



Advanced Requisition Processing

Step by Step

Contents

LOOK UP A VENDOR (MK03)	2
PURCHASE ORDER DISPLAY BY VENDOR (ME2L)	6
CREATE A DUKE MATERIALS ORDERING GUIDE (ZMOG)	10
RELEASE STRATEGY	24
PURCHASING GROUP - APPROVAL AND CRITERIA (CT11)	35
GOODS RECEIPT (MB01)	38
GOODS RETURN (MB01)	40
REPORTING - LIST DISPLAY PURCHASE ORDERS (ME2K)	41
REPORTING - ZFR1 TREE	45
PRINTING A REPORT	50
EXPORTING A REPORT	53

Look up a Vendor	MK03
Purchase Order Display by Vendor	ME2L
Create a Duke Materials Ordering Guide	ZMOG
Purchasing Group – Approval and Criteria	CT11
Goods Receipt	MB01
Goods Return	MB01
Reporting – List Display Purchase Orders	ME2K

Look up a Vendor – MK03

You may want to use a particular vendor to order items and want to see if that vendor is in the Vendor File. The transaction below will allow you to look up the vendor. If the vendor is not in the vendor file, you may contact Procurement Customer Support (681-5900) to see if the vendor can be added to the file.

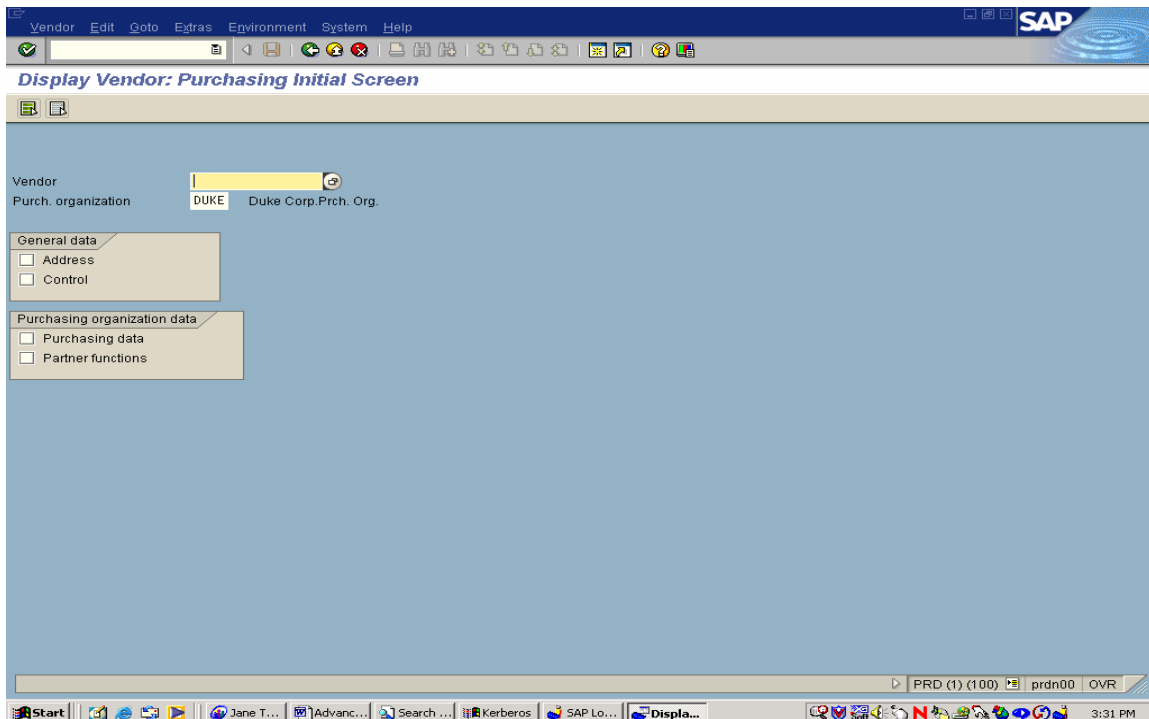
Look up a Vendor – MK03

On the main SAP R/3 System screen:

1. Enter **MK03** in the command field or follow the menu path below:

Logistics → Materials Management → Purchasing →

Master Data → Vendor → Purchasing → Display (current)



On the *Display Vendor: Purchasing Initial Screen*:

2. Click in the Vendor field and click on the dropdown arrow.
3. On the Search screen, select **2 – Vendor Lookup by any Account Group**.
4. Enter the vendor name with asterisks in the **Name** field (*IBM*).
5. Click on the **Enter** button or hit **Enter**.
6. If the vendor name appears, check to be certain that there is an ORD1 or VEN1 to the left (INV1 and STOR addresses cannot be used for ordering). In addition, ORD1 vendor numbers are different from INV1 vendor numbers. For check requests use ORD1 numbers.

Look up a Vendor – MK03

7. Double-click on the vendor ORD1 or VEN1 name to go back to the *Display Vendor: Purchasing Initial Screen*.
8. Click on the Select All button.
9. Click on Enter or hit Enter on the keyboard.
10. You will see the Vendor Address, Telephone number and Fax number.

11. Tax Code??

12. Click on **Exit**  to return to the main SAP screen.

Purchase Order Display by Vendor – ME2L

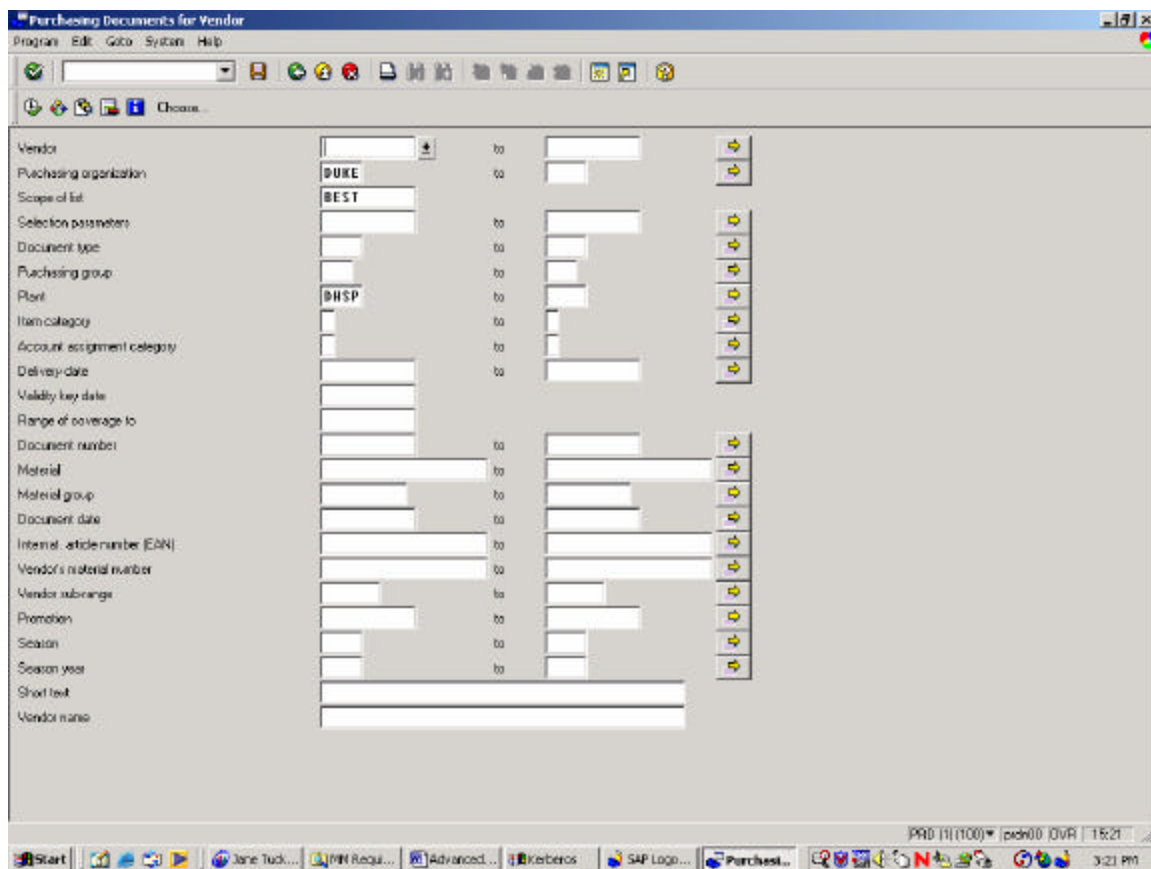
On the main SAP R/3 screen:

1. Enter **ME2K** in the command field or follow the menu path below:

Logistics → Materials Management → Purchasing →

Purchase Order → List Display → By vendor

2. You will see the *Purchase Order Documents by Vendor* screen.



3. Put the vendor number in the Vendor field or click on the drop-down arrow and search for the vendor by name (Select **2 - Vendor Lookup by any Account Group**).

4. Enter the vendor name with asterisks in the **Name** field (*IBM*).

Purchase Order Display by Vendor – ME2L

5. Enter your plant (DUKE, DHSP, etc.)
6. If you are looking for purchase orders during a particular time, enter those dates in the **Document date From and To** fields.
7. Click on the **Execute** button to display the *Purchasing Documents for Vendor* screen (see below) with the purchase order information, including purchase order numbers. The still to be delivered line is only for goods received items.

The screenshot shows the SAP 'Purchasing Documents for Vendor' window. The main data area contains a table with the following columns: PO, Type, Vendor, Name, PGP, Order date, Item, Material, Short text, Mat. group, Order qty., Un, Net Price, Curr., and per Un. The table lists several purchase orders from Redhill Landscape & Nursery, including items like 'BED PREP @ DAVISON', 'ADDITIONAL SOIL CONDITIONER BLEND', 'INSTALL IRRIGATION @ DAVISON', 'INSTALL IRRIGATION GOLD CHEM BLDG', 'WILSON CTR AQUATICS FIRE ESCAPE', 'IRRIGATION WORK IN THE DUKE GARDENS', and 'DESIGN AND INSTALL SPRINKLER IRRIGATION'. Each item row includes status indicators like 'X DUKE', 'Still to be delivered', and 'Still to be invoiced'.

PO	Type	Vendor	Name	PGP	Order date
4520179733	HB	11540	REDHILL LANDSCAPE & NURSERY	HHH	07/09/2002
00001			BED PREP @ DAVISON	190	
	X DUKE			1 EA	3,855.00 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
00002			ADDITIONAL SOIL CONDITIONER BLEND	190	
	X DUKE			1 EA	600.00 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
4520179735	HB	11540	REDHILL LANDSCAPE & NURSERY	HHH	07/09/2002
00001			INSTALL IRRIGATION @ DAVISON	190	
	X DUKE			1 EA	6,340.00 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
00002			INSTALL IRRIGATION GOLD CHEM BLDG	190	
	X DUKE			1 EA	3,450.00 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
4520181471	HB	11540	REDHILL LANDSCAPE & NURSERY	HHH	07/17/2002
00001			WILSON CTR AQUATICS FIRE ESCAPE	190	
	X DUKE			1 EA	2,575.00 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
4520182638	HB	11540	REDHILL LANDSCAPE & NURSERY	PG1	07/23/2002
00001			IRRIGATION WORK IN THE DUKE GARDENS	017	
	X DUKE			1 EA	2,514.06 USD
	Still to be delivered			0 EA	0.00 USD
	Still to be invoiced			0 EA	0.00 USD
4520183478	HB	11540	REDHILL LANDSCAPE & NURSERY	PG1	07/25/2002
00001			DESIGN AND INSTALL SPRINKLER IRRIGATION	017	
	X DUKE			1 EA	44,750.00 USD
	Still to be delivered			0 EA	0.00 USD

8. To see more information, highlight one of the gray lines in the purchase order and click on the PO History button.

Purchase Order Display by Vendor – ME2L

- On the *Order History for Purchase Order Number* screen, you will see total numbers.

Doc	Doc No	Item	Qty	Unit	Value in USD	Value in Local Curr
Doc	5100012268	0001	1.00	EA	10,426.35	10,426.35
Total					10,426.35	10,426.35
Total	Invoices				10,426.35	10,426.35

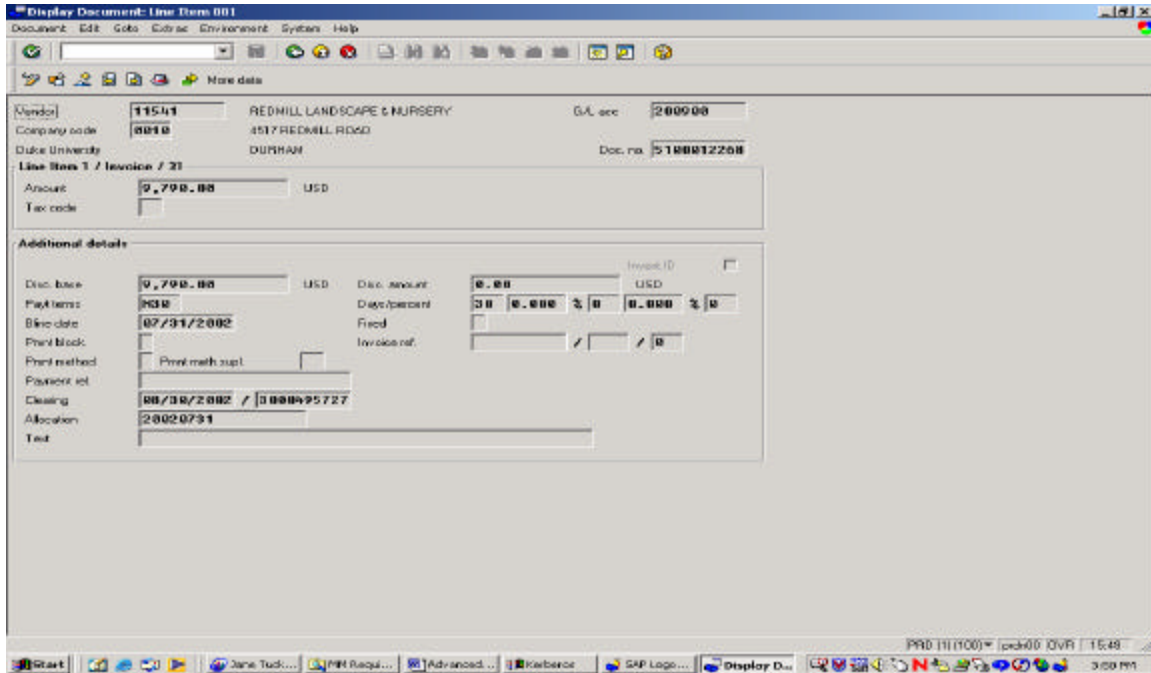
- Doubleclick on a number to go to the *Display Document Overview* screen.

Item	PK	Cost Ctr	Acct	Description	Tx Amount	In	USD
001	31		11541	REDMILL LANDSCAPE & NURSERY	9,790.00	-	
002	86		190600	SAP GOODS RECEIPT/IN	0.00		
003	81		680300	RENOVATION OF SIDEVA	6,348.00		
004	86		190600	SAP GOODS RECEIPT/IN	0.00		
005	81		680300	RENOVATION OF SIDEVA	3,450.00		
006	48		146200	HC USE TAX REC - SAP	636.35		
007	58		200200	HC USE TAX PAYABLE	636.35	-	

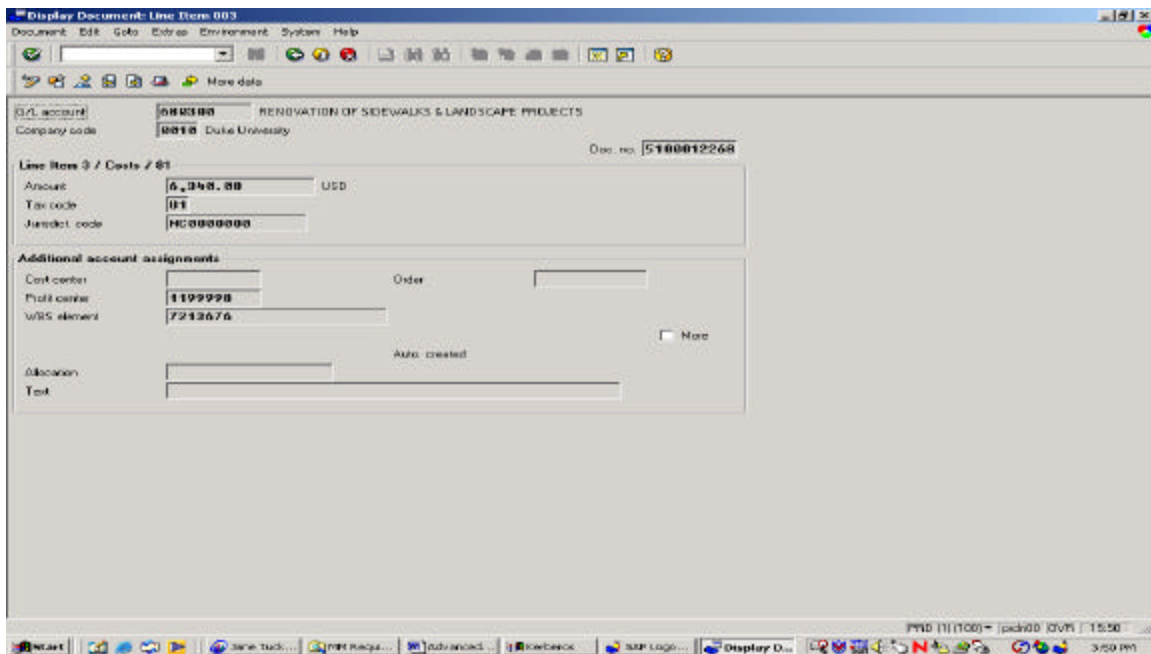
Item: 1 / 7 Debit/Credit: 10,426.35

Purchase Order Display by Vendor – ME2L

11. To see vendor information, double-click on the vendor name.



12. To see charges, double-click on the work performed line items.






13. Click on the  **Exit** button to return to the main SAP screen.

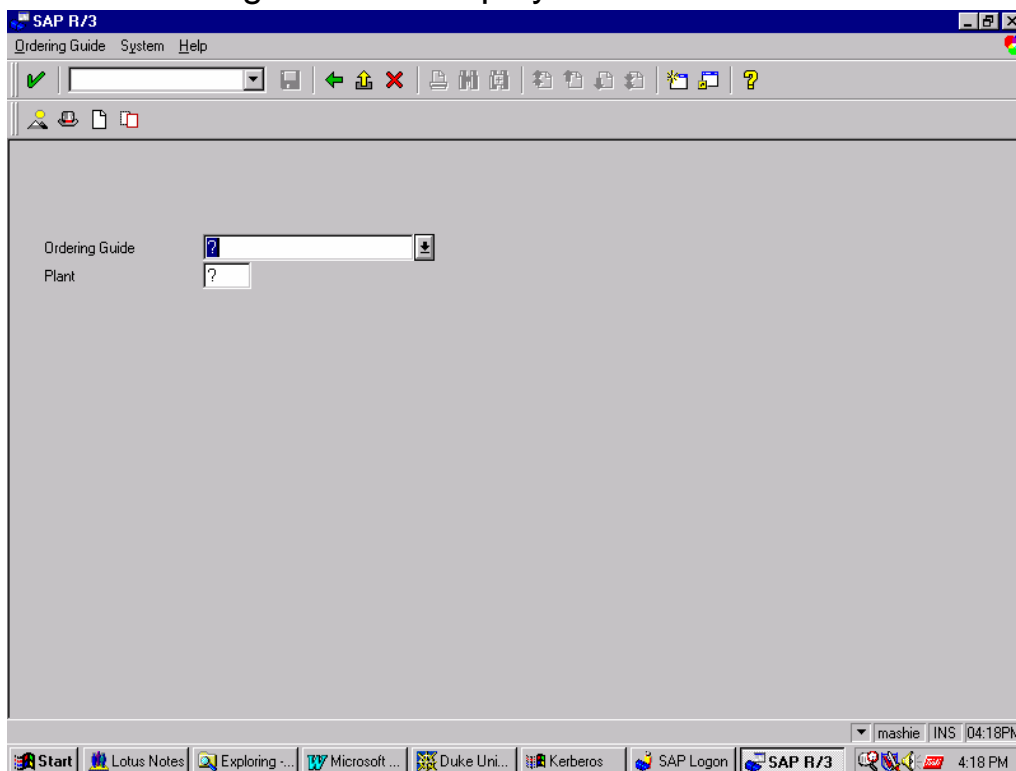
Create a Duke Materials Ordering Guide - ZMOG

A materials ordering guide allows you to create and use a template for frequently ordered items. You may choose to create a guide by types of materials ordered, specific vendors, or other criteria that will help you manage the materials ordering process.

Once created, the ordering guide may be used by any user in the same Purchasing Group. The Ordering Guide can be useful for having others order supplies when one user is on vacation or not available to place routine orders.

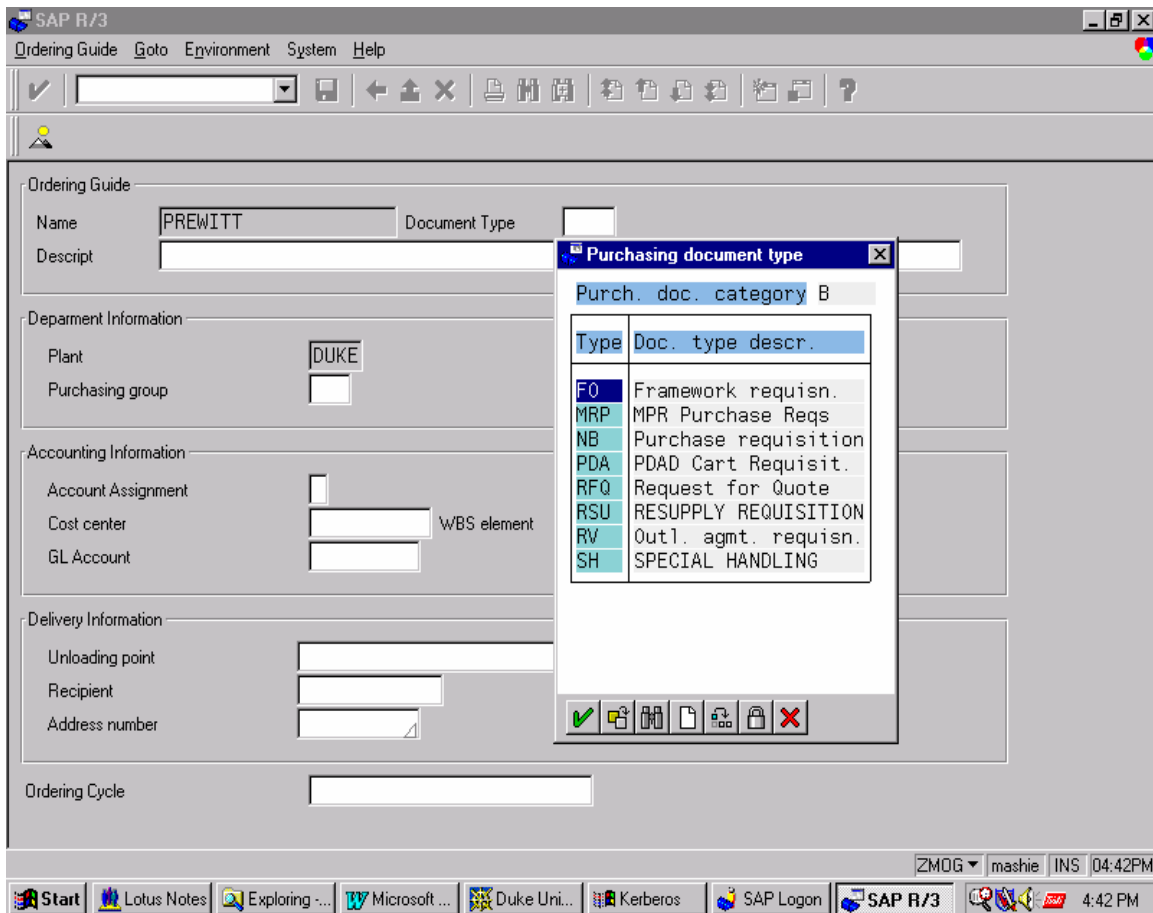
Create a Duke Materials Ordering Guide - ZMOG

1. To create a Materials Ordering Guide, key “**ZMOG**” in the transaction field on the initial SAP screen and press or click **Enter**  .
2. The following *Ordering Guide* screen will be displayed.
3. Select a name for the ordering guide (similar to naming a file folder) and key that into the *Ordering Guide* field .
4. Click on the **Plant** field and enter your plant or click on the dropdown arrow and select your plant from the list by highlighting the plant and clicking on **Enter**  or double-clicking on the plant.
5. Press **F9** or click on **Create** .
6. The following screen is displayed:




Create a Duke Materials Ordering Guide - ZMOG

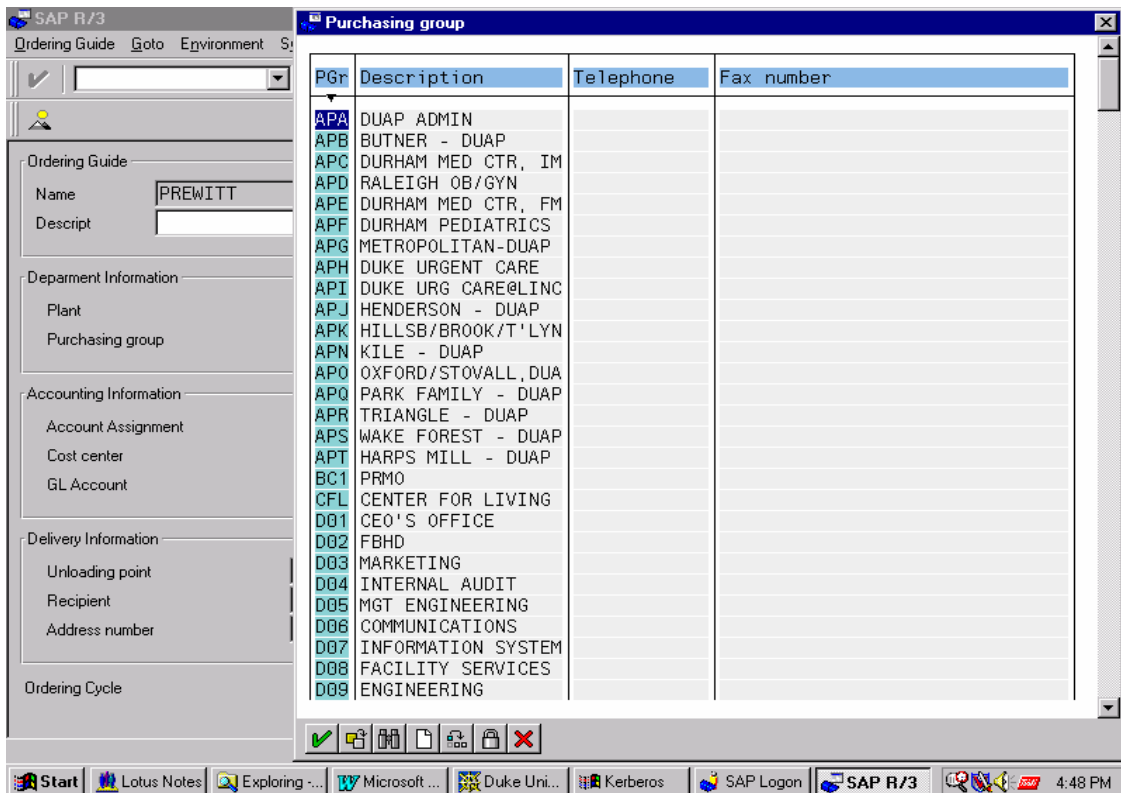
- Click on the drop-down button to the right of the **Document Type** field. You will see the following dialogue box.



- Select the type of **Purchasing Document Type** for your ordering guide with a double click (it will usually be NB).
- Add descriptive information to the **Description** field to help you organize your orders.

Create a Duke Materials Ordering Guide - ZMOG

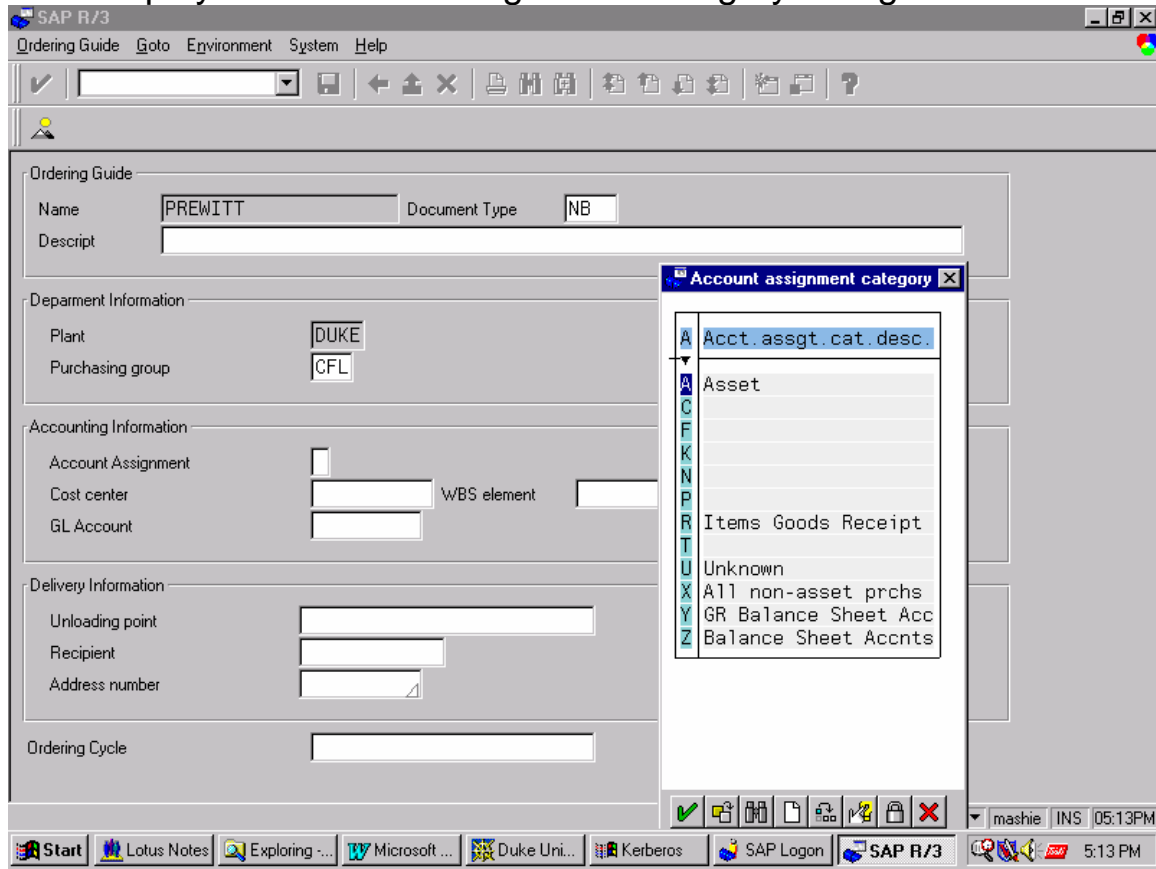
10. Click on the **Purchasing Group** field and click on the drop-down box to reveal the following dialog box.
11. Select your purchasing group from this list with a double click or click and **Enter** .



Note: Each column can be sorted alphabetically by clicking on the blue header bar. Click again to reverse the order (i.e.: Z appears at the top of the list)


Create a Duke Materials Ordering Guide - ZMOG

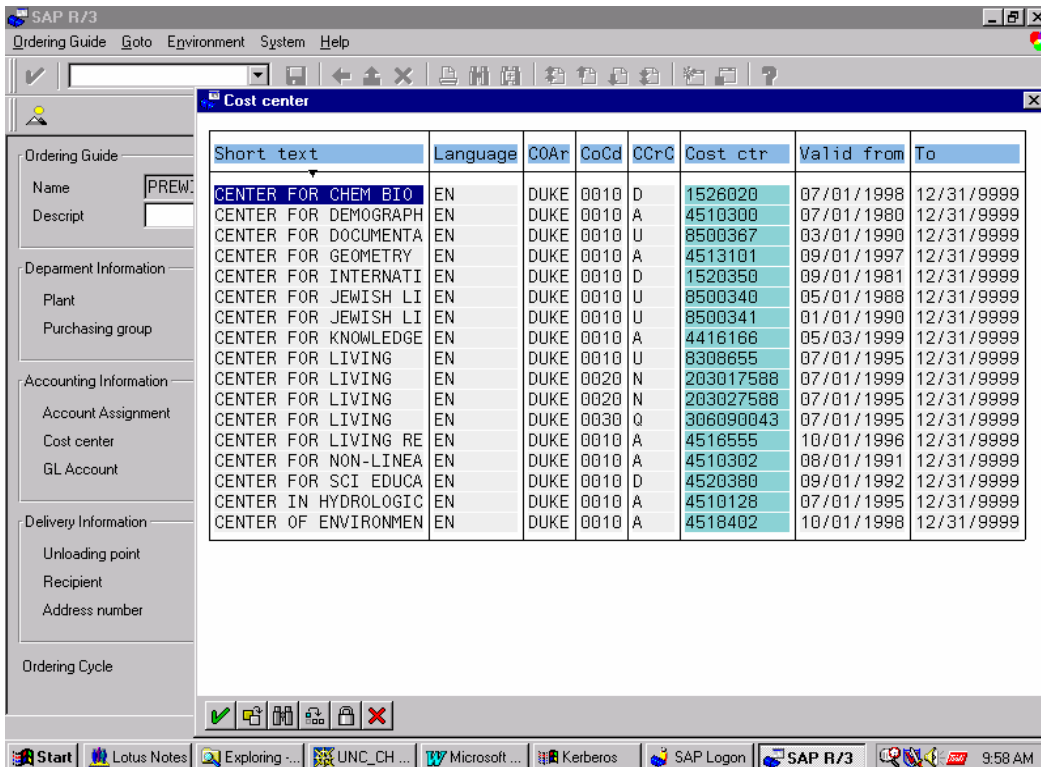
- Click on the drop-down box in the **Account Assignment** field to display the Account Assignment Category dialogue box.



- Select the appropriate **Account Assignment Category** with a double click (it will usually be **X**, unless you are doing Goods Receipt, in which case it will be **R**).
- If you know your cost center number, enter it in the **Cost Center** field and skip to STEP # 21. Otherwise, follow steps 16-20.
- Click in the **Cost Center** field and then on the drop-down box.
- The first time you use this feature, you will see a *Search Help Selection* box. You can search for cost centers by number or by name.

Create a Duke Materials Ordering Guide - ZMOG

17. On the *Cost Center Name* dialog box, key in the name of your cost center, using asterisks as wild cards if needed. For example, “*center*” brings up all listings for centers.
18. Make sure the **Controlling Area** field defaults to the plant selected.
19. Press **Enter** or click on the  Enter button to display the following dialogue box.
20. Double click on the correct cost center to select. The cost center number will be displayed on the ordering guide screen.



The screenshot shows the SAP R/3 Cost Center dialog box. The main window displays a table of cost centers with the following columns: Short text, Language, COAr, CoCd, CCrC, Cost ctr, Valid from, and To. The first row is highlighted in blue.

Short text	Language	COAr	CoCd	CCrC	Cost ctr	Valid from	To
CENTER FOR CHEM BIO	EN	DUKE	0010	D	1526020	07/01/1998	12/31/9999
CENTER FOR DEMOGRAPH	EN	DUKE	0010	A	4510300	07/01/1980	12/31/9999
CENTER FOR DOCUMENTA	EN	DUKE	0010	U	8500367	03/01/1990	12/31/9999
CENTER FOR GEOMETRY	EN	DUKE	0010	A	4513101	09/01/1997	12/31/9999
CENTER FOR INTERNATI	EN	DUKE	0010	D	1520350	09/01/1981	12/31/9999
CENTER FOR JEWISH LI	EN	DUKE	0010	U	8500340	05/01/1988	12/31/9999
CENTER FOR JEWISH LI	EN	DUKE	0010	U	8500341	01/01/1990	12/31/9999
CENTER FOR KNOWLEDGE	EN	DUKE	0010	A	4416166	05/03/1999	12/31/9999
CENTER FOR LIVING	EN	DUKE	0010	U	8308655	07/01/1995	12/31/9999
CENTER FOR LIVING	EN	DUKE	0020	N	203017588	07/01/1999	12/31/9999
CENTER FOR LIVING	EN	DUKE	0020	N	203027588	07/01/1995	12/31/9999
CENTER FOR LIVING	EN	DUKE	0030	Q	306090043	07/01/1995	12/31/9999
CENTER FOR LIVING RE	EN	DUKE	0010	A	4516555	10/01/1996	12/31/9999
CENTER FOR NON-LINEA	EN	DUKE	0010	A	4510302	08/01/1991	12/31/9999
CENTER FOR SCI EDUCA	EN	DUKE	0010	D	4520380	09/01/1992	12/31/9999
CENTER IN HYDROLOGIC	EN	DUKE	0010	A	4510128	07/01/1995	12/31/9999
CENTER OF ENVIRONMEN	EN	DUKE	0010	A	4518402	10/01/1998	12/31/9999

21. Enter a specific location for the **Unloading Point**, such as a *Room Number, Reception Desk*, etc.
22. Enter the **Recipient's** name in the correct field.

Create a Duke Materials Ordering Guide - ZMOG

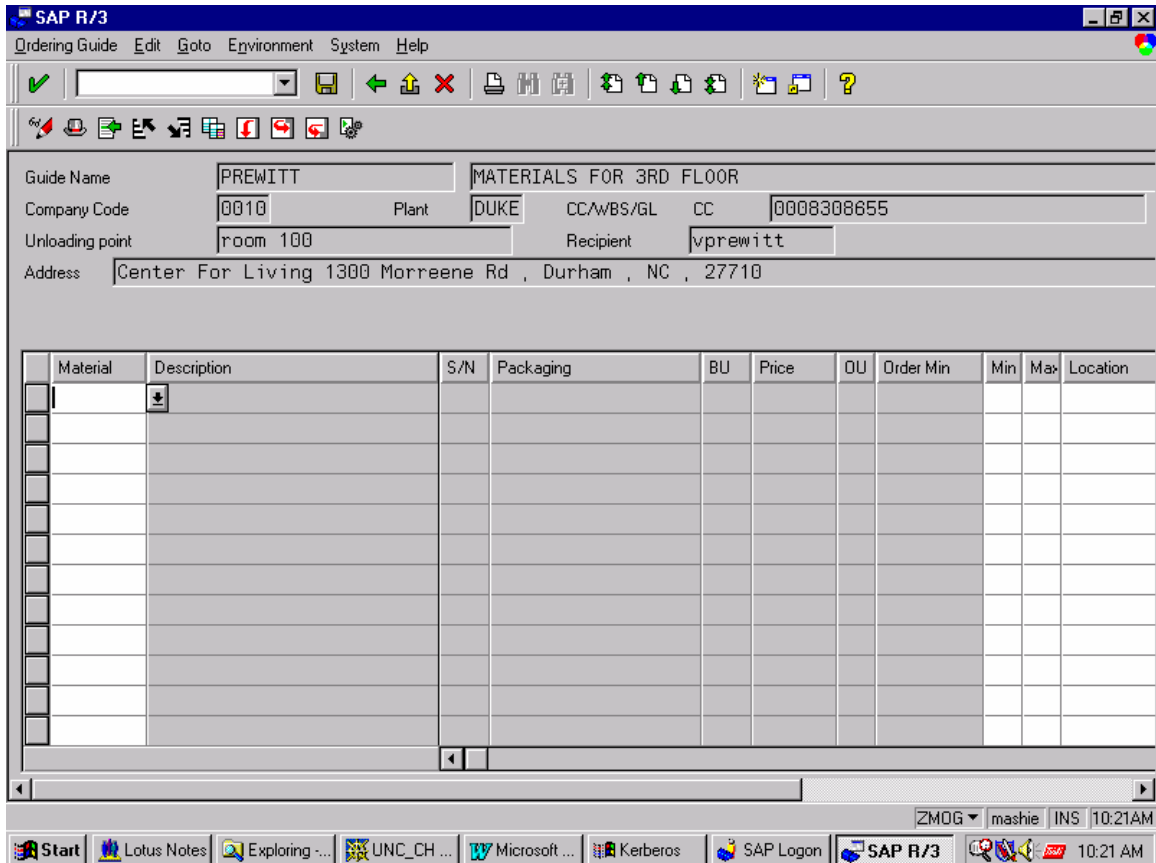
23. Click in the **Address Number** field and on the drop-down box to display the *Restrict Value Range* dialogue box.
24. Key in the name of delivery address site in the **Name** field, using asterisks as needed.
25. Results will be displayed on a *Delivery Address Help* screen, as shown below:

Name	Address No.	Reg	Location	Floor	Unit
Center For Living 1300 Morreene Rd Durham	202001890	NC	Duke Med Center		
Center For Documentary Studies 1317 West Pettigrew Street Durham	202001892	NC	Duke University		
Center For Aesthetic Services 1300 Moreene Rd Durham	202001894	NC	Duke Med Center		
Center For Demographic Studies 2117 Campus Drive Durham	202001992	NC	Duke University		
Center For Child & Family Health-NC 3518 Westgate Drive - Suite 100 Durham	202002042	NC	Duke University		
Center for Genetic & Cellular Therapy 4233 Technology Dr. Durham	202002158	NC	Duke University		
Center for Women 407 Crutchfield St. Durham	202002163	NC	Duke Med Center		

26. Double click on the correct delivery address. The address number will appear on the ordering guide screen.

Create a Duke Materials Ordering Guide - ZMOG

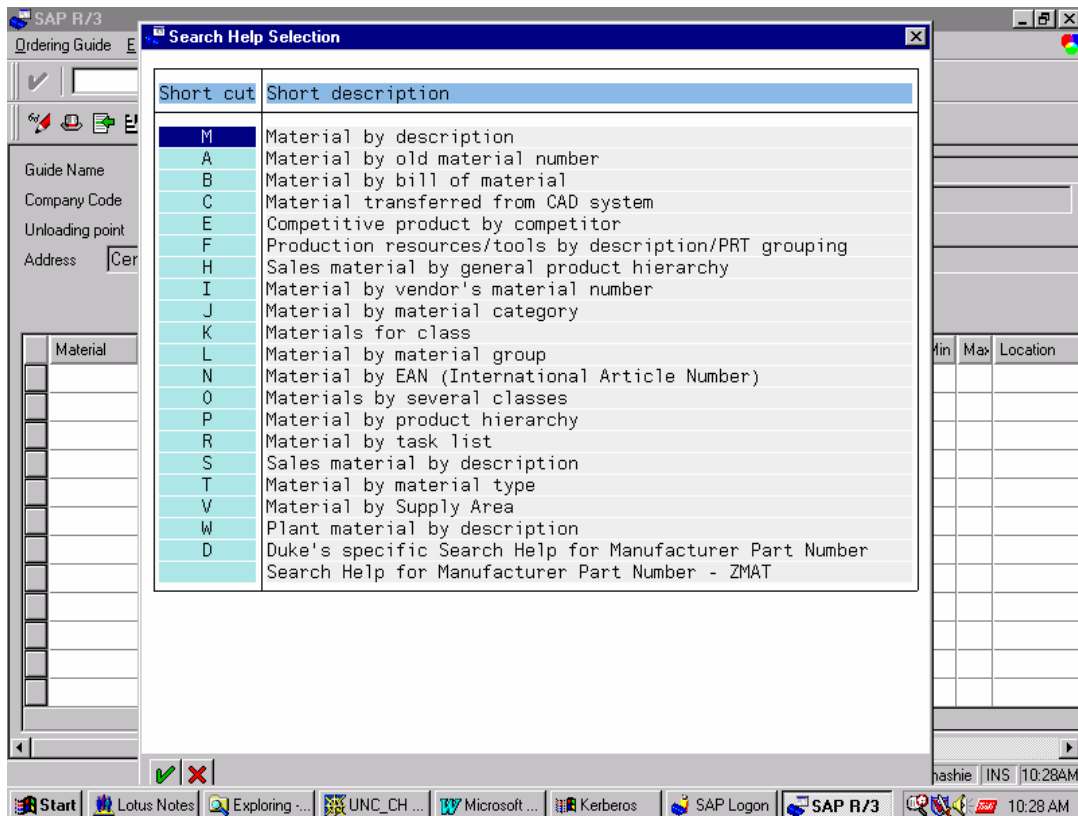
27. Click on the **Item Overview** button  to be shown the following screen.



28. You may enter data in any field that is white. In the fields on the left, you will either enter the material number of the item that you wish to order or click in the field and do a match code search for the material to find the number (see next page for the steps on how to do a search). The other fields will be populated with data that is automatically selected from the database, depending on your material choices.

Create a Duke Materials Ordering Guide - ZMOG

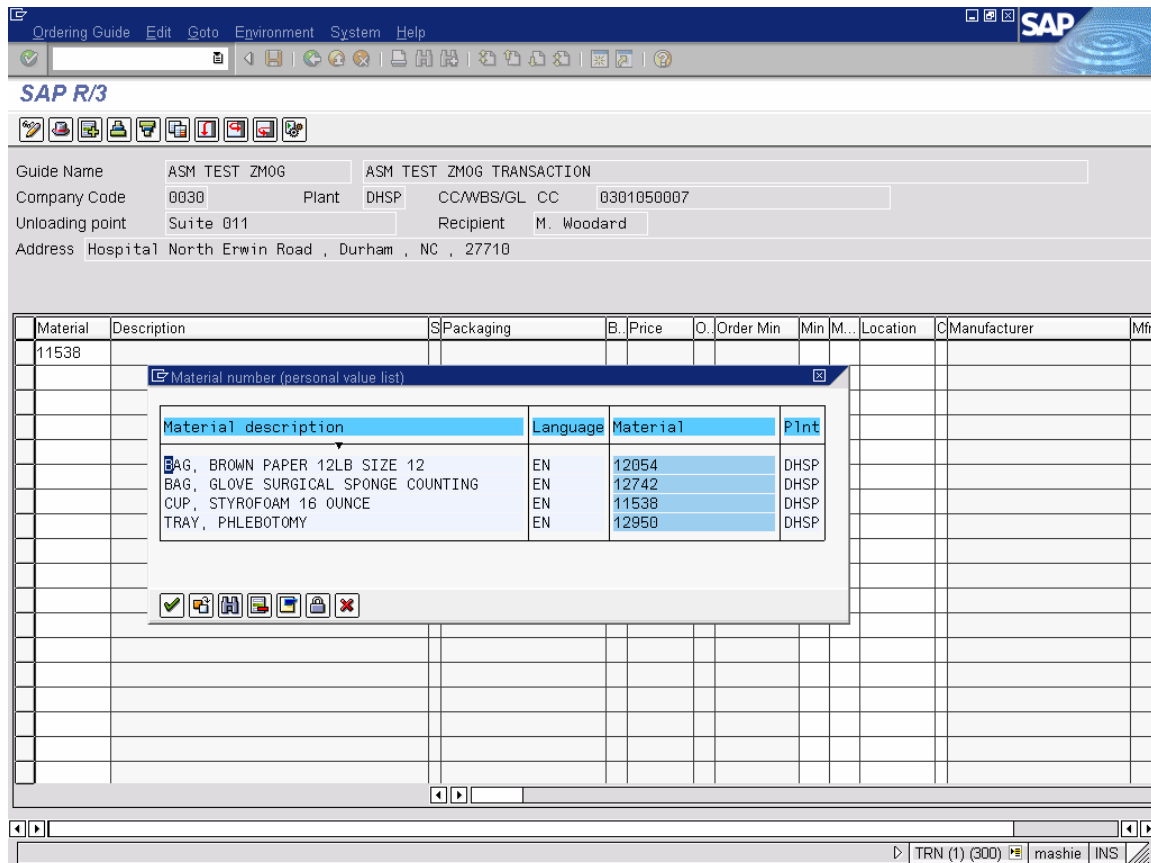
29. Click on the drop-down box on the first line in the **Materials** column.
30. When you first create an ordering guide, the *Search Help Selection* screen will appear, as shown below. Select **W** to search **Plant Material by Description**.




31. On the **Plant Material Description** dialog box, key in the name of the product you are seeking, using a singular noun and asterisks for wild cards as needed (i.e. *glove*).







*Note: You will need to experiment to find products as they are listed in the material master, since the product name may not match the common name (example: phlebotomy tray = type *tray* for the search and you would look for tray, phlebotomy))*

Create a Duke Materials Ordering Guide - ZMOG

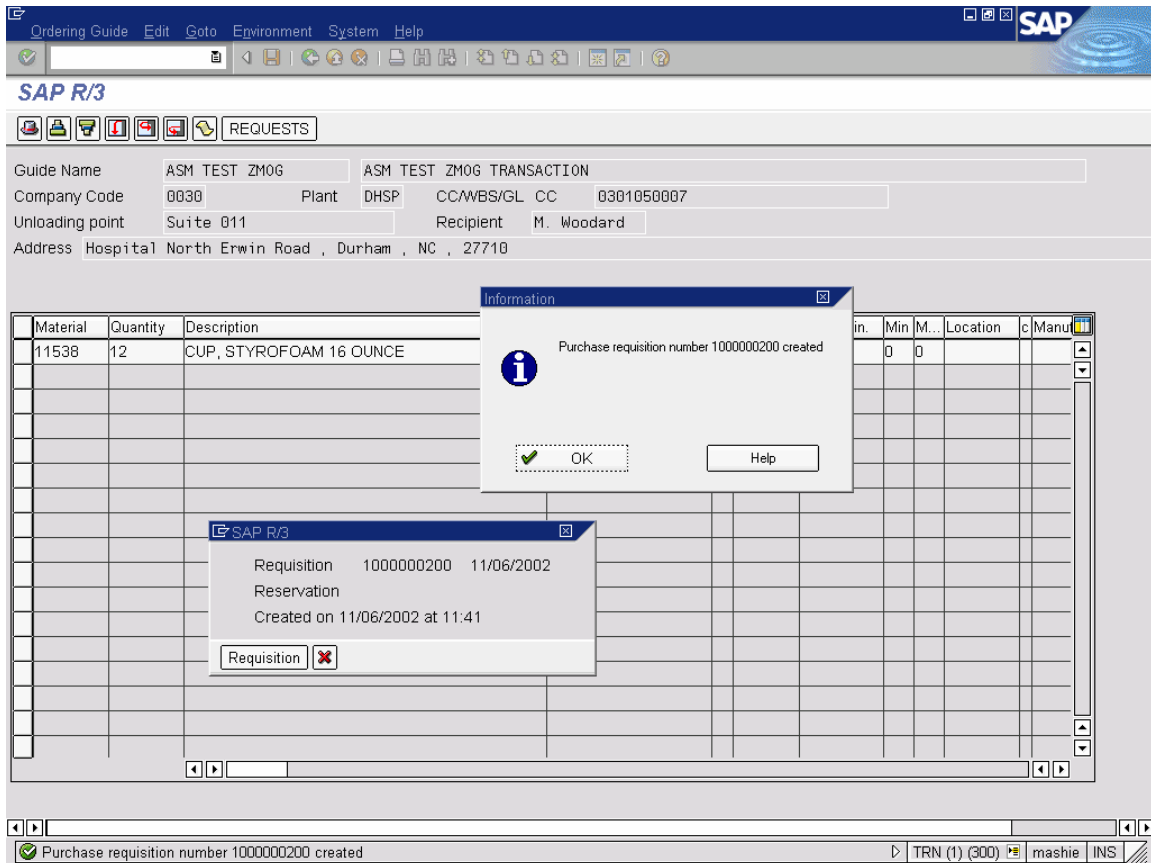




32. Press **Enter** to display a list of all products that match your search term.
33. If this is an item you order frequently, add it to your *Personal Value List* by clicking on the  icon.
Note: The cursor will jump to the next item down the list. You will need to reselect your item by double clicking on it.
34. To select another item, click in the next **Material** field and repeat steps 33-35.

Create a Duke Materials Ordering Guide - ZMOG

35. If you have already added items to your *Personal Value List*, only that list will appear when you click on the drop-down box in the **Material** field.
36. To select an item NOT on the *Personal Value List*, click on the **Display All Values** icon  to search the entire list, and repeat steps 31-35.
37. Once you have completed creating your ordering guide, click on the  **Save** button.
38. You will receive a confirmation notice that the guide was saved.
39. Click on the  **OK** button.
Note that the other fields on your ordering guide will be populated with the relevant information. If it is useful for you in maintaining inventory information, complete the fields for minimum, maximum, location of the supplies, and items counted.
40. **Resave** by clicking on the  button.
41. When you are ready to place your order using the ordering guide, click on the  **Submit** button.
42. Enter the quantity to be ordered ONLY for those items you wish to order from your guide.
43. Click on **Create Requisition** .
44. The Requisition Number will be displayed for your records.







Create a Duke Materials Ordering Guide - ZMOG



45. Click on **Requisition** to review your order.
46. Click on **Cancel**  to close the dialog box.
47. Click on **Exit** .





Create a Duke Materials Ordering Guide - ZMOG

To edit an existing Duke Materials Ordering Guide:

48. Select ZMOG from the drop-down box in the transaction field and press or click **Enter** .
49. Click on the drop-down box in the Ordering Guide field to display the *Ordering Guide Help Search by Name* dialog box.
50. Either enter the name of the ordering guide you wish to edit or click on **Enter**  to see a list of all saved ordering guides.
51. Select the guide you wish to edit.
52. Click on **Item Overview** .
53. Click on **Display** .
54. Click on **Insert**  and add materials to the Ordering Guide.
55. Click on **Insert** each time you want to add another item.
56. **Save**  your changes.

Create a Duke Materials Ordering Guide - ZMOG

To delete items from an ordering guide:

57. Follow the same steps needed to add items (Steps 51-56).
58. Select the guide you wish to edit.
59. Click on **Item Overview** .
60. Click on **Display** .
61. Click on the small gray box next to the item(s) you wish to delete. This will highlight the entire line.
62. Click on **Edit → Delete**.
63. **Save**  your changes.
64. Click on **Exit**  to return to the main SAP screen.

Release Strategy

Release Group - 01 (Requisition), PO (Purchase Order)

Release Strategy – Defines the release codes with which a purchase requisition item, or a complete purchase requisition must be released (that is, approved, or given the “green light”) and in which sequence release must be effected using the codes.

On the Display: Purchase Requisition: Item Overview screen:

1. Click on the button to the left of the line item you wish to see to highlight the line item.
2. Click on the green flag icon (Release Strategy). From the pop-up window in this example, the Release Strategy is (WU). The corresponding description (See table at the end for a list of descriptions indicates the requisition is blocked for a dollar value of >\$2000, Code G has been applied). There have been no releases to date as indicated in the field, and release codes G1, G2, G3 and W1 are required for a final release.

Display: Purchase Requisition: Item Overview

Purchase requisition: 1000000599 Doc. type: NB

Release Strategy Reqs. 1000000599, Item 00018

Item	Material	Q	U	D	EA	CCS	999	PLnt	SLoc	SPit	D	T...
1	X											
2	X											
3	X											
4	X											
5	X											
6	X											
7	X											
8	X											
9	X											
10	X											
11	X											
12	X	e0hbo	1	EA	D 08/27/2002	CCS	999	DHSP				
13	X	e1hbo	1	EA	D 08/27/2002	CCS	999	DHSP				
14	X	f0hbo	1	EA	D 08/27/2002	D40	999	DHSP				
15	X	f1hbo	1	EA	D 08/27/2002	D40	999	DHSP				
16	X	g1hbo	1	EA	D 08/27/2002	R33	999	DHSP				
17	X	g2hbo	1	EA	D 08/27/2002	R33	999	DHSP				
18	X	g3hbo	1	EA	D 08/27/2002	R33	999	DHSP				

Release Strategy Details:

- Release group: 01 Requisitions
- Release strategy: WU G,>2K,RESTRICTED
- Release codes: G1 G2 G3 W1
- Releases to date: (empty)
- Final release: (empty)
- Release indicator: Blocked - Awaiting Approval
- Simulate release: (checked)

Release Strategy

In this second example, the release strategy is (WU) and the corresponding description indicates the requisition is blocked for a dollar value of >\$2000. G1 release has occurred as indicated in the field Releases to date, release codes G2, G3 and W1 are still required, thus the Requisition is still Blocked – Awaiting Approval.

The screenshot displays the SAP 'Purchase Requisition: Item Overview' window. A dialog box titled 'Release Strategy Reqs. 1000000599, Item 00018' is open, showing the following details:

- Release strategy:** WU G,>2K,RESTRICTED
- Release codes:**
 - Releases to date: G1
 - Final release: G1 G2 G3 W1
- Release indicator:** A Blocked - Awaiting Approval
- Buttons:** Simulate release (checked), X

The background table shows the requisition items with columns for Item, Material, and Release Strategy. Item 18 is highlighted in orange.

Item	Material	Release Strategy
1	X	
2	X	
3	X	
4	X	
5	X	
6	X	
7	X	
8	X	
9	X	
10	X	
11	X	
12	X	
13	X	
14	X	
15	X	
16	X	
17	X	
18	X	

Release Code - Two-character identifier with which a person responsible for processing a document can release (approve) an item of a purchase requisition. (A1, A2, A3 etc)

Release Indicator - Indicates the status of the Purchase requisition;

- A - Blocked - Awaiting Approval
- B - Fixed RFQ/purchase order
- E - Error - Not Med Supply
- H - Awaiting HazMat Approval
- M - Awaiting H.B.O. Approval

Release Strategy

N - AWAITING EVS APPROVAL
P - AWAITING PHARMACEUTICAL APPROV
R - Awaiting Radioactive Approval
S - Awaiting Sponsored Pgms Approv
V - Awaiting Vivarium Approval
W - AWAITING RESTRICTED APPROVAL
X - ILLEGAL-----BLOCKED-----
Z - Fully Released for PO or Bid

Release Strategy

1. Follow the menu path: **Requisition → Display**.
2. Enter the requisition number.

The item overview screen appears.

Click on **Goto → Statistics → Changes**.

In the example on the next page, in the first segment, the Old Release status is blank, the new is X. This means that one level of Release has occurred.

In the second segment, the Old is X, the New is XX. This means that a second level of release has occurred.

In the third segment, note the Heading Release flag Changed. The Old Flag was A (A - Blocked - Awaiting Approval) the New Flag is W (W - AWAITING RESTRICTED APPROVAL. All requirements for dollar value release have been met, however another Indicator is now required.

In the Release status Changed indicator Old is XX, the New is XXX, three levels of release have occurred.

Release Strategy

The screenshot shows the SAP 'Changes to Purchase Requisition' window for item 1000000431. The window title is 'Changes to Purchase Requisition 1000000431 Item 00001'. The main content area displays a table of changes with columns for 'Person resp.', 'Date', 'Time', 'Transaction', and 'Change document'. The table lists three changes, each with a 'Doc. header' of 1000000431. The first change is dated 10/23/2002 at 10:11:42 AM, transaction ME54, document 956531, and is a 'Release status Changed' by user GRANT004. The second change is dated 10/29/2002 at 10:48:14 AM, transaction ME54, document 956800, and is a 'Release status Changed' by user GRANT004. The third change is dated 10/29/2002 at 10:50:03 AM, transaction ME54, document 956801, and is a 'Release flag Changed' by user GRANT004. The window also shows a taskbar at the bottom with the Start button, several open applications, and the system clock at 10:50 AM.

Person resp.	Date	Time	Transaction	Change document
Doc. header: 1000000431				
GRANT004	10/23/2002	10.11.42	ME54	956531
FRGZU	Release status Changed			
01d:				
New: X				
GRANT004	10/29/2002	10.48.14	ME54	956800
FRGZU	Release status Changed			
01d: X				
New: XX				
GRANT004	10/29/2002	10.50.03	ME54	956801
FRGKZ	Release flag Changed			
01d: A				
New: W				
FRGZU	Release status Changed			
01d: XX				
New: XXX				

Release Strategies and Descriptions

GRP STRAT Description

01 01 A,<500
 01 02 A,>500<5K
 01 03 A,>5K
 01 04 A,<500,Rad
 01 05 A,>500<5K,Rad
 01 07 A,>5K,Rad
 01 08 A,<500,Anml
 01 09 A,>500<5K,Anml
 01 11 A,>5K,Anml
 01 12 A,<500,Haz

Release Strategy

01 14 A,>500<5K,Haz
01 15 A,>5K,Haz
01 17 A,<500,SpnsPgm
01 18 A,>500<5K,SpnsPgm
01 19 A,>5K,SpnsPgm
01 21 A,<500,SpPgm,Rad
01 22 A,>500<5K,SpPgm,Rad
01 23 A,>5K,SpnsPgm,Rad
01 25 A,<500,SpnsPgm,Amnl
01 26 A,>500<5K,SpPm,Amnl
01 27 A,>5K,SpPm,Amnl
01 29 A,<500,SpnsPgm,Haz
01 30 A,>500<5K,SpPm,Haz
01 31 A,>5K,SpPm,Haz
01 32 A,<500,HBO
01 33 A,>500<5K,HBO
01 34 A,>5K,HBO
01 35 A,<500,HBO,Rad
01 36 A,<500>5K,HBO,Rad
01 37 A,>5K,HBO,Rad
01 38 A,<500,HBO,Anml
01 39 A,<500>5K,HBO,Anml
01 40 A,>5K,HBO,Anml
01 41 A,<500,HBO,Haz
01 42 A,<500>5K,HBO,Haz
01 43 A,>5K,HBO,Haz
01 44 A,<500, RESTRICTED
01 45 A,>500<5K, RSTRCTD
01 46 A,>5k,RESTRICTED
01 47 A,<500,SpnPgm,RSTRCT
01 48 A,>500<5K,SpPgm,RSTR
01 49 A,>5k,SpPg,RESTRICTD
01 50 A,<500,HBO,RSTRCTD
01 51 A,>500<5K,HBO RSTRCT
01 52 A,>5k,HBO,RESTRICTD
01 B1 B,0-5K
01 B2 B,>5K

Release Strategy

01 B3 B,0-5K,Rad
01 B4 B,>5K,Rad
01 B5 B,0-5K,Anml
01 B6 B,>5K,Anml
01 B7 B,0-5K,Haz
01 B8 B,>5K,Haz
01 B9 B,0-5K,SpnsPgm
01 BA B,>5K,SpnsPrgm
01 BB B,0-5K,SpnsPrgm,Rad
01 BC B,>5K,SpnsPrgm,Rad
01 BD B,0-5K,SpnsPrgm,Anml
01 BE B,>5K,SpnsPrgm,Anml
01 BF B,0-5K,SpnsPrgm,Haz
01 BG B,>5K,SpnsPrgm,Haz
01 BH B,0-5K,HBO
01 BI B,>5K,HBO
01 BJ B,0-5K,HBO,Rad
01 BK B,>5K,HBO,Rad
01 BL B,0-5K,HBO,Anml
01 BM B,>5K,HBO,Anml
01 BN B,0-5K,HBO,Haz
01 BO B,>5K,HBO,Haz
01 BP B,0-5K,RESTRICTED
01 BQ B,>5k,RESTRICTED
01 BR B,0-5K,SpPgm,RSTRCD
01 BS B,>5k,SpPgm,RSTRCTD
01 BT B,0-5K,HBO,RESTRCD
01 BU B,>5k,HBO,RSTRCTD
01 C1 C,1K-10K
01 C2 C,>10K
01 C3 C,0-1K,Rad
01 C4 C,>1K<10K,Rad
01 C5 C,>10K,Rad
01 C6 C,0-1K,Anml
01 C7 C,>1K-<10K,Anml
01 C8 C,>10K,Anml
01 C9 C,0-1K,Haz

Release Strategy

01 CA C,>1K<10K,Haz
01 CB C,>10K,Haz
01 CC C,0-1K,SpnsPrgm
01 CD C,>1K-<10K,SpnsPrgm
01 CE C,>10K,SpnsPrgm
01 CF C,0-1K,SpnPrgm,Rad
01 CG C,>1K-<10K,SpPrg,Rad
01 CH C,>10K,SpnsPgm,Rad
01 CI C,0-1K,SpnsPrgm,Anml
01 CJ C,>1K<10K,SpPgm,Anml
01 CK C,>10K,SpnsPrgm,Anml
01 CL C,0-1K,SpnsPrgm,Haz
01 CM C,>1K<10K,SpnPgm,Haz
01 CN C,>10K,SpnsPrgm,Haz
01 CO C,0-1K,HBO
01 CP C,>1K<10K,HBO
01 CQ C,>10K,HBO
01 CR C,0-1K,HBO,Rad
01 CS C,>1K<10K,HBO,Rad
01 CT C,>10K,HBO,Rad
01 CU C,0-1K,HBO,Anml
01 CV C,>1K<10K,HBO,Anml
01 CW C,>10K,HBO,Anml
01 CX C,0-1K,HBO,Haz
01 CY C,>1K<10K,HBO,Haz
01 CZ C,>10K,HBO,Haz
01 D1 D,>1.5K
01 D2 D,0-1.5K,Rad
01 D3 D,>1.5K,Rad
01 D4 D,0-1.5K,Anml
01 D5 D,>1.5K,Anml
01 D6 D,0-1.5K,Haz
01 D7 D,>1.5K,Haz
01 D8 D,0-1.5K,SpnsPrgm
01 D9 D,>1.5K,SpnsPrgm
01 DA D,0-1.5K,SpnsPgm,Rad
01 DB D,>1.5K,SpnsPrgm,Rad

Release Strategy

01 DC D,0-1.5K,SpnPgm,Anml
01 DD D,>1.5K,SpnsPgm,Anml
01 DE D,0-1.5K,SpnsPgm,Haz
01 DF D,>1.5K,SpnsPrgm,Haz
01 DG D,0-1.5K,HBO
01 DH D,>1.5K,HBO
01 DI D,0-1.5K,HBO,Rad
01 DJ D,>1.5K,HBO,Rad
01 DK D,0-1.5K,HBO,Anml
01 DL D,>1.5K,HBO,Anml
01 DM D,0-1.5K,HBO,Haz
01 DN D,>1.5K,HBO,Haz
01 E1 E,>5K
01 E2 E,0-5K,Rad
01 E3 E,>5K,Rad
01 E4 E,0-5K,Anml
01 E5 E,>5K,Anml
01 E6 E,0-5K,Haz
01 E7 E,>5K,Haz
01 E8 E,0-5K,SpnsPrgm
01 E9 E,>5K,SpnsPrgm
01 EA E,0-5K,SpnsPrgm,Rad
01 EB E,>5K,SpnsPrgm,Rad
01 EC E,0-5K,SpnsPrgm,Anml
01 ED E,>5K,SpnsPrgm,Anml
01 EE E,0-5K,SpnsPrgm,Haz
01 EF E,>5K,SpnsPrgm,Haz
01 EG E,0-5K,HBO
01 EH E,>5K,HBO
01 EI E,0-5K,HBO,Rad
01 EJ E,>5K,HBO,Rad
01 EK E,0-5K,HBO,Anml
01 EL E,>5K,HBO,Anml
01 EM E,0-5K,HBO,Haz
01 EN E,>5K,HBO,Haz
01 ES EVS NEEDLEBOXES
01 F1 F,>10K

Release Strategy

01 F2 F,0-10K,Rad
01 F3 F,>10K,Rad
01 F4 F,0-10K,Anml
01 F5 F,>10K,Anml
01 F6 F,0-10K,Haz
01 F7 F,>10K,Haz
01 F8 F,0-10K,SpnsPrgm
01 F9 F,>10K,SpnsPrgm
01 FA F,0-10K,SpnsPrgm,Rad
01 FB F,>10K,SpnsPrgm,Rad
01 FC F,0-10K,SpnsPgm,Anml
01 FD F,>10KSpnsPrgm,Anml
01 FE F,0-10K,SpnsPrgm,Haz
01 FF F,>10K,SpnsPrgm,Haz
01 FG F,0-10K,HBO
01 FH F,>10K,HBO
01 FI F,0-10K,HBO,Rad
01 FJ F,>10K,HBO,Rad
01 FK F,0-10K,HBO,Anml
01 FL F,>10K,HBO,Anml
01 FM F,0-10K,HBO,Haz
01 FN F,>10K,HBO,Haz
01 G0 G,>2K,HBO,Haz
01 G1 G,<100
01 G2 G,>100<2K
01 G3 G,>2K
01 G4 G,<100,Rad
01 G5 G,>100<2K,Rad
01 G6 G,>100<2K,HBO,Haz
01 G7 G,>2K,Rad
01 G8 G,<100,Anml
01 G9 G,>100<2K,Anml
01 GA G,>2K,Anml
01 GB G,<100,Haz
01 GC G,>100<2K,Haz
01 GD G,>2K,Haz
01 GE G,<100,SpnsPgm

Release Strategy

01 GF G,>100<2K,Spns,Pgm
01 GG G,>2K,SpnsPgm
01 GH G,<100,SpPgm,Rad
01 GI G,>100<2k,SpPgm,Rad
01 GJ G,>2K,SpnsPgm,Rad
01 GK G,<100,SpnsPgm,Anml
01 GL G,>100<2K,SpPm,Anml
01 GM G,>2K,SpPm,Anml
01 GN G,<100,SpnsPgm,Haz
01 GO G,>100<2k,SpPm,Haz
01 GP G,>2K,SpPm,Haz
01 GQ G,<100,HBO
01 GR G,>100<2K,HBO
01 GS G,>2K,HBO
01 GT G,<100,HBO,Rad
01 GU G,>100,<2K,HBO,Rad
01 GV G,>2K,HBO,Rad
01 GW G,<100,HBO,Anml
01 GX G,>100<2K,HBO,Anml
01 GY G,>2K,HBO,Anml
01 GZ G,<100,HBO,Haz
01 PH PHARMACEUTICAL
01 W0 G,>2K,HBO,RESTRICTED
01 W1 C,0-1K,RESTRICTED
01 W2 C,>1K-10K, RESTRICTED
01 W3 C,>10K, RESTRICTED
01 W4 C,0-1K,SpPgm,RSTRCTD
01 W5 C,>1K-10K,SpPg,RSTCD
01 W6 C,>10K,SpPg,RESTRICT
01 W7 C,0-1K,HBO,RSTRCTD
01 W8 C,>1K-10K,HBO,RSTRCD
01 W9 C,>10K,HBO,RESTRICTED
01 WA D,0-1.5K,RESTRICTED
01 WB D,>1.5K,RESTRICTED
01 WC D,0-1.5K,SpPg,RESTRC
01 WD D,>1.5K,HBO,RESTRCTD
01 WE D,>1.5K,SpPg,RESTRCD

Release Strategy

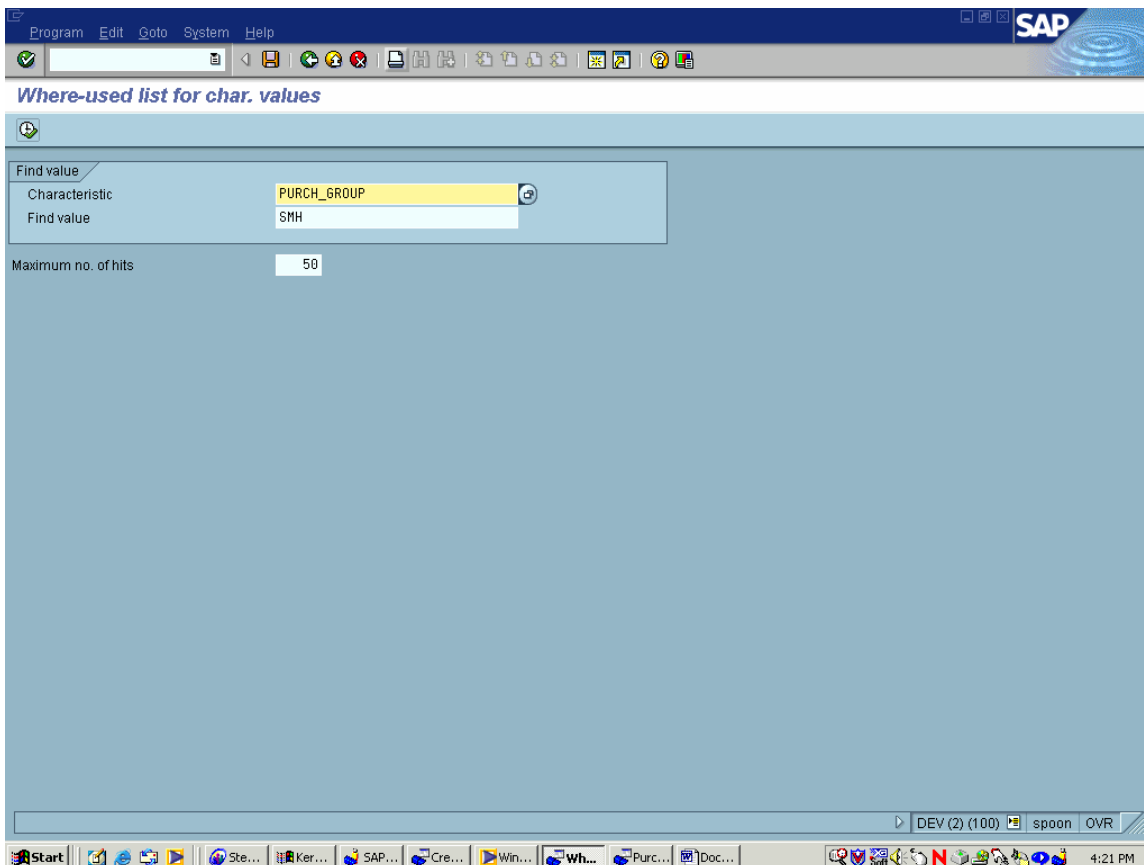
01 WF D,0-1.5K,HBO,RESTRCD
01 WG E,0-5K RESTRICTED
01 WH E,>5K RESTRICTED
01 WI E,0-5K SpPg,RESTRCTD
01 WJ E,>5K SpPg,RESTRCTD
01 WK E,0-5K HBO,RESTRTCD
01 WL F, 0-10K, RESTRICTED
01 WM E,>5K HBO,RESTRICTED
01 WN F,>10K, RESTRICTED
01 WO F,0-10K,SpPg,RSTRCTD
01 WP F,>10K,SpPg,RSTRCTD
01 WQ F,0-10K,HBO,RSRTRCTD
01 WR F,>10K,HBO,RSTRCTD
01 WS G,<100,RESTRICTED
01 WT G,>100<2K,RESTRICTED
01 WU G,>2K,RESTRICTED
01 WV G,<100,SpPg,RSTRCTD
01 WW G,>100<2K,SpPg,RSTRD
01 WX G,>2K,SpPgRESTRICTED
01 WY G,<100,HBO,RESTRICTD
01 WZ G,>100<2K,HBO,RSTRD
01 XX All,>0,Not Med Spply
PO 01 BLOCKED: ADMIN APPRO
PO 02 PLANT ACCTNG REVW #1
PO 03 Plant Acctng Revw #2
PO 04 Blocked: Admin Approval.

Purchasing Group – Approval and Criteria – CT11

Transaction CT11 is used to determine the Characteristic Value of a Purchasing Group (Approval Rule and the criteria for when the rule is applied).

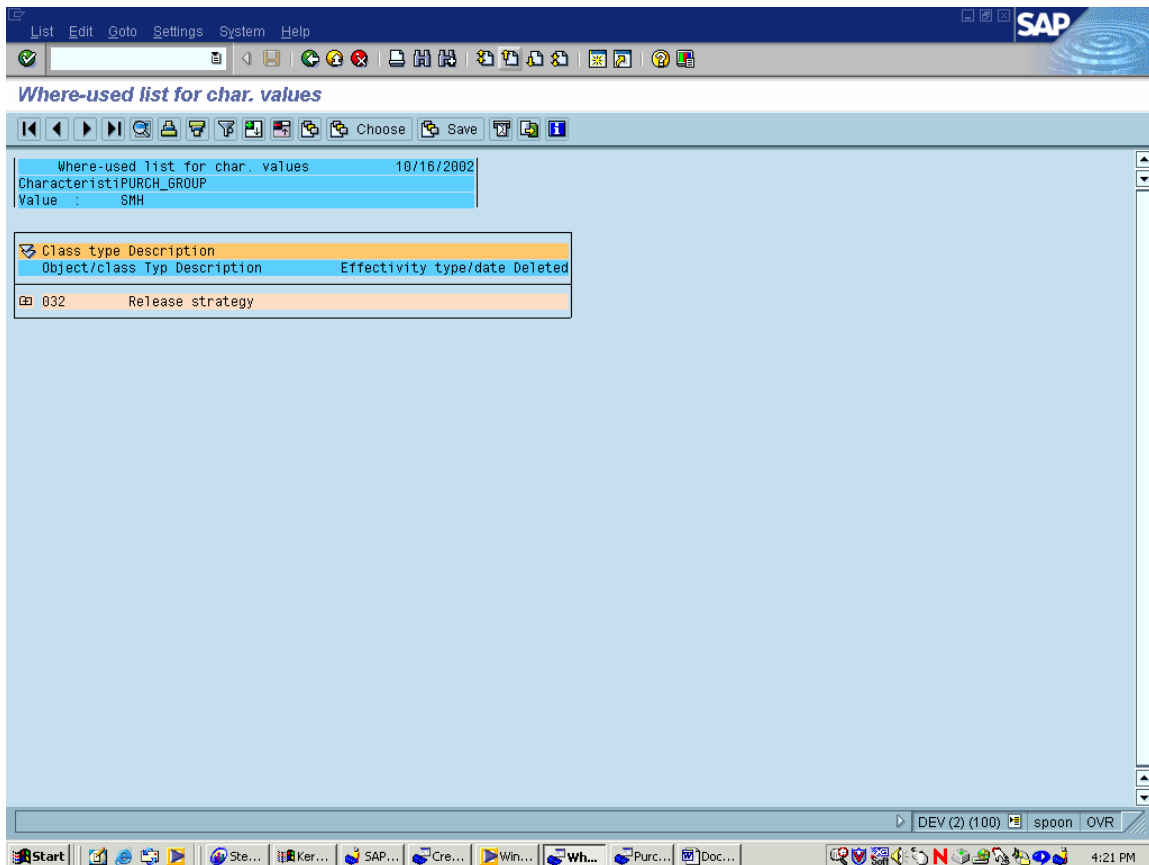
On the initial SAP R/3 screen:

1. Type **CT11** in the white command field on the initial screen and click on the **Enter** button or press **Enter**.
2. Type **Purch_Group** in the Characteristic Field, or select **Purch_Group** from the dropdown menu. In the Find Value field, enter a Purchasing Group. Change Maximum no. of hits to **50**, and execute.



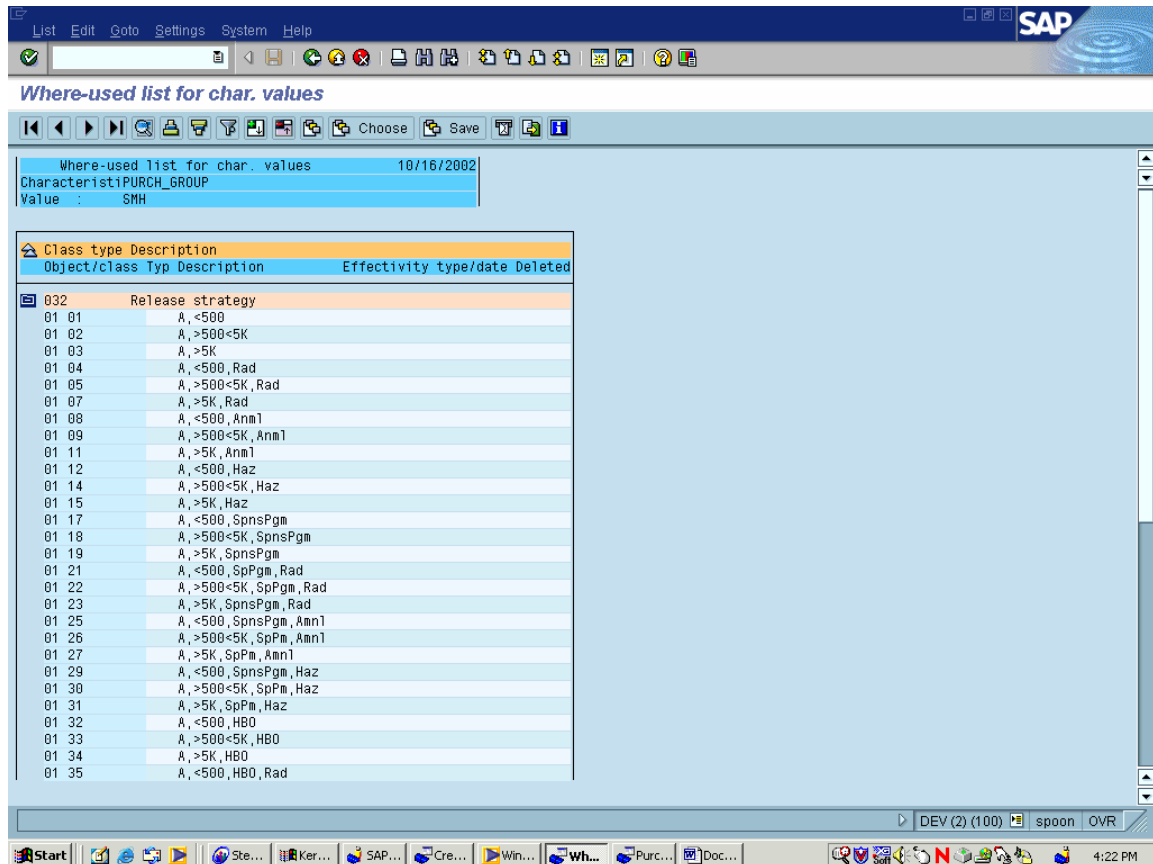
Purchasing Group – Approval and Criteria – CT11

3. The following screen is displayed:



Purchasing Group – Approval and Criteria – CT11

- Click on the plus sign in the folder to expand the contents, the following will show as the result. In this example, Purchasing Group SMH, functions with Rule A, Approval is needed beginning with purchases <500.00. In addition to dollar values, approval is needed for RAD (Radiation), Anml (Animals), HAZ (Hazardous), SpnsPgm (Sponsored Programs), and HBO (Hospital Budget Office) to name a few. While displaying the transaction, scroll down to the bottom to receive the complete list.




Goods Receipt – MB01

On the initial SAP R/3 screen:

1. Enter **MB01**, or follow the menu path:

Logistics → Materials management → Purchasing

Purchase order → Follow-on Function → Goods Receipt

2. In the Movement Type field, double click on 101, Goods Receipt for Purchase Order into Warehouse/ Stores.
3. Make sure the plant name has defaulted correctly. If not, click on the drop-down box and select the plant.
4. Enter the purchase order number in the **Purchase Order** field.
5. Press or click on **Enter**  to display the *Goods Receipt for PO: Selection* screen.

Goods Receipt – MB01

Goods receipt for PO: Selection Screen 0001 / 0001


Goods receipt Edit Goto Movement type Environment System Help

Posting date: 10/26/2001

Items:

Item	Quantity	EUn	Material	Plnt	SLoc	PurchOrder	Item	S	DCI
BU			Material description			Batch	R	MvT	S T
<input checked="" type="checkbox"/>	1	2	EA	17385	DHSP		4520000173	1	<input type="checkbox"/>
			ADAPTER, HUMIDIFIER					101	<input type="checkbox"/>

MB01 mashie INS 01:48PM

6. Confirm the quantity to be received in the **Quantity** field.
7. If you did **NOT** receive the full order, change the quantity to reflect the number of items that still need to be delivered. **Do not** check the DCI box if you expect the remaining materials to be delivered.
8. If you **never** expect the remaining materials to be delivered, click on the **DCI** (Delivery Completed Indicator) box on the right. This will close the Purchase Order.
9. Click on the  Save button.

Goods Return – MB01

On the main SAP R/3 screen:

1. Enter **MB01** in the command field or follow the menu path:

Logistics → Materials management → Purchasing →

Purchase order → Follow-on Function → Goods Receipt

2. On the Goods Receipt for Purchase Order: Initial Screen, select **102** in the Movement Type field.

3. Enter the purchase order number for the goods to be returned.

4. Be sure the **Plant** field is correct.

5. Confirm or enter the quantity to be returned in the **Quantity** field.

6. Click on  the **Save** button.

Materials Management Reporting

A Materials Management report that may be helpful for analysis is the Purchase Orders by Account Assignment, which is outlined below.

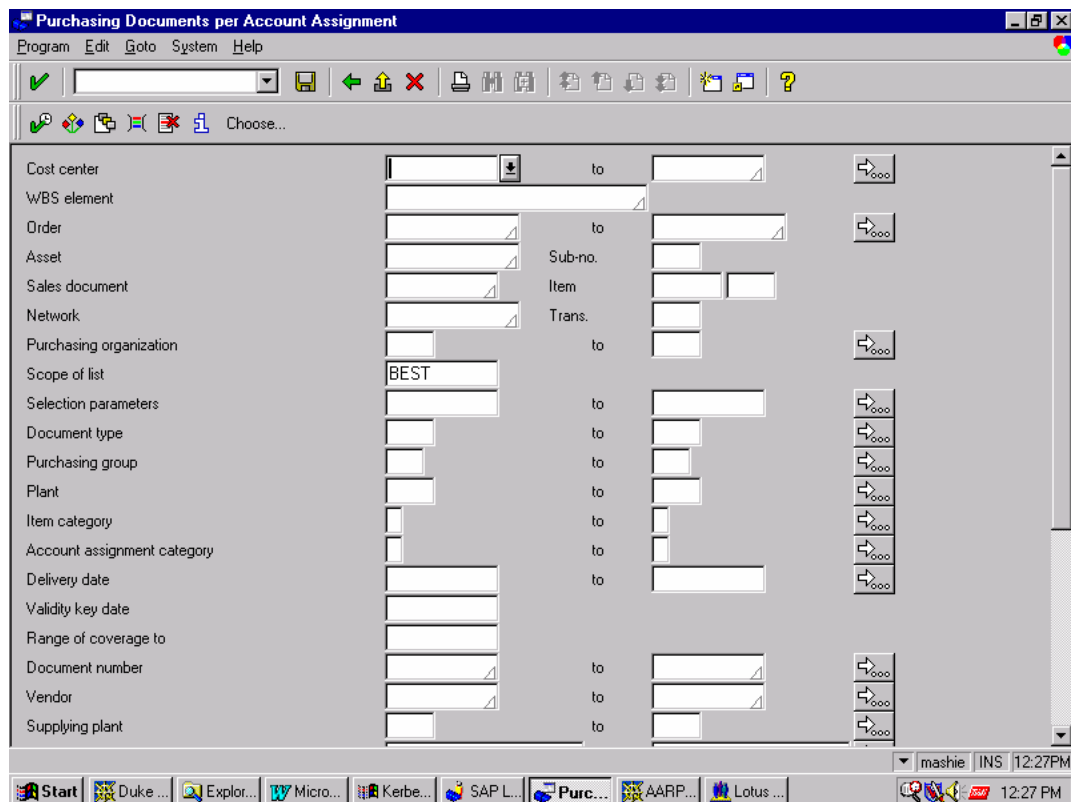
Purchase Orders by Account Assignment

- Provides a list of Purchase Orders by the Account Assignment (term used in R/3 to indicate who will be charged for the purchase, i.e. the cost object - Cost Centers or WBS Elements/Projects).
- Allows a user to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object.
- Details on individual Purchase Orders can be displayed by drilling down on a line of this list.
- Good for tracking Purchase Orders by department or project.

List Display Purchase Orders - ME2K

On the main SAP R/3 screen:

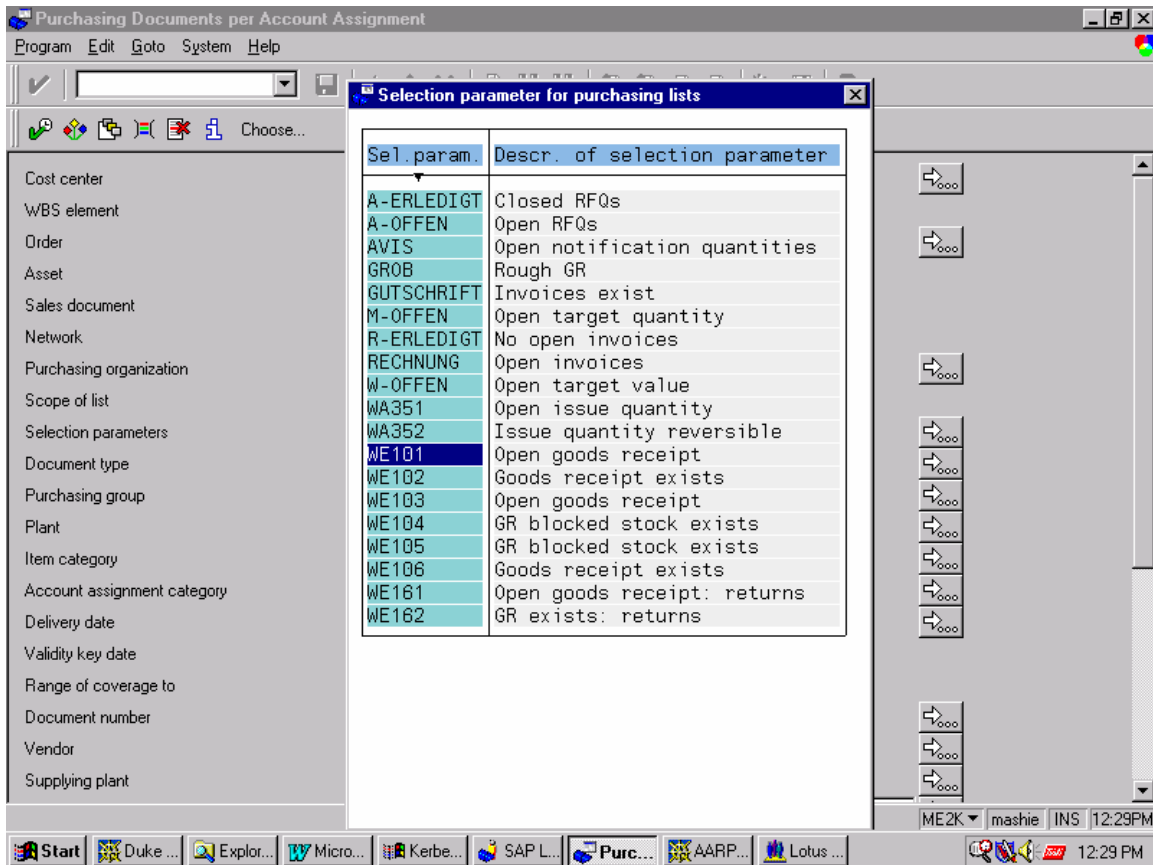
1. Key **ME2K** in the white command field and press or click **Enter**.
Or, follow the menu path:
Logistics → Materials Management → Purchasing
Purchase order → List Displays → by Account Assignment → General.



2. Key in your cost center in the **Cost Center** field.
3. In the Selection Parameters field, click on the drop-down box.


List Display Purchase Orders – ME2K

- Select **WE101 – Open goods receipt**, with a double click, as shown in the following screen.



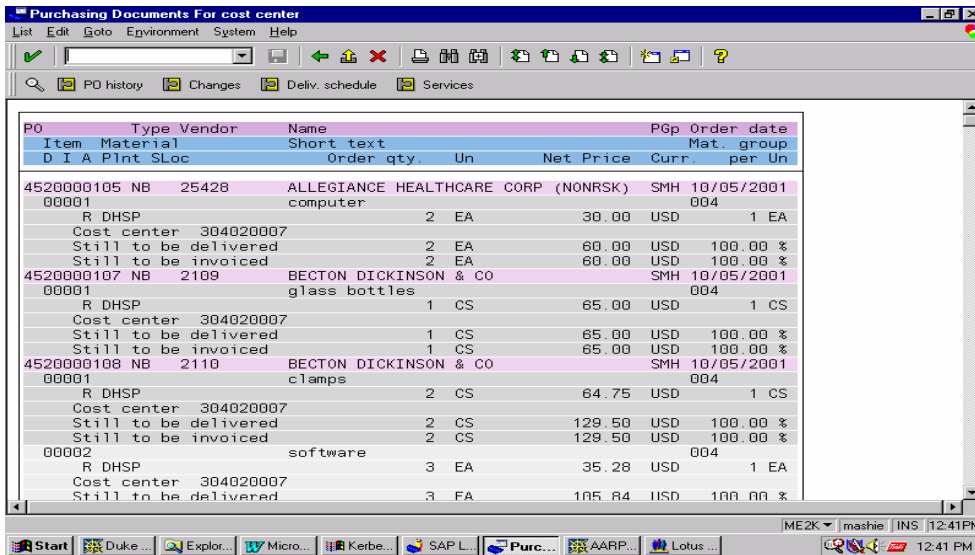
- Be sure the **Purchase Group** is correct. If not, click in the field and select the correct purchase group from the drop-down box.
- Check to see that that **Plant** field has defaulted to the correct Plant. If not, click on the drop-down box in that field and select the correct Plant with a double click.
- Enter a Delivery Date.

Note: if you leave this field blank, the date will default to 1999

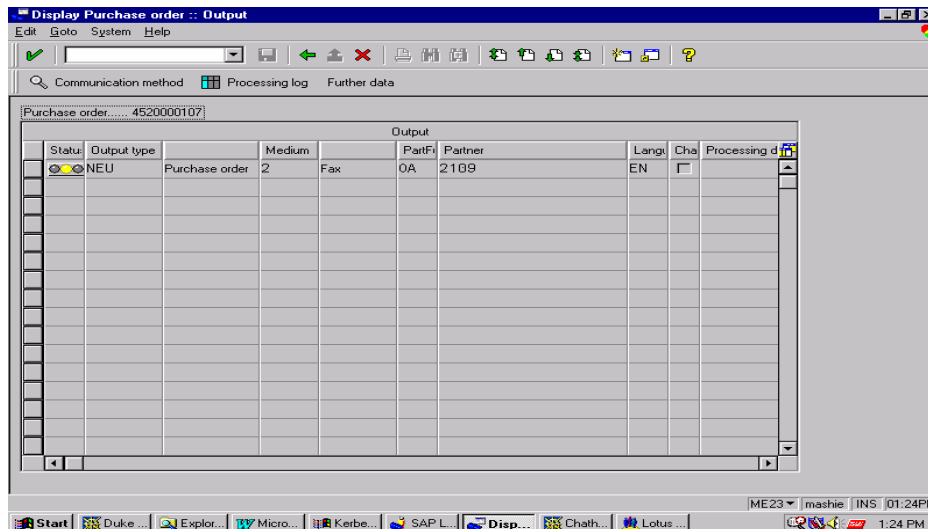
- Press **F8** or click on the  **Execute** button to see the Purchasing Documents for Cost Center screen, as shown on the next page.

List Display Purchase Orders – ME2K

9. Double click on the Name of the vendor to see the *Purchase Order Item Overview*.
10. Click on the gray box to the left of the item to highlight it and click on the printer button to display the status of this item.



11. A **red** light means there is a problem; a **yellow** light means it is processing; a **green** light means it has been processed.



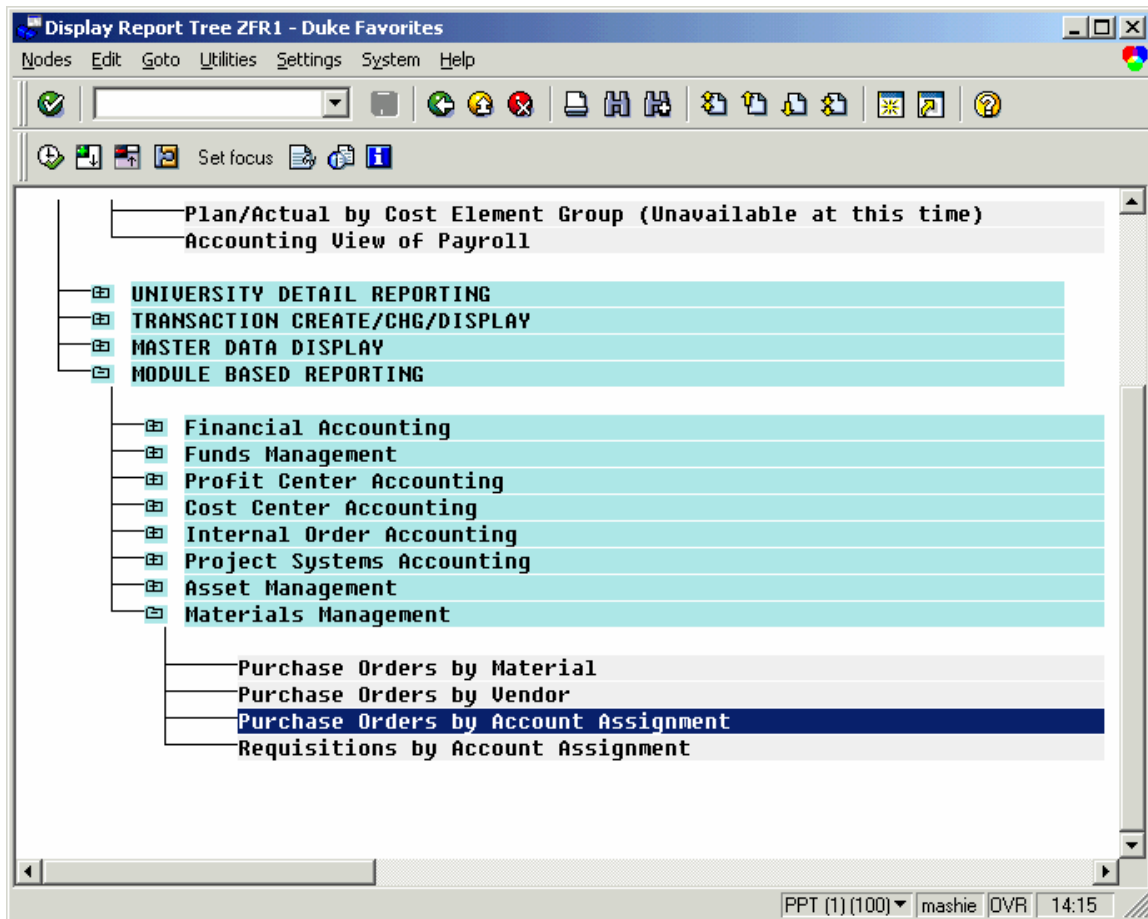
12. Click on **Exit**  to return to the main SAP screen.

Materials Management Reporting

IF YOU ARE ALREADY A FINANCIAL USER AND WANT TO USE THE ZFR1 FINANCIAL REPORTING TREE, FOLLOW THE STEPS BELOW.

Use Transaction Code ZFR1 in the Command field.

On the Duke Favorites Tree ZFR1 – Duke Favorites screen (shown below):



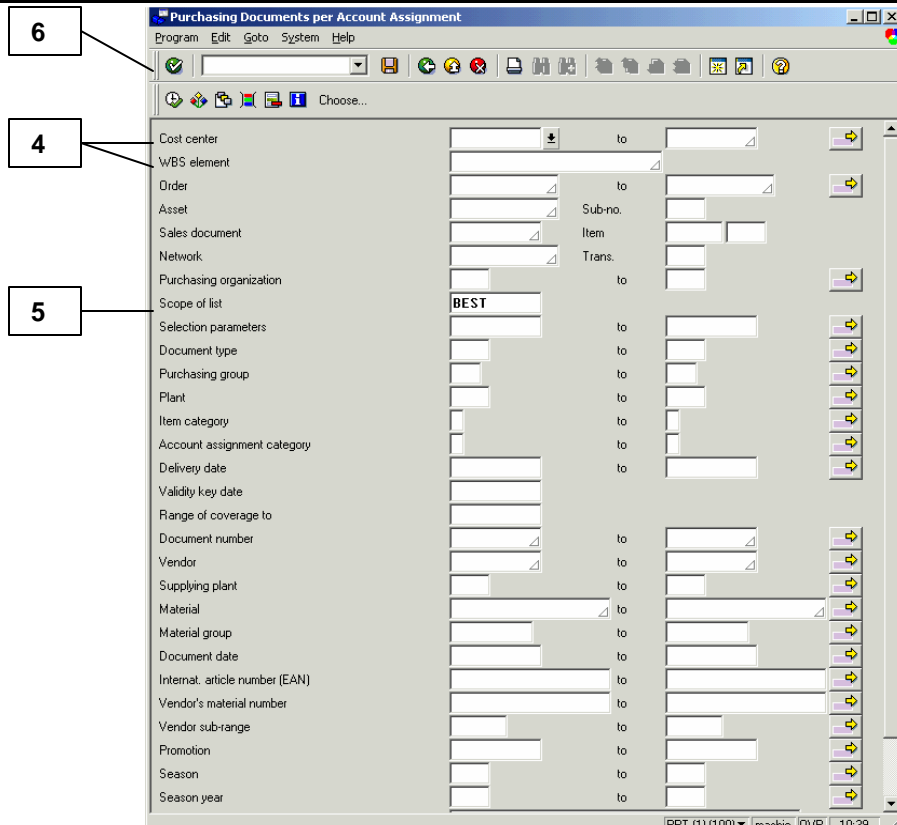
Click on the + folder icon to the left of **MODULE BASED REPORTING**.

Click on the + folder icon to the left of **Materials Management**.

Double click on **Purchase Orders by Account Assignment**. (SEE NEXT PAGE.)


Materials Management Reporting

On the *Purchasing Documents per Account Assignment* screen:




Note: There are numerous selection fields available. The suggested fields are outlined below (in order to run this report in a timely manner).

Enter a value(s) in one of the two fields as outlined below:


- Enter a **one or more Cost Center value(s)** in the **Cost center field(s)** (can use  **Multiple Selection** button).

OR

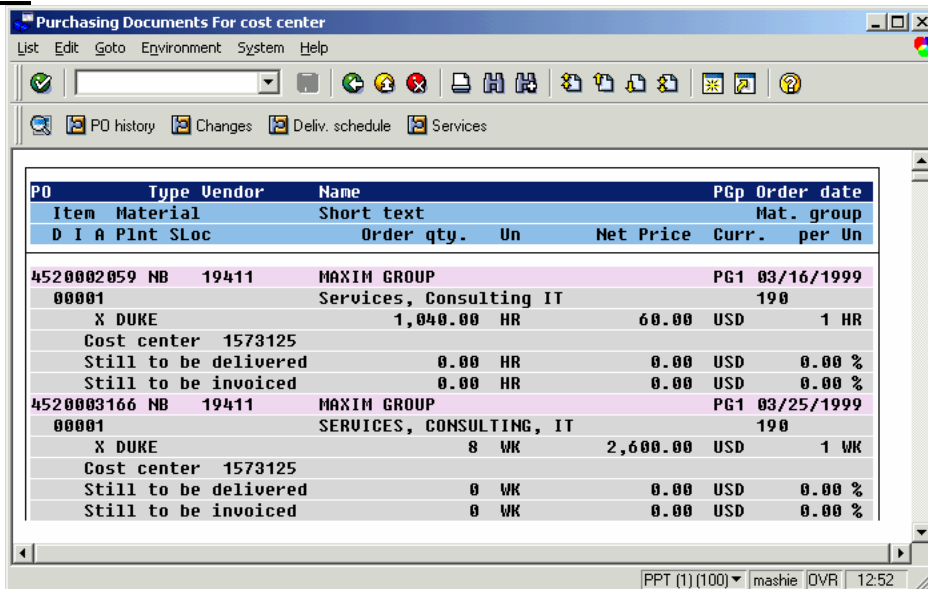
- Enter a **one or more WBS Element value(s)** in the **WBS Element field(s)** (can use  **Multiple Selection** button).

Leave **BEST** (default) in the **Scope of list** field.

Materials Management Reporting

Click on the  **Execute** button (**F8**) to display the *Purchasing Documents For cost center (or WBS Element)* screen.


On the *Purchasing Documents For cost center (or WBS Element)* screen:



PO	Type	Vendor	Name	PGP	Order date		
Item	Material		Short text		Mat. group		
D I A	Plnt	SLoc	Order qty.	Un	Net Price	Curr.	per Un
4520002059	NB	19411	MAXIM GROUP	PG1	03/16/1999		
00001			Services, Consulting IT	190			
X DUKE			1,040.00	HR	60.00	USD	1 HR
Cost center	1573125						
Still to be delivered			0.00	HR	0.00	USD	0.00 %
Still to be invoiced			0.00	HR	0.00	USD	0.00 %
4520003166	NB	19411	MAXIM GROUP	PG1	03/25/1999		
00001			SERVICES, CONSULTING, IT	190			
X DUKE			8	WK	2,600.00	USD	1 WK
Cost center	1573125						
Still to be delivered			0	WK	0.00	USD	0.00 %
Still to be invoiced			0	WK	0.00	USD	0.00 %

Note: Each Purchase Order (PO) listed has several rows of data, which wrap below. The column headings are listed at the top of the screen (blue shading) and wrap for each row of PO data as well. The PO number, Document Type, Vendor number and name, Purchasing Group (PGP) and Order Date are listed in the first highlighted row of each document. More information, like the Item number (for the line on the PO), Material number, short text, cost center or WBS element charged, quantity and net price are listed on the gray rows below.

To vertically scroll through the pages of the report, use the following buttons:

 **First Page (Ctrl+Page up)** to scroll to the top cover page.

Materials Management Reporting



Next Page (Page down) to scroll to the next page.



Previous Page (Page up) to scroll to the previous page.



Last Page (Ctrl+Page down) to scroll to the last page.


To drill down and view the details of one Purchase Order :

Double click on the **PO (purchase order) number** to display the *Item Overview* screen for that Purchase Order.

To view the cost object charged or the name of Goods recipient:


Click in the **check box** adjacent to a line item to select that item (use Item number on list screen to help identify desired item).

Click on the **Acct. assgts.** button to display the *Account Assignment for Item* dialog box (contains the cost object charged as well as a name of who should receive the goods).

Click on the  **Enter** button to display or return to the *Item Overview* screen.


To view the PO history (invoice payments and/or goods receipt):

Click on the  **PO history** button to display the *Order History for Purchase Order NNNNNNNNNNN Item* screen.

Click on the  **Next item** button to display or return to the *Item Overview* screen.


To view the on-line Purchase requisition (only if your department enters requisitions into R/3):

Click on the  **PO history** button to display the *Order History for Purchase Order NNNNNNNNNNN Item* screen.

Click on the  **Next item** button to display or return to the *Item Overview* screen.


Materials Management Reporting

To view another PO from the list if desired:

Click on the **Back** button  to display the list on *Purchasing Documents For cost center* screen.

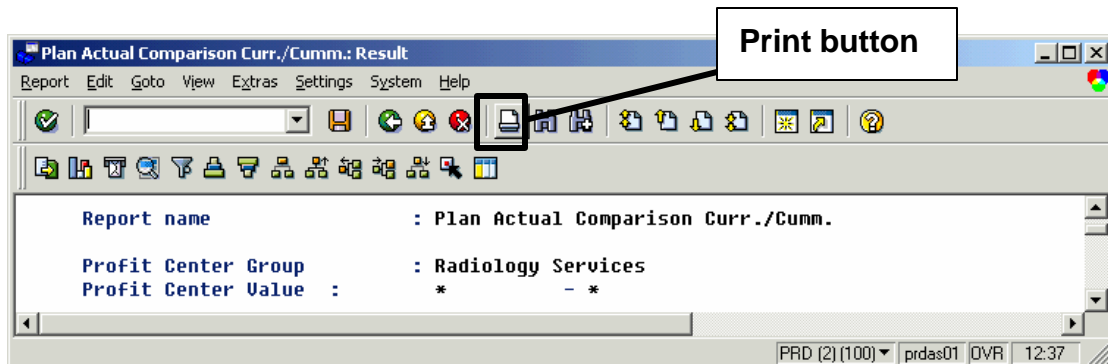
Repeat steps 6-13 above to select and view data on another Purchase order, if desired.

To exit when ready:

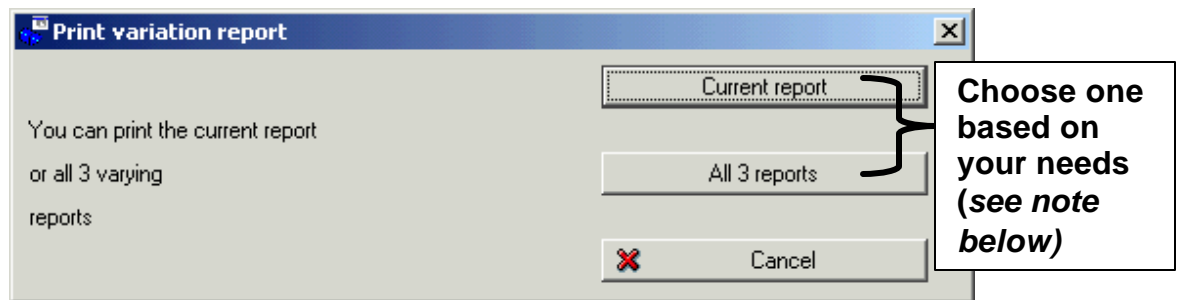
Click on the  **Exit** button (**Shift+F3**) until the initial *SAP R/3 System* screen is displayed.

Printing a Report

1. Click on the  **Print** button (menu path: **Report** → **Print**).



2. **If prompted**, choose to print either the **Current Report** or **all reports if applicable** – *see note below*) in the *Print variation report* dialog box.

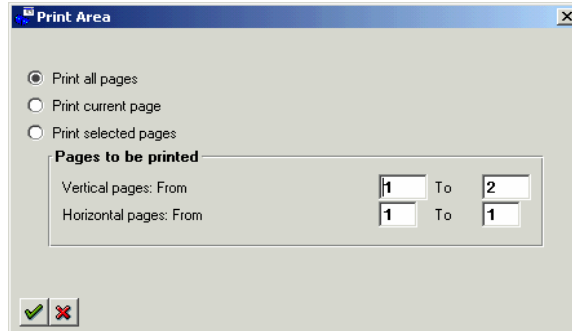



Note: The **Print variation report** dialog box is useful if the report displayed contains more than one cost object (Cost Center, Profit Center, and/or Project). Choose **Current report** to print the report displayed (best option if the report contains one cost object or to print only a consolidated report for all cost objects). Choose **All # (varying) reports** to print a consolidated report plus one report for each cost object.

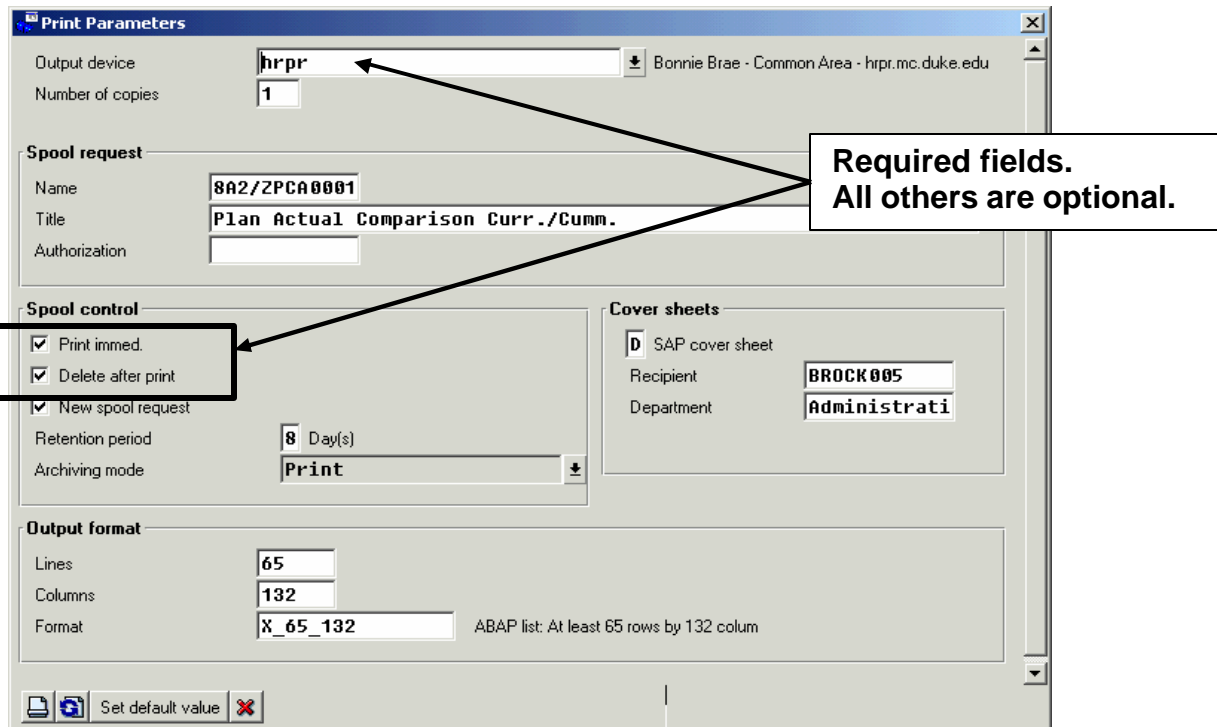
Note: For a Sponsored Project report with one level or WBS Element, the middle button will read: **All 2 Reports**. One for entire project and one for the WBS Element. These reports are the same.

Printing a Report

3. If prompted, click on the **Print all pages** radio button in the *Print Area* dialog box (the default, see below).



4. Click on the  **Continue** button or press **ENTER** to display the *Print Parameters* dialog box (shown below).



On the Print Parameters dialog box (shown above):

5. **Required:** Ensure the **Output device** field contains a value to tell R/3 where to print the report.
- 6.

Printing a Report

7. **Required:** Ensure that the **Print immed.** check box is selected (should default from your User profile – see note below).
8. **Required:** Ensure that the **Delete after print** check box is selected (should default from your User profile – see note below).

*Note: The **Output device** value, as well as checks in the boxes for **Print immed.** and **Delete after print** should default from your User profile. If it does not, refer to the Setting User Profiles section of **Duke R/3 Basics Guide** in any notebook.*

9. Optional: Enter the **number of copies** or change the **title** of the report (which will print on the cover sheet).
10. Optional: Choose not to print a cover sheet (use drop down) or change the recipient name and department in the **Cover sheets section** as needed.

*Note: For LINE ITEM REPORTS, click in the box beside **Selection cover sheet** to print a cover sheet that contains the selection criteria entered on the initial screen for this report. Summary level reports print a cover sheet unless otherwise specified.*

11. Click the  **Print** button or press **ENTER**.

*Note: If Information dialog boxes appear, click on the  **Continue** button or press **ENTER**.*

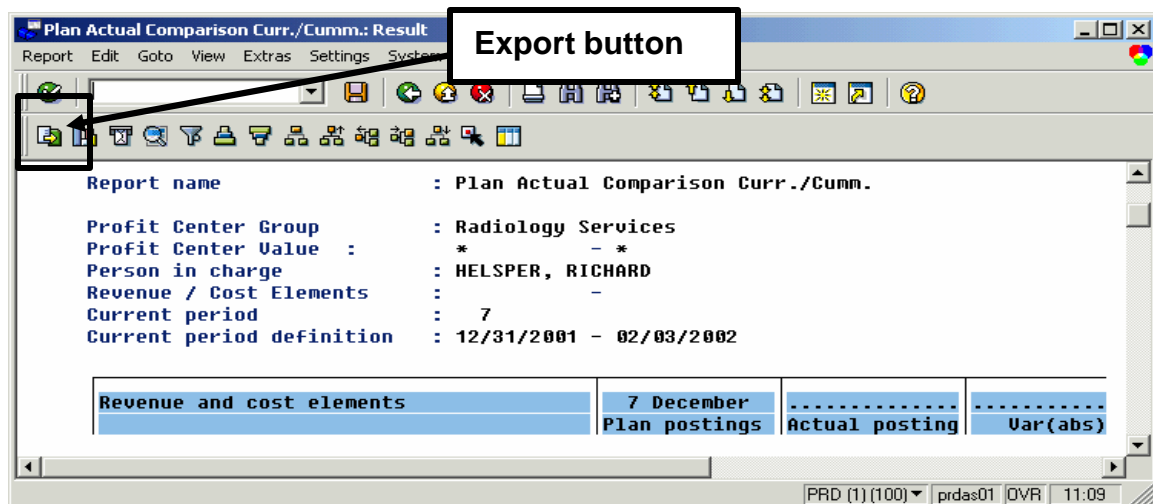
Exporting a Report to a Spreadsheet

To export a report to Excel for Duke customized reports and line item reports only (i.e., where the Export button is not available):

1. Follow the menu path **System** → **List** → **Save** → **Local File**.
2. Click on **Spreadsheet** button and click on the **Continue (Enter)** button.
3. Enter a **directory path** and **file name with extension of .xls** for Excel (where to save the file on your computer).
*Note: To save the file to the desktop, leave the path defaulted and add a file name with extension .xls to the end of the string. Use the **drop down** button if needed to choose another path via an Explorer type window. Be sure and use **.xls** as the extension of the filename.*
4. Click on the **Transfer** button to complete the process.
5. Manually open Excel and retrieve the file or open from desktop if applicable.

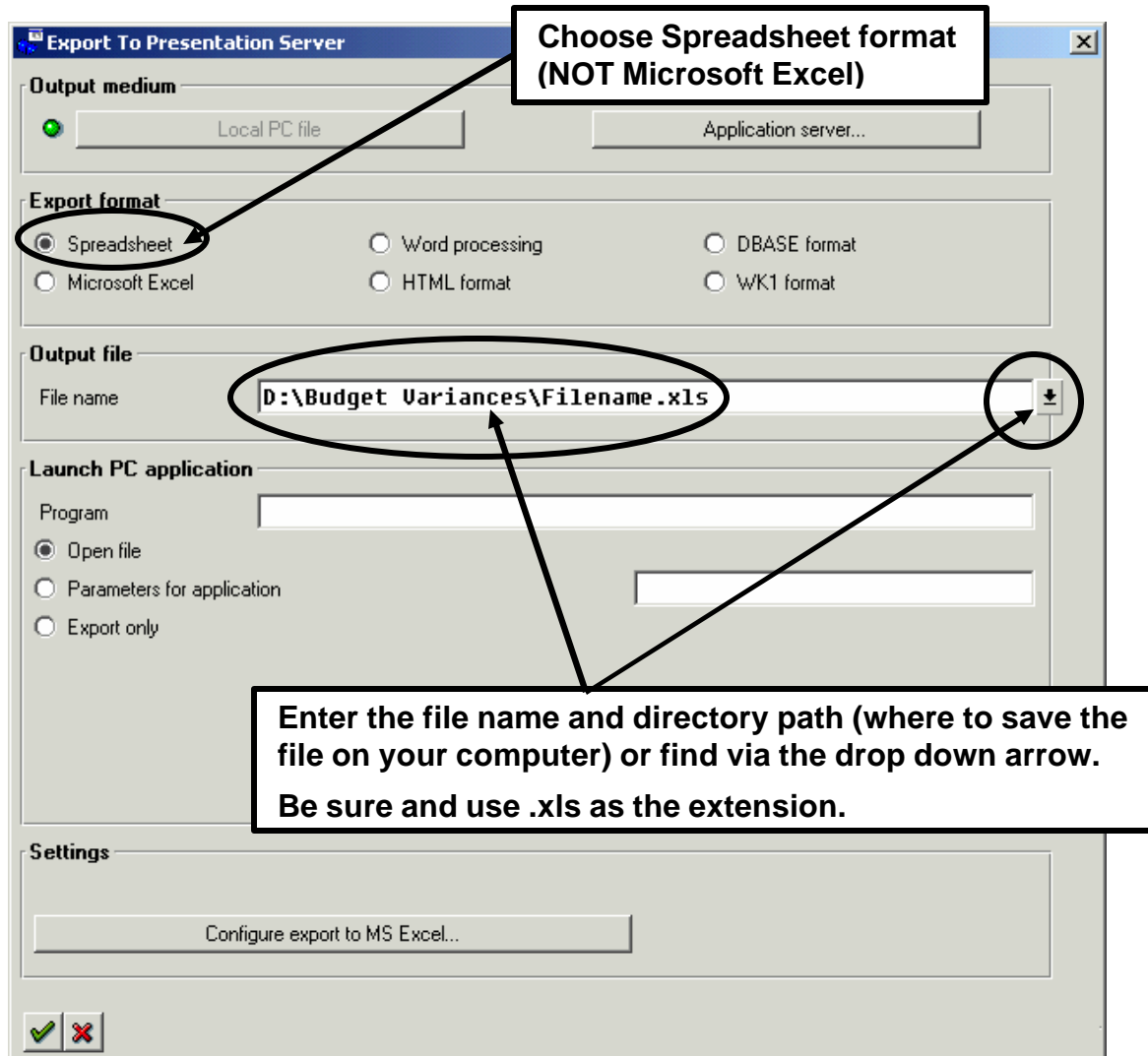
To export a report to Excel for summary level reports (i.e., reports that have the Export button shown below):

1. Click the **Export** button (menu path: **Report** → **Export...**) (not available on Line Item reports - see note below).




Exporting a Report to a Spreadsheet


2. Select options per the following steps on the *Export to Presentation Server* dialog box (shown below):

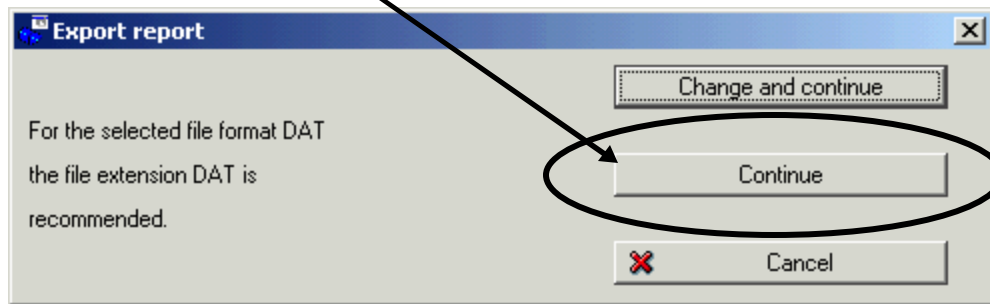


3. Click on the **Spreadsheet** radio button (do not choose Microsoft Excel).
4. Enter a **directory path** and **file name with extension of .xls** for Excel (where to save the file on your computer).

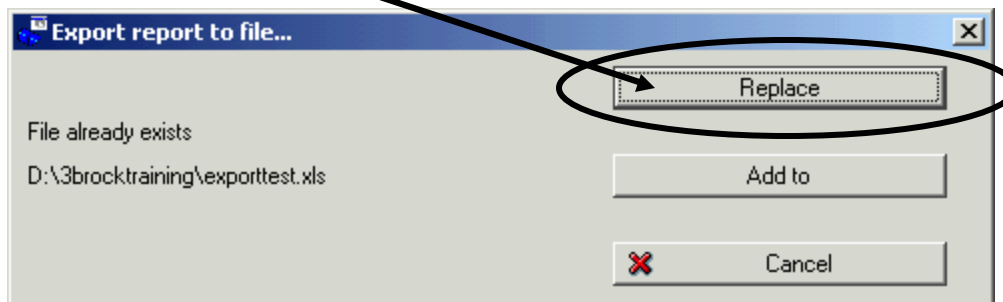
Note: The  **Drop-down arrow** to the right of the File name field is similar to Windows NT Explorer to find or create a directory path and enter a file name.

R/3 Advanced Requisition Processing

- To open Excel and view the exported file in Excel, click on the **Open file** radio button to select that option (or use *Export only to open later*).
- Click the **Continue** button  or press **Enter**.
- Click the **Continue** button at the “Export report” dialog box (shown below).



- If prompted** with a warning that the file already exists, click the **Replace** button to replace the old file with the new file, if desired (shown below).



- Once Microsoft Excel and the file are opened, review the exported text that is now displayed and change the formatting as needed.

Note: The R/3 data is exported into Excel in a text format (file type txt). Therefore, formulas in R/3 become numbers in the spreadsheet. Adjust columns and formatting of fields as needed.

Common Report Options – Export (cont.)

10. Once changes or formatting have been done, **save the Excel file (see note below)** and exit Microsoft Excel when ready.

Note: *IMPORTANT: Remove the quotation marks from the file name and choose Microsoft Excel Workbook as the file type. If not, the changes will not be saved.*

From Microsoft Excel, you can save the exported data or copy data and paste it into the application of your choice. The SAP R/3 report window is still active. When Microsoft Excel is closed, you will return to the SAP R/3