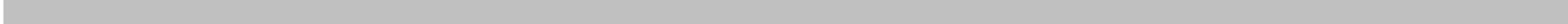


Transaction Code	Transaction Name	Helpful Hints
<b>Human Resource Functions</b>		

<b>PPOSE</b>	Display Organizational Structure	Allows you to look at Positions and Organization Structure
--------------	----------------------------------	--

**PA20**



Transaction Code	Transaction Name	Helpful Hints
<b>Purchasing and Logistics Functions</b>		
<b>XK03</b>	Display a Vendor Master Record	Review Vendor address information to determine accurate vendor to use in creation of a requisition
<b>MM03</b>	Display Bid Book/Textbook/General Warehouse PO Text	Alternate Method to search for Bid Book, Textbook, and General Supplies
<b>MIGO_GI</b>	Perform Goods Issue (Storeroom Order)	Issue of Goods from Warehouse
<b>ME51N</b>	Set Default Values for Purchase Requisitions	First step in Production system before you create any requisitions
<b>ME51N</b>	Create Purchase Requisition for K, A, R, N or P Account	Various methods to create different types of requisitions
<b>ME51N</b>	Create Purchase Requisition for Print Shop	