

Deferred Budget Purchase Requisition

ME51N

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/28/06	Leah Nicholas	Initial Create
4/11/07	Leah Nicholas	Revised and Updated

Trigger


Perform this procedure to create a deferred budget requisition for materials.

Business Process Description Overview
This process describes how to create a deferred budget requisition for materials.

Input - Required Fields	Field Value/Comments
Account Assignment	K
Des.vendor	100011
Vendor Material Number	12X24X36BTX
Short text	Cube, blue TX
Quantity	1
Unit of Measure	ea
Value	2400
Requisnr.	Dr. Moreau
Address	24815
Delivery Date	7/29/06
Req. Date	7/03/06

Output - Results	Comments
Purchase Requisition for deferred Budget items	

Tips and Tricks

To accurately post the deferred budget purchase requisition, the  Tab must be completed before the Account Assignment tab

Purpose

Use this procedure to create a deferred budget requisition.

Trigger

Perform this procedure when a requisition must be created in the current fiscal year and will be delivered and paid for out of the new fiscal year.

Prerequisites

None

Menu Path


Use the following menu path(s) to begin this transaction:

- **SAP Menu<Logistics<Materials Management<Purchasing<Purchase Requisition<ME51N Create**

Transaction Code

ME51N

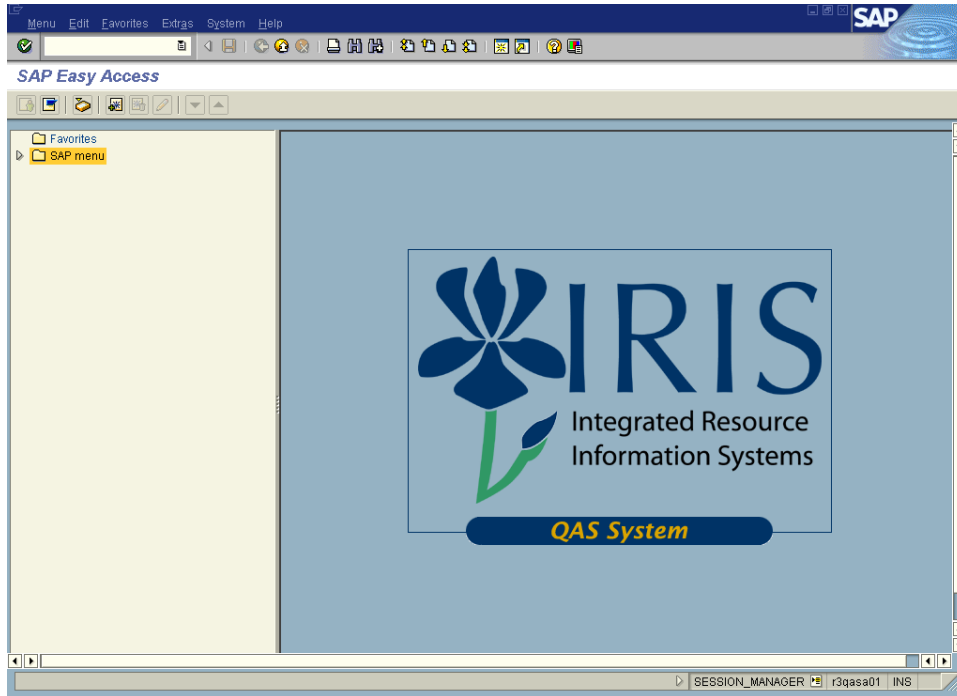
Helpful Hints


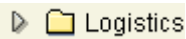
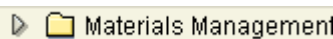

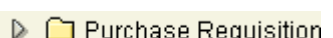
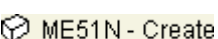
The quantities/dates tab and the account assignment tab for each line will need to be created individually. **Do not** use the “repeat on”  icon as this function will not carry forward the deferred budget request. Each line requires individual creation for a deferred assignment.

Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. Click  SAP menu .
3. Click  Logistics .
4. Click  Materials Management .
5. Click  Purchasing .
6. Click  Purchase Requisition .
7. Double-click  ME51N - Create .

Create Purchase Requisition

8. As required, the following fields must be completed:

Field Name	R/O/C	Description
Account Assignment	R	Description of the Account Assignment Example: K
Des.vendor	R	Description of the Desired Vendor Example: 100011
Vendor Material Number	O	Description of Vendor Material Number Example: 12X24X36BTX
Short text	R	Description of the Short text. Example: Cube, blue TX
Quantity	R	Description of the Quantity Example: 1

Field Name	R/O/C	Description
Unit of Measure	R	Description of the Unit of Measure Example: ea
Value	R	Description of the Value Price Example: 2400

9. As required, complete the Delivery Date field with the deferred budget delivery date.

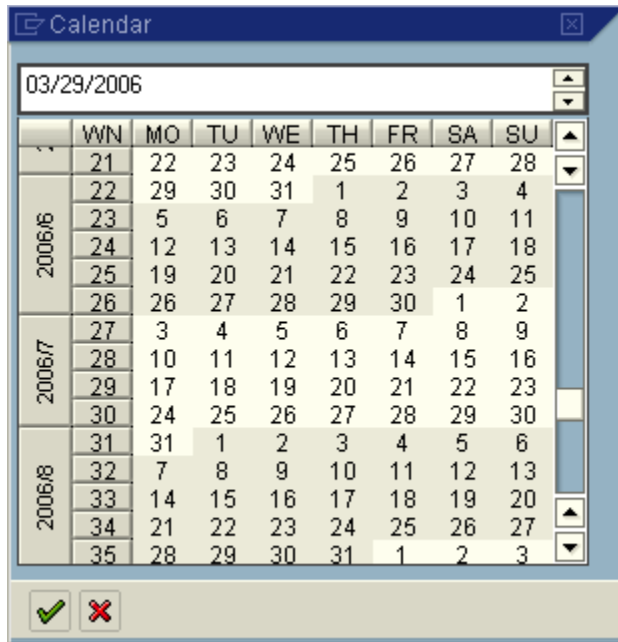



Delivery date must be after July 1 of the fiscal year.

Create Purchase Requisition

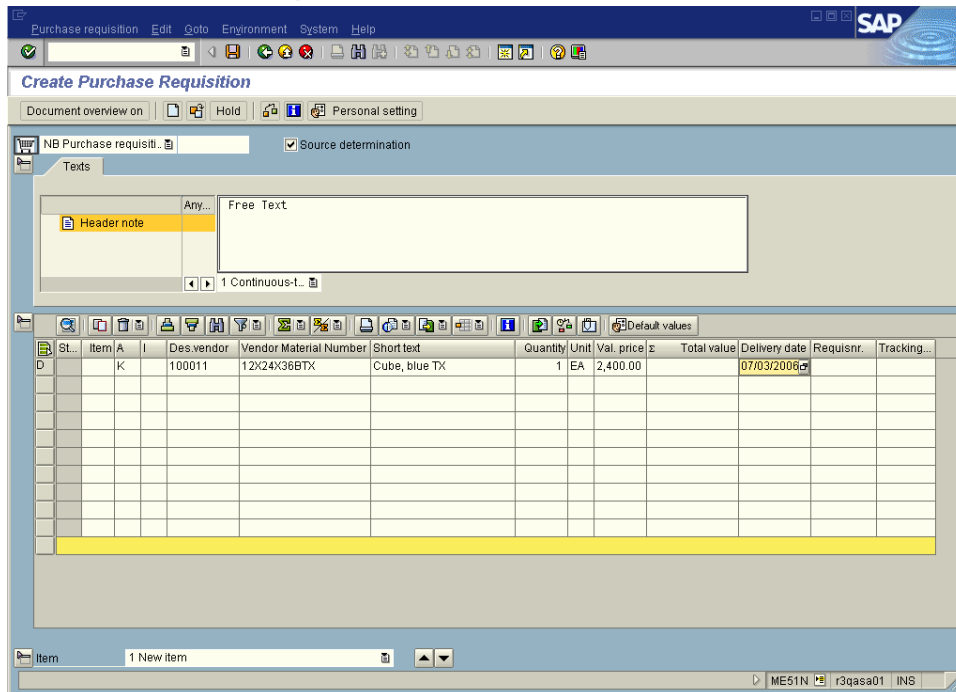
10. Click  icon in the Delivery Date field to choose desired date.

Calendar



11. Select date, press  or Enter

Create Purchase Requisition



12. As required, complete/review the following fields:

Field Name	R/O/C	Description
Requisnr.	R	Name of the Requisitioner Example: Dr. Moreau

13. Press Enter

14. Click **Delivery address** tab.

Create Purchase Requisition

15. As required, complete/review the following fields:

Field Name	R/O/C	Description
Address	R	Description of the Address. Example: 24815

16. Click **Quantities/dates** tab.



Quantities/dates must be completed **before** the Account Assignment tab.



The quantities/dates tab for each line will need to be created individually. Each line requires individual creation for a deferred assignment

Create Purchase Requisition


17. As required, the **Req. date** **03/29/2006** date must be changed to first working day of new fiscal year:

Field Name	R/O/C	Description
Req. date	R	Change the Req. date. Example: 07/03/2006

Create Purchase Requisition

18. Click **Account assignment**.



The account assignment tab for each line will need to be created individually. **Do not** use the “repeat on”  icon as this function will not carry forward the deferred budget request. Each line requires individual creation for a deferred assignment

19. As required, complete/review the following fields:

Field Name	R/O/C	Description
G/L Account No.	R	Description of the G/L Account No. Example: 540334
Cost Center	R	Description of the Cost Center. Example: 1058735600

Create Purchase Requisition

20. As required, complete/review the following fields:

Field Name	R/O/C	Description
G/L Account No.	R	Description of the G/L Account No.. Example: 540334
Cost Center	R	Description of the Cost Center.. Example: 1058735600

21. Click Delivery address .

Create Purchase Requisition

The screenshot displays the SAP 'Create Purchase Requisition' (ME51N) transaction. The main table contains one line item with the following details:

St.	Item	A	I	Des. vendor	Vendor Material Number	Short text	Quantity	Unit	Val. price	Total value	Delivery date	Requisnr.	Tracking...
1	K			100011	12X24X36BTX	Cube, blue TX	1	EA	2,400.00	2,400.00	07/21/2006	Dr. Moroe	

Below the table, the 'Item' section is expanded for '1 [1] Cube, blue TX'. The 'Address details' tab is active, showing the following information:

- Title: University of Kentucky
- House no./street: South Limestone
- City/State/ZIP Code: Lexington 40506
- Country: US United States
- Address: (empty field)
- Customer: (empty field)
- Vendor: (empty field)
- SC vend: (checkbox)

22. As required, complete/review the following fields:

Field Name	R/O/C	Description
Address	R	Description of the Address. Example: 100011

23. Click  .



For each line that is entered a system message may or may not generate. If a message displays, press "enter" until the system displays the requisition number. If the requisition contains multiple lines, keep pressing enter.



The system displays the message, "Purchase Requisition XXXXXXXXXX."

24. You have completed this transaction.



MESSAGE to the Approvers: Upon saving the approved requisition, multiple messages will generate for each line that is created and "enter" must be pressed until the system displays the requisition number or the approved document "saved"

message displays. Generally for one line item, two messages will be created, so if you have 2 line items, then 4 times the enter key must be pressed.

Result

You have created a deferred budget requisition

Comments