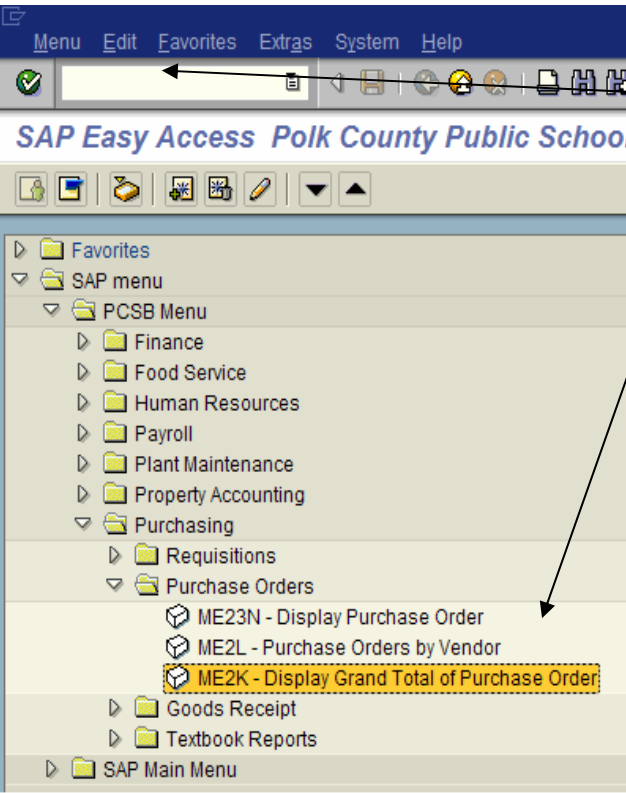
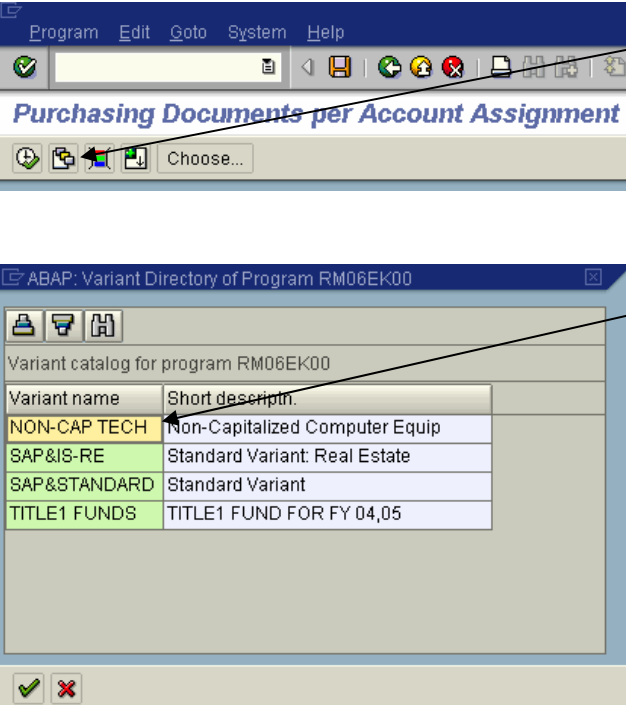

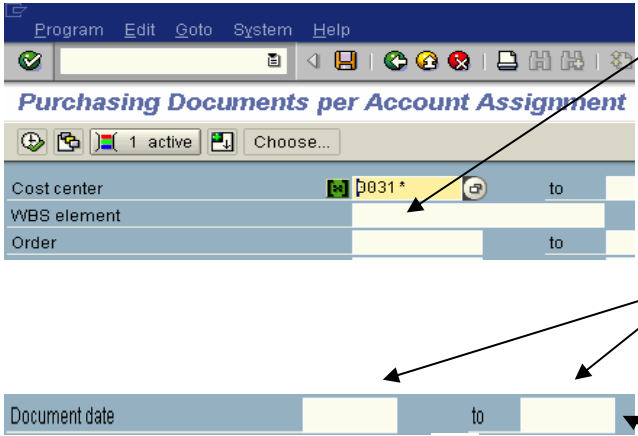

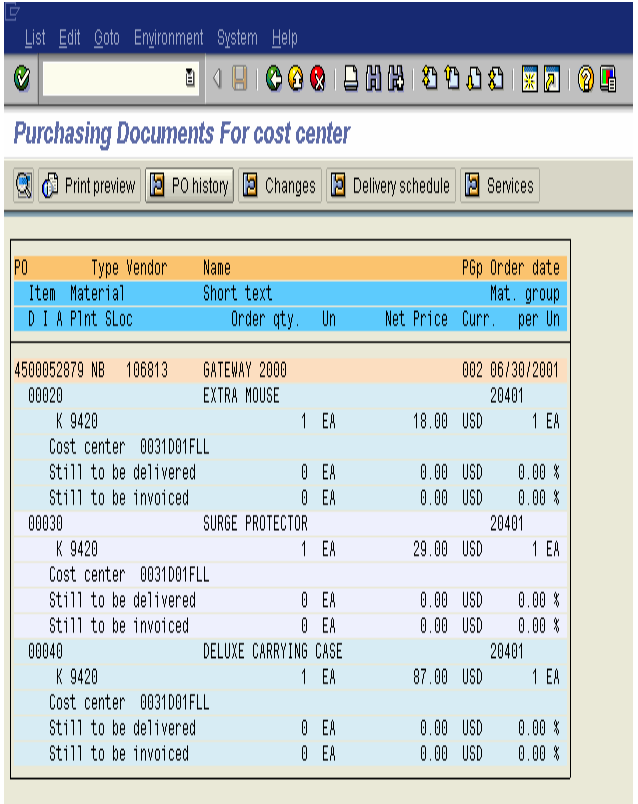


List PO's for Purchases of Non-Capitalized Computer Equipment

Steps	Screen Displayed	Procedures
1		<div data-bbox="917 170 1511 237" style="border: 1px solid black; padding: 5px;"> <p>SAP Easy Access PCSB Menu</p> </div> <ul style="list-style-type: none"> • Type ME2K in the command box • Press Enter <li style="text-align: center;">-or- • Click the Expand icon to the left of PCSB Menu > Purchasing > Purchase Orders • Double-click on Display Grand Total of Purchase Order
2		<ul style="list-style-type: none"> • Click on the Get Variant icon  • Double-click on NON-CAP TECH

List PO's for Purchases of Non-Capitalized Computer Equipment

Steps	Screen Displayed	Procedures
3		<p>Cost Center - Type your 4-digit school location number followed by an asterisk (*)</p> <p>Example: 0031*</p> <p>Document Date - If desired, you may <i>limit the date range</i> based upon the PO date by <i>typing the applicable dates</i></p> <p>Example: 07/01/04 to 03/14/05</p> <ul style="list-style-type: none"> Click the Execute button 
4		<p>The system lists all purchases from your cost centers using G/L account 4644000.</p>