

# SAP TRAINING GUIDES

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# VENDOR LOOKUP FOR PURCHASE REQUISITION

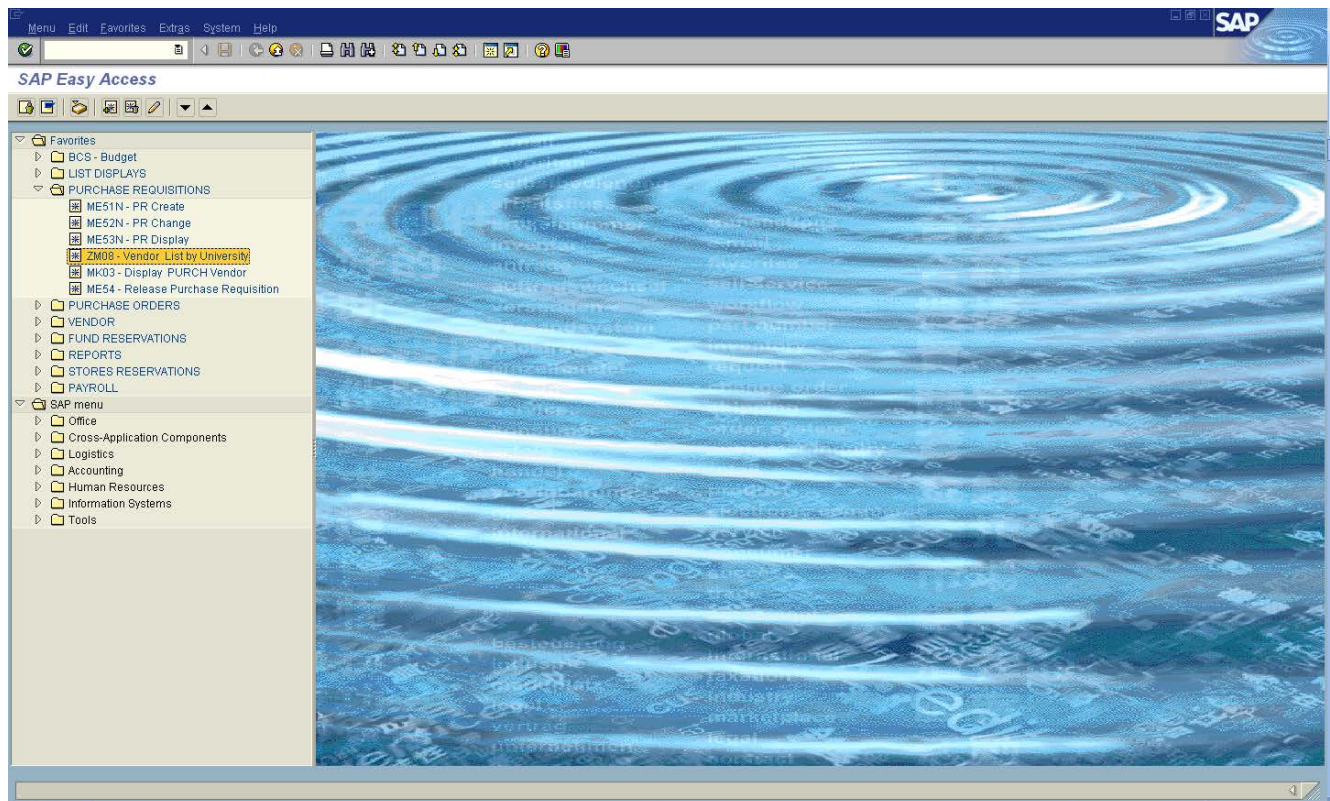
## Purchasing Transaction - ZM08

This transaction will help you find the correct purchasing vendor number to create a purchase requisition.

A purchasing vendor # HAS TO BE PARTNERED with a Slippery Rock University accounts payable vendor to create a purchase requisition correctly.

**Purchasing Transaction ZM08**

**Double Click Transaction Code: ZM08 – Vendor List by University**



# VENDOR LOOKUP FOR PURCHASE REQUISITION

## Purchasing Transaction - ZM08

The screen below appears.

On this screen type in the following areas:

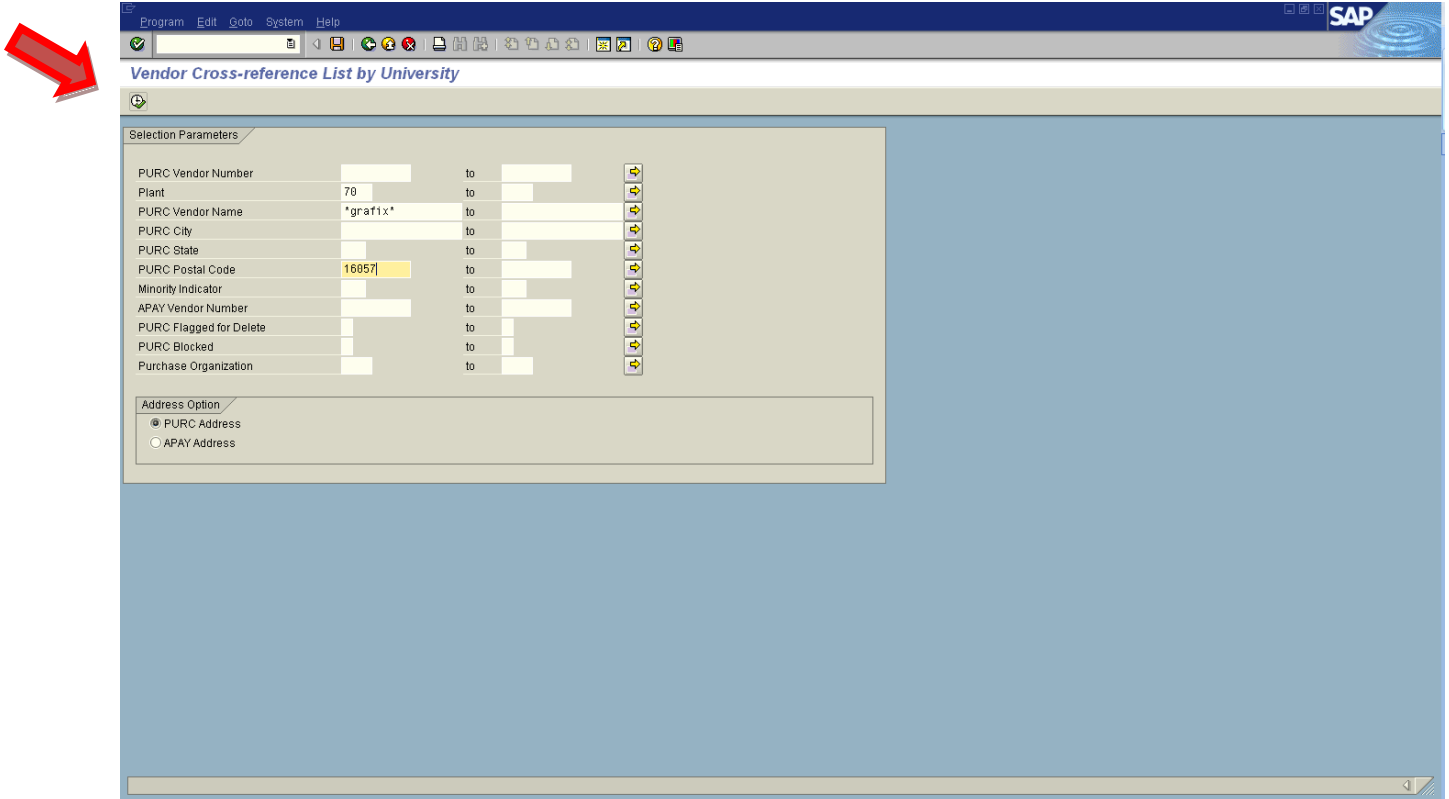
Plant            70

*(By placing 70 in the plant this will allow only Slippery Rock University vendors that are partnered and ready to use to create a requisition to appear in the list).*

**Name of Vendor**      Type a portion of the vendor name you are looking for within \* \_\_\_\_ \*.  
(example)    \*Grafix\* just a portion of name works best.

**Postal Code**            To narrow the search you can type the postal code if you know it.

Then Click on “the clock icon” – to execute the list.



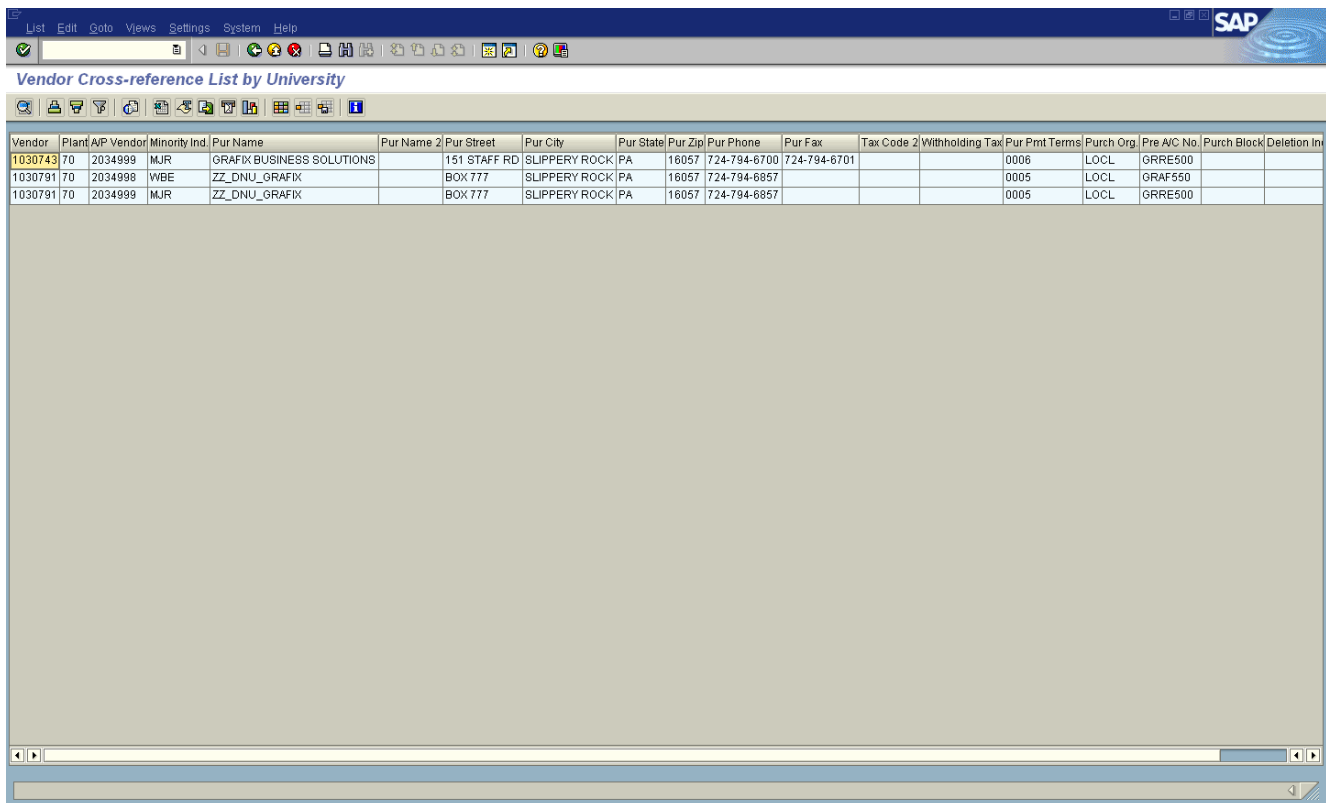
# VENDOR LOOKUP FOR PURCHASE REQUISITION

## Purchasing Transaction - ZM08

The following screen shows all the vendors in the Slippery Rock University vendor list that are possible partnered vendors that you are searching for to create your requisition.

You need to choose the correct purchasing vendor by confirming address, phone, etc. ***The vendor # that starts with 10\_\_\_\_\_ is the purchasing vendor that you need to have when you create your requisition.***

**Suggestion: Write down for when you reach that point in your requisition creation.**



The screenshot shows the SAP 'Vendor Cross-reference List by University' interface. The table below represents the data displayed in the screenshot.

Vendor	Plant	AP Vendor	Minority Ind.	Pur Name	Pur Name 2	Pur Street	Pur City	Pur State	Pur Zip	Pur Phone	Pur Fax	Tax Code 2	Withholding Tax	Pur Pmt Terms	Purch Org.	Pre A/C No.	Purch Block	Deletion Ind.
1030743	70	2034999	MJR	GRAFIX BUSINESS SOLUTIONS		151 STAFF RD	SLIPPERY ROCK	PA	18057	724-794-6700	724-794-6701			0006	LOCL	GRRE500		
1030791	70	2034998	WBE	ZZ_DNU_GRAFIX		BOX 777	SLIPPERY ROCK	PA	18057	724-794-6857				0005	LOCL	GRAF550		
1030791	70	2034999	MJR	ZZ_DNU_GRAFIX		BOX 777	SLIPPERY ROCK	PA	18057	724-794-6857				0005	LOCL	GRRE500		

You can use the green or yellow arrows to return to the Easy Access screen to Create your requisition.

**NOTE:** If you choose to see all the Slippery Rock University partnered vendors – only put the 70 in the plant and execute the transaction. You will then see the complete listing for Slippery Rock University partnered vendors.

# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

**Choose TRANSACTION CODE - MK03 DISPLAY VENDOR from your SAP Easy Access Screen**

Access In Favorites – quickest & easiest way OR Type MK03 in white box in toolbar at top of screen and enter

**SCREEN WILL APPEAR CALLED:      DISPLAY VENDOR: INITIAL SCREEN**

**VENDOR:**                                      **BLANK** (leave blank)

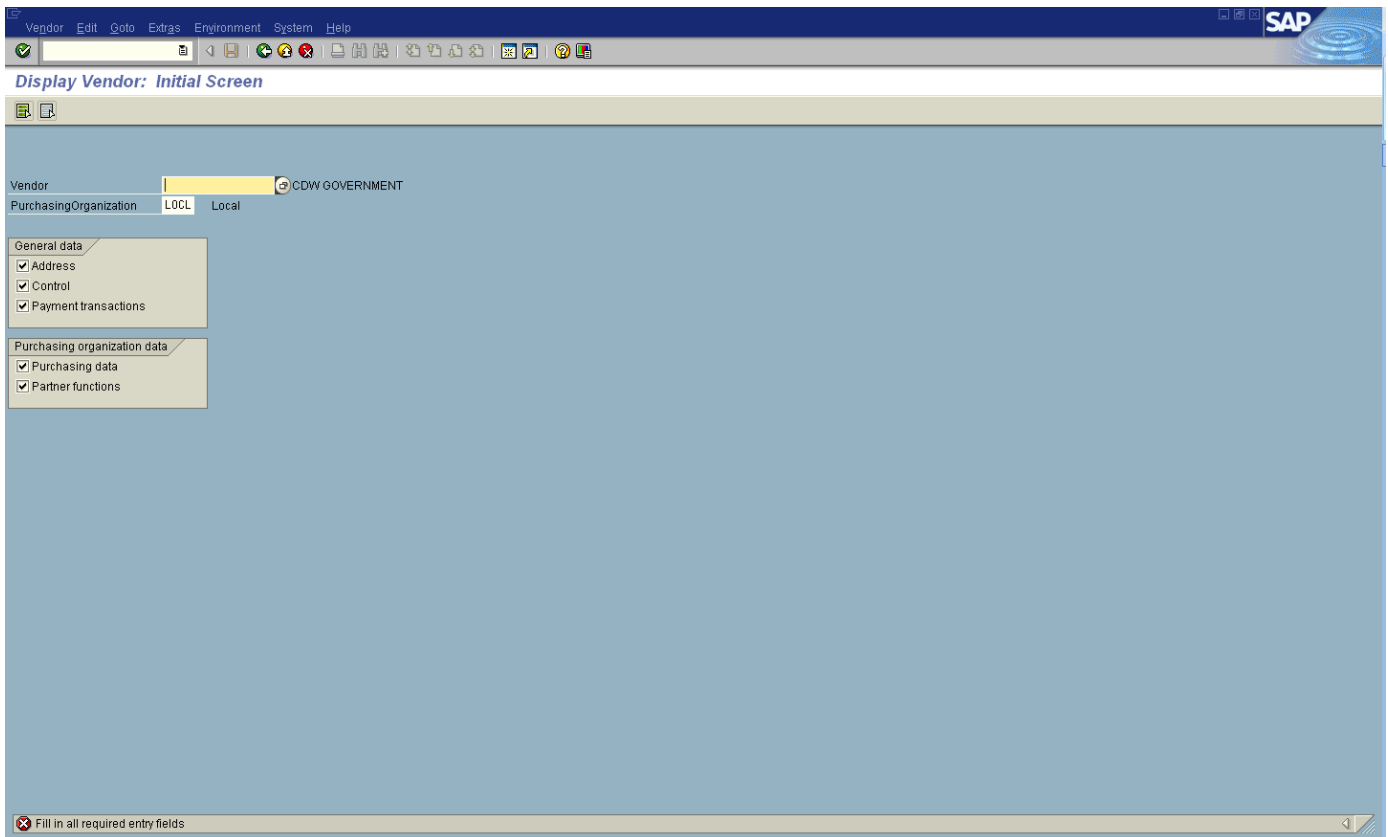
**PURCH ORG:**                                **LOCL**      (type)

**CLICK THE BOXES IN THE GENERAL DATA & PURCHASING ORGANIZATIONS SECTIONS.**

(this lets you see each screen of information about the vendor)

**GO BACK TO VENDOR box** (first line on screen).

**PLACE CURSOR** in vendor box then **CLICK ON ICON** at end of box.



# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

### NEW SCREEN

SEARCH FOR VENDOR - QUICKEST WAY

- Go to:** VENDORS: PURCHASING tab  
**Then to:** **NAME** (Type **vendor name\*** or portion of name)  
(example – **STAP\*** for Staples)  
**Then:** **ENTER** or (click on the **GREEN CHECK MARK**)

The screenshot shows the SAP Vendor Search screen (MK03) with the following search criteria:

- Search term: [Empty]
- Postal Code: [Empty]
- City: [Empty]
- Name:  stap\*
- Vendor: [Empty]
- Purch. Organization:  LOCL
- Subseq. settlement: [Empty]
- Maximum No. of Hits: 500

The screen title is "Vendor Account Number (1) 32 Entries found". The tabs are "Vendors by Class", "Vendors: Purchasing", and "Vendors by Material". The "Vendors: Purchasing" tab is selected. The search results area is empty. The bottom of the screen shows a taskbar with several open applications: "Display Vendor: Initi...", "Vendor Account Num...", "Inbox - Microsoft Ou...", and "SAP TRAINING PA".

# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

### NEW SCREEN - LIST OF VENDORS IN YOUR SEARCH

CHOOSE VENDOR FROM SEARCH LIST NOTE - Purchasing vendors begin with a "1" (ALWAYS CHOOSE)  
Accounts Payable vendors begin with a "2" (APAY ONLY)

Vendor Account Number (1) 32 Entries found

Vendors by Class Vendors: Purchasing Vendors by Material

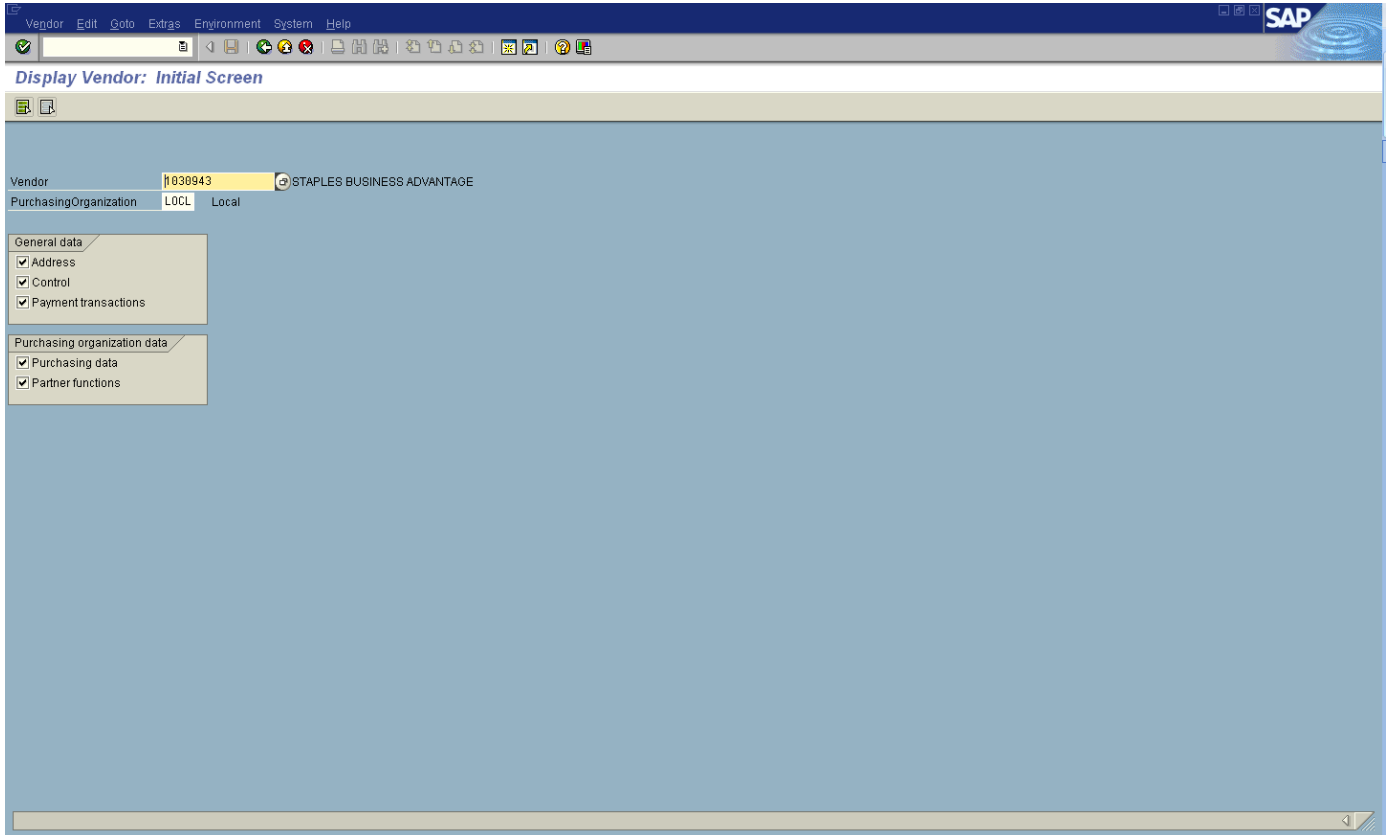
SearchTer...	PostalCode	City	Name 1	Vendor	POrg	SuSet
STAPLES	15012	BELLE VERNON	STAPLES	1022293	LOCL	<input type="checkbox"/>
STAPLES	15401	UNIONTOWN	STAPLES	1025124	LOCL	<input type="checkbox"/>
STAPLES	15701	INDIANA	STAPLES, INC.	1055119	LOCL	<input type="checkbox"/>
STAPLES	16214	CLARION	STAPLES	1012087	LOCL	<input type="checkbox"/>
STAPLES	16319	CRANBERRY	STAPLES, THE OFFICE SUPER	1015713	LOCL	<input type="checkbox"/>
STAPLES	17201-8677	CHAMBERSBURG	STAPLES CONTRACT & COMMER	1078173	LOCL	<input type="checkbox"/>
STAPLES	17411	CLARK SUMMIT	STAPLES	1021130	LOCL	<input type="checkbox"/>
STAPLES	18052	ALLENTOWN	STAPLES	1012086	LOCL	<input type="checkbox"/>
STAPLES	19014-3196	ASTON	STAPLES TECHNOLOGY SOLUT	1002969	LOCL	<input type="checkbox"/>
STAPLES	19335	DOWNINGTOWN	STAPLES	1052626	LOCL	<input type="checkbox"/>
STAPLES	19380	WEST GOSHEN	STAPLES	1017488	LOCL	<input type="checkbox"/>
STAPLES	88901-6721	THE LAKES	STAPLES BUSINESS ADVANTAG	1030943	LOCL	<input type="checkbox"/>
STAPLES BU	13850	VESTAL	STAPLES BUSINESS ADVANTAG	1026751	LOCL	<input type="checkbox"/>
STAPLES BU	17070	NEW CUMBERLAND	STAPLES BUSINESS ADVANTAG	1012089	LOCL	<input type="checkbox"/>
STAPLES BU	19154-3885	PHILADELPHIA	STAPLES BUSINESS ADVANTAG	1012090	LOCL	<input type="checkbox"/>
STAPLES BU	19154-3885	PHILADELPHIA	STAPLES BUSINESS ADVANTAG	1012091	LOCL	<input type="checkbox"/>
STAPLES CR	50368	DES MOINES	STAPLES CREDIT PLAN	1012093	LOCL	<input type="checkbox"/>
STAPLES CR	50368-9020	DES MOINES	STAPLES CREDIT PLAN	1012092	LOCL	<input type="checkbox"/>
STAPLES IN	13850	VESTAL	STAPLES INC	1027967	LOCL	<input type="checkbox"/>
STAPLES IN	17201	CHAMBERSBURG	STAPLES INC	1012094	LOCL	<input type="checkbox"/>
STAPLES IN	41042	FLORENCE	STAPLES INC	1081342	LOCL	<input type="checkbox"/>
STAPLES PR	51041-0147	ORANGE CITY	STAPLES PROMOTIONAL PRODU	1070961	LOCL	<input type="checkbox"/>
STAPLES TE	01702	FRAMINGHAM	STAPLES TECHNOLOGY SOLUTI	1073017	LOCL	<input type="checkbox"/>
STAPLES TE	15205	PITTSBURGH	STAPLES TECHNOLOGY SOLUTI	1002971	LOCL	<input type="checkbox"/>
STAPLES,	01702	FRAMINGHAM	STAPLES, INC	1051261	LOCL	<input type="checkbox"/>
STAPLES,	75248	DALLAS	STAPLES, INC	1051259	LOCL	<input type="checkbox"/>
STAPLES, I	17701	WILLIAMSPORT	STAPLES, INC.	1012096	LOCL	<input type="checkbox"/>
STAPLES, I	19606	READING	STAPLES, INC.	1012097	LOCL	<input type="checkbox"/>
STAPLES, I	84130-0298	SALT LAKE	STAPLES, INC.	1030582	LOCL	<input type="checkbox"/>
STAPLES, IN	01701	FARMINGHAM	STAPLES, INC.	1012095	LOCL	<input type="checkbox"/>
STAPLEY, L	19335	DOWNINGTOWN	STAPLEY, LISA	1059451	LOCL	<input type="checkbox"/>
SUZANNE ST	18446	NICHOLSON	STAPLES, SUZANNE	1079593	LOCL	<input type="checkbox"/>

display Vendor: Initi... Vendor Account Num... Inbox - Microsoft Ou... SAP TRAINING PAPERS

# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

Check the list of vendors for the correct address that you need to complete your requisition. **DOUBLE CLICK** on the desired line. This automatically returns you to the original screen and places the **VENDOR NUMBER** you chose in the VENDOR FIELD. **Note: WRITE DOWN THE VENDOR NUMBER – to use when creating purchase requisition. \*You can also add the vendor number to your personal list – see other page of instructions on how to create a personal vendor list.**



**PRESS ENTER (Page through the vendor information by PRESSING ENTER).**

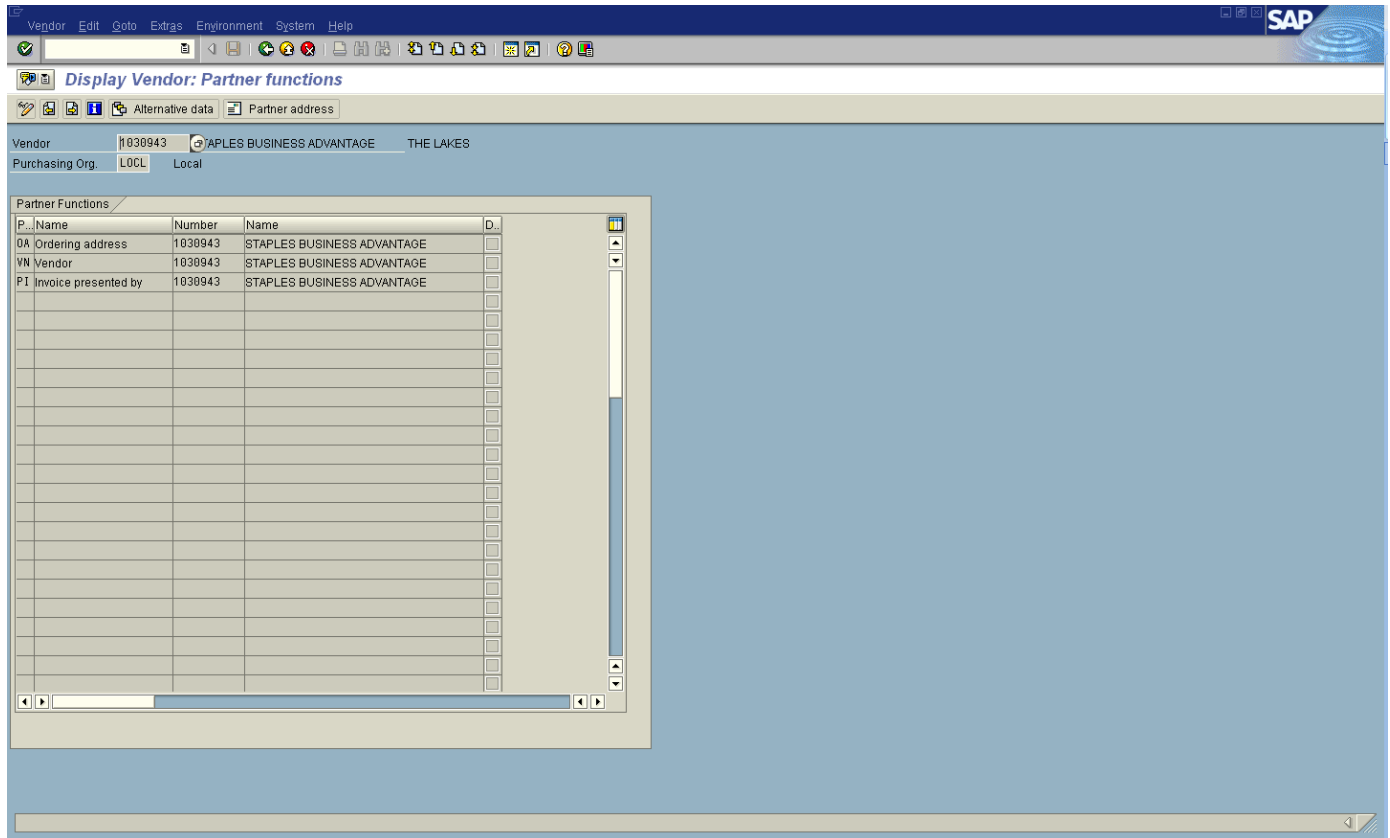
This will let you view vendor information – address, purchasing data, and partner functions.



# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

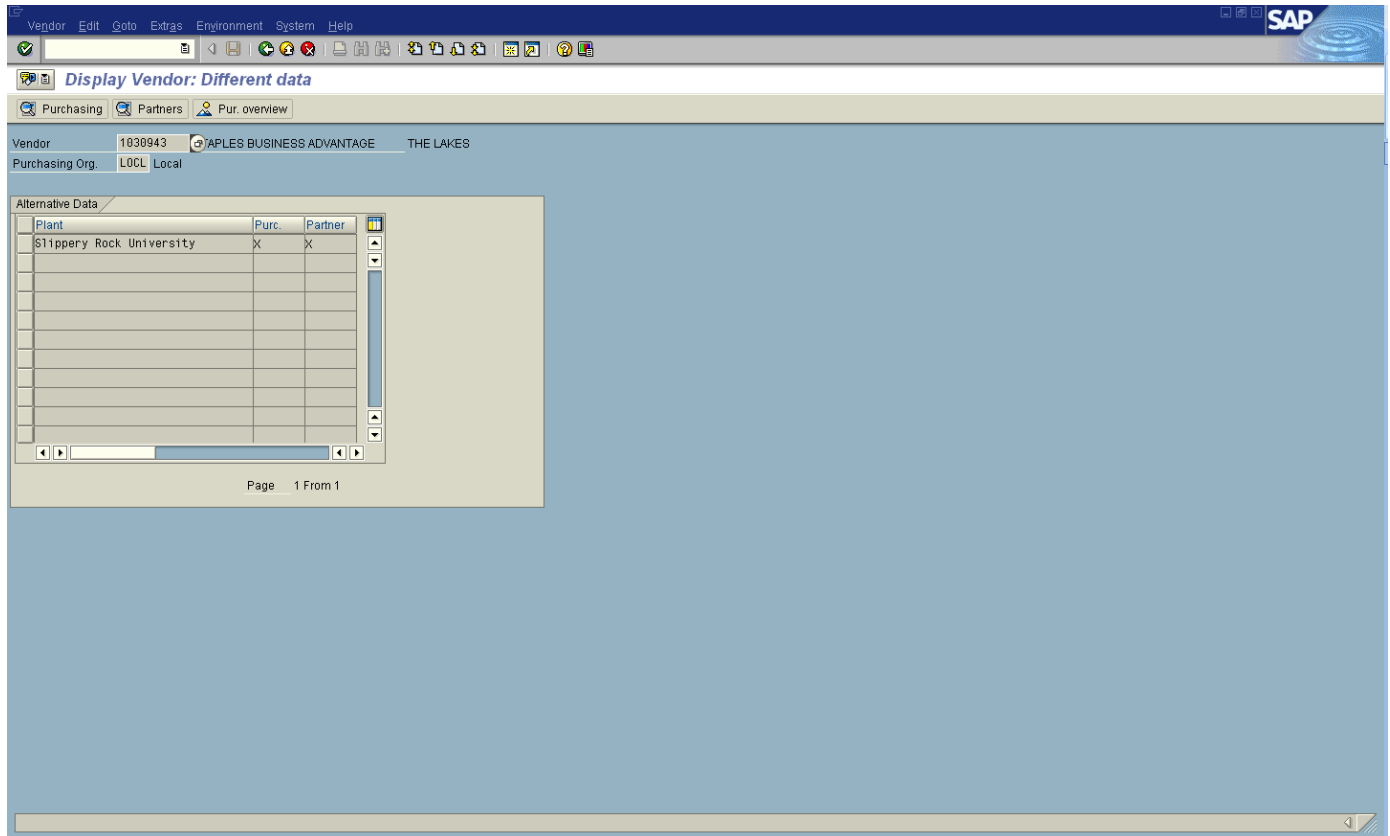
When you arrive on the partner's function screen – click on the **ALTERNATIVE DATA** button.



# DISPLAY VENDOR INFORMATION

## Purchasing Transaction - MK03

A screen will open to tell you what accounts payable vendors are partnered with the purchasing vendor you are displaying. **Slippery Rock University** must appear in the screen with an “X” in partner column showing that Slippery Rock accounts payable vendor is partnered with the purchasing vendor you are displaying. (If Slippery Rock University is partnered then you have found a correct vendor number to use to create your requisition). (If Slippery Rock University is not partnered – then you should not use the purchasing vendor you have chosen. **BUT** in your purchase requisition header – you should give the purchasing office the purchasing vendor number that begins with 1\_\_\_\_ and ask them to partner for SRU).



**Press the Green Back arrow button** (to go back to partner function screen and Press Enter).

After paging through all screens for your chosen vendor, a POP UP SCREEN will appear asking, “Would you like to exit the display of this vendor?”

**CLICK - YES** to return to the **DISPLAY VENDOR: INITIAL SCREEN.**  
TO SEARCH FOR ANOTHER VENDOR (follow directions again) or EXIT.

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### ***TO EXIT VENDOR DISPLAY MODE (MK03 TRANSACTION)***

At the top toolbar of screen, CLICK on the GREEN ARROW BUTTON TO RETURN TO SAP MENU SCREEN.

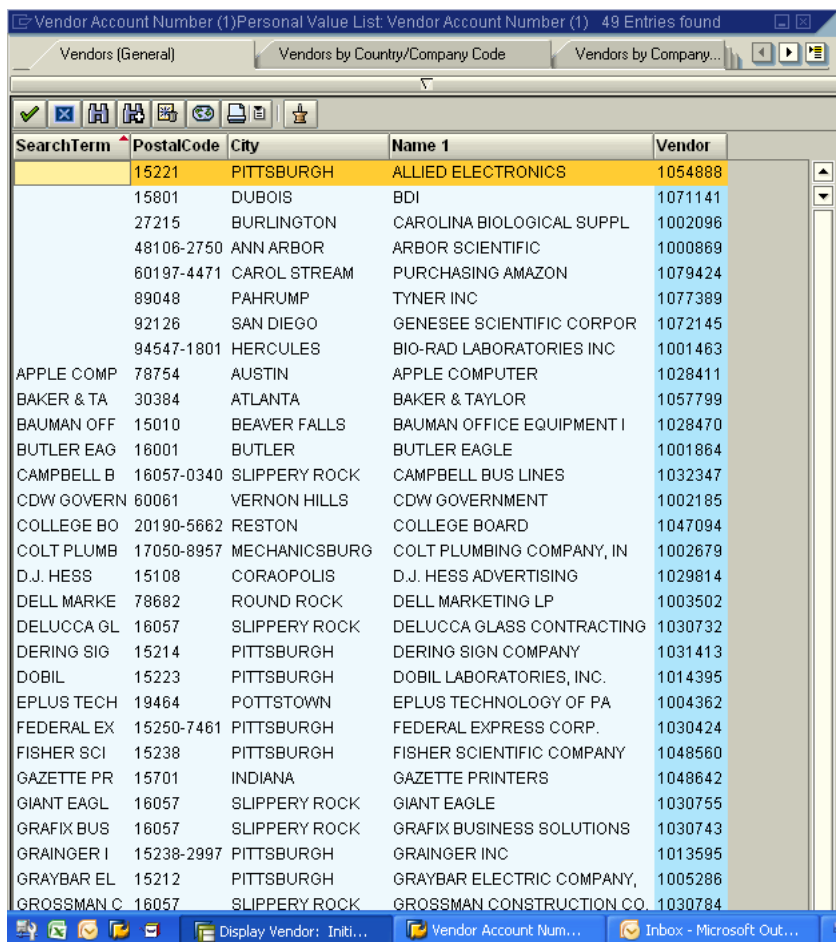
# PERSONAL VENDOR LIST CREATION

## (MK03 Display Vendor)

A Personal Vendor List can be created to help expedite the desired vendor choice in your purchase requisition. (A list of frequently used partnered vendors for Slippery Rock University is attached for your use).

Use your instructions for Display Vendor Information. Once you reach Page 3 - this screen will show you the list of the specific vendor that you are searching for. Once you have found the vendor that has the correct address information and is partnered for SRU on this list you can add it to your personal list – **click once** on the vendor name line (it will become highlighted), **then** go to the row of icons and **click once** on the icon that is a **square with a plus sign and starburst** on it. This will automatically put the chosen vendor in a personal list for you. To exit this screen - click on the X at the right hand corner of the vendor list display screen you are in.

The next time you choose to search for a vendor the screen below will appear (Personal Value List).



The screenshot shows a SAP window titled "Vendor Account Number (1) Personal Value List Vendor Account Number (1) 49 Entries found". The window has tabs for "Vendors (General)", "Vendors by Country/Company Code", and "Vendors by Company...". Below the tabs is a toolbar with various icons. The main area displays a table with the following columns: SearchTerm, PostalCode, City, Name 1, and Vendor. The table contains 49 entries, with the first entry highlighted in yellow.

SearchTerm	PostalCode	City	Name 1	Vendor
	15221	PITTSBURGH	ALLIED ELECTRONICS	1054888
	15801	DUBOIS	BDI	1071141
	27215	BURLINGTON	CAROLINA BIOLOGICAL SUPPL	1002096
	48106-2750	ANN ARBOR	ARBOR SCIENTIFIC	1000869
	60197-4471	CAROL STREAM	PURCHASING AMAZON	1079424
	89048	PAHRUMP	TYNER INC	1077389
	92126	SAN DIEGO	GENESEE SCIENTIFIC CORPOR	1072145
	94547-1801	HERCULES	BIO-RAD LABORATORIES INC	1001463
APPLE COMP	78754	AUSTIN	APPLE COMPUTER	1028411
BAKER & TA	30384	ATLANTA	BAKER & TAYLOR	1057799
BAUMAN OFF	15010	BEAVER FALLS	BAUMAN OFFICE EQUIPMENT I	1028470
BUTLER EAG	16001	BUTLER	BUTLER EAGLE	1001864
CAMPBELL B	16057-0340	SLIPPERY ROCK	CAMPBELL BUS LINES	1032347
CDW GOVERN	60061	VERNON HILLS	CDW GOVERNMENT	1002185
COLLEGE BO	20190-5662	RESTON	COLLEGE BOARD	1047094
COLT PLUMB	17050-8957	MECHANICSBURG	COLT PLUMBING COMPANY, IN	1002679
D.J. HESS	15108	CORAOPOLIS	D.J. HESS ADVERTISING	1029814
DELL MARKE	78682	ROUND ROCK	DELL MARKETING LP	1003502
DELUCCA GL	16057	SLIPPERY ROCK	DELUCCA GLASS CONTRACTING	1030732
DERING SIG	15214	PITTSBURGH	DERING SIGN COMPANY	1031413
DOBIL	15223	PITTSBURGH	DOBIL LABORATORIES, INC.	1014395
EPLUS TECH	19464	POTTSTOWN	EPLUS TECHNOLOGY OF PA	1004362
FEDERAL EX	15250-7461	PITTSBURGH	FEDERAL EXPRESS CORP.	1030424
FISHER SCI	15238	PITTSBURGH	FISHER SCIENTIFIC COMPANY	1048560
GAZETTE PR	15701	INDIANA	GAZETTE PRINTERS	1048642
GIANT EAGL	16057	SLIPPERY ROCK	GIANT EAGLE	1030755
GRAFIX BUS	16057	SLIPPERY ROCK	GRAFIX BUSINESS SOLUTIONS	1030743
GRAINGER I	15238-2997	PITTSBURGH	GRAINGER INC	1013595
GRAYBAR EL	15212	PITTSBURGH	GRAYBAR ELECTRIC COMPANY,	1005286
GROSSMAN C	16057	SLIPPERY ROCK	GROSSMAN CONSTRUCTION CO.	1030784

**So how do you search again for another vendor?** Go to the bar above the row of icons where the upside down triangle appears and click once on the triangle – the search screen will appear again. Repeat the process to add other desired vendors to your personal list.

## Purchasing Vendors to Add to Personal Vendor List

These are frequently used partnered vendors for  
Slippery Rock University.

PostalCode	City	Name 1	Vendor
15221	PITTSBURGH	ALLIED ELECTRONICS	1054888
15801	DUBOIS	BDI	1071141
27215	BURLINGTON	CAROLINA BIOLOGICAL SUPPL	1002096
48106-2750	ANN ARBOR	ARBOR SCIENTIFIC	1000869
60197-4471	CAROL STREAM	PURCHASING AMAZON	1079424
89048	PAHRUMP	TYNER INC	1077389
92126	SAN DIEGO	GENESEE SCIENTIFIC CORPOR	1072145
94547-1801	HERCULES	BIO-RAD LABORATORIES INC	1001463
78754	AUSTIN	APPLE COMPUTER	1028411
30384	ATLANTA	BAKER & TAYLOR	1057799
15010	BEAVER FALLS	BAUMAN OFFICE EQUIPMENT I	1028470
16001	BUTLER	BUTLER EAGLE	1001864
16057-0340	SLIPPERY ROCK	CAMPBELL BUS LINES	1032347
60061	VERNON HILLS	CDW GOVERNMENT	1002185
20190-5662	RESTON	COLLEGE BOARD	1047094
17050-8957	MECHANICSBURG	COLT PLUMBING COMPANY, IN	1002679
15108	CORAOPOLIS	D.J. HESS ADVERTISING	1029814
78682	ROUND ROCK	DELL MARKETING LP	1003502
16057	SLIPPERY ROCK	DELUCCA GLASS CONTRACTING	1030732
15214	PITTSBURGH	DERING SIGN COMPANY	1031413
15223	PITTSBURGH	DOBIL LABORATORIES, INC.	1014395
19464	POTTSTOWN	EPLUS TECHNOLOGY OF PA	1004362
15250-7461	PITTSBURGH	FEDERAL EXPRESS CORP.	1030424
15238	PITTSBURGH	FISHER SCIENTIFIC COMPANY	1048560
15701	INDIANA	GAZETTE PRINTERS	1048642
16057	SLIPPERY ROCK	GIANT EAGLE	1030755
16057	SLIPPERY ROCK	GRAFIX BUSINESS SOLUTIONS	1030743
15238-2997	PITTSBURGH	GRAINGER INC	1013595
15212	PITTSBURGH	GRAYBAR ELECTRIC COMPANY,	1005286
16057	SLIPPERY ROCK	GROSSMAN CONSTRUCTION CO.	1030784
80539	LOVELAND	HACH CO	1019563
16603	ALTOONA	HITE COMPANY THE	1005762
44505	YOUNGSTOWN	INNERSOURCE, INC	1031210
21279-0464	BALTIMORE	INVITROGEN CORP.	1028450
16512	ERIE	JANITORS SUPPLY INC	1006466
44146-1341	BEDFORD HEIGHTS	L & M TOOL & INDUSTRIAL	1029736
47909	LAYFAYETTE	MODERN BIOLOGY INC.	1008575
97501	MEDFORD	MUSICIAN'S FRIEND	1008748
94145-0800	SAN FRANCISCO	NEOPOST INC	1055015
16066	CRANBERRY TWP	OFFICEMAX ENTERPRISE SOLU	1019297
95661-9011	ROSEVILLE	PASCO SCIENTIFIC	1009709
15147	VERONA	PRINT & COPY CENTER	1030999
07006	WEST CALDWELL	RICOH AMERICAS CORPORATIO	1066143
16057	SLIPPERY ROCK	THE ROCKET	1031300
16001	BUTLER	SAM'S CLUB	1035785
16057	SLIPPERY ROCK	SGA BOOKSTORE	1031306
88901-6721	THE LAKES	STAPLES BUSINESS ADVANTAG	1030943
14586	WEST HENRIETTA	WARD'S NATURAL SCIENCE ES	1052067
03229-0097	CONTOOCOOK	YBP LIBRARY SERVICES	1014034

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
<b>Operating Expenditures</b>			
<i>Please use the following list of Commitment Items / Accounts for all operating expenditures.</i>			
<b>605</b>		<b>Postage/Freight</b>	Costs of postal services (including electronic address verification), including stamps, metered mail, permits in lieu of postage, registered mail, stamped postcards and envelopes, rental of post office boxes, contracted mailing services, commercial carrier services (i.e. UPS, FedEx), delivery services, and other "freight out" costs.
00852	605110	Postage	Bulk mailing. Pre-sort postage. Internal postage chargebacks. Electronic address updates. All postage related expenses (including <b>Postage</b> permit fees) except commercial carrier.
00852	605130	Freight/Shipping	Commercial carrier ("freight out") services (i.e. UPS, FedEx). Freight/shipping charges attached to invoices for equipment/supply delivery.
<b>607</b>		<b>Advertising</b>	Costs of space on billboards, in newspapers, magazines, and other publications (including online) and time on radio/television related to recruitment, public relations, executive/faculty/ staff searches, and special programs. Also included are advertising agency fees.
00748	607100	Advertising	Public notices, regulatory notices (DEP).
00748	607120	Advertising-Personnel; Non Faculty	Search fees and advertisements for non-faculty personnel and students (e.g., ad for student trustee).
00748	607130	Advertising-Personnel; Faculty	Search fees and advertisements for faculty personnel.
00748	607200	Public Relations and Promotions	This account is for advertising (billboards, posters, brochures, etc...) related to campus programs that are <b>non-course related</b> ; such as a Performing Arts event, a campus promotional program, camps (SEEK, Summer athletic camps, etc...), Public Relation and Promotion Events ( <b>non-food related</b> - use #665110 for food services) <b>not</b> related to Student Recruitment (student related use #607210).
00748 & 00132	607210	Advertising Student Recruitment	This account is for advertising (billboards, news radio, TV commercials, etc.) with the purpose of attracting students to California University of PA. This includes general advertisements, advertising expenses associated with grant sponsored programs, advertising for specific course-related programs (off-campus classes, summer school classes, nursing, computer forensics, etc.), as well as Public Relation and Promotion Events (ex: banners for a CALU booth to recruit) related to Student Recruitment ( <b>non-food related activity</b> ) - Please use #665110 for food related services .

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
<b>608</b>	<b>Subscriptions</b> - Subscriptions for periodicals such as technical and scientific journals, magazines, newspapers, etc. and similar services purchased on a subscription basis. This is also used for the purchase of books ( <i>non Library related</i> ).		
00116	608110	Subscriptions	<b>Subscriptions</b> for periodicals (technical and scientific journals, magazines, newspapers, databases, etc.), either hard copies or online.
<b>609</b>	<b>Memberships</b> - Membership and/or dues paid to organizations and associations.		
00188	609100	Memberships & Dues	Membership and/or dues paid to organizations and associations.
<b>610</b>	<b>Printing &amp; Duplicating</b> - Photocopying and printing, both in-house and contracted.		
00908	610100	Printing & Duplicating	Copies made at off-campus venues, as well as on-campus through the University Copy Center (Chargebacks). Directional and/or informational signage used for rooms or events (non-contracted vendor).
00908	610130	Printing Services, <b>Contracted</b>	<b>Contracted</b> off-campus printing services - brochures, CALU Magazine, business cards, directional and/or informational signage used for rooms or events.
<b>615</b>	<b>Travel</b> - Reimbursement to University employees, students, officials, and others for transportation (including mileage allowance for use of private vehicles), meals, lodging, communication expense, tolls, parking fees, confererence/seminar registration fees, and other necessary expenses incurred while traveling on official University business. This account also includes the cost of authorized moving expenses for employees.		
00220	615100	General Travel	All travel (lodging, meals, public transportation, etc.) and mileage expenses for non-university students/personnel - speakers, performers, consultants, high school students on campus under award programs, travel related to contracted services (when specifically broken out on contract), etc.
00220	615110	Training/Develop Travel	Faculty and staff expenses relating to attending conferences/workshops/training, including conference/seminar registration fees. Also includes reimbursement to employees for job skill related courses, credit or non-credit.
00220 & 00868	615120	Administrative Travel	All non-training related faculty, staff and COT travel. VISAs for faculty/staff travel abroad. All allowable moving expenses. All grant-related travel.
00220	615130	Teaching Travel	Mileage to teach courses in other locations or supervise student teachers/interns.
00220	615170	Student Recruitment Travel	Travel related to student recruitment, college fairs and registration fees.
00220	615175	Student Travel	All University student travel expenses (buses, tickets, field trips, etc.).

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
<b>620</b>	<b>Computing &amp; Data Processing</b> - Contracted computer and data processing services, EDP equipment maintenance agreements and repairs, and non-capitalizable software purchases. <i>Please refer to the area of #660 for expenses under \$ 5,000 that are related to actual Computer/Hardware Equipment and Supplies (ex: #660200 through #660230) or #740 for equipment in excess of \$5,000.</i>		
00260	620110	Hardware Equipment Maintenance & Repair	Use this account for all system access and hardware repair and maintenance. Examples include HP Maintenance, Dell, EMC - Clarion CX30, Juniper Support, Cisco Smartnet, APC Mainetnance, AT&T Wireless Maintenance, Tanberg Edge, Sophos Digital, Oce Pringer, Convocation Encoder, Smart Classroom Maintenance, Mediasite, Touchnet, Blackboard, Camera Maintenance, Door Lock Maintenance and Cisco (please note: invoices for these charges may need to be allocated between Hardware and Software Maintenance). Not for use with maintenance agreements for desktop computers and laptops - use 630225.
00252	620200	Software	Software expenses such as PC and mainframe software, operating systems, and data base management systems.
00252	620230	Software License Fees	Software licensing fees. Phone Paging System and other actual licensing fees
<b>625</b>	<b>Professional Services &amp; Honoraria</b> - Costs that are related to <i>highly customized</i> (specific to CALU needs), <i>non-repetitive</i> (service may be infrequent and/or change according to situation) <i>and unique</i> (outcome is based on situation) services that are typically performed by a professional whose occupation is the rendering of such services. Result of service is often <i>intangible</i> - knowledge, analysis, professional judgment, etc. Examples include legal fees, auditing fees, investment fees, medical fees, consultant fees, architect and design fees, banking and investment services, speaker fees, stipends, and coop teacher payments.		
00892	625310	Consulting Services	Consulting services are professional services of an advisory nature or performance of a study which results in recommendations for university consideration and decision-making - examples include services relating to strategic planning, 49-2 Requirements and university branding project.
00916	625315	Architect, Study and Design Fees	Architect, design and study fees.
00564	625330	Hazardous Waste Removal	Hazardous waste.
00860	625335	Clinical Services	Physician services. Athlete physicals. Medical testing and analysis (blood samples, flu shots...). Ambulance (paramedic) services. Psychiatric or psychological consulting services.
00892	625399	Other Professional Services	Use this account for all other professional services that <b>are not</b> specifically defined in other 625 accounts. Examples include tutors, training fees, purchasing names for student recruitment searches, interpreters, photographers, writers, web designers, and dual employment paid to other universities.
00196	625410	Honoraria - General	An honorarium is a payment made in appreciation for a professional favor provided to the University by an individual who cannot, or does not want to, charge for his/her special professional services. Use this account when the University determines the amount to be paid to the individual (sometimes the individual may suggest an amount for reimbursement, but does not have a specified rate). Different from Speaker Fees (see 625430).

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
00196	625420	Stipends	Stipends are payments to <b>non-campus</b> personnel to defray expenses or encourage participation in research. Stipends are generally associated with grants and payment is usually made to the project director and/or an appropriate responsible individual, who is responsible to distribute the funds to the participants, who in turn, must sign a form verifying receipt and specified dollar amount of receipt. Examples include payments to research subjects for participating in a study or funds given to Upward Bound students to cover field trip expenses. This can also be used for scholastic awards for high school students.
00204	625430	Speaker Fees	Speaker fees are payments in which the amount to be paid for a specific service is determined by the speaker. Speakers may include subject-matter experts, guest authors, artists and performers. The speaker must provide an invoice as documentation for payment of the fee. <b>Note:</b> associated travel, when broken out separately from the fee, should be charged to General Travel (615100).
<b>630</b>	<b>Custodial, Security, &amp; Other Services</b> - Costs of contracted services for custodial, security, maintenance and repairs services performed by non-university personnel (other than hardware/software maintenance - see 620), non-capital construction services (general, electrical, plumbing, HVAC) and other contracted services not listed under 625- Professional Services & Honoraria (includes busing services for non-university associated individuals (i.e. campers). Costs in this category are often <b>repetitive</b> (cleaning or security service), <b>non-customized</b> (elevator repair or copier maintenance is same service whether at CALU or elsewhere) and <b>not necessarily unique</b> (vendor chosen based on price instead of specific skill). Outcome is usually <b>tangible</b> - clean ducts, new plumbing, a dishwasher that works.		
Look at List	630100	Maintenance and Repair Services	Service / Repair calls that are <b>not</b> part of a regular maintenance / repair contract. Examples include safety glass repair, typewriter repair service calls, etc...
Look at List Under Services	630200	<b>Contracted</b> Services	This account is to be used for <b>contracted</b> services for maintenance, repairs or personnel services that are <b>not</b> professional (see 625 above) or office equipment/hardware (620110), or software (620235) related. Included in this account are non-capital construction contracts (general, plumbing, HVAC, electric), furniture and equipment installation services, asbestos testing and removal, online survey creation and processing, 1098T processing, piano tuning, bacteria testing, Inservco workman's comp fees, internet streaming, life drawing models, contracts for portable toilets and bus services for non-university related personnel (camps, grants, etc.), vehicle inspections and maintenance contracts on equipment (police, fitness, lab, media, food service, duplicating, etc..). Maintenance contracts from outside sources for building and grounds related services: elevators, pest control, janitorial, air handling, window, carpet and duct cleaning service, security systems, sprinkler inspections, fire alarms, fire extinguisher, etc. University approved tailoring.
00876	630225	<b>Contracted</b> Maint. - Office Equip	Maintenance contracts on all office equipment - computers, copiers (including overages), printers, laptops, mailing equipment, etc.
00892	630300	Athletic Related Services	<b>Athletic use only.</b> Non-Contracted services related to athletics.
00892	630310	Game Support Personnel	<b>Athletic use only.</b> Examples: ticket taker, scoreboard operator, ball boy, chain crew, etc...
00892	630315	Game Officials	



# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
00692	630320	Entry Fees	<b>Athletic use only.</b> Examples: Entry Fees for sport tournaments.
00212 & 00236 & 00892	630325	Game Guaranties	<b>Athletic use only.</b> Game guaranties - a set dollar amount from an agreement between CALU and opposing university sporting team regarding an upcoming game. Dollar amount may be substituted with hotel stay / room expenses or food supplied to opposing team per guarantee agreement.
<b>650 Rental/Operating Lease-Equipment - Rental or lease of equipment, machinery, vehicle, and other items not specifically mentioned.</b>			
00644 & 00668	650110	Rental/Operating Lease-Equip. & Machinery	Sound & lighting equipment rental. Construction equipment rental (ex: lifts, aerators, etc.). Copiers and Mailroom Equipment Lease/Rentals.
00676	650999	Rental/Operating Lease - Other	Meeting room rentals (ex: Convocation Center, Steele Hall, Natali). Occasion rentals (ex: tents). Booth rentals (ex: Student Recruitment). California Borough - Norfolk (Railroad) and parking meters.
<b>660 Supplies - Costs of supplies consumed or used in the day-to-day operation of offices, departments, or in the classroom (i.e. paper, envelopes, writing tools, lab supplies, audio-visual supplies, printing supplies, etc.). Also included are non-capital equipment (including EDP equipment), furniture, wearing apparel (i.e. University police uniforms), materials and supplies used in connection with the performance of general housekeeping duties, and gasoline and diesel motor fuels.</b>			
00148	660100	Office Supplies	Printer paper, shredder bags, envelopes, letterhead, check stock, pens, pencils etc. <b>(day-to-day office supplies ONLY)</b>
00156 & 00164	660120	Printing Supplies	Toner, cash register tape (CalCard), and ticket tape (Parking and Transportation Dept).
Look at List Eq_Sp_	660125	Equipment (noncapital)	Equipment under \$5,000 - examples include police equipment (riot gear, gas masks, vests, etc.), musical instruments, lab equipment, typewriters, calculators and fitness equipment. Please note: <b>Do not use this GL for Computers or Copiers - Computers use #660230, Copiers use #650110 if a Lease/Rental.</b>
00332	660130	Furniture & Furnishings & Fixtures (noncapital)	Items under \$5,000 - examples include blinds and curtains, paintings, carpets, stand alone panels and furniture.
00260	660200	Technology Related Supplies	Cables, connectors, misc hardware.
00260	660210	Telecommunications Parts/Supplies	Parts and supplies used with telecommunications equipment - management cards, cables, parts for phones, etc.
00260	660225	Media Equipment (noncapital)	Media equipment under \$5,000 - examples include projectors, cameras, DVD players and audio/visual materials and supplies. This would also include speaker mounts, storage cases for such media equipment, etc...

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
00260	660230	EDP Equipment (noncapital)	Computer equipment under \$5,000 - examples include computers, hard drives, printers, laptops, ipads, televisions and servers. Please note: <b>Do not use for care plans or license agreements</b> - Please refer to the GL area of #620 Computing & Data Processing.
00100	660300	Educational Supplies	<b>Classroom and educational supplies</b> - text books, blackboards, maps, musical supplies, training materials, computerized test units for student testing, etc.
00436	660315	Lab Supplies	Supplies used in a lab - includes flasks, test tubes, vials, trays, solutions and solvents, centrifuge tubes, thermometers, etc. Also includes live animals and supplies related to their care, upkeep and testing.
572	660330	Chemicals	Chemicals for laboratories and sciences.
00284	660400	Maintenance Supplies	Replacement and repair parts for buildings, grounds and equipment (except motor vehicles). Examples include replacement lamps, gravel for road repairs, deicing salt, swimming pool maintenance, electrical supplies, and demurrage charges resulting from the lease of tanks.
00300	660415	Agricultural Supplies	<b>Facilities use only</b> - trees, shrubs, plants, hanging baskets, grass seed, mulch, fertilizers, topsoil, small maintenance tools for upkeep of lawn.
00428	660420	Housekeeping Supplies	Paper towels, toilet tissue, hand soap, cleaning supplies, bedding, kitchenware.
00588	660425	Lubricating Oil/Lube	<b>Facilities use only</b> - oil for campus vehicles and equipment.
00588	660430	Motor Fuels/Gasoline	Gasoline for state vehicles and motorized equipment.
00532	660435	Motorized Equip Supplies	Parts necessary for operation of motor vehicles - tires, batteries, etc.
00396 & 00460	660510	Medical Supplies (Other than drugs)	Hearing aids, first aid kits, bandages, gloves, masks.
00556	660515	Drugs	<b>Health Center and Athletic use only.</b> Prescription/nonprescription drugs, flu vaccine, Tylenol or any other ingested or injectable medicine.
00356	660600	Athletic Supplies	<b>Athletic use only.</b> Supplies relating to NCAA CALU Athletics that <b>are not</b> used for team practice or competition - Any "field" related supplies, detergent for cleaning uniforms, etc... (Practice / Competition expenses use #660610)
00356 & 00548	660610	Athletic Game Clothing & Equipment	<b>Athletic use only.</b> NCAA Athletic expenses related to a CALU teams practice or competition. (Ex: jerseys, uniforms (including embroidery services), game balls, screen printing...)
00356	660615	Athletic Awards & Banquets	<b>Athletic use only.</b> All expenses related to Athletic Awards (seniors, special athletic recognition) or Banquets (seniors, CALU individual team event)
00140	660700	Other Supplies	Account is for supplies that do not fit into any other 660 account. Examples include trophies, plaques, awards or any other approved token of appreciation, flowers for University ceremonies and approved <b>promotional items</b> (mugs, pens, hats, etc.), holiday cards, pepper spray.
00356	660710	Recreational Supplies	Cost of supplies relating to intramural, sports camps, and outdoor activities - examples include batting cage nets, baseballs, portable goal posts, camping supplies.
00548	660715	Wearing Apparel	Clothing - examples include police uniforms, facility personnel shirts, and T-shirts that are allowable expenditures according to the E&G Spending Guidelines.

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
	660800	Library Materials & Supplies	<b>Library use only.</b>
	660815	Library Binding	<b>Library use only.</b>
	660820	Library Journal Subscriptions (Print)	<b>Library use only.</b>
	660825	Library Journal Subscriptions (Micro)	<b>Library use only.</b>
	660827	Library Journal Subscriptions (Electronic)	<b>Library use only.</b>
	660830	Interlibrary Loan	<b>Library use only.</b>
	660835	Library Electronic Database Subscriptions	<b>Library use only.</b> Subscriptions and on-going fees for <b>electronic databases.</b>
	660836	Library Books (Electronic)	<b>Library use only.</b> Subscriptions, on-going fees, and one-time payments for purchases of <b>ebooks.</b>
	660840	Library Electronic Database Purchases	<b>Library use only.</b> One-time payments for purchase of library <b>electronic databases.</b>
	660845	Audio-visual/Multi Media Equipment	<b>Library use only.</b>
	660846	Library A-V (Video)	<b>Library use only.</b> Visual materials.
	660847	Library A-V (Audio)	<b>Library use only.</b> Audio materials.
	660850	Library - Other	<b>Library use only.</b> Other materials (curriculum).
<b>665</b>	<b>Food Supplies - Cost of food (including non-alcoholic beverages) consumed by humans. Includes both costs paid to University food service vendor and external purchase of any general food or beverage items.</b>		
00236	665110	Contractor Food Services	Food services <b>not</b> related to student billing <b>and</b> falls within the allowable expenditures according to the Public Funds Spending Guidelines. (ex: University Contracted Food Services is currently AVI)
00236	665130	Other Food Supplies	Allowable <b>food</b> supplies - bottled water, dispensed container water, allowable banquet events (ex: Lagerheads, Campy's, etc...) and grocery store food purchases that fall within the allowable expenditures according to the Public Funds Spending Guidelines.
00236	665135	Athletic Meals	<b>Athletic use only.</b> Examples would include pre-game student athletes meals, meal tickets for recruits that do not require travel paperwork, etc...

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
<b>Capital Expenditures</b>			
<p><i>The following object codes are for capitalized expenditures. In order to be considered capital, the asset must cost at least \$5,000.00 and have at least a two year useful life. Installation, alterations and freight costs should be included in the asset cost to be capitalized and charged to the appropriate capital expenditure object code. Building and land improvement projects may have certain expenditures less than \$5,000.00; however, they should be charged to the corresponding fixed asset object code since the total cost of the project is considered an asset.</i></p>			
<b>710 Buildings and Structures</b> - Any structure erected to stand more or less permanently; and designed for human use and occupancy or as shelter for animals or goods. Total asset cost will include: excavation, foundation, framing, floor structure, roof structure, exterior wall, interior construction, fees, permits, and building service systems (plumbing, sewage, HVAC, lighting, electricity, elevators, fire protection, emergency power systems) and all permanently attached fixtures and fixed equipment (boilers, compressors, generators, etc.). A purchase including the acquisition of both land and buildings requires that the cost be allocated between the assets.			
	710000	Buildings	All costs associated with the purchase or construction of a building. Does not include the cost of land. Examples include the Convocation Center . Any charges to this account must be assigned to a WBS (fund center that ends with a point and digit, e.g., 156xxxxxxx.1 ). <b>(Accounting assigns number)</b>
<b>720 Building Improvements</b> - Improvements or enhancements which extend the useful life of the building. This includes additions, roof replacements, installation of elevators, replacement of air conditioning or heating systems, installation of fire protection systems, replacement of plumbing and wiring and other major renovations.			
	720000	Building Improvements	All costs associated with improvements or enhancements to existing buildings which extend the useful life of the building. Examples include the Natali Student Center, Hesel Roof, Frich Fire Alarm and Gallager Dining Hall. Any charges to this account must be assigned to a WBS (fund center that ends with a point and digit, e.g., 156xxxxxxx.1). <b>(Accounting assigns number)</b>
<b>740 Equipment and Machinery</b> - Purchases of equipment which has a purchase price in excess of \$5,000.00 and at least a two year useful life. This includes office equipment, hardware equipment, vehicles, machinery, grounds equipment, radio equipment, and other equipment not applicable to other object codes.			
See List Eq_ Sp_	740000	Equipment and Machinery	Equipment and machinery with a purchase price greater than \$5,000. Examples include shuttle buses, lawn mowers, servers, copy machines, appliances, forklifts, projectors, spectrometers, espresso machines and floor scrubbers. Include in the asset value all costs associated with placing the asset in service, including freight, installation, site preparation and professional fees.

# Slippery Rock University of Pennsylvania

## Material Group and Commitment Item / GL Account Listing and Descriptions

Material Group	Available Commitment Items (GL)	Name	Descriptions and Examples - Please note, where not self-explanatory, these examples are representative of the types of expenses in each account, and are not to be considered all inclusive.
<b>750</b>	<b>Furniture and Furnishings</b> - Office, classroom and other furniture and furnishings with an individual cost greater than \$5,000, such as carpeting, draperies, workstations, credenzas, cabinets, and safes.		
00332	750000	Furniture and Furnishings	Furniture and furnishings with a purchase price greater than \$5,000. Examples include carpeting, lab workstations, floor tiles, curtains, auditorium seating, works of art, and conference tables. Include in the asset value all costs associated with placing the asset in service, including freight, installation, site preparation and professional fees.
<b>760</b>	<b>Library Books</b> - Cost of books plus transportation and incidental costs. <b>NOTE: Periodicals, subscriptions, microfiche, compact discs, videos and similar items should be coded to Operating Expense.</b>		
00108	760000	Library Books (Print)	This account should only be used for hard copy books that are added to the library collection. This account should not be used for periodicals, subscriptions, microfiche, compact discs, videos or similar items.

# CREATING A PURCHASE REQUISITION -ME51N

## DESIRED VENDOR #:

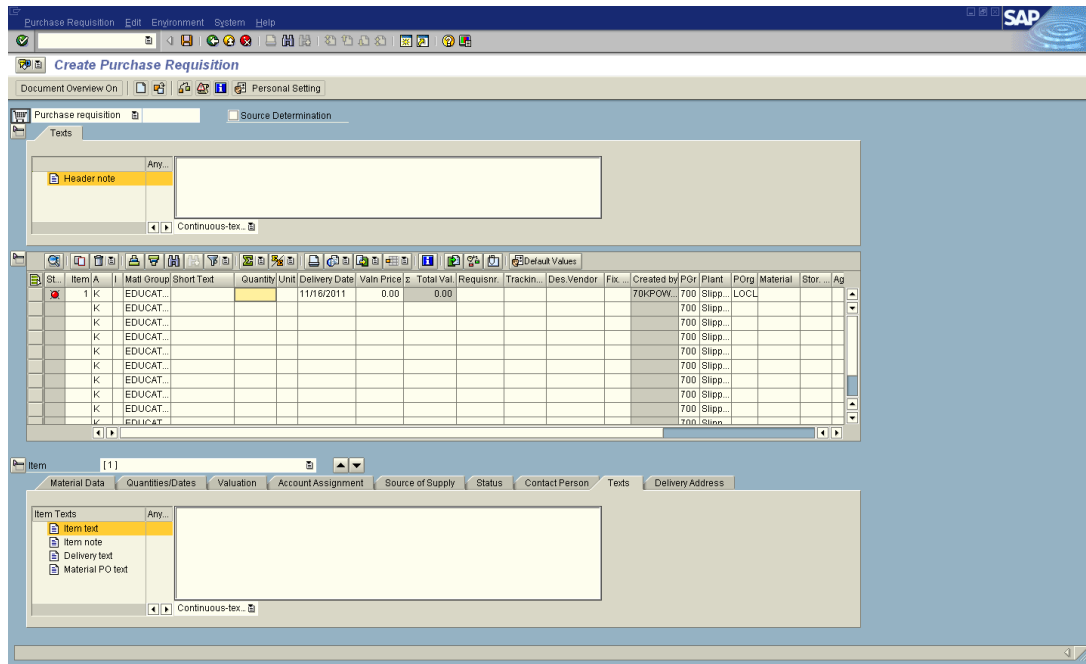
**Vendor # should be looked up before starting to create requisition.**

**See attached instructions for finding vendor #'s.**

## ME51N Transaction Code

**DOUBLE CLICK to create purchase requisition**

On Create Purchase Requisition Screen, there are 3 sections to fill in various fields listed below:



## **SECTION 1 - HEADER:**

**Texts Header Note: (DOES NOT PRINT ON THE PURCHASE ORDER) Internal notes.**

1. Enter the **JUSTIFICATION** for the requisition in the header (it does not need to print on the purchase order – it is an eternal note).
2. Enter **ALL NOTES** that help the Purchasing Department or Agent in placing the order.
  - a. Indicate if you cannot locate a vendor # AND Enter **all vendor information** in the header note for purchasing to create the vendor - **Include Vendor Name, Address, Contact Person, Phone, Fax, E-mail and Web Site.**
  - b. Indicate if order is a **CONFIRMING ORDER** (so purchasing does not duplicate sending the order to vendor). ATTACH INVOICE to PR with APPROVAL SIGNATURE. Purchasing will print invoice and send to accounts payable for payment. \*DO NOT attach after PO has been created – purchasing will not see it once PO is created.
  - c. Indicate if subscription renewal, quotes, estimates or any other paperwork has been attached to the purchase requisition to help purchasing process the requisition.

# CREATING A PURCHASE REQUISITION- ME51N

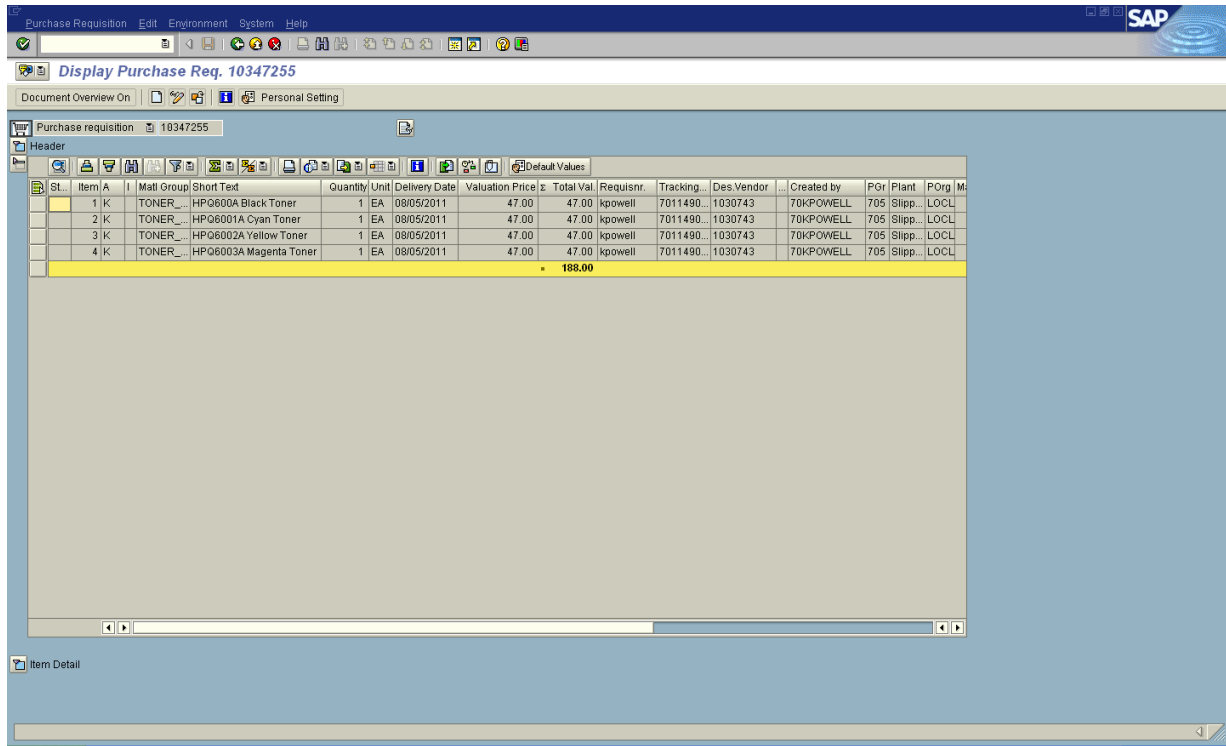
## SECTION 2 - ITEM OVERVIEW:

Columns to be filled in:

- 1) **Item** Enter which Line # beginning with 1.
- 2) **AcctAssgtCat** Choose from *Dropdown* or type **K** (Cost Center) **G** (Grants) **P** (Project) (default through personal settings)
- 3) **Material Group** Choose from dropdown or **see attached material group list.**
- 4) **Short Text** Type specific item description - **this text appears in your budget reports** up to 22 characters. (Examples: HP Laser Black Toner Dell Computer Name Tags Envelopes). **Note:** You will type more description regarding each item in the **next section Overview Detail in TEXT tab.**
- 5) **Quantity** Type in the quantity you want to order.
- 6) **Unit of Measure** Choose from dropdown.
- 7) **Delivery Date** Choose dropdown calendar or type date in example: 01012011 (Give at least 2 weeks to 30 days from date requisition entered for delivery).
- 8) **Valuation Price** Type in Unit Price.
- 9) **Requisitioner** Type person's first initial/last name who initiated order. (Example JDOE).
- 10) **Tracking Number** Should match the fund center that you are entering for the PR.
- 11) **Desired Vendor** Enter Vendor # you found before starting to create requisition. If vendor is not found in vendor tables, enter all information for the vendor in the Header Notes field explained in Section 1 above.
- 12) **Fixed Vendor** **DO NOT USE THIS COLUMN.**
- 13) **Purchasing Group** Enter **700** (default through personal settings). This 700 drives the requisition through the electronic process to the purchasing office.
- 14) **Plant** 70 for Slippery Rock University (default through personal settings)
- 15) **POrg** Choose dropdown or type LOCL. (Note this is the last column to fill in Section 2).

# CREATING A PURCHASE REQUISITION - ME51N

## Example screen of Item Overview Section Columns



The screenshot shows the SAP ME51N Item Overview Section Columns for Purchase Requisition 10347255. The table displays the following data:

St.	Item A	Matt Group	Short Text	Quantity	Unit	Delivery Date	Valuation Price	Total Val.	Requisnr.	Tracking	Des Vendor	Created by	PGr	Plant	P Org	M
	1 K	TONER...	HPQ600A Black Toner	1	EA	08/05/2011	47.00	47.00	kpowell	7011490...	1030743	70KPOWELL	705	Slipp...	LOCL	
	2 K	TONER...	HPQ6001A Cyan Toner	1	EA	08/05/2011	47.00	47.00	kpowell	7011490...	1030743	70KPOWELL	705	Slipp...	LOCL	
	3 K	TONER...	HPQ6002A Yellow Toner	1	EA	08/05/2011	47.00	47.00	kpowell	7011490...	1030743	70KPOWELL	705	Slipp...	LOCL	
	4 K	TONER...	HPQ6003A Magenta Toner	1	EA	08/05/2011	47.00	47.00	kpowell	7011490...	1030743	70KPOWELL	705	Slipp...	LOCL	
								<b>188.00</b>								



# CREATING A PURCHASE REQUISITION - ME51N

## SECTION 3 – ITEM DETAIL: (Tabs appear across the top of this section).

Only complete the account assignment tab (budget) and texts tab (specific ordering information).

Other tabs are filled in automatically. Delivery is defaulted to central receiving.

### 1) ACCOUNT ASSIGNMENT TAB: (**Determines BUDGET information**)

**Unloading Point:** Department Name (*default*) can be changed as needed

**Recipient:** Contact Person in department (*default*) can be changed as needed

**G/L Account No:** *See attached GL/Commitment Item List.*

**Cost Center:** Enter department cost center. (If Grant funded, you will need to change the “K” in the Item Overview Section to a “G”, then you will enter the grant fund # in the WBS Element section instead of the cost center). The same for Project funding.

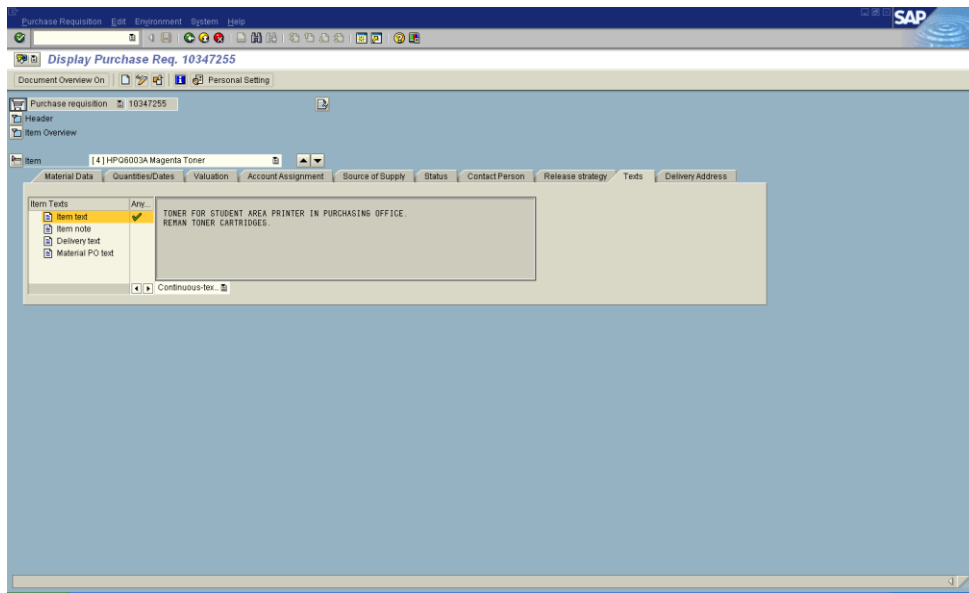
The screenshot displays the SAP Purchase Requisition interface for document 10347255. The main table lists four items of toner, each with a quantity of 1 EA and a valuation price of 47.00, totaling 188.00. The account assignment tab is active, showing the following details:

Field	Value
Unloading Point	005 OLD MAIN
Recipient	KPOWELL
AccAssCat	Cost center
Distribution	Single account assignm.
CoCode	State Syst.
Oil Account	669100
Business Area	70
CO Area	SSHE
Cost Center	7811498200
Profit Center	70
Fund	7611091000
Grant	NOTRELEVANT
Functional Area	4750
Funds Center	7811498200
Earmarked Funds	0
Commitment Item	669100

# CREATING A PURCHASE REQUISITION - ME51N

## 2) TEXTS TAB: **THIS INFORMATION WILL PRINT ON THE PURCHASE ORDER.**

Type **additional information regarding item being ordered** – continue from your short text entered in the item overview section: **Type part number(s), specifications, quote number(s), etc in this section.** This gives the vendor all the specific information needed to place the order for each line item. (Make sure **Item Text** is Highlighted – **this will print on Purchase Order**).



Click on the **SAVE** Icon (top row of icons)

System will assign a Purchase Requisition Number.

### **NOTE:**

- Numbers beginning with **10** are Purchase Requisitions
- Numbers beginning with **45** are Purchase Orders
- Numbers beginning with **40** are Service Contracts
- Numbers beginning with **43** are Blueback Contracts
- Numbers beginning with **39** are Construction Contracts

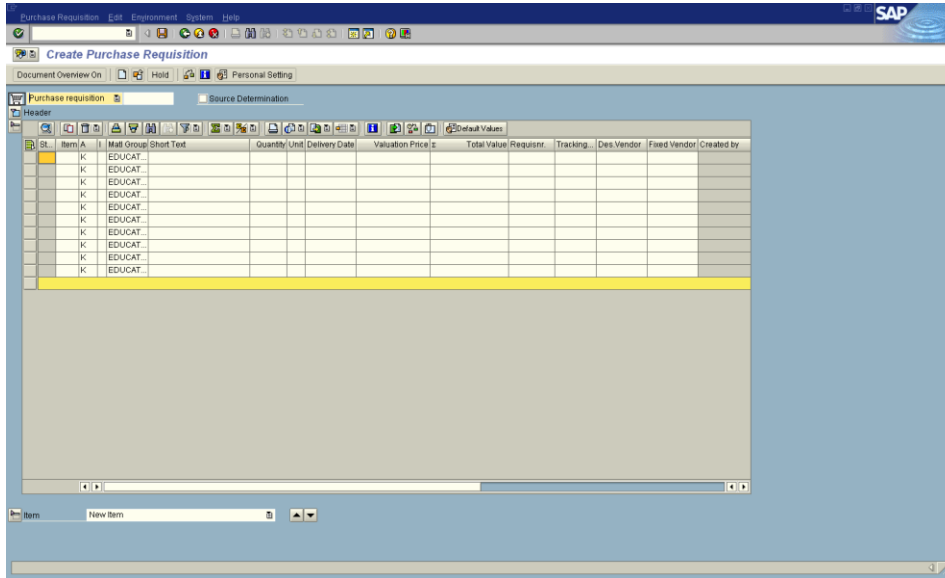
**For general reference and status of your purchase requisition:**

- 1. Check the RELEASE STRATEGY Tab to see if requisition has been electronically release and moved onto the purchasing department to process into a purchase order.**
- 2. Check the PR STATUS tab to find your Purchase Order # 4500\_\_\_\_\_.**

# Personal Setting – Purchase Requisition

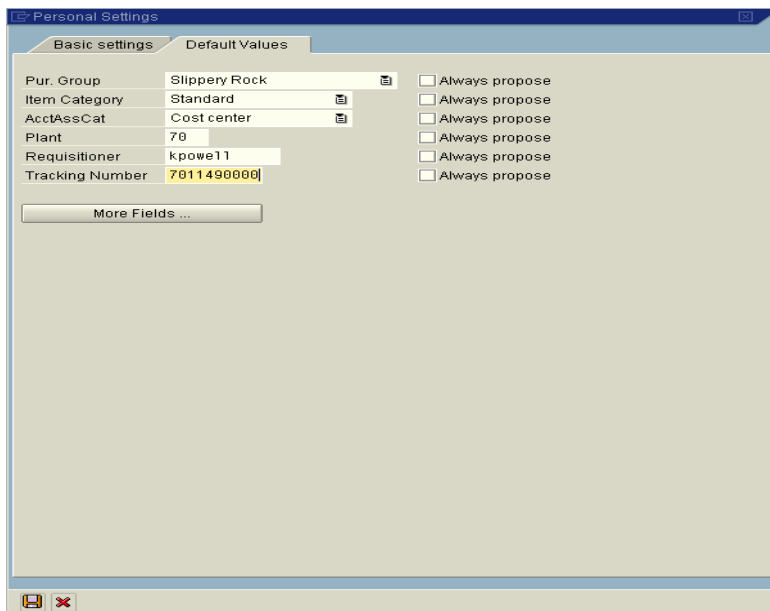
**Personal Settings** - Purchase Requisition (1 time entry to setup)

In create requisition screen, click on the Personal Setting icon.



The screen below will appear. (Make sure you are on the Default Values tab).

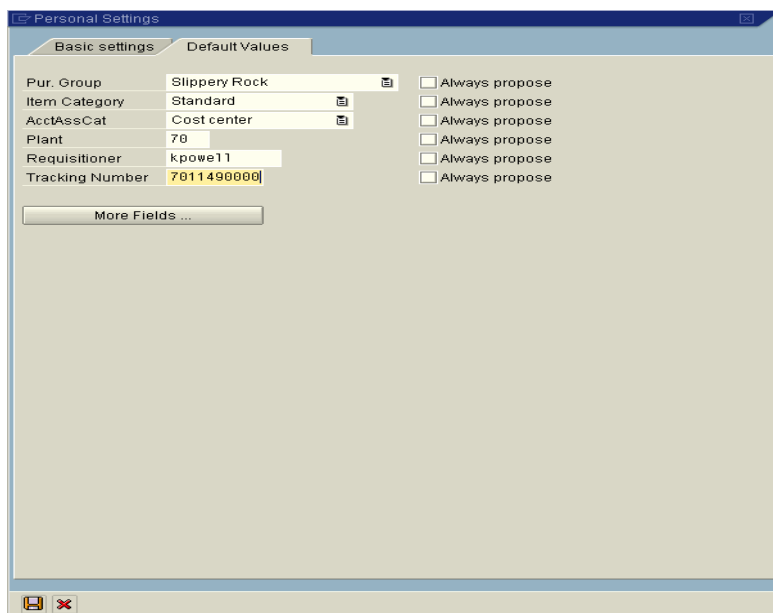
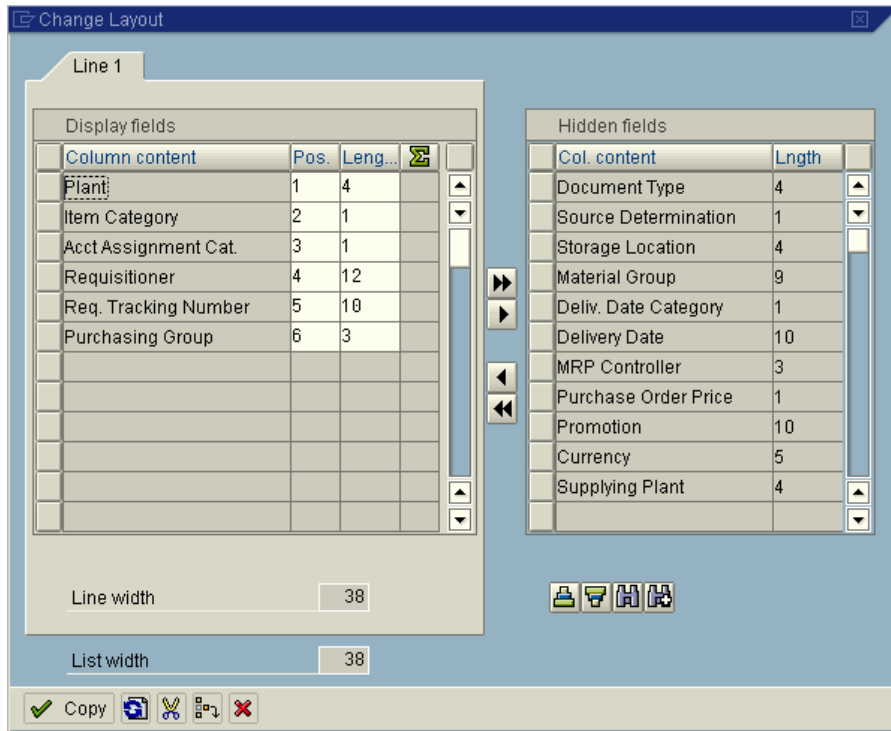
The fields that are filled in on the screen are what you will need to have filled in. (These fields will populate your purchase requisition columns – saving a lot of typing for you).



# Personal Setting – Purchase Requisition

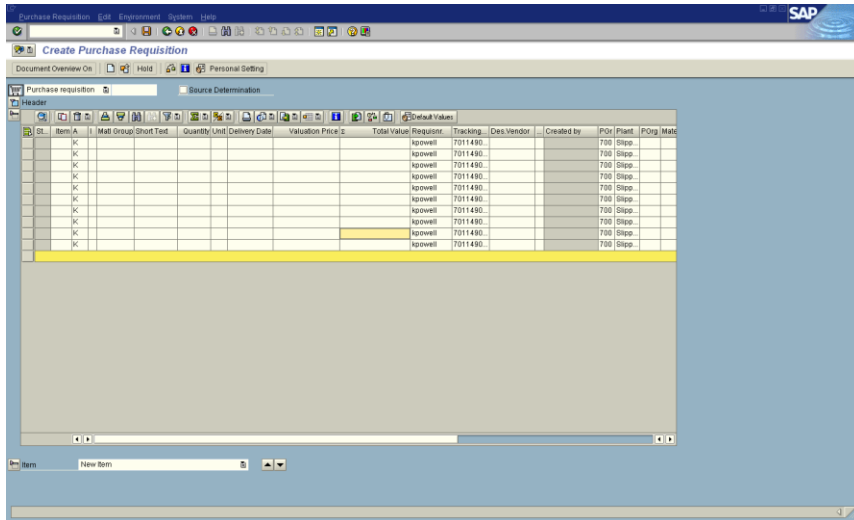
If all the above fields do not appear on the screen above, click on the More Fields button and the screen below will appear.

Move the hidden fields over to the display fields to make changes or vice versa. Click once on the line you want to move to highlight it and then press the single arrow button for the direction you want to move the field (display or hidden). After your selections are complete click on the green checkmark and you will return to the previous screen (make sure the information is filled in and correct). Then press the save disk at the bottom of that screen.



# Personal Setting – Purchase Requisition

Your create purchase requisition will populate the columns. You will not have to fill these columns in each time.



# DUPLICATE LINES IN PURCHASE REQUISITION

## SAP SHORT CUT

### STEP 1

**Follow Instructions to Create a Requisition.**

**Once you have completed the first line item creation process.**

### STEP 2

**Return to Item Overview Section 2**

1. **Right Click** on the first gray box to the left of item 1 (which highlights the entire line yellow).
2. **CHOOSE 'duplicate'** from the drop down menu, this will create a duplicate of your entire first line (including Item Overview Section 2 and Item Detail Section 3 including Account Assignment, texts and all other tabs in Section 3 Item Detail). **This creates line 2.**

**You may continue duplicating the line for as many lines as you need for your order 3, 4, 5 etc. you will just need to make the changes listed step 3 for each line duplicated.**

### STEP 3

**Make necessary changes to the short text, quantity, and valuation price fields on each line you duplicate to reflect what you want to order.**

**IMPORTANT NOTE: Section 3 Overview Detail**

**Account Assignment:** If you are charging specific items on each line, to different cost centers or G/L accounts you will need to make changes to the account assignment tab to reflect the budget you want to use.

**Texts:** If you entered information in **texts tab** for line 1 it will be duplicated into the duplicated lines - you will need to change the texts to correspond with the item you are describing in your short text item.

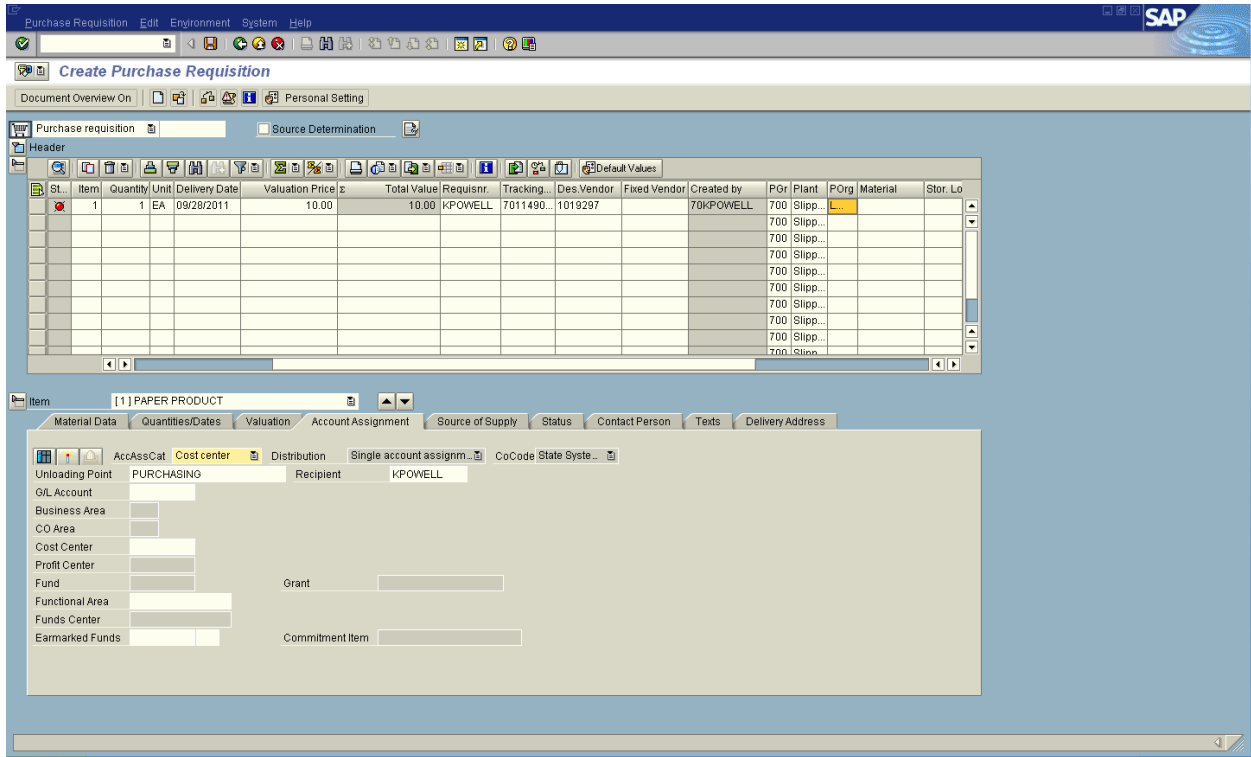
# SPLIT COST CENTER IN ACCOUNT ASSIGNMENT TAB

## QUANTITY OR PERCENTAGE BASIS

Enter Item line in the item overview for whatever you are ordering.

If the PR will be paid by two different cost centers or more, split the cost center charges on the account assignment tab.

Go to ACCOUNT ASSIGNMENT TAB - Click on the first icon on left that looks like 3 books.



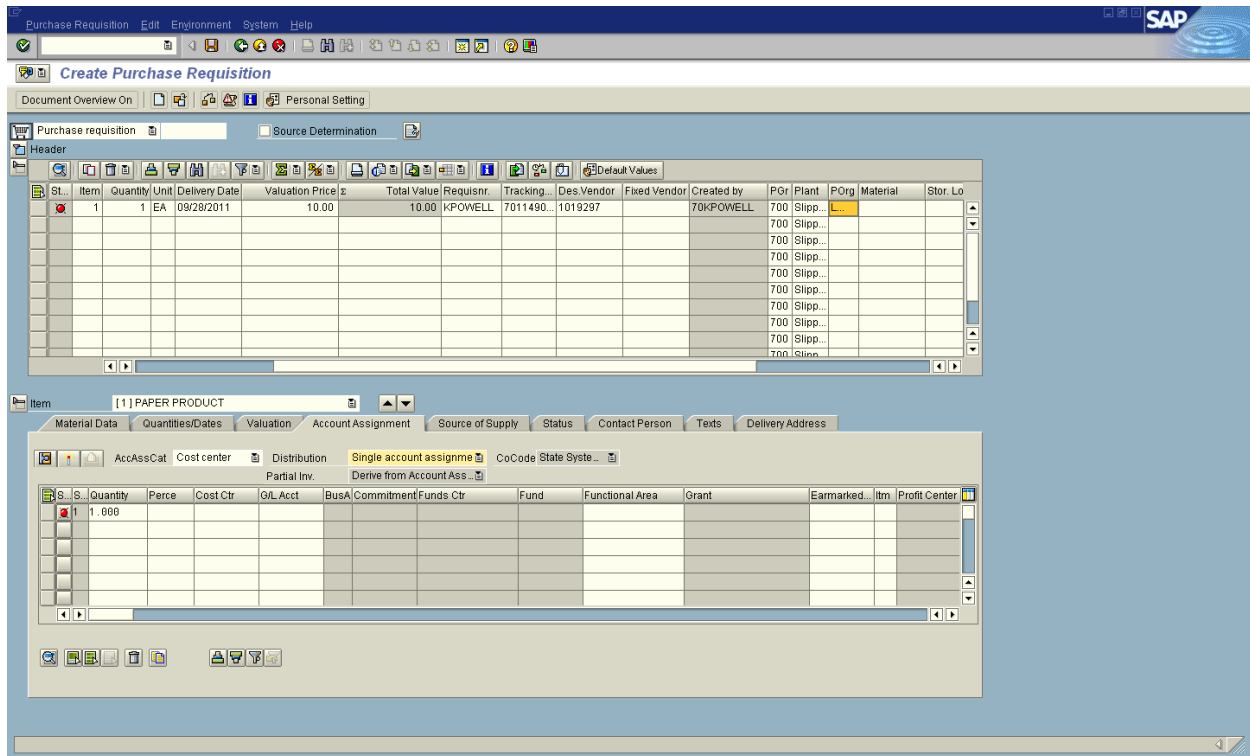
# SPLIT COST CENTER IN ACCOUNT ASSIGNMENT TAB

This will put you in the screen that looks like the one below.

Here you can split the ordered item(s) either by quantity or percentage.

Go to Distribution and do drop down from single account assignment.

Choose either quantity basis or percentage basis. (see below for specific splits)

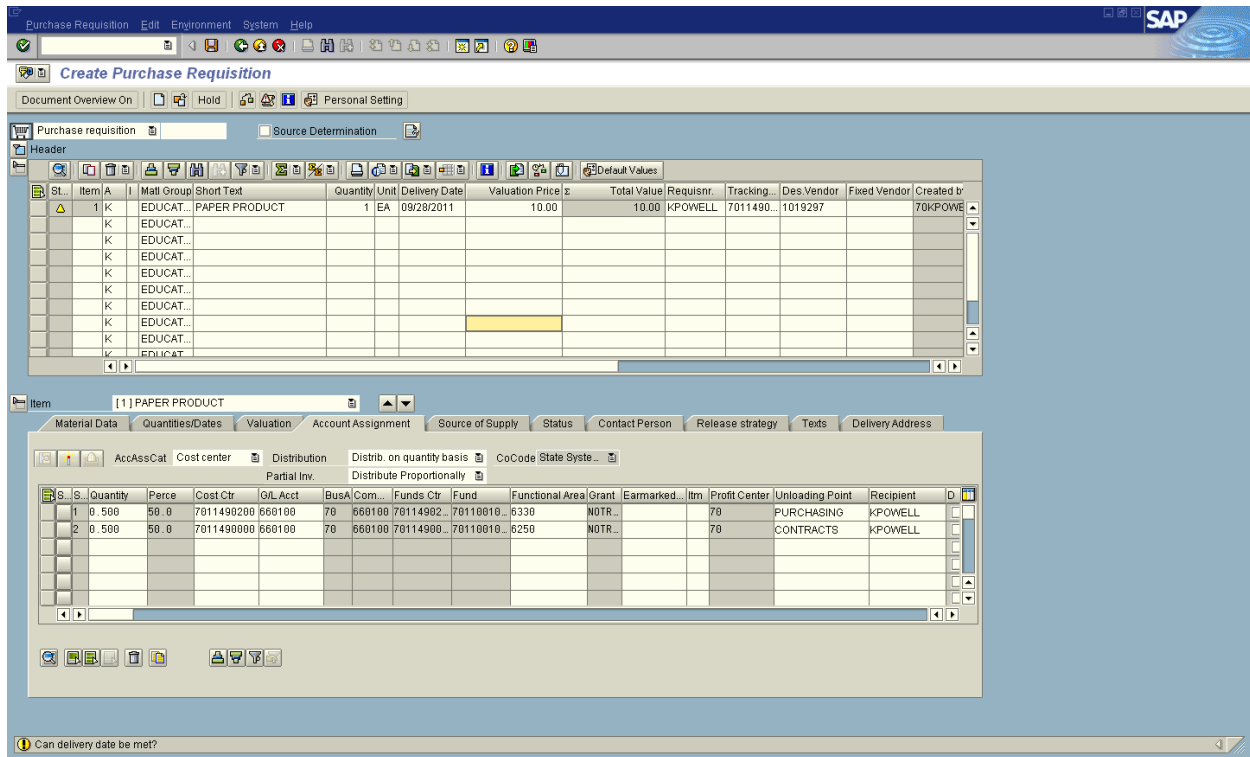




# SPLIT COST CENTER IN ACCOUNT ASSIGNMENT TAB

## Quantity Split

Example if quantity of 1 item ordered – you would have to put .5 in the first line **quantity** column and then tab across and **fill in the Cost Center** column then the **GL Account, Unloading Point** and the **Recipient** columns. Then tab to the **second line** and **fill in the same columns changing the fund center**. (If more than two cost centers, you would continue to do the same procedure for other lines).



# SPLIT COST CENTER IN ACCOUNT ASSIGNMENT TAB

## Percentage Split


Example if **Percentage Split** of 1 item ordered – you would like to pay 33% from one cost center and remainder from another cost center in the first line **Percentage column** and then tab across and **fill in the Cost Center** column then the **GL Account, Unloading Point** and the **Recipient** columns. Then tab to the **second line** and **fill in the same columns changing the percentage amount and the fund center.** (If more than two cost centers, you would continue to do the same procedures for other lines entering the correct percentage for each cost center line).

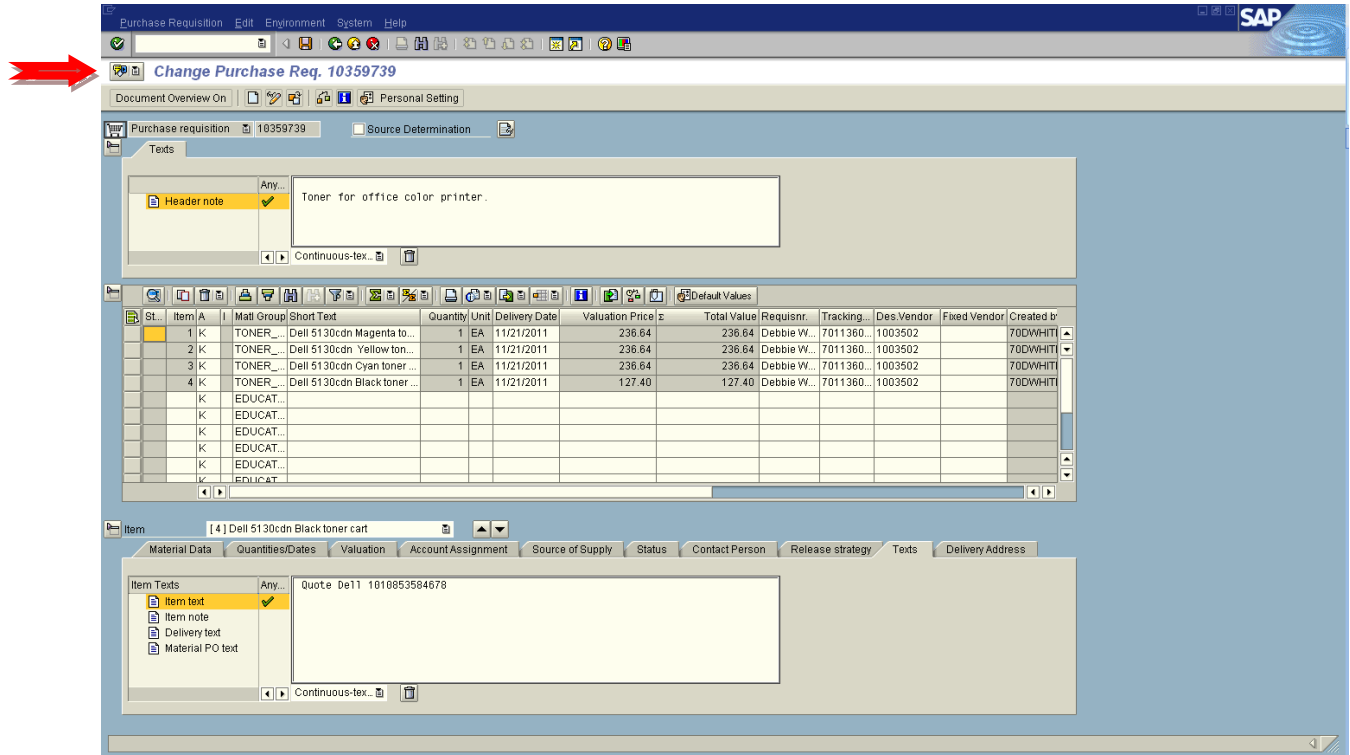
The screenshot displays the SAP 'Create Purchase Requisition' interface. The main table shows a requisition for 'PAPER PRODUCT' with a total value of 10.00. Below this, the 'Item' details for 'PAPER PRODUCT' are shown, including a split configuration table for account assignment.

S.	S.	Quantity	Perce	Cost Ctr	GL Acct	BusA/Com...	Funds Ctr	Fund	Functional Area	Grant	Earmarked...	Item	Profit Center	Unloading Point	Recipient	D
1	0.330	33.0		7011490200	660100	70	660100	70114902...	70110010...	5330	NTR...		70	PURCHASING	KPOWELL	
2	0.670	67.0		7011490000	660100	70	660100	70114900...	70110010...	6250	NTR...		70	CONTRACTS	KPOWELL	

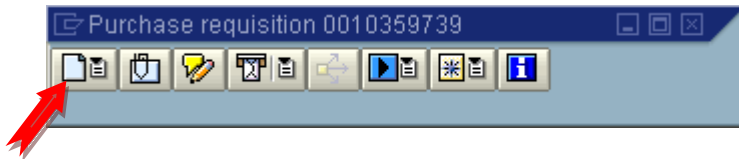
Complete the purchase requisition as you would for any requisition and save.

# ATTACH DOCUMENTS TO PURCHASE REQUISITIONS

1. ENTER YOUR PURCHASE REQUISITION AND SAVE TO GET YOUR REQUISITION #.
2. IN DISPLAY MODE (USE ME53N TRANSACTION TO – DISPLAY YOUR REQUISITION).
3. CLICK ON ICON BELOW GREEN CHECKMARK THAT LOOKS LIKE A SHEET O PAPER WITH LINES. SEE EXAMPLE BELOW. 



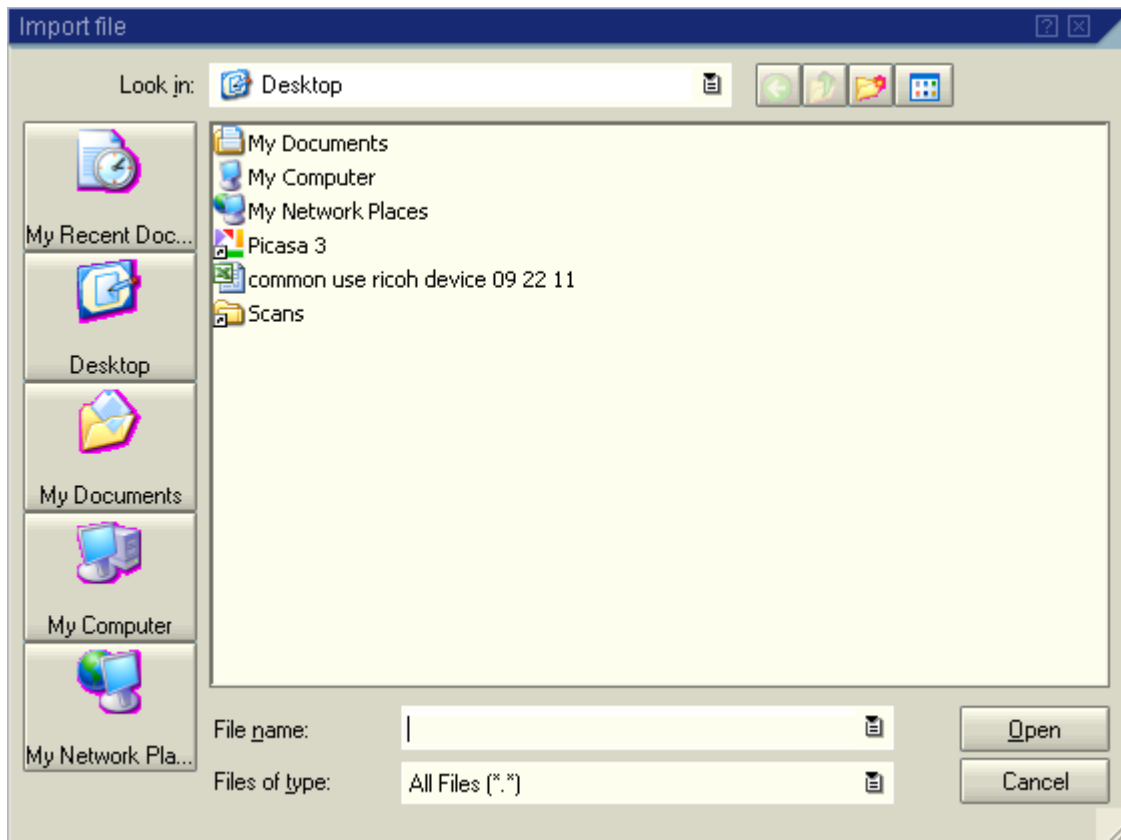
The screen below will open. Click on the first icon, a dropdown will appear. Choose “create attachment”.



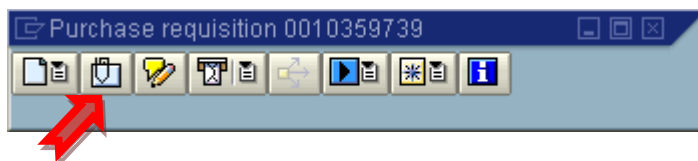
# ATTACH DOCUMENTS TO PURCHASE REQUISITIONS

Then the screen below appears. Find the file in your computer that you want to attach to the requisition and double click the file – it will immediately attach that file to the requisition.

**CAUTION: MAKE SURE YOU CHOOSE THE CORRECT FILE BEFORE DOUBLE CLICKING. ONCE AN ATTACHMENT HAS BEEN ADDED YOU CANNOT DELETE IT YOURSELF.**



Once you have attached the file to the requisition, the **second icon** will go from grayscale to black and white. Then the attachment will appear under the second icon in the attachment list.



You can add multiple documents to any requisition by simply repeating the same steps listed above.

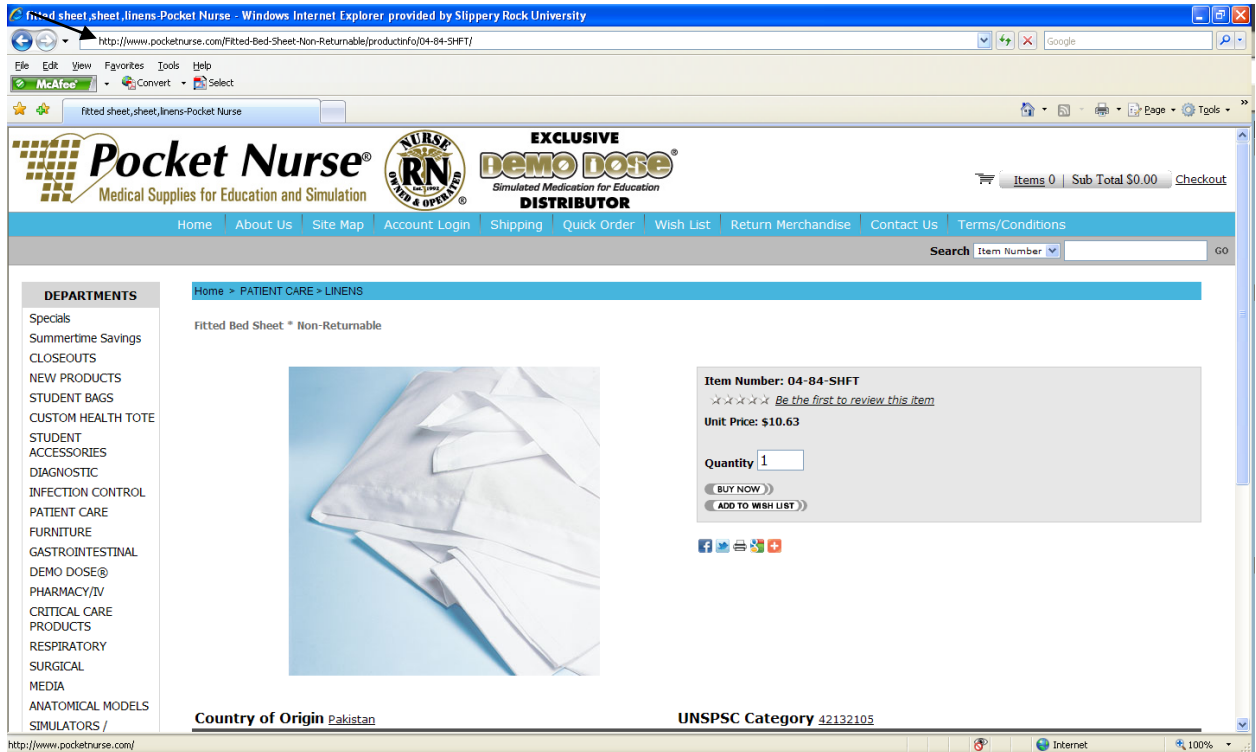
After attachments are added to a requisition, a pop-up box will appear when anyone displays the requisition indicating there are attachments. Note: PDF's work the best for attachments.

# ATTACH A URL ADDRESS TO PURCHASE REQUISITION

(attaching the exact site info to the PR will expedite it's processing time)

FIRST: Go to the online page that shows the item that you are ordering and highlight the address.

Hit **Control C**



# ATTACH A URL ADDRESS TO PURCHASE REQUISITION

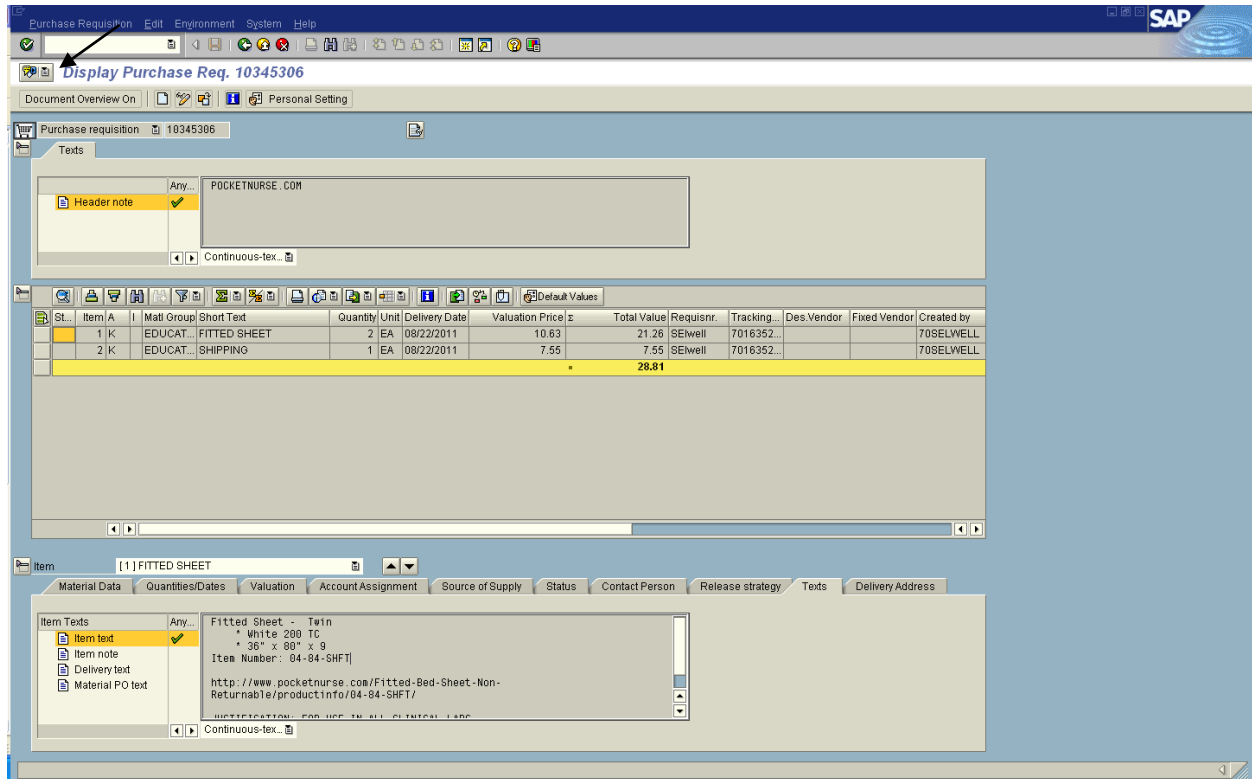
(attaching the exact site info to the PR will expedite it's processing time)

SECOND: In your Purchase Requisition:

CLICK ON THE PIECE OF PAPER ICON FOR ADDING AN ATTACHMENT

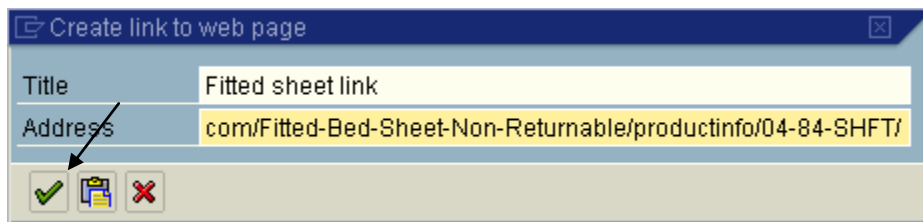
DROP DOWN TO **CREATE**

NEXT BOX - DROP TO THE THIRD ITEM **CREATE EXTERNAL DOCUMENT (URL)**



You will see this little box, name the attachment on the title line

Then HIT **Control V** on the Address line



Click the Green Check mark and that's it.

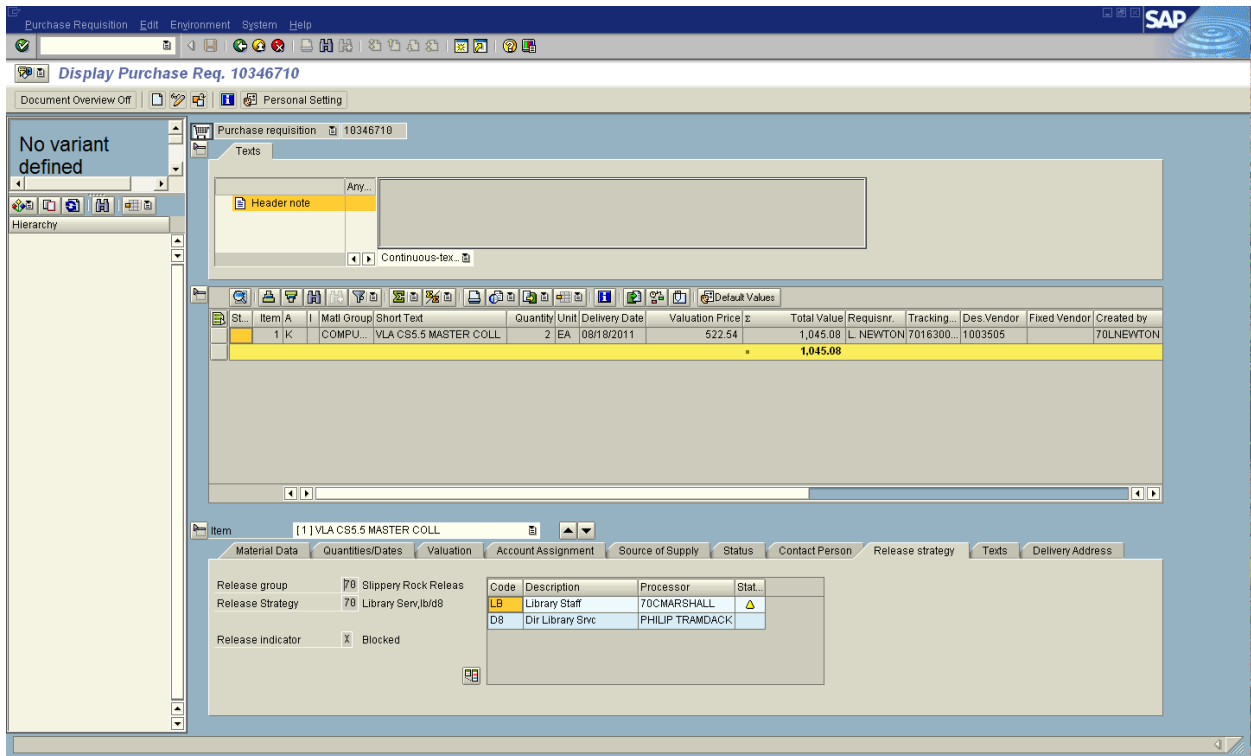
# How to Duplicate Previously Created Purchase Requisition

*(This saves retyping all the information)*

Display a previously created purchase requisition that you wish to duplicate.

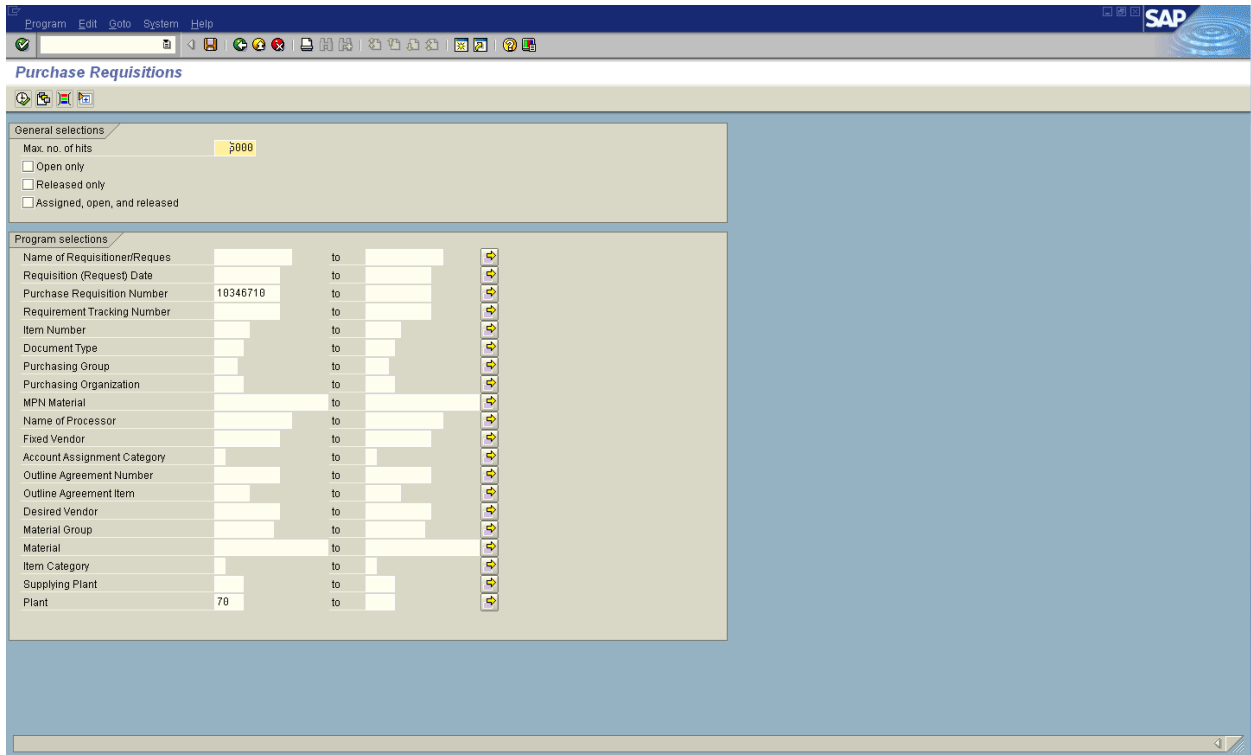
Click on Document Overview On (the screen below will appear with No variant defined).

Click on the (red, yellow, green tree) and a drop down list will appear. Choose purchase requisitions.



# How to Duplicate Previously Created Purchase Requisition

The screen below will appear. Click on the icon that looks like a “clock” to execute. (note you will only want a PR# and Plant 70 to be filled in on this screen.)

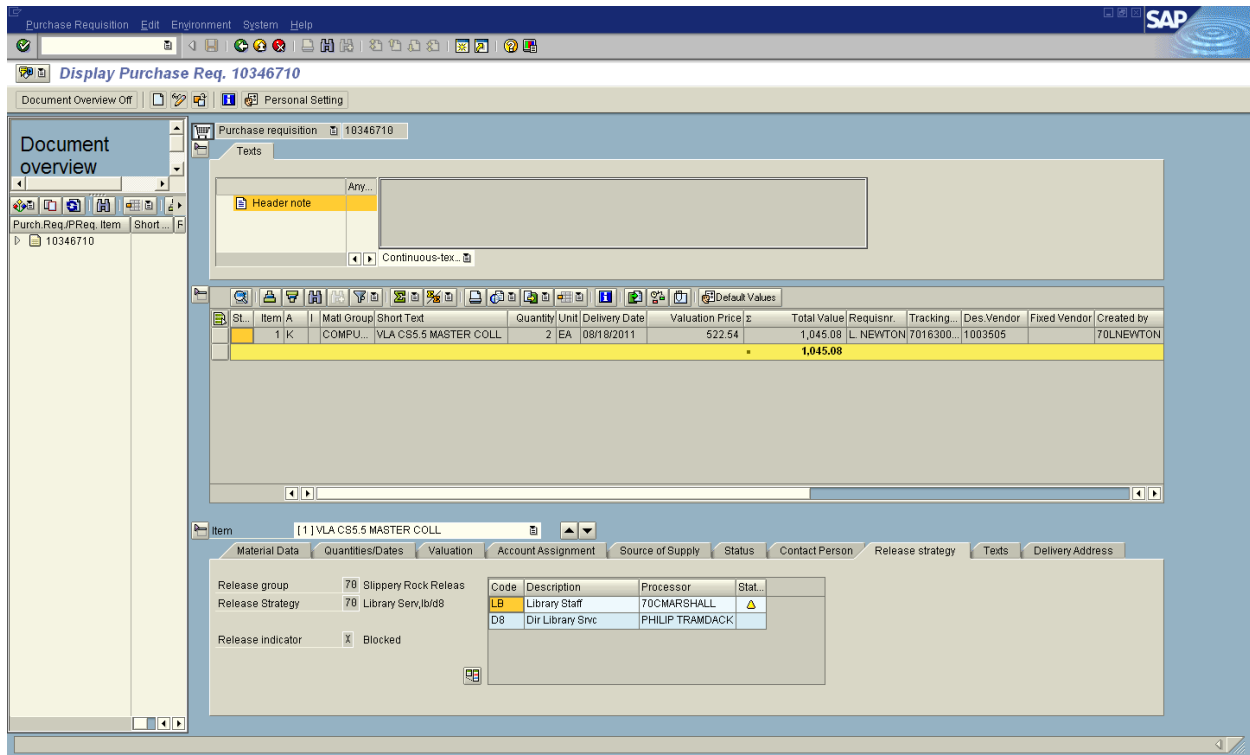




# How to Duplicate Previously Created Purchase Requisition

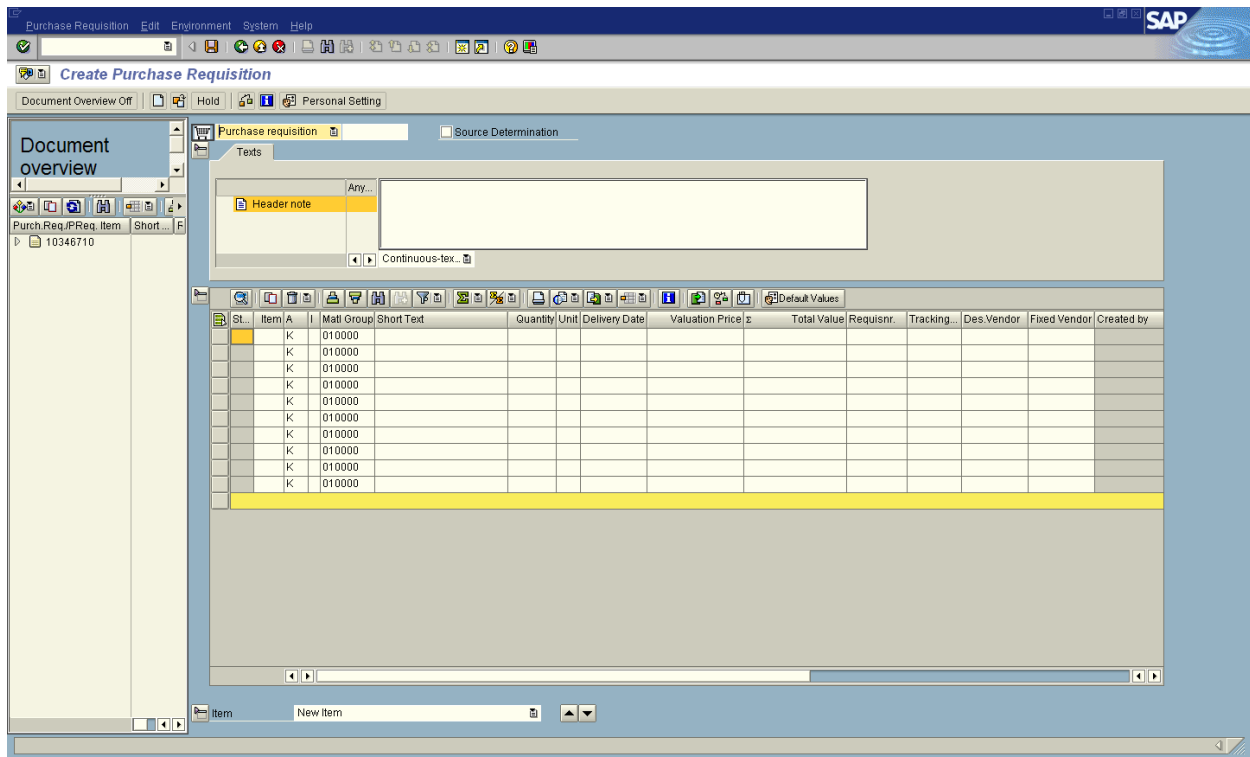
The screen below will then appear.

Click on the **icon beside** Document Overview Off that looks like a piece of paper (this icon will bring a new create document up on the screen).



# How to Duplicate Previously Created Purchase Requisition

The screen will now look like below. Click and drag on the icon beside the PR# in the Document overview section and DRAG to the shopping cart. This will CREATE the New PR with all the information from the original PR. You can change any of the information that needs changed (change short text, quantity, valuation price, **purchasing group to 700**, long text)and SAVE – you will then have your new PR without retyping all the information.



# WHAT IS THE STATUS OF MY PURCHASE REQUISITION?

## Display Purchase Requisition (ME53N)

Go to the Release Strategy tab (screen shot 1 below) and make sure the releaser has a green check mark by their name. If a yellow triangle appears, the PR is blocked until it is released to be processed to a PO. Also, check the purchasing group #, if it is 700 the purchasing director has not released to process yet.

## Screen Shot 1 – Release Strategy Tab

The screenshot displays the SAP ME53N 'Display Purchase Req. 10457717' interface. The 'Release strategy' tab is active, showing a table with the following data:

Code	Description	Processor	St...
D1	Dean CHES	MARY ANN KING	✓

Other visible fields include: Release group: 70 Slippery Rock Releas; Release Strategy: 01 Dean CHES; Release indicator: 2 RFQ/purchase order. The bottom status bar shows 'PRD (1) 300 | enlamiga | INS'.

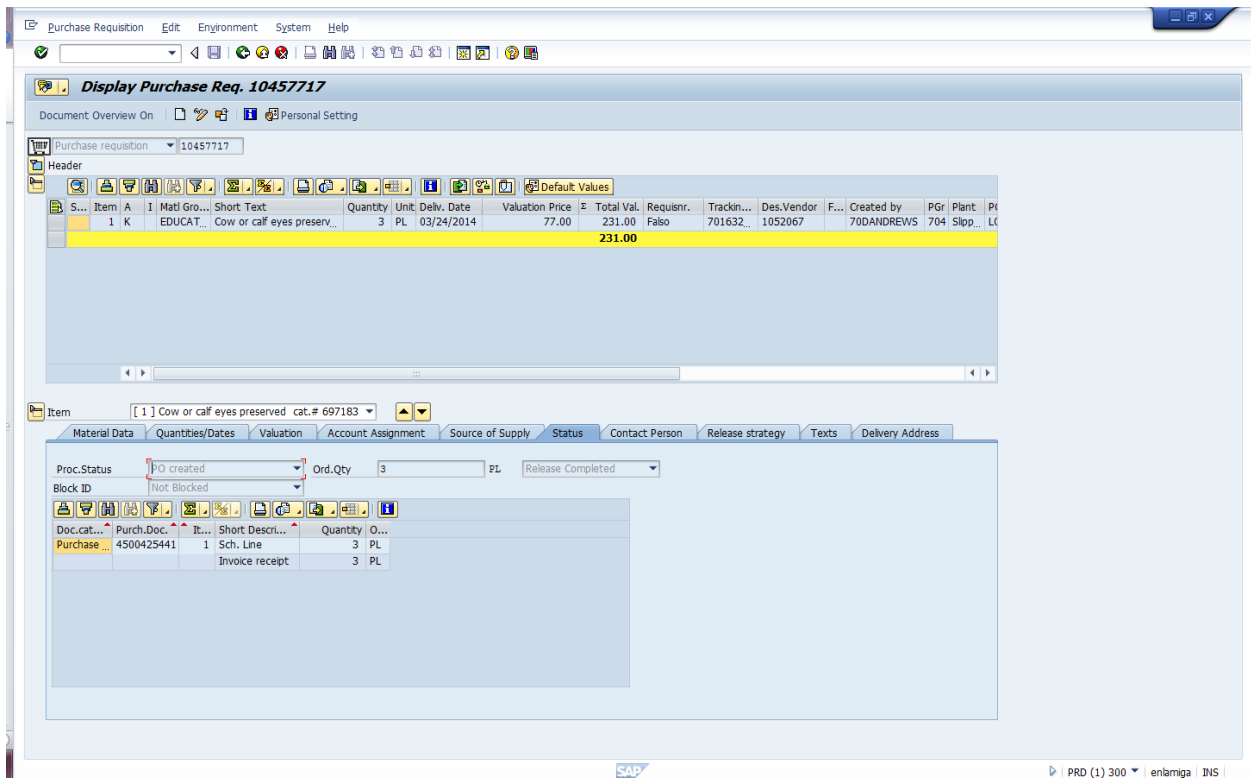
# WHAT IS THE STATUS OF MY PURCHASE REQUISITION?

If the PR has been released, Go to Status Tab (screen shot 2 below) in the Item Detail (bottom section of PR).

You will see the Purchase Document column. If the PO# has been processed you will see the PO# 45000\_\_\_\_\_ listed. *If there is no purchase order number, the PR may not have been released.*

Double click on the PO# 45000\_\_\_\_\_, this will open a new screen which will be the actual Purchase Order. (Screen Shot 3 – Purchase Order)

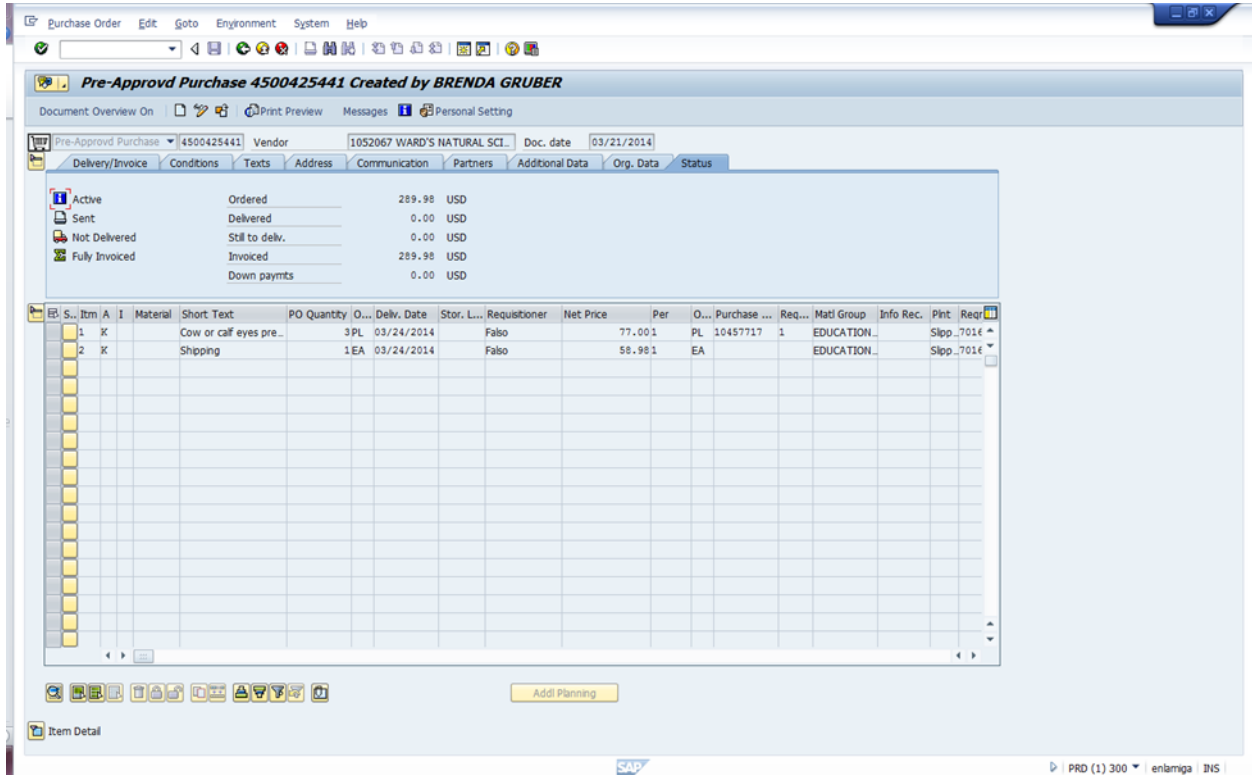
## Screen Shot 2 – Status Tab



# WHAT IS THE STATUS OF MY PURCHASE REQUISITION?

## Screen Shot 3 – Purchase Order

Click on the Status Tab. You will see if ordered, delivered and invoiced.



The screenshot shows the SAP Purchase Order interface. The title bar reads "Pre-Approved Purchase 4500425441 Created by BRENDA GRUBER". The "Status" tab is selected, displaying a summary table of the purchase order's status.

Status	Description	Quantity	Unit	Amount
Active	Ordered	289.98	USD	
Sent	Delivered	0.00	USD	
Not Delivered	Still to delv.	0.00	USD	
Fully Invoiced	Invoiced	289.98	USD	
	Down paymts	0.00	USD	

Item	Material	Short Text	PO Quantity	Delv. Date	Stor. L...	Requisitioner	Net Price	Per	O...	Purchase ...	Req...	Matl Group	Info Rec.	Pint	Reqr
1	X	Cow or calf eyes pre...	3 PL	03/24/2014		Falso	77.001		PL	10457717	1	EDUCATION...			Slpp_7016
2	X	Shipping	1 EA	03/24/2014		Falso	58.981		EA			EDUCATION...			Slpp_7016

The interface includes a menu bar (Purchase Order, Edit, Goto, Environment, System, Help), a toolbar with various icons, and a footer with the SAP logo and system information (PRD (1) 300 | enlmpa | BIS).

# WHAT IS THE STATUS OF MY PURCHASE REQUISITION?

## Screen Shot 4 Header Note

This will show detailed notes regarding the order.

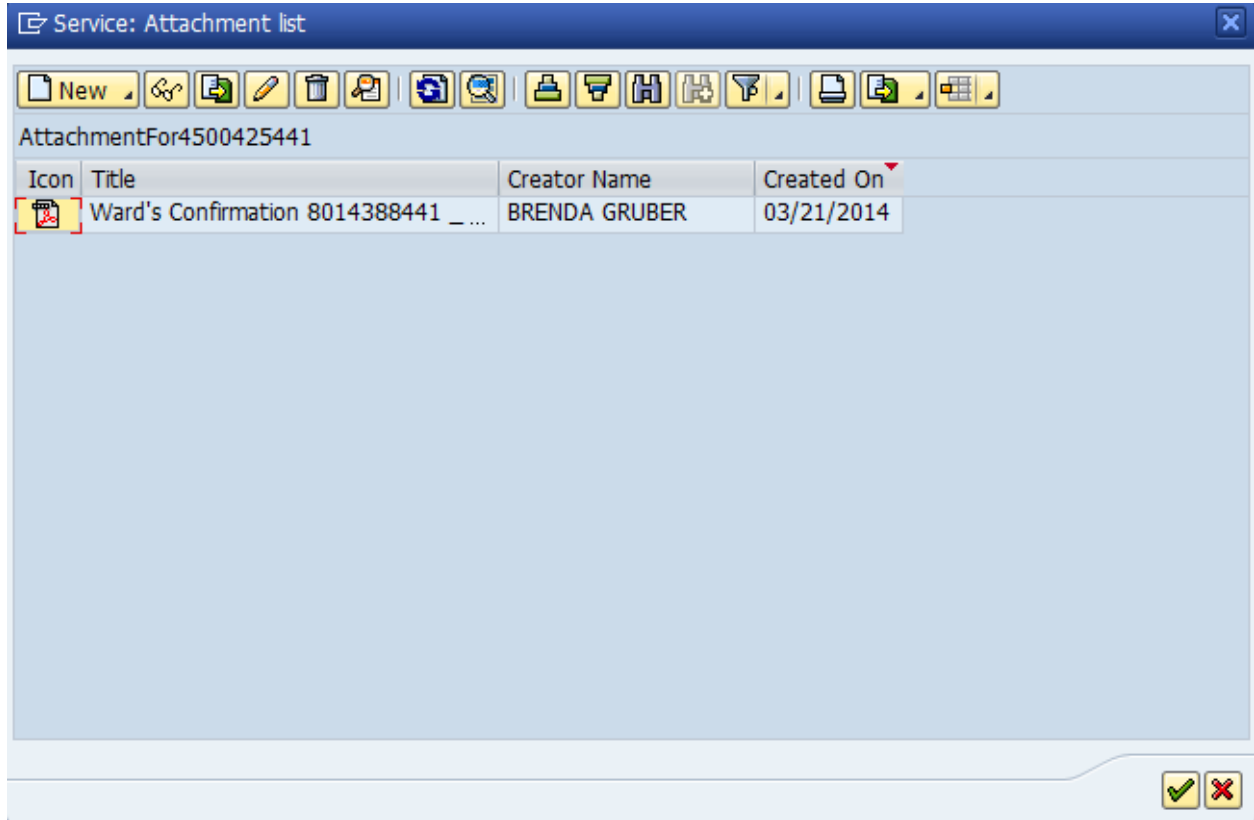
The screenshot displays the SAP Purchase Order interface for document 4500425441, created by BRENDA GRUBER. The header section shows the vendor as 1052067 WARD'S NATURAL SCI. and the document date as 03/21/2014. A pop-up window titled 'Purchase Order 4500425441' is open, showing a list of header texts. The 'Header note' is selected and expanded, displaying the text: '3/21 Bg - called vendor, spoke to Kim, placed order using P-card; added freight charges, will ship out Mon/tues to arrive Weds/Thurs. Confirm attached.' Below the header, a table lists the items in the purchase order.

Item	Material	Short Text	PO Quantity	Delv. Date	Stor. L...	Requisitioner	Net Price	Per	O...	Purchase ...	Req...	Matl Group	Info Rec.	Pint	Reqr
1	X	Cow or calf eyes pre...	3	PL 03/24/2014		Falso	77.001	PL	10457717	1	EDUCATION...		Slipp_7016		
2	X	Shipping	1	EA 03/24/2014		Falso	58.981	EA			EDUCATION...		Slipp_7016		

# WHAT IS THE STATUS OF MY PURCHASE REQUISITION?

## Screen Shot 5 – Attachments for order

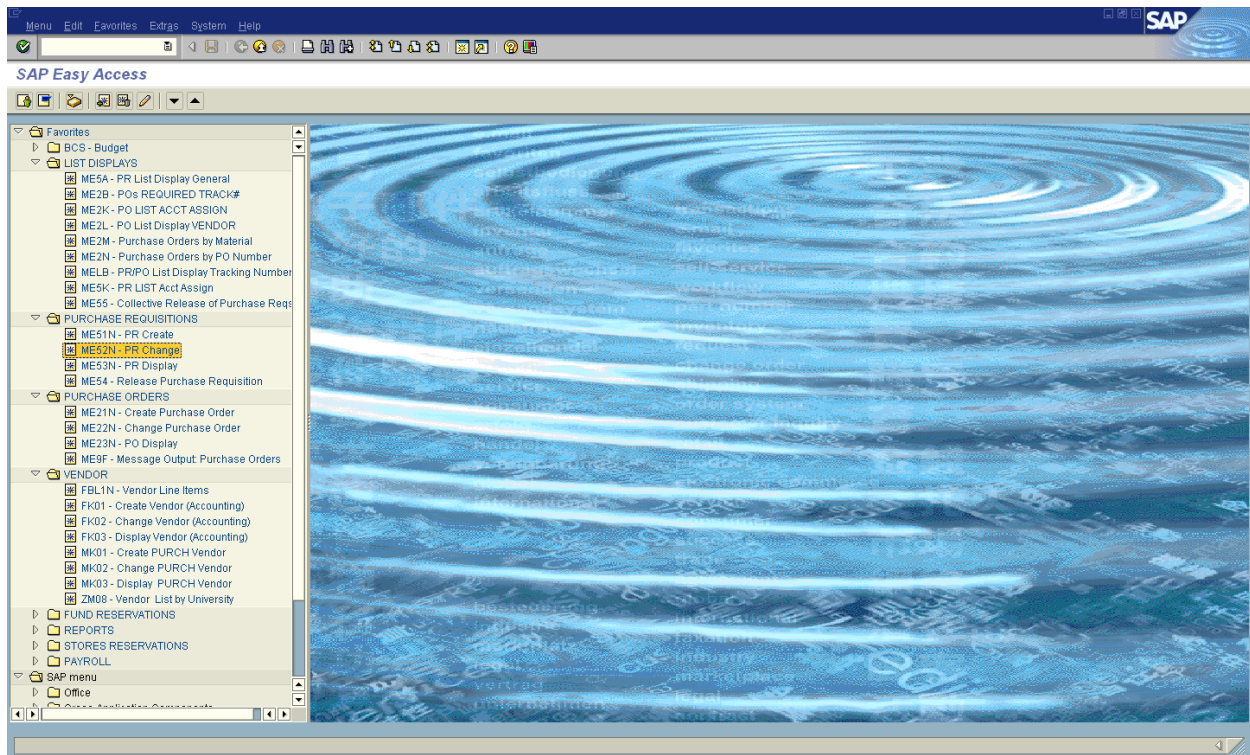
Any attachments (confirmations, quotes, proposal, etc) that are in the purchase requisition will follow to the purchase order. You can open (double click on the attachments) to view any of the order information.



# CHANGE REQUISITION BEFORE PROCESSED TO PURCHASE ORDER

In SAP Easy Access Screen      DOUBLE CLICK ON ME52N-PR CHANGE

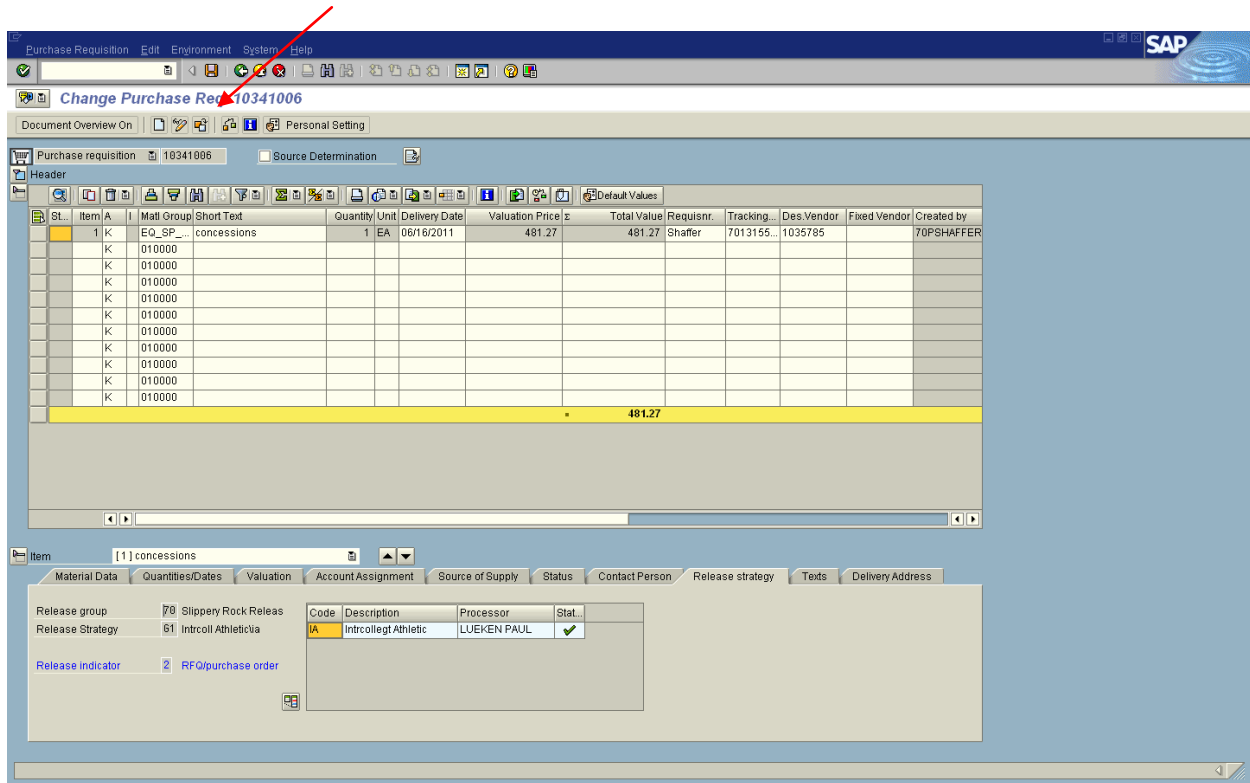
**REMEMBER – IF THERE IS A PO# IN THE STATUS TAB – “DO NOT MAKE ANY CHANGES”.** You must call purchasing and have them make the changes in the PO since the order is already processed.



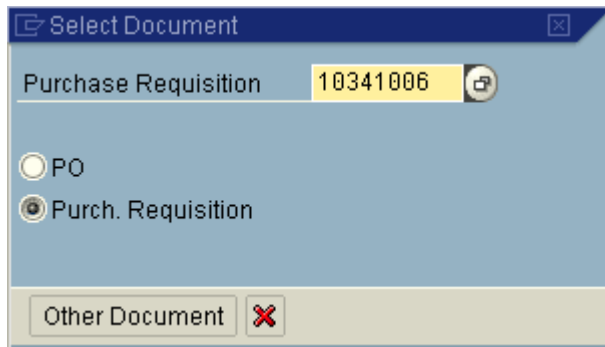


# CHANGE REQUISITION BEFORE PROCESSED TO PURCHASE ORDER

You should see the screen below. You will need to click on the icon that looks like (orange box & white box with arrow over top – next to the glasses and pencil icon).



The screen below will appear. Type your requisition number in the Purchase Requisition yellow area and then click on Other Document. (This will bring your PR that you want to change up on the screen).



All white areas can be changed. Anything that is gray cannot be changed.

After making your changes – click the save disk icon.

**REMEMBER – IF THERE IS A PO# IN THE STATUS TAB – “DO NOT MAKE ANY CHANGES”.** You must call purchasing and have them make the changes in the PO since the order is already processed.

Also if the requisition has started through the release strategy process – you may not be able to change the quantity or price of line items. The approver would need to remove his release or you would have to delete the line item and re-enter it.

# RELEASING PURCHASE REQUISITIONS-ME55

## ME55 – RELEASING PURCHASE REQUISITIONS

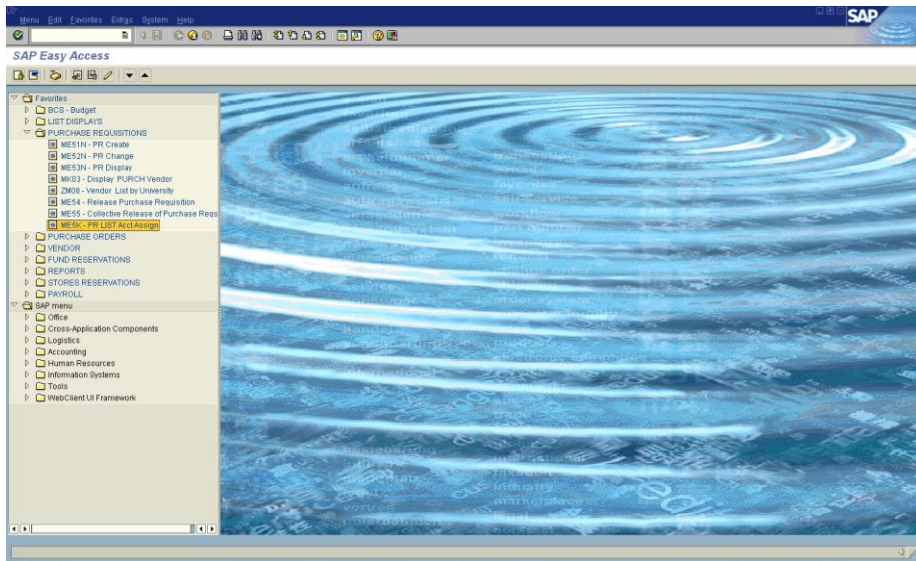
Enter your 2 digit release code and click on (execute icon) and all releasable PR's will appear as per the screen below.

Click once on the green checkmark and pencil icon under the column labeled “Release” The icon should change to a green checkmark only. This must be done for each purchase requisition line you are releasing.

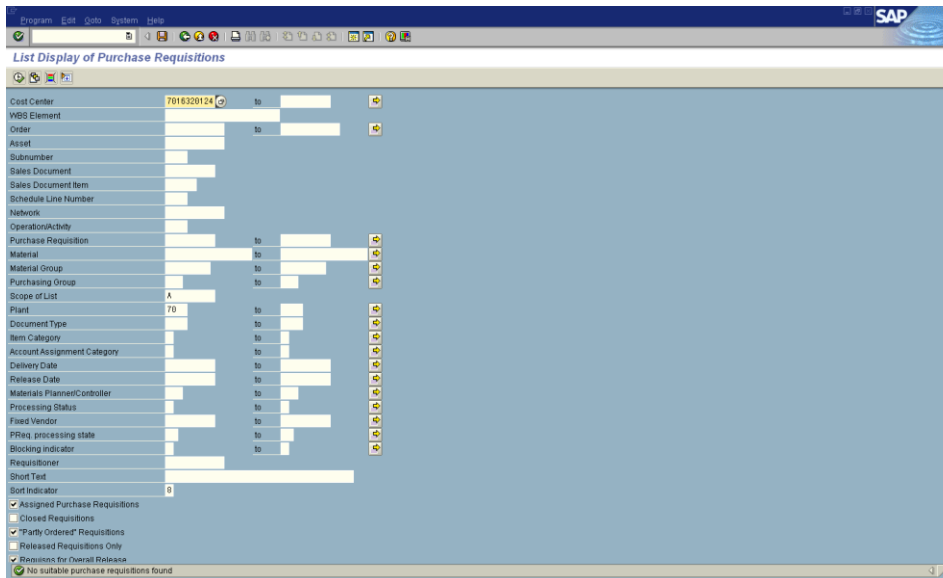
Release	Purch. Req.	Mat. Gr...	Plant	PGR	Requirn.	Tracking...	Des. Ve...	Name of Desired Vendor	# No. P...	
✓✎	10554547	1 K	DIRECTORY LETTERS, NUMBERS & PUNCT 3...	1 EA	163.72	163.72	20160819	00132 70	700 KDBLS 7011380_1016611 CLARIDGE PRODUCTS	1
✓✎	2 K	DIRECTORY LETTERS, NUMBERS & PUNCT 1*	1 EA	63.08	63.08	20160819	00132 70	700 KDBLS 7011380_1016611 CLARIDGE PRODUCTS	1	
✓✎	3 K	FREIGHT TO SLIPPERY ROCK	1 EA	40.00	40.00	20160819	00540 70	700 KDBLS 7011380_1016611 CLARIDGE PRODUCTS	1	
✓✎	10558863	1 K	89-950 DURABAG DUFFEL - LARGE BLUE	3 EA	35.95	107.85	20160930	00100 70	700 R Nichols 7016350_1005208 GOPHER SPORT	1
✓✎	2 K	89-947 DURABAG DUFFEL - LARGE RED	2 EA	35.95	71.90	20160930	00100 70	700 R Nichols 7016350_1005208 GOPHER SPORT	1	
✓✎	3 K	89-966 MAGNUS KIDKART STORAGE CART	1 EA	429.00	429.00	20160930	00100 70	700 R Nichols 7016350_1005208 GOPHER SPORT	1	
✓✎	4 K	89-507 FOLDING EQUIPMENT WAGON	3 EA	134.10	402.30	20160930	00100 70	700 R Nichols 7016350_1005208 GOPHER SPORT	1	
✓✎	5 K	SHIPPING	1 EA	53.79	53.79	20160930	00100 70	700 R Nichols 7016350_1005208 GOPHER SPORT	1	
✓✎	10558800	1 K	MAGNETIC NAME TAG W/SRU LOGO	1 EA	9.75	9.75	20160930	00148 70	700 R Nichols 7011350_1029814 D.J. HESS ADVERTISING	1

# Purchase Requisitions by Account Assignment not processed to a Purchase Order - ME5K

From your SAP Easy Access screen: Double click on the ME5K transaction.

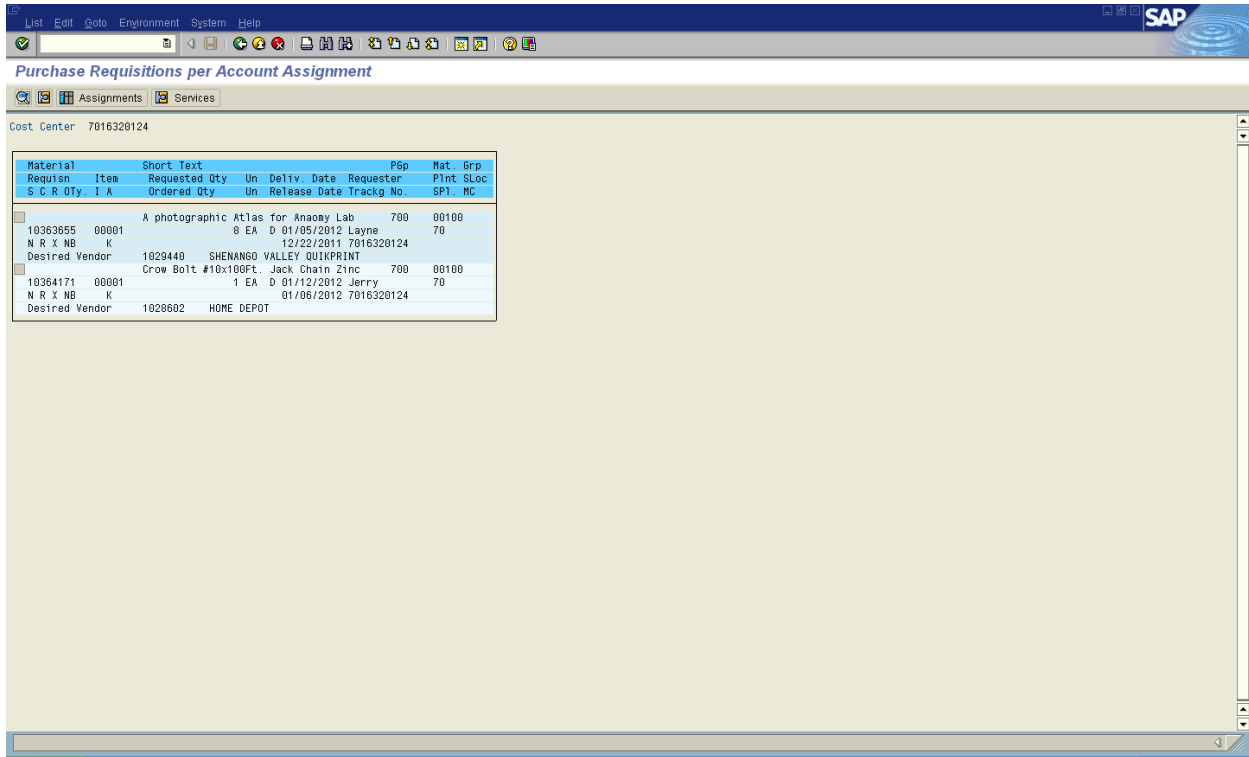


Enter your cost center on this screen and click on the clock icon (F8) to find any purchase requisitions that have been created in this cost center that have not been processed to a purchase order.



# Purchase Requisitions by Account Assignment not processed to a Purchase Order - ME5K

List of purchase requisitions will appear if they have not been processed to a purchase order. *If after you have executed the icon, no list appears then all purchase requisitions have been processed.*



The screenshot shows the SAP 'Purchase Requisitions per Account Assignment' window. The window title is 'Purchase Requisitions per Account Assignment' and the cost center is '7016320124'. The window contains a table with the following data:

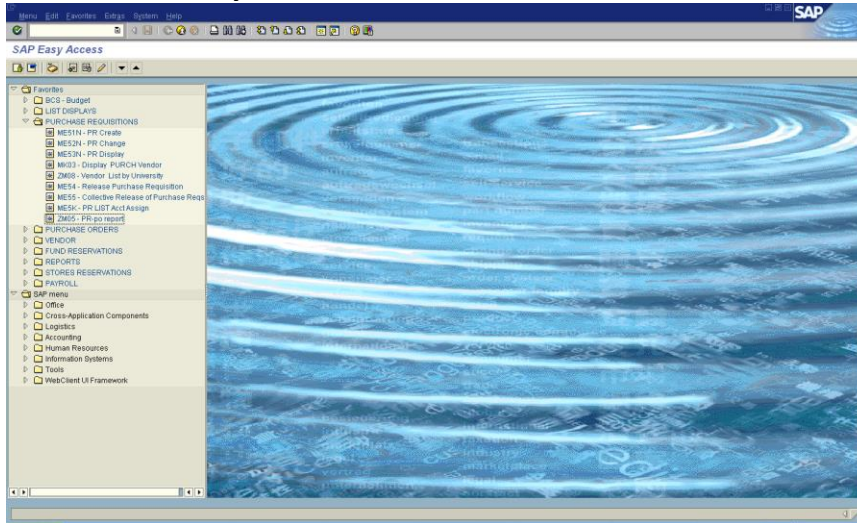
Material	Short Text	P6p	Mat. Grp					
Requisition	Item	Requested Qty	Un	Deliv. Date	Requester	Plant	S Loc	
S C R	Uty	I A	Ordered Qty	Un	Release Date	Trackg No	SP1	MC
10363655	00001	A photographic Atlas for Anaomy Lab	700	00100				
		8 EA	D	01/05/2012	Layne	70		
N R X NB	K			12/22/2011	7016320124			
Desired Vendor	1029440	SHENANGO VALLEY QUIRPRINT						
10364171	00001	Crow Bolt #10x100Ft. Jack Chain Zinc	700	00100				
		1 EA	D	01/12/2012	Jerry	70		
N R X NB	K			01/06/2012	7016320124			
Desired Vendor	1028602	HOME DEPOT						

# Purchase Requisitions and Purchase Orders by Fund Center-ZM05

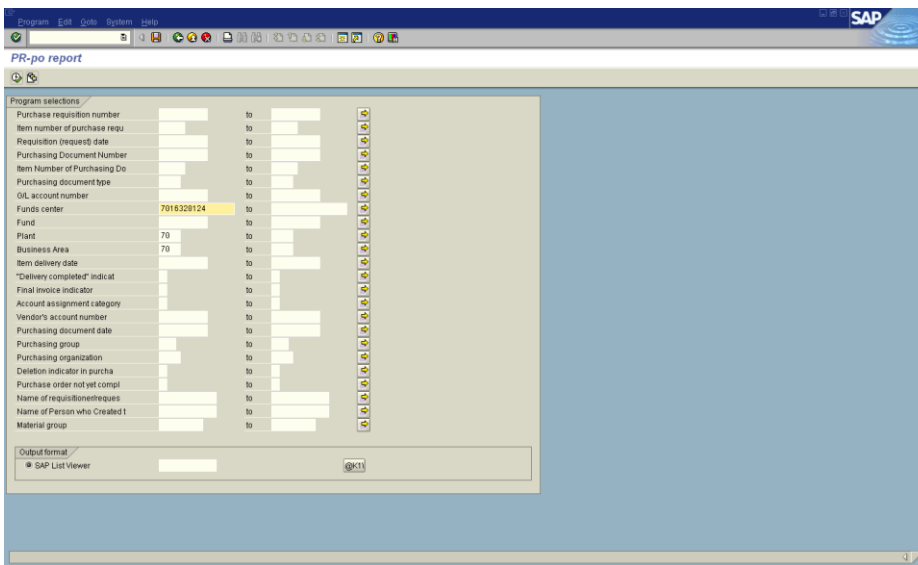
## Transaction - ZM05

This transaction displays a **REPORT** of your purchase requisitions and purchase orders entered into SAP. **Note:** This report only contains orders that have a SAP requisition created for a purchase order.

From the SAP Easy Access screen , double click on ZM05 transaction:



On this screen type your fund/cost center in the funds center field then click the clock icon to execute the report (F8). **NOTE – Leave the plant and business area should be “70”** -- if any other fields are complete – space bar all that information out.



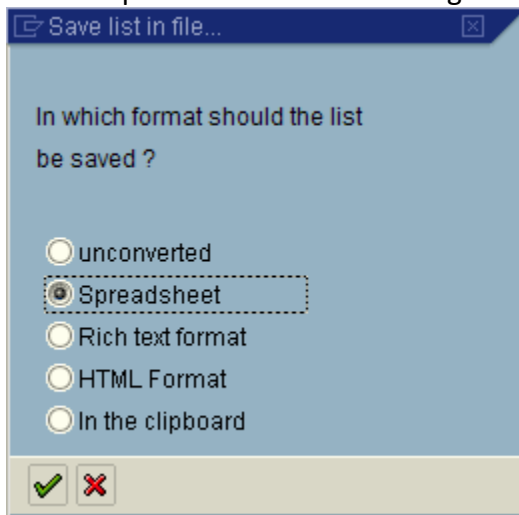
# Purchase Requisitions and Purchase Orders by Fund Center-ZM05

A listing of the fund center purchase requisitions with the purchase order and detail information will appear.

Purch. req.	Item	Purch. doc.	Item Short text	Deliv. date	PO quantity	z. Net value	Vendor	Doc. date	OIL acct.	Funds ctr.	Fund	D. BA
10042024	00010	4500051983	00010 LEICA MZ16 ZOOM STEREO MICROSCOPE	11/04/2004	1.000	7,449.90	1028168	10/14/2004	180400	7016320124 A	7016001924	70
10056164	00001	4500057921	00001 REPAIR SMALL GENERATOR	12/10/2004	1.000	88.75	1030769	12/15/2004	630100	7016320124 K	7016001924	70
10062124	00001	4500084502	00001 S-C CY-1/2-1/2 SW BOX WEARS	03/02/2005	1.000	174.48	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00002	00002		HUB CR20 RECT STR 2P3W20A DUPLEX BROWN	03/02/2005	100.000	120.00	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00003	00003		LEV 65080 20 BOX MT WALL PLATE BROWN	03/02/2005	1.000	83.10	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00004	00004		EMT 12 CONDUIT EMT 1/2 INCH	03/02/2005	1.000	25.54	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00005	00005		S-C 1/2X1/2-1/2 D/C SIS CONNECTOR	03/02/2005	0.500	4.85	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00006	00006		S-C 1/2X1/2-1/2 D/C SIS COUPLING	03/02/2005	0.500	5.33	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00007	00007		MN MED 30 CLAMP COND EMT 1H 1/2	03/02/2005	1.000	12.59	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00008	00008		EMT 1 CONDUIT EMT 1 INCH	03/02/2005	1.000	88.47	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00009	00009		HOF AB0810808E BOX PULL SCREW NEMA1	03/02/2005	2.000	24.54	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00010	00010		S-C 5/16-1/2-3/4 E 480 BOX	03/02/2005	0.240	22.77	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00011	00011		S-C 5/16-1/2-3/4 E 480 FLAT BLANK COVER	03/02/2005	0.240	8.04	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00012	00012		THRN 1/2 SOLBL SOLID BLACK	03/02/2005	1.000	45.52	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00013	00013		THRN 1/2 SOLBL SOLID WHITE	03/02/2005	1.000	45.52	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00014	00014		THRN 1/2 SOLBL SOLID GREEN	03/02/2005	0.500	22.76	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00015	00015		BUC B2-1 RED WIRE CONNECTOR	03/02/2005	1.000	9.93	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00016	00016		MC 1/2-LITE-250 CABLE MC LIET 1/2	03/02/2005	0.250	63.34	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00017	00017		MC 1/2-LITE-250 CABLE MC LIET 1/2	03/02/2005	0.250	88.88	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00018	00018		S-C 3/2-3/8 3/8 D/C 20CR BK CONNECTOR	03/02/2005	1.000	15.05	1028726	02/28/2005	860400	7016320124 K	7016001924	70
00019	00019		BGG HOMT2020 BREAKER 1P2020 PL	03/02/2005	20.000	584.40	1028726	02/28/2005	860400	7016320124 K	7016001924	70
10062124	00001	4500079787	00001 BID 007 346-65 1/2 SCALE MISC ANATO FIGU	08/26/2005	2.000	4,562.10	1030418	08/01/2005	860315	7016320124 K	7016001924	70
10075415	00002		BID 007 725 LIFE SIZE MISC ANATOMY ST	08/26/2005	1.000	3,105.71	1030418	08/01/2005	860315	7016320124 K	7016001924	70
00003	00003		BID 007 422 DIANT 3 PART EYEBALL	08/26/2005	1.000	196.27	1030418	08/01/2005	860315	7016320124 K	7016001924	70
00004	00004		BID 007 A33 DIANT 3 PART EAR	08/26/2005	1.000	214.66	1030418	08/01/2005	860315	7016320124 K	7016001924	70
00005	00005		BID 007 A40 ORIGINAL HEART OF AMERICA	08/26/2005	2.000	538.62	1030418	08/01/2005	860315	7016320124 K	7016001924	70
00006	00006		BID 007 A57 DELUXE HICKEY	08/26/2005	1.000	219.33	1030418	08/01/2005	860315	7016320124 K	7016001924	70
00007	00007		BID 007 3-868 ULTRA FLEX FULL FUNCT KNEE	08/26/2005	1.000	55.82	1030418	08/01/2005	860315	7016320124 K	7016001924	70
10075415	00001	4500085371	00001 HT-13-1738 ChiMydromas	10/03/2005	1.000	5.45	1002096	09/26/2005	860315	7016320124 K	7016001924	70
10082248	00002		HT-13-1750 OnoAgeIates	10/03/2005	1.000	5.45	1002096	09/26/2005	860315	7016320124 K	7016001924	70

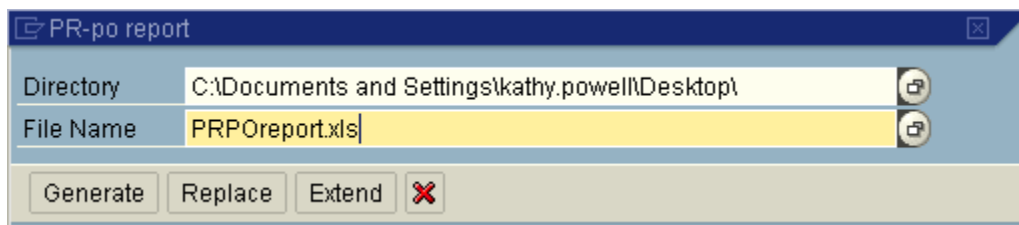
You can export this report to an excel spreadsheet.

Click on the 10<sup>th</sup> icon on the icon bar to export. The screen below will appear. Choose spreadsheet and click the green checkmark.



## Purchase Requisitions and Purchase Orders by Fund Center-ZM05

The screen below will appear. Choose the directory you want to save your file to. Name your file name and click on the “Generate” button.



The screenshot shows a dialog box titled "PR-po report". It has two input fields: "Directory" with the value "C:\Documents and Settings\kathy.powell\Desktop\" and "File Name" with the value "PRPOreport.xls". Below the fields are four buttons: "Generate", "Replace", "Extend", and a red "X" button.

An excel spreadsheet will be saved to your hard drive for use.



# INSTRUCTIONS FOR HONORATIUM REQUESTS

- Effective April 1, 2011, Honorarium Request forms will no longer be accepted to request the services of speakers/performances. Requests for these services should be submitted via a purchase requisition on SAP. Honorariums under \$1,500 should be sent to Purchasing Group 700; Honorariums \$1,500 and over should be sent to Purchasing Group 703.
- When requesting this type of service, please provide the same information previously entered on the Honorarium Request including speaker's name, home address, social security number/Federal ID Number, detailed description of services to be provided including subject matter, date, time and place of presentation and purpose/justification. A telephone, fax number and e-mail address of the speaker are also very helpful and can be entered in the header text.
- The speaker's fee should be inserted as Line 1 of the purchase requisition. If there are travel expenses being reimbursed to the speaker enter them on Line 2 and indicate what the reimbursement is for (i.e. meals, lodging, airfare, mileage, etc.). Any expenses paid to a third party (i.e. Lenz Travel, Airport Orbit, Applebutter Inn, etc.) on behalf of the speaker should be entered as Line 3, 4, etc. indicating the necessary vendor code in the Des. Vendor field.
- Enter all purchase requisitions for honoraria to Purchasing Group 703. The new Material Group is 00196 and the G/L number to be used on the Account Assignment tab for honoraria/stipends/ speakers is 625400.
- Attach to the SAP purchase requisition any additional forms received from the Contractor (i.e. schedule for speaker/consultant, speaker's contract if required, technical rider, etc.). Contracts will be reviewed by the Purchasing Office and/or University Legal Counsel for any terms and conditions that are prohibited by the Commonwealth of Pennsylvania prior to signing. Only the President or other party specifically delegated by the President in writing may sign a contract. No persons should sign a contract on behalf of the university unless they are specifically delegated to do so. A person without delegation who signs a contract will be acting outside the scope of his or her employment and will be held personally liable for obligations created by the inappropriate signing of the contract.
- The University cannot pay for services exceeding \$1,499.00 **per contractor per fiscal year** without a **pre-approved** contract. Under no circumstances are services to start prior to the effective date of the contract. If the contract is not approved before the date the service is to be performed, SRU cannot pay the Contractor.
- It is extremely important that requests exceeding \$1,499.00 arrive in the Purchasing Office **at least four (4) weeks** in advance of the date of commitment to the Contractor. This lead time is to provide the time needed to get the contract approved by University Legal Counsel and the Office of Attorney General in Harrisburg when necessary.
- Services under \$1,500 do not need pre-approved by University Legal Counsel, but you do need to be submitted in advance of the service being performed.
- Provide a complete and detailed description of all services to be provided. This description assures that the Contractor clearly understands the service they are to provide. The description must be explicit enough to be enforceable in the event of a dispute.
- If request exceeds \$10,000, submit a Justification Memo along with request stating why you have selected this person, their qualifications, etc. This justification will be reviewed by University Legal Counsel when they consider the contract for approval.



## INSTRUCTIONS FOR HONORATIUM REQUESTS

- Honoraria cannot be paid to employees or officials of the Commonwealth of Pennsylvania including employees of other Pennsylvania State Universities. Under some circumstances a dual employment/extra compensation payment is a possibility. Contact the University Human Resources Office for details.
- Honoraria cannot be paid to SRU students. They should be paid via the student payroll system. Paying students on the student payroll for their services assures that they are covered by the Commonwealth's liability insurance and Worker's Compensation insurance.
- Employee-type work (services performed over a period of time, not a onetime service as well as other factors) should be paid via the payroll system so that federal and state taxes can be withheld. The University is required to withhold social security and taxes when persons perform employee-type work. Factors used to determine if a service is an independent contractor or employee-employer relationship are indicated on the attached guidelines provided by the State System of Higher Education. Any combination of these factors determine an employee relationship. Contact the Human Resources Office regarding employee-type services.
- Since the Honorarium Request form will no longer be returned to the department to confirm that the services were provided upon completion of the service the requisitioner will need to submit a **General Invoice** to Accounts Payable for payment. Complete this Word form online, then either print it or click "save as", rename it (example DoeHonorarium) and save it to your computer. If paying mileage to the speaker, list on the general invoice and attach a map Quest from speaker's home-SRU-speaker's home to calculate the mileage. If reimbursing other travel expenses, list on the general invoice and attach receipts.
- Questions should be directed to Patti Doyle @ [patricia.doyle@sru.edu](mailto:patricia.doyle@sru.edu) or Ext 2252.

# INSTRUCTIONS HOW TO COMPLETE BUS TRANSPORTATION PURCHASE REQUISITION

**Bus Transportation Service Requests should be submitted electronically via a purchase requisition on SAP.**

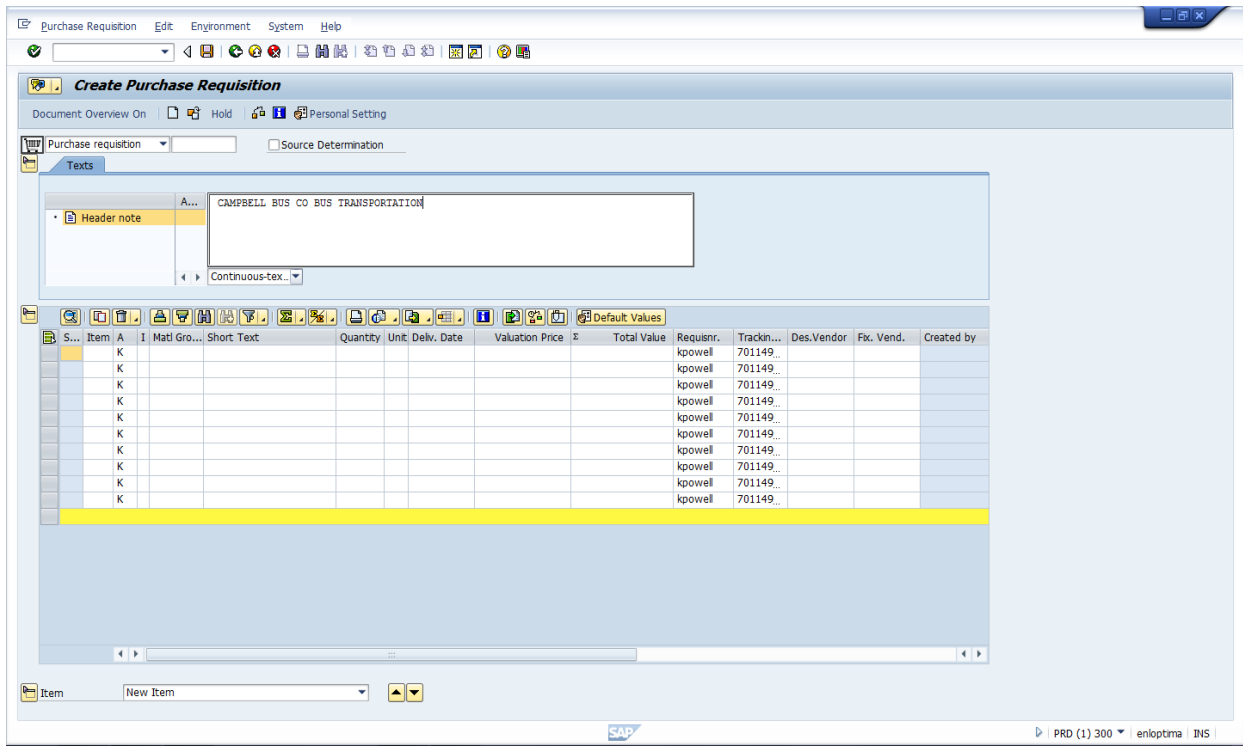
**The department will be responsible for contacting Campbell Bus Co. to setup the trip. After obtaining your trip information, please complete a purchase requisition in SAP for payment of the invoice.**

**Vendor # 1032347  
CAMPBELL BUS CO  
BUCO Transportation Inc  
PO BOX 57 258 GROVE CITY RD  
Slippery Rock PA 16057  
Contact: Todd Campbell  
Phone 724-794-2440 Email: [todd@zoominternet.net](mailto:todd@zoominternet.net)**

**How to create a purchase requisition in SAP using transaction ME51N Create PR.**

**Three sections: Header Item Overview Item**

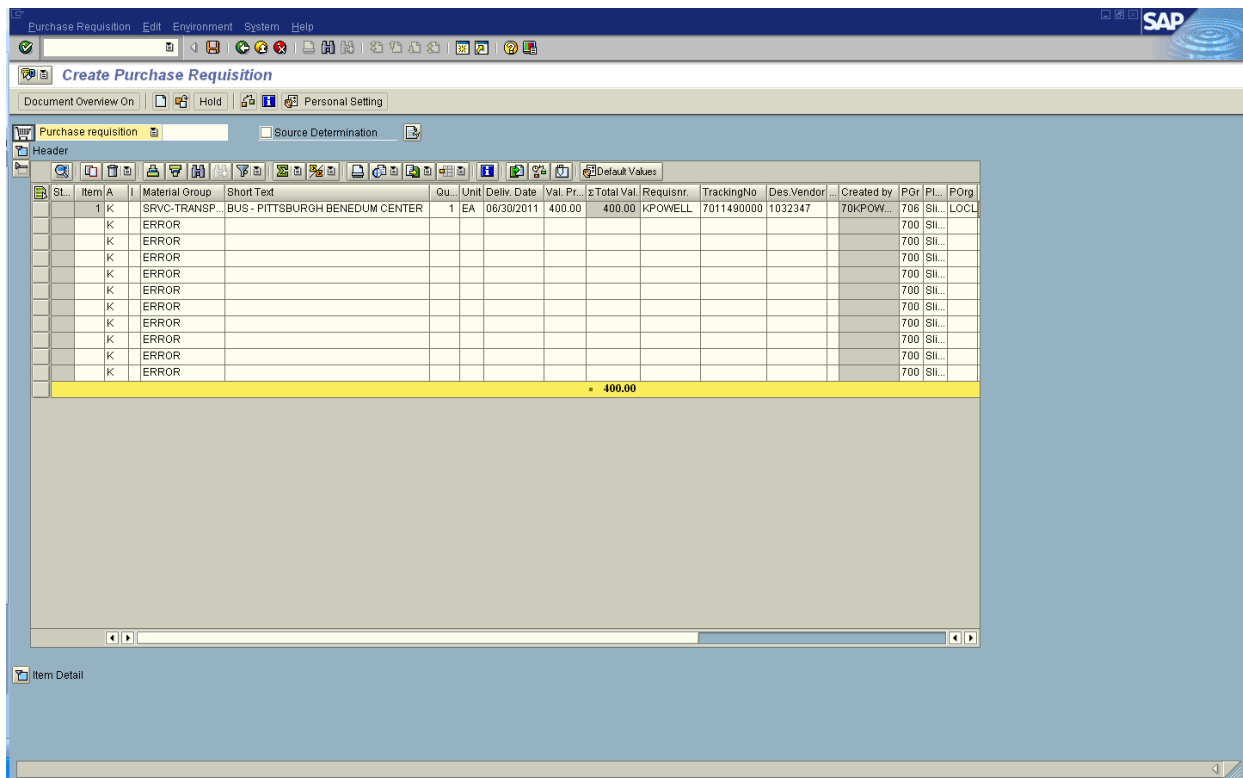
**Header Section - Type – CAMPBELL BUS CO TRANSPORTATION REQUEST (see example below).**



# INSTRUCTIONS HOW TO COMPLETE BUS TRANSPORTATION PURCHASE REQUISITION

**Item Overview Section** - Type the information as pertains to your request (use the print screen below as an example):

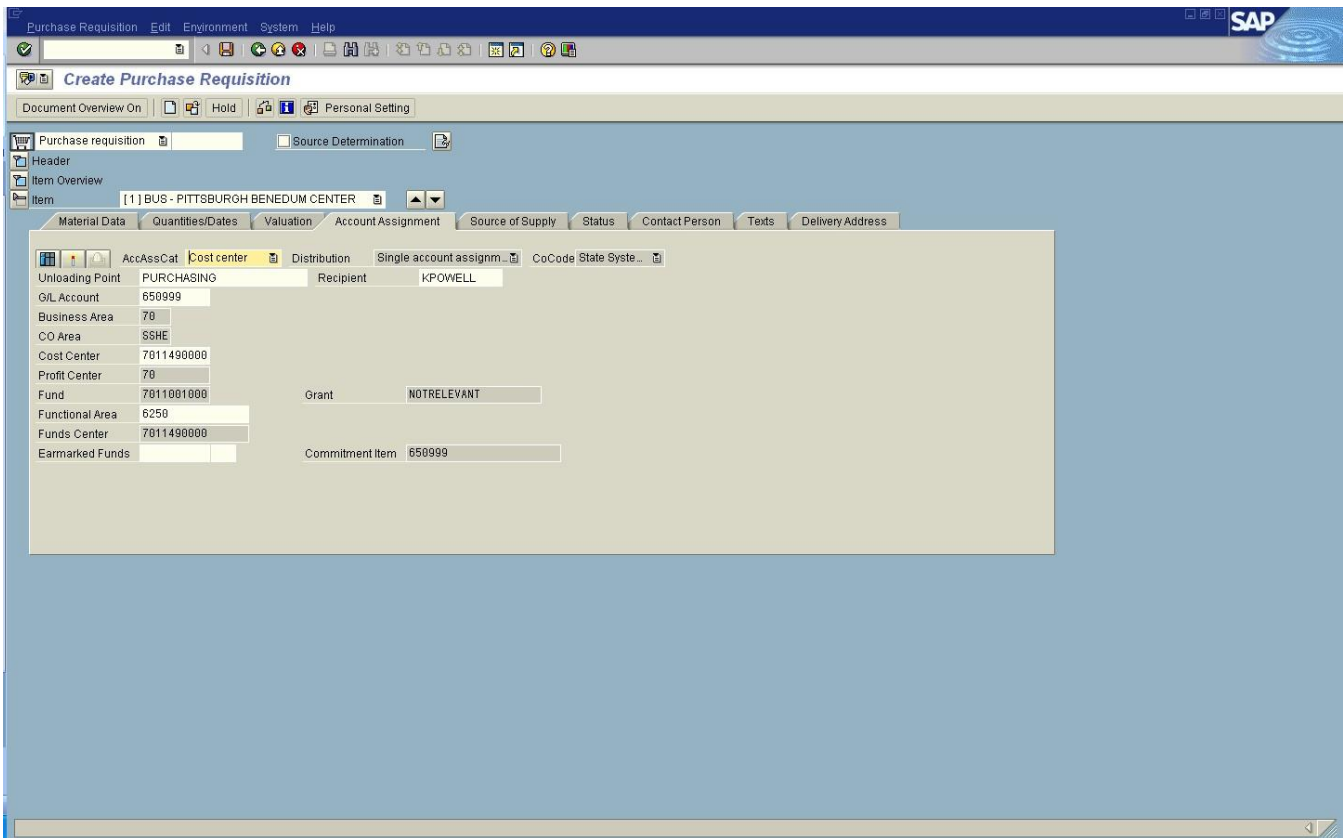
<b>Use:</b>	Material Group	00956 (SRV-TRANSPORTATION)
	Short Text	BUS- <b><u>"Where Trip is to"</u></b>
	Delivery Date	<b>Date of Trip</b>
	Desired Vendor #	1032347 <b>CAMPBELL BUS CO</b>
	Purchasing Group#	<b>706 (Contracts)</b>



# INSTRUCTIONS HOW TO COMPLETE BUS TRANSPORTATION PURCHASE REQUISITION

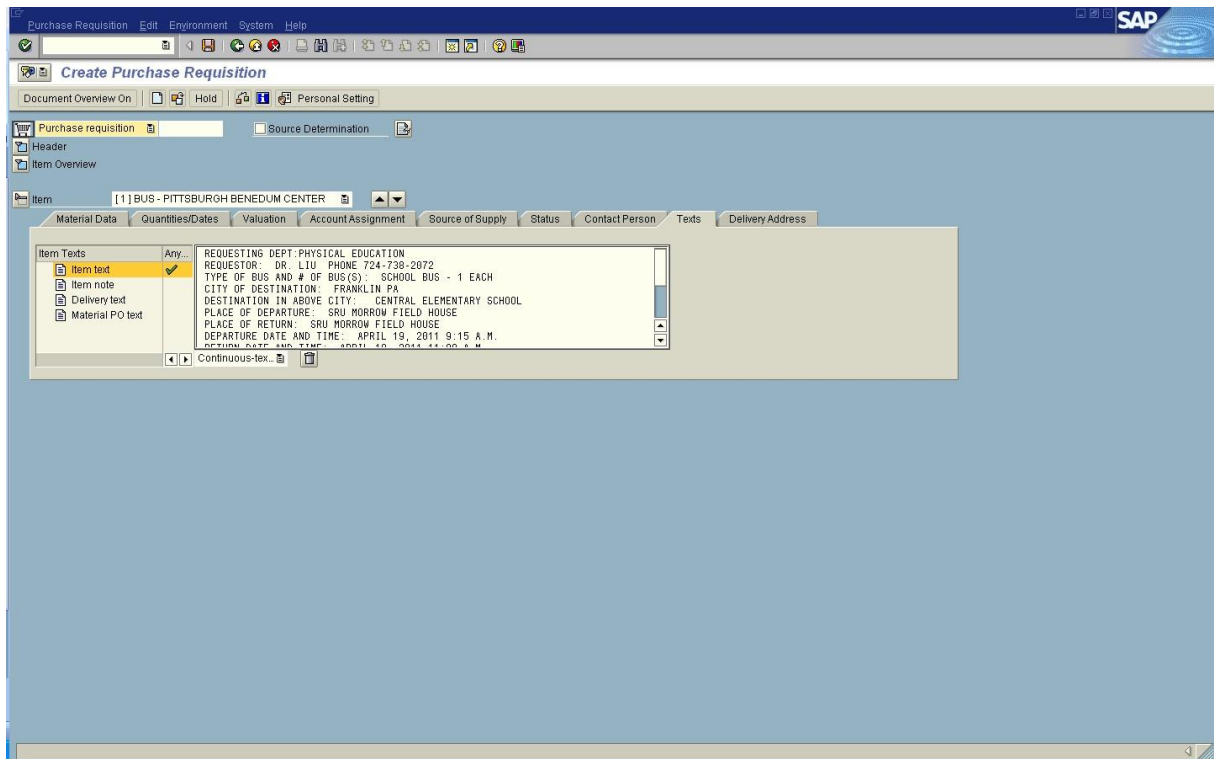
**Item Section - ACCOUNT ASSIGNMENT (TAB)** - Type the information as pertains to your request (use the print screen below as an example):

**Unloading Point:**  
**Recipient:**  
**G/L Account #:** 650999 (RENTAL-OTHER)  
**Cost Center:**



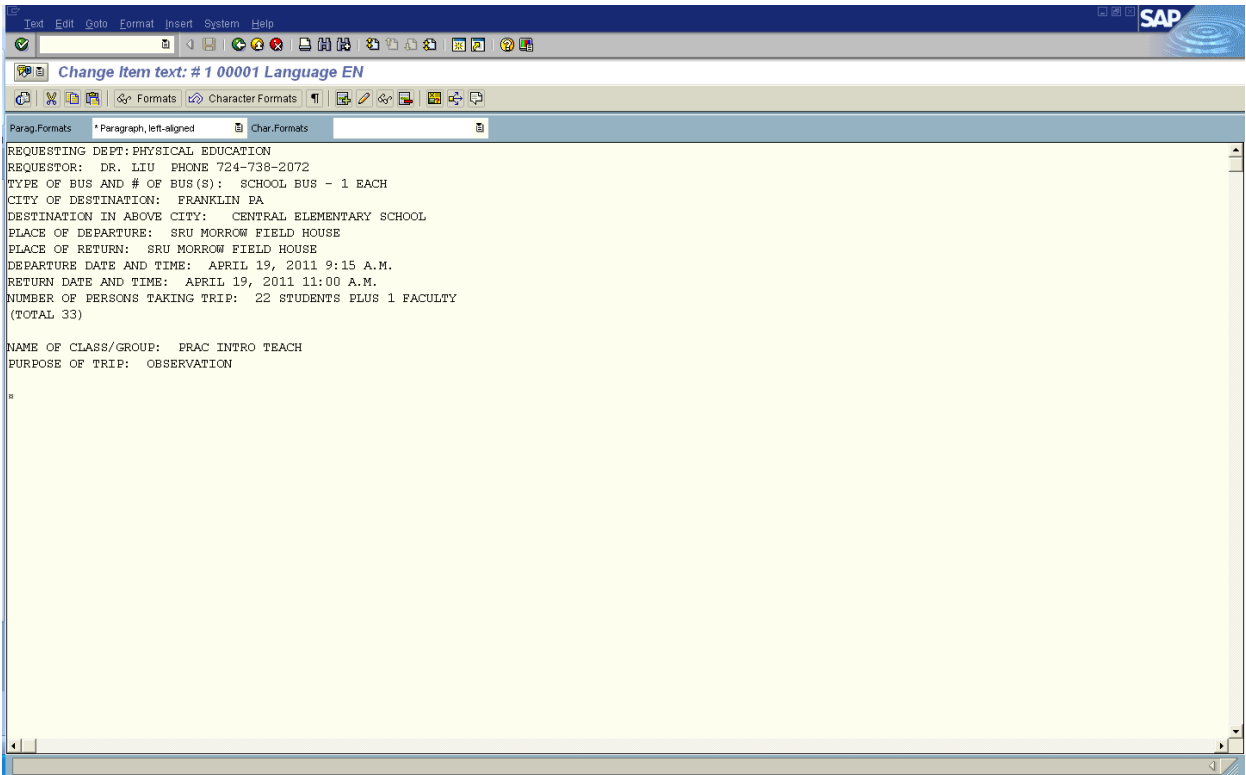
# INSTRUCTIONS HOW TO COMPLETE BUS TRANSPORTATION PURCHASE REQUISITION

**Item Section** - Next in the **TEXT TAB** - Type the information as pertains to your request (use the print screen below as an example):



# INSTRUCTIONS HOW TO COMPLETE BUS TRANSPORTATION PURCHASE REQUISITION

this is a full view of your text\*



Once your purchase requisition is created, please attach your confirmation or invoice to the purchase requisition.