| **Reports in Profit Center Accounting**  
| **(Revenues and Expenses)**  
| **The University of Mississippi**  
| **1/2012**  
| **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](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.

<table>
<thead>
<tr>
<th>Report Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZRD1</td>
<td>Accumulates current period (the period you select as “From Period”) and fiscal year-to-date postings to the selected profit center.</td>
</tr>
<tr>
<td>ZRD2</td>
<td>Accumulates fiscal year postings by month and summarizes year-to-date postings.</td>
</tr>
<tr>
<td>ZRD3</td>
<td>Accumulates cumulative and consolidated postings for several profit centers. Pulls several departments together and consolidates the information as if it was all one department.</td>
</tr>
<tr>
<td>ZRD4</td>
<td>Accumulates cumulative postings for one or more profit centers by individual profit center. (Will execute multiple ZRD1 reports that you can toggle between).</td>
</tr>
<tr>
<td>ZRD5</td>
<td>Indirect cost revenue report. Accumulates year-to-date indirect cost postings.</td>
</tr>
</tbody>
</table>

**Multiple Selection Icons**
See page 12 and 13
**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.

**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.

**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](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.

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.
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.

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.

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.

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.
Saving your display variant for future use.

Step 1
Select the “Save” icon.

Step 2
Give the variant a short name.

Step 3
Select the box labeled “User-specific.” This will allow only the user who saved the variant to change the variant.

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.

Step 5
Select “Save” when complete.

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.”
Customized Profit Center Accounting Reports

Transaction Code: GR55

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

Step 2
Execute

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.

<table>
<thead>
<tr>
<th>Lead column</th>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>11,254.25</td>
<td>28,379.69</td>
<td>25,719.90</td>
<td>62,622.27</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Wages</strong></td>
<td>1,228.83</td>
<td>1,428.48</td>
<td>1,759.87</td>
<td>2,850.36</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Postage Benefits</strong></td>
<td>1,096.59</td>
<td>8,377.67</td>
<td>7,051.80</td>
<td>2,385.60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>98.62</td>
<td>238.50</td>
<td>304.40</td>
<td>18.36</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td>4,997.27</td>
<td>3,197.01</td>
<td>479.73</td>
<td>753.16</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Commissions</strong></td>
<td>1,852.87</td>
<td>181.50</td>
<td>1,302.50</td>
<td>1,501.84</td>
<td>823.65</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>98.62</td>
<td>238.50</td>
<td>304.40</td>
<td>18.36</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>20,298.77</td>
<td>31,725.61</td>
<td>47,522.80</td>
<td>78,667.46</td>
<td>924.54</td>
<td>103.90</td>
</tr>
</tbody>
</table>

*** NET (28,209.77) (31,725.61) (47,522.80) (78,667.46) (824.54) (103.90) ***

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 values(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 page 10.
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.

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.

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.**

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

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.
NOTE 1: Example of the sum of entries.

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

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

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

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

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.