# Common R/3 Language Guide

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## Transaction Code Quick Reference

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Display a G/L Account

Employees with display access in the R/3 system can display G/L accounts as needed to ensure they are using the correct accounts. Existing accounts are also viewed to determine if changes should be made or if they can be used as a reference when creating a new G/L account.

There is one Chart of Accounts (G/L Accounts) for Duke University and the Duke Health System. Each individual company (0010, 0020, 0030, etc.) is assigned various accounts from the Chart of Accounts to be used in transactions for that company. There are many general G/L Accounts such as Office Supplies (646000) that are assigned to every company and there are some G/L Accounts that are specific to certain companies only such as those for Patient Revenue which would not be applicable to Duke University (Company 0010).

The transaction covered in this section allows a user to view the two most detailed screens of information for a G/L account at the company code level.

In order to view a G/L account information, the account number and the company code are required.
Display a G/L Account – FS03

Accounting → Financial accounting → General ledger
Master records → Display

1. Enter the **Account number** (G/L account = six digit number for an asset, liability, expense, or revenue).

2. Enter the **Company code**.

3. Click on the ✓ **Enter** button or press **Enter** to display the *Display G/L Account: Control Chart of Accounts* screen.

   **Note:** This screen contains information for the chart of accounts.

4. Click on the ️ **Next screen** or press F8 to display the *Display G/L Account: Control Company Code* screen.

   **Note:** The ✓ **Enter** button (press Enter) will also work. This screen contains information specific to the company code.

5. Click on the ← **Previous screen** or press F7 to return to the *Display G/L Account: Control Chart of Accounts* screen.

**To see if G/L accounts are blocked from posting (i.e. cannot be used in a transaction):**

6. Follow the menu path: **Extras → Blocked data**.

   **Note:** If the two boxes under Posting Block are unchecked, then the G/L account may be used in transactions.

**To exit the transaction:**

7. Click on the ️ **Exit** button or press **Shift+F3** until the initial R/3 screen is displayed.
Display a Cost Center

Cost centers function as cost receivers for cost accounting within Duke. They are created at each level within Duke where cost accountability is required. Cost centers are also used to develop activity rates specific to different production processes.

Cost centers identify the departmental “owners” and are an integral part of financial accounting. Cost centers are contained in a hierarchy which groups the cost centers into reporting areas. For this reason, each cost center created must be attached to a node that will enable this grouping to take place. Therefore, the cost center is the lowest level in the cost center hierarchy. This also facilitates cost/revenue comparisons, as each cost center in the hierarchy must be linked to a profit center.

The user will display a cost center when searching for relevant information or to ensure that the appropriate changes have been made. The views that may be displayed during this transaction are basic data, indicator, address, phone, and history.

To display a cost center, the following information is required:

- The cost center (9 digit number for Health System, 7 digit “fund code” for University).
Display a Cost Center – KS03

Accounting → Controlling → Cost centers
Master data → Cost center → Individual processing → Display

**Note:** If prompted, enter **DUKE** in the Controlling area field and click on the ✅ Enter button to display the Display Cost Center: Initial screen.

1. Enter the **Cost center** (DUHS = 9 digit number, University = 7 digit number).
   **Note:** You may also use the **matchcode search** for this field to find the cost center by the name or description, if the number is unknown.

2. Click on the **Master data** button or press **F5** to display the Display Cost Center: Basic screen.
   **Note:** The valid from and to fields at the top of the screen are information only. Those dates do not solely control whether a cost center can be used for posting, but are an indicator. Below the dates, there are several tabs representing different screens of information.

3. View general data about the cost center on the **Basic data** tab:
   - **Description** = name of the cost center (department or area).
   - **Person Responsible** of the cost center.
   - **Cost Center Category** = a one digit code that indicates the category for the cost center (use the matchcode search to view the various categories).
   - **Hierarchy area** = the Cost center group (8 digits for DUHS, 10 digit BFR code for University) which is where the cost center rolls up in the reporting hierarchy.
Display a Cost Center (cont.)

4. Click on the Ctrl data tab to display the Display Cost Center: Indicators screen.

   Note: The Lock section of this screen determines if the cost center is blocked for postings of costs or expenses. If all the boxes are checked in this section, then the cost center can not be used for posting. The two boxes referring to revenue should be checked, since this is a cost center.

5. Click on the History tab to display the Display Cost Center: History screen. The change document button can be used to see changes made to the account.

To exit the transaction:

6. Click on the Exit button until the initial R/3 screen is displayed.
Display Project: Work Breakdown Structure

This transaction allows the user to display the entire **Work Breakdown Structure (WBS)** for a project, including the Project Definition and/or the WBS Element Overview. The WBS is a hierarchical model of a project that can be split into manageable units (by phase, function, or object). The WBS element hierarchy forms the basis for organization and coordination in the project.

Projects can be multi-leveled & multi-year. Project expenditures and revenues can be posted to every level in the WBS Hierarchy.

Individual WBS Elements can have attributes (Project Type, Applicant Responsible Person, etc.). Each WBS element within a project can have different attributes.

**Note:** *This is the primary transaction that will be utilized to display information about a Project. This transaction allows the user to display ALL information, attributes, and characteristics about the Project Definition, Structure, and the WBS element hierarchy from within one transaction. All the information about a Project can be displayed by selecting various "tabs" or double-clicking on a specific element. In addition to this transaction, other menu paths are available to access just the Project definition, Structure, or a WBS Element individually.*
Display Project: (WBS Element) – CJ03

Accounting → Project Management → Operative structures
Work Breakdown Structure → Display

1. Enter a number for the desired project in the Project def(inition) field.

   Note: A number can be entered in the WBS element field (versus the Project def field) to view information about one WBS element in a project and any levels below that WBS element. The matchcode search can also be performed for either field.

   To display the information included in the Project definition (Display Project: Project definition screen):

2. Click on the Proj. definition button or press Shift+F1 to display the Display Project Definition screen.

   Note: The Project Definition screens store values that apply to the entire project and work breakdown structure (WBS).

3. View general data about the project on the Basic data tab:

   • Start and Finish dates of the entire project.
   • System status – the status of the entire project as follows:
     CRTD = Created
     PREL = Partially Released
     REL = Project is fully released
     CLSD = Project is closed.
   • Responsible person – the person responsible for the entire project.
   • Applicant – Sponsor of the project, if applicable.
   • Company code – the company code to which the project belongs.
   • Plant – the plant code for purchases for the project.
   • Profit Center – the Profit center associated with the project.
Display Project: (WBS Element) (cont.)

4. To view when the project was created or last changed, click on the **Administration** tab.

To view the Structure (**Display Project: WBS Element Overview** screen) from the **Display Project: Initial Screen** or the **Display Project: Project definition** screen:

5. Click on the **Structure** button or press **F5** to display the **Display Project: WBS Element Overview** screen.

   *Note:* As a reminder, the **Structure** button is available from both the **Display Project: Initial screen** and the **Display Project: Project definition screen**.

6. Click on each tab to view the column field information available within that tab.

7. Click on the **Total** tab to display all column fields for all the tabs combined in one tab.

   *Note:* Use the vertical or horizontal scrollbar to view the remainder of the columns.

8. Click on the **Exit** button or press **Shift+F3** until the initial R/3 screen is displayed.
Display a Profit Center

Profit centers function as revenue receivers for the purpose of cost accounting within Duke. Profit centers are created at each level within Duke where cost accountability is required. They are an integral part of financial accounting.

Each profit center represents an independent operating unit that is a sub-section of the organization. A profit center may be linked to a cost center and/or WBS element (project). All financial transactions (revenues and expenses) from cost centers and WBS elements (projects) linked to a profit center are included in profit center reports. This facilitates cost/revenue comparisons. Therefore, a profit center is comparable to an existing financial reporting location.

Profit centers are contained in a hierarchy which groups the profit centers into reporting areas. For this reason each profit center created must be attached to a node which will enable this grouping to take place. Therefore the profit center is the lowest level in the profit center hierarchy.

The user will display a profit center when searching for relevant information or to ensure that the appropriate changes have been made. Two examples of items to display are the person responsible for the profit center or the profit center hierarchy.

To display a profit center, the following information is required:
- The profit center (9 digit number for Health System, 7 digit “fund code” for University)
Display a Profit Center – KE53

Accounting → Controlling → Profit center accounting
Master data → Profit center → Display

Note: If prompted, enter DUKE in the Controlling area field and click on the Enter button to see the Display Profit Center: Initial Screen.

1. Enter the **Profit center** (number).
   
   Note: You may also use the **matchcode search** for this field to find the cost center if the number is unknown.

2. Click on the **Enter** button or press **Enter** to display the Display Profit Center: Basic Screen.

3. Click on the **Company code assignment** button (in the Basic data dialogue box) to display the **Company code assignment** dialogue box.

4. Click on the **Continue** button to display the Display Profit Center: Basic Screen.

5. Click on the **Indicators** tab to display the **Indicators** dialogue box.
   
   Note: If the lock indicator is checked for a profit center, the profit center is locked for postings and can’t be used.

6. Click on the **Information** button to display the History dialogue box. The change document button can be used to see changes made to the account.

7. To exit the transaction, click on the **Exit** button until the initial R/3 screen is displayed.
Finding the Equivalent R/3 Values for CUFS Values

The “Display Legacy Mapping” transaction in R/3 allows a Health System user to enter the old CUFS fund code and object code and find the equivalent R/3 value that has now replaced the CUFS values.

*Note:* Only Health System companies should map CUFS fund codes to new R/3 values. Company 0010 uses the same seven digits as the CUFS fund codes.

If you have a CUFS fund code and an object code, and you’re trying to find the R/3 equivalent, follow these steps.

1. Enter ZFMP in the Command code field on the initial SAP R/3 system screen.

2. Click on the **Continue** button to display the *Display Legacy Mapping: Z_CUFS_TO_R3* screen (shown below).

3. Enter the **fund code** in the **Legacy Fund** field.

4. Enter the **object code** in the **Legacy Object** field as seen below.

5. Click on the **Execute** button to display the next *Display Legacy Mapping: Z_CUFS_TO_R3* screen (shown below).
6. Review the Inputs section (the CUFS values entered on the first screen).

7. Review the Outputs section (the equivalent R/3 values), as follows:

   • **Company Code** = identifies the company code.
   
   • **Type** = indicates if the R/3 value is a cost center (CC), a profit center (PC), or a WBS element (WBS).
   
   • **R3Value** = the 9 digit R/3 value for the cost center, profit center, or WBS element. This number replaces the seven digit CUFS fund code.
   
   • **G/L account** = the 6 digit number for expenses or revenues that is the equivalent of the CUFS object code.

**Note:** Not all CUFS fund codes map one-to-one to R/3 values.