Document Overview

Transaction Code: ME51N

Location(s):

SAP GUI

Purpose: In the document overview, which you can show or hide as required, you can display different purchasing documents that you need to perform your day-to-day work (such as purchase orders and requisitions).

1. Log into myNKU
   a. https://myNKU.nku.edu/irj/portal
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ME51N.
5. Click Enter.
6. Click the Selection Variant drop-down button to view a menu of choices.
7. To display purchase requisitions that you create, choose My purchase requisitions.

Create Purchase Requisition
8. The information will display by Vendor name. Click on the appropriate vendor to display the corresponding purchase requisition number.

9. To search for requisitions, click the Selection Variant drop-down button

10. Choose Purchase requisitions.
11. A search area will appear to populate as needed. Common searches include requisitioner or desired vendor number.
12. Complete the search criteria.
13. Click Execute.
14. If requisitions are found to meet the search criteria, they will display in the Document Overview.
15. Double-click on a requisition to display the details to the right.
16. It is possible to use a requisition created by another user as a template for a new requisition.
17. Click Create new button (a blank form will appear.
18. Click and drag the appropriate requisition number and drop on the Shopping cart button.

Note: Change any fields that will need modified for the new requisition including requisitioner. After completing the necessary changes, click Save.