

Process: ME2K produces a report that displays purchase orders by cost object.

Role: Materials Management Administrator

Frequency: When needed

BEGINNING


Enter the transaction code

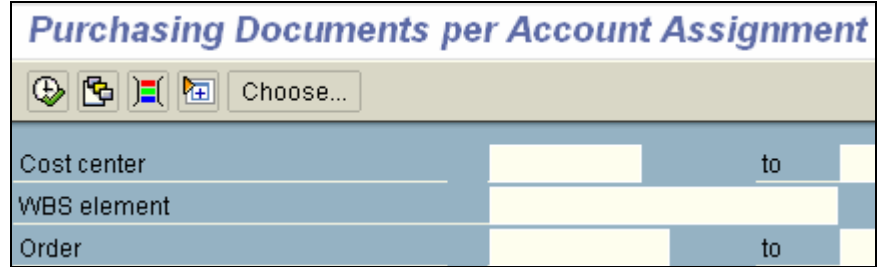
ME2K

Purchasing Documents per Account Assignment

Enter the number in the **Cost center** field.

If you do not know the Cost Center number, click on the

Possible Entries icon  to perform a search. Use the information you have (for example, cost center name) to find the cost center number.



Once the Cost Center number is entered, click on the **Execute** button on the application toolbar.



A report will appear showing purchase orders for the cost object specified.

To exit the report, click on the **Back** icon on the standard toolbar

