ME52N

Enter the transaction and click the Other Purchase Requisition Button

Enter PR number and click Other Document



Click Change

Click Personal Settings



Clear out the Item overview as grid control option

Click Save



Click Filter option in the middle section



Select each first Column Name and move it to the Filter criteria all the way until Material is moved over

Click Define Values



Enter Material Number to update

Click Green Check



Click the Detail button

Select the Quantities/Dates Tab

Check On or Off the Closed Checkbox



Click Save