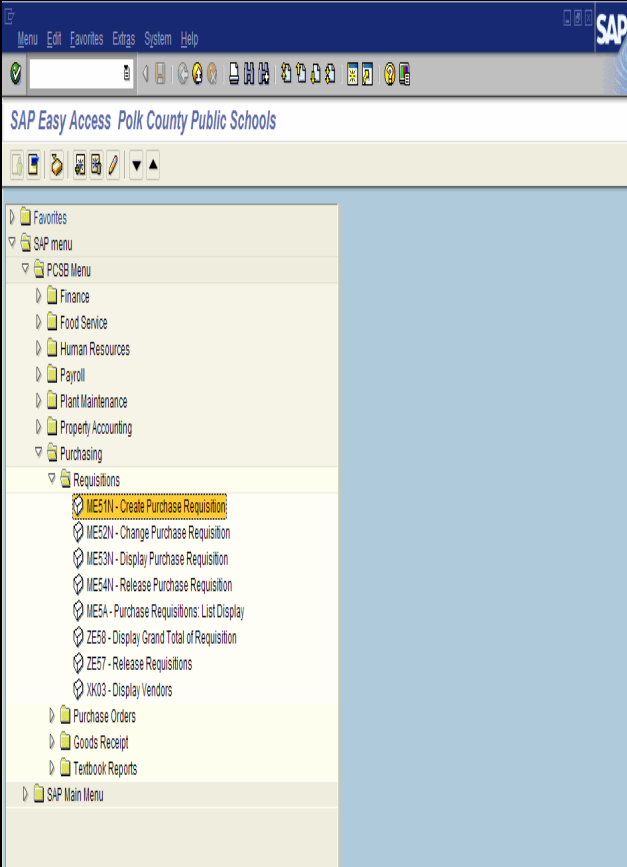
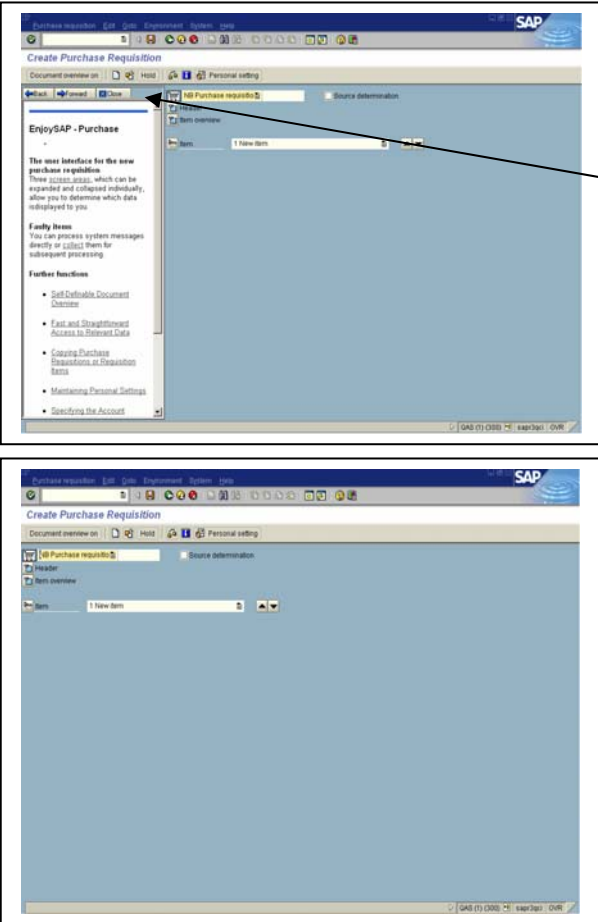
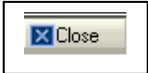
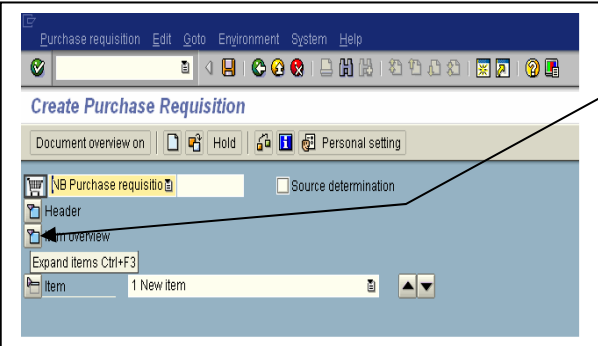
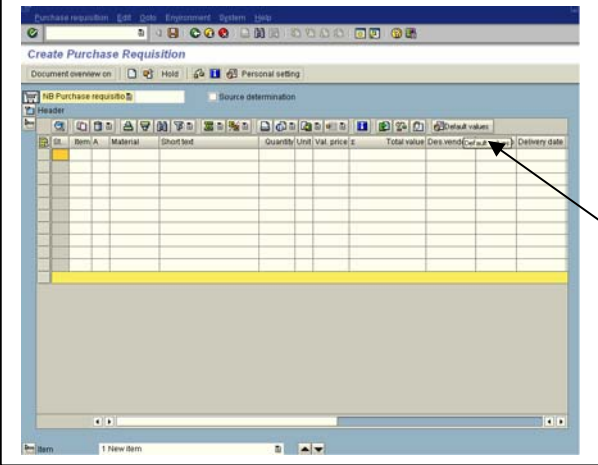



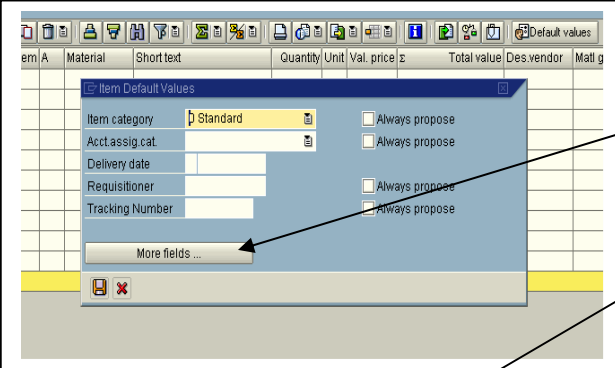
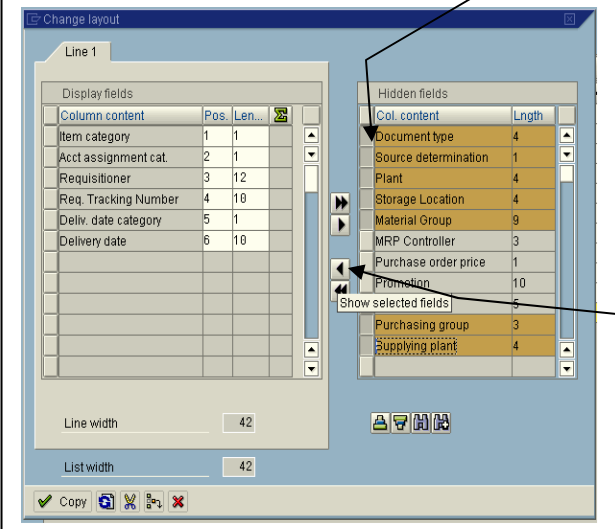





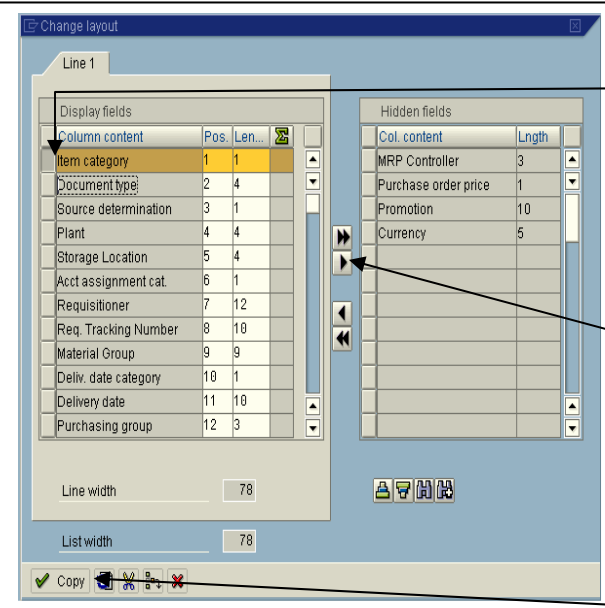



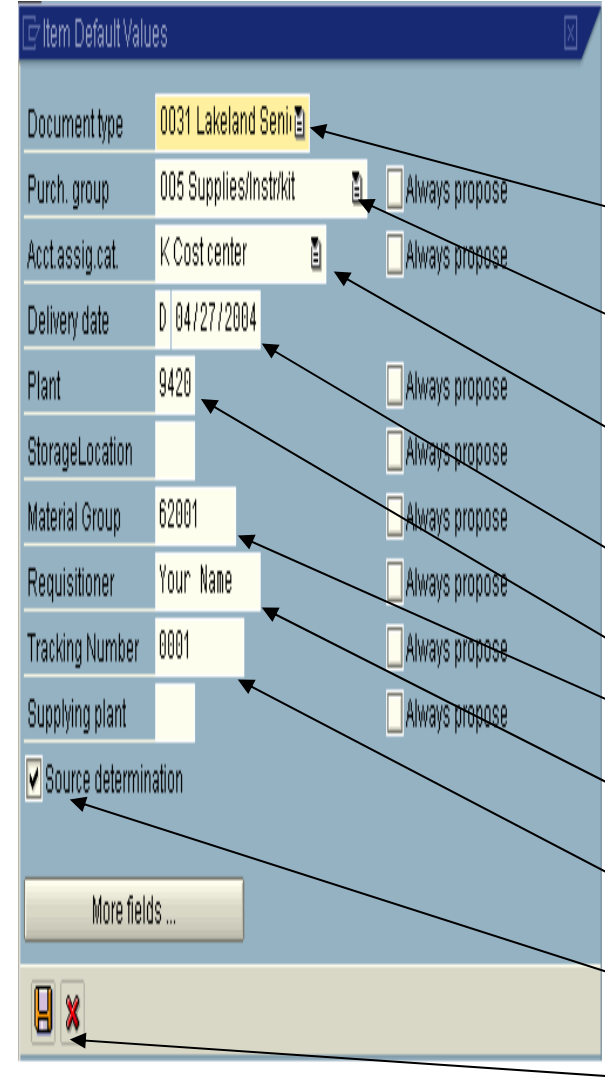

Initial Setup of Purchase Requisition Default value screen

Steps	Screen Displayed	Procedures
<p>1</p>		<p>SAP Easy Access Polk County Public Schools</p> <p>From the initial <u>SAP Easy Access Polk County Public Schools</u> screen:</p> <ul style="list-style-type: none"> • Type ME51N in the command box • Press Enter <p>-OR-</p> <ul style="list-style-type: none"> • Click the Expand Icon to the left of PCSB Menu > Purchasing > Requisition • Double-click ME51N – Create Purchase Requisition
<p>2</p>		<p>If this is the very first time you have entered the Create Purchase Requisition screen, it should look like this screen</p> <ul style="list-style-type: none"> • Close this SAP defined help box by clicking the Close icon  <p>The SAP defined help box is no longer displayed. The rest of this document illustrates the recommended settings for your default values. <i>(Keep in mind default values are user and requisition specific and must be changed for each and every requisition).</i></p> <p><i>SAP is designed for use with the screen resolution set at 1024 x 768. If you aren't using those settings you will have to use scroll bars located on the right side and bottom of your screens.</i></p>

Initial Setup of Purchase Requisition Default value screen

Steps	Screen Displayed	Procedures
<p>3</p>	 	<p>Click the Expand items icon to the left of the Item overview text</p>  <p>The item overview screen is expanded and displayed. After you click on an Expand items icon the item will continue to be displayed in the expanded view until you click the Collapse items icon.</p>  <p>Click Default values icon to open Item Default values popup box</p> 
<p>4</p>	 	 <p>Click More fields... button</p>  <p>Click in the box to the left of the Hidden fields column to select and highlight the following <u>Hidden Fields</u></p> <ol style="list-style-type: none"> 1. Document type 2. Source determination 3. Plant 4. Storage Location 5. Material Group 6. Purchasing group 7. Supplying plant <p>Click the Show selected fields arrow/icon to place these objects into the Display Fields column</p> 

Initial Setup of Purchase Requisition Default value screen

Steps	Screen Displayed	Procedures
<p>5</p>		<div data-bbox="982 151 1490 199" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">  Change layout </div> <ul style="list-style-type: none"> • Click in the box to the left of Display fields column to select and highlight the following <u>Displayed Field</u> <ol style="list-style-type: none"> 1. Item category • Click the Hide selected fields arrow/icon to place this object into the Hidden Fields column <div data-bbox="1177 598 1274 682" style="text-align: center; margin: 5px 0;">  </div> • Click the Copy icon <div data-bbox="1323 693 1469 766" style="text-align: center; margin: 5px 0;">  </div>
<p>6</p>		<div data-bbox="982 829 1490 871" style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">  Item Default Values </div> <p><u>The Default Value settings for an Outside Vendor Requisition are described below:</u></p> <ul style="list-style-type: none"> • Type your 4 digit school (location) number or department number in Document type • Type the appropriate Purch. Group (use search help icon do display choices) • Type the appropriate account assignment category “K” for Cost center, “A” for Asset • Type the appropriate date in Delivery date large box • Type 9420 in Plant • Type the appropriate material group in Material Group box • Type name of requisitioner in Requisitioner box • Type your tracking number in Tracking Number box (optional) • Click the Source determination box to place check mark • Click the Save icon

Initial Setup of Purchase Requisition Default value screen

Steps	Screen Displayed	Procedures
7		<p style="text-align: center;"><u>The Default Value settings for a Warehouse / Storeroom Requisition are described below:</u></p> <ul style="list-style-type: none"> • Type SUPP in Document type • Leave Purch. Group Blank (delete any purch group previous chosen) • Type “K” for Cost center in account assignment category • Type the appropriate date in Delivery date large box • Type 9420 in Plant • Type name of requisitioner in Requisitioner box • Type your tracking number in Tracking Number box (optional) • Type 9420 in Supplying plant • Click the Source determination box to place check mark • Click the Save icon <p style="text-align: center;"><u>Important Information:</u></p> <p style="text-align: center;"><i>The default values are requisition specific and reflect the requisition that is currently being created; therefore they must be changed for each and every requisition. If an error is saved to the Document Type on the Default value screen the error can not be corrected and the requisition will have to be deleted.</i></p>