Accounting

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
PS	**CJi3**	Line items - Project Actual Cost Line Items – Report used to review and analyze expenditure line items posted against projects. Provides drilldown capability into the source documents. Note that this is a very important report.
PS	**CJi5**	Line items - Project Commitment Line Items – Report used to review and evaluate commitment items (e.g. purchase orders, processed against projects). Provides drilldown capability into the source document.
GL	**F.10**	Chart of Account Look-Up – Provides ability to look-up the description of a G/L account number or list of G/L accounts.
GL	**FAGLB03**	Display Balances - Displays the total of debit/credit/net and cumulative G/L balances for an individual or range of G/L accounts at the agency level by G/L. Includes drilldown capability
GL	**FAGLL03**	G/L Account Line Items - Displays a list of the line items parked or posted to a G/L account. Allows user to display the line items for one or more G/L accounts in the following views: Entry or General Ledger view.
AP	**FBL1N**	Vendor Line Items - Used to display the vendor line items (invoices and credits) by vendor account activity. Report can be displayed by multiple criteria (e.g. status, type, category, etc.).
FM	**FMEDDW**	FM Display Budget Entry Documents – Displays a list of budget documents (transfers, returns, enter, supplements, etc.) and/or specific budget documents based on selection criteria (e.g. based on a particular period of time, by document type, by document status, and by creator, etc.).
MM	**ME2C**	Purchase Orders by Material Group - Displays POs by product category, material group or NIGP code.
MM	**ME2K**	Purchase Orders by Account Assignment - Displays purchase orders by Cost Assignment
MM	**ME2L**	Purchase Orders by Vendor - Displays purchase order by Source of Supply (vendor)
MM	**ME2M**	Purchase Orders by Material – Displays purchasing documents that contain a certain material or materials.
GM	**S_ALN_01000079**	Grants Master Data Index - Displays grant master data entered using the grant master data transaction.
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.

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Area	Transaction Code	Name of Report and Description
CO	**ZFI1124**	Customer Invoice Form Request: Use to generate invoice to a grant sponsor.
GL	**ZFI1419**	GL Account Balances by Fund - Provides a trial balance by GL account for a specified period for a single fiscal year including prior balances, current activity and cumulative balances.
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
FM	**ZFI1526**	Operating Budget, Expenditure, Commitment Report – Displays information on operating budgets, expenditures and commitments.
CO	**ZFI1646_Test**	CORE Cost Redistribution: This is a program that identifies any action needed to prevent errors in the nightly CORE process
CO	**ZFI1647**	CORE Cost Redistribution Error Report: Used to view any cost redistribution errors resulting from the CORE process. CORE is a custom program used to redistribute Operating expenses posted to a project. CORE runs automatically on a nightly basis. Redistributed documents are assigned document type "ZH" and will reference the original document number and line items.
CO	**ZFI1657_IMMDT**	COBI Posting Utility – Test: Ran in *Test* and *Simulate* mode to get the latest errors that require action. It creates billing documents that can be viewed as a result of the COBI Posting Utility.
CO	**ZFI1661**	COBI Billed Report: Used to create Accounts Receivable (A/R) invoices for grant funded projects and evaluates each billable cost charged to a project, WBS element or grant.
CO	**ZIF1664**	Revenue Postings: A revenue report that verifies revenue postings against the grant and the split between the federal, state match and indirect (IDC) portion of the revenue on the grant.
PS	**ZFI1679**	CPRA Project Search Report – Displays basic information associated with the project description, project name, user status, and short ID.
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
CO	**ZFI1734**	Cost Billing (COBI) Grant/Project Billed & Match Report: Provides a list of all items being billed to a Grant Sponsor and the corresponding State Match.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Accounting

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
AA	**AW01N**	Asset Explorer - Displays the details of an asset master record (i.e. Master data, Depreciation Area, Transaction or Valuation). Drilling down into this transaction will provide further detail.
GL	**FB03**	Displays any financial (FI) documents.
GL	**FBV3**	Display Parked Document - Used to display documents that are in a parked status.
GL	**FBV5**	Document Changes of Parked Documents - Displays the changes made to a parked document.
FM	**FMRP_RFFMEP1AX**	Document Journal - Displays a list of the line items of all documents that were updated in Funds Management.
CO	**KOB1**	Orders: Actual Line Items - Report used to review and analyze expenditure line items posted against an internal order.
CO	**KOK5**	Internal Order Master Data List - Displays a list of internal orders
MM	**ME23N**	Display Purchase Order – Displays purchase order line item history and balances in ECC.
MM	**ME2J**	Purchase Order by WBS Element – Displays a purchase order(s) by WBS element in ECC.
MM	**ME2N**	Purchase Orders by PO Number - Search for purchase order by number or series of numbers.

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Project Controls

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
PS	**CJi3**	Line items - Project Actual Cost Line Items – Report used to review and analyze expenditure line items posted against projects. Provides drilldown capability into the source documents. Note that this is a very important report.
PS	**CJi5**	Line items - Project Commitment Line Items – Report used to review and evaluate commitment items (e.g. purchase orders, processed against projects). Provides drilldown capability into the source document.
PS	**CN41N**	Project Structure Overview - Provides the structure of the entire project and summary of costs. Includes all objects within a project including WBS elements, planned and actual costs and planned and actual dates. Note that the report does not include custom enhancement fields.
PS	**CN42N**	Project Definition Structure Overview - Provides structure of all project definitions. Does not show WBS elements and data associated with the project. Note that the report does not include custom enhancement fields.
PS	**CN43N**	Project WBS Structure Overview - Displays all Work Breakdown Structures (WBS) and other attributes of the project at the WBS Element level (two levels). Does not show project definitions. Note that the report does not include custom enhancement fields.
PS	**CN60**	Change Documents for Projects: Reflects master data changes made on a project once it is released (system status). Provides an audit trail of which user made a change, the date and time the change was made and the field information before and after the change
MM	**ME2K**	Purchase Orders by Account Assignment - Displays purchase orders by Cost Assignment
MM	**ME2L**	Purchase Orders by Vendor - Displays purchase order by Source of Supply (vendor)
MM	**ME2M**	Purchase Orders by Material – Displays purchasing documents that contain a certain material or materials.
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
PS	**ZFI1679**	CPRA Project Search Report – Displays basic information associated with the project description, project name, user status, and short ID.

Area	Transaction Code	Name of Report and Description
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
PS	**ZFI1758**	CPRA Chg Docs for Projects/WBS Elmts – Identifies and tracks changes to fields for projects in a REL (Released) status in project builder.
PS	**ZFI1775**	Project Status Report – Standard P. – Provides current and historical "User Status" for each project and WBS Element.
PS	**ZFI1782**	CPRA Project Budget by Parish Rpt – Provides consumable budget information for the Planning, Engineering & Design, and Construction phases of a CPRA project.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Project Controls

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
GM PS	**CJ20N**	Project Builder – Used to create, edit and display master data information associated with a project.
CO	**KOB1**	Orders: Actual Line Items - Report used to review and analyze expenditure line items posted against an internal order.
CO	**KOK5**	Internal Order Master Data List - Displays a list of internal orders
MM	**ME2J**	Purchase Order by WBS Element – Displays a purchase order(s) by WBS element in ECC.
MM	**ME2N**	Purchase Orders by PO Number - Search for purchase order by number or series of numbers.

Project Managers/Project Management Administrators

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
PS	**CJi3**	Line items - Project Actual Cost Line Items – Report used to review and analyze expenditure line items posted against projects. Provides drilldown capability into the source documents. Note that this is a very important report.
PS	**CJi5**	Line items - Project Commitment Line Items – Report used to review and evaluate commitment items (e.g. purchase orders, processed against projects). Provides drilldown capability into the source document.
PS	**CN41N**	Project Structure Overview - Provides the structure of the entire project and summary of costs. Includes all objects within a project including WBS elements, planned and actual costs and planned and actual dates. Note that the report does not include custom enhancement fields.
PS	**CN42N**	Project Definition Structure Overview - Provides structure of all project definitions. Does not show WBS elements and data associated with the project. Note that the report does not include custom enhancement fields.
PS	**CN43N**	Project WBS Structure Overview - Displays all Work Breakdown Structures (WBS) and other attributes of the project at the WBS Element level (two levels). Does not show project definitions. Note that the report does not include custom enhancement fields.
PS	**CN60**	Change Documents for Projects: Reflects master data changes made on a project once it is released (system status). Provides an audit trail of which user made a change, the date and time the change was made and the field information before and after the change
AP	**FBL1N**	Vendor Line Items - Used to display the vendor line items (invoices and credits) by vendor account activity. Report can be displayed by multiple criteria (e.g. status, type, category, etc.).
MM	**ME2K**	Purchase Orders by Account Assignment - Displays purchase orders by Cost Assignment
MM	**ME2L**	Purchase Orders by Vendor - Displays purchase order by Source of Supply (vendor)
MM	**ME2M**	Purchase Orders by Material – Displays purchasing documents that contain a certain material or materials.
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.

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Area	Transaction Code	Name of Report and Description
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
PS	**ZFI1679**	CPRA Project Search Report – Displays basic information associated with the project description, project name, user status, and short ID.
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
PS	**ZFI1758**	CPRA Chg Docs for Projects/WBS Elmts – Identifies and tracks changes to fields for projects in a REL (Released) status in project builder.
PS	**ZFI1775**	Project Status Report – Standard P. – Provides current and historical "User Status" for each project and WBS Element.
PS	**ZFI1782**	CPRA Project Budget by Parish Rpt – Provides consumable budget information for the Planning, Engineering & Design, and Construction phases of a CPRA project.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Project Managers/Project Management Administrators

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
AA	**AW01N**	Asset Explorer - Displays the details of an asset master record (i.e. Master data, Depreciation Area, Transaction or Valuation). Drilling down into this transaction will provide further detail.
GM PS	**CJ20N**	Project Builder – Used to create, edit and display master data information associated with a project.
CO	**KOB1**	Orders: Actual Line Items - Report used to review and analyze expenditure line items posted against an internal order.
CO	**KOK5**	Internal Order Master Data List - Displays a list of internal orders
MM	**ME23N**	Display Purchase Order – Displays purchase order line item history and balances in ECC.
MM	**ME2J**	Purchase Order by WBS Element – Displays a purchase order(s) by WBS element in ECC.

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Area	Transaction Code	Name of Transaction
MM	**ME2N**	Purchase Orders by PO Number - Search for purchase order by number or series of numbers.
AP	**MIR4**	Display Parked Invoice – Displays if a logistics invoice has been parked (51xxxxx)

Project Support

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
PS	CJi3	Line items - Project Actual Cost Line Items – Report used to review and analyze expenditure line items posted against projects. Provides drilldown capability into the source documents. Note that this is a very important report.
PS	CJi5	Line items - Project Commitment Line Items – Report used to review and evaluate commitment items (e.g. purchase orders, processed against projects). Provides drilldown capability into the source document.
PS	CN41N	Project Structure Overview - Provides the structure of the entire project and summary of costs. Includes all objects within a project including WBS elements, planned and actual costs and planned and actual dates. Note that the report does not include custom enhancement fields.
PS	CN42N	Project Definition Structure Overview - Provides structure of all project definitions. Does not show WBS elements and data associated with the project. Note that the report does not include custom enhancement fields.
PS	CN43N	Project WBS Structure Overview - Displays all Work Breakdown Structures (WBS) and other attributes of the project at the WBS Element level (two levels). Does not show project definitions. Note that the report does not include custom enhancement fields.
PS	CN60	Change Documents for Projects: Reflects master data changes made on a project once it is released (system status). Provides an audit trail of which user made a change, the date and time the change was made and the field information before and after the change
GL	F.10	Chart of Account Look-Up – Provides ability to look-up the description of a G/L account number or list of G/L accounts.
GL	FAGLB03	Display Balances - Displays the total of debit/credit/net and cumulative G/L balances for an individual or range of G/L accounts at the agency level by G/L. Includes drilldown capability
GL	FAGLL03	G/L Account Line Items - Displays a list of the line items parked or posted to a G/L account. Allows user to display the line items for one or more G/L accounts in the following views: Entry or General Ledger view.
AP	FBL1N	Vendor Line Items - Used to display the vendor line items (invoices and credits) by vendor account activity. Report can be displayed by multiple criteria (e.g. status, type, category, etc.).

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Area	Transaction Code	Name of Report and Description
FM	**FMEDDW**	FM Display Budget Entry Documents – Displays a list of budget documents (transfers, returns, enter, supplements, etc.) and/or specific budget documents based on selection criteria (e.g. based on a particular period of time, by document type, by document status, and by creator, etc.).
MM	**MB51**	Material Documents List - Displays a list of material documents that were posted for one or more materials.
PM	**MCI8**	Costs of Work Orders: Displays costs of work orders including comparisons of planned, estimated and actual.
MM	**ME2C**	Purchase Orders by Material Group - Displays POs by product category, material group or NIGP code.
MM	**ME2K**	Purchase Orders by Account Assignment - Displays purchase orders by Cost Assignment
MM	**ME2L**	Purchase Orders by Vendor - Displays purchase order by Source of Supply (vendor)
MM	**ME2M**	Purchase Orders by Material – Displays purchasing documents that contain a certain material or materials.
GM	**S_ALN_01000079**	Grants Master Data Index - Displays grant master data entered using the grant master data transaction.
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
PS	**ZFI1679**	CPRA Project Search Report – Displays basic information associated with the project description, project name, user status, and short ID.
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Project Support

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
AA	**AW01N**	Asset Explorer - Displays the details of an asset master record (i.e. Master data, Depreciation Area, Transaction or Valuation). Drilling down into this transaction will provide further detail.
AP	**MIR4**	Display Parked Invoice – Displays if a logistics invoice has been parked (51xxxxx)
GM PS	**CJ20N**	Project Builder – Used to create, edit and display master data information associated with a project.
GL	**FB03**	Displays any financial (FI) documents.
GL	**FBV3**	Display Parked Document - Used to display documents that are in a parked status.
GL	**FBV5**	Document Changes of Parked Documents - Displays the changes made to a parked document.
FM	**FMRP_RFFMEP 1AX**	Document Journal - Displays a list of the line items of all documents that were updated in Funds Management.
PM	**IA09**	Plant Maintenance Task Lists: Displays a list of Plant Maintenance tasks
PM	**IH08**	Equipment List: Provides a list of equipment
PM	**IW39**	Display PM Orders: Displays a list of Plant Maintenance work orders
CO	**KOB1**	Orders: Actual Line Items - Report used to review and analyze expenditure line items posted against an internal order.
CO	**KOK5**	Internal Order Master Data List - Displays a list of internal orders
PM	**MCI8**	Costs of Work Orders: Displays costs of work orders including comparisons of planned, estimated and actual.
MM	**ME23N**	Display Purchase Order – Displays purchase order line item history and balances in ECC.
MM	**ME2J**	Purchase Order by WBS Element – Displays a purchase order(s) by WBS element in ECC.
MM	**ME2N**	Purchase Orders by PO Number - Search for purchase order by number or series of numbers.
PM	**IH08**	Equipment List: Provides a list of equipment
PM	**IA09**	Plant Maintenance Task Lists: Displays a list of Plant Maintenance tasks
PM	**MCI8**	Costs of Work Orders: Displays costs of work orders including comparisons of planned, estimated and actual.

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Area	Transaction Code	Name of Transaction
PM	**IW39**	<u>Display PM Orders</u>: Displays a list of Plant Maintenance work orders

Grant Liaison

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
PS	**CJi3**	Line items - Project Actual Cost Line Items – Report used to review and analyze expenditure line items posted against projects. Provides drilldown capability into the source documents. Note that this is a very important report.
PS	**CJi5**	Line items - Project Commitment Line Items – Report used to review and evaluate commitment items (e.g. purchase orders, processed against projects). Provides drilldown capability into the source document.
GM	**S_ALN_01000079**	Grants Master Data Index - Displays grant master data entered using the grant master data transaction.
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
CO	**ZFI1646_Test**	CORE Cost Redistribution: This is a program that identifies any action needed to prevent errors in the nightly CORE process
CO	**ZFI1657_IMMDT**	COBI Posting Utility – Test: Ran in *Test* and *Simulate* mode to get the latest errors that require action. It creates billing documents that can be viewed as a result of the COBI Posting Utility.
CO	**ZIF1664**	Revenue Postings: A revenue report that verifies revenue postings against the grant and the split between the federal, state match and indirect (IDC) portion of the revenue on the grant.
PS	**ZFI1679**	CPRA Project Search Report – Displays basic information associated with the project description, project name, user status, and short ID.
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
CO	**ZFI1734**	Cost Billing (COBI) Grant/Project Billed & Match Report: Provides a list of all items being billed to a Grant Sponsor and the corresponding State Match.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Grant Liaison

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
CO	**KOB1**	Orders: Actual Line Items - Report used to review and analyze expenditure line items posted against an internal order.
CO	**KOK5**	Internal Order Master Data List - Displays a list of internal orders

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Regional Administration

Frequently Used Reports

Area	Transaction Code	Name of Report and Description
AP	**FBL1N**	Vendor Line Items - Used to display the vendor line items (invoices and credits) by vendor account activity. Report can be displayed by multiple criteria (e.g. status, type, category, etc.).
FM	**ZFIPBEC**	Project Budget Report – Is a high-level, summarized view of budget, commitments, expenditures and remaining budget for selected funds or capital projects based on real-time information.
GL	**ZFI1423**	Accounting Research Summary Report – Provides a list of all posted transactions and is used to research financial postings and reconciliation.
MM	**MB51**	Material Documents List - Displays a list of material documents that were posted for one or more materials.
MM	**ME2C**	Purchase Orders by Material Group - Displays POs by product category, material group or NIGP code.
MM	**ME2K**	Purchase Orders by Account Assignment - Displays purchase orders by Cost Assignment
MM	**ME2L**	Purchase Orders by Vendor - Displays purchase order by Source of Supply (vendor)
MM	**ME2M**	Purchase Orders by Material – Displays purchasing documents that contain a certain material or materials.
PS	**ZFI1682**	CPRA Project Funding Report – Identifies all the Capital and Operating funding sources for a single Project, WBS element or a range of WBS elements.
HCM	**ZF65**	Employee Payroll Expenditure Detail Report – Used to identify payroll expenditures by costing detail (AFS organization, object, funds center, fund, and WBS element) that posted on employees for a given period.

Regional Administration

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
GL	**FB03**	Displays any financial (FI) documents.
GL	**FBV3**	Display Parked Document - Used to display documents that are in a parked status.

Area	Transaction Code	Name of Transaction
GL	**FBV5**	Document Changes of Parked Documents - Displays the changes made to a parked document.
MM	**ME2N**	Purchase Orders by PO Number - Search for purchase order by number or series of numbers.
MM	**ME23N**	Display Purchase Order – Displays purchase order line item history and balances in ECC.
MM	**ME2J**	Purchase Order by WBS Element – Displays a purchase order(s) by WBS element in ECC.
MM	**MIR4**	Display Parked Invoice – Displays if a logistics invoice has been parked (51xxxxx)
PM	**IH08**	Equipment List: Provides a list of equipment
PM	**IA09**	Plant Maintenance Task Lists: Displays a list of Plant Maintenance tasks
PM	**MCI8**	Costs of Work Orders: Displays costs of work orders including comparisons of planned, estimated and actual.
PM	**IW39**	Display PM Orders: Displays a list of Plant Maintenance work orders

June 6, 2016

Operations

Frequently Used Reports

Area	Transaction Code	Name of Report and Description

Operations

Frequently Used Transactions

Area	Transaction Code	Name of Transaction
PM	**IH08**	Equipment List: Provides a list of equipment
PM	**IA09**	Plant Maintenance Task Lists: Displays a list of Plant Maintenance tasks
PM	**MCI8**	Costs of Work Orders: Displays costs of work orders including comparisons of planned, estimated and actual.
PM	**IW39**	Display PM Orders: Displays a list of Plant Maintenance work orders

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