

Utilizing the Purchasing Agent Assignment Report

The purpose of this report is to locate Purchasing Groups by First and Last Name; Employee Number; or Business Area; or to locate an individual's name by their Purchasing Group. This report will list both the SRM and SAP Purchasing Group. Follow the steps defined below.

1. Select Reports from the left navigation pane
 - a. This will dropdown the Services workset from which you will choose Purchasing Group Assignment Report



2. If searching for a specific individual, enter either the employee's first/last name or employee number; or if searching for a team or group, enter a Business Area; enter the PGroup to look-up the individuals name
3. Select the EXECUTE button

Purchasing Group Assignments

Menu Save as Variant... Back Exit Cancel System Execute

First Name:	<input type="text"/>	to	<input type="text"/>	
Last Name:	<input type="text"/>	to	<input type="text"/>	
Employee Number:	<input type="text"/>	to	<input type="text"/>	
Business Area:	<input type="text" value="15"/>	to	<input type="text"/>	
Purchasing Group:	<input type="text"/>	to	<input type="text"/>	

4. The system will take a few minutes to process the data before it delivers the data for the report

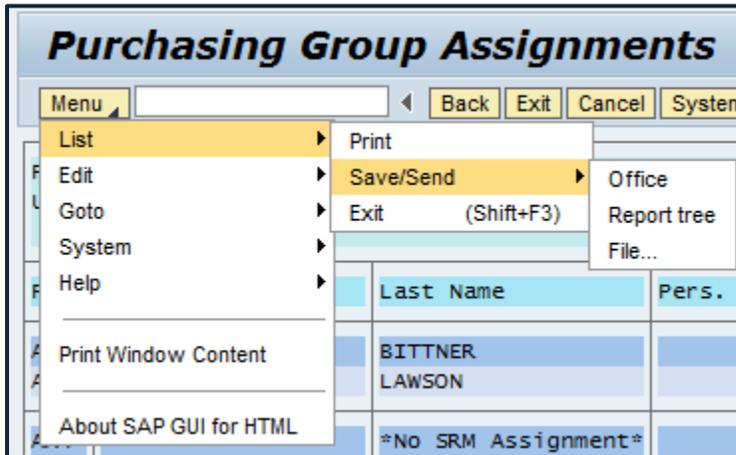
Purchasing Group Assignments

Menu Back Exit Cancel System

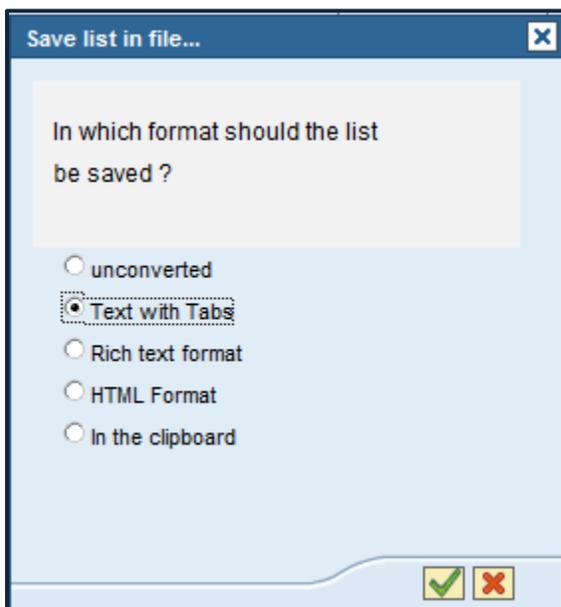
Program: ZMLREPT_USER_TO_PGRP_ASSIGN Commonwealth of Pennsylvania Page: 1
User : P00446880 Purchasing Group Assignments Date: 06/03/2015
In SRM and R/3 systems Time: 09:26:40

PGRP	First Name	Last Name	Pers. No.	Position	Start Date	End Date	Bus. Area	System
AW9	KIMBERLY	BITTNER	483626	00030305	01/31/2015	12/31/9999	15	SRM
AW9	ADAM	LAWSON	660719	00100074	03/15/2014	12/31/9999	15	R/3
AX4		*No SRM Assignment*						SRM
AX4	JOHN	TANKING	457620	00046459	07/01/2009	12/31/9999	15	R/3
AX5		*No SRM Assignment*						SRM
AX5	HERBERT	PFUHL	471119	00060122	07/01/2009	12/31/9999	15	R/3
AZ7	SHANNON	WILBERT	650126	00065466	08/17/2013	12/31/9999	15	SRM
AZ7	GINA	LEMMON	612440	00264579	09/15/2012	12/31/9999	15	R/3
BQ4		*No SRM Assignment*						SRM
BQ4	EMANUEL	WILLIAMS	37832	50274436	12/07/2011	12/31/9999	15	R/3
EM1		*No SRM Assignment*						SRM
EM1	DAWN	ESHENOUR	61860	50266480	07/01/2011	12/31/9999	15	R/3
EP4		*No SRM Assignment*						SRM
EP4	LORI	ZIMMERMAN	89779	50261572	06/04/2012	12/31/9999	15	R/3
EP7	CHERYL	RECKNER	535887	50261560	10/06/2007	12/31/9999	15	SRM
EP7	CHERYL	RECKNER	535887	50261560	07/01/2011	12/31/9999	15	R/3
EQ3		*No SRM Assignment*						SRM
EQ3	JOE	HANNON	468249	00133652	01/10/2015	12/31/9999	15	R/3
ER4		*No SRM Assignment*						SRM
ER4	RON JR	HANCHER	468383	50434811	10/16/2013	12/31/9999	15	R/3
ERE		*No SRM Assignment*						SRM
ERE	BRUCE	VANDYKE	41505	50434797	10/16/2013	12/31/9999	15	R/3
JAO	TOMIEANN	LAYTON	74996	00052191	09/10/2005	12/31/9999	15	SRM
JAO	TOMIEANN	LAYTON	74996	00052191	07/01/2009	12/31/9999	15	R/3

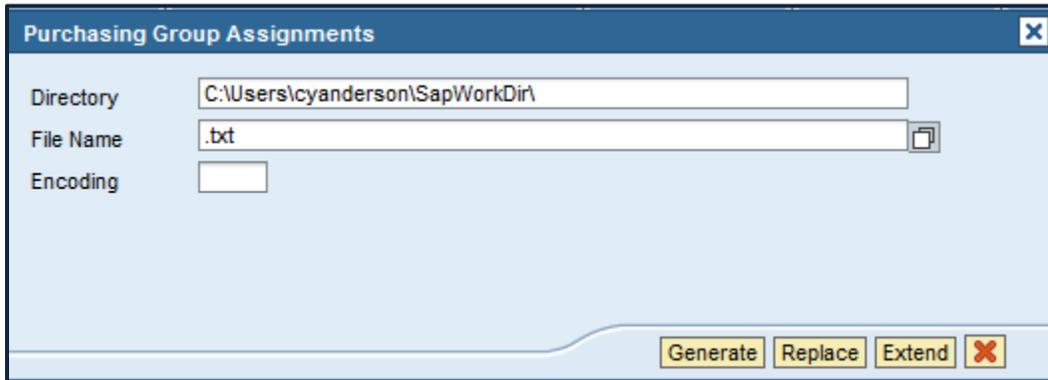
5. To export or print the data, select the MENU button, then List
 - a. To export to Excel, select SAVE/SEND, then File... (recommended to manipulate)
 - b. To print, select print and a standard print dialog box will display



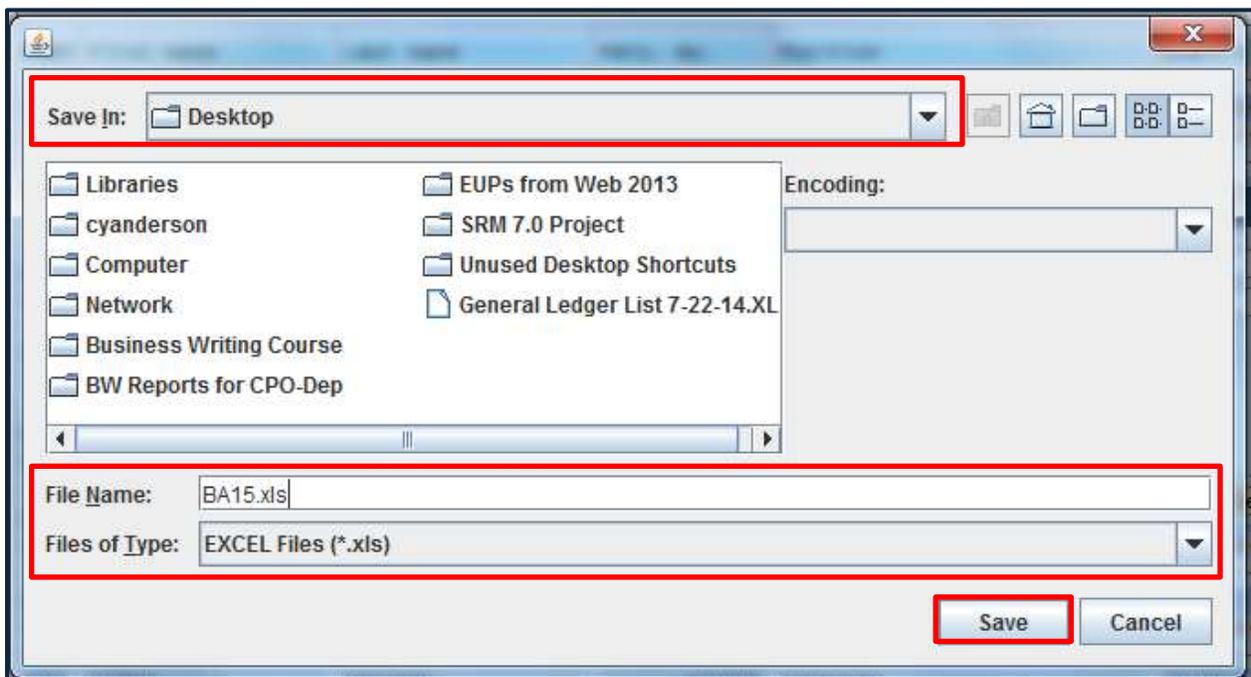
6. If you decide to export to Excel, there are further steps that you will need to follow. Once you select File... another dialog box displays asking "In which format should list be saved?" You will want to select the radio button next to Text with Tabs and select the green checkmark.



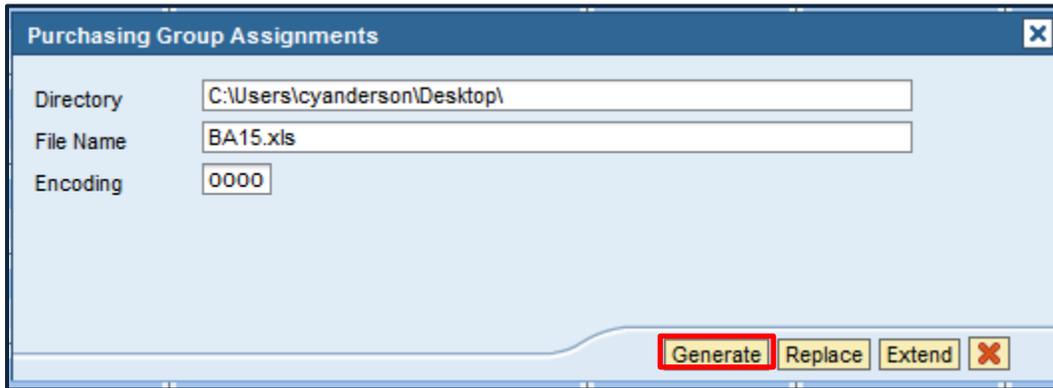
7. The next dialog box that displays “Purchasing Group Assignments” wants you to choose a Directory and File Name to save your report in before generating it. Just select in the File Name field and select the match code.



8. Another dialog box will display so that you can choose your directory (Drive), create a file name and choose a file type (EXCEL) so that you can SAVE your document



9. Once you have saved your document, the information will transfer back to the previous dialog box.
10. Select the GENERATE button to generate the report from SRM to the EXCEL document



11. You will need to locate and open the file to view. Once open, some formatting may need to be done.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		Program: ZM_REPT_USER_TO_PGRP_ASSI Commonwealth of Pennsylvania										Page: 1	
3		User : P00446880					Purchasing Group Assignments					Date: 06/03/2015	
4		in SRM and R/3 Systems										Time: 09:26:40	
5													
6		PGRP	First Name	Last Name	Pers. No.		Position	Start Date	End Date	Bus. Area		System	
7													
8		AW9	KIMBERLY	BITTNER	483626		30305	1/31/2015	12/31/9999	15		SRM	
9		AW9	ADAM	LAWSON	660719		100074	3/15/2014	12/31/9999	15		R/3	
10													
11		AX4			*No SRM Assignment*							SRM	
12		AX4	JOHN	TANKING	457620		46459	7/1/2009	12/31/9999	15		R/3	
13													
14		AX5			*No SRM Assignment*							SRM	
15		AX5	HERBERT	PFUHL	471119		60122	7/1/2009	12/31/9999	15		R/3	
16													
17		AZ7	SHANNON	WILBERT	650126		85466	8/17/2013	12/31/9999	15		SRM	
18		AZ7	GINA	LEMMON	612440		264579	9/15/2012	12/31/9999	15		R/3	
19													
20		BQ4			*No SRM Assignment*							SRM	
21		BQ4	EMANUEL	WILLIAMS	37832		50274436	12/7/2011	12/31/9999	15		R/3	
22													
23		EM1			*No SRM Assignment*							SRM	
24		EM1	DAWN	ESHENOU	61860		50266480	7/1/2011	12/31/9999	15		R/3	
25													
26		EP4			*No SRM Assignment*							SRM	
27		EP4	LORI	ZIMMERM	89779		50261572	6/4/2012	12/31/9999	15		R/3	