University Detail Reports

The SAP system provides a variety of current period, year-to-date, or project-to-date reports. These reports provide financial information at varying degrees of detail. The User Menu has been developed to include the most frequently used transactions for reporting. Under the Financials folder, the University Reporting folder contains the Cost Object Reporting folder with more balance type reports and the Line Item Reporting folder with transactional detailed reports.

Cost Centers: Current/Cumulative with Statistical Revenue (Cost Object Reporting folder)

- Use this report for cost centers to compare plan (budget) to expenses (and revenue on certain cost centers such as 4xx allocated funds) by cost element.
- Includes columns for the current period and year to date through the period selected.
- Is the drill down report from the One Line Summaries for cost centers.
- Provides the ability to drill down and view line items or documents supporting the totals.

Actual and Commitment Line Item reports (Line Item Reporting folder)

- Provide detailed line items that make up a summarized total on cost element (summarized) reports and others.
- Display either actual amounts for Cost Centers, Profit Centers, and Projects OR commitment amounts for Cost Centers and Projects (i.e., encumbrances).
- Good for analyzing details and monthly reconciliations. The line item reports do not show plan to actual comparisons like the summarized reports.
- Can be accessed via the drill down on a summarized report or run as a separate report (as covered in this section of the Guide).
University Detail Reports (cont.)

Profit Center: Plan/Actual Comparison Current/Cumulative (Cost Object Reporting folder)

- Use this report for Profit Centers to compare plan (budget) to revenue by Cost Element.
- Includes columns for the current period and year to date through the period selected.
- Is the drill down report from the One Line Summaries for Profit Centers.
- Provides the ability to drill down and view line items or documents supporting the totals.