UNIVERSITY OF TORONTO

Work Instruction

Purchase Requisition: Finalize and Close

ME52N

When to Use

Use this procedure to release commitments when there will be no further Purchase Order items created. This process will mark each PR line item as 'CLOSED'.

Steps

- Identify Purchase Requisition to Finalize or Close.
- Confirm that no further item(s) on Purchase Requisition will be ordered.
- Change line(s) on Purchase Requisition in AMS to Finalize or Close Items.

Menu Path

Use the following menu path(s) to begin this transaction:

- Logistics ➡ Materials Management ➡ Purchasing ➡ Purchase Requisition ➡ Change
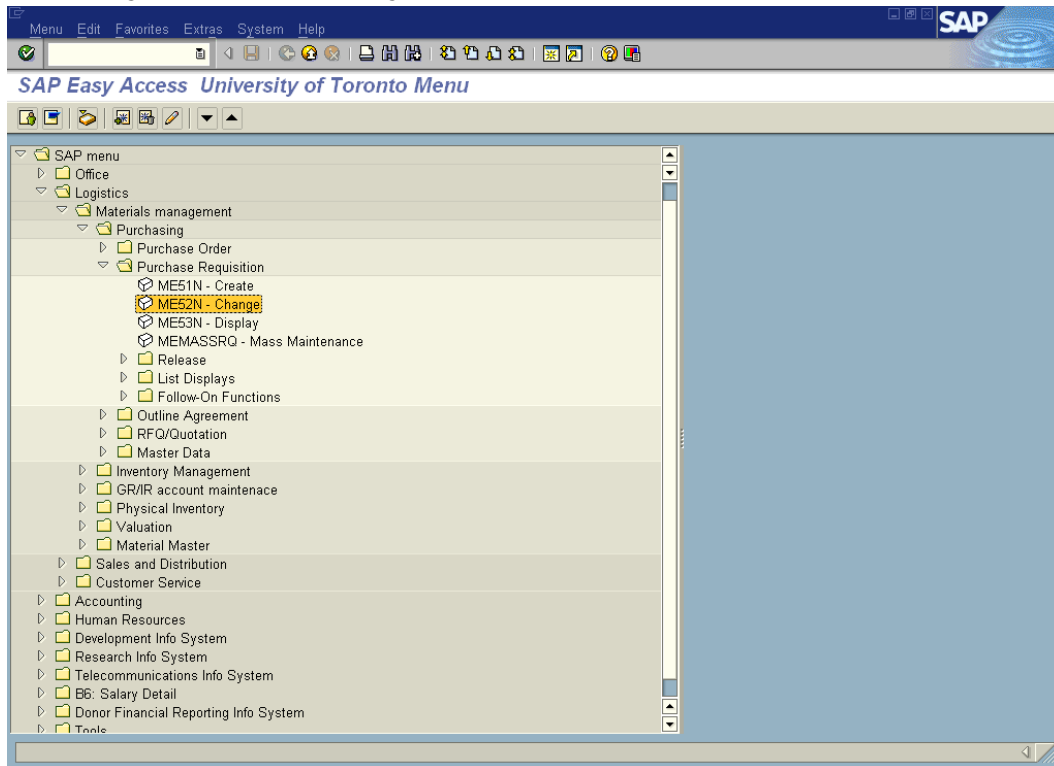
Transaction Code

ME52N

Helpful Hints

- If item has been created on a Purchase Requisition and is no longer needed it must be finalized or closed to release committed funds into FM Account free balance.
- If the Purchase Order has been created for the full quantity and all items have been ordered, the line item(s) do not need to be closed.
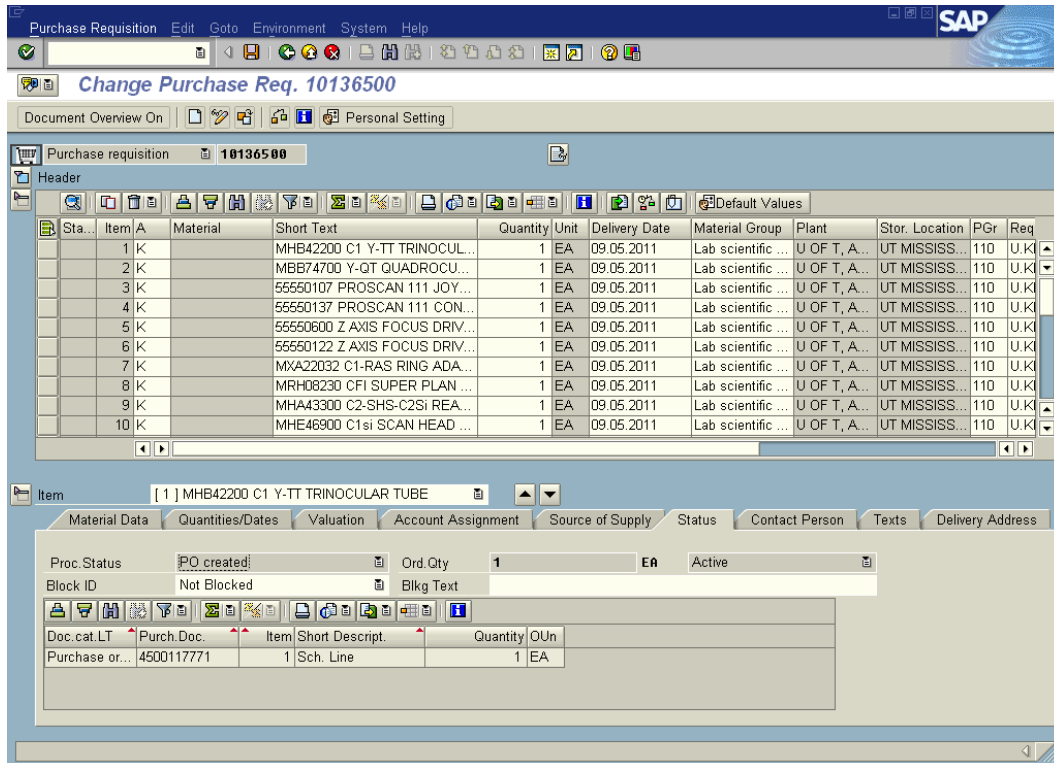

Detailed Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu

2. Double-click ME52N - Change.

Change Purchase Req. 10136500

ℹ️   Transaction will automatically display the last purchase requisition that was opened.

3. Click ⬚ or Select **Purchase Requisition➜ Other Requisition Shift+F5** to select a different Requisition.
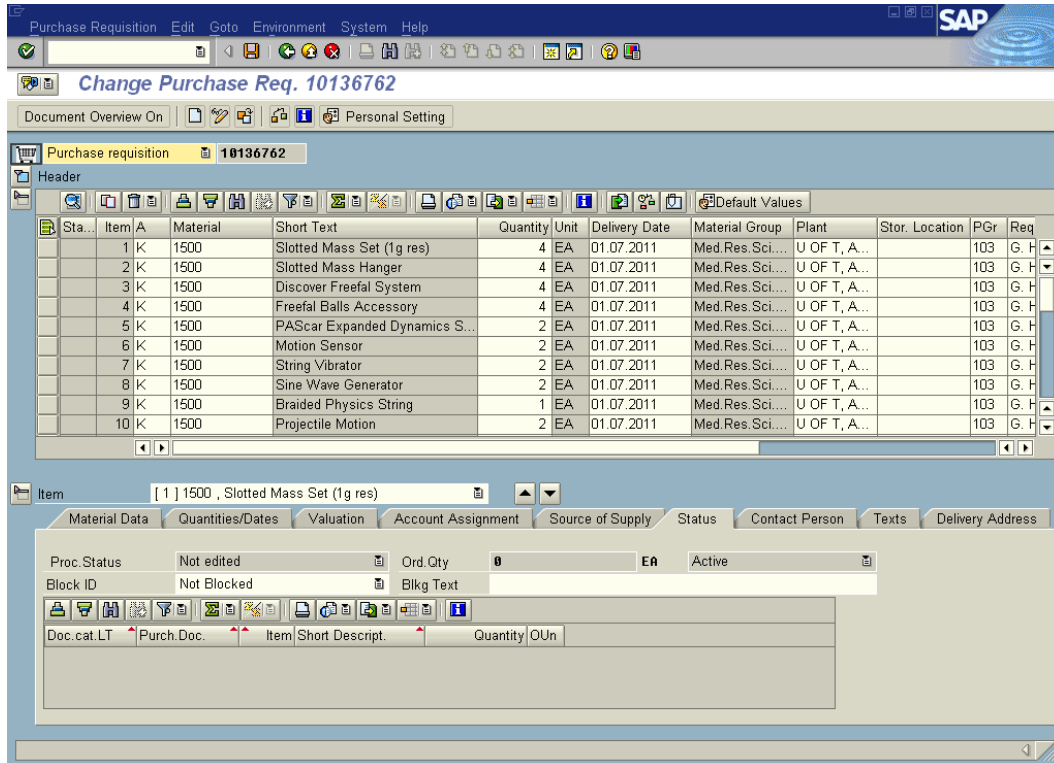
Select Document

3.1 Enter the Purchase Requisition Document Number to be changed.

4. Click Other Document or Enter to select Purchase Requisition document .
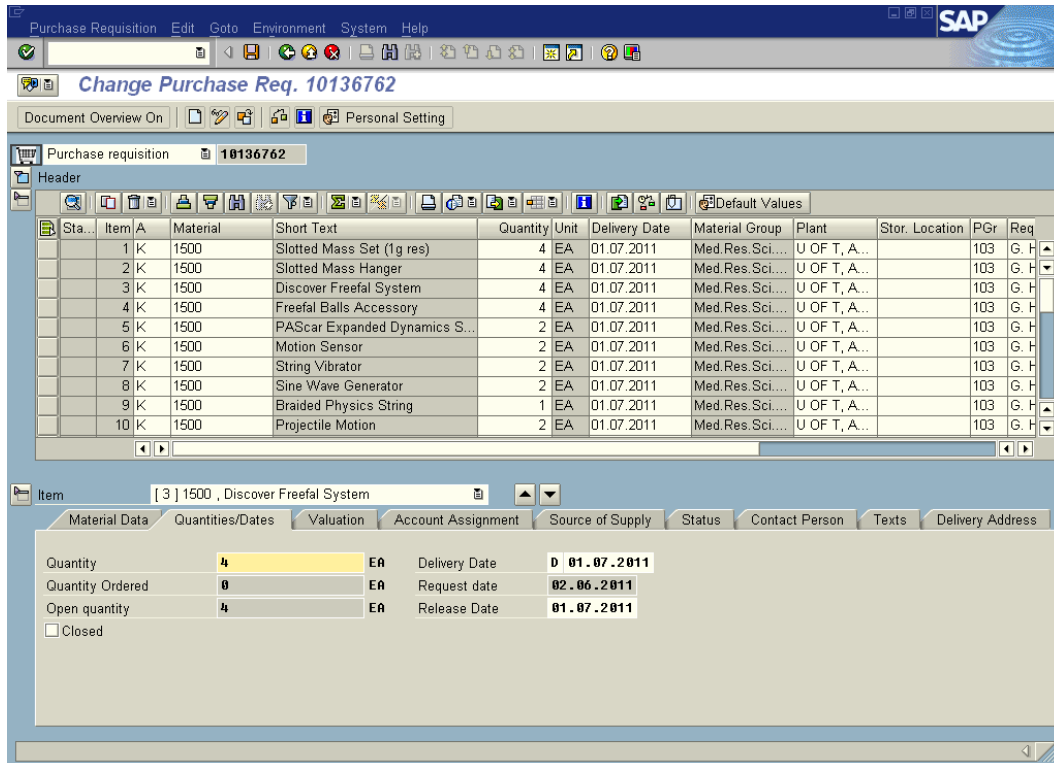
Change Purchase Req. 10136762

5. In the *Item Details* section at the bottom of the screen Click or to scroll through and select the item to be Finalized/Closed.

6. Click the Quantities/Dates Tab for the selected item.

Change Purchase Req. 10136762

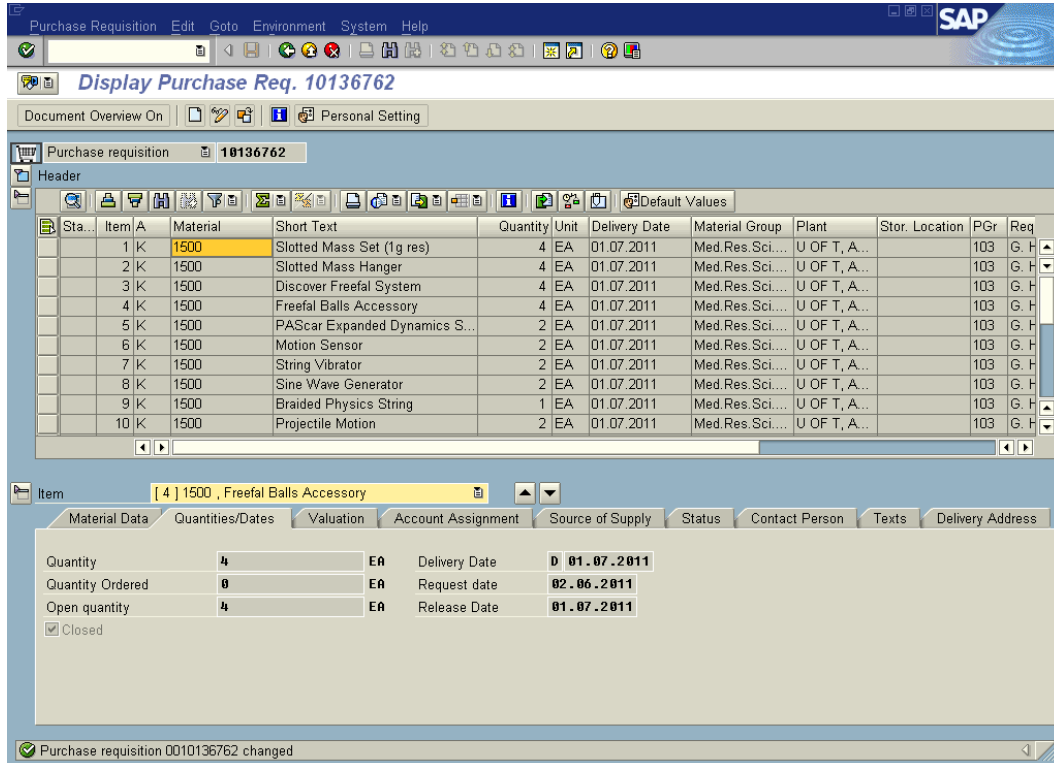**7.** Check the ☐ Closed indicator to mark the item as complete.

If Quantity Ordered equals Quantity then marking the item as Closed is not required.

8. Repeat steps **5** to **7** for other items as required.

9. Click 🖫 to save changes.

Display Purchase Req. 10136762

The system displays message ✓ Purchase requisition 0010136762 changed.

End of procedure.

Resource Information:

Contact your FAST team representative for additional assistance using this function.
http://www.finance.utoronto.ca/fast/contacts.htm

Reference Guides:

Finalize and Cancel Purchase Order:

http://www.finance.utoronto.ca/fast/qrg/purch/po/finalizecancel.htm

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