



Purchase Requisitions



NORTHERN KENTUCKY UNIVERSITY

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FI – Purchase Requisitions

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Overview

The prerequisite for this course is the SAP GUI Navigation workshop. The participant will understand the purchase requisition process at NKU and how to enter a purchase requisition into the SAP GUI system. The procurement card is the preferred and suggested method of procuring goods or services at NKU. Entering a purchase requisition into SAP is an alternative method when the procurement card cannot be used. Below are some examples including, but not limited to, when a purchase requisition should be created:

- Registration for local conference where credit card payment not accepted
- Reimbursement to faculty for registration paid out of pocket
- Invoice for goods/materials already received

SAP Coding

<u>Term</u>	<u>Example</u>
Cost Center	235010001 - Office of Comptroller
Grant	4000198
Material Group (ME51N)	50005615 – Supplies - Office
Internal Order / Funded Program	71000004101 – Informatics – Arch& Pr

Transaction code, ME51N

Transaction code, ME51N, is used to enter a purchase requisition into SAP. Personal settings must be added before you create a requisition.

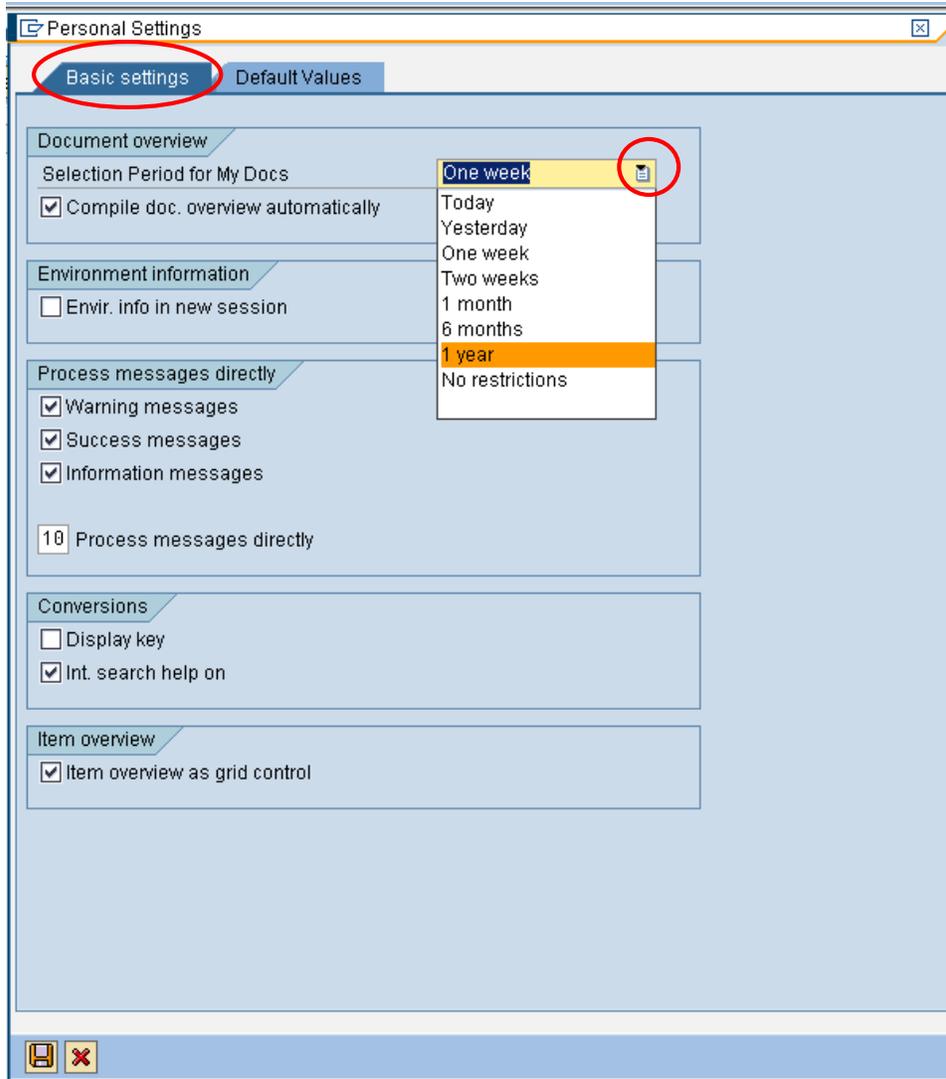
Personal Settings

Adding the required settings is a one-time task unless your security or user ID changes for any reason. Personal settings save time when entering a purchase requisition and diminish input errors. A setting on the Basic Settings tab will control the ability to view purchase requisition history within the Document Overview area of ME51N.

1. Click Personal Setting.



2. Select the Basic settings tab.
3. Click the drop-down button for Selection Period for My Docs (default is One week).
4. Choose either 1 year or No restrictions.



5. Select the Default Values tab.
6. Click More Fields.

Personal Settings

Basic settings **Default values**

Item Category: Standard Always propose

AcctAssCat: Always propose

Delivery Date: Always propose

Requisitioner: Always propose

Tracking Number: Always propose

More Fields ...

7. Click Show All Fields.

Change Layout

Line 1

Column content	Pos.	Leng.
Document Type:	1	4
Source Determination	2	1
Req. Tracking Number	3	10
Material Group	4	9
Deliv. Date Category	5	1
Delivery Date	6	10
MRP Controller	7	3
Purchase Order Price	8	1

Col. content	Length
Plant	4
Storage Location	4
Item Category	1
Acct Assignment Cat.	1
Requisitioner	12
Promotion	10
Currency	5
Purchasing Group	3
Supplying Plant	4

Line width: 48

List width: 48

Copy Paste Undo Redo Close

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8. Click Copy.

The screenshot shows the 'Change layout' dialog for 'Line 1'. It contains two main tables: 'Display fields' and 'Hidden fields'. The 'Display fields' table has columns for 'Column content', 'Pos.', and 'Length'. The 'Hidden fields' table has columns for 'Col. content' and 'Lngh'. Below the tables are input fields for 'Line width' and 'List width', both set to 42. At the bottom, a toolbar contains several icons, with the 'Copy' icon (a green checkmark) circled in red.

Column content	Pos.	Length
Item Category	1	1
Acct Assignment Cat.	2	1
Requisitioner	3	12
Req. Tracking Number	4	10
Deliv. Date Category	5	1
Delivery Date	6	10

Col. content	Lngh
Document Type	4
Source Determination	1
Plant	4
Storage Location	4
Material Group	9
MRP Controller	3
Purchase Order Price	1
Promotion	10
Currency	5
Purchasing Group	3
Supplying Plant	4

Line width: 42
List width: 42

Copy

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9. Populate the fields listed below:
 - a. Document Type = Regular Requisition
 - b. Pur. Group = University Dept.
 - c. Item Category = Standard
 - d. AcctAssCat = Cost center
 - e. Plant = NK01
 - f. Requisitioner = enter your myNKU login User ID
10. Click Save.

Personal Settings

Basic settings Default Values

Document Type Regular Requisition

Pur. Group University Dept. Always propose

Item Category Standard Always propose

AcctAssCat Cost center Always propose

Delivery Date

Plant NK01 Always propose

Stor. Location Always propose

Material Group Always propose

Requisitioner training08 Always propose

Tracking Number Always propose

Promotion Always propose

MRP Controller Always propose

PO Price Do not adopt Always propose

Currency

Supplying Plant Always propose

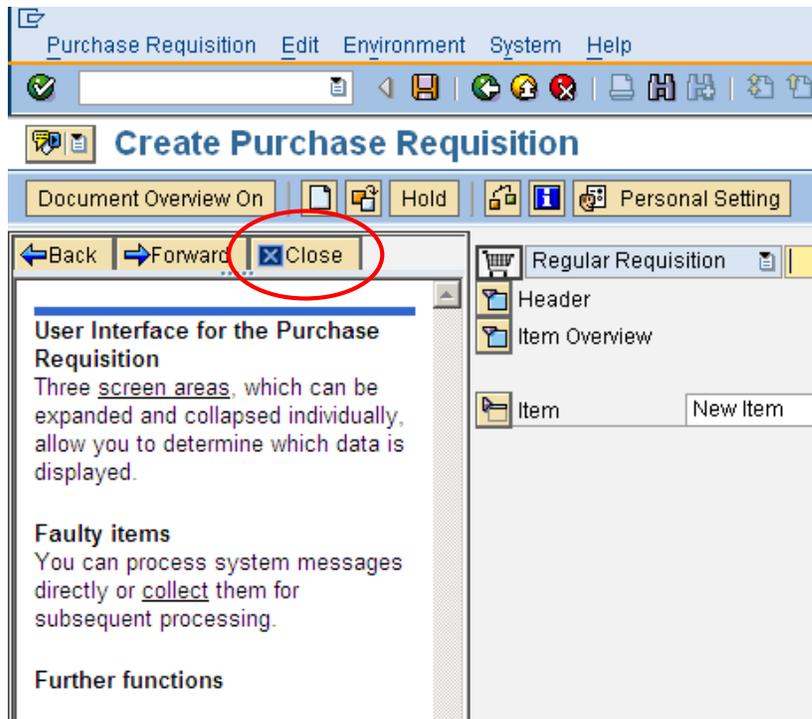
Source Determination

More Fields ...

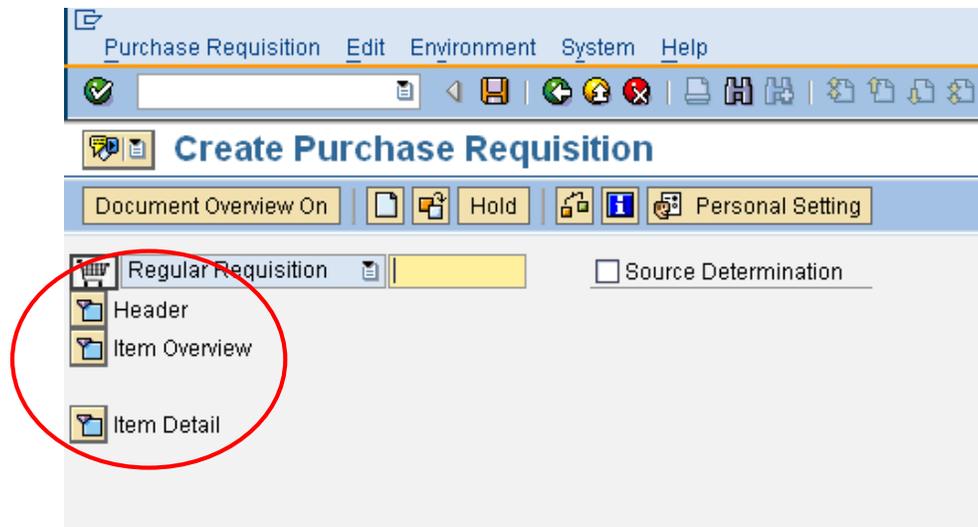
Save Close

Create a Purchase Requisition

Use transaction code, ME51N, to create a purchase requisition. You may need to close any information windows that are visible.

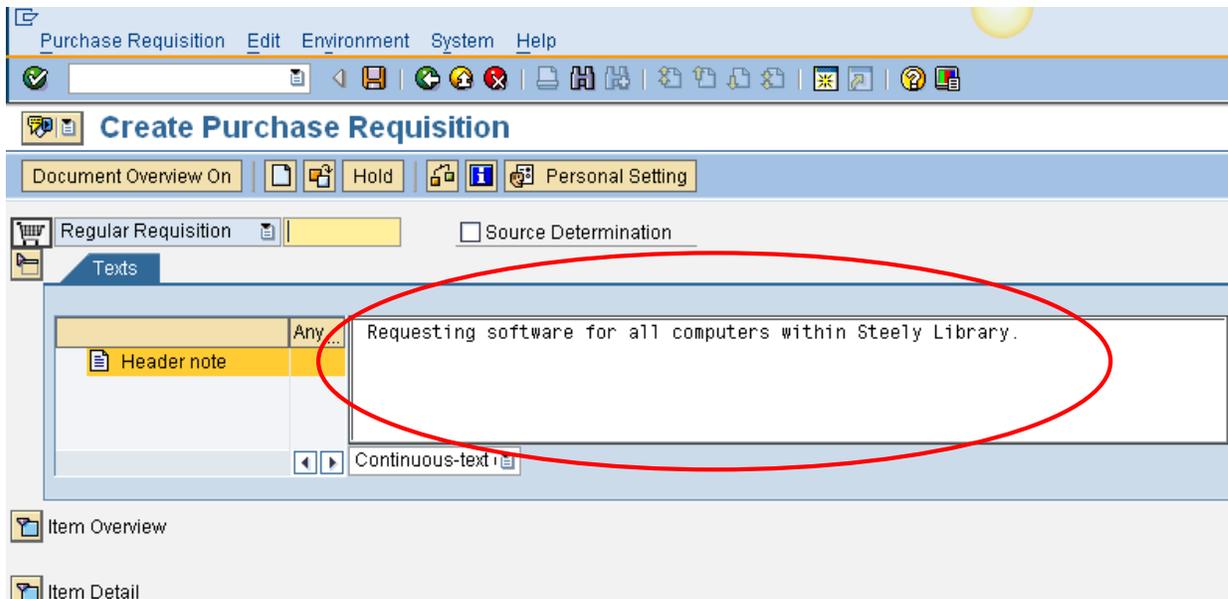


The purchase requisition (PR) form has 3 sections: Header, Item Overview, and Item Detail. You can expand/collapse these sections by clicking the expand/collapse button.



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The Header area of the PR form is used for any notes to Purchasing. Header notes are optional and not required to complete the purchase requisition. The notes are added to the Purchase Order (PO) by procurement services.



1. Add item detail to the Item Overview section of the PR form.
 - a. Required fields (not pre-populated by personal settings):
 - i. Short text
 - ii. Quantity
 - iii. Val Price
 - iv. Unit
 - v. Delivery Date
 - vi. Material Group
 - vii. Desired Vendor
 - viii. PORG (**always** NK01)

Note: Entering information into the fields that are not required may cause errors when attempting to Save the PR. Once you click enter, the Total value for the line item will display.

The screenshot shows the 'Item Overview' section of the SAP 'Create Purchase Requisition' form. It displays a table with the following columns: St..., I..., A, I, Short Text, Quantity, Val. Pri..., Total V..., Unit, C, Deliv.D..., Matl Group, Plant, PGr, Des.Ve..., Req..., Tr..., POrg, Req..., and Info R... The first row of data shows 'FYP Book Connection B...' with a quantity of 1,200 and a value of 39.00. The table is part of a larger form with a 'Header' section and a 'Personal Setting' button.

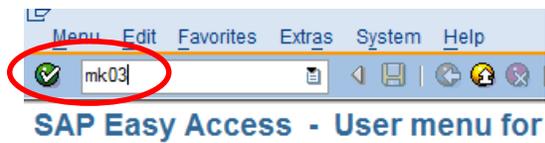
St...	I...	A	I	Short Text	Quantity	Val. Pri...	Total V...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Req...	Tr...	POrg	Req...	Info R...
		K		FYP Book Connection B...	1,200	39.00		EA	D	05/31/20	50005615	NK01	107	100185	trainin		nk01		
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				
		K										NK01	107		trainin				

Display Vendor

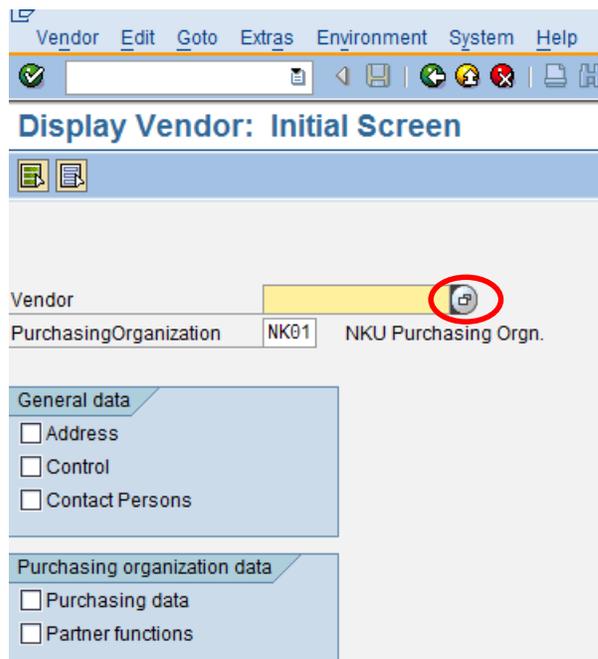
To view a complete list of vendors before beginning the Purchase Requisition, use transaction code MK03.

Purpose: Perform this procedure when you need to find a vendor number or validate a vendor has been added to the Vendor Master List in SAP.

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MK03.
5. Click Enter.



6. Click Vendor Match Code button.



7. Use wildcards (*) with your search for vendor name.
8. Click Enter.

Vendor Account Number (1)
Vendors: Purchasing(NKU)

Name: *madness*

Name 2: []

Street: []

City: []

Region: []

Postal Code: []

Maximum No. of Hits: 500

9. Select the Vendor.
10. Click Enter.

Note: A list of possible vendors will display with the number of entries found appearing at the top of the screen. Use the address information to verify the correct vendor.

Vendor Account Number (1) 1 Entry found

Vendors by Address Attributes (Fuzzy Search) | Vendors by Address Attributes | Proceed Initially Accor...

Vendor	Name	Street	House No.	Postl Code	City	Search Term 1	Search Term...	Cty
116140	TENOR MADNESS	855 DEERE RD		50701	WATERLOO	TENOR MADNESS		US

- You may limit the search to a particular area by using the Region section.

Vendor Account Number (1)
Vendors: Purchasing(NKU)

Name: *del*

Name 2: []

Street: []

City: []

Region: tx

Postal Code: []

Maximum No. of Hits: 500

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- You may search for a company “Doing Business As” (DBA) by using the Name 2 field.

Vendor Account Number (1)

Vendors: Purchasing(NKU)

Name

Name 2

Street

City

Note: Notice how the search term of ‘hand’ is only displayed in the Name 2 field and not in the Name 1 field. Searching for any vendor using DBA should utilize Name 2.

Vendor Account Number (1) 1 Entry found

Vendors: Purchasing(NKU)

Vendor	Name 1	Name 2	Street	City	Rg	PostalCode
102094	A DAIGGER & COMPANY INC	DBA ETA HAND2MIND	500 GREENVIEW CT	VERNON HILLS IL		60061

- Select All to view all General data and Purchasing organization data.

Display Vendor: Initial Screen

Select All

Vendor A DAIGGER & COMPANY INC

PurchasingOrganization NKU Purchasing Orgn.

General data

- Address
- Control
- Contact Persons

Purchasing organization data

- Purchasing data
- Partner functions

12. Click Enter.

Display Vendor: Initial Screen

Vendor: 102094 A DAI

PurchasingOrganization: NK01 NKU Purchasing Orgn.

General data

- Address
- Control
- Contact Persons

Purchasing organization data

- Purchasing data
- Partner functions

- Vendor information is displayed.
- Click Next Screen or Previous Screen to view all information.

Display Vendor: Address

Vendor: 102094

Name

Title: [Dropdown]

Name: A DAIGGER & COMPANY INC
DBA ETA HAND2MIND

Search Terms

Search term 1/2: ETA HAND2MIND

Street Address

House no./street: 500 GREENVIEW CT

City/State/ZIP Code: VERNON HILLS IL 60061

Country: US USA Illinois

Time zone: CST

Communication

Language: English

Telephone: 847-968-5264 Extension: [Field]

Mobile Phone: [Field]

Fax: 847-281-2566 Extension: [Field]

E-Mail: rweiss@hand2mind.com

Comments: NAME CHANGE PER CO./REC. W-9 ON 6/6/14 (B.C.)

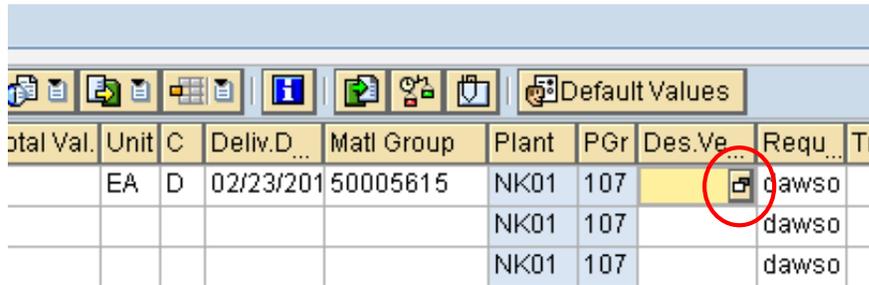
Desired Vendor Search

Vendors will be added by Procurement Services to the master list. A form is available on the Procurement Services Web site to have vendors added who are not on the list. Access the Web site at: <http://procurement.nku.edu/newvendor.php>.

Per external audit requirements, **all vendor setup forms must be signed by the department head** of the requesting department before we can add the vendor to SAP.

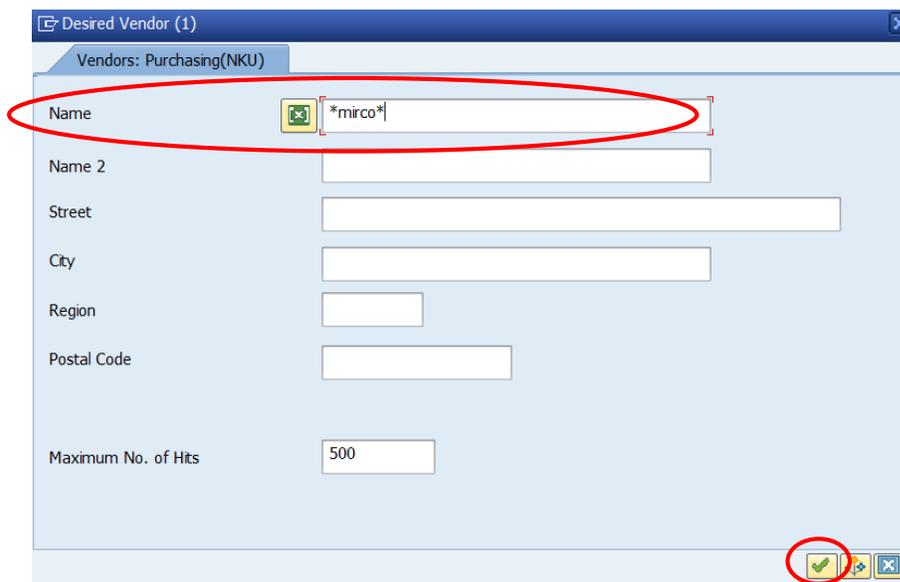
The requisition can be completed if the vendor is not listed in the master. Use vendor number, 102580, for “unspecified vendor.” Make a notation in the header section of the purchase requisition indicating that unspecified vendor was used, but the vendor setup form has been sent to Procurement Services for processing.

1. In order to search for a desired vendor within the vendor master list, click the match code button when active in the Desired Vendor field.



Total Val.	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Requ...	Tr
	EA	D	02/23/201	50005615	NK01	107		dawso	
					NK01	107		dawso	
					NK01	107		dawso	

2. Use wildcards (*) to aid your search for Vendor Name.
 - Remember to use Name 2 when searching for DBA vendor
3. Click Continue.



Desired Vendor (1)

Vendors: Purchasing(NKU)

Name

Name 2

Street

City

Region

Postal Code

Maximum No. of Hits



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4. Select the correct Vendor number.
5. Click Continue.

Desired Vendor (1) 15 Entries found

Vendors: Purchasing(NKU)

Vendor	Name 1	Street	City	Rg	PostalCode
100960	ASSURED MICRO SERVICES IN	945 NORTH BEND RD	CINCINNATI	OH	45224
101156	MICROLOGY LAB	PO BOX 340	GOSHEN	IN	46527-0340
101550	LAW LIBRARY MICROFORM CNS	PO BOX 1599	KANEOHE	HI	96744
101960	ELECTRON MICROSCOPY SCIEN	P O BOX 251	FORT WASHINGTON	PA	19034
102029	MICRO DOC SOLUTIONS	ATTN: TOM WATKINS	DRY RIDGE	KY	41035
102199	CARL ZEISS MICROIMAGING,	ONE ZEISS DRIVE	THORNWOOD	NY	10594
102287	B & B MICROSCOPES LTD	490 LOWRIES RUN RD	PITTSBURGH	PA	15237
102422	MICRODAQCOM LTD	PO BOX 249	WARNER	NH	03278
103213	PRINCETON MICROFILM CORP	PO BOX 2073	PRINCETON	NJ	08543
103420	LEICA MICROSYSTEMS INC	1700 LEIDER LANE	BUFFALO GROVE	IL	60089
104910	PRIMARY SOURCE MICROFILM	PO BOX 71873	CHICAGO	IL	60694-1873
107474	DPA MICROPHONES, INC	2432 NORTH MAIN STREET	LONGMONT	CO	80501
108187	MICROSOFT CORPORATION	1 MICROSOFT WAY	REDMOND	WA	98052
110072	HERITAGE MICROFILM INC	4049 21ST AVE SW	CEDAR RAPIDS	IA	52404
121970	MICRON CONSUMER PRODUCTS	3475 E COMMERCIAL COURT	MERIDIAN	ID	83642

6. Once you enter all required fields for the line item, click Enter.

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

Regular Requisition Source Determination

Header

St.	It.	A	I	Short Text	Quantity	Val. Price	Total Val.	Unit	C	Deliv.D.	Mat. Group	Plant	PGr	Des.Ve.	Requ.	Tr.	POrg	Req.	Info R...
	10	K		Office 2007	25	150.00	3,750.00	EA	D	02/23/201	SUPPLIES-O	NK01	107	108187	dawso		NK01	02/22/2	
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				

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- The Account Assignment tab will display in the Item Detail area of the PR form.

7. Enter the Cost Center.

The screenshot shows the 'Account Assignment' tab in SAP. The 'AccAssCat' dropdown is set to 'Cost center'. The 'Cost Center' field is highlighted with a red circle. Other fields include 'Unloading Point', 'G/L Account' (550005), 'Business Area', 'CO Area', 'Fund', 'Functional Area', and 'Fund Center'.

Note: If using grant funding, be sure to select Grant from the AccAssCat dropdown for the Grant field to become enabled. Enter the Cost Center and Grant numbers.

The screenshot shows the 'Account Assignment' tab in SAP. The 'AccAssCat' dropdown is set to 'Grant'. The 'Cost Center' field is highlighted with a red circle. Other fields include 'Unloading Point', 'G/L Account' (550005), 'Business Area', 'CO Area', 'Fund', 'Functional Area', and 'Fund Center'.

NOTE: Delivery Address is a required field for the PR. Delivery address is not the address for the vendor but an identifier for the person submitting the PR or the person receiving the ordered goods/materials.

8. Click the Delivery Address tab.
9. Click the match code button to search for an address.

The screenshot shows the 'Delivery Address' tab in SAP. The 'Delivery Address' tab is highlighted with a red circle. The match code button is also highlighted with a red circle. The form contains fields for 'Title' (Company), 'Name' (Northern Kentucky University), 'House no./street' (Nunn Drive), 'City/State/ZIP Code' (Highland Heights, 41099), and 'Country' (US, USA). A search icon is visible next to the 'Address' field.

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Note: Delivery Address is not the address for the vendor but an identifier of the person submitting the PR.

Search Term 1 is for searching by Department.
Search Term 2 is for searching by Last Name.

10. Enter the search criteria.
11. Click Continue.

Number of delivery address (1)

NKU Delivery Address

Company name

Search Term 1

Search Term 2

Maximum No. of Hits

- A list of faculty/staff who meet the search criteria will appear.

12. Select the appropriate employee.
13. Click Continue.

Note: If your name/address does not appear or is incorrect, contact Jeff Strunk or Jen Moeves in Procurement Services to have it added or updated.

Number of delivery address (1) 41 Entries found

Country, region, sort field, name, City, Street | Name, address, sort field

Country Key: US
Region: KY
Search Term 1: STEELY LIB

Search Term 2	Name	Street	City
ALMQUIST	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
BAMBRICK	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
BRATCHER	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
CAMPBELL	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
CHESNUT	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
CHURCHMAN	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
EDELEN	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
ELLIS	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
GREGORY	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
JOHNSON	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
KELM	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
KING	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS
LANDWEHR	NORTHERN KENTUCKY UNIVERSITY	STEELY LIBRARY	HIGHLAND HEIGHTS

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- The Address number will appear in the Address field.

14. Click Enter to refresh the screen.

The screenshot shows the 'Address' tab of a SAP Purchase Requisition for item '[10] Office 2007'. The 'Address details' section is active, displaying the following information:

Title	
Name	NORTHERN KENTUCKY UNIVERSITY
	MARY CHESNUT
House no./street	STEELY LIBRARY
City/State/ZIP Code	HIGHLAND HEIGHTS 41099
Country	US USA
Address	38781

Buttons for 'Address details', 'Reset address', and 'Repeat address on' are visible on the right side of the form.

Line Item Text

Line item text is optional and not required information. Text can be added to store electronic information regarding the PR or add special delivery instructions.

1. Select the Texts tab.
2. Click the type of Item text to add.
3. Enter the information in the white space. There is no need to save. Once you type information into the area provided, it will continue to display.

Common texts used:

- **Item note:** This could contain specific information regarding the line item to store electronically.
- **Delivery text:** This could include any special delivery instructions.
- **Material PO text:** This text will print on the Purchase Order (PO).

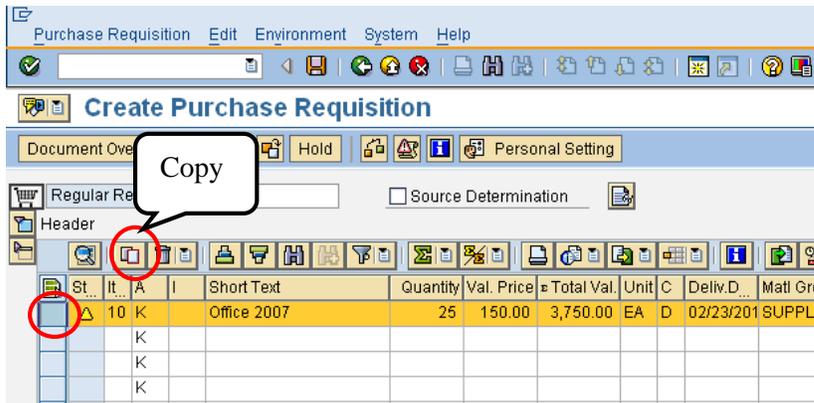
The screenshot shows the 'Texts' tab of the same SAP Purchase Requisition. The 'Item Texts' section is active, displaying a list of text types on the left and a text entry area on the right. The 'Item note' text type is highlighted with a red circle. The text entry area contains the text: 'Updated software in Steely Library, Spring 2010.'

Item Texts	Any ...	Updated software in Steely Library, Spring 2010.
Authority Number (P)		
Item note		
Delivery text		
Material PO text		
Release Notes		

Buttons for 'Continuous-text' and navigation arrows are visible at the bottom of the text entry area.

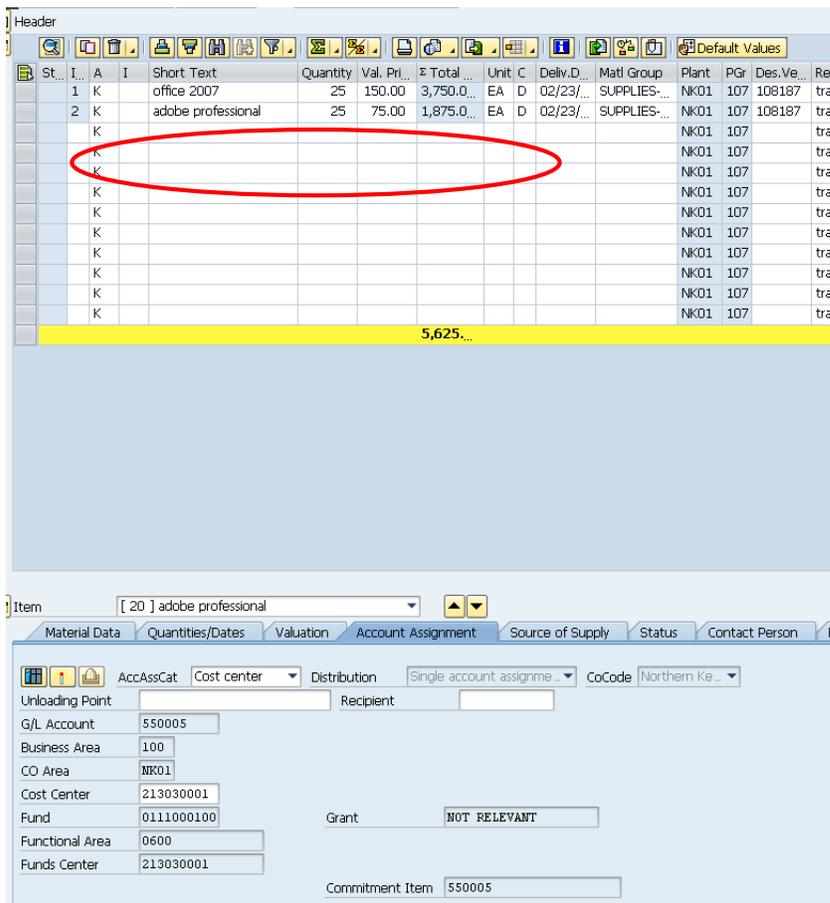
Copy a Line Item

1. Select the line item to copy.
2. Click Copy.



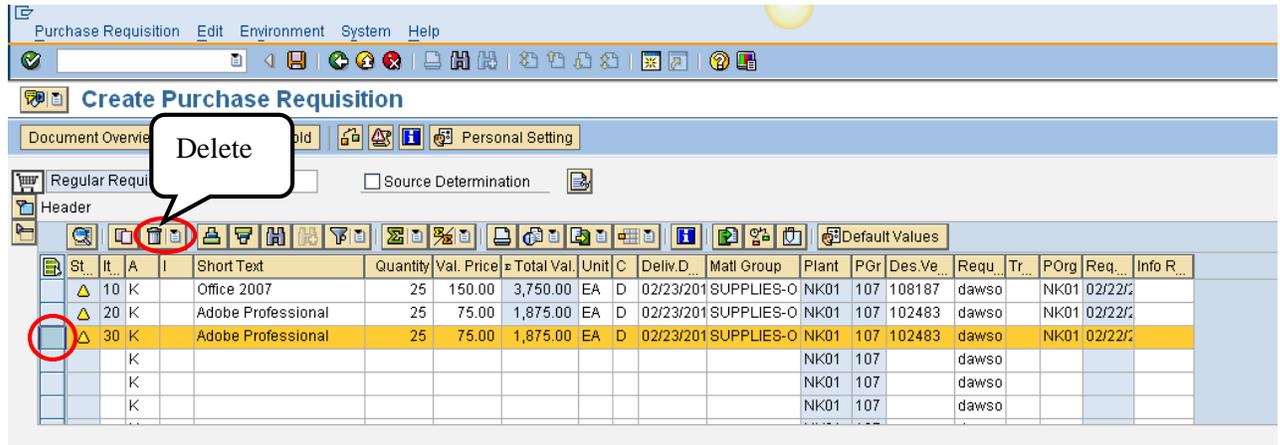
3. Edit any fields that need to be adjusted.

Note: When you copy an item, line item details copy as well. The account assignment information and the delivery address are also copied.

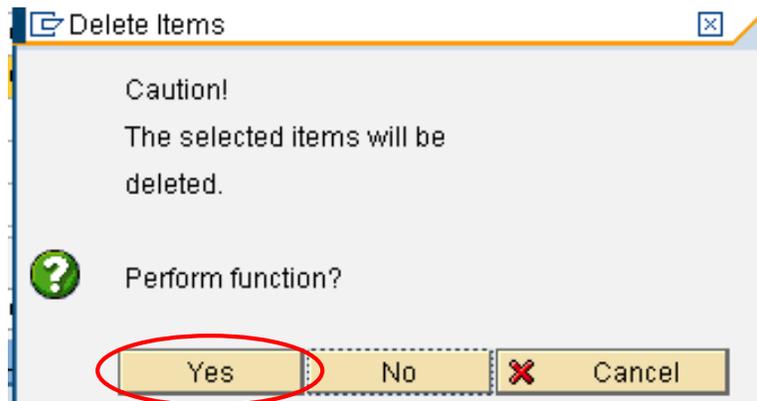


Delete a Line Item

1. Select the line item to delete.
2. Click the Delete button.

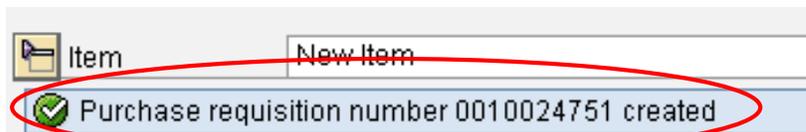
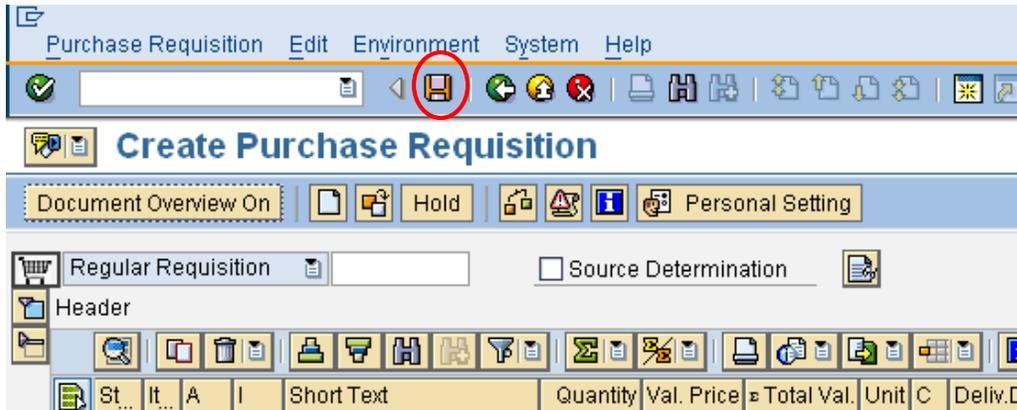


3. Confirm deletion of the line item.



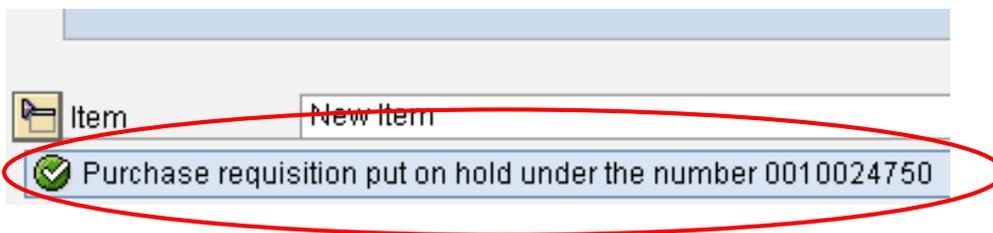
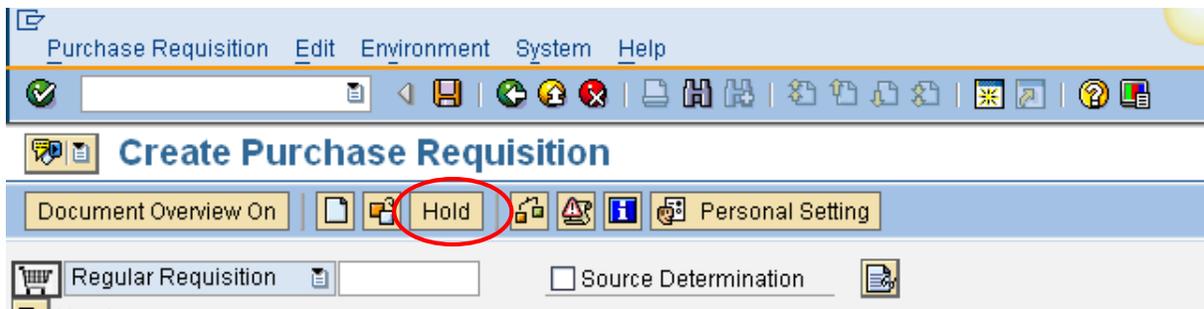
Save Purchase Requisition

Saving the purchase requisition will encumber funds from the budget and start the process of workflow and the purchase order creation.



Hold Purchase Requisition

Holding a purchase requisition will **not** encumber funds from the budget, workflow is suspended and procurement services will not create the purchase order.



Delete Purchase Requisition

Once a requisition has been created and saved, only *line items* can be deleted. Requisition numbers will continue to appear in the Document Overview for auditing purposes. Check the status tab of the line item first, to ensure that a purchase order has not been created. If a purchase order has been created, contact procurement services for support. **Add Header note text stating reason for deletion.**

1. Display the purchase requisition.
2. Click Display/Change to edit the requisition.
3. Select the line item(s) to delete.
4. Click Delete.

Stat.	It...	A	I	Short Text	Quantity	Valn Price	Total Value	Unit	C	Deliv. Date	Material Group	Plant	PG
	10	K		Soccer nets	10	112.00	1,120.00	EA	D	06/30/2009	SUPPLIES-OFF	NK01	107
	20	K		Soccer balls	25	30.00	750.00	EA	D	06/30/2009	SUPPLIES-OFF	NK01	107
	30	K		T-shirts	50	18.00	900.00	EA	D	06/30/2009	SUPPLIES-OFF	NK01	107

5. Confirm Delete.

Caution!
The selected items will be deleted.

Perform function?

Yes No Cancel

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- To delete the entire requisition, delete all line items.
- Click Save.

Note: The requisition number will continue to appear in the Document Overview area; however, all line items will appear with a garbage can in the status column.

The screenshot shows the SAP Purchase Requisition interface for requisition 10018224. The title bar includes 'Purchase Requisition Edit Environment System Help'. The main window title is 'Change Purchase Req. 10018224'. Below this, there are buttons for 'Document Overview On' and 'Personal Setting'. The document type is 'RO Regular Requisition' and the requisition number is '10018224'. There is a 'Source Determination' checkbox. The 'Texts' section shows a 'Header note' with the text 'Soccer camp, summer 2009'. Below this is a table of line items. The 'Save' button in the top toolbar is circled in red. The table has columns for Status, Item, Account, Item, Short Text, Quantity, Valn Price, Total Value, and Unit. The first three rows have a garbage can icon in the Status column, indicating they are to be deleted.

Stat	Ite...	A	I	Short Text	Quantity	Valn Price	Total Value	Unit
	10	K		Soccer nets	10	112.00	1,120.00	EA
	20	K		Soccer balls	25	30.00	750.00	EA
	30	K		T-shirts	50	18.00	900.00	EA
		K						

Correct or Delete Rejected Requisition

When a requisition is rejected, rejection task routes back to the creator for action. This will allow the creator to delete the requisition or create a new line as indicated in the rejection reason; resulting in a cleaner budget.

1. Log into myNKU.
2. Select Universal Worklist.
 - The rejection reason will display on the tasks tab.
3. On the Tasks tab, click the underlined subject for the requisition line item to correct or delete.

The screenshot shows the 'Tasks (1 / 1)' tab selected. Below the tabs, there are filters for 'Show: New and In Progress Tasks (1 / 1)' and 'All'. A table with a 'Subject' header contains one entry: 'Correct or Delete Purchase requisition 10058520 00020'. Below the table, the details for this task are displayed:

Correct or Delete Purchase requisition 10058520 00020
Sent Date: Today by Training24, Student
Status: New
Description: This requisition line item has been rejected. Correct line item, by adding new line and deleting the old, or delete line to un-commit the budgeted funds. See the rejection notification for possible clarification.
Document Number: 10058520
Item: 00020
Changed on: 10/06/2014
Short Text: white board
Reject Reason: white board not on receipt, will not reimburse.

FI – Purchase Requisitions

4. Update the requisition as required, including updating the Header note.
5. Click Save.

Change Purchase Req. 10058520

Menu | **Save** | Back | Exit | Cancel | System | Document Overview On | Create | Display/Change | Other Purchase Requisition | Check | Help

Regular Requisition 10058520 Source Determination

Texts

Header note Any... reimbursing office supplies to faculty. See attached for receipt.
UPDATED: removed item #2 due to not being on receipt.

Continuous-text editor

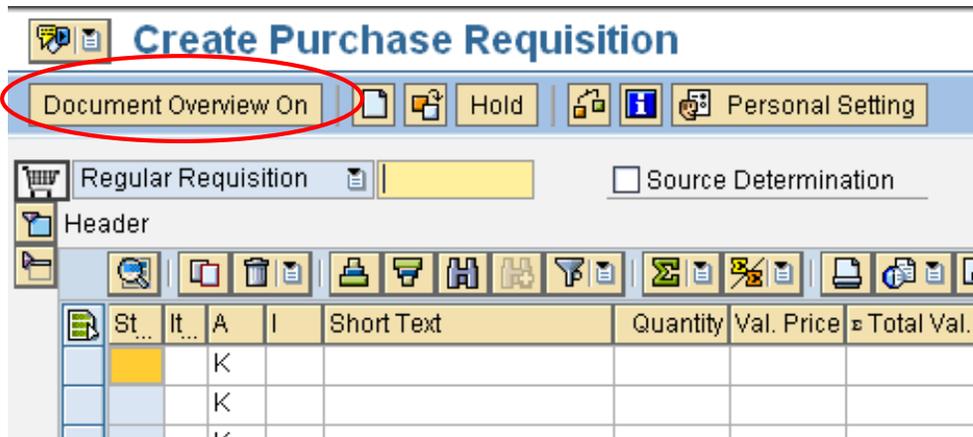
Default Values

St...	lt...	A	I	Short Text	Quantity	Val. Price	Total V...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Requ...	Tr...	Pt
	10	K		ink cartridges	3	29.99	89.97	EA	D	10/09/201	SUPPLIES-OF	NK01	107	103137	training	NI	
	20	K		white board	1	601.00	601.00	EA	D	10/09/201	SUPPLIES-OF	NK01	107	103137	training	NI	
		K										NK01	107		training		

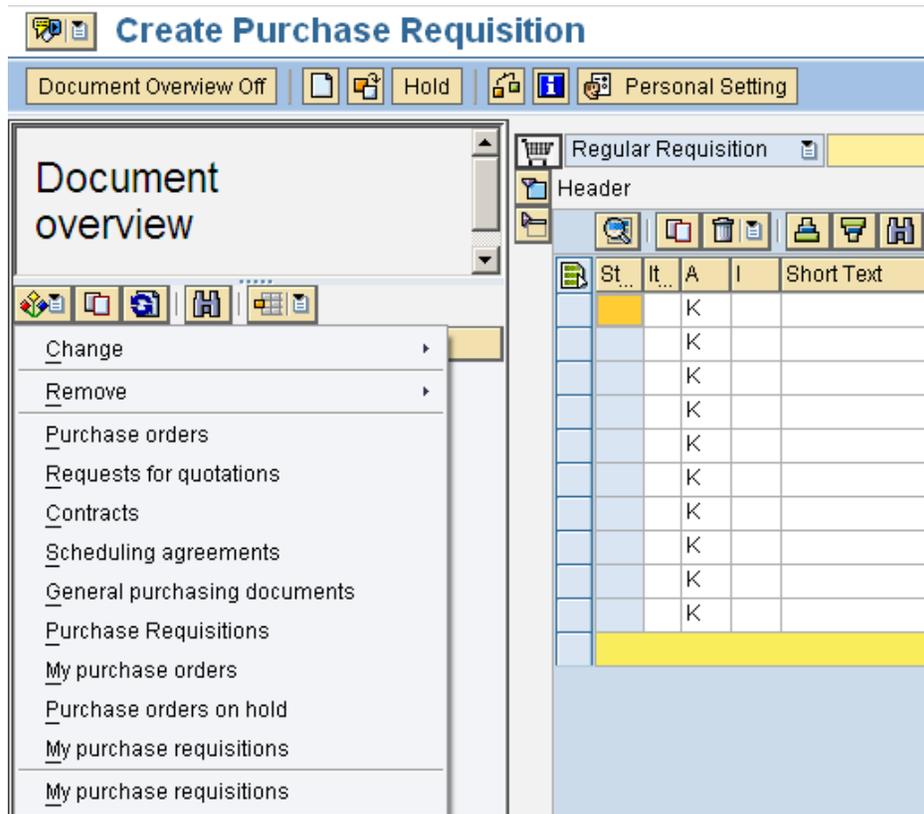
Document Overview

In the Document Overview, which you can show or hide as required, you can display different purchasing documents that you need to perform your day-to-day work (such as purchase orders and requisitions).

1. Click the Document Overview On.



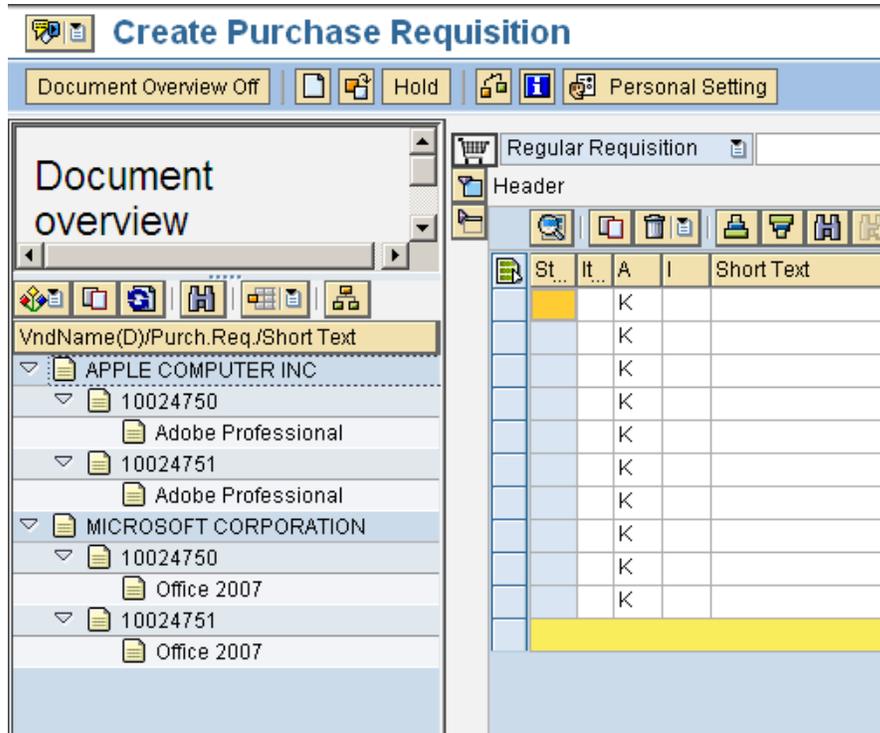
2. To view a list of purchase requisitions that you created, click My purchase requisitions.



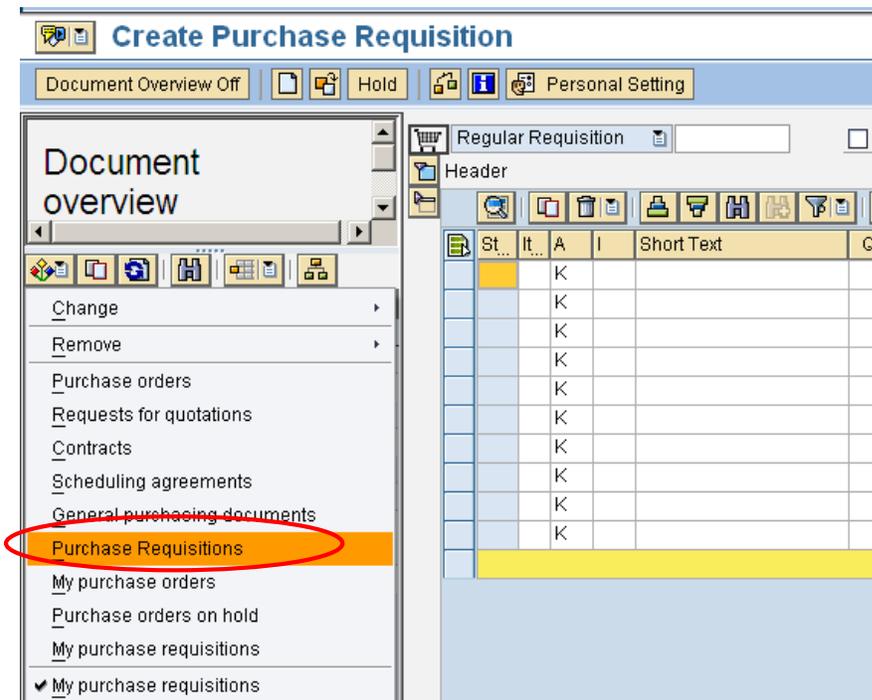
FI – Purchase Requisitions

Expand the sections to display vendor, purchase requisition number, and short text information.

Note: The Document overview window can be resized to any width. Simply drag your cursor to expand.



1. Select "Purchase Requisitions" to define search criteria.



Commonly searched criteria include Name of Requisitioner and/or Desired Vendor.

2. Enter search selection(s)
3. Click Execute

Purchase Requisitions

General selections

Max. no. of hits: 5000

Open only

Released only

Assigned, open, and released

Program selections

Name of Requisitioner/Reques	training02	to		↕
Requisition (Request) Date		to		↕
Purchase Requisition Number		to		↕
Requirement Tracking Number		to		↕
Item Number		to		↕
Document Type		to		↕
Purchasing Group		to		↕
Purchasing Organization	NK01	to		↕
MPN Material		to		↕
Name of Processor		to		↕
Fixed Vendor		to		↕
Account Assignment Category		to		↕
Outline Agreement Number		to		↕
Outline Agreement Item		to		↕
Desired Vendor	100110	to		↕

The Document Overview below displays the information by Name of Requisitioner.

Create Purchase Requisition

Document Overview Off | Hold | Personal Setting

Regular Requisition

Header

Document Overview

Requisnr./VndName(D)/Purch... Des. V... P

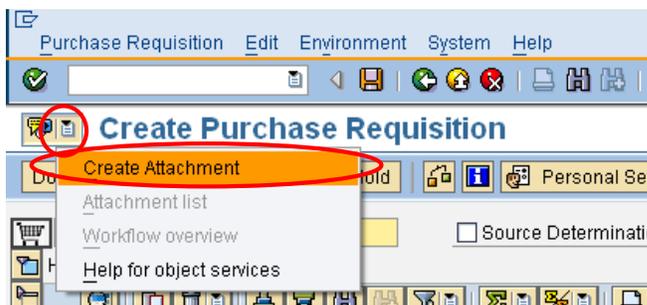
- training02
 - AMERICAN RED CRC
 - CARDINAL OFFICE P
 - KOCH SPORTING GC

St...	It...	A	I	Short Text
		K		
		K		
		K		
		K		
		K		
		K		

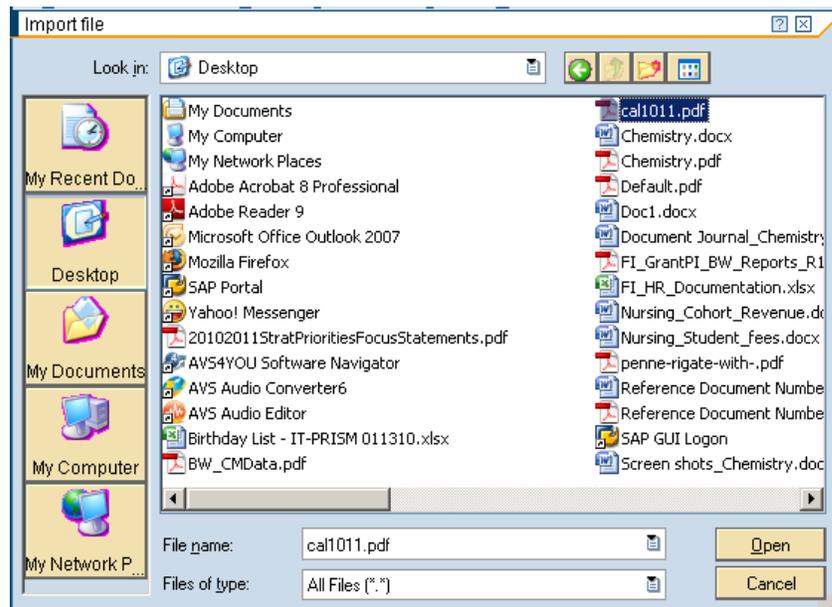
Electronic Attachments

Documentation can be scanned and attached to the purchase requisition electronically. Add a note to the header section that documentation has been attached electronically. Keep in mind that Accounts Payable will continue to require an original paper copy of the invoice with the purchase requisition number written on the invoice. Examples of documents to attach electronically are quotes, proposals, and invoices. Create attachments when creating a purchase requisition, when changing a PR, or reviewing a PR for approval or rejection. Attachments cannot be made when displaying a purchase requisition.

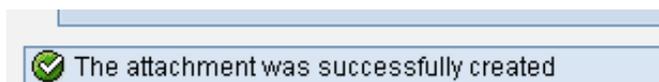
1. Click drop-down button for Services for Object.
2. Select Create Attachment.



3. Click the location of the document.
4. Select the document.
5. Click Open.

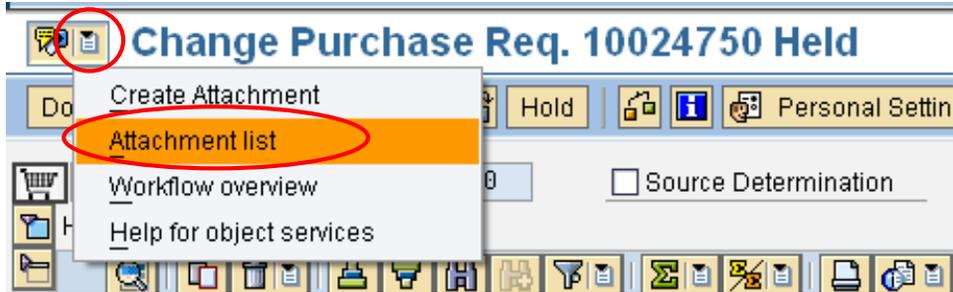


- A confirmation message will display at the bottom of the screen.

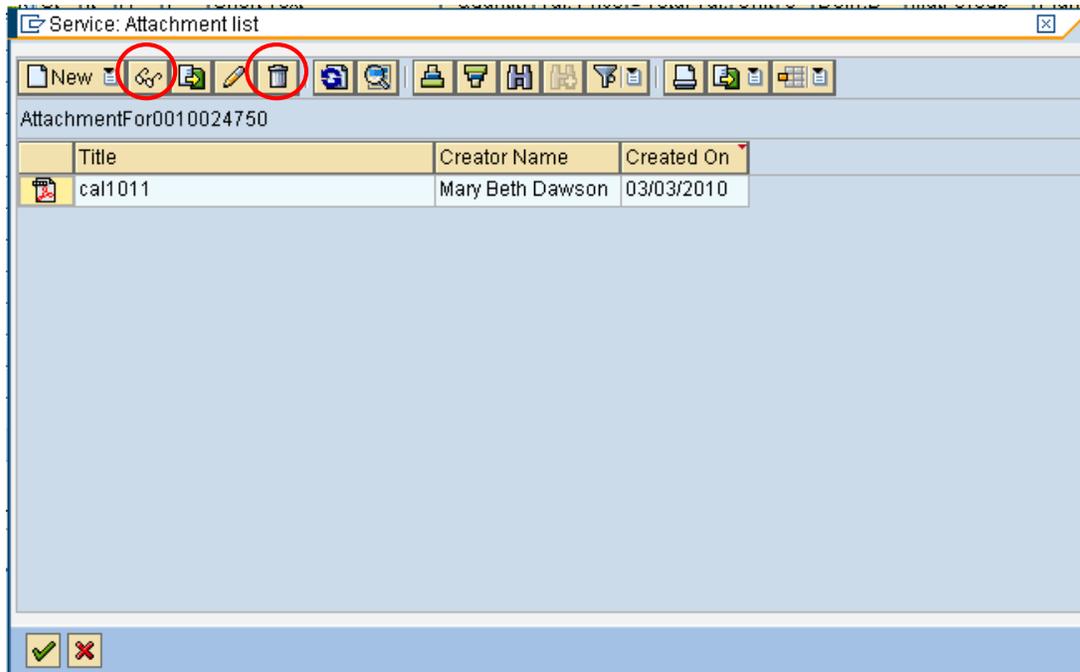


Attachment list will display all electronically attached documents of the PR.

1. Click drop-down button for Services for Object.



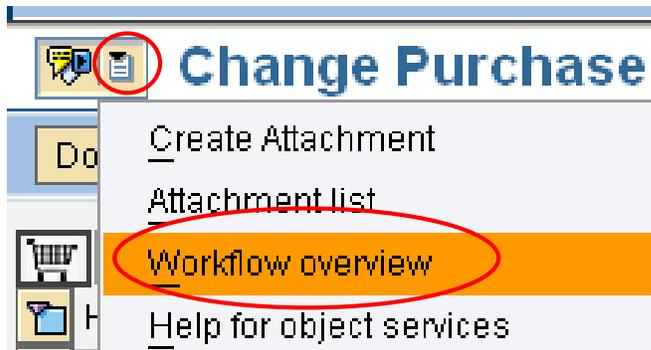
Display and delete are two of the commonly used buttons within this list.



Workflow Overview

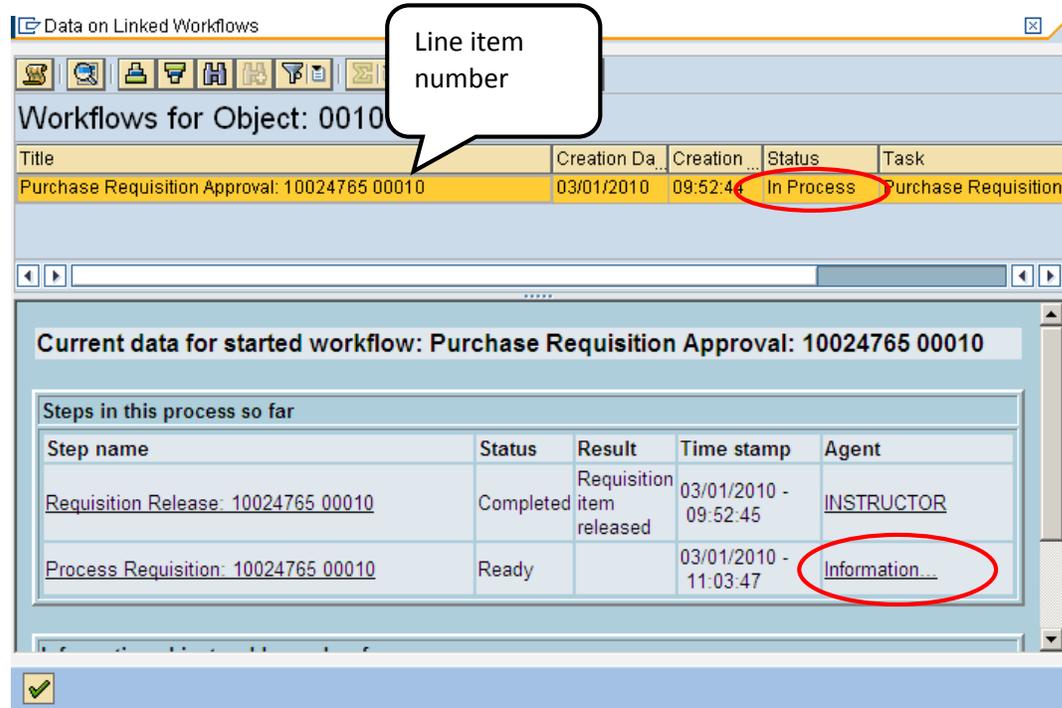
You can view the release strategy progress for any line item requiring approval with the Workflow overview selection.

1. Click drop-down button for Services for Object.
2. Select Workflow overview.

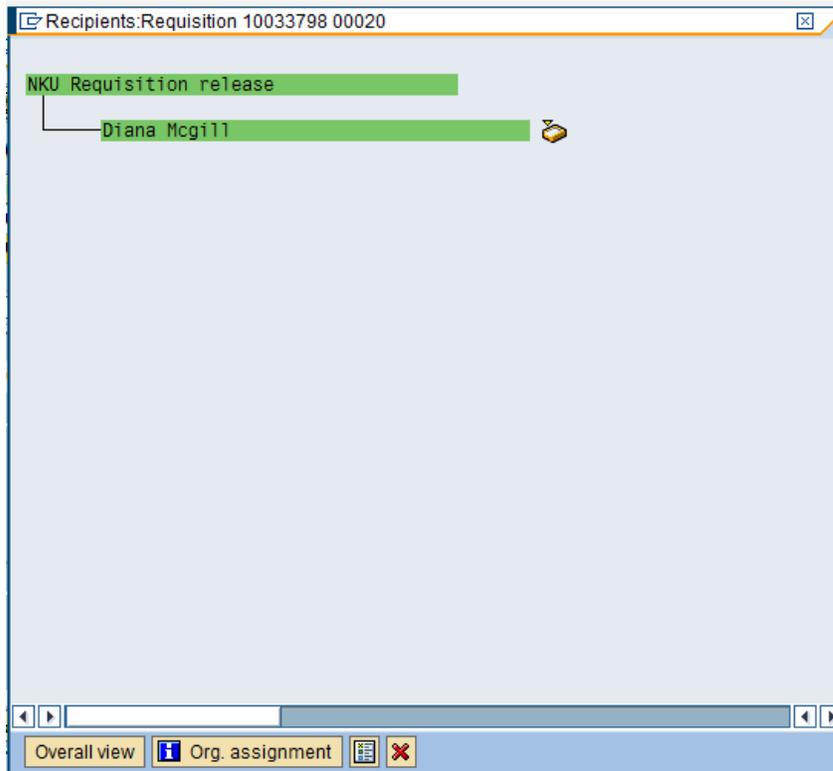


You can view the workflow progress for any line items that have a release strategy.

3. Double-click the workflow object with the Status of "In Process."
4. Select the Agent, "Information."



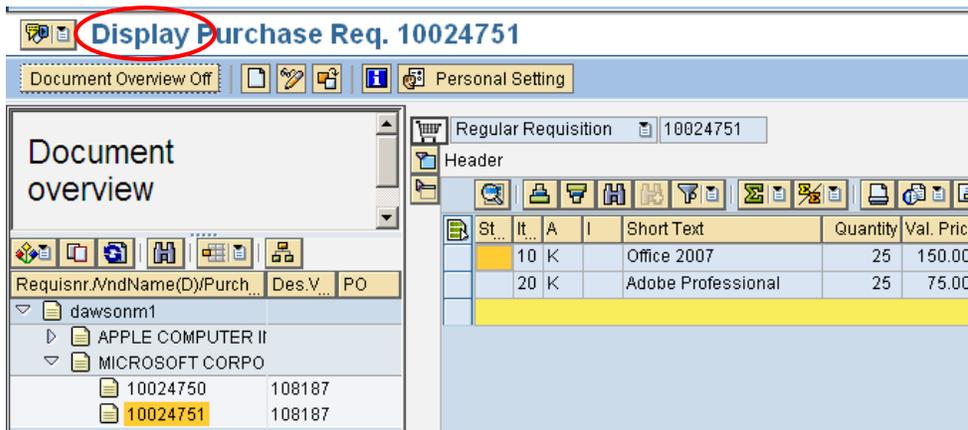
The Approver's Inbox displays.



Display a Purchase Requisition

You can display the purchase requisition using transaction code, ME53N, or you can display the information from within ME51N.

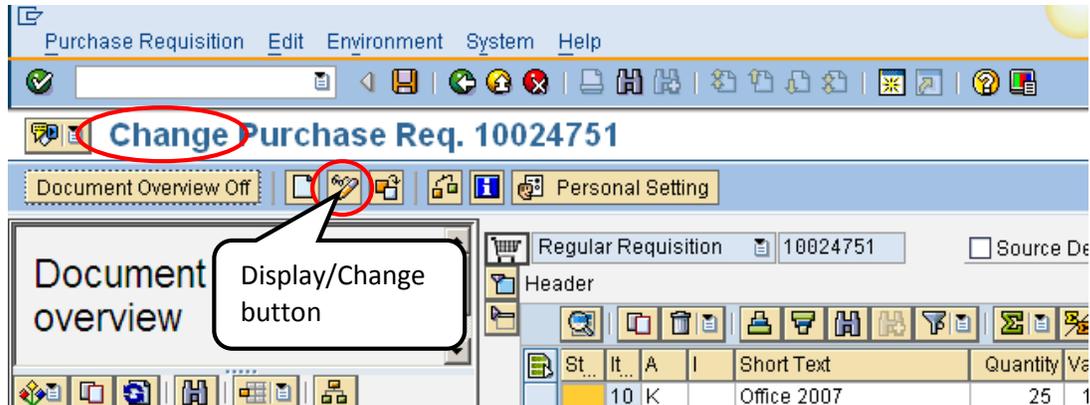
Locate the PR to display within the Document Overview. Double-click on the PR number to display the details to the right. All fields are a blue color because none of the information can be modified within display status. Also notice the title bar: "Display Purchase Req. #." Remember that you cannot attach documentation electronically when displaying a PR.



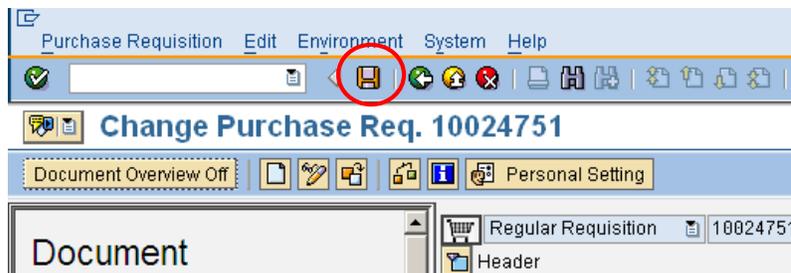
Maintain a Purchase Requisition

You can maintain the purchase requisition using transaction code, ME52N, or you can maintain the information from within ME51N.

Locate the PR to maintain within the Document Overview. Double-click on the PR number to display the details to the right. To move from display status to change, click the Display/Change button. Also notice the title bar: “Change Purchase Req. #.”



Save the PR after maintaining the PR.



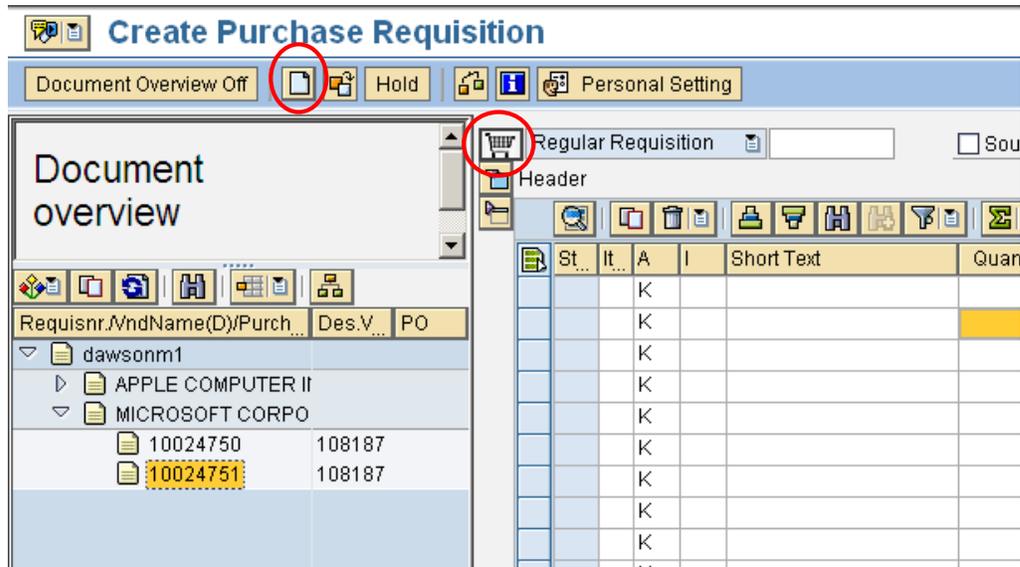
The message “Purchase requisition # changed” will display at the bottom of the screen.



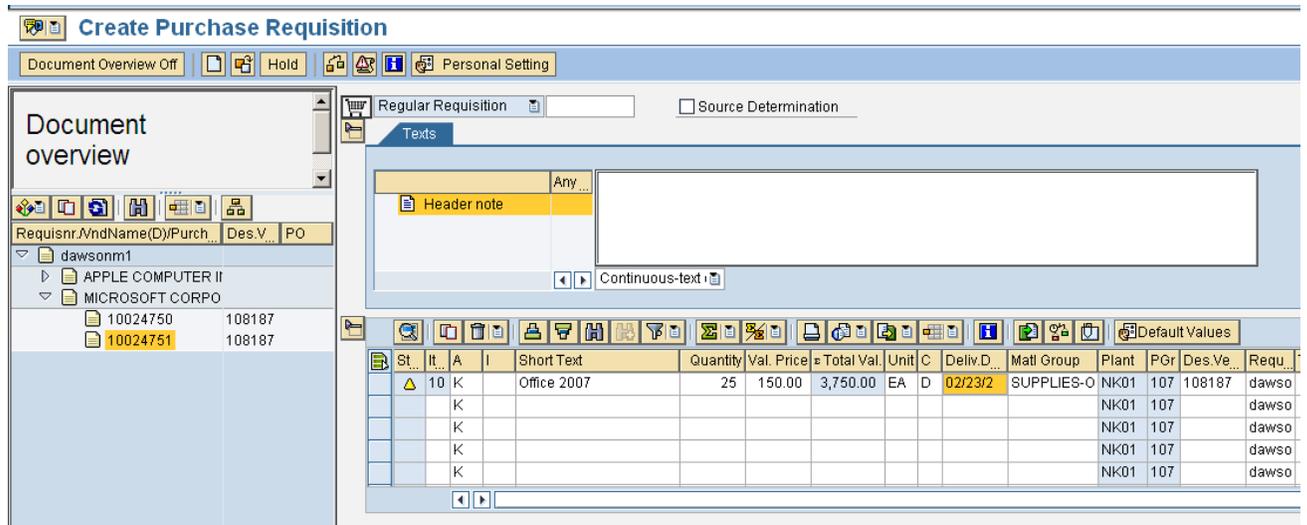
Shopping Cart

You can use a previously created purchase requisition as a template for a new one.

1. Locate the PR to use as a template within the Document Overview.
2. Click Create New.
3. Drag and drop the PR # into the Shopping Cart.



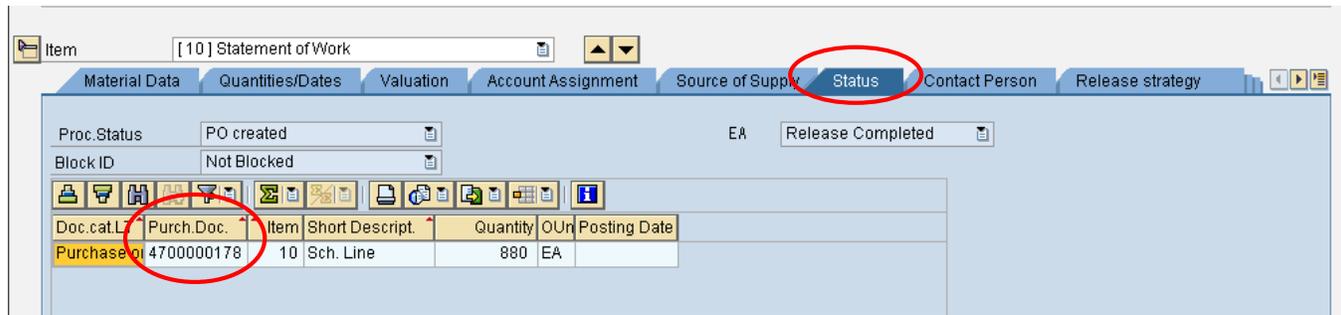
4. Add or update the Header note.
5. Make any necessary changes, such as quantity, price, amount, etc.
6. Click Save to receive a new PR #.



Check Status of Purchase Order

Procurement Services will create the purchase order in SAP. The best way to track the status of the creation of the order is using the ZFD1 report with SAP GUI. You can also check the status from within the purchase requisition by the status tab within the item detail section.

- Purchase orders that begin with 45 require a Goods Receipt.
- Purchase orders that begin with 46 do not require a Goods Receipt because they are a payment.
- Purchase orders that begin with 47 do not require a Goods Receipt because they are a contract.



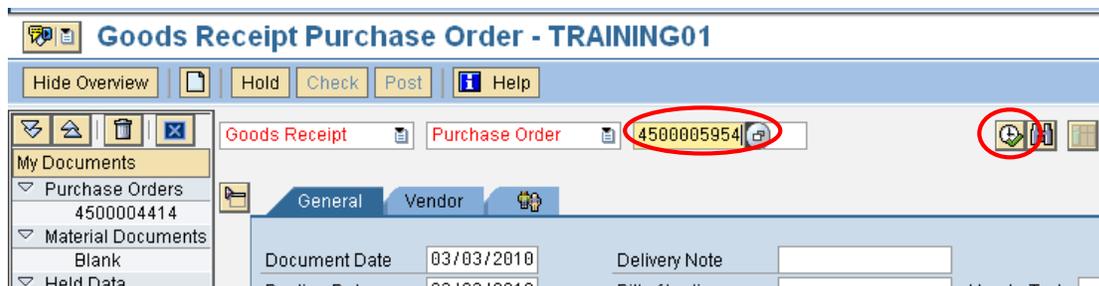
Create a Goods Receipt

Departments are responsible for receiving their goods when delivery is met. Not all goods/services will be received, such as subscriptions and registrations. The vendor will not be paid until the Goods Receipt is complete.

Note: Subscriptions, registrations, payments, prepays, and contracts do not require goods receipts.

Use transaction code, MIGO_GR, to complete a goods receipt.

1. Enter the Purchase Order (PO) number.
2. Click Execute.



FI – Purchase Requisitions

Use the bottom of the screen to receive the goods. Adjust quantity if necessary to account for damaged goods or missing items. Receive only the goods that arrived in good condition.

Line	Mat. Short Text	OK	Qty in UnE	E.	SLoc
1	Soccer nets	<input type="checkbox"/>	10	EA	
2	Soccer balls	<input type="checkbox"/>	25	EA	
3	T-shirts	<input type="checkbox"/>	50	EA	

Material **Quantity** Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry EA

Qty in Delivery Note

Quantity Ordered EA

Item OK Line

3. Click Post.

Goods Receipt Purchase Order 4500005954 - TRAINING01

Hide Overview | Hold | Check | **Post** | Help

Goods Receipt | Purchase Order

My Documents

- Purchase Orders
 - 4500005954
 - 4500004414
- Material Documents

General | Vendor

Document Date Delivery Note

You can continue to receive goods for this purchase order number until all items have been received. You will receive a message as the one below when all items have been received.

Material document 5000009440 posted

Purchasing Documents per Account Assignment

The SAP transaction code, **ZME2K**, was created to display purchasing documents that have either been invoiced and not received or received and not invoiced. This information is very helpful to department administrators and with the monthly reconciliation process.

1. Click Dynamic Selections.

Note: You can also choose to run the report by Internal Order number. Enter the IO number in the Order field. This is helpful for departments that do a lot of projects and have internal order numbers for each project, such as Facilities.

The screenshot shows the SAP ZME2K transaction screen. The title bar reads 'Purchasing Documents per Account Assignment'. Below the title bar is a toolbar with various icons. The main area contains a table of selection criteria:

Field	Value	Operator	Value	Action
Cost center	*	to		→
Order		to		→
Asset				
Document Type		to		→
Account Assignment Category		to		→
Delivery Date		to		→
Document Number		to		→
Vendor		to		→
Document Date		to		→
Vendor Name				

2. Enter the Funds Center number.
3. Click Execute.

The screenshot shows the 'Dynamic Selections' dialog box in the SAP ZME2K transaction. The title bar reads 'Purchasing Documents per Account Assignment'. The dialog box contains a list of dynamic selection criteria:

Dynamic Selections	Value	Action
Account Assignment in Purchasing Document		
Funds Center	235090001	→

- Click Choose Layout

Purchasing Documents For Cost Center

Funds Ctr	Cost Ctr	Order	Purch.Doc.	Item	A	Asset	Vendor/supplying plant
235090001	235090001		4500004348	10	K		110376 SARAH CHRISTEN
235090001	235090001		4500004348	20	K		110376 SARAH CHRISTEN
235090001	235090001		4500004348	30	K		110376 SARAH CHRISTEN
235090001	235090001		4500004343	10	K		100089 FISHER SCIENTIFIC

- Click on either /ZPO_INV1 or /ZPO_REC1 (E).

Note: INV1 will detail purchasing documents to be invoiced. For example, purchase orders that have a goods receipt complete but are not invoiced. REC1 will detail purchasing documents to be received. For example, purchase orders that have goods receipt not complete but have been invoiced.

Choose layout

Layout setting: All

Layout	Layout description	Default setting
/ZPO 1	Default	✓
/ZPO INV	To Be Invoiced	
/ZPO INV 1	To Be Invoiced	
/ZPO REC	To Be Received	
/ZPO REC 1	To Be Received	

Navigation: [Left Arrow] [Right Arrow] [Search Bar] [Left Arrow] [Right Arrow]

Buttons: [Checkmark] [Close]

FI – Purchase Requisitions

- Example of /ZPO_INV1.

The screenshot shows the SAP Purchasing Documents For Cost Center interface. The menu bar includes List, Edit, Goto, Views, Environment, Settings, System, and Help. The toolbar contains various icons for document management. The main table displays the following data:

Funds Ctr	Order	Purch.Doc.	Item	Vendor/supplying plant	Doc. Date	Short Text
235090001		4500004348	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent
235090001		4500004348	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"
235090001		4500004348	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic
235090001		4500004242	10	100559 TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.
235090001		4500004133	10	110125 SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-5
235090001		4500004065	10	105359 ABET	12/16/2008	Maintenance for MMET pro
235090001		4500004065	20	105359 ABET	12/16/2008	Maintenance for EET progr
235090001		4500004065	30	105359 ABET	12/16/2008	Base Maintenance

- Example of /ZPO_REC1.

The screenshot shows the SAP Purchasing Documents For Cost Center interface. The menu bar includes List, Edit, Goto, Views, Environment, Settings, System, and Help. The toolbar contains various icons for document management. The main table displays the following data:

Funds Ctr	Order	Purch.Doc.	Item	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OP
235090001		4500004348	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA
235090001		4500004348	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA
235090001		4500004348	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA
235090001		4500004242	10	100559 TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.	1	EA
235090001		4500004133	10	110125 SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-57 gamma-ray	1	EA
235090001		4500004065	10	105359 ABET	12/16/2008	Maintenance for MMET program	1	EA
235090001		4500004065	20	105359 ABET	12/16/2008	Maintenance for EET program	1	EA
235090001		4500004065	30	105359 ABET	12/16/2008	Base Maintenance	1	EA

FI – Purchase Requisitions

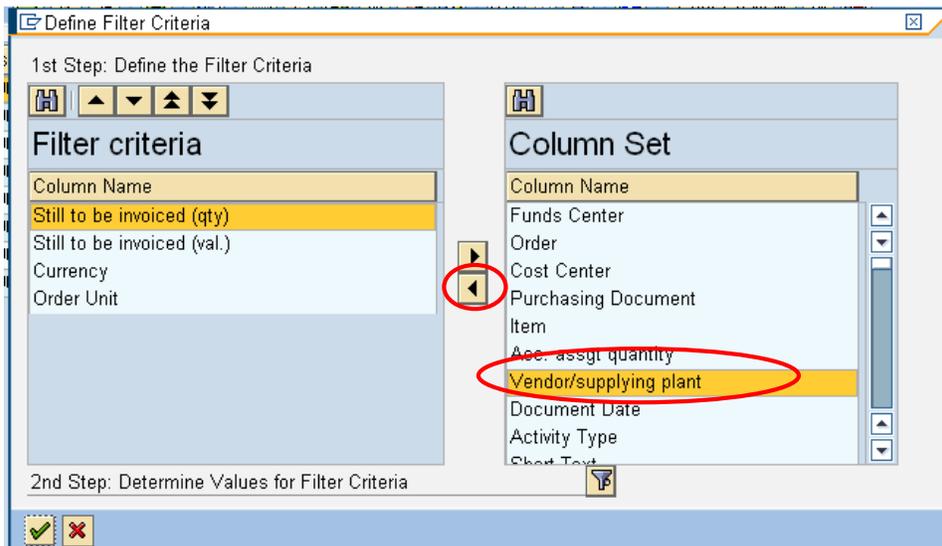
The user can filter the report to view more specific information. For example, the user can filter the report on Vendor/supplying plant to view the invoiced/received information for a specific vendor. The information below details the instructions for filtering by vendor.

1. Click the Set Filter button.

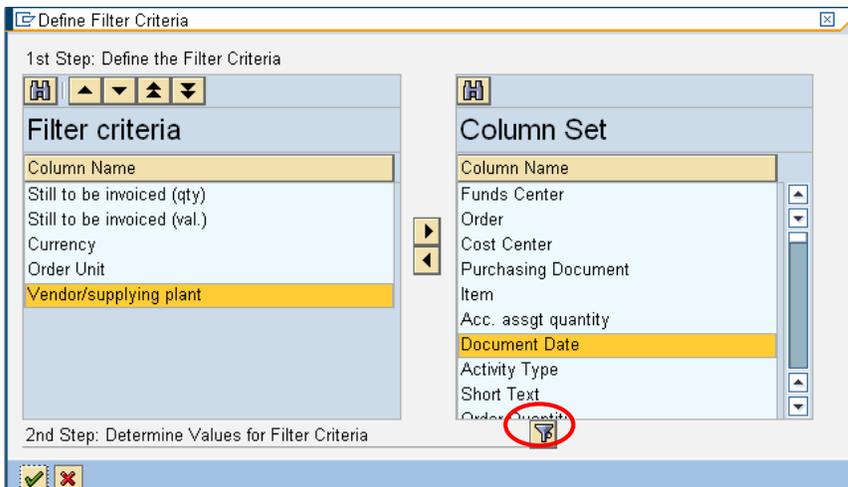


Funds Ctr	Order	Purch.Doc.	Item	Vendor/supplying plant	Doc.
235090001		4500004348	10	110376 SARAH CHRISTEN	02/19
235090001		4500004348	20	110376 SARAH CHRISTEN	02/19
235090001		4500004348	30	110376 SARAH CHRISTEN	02/19

2. Select Vendor/supplying plant from the column set.
3. Click Add filter criterion.



4. Click Determine Values for Filter Criteria.



FI – Purchase Requisitions

5. Click the Match code button for vendor and select from the list.
6. Click Continue.

Determine values for filter criteria

Select.

Vendor/supplying plant 110376 SARAH CHRISTEN

Still to be invoiced (qty) 0.000 to

Still to be invoiced (val.) 0.00 to

Currency USD to

Order Unit EA to

Continue

7. The filtered report displays.

List Edit Goto Views Environment Settings System Help

Purchasing Documents For Cost Center

Funds Ctr	Order	Purch.Doc.	It...	Vendor/supplying plant	Doc. Date	Short Text	Qu
235090001		450000434E	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent	
235090001		450000434E	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"	
235090001		450000434E	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic	

Notifications

6. When a requisition line item is completely approved by all in the workflow, the creator receives a notification.
7. When a requisition line item is rejected or deleted in workflow, or deleted in ME52n, the creator and all approvers receive a notification.
8. All notifications can be found on the *Notifications* Tab in Universal Worklist or *Unread Documents* in Business Workplace – SAPGUI.

Glossary

Asset (for PO Only)	This option should not be selected when initiating a Requisition. The Comptroller's Office will use this option when creation of a fixed asset PO is necessary.
Company Code	The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting. All NKU entities will fall under one company code (NK01).
Cost Center	An organizational unit within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. (AARC – 243010001)
Cost Center (WO Recv)	To be used for Requisitions that should be charged to a Cost Center, but where a Goods Receipt is not needed.
Funded Program / Internal Order	Funded program enables an organization to record budget, control postings, and monitor the performance of internal projects; it can vary from simple activities to complex projects and can cross fiscal years, funding sources, and organizational units. Funded program tracks budget for non-recurring projects or programs that are funded by multiple fund centers. The University will set up funded programs for all capital construction projects and university internal awards. Funded program should provide a level of detail that will allow appropriate budgetary control and internal/external management information. It provides the means to budget internal orders. (71000000302 – Student Union Bldg. Construction)
Goods Receipt	A term from inventory management denoting a physical inward movement of goods or materials.
Grant	Legal instrument used to establish a funding relationship in order to carry out a public purpose in which the sponsor does not expect to be substantially involved. A grant usually contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. (4000542 - Northern Kentucky Mathematics Specialist Project).
Material Group	A grouping of materials and services according to their characteristics used in purchasing functions. Material Groups are linked to the G/L account in FI, the revenue and cost elements in CO and sponsored classes in the Grants Management (GM). (Office supplies – 50005615).

FI – Purchase Requisitions

Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. All NKU entities will use one plant (NK01).
Purchase Order	Document used to purchase materials and services from vendors.
Purchase Requisition	Document used to request materials and services; Purchase requisitions are converted to purchase orders so materials can be procured externally.
Purchasing Document Number	Alphanumeric key uniquely identifying a purchasing document.
Purchasing Group	A unique code representing a person or group creating the requisition or order.
Purchasing Organization	An organizational unit in logistics, subdividing an enterprise according to the requirements of purchasing. A purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and is responsible for such transactions. All NKU entities will use one Purchasing Organization (NK01).
Vendor Master	The collective term for all vendor master records. The vendor master contains the data of all vendors with which a company conducts business.
Vendor Master Record	A data record containing all of the information necessary for any contact with a certain vendor, in particular for conducting business. (100087 – HEWLETT PACKARD).
Workflow	The sequence and evaluation of conditions needed to complete a business process. This is an electronic function monitored by the workflow manager within SAP. Based on the evaluation of these conditions, the requisition would be forwarded from the originator to the next appropriate user for approval. As the approvals occur, workflow will automatically route to the next level of required approval.