ME21n - Item Details

Purpose

Use this training document to understand the Item Details section.

Trigger

Use this training document as a guide, when you create and change a PO using ME21n or ME22n.

Prerequisites

Before proceeding to the Item Details, you must complete the Header and Item Overview sections.

Menu Path

Use the following menu path to begin this transaction:

- Select Logistics > Materials Management > Purchasing > Purchase Order > Create from the menu path.

Transaction Code

ME21n

Helpful Hints

None
**Procedure**

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

2. Click Item detail to open the Item Detail section.
Create Purchase Order – Account Assignment Tab

This field displays the Line Item that you are viewing.

Account Assignment Category: (C, S, M, A, or P)

The Account Assignment Category determines the output displayed on the Account Assignment tab.

1. If the account assignment category is a ‘C’, complete/review the following REQUIRED fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| Quantity   | R     | The quantity field defaults from the line item.  
**Example:** 20 |
| G/L acct   | R     | Enter the GL account in the GL account field.  
**Example:** 452100 |
| Cost Center| R     | Enter the Cost Center in the cost center field.  
**Example:** c1410a |
| Requestor  | R     | Enter the name of the requestor.  
**Example:** Kevin |
| Phone number| R     | Enter the requestor’s phone number  
**Example:** 213 891 2117 |
2. If the account assignment category is a ‘S’, the Account assignment tab changes.

If the account assignment category is a ‘S’, complete/review the following **REQUIRED** fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
</table>
| Quantity   | R     | The quantity field defaults from the the line item.  
**Example:** 20 |
| G/L acct   | R     | Enter the GL account in the GL account field.  
**Example:** 452100 |
| WBS        | R     | Enter the WBS number in the WBS element field.  
**Example:** 50170-c6510 |
| Requestor  | R     | Enter the name of the requestor.  
**Example:** Kevin |
| Phone number | R | Enter the requestor's phone number  
**Example:** 213 891 2117 |

**NOTE:** If you are entering a PO for a Maintenance Project, Public Works Project, Free Good or an Asset (e.g. F, A, M, or P), please read the special training documents that explain each process in greater detail.
Other tools on the Account Assignment tab:

- **This field displays the Line Item that you are viewing. Use the arrow buttons to toggle between line items.**

- **Use the Repeat On button to automatically repeat the account assignment on subsequent line items.**

If you wish to split a line item into multiple account assignments, then add an additional account.

You can divide a line item into multiple accounts on a **Percentage or Quantity** basis.

In the example above, we are splitting LINE ITEM 1 (apples), into 2 accounts. We are splitting on a **Quantity** basis: 10 apples are going to Cost Center C1410a and 10 apples are going to Cost Center C2030a.
Create Purchase Order – Quantities/weights Tab

The Quantities/weights Tab displays the line item quantity.
Create Purchase Order – Delivery Schedule Tab

The Delivery Schedule Tab estimates the date when the line item is to be delivered.
Click [Delivery].

**Create Purchase Order – Delivery Tab**

If the line item needs a Goods Receipt, make sure the Goods Receipt box is checked.
Click [Invoice].

Create Purchase Order - Invoice

As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Code</td>
<td>R</td>
<td>The tax code field determines if the line item should be taxed. I1 = taxed. I0 = no tax.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example: I1</td>
</tr>
</tbody>
</table>
Click the Conditions tab.

Create Purchase Order – Conditions Tab

Click the Conditions tab again.
By double clicking on a Ctype, the user can select a condition. These conditions will alter the line item value/amount. For instance, if the user wishes to have a line item discount on the PO, he or she can select the *Discount % on Net* or *Discount % on Gross.*
Click on the Texts tab.

Create Purchase Order – Texts Tab

The Texts Tab is used to enter long text and to input standard contract information.
Click [Del] ...

**Create Purchase Order - Delivery Address Tab**

The Delivery Address information defaults from the Vendor Master Record.
Create Purchase Order – Confirmations Tab

This is the Tab that is used by Jim Watson’s department.
Result

You have entered information into the Item Detail section.

Comments

None