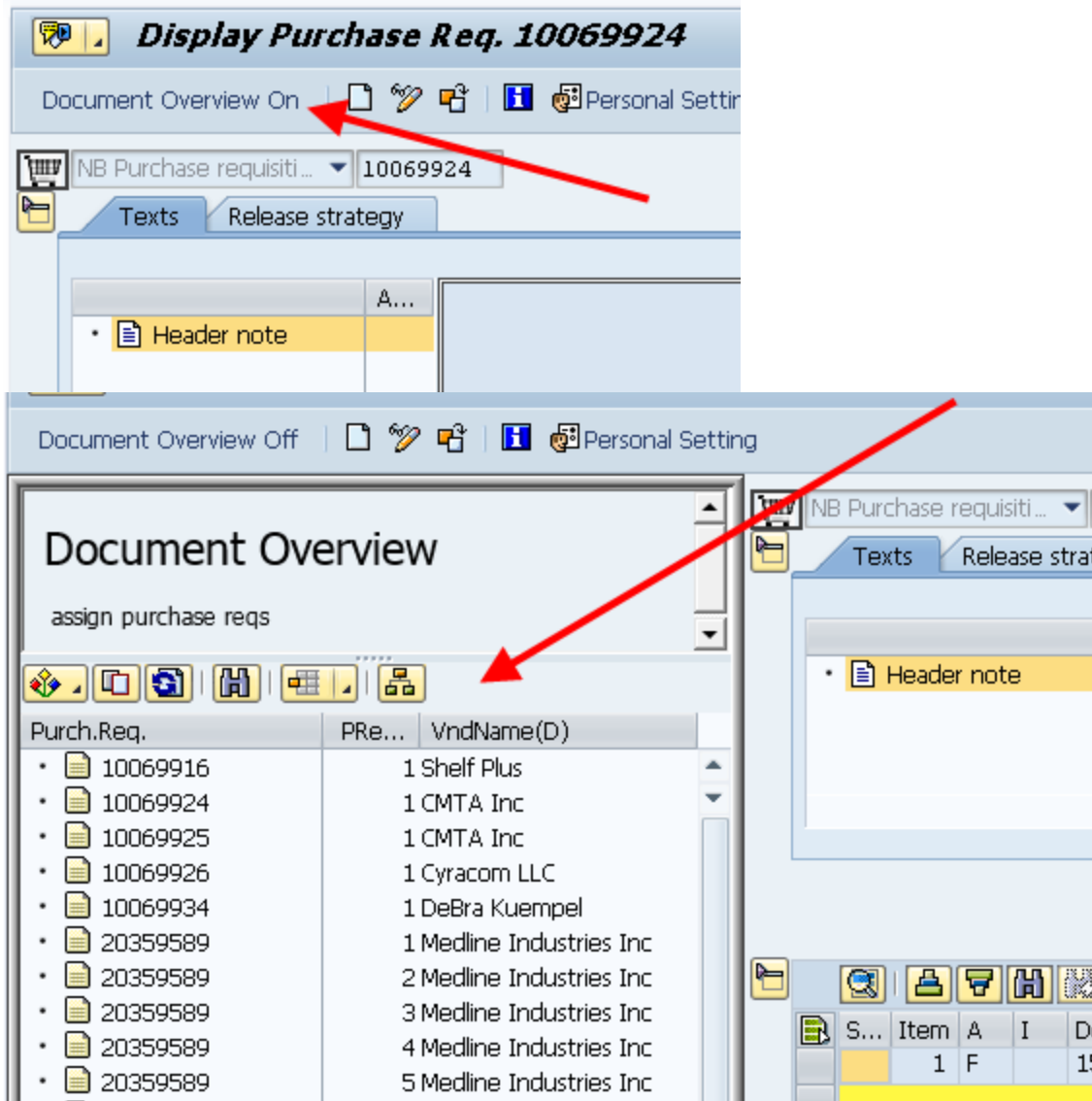
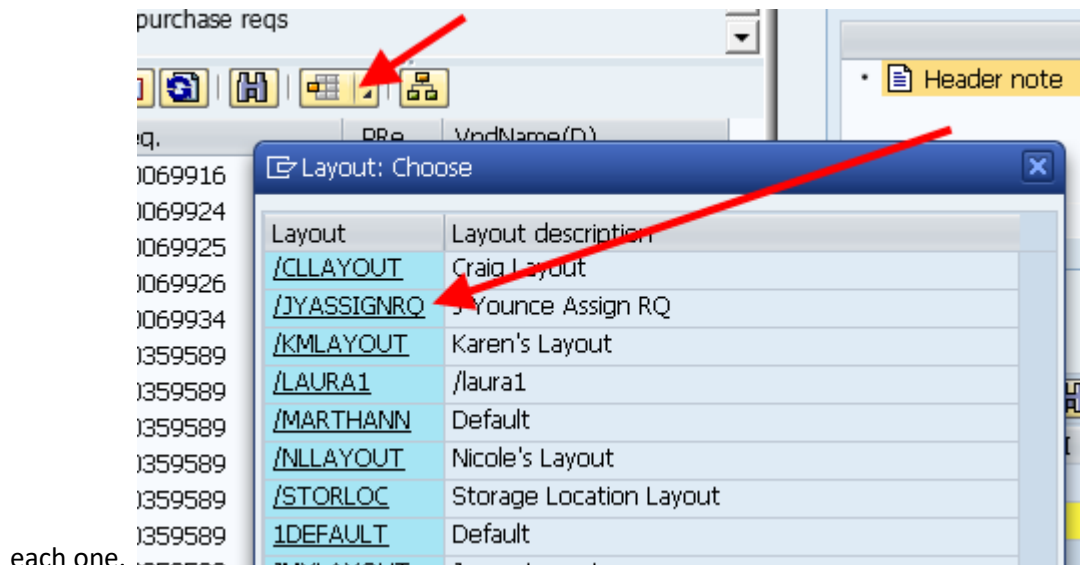


## Logging 101 – A brief guide to the Life of a Logger...

1. Open two sessions of SAP – one in one monitor and one in the other.
2. In one SAP session, open T-Code ME53N – Display Purchase Requisition. If not already on click “Document Overview On” to turn on the left side panel info.

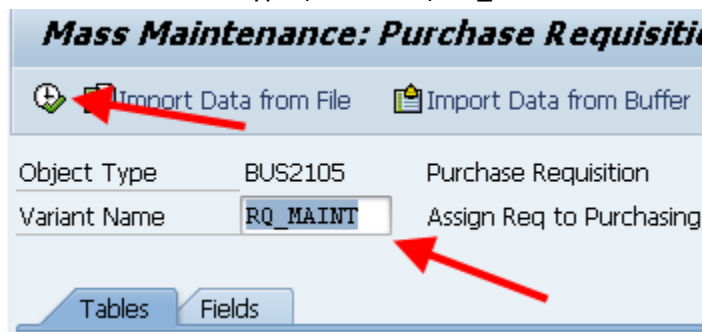


3. Be sure the “Assign Purchase Reqs” variant is chosen (see other training docs). This shows all the reqs that need to be logged. From this side panel you can click through each requisition to see more information.
4. To choose a cool layout that shows the vendors name beside the req, click “select layout” then choose JYASSIGNRQ – now you can already see the vendor’s names without having to click into

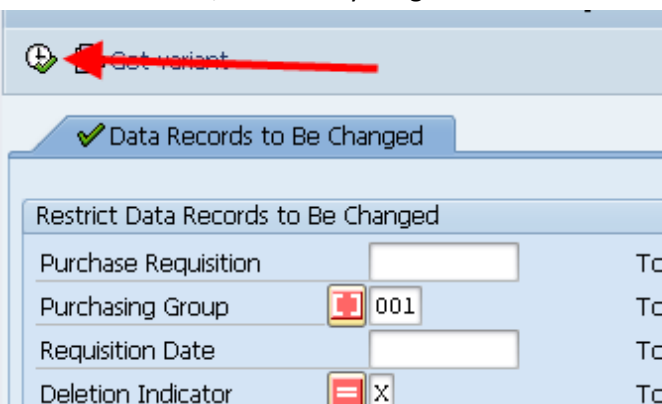


**JYASSIGNRQ** J Younce Assign RQ

5. In the OTHER SAP session/monitor, open T-Code MEMASSRQ.
6. In the Variant name type (or choose) RQ\_MAINT. Then hit F8 or the Execution checkmark.

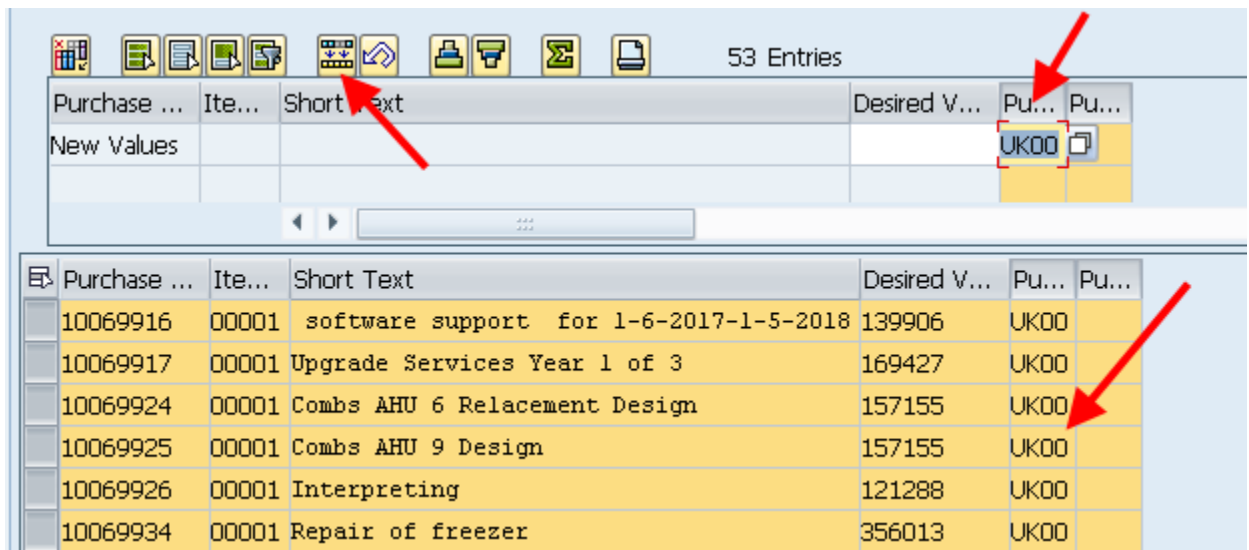


7. In the next screen, leave everything as is. Just hit F8 or the Execution checkmark.





line must have UK00 saved to it otherwise it gets lost in space:

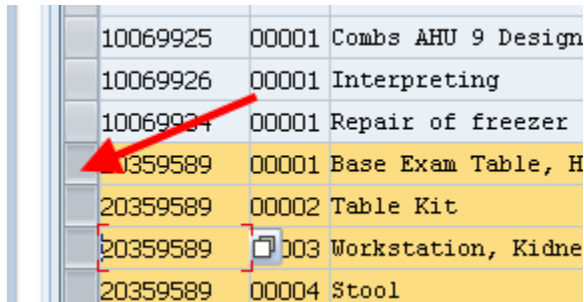


The screenshot shows a software interface with a table titled '53 Entries'. The table has columns: 'Purchase ...', 'Ite...', 'Short Text', 'Desired V...', 'Pu...', and 'Pu...'. A red arrow points to the 'Short Text' column header. Another red arrow points to a 'UK00' entry in the 'Pu...' column. Below the table, there is a list of entries with their details.

Purchase ...	Ite...	Short Text	Desired V...	Pu...	Pu...
10069916	00001	software support for 1-6-2017-1-5-2018	139906	UK00	
10069917	00001	Upgrade Services Year 1 of 3	169427	UK00	
10069924	00001	Combs AHU 6 Relacement Design	157155	UK00	
10069925	00001	Combs AHU 9 Design	157155	UK00	
10069926	00001	Interpreting	121288	UK00	
10069934	00001	Repair of freezer	356013	UK00	

11. In the final column called Purchasing Group – that is where the Buyer's code goes of who it needs to be logged to. It is a 3 digit number, so if the buyer code is 16, you type 016, if it is 5, then you type in 005. The leading zeroes must be typed in.
12. Now here where the other monitor comes in handy. You can see in the other monitor the vendor name
13. About 90% of all 2000 reqs or ZB's should be logged to UKHC staff (Paul R). There are many instances where furniture and other items are ordered through ZB. Pay careful attention to the description and check the quote!
14. 1000 or NB's are 50/50 UKHC/Campus split. Look for vendors you recognize to be healthcare or medical.
15. ALL 3000/YB's reqs are Facilities or Supply Center. CHECK THE VENDOR! You will occasionally find a 300xxx req for VWR or Fisher-These must be logged to the Scientific Team.

16. So once you have entered all the buyer codes into the req lines that know, be sure that each of those lines is selected by clicking on the button beside it:



10069925	00001	Combs AHU 9 Design
10069926	00001	Interpreting
10069924	00001	Repair of freezer
20359589	<input checked="" type="checkbox"/> 00001	Base Exam Table, H
20359589	00002	Table Kit
20359589	<input type="checkbox"/> 003	Workstation, Kidne
20359589	00004	Stool

Remember only those selected will be saved.

17. Now click Save. Depending on how many there, it may take a LONG time for it to save. At the end you will get a “messages” screen.



Errors:	0	Warning:	0	Information:	4
Mass Maint. Status					
Icon	Message Text				
	0010069925 : Changes have been saved				
	0010069924 : Changes have been saved				
	0010069917 : Changes have been saved				
	0010069916 : Changes have been saved				

18. Green means it was saved successfully. Yellow means there is an issue and was not saved but not sure why – ignore those. Red means it was not saved – likely because user ABC is still in the req and needs to get out so you can successfully save it. You can ignore those too unless you need to save it now, then contact that user and tell them to GET OUT! ☺ and then resave.
19. Now just back all the way out to the beginning. You’re done.
20. NOTE: even though you have logged a requisition, it will not show up into the buyer’s queue until it has met all the approval release requirements. So if you log it, then you don’t see it, open it up to see if it has been approved – it likely has not.
21. And that is the quick version of a Logger’s Life. Have fun!