

# **Purchasing Documents Per Account Assignment**

Transaction Code: ZME2K

### Location(s):

#### SAP GUI

**Purpose:** display purchasing documents that have either been invoiced and not received or received and not invoiced. This information is very helpful to department administrators and with the monthly reconciliation process.

- 1. Log into myNKU
  - a. https://myNKU.nku.edu/irj/portal
- 2. Select SAP GUI tab.
- 3. Select either Microsoft Windows or Mac.
- 4. Access transaction code, ZME2K.
- 5. Click Enter.



6. Click Dynamic Selections.

**Note**: You can also choose to run the report by Internal Order number. Enter the IO number in the Order field. This is helpful for departments that do a lot of projects and have internal order numbers for each project, such as Facilities.

Purchasing Documents per Account Assignment									
() Choose									
Cost center	<b>[X]</b> *	D	to		<b>=</b>				
WBS element									
Order			to		<b>=</b>				
Asset					_				
Subnumber									
SD Document									
Item									
Schedule Line Number									
Network									
Operation/Activity									
Purchasing organization	NK01		to		<b>=</b>				
Scope of List	ALV								



- 7. Enter the Funds Center number.
- 8. Click Execute.

**Note**: The initial layout displays all open purchasing documents that need goods receipts and/or invoices entered. It also includes open "to be invoices" balances on project and personal service contracts orders beginning with "47."

Purchasing Documents per Account Assignment									
🕞 🔁 ) 🗐 ( 2 active Choose									
<ul> <li>Account Assignment in Purchasing Document</li> <li>Purchasing Document</li> <li>Item</li> <li>Seq. No. of Account Assgt</li> <li>Deletion Indicator</li> <li>Created on</li> <li>Change flag: Purchasing (currently not u</li> <li>Quantity</li> <li>Distribution (%)</li> </ul>	Dynamic selections   Account Assignment in Purchasing Document   Final Invoice   Funds Center   Purchasing Document Item   Final Invoice								

9. Click Choose Layout.

Purchas	Purchasing Documents For Cost Center										
Funds Ctr	Order	Grant	Purch.Doc.	Ite	A	Asset	Vendor/s	upplying plant	Doc. Date	Short Text	Quantity
210040005	1	NOT RELEVANT	4500011211	10	к		108955	KENNEDY INK CO., INC.	04/30/2013	I1-Process Blue	21
210040005	1	NOT RELEVANT	4500011211	20	к		108955	KENNEDY INK CO., INC.	04/30/2013	I2-Process Red	21
210040005		NOT RELEVANT	4500011211	30	к		108955	KENNEDY INK CO., INC.	04/30/2013	I3-Process Yellow	20
210040005		NOT RELEVANT	4500011284	10	К		108912	HAROLD M PITMAN C	05/20/2013	S46- GTO 52 Azura Plates	300
210040005		NOT RELEVANT	4500011284	20	К		108912	HAROLD M PITMAN C	05/20/2013	S47 - Solna Azura Plates	200

**NOTE**: Duplicate lines for assets may appear. Only 1 line is on the PO, but multiple assets exist. An example is below.

211046010		NOT RELEVANT	4500011302	10	Α	3100087	105431	COTTINGHAM'S TRUE	05/23/2013	Exmark Metro 36"
211046010		NOT RELEVANT	4500011302	10	Α	3100088	105431	COTTINGHAM'S TRUE	05/23/2013	Exmark Metro 36"
Asset number										



Click on either /ZPO\_INV1 or /ZPO\_REC1 (E).

**Note:** INV1 will detail purchasing documents <u>to be invoiced</u>. For example, purchase orders that have a goods receipt <u>complete</u> but are not invoiced or payment orders that have not been received. REC1 will detail purchasing documents <u>to be received</u>. For example, purchase orders that have goods receipt <u>not</u> <u>complete</u> but have been invoiced.

	➡ Choose layou Layout setting	t [All]	×
	Layout	Layout description	Default setting
	<u>/ZPO 1</u>	DEFAULT LAYOUT	×
	ZPO FY09DEF	FY09 Deferred Charges	
	ZPO FY10DEF	FY10 Deferred Charges	
	ZPO FY12DEF	FY12 Deferred Charges to FY13	
$\boldsymbol{\mathcal{C}}$	/ZPO INV 1	To Be Invoiced	
	/ZPO REC 1	To Be Received	
	< >		I ↓ ▶

#### Example of /ZPO\_INV1:

Purcha	Purchasing Documents For Cost Center												
31 各 マ 下   22 発   64   55 冬 13 17 49 18   田 田 田 田 田   22 18													
Funda Ohr	Creat	Durch Date	Thomas	Maadaala		Dee Debe 🔻	Chart Taut	Quantita	Dee	Mark and an	C/1		To be del
Funds Ctr	Grant	Purch.Doc.	Item	vendor/su	ipplying plant	Doc. Date	Short Text	Quantity	Per	Net price	G/L ac	Ρ	To be del.
2100400	NOT RELEVANT	4500011284	10	108912	HAROLD M PITMAN CO	05/20/2013	S46- GTO 52 Azura Plates		1	0.00	552935		300
2100400	NOT RELEVANT	4500011284	20	108912	HAROLD M PITMAN CO	05/20/2013	S47 - Solna Azura Plates		1	0.00	552935		200

#### Example of /ZPO\_REC1:

Purcha	Purchasing Documents For Cost Center											
3] 各 7 7 2 6 2 2 6 2 7 4 1 1 1 1 1 1 1 1 2 6												
Funds Ctr	Grant	Purch.Doc.	Vendor/su	ipplying plant	Doc. Date	Short Text	Quantity	0	Net price	G/L ac	P	🖵 To be del.
2100400	NOT RELEVANT	4500011284	108912	HAROLD M PITMAN CO	05/20/2013	S46- GTO 52 Azura Plates	300	EA	0.00	552935		300
2100400	NOT RELEVANT	4500011284	108912	HAROLD M PITMAN CO	05/20/2013	S47 - Solna Azura Plates	200	EA	0.00	552935		200



The user can <u>filter</u> the report to view more specific information. For example, the user can filter the report on Vendor/supplying plant to view the invoiced/received information for a specific vendor. The information below details the instructions for filtering by vendor.

1. Click the Set Filter button.



- 2. Select Vendor/supplying plant from the column set.
- 3. Click Add filter criterion.

🔄 Define Filter Criteria			[	×
1st Step: Define the Filter Criteria				
		A		
Filter criteria		Column Set		
Column N		Column N		
Still to be invoiced (qty)		Funds Center		
Order Unit		Grant	Ψ.	
		Purchasing Document		
		Acc. assgt quantity		
	$\overline{}$	Item		
		Vendor/supplying plant		
		Acct Assignment Cat.		
		Document Date		
		Short Text	<b></b>	
		Activity Type	Ψ.	
2nd Step: Determine Values for Filter Criteria		T		
			<b>V</b>	×
				_



- 4. Select the Vendor/supplying plant Column Name.
- 5. Click Determine Values for Filter Criteria.



- 6. Click the match code button for Vendor/supplying plant.
- 7. Click Continue.

Determine values for filter crite	eria			X
Select.		$\frown$		
Vendor/supplying plant			<b></b>	
Order Unit	EA	to	<b></b>	
Still to be invoiced (qty)		0 to	<u></u>	
			al al	



- 8. Select the Vendor/supplying plant.
- 9. Click Continue.

🖻 Restrict Value Range (1) 2 Entries found	×
Restrictions	
	V
Vendor/supplying pl	
108912 HAROLD M PITMAN COMPANY	
108955 KENNEDY INK CO., INC.	

## 10. Click Continue.

🖻 Determine values for filter criteria		X
Select.		
Vendor/supplying plant	M PITMAN COMPANY D to	
Order Unit	EA to 🖻	
Still to be invoiced (qty)	0 to 🖻	
	$\searrow$	
-		

# 11. The filtered report displays.

Purchasing Documents For Cost Center										
3   4 7 7   2 %   6   4 4 4 12 12 14 12 14 14 14 14 14 14 14 14 14 14 14 14 14										
Funds Ctr	Grant	Purch.Doc.	Item	Vendor/supplying plant	🚽 Doc. Date 🏅	Short Text				
2100400	NOT RELEVANT	4500011284	10	108912 HAROLD M PITMAN CO.	05/20/2013	S46- GTO 52 Azura Plates				
2100400	NOT RELEVANT	4500011284	20	108912 HAROLD M PITMAN CO	05/20/2013	S47 - Solna Azura Plates				