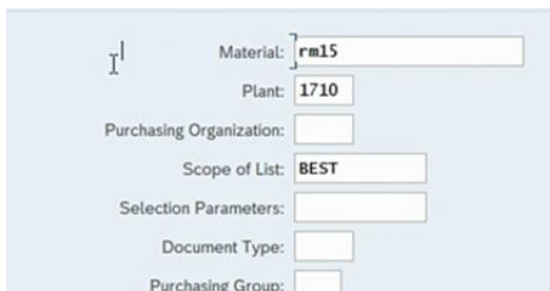Purchasing reports in SAP

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.


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.


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.
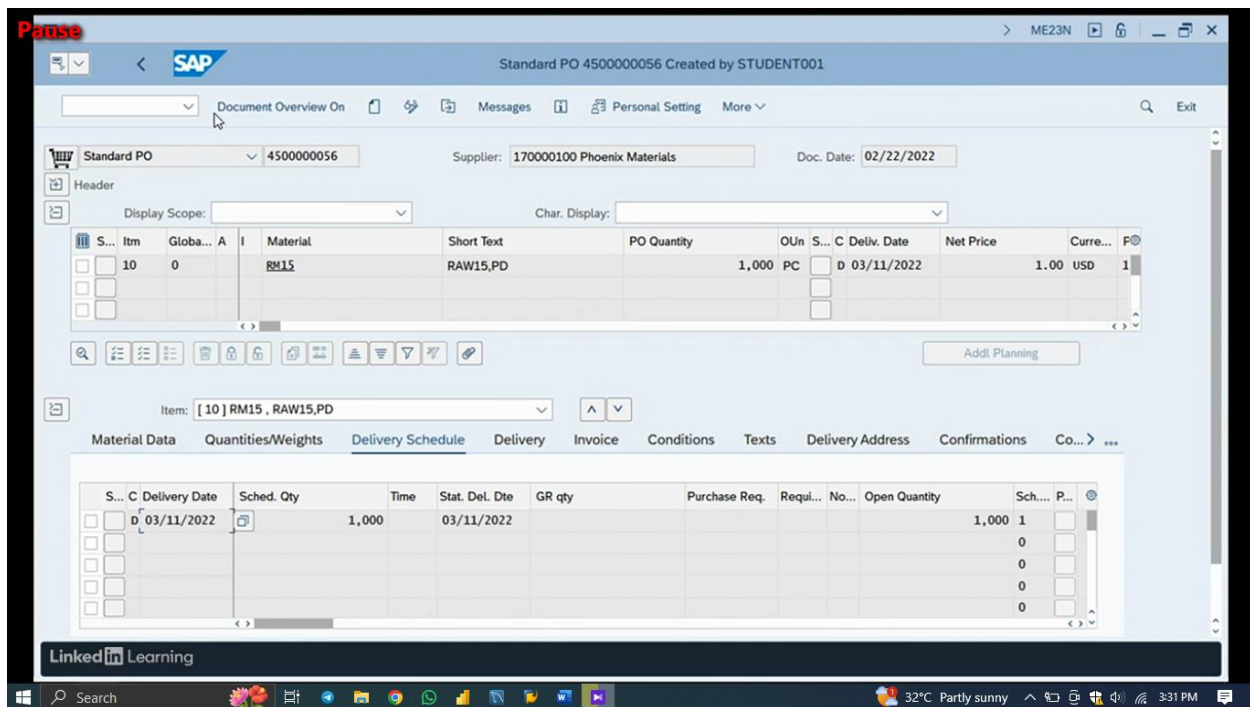
This brings us into a standard purchasing order where we can view all the details we may need. To get back to our results, we'll click the back button.
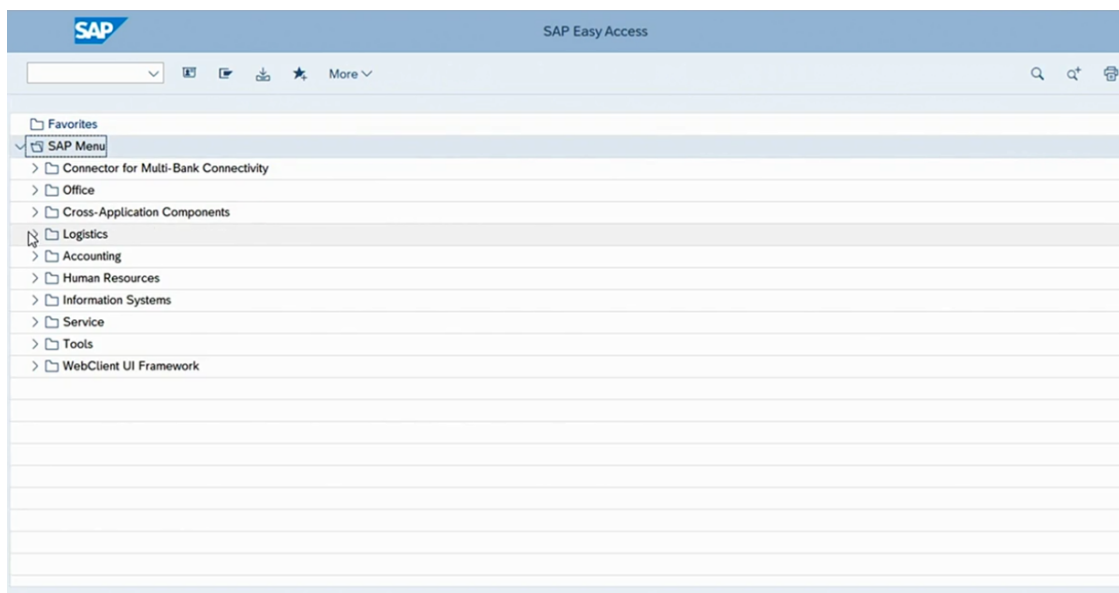
Many of the purchasing reports are extremely useful because we can look at orders to specific suppliers only. Or we can look at orders to many different suppliers for only one material. This is only one of the many standard SAP purchasing reports. To see some of the others, we'll head back to the SAP easy access screen. To do this, we'll press exit.
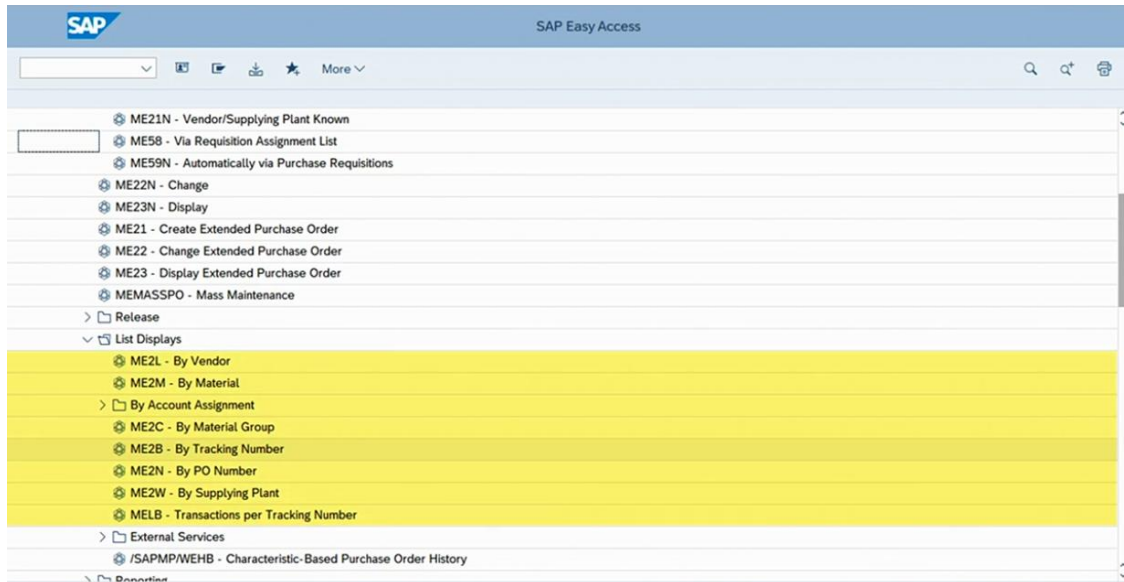
Back at the easy access screen, we'll use the menu tree. First, we'll expand the logistics folder. Now materials management, purchasing, purchase order. Now we'll expand the list displays folder. We can get a list output report by vendor, by material, like the report we just ran, by material group, by 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.