

Use this job aid to: navigate to, customize, and save your report.

Running a CO Line Item Report

The CO Line Item report can be used to show supplies transfers, which is information that you'll need to complete your Financial Status report (or "FSR").

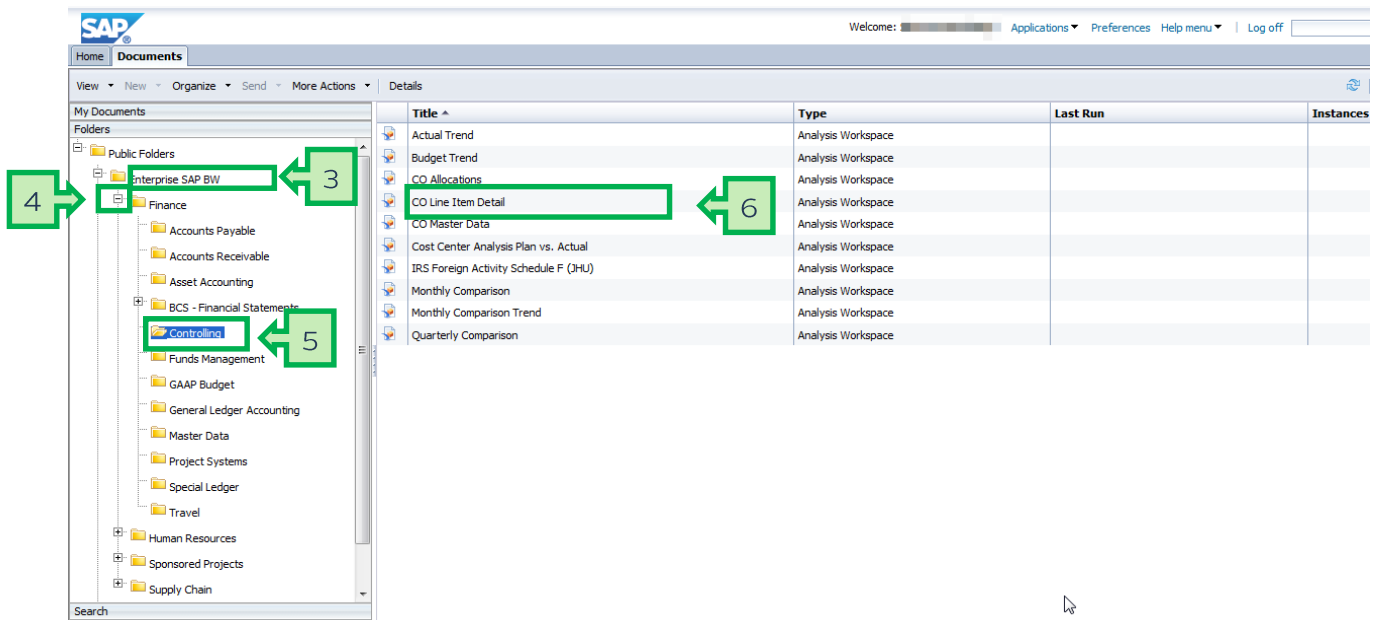
Navigate to the workspace (CO Line Item)

1. Click the **Enterprise Reporting** tab.
2. Click the **Open Analysis** link.




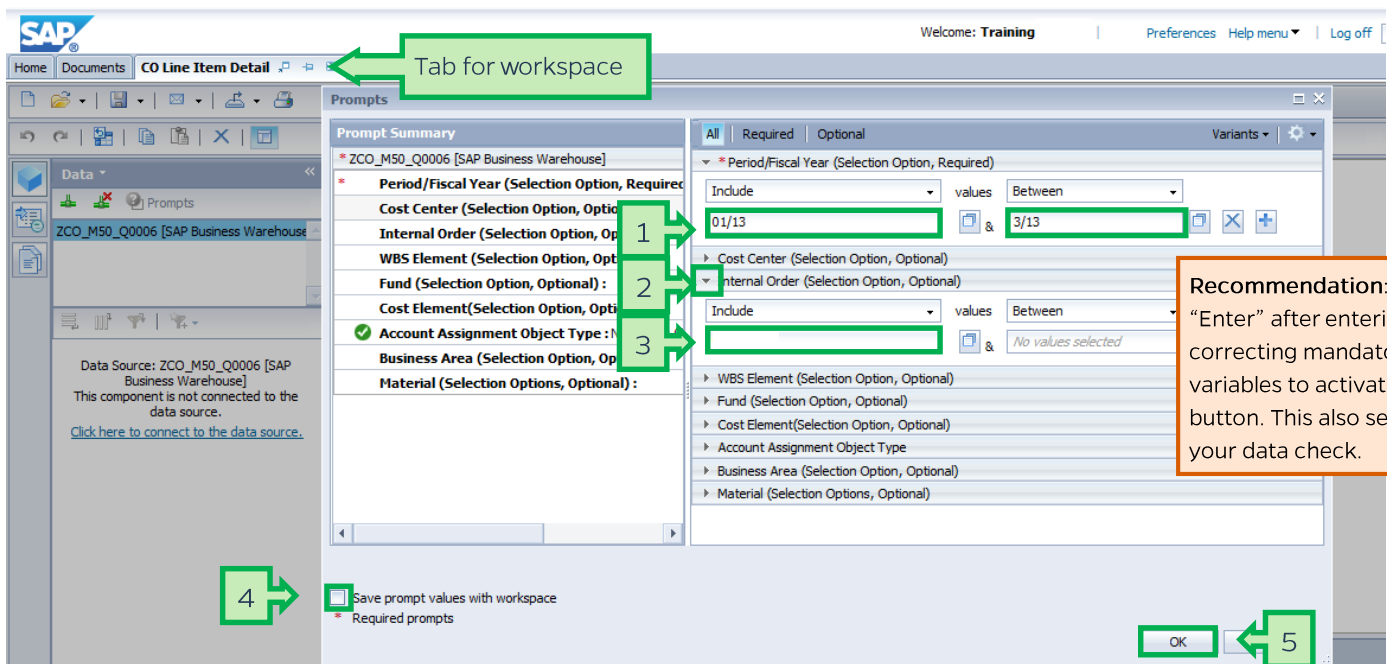
The link will launch the Business Objects Launchpad.

3. Click the **+** plus sign to expand the **Enterprise SAP BW** folder.
4. Click the **+** plus sign to expand the **Finance** folder.
5. Click **Controlling**.
6. Double-click the **CO Line Item Detail** workspace to open it.



Input the variables in the Prompt screen

1. Enter the mandatory variables first. They have a red asterisk (*) next to them. Type the fiscal periods and fiscal years into the **Period/Fiscal year** fields and then hit “Enter” on your keyboard. (For example, type 1/13 in the first field and 3/14 in the second field and then hit “Enter.”) NOTE: CO Line Item reports can cross the fiscal year period.
2. Click the  expand arrow to add optional values for **Internal Order**.
3. Type the 8-digit internal order number into the **Internal Order** field and hit “Enter” on your keyboard.
4. Check the **Save prompt values with workspace** checkbox.
5. Click the **OK** button to launch the report.



Filter for G/L non-payroll cost transfers

1. In the Results panel, right-click ZG: GL Non Pyr Grant Xfr.
2. From the drop-down menu, click **Keep Members**.

The screenshot shows the 'CO Line Item Detail' report in a software interface. A context menu is open over the row 'ZG: GL Non Pyr Grant Xfr'. The menu options include Drill, Sort, Totals, Conditional Formatting, Pivot With, Reorder Members, Go To, Jumplink, **Keep Members** (highlighted in green), and Remove. The report table shows columns for Cost Element, Document Type, and Fiscal Year/Period (001/2013: July 2012, 002/2013: August, 003/2013: September, Overall Result). The overall result for the selected row is \$ 5,155.

| Cost Element | Document Type | Fiscal Year/Period | | | Overall Result |
|-------------------------------|----------------------------------|----------------------|-------------------|----------------------|------------------|
| | | 001/2013 : July 2012 | 002/2013 : August | 003/2013 : September | |
| 420101 : SPONSORED REVENUE | RV : Debit Memo | \$ (2,800) | \$ (15,982) | \$ (7,748) | \$ (26,530) |
| 420141 : SPONSORED UNBILLED | ZQ : Unbill Grant Rev Acc | \$ (13,182) | \$ 8,234 | \$ (7,091) | \$ (12,039) |
| 422001 : FAC/ADMIN COST RECOV | SA : Journal Entry Doc | \$ (4,143) | \$ (2,009) | \$ (3,847) | \$ (9,999) |
| 422002 : F/A COST REC GOVT-DI | SA : Journal Entry Doc | \$ 4,143 | \$ 2,009 | \$ 3,847 | \$ 9,999 |
| 633024 : LAB MATERIAL & SUPPL | YH : PCard Interface | | \$ 3,697 | \$ 1,714 | \$ 5,411 |
| | ZG : GL Non Pyr Grant Xfr | | | \$ 5,155 | \$ 5,155 |
| | Result | | \$ 3,697 | \$ 6,869 | \$ 10,566 |
| 644001 : FACILITIES & ADMIN C | SA : Journal Entry Doc | | \$ 2,009 | \$ 3,847 | \$ 9,999 |
| 654013 : POST DOC L & D INS | Z2 : Payroll Results Post | | \$ 75 | \$ 41 | \$ 191 |
| 924200 : JHH PHOTOCOPIY | # : Not assigned | | | \$ 3,000 | \$ 11,000 |
| Overall Result | Result | | \$ 0 | \$ 0 | \$ 0 |

The report now reflects just the non-payroll cost transfers.

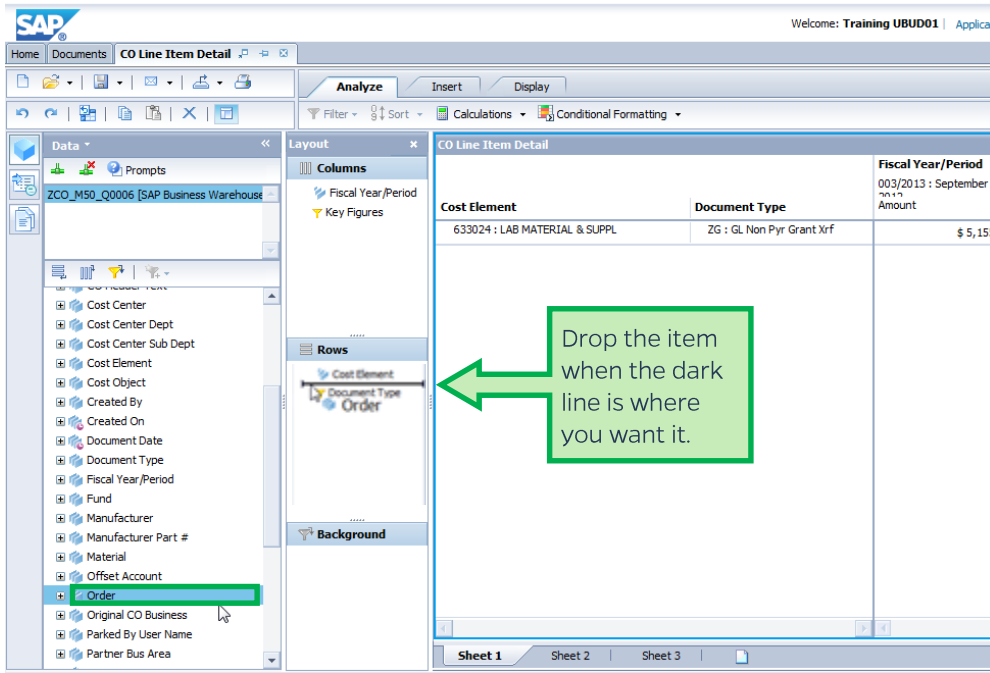
The screenshot shows the 'CO Line Item Detail' report after filtering. Only one row is visible: 'ZG: GL Non Pyr Grant Xfr' with a result of \$ 5,155. The columns are Cost Element, Document Type, and Fiscal Year/Period (003/2013: September Amount).

| Cost Element | Document Type | Fiscal Year/Period |
|-------------------------------|---------------------------|-----------------------------|
| 633024 : LAB MATERIAL & SUPPL | ZG : GL Non Pyr Grant Xfr | 003/2013 : September Amount |
| | | \$ 5,155 |

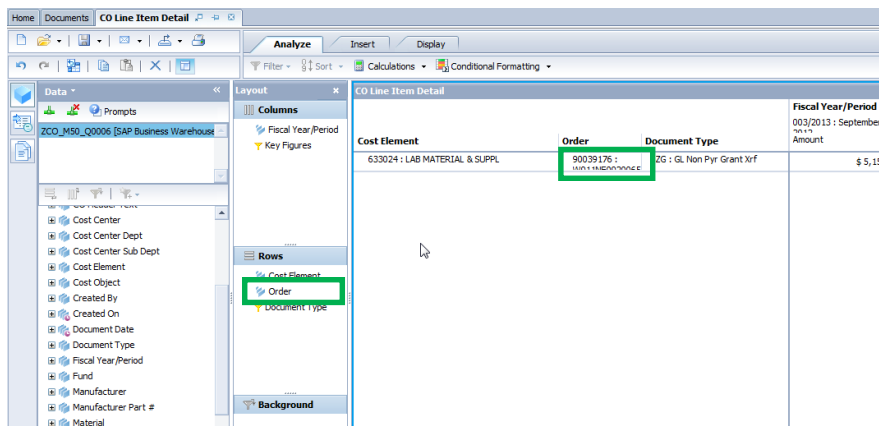
Add free characteristics


Add the **Order** (internal order) number to your report.

1. Click, drag, and drop **Order** from the Data panel to the Layout panel. For this example, drag and drop **Order** beneath **Cost Element** in the Rows section of the Layout panel.



2. You have now added **Order** to the report.



NOTE: If you need to enlarge the rows area, for example, hover your cursor over the dots until you see  and then drag to resize the area.

Repeat the process for the other characteristics that are required for the FSR reconciliation page.

3. Drag Posting Date and drop it under Order.
4. Drag Ref Document Number and drop it under Posting Date.
5. Drag CO Header Text and drop it under Posting Date.
6. Drag CO Doc Line Item Txt and drop it under CO Header Text.

The Rows area of the Layout panel now includes the added characteristics and there is an itemized list of the transferred expenses in the Results panel.

| Cost Element | Order | Posting Date | Ref | CO Header Text | CO Doc Line Item | Document Type | Fiscal Key | Amount |
|-------------------------------|--------------------------|--------------|-----------|--------------------------|------------------|---------------------------|----------------------|-----------------|
| 633024 : LAB MATERIAL & SUPPL | 90039176 : W911NF0920065 | 09/05/2012 | 109944884 | COST TRANSFER 0000163462 | CYTODIAGNOSTI | ZG : GL Non Pyr Grant Xrf | 003/2013 : September | \$ 205 |
| | | | | | GOLD TIN | ZG : GL Non Pyr Grant Xrf | | \$ 1,254 |
| | | | | | MICROCHEM | ZG : GL Non Pyr Grant Xrf | | \$ 467 |
| | | | | | NUCLEPORE | ZG : GL Non Pyr Grant Xrf | | \$ 88 |
| | | | | | NUCLEPORE | ZG : GL Non Pyr Grant Xrf | | \$ 88 |
| | | | | | TRANSPIP STD | ZG : GL Non Pyr Grant Xrf | | \$ 908 |
| | | | | | WRS LLC | ZG : GL Non Pyr Grant Xrf | | \$ 2,145 |
| | | | | | Result | Result | | \$ 5,155 |

Hide the display of the Document Type

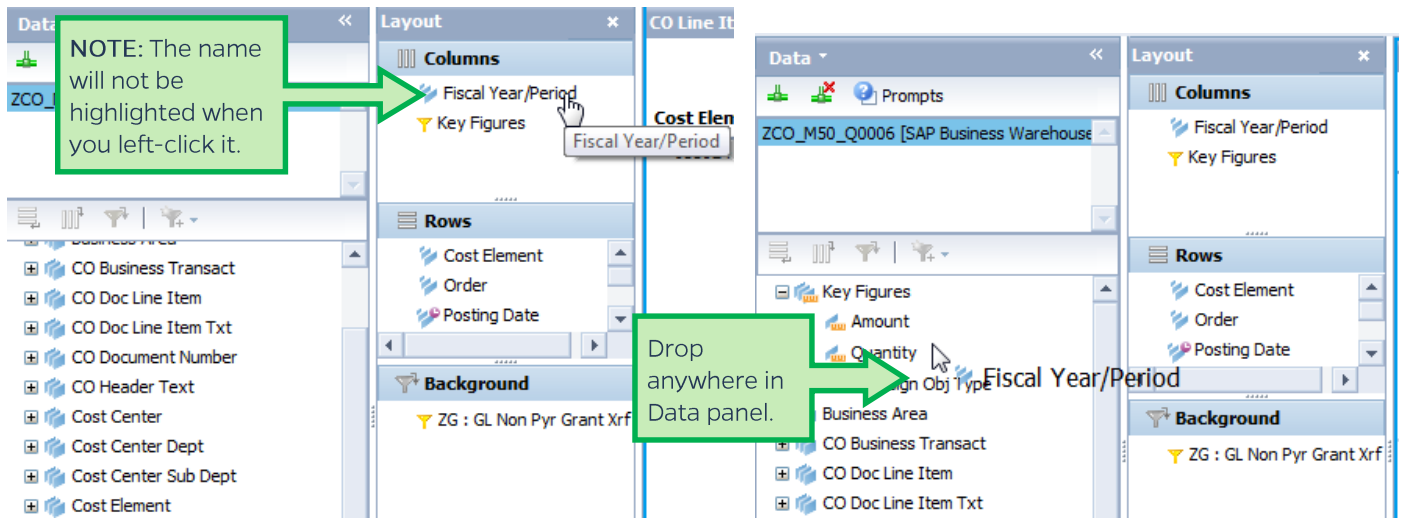
1. Right-click the Document Type header.
2. From the Context menu, hover over Move to.
3. From the Move to drop-down menu, click Background Filter.

| Cost Element | Order | Posting Date | Ref | CO Header Text | CO Doc Line Item | Fiscal Year/Period | Amount |
|-------------------------------|--------------------------|--------------|-----------|--------------------------|------------------|----------------------|-----------------|
| 633024 : LAB MATERIAL & SUPPL | 90039176 : W911NF0920065 | 09/05/2012 | 109944884 | COST TRANSFER 0000163462 | CYTODIAGNOSTI | 003/2013 : September | \$ 205 |
| | | | | | GOLD TIN | | \$ 1,254 |
| | | | | | MICROCHEM | | \$ 467 |
| | | | | | NUCLEPORE | | \$ 88 |
| | | | | | NUCLEPORE | | \$ 88 |
| | | | | | TRANSPIP STD | | \$ 908 |
| | | | | | WRS LLC | | \$ 2,145 |
| | | | | | Result | | \$ 5,155 |

Remove Fiscal Year/Period from columns

To make all the amounts, even potential retro transfers over several months, display in one column in the Key Figures area, you need to remove **Fiscal Year/Period**. To do this:

1. Click, drag, and drop **Fiscal Year/Period** from the Columns area of the Layout panel to anywhere in the Data panel.



Save the workspace to your Favorites and/or export to Excel

Please refer to the following job aids:

- Saving a Favorite
- Exporting Data to Excel

Exit the workspace and log off

Click the **X** on the workspace tab to close the workspace and click the **Log off** link to exit Analysis.

