**SAP Setup**

**Purchase Order Layout**

**SAP**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Set extending material to LEA Plant defaults.

Not Applicable

**Website Application:**

**Note(s):**

* **Step 3** - To assist in populating the fields you may click on the drop-down icon ![A close up of a logo

  Description automatically generated]() and then choose the selection from the fields option list.

1. Open Transaction **ME21N**
2. *Create Purchase Order* window opens
   1. <*Click*> Personal Setting option 
3. *Personal Settings* window opens
   1. <*Select*> Default Values Tab/PO Header Tab
   2. Doc. Type Field – <*Select*> Dummy Purchase Order
   3. Purchase Org. Field – <*Select*> DOT
   4. Purch. Group Field - <*Select*> UNASSIGNED
   5. Company Code Field - <*Select*> NCPDI
   6. <Click> More Fields Button 
4. *Change Layout* window opens
   1. Move “Currency” from the Hidden fields table to the Display fields table:
      1. <*Click*> **Selection icon** ![A picture containing screenshot

         Description automatically generated]() to the left of “Currency”
      2. <*Click*> **Show Selection Fields icon** 
      3. <*Click*> **Copy Button** A picture containing screenshot

         Description automatically generated
5. *Personal Settings* window opens
   1. <*Select*> Default Values Tab/PO Header Tab
   2. Currency Field – <*Select*> USD
   3. <*Select*> Default Values Tab/Purchase Order Item Tab
   4. Plant Field – Input four-digit code (i.e., Alamance = 6001)
   5. Storage Location Field - Input four-digit code (i.e., Alamance = 8001)
   6. <*Check*> Always Propose (Parallel to Plant/Storage Location Fields)
   7. <*Click*> Save icon 
6. *Create Purchase Order* window re-opens
7. Arrange Columns - <*Click*> a column header; while holding the mouse button down drag column to left or right. Four columns should be placed in the order of: PO Qty, Material, OUn, & Net Price
8. <*Click*> **Configuration icon** 
9. Variant Field = Input unique name (i.e., ME21N Table)
10. <*Click*> **Create Button** A picture containing screenshot

    Description automatically generated
11. <*Click*> **Save icon** 
12. <*Click*> **Exit icon** 

Updated

11-26-2019