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 0000000001 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.
     - **SPREV** To view revenue line items only
     - **SPAWEXP** To view expense line items only (projects w/ awards)
     - **SPREVEXP** To view revenue and expense line items (projects w/out awards)

   *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).
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>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Category</td>
<td>The reference document category of the source (or supporting) document.</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>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</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**.
To drilldown 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.