Additional Reporting

In addition to the numerous custom and standard financial reports for organizational and detailed reporting, SAP provides numerous reports for other areas/modules of the system. A Materials Management report that may be helpful for financial analysis is the Purchase Orders by Account Assignment, which is outlined below.

Purchase Orders by Account Assignment

- Provides a list of Purchase Orders by the Account Assignment (term used in SAP to indicate who will be charged for the purchase, i.e. the cost object - Cost Centers or WBS Elements/Projects).
- Allows a user to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object.
- Details on individual Purchase Orders can be displayed by drilling down on a line of this list.
- Good for tracking Purchase Orders by department or project.
Purchase Orders: by Account Assignment (ME2K)

Via User Menu: Purchasing ➔ Purchasing Documents ➔ List Display ➔ Purch. Orders: by Account Assignment

On the Purchasing Documents per Account Assignment screen:

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter a one or more Cost Center value(s) in the Cost center field(s) (can use Multiple Selection button).

   OR

   - Enter a one or more WBS Element value(s) in the WBS Element field(s) (can use Multiple Selection button).

Note: There are numerous selection fields available. The suggested fields are outlined below (in order to run this report in a timely manner).
2. Enter or leave BEST-ALV in the Scope of list field.

3. Click on the Execute button (F8) to display the Purchasing Documents For cost center (or WBS Element) screen.

**On the Purchasing Documents For cost center (or project) screen:**

4. Use the vertical scroll bar to review the resulting list of purchase orders that match the selection criteria entered in the previous steps.

5. Double click on the PO (purchase order) number in the first column to display the Display Purchase Order: Item Overview screen for that Purchase Order.
Once in the individual Purchase Order:

To view the cost object charged or the name of Goods recipient:

6. Click in the gray box adjacent to a line item to select that item (use Item number on list screen to help identify desired item).

7. Click on the **Account. Assignments** button to display the *Display Purchase Order: Account Assignment for Item* screen (contains the cost object charged as well as a name of who should receive the goods).

8. Click on the **Overview** button or **Next** button to return to the *Item Overview* screen (buttons not shown here).
To view the PO history (invoice payments and/or goods receipt):

9. Select the row and click on the **PO history** button to display the *Order History for Purchase Order NNNNNNNNNNNN Item* screen.

10. Click on the **Next** button to return to the *Item Overview* screen.
To view the on-line Purchase requisition (for those who do not use Buy@Duke and enter requisitions directly into SAP):

11. Select the row and follow the menu path: Environment > Purchase Requisition.

12. Click on the Next item button to display or return to the Item Overview screen (step not shown).

To view another PO from the list if desired:

13. Click on the Back button to display the list on Purchasing Documents For cost center screen.

14. Repeat steps 6-13 above to select and view data on another Purchase order, if desired.

To exit when ready:

15. Click on the Exit button (Shift+F3) until the initial SAP System screen is displayed.