
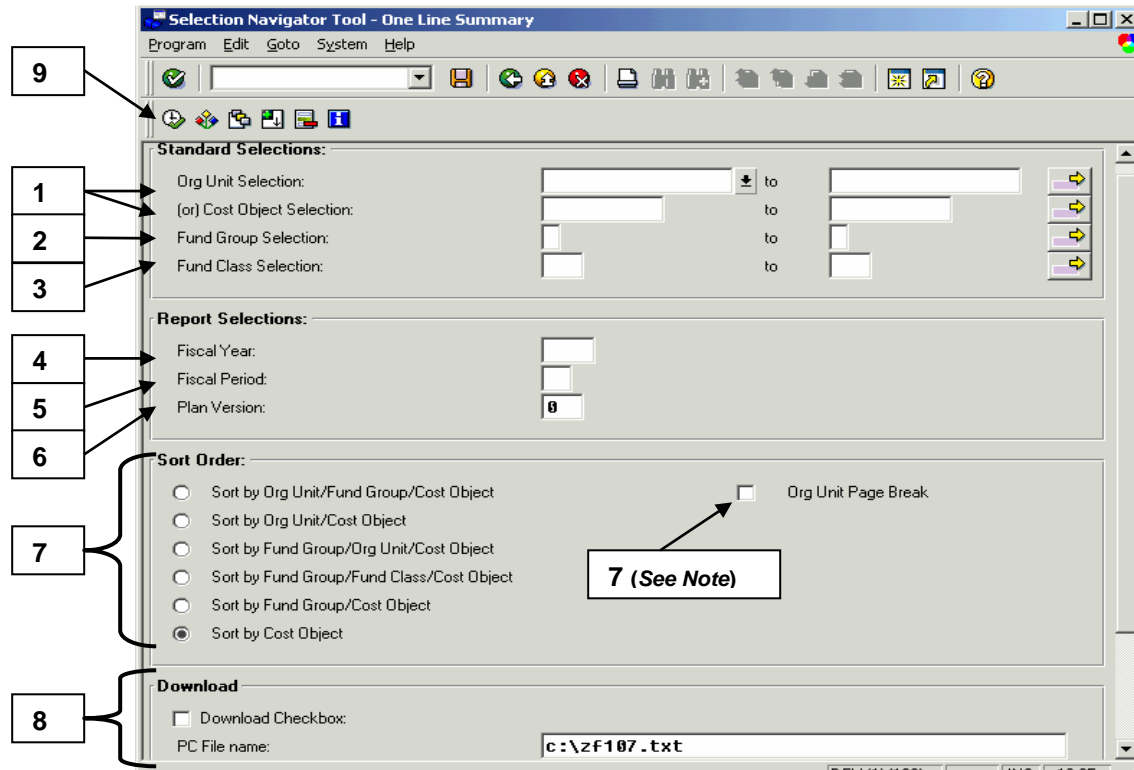


University All Funds One Line Summary (OLS) Report - Quick Reference


To navigate to the All Funds One Line Summary selection screen:

From the SAP R/3 System screen, enter transaction code **ZF107** in the Command field; click on the  **Enter** button. You can also get to the report through Reporting Tree **ZFR1 – Univ. Organizational Reporting > All Funds - One Line Summary**




The screenshot shows the 'Selection Navigator Tool - One Line Summary' window. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into sections: 'Standard Selections' with fields for Org Unit Selection, (or) Cost Object Selection, Fund Group Selection, and Fund Class Selection; 'Report Selections' with fields for Fiscal Year, Fiscal Period, and Plan Version; 'Sort Order' with radio buttons for different sorting methods and a checkbox for 'Org Unit Page Break'; and 'Download' with a checkbox for 'Download Checkbox' and a 'PC File name' field. Numbered callouts point to specific elements: 1 points to the Org Unit Selection field; 2 points to the (or) Cost Object Selection field; 3 points to the Fund Group Selection field; 4 points to the Fiscal Year field; 5 points to the Fiscal Period field; 6 points to the Plan Version field; 7 points to the Sort Order radio buttons and the Org Unit Page Break checkbox; 8 points to the Download checkbox and PC File name field; 9 points to the Execute button (a green checkmark icon).

1. Enter a value(s) in one of the two fields as outlined below:

- Enter the desired **top or lower level BFR code (10 digits)** in the first **Org Code Selection** field to select all the cost objects associated with that particular BFR code or grouping (**DO NOT ENTER A RANGE**).
OR
- Enter one or more **Cost Objects (7 digit Cost Centers, Profit Centers, or WBS Elements)** in the **Cost Object Selection:** field (use  **Multiple Selection** button if needed).

2. *Optional:* If entering a BFR code or range of Cost Objects, enter a **Fund Group** from the list below to narrow the report to cost objects for a certain fund group.

A	Allocated Funds (4xxxxxx)		L	Loan Funds (5xxxxxx)
E	Endowment Funds (6xxxxxx)		P	Plant Funds (7xxxxxx)
G	Agency Funds (8xxxxxx)		R	Current Restricted Funds (3xxxxxx)
I	Pooled Investments (9xxxxxx)		U	Current Unrestricted Funds (1xxxxxx)

3. *Optional:* If entering a BFR code or range of Cost Objects, enter a **Fund Classification** to narrow the report to cost objects for a certain fund classification (see  **Drop down** for field if needed).

4. Enter the desired **Fiscal year** (required field).

5. Enter the **Fiscal Period** (required field).

Note: This report is **year-to-date** and contains plan (budget) data, so the **last closed fiscal period** that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12 - 14, and period 15 adjustments from outside auditors.

6. Enter **0** (Current or Flex) in the **Plan version** field.

7. Click on the desired radio button in the **Sort Order:** section to select how the report should be sorted.

Note: If choosing a sort option by org. unit (first 3 options), click in the checkbox beside **Org Unit Page Break** if you want a page break for each org unit included on the report.

8. *Optional:* To automatically download the report into a software like Excel as the report is executed, click in the box beside **Download Checkbox** to select, then enter a location (directory) and file name in the **PC File name** field.

9. Click the  **Execute** button or press **F8** to display the *One Line Summary* report.

University One Line Summary (OLS) Report - Quick Reference (cont.)

Cost Object	Description	Org Unit	Fnd Grp	Fnd Cls	Tp	Beginning Balance (A)	YTD Activity Revenue (B)	YTD Activity Expense (C)
1409900	TEL/COM-UNIV TEL SYS	3254201020	U	036	PC	-	126,810.37	0
1573123	ACCOUNTING SERVICES	3224000202	U	064	CC	-	0.00	510,545
3939494	DCRI CERT COORD SUB1	6860505099	R	R24	WB	108,261.05	224,573.26	33,360
** Grand Total							97,762.89	477,184

10. Use the **horizontal scroll bar** to view all columns as outlined below:

Cost Object	The seven digit Cost Object number (i.e., fund code). Includes all Cost centers, Profit Centers, and WBS Elements / Projects that were entered on the selection screen and valid in R3 as of the date report executed .
Description	The description of the Cost Object.
Org Unit	The ten digit Organizational Unit number for the Cost Object (i.e., the BFR code – replaces Component).
Fnd Grp	A one digit identifier of the Fund Group for the cost object (e.g., R = Current Restricted Funds, A = Allocated Funds, etc.).
Fnd Cls	A three digit identifier of the Fund Class for the cost object which further defines the type of fund (e.g., R24 = Sponsored Research)
Tp	A two digit identifier of the Type of cost object (i.e., CC = Cost Center, PC = Profit Center, WB = WBS Element or Project).
Beginning Balance (A)	The beginning fund equity balance for each cost object selected. (A positive number represents an overdraft)
YTD Activity Revenue (B)	YTD Revenue for each cost object as of the fiscal period and fiscal year selected (a credit (-) indicates an increase of revenue).
YTD Activity Expense (C)	YTD Expense for each cost object as of the fiscal period and fiscal year selected (a debit / positive number indicates an increase of expense).
Ending Balance (A+B+C)	Total of Beginning Balance (A) + Revenue (B) + Expense (C) , calculated for all cost objects EXCEPT those assigned to Fund Group U . For cost objects with a beginning balance , this is the fund balance for the life of the cost object . A positive number represents an overdraft .
Annual Plan (D)	Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A)
Remaining Plan (E)	Annual Plan (D) less YTD Revenue (B) and Expense (C) . For cost objects with an annual plan (budget) this is what is left of the plan for the year

11. To **vertically scroll** through this report, use the following buttons:



First Page (Ctrl+Page up) to scroll to cover page



Next Page (Page down) to scroll to next page..



Previous Page (Page up) to scroll to previous page



Last Page (Ctrl+Page down) to scroll to last page.

To drill down and view more details for one Cost Object:

12. Double click anywhere on the line (row) of the desired **Cost Object** to access a report specific to the chosen cost object.

*Note: **The look of the report will vary based on the type of cost object chosen**, i.e., cost center, profit center, or WBS element (project) report. In the drilldown process, the Cost Element report will reflect only current activity, not beginning or ending balances.*

13. Double click on the **amount** in the column (**either Current Mo. Actual or YTD Actual**) for the desired **Cost Element**..

14. Double click on the **type of line item report**, if prompted.

*Note: The **Choose Report** dialog box selections (e.g. Actual Line Items or Plan Line Items) may vary depending on the Cost Object type. Once in the line item report, review the columns of information available.*

15. Click on the  **Back** button as many times as needed to exit the drill down and return to previous report screens.

*Note: If a dialog box prompts to exit the line item report, click the **Yes** button, unless otherwise preferred. If a dialog box prompts to save an extract, click the **No** button.*

To exit the report when ready:

16. Click on the  **Exit** button or press **Shift+F3** until the initial R/3 screen is displayed.