

**OKLAHOMA CITY PUBLIC SCHOOL
ME2K INSTRUCTIONS FOR OPEN POs BY COST CENTER
rev. January, 2019**

1. Open SAP Menu ME2K
2. COMPLETE THE FOLLOWING FIELDS
 - Cost Center: YOUR COST CENTER i.e. 10511515 (repeat for each account you have for your specific site.) You can also enter 00105* to get all of the purchase order for your site for any fund for your site.
 - Scope of List: BEST
 - Selection Parameters: choose “Z_OPEN_PO” for all OPEN PO(s). Leave this field blank if you want to see all PO’s open or closed.
 - Document Number: 4517000000 to 4517999999 (Use current Fiscal Year PO Numbers)

Purchasing Documents per Account Assignment

Purchasing Documents per Account Assignment

Choose...

Cost center	000105*	to		→
WBS element				
Order		to		→
Asset				
Subnumber				
SD Document				
Item				
Schedule Line Number				
Network				
Operation/Activity				
Purchasing organization		to		→
Scope of List	BEST			
Selection Parameters	Z_OPEN_PO	to		→
Document Type		to		→
Purchasing Group		to		→
Plant		to		→
Item category		to		→
Account Assignment Category		to		→
Delivery Date		to		→
Validity Key Date				
Range of Coverage to				
Document Number	4517000000	to	4517999999	→
Vendor		to		→
Supplying Plant		to		→
Material		to		→
Material Group		to		→
Document Date		to		→
Intern. Article No. (EAN/UPC)		to		→
Vendor's Material Number		to		→
Vendor Subrange		to		→
Promotion		to		→
Season		to		→
Season Year		to		→
Short Text				
Vendor Name				

3. Execute the reports by clicking on the “Clock”

4. Review POs under the Header > Status Tab for the following information:
 - Total of the PO
 - Still to be delivered
 - Still to be invoiced
5. You can “drill into the PO by double clicking on the PO number then go to the “Purchase Order History” tab to see the goods receipts (GR) and invoice receipts (IR).
6. If you discover you need to enter more GRs, then go to SAP Menu “MIGO” to perform GRs.
7. If you discover you have entered a GR but you did not actually receive the material or need to decrease / increase the GR amount, then go to SAP Menu “MIGO” and perform a “return goods” transaction (reverse GR).
8. If you discover that the PO is complete although not all the PO has been expended, please send an e-mail to the buyer listed at the top of the PO and inform the buyer the PO is complete and the PO may be closed.
9. If you happen to have an invoice in your possession and you don’t see an invoice has been entered for the PO line item, email the invoice to the District’s Accounts Payable (A/P) Department (acctspayable@okcps.org).
10. Monitor Open POs by running the **MM97TD** report as often as possible but no less than once a week.