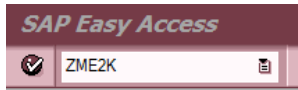
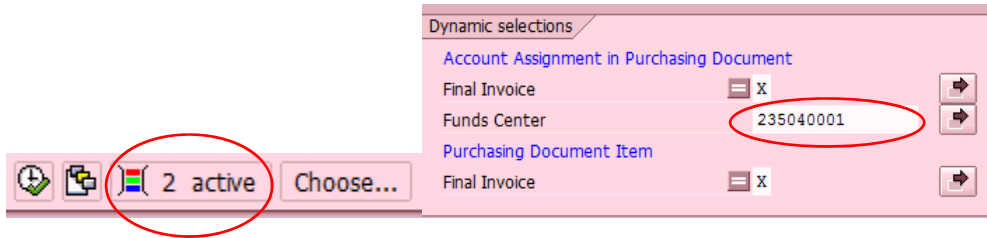


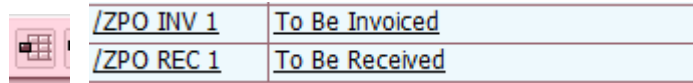
Transaction Code: ZME2K



Click on Dynamic Selections, enter Fund Center and execute



Choose layout from menu bar



/ZPO INV1 will detail purchasing documents to be invoiced.

Purchasing Documents For Cost Center

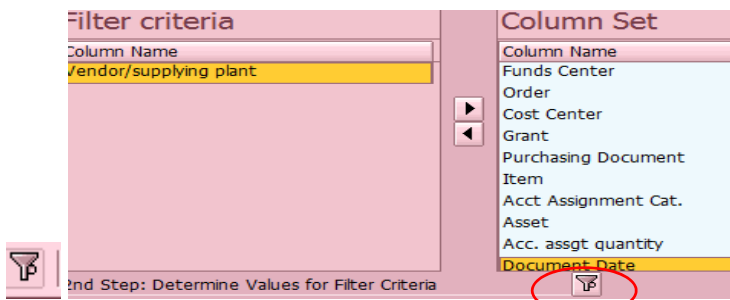
Grant	Purch.Doc.	Item	A	Asset	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	Per	To be del.	To be del.	To be inv.	Still to be inv.
NOT RELEVANT	4500015067	10	R		118210 LIFE TECHNOLOGIES C...	02/26/2016	Real time PCR System 6/6/16...	1	EA	4,990.92	1	0	0.00	1	4,990.92
NOT RELEVANT	4500015109	10	R		103420 LEICA MICROSYSTEMS ...	03/15/2016	Cryostat Machine Maint. 4/20/...	1	EA	2,875.00	1	0	0.00	1	2,875.00

/ZPO REC1 will detail purchasing documents to be received.

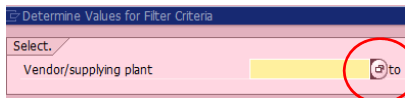
Purchasing Documents For Cost Center

Funds Ctr.	Grant	Purch.Doc.	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	G/L acct	POH	To be del.	To be del.	To be inv.	To be inv.
2350	NOT RELEVANT	4500015125	102500 DELL COMPUTER CORPO...	03/22/2016	Dell #724769831	1	EA	1,494.96	550057		1	1,494.96	1	1,494.96
235090001	NOT RELEVANT	4500015125	102500 DELL COMPUTER CORPO...	03/22/2016	Dell#72477946 Dell Preci...	1	EA	5,275.40	180435		1	5,275.40	1	5,275.40
235090001	NOT RELEVANT	4500014407	118846 CG TECH	07/29/2015	Vericut edu. software	1	EA	1,000.00	550057		1	1,000.00	0	0.00

The report can be filtered on vendor to view invoiced/received information for a specific vendor. Choose filter icon from menu bar and move Vendor/supplying plant from Column set to Filter criteria by using arrows.



Click on symbol next to 2nd step



Click on matchcode next to vendor/supplying plant and double click to choose vendor and just that vendor will populate. Click green checkmark to execute.

Purchasing Documents For Cost Center

Funds Ctr	Order	Grant	Purch.Doc.	Item	A	Asset	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	Per	To be del.	To be del.
235020001		NOT RELEVANT	4700001883	10	K		109794 HAMPTON FARMS	03/28/2016	Rent for Int'l Scholar @ Hampt...	1	AU	5,070.00	1	0	0.00