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About Non-Restricted Reporting

When the term “Non-Restricted” is used for reporting, this refers to all Duke cost objects that are NOT in the Restricted Fund Group. Reporting for “Non-Restricted” cost objects includes a mix of Cost Centers, Profit Centers, and even a few WBS Elements in all the other Fund Groups that are not part of the Restricted Fund Group. Each of these Fund Groups have a different way of determining balances using the same reports. Understanding how those balances are determined is very important as the same calculations do not apply across these Fund Groups.

This type of non-restricted reporting is also very different from the reporting done for the Restricted Fund Group, which refers to Sponsored Research related WBS Elements beginning with Axx, 2xx, and 3xx.

The breakdown of the Cost Objects in Fund Groups that are considered non-restricted is as follows:

- **Cost Centers in the Unrestricted (U) Fund Group** including cost 7-digit objects in the 15x and 18x range. These Cost Centers allow posting of expenses ONLY, do not allow a carry forward from prior years, and have an Annual Budget each fiscal year that is used to calculate the monthly and year-to-date balance as well as the annual remaining balance.

- **Cost Centers in the Allocated (A) Fund Group** consisting of the 7-digit cost objects in the 4xx range. These Cost Centers allow postings of revenue AND expense and allow a balance forward from the prior year (usually revenue) that is used to calculate the current balance.

- **Similar to the Allocated Fund Group, Cost Centers in the following groups also allow postings of revenue and expense and allow a balance forward from the prior year to calculate the current balance:**
  - Endowments (E) Fund Group = cost objects in the 6xx range
  - Loan (L) Fund Group = cost objects in the 5xx range
  - Agency (A) Fund Group = cost objects in the 8xx range
About Non-Restricted Reporting (cont.)

- Profit Centers in the Unrestricted (U) Fund Group including cost objects in the 11x and 14x range. These Profit Centers allow postings of revenue ONLY, do not allow a carry forward from prior years, and have an Annual Budget each fiscal year.

- WBS elements in the Plant (P) Fund Group consisting of most cost objects in the 7xx range.

This guide covers how to generate and use the basic reports recommended for Non-Restricted reporting and how to understand the balances for each type of cost object and Fund Group.
University Organizational Reports

The SAP system provides numerous standard reports within different areas/modules of the system. In addition, Duke has been able to create more simplified, custom reports for Duke University (0010) as outlined below:

**All Funds One Line Summary (ZF107)**

- Is easily accessed via the transaction code ZF107 and via the User Menu.
- Provides one basic report for all of a user’s cost objects (cost centers, profit centers, and WBS elements/projects). NOTE: Active cost objects that are at a “true zero” (budget=expenses) will not appear.
- **Not ideal for reporting on award-based WBS elements** (A0x – A8x, 20x – 28x, and 30x-38x, except A6x, 26x, and 36x) because the award amount (plan) used to determine the balance is not included.
- Displays one summarized line for each cost object selected.
- Includes the beginning balance (balance forward) if applicable, YTD revenue and expense, ending balance and annual plan. NOTE: 1xx cost objects will not show a beginning balance as there is no carry forward on budgeted cost objects.
- Allows user to drill down into a supporting cost element report for one cost object.
- Allows user to continue to drill down into more details, including original and supporting documents.

**Plan / Actual One Line Summary (ZF127)**

- Accessed via the transaction code ZF127 and via the User Menu.
- Provides a one-line summary for Unrestricted and Allocated funds (cost objects beginning with 1xx and 4xx).
- Compares revenue and expense to the plan (budget) for the month and YTD (since July 1 of the selected fiscal year).
- Allows user to drill down into a cost element report for a specific Cost Center and to original or supporting documents.
University Organizational Reports (cont.)

Funds Management: Fund Trial Balance (No Commitments)

- Use this report to display the fund balance (similar to ZF107) or a Complete Trial Balance report showing your assets and liabilities (with investments). **Most departments use this report as a Complete Trial Balance to show balance sheet activity in order to keep an eye on cash balances which drive interest on overdrafts.**

- This type of report allows a user to spin or rotate the report to view different variables or looks of the report (note that there is a more robust version of this report as a Fund Trial Balance in the SAP Business Warehouse with Analysis for Office Microsoft Excel tool).

- Like other reports, this report also provides the ability to drill down and view line items or documents supporting the totals, although the drill-down is not as intuitive and does not contain details for expenses and revenues like other types of Cost Center and Profit Center reports. Therefore, drilling-down to analyze expense details and revenue details is not recommended.
All Funds One Line Summary Report (ZF107)

Via User Menu: Financials → University Reporting → Organizational Reporting → All Funds One Line Summary

Purpose of Report:

- Use to provide a quick analysis of balances across all cost objects selected by a user (all funds; cost centers, profit centers, and WBS elements/projects) and is especially good for reporting at an organizational unit / BFR Code level.

- Displays one summarized line item with balances for each cost object selected, including the beginning balance (balance forward) if applicable, YTD revenue and expense, ending balance and annual plan.

- While it includes all cost objects, this report is Not ideal for reporting on award-based WBS elements (A0x – A8x, 20x – 28x, and 30x-38x, except A6x, 26x, and 36x) because the award amount (plan) used to determine the balance is not included.

- Active cost objects that are at a “true zero” (budget=expenses) will not appear.

- Allows the user to drill-down into a supporting cost element report for one cost object and to continue to drill-down into more details, including original and supporting documents.

Note: Follow the menu path above or use the Transaction Code ZF107 in the Command field to display the screen below.
All Funds One Line Summary (cont.)

On the *Selection Navigator Tool: One Line Summary* screen:

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired **top or lower level BFR code (10 digits)** in the first **Org Code (Unit) Selection** field to obtain a report containing all the cost objects associated with that particular BFR code or grouping (*DO NOT ENTER A RANGE*).
   
   **OR**

   - Enter one or more **Cost Objects (7 digit Cost Centers, Profit Centers, or WBS Elements)** in the **Cost Object Selection** field (use **Multiple Selection** button if needed).
All Funds One Line Summary (cont.)

2. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Group** from the list below to narrow the report to cost objects for a certain fund group.

<table>
<thead>
<tr>
<th></th>
<th>Fund Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Allocated Funds (4xxxxxx)</td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds (6xxxxxx)</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds (8xxxxxx)</td>
</tr>
<tr>
<td>I</td>
<td>Pooled Investments (9xxxxxx)</td>
</tr>
<tr>
<td>L</td>
<td>Loan Funds (5xxxxxx)</td>
</tr>
<tr>
<td>P</td>
<td>Plant Funds (7xxxxxx)</td>
</tr>
<tr>
<td>R</td>
<td>Current Restricted Funds (2xxxxxx and 3xxxxxx)</td>
</tr>
<tr>
<td>U</td>
<td>Current Unrestricted Funds (1xxxxxx)</td>
</tr>
</tbody>
</table>

3. **Option to Exclude All Restricted Funds:** Use the Fund Group field to exclude the Current Restricted Funds group, if applicable, per the steps below:

   **Note:** The balance for Restricted Funds that have an award amount do NOT include the Award amount on this report and so the balances are not accurate. Use the Sponsored Programs Accounts Receivable One Line Summary to get the accurate balance for all Current Restricted Funds.

   - Click on the **Multiple Selection** button in the Fund Group field.

   **STEP 3 CONTINUED ON NEXT PAGE**
All Funds One Line Summary (cont.)

• In the *Multiple Selection* window, click on the **Exclude Single Values**… tab.

• Enter the value of R (or choose from [Drop-down]) in the first Single value field under the Exclude Single Values tab.

• Click on the **Copy** button to temporarily save this selection and to close the *Multiple Selection* window.

• Back on the selection screen, review the red equal icon displaying beside the Fund Group Selection field, which indicates that the Restricted Funds are now excluded from the selection criteria for this report.

4. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Class** to narrow the report to cost objects for a certain fund classification (use [Drop down] if needed).
5. Enter the **Company Code** (example = 0010 for Duke University).

6. Enter the desired **Fiscal year**.

7. Enter the **Fiscal Period**.
   
   *Note:* This report is **year-to-date** and contains plan (budget) data, so the **last closed fiscal period** that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12 -14) plus period 15 adjustments from outside auditors.

8. Enter **0** (Current or Flex) in the **Plan version** field.

9. Click on the desired radio button in the **Sort Order:** section to select how the report should be sorted.
   
   *Note:* If choosing a sort option by org. unit (first 3 options), click in the checkbox beside **Org Unit Page Break** if you want a page break for each org unit included on the report.

10. **Optional:** To automatically **download** the report into a software like Excel at the time the report is executed:
   
   - Click in the box beside **Download Checkbox** to select.
   - Enter a location (directory) and file name in the **PC File name** field.

11. Click the **Execute** button to display the **One Line Summary** report. (SEE NEXT PAGE.)
All Funds One Line Summary (cont.)

On the **Selection Navigator Tool: One Line Summary** screen:

12. Use the **horizontal scroll bar** to view all columns (see below):

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Description</th>
<th>Org Unit</th>
<th>Fnd Grp</th>
<th>Fnd Cls</th>
<th>Tp</th>
<th>Beginning Balance (A)</th>
<th>YTD Activity Revenue (B)</th>
<th>YTD Activity Expense (C)</th>
<th>Ending Balance (A+B+C)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The seven digit Cost Object number (i.e., fund code). Includes all Cost centers, Profit Centers, and WBS Elements / Projects that were selected, had activity, and are valid in SAP as of the date report executed.</td>
<td>The ten digit Organizational Unit number for the Cost Object (i.e., the BFR code – replaces Component).</td>
<td>A one digit identifier of the Fund Group for the cost object (e.g., U = Unrestricted, R = Current Restricted, A = Allocated, etc.).</td>
<td>A three digit identifier of the Fund Class for the cost object which further defines the type of fund (e.g., R24 = Sponsored Research)</td>
<td>A two digit identifier of the Type of cost object (i.e., CC = Cost Center, PC = Profit Center, WB = WBS Element or Project).</td>
<td>The beginning fund equity balance carried forward as of the end of the prior fiscal year for each applicable cost object based on the Fund Group, for example the Allocated (A) Fund Groups. If there is a – (dash) in this column, then Beginning Balance is not applicable. <strong>A positive number represents an overdraft carried forward.</strong></td>
<td>YTD Revenue for each cost object as of the fiscal period and fiscal year selected where a credit (-) indicates an increase of revenue. Not applicable for Cost Centers in the Unrestricted (U) Fund group.</td>
<td>YTD Expense for each cost object as of the fiscal period and fiscal year selected (a debit / positive number indicates an increase of expense).</td>
<td>Total of Beginning Balance (A) + Revenue (B) + Expense (C), calculated for all cost objects EXCEPT those assigned to Fund Group U. For cost objects with a beginning balance, this is the fund balance for the life of the cost object. <strong>A positive number represents an overdraft.</strong></td>
</tr>
</tbody>
</table>

**Note:** This report sorts per the radio button selected on the initial screen.

Continued Next Page
## All Funds One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Annual Plan (D)</th>
<th>Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining Plan (E)</td>
<td>Annual Plan (D) less YTD Revenue (B) and Expense (C). For cost objects with an annual plan (budget) this is what is left of the plan for the year.</td>
</tr>
<tr>
<td>Federal Funds Indicator</td>
<td>If the Restricted Fund group is included in this report, an X flag shown in this column will indicate that the WBS Element has federal funds and subject to federal fringes, etc.</td>
</tr>
</tbody>
</table>

13. 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.

**To drill down and view more details:**

14. Double click anywhere on the line (row) of the desired **Cost Object** to access a report specific to the chosen cost object.

   **Note:** This report is still summarized and provides totals for each cost element. The Cost Element report will reflect only current activity, not beginning or ending balances. The look of the report will vary based on the type of cost object chosen, i.e., cost center, profit center, or WBS element (project) report.
All Funds One Line Summary (cont.)

From the Cost Object summary report, to view line item detail for a Cost Element (screens not shown):

15. Double click on the **amount** in the column (**either Current Mo. Actual or YTD Actual**) for the desired **Cost Element**.

16. Double click on the **type of line item report**, if prompted.
   
   **Note:** *The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Cost Centers: Display Actual Line Items report in this Guide).*

From the Actual line item report, to view the document:

17. 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. Refer to the SAP Reconciliation and Documents Guide if needed.*

To return to previous screens from the drill-down, when ready:

18. Click on the ![Back](image) button as many times as needed to exit the drill down and return to previous report screens.

   **Note:** *If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred.*

To exit the report when ready:

19. Click on the ![Exit](image) button (**Shift+F3**) until the initial SAP screen is displayed.
Plan/Actual One Line Summary (ZF127)

Via User Menu: Financials → University Reporting → Organizational Reporting → Plan/Actual One Line Summary

Purpose of Report:

• Use to compare revenue and expense to the plan (budget) for the month and YTD in a one-line summary for Unrestricted and Allocated funds (cost objects beginning with 1xx and 4xx).

• Allows user to drill-down for more details for each cost object.

Note: Follow the menu path above or access the transaction directly via transaction code ZF127 if preferred.

On the Plan/Actual One Line Summary selection screen:
Plan/Actual Line Summary (cont.)

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired **10-digit BFR code (top or lower level)** in the **first Org Unit Selection** field to select all the cost objects associated with that particular organizational unit (**DO NOT ENTER A RANGE**).
   
   OR
   
   - Enter one or more **7-digit Cost Centers and Profit Centers (1xxxxxx and 4xxxxxx only)** in the **Cost Object Selection:** field (use **Multiple Selection** button if needed).

2. **Optional:** If entering a BFR code or range of Cost Objects, enter **A** (Allocated Funds, 4xxxxxx) **AND/OR U** (Current Unrestricted Funds, 1xxxxxx) in the **Fund Group** field.

3. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Class** to narrow the report to cost objects for a certain fund classification (see **Drop down** for field if needed).

4. Enter the desired **Fiscal year** (required field – e.g., 2021 = Fiscal year of July 1, 2020 to June 30, 2021)

5. Enter the **Fiscal Period** (required field).

   **Note:** This report is **year-to-date** and contains plan (budget) data, so the **last closed fiscal period** that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12 - 14, and period 15 adjustments from outside auditors.

6. Enter **0** (Current or Flex) in the **Plan version** field.
Plan/Actual Line Summary (cont.)

7. Click on the desired radio button in the Sort Order: section to select how the report should be sorted.

   **Note:** If choosing a sort option by org. unit (first 3 options), click in the checkbox beside Org Unit Page Break if you want a page break for each org unit included on the report.

8. Optional: To automatically download the report into a software like Excel at the time the report is executed:
   - Click in the box beside Download Checkbox to select.
   - Enter a location (directory) and file name in the PC File name field.

9. Click the Execute button or press F8 to display the Plan/Actual One Line Summary report.
Plan/Actual Line Summary (cont.)

On the Plan/Actual One Line Summary screen:

10. Use the horizontal scroll bar to view all columns as outlined below:

| Cost Object | The seven-digit Cost Object number. Includes Cost centers and Profit centers beginning with 1xx and 4xx that were selected, had activity, and are valid in SAP as of the date report executed. |
| Description | The description of the Cost Object. |
| Org Code (Unit) | The ten-digit BFR Code / Organizational Code (Unit) number for the Cost Object. |
| Current Period – Plan (A) | The total plan (budget) for revenue and/or expense for the fiscal period selected. |
| Current Period – Actual (B) | The total actual revenue and/or expense for the fiscal period selected. |
| Current Period – Variance (A-B) | The variance or difference between the current period plan and actual amounts for the fiscal period selected. |
| Year to Date – Plan (C) | The year to date plan (budget) for revenue and/or expense through the fiscal period selected. |
| Year to Date – Actual (D) | The year to date actual revenue and/or expense through the fiscal period selected. |
| Year to Date – Variance (C-D) | The year to date variance or difference between the plan and actual amounts through the fiscal period selected. |
| Annual Plan (G) | Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A) |
| Plan vs. Actual (G-D) | The variance or difference between the annual plan and YTD actual amounts for the fiscal year selected. |
| Util. % (D/G) | The YTD Actual as a percentage (%) of annual Plan / budget (i.e., percent of how much has been utilized) for the fiscal year selected. |
Plan/Actual Line Summary (cont.)

11. 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.

**To drill down and view more details:**

**To view more details for a Cost Object:**

12. Double click **anywhere on the line (row)** of the desired **Cost Object** to access a report specific to the chosen cost object.

   **Note:** This report is still summarized and provides totals for each cost element. The Cost Element report will **reflect only current activity**, not beginning or ending balances. **The look of the report will vary based on the type of cost object chosen**, i.e., cost center, profit center, or WBS element (project) report.

**From the Cost Object summary report, to view line item detail for a Cost Element:**

13. Double click on the **amount** in the column (either **Current Mo. Actual** or **YTD Actual**) for the desired **Cost Element**.

14. Double click on the **type of line item report**, if prompted.

   **Note:** The **Choose Report** dialog box may appear with choices as to the type of line item report desired (e.g. **Actual Line Items** or **Plan Line Items**). The selections may vary. Once in the line item report, review the columns of information available (see **Cost Centers: Display Actual Line Items report in this Guide**).
Plan/Actual Line Summary (cont.)

From the Actual line item report, to view the document:

15. 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. Refer to the **Understanding and Researching Documents Guide** if needed.

To return to previous screens from the drill-down, when ready:

16. Click on the **Back** button as many times as needed to exit the drill down and return to previous report screens.

   *Note:* If a dialog box prompts to exit the line item report, click the **Yes** button, unless otherwise preferred. If a dialog box prompts to save an extract, click the **No** button.

To exit the report when ready:

17. Click on the **Exit** button or press **Shift+F3** until the initial SAP screen is displayed.
Purpose of Report:

- Use this report to display the **Fund Trial Balance** similar to ZF107 or a **Complete Trial Balance** report showing your assets and liabilities (with investments) as well as expense and revenue. **Most departments use this report as a Complete Trial Balance to show balance sheet activity in order to keep an eye on cash balances which drive interest on overdrafts.** Both examples are outlined in this guide and depend on the Commitment Item (G/L Account) range chosen for the report.

- Spin or rotate the report to view different variables or looks of the report (note that there is a more robust version of this report with easier navigation as a Fund Trial Balance in the SAP Business Warehouse with Analysis for Office Microsoft Excel tool).

- While the drill-down to view line items or documents supporting the totals is available, the **drill-down is not as intuitive and does not contain details for expenses and revenues** like other reports and is not recommended.

  **Note:** Use the menu path above or the Transaction Code **ZFR1A** in the Command field to access the report.
To select this report by BFR Code (Org. Unit) on the Selection: Fund Trial Balance (No Commitments) screen:

Note: This report can be run for single Funds or for a BFR Code (Org. Unit) and provides similar information to the All Funds One Line Summary. For the Business Manager role, the steps below cover how to select by BFR Code.

1. Click on the Classification button.
2. In the resulting window Search using classification window, click on the **Fund** button.

3. Enter **Reporting** in the **Class** field.

4. Enter **042** in the **Class Type** field.

5. Click on the **Enter** button to display the *Find Objects in Classes* screen (see next page).
The following TWO steps cover some recommended ways of selecting cost objects on the Find Objects in Classes screen:

6. Optional: To select by Fund Group, enter one of the following values in the Fund Group field:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Allocated Funds, 4xxxxxx</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds, 6xxxxxxx</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds, 8xxxxxxx</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Loan Funds, 5xxxxxxx</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Plant Funds, 7xxxxx</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Restricted, 3xxxxx</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Current Unrestricted Funds, 1xxxxx</td>
<td></td>
</tr>
</tbody>
</table>

Note: To get all groups, leave the field blank. To select more than one, use the Drop Down button, select groups, and click on the Enter button.

AND/OR – Continued on Next Page
Fund Trial Balance (cont.)

7. Optional: To select by BFR Code (Org. Unit), enter the BFR Code in the Link to Fund Center field (scroll down to find).
   
   Note: If you would like to use a parent BFR, enter the parent without the 00s and replace with an * (asterisk). Example: 68602015*

8. REQUIRED (ONLY NEEDED IF THIS IS THE FIRST TIME YOU ARE USING THIS SCREEN TO SELECT OBJECTS)
   To ensure you find and copy all cost objects:
   
   • Follow the menu path: Extras->User Settings.
   • Click on the Find Object tab.
   • Enter 99999 in the Maximum hits field.
   • Click on the Save button.
   
   Note: Once the user settings are updated and saved, these steps are not needed again.

9. To find all objects that match the selected criteria, click on the Find in Initial Class button (see resulting screen next page).
10. Ignore the standard message displayed at the bottom of the screen indicated with a green check icon.

11. **Review the objects** listed in the lower section of the split window (to enlarge the lower window and see more of the list click and drag the dividing middle border if desired).

12. To view the **number of hits** found, see the **last** button located on the toolbar in the lower window.
Fund Trial Balance (cont.)

13. To select the objects to copy back to the initial report screen, use one of the suggested options below (selected objects are highlighted in gold):

- To select all objects on the list, click on the Select all button (simply click on button again to deselect all if needed).
- To select individual objects, click on CTRL (on keyboard) + click on the gray box to the left of each object (while keeping Ctrl key depressed).
- Use a combination of the Select all button to select all objects and use the CTRL key + click on the gray box to the left of each object to deselect individual objects.

14. Use advanced function buttons on the tool bar in the lower window as needed, such as the / Sort buttons, Filter button, Export button, or even the Change Layout button to customize the look of the list.

15. To copy the objects selected back to your Multiple Selection for Fund screen (see next page), click on the Copy button on the toolbar in the lower window.

16. In the resulting window (returns to Search window), click on the Enter button to return to the report’s selection screen.
Fund Trial Balance (cont.)

On the report's *Selection* screen, enter the rest of your criteria per the following guidelines:

17. Notice the value defaulted in the first **Fund field** and the green shading in the [Multiple selection] button, which indicates that multiple objects (i.e., funds) have been selected.

18. To choose which type of report is needed, enter values in the Commitment Item fields as outlined below:
   - For a **Fund Trial Balance**, enter the range of **290000 to 999999** in the **Commitment Item** fields (*includes all commitment items, i.e., G/L accounts, for fund equity and higher*).
   - **OR**
     - For a **Complete Trial Balance** (recommended) ensure the **Commitment Item** fields are **blank**.

19. Enter the desired fiscal year in the **Fiscal year** field.

20. Enter **1** to **16** (or the last closed period if preferred) in the **Period** (from and to) fields.

21. Ensure the **Classical drilldown report** radio button is selected (if not selected, then the report will navigate differently from what’s described in this Guide).
Fund Trial Balance (cont.)

22. Click on the Execute button (F8) to display the Execute Fund Trial Balance (No Commitments): Overview screen.

23. If a message appears stating that all data is not displayed because authorizations are missing (see above), use the Continue button to close the window and continue.

Note: The report may yield results; however, data with missing security authorizations will not be included on your report. Contact Accounting Systems Administration at 684-2752 or email to acctgsysadmin@duke.edu if you need assistance.
24. Review the results and note the following depending on whether you selected the report as a Fund Trial Balance or a Complete Trial Balance:

- The example above is a fund trial balance by fund and contains balances through the current day’s postings.

- If you selected the report as a Complete Trial Balance, you may see balances of 0.00 due to the cash balancing on certain cost objects (generally those beginning with 2xx and higher).

- For a Complete Trial Balance, use the Last page button to review the Total line for the fund highlighted in yellow. Normally the Total amount in the Actual column should be 0.00, indicating the fund is in balance. If a non-zero balance appears, this indicates that current day transactions have been posted for which the hourly cash balancing job has not yet run. This job normally runs each hour to adjust cash within Funds and bring the Funds back into balance.

- The report may be displayed by Commitment Item (see first column and NEXT PAGE).
Fund Trial Balance (cont.)

Navigating a Funds Management Report:

25. 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.
**Fund Trial Balance (cont.)**

### Rotating the Report to See Different Views:

**Note:** At this point, the view of the report can be rotated or “swapped”, which basically displays and sorts the report by another choice. At any point, the drill down option is also available by simply double clicking on the desired line item (either in the shaded column or on an amount based on your need).

<table>
<thead>
<tr>
<th>Fund Trial Balance (No Commitments)</th>
<th>Current data (06/28/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/28/2017 BROCK805 ENDING BALANCES ON COST CENTER ACCOUNTS</td>
<td></td>
</tr>
<tr>
<td>Fiscal year</td>
<td>2017</td>
</tr>
<tr>
<td>Period</td>
<td>1 to period</td>
</tr>
<tr>
<td>Fund</td>
<td>DUKE/7695014</td>
</tr>
</tbody>
</table>

**Navigation**

- Fund Center
- Record Type
- Period
- Company Code

<table>
<thead>
<tr>
<th>Fund</th>
<th>Actuals</th>
<th>Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENALTY CHARGES DUKE/1110014</td>
<td>569,460.33-</td>
<td>569,468.33-</td>
</tr>
<tr>
<td>DUKE POSTAL OPERATIONS DUKE/1191015</td>
<td>381,052.75-</td>
<td>381,052.75-</td>
</tr>
</tbody>
</table>

**Before rotating the report:**

26. View the first column heading to determine how this report is displayed:

- **Commitment Item** – totals by commitment item. If multiple funds were selected, the totals are combined for all funds selected. This is a better view if just one fund was selected.

- **Fund** – fund balances for each fund through the current day’s postings. The fund line items appear in teal shading and the total line appears in yellow shading. This is a better view if multiple funds were selected.

27. Review the **Navigation** section (in the top left corner of the report screen).
28. Locate the display choice that you would prefer (e.g., Commitment item, Fund, or Period) in the Navigation section – use the scroll buttons in that section to scroll down for example, to find Commitment item.

29. Click once on your choice in the Navigation section which will highlight your choice as well as the first column heading.

   Note: If the window titled Drill down: Callup for documentation on hotspots appears, click on the Never display again button to never be prompted for the message again.

30. Click once on the first column heading highlighted in the top left to change or swap the view of the entire report (the order in which you do these two steps works either way).
31. Review the first column heading now displayed on the screen and the swapped view of the report – the view of the report is now based on and sorted by that first column for the entire organizational unit / BFR code that was selected.

32. Click on the  Last Page button to scroll down to the last page of the report, and note that the Total amount is the same and has not changed, even though the view is different (example not shown).

33. To expand the summary lines for the shaded first column, such as commitment items (i.e., cost elements or G/L Accounts) in this example, simply double click on the value in the shaded column.

Note: In this example expanding the summary would show the areas that incurred the commitment item expense as part of the drill-down. A screen shot of the results is not shown here.

34. Use the Back button in the Navigation section to return to the prior view.
To drill down on an actual amount and display line items:

*Note:* FM reports have a different way of “drilling down” from other reports. **Double clicking on the teal description of a line item** offers more detailed views, but not the line items for an actual amount.

35. Click once on one of the dollar amounts in the report.

36. Follow the menu path: **Extras->Line Items.**

*Note:* A line item will report now show on your screen the detail in the dollar amount that you have chosen.

37. Once line items are displayed (not shown here), 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. Refer to the **Understanding and Researching Documents Guide** if needed.
Fund Trial Balance (cont.)

To return to previous screens from the drill-down, when ready:

38. Click on the Back button (on tool bar) to exit the document and/or line item views.

   Note: In this report, the Back button may appear in gray. If so, use the same button located in the Navigation section if needed.

To exit the report:

39. Click on the Exit button (Shift+F3) or Cancel button until the initial SAP screen is displayed.

   Note: If prompted, click Yes in the Exit dialog box to exit the report unless otherwise desired.
University Detail Reports

The SAP system provides a variety of current period, year-to-date, or project-to-date reports. 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. Under the Financials folder, the University Reporting folder contains the Cost Object Reporting folder with more balance type reports and the Line Item Reporting folder with transactional detailed reports.

Cost Centers: Current/Cumulative with Statistical Revenue (Cost Object Reporting folder)

• Use this report for cost centers to compare plan (budget) to expenses (and revenue on certain cost centers such as 4xx allocated funds) by cost element.

• Includes columns for the current period and year to date through the period selected.

• Is the drill down report from the One Line Summaries for cost centers.

• Provides the ability to drill down and view line items or documents supporting the totals.

Actual and Commitment Line Item reports (Line Item Reporting folder)

• Provide detailed line items that make up a summarized total on cost element (summarized) reports and others.

• Display either actual amounts for Cost Centers, Profit Centers, and Projects OR commitment amounts for Cost Centers and Projects (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.

• Can be accessed via the drill down on a summarized report or run as a separate report (as covered in this section of the Guide).
University Detail Reports (cont.)

**Profit Center: Plan/Actual Comparison Current/Cumulative (Cost Object Reporting folder)**

- Use this report for Profit Centers to compare plan (budget) to revenue by Cost Element.
- Includes columns for the current period and year to date through the period selected.
- Is the drill down report from the One Line Summaries for Profit Centers.
- Provides the ability to drill down and view line items or documents supporting the totals.
Cost Centers: Current/Cumulative Comparison with Statistical Revenue (ZFR1F)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Cost Centers: Current / Cumulative Comparison w/ Statistical Revenue

Purpose of Report:
- Use this report for cost centers to compare plan (budget) to expenses (and revenue on certain cost centers such as 4xx allocated funds) by cost element (G/L Account).
- Allows user to drill-down for more details for each cost object.

Note: Follow the menu path above or access the transaction directly via transaction code ZFR1F if preferred.

On the CCtrs: Current/Cumm. with Stat Rev.: Selection screen:

1. Leave DUKE in the Controlling Area field (defaults).
2. Enter the desired fiscal year in the Fiscal Year field (defaults).
Cost Centers: Current/Cumulative Comparison (cont.)

3. Enter the desired fiscal period in the Fiscal Period field.
   *Note:* This report is year-to-date and contains plan (budget) data, so the last closed fiscal period is recommended versus a current open period. When running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12 – 14 plus period 15 adjustments from auditors.

4. Leave a 0 (Current or Flex) in the Plan version field (defaults).

5. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired 10-digit BFR code (top or lower level) in the first Cost center group field to select all the cost centers associated with that particular BFR code or grouping.
   - OR
   - Enter one or more 7-digit Cost Centers in the Or value(s) field (use Multiple Selection button if needed).

6. Enter a value(s) in one of the two fields as outlined below:
   - A Cost element group (DUKE_CE)
   - OR
   - One or more 6-digit Cost element value(s) in the Or value(s) 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. Only expenses will appear on cost centers that do not have revenue postings.

7. Click on the Execute button (F8) to display the CCtrs: Current/Cumm.: Result screen (shown below).
8. Use the **horizontal scroll bar** to view all columns and note the following about the results of this report:

- The example shown is based on the standard Cost Element Group of **DUKE_CE**, which determines what is included in the report and how the report is subtotaled.

- The cost elements (G/L Accounts), descriptions, and subtotals are listed in the middle.

- The first three columns compare the plan (budget) to the actual amounts for the current fiscal period selected.

- The last three columns are year-to-date (YTD) comparisons through the period selected.

9. To **vertically scroll** through the pages of the report, use:

- **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.
Cost Centers: Current/Cumulative Comparison (cont.)

To see which Cost Centers are included on this summary report and navigate to a variation of the report for just one Cost Center:

Note: This function is only available and useful on consolidated reports where more than one Cost Center is included on the report.

10. Click on the Navigation button to display the Variation: Cost Center screen (if not already displayed – see note below).

   Note: This button toggles between turning the navigation window “on” or “off” (on left side).

11. Click on the button to expand the groups if applicable.

12. Locate the desired Cost Center by navigating through the graphical hierarchy (open folders if needed).

13. Double-click on the line for the desired Cost Center.
Cost Centers: Current/Cumulative Comparison (cont.)

14. To scroll through other Cost Centers (same level), use the following:
   - Left button or press Ctrl+Shift+F2
   - Right button or press Ctrl+Shift+F3

15. To move up or down the hierarchical levels, use the following:
   - Previous level button (Ctrl+Shift+F1)
   - Next level button or press Ctrl+Shift+F4

16. To return to the original consolidated report, double click anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree.

   Note: Another option is to click on the Previous level button until the original level is reached.

To collapse (hide) or expand (show) line items above subtotal and total lines:

17. Click on the Collapse button to the left of a subtotal (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

18. Click on the Expand button to the left of a subtotal that is collapsed, to expand or show the lines again for a more detailed view of the report.

   Note: In some reports, the Expand all and Collapse all buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. If not available, try the menu path View → Expand Report Fully or View → Collapse Report Fully.
To drilldown to line item detail for a Cost Element, if desired:

19. Double click on the amount in the column (either Current Mo. Actual or YTD Actual) for the desired Cost Element.

20. Double click on the type of line item report, if prompted.

Note: The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Cost Centers: Display Actual Line Items report in this Guide).
21. Once drilled into the line item report, 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. Refer to the SAP Reconciliation and Documents Guide, if needed.

To return to previous screens from the drill-down, when ready:

22. Click on the Back button as many times as needed to exit the drill down and return to previous report screens.

   Note: If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.

To exit the report when ready:

23. 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.
Cost Centers: Display Actual Line Items (KSB1)

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

**Purpose of Report:**
- Use this report to analyze line item transactions and to reconcile for those areas that require a 100% monthly reconciliation.
- Allows user to drill-down into the documents for research around each transaction that created a line item.

*Note:* Follow the menu path above or access the transaction directly via transaction code **KSB1** if preferred.

**On the Display Actual Cost 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 (example, DUKE_CE) 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. This field must be entered to view subtotals with certain layouts, otherwise it may not be needed.

4. Enter the beginning and ending dates for the desired fiscal month or months in the Posting date fields.
   
   Note: The default posting dates represent the current open accounting period (i.e. fiscal month). The dates can be changed to choose a different fiscal month or to run for a quarter, year-to-date (YTD) or for a full fiscal year (e.g., 07/01/2020 to 06/30/2021).
5. Leave /DUKE (standard default) 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 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.

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.

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

Note: The remaining fields at the bottom of the screen are not used by Duke to select criteria for the report and should not be used.

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

On the Display Actual Cost Line Items for Cost Centers screen:

Note: This report example is based on the /DUKE layout and is sorted/subtotaled by the Period, the Cost Center, and then the G/L Account. The columns outlined below are based on /DUKE layout. Each line of this report represents one transaction item posted to the cost center(s) selected from an SAP document.

8. 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>Posting Row (PRw)</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 (Doc. 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 (Per)</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 Center</td>
<td>The seven digit number (fund code) for the Cost Center 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 Cost Center(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>
</tbody>
</table>

CONTINUED ON NEXT PAGE
Cost Centers: Actual Line Items (cont.)

<table>
<thead>
<tr>
<th>DocTyp</th>
<th>A two digit identifier of the type of document from which the line item was posted (See Document Type List provided in class).</th>
</tr>
</thead>
<tbody>
<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>

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

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

From the Actual line item report, to view the document:

10. 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. Refer to the SAP Reconciliation and Documents Guide located at this URL if needed.

   [https://finance.duke.edu/systems/training/steps#recdoc](https://finance.duke.edu/systems/training/steps#recdoc)

11. Click on the Back button to exit the document and return to the Display Actual Cost Line Items for Cost Centers screen (not shown in callouts).

**To exit the report when ready:**

12. 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.
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.
University Reporting - Non-Restricted Guide

Cost Centers: Commitment Line Items (cont.)

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).
Cost Centers: Commitment Line Items (cont.)

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:

- **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 Ctrl</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>

CONTINUED ON NEXT PAGE
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.
Profit Center: Plan/Actual Comparison Current/Cumulative (ZFR1C)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Profit Center: Plan/Actual Comparison Curr/Cumulative

Purpose of Report:
- Use this report to compare the plan (budget) to the actual revenue for the current month selected and cumulative year-to-date (YTD) for the fiscal year.
- In addition, use to compare the annual plan (12 months) to the YTD actuals to determine what revenue is left to collect.
- Allows user to drill-down into the documents for details about the revenue postings.

Note: Follow the menu path above or access the transaction directly via transaction code ZFR1C if preferred.

On the **PC: Plan/Actual Comparison Curr/Cumm: Selection screen:**

1. Leave **DUKE** in the Controlling Area field (defaults).
2. Enter the desired **fiscal year** in the Fiscal Year field (defaults).
3. Enter the desired fiscal **period** in the **Fiscal Period** field.  
*Note:* This report is **year-to-date** and contains plan (budget) data, so the **last closed fiscal period** is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12 – 14 plus period 15 adjustments from auditors.

4. Leave a **0** (Current or Flex) in the **Plan version** field (**defaults**).

5. Enter a value(s) in one of the two fields as outlined below:
   - Enter the **10-digit BFR code** (top or lower level) **Profit Center group** in the **first Profit center** field to select all the cost centers associated with that particular BFR code or grouping.
   - **OR**
   - Enter one or more **7-digits Profit Centers** in the **Or value(s)** field (use **Multiple Selection** button if needed).

6. Enter a value(s) in one of the two fields as outlined below:
   - A **Cost element group** (**ZA_ACCT_REVENUE defaults for Revenue G/L Accounts only and is recommended over DUKE_CE**).
   - **OR**
   - One or more **Cost element value(s)** in the **Or value(s)** field (use **Multiple Selection** button if needed).

7. Click on the **Execute** button (**F8**) to display the **Plan Actual Comparison Curr./Cumm.: Result** screen (shown below).
8. Use the **horizontal scroll bar** to view all columns and note the following about the results of this report:

- The example shown is based on the standard Cost Element Group of **ZA_ACCT_REVENUE**, which determines what is included in the report and how the report is subtotaled.

- The cost elements (G/L Accounts), descriptions, and any subtotals are listed in the middle (revenue posts as a credit).

- The first three columns compare the plan (budget) to the actual amounts for the current fiscal period selected.

- The three columns to the right of the cost element information are year-to-date (YTD) comparisons through the period selected.

- The last two columns are the Annual Plan (12 months) and the Annual Plan less the YTD Actuals which basically gives the remaining plan that is left to collect as revenue.

9. To **vertically scroll** through the pages of the 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.
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

To see which Profit Centers are included on this summary report and navigate to a variation of the report for just one Profit Center:

Note: This function is only available and useful on consolidated reports where more than one Profit Center is included on the report.

10. Click on the Navigation button to display the Variation: Profit Center screen (if not already displayed – see note below).

   Note: This button toggles between turning the navigation window “on” and “off” (on left side).

11. Click on the button to expand the groups if applicable.

12. Locate the desired Project by navigating through the graphical hierarchy (open folders if needed).
13. **Click ONCE on the line** for the desired Profit Center in the left navigation pane to select and view that one Profit Center in the right pane of the report.

14. To scroll through other Projects (same level), **simply use the Navigation pane to select another project** or you may also use the following buttons if preferred:
   - **Variation Left** button or press Ctrl+Shift+F2
   - **Variation Right** button or press Ctrl+Shift+F3

15. To move up or down the hierarchical levels, use the following:
   - **Variation previous level** button (Ctrl+Shift+F1)
   - **Variation Next level** button or press Ctrl+Shift+F4

**Variation:** To return to the original report setting (consolidated):

16. **Double click** anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree or use the **Variation previous level** button.
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

To collapse (hide) or expand (show) line items above subtotal and total lines (may be needed if a different Cost Element Group is used):

17. (Not shown in example in guide) Click on the 

![Collapse](#) Collapse button to the left of a subtotal (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

18. (Not shown in example in guide) Click on the 

![Expand](#) Expand button to the left of a subtotal that is collapsed, to expand or show the lines again for a more detailed view of the report.

*Note:* In some reports, the 

![Expand all](#) Expand all and 

![Collapse all](#) Collapse all buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. In this report to access these functions, follow the menu path View → Hierarchy → Expand all or View → Hierarchy → Collapse all.
To drill down to line item detail for a Cost Element, if desired:

19. Double click anywhere on the line (row) of a desired **Cost Element** and double click on the **type of line item report**

20. Double click on the **type of line item report**, if prompted.

**Note:** The **Choose Report** dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Profit Center Acctg: Display Actual Line Items report in this Guide).
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

From the Actual line item report, to view the document, if desired:

21. 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. Refer to the SAP Reconciliation and Documents Guide if needed.

To return to previous screens from the drill-down, when ready:

22. Click on the Back button as many times as needed to exit the drill down and return to previous report screens.

   **Note:** If a dialog box prompts to exit the line item report, click the Yes button, unless otherwise preferred. If a dialog box prompts to save an extract, click the No button.

To exit the report when ready:

23. 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.
Profit Center: Display Actual Line Items (ZFR1H)

Via User Menu: Financials → University Reporting → Line Item Reporting → Profit Center: Display Actual Line Items

Purpose of Report:
- Use this report to analyze and research revenue line items for Profit Centers in areas that require a 100% monthly reconciliation.

Note: Follow the menu path above or access the transaction directly via transaction code ZFR1H if preferred.

On the Profit Center: Actual Line Items screen:

Note: There are numerous selection fields available. The steps below outline some of the suggested fields that need to be entered in order to run this report in a timely manner.

1. Leave 0 (default for Actuals) in the G/L Record Type field.
2. Leave 0 (default for Current) in the Version field.

3. Leave DUKE (default) in the Controlling area field.

4. Enter the desired fiscal period or range of periods in the Posting period fields.
   Note: The default posting period represents the current open accounting period (i.e. fiscal month).

5. Enter the desired fiscal year (or range of fiscal years) in the Fiscal Year field.

6. Enter one or more 7-digit Profit Center value(s) (Profit Center group NOT available) in the appropriate field (use Multiple Selection button if needed).

7. Enter a single G/L Account or range of G/L Accounts (300000 to 399999 for all revenue accounts) in the Account fields.
   Note: Cost Element or Account group NOT available.

8. Scroll down and leave /DUKE (standard default) in the Display variant 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 reports. The Display variant can easily be changed once in the report if desired.

9. Click on the Execute button (F8) to display the EC-PCA: Actual Line Items screen. (see next page).
On the **Profit Center: Actual Line Items** screen:

![Profit Center: Actual Line Items screen]

**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 Profit Centers selected by an SAP document.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref. Doc.</td>
<td>The SAP document number assigned when saved or posted.</td>
</tr>
<tr>
<td>Row</td>
<td>The number of the corresponding line item on the source (or supporting)</td>
</tr>
<tr>
<td></td>
<td>document as a reference in the drill down process.</td>
</tr>
<tr>
<td>DocDate</td>
<td>The document date that was keyed in the header when the document was created</td>
</tr>
<tr>
<td></td>
<td>(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>Profit Center</td>
<td>The seven digit number (fund code) for the Profit Center(s) selected.</td>
</tr>
<tr>
<td>Account</td>
<td>The six digit G/L account (identifies what type of amount is posted, i.e.,</td>
</tr>
<tr>
<td></td>
<td>old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>PrCtr currency</td>
<td>The actual amount that was posted for one line item of a document to the</td>
</tr>
<tr>
<td></td>
<td>Profit Center(s) selected.</td>
</tr>
<tr>
<td>Text</td>
<td>A text description specific to the line item posted from a document. For</td>
</tr>
<tr>
<td></td>
<td>journal entries the text entered for the line item is displayed in this</td>
</tr>
<tr>
<td></td>
<td>column.</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. Refer to the **SAP Reconciliation and Documents Guide** if needed.
12. Click on the Back button to exit the document and return to the EC-PCA: Actual Line Items screen.

To exit the report when ready:

13. Click 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 details of actual revenue or expense line items and perform monthly reconciliations requiring full reconciliation (100% review) of line items.
- Provides drill-down into the documents that posted the expense for further research of an expense or revenue.
- 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>SPREVSNP</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></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>Posting Row</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>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</td>
<td>The actual amount that was posted for one line item of a document to the project(s) selected.</td>
</tr>
<tr>
<td>Currency</td>
<td></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 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>Name of Offsetting Account</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>

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.
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

**Purpose of report:**
- Used to reconcile G/L accounts used with the fund 1001000, such as the account receivable or account payable G/L accounts and only available to those with Central Finance security access.
- Allows drill down to view specific line items and/or documents that make up the balances.

  *Note: If preferred, access the transaction directly via transaction code FS10N.*

**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.
G/L Account Balances – Individual Accounts (cont.)

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.

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

**Purpose of report:**
- Used to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object and drill-down as needed.

**On the Purchasing Documents per Account Assignment screen:**

![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).
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:**

4. 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.
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.
Purchase Orders: by Account Assignment (cont.)

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.
Printing A Report

1. Click on the Print button (menu path: Report → Print).

2. If prompted by the Print Variation reports dialog box, choose to print either the Current report OR All variation reports (in one spool request) as follows:
   - Choose Current report to print the report displayed (best option if only one Cost Object is on the report). This option only prints column headings on the first page of the report.
   - IMPORTANT: Do not choose the option for separate spool request, since this option will print excess pages.
   - Choose All variation reports (in one spool request) to print the consolidated report plus an individual report for each Cost Object. This option prints column headings on every page of every report.

3. Click on the Continue button.
4. **If prompted** by the *Print Report* dialog box, click on the **Print all pages** (default) radio button or option desired.

5. Click on the ✔️ **Continue** button.

6. **If prompted** by the *Print Current Report* dialog box, click on the **Print formatted report (page length 65)** radio button (the default).

7. Click on the ✔️ **Continue** button.
On the **Print Screen List** dialog box (shown above):

8. **Required**: Ensure the **Output device** field contains a value to tell SAP where to print the report.

9. **Required**: Enter **Print out immediately** in the **Time of Print** field (via drop-down), if not defaulted.

10. **Optional**: Enter the **number of copies**.

11. **Optional**: In the **SAP Cover Sheet** field, drop-down and choose **No Cover Sheet** if preferred (if left at System Administrator: Default Setting, then a cover sheet will print).

12. **Optional**: To change other options and set defaults for printing a document, click on the **Properties** button (on resulting **Spool Request Attributes** screen, use **Settings** button to set defaults).

13. When all fields are chosen on the screen above, click on the **Continue** button to complete the print request.

14. Click the **OK** button to clear the **Information** dialog box if needed.
Exporting a Report to Excel

Note: Once in a report, there are several ways to export a report to Excel depending on the report. Two basic ways are outlined in this section and depend on whether an Export button is available or not.

To export a report to Excel where the Export button is not available:

1. Follow the menu path: System → List → Save → Local File.

OR

To export a report to Excel for reports which have the Export button (example: any line item report):

2. Click the Export button (menu path: List → Export → Local File...)

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Exporting a Report to Excel (cont.)

Once one of the two methods on the previous page is used, the rest of the steps are the same, as follows:

In the *Save list in file...* dialog box:

3. Click on **Text with Tabs** button.
4. Click on the **Continue (Enter)** button.

In the dialog box (name varies by report):

5. Click on the **Drop-down** button in the **Directory** field.

*Note:* If the directory path is known, enter the **path** in the **Directory** field, enter the **file name with an extension of .xls** in the **File Name** field, and click on **Generate** button (**skip next steps**). If message prompts that **file already exists**, then click on the **Replace** button.
Exporting a Report to Excel (cont.)

In the Save As dialog box:

6. Use the **Drop Down** button or side options to locate a **directory path** (where to save the file on your computer) in the **Save in** field.

7. Drop-down in the **Save as type** field and choose **EXCEL Files (*.xls)** – file is actually saved as a text file and converted to Excel later, but this extension will help.

8. Enter the **file name with extension of .xls** for Excel (or .xlsx, etc., depending on your version of Microsoft Excel).

9. Click on the **Save** button.

**IF PROMPTED**, in the Save As (warning message) dialog box:

10. **If prompted** to replace the file, click on the **Yes** button.
Exporting a Report to Excel (cont.)

In the dialog box (name varies by report):

11. Ensure the **Directory** and **File Name** fields are correct.
12. Click on either the **Generate** or **Replace** button as appropriate.

If prompted by the SAP GUI Security window:

13. Click the **Allow** button (and check the box for Remember My Decision to avoid this window again if desired).

At the bottom right side of the report screen:

14. Review the message stating that bytes were transferred (indicating that the export was successful).
Once the file is exported to Excel:

15. Manually open Excel and retrieve the exported file (or open from desktop if applicable).

16. **IMPORTANT**: Once changes or formatting have been done, **save the Excel file** per specific instructions below:
   - Use the menu path: **File->Save as**
   - **Remove the quotation marks (“xxx”)** from the **File name**.
   - Choose **Microsoft Excel Workbook** as the **File type**.

   *Note: If the above steps are not done, the changes will not be saved.*

17. Exit Excel when ready (the SAP window is still active and you will return to that window when Excel is closed).