COST CENTER BALANCE DETERMINATION – PLANT FUND

Plant fund cost centers begin with a 7xxxx. In order to run reports for a plant fund cost center, the user must first determine whether the cost center is an inception-to-date or fiscal-year-to-date cost center by referring to the following:

**Inception-to-Date Cost Centers:** cost centers 70xxx thru 77xxx. To obtain accurate reporting, the start date of queries should be 7/1/1997.

**Fiscal Year-to-Date Cost Centers:** cost centers 78xxx thru 79xxx. To obtain accurate reporting, the start date of queries should be 7/1 of the fiscal year being reviewed.

**TO REVIEW THE POSTED ACTIVITY** in a plant fund cost center, generate the Display Cost Center Line Items for Cost Centers report. This report can be obtained by using short cut KSB1 or going to FMRA (Departmental Reporting Tree), Reconciliation (Detail), Cost Center: Actual Line Items.

The following screen will appear:

![Display Actual Cost Line Items for Cost Centers: Initial Screen](image)

Enter the Cost Center number and the Posting Date, remembering to use the correct starting date based on the information above. Select Layout /ZACTUALP/GL to obtain the fields shown in the sample below:
As noted above, this report reflects only those items that have already been posted to SAP. It does not reflect any commitments or encumbrances that may be outstanding or any outstanding credit card charges or unprocessed interuniversity charges.

**TO REVIEW THE AVAILABLE BALANCE** in a plant fund cost center, you must determine whether the cost center is inception to date or fiscal year to date. (Note that “Available Balance” takes into consideration the amount of commitments outstanding for the cost center.)

**For Inception-to-Date cost centers**, go to FMRA (Departmental Reporting Tree), and select Inception To Date (Grants), Grant Before 11/1/05 (Cost Center). (Note: Although the menu option refers to grants and you are working with a plant fund account, this menu option enables you to run the BCS report on an inception-to-date basis.)

Select the BCS Inception To Date line item by double clicking it. The following screen will appear:
In the Funds Center field, enter the number of the cost center for which you want to determine the available balance. A report similar to the following will appear:

This report shows the actual revenue and expenditures posted in the “Actual Inception” column and the outstanding commitments in the “Commitments” column. The Available Balance is reflected in the right hand column.

For Fiscal Year cost centers, go to FMRA (Departmental Reporting Tree), and select Summary Reports (BCS). Select the BCS Available Balance line item by double clicking it. The following screen will appear:
Update the Period From, Period To, and Fiscal Year fields to reflect the fiscal year time period under review. In the Funds Center field, enter cost center number for which you want to determine the available balance. A report similar to the following will appear:

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This report shows the actual revenue and expenditures posted in the “Actual” column and the outstanding commitments in the “Commitments” column. The Available Balance is reflected in the “Plan/Act” column.
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