

**Work Instruction**

**ME51n - Item Overview**

**ME51n**

**Purpose**

Use this procedure to create a PR. This document discusses the **Item Overview** section of the ME51n/ME52n screen.

**Trigger**

Perform this procedure when you wish to create or change a PR.

**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**

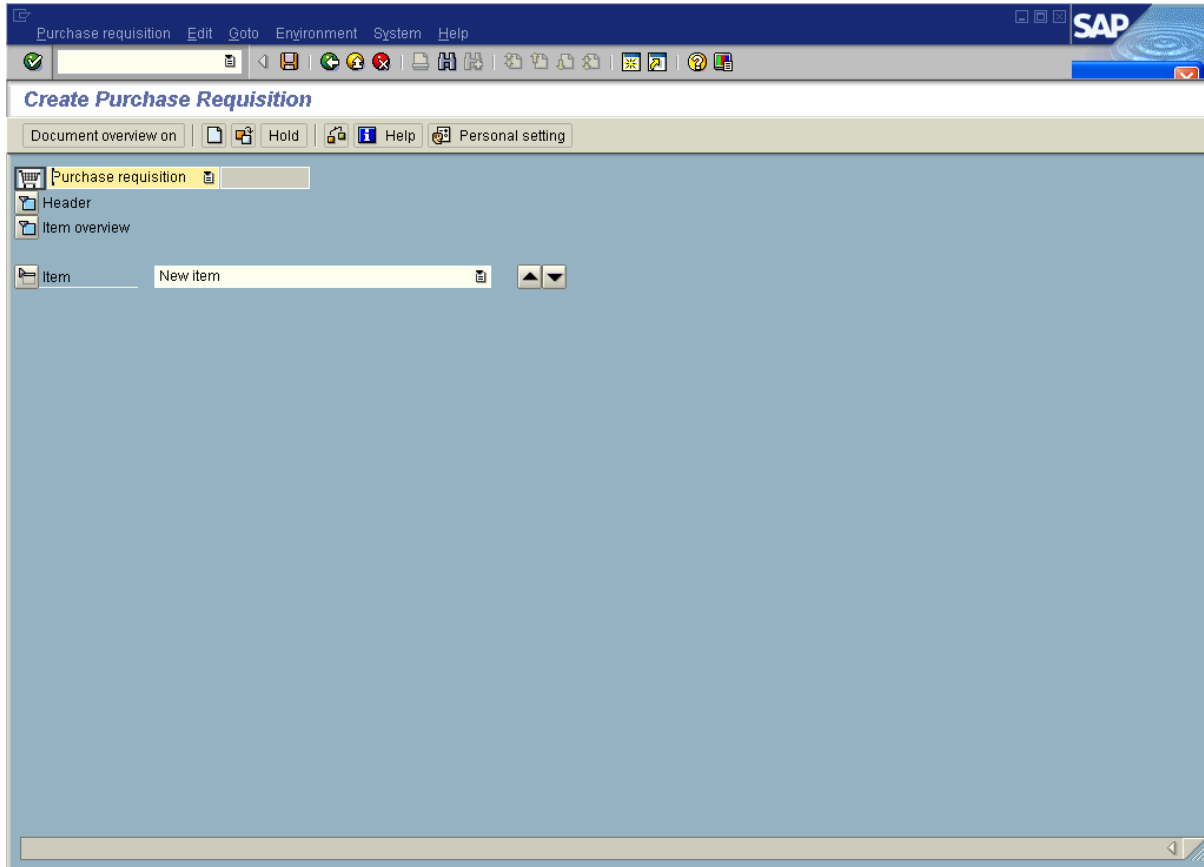
**Helpful Hints**


None

## Procedure

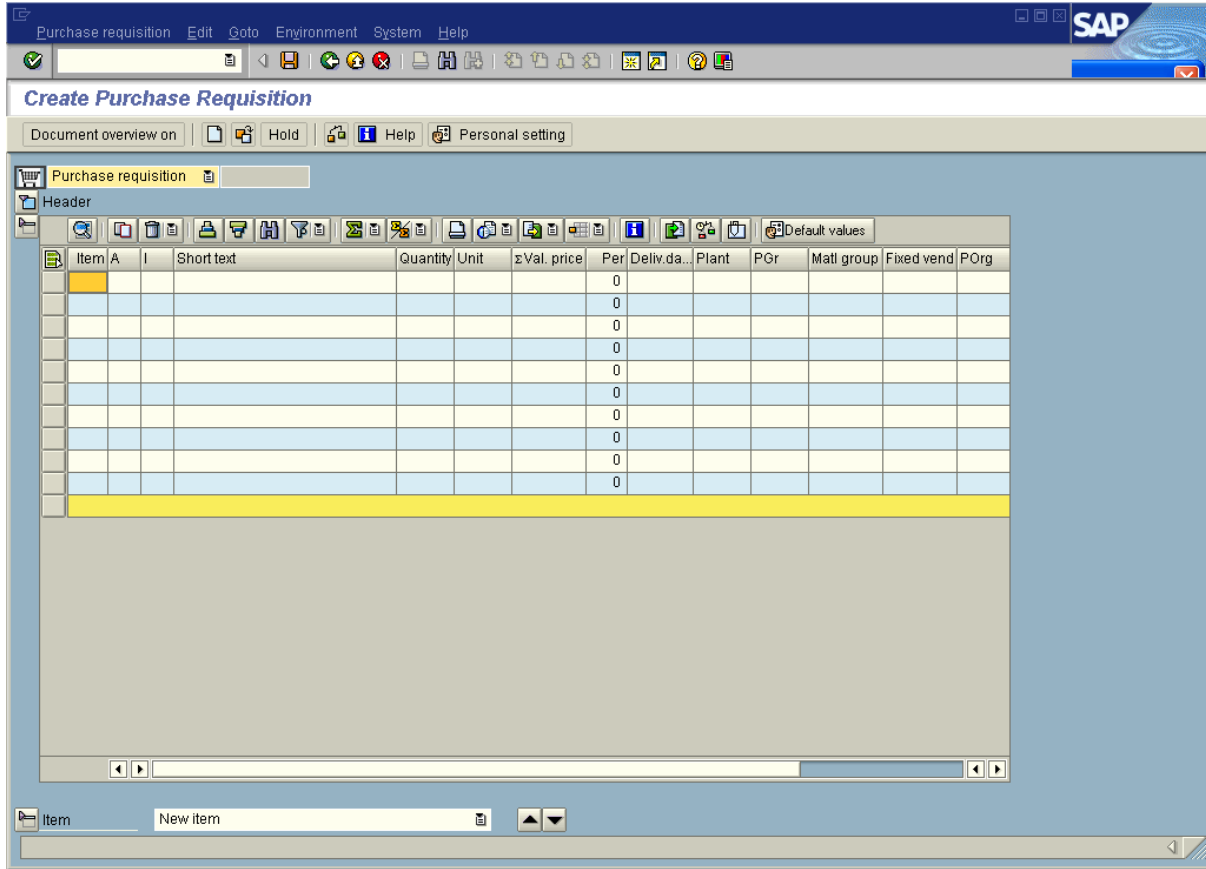
1. Start the transaction using the menu path or transaction code.

### Create Purchase Requisition



2. Click  Item Overview to open the **Item Overview** section.

### Create Purchase Requisition

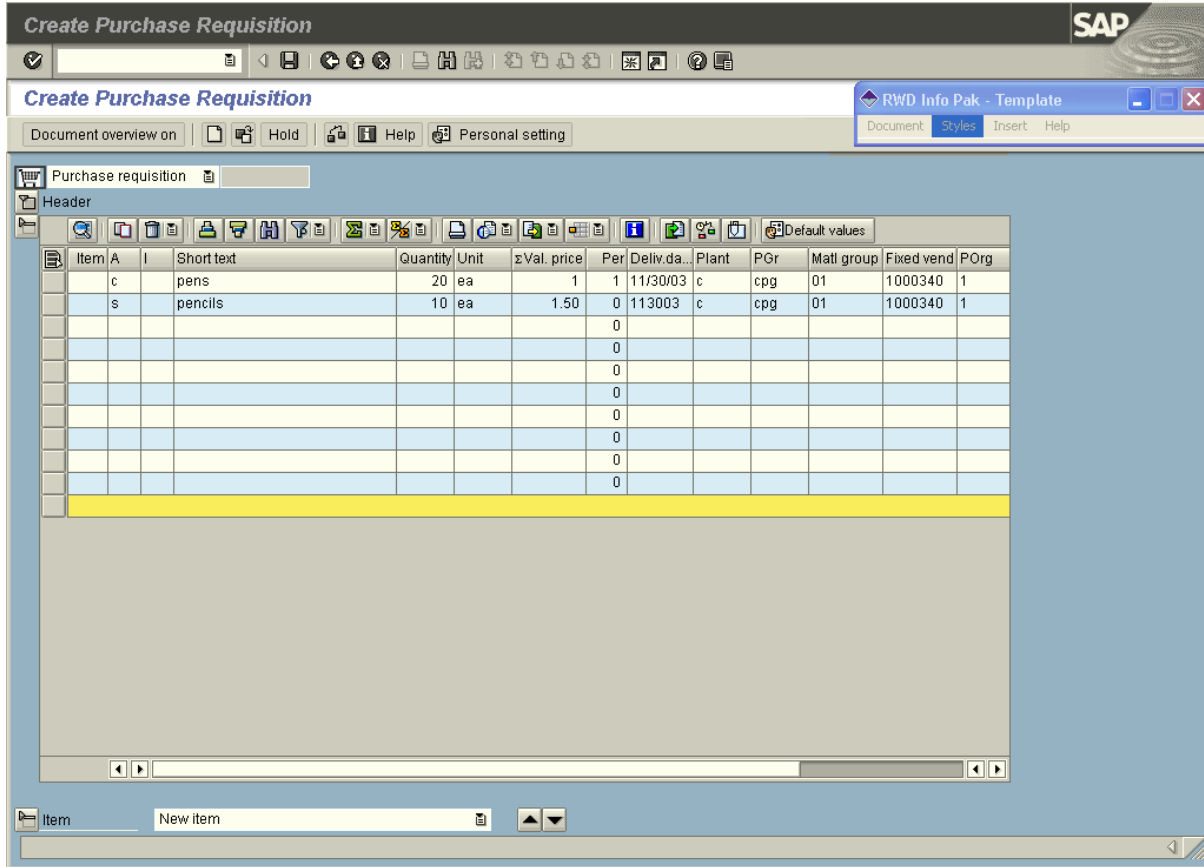


3. Once you open the **Item Overview** section, complete/review the following fields:

Field Name	R/O/C	Description
A	R	Account Assignment Category  The Account Assignment category is an important field because it dynamically alters the screen layout. There are 6 possible account assignments: Cost Center, Specially Funded Program, Maintenance Project, Public Works Project, Free Good and Asset.  <b>Example:</b> c
I	O	Item Category field. If you are entering a facilities service entry sheet, then enter 'D' in this field. If you are not using a service entry, then leave this field blank.
Short text	R	Enter a description of the line item  <b>Example:</b> pens

Field Name	R/O/C	Description
Quantity	R	Enter the Quantity. <b>Example:</b> 20
Unit	R	Enter the Unit of Measure <b>Example:</b> ea
Net Price	R	Enter the net price. <b>Example:</b> 1
Per	R	Per unit. For instance, you may purchase something that costs \$4 <i>per</i> 2 units. <b>Example:</b> 1
Delivery Date	R	Enter the expected delivery date <b>Example:</b> 1/30/03
Plant	R	Enter the Plant. <b>Example:</b> c
Pgr	R	Enter the Purchasing Group. <b>Example:</b> cpg
Matl group	R	Enter the Material Group. <b>Example:</b> 01
Fixed Vendor	R	Enter the vendor number <b>Example:</b> 1000340
POrg	R	Enter the Purchasing Organization. The Purchase Organization will always be 1. <b>Example:</b> 1


## Create Purchase Requisition



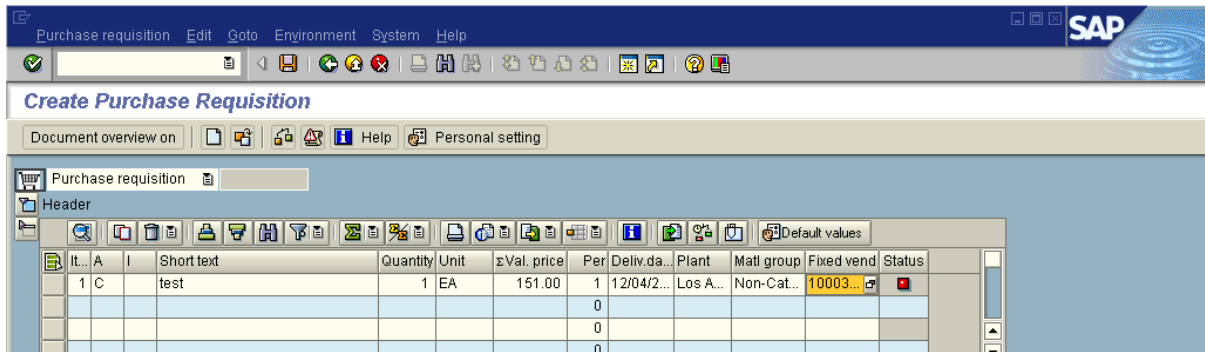
The screenshot shows the SAP 'Create Purchase Requisition' interface. The main window title is 'Create Purchase Requisition' with the SAP logo in the top right. Below the title bar is a menu bar with 'Document overview on', 'Hold', 'Help', and 'Personal setting'. A secondary window titled 'RWD Info Pak - Template' is open, showing 'Document', 'Styles', 'Insert', and 'Help' menus. The main content area is titled 'Purchase requisition' and 'Header'. It features a table with columns: Item, A, I, Short text, Quantity, Unit, zVal. price, Per, Deliv.da..., Plant, PGr, Matl group, Fixed vend, and POrg. The table contains two rows: 'c pens' with quantity 20 and unit 'ea', and 's pencils' with quantity 10 and unit 'ea'. Below the table is a scrollable area and a search bar with the text 'New item'.














Item	A	I	Short text	Quantity	Unit	zVal. price	Per	Deliv.da...	Plant	PGr	Matl group	Fixed vend	POrg
c			pens	20	ea	1	1	11/30/03	c	cpg	01	1000340	1
s			pencils	10	ea	1.50	0	11/30/03	c	cpg	01	1000340	1
							0						
							0						
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Additional line items can be added to the Item Overview. If you wish to add more line items, click on the next line.

Once all the line items have been entered, click on the  (enter) button and the **Item Details** Section will appear. You must enter additional information for each line item in the **Item Details** section. To learn more about the **Item Detail** section, read the training document titled, "ME51n – Item Details."

## Extra – Tools for the Item Overview Screen



-  **Item Detail button:** Select a line item and use this button to view the item details.
-  **Copy Line Item button:** Use this button to copy a selected line item.
-  **Trash button:** Select a line item and use this button to delete it.
-  **Sort Ascending button:** After selecting the column you wish to sort, click this button to sort the desired column in ascending order.
-  **Sort Descending button:** After selecting the column you wish to sort, click this button to sort the desired column in descending order.
-  **Filter button:** Use this button to filter the matrix.
-  **Sum button:** Use this button to find the sum of the PR.
-  **Subtotal button:** After selecting the column you wish to subtotal, click this button to create a subtotal.
-  **Printer button:** Use this button to produce a hardcopy of the PR Item Overview. THIS IS NOT A PO. THE PR HARDCOPY SHOULD NEVER BE SENT TO THE VENDOR.
-  **Views button:** Use this button to view the Item Overview.
-  **Export button:** Use this button to produce a spreadsheet/file of the PR Item Overview.
-  **Layout button:** Use this button to change the layout of the Item Overview Section.
-  **Default values button:** Use this button to change your user defaults (e.g. defaulting your Plant to Southwest)

### **Result**

You have entered PR information into the Item Overview section.

### **Comments**

After you complete the **Item Overview** section, you must enter the item details for each line item. To learn more about the **Item Detail** section, read the training document titled, "ME51n – Item Details."

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