

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:

Cost Center without and with Internal Orders - Plan and Actuals

Access transaction for CC with IO : Plan and Actuals:

Menu	Accounting>>Controlling>>Cost Center Accounting >> Information System>>Reports for Cost Center Accounting >>Cost Center Accounting (UofT)>>UofT: CC with IO: Plan and Actuals
Transaction code	ZSO1

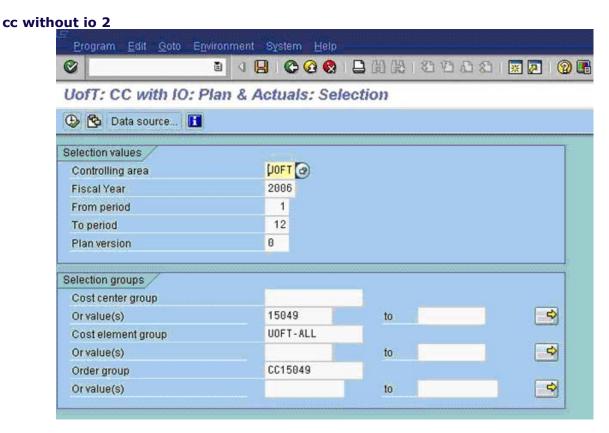
Selection Screen(s):

a) CC w/o IO: Plan and Actuals

cc without io plan and actual 1

	। 🛛 😓 । 😋 🙆 ।		12000	🛒 🖉 🔞 🛙
UofT: CC w/o IO: Pla	n & Actuais: Sele	ction		
🕑 💁 Data source				
Selection values /				<u>44</u>
Controlling area	LOFT 🕝			
Fiscal Year	2006			
From period	1			
To period	12			
Plan version	0			
Selection groups				
Cost center group				
Or value(s)	14545	to	14549	\$
Cost element group	UOFT-ALL			
Or value(s)		to		

b) CC with IO: Plan and Actuals



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		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.

н

Т

ī.

		Į
Cost center group OR value(s)	R	Enter <u>either</u> a cost center group OR cost center. 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.
Cost element group OR value(s)	R	Enter <u>either</u> a cost element group (default UOFT-ALL) OR cost element. Note: when using a cost element group the report output will show sub-totals at the cost element group level. 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 \textcircled{S}) to list a series of cost elements.
Report CC with I	O: Plan and A	ctuals

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.

Order group OR value(s)	R	Enter <u>either</u> an internal order group OR internal order.
Vulue(3)		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.

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.

cc without io 3

Cost Centre Report - Rows	L					
	AT	? 🕅 Column 14 4 🔺 🕅 🖓 🖧 🕽	副朝			
norts (1)		***************************************	***********		*********	00000000
Cost Centre Report - Rows	20	BAR ARAS AND ALLS PLACE BUILD . ALLS		-	and the second second second	
Cost Center Report - Columns	8	HPT 2503-82A Cost Centre Report - Rows UR 2503 Uoff CC #/e 10 Plan # Ac		10 RREAT UDFT 2006	PAGE RUN DATE	27.92.1
N.		LIB: TYK	PER	1 12		11 54 5
1				NL O		
	-	SELECTED COST ELM/ER		100		
		SELECTED COST CTR/GR		1. A.		
Navigation on/off		***************************************		·····	CONTRACTOR OF THE OWNER.	
outton to display or						
	1 1 1	Cost element/cost center	Plan costs	Act costs	Var (abs)	Var (1)
uppress "Report views" election buttons	hand a	CORE CONTRACTOR CONTRACTOR		THE COLORED	the land	
		 Internal Recovery of Benefits 	21,918-	18,173-	5,745-	26.21
	1.00	790960 Int Rec Fringe Ben	21,918-	16,173-	5,745-	26.21
	0	 Internal Recovery of Expenses 		58,000-	50,080	
	-	798350 Int.Rec.Services Gen **** Expense - All Cost Elements	697,227	58,000-	50,000	9.14
/		*** Total Compensation Summary	636,407	549,738	95,689	15.03
		** HRIS - Admin Appointed Comp	525,733	438,487	87,246	16,60
	- hutter	001040 Pay Adain	525,733	438,487	87,246	16.68
				5,655	5,655-	
	-	** HRIS - Admin Non Appoint Comp			5,655-	1. STORAGE
Click to	E	601140 Pay Casual Adain.		5,655		
	*	BB1140 Pay Casual Adain. "HB15 - Student Compensation	1,584	5,655	1,584	188.08
expand or	Æ	B01140 Pay Casual Adain HR15 - Student Compensation D01210 Pay CDN-UG	1,594		1,584	100.00
expand or		B01140 Pay Casual Adatm. ** HRIS - Student Compensation 001210 Pay EDN-UG ** HRIS - Benefits	1,504	95,596	1,584 1,594 12,494	100.00
expand or collapse sub-	15 M	B01140 Fey Casual Admin. ** HRIS - Student Compensation B01210 Fey CDN-U0 ** HRIS - Benefits B01910 Fay Benefits Appointed	1,504 109,898 109,898	96,596 96,596	1,584 1,594 12,494 12,494	100.00 11.45 11.45
expand or	Æ	B01140 Fay Escual Admin. ** HRIS - Student Compensation 001210 Fay EDN-UD ** HRIS - Benefits 001910 Fay Benefits Appointed *** Furniture	1,594 199,898 199,898 15,070	96,596 96,596 13,779	1,584 1,594 12,494 12,494 1,291	100.00 11.45 11.45 8.57
expand or collapse sub-	18 18 18	B01140 Pay Escual Admin. ** HRIS - Student Compensation B01210 Pay EDN-US ** HRIS - Benefits B01910 Pay Benefits Appointed *** Furniture \$20010 Furniture Purchase	1,504 109,898 109,898	96,598 96,598 13,779 13,779	1,584 1,594 12,494 12,494 1,291 1,291	100.00 11.45 11.45
expand or collapse sub-	15 M	B01140 Fay Casual Adain. ** H815 - Student Compensation 091210 Fay EDN-U0 *** H815 - Benefits 091910 Fay Benefits Appointed *** Furniture 820010 Furniture:Purchase *** Equipment	1,594 199,898 199,898 15,070	96,596 96,596 13,779 13,779 1,577	1,584 1,594 12,494 12,494 1,291 1,291 1,677-	100.00 11.45 11.45 8.57
expand or collapse sub-		B01140 Fay Casual Admin ** H815 - Student Compensation B01219 Fay EDN-U0 ** H815 - Benefits B01910 Fay Benefits Appointed *** Furniture 82010 Furniture Purchase *** Equipment 821010 Equipment Purchase B21110 Equipment Purch	1,594 199,898 199,898 15,070	96,598 96,598 13,779 13,779	1,584 1,594 12,494 12,494 1,291 1,291	100.00 11.45 11.45 8.57
expand or collapse sub-		B01140 Fey Casual Admin. ** HRIS - Student Compensation B01210 Fey CDN-U0 ** HRIS - Benefits B01910 Fay Benefits Appointed *** Furniture \$20010 Furniture Purchase *** Equipment \$21010 Equipment Purchase	1,594 199,898 199,898 15,070	96,596 96,596 13,779 13,779 1,577 1,677 1,090	1,584 1,594 12,494 12,494 1,291 1,291 1,677- 1,090-	100.00 11.45 11.45 8.57
expand or collapse sub-		B01140 Fay Easual Admin. ** HRIS - Student Compensation B01210 Fay EDN-UD ** HRIS - Benefits B01910 Fay Benefits Appointed *** Furniture 820010 Furniture Purchase *** Equipment 821010 Equiption Purchase 821110 Equiption	1,504 169,998 199,998 15,678 15,678	96,596 96,596 13,779 13,779 1,677 1,990 587	1,584 1,594 12,494 1,291 1,291 1,291 1,291 1,291 1,291 1,000- 587- 37,409- 7,071-	100 00 11.45 11.45 8.57 8.57 8.57

Field Name	Description of Field Content
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.
	Shows the amounts planned at the cost element level for each cost center and/or internal order.
	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.

Cost Center without and with Internal Orders - Plan and Actuals

Bellort Edit Qato View Egras	and the local division of the local division	00 000 800 00	08			
ost Center Report - Col	unns					
	NO KING THE	() Column 14 4 > +1 명 등	its made made			
apris					******	*********
Cost Centre Report- Rows Cast Center Report Columns Cast Center Report Columns Cast Center Report Columns	2) GRI LIR: SELE			96 2906 I 12 B	PASE (RUN CATE, 2 RUN TIME) 1	7.02.2006
select "Column" view	Cant	elssats	CCtr plan costs	Total plan	Act c ctrs	Total act
		790427 Int Rec Admin 5a1			72,687.65-	72,687.6
	-	790621 Int Rec Comp Union Internal Recovery of Salaries	105,628.00-	105,629.00-	72,697 66-	72,697 6
1		T96956 Int Rec Fringe Ban	21,918,88-	21,918,88-	16,173.00-	16,173.0
	間 1	Internal Recovery of Benefits	21,910.00-	21,918.00-	16,173.00-	16,173.0
-	1000	798358 Int.Rec Services Sen			50,009.00-	50,000.0
🛃 То		Internal Recovery of Expenses Internal Exp. Recovery Summary	127,546.00-	127,546,00-	50,000.00-	58,098.0
10	E 111	Revenue Sussary Cost Elegents	127,546.80-	127,546,60-	138,868,68-	139,858.6
expand or	庵	Revenue - All Cost Elements	127,546 88-	127,546.80	138,868.66-	128,858.6
CONSIGNATION PROPERTY AND ADDRESS OF ADDRESS A ADDRESS ADDRESS ADDR ADDRESS ADDRESS ADDRESS ADDRESS ADDRESS		BB1040 Pay Admin	525,733.00	526,733.60	438,486.66	438,486.6
collapse	西 11	HRIS - Admin Appointed Comp B01140 Pay Casual Admin.	525,733.80	525,733.80	438,485.65	438,486.6
	A	HRIS - Rdmin Non Appoint Comp		-	5,665,08	5,655.0
100000000000000000000000000000000000000	August	821318 Fay Canadian Undergratuate	1,584.86	1,584.00	TA TA TA TA	100000000
Cost			1,584.86	1,584.00		
Cost		HRIS - Student Compensation				
100000000000000000000000000000000000000		881910 Fay Benefits Appointed	109,090.00	199,990.00	96,596.17	
Cost		881910 Pay Benefits Appointed HRIS - Benefits	109,090.80	199,890.80	90,596.17	96,596.11
Cost	HE	881910 Fay Benefits Appointed	109,090.00			96,596,17 96,596,17 549,737,87 13,779,95

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

Report can be downloaded into Excel using Office Integration III. Click here for instructions.

Drilling down to detailed line items:

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

cc without io 5

	00 000000000000000	@ F			-
ost Centre Report - Rows					
	📶 Column 14 4 🕨 🖬 🥂 🖧	88 88			
ports		******			
Cost Centre Report - Rows	RPT ZS03-824 Cost Centre Report - Rows BR ZS03 Uoff CC w/o 10 Plan & Act LIB:1VK		1 12		1 00 27 82 20 E 11 54 51
To drill down to the detailed line items, double click on any actua amount and select the appropria	al ED COST CTR/GR: 14545	Marganets	post to		
report from the pop up box:	lement/cost center	Plan costs	Act.costs	Var (abs)	Var (*)
Choped Report	Internal Recovery of Benefits	21,942	16,173-	5,745-	26.21
Cost Centers: Actual Line Itees	798950 Int.Rec. Fringe Ben	21,918-	16,173-	5,745-	26.21
Cost Benters: Plan Line Itees	Internal Recovery of Expenses	A CONTRACTOR OF A	58,898	50,090	44114
Orders Actual Line Items	798350 Int.Rec.Services Gen	in the second second	50,000-	50,000	- ugante
Plan - Line Items (orders)	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 Comp	525,733	438,487	87,246	16.68
Y Technical names on/off	801040 Pay:Admin HRIS - Admin Non Appoint Comp	525,733	438,487	87,246 5,655-	16.69
	801140 Pay:Casual Admin.	-	5,655	5,655-	
The web states that a discussion of several	HRIS - Student Compensation	1,584	3,000	1,584	180.08
For Actual details select	801310 Pay:CDN-UG	1,584		1,584	100.00
appropriate Actual Line Items	HRIS - Benefits	189,090	96,596	12,494	11.45
report.	801910 Pay Benefits Appointed	189,098	96,596	12,494	11.45
epon.	Furniture	15,678	13,779	1,291	8.57
Note: Plan detail reports are no	828010 Furniture Purchase	15,070	13,779	1,291	8.57
	Equipment		1,677	1,677-	1
currently available.	821010 Equipment: Purchase	1	1,999	1,090-	
11.050	821118 Equip:Comput:Purch		587	587-	-
	Supplies & Services Summary	32,750	78,159	37,489-	114.23-
	Office Supply expenses 825080 Supplies:General	1,750	9,621	7,871-	449.79-

cc without io 6

