



Approvers APP_310



Approvers (APP_310)

Prerequisites and Audience



- Prerequisites
 - ♦ None
- Audience
 - ♦ Any user with rights and responsibilities relating to approving purchase requisitions



There is no prerequisites necessary if you are ONLY this Approvers course.



SAP Introduction

Approvers (APP_310)

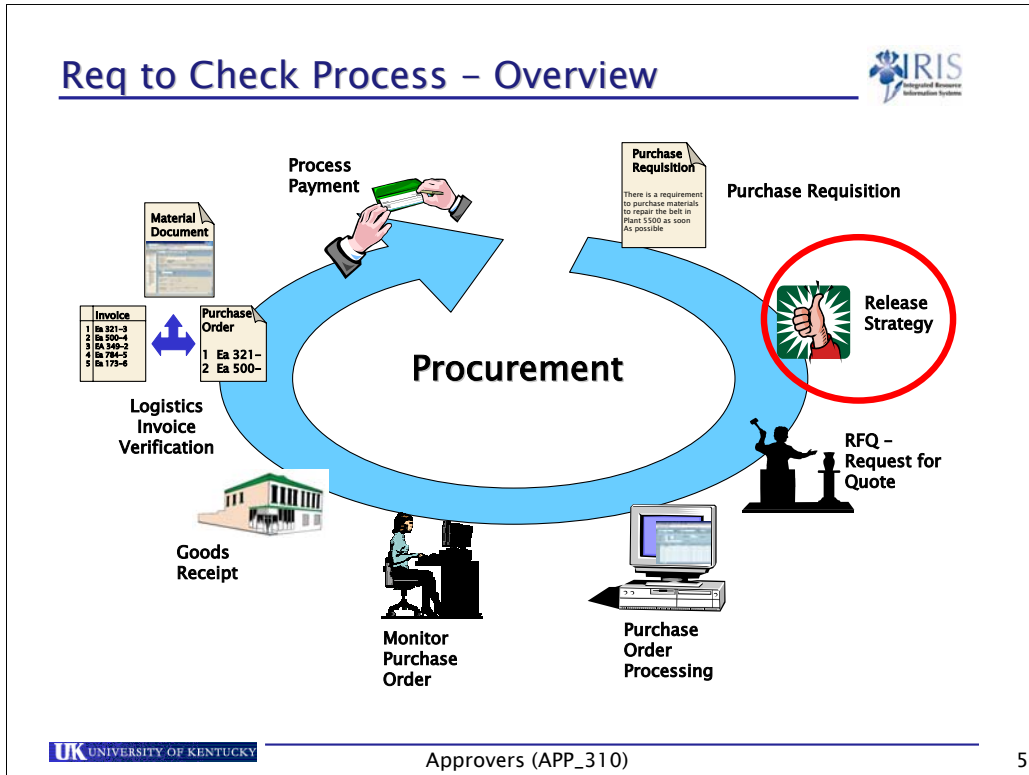
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Read

Key Process Benefits



- Standardized and streamlined business practices
- More accurate reporting
- Additional controls within the procurement process
- One-time data entry
- Real-time access to data, with information in consistent formats
- Documentation audit trail for accountability



Basically this process will be like our current process; it will just be handled within SAP instead of the current system.

Purchase Requisition – The department responsible will enter a requirement for materials to the Purchasing department through a purchase requisition.

Release Strategy – The Approval Process is the same as it is today. The process is started with the purchase requisition, the requisition must be approved by the responsible party.

RFQ – (Request for Quote) – Purchasing will determine if an Invitation for Bids or a Request for Proposal is required.

Purchase Order Processing – A purchase order is entered by Materials Management.

Monitor Purchase Order – The buyer can monitor the status of the purchase order, goods received and invoicing.





Goods receipt – the SAP system compares the received goods quantity with the purchase order quantity.

Logistics invoice verification (LIV) – Invoices are checked for accuracy of price and quantity of goods, matched to the Goods Receipt, and the Purchase Order.

Payment processing – Accounting is responsible for vendor payments.

Requisition Process

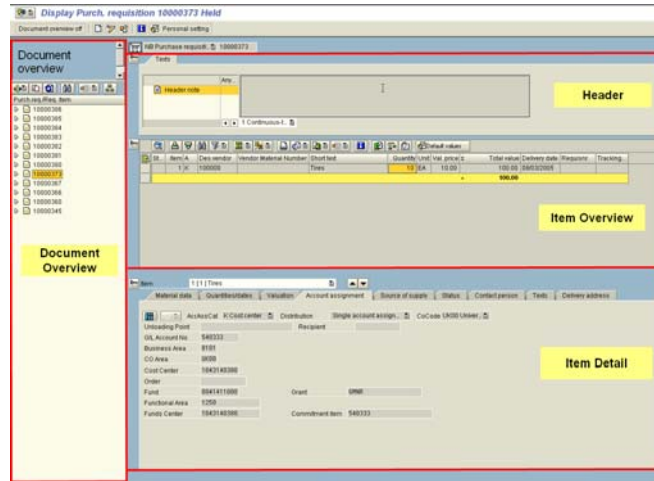


-  Requisition
 - ♦ Informal request for goods and/or services created by the department
-  Release Strategy
 - ♦ Approval process required for all requisitions
-  Purchase Order
 - ♦ Formal request for goods and/or services created by Purchasing and sent directly to the vendor
-  Goods Receipt
 - ♦ Online receiving process

Purchase Requisitions



- A purchase requisition:
 - ♦ An on-line process designed to inform the purchasing office of an internal department's need to acquire a particular good or service.



Review Slide

SAP has Simplified the Procurement Process



- There are now only 2 ways to procure goods at UK:
 - ♦ Under \$5K – Procurement Card
 - Following Procurement Card policies–some purchases are not allowed on the Procurement Card
 - ♦ Over \$5K – Requisition

- If a vendor does not accept our procurement card, a requisition must be created, regardless of the dollar amount

- Confirmation (for payment only) for goods orders will not be accepted in Purchasing

- Invoices should be sent to Accounts Payable or Hospital Accounting

There are now only 2 ways to procure goods at UK:

- Under \$5K – Procurement Card
 - Following Procurement Card policies–some purchases are not allowed on the Procurement Card
- Over \$5K – Requisition

Purchases are not allowed on DAV.

Confirmation Orders – you cannot pick-up the phone and place an order with a vendor and then do a requisition. You must complete a requisition first, get it approved and Purchasing will process a purchase order.



RELEASE STRATEGY

Approvers (APP_310)

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Levels of Approval



- All purchase requisitions must be approved.
- Levels of Approval
 - ♦ L1 - level 1 - \$0 to \$9,999.99 per document
 - ♦ L2 - level 2 - >\$10,000 per document
 - ♦ CE - special - Computer equipment > \$10,000 per line item
 - ♦ VE - special - Any vehicle per line item
- All leased equipment approvals must follow lease guidelines.

- ♦ Release strategies are based on Release code and Release group
- ♦ Will use workflow to route and approve requisitions
- ♦ Here is the approval process as implemented at UK:
 - Requisitions charged to a cost center (account assignment category K) are approved, at a minimum, by the department manager based on dollar limit.
 - \$0 to \$10,000 – Level 1 Business Officer or equivalent
 - Above \$10,000 – Level 2 Department Head or equivalent
 - Computers – Information Technology
 - Vehicles – EVP or Provost

Logging on to SAP R/3



- Log on to SAP using the web portal
 - ♦ Enter your user ID and password

**User ID only...
do not use ad**

Welcome to myUK.

Use your Active Directory User ID (Exchange e-mail ID) to log on to this portal.

It is not required to use the domain before the username (i.e. ad\ or mc\).

User ID *

Password *

Log on

UK UNIVERSITY OF KENTUCKY

CRITICAL SECURITY INFORMATION!!!

- Remember, you need to keep your access secure by:
 - Not leaving the myUK portal website logged on, if you leave your desk
 - DO NOT have your computer remember the myUK portal AD User ID & password
 - Either of the above actions could result in an unauthorized person using the SAP access under your logon ID.
 - To delete a computer-memorized password in IE: In the menu bar, choose Tools → Internet Options → Content tab → AutoComplete → Clear Passwords. You also may want to uncheck “User names and passwords on forms” as well as “Prompt me to save passwords”

Accessing Workplace & Workflow



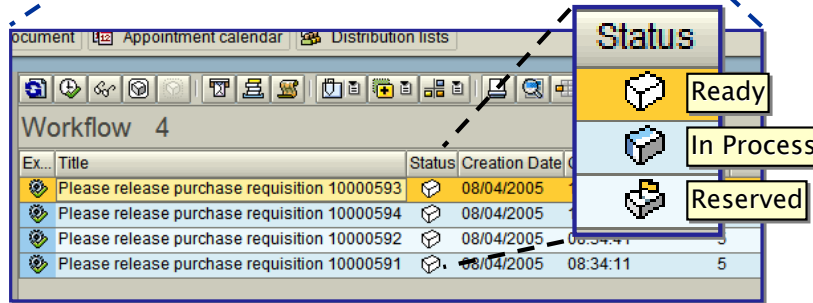
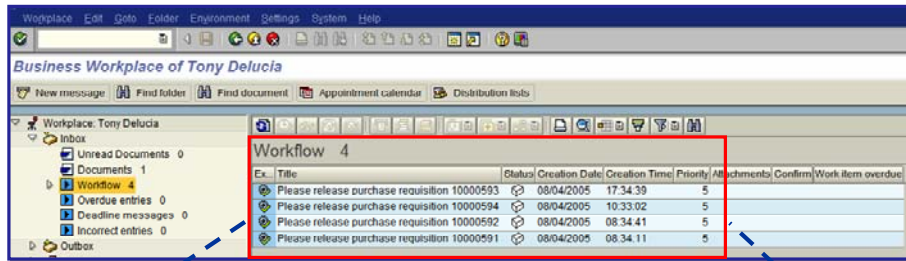
1. Click the Workplace icon

OR

Click the Workplace icon

2. Navigate through the SAP menu paths

The Workplace Screen



LOOK for These Items



Purchase requisition: 10000591

Release group: ST Campus Req Release
Release strategy: CT Release - \$2,500
Release Indicator: X Blocked

Code	Description	Processor	Status	Release options
L1	Level 1 Approver	Kevin R Stevens		

St.	Item A	Des vendor	Vendor Material Number	Short text	Quantity	Uo	Est. price	Total value	Delivery date	Requirer	Tracking
	1,K	100000		Approval Test	1		2,600.00	2,600.00	08/25/2005		

Total \$ amount: 2,600.00

Material data: Unloading Point, Access/Cal, Cost center, Distribution, Recipient

Account assignment: GL Account No. 540333, Business Area 0101, CO Area 0600, Cost Center 1012031130, Order, Fund 0011020100, Grant 02NR, Functional Area 0320, Funds Center 1012031130, Commitment item 540333

Appropriate account assignment

Type of Accounts



Cost Center

Subsidiary Ledger Accounts: 1,
2, 3 (except 3-5XXXX), 5, 8 & 9

Internal Order

Job Order: Ledger 6

WBS Element

Grant Accounts: Ledger 4
Capital Projects: Ledger 7
Other Projects: 3-5XXXX

◆Critical Slide!

◆**Account Assignment** – The type of account that is being used. For example, “K” is a cost center and “P” is a project.

◆**Account Number/Cost Object** – A Cost Object includes all of these elements (cost center, internal order & WBS element).

◆**Subsidiary Ledger/Cost Center** – In FRS, we have Subsidiary ledgers. In SAP, if you have any of these numbers, you will have cost centers.

◆**Object Code/GL Account** – **This is a big terminology change to get used to.** In FRS, we refer to GL accounts as General Ledger account numbers. In SAP, **object codes** will be called G/L Accounts.

◆If you get a question about **user codes**:

- The Finance Team has figured out how to track purchases in SAP, but it will not be by utilizing user codes. User codes will work with a cost center and you will learn more about that in Financial training.

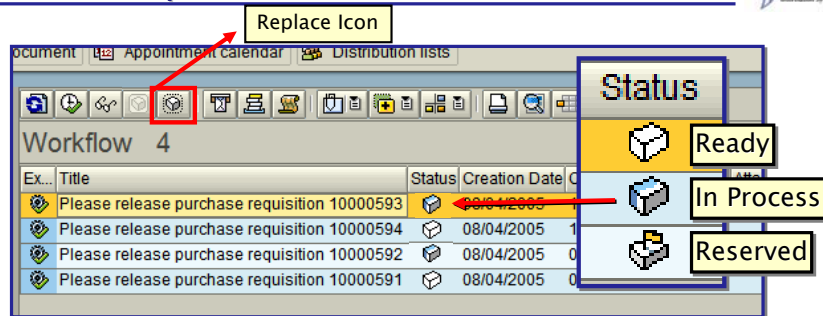
Approver's Options



- Look at a requisition
- Reserve a requisition
- Approve a requisition
- Reject a requisition

We'll look at each of these options and their consequences

Look at a requisition



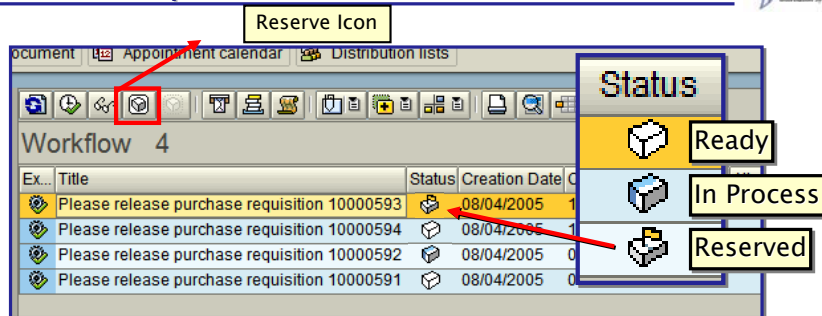
- Just looking at the requisition will:
 - ♦ Change the status from Ready to In Process
 - ♦ Removes the requisition from all other folders
- To return requisition to Ready state click the Replace icon



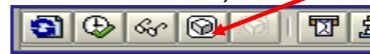
It is extremely important to realize that if you just open a requisition to look at it, it is removed from all other inboxes regardless if you are the approver or a backup in the approval scheme.

If you look at a requisition and you will not be acting on it **you must return the requisition to the ready state so others can see the requisition**. Do this by selecting the requisition and clicking on the Replace icon. This will allow the requisition to once again appear in their inbox.

Reserve a requisition

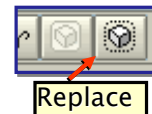


- To Reserve a requisition click the Reserve icon, this will:



- Change the status from Ready or In Process to Reserve

- Remove the requisition from all other folders
- Return to Ready state click the Replace icon



When you reserve a requisition, you remove that requisition from all others' inboxes.

Approve a requisition

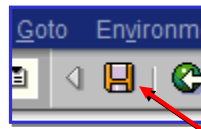


Texts		Release strategy				
Release group	01 Campus Req Release	Code	Description	Processor	Status	Release options
Release strategy	C1 Release > \$2,500	L1	Level 1 Approver	Kevin R Stevens	⚠	✔
Release Indicator	X Blocked					

- Click on Release Options icon
- Icon changes to Cancel Release icon
- Click Save

Status	Release options
S	✔

Cancel Release icon



Save icon

Reject a Requisition



NB Purchase requisit... 10006478

Texts Release strategy

Header note Any... Item rejected. Please reduce the amount of the expenditure. Department Head 10-9-06

1 Continuous-req

1. Type a message in the TEXT - Header Note Field
2. Click the Reject icon
3. Make changes to the requisition

Texts Release strategy

Release group 01 Campus Req Release

Release strategy C1 Release > \$2,500

Code	Description	Processor	Status	Release options
L1	Level 1 Approver	Kevin R Stevens	⚠	🗑

Release Indicator X Blocked

4. Click the Save icon



- ◆ Release strategies are based on Release code and Release group
- ◆ Will use workflow to route and approve requisitions
- ◆ Here is the approval process as implemented at UK:
 - Requisitions charged to a cost center (account assignment category K) are approved, at a minimum, by the department manager based on dollar limit.
 - \$0 to \$10,000 – Level 1 Business Officer or equivalent
 - Above \$10,000 – Level 2 Department Head or equivalent
 - Computers – Information Technology
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ACCESSING WORKPLACE FROM OUTLOOK

Approvers (APP_310)

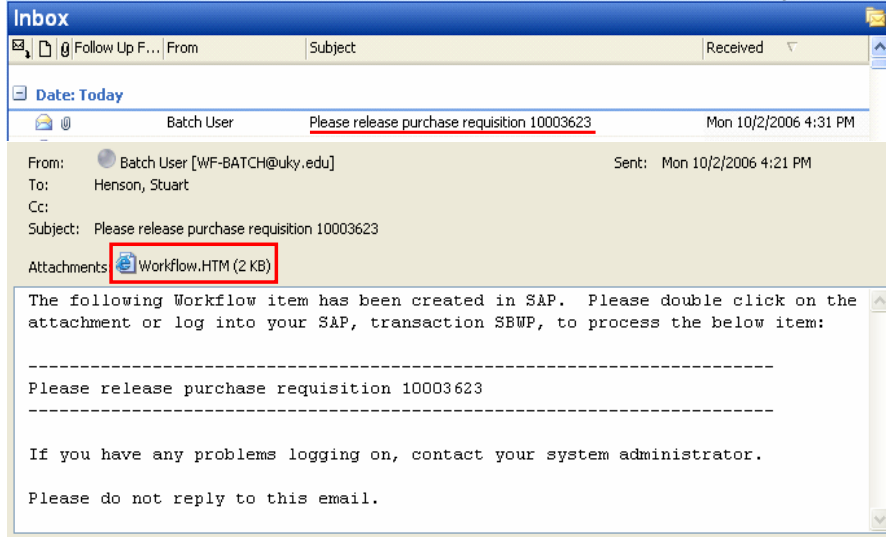
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Release Strategy



Approver's Inbox

Microsoft Outlook notification to release a Purchase Requisition:



- ◆ Release strategies are based on Release code and Release group
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Release Strategy



Approver's Inbox Microsoft Outlook notification if approval is not completed in 30 days

Inbox

From	Subject	Received	Size
@ Batch User	Purchase requisition 10003622 deadline missed	Mon 10/2/2006 4:18 PM	5 KB

Date: Today

From: Batch User [WF-BATCH@uky.edu] Sent: Mon 10/2/2006 4:21 PM
To: Henson, Stuart
Cc:
Subject: Please release purchase requisition 10003623
Attachments: Workflow.HTM (2 KB)

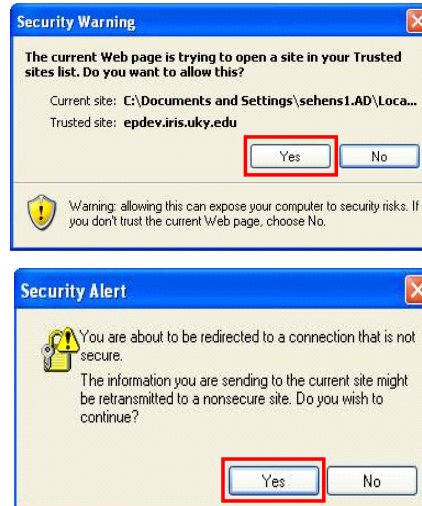
The following Workflow item was not executed in a timely manner. Please double click on the attachment or log into your SAP, transaction SBWP, to process the below item:

Please release purchase requisition 10003622

If you have any problems logging on, contact your system administrator.
Please do not reply to this email.

- ◆ Release strategies are based on Release code and Release group
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Accessing SAP Workflow from Microsoft Outlook



- ◆ Release strategies are based on Release code and Release group
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LOOK for These Items



The screenshot shows the SAP Purchase Requisition interface for document 10000591. The 'Release strategy' is 'CT Release - \$2,500'. A table of release options is visible, with 'Level 1 Approver' selected. Below this is a table of items, with 'Approval Test' highlighted in yellow, showing a total value of 2,600.00. The 'Account assignment' section is also visible, with 'Cost Center' 1012031130 highlighted. Red arrows point from text boxes to these specific elements.

Code	Description	Processor	Status	Release options
L1	Level 1 Approver	Kevin R Stevens		

St.	Item A	Des vendor	Vendor Material Number	Short text	Quantity	UoM	Est. price	Total value	Delivery date	Requirer	Tracking
	1,K	100000		Approval Test	1		2,600.00	2,600.00	08/25/2005		

GL Account No.	Business Area	CO Area	Cost Center	Order	Fund	Functional Area	Funds Center	Earmarked Funds
540333	0101	9800	1012031130		0011020100	0320	1012031130	

Total \$ amount

Appropriate account assignment

Approvals & Rejections



Requisitioner's Inbox

Microsoft Outlook notification when each level of approval
(level I or II) has been granted

Inbox

Follow Up Flag	From	Subject	Received
	Batch User	Requisition 10003621 released	Mon 10/2/2006 4

From: Batch User [WF-BATCH@uky.edu] Sent: Mon 10/2/2006 4:08 PM
To: Henson, Stuart
Cc:
Subject: Requisition 10003621 released

The following Workflow item has been created in SAP.

Purchase requisition 10003621 released

If you have any problems logging on, contact your system administrator.

Please do not reply to this email.

- ◆ Release strategies are based on Release code and Release group
- ◆ Will use workflow to route and approve requisitions
- ◆ Here is the approval process as implemented at UK:
 - Requisitions charged to a cost center (account assignment category K) are approved, at a minimum, by the department manager based on dollar limit.
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 - Vehicles – EVP or Provost

Approvals & Rejections



Requisitioner's Inbox

Microsoft Outlook notification if the requisition has been rejected by the approver

Inbox

Follow Up Flag	From	Subject	Received
	Batch User	Requisition 10003622 rejected	Mon 10/2/2006 4:16 PM

From: Batch User [WF-BATCH@uky.edu] Sent: Mon 10/2/2006 4:14 PM
To: Henson, Stuart
Cc:
Subject: Requisition 10003622 rejected
Attachments: Workflow.HTM (2 KB)

The following Workflow item has been rejected. Please double click on the attachment or log into your SAP, transaction SBWP, to review the below item:

Purchase requisition 10003622 rejected

If you have any problems logging on, contact your system administrator.

Please do not reply to this email.

- ◆ Release strategies are based on Release code and Release group
- ◆ Will use workflow to route and approve requisitions
- ◆ Here is the approval process as implemented at UK:
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ADDITIONAL RELEASE STRATEGY FEATURES

Approvers (APP_310)

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Approve a requisition – Level 1 & Level 2



- Double-click the requisition

Workflow 4

Ex...	Title	Status	Creation Date	Creation Time	Priority	Atta
	Please release purchase requisition 10000593		08/04/2005	17:34:39	5	
	Please release purchase requisition 10000594		08/04/2005	10:33:02	5	
	Please release purchase requisition 10000592		08/04/2005	08:34:41	5	
	Please release purchase requisition 10000591		08/04/2005	08:34:11	5	

- Click on Release Options icon
- Icon changes to Cancel Release icon
- Click Save

on 10000594

Personal setting

Release effected

Released

Req Release	Code	Description	Processor	Status	Release options
\$10,000	L1	Level 1 Approver	Kevin Stevens	✓	🔗
	L2	Level 2 Approver	John-Marc Quilter	⚠	🔗

Release possible

Release options icon