

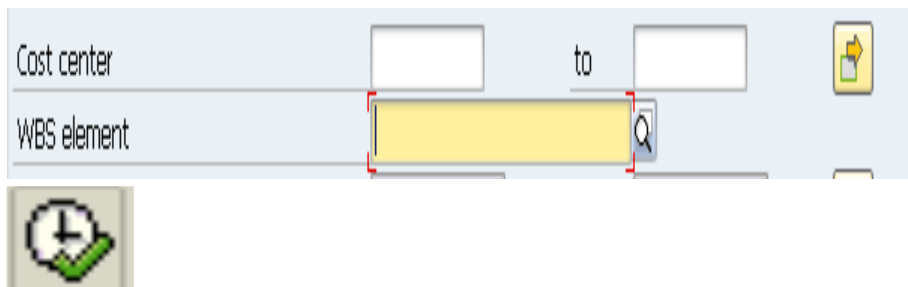
ME2K transaction code

Purpose: ME2K produces a report that displays purchase orders by cost object. If PO# begins with 75xxxx, the PO originated in purchasing. If PO # begins with 78xxxx, the PO originated with OSPA's Sub-award Administrator.

Procedure

Enter grant number the number in the **WBS element** field and hit execute.

If you do not know the 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.



Quick Reference Card – ME2K Purchase Orders by Account Assignment

A report will appear showing purchase orders for the cost object specified.

From this screen a few scenarios are present. Below we will look at a few paths.

PO	Type	Vendor	Name	PGp	Order Date
Item	Material		Short Text		Mat. Group
D I A	Plnt	SLoc	Order Qty	Un	Net Price
					Curr.
					per Un
7500086325	NBPO	119652	Fisher Scientific Company	057	09/06/2016
00001			BOX MICROSCOPE SLIDE 100P BLUE		41100000
	P	UK00	5 EA	7.70	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00002			BOX MICROSCOPE SLIDE 100PGREEN		41100000
	P	UK00	5 EA	6.24	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00003			BOX MICROSCOPE SLIDE 100P RED		41100000
	P	UK00	5 EA	4.74	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00004			BOX MICROSCPE SLIDE 100PYELLOW		41100000
	P	UK00	5 EA	4.74	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
7500089162	NBPO	126512	VWR International LLC	057	10/04/2016
00001			MAXWELL 16 MOUSE TAIL DNA		41101500
	P	UK00	10 EA	286.80	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
7500089634	NBPO	119652	Fisher Scientific Company	057	10/10/2016
00001			MILX GP 33MM 50/PK		41120000
	P	UK00	2 PAC	88.13	USD 1 PAC
	WBS Element	3210000396			
	Still to be delivered		0 PAC	0.00	USD 0.00 %
	Still to be invoiced		0 PAC	0.00	USD 0.00 %
7500089635	NBPO	126512	VWR International LLC	057	10/10/2016
00001			TIP RELOAD NEP XL 10ULPK960		41101500
	P	UK00	1 CV	156.70	USD 1 CV
	WBS Element	3210000396			
	Still to be delivered		0 CV	0.00	USD 0.00 %
	Still to be invoiced		0 CV	0.00	USD 0.00 %

A) A completed 75xxx PO will look like this i.e. all goods/invoice receipts entered.

*Still to be delivered/Still to be invoiced is zeroed out

If you double click the PO # (where the green arrow is) it'll take you into the PO.

7500086325	NBPO	119652	Fisher Scientific Company	057	09/06/2016
00001			BOX MICROSCOPE SLIDE 100P BLUE		41100000
	P	UK00	5 EA	7.70	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00002			BOX MICROSCOPE SLIDE 100PGREEN		41100000
	P	UK00	5 EA	6.24	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00003			BOX MICROSCOPE SLIDE 100P RED		41100000
	P	UK00	5 EA	4.74	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %
00004			BOX MICROSCPE SLIDE 100PYELLOW		41100000
	P	UK00	5 EA	4.74	USD 1 EA
	WBS Element	3210000396			
	Still to be delivered		0 EA	0.00	USD 0.00 %
	Still to be invoiced		0 EA	0.00	USD 0.00 %

Quick Reference Card – ME2K Purchase Orders by Account Assignment

Make sure you are on the Purchase Order History tab (blue underline).

From here you can confirm if the goods receipt and invoice receipt has been entered.

Where the green arrow is will take you to each line item listed on the table above it.

Standard PO SRM 7500086325 Created by Venkateswaran Subramanian

Document Overview On | Print Preview | Messages | Personal Setting

Header: NEPO Standard PO S... 7500086325 Vendor: 119652 Fisher Scientific Company Doc. date: 09/06/2016

Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr...	Per	Matl Group	Plant	Stor. Location
1	P	BOX MICROSCOPE SLIDE...	5 EA	09/06/2016	7.70 USD		1	Laboratory ...	University of Kent ...	
2	P	BOX MICROSCOPE SLIDE...	5 EA	09/06/2016	6.24 USD		1	Laboratory ...	University of Kent ...	
3	P	BOX MICROSCOPE SLIDE...	5 EA	09/06/2016	4.74 USD		1	Laboratory ...	University of Kent ...	
4	P	BOX MICROSCOPE SLIDE 1...	5 EA	09/06/2016	4.74 USD		1	Laboratory ...	University of Kent ...	

Item: [1] BOX MICROSCOPE SLIDE 100P BLUE

Material Data | Quantities/Weights | Delivery Schedule | Delivery | **Invoice** | Conditions | Account Assignment | Purchase Order History | Texts | Delivery ...

Sh...	MVT	Material Doc.	Item	Posting Date	Quantity	OU	Qty in OPU	Amount in LC	Or...	Amount	Reference	Time of...
GR	101	5501242050		1 09/14/2016	5 EA		5	38.50	EA	38.50		12:35:57
Tr./Ev.					5 EA		5	38.50	EA	38.50		
IR-L		5107001997		1 09/08/2016	5 EA		5	38.50	EA	38.50	5875926	08:12:19
Tr./Ev.					5 EA		5	38.50	EA	38.50		

B) An incomplete 75xxxx PO will look like this i.e. a goods/invoice receipts needs entered.

C) Alternatively, if there is an amount in "Still to be delivered" a goods receipt is missing

*Still to be delivered/Still to be invoiced isn't zeroed out

If you double click the PO # it'll take you into the PO.

7500099360	NEPO 342982	Life Technologies Corporation	057	01/30/2017
00001		design and Synthesis of IVT gRNA		41101500
P UK00			1 EA	185.00 USD 1 EA
WBS Element	3210000396			
Still to be delivered			0 EA	0.00 USD 0.00 %
Still to be invoiced			1 EA	185.00 USD 100.00 %

Quick Reference Card – ME2K Purchase Orders by Account Assignment

Notice that the invoice receipt is missing.

The screenshot shows the SAP PO Item view for item [1] design and Synthesis of IVT gRNA. The 'Invoice' tab is active, showing a table with one row: 'Tr./Ev. Goods receipt' with a quantity of 1 EA and an amount of 185.00 EA. The 'Amount Reference' column shows 185.00, but there is no corresponding invoice receipt entry visible in the table.

D) A completed 78xxx PO will look like this i.e. all goods/invoice receipts entered.

7800003645	Z0PO 355802	Daniel Carter	027	03/08/2017
00001		3200000847_Loan Repayment_Carter		49101700
B P UK00			1 AU	20,000.00 USD 1 AU
[WBS Element]	3200000847			
Still to be delivered			0 AU	0.00 USD 0.00 %
Still to be invoiced			0 AU	0.00 USD 0.00 %

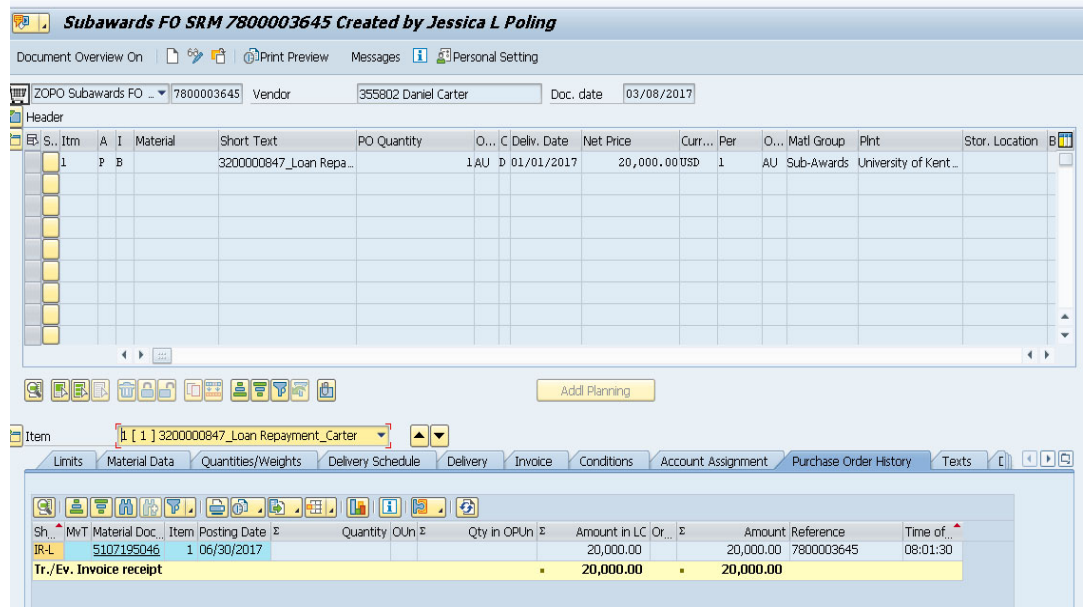
*Still to be delivered/Still to be invoiced is zeroed out

If you double click the PO # (where the green arrow is) it'll take you into the PO.

Quick Reference Card – ME2K Purchase Orders by Account Assignment

Just like before you can see the full amount was invoiced.

*If the full amount wasn't invoice then an open balance would show. If the final invoice was processed with a balance, OSPA needs to be notified to liquidate.

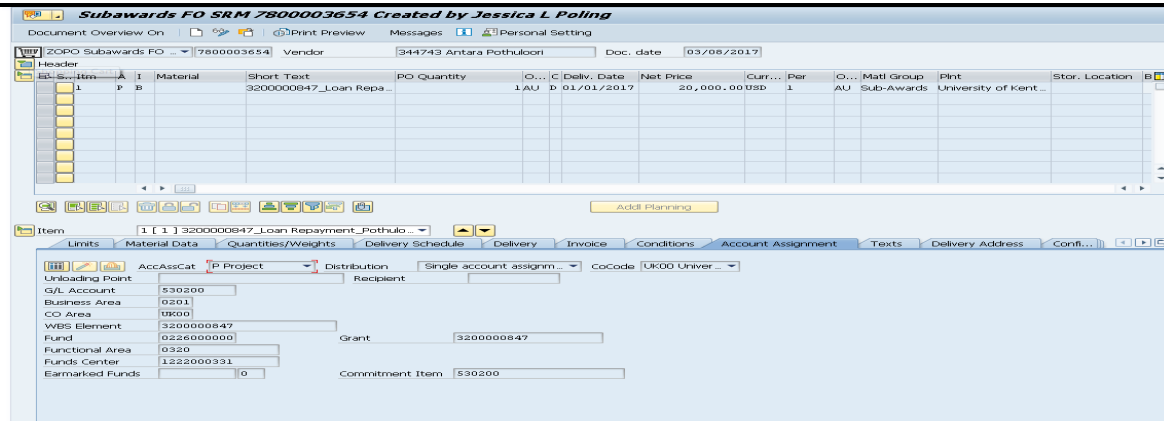


E) An incomplete 78xxxx PO will look like this i.e. a goods/invoice receipts needs entered.

7800003654	ZOPO 344743	Antara Pothuloori	027	03/08/2017
00001		3200000847_Loan Repayment_Pothuloori	49101700	
B P UK00		1 AU	20,000.00	USD 1 AU
WBS Element	3200000847			
Still to be delivered		0 AU	0.00	USD 0.00 %
Still to be invoiced		1 AU	20,000.00	USD 100.00 %

F) In this instance the Purchase order history tab isn't present.

*This item will show up as an open item for the full amount.



Questions?

Please contact the assigned FA for that grant found under the Responsibilities tab in GMGRANTD.

