



## How to Use the ME3N Transaction in SCEIS ECC to Show Contract Target Value

1. Enter Transaction ME3N in t-code box and click enter.
2. Reports can be filtered by any categories on the screen. Enter any information necessary to filter the report to view the data needed. For example, you may want to run contracts created by a certain Purchasing Group or contracts created for a certain Plant. The report should not be run without any filters since this may cause time-out error messages.
3. The Scope of List (or format) must be changed from RAHM to ALV (ALV grid control). In the screenshot below, the report is being run for all contracts created by Purchasing Group 516.
4. Click the Execute icon, which is boxed in red in the screen shot below, to run the report.

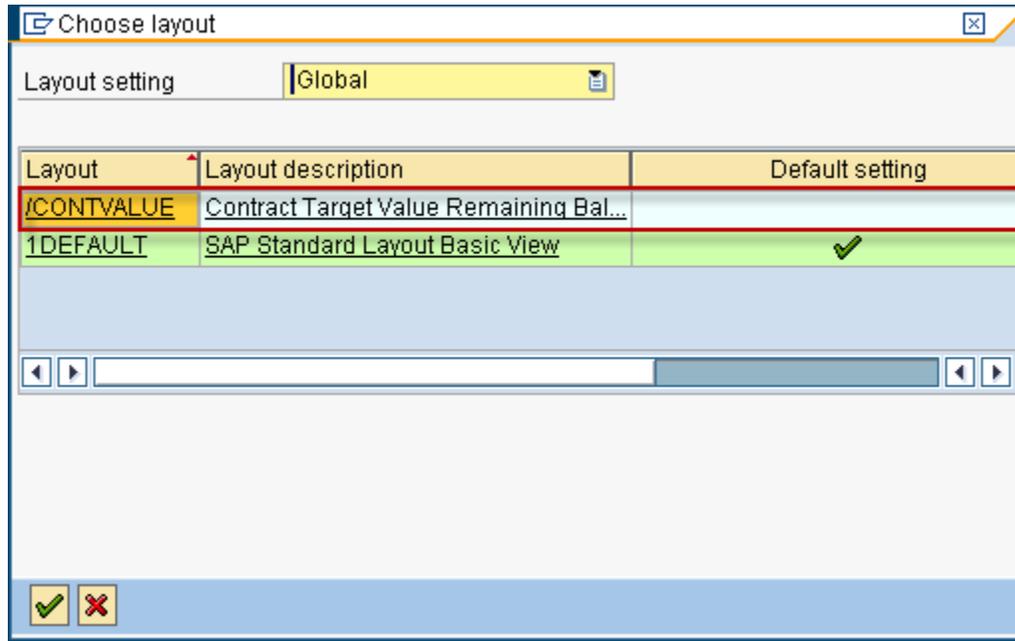
The screenshot shows the SAP 'Purchasing Documents per Document Number' report configuration screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a main configuration area. The configuration area contains a list of filter fields, each with a 'to' field and a double-headed arrow icon. The 'Purchasing Group' field is set to '516'. The 'Scope of List' field is set to 'ALV'. The 'Execute' icon (a green circle with a white play symbol) is highlighted with a red box.

Field	Value	to	Field	Value
Purchasing document		to		
Purchasing organization		to		
Scope of List	ALV			
Selection Parameters		to		
Document Type		to		
Purchasing Group	516	to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Vendor		to		
Supplying Plant		to		
Material		to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				



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- The report will appear in a standard grid format. To apply the pre-set layout for this report, choose the Choose Layout icon (📄). A pop-up box, shown in the screen shot below, will appear. Choose the /CONTVALUE layout boxed in red in the screen shot below to use the pre-set layout. Click the green check icon when finished.





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6. The report will show the following data:
  - a. Contract Number (Purch.Doc.)
  - b. Target Value from the Contract Header (Targ. Val. – this value is entered by each line item but this is the total value from the header screen – it should NOT be totaled)
  - c. Total value of Purchase Orders against each line (Rel. Value – this value is listed for each line item on the contract and is subtalled)
  - d. Remaining Value available to be used for Purchase Orders (TotOpenVal – this number is the total for the contract – it should NOT be totaled).

**Note:** The report will appear in contract-number order from smallest to largest.

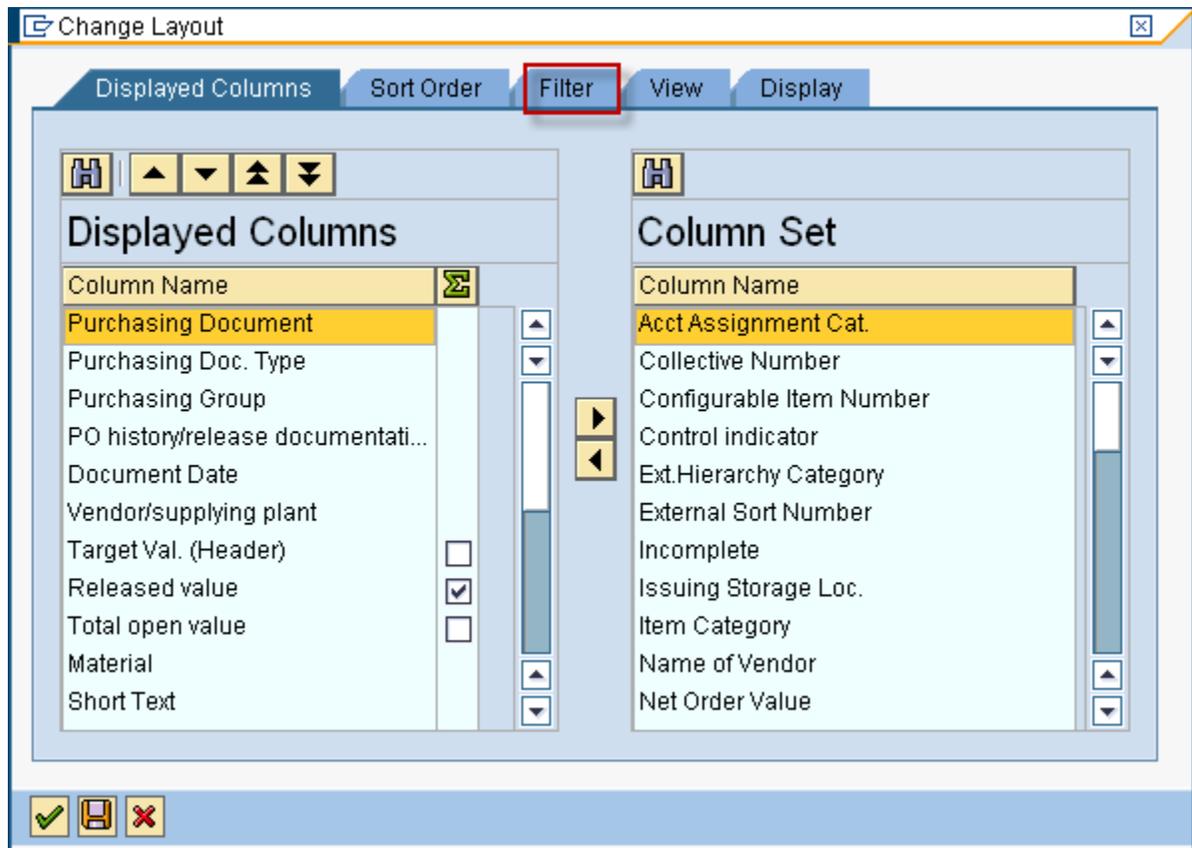
Purch. Doc.	Type	PGR	POH	Doc. Date	Vendor/supplying plant	Targ. Val. (Hdr)	Released value	Total open value	Material	Short Text
4400002527	ZMMO	516		06/25/2010	7000098156 BUSINESS SERVICES	413,505.50	1,203.84	411,206.72		Refrigerator, Compact, with freeze
	ZMMO	516		06/25/2010	7000098156 BUSINESS SERVICES	413,505.50	0.00	411,206.72		Dryer, Laundry, 6.0 cu. ft.
	ZMMO	516		06/25/2010	7000098156 BUSINESS SERVICES	413,505.50	1,094.94	411,206.72		Washer, Laundry, 3.2 cu. ft., top lo
							<b>2,298.78</b>			
4400002528	ZMMO	516		06/25/2010	7000154943 MATERIAL SOURCE POINT LLC	97,804.75	0.00	0.00		Microwave Oven, 1.1-1.3 cu. ft.
	ZMMO	516		06/25/2010	7000154943 MATERIAL SOURCE POINT LLC	97,804.75	0.00	97,804.75		Microfridge combination applianc
	ZMMO	516		06/25/2010	7000154943 MATERIAL SOURCE POINT LLC	97,804.75	0.00	0.00		Microwave Oven, 7 cu. ft.
	ZMMO	516		06/25/2010	7000154943 MATERIAL SOURCE POINT LLC	97,804.75	0.00	97,804.75		Refrigerator, Compact, with freeze
							<b>0.00</b>			
4400002529	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		% Discount - Refrigerators
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		% Discount - Microwave Ovens
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		% Discount - Dishwashers
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		% Discount - Washers & Dryers
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	3,270.00	1,034,373.00		Freezer, Upright, 16.5-17.5 cu ft
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		Microwave Oven, 1.1-1.3 cu. ft.
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	132.00	1,034,373.00		Microwave Oven, 1.6-2.0 cu. ft.
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		Dishwasher, 24 in.
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	3,378.00	1,034,373.00		Refrigerator, Top Mount, 20.5-22.5
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	3,666.00	1,034,373.00		Refrigerator, Side by Side, 21.5-2
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		Microwave Oven, 7 cu. ft.
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		Freezer, Chest, 23-25 cu ft
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	729.00	1,034,373.00		Refrigerator, Side by Side, 19.5-2
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	0.00	1,034,373.00		Freezer, Upright, 20.5-21.5 cu ft
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	7,010.00	1,034,373.00		Dryer, Laundry, 6.0 cu. ft.
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	10,262.00	1,034,373.00		Washer, Laundry, 3.2 cu. ft., top lo
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	963.00	1,034,373.00		Refrigerator, Top Mount, 14.5-15.5
	ZMMO	516		06/25/2010	7000115841 SEARS COMMERCIAL SALES	1,066,675.00	2,892.00	1,034,373.00		Refrigerator, Top Mount, 17.5-18.5
							<b>32,302.00</b>			
4400002529	ZAGY	516		06/23/2010	7000025071 FIRST CITIZENS BANCORPORATION INC	871,500.00	0.00	871,500.00		Banking Services for York Technic
4400002531							<b>0.00</b>			
4400002545	ZMMO	516		06/30/2010	7000129827 RECRUITING SOLUTIONS	900,000.00	0.00	870,789.12		Anderson County - White Collar
	ZMMO	516		06/30/2010	7000129827 RECRUITING SOLUTIONS	900,000.00	0.00	870,789.12		Anderson County - Blue Collar

7. In the screen shot on the previous page, the layout is filtered to show contracts that expire after 8/1/2012. To change this filter select the Change Layout icon ( ). A pop-up box will appear,

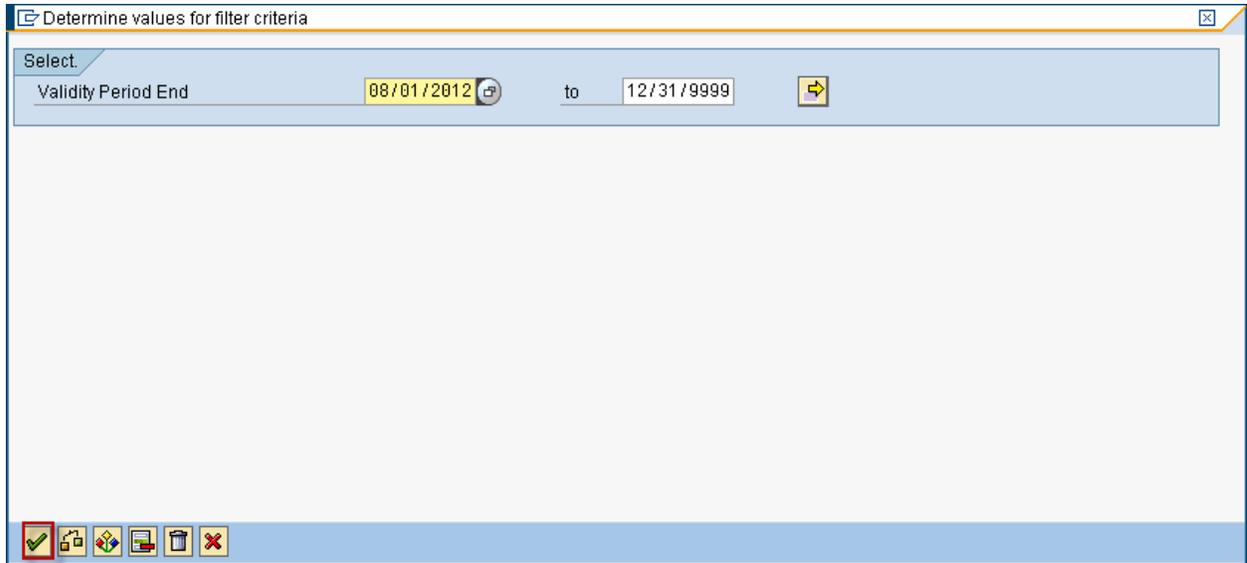


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as shown in the screen shot below. Select the filter tab, boxed in red below, to select your new filter options.



8. Choose the Determine Values for Filter Criteria icon ( ). You may then change the date range listed. Click the green check mark, boxed in red in the screen shot below, when you have finished.



9. You may export the report to an Excel spreadsheet by clicking the Spreadsheet icon, which is boxed in red in the screen shot below.

