

AASIS ZCMT REPORT

Enter ZCMT in the query box and hit "enter." The below screen will appear:

Open Commitment Item Report

Document selection

☒ FM related documents
☒ FI invoices

Fiscal Year: 2015 to

Fund: PHD0000 to

Funds Center: to

Commitment Item: to

Functional Area: to

Requisition: to

Purchase Order: to

Invoice: to

Completion Indicator: to

Deletion Indicator: to

Fiscal year change status: to

Period: to

FM posting date: to

Cost Center: 602040 to

Order: to

VBSS Element: to

Vendor: to

Payment Status: to

Enter the fiscal year, fund (usually PHD0000), the cost center and/or internal order. Click the "clock" icon.

This is how the information is displayed. You will want to set up your own variant.

Open Commitment Item Report

09/25/2014 13:14:18

RefDocNo	Item	FM postg d.	Vat type text	2 Commitment Text	Fund	Fund...	Commit Item
4501266267	1	07/01/2014	Purchase Orders	140.81	PHD0000	34P	502-00-02
4501457450	1	07/11/2014	Purchase Orders	1,687.33	PHD0000	34P	502-00-02
4501459541	1	07/16/2014	Purchase Orders	2,870.41	PHD0000	34P	502-00-02
4501459561	2	07/16/2014	Purchase Orders	720.71	PHD0000	34P	502-00-02
4501459561	3	07/16/2014	Purchase Orders	2,857.98	PHD0000	34P	502-00-02
4501459561	4	07/16/2014	Purchase Orders	712.99	PHD0000	34P	502-00-02
4501459561	5	07/16/2014	Purchase Orders	745.56	PHD0000	34P	502-00-02
4501459561	6	07/16/2014	Purchase Orders	186.39	PHD0000	34P	502-00-02
4501459561	7	07/16/2014	Purchase Orders	745.56	PHD0000	34P	502-00-02
4501459561	8	07/16/2014	Purchase Orders	186.39	PHD0000	34P	502-00-02
4501459561	9	07/16/2014	Purchase Orders	404.61	PHD0000	34P	502-00-02
4501459561	10	07/16/2014	Purchase Orders	124.26	PHD0000	34P	502-00-02
4501459561	11	07/16/2014	Purchase Orders	1,863.90	PHD0000	34P	502-00-02
4501459561	12	07/16/2014	Purchase Orders	472.19	PHD0000	34P	502-00-02
4501459561	13	07/16/2014	Purchase Orders	745.56	PHD0000	34P	502-00-02
4501459561	14	07/16/2014	Purchase Orders	186.39	PHD0000	34P	502-00-02
4501459561	15	07/16/2014	Purchase Orders	745.56	PHD0000	34P	502-00-02
4501459561	16	07/16/2014	Purchase Orders	186.39	PHD0000	34P	502-00-02
4501459561	17	07/16/2014	Purchase Orders	8,785.18	PHD0000	34P	502-00-02
4501459561	18	07/16/2014	Purchase Orders	2,199.40	PHD0000	34P	502-00-02
1000643113	1	07/22/2014	Purchase Requisitions	12,070.00	PHD0000	34P	502-00-02
1000643113	2	07/22/2014	Purchase Requisitions	3,591.00	PHD0000	34P	502-00-02
1000643117	1	07/22/2014	Purchase Requisitions	1,015.00	PHD0000	34P	502-00-02
1000643189	1	07/22/2014	Purchase Requisitions	4,610.00	PHD0000	34P	502-00-02
4501451416	1	07/21/2014	Purchase Orders	1,329.00	PHD0000	34P	502-00-02

AASIS ZCMT REPORT

This is how my variant is set up. It's called "KW ZCMT" but I don't know if you will have access to it.

Open Commitment Item Report

KHWTUM07/25/2014 13:16:44

Cost Center	Order	RefDocNo	R/Item	FM pstg d.	Commitment	Commit Item	Vendor Name	Text
609040	ASGR00XX	4501366367	1	07/01/2014	140.61	502:00:02	STANDARD BUSIN	COPIER, DIGITAL, EACH
609040	ASGR00XX	4501457450	1	07/11/2014	1,687.32	502:00:02		COPIER, DIGITAL, EACH
609040	ASGR00XX	4501459561	1	07/16/2014	2,870.41	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	2	07/16/2014	720.71	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	3	07/16/2014	2,857.98	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	4	07/16/2014	712.99	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	5	07/16/2014	745.56	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	6	07/16/2014	186.39	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	7	07/16/2014	745.56	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	8	07/16/2014	186.39	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	9	07/16/2014	484.61	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	10	07/16/2014	124.26	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	11	07/16/2014	1,863.90	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	12	07/16/2014	472.19	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	13	07/16/2014	745.56	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	14	07/16/2014	186.39	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	15	07/16/2014	745.56	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	16	07/16/2014	186.39	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	17	07/16/2014	8,785.18	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	4501459561	18	07/16/2014	2,199.40	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	1000683113	1	07/22/2014	12,870.00	502:00:02	SOFTWARE HOUS	LICENSE, SOFTWARE
609040	ASGR00XX	1000683113	2	07/22/2014	3,591.00	502:00:02		LICENSE, SOFTWARE
609040	ASGR00XX	1000683117	1	07/22/2014	1,015.00	502:00:02		SOFTWARE MAINTENANCE, MISC
609040	ASGR00XX	1000683180	1	07/22/2014	4,810.00	502:00:02		VIDEO CONFERENCING
609040	ASGR00XX	4501461416	1	07/21/2014	1,329.80	502:00:02	SOFTWARE HOUS	SOFTWARE MAINTENANCE, MISC

Export it to an Excel spreadsheet by choosing "List" "Export" "Spreadsheet" or Shift F9.

The below box will appear... I like using the option in the screen shot below.

Select Spreadsheet

Formats:

☐ Excel (in MHTML Format)

☐ OpenOffice (in OpenDocument Format 2.0)

☒ Select from All Available Formats

Excel (in Office 2007 XLSX Format)

☐ Always Use Selected Format

OK Cancel

Navigate to where you want to save the export.

Two boxes will appear one right after the other that has something to do with the SAP GUI Security. Just click "Allow" on both. It doesn't seem to help if you check the box "Remember My Decision."