Purchase Requisitions

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Overview

The prerequisite for this course is the SAP GUI Navigation workshop. The participant will understand the purchase requisition process at NKU and how to enter a purchase requisition into the SAP GUI system. The procurement card is the preferred and suggested method of procuring goods or services at NKU. Entering a purchase requisition into SAP is an alternative method when the procurement card cannot be used. Below are some examples including, but not limited to, when a purchase requisition should be created:

- Registration for local conference where credit card payment not accepted
- Reimbursement to faculty for registration paid out of pocket
- Invoice for goods/materials already received

SAP Coding

Term	Example
Cost Center	235010001 - Office of Comptroller
Grant	4000198
Material Group (ME51N)	50005615 – Supplies - Office
Internal Order / Funded Program	71000004101 – Informatics – Arch& Pr

Transaction code, ME51N

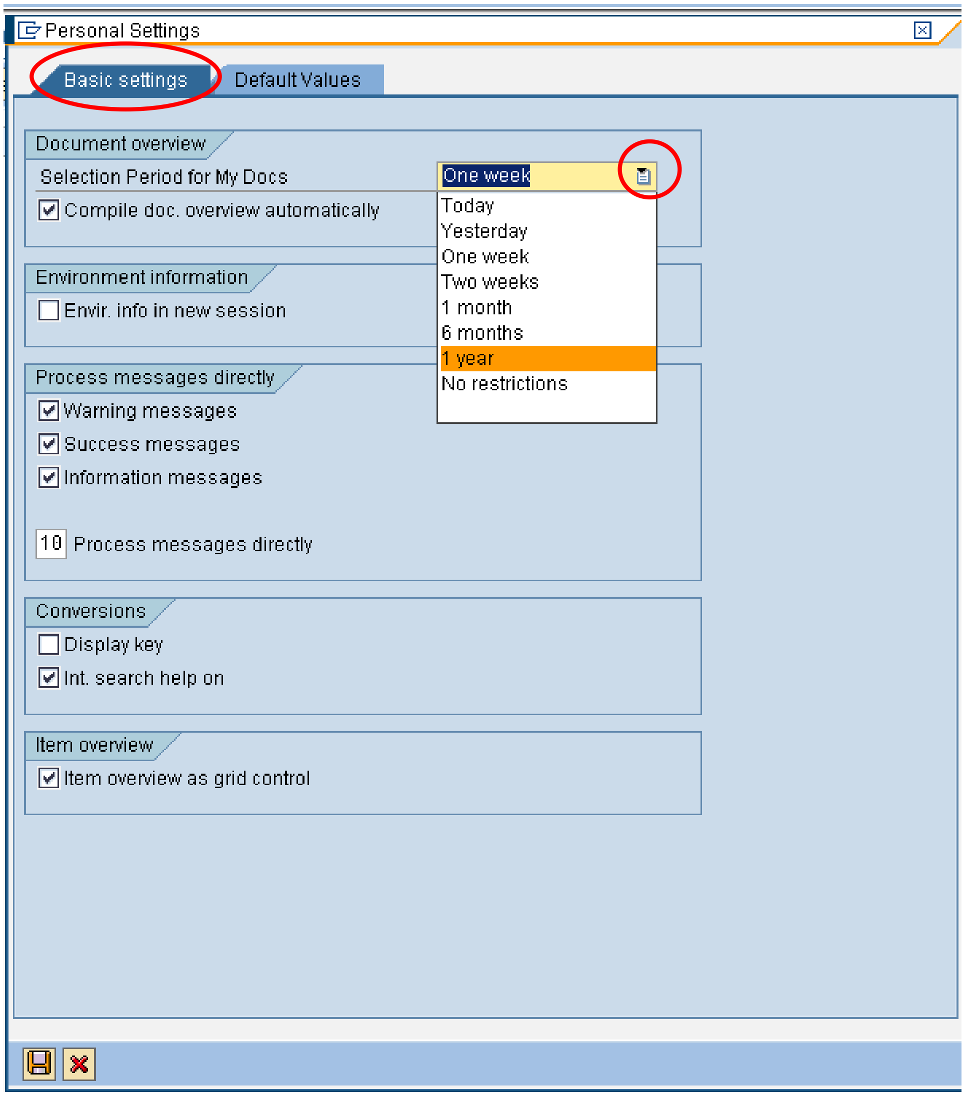
Transaction code, ME51N, is used to enter a purchase requisition into SAP. Personal settings must be added before you create a requisition.

Personal Settings

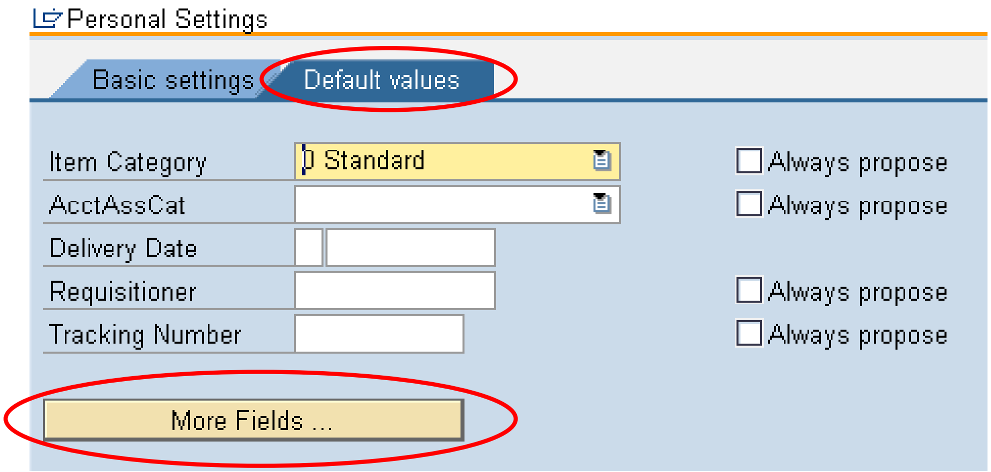
Adding the required settings is a one-time task unless your security or user ID changes for any reason. Personal settings save time when entering a purchase requisition and diminish input errors. A setting on the Basic Settings tab will control the ability to view purchase requisition history within the Document Overview area of ME51N.

1. Click Personal Setting.

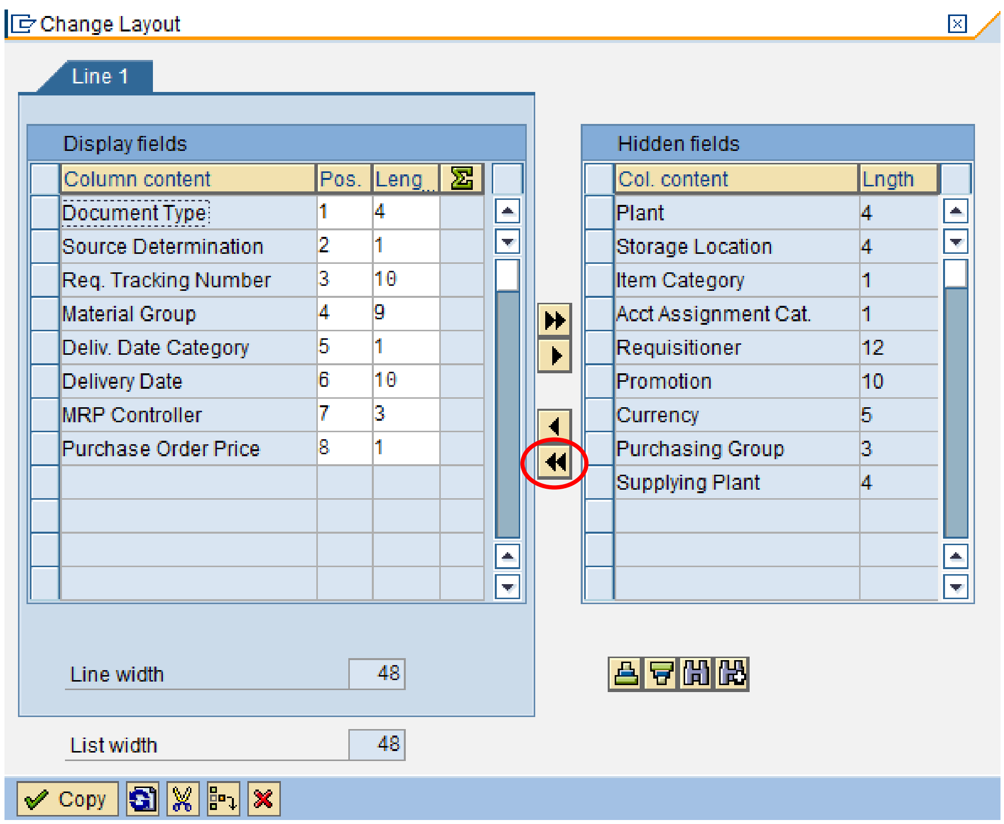
2. Select the Basic settings tab.
3. Click the drop-down button for Selection Period for My Docs (default is One week).
4. Choose either 1 year or No restrictions.



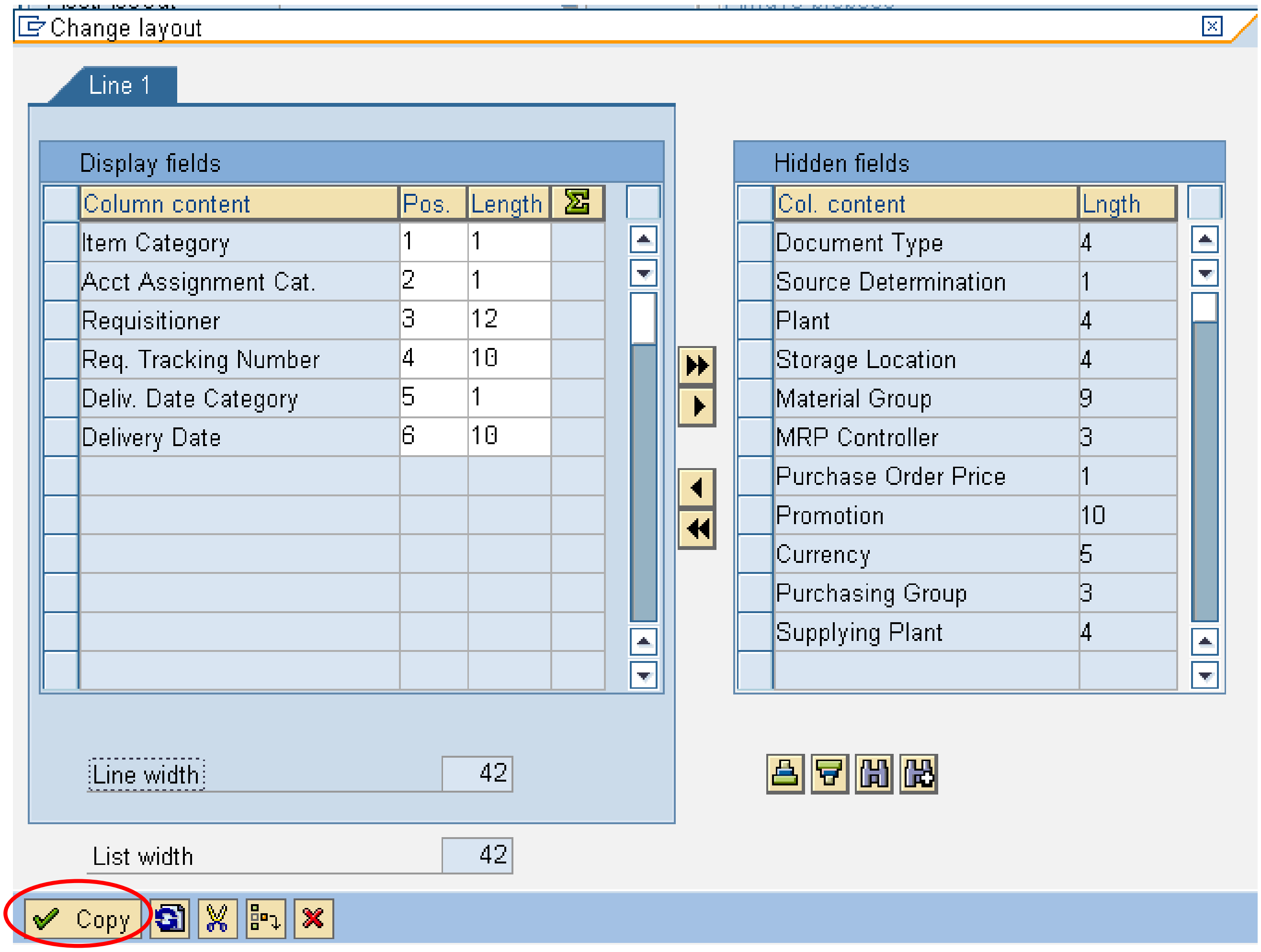
5. Select the Default Values tab.
6. Click More Fields.



7. Click Show All Fields.

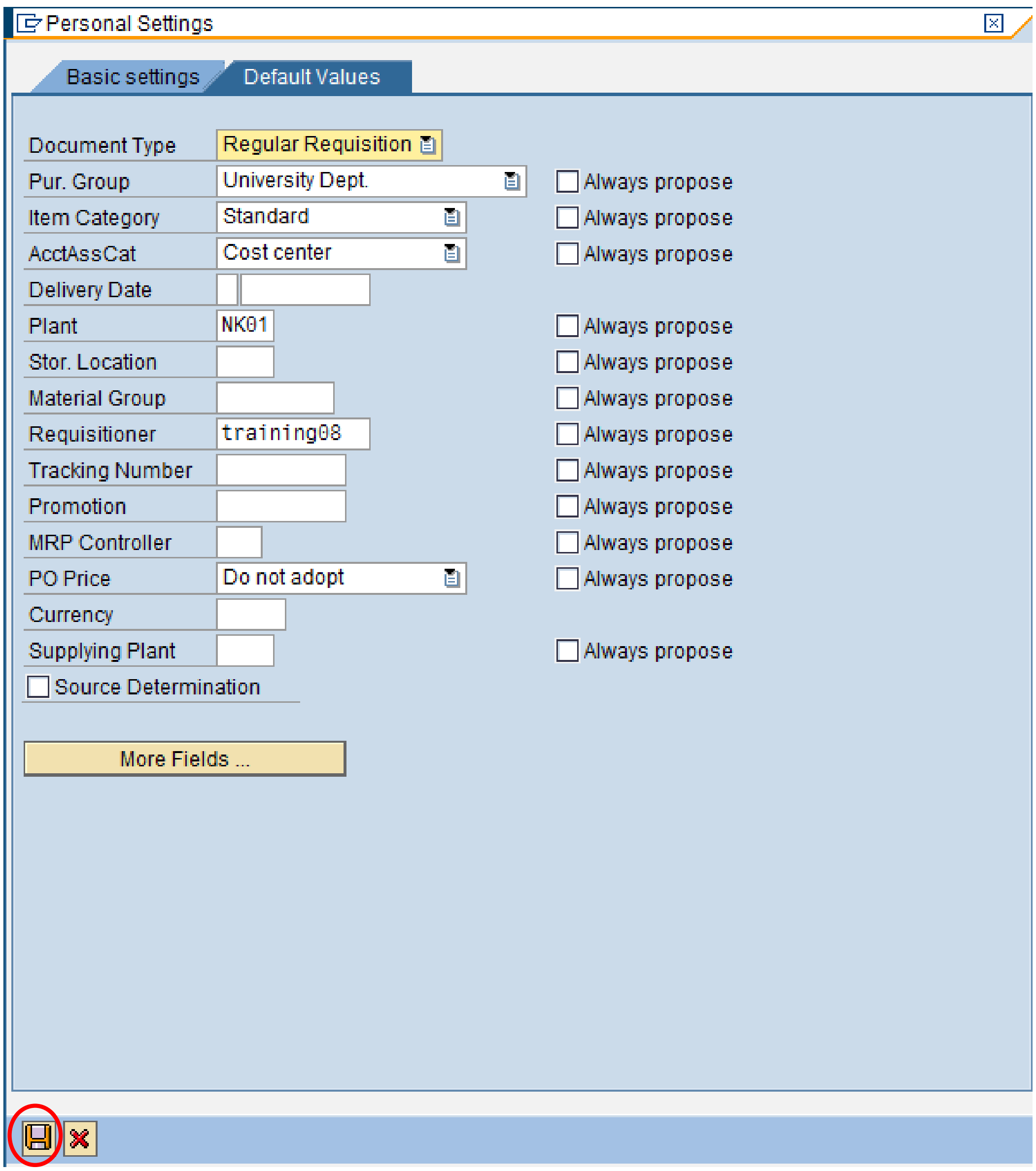


8. Click Copy.


Change layout
Line 1
Display fields
Column content
Pos.
Length
Item Category
Acct Assignment Cat.
Requisitioner
Req. Tracking Number
Deliv. Date Category
Delivery Date
Hidden fields
Col. content
Lngth
Document Type
Source Determination
Plant
Storage Location
Material Group
MRP Controller
Purchase Order Price
Promotion
Currency
Purchasing Group
Supplying Plant
Line width
42
List width
42
Copy

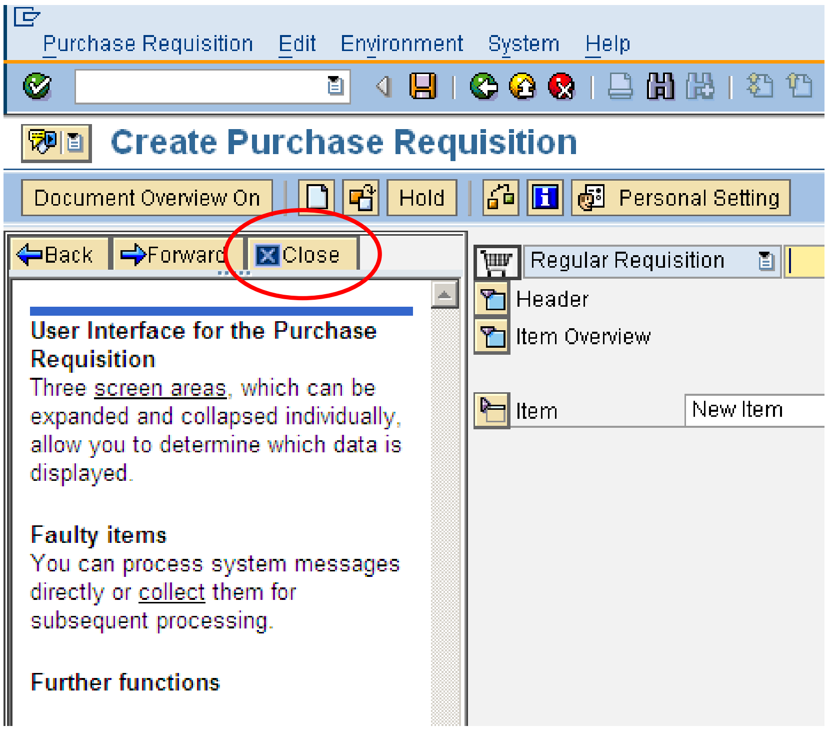
9. Populate the fields listed below:
    a. Document Type = Regular Requisition
    b. Pur. Group = University Dept.
    c. Item Category = Standard
    d. AcctAssCat = Cost center
    e. Plant = NK01
    f. Requisitioner = enter your myNKU login User ID

10. Click Save.

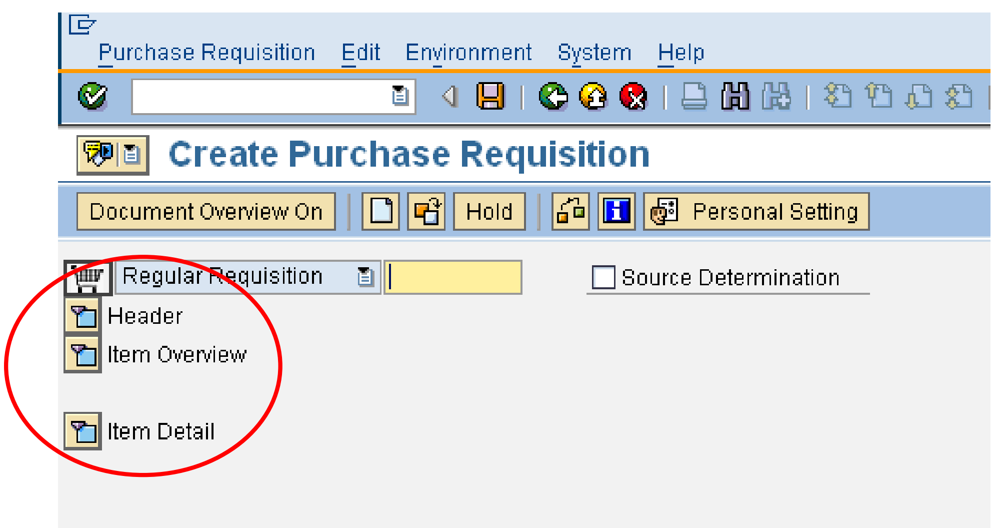


Create a Purchase Requisition

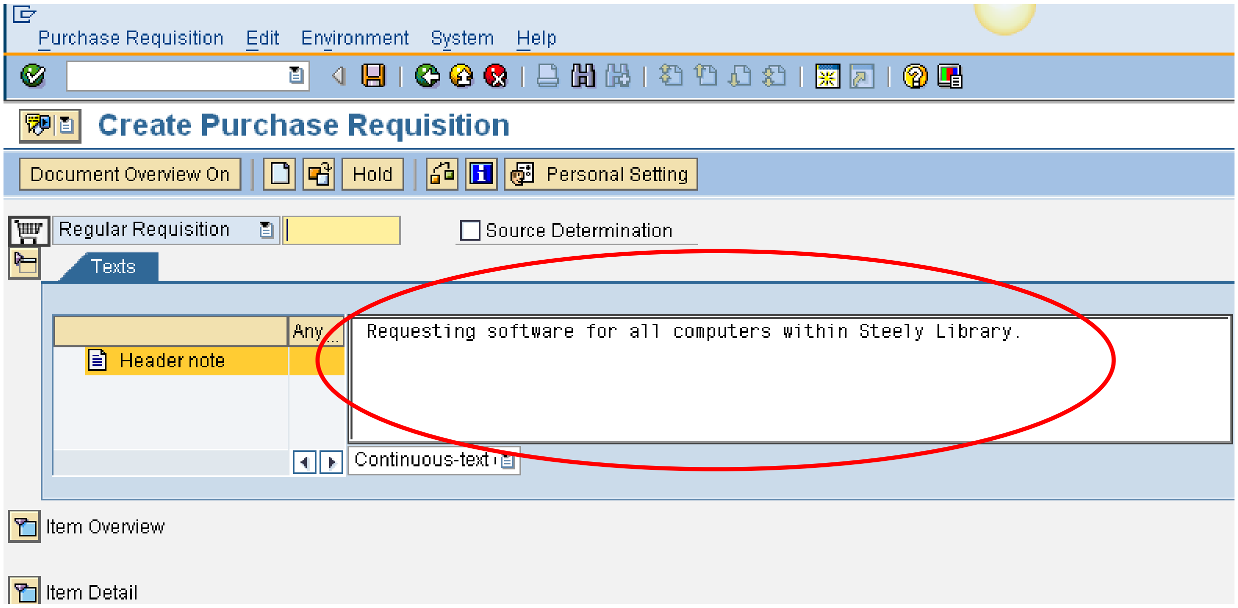
Use transaction code, ME51N, to create a purchase requisition. You may need to close any information windows that are visible.



The purchase requisition (PR) form has 3 sections: Header, Item Overview, and Item Detail. You can expand/collapse these sections by clicking the expand/collapse button.

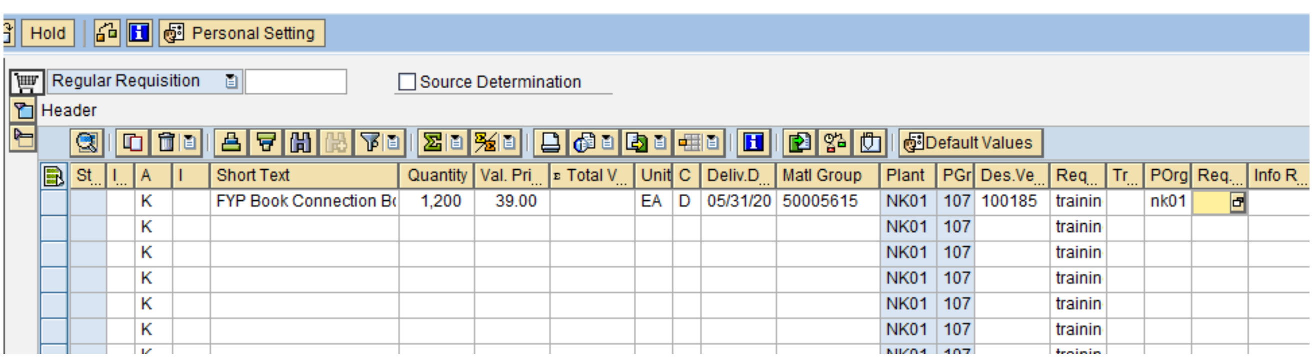


The Header area of the PR form is used for any notes to Purchasing. Header notes are optional and not required to complete the purchase requisition. The notes are added to the Purchase Order (PO) by procurement services.



1. Add item detail to the Item Overview section of the PR form.
    a. Required fields (not pre-populated by personal settings):
        i. Short text
        ii. Quantity
        iii. Val Price
        iv. Unit
        v. Delivery Date
        vi. Material Group
        vii. Desired Vendor
        viii. POrg (**always** NK01)

Note: Entering information into the fields that are not required may cause errors when attempting to Save the PR. Once you click enter, the Total value for the line item will display.

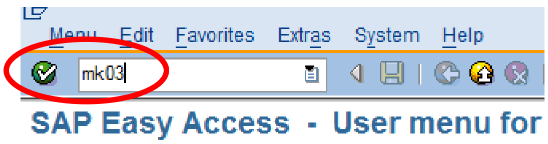


Display Vendor

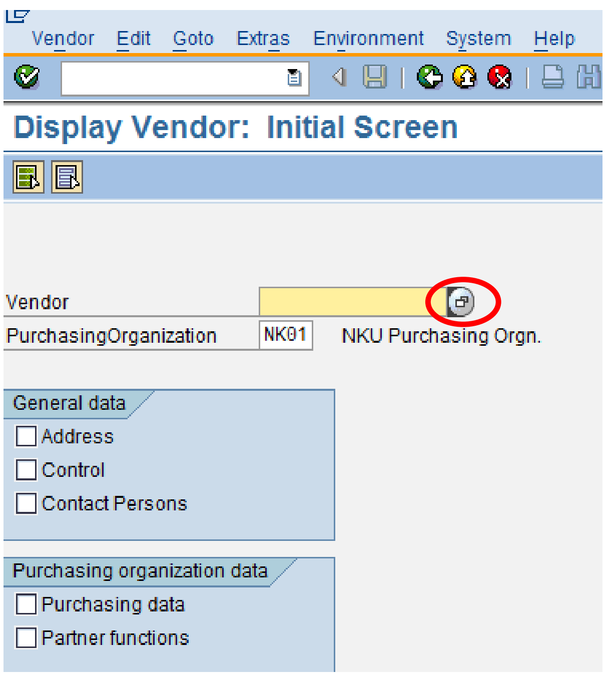
To view a complete list of vendors before beginning the Purchase Requisition, use transaction code MK03.

Purpose: Perform this procedure when you need to find a vendor number or validate a vendor has been added to the Vendor Master List in SAP.

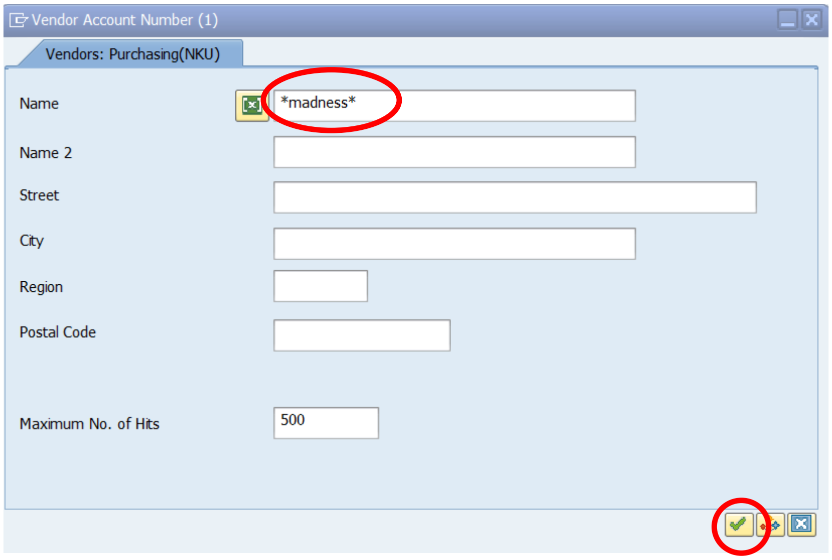
1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, MK03.
5. Click Enter.



6. Click Vendor Match Code button.

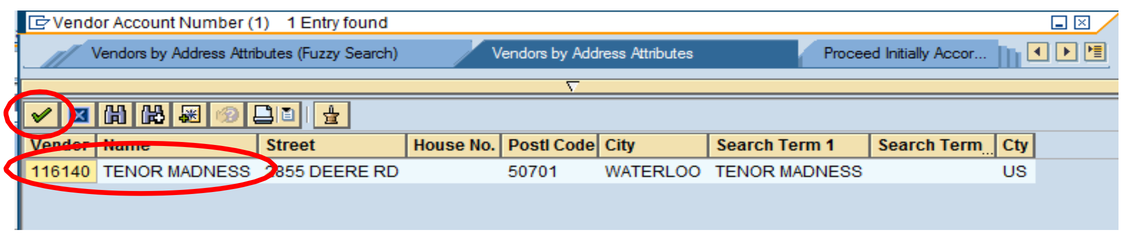


7. Use wildcards (*) with your search for vendor name.
8. Click Enter.

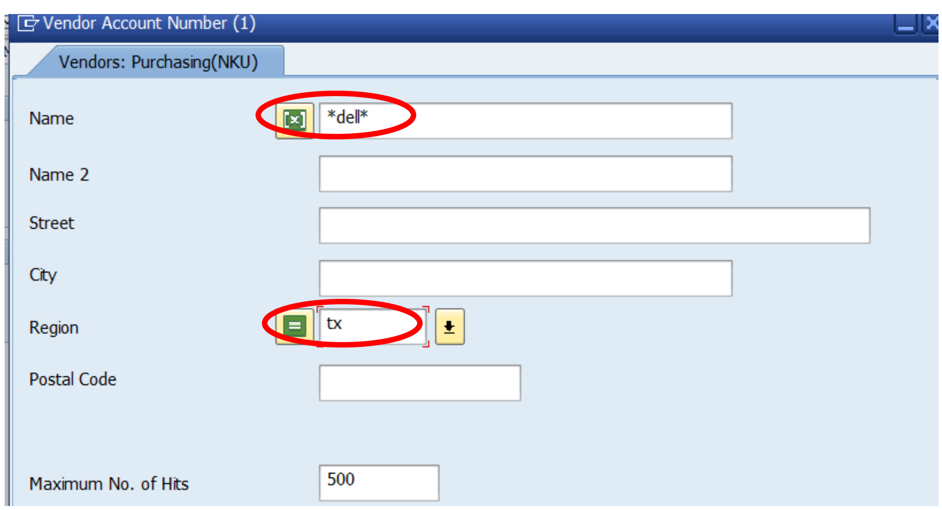


9. Select the Vendor.
10. Click Enter.

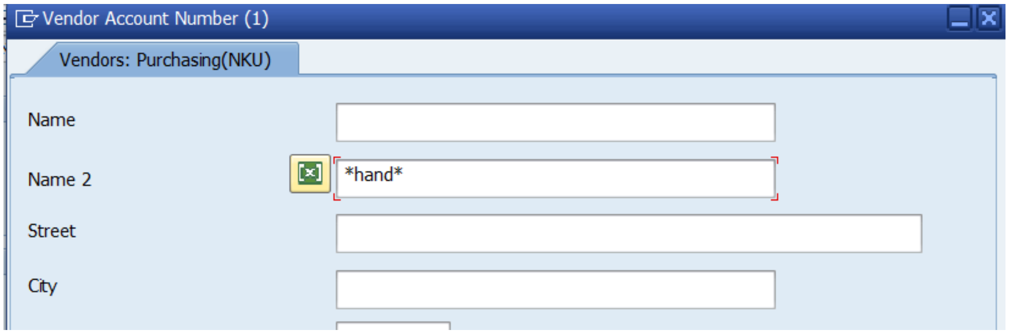
Note: A list of possible vendors will display with the number of entries found appearing at the top of the screen. Use the address information to verify the correct vendor.



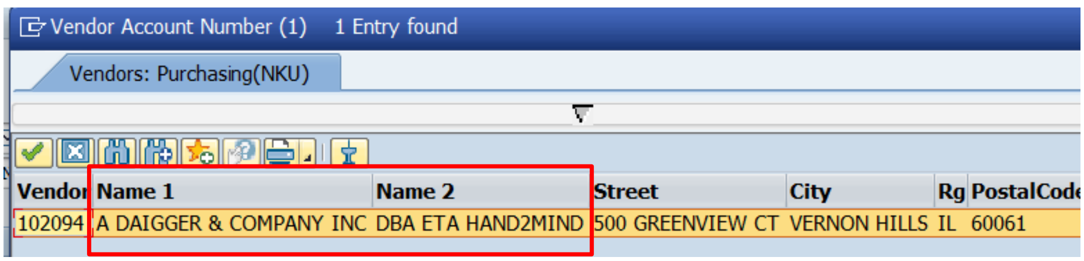
- You may limit the search to a particular area by using the Region section.



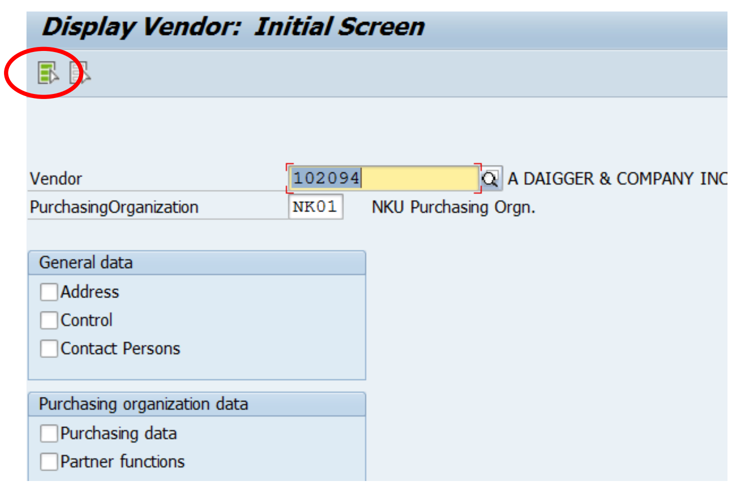
- You may search for a company "Doing Business As" (DBA) by using the Name 2 field.



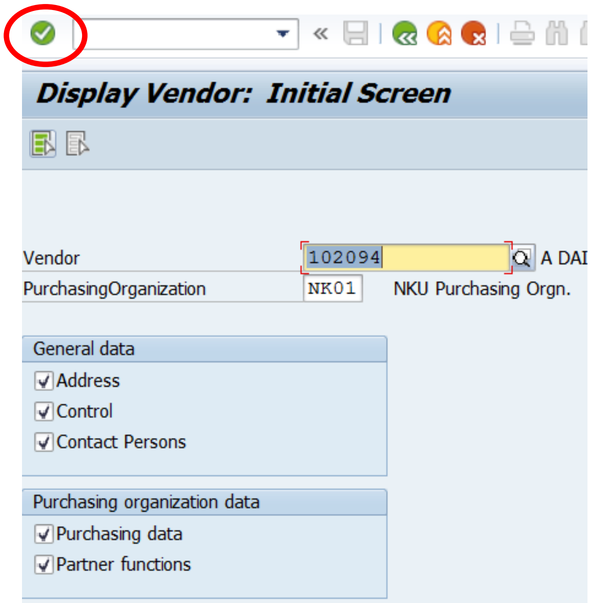
Note: Notice how the search term of 'hand' is only displayed in the Name 2 field and not in the Name 1 field. Searching for any vendor using DBA should utilize Name 2.



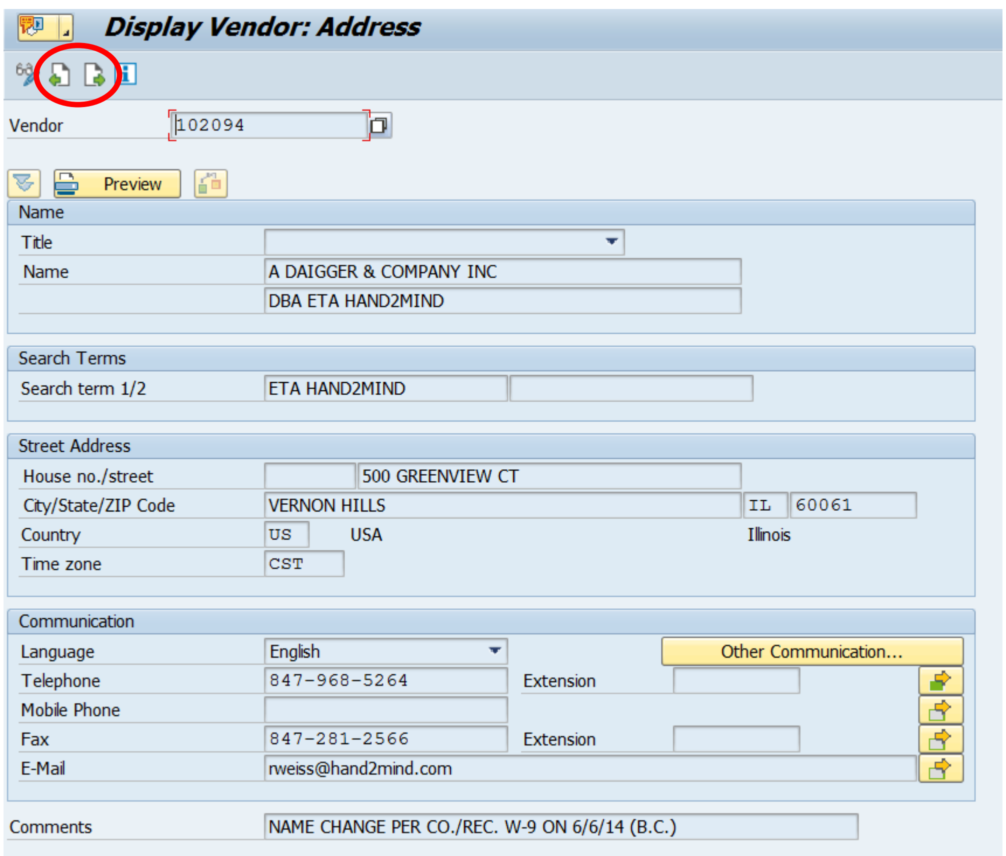
11. Select All to view all General data and Purchasing organization data.



12. Click Enter.



- Vendor information is displayed.
- Click Next Screen or Previous Screen to view all information.



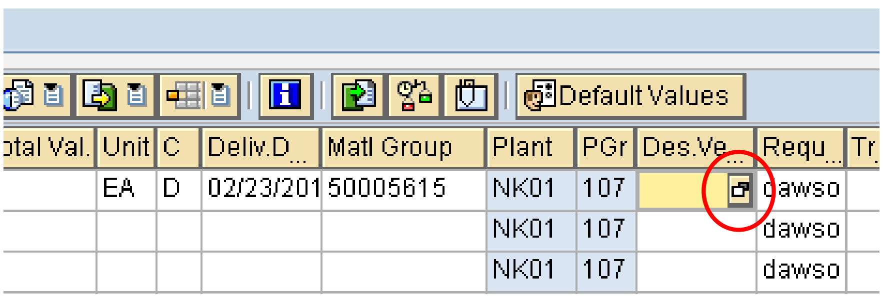
Desired Vendor Search

Vendors will be added by Procurement Services to the master list. A form is available on the Procurement Services Web site to have vendors added who are not on the list. Access the Web site at: http://procurement.nku.edu/newvendor.php.

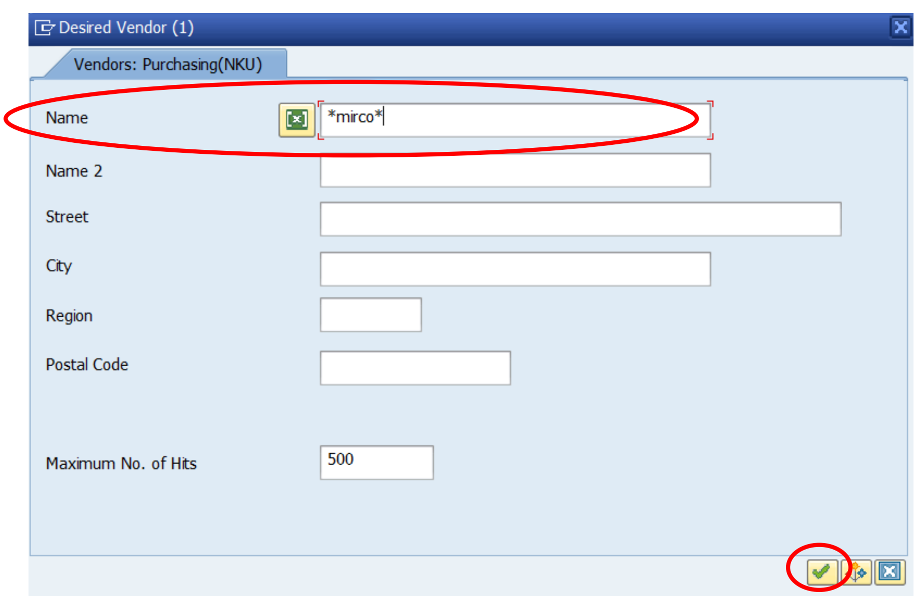
Per external audit requirements, **all vendor setup forms must be signed by the department head** of the requesting department before we can add the vendor to SAP.

The requisition can be completed if the vendor is not listed in the master. Use vendor number, 102580, for "unspecified vendor." Make a notation in the header section of the purchase requisition indicating that unspecified vendor was used, but the vendor setup form has been sent to Procurement Services for processing.

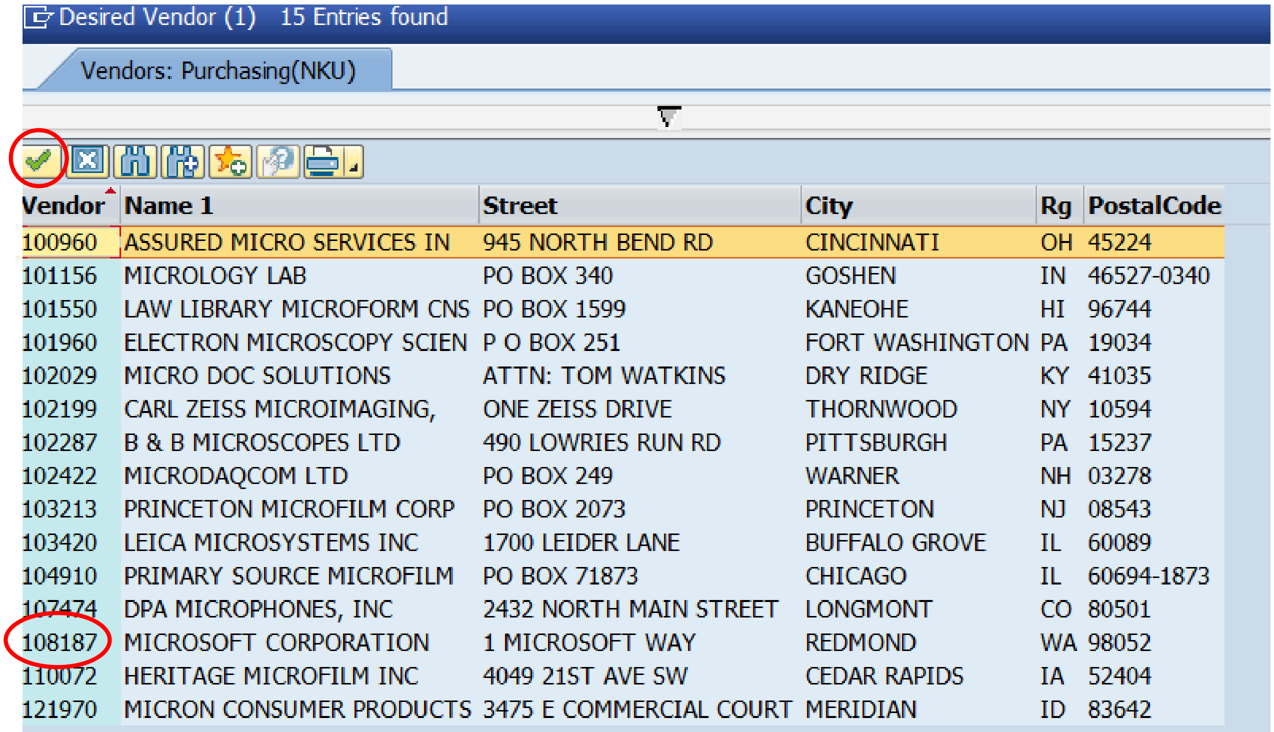
1. In order to search for a desired vendor within the vendor master list, click the match code button when active in the Desired Vendor field.



2. Use wildcards (*) to aid your search for Vendor Name.
   - Remember to use Name 2 when searching for DBA vendor
3. Click Continue.

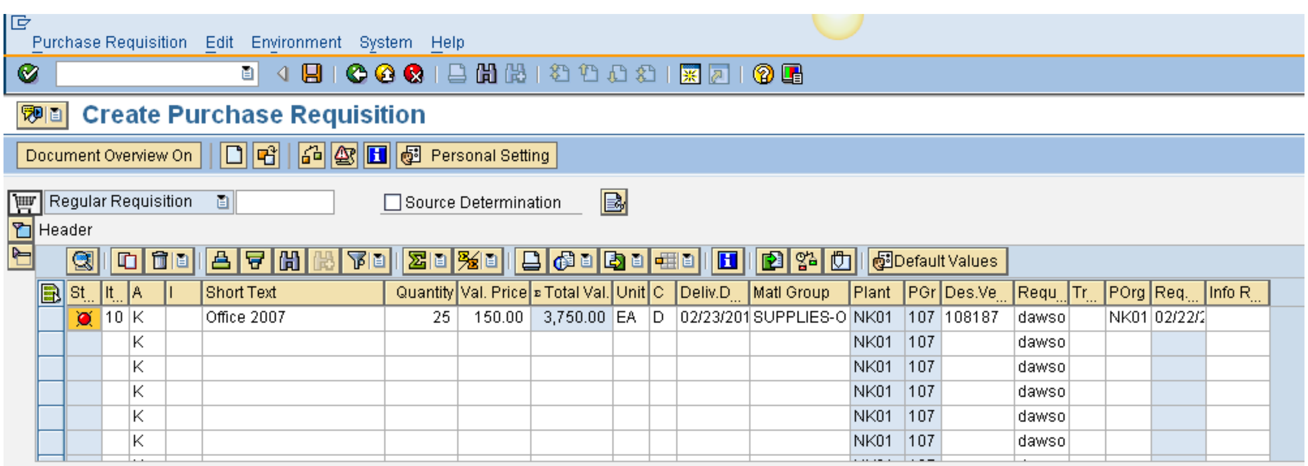


4. Select the correct Vendor number.
5. Click Continue.



Vendor	Name 1	Street	City	Rg	PostalCode
100960	ASSURED MICRO SERVICES IN	945 NORTH BEND RD	CINCINNATI	OH	45224
101156	MICROLOGY LAB	PO BOX 340	GOSHEN	IN	46527-0340
101550	LAW LIBRARY MICROFORM CNS	PO BOX 1599	KANEOHE	HI	96744
101960	ELECTRON MICROSCOPY SCIEN	P O BOX 251	FORT WASHINGTON	PA	19034
102029	MICRO DOC SOLUTIONS	ATTN: TOM WATKINS	DRY RIDGE	KY	41035
102199	CARL ZEISS MICROIMAGING,	ONE ZEISS DRIVE	THORNWOOD	NY	10594
102287	B & B MICROSCOPES LTD	490 LOWRIES RUN RD	PITTSBURGH	PA	15237
102422	MICRODAQCOM LTD	PO BOX 249	WARNER	NH	03278
103213	PRINCETON MICROFILM CORP	PO BOX 2073	PRINCETON	NJ	08543
103420	LEICA MICROSYSTEMS INC	1700 LEIDER LANE	BUFFALO GROVE	IL	60089
104910	PRIMARY SOURCE MICROFILM	PO BOX 71873	CHICAGO	IL	60694-1873
107474	DPA MICROPHONES, INC	2432 NORTH MAIN STREET	LONGMONT	CO	80501
108187	MICROSOFT CORPORATION	1 MICROSOFT WAY	REDMOND	WA	98052
110072	HERITAGE MICROFILM INC	4049 21ST AVE SW	CEDAR RAPIDS	IA	52404
121970	MICRON CONSUMER PRODUCTS	3475 E COMMERCIAL COURT	MERIDIAN	ID	83642

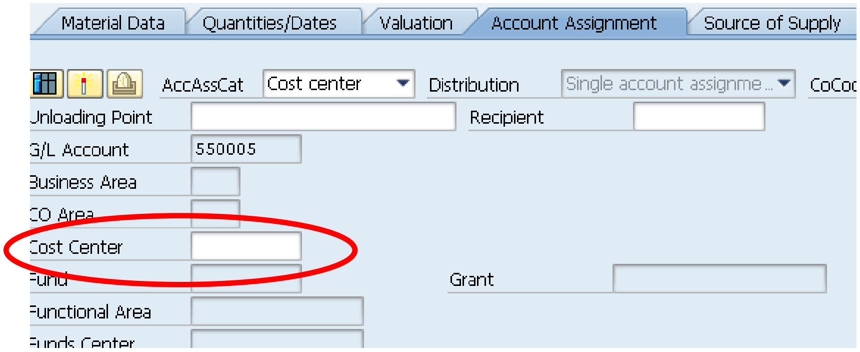
6. Once you enter all required fields for the line item, click Enter.



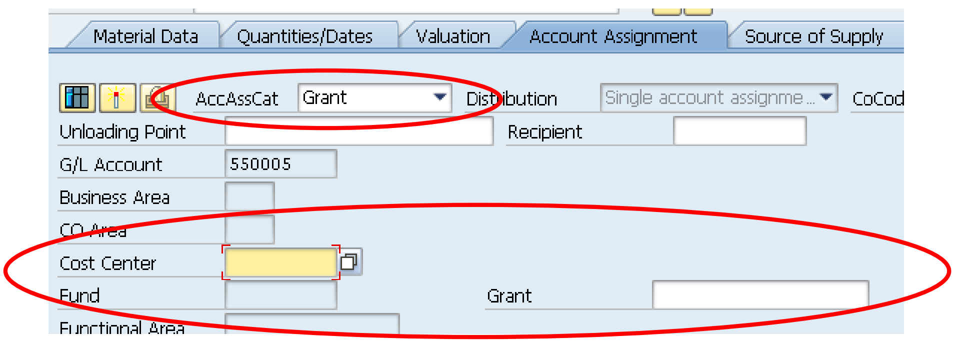
St..	It..	A	I	Short Text	Quantity	Val. Price	Total Val.	Unit	C	Deliv.D..	Matl Group	Plant	PGr	Des.Ve..	Requ..	Tr..	POrg	Req...	Info R...
	10	K		Office 2007	25	150.00	3,750.00	EA	D	02/23/201	SUPPLIES-O	NK01	107	108187	dawso		NK01	02/22/2	
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				
		K										NK01	107		dawso				

- The Account Assignment tab will display in the Item Detail area of the PR form.

7. Enter the Cost Center.

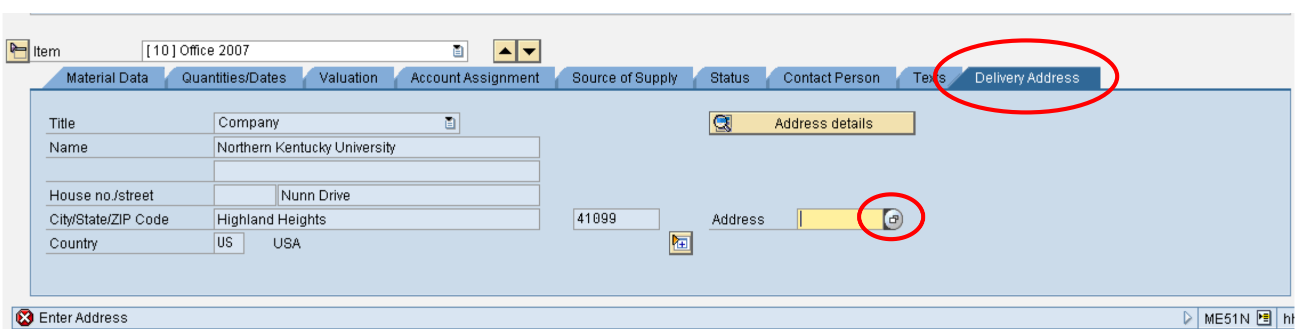


Note: If using grant funding, be sure to select Grant from the AccAssCat dropdown for the Grant field to become enabled. Enter the Cost Center and Grant numbers.



NOTE: Delivery Address is a required field for the PR. Delivery address is not the address for the vendor but an identifier for the person submitting the PR or the person receiving the ordered goods/materials.

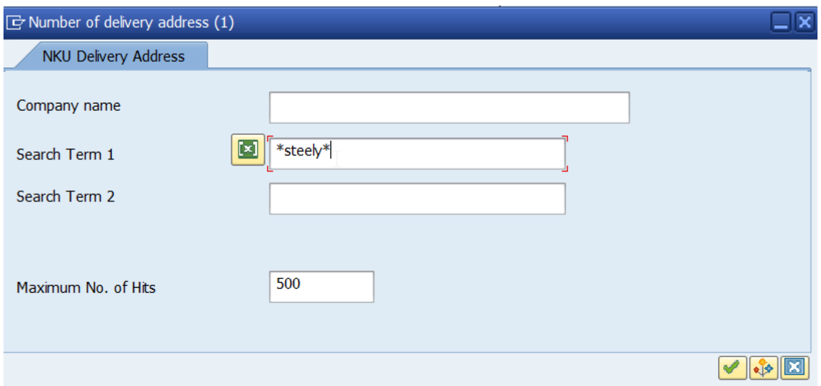
8. Click the Delivery Address tab.
9. Click the match code button to search for an address.



Note: Delivery Address is <u>not the address for the vendor</u> but an identifier of the person submitting the PR.

Search Term 1 is for searching by Department.
Search Term 2 is for searching by Last Name.

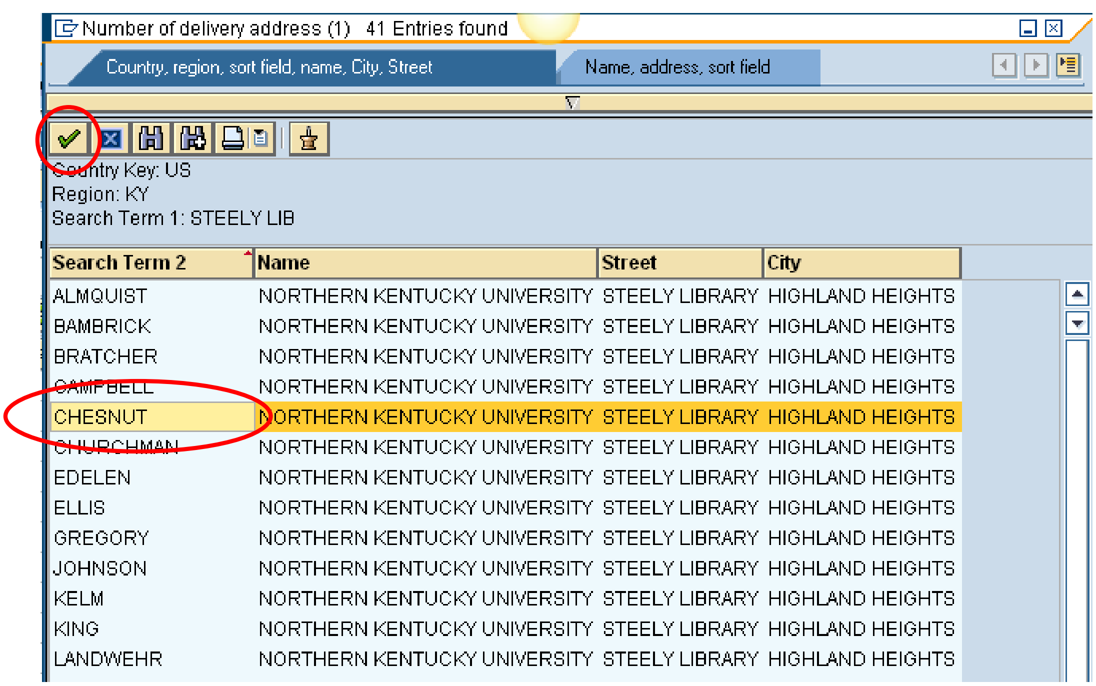
10. Enter the search criteria.
11. Click Continue.



- A list of faculty/staff who meet the search criteria will appear.

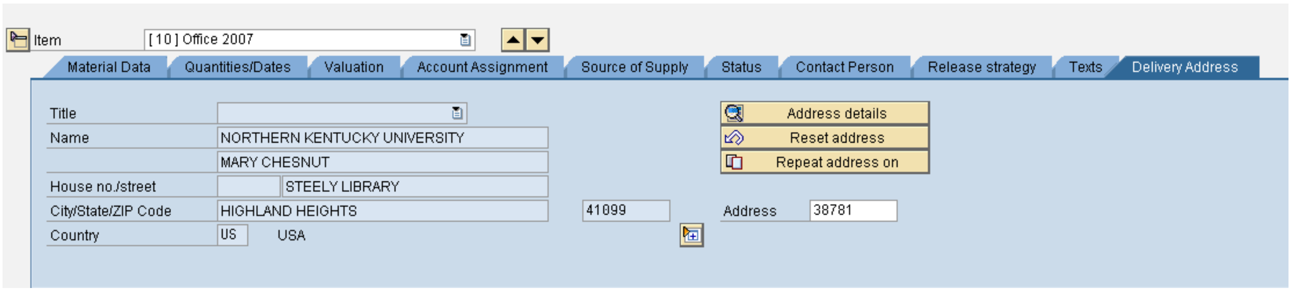
12. Select the appropriate employee.
13. Click Continue.

Note: If your name/address does not appear or is incorrect, contact Jeff Strunk or Jen Moeves in Procurement Services to have it added or updated.



- The Address number will appear in the Address field.

14. Click Enter to refresh the screen.



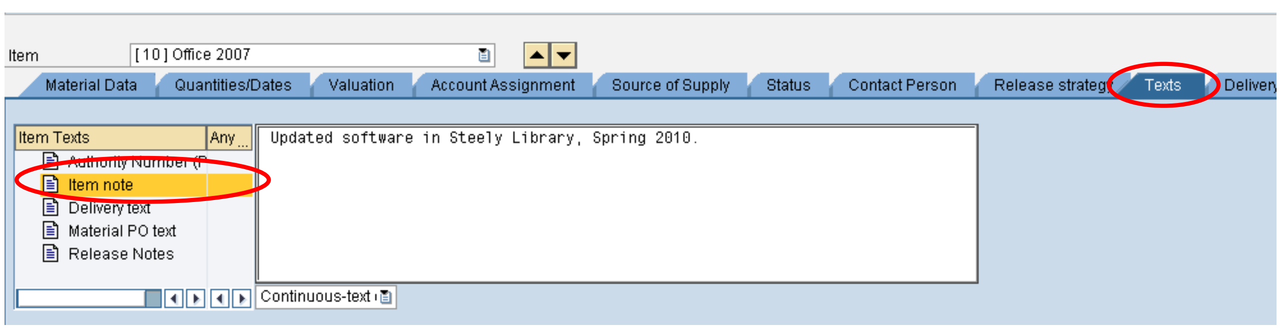
Line Item Text

Line item text is optional and not required information. Text can be added to store electronic information regarding the PR or add special delivery instructions.

1. Select the Texts tab.
2. Click the type of Item text to add.
3. Enter the information in the white space. There is no need to save. Once you type information into the area provided, it will continue to display.

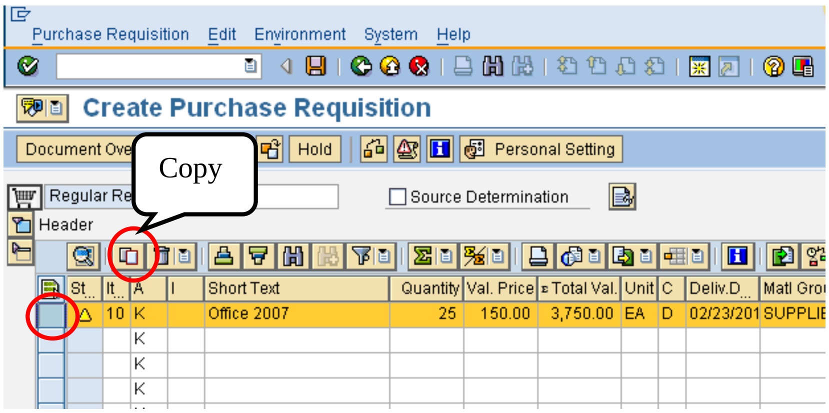
Common texts used:

- **Item note**: This could contain specific information regarding the line item to store electronically.
- **Delivery text**: This could include any special delivery instructions.
- **Material PO text**: This text will print on the Purchase Order (PO).



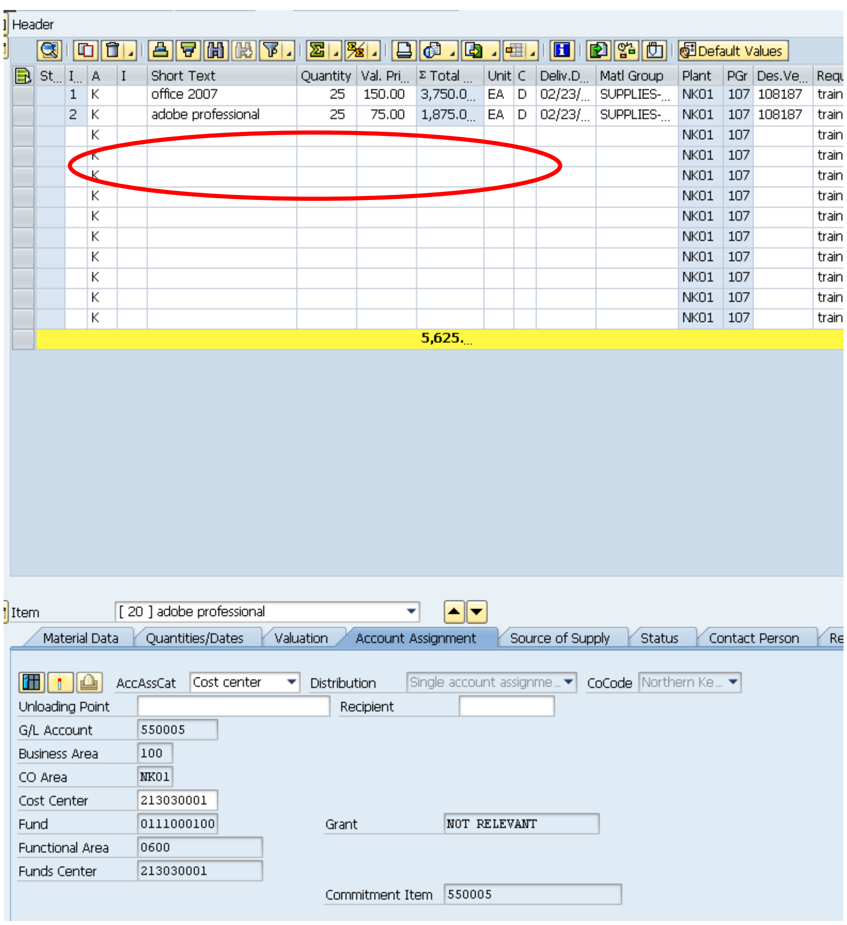
Copy a Line Item

1. Select the line item to copy.
2. Click Copy.



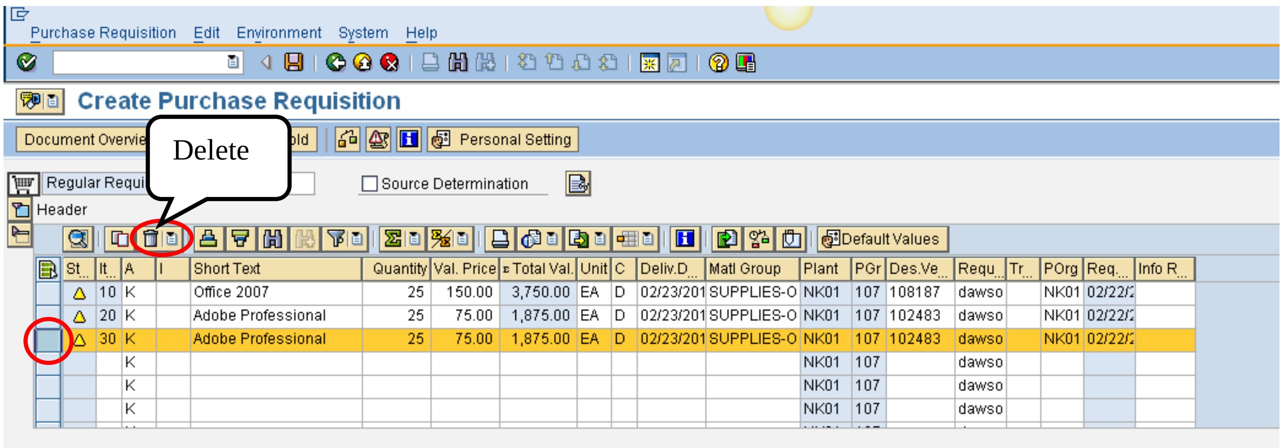
3. Edit any fields that need to be adjusted.

Note: When you copy an item, line item details copy as well. The account assignment information and the delivery address are also copied.

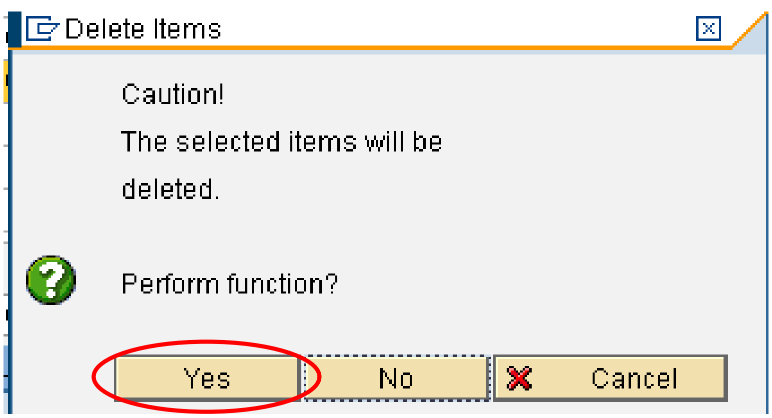


Delete a Line Item

1. Select the line item to delete.
2. Click the Delete button.

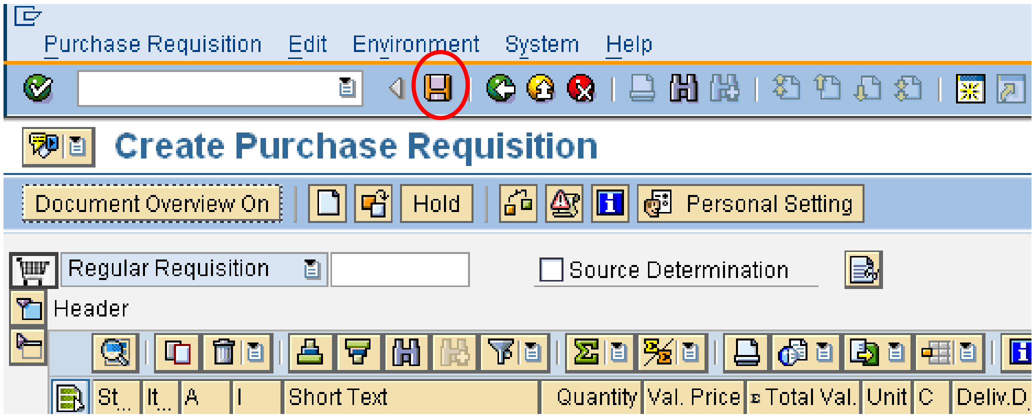


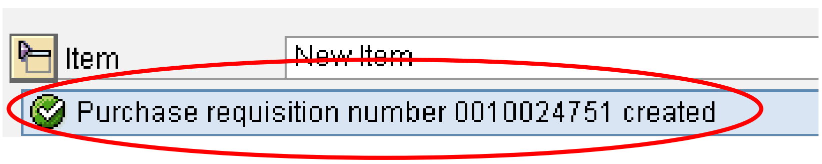
3. Confirm deletion of the line item.



Save Purchase Requisition

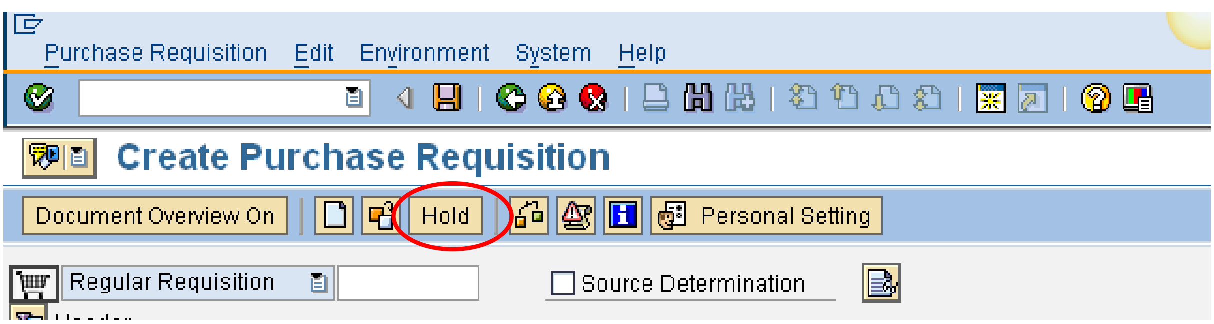
Saving the purchase requisition will encumber funds from the budget and start the process of workflow and the purchase order creation.

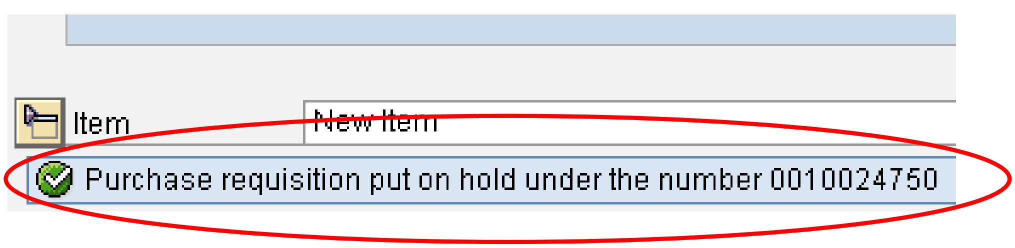




Hold Purchase Requisition

Holding a purchase requisition will **not** encumber funds from the budget, workflow is suspended and procurement services will not create the purchase order.





Delete Purchase Requisition

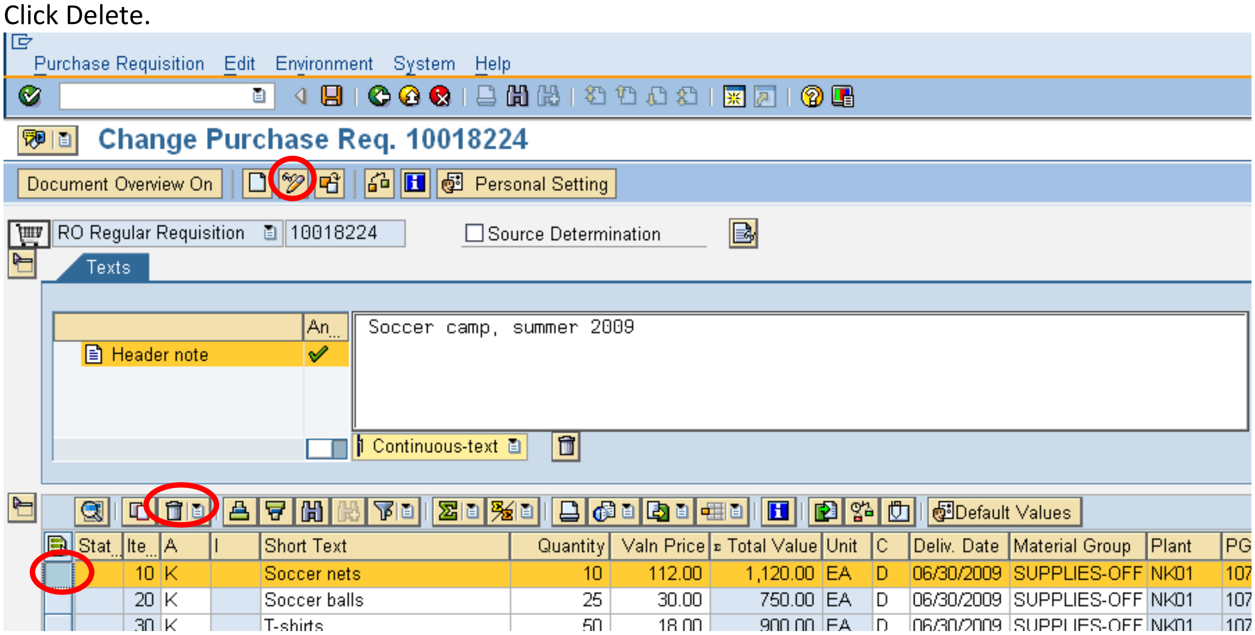
Once a requisition has been created and saved, only *line items* can be deleted. Requisition numbers will continue to appear in the Document Overview for auditing purposes. Check the status tab of the line item first, to ensure that a purchase order has not been created. If a purchase order has been created, contact procurement services for support. **Add Header note text stating reason for deletion.**

1. Display the purchase requisition.

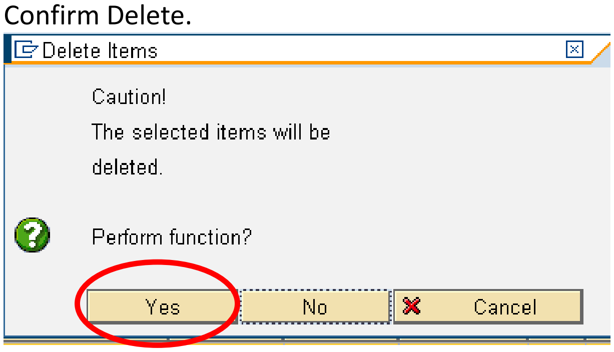
2. Click Display/Change to edit the requisition.

3. Select the line item(s) to delete.

4. Click Delete.



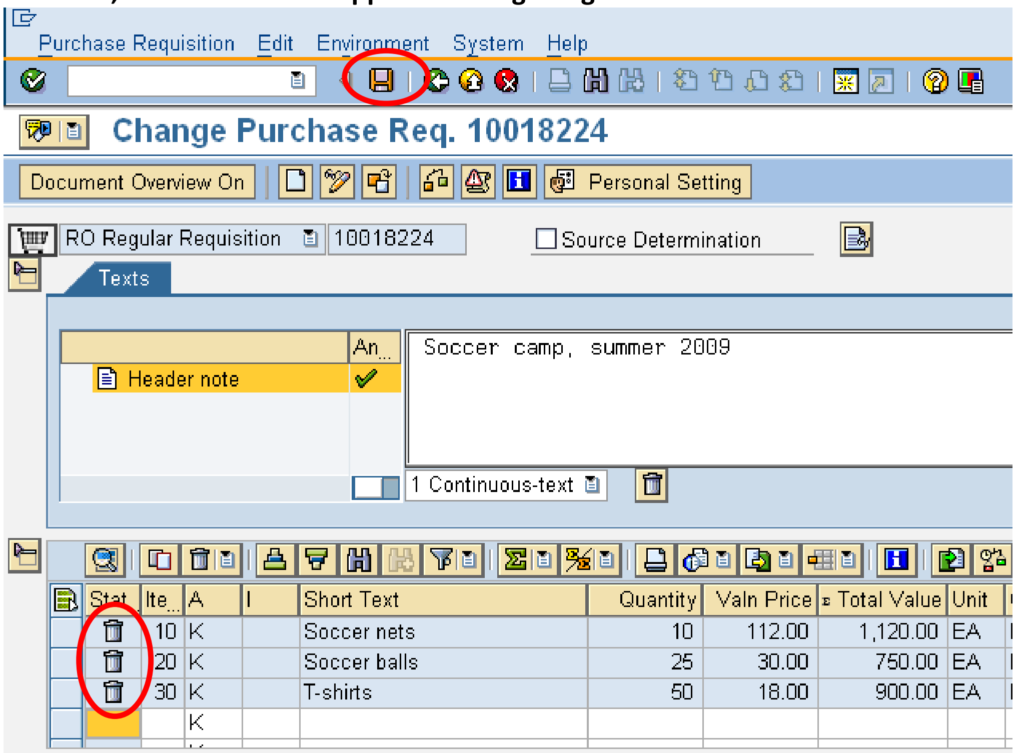
5. Confirm Delete.



6. To delete the entire requisition, delete all line items.

7. Click Save.

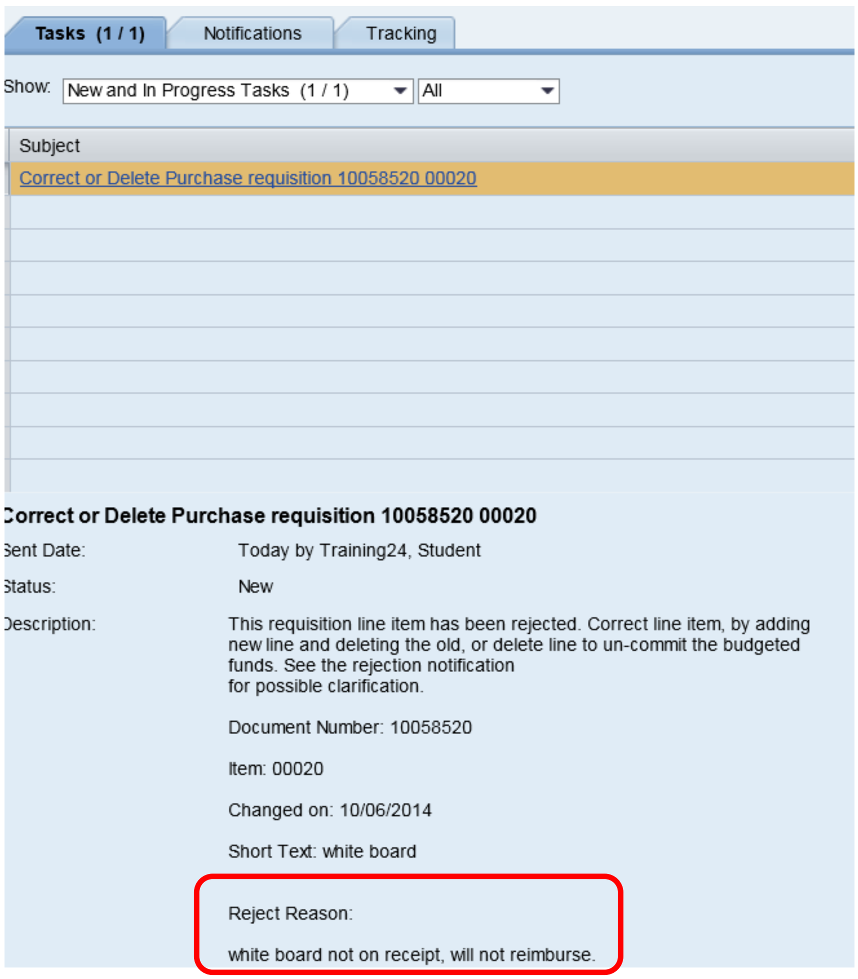
Note: The requisition number will continue to appear in the Document Overview area; however, all line items will appear with a garbage can in the status column.



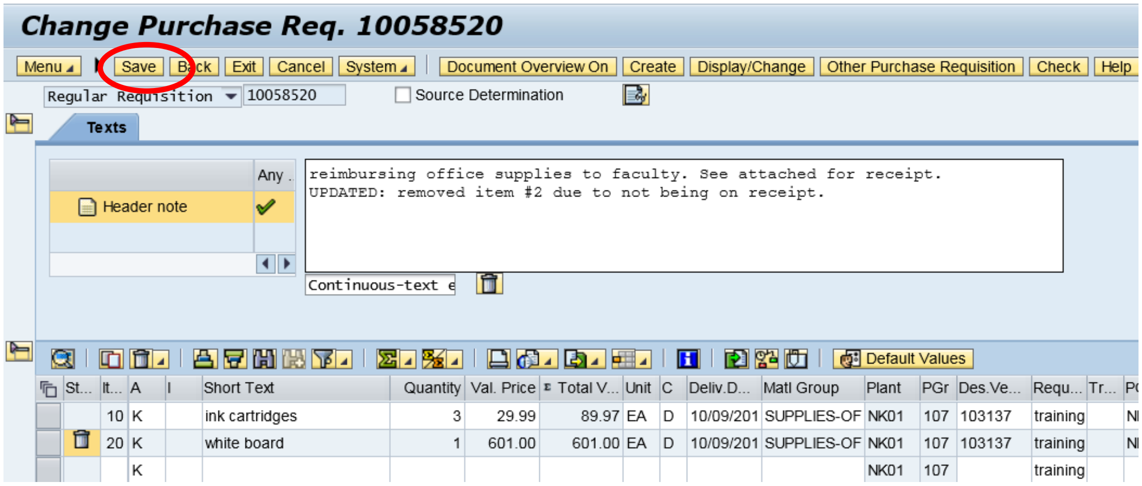
Correct or Delete Rejected Requisition

When a requisition is rejected, rejection task routes back to the creator for action. This will allow the creator to delete the requisition or create a new line as indicated in the rejection reason; resulting in a cleaner budget.

1. Log into myNKU.
2. Select Universal Worklist.
    - The rejection reason will display on the tasks tab.
3. On the Tasks tab, click the underlined subject for the requisition line item to correct or delete.



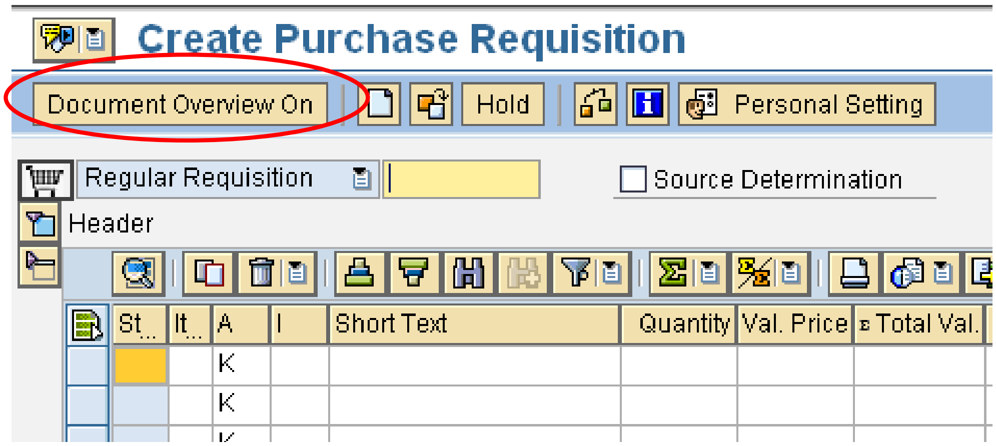
4. Update the requisition as required, including updating the Header note.
5. Click Save.



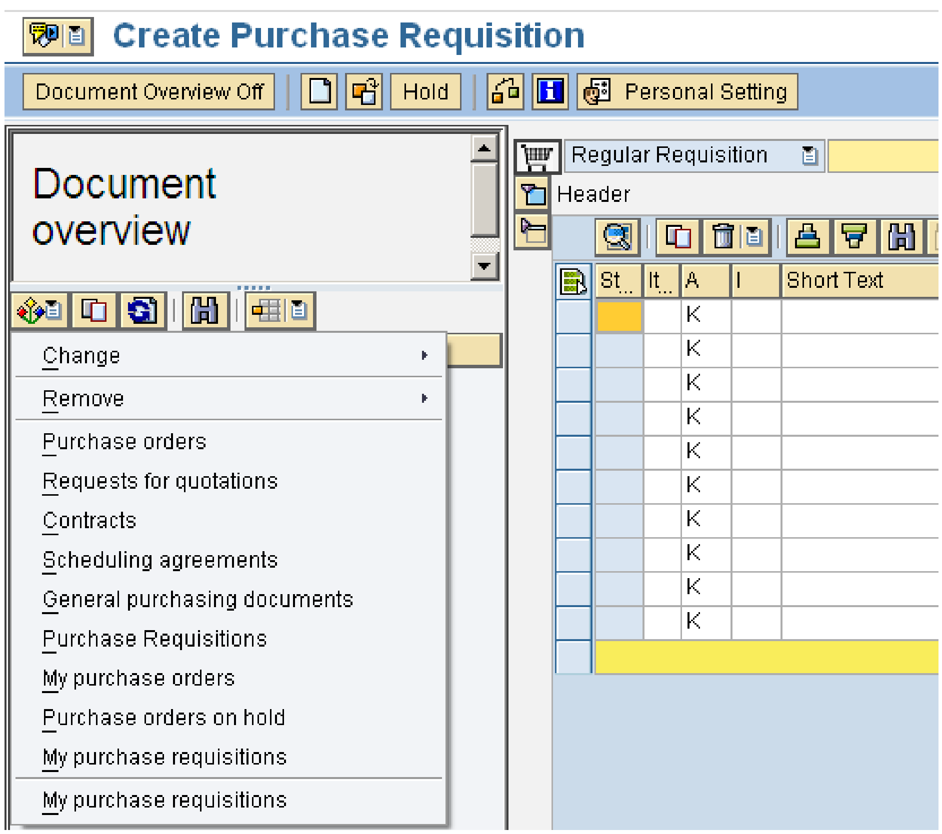
Document Overview

In the Document Overview, which you can show or hide as required, you can display different purchasing documents that you need to perform your day-to-day work (such as purchase orders and requisitions).

1. Click the Document Overview On.

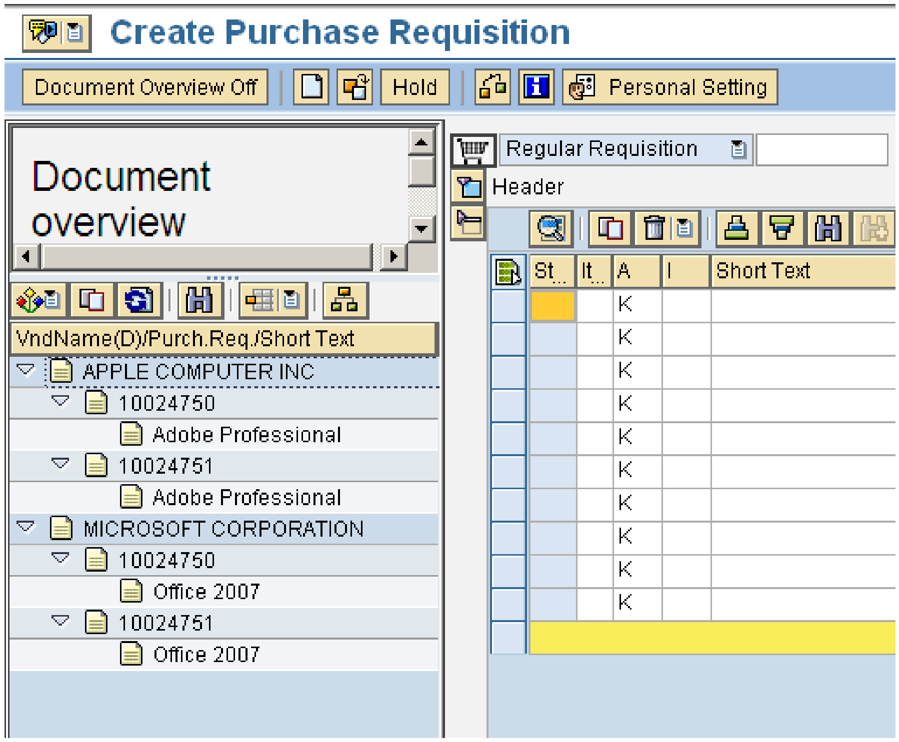


2. To view a list of purchase requisitions that you created, click My purchase requisitions.

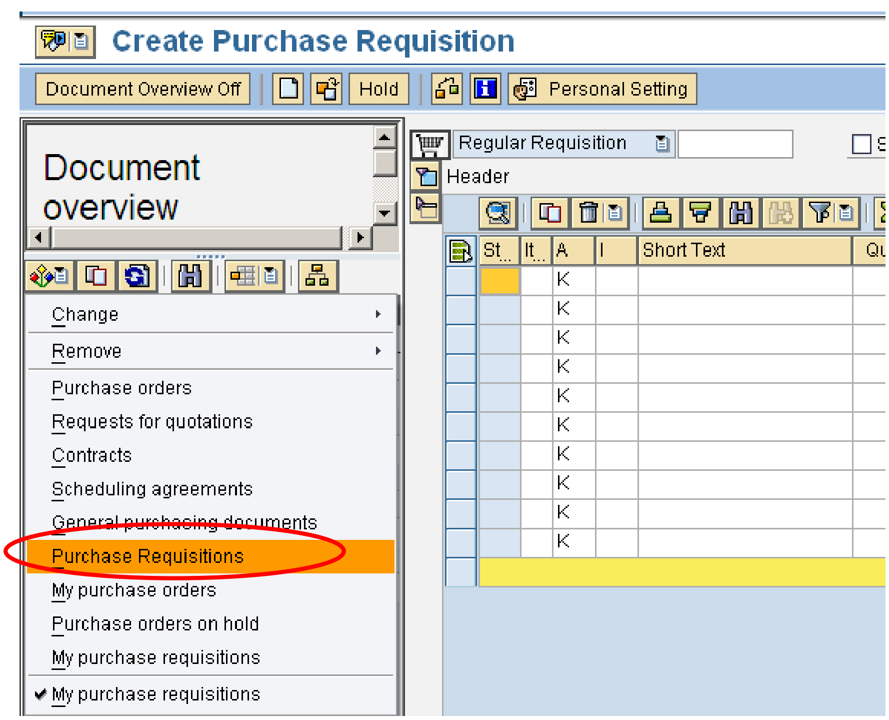


Expand the sections to display vendor, purchase requisition number, and short text information.

Note: The Document overview window can be resized to any width. Simply drag your cursor to expand.

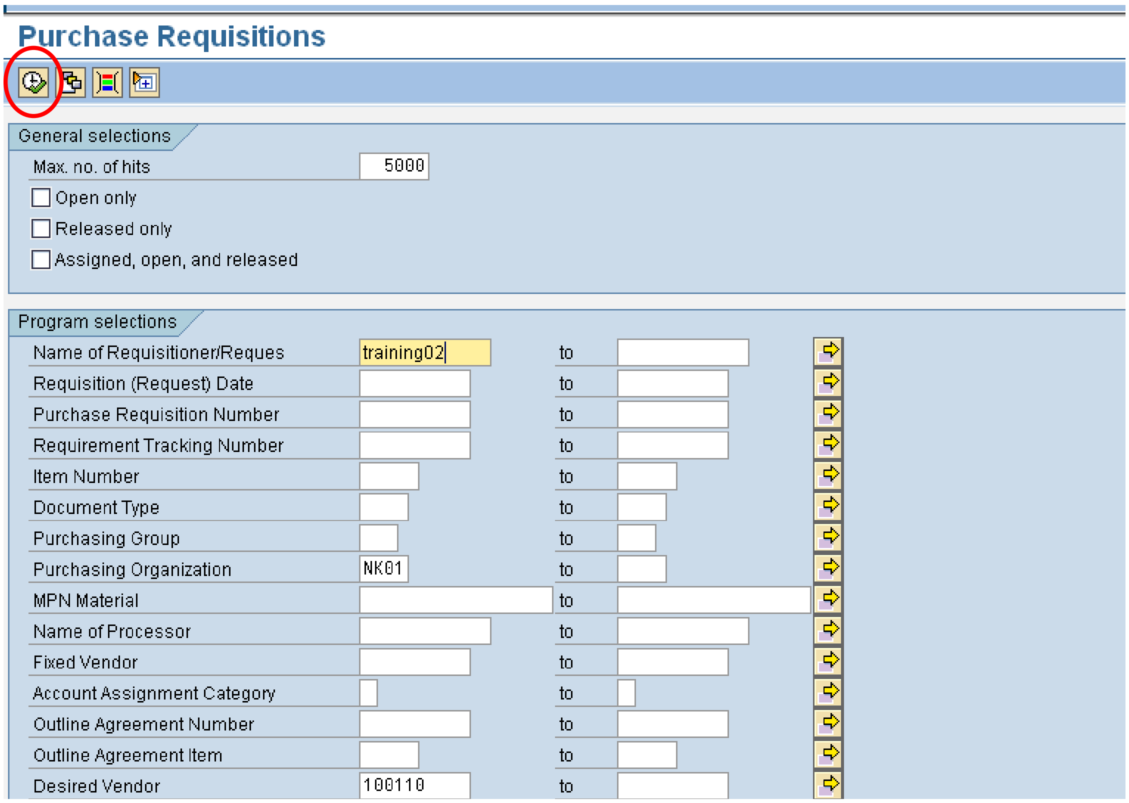


1. Select "Purchase Requisitions" to define search criteria.

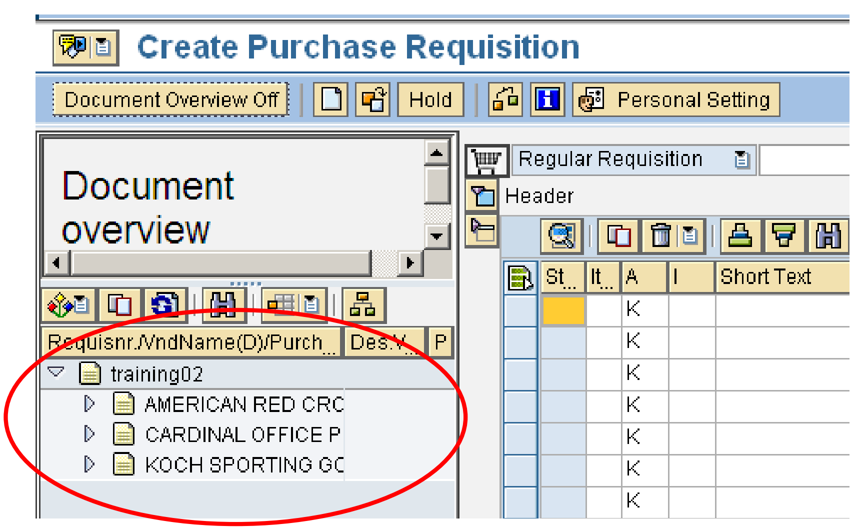


Commonly searched criteria include Name of Requisitioner and/or Desired Vendor.

2. Enter search selection(s)
3. Click Execute



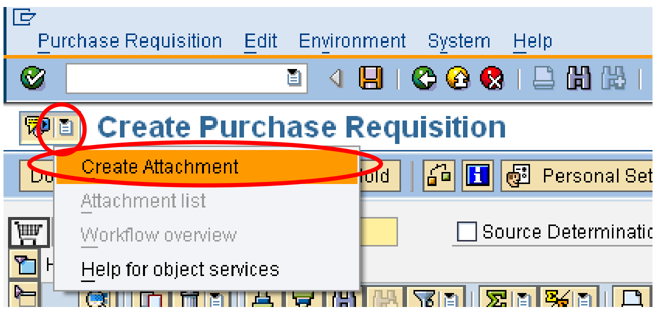
The Document Overview below displays the information by Name of Requisitioner.



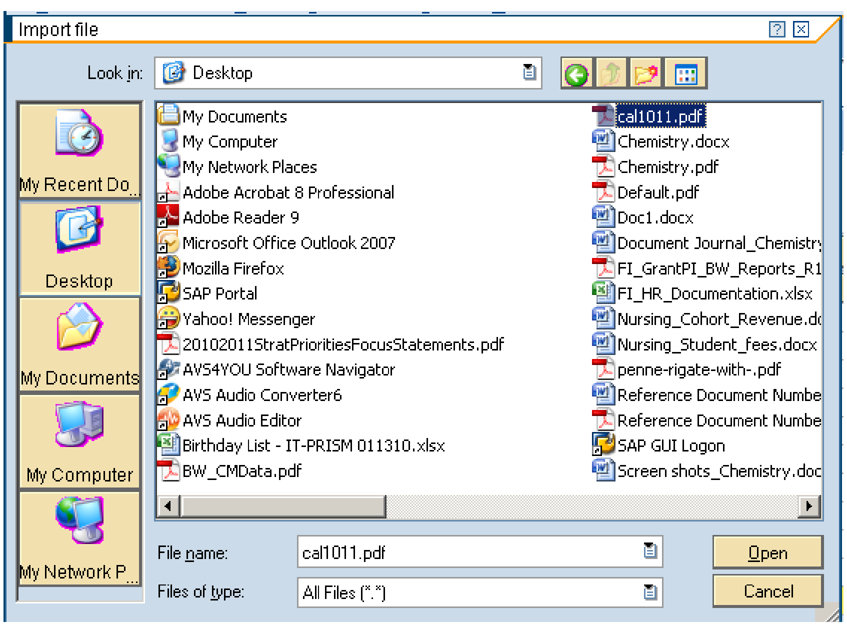
Electronic Attachments

Documentation can be scanned and attached to the purchase requisition electronically. Add a note to the header section that documentation has been attached electronically. Keep in mind that Accounts Payable will continue to require an original paper copy of the invoice with the purchase requisition number written on the invoice. Examples of documents to attach electronically are quotes, proposals, and invoices. Create attachments when creating a purchase requisition, when changing a PR, or reviewing a PR for approval or rejection. Attachments cannot be made when displaying a purchase requisition.

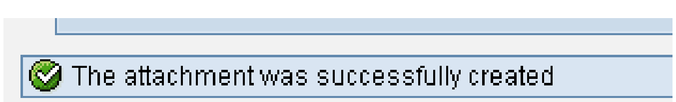
1. Click drop-down button for Services for Object.
2. Select Create Attachment.



3. Click the location of the document.
4. Select the document.
5. Click Open.

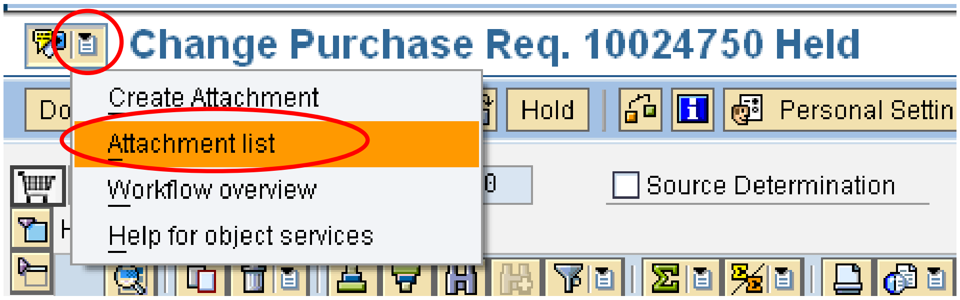


- A confirmation message will display at the bottom of the screen.

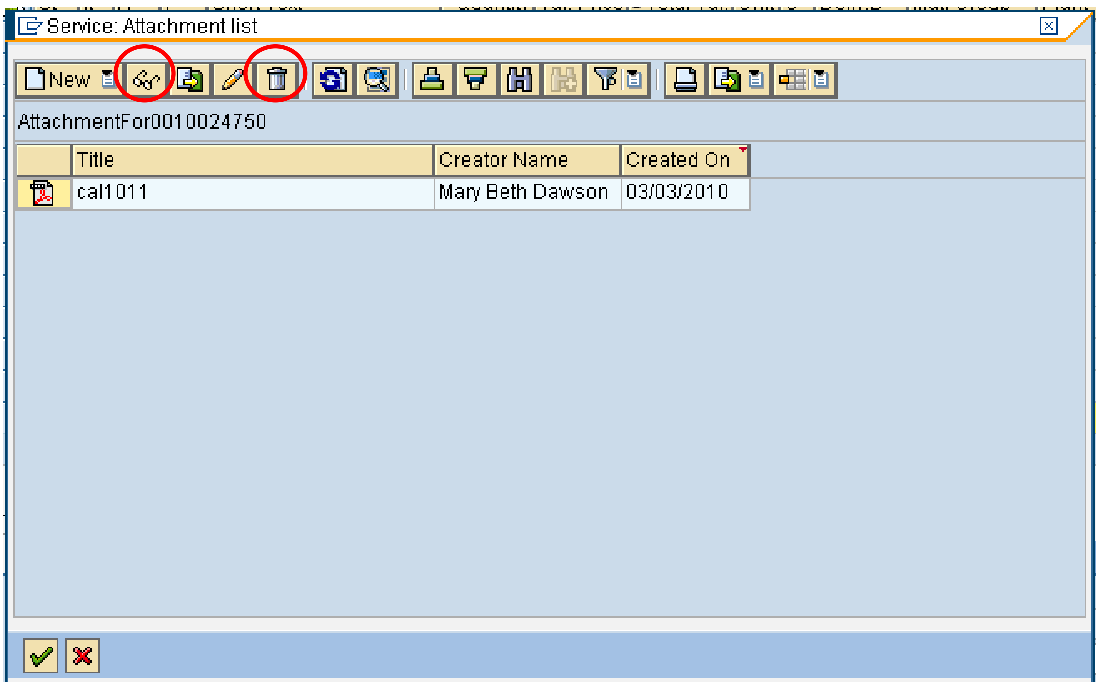


Attachment list will display all electronically attached documents of the PR.

1. Click drop-down button for Services for Object.



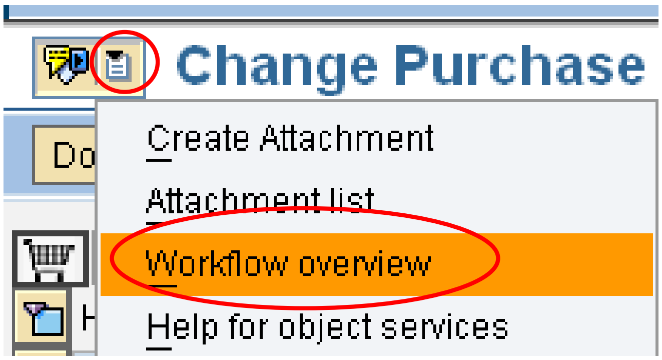
Display and delete are two of the commonly used buttons within this list.



Workflow Overview

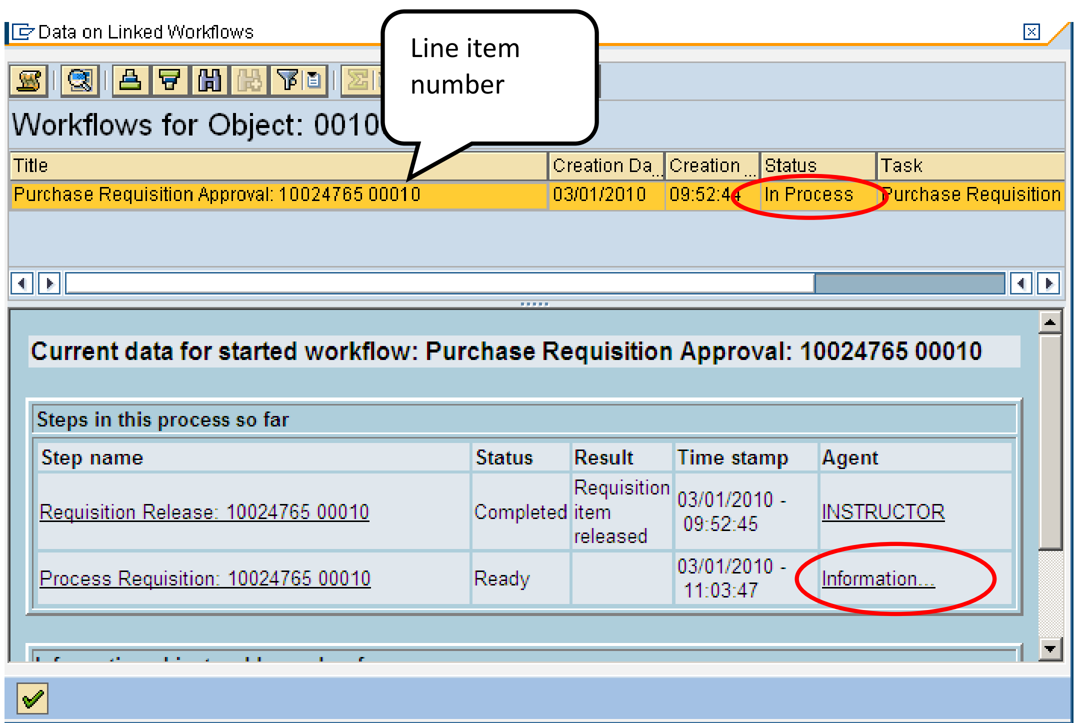
You can view the release strategy progress for any line item requiring approval with the Workflow overview selection.

1. Click drop-down button for Services for Object.
2. Select Workflow overview.

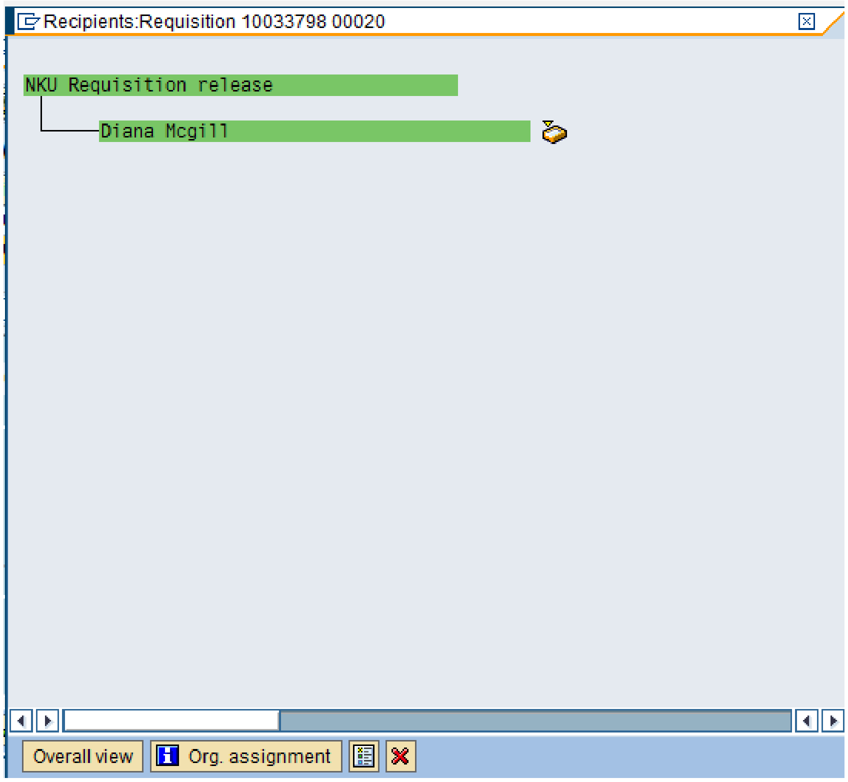


You can view the workflow progress for any line items that have a release strategy.

3. Double-click the workflow object with the Status of "In Process."
4. Select the Agent, "Information."



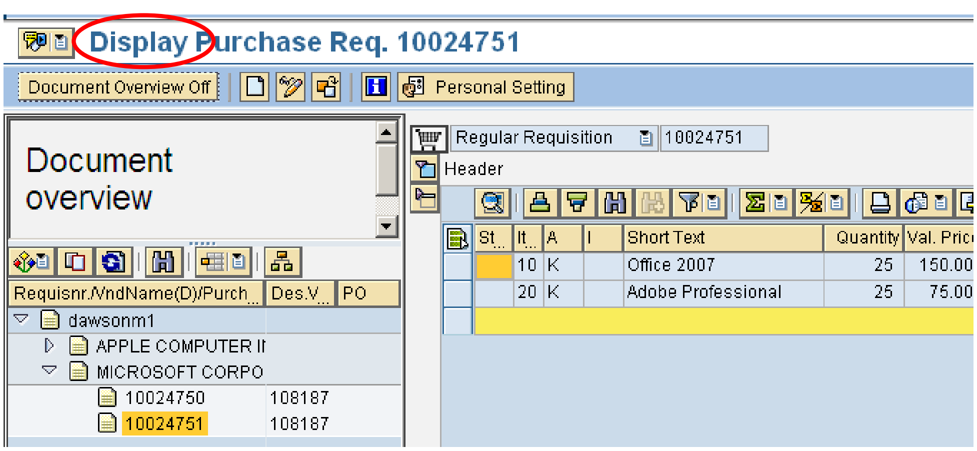
The Approver's Inbox displays.



Display a Purchase Requisition

You can display the purchase requisition using transaction code, ME53N, or you can display the information from within ME51N.

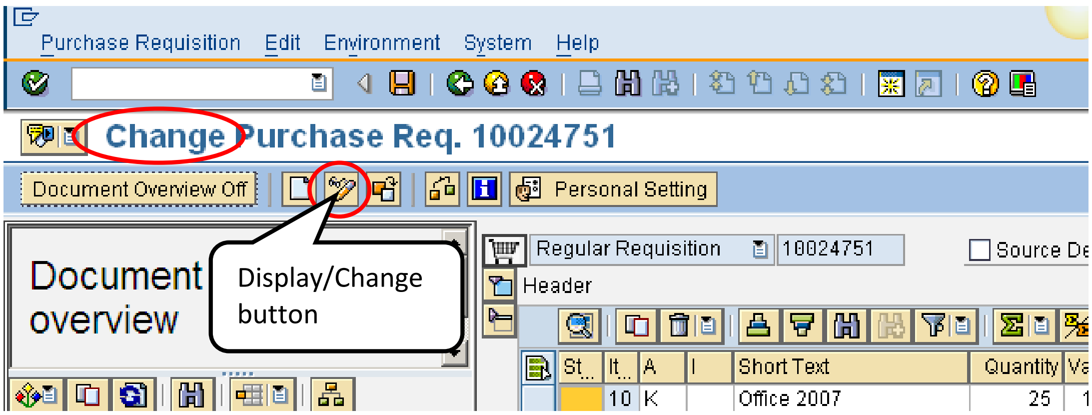
Locate the PR to display within the Document Overview. Double-click on the PR number to display the details to the right. All fields are a blue color because none of the information can be modified within display status. Also notice the title bar: "Display Purchase Req. #." Remember that you cannot attach documentation electronically when displaying a PR.



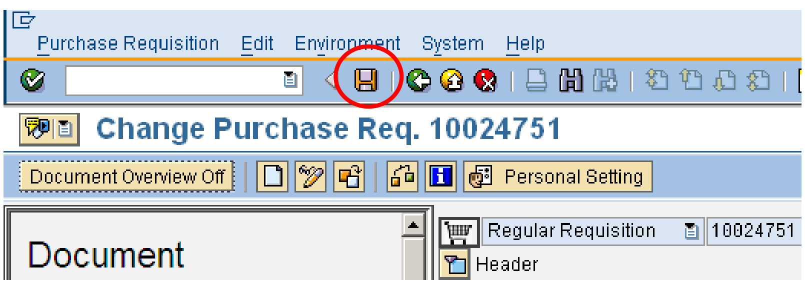
Maintain a Purchase Requisition

You can maintain the purchase requisition using transaction code, ME52N, or you can maintain the information from within ME51N.

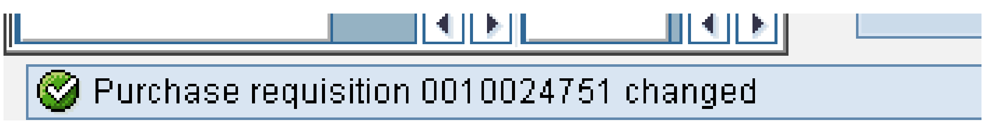
Locate the PR to maintain within the Document Overview. Double-click on the PR number to display the details to the right. To move from display status to change, click the Display/Change button. Also notice the title bar: "Change Purchase Req. #."



Save the PR after maintaining the PR.



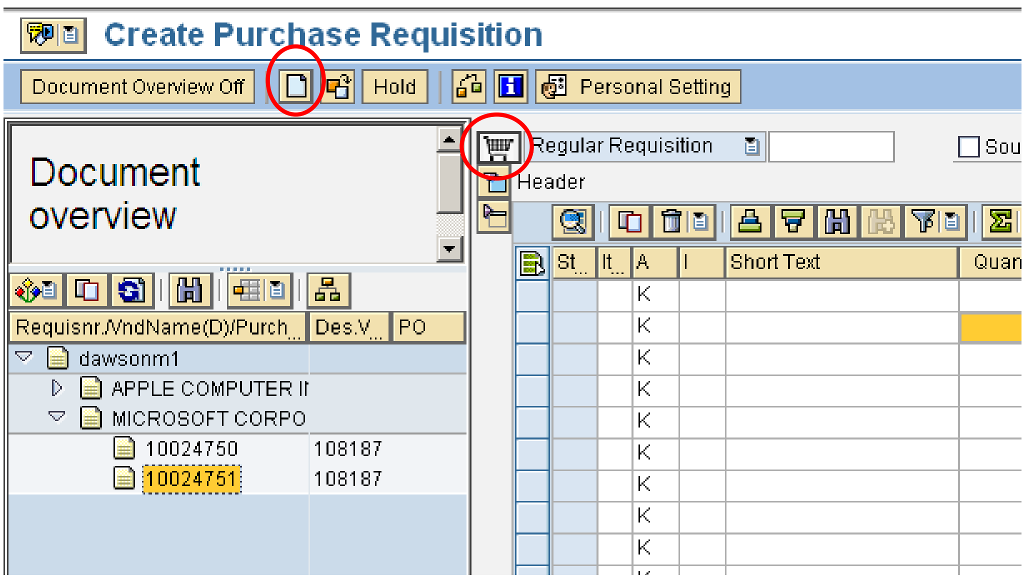
The message "Purchase requisition # changed" will display at the bottom of the screen.



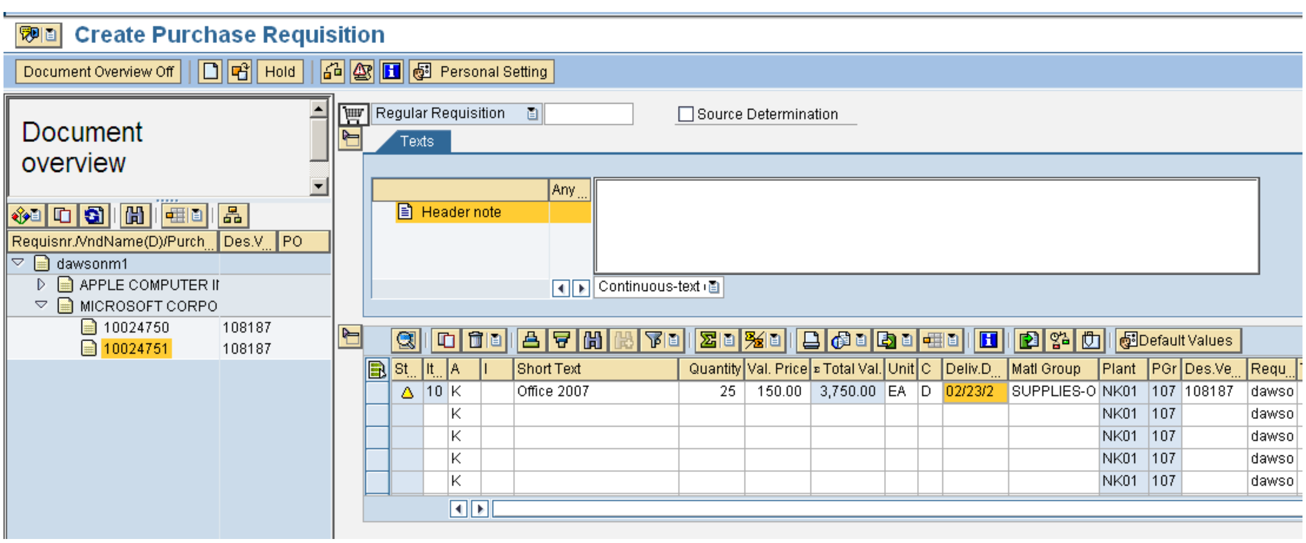
Shopping Cart

You can use a previously created purchase requisition as a template for a new one.

1. Locate the PR to use as a template within the Document Overview.
2. Click Create New.
3. Drag and drop the PR # into the Shopping Cart.



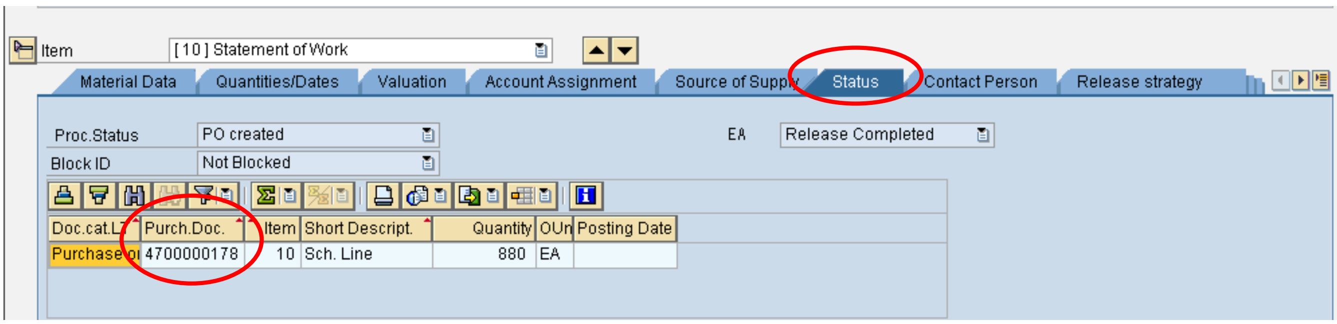
4. Add or update the Header note.
5. Make any necessary changes, such as quantity, price, amount, etc.
6. Click Save to receive a <u>new</u> PR #.



Check Status of Purchase Order

Procurement Services will create the purchase order in SAP. The best way to track the status of the creation of the order is using the ZFD1 report with SAP GUI. You can also check the status from within the purchase requisition by the status tab within the item detail section.

- Purchase orders that begin with 45 require a Goods Receipt.
- Purchase orders that begin with 46 do not require a Goods Receipt because they are a payment.
- Purchase orders that begin with 47 do not require a Goods Receipt because they are a contract.



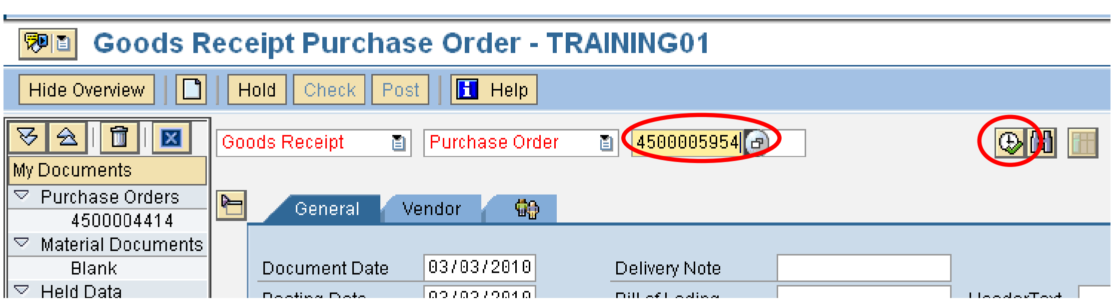
Create a Goods Receipt

Departments are responsible for receiving their goods when delivery is met. Not all goods/services will be received, such as subscriptions and registrations. The vendor will <u>not</u> be paid until the Goods Receipt is complete.

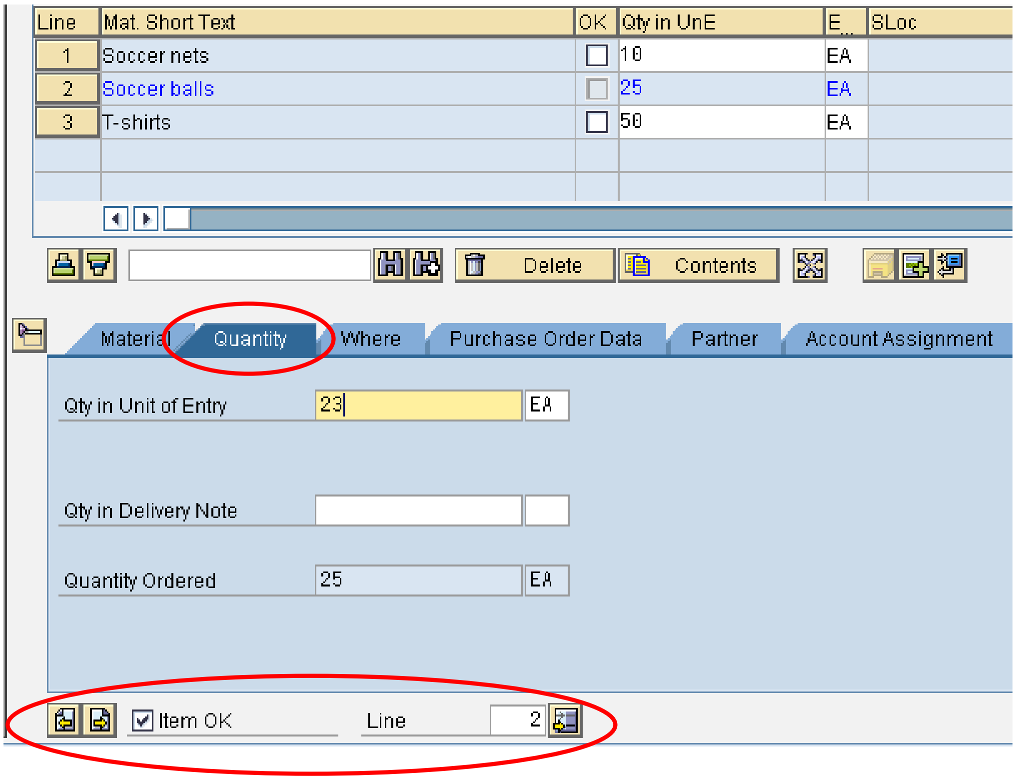
Note: Subscriptions, registrations, payments, prepays, and contracts do not require goods receipts.

Use transaction code, MIGO_GR, to complete a goods receipt.

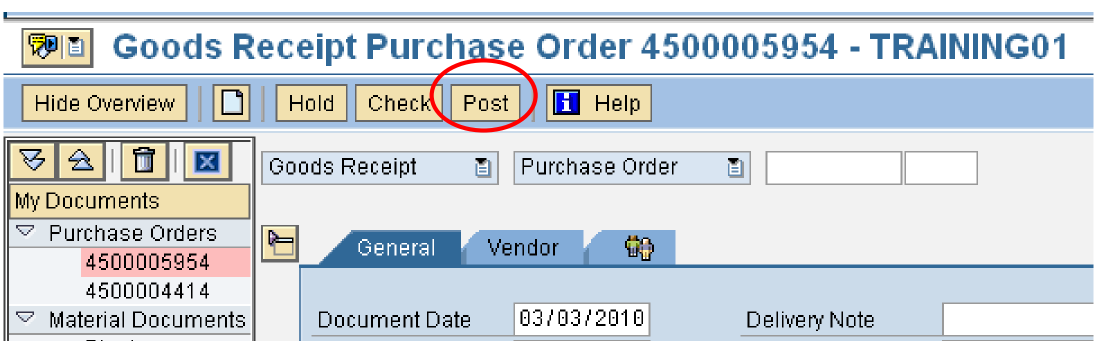
1. Enter the Purchase Order (PO) number.
2. Click Execute.



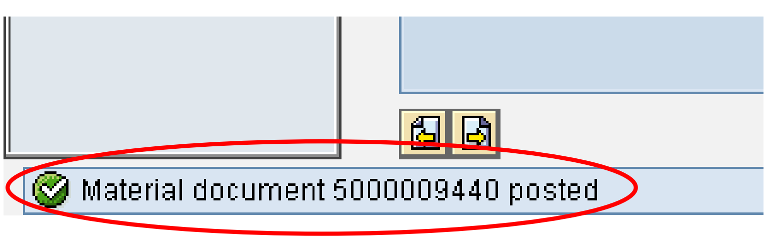
Use the bottom of the screen to receive the goods. Adjust quantity if necessary to account for damaged goods or missing items. Receive only the goods that arrived in good condition.



3. Click Post.



You can continue to receive goods for this purchase order number until all items have been received. You will receive a message as the one below when all items have been received.

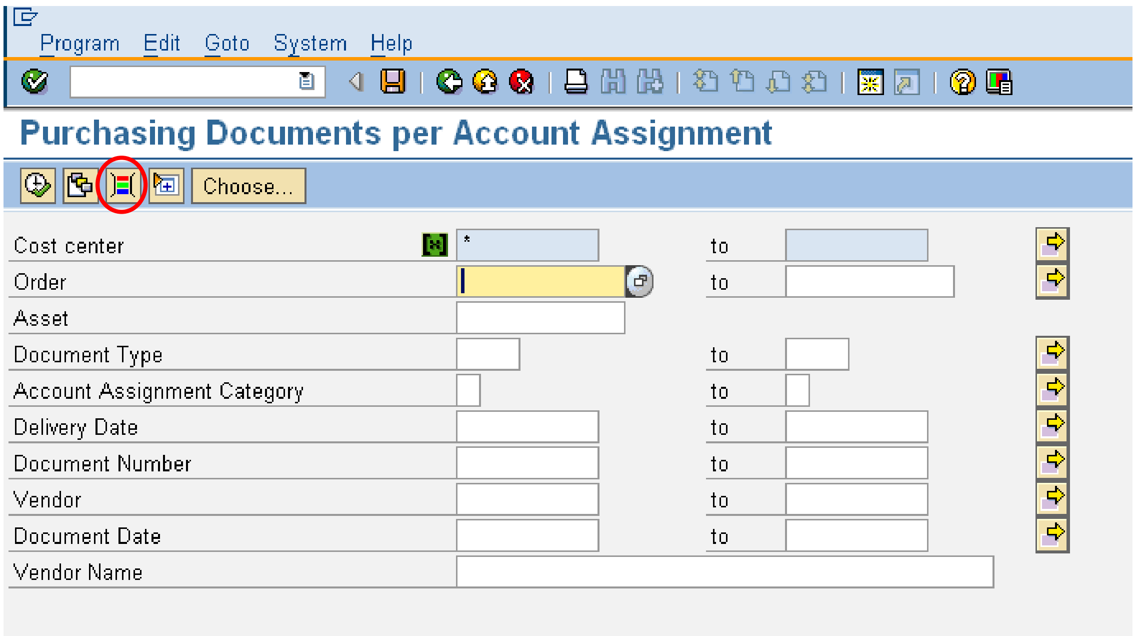


Purchasing Documents per Account Assignment

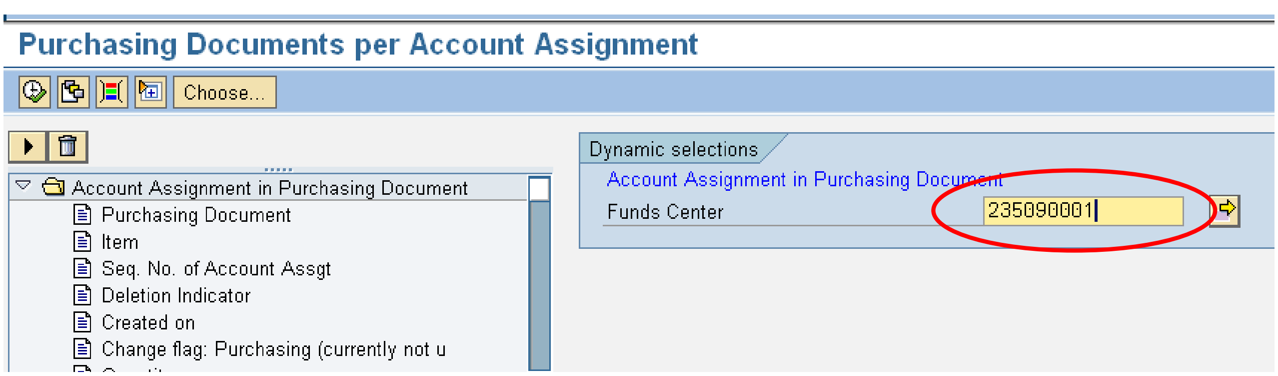
The SAP transaction code, **ZME2K**, was created to display purchasing documents that have either been invoiced and not received or received and not invoiced. This information is very helpful to department administrators and with the monthly reconciliation process.

1. Click Dynamic Selections.

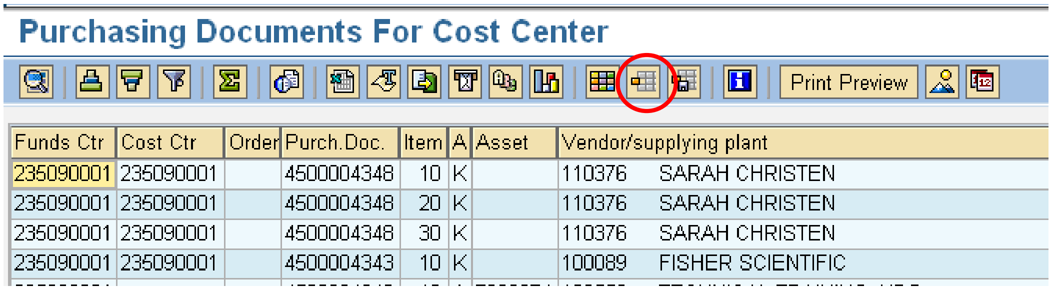
Note: You can also choose to run the report by Internal Order number. Enter the IO number in the Order field. This is helpful for departments that do a lot of projects and have internal order numbers for each project, such as Facilities.



2. Enter the Funds Center number.
3. Click Execute.

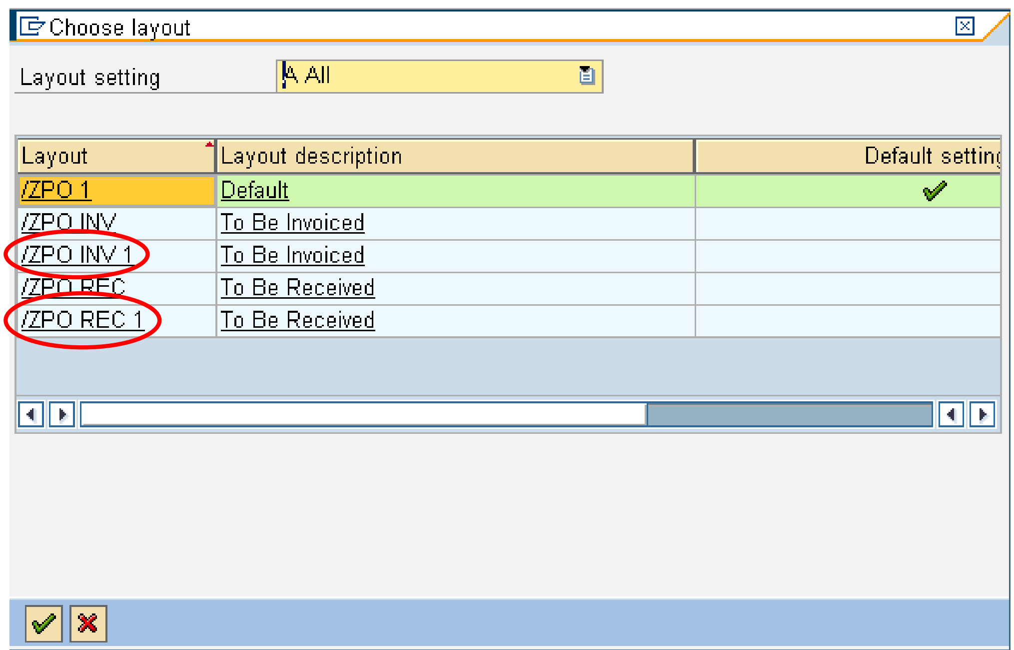


4. Click Choose Layout

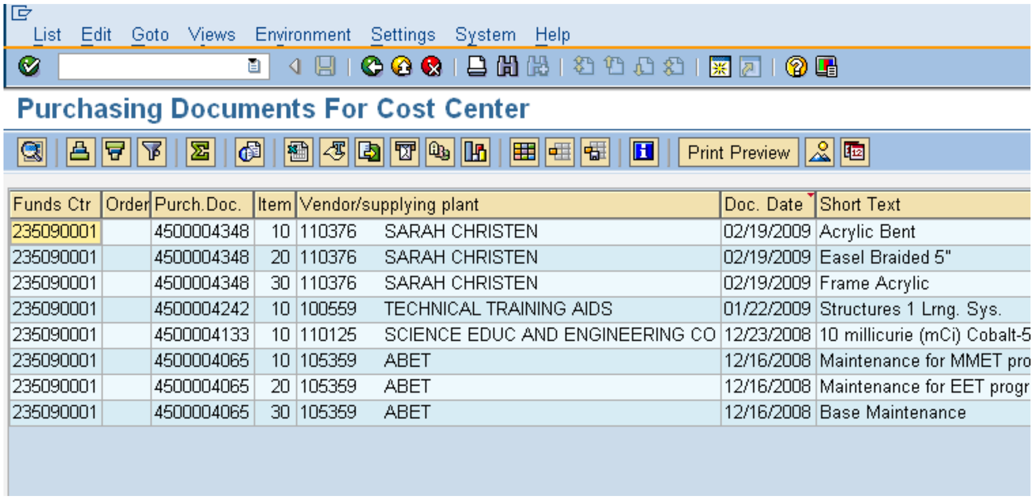


5. Click on either /ZPO_INV1 or /ZPO_REC1 (E).

Note: INV1 will detail purchasing documents to be invoiced. For example, purchase orders that have a goods receipt complete but are not invoiced. REC1 will detail purchasing documents to be received. For example, purchase orders that have goods receipt not complete but have been invoiced.

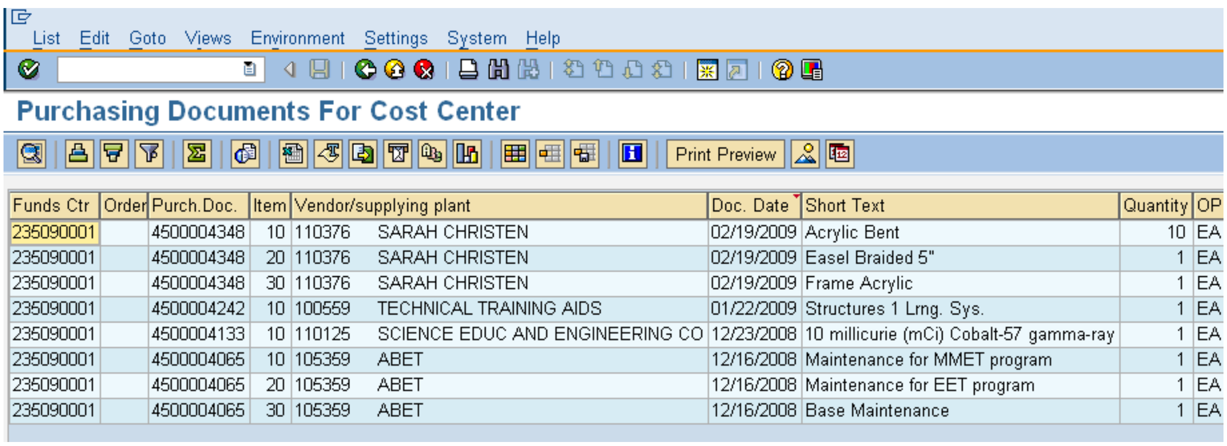


- Example of /ZPO_INV1.



Funds Ctr	Order	Purch.Doc.	Item	Vendor/supplying plant		Doc. Date	Short Text
235090001		4500004348	10	110376	SARAH CHRISTEN	02/19/2009	Acrylic Bent
235090001		4500004348	20	110376	SARAH CHRISTEN	02/19/2009	Easel Braided 5"
235090001		4500004348	30	110376	SARAH CHRISTEN	02/19/2009	Frame Acrylic
235090001		4500004242	10	100559	TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lrng. Sys.
235090001		4500004133	10	110125	SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-5
235090001		4500004065	10	105359	ABET	12/16/2008	Maintenance for MMET pro
235090001		4500004065	20	105359	ABET	12/16/2008	Maintenance for EET progr
235090001		4500004065	30	105359	ABET	12/16/2008	Base Maintenance

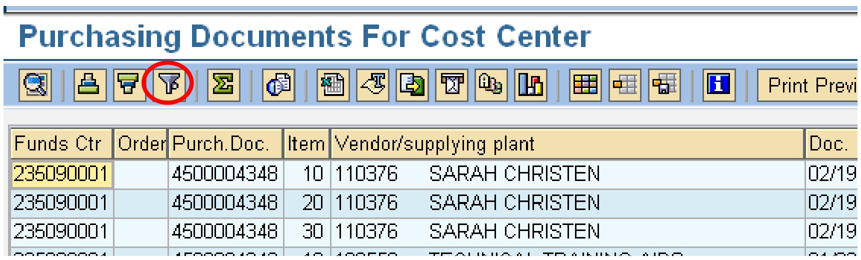
- Example of /ZPO_REC1.



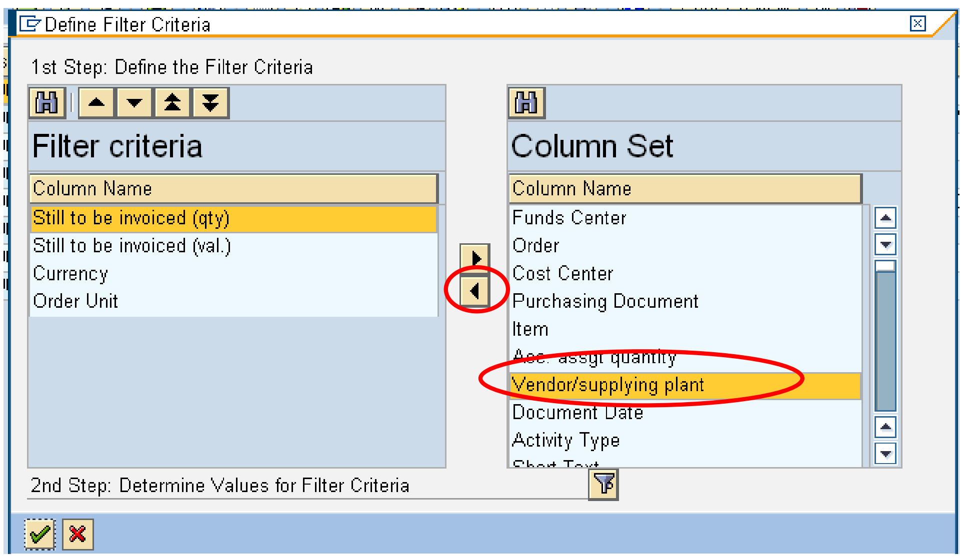
Funds Ctr	Order	Purch.Doc.	Item	Vendor/supplying plant		Doc. Date	Short Text	Quantity	OP
235090001		4500004348	10	110376	SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA
235090001		4500004348	20	110376	SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA
235090001		4500004348	30	110376	SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA
235090001		4500004242	10	100559	TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lrng. Sys.	1	EA
235090001		4500004133	10	110125	SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-57 gamma-ray	1	EA
235090001		4500004065	10	105359	ABET	12/16/2008	Maintenance for MMET program	1	EA
235090001		4500004065	20	105359	ABET	12/16/2008	Maintenance for EET program	1	EA
235090001		4500004065	30	105359	ABET	12/16/2008	Base Maintenance	1	EA

The user can filter the report to view more specific information. For example, the user can filter the report on Vendor/supplying plant to view the invoiced/received information for a specific vendor. The information below details the instructions for filtering by vendor.

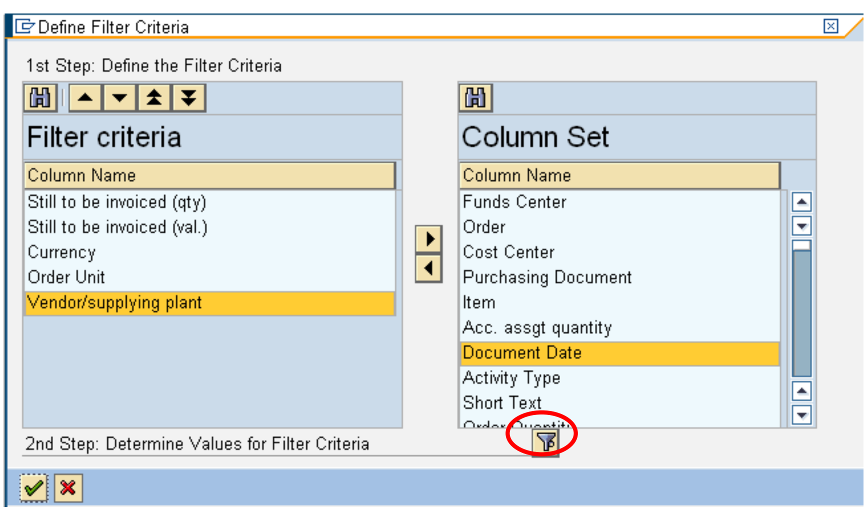
1. Click the Set Filter button.



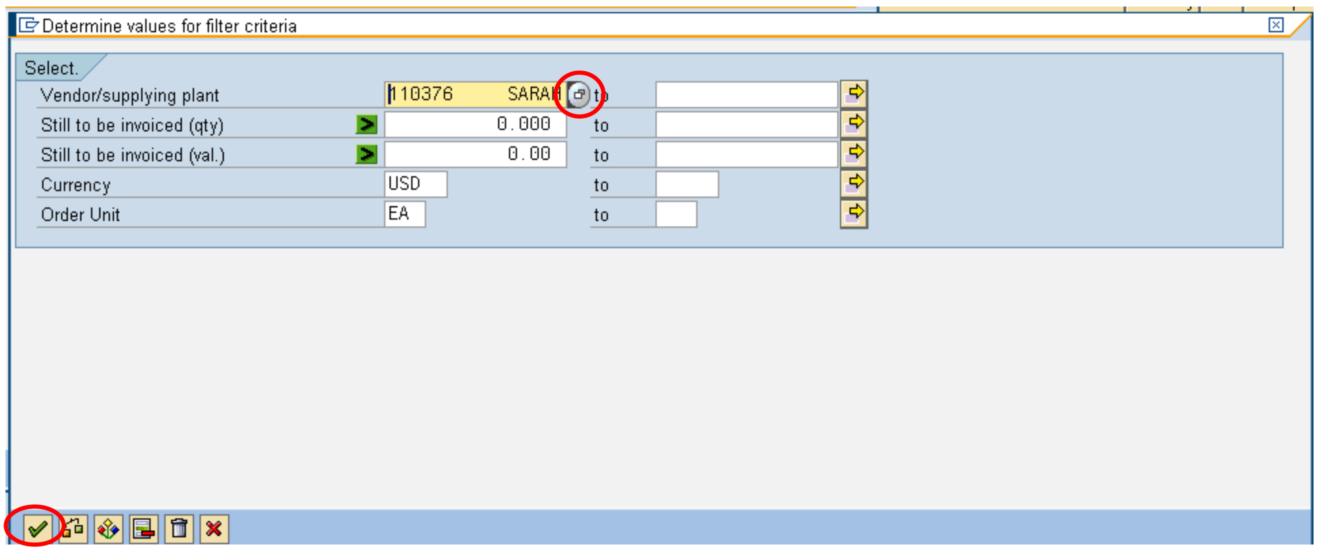
2. Select Vendor/supplying plant from the column set.
3. Click Add filter criterion.



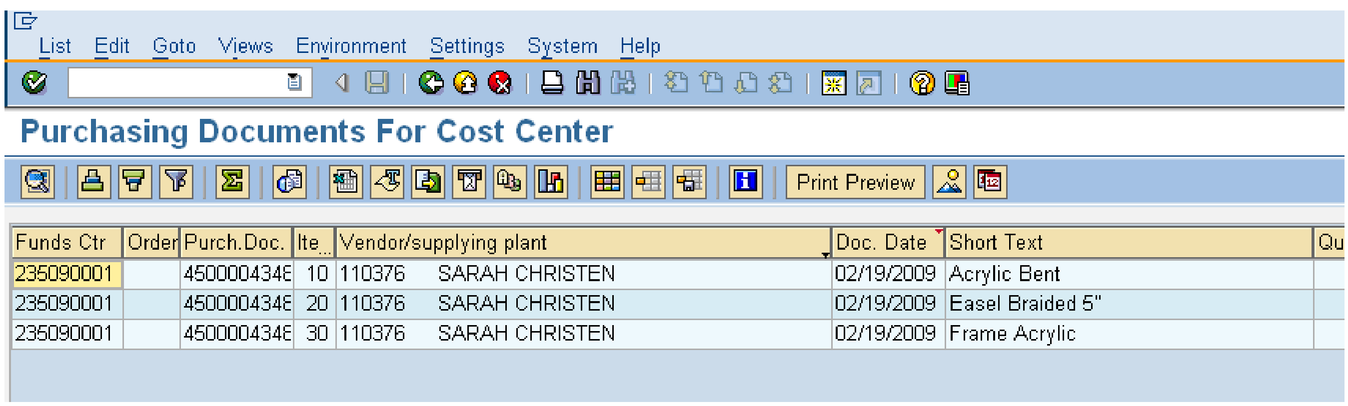
4. Click Determine Values for Filter Criteria.



5. Click the Match code button for vendor and select from the list.
6. Click Continue.



7. The filtered report displays.



Notifications

6. When a requisition line item is completely approved by all in the workflow, the creator receives a notification.
7. When a requisition line item is rejected or deleted in workflow, or deleted in ME52n, the creator and all approvers receive a notification.
8. All notifications can be found on the *Notifications* Tab in Universal Worklist or *Unread Documents* in Business Workplace – SAPGUI.

Glossary

Asset (for PO Only)	This option should not be selected when initiating a Requisition. The Comptroller's Office will use this option when creation of a fixed asset PO is necessary.
Company Code	The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting. All NKU entities will fall under one company code (NK01).
Cost Center	An organizational unit within a controlling area that represents a clearly delimited location where revenue and costs occur. Organizational divisions can be based on functional requirements, allocation criteria, physical location and/or responsibility for costs. (AARC – 243010001)
Cost Center (WO Recv)	To be used for Requisitions that should be charged to a Cost Center, but where a Goods Receipt is not needed.
Funded Program / Internal Order	Funded program enables an organization to record budget, control postings, and monitor the performance of internal projects; it can vary from simple activities to complex projects and can cross fiscal years, funding sources, and organizational units. Funded program tracks budget for non-recurring projects or programs that are funded by multiple fund centers. The University will set up funded programs for all capital construction projects and university internal awards. Funded program should provide a level of detail that will allow appropriate budgetary control and internal/external management information. It provides the means to budget internal orders. (71000000302 – Student Union Bldg. Construction)
Goods Receipt	A term from inventory management denoting a physical inward movement of goods or materials.
Grant	Legal instrument used to establish a funding relationship in order to carry out a public purpose in which the sponsor does not expect to be substantially involved. A grant usually contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. (4000542 - Northern Kentucky Mathematics Specialist Project).
Material Group	A grouping of materials and services according to their characteristics used in purchasing functions. Material Groups are linked to the G/L account in FI, the revenue and cost elements in CO and sponsored classes in the Grants Management (GM). (Office supplies – 50005615).

Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. All NKU entities will use one plant (NK01).
Purchase Order	Document used to purchase materials and services from vendors.
Purchase Requisition	Document used to request materials and services; Purchase requisitions are converted to purchase orders so materials can be procured externally.
Purchasing Document Number	Alphanumeric key uniquely identifying a purchasing document.
Purchasing Group	A unique code representing a person or group creating the requisition or order.
Purchasing Organization	An organizational unit in logistics, subdividing an enterprise according to the requirements of purchasing. A purchasing organization procures materials and services, negotiates conditions of purchase with vendors, and is responsible for such transactions. All NKU entities will use one Purchasing Organization (NK01).
Vendor Master	The collective term for all vendor master records. The vendor master contains the data of all vendors with which a company conducts business.
Vendor Master Record	A data record containing all of the information necessary for any contact with a certain vendor, in particular for conducting business. (100087 – HEWLETT PACKARD).
Workflow	The sequence and evaluation of conditions needed to complete a business process. This is an electronic function monitored by the workflow manager within SAP. Based on the evaluation of these conditions, the requisition would be forwarded from the originator to the next appropriate user for approval. As the approvals occur, workflow will automatically route to the next level of required approval.

