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

Running a CO Line Item Report

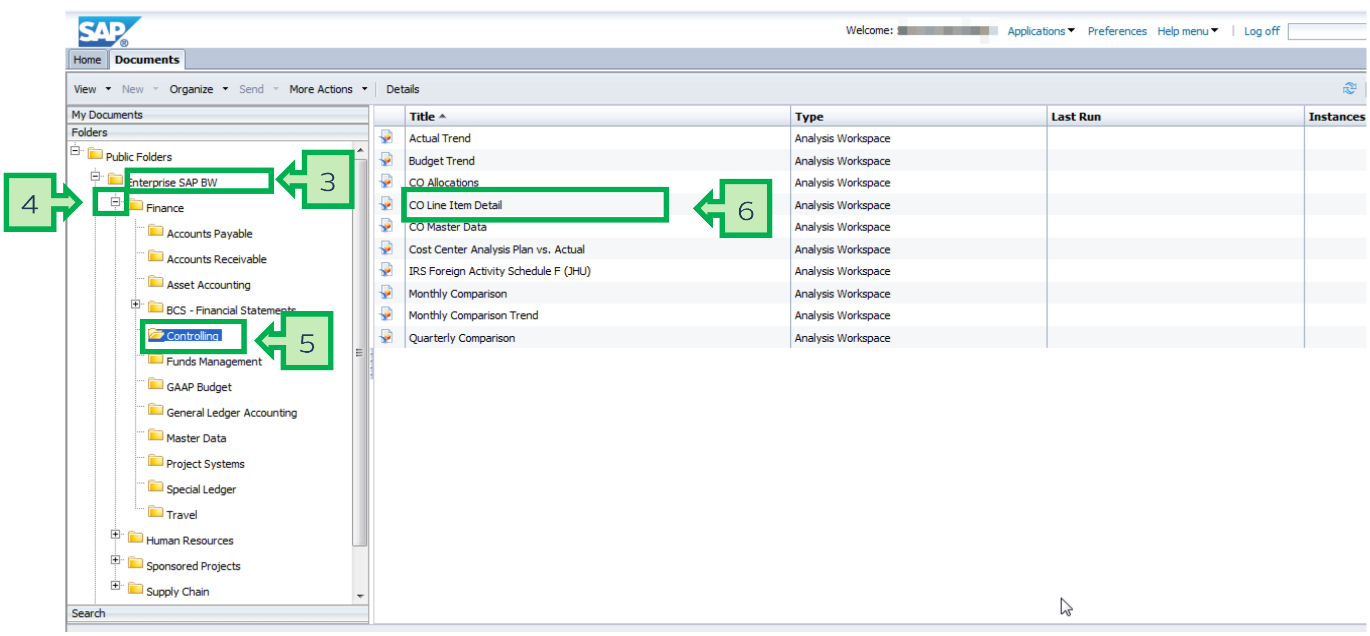
The CO Line Item report can be used to show supplies transfers, which is information that you'll need to complete your Financial Status report (or "FSR").

Navigate to the workspace (CO Line Item)

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

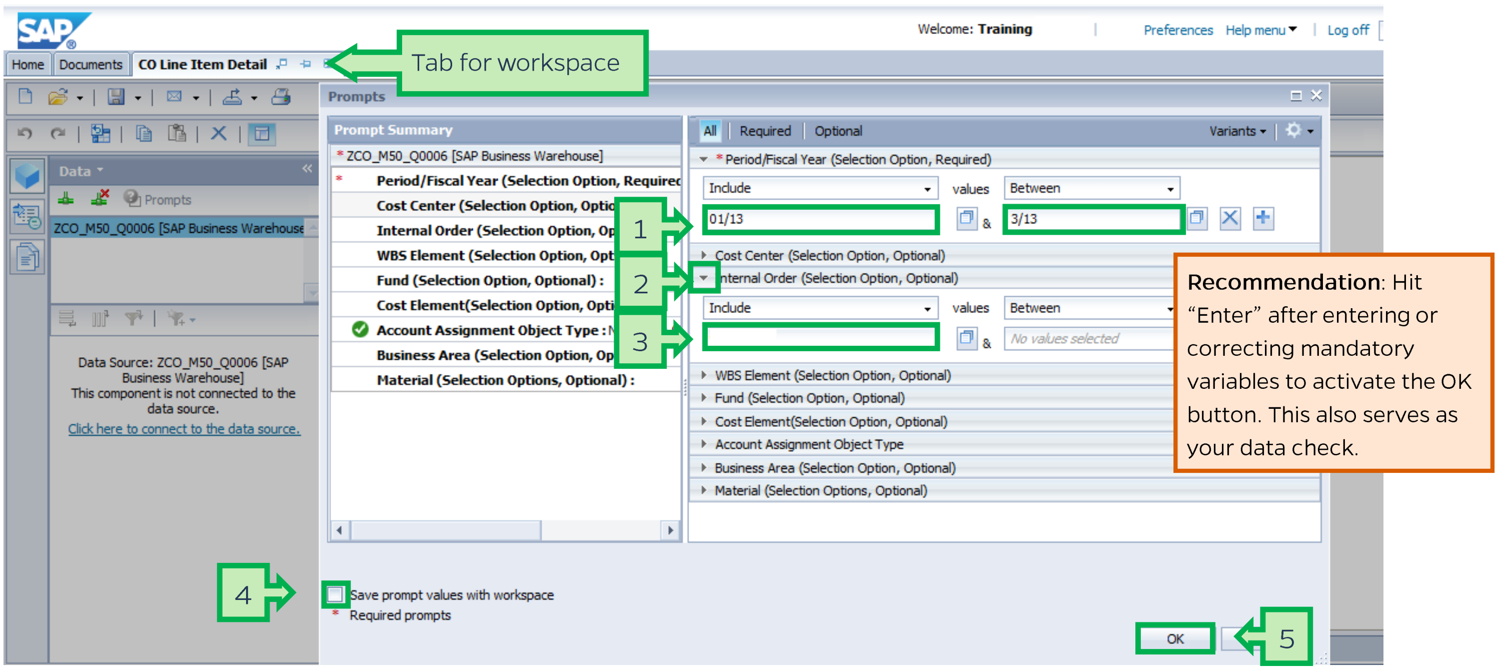
The link will launch the Business Objects Launchpad.

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.



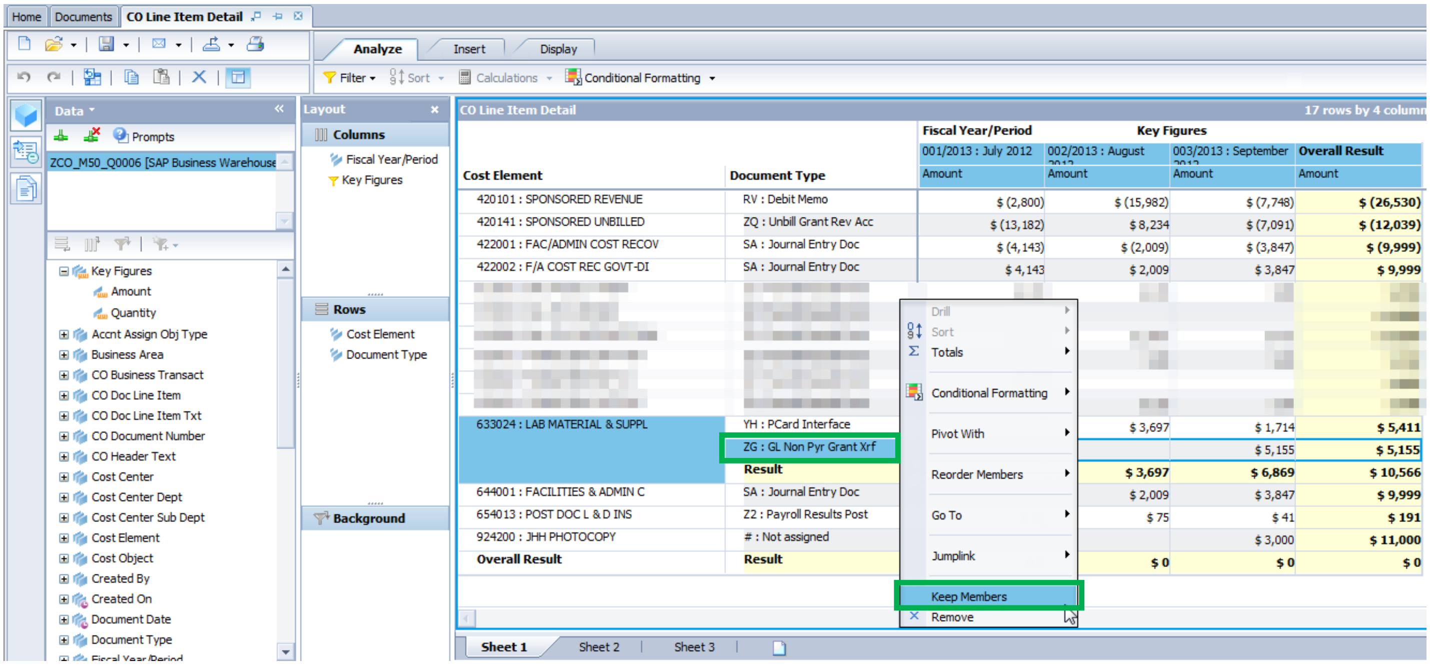
Input the variables in the Prompt screen

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.

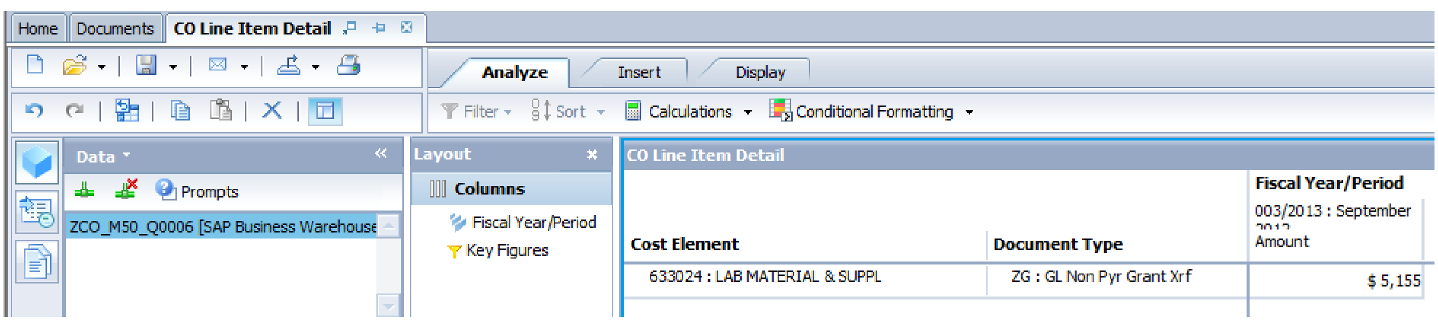


Filter for G/L non-payroll cost transfers

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



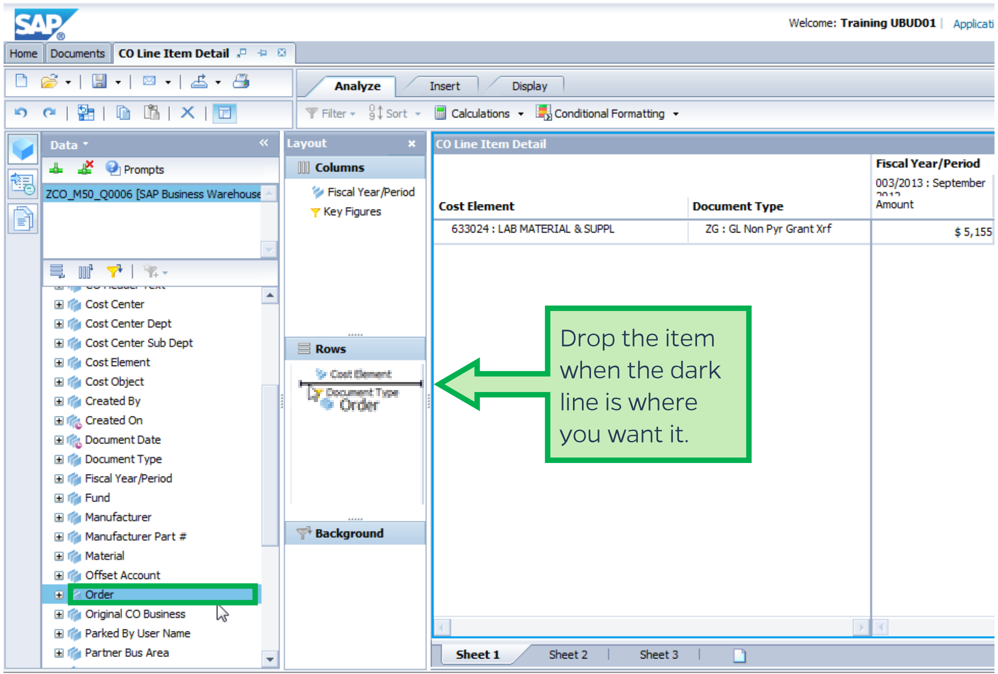
The report now reflects just the non-payroll cost transfers.



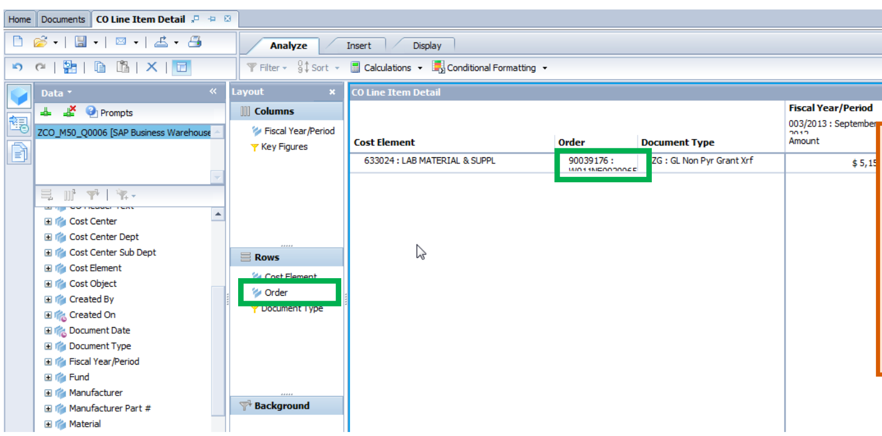
Add free characteristics

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.

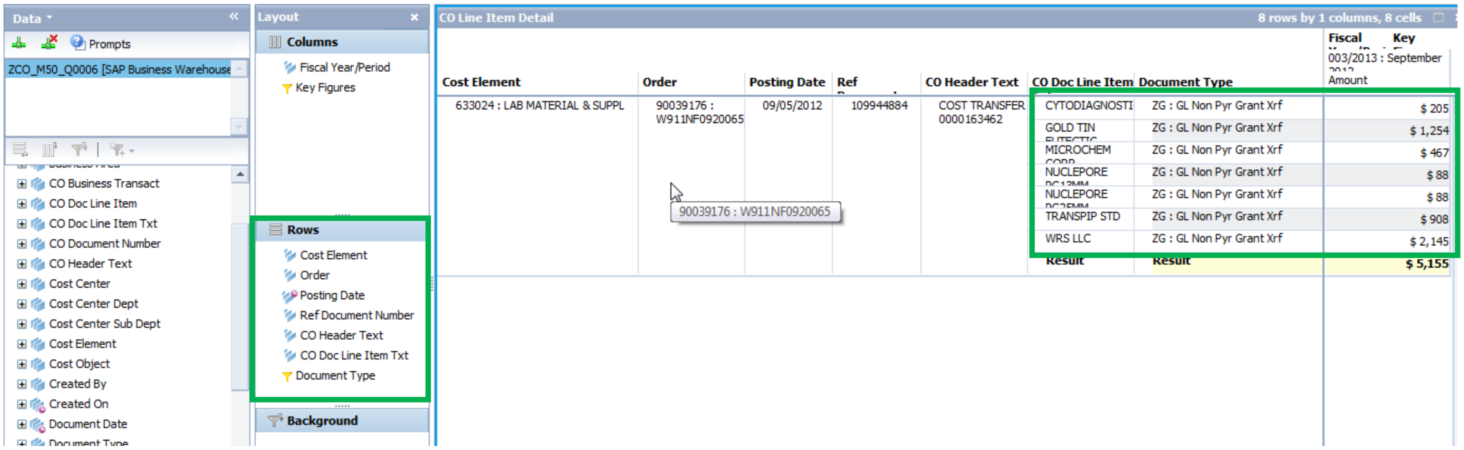


NOTE: If you need to enlarge the rows area, for example, hover your cursor over the dots until you see and then drag to resize the area.

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

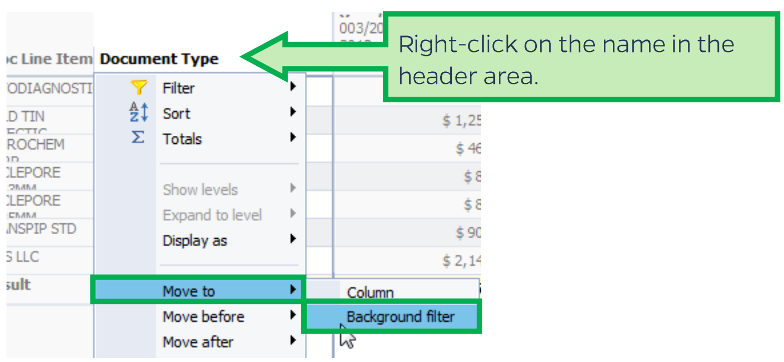
3. Drag **Posting Date** and drop it under **Order**.
4. Drag **Ref Document Number** and drop it under **Posting Date**.
5. Drag **CO Header Text** and drop it under **Posting Date**.
6. Drag **CO Doc Line Item Txt** and drop it under **CO Header Text**.

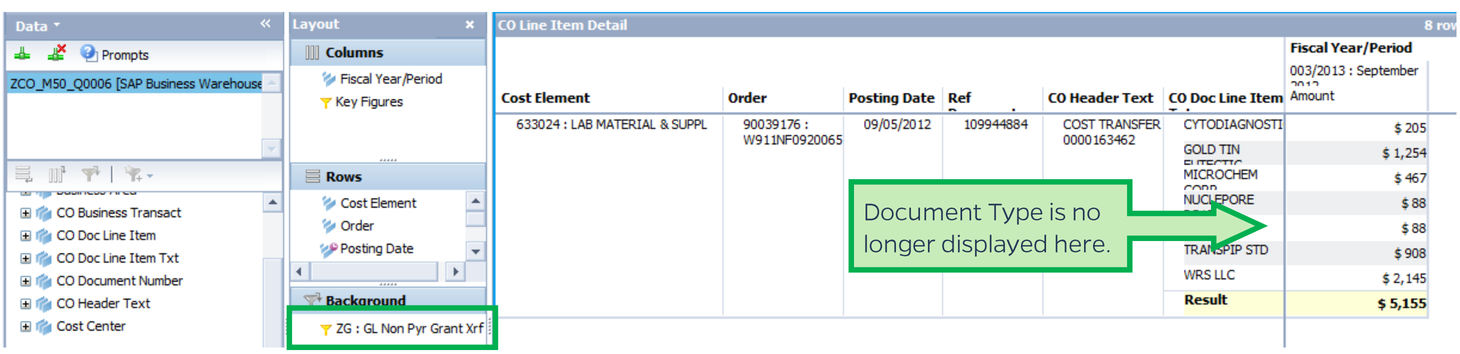
The Rows area of the Layout panel now includes the added characteristics and there is an itemized list of the transferred expenses in the Results panel.



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**.

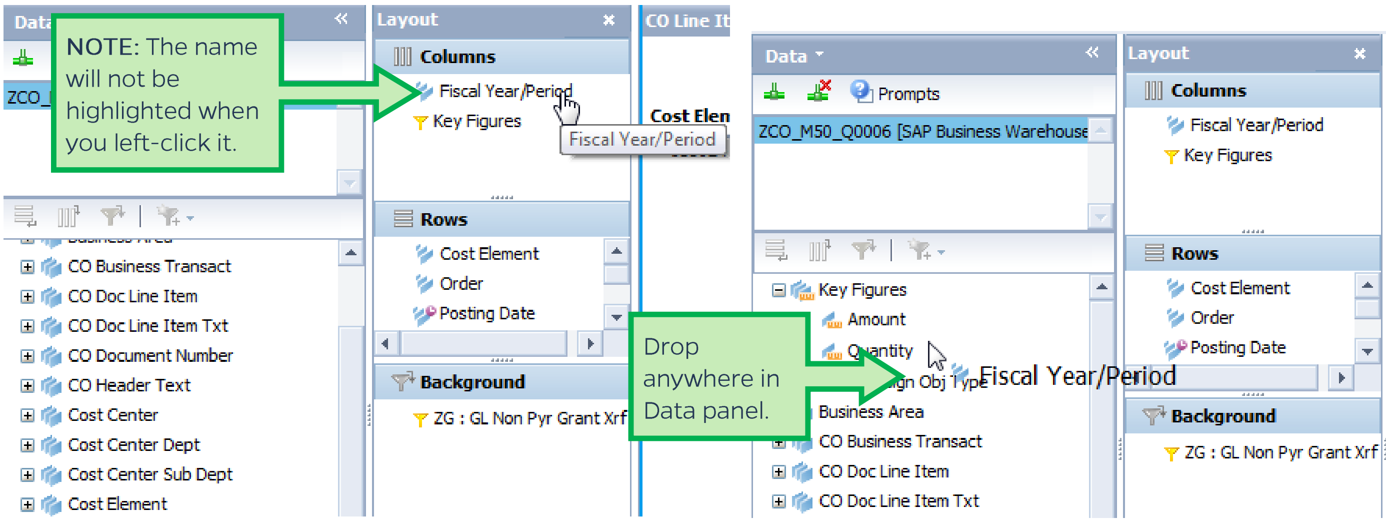




Remove Fiscal Year/Period from columns

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.



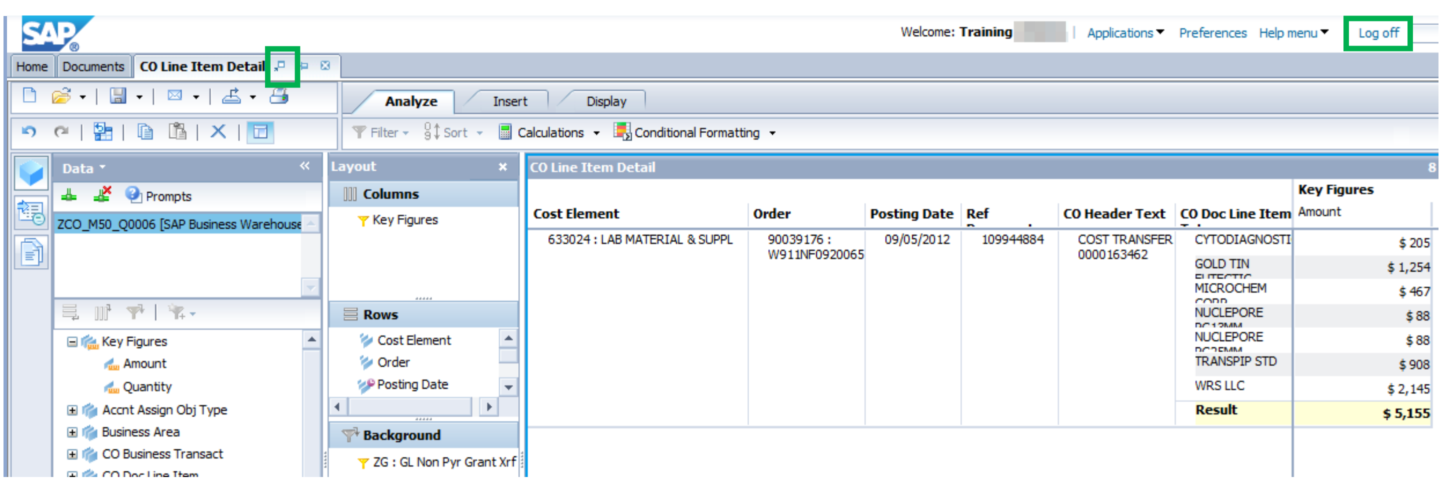
Save the workspace to your Favorites and/or export to Excel

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.



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