

To look at information through a cost center or WBS on dollars spent, use the following instructions:

1. Click on ME2K – Requisitions by Account Assignment
2. Add a cost center OR WBS element
3. Add BEST3 under Scope of List
4. Add a range under delivery date (if you would like fiscal year, add 7/1/20xx through 6/30/20xx)
5. Click on the clock at the top left to execute the report

Choose...			
Cost center	1011030205	to	<input type="text"/>
WBS element	<input type="text"/>		
Order	<input type="text"/>	to	<input type="text"/>
Asset	<input type="text"/>		
Subnumber	<input type="text"/>		
SD Document	<input type="text"/>		
Item	<input type="text"/>		
Schedule Line Number	<input type="text"/>		
Network	<input type="text"/>		
Operation/Activity	<input type="text"/>		
Purchasing organization	LOCL	to	<input type="text"/>
Scope of List	BEST3		
Selection Parameters	<input type="text"/>	to	<input type="text"/>
Document Type	<input type="text"/>	to	<input type="text"/>
Purchasing Group	<input type="text"/>	to	<input type="text"/>
Plant	10	to	<input type="text"/>
Item category	<input type="text"/>	to	<input type="text"/>
Account Assignment Category	<input type="text"/>	to	<input type="text"/>
Delivery Date	07/1/12	to	06/30/13
Validity Key Date	<input type="text"/>		
Range of Coverage to	<input type="text"/>		
Document Number	<input type="text"/>	to	<input type="text"/>
Vendor	<input type="text"/>	to	<input type="text"/>
Supplying Plant	<input type="text"/>	to	<input type="text"/>
Material	<input type="text"/>	to	<input type="text"/>
Material Group	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>
Intern. Article No. (EAN/UPC)	<input type="text"/>	to	<input type="text"/>

The following information will be shown on the report:

- Each line/item on the PO
- If each line is received or not
- If each line is paid or not

4500376441 NB 1001121 B & H PHOTO-VIDEO 102 10/12/2012						
00001 Canon Powershot A810 Digital Camera 00644						
K 10 1 EA 85.95 USD 1 EA						
Cost Center 1011030205						
Total goods receipts 1 EA 85.95 USD 100.00 %						
Total invoices 1 EA 85.95 USD 100.00 %						
Still to be delivered 0 EA 0.00 USD 0.00 %						
Still to be invoiced 0 EA 0.00 USD 0.00 %						
Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in 0Un	Value in local curr
GR	5000320953	0001	101	10/19/12	1 EA	85.95 USD
Total goods receipts					1 EA	85.95 USD
IR-L	5190872670	0001		10/26/12	1 EA	85.95 USD
Total invoices					1 EA	85.95 USD