

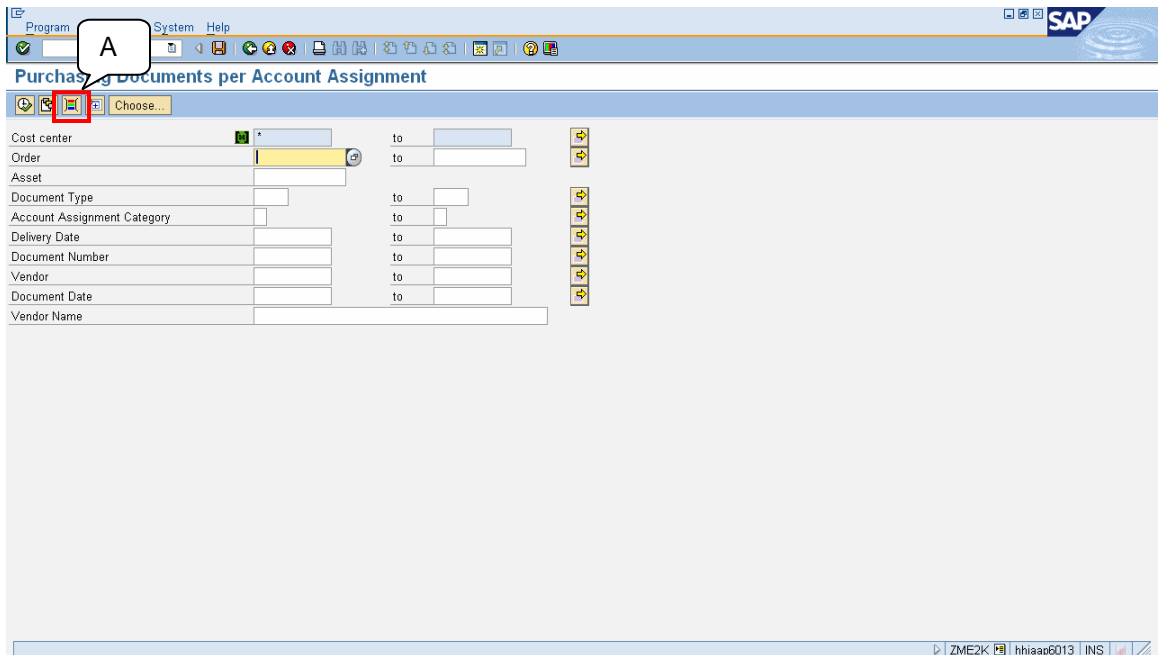
Quick Reference Card Purchasing Documents per Account Assignment

ZME2K – Purchasing Documents

The SAP transaction code, ZME2K, was created to 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.

- Once logged into <https://mynku.nku.edu/iri/portal>, access ZME2K within SAP GUI.
- Click Dynamic Selections (A).

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.



- Enter the Funds Center number (B).
- Click Execute (C).

C

B

Dynamic selections

Account Assignment in Purchasing Document

Funds Center 235090001

Cost center to

Order to

Asset to

Document Type to

Account Assignment Category to

Delivery Date to

Document Number to

Vendor to

Document Date to

Vendor Name

- Click Choose Layout (D).

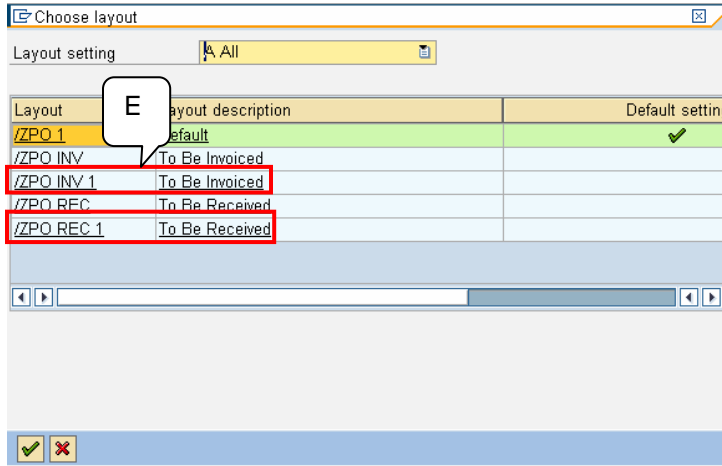
D

Purchasing Documents For Cost Center

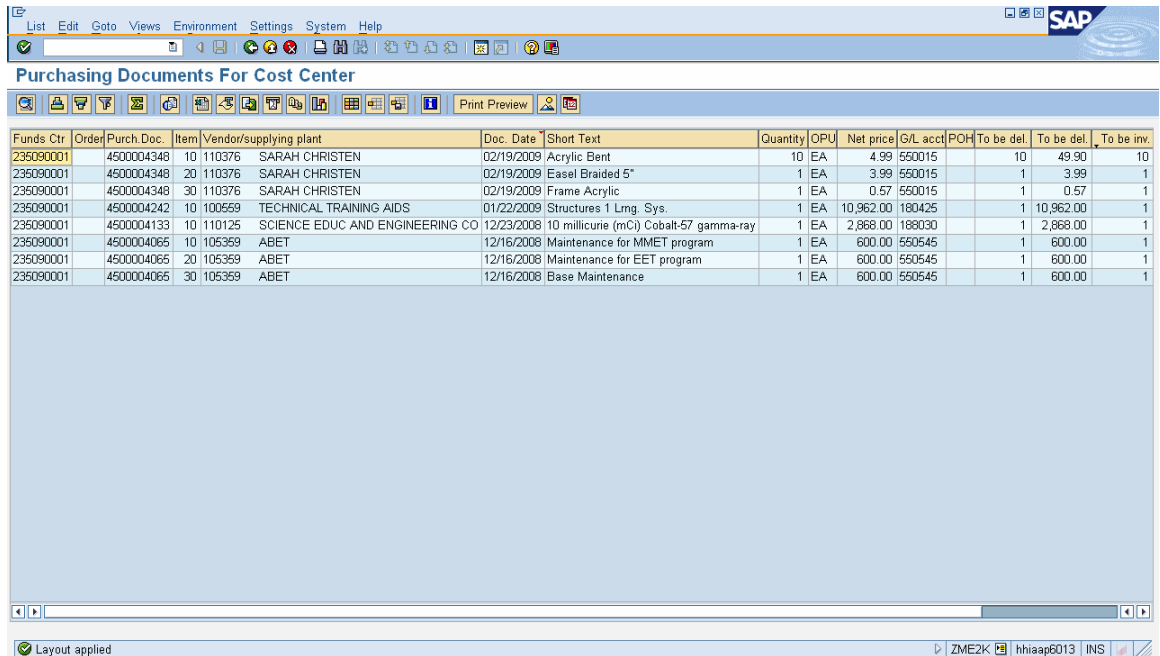
Funds Ctr	Cost Ctr	Order	Purch.Doc.	Item	Asset	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	Per	
235090001	235090001	4500004348	10	K	110376	SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA	4.99	1.5	
235090001	235090001	4500004348	20	K	110376	SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA	3.99	1.5	
235090001	235090001	4500004348	30	K	110376	SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA	0.57	1.5	
235090001	235090001	4500004343	10	K	100089	FISHER SCIENTIFIC	02/16/2009	Educational Supplies	1	EA	2.00	1.5	
235090001	235090001	4500004242	10	A	7300274	100559	TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.	1	EA	10,962.00	1.7
235090001	235090001	4600013536	10	K	100559	TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.	1	EA	10,962.00	1.7	
235090001	235090001	4500004133	10	A	1702316	110125	SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-57 gamma-ray	1	EA	2,868.00	1.5
235090001	235090001	4500004065	10	K	105359	ABET	12/16/2008	Maintenance for MMET program	1	EA	600.00	1.5	
235090001	235090001	4500004065	20	K	105359	ABET	12/16/2008	Maintenance for EET program	1	EA	600.00	1.5	
235090001	235090001	4500004065	30	K	105359	ABET	12/16/2008	Base Maintenance	1	EA	600.00	1.5	
235090001	235090001	4600012539	10	R	800000445	SARAH JOHNSON	12/01/2008	Geology supplies field trip	2	EA	31.78	1.5	
235090001	235090001	4600011265	10	R	109338	TIMBERLAKE CAMPGROUND INC	10/06/2008	Campsites 9/18-9/20/08	19	EA	18.00	1.5	
235090001	235090001	4500003537	10	K	100462	MC STEEL AND CRANE SERVICE, INC	09/12/2008	1/4" x 1" flat bar 10'-0"	25	EA	11.02	1.5	
235090001	235090001	4500003537	20	K	100462	MC STEEL AND CRANE SERVICE, INC	09/12/2008	1/4" Round stock 10'-0"	20	EA	4.35	1.5	
235090001	235090001	4600010894	10	R	102519	CHC FABRICATION CORP	09/05/2008	Repair of Pendulum due to vandalism	1	EA	507.00	1.5	
235090001	235090001	4500003433	10	K	102113	PTC	08/29/2008	Site license for pro eng	500	EA	5.00	1.5	
235090001	235090001	4500003270	140	A	2110597	102483	APPLE COMPUTER INC	08/05/2008	MacBook Pro, 15-inch, 2.4GHZ	2	EA	1,694.00	1.5
235090001	235090001	4500003270	140	A	2110598	102483	APPLE COMPUTER INC	08/05/2008	MacBook Pro, 15-inch, 2.4GHZ	2	EA	1,694.00	1.5
235090001	235090001	4500003270	210	K	102483	APPLE COMPUTER INC	08/05/2008	AppleCare Protection Plan for iMac	2	EA	239.00	1.5	
235090001	235090001	4500003284	160	A	2111010	102483	APPLE COMPUTER INC	08/05/2008	imac, 20-inch, 2.4ghz Intel Core 2 Duo	1	EA	1,139.00	1.5
235090001	235090001	4500003284	330	K	102483	APPLE COMPUTER INC	08/05/2008	AppleCare Protection Plan for iMac	1	EA	119.00	1.5	
235090001	235090001	4500003268	360	A	2110958	102483	APPLE COMPUTER INC	08/04/2008	imac, 20-inch, 2.4ghz Intel Core 2 Duo	1	EA	1,049.00	1.5
235090001	235090001	4500003268	480	K	102483	APPLE COMPUTER INC	08/04/2008	AppleCare Protection Plan for iMac	1	EA	119.00	1.5	
235090001	235090001	4500003220	10	A	2110878	ACHI08989	NKU PROCUREMENT CARD CLEARING	07/30/2008	Latitude D630 No Install	8	EA	1,120.50	1.5
235090001	235090001	4500003221	20	A	2110531	ACHI08989	NKU PROCUREMENT CARD CLEARING	07/30/2008	Optiplex 755 Minitower No Install	1	EA	776.80	1.5
235090001	235090001	4500003226	40	A	2110574	ACHI08989	NKU PROCUREMENT CARD CLEARING	07/30/2008	Ultra Small Form Factor No Install	2	EA	698.66	1.5
235090001	235090001	4500003226	40	A	2110576	ACHI08989	NKU PROCUREMENT CARD CLEARING	07/30/2008	Ultra Small Form Factor No Install	1	EA	698.66	1.5

- 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. 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.



- Example of /ZPO_REC1.

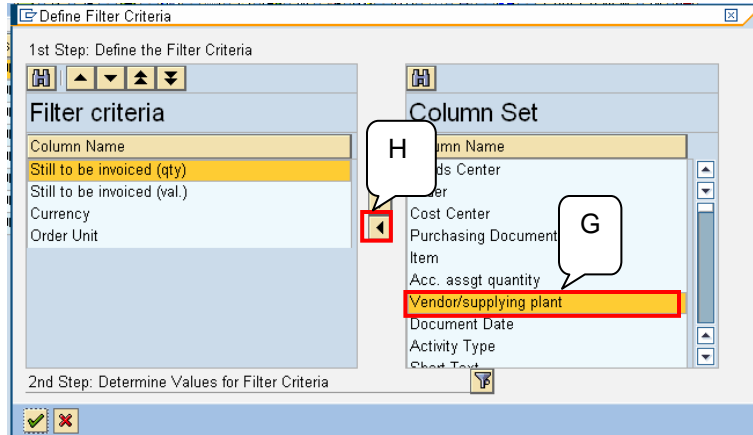
Funds Ctr	Order	Purch. Doc.	Item	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	G/L acct	POH	To be del.	To be del.	To be inv.
235090001		4500004348	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA	4.99	550015		10	49.90	10
235090001		4500004348	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA	3.99	550015		1	3.99	1
235090001		4500004348	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA	0.57	550015		1	0.57	1
235090001		4500004242	10	100559 TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.	1	EA	10,962.00	180425		1	10,962.00	1
235090001		4500004133	10	110125 SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-57 gamma-ray	1	EA	2,868.00	188030		1	2,868.00	1
235090001		4500004065	10	105359 ABET	12/16/2008	Maintenance for MMET program	1	EA	600.00	550545		1	600.00	1
235090001		4500004065	20	105359 ABET	12/16/2008	Maintenance for EET program	1	EA	600.00	550545		1	600.00	1
235090001		4500004065	30	105359 ABET	12/16/2008	Base Maintenance	1	EA	600.00	550545		1	600.00	1

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.

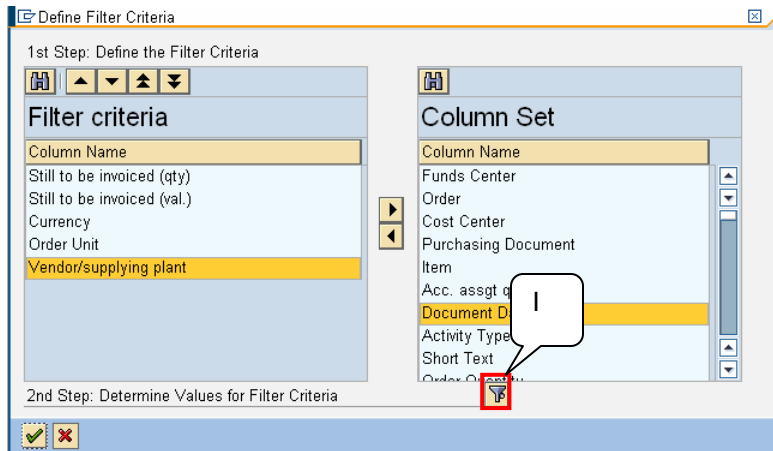
- Click the Set Filter button (F).

Funds Ctr	Order	Purch. Doc.	Item	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	G/L acct	POH	To be del.	To be del.	To be inv.
235090001		4500004348	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA	4.99	550015		10	49.90	10
235090001		4500004348	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA	3.99	550015		1	3.99	1
235090001		4500004348	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA	0.57	550015		1	0.57	1
235090001		4500004242	10	100559 TECHNICAL TRAINING AIDS	01/22/2009	Structures 1 Lmg. Sys.	1	EA	10,962.00	180425		1	10,962.00	1
235090001		4500004133	10	110125 SCIENCE EDUC AND ENGINEERING CO	12/23/2008	10 millicurie (mCi) Cobalt-57 gamma-ray	1	EA	2,868.00	188030		1	2,868.00	1
235090001		4500004065	10	105359 ABET	12/16/2008	Maintenance for MMET program	1	EA	600.00	550545		1	600.00	1
235090001		4500004065	20	105359 ABET	12/16/2008	Maintenance for EET program	1	EA	600.00	550545		1	600.00	1
235090001		4500004065	30	105359 ABET	12/16/2008	Base Maintenance	1	EA	600.00	550545		1	600.00	1

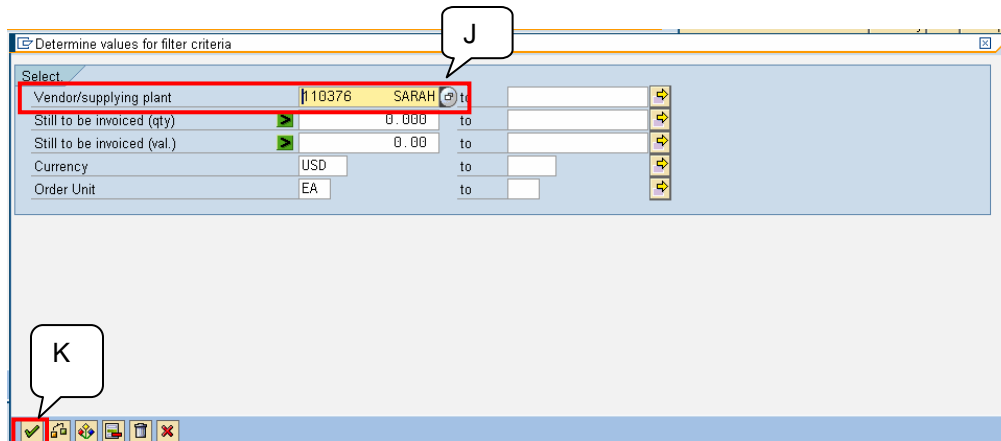
- Select Vendor/supplying plant from the column set (G).
- Click Add filter criterion (H).



- Click Determine Values for Filter Criteria (I).



- Click the Match code button for vendor and select from the list (J).
- Click Continue (K).



- The filtered report displays.

SAP

List Edit Goto Views Environment Settings System Help

Purchasing Documents For Cost Center

Print Preview

Funds Ctr	Order	Purch.Doc.	It...	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	G/L acct	POH	To be del.	To be del.	To be inv.
235090001		450000434E	10	110376 SARAH CHRISTEN	02/19/2009	Acrylic Bent	10	EA	4.99	550015		10	49.90	10
235090001		450000434E	20	110376 SARAH CHRISTEN	02/19/2009	Easel Braided 5"	1	EA	3.99	550015		1	3.99	1
235090001		450000434E	30	110376 SARAH CHRISTEN	02/19/2009	Frame Acrylic	1	EA	0.57	550015		1	0.57	1

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