

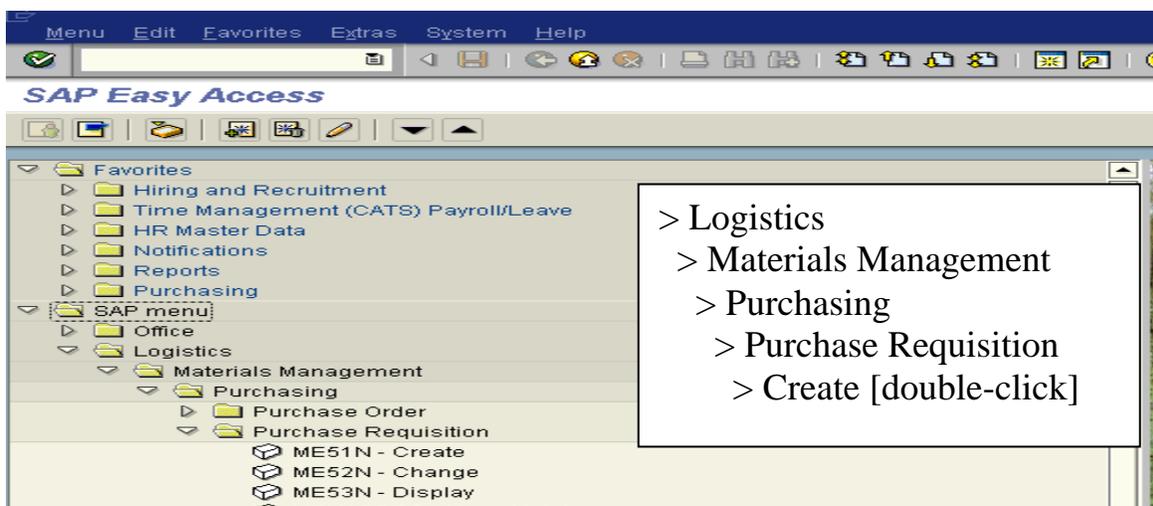
Material Management - Customize Default Values Purchase Requisitions

SAP Screen Shots
The University of Mississippi
End User Documentation – 4.7
4/2004

E-Mail: sap@olemiss.edu

SAP Support: 662.915.5222

SAP Menu Path: Logistics > Materials Management > Purchasing > Purchase Requisition > Create [double-click]



OR use Transaction Code: ME51N

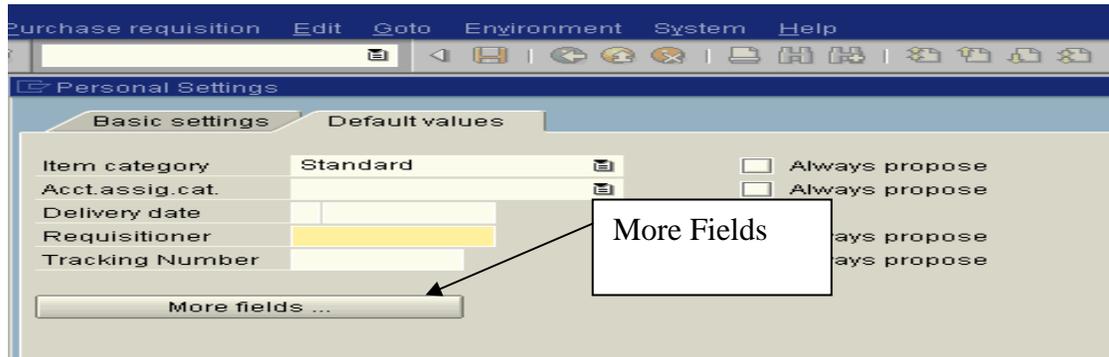


Personal settings – Left-click on Personal Setting icon.

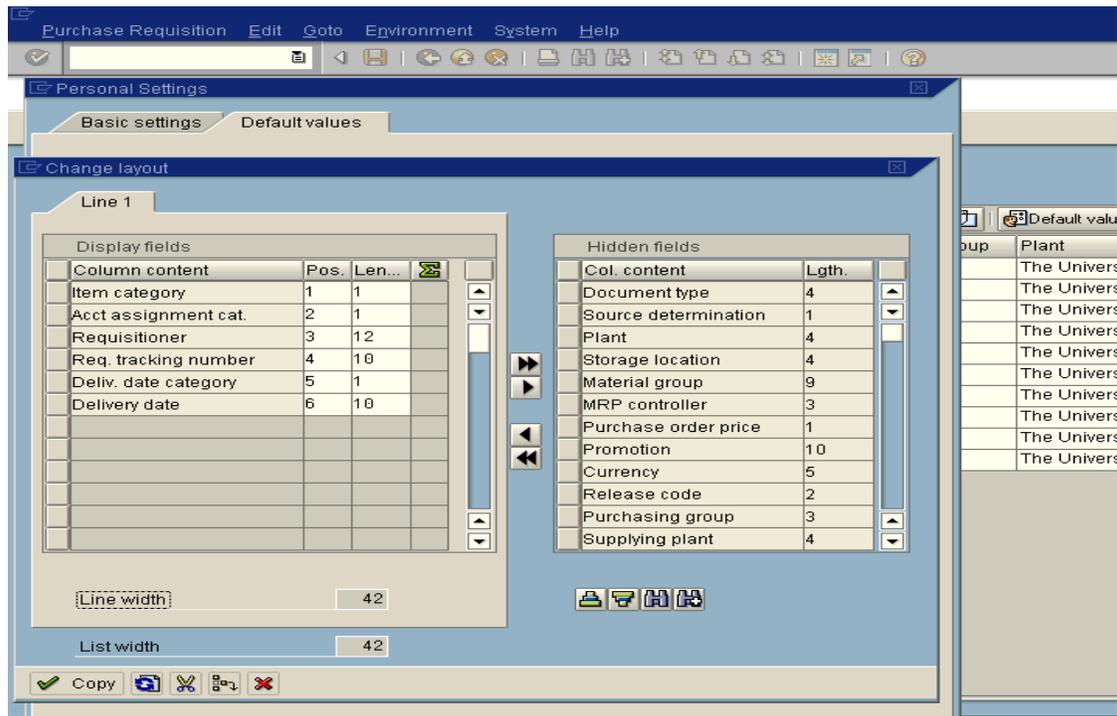


Default Values – Left-click on the Default values tab.

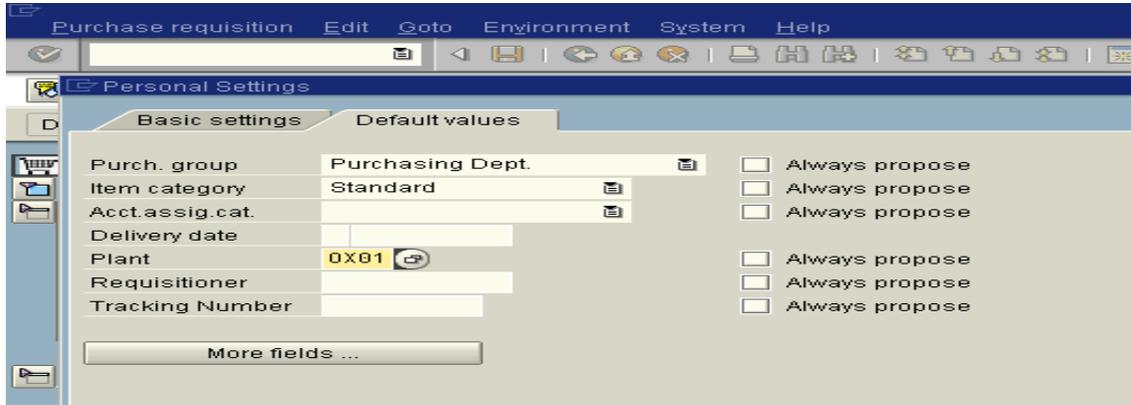
More fields – Left-click on the More fields icon.



Display fields - The hidden fields, on the right can be moved to the display fields. Once they are displayed you may set your own personal settings to default. Example is shown below.



Purchasing Group – If you always use PUR for your purchasing group then you may select Purchasing Department by using the drop-down box and have this default.

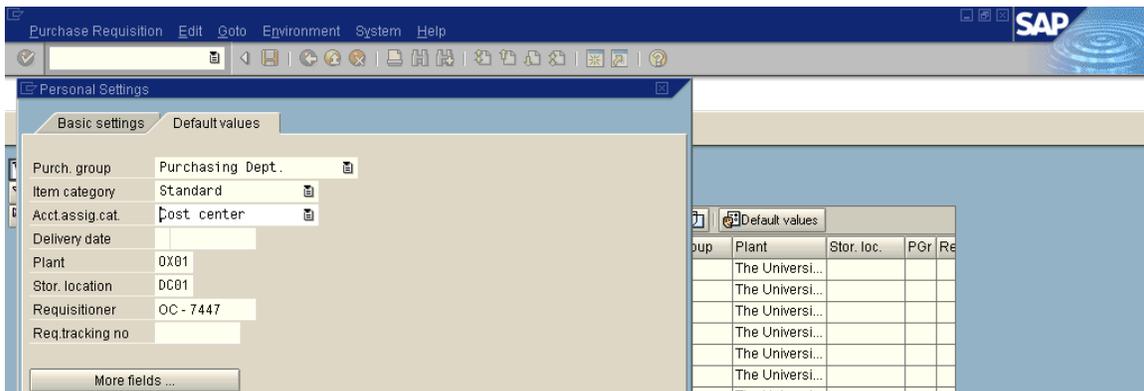


Other examples-

Account Assignment Category – if you only use a Cost Center, you may want to have Cost Center default.

Plant – OX01 – The University of Mississippi

Requisitioner – initials and extension



You may also want to use the defaults if you use something 80%/90% of the time. Then you would only need to enter/change information 10%/20% of the time.

SAVE: Left-click on the save icon at the bottom of the Defaults values tab.

Note: Please keep in mind when patches and updates are applied in SAP, you may have to reset defaults.