Purchase Orders: by Account Assignment (ME2K)

Via User Menu: Purchasing → Purchasing Documents List Display → Purch. Orders: by Account Assignment

Purpose of report:
- Used to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object and drill-down as needed.

On the Purchasing Documents per Account Assignment screen:

Note: There are numerous selection fields available. The suggested fields are outlined below (in order to run this report in a timely manner).

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter a **one or more Cost Center value(s)** in the Cost center field(s) (can use Multiple Selection button).
   
   **OR**

   - Enter a **one or more WBS Element value(s)** in the WBS Element field(s) (can use Multiple Selection button).
Purchase Orders: by Account Assignment (cont.)

2. Enter or leave BEST-ALV in the **Scope of list** field.

3. Click on the **Execute** button (F8) to display the **Purchasing Documents For cost center (or WBS Element)** screen.

**On the Purchasing Documents For cost center (or project) screen:**

4. Use the vertical scroll bar to review the resulting list of purchase orders that match the selection criteria entered in the previous steps.

**To drill down and view the details of one Purchase Order:**

5. Double click on the **PO (purchase order) number** in the first column to display the **Display Purchase Order: Item Overview** screen for that Purchase Order.
Purchase Orders: by Account Assignment (cont.)

Once in the individual Purchase Order:

To view the cost object charged or the name of Goods recipient:

6. Click in the gray box adjacent to a line item to select that item (use Item number on list screen to help identify desired item).

7. Click on the Account. Assignments button to display the Display Purchase Order: Account Assignment for Item screen (contains the cost object charged as well as a name of who should receive the goods).

8. Click on the Overview button or Next button to return to the Item Overview screen (buttons not shown here).
To view the PO history (invoice payments and/or goods receipt):

9. Select the row and click on the **PO history** button to display the *Order History for Purchase Order NNNNNNNNNNNN Item* screen.

10. Click on the **Next** button to return to the *Item Overview* screen.
To view the on-line Purchase requisition (for those who do not use Buy@Duke and enter requisitions directly into SAP):

11. Select the row and follow the menu path: Environment > Purchase Requisition.

12. Click on the Next item button to display or return to the Item Overview screen (step not shown).

To view another PO from the list if desired:

13. Click on the Back button to display the list on Purchasing Documents For cost center screen.

14. Repeat steps 6-13 above to select and view data on another Purchase order, if desired.

To exit when ready:

15. Click on the Exit button (Shift+F3) until the initial SAP System screen is displayed.