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

- **Doc Category**: The reference document category of the source (or supporting) document.
- **Per**: The fiscal period in which the document was posted.
- **F. Yr**: The fiscal year in which the document was posted.
- **Cost Ctr**: The seven digit cost object number (fund code) for the Cost Center selected.
- **Debit Date**: The date the Cost Center was charged.
- **Cost Element**: The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).
- **Cost Element Name**: The name or description of the cost element to which this line item of a document was posted.
- **Val COCurr (commitments)**: 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.
- **Name**: A text description specific to the line item posted from a document.
- **RefDocNo**: 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.
- **Vendor**: Numerical identifier of the vendor involved in the purchase.

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.
Cost Centers: Commitment Line Items (cont.)

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

To drilldown 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.