On the **PC: Plan/Actual Comparison Curr/Cummt: 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).
5. Enter a value(s) in one of the two fields as outlined below:
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

- Enter the desired top or lower level Profit Center group (10 digit BFR code) in the first Profit center group field to select all the cost centers associated with that particular BFR code or grouping.

  **OR**

- Enter one or more Profit 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. If prompted by two choices in the dialog box, either will give similar results.*

7. Click on the Execute button (F8) to display the Plan Actual Comparison Curr./Cumm.: Result screen (shown below).

**On the Profit Ctr Plan Act Comp Curr./Cumm. screen:**
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

Note: This example is based on the cost element group of DUKE_CE (Account Group). 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 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.

1. 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 left side).
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

2. Click on the button to expand the groups if applicable.

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

4. Double-click on the line for the desired Project.

5. To scroll through other Projects (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

Variation: To return to the original report setting (consolidated):

7. 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. In this report to access these functions, follow the menu path View → Hierarchy → Expand all or View → Hierarchy → Collapse all.
To drilldown to line item detail for a Cost Element, if desired:

12. Double click anywhere on the line (row) of a desired Cost Element and double click on the type of line item report.

   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 Profit Center Acctg: Display Actual Line Items report in this Guide).

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

13. 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:

14. 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:

15. 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.