

Personal Settings

Transaction Code: ME51N

Location(s):

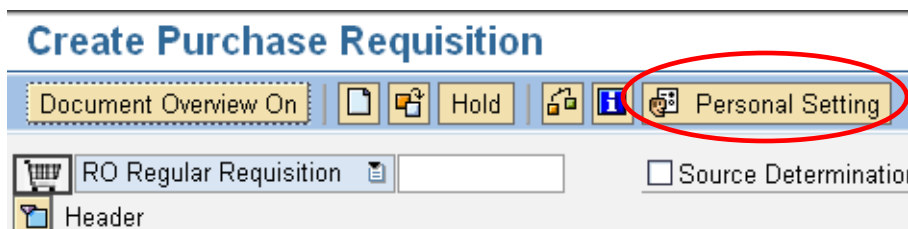
SAP GUI

Purpose: **Personal Settings** within ME51N are a one-time task unless SAP is re-installed on your computer. Personal Settings save time when entering a requisition and diminish input errors.

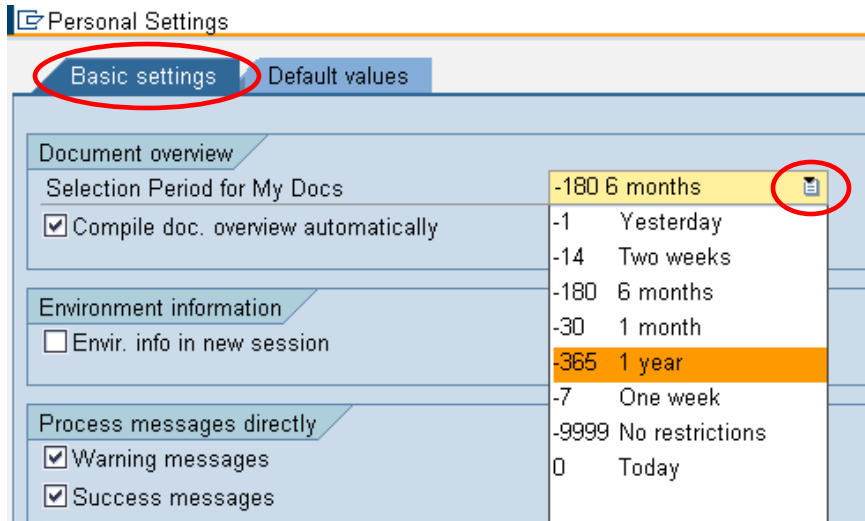
1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ME51N.
5. Click Enter.



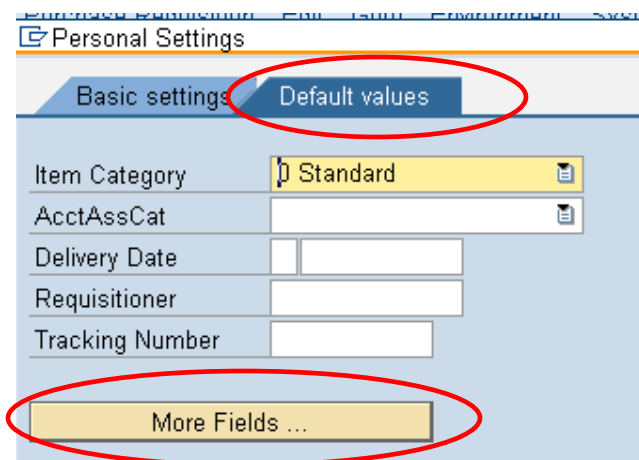
6. Click the Personal Settings button when in the transaction code, ME51N.



7. On the Basic settings tab, click the drop-down button for Selection Period for My Docs which indicates the period from which the purchase orders are to be taken.
8. For example, if you choose the selection timeframe *One year*, the system will display all the purchase orders you created during the last year.



9. On the Default values tab, click the More Fields button.



- 10. Click the Show All Fields button
- 11. Click Copy

The screenshot shows a 'Change layout' window with two main sections: 'Display fields' and 'Hidden fields'. The 'Display fields' section contains a table with columns for 'Column content', 'Pos.', and 'Length'. The 'Hidden fields' section contains a table with columns for 'Col. content' and 'Lngth'. A toolbar at the bottom contains several icons, with the 'Copy' icon (a document with a checkmark) circled in red.

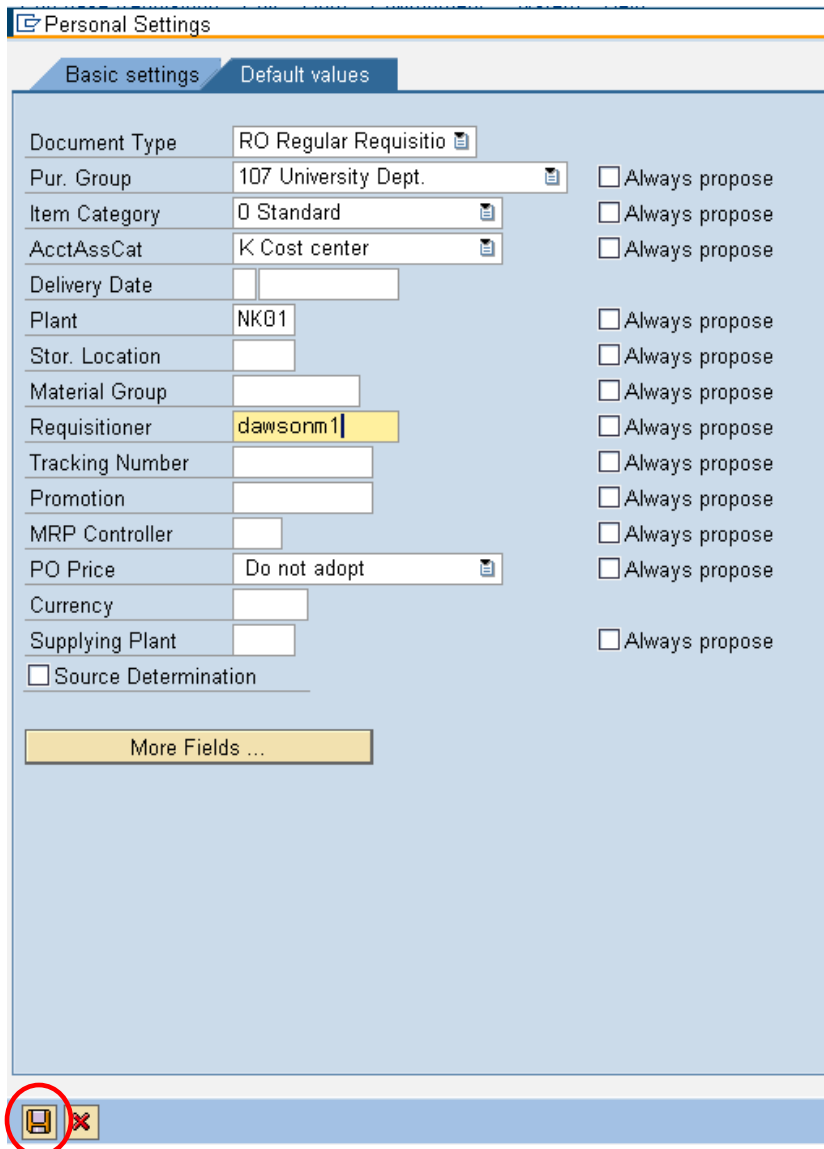
Column content	Pos.	Length
Item Category	1	1
Acct Assignment Cat.	2	1
Requisitioner	3	12
Req. Tracking Number	4	10
Deliv. Date Category	5	1
Delivery Date	6	10

Col. content	Lngth
Document Type	4
Source Determination	1
Plant	4
Storage Location	4
Material Group	9
MRP Controller	3
Purchase Order Price	1
Promotion	10
Currency	5
Purchasing Group	3
Supplying Plant	4

Line width: 42
List width: 42

Copy

12. The following fields should appear as:
 - a. Document Type: RO Regular Requisition
 - b. Pur. Group: 107 University Dept.
 - c. Item Category: 0 Standard
 - d. AcctAssCat: K Cost center
 - e. Plant: NK01
 - f. Requisitioner: example, dawsonm1 (your network identifier)
 - g. PO Price: Do not adopt
13. Click Save.



The screenshot shows the 'Personal Settings' window with the 'Default values' tab selected. The fields are configured as follows:

Field	Value	Always propose
Document Type	RO Regular Requisitio	<input type="checkbox"/>
Pur. Group	107 University Dept.	<input type="checkbox"/>
Item Category	0 Standard	<input type="checkbox"/>
AcctAssCat	K Cost center	<input type="checkbox"/>
Delivery Date		
Plant	NK01	<input type="checkbox"/>
Stor. Location		<input type="checkbox"/>
Material Group		<input type="checkbox"/>
Requisitioner	dawsonm1	<input type="checkbox"/>
Tracking Number		<input type="checkbox"/>
Promotion		<input type="checkbox"/>
MRP Controller		<input type="checkbox"/>
PO Price	Do not adopt	<input type="checkbox"/>
Currency		
Supplying Plant		<input type="checkbox"/>
<input type="checkbox"/> Source Determination		

At the bottom of the window, there is a 'More Fields ...' button and a 'Save' icon (a floppy disk) circled in red, next to a close button (an 'X').

14. The Document Overview area of ME51N can be used to display purchase requisitions for the Selection Period chosen within Personal Settings.

