Plan/Actual by Cost Element Group (ZF147)

Via User Menu: Financials → University Reporting → Organizational Reporting → Plan/Actual by Cost Element Group

On the Plan/Actual Cost Element Group Report selection screen:

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; 1xxxxxxx or 4xxxxxx only) in the Cost Object Selection field (use Multiple Selection button if needed).
Plan/Actual by Cost Element Group (cont.)

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** to narrow the report to cost objects for a certain fund classification (click in the field and use the **Drop down** for the field if needed).

4. **Required:** Enter the desired **Fiscal year** (e.g., 2018 = Fiscal year of July 1, 2017 to June 30, 2018).

5. **Required:** Enter the **Fiscal Period**.

   **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 List at** to select the desired choice.

   **Note:** The options are **Cost Element**, *Lowest Level* (low level subtotals) and **2nd Lowest Level** (higher level subtotals).

7. Click the **Execute** button (F8) to display the **Plan/Actual One Line Summary** report (see next page).
Plan/Actual by Cost Element Group (cont.)

On the Plan/Actual Cost Element Group Report screen:

Note: The display of the report will vary depending on the radio button selected on the initial selection screen. The example below is more summarized and based on the option of **Second Lowest Level.**

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

<table>
<thead>
<tr>
<th>Cost Element Subgroup Description</th>
<th>This will vary depending on the radio button selected on the Begin Screen List at (step 6) and may show cost elements or just subtotals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period – Plan (A)</td>
<td>The total plan (budget) for revenue and/or expense for the fiscal period selected.</td>
</tr>
<tr>
<td>Current Period – Actual (B)</td>
<td>The total actual revenue and/or expense for the fiscal period selected.</td>
</tr>
<tr>
<td>Current Period – Variance (A-B)</td>
<td>The variance or difference between the current period plan and actual amounts for the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Plan (C)</td>
<td>The year to date plan (budget) for revenue and/or expense through the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Actual (D)</td>
<td>The year to date actual revenue and/or expense through the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Variance (C-D)</td>
<td>The year to date variance or difference between the plan and actual amounts through the fiscal period selected.</td>
</tr>
<tr>
<td>Annual Plan (G)</td>
<td>Annual Plan for fiscal year selected.</td>
</tr>
<tr>
<td>Plan vs. Actual (G-D)</td>
<td>The variance or difference between the annual plan and YTD actual amounts for the fiscal year selected.</td>
</tr>
<tr>
<td>Util. % (D/G)</td>
<td>The YTD Actual as a percentage (%) of annual Plan / budget (i.e., percent of how much has been utilized) for the fiscal year selected.</td>
</tr>
</tbody>
</table>
Plan/Actual by Cost Element Group (cont.)

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

**To drill down and view more details for Cost Objects:**

10. Double click anywhere on the line (row) of the desired **Cost Element Subgroup Description** to access a report showing the next lowest level.

   **Note:** If the two star level was selected initially, then the drill down will be to the one star level that comprises the two star level. You can continue to drill down to the cost object level, which will then allow drill down into line items.

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.