ME21n - General

Purpose

Use this procedure to gain a general understanding of the new Enterprise (ME21n) screen

Prerequisites

None

Menu Path

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

- Select Logistics > Materials Management > Purchasing > Purchase Order > Create to go to the ME21n screen.

Transaction Code

ME21n

Helpful Hints

None
Procedure

Start the transaction using the menu path or transaction code.

SAP Easy Access

Double-click [ME21N - Vendor/Supplying Plant Known].
Create Purchase Order

You may remember the difficulty of navigating through the old purchase order screens - to input information the user would have to steer through multiple screens and would constantly have to use the ‘back’ button. This frustration was identified and SAP decided to reconfigure the screens. Their solution was to merge the various screens together. The item overview, item detail, and header screens are now divided into three sections on one page.

As seen above, the new Purchase Order Enterprise screen is now divided into three collapsible sections: the **Header section**, the **Item Overview section**, and the **Item Detail section**. The subsequent training documents will discuss each section.

New functionality was also included in the upgrade. Listed below are the new tools available:

**New Tool bar:**

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Filename: ME21N - GENERALWI  
Version: Not Started  
Reference: ###  
Last Modified: 12/5/2003 8:56 AM  
Work Instruction  
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Document Overview on:

1. Click Document overview on.

Create Purchase Order

2. Click and a drop down list appears.
From the drop down list, you can search for the purchase orders or purchase requisitions that you wish to copy/reference. After performing the search, the system will produce a list of possible Purchase Orders and Purchase Requisitions to reference.
3. Click the PO/PR that you wish to copy/reference (4500018037) (or the individual line item) and drag it into the cart.
Create Purchase Order

4. Once you drop the PR/PO into the basket, you can alter and add to the new PO.

5. To turn the Document Overview off, click on the Document overview off button

Rather than Assigning and Processing PRs to POs through transaction ME57, you can use the Document Overview option to convert.
Create button

Create button: Because the Create, Change, and Display screens look similar, you can switch from Change to Create mode by clicking on this icon.

Other Purchase Order button

Other Purchase Order button: If you wish to switch to another Purchase Order or Purchase Requisition, click on this icon.

Hold button

Hold button: If you wish to save a purchase order without creating a PO document, then click this button. Note: This button does not encumber funds! You will receive a PO number; however, the PO still does not encumber any funds until it is saved. The PO is not a legitimate document until it is saved!

To save a held PO, go to transaction me22n and type in the held PO number. Once the PO is saved, the money will be encumbered.

Check button

Check button: Before you save your PO, click this button to see if there are any error messages. This is helpful when you need to check your budget.

Print Preview button

Print Preview button: Once you save a PO, you can look at the print output by clicking on this button. In order to print the PO, you must go to the ME9f transaction.

Messages button

Messages button: Click this button to view system messages (e.g. error and warning messages).
Help button

Help button: If you need further assistance on how to use the new Enterprise Purchase Order screens, then click this button.

Personal Settings button

Personal Settings button: Use this button to alter your personal settings. For instance, you can alter your default settings (ex: you can make your Plant field default to ‘S’).

Result

You have gained an overview of the new Enterprise PO screens.

Comments

None
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