

End User Procedure (EUP)

General Analyses

ME80FN

Purpose

Use this procedure to view a list of purchasing documents with the capability to drill down and summarize data.

Trigger

Perform this procedure when there is a need to view purchasing documents relating to request for quotations, purchase orders and contracts.

Prerequisites

Before beginning this task, review the following information:

- Be as precise and comprehensive as possible when entering the report selection criteria on the initial screen
- Understand that large data requests will take extended time for system processing

Menu Path

Use the following menu path(s) to begin this transaction:






- Select **Logistics → Materials Management → Purchasing → Purchase Order → Reporting → General Analyses** to go to the *General evaluations* screen

Transaction Code

ME80FN

Helpful Hints

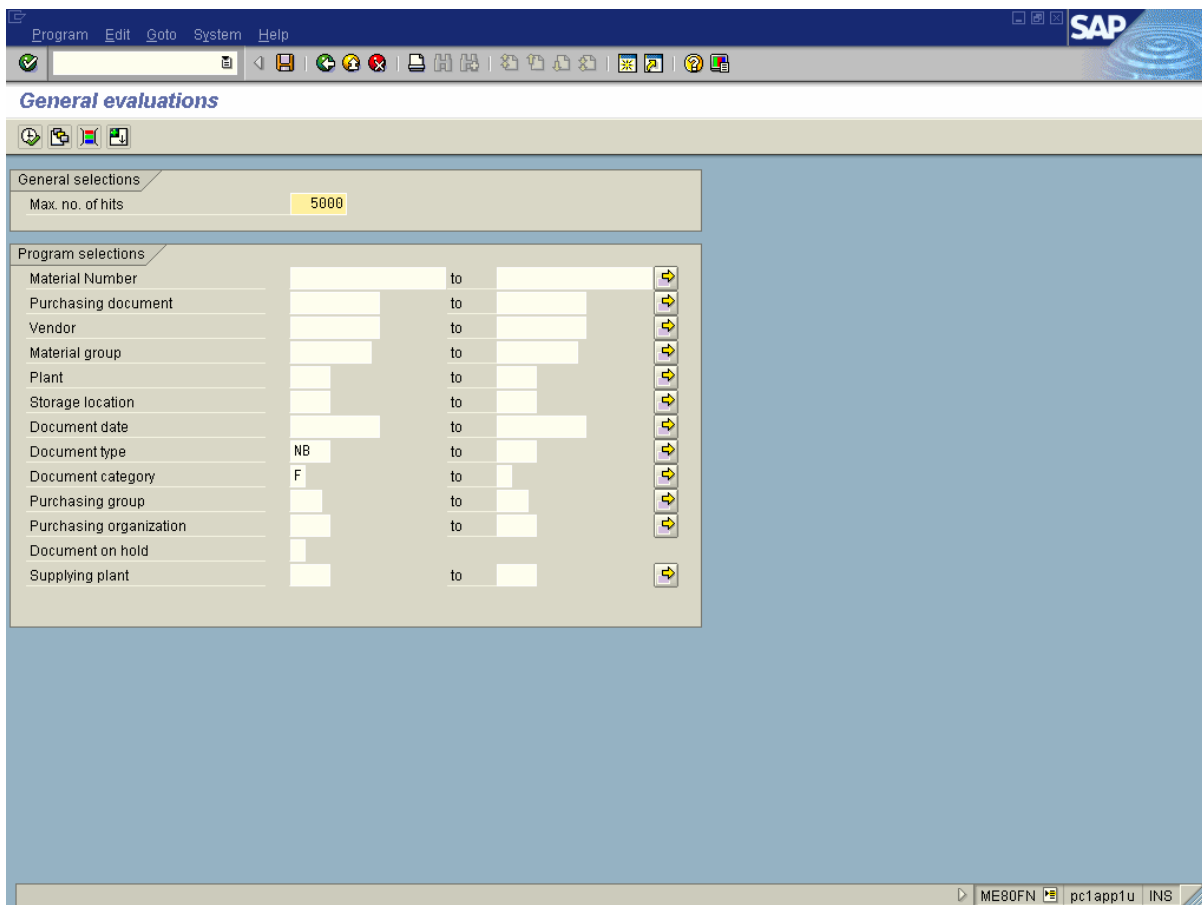
Review the following:

- Create variants so selection criteria do not need to be entered each time report is generated
- GET VARIANT  icon = Selecting this icon allows the recall of selection criteria that has been previously saved
- DYNAMIC SELECTIONS  icon = Selecting this icon displays additional input criteria. Select by double-clicking on any of the choices listed
- ALL SELECTIONS  icon = Selecting this icon displays additional output formats, if available
- MATCHCODE  icon = Selecting this icon displays a search field for possible selections
- MULTIPLE SELECTIONS  icon = Selecting this icon allows the entry of a single value or multiple value range for inclusion or exclusion for selection field

Procedure

1. Start the transaction using the menu path or transaction code.

General evaluations



The more information provided in the Program selections section; the more efficient the search result.













DO NOT EXECUTE REPORT WITHOUT FILLING IN PROGRAM SELECTIONS FIELDS.



R/O/C/D indicates a field is required, optional, conditional (dependent upon another selection) or the information defaults (based on previously entered information or system configuration)

2. As required, complete/review the following fields:

Field Name	R/O/C/D	Description
Max. no. of hits	C	Maximum number of hits that are to be displayed in the document overview. Please note that each purchasing document item counts as one hit. Normally, a maximum of 5000 hits are displayed in the document overview. Example: 999999
Material Number	C	Number generated by SAP that uniquely identifies a material in the R/3 System. As a general rule, a material master record must exist for each material managed in a company. This record is stored under a material number.
Purchasing document	C	Number generated by SAP that uniquely identifies a purchasing document. Example: 4500000030
Vendor	C	Business partner that provides materials or services each having a unique identification value assigned as it is processed in SAP. The system automatically assigns a number. Example: 100175
Material group	C	Code identifying an allocated group of materials with the same features.  Material groups for services begin with a "7", "8" and "9". Example: 25172502
Plant	C	The agency organization unit number.  Use the MULTIPLE SELECTION  icon to enter single or multiple value ranges for inclusion or exclusion. Example: 2101
Storage location	C	Number of the storage location at which the material is stored. A plant may contain one or more storage locations.  Storage location must be relevant to Plant. Example: 0001
Document date	C	Date which appears in the document header and can be used for any defined purpose.  A range of dates will result in a more efficient search.

Field Name	R/O/C/D	Description
Document type	D	Key that identifies which group of documents this document will be assigned. Documents of the same type contain common information which is relevant to posting and update of the value fields in the data base.  System defaults to Standard PO (NB). Use the MATCHCODE  icon for possible selections.
Document category	D	Identifier to differentiate between various kinds of purchasing document in the SAP System.  System defaults to Purchase Order (F). Use the MATCHCODE  icon for possible selections.  Changing this field will give different selection possibilities in Document type field (currently Scheduling Agreements are not being used).
Purchasing group	C	A buyer or group of buyers who are responsible for certain purchasing activities. Internally responsible for procuring a material or a class of materials.
Purchasing organization	C	An organizational unit that procures materials and services, negotiates conditions of purchase with vendors, and bears responsibility for such transactions.
Document on hold	C	Purchase order not yet complete.
Supplying plant	C	Issuing plant.

3. Select the EXECUTE  icon.

Purchasing Documents

Purch.doc.	Item	Vendor	Matl group	Material	POrg	PGr	Plant	SLoc	Doc. date	Order quantity	OUn	Net order value	Curr.	O...	Type	S
4500143...	10	144168	026000	271497	2100	CP2	2118	0001	07/02/2004	8	EA	289.76	USD	EA	NB	
4500147468	10	132168	026000	271504	2100	B...	2102	0001	07/09/2004	2	EA	33.98	USD	EA	NB	
4500147468	20	132168	026000	277348	2100	B...	2102	0001	07/09/2004	2	EA	33.90	USD	EA	NB	
4500147837	10	193291	026000	210777	1100	A75	1148		07/12/2004	2	EA	95.54	USD	EA	NB	
4500149358	10	124669	026000	238221	7800	MM7	7840		07/16/2004	50	EA	4,380.00	USD	EA	NB	
4500149358	20	124669	026000	238221	7800	MM7	7840		07/16/2004	50	EA	725.00	USD	EA	NB	
4500149947	10	187931	026000		CO...	155	3802		07/19/2004	3	EA	204.00	USD	EA	NB	
4500149947	20	187931	026000		CO...	155	3802		07/19/2004	4	EA	144.00	USD	EA	NB	
4500151506	10	155777	026000		1100	120	1152	0001	07/26/2004	2	EA	159.04	USD	EA	NB	
4500151506	20	155777	026000		1100	120	1152	0001	07/26/2004	4	EA	575.00	USD	EA	NB	
4500151506	30	155777	026000		1100	120	1152	0001	07/26/2004	4	EA	259.00	USD	EA	NB	









The report displayed shows the purchasing document number, item (line number) number, vendor number, material group, material number, purchasing organization, etc. for the information specified on the selection criteria screen.

The report is sorted by purchasing document and item number.

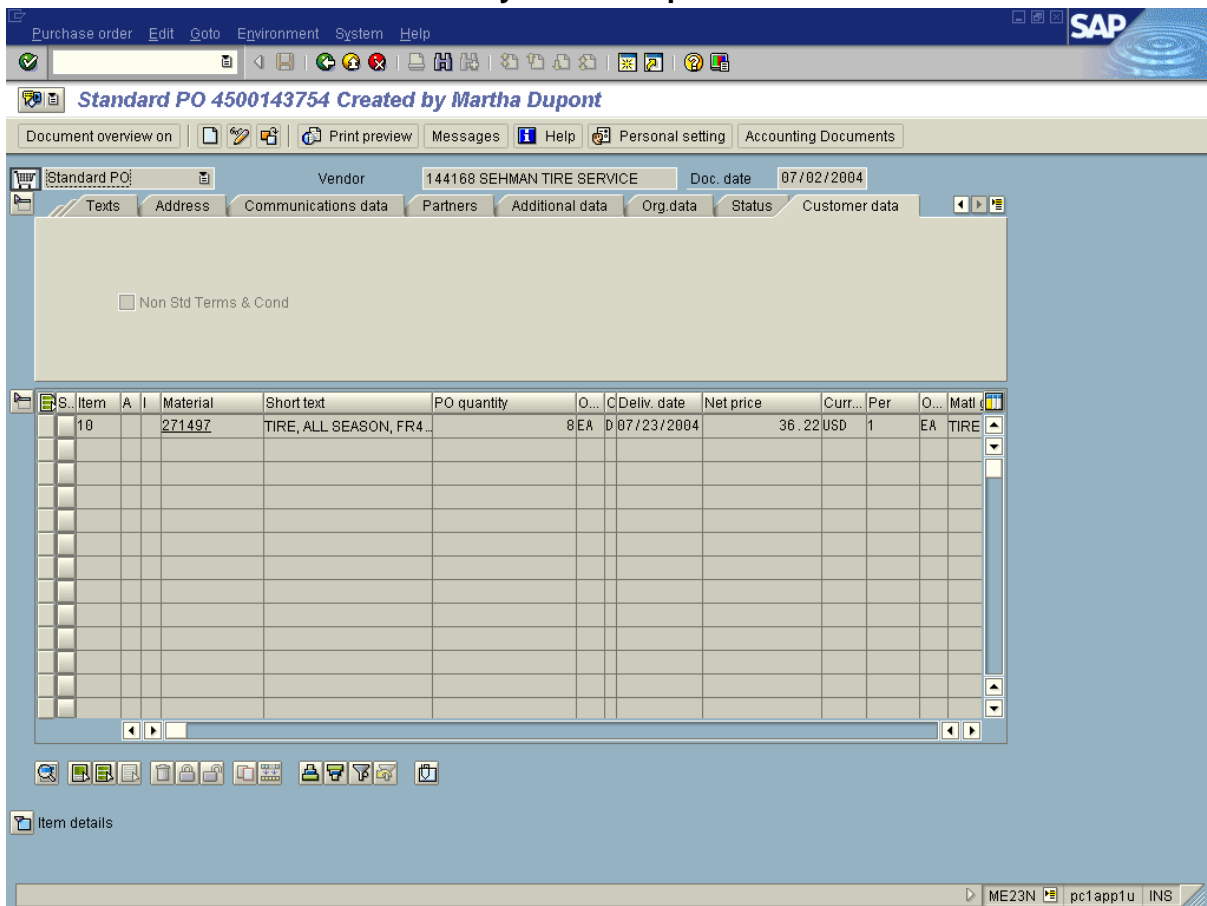
4. Select a purchasing document number.
5. Select the following buttons:

Button	Value
	Selecting this button will display the purchasing document. Select the BACK icon to return to the report.

Button	Value
MATERIAL  Material button	Selecting this button will display the material master record. Select the BACK  icon to return to the report.
VENDOR  Vendor button	Selecting this button will display the vendor master record. Select the BACK  icon to return to the report.
PRINT PREVIEW  Print preview button	Selecting this button will preview the purchasing document. Select the BACK  icon to return to the report.


6. Select by double-clicking a purchasing document number.

Standard PO 4500143754 Created by Martha Dupont






Based on the information specified on the selection criteria a purchase order, request for quotation or contact will be displayed with additional drilldown capabilities.


7. Select the BACK  icon until the *Purchasing Documents* screen appears.














Purchasing Documents

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4500151506	30	155777	026000		1100	120	1152	0001	07/26/2004	4	EA	259.00	USD	EA		NB	




Scroll to the right to view additional information or select the DETAIL  icon.

Application icons	Description
DETAILS  icon	Select this icon to display all information on the selected line.

Application icons	Description
SORT IN ASCEND. ORDER  icon	Select this icon to sort from lowest to highest value.
SORT IN DECND ORDER  icon	Select this icon to sort from highest to lowest value.
FIND  icon	Select this icon to initiate a search for text in the current document, screen or report.
SET FILTER  icon	Select this icon to define criteria for removal from displayed report and only present report data that is required.
TOTAL  icon	Select this icon to display total by certain criteria.
SUBTOTAL  icon	Select this icon to display subtotals by certain criteria. (becomes available after a total is displayed)
PRINT  icon	Select this icon to print the current document, screen or report.
VIEWS  icon	Select this icon to change the view of the report (print preview, excel, crystal reports preview).
EXPORT  icon	Select this icon to export the data to commonly used PC applications.
SELECT LAYOUT  icon	Select this icon for the selection of a previously saved layout; changing the layout view; saving the layout view; or managing previously saved layouts.
DISPLAY GRAPHICS  icon	Select this icon to display the data in graphical form. The default graphic is a bar chart.
END USER DOCUMENTATION  icon	Select this icon to launch the SAP Glossary information.
CHANGE VIEW  icon	Select this icon after a line item to display header/item, delivery schedule, or purchase order history information.

8. Perform one of the following:

To	Go To
Select another purchasing document for review	Step 4
Exit the transaction	Step 9

9. Select the EXIT  icon until the *SAP Easy Access* screen appears.
10. You have completed this transaction.

Result

You have satisfactorily completed the transaction General Analyses (ME80FN).

Comments

Congratulations!

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