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.

2. Enter 00000000001 in the Database profile field.

3. Click OK.

4. On the Display Project Actual Cost Line Items screen:
   - 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).
   - Enter the posting date range.

5. Click the Further Settings button to customize the display.

6. Optionally, to report by BFR Code (Org. Unit) click on this button.

7. Save the report for future reference.

8. Review the report to ensure accurate data.

9. Print the report for record keeping.

10. Close the report window when finished.

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):

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

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

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

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

6. 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).
   OR
   - Enter one of the three choices below in the Cost element group field.

<table>
<thead>
<tr>
<th>SPREV</th>
<th>To view revenue line items only</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAWEXP</td>
<td>To view expense line items only</td>
</tr>
<tr>
<td>SPREVEXP</td>
<td>To view both revenue and expense line items only</td>
</tr>
</tbody>
</table>

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>PRw</th>
<th>The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.</th>
</tr>
</thead>
<tbody>
<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.