

## 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:

The screenshot shows a software window titled "Display Actual Cost Line Items for Cost Centers : Initial Screen". The window has a menu bar with "Program", "Edit", "Goto", "Extras", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area of the screen is divided into several sections:

- Cost Center Selection:** A field for "Cost Center" contains "70200" with a dropdown arrow. Below it is an "or" label and a "Cost Center Group" field.
- Cost Element Selection:** A field for "Cost Element" is empty, followed by an "or" label and a "Cost Element Group" field.
- Posting Data:** A section with a "Posting Date" field containing "07/01/1997" and a "to" field containing "12/31/2007".
- Settings:** A section with a "Layout" field containing "/ZACTUALP/GL" and the text "ACTUAL LINE ITEM--PRINT VER/SORTED GL". Below this is a "More Settings" button.

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:

Display Actual Cost Line Items for Cost Centers

DocNo	Itm	Postg D...	Doc.Header Text	Reference	Commt item	GL No.	Cur Cmt	Text	Purch.D...	Item	Name of offsetting account	Int Ord
100517282	2	08/24/2007	SA	SM020046	5999102	599942	90,185.62	PARCEL U BI			OT FAC EXP-PLANT FD	REO Profit
							599942	90,185.62				
100078359	2	02/09/2000	ZA	PK200036	5999102	599960	250,169.51	TSF FR 74995 TO 70200			INTRA FUND TRANSFERS	REO Profit
100103714	2	06/30/2000	SA	KW200379	5999102		300.00	LAND ACQUISITION			INTRA FUND TRANSFERS	REO Profit
100479196	4	11/21/2006	SA	PD PATER...	5999102		112,500.00	FUND CARLIN ESTATE PR...			YEAR END	REO Profit
100513265	4	06/30/2007	AB	PD PATER...	5999102		112,500.00	FUND CARLIN ESTATE PR...			YEAR END	REO Profit
100522444	2	09/25/2007	SA	AA000017	5999102		2,600.00	REIMBURSEMENT FOR BI E...			INTRA FUND TRANSFERS	REO Profit
							599960	253,069.51				
1900136128	2	06/13/2000	K	0002083	672200	672200	300.00	*MID MI ENG/BOUNDARY S...			NPO TEMP VENDORS A...	
1900435249	2	08/29/2007	K	P4444	672200		2,600.00	*ENVIRONMENTAL STUDY ...			STS CONSULTANTS LTD	
							672200	2,900.00				
1900099394	2	10/18/1999	K	S50467**	754000	754000	5,000.00	*ISABELLA CO ABSTRACT/...			ISABELLA COUNTY ABS...	
1900099395	2		K	S50468**	754000		5,000.00	*ISABELLA COUNTY ABST...			ISABELLA COUNTY ABS...	
1900110511	2	12/23/1999	K	S52530**	754000		240,169.51	*ISABELLA CO/WASHINGT...			ISABELLA COUNTY ABS...	
1900434711	2	08/22/2007	K	C1024**	754000		90,185.62	*PARCEL U PURCHASE			BARRON TITLE AGENCY...	
							754000	340,355.13				
100479196	1	11/21/2006	SA	PD PATER...	763000	763000	112,500.00	CARLIN ESTATE PROPER...			NOTES PAYABLE	
100513265	1	06/30/2007	AB	PD PATER...	763000		112,500.00	CARLIN ESTATE PROPER...			NOTES PAYABLE	
							763000	0.00				
Cost Center 70200 LAND ACQUISITION								0.00				
								0.00				

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:

### BCS INCEPTION TO DATE: Selection

Data Source...

Selection values

Version

Selection groups

Funds Center  to

Fund  to

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:

### BUDGET INCEPTION TO DATE REPORT

Date: 01/02/2008 Page: 2 / 2

FM AREA FOR CMU Version 0

Funds Center/Group 74105 RH-REPLACE CURTAINS  
Fund/Group \*

Funds Center/Commitment Item	AWARDED	ACTUAL INCEPTION T	COMMITMENTS	AVAILABLE BALANCE
* TOTAL REV / 5000002	0.00	170,000.00-	0.00	170,000.00
5999102 REVENUE TRANSFERS	0.00	110,000.00-	0.00	110,000.00
REVTRFG CUR FND TRNSFR - GF	0.00	60,000.00-	0.00	60,000.00
*** TOTAL EXP / 6000001	0.00	60,000.00	109,989.00	169,989.00-
** 6300002 SUPPLIES & EQUIPMENT	0.00	59,997.73	109,989.00	169,986.73-
** 9531002 EXPENSE TRANSFERS	0.00	2.27	0.00	2.27-
**** TOTAL	0.00	110,000.00-	109,989.00	11.00

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:

## BCS AVAILABLE BALANCE: Selection




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**Selection values**

Version	0
Period From	1
Period To	12
Fiscal Year	2008

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**Selection groups**

Funds Center	<input type="text"/>	to	<input type="text"/>		
Fund	<input type="text"/>	to	<input type="text"/>		
Functional Area Groups	<input type="text"/>				
Or value(s)	<input type="text"/>	to	<input type="text"/>		

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:

**BCS AVAILABLE BALANCE**      Date: 01/02/2008      Page: 1 / 1

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Fiscal Year      2008      Version      0  
 Period From      1      Period To      12

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Funds Center      79000      CIP PROJECTS  
 Fund      \*

Funds Center/Commitment Item	CUR PLAN	ACTUAL	COMMITMENT	PLAN/ACT	% VAR
*** TOTAL EXP / 6000001	0.00	2,905,152.75	33,050,998.87	35,956,151.62-	0.00
** 6300002 SUPPLIES & EQUIPMENT	0.00	2,905,152.75	33,050,998.87	35,956,151.62-	0.00
**** AVAILABLE BALANCE	0.00	2,905,152.75	33,050,998.87	35,956,151.62-	0.00

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.