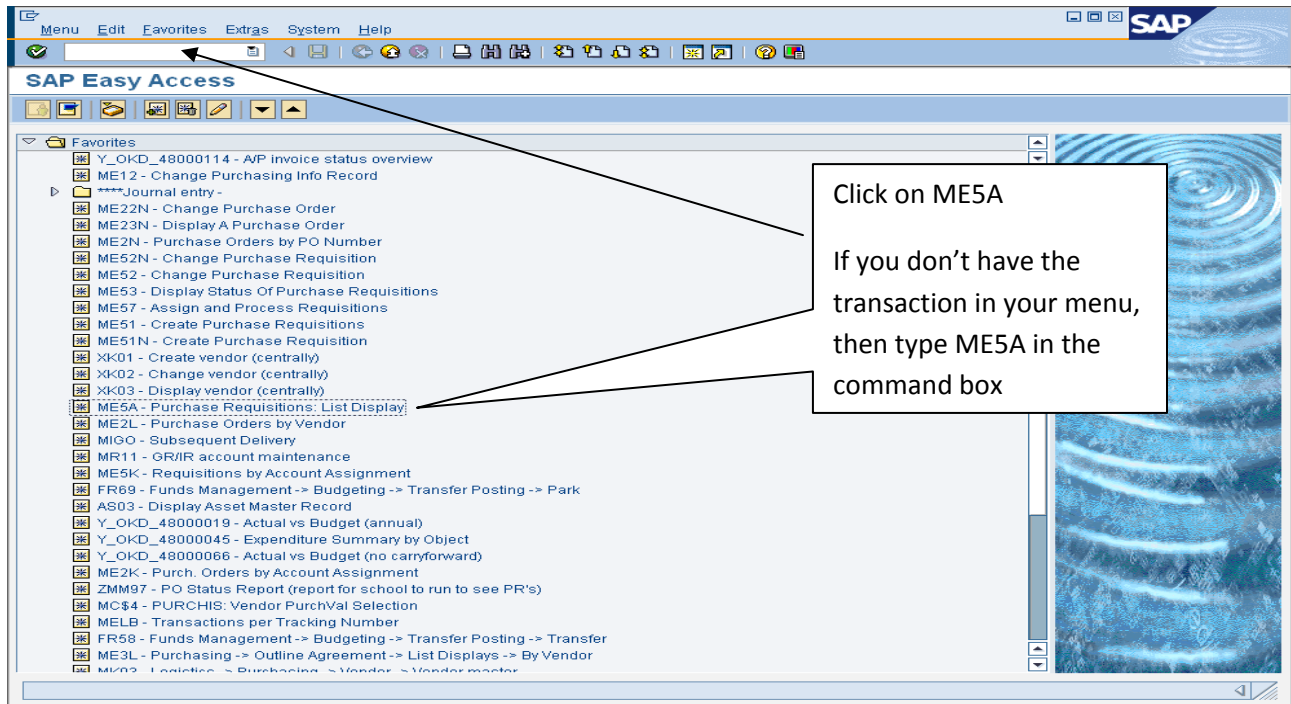


OKLAHOMA CITY PUBLIC SCHOOL
ME5A Instructions for Opening List of Open Purchase Requisitions
Revised March 2017

This program is used to review all draft or released PRs.



OPTION 1 – PURCHASE REQUISITION - To view an individual requisition, insert the PR number and click the Clock to execute. This view will display the total of the requisition and the amounts per line.

List Display of Purchase Requisitions

Purchase requisition: 10159179 to []

Purchasing group: [] to []

Material: [] to []

Material group: [] to []

Requirement tracking number: [] to []

Scope of List: ALV

Plant: [] to []

Document Type: [] to []

Item Category: [] to []

Account Assignment Category: [] to []

Delivery Date: [] to []

Release Date: [] to []

Materials Planner/Controller: [] to []

Processing Status: [] to []

Fixed Vendor: [] to []

PReq. processing state: [] to []

Blocking indicator: [] to []

Requisitioner: [] to []

Short Text: []

Sort Indicator: 1

☒ Assigned Purchase Requisitions
☐ Closed Requisitions
☒ "Partly Ordered" Requisitions
☐ Released Requisitions Only
☒ Requisitions for Overall Release
☒ Requisitions for Item-Wise Release

Cost Center: [] to []

VBWS Element: [] to []

1. Type in the PR number
 2. Click on the drop down and choose ALV (Excel format)
 3. Click on the clock to execute

The individual PR line items will be display the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.

List Display of Purchase Requisitions

Plant	Per	Rel	Req. Date	Item	S	A	Des. Vendor	Desired Vendor	Short Text	Quantity	Un	Deliv. Date	PGR	Requisitioner	± No. PReq.	± Total Val.
															6	375.00
															6	375.00
3600	1	2	08/17/2011	30	N	K	301415	HOMELAND INC	**12/2011 Donuts/Muffins parental	62.500	EA	20110831	102	cdwilliamson	1	62.50
3600	1	2	08/17/2011	40	N	K	301415	HOMELAND INC	**1/2012 Donuts/Muffins parental	62.500	EA	20110831	102	cdwilliamson	1	62.50
3600	1	2	08/17/2011	50	N	K	301415	HOMELAND INC	**2/2012 Donuts/Muffins Parental	62.500	EA	20110831	102	cdwilliamson	1	62.50
3600	1	2	08/17/2011	60	N	K	301415	HOMELAND INC	**3/2012 Donuts/Muffins Parental	62.500	EA	20110831	102	cdwilliamson	1	62.50
3600	1	2	08/17/2011	70	N	K	301415	HOMELAND INC	**4/2012 Donuts/Muffins Parental	62.500	EA	20110831	102	cdwilliamson	1	62.50
3600	1	2	08/17/2011	80	N	K	301415	HOMELAND INC	**5/2012 Donuts/Muffins Parental	62.500	EA	20110831	102	cdwilliamson	1	62.50

Use the bar at the bottom to scroll over to see the columns.

Total Value: Shows the total amount of the requisition and totals for each line item.

Change column width by dragging the column line.

OPTION 2: COST CENTER - To view a requisition by Cost Center, insert the Plant Number and/or Cost Center and click the Clock to execute.

List Display of Purchase Requisitions

Purchase requisition to

Purchasing group to

Material to

Material group to

Requirement tracking number to

Scope of List ALV

Plant 3600

Document Type to

Item Category to

Account Assignment Category to

Delivery Date to

Release Date to

Materials Planner/Controller to

Processing Status to

Fixed Vendor to

PReq. processing state to

Blocking Indicator to

Requisitioner

Short Text

Sort Indicator 1

☒ Assigned Purchase Requisitions

☐ Closed Requisitions

☒ "Partly Ordered" Requisitions

☐ Released Requisitions Only

☒ Requisitions for Overall Release

☒ Requisitions for Item-Wise Release

Cost Center 36011511

WBS Element to

1. Choose ALV (Excel format)

2. Type in Plant Number.
(Example 3600)

3. Type in Cost Center
(Example 36011511)

4. Click Clock to execute.

This display will show all of the PRs by Cost Center, the total amount of the PR and the amounts for each line item. Columns widths can be adjusted by clicking and dragging the column line. The bottom bar is used to scroll across the display to see all of the columns.

List Display of Purchase Requisitions

Purch. Req.	RS	Plant	Per	Rel	Req. Date	Item	S	A	Des. Vendor	Name of Desired Vendor	Short Text	Quantity	Un	Deliv. Da
10159179		3600	1	2	08/17/2011	30	N	K	301415	HOMELAND INC	**1/2/2011 Donuts/Muffins parental	62.500	EA	2011083
10159179		3600	1	2	08/17/2011	40	N	K	301415	HOMELAND INC	**1/2012 Donuts/Muffins parental	62.500	EA	2011083
10159179		3600	1	2	08/17/2011	50	N	K	301415	HOMELAND INC	**2/2012 Donuts/Muffins Parental	62.500	EA	2011083
10159179		3600	1	2	08/17/2011	60	N	K	301415	HOMELAND INC	**3/2012 Donuts/Muffins Parental	62.500	EA	2011083
10159179		3600	1	2	08/17/2011	70	N	K	301415	HOMELAND INC	**4/2012 Donuts/Muffins Parental	62.500	EA	2011083
10159179		3600	1	2	08/17/2011	80	N	K	301415	HOMELAND INC	**5/2012 Donuts/Muffins Parental	62.500	EA	2011083
10161152		3600	1	2	09/27/2011	30	N	K	307298	SMART START CENTRAL OKLAHOMA	*10/6/2011*Smart Start literacy activity	1	D	2011100
10162643		3600	1	X	11/04/2011	10	N	K	302560	STUDY ISLAND	Oklahoma 3rd grade comprehensive	394	EA	2011112
10162643		3600	1	X	11/04/2011	20	N	K	302560	STUDY ISLAND	Oklahoma 4th grade comprehensive	394	EA	2011112
10162643		3600	1	X	11/04/2011	30	N	K	302560	STUDY ISLAND	Oklahoma 5th grade comprehensive package	625	EA	2011112
10162643		3600	1	X	11/04/2011	40	N	K	302560	STUDY ISLAND	renewal fee	70.650	EA	2011112

Use the Scroll Bar to move display to the far right in order to view the total amount of the PR and the total amount per line item. This display contains a lot of valuable information.