What's New with Requisitions and Release Strategy?

Transaction Code: ME51N

Location(s): SAP GUI and Universal Worklist Tab

Purpose: To improve internal control and efficiency related to the Purchase Requisition initiation and workflow processes. The changes will take effect on October 29, 2014. In order to implement these changes, users will not be able to create or approve requisitions on October 27 and 28, so please review your needs and plan ahead. Any in process purchase requisitions on October 27 will be restarted in the new approval process.

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Changes to Purchase Requisition (SAP GUI):

- Account Assignment
  - Click the match code to view compatible categories for NKU.
    - Initiators should generally select Order, Cost Center, or Grant

    Note: Select the Grant option if paid by grant monies. The grant number field will not display if the code for Grant is not selected.
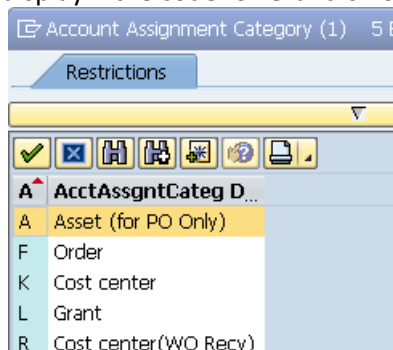
- Release strategy tab will now display the wording "Waiting for approval".

- Release strategy tab will display all required approval levels for that specific purchase requisition.


- Placing a Purchase Requisition on Hold will no longer launch Workflow.
 - Workflow will only launch after the requisition is saved.

- As part of the internal control improvements; effective with these changes, anyone designated as a substitute approver will not have the ability to create requisitions.

Rejection Process:

- Specific Reason for Rejection on Text tab.
  - Must enter the reason before taking action on the Release strategy tab.
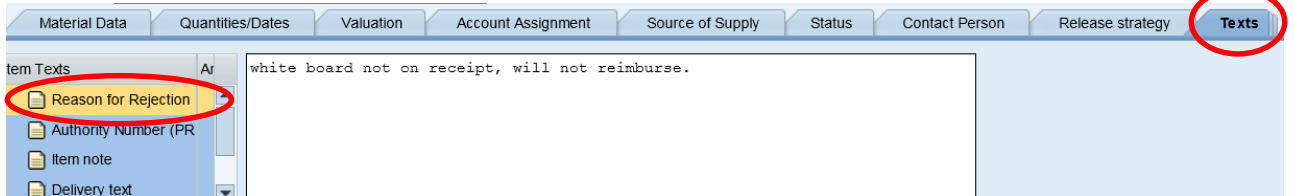
- Select the Release strategy tab and click the Reject icon to reject the line item.
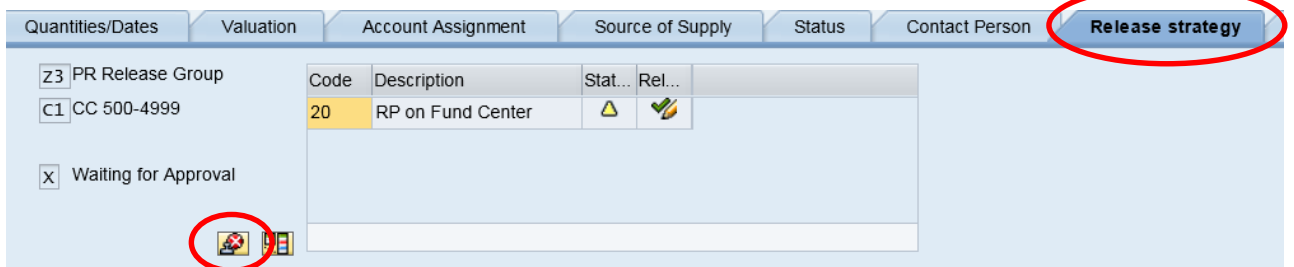
- Click Save at the top of the screen to retain the Reason for Rejection and launch Workflow back to the requisition creator for action.

- When 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.
  - o Displays on Tasks tab in UWL.

  - o Click the subject to open the transaction.
  - o Update the requisition as required, including updating the Header note.
  - o Click Save.

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.

Workflow (Universal Worklist):

The enhanced Workflow allows for any approver to create attachments as well as view attachments. Additionally, if the requisition is rejected, the rejection notification (if provided) may be seen by everyone that would have touched the Workflow.

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.

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
Fund Center	500-4999	K, R	C1	Responsible person on fund center - Code 20				
	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	C8	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	500-4999	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
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	

Account Assignment Descriptions:

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.
Order	Also known as a Funded Program or 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)
Cost center	Also known as Funds 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)
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)
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.