Detail Transaction Report (DTR) Quick Reference

Navigating to the Detail Transaction Report entry screen	From the "SAP Easy Access" screen, follow the navigation path: **User Menu➔ Role ZMIT➔ Reports➔ Detail Trans Report** Or use the transaction code: **/nzdtr**.
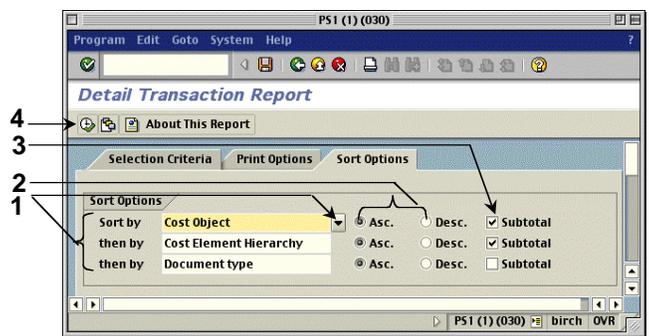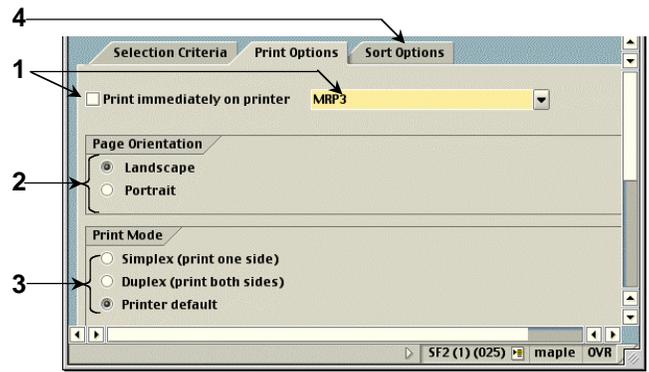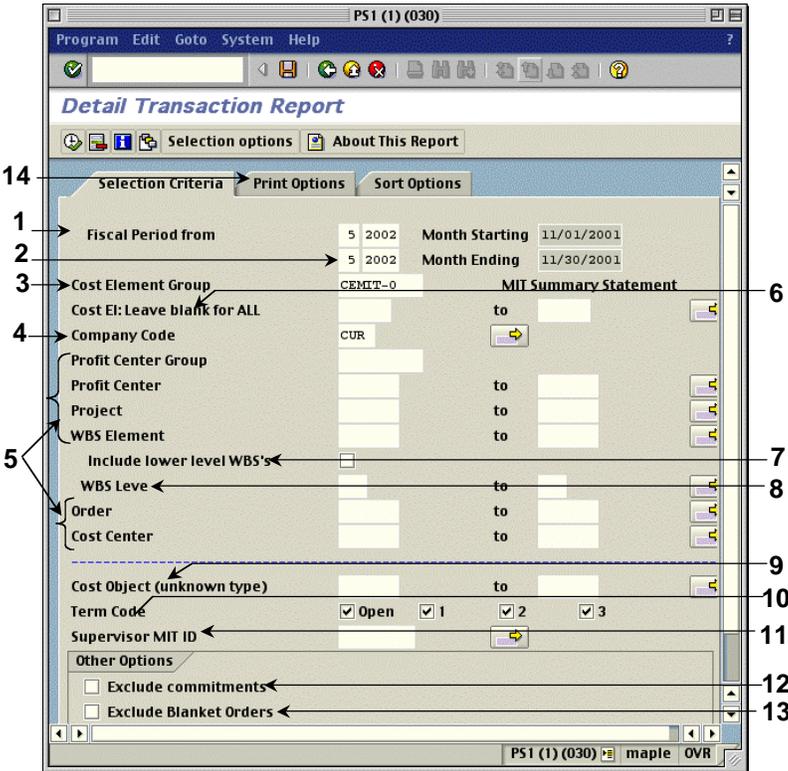
I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter beginning fiscal period and year.
2. Enter ending fiscal period and year.
3. Enter cost element group; CEMIT-0 is the standard DTR.
4. Select company code.
5. Enter profit center group, profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.

OPTIONAL FIELDS

6. Enter individual cost elements. If left blank, all cost elements included in CEMIT-0 are included.
7. Check to see all lower WBS's under the WBS you entered.
8. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
9. Enter the cost object if you don't know whether it is a cost object, WBS, or internal order and press the Enter/Return key.
10. Click to include cost objects by term code; deselect to omit them.
    - **open** = open for charges
        - **1** = active, but in the closing period
        - **2** = no longer in use
        - **3** = closed; no charges allowed
11. Enter the MIT ID of the supervisor to see all cost objects for the supervisor for which you have authorization.
12. Check to omit the Commitment Listing from the DTR.
13. Check to exclude blanket Pos from the Commitment Listing.
14. Click the **Print Options** tab.

II. Complete the Print Options Screen:

1. Check this field only if you want your report printed immediately but not displayed on the screen first. Enter the printer name on the right.
2. Page Orientation
   Landscape prints the report horizontally (11 x 8 1/2).
   Portrait prints the report vertically (8 1/2 x 11).
3. Print Mode
   Simplex prints the report single-sided.
   Duplex prints the report double-sided (only on duplex printers).
   Printer default prints the report single or double-sided according to the default.
4. Click the **Sort Options** tab.

III. Complete the Sort Options Screen:

1. Click the Matchcode button ⬇ (PC: 🔲) to the right of the field to select from a list of fields to sort on. You can sort up to three fields.
2. Click the radio button to the left of either ascending or descending.
3. Click the box to the left of Subtotal to have a subtotal on the sorted field.
4. Click the Execute button 🕐 to run the report.

Transaction Detail Columns (top of report)

1 Type of SAP document.

2 SAP posting document number, such as an SAP invoice number or a journal document number.

3 Document date.

4 Number identifying the transaction and a description of the charge.

5 Amount of the transaction.

6 Check used to pay the transaction.

Commitment Columns (bottom of report)

The Commitment section lists all line items of a purchase order, both open and closed, as of the run date of the report. Indicates total amount of blanket orders (if selected on the entry screen) and what remains on the purchase order.

7 Total amount of all line items originally ordered.

8 Total amount invoiced, including shipping charges and discounts.

9 Amount remaining on the purchase order.

Header Fields and Drill Downs

Cost object Click to display Master Data about the cost object.

Drill downs Click on any field in the Transaction Detail and Commitment columns (except totals) to see the related SAP source document for that transaction.

Buttons

Change Sort Order Lets you resort the DTR transaction listing, but not the Commitment section.

Change Layout Allows you to change the order of columns on the DTR transaction listing, but not the Commitment section.

Download Allows you to download the report to a spreadsheet.