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](image)

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.