
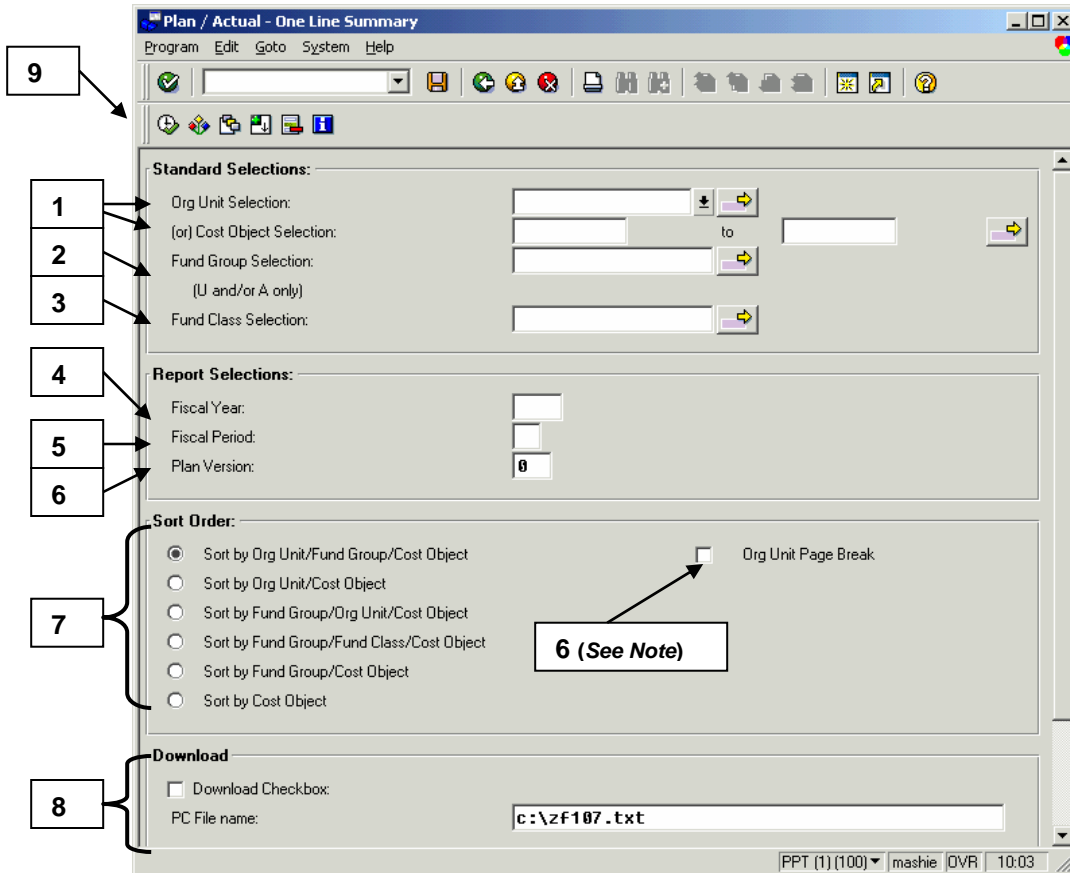


University Plan/Actual One Line Summary Report - Quick Reference

To navigate to the Plan/Actual One Line Summary selection screen:



From the SAP R/3 System screen, enter transaction code **ZF127** in the Command field; click on the  **Enter** button. You can also get to the report through Reporting Tree **ZFR1 – Univ. Organizational Reporting > Plan/Actual One Line Summary**





Plan / Actual - One Line Summary

Program Edit Goto System Help


Standard Selections:

Org Unit Selection:  

(or) Cost Object Selection: to 

Fund Group Selection: 

(U and/or A only)

Fund Class Selection: 

Report Selections:

Fiscal Year:

Fiscal Period:

Plan Version:

Sort Order:

☒ Sort by Org Unit/Fund Group/Cost Object

☐ Sort by Org Unit/Cost Object

☐ Sort by Fund Group/Org Unit/Cost Object

☐ Sort by Fund Group/Fund Class/Cost Object

☐ Sort by Fund Group/Cost Object

☐ Sort by Cost Object



☐ Org Unit Page Break

Download


☐ Download Checkbox:

PC File name:

PPT (1) (100) mashie OVR 10:03

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 BFR 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: 1xxxxxx or 4xxxxxx ONLY)** 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** (Allocated Funds, 4xxxxxx) AND/OR **U** (Current Unrestricted Funds, 1xxxxxx) in the **Fund Group** field.
3. *Optional:* If entering a BFR code or range of Cost Objects, enter a **Fund Class (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 – e.g., 2003 = Fiscal year of July 1, 2002 to June 30, 2003)
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 *Budget / Actual One Line Summary* report (**see next page**).

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

Cost Obj	Description	Org Unit	Current Period			Year-to-Date Perio	
			Plan (A)	Actual (B)	Variance (A-B)	Plan (C)	Actual (D)
1409900	TEL/COM-UNIV TEL SVS	3254201020	39,725-	13,311.05-	26,413.95-	127,700-	128,692.97-
1573123	ACCOUNTING SERVICES	3224000202	58,461	56,128.00	2,333.00	499,980	510,545.00
** Grand Total			18,736	42,816.95	24,080.95-	372,280	381,852.03

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 Cost centers and Profit centers beginning with 1xx and 4xx 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 Code).
Current Period – Plan (A)	The total plan (budget) for revenue and/or expense for the fiscal period selected.
Current Period – Actual (B)	The total actual revenue and/or expense for the fiscal period selected.
Current Period – Variance (A-B)	The variance or difference between the total plan and actual amounts for the fiscal period selected.
Year to Date – Plan (C)	The year to date plan (budget) for revenue and/or expense through the fiscal period selected.
Year to Date – Actual (D)	The year to date actual revenue and/or expense through the fiscal period selected.
Year to Date – Variance (C-D)	The year to date variance or difference between the plan and actual amounts through the fiscal period selected.
Annual Plan (G)	Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A)
Plan vs. Actual (G-D)	The variance or difference between the total plan and actual amounts for the fiscal period selected.
Util. % (D/G)	The YTD Actual as a percentage (%) of annual Plan / budget (i.e., percent of how much has been utilized) for the fiscal period selected.

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 or profit center. In the drilldown process, the Cost Element report will reflect only current activity, not beginning or ending balances.**

13. Continue to double click on desired line items to view more details and/or view the original or supporting documents.

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 and refer to the Chapter X Report Drilldown Options handout if needed.**

14. 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:

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