## Purpose
Use this procedure to gain a general understanding of the new Enterprise (ME51n) screen.

### Prerequisites
None

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

- Select **Logistics > Materials Management > Purchasing > Purchase Requisition** to go to the ME51n screen.

### Transaction Code
ME51n
Procedure

Start the transaction using the menu path or transaction code.

SAP Easy Access

Double-click **ME51N - Create**.
You may remember the difficulty of navigating through the old purchase requisition 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 Requisition 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:

Create Purchase Requisition

Document Overview on:

1. Click Document overview on.

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 (or the individual line item) and drag it into the cart.
4. Once you drop the PR/PO into the basket, you can alter or add to the new Purchase Requisition.

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

Other Purchase Requisition 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 requisition without creating a PR document, then click this button. Note: This button does not encumber funds! You will receive a PR number; however, the PR still does not encumber any funds until it is saved. The PR is not a legitimate document until it is saved!

To save a held PR, go to transaction me52n and type in the held PR number. Once the PR is saved, the money will be encumbered.

Check button

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

Show Messages button

Show messages: 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 Requisition 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’).
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