

Financial Services Department

Cost Center without and with Internal Orders - Plan and Actuals

When to Use:

These reports are used to review CO plans and to provide a comparison of CO Plans to actual revenues and expenses and analyze the variances. These reports do not include any amounts related commitments (reserves).

The **CC w/o IO: Plan and Actual** report can be run for individual Cost Centers or for Cost Center Nodes/Groups.

The **CC with IO: Plan and Actual** report can be run for individual Cost Centers or for Cost Center Nodes/Group and **must** include an Internal Order(s) or Order Node(s)/Group(s).

Report Functionality:

- Compares the planned amounts in the Cost Centers and/or Internal Orders with actual expenses and revenues. The report calculates the variance as a dollar value and a percentage. Totals are provided for each cost center and/or internal order and at the Node and/or Group levels.
- The report allows you to drill down on the actual amounts and display individual line items by cost center and/or internal order.
- Report can be run for different CO plan versions i.e. '0' for the current plan or '1' for the original plan.
- Report can be downloaded to Excel.

Report Output - Financial Information Available

▶ Cost element/cost center ▶ Plan costs ▶ Act.costs ▶ Var (abs) ▶ Var (%)

Detailed Procedures

Access transaction for CC w/o IO: Plan and Actuals:

Menu	<i>Accounting>>Controlling>>Cost Center Accounting >>Information System>>Reports for Cost Center Accounting >>Cost Center Accounting (UoFT)>>UoFT: CC w/o IO: Plan and Actuals</i>
Transaction code	ZS03

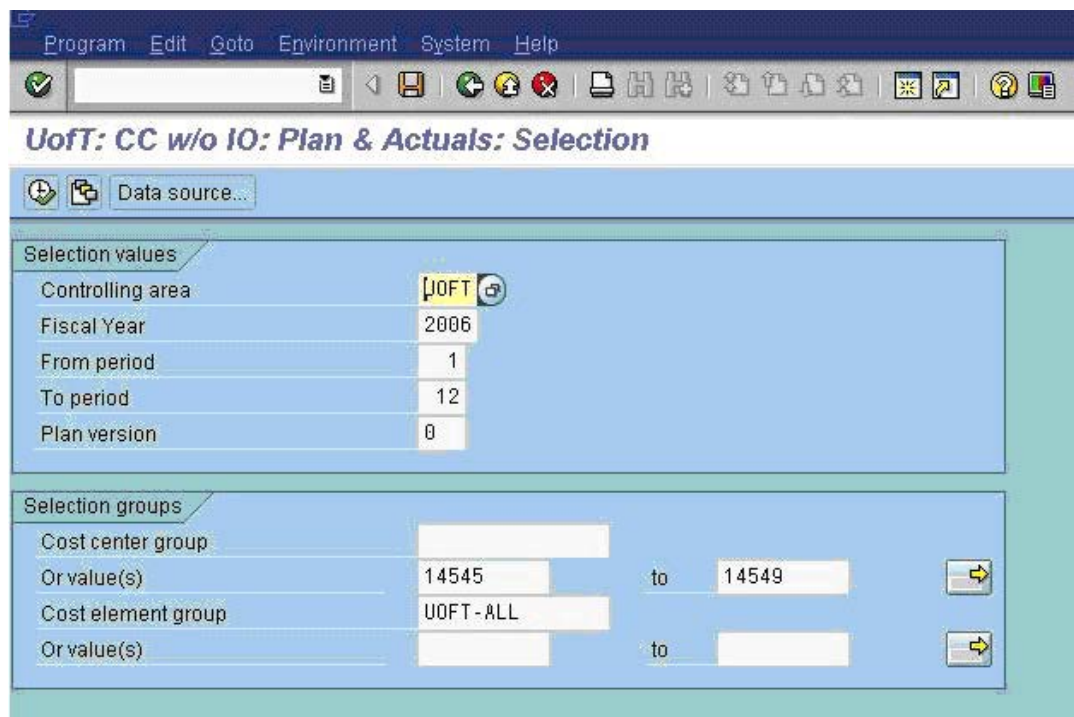
Access transaction for CC with IO : Plan and Actuals:

Menu	<i>Accounting>>Controlling>>Cost Center Accounting >>Information System>>Reports for Cost Center Accounting >>Cost Center Accounting (UoFT)>>UoFT: CC with IO: Plan and Actuals</i>
Transaction code	ZS01

Selection Screen(s):

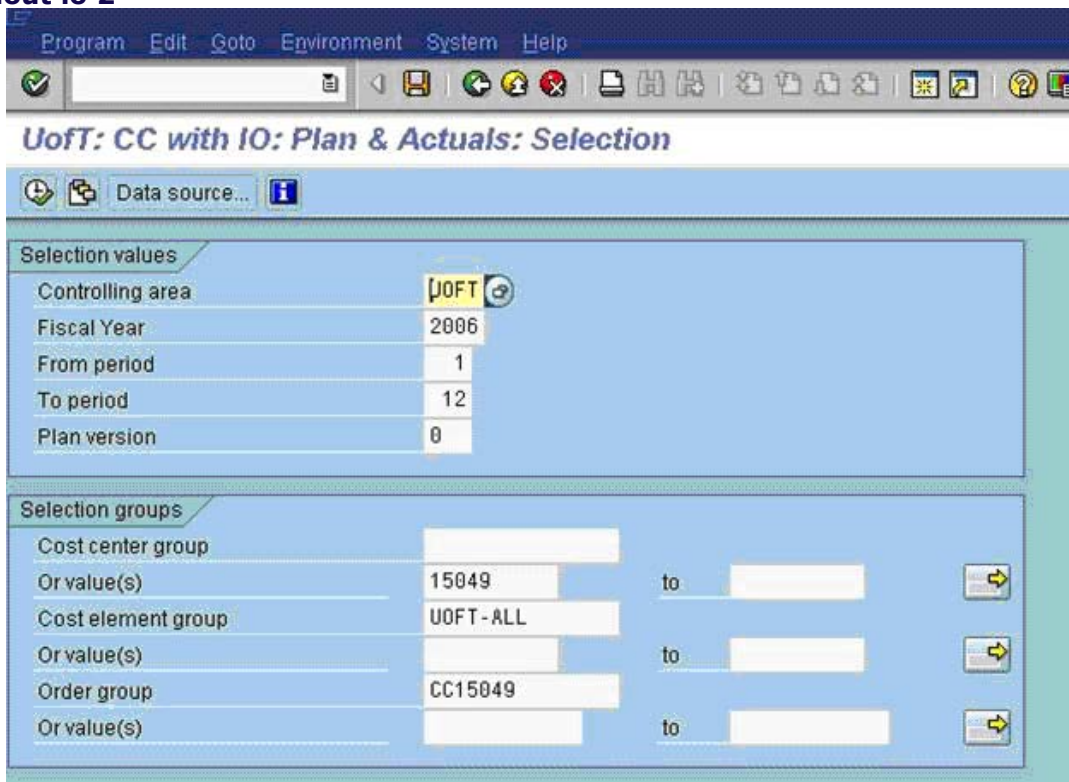
a) CC w/o IO: Plan and Actuals

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b) CC with IO: Plan and Actuals

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Field Name	Required (R) / Optional (O)	Description of Field Content
Controlling area	R	UOFT- Defaults
Fiscal Year	R	Enter the fiscal year that you wish to report on.
From period	R	Enter the period that you wish to report from
To period	R	Enter the period that you wish to report to
Plan version	R	Version "0" is the current CO plan version and reflects all changes to the plan. Version "1" is the original CO plan version and reflects the original plan.

<p>Cost center group OR value(s)</p>	<p>R</p>	<p>Enter <u>either</u> a cost center group OR cost center.</p> <p>You can enter a single cost center, a range of cost centers or use the multiple selection screen (by clicking on ) to list a series of cost centers.</p>
<p>Cost element group OR value(s)</p>	<p>R</p>	<p>Enter <u>either</u> a cost element group (default UOFT-ALL) OR cost element.</p> <p>Note: when using a cost element group the report output will show sub-totals at the cost element group level.</p> <p>You can enter a single cost element, a range of cost elements (ie; 700000-899999 for all revenue and expense cost elements) or use the multiple selection screen (by clicking on ) to list a series of cost elements.</p>
<p>Report CC with IO: Plan and Actuals</p> <p><i>WARNING: When using this report you must enter an Internal Order group or Internal Order. Leaving these fields blank will report on <u>ALL</u> internal orders.</i></p>		
<p>Order group OR value(s)</p>	<p>R</p>	<p>Enter <u>either</u> an internal order group OR internal order.</p> <p>You can enter a single internal order, a range of internal orders or use the multiple selection screen (by clicking on ) to list a series of internal orders.</p>

Click on  button to execute.

Report Output Screens:

There are 2 views for this report, (1) Cost Center Report-Rows (default view) and (2) Cost Center Report-Columns. The following section provides information on how and what information is displayed in the report output as a result of the "report view" selected.

(1) Cost Center Report Rows - Displays plan and actual data for each cost center and/or internal order at the cost element level.

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Field Name	Description of Field Content
Cost element/cost center	This column lists the cost centers and/or internal orders included in the report along with the cost elements and cost element groups (if a cost element group was specified on the selection screen). Sub-totals for cost center and/or internal order groups are added if the report is run using groups.
Plan costs	Shows the amounts planned at the cost element level for each cost center and/or internal order.
Act. costs	This column shows total expenses and/or revenues posted against the cost center and/or internal order. NOTE: This does not include commitments such as Payroll reserves or Purchase Order reserves.
Var (abs)	Variance = Plan Costs Column minus Actual Costs Column
Var (%)	Variance between Plan Costs and Actual Costs displayed as a percentage of Plan Costs

(2) Cost Center Report – Columns - Displays plan and actual data totaled across all cost centers and/or internal orders at the cost element level.

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Navigation on/off for Reports; select "Column" view

To expand or collapse Cost Elements

Cost elements	Cctr plan costs	Total plan	Act c. ctrs	Total act
790427 Int. Rec. Admin. Sal			72,687.66-	72,687.66-
790621 Int. Rec. Comp. Union	195,828.00-	195,828.00-		
* Internal Recovery of Salaries	195,828.00-	195,828.00-	72,687.66-	72,687.66-
790986 Int. Rec. Fringe Ben	21,918.00-	21,918.00-	16,173.00-	16,173.00-
* Internal Recovery of Benefits	21,918.00-	21,918.00-	16,173.00-	16,173.00-
798258 Int. Rec. Services Gen			50,000.00-	50,000.00-
* Internal Recovery of Expenses			50,000.00-	50,000.00-
** Internal Exp. Recovery Summary	127,546.00-	127,546.00-	138,868.66-	138,868.66-
*** Revenue Summary Cost Elements	127,546.00-	127,546.00-	138,868.66-	138,868.66-
**** Revenue - All Cost Elements	127,546.00-	127,546.00-	138,868.66-	138,868.66-
881048 Pay. Admin	525,733.00	525,733.00	438,486.66	438,486.66
** HRIS - Admin Appointed Comp	525,733.00	525,733.00	438,486.66	438,486.66
881140 Pay. Casual Admin			5,655.00	5,655.00
** HRIS - Admin Non Appoint Comp			5,655.00	5,655.00
881310 Pay. Canadian Undergraduate	1,584.00	1,584.00		
** HRIS - Student Compensation	1,584.00	1,584.00		
881910 Pay. Benefits Appointed	189,090.00	189,090.00	96,596.17	96,596.17
** HRIS - Benefits	189,090.00	189,090.00	96,596.17	96,596.17
*** Total Compensation Summary	636,487.00	636,487.00	540,737.93	540,737.93
820010 Furniture Purchase	15,070.00	15,070.00	13,779.05	13,779.05
*** Furniture	15,070.00	15,070.00	13,779.05	13,779.05
821010 Equipment Purchase			1,098.28	1,098.28

Field Name	Description of Field Content
Cost elements	This column lists the cost elements and cost element groups (if a cost element group was specified on the selection screen).
Cctr plan costs	Total of all cost center plans summarized at the cost element level.
Total Plan	Total of all cost center plans and internal order plans summarized at the cost element level. Note: If running the CC with IO: Plan and Actual report an additional column will be displayed showing the total planned amount for all internal orders by cost element.
Act c. ctrs	This column shows total expenses and/or revenues posted against all cost centers Note: This does not include commitments such as Payroll reserves or Purchase Order reserves. NOTE: If running the CC with IO: Plan and Actual report an additional column will be displayed showing the total actuals for all internal orders.
Total act.	This column shows the total of all expenses and/or revenues across all cost centers and internal orders summarized at the cost element level.
Var (abs)	Variance = Plan Costs Column minus Actual Costs Column

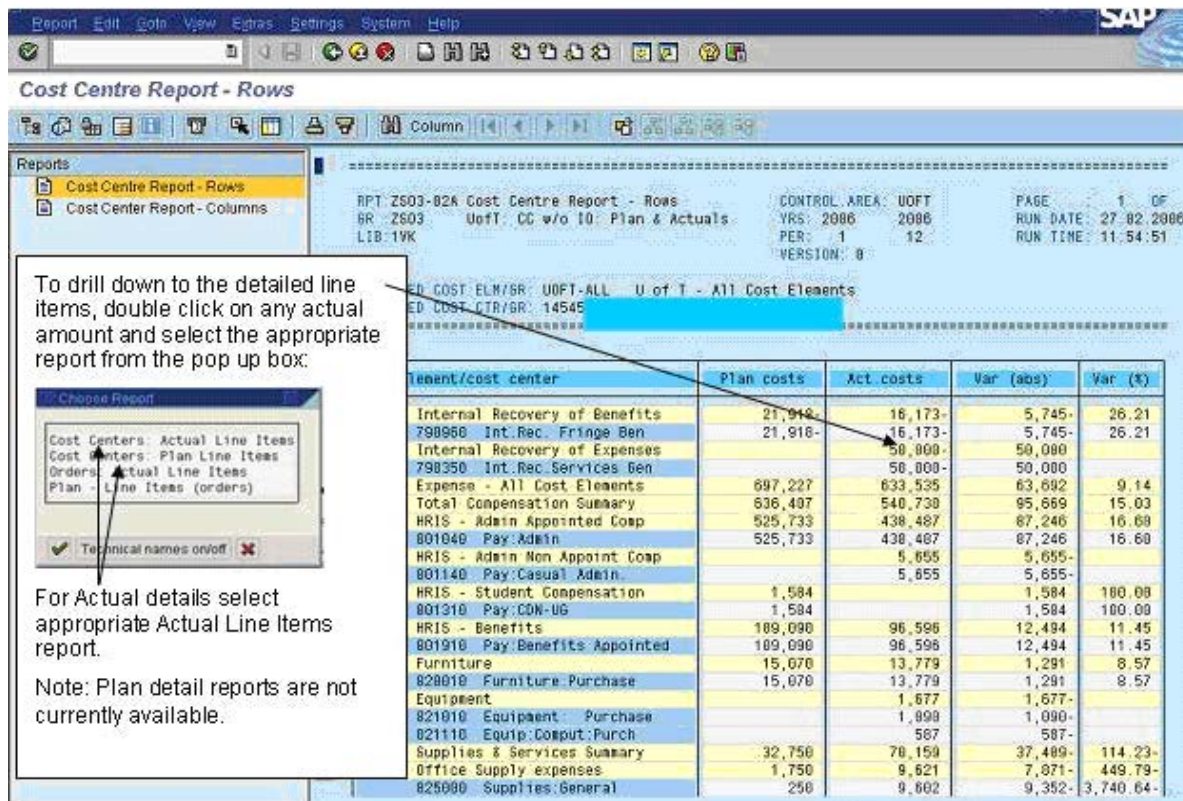
Var (%)	Variance between Plan Costs and Actual Costs displayed as a percentage of Plan Costs
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Report can be downloaded into Excel using Office Integration . Click [here](#) for instructions.

Drilling down to detailed line items:

This report allows the user to drill down to plan and actual line items.

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Cost Centre Report - Rows

RPT: ZS03-02A Cost Centre Report - Rows
 BR: ZS03 UoF: CC w/o IO: Plan & Actuals
 LIB: 1WK

CONTROL AREA: UOFT
 YRS: 2006 2006
 PER: 1 12
 VERSION: 0

PAGE: 1 OF
 RUN DATE: 27.02.2006
 RUN TIME: 11:54:51

ED COST ELM/GR: UOFT-ALL U of T - All Cost Elements
 ED COST CTR/GR: 14545

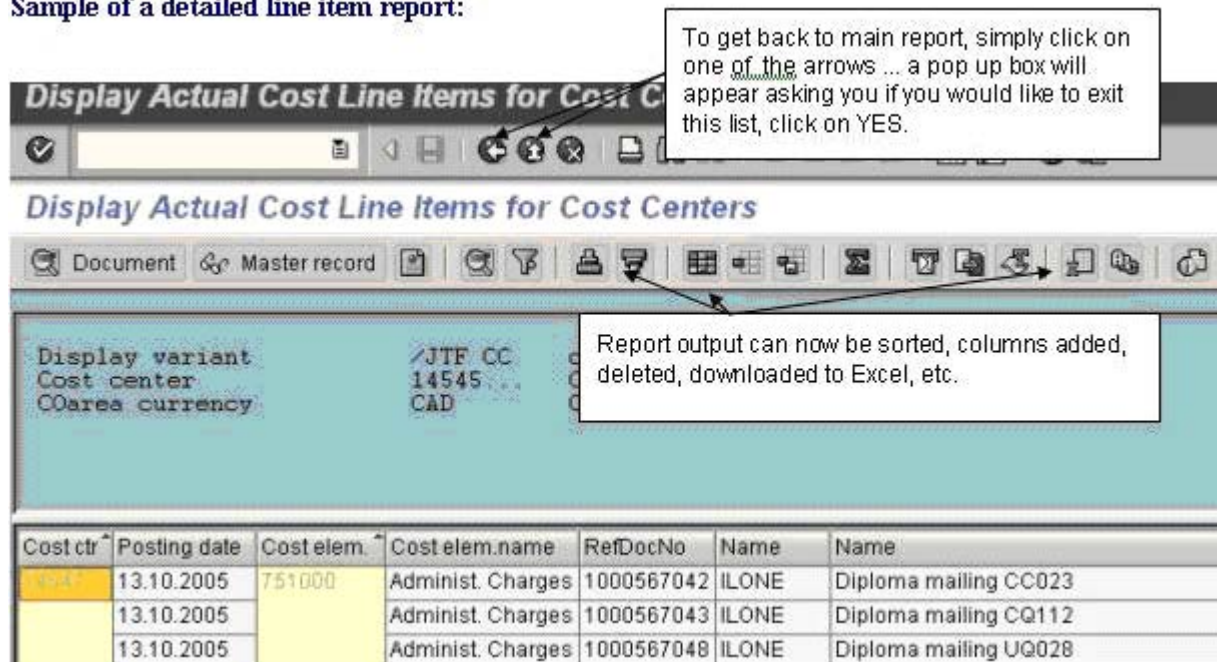
Element/cost center	Plan costs	Act costs	Var (abs)	Var (%)
Internal Recovery of Benefits	21,918	16,173	5,745	26.21
790960 Int.Rec. Fringe Ben	21,918	16,173	5,745	26.21
Internal Recovery of Expenses	50,000	50,000	0	0
790350 Int.Rec.Services Gen	50,000	50,000	0	0
Expense - All Cost Elements	697,227	633,535	63,692	9.14
Total Compensation Summary	636,407	540,730	95,669	15.03
HRIS - Admin Appointed Coop	525,733	438,487	87,246	16.60
001040 Pay:Admin	525,733	438,487	87,246	16.60
HRIS - Admin Non Appoint Coop	5,655	5,655	0	0
001140 Pay:Casual Admin	5,655	5,655	0	0
HRIS - Student Compensation	1,584	1,584	0	0
001310 Pay:CON-UG	1,584	1,584	0	0
HRIS - Benefits	189,090	96,596	92,494	48.92
001910 Pay:Benefits Appointed	189,090	96,596	92,494	48.92
Furniture	15,070	13,779	1,291	8.57
020010 Furniture Purchase	15,070	13,779	1,291	8.57
Equipment	1,677	1,677	0	0
021010 Equipment Purchase	1,677	1,677	0	0
021110 Equip:Comput:Purch	567	567	0	0
Supplies & Services Summary	32,750	70,159	37,409	114.23
Office Supply expenses	1,750	9,621	7,871	449.79
025000 Supplies:General	250	9,602	9,352	3,740.64

Annotations:

- To drill down to the detailed line items, double click on any actual amount and select the appropriate report from the pop up box:
- For Actual details select appropriate Actual Line Items report.
- Note: Plan detail reports are not currently available.

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Sample of a detailed line item report:



Display Actual Cost Line Items for Cost Centers

Document Master record

Display variant: /JTF CC
 Cost center: 14545
 COarea currency: CAD

Annotations:

- To get back to main report, simply click on one of the arrows ... a pop up box will appear asking you if you would like to exit this list, click on YES.
- Report output can now be sorted, columns added, deleted, downloaded to Excel, etc.

Cost ctr	Posting date	Cost elem.	Cost elem.name	RefDocNo	Name	Name
	13.10.2005	751000	Administ. Charges	1000567042	ILONE	Diploma mailing CC023
	13.10.2005		Administ. Charges	1000567043	ILONE	Diploma mailing CQ112
	13.10.2005		Administ. Charges	1000567048	ILONE	Diploma mailing UQ028