
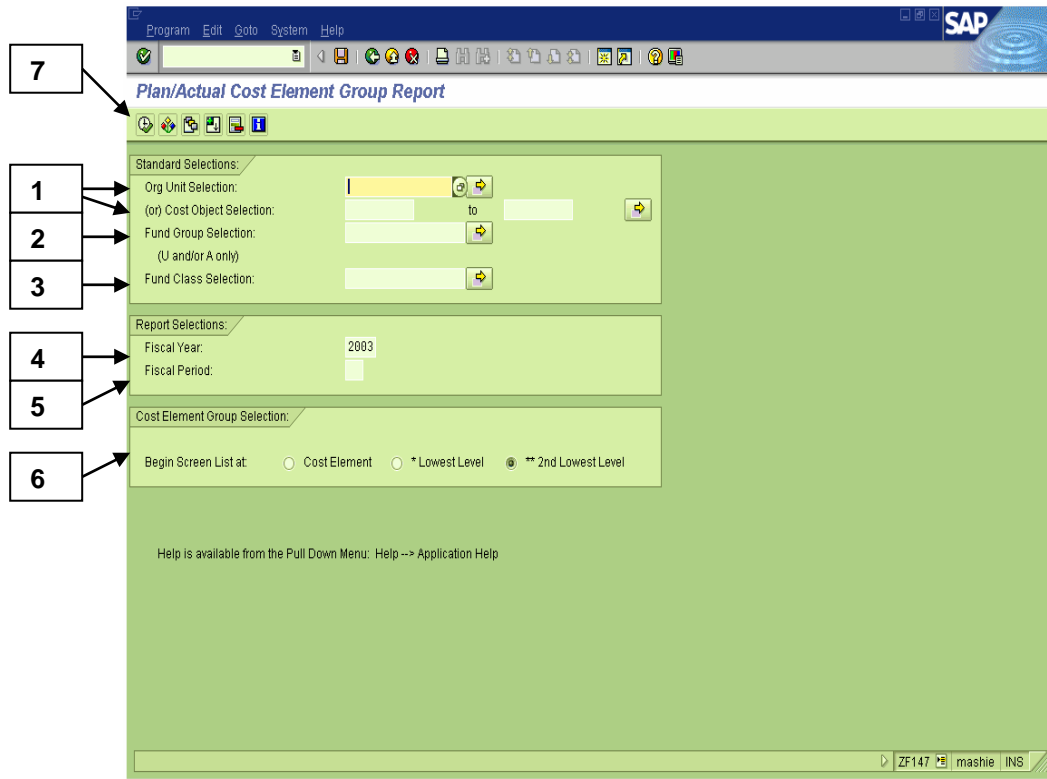




## University Plan/Actual Cost Element Group Report - Quick Reference


To navigate to the Plan/Actual Cost Element Group selection screen:

From the SAP R/3 System screen, enter transaction code **ZF147** 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**.



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, or WBS Elements)** in the **Cost Object Selection:** field (use  **Multiple Selection** button if needed). This report is valid only for funds beginning with 1xx (Unrestricted) or 4xx (Allocated).
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 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. Click on the radio button beside **Begin Screen at** to select the desired choice.
 

*Note:* The options are **Cost Element**, **\*Lowest Level** (low level subtotals) and **\*\*2<sup>nd</sup> Lowest Level** (higher level subtotals).
7. Click the  **Execute** button or press **F8** to display the *Budget / Actual One Line Summary* report (see next page).

## University Plan / Actual Cost Element Group Report - Quick Reference (cont.)

Cost Element Subgroup Description	Plan (A)	Actual (B)	Variance (A-B)
** Tuition			
** Student Fees			
*** Income from Students			
** Contributions			
** Endowment and Investment Income	92-	44.39-	47.61-
** Grants, Contracts & Similar Agreement			
** Auxiliary & Other Revenue			
*** Other Revenue	92-	44.39-	47.61-
**** Total Revenue	92-	44.39-	47.61-

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

Cost Element Subgroup Description	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 <b>date report executed</b> . The Cost Element Subgroup will vary depending on the radio button selected on the Begin Screen step (see #8 on page 1.)
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.
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.

9. 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 a Cost Element Subgroup:

10. Double click anywhere on the line (row) of the desired **Cost Element Subgroup Description** to review more specific subgroups.

*Note:*

*If the selection is made at the two star level then you can drill down to the one star level then you can continue to drill down to the cost object (fund) is reached. From there you can drill down to the line items. Continue to double click on desired cost elements to review what cost objects comprise the one star level.*

11. 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:

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