# Purchasing Documents Per Account Assignment

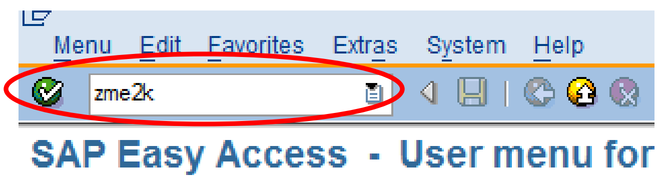
Transaction Code: ZME2K

**Location(s):**

**SAP GUI**

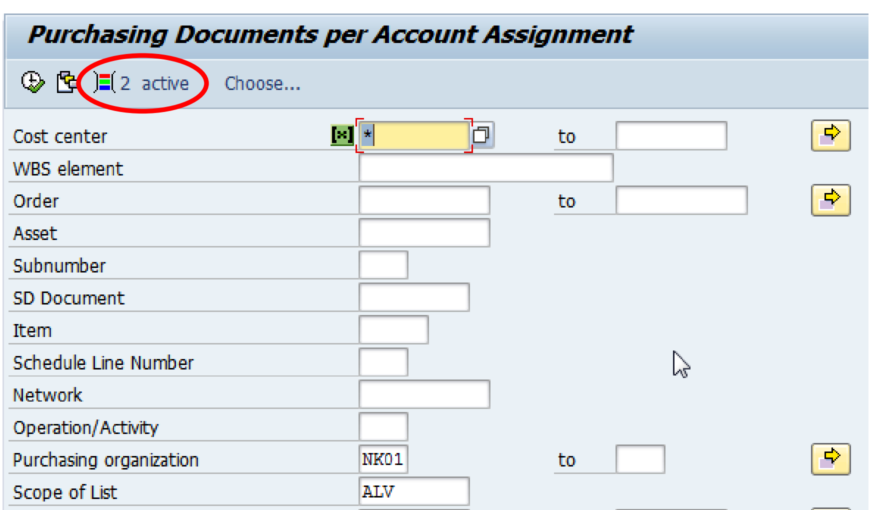
**Purpose:** display purchasing documents that have either been invoiced and not received or received and not invoiced. This information is very helpful to department administrators and with the monthly reconciliation process.

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.



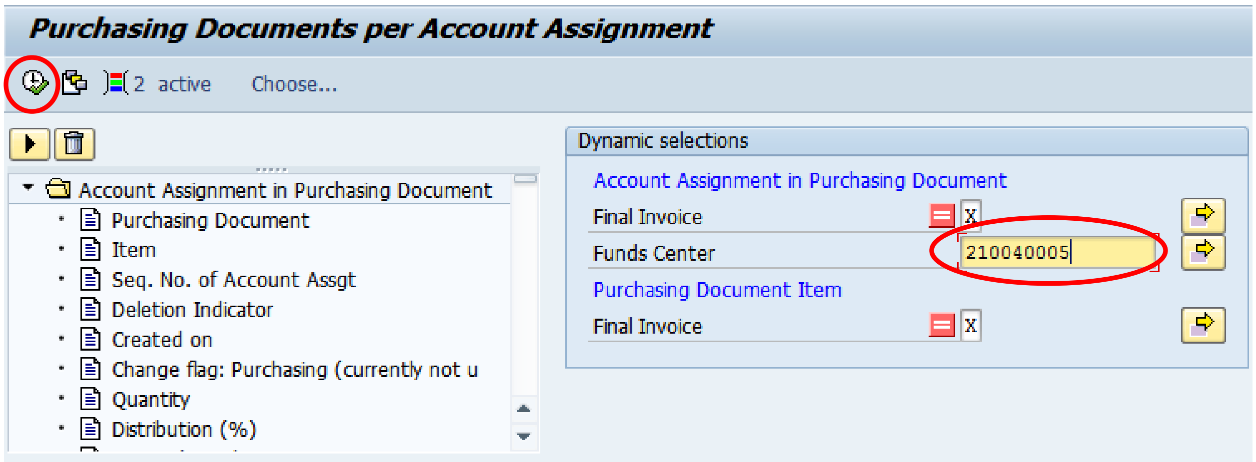

6. Click Dynamic Selections.

**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.



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."




9. Click Choose Layout.

**Purchasing Documents For Cost Center**

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

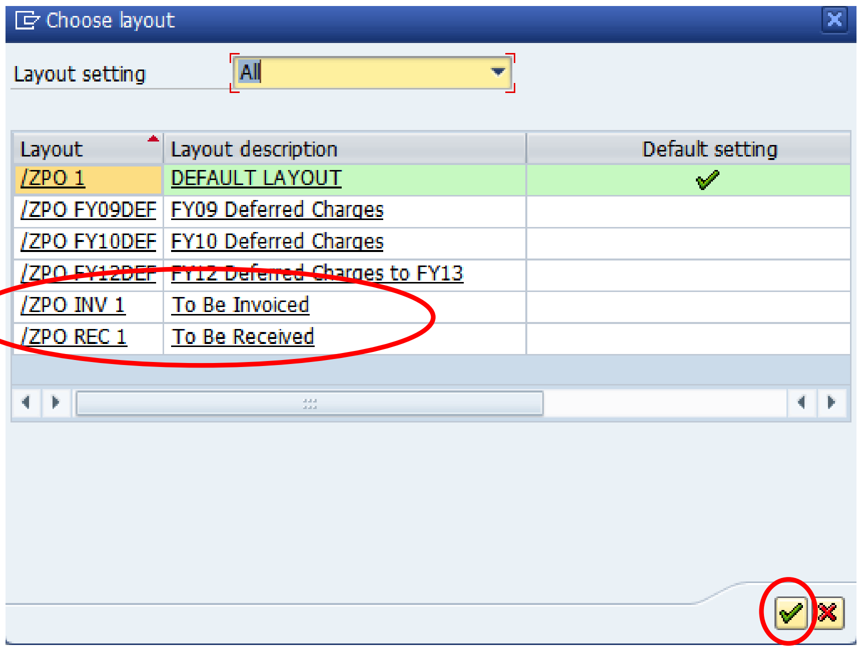
**NOTE**: Duplicate lines for assets may appear. Only 1 line is on the PO, but multiple assets exist. An example is below.

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 211046010 | | NOT RELEVANT | 4500011302 | 10 | A | 3100087 | 105431 | COTTINGHAM'S TRUE ... | 05/23/2013 | Exmark Metro 36" |
| 211046010 | | NOT RELEVANT | 4500011302 | 10 | A | 3100088 | 105431 | COTTINGHAM'S TRUE ... | 05/23/2013 | Exmark Metro 36" |

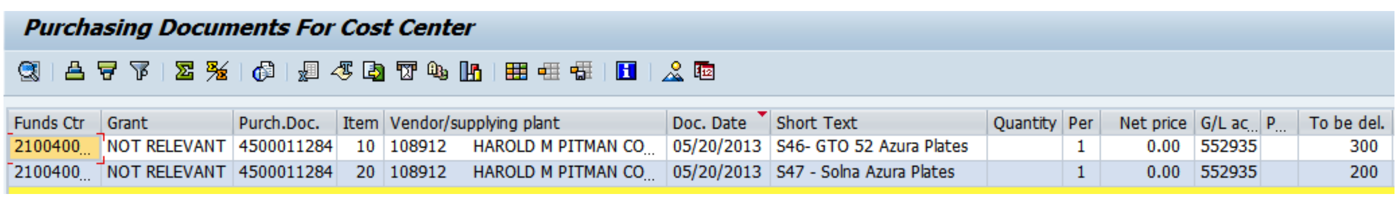
Asset number

Click on either /ZPO_INV1 or /ZPO_REC1 (E).

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



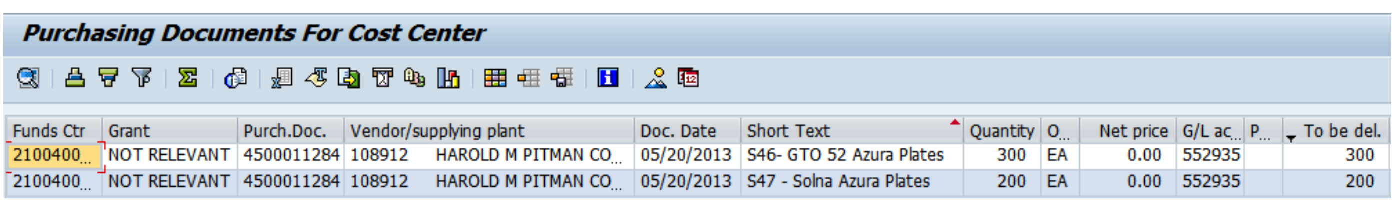

**Example of /ZPO_INV1:**



*Purchasing Documents For Cost Center*

| Funds Ctr | Grant | Purch.Doc. | Item | Vendor/supplying plant | Doc. Date | Short Text | Quantity | Per | Net price | G/L ac... | P... | 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:**

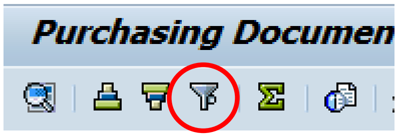


*Purchasing Documents For Cost Center*

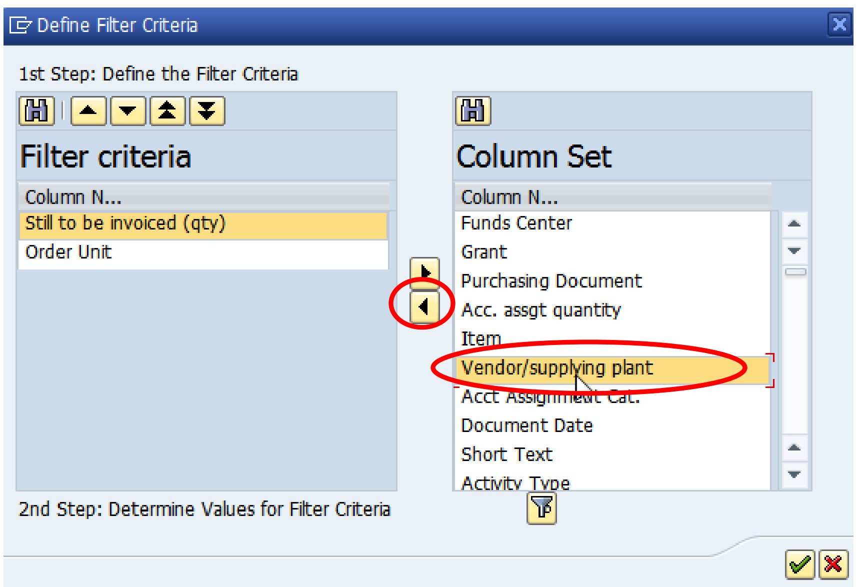
| Funds Ctr | Grant | Purch.Doc. | Vendor/supplying plant | Doc. Date | Short Text | Quantity | O... | Net price | G/L ac... | P... | To be del. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2100400... | NOT RELEVANT | 4500011284 | 108912 HAROLD M PITMAN CO... | 05/20/2013 | S46- GTO 52 Azura 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 filter 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.

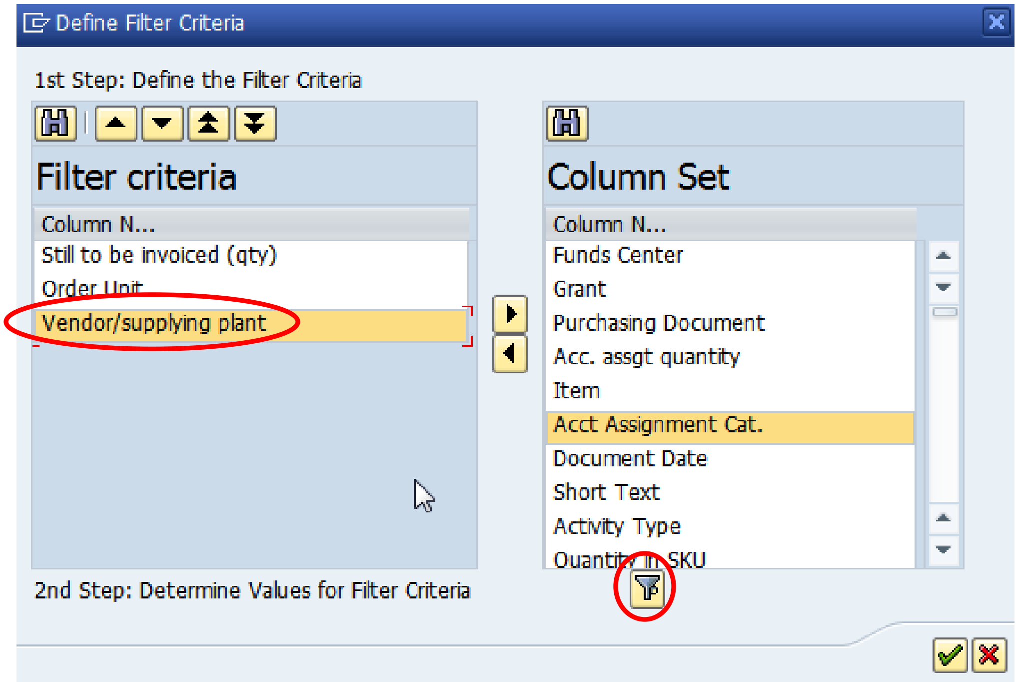
1. Click the Set Filter button.



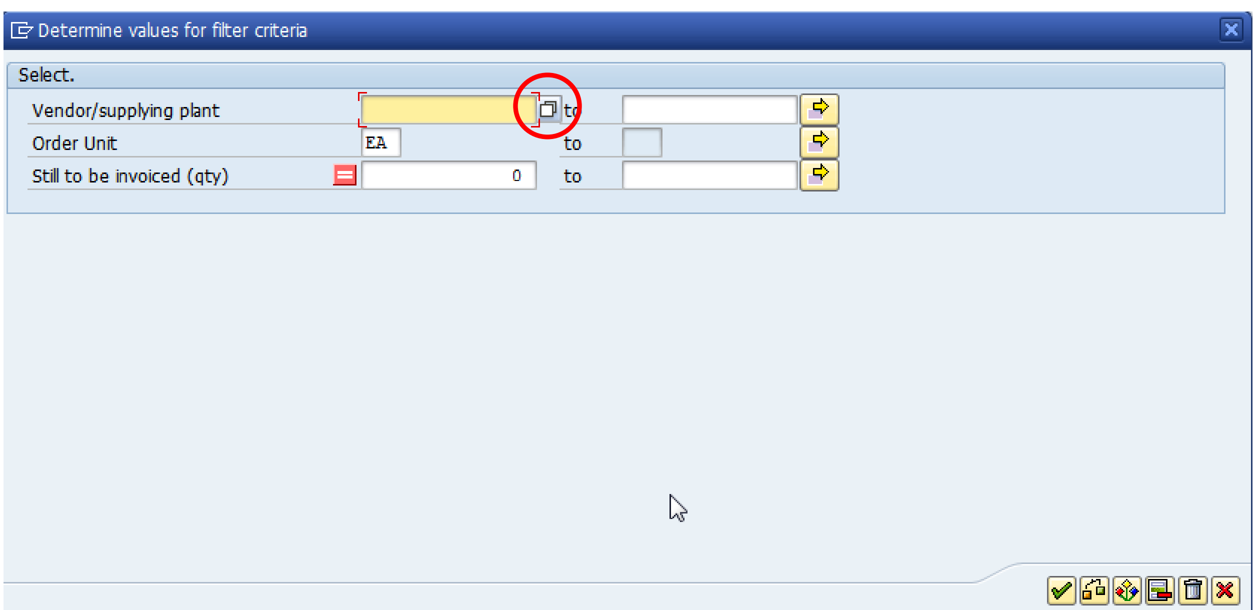

2. Select Vendor/supplying plant from the column set.
3. Click Add filter criterion.



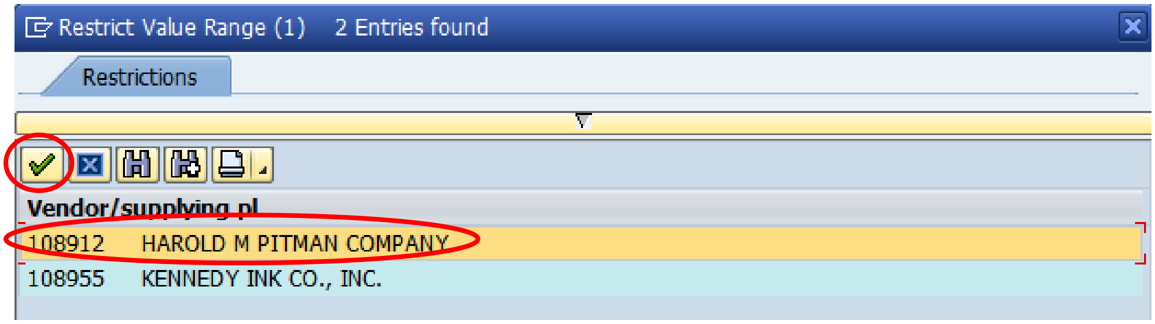
4. Select the Vendor/supplying plant Column Name.
5. Click Determine Values for Filter Criteria.



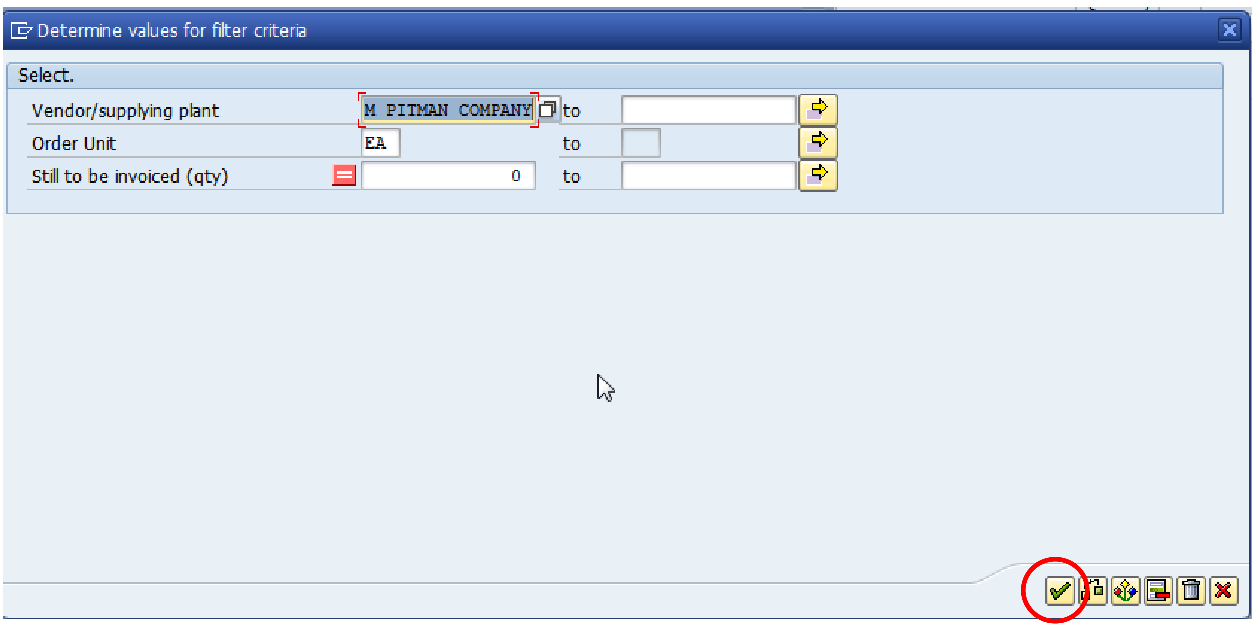

6. Click the match code button for Vendor/supplying plant.
7. Click Continue.



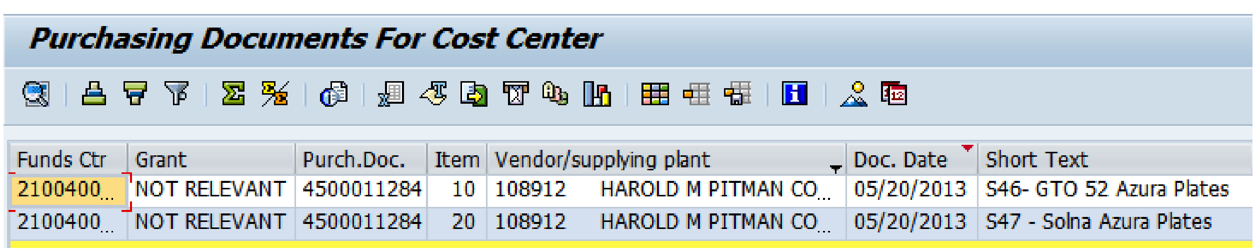
8. Select the Vendor/supplying plant.
9. Click Continue.




10. Click Continue.




11. The filtered report displays.



**Purchasing Documents For Cost Center**

| 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 |