Plan/Actual One Line Summary (ZF127)

Via User Menu: Financials → University Reporting → Organizational Reporting → Plan/Actual One Line Summary

Purpose of Report:
- Use to compare revenue and expense to the plan (budget) for the month and YTD in a one-line summary for **Unrestricted** and **Allocated** funds (cost objects beginning with 1xx and 4xx).
- Allows user to drill-down for more details for each cost object.

*Note:* Follow the menu path above or access the transaction directly via transaction code ZF127 if preferred.

On the Plan/Actual One Line Summary selection screen:

- 1.
- 2.
- 3.
- 4. Fiscal Year: 2003
- 5. Fiscal Period: (Leave blank)
- 6. Plan Version: 0
- 7. (See Note)
- 8. Download Checkbox: [ ] Download Checkbox
- PC file name: [ ] zfl127.txt

7 (See Note)
Plan/Actual Line Summary (cont.)

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired 10-digit BFR code (top or lower level) in the first Org Unit Selection field to select all the cost objects associated with that particular organizational unit (DO NOT ENTER A RANGE).
   
   OR
   
   - Enter one or more 7-digit Cost Centers and Profit Centers (1xxxxxx and 4xxxxxx only) in the Cost Object Selection: field (use Multiple Selection button if needed).

2. Optional: If entering a BFR code or range of Cost Objects, enter A (Allocated Funds, 4xxxxxx) AND/OR U (Current Unrestricted Funds, 1xxxxxx) in the Fund Group field.

3. Optional: If entering a BFR code or range of Cost Objects, enter a Fund Class to narrow the report to cost objects for a certain fund classification (see Drop down for field if needed).

4. Enter the desired Fiscal year (required field – e.g., 2021 = Fiscal year of July 1, 2020 to June 30, 2021)

5. Enter the Fiscal Period (required field).

Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period that you would like included 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, and period 15 adjustments from outside auditors.

6. Enter 0 (Current or Flex) in the Plan version field.
Plan/Actual Line Summary (cont.)

7. Click on the desired radio button in the Sort Order: section to select how the report should be sorted.

   Note: If choosing a sort option by org. unit (first 3 options), click in the checkbox beside Org Unit Page Break if you want a page break for each org unit included on the report.

8. Optional: To automatically download the report into a software like Excel at the time the report is executed:
   - Click in the box beside Download Checkbox to select.
   - Enter a location (directory) and file name in the PC File name field.

9. Click the Execute button or press F8 to display the Plan/Actual One Line Summary report.
Plan/Actual Line Summary (cont.)

On the Plan/Actual One Line Summary screen:

10. Use the horizontal scroll bar to view all columns as outlined below:

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Description</th>
<th>Org Code (Unit)</th>
<th>Current Period – Plan (A)</th>
<th>Current Period – Actual (B)</th>
<th>Current Period – Variance (A-B)</th>
<th>Year to Date – Plan (C)</th>
<th>Year to Date – Actual (D)</th>
<th>Year to Date – Variance (C-D)</th>
<th>Annual Plan (G)</th>
<th>Plan vs. Actual (G-D)</th>
<th>Util. % (D/G)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Object</td>
<td>The seven-digit Cost Object number. Includes Cost centers and Profit centers beginning with 1xx and 4xx that were selected, had activity, and are valid in SAP as of the date report executed.</td>
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<tr>
<td>Description</td>
<td>The description of the Cost Object.</td>
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<tr>
<td>Org Code (Unit)</td>
<td>The ten-digit BFR Code / Organizational Code (Unit) number for the Cost Object.</td>
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<tr>
<td>Current Period – Plan (A)</td>
<td>The total plan (budget) for revenue and/or expense for the fiscal period selected.</td>
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<tr>
<td>Current Period – Actual (B)</td>
<td>The total actual revenue and/or expense for the fiscal period selected.</td>
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<tr>
<td>Current Period – Variance (A-B)</td>
<td>The variance or difference between the current period plan and actual amounts for the fiscal period selected.</td>
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<tr>
<td>Year to Date – Plan (C)</td>
<td>The year to date plan (budget) for revenue and/or expense through the fiscal period selected.</td>
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<tr>
<td>Year to Date – Actual (D)</td>
<td>The year to date actual revenue and/or expense through the fiscal period selected.</td>
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<tr>
<td>Year to Date – Variance (C-D)</td>
<td>The year to date variance or difference between the plan and actual amounts through the fiscal period selected.</td>
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<tr>
<td>Annual Plan (G)</td>
<td>Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A)</td>
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<tr>
<td>Plan vs. Actual (G-D)</td>
<td>The variance or difference between the annual plan and YTD actual amounts for the fiscal year selected.</td>
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<tr>
<td>Util. % (D/G)</td>
<td>The YTD Actual as a percentage (%) of annual Plan / budget (i.e., percent of how much has been utilized) for the fiscal year selected.</td>
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</tbody>
</table>
Plan/Actual Line Summary (cont.)

11. To **vertically scroll** through this 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 drill down and view more details:**

**To view more details for a Cost Object:**

12. Double click **anywhere on the line** (row) of the desired **Cost Object** to access a report specific to the chosen cost object.

   *Note:* This report is still summarized and provides totals for each cost element. The Cost Element report will **reflect only current activity**, not beginning or ending balances. **The look of the report will vary based on the type of cost object chosen,** i.e., cost center, profit center, or WBS element (project) report.

From the Cost Object summary report, to view line item detail for a Cost Element:

13. Double click on the **amount** in the column (**either Current Mo. Actual or YTD Actual**) for the desired **Cost Element**.

14. 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**).
Plan/Actual Line Summary (cont.)

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

15. 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:

16. 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:

17. Click on the **Exit** button or press **Shift+F3** until the initial SAP screen is displayed.