

2017 MM Fiscal Year End Cleanup—Requisition Cleanup Work Instruction

Module: MM // Process: Clean up and close requisitions prior to year-end to avoid fiscal closing issues

Transactions Used: Y_DRP_63000033, ME52N

Background:

By 5:00 p.m. on June 29th, 2017 ALL purchase requisitions must be approved and converted to purchase orders, or cancelled or manually closed. Performing this clean-up prevents multiple potential issues with remaining pre-encumbrances such as the inability to close cost objects in the future, etc.

Purchase requisitions must be closed before the associated purchase order can be carried forward to the new fiscal year.

Important Dates for FY2017 [HERE](#)

Generate Condition Reports:

[Purchase Requisition Listing Report](#)

Note: Procurement Services will run the reports and send results to MM Requisitioners via email, however, you may choose to run your own reports at any time by following these instructions.

How to Clean it Up?

Click on Condition name to jump to instruction

[Condition 1](#)

Requisition fully approved but not adopted to a purchase order

[Condition 4](#)

Requisition rejected by approver

[Condition 2](#)

Requisition has been partially adopted to a purchase order, but unordered or partially ordered line items remain in the requisition

[Condition 5](#)

Requisition On Hold (this condition is rare)

[Condition 3](#)

Requisition not fully released/approved

[Condition 6](#)

Requisition converted to a purchase order and PO line has been cancelled/trash-canned

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Important Dates for FY2017

				June	2017
Monday	Tuesday	Wednesday	Thursday	Friday	
			1	2	
				Last day for PTE requisitions (PR) to be created and adopted to PO	
5	6	7	8	9	
				Last day to create and adopt standard purchase requisitions to standard purchase order (does not include DPOs)	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
	Last day for bureaus to cancel unordered requisitions and close/clean up any remaining conditions. See work instructions.		Last day to create and approve new distributed purchase requisitions (DPRs) and adopt to distributed purchase orders (DPOs)		Last day for goods receipt in FY16/17: NOON NOON: Procurement Services mass closes all remaining requisitions (bureaus need to clean up and close out identified requisitions prior to this step to avoid potential fiscal issues—clean up due by 6-27) See work instructions.

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The screenshot shows the SAP Purchase Requisition Listing interface. A 'Find Variant' dialog box is open at the top, with a red circle '2' next to the 'Execute' button. The main interface has several sections: 'Required Selection Option' with fields for Funds Center (MFOP000001 to MFOP000036) and Effective Date (07/01/2016 to 06/30/2017), marked with a red circle '4'. A red circle '5' is next to the 'Get Variant' icon. A red circle '1' is next to the 'Execute' icon. A red circle '3' is next to the 'PRCONDITION4' row in the 'Variant Catalog' table. A bracket groups the 'Optional Selection Options' section with the text 'Additional filtering options'. The 'Layout Variants' section at the bottom shows the layout set to '/CONDITION1'.

Variant name	Short Description	Environment	Prote
PA REQS	pa reqs	A	
PAUL'S SAP	Paul's PO/REQ	A	
PRCONDITION1	PRCONDITION1	A	X
PRCONDITION2	PRCONDITION2	A	X
PRCONDITION3	PRCONDITION3	A	X
PRCONDITION4	PRCONDITION4	A	X
PRCONDITION5	PRCONDITION5	A	X
PRCONDITION6	PRCONDITION6	A	X

NOTE: Procurement Services will run the reports and send results to MM Requisitioners via email, however, you may choose to run your own reports at any time by following the steps on the next two pages.

These instructions use the transaction Y_DRP_63000033 to generate reports for the fiscal year-end requisition clean up process and ME52N to perform changes needed to identified requisitions based on it's "Condition" type.

01

Execute transaction Y_DRP_63000033

1. Click Get Variant Icon.
2. Clear all fields and click Execute icon.
3. Scroll down to select PR Condition for the condition layout needed. (Six condition layouts; run one at a time)
4. Enter either a single fund center in the left hand Funds Center field, a fund center range, or a multiple selection of single fund centers by clicking the multiple selection button to the right. (Based on the fund center(s) you are responsible for)
5. Execute report

NOTE: You may also use any of the additional fields available to filter your results further, if needed. For example, you can place your SAP user id in the User field to only see results for requisitions you have created.

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CITY OF PORTLAND

Accounting Division
Purchase Requisition List

Date & Time : 03/16/2017 & 16:19:43
Run By & System : VRICE & SRP / 100

Created by	Purch.Req.	Item	Amount	Changed on	Delivery Date	PO I.	Proc. state	S	Rel.	RS	Rel.status	Quantity Requested
PMARCH	12216350	10	5,000.00	02/28/2017	12/31/2017		05	N	2	01	XXXX	5,000.00
PMARCH	12216351	10	10,000.00	02/28/2017	12/31/2017		05	N	2	01	XXXX	10
PMARCH	12216357	10	10,000.00	03/02/2017	12/31/2017		05	N	2	01	XXXX	10,000.00
PMARCH	10008710	10	7,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	7,000.00
PMARCH	12216362	10	6,001.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	6,001.00
PMARCH	12216363	10	2,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	2,000.00
PMARCH	12216364	10	6,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	6,000.00
PMARCH	12216366	10	5,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	5,000.00
PMARCH	14007262	10	1,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	1,000.00
PMARCH	14007263	10	6,000.00	03/07/2017	12/21/2017		05	N	2	01	XXXX	6,000.00
PMARCH	12216365	10	7,000.00	03/08/2017	01/30/2019		05	N	2	01	XXXX	7,000.00
PMARCH	12216367	10	1,000.00	03/08/2017	12/21/2017		05	N	2	01	XXXX	1,000.00
PMARCH	12216368	10	1,000.00	03/08/2017	12/21/2017		05	N	2	01	XXXX	1,000.00
PMARCH	12216369	30	4,000.00	03/13/2017	12/21/2017		05	N	2	01	XXXX	4,000.00
PMARCH	12216369	50	3,000.00	03/13/2017	12/21/2017		05	N	2	01	XXXX	3,000.00
PMARCH	12216369	60	3,000.00	03/13/2017	12/21/2017		05	N	2	01	XXXX	3,000.00

The resulting report will show you all of the requisition line items that need to be addressed for the particular Condition chosen in the layout.

Amount	Changed on	Delivery Date	PO	Item	Cl.	Proc. state	S
5,000.00	02/28/2017	12/31/2017				05	N
0,000.00	02/28/2017	12/31/2017				05	N
6,000.00	03/07/2017	12/21/2017				05	N
5,000.00	03/07/2017	12/21/2017				05	N
1,000.00	03/07/2017	12/21/2017				05	N
6,000.00	03/07/2017	12/21/2017				05	N
7,000.00	03/08/2017	01/30/2019				05	N
1,000.00	03/08/2017	12/21/2017				05	N
1,000.00	03/08/2017	12/21/2017				05	N
4,000.00	03/13/2017	12/21/2017				05	N
3,000.00	03/13/2017	12/21/2017				05	N
3,000.00	03/13/2017	12/21/2017				05	N

- Copy Text
- Details
- Optimize Width
- Unfreeze Columns
- Find...
- Set Filter...
- Spreadsheet...

Select Spreadsheet

Formats:

Excel (in MHTML Format)

OpenOffice (in OpenDocument Format 2.0)

Select from All Available Formats

Excel (in Office 2007 XLSX Format)

Always Use Selected Format

You may export this data to a spreadsheet by right-clicking anywhere in the data results and choosing "spreadsheet", click the green checkmark and then save your document to the location of your choice.

On the following pages, we will address how to perform clean-up steps for each different condition.

To quickly link to a specific condition instruction, please see page 1.

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Condition 1 = Requisition fully approved but not adopted to a purchase order

Condition 1 Clean-up Steps Options:

Remind buyer to adopt the requisition to a purchase order (if purchase still needed)

OR

CANCEL line item(s) by following the instructions located [HERE](#)

Condition 2 = Requisition has been partially adopted to a purchase order, but unordered or partially ordered line items remain in the requisition

Condition 2 Clean-up Steps Options:

Remind buyer to adopt the remaining requisition amount to a purchase order (if remaining amount still needed for purchase)

OR

CANCEL line items **if the Quantity Ordered is ZERO (\$0.00)** by following the instructions located [HERE](#)

CLOSE line items **if the Quantity Ordered is MORE than zero (>\$0.01)** by following the instructions located [HERE](#)

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Condition 3 = Requisition not fully released/approved

Condition 3 Clean-up Steps Options:

Ask the next approver to approve the requisition. To find out who the next approver is, follow the instructions located [HERE](#)

OR

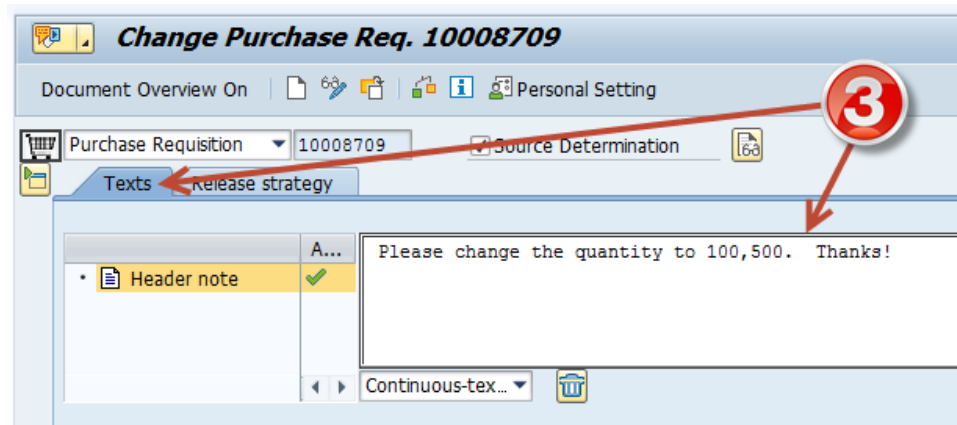
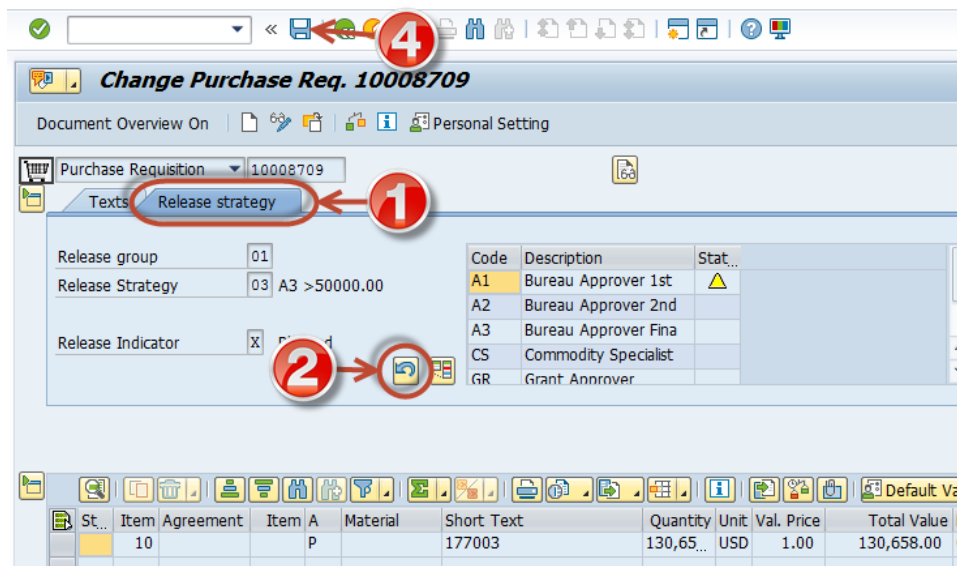
CANCEL the requisition line(s) by following the instructions located [HERE](#) (If purchase is no longer needed)

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Condition 4 = Requisition rejected by approver



Condition 4 Clean-up Steps

Steps to cancel rejection status on the requisition:

ME52N

01

Select the Release strategy tab

02

Click on the cancel rejection button

03

Make any necessary changes to requisition (check the header note on the Texts tab to see if approver left a message with details on what needs editing)

04

Click Save

**This will create a condition 3, which must be resolved. See instructions for Condition 3 [HERE](#).

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Condition 5 = Requisition On Hold (this condition is rare)

Condition 5 Clean-up Steps

Steps to remove On Hold status:

ME52N

01

Finish creating your requisition.

02

Click Save

**This will create a condition 3, which must be resolved. See instructions for Condition 3 [HERE](#).

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Condition 6 = Requisition converted to a purchase order and PO line has been cancelled/trash-canned

Clean-up Steps, Condition 6

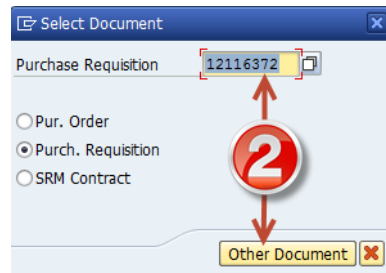
CANCEL the requisition line(s) by following the instructions located [HERE](#)

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CANCEL REQUISITION LINE(S)



ME52N

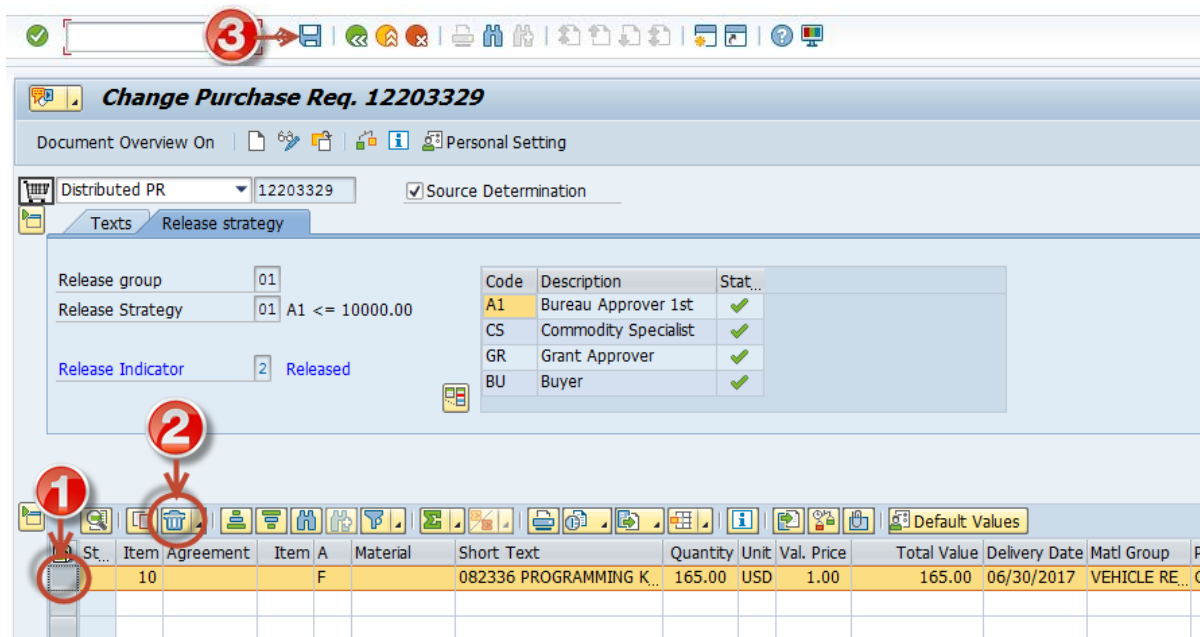
Navigate to your purchase requisition:

01

Click Other Purchase Document icon and enter the purchase requisition number that needs cleanup

02

Click Other Document or hit enter



Cancel Requisition Line(s):

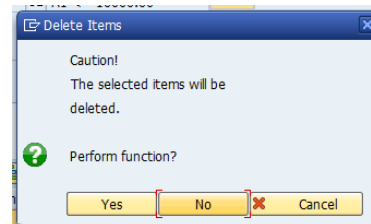
01

Select the line item to be cancelled by clicking the far left cell

02

Click the trash can icon & click Yes on the pop-up caution window.

If you have multiple line items in your requisition, repeat steps 1-2 for each remaining line



03

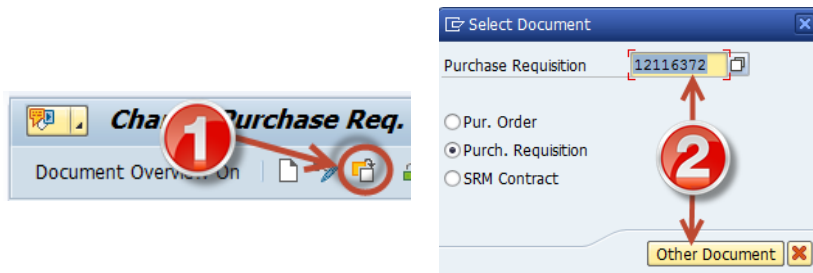
Click Save

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CLOSE REQUISITION LINE(S)



ME52N

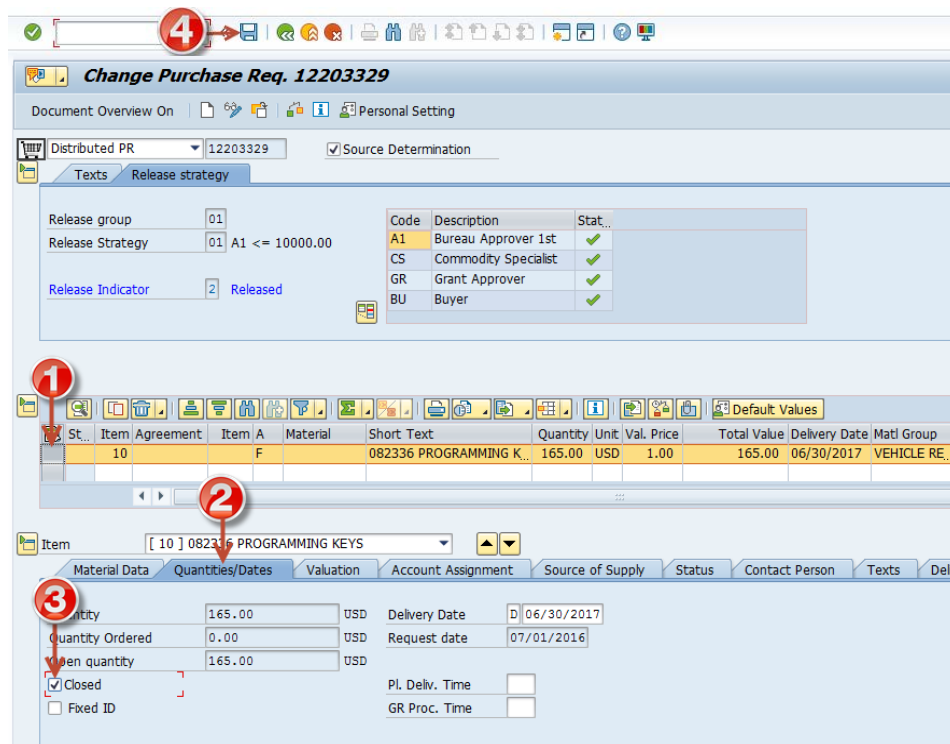
Navigate to your purchase requisition:

01

Click Other Purchase Document icon and enter the purchase requisition number that needs cleanup

02

Click Other Document or hit enter



Close Requisition Line(s):

01

Select the line item on the requisition that is to be closed by clicking the far left cell

02

Click the Quantities/Dates tab in the item details section

03

Click the Closed box

04

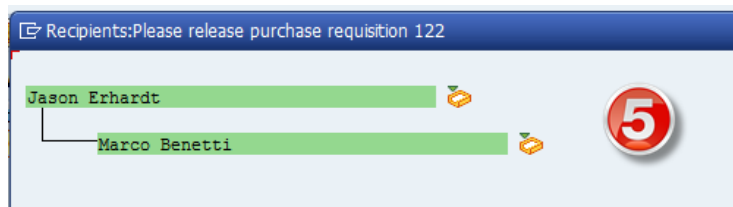
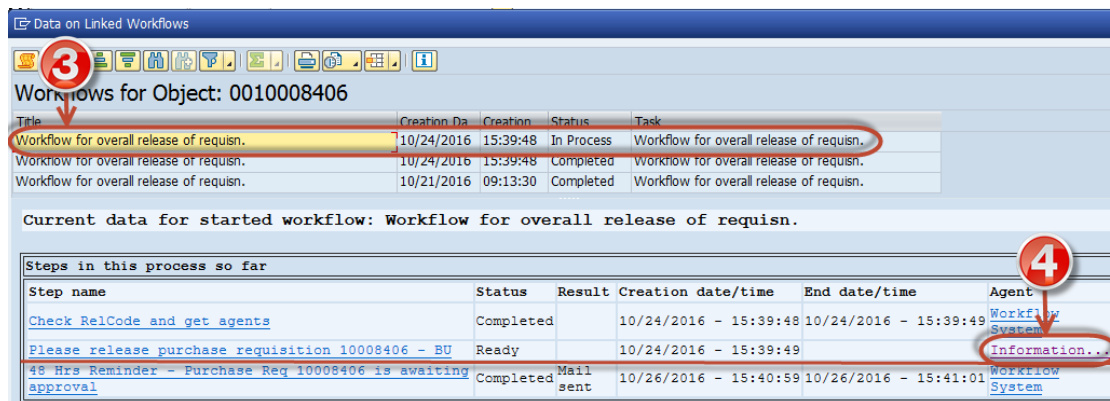
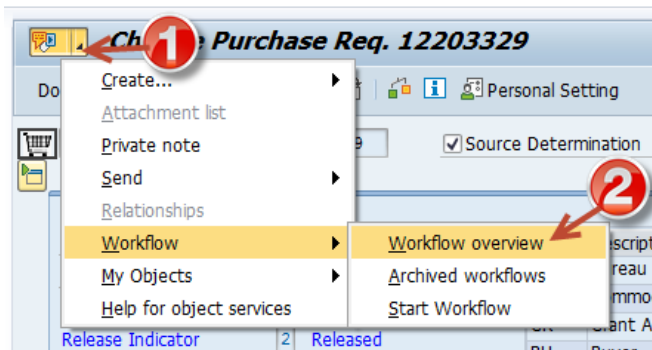
Click Save

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FIND OUT WHO THE NEXT APPROVER IS



ME53N

Navigate to your purchase requisition following the steps outlined [HERE](#)

01

Click the dropdown arrow on the services for object icon

02

Choose Workflow → Workflow overview

03

Choose the newest workflow item with Status “In Process” that contains a Step name “Please release purchase requisition...” and

04

Click the “Information...” link.

05

A pop-up window will display with the names of the users whose inbox the approval request went to.

**Once released/approved, this will create a Condition 1 which must be resolved. See instructions for Condition 1 [HERE](#).