University Organizational Reports

The SAP system provides numerous standard reports within different areas/modules of the system. In addition, Duke has been able to create more simplified, custom reports for Duke University (0010) as outlined below:

**All Funds One Line Summary (ZF107)**

- Is easily accessed via the transaction code ZF107 and via the User Menu.
- Provides one basic report for all of a user’s cost objects (cost centers, profit centers, and WBS elements/projects). NOTE: Active cost objects that are at a “true zero” (budget=expenses) will not appear.
- **Not ideal for reporting on award-based WBS elements** (A0x – A8x, 20x – 28x, and 30x-38x, except A6x, 26x, and 36x) because the award amount (plan) used to determine the balance is not included.
- Displays one summarized line for each cost object selected.
- Includes the beginning balance (balance forward) if applicable, YTD revenue and expense, ending balance and annual plan. NOTE: 1xx cost objects will not show a beginning balance as there is no carry forward on budgeted cost objects.
- Allows user to drill down into a supporting cost element report for one cost object.
- Allows user to continue to drill down into more details, including original and supporting documents.

**Plan / Actual One Line Summary (ZF127)**

- Accessed via the transaction code ZF127 and via the User Menu.
- Provides a one-line summary for Unrestricted and Allocated funds (cost objects beginning with 1xx and 4xx).
- Compares revenue and expense to the plan (budget) for the month and YTD (since July 1 of the selected fiscal year).
- Allows user to drill down into a cost element report for a specific Cost Center and to original or supporting documents.
University Organizational Reports (cont.)

**Funds Management: Fund Trial Balance (No Commitments)**

- Use this report to display the fund balance (similar to ZF107) or a Complete Trial Balance report showing your assets and liabilities (with investments). **Most departments use this report as a Complete Trial Balance to show balance sheet activity in order to keep an eye on cash balances which drive interest on overdrafts.**

- This type of report allows a user to spin or rotate the report to view different variables or looks of the report (note that there is a more robust version of this report as a Fund Trial Balance in the SAP Business Warehouse with Analysis for Office Microsoft Excel tool).

- Like other reports, this report also provides the ability to drill down and view line items or documents supporting the totals, although the drill-down is not as intuitive and does not contain details for expenses and revenues like other types of Cost Center and Profit Center reports. Therefore, drilling-down to analyze expense details and revenue details is not recommended.