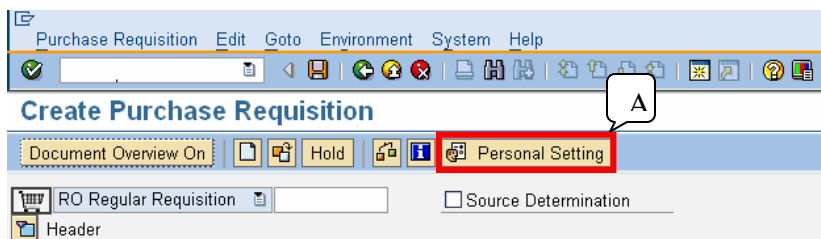


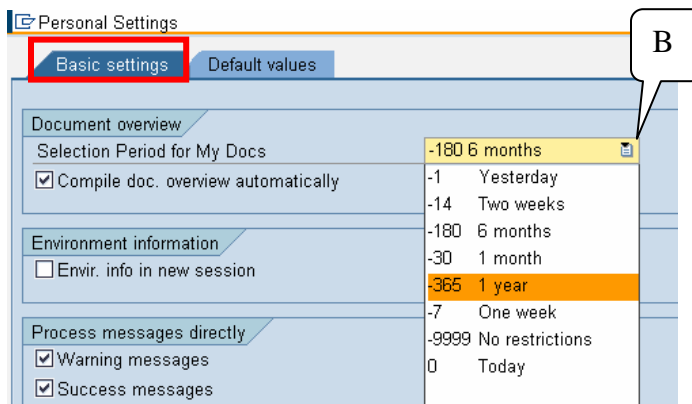
Personal Settings

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.

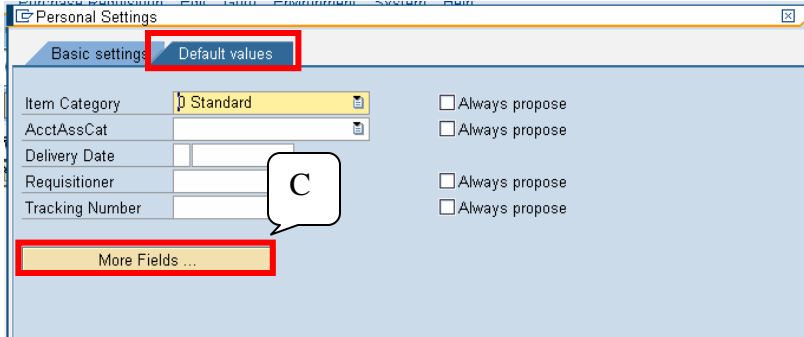
- Click the Personal Settings button when in the transaction code, ME51N (A)



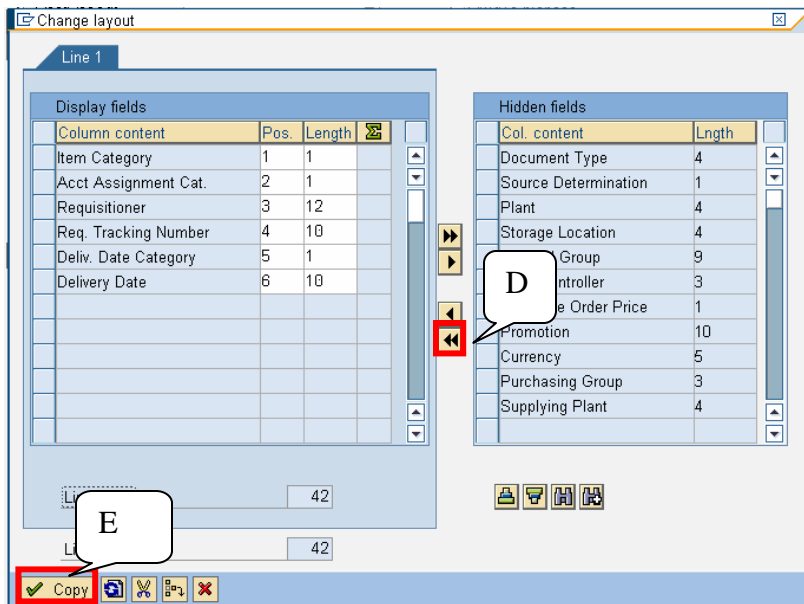
- On the **Basic settings** tab, click the drop-down button for Selection Period for My Docs which indicates the period from which the purchase orders are to be taken.
- For example, if you choose the selection timeframe *One year*, the system will display all the purchase orders you created during the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



- On the **Default values** tab, click the **More Fields** button (C)



- Click the **Show All Fields** button (D) and then **Copy** (E)



- The following fields should appear as:
 - Document Type: RO Regular Requisition
 - Pur. Group: 107 University Dept.
 - Item Category: 0 Standard
 - AcctAssCat: K Cost center
 - Plant: NK01
 - Requisitioner: example, dawsonm1 (your network identifier)
 - PO Price: Do not adopt
- Click **Save** to return to the Purchase Requisition form (F)

Personal Settings

Basic settings | Default values

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

F

Save

- The **Document Overview** area of ME51N can be used to display purchase requisitions for the Selection Period chosen within Personal Settings (F)

