

Summary of reports based on SAP transaction VA05N - List of Sales Orders

This report is used to analyze **sales order booking and backlog**, the format can be changed based on customer demand. All **standard analysis** are designed to help **decision making process, to control data and evaluate business results**. To gain understanding of **master data** we explain our methodology and we provide comments on variances. For **Internal Control** purposes old open orders that are not invoiced should be investigated. We present data based on available fields and we propose a **Standard Layout** for data export.

No	Report
01	Orders booked in Document Currency and Reporting currency
02	Sales Document Type: Current year vs Previous year
03	Order reason
04	Customer (Sold-to party)
05	Orders per User
06	Delivery time (Lead time)
07	Order status, Billing block and Delivery block
08	Selling Price evolution
09	Backlog and Aging
10	Reason for rejection

Master Data reporting

Sales Organization and Distribution Channel

Sales Group and Sales Office

Current Reporting period	1-Jan-2020	to	31-Mar-2020
Company Code	1234		

01 Orders booked in Document Currency and Reporting currency

This analysis is used to present an overview of total order booked in **reporting currency** and **number of orders**.

Is important to review orders because these will have an impact on the financial result, especially on sales.

From first table we see the exposure on different currencies and the predominant one.

To evaluate amounts from **document currency** we used constant exchange rates.

** Amounts are in '000*

		2020												
Document Currency		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CHF	Swiss Franc													
CNY	Chinese Renminbi													
EUR	European Euro													
JPY	Japanese Yen													
RON	Romanian Leu													
USD	United States Dollar													

In this example the reporting currency is EUR and for currency conversion we used below constant exchange rates.

	CHF	CNY	EUR	JPY	RON	USD
Exchange rate	0.92	0.12	1	0.0085	0.21	0.88

		2020												
Reporting Currency		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
EUR	European Euro ('000)													
	Number of orders booked													
	Average KEUR / order													

SAP proposes the document currency from the customer master record of the sold-to party.

The currency can be changed manually in the document and the system recalculates prices for the entire document.

06 Delivery time (Lead time)

This report is used to see when the delivery is planned compared with document date at **item** level.

As **KPI (Key Performance Indicator)** we can define a report to see the Lead Time in days per each customer and material.

Is important to follow the **Delivery Dates** and to deliver as per requirements.

		Month [Delivery Date]													
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Month [Document Date]	Jan														
	Feb														
	Mar														
	Apr														
	May														
	Jun														
	Jul														
	Aug														
	Sep														
	Oct														
	Nov														
	Dec														
	Total		-	-	-	-	-	-	-	-	-	-	-	-	-

* Amounts are in EUR '000

07 Order status, Billing block and Delivery block

For orders booked this year we present details at item level to **monitor and track amounts**.

We recommend to **review order** that are with status **Open, Partially delivered** and **Being processed**.

	Orders Booked in '000 EUR												Total	Weight	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
Order Status															
Being processed															
Completed															
May not occur															
Not delivered															
Not relevant															
Open															
Partially delivered															
Total															
Billing block															
Check Credit Memo															
Check Debit Memo															
Political Reasons															
Delivery block															
Political reasons															
Bottleneck material															

08 Selling Price evolution

In this report we present Sales and Price per materials that is used to investigate **monthly variances**. Small and large amounts should be checked with contracts.

No	Material	Sales Amount in 000 EUR				Price per Unit		
		Jan	Feb	Mar	Total	Jan	Feb	Mar
1	Material Code 1							
2	Material Code 2							
3	Material Code 3							
4	Material Code 4							
5	Material Code 5							
6	Material Code 6							
7	Material Code 7							
8	Material Code 8							
9	Material Code 9							
10	Material Code 10							
11	Material Code 11							
12	Material Code 12							
13	Material Code 13							
14	Material Code 14							
15	Material Code 15							
16	Material Code 16							
17	Material Code 17							
18	Material Code 18							
19	Material Code 19							
20	Material Code 20							
21	Material Code 21							
22	Material Code 22							
23	Material Code 23							
24	Material Code 24							
25	Material Code 25							
26	Material Code 26							
27	Material Code 27							
28	Material Code 28							
29	Material Code 29							
30	Material Code 30							
	Total							

