


Questionable Transaction Report

SWITCHING DEFAULT LAYOUT

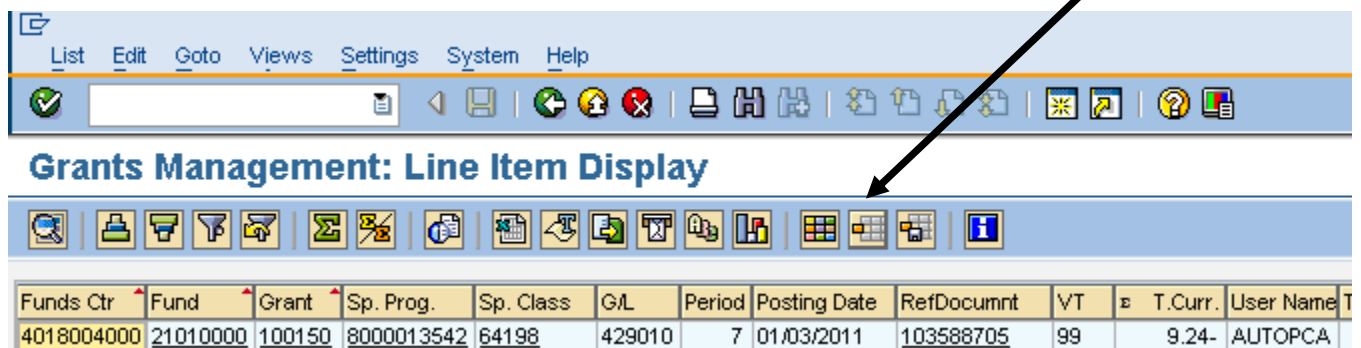
First step is to switch user default layout so background job will display in correct format. Go to transaction S_PLN_16000269

Enter the following parameters, grant = 100150 posting dates 1/1/2011 – 1/31/2011.

Click the execute icon . This will return results; we are not interested in the results. We just want to switch your default layout. Next click the select layout icon




shown below.

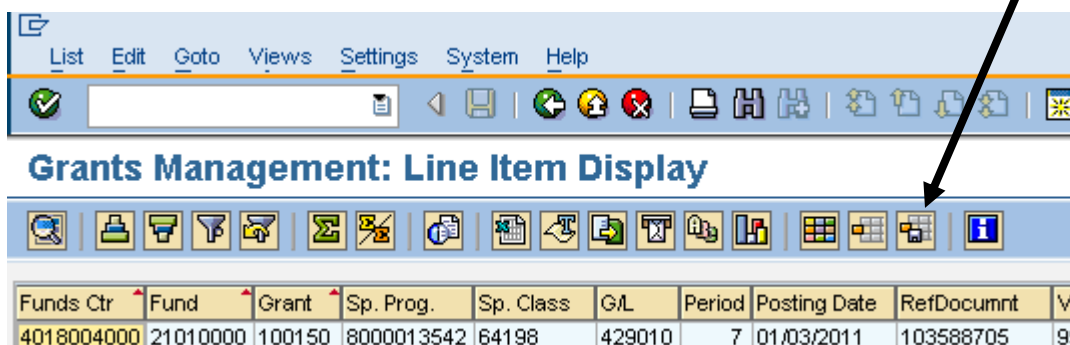


Funds Ctr	Fund	Grant	Sp. Prog.	Sp. Class	G/L	Period	Posting Date	RefDocumnt	VT	T.Curr.	User Name
4018004000	21010000	100150	8000013542	64198	429010	7	01/03/2011	103588705	99	9.24-	AUTOPCA

The following box will appear. The first time you do this, scroll down and select the layout named /QUESTION

Layout	Layout description	Default setting
/NRG LAYOUT	layout for nrg entries	
/NTP BUDGETS	Grants with NTP Budget	
/OTH REMITS	Other Remits (512720) on Federal Funds	
/P&C REPORT	Pending & Clearing Report	
/QUESTION	Questionable Transactions	
/RB	loc exp	

This will return you to report output, but now the data will be in a different layout. Now we need to save this variant as your user default. Click the Save Layout Icon .



Funds Ctr	Fund	Grant	Sp. Prog.	Sp. Class	G/L	Period	Posting Date	RefDocumnt	VT
4018004000	21010000	100150	8000013542	64198	429010	7	01/03/2011	103588705	99

The following screen will appear. In the Save Layout Field, type Z/QUESTION

Also check the boxes marked User-Specific and Default Setting. Click the green check mark

Layout	Layout description	Default setting
<u>/QUESTION</u>	<u>Questionable Transactions</u>	
<u>/RB</u>	<u>loc exp</u>	
<u>/RECEIVABLE</u>	<u>Outstanding Receivables</u>	
<u>/RECEIVABLES</u>	<u>Aging Report</u>	
<u>/RESV VALIDT</u>	<u>Reservation Validation</u>	
<u>/SATS-LILLY</u>	<u>SATS - Lilly Endowment Expenses</u>	
<u>/SATS-LUMINA</u>	<u>SATS - Lumina Foundation Expenses</u>	

Save layout: Z/QUESTION

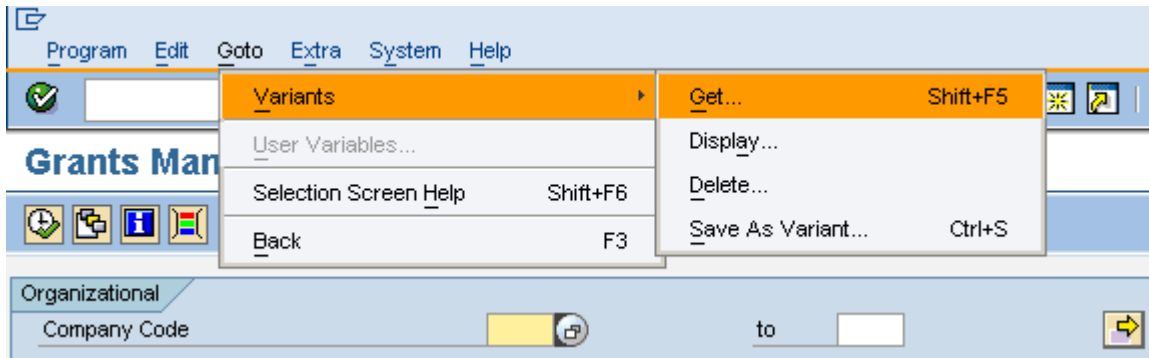
Name: Questionable Transactions

User-specific Default setting

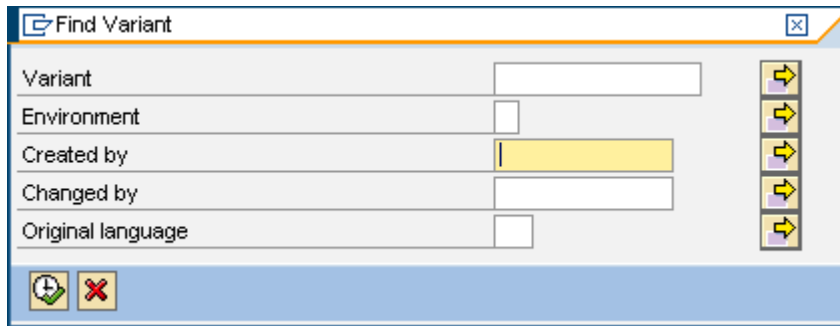
Now we are ready to run the Questionable Transaction Report

To run the Questionable Transaction Report, follow the steps below.

- 1) Run the t-code S_PLN_16000269 (Grants Management: Line Item Display)
- 2) Select Goto>Variants>Get as shown below



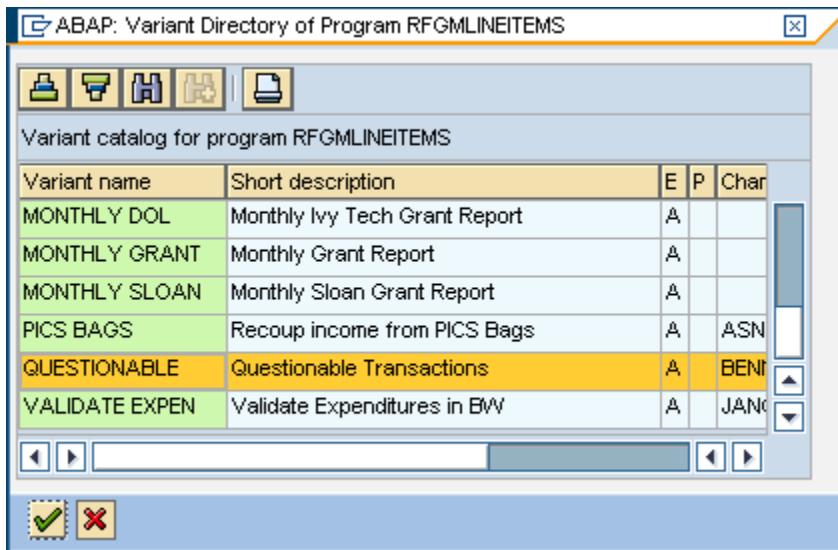
The following box will appear. Your name may default in the Created by field. If so, clear out the field so everything is empty.



- 3) Click the execute icon.



- 4) The following screen will appear.

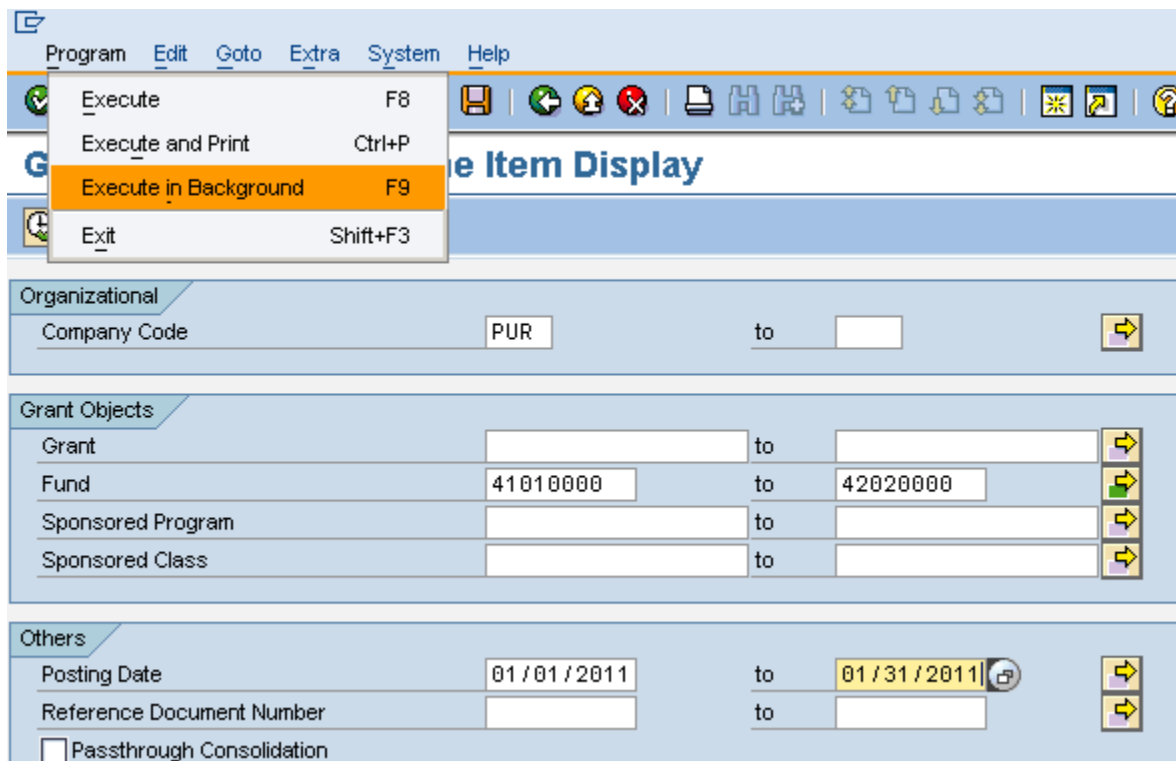


- 5) Scroll down and select Questionable. Click the green check mark.

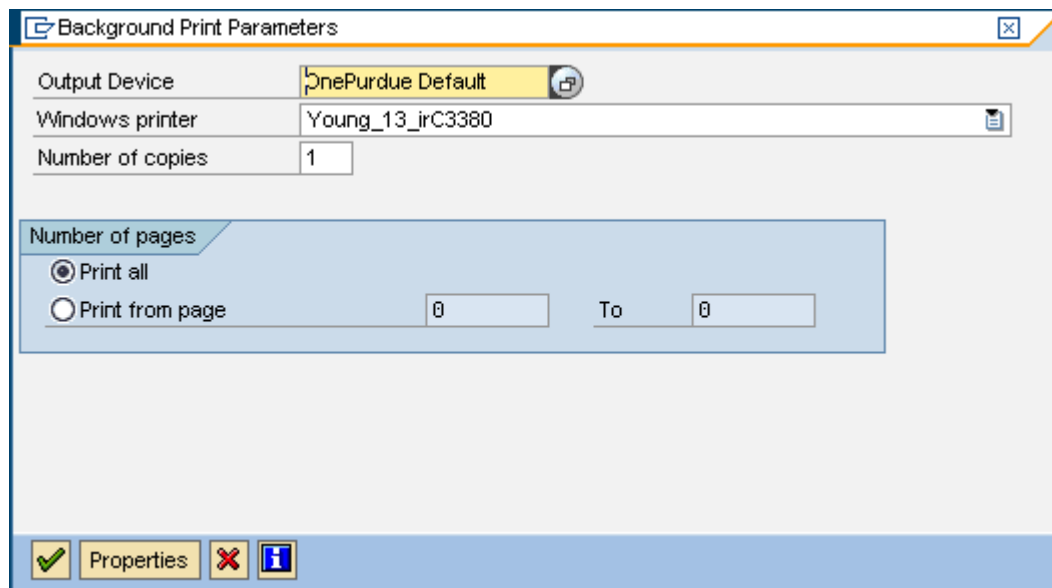
6) The following screen will appear.



7) Review the dates in the Others/Posting Date section. Enter the dates for the previous month. Click on the Dynamic Selection Icon. The following box will appear. Enter your fund center(s) below on the fund center line. **IMPORTANT NOTE: DO NOT CHANGE ANY CRITERIA IN THE STAT. INDICATOR or COMMITMENT ITEM ACCOUNT FIELDS.** Once fund center(s) are entered click the save icon

- 8) This will take you back to the initial selection screen. Next, click Program>Execute in Background as shown below

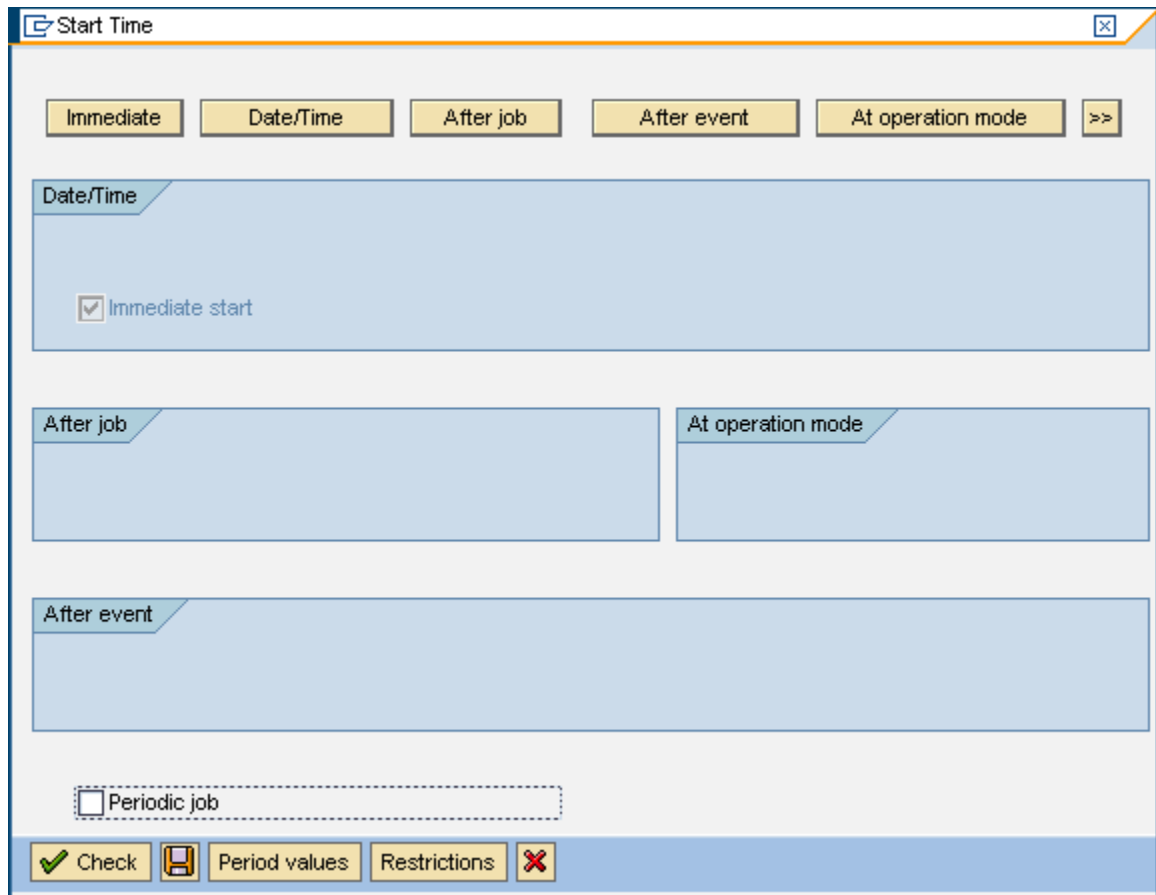


- 9) The following screen will appear. Verify that the Output Device says OnePurdue Default and click the green check mark. You will most likely have a different printer in the Windows printer field, this is not an issue.



10) The following screen will appear, click the icon labeled Immediate.  Then click the save icon 

Important Note: Do not check the Periodic job.



Start Time

Immediate Date/Time After job After event At operation mode >>



Date/Time

Immediate start

After job At operation mode

After event

Periodic job

Check  Period values Restrictions 

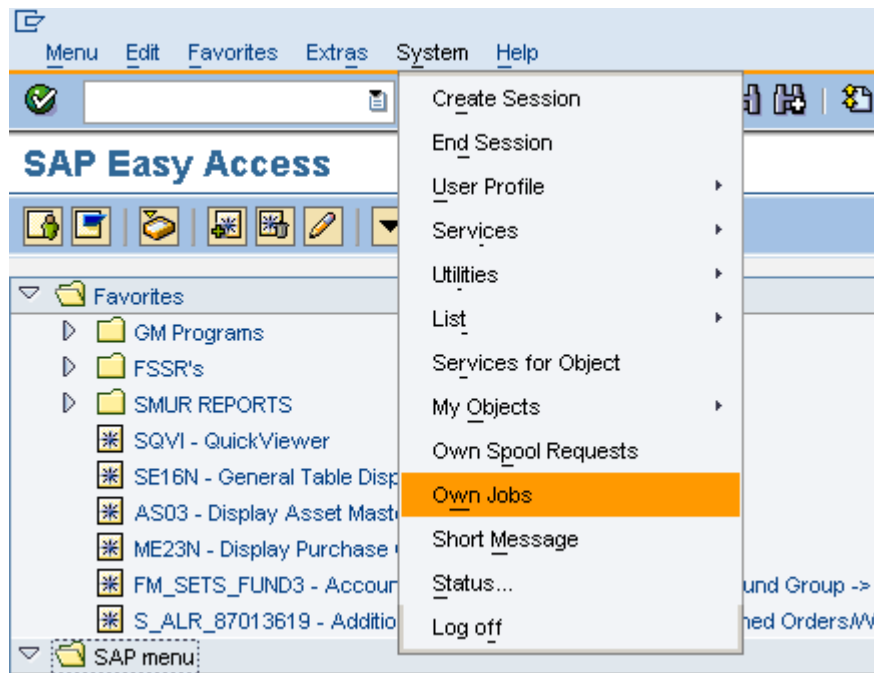
- 11) This will take you back to the transaction screen, at the bottom of the screen you should see the note stating the Background job has been scheduled.

The screenshot shows the 'Others' section of an SAP transaction screen. It includes the following fields and options:

- Posting Date: 01/01/2011
- to: 01/31/2011
- Reference Document Number: (empty)
- to: (empty)
- Passthrough Consolidation

At the bottom of the screen, a status bar displays a green checkmark and the message: "Background job was scheduled for program RFGMLINEITEMS".

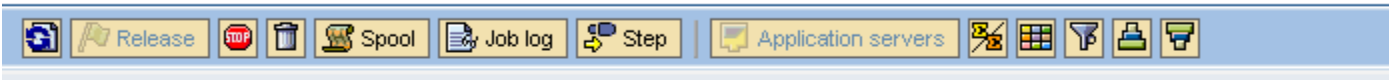
- 12) Next exit out of the transaction and return to the SAP main screen. From here select System>Own Jobs as shown below



- 13) This will take you to the following screen. This screen contains all background jobs you have run or are running. It stores jobs for eight days. All jobs pertaining to the Questionable Transaction Report should be named RFGMLINEITEMS in the Job column.

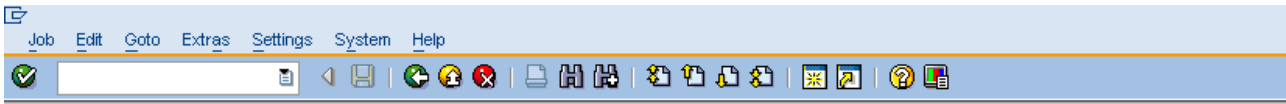
If your status is active as shown below it means the job is still processing. You can see the number of seconds the job has run for under the duration column

Job Overview

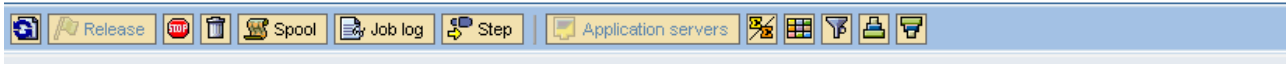



Job	Spool	Job Doc	Job CreatedB	Status	Start date	Start ti
RFGLINEITEMS			BENNETTB	Active	02/23/2011	11:28:51
*Summary						


14) . Once complete the status will switch to Finished, click the spool icon 




Job Overview





Job	Spool	Job Doc	Job CreatedB	Status	Start date	Start time	Duration(sec.)
RFGLINEITEMS			BENNETTB	Finished	02/23/2011	11:28:51	719
*Summary							719

The following screen will appear, click the icon . This will take you to the results.



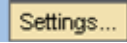
Output Controller: List of Spool Requests




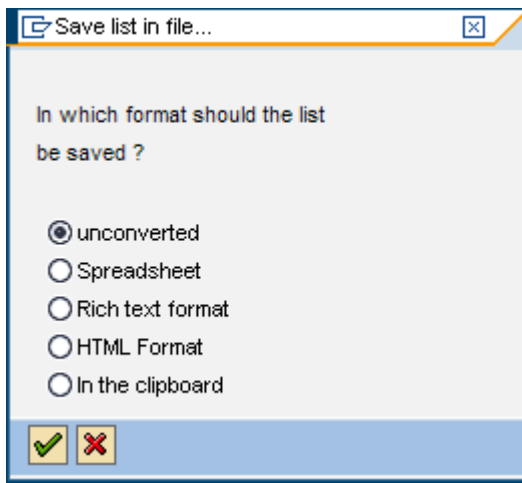
Spool no.	Type	Date	Time	Status	Pages	Title
5694		02/23/2011	11:59	Waiting	1	LIST1S ONEP RFGLINEIBEN

Results are shown below. Notice how the screen above lists the number of pages; in this case we only had 1 page. The output will initially only show the first 10 pages. If your job has more than ten pages we have to change a setting to see all the results.

Funds Ctr.	Fund	Grant	Sp. Prog.	Sp. Class	Cmnt Item	Period	Pstng Date	RefDocumnt	VT	T. Curr.	User	Text
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	14,339.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	7,350.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	6,385.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	9,268.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	7,355.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	9,414.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	11,450.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	3,500.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	3,250.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/04/2011	103588960	99	4,775.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/11/2011	103599783	99	2,500.00	SMITH395	Banner
4027006000	41010000	102760	8000020352	78499	558020	7	01/15/2011	103609362	99	1,710.00	SMITH395	Banner

To see more than 10 pages click the settings button  and the following screen will appear. See how the Display Area has from page 1 to page 10. You would need to change the "To page field" to the number of pages listed above and click the green check mark.

Once you have all the data system you can either print directly or export to excel. To export to excel click the icon  The following screen will appear. You can select either unconverted or Spreadsheet and then click the green check mark



The following screen will appear; from here you can indicate where to save the file. After selecting you location click the generate icon and the file we be exported

