ME52N

Enter the transaction and click the Other Purchase Requisition Button

Enter PR number and click Other Document

Graphical user interface, application

Description automatically generated

Click Change

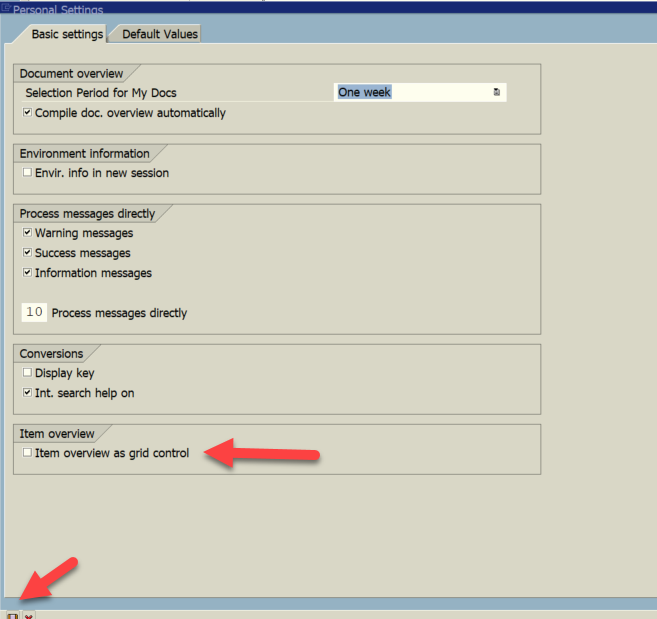
Click Personal Settings

Graphical user interface, application

Description automatically generated

Clear out the Item overview as grid control option

Click Save



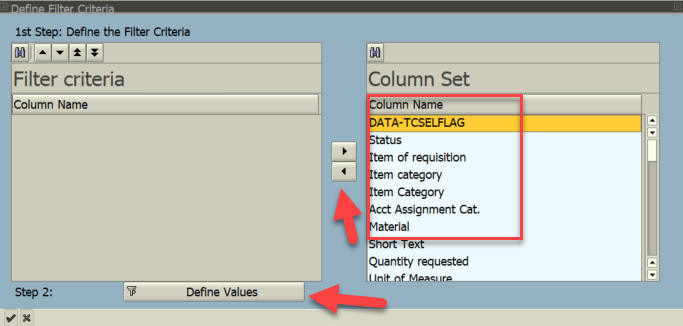
Click Filter option in the middle section

Graphical user interface, table

Description automatically generated

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

Graphical user interface, application

Description automatically generated

Click the Detail button

Select the Quantities/Dates Tab

Check On or Off the Closed Checkbox

Graphical user interface, text, application, table, Excel

Description automatically generated

Click Save