Additional Reports

In addition to the numerous custom and standard financial reports for organizational and detailed reporting, SAP provides numerous reports for other areas of the system. A Materials Management report that may be helpful for financial analysis is the Purchase Orders by Account Assignment, which is outlined below.

**Display G/L Account Balances**
- Provides a list of balances by fiscal period for a specific G/L account or range of G/L accounts.
- Used to reconcile G/L accounts used with the fund 1001000, such as the account receivable or account payable G/L accounts.
- Allows drill down to view specific line items and/or documents that make up the balances.
- Only users with Central Finance access will be able to run this.

**Purchase Orders by Account Assignment**
- Provides a list of Purchase Orders by the Account Assignment (term used in SAP for cost object).
- Allows a user to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object.
- Details on individual Purchase Orders can be displayed by drilling down on a line of this list.
- Good for tracking Purchase Orders by department or project.
G/L Account Balances - Individual Accounts (FS10N)

Via User Menu: Central Office Reporting → Financial Accounting → GL Account Balances – Individual Accounts

Note: If preferred, access the transaction directly via transaction code FS10.

On the G/L Account Balance Display screen:

1. Enter the G/L account.
2. Enter the Company code.
3. Enter the Fiscal year.
4. Click on the Execute button to display the G/L Account Balance Display screen.

To view the line items for a balance in a column (such as Debit, Credit, DC balance, or Account Balance):

5. Double click on an amount for the desired period and column to display the G/L Account Line Item Display screen and view the line items for that balance.
6. Double-click on a line item, if desired, to display the Display Document: Line Item NNN screen.
G/L Account Balances – Individual Accounts (cont.)

7. Click on the Back button or press F3 for a total of TWO TIMES to return to the XXXXXXXX: Local Currency Balances Display screen.

To exit the transaction:

8. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Purchase Orders: by Account Assignment (ME2K)

Via User Menu: Purchasing→Purchasing Documents List Display→Purch. Orders: by Account Assignment

On the Purchasing Documents per Account Assignment screen:

Note: There are numerous selection fields available. The suggested fields are outlined below (in order to run this report in a timely manner).

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter a one or more Cost Center value(s) in the Cost center field(s) (can use Multiple Selection button).
   - OR
   - Enter a one or more WBS Element value(s) in the WBS Element field(s) (can use Multiple Selection button).
Purchase Orders: by Account Assignment (cont.)

2. Enter or leave BEST-ALV in the Scope of list field.

3. Click on the Execute button (F8) to display the Purchasing Documents For cost center (or WBS Element) screen.

On the Purchasing Documents For cost center (or project) screen:

- Use the vertical scroll bar to review the resulting list of purchase orders that match the selection criteria entered in the previous steps.

To drill down and view the details of one Purchase Order:

5. Double click on the PO (purchase order) number in the first column to display the Display Purchase Order: Item Overview screen for that Purchase Order.
Purchase Orders: by Account Assignment (cont.)

Once in the individual Purchase Order:

To view the cost object charged or the name of Goods recipient:

6. Click in the gray box adjacent to a line item to select that item (use Item number on list screen to help identify desired item).

7. Click on the Account. Assignments button to display the Display Purchase Order: Account Assignment for Item screen (contains the cost object charged as well as a name of who should receive the goods).

8. Click on the Overview button or Next button to return to the Item Overview screen (buttons not shown here).
To view the PO history (invoice payments and/or goods receipt):

9. Select the row and click on the **PO history** button to display the *Order History for Purchase Order* NNNNNNNNNNNN Item screen.

10. Click on the **Next** button to return to the *Item Overview* screen.
To view the on-line Purchase requisition (for those who do not use Buy@Duke and enter requisitions directly into SAP):

11. Select the row and follow the menu path: **Environment > Purchase Requisition**.

12. Click on the **Next item** button to display or return to the **Item Overview** screen (step not shown).

**To view another PO from the list if desired:**

13. Click on the **Back** button to display the list on **Purchasing Documents For cost center** screen.

14. Repeat steps 6-13 above to select and view data on another Purchase order, if desired.

**To exit when ready:**

15. Click on the **Exit** button (Shift+F3) until the initial SAP System screen is displayed.