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.
Profit Center: Actual Line Items (cont.)

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. No.</th>
<th>Doc. Date</th>
<th>Period</th>
<th>Profit Ctr</th>
<th>Account</th>
<th>PrCtr currency</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>600101061</td>
<td>9/28/2001</td>
<td>3</td>
<td>302000</td>
<td>600.00</td>
<td>11/011-3020-00</td>
<td></td>
</tr>
<tr>
<td>600101061</td>
<td>9/28/2001</td>
<td>3</td>
<td>302000</td>
<td>330.00</td>
<td>11/011-3020-00</td>
<td></td>
</tr>
<tr>
<td>600101061</td>
<td>9/28/2001</td>
<td>3</td>
<td>302000</td>
<td>330.00</td>
<td>11/011-3020-00</td>
<td></td>
</tr>
</tbody>
</table>

Ref. Doc. Number: The SAP document number assigned when saved or posted.
Row: The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.
DocDate: The document date that was keyed in the header when the document was created (e.g., invoice = invoice date).
Per: The fiscal period in which the document was posted.
Profit Center: The seven digit number (fund code) for the Profit Center(s) selected.
Account: The six digit G/L account (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).
PrCtr currency: The actual amount that was posted for one line item of a document to the Profit Center(s) selected.
Text: 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.

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.