ME2N Display Purchase Order Report



Updates have been made to the ME2N report. Updates will allow agencies to display remaining balances to be received or invoiced. The steps below are instructions to execute ME2N with the new fields displayed.

For instructions to display a list of purchase orders, please refer to the <u>ME2N_Display Purchase</u> <u>Order List</u> work instruction.

1) Go to transaction code **ME2N** and press Enter.

Menu ME2N × 4 Log off System Vuser menu SAP menu SAP Business Workplace Add to F Favorites SAP menu
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▼ 🔂 SAP menu
Office
Cross-Application Components
Construction
Carting
Cin Human Resources
Information Systems
Tools
Carl WebClient UI Framework

2) To display a single purchase order, enter the purchase order number in the Purchasing Document field. Select **Execute**.

Purchasing Documents per Document Number									
Menu 🔺	Save as Variant Bac	k Exit	Cancel System 4	Execute Get Variant					
Purchasing document	400001601	to		=					
Purchasing organization	SOMS	to		\$					
Scope of List	ALV								
Selection Parameters		to		\$					

3. Once the report is displayed, verify the layout is set to "/1DEFAULT".

a. Select the **2 double arrows** in the far right hand corner of the screen to display the options.

	et Local File Mail Recipient					
	ABC Analysis (Ctrl+F1)					
	Graphic View	(Ctrl+Shift+F11)				
	Change Layout	(Ctrl+F8)				
	Choose Layout	(Ctrl+F9)				
	Save Layout	(Ctrl+F10)				
	Information	(Ctrl+F12)				
	Print Preview	(F7)				
	Delivery Schedule	(Shift+F11)				
b. Select Choose Layout .	Account Assignment	(Shift+F12)				



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- c. Once the Choose Layout box opens, verify the Layout Setting is set to "All". If not:
 - i. Highlight /1DEFAULT (SAP Standard Layout Basic View).
 - ii. Click the green sheet wark to accept changes

Choose layout									
Layout setting	A A11 -								
Layout	Layout description	Default setting							
/1DEFAULT	SAP Standard Layout Basic View								

 To view account assignment information and new fields, the account assignment view will need to be selected. Click the Menu button in the top left hand corner. Follow the menu path Views > Purchasing Document > Account Assignment to select the account assignment view.

Menu 🔺	_		ack Exit Cancel Syste	em a Details Sort			
List Edit Goto)))	. Date Vendor/supplying	Vendor/supplying plant				
Views	•	Purchasing Document	Basic List				
Environment	Þ		Delivery Sched	ule (Shift+F11)			
Settings	×	SAP List Viewer	Account Assig	nment (Shift+F12)			
System	×	Microsoft Excel	SERVICE CTR	Carlisle Links			
Help		Lotus 1-2-3					
2 PU	vo	Crystal Reports	SERVICE CTR	Wild Country)			
3 PO	08		SERVICE CTR	Service			
		Graphic (Ctrl+S	Shift+F11)				

Purchase Orders with remaining balaces to be paid will have values in the "ZTo be inv" column of the Account Assignment view. One column represents value, and the other column represents quantity. Also, the "ZTo be del" fields will show the value and quantity of the goods ordered and yet to be received.

etails Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals Print Preview Spreadsheet Local File Mail Recipient »														
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