<table>
<tr><td colspan="2" align="center">Reports in Profit Center Accounting
(Revenues and Expenses)
The University of Mississippi
1/2012</td></tr>
</table>

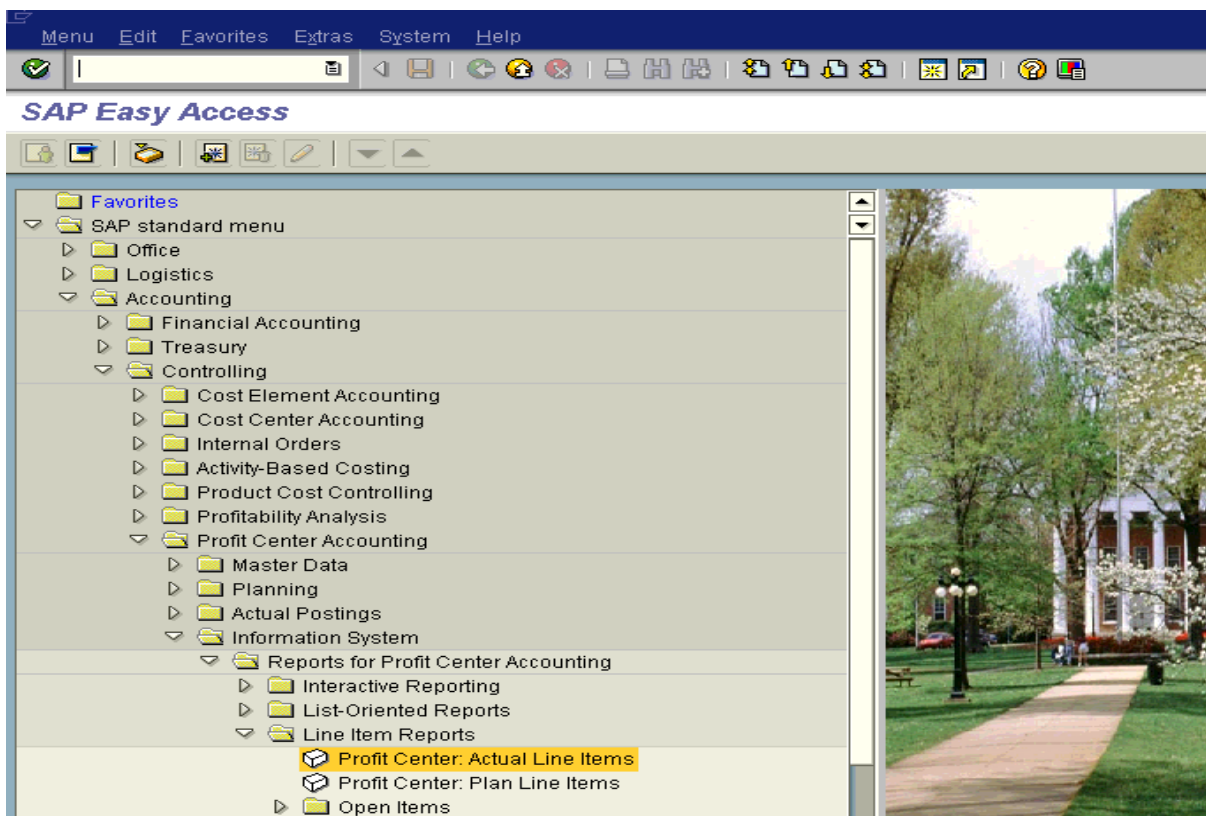|	
R/3 Path	Accounting > Controlling > Profit Center Accounting > Information System > Reports for Profit Center Accounting > Line Item Reports > Profit Center: Actual Line Items [double-click]
Transaction Code	KE5Z
Record type	0
Version	0
Controlling area	1
Company Code	1
Posting Period	Posting period equals month of the fiscal year. Example: 1=July and 12=June
Fiscal year	Enter fiscal year
Profit center	Enter the profit center(s) you want to report to include. A profit center can be a cost center or internal order. The profit center number is the same as the cost center or internal order number.
Account	If you want to narrow your search, enter the account numbers you would like in your report. If these fields are left blank, you will see all revenues and expenditures for the period selected. NOTE: "Account" is the same as our old term object code.
NOTE:	You may select your display variant before executing this report or you may wait and select it after executing it.
Execute	Once you have completed your input, select the execute icon to run the report.
NOTE:	To get a listing of possible entries to the field "Account" you can select the drop down box or go to the web site http://www.olemiss.edu/depts/accounting/chart/cofahome.html and select "Revenue G/L Codes" or "Expense G/L Codes." The only exception is transactions charged to you by the Physical Plant or Telecommunications. These expenditure transactions will be in the range of 100000 – 999999.
Each line of the report represents a single transaction against your account. You can "drill" beneath any transaction by double-clicking on the line. (See page 5)	
Format of report	See pages 6 - 8

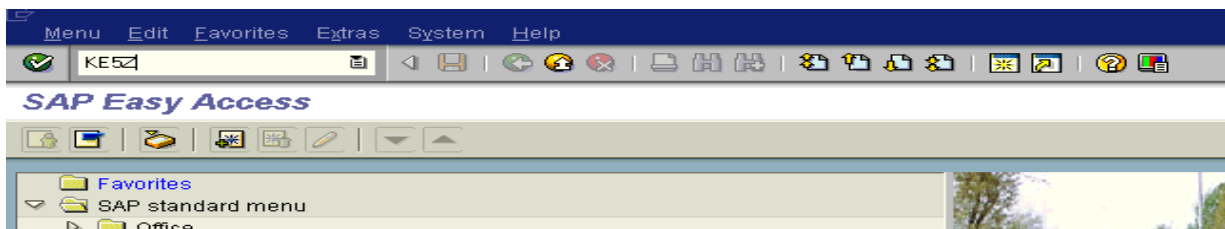| Customized Profit Center Accounting Reports – Transaction Code: GR55	
At transaction GR55 you will see the data input field "Report group." You have the choice of four reports.	
ZRD1	Accumulates current period (the period you select as "From Period") and fiscal year-to-date postings to the selected profit center.
ZRD2	Accumulates fiscal year postings by month and summarizes year-to-date postings.
ZRD3	Accumulates cumulative and consolidated postings for several profit centers. Pulls several departments together and consolidates the information as if it was all one department.
ZRD4	Accumulates cumulative postings for one or more profit centers by individual profit center. (Will execute multiple ZRD1 reports that you can toggle between).
ZRD5	Indirect cost revenue report. Accumulates year-to-date indirect cost postings.
Multiple Selection Icons	See page 12 and 13

Reports in Profit Center Accounting
(Revenues and Expenses)
SAP Screen Shots
The University of Mississippi
End User Documentation – 4.70X220
3/2005

R/3 Path: Accounting > Controlling > Profit Center Accounting > Information System > Reports for Profit Center Accounting > Line Item Reports > Profit Center: Actual Line Items [double-click]

Or use Transaction Code: KE5Z

Use the selection fields to manipulate the information you will receive in your report.

Profit Center: Actual Line Items

Field	Value		to	
Record type	0		to	
Version	0		to	
Controlling area	1		to	
Company code	1		to	
Posting period	1		to	12
Fiscal year	2001		to	
Profit center	100110305A		to	
Partner profit center			to	
Account			to	
Debit/credit indicator			to	
Activity (G/L)			to	
Origin object type			to	
Functional area			to	
Statistical key figure			to	
Transaction currency			to	
Unit of measure			to	
Document category			to	
Document number			to	
Reference document category			to	
Reference document number			to	
Plant			to	
Representative material			to	
Object class			to	

Settings

Display variant	1SAP	Standard display with reference doc. no.

Step 1
Enter default values in first four lines:
Record type = "0"   Version = "0"
Controlling area = "1"   Company code = "1"

Step 2
Enter posting period you want to see in report. Posting period equals month of the fiscal year. For example, "1" = July and "12" = June.

Step 3
Enter fiscal year.

Step 4
Enter the profit center(s) you want the report to include. A profit center can be a cost center or internal order. The profit center number is the same as the cost center or internal order number.

NOTE
You may select your display variant before executing this report or you may wait and select it after executing it.

Step 5
If you want to narrow your search, enter the account numbers you would like in your report. If these fields are left blank, you will see all revenues and expenditures for the period selected. NOTE: "Account" is the same as our old term object code.

Step 6
Once you have completed your input, select the execute icon to run the report.

To get a listing of possible entries to the field "Account" you can select the drop down box or go to the web site http://www.olemiss.edu/depts/accounting/chart/cofahome.html and select "Revenue G/L Codes" or "Expense G/L Codes." The only exception is transactions charged to you by the Physical Plant or Telecommunications. These expenditure transactions will be in the range of 100000 – 999999.

Each line of the report represents a single transaction against your account. You can "drill" beneath any transaction by double-clicking on the line.

Explanation of most commonly used icons, starting from the left:
2nd – Filter – allows you to filter out or in the information you want to include or exclude in the report.
3rd and 4th – sort columns in ascending or descending order.
5th, 6th & 7th – display variant – allows you to determine the information and organization of report.
8th – Sum – allows you to sum a column.
9th – sort & sum – allows you to sort and sum a column.
13th – download – allows you to download report onto your PC.

NOTE: In order to use the report icons for filtering, sorting and summing, you must first select the column where you want this activity to occur. You select the column by clicking on the column heading. You will know you have selected the column because it will become shaded upon selection.

You can change the report format and the actual information in your report through two methods.

FIRST: You can select a format that has already been put together and saved.

Profit Center: Actual Line Items

Variant	Name
/CS1	Standard display with text
/CVERIFICATI	Standard display with reference doc. no.
/ENGR	/engrstandard display w/pur.doc
/EQUIP DWN...	Standard Engr Dean w/ Purch Doc#BHEROD
/LINDA	Standard display with reference doc. no.
/LOAN	Standard display w/profit center doc.no.
/RD-IDC	Indirect Cost Revenue Report
/RD-PC	Profit Center Report Form
/SERVICE FEE	Jack Garner's Service Fee Analysis
/STCT_VEND...	STCT VENDOR FILE FOR LEGISLATIVE BUDGET
/TELECOM	Standard display with reference doc. no.
/TEM	Standard display with reference doc. no.
/UM001	UM Variant
/UM002	UM Variant 2
/UM003	UM Variant 3
/UMICS001	UM Variant
/UMICS1	Standard display with reference doc. no.
/UMICS2	Standard display with reference doc. no.

Step 1
Select the "Choose" icon.

Step 2
Select one of the display variants already built and saved from the drop down list.

Step 3
Select copy and report display variant characteristics will be transferred to your screen.
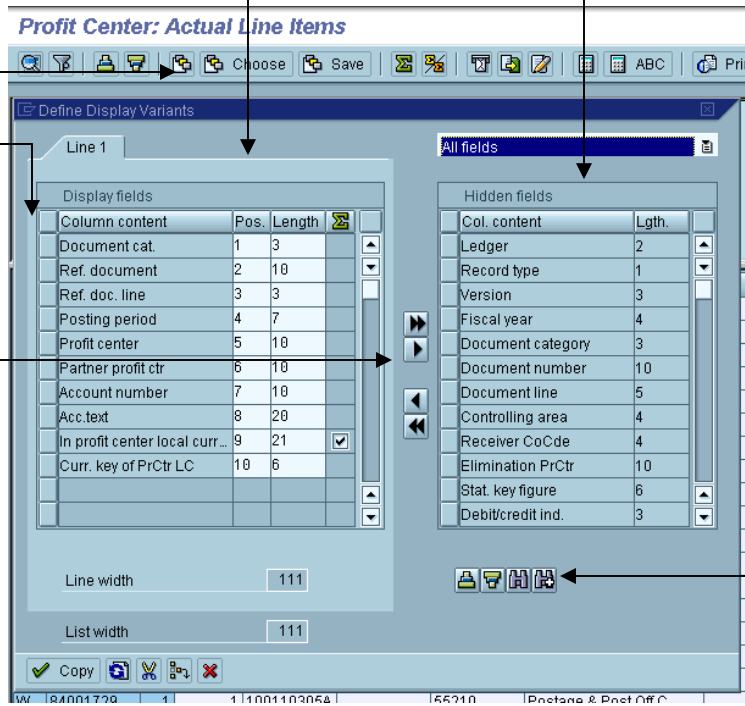
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SECOND: You can build and save your own display variant. You can determine the format of the report and what information you actually view.

Step 1
Select the display variant icon.

The box on the left contains the format of the report. The column "Pos." refers to the column of the report. For example, the report below has ten columns and "Document cat." is the first column.

The box on the right contains all the possible information you can include within your report and view on your screen other than what is already included on the left side.

Profit Center: Actual Line Items

Step 2
Select items you want to remove from your report by selecting the square box to the left of the row. Move them to hidden fields by selecting the single arrow pointing to the hidden fields.

Step 3
Select items to place in your report by selecting them from the hidden fields in the same manner and then sending them to the display fields.

Define Display Variants

Line 1 | All fields

Display fields

Column content	Pos.	Length	
Document cat.	1	3	
Ref. document	2	10	
Ref. doc. line	3	3	
Posting period	4	7	
Profit center	5	10	
Partner profit ctr	6	10	
Account number	7	10	
Acc.text	8	20	
In profit center local curr...	9	21	☑
Curr. key of PrCtr LC	10	6	

Hidden fields

Col. content	Lgth.	
Ledger	2	
Record type	1	
Version	3	
Fiscal year	4	
Document category	3	
Document number	10	
Document line	5	
Controlling area	4	
Receiver CoCde	4	
Elimination PrCtr	10	
Stat. key figure	6	
Debit/credit ind.	3	

Line width 111

List width 111

✓ Copy

W 84001729 1 1 100110305A 55210 Postage & Post Off C

NOTE: These four symbols will help you navigate the hidden fields. They are, from left to right, Sort ascending, Sort descending, Find and Find next.
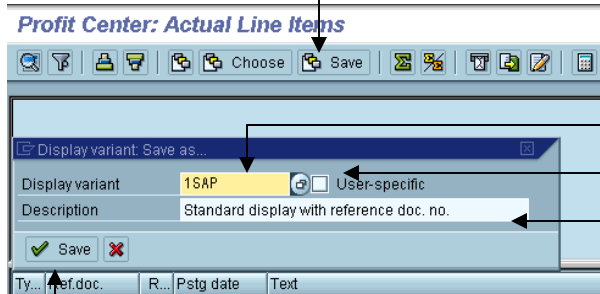
Step 4
Select copy to display the report using the variant you have built.

NOTE: Items moved from hidden to display will default to the first unused column. For example, anything moved on the example above would move to the bottom and be placed in column 11. You can move items within the display field by using your right click cut and paste mouse commands. Simply select the item you want to move and right click cut. Then select the column you want the item to appear and right click paste.

You can place the item in any column you want at the time you move it from the hidden field by selecting the column you want the item to appear before selecting the movement arrow.

Saving your display variant for future use.

Step 1
Select the "Save" icon.

Profit Center: Actual Line Items

Step 2
Give the variant a short name.

Display variant: Save as...

| Display variant | 1SAP | User-specific |
| Description | Standard display with reference doc. no. | |

Save

| Ty... | Ref.doc. | R... | Pstg date | Text |

Step 3
Select the box labeled "User-specific." This will allow only the user who saved the variant to change the variant.
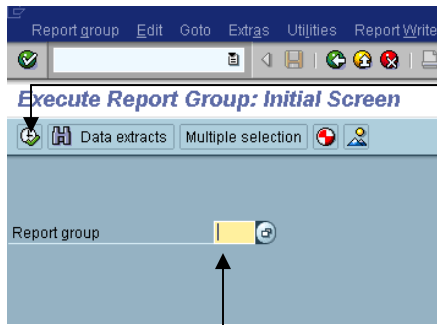
Step 5
Select "Save" when complete.

Step 4
Provide a description for the variant that will jog your memory about what the variant contains in case you forget the name provided in step 2.

NOTE: Your saved variant will now appear in your drop down menu when the "Choose" icon is selected OR it can be selected back on the bottom of the query screen "KE5Z."

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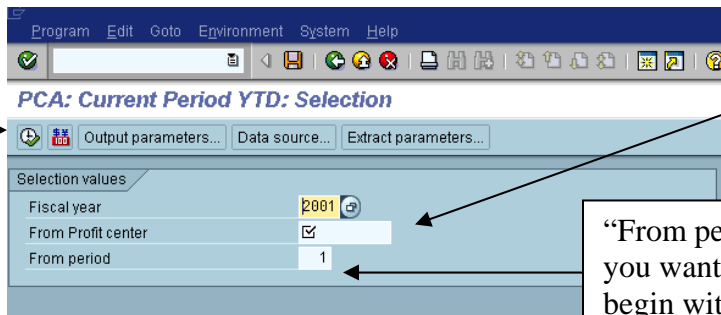Customized Profit Center Accounting Reports

Transaction Code: GR55

Step 2
Execute

Step 1
At transaction GR55 you will see the data input field "Report group." You have the choice of five reports:

- ZRD1 – Accumulates current period (the period you select as "From Period") and fiscal year-to-date postings to the selected profit center.

- ZRD2 – Accumulates fiscal year postings by month and summarizes year-to-date postings.

- ZRD3 – Accumulates cumulative and consolidated postings for several profit centers. Pulls several departments together and consolidates the information as if it was all one department.

- ZRD4 – Accumulates cumulative postings for one or more profit centers by individual profit center. (Will execute multiple ZRD1 reports that you can toggle between).

- ZRD5 – Indirect cost revenue report. Accumulates year-to-date indirect cost postings.

ZRD1 input screen

This report can only be used to review one profit center at a time.

"From period" is actually asking for the month you want to end the report. All ZRD reports will begin with July 1 of the fiscal year. The user selects the end date.

Once you have completed your Selection values, select the execute icon to run the report.

ZRD2 output screen can only show 6 periods. The first page contains July through December (1-6), the second page contains January through June and the third page contains the fiscal year summary. You scroll through the pages using the four arrow icons.


```
The University of Mississippi
Current Period and Year to Date
ACTUAL REPORT
Fiscal Year 2001
Account 100110305A,ART
```

Lead column	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
* Salaries	11,254.35	20,379.59	35,719.98	63,827.27	-	-
* Wages	1,220.03	1,420.48	1,758.07	2,030.26	-	-
* Fringe Benefits	1,586.28	6,377.97	7,981.00	2,398.50	-	193.00
* Travel	-	-	-	109.85	-	-
* Contractual Services	4,997.37	3,127.31	470.79	753.28	0.99	-
* Commodities	1,052.07	181.60	1,302.56	1,561.94	823.65	-
* Other Expenses	99.67	238.56	301.40	16.38	-	-
** TOTAL EXPENSES	20,209.77	31,725.51	47,533.80	70,697.48	824.64	193.00
*** NET	(20,209.77)	(31,725.51)	(47,533.80)	(70,697.48)	(824.64)	(193.00)

```
TIME Executed:13:53:16
DATE Executed:01/10/2001
Page   1 of    3
```

ZRD3 input screen has a second input area entitled "Selection groups." If you fill in the field "Profit center" you have in effect run a ZRD1. The true functionality of this report is the "Or value(s)" field. This gives you the ability to consolidate and accumulate an unlimited number of profit centers. Therefore, you should enter your profit center numbers in the "Or values(s)" section. For an explanation of how to use the multiple selection icon, please refer to page10.

PCA: CURRENT & YTD CONSOLIDATED: Selection

Output parameters...   Data source...   Extract parameters...

Selection values
Fiscal year   2001
From period   1

Selection groups
Profit center
Or value(s)   to

ZRD4 input screen is a mirror of ZRD3 illustrated on page 10. ZRD4 output is actually a ZRD1 for each profit center you have requested to be run. The list of profit centers runs along the left side of the screen and you can move between reports by clicking on the profit center you wish to view.

As with other ZRD reports, the green arrows can be clicked to expand the information into further detail.

PCA:CURYTD INDIV RGE

The University of Mississippi
Current Period and Year to Date
ACTUALS
Fiscal Year 2001   Current Period   1,July
Account 100110301A-AEROSPACE STUDIES

Lead column	Current	YTD
* Wages	130.80	130.80
* Fringe Benefits	22.65	22.65
* Contractual Services	2,934.27	2,934.27
* Commodities	13.73	13.73
* Other Expenses	-	-
** TOTAL EXPENSES	3,101.45	3,101.45
*** NET	(3,101.45)	(3,101.45)

Variation: Profit center
* Profit center
- 100110301A AEROSPACE STUDI
- 100110305A ART
- 100110309A BAND
- 100110311A BIOLOGY
- 100110313A AFRO-AMER STUDIE
- 100110319A CHEMISTRY
- 100110321A CLASSICS
- 100110323A CHORAL MUSIC
- 100110325A COMM DISORDERS
- 100110339A ENGLISH
- 100110340A WRITING PROGRAM

ZRD5 report generates a report of indirect cost revenues posted for the fiscal year. Double click on the line of the report containing your profit center, then click the icon "Choose" and select the display variant "/RD-IDC" (Indirect Cost Revenue Report). This will show you what accounts have earned what amount of indirect cost revenue.

USING THE MULTIPLE SELECTION ICON

The multiple selection icons allow you the flexibility to perform queries and run reports for an unlimited combination of accounts. The KE5Z Profit Center Accounting query screen has been used as an example below.

The icons down the right side of the screen with the right-pointing arrows and rectangular box are the multiple selection icons.

Profit Center: Actual Line Items

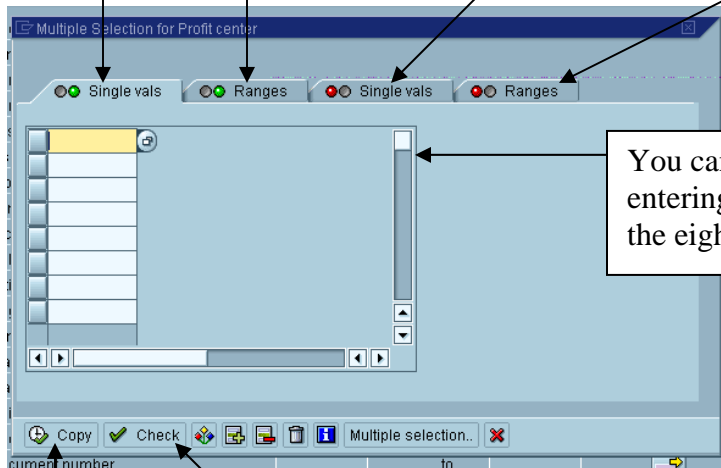| Record type	0	to
Version	0	to
Controlling area	1	to
Company code		to
Posting period	7	to
Fiscal year	2001	to
Profit center		to
Partner profit center		to
Account		to
Debit/credit indicator		to
Activity (G/L)		to
Origin object type		to

Once you select the multiple selection icon, you have four basic input options.

Profit centers to include in the query.

Ranges of profit centers to include in the query.

Profit centers to exclude from the query

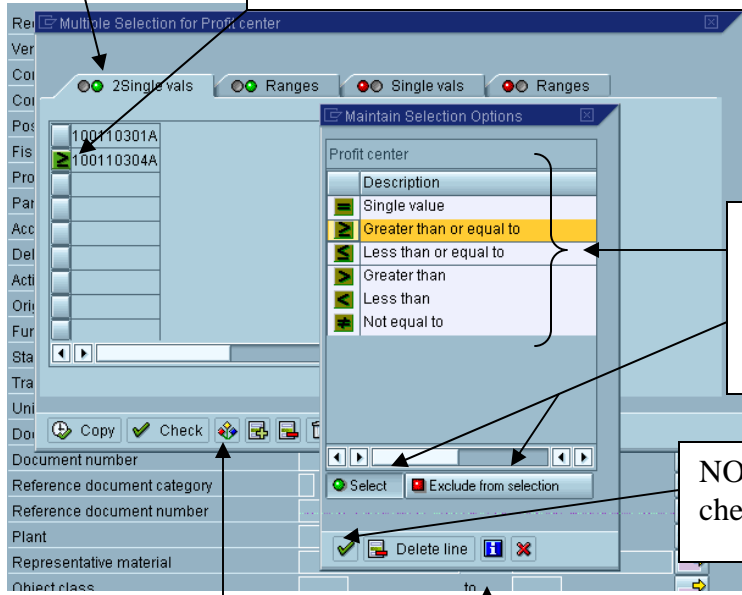Ranges of profit centers to exclude from the query.

Multiple Selection for Profit center

OO Single vals	OO Ranges	OO Single vals	OO Ranges

You can use the scroll bar to continue entering information. You are not limited to the eight lines shown on the screen.

Copy | Check | Multiple selection..

cument number | to

When you have completed your data entry you can copy the input to the query screen with the copy icon.

The "Check" icon counts the number of entries on the tab and places the total on the tab between the stoplights and the tab name.

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NOTE 1:
Example of the
sum of entries

NOTE 4: Example of line with selection
option "Greater than or equal to selected."

Multiple Selection for Profit center

| OO 2Single vals | OO Ranges | OO Single vals | OO Ranges |

100110301A
100110304A

Maintain Selection Options

Profit center

	Description
=	Single value
≥	Greater than or equal to
≤	Less than or equal to
>	Greater than
<	Less than
≠	Not equal to

Copy | Check

○ Select | Exclude from selection

Delete line

NOTE 3: This window gives you the
option to select or exclude from
selection based on the menu of
choices to the left.

NOTE 5: Select the enter icon (green
check mark) when you are finished.

Document number
Reference document category
Reference document number
Plant
Representative material
Object class

NOTE 2: The example
above is of the
"Selection options"
icon. Clicking this
icon will bring up the
"Maintain Selection
Options" window
above right.

Profit Center: Actual Line Items

Record type	0	to		
Version	0	to		
Controlling area	1	to		
Company code	1	to		
Posting period	7	to		
Fiscal year	2001	to		
Profit center	100110301A	to		
Partner profit center		to		
Account		to		
Debit/credit indicator		to		
Activity (G/L)		to		
Origin object type		to		

Only the first data entered
appears on the query screen.
However, the rectangular box in
the multiple selection icon will be
colored green to alert you that the
query will execute on data that is
not in view.