Cost Centers: Display Commitment Line Items (KSB2)

Via User Menu: Financials → University Reporting → Line Item Reporting → Cost Centers: Display Commitment Line Items

**Purpose of Report:**

- Use this report to analyze open commitment line items from purchase orders where no invoice has posted yet.
- Allows user to drill-down into the Purchase Orders that created the commitment.

*Note:* Follow the menu path above or access the transaction directly via transaction code **KSB2** if preferred.

**On the Display Commitment Line Items for Cost Centers: Initial Screen:**

1. Ensure **DUKE** is displayed in the **Controlling Area** field.
2. Enter one of the selection options for Cost Centers below:
   - Enter a 7-digit **Cost center value** in the first **Cost Center** field, or enter a **range** of Cost Centers using the **To** field, or use the **Multiple Selection** button to enter more than one Cost Center if needed.
   
   **OR**
   
   - Enter a 10-digit **BFR Code** in the Cost Center Group field to select an entire organization’s line items (this option is not recommended for monthly analysis).

3. Enter one or more **Cost element value(s)** OR a **Cost element group** in the appropriate field (use **Multiple Selection** button if needed).

   **Note:** The University can use cost element group **DUKE_CE** (Total Primary and Secondary Revenue/Expenses) as a standard setting. Cost center reports will display only expenses.

4. Enter the **beginning and ending dates** for the desired fiscal month(s) / fiscal year in the **Posting date** fields and note the following:
   - The default dates represent the current open period (fiscal month) and DO NOT work will for this report.
   - Commitments post in the fiscal period based on the delivery date entered in the cart or requisition for that item.
   - To see older commitments, enter a date that is at least two fiscal years old in the **beginning date** field, like 07/01/2018. A job runs each fiscal year end to clean up old commitments that have had no activity for the past two fiscal years, but you may need to adjust if you have standing orders / framework orders with older activity.
   - Be sure to enter an **appropriate ending date** to view outstanding commitments that may have a delivery date in the future (recommend you move the end date out several months).
5. Click in the check box beside Open items only to select that option.
   Note: Select this box to view only outstanding commitments and avoid viewing extra line items containing 0.00 balances for commitments already invoiced or received.

6. Leave /DUKE (standard default) in the Layout field (use the Drop down button to choose if desired).
   Note: A layout determines what columns of data are included on a report and how the data is sorted/subtotaled. /DUKE is recommended and is the default layout in the drill down from Duke reports. The layout can easily be changed once in the report if desired.

7. Optional: Click on the Further Settings button and enter 9999999 (seven 9s) in the field to increase number of lines displayed from 5000 to a larger number.

8. Click on the Execute button or press F8 to display the Display Commitment Line Items for Cost Centers screen.
**Cost Centers: Commitment Line Items (cont.)**

On the **Display Commitment Line Items for Cost Centers** screen:

10 Use scroll bar to move down the report (not shown).

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.

9. Review the columns of information displayed based on the /DUKE layout for each line item of the report per this chart:

<table>
<thead>
<tr>
<th>Column Heading (or Abbreviation)</th>
<th>Description of Column Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>RefDoc Category</td>
<td>The reference document category of the source (or supporting) document, - POrd for Purchase Order.</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>Cost Ctr</td>
<td>The seven digit cost object number (fund code) for the Cost Center selected.</td>
</tr>
<tr>
<td>Debit Date</td>
<td>The date the Cost Center 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>
</tbody>
</table>

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Cost Centers: Commitment Line Items (cont.)

<table>
<thead>
<tr>
<th>Val COCurr (commitments)</th>
<th>The actual commitment amount that was posted for one line item of a purchase order to the cost center(s) selected. The commitments displayed are based on the delivery date on the purchase order and the fiscal period end date selected.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document.</td>
</tr>
<tr>
<td>Reference Document No.</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>Reference Item</td>
<td>The item row number on the corresponding drill-down document as reference when drilling into a document.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Numerical identifier of the vendor involved in the purchase.</td>
</tr>
</tbody>
</table>

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.

   *Note:* At this point, use the various options available for that Document Type to view other information. The document drilled down into from a commitment line item report will be a Purchase Order or Purchase Requisition. Refer to the [SAP Reconciliation and Documents Guide](#) if needed.

12. Click on the Back button to exit the document and return to the Display Commitment Cost Line Items for Cost Centers screen (not shown as a callout).

**To exit the report when ready:**

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

   *Note:* Unless otherwise preferred, click on the Yes button when asked if you wish to exit the list.