Other Reporting Tools Available

This section covers other tools that are available for research relating to reports or other functions that may be useful once in a report.

For instance, the Duke customized transaction code ZTCD allows a user to enter a USERID and view pertinent information about the user in the SAP system. The transaction code ZTCD is useful for those who are SAP user administrators for their department, since it can be used to view the security profile for the user, including the transaction codes and authorizations allowed. In addition, ZTCD can be used to check the status of the user, such as last log in date and if the user is locked for the 90 days of non-use. For reporting and the drill down process, this transaction is useful to find out the associated name of the user (for instance looking up the name for a User ID in the Created by field on some documents).

Note: Transaction ZTCD is not useful for finding out who created journal entry documents on reports. The Assigned JV number listed in the Reference field should be used to obtain a contact name and number via the web site www.finsvc.duke.edu (under GAP, Accounting Procedures, etc.). For more details on journal vouchers and the assigned JV number in the Reference field, refer to the Reconciliation and Documents Guide.

The Find and Find Next functions are also useful tools available in reports, as well as other types of list displays and field match code searches. This function allows a user to search the line items of a report for a string of text characters or numbers and locate certain line items based on search criteria.
Display User Information and Status via USER ID (ZTCD)

**Background:** Transaction code ZTCD can be used to enter a USERID and view pertinent information about the user in the SAP system. This transaction is useful to find out the associated name of the user and view the security profile for the user, including the transaction codes and authorizations allowed. In addition, ZTCD can be used to check the status of the user, such as last log in date and if the user is locked for the 90 days of non-use.

1. Enter the transaction code ZTCD in the Command field at the top of the SAP Easy Access – User Menu screen.

2. Click on the **Enter** button or press **Enter** on the keyboard.

On the **Display Profiles, Authorizations and Transaction Codes for User** screen:

3. Enter the **User Id** (e.g. brock005) for the user that you wish to display in the Enter user id field.

4. Click on the **Execute** button (F8) to display the tree for the User ID.
On the Display Profiles, Authorizations and Transaction Codes for User screen (with a tree):

5. The **name associated with the User ID** is located to the right of the first folder.

6. **Optional:** Click once on the + folder beside the UserID to view the profile, authorizations, and transaction codes that are allowed for this user in SAP.

7. To view the last logon date and whether a user is locked in SAP or not, click on the Back (F3).

8. Review the User’s status (locked, not locked).

9. When ready, click on the Back or Exit buttons.
Find and Find Next

**Background:** Once in a report, the Find and Find Next functions can be used to locate/search and go directly to a line item based on search criteria entered, such as a description or number. This function is also available for other types of list displays and field match code searches.

1. **Optional:** Before searching, choose the desired location in which to start the search if not the top of the report.  
   **Note:** To choose the desired location, position the cursor / click on a line item or page up or down to the desired page needed.

2. To find a particular line item on a report, click on the `Find` button (Ctrl+F7).

**On the Find screen:**

3. Enter a string of text characters or numbers (i.e., amounts, cost center, or description) to identify the line item desired.

4. **Optional:** Select the appropriate search direction by choosing from the drop down in the **Search dirct**.

5. **Optional:** Click in the check box to select other search preferences.

6. Click on the `Find` button at the bottom of the screen.

7. Review the first occurrence of the finding in the report.

8. **As needed,** click on the `Enter` button to go to the next line item that matches the search.
View Who Receives Supporting Documentation for SAP Reports (ZF102V)

**Background:** This transaction code allows you to view the name and box number of the individual receiving documentation that supports transactions for a specified cost object report. Examples of supporting documentation include Account Payable invoice copies and OIT bills.

1. Enter the transaction code **ZF102V** in the Command field at the top of the **SAP Easy Access – User Menu** screen.

2. Click on the **Enter** button or press **Enter** on the keyboard.

**On the Position Linkage to Accounting Structure Master Data (3) screen:**

3. Click on the radio button for the **type of cost object** being selected (only one can be selected and entered at the time).

4. In the field beside the cost object selected, enter the **corresponding number** for the Cost Center, Internal Order, Profit Center, or Project/WBS Element number.

5. Click on the ** Execute button (F8)** at the top of the screen.
Supporting Documentation (cont.)

On the Display / Maintenance screen:

6. Review the name (last, first) and PO Box for the individual who will receive the supporting documentation for that cost object.

7. When finished, click on the Back button and repeat above steps to view this information for another cost object if needed.