MINOR
HOTELS

SAP Report ZMR11: User Guide

SUMMARY

1. Access and data selection.
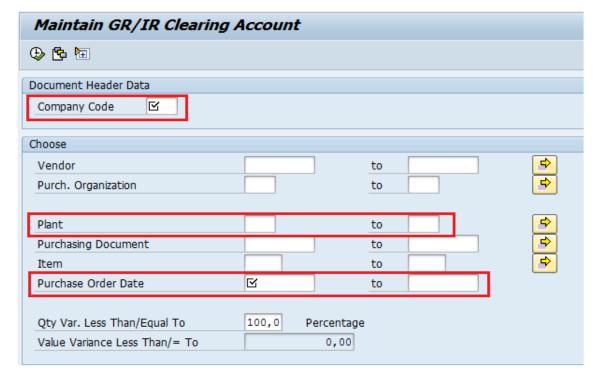2. Data shown.
3. Document Version.

1 ACCESS AND DATA SELECTION

This report allows visualization of purchase orders with goods receipts pending invoicing for a given period.

The transaction is **ZMR11**

This report displays purchase order lines with goods receipts pending invoicing, either totally or partially, along with their quantity and value.

The necessary fields, to extract purchase orders lines with goods receipts pending to be invoiced total or partially for a given plant and for a period of time, that we need to analyze are:

- **Company Code:** in this field we indicate the company or companies code to consult. This field is mandatory.
- **Plant:** in this field we indicate the plant or plants code to consult.

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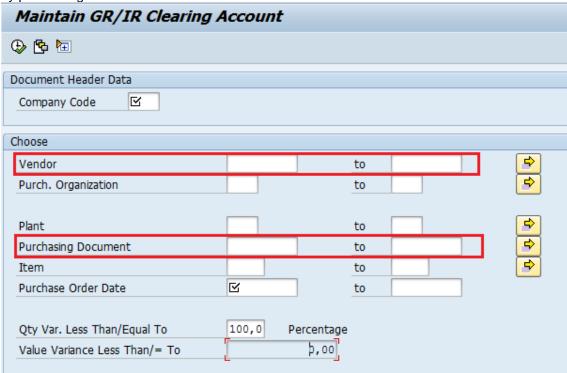
BUSINESS PROCESSES - OPERATIONS

1

- **Purchase Order Date:** in this field we indicate the period of time to analyze. This field is mandatory.

Additionally, we can filter the purchase orders with goods receipts pending to be invoiced by vendor or by purchasing document.

- **Vendor:** We can consult the purchase orders with goods receipts pending to be invoiced for one or more vendors, by introducing the vendor account in this field.
- **Purchasing document:** We can filter the purchase orders lines with goods receipts pending to be invoiced for one or more purchase orders, by introducing one or more purchase orders numbers in this field.

2 DATA SHOWN

By introducing the company code, plant and the period of time we need to analyze, the report will display all the purchase orders lines with goods receipts pending to be invoiced (total or partially) for the plant and period of time selected, with the information on these documents. (Purchasing document, item, PO Date, vendor, financial year, quantity received, quantity invoiced, material, difference quantity, plant, material text, order unit and difference value).
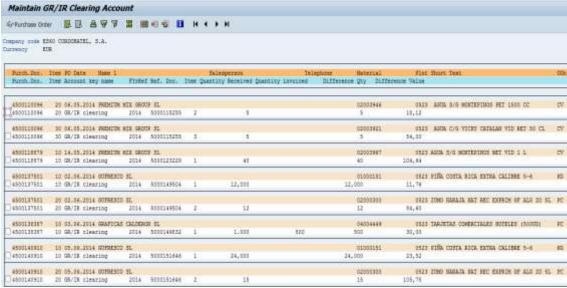
These are the main details to keep in mind:

- **Purchase document**: Number of purchase order.
- **Item:** Number of purchase order line.
- **Purchase order date.**
- **Vendor.**
- **Quantity received:** Quantity received by each purchase order line.
- **Quantity invoiced:** Quantity invoiced by each purchase order line.
- **Difference quantity:** Difference in units between the quantity received and quantity invoiced.
- **Difference value:** Difference value in local currency between the quantity received and the quantity invoiced.
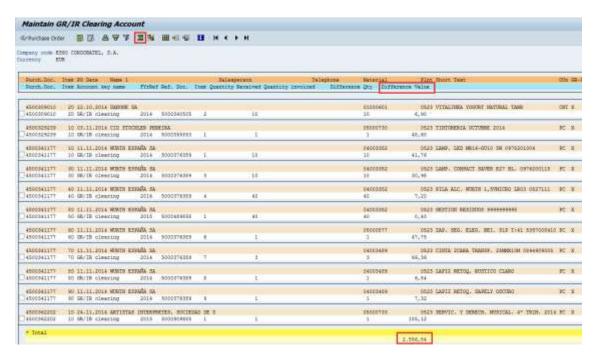
We can see the total amount of differences value. For that, we click on field `Difference Value` and subsequently we click on the icon Σ. At the end of the report we can see the total value of the differences.

Once we have the total difference value, we can do the addition of subtotals per purchase order clicking on the field `Purch.Doc.` and clicking on the icon subsequently. Thus, the system shows us the total value of the differences, splitted per purchase order.
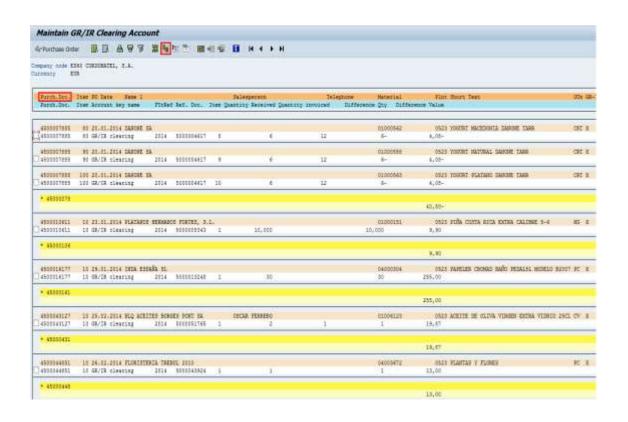
3 DOCUMENT VERSION

Versión	Corporate Area	Approved by	Type of document	Date
2	Business Processes		Manual	February 2025