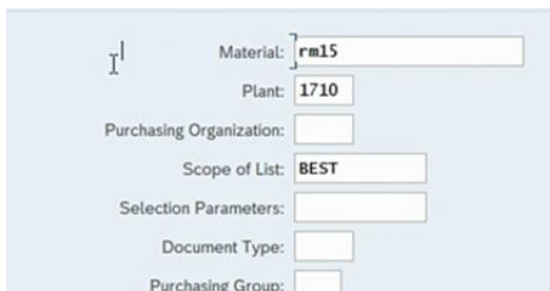


Purchasing reports in SAP

There are quite a few standard purchasing reports available in SAP. They can help give a high level snapshot of the different purchasing operations at a company.



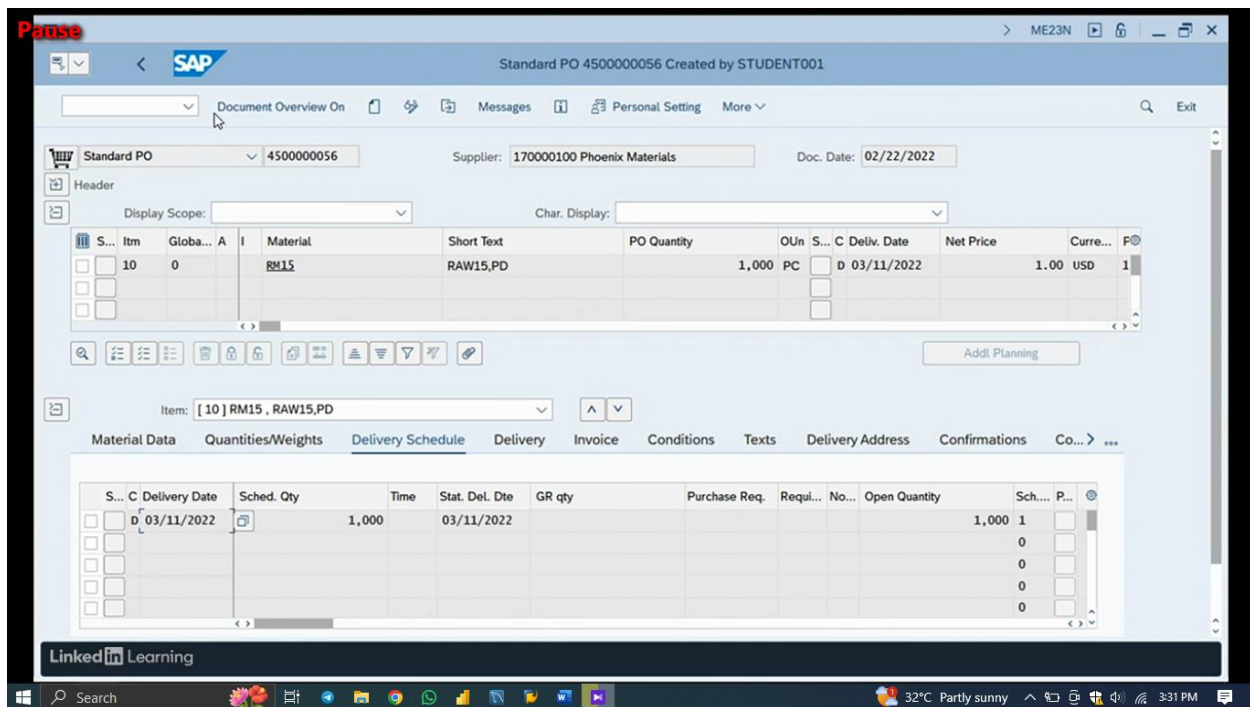
Let's look at the purchasing documents for material report. To do this, we'll enter transaction code me2m. This brings us to our selection criteria page.

A screenshot of the SAP selection criteria page for transaction code me2m. It shows fields for Material (rm15), Plant (1710), Purchasing Organization, Scope of List (BEST), Selection Parameters, Document Type, and Purchasing Group.

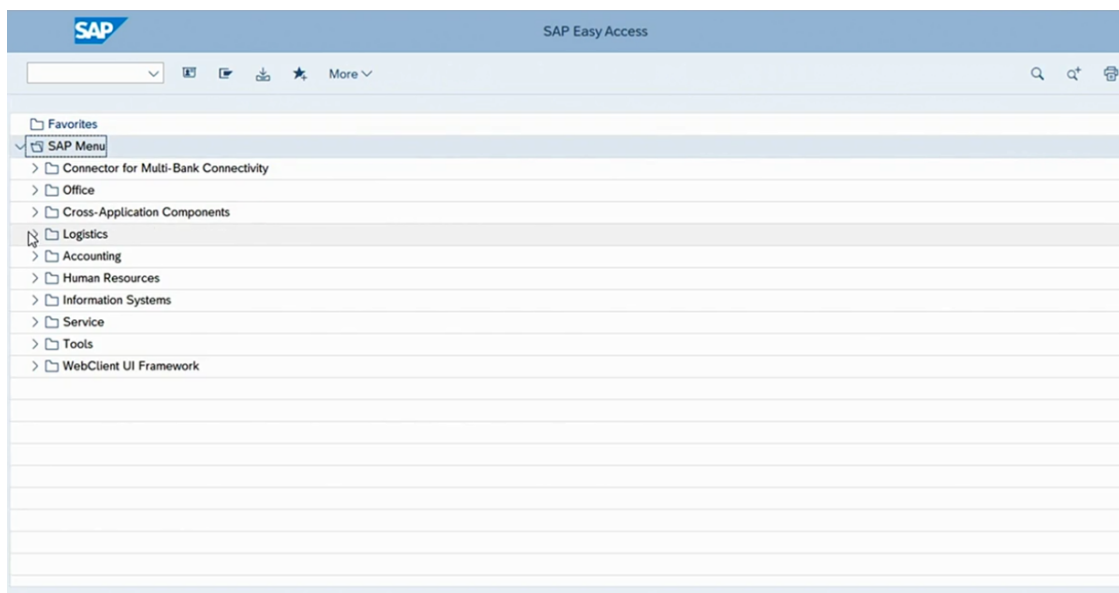
First, we'll enter our material. We'll enter rm15. Next we'll enter our plant, we'll enter plant 1710. Our scope of list field helps us determine the output type for this report. The criteria entered here called best is configured to show purchase orders. We can now run this report by pressing execute. This brings up all the purchase orders in plant 1710.

PO	Type	Supplier	Name	PgP	Order	Date
Item	Material		Short Text	Mat.	Group	
D I A Plnt SLoc	Order Qty	Un	Net Price	Curr.	per Un	
4500000056	NB	170000100	Phoenix Materials	001	02/22/2022	
00010	RM15		RAW15,PD	L002		
1710	171C	1,000	PC	1.00	USD	1 PC
Still to be delivered		1,000	PC	1,000.00	USD	100.00 %
Still to be invoiced		1,000	PC	1,000.00	USD	100.00 %
4500000058	NB	17300015	Domestic US Supplier Financing 1	001	02/25/2022	
00010	RM15		RAW15,PD	L002		
1710	171C	100	PC	10.00	USD	1 PC
Still to be delivered		100	PC	1,000.00	USD	100.00 %
Still to be invoiced		100	PC	1,000.00	USD	100.00 %
4500000060	NB	17300010	Domestic US Supplier 10	001	03/01/2022	
00010	RM15		RAW15,PD	L002		
1710	171C	100	PC	1.00	USD	1 PC
Still to be delivered		100	PC	100.00	USD	100.00 %
Still to be invoiced		100	PC	100.00	USD	100.00 %
4500000061	NB	17300010	Domestic US Supplier 10	001	03/01/2022	
00010	RM15		RAW15,PD	L002		

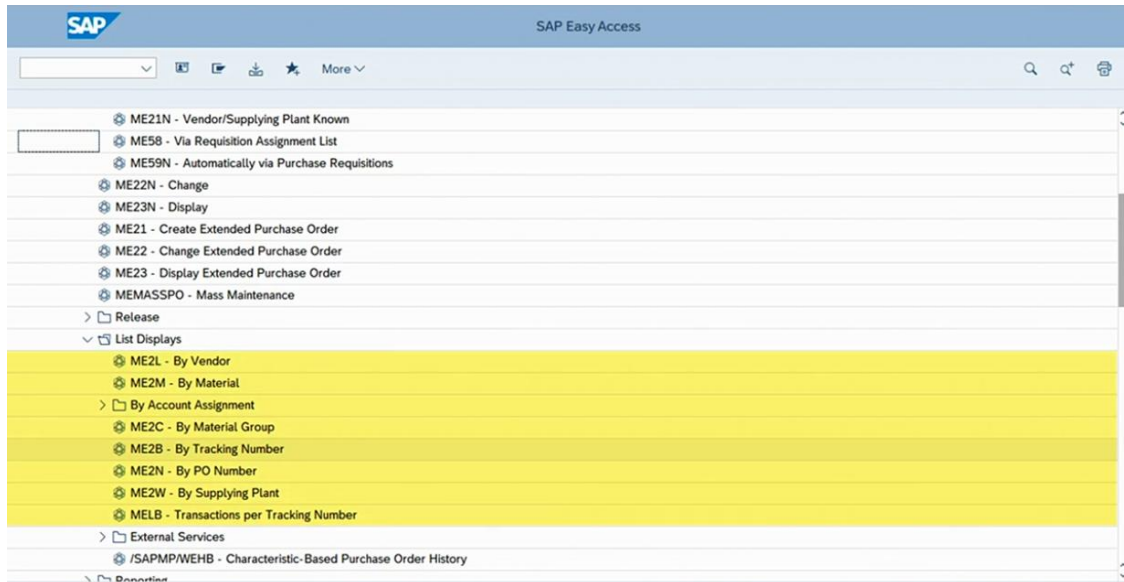
Our first purchase order shows that the supplier, Phoenix Materials, has 1000 pieces that are still yet to be delivered. This report is extremely useful because we can double click directly on the purchasing document number to drill down into it. We'll try this now.



This brings us into a standard purchasing order where we can view all the details we may need. To get back to our results, we'll click the back button.



Many of the purchasing reports are extremely useful because we can look at orders to specific suppliers only. Or we can look at orders to many different suppliers for only one material. This is only one of the many standard SAP purchasing reports. To see some of the others, we'll head back to the SAP easy access screen. To do this, we'll press exit.



Back at the easy access screen, we'll use the menu tree. First, we'll expand the logistics folder. Now materials management, purchasing, purchase order. Now we'll expand the list displays folder. We can get a list output report by vendor, by material, like the report we just ran, by material group, by tracking number, by PO number, by supplying plant, and transactions per tracking number. We'll also scroll down and expand the reporting folder. This has many more options for standard purchasing reports. It's important to note that these options are all available for each of the different kinds of purchasing documents. When we have to analyze purchasing data, there is most likely a report ready to provide the information we need.