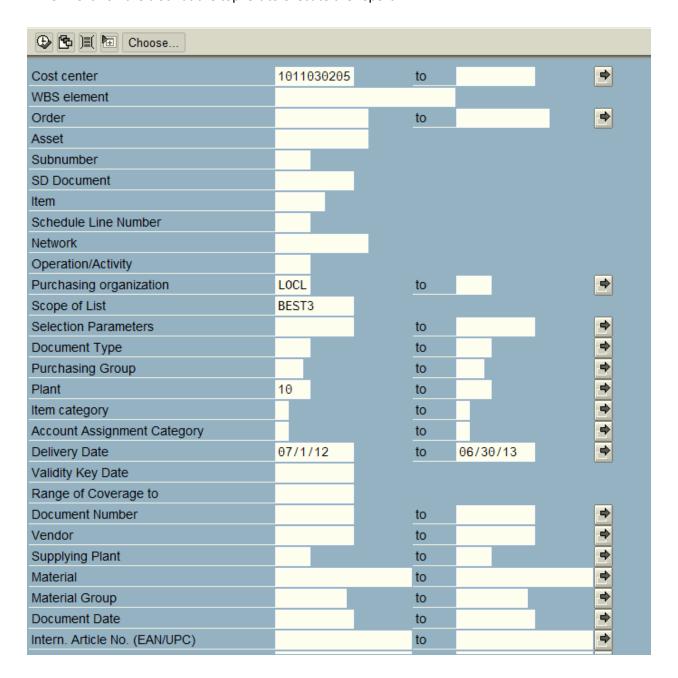
To look at information through a cost center or WBS on dollars spent, use the following instructions:

- 1. Click on ME2K Requisitions by Account Assignment
- 2. Add a cost center OR WBS element
- 3. Add BEST3 under Scope of List
- 4. Add a range under delivery date (if you would like fiscal year, add 7/1/20xx through 6/30/20xx)
- 5. Click on the clock at the top left to execute the report



The following information will be shown on the report:

- Each line/item on the PO
- If each line is received or not
- If each line is paid or not

4500	376441	NB	1001	121	B & H	PHOTO-VID	E0				102	10/12	/2012
00001 Canon P					Powershot	A810	Dig	ital	Camera		00644		
	K 10					1	EA			85.95	USD		1 EA
	Cost Center 1011030205												
	Total goods receipts						EA			85.95	USD	100.0	90 %
Total invoices						1	EA			85.95	USD	100	.00 %
Still to be delivered						Θ	EA			0.00	USD	Θ	.00 %
Still to be invoiced						0	EA			0.00	USD	0	.00 %
				Ι		T							
Cat.	Doc. r	no.	Itm	MvT	Pstg.dt.		Qty.	in O	Un	Va	lue ir	n loca	l curr
GR	500032	20953	0001	101	10/19/12	2		1	EA		8	35.95	USD
Total goods receipts								- 1	EA		8	35.95	USD
IR-L	519087	72670	0001		10/26/12	!		1	EA		8	35.95	USD
Total invoices								- 1	EA		8	35.95	USD