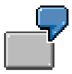
Reports and Analyses (SD-IS-REP)

HELP.SDISREP

Release 4.6C

Copyright

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Reports and Analyses (SD-IS-REP)

Reports and Analyses (SD-IS-REP)

Purpose

The SAP R/3 System offers you a wide range of information and analysis tools for sales and distribution. These provide you with a quick overview of your current business situation.

You want to determine how many orders customer XY issued in the last quarter. To see this information, you can execute the report “List orders”. This gives you a list of orders and also contains information on the items, order value etc. You can set the scope of this list yourself.

Integration

Some reports are created using the Sales Information System [Page 62].This is the only component, which enables you to collect, aggregate and evaluate data from sales and distribution processing.

The sales information system is part of the Logistics Informatiom System [Ext.].

Features

The following evaluation functions are available:

- Lists and evaluations

  You can create lists of documents that meet certain criteria such as all the billing documents for a particular payer or all orders for a certain time period.

  The system is also able to inform you about credit holds (documents blocked for credit reasons) or orders that have not yet been processed.

- Work lists

  You can create work lists for different areas, for example, for deliveries that have not yet been billed. You can go directly from the list to process the documents.

- Functional Analyses

  This enables you to display the steps that the system uses to determine prices or accounts.

- Information on individual sales documents

  You can display information about a sales document, such as the document flow or document status.

Reports in SD

Definition

A report is an executable program which reads data from the database, evaluates it and then issues the results.

A report does not make any changes to the database.

Use

You can carry out the following functions with a report:

- Lists and evaluations

  This function enables you to call up lists to meet certain criteria such as all the orders for a particular customer within a certain time period, or to determine which orders still need to be processed, or which billing documents are blocked for Financial Accounting.

- Work Lists

  Work lists are lists of documents that still need to be processed, such as deliveries that haven't been billed. From this list, you can start the subsequent functions for some or all the documents at once.

Most of the lists are managed with a special tool, the ABAP List Viewer. This tool allows you to total or sort columns. You can also decide the sequence in which the columns are displayed. For more information, see ABAP List Viewer [Ext.].

Call up Report (SD)

Prerequisites

If you want to restrict a list according to certain selection criteria, you must enter the criteria before creating the list. See Selection Criteria to Restrict Lists [Page 9].

Procedure

You can call up the reports in two ways:

- from the application

  Choose, for example *Order* → *Lists* → *List of sales orders* in the Sales screen [Ext.].

- From the reporting tree that contains all the reports

1. To display the reporting tree, choose *Information systems* → *General report selection*.
2. Place the cursor on the application required and choose *Edit* → *Expand sub-tree*.
3. To reach the selection screen for the report required, choose *Nodes* → *Execute*.

   To see the documentation for a report, choose *Help* → *Extended help*.

Result

You will receive a list. In the list you can

- Display or change a document
  See Choosing Sales Documents in the List [Page 11].
- Display or change a master record
  See Choosing Master Data in the List [Page 12].
- Display particular information within a document such as the document flow or status.
  See Document Flow [Page 42].

Selection Criteria for Restricting Lists

Use

Before you create a list, you can specify selection criteria to adapt it to correspond precisely to your information needs. The following selection criteria is, for example, available.

- Partner and material data
- Validity period
- Document date
- Open/all documents
- Organizational data
- Partner function
- Further selection criteria

Features

Partner and Material Data

You can first specify the partner or material data. For example, if you wish to list sales documents, enter the sold-to party, the material, or the customer order number. You must enter at least one of these criteria in some lists.

Validity Period

If you specify the validity period, you will receive a list of documents that belong to that validity period. This might be an obligatory criterion for some lists.

Document Date

You can enter the document date to call up all the documents created within a time period that is of interest to you. The system will start by proposing last month to you. You can overwrite the proposed data. There is a calendar available in input help.

Open/All Documents

You can choose whether you wish to display all documents or only those which are open. Open documents are documents for which no subsequent functions must be performed. An open order, for example, contains items which have not yet been delivered.

If, for example, an order has been partly delivered or invoiced, it depends on the Completion rule [Ext.] whether the order should be supplied later or invoiced again (which means a subsequent function must be implemented again).

Organizational Data

If you call up a list for the first time using organizational data as a selection criterion, the system first displays a dialog box where you enter the organizational data. You can also display this dialog box by choosing *Settings* → *Organizational data*. You can then check the proposed data and change it if necessary.

Partner Function

If you only wish to list documents for a partner and a particular partner function, choose *Settings* → *Partner function*. A dialog box appears in which the partner function is proposed. You can change the default value.

Further Selection Criteria

You have additional selection criteria at your disposal to further limit the documents to be listed. Select the menu option *Edit* → *Further sel.criteria*. The system provides a dialog box containing additional criteria from which you can choose up to three.

Choosing Sales Documents in the List

Prerequisites

You must create the list, from which you can then display or change a document.

The changes you make are not recorded in the existing list. To display these changes, you must call up the list again.

Procedure

1. Position the cursor on the line of the document you would like to edit.
2. Choose *Environment* → *Display Document*.

   You reach the document where you can make your changes.
3. Choose *Back* to return to the list.

Choosing Master Data in the List

Prerequisites

You must create the list before you can choose and display a material, customer master or the partner address for a document.

In order to display a material master record, you must choose a display variant for the list that also contains the items for the documents. You can do this by going to *Settings* → *Display variants* → *Choose.* For more information, see Display variants [Ext.] in the CA - ABAP List Viewer documentation.

Procedure

1. Position the cursor on the line of the document for which you would like the master data displayed.
2. Choose *Environment* → *Master data.*

   This is where you can branch to the customer or material master or display the partner address.
3. Choose *Back* to return to the list.

List Processing in SD

Use

This provides you with different functions for processing and obtaining further information from the overview lists that were issued by the system according to your selection criteria.

The majority of lists in SD are managed with a general tool, the ABAP List Viewer. If you are processing any lists apart from those mentioned below, see the ABAP List Viewer [Ext.] for information on how to work with them.

However, the ABAP List Viewer does not currently manage the following SD lists:

-Credit management lists

-Lists of blocked orders to be released (release of customer expected price)

The rest of this documentation describes how to process these lists only.

Features

You can use the following functions to process the lists named above that are not managed by the ABAP List Viewer:

- Finding in lists [Page 17] or restrict the list further with the search function
- Totalizing in lists [Page 19]
- Sorting in lists [Page 16]
- Choose another display variant [Page 20]
- Choosing individual documents [Page 11] directly from the list
- Choosing master data [Page 12]
- Choosing additional field [Page 21]s to display more information in the list

Setting Defaults Before List Creation

It is possible for you to manipulate the list display even before creating the list. For this purpose, the system provides you with various functions in the menu option *Settings*.

Display Variant

You may choose a display variant. The display variant determines the contents and the structure of the list. Various standard display variants are provided for you to choose from in a dialog box, independent of the selection criteria which you entered. Additional and special variants may be defined in Customizing by your system administrator. Special variants make up a display at schedule line level which may lead to longer run-times as they contain very detailed information.

List Starting Point

You may choose whether you reach the list totals screen first or the list of individual documents. To do this, go to the *List* initial screen and choose *Settings* → *List begins with*. A dialog box appears. Choose between individual or totals displays.

Totals Variant

If you have chosen the totals screen for the list starting point, you will be asked to specify your totals variant. You can either use the standard totals variant proposed by the system or you may choose your own summation fields.

To choose the standard totals variant:

1. Choose *Settings* → *Totals variant* in the initial screen for list display.

   A dialog box appears containing the totals variants that match the selection criteria you entered earlier.

2. Decide whether you want to sort the list in descending order. If you do not select the *Descending* field with a check, the list is automatically sorted in ascending order.
3. Choose a totals variant. Position the cursor on the variant of your choice and choose *Enter*.

   A system message informs you that the summation fields have been saved.

To choose your own summation fields:

1. Choose *Settings* → *Totals variant* in the initial screen for list display.
2. Choose the function *Choose fields* in the totals variant dialog box. Another dialog box with summation fields appears.
3. Decide whether you want to sort the list in descending order. If you do not select the *Descending* field with a check, the list will be automatically sorted in ascending order.
4. Choose up to a maximum number of three summation fields in the order of your choice (enter 1, 2 and 3).
5. Choose *Enter* to confirm the summation fields. A system message informs you that the summation fields have been saved.

Display

By choosing *Settings* → *Display* in the list initial screen, you can check which settings you have made. A dialog box appears in which the totals variants, the list starting point, as well as the display variants which you have chosen are listed.

Sorting in Lists (SD)

Use

You can use a sort function to process the lists that are not managed by the ABAP List Viewer. The sort key appears in the *Sort* field at the top right of the screen. Depending on where you place the cursor, you can use the sort function in several ways.

Procedure

Cursor in the command line

1. Place the cursor in the command line.
2. Choose *Edit → Sort*.

   A dialog box appears.
3. Select a maximum of three sort fields by entering 1, 2, and 3 in the sequence you wish the system to observe the fields. The sort fields available include, for example, various organizational data.
4. Indicate whether you wish to sort the list in descending order.

   If you do not select the *Descending* field, the system will automatically sort in ascending order.
5. Indicate whether you wish to sort with totals.

   If you select the *With totals* field, the system will display a subtotal with each group change. A group change occurs when the sorting field's contents change between two display lines.
6. Choose *Enter*.

   The list is sorted according to the criteria you have entered.

Cursor is in a column or on a field in the header

1. Place the cursor in a selection column for a certain item or on a field in the header line.
2. Choose *Edit → Sort*.

   The documents in the selected column are sorted in ascending order. If, for example, you place the cursor on the *Doc. date* column, the documents are sorted by date in ascending order.

Finding in Lists (SD)

Use

In the lists that are not managed by the ABAP List Viewer, you can use the *Find* (or search) function to reduce the list to those documents which you need. Depending on where you place the cursor, you can use the *Find* function in several ways:

This function is the same as *Edit* → *Set filter* in the ABAP List Viewer.

Procedure

Cursor in the command line

1. Place the cursor in the command line.
2. Choose *Edit* → *Find.*

   A dialog box appears in which you can specify search fields. Possible search fields include the user who created the document, various organizational data, or the document date.
3. Select up to three search fields.
4. Choose *Enter.*

   An additional dialog box appears in which you must define the selected search fields further. Choose *Enter.*
5. The system displays the documents that meet your search criteria.

Cursor is on a field in the list header

1. Place the cursor in the header line in the list, such as the *document date* field.
2. Choose *Edit* → *Find.*

   A dialog box appears in which you can limit the search criterion to a set of values. In addition, you can set a string or initial indicator. If you set the string indicator, the specified value may only appear as a character in the selected field. When using an initial indicator, do not enter a set of values. The system displays all the documents for which the chosen field is blank.
3. Enter your selection criteria.
4. Choose *Enter.*

   The system displays all the documents that meet your search criteria.

Cursor is on a field in a column

1. To find documents that match the criteria in a column, place the cursor on a field in the column.
2. Choose *Edit* → *Find.*

Only those entries in the list which meet the search criterion are displayed. If, for example, you place the cursor on item 10 in the item column and then choose *Edit* → *Find*, the system displays a list of all documents with item 10.

Totalizing in Lists (SD)

Use

You can total the values of all the documents listed. Depending on where you place the cursor, you can use the totalization function in several ways.

Follow the procedures below for using this function for lists that are not managed by the ABAP List Viewer.

Procedure

The cursor is in the command line

1. Place the cursor in the command line.
2. Choose *Edit* → *Sum up.*

   A dialog box appears containing the totals variants available for you to choose from. The same dialog box is displayed when you choose *Settings* → *Totals variant* in the initial screen for list display. See Setting Defaults Before List Creation [Page 14].

3. Select a standard totals variant or define your own.

The cursor is in a column or on a field in the header

1. Place the cursor in a column or on a field of the header.
2. Choose *Edit* → *Sum up*.

   The system totals the weight, volume, and number of items whose values in the selected column are identical. The summation criteria are found in the upper right hand of the screen. All documents are summed up at the end of the list.

   By placing the cursor on the *Shipment date* column and choosing *Edit* → *Sum up*, the system will total all items with the same delivery date in a list of deliveries.

Choosing Display Variants in Lists (SD)

Prerequisites

You can also choose the display variant of a list which already exists. The display variant determines the contents and the structure of the list.

Procedure

1. Choose *Settings* → *Display variants..*

   A dialog box appears. Depending on which selection criteria you entered to create the list, the system will propose various standard display variants here. Additional variants may be defined in Customizing by your system administrator.

2. Choose one of the variants or choose *Special variants*.

   Special variants make up a display at schedule line level which may lead to longer run-times as they contain very detailed information.

3. After marking the required variant, choose *Enter.*

   The system displays the list in the variant you have chosen.

Choosing Additional Fields in Lists (SD)

Prerequisites

To display extra information in the lists that are not managed by the ABAP List Viewer, you have to activate an additional field.

Procedure

1. Position the cursor in the list where you want your additional field to appear. Then choose *Settings* → *Additional field on*.

   A dialog box appears in which are listed a variety of additional fields for you to choose from.

   You can define these fields in Customizing under Sales and Distribution → Sales → Lists → Define list layout of expected customer price.

2. Position the cursor on the required additional field and choose *Choose*.

   The additional field appears in your list.

3. To deactivate the field, choose *Settings* → *Additional field off*.

Displaying List Levels (SD)

The various list displays which can be created using the summation, sort, and find functions, are assigned to list levels and stored in the system. You can return to any previous displays at any time.

When you choose *Goto* → *List level overview*, the system displays all list levels previously determined for a list. Choose one of the list levels. The relevant list compiled is displayed.

Please note that when you return to a previous list level, you will no longer be able to display succeeding list levels. If you have created four list levels, for instance, and go from the fourth to the second list level, you will no longer be able to return to the third or fourth level as these are deleted from the overview.

Worklists

Definition

A summary of objects which meet certain criteria and require further processing.

Use

You can use work lists to list all the documents that still need processing with a certain subsequent function. This can be purely for information purposes. Or you can use it to process the documents more efficiently.

Structure

Once you have entered your selection criteria, the system displays a list that you can edit with the ABAP List Viewer [Ext.].

Not all functions in the ABAP List viewer are available for some of the work lists.

From this list, you can start the subsequent functions for some or all of the documents at once.

Call

You can call up worklists either using the appropriate application menu or using the central reporting tree.

List of Sales Documents

The following lists are available:

- List of sales and distribution documents [Page 25]
- List of incomplete sales and distribution documents [Page 27]
- List of blocked billing documents [Page 28]
- List of unconfirmed sales and distribution documents [Page 38]
- List of backlogged sales and distribution documents [Page 39]

List of Sales Documents

Use

You use this function to list sales and distribution documents (such as sales orders or billing documents) within a certain time period. You can also specify additional criteria, such as:

- Business partner (for example, sold-to party, payer)
- And/or material
- Purchase order number

You can decide whether you want to list all sales documents or just open ones. You can also restrict your list to all those sales documents you created yourself.

There are various reasons for setting up a list of sales documents, for example:

- You want to obtain information about existing sales orders in response to a customer inquiry.
- You want to display all quotations for a certain material or a business partner for analysis.
- You want to display all sales orders where data is still incomplete.

Prerequisites

The following indexes must be activated in Customizing for Sales and Distribution under *Sales and Distribution → Sales → Lists.*

- Partner indexes (for lists according to sold-to party, payer, and so on)
- Item indexes (for lists according to material)

You can use an existing display variant or define your own to determine which columns should be displayed in the list. Before you can save your own display variant, you must first define a parameter in your user profile by choosing *System → User profile → Own data* and entering the following in the *Parameters* tab page:

- **`SD_VARIANT_MAINTAIN`** in the *Parameters* column
- **`A`** in the *Value* column

For more information, see Display variants [Ext.] in the *CA - ABAP List Viewer* documentation.

Features

The ABAP List Viewer functions are available for processing these lists. For more information on list processing, see CA-ABAP List Viewer [Ext.].

You can use lists to make mass changes, that is, changes to several sales documents at the same time, by entering a:

- New plant
- New material
- New pricing
- New currency

For example, if you want to reprice several sales documents, select the relevant sales documents and choose *Edit → Mass change → New pricing.*

If you want to make a change that affects the items (for example, a new plant or a new material), you must choose a display variant which lists the items in the sales document. To change the display variants, choose *Settings → Display variants.*

Call

You can call up the lists as follows:

- By choosing *Info system* in each area: For example; *Logistics → Sales and distribution → Billing → Info system → Billing documents*
- Or by choosing *General report selection*, where all the reports are stored: For example; *Information systems → General report selection → Sales and Distribution → Billing → Billing documents*

List of Incomplete Sales Documents

Use

If required, you can display a list showing which sales documents are incomplete.

Features

You can display all incomplete sales documents or only a certain type of incomplete sales document, such as incomplete orders.

You can choose the degree of incompletion in this list when you create it. For example, you can only display incomplete orders for further delivery processing

You can use the list to complete the data. Select the sales documents from the list that you would like to change and choose *Goto → Edit incompletion*

Call

To display all the incomplete documents, go to the Sales screen [Ext.] and choose *Environment → Document analysis → Incomplete documents*.

To display certain types of incomplete sales documents, enter the type of sales document you would like to see in the *SD transaction* field.

Alternatively, you can choose the sales documents you wish to see from the Sales screen [Ext.], using the following menu entries:

- *Order → Incomplete orders*
- *Inquiry → Incomplete inquiries*
- *Quotation → Incomplete quotations*
- *Outline agreement → Scheduling agreement → Incomplete sched. agr*
- *Outline agreement → Contract → Incomplete contracts*

You can select the level of incompleteness in *Incompletion*: for example, to only show those orders which are not complete for further delivery processing, select the field *Delivery.*

List of Blocked Sales Documents

The following lists are available:

- SD Documents Blocked for Delivery [Page 29]
- SD Documents Blocked for Billing [Page 31]
- Customer expected price [Page 33]
- Work lists for credit management [Page 35]
- List of blocked billing documents [Page 37]

SD Documents Blocked for Delivery

Use

This report replaces the former "Sales Orders/Contracts Blocked for Delivery" report (RVSPERAU). It provides a list of all the sales documents that have been blocked for delivery, with information about what has caused the block.

The report has been changed because originally it could display only sales documents that had been blocked at header level. Any sales documents that had been blocked at item or schedule line level were not displayed even though this information was also relevant.

Prerequisites

You can use this report immediately for new sales documents. The first time you use it for existing sales documents, you must update the new status fields. You can do this by running the "Update Status Fields for Overall Block in VBUP and VBUK" selection program (SDSPESTA).

If Release 46A is your first installation of the SAP system, you do not need to execute the selection program.

Features

Selection

You can restrict the list to documents that have been blocked for a particular reason by entering the type of block in the *Delivery block header* field. Note that this only applies to the block in the document header.

For more information about the other selection criteria, see Selection Criteria for Restricting Lists [Page 9].

Output

The report displays information about all SD documents that have been blocked for delivery and the reason for the block, for example, whether it was set at header or item level, or whether it is due to the user or credit status. You can go directly from the list to an individual sales document by placing the cursor on the relevant document and choosing *Edit sales doc*.

The new report is displayed in ABAP List Viewer format. For more information about the List Viewer, see BC - ALV Grid Control [Ext.] in the *Basis* documentation.

Activities

To call up the report from the *SAP Easy Access* screen, choose *SAP standard menu* → *Logistics* → *Sales and Distribution* → *Sales* → *Information system* → *Worklists* → *Sales Documents Blocked for Delivery*.

SD Documents Blocked for Billing

Use

This report replaces the former "Release Orders for Billing" report (RVAUFSPE). It provides a list of all the sales documents that have been blocked for billing with information about what has caused the block.

The report has been changed because originally it could only display sales documents that had been blocked at header level. Any sales documents that had been blocked at item level were not displayed even though this information was also relevant.

Prerequisites

You can use this report immediately for new sales documents. The first time you use it for existing sales documents, you must update the new status fields. You can do this by running the "Update Status Fields for Overall Block in VBUP and VBUK" selection program (SDSPESTA).

If Release 46A is your first installation of the SAP system, you do not need to execute the selection program.

Features

Selection

You can restrict the list to documents that have been blocked for a particular reason by entering the type of block in the *Billing block header* field. Note that this only applies to the block in the document header.

For more information about the other selection criteria, see Selection Criteria for Restricting Lists [Page 9].

Output

The report displays information about all SD documents that have been blocked for billing and the reason for the block, for example, whether it was set at header or item level, or whether it is due to the user or credit status. It also informs you of the delivery status of the sales document. You can go directly from the list to an individual sales document by placing the cursor on the relevant document and choosing *Edit sales doc*.

The new report is displayed in ABAP List Viewer format. For more information about the List Viewer, see BC - ALV Grid Control [Ext.] in the *Basis* documentation.

Activities

To call up the report from the *SAP Easy Access* screen, choose *SAP standard menu* → *Logistics* → *Sales and Distribution* → *Sales* → *Information system* → *Worklists* → *Sales Documents Blocked for Billing*.

Customer Expected Price

Use

Resolving disputed invoices costs some industries (for example, the consumer packaged goods industry) a great deal of time and money. Customers deduct disputed invoices from payments and staff members spend valuable time investigating and researching the reasons for the disputed payment. In addition, prolonged disputes can endanger supplier-customer relations. The extended pricing functions introduced in Release 2.2 enable you to take into account the customer's expected price. By entering the expected price during sales order processing and comparing it with your price, you can help avoid disputed invoices later.

During Order Entry

You can enter customer expected price data manually during order entry in the double-line overview screen of the sales order. Alternatively, you can enter the expected price data directly in the pricing screen, using one of two new condition types:

Condition type	Description
EDI1	Customer expected price
EDI2	Customer expected value

System Reaction to Price Variation

If, during order entry, the expected price and the actual price differ beyond a specified amount (according to the formula you specify in the pricing procedure), the system assigns an incompletion status to the order. The sales order cannot be processed for delivery or billing until the discrepancy is resolved.

Controlled Through Pricing Procedure

You control customer expected price functionality in the pricing procedure in Customizing for Sales. The pricing procedure must include the new condition types, EDI1 and EDI2. In addition you can specify a formula for each condition type. The formula enables you to specify different criteria for comparing expected and actual prices. The standard R/3 System includes two formulas:

Formula	Expected price may not deviate over...
8	expected price may not vary more than 1.00 of the currency unit
9	expected price may not vary more than 0.05 of the currency unit

You specify the formula in the *Alternative calculation type* field of your pricing procedure.

In addition, you can modify the standard formulas or create your own. For more information about working with formulas, see the online Implementation Guide.

Processing Sales Orders With Customer Expected Price

The following procedures show you how the customer expected price is entered during sales order processing and also how to process sales orders in which discrepancies between expected price and actual price have occurred.

Entering Customer Expected Price in the Sales Order [Ext.]

Processing Lists of Orders With Price Discrepancies [Ext.]

Work Lists for Credit Management

Use

Credit personnel can create overview lists of the credit holds (blocked sales orders) and deliveries that they are authorized to process. They can search for documents by entering the following selection criteria:

- Credit control areas
- Credit representative group
- Next shipping date
- Credit account
- Risk category
- Customer credit group

Features

Data in the Overview List

The overview list is the basis for the credit representative's work. The most important data is as follows:

- Next shipping date
- Credit account (customer number or name)
- Document number
- Credit value (document value)
- Currency
- Credit limit used (in percentage)
- Terms of payment
- Risk category
- Total status of credit check
- Credit status (blocking reasons)
- Date on which the document was created
- Credit representative who entered data
- Document value class

Processing Blocked Sales and Distribution Documents

The credit representatives can sort the overview list according to various criteria and can specify exactly how the list is displayed. They can then review the credit situation of any customer and, according to credit policy, decide how to continue processing the sales and distribution documents.

The credit representative can do any of the following:

Work Lists for Credit Management

1. Grant the credit limit and release the document.
2. Do not grant the credit limit and cancel the document.
3. Forward the blocked document to another representative.
4. Recheck blocked documents.
5. Redetermine the priority criteria for blocked documents. This enables you to give priority to and release several documents with a low document value until their credit limit is completely used up, instead doing so for a single document with a high document value that has already exceeded its credit limit.

See also:

Creating Work Lists for Credit Management [Ext.]

List of Blocked Billing Documents

Use

You can use this function to display which billing documents are blocked for transfer to accounting.

Features

Depending on the reason for the block you can restrict the list by marking one or more of the following fields:

- *Accounting block*
- *Error in accounting interface*
- *Pricing error*
- *Foreign trade data*

Call

In the Billing screen [Ext.], choose *Billing document* → *Blocked billing documents.*

Using the list you can change the billing documents and then release them.

See also:

Working with billing documents which are blocked for accounting [Ext.]

List of Unconfirmed Sales Documents

Use

You can display which sales documents are not yet confirmed.

Features

When displaying or changing a sales document you can display all sales documents containing schedule lines, whose confirmed quantities are less than the order quantity. You can restrict selection, for example, to only the unconfirmed sales documents for your sales organization.

Call

In the Sales screen [Ext.] choose *Order* → *Change* or *Display.* In the input help for the *Order* field choose *Sales documents, not fully confirmed.*

List of Backordered Sales Documents

Use

This list gives all of the sales documents, which are set for delivery and their values. The system determines the value from the **confirmed items quantities.**

The system creates a list on the basis of the schedule lines for shipping and the unconfirmed schedule lines.

Features

The following overviews are available:

- Monthly overview

  Here the confirmed and backlogged sales document values are shown each month. The month is determined using the goods issue date.

- Customer view

  The backlogged sales documents are shown for each customer.

- Material view

  The backlogged sales documents are shown for each material.

Call

In the Sales screen [Ext.] choose *Environment → Document analysis → Backorders*

You can use the following parameters to determine the validity period, actuality and scope of the evaluation.

- *Data Selection*

  If you choose these parameters, all tables required for the list are read via the database.

  If you do not choose this parameter, the last saved dataset is read.

- *Fast display/Document overview*

– For a shorter validity period you are recommended to choose these parameters. You gain an overview of the sales documents which are backlogged. In this case an entry in the field *List variant* does not have any effect.

– To get a monthly overview of the order values for the backlogged sales documents, mark the field *Fast display/Document overview.* Do not enter anything in the field *List variant.*

  Depending on whether you want to have the backlogged sales orders sorted according to customer or according to material, place the cursor on the line for a particular month and choose *Goto → Display customers* or *Display material.*

- *Save Dataset.*

  You can use this parameter to check in the created list under your name.

See also:

For further information on backorder processing, see Backorder Processing [Ext.].

Information on Individual Sales Documents

Use

You can display information for a particular sales document that you are working on.

Prerequisites

The correct settings must be configured in Customizing and this procedure is described in the relevant IMG documentation for each function.

Features

You can display the following information:

- Document flow [Page 42]
- Status overview [Page 45]
- Incompletion logs [Page 49]
- Displaying changes made in a sales document [Page 53]
- Displaying FI overview for sales documents [Page 55]

Activities

You can display the information:

- Directly from the overview list
- When you display a document
- When you change a document

Document Flow

Use

The document flow shows how far the sales document has been processed and creates a business transaction out of consecutive documents in the system.

For example, a document flow could contain a quotation, a sales order, delivery and an invoice. If you displayed the document flow from the sales order, the quotation would be a preceding document and the delivery and invoice would be subsequent documents.

Prerequisites

The system always updates the preceding documents. However, if you also want it to update the subsequent documents in the document flow, you must make the relevant settings in Customizing for copying control. Copying control and documents flow are defined for documents in:

- Sales support
- Sales
- Shipping
- Transportation
- Billing

You can find more information in the Implementation Guide (IMG) under *Copying control* by going to *Sales and Distribution* → *Sales* → *Maintain copying control for sales documents.*

Features

The document flow is updated by the system on two levels:

- For the complete document
- For the individual items in a document

The document flow lists all the preceding and subsequent documents as well as the document date and the complete processing status of each document.

Document flow

Document	Date	Complete processing status
. Sales order 5362	June 10	Completed
Delivery 80003721	June 10	Completed
. Picking order 19980610	June 10	Completed
. Goods delivery 49007080	June 10	Completed
. Invoice 90005596	June 10	Completed

.. Accounting document 100007729	June 10	Not cleared

The points show at what level the document appears in the reference chain. The document flow is displayed for the document without any points, in this case, the delivery.

The documents that directly precede or follow the document in the document flow are represented with one point. Indirect preceding and subsequent documents have two or more points. In the above example, the financial accounting document directly follows the invoice and is an indirect subsequent document of the delivery.

Displaying a Document Flow

Prerequisites

Before you can display the document flow for a sales order, for example, you must proceed as follows:

- When changing or displaying a document

  Choose *Order* → *Display* or *Order* → *Change* in the Sales screen [Ext.].

- When working in the list

  Choose *Order* → *Lists* → *List of sales orders* in the Sales screen [Ext.].

Procedure

1. Choose *Environment* → *Display document flow*.

   You reach the *Document Flow* screen for the entire document. All existing preceding and subsequent documents for the order are listed here.

2. To display the document flow for individual items, choose *Document flow* → *View* → *Items*.

3. Go back to the previous screen for a display of the document flow list.

   You can also branch directly from this *Document Flow* display to one of the documents listed. To do this, position the cursor on the required document and choose *Environment* → *Display document*.

Status Overview

Use

The *Status overview* function enables you to view important status information about sales documents at header and item level at one glance.

Features

Status overview is available for all sales documents in the *Environment* menu. To provide a clear overview of all the status information regarding the header and items, the status overview has been designed as a multi-level hierarchy tree.

The first information you see is the most important up-to-date status at header and item level. From here you can branch into more detailed status information for the header and item as well as additional information about the document. You can obtain more detailed information by expanding the nodes in the hierarchy.

The system takes all the relevant statuses for a business process and determines the most important status information at the time for the initial screen dynamically. Examples of an important status could be the last status change to a document or the most important status according to document type or an item category that has not yet been changed. The type of status information that is important depends on the document type, item category and schedule line category.

The following table illustrates examples of which document statuses are important depending on document type and item category:

Document Type/Item Category	Examples of Relevant Status
Quotation, contract	Reference status
Returns	Delivered, billed
Credit/Debit memo	Blocked for billing, rejected, billed
Sales order (standard item)	Confirmed, delivered, billed
Sales order (individual purchase order)	Ordered, order confirmed, goods receipt posted, delivered
Sales order (third-party item)	Ordered, order confirmed, invoice receipt
Free-of-charge item	Delivery status
Make-to-order production	Confirmed, billed

The system uses the document types together with item and/or schedule line categories to determine a chronological sequence (order, delivery, billing) of the statuses that are relevant for display.

When you call up the status information, the system then displays the most important status. Parameters such as those for delivery relevance, billing relevance, requirements type, purchase order type, and completion rule control whether status information is relevant for display.

Displaying Status Overview

Prerequisites

The status overview differs depending on which area you are in.

Procedure

Sales

To display the status overview for a sales order, for example, proceed as follows:

1. In the Sales screen [Ext.], choose *Order* → *Display* or *Change*.
2. Enter the order number.
3. Choose *Environment* → *Status overview*.

From a list:

1. Choose *Order* → *Lists* → *List of sales orders*.
2. Enter your selection criteria and choose *Enter*.
3. Position the cursor on the required document and choose *Environment* → *Document status*.

   If you choose *Environment* → *Document status*, the system displays a compressed status overview of the document header.

4. Position the cursor on the required document and choose *Goto* → *Back*.

To see all the statuses of the header or an item, expand the required nodes.

Shipping

1. In the Shipping screen [Ext.], choose *Delivery* → *Display* or *Change*.
2. Enter the number of the required delivery.
3. Choose *Environment* → *Document flow*.
4. Position the cursor on the delivery and choose *Goto* → *Status overview*.
5. Choose *Back* to return to the document flow list.
6. To display the item status, position the cursor on the delivery and choose *Edit* → *Details*.
7. Select the item you want to see and choose *Goto* → *Status overview.*

   Use the same procedure to display the status overview of a list.

Billing

Use the same procedure to display the status overview of a billing document.

The system updates the header status only for the billing document.

Incompletion Logs

The incompletion log reminds you when data important for further processing is missing from the sales document. When you enter a sales document, the system usually proposes much of the necessary data from customer and material master records, and you can also enter additional data or change proposed data manually. The sales document then forms the basis for various subsequent functions, such as delivery processing and billing. However, subsequent functions can often only be carried out if the data in the original sales document is complete. To guarantee completeness, the system logs all missing data in an incompletion log. The data needed to process subsequent functions is defined by your system administrator for each sales document type. For example, when entering a quotation, you must enter a validity period. If you do not enter the validity period, this field is entered into the incompletion log and further processing may be blocked.

The completeness of data in a sales document determines its status. You can display an overview of status information in a sales document for both header and items.

Calling Up the Incompletion Log [Page 51]

Displaying Incompletion Status [Page 52]

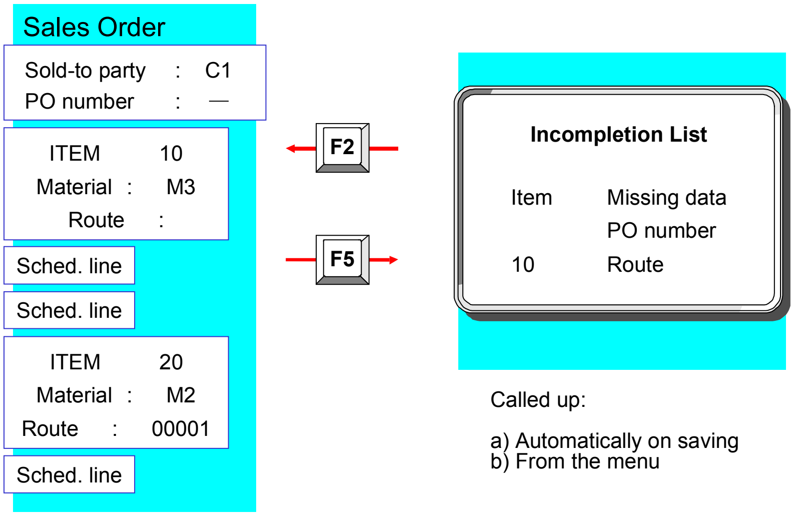
Saving a Document with Incomplete Data

Whether you can save a document with incomplete data depends on the sales document type. For example, the system might allow you to save an incomplete quotation, whereas it might allow you to save an order only if the data is complete. Even if you can save an incomplete document, the missing data or texts may affect further processing of the sales document. The following functions may be blocked:

- Copying
- Delivery
- Billing

If, for example, the payment terms are missing, you can still deliver the sales order but you cannot invoice it. The incompletion log may also indicate that the purchase order number is missing, but this may not necessarily affect further processing of the document. The following graphic shows how you process incomplete data.

Incompletion Logs



Called up:

a) Automatically on saving
b) From the menu

Calling Up the Incompletion Log

If you try to save the sales document but your data is incomplete, the system automatically displays a dialog box informing you that your data is incomplete.

To complete the document, proceed as follows:

1. Choose *Edit* and *Enter*.

   The screen containing the incompletion list appears. The system displays the data still required to make the document complete.

2. Select the lines that you want to edit and choose *Complete data*.
3. Enter the missing data and choose *Edit next data*.

   This takes you to one of the following screens:

   – If you select additional data from the incompletion log, you reach the next screen that has missing data.

   – If you do not select additional data in the incompletion log, you reach the item entry screen. You have finished processing incomplete data.

4. As soon as you have entered all missing data, choose *Save*.

   You can now be sure that you have edited all the data that is required to continue processing the business transactions.

   If the incompletion log contains missing data, you can also call it up manually by selecting *Edit* → *Incompletion log* from any of the overview screens in the sales document.

Displaying Incompletion Status

You can check whether all the necessary data has been entered for both the entire document or for individual items.

- If you want to check the completeness of the entire document, choose *Goto* → *Header* → *Status* on one of the overview screens. On the screen which follows, you can see whether the header and item data is complete.
- If you want to check the completeness of the items, choose *Goto* → *Item* → *Status* on one of the overview screens.

On the status screens, you see which subsequent functions (for example, delivery) cannot be carried out because the document is incomplete. However, the system does not display which specific data is missing.

Displaying Changes Made in a Sales Document

All the changes made to a sales document are displayed in a list, including:

- The situation before the change
- The situation after the change
- The change date
- User name of person who made the changes

In addition, you can access the statistics as well as the technical information on what fields and tables are affected by the changes.

To display the changes made to a document, proceed as follows:

1. Choose one of the following alternatives:

– In the initial screen for either the display or change mode of the sales document, choose *Environment* → *Changes* from the overview, header or item screens.

– On the initial screen for displaying or changing a sales document, enter the required document number and choose *Environment* → *Changes*.

2. Enter your selection criteria and then choose *Program* → *Execute*.
You receive a log listing the changes that have been implemented.

You can call up several functions from the list to see more information relevant to the changes:

– Detailed information

Place the cursor on a line and choose *Choose item* if you require further information on this change.

– All document changes

Choose *List* → *All changes* if you want to see all changes made to a document.

– Extra information about the changes

Choose *List* → *Additional info* → *Show* if you want to access additional information on changes and *List* → *Additional info* → *Hide* if you do not want this additional information to be displayed.

You also control the display of additional information on the *Display Document Changes Selection* screen.

– Change statistics

Choose *Goto* → *Statistics* if you want to see statistics on the changes made to the document.

– Technical Information

Place the cursor on a line and choose *Goto* → *Technical info* to obtain information on fields and tables which are affected by the change selected.

Displaying FI Overview for Billing Documents

Prerequisites

Once the billing data has been sent to Financial Accounting, you can display all the accounting documents that result from the billing document.

Procedure

1. In the Billing screen [Ext.], choose *Billing document* → *Change* or *Display.*
2. Enter the billing document number and choose *Overview* → *Accounting*.

   A dialog box appears, presenting you with a list of the documents in Accounting with their document numbers.
3. To branch directly to one of these documents, position the cursor on the required document and choose *Choose*.
4. Choose *Back* to return to the dialog box with the list of accounting documents.

Functional Analyses

Pricing Analysis

Use

When you are working in a sales or billing document, you can branch from the item pricing screen to a pricing analysis. You receive a list of all conditions for an item and a short overview of the transaction in automatic pricing. This information allows you to check how the system calculated the various pricing elements for an item.

Information in the Pricing Analysis

The analysis screen is divided into three.

In the **left-hand side** of the screen, an overview tree shows the four levels of pricing. These are:

- the pricing procedure
- condition types
- accesses
- any condition records found

In the **upper right-hand side** of the screen you receive more detailed information for the level of the overview tree that you have selected.

- At condition type level you receive information on the number of accesses and why accesses have not been implemented. If a requirement for a condition type in the pricing procedure has not been met, you have the option to display routines by selecting *Information.*
- At the access level you receive information on which fields work with an access. By selecting the *technical view* you can see the field names for an access.
- At condition record level you can branch into the relevant condition record.

In the **lower right-hand side of the screen** you receive additional documentation for the access and condition levels. You can use this if the information in the detail screen is not enough.

Performing an Account Determination Analysis

You can use the account determination analysis to review the accounts that are relevant when documents are transferred to Financial Accounting. The analysis also shows which keys, if any, the system used to find the accounts and if any errors occurred during account determination.

Account Determination Analysis Information

Account determination analysis provides the following information for each billing item:

- The **relevant accounts** for each condition type
- From which **account assignment type** the accounts were determined
- Which **accesses** were carried out and their results
- Which **keys** were used for the access

Beginning Account Determination Analysis

You can begin the account assignment analysis in a billing document on the following screens in either change or display mode:

- Billing Item Overview
- Header Detail
- Item Detail

To begin the account assignment analysis on one of these screens, choose *Environment → Account determination analysis*.

The system displays the condition types with account determination information that is relevant for each item.

To view detailed information about a condition type, place the cursor on the appropriate condition type and choose *Goto* → *Details*.

The system displays the individual accesses, including notes specific to account assignment.

For each individual access, you can choose *Goto* → *Details* to display the keys used to access the account determination tables.

Performing a Split Analysis

Normally, the system tries to bill several sales documents with one billing document but it can also create several billing documents, for example, when sales documents have different payers or terms of payment.

Whether and how sales documents are combined or split depends on copying control. Your system administrator is responsible for these settings in Customizing.

You can use split analysis to review why the system has split a billing document. It compares two billing documents and lists the fields which have differing contents.

You can call up the *Split analysis* function with the following transactions:

- *Billing document* → *Change* or *Display.*
- *Billing document* → *Billing due list*

To display the split analysis for one of these screens, proceed as follows:

1. Enter the number of the first billing document that you wish to compare.
2. Choose *Environment* → *Split analysis*.

   Enter the number of the second billing document which you wish to compare to the first in the dialog box.
3. Enter the billing document number and choose *Continue*.

   The system displays the *Billing document split analysis* log. It is made up of three parts. The first shows the header partners and header fields which are different in the two documents while the second and third columns show the respective values for these fields.

This provides you with a clear overview of which fields have differing contents, the information available, and why there was an invoice split.

Billing Analysis

Use

In the introductory stage of the sales and distribution system there is an analysis of billing documents which allows you to display the effects of the following changes:

- Effects of changes in Customizing
- Effects of changes in copying requirements
- Effects of changes on data transport routines

Activities

1. When displaying a billing document choose ***Analysis.***

   The system determines all preceding document items for the current billing document and simulates billing for this document at the current point in time.

2. Now choose **Split analysis.**

   The system matches the current and the simulated documents. You can now check the effects of your changes in Customizing for copying requirements and data transport routines.

Output Determination Analysis (SD)

Use

You can analyze how the system determined output in a sales and distribution document. For example, you can list the criteria the system used to search for output information and whether the search was successful or not.

Features

Output determination analysis provides you with the following information:

- Whether the system proposed the output from a condition record or from the customer master record
- Which output documents were found using output determination and which were not
- Which accesses resulted in finding valid condition records, and the results
- Which key combinations (combinations of fields) the system used in the accesses

Call

1. Change the corresponding sales and distribution document, for example a sales document:

a) Sales Screen [Ext.]

b) *Sales document* → *Change*

2. *Extras* → *Output* → *Header* or *Item*
3. *Goto* → *Determin. analysis*

The determination analysis task only works if you change the sales and distribution document (it does not work in display mode).

There is no output determination analysis available for the picking list.

Sales Information System

Purpose

The Sales Information System is a flexible tool which allows you to collect, consolidate, and utilize data from Sales and Distribution processing. It can be used at different levels in the decision-making process as a control and planning instrument, enabling you to recognize market developments and economic trends early on and to take appropriate measures.

Integration

The Sales Information System is a component of the Logistic Information System (LIS), which contains a range of other information systems including those for Purchasing and the Shop Floor.

All of the LIS information systems have standard structures and user guidelines and use a large number of data analysis functions that they access from the central system. Therefore, the information systems that belong to the LIS are described in the documentation for LO - Logistics Information System [Ext.], while any special functions are described in separate sections of the documentation.

Features

From the mass of data which exists in the SD System, you can use the aggregation function to filter out the most important information to you, tailored to your needs. It is up to you to determine the depth of information you receive.

Not only can you collect and consolidate actual data from Sales and Distribution processing but you can also create your own planning data. Comparing actual data and planning data can assist you considerably in your decision making.

You can find more information about the functions in the Sales Information System in the documentation for the Logistics Information System under Sales Information System [Ext.].