Cost Centers: Current/Cumulative Comparison with Statistical Revenue (ZFR1F)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Cost Centers: Current/Cumulative Comparison w/ Statistical Revenue

On the CCtrs: Current/Cumm. with Stat Rev.: Selection screen:

1. Leave DUKE in the Controlling Area field (defaults).
2. Enter the desired fiscal year in the Fiscal Year field (defaults).
3. Enter the desired fiscal period in the Fiscal Period field.  
   Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period 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 plus period 15 adjustments from auditors.
4. Leave a 0 (Current or Flex) in the Plan version field (defaults).
Cost Centers: Current/Cumulative Comparison (cont.)

5. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired top or lower level Cost Center group (10 digit BFR code) in the first Cost center group field to select all the cost centers associated with that particular BFR code or grouping.
   
   OR

   - Enter one or more Cost Centers (7 digits) in the Or value(s) field (use Multiple Selection button if needed).

6. Enter a value(s) in one of the two fields as outlined below:
   - A Cost element group (DUKE_CE)
     
   OR

   - One or more Cost element value(s) in the Or value(s) field (use Multiple Selection button if needed).

   Note: The University can use cost element group DUKE_CE (Total Primary and Secondary Revenue/Expenses) as a standard setting. Only expenses will appear on cost centers that do not have revenue postings.

7. Click on the Execute button (F8) to display the CCtrs: Current/Cumm.: Result screen (shown below).

On the CCtrs: Current/Cumm.: Result screen:
Cost Centers: Current/Cumulative Comparison (cont.)

Note: This example is based on the cost element group of DUKE_CE. The cost element numbers, descriptions, and subtotals are listed in the middle. The first three columns compare the plan (budget) to the actual for the current fiscal period selected and the last three columns compare are year-to-date comparisons through the period selected.

8. Use the horizontal scroll bar to view all columns.

9. To vertically scroll through the pages of the report, use:
   - 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 Cost Centers are included on this summary report and navigate to a variation of the report 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.

1. 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).

2. Click on the button to expand the groups if applicable.
Cost Centers: Current/Cumulative Comparison (cont.)

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

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

5. 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

6. 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

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

**To collapse (hide) or expand (show) line items above subtotal and total lines:**

10. 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.

11. 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: Current/Cumulative Comparison (cont.)

To drill down to line item detail for a Cost Element, if desired:

12. Double click on the amount in the column (either Current Mo. Actual or YTD Actual) for the desired Cost Element.
13. Double click on the type of line item report, if prompted.
   Note: The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Cost Centers: Display Actual Line Items report in this Guide).

From the Actual line item report, to view the document:

14. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.
   Note: At this point, use the various options available for that Document Type to view other information. Refer to the Understanding and Researching Documents Guide if needed.

To return to previous screens from the drill-down, when ready:

15. 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:

16. Click the Exit button or press Shift+F3 until the initial SAP screen is displayed.
   Note: Unless otherwise preferred, click on the Yes button when asked if you wish to exit the list.