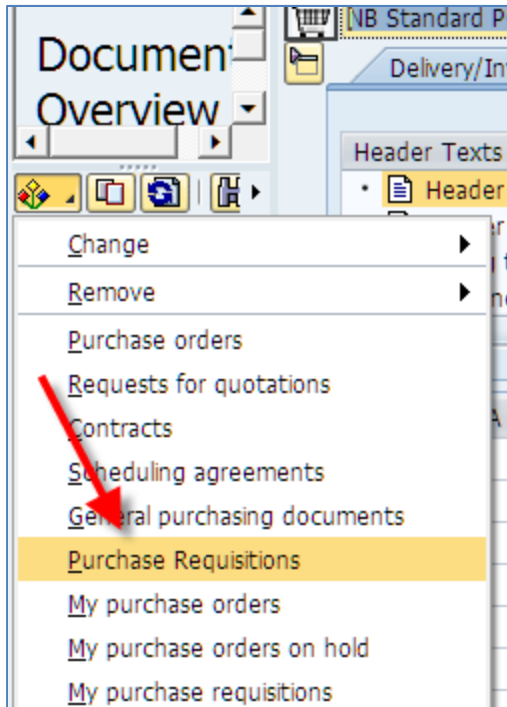


University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-01	<u>Title:</u> SAP - Variants	Page 1 of 6
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Variants are used within SAP to display requisitions in Document Overview. A Purchasing Buyer may create a customized variant to display 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

Purchase Requisitions

General selections





















Max. no. of hits

☒ Open only

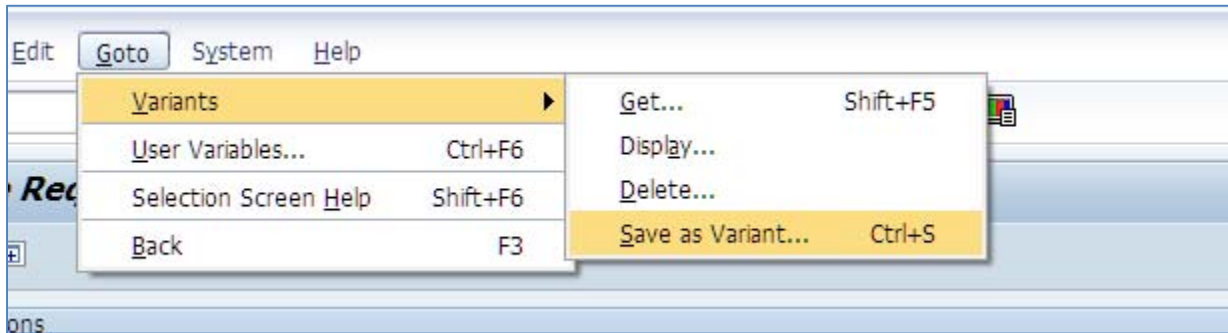
☒ Released only

☐ Assigned, open, and released

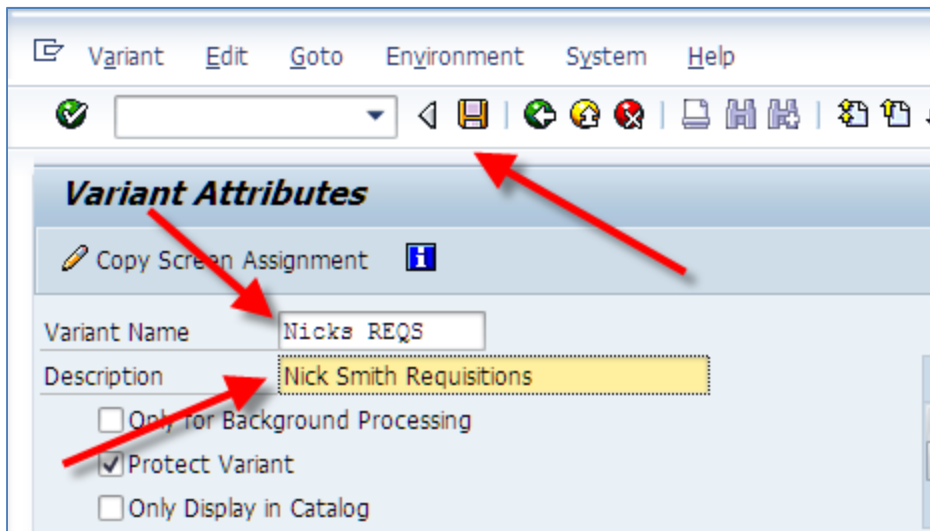
Program selections

Name of Requisitioner/Requester	<input type="text"/>	to	<input type="text"/>	
Requisition (Request) Date	<input type="text"/>	to	<input type="text"/>	
Purchase Requisition Number	<input type="text"/>	to	<input type="text"/>	
Requirement Tracking Number	<input type="text"/>	to	<input type="text"/>	
Item Number	<input type="text"/>	to	<input type="text"/>	
Document Type	NB	to	<input type="text"/>	
Purchasing Group	068	to	<input type="text"/>	
Purchasing Organization	<input type="text"/>	to	<input type="text"/>	
MPN Material	<input type="text"/>	to	<input type="text"/>	
Name of Processor	<input type="text"/>	to	<input type="text"/>	
Fixed Vendor	<input type="text"/>	to	<input type="text"/>	
Account Assignment Category	<input type="text"/>	to	<input type="text"/>	
Outline Agreement Number	<input type="text"/>	to	<input type="text"/>	
Outline Agreement Item	<input type="text"/>	to	<input type="text"/>	
Desired Vendor	<input type="text"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Material	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	
Plant	UK00	to	UK10	

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.

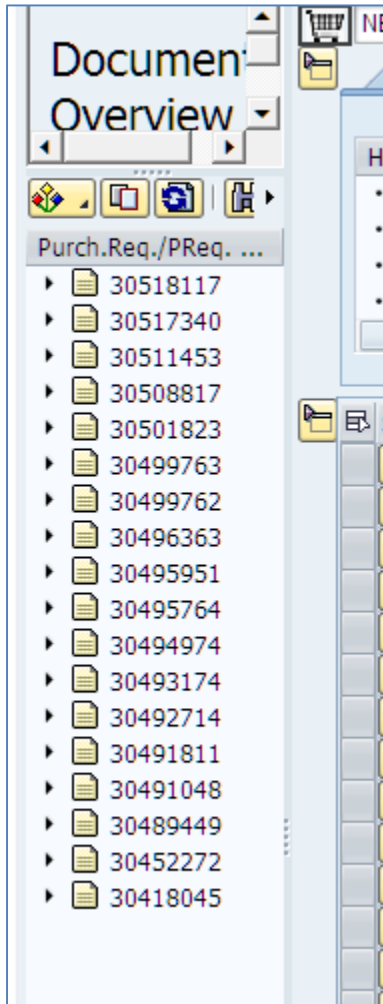


Click Execute



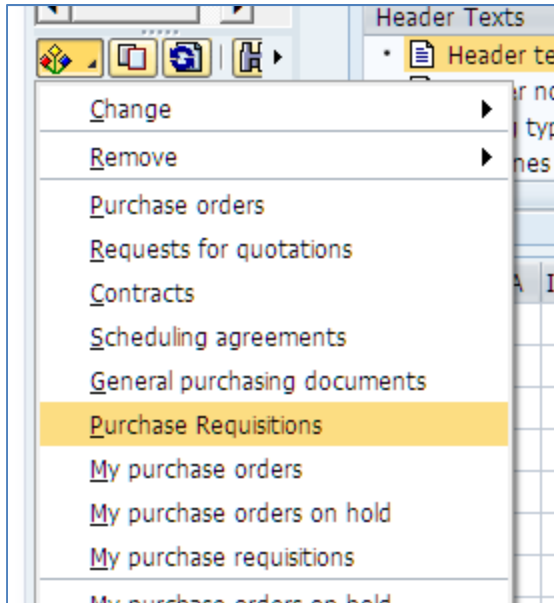
University of Kentucky Purchasing Division	<u>Document Number:</u> 09-05-01	<u>Title:</u> SAP - Variants	Page 4 of 6
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Requisitions meeting variant criteria will populate into Document Overview for processing

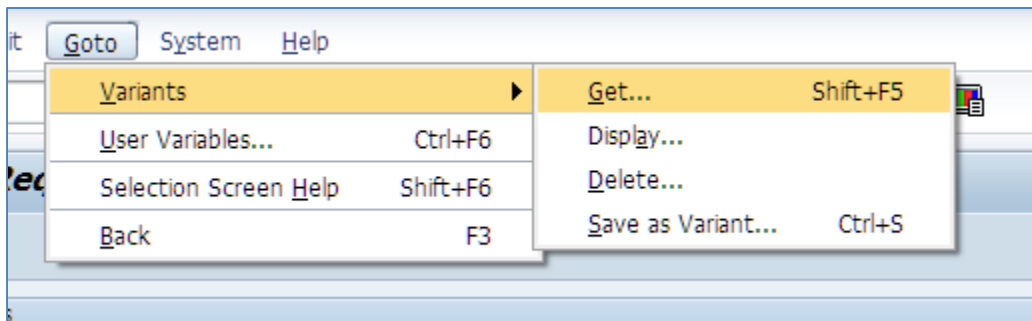


To Pull Requisitions From Another Buyer's Variant into Document Overview

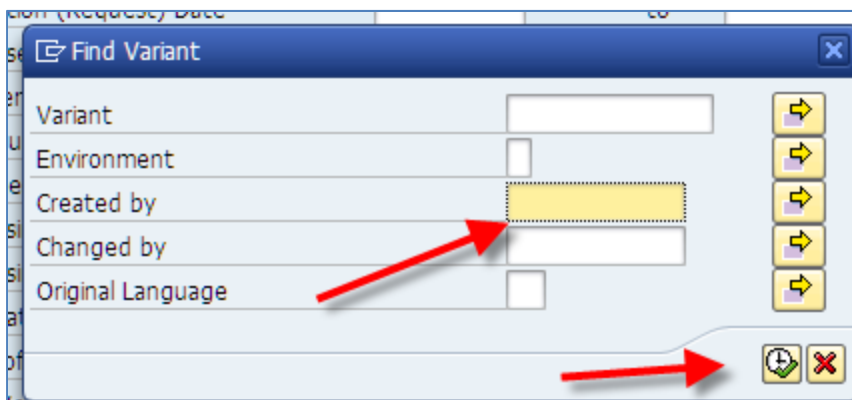
From Document Overview, select Purchase Requisitions



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.

ABAP: Variant Directory of Program AQZZ/SAPQUERY/MEMEBANF=====

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		

OK Cancel