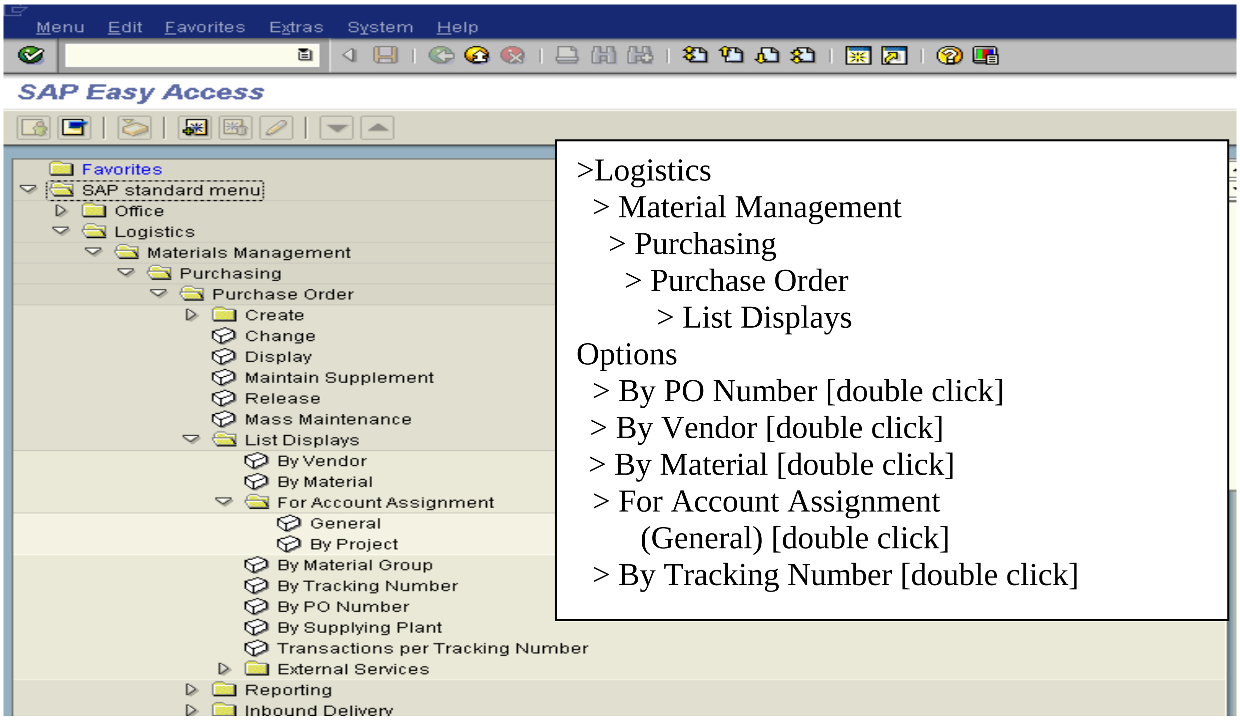
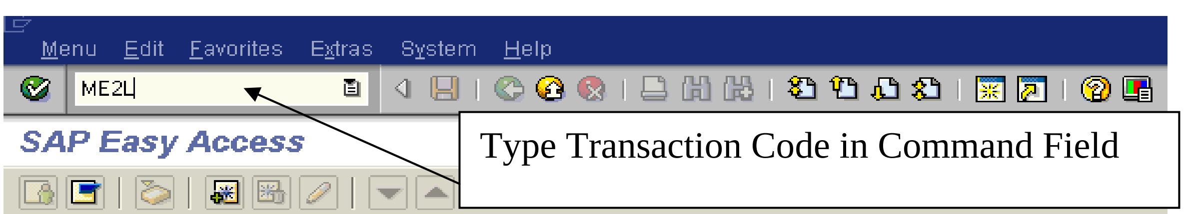
SAP Reports – Purchase Orders

SAP Screen Shots
The University of Mississippi
End User Documentation – ERP2005
11/2010

R/3 Path: Logistics > Material Management > Purchasing > Purchase Order > List Displays

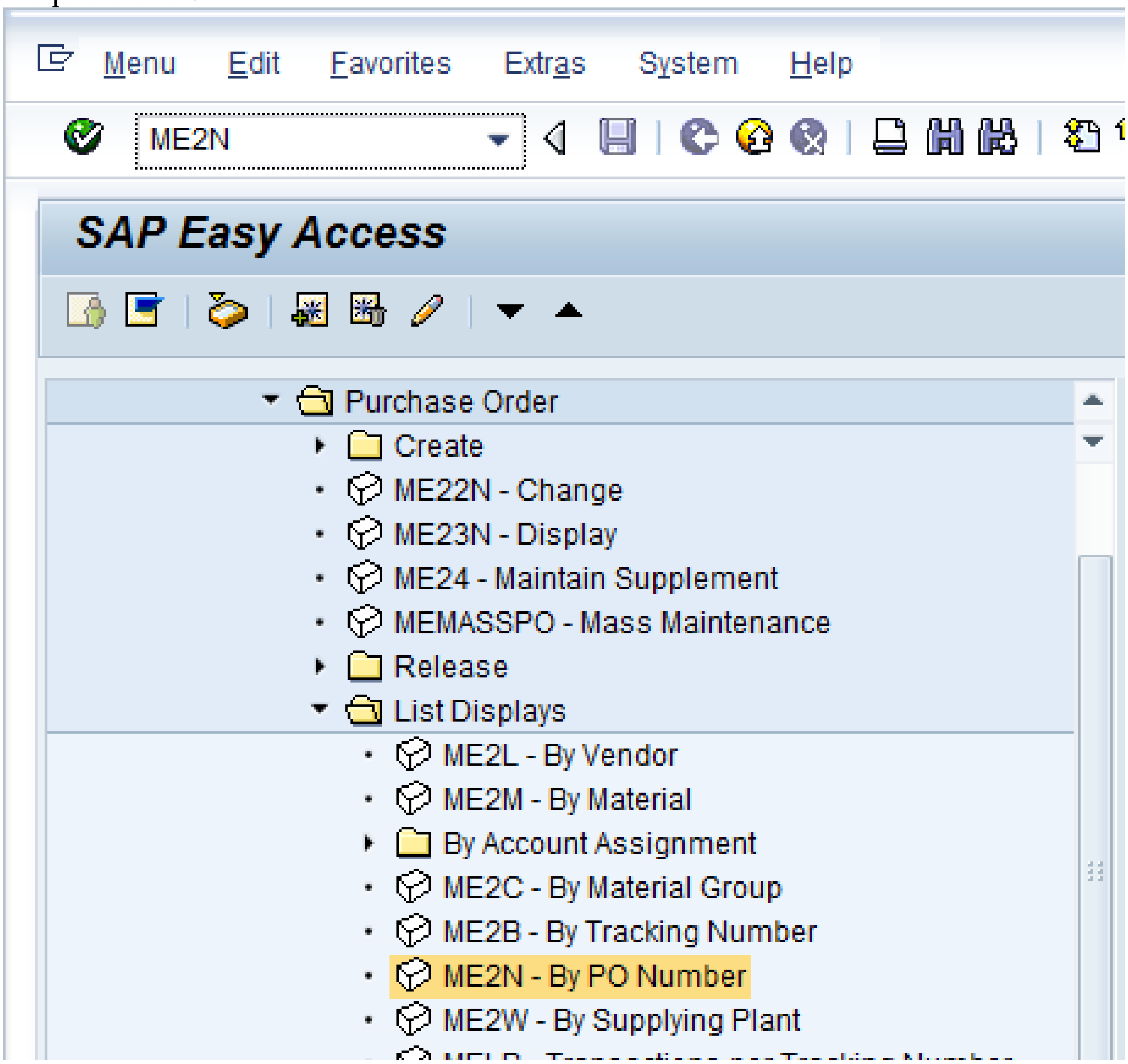


Or use Transaction Codes:
By PO Number: ME2N
By Vendor: ME2L
By Material: ME2M
By Account Assignment (General): ME2K
By Tracking Number: ME2B

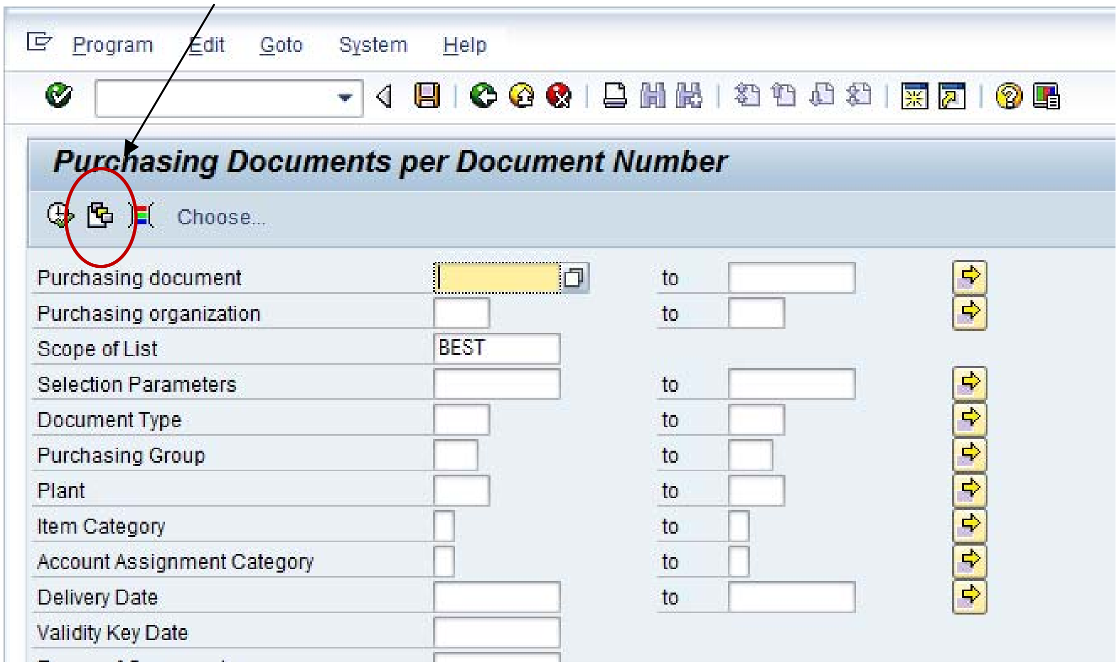


Example: By PO Number
Using Variant ‘Requistioner’

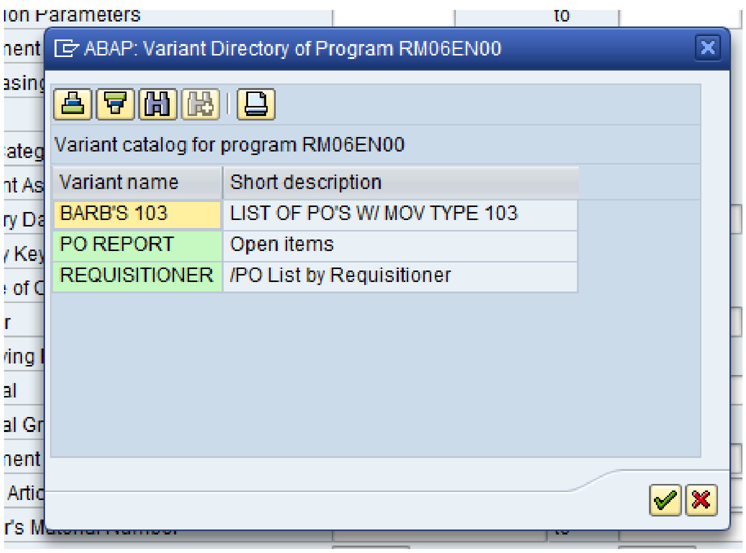
ME2N – By PO Number allows the user to run a report of Purchase Orders by Requisitioner.



Click ‘Get Variant’ icon

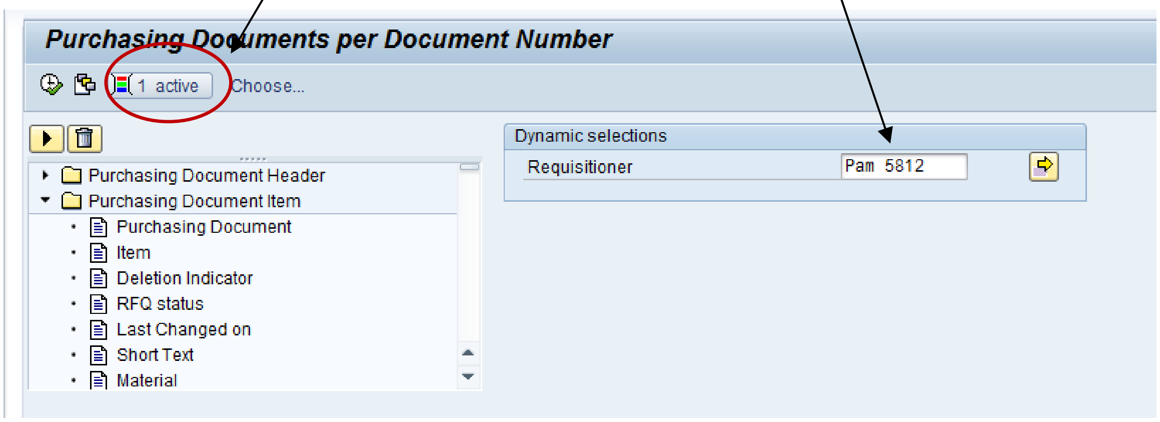


A new window opens. Double click on ‘Requisitioner’ (or create a variant for your department).

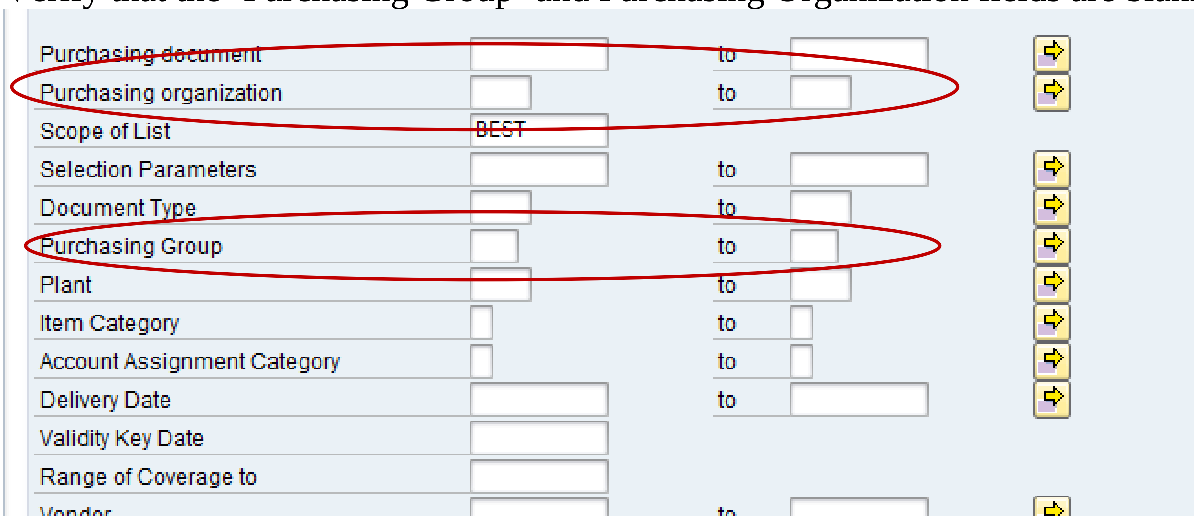


Click on the ‘Dynamic Selections’ icon in the upper left corner.

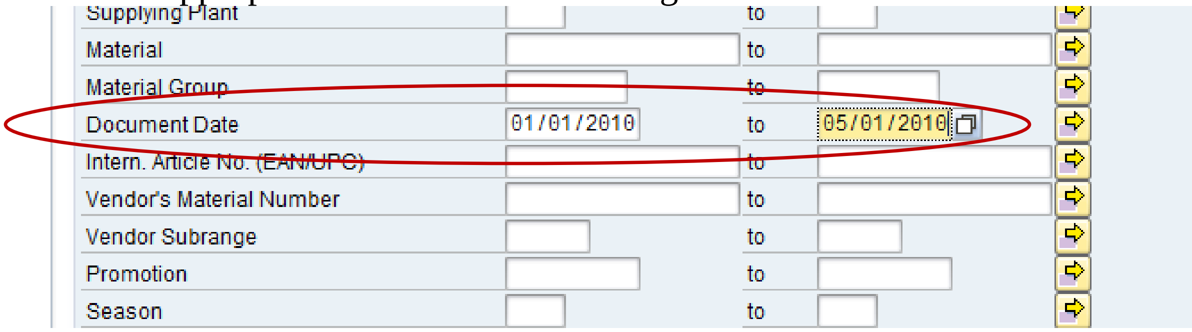
Dynamic selections box will appear. Enter your Requisitioner default value, i.e., “Pam 5812”.
(Requisitioner value can be found by displaying a PO; field is case sensitive; can add multiple values by clicking on arrow to the right.)



Verify that the ‘Purchasing Group’ and Purchasing Organization fields are blank.



Choose appropriate ‘Document Date’ range.



Click ‘Execute’ icon.

Skip to page 7 for report details.

See page 10 for Multiple Selection icon instructions.

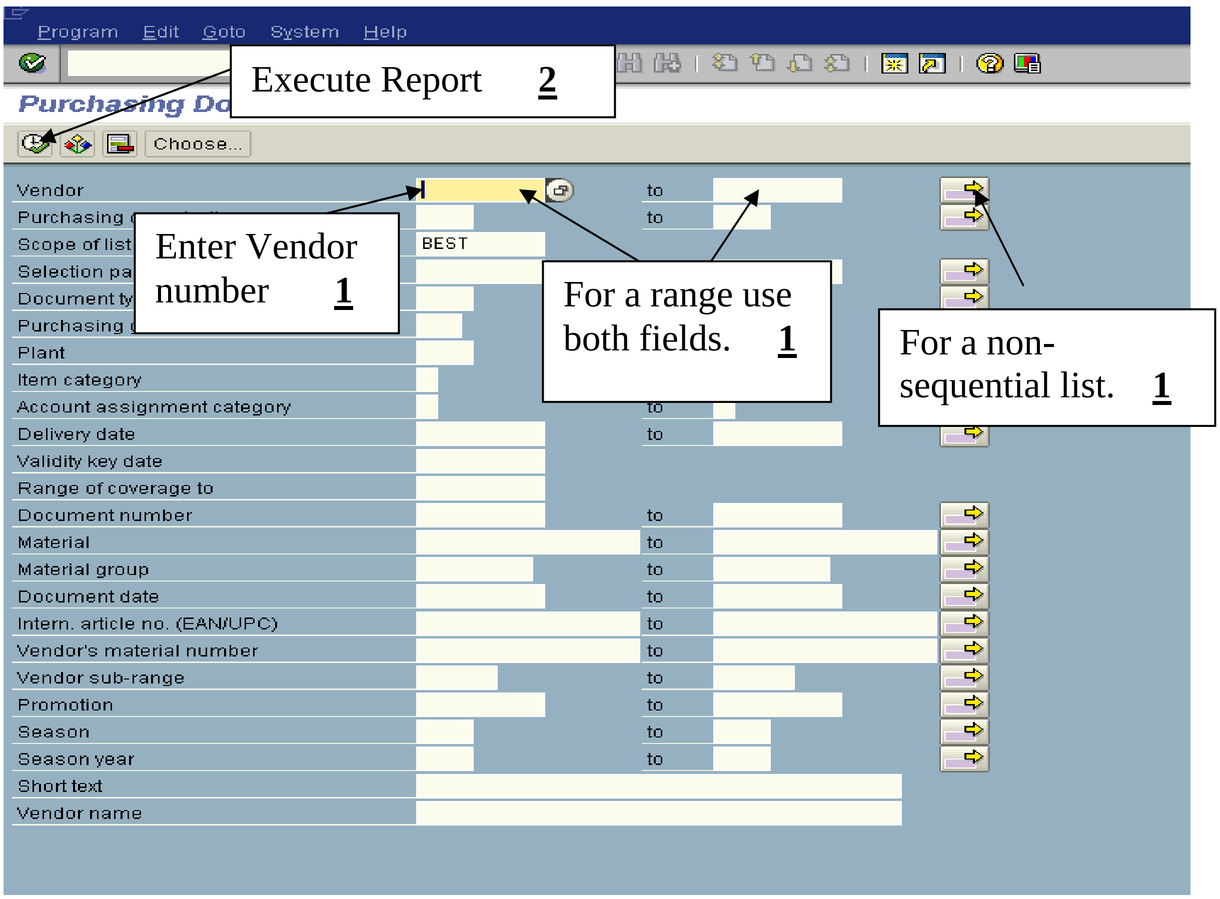
Example: By Vendor (ME2L)
Use the search button if the Vendor number is unknown.

Vendor: Enter Vendor number.

Range of Vendors: You may select to search for a range of vendors by using the Vendor _______ to ____________.

Multiple Selection icon: If you wish to look for a non-sequential list, group of ranges or a combination use the "multiple selection" arrow. (see page 6 for Multiple Selection Icon assistance).

Execute - Left click on Execute Icon to execute report.



Example: By Account Assignment (General) (ME2K)

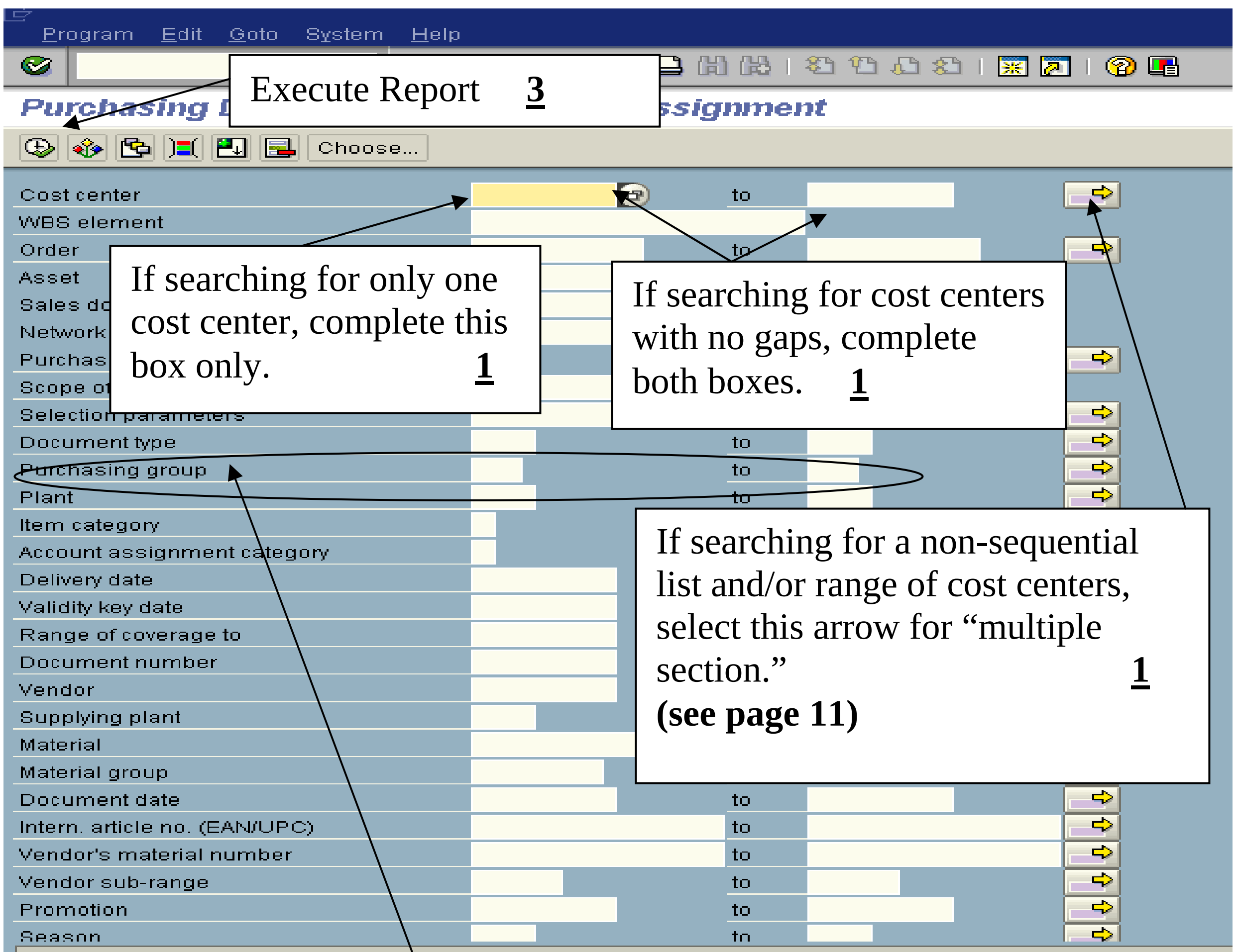
Cost Center: Enter your cost center.

Range of Cost Centers - You may select to search for a range of cost centers by using the Cost center ________ to ____________.

Multiple Selection icon - If you wish to look for a non-sequential list, group of ranges or a combination use the “multiple selection” arrow.

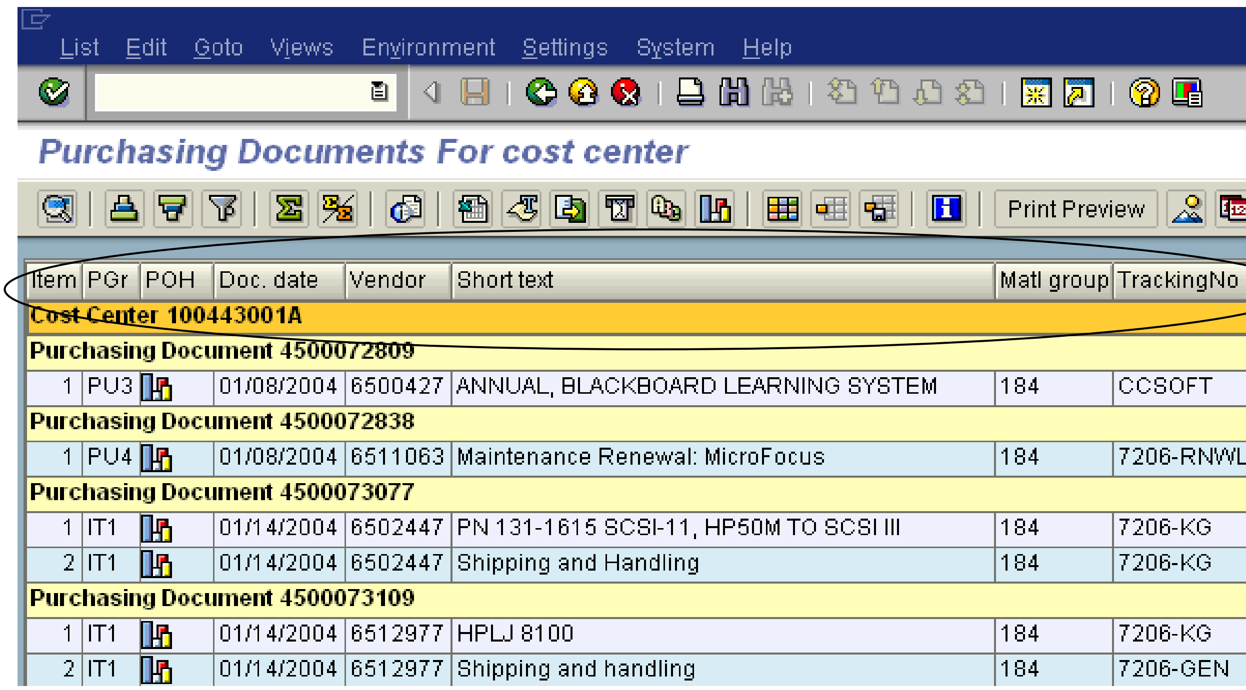
NOTE: You may receive partial data if your purchases have been initiated by different purchasing group. You can avoid partial data by entering the range AA1 to ZZ9 for "Purchasing group."

Execute Report – left click on Execute Icon.



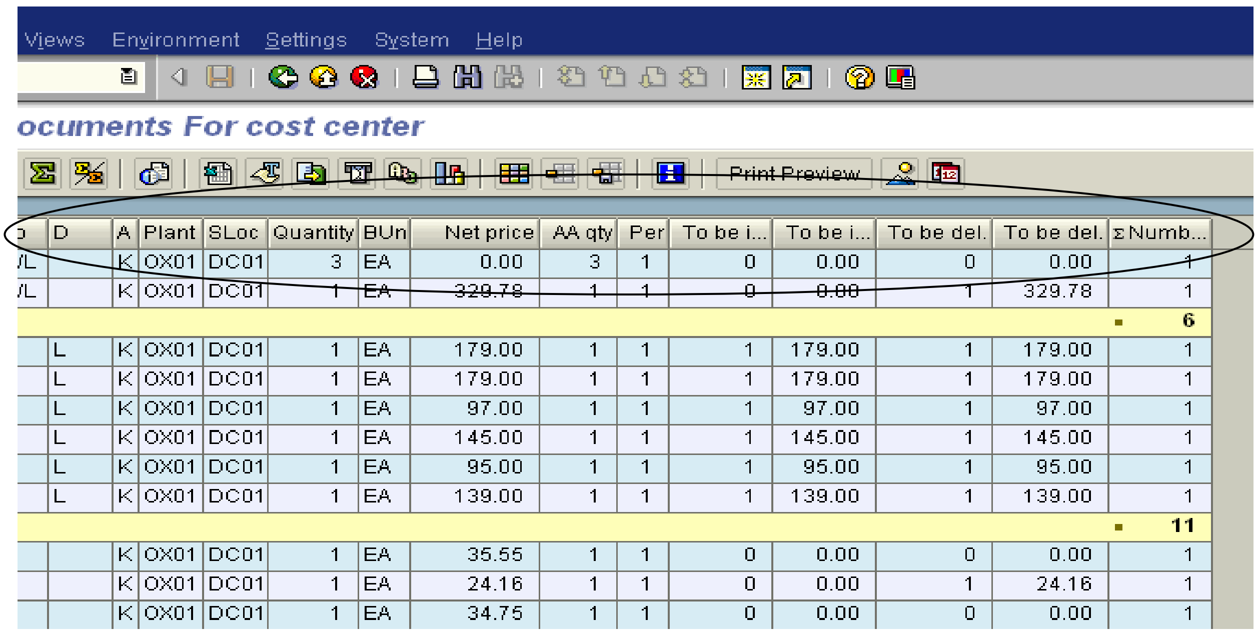
NOTE: You may receive partial data if your purchases have been initiated by different purchasing groups. You can avoid partial data by entering the range AA1 to ZZ9 for "Purchasing group." **2**

Item: Line item of Purchase Order (PO). Keep in mind that information on a PO is associated by each line item.
PGr: Purchasing Group.
POH: Purchase Order History. Double-click on the PO History icon and display information that is associated with the PO History Tab (Good Receipts and Invoice data)
Doc. Date: Document Date of your Purchase Order.
Vendor/supplying plant: Vendor number and vendor name.
Short text: Short text for each line item.
Matl group: Material group code.
Tracking No: Tracking number you entered on PO.



Item	PGr	POH	Doc. date	Vendor	Short text	Matl group	TrackingNo
Cost Center 100443001A							
Purchasing Document 4500072809							
1	PU3		01/08/2004	6500427	ANNUAL, BLACKBOARD LEARNING SYSTEM	184	CCSOFT
Purchasing Document 4500072838							
1	PU4		01/08/2004	6511063	Maintenance Renewal: MicroFocus	184	7206-RNWL
Purchasing Document 4500073077							
1	IT1		01/14/2004	6502447	PN 131-1615 SCSI-11, HP50M TO SCSI III	184	7206-KG
2	IT1		01/14/2004	6502447	Shipping and Handling	184	7206-KG
Purchasing Document 4500073109							
1	IT1		01/14/2004	6512977	HPLJ 8100	184	7206-KG
2	IT1		01/14/2004	6512977	Shipping and handling	184	7206-GEN

D: Deletion indicator. PO has been trashed.
A: Account Assignment Category
Plant: Campus
SLoc: Storage Location
Bun: Basic Unit of Measurement
Net Price: Net Price
AA qty: Account Assignment Quantity
Per: Price per unit
To be invoiced (qty): Still to be invoiced by quantity
To be invoiced (Value): Still to be invoiced by value
To be delivered (qty): Still to be delivered by quantity
To be delivered (value): Still to be delivered by value
Number of Positions: The number of lines items on the Purchase Order



o	D	A	Plant	SLoc	Quantity	BUn	Net price	AA qty	Per	To be i...	To be i...	To be del.	To be del.	Σ Numb...
/L		K	OX01	DC01	3	EA	0.00	3	1	0	0.00	0	0.00	1
/L		K	OX01	DC01	1	EA	329.78	1	1	0	0.00	1	329.78	1
														6
	L	K	OX01	DC01	1	EA	179.00	1	1	1	179.00	1	179.00	1
	L	K	OX01	DC01	1	EA	179.00	1	1	1	179.00	1	179.00	1
	L	K	OX01	DC01	1	EA	97.00	1	1	1	97.00	1	97.00	1
	L	K	OX01	DC01	1	EA	145.00	1	1	1	145.00	1	145.00	1
	L	K	OX01	DC01	1	EA	95.00	1	1	1	95.00	1	95.00	1
	L	K	OX01	DC01	1	EA	139.00	1	1	1	139.00	1	139.00	1
														11
		K	OX01	DC01	1	EA	35.55	1	1	0	0.00	0	0.00	1
		K	OX01	DC01	1	EA	24.16	1	1	0	0.00	1	24.16	1
		K	OX01	DC01	1	EA	34.75	1	1	0	0.00	0	0.00	1

Multiple Selection Icon

Example: Cost Center

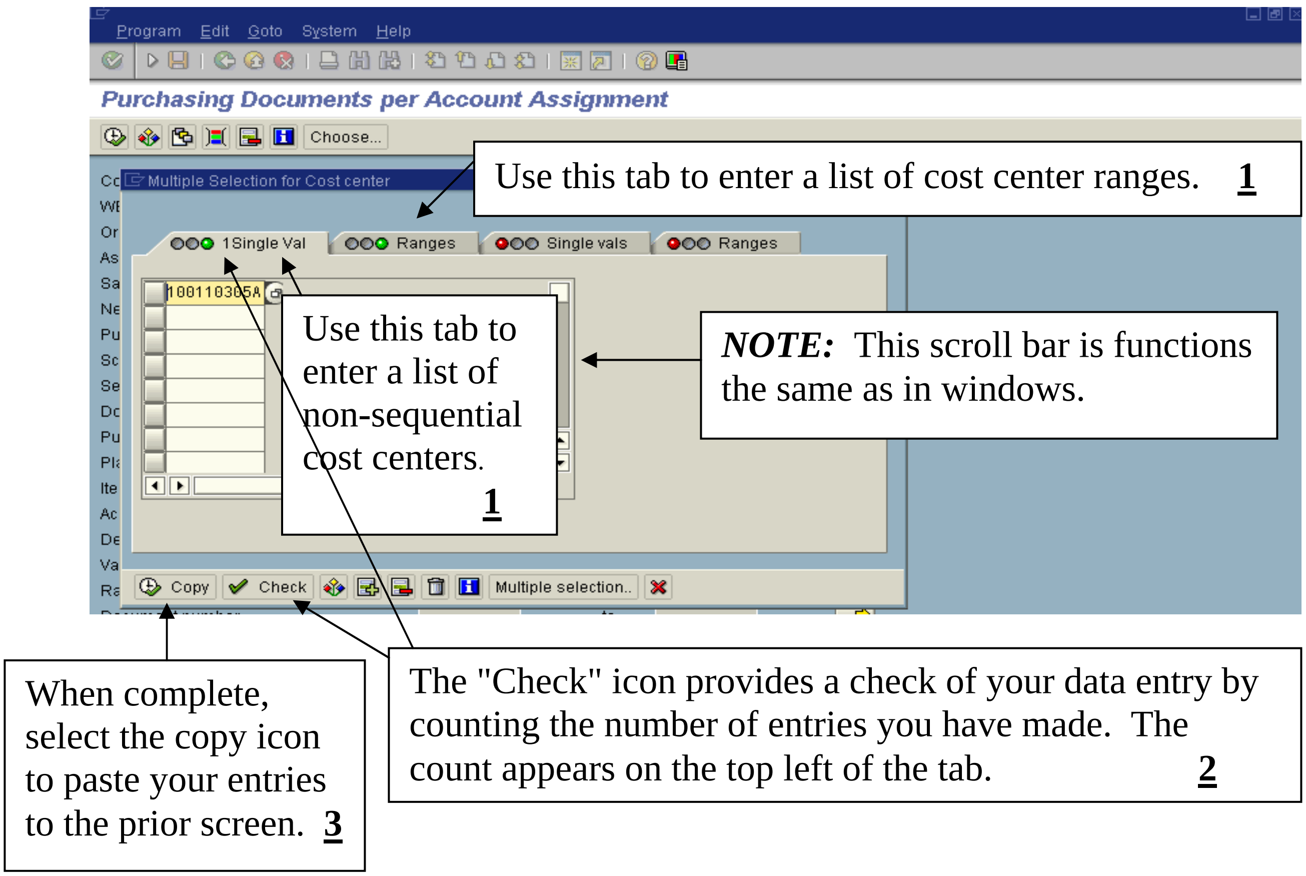
Multiple Selections for Cost Center –

Single Val – Use this tab to enter a list of non-sequential cost centers.

Ranges – Use this tab to enter a list or cost center ranges.

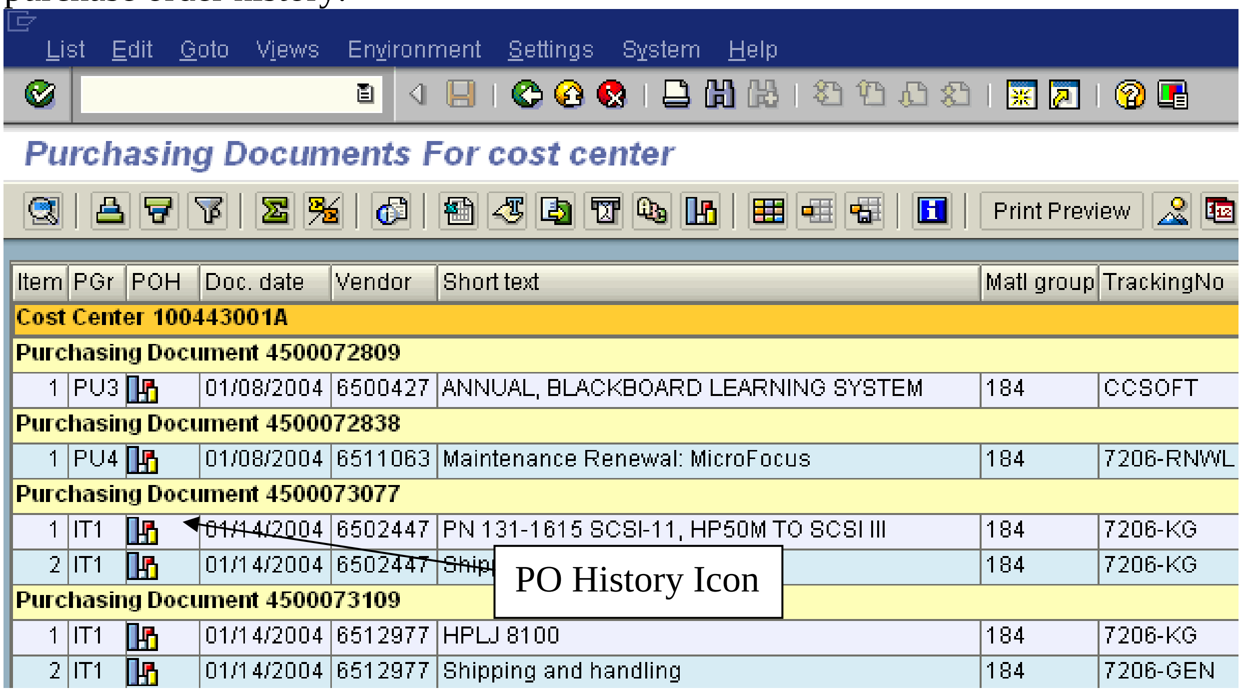
Check – The "Check" icon provides a check of your data entry by counting the number of entries you have made. The count appears on the top left of the tab.

Copy – When complete, select the "Copy" icon to paste your entries to the prior screen.

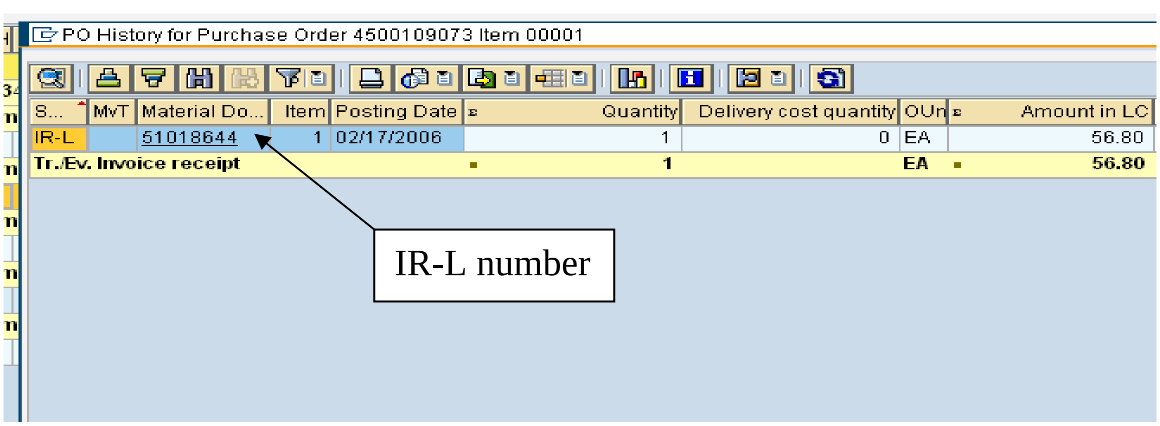


To Drill down to find Accounting Documents – Payment Information

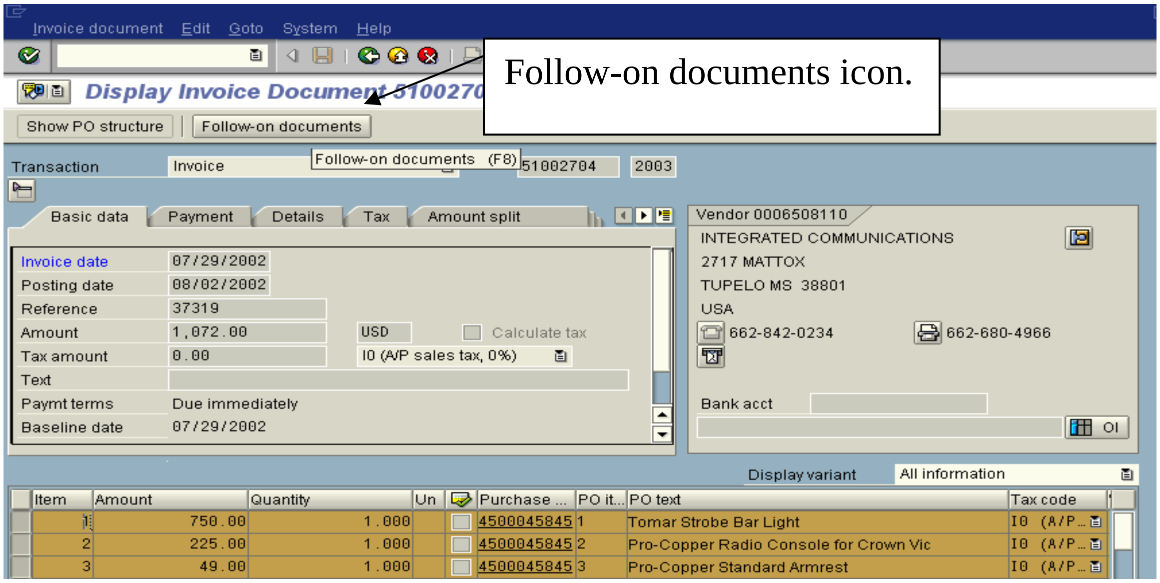
Purchase Order History Icon: Double-click on the PO History Icon to access the purchase order history.



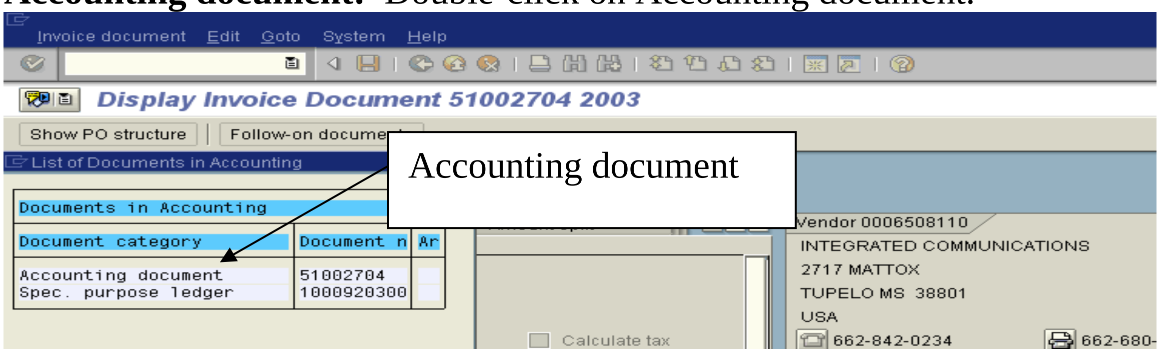
Purchase Order History Screen: Left-click on the IR-L number.



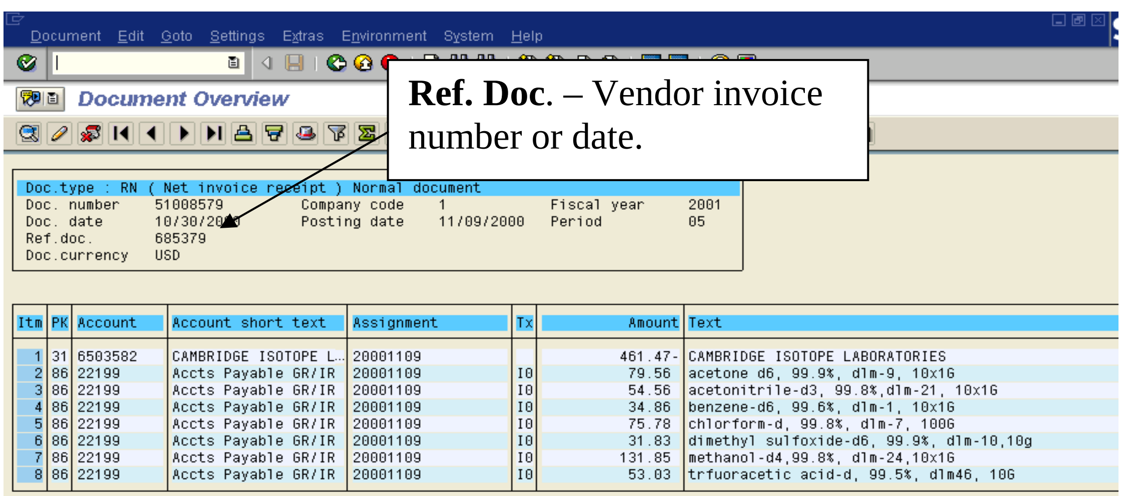
Follow-on documents: Left-click on the "Follow-on documents" icon.



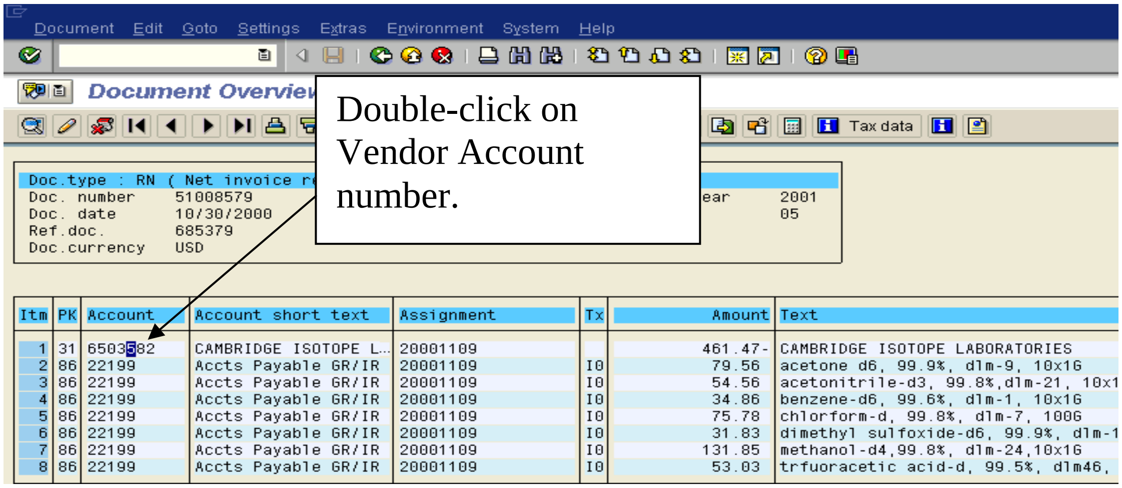
Accounting document: Double-click on Accounting document.



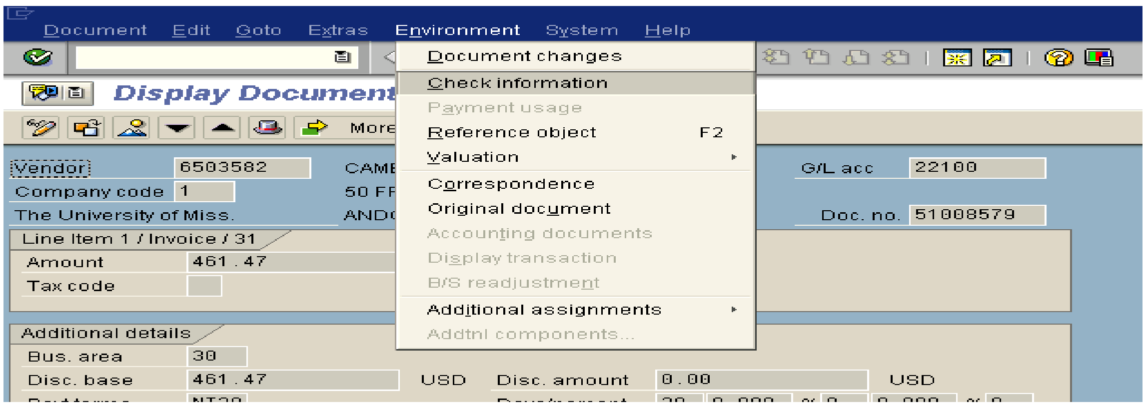
Ref. Doc. – Vendor invoice number. Accounts Payable enters the vendor invoice number in this field. If there is no invoice number, the date is entered.



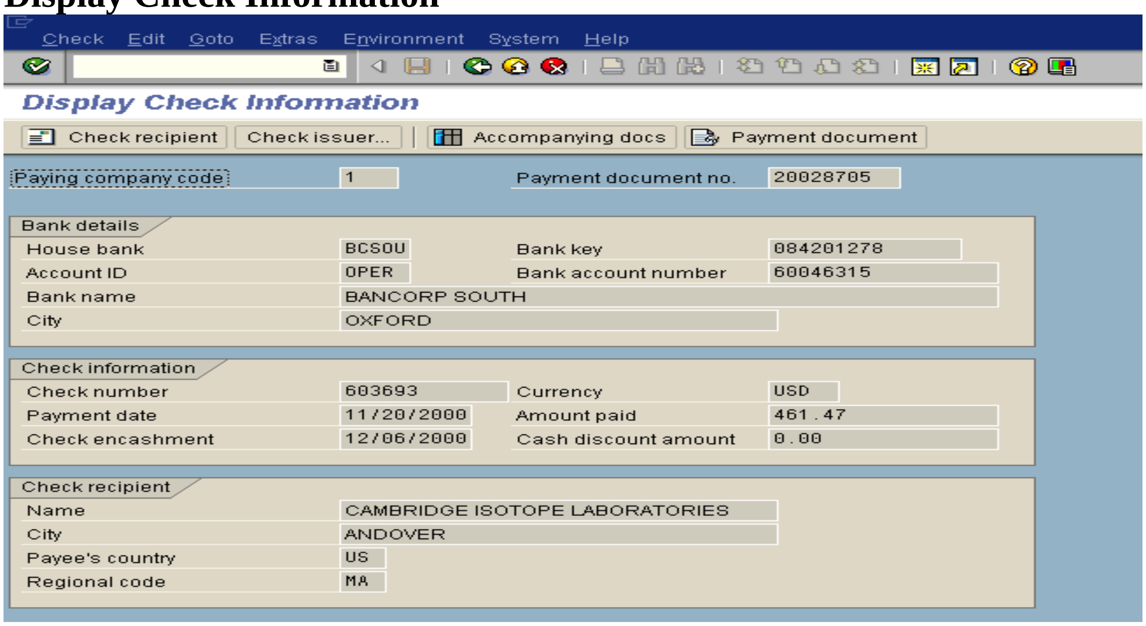
Check information – Double-click on Vendor Account number.



Environment > Check Information: Left-click on Environment and then left-click on Check information.



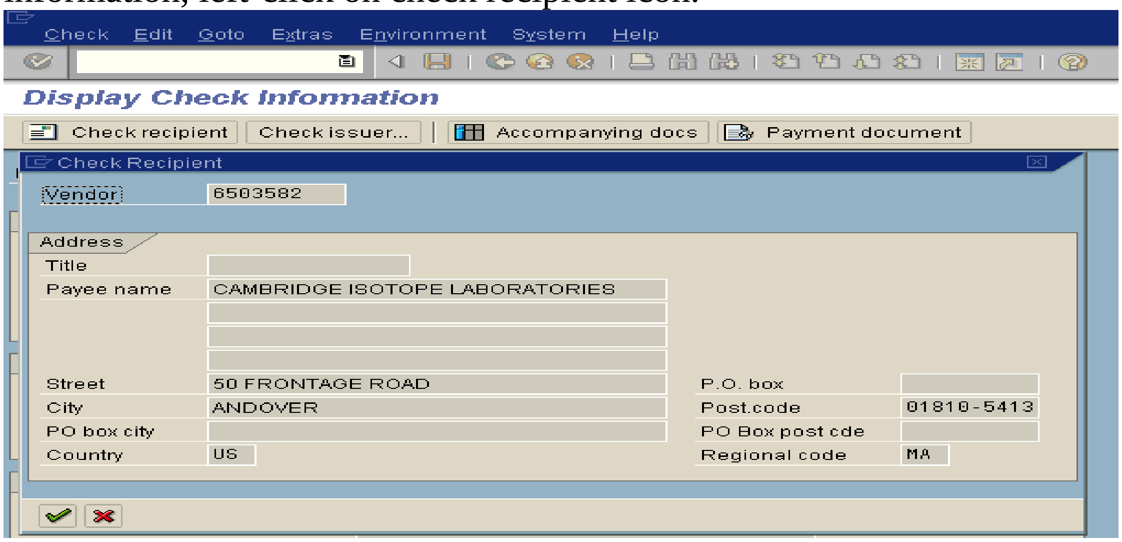
Display Check Information



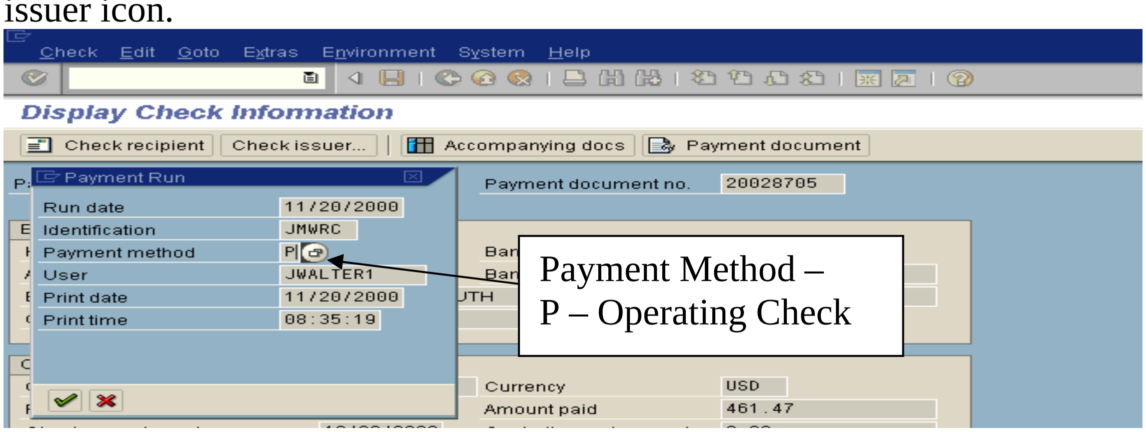
Check number – The number of the check
Payment date – Date of check
Amount paid – **Amount paid on this check – will include all payments to the vendor that are due at the time check is cut.**
Check encashment – Date check was cashed by vendor.

Note: No check information found means payment was made by direct deposit.

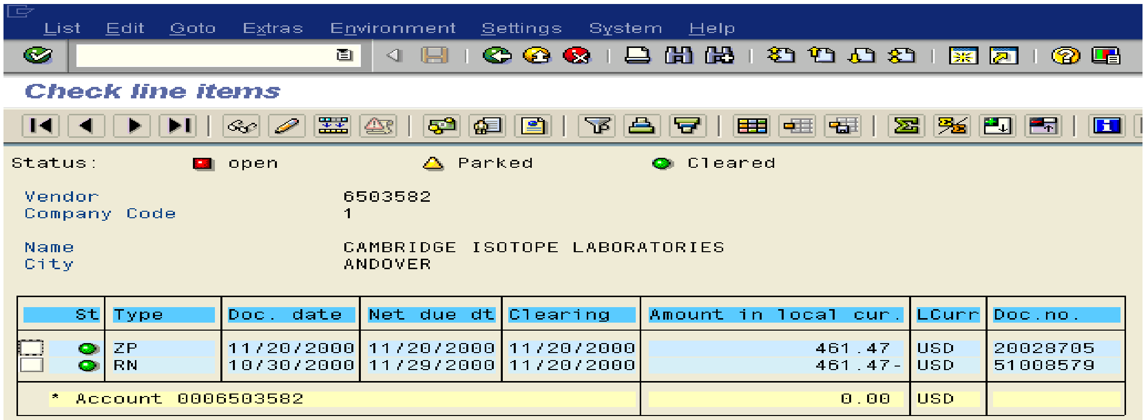
Check recipient – Address of where check was mailed. To view address information, left-click on check recipient icon.



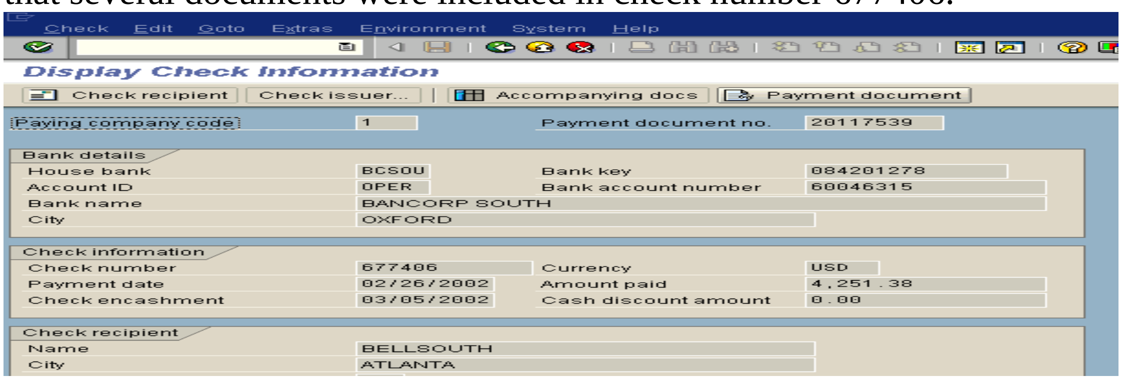
Check issuer – To view the individual that issued the check, left-click on Check issuer icon.



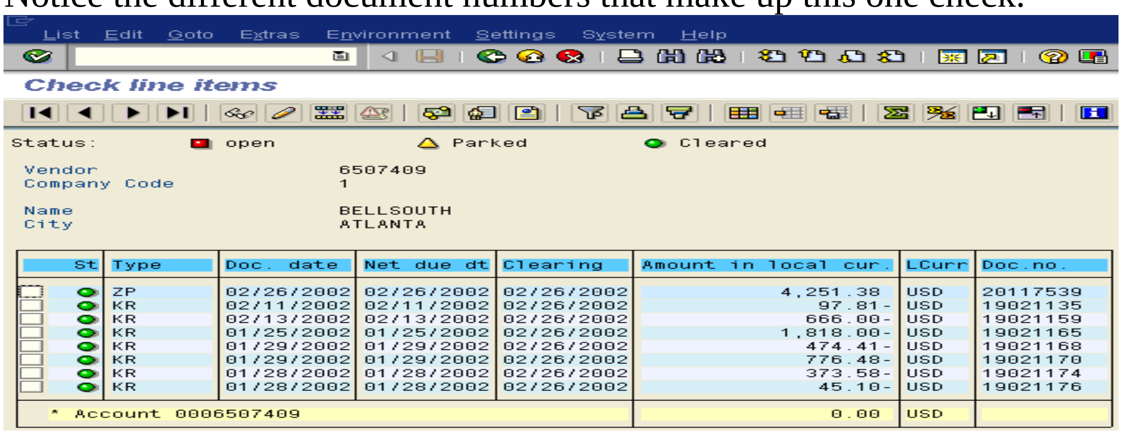
Accompanying docs – To view all documents included in this check. Example: Only includes one document.



Example: Amount paid 4,251.38, by viewing accompanying docs, you can see that several documents were included in check number 677406.



Notice the different document numbers that make up this one check.



Note: You will only be able to see this data if a check is the method of payment. It will include all payments made on this one check. It may be payment for only one invoice or several.