Purchase Requisition Release Strategy

UAMS Enterprise

Enterprise End-User Training

September 2013

Purchase Requisition
New Approval Strategy

Overview of New Approval Strategy

In the new approval strategy process, all requisitions will require at least one departmental approval (Level 1). Any line item that is valued over $25,000 will require an executive level approval (UAMS CFO).   Some departments will opt to have a Level 2 departmental approval required if the line item value exceeds a certain threshold.

In addition, asset items will continue to require an approval from Property Services, radiological items will require an approval from Office of Health and Safety, and cell phone service requires an approval from Telecom. If multiple approvals are required for a requisition, the approvals must be completed in sequence. (For example, the level 1 approval must be completed prior to the level 2 approval.

Each department has a designated Level 1 approver; with an alternate approver, should the designated approver be unavailable. If applicable, the designated Level 2 approver will also have an alternate.

A new SAP Transaction to track the requisition in the approval process has been developed. This report will list the name of the person responsible for the approval and the alternate. The names will correspond with the approval level that is pending when the report is run. (If a requisition is entered that requires two levels of approval, the first time you run the report you will see the name of the Level 1 approver and the Level 1 alternate. After that approval is completed, the report will show Level 2 approver with that alternate. If a requisition is held up in the process for over a day, the persons whose names appear on the report should be contacted.

There are five Requisition Approval strategies:

Strategy	Level 1	Level 2	Executive Level
A	0 - 999	1,000 – 24,999	25,000 and up
B	0 – 4,999	5,000 – 24,999	25,000 and up
C	0 – 24,999	N/A	25,000 and up
D	0 – 24,999	0 – 24,999	25,000 and up
F	0 – 24,999	25,000 and up	25,000 and up

All items over $25,000 will require an executive level approval (UAMS CFO).

NOTE: Email messages are sent in outlook to the approvers (not alternates) to notify them that they have items waiting to be approved. The system will only send the emails at 6:00 am, 10:00 am and 3:00 pm. Notices are sent until the item is approved.
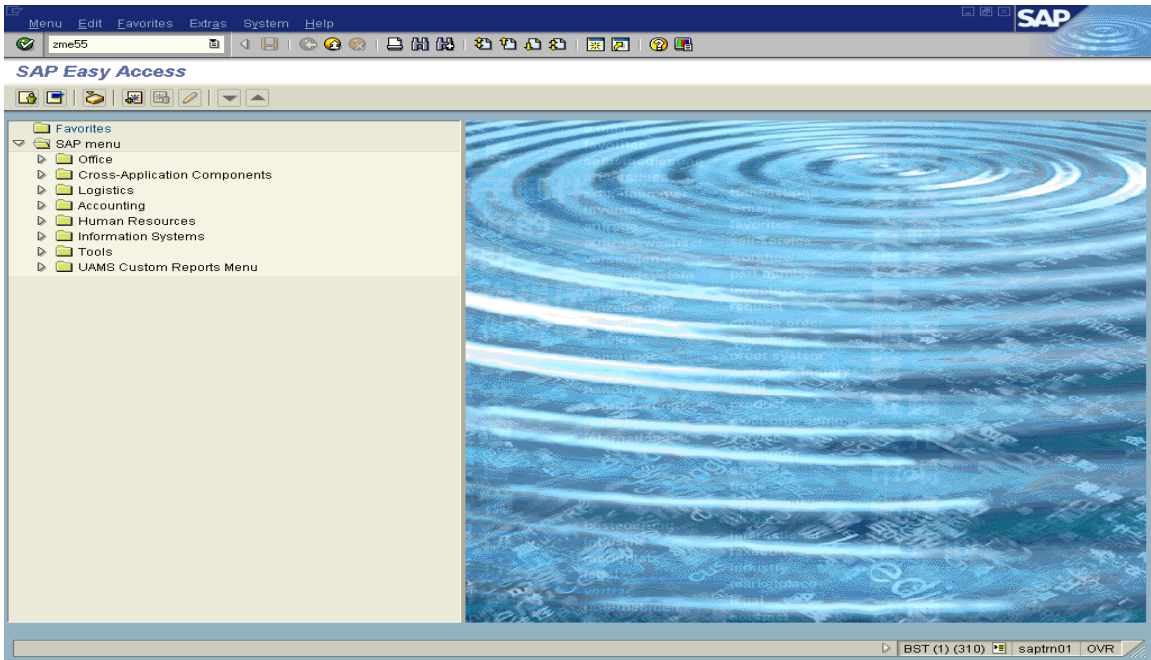
Changes to the Requisition Process

There are only two changes with the process of entering requisitions.
1) In the Requisitioner field, the department name will be entered instead of the name of the person entering the requisition. This is necessary to identify departments on the requisition approval list, especially at the executive approval level.
2) If your department currently uses a release strategy, there is another small change. The numbered Purchasing Group should no longer be used, just choose the departmental or specialty buyer.
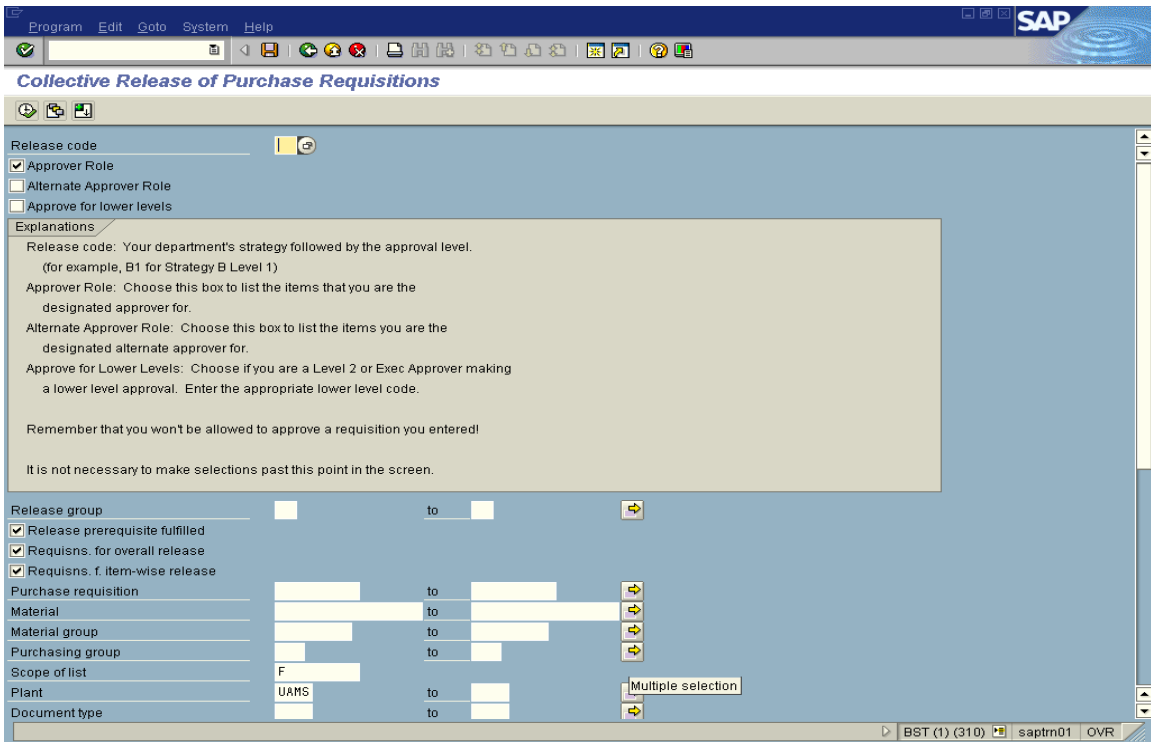
Note: Please change your personal settings so that your department name shows up on all the requisitions you enter. No other changes should be made to your personal settings,

How to Approve a Requisition

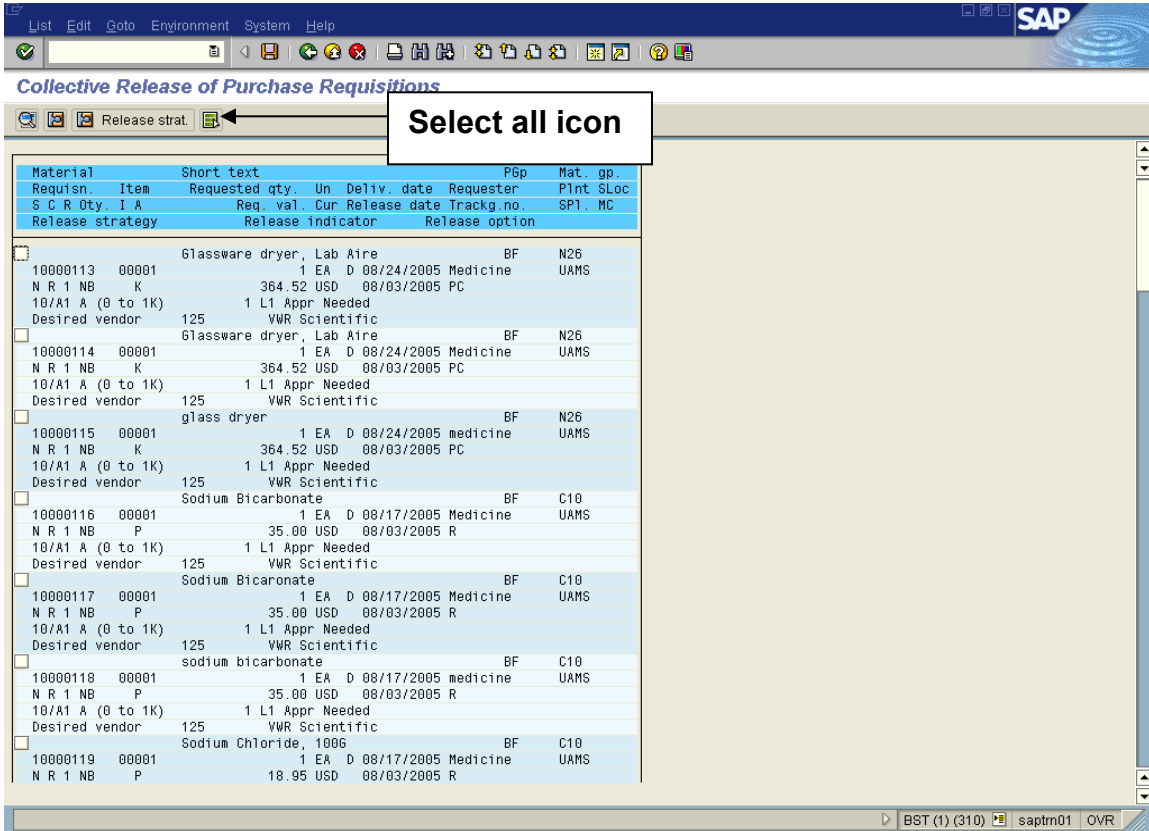**Step 1:** Enter the transaction code ZME55 in the transaction window.

Step 2: On the "Collective Release of Purchase Requisitions" screen, enter your approver code in the Release code field. If you are a level 1 approver and your strategy is B, your code is B1. Be sure and check the appropriate approver role box.

NOTE: Any Level 2 approver can approve for Level 1, and the Executive approver can approve for any Level 1 or 2. The correct code for the lower level must be entered on the ZME55 selection screen. In addition, the check box labeled "Approve for lower levels" must be checked.

The next screen shows a list of all requisitions waiting for your approval as shown below.

This screen shows the following information:
Line 1: Description of item ordered
Line 2: Requisition number and item number, Qty, Delivery Date, Department
Line 3: Account Assignment Category, Value
Line 4: Vendor

NOTE: Double click any line in the requisition to drill down for further information.

Step 3: Put a checkmark beside the requisitions to be approved. If you wish to approve all the items at once, click on the "select all" icon located above the list header.

Step 4: Click the save icon to accept the approvals. Notice the requisition lines turn green to show the approval has occurred.

Save icon

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List  Edit  Goto  Environment  System  Help

Collective Release of Purchase R...

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Material           Short text                          PGp   Mat. gp.
Requisn.    Item   Requested qty.  Un  Deliv. date  Requester   Plnt SLoc
S C R Qty. I A              Req. val. Cur Release date Trackg.no.   SPl. MC
Release strategy          Release indicator      Release option

☐                  Glassware dryer, Lab Aire              BF    N26
  10000113   00001              1 EA  D 08/24/2005 Medicine    UAMS
  N R 1 NB     K           364.52 USD   08/03/2005 PC
  10/A1 A (0 to 1K)      F Final Approval      Release effected
  Desired vendor   125      VWR Scientific
☐                  Glassware dryer, Lab Aire              BF    N26
  10000114   00001              1 EA  D 08/24/2005 Medicine    UAMS
  N R 1 NB     K           364.52 USD   08/03/2005 PC
  10/A1 A (0 to 1K)      F Final Approval      Release effected
  Desired vendor   125      VWR Scientific
☐                  glass dryer                            BF    N26
  10000115   00001              1 EA  D 08/24/2005 medicine    UAMS
  N R 1 NB     K           364.52 USD   08/03/2005 PC
  10/A1 A (0 to 1K)      F Final Approval      Release effected
  Desired vendor   125      VWR Scientific
☐                  Sodium Bicarbonate                     BF    C10
  10000116   00001              1 EA  D 08/17/2005 Medicine    UAMS
  N R 1 NB     P            35.00 USD   08/03/2005 R
  10/A1 A (0 to 1K)      1 L1 Appr Needed
  Desired vendor   125      VWR Scientific
☐                  Sodium Bicaronate                      BF    C10
  10000117   00001              1 EA  D 08/17/2005 Medicine    UAMS
  N R 1 NB     P            35.00 USD   08/03/2005 R
  10/A1 A (0 to 1K)      1 L1 Appr Needed
  Desired vendor   125      VWR Scientific
☐                  sodium bicarbonate                     BF    C10
  10000118   00001              1 EA  D 08/17/2005 medicine    UAMS
  N R 1 NB     P            35.00 USD   08/03/2005 R
  10/A1 A (0 to 1K)      1 L1 Appr Needed
  Desired vendor   125      VWR Scientific
☐                  Sodium Chloride, 100G                  BF    C10
  10000119   00001              1 EA  D 08/17/2005 Medicine    UAMS
  N R 1 NB     P            18.95 USD   08/03/2005 R

✅ Purchase requisitions changed                    ▷  BST (1) (310) 📄 saptrn01  OVR
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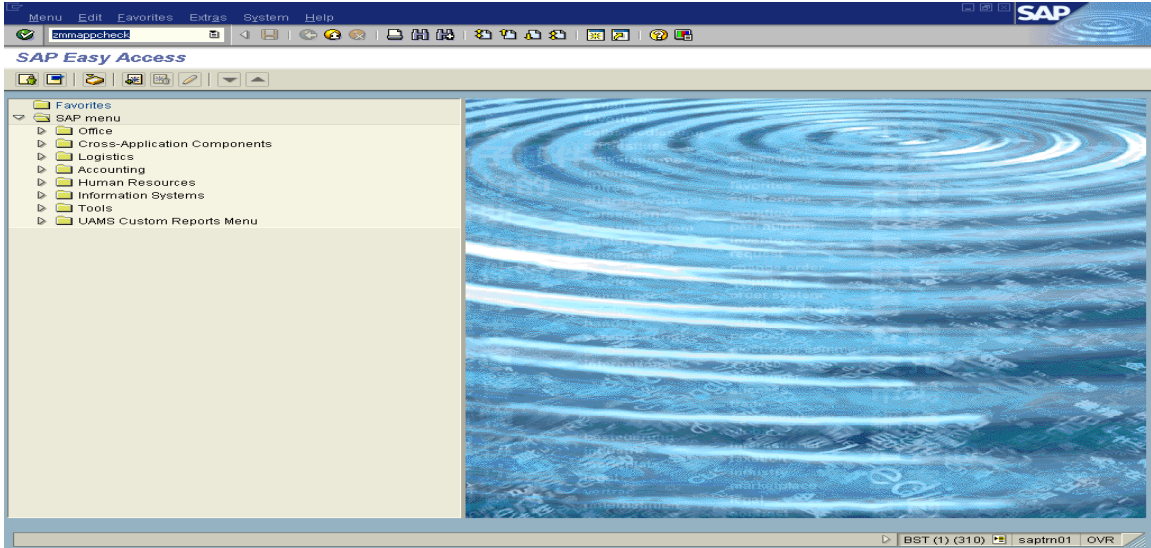
NOTE: A rejection process is **NOT** built into the new approval procedure. If a requisition is to be rejected, an email should be sent to the requisitioner, which can be found on the requisition tab labeled Contact Person. The requisitioner should cancel the item, or change the item to meet your approval. This line will remain on this report until it is either approved or cancelled.
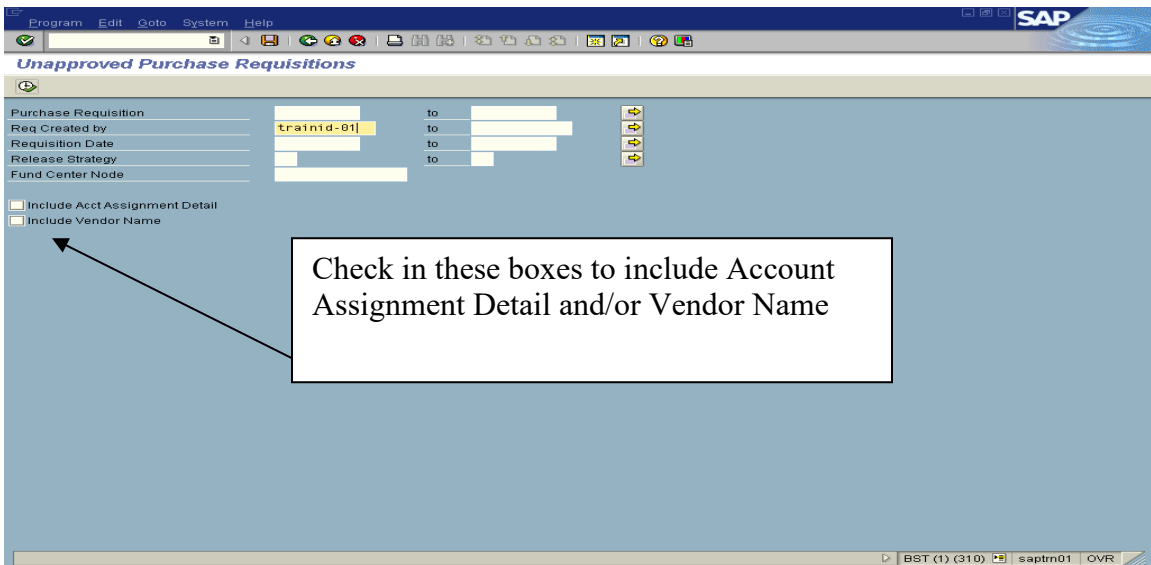
How to Track the Status of a Requisition

Track your requisitions through the approval process using ZMMAPPCHECK. This transaction is for **unapproved requisitions only.**

Step 1: Type the transaction code **ZMMAPPCHECK** in the transaction window**.**

Step 2: To see the requisitions you have created, enter your user id# on the selection screen in the "Req created by" field. To see the requisitions for your department, enter your department fund center node.

Check in these boxes to include Account Assignment Detail and/or Vendor Name

NOTE: Enter data into appropriate fields to narrow the search for a list of desired requisitions. The more data fields utilized, the more narrow the search.

Step 3: Next, click the execute icon to view the report.

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 Unapproved Purchase Requisitions

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                              Unapproved Purchase Requisitions
                                 Univ of Ark - Med Science
 Date:  08/05/2005                                              Page #:
 Time:  10:42:18                                                ZMMAPPCHECK


 New Release Strategies

                     ● = Approval Completed    △ = Approval Pending    🔴 = Approval Needed

 Req No   Item  Req Date    Item Text              Amount  RelSt   Node    Lv 1  Lv 2  Exec  🔴 Approver          🔴 Al

 10000118 001  08/03/2005  sodium bicarbonate        35.00   A    VCA0010F  🔴                5666  Diane Alkire   2520
 10000120 001  08/03/2005  sodium chloride, 100g     18.95   A    VCA0010F  🔴                5666  Diane Alkire   2520
 10000139 001  08/03/2005  PC                     5,000.00   A    VCA0010F  ●     🔴          13268 13268         2520
 10000122 001  08/03/2005  0.45% SALINE, 1,000 ML   150.00   A    AFA0010F  🔴                5666  Diane Alkire   2520
 10000122 002  08/03/2005  1/2" BRUSH FLAT CAMEL HAIR 180.00  A    AFA0010F  🔴                5666  Diane Alkire   2520
 10000129 001  08/03/2005  2205 MEM. RENEWAL- jANE DOE 150.00 A    AFA0010F  🔴                5666  Diane Alkire   2520
 10000133 001  08/03/2005  pc dell optiplex       2,500.00   A    AFA0010F  🔴    △           5666  Diane Alkire   2520
 10000133 002  08/03/2005  pc dell optiplex       2,500.00   A    AFA0010F  🔴    △           5666  Diane Alkire   2520
 10000136 001  08/03/2005  glassware              2,690.00   A    AFA0010F  ●     🔴          13268 13268         2520
 10000141 001  08/03/2005  COFFEE                   300.00   A    AFA0010F  🔴                5666  Diane Alkire   2520
 10000145 001  08/03/2005  LEASE OF COPER           200.00   A    AFA0010F  🔴                5666  Diane Alkire   2520


 Old Release Strategies

 Req No   Item  Req Date    Item Text              Amount  RelSt

 10000090 001  03/07/2005  text                      10.00   RA



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KEY:

Red   box indicates which level of approval is needed, with the approver and alternate names listed for that approval level.

Yellow triangles show which levels will be required before the requisition is completely approved. Once an approval has been completed, a green circle will appear in that column.

Green   circle indicates it has received that level of approval.

NOTE: If a requisition is entered that requires two levels of approval, the first time you run the report you will see the name of the Level 1 approver and the Level 1 alternate. After that approval is completed, the report will show Level 2 approver with that alternate.

The old release strategies also appear at the bottom of this list. This will be discontinued once all UAMS departments are using the new process.
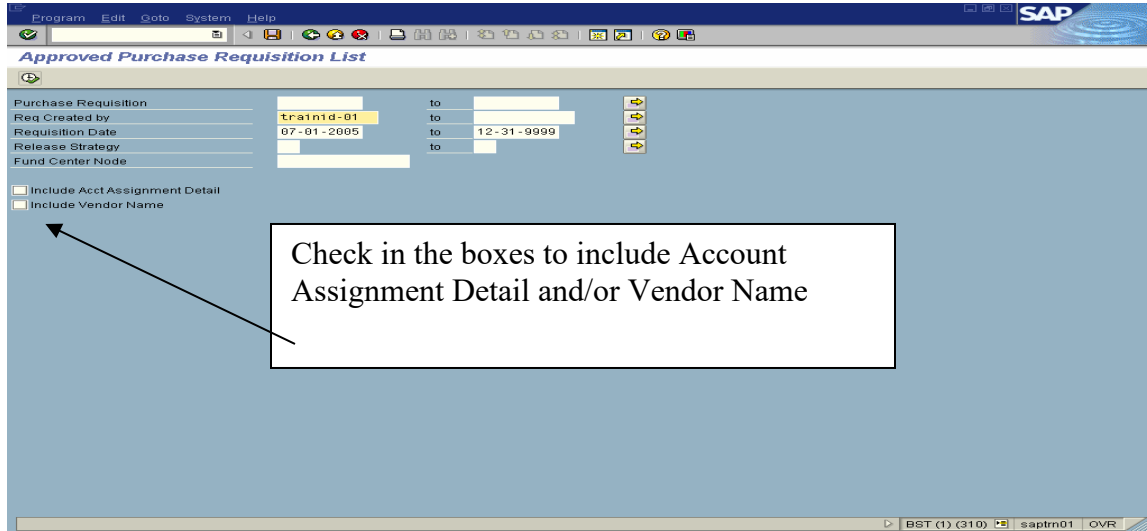
Step 4: Click the green back arrow to return to the previous screen.

How to Display a list of Approved Requisitions

This transaction is for **approved requisitions only.**

Step 1: Type the transaction code **ZMMAPPROVED** in the transaction window**.**

Step 2: To see the approved requisitions you have created, enter your user id# on the selection screen in the "Req created by" field. To see the approved requisitions for your department, enter your department fund center node.

Check in the boxes to include Account Assignment Detail and/or Vendor Name

NOTE: Enter data into appropriate fields to narrow the search for a list of desired requisitions. The more data fields utilized, the more narrow the search.

Step 3: Next, click the execute icon to view the report.

NOTE: This report shows the date of the final release and the name of the person who did the final release. Please make your selections as narrow as possible (date range, fund center node) in order to make this program run as quickly as possible.
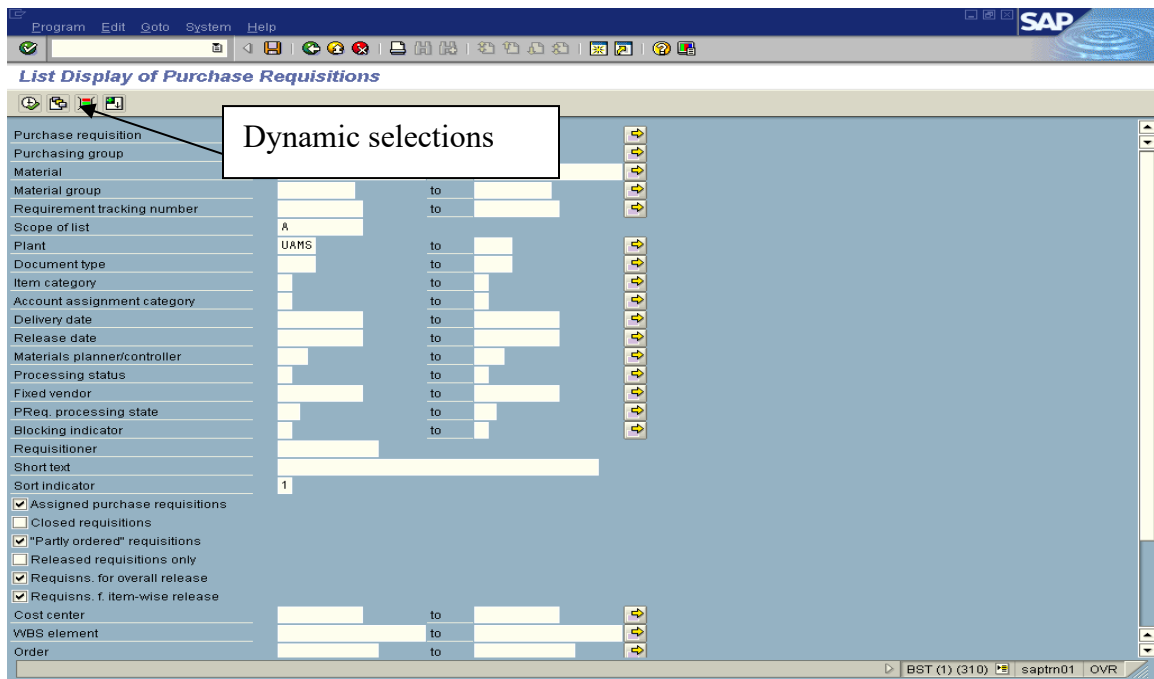
Step 4: Click on the green back arrow button to return to the main menu.

Display a List of Requisitions

Lists of requisitions can be viewed using the ME5A transaction.

Step 1: Type transaction code **ME5A** in the transaction window**.**

Step 2: On the "List Display of Purchase Requisitions" screen, enter data into appropriate fields to narrow the search for a list of desired requisitions. The more data fields utilized, the more narrow the search.

Step 3: To view requisitions entered by the user, click on the Dynamic selections icon located below the screen name as shown above.

Step 4: Open the Purchase Requisition folder and scroll down to select the field "Created by". Double click on the field to move it to the Dynamic selections window.

NOTE: You can also utilize other fields within this folder to narrow the search.

Step 5: In the dynamic selections window enter the User's SAP number.

Step 6: In the "Scope of list "field enter "AVL" to view the report in a grid.

Step 7: Click on the execute icon to view the list of requisitions.

SAP

List Edit Goto Views Environment Settings System Help

List Display of Purchase Requisitions

Item	S	Delet.ind.	I	A	Material	Short text	Quantity	Unit	C	Matl group	Plant	SLoc	PGr	Requisnr.	TrackingNo	Des.vendor
Purchase requisition 10000090																
1	N			K		text	1	EA	D	R10	UAMS		BF	steve	PC	124
Purchase requisition 10000115																
1	N			K		glass dryer	1	EA	D	N26	UAMS		BF	medicine	PC	125
Purchase requisition 10000118																
1	N			P		sodium bicarbonate	1	EA	D	C10	UAMS		BF	medicine	R	125
Purchase requisition 10000120																
1	N			P		sodium chloride, 100g	1	EA	D	C10	UAMS		BF	eMER. dEPT	R	125
Purchase requisition 10000122																
1	N			K	FBV1205RRP	0.45% SALINE, 1,000 ML	3	EA	D	L10	UAMS		FS	MED	PC	
2	N			K	F03665A	1/2" BRUSH FLAT CAMEL HAIR	4	EA	D	L10	UAMS		FS	MEDICINE	PC	
Purchase requisition 10000126																
1	N			K	113886	Binder, 3 Ring Book	3	EA	D	S72	UAMS		ST	MEDICINE	PC	
2	N			K	330243	Sharpener, Pencil Standup	1	EA	D	S72	UAMS		ST	MEDICINE	PC	
3	N			K		504181 lcd Monitor	1	EA	D	S72	UAMS		ST	MEDICINE	PC	155
Purchase requisition 10000128																
1	N			K	116806	Folder, Hanging	4	BX	D	S72	UAMS		ST	MEDICINE	PC	
2	N			K	420873	Flags, Post-It	4	PK	D	S72	UAMS		ST	MEDICINE	PC	
Purchase requisition 10000129																
1	N			K		2205 MEM. RENEWAL- jANE DOE	1	YR	D	D10	UAMS		BF	MEDICINE	PC	150
Purchase requisition 10000133																
1	N			A		pc dell optiplex	1	EA	D	E10	UAMS		BF	MEDICINE	PC	127
2	N			A		pc dell optiplex	1	EA	D	E10	UAMS		BF	MEDICINE	PC	127
Purchase requisition 10000136																
1	N			A		glassware	1	EA	D	E10	UAMS		BF	MEDICINE	PC	125
Purchase requisition 10000139																
1	N			Z		PC	2	EA	D	E10	UAMS		BF	MEDICINE	R	127
Purchase requisition 10000141																

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Step 8: Click on the purchase requisition item number to view more information about that particular requisition.

Step 9: Click on the green back arrow button to return to the main menu.