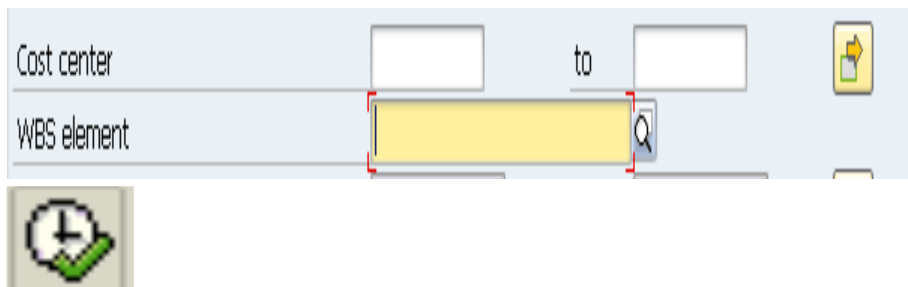## ME2K transaction code

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.	

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.	
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.	

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.	
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.	

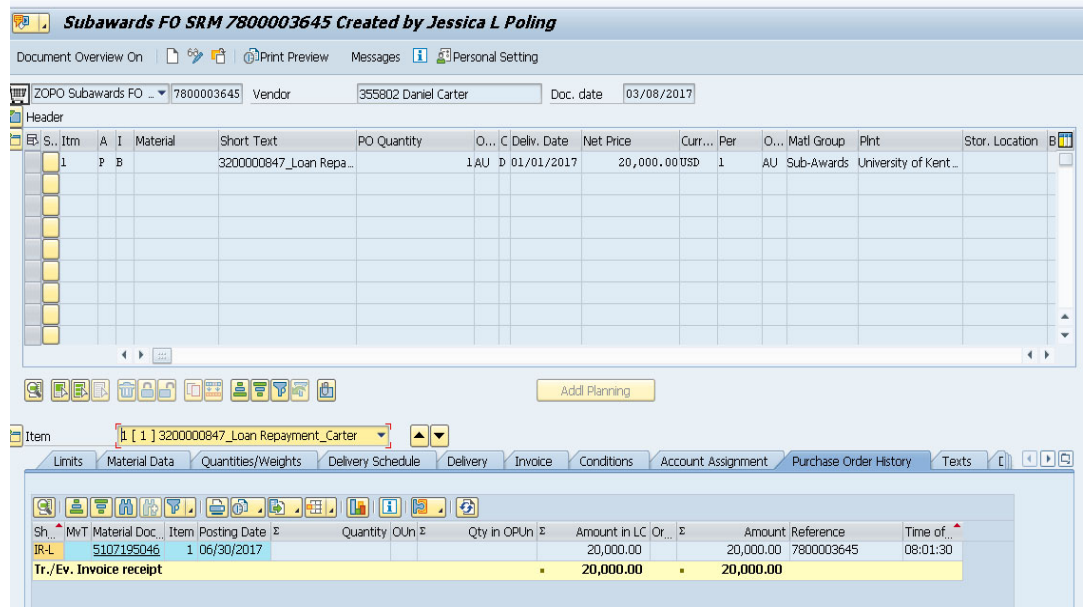|	
Notice that the invoice receipt is missing.	
D) A completed 78xxx PO will look like this i.e. all goods/invoice receipts entered. *Still to be delivered/Still to be invoiced is zeroed out . If you double click the PO # (where the green arrow is) it'll take you into the PO.	

4

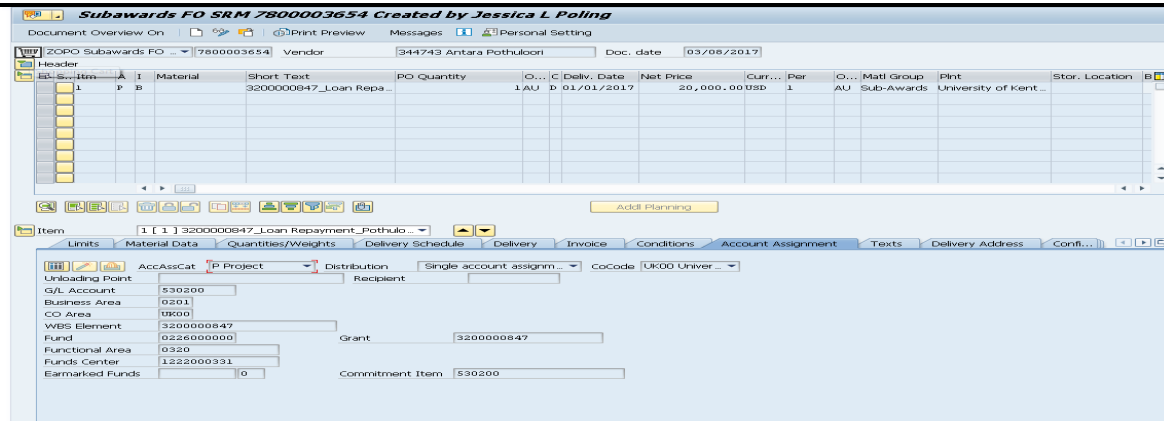|	
Just like before you can see the full amount was invoiced. *If the full amount wasn't invoice then an open balance would show. If the final invoice was processed with a balance, OSPA needs to be notified to liquidate.	
E) An incomplete 78xxxx PO will look like this i.e. a goods/invoice receipts needs entered.	
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.	