University Cost Object and Line Item Reports

The SAP system provides a variety of reports specifically for WBS Elements that are Sponsored Projects. 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.

**Project/WBS: Inception To Date Project (with Plan)**

- Provides summarized detail by cost element (i.e., G/L account).
- Includes the plan (budget or award amount) and all expenses and/or revenue since the inception of the project (project-to-date).
- Can also include multiple projects or a grouping of projects (i.e., by Organizational unit or BFR code). This type of report is good for the “big picture” view of cost element to plan detail.

**Project/Work Breakdown Structure line item reports**

- Provide detailed information about the line items that make up a summarized total on cost element reports and others.
- Displays either **actual amounts or commitment amounts** (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.
- After a report is generated, report data can be extracted or exported to a variety of formats, e.g., Access, Excel, etc.
Project/WBS: Inception to Date w/ Plan (ZFR1E)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Cost Object Reporting → Project/WBS: Inception to Date w/ Plan

Note: This report can be used to include many projects and easily print the reports for all those projects at one time. There are optional steps outlined in this section that must be done in order to properly print all reports.

Note: If prompted, enter 1 in the Database profile field and click OK.

On the **PROJ./WBS:Inception to Date W/ Plan: Selection** screen:

1. OPTIONAL SETTINGS FOR PRINTING (for multiple projects or by BFR Code).

2. 4-8 OPTIONAL: To report by BFR Code (Org. Unit).

3. To report by individual project(s)

4. 9-10 Fiscal Year

5. 11 Current Period

6. 12 Selection groups

For reporting by individual Project(s) **FOLLOW THE NEXT THREE STEPS, THEN CONTINUE TO STEP 9.**
Project/WBS: Inception to Date (cont.)

1. **Optional:** If you intend to print a report for each project selected, the following steps must be used before executing the report in order to print one report per each project (vs. two copies per project):
   
   - Click on the **Get Variant** button.
   - Ensure the **Created by** field is blank.
   - Enter **PRINT** in the **Variant** field.
   - Click on the **Execute** button.

   **Note:** Once in the report and ready to print, be sure to select the **All reports** button option. See the Printing section of this Guide for more details. If Step 1 above is not followed, then each project included will produce two duplicate printed reports per project. Also this variant populates the **Status field**, so you may skip the next step.

2. If Step 1 is not done, to include only current projects in the report (to exclude any closed projects):
   
   - Click on the **Status** button.

   - Ensure that the value **current** is already displayed in the **Project definitions** field OR enter the value if needed (defaults as part of PRINT variant if used).

   - Click the **Continue** button.
3. Enter one or more WBS Elements (Project numbers) in the Project field (use Multiple Selection button if needed).

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

**OPTIONAL:** For reporting by BFR Code/Org. Unit (or Parent or Grant Administrator ID):

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

On the Field Choice for Dynamic Selections screen:

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

6. Scroll down to the bottom and double click on BFR Code (or Parent or Grant Administrator ID) to display the field to the right of your screen.

7. Enter the ten-digit BFR Code in the BFR Code field displayed (replace ending 0’s with an * when entering a higher level BFR) OR use values for Parent or Grant Administrator ID fields.

8. **IMPORTANT:** Enter an asterisk (*) as a wildcard in the Project field (or WBS Element field for Projects with levels).

   **Note:** Once all fields are chosen and values for the fields are entered, if you wish to save a selection screen variant using the Save As Variant button, be sure to CHANGE the name that defaults from PRINT to a name that you designate for your own variant. **DO NOT SAVE OVER THE VARIANT PRINT AS OTHERS USE THAT VARIANT AT DUKE.**
Once the Project(s) or BFR Code/Org. Unit are selected:

9. Leave a 0 in the Plan version field (defaults).

10. Enter the current fiscal year in the Fiscal year field.

11. Enter either the current fiscal period or last closed fiscal period in the Current period field, as desired.

12. Enter one of the following in Cost element group field as outlined below:

   - **SPAWEXP** = When selecting Projects with Awards (generally projects beginning with 20x – 28x, except for 26x AND 30x – 38x, except for 36x) to exclude Revenue for easier viewing of the balance for a project (Award Amount/Plan less Inception to Date Expenses).

   - **SPREVEXP** = RECOMMENDED when selecting Projects with Awards (generally projects beginning with 20x – 28x, except for 26x AND 30x – 38x, except for 36x) to view both the balance for the project (Award Amount/Plan less Inception to Date Expense) AND to view revenue posted when Sponsor invoices are generated by OSP for expenses incurred on the award project.

   - **SPREVEXP** = RECOMMENDED when selecting Projects without Awards (generally for projects beginning with 26x, 29x, 36x and 39x, with some 24x, 28x, 34x or 38x as exceptions) to compare Revenue to Inception to Date Expense for the balance of a non-award project.

   - **SPREVEXP** = RECOMMENDED when selecting a mix of projects with and without Awards.

   - **SP_SUBRPT** = RECOMMENDED when selecting sub-codes established for subrecipients, this will align the report results (Plan & Expenses) with the categorical format of a subaward budget.

   MORE GROUPS CONTINUED ON THE NEXT PAGE
Project/WBS: Inception to Date (cont.)

- **SPREVWGL** = to review cost elements that are considered questionable according to the federal government and the Office of Sponsored Programs.

- **SPCAS, SPCAS_PR, or SPCAS_NOPR** = to view G/L accounts that may need a Cost Accounting Standard (CAS) form based on all G/L Accounts, Payroll related G/L Accounts, or Non-Payroll related G/L Accounts.

  *Note: An alternate option to entering a Cost Element Group is to enter a single (six digit) cost element or range in *Or values field(s)* or use the *Multiple selections* button to enter multiple six digit values.*

13. Click on the **Execute** button (F8) to display the ITD Project: Result screen (click **OK** button if an Information box appears).
On the ITD PROJ report screen:

Note: If more than one project was selected, the report’s initial display will be a consolidated view of all projects. Use the far left navigation pane to navigate to individual projects as outlined in the next steps.

The yellow highlighted lines are subtotals and the levels of subtotals are indicated with asterisks. For Projects with Award amounts, the Balance column for the Total Project Costs row contains the remaining amount left to spend. For Projects without Award amounts, the ITD Actual column for the Cost Element Group total row contains the remaining amount left to spend.
### Project/WBS: Inception to Date (cont.)

14. Use the **horizontal scroll bar** to view all columns outlined:

<table>
<thead>
<tr>
<th>Cost Elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ITD Plan</strong></td>
<td>The amount obligated by the Sponsor, as indicated in the award document. If the Award Amount indicates 0.00: and the status is REL (released) – a) project does not have an Award Amount, b) project was set up in advance and Award has not yet been received by OSP; c) budget at OSP does not equal Award Amount; If the Award Amount is 0.00 and the status is CLSD (closed) –a) code ended prior to 07/01/98 Award Amount and legacy data was not available to upload to SAP.</td>
</tr>
<tr>
<td><strong>Curr Mo Actual</strong></td>
<td>Total of the current month’s expenses (direct and indirect) and revenue for the Project for the Fiscal Year and Fiscal Month selected for the report.</td>
</tr>
<tr>
<td><strong>YTD Actual</strong></td>
<td>YTD revenue and expense for each cost object as of the fiscal period and fiscal year selected.</td>
</tr>
<tr>
<td><strong>ITD Actual (Useful for Projects without Awards – 26x, 29x, 36x, &amp; 39x)</strong></td>
<td>Inception to Date revenue and expense amounts incurred from the beginning of the project to Report Selection dates. This column is useful for Projects with and without Award amounts. For Projects without Award amounts, the amount in this column on the Cost Element Group total row (bottom of report) is the remaining amount left to spend. A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</td>
</tr>
<tr>
<td><strong>Balance (Useful for Projects with Awards– 20x – 28x except 26x &amp; 30x – 38x except 36x)</strong></td>
<td>For Projects with Awards, this column compares ITD Plan (Award amount) and ITD Actual (Expenses) and the remaining amount left to spend is located in this column on the Total Project Costs row (toward bottom of report). A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount. For Projects without Award amounts, the amounts in this column equal those in the ITD Actual column with the signs reversed (revenue is a debit, expense is a credit). Therefore, on the Cost Element Group total row, a positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded revenue.</td>
</tr>
<tr>
<td><strong>Commitments</strong></td>
<td>Total of commitments (i.e., encumbrances) pending for the Project. This data is a “moving target” as it indicates commitments as of the date the report is executed irregardless of the Fiscal Year and Fiscal Month selected in the Report Selections field.</td>
</tr>
</tbody>
</table>

15. 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.
Project/WBS: Inception to Date w/ Plan (cont.)

To view which Projects are included on this summary report and navigate to a variation of the report for just one project:

Note: This function is only available on summary reports and only displayed and useful if more than one Project is included on the report.

16. If not already displayed on the left side of the report, click on the Navigation on/off button to display the Variation: Object pane in the left side of the split screen.

17. Click on the button to expand the folder groups if applicable (if more than one project is included on the report, then the *All Selected Projects folder contains all the individual projects and if selected on the left, then the report view is the consolidated one totaling all projects).

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

19. Click once on the line for the desired Project to display the individual report for that selected project in the right pane.

20. To return to the original report setting (the consolidated view) if desired, click once anywhere on the * All Selected Projects (text beside the top folder of the display tree).

To collapse or expand line items above subtotal and total lines:

21. To collapse or hide lines above a subtotal (highlighted in color), click on the Collapse button to the left of a subtotal.

22. To expand or show the lines again, click on the Expand button to the left of a subtotal that is collapsed.

Note: To quickly collapse or expand all subtotals / totals, use the menu path View → Expand report fully or View → Collapse report fully.
To drill down to more details for a specific cost element:

23. **Double click** on the **amount** in any of the **actual columns or the commitment (encumbrance) column** for the desired single Cost Element or Cost Element Group (subtotals).

   **Note:** If you double click on the cost element (blue shading), a dialog box will prompt you to choose a report. Double click on your choice (like actual cost or commitment line items).

24. Once in the drill-down line item report, **double click on a line item** (anywhere in the row) to see the originating document and then use the Back button to exit the document and return to the line item report.

25. When ready to exit the line item report and return to the original Project ITD report, click on the Back button and click on the resulting Yes button to exit the line item report.

**To exit the report when ready:**

26. Click on 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 (or Grant Manager Reporting) → Line Item Reporting → Project/WBS: Display Actual Line Item

Purpose of report:
- Used to analyze actual revenue or expense line items and perform monthly reconciliations.
- Also accessed via drill-down from summarized reports to provide details of G/L Account balances on those reports.
- May be run a variety of ways for specific purposes, like to see only transactions done via the Transfer Off Tool (next topic in Guide).

On the Display Project Actual Cost Line Items screen:

1. For reporting by individual project, enter the seven digit WBS Element/Project number in the Project field (or enter a range of numbers in the from and to fields or multiple numbers via the Multiple Selections button) – PROCEED TO STEP 7.
Project Actual Line Items (cont.)

**OPTIONAL:** For reporting by BFR Code/Org. Unit:

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

3. On the left side, 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 the list of fields in this folder to find and double click on BFR Code to move the field to the right side of your screen.

5. Enter the ten-digit BFR Code in the BFR Code field displayed (note if using a higher level parent BFR, you must replace ending zeros with one single * asterisk – example 6860509500 = 68605095*).

6. **IMPORTANT:** Enter an asterisk * in the Project field (or WBS Element field for Projects with levels).

Once either a Project(s) or BFR Code/Org. Unit are selected, back on the Display Project Actual Costs Line Item 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 five choices below in the Cost element group field.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>To view revenue line items only</td>
</tr>
<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>
<tr>
<td>SPREVWGL</td>
<td>To review line items charged to questionable GL Accounts</td>
</tr>
<tr>
<td>SPCAS</td>
<td>To review expense line items (all, Payroll related, or Non-Payroll related) that may need a Cost Accounting Standard (CAS) form.</td>
</tr>
<tr>
<td>SPCAS_PR</td>
<td></td>
</tr>
<tr>
<td>SPCAS_NOPR</td>
<td></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** (examples: 04/01/2016 to 04/30/2016 or 07/01/2015 to 06/30/2016) in the **Posting date** fields.

   *Note:* The **beginning and ending dates for the current open fiscal month will default.**

9. Leave /DUKE (defaults) 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 customized 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.

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

12. Use the horizontal scroll bar to view all columns outlined (per /DUKE layout):

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting 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>Document Date</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>Period</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>Fiscal Year</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 CO Area Currency</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>Reference Document Number</td>
<td>The SAP document number assigned by the system as the reference number.</td>
</tr>
</tbody>
</table>

Continued on next page.
Project Actual Line Items (cont.)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>A two digit identifier of the type of document from which the line item was posted (Document Type List on web <a href="http://www.finsvc.duke.edu/finsvc/sapr3">www.finsvc.duke.edu/finsvc/sapr3</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Header</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>Text</td>
<td></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>Name of Offsetting</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>
<tr>
<td>Account</td>
<td></td>
</tr>
</tbody>
</table>

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

**To drilldown to the document level, if desired:**

14. Double click on the **desired line item** (anywhere in the row) to see the originating and/or supporting documents for more details as needed.

15. Use the various options available for that type of document to view other information.

   *Note: Refer to the **SAP Reconciliation and Documents Guide** for more details about the various Document Types located at: http://finance.duke.edu/systems/training/steps.php#recdoc*

16. 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:**

17. Click on the **Exit** button or press **Shift+F3** until the initial SAP System screen is displayed.
Project/WBS: Display Actual Line Items for Transfer Off Tool (CJI3)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Line Item Reporting → Project/WBS: Display Actual Line Item

Purpose of report:

- Allows you to customize the selection for the Project/WBS: Display Actual Line Item (CJI3) report using the variant “transfer off” and view the actual line items for Document Type YF (Sponsored Research Transfer Off Tool).
- Includes any late activity transactions that are transferred off a sponsored project.
- Does NOT include late activity transactions that are NOT transferred via the tool, so the report does not include all late activity transactions, just those transferred.
- Allows individuals other than the recipients of the Late Activity email notifications to monitor late activity that was transferred.

On the Display Project Actual Cost Line Items screen:

1. Click on the **Get Variant** button and follow the next steps to aid in the customized selection for Transfer Off line items (Document Type YF).
Actual Line Items for Transfer Off (cont.)

2. In the resulting window, ensure the Created by field is blank.

3. Enter transfer off in the Variant field.

4. Click on the Execute button.

   Note: As part of using the “transfer off” variant, use the next steps to choose a BFR Code to run for a Business Unit. In addition, the report will only select line items with Document Type YF for postings from the Transfer Off Tool.

5. Use the two “selection” buttons shown in the example above to see the selection values that are now populated from the variant and follow the next steps to update as needed.
6. Click on the Dynamic Selections button (has 1 active listed in the button name now) to see the BFR field is active with an * (asterisk) already populated in that field.

7. To run for a business unit, replace the * with a 10 digit BFR Code (if using a higher level parent BFR, you must replace ending zeros with one single * asterisk – example 6860509500 = 68605095*).

8. Click on the Further Selection Criteria to open another screen for additional selection fields.
9. Verify that Document Type field is active with the value of **YF** already populated as part of the “transfer off” variant (Document Type YF is selected to include only transaction line items from the Sponsored Research Transfer Off Tool).

10. OPTIONAL: Double click on fields listed on the left to move the field to the right and enter any other selection values desired.

11. If any additional values were entered, be sure to click on the **Save** button before returning to the initial selection screen) and use the **Back** button to return to the initial selection screen.
12. In the Project field(s):

- To select by an individual project, enter the **seven digit WBS Element/ Project number** in the **Project** field.

- To select by a range of WBS Elements, enter a WBSE in the from and to fields

- To select by multiple WBS Elements, use the **Multiple Selections** button to the side of the field and enter WBSEs.

- **IMPORTANT:** If a 10 digit BFR Code was selected via Dynamic Selections, you must enter an * (asterisk) in the first Project field a wildcard value or the report will not run properly.
13. OPTIONAL: To select by a Cost Element or Cost Element group, 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 five choices below** in the Cost **element group** field.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>To view revenue line items only</td>
</tr>
<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>
<tr>
<td>SPREVWGL</td>
<td>To review line items charged to questionable GL Accounts</td>
</tr>
<tr>
<td>SPCAS</td>
<td>To review expense line items (all, Payroll related, or Non-Payroll related)</td>
</tr>
<tr>
<td>SPCAS_PR</td>
<td>That may need a Cost Accounting Standard (CAS) form.</td>
</tr>
<tr>
<td>SPCAS_NOPR</td>
<td>That may need a Cost Accounting Standard (CAS) form.</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.

14. **Delete any dates** that default in the **Posting date** fields and leave these from and to fields blank to ensure all transactions transferring late activity are captured in the report.

**Note:** As a reminder, not all late activity transactions are transferred off the WBS Element and the late activity that is not transferred will NOT be included in this customized report.
15. Leave /DUKE (defaults) 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 customized 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 for orders generated from Buy@Duke based on the sequence number beginning with 455 or other types of orders (framework, recurring / lease, etc.)

16. 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.

17. Click on the Execute button (F8) to display the Display Actual Cost Line Items for Projects screen (see below).
Line Items for Transfer Off (cont.)

18. Review the results of the report which help you monitor late activity and refer to the following for more details regarding late activity see the Late Activity related quick references and guide at this link: https://finance.duke.edu/raci/closeout/resources/index.php.

Note: If late activity occurs, email notifications will be sent to the responsible parties of the cost objects impacted. SAP generates a single email nightly to each Grant Manager 1 and 2 of WBS Elements with late activity. This email combines multiple WBS Elements and is used to manage this late activity.

If postings are included in the transfer off process, a separate email is sent to the Financial Responsible Person 1 or 2 or Grant Manager 1 or 2 for the backstop code, informing them of transfer off transactions that have posted to the cost objects for which they have responsibility.

19. For column descriptions and other details, refer to the previous section of this guide for Project / WBS: Display Actual Line Items (CJI3).

To exit when ready:

20. Click on the Exit button or press Shift+F3 until the initial SAP System screen is displayed.
Project/WBS: Display Commitment Line Items (CJI5)

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

Note: If prompted, enter 000000000001 in the Database profile field and click OK.

On the Display Project Commitment Line Items screen:

1. Enter the seven digit project number in the Project field.
   
   Note: If needed, use the matchcode search to find the project number if the number is unknown. Ensure the WBS element field is blank (only used for projects with levels).
Project Commitment Line Items (cont.)

2. 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 outlined 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>SPAWE XP</td>
<td>To view expense line items only (projects w/ awards)</td>
</tr>
<tr>
<td>SPREVE XP</td>
<td>To view revenue and expense line items (projects w/out awards)</td>
</tr>
</tbody>
</table>

**Note:** **WARNING:** If both the Cost element and Cost element group fields are left blank, the report will run for an excessive amount of time.

3. Enter the desired **beginning and ending dates (see note below) for a fiscal month(s)** in the **Posting date** fields.
   - To view older commitments, use a past fiscal date in the beginning date field, such as 07/01/2011 (older stagnant commitments are cleaned up at each year end so only the last 3 fiscal years will have outstanding commitments).
   - To view future commitment, use a **future fiscal month end date** (such as 06/30/2014).

**Note:** The beginning and ending dates for the current open fiscal month will default. Commitments will appear on this report in the fiscal period per the delivery date on the purchase order. In other words, **this report includes only commitments with delivery dates through the fiscal month selected**, NOT those to be delivered in future periods OR older outstanding commitments.

4. Click in the checkbox beside **Open Items Only** to select this option and avoid extra $0.00 line items (cleared commitments).
Project Commitment Line Items (cont.)

5. Leave /DUKE (defaults) in the Layout field (use the Drop down button 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.

6. 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.

7. Click on the Execute button (F8) to display the Display Commitment Line Items for Projects screen (see below).
8. Use the **horizontal scroll bar** to view all columns outlined (per `/DUKE layout`):

<table>
<thead>
<tr>
<th>Doc Category</th>
<th>The reference document category of the source (or supporting) document.</th>
</tr>
</thead>
<tbody>
<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>Debit Date</td>
<td>The date the Project 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 project(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. 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. 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>

9. To vertically scroll through the pages of the report, use the **vertical scroll bar**.
Project Commitment Line Items (cont.)

To drill down to the document level, if desired:

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

11. Use the various options available for that type of document to view other information.

12. 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:

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