

SAP MM – Define Screen Layout at Document Level

How to define screen layout at document level in SAP MM

You need to define screen layout at document level in SAP for specifying the input attributes of fields selection groups by using field selection keys. This are used for external purchase documents and PR.

Field selection key specifies whether the field is

1. Mandatory field for input
2. Optional field for input
3. Only display field (input entry is not possible, only displays data)
4. Suppressed (Field is hidden and not possible to entry and display).

It is mandatory to assign field selection group to purchase requisition document type. As per requirements of clients, it is recommended to define one field selection for one PR document type and assign vice versa.

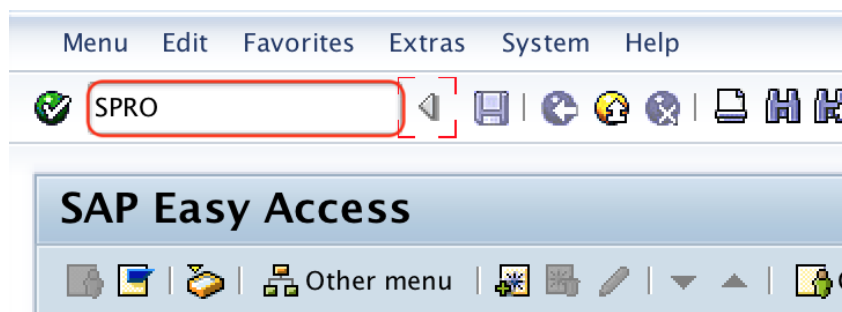
Configuration steps – Screen Layout at document level

You can define screen layout at document level in SAP using the following navigation method.

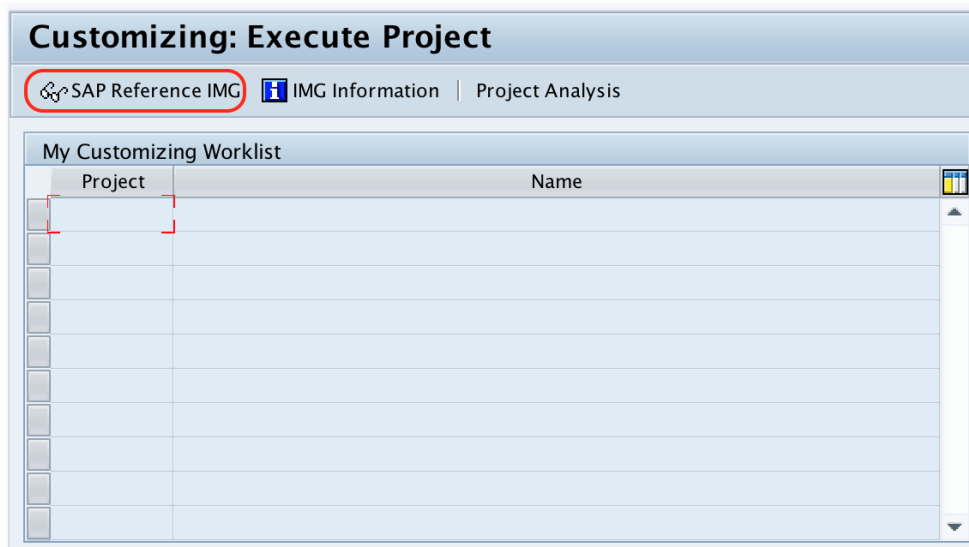
Transaction code	SPRO
SAP IMG Path	IMG > Material Management > Purchasing > Purchase requisition > Define screen layout at document level.

Perform the following steps to define input attribute fields in SAP for document.

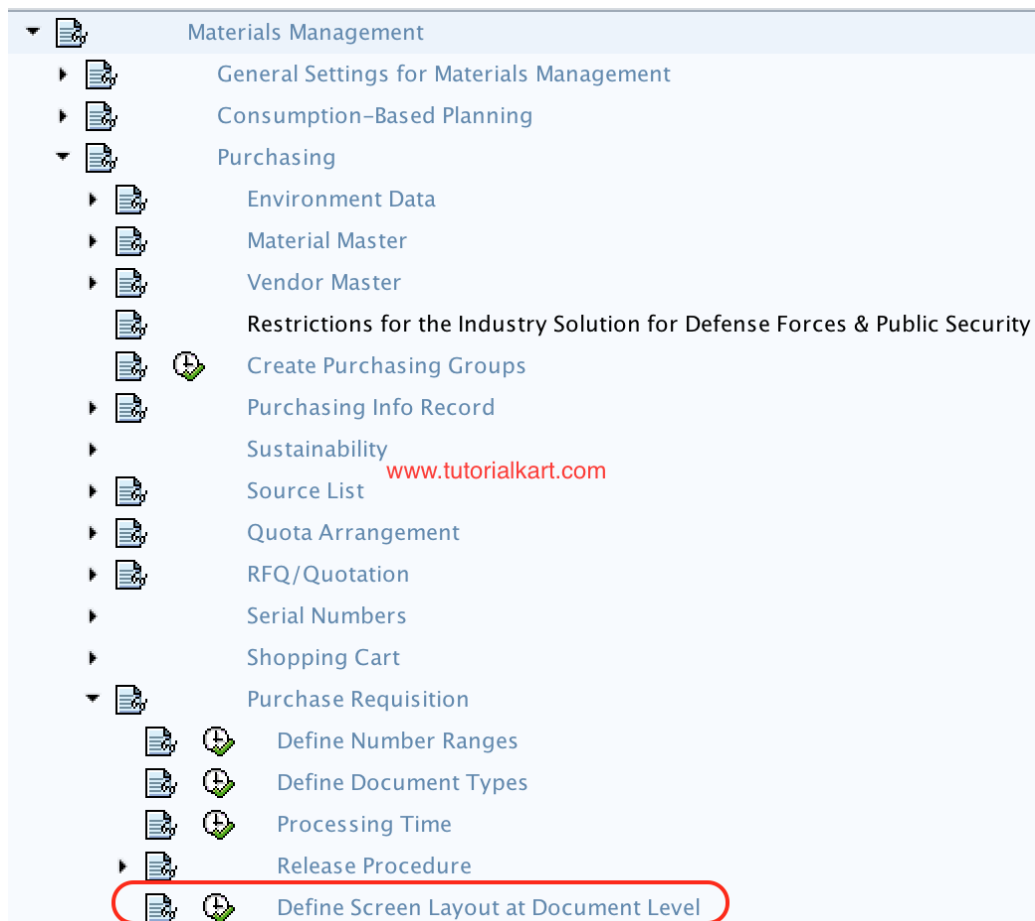
Step 1 : – Execute t-code “SPRO” in command field from SAP easy access screen.



Step 2 : – Choose “SAP Reference IMG” from customizing execute project screen.










Step 3 : – Follow the navigation menu path Material Management – Purchasing – Purchase requisition and choose img activity “define screen layout at document level”.



Step 4 : – On change view “Screen layout: purchase requisition” overview screen, you can create new screen layout by using new entries function or copy as function. Choose the standard field selection “NBB” and click on copy as icon. So all the entries field selection are copied to new screen layout field selection and you can modify as per requirements.

Change View "Screen Layout: Purchase Requisition": Overview

  New Entries      

FSel.	Description
NBB	Purchase requisition

Step 5 : – On change view “Screen layout: purchase requisition”: details of selected screen, rename the field selection group from NBB to RMPR (name as per requirements of project) and press enter.

Change View "Screen Layout: Purchase Requisition": Details of Selected

Field Sel. Key RMPR Purchase requisition

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Screen Layout: Purchase Requisition

Field selection	+.....+.....+.....+.....+.....+.....
Field selection--.....
Field selection

Step 6 : – Now double click on field selection group RMPR.

Change View "Screen Layout: Purchase Requisition": Overview

  New Entries     

FSel.	Description
RMPR	Purchase requisition

Step 7 : – On Maintain table T162: field selection groups, Double click on field selection keys i.e. Basic data, supplying plant, quantity & price,, GR/IR control, etc and maintain the required details.

Maintain Table T162: Field Selection Groups

Field Selection Key: RMPR

Description	Field Selection Group
Basic Data, Item	
Supplying Plant	
Quantity and Price	
Deadline Monitoring	
GR/IR Control	
Reference data, item	
Administrative data, item	
Delivery monitoring	
Enjoy fields	

Choose the required fields for field keys with required entry or optional entry or display options as per requirements.

Maintain Table T162: Fields for Field Selection Group

Field Selection Key: RMPR

Selection group: Basic Data, Item

Field Label	Reqd.entry	Opt. entry	Display
Plant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item category	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage location	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Account assignment category	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indicator: "Texts exist"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Short text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material group	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material description	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
External service fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value limit fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer part number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advice Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement Urgency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

After maintaining all the required details, choose save icon and save the configured field selection group details.

For [document type purchase requisition](#) RMPR assign field selection group as RMPR as shown below screen shot.

Document Types Purchase requisition Change

New Entries

Dialog Structure

Document types	Type	Type Descript.	ItmInt.	NoRgeInt	NoRge Ext	FieldSel.	Con...	OvRe...	
Allowed item categories	RMPR	quis. Stand.	10	03	AN	RMPR		<input checked="" type="checkbox"/>	
Link purchase requisition	RV	nt. requisn.	10	01	02	RVB	R	<input type="checkbox"/>	
Serial number profile	X00	q0	10	03		NBB		<input checked="" type="checkbox"/>	
	X01	q	10	06		NBB		<input type="checkbox"/>	

Successfully we have defined screen layout at document level in [SAP MM](#).

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