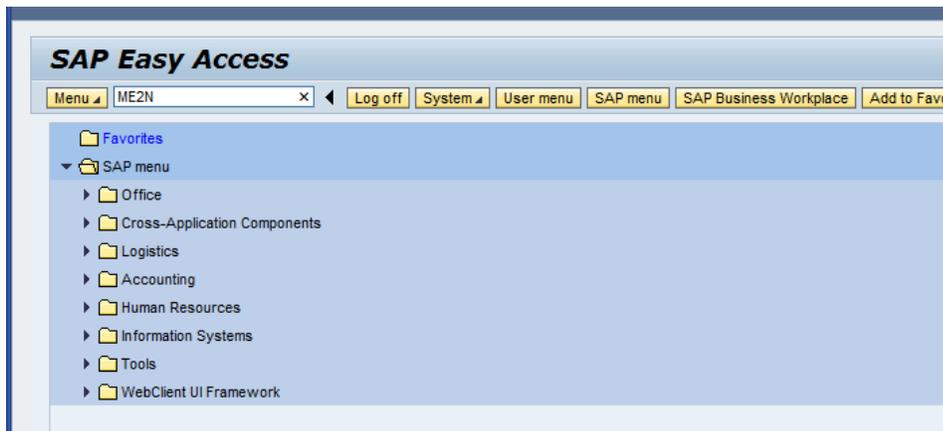


# ME2N Display Purchase Order Report

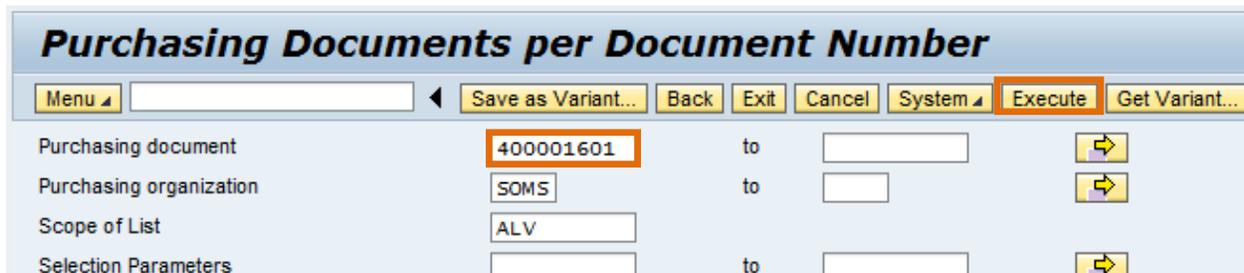
Updates have been made to the ME2N report. Updates will allow agencies to display remaining balances to be received or invoiced. The steps below are instructions to execute ME2N with the new fields displayed.

For instructions to display a list of purchase orders, please refer to the [ME2N Display Purchase Order List](#) work instruction.

1) Go to transaction code **ME2N** and press Enter.

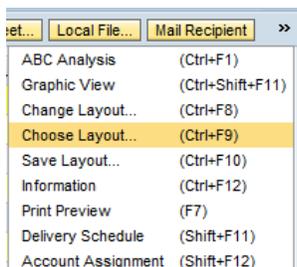


2) To display a single purchase order, enter the purchase order number in the Purchasing Document field. Select **Execute**.



3. Once the report is displayed, verify the layout is set to "1DEFAULT".

a. Select the **2 double arrows** in the far right hand corner of the screen to display the options. 



b. Select **Choose Layout**.

# ME2N Display Purchase Order Report

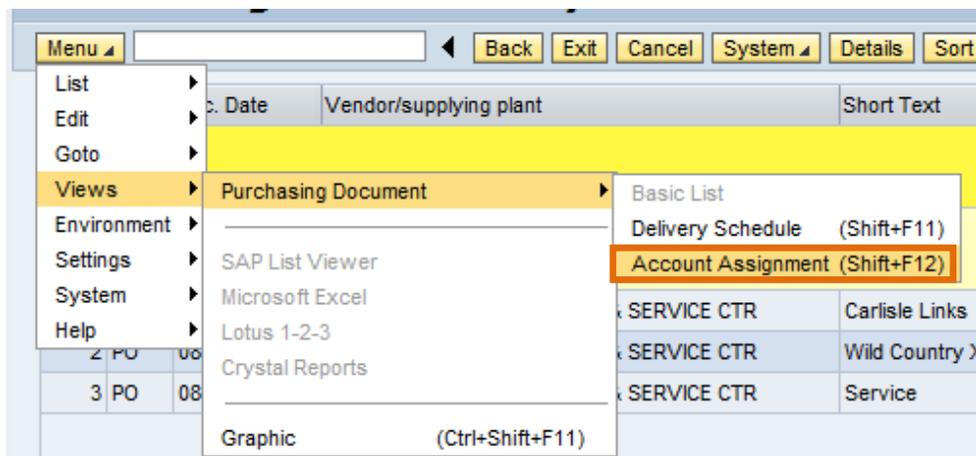
- c. Once the Choose Layout box opens, verify the **Layout Setting** is set to "All". If not:
  - i. Highlight **/1DEFAULT (SAP Standard Layout Basic View)**.
  - ii. Click the green  check mark to accept changes

**Choose layout**

Layout setting A All

Layout	Layout description	Default setting
<u>/1DEFAULT</u>	<u>SAP Standard Layout Basic View</u>	

3) To view account assignment information and new fields, the account assignment view will need to be selected. Click the Menu button in the top left hand corner. Follow the menu path **Views > Purchasing Document > Account Assignment** to select the account assignment view.



Purchase Orders with remaining balances to be paid will have values in the "ZTo be inv" column of the Account Assignment view. One column represents value, and the other column represents quantity. Also, the "ZTo be del" fields will show the value and quantity of the goods ordered and yet to be received.

Details																	
Sort in Ascending Order   Sort in Descending Order   Set Filter   Total   Subtotals...   Print Preview   Spreadsheet...   Local File...   Mail Recipient >>																	
Item	Group	D	I	A	Plant	SLoc	Quantity	OUn	Net price	Crcy	AA qty	Per	Number	ZTo be del	ZTo be de	ZTo be inv	ZTo be inv
													1				
													1				
611				K	1091		10,000	AU	1.00	USD	10,000	1	1	0	0.00	4,522.750	4,522.75