

End User Procedure (EUP)

Purchasing Documents per Account Assignment

ME2K

Purpose

Use this procedure to obtain a list of purchase documents by cost center, WBS element or other account assignments.

Trigger

Perform this procedure when you wish to see a list of documents by a particular cost center and for period of time.

Prerequisites

Before beginning this task, obtain the following information:

- Account assignment information
- Period of time (begin/end date)

Menu Path

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

- Select **Logistics → Materials Management → Purchasing → Purchase Order → List Displays → For Account Assignment → General** to go to the *Purchasing Document per Account Assignment* screen

Transaction Code

ME2K

Helpful Hints

Review the following:

- It should be noted that on the initial screen of the transaction, the user could restrict the output list by including more criteria. Should the user choose to restrict the input criteria to the account assignment category and a particular plant, the system will display all the purchasing documents that exist for only the Account assignment category and plant that are required, rather than for all the plants

Procedure

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

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Exclude ECPO document type if you don't want to see Stock Transport Orders used for internal warehouse transactions.



User **must** enter at least one account assignment object, i.e. cost center, WBS element, Order, or Asset. In this example we will be using Cost center.


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

Field Name	R/O/C/D	Description
Cost center	R	Organizational unit that represents a revenue or cost collector. First 7 positions are the same as the funds center. Positions 8 through 10 represent the agency defined part of the cost center. Example: 1299620998



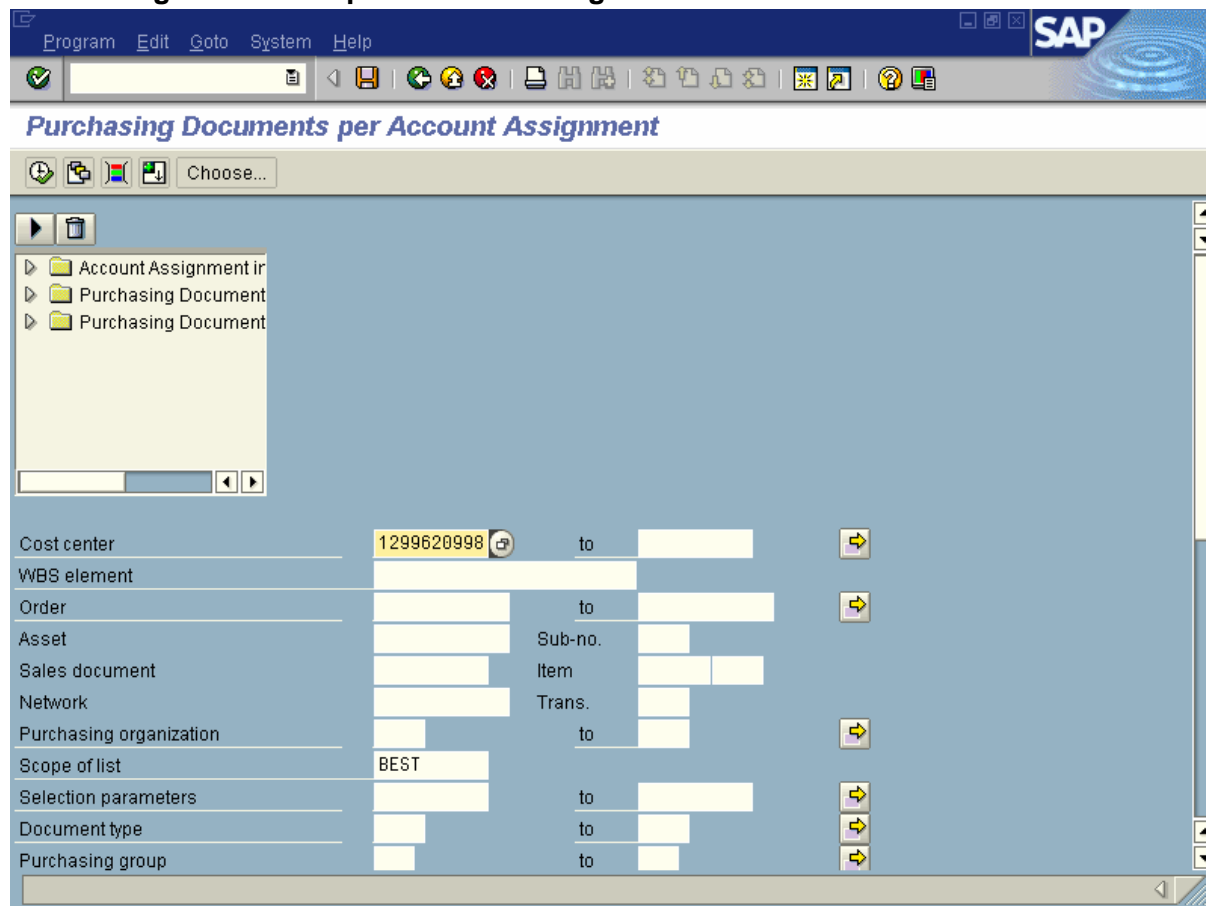
R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

3. Perform one of the following:

If	Then	Go To
Selecting the DYNAMIC SELECTIONS  icon to display all available fields in an overview tree.	Complete steps 4 - 4.4, then complete steps 5 – 8.	Step 4
Obtaining a list of purchase documents by cost center, WBS element or other assignments.	Complete step 2, then complete steps 5 – 8.	Step 5

4. Select the DYNAMIC SELECTIONS  icon.



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- 4.1** User may opt to select one or more of the folders provided in the *Dynamic Selections* screen section which will display all available fields in an overview tree.



The *Dynamic selections* screen section folders contains the fields for which you can enter values directly. You can copy additional fields to this group box as dynamic selections, or remove fields that are not required.

- 4.2** Once a folder has been opened and an object selected, select the ADOPT SELECTED ITEMS  icon to add the item to the selection criteria.
- 4.3** To remove an object from the selection criteria, select the field then select the DELETE SELECTIONS  icon.
- 4.4** Enter the appropriate data for all selected objects.

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

Field Name	R/O/C/D	Description
Scope of list	D	Parameter that determines how the list is edited.
Purchasing group	O	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.
Plant	O	The agency organization unit number.
Delivery date	R	Delivery date requested by the customer (desired delivery date) or date confirmed in the vendor's order acknowledgement or shipping confirmation.
Document number	O	The unique identification value assigned to a business event as it is processed in SAP. The system automatically creates and assigns document numbers as each document is posted.
Vendor	O	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a number.
Material group	O	Code identifying an allocated group of materials with the same features.
Document date	O	Date which appears in the document header and can be used for any defined purpose. Example: 7/1/05 to 7/31/05

6. Select the EXECUTE  icon.

Purchasing Documents For cost center

PO	Type	Vendor	Name	P6p	Order date	Item	Material	Short text	Mat. group	D I A Plnt SLoc	Order qty.	Un	Net Price	Curr.	per Un
4500239426	NB	190280	VERITAS SOFTWARE GLOBAL LLC	300	07/05/2005										
			SOFTWARE, VERITAS				00010		43230000						
							K 1200				1	EA	586.50	USD	1 EA
								Acct. assgt 02			0.214	EA			
								Cost center 1299620998							
								Contract release order 4600005805 Item							
								Still to be delivered			1	EA	586.50	USD	100.00 %
								Still to be invoiced			1	EA	586.50	USD	100.00 %
							00020		43230000						
							K 1200				7	EA	406.50	USD	1 EA
								Acct. assgt 02			1.498	EA			
								Cost center 1299620998							
								Contract release order 4600005805 Item							
								Still to be delivered			7	EA	2,845.50	USD	100.00 %
								Still to be invoiced			7	EA	2,845.50	USD	100.00 %




Review the screen information per table provided.

Field	Value
PO	Document used to purchase materials and services from vendors. Example: 4500239426
Vendor Name and Number	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a number. Example: 190280 Veritas Software Global LLC
Item	Item number on the purchase document. Example: 1 EA

Field	Value
Order qty.	Quantity of goods requested. Example: 1 EA
% Open	Percentage of item to be delivered. Example: 100%

- Double-click to select the purchasing document number for more detailed information.

Standard PO XXXXXXXXX Create by XXXXX

- Select the EXIT  icon to return to the SAP Easy Access screen.
- You have completed this transaction.

Result

You have successfully completed the Purchasing Document per Account Assignment (ME2K) transaction.

Comments

Congratulations!