University Cost Object and Line Item Reports

The SAP system provides a variety of reports specifically for WBS Elements that are Sponsored Projects. 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.

**Project/WBS: Inception To Date Project (with Plan) – Transaction Code ZFR1E**

- Provides summarized detail by cost element (i.e., G/L account).
- Includes the plan (budget or award amount) and all expenses and/or revenue since the inception of the project (project-to-date).
- Can also include multiple projects or a grouping of projects (i.e., by Organizational unit or BFR code). This type of report is good for the “big picture” view of cost element to plan detail.

**Project/Work Breakdown Structure line item reports**

- Provide detailed information about the line items that make up a summarized total on cost element reports and others.
- Displays either **actual amounts** *(Transaction Code CJI3)* or **commitment amounts**, i.e. encumbrances *(Transaction Code CJI5)*.
- Good for analyzing details and monthly reconciliations requiring full reconciliation (100% review) of line items. The line item reports do not show plan to actual comparisons like the summarized reports.
- After a report is generated, report data can be extracted or exported to a variety of formats, e.g., Access, Excel, etc.