**Quick Reference Card**

**ME2K – Display Purchase Order by Cost Object**

<table>
<thead>
<tr>
<th>Process:</th>
<th>ME2K produces a report that displays purchase orders by cost object.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role:</td>
<td>Materials Management Administrator</td>
</tr>
<tr>
<td>Frequency:</td>
<td>When needed</td>
</tr>
</tbody>
</table>

### 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.

*The following tools to help you are on the myHelp website.*

**Course Material ● Transaction Procedures ● Transaction Simulations ● Online Feedback Form**

[http://myhelp.uky.edu/](http://myhelp.uky.edu/)