

SAP Requisitioning

How to Enter Requisitions for Goods and Services Directly into the Materials Management Module of the SAP R/3 Financial System

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Online Requisitioning in the SAP Financial System

A requisition defines the need for a material or service. It is the primary instrument for identifying materials or services that must be procured outside the university. It authorizes the Purchasing department to purchase materials or services in specific quantities within a specified time frame. It is an internal document and is not used outside of the university. Vendors cannot be authorized to ship materials or deliver services with just a requisition number. The last step in the purchase requisition process is a check on budget availability. If the funds are not available, the purchase requisition cannot be created; however, the requisition can be put in a "held status" and finalized when the appropriate budget is available. Funds are encumbered (committed) when the requisition is saved.

Approval Process

A purchase must be approved by the appropriate cost center manager(s) prior to entering the requisition in SAP. This approval must adhere to the following requirements:

- The approval must be in writing and if in E-Mail format, must originate from the Cost Center manager(s)
- The approval must summarize what is being purchased
- The approval must indicate the total dollar amount to be committed
- The approval must indicate what cost center(s) is/are to be charged for the expense
- A hardcopy of the approval must be retained in the department's files for a period of three years and made available for audit upon request.

Information You Must Have Before You Start

Prior to signing into SAP to create a requisition, you need to assemble the following pieces of data related to the purchase.

- If you wish a particular vendor to be considered, the proposed vendor's name, address, phone, and contact person
- An accurate and complete description of what good or service you are purchasing, including quantities, units of measure, model numbers, pricing, etc...
- > The name of the person who is requisitioning the good or service
- A realistic delivery date
- The location to which the goods will be shipped by the vendor (Central Receiving, Schmucker Science, Direct Department, etc...)
- The building, room number, and person to which the good or service will be delivered (very important for goods delivered to a receiving dock)
- ▶ The GL account number for each item
- The SAP Cost Center number(s) and/or SAP WBS Element number(s) to be charged for each item
- > The SAP Material Group associated with each item

Procedure

Logon to the SAP system and enter ME51N in the command field.



Requisitions consist of three distinct sections which contain all of the data elements necessary for processing – the Header, the Item Overview, and the Item Detail sections. To expand a section use the 🖻 button that precedes the section. To collapse the section, click the 🖻 button.

Create Purchase Requisition	
Document overview on 📔 🖻 Hold 🔓 🏖 🖬 🛃 Personal setting	
Purchase requisition a Source determination	
Expand & Collapse Buttons	
Item [1] Blue Widgets Material data Quantities/dates Valuation Account assignment Source of supply Status Contact person Texts Delivery address	
Item texts Any Delivery text should contain information regarding special deliver instructions. This will print on the PO. Item note Item note Delivery text will print on the PO. Material PO text Item note	
Continuous-tex_B	

Header Section

The header section contains the header note field which is a text field limited to 2,749 characters The header note is for internal university use only and does not transfer to the purchase order. This section should be used to communicate additional information to Purchasing to enable them to process the order swiftly and accurately. Any pieces of information that should be communicated to Purchasing but are not part of the Item Overview or Item detail sections should be entered here. Standard Windows "Cut-Copy-Paste" functionality will work in this field.

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S
Create Purchase Requisition
Document overview on 🛛 🖻 📽 Hold 🛛 🚰 🚺 🛃 Personal setting
Purchase requisition Image: Source determination Image: Texts Image: Source determination
Any Headernote Any The desired vendor for this requisition has not been created in the financial system. Contact Person: John Widget; Phone: 610-436-9999 Company Name: Widgets R Us; Address:123 Windy Lane, West Chester, PA 19382
Continuous-text 👔

Examples of what to include in the Header Note

- Vendor Information for vendors not in the financial system
 - Vendor Name
 - Contact Person
 - Phone Number
 - Fax Number
 - o Address
 - o Email
- Processing Requirements
 - "Need check no later than mm/dd/yyyy"
 - "Send check to ..."
 - o "Vendor needs PO Number by mm/dd/yyyy"
- The Justification for the Expense What is the business purpose?
- Additional Information
 - o "Item(s) requisitioned are on sale at xxxxxx vendor until mm/dd/yyyy."
 - "Supporting documentation (i.e., quotes, vendor proposals, etc) has been sent by campus mail.

Header Notes - Specific Requirements for Certain Types of Expenses

Event or Service

- 1. Name and address of person performing the service
- 2. Social Security number or Federal EIN number
- 3. Date of event or service
- 4. Reason for event or service
- 5. Date check needed and justification of why payment is required in advance (if applicable)
- 6. Was the service performed (documentation)
- 7. Will you pick up the check? How is it to be sent?

Item Overview Section

The item overview section contains data relevant to the individual lines of the requisition, i.e., what you are purchasing, when you expect it to be delivered, how much does it cost, what vendor do you wish to purchase from, who is processing the requisition, etc. To enter information either click in or tab to the appropriate field, key in the data or select from a list of valid values. Fields that have look-up capability will have an icon like this in the requisit of the right side of the field when entered.

Pi	urch	ase Rec	quisition		Environment				1 (2 (3 (** 2	0 🖪						P
1		Cre	eate P	urcho	ase Requi	sit	ion										
	_				Hold	_		ersona	Setting								
						-		croona	Гостапь								
ΈЩ	PL	urchase	e requisiti	on	1			🗌 So	urce Deter	minatio	n						
	Hea																
2		3 1			10 12 13 1	2	0 % 10		ŭ 🛃 ŭ 🕫	10 🖪	🖻 🐕 💆 🤞	Default Value	s				
	B	Status	ltem	A	Short Text		Material	Group	Quantity	Unit	Valuation Price	ε Σ Total Value	Delivery Date	Des.V	Requested By	TrackingNo	Created by
	-r		1	К	Blue Widget	s	EDUCATI	ON-M	10	EA	7.57	75.70	03/31/2015		D. Fogg	OU812IC	75DFOGG
				К											D. Fogg		
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				К											D. Fogg		
												75.70					

The individual fields are described in the following table:

Required Fields	Description	User Action and Values	Comments
A	Account assignment category. Used to identify the cost assignment type.	Choose either "K" (Cost Center) or "P" (WBS Element / Project) to charge costs; if the item is to be split between both "K" and "P" funding then enter "X".	Required
Short Text	A short description of the good or service.	Enter a very short descriptor for the good or service. This is important in reporting views.	Required - 40 Characters Maximum
Material Group	Material Group	Material Group identifies the type of good or service you are purchasing. Choose from the list of valid values.	Required – See Appendix A for Listing of codes

Quantity	Quantity to be ordered	Enter number of units required. If the requisition is for a service that will be paid in partial payments, the quantity and valuation price should be reversed – Enter a quantity equaling the total \$'s and the valuation price of 1. In other words, instead of buying 1 service totaling \$950.00, you would buy 950 for a \$1.00 each.	Required
Unit	Unit of measure in which the requested material or service is to be ordered	Example: EA (Each), BX (Box), PKG (Package), FEE (Fee). For services use AU (Activity Unit). Choose from the list of valid values.	Required
Valuation Price	The cost per unit.	If the requisition is for a service that will be paid in partial payments, the quantity and valuation price should be reversed – Enter a quantity equaling the total \$'s and the valuation price of 1. In other words, instead of buying 1 service totaling \$950.00, you would buy 950 for a \$1.00 each.	Required
Total Value	Total Value	This will compute automatically based upon the quantity and valuation price.	
Delivery date	Date on which the goods are to be delivered or services are to be provided.	Enter date material or service is required. <u>This date also</u> <u>becomes the budget date of</u> <u>the transaction.</u> *** See note at bottom of this table concerning delivery date and encumbrances.	Required - Date format is mm/dd/yyyy. Press F4 to open a calendar.
Desired Vendor	Desired Vendor	Leave Blank	
Requisitioner	Requisitioner – The person who is purchasing the goods or services	Enter the person's name.	Can be set as a personal default.

Tracking Number	Tracking Number	This number can be used to track the Requisition and PO. It is a free text field that is 10 characters long. Use of this field is encouraged to allow you to track your purchasing requests easily.	Report ME5A can be run to report on Reqs by tracking number. Report ME2B can be run to report on PO's by tracking number.
Created By	Created By	Defaults from User ID	Defaults automatically.
PGr	Purchasing Group	Enter 750	Required. Can be set as a personal default.
Plant	Plant requiring material or service	Enter 75	75 = West Chester University. Can be set as a personal default.

*** Important Note concerning delivery date: The encumbrance of funds (availability checking) is performed for purchase requisitions and purchase orders based on the delivery date.

Item Detail Section

The item detail is information that further describes each line item, organized by tabs, with specific data on each of the tabs. Note that the item detail section will only show one line item at a time. To scroll through the lines, use the up and down pointing triangles next to the line text.

<u>Material Data Tab</u> - The information on this tab will default from the Item Overview section.

2	ltem	[1] Blue Widgets	Ē	
	Material Data	Quantities/Dates	Valuation Account Assignment	Source of Suprise Status Contact Person Texts Delivery Address
	Material		Short Text	Blue Widgets
	Material Group	00100	EDUCATION-MATLS_SUPP	
	Vendor Mat.			
				Line Scrolling

Item	[1] Blue Widgets		۵	• •			
Material Data	Quantities/Dates	Valuation Accou	int Assignment	Source of Supply Status	Contact Person	Texts	Delivery Address
Quantity	10	EA	Delivery Date	D 03/31/2015			
Quantity Ordered	Θ	EA	Request date	01/20/2015			
Open quantity	10	EA	Release Date	03/31/2015			
Closed			Pl. Deliv. Time				
Fixed ID			GR Proc. Time				

Quantities/Dates Tab - The information on this tab will default from the Item Overview section.

Valuation Tab- The information on this tab will default from the Item Overview section.

2	ltem	[1] Blue Widgets			Ē					
	Material Data	Quantities/Dates	Valuation	Account	Assignment	Source of Supply	Status	Contact Person Text	s Delivery Address	
	Valuation Price	7.57	USD	/ 1	EA	Total Value	75.70	USD		
6	Promotion Goods Receipt									
	✓ Goods Receipt ✓ Inv. Receipt									
	GR Non-Val.									

On the valuation tab you will need to choose whether the goods will be received on-line or not.

- If the goods are going to be delivered to any of the designated receiving points on campus then the Goods Receipt box should be checked.
- If the purchase is a service or the goods are going to be shipped directly to your department (Direct Department Delivery must be chosen on the Delivery Address Tab), then the Goods Receipt box should **NOT** be checked.
- The invoice Receipt box should always be checked. The GR non-valuated should not be checked.

<u>Account Assignment Tab</u>- The information on this tab will **NOT** default from the Item Overview section.

ltem [1] Blue Widgets		۵	▲ ▼			
Material Data	Quantities/Dates	Valuation Acc	count Assignment	Source of Supply S	Status Conta	ct Person Texts	Delivery Address
Ⅲ <u>*</u> <u>∩</u> A	ccAssCat Cost cen	ter 🗈 Dis	stribution Sin	gle account assignment	CoCode	State System o 🗈	
Unloading Point	201 Carter Drive, R	m 209	Recipient	Don Fogg			
G/L Account	660215						
Business Area	75						
CO Area	SSHE						
Cost Center	7511003100						
Profit Center	75						
Fund	7511001000		Grant	NOTRELEVANT			
Functional Area	6200						
Funds Center	7511003100						
Earmarked Funds			Commitment Item	660215			

The unloading point (required) is the final destination for the goods /services – typically a building and room number.

The Recipient (Required) is the person on campus to whom the goods should be delivered.

The G/L Account No. must be entered, example: 660215, Computer Components & Supplies

The use of proper G/L accounts is extremely critical to the financial reporting of the university. These accounts classify expenditures into categories such as travel, supplies, postage, etc. Due to external financial reporting requirements, please use only accounts beginning with a '6' when completing requisitions and payment request forms. The 7xxxx series of accounts have been removed from the crosswalk. If you have used the 7xxxxx series accounts in the past, please be advised that there is no difference on the impact of budget availability by using the 6xxxx series of accounts.

An updated listing of SAP GL account codes is available online (<u>Our SharePoint site</u>) to help you determine which account to use for requisitions. This list contains very descriptive accounts available to you, so we encourage you to use it as a reference tool. Some examples of suggested accounts for common purchases would be:

Books (non-library) – 608120 Educational supplies – 660300 Furniture – 660130 Lab supplies – 660315 Office equipment – 660125 Office supplies - 660100 Software – 620200

Please note that the Accounting office may use the 7xxxxx account if determined that a purchase is considered a fixed asset.

Please contact Trixia Santiago at extension 2334 with any questions on the appropriate use of GL Accounts.

The Cost Center must be entered, Example: 7511003100, Finance and Business Services.

The Profit Center, Fund, Functional Area, and Fund Center will default after entering the Cost Center. If you change the Cost Center you need to erase the functional area so that it will automatically update.

If the item was entered with a P (Project) in the Account Assignment field in the Item Overview, the Account Assignment Tab will display differently and will request a WBS Element instead of a Cost Center.

Split Distributions – Multiple Account Assignments

In those cases when a single item is to be charged to multiple cost centers and/or WBS elements, use the Multiple Account Assignments button.

If the split is to be between just cost centers, set the AccAssCat field to cost center. If the split is between projects, set the AccAssCat field to Project. If the split is to be between a mix of cost centers and projects, set the AccAssCat field to All aux. acct. assgts.

Select the Distribution – Distrib. on Quantity Basis or Distribution by Percentage Select the Partial Invoice – Distribute Proportionally

Item			[1]E	lue Widg	ets					-	
Material data Quantities/dates Valuation Account assignment											ofsu
2		₩	AccAs:	sCat Co	Distributio	on	Distrib. on	quantity basis	۵		
_							Partial Inv		Distribute	Proportionally	۵.
	BS.	. S.	Quantity	Perce	Cost Ctr	Gí	'L Acct	Bu	Commitm	Funds Ctr	
		1	5.000	50.0	7511005000	66	0100	75	660100	7511005000	
		2	5.000	50.0	7511003100	66	0100	75	660100	7511003100	

<u>Source of Supply</u> - The information on this tab will default from the Item Overview section.

Item [1]	Blue Widgets	٥	A V		
Material Data Q	uantities/Dates Valuation	Account Assignment	Source of Supply Stat	us Contact Person Texts	Delivery Address
Agreement	3	Purch.Org.	LOCL	Order Unit	
Fixed Vendor				Suppl. Plant	
Info Record					
Desired Vendor					
		Vendor Material No.			
Assign Source	e of Supply				

No data entry in necessary on this tab.

Status	

2	Item [1 Material data] Blue Widgets Quantities/dates	Valuation	L. Accounts	ssignment	Source of sup	ply Status	Contact person	Texts	Delivery address	1
	Material Uata	Guannies/uates	Valuation	Account a	issignment (Source of Sup	piy otatus	Contact person	TEALS	Delivery address	
	Processing stat	Not edited	Ē.	Ordered	0	EA	Active	Ē			
	Block	Not blocked	Ē	Block Text							

No data entry in necessary on this tab. This tab will include the PO number once the requisition has been transitioned into a purchase order.

Contact Person - The information on this tab will default from the Item Overview section.

ttem [1] Blue Widgets		ē 🔺 🔻	·				
Material Data	Quantities/Dates 🖊 Valua	ition Account Assign	ment Source	of Supply 🚺 Status	Contact Person	Texts	Delivery Address	
Created by	DonaldE Fogg		Changed on	01/20/201	5			
Crea. Ind.	Realtime (manual)	1						
Requisitioner	D. Fogg	Tracking Number	0U812IC					
Purch. Group	750 West Chester	Telephone	610-436-1019	Fax Number 6	10-436-2637			
MRP Controller								

No data entry in necessary on this tab.

<u>Texts</u>

The Texts tab allows the user to enter data specific to individual requisition lines. There are three different types of text:

Item Text – The Item Text type will be transferred to the Purchase Order. This is where information specific to the item can be entered, i.e. model #'s, colors, etc...
 <u>Delivery text must be filled in on the last item of Direct Department</u>
 <u>Delivery orders</u>. This will print on the PO.

2	Item [1] Blue Material data Qua	Widgets antities/d		
	Item texts Item text Item text Item note Delivery text Material PO text	Any	The Item Text type will be transferred to the Purchase Order. This is where information specific to the item can be entered, i.e. model ≇'s, colors, etc	
		••	Continuous-tex a	

• Item Note - The Item note type of text entry will NOT transfer to the purchase order. This type can be used for communicating information to the Purchasing Buyer that you wouldn't need printed on the Purchase Order sent to the vendor.

2	l Ite		
		Material data Quantities/d Item texts Any Item text Item note Delivery text Material PO text ()	ates Valuation Account assignment Source of supply Status Contact person Texts Delivery address The Item note type of text entry will NOT transfer to the purchase order. This type can be used for communicating information to the Purchasing Buyer that you wouldn't need printed on the Purchase Order sent to the vendor. Continuous-tex Image: Continuous-tex

Delivery Address

htem [1] Blue	e Widgets 🛛 📓	
Material data 🛛 Qu	antities/dates 🛛 Valuation 🔓 Account ass	assignment Source of supply Status Contact person Texts Delivery address
Title	1	Address details
Name	West Chester University	
	of Pennsylvania	
Street/House number	821 S. Matlack Street	
Postal code/City	19383 West Chester	Address
Country	US USA	Customer
		Vendor SC vend

The Delivery Address tab defines where the vendor should send the merchandise if it is to be shipped to one of the receiving units on campus. The following values are available:

Delivery Addresses - Ship To Locations	Code
Central Stores – 821 South Matlack St – This is the default address	222714
Facilities – 201 Carter Drive	223840
Schmucker Science, 750 S. Church Street	223842
South Campus – 855 S. New Street, Rm 118	223838
Graphics & Printing	223839
Direct Department	297354

The default delivery address for all orders is Central Stores. To change the address to one of the other values, enter one of the codes above in the address field. To update the screen you can click the check button.

For items that are being delivered by the vendor directly to your department, a delivery address of Direct Department should be utilized.

For service orders a delivery address of Direct Department should be utilized.

If Direct Department is utilized as the delivery address then an entry must be made in the Item Text of the last item on the requisition!

The location address for the delivery must be fully explained here, i.e., Department, Building, Room, City, State, Zip, Contact Person.

Completing the Requisition

To check the Requisition to make sure that data has been entered correctly, hit the Check Button.

This will then validate the data, and if any errors are found you will be presented with a message. The message below indicates that the Requisition failed Availability Control (Budget checking).

년 Messages		
Typ Message text	LTxt	Ту
Availability control: Xvailability control: Item 001 7511003100 /605110 4000 payment budget exceeded	3	I E
	Δ	

In this case, you can click the Hold Hold button and the system will assign a number to the Requisition on hold. The lower status bar will give you a message similar to the following:

Purchase requisition put on hold under the number 0010129850

You would then need to contact the requestor to have the budget issue resolved.

Releasing Purchase Requisitions on Hold

Once the budget problem is resolved, open the requisition using transaction ME52N. When you first open that transaction, it will take you directly into the last requisition you reviewed.

To select a different requisition, click the "Other Requisition" Button \square and enter the requisition number you wish to update. Once the held requisition is on the screen, just click the Save button to re-run availability control. If the budget issue was corrected, the requisition will save with no error message (using the same requisition number as before).

Payment Budget Almost Exhausted

If the requisition dollar commitment places your cost center in the last 20% of the budget, SAP will issue the following message:

🗁 Messages			
Typ Message text	LTxt	Ту	
DocHeader Availability control: L A Item 001 7511003000 /660100 6140 payment budget almost exhausted	0	I W	
		-	•••
🖌 🦉 Edit 🔞 🎸 🖌 🔸 🕨 🛪 🎏 🚍 🖶 🔁 🖽 🔛 👜 0 🕱 0		1 🖸 2	

This is only a warning! You can still save the requisition and Purchasing can process the purchase order.

If no errors are found, you will receive the following message in the lower status bar:

```
🕝 No messages issued during check
```

You can then save the purchase order by clicking the save \square icon.

The lower status bar will then show you the Requisition number assigned.

🞯 Purchase requisition number 0010175432 created

Printing a Requisition



Multi-line Requisitions

When entering a multi-line order, enter the first line completely (Item Overview AND Item Detail sections). Then click on the box at the beginning of the line and then click the Copy button. This will copy the entire set of data (Item Overview AND Item Detail sections) to a new line thereby saving you from having to enter everything again. Just change the items on the new line that are different.

Purchase requisition 🗿 18147858	Source determination						
	20 %0 2 🖓 0 🖣 0 🕫		2 2 0	🚰 Default values			
St Item Shot text	Matl group Quantity Unit Val				Des Requisitioner	TrackingNo	Created b
1 Designar CTsw Light Sport Pla	ane AIRCNA 4 EA	94,500.00	94,500.00 0	7/27/2007 K	Don Fogg	3000_07_01	75DFOGG
			0.00		Don Ford	<u> </u>	•
		0.00	0.00	Clic	k to Delete		
	2. Click to Copy		0.00	the	Entire Line		
	the Entire Line	0.00	0.00				
1. Click to Select		0.00	0.00		Don Fogg		
Entire Line		0.00	0.00		Don Fogg		
		0.00	0.00		Don Fogg		
		0.00	0.00		Don Fogg		
		0.00	0.00		Don Fogg		•
							- • •

You can also delete entire lines by selecting the line and clicking the Trashcan (Delete) button.

Entering Default Values

Default values for each user can be established (and normally will be at time of initial training) so that data that is consistent for ALL requisitions from a specific user will be automatically entered.

Enter Transaction Code ME53N – Display Requisition.

In the application toolbar click Personal setting...

Document overview on 📔 🖷 Hold	🔓 🚰 🚺 🛃 Personal setting
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The Personal Settings dialog box will appear – select the Default Values Tab – then click the More Fields button. In the "Hidden Fields" section of the dialog box, click on the box at the beginning of these rows to highlight the lines: Acct Assignment Cat., Currency, Document Type, Item Category, Plant, Purchasing Group, Requisitioner – then click the small arrow pointing to the left to move these rows into the Line 1 box. Then click the Copy Button.

⁻ Change layout								×
Line 1								
Display fields				_		Hidden fields		
Column content	Pos.	Leng	Σ			Col. content	Lngth	
Document type	1	4				Source determination	1	
Plant	2	4		•		Storage Location	4	▼
Acct assignment cat.	3	1		ш		Req. Tracking Number	10	
Currency	4	5			₩	Material Group	9	
Purchasing group	5	3				Deliv. date category	1	
Item category	6	1				Delivery date	10	
Requisitioner	7	12				MRP Controller	3	
					A	Purchase order price	1	
						Promotion	10	
						Supplying plant	4	
				F				T
·	_							
Line width		38				a 7 6 6		
List width		38						
🖌 Copy 🛐 💥 📴 🗙								

Basic settings	Default values	
Document type	Purchase requis	iti 🖹
Purch, group	West Chester	۵
Item category	Standard	Ē
Acct.assig.cat.	Cost center	Ē
Plant	75	
Requisitioner	Your Name	
Currency	USD	

On the Default Values tab enter the information as displayed below.

Document Type = Purchase Requisition Purchasing Group = West Chester Item Category = Standard Acct. Assig. Cat. = Cost Center {if you will be entering requisitions mainly from a WBS element, the Acct Assign. Cat. should be set to Project instead of Cost Center} Plant = 75 Requisitioner = Your Name {Optional} Currency = USD

Finally, click on the Save icon 🕒 to save your defaults.

These defaults can be overridden at the time of requisition creation. Rule of Thumb – If the value you enter changes depending upon the individual requisitions you are entering, it is better NOT to set is as a default – this will result in less data errors.

<u>Line Item Defaults</u>

Defaults can also be established at the line item level. Click Default Values on the Line Item toolbar.



Layout Defaults

The display of the item overview section of the requisition can be set so that the data entry is easier and consistent across users. To do so, follow these directions:

In the line item toolbar, click the Layout settings button.



On the Choose Layout dialog box select the /75REQUIS Layout...

🖙 Choose layou	t	×
Layout setting	NI D	
Layout	Layout description	Default setting
2DEFAULT	Purchase Requisition Item Overview 2	
/60MTRREQ	Millersville Material Requisition	•
/60SVCREQ	Millersville Service Requisition	
/75REQUIS	West Chester Requisition	
/ADEFAULT	Poshase requisition item overview	
/BEST	Purcha s requisition item overview	
/DEFAULT	Purchase Nisition item overview	
/EUP_PRLAY	Edinboro PRed out	
/SSHE PRPR	Assign Regs to buy 10 not change	
/SSHE MATE	SSHE PR Materials defanot ch	
ISSHE PR	SSHE PR Default - do not ch	✓
••		
	Se	lect this Layout
🖌 🗙		

This will import the layout into your current screen.

Now click the Layout Settings button on the right side... and Select Save Layout from the dropdown list.

In the Save layout dialog box enter the information as shown below and click the Green Check.

C Save layout		
Layout Alayout descr	iption	Default setting
Save layout	275-REQ	
Name:	WCU Requisition Default	
	✓ User-specific	✓ Default setting
✓ ×		

Save Layout = Z75-REQ Name = WCU Requisition Default Default Setting = Check Box

This will save the layout as your default and you won't have to do this again!

Requisitioning and Parameter IDs

The SAP Materials Management module is being modified to make "unloading point" and "recipient" on the Account Assignment tab <u>required</u> fields.

	Material Data	Quantities/Dates	Valuation / Accoun	t Assignment Source of
	AccAs	sCat Cost center	Distribution	Single account assignm 🖹
<	Unloading Point		Recipient	

This means that you will be required to fill in these fields in order to save the requisition. As a requisitioner, you have the option of either manually filling in these fields for each line of a requisition or defaulting the value automatically. Unloading Point and Recipient can both be set with default values by utilizing parameter IDs.

A parameter ID can be utilized to set a default value so that a particular field is automatically filled in when data entry is performed in SAP. When a default value is utilized, you still have

the ability to override it for a particular document and <u>should do so when the default is not</u> <u>appropriate for that particular requisition line</u>. For documents where the account assignment is split, the unloading point and recipient is required on each split accounting entry.

ſ	Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Deliv																		
	2		1		AccAss	Cat	Cost center	Ē	Distrib	ution	Distributio	on by percenta	Ē	CoCode	State Sy	ste	🖻		
									Partial In	IV.	Distribute	Proportionally	∎						
) <mark>S</mark> .	S.	Quar	ntity	Per	Cost Ctr	G/L	Acct	BusA	Commitment	Funds Ctr	Fun	d	Function	1	Inloading Point	Recipient	
			1	0.50	0	50.0	7511003100	6202	210	75	620210	7511003100	751	1001000	6200	2	01 Carter Dr., Rm209	Don Fogg	
			2	0.50	0	50.0	7511003130	6202	210	75	620210	7511003130	751	1001000	6330	4	01 Carter Dr., Rm209) Don Fogg	/
5																			

Many of the available parameter IDs have already been created for you as part of the initial set up of your profiles.

Parameter ID	Parameter Value	Short Description
BUK	SSHE	Company code
CAC	SSHE	Controlling Area
EKG	750	Purchasing Group
EKO	LOCL	Purchasing Organization
EXP	Х	Expert in Drilldown
FIK	SSHE	FM Area
FWS	USD	Currency Unit
GCC	SSHE	G/L Company
GSB	75	Business Area
KGK	PURC	Vendor Account Group
KPL	SSHE	Chart of Accounts
WRK	75	Plant

To add additional parameter IDs utilize the following navigation steps:

Via the SAP	menu path:	System >	User profile >	• Own data
-------------	------------	----------	----------------	------------

Menu Edit Eavorite	tystem <u>H</u> elp		
8 E C	Create Session		82 12 🕰 😫 📰 🖉 🕼 🗗
SAP Easy Access	En <u>d</u> Session		
SAF Easy Access	User Profile		Hold Data
🖪 🔳 🏷 i 🐺 👪 🖉 i 🗲 i	Serv <u>i</u> ces		Set Data
	Utilities		Delete Data
Favorites ME51N - Create Purchase	Lis <u>t</u>		Own Data
ME51N - Change Purchase	Services for Object	1	Expand <u>F</u> avorites
K ME53N - Display Purchase	My <u>O</u> bjects	· TT	
🗰 ME5A - Purchase Requisiti	Own Spool Requests		The second statements
ME5K - Requisitions by Acc	Own Jobs		A State of the second second
ME2K - Purch. Orders by Ad	Short Message		Tells and the second
 MELB - Purch. Transaction: ZM08 - Vendor List by Univ 	Status		
ZBUDSTAT EX CF - Exp B	Log off		And the second sec
ZFM01 - BCS Reports - FC,			and the second
ZFM01_EXP - BCS Reports	- FC, Exp Only		

This will open the Maintain User Profile screen. Click on the Parameters tab.

ast Changed On						
	75USER03	05/10/2010	07:54:25	Status	Saved	
Address D	efaults Paran	neters)			
Parameter						
Parameter ID		eter value	Short Description			
BUK	SSHE		Company code			
CAC	SSHE		Controlling area Purchasing group			
EKG	750					
EK0	LOCL		Purchasing organization			
EXP	×		Expert in drilldown reporting (no longer needs all in			
FIK	SSHE		FM: FM area			
FWS	USD		Currency unit			
	SSHE		G/L company			
GCC			Business area			
GCC GSB	75		Vendor account group			
	75 PURC		Vendor account	t group		
GSB			Vendor account Chart of accourt			
GSB KGK	PURC					
GSB KGK KPL	PURC	qq	Chart of accour			•

You can insert new Parameter IDs in the blank fields at the bottom of the list. Scroll down, if necessary. Enter the Parameter ID name and the default value. The values you should enter are:

Parameter ID	Parameter Value	Short Description
ZGR	Enter Your Name	Goods Recipient/Ship-To Party
ZUP	Enter Your Location	Unloading Point

The description will be populated when you press or click Enter. **Click the Save button to keep the new default values in your personal settings**. The Parameter IDs which have already been set for all users should not be changed.

Document Overview



Use the Document Overview On to display purchase requisitions already created. This allows easy access to find/copy existing purchase requisitions when appropriate. To define a Variant to search for existing requisitions click the Variant button.



You can then select from a listing of possible selection choices. You will most likely choose <u>My</u> Purchase Requisitions in order to see a listing of all the requisitions you have created.



In order to see a listing of all the purchase requisitions you (or someone else) have entered select the Purchase Requisitions choice. You will then see the selection screen below:

L 2 <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>y</u> stem <u>H</u> el			
	🚽 😋 😧 😒 🖴	1133331311	× 🛛 I 🕲 🖪
Purchase requisitions			
🕒 🔁 🔳 🖬			
General selections /			
Max. no. of hits	5000		
Open only			
Released only			
Assigned, open, and released			
Program selections			
Name of requisitioner/reques		to	
Requisition (request) date		to	
Purchase requisition number		to	
Requirement Tracking Number		to	<u>⇒</u>
ltem number		to	➡
Document type		to	➡
Purchasing group	75*	to	➡
Purchasing organization		to	₽
MPN material		to	=
Name of processor	75DF066	to	₽
Fixed vendor		to	➡
Account assignment category		to	➡
Outline agreement number		to	➡
Outline agreement item		to	➡
Desired vendor		to	➡
Material group		to	➡
Material		to	
Item category		to	₽
Supplying plant		to	⇒
Plant	75	to	\$

The name of processor can be populated with the SAP User ID of the person for which you wish to search. Then click the Execute button to get the listing.

After selecting a variant the list will be populated according to your selection.

Click the triangle in front of the requisition number to display the line items.

Customizing Requisition Document Overview

It is possible to customize the document overview section of the requisition screens to include information in addition to the default columns.

- 1. Open the Requisition Document Overview by clicking Document Overview On
- 2. Click the right side of the Select Layout Button and select Change Layout from the list.



3. Select the item(s) you wish to include in your layout from the Column Set on the right hand side of the dialog box.

⊡ Change Layout 5.	. Order Arrangement
Image: Column Signal of the second secon	Column Set Column Name Purchase Requisition Item of Requisition
A. Move to Displayed Columns	Material Group Material MPN Material Purchasing Group Plant Req. Tracking Number Document Type Purch. Doc. Category Acct Assignment Cat.
✓ ×	

4. When you have selected the item, move it to the Displayed Columns by clicking the center triangle pointing to the left. You can select any of the fields on the right side although many may have no value in searches.

Suggested Columns: Short Text, Requisitioner, Requisition Date, Purchase Order, Purchase Order Date, Req. Tracking Number, Acct Assignment Cat., Created By

5. After you have selected the columns you can reorder them on the left side by selecting the item and then using the triangles at the top of the displayed columns box to change their display order. When you are done click the green check.

6. If necessary, adjust the width of the columns so that the data displayed will "fit".

7. Select the right hand side of the Select Layout button and the choose Save Layout. Fill in the fields as follows:

🖙 Layout: Save as	×
Layout	DOCOVERVW User-specific
Description	My Document Overview
🖌 Save 🗶	

Then click Save.

8. To make this layout your default, again select the right hand side of the Select Layout button and the choose Manage Layout. The user layout you created will be displayed.

Click in the Default Setting box to select it and then click save.

0		1	🛛 🔇 😋 🖉	I 🖴 🖨 🖧 I 🌮	ወይያነ 🕱 🖁	2 🕜 🖣	=
70	Bei Layout: Management Save Button						
Ý							
	User layou	t					
B	Layout	Default setting	Layout description Created by Changed		Changed by		
	DOCOVERVW	× /	My Document Overview		75DF	FOGG	

You have now saved this layout as your default.

Click the Green Back Button to go back to your requisition search. Your document overview frame will now show the new layout.

Purch.Req./PReq. Item	Short Text	Requisnr.	Req. Date	PO	PO Date	TrackingNo	AcctAssCat	Created
🗢 📄 10279713		-				-		-
鎏 1	LCSCDUPSM-3M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	K	75LMOYER
蘂 2	LCSCDUPSM-5M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	К	75LMOYER
漆 3	LCSCDUPSM-10M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	К	75LMOYER
鎏 4	SCSCDUPSM-5M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	К	75LMOYER
※ 5	SCSTDUPSM-15M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	К	75LMOYER
🅸 6	STSTDUPSM-10M	J Sincavage	02/22/2010	4500275413	03/01/2010	1144060849	K	75LMOYER
		_						

My Purchase Requisitions

When you view the document overview and utilize the selection variant <u>My</u> Purchase Requisitions, by default the system will only show you requisitions that were created within the last week. If you wish the system to always display all of the requisitions you have ever created you can make one simple change to your personal settings.

1. On the requisition screen, Click Personal Setting.



2. You can then choose the selection period for My Docs. Selecting **No restrictions** will allow the system to always return all of the requisitions you have entered.

Purchase Requisition Edit Goto Environn	nent S <u>y</u> stem <u>H</u> elp
	a 🕫 😵 🖴 🖽 🖽 😫 🚱 🚱 🤆
Personal Settings	
Basic settings Default Values	
Document overview	
Selection Period for My Docs	One week 👔
Compile doc. overview automacally	Today Yesterday
Choose your	One week Two weeks
Selection Period	1 month 6 months
Process messages directly	1 year
Warning messages	No restrictions
Success messages	
✓ Information messages	
10 Process messages directly	
Conversions	
Display key	
Int. search help on	
Item overview	
Item overview as grid control	
Save Button	
l x	

3. Click the save button at the bottom of the screen to save your update.

Copying Requisitions

To utilize an existing requisition as a template for a new requisition, select the requisition number from the list in the document overview section by clicking on the number, and then just drag it onto the Shopping Cart icon 🖾 of the Create a Requisition Screen (ME51N).

L 2 <u>P</u> urchase requisition	<u>E</u> dit <u>G</u> oto I	En <u>v</u> ironmen <u>t</u> (System <u>H</u> elp								l Ø ×	SAP	
©			2 I 🗅 🖨 🖟	3182 12 42	1 🌮	<u></u>	🔞 🖪						
🕫 🗈 Create Pu	ırchase Re	quisition											
Document overview of	r 🗋 🖷 н	old 🖧 🖪	🛃 Personal	setting									
Document o						Purcha leas	se requisition		H 70			8 2 8 4	aluation r
Purch.req./Req. item	Short text	Requisnr.	Req. date		-	_	K	\geq				_	C
 ▶ ■ 10175352 ▶ ■ 10175351 ▼ ■ 10175350 				•	-		K K	Sł	nopping	Cart			C
	New stuff Newer stuff Newest stuff	tpavelchek tpavelchek tpavelchek	01/16/2008 01/16/2008 01/16/2008					item					
Interpretation 10175319				-	••					N			
										D N	1E51N 🛅	kozuka IN	S //

This will populate the new requisition will all of the prior requisition's data. Be careful to update any fields that need to be changed for the new requisition, i.e., delivery date, tracking number, account assignment, item text, etc...

Attaching Electronic Files to Requisitions

You are able to attach electronic files to requisitions in order to both transmit the information to Purchasing and to permanently preserve the information within SAP.

Procedure

Click the Services for Object button – then click the Create Attachment button on the pop-up Services for Object toolbar.

<u>57</u>							
I	Purcl	hase	Requi	isit	Services for Environment System	<u>H</u> elp	
Ø					Object Button 📙 😋 🙆 🚷 블 [3.0001	3
1		CI	reate	e F	Purchase Requis Create		
D	ocui	ment	Overvi	ew	On B B Hold Attachment	onal Setting	
W	Pu	rchas	se req	uis			
2	Hea	1000					
2				Ē.	<u>C</u> reate Attachment	mercere	
	B	St	Item	A	<u>C</u> reate note	Group	Q
			1	К	Create external document (URL)	ER HARDWARE	
				К	Store business document		
				K	Enter Bar Code		
				K		1	
				K			

Locate the file to be attached in the import file dialog box and click on Open to attach the document to the requisition.

(Pa)	Name		Date modified	Туре	Size T	ags
3	Carter Drive 2	208 SmartBoard IMS quote (2).pdf	4/29/2010 9:30 AM	Adobe Acrobat Do	555 KB	
lecent Places	Excel_Tools.x	ls	3/16/2010 10:30 AM	Microsoft Office E	59 KB	
	Test_Bed.md	b	3/11/2010 4:04 PM	Microsoft Office A	1,628 KB	
Desktop	🖳 Counting Te	t Entry.doc	3/3/2010 10:39 AM	Microsoft Office	34 KB	
	🕘 TEST.mdb		12/22/2009 3:59 PM	Microsoft Office A	524 KB	
- UK-	🕘 Tools.mdb		12/22/2009 3:58 PM	Microsoft Office A	1,468 KB	
Fogg, Donald	Phone_Desk.	xls	12/16/2009 12:14 PM	Microsoft Office E	35 KB	
	PDRRoute.m	db	12/7/2009 12:07 PM	Microsoft Office A	616 KB	
	🕘 calendar1.md	db	12/7/2009 12:06 PM	Microsoft Office A	424 KB	
Computer	AutoBkUp2K	.mdb	12/7/2009 12:00 PM	Microsoft Office A	552 KB	
	🔒 jscalendar-1.	0.zip	11/6/2009 11:44 AM	Compressed (zipp	389 KB	
Network	GetEmailAtta	chments2000.bas	11/6/2009 9:24 AM	BAS File	6 KB	
	🖷 JSAlert.doc		11/2/2009 12:32 PM	Microsoft Office	50 KB	
	•					•
	File <u>n</u> ame:	Carter Drive 208 SmartBoard IMS quote (2).pd	f			<u>O</u> pen
	Files of type:	All Files (*.*)				Cancel



Notice that the attachment list icon is no longer grayed out. If you click the icon it will show you a list of all the current requisition attachments.

🔄 Ser	🔄 Service: Attachment list 🛛 🛛 🖂						
Attach	AttachmentFor0010290530						
	Title	Creator Name	Created On				
	Carter Drive 208 SmartBoard IMS qu	DonaldE Fogg	05/13/2010				
	Carter Drive 208 SmartBoard IMS qu	DonaldE Fogg					

Double-Click the document to view it.

<u>Tip</u>

I am trying to upload a document and get the following error...

🗁 Rea	d error during PC upload 🛛 🖂	
3	Include file in PC application Try again?	
	Yes No 🗙 Cancel	

The message appears because the document to be uploaded is currently open. Close the document and click on 'Yes' to try again.

Procurement Reporting

The following transactions can be used to track/report on Procurement Activity:

Transaction	Transaction Description
Code	
Requisitions	
ME53N	Display Purchase Requisition
ME5K	List Display of Requisitions searched by Cost Center
MELB	List Display of Requisitions searched by Tracking Number
ME5A	List Display of Purchase Requisitions – Multiple Criteria
	Elements
Purchase Ord	ers
ME2B	Purchasing Documents (PO) by Tracking Number
ME2K	Purchasing Documents (PO) by Account Assignment (Cost
	Center)
ME2L	Purchasing Documents (PO) by Vendor

List Display of Purchasing Documents per Account Assignment

Allows the user to search for PO's based on Cost Center.

Transaction Code = ME2K

ဲ Program <u>E</u> dit <u>G</u> oto S <u>y</u> stem <u>H</u> el	g
S 1 4 5	금 😋 😧 그 십 월 20 월 20 월 20 😨 💽 🛛
Purchasing Documents pe	er Account Assignment
🕒 🚱 🧮 🔚 Choose	
	to 🕏
Cost center	
WBS element	Enter <u>Your</u> Cost
Order	to Center Here
Asset	Sub-no.
Sales document	Item
Network	Trans.
Purchasing organization	LOCL DEST. Simple Listing
Scope of list	BEST – Simple Listing BEST 2 – Spreadsheet Listing
Selection parameters	BEST 2 – Spreadsheet Listing BEST 3 – Shows All Goods
Document type	
Purchasing group	Receipt and Invoice History
Plant	75
Item category	to
Account assignment category	
Delivery date	to
Validity key date	Should always
Range of coverage to	be 75
Document number	to to
Vendor	to
Supplying plant	to 🗢
Material	to
Material group	to
Document date	to 🗢
Intern. article no. (EAN/UPC)	to 🗢
Vendor's material number	to 😒
Vendor sub-range	to 😒
Promotion	to 😒

Procedure

Navigate to the transaction ME2K.

Enter the Cost Center Number or WBS Element you wish to query.

Cost center	7511503100	to	S
WBS element			

You may also use the multiple selection button if you need to view multiple cost centers within the same listing.

An example of looking at two cost centers:

C Multiple Selection for Cost center O O O O O O O O O O O O O O O O O O O
7511003100 7512003100 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

An example of looking at a range of cost centers:

		O G Range		O Ranges	
--	--	------------------	--	----------	--

After entering several single values or entering a range of values, click the copy 🕑 button to move the values to the main criteria screen.

Execute the report by clicking the execute button.

Program Edit Goto System Help				
Purchasing Desaments per Account Assignment				
🚯 📴 🏣 Choose				
Cost center	7511003000	to 751100399	9 🗭	

A list of all PO's charged to the cost center criteria you entered will be displayed.

Purchasing Documents For cost center				
😋 🔂 Print preview 📔 PO	history 🔯 Changes 📔 De	livery schedule 📔 Services		
PO Type Vendor	Name	PGp Order date		
Item Material	Short text	Mat. group		
D I A Pint SLoc	Order qty. Un	Net Price Curr. per Un		
3900001784 CC 1052568	Siegfried Group, The	757 11/21/2006		
00001	Professional service fee	s for accounting 109000		
D K 75	1 AU	8,700.00 USD 1 AU		
Cost center 7511003	100			
Still to be delivere	d	8,700.00 USD 100.00 %		
Still to be invoiced		0.00 USD 0.00 %		
4200000025 SB 1049726	Brinks, Inc.	753 11/20/2006		
00001	Armored car pick up serv	ice 110000		
D K 75		2,928.64 USD 1 AU		
Cost center 7511003				
Still to be delivere	- / .	2,928.64 USD 100.00 %		
Still to be invoiced		2,562.56 USD 87.50 %		
4500129039 NB 1054442		751 11/21/2006		
00001	Annual Service Agr eeme nt			
K 75	2,460.480 YR	1.00 USD 1 YR		
Cost center 7511003				
Still to be delivere		0.00 USD 0.00 %		
Still to be invoiced		2,460.48 USD 100.00 %		
00002		Nonths (November 105000		
K 75	8 MON	520. 00 NON		
Cost center 7511003		PO Line		
Still to be delivere Still to be invoiced		0. Items .00 %		
00003	Annual rate and structur			
K 75	676 EA	1.00 USD 1 EA		
Cost center 7511003		1.00 030 TEX		
Still to be delivere		0.00 USD 0.00 %		
Still to be invoiced		676.00 USD 100.00 %		
ochin co be nivorceu	010 20	010.00 000 100.00 %		

The PO line information will be shown as well as the remaining balance (still to be invoiced) on each line.
To see more detail for a PO, double click the PO header line you wish to view (each PO header line is highlighted and contains the PO number).

4200000025 SB 1049726 Brinks, Inc. 753 11/20/2006

This action will jump you directly to the PO History tab of the PO screen.

1	Service Bid/Contract 4200000025 Created by PO_LOAD_3																
D	Document overview on 📔 🎷 📽 🕼 Print preview 🛛 Messages 📘 🚱 Personal setting																
<u>)</u>																	
2	T Header																
	S. It A I Material Short	t text	PO quantity	0 Del	v. date	Stor.loc	Requisitio	oner N	let price	_	Per	0	Purch.req.	Req	Matl group	Info rec	
	1 K D Armo	red car pick up	1	AU 07/	04/2006		InitLoad		2,	928.64	1	AU			TRANS,DE		
l																	
	3 BBB 186 1		F 🖉 💆														
	Item [1] Armored of	car pick up servic	е	Ē		-											
	Material data Quant	tities/weights 🏼 🏼	Delivery sch	edule	Delive	ry 🛛 Inv	oice 👔 (Conditio	ons 🛛 A	Account:	assignr	nent	Purchase	order I	nistory	h 🕩	
		C															
	3 4 7 6 7 8 9	🗋 🗗 🗋	Click he	ere to	drill t	to the i	nvoice										
	Text [*] MvT Material Do Item	n Posting Date Is		acantity	Deliver	/ cost qua	ntity 00n	ε β	AMLIN IOC.	.cur. L.c	ur 🗵	Qty.	in order pr.un	. De	elCostQty (OF	PUn) Or.	
		1 11/29/2006							366	6.08 US	D						
	Tr./ev. Invoice receipt							•	366	6.08 US	D						

If you need to see further detail for the invoices entered against that PO, you can drill to the invoice by clicking the material document number.

🕫 Display	/ Invoice Docum	ent 519026	6029 2007					
Show PO structure	Follow-on documen	ts						
Transaction	Invoice	Ē	5190266	929 2	2007			
1								
Basic data 🏼	Payment Details	Tax Amou	int split	h 🗉		Vendor 0002075668		
Invoice date	11/01/2006	Reference (9853420540	_		Brinks, Inc. P.O. Box 101031		
Posting Date	11/29/2006	Reference				Atlanta GA 30392		
Amount	366.08	USD	Calculate tax					
Tax amount	0.00	E0 (A/P sales t	tax, 0%) 🖺				8	
Text	PO39262A(dlg)							
Paymt terms	30 Days net							
Baseline date	11/01/2006					Bank acct		(III) as
Company Code	SSHE State System of H	ligher Ed U.S.A.			•			10
PO reference	1							
						Layout	All information	Ē
Item Amoun		0	🥪 Purchase		PO te	xt		Tax code
1	366.08		4200000025	1	Armo	red car pick up service		EO (A/P s
								<u> </u>
					<u> </u>			
								•

To drill all the way to the check issued for the invoice, follow these steps:

Click Follow-on documents

Select Accounting document by double clicking it.

🖙 List of Documents in Accounting								
Documents in Acco	unting							
Object type text	Doc. Number							
Accounting document	5100261044							
Profit center doc.	0000873725							
Spec. purpose ledger	1003438353							
Controlling Document	ck Here							
Funds Management d								
🕄 Original document 📮 🗙								

Click the line number of the Posting Key 31 document.

1	Document Overview - Display																
Q	6	2		N 🖞 🗟 🕻	7	1 🏂 🕻	💁 🔁 Choo	se	🔁 Save 🕎	r 🖪 🖻	3 🖩 🖪	Tax data		2			
	Doc.type : RE (Invoice - gross) Normal document																
Do Do	DC. DC.	Nu da	mber te	5100261044	Compa	ny cod ng dat	e SSHE	200	Fiscal 6 Period	year	2007 05						
Re	ef.	doc		0853420540 USD	CI	ck He											
		cui	rency	0.00			ere					J					
I	: m	PK	Account	Account short te	xt		Amount	Bu	Cost Ctr	Order	WBS ele	ment	Fu	unds Center	Fund	FA	Text
			2075668 625399	Brinks, Inc. Othr Professnl S	vcs		366.08 366.08		7511003100				75	511003100	7511001000		P039262A
•							0.00										

On the Invoice Display screen menu bar, select Environment, then "Check Information".

		_	nent S⊻stem j								
	Ē <		🗳 🙋 🚷 । 🗎		3 13 1) 🕄 I 🔣 🔣 I 😨 🕻					
🕫 🗈 Display Document: Line Ite, 👓											
Image: Second state Image: Second state Image: Second state Click Here											
Vendor		s, Inc.			G/L Ad	G/L Acc 200100					
Company Code State System of		3ox 1010 a	31)		Doc	. no. 5100261044					
Line Item 1 / Inv	oice/31										
Amount	366.08	USD									
Additional detai	ls										
Bus. Area	75										
Disc. base	366.08	USD	Disc. amount	0.00		USD					
Payt terms	0006		Days/percent	30 0.000	* 0	0.000 % 0					
Bline date	11/01/2006		Fixed								
Pmnt block			Invoice ref.		1	/ 0					
Pmt Method	Pmt meth.supl.										
Clearing	11/30/2006 / 200	1664855									
Assignment	20061129										
Text	P039262A(dlg)					🧟 Long Text					
					_						

This will display the check information for the invoice. The check number, the date that it was paid, and the date the check was cashed (Check Encashment) will be displayed.

	alalaanaa 🗌 🏧 🔬		una and da a una and
Check recipient Che	CK ISSUER	ccompanying docs 🔂 Pa	iyment document
aying company code	SSHE	Payment document no.	2001664855
·····			
Bank details 🦯			
House bank	75MT	Bank Key	031318619
Account ID	75MCK	Bank Account Number	61000000146408
Bank name	M & T BANK		
City	AMHERST		
Check information			
Check information Check Number	1000001037	Currency	USD
	1000001037 11/30/2006	Currency Amount paid	USD 366.08
Check Number			
Check Number Payment date	11/30/2006	Amount paid	366.08
Check Number Payment date Check encashment	11/30/2006 12/06/2006	Amount paid Cash discount amount	366.08
Check Number Payment date Check encashment	11/30/2006 12/06/2006	Amount paid Cash discount amount	366.08
Check Number Payment date Check encashment Extract creation	11/30/2006 12/06/2006	Amount paid Cash discount amount	366.08
Check Number Payment date Check encashment Extract creation Check recipient	11/30/2006 12/06/2006 11/30/2006	Amount paid Cash discount amount	366.08
Check Number Payment date Check encashment Extract creation Check recipient Name	11/30/2006 12/06/2006 11/30/2006 Brinks, Inc.	Amount paid Cash discount amount	366.08

To return to prior screens, click the back button Search. Each click will return you one screen in the drill down. This will allow you to return to the original ME2K report in single steps so that you may then select another PO on which to drill down.

The steps and screen shots utilized in this document are from the ME2K transaction. The same basic skills can be utilized to also run the following list displays:

Transaction	Name	Description
ME2L	Purchase Orders by Vendor	List PO's by the Vendor
ME2B	Purchase Orders by Tracking Number	List PO's by the tracking number
ME2N	Purchase Orders by PO Number	List Particular PO's

<u>Appendix A – Material Groups</u>

SAP #	SAP Short Description	SAP Long Description
00100	EDUCATION-MATLS_SUPP	EDUCATIONAL-MATERIALS_SUPPLIES
00108	LIBRARY MATLS_SUPP	LIBRARY MATERIALS_SUPPLIES
00116	SUBSCRIPTIONS_BOOKS	SUBSCRIPTIONS_BOOKS_PERIODICALS
00124	EQ_LIBRARY_ARCHIVAL	EQUIPMENT-LIBRARY_ARCHIVAL
00132	SIGNS_FLAGS_BANNERS	SIGNS_FLAGS_BANNERS
00140	PROMOTIONAL PRODUCTS	PROMOTIONAL PRODUCTS
00148	OFFICE SUPPLIES	OFFICE SUPPLIES
00156	PAPER-OFFICE_PRINTNG	PAPER-OFFICE_PRINTING
00164	TONER_INK	TONER_INK
00172	DESKTOP PRINTERS	DESKTOP PRINTERS
00180	COPIER-PURC_RENT_EQ	COPIER-PURCH_RENT_EQUIPMENT_MAINT
00188	MEMBERSHIPS	MEMBERSHIPS
00196	HONORARIUM	HONORARIUM
00204	SPEAKERS_ENTERTAINER	SPEAKERS_ENTERTAINERS
00212	HOTEL_LODGING	HOTEL_LODGING
00220	TRAVEL-EDUCATIONAL	TRAVEL-EDUCATIONAL
00228	CONFERENCE RM_MATLS	CONFERENCE ROOM_MATERIALS
00236	FOOD_BEVERAGE PRODS	FOOD_BEVERAGE PRODUCTS
00244	WATER SRVC_BOTTLED	WATER SERVICES_BOTTLED
00252	COMPUTER SOFTWARE	COMPUTER SOFTWARE-SUPPORT_MAINT
00260	COMPUTER HARDWARE	COMPUTER HARDWARE
00268	TECHNICL ACCESS_STUD	TECHNICAL ACCESSIBILITY - STUDENT
00276	LIGHT FIXTURES_BULBS	LIGHT FIXTURES_BULBS
00284	MRO SUPPLIES	MRO SUPPLIES-MAINT_REPAIR_OPERATIONS
00292	BARRELS_DRUMS_KEGS	BARRELS_DRUMS_KEGS
00300	AGRICULTURE	AGRICULTURE
00308	ANIMALS_ANIMAL SUPP	ANIMALS_ANIMAL SUPPLIES
00316	FLOOR-INSTALL_M&R	FLOORING-INSTALL_MAINT_REPAIR
00324	WINDOW TREATMENTS	WINDOW TREATMENTS- BLINDS_DRAPES_AWNINGS
00332	FURNITURE-PURCH_M&R	FURNITURE-PURCHASE_MAINT_REPAIR
00340	ELEVATOR-INSTALL_M&R	ELEVATOR-INSTALL_MAINT_REPAIR_RENOVATION
00348	EQ_SP_ART_MUSIC_THTR	EQUIPMENT_SUPPLIES-ART_MUSIC_THEATRE
00356	EQ_SP_ATHELTIC	EQUIPMENT_SUPPLIES-ATHLETIC
00364	EQ_SP_AV_ELECTRONICS	EQUIPMENT_SUPPLIES-AV_ELECTRONICS_PHOTO
00372	EQ_SP_BLDG_MAINT	EQUIPMENT_SUPPLIES-BUILDING MAINTENANCE
00380	EQ_SP_ELECTRICAL	EQUIPMENT_SUPPLIES-ELECTRICAL
00388	EQ_SP_FIRE_PROTECTN	EQUIPMENT_SUPPLIES-FIRE PROTECTION

00396	EQ SP FRST AID SAFTY	EQUIPMENT_SUPPLIES-FIRST AID_SAFETY
00404	EQ_SP_HANDICAPPED	EQUIPMENT SUPPLIES-HANDICAPPED
00412	EQ_SP_HOUSEHOLD_APPL	EQUIPMENT_SUPPLIES-HOUSEHOLD APPLIANCES
00420	eq_sp_hvac	EQUIPMENT_SUPPLIES-HVAC
00428	EQ_SP_JANITORIAL	EQUIPMENT_SUPPLIES-JANITORIAL
00436	EQ_SP_LAB_SCIENCE	EQUIPMENT_SUPPLIES-LABORATRY_SCIENTIFIC
00444	eq sp landscaping	equipment supplies-landscaping
00452	EQ_SP_MATRIAL_HNDLNG	EQUIPMENT_SUPPLIES-MATERIAL HANDLING
00460	EQ_SP_MEDICAL	EQUIPMENT_SUPPLIES-MEDICAL
00468	EQ_SP_PAINTING	EQUIPMENT_SUPPLIES-PAINTING
00476	EQ_SP_PARK_PLAYGRND	EQUIPMENT_SUPPLIES-PARK_PLAYGROUND
00484	EQ_SP_PLUMBING	EQUIPMENT_SUPPLIES-PLUMBING
00492	EQ_SP_POLICE	EQUIPMENT_SUPPLIES-POLICE
00500	EQ_SP_RADIO_TELEPH	EQUIPMENT_SUPPLIES-RADIO_TELEPHONE
00508	EQ_SP_SECURTY_ACCESS	EQUIPMENT_SUPPLIES-SECURITY_ACCESS SYS
00516	EQ_SP_WATER_TREATMNT	EQUIPMENT_SUPPLIES-WATER TREATMENT
00524	EQ_SP_WELDING	EQUIPMENT_SUPPLIES-WELDING
		VEHICLS-LEASE_PURC_PART_REPR_ARMORED
00532	VEHCLE-PURC_PRTS_RPR	CAR
00540	LOGISTICS-DELIVERY	LOGISTICS-DELIVERY_FRIEGHT
00548	APPAREL_UNIFORMS	APPAREL_UNIFORMS_FOOTWEAR
00556	PHARMACEUTICALS	PHARMACEUTICALS
00564	HAZARDOUS MATERIALS	HAZARDOUS MATERIALS
00572	CHEMICALS_SOLVENTS	CHEMICALS_SOLVENTS
00580	GASES-MED_RESEARCH	GASES-MEDICAL_RESEARCH
00588	FUEL_OIL_GREASE	FUEL_OIL_GREASE
00596	UTIL_ENERGY-COAL	UTILITIES_ENERGY-COAL
00604	UTIL_ENERGY-ELECTRIC	UTILITIES_ENERGY-ELECTRIC
00612	UTIL_ENERGY-NAT GAS	UTILITIES_ENERGY-NATURAL GAS
00620	UTIL_ENERGY-OIL	UTILITIES_ENERGY-OIL
00628	UTIL_ENERGY-WOOD	UTILITIES_ENERGY-WOOD CHIPS
00636	WATER_SEWAGE	WATER_SEWAGE
00644	RENTAL-GENERAL EQ	RENTAL-GENERAL EQUIPMENT
00652	RENTAL-IT EQ	RENTAL-IT EQUIPMENT_COMPUTERS
00660	RENTAL-JANITORL EQ	RENTAL_LEASE-JANITORIAL EQUIPMENT
00668	RENTAL-OFFICE EQ	RENTAL_LEASE-OFFICE EQUIPMENT
00676	RENTAL-REAL PROPERTY	RENTAL_LEASE-REAL PROPERTY
00684	REAL ESTATE_ACQUISIT	REAL ESTATE - LAND/PROPERTY ACQUISITION
00692	FEES_PERMITS	FEES_PERMITS
00700	MODULAR/PRE-FAB BLDG	MODULAR_PRE-FAB BUILDINGS
00708	CONSTRUCTION-ELECTRC	CONSTRUCTION-ELECTRICAL
00716	CONSTRUCTION-GENERAL	CONSTRUCTION-GENERAL

00724	CONSTRUCTION-HVAC	CONSTRUCTION-HVAC
00732	CONSTRUCTION-OTHER	CONSTRUCTION-OTHER
00740	CONSTRUCTION- PLUMBNG	CONSTRUCTION-PLUMBING
00748	SRVC-ADVERTISING	SERVICES-ADVERTISING
00756	SRVC-BUILDING MAINT	SERVICES-BUILDING MAINTENANCE
00764	SRVC-CATERING_BEVRGE	SERVICES-CATERING_BEVERAGE
00772	SRVC-COMMUNICATION	services-communication_media
00780	SRVC-DOCUMNT STORAGE	SERVICES-DOCUMENT STORAGE
00788	SRVC-EDUCATIONAL	services-educational
00796	SRVC-ENVIRONMENTAL	services-environmental
00804	SRVC-FINANCIAL	services-financial
00812	SRVC- GRNDS_LAND_SNOW	SERVICES-GROUNDS KEEPING_LANDSCAPING
00820	SRVC-HAZARDOUS MATRL	SERVICES-HAZARDOUS MATERIALS
00828	SRVC-HR RECRUIT_TEMP	SERVICES-HR RECRUITING_TEMP PERSONNEL
00836	SRVC-INFO TECHNOLOGY	SERVICES-INFO TECHNOLOGY_PROGRAMMERS
00844	SRVC-JANITORIAL	services-janitorial
00852	SRVC-MAILING	SERVICES-MAILING
00860	SRVC-MEDICAL_HEALTH	SERVICES-MEDICAL_HEALTH RELATED
00868	SRVC- MOVE_RELOCATION	services-moving_relocation
00876	SRVC-OFFIC EQ REPAIR	SERVICES-OFFICE EQUIPMENT REPAIR
00884	SRVC-OTHER EQ REPAIR	SERVICES-OTHER EQUIPMENT REPAIR
00892	SRVC-OTHER PROF	SERVICES-OTHER PROFESSIONAL
00900	SRVC-PEST CONTROL	SERVICES-PEST CONTROL
00908	SRVC-PRINTING_PHOTO	SERVICES-PRINTING_PHOTOGRAPHIC
00916	SRVC-PROF DESIGN	SERVICES-PROF DESIGN_ARCHITECTRL_ENVIRON
00924	SRVC-REAL ESTATE	SERVICES-REAL ESTATE_APPRAISALS
00932	SRVC-REFUSE_RECYCLE	SERVICES-RCYCLE_REFUSE-HAZ MAT DISPSL
00940	SRVC-SECURITY	SERVICES-SECURITY
00948	SRVC-SIGN LANGUAGE	SERVICES-SIGN LANGUAGE
00956	SRVC-TRANSPORTATION	SERVICES-TRANSPORTATION
00964	SRVC-UTIL_ENRGY_FUEL	SERVICES-UTILITIES_ENERGY_FUEL

Appendix B - Vendor Look Up

When searching for a vendor to utilize in a requisition you must be careful to select the correct vendor that has been "partnered" with a West Chester University payables vendor. SAP stores its vendor data in two separate sets of tables, Purchasing vendors and Payables vendors. Purchasing vendors are shared across the State System of Higher Education but Payables vendors are specific to each University. In order to issue purchase orders to, and pay a vendor, they must be created in each set of tables and then "partnered".

To run a report which will list West Chester's partnered vendors use transaction code **ZM08** – Vendor Cross-reference List by University.

When running the report the Plant must be **75**. If you are looking up a specific vendor you may enter the first part of the vendor's name in the Name 1 field followed by an asterisk (* =wildcard symbol) in order to search for all partnered vendors that start with those characters.

Vendor Cross-reference List by University									
⊕									
Program selections /									
Account number of vendor or		🕑 to		\$					
Plant	75	to		\$					
Name 1	Stu*	to		-					
City		to		\$					
Region (State, Province, Cou		to		0 0 0 0 0 0 0 0 0 0					
Postal Code		to		-					
Minority Indicators		to		\$					
Reference to other vendor		to		-					
Posting block for company co		to		-					
Central Deletion Flag for Ma		to		-					
Centrally imposed purchasing		to		-					
Purchasing organization	LOCL	to		-					
Company Code	SSHE	to		-					
Partner function		to		-					
Output format									
SAP List Viewer				@K1\					

The prior search example returns a list similar to the following:

Vendor Cross-reference List by University											
Vendor		Name 2	Street	City	Rg	PostalCode					
1052643 🗗	75	2077894	MJR	Student Services Company		2502 West Main Street	Norristown	PA	19403		
1052644		2077896	MJR	Student Services, Inc.		Sykes Student Union Building	West Chester	PA	19383		
1053088	3088 2100245 MJR Studio Logic			3748 Haupts Bridge Road	Riegelsville	PA	19077				

The list includes those vendors which names start with "Stu" that have been locally partnered.

The vendor number on the far left is the number that can be used in a requisition.

You can also use the wildcard character (*) in multiple places in a search criteria field.

Example: When searching for a vendor called Aardvark Pest and Vermin Control Company, the best search entry would be: Aardvark*Pest*Vermin*.

Since parts of a name can be entered differently, i.e., "and" may have been entered as "&" or "and" – "Company" may have been entered as "CO", Co." or "Company", it is best to use the wildcard functionality. In this case it may even be better to only enter the first name of the company and a wildcard in your search – Aardvark* - just to be sure that all variations are included in your search results.

Appendix C

Procurement Policies Regarding Purchases and Contracts West Chester University of Pennsylvania

Small Procurement (\$19,700 Or Less)

• <u>All procurements under \$19,700.00 must be authorized in advance by</u> <u>the Purchasing and Contract Services Office.</u>

- Purchases under \$19,700.00 do not require competitive bidding. However, prudent business practices must be followed regarding all purchases under \$19,700.00.
- For procurement amounts up to \$5,000.00 solicitation of bids is encouraged. Discretion may be exercised by the Director of Business Services with regard to the need for quotations/bids. Managers for those respective offices are accountable for exercising professional due diligence by soliciting written, fax, electronic or telephonic quotations (i.e. documentation) when appropriate.
- Procurements for amounts more than \$5,000 but less than \$19,700 require that either of the Purchasing Office or Construction Procurement Office must obtain, or receive from requesting Departments a minimum of two (2) telephone quotations (or comparable method of receiving price quotation, e.g. in writing, fax, e-mail, etc.) before purchase authorization may be granted by either of those procurement offices.
- University Legal Counsel must review all contracts that exceed \$5,000.00.

Large Procurement (\$19,700 or More)

 Procurement for amounts over \$19,700 require competitive sealed bids/proposals to be solicited by either the Purchasing Office or Construction Procurement Office, with appropriate public notice (advertising). Decentralized solicitation of bids for this level is prohibited.

Other Information

- **Emergencies:** Only the President or Vice President for Administration and Finance may authorize "emergency" procurements. All "emergencies" must be justified in written documentation that shall be subject to annual audit requirements.
- Waivers or Exceptions: Only the Contracting Officers may waive (up to the limit of their delegated authority) bid requirements, public notice requirements, bond requirements, insurance requirements, or additional approval requirements. All such waivers must be justified in written documentation that shall be subject to annual audit requirements.

Appendix C, cont.

- Procurements in amounts of \$4,999 or less will be handled by the University's Purchasing Card whenever possible and appropriate, as defined under separate policy document for that program.
- The purchase of all office supplies should be made via the PASSHE Office Max contract that can be accessed at www.officemaxsolutions.com.
- Additional Internal Approvals: All purchases that normally require additional approvals (aka "technical standards approval" under the Purchasing Guidelines) shall continue requiring such approvals, regardless of dollar value. Examples include, but are not limited to:

Item or Service	Additional Approval by:
Computer Hardware/Software	Information Services
Hazardous Materials or Related Services	Environmental Health & Safety Office
Publications ~ Use of Logo, Seals, etc.	Publications Office
Grants and Sponsored Research	Restricted Funds Office
Furniture	Facilities Design and Construction

Please contact Marianne Peffall, Director of Business Services (x2705) if there are any questions regarding this policy and required practices.

Expenditures of Public Funds

All monies received by a PASSHE university or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income. The Pennsylvania State System of Higher Education has released guidelines, standards, and limits related to the expenditure of public funds. It applies to all PASSHE universities, branch campuses, and the Office of the Chancellor. The effective date of this guidance is September 1, 2010.

This document, <u>PASSHE Expenditures of Public Funds, Guidelines, Standards, and</u> <u>Limits</u> has been incorporated into our website for your reference. In addition, West Chester University has issued <u>policies which supplement</u>, but do not supplant, the provisions of the PASSHE document.

Class Exercises

Exercise 1 – Entering a Simple Requisition

- 1. Sign into SAP training environment with a training User ID and Password.
- 2. Navigate to transaction ME51N using the Command Field or by using the favorite.

E Pu	rchase requisition	<u>E</u> dit	<u>G</u> oto	Environment	System	<u>H</u> elp
0	ME51N			📙 😋 🙆	😢 🖴	🛍 🕼 🏵 🏠 🖓 🕱 🖉 🖬

3. Open the Header Note section of the requisition and enter the following information:

New Vendor Name: Joe Vendor Address: 123 Muddy Lane City: West Chester, PA 19382 Tel: 610-436-1234

Purchase Requisition Edit Environment	System Help							
🖉 🗉 🖣 🕒 I 🕲	😧 😒 📮 🛗 (🎝 🕮 🖓 💭 🖓 🔜 🔛							
🕫 🗈 Create Purchase Requi	sition							
Document Overview On	Document Overview On 📄 🖻 Hold 🖆 🖬 🚭 Personal Setting							
NB Purchase requisition	Source Determination							
Texts								
	New Vendor							
Header note	Name: Joe Vendor							
	Address: 123 Muddy Lane							
	City: West Chester, PA 19382 Tel: 610-436-1234							
	1 Continuous-text 🗈 📋							

4. Open the Item Overview section and enter the following information:

Field	Values to Enter
Short Text	Enter a concise description of something you
	want to buy
Matl Group	Select from valid values list
Quantity	Enter a quantity
Unit	Select a unit of measure from the valid values list
Delivery Date	Pick a date 2 weeks in the future
Valuation Price	Give it a value
Requisitioner	Enter your Supervisor's Name
Tracking Number	Enter a tracking number (10 Characters)

6	■																		
	B	Status	Item	А	Short Text	Matl Group	Quantity	Unit	Val. Price	ΣTotal Val.	Delivery Date	Des.Vendor	Requisnr.	TrackingNo	Created	PGr	Plant	S	Purch
	D			К	Concise Description of what you buy	00148	10	EA	1.00		03/08/2017		I. Crane	OU812IC		750	West Che		
				К												750	West Che		

5. Open the Item Detail section and enter the following information on the different tabs:

Tab	Field	Values to Enter
Account Assignment	GL Account No	660100
	Unloading Point	Your Office Address
	Recipient	Your Name
	Cost Center	Your Cost Center (or
		7511002000)

P		4 [4]	Consise D										
2	Item	1[1]	Concise D	escription of	what yo	и виу		▼					
	Material Data	Qu	uantities/D	oates 🚺 Valu	ation	Account Assignme	ent Sour	ce of Supply 🛛	Statu	s Cont	act Person	Texts	Delivery Address
	1	AccAs	ssCat H	Cost center	Ē	Distribution	Single acco	unt assignment	Ē	CoCode	SSHE State S	Syst 🗄	
	Unloading Point	2	201 Carter I	Drive, Room 2	0	Recipient	D	Fogg					
	G/L Account	e	60100										
	Business Area												
	CO Area												
	Cost Center	7	75110020	000									
	Profit Center						0	2					
	Fund					Grant							
	Functional Area				•								
	Funds Center												
	Earmarked Funds					Commitment It	tem						

6. Go to the Valuation tab and uncheck the goods receipt field.

P	ltem 1	[1] Concise Descriptio	on of what you buy					
	Material Data	Quantities/Dates	Valuation Ac	ount Assignment	Source of Supply	Status	Contact Person	Texts Delivery Address
	Valuation Price	1.00	USD / 1	EA 1	Total Value	10.00	USD	
	Promotion Goods Receipt							
	GR Non-Val.			23				

7. Go to the Texts tab and enter item text as well as a delivery address.



8. Go to the delivery Address tab and update the delivery address:

ltem 1[1] Concis	e Description of what you buy	
Material Data Quantities	s/Dates Valuation Account Assignment	Source of Supply Status Contact Person Texts Delivery Address
Title	3	Address details
	West Chester University	Address details
	of Pennsylvania	C Repeat address on
Street/House number	Direct Department	
Postal Code/City	19383 West Chester	Address 297354
Country	US USA	Customer
		Vendor SC ver

- 9. Click the Check button it to make sure there are no errors. Fix any errors that occur.
- 10. Click the Save Button 🔲 to save your input.

Exercise 2 – Entering a Requisition for a Service

1. Open the Header section of the requisition and enter the following information:

New Vendor Name: Widget Service Inc. Address: 2468 Service Blvd. City: West Chester, PA 19382 Tel: 610-436-2447 Email: <u>Service@WidgetInc.com</u>

2. Open the Item Overview section and enter the following information:

Field	Values to Enter
Short Text	Provide Widget Adjustment Services
Matl Group	Select a Code for Services
	(SRV)from the list of valid values
Quantity	Enter a quantity that equals to full amount
	of money you wish to spend
Unit	AU
Delivery Date	Pick a date 2 weeks in the future
Valuation Price	1.00
Requisitioner	Enter your Supervisor's Name

3. Open the Item Detail section and enter the following information:

Tab	Field	Value to Enter
Account	GL Account No	630200
Assignment	Unloading Point	Your Office Address
	Recipient	Your Name
	Cost Center	Your Cost Center
Valuation Tab	Goods Receipt	UN-check the box
Texts	Item Text	Provide widget adjustment
		services for the period of July 1,
		2016 through June 30, 2017
	Delivery Text	Enter your full Building and Room
		Address Data.
Delivery Address	Address	297354

- 4. Click the Check button **b** to make sure there are no errors.
- 5. Click the Save Button 🗵 to save your input.

Exercise 3 – Entering a Requisition that is Split Funded

1. Open the Header section of the requisition and enter the following information:

"Vendor (Lenovo Direct) already in system."

2. Open the Item Overview section and enter the following information:

Field	Values to Enter
Short Text	Computer per attached specification
Matl Group	00260
Quantity	1
Unit	EA
Delivery Date	Pick a date 2 weeks in the future
Valuation Price	2575.00
Requisitioner	Enter your Supervisor's Name

3. Open the Item Detail section and select the Multiple Account Assignment Button on the Account Assignment Tab.



4. Under Distribution – Select Distribution by Percentage

Item	1[1] Comput	er per attached s	pecif	ication	1	• •	
Material Data	Quantities	/Dates Valua	tion	Account Assignme	ent 👔	Source of Supply	Status
	AccAssCat	K Cost center	Ē	Distribution	2 Dist	ribution by percentage	ē (
				Partial Inv.	2 Dist	ribute Proportionally	1
🖹 St S Oua	ntity Perc	o Cost Ctr	G/I	Acct Bus Commit	ment	Funds Ctr Fund	

5. In grid that now opens on the Account Assignment Tab enter:

Tab	Field	Value to Enter						
Account	Perce {Percent}	50						
Assignment –	Cost Center	Your Cost Center						
First Line of the	GL Account No	660230						
Grid	Unloading Point	Your Office Address						
	Recipient	Your Name						
Account	Perce {Percent}	50						
Assignment –	Cost Center	7511003000						
Second Line of	GL Account No	660230						
the Grid	Unloading Point	Your Office Address						
	Recipient	Your Name						

Item 1[1] Computer per attached specification							ĩ		• •												
Material Data Quantities/Dates Valuation Account Assignm						Assignme	nt 👔	Source of Supp	oly Statu	s	Contact F	erson	Т	exts	5 K	Delivery Address					
		AccAssCat K Cost center 🗿 Distribution				on	2 Distribution by percentage 📱 CoCode SSHE State Syst 🖺														
	Partial Inv.							2 Distr	ribute Proportio	nally 🗎											
		B St	. S.	Quant	ity	Perce	Cost Ctr	G/L Acct	BusA	Commitr	nent	Funds Ctr	Fund		Function	Grant		Pr	ofi_	Unloading Point	Recipient
			1	1,287	7.500	50.0	7511002000	660230	75	660230		7511002000	75110010	00 (6130	NOT		75	5	201 Carter Drive, Rm 209	D. Fogg
			2	1,287	7.500	50.0	7511003100	660230	75	660230		7511003100	75110010	00 (6200	NOT		75	5	201 Carter Drive, Rm209	D. Fogg

6. Click the Check button ⁶ to make sure there are no errors.

7. Click the Save Button 🕒 to save your input.

Exercise 4 – Entering a Requisition – User's Choice

1. Enter a two (2) line item requisition by using data from your own cost center. Be creative!

Exercise 5 – Looking up Your Requisitions and Copying One

- 1. Navigate to transaction ME53N using the Command Field
- 2. Open the Document Overview
- 3. Click on the Selection Variant button and select My Purchase Requisitions the screen will populate with a list of the requisitions you just created.
- 4. Click the Create Button **D**.
- 5. From the list of requisitions, click and drag one into the Shopping cart 🖾 of the new requisition you have now copied all of the data (except the header note) from the original requisition and can change it as necessary.
- 6. Save the new requisition.

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Training Program Evaluation Course: Electronic Requisitioning in SAP

Date:	Inst	ructor:			
Class Evaluation	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Content and organization of the material presented were appropriate for the subject.					
The class duration was appropriate for the material covered.					
Had effective hands-on activities that developed my understanding of the material.					
Handouts and manuals provided were a helpful complement to the presentation.					
	Strongly				Strongly
Instructor Evaluation Demonstrated knowledge of the material presented	Agree	Agree	Neutral	Disagree	Disagree
Presented the material in a clear and understandable method.					
Created a favorable learning environment.					
Encouraged questions.					
I would approach this instructor for assistance.					
	Strongly				Strongly
Overall	Agree	Agree	Neutral	Disagree	Disagree
I am satisfied with the training I received.					
I would recommend this training to others.					