



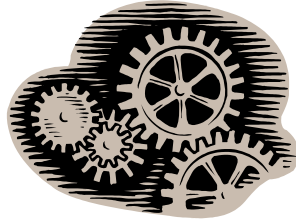
Requisition to Check Training



Course Objectives

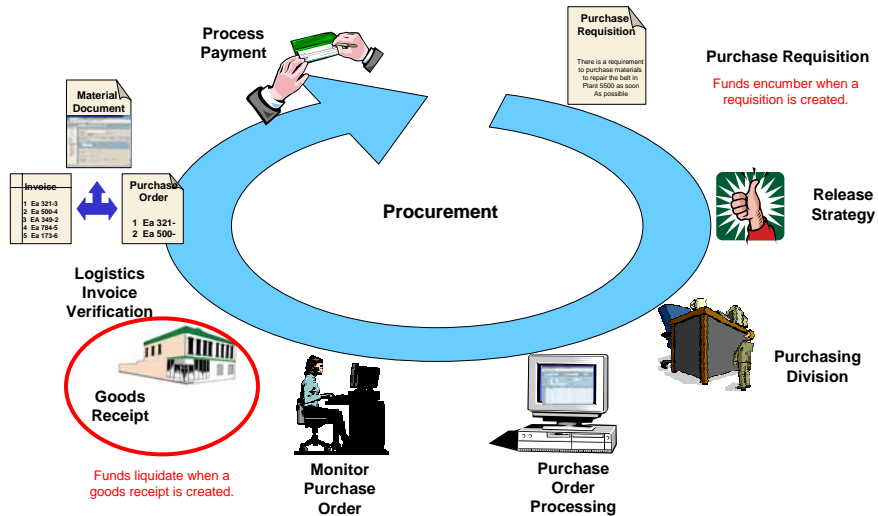


- Requisition to Check Process
- Check Information
- Advanced Purchase Requisitions
- Reporting



Requisition to Check Process

Procurement Process – Overview



Purchase Requisition



-  Purchase Requisition
 - ♦ Informal request for goods and/or services created by the department
 - ME51N – Create Purchase Requisition
 - ME52N – Change Purchase Requisition
 - ME53N – Display Purchase Requisition

Vendor Information - XK03



- **XK03** – Displays Vendor Information
 - Enter the vendor master number in the vendor field.
 - Press Enter to view vendor information.

Vendor	100125	Office Max
Company Code	UK00	University of Kentucky
Purch. Organization	UK00	UK Purchasing

1. Enter the Vendor Master Number.
2. Press ENTER.

Vendor Information - XK03



1. If the vendor master number is unknown, click on the Possible Search Entries icon. A separate search screen will appear.

2. Click-on the UK Vendor Search tab before conducting your search.

3. Type in the vendor's name, using the wildcard = (*) asterisk symbol.

UK UNIVERSITY OF KENTUCKY

Req to Check (05-14-08)

7

Vendor Information - XK03



- **Vendor Address Types**
 - ♦ ZPRO – Order from address
 - ♦ 0003 – Remit to address (Only used by Accounts Payable!)
- When creating a Purchase Requisition always use a vendor number that has a ZPRO grouping.

Name 1	Name 2	Vendor	Street	City	Rg	PostalCode	Cty	PO Box	Soc.Se...	FEIN	Group	SearchTerm	DeIF	CoCd
VWR INTERNATIONAL		126511		PITTSBURGH PA		15264-0169	US	640169		91-1319190	0003	WWR INTL	<input type="checkbox"/>	UK00
VWR INTERNATIONAL		126512	800 E Fabyan Pkwy	BATAVIA IL		60510	US			91-1319190	ZPRO	WWR INTL	<input type="checkbox"/>	UK00
VWR SCIENTIFIC		140154		PITTSBURGH PA		15264	US	940169		91-1319190	ZPRO	WWR SCIENT	<input type="checkbox"/>	UK00

Purchase Requisition - ME51N



Item	Material	Vendor	Short text	Quantity	Unit	Val. price	Total value	Delivery date	Requisition	Tracking
1	119496	119496	Lease Space	1	EA	27,121.50	27,121.50	12/13/2005	A/RASH	ARASH
							27,121.50			

- Account Assignment:** *Required.* Account type used to pay for the item being ordered.
- Desired Vendor:** *Required.* Vendor number. Do not enter the vendor name in this field.
- Vendor Material Number:** *Not required.* Manufacturer part or catalog number.
- Short Text:** *Required.* Description of item being ordered. Up to 35 characters allowable.
- Quantity:** *Required.* Quantity of item being ordered.
- Unit of Measure:** *Required.* Unit of Measure must be recognized by the system.
- Valuation Price:** *Required.* Cost of the item being ordered.
- Delivery Date:** *Required.* Use the calendar to select expected delivery date. For NB Requisitions, this field will not appear on the Purchase Order.
- Requisitioner:** *Not Required.* Name of the end user of this product or service.

Purchase Requisitions - ME51N



Header Text

Header note: This space is for Mark Redding's new office. RMS

Item	Material	Vendor	Short text	Quantity	Unit	Val. price	Total value	Delivery date	Requisition	Tracking	Created by
1	119496	119496	Lease Space	1	EA	27,121.50	27,121.50	12/13/2005	A/RASH	ARASH	
							27,121.50				

Line Item Text

Item text: Lease space for UK's Hospital
Location: 200 S. Ashland Ave. Lexington, KY 40505

Purchase Requisitions – ME51N



- **Delivery Address**

- ♦ **Find your delivery address number in SAP!**

- Once the information is entered, you can revise it to accurately reflect your specific delivery location. However, do not free form this area.
- If your address is not in the system, please contact Jody Reed in Purchasing to have your address added.

Item: 1 | LEASE PMTS/PR 8271

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Texts | Delivery address

Title: []

Name: Real Property Division

House no./street: 518 Oldham Court

City/State/ZIP Code: Lexington 40502

Country: US United States

Address: B58617

Customer: []

Vendor: [] SC vend

Buttons: Address details, Reset address, Repeat address on

Purchase Requisitions – ME51N



- Under the Account Assignment tab:
- Enter the appropriate G/L Account number
- Enter the CC/WBS/IO for the area of cost responsibility

Item: 1 | Moons

Material data | Quantities/dates | Valuation | Account assignment | Source of supply | Status | Contact person | Texts | Delivery address

Unloading Point: []

AccAssCat: Cost center | Distribution: [] | Recipient: []

G/L Account No.: 530120

CO Area: UK00

Cost Center: 1016614000

Order: []

Fund: 0011000100 | Grant: 6MNR

Functional Area: 0540

Funds Center: 1016614800 | Commitment item: 530120


Earmarked Funds: 0

- **SAVE** the document

- The system will generate a Purchase Requisition number.

Approval Process



-  Release Strategy
 - ◆ Approval process based on assigned roles and respective dollar amounts
 - SBWP – Office Workplace / Workflow

Approval Process – SBWP



- Approvers' roles are based on predefined "Release Strategies" that reflect their assignments and respective dollar levels.
- Approvers can Reject, Reserve or Approve a Purchase Requisition.
- All purchase requisitions must be approved before Purchasing can process a Purchase Requisition into a Purchase Order.


Approval Process – SBWP



- Purchase Requisition – Levels of Approval
 - Level 1 – \$0 to \$9,999.99 per document
 - Level 2 – \$10,000 and over per document
 - Level 3 – Vehicles or computer purchases greater than \$10K

Purchase Order




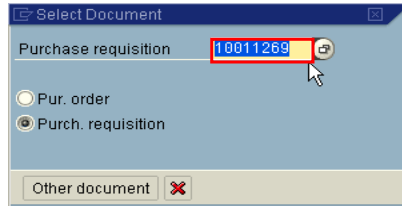
-  Purchase Order
 - ♦ Formal request for goods and/or services created by Purchasing and sent directly to the vendor via
 - Fax
 - Email or
 - US Postal Mail
 - ME23N – Display Purchase Requisition
 - ME53N – Display Purchase Order

Purchase Requisition Status – ME53N



- Has a Purchase Order been created?

- ♦ Go to ME53N
- ♦ Click-on the Other Document icon 
- ♦ Input the Requisition # & Press ENTER



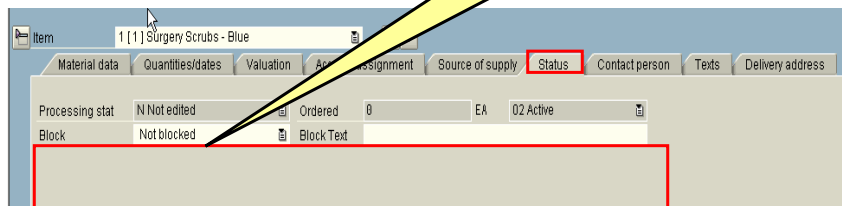
- ♦ The Requisition information will appear on the screen
- ♦ View the Requisition status from the Status Tab

Purchase Requisition Status – ME53N



Status Information Tab will tell you if the PO has been created or not.

Notice:
Purchase Order has not been created yet.



If the Purchase Order has not been created yet, check the Release Strategy Tab to see if a release has been done.

Release Strategy Information - ME53N



If the release has not yet been completed, contact the designated approver to release the Purchase Requisition.

If the release has been completed but a PO has still not been created, go to the Contact Person Tab and contact the appropriate Purchasing Group designee for additional information

Purchase Requisition Status - ME53N



If the PO has been created, it will be displayed in the Status tab area.

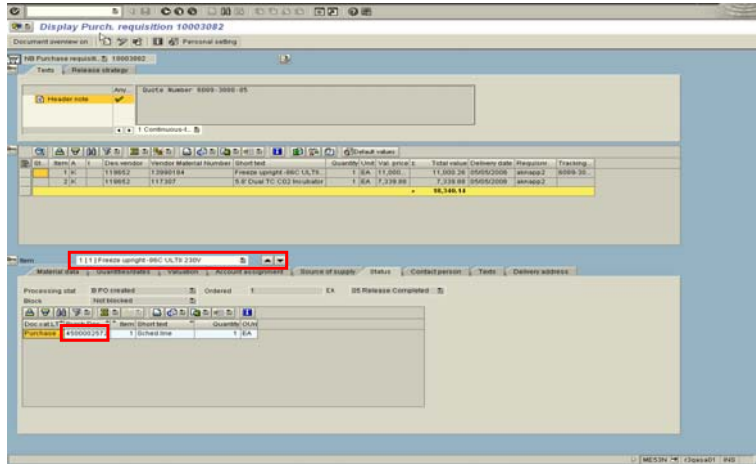
To view the PO document, double-click on the Purchase Order number.

Once a Goods Receipt and/or an Invoice posts, it will also be displayed in the Status tab area.

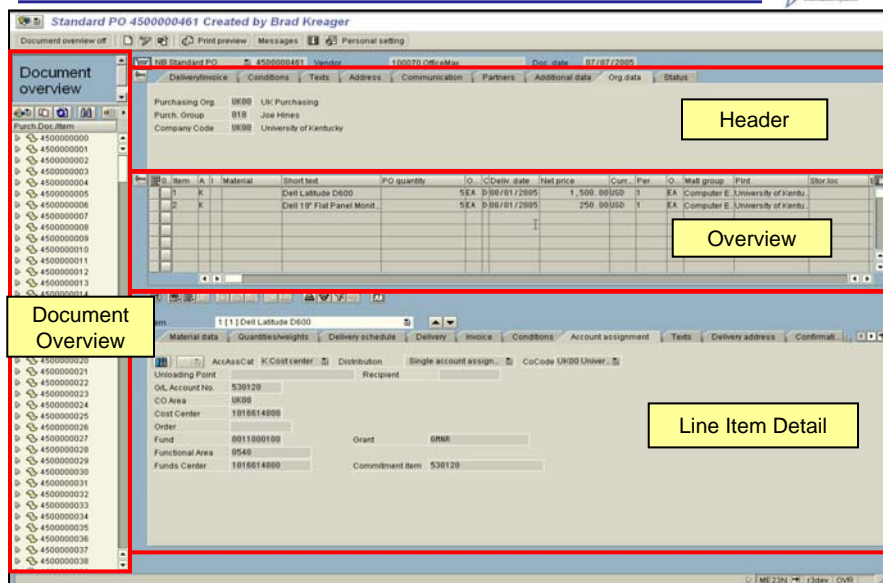
Purchase Requisition Status - ME53N



- Use the ▲ and ▼ arrows to see the Status for each line item on a requisition.



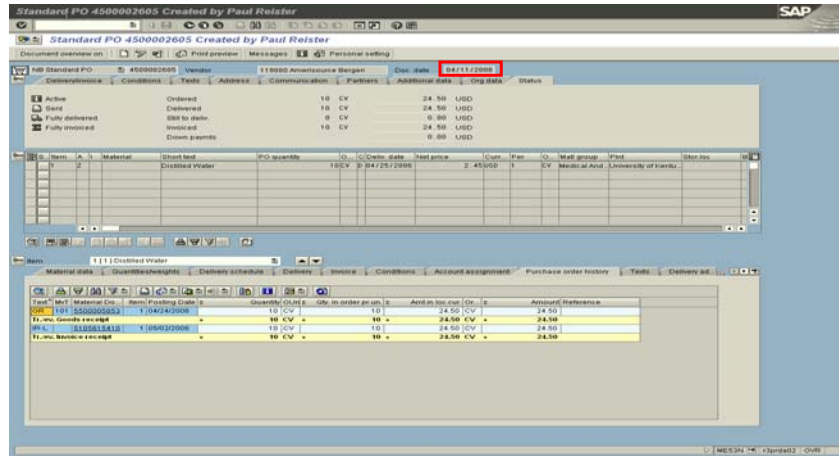
Purchase Order - ME23N



Purchase Order Information - ME23N



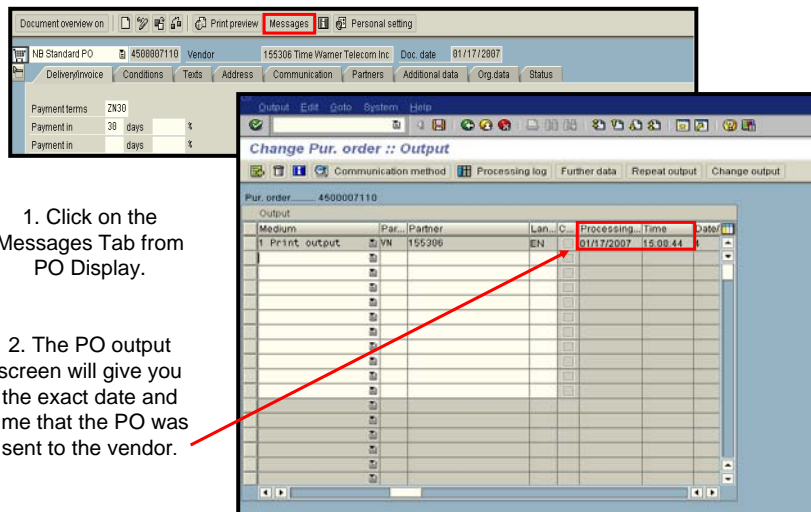
- Viewing the Purchase Order from ME23N can help answer the following questions:
 - ♦ When was the PO created?



Purchase Order Information - ME23N



- ♦ When was the PO sent to the vendor?

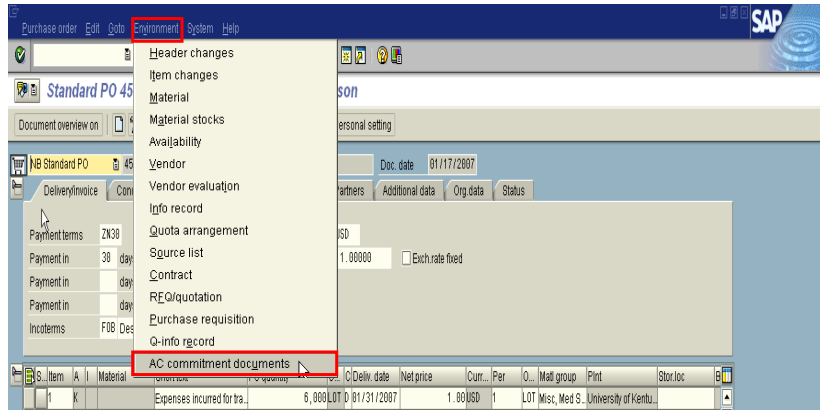


1. Click on the Messages Tab from PO Display.
2. The PO output screen will give you the exact date and time that the PO was sent to the vendor.

Purchase Order Encumbrances – ME23N



- ◆ What amount is still encumbered on the PO?
 1. Click Environment from PO Display.
 2. Select “AC Commitment Documents”
 3. The next screen will post the encumbered amount for this PO.



Purchase Order Encumbrances – ME23N



NOTE: If the encumbrance line is blank, that means there isn't anything left to pay out on the PO. This screen will also show what amounts have been encumbered to which cost centers or WBS elements. This is handy for split accounting.


Document Journal

ReqDocNo	Req psgr. d.	Comm. item	Commitment item text	Print	Bagl	Tend	Val type	text	VT
4550007108	01/17/2007	530122	Commercial/Oth. Serv.	6,000.00			Expenses incurred for training	Purchase Orders	51
4550007108	01/23/2007		Commercial/Oth. Serv.	2,958.15			Expenses incurred for training	Purchase Orders	51
4550007108	02/19/2007		Commercial/Oth. Serv.	100.00			Expenses incurred for training	Purchase Orders	51
				2,941.85					

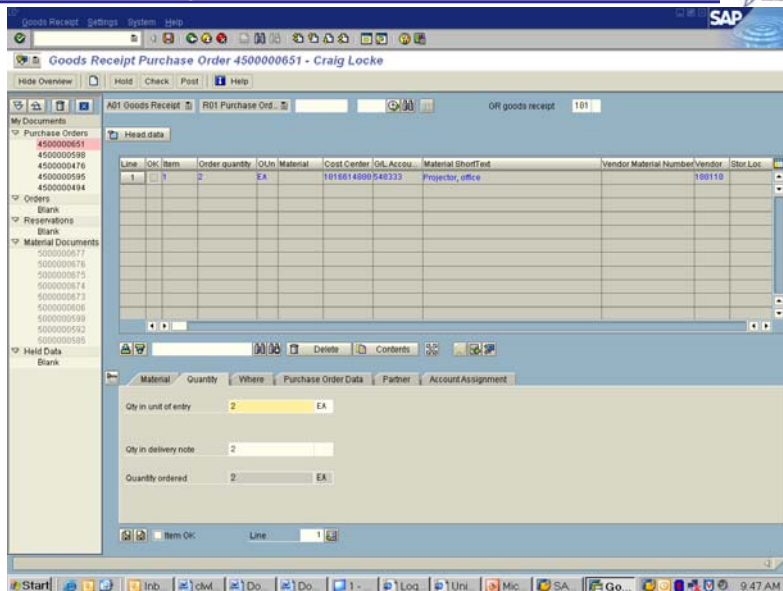
Original PO amount: \$6,000.00
 PO Expenses to date: \$2,958.15-
 \$100.00-
Encumbered amount: \$2,941.85

Goods Receipt



-  Goods Receipt
 - ◆ Online receiving process
 - MIGO - Goods Receipt Movement

Goods Receipt - MIGO



The screenshot shows the SAP MIGO (Goods Receipt Movement) transaction interface. The title bar indicates the transaction is for 'Goods Receipt Purchase Order 450000651 - Craig Locke'. The main window displays a table with columns for Line, Ok, Item, Order quantity, UoM, Material, Cost Center, GL Acco., Material ShortText, Vendor Material Number, and Vendor. The first row shows a quantity of 2 for material EA at cost center 1016014900548233, with the short text 'Projector, office' and vendor 100110. Below the table, there are input fields for 'Qty in unit of entry' (2), 'Qty in delivery note' (2), and 'Quantity ordered' (2), all set to material EA. The interface includes a navigation pane on the left with sections for Purchase Orders, Orders, Reservations, Material Documents, and Held Data. The bottom of the window shows the Windows taskbar with the time 9:47 AM.

Goods Receipt – MIGO



A01 Goods Receipt R01 Purchase Ord... 450000318

1. Go to MIGO
2. Select "A01 Goods Receipt" from the drop-down menu
3. Type the Purchase Order number in the PO prompt field
4. Press ENTER

Goods Receipt – MIGO



5. Highlight the line item you would like to receive against.

Goods Receipt – MIGO



Line	OK	Item	Order quantity	OUn	Material	Cost Center	G/L Accou...	Material ShortText
1	<input type="checkbox"/>	1	5	EA		1016614800	530120	Dell Latitude D600
2	<input type="checkbox"/>	2	5	EA		1016614800	530120	Dell 19" Flat Panel Monitor

6. Complete the "Where" tab.
This tab is optional.

Material | Quantity | **Where** | Purchase Order

Movement Type: GR for acct assgmt 101

Plant: University of Kentucky

Goods Recipient: **Brad Kreager**

Unloading Point: H2 UKMC 0293

Text: OK to receive

Item OK

7. Complete the "Quantity" tab.
This tab is **required**.

Material | **Quantity** | Where | Purchase Order

Qty in unit of entry: **5** EA

Qty in delivery note:

Quantity ordered: 5 EA

Item OK

8. Select "Item OK"

Save Cancel Refresh Help

9. Click the "Save" icon.

Material document 5000000625 posted

Logistics Invoice Verification



- Logistics Invoice Verification**
 - Three-way match (PO, Goods Receipt and Invoice) for payment purposes**
 - Accounts Payable applies the invoice to the Purchase Order and releases payment to the vendor.
 - All vendors default to a payment of Net-30 days.

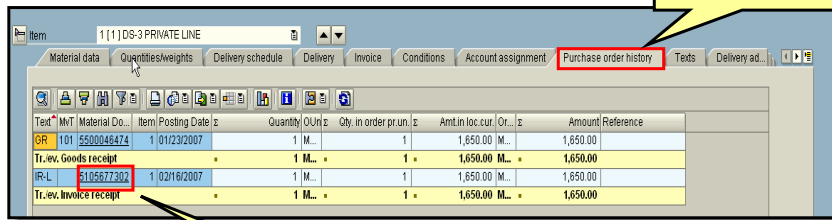


Check Information

Check Information - ME23N

- ◆ Has payment been made to the vendor for this PO?
- ◆ What is the check number?

1. From ME23N, click on the Purchase Order History tab.



Text	MVT	Material Do.	Item	Posting Date	Quantity	UoM	Qty. in order	pr.un.	z	Amn.in loc. cur.	Or.	z	Amount/Reference
GR	101	5500048474		1 01/23/2007	1	M.	1			1,650.00	M.		1,650.00
Tr.ev.		Goods receipt			1	M.	1			1,650.00	M.		1,650.00
IR-L		6105677302		1 02/18/2007	1	M.	1			1,650.00	M.		1,650.00
Tr.ev.		Invoice receipt			1	M.	1			1,650.00	M.		1,650.00

2. Double-Click the Invoice Receipt Number.

Check Information - ME23N



3. Click Follow-On Documents.

4. Double-Click Document Number.

UK UNIVERSITY OF KENTUCKY

Req to Check (05-14-08)

37

Check Information - ME23N



Document Overview - Display

Doc.type: RE (Invoice - gross) Normal document
 Doc. Number 5100067971 Company code UK00 Fiscal year 2007
 Doc. date 12/01/2006 Posting date 02/16/2007 Period 08
 Calculate Tax
 Ref. doc. DEC 2006
 Doc. currency USD

Itm	PK	Account	Account short text	Amount	Cost Ctr	WBS elem.	Fund	Assignment	Text
1	31	155300	Time Warner Telecom	1,650.00-				51000679712007	*acct 0071542
2	86	210110	GR/IR Clearing	1,650.00	1043801130		0041800300	20070216	

5. Double-Click Vendor Name.

UK UNIVERSITY OF KENTUCKY

Req to Check (05-14-08)

38

Check Information - ME23N



Environment

- Document changes
- Check information**
- Payment usage
- Invoice status Ctrl+F10
- Document environment
- Additional assignments
- Valuation
- Correspondence
- BIS readjustment
- Admnl components...
- Reference object F2

6. Select Environment & Check Information.

NOTE: If the Check Information option is not available, it means that a check has not been cut to the vendor.

Check Information - ME23N



Display Check Information

Check recipient | Check issuer... | Accompanying docs | **Payment document**

Paying company code: UK00 | Payment document no. **2000199456**

Bank details

House bank	AP01	Bank Key	041203895
Account ID	YEND	Bank Account Number	0234544
Bank name	NATIONAL CITY BANK		
City	CLEVELAND 44135-0000		

Check information

Check Number	100198754	Currency	USD
Payment date	02/16/2007	Amount paid	1,650.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	Time Warner Telecom Inc
City	Chicago
Payee's country	US
Regional code	IL

Additional Vendor Information

Check Information

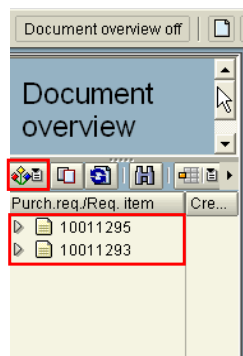
Vendor's Name, City and State



Advanced Requisitions

Document Overview Default - ME51N

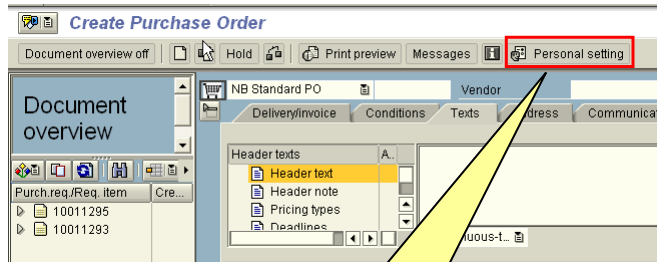
- Document Overview Display Default
 - ♦ If you would like your "Document Overview" area to display information for a period greater than one week, you will need to change your Personal Settings.



Document Overview Default - ME51N

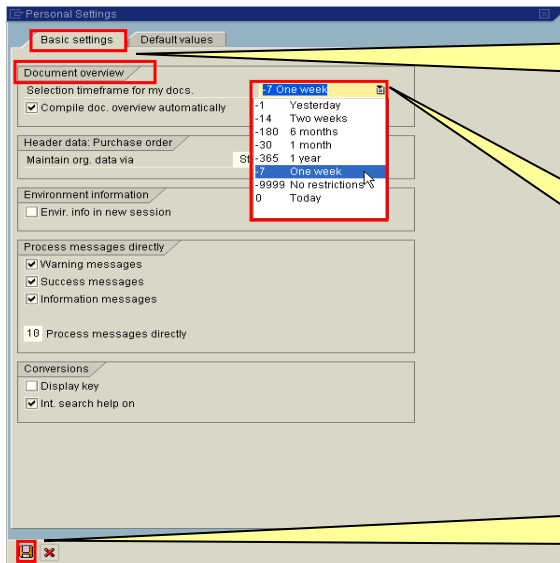


1. Go to ME51N



2. Click-on Personal Setting

Document Overview Default - ME51N



3. Click-on the Basic Settings Tab, then go to the Document Overview area.

4. From the Selection Timeframe drop down menu, choose a timeframe that suits your needs.

5. Click-on the Save icon to save all changes.

Attaching a Quote to a Requisition - ME51N



- An electronic quote from a vendor can be attached to any Purchase Requisition.
 - ♦ However, the quote must be saved as a document to either the user's Desktop or My Documents.

Attaching a Quote to a Requisition - ME51N



1. To attach a quote to a requisition, click on the Services for Object icon. Select Create and then choose Create Attachment.

Item	Des. vendor	Vendor Material Number	Short text	Quantity	Unit	Val. price	Total value	Delivery date	Requisition	Tracking
1 F	123562	SUPPLY & INSTALL	Furniture 208 krate	1	EA	32,191	32,191.87	01/23/2007	Arthur	

Item: 1111 Furniture 208 krate

Name: Medical Center Physical Plant Division

House no./Street: 113 Kelly Building

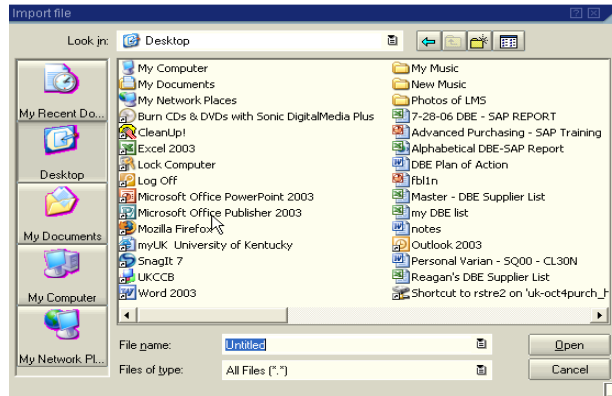
City/State/ZIP Code: Lexington

Country: US United States

Address: 56710

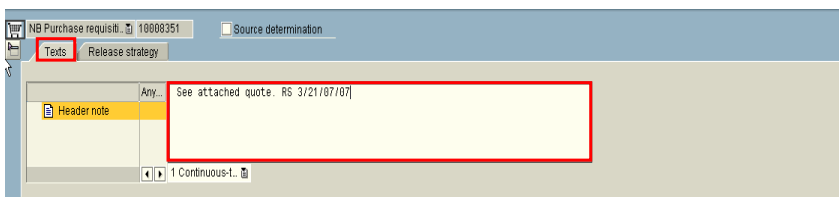
Customer: Vendor

Attaching a Quote to a Requisition - ME51N



To attach the quote, select the document location and name. Then click “Open”. This will attach the document to the Purchase Requisition.

Attaching a Quote to a Requisition - ME51N



After attaching the quote document, type a note in the Header Text area notifying Purchasing that the quote is already attached and they don't need to wait for a fax copy. Please initial and date this message.

Click on the Save icon

FREE Items on a Requisition - ME51N



- **FREE ITEMS** on a Purchase Requisition
- If you have a free item to list on your requisition, create a line item for it and mark the value at \$.01.

Item	Quantity	Unit	Price	Total Value	Estimate	Date	Requisition	Tracking
1 K 126448 D-5000-2014 Mastercycler w/hailed Lid	1	EA	3,215.00	3,215.00	01/03/2006	C	Ryou	
2 K 126448 1022281 (FREE) 2 PVC 2000 rise wheel c...	1	EA	0.01	0.01	01/03/2006	C	Ryou	
3 K 126448 E-3109-125 (FREE) genepure te gasa quick di...	1	EA	0.01	0.01	01/03/2006	C	Ryou	
4 K 126448 H-6251-1 cimarec digital stirring hot...	1	EA	305.00	305.00	01/03/2006	C	Ryou	
5 K 126448 B-2030-L9 orbit is shaker w/ platform	1	EA	650.00	650.00	01/03/2006	C	Ryou	
6 K 126448 D-1100 digital dry bath single block	1	EA	210.00	210.00	01/03/2006	C	Ryou	
7 K 126448 D-1105A block for 24 1/2 ml tubes	1	EA	60.00	60.00	01/03/2006	C	Ryou	
8 K 126448 B-7350-1 vortex gene 2 variable sp...	1	EA	245.00	245.00	01/03/2006	C	Ryou	

Create a Header Text stating that the item(s) will be free of charge.

NB Purchase requisiti... 10001484 Source determination

Texts Release strategy

Header note Any... Please note: line items 2 and 3 will be shipped "free of charge."
RMS 1/12/07

1 Continuous-t...

S&H Charges on a Requisition - ME51N



- **Shipping and Handling Charges**
- Shipping and handling should not be entered as a separate line item. It will be taken care of by Accounts Payable. However, you may put the estimated shipping and handling amount in the Header Text area.

NB Purchase requisiti... 10001484 Source determination

Texts Release strategy

Header note Any... Shipping and Handling is \$58.00 for this requisition. RMS 1/12/07

1 Continuous-t...



Reporting

Display Requisition by Acct Assgn – ME5K

- **ME5K Report**
 - ♦ Lists all Requisitions by account assignment
 - Account Assignment: Cost Center or WBS Element
- This report is helpful if you are trying to find a particular Requisition that was paid for using a specific Cost Center or WBS Element.
- Remember to enter as much information as possible in the initial report input screen. This will minimize both the running time of the report and the amount of displayed information.

Execute Report - ME5K



Execute Report - ME5K



3. Select Requisition Date to narrow your search criteria.

4. Click-on the Multiple Selection icon to select a date ranges.

5. Input date ranges and Execute Report.

Execute Report - ME5K



Purchase Requisitions per Account Assignment

Cost center: 1016614800

Material	Short text	PGp	Mat. gp.
Requisn. Item	Requested qty. Un	Deliv. date	Requester
S C R OTy. I A	Ordered qty. Un	Release date	Trackg.no. SPl. MC
10000174	00010	1 AU D 03/14/2005	002 110
N R FO B K		03/14/2005	UK00
Desired vendor: 100007 Walmart			
10000181	00010	1 AU D 03/28/2005	002 C1075
N R NB X		03/14/2005	UK00
Desired vendor: 100007 Walmart			
10000182	00010	1 AU D 03/14/2005	002 C1335
N R FO B K		03/14/2005	UK00
Desired vendor: 100007 Walmart			

hsssss

Double-click the Purchase Requisition Number to view the actual Requisition.

Display Purchase Order by Acct Assgn - ME2K



- **ME2K Report**
 - ◆ Lists all Purchase Orders by account assignment
 - Account Assignment: Cost Center or WBS Element
- This report is helpful if you are trying to find a particular Purchase Order that was paid for using a specific Cost Center or WBS Element.
- Remember to enter as much information as possible in the initial report input screen. This will minimize both the running time of the report and the amount of displayed information.

Execute Report - ME2K



Choose...

Cost center: 1012097790 to

WBS element: to

Order: to

Asset: Sub-no. to

Sales document: Item to

Network: Trans. to

Purchasing organization: UK00 to

Scope of list: BEST to

Selection parameters: to

Document type: to

Purchasing group: to

Plant: UK00 to

Item category: to

Account assignment category: to

Delivery date: to

Validity key date: to

Range of coverage: to

Document number: to

Vendor: to

Supplying plant: to

Material: to

Material group: to

Document date: to

Intern. article no. (EAN): to

Vendor's material number: to

Vendor sub-range: to

Promotion: to

Season: to

Season year: to

Short text: to

Vendor name: to

07/02/2006 to 07/30/2006

1. Type in Cost Center or WBS Element (see area below CC).

2. Input specific date ranges to narrow your search criteria.

3. Execute Report.

Execute Report - ME2K



PO	Type	Vendor	Name	P6p	Order date
Item	Material	SLoc	Short text	Mat. group	
D I A	Plnt	SLoc	Order qty. Un	Net Price	Curr. per Un
4500003998	NB	142574	Maharam Fabrics	025	07/03/2006
00001	K UK00		Fabric - for Draperies	0.270	
	Cost center		15.500 YD	58.00	USD 1 YD
	Still to be delivered		0 YD	0.00	USD 0.00 %
	Still to be invoiced		0 YD	0.00	USD 0.00 %
4500005230	NB	133925	Ad Venture Promotions	024	09/11/2006
00001	K UK00		Javelin Ballpoint Pens - White & Blue	C1585	
	Cost center		1500 EA	0.48	USD 1 EA
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00002	K UK00		Set-up Fee	C1585	
	Cost center		1 EA		1 EA
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
4500006078	NB	133925	Ad Venture Promot		2006
00001	K UK00		Round Globe Shape		
	Cost center		150 EA		1 EA
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00002	K UK00		Setup Fee	C1585	
	Cost center		1 EA	50.00	USD 1 EA
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00003	K UK00		Paper Proof	C1585	
	Cost center		1 EA	17.50	USD 1 EA
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %

Double-click the Purchase Order Number to view the actual Purchase Order.

Purchase Order Status Report - Z_MMEKPO



- PO Open Status Report Z_MMEKPO will list all open POs for a specific Cost Center.
- This report is extremely helpful at the end of year, especially when you need to clear up encumbrances left open on an account.

Purchase Order Status Report - Z_MMEKPO



Program ZMM_EKPO - Purchase Order Status Report

2. Execute Report.

Organization Parameters			
Company Code	UK00	to	
Purchasing Organization		to	
Purchasing Group		to	
Plant		to	
Document Parameters			
Purchasing Document Number		to	
Purchasing Doc. Type		to	
Purchase Order Date		to	
Delivery Completed Indicator		to	
Final Invoice Received Ind		to	
Vendor Parameters			
Vendor		to	
Minority Indicator		to	
Controlling Parameters			
Acct Assignment Cat		to	
Cost Center	1012086630	to	
WBS Element		to	
Fund		to	
Order		to	
Report Type			
Cost Center	<input checked="" type="radio"/>		
Purchase Order	<input type="radio"/>		
Initial Display Variant			
Initial Variant	/CCWBSORDER		

1. Enter your Cost Center or WBS Element.