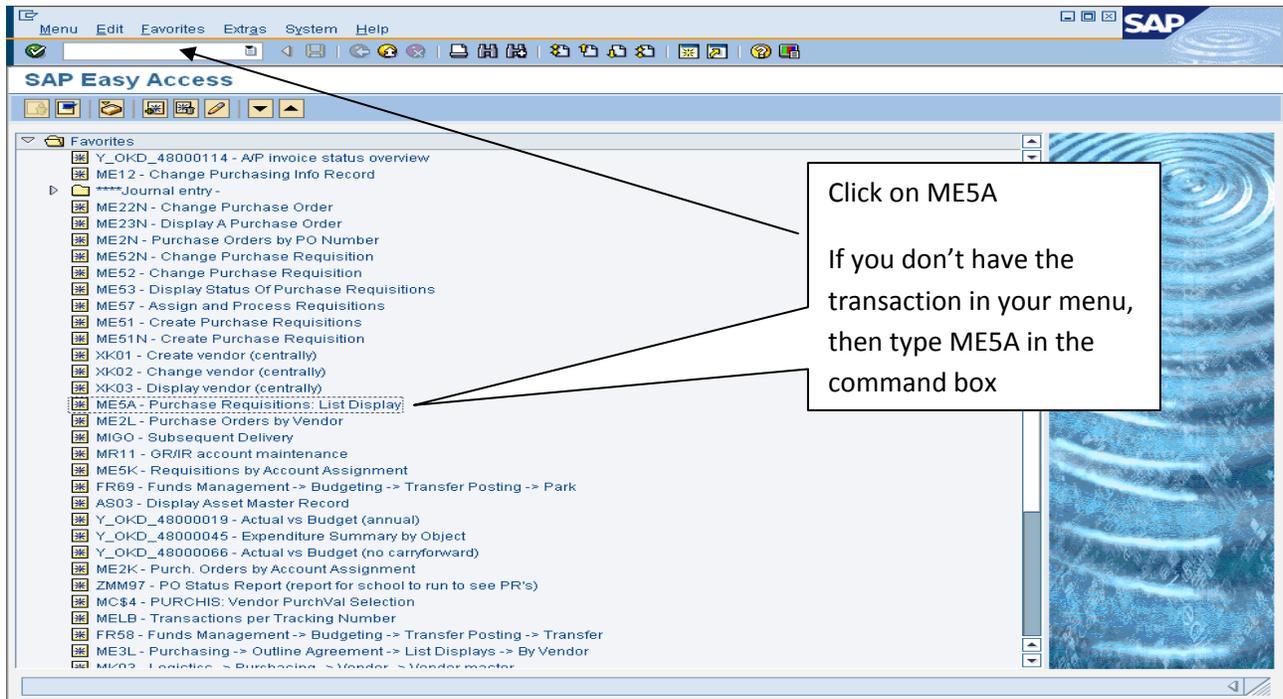
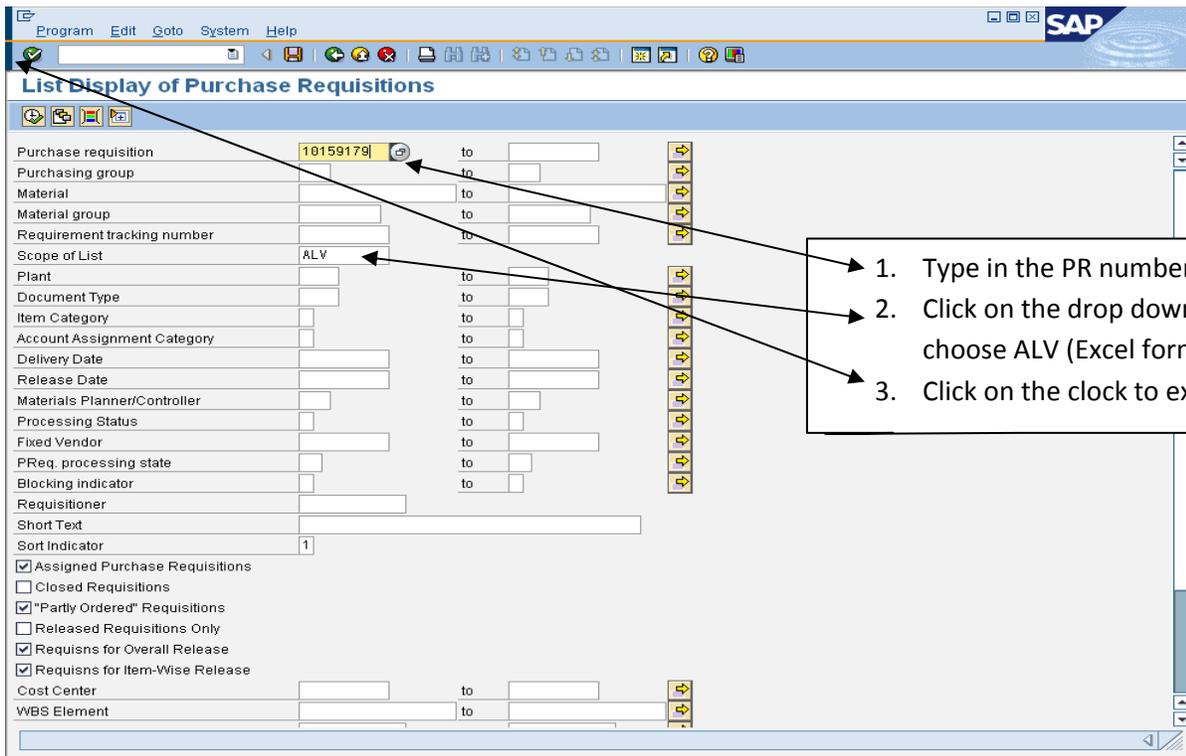


OKLAHOMA CITY PUBLIC SCHOOL
ME5A Instructions for Opening List of Open Purchase Requisitions
Revised March 2017

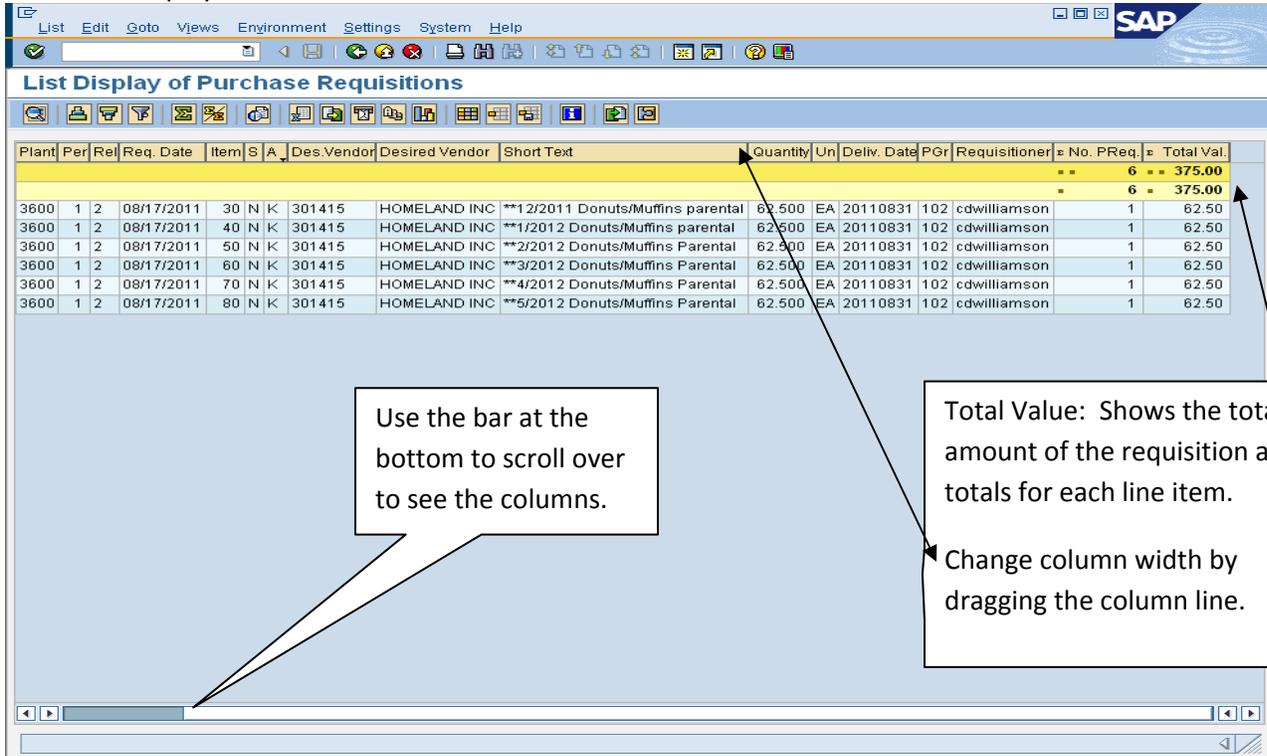
This program is used to review all draft or released PRs.



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.



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.



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.

The screenshot shows the SAP 'List Display of Purchase Requisitions' form. A callout box on the right contains the following instructions:

1. Choose ALV (Excel format)
2. Type in Plant Number. (Example 3600)
3. Type in Cost Center (Example 36011511)
4. Click Clock to execute.

Arrows point from these instructions to the corresponding fields and buttons in the screenshot: 'ALV' in the 'Scope of List' field, '3600' in the 'Plant' field, '36011511' in the 'Cost Center' field, and the 'Clock' icon button.

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.

The screenshot shows the SAP 'List Display of Purchase Requisitions' table. A callout box on the right contains the following instruction:

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.

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	**1/2/2012 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