SAP Cost Object Reporting

**Profit Center: Plan Actual Comparison Curr./Cumm. (also known as the Budget Variance Report)**

- Includes actual revenues and expenses by profit center and G/L account.
- Compares plan (budget) to actual amounts for the current period and YTD (cumulative through current period).
- Is not an ideal report to use for drilling into and analyzing the details for expenses. Use cost center reports for that function.
- Used for the preparation of the Budget Variance Report when exported to Excel, as may be required by Hospital and Health System Finance areas.

**Cost Centers: One Line Summary Mo / YTD**

- Includes actual EXPENSES only for the Health System.
- Compares plan (budget) to actual expenses for the current period and YTD (cumulative through current period).
- Provides a one line summary of expenses for each cost center chosen.
- Can use for drilling into and analyzing more details for expenses for each cost center and at the transaction level.

**Cost Centers: Current / Cumulative Comparison**

- Includes actual EXPENSES only for the Health System.
- Compares plan (budget) to actual expenses for the current period and YTD (cumulative through current period).
- Provides a detailed view of expenses by cost element and cost element groups for each cost center chosen.
- Is equivalent to the drill-down report from the Cost Centers: One Line Summary Mo/YTD report.
- Can use for drilling into and analyzing more details for expenses for each cost center and at the transaction level.

**Cost Centers: Actual/Plan/Commitment**

- Includes ACTUAL EXPENSES and COMMITMENTS (i.e. encumbrances or expenses that are in progress but not yet incurred).
- Compares the total of actual expenses and commitments to the plan (budget), and provides the available balance of funds.
- Can be generated either for the current period OR a cumulative view through the period selected in the from and to Period fields.
DUHS Multi Year Report by Project w/ Stat Posting

- Provides financial data for Capital Projects, such as construction projects, renovations, or equipment.

- Also provides financial data for temporary restricted net assets (the WBS Elements beginning with 30903xxxx, 50903xxxx, etc.) and permanently restricted net assets (the WBS elements beginning with 30904xxxx, 50904xxxx, etc.)

- Compares the total of actual expenses to the plan (budget), and provides the available balance of funds across the life of the project (multi year).

- Provides drilldown capability to further analyze amounts on the report.
On the Plan Actual Comparison Curr./Cumm.: Selection screen:

1. Enter DUKE in the Controlling area field (if not defaultted).
2. Enter the desired fiscal year in the Fiscal Year field.
3. Enter the LAST CLOSED FISCAL PERIOD in the Current period field (especially if using plan version = 0, flex budget).
4. Enter either a 0 (Flex or revised) or 1 (Original or fixed) in the Plan version field.
5. In the Profit center fields (Group or Single Values), choose one of the following options depending on your needs:
   - Enter a Profit center group (8 digits) in the Profit Center (Group) field (first field listed).
   - Enter a single Profit center (9 digits) in the Single Values field (second field listed – can also enter a range or use the Multiple Selection button to enter more than one Profit center if needed).
6. Enter HSRPT in the Account (group, i.e. cost element group) field.

Note: A single six digit G/L account (e.g., 646500) or multiple six digit accounts may also be entered in the Or Values field if desired.
7. Click on the **Execute** button (F8) to display the **Plan Actual Comparison Curr./Cumm.: Result** screen (shown below).

8. In the **Selection of set** dialog box, double click on the second group listed - HSRPT with a Set class of **Account Group**.

### On the **Profit Ctr Plan Act Comp Curr/Cumm** screen:

![Profit Center Plan Actual Comparison Screen]

**Note:** If more than one Profit Center was selected for this report, then the subtotals and totals are consolidated for all Profit Centers selected. To see each individual Profit Center with individual totals, refer to steps on next page. This report is **not ideal for drilling down to line items and document details**. Use cost center reports for the drill down.

9. Review the columns as outlined below:
   - The **first three columns** compare Plan (budget) to actual revenue and expense for the fiscal period selected.
   - The **second three columns** compare Year-to-Date Plan (budget) to actual revenue and expense through the fiscal period selected.
10. To vertically scroll through this report, use the following buttons:
   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.

To see which Profit Centers are included on this summary report and navigate to a *variation* of the report for just one Profit Center:

*Note:* This function is only available and useful on consolidated reports where more than one Profit Center is included on the report.

11. Click on the **Navigation** button to display the Variation: Profit Center screen (if not already displayed – see note below).

*Note:* This button toggles between turning the navigation window “on” and “off” on the left side of the screen.

12. Click on the **button** to **expand the groups** if applicable.

13. **Locate the desired Profit Center** by navigating through the graphical hierarchy (open folders if needed).

14. **Double-click on the line** for the desired Profit Center.

15. To scroll through other Profit Centers (same level), use the following:
   - **Left** button or press **Ctrl+Shift+F2**
   - **Right** button or press **Ctrl+Shift+F3**

16. To move up or down the hierarchical levels, use the following:
   - **Previous level** button (**Ctrl+Shift+F1**)
   - **Next level** button or press **Ctrl+Shift+F4**
Variation: To return to the original report setting (consolidated):

17. Double click anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree.

   Note: Another option is to click on the Previous level button until the original level is reached.

To collapse or expand line items above subtotal and total lines:

18. To collapse or hide detailed lines above a subtotal (highlighted in color), click on the Collapse button to the left of a subtotal.

19. To expand or show the lines again, click on the Expand button to the left of a subtotal that is collapsed.

   Note: To collapse or expand all items above all subtotal lines, follow menu path View → Expand report fully or View → Collapse report fully.
OPTIONAL STEPS

20. **OPTIONAL:** Print the report if desired (see the *Printing a Report* section of manual).

21. **OPTIONAL:** If a Clinical Business Unit (Duke Hospital), export the report to Excel to prepare the Budget Variance report (see the *Exporting a Report* section of manual – System → List → Save → Local File).

   *Note:* This report has a blank header page that may export to Excel. Therefore, blank lines will appear at the top of the Excel spreadsheet. Scroll or page down until the exported data is displayed and delete the blank lines from the Excel spreadsheet if desired.

To exit the report when ready:

22. Click on the Back button (**F3**) to display the Query: *Save extract* dialog box.

23. Click the NO button (do not save an extract) to display the Z001 Plan Actual Comparison Curr./Cumm.: Select screen.

24. Click on the Exit button (**Shift+F3**) until the initial SAP screen is displayed.
Cost Centers: One Line Summary Mo/YTD (ZFR1Q)

Via User Menu: Financials → DUHS Reporting Cost Object Reporting → Cost Centers: One Line Summ Mo/YTD w Stat Rev. (Transaction Code ZFR1Q)

On the One Line Summ Mo/YTD with Stat Rev: Selection screen:

1. Enter DUKE in the Controlling area field.
2. Enter the desired Fiscal year.
3. Enter the fiscal period(s) in the From period and To period fields.
   Note: If plan version 0 (Flex budget) is used per next step, enter Period 1 to the last closed fiscal period for YTD plan to actual data. Flex budgets are loaded at fiscal month end, so it will be unavailable in a current open fiscal month. If only one period is desired, use the same period in the From and To fields.
4. Enter either a 0 (Flex or revised) or 1 (Original or fixed) in the Plan version field.
5. In the Cost center fields (Cost Center Group / OR Values), choose one of the following options depending on your needs:
   - Enter a Cost center group (8 digits) in the Cost center group field.
   - Enter a single Cost center (9 digits) in the Or Values field (enter a range or use the Multiple Selection button to enter more than one Cost center if needed).
6. Enter **HSRPT** in the **Cost element group** field.

   *Note: A single six digit cost element, (i.e. G/L account, e.g., 646500), range of cost elements, or multiple cost elements may also be entered in the last Or value(s) field if desired.*

7. Click the **Execute** button to execute the report and display the **One Line Summ Mo/YTD** screen (shown below).

**On the Cost centers: One Line Summ Mo/YTD: Result screen:**

8. Use the **horizontal scroll bar** to review the columns as outlined below:
   - The **first three columns** compare **Plan (budget) to actual expense** for the **fiscal period selected**.
   - The **second three columns** compare **Year-to-Date Plan (budget) to actual expense through the fiscal period selected**:

9. To vertically scroll through this report, use the following buttons:
   - **First Page** *(Ctrl+Page up)* to scroll to the top cover page.
   - **Next Page** *(Page down)* to scroll to the next page.
   - **Previous Page** *(Page up)* to scroll to the previous page.
   - **Last Page** *(Ctrl+Page down)* to scroll to the last page.
Cost Centers: One Line Summary (cont.)

From this report, to drill down to a report for one cost center and view the cost element items for that cost center in more detail:

10. Double-click on the appropriate amount for the cost center line and the column as outlined below:
   - The amount in the *Cur Mo. Var* (Current Month variance) column to see just the current period (3 in the example above).
   - OR the amount in the *YTD Var.* (YTD variance) column to see the all the periods (1-3 in the example above).

11. In the Select Report dialog box (shown above), double click on the Cost centers: Actual/plan/variance option.

12. On the Cost Centers: Actual/Plan/Variance report screen (above), review the columns of data for the individual cost center at the cost element level.
   - The columns compare actual expense to the Plan (budget) for the fiscal period selected. A positive amount in the Var. (abs.) column indicates that actual amounts are OVER the Plan (budget).
From the cost element level report, to drill down and view the actual line item details:

13. Choose one of the options depending on your needs:

   - To view the line items for one cost element, double click on the dollar amount in the Act. Costs (Actual costs) column for that cost element.

   - To view the line items for a cost element group, double click on the dollar amount for the cost element group like Total Non-Medical Supplies (shaded in light yellow) in the Act. Costs (Actual costs) column.

   - To view the line items for all cost elements, scroll to the bottom of the report and double click on the very last total amount (shaded in dark yellow) in the Act. Costs (Actual costs) column.

15. On the *Display Actual Cost Line Items for Cost Centers* report screen (shown above), review the columns of data as needed.

*Note:* The columns and navigational tips for this line item report are outlined in the Guide under the Cost Center: Actual Line Item report. Depending on the Layout defaulted (see header of report), the columns and subtotals of the report may vary.

**To drill down to the document level for a line item amount:**

16. Double click anywhere on a specific line item to display one of various document screens.

*Note:* Once in a document, use the appropriate buttons to display other information.

**To return to the original view of the report (one line summary):**

17. Click the Back button to return to the *Display Actual Cost Line Items for Cost Centers* screen.

18. Click the Back button again and click the Yes button to exit the list and return to the Cost centers: actual/plan/variance: Result screen.

19. Click the Back button again and click the Yes button to exit the report and return to the One Line Summary Mo/YTD: Result screen.

**To exit the report when ready:**

20. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Cost Centers: Current / Cumulative Comparison (ZFR1F)

Via User Menu: Financials → DUHS Reporting → Cost Object Reporting → Cost Centers: Current/Cumulative Com (Transaction Code ZFR1F)

On the Cost Centers: Current/Cumm. With Stat Rev.: Selection screen:

1. Enter DUKE in the Controlling Area field.
2. Enter the desired fiscal year in the Fiscal Year field.
3. Enter the fiscal period in the Period field.
   
   **Note:** If plan version 0 (Flex budget) is used per next step, enter **Period 1 to the last closed fiscal period** for YTD plan to actual data. Flex budgets are loaded at fiscal month end, so it will be unavailable in a current open fiscal month. **If only one period is desired, use the same period in the From and To fields.**

4. Enter either a 0 (Flex or revised) or 1 (Original or fixed) in the Plan version field.
5. In the Cost center fields (Cost Center Group / OR Values), choose one of the following options depending on your needs:
   - Enter a **Cost center group (8 digits)** in the Cost center group field.
   - Enter a **single Cost center (9 digits)** in the Or Values field (may enter a range or use the Multiple Selection button to enter more than one Cost center if needed).
6. Enter HSRPT in the Cost element group field.

Note: A single six digit cost element, (i.e. G/L account, e.g., 646500), range of cost elements, or multiple cost elements may also be entered in the last Or value(s) field if desired.

7. Click the Execute button to execute the report and display the Cost centers: Actual/plan/commit. screen (see below).

On the CCtrs: Current/Cumm. screen:

8. Use the horizontal scroll bar to review the columns as outlined below:
   - The first three columns compare Plan (budget) to actual expense for the fiscal period selected.
   - The middle column provides the six digit Cost Element (i.e., G/L Account) and description in blue or the Cost Element Group sub-total in yellow.
   - The second three columns compare Year-to-Date Plan (budget) to actual expense through the fiscal period selected.

Note: This report provides summary detail by each cost element for the cost center(s) selected. If multiple cost centers were selected, the initial view of the report is consolidated, including all cost centers together in the totals. See outline of columns below and the navigation section on the next page.
9. To vertically scroll through the pages of the report and view all lines, subtotals and totals, use the following buttons:
   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.

On the **CCtrs: Current/Cumm.** report, to see which Cost Centers are included and navigate to a variation for just one Cost Center:

**Note:** This function is **only available and useful on consolidated reports where more than one Cost Center is included on the report.**

10. Click on the **Navigation** button to display the **Variation: Cost Center** screen (if not already displayed – see note below).
    **Note:** This button **toggles between turning the navigation window “on” or “off”** (on left side).

11. Click on the **button** to **expand the groups** if applicable.

12. **Locate the desired Cost Center** by navigating through the graphical hierarchy (open **folders** if needed).

13. **Double-click on the line** for the desired Cost Center.
Cost Centers: Current/Cumulative (cont.)

14. To scroll through other Cost Centers (same level), use the following:
   - **Left** button or press Ctrl+Shift+F2
   - **Right** button or press Ctrl+Shift+F3

15. To move up or down the hierarchical levels, use the following:
   - **Previous level** button (Ctrl+Shift+F1)
   - **Next level** button or press Ctrl+Shift+F4

16. To return to the original consolidated report, double click anywhere on the *
    or text of the top line (with the first folder – not the Current setting line) of the display tree.

    **Note:** Never use the **Back** button to return to a previous screen. Another option is to click on the **Previous level** button until the original level is reached.

On the **CCtrs: Current/Cumm.** report, to collapse (hide) or expand (show) line items above subtotal and total lines:

17. Click on the **Collapse** button to the left of a subtotal (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

18. Click on the **Expand** button to the left of a subtotal that is collapsed, to expand or show the lines again for a more detailed view of the report.

    **Note:** In some reports, the **Expand all** and **Collapse all** buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. If not available, try the menu path **View → Hierarchy → Expand all or View → Hierarchy → Collapse all.**
19. Choose one of the options depending on your needs:

- To view the line items for one cost element, double click on the dollar amount in the Curr. Mo. Actual OR YTD Actual column for that cost element (e.g. 646500 Patient Care Supplies or 645000 Lab Supplies).

- To view the line items for a cost element group, double click on the dollar amount in the Curr. Mo. Actual OR YTD Actual column for the cost element group shaded in light yellow (e.g., Patient Care Supplies or Total Medical Supplies).

- To view the line items for all cost elements (equivalent to running a line item report by month or YTD), scroll to the bottom of the report and double click on the very last total amount in the Curr. Mo. Actual OR YTD Actual column (shaded in dark yellow).
20. At the Select Report dialog box, double click on either Cost Centers: Actual Line Items.

21. On the Display Actual Cost Line Items for Cost Centers report, double click anywhere on a line item to further drill down to the document level.

22. Click the Back button or press F3 to return to the Display Actual Line Items for Cost Centers screen from the document level.

23. Click the Back button again or press F3 to exit this screen.

24. In the dialog box, click the Yes button to exit the list and return to the CCtrs: Current/Cumm. report.

To exit the report when ready:

25. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Cost Centers: Actual/Plan/Commitments (ZFR1R)

Via User Menu: Financials → DUHS Reporting → Cost Object Reporting → Cost Centers: Act./Plan/Commitments (Transaction Code ZFR1R)

On the Cost Centers Act./Plan/Commitments: Selection screen:

1. Enter **DUKE** in the Controlling area field.
2. Enter the desired **Fiscal year**.
3. Enter the **fiscal period(s)** in the **From period** and **To period** fields.
   
   **Note:** If plan version 0 (Flex budget) is used per next step, enter **Period 1 to the last closed fiscal period** for YTD plan to actual data. Flex budgets are loaded at fiscal month end, so it will be unavailable in a current open fiscal month. **If only one period is desired, use the same period in the From and To fields.**

4. Enter either a **0** (Flex or revised) or **1** (Original or fixed) in the **Plan version** field.
5. In the Cost center fields (Cost Center Group / OR Values), choose one of the following options depending on your needs:
   - Enter a **Cost center group (8 digits)** in the **Cost center group** field.
   - Enter a **single Cost center (9 digits)** in the **Or value(s)** field (may enter a range or use the Multiple Selection button to enter more than one Cost center if needed).
6. Enter HSRPT in the Cost element group field.

   Note: A single six digit cost element, (i.e. G/L account, e.g., 646500) or multiple cost elements may also be entered if desired.

7. Click the Execute button to execute the report and display the Cost centers: Actual/plan/commit. screen (see below).

On the Cost centers: Actual/plan/commit. screen:

8. To horizontally scroll across the report and view more columns as outlined below, use the horizontal scroll bar at the bottom of the screen.

<table>
<thead>
<tr>
<th>Cost elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 6 digit cost element and description (identifies what type of amount is posted).</td>
<td></td>
</tr>
<tr>
<td>Actual</td>
<td>The actual amount of expenses already incurred by cost element for the period selected.</td>
</tr>
<tr>
<td>Commitment</td>
<td>The amount of commitments (purchase requisitions or orders in progress but not yet invoiced) posted for the cost element. The commitments displayed are based on the delivery date on the purchase order and the fiscal period end date selected.</td>
</tr>
<tr>
<td>Assigned</td>
<td>The Assigned column is the total of the Actual and Commitment column.</td>
</tr>
<tr>
<td>Plan</td>
<td>The original or flex plan (budget) that is loaded monthly from the budget system.</td>
</tr>
<tr>
<td>Available</td>
<td>The Available column is the Plan column less the Assigned column. A credit (-) in the Assigned column indicates that expenses will exceed the Plan (budget amount) for that cost element.</td>
</tr>
</tbody>
</table>
9. To vertically scroll through the pages of the report and view all lines, subtotals and totals, use the following buttons:

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Next Page (Page down)** to scroll to the next page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.

**On the Cost centers: Actual/plan/commit. Report, to see which Cost Centers are included and navigate to a variation for just one Cost Center:**

Note: This function is only available and useful on consolidated reports where more than one Cost Center is included on the report.

10. Click on the **Navigation** button to display the **Variation: Cost Center** screen (if not already displayed – see note below).

Note: This button toggles between turning the navigation window “on” or “off” (on left side).

11. Click on the **button** to **expand the groups** if applicable.

12. **Locate the desired Cost Center** by navigating through the graphical hierarchy (open folders if needed).

13. **Double-click on the line** for the desired Cost Center.

14. To scroll through other Cost Centers (same level), use the following:
   - **Left** button or press **Ctrl+Shift+F2**
   - **Right** button or press **Ctrl+Shift+F3**

15. To move up or down the hierarchical levels, use the following:
   - **Previous level** button (Ctrl+Shift+F1)
   - **Next level** button or press **Ctrl+Shift+F4**
16. To return to the original consolidated report, double click anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree.

Note: Never use the Back button to return to a previous screen. Another option is to click on the Previous level button until the original level is reached.

On the Cost Center: Actual/Plan/Commit. Report, to collapse (hide) or expand (show) line items above subtotal and total lines:

17. Click on the Collapse button to the left of a subtotal (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

18. Click on the Expand button to the left of a subtotal that is collapsed, to expand or show the lines again for a more detailed view of the report.

Note: In some reports, the Expand all and Collapse all buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. If not available, try the menu path View → Hierarchy → Expand all or View → Hierarchy → Collapse all.

From the Cost Center: Actual/Plan/Commit. report (previous page), to drill down and view actual line item details:
19. Choose **one of the options** depending on your needs:

- To view the line items for **one cost element**, double click on the **dollar amount** in the **Actual OR Commitment** column for that cost element.

- To view the line items for a **cost element group**, double click on the **dollar amount** in the **Actual OR Commitment** column for the **cost element group** like Total Non-Medical Supplies (shaded in light yellow).

- To view the line items for all **cost elements**, scroll to the bottom of the report and double click on the **very last total amount** in the **Actual OR Commitment** column (shaded in dark yellow).

20. At the **Select Report** dialog box, double click on either **Cost Centers: Actual line items** **OR** **Cost Centers: Commitment line items** (below).

21. **Double click** anywhere on a line item to further drill down to the document level.

22. Click the **Back** button or press **F3** to return to the **Display Actual OR Commitment Line Items for Cost Centers** screen.

23. Click the **Back** button again or press **F3** to exit this screen.

24. In the dialog box, click the **Yes** button to exit the list and return to the **Cost centers: Actual/plan/commit.: Result** screen.

**To exit the report when ready:**

25. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.
DUHS Multi Year Report by Project w/ Stat Posting (ZFR1N)

Via User Menu: Financials → DUHS Reporting → Cost Object Reporting → DUHS Multi Year rep by Project w/ Stat po (Transaction Code ZFR1N)

On the **DUHS Multiyear Report w/ Stat Post: Selection** screen:

1. Enter a **single nine digit number for the Capital Project** (for construction / renovation or equipment) in the **Project** field(s) - (may enter a range or use the **Multiple Selection** button to enter more than one Project if needed).

2. Enter a **1** (Original or fixed) in the **Plan version** field.

3. Enter the desired **Fiscal year**.

4. Enter **HSRPT** in the **Cost element group** field.
   
   **Note:** A single six digit cost element, (i.e. G/L account, e.g., 646500) or multiple cost elements may also be entered if desired.

5. Click the **Execute** button to execute the report and display the **Cost centers: Actual/plan/commit.** screen (see below).
DUHS Multi Year Rep by Project (cont.)

On the DUHS MultiYear Rpt. screen:

![Screen capture of the DUHS Multi Year Report]

Note: This report provides summary detail by each project selected and includes commitments along with actual amounts. This report contains “horizontal pages” which contain more data about the project as well. The example above is based on the selection of two projects (one for construction and one for equipment). See outline of columns below.

6. To scroll across the report to view all columns on the first “horizontal page” as outlined below, use the horizontal scroll bar at the bottom of the screen.

<table>
<thead>
<tr>
<th>Cost objects</th>
<th>The nine digit project number (WBS Element) associated with the construction/renovation project or the equipment. Note that projects may have multi-levels as indicated by the twelve digit number (contains a –XX extension to show levels within a project).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Overall</td>
<td>The actual amount of expenses already incurred for the life of the project selected (overall).</td>
</tr>
<tr>
<td>Plan Overall</td>
<td>The original plan (budget) that is loaded monthly from the budget system for the entire project (overall).</td>
</tr>
<tr>
<td>Variance Overall</td>
<td>The Available column is the Plan column less the Assigned column. A credit (-) in the Assigned column indicates that expenses will exceed the Plan (budget amount) for that cost element.</td>
</tr>
<tr>
<td>Commitment</td>
<td>The amount of commitments posted for the project selected (purchase requisitions or purchase orders in progress but not yet invoiced, i.e., not included in the Overall Actual column yet). The commitments displayed are based on the delivery date on the purchase order and the fiscal period end date selected.</td>
</tr>
</tbody>
</table>
7. To scroll to the other “horizontal pages” which contain more data like the current month financial data, and to return to the previous pages, use the following buttons:

- **To the far left** to scroll to the horizontal page farthest to the left.
- **Page left** to scroll to the next horizontal page to the left.
- **Page right** to scroll to the next horizontal page to the right.
- **To the far right** to scroll to the horizontal page farthest to the right.

*Note:* If desired, use the **Page right** button a few times to view the current year’s columns of data, similar to the Overall columns outlined on the previous page.

8. To vertically scroll through the pages of the report, if applicable, and view all lines, subtotals and totals, use the following buttons:

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Next Page (Page down)** to scroll to the next page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.

**On the Cost Center: Actual/Plan/Commit. Report, to collapse (hide) or expand (show) line items above subtotal and total lines:**

9. Click on the **Collapse button to the left of a subtotal** (highlighted in yellow or green) to collapse or hide the lines above that subtotal for a more summarized view of the report.

10. Click on the **Expand button to the left of a subtotal** that is collapsed, to expand or show the lines again for a more detailed view of the report.

*Note:* In some reports, the **Expand all** and **Collapse all** buttons are also available on the tool bar. These buttons expand or collapse all items above all subtotal lines. If not available, try the menu path **View → Hierarchy → Expand all or View → Hierarchy → Collapse all.**
From the *DUHS MultiYear Rpt*, to drill down and view actual line item details:

11. Choose one of the options depending on your needs:

   - To view the line items for one cost object (for this report = project or WBS Element for levels), double click on the dollar amount in the Actual Overall column for that cost object.

   - To view the line items for a subtotal or total amount for levels of projects or more than one project, double click on the dollar amount in the Actual Overall column for the subtotal or total desired (shaded in light or dark yellow).

12. On the resulting *Actual/Plan/Variance* report (shown above), continue to double click on desired amounts in the Actual column for a cost element or a cost element group (shaded in yellow) to further drill down to the actual line items.
DUHS Multi Year Rep by Project (cont.)

Note: Settlement rules apply to the capital projects. Operating expenses cannot be charged on a capital WBS Element (i.e., project or level of a project). If operating expenses are charged, a settlement journal entry will be done to clear all operating expenses from the project. Those settlement entries will show up in G/L accounts 668179 and 668180. The charges are moved to the project’s corresponding departmental operating cost center with an offsetting credit to the capital WBS Element (project).

13. Click the **Back** button or press **F3** as many times as needed to return to the previous drill-down screens.

14. When prompted by the dialog box, click the **Yes** button to exit the report and return to the *DUHS MultiYear Rpt* screen.

**To exit the report when ready:**

15. Click on the **Exit** button (**Shift+F3**) until the initial SAP screen is displayed.