



SAP

Requisitioning

**How to Enter Requisitions for Goods and Services
Directly into the Materials Management Module
of the SAP R/3 Financial System**

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Online Requisitioning in the SAP Financial System

A requisition defines the need for a material or service. It is the primary instrument for identifying materials or services that must be procured outside the university. It authorizes the Purchasing department to purchase materials or services in specific quantities within a specified time frame. It is an internal document and is not used outside of the university. Vendors cannot be authorized to ship materials or deliver services with just a requisition number. The last step in the purchase requisition process is a check on budget availability. If the funds are not available, the purchase requisition cannot be created; however, the requisition can be put in a “held status” and finalized when the appropriate budget is available. Funds are encumbered (committed) when the requisition is saved.

Approval Process

A purchase must be approved by the appropriate cost center manager(s) prior to entering the requisition in SAP. This approval must adhere to the following requirements:

- The approval must be in writing and if in E-Mail format, must originate from the Cost Center manager(s)
- The approval must summarize what is being purchased
- The approval must indicate the total dollar amount to be committed
- The approval must indicate what cost center(s) is/are to be charged for the expense
- A hardcopy of the approval must be retained in the department’s files for a period of three years and made available for audit upon request.

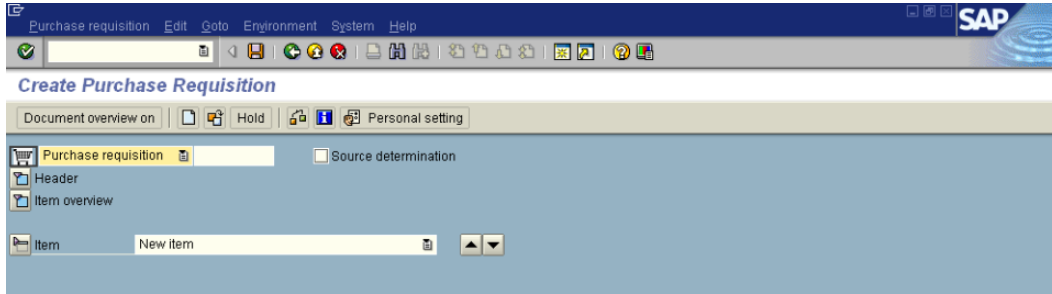
Information You Must Have Before You Start



Prior to signing into SAP to create a requisition, you need to assemble the following pieces of data related to the purchase.

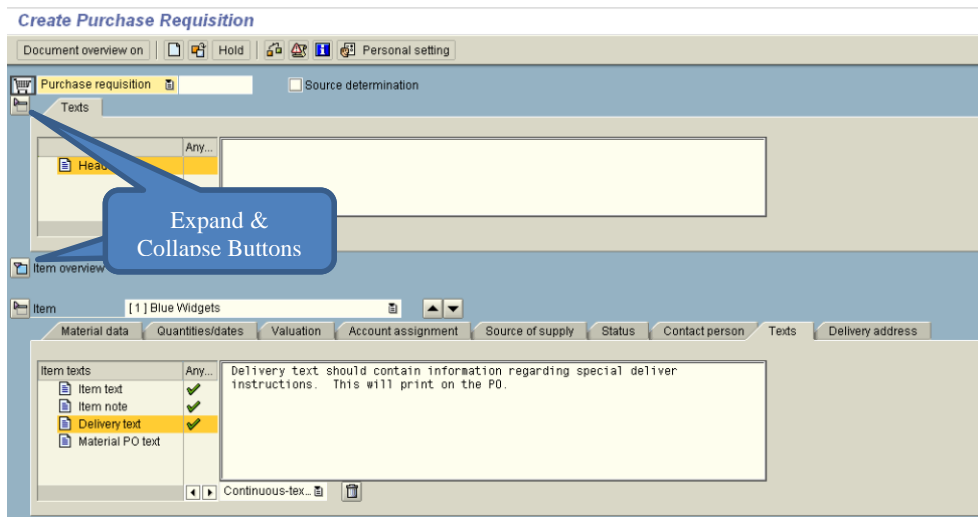
- If you wish a particular vendor to be considered, the proposed vendor’s name, address, phone, and contact person
- An accurate and complete description of what good or service you are purchasing, including quantities, units of measure, model numbers, pricing, etc...
- The name of the person who is requisitioning the good or service
- A realistic delivery date
- The location to which the goods will be shipped by the vendor (Central Receiving, Schmucker Science, Direct Department, etc...)
- The building, room number, and person to which the good or service will be delivered (very important for goods delivered to a receiving dock)
- The GL account number for each item
- The SAP Cost Center number(s) and/or SAP WBS Element number(s) to be charged for each item
- The SAP Material Group associated with each item

Procedure

Logon to the SAP system and enter ME51N in the command field.

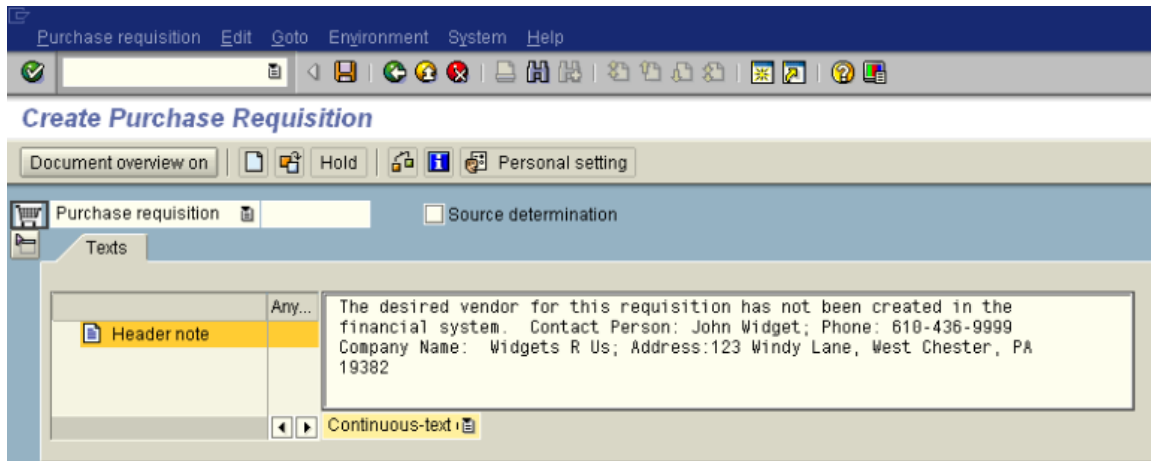


Requisitions consist of three distinct sections which contain all of the data elements necessary for processing – the Header, the Item Overview, and the Item Detail sections. To expand a section use the  button that precedes the section. To collapse the section, click the  button.



Header Section

The header section contains the header note field which is a text field limited to 2,749 characters. The header note is for internal university use only and does not transfer to the purchase order. This section should be used to communicate additional information to Purchasing to enable them to process the order swiftly and accurately. Any pieces of information that should be communicated to Purchasing but are not part of the Item Overview or Item detail sections should be entered here. Standard Windows “Cut-Copy-Paste” functionality will work in this field.




Examples of what to include in the Header Note

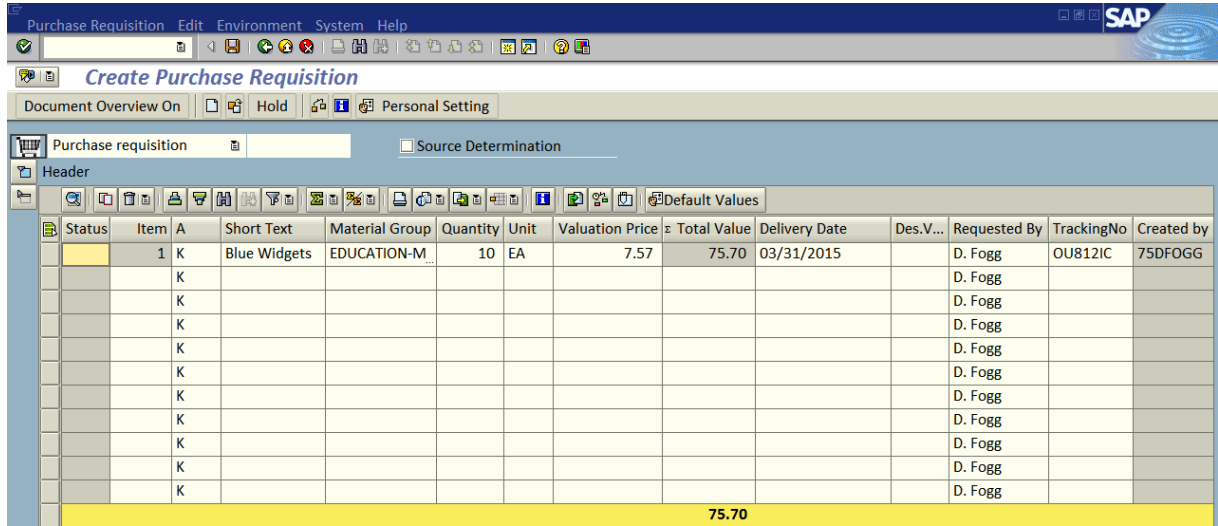
- Vendor Information for vendors not in the financial system
 - Vendor Name
 - Contact Person
 - Phone Number
 - Fax Number
 - Address
 - Email
- Processing Requirements
 - “Need check no later than mm/dd/yyyy”
 - “Send check to ...”
 - “Vendor needs PO Number by mm/dd/yyyy”
- The Justification for the Expense – What is the business purpose?
- Additional Information
 - “Item(s) requisitioned are on sale at xxxxxx vendor until mm/dd/yyyy.”
 - “Supporting documentation (i.e., quotes, vendor proposals, etc) has been sent by campus mail.

Header Notes - Specific Requirements for Certain Types of Expenses**Event or Service**

1. Name and address of person performing the service
2. Social Security number or Federal EIN number
3. Date of event or service
4. Reason for event or service
5. Date check needed and justification of why payment is required in advance (if applicable)
6. Was the service performed (documentation)
7. Will you pick up the check? How is it to be sent?

Item Overview Section

The item overview section contains data relevant to the individual lines of the requisition, i.e., what you are purchasing, when you expect it to be delivered, how much does it cost, what vendor do you wish to purchase from, who is processing the requisition, etc. To enter information either click in or tab to the appropriate field, key in the data or select from a list of valid values. Fields that have look-up capability will have an icon like this  on the right side of the field when entered.



The individual fields are described in the following table:

| Required Fields | Description | User Action and Values | Comments |
|-----------------|---|---|---|
| A | Account assignment category. Used to identify the cost assignment type. | Choose either “K” (Cost Center) or “P” (WBS Element / Project) to charge costs; if the item is to be split between both “K” and “P” funding then enter “X”. | Required |
| Short Text | A short description of the good or service. | Enter a very short descriptor for the good or service. This is important in reporting views. | Required - 40 Characters Maximum |
| Material Group | Material Group | Material Group identifies the type of good or service you are purchasing. Choose from the list of valid values. | Required – See Appendix A for Listing of codes |

| | | | |
|-----------------|---|--|--|
| Quantity | Quantity to be ordered | Enter number of units required. If the requisition is for a service that will be paid in partial payments, the quantity and valuation price should be reversed – Enter a quantity equaling the total \$’s and the valuation price of 1. In other words, instead of buying 1 service totaling \$950.00, you would buy 950 for a \$1.00 each. | Required |
| Unit | Unit of measure in which the requested material or service is to be ordered | Example: EA (Each), BX (Box), PKG (Package), FEE (Fee). For services use AU (Activity Unit). Choose from the list of valid values. | Required |
| Valuation Price | The cost per unit. | If the requisition is for a service that will be paid in partial payments, the quantity and valuation price should be reversed – Enter a quantity equaling the total \$’s and the valuation price of 1. In other words, instead of buying 1 service totaling \$950.00, you would buy 950 for a \$1.00 each. | Required |
| Total Value | Total Value | This will compute automatically based upon the quantity and valuation price. | |
| Delivery date | Date on which the goods are to be delivered or services are to be provided. | Enter date material or service is required. <u>This date also becomes the budget date of the transaction.</u> *** See note at bottom of this table concerning delivery date and encumbrances. | Required - Date format is mm/dd/yyyy. Press F4 to open a calendar. |
| Desired Vendor | Desired Vendor | Leave Blank | |
| Requisitioner | Requisitioner – The person who is purchasing the goods or services | Enter the person’s name. | Can be set as a personal default. |

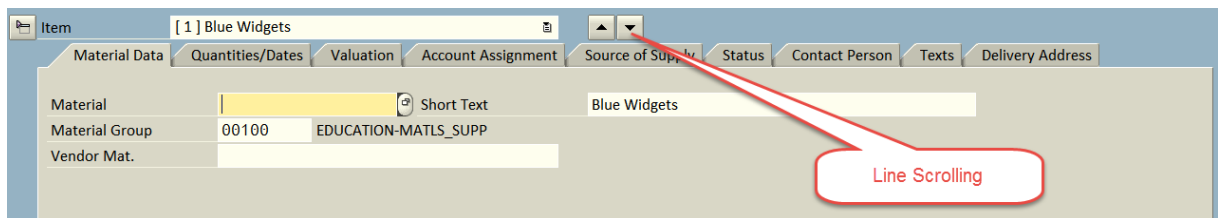
| | | | |
|-----------------|-------------------------------------|---|---|
| Tracking Number | Tracking Number | This number can be used to track the Requisition and PO. It is a free text field that is 10 characters long. Use of this field is encouraged to allow you to track your purchasing requests easily. | Report ME5A can be run to report on Reqs by tracking number. Report ME2B can be run to report on PO's by tracking number. |
| Created By | Created By | Defaults from User ID | Defaults automatically. |
| PGr | Purchasing Group | Enter 750 | Required. Can be set as a personal default. |
| Plant | Plant requiring material or service | Enter 75 | 75 = West Chester University. Can be set as a personal default. |

*** Important Note concerning delivery date: The encumbrance of funds (availability checking) is performed for purchase requisitions and purchase orders based on the delivery date.

Item Detail Section

The item detail is information that further describes each line item, organized by tabs, with specific data on each of the tabs. Note that the item detail section will only show one line item at a time. To scroll through the lines, use the up and down pointing triangles next to the line text.

Material Data Tab - The information on this tab will default from the Item Overview section.



Quantities/Dates Tab - The information on this tab will default from the Item Overview section.

The screenshot shows the SAP Requisitioning interface with the 'Quantities/Dates' tab selected. The 'Item' field is set to '[1] Blue Widgets'. The following data is visible:

| | | | | |
|-----------------------------------|----|----|-----------------|--------------|
| Quantity | 10 | EA | Delivery Date | D 03/31/2015 |
| Quantity Ordered | 0 | EA | Request date | 01/20/2015 |
| Open quantity | 10 | EA | Release Date | 03/31/2015 |
| <input type="checkbox"/> Closed | | | Pl. Deliv. Time | |
| <input type="checkbox"/> Fixed ID | | | GR Proc. Time | |

Valuation Tab- The information on this tab will default from the Item Overview section.

The screenshot shows the SAP Requisitioning interface with the 'Valuation' tab selected. The 'Item' field is set to '[1] Blue Widgets'. The following data is visible:

| | | | | | | | | |
|---|------|-----|---|---|----|-------------|-------|-----|
| Valuation Price | 7.57 | USD | / | 1 | EA | Total Value | 75.70 | USD |
| Promotion | | | | | | | | |
| <input checked="" type="checkbox"/> Goods Receipt | | | | | | | | |
| <input checked="" type="checkbox"/> Inv. Receipt | | | | | | | | |
| <input type="checkbox"/> GR Non-Val. | | | | | | | | |

On the valuation tab you will need to choose whether the goods will be received on-line or not.

- If the goods are going to be delivered to any of the designated receiving points on campus then the Goods Receipt box should be checked.
- If the purchase is a service or the goods are going to be shipped directly to your department (Direct Department Delivery must be chosen on the Delivery Address Tab), then the Goods Receipt box should **NOT** be checked.
- The invoice Receipt box should always be checked. The GR non-valuation should not be checked.

Account Assignment Tab- The information on this tab will **NOT** default from the Item Overview section.

The screenshot shows the SAP Requisitioning interface with the 'Account Assignment' tab selected. The 'Item' field is set to '[1] Blue Widgets'. The following data is visible:

| | | | |
|-----------------|--------------------------|-----------------|-------------|
| Unloading Point | 201 Carter Drive, Rm 209 | Recipient | Don Fogg |
| G/L Account | 660215 | | |
| Business Area | 75 | | |
| CO Area | SSHE | | |
| Cost Center | 7511003100 | | |
| Profit Center | 75 | | |
| Fund | 7511001000 | Grant | NOTRELEVANT |
| Functional Area | 6200 | | |
| Funds Center | 7511003100 | | |
| Earmarked Funds | | Commitment Item | 660215 |

The unloading point (required) is the final destination for the goods /services – typically a building and room number.

The Recipient (Required) is the person on campus to whom the goods should be delivered.

The G/L Account No. must be entered, example: 660215, Computer Components & Supplies

The use of proper G/L accounts is extremely critical to the financial reporting of the university. These accounts classify expenditures into categories such as travel, supplies, postage, etc. Due to external financial reporting requirements, please use only accounts beginning with a '6' when completing requisitions and payment request forms. The 7xxxxx series of accounts have been removed from the crosswalk. If you have used the 7xxxxx series accounts in the past, please be advised that there is no difference on the impact of budget availability by using the 6xxxxx series of accounts.

An updated listing of SAP GL account codes is available online ([Our SharePoint site](#)) to help you determine which account to use for requisitions. This list contains very descriptive accounts available to you, so we encourage you to use it as a reference tool. Some examples of suggested accounts for common purchases would be:

Books (non-library) – 608120
Educational supplies – 660300
Furniture – 660130
Lab supplies – 660315
Office equipment – 660125
Office supplies - 660100
Software – 620200

Please note that the Accounting office may use the 7xxxxx account if determined that a purchase is considered a fixed asset.


Please contact Trixia Santiago at extension 2334 with any questions on the appropriate use of GL Accounts.

The Cost Center must be entered, Example: 7511003100, Finance and Business Services.

The Profit Center, Fund, Functional Area, and Fund Center will default after entering the Cost Center. **If you change the Cost Center you need to erase the functional area so that it will automatically update.**

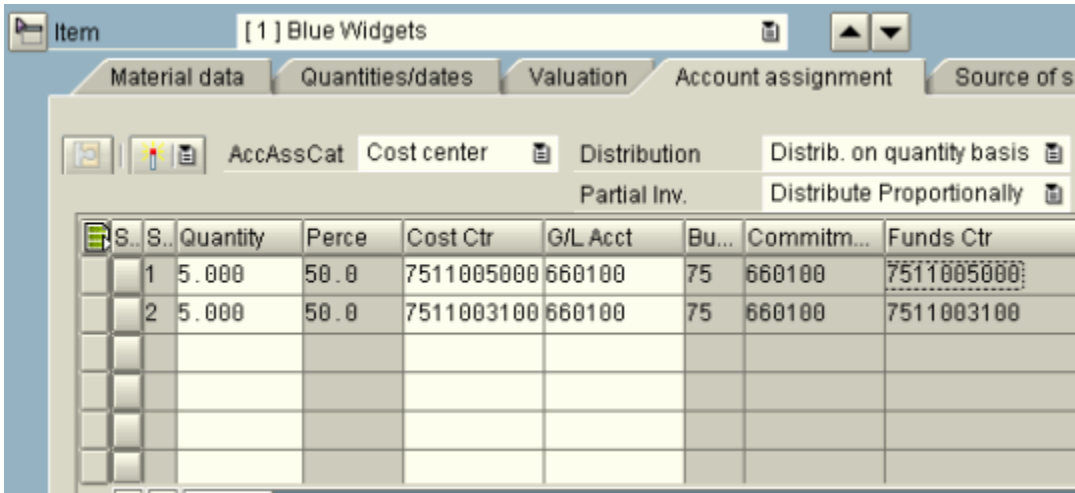
If the item was entered with a P (Project) in the Account Assignment field in the Item Overview, the Account Assignment Tab will display differently and will request a WBS Element instead of a Cost Center.

Split Distributions – Multiple Account Assignments

In those cases when a single item is to be charged to multiple cost centers and/or WBS elements, use the Multiple Account Assignments  button.

If the split is to be between just cost centers, set the AccAssCat field to cost center. If the split is between projects, set the AccAssCat field to Project. If the split is to be between a mix of cost centers and projects, set the AccAssCat field to All aux. acct. assgts.

Select the Distribution – Distrib. on Quantity Basis or Distribution by Percentage
 Select the Partial Invoice – Distribute Proportionally



Source of Supply - The information on this tab will default from the Item Overview section.

No data entry is necessary on this tab.

Status

No data entry is necessary on this tab. This tab will include the PO number once the requisition has been transitioned into a purchase order.

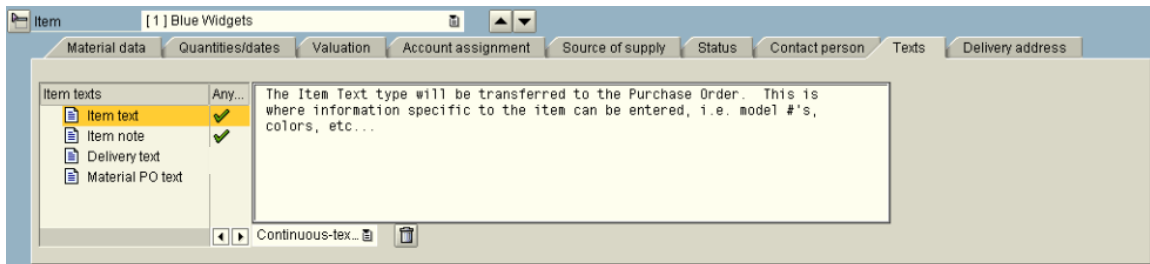
Contact Person - The information on this tab will default from the Item Overview section.

No data entry is necessary on this tab.

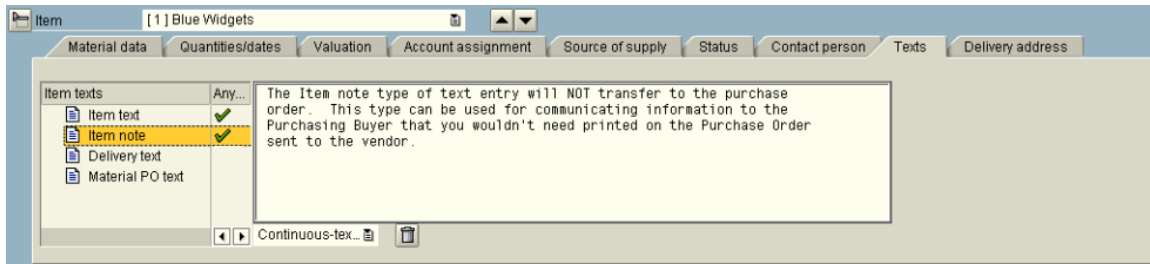
Texts

The Texts tab allows the user to enter data specific to individual requisition lines. There are three different types of text:

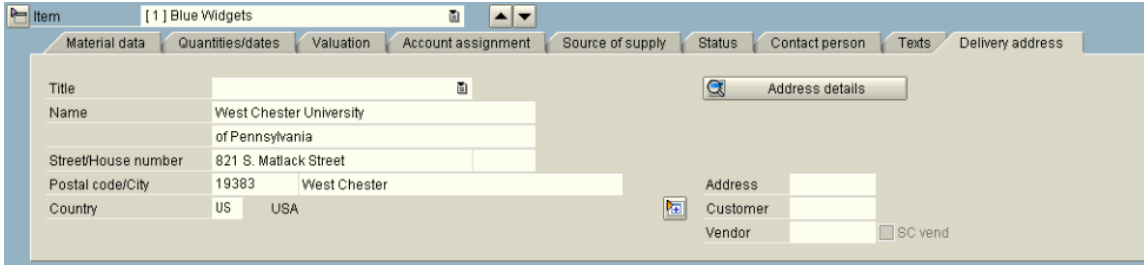
- Item Text – The Item Text type will be transferred to the Purchase Order. This is where information specific to the item can be entered, i.e. model #'s, colors, etc...
Delivery text must be filled in on the last item of Direct Department Delivery orders. This will print on the PO.



- Item Note - The Item note type of text entry will NOT transfer to the purchase order. This type can be used for communicating information to the Purchasing Buyer that you wouldn't need printed on the Purchase Order sent to the vendor.




Delivery Address



The Delivery Address tab defines where the vendor should send the merchandise if it is to be shipped to one of the receiving units on campus. The following values are available:

| Delivery Addresses - Ship To Locations | Code |
|---|--------|
| Central Stores – 821 South Matlack St – This is the default address | 222714 |
| Facilities – 201 Carter Drive | 223840 |
| Schmucker Science, 750 S. Church Street | 223842 |
| South Campus – 855 S. New Street, Rm 118 | 223838 |
| Graphics & Printing | 223839 |
| Direct Department | 297354 |

The default delivery address for all orders is Central Stores. To change the address to one of the other values, enter one of the codes above in the address field. To update the screen you can click the check  button.


For items that are being delivered by the vendor directly to your department, a delivery address of Direct Department should be utilized.

For service orders a delivery address of Direct Department should be utilized.

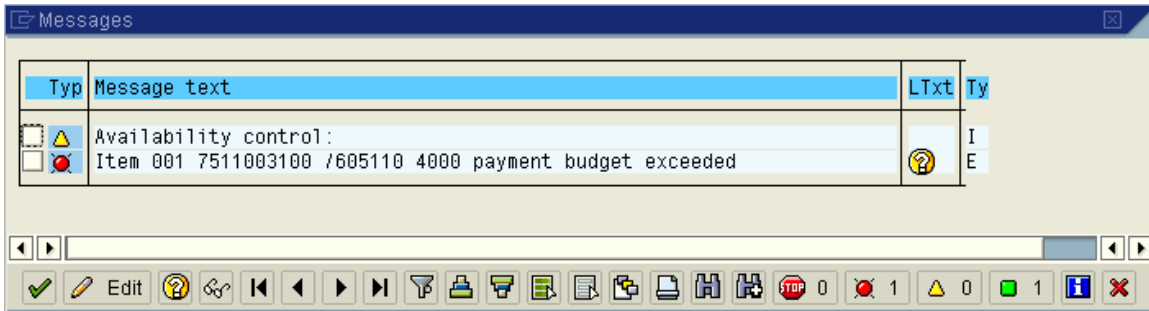
If Direct Department is utilized as the delivery address then an entry must be made in the Item Text of the last item on the requisition!


The location address for the delivery must be fully explained here, i.e., Department, Building, Room, City, State, Zip, Contact Person.

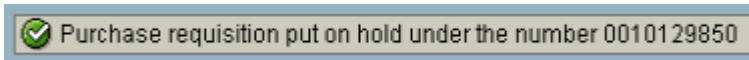
Completing the Requisition

To check the Requisition to make sure that data has been entered correctly, hit the Check Button. 

This will then validate the data, and if any errors are found you will be presented with a message. The message below indicates that the Requisition failed Availability Control (Budget checking).




In this case, you can click the Hold  button and the system will assign a number to the Requisition on hold. The lower status bar will give you a message similar to the following:



You would then need to contact the requestor to have the budget issue resolved.

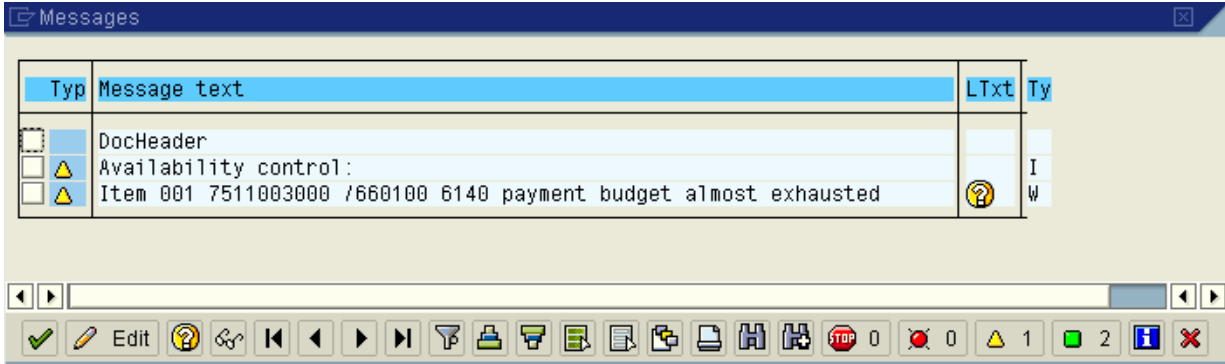
Releasing Purchase Requisitions on Hold

Once the budget problem is resolved, open the requisition using transaction ME52N. When you first open that transaction, it will take you directly into the last requisition you reviewed.

To select a different requisition, click the “Other Requisition” Button  and enter the requisition number you wish to update. Once the held requisition is on the screen, just click the Save button to re-run availability control. If the budget issue was corrected, the requisition will save with no error message (using the same requisition number as before).

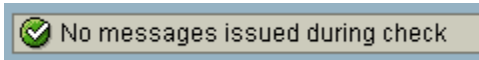
Payment Budget Almost Exhausted

If the requisition dollar commitment places your cost center in the last 20% of the budget, SAP will issue the following message:



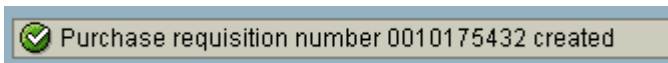
This is only a warning! You can still save the requisition and Purchasing can process the purchase order.

If no errors are found, you will receive the following message in the lower status bar:

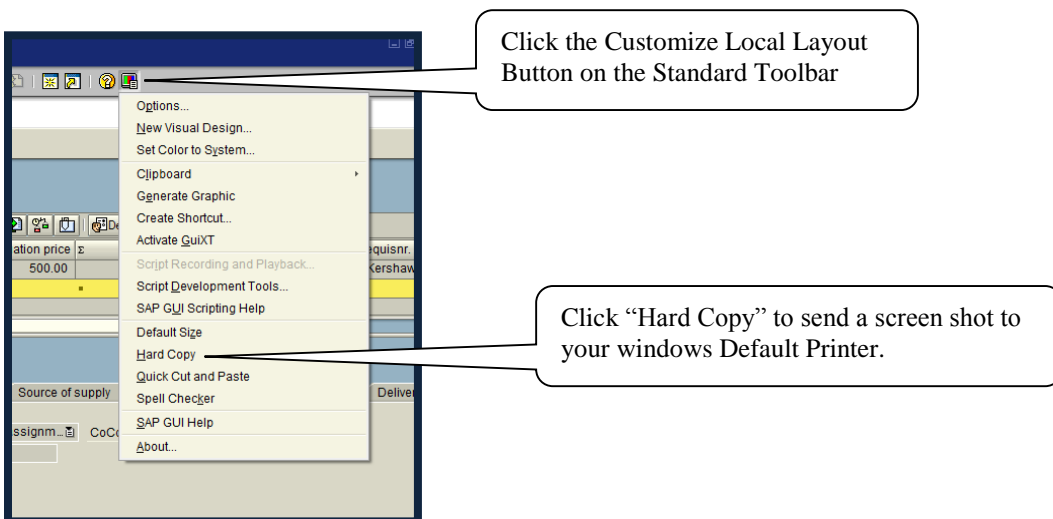


You can then save the purchase order by clicking the save icon.

The lower status bar will then show you the Requisition number assigned.

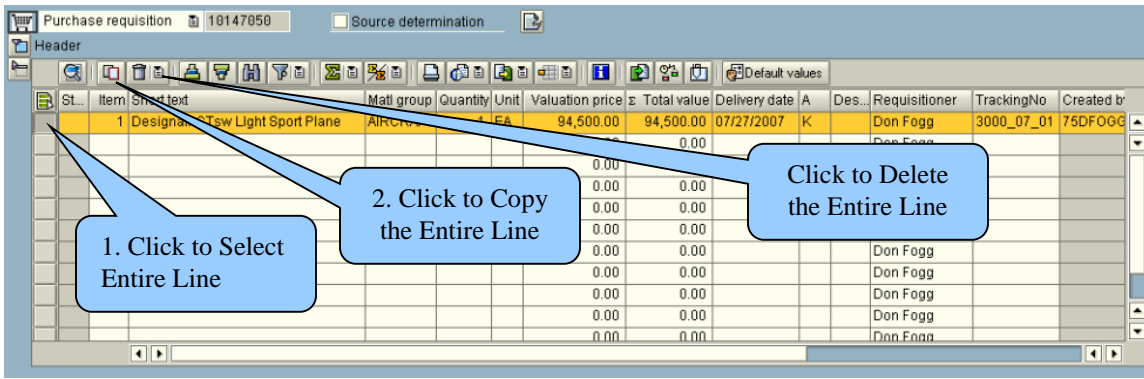


Printing a Requisition



Multi-line Requisitions

When entering a multi-line order, enter the first line completely (Item Overview AND Item Detail sections). Then click on the box at the beginning of the line and then click the Copy button. This will copy the entire set of data (Item Overview AND Item Detail sections) to a new line thereby saving you from having to enter everything again. Just change the items on the new line that are different.



You can also delete entire lines by selecting the line and clicking the Trashcan (Delete) button.

Entering Default Values

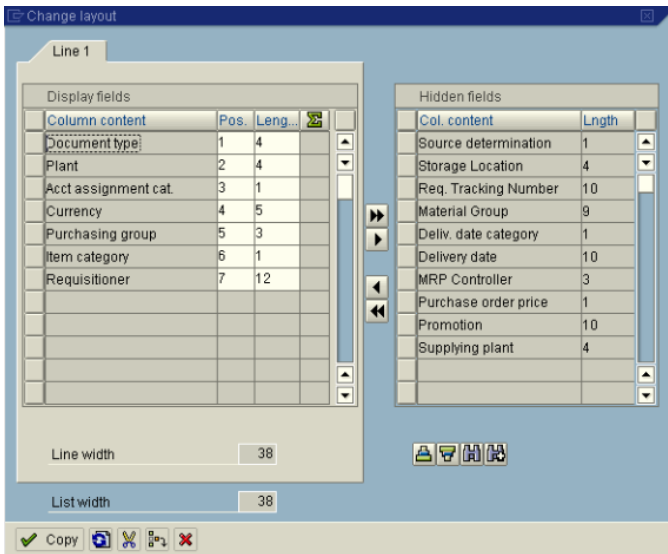
Default values for each user can be established (and normally will be at time of initial training) so that data that is consistent for ALL requisitions from a specific user will be automatically entered.

Enter Transaction Code ME53N – Display Requisition.

In the application toolbar click Personal setting...



The Personal Settings dialog box will appear – select the Default Values Tab – then click the More Fields button. In the “Hidden Fields” section of the dialog box, click on the box at the beginning of these rows to highlight the lines: Acct Assignment Cat., Currency, Document Type, Item Category, Plant, Purchasing Group, Requisitioner – then click the small arrow pointing to the left to move these rows into the Line 1 box. Then click the Copy Button.



On the Default Values tab enter the information as displayed below.

| Basic settings | Default values |
|--------------------|-----------------------|
| Document type | Purchase requisiti... |
| Purch. group | West Chester |
| Item category | Standard |
| Acct. assign. cat. | Cost center |
| Plant | 75 |
| Requisitioner | Your Name |
| Currency | USD |

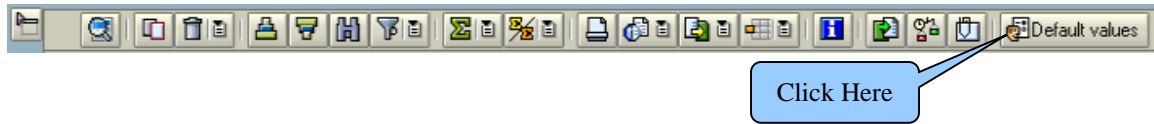
Document Type = Purchase Requisition
Purchasing Group = West Chester
Item Category = Standard
Acct. Assig. Cat. = Cost Center {if you will be entering requisitions mainly from a WBS element, the Acct Assign. Cat. should be set to Project instead of Cost Center}
Plant = 75
Requisitioner = Your Name {Optional}
Currency = USD

Finally, click on the Save icon  to save your defaults.

These defaults can be overridden at the time of requisition creation. Rule of Thumb – If the value you enter changes depending upon the individual requisitions you are entering, it is better NOT to set it as a default – this will result in less data errors.

Line Item Defaults

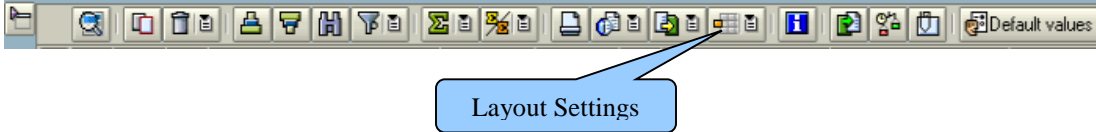
Defaults can also be established at the line item level. Click Default Values on the Line Item toolbar.



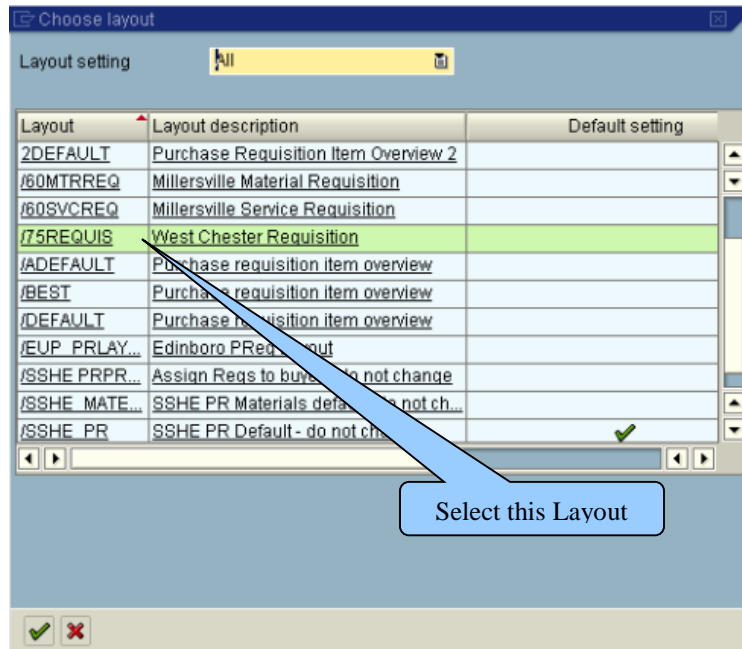
Layout Defaults

The display of the item overview section of the requisition can be set so that the data entry is easier and consistent across users. To do so, follow these directions:


In the line item toolbar, click the Layout settings button.



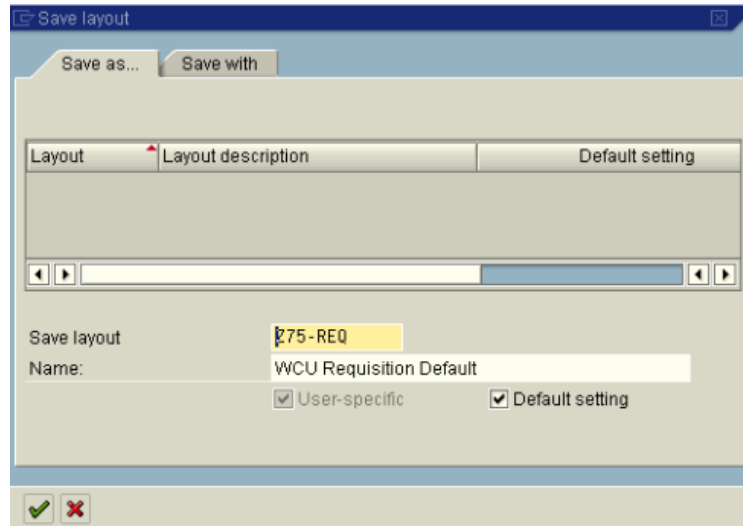
On the Choose Layout dialog box select the /75REQUIS Layout...



This will import the layout into your current screen.

Now click the Layout Settings button on the right side...  and Select Save Layout from the dropdown list.

In the Save layout dialog box enter the information as shown below and click the Green Check.

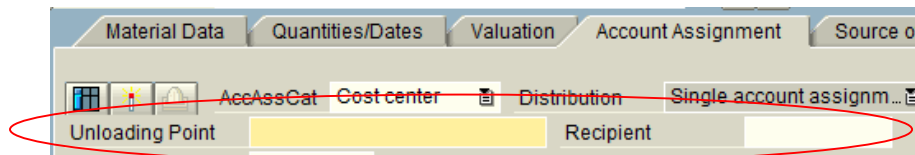


Save Layout = Z75-REQ
 Name = WCU Requisition Default
 Default Setting = Check Box

This will save the layout as your default and you won't have to do this again!

Requisitioning and Parameter IDs

The SAP Materials Management module is being modified to make “unloading point” and “recipient” on the Account Assignment tab required fields.



This means that you will be required to fill in these fields in order to save the requisition. As a requisitioner, you have the option of either manually filling in these fields for each line of a requisition or defaulting the value automatically. Unloading Point and Recipient can both be set with default values by utilizing parameter IDs.

A parameter ID can be utilized to set a default value so that a particular field is automatically filled in when data entry is performed in SAP. When a default value is utilized, you still have

the ability to override it for a particular document and should do so when the default is not appropriate for that particular requisition line. For documents where the account assignment is split, the unloading point and recipient is required on each split accounting entry.

The screenshot shows the SAP Account Assignment table with the following data:

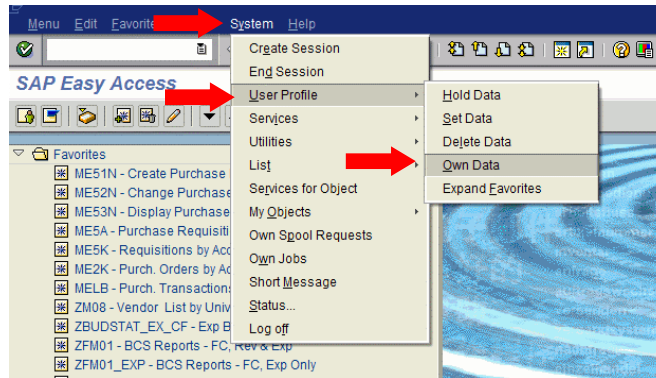
| S... | S... | Quantity | Per... | Cost Ctr | G/L Acct | BusA | Commitment | Funds Ctr | Fund | Function | Unloading Point | Recipient |
|------|-------|----------|------------|----------|----------|--------|------------|------------|------|----------|-----------------------|-----------|
| 1 | 0.500 | 50.0 | 7511003100 | 620210 | 75 | 620210 | 7511003100 | 7511001000 | 6200 | | 201 Carter Dr., Rm209 | Don Fogg |
| 2 | 0.500 | 50.0 | 7511003130 | 620210 | 75 | 620210 | 7511003130 | 7511001000 | 6330 | | 201 Carter Dr., Rm209 | Don Fogg |

Many of the available parameter IDs have already been created for you as part of the initial set up of your profiles.

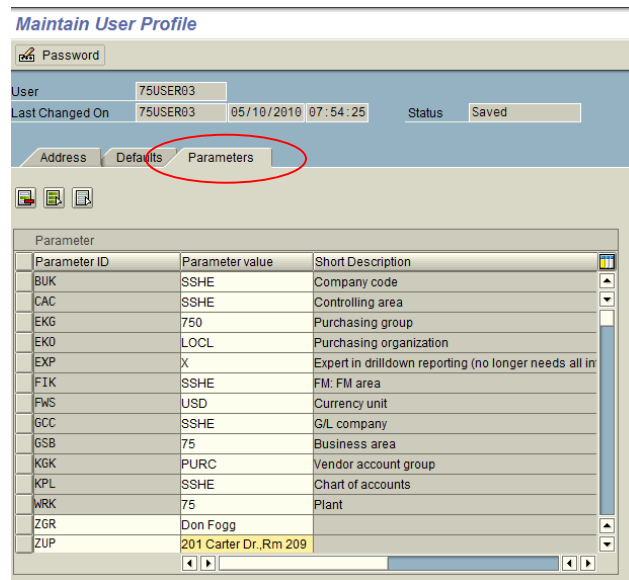
| Parameter ID | Parameter Value | Short Description |
|--------------|-----------------|-------------------------|
| BUK | SSHE | Company code |
| CAC | SSHE | Controlling Area |
| EKG | 750 | Purchasing Group |
| EKO | LOCL | Purchasing Organization |
| EXP | X | Expert in Drilldown |
| FIK | SSHE | FM Area |
| FWS | USD | Currency Unit |
| GCC | SSHE | G/L Company |
| GSB | 75 | Business Area |
| KGK | PURC | Vendor Account Group |
| KPL | SSHE | Chart of Accounts |
| WRK | 75 | Plant |

To add additional parameter IDs utilize the following navigation steps:

Via the SAP menu path: System > User profile > Own data



This will open the Maintain User Profile screen. Click on the Parameters tab.

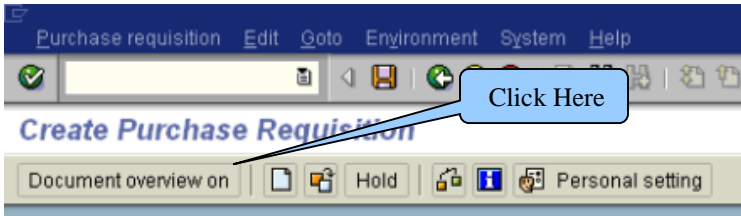


You can insert new Parameter IDs in the blank fields at the bottom of the list. Scroll down, if necessary. Enter the Parameter ID name and the default value. The values you should enter are:

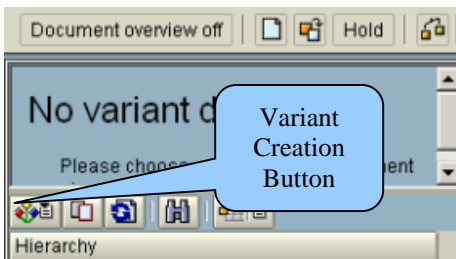
| Parameter ID | Parameter Value | Short Description |
|--------------|----------------------------|-------------------------------|
| ZGR | <i>Enter Your Name</i> | Goods Recipient/Ship-To Party |
| ZUP | <i>Enter Your Location</i> | Unloading Point |

The description will be populated when you press or click Enter. **Click the Save button to keep the new default values in your personal settings.** The Parameter IDs which have already been set for all users should not be changed.

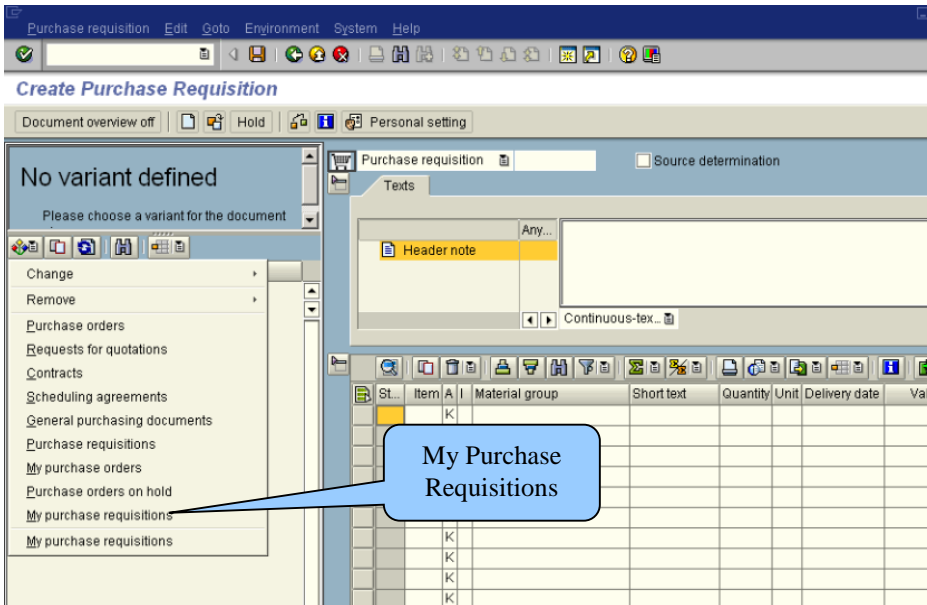
Document Overview



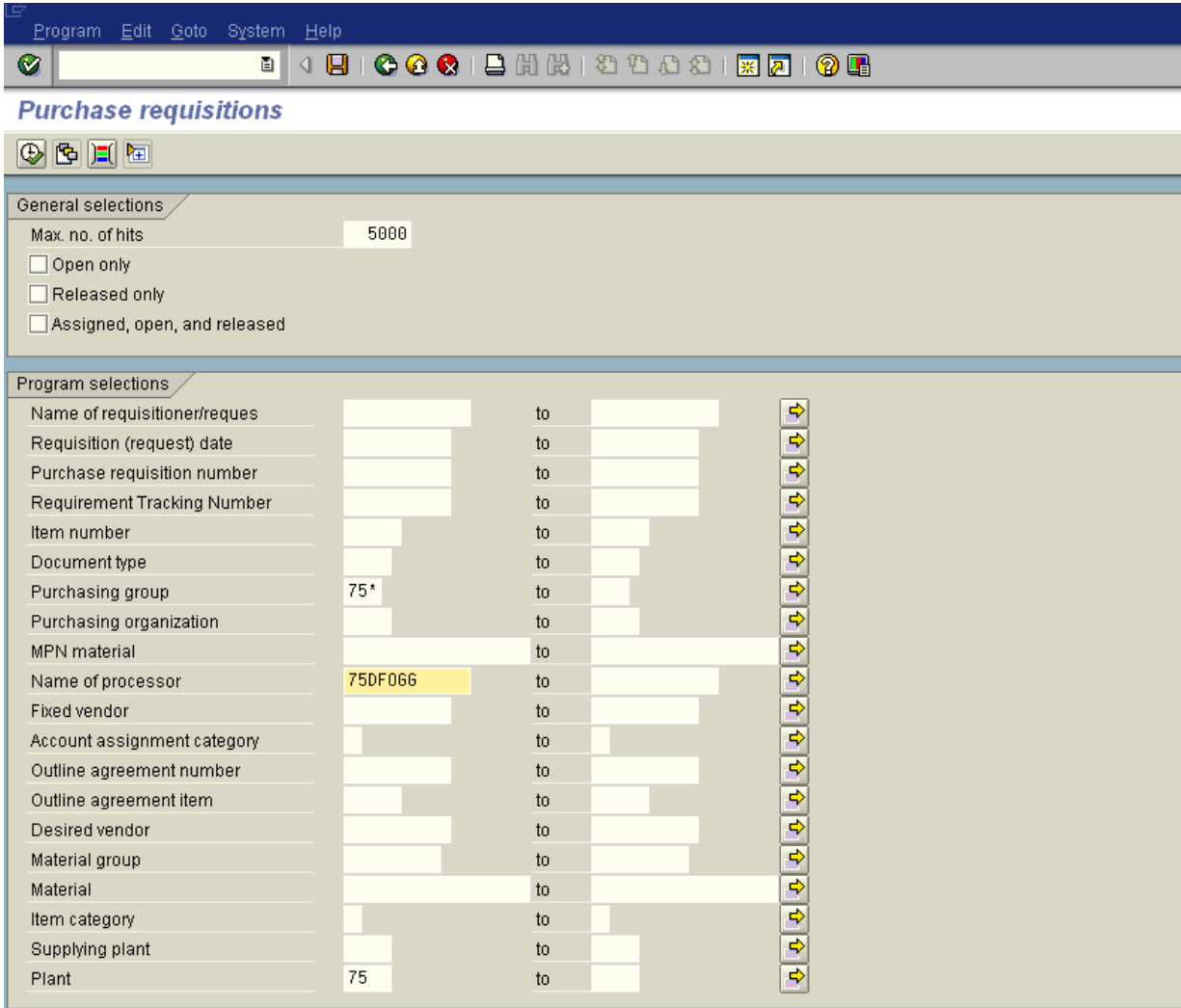
Use the Document Overview On to display purchase requisitions already created. This allows easy access to find/copy existing purchase requisitions when appropriate. To define a Variant to search for existing requisitions click the Variant button.




You can then select from a listing of possible selection choices. You will most likely choose My Purchase Requisitions in order to see a listing of all the requisitions you have created.



In order to see a listing of all the purchase requisitions you (or someone else) have entered select the Purchase Requisitions choice. You will then see the selection screen below:



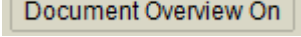
The name of processor can be populated with the SAP User ID of the person for which you wish to search. Then click the Execute button  to get the listing.

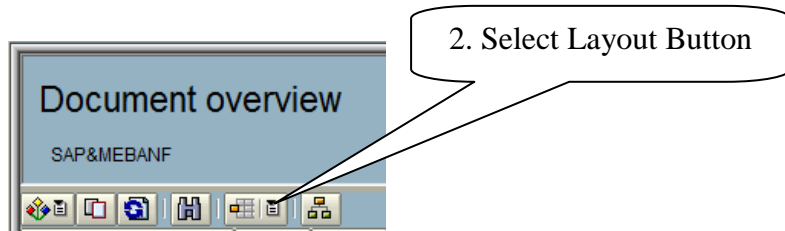
After selecting a variant the list will be populated according to your selection.

Click the triangle in front of the requisition number to display the line items.

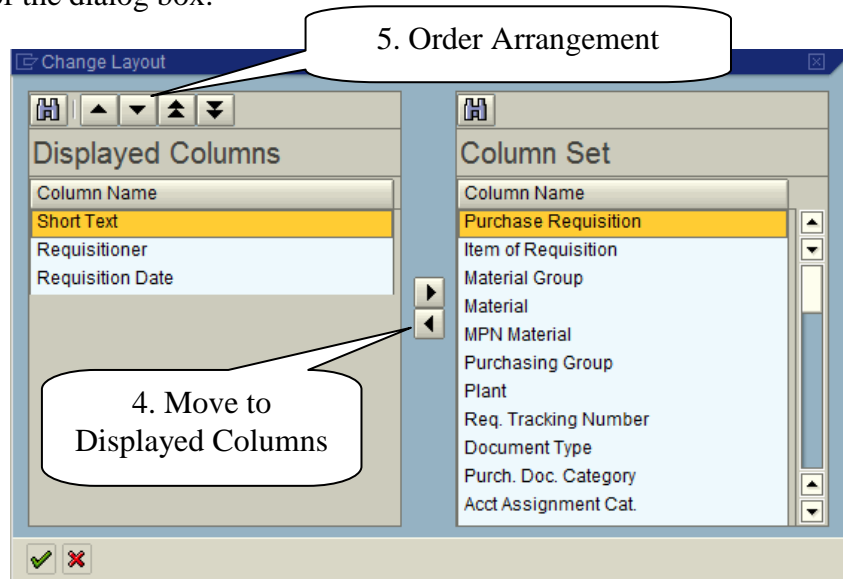
Customizing Requisition Document Overview

It is possible to customize the document overview section of the requisition screens to include information in addition to the default columns.

1. Open the Requisition Document Overview by clicking 
2. Click the right side of the Select Layout Button and select Change Layout from the list.



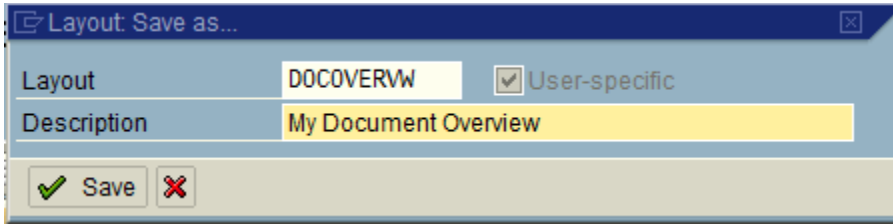
3. Select the item(s) you wish to include in your layout from the Column Set on the right hand side of the dialog box.



4. When you have selected the item, move it to the Displayed Columns by clicking the center triangle pointing to the left. You can select any of the fields on the right side although many may have no value in searches.

Suggested Columns: Short Text, Requisitioner, Requisition Date, Purchase Order, Purchase Order Date, Req. Tracking Number, Acct Assignment Cat., Created By

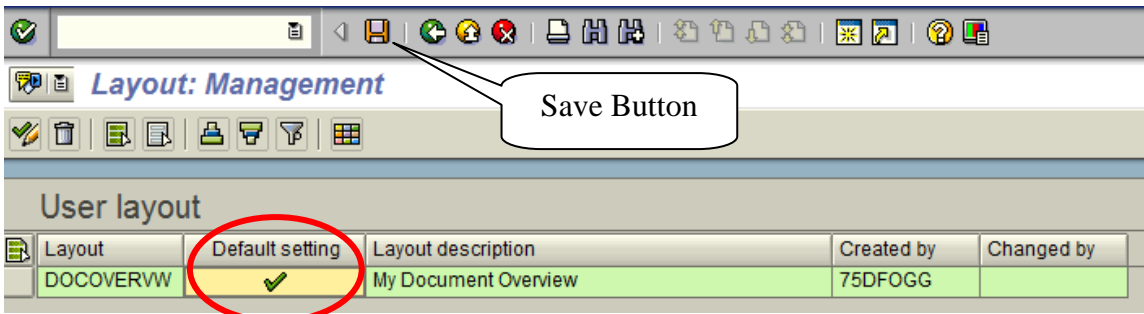
- After you have selected the columns you can reorder them on the left side by selecting the item and then using the triangles at the top of the displayed columns box to change their display order. When you are done click the green check.
- If necessary, adjust the width of the columns so that the data displayed will “fit”.
- Select the right hand side of the Select Layout button and the choose Save Layout. Fill in the fields as follows:




Then click Save.

- To make this layout your default, again select the right hand side of the Select Layout button and the choose Manage Layout. The user layout you created will be displayed.

Click in the Default Setting box to select it and then click save.



You have now saved this layout as your default.

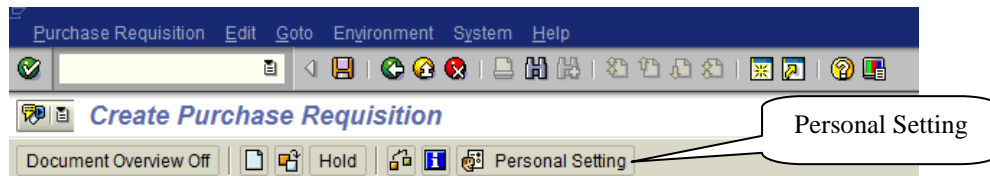
Click the Green Back Button  to go back to your requisition search. Your document overview frame will now show the new layout.

| Purch.Req./PReq. Item | Short Text | Requisnr. | Req. Date | PO | PO Date | TrackingNo | AcctAssCat | Created |
|-----------------------|---------------|-------------|------------|------------|------------|------------|------------|----------|
| 10279713 | | | | | | | | |
| 1 | LCSCDUPSM-3M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |
| 2 | LCSCDUPSM-5M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |
| 3 | LCSCDUPSM-10M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |
| 4 | SCSCDUPSM-5M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |
| 5 | SCSTDUPSM-15M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |
| 6 | STSTDUPSM-10M | J Sincavage | 02/22/2010 | 4500275413 | 03/01/2010 | 1144060849 | K | 75LMOYER |

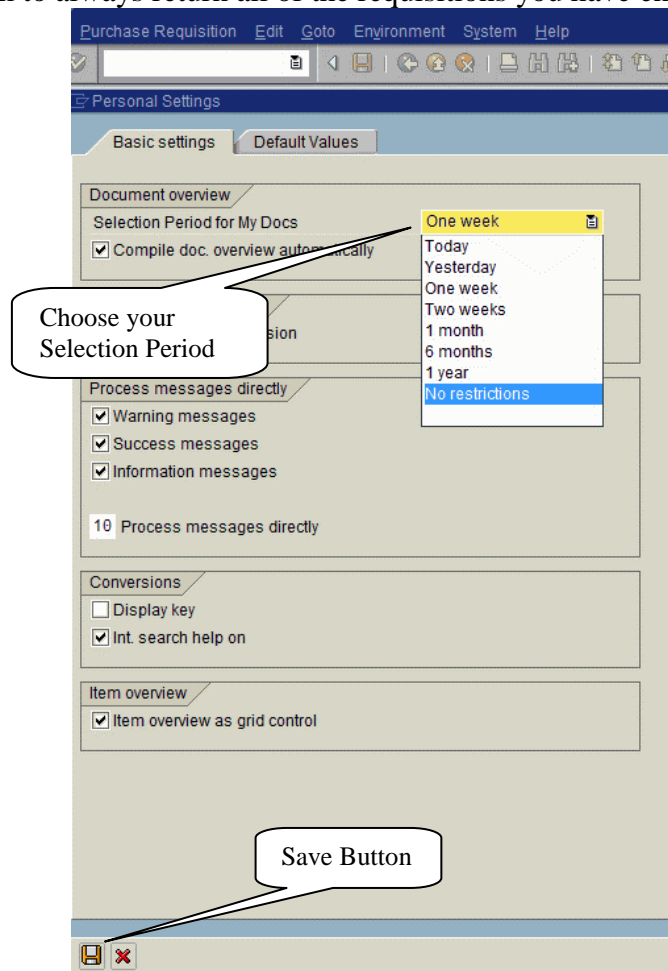
My Purchase Requisitions

When you view the document overview and utilize the selection variant My Purchase Requisitions, by default the system will only show you requisitions that were created within the last week. If you wish the system to always display all of the requisitions you have ever created you can make one simple change to your personal settings.

1. On the requisition screen, Click Personal Setting.




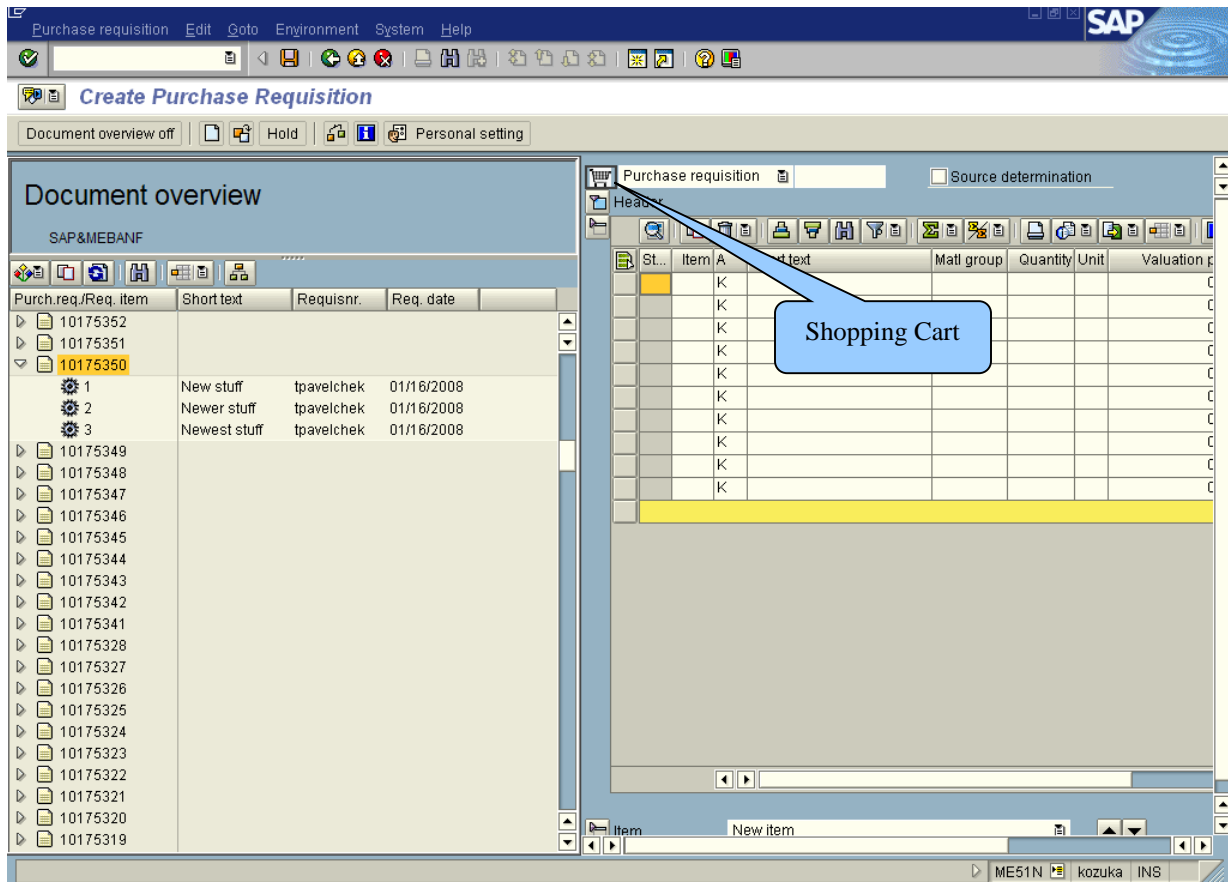
2. You can then choose the selection period for My Docs. Selecting **No restrictions** will allow the system to always return all of the requisitions you have entered.



3. Click the save button at the bottom of the screen to save your update.

Copying Requisitions

To utilize an existing requisition as a template for a new requisition, select the requisition number from the list in the document overview section by clicking on the number, and then just drag it onto the Shopping Cart icon  of the Create a Requisition Screen (ME51N).



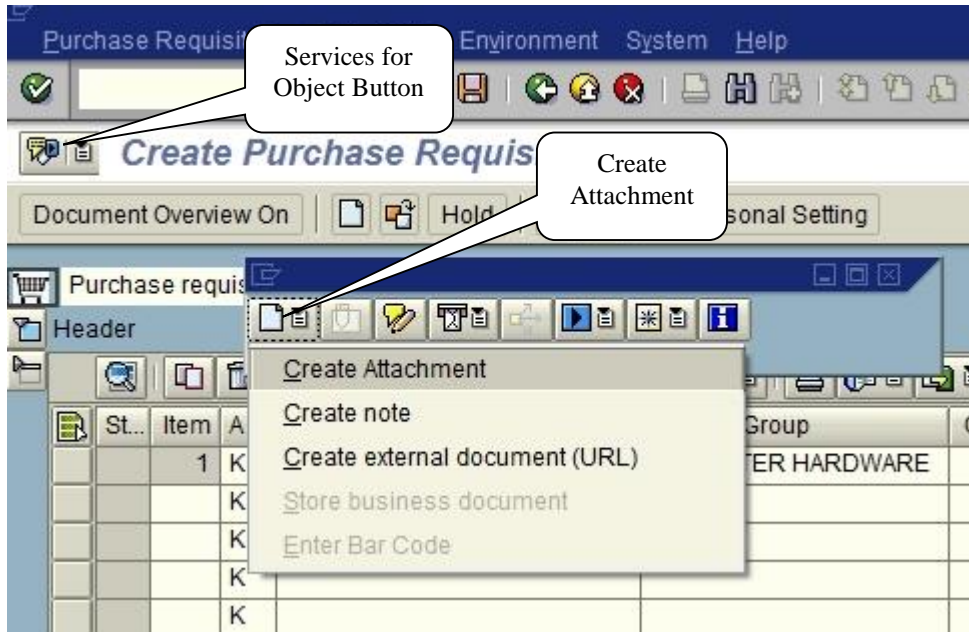
This will populate the new requisition with all of the prior requisition's data. Be careful to update any fields that need to be changed for the new requisition, i.e., delivery date, tracking number, account assignment, item text, etc...

Attaching Electronic Files to Requisitions

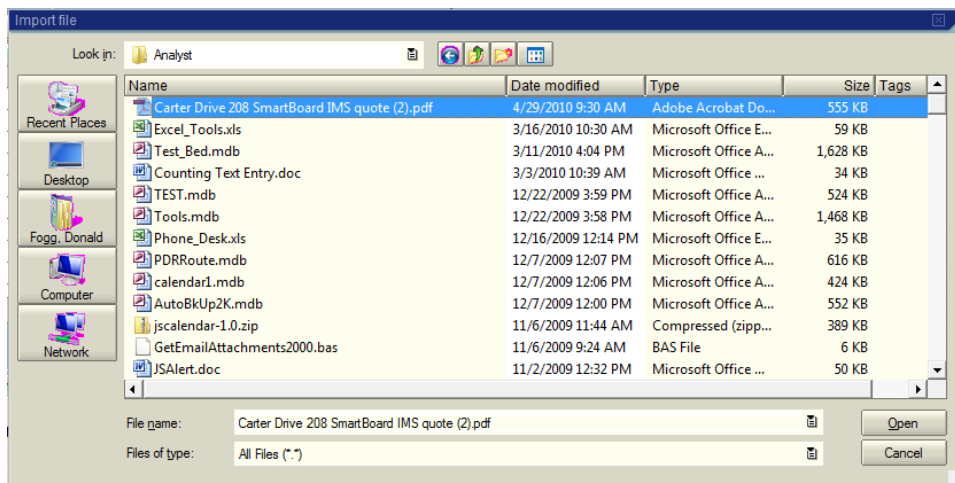
You are able to attach electronic files to requisitions in order to both transmit the information to Purchasing and to permanently preserve the information within SAP.

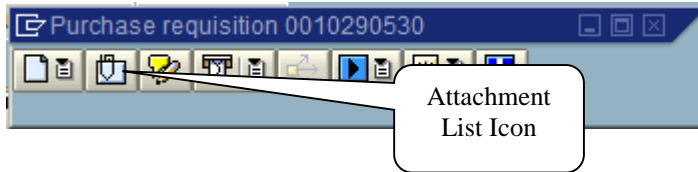
Procedure

Click the Services for Object button – then click the Create Attachment button on the pop-up Services for Object toolbar.

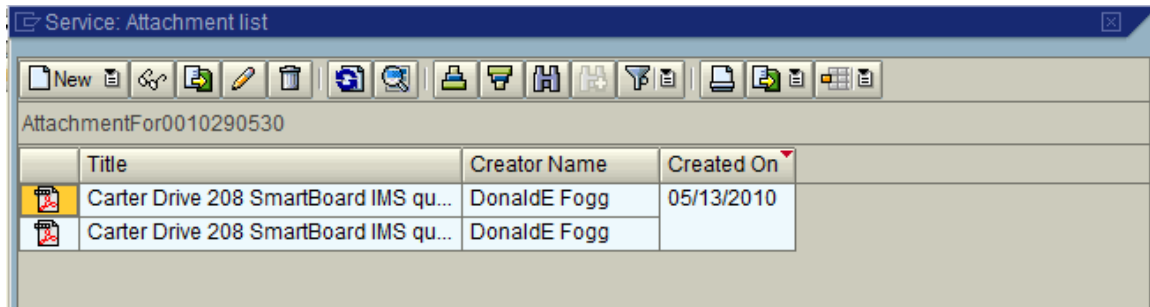


Locate the file to be attached in the import file dialog box and click on Open to attach the document to the requisition.





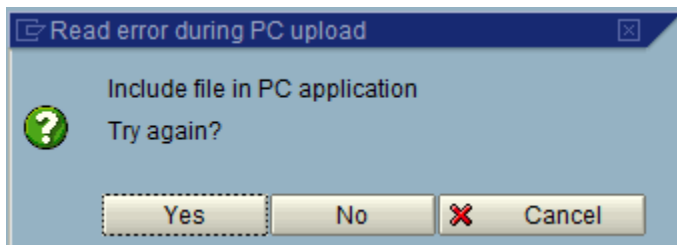
Notice that the attachment list icon is no longer grayed out. If you click the icon it will show you a list of all the current requisition attachments.



Double-Click the document to view it.

Tip

I am trying to upload a document and get the following error...



The message appears because the document to be uploaded is currently open. Close the document and click on 'Yes' to try again.

Procurement Reporting

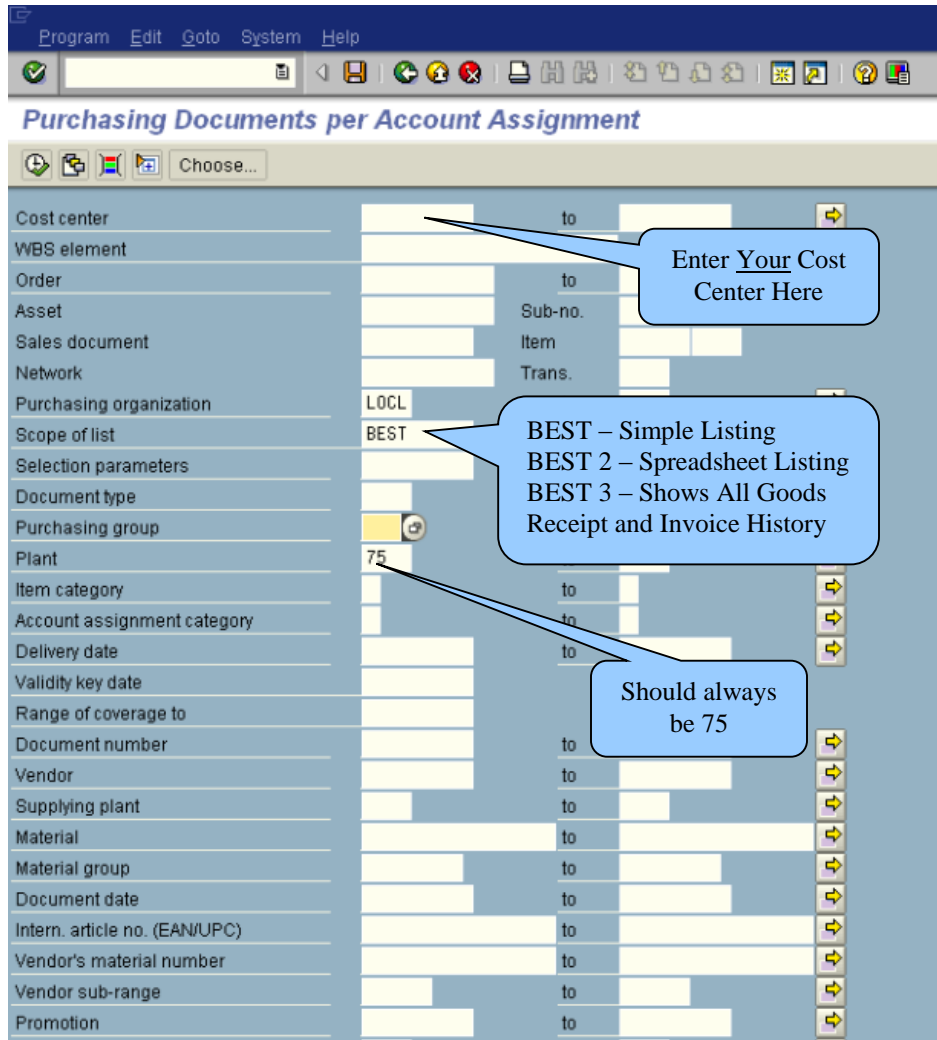
The following transactions can be used to track/report on Procurement Activity:

| Transaction Code | Transaction Description |
|-------------------------|--|
| Requisitions | |
| ME53N | Display Purchase Requisition |
| ME5K | List Display of Requisitions searched by Cost Center |
| MELB | List Display of Requisitions searched by Tracking Number |
| ME5A | List Display of Purchase Requisitions – Multiple Criteria Elements |
| Purchase Orders | |
| ME2B | Purchasing Documents (PO) by Tracking Number |
| ME2K | Purchasing Documents (PO) by Account Assignment (Cost Center) |
| ME2L | Purchasing Documents (PO) by Vendor |

List Display of Purchasing Documents per Account Assignment

Allows the user to search for PO's based on Cost Center.


Transaction Code = ME2K



Procedure

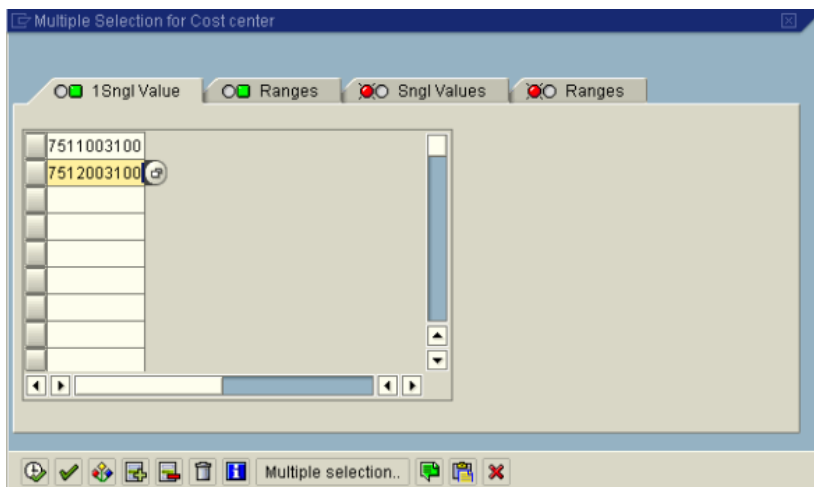
Navigate to the transaction ME2K.

Enter the Cost Center Number or WBS Element you wish to query.

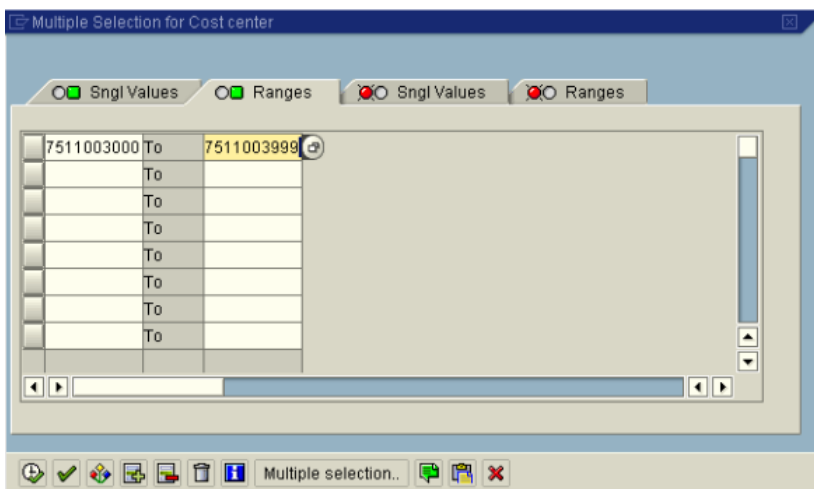
| | | | | |
|-------------|------------|----|--|---|
| Cost center | 7511503100 | to | |  |
| WBS element | | | | |


You may also use the multiple selection button  if you need to view multiple cost centers within the same listing.

An example of looking at two cost centers:

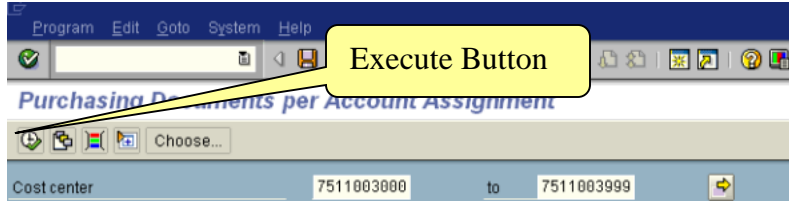


An example of looking at a range of cost centers:



After entering several single values or entering a range of values, click the copy  button to move the values to the main criteria screen.

Execute the report by clicking the execute button.



A list of all PO's charged to the cost center criteria you entered will be displayed.

Purchasing Documents For cost center

Print preview PO history Changes Delivery schedule Services

| PO | Type | Vendor | Name | P6p | Order date |
|-----------------|-----------------------|------------|--|--------------|--------------|
| Item | Material | | Short text | | Mat. group |
| D I A Plnt SLoc | | | Order qty. Un | Net Price | Curr. per Un |
| 3900001784 | CC | 1052568 | Siegfried Group, The | 757 | 11/21/2006 |
| 00001 | | | Professional service fees for accounting | 109000 | |
| D K 75 | | | 1 AU | 8,700.00 USD | 1 AU |
| | Cost center | 7511003100 | | | |
| | Still to be delivered | | | 8,700.00 USD | 100.00 % |
| | Still to be invoiced | | | 0.00 USD | 0.00 % |
| 4200000025 | SB | 1049726 | Brinks, Inc. | 753 | 11/20/2006 |
| 00001 | | | Armored car pick up service | 110000 | |
| D K 75 | | | 1 AU | 2,928.64 USD | 1 AU |
| | Cost center | 7511003100 | | | |
| | Still to be delivered | | | 2,928.64 USD | 100.00 % |
| | Still to be invoiced | | | 2,562.56 USD | 87.50 % |
| 4500129039 | NB | 1054442 | Hasler Inc. | 751 | 11/21/2006 |
| 00001 | | | Annual Service Agreement - Year 2 (1st | 070000 | |
| K 75 | | | 2,460.480 YR | 1.00 USD | 1 YR |
| | Cost center | 7511003100 | | | |
| | Still to be delivered | | 0 YR | 0.00 USD | 0.00 % |
| | Still to be invoiced | | 2,460.480 YR | 2,460.48 USD | 100.00 % |
| 00002 | | | Monthly meter rental 8 Months (November | 105000 | |
| K 75 | | | 8 MON | 520.00 USD | 8 MON |
| | Cost center | 7511003100 | | | |
| | Still to be delivered | | 0 MON | 0.00 USD | 0.00 % |
| | Still to be invoiced | | 8 MON | 520.00 USD | 100.00 % |
| 00003 | | | Annual rate and structure upgrades. | 070000 | |
| K 75 | | | 676 EA | 1.00 USD | 1 EA |
| | Cost center | 7511003100 | | | |
| | Still to be delivered | | 0 EA | 0.00 USD | 0.00 % |
| | Still to be invoiced | | 676 EA | 676.00 USD | 100.00 % |

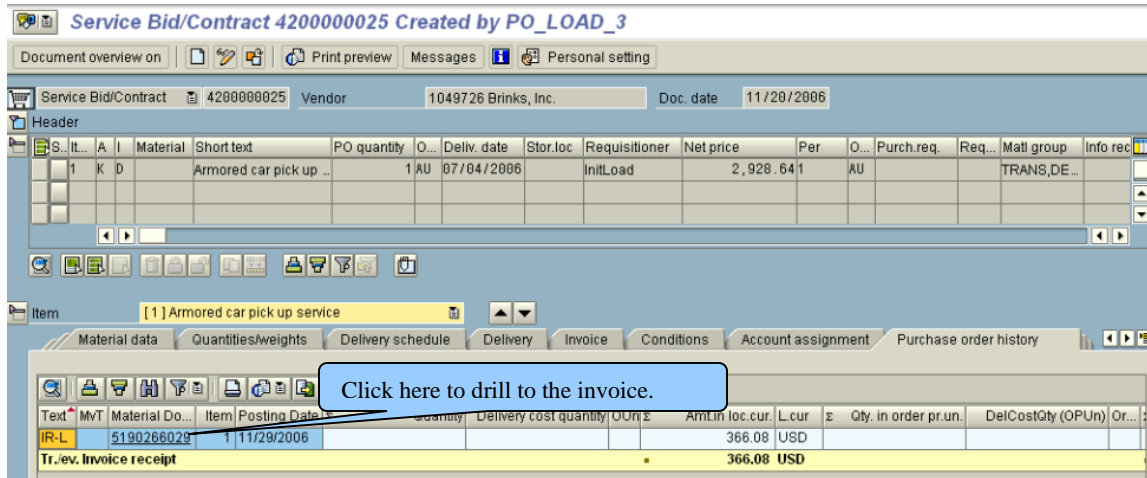
Callouts in the image: 'PO Header Line' points to the first line of a vendor entry, and 'PO Line Items' points to the sub-items under a vendor entry.

The PO line information will be shown as well as the remaining balance (still to be invoiced) on each line.

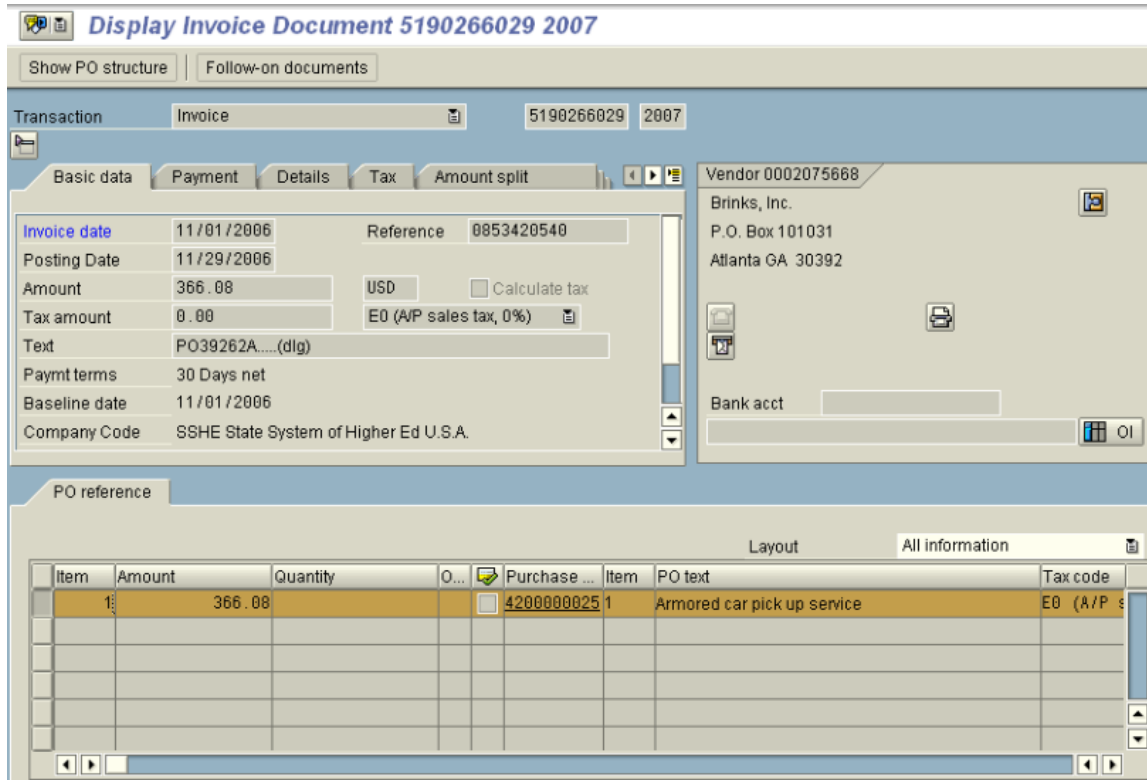
To see more detail for a PO, double click the PO header line you wish to view (each PO header line is highlighted and contains the PO number).

4200000025 SB 1049726 Brinks, Inc. 753 11/20/2006

This action will jump you directly to the PO History tab of the PO screen.



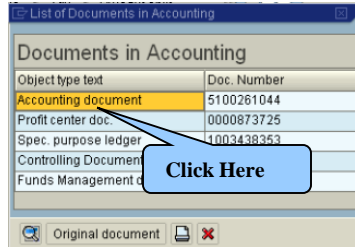
If you need to see further detail for the invoices entered against that PO, you can drill to the invoice by clicking the material document number.



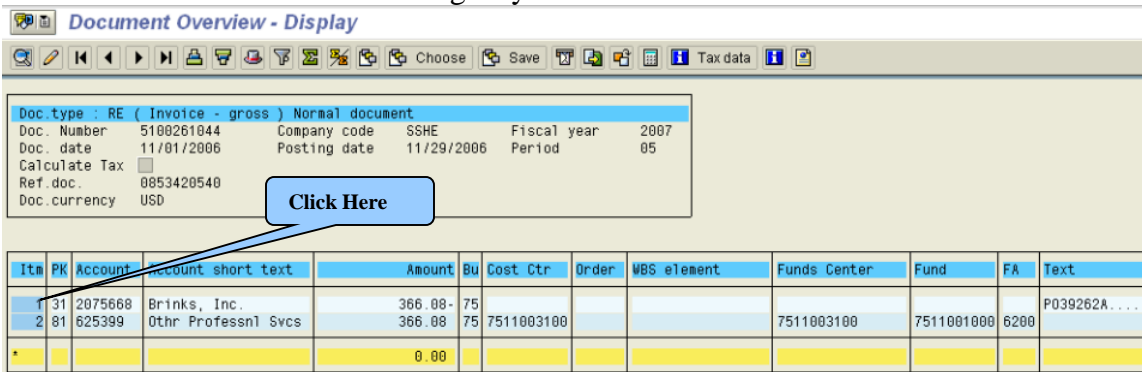
To drill all the way to the check issued for the invoice, follow these steps:

Click Follow-on documents 

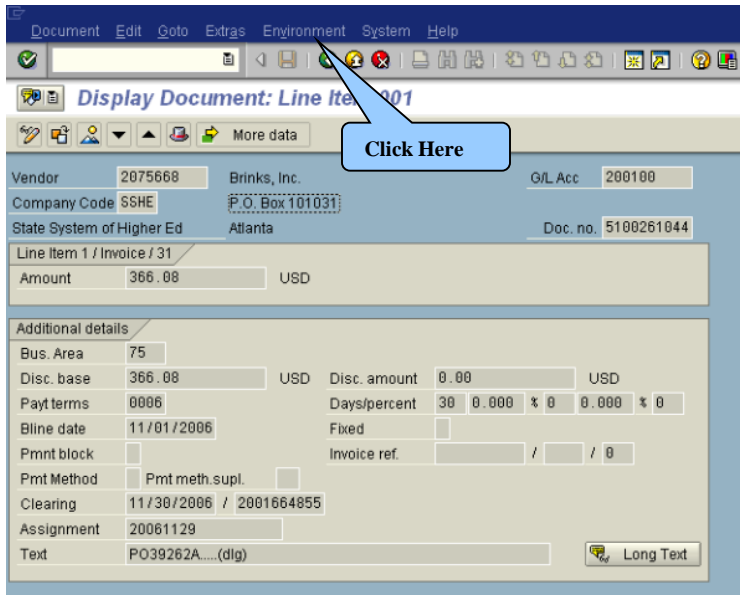
Select Accounting document by double clicking it.



Click the line number of the Posting Key 31 document.



On the Invoice Display screen menu bar, select Environment, then “Check Information”.



This will display the check information for the invoice. The check number, the date that it was paid, and the date the check was cashed (Check Encashment) will be displayed.

Display Check Information

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

Paying company code: SSHE | Payment document no. 2001664855

Bank details


House bank: 75NT | Bank Key: 031318619
 Account ID: 75MCK | Bank Account Number: 61000000146408
 Bank name: M & T BANK
 City: AMHERST

Check information

Check Number: 1000001837 | Currency: USD
 Payment date: 11/30/2006 | Amount paid: 366.08
 Check encashment: 12/06/2006 | Cash discount amount: 0.00
 Extract creation: 11/30/2006 | 21:30:57

Check recipient

Name: Brinks, Inc.
 City: Atlanta
 Payee's country: US
 Regional code: GA

To return to prior screens, click the back button . Each click will return you one screen in the drill down. This will allow you to return to the original ME2K report in single steps so that you may then select another PO on which to drill down.

The steps and screen shots utilized in this document are from the ME2K transaction. The same basic skills can be utilized to also run the following list displays:

| Transaction | Name | Description |
|-------------|------------------------------------|----------------------------------|
| ME2L | Purchase Orders by Vendor | List PO's by the Vendor |
| ME2B | Purchase Orders by Tracking Number | List PO's by the tracking number |
| ME2N | Purchase Orders by PO Number | List Particular PO's |

Appendix A – Material Groups

| SAP # | SAP Short Description | SAP Long Description |
|--------------|------------------------------|--|
| 00100 | EDUCATION-MATLS_SUPP | EDUCATIONAL-MATERIALS_SUPPLIES |
| 00108 | LIBRARY MATLS_SUPP | LIBRARY MATERIALS_SUPPLIES |
| 00116 | SUBSCRIPTIONS_BOOKS | SUBSCRIPTIONS_BOOKS_PERIODICALS |
| 00124 | EQ_LIBRARY_ARCHIVAL | EQUIPMENT-LIBRARY_ARCHIVAL |
| 00132 | SIGNS_FLAGS_BANNERS | SIGNS_FLAGS_BANNERS |
| 00140 | PROMOTIONAL PRODUCTS | PROMOTIONAL PRODUCTS |
| 00148 | OFFICE SUPPLIES | OFFICE SUPPLIES |
| 00156 | PAPER-OFFICE_PRINTNG | PAPER-OFFICE_PRINTING |
| 00164 | TONER_INK | TONER_INK |
| 00172 | DESKTOP PRINTERS | DESKTOP PRINTERS |
| 00180 | COPIER-PURC_RENT_EQ | COPIER-PURCH_RENT_EQUIPMENT_MAINT |
| 00188 | MEMBERSHIPS | MEMBERSHIPS |
| 00196 | HONORARIUM | HONORARIUM |
| 00204 | SPEAKERS_ENTERTAINER | SPEAKERS_ENTERTAINERS |
| 00212 | HOTEL_LODGING | HOTEL_LODGING |
| 00220 | TRAVEL-EDUCATIONAL | TRAVEL-EDUCATIONAL |
| 00228 | CONFERENCE RM_MATLS | CONFERENCE ROOM_MATERIALS |
| 00236 | FOOD_BEVERAGE PRODS | FOOD_BEVERAGE PRODUCTS |
| 00244 | WATER SRVC_BOTTLED | WATER SERVICES_BOTTLED |
| 00252 | COMPUTER SOFTWARE | COMPUTER SOFTWARE-SUPPORT_MAINT |
| 00260 | COMPUTER HARDWARE | COMPUTER HARDWARE |
| 00268 | TECHNICL ACCESS_STUD | TECHNICAL ACCESSIBILITY - STUDENT |
| 00276 | LIGHT FIXTURES_BULBS | LIGHT FIXTURES_BULBS |
| 00284 | MRO SUPPLIES | MRO SUPPLIES-MAINT_REPAIR_OPERATIONS |
| 00292 | BARRELS_DRUMS_KEGS | BARRELS_DRUMS_KEGS |
| 00300 | AGRICULTURE | AGRICULTURE |
| 00308 | ANIMALS_ANIMAL SUPP | ANIMALS_ANIMAL SUPPLIES |
| 00316 | FLOOR-INSTALL_M&R | FLOORING-INSTALL_MAINT_REPAIR |
| 00324 | WINDOW TREATMENTS | WINDOW TREATMENTS-BLINDS_DRAPES_AWNINGS |
| 00332 | FURNITURE-PURCH_M&R | FURNITURE-PURCHASE_MAINT_REPAIR |
| 00340 | ELEVATOR-INSTALL_M&R | ELEVATOR-INSTALL_MAINT_REPAIR_RENOVATION |
| 00348 | EQ_SP_ART_MUSIC_THTR | EQUIPMENT_SUPPLIES-ART_MUSIC_THEATRE |
| 00356 | EQ_SP_ATHLETIC | EQUIPMENT_SUPPLIES-ATHLETIC |
| 00364 | EQ_SP_AV_ELECTRONICS | EQUIPMENT_SUPPLIES-AV_ELECTRONICS_PHOTO |
| 00372 | EQ_SP_BLDG_MAINT | EQUIPMENT_SUPPLIES-BUILDING MAINTENANCE |
| 00380 | EQ_SP_ELECTRICAL | EQUIPMENT_SUPPLIES-ELECTRICAL |
| 00388 | EQ_SP_FIRE_PROTECTN | EQUIPMENT_SUPPLIES-FIRE PROTECTION |

| | | |
|-------|-----------------------|---|
| 00396 | EQ_SP_FRST AID_SAFETY | EQUIPMENT_SUPPLIES-FIRST AID_SAFETY |
| 00404 | EQ_SP_HANDICAPPED | EQUIPMENT_SUPPLIES-HANDICAPPED |
| 00412 | EQ_SP_HOUSEHOLD_APPL | EQUIPMENT_SUPPLIES-HOUSEHOLD APPLIANCES |
| 00420 | EQ_SP_HVAC | EQUIPMENT_SUPPLIES-HVAC |
| 00428 | EQ_SP_JANITORIAL | EQUIPMENT_SUPPLIES-JANITORIAL |
| 00436 | EQ_SP_LAB_SCIENCE | EQUIPMENT_SUPPLIES-LABORATORY_SCIENTIFIC |
| 00444 | EQ_SP_LANDSCAPING | EQUIPMENT_SUPPLIES-LANDSCAPING |
| 00452 | EQ_SP_MATERIAL_HNDLNG | EQUIPMENT_SUPPLIES-MATERIAL HANDLING |
| 00460 | EQ_SP_MEDICAL | EQUIPMENT_SUPPLIES-MEDICAL |
| 00468 | EQ_SP_PAINTING | EQUIPMENT_SUPPLIES-PAINTING |
| 00476 | EQ_SP_PARK_PLAYGRND | EQUIPMENT_SUPPLIES-PARK_PLAYGROUND |
| 00484 | EQ_SP_PLUMBING | EQUIPMENT_SUPPLIES-PLUMBING |
| 00492 | EQ_SP_POLICE | EQUIPMENT_SUPPLIES-POLICE |
| 00500 | EQ_SP_RADIO_TELEPH | EQUIPMENT_SUPPLIES-RADIO TELEPHONE |
| 00508 | EQ_SP_SECURITY_ACCESS | EQUIPMENT_SUPPLIES-SECURITY_ACCESS SYS |
| 00516 | EQ_SP_WATER_TREATMNT | EQUIPMENT_SUPPLIES-WATER TREATMENT |
| 00524 | EQ_SP_WELDING | EQUIPMENT_SUPPLIES-WELDING |
| 00532 | VEHICLE-PURC_PRTS_RPR | VEHICLES-LEASE_PURC_PART_REPR_ARMORED CAR |
| 00540 | LOGISTICS-DELIVERY | LOGISTICS-DELIVERY_FREIGHT |
| 00548 | APPAREL_UNIFORMS | APPAREL_UNIFORMS_FOOTWEAR |
| 00556 | PHARMACEUTICALS | PHARMACEUTICALS |
| 00564 | HAZARDOUS MATERIALS | HAZARDOUS MATERIALS |
| 00572 | CHEMICALS_SOLVENTS | CHEMICALS_SOLVENTS |
| 00580 | GASES-MED_RESEARCH | GASES-MEDICAL_RESEARCH |
| 00588 | FUEL_OIL_GREASE | FUEL_OIL_GREASE |
| 00596 | UTIL_ENERGY-COAL | UTILITIES_ENERGY-COAL |
| 00604 | UTIL_ENERGY-ELECTRIC | UTILITIES_ENERGY-ELECTRIC |
| 00612 | UTIL_ENERGY-NAT GAS | UTILITIES_ENERGY-NATURAL GAS |
| 00620 | UTIL_ENERGY-OIL | UTILITIES_ENERGY-OIL |
| 00628 | UTIL_ENERGY-WOOD | UTILITIES_ENERGY-WOOD CHIPS |
| 00636 | WATER_SEWAGE | WATER_SEWAGE |
| 00644 | RENTAL-GENERAL EQ | RENTAL-GENERAL EQUIPMENT |
| 00652 | RENTAL-IT EQ | RENTAL-IT EQUIPMENT_COMPUTERS |
| 00660 | RENTAL-JANITORIAL EQ | RENTAL_LEASE-JANITORIAL EQUIPMENT |
| 00668 | RENTAL-OFFICE EQ | RENTAL_LEASE-OFFICE EQUIPMENT |
| 00676 | RENTAL-REAL PROPERTY | RENTAL_LEASE-REAL PROPERTY |
| 00684 | REAL ESTATE_ACQUISIT | REAL ESTATE - LAND/PROPERTY ACQUISITION |
| 00692 | FEES_PERMITS | FEES_PERMITS |
| 00700 | MODULAR/PRE-FAB BLDG | MODULAR_PRE-FAB BUILDINGS |
| 00708 | CONSTRUCTION-ELECTRIC | CONSTRUCTION-ELECTRICAL |
| 00716 | CONSTRUCTION-GENERAL | CONSTRUCTION-GENERAL |

| | | |
|-------|----------------------|--|
| 00724 | CONSTRUCTION-HVAC | CONSTRUCTION-HVAC |
| 00732 | CONSTRUCTION-OTHER | CONSTRUCTION-OTHER |
| 00740 | CONSTRUCTION-PLUMBNG | CONSTRUCTION-PLUMBING |
| 00748 | SRVC-ADVERTISING | SERVICES-ADVERTISING |
| 00756 | SRVC-BUILDING MAINT | SERVICES-BUILDING MAINTENANCE |
| 00764 | SRVC-CATERING_BEVRGE | SERVICES-CATERING_BEVERAGE |
| 00772 | SRVC-COMMUNICATION | SERVICES-COMMUNICATION_MEDIA |
| 00780 | SRVC-DOCUMNT STORAGE | SERVICES-DOCUMENT STORAGE |
| 00788 | SRVC-EDUCATIONAL | SERVICES-EDUCATIONAL |
| 00796 | SRVC-ENVIRONMENTAL | SERVICES-ENVIRONMENTAL |
| 00804 | SRVC-FINANCIAL | SERVICES-FINANCIAL |
| 00812 | SRVC-GRNDS_LAND_SNOW | SERVICES-GROUNDS KEEPING_LANDSCAPING |
| 00820 | SRVC-HAZARDOUS MATRL | SERVICES-HAZARDOUS MATERIALS |
| 00828 | SRVC-HR RECRUIT_TEMP | SERVICES-HR RECRUITING_TEMP PERSONNEL |
| 00836 | SRVC-INFO TECHNOLOGY | SERVICES-INFO TECHNOLOGY_PROGRAMMERS |
| 00844 | SRVC-JANITORIAL | SERVICES-JANITORIAL |
| 00852 | SRVC-MAILING | SERVICES-MAILING |
| 00860 | SRVC-MEDICAL_HEALTH | SERVICES-MEDICAL_HEALTH RELATED |
| 00868 | SRVC-MOVE_RELOCATION | SERVICES-MOVING_RELOCATION |
| 00876 | SRVC-OFFIC EQ REPAIR | SERVICES-OFFICE EQUIPMENT REPAIR |
| 00884 | SRVC-OTHER EQ REPAIR | SERVICES-OTHER EQUIPMENT REPAIR |
| 00892 | SRVC-OTHER PROF | SERVICES-OTHER PROFESSIONAL |
| 00900 | SRVC-PEST CONTROL | SERVICES-PEST CONTROL |
| 00908 | SRVC-PRINTING_PHOTO | SERVICES-PRINTING_PHOTOGRAPHIC |
| 00916 | SRVC-PROF DESIGN | SERVICES-PROF DESIGN_ARCHITECTRL_ENVIRON |
| 00924 | SRVC-REAL ESTATE | SERVICES-REAL ESTATE_APPRAISALS |
| 00932 | SRVC-REFUSE_RECYCLE | SERVICES-RCYCLE_REFUSE-HAZ MAT DISPSL |
| 00940 | SRVC-SECURITY | SERVICES-SECURITY |
| 00948 | SRVC-SIGN LANGUAGE | SERVICES-SIGN LANGUAGE |
| 00956 | SRVC-TRANSPORTATION | SERVICES-TRANSPORTATION |
| 00964 | SRVC-UTIL_ENRGY_FUEL | SERVICES-UTILITIES_ENERGY_FUEL |

Appendix B - Vendor Look Up

When searching for a vendor to utilize in a requisition you must be careful to select the correct vendor that has been “partnered” with a West Chester University payables vendor. SAP stores its vendor data in two separate sets of tables, Purchasing vendors and Payables vendors. Purchasing vendors are shared across the State System of Higher Education but Payables vendors are specific to each University. In order to issue purchase orders to, and pay a vendor, they must be created in each set of tables and then “partnered”.

To run a report which will list West Chester’s partnered vendors use transaction code **ZM08 – Vendor Cross-reference List by University**.

When running the report the Plant must be **75**. If you are looking up a specific vendor you may enter the first part of the vendor’s name in the Name 1 field followed by an asterisk (* =wildcard symbol) in order to search for all partnered vendors that start with those characters.

The screenshot shows the SAP selection screen for the report 'Vendor Cross-reference List by University'. The 'Program selections' section contains the following fields:

| | | | |
|------------------------------|------|----|--|
| Account number of vendor or | | to | |
| Plant | 75 | to | |
| Name 1 | Stu* | to | |
| City | | to | |
| Region (State, Province, Cou | | to | |
| Postal Code | | to | |
| Minority Indicators | | to | |
| Reference to other vendor | | to | |
| Posting block for company co | | to | |
| Central Deletion Flag for Ma | | to | |
| Centrally imposed purchasing | | to | |
| Purchasing organization | LOCL | to | |
| Company Code | SSHE | to | |
| Partner function | | to | |

The 'Output format' section at the bottom shows 'SAP List Viewer' selected with a radio button. There is also a '@K1V' icon in the bottom right corner.

The prior search example returns a list similar to the following:

| Vendor Cross-reference List by University | | | | | | | | | | |
|---|------|------------|-----------------|--------------------------|--------|------------------------------|--------------|----|------------|--|
| Vendor | Plnt | A/P Vendor | Minority indic. | Name 1 | Name 2 | Street | City | Rg | PostalCode | |
| 1052643 | 75 | 2077894 | MJR | Student Services Company | | 2502 West Main Street | Norristown | PA | 19403 | |
| 1052644 | | 2077896 | MJR | Student Services, Inc. | | Sykes Student Union Building | West Chester | PA | 19383 | |
| 1053088 | | 2100245 | MJR | Studio Logic | | 3748 Hapts Bridge Road | Riegelsville | PA | 19077 | |

The list includes those vendors which names start with “Stu” that have been locally partnered.

The vendor number on the far left is the number that can be used in a requisition.

You can also use the wildcard character (*) in multiple places in a search criteria field.

Example: When searching for a vendor called Aardvark Pest and Vermin Control Company, the best search entry would be: Aardvark*Pest*Vermin*.

Since parts of a name can be entered differently, i.e., “and” may have been entered as “&” or “and” – “Company” may have been entered as “CO”, Co.” or “Company”, it is best to use the wildcard functionality. In this case it may even be better to only enter the first name of the company and a wildcard in your search – Aardvark* - just to be sure that all variations are included in your search results.

Appendix C

Procurement Policies Regarding Purchases and Contracts **West Chester University of Pennsylvania**

Small Procurement (\$19,700 Or Less)

- **All procurements under \$19,700.00 must be authorized in advance by the Purchasing and Contract Services Office.**
- Purchases under \$19,700.00 do not require competitive bidding. However, prudent business practices must be followed regarding all purchases under \$19,700.00.
- For procurement amounts up to \$5,000.00 solicitation of bids is encouraged. Discretion may be exercised by the Director of Business Services with regard to the need for quotations/bids. Managers for those respective offices are accountable for exercising professional due diligence by soliciting written, fax, electronic or telephonic quotations (i.e. documentation) when appropriate.
- Procurements for amounts more than \$5,000 but less than \$19,700 require that either of the Purchasing Office or Construction Procurement Office must obtain, or receive from requesting Departments a minimum of two (2) telephone quotations (or comparable method of receiving price quotation, e.g. in writing, fax, e-mail, etc.) before purchase authorization may be granted by either of those procurement offices.
- University Legal Counsel must review all contracts that exceed \$5,000.00.

Large Procurement (\$19,700 or More)

- **Procurement for amounts over \$19,700 require competitive sealed bids/proposals to be solicited by either the Purchasing Office or Construction Procurement Office, with appropriate public notice (advertising). Decentralized solicitation of bids for this level is prohibited.**

Other Information

- **Emergencies:** Only the President or Vice President for Administration and Finance may authorize "emergency" procurements. All "emergencies" must be justified in written documentation that shall be subject to annual audit requirements.
- **Waivers or Exceptions:** Only the Contracting Officers may waive (up to the limit of their delegated authority) bid requirements, public notice requirements, bond requirements, insurance requirements, or additional approval requirements. All such waivers must be justified in written documentation that shall be subject to annual audit requirements.

Appendix C, cont.

- Procurements in amounts of \$4,999 or less will be handled by the University's Purchasing Card whenever possible and appropriate, as defined under separate policy document for that program.
- The purchase of all office supplies should be made via the PASSHE Office Max contract that can be accessed at www.officemaxsolutions.com.
- **Additional Internal Approvals:** All purchases that normally require additional approvals (aka "technical standards approval" under the Purchasing Guidelines) shall continue requiring such approvals, regardless of dollar value. Examples include, but are not limited to:

| Item or Service | Additional Approval by: |
|---|--------------------------------------|
| Computer Hardware/Software | Information Services |
| Hazardous Materials or Related Services | Environmental Health & Safety Office |
| Publications ~ Use of Logo, Seals, etc. | Publications Office |
| Grants and Sponsored Research | Restricted Funds Office |
| Furniture | Facilities Design and Construction |

Please contact Marianne Peffall, Director of Business Services (x2705) if there are any questions regarding this policy and required practices.

Expenditures of Public Funds

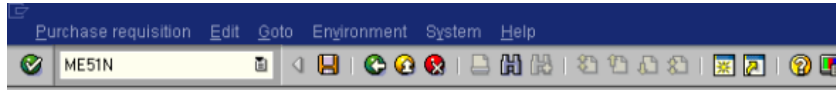
All monies received by a PASSHE university or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board, and other student fees; restricted and unrestricted gifts; restricted and unrestricted grants; ticket sales from athletic, cultural, or other events; revenue from athletic camps and conferences; corporate sponsorships; and investment income. The Pennsylvania State System of Higher Education has released guidelines, standards, and limits related to the expenditure of public funds. It applies to all PASSHE universities, branch campuses, and the Office of the Chancellor. The effective date of this guidance is September 1, 2010.

This document, [PASSHE Expenditures of Public Funds, Guidelines, Standards, and Limits](#) has been incorporated into our website for your reference. In addition, West Chester University has issued [policies which supplement](#), but do not supplant, the provisions of the PASSHE document.

Class Exercises

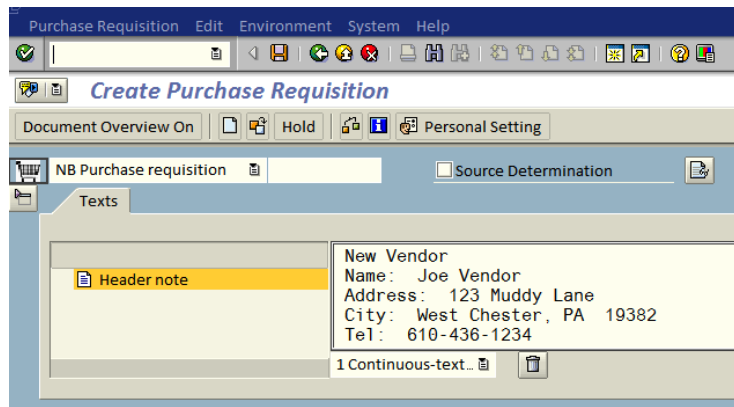
Exercise 1 – Entering a Simple Requisition

1. Sign into SAP training environment with a training User ID and Password.
2. Navigate to transaction ME51N using the Command Field or by using the favorite.



3. Open the Header Note section of the requisition and enter the following information:

New Vendor
 Name: Joe Vendor
 Address: 123 Muddy Lane
 City: West Chester, PA 19382
 Tel: 610-436-1234



4. Open the Item Overview section and enter the following information:

| Field | Values to Enter |
|-----------------|--|
| Short Text | Enter a concise description of something you want to buy |
| Matl Group | Select from valid values list |
| Quantity | Enter a quantity |
| Unit | Select a unit of measure from the valid values list |
| Delivery Date | Pick a date 2 weeks in the future |
| Valuation Price | Give it a value |
| Requisitioner | Enter your Supervisor's Name |
| Tracking Number | Enter a tracking number (10 Characters) |

A screenshot of the SAP Item Overview table. The table has a toolbar at the top with icons for 'Default Values' and other actions. The table columns are: Status, Item, A, Short Text, Matl Group, Quantity, Unit, Val. Price, Total Val., Delivery Date, Des. Vendor, Requisitioner, TrackingNo, Created, PGr, Plant, S, and Purc. The table contains two rows of data. The first row has Status 'D', Item 'K', Short Text 'Concise Description of what you buy', Matl Group '00148', Quantity '10', Unit 'EA', Val. Price '1.00', Delivery Date '03/08/2017', Des. Vendor 'I. Crane', Requisitioner 'OU812C', Created '750', Plant 'West Che...', S 'West Che...', and Purc '750'. The second row has Status 'K', Item 'K', Short Text 'Concise Description of what you buy', Matl Group '00148', Quantity '10', Unit 'EA', Val. Price '1.00', Delivery Date '03/08/2017', Des. Vendor 'I. Crane', Requisitioner 'OU812C', Created '750', Plant 'West Che...', S 'West Che...', and Purc '750'.

5. Open the Item Detail section and enter the following information on the different tabs:

| Tab | Field | Values to Enter |
|--------------------|-----------------|-------------------------------------|
| Account Assignment | GL Account No | 660100 |
| | Unloading Point | Your Office Address |
| | Recipient | Your Name |
| | Cost Center | Your Cost Center (or 7511002000) |

6. Go to the Valuation tab and uncheck the goods receipt field.


7. Go to the Texts tab and enter item text as well as a delivery address.

8. Go to the delivery Address tab and update the delivery address:

The screenshot shows a software interface with a 'Delivery Address' tab selected. The form contains the following fields and values:

| | | |
|---------------------|-------------------------|--------------|
| Title | | |
| Name | West Chester University | |
| | of Pennsylvania | |
| Street/House number | Direct Department | |
| Postal Code/City | 19383 | West Chester |
| Country | US | USA |
| Address | 297354 | |
| Customer | | |
| Vendor | | |

On the right side, there are buttons for 'Address details', 'Reset address', and 'Repeat address on'. A red arrow points to the 'Address' field.

9. Click the Check button  to make sure there are no errors. Fix any errors that occur.

10. Click the Save Button  to save your input.

Exercise 2 – Entering a Requisition for a Service

1. Open the Header section of the requisition and enter the following information:



New Vendor
 Name: Widget Service Inc.
 Address: 2468 Service Blvd.
 City: West Chester, PA 19382
 Tel: 610-436-2447
 Email: Service@WidgetInc.com

2. Open the Item Overview section and enter the following information:

| Field | Values to Enter |
|-----------------|--|
| Short Text | Provide Widget Adjustment Services |
| Matl Group | Select a Code for Services (SRV_...)from the list of valid values |
| Quantity | Enter a quantity that equals to full amount of money you wish to spend |
| Unit | AU |
| Delivery Date | Pick a date 2 weeks in the future |
| Valuation Price | 1.00 |
| Requisitioner | Enter your Supervisor's Name |

- Open the Item Detail section and enter the following information:

| Tab | Field | Value to Enter |
|--------------------|-----------------|---|
| Account Assignment | GL Account No | 630200 |
| | Unloading Point | Your Office Address |
| | Recipient | Your Name |
| | Cost Center | Your Cost Center |
| Valuation Tab | Goods Receipt | UN-check the box |
| Texts | Item Text | Provide widget adjustment services for the period of July 1, 2016 through June 30, 2017 |
| | Delivery Text | Enter your full Building and Room Address Data. |
| Delivery Address | Address | 297354 |

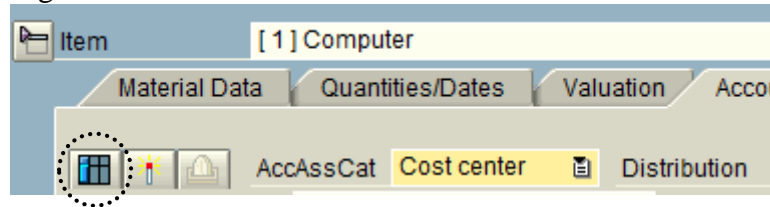
- Click the Check button  to make sure there are no errors.
- Click the Save Button  to save your input.

Exercise 3 – Entering a Requisition that is Split Funded

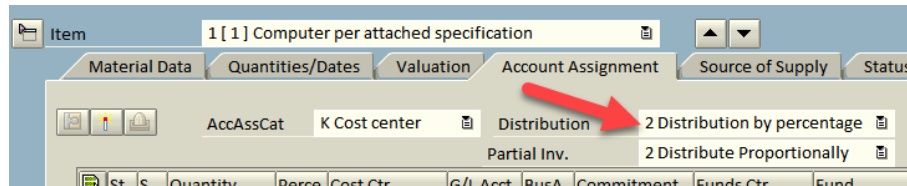
- Open the Header section of the requisition and enter the following information:
“Vendor (Lenovo Direct) already in system.”
- Open the Item Overview section and enter the following information:

| Field | Values to Enter |
|-----------------|-------------------------------------|
| Short Text | Computer per attached specification |
| Matl Group | 00260 |
| Quantity | 1 |
| Unit | EA |
| Delivery Date | Pick a date 2 weeks in the future |
| Valuation Price | 2575.00 |
| Requisitioner | Enter your Supervisor’s Name |

- Open the Item Detail section and select the Multiple Account Assignment Button on the Account Assignment Tab.

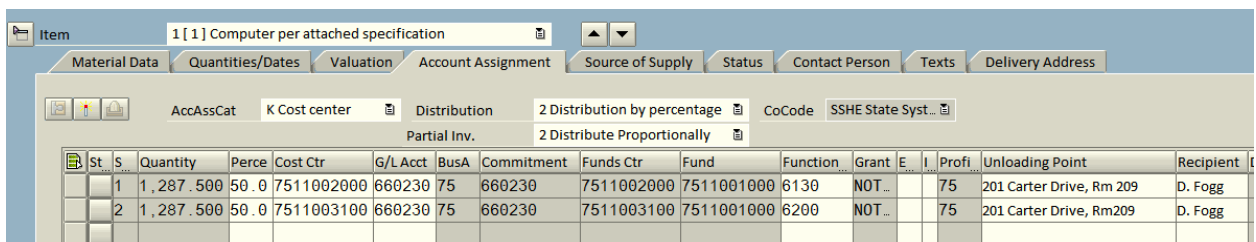



- Under Distribution – Select **Distribution by Percentage**



- In grid that now opens on the Account Assignment Tab enter:

| Tab | Field | Value to Enter |
|--|-----------------|---------------------|
| Account Assignment – First Line of the Grid | Perce {Percent} | 50 |
| | Cost Center | Your Cost Center |
| | GL Account No | 660230 |
| | Unloading Point | Your Office Address |
| | Recipient | Your Name |
| Account Assignment – Second Line of the Grid | Perce {Percent} | 50 |
| | Cost Center | 7511003000 |
| | GL Account No | 660230 |
| | Unloading Point | Your Office Address |
| | Recipient | Your Name |






- Click the Check button  to make sure there are no errors.

- Click the Save Button  to save your input.

Exercise 4 – Entering a Requisition – User’s Choice

1. Enter a two (2) line item requisition by using data from your own cost center. Be creative!

Exercise 5 – Looking up Your Requisitions and Copying One

1. Navigate to transaction ME53N using the Command Field
2. Open the Document Overview
3. Click on the Selection Variant button  and select My Purchase Requisitions – the screen will populate with a list of the requisitions you just created.
4. Click the Create Button .
5. From the list of requisitions, click and drag one into the Shopping cart  of the new requisition – you have now copied all of the data (except the header note) from the original requisition and can change it as necessary.
6. Save the new requisition.

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Training Program Evaluation

Course: Electronic Requisitioning in SAP

Date: _____

Instructor: _____

| Class Evaluation | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--|-----------------------|--------------|----------------|-----------------|--------------------------|
| Content and organization of the material presented were appropriate for the subject. | | | | | |
| The class duration was appropriate for the material covered. | | | | | |
| Had effective hands-on activities that developed my understanding of the material. | | | | | |
| Handouts and manuals provided were a helpful complement to the presentation. | | | | | |
| | | | | | |
| Instructor Evaluation | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| Demonstrated knowledge of the material presented | | | | | |
| Presented the material in a clear and understandable method. | | | | | |
| Created a favorable learning environment. | | | | | |
| Encouraged questions. | | | | | |
| I would approach this instructor for assistance. | | | | | |
| | | | | | |
| Overall | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| I am satisfied with the training I received. | | | | | |
| I would recommend this training to others. | | | | | |