to run the ECCN report
2. Enter plant(s) and the entry date; then execute:

ECCN Report

Selection Parameters

Plant: 90 to []

Entry Date: 05/30/2013 to 05/30/2013

Responsible Person: []

Resp Fund Center: []

Location: []

ECCN Category: []

Incomplete Items Only

Deleted Items Only

Field	Field Use
Plant	Enter a single university or a range of universities
Entry Date	Day the item was saved to the ECCN table
Responsible Person	Person who is responsible for the item
Resp Fund Center	Fund Center that is responsible for the item
Location	Location where item can be found
ECCN Category	Classify item: ECC – Commerce Control List or EML – Munitions List
Incomplete Items only	Where Location & (Resp person or Resp Fund Center) are blank
Deleted Items only	Items flagged for deletion only

3. Report is produced as follows:

ECCN Report

Entry Date	Reference	PO Doc#	Description	Quantity	Unit	Unit Value	ECCN No	Asset #	Sub #	Location	Room	Resp FCtr	Resp FC Desp	Responsible Person	Incomplete	Donated	Deleted
05/30/2013	Pcard2345		Crestron TSW-750 Flush Touchscreen	1.000	EA	1,100.00	45468			100002		9012209000	Shippensburg Data Center	Tonya Hager			
05/30/2013	BloomSurplus		iPad	1.000	EA	699.00	2343					9011160000	Legal Counsel		X		
05/30/2013		4500054058	Computer, Laptop	1.000	EA	1,100.43	5A992								X		
05/30/2013		4500054059	Spectrophotometer, 10S UV-Vis	1.000	EA	3,984.56	EAR99			90008		9011141000	Facilities Management				
05/30/2013		4500054060	Oscilloscope, BK Precision 2120B	1.000	EA	475.95	3A292							Christopher Bowling	X		
05/30/2013		4500054061	Server, Computer, Dell	1.000	EA	5,000.00		000000019118	0000	90002							

Note: Double click on the PO # or Asset # to display those documents.

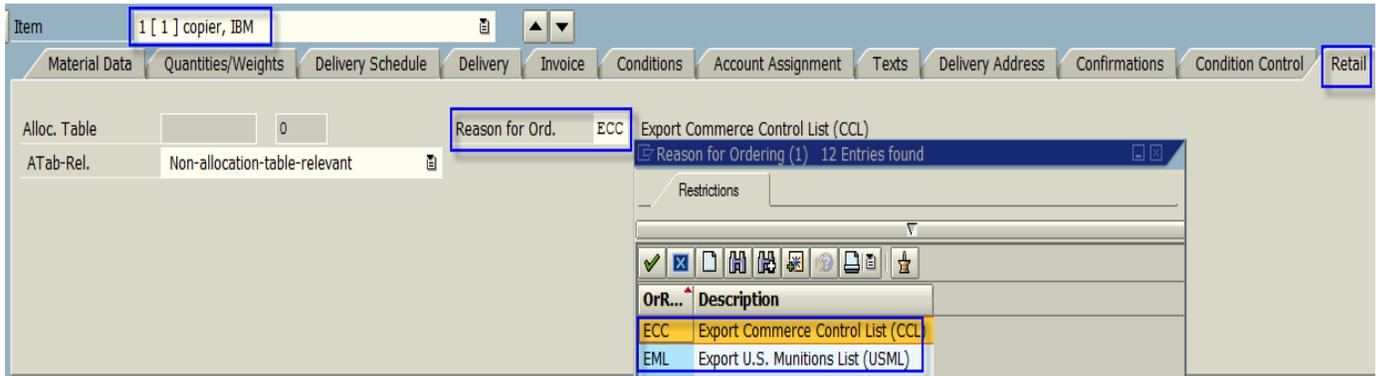
The available column headers and the sequence can be modified using the layout features



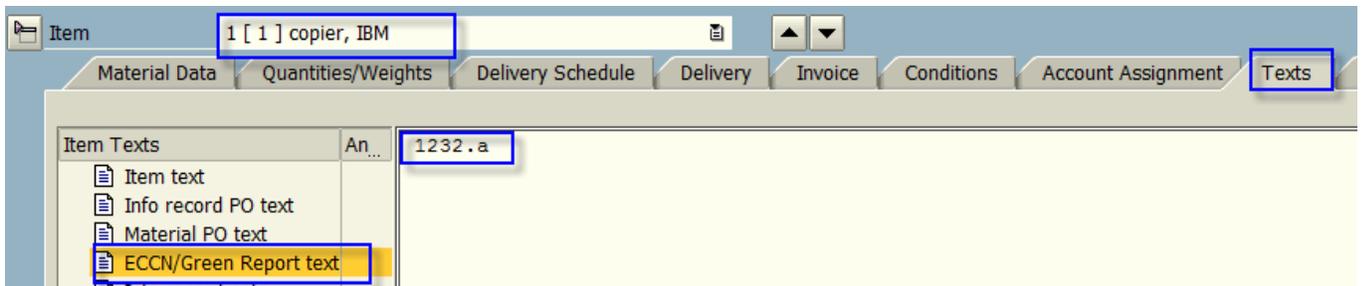
Flagging a PO for ECCN

Scenario: Purchasing determines the item on the PO is on the export control list; therefore it should be flagged for the report.

1. Create (ME21N) or change (ME22N) a PO
2. Click on the Retail tab for that line item and select a category for the “Reason for ord”



3. For that same item, enter the ECCN #:



4. Save the PO when you finish.

ZM16 – Adding Non-PO Items to the ECCN Table

IMPORTANT: If the item was on a PO, do not use this transaction (see [flagging a PO for ECCN](#)).

Non-PO Items with an Asset Master

Scenario A: A copier is donated from another university or agency and is considered an ECCN item; therefore the item must be manually added to the ECCN table using the Asset master #.

1. Execute transaction ZM16
2. Enter data in the first two sections only (Asset only & Asset and Non-Asset):

Program to add ECCN data to ZMM_ECCN table

Record Number (Key): 12
 Plant: 90
 Entry Date: 06/17/2013

Asset only
 Asset No: 19119
 Sub Asset No: 0

Asset and Non-Asset
 ECCN Category: EC...
 ECCN Number: 451.a
 Quantity: 1
 UOM: EA
 Unit price: 5500.00
 Donated

Field	Field Use
*Record Number	Assigned by SAP; each item has a unique record # assigned
*Plant	Defaults based on your user id
*Entry Date	Date item was added to ECCN table or date item was acquired; defaults to today
*Asset No	Select the corresponding asset #
*Sub Asset No	Enter the sub asset #
*ECCN Category	Select either ECC (Commerce Control List) or EML (Munitions List)
*ECCN Number	Enter the number for the item
Quantity	Quantity of the item; if > than 1 and NOT all going to the same person then create multiple entries using this transaction.
UOM	Select the Unit of Measure from the drop down box
Unit price	Estimated price of item
Donated	Click here if the item has been donated to the university

*=Required

3. Click on the “Save” icon to save the item to the ECCN table.

Non-PO Items without an Asset Master

Scenario B: Purchasing used a PCard to buy computer software that can be found on the export control list; therefore the item must be manually added to the ECCN table as a non-Asset).

1. Execute transaction ZM16
2. Enter data in the second and third sections only (Asset and Non-Asset & Non-Asset only)

Asset and Non-Asset	
ECCN Category:	EC...
ECCN Number:	1234.a
Quantity:	1
UOM:	EA
Unit price:	450.00
	<input type="checkbox"/> Donated

Non-Asset only	
Description:	Software, Monitoring of Biological Agent
Person Responsible:	00070159
Purc. Fund Center:	9011151000
Resp. Fund Center:	9011150000
Location:	90008
Room:	S204
Serial Number:	34355532222
Reference:	PCard 4578
Inventory Number:	

Field	Field Use
*Record Number	Assigned by SAP; each item has a unique record # assigned
*Plant	Defaults based on your user id
*Entry Date	Date item was added to ECCN table or date item was acquired; defaults to today
*ECCN Category	Select either ECC (Commerce Control List) or EML (Munitions List)
*ECCN Number	Enter the ECCN number
*Quantity	Quantity of the item; if > than 1 and NOT all going to the same person then create multiple entries.
UOM	Select the Unit of Measure from the drop down box
*Unit price	Estimated price of item
Donated	Click here if the item has been donated to the university
*Description	Describe the ECCN item
Person Responsible	Select the SAP Personnel No from the drop down
Purc Fund Center	Select the Fund Center that paid for the item
*Resp Fund Center	Select the fund center that is responsible for the item
Location	Location where item can be found
Room	If applicable, what room the item is stored in
Serial Number	Serial number of item
Reference	Reference # or text if needed
Inventory Number	If applicable, inventory number of item

*= Required

3. Click on the "Save" icon to save the item to the ECCN table.

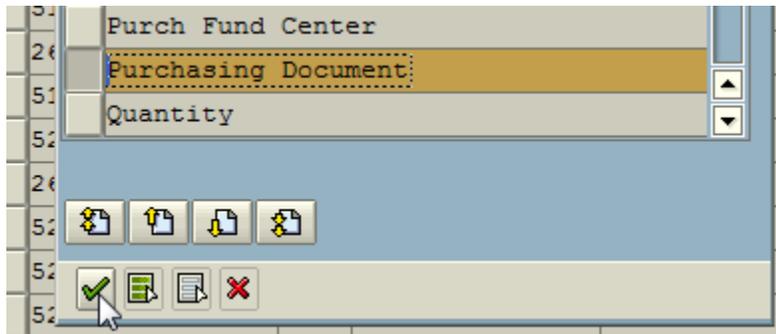
ZM17 - Update records

The ECCN table should be updated to fix data entry mistakes or to finish a record (i.e. Non-Asset PO).

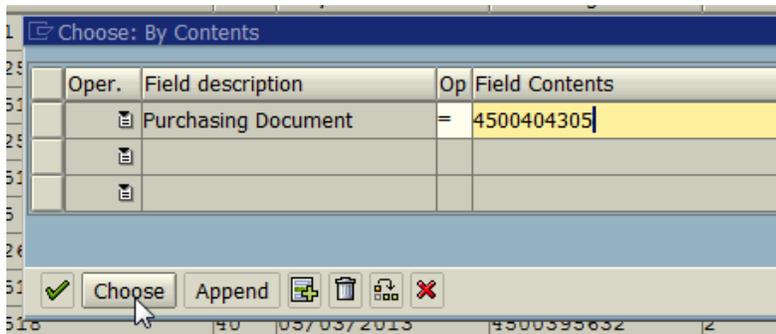
1. Execute transaction ZM17
2. Locate the appropriate row by using the following option:
 - a. Click the menu path: Selection>By Contents



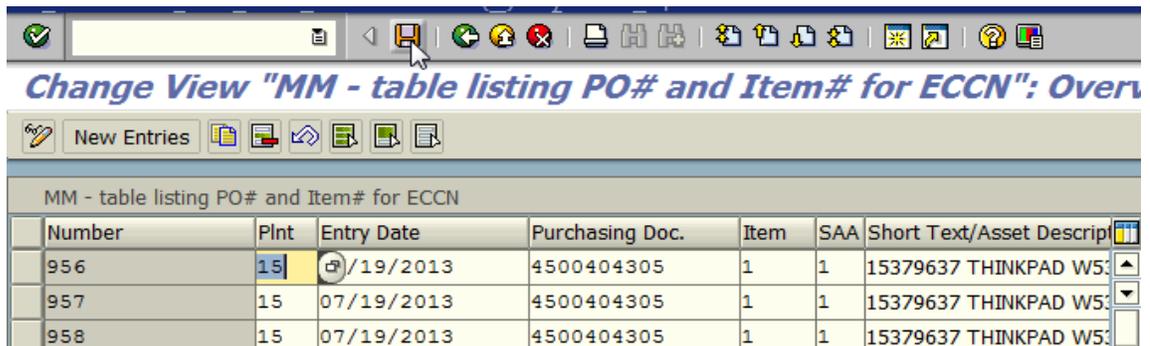
- b. Select the field to filter data by and click on "Continue"



- c. Enter the known value to find the record and click on "Choose"



- d. Update as necessary and click on "SAVE"



FAQ

1. How do I add an item to the report?

You must either set the ECCN flag in the PO or add the item using transaction ZM16 (non-PO).

2. Does the report pull details from the table, asset, or the PO and where should I make changes?

The report pulls things from all three areas; therefore making changes will depend on the type of transaction you are handling.

The following fields cannot be changed: Entry Date, PO Doc #, Item #, Quantity, and UOM. You have to flag the record for deletion to remove it from the report and reenter it manually if you want to change these fields.

The following fields should be changed in the following areas:

	PO (non Asset)	No PO (non asset)	PO (Asset)	No PO (asset)
ECCN Cat	Change PO	No changes	Change PO	No changes
ECCN No	Change PO	No changes	Change PO	No changes
Reference Doc	ECCN Table	ECCN Table	ECCN Table	ECCN Table
Person Resp	ECCN Table	ECCN Table	Asset master	Asset master
Location	ECCN Table	ECCN Table	Asset master	Asset master
Room	ECCN Table	ECCN Table	Asset master	Asset master
Serial #	ECCN Table	ECCN Table	Asset master	Asset master
Resp Fund Center	ECCN Table	ECCN Table	Asset master	Asset master
Inventory #	ECCN Table	ECCN Table	Asset master	Asset master
Donated	ECCN Table	ECCN Table	ECCN Table	ECCN Table
Deleted	ECCN Table	ECCN Table	ECCN Table	ECCN Table
Comments	ECCN Table	ECCN Table	ECCN Table	ECCN Table
Short Text	Change PO	No changes	Asset master	Asset master
Value	Change PO	No changes	Change PO	No changes
Purch Fund Ctr	Change PO	No changes	Asset master	No changes
Asset No	N/A	N/A	Change PO	No changes
Sub No	N/A	N/A	Change PO	No changes

3. Is the ECCN report line item based for PO's?

Yes, only lines with the "Reason for Order" field maintained will pull into the report.

4. What if the PO has quantity of 5 each, but each item goes to a different person?

For non-asset PO's, 5 separate records will get created in the ECCN table. You can update the records in ZM17 with each responsible person.

5. What if have quantity of 1, but my line is split between two assets?

For Asset PO's, a line gets created in the ECCN table for each asset (regardless of the quantity).

6. Why is my Purch Fund Center showing as the Resp Fund Center?

The SAP program will take the purchasing fund center on a PO and place that value in the Resp Fund center field in the table. If necessary to change, update the table.

7. How can I change the description on a manual entry (no Po/no Asset)?

You cannot change this field, therefore flag the entry for deletion and create a new entry.

8. Why is the report not picking up my location for the ECCN item that I entered in the table?

The item most likely references an Asset master and the location field must be maintained in the Asset master record not the ECCN table (see grid in question #2).

9. Where does the responsible fund center and the purchasing fund center pull from when an asset master is involved?

Responsible cost center = Resp fund center

Fund center = Purchasing fund center

10. What does the X in Split AA indicate on the report?

It means that line item has multiple account assignment; however we are only displaying the first fund center in the report.

11. Why are there deleted lines in the ECCN table that we did not delete?

This occurs when you have a PO with account assignment = K (Cost Center) and it saves to the ECCN table, but later becomes an Asset. The program deletes any existing lines and creates new lines with the asset master data.

12. How do I find a list of incomplete records on the ZM18 ECCN report?

In the selection screen for ZM18, check the "Incomplete Items Only" checkbox.

13. We have a list of existing items we acquired in the past years that we need to add to the ECCN table. How do we do that?

You can flag the item(s) in the PO or add them manually to the ECCN table for items where the PO # is unknown or does not exist. Shared Administrative Systems can perform a mass load if helpful, please let us know if that is desired.