

## Document Overview

Transaction Code: ME51N

### Location(s):

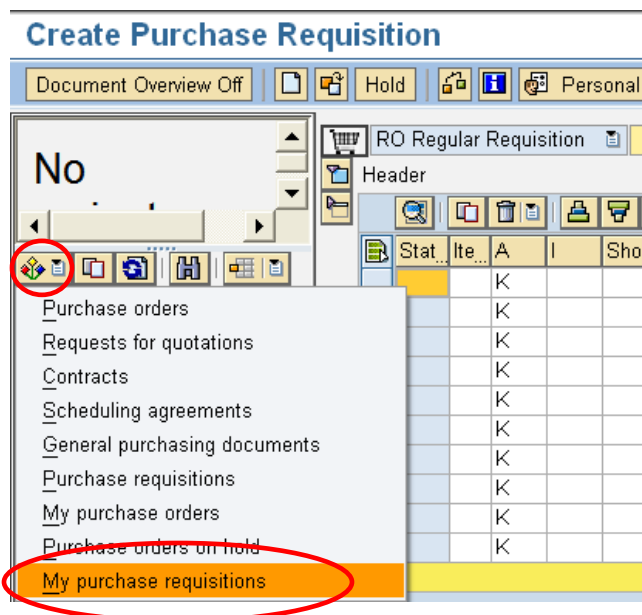
#### SAP GUI

**Purpose:** 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).

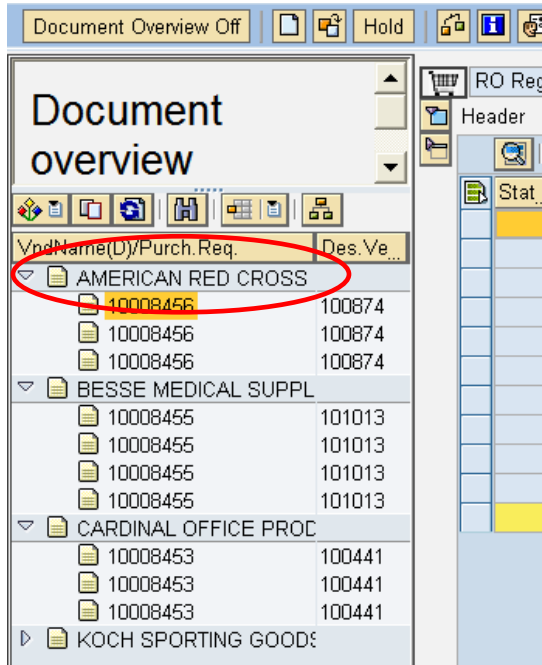
1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ME51N.
5. Click Enter.



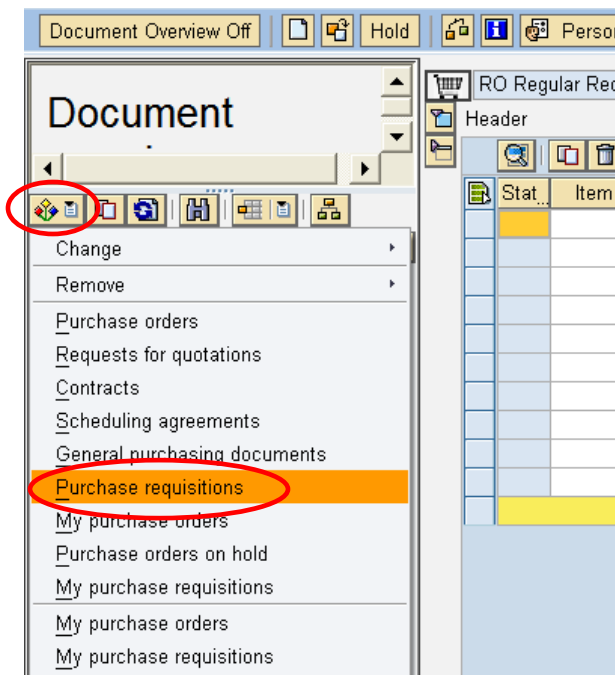
6. Click the Selection Variant drop-down button to view a menu of choices.
7. To display purchase requisitions that you create, choose My purchase requisitions.



8. The information will display by Vendor name. Click on the appropriate vendor to display the corresponding purchase requisition number.



9. To search for requisitions, click the Selection Variant drop-down button
10. Choose Purchase requisitions.



11. A search area will appear to populate as needed. Common searches include requisitioner or desired vendor number.
12. Complete the search criteria.
13. Click Execute.

Program Edit Goto System Help

**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="training01"/>	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"/>	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"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Material	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	

14. If requisitions are found to meet the search criteria, they will display in the Document Overview.
15. Double-click on a requisition to display the details to the right.

Purchase Requisition Edit Goto Environment System Help

**Display Purchase Req. 10008460**

Document Overview Off Personal Setting

RO Regular Requisition 10008460

Header

Stat	Item	A	I	Short Text	T	Quantity	Valn Price	Total Value	Unit
	10	K		First Aid / CPR / AED Workbo		10	86.00	860.00	EA
	20	K		CPR simulators		5	460.00	2,300.00	EA
	30	K		AED simulators		5	210.00	1,050.00	EA

Item 1 [ 10 ] First Aid / CPR / AED Workbooks

Material Data Quantities/Dates Valuation Account Assignment Source of Supply Sta

AccAssCat K Cost center Distribution Single account assignment CoC

Unloading Point Recipient

G/L Account 550005

Business Area 100

CO Area NK01

Cost Center 235110055

Fund 0132100100 Grant 4000198

Functional Area 0202

Funds Center 235110055 Commitment Item 550005

Document

VndName(D)/Purch.Req. Des.Ve... PO

- AMERICAN RED CRC
  - 10008460 100874
  - 10008460 100874
  - 10008460 100874
- BESSE MEDICAL SU
- CARDINAL OFFICE F
- KOCH SPORTING GC

16. It is possible to use a requisition created by another user as a template for a new requisition.
17. Click Create new button (a blank form will appear).
18. Click and drag the appropriate requisition number and drop on the Shopping cart button.

**Note:** Change any fields that will need modified for the new requisition including requisitioner. After completing the necessary changes, click Save.

