University Detail Reports

The SAP system provides a variety of current period, year-to-date, or project-to-date reports. These reports provide financial information at varying degrees of detail. The User Menu has been developed to include the most frequently used transactions for reporting.

Cost Centers: Current/Cumulative with Statistical Revenue

- Use this report for cost centers to compare plan (budget) to expenses (and revenue on certain cost centers such as 4xx allocated funds) by cost element.
- Includes columns for the current period and year to date through the period selected.
- Is the drill down report from the One Line Summaries for cost centers.
- Provides the ability to drill down and view line items or documents supporting the totals.

Actual and Commitment Line Item reports

- Provide detailed line items that make up a summarized total on cost element (summarized) reports and others.
- Display either actual amounts for Cost Centers, Profit Centers, and Projects OR commitment amounts for Cost Centers and Projects (i.e., encumbrances).
- Good for analyzing details and monthly reconciliations. The line item reports do not show plan to actual comparisons like the summarized reports.
- Can be accessed via the drill down on a summarized report or run as a separate report (as covered in this section of the Guide).
University Detail Reports (cont.)

Profit Center: Plan/Actual Comparison Current/Cumulative

- Use this report for Profit Centers to compare plan (budget) to revenue by Cost Element.
- Includes columns for the current period and year to date through the period selected.
- Is the drill down report from the One Line Summaries for Profit Centers.
- Provides the ability to drill down and view line items or documents supporting the totals.

Funds Management: Fund Trial Balance (No Commitments)

- Use this report to display the fund balance or a complete Trial Balance report showing your assets and liabilities (with investments).
- This type of report allows a user to spin or rotate the report to view different variables or looks of the report.
- Like other reports, this report also provides the ability to drill down and view line items or documents supporting the totals.
- Replaces report known as TBAL.
Cost Centers: Current/Cumulative Comparison with Statistical Revenue (ZFR1F)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Cost Centers: Current/Cumulative Comparison w/ Statistical Revenue

On the CCtrs: Current/Cumm. with Stat Rev.: Selection screen:

1. Leave DUKE in the Controlling Area field (defaults).
2. Enter the desired fiscal year in the Fiscal Year field (defaults).
3. Enter the desired fiscal period in the Fiscal Period field.
   Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period is recommended versus a current open period. When running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12 – 14 plus period 15 adjustments from auditors.
4. Leave a 0 (Current or Flex) in the Plan version field (defaults).
5. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired **top or lower level Cost Center group (10 digit BFR code)** in the first **Cost center group** field to select all the cost centers associated with that particular BFR code or grouping.
   **OR**
   - Enter one or more **Cost Centers (7 digits)** in the **Or value(s)** field (use **Multiple Selection** button if needed).

6. Enter a value(s) in one of the two fields as outlined below:
   - A **Cost element group (DUKE_CE)**
   **OR**
   - One or more **Cost element value(s)** in the **Or value(s)** field (use **Multiple Selection** button if needed).

   **Note:** The University can use cost element group **DUKE_CE** (Total Primary and Secondary Revenue/Expenses) as a standard setting. Only expenses will appear on cost centers that do not have revenue postings.

7. Click on the **Execute** button (F8) to display the **CCtrs: Current/Cumm.: Result** screen (shown below).

**On the CCtrs: Current/Cumm.: Result screen:**

![CCtrs: Current/Cumm. Result screen](image-url)
Cost Centers: Current/Cumulative Comparison (cont.)

Note: This example is based on the cost element group of DUKE_CE. The cost element numbers, descriptions, and subtotals are listed in the middle. The first three columns compare the plan (budget) to the actual for the current fiscal period selected and the last three columns compare are year-to-date comparisons through the period selected.

8. Use the horizontal scroll bar to view all columns.

9. To vertically scroll through the pages of the report, use:
   - First Page (Ctrl+Page up) to scroll to the top cover page.
   - Next Page (Page down) to scroll to the next page.
   - Previous Page (Page up) to scroll to the previous page.
   - Last Page (Ctrl+Page down) to scroll to the last page.

To see which Cost Centers are included on this summary report and navigate to a variation of the report for just one Cost Center:

Note: This function is only available and useful on consolidated reports where more than one Cost Center is included on the report.

1. Click on the Navigation button to display the Variation: Cost Center screen (if not already displayed – see note below).
   Note: This button toggles between turning the navigation window “on” or “off” (on left side).

2. Click on the button to expand the groups if applicable.
Cost Centers: Current/Cumulative Comparison (cont.)

3. **Locate the desired Cost Center** by navigating through the graphical hierarchy (open folders if needed).

4. **Double-click on the line** for the desired Cost Center.

5. To scroll through other Cost Centers (same level), use the following:
   - **Left** button or press Ctrl+Shift+F2
   - **Right** button or press Ctrl+Shift+F3

6. To move up or down the hierarchical levels, use the following:
   - **Previous level** button (Ctrl+Shift+F1)
   - **Next level** button or press Ctrl+Shift+F4

7. To return to the original consolidated report, **double click** anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree.

   **Note:** Another option is to click on the **Previous level** button until the original level is reached.

**To collapse (hide) or expand (show) line items above subtotal and total lines:**

10. Click on the **Collapse** button to the left of a subtotal (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

11. Click on the **Expand** button to the left of a subtotal that is collapsed, to expand or show the lines again for a more detailed view of the report.

   **Note:** In some reports, the **Expand all** and **Collapse all** buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. If not available, try the menu path View → Hierarchy → Expand all or View → Hierarchy → Collapse all.
Cost Centers: Current/Cumulative Comparison (cont.)

To drilldown to line item detail for a Cost Element, if desired:

12. Double click on the amount in the column (either Current Mo. Actual or YTD Actual) for the desired Cost Element.

13. Double click on the type of line item report, if prompted.

   Note: The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Cost Centers: Display Actual Line Items report in this Guide).

From the Actual line item report, to view the document:

14. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.

   Note: At this point, use the various options available for that Document Type to view other information. Refer to the Understanding and Researching Documents Guide if needed.

To return to previous screens from the drill-down, when ready:

15. Click on the Back button as many times as needed to exit the drill down and return to previous report screens.

   Note: If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.

To exit the report when ready:

16. Click the Exit button or press Shift+F3 until the initial SAP screen is displayed.

   Note: Unless otherwise preferred, click on the Yes button when asked if you wish to exit the list.
Cost Centers: Display Actual Line Items (KSB1)

Via User Menu: Financials → University Reporting → Line Item Reporting → Cost Centers: Display Actual Line Items

On the Display Actual Cost Line Items for Cost Centers: Initial Screen:

1. Enter one or more Cost center value(s) in the Cost center field (use Multiple Selection button if needed).
2. Enter one or more Cost element value(s) OR a Cost element group in the appropriate field (use Multiple Selection button if needed).

Note: The University can use cost element group DUKE_CE (Total Primary and Secondary Revenue/Expenses) as a standard setting. This field must be entered to view subtotals with certain display variants.
Cost Centers: Actual Line Items (cont.)

3. Enter the **beginning and ending dates** for the desired fiscal month(s) or fiscal year in the **Posting date** fields.

   *Note:* The default posting dates represent the current open accounting period (i.e. fiscal month). The dates can be changed to choose a different fiscal month, fiscal year (e.g., 07/01/2001 to 06/30/2002), YTD, etc. Use the Fiscal Calendar to determine dates if needed.

4. Leave **/DUKE (standard default)** in the **Layout** field or use **/DUKE PO NUM** layout (see notes below and use the **Drop down** button to choose if desired).

   *Note:* A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. **/DUKE** is recommended and is the default display variant in the drill down from Duke reports. The Display variant can easily be changed once in the report if desired.

   To see Purchase Order information in extra columns, use the layout of **/DUKE PO NUM**. This layout is especially helpful to see the PO number and identify if an order was generated from Buy@Duke based on the sequence number.

5. **Optional:** Click on the **More Settings** button and enter **9999999 (seven 9s)** in the field to increase number of lines displayed from 5000 to a larger number.

6. Click on the **Execute** button or press **F8** to display the **Display Actual Cost Line Items for Cost Centers** screen.
On the Display Actual Cost Line Items for Cost Centers screen:

![Image of Display Actual Cost Line Items for Cost Centers screen]

**Note:** This report is based on the /DUKE display variant and is sorted/subtotaled by the Period. The columns outlined below are based on /DUKE display variant. Each line of this report represents one line item posted to the cost center(s) selected from an SAP document.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRw</td>
<td>The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.</td>
</tr>
<tr>
<td>DocDate</td>
<td>The document date that was keyed in the header when the document was created (e.g., invoice = invoice date).</td>
</tr>
<tr>
<td>Per</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>F. Yr</td>
<td>The fiscal year in which the document was posted.</td>
</tr>
<tr>
<td>Cost Center</td>
<td>The seven digit number (fund code) for the Cost Center selected.</td>
</tr>
<tr>
<td>Cost Element</td>
<td>The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>Cost Element Name</td>
<td>The name or description of the cost element to which this line item of a document was posted.</td>
</tr>
<tr>
<td>Val COCurr</td>
<td>The actual amount that was posted for one line item of a document to the Cost Center(s) selected.</td>
</tr>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document. For journal entries the text entered for the line item is displayed in this column.</td>
</tr>
<tr>
<td>RefDocNo</td>
<td>The SAP document number assigned by the system as the reference number.</td>
</tr>
<tr>
<td>DocTyp</td>
<td>A two digit identifier of the type of document from which the line item was posted (See Document Type List provided in class).</td>
</tr>
<tr>
<td>Document Header Text</td>
<td>The text entered on a document header. This text is a general description that pertains to the entire document versus just a line item of a document.</td>
</tr>
<tr>
<td>Reference</td>
<td>Contains other reference information for this line item, such as the Assigned JV number for journal entries.</td>
</tr>
<tr>
<td>Offset. Acct Name</td>
<td>The offsetting account name can contain a vendor name if applicable. For other line items it may contain other useful information.</td>
</tr>
</tbody>
</table>
7. To vertically scroll through the pages of the report, use the vertical scroll bar.

**To drill down to the document level, if desired:**

**From the Actual line item report, to view the document:**

8. Double click **anywhere on a line item** (row) to see the originating and/or supporting document, if desired.

   *Note:* At this point, use the various options available for that **Document Type** to view other information. Refer to the **Understanding and Researching Documents Guide** if needed.

9. Click on the **Back** button to exit the document and return to the **Display Actual Cost Line Items for Cost Centers** screen.

**To exit the report when ready:**

10. Click the **Exit** button or press **Shift+F3** until the initial SAP screen is displayed.

   *Note:* Unless otherwise preferred, click on the **Yes** button when asked if you wish to exit the list.
Cost Centers: Display Commitment Line Items (KSB2)

Via User Menu: Financials → University Reporting → Line Item Reporting → Cost Centers: Display Commitment Line Items

On the Display Commitment Line Items for Cost Centers: Initial Screen:

1. Enter one or more Cost center value(s) in the Cost center field (use Multiple Selection button if needed).

2. Enter one or more Cost element value(s) OR a Cost element group in the appropriate field (use Multiple Selection button if needed).

Note: The University can use cost element group DUKE_CE (Total Primary and Secondary Revenue/Expenses) as a standard setting. Cost center reports will display only expenses.
Cost Centers: Commitment Line Items (cont.)

3. Enter the **beginning and ending dates** for the desired fiscal month(s) or fiscal year in the **Posting date** fields.
   
   **Note:** The default dates represent the current open accounting period (i.e. fiscal month). To see older commitments, use **07/01/1998** in the beginning date field. Commitments post in the fiscal period based on the delivery date entered on the Purchase Requisition for that item. Be sure to enter an appropriate ending date to view outstanding commitments.

4. Click in the **check box** beside **Open items only** to select that option.
   
   **Note:** Select this box to view only outstanding commitments and avoid viewing extra line items containing 0.00 balances for commitments already invoiced or received.

5. Leave **/DUKE (standard default)** in the **Display variant** field (use the Drop down button to choose if desired).
   
   **Note:** A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. **/DUKE** is recommended and is the default display variant in the drill down from Duke reports. The Display variant can easily be changed once in the report if desired.

6. **Optional:** Click on the Further Settings button and enter **9999999 (seven 9s)** in the field to increase number of lines displayed from 5000 to a larger number.

7. Click on the **Execute** button or press **F8** to display the **Display Commitment Line Items for Cost Centers** screen.
Cost Centers: Commitment Line Items (cont.)

On the **Display Commitment Line Items for Cost Centers** screen:

![Display Commitment Line Items for Cost Centers](image)

**Note:** This report is based on the **/DUKE** display variant and is sorted/subtotaled by the Period. **The columns outlined below are based on /DUKE display variant.** Each line of this report represents one line item posted to the project(s) selected from an SAP document.

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Category</td>
<td>The reference document category of the source (or supporting) document.</td>
</tr>
<tr>
<td>Per</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>F. Yr</td>
<td>The fiscal year in which the document was posted.</td>
</tr>
<tr>
<td>Cost Ctr</td>
<td>The seven digit cost object number (fund code) for the Cost Center selected.</td>
</tr>
<tr>
<td>Debit Date</td>
<td>The date the Cost Center was charged.</td>
</tr>
<tr>
<td>Cost Element</td>
<td>The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>Cost Element Name</td>
<td>The name or description of the cost element to which this line item of a document was posted.</td>
</tr>
<tr>
<td>Val COCurr (commitments)</td>
<td>The actual commitment amount that was posted for one line item of a purchase order or purchase requisition to the cost center(s) selected. The commitments displayed are based on the delivery date on the purchase order and the fiscal period end date selected.</td>
</tr>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document.</td>
</tr>
<tr>
<td>RefDocNo</td>
<td>The SAP document number assigned by the system as the reference number. Only purchase orders or purchase requisitions are displayed on a commitment line item report.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Numerical identifier of the vendor involved in the purchase.</td>
</tr>
</tbody>
</table>
Cost Centers: Commitment Line Items (cont.)

8. To vertically scroll through the pages of the report, use the vertical scroll bar.

To drill down to the document level, if desired:

9. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.

   Note: At this point, use the various options available for that Document Type to view other information. The document drilled down into from a commitment line item report will be a Purchase Order or Purchase Requisition. Refer to the Understanding and Researching Documents Guide if needed.

10. Click on the Back button to exit the document and return to the Display Commitment Cost Line Items for Cost Centers screen.

To exit the report when ready:

11. Click the Exit button or press Shift+F3 until the initial SAP screen is displayed.

   Note: Unless otherwise preferred, click on the Yes button when asked if you wish to exit the list.
Profit Center: Plan/Actual Comparison Current/Cumulative (ZFR1C)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Profit Center: Plan/Actual Comparison Curr/Cumulative

On the PC: Plan/Actual Comparison Curr/Cumm: Selection screen:

1. Leave DUKE in the Controlling Area field (defaults).
2. Enter the desired fiscal year in the Fiscal Year field (defaults).
3. Enter the desired fiscal period in the Fiscal Period field.
   Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period is recommended versus a current open period. When running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12 – 14 plus period 15 adjustments from auditors.
4. Leave a 0 (Current or Flex) in the Plan version field (defaults).
5. Enter a value(s) in one of the two fields as outlined below:
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

- Enter the desired top or lower level Profit Center group (10 digit BFR code) in the first Profit center group field to select all the cost centers associated with that particular BFR code or grouping.

OR

- Enter one or more Profit Centers (7 digits) in the Or value(s) field (use Multiple Selection button if needed).

6. Enter a value(s) in one of the two fields as outlined below:

- A Cost element group (DUKE_CE)

OR

- One or more Cost element value(s) in the Or value(s) field (use Multiple Selection button if needed).

Note: The University can use cost element group DUKE_CE (Total Primary and Secondary Revenue/Expenses) as a standard setting. If prompted by two choices in the dialog box, either will give similar results.

7. Click on the Execute button (F8) to display the Plan Actual Comparison Curr./Cumm.: Result screen (shown below).

On the Profit Ctr Plan Act Comp Curr./Cumm. screen:
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

**Note:** This example is based on the cost element group of **DUKE_CE (Account Group)**. The cost element numbers, descriptions, and subtotals are listed in the middle. The first three columns compare the plan (budget) to the actual for the current fiscal period selected and the last three columns compare are year-to-date comparisons through the period selected.

8. Use the **horizontal scroll bar** to view all columns.

9. To **vertically scroll** through the pages of the report, use the following buttons:
   - First Page (Ctrl+Page up) to scroll to the top cover page.
   - Next Page (Page down) to scroll to the next page.
   - Previous Page (Page up) to scroll to the previous page.
   - Last Page (Ctrl+Page down) to scroll to the last page.

To see which Profit Centers are included on this summary report and navigate to a **variation** of the report for just one Profit Center:

**Note:** This function is **only available and useful on consolidated reports where more than one Profit Center is included on the report.**

1. Click on the **Navigation** button to display the **Variation: Profit Center** screen (if not already displayed – see note below).

**Note:** This button toggles between turning the navigation window “on” and “off” (on left side).
Profit Center: Plan/Actual Comparison  
Current/Cumulative (cont.)

2. Click on the button to **expand the groups** if applicable.

3. **Locate the desired Project** by navigating through the graphical hierarchy (open folders if needed).

4. **Double-click on the line** for the desired Project.

5. To scroll through other Projects (same level), use the following:
   - **Left** button or press Ctrl+Shift+F2
   - **Right** button or press Ctrl+Shift+F3

6. To move up or down the hierarchical levels, use the following:
   - **Previous level** button (Ctrl+Shift+F1)
   - **Next level** button or press Ctrl+Shift+F4

**Variation: To return to the original report setting (consolidated):**

7. **Double click** anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree.

   *Note:* Another option is to click on the **Previous level** button until the original level is reached.

**To collapse (hide) or expand (show) line items above subtotal and total lines:**

10. Click on the **Collapse** button **to the left of a subtotal** (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

11. Click on the **Expand** button **to the left of a subtotal** that is collapsed, to expand or show the lines again for a more detailed view of the report.

   *Note:* In some reports, the **Expand all** and **Collapse all** buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. In this report to access these functions, follow the menu path View → Hierarchy → Expand all or View → Hierarchy → Collapse all.
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

To drill down to line item detail for a Cost Element, if desired:

12. Double click anywhere on the line (row) of a desired Cost Element and double click on the type of line item report.

   Note: The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Profit Center Acctg: Display Actual Line Items report in this Guide).

From the Actual line item report, to view the document, if desired:

13. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.

   Note: At this point, use the various options available for that Document Type to view other information. Refer to the Understanding and Researching Documents Guide if needed.

To return to previous screens from the drill-down, when ready:

14. Click on the Back button as many times as needed to exit the drill down and return to previous report screens.

   Note: If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.

To exit the report when ready:

15. Click the Exit button or press Shift+F3 until the initial SAP screen is displayed.

   Note: Unless otherwise preferred, click on the Yes button when asked if you wish to exit the list.
Profit Center: Display Actual Line Items (ZFR1H)

Via User Menu: Financials → University Reporting → Line Item Reporting → Profit Center: Display Actual Line Items

On the Profit Center: Actual Line Items screen:

Note: There are numerous selection fields available. The steps below outline some of the suggested fields that need to be entered in order to run this report in a timely manner.

1. Leave 0 (default for Actuals) in the G/L Record Type field.
2. Leave 0 (default for Current) in the Version field.

3. Leave DUKE (default) in the Controlling area field.

4. Enter the desired fiscal period or range of periods in the Posting period fields.
   
   Note: The default posting period represents the current open accounting period (i.e. fiscal month).

5. Enter the desired fiscal year (or range of fiscal years) in the Fiscal Year field.

6. Enter one or more Profit Center value(s) (Profit Center group NOT available) in the appropriate field (use Multiple Selection button if needed).

7. Enter a single G/L Account or range of G/L Accounts (300000 to 399999 for all revenue accounts) in the Account fields.
   
   Note: Cost Element or Account group NOT available.

8. Scroll down and leave /DUKE (standard default) in the Display variant field (use the Drop down button to choose if desired).
   
   Note: A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. /DUKE is recommended and is the default display variant in the drill down from Duke reports. The Display variant can easily be changed once in the report if desired.

9. Click on the Execute button (F8) to display the EC-PCA: Actual Line Items screen. (see next page).
On the Profit Center: Actual Line Items screen:

Note: This report is based on the /DUKE display variant and is sorted/subtotaled by the Period. The columns outlined below are based on /DUKE display variant. Each line of this report represents one line item posted to the project(s) selected from an SAP document.

<table>
<thead>
<tr>
<th>Ref. Doc.</th>
<th>The SAP document number assigned when saved or posted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row</td>
<td>The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.</td>
</tr>
<tr>
<td>DocDate</td>
<td>The document date that was keyed in the header when the document was created (e.g., invoice = invoice date).</td>
</tr>
<tr>
<td>Per</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>Profit Center</td>
<td>The seven digit number (fund code) for the Profit Center(s) selected.</td>
</tr>
<tr>
<td>Account</td>
<td>The six digit G/L account (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>PrCt currency</td>
<td>The actual amount that was posted for one line item of a document to the Profit Center(s) selected.</td>
</tr>
<tr>
<td>Text</td>
<td>A text description specific to the line item posted from a document. For journal entries the text entered for the line item is displayed in this column.</td>
</tr>
</tbody>
</table>

10. To vertically scroll through the pages of the report, use the vertical scroll bar.

To drilldown to the document level, if desired:
11. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.
Profit Center: Actual Line Items (cont.)

Note: At this point, use the various options available for that Document Type to view other information. Refer to the Reconciliation and Documents Guide if needed.

12. Click on the Back button to exit the document and return to the EC-PCA: Actual Line Items screen.

To exit the report when ready:

13. Click the Exit button or press Shift+F3 until the initial SAP screen is displayed.
Project/WBS: Display Actual Line Items (CJI3)

Via User Menu: Financials → University Reporting → Line Item Reporting → Project/WBS: Display Actual Line Item

Note: If prompted, enter 00000000001 in the Database profile field and click OK.

On the Display Project Actual Cost Line Items screen:

1. Enter the seven digit WBS Element/Project number in the Project field (or enter range of numbers or multiple numbers using the Multiple Selections button if needed).

For reporting by individual Project(s) FOLLOW THE STEP BELOW, THEN CONTINUE TO STEP 7.

1. Enter the seven digit WBS Element/Project number in the Project field (or enter range of numbers or multiple numbers using the Multiple Selections button if needed).
Project Actual Line Items (cont.)

**Note:** If using BFR Code, DO NOT enter a project in the Project field, but follow steps below. Ensure the WBS element field is blank (only used for projects with levels).

**OPTIONAL:** For reporting by BFR Code/Org. Unit, follow these steps (continued on next page):

1. Click on the Dynamic Selections button to display the Field Choice for Dynamic Selections screen.

2. Scroll down to the bottom of the list and click on the triangle to the left of the folder called Spon. Proj. Fields.

3. Scroll down to the bottom and double click on BFR Code. This moves the field to the right of your screen.

4. Enter the ten-digit BFR Code in the BFR Code field displayed.

5. Enter an asterisk * in the Project field or the WBS Element field.

Once either a Project(s) or BFR Code/Org. Unit are selected, back on the PROJ./WBS: INCEPTION TO DATE W/ PLAN: Selection screen:

7. Enter a value(s) in one of the two fields as outlined below:
   - Enter one or more Cost elements (6 digits) in the Cost element field (use Multiple Selection button if needed).
   - Enter one of the three choices below in the Cost element group field.

   | SPREV       | To view revenue line items only |
   | SPAWEXP     | To view expense line items only |
   | SPREVEXP    | To view both revenue and expense line items only |

**Note:** WARNING: If both the Cost element and Cost element group fields are left blank, the report may run for an excessive amount of time.
Project Actual Line Items (cont.)

8. Enter the desired **beginning and ending dates for a fiscal month(s) or a fiscal year** (e.g., 07/01/2001 to 06/30/2002) in the **Posting date** fields.

   *Note:* The beginning and ending dates for the current open fiscal month will default. Use the fiscal calendar to identify other fiscal month beginning and ending dates if needed.

9. Leave /DUKE (defaults) in the **Layout** field (use the **Drop down** button to choose if desired).

   *Note:* A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. /DUKE is recommended and is the default display variant in the drill down from Duke customized reports. The Display variant can easily be changed once in the report if desired.

10. **Optional:** Click on the **Further Settings** button and enter **9999999 (seven 9s)** to increase number of lines that can be displayed from 5000 to a larger number.

11. Click on the **Execute** button (F8) to display the **Display Actual Cost Line Items for Projects** screen (see below).
Project Actual Line Items (cont.)

Note: This report is based on the /DUKE display variant and is sorted/subtotaled by the Period. The columns outlined below are based on /DUKE display variant. Each line of this report represents one line item posted to the project(s) selected from an SAP document.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRw</td>
<td>The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.</td>
</tr>
<tr>
<td>DocDate</td>
<td>The document date that was keyed in the header when the document was created (e.g., invoice = invoice date).</td>
</tr>
<tr>
<td>Per</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>F. Yr</td>
<td>The fiscal year in which the document was posted.</td>
</tr>
<tr>
<td>Project Definition</td>
<td>The seven digit cost object number (fund code) for the Project selected.</td>
</tr>
<tr>
<td>Cost Element</td>
<td>The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>Cost Element Name</td>
<td>The name or description of the cost element to which this line item of a document was posted.</td>
</tr>
<tr>
<td>Val COCurr</td>
<td>The actual amount that was posted for one line item of a document to the project(s) selected.</td>
</tr>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document. For journal entries the text entered for the line item is displayed in this column.</td>
</tr>
<tr>
<td>RefDocNo</td>
<td>The SAP document number assigned by the system as the reference number.</td>
</tr>
<tr>
<td>DocTyp</td>
<td>A two digit identifier of the type of document from which the line item was posted (Document Type List found on web at: <a href="http://finance.duke.edu/accounting/jv/assignedjv.php">http://finance.duke.edu/accounting/jv/assignedjv.php</a>).</td>
</tr>
<tr>
<td>Document Header Text</td>
<td>The text entered on a document header. This text is a general description that pertains to the entire document versus just a line item of a document.</td>
</tr>
<tr>
<td>Reference</td>
<td>Contains other reference information for this line item, such as the Assigned JV number for journal entries.</td>
</tr>
<tr>
<td>Offset. Acct Name</td>
<td>The offsetting account name can contain a vendor name if applicable. For other line items it may contain other useful information.</td>
</tr>
</tbody>
</table>

12. To vertically scroll through the pages of the report, use the vertical scroll bar.

To drilldown to the document level, if desired:

13. Double click on the desired line item (anywhere in the row) to see the originating and/or supporting documents.

14. Use the various options available for that type of document to view other information.
Project Actual Line Items (cont.)

15. Click on the Back button to exit the document and return to the Display Actual Cost Line Items for Projects screen.

To exit when ready:

16. Click on the Exit button or press Shift+F3 until the initial SAP System screen is displayed.
Fund Trial Balance No Commitments (ZFR1A)

Via User Menu: Financials → University Reporting → Organizational Reporting → Fund Trial Balance, No Commitments

Note: This report can be run for single Funds or for a BFR Code (Org. Unit) and provides similar information to the All Funds One Line Summary. For the Business Manager role, the steps below cover how to select by BFR Code.

In addition, this report can be run with various selection values for other fields to obtain different results. Two examples of different results that are covered in these steps are:
- Example 1: Fund Balance by Fund
- Example 2: Complete Trial Balance

To select this report by BFR Code (Org. Unit) on the Selection: Fund Trial Balance (No Commitments) screen:

1. Click on the Classification button.

```
Selection: Fund Trial Balance (No Commitments)

Classification

Standard selections

Fund [ ] to [ ]

Funds Center [ ] to [ ]

Commitment Item [ ] to [ ]

Report selections

FM area [ ]

Fiscal year [2017]

Period [1] to [16]

To period [ ]

Output type

□ Graphical report output

□ Classic drilldown report
```
2. In the resulting window Search using classification window, click on the Fund button.

3. Enter Reporting in the Class field.

4. Enter 042 in the Class Type field.

5. Click on the Enter button to display the Find Objects in Classes screen (see next page).
The following TWO steps cover some recommended ways of selecting cost objects on the **Find Objects in Classes** screen:

6. **Optional:** To select by **Fund Group**, enter one of the following values in the **Fund Group** field:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Allocated Funds, 4xxxxxx</td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds, 6xxxxxxx</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds, 8xxxxxxx</td>
</tr>
<tr>
<td>L</td>
<td>Loan Funds, 5xxxxxxx</td>
</tr>
<tr>
<td>P</td>
<td>Plant Funds, 7xxxxxxx</td>
</tr>
<tr>
<td>R</td>
<td>Restricted, 3xxxxxxx</td>
</tr>
<tr>
<td>U</td>
<td>Current Unrestricted Funds, 1xxxxxx</td>
</tr>
</tbody>
</table>

**Note:** To get **all groups**, leave the field **blank**. To select **more than one**, use the **Drop Down** button, select groups, and click on the **Enter** button.

**AND/OR – Continued on Next Page**
Fund Trial Balance (cont.)

7. **Optional:** To select by **BFR Code (Org. Unit)**, enter the BFR Code in the **Link to Fund Center** field (scroll down to find).
   
   **Note:** If you would like to use a **parent BFR**, enter the parent without the 00s and replace with an * (asterisk). Example: 68602015*

8. **REQUIRED (ONLY NEEDED IF THIS IS THE FIRST TIME YOU ARE USING THIS SCREEN TO SELECT OBJECTS)**
   
   To ensure you find and copy all cost objects:
   
   - Follow the menu path: **Extras->User Settings**.
   - Click on the **Find Object** tab.
   - Enter **99999** in the **Maximum hits** field.
   - Click on the **Save** button.
   
   **Note:** Once the user settings are updated and saved, **these steps are not needed again.**

9. To find all objects that match the selected criteria, click on the **Find in Initial Class** button (see resulting screen next page).
10. Ignore the standard message displayed at the bottom of the screen indicated with a green check icon.

11. **Review the objects** listed in the lower section of the split window (to enlarge the lower window and see more of the list click and drag the dividing middle border if desired).

12. To view the **number of hits** found, see the **last** button located on the toolbar in the lower window.
Fund Trial Balance (cont.)

13. To select the objects to copy back to the initial report screen, use one of the suggested options below (selected objects are highlighted in gold):
   - To select all objects on the list, click on the Select all button (simply click on button again to deselect all if needed).
   - To select individual objects, click on CTRL (on keyboard) + click on the gray box to the left of each object (while keeping Ctrl key depressed).
   - Use a combination of the Select all button to select all objects and use the CTRL key + click on the gray box to the left of each object to deselect individual objects.

14. Use advanced function buttons on the tool bar in the lower window as needed, such as the / Sort buttons, Filter button, Export button, or even the Change Layout button to customize the look of the list.

15. To copy the objects selected back to your Multiple Selection for Fund screen (see next page), click on the Copy button on the toolbar in the lower window.

16. In the resulting window (returns to Search window), click on the Enter button to return to the report’s selection screen.
17. Notice the value defaulted in the first Fund field and the green shading in the Multiple selection button, which indicates that multiple objects (i.e., funds) have been selected.

18. Enter a range as outlined below:
   - For a fund balance, enter 290000 to 999999 in the Commitment Item fields (includes all commitment items, i.e., G/L accounts, for fund equity and higher).
   - OR
   - For a complete trial balance ensure the Commitment Item fields are blank.

19. Enter the desired fiscal year in the Fiscal year field.

20. Enter 1 to 16 (or the last closed period if preferred) in the Period (from and to) fields.

21. Ensure the Classical drilldown report radio button is selected (if not selected, then the report will navigate differently from what’s described in this Guide).
22. Click on the **Execute** button (**F8**) to display the *Execute Fund Trial Balance (No Commitments): Overview* screen.

23. If a message appears stating that all data is not displayed because authorizations are missing (see above), use the **Continue** button to close the window and continue.

   **Note:** The report may yield results; however, data with missing security authorizations will not be included on your report. Contact Accounting Systems Administration at 684-2752 or email to acctgsysadmin@duke.edu if you need assistance.
24. Review the results and note the following depending on whether you selected the report as a Fund Trial Balance or a Complete Trial Balance:

- The example above is a fund trial balance by fund and contains balances through the current day’s postings.

- If you selected the report as a Complete Trial Balance, you may see balances of 0.00 due to the cash balancing on certain cost objects (generally those beginning with 2xx and higher).

- For a Complete Trial Balance, use the Last page button to review the Total line for the fund highlighted in yellow. Normally the Total amount in the Actual column should be 0.00, indicating the fund is in balance. If a non-zero balance appears, this indicates that current day transactions have been posted for which the hourly cash balancing job has not yet run. This job normally runs each hour to adjust cash within Funds and bring the Funds back into balance.

- The report may be displayed by Commitment Item (see first column and NEXT PAGE).
Fund Trial Balance (cont.)

**Navigating a Funds Management Report:**

25. To vertically scroll through this report, use the following buttons:

- $ First Page (Ctrl+Page up) to scroll to the top cover page.
- $ Next Page (Page down) to scroll to the next page.
- $ Previous Page (Page up) to scroll to the previous page.
- $ Last Page (Ctrl+Page down) to scroll to the last page.
Fund Trial Balance (cont.)

Rotating the Report to See Different Views:

Note: At this point, the view of the report can be rotated or “swapped”, which basically displays and sorts the report by another choice. At any point, the drill down option is also available by simply double clicking on the desired line item (either in the shaded column or on an amount based on your need).

Before rotating the report:

26. View the first column heading to determine how this report is displayed:

- Commitment Item – totals by commitment item. If multiple funds were selected, the totals are combined for all funds selected. This is a better view if just one fund was selected.

- Fund – fund balances for each fund through the current day’s postings. The fund line items appear in teal shading and the total line appears in yellow shading. This is a better view if multiple funds were selected.

27. Review the Navigation section (in the top left corner of the report screen).
28. Locate the display choice that you would prefer (e.g., Commitment item, Fund, or Period) in the Navigation section – use the scroll buttons in that section to scroll down for example, to find Commitment item.

![Image](image.png)

29. Click once on your choice in the Navigation section which will highlight your choice as well as the first column heading.

   *Note:* If the window titled Drill down: Callup for documentation on hotspots appears, click on the **Never display again** button to never be prompted for the message again.

30. Click once on the first column heading highlighted in the top left to change or swap the view of the entire report (the order in which you do these two steps works either way).
31. Review the first column heading now displayed on the screen and the swapped view of the report – the view of the report is now based on and sorted by that first column for the entire organizational unit / BFR code that was selected.

32. Click on the **Last Page** button to scroll down to the last page of the report, and note that the **Total** amount is the same and has not changed, even though the view is different (example not shown).

33. To expand the summary lines for the shaded first column, such as commitment items (i.e., cost elements or G/L Accounts) in this example, simply double click on the value in the shaded column.

   **Note:** In this example expanding the summary would show the areas that incurred the commitment item expense as part of the drill-down. A screen shot of the results is not shown here.

34. Use the **Back** button in the Navigation section to return to the prior view.
Fund Trial Balance (cont.)

To drill down on an actual amount and display line items:

Note: FM reports have a different way of “drilling down” from other reports. **Double clicking on the teal description** of a line item offers more detailed views, but not the line items for an actual amount.

35. Click once on one of the dollar amounts in the report.

36. Follow the menu path: **Extras->Line Items**.

   Note: A line item will report now show on your screen the detail in the dollar amount that you have chosen.

37. Once line items are displayed (not shown here), double click **anywhere on a line item** (row) to see the originating and/or supporting document, if desired.

   Note: At this point, use the various options available for that **Document Type** to view other information. Refer to the **Understanding and Researching Documents Guide** if needed.
To return to previous screens from the drill-down, when ready:

38. Click on the Back button (on tool bar) to exit the document and/or line item views.

   Note: In this report, the Back button may appear in gray. If so, use the same button located in the Navigation section if needed.

To exit the report:

39. Click on the Exit button (Shift+F3) or Cancel button until the initial SAP screen is displayed.

   Note: If prompted, click Yes in the Exit dialog box to exit the report unless otherwise desired.