



# PUR\_330 Advanced Purchasing



## Course Objectives



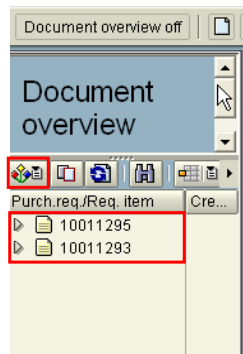
- Advanced Requisitions
- Purchase Requisition Status
- Purchase Order Information
- Reporting
- Check Information
- Workflow



# Advanced Requisitions

## Document Overview Default - ME51N

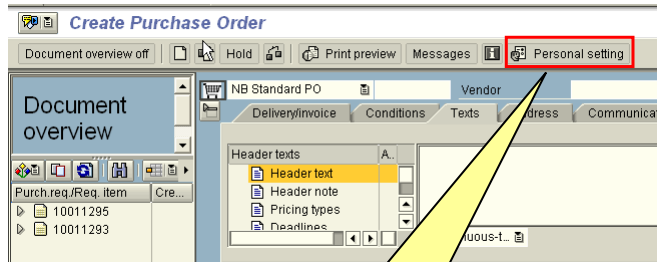
- Document Overview Display Default
  - ♦ If you would like your "Document Overview" area to display information for a period greater than one week, you will need to change your Personal Settings.



## Document Overview Default - ME51N

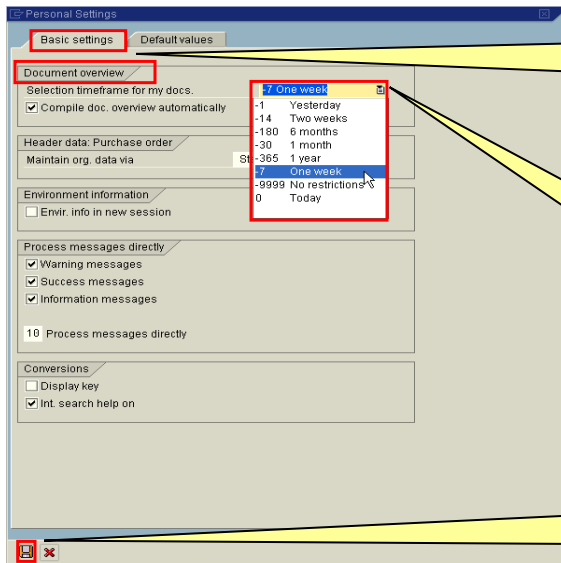


1. Go to ME51N



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

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

Title: Medical Center Physical Plant Division

Name: 113 Kelly Building

House no./street: Lexington, KY 40536-0875

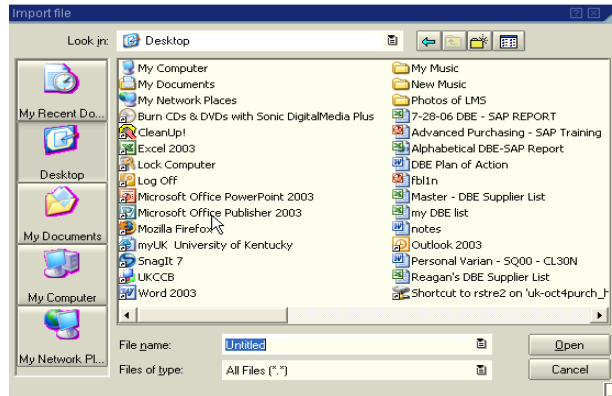
City/State/ZIP Code: Lexington, KY 40536-0875

Country: US | United States

Address: 56710

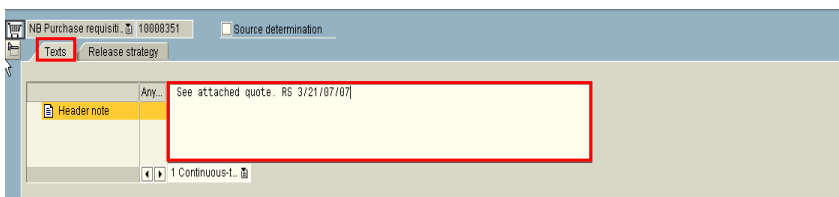
Customer: Vendor:  SC vend

## 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.

Each TEXT message must be followed by your initials and the date.

## Exercise I



### EXERCISE I

-Attach a quote to a requisition

ME51N

## 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	Material Number	Description	Unit	EA	Price	Total Price	Date	Tracking
1	126448	D-5000-2084	Mastrecycler w/heated lid	1	EA	3,215.00	01/03/2006	C. Ryou
2	126448	C-9326-1 (FREE)	rock tubes rlx w/ste c	1	EA	0.01	01/03/2006	C. Ryou
3	126448	E-3109-125 (FREE)	genepure le gqa quick di	1	EA	0.01	01/03/2006	C. Ryou
4	126448	H-6231-1	cimarec digital stirring hot	1	EA	305.00	01/03/2006	C. Ryou
5	126448	B-2030-L8	orbit to shaker w/ platform	1	EA	650.00	01/03/2006	C. Ryou
6	126448	D-1100	digital dry bath single block	1	EA	210.00	01/03/2006	C. Ryou
7	126448	D-1106A	block for 24 1.5ML tubes	1	EA	60.00	01/03/2006	C. Ryou
8	126448	B-7350-1	vortex genie 2 variable sp.	1	EA	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.

The screenshot shows the SAP ME51N interface. The 'Texts' tab is selected, and a 'Header note' is visible. The text of the header note is: 'Shipping and Handling is \$58.00 for this requisition. RMS 1/12/07'. The 'Header note' checkbox is checked.

## Delivery Address Information – ME51N



- **Delivery Address**
  - ♦ Find your delivery address number in SAP!
- Once this information is entered, you can revise it to accurately reflect your specific delivery location. However, do not free form this area.

The screenshot shows the SAP ME51N interface with the 'Delivery address' tab selected. The 'Address' field contains the value '058617'. A yellow callout bubble points to the 'Address' field with the text 'Input your delivery address number.' Another yellow callout bubble points to the 'House no./street' field with the text 'Do not free form this area.' The 'House no./street' field contains '518 Oldham Court'. The 'City/State/ZIP Code' field contains 'Lexington 40502'.

## Vendor Address Types - 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	Def	CoCd
WWR INTERNATIONAL		126511		PITTSBURGH PA		15264-0169	US	640169		91-1319190	0003	WWR INTL	<input type="checkbox"/>	UK00
WWR INTERNATIONAL	126512	800 E Fabyan Pkwy	BATAVIA	IL		60510	US			91-1319190	ZPRO	WWR INTL	<input type="checkbox"/>	UK00
WWR SCIENTIFIC		140154		PITTSBURGH PA		15264	US	940169		91-1319190	ZPRO	WWR SCIENT	<input type="checkbox"/>	UK00



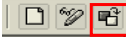
## Purchase Requisition Status

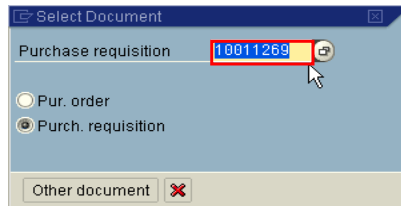


## Purchase Requisition Status – ME53N



- Has a Purchase Order been created?

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



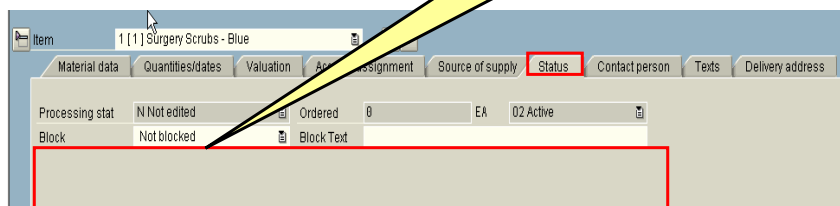
- ♦ The Requisition information will appear on the screen
- ♦ View the Requisition status from the Status Tab

## 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.

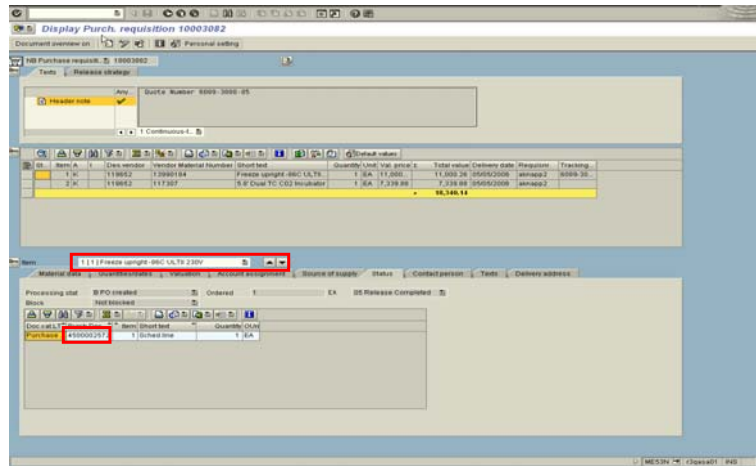
To view the PO document, double-click on the Purchase Order number.

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.



## Exercise II



### EXERCISE II

-Display Purchase Requisition Status

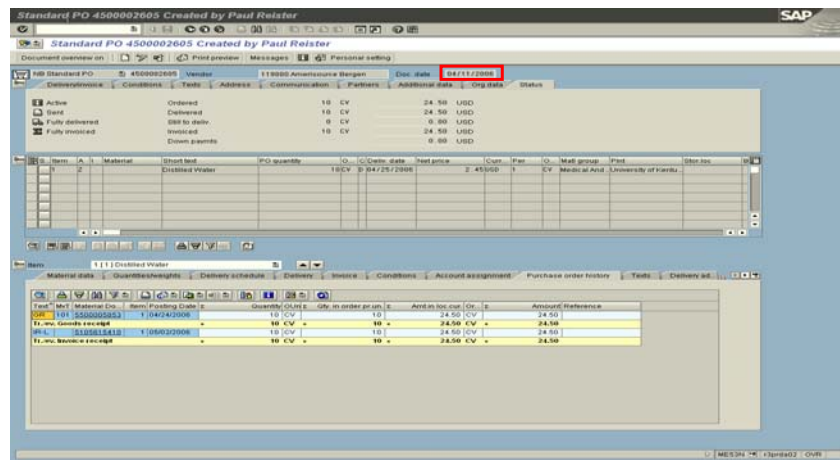
ME53N



# Purchase Order Information

## Purchase Order Information - ME23N

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



The screenshot displays the SAP ME23N interface for a purchase order. The document title is 'Standard PO 4500002605 Created by Paul Reister'. The 'Doc date' field is highlighted in red and contains the value '04/17/2008'. Below this, a table shows the order status: 'Ordered' (10 CV, 24.50 USD), 'Delivered' (10 CV, 24.50 USD), 'Bill to inv.' (0 CV, 0.00 USD), 'Invoiced' (10 CV, 24.50 USD), and 'Down payments' (0.00 USD). The main table lists the item 'Distilled Water' with a quantity of 10 CV, a unit price of 2.4500, and a total price of 24.5000. The 'Created date' is 04/25/2008. A detailed view of the item shows a table with columns for 'Mater. No.', 'Plant', 'Quantity', 'Unit', 'UoM', 'In order or pr.', 'And in loc. out', 'Or.', and 'Amount Reference'. The table contains three rows of data for different material numbers and plants.

## Purchase Order Information - ME23N



- ◆ When was the PO sent to the vendor?

The screenshot shows the SAP Messages tab for a purchase order. The 'Messages' tab is highlighted in red. Below it, the 'Change Pur. order :: Output' screen is displayed. A table shows the output details for the purchase order 4500007110. The first row is highlighted in red, showing the date and time of the print output.

Medium	Par.	Partner	Lan.	C.	Processing Time	Date
1 Print output	VN	155306	EN		01/17/2007 15:08:44	

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.

## Exercise III



### EXERCISE III

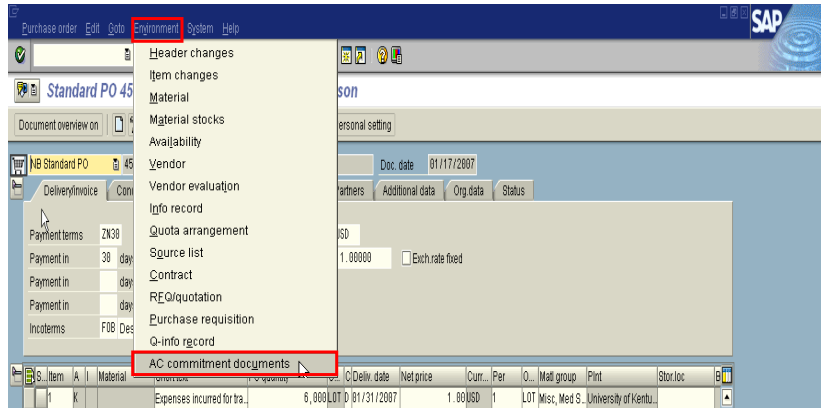
-Check Purchase Order Information

ME23N

## 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

Plm DocNo	Plm psgr d	Commnt itm	Commitment item text	Print	Boq#	Tend	Val type text	vt
4500007108	01/17/2007	530122	Commercial/Oth Beml	6,000.00			Expenses incurred for training	Purchase Orders   51
4500007108	01/22/2007		Commercial/Oth Beml	2,958.15			Expenses incurred for training	Purchase Orders   51
4500007108	02/19/2007		Commercial/Oth Beml	100.00			Expenses incurred for training	Purchase Orders   51
				<b>= 2,941.85</b>				

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

## Exercise IV



### EXERCISE IV -Viewing Encumbrances ME23N

## 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	z	Quantity	OU	z	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		510587302		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.

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31

## Check Information - ME23N



5. Double-Click Vendor Name.

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32



## Check Information - ME23N



Environment menu items:

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

Additional details:

Bus. Area					
Disc. base	1,650.00	USD	Disc. amount	0.00	USD
Payt terms	ZNOW		Days/percent	0 0.000 % 0	0.000 % 0
Blinc date	12/01/2006		Fixed		
Pmnt block			Invoice ref.	/ / 0	
Pmt Method			Payee	156571	
Clearing	02/16/2007 / 2000199456				
Assignment	51000679712007				
Text	*acct 0071542				

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

## Check Information - ME23N



Payment document no.: 2000199456

Bank details:

House bank	AP01	Bank Key	041203895
Account ID	VEND	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

# DEMONSTRATION



## DEMONSTRATION I -Viewing Check Information ME23N

# S&H Charges on a Purchase Order – ME23N



What are the shipping charges for this PO?

1. From ME23N, Go to Purchase Order History Tab

The screenshot shows a table with columns: Item, Material data, Quantities/weights, Delivery schedule, Delivery, Invoice, Conditions, Account assignment, Purchase order history, and Delivery ad. The table contains three rows:

Item	Material data	Quantities/weights	Delivery schedule	Delivery	Invoice	Conditions	Account assignment	Purchase order history	Delivery ad.
OR	T01 5500045474	1	01/23/2007	1 M.	1			1,650.00 M.	1,650.00
Tr.-w. Goods receipt		1 M.		1				1,650.00 M.	1,650.00
IR-L	5105677302	1		1				1,650.00 M.	1,650.00
Tr.-w. Invoice receipt		1		1				1,650.00 M.	1,650.00

2. Double-Click Invoice Number

The screenshot shows the 'Display Invoice Document 5105677302 2007' window. The 'Details' tab is selected and highlighted with a red box. The 'Unpl. Del. Csts' field is also highlighted with a red box and contains the value '0.00'. The vendor information is 'Vendor 0000155306 Time Warner Telecom Inc 10475 Park Meadows Dr -566-6044'.

3. Click on the Details Tab  
Shipping Costs if applicable will be listed here

# Goods Receipt Information – ME23N



## Goods Receipt Information

How many items were received?

Who completed the Goods Receipt?

When was the Goods Receipt completed?

1. From ME23N, go to Purchase Order History Tab

Text	MNT	Material Do.	Item	Posting Date	Quantity	UoM	Qty. in order	pr. un.	Amt. in loc. cur.	Or.	Amount	Reference
GR	101	5500046474		1/01/23/2007	1	M.	1		1,850.00	M.	1,850.00	
					1	M.	1		1,850.00	M.	1,850.00	
IR-L		5105677302		1/02/18/2007	1	M.	1		1,850.00	M.	1,850.00	
					1	M.	1		1,850.00	M.	1,850.00	

2. Double-Click the Goods Receipt Number

# Goods Receipt Information – ME23N



Entered By: **Cynthia R Brooks** 859 218-0309  
 Created On: 01/23/2007 13:23:52  
 Transaction Code: Goods Movement MIGO\_GR

Document Date: **01/23/2007** Delivery Note  
 Posting Date: 01/23/2007 Bill of lading  
 Vendor: Time Warner Telecom Inc  
 Header tit

Material: 5500046474  
 Quantity: 1  
 Where: MON  
 Purchase Order: 1



# 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**

Assignments Services

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.
			P1nt SLoc
			SP1. MC
10000174	00010	1 AU D 03/14/2005	002 110
N R FO B K		03/14/2005	UK00
Desired vendor: 100007 Walmart			
Multi-Inst: CC WBS			
10000181	00010	1 AU D 03/28/2005	002 C1075
N R NB X		03/14/2005	UK00
Desired vendor: 100007 Walmart			
Framework CC test			
10000182	00010	1 AU D 03/14/2005	002 C1335
N R FO B K		03/14/2005	
Desired vendor: 100007 Walmart			
hsssss			

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

## Exercise V

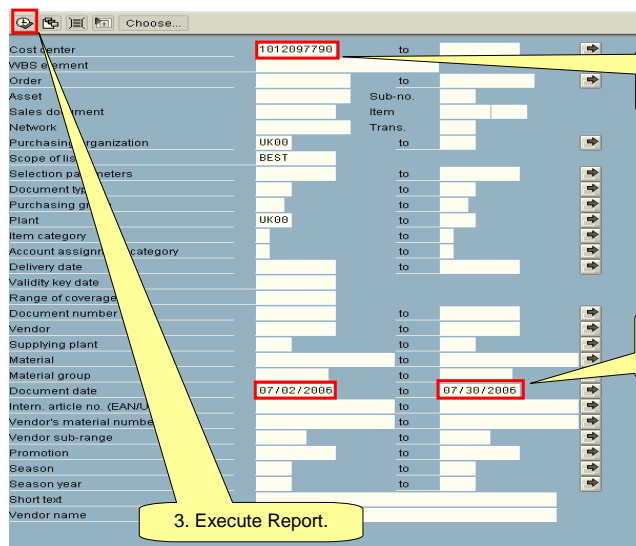


### EXERCISE V -ME5K Reporting

## 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



The screenshot shows a report execution interface with various input fields. Three callouts provide instructions:

- 1. Type in Cost Center or WBS Element (see area below CC).** This callout points to the 'Cost center' field, which contains the value '1012097790'.
- 2. Input specific date ranges to narrow your search criteria.** This callout points to the 'Document date' field, which contains the date range '07/02/2006' to '07/30/2006'.
- 3. Execute Report.** This callout points to the 'Execute' button at the bottom of the screen.

## Execute Report - ME2K



PO	Type	Vendor	Name	P6p	Order date
Item	Material		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
			Fabric - for Draperies		0270
			15.500 YD	58.00 USD	1 YD
			Cost center		
			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
			Javelin Ballpoint Pens - White & Blue		C1585
			500 EA	0.48 USD	1 EA
			Cost center		
			Still to be delivered	0	0.00 USD 0.00 %
			Still to be invoiced	0	0.00 USD 0.00 %
			Set-up Fee		C1585
			1 EA		1 EA
			Cost center		
			Still to be delivered	0	0.00 %
			Still to be invoiced	0	0.00 %
4500006078	NB	133925	Ad Venture Promot		2006
			Round Globe Shape		
			150 EA		1 EA
			Cost center		
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	0 EA	0.00 USD 0.00 %
			Setup Fee		C1585
			1 EA	50.00 USD	1 EA
			Cost center		
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	0 EA	0.00 USD 0.00 %
			Paper Proof		C1585
			1 EA	17.50 USD	1 EA
			Cost center		
			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.

## Exercise VI



### EXERCISE VI -ME2K Reporting



## 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.



# Check Information

## Display Document - FB03

- Has a particular Invoice or DAV been paid yet?
  - ◆ Go to FB03
  - ◆ Document List
  - ◆ Type in document number or DAV number

## Display Document - FB03



1. Double-click on Document List

Document list First item Editing options

Keys for Financial Accounting

Document Number	
Company Code	UK00
Fiscal Year	

Document display using...

Reference no.	
---------------	--

## Display Document - FB03



2. Click Execute icon to execute the report

2. Type Vendor Invoice Number Or DAV Number

Program Edit Goto System Help

Document List

Company code UK00 to

Document number to

Fiscal year to

General selections

Document type		to
Posting date		to
Entry date		to
Reference number		to
Reference transaction		to
Reference key		to
Logical system		to

Also display noted items

Display noted items

Search for own documents

Own documents only

## Display Document - FB03



4. Double-click on the Document #

Document.	Doc. Date	Posting Date	Reference	Header bd	Parked by	Entered on	User name	Reversal
5100037014	09/10/2006	09/18/2006	P81871608			09/18/2006	CMMCEL00	
5100043201	09/10/2006	10/13/2006	P81871608			10/13/2006	KMBROW2	
5100043601	09/10/2006	10/16/2006	P81871608			10/16/2006	CMMCEL00	

**NOTE:** Multiple document numbers may be displayed for a single invoice number. However, only one posting will contain check information. You may have to try displaying various postings before finding one which contains check information.

## Document Display - FB03



5. Double-click the Account Short Text

Doc.type : RE ( Invoice - gross ) Normal document  
 Doc. Number 5100043601 Company code UK00 Fiscal year 2007  
 Doc. date 09/10/2006 Posting date 10/16/2006  
 Calculate Tax   
 Ref. doc. P81871608  
 Doc. currency USD

Item	PK	Account	Account short text	Amount	Cost Ctr	WBS elem.	Fund	Assignment	Text
1	31	125952	Dell Marketing LP	8,173.00-				51000436012007	
2	86	210110	GR/IR Clearing	2.00	1427800040		0427510300	20061016	
3	81	550010	Computing Hardware	8,171.00	1427800040		0427510300	20061016	
*				0.00					

## Display Check Information - FB03



Document changes  
**Check information**  
 Payment usage  
 Invoice status Ctrl+F10  
 Document environment  
 Additional assignments  
 Valuation  
 Correspondence  
 B/S readjustment  
 Addtl components...  
 Reference object F2

6. Click-on Environment and Check Information

**NOTE:** If check information does not appear, go back to the Document List and select another posting from the invoice to view.

## Display Check Information - FB03



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

Paying company code: UK00 | Payment document no.: 2000148926

**Check information**

Check Number	100148462	Currency	USD
Payment date	10/16/2006	Amount paid	8,173.00
Check encashment	10/25/2006	Cash discount amount	0.00

Check recipient

Name: Dell Marketing LP  
 City: Chicago  
 Payee's country: US  
 Regional code: IL



# Workflow

## Viewing Workflow – ME53N

- Workflow enables you to see the entire Release Strategy process.
  - ◆ Select Services for Objects icon
  - ◆ Click on Workflow
  - ◆ Then click on the Workflow Overview

## Viewing Workflow - ME53N



1. Click-on Services for Object icon. Choose Workflow and Workflow Overview.

St.	Item	Des vendor	Vendor Material Number	Short text	Quantity/Unit	Val. price	Total value	Delivery date	Requirer	Tracking
1	F	122392	SUPPLY & INSTALL	Furniture 200 Kelly	1 EA	32,191	32,191.87	01/23/2007	Arthur	

## Viewing Workflow - ME53N



For additional information about the Workflow Status, click-on the Display Workflow Log icon.

Workflows for Object: 0010008351

Title	Creation D...	Creation ...	Status	Task
Workflow for overall release of requisition.	01/13/2007	11:52:18	Completed	Workflow for overall re

Current data for started workflow: Workflow for overall r

Step name	Status	Result	Time stamp	Agent
Please release purchase requisition 10008351	Completed	Release purchase requisition	01/16/2007 - 08:35:56	Ernie L. Peel
Get work item agents	Completed		01/13/2007 - 11:52:20	Batch User
Create Attachment	Completed		01/13/2007 - 11:52:21	Batch User

This screen will give you information regarding the Workflow process (i.e. Status, Purchase Requisition Result and Agent).

## Viewing Workflow - ME53N




Workflow Log

View: Workflow Chronicle View: Workflow Agents View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Workflow for overall release of requis.				Completed	Workflow started	01/13/2...	11:52:...
▶ Please release purchase requisition 10008				Completed	Release purchase r...	01/16/2...	08:35:...
▶ Get work item agents				Completed		01/13/2...	11:52:...
▶ Create Attachment				Completed		01/13/2...	11:52:...
▶ Please release purchase requisition 10008				Completed	Mail sent	01/13/2...	11:52:...
▶ Read user data of sender				Completed		01/16/2...	08:35:...
▶ Requisition 10008351 released				Completed	Released Mail sent	01/16/2...	08:35:...
▶ Purchase requisition 10008351 released				Completed	Confirmation sent	02/04/2...	05:30:...

View: Workflow Chronicle gives the user an overall view of the workflow for the release of this particular Purchase Requisition.

**Note:** The Details icon  will give users an even greater detailed look into the Workflow process.

## Viewing Workflow - ME53N



View: Workflow Chronicle View: Workflow Agents View: Workflow Objects

Agent for task	Executed Action	Date	Time	Relevant object	Object name
Ernie L Peel					
▶ Please release purchase requisiti	Work item reserved	01/16/2...	08:34:...		
▶ Please release purchase requisiti	Execution started	01/16/2...	08:34:...		
▶ Please release purchase requisiti	Terminating event receiv...	01/16/2...	08:35:...	Purchase requi...	0010008351
▶ Please release purchase requisiti	Terminating event receiv...	01/16/2...	08:35:...	Purchase requi...	0010008351
▶ Please release purchase requisiti	Work Item Processing C...	01/16/2...	08:35:...	Purchase requi...	0010008351
Elizabeth A Quillen					
▶ Workflow for overall release of req	Start Event Received	01/13/2...	11:52:...	Purchase requi...	0010008351
▶ Workflow for overall release of req	(Sub)workflow created	01/13/2...	11:52:...		
▶ Workflow for overall release of req	Workflow started	01/13/2...	11:52:...		
Stuart E Henson					
▶ Purchase requisition 10008351 re	Work Item Processing C...	02/04/2...	05:30:...	Purchase requi...	0010008351
▶ Purchase requisition 10008351 re	Work item completed ma...	02/04/2...	05:30:...		
Batch User					

View: Workflow Agents gives the user the ability to see workflow actions performed by each agent.



## Viewing Workflow - ME53N



View: Workflow Chronicle View: Workflow Agents **View: Workflow Objects**

Object in task	Agent	Executed Action	Date	Time
▼ Purchase requisition 0010008351				
↳ Workflow for overall release of requis.	Elizabeth A Guillen	Start Event Received	01/13/2...	11:52...
↳ Please release purchase requisition 10008351	Ernie L Peel	Terminating event received	01/16/2...	08:35...
↳ Please release purchase requisition 10008351	Ernie L Peel	Terminating event received	01/16/2...	08:35...
↳ Please release purchase requisition 10008351	Ernie L Peel	Work Item Processing Complete	01/16/2...	08:35...
↳ Purchase requisition 10008351 released	Stuart E Henson	Work Item Processing Complete	02/04/2...	05:30...

View: Workflow Objects gives the user the ability to see workflow actions performed by agents.



# SAP-Advanced Purchasing Training

