SAP Trend Reports

The SAP system provides numerous standard reports within different areas/modules of the system. The Trend Reporting folder contains several reports that compare expenses and/or revenue over a period of time. While only one example of a trend report is included in this Guide, each report name indicates the type of comparison in the report, and all the reports are similar in the selection criteria to the example included in this Guide. So any report in the Trend folder may be beneficial depending on your needs.

**Cost Center: Actual Trend by Cost Center w/ Stat (ZFR1V)**

- Is easily accessed via the transaction code **ZFR1V** as well as customized Duke customized report tree (**ZFR1, Duke Favorites**).

- Provides a comparison of actual expenses across a period of months that are selected with a Plan to total expense comparison included.

- Allows drill down to view details of actual expenses (cannot drill-down on Plan total in one of last columns).
Cost Centers: Actual Trend by Cost Center w/ Stat (ZFR1V)

Via User Menu: Financials → DUHS Reporting → Trend Reporting → Cost Centers: Actual Trend by Cost Center w/ Stat (Transaction Code ZFR1V)

On the Actual Trend by Cost Centers w/ Stat: 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 Ctr Area Trend screen:**

![Cost Ctr Area Trend Screen]

   *Note: This report provides the actual expenses for each period for the cost centers selected. The report provides an easy way to compare several periods of expenses side by side in order to establish if there is a trend in the fluctuation of expenses. There are other trend reports that compare G/L accounts / Cost Elements if needed. See outline of columns below.*

8. To horizontally scroll across the report pages to view all the columns selected per the outline below (only the first 5 periods will show on the initial page), use the **Page right** button at the top of the screen.

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Title says Cost elements, but this column contains the Cost Centers selected in a one-line summary type of display.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per # Act (one column per period selected)</td>
<td>The actual amount of expenses incurred for the period selected and indicated by the Period number in the column heading.</td>
</tr>
<tr>
<td>Total Act</td>
<td>The total sum of expenses for all the periods selected for this report.</td>
</tr>
<tr>
<td>YTD Plan</td>
<td>The year-to-date budget or plan amount for the total of the periods selected.</td>
</tr>
<tr>
<td>B / (W)</td>
<td>Compares the Total Act column to the YTD Plan column. A negative indicates that the Total Actual is greater than the Plan/Budget for the timeframe selected. B / (W) % shows as a percentage.</td>
</tr>
</tbody>
</table>
9. To scroll back to previous pages with columns of period expenses, use either the  Page left or  To the far left buttons at the top.

10. 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 Ctr Area Trend report, to collapse (hide) or expand (show) line items above the total line:**

11. 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.

12. 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.
Cost Centers: Actual Trend (cont.)

From the Cost Ctr Area Trend report (previous page), to drill down and view actual expense line item details:

13. Choose one of the drill-down options below based on your needs:
   - To view the actual expense line items for a period for one cost center listed, double click on the amount in that period column.
   - To view the actual expense line items for all periods displayed for one cost center, double click on the cost center number in the first column or the amount in the Total column for that cost center.
   - To view the total expenses for a period of cost center, double click on the appropriate amount on the Total Costs line.

14. Once in the Cost Center Actual Line Item report, double click anywhere on a line item to further drill down to the document level.

15. To exit a document, click the Back button or press F3 to return to the Display Actual Line Items for Cost Centers screen.

16. To exit the line item report, click the Back button again or press F3 to exit this screen.

17. In the dialog box, click the Yes button to exit the list and return to the Cost Ctr: Area Trend screen.

To exit the report when ready:

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