

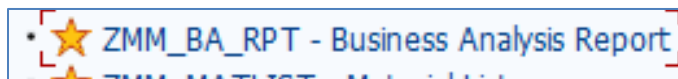
How To Use ZMM_BA_RPT Business Analysis Report

How to use T-code ZMM_BA_RPT SAP Business Analysis (PO) Report.

Role: Supply Chain Buyer Staff

Frequency: As Needed

- Go into transaction **ZMM_BA_RPT – Business Analysis Report** to run usage for items



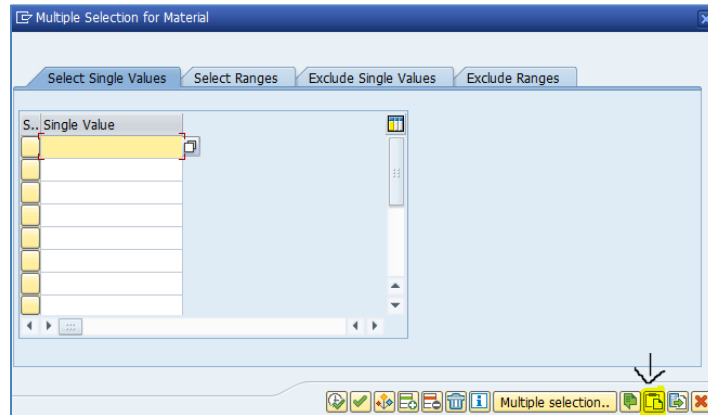
- Input dates for a full year in the "Document Date" fields
- Input the SAP#'s in the "Material" field

****Use the "Multiple Selection" folder icon to input multiple SAP#'s (arrow)**

A screenshot of the SAP Business Analysis Report form. The form is titled "Business Analysis Report" and contains two main sections: "General PO extract" and "PO extract against Cost Object". The "General PO extract" section includes fields for Deletion Indicator, Goods Receipt, Delivery Completed, Document Date (09/01/2023 to 08/31/2024), Purchasing Doc. Type, Purch. Organization (UK00), Purchasing Document (4700546466), Purchasing Group, Outline agreement, Req. Tracking Number, Storage Location (0002), Supplier, Material (69379), Material Group, Vendor Material No., Plant, Delivery Date, and Minority indicator. The "PO extract against Cost Object" section includes fields for G/L Account, Business Area, Cost Center, Hierarchy Area, WBS Element, Order, Fund, Funds Center, and PM Plant. Each field has a "to" field and a folder icon for multiple selection. An arrow points to the folder icon next to the Material field.

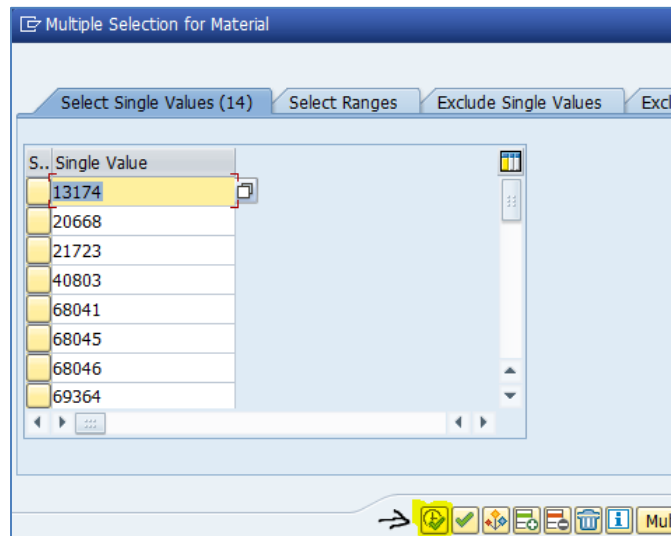
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- If using multiple selections, click the "Upload from Clipboard" icon to paste the copied SAP #'s

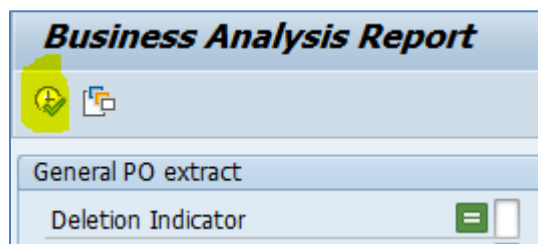


**The screen should look like this once items are uploaded

- Click the execute icon



- Click execute icon at main screen to run the report



Quick Reference Card

How To Use ZMM_BA_RPT Business Analysis Report

**The screen should look like this (depending on usage)

Business Analysis Report

Material	MPN	OEM	Vend. Mat.	Material Description	<=>	BU	OU	Pur. Doc.	Item	Doc. Date	TrackingNo	Quantity	Supplier	CDM Nr.	Net Price	Inv Amt	PGr
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700842767	1	01/03/2023	CE7212	2.000	126654	77010205	220.00	440.00	075
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700844218	1	01/10/2023	CE7212	4.000	126654	77010205	220.00	880.00	075
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700845331	1	01/17/2023	CE7212	3.000	126654	77010205	220.00	660.00	075
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700846458	1	01/23/2023	CE7212	3.000	126654	77010205	220.00	660.00	075
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700847570	1	01/27/2023	CE7212	3.000	126654	77010205	220.00	660.00	075
10392	5808PV	SPK10281		TABLE POSITION SPINE SET JACKSON	6	EA	CV	4700849028	1	02/03/2023	CE7212	3.000	126654	77010205	220.00	660.00	075
10392	SPK10281	SPK10281		KIT TABLE JACKSON SPINAL	6	EA	CV	4700851834	1	02/20/2023		2.000	409080	77010205	348.00	696.00	075
10392	SPK10281	SPK10281		KIT TABLE JACKSON SPINAL	6	EA	CV	4700853090	1	02/24/2023		3.000	409080	77010205	348.00	1,044.00	075
10392	SPK10281	SPK10281		KIT TABLE JACKSON SPINAL	6	EA	CV	4700853610	1	02/28/2023	PA123-007	3.000	409080	77010205	348.00	1,044.00	075
10392	5808PV	SPK10281		KIT TABLE JACKSON SPINAL	6	EA	CV	4700855527	1	03/09/2023	PA123-007	2.000	409080	77010205	348.00	696.00	075
10392	SPK10281	SPK10281		KIT TABLE JACKSON SPINAL	6	EA	CV	4700855980	1	03/13/2023	PA123-007	3.000	409080	77010205	348.00	1,044.00	075

- Download this file into an excel spreadsheet by clicking the "Export" icon at the top and clicking spreadsheet, save appropriately

