



Purchase Requisitions



NORTHERN KENTUCKY UNIVERSITY

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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.

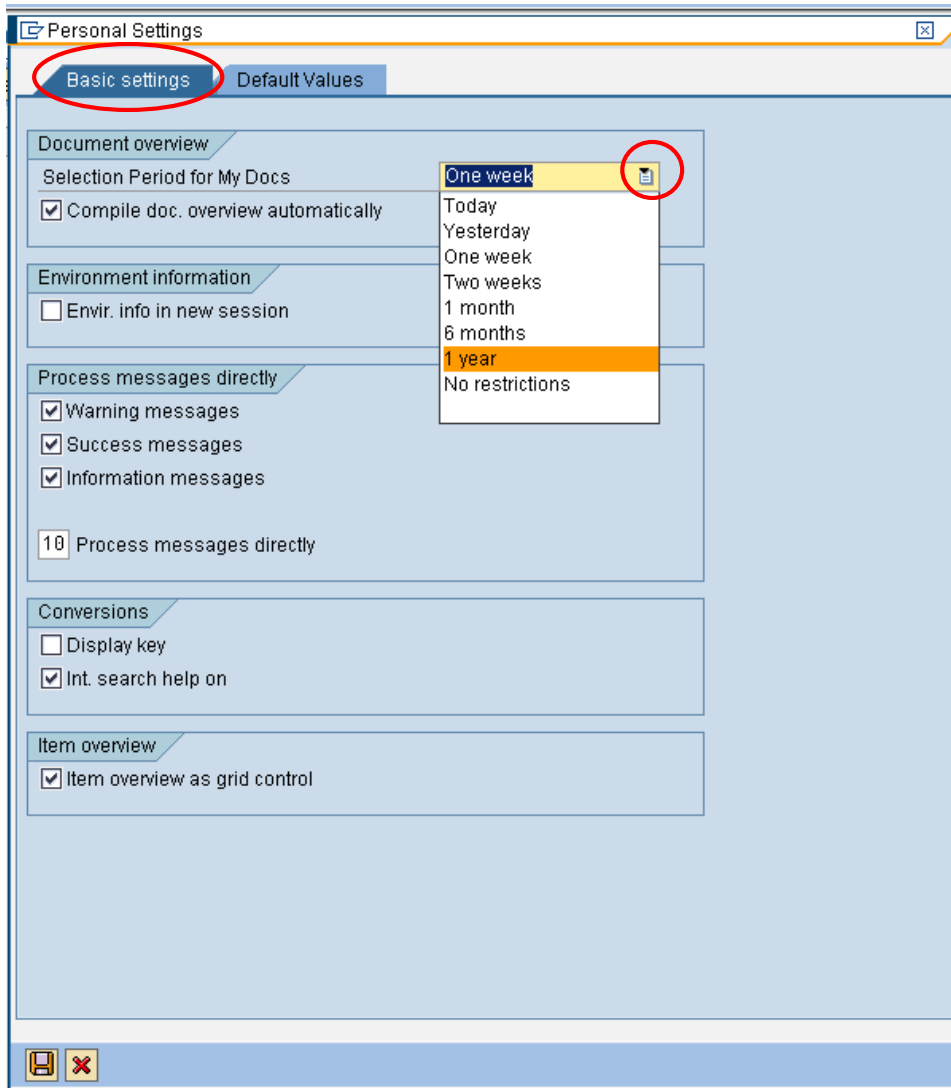
Personal Settings

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

AcctAssCat:

Delivery Date:

Requisitioner:

Tracking Number:

☐ Always propose

☐ Always propose

☐ Always propose

☐ Always propose

More Fields ...

7. Click Show All Fields.

Change Layout

Line 1

Display fields

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

Hidden fields

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

8. Click Copy.

Change layout

Line 1

Display fields			
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	

Line width: 42

Hidden fields	
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

List width: 42

Copy [Paste] [Cut] [Print] [Close]

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

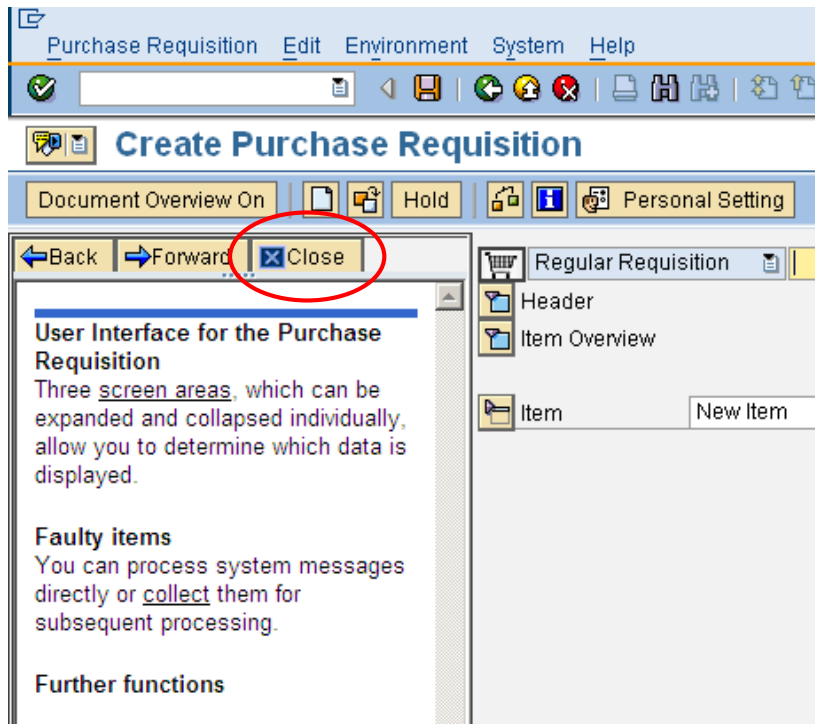
☐ Source Determination

More Fields ...

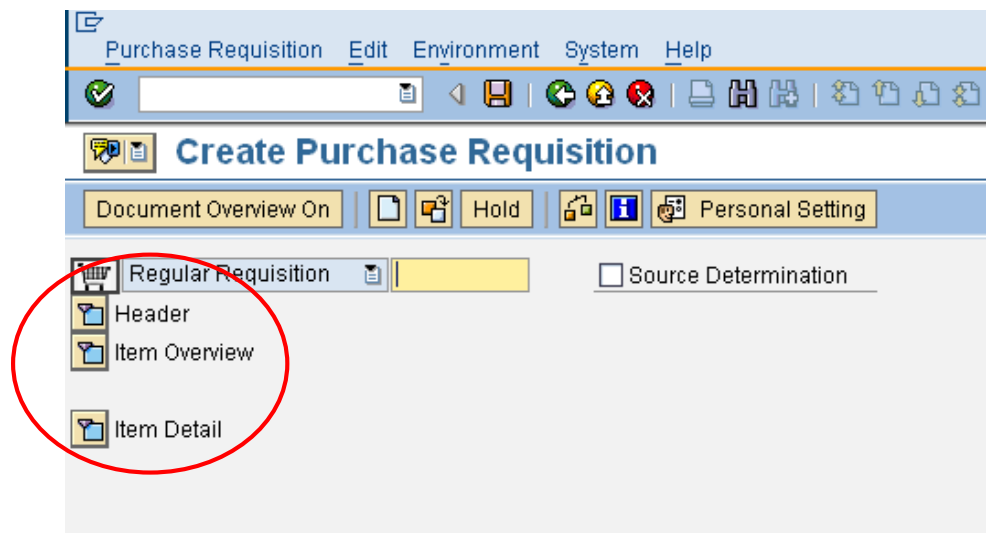
 

Create a Purchase Requisition

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.



FI – Purchase Requisitions

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.

Create Purchase Requisition

Document Overview On | Hold | Personal Setting

Regular Requisition | ☐ Source Determination

Texts

	Any...
Header note	Requesting software for all computers within Steely Library.

Continuous-text

Item Overview

Item Detail

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.

Hold | Personal Setting

Regular Requisition | ☐ Source Determination

Header

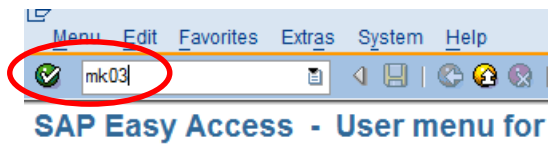
St...	I...	A	I	Short Text	Quantity	Val. Pri...	Total V...	Unit	C	Deliv.D...	Matl Group	Plant	PGr	Des.Ve...	Req...	Tr...	PORG	Req...	Info R...
		K		FYP Book Connection B	1,200	39.00		EA	D	05/31/20	50005615	NK01	107	100185	trainin		nk01		
		K										NK01	107		trainin				
		K										NK01	107		trainin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

Display Vendor

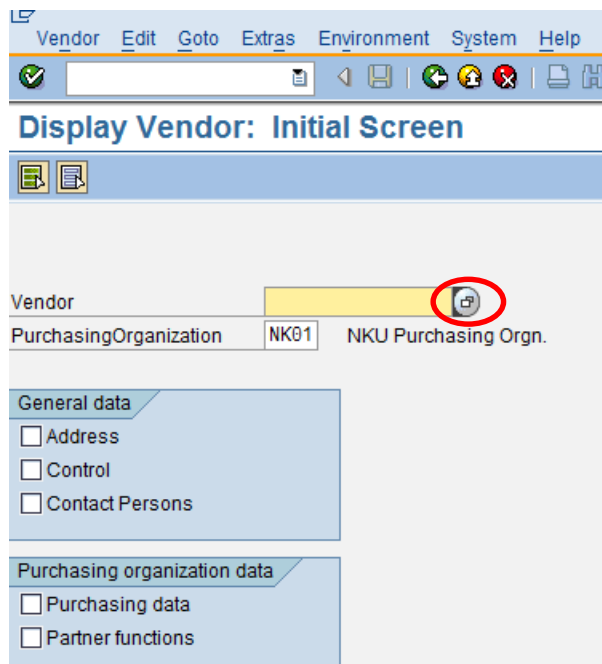
To view a complete list of vendors before beginning the Purchase Requisition, use transaction code MK03.

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

Name 2

Street

City

Region

Postal Code

Maximum No. of Hits

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

Name 2

Street

City

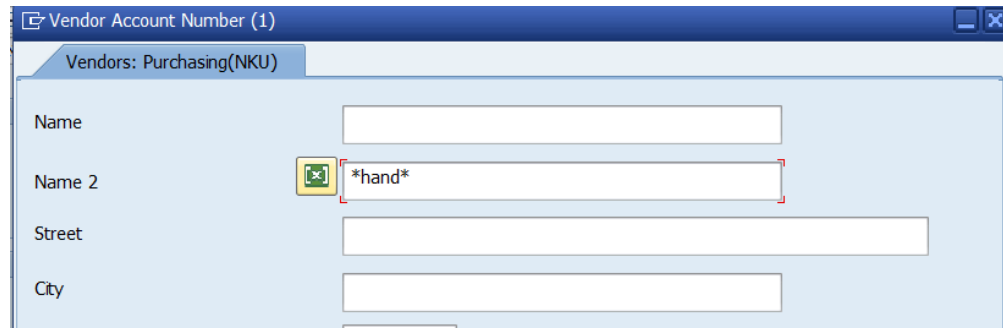
Region

Postal Code

Maximum No. of Hits

FI – Purchase Requisitions

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



Vendor Account Number (1)

Vendors: Purchasing(NKU)

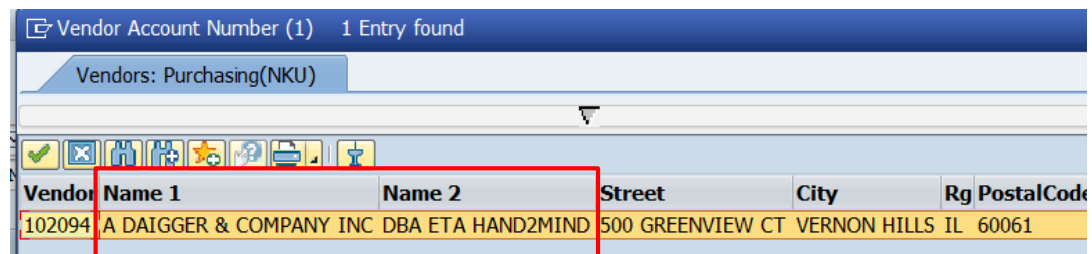
Name

Name 2 *hand*

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.

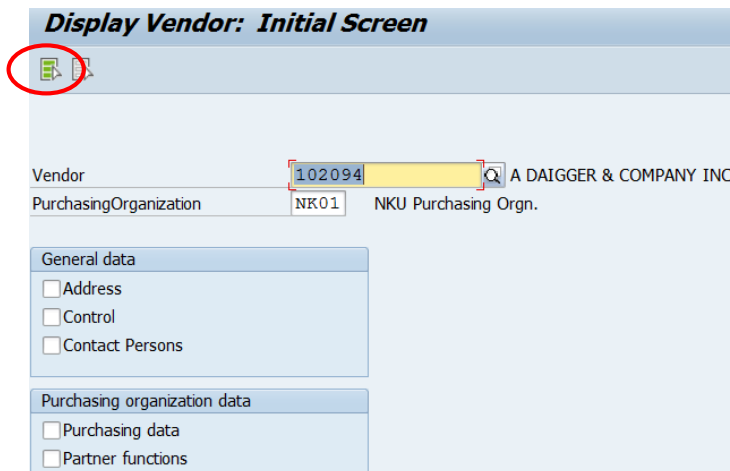


Vendor Account Number (1) 1 Entry found

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	

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



Display Vendor: Initial Screen

Vendor 102094 A DAIGGER & COMPANY INC

PurchasingOrganization NK01 NKU Purchasing Orgn.

General data

☐ Address

☐ Control

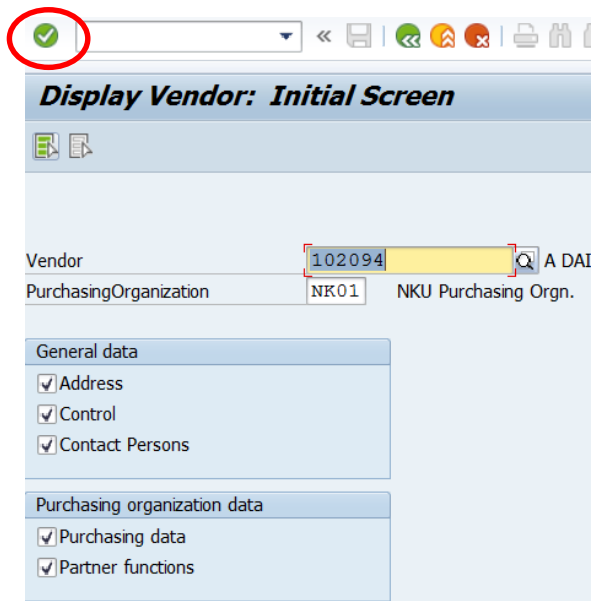
☐ Contact Persons

Purchasing organization data

☐ Purchasing data

☐ Partner functions

12. Click Enter.



Display Vendor: Initial Screen

Vendor: 102094 A DAI

Purchasing Organization: NK01 NKU Purchasing Orgn.

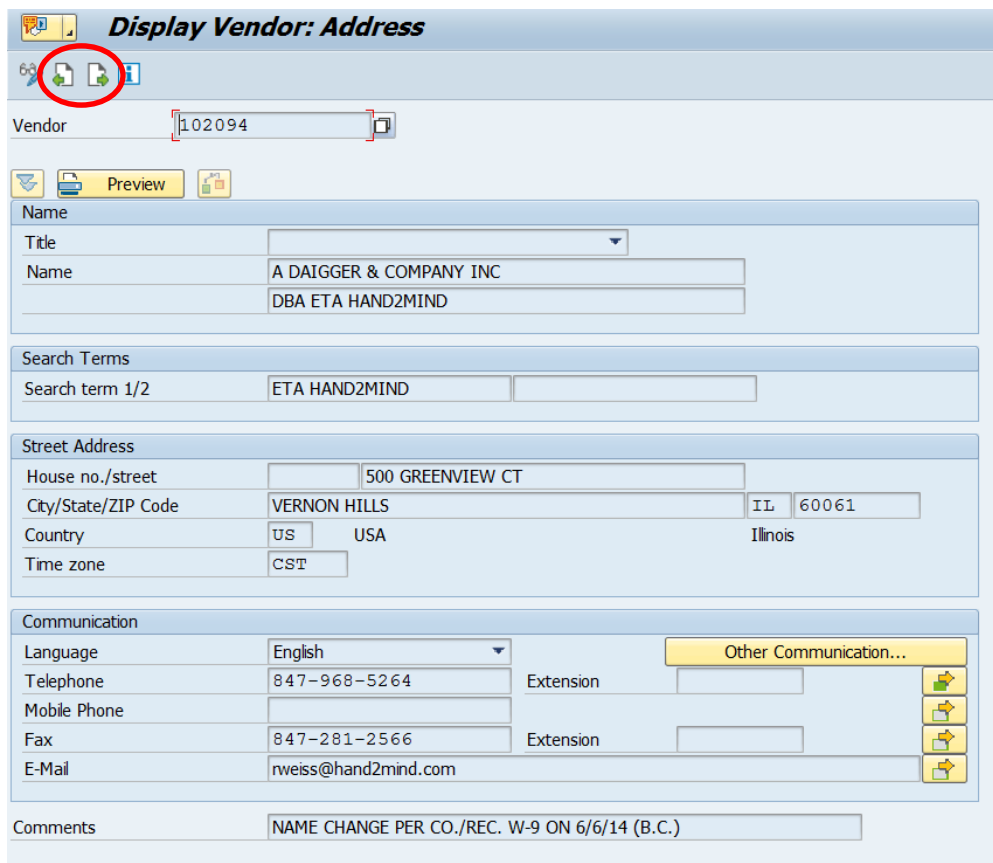
General data

- ☒ 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: A DAIGGER & COMPANY INC

Name: 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: Other Communication...

Mobile Phone: Extension: Other Communication...

Fax: 847-281-2566 Extension: Other Communication...

E-Mail: nweiss@hand2mind.com

Comments

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

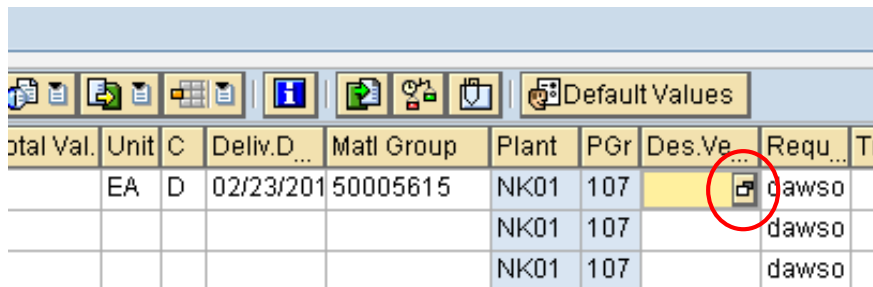
Desired Vendor Search

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.

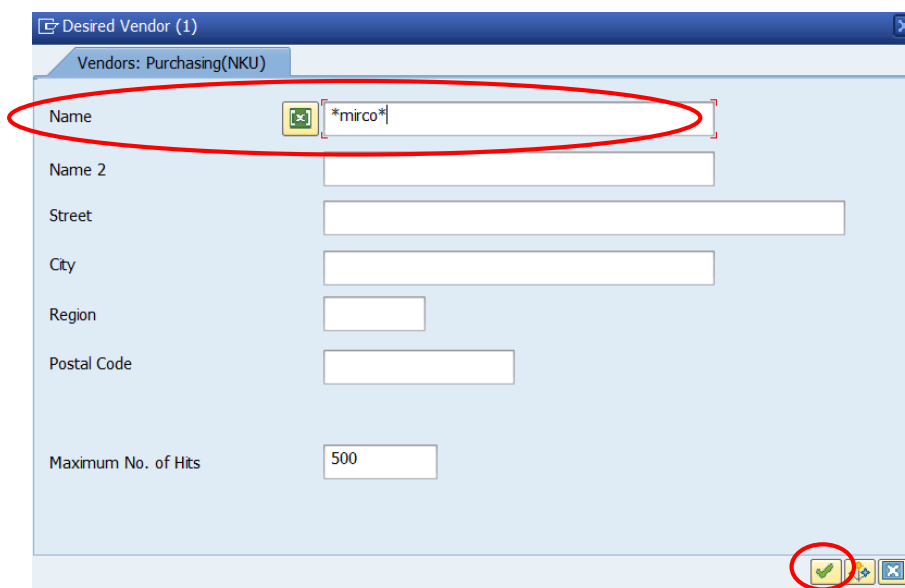
1. In order to search for a desired vendor within the vendor master list, click the match code button when active in the Desired Vendor field.



The screenshot shows the SAP Vendor Master List interface. At the top, there is a toolbar with various icons and a 'Default Values' button. Below the toolbar is a table with columns: 'Total Val.', 'Unit', 'C', 'Deliv.D...', 'Matl Group', 'Plant', 'PGr', 'Des.Ve...', 'Requ...', and 'Tr.'. The table contains three rows of data. The first row has values: EA, D, 02/23/201, 50005615, NK01, 107, and 'dawso'. The second and third rows have the same values for 'Plant' and 'PGr' but are empty for 'Des.Ve...' and 'Requ...'. A red circle highlights the 'Des.Ve...' column header and the first row's data, indicating the match code button.

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.



The screenshot shows the SAP 'Desired Vendor (1)' search form. The title bar says 'Desired Vendor (1)'. Below it, the tab 'Vendors: Purchasing(NKU)' is selected. The form has several input fields: 'Name', 'Name 2', 'Street', 'City', 'Region', 'Postal Code', and 'Maximum No. of Hits'. The 'Name' field contains the text '*mirco*' and is highlighted with a red oval. The 'Maximum No. of Hits' field contains the value '500'. At the bottom right, there are three buttons: a green checkmark button (highlighted with a red circle), a blue arrow button, and a blue 'X' button.









Field	Value
Name	*mirco*
Name 2	
Street	
City	
Region	
Postal Code	
Maximum No. of Hits	500

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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








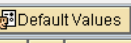
       

Create Purchase Requisition

Document Overview On     

Regular Requisition  ☐ Source Determination

Header

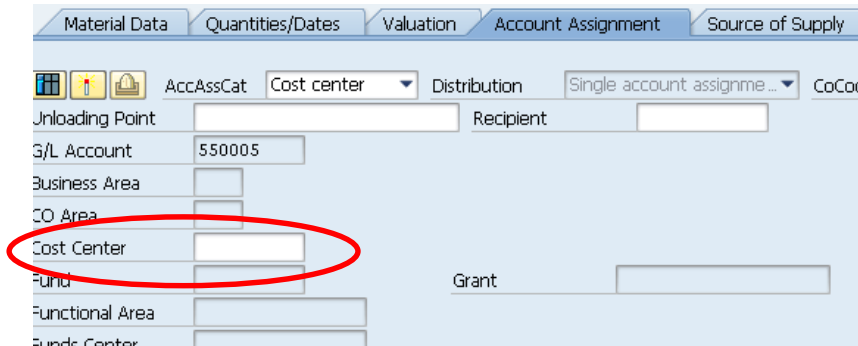
       

St	It	A	I	Short Text	Quantity	Val. Price	Total Val.	Unit	C	Deliv.D.	Matl Group	Plant	PGr	Des.Ve	Requ	Tr	POrg	Req	Info R
	10	K		Office 2007	25	150.00	3,750.00	EA	D	02/23/201	SUPPLIES-O	NK01	107	108187	dawso		NK01	02/22/2	
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01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

FI – Purchase Requisitions

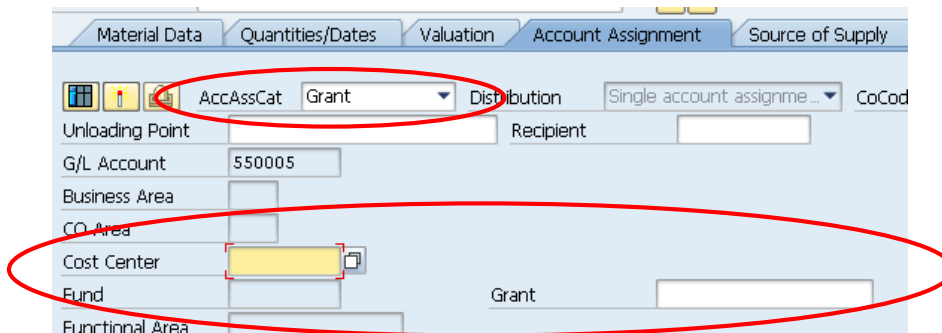
- The Account Assignment tab will display in the Item Detail area of the PR form.

7. Enter the Cost Center.



The screenshot shows the 'Account Assignment' tab of the PR form. The 'AccAssCat' dropdown is set to 'Cost center'. The 'Cost Center' field is highlighted with a red oval. Other fields include 'Unloading Point', 'G/L Account' (550005), 'Business Area', 'CO Area', 'Fund', 'Functional Area', 'Fund Center', 'Distribution', 'Single account assignme...', 'CoCod', 'Recipient', and 'Grant'.

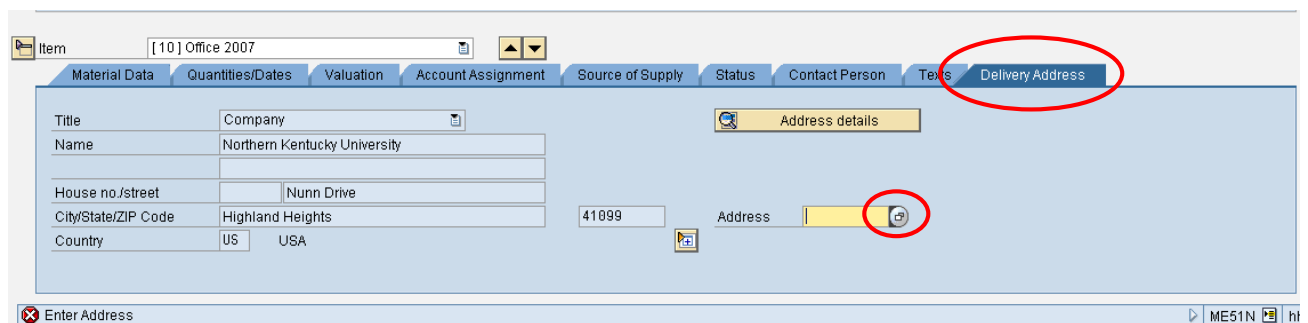
Note: If using grant funding, be sure to select Grant from the AccAssCat dropdown for the Grant field to become enabled. Enter the Cost Center and Grant numbers.



The screenshot shows the 'Account Assignment' tab with 'AccAssCat' set to 'Grant'. The 'Grant' field is now enabled and highlighted with a red oval. The 'Cost Center' field is also highlighted with a red oval. Other fields are the same as in the previous screenshot.

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 of the PR form. The 'Delivery Address' tab is highlighted with a red oval. The 'Address' field is highlighted with a red oval. Other fields include 'Title', 'Company', 'Name', 'Northern Kentucky University', 'House no./street', 'Nunn Drive', 'City/State/ZIP Code', 'Highland Heights', '41099', 'Country', 'US', 'USA', and 'Address details'.

FI – Purchase Requisitions

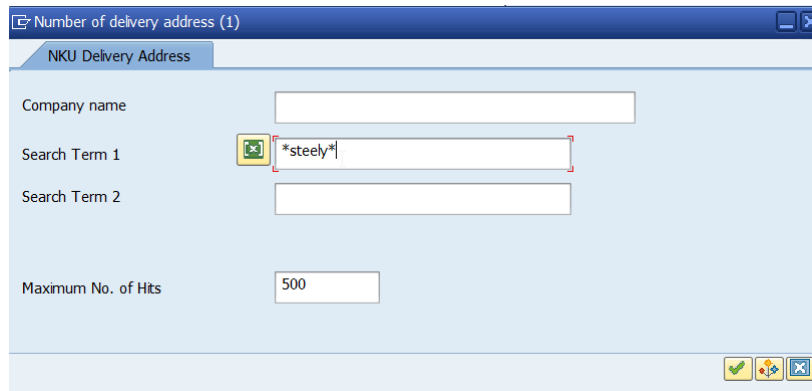
Note: Delivery Address is not the address for the vendor but an identifier of the person submitting the PR.

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.

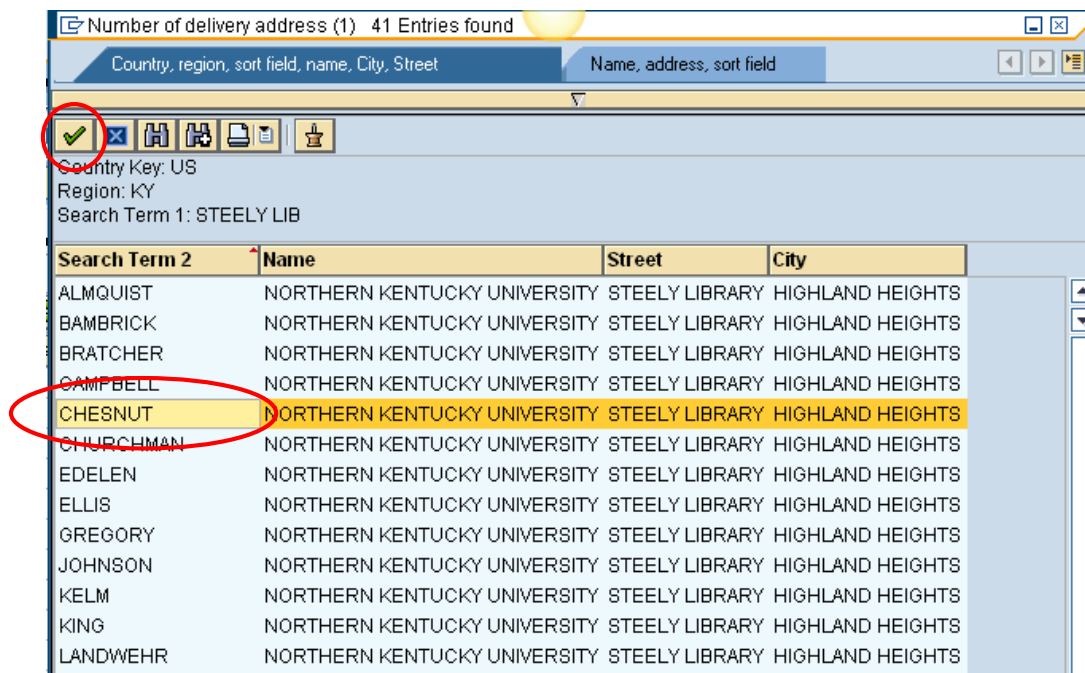


- A list of faculty/staff who meet the search criteria will appear.

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.



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

- The Address number will appear in the Address field.

14. Click Enter to refresh the screen.

The screenshot shows the SAP Purchase Requisition form with the 'Delivery Address' tab selected. The form contains the following fields and values:

Field	Value
Item	[10] Office 2007
Title	
Name	NORTHERN KENTUCKY UNIVERSITY
House no./street	MARY CHESNUT
City/State/ZIP Code	STEELY LIBRARY
Country	HIGHLAND HEIGHTS
Address	41099
Address	38781

Buttons on the right: Address details, Reset address, Repeat address on.

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).

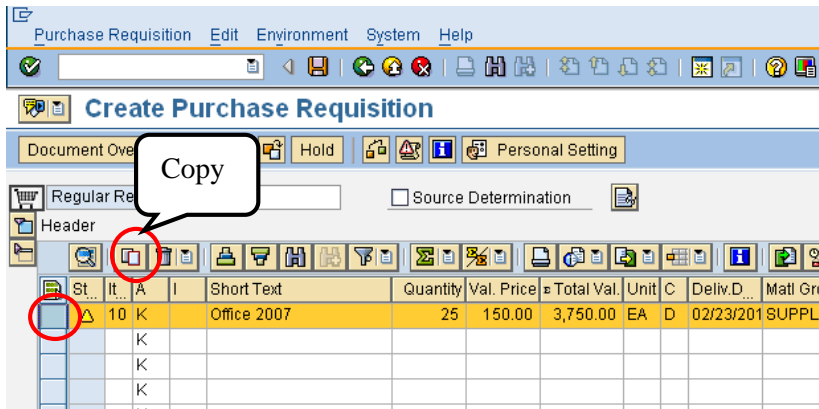
The screenshot shows the SAP Purchase Requisition form with the 'Texts' tab selected. The form contains the following fields and values:

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

Buttons on the left: Item Texts, Authority Number (P), Item note, Delivery text, Material PO text, Release Notes.

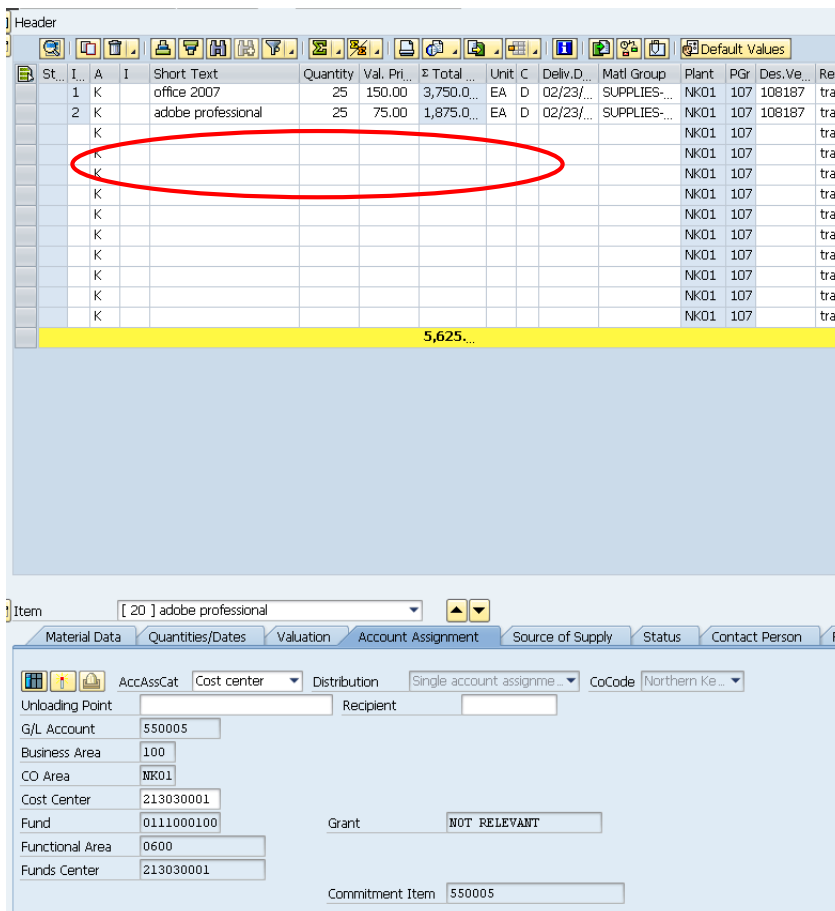
Copy a Line Item

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



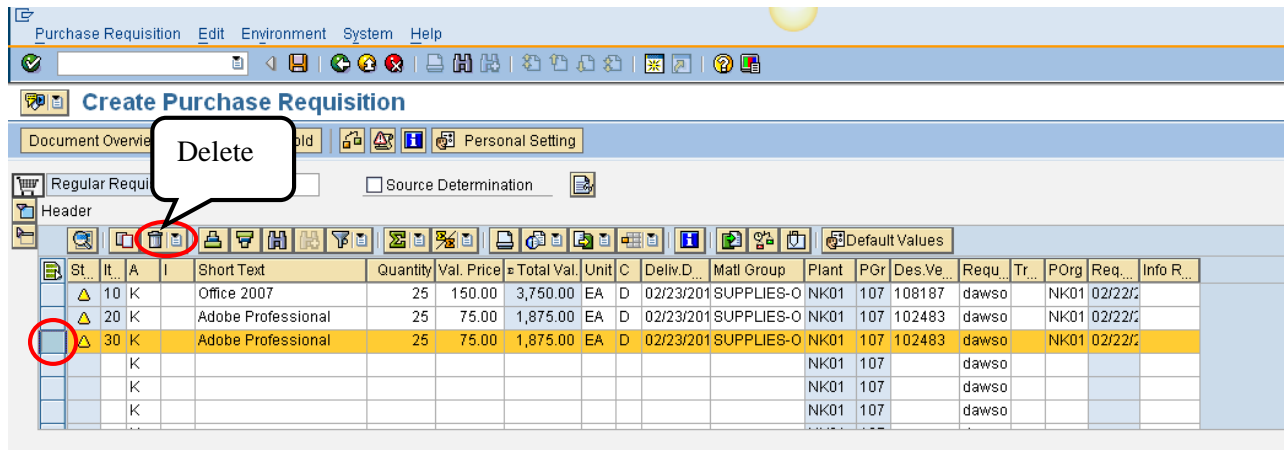
3. Edit any fields that need to be adjusted.

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

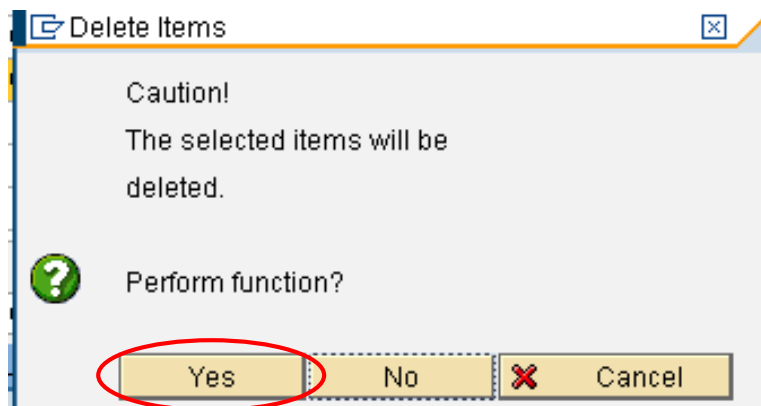


Delete a Line Item

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

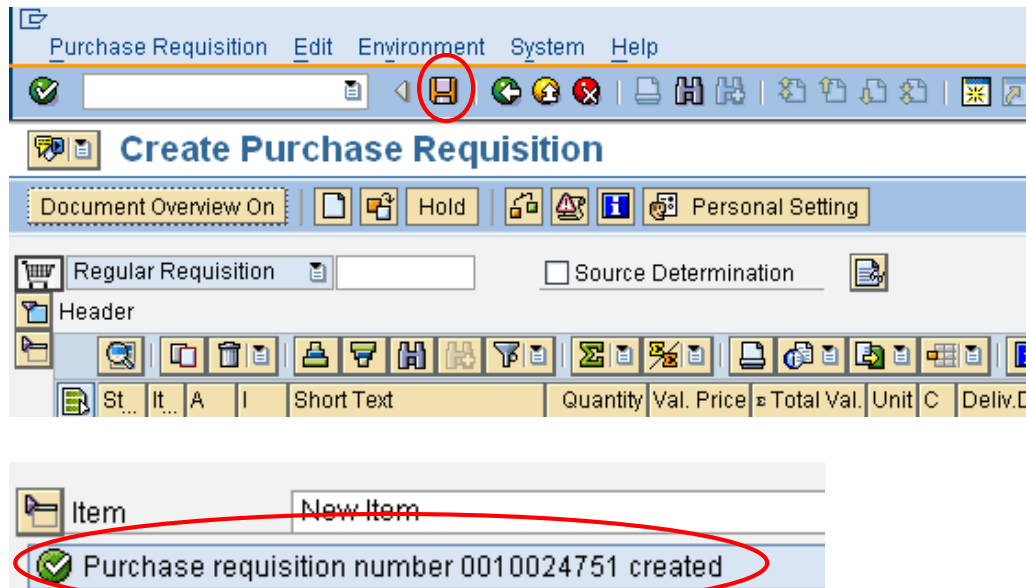


3. Confirm deletion of the line item.



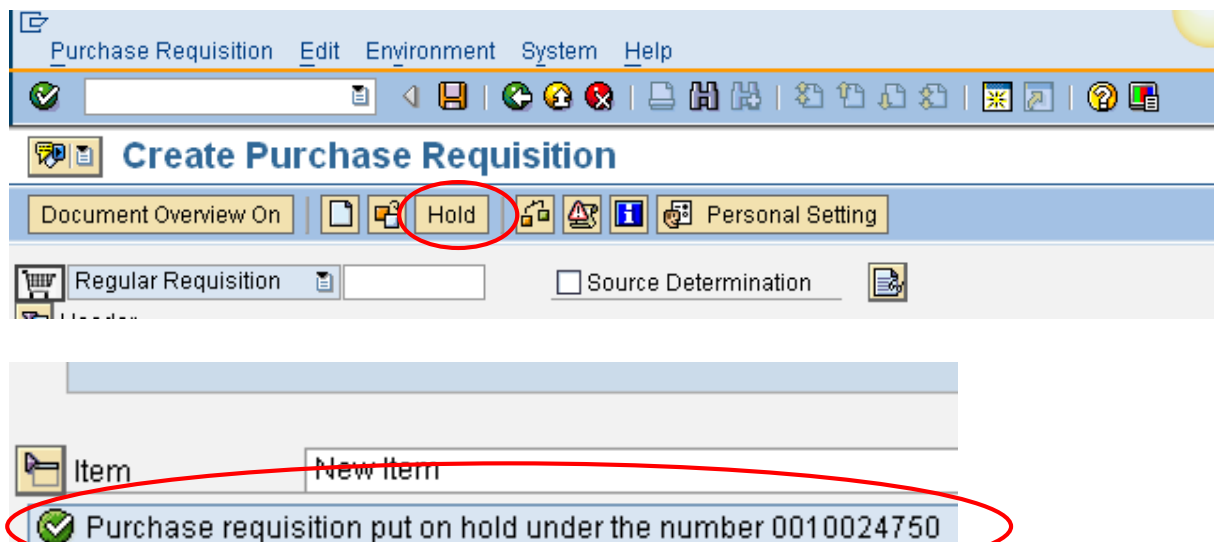
Save Purchase Requisition

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.


Change Purchase Req. 10018224






Document Overview On     Personal Setting

RO Regular Requisition 10018224 ☐ Source Determination

Texts

	An...
Header note	Soccer camp, summer 2009

Continuous-text 

     Default Values


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.

Delete Items

Caution!
The selected items will be deleted.

? Perform function?

Yes No  Cancel

FI – Purchase Requisitions

6. To delete the entire requisition, delete all line items.
7. 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 document 10018224. The title bar indicates 'Purchase Requisition Edit Environment System Help'. The main window is titled 'Change Purchase Req. 10018224'. Below the title bar, there is a 'Document Overview On' section with various icons and a 'Personal Setting' button. The 'Texts' section shows a 'Header note' with the text 'Soccer camp, summer 2009'. The 'Line Items' table at the bottom lists three items: 'Soccer nets', 'Soccer balls', and 'T-shirts'. The 'Status' column for each item contains a garbage can icon, indicating they have been deleted. The 'Quantity' column shows 10, 25, and 50 respectively. The 'Valn Price' column shows 112.00, 30.00, and 18.00. The 'Total Value' column shows 1,120.00, 750.00, and 900.00. The 'Unit' column shows 'EA' for all items.

Stat	Item	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 displays the 'Tasks' tab interface. At the top, there are three tabs: 'Tasks (1 / 1)', 'Notifications', and 'Tracking'. Below the tabs, a 'Show:' filter is set to 'New and In Progress Tasks (1 / 1)' and 'All'. A table with the header 'Subject' contains one entry: 'Correct or Delete Purchase requisition 10058520 00020', which is highlighted in yellow. Below the table, the details for the selected task are shown. The title is 'Correct or Delete Purchase requisition 10058520 00020'. The 'Sent Date' is 'Today by Training24, Student', and the 'Status' is 'New'. The 'Description' states: '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.' Other details include 'Document Number: 10058520', 'Item: 00020', 'Changed on: 10/06/2014', and 'Short Text: white board'. The 'Reject Reason' is highlighted with a red box and reads: 'white board not on receipt, will not reimburse.'

Subject
Correct or Delete Purchase requisition 10058520 00020

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 e

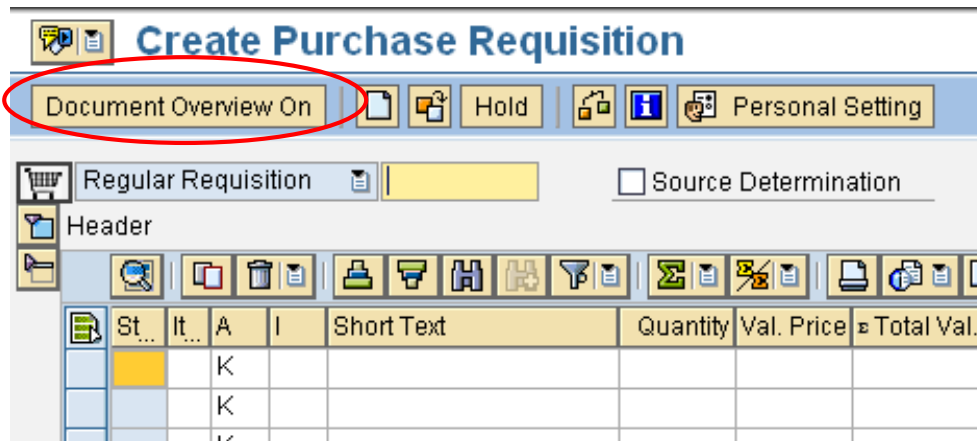
Default Values

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		

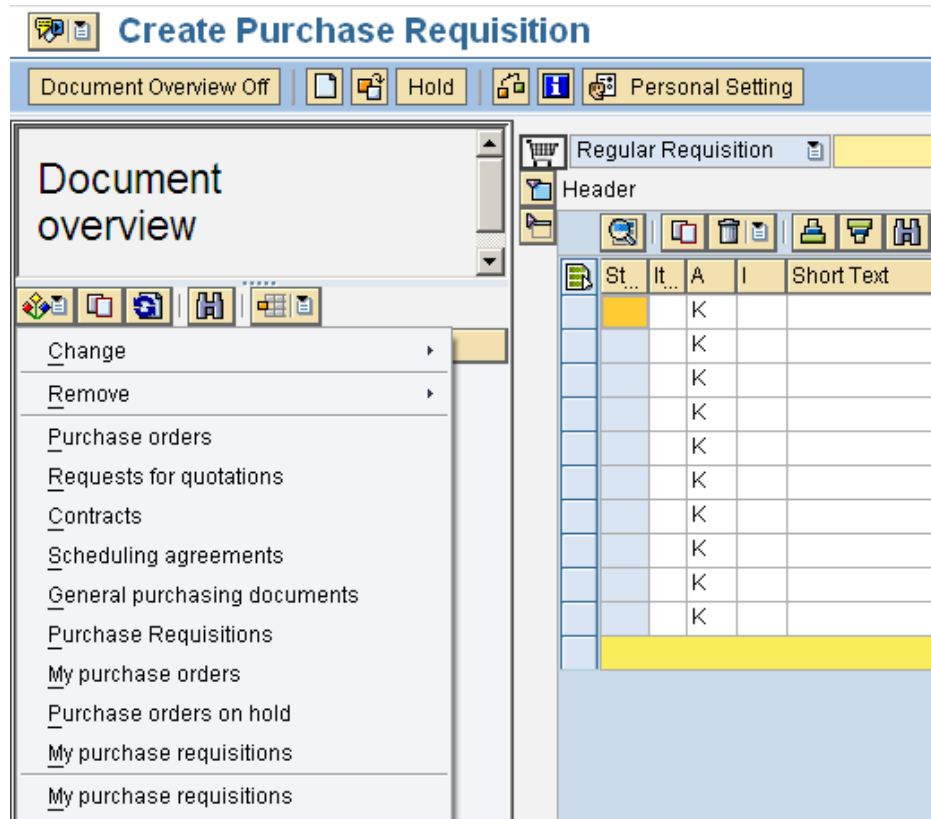
Document Overview

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.



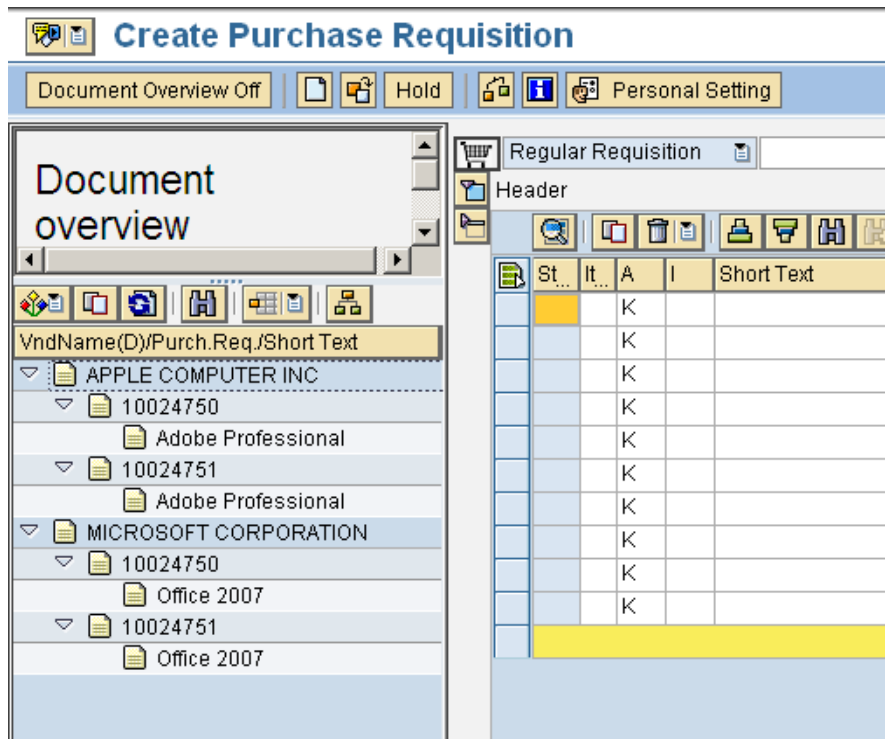
2. To view a list of purchase requisitions that you created, click My purchase requisitions.



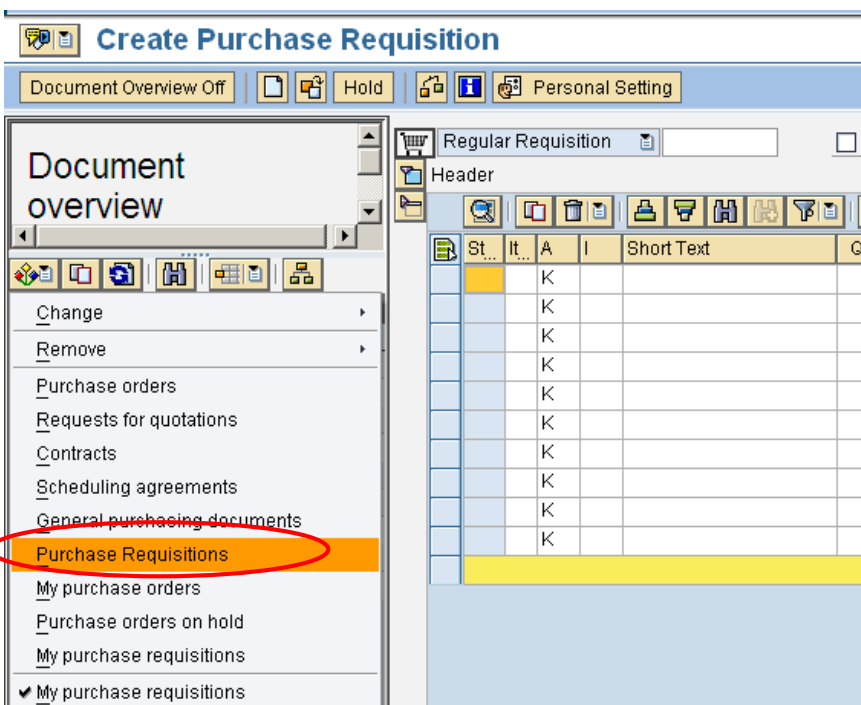
FI – Purchase Requisitions

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






☐ Open only
☐ Released only
☐ Assigned, open, and released

Program selections

Name of Requisitioner/Reques	<input type="text" value="training02"/>	to	<input type="text"/>	
Requisition (Request) Date	<input type="text"/>	to	<input type="text"/>	
Purchase Requisition Number	<input type="text"/>	to	<input type="text"/>	
Requirement Tracking Number	<input type="text"/>	to	<input type="text"/>	
Item Number	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text" value="NK01"/>	to	<input type="text"/>	
MPN Material	<input type="text"/>	to	<input type="text"/>	
Name of Processor	<input type="text"/>	to	<input type="text"/>	
Fixed Vendor	<input type="text"/>	to	<input type="text"/>	
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	
Outline Agreement Number	<input type="text"/>	to	<input type="text"/>	
Outline Agreement Item	<input type="text"/>	to	<input type="text"/>	
Desired Vendor	<input type="text" value="100110"/>	to	<input type="text"/>	

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

Create Purchase Requisition

Document Overview Off     

Document overview

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

training02

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

Regular Requisition

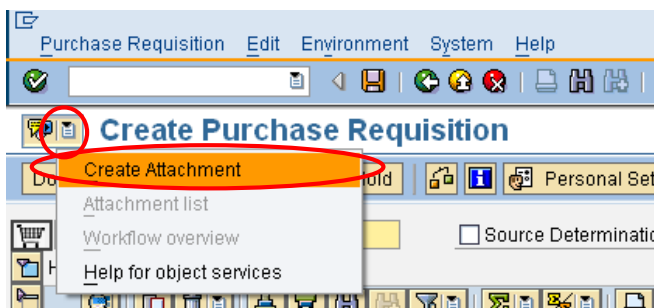
Header

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

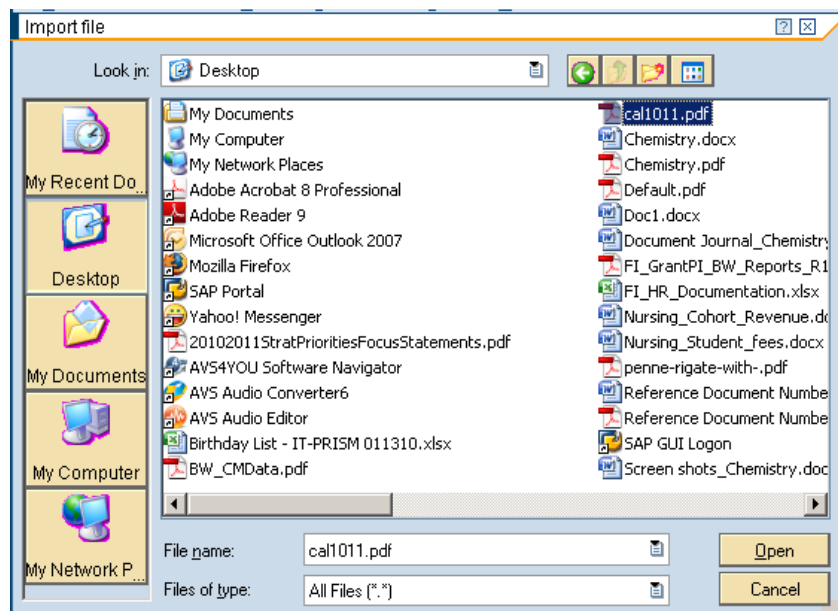
Electronic Attachments

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.

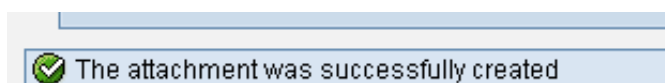
1. Click drop-down button for Services for Object.
2. Select Create Attachment.



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

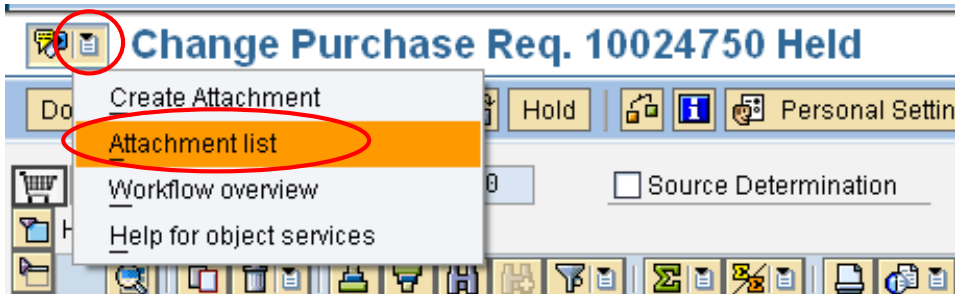


- A confirmation message will display at the bottom of the screen.

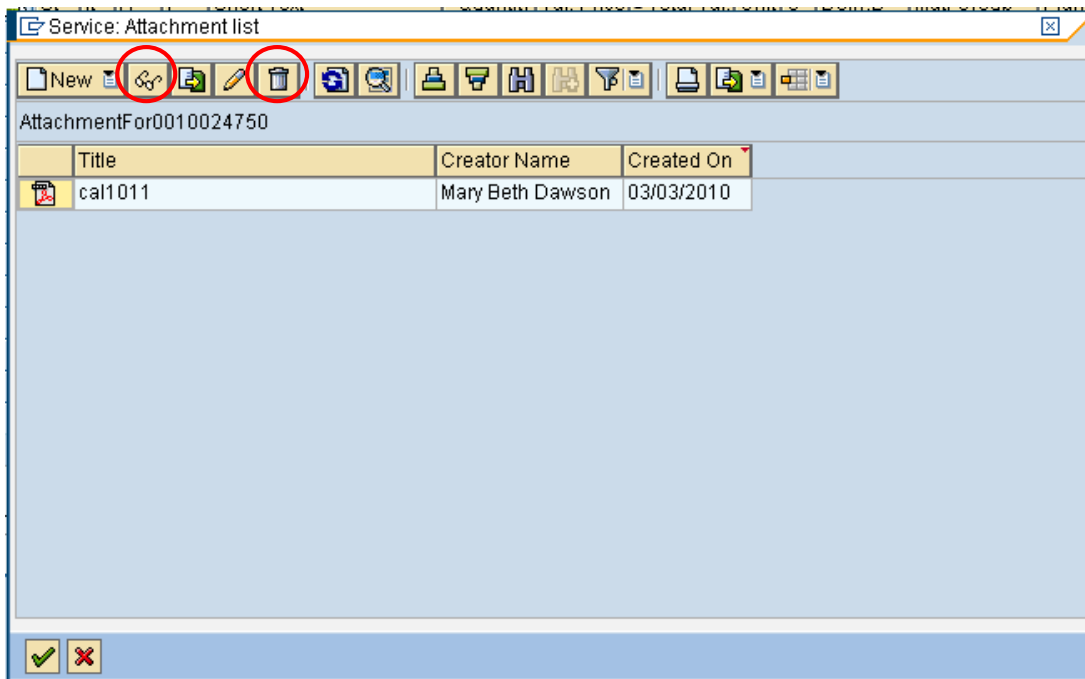


Attachment list will display all electronically attached documents of the PR.

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



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



FI – Purchase Requisitions

Release Strategy for Grant and Non-grant Requisitions

The release strategy for purchase requisitions has been updated. Please view the below table for required approvals.

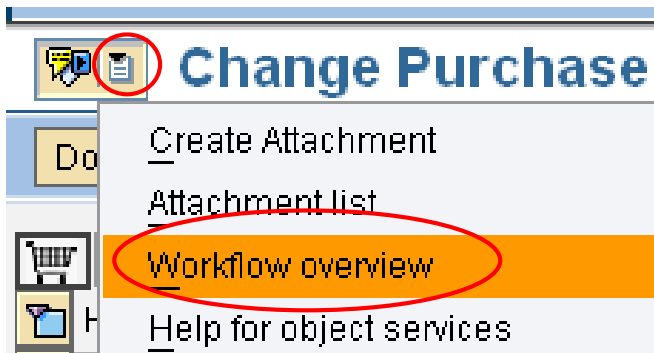
Note: Duplicate approvals by the same user are eliminated, resulting in approving the requisition only once. Single approval by requisitioner will be reviewed by Procurement Services.

Purchase Requisition Approval Process Beginning early July, 2015								
Type	Dollar Value	Acct Assignment Category	Strategy	Approval levels				
				1st	2nd	3rd	4th	5th
Grant	<20000	L	G1	PI - Code 05	Users in Grants Accounting Work Center - Code 10			
	>=20000	L	G5	PI - Code 05	Users in Grants Accounting Work Center - Code 10	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Project with funded program (fund center starts with 296)	500-19999	F	P1	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	P5	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Project, no funded program (fund center starts with 296)	500-19999	K, R	R1	Responsible person on fund center - Code 20				
	>= 20000	K, R	R5	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35	
Funded Program/internal order	<5000	F	I1	Responsible person on funded program - Code 15				
	5000-19999	F	I4	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20			
	>= 20000	F	I8	Responsible person on funded program - Code 15	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35
Fund Center	500-4999	K, R	C1	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25			
	5000-19999	K, R	C4	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30		
	>= 20000	K, R	CB	Responsible person on fund center - Code 20	Responsible person on Department (6 digit) node - Code 25	Responsible person on Dean (4 digit) node - Code 30	Responsible person on VP (2 digit) node - Code 35	
Duplicate approvals by the same user are eliminated								
Single approval by requisitioner will be reviewed by Procurement Services								

Workflow Overview

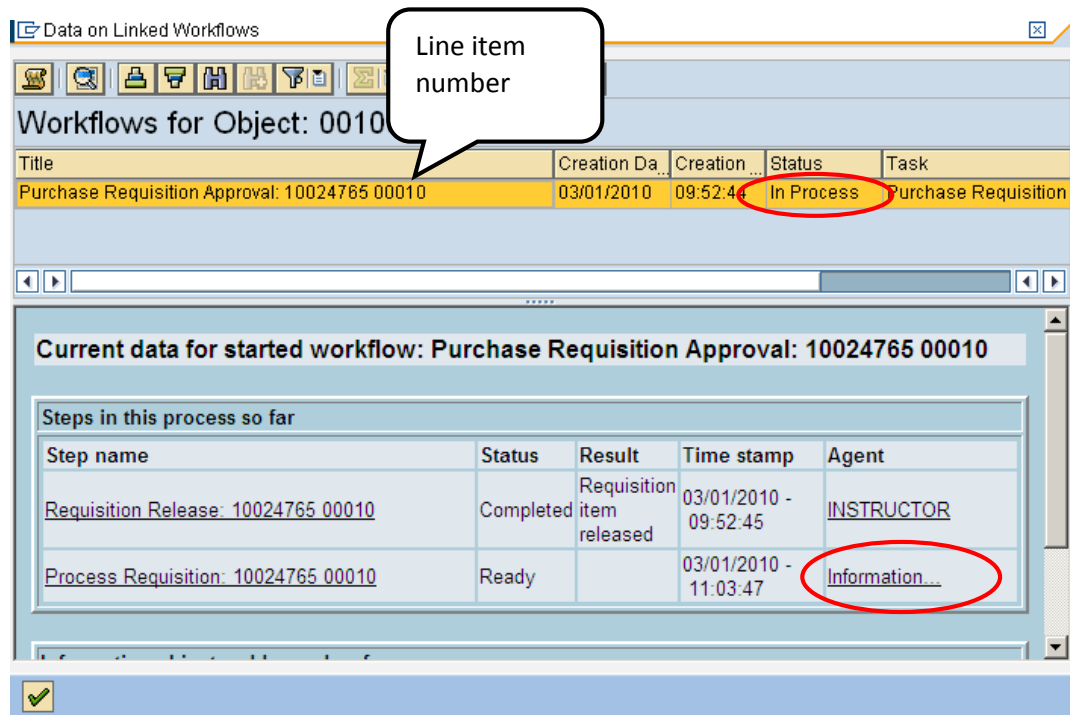
You can view the release strategy progress for any line item requiring approval with the Workflow overview selection.

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

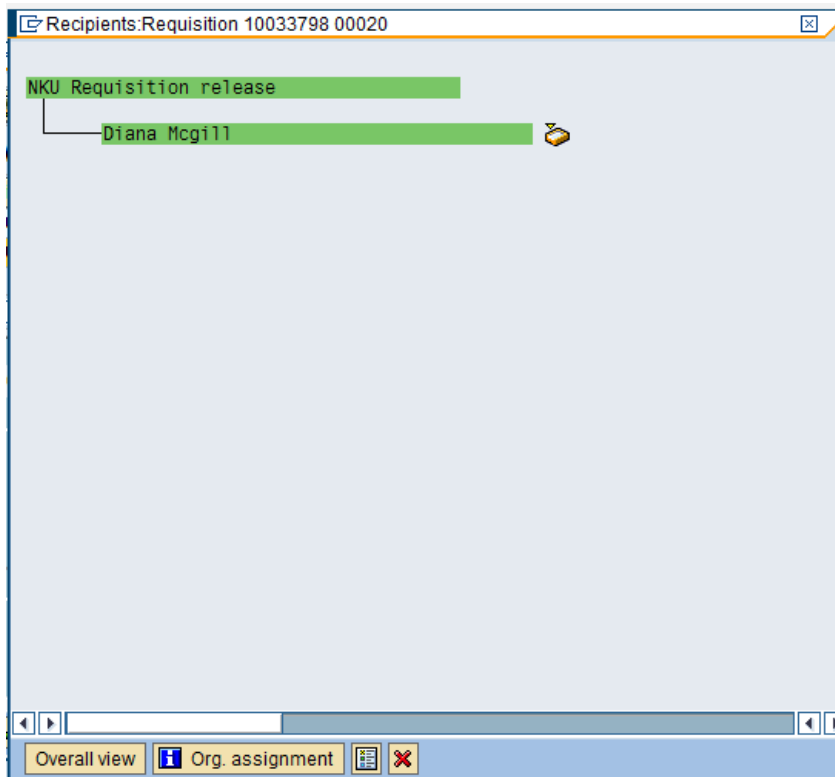


You can view the workflow progress for any line items that have a release strategy.

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



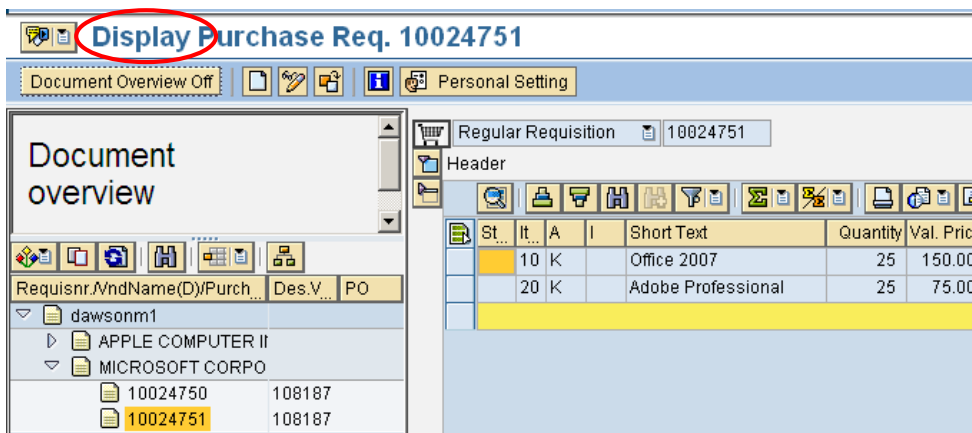
The Approver's Inbox displays.



Display a Purchase Requisition

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

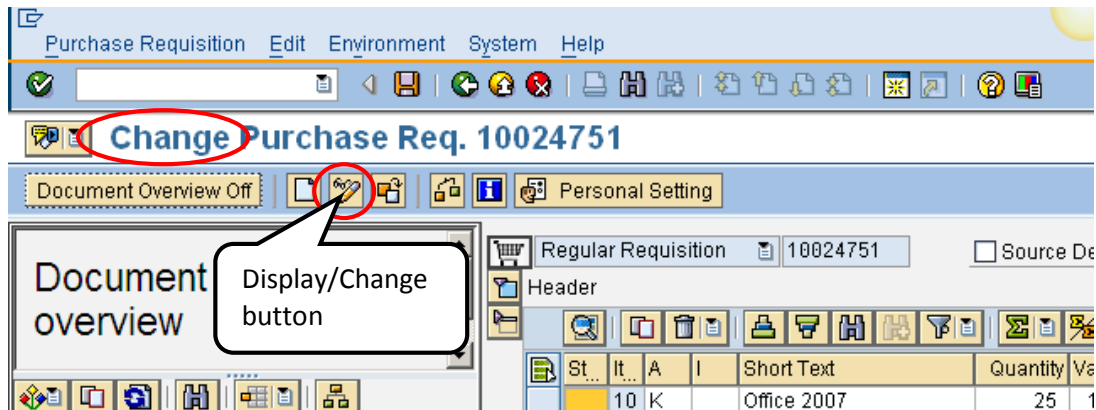
Locate the PR to display within the Document Overview. Double-click on the PR number to display the details to the right. All fields are a blue color because none of the information can be modified within display status. Also notice the title bar: "Display Purchase Req. #." Remember that you cannot attach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



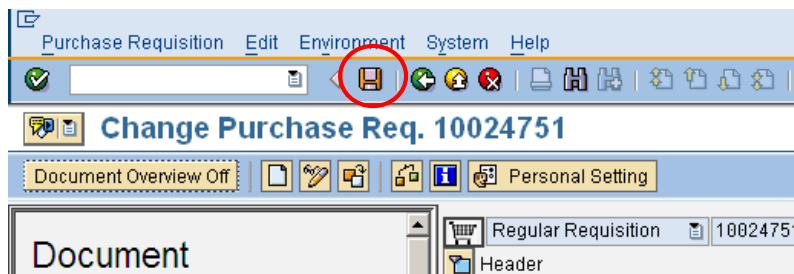
Maintain a Purchase Requisition

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.

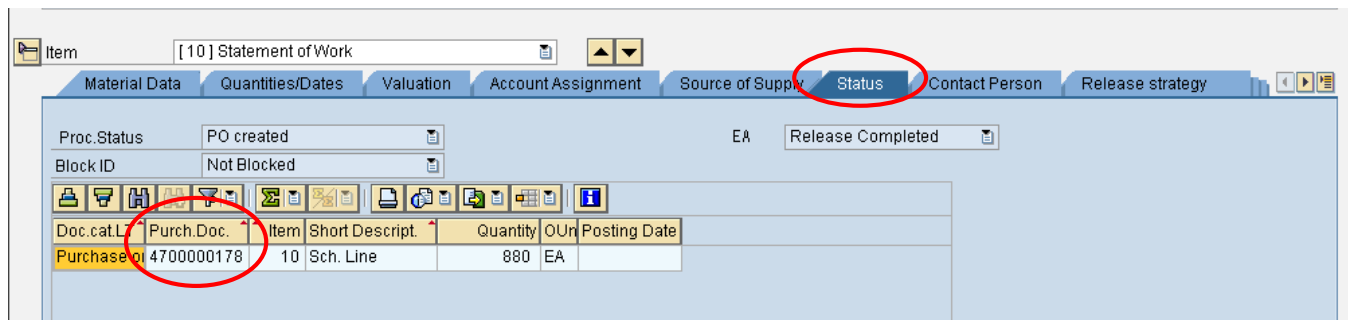
4. Add or update the Header note.
5. Make any necessary changes, such as quantity, price, amount, etc.
6. Click Save to receive a new PR #.

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

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.



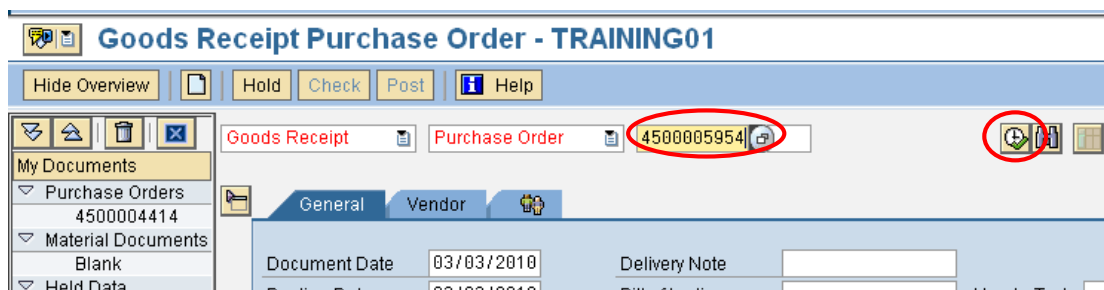
Create a Goods Receipt

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, prepaids, 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.

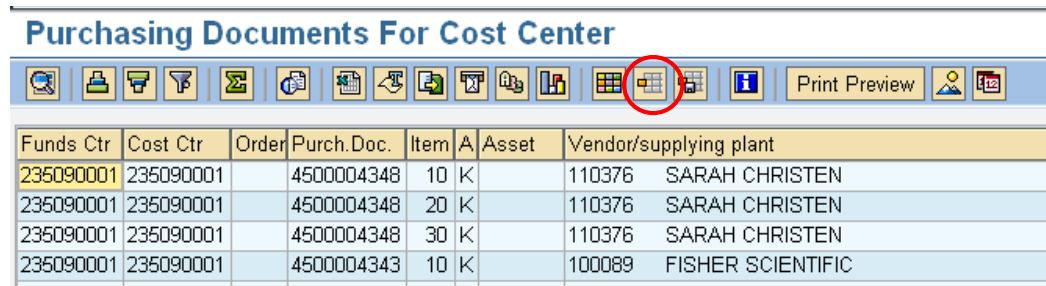
The screenshot shows the SAP ZME2K transaction screen. The title bar reads 'Program Edit Goto System Help'. Below the title bar is a menu bar with icons for various functions. The main area is titled 'Purchasing Documents per Account Assignment'. Below this title is a toolbar with icons and a 'Choose...' button. The main form contains several fields for selection criteria, each with a 'to' field and a selection icon. The fields are: Cost center, Order, Asset, Document Type, Account Assignment Category, Delivery Date, Document Number, Vendor, Document Date, and Vendor Name. The 'Cost center' field is highlighted with a red circle.

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

The screenshot shows the SAP ZME2K transaction screen. The title bar reads 'Program Edit Goto System Help'. Below the title bar is a menu bar with icons for various functions. The main area is titled 'Purchasing Documents per Account Assignment'. Below this title is a toolbar with icons and a 'Choose...' button. The main form contains several fields for selection criteria, each with a 'to' field and a selection icon. The fields are: Cost center, Order, Asset, Document Type, Account Assignment Category, Delivery Date, Document Number, Vendor, Document Date, and Vendor Name. The 'Cost center' field is highlighted with a red circle. Below the main form is a section titled 'Dynamic selections' which contains a list of selection criteria. The 'Funds Center' field in this section is highlighted with a red circle.

- 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:

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: [Previous] [Next] [Search] [Previous] [Next]

Buttons: [OK] [Cancel]

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.

Purchasing Documents For Cost Center						
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.

Define Filter Criteria

1st Step: Define the Filter Criteria

Filter criteria

Column Name

- Still to be invoiced (qty)
- Still to be invoiced (val.)
- Currency
- Order Unit

Column Set

Column Name

- Funds Center
- Order
- Cost Center
- Purchasing Document
- Item
- Acc. assgt quantity
- Vendor/supplying plant**
- Document Date
- Activity Type
- Short Text

4. Click Determine Values for Filter Criteria.

Define Filter Criteria

1st Step: Define the Filter Criteria

Filter criteria

Column Name

- Still to be invoiced (qty)
- Still to be invoiced (val.)
- Currency
- Order Unit
- Vendor/supplying plant**

Column Set

Column Name

- Funds Center
- Order
- Cost Center
- Purchasing Document
- Item
- Acc. assgt quantity
- Document Date**
- Activity Type
- Short Text
- Order Quantity

2nd Step: Determine Values for Filter Criteria

FI – Purchase Requisitions

- Click the Match code button for vendor and select from the list.
- 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

- 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

- When a requisition line item is completely approved by all in the workflow, the creator receives a notification.
- When a requisition line item is rejected or deleted in workflow, or deleted in ME52n, the creator and all approvers receive a notification.
- 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.