

CC or WBS Commitment Line Item Report

Display Commitment Line Items for Cost Centers

Date 10/08/2004 Page 0									
Display variant		/ZCOC		Commitment Detail				Active	
Cost center/Group		2100000000		Department Name					
COarea currency		USD		American Dollar					
Cost elem.	Doc. date	Debit date	DocC	RefDocNo	Vendor	Name 1	Value COCurr	Name	TrackingNo
511000	09/13/2004	09/13/2004	EFnd	3000051855			30,214.17	PN00013720 Wilson, David E	Coordinator
							30,214.17		
513000	09/13/2004	09/13/2004	EFnd	3000051864			49,907.50	PN00008217 Wagner, Janet Marie	Director
							49,907.50		
514000	09/13/2004	09/13/2004	EFnd	3000053450			27,649.80	PN00008220 Wallman, Sherryl	Staff Assist
							27,649.80		
531950	09/22/2003	07/01/2004	POrd	4500103180	143847	MICRON PC	1,982.00	TRANSPORT X1000 15" 2.5Ghz-512MB RAM	CJS092203A
	09/22/2003	07/01/2004	POrd		143847	MICRON PC	2,994.00	CLIENTPRO 345E P4 2.80GHZ-512MB RAM	CJS092203A
	02/18/2004	07/01/2004	POrd	4500104183	143847	MICRON PC	120.00	TRANSPORT X1000 15" 2.5Ghz-512MB RAM	CJS092203A
	02/18/2004	07/01/2004	POrd		143847	MICRON PC	2,994.00	CLIENTPRO 345E P4 2.80GHZ-512MB RAM	CJS092203A
							8,090.00		
							115,861.47		

The Cost Center Commitment Line Item Report will display all open commitments for the current fiscal year. Commitments include open purchase orders (POrd), purchase requisitions (PReq), projected salary expenses and manual fund commitments (EFnd).

*Commitment balances are maintained on a real-time basis, not by posting periods. When reports are generated, commitment balances are calculated at the time a report is executed. The Commitment Line Item Report will list the total values of all open commitments for the fiscal year as of the date the report was generated. Due to their life to date nature, the Project and WBS Element Commitment Line Item Reports will display commitments up to one year beyond the current fiscal year.

1. The header includes the display variant, the SAP report name, the Cost Center/Group number, and Department Name.
2. The header continues with the report Page number and the Date the report was generated.
3. The first column lists the **Cost Element** number. (expense category in the state accounting system)

4. The **Document Date** is the date the commitment document was created.
 5. The **Debit Date** is the delivery date entered on purchase requisitions and purchase orders and the due date entered on a manual Funds Commitment.
 6. The **Document Type** (PReq for purchase requisition, POrd for purchase order, and EFnd for manual funds commitment) is followed by the Document number.
 7. The **Vendor** and **Vendor Name** will be filled in if a Vendor was specified when the document was created. If this information was left blank on the purchase requisition, the vendor fields in the report will be blank.
 8. The open **Amount** for each document line item is displayed. If a funds commitment has been reduced or a purchase order partially paid, the amount remaining open is displayed.
 9. The original line item text for each document line item is reported. Edited text does not carry forward to the Commitment line item report.
 - 10-13. The report lists all document line items by Cost Element and provides a subtotal for each Cost Element.
 14. The **total** for the cost center should match the total in the Commitments column of the Cost Center Revenue and Expense Summary report.
- * Commitment balances are maintained on a real-time basis not by posting periods. When reports are generated, Commitment balances are calculated at the time a report is executed.

GLOSSARY

Doc Type	Name	Document Description
CD	Direct Deposit	Cash deposits made by electronic transfer from federal agencies or other sources.
CN	ACH Receipt	Cash deposits made by electronic transfer from federal agencies or other sources. Exists after 3/1/2003.
CR	Cash Receipt	Cash deposits made through campus Cashier/Bursar offices.
IB	Internal Charges-Batch	Interdepartmental goods and services entered by automated batch input from provider departments.
IC	Internal Charges-Online	Interdepartmental goods and services entered on-line by provider departments or campus financial offices.
JE	Journal Entry	Routine entry of revenue and expense adjustments, corrections or transfers.
KC	Procurement Card	Posting of procurement card transactions.
KE	Employee Expense	Accounts Payable/Travel transactions for the reimbursement of employee expenses.
KG	Vendor Credit Memo	Credit memos received from vendors.
KJ	Pcard Charge	Pcard processing within SAP.
KN	Net Vendor Document	Accounts payable invoices for amounts owed to vendors.
KT	Travel Expense Document	Travel-related document created with the TRIP transaction.
NC	Warrant Cancellation	Credits for Nebraska State warrants (checks) canceled after issuance.
ND	NIS Journal Entry	University recording of a transaction created by State of Nebraska journal entry (General Document). Exists after 3/1/2003.
PA	Payroll Accrual	Fiscal year end accrual of salaries and wages earned through June 30, and the reversal of these accruals in the next fiscal year.
PJ	Payroll Journal Entry	Variation of a journal entry, used for transfers of salary and wage costs for project accounting (specific authorization required).
PY	Payroll Posting	Posting of biweekly and monthly payrolls.
RN	Net Invoice Receipt	Vendor invoice entry on purchase orders.
TD	Intrastate Transaction Document	Posting of revenue or expense related to an Intrastate Transaction Document for goods/services transactions with other agencies of Nebraska state government. Exists after 3/1/2003.
TN	Interagency Billing Transaction	Posting of revenue or expense related to an Interagency Billing Transaction for goods/services transactions with other agencies of Nebraska state government. Exists after 3/1/2003.
UA	Accrual Journal Entry	Fiscal year end adjustment to record financial activity in the proper fiscal year, and the reversal of these accruals in the next fiscal year.
UD	DAS General Document	University recording of a transaction created by a State of Nebraska journal entry (General Document).
UU	University Only JE	Internal University journal entry which has no effect on balancing with the State of Nebraska.
WA	Goods Issue	Internal sale transactions from Materials Management/Inventory resale operations.
WE	Goods Receipt	Receipt of goods from a vendor, prior to entry of vendor invoice (material inventory operations only).
YD	DAS Feedback-Disbursements	Automated entries, which update University books for expenditure transactions recorded by the State of Nebraska.
YR	DAS Feedback-Receipts	Automated entries, which update University books for revenue transactions recorded by the State of Nebraska.