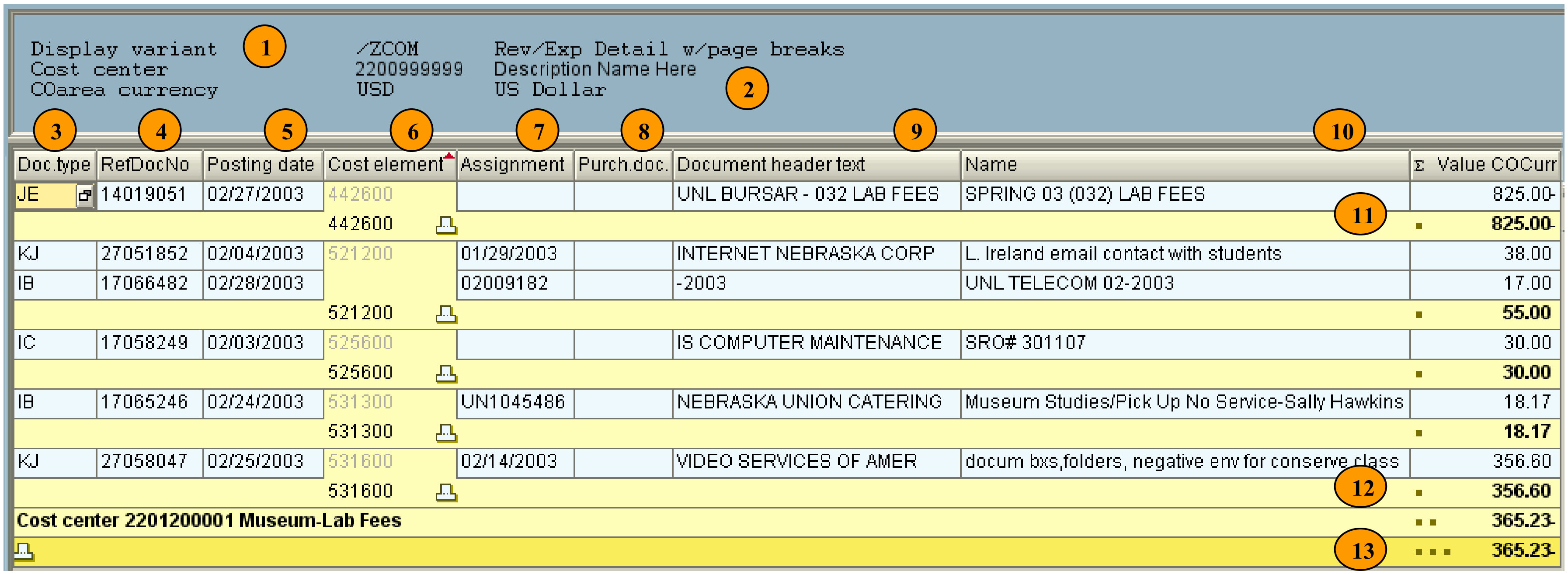
The CC or WBS Revenue and Expense Detail

This Cost Center: Actual Line Items Report can be used to monitor the actual postings made to a particular cost center or it can also assist a user in searching for particular information such as a specific journal entry or invoice. This report displays individual document line items that were posted during the month (or specified reporting period).

The amount of each document line item posted during the month will be listed. Revenue transactions are listed first and are shown with their natural sign as a negative, which indicates a credit. Expense transactions are then listed without a sign indicating a debit. Any expenditure credit (G/L accounts that begins with 59XXXX) would be listed after all other expenditures and would be shown as a negative.

The examples shown are on cost centers, however, the line item reports for projects and WBS elements (Document Line Item, Commitment Line Item and Plan Line Item) will look very similar. Generate a Cost Centers: Actual Line Items Report for your cost center or generate a Project Actual Cost Line Items Report for your WBS Element.



Display variant /ZCOM Rev/Exp Detail w/page breaks
Cost center 2200999999 Description Name Here
COarea currency USD US Dollar

Doc.type	RefDocNo	Posting date	Cost element	Assignment	Purch.doc.	Document header text	Name	Σ	Value COCurr
JE	14019051	02/27/2003	442600			UNL BURSAR - 032 LAB FEES	SPRING 03 (032) LAB FEES		825.00-
			442600					▪	**825.00-**
KJ	27051852	02/04/2003	521200	01/29/2003		INTERNET NEBRASKA CORP	L. Ireland email contact with students		38.00
IB	17066482	02/28/2003		02009182		-2003	UNL TELECOM 02-2003		17.00
			521200					▪	**55.00**
IC	17058249	02/03/2003	525600			IS COMPUTER MAINTENANCE	SRO# 301107		30.00
			525600					▪	**30.00**
IB	17065246	02/24/2003	531300	UN1045486		NEBRASKA UNION CATERING	Museum Studies/Pick Up No Service-Sally Hawkins		18.17
			531300					▪	**18.17**
KJ	27058047	02/25/2003	531600	02/14/2003		VIDEO SERVICES OF AMER	docum bxs,folders, negative env for conserve class		356.60
			531600					▪	**356.60**
Cost center 2201200001 Museum-Lab Fees								▪▪	**365.23-**
								▪▪▪	**365.23-**

1. The report **header** includes the Display Variant, the Cost Center number and Currency type (US dollars).

2. Centered on the report header will be the title of the report and the description name.

3. The **Document Type** (DT) is listed for each document line item. (See Glossary for various Document Types)

4. Next is the **RefDocNo** (Reference Document Number).

5. The **Posting Date** displays the date of the actual posting in SAP.

6. The **Cost Element** number is displayed. (expense category in the state accounting system)

7. The **Assignment** column displays the information that was entered in the document Assignment field at the time the transaction was originally entered into the system. Departments may use this field to reference internal job numbers, etc.

8. If the transaction was initiated by a **purchase order**, the purchase order number will be listed.

9. The next column contains the data entered in the **Document Header Text** on journal entries and internal charges and the name of the Vendor on invoices.

10. The **Name** column will contain the text that was entered on each document line item.

11. The report displays a **Revenue Total** of $825.00-.

12. And an **Expenses Total** of $356.60.

13. The difference between the Total Revenue and Total Expenses will be displayed. A negative number indicates a credit balance – more revenue than expense. In the example above, revenue exceeded expense by $365.23. This figure will equal the difference shown in the Period column of the Cost Center Revenue and Expense Summary.

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.