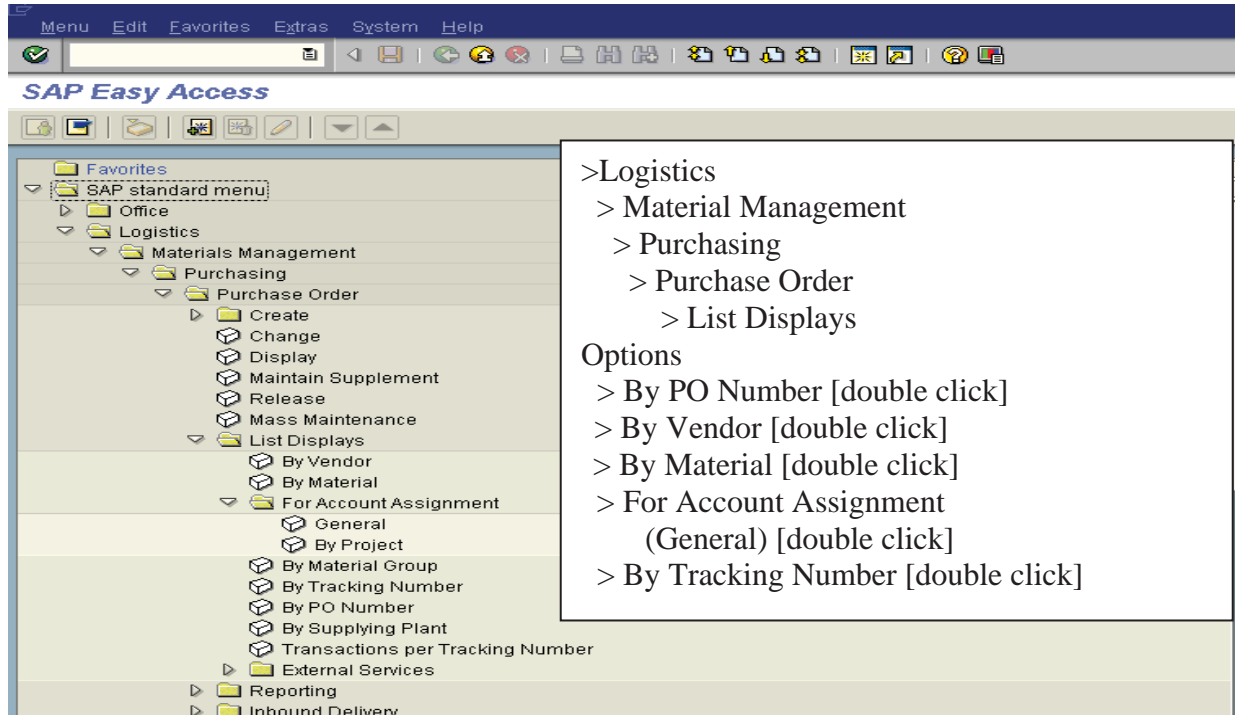


SAP Reports – Purchase Orders

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:

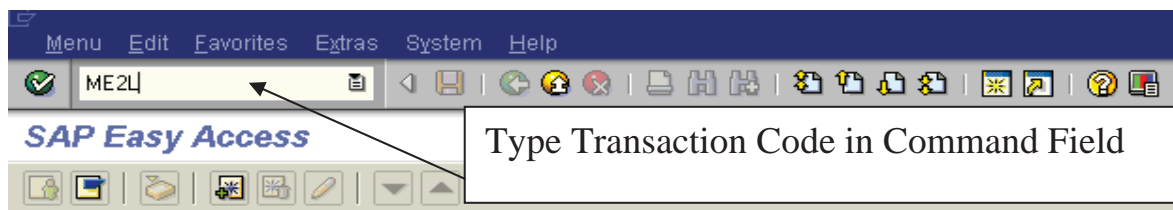
By PO Number: ME2N

By Vendor: ME2L

By Material: ME2M

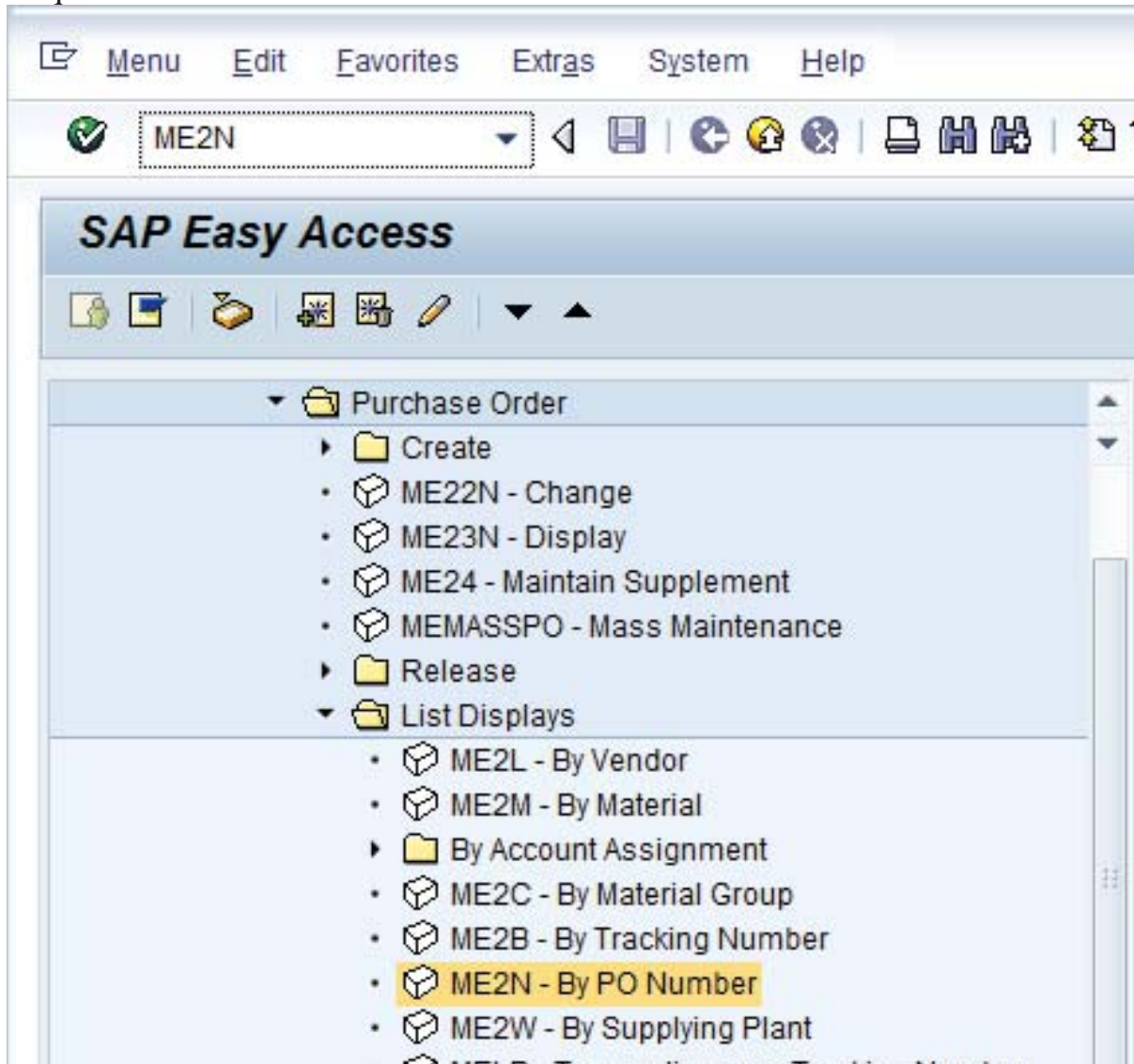
By Account Assignment (General): ME2K

By Tracking Number: ME2B

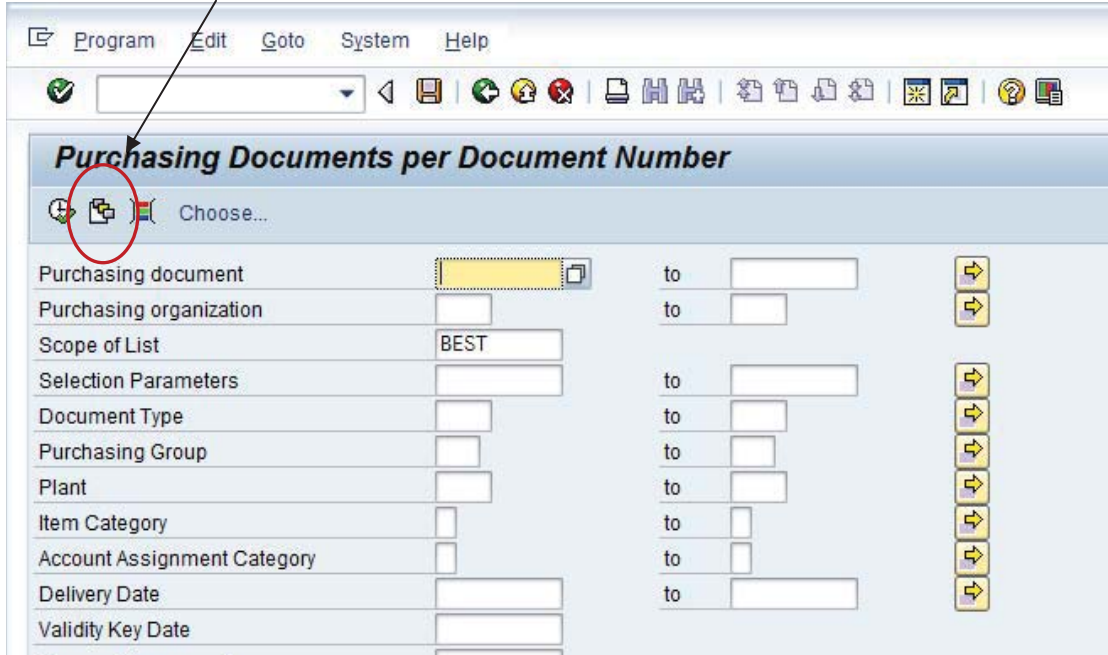


Example: By PO Number
Using Variant 'Requisitioner'

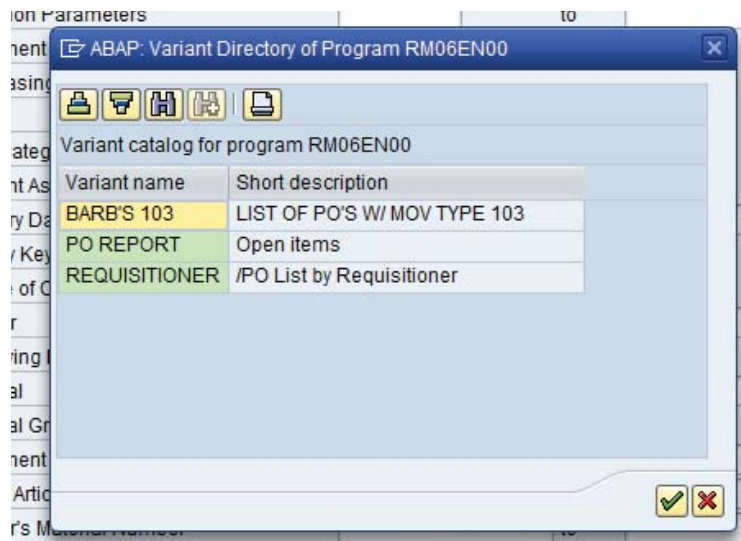
ME2N – By PO Number allows the user to run a report of Purchase Orders by Requisitioner.



Click 'Get Variant' icon



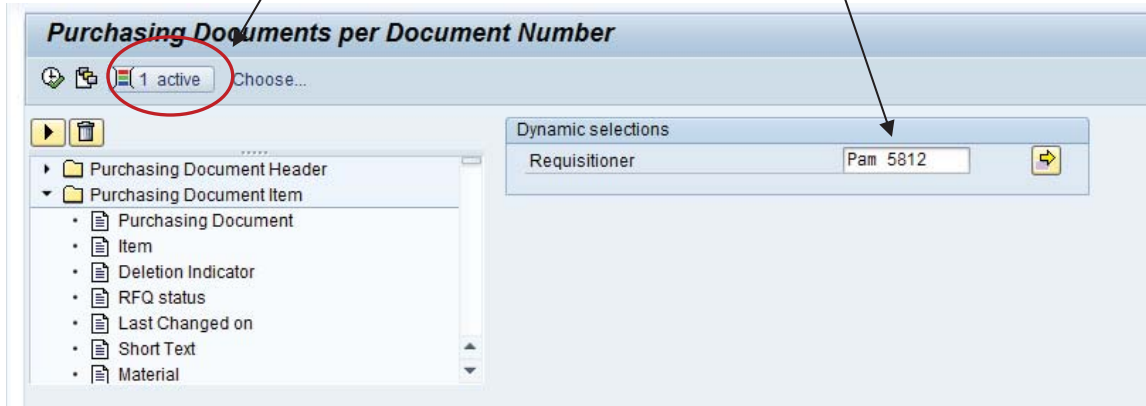
A new window opens. Double click on 'Requisitioner' (or create a variant for your department).



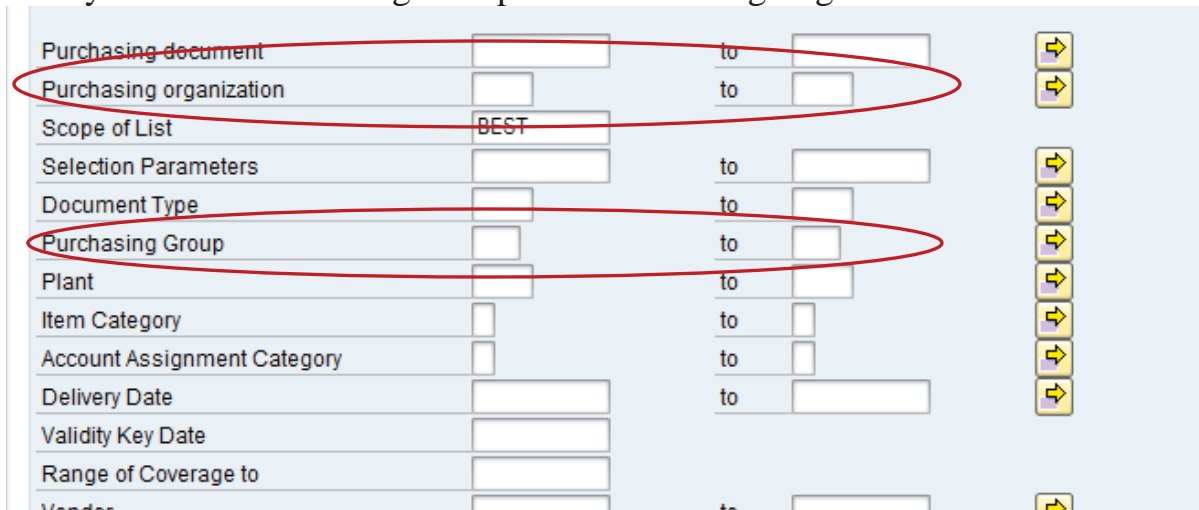
Click on the 'Dynamic Selections' icon in the upper left corner.

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.

Supplying Plant		to		
Material		to		
Material Group		to		
Document Date	01/01/2010	to	05/01/2010 	
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		

Click 'Execute' icon.

Skip to page 7 for report details.

See page 10 for Multiple Selection icon instructions.

Example: By Vendor (ME2L)

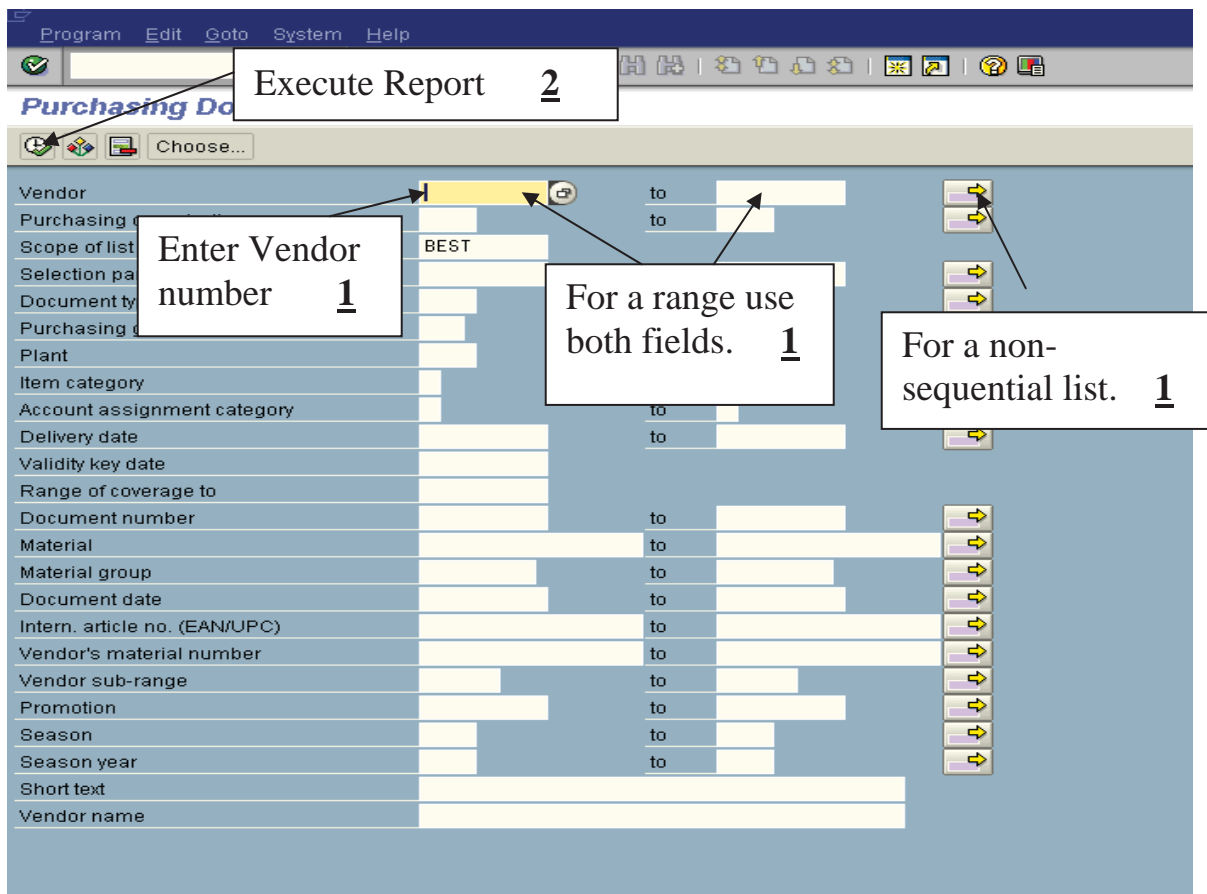
Use the search button if the Vendor number is unknown.

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.

The screenshot shows the SAP ME2K 'By Account Assignment' search screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a main data entry area with multiple rows for search criteria. Annotations are provided in callout boxes:

- Execute Report 3**: Points to the 'Execute' icon in the toolbar.
- If searching for only one cost center, complete this box only. 1**: Points to the 'Cost center' input field.
- If searching for cost centers with no gaps, complete both boxes. 1**: Points to the 'Cost center' and 'to' input fields.
- If searching for a non-sequential list and/or range of cost centers, select this arrow for “multiple selection.” (see page 11) 1**: Points to the multiple selection arrow icon on the right side of the 'Cost center' field.

The search criteria rows include: Cost center, WBS element, Order, Asset, Sales document, Network, Purchasing group, Scope of delivery, Selection parameters, Document type, Purchasing group, Plant, Item category, Account assignment category, Delivery date, Validity key date, Range of coverage to, Document number, Vendor, Supplying plant, Material, Material group, Document date, Intern. article no. (EAN/UPC), Vendor's material number, Vendor sub-range, Promotion, and Season.

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.

Purchasing Documents For cost center

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

Views Environment Settings System Help

Documents For cost center

D	A	Plant	SLoc	Quantity	BUn	Net price	AA qty	Per	To be i...	To be i...	To be del.	To be del.	ΣNumb...
/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

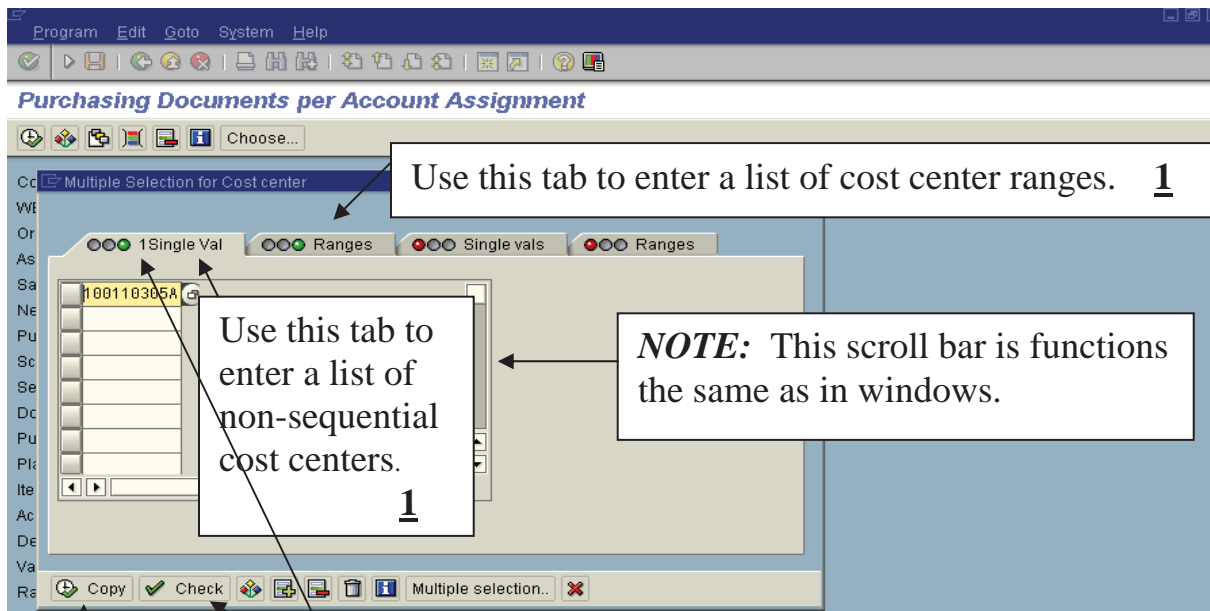
Multiple Selections for Cost Center –

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.



When complete, select the copy icon to paste your entries to the prior screen. 3

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. 2

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.

Purchasing Documents For cost center

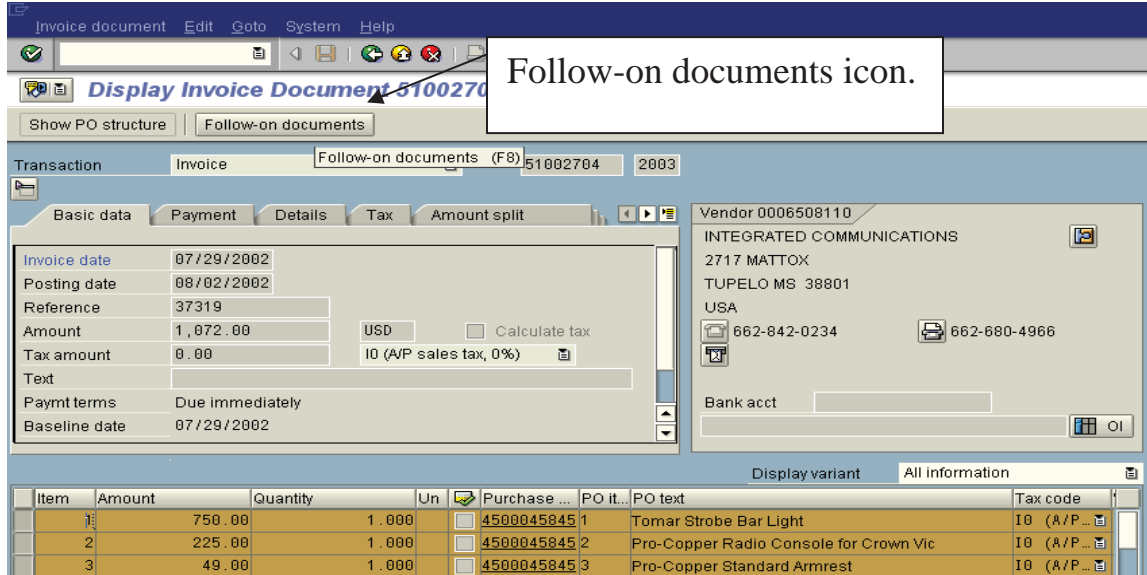
Item	PGr	POH	Doc. date	Vendor	Short text	Matl group	TrackingNo
Cost Center 100443001A							
Purchasing Document 4500072809							
1	PU3		01/08/2004	6500427	ANNUAL, BLACKBOARD LEARNING SYSTEM	184	CCSOFT
Purchasing Document 4500072838							
1	PU4		01/08/2004	6511063	Maintenance Renewal: MicroFocus	184	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

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

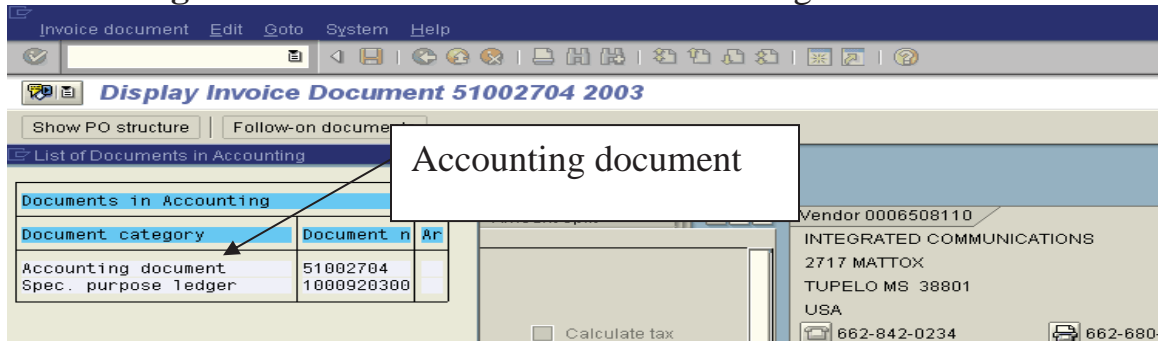
PO History for Purchase Order 4500109073 Item 00001

S...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC
IR-L		51018644	1	02/17/2006	1	0	EA	56.80
Tr..Ev. Invoice receipt						1	EA	56.80

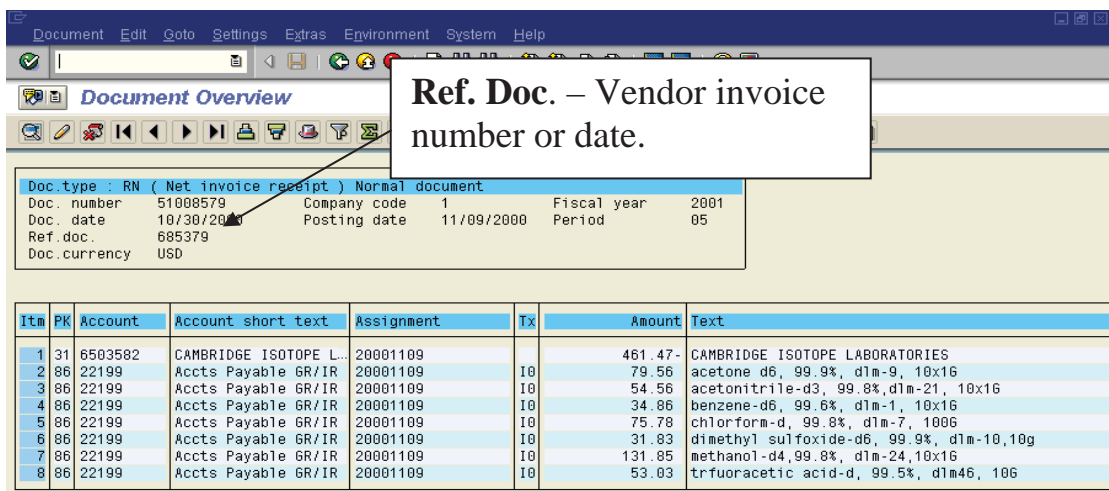
Follow-on documents: Left-click on the “Follow-on documents” icon.



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.

Doc. type : RN (Net invoice n...
 Doc. number 51008579
 Doc. date 10/30/2000
 Ref. doc. 685379
 Doc. currency USD

Item	PK	Account	Account short text	Assignment	Tx	Amount	Text
1	31	6503582	CAMBRIDGE ISOTOPE L...	20001109		461.47	CAMBRIDGE ISOTOPE LABORATORIES
2	86	22199	Accts Payable GR/IR	20001109	10	79.56	acetone-d6, 99.9%, d1m-9, 10x16
3	86	22199	Accts Payable GR/IR	20001109	10	54.56	acetonitrile-d3, 99.8%, d1m-21, 10x16
4	86	22199	Accts Payable GR/IR	20001109	10	34.86	benzene-d6, 99.6%, d1m-1, 10x16
5	86	22199	Accts Payable GR/IR	20001109	10	75.78	chloroform-d, 99.8%, d1m-7, 1006
6	86	22199	Accts Payable GR/IR	20001109	10	31.83	dimethyl sulfoxide-d6, 99.9%, d1m-1
7	86	22199	Accts Payable GR/IR	20001109	10	131.85	methanol-d4, 99.8%, d1m-24, 10x16
8	86	22199	Accts Payable GR/IR	20001109	10	53.03	trifluoroacetic acid-d, 99.5%, d1m46,

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

Vendor: 6503582 CAMBRIDGE ISOTOPE LABORATORIES
 Company code: 1
 The University of Miss.
 Line Item 1 / Invoice / 31
 Amount: 461.47
 Tax code:
 Additional details
 Bus. area: 30
 Disc. base: 461.47 USD Disc. amount: 0.00 USD

Display Check Information

Check recipient: Check issuer...: Accompanying docs: Payment document:

Paying company code: Payment document no.:

Bank details
 House bank:
 Account ID:
 Bank name:
 City:

Check information
 Check number: Currency:
 Payment date: Amount paid:
 Check encashment: Cash discount amount:

Check recipient
 Name:
 City:
 Payee's country:
 Regional code:

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.

The screenshot shows a software window titled "Display Check Information". At the top, there is a menu bar with "Check", "Edit", "Goto", "Extras", "Environment", "System", and "Help". Below the menu is a toolbar with various icons. The main area has several tabs: "Check recipient", "Check issuer...", "Accompanying docs", and "Payment document". The "Check recipient" tab is active, showing a form for "Check Recipient" with the vendor ID "6503582". The form includes fields for "Address", "Title", "Payee name" (CAMBRIDGE ISOTOPE LABORATORIES), "Street" (50 FRONTAGE ROAD), "City" (ANDOVER), "Country" (US), "P.O. box", "Post.code" (01810-5413), "PO Box post cde", and "Regional code" (MA). There are green and red checkmark icons at the bottom left of the form.

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

The screenshot shows the same "Display Check Information" window, but with the "Payment document no." tab selected. The "Payment Run" details are visible, including "Run date" (11/20/2000), "Identification" (JMWRC), "Payment method" (P), "User" (JWALTER1), "Print date" (11/20/2000), and "Print time" (08:35:19). A callout box points to the "Payment method" field, containing the text "Payment Method – P – Operating Check". Other visible fields include "Payment document no." (20028705), "Currency" (USD), and "Amount paid" (461.47). There are green and red checkmark icons at the bottom left of the form.

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

The screenshot shows the 'Check line items' window with the following details:

Status: ■ open ▲ Parked ● Cleared

Vendor Code: 6503582
 Company Code: 1
 Name: CAMBRIDGE ISOTOPE LABORATORIES
 City: ANDOVER

St	Type	Doc. date	Net due dt	Clearing	Amount in local cur.	LCurr	Doc.no.
	ZP	11/20/2000	11/20/2000	11/20/2000	461.47	USD	20028705
	RN	10/30/2000	11/29/2000	11/20/2000	461.47-	USD	51008579
* Account 0006503582						0.00	USD

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

The screenshot shows the 'Display Check Information' window with the following details:

Paying company code: 1 Payment document no.: 20117539

Bank details: House bank, Account ID, Bank name, City (redacted)

Check information:
 Check number: 677406 Currency: USD
 Payment date: 02/26/2002 Amount paid: 4,251.38
 Check encashment: 03/05/2002 Cash discount amount: 0.00

Check recipient:
 Name: BELLSOUTH
 City: ATLANTA

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

The screenshot shows the 'Check line items' window with the following details:

Status: ■ open ▲ Parked ● Cleared

Vendor Code: 6507409
 Company Code: 1
 Name: BELLSOUTH
 City: ATLANTA

St	Type	Doc. date	Net due dt	Clearing	Amount in local cur.	LCurr	Doc.no.
	ZP	02/26/2002	02/26/2002	02/26/2002	4,251.38	USD	20117539
	KR	02/11/2002	02/11/2002	02/26/2002	97.81-	USD	19021135
	KR	02/13/2002	02/13/2002	02/26/2002	666.00-	USD	19021159
	KR	01/25/2002	01/25/2002	02/26/2002	1,818.00-	USD	19021165
	KR	01/29/2002	01/29/2002	02/26/2002	474.41-	USD	19021168
	KR	01/29/2002	01/29/2002	02/26/2002	776.48-	USD	19021170
	KR	01/28/2002	01/28/2002	02/26/2002	373.58-	USD	19021174
	KR	01/28/2002	01/28/2002	02/26/2002	45.10-	USD	19021176
* Account 0006507409						0.00	USD

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.