Profit Center: Plan/Actual Comparison Current/Cumulative (ZFR1C)

Via User Menu: Financials → University Reporting → Cost Object Reporting → Profit Center: Plan/Actual Comparison Curr/Cumulative

**Purpose of Report:**
- Use this report to compare the plan (budget) to the actual revenue for the current month selected and cumulative year-to-date (YTD) for the fiscal year.
- In addition, use to compare the annual plan (12 months) to the YTD actuals to determine what revenue is left to collect.
- Allows user to drill-down into the documents for details about the revenue postings.

*Note:* Follow the menu path above or access the transaction directly via transaction code ZFR1C if preferred.

On the **PC: Plan/Actual Comparison Curr/Cumm: Selection** screen:

1. Leave **DUKE** in the Controlling Area field (defaults).
2. Enter the desired fiscal year in the Fiscal Year field (defaults).
Profit Center: Plan/Actual Comparison Current/Cumulative (cont.)

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:
   - Enter the 10-digit BFR code (top or lower level) Profit Center group in the first Profit center field to select all the cost centers associated with that particular BFR code or grouping.
     OR
   - Enter one or more 7-digits Profit Centers 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 (ZA_ACCT_REVENUE defaults for Revenue G/L Accounts only and is recommended over DUKE_CE).
     OR
   - One or more Cost element value(s) in the Or value(s) field (use Multiple Selection button if needed).

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*:

8. Use the **horizontal scroll bar** to view all columns and note the following about the results of this report:

   - The example shown is based on the standard Cost Element Group of **ZA_ACCT_REVENUE**, which determines what is included in the report and how the report is subtotaled.
   - The cost elements (G/L Accounts), descriptions, and any subtotals are listed in the middle (revenue posts as a credit).
   - The first three columns compare the plan (budget) to the actual amounts for the current fiscal period selected.
   - The three columns to the right of the cost element information are year-to-date (YTD) comparisons through the period selected.
   - The last two columns are the Annual Plan (12 months) and the Annual Plan less the YTD Actuals which basically gives the remaining plan that is left to collect as revenue.

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

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.

10. 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).

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

12. Locate the desired Project by navigating through the graphical hierarchy (open folders if needed).
13. **Click ONCE on the line** for the desired Profit Center in the left navigation pane to select and view that one Profit Center in the right pane of the report.

14. To scroll through other Projects (same level), **simply use the Navigation pane to select another project** or you may also use the following buttons if preferred:
   - Variation Left button or press Ctrl+Shift+F2
   - Variation Right button or press Ctrl+Shift+F3

15. To move up or down the hierarchical levels, use the following:
   - Variation previous level button (Ctrl+Shift+F1)
   - Variation Next level button or press Ctrl+Shift+F4

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

16. **Double click** anywhere on the * or text of the top line (with the first folder – not the Current setting line) of the display tree or use the **Variation previous level** button.
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

To collapse (hide) or expand (show) line items above subtotal and total lines (may be needed if a different Cost Element Group is used):

17. (Not shown in example in guide) 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.

18. (Not shown in example in guide) 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:

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

20. 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 Profit Center Acctg: Display Actual Line Items report in this Guide).
Profit Center: Plan/Actual Comparison
Current/Cumulative (cont.)

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

21. 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 SAP Reconciliation and Documents Guide if needed.

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

22. 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:

23. 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.