Navigating to the Detail Transaction Report entry screen

PS1 (1) (030) PE Program Edit Goto System Help 4 📙 I 😋 😧 I 😂 🖬 🚵 I 🏖 🖄 🛆 🖄 I 🔞 Detail Transaction Report 🕒 🚘 🚹 🍖 Selection options 📑 About This Report 14 Selection Criteria Print Options Sort Options 1 **Fiscal Period from** 5 2002 Month Starting 11/01/2001 2 5 2002 Month Ending 11/30/2001 3 ➤Cost Element Group CEMIT-0 **MIT Summary Statement** 6 Cost El: Leave blank for ALL 4 to 4 Company Code CUR \$ Profit Center Group **Profit Center** to 4 4 Project to WBS Element to 4 5 7 Include lower level WB5's WBS Leve 🗲 8 to Order 4 to Cost Center 4 to 9 Cost Object (unknown type) 4 to 10 ✓ Open ▼1 √ 2 ₹ 3 Term Code Supervisor MIT ID 11 4 Other Options -12 Exclude commitments 13 Exclude Blanket Orders P51(1)(030) 🖷 maple OVR

I. Complete the Selection Criteria Screen:

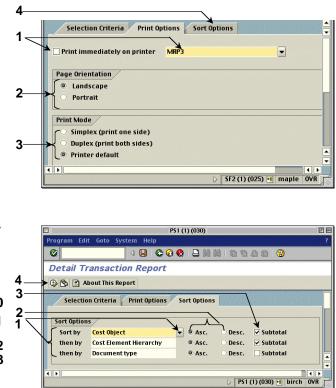
REQUIRED FIELDS

- 1. Enter beginning fiscal period and year.
- 2. Enter ending fiscal period and year.
- 3. Enter cost element group; CEMIT-0 is the standard DTR.
- 4. Select company code.
- Enter profit center group, profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.

OPTIONAL FIELDS

- 6. Enter individual cost elements. If left blank, all cost elements included in CEMIT-0 are included.
- 7. Check to see all lower WBS's under the WBS you entered.
- 8. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
- **9.** Enter the cost object if you don't know whether it is a cost object, WBS, or internal order and press the Enter/Return key.
- **10.** Click to include cost objects by term code; deselect to omit them.
 - **open** = open for charges
 - 1 = active, but in the closing period
 - 2 = no longer in use3 = closed; no charges allowed
- 11. Enter the MIT ID of the supervisor to see all cost objects for the supervisor for which you have authorization.
- **12.** Check to omit the Commitment Listing from the DTR.
- 13. Check to exclude blanket Pos from the Commitment Listing.
- 14. Click the Print Options tab.

From the "SAP Easy Access" screen, follow the navigation path: User Menu→ Role ZMIT→ Reports→ Detail Trans Report Or use the transaction code: /nzdtr.



II. Complete the Print Options Screen:

- 1. Check this field only if you want your report printed immediately but not displayed on the screen first. Enter the printer name on the right.
- 2. Page Orientation

Landscape prints the report horizontally (11 x 8 1/2). **Portrait** prints the report vertically (8 1/2 x 11).

3. Print Mode

Simplex prints the report single-sided. Duplex prints the report double-sided (only on duplex printers). Printer default prints the report single or double-sided

according to the default.4. Click the Sort Options tab.

III. Complete the Sort Options Screen:

- Click the Matchcode button (PC:) to the right of the field to select from a list of fields to sort on. You can sort up to three fields.
- 2. Click the radio button to the left of either ascending or descending.
- **3.** Click the box to the left of Subtotal to have a subtotal on the sorted field.
- Click the Execute button ¹/₂ to run the report.

Reading the Detail Transaction Report

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	System Help			
Transaction Detail Columns	ା 🖉 🔜 🖉 🚱 🚱 😫 🛗 🛗 🔀 🏠 ରୁ ରୁ 🌚			
	Detail Transaction Report			
	📇 Change Sort Order 👘 Change Layout 📑 Download < Buttons			
	Cost Center 1670800 FINANCIAL SYSTEMS SERVICES November 2001			
	Company Mr. Inst. rechnolor			
	Bupervise (2) (3) (4) Type Document Trans Date Description	5 Amount	6 Check	Scroll down to see the
	Number		Number	Commitment
	RN 5101086262 10/16/2001 2194 4500361701 KRYSTAL CAFE	861.00		Listing.
Columns	RN 5101086274 10/14/2001 2193 4500361701 KRYSTAL CAFE	1, 102. 19		
	TOTAL Cost Element 421000 - Meetings - Food & Beverages	1,963.19	4	
	TOTAL Cost Center 1670800	1,963.19		
	Cost Center 1670800 FINANCIAL SYSTEMS SERVICES November 2001			
	Company Mass. Inst. of Technology			
	Supervisor			
	COMMITMENT LISTI(7)g			
Commitments	Type Document Deliv.Date GL Acc Vendor Name/ Description Ordered	Invoiced	Remaini	
	FReg 10202491 07/13/2001 420226 Do not process. Sorry for the inco		1.00	
	PReq 10204905 07/27/2001 421000 Lunch for 20 - Pizza and beverages		114.60	
	PReg 10209749 08/29/2001 421000 Small fresh sliced fruit platter		53.20	
			- -	
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Transaction Detail Columns (top of report)

- 1 Type of SAP document.
- 2 SAP posting document number, such as an SAP invoice number or a journal document number.
- 3 Document date.
- 4 Number identifying the transaction and a description of the charge.
- **5** Amount of the transaction.
- 6 Check used to pay the transaction.

Commitment Columns (bottom of report)

The Commitment section lists all line items of a purchase order, both open and closed, as of the run date of the report. Indicates total amount of blanket orders (if selected on the entry screen) and what remains on the purchase order.

- 7 Total amount of all line items originally ordered.
- 8 Total amount invoiced, including shipping charges and discounts.
- 9 Amount remaining on the purchase order.

Header Fields and Drill Downs

Cost object	Click to display Master Data about the	
	cost object.	

Drill downs Click on any field in the Transaction Detail and Commitment columns (except totals) to see the related SAP source document for that transaction.

Buttons

Change Sort Order	Lets you resort the DTR transaction listing, but not the Commitment section.
Change Layout	Allows you to change the order of columns on the DTR transaction listing, but not the Commitment section.
Download	Allows you to download the report to a spreadsheet.