

Display the Grand Total (List Display) of a Purchase Order (Outside Vendor) PO Number Unknown

From the SAP Easy Access PCSB Menu Initial screen:

Click the **Expand** icon to the left of **PCSB Menu > Purchasing > Purchase Orders**, **Double-click ME2K – Display Grand Total of Purchase Order**

Purchasing Documents per Account Assignment

Cost center: 0031* to []

WBS element: []

Order: [] to []

Asset: [] Sub-no.: []

Sales document: [] Item: []

Network: [] Trans.: []

Purchasing organization: 0010 to []

Scope of list: BEST

Selection parameters: [] 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: [] to []

Vendor: [] to []

Supplying plant: [] to []

Material: [] to []

Material group: [] to []

Document date: 05/14/2004 to 06/16/2004

Intern. article no. (EAN/UPC): [] to []

Vendor's material number: [] to []

- Enter your **four-digit school/location** number and an **asterisk** (example 0031*) in the **Cost center** field
- Type **BEST** in **Scope of list** field
- Type or use **Search help** icon to select a **From** and **To** date in the **Document date** field (if left blank it pulls up all Purchase Orders created for your location since SAP went live in July of 2000)
- Click the **Execute** icon

Purchasing Documents for Cost Center screen is displayed.

The Purchase (Outside Vendor) Requisitions have now been converted into a Purchase Order. *Scroll down* until you see the items that you want to display the total for, the Purchase Order Number for those items will be on a line *highlighted in pink*. The number will be in the upper left corner of that line and will begin with 45 (example 4500182754).

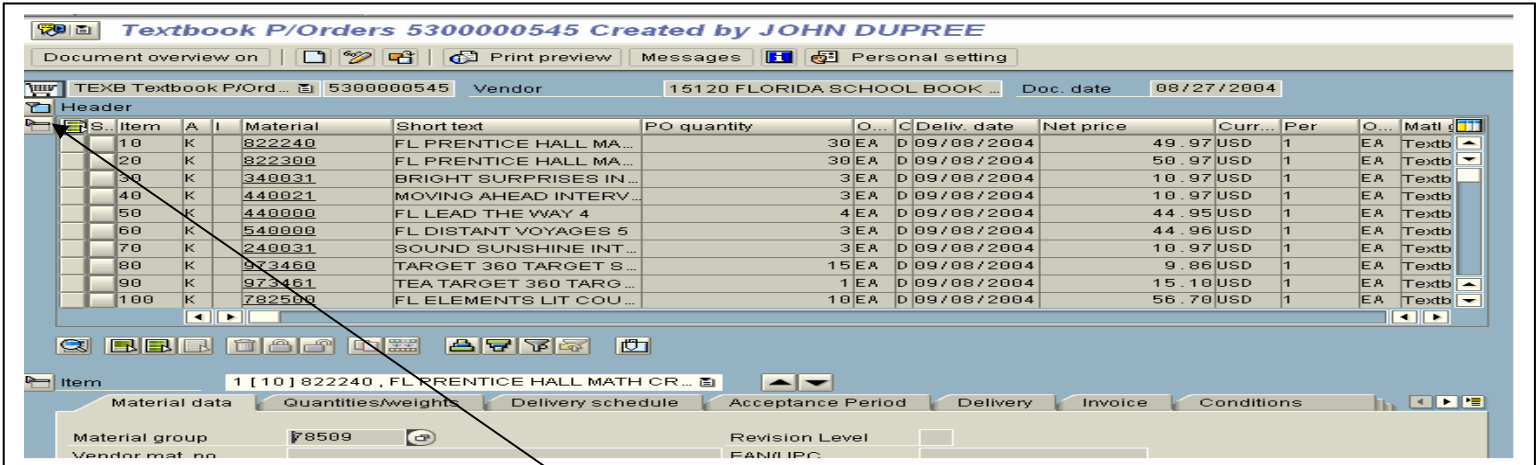
Purchasing Documents For cost center

Print preview | PO history | Changes | Delivery schedule | Services

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
4500182754	NB	101798	BARNES & NOBLE BOOKSELLERS INC	005	05/10/2004
00010			Sometimes I Like To Curl Up In A Ball		78507
	K 9420		1 EA	EA	12.95 USD
	Cost center	0031I04FLS			
	Still to be delivered		0 EA	EA	0.00 USD
	Still to be invoiced		0 EA	EA	0.00 USD
00020			I Love You When		78507
	K 9420		1 EA	EA	4.99 USD
	Cost center	0031I04FLS			
	Still to be delivered		0 EA	EA	0.00 USD
	Still to be invoiced		0 EA	EA	0.00 USD
00030			We're Going on a Bear Hunt		78507
	K 9420		2 EA	EA	7.99 USD
	Cost center	0031I04FLS			
	Still to be delivered		0 EA	EA	0.00 USD

Double Click on the **Purchase Order Number** with the items listed below it that you wish to display a total on.

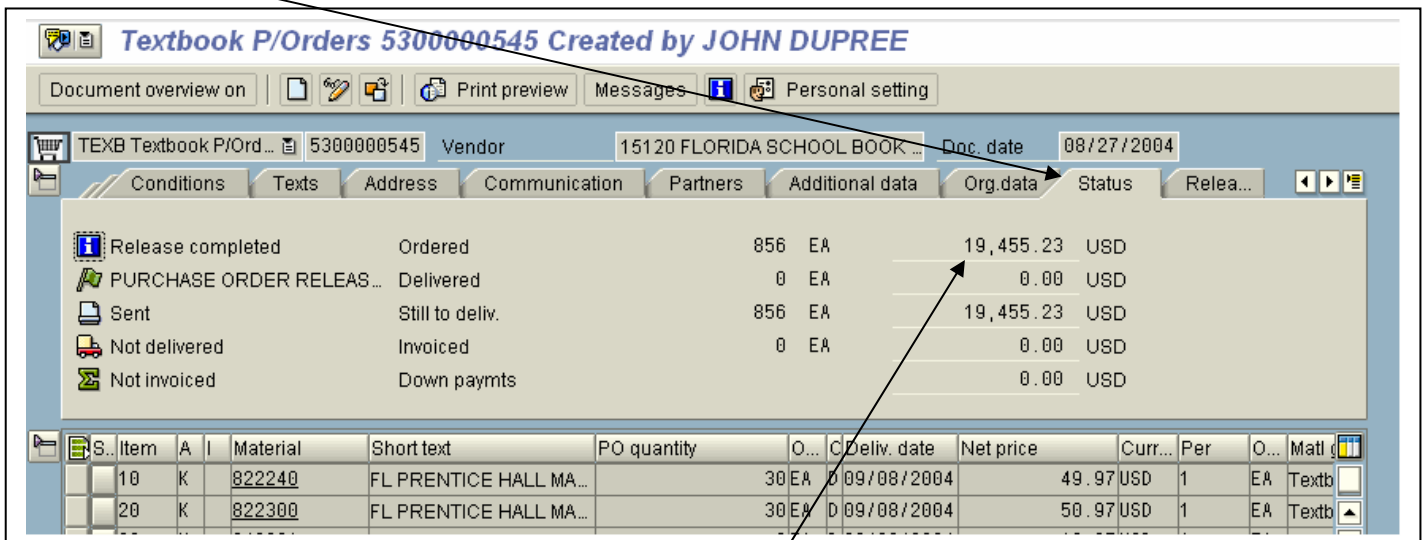
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Click the **Expand** icon to the left of the **Header**



Click on the **Status** folder tab



The dollar value for the PO is shown to the right of **Ordered**.