ME51N Multiple Acct Line Item

IRIS
Integrated Resource
Information Systems

Process: Create a multiple account line item purchase requisition using ME51N. The requisition may be created to order items being charged to a mixture of a cost center, an internal order, and a WBS element.	
Role: General User	**Frequency:** When needed

BEGINNING STEPS	
Is a Requisition needed?	Yes, unless it is a Procard purchase
Enter the Transaction Code	ME51N
Choose the Requisition type	NB Purchase requisiti..
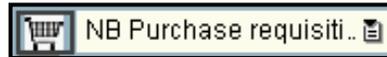
LINE ITEM OVERVIEW	
Account Assignment Category A	Select the following: • X for All Aux. Acct. Assgts when the charge for the item is being charged within more than one of the above categories
Desired Vendor Des.vendor	Enter the number of the vendor or click the Possible Entries icon to search for a vendor using the UK Vendor Search tab
Vendor Material Number Vendor Material Number	Enter the item's stock/part manufacturer number used for ordering from the vendor
Short text Short text	Enter the vendor description of the item
Quantity Quantity	Enter the quantity
Unit Unit	Enter the unit of measure abbreviation or click the Possible Entries icon to search for one
Valuation price Val. price	Enter the unit price of an individual item
Delivery date Delivery date	Enter the delivery date or click the Possible Entries icon to search for one
Requisitioner Requisnr. (Optional: Press enter to validate the data entry.)	Enter the name of the person requesting the item. This name may or may not be the person creating the requisition

ITEM DETAIL

Item List | [1] Tubes, Test, 12 , glass | Next & Previous

You can move through each line item by using either the Item List or the Previous and Next icons located at the top of the Item detail section. You will need to enter the Delivery address and the information needed for the Account Assignment.

Go to the Delivery address tab and choose the Address field **Delivery address**	Enter the Address number or click the Possible Entries icon to search for one
Press Enter to go to the Account assignment tab **Account assignment**	
Choose Distribution	Choose either Distribution by percentage or Distribution by quantity basis

Enter the Distribution line by line for this item

	AccAssCat	All aux.acct.as…	Distribution	Distribution by percenta…	CoCode	University of …	
			Partial Inv.	Distribute Proportionally			

S.	Quantity	Perce	Cost Ctr	G/L Acct	Bu...	Order	WBS element	Commitm...	Funds Ctr	Fund	Functi
1	0.600	30.0	1011653750	550130	0101			550130	1011653750	0011020100	0460
2	0.600	30.0		550130	0101	806009560000		550130	1061000000	0061271300	9999
3	0.800	40.0		550130	0201		3040000897	550130	1012007220	0011020100	0220

G/L Account	Enter the G/L Account or click the Possible Entries icon to search for one
Cost Center/Internal Order/WBS Element & Fund	Enter the Cost Center/Internal Order/WBS Element & Fund (if required) or click the Possible Entries icon to search for one

If you need to order more line items, move to the next line and enter the information into all the fields listed.

SAVE THE REQUISITION & COMPLETING THE PROCESS

Double-check the data entry visually and press enter to validate the data entry is complete. If a problem exists, SAP will generate a system message in the status bar letting you know the problem. If no problem exists, you will not see a system message.	⊗ Enter Cost Center ① Delivery date: next workday is 08/22/2005 OR
Click on the Save icon to save the requisition and record the number found on the Status Bar	⊘ Purchase requisition number 0010000566 created

SAP will forward the requisition to the appropriate Approver automatically through the workflow process. However, your department may require that you also notify the Approver via email or memo.