Variants are used within SAP to display requisitions in Document Overview. A Purchasing Buyer may create a customized variant to display requisitions specific to them or load an existing variant to display and process requisitions assigned to another Buyer. Variants are customized to house requisitions based on Buyer (Purchasing Group) number and requisition status.

To Create New Customized Variant

Open Document Overview and Select Purchase Requisitions
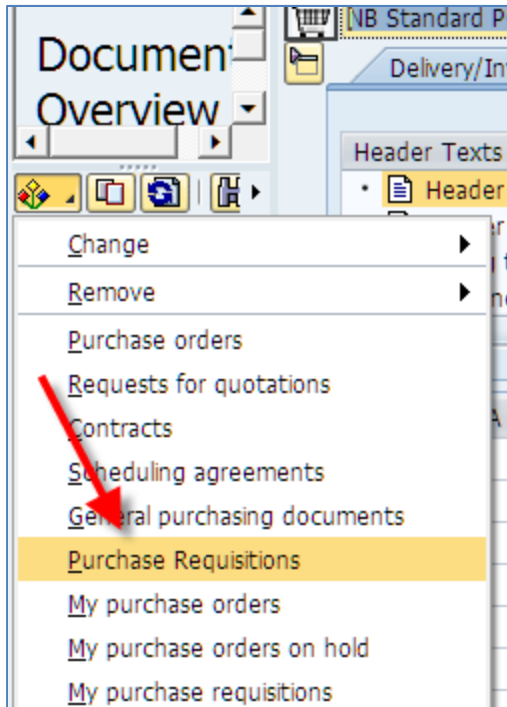
- Check Open Only
- Check Released Only
- Set Buyer number
- Enter Document types for the Variant
  - NB pulls 1000 requisitions from hospital
  - ZB pulls 2000 requisitions from hospital
  - YB pulls 3000 requisitions from Facilities
- If needed, you can also select the multiple entries button to the far right to set multiple document types within one variant.
- Remove UK00 from the Purchasing Organization box
- If YB is selected as a document type, you must also enter UK10 as additional plant location at the bottom

From the top menu, Select Goto / Variants / Save as Variant
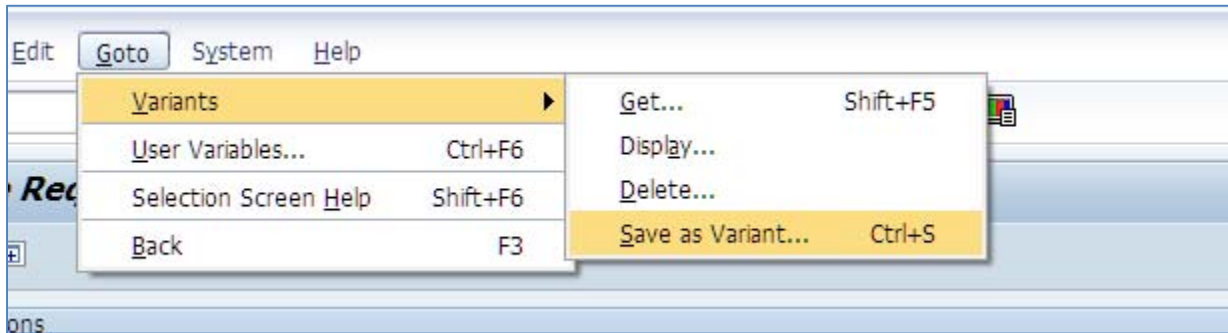
- Name the Variant
- Enter a description for the variant
- Click Save icon
- Note: If you are updating/replacing your variant with new settings, simply name it identical to the current variant and it will overwrite the settings, keeping the same name.
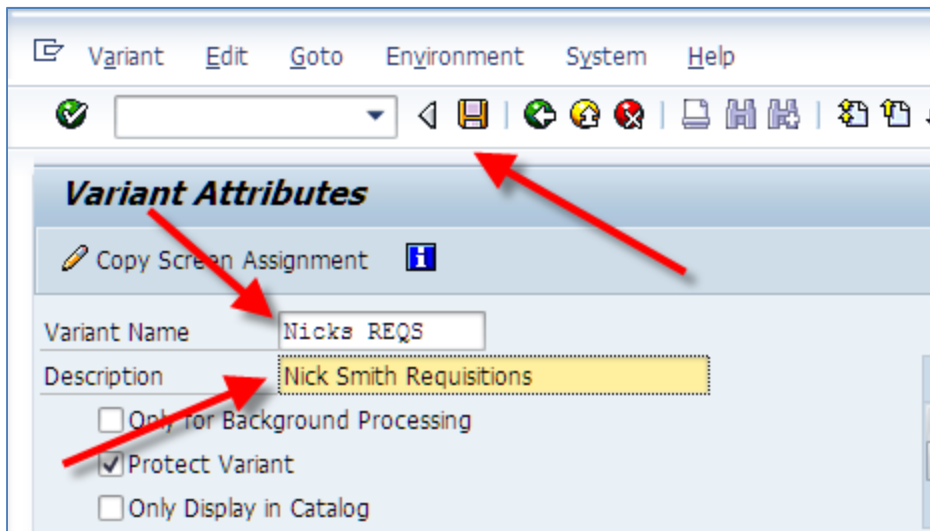
Click Execute

Requisitions meeting variant criteria will populate into Document Overview for processing
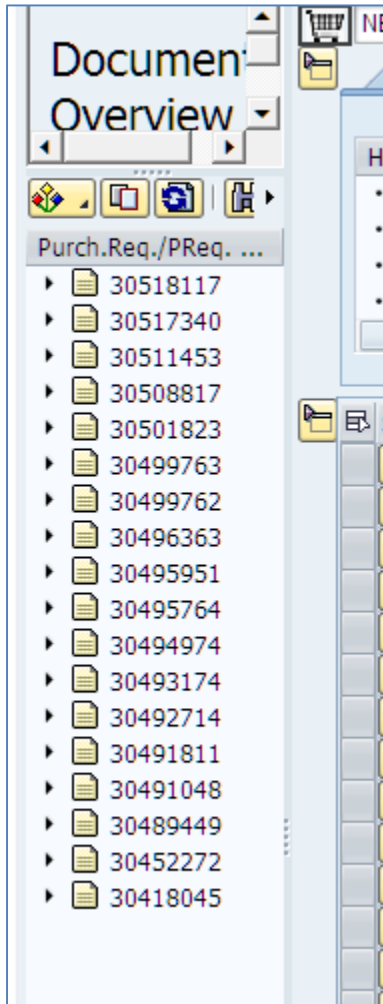
<u>To Pull Requisitions From Another Buyer's Variant into Document Overview</u>

From Document Overview, select Purchase Requisitions
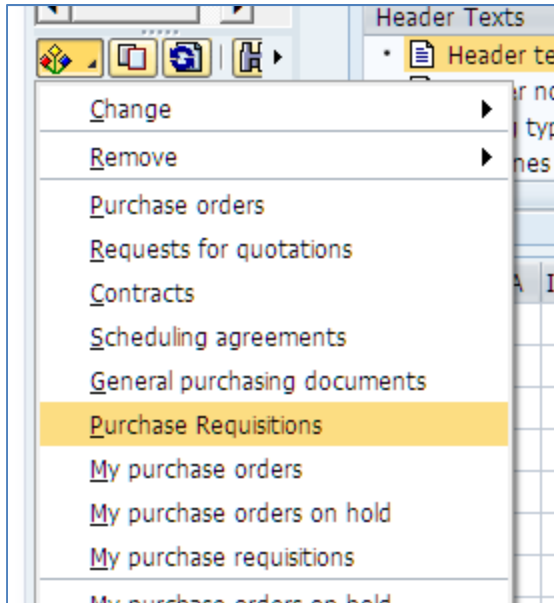
From the top menu, select Goto / Variants / Get

Delete out name in Created by

Locate and select other Buyer's variant and click Execute to load their requisitions into your Document Overview for display or processing.

Variant Catalog for Program AQZZ/SAPQUERY/MEMEBANF========

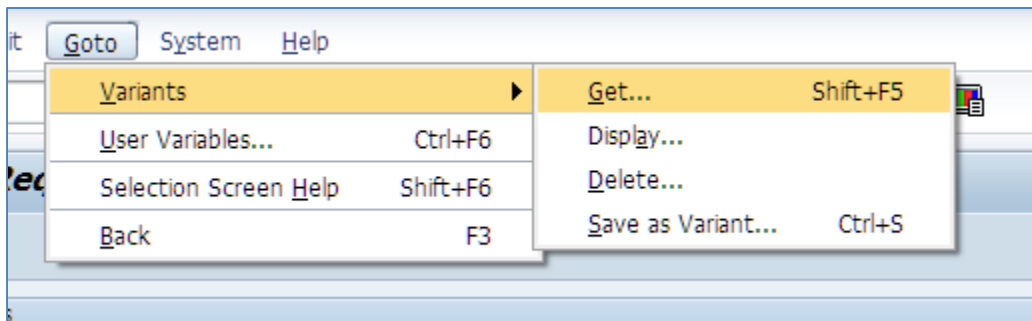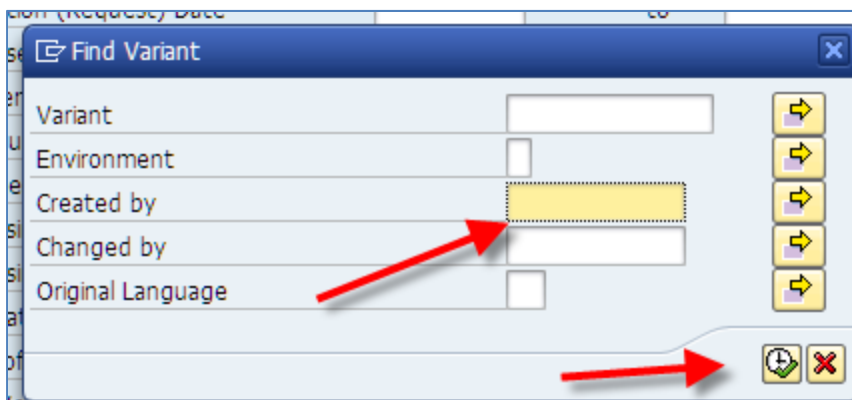| Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
JIM'S YM REQ'S	Jim's YM Requisitions	A	X		
JJX	JJx	A	X		
JODY'S VARIANT	Jody's Reqs	A	X		
JOHN	John's Reqs	A	X	NDWA226	03/01/2013
JOHN AND JIM	JJ	A	X		
JOHN AND JIMS	JJ*	A	X	MSBOGG2	08/17/2010
JOHN DEANS REQ	John Deans Requisitions	A	X	JMWRIG0	02/09/2016
JOHNS REQS	Johns Requisitions	A	X	JGLY222	10/31/2008
JOY REQ	Joy Hosp Req	A	X	JAMCDO4	06/18/2015
JOYCE REQS	Joyce Reqs	A	X	JHOLMBE	10/06/2009
JYCL REQS	Younce - Locke reqs	A	X	JMWRIG0	08/20/2015
JYCLJD REQS	Younce-Locke-Deans reqs	A	X		
JYCLJDNL	YounceLockeDeansLehew	A	X	JMWRIG0	02/10/2016
JYOUNCE REQ	James Younce Reqs	A	X		
KEVIN D	Kevin Downs' Variant	A	X	KCDOWN0	08/03/2011
KEVIN'S REQ	Kevin's Reqs	A	X		
KM APPROVED	KM Approved	A		KJMCDO2	11/13/2008
KRISTY'S POS	Kristy's POs	A	X		