List Display of Purchasing Documents per Account Assignment

Allows the user to search for PO’s based on Cost Center or WBS Element.

Menu Path

Logistics ➔ Materials Management ➔ Purchasing ➔ Purchase Order ➔ List Displays ➔ By Account Assignment ➔ ME2K – General

Transaction Code = ME2K

Purchasing Organization = LOCL
Scope of List = BEST
Plant = 75
Procedure

Navigate to the transaction ME2K.

Enter the Cost Center Number or WBS Element you wish to query.

<table>
<thead>
<tr>
<th>Cost center</th>
<th>7511503100 to</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBS element</td>
<td></td>
</tr>
</tbody>
</table>

You may also use the multiple selection button if you need to view multiple cost centers within the same listing.

An example of looking at two cost centers:

An example of looking at a range of cost centers:
After entering several single values or entering a range of values, click the copy button to move the values to the main criteria screen. Execute the report by clicking the execute button.

A list of all PO’s charged to the cost center criteria you entered will be displayed.

The PO line information will be shown as well as the remaining balance (still to be invoiced) on each line.
To see more detail for a PO, double click the PO header line you wish to view (each PO header line is highlighted and contains the PO number).

This action will jump you directly to the PO History tab of the PO screen.

If you need to see further detail for the invoices entered against that PO, you can drill to the invoice by clicking the material document number.
To drill all the way to the check issued for the invoice, follow these steps:

Click Follow-on documents

Select Accounting document by double clicking it.

Click the line number of the Posting Key 31 document.

On the Invoice Display screen menu bar, select Environment, then “Check Information”.

This will display the check information for the invoice. The check number, the date that it was paid, and the date the check was cashed (Check Encashment) will be displayed.

To return to prior screens, click the back button 🔄. Each click will return you one screen in the drill down. This will allow you to return to the original ME2K report in single steps so that you may then select another PO on which to drill down.

The steps and screen shots utilized in this document are from the ME2K transaction. The same basic skills can be utilized to also run the following list displays:

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ME2L</td>
<td>Purchase Orders by Vendor</td>
<td>List PO’s by the Vendor</td>
</tr>
<tr>
<td>ME2B</td>
<td>Purchase Orders by Tracking Number</td>
<td>List PO’s by the tracking number</td>
</tr>
<tr>
<td>ME2N</td>
<td>Purchase Orders by PO Number</td>
<td>List Particular PO’s</td>
</tr>
</tbody>
</table>