

## Cost Center: Revenue and Expense Summary

This report summarizes planned and actual revenues (if applicable), expenses, and transfers by cost element, then displays the net revenue (over)/under expenses for the current month (current period) and the cumulative (fiscal year to date) activity. Open commitments for the fiscal year are also summarized. The variance (the difference between the plan and the cumulative activity plus commitments) is displayed as a dollar amount and as a percentage of the plan remaining.

The Cost Center: Revenue and Expense Summary includes six sections:

- 1) Revenue, 2) Expenses, 3) Transfers, 4) Revenue (over)/under expenses, 5) Prior Year Balance Forward and 6) Total Balance.

**Note:** Transfers refer to transfers of fund balances between cost objects, typically administered by UNL Accounting, the Transfer section will only appear if a transfer has been completed during the fiscal year being reported on and has not been included in the example below. If a cost center does not have a carry forward balance, the Prior Year Carry Forward and Total Balance sections will not appear.

### Revenue Section – typically state fund cost objects do not have a revenue section.

ZFP_CO_REV_EXP_SUMMARY		UNIVERSITY OF NEBRASKA				PAGE: 4	
USER: CHEDRICK		Cost Center: Revenue and Expense Summary				DATE: 07/22/2003	
MAIL CODE: 3490		For Periods: 1 - 03 / 2003				TIME: 09:18:43	
COST CENTER: 2329070002 Info Services Student Telephone Service						SYS/CL: UNQ 005	
PLAN VERSION: 0						Paul Brannen	
Revenue Elements	Plan	Period 03	Cumulative Act.	Commitments	\$ Variance	% Uncom	
450000 Plan Sales and Servs	917,534.00-	0.00	0.00	0.00	917,534.00-	100	
452100 Sale Mater'l and Ser	0.00	31,920.39-	81,061.75-	0.00	81,061.75	0	
452120 Sale Mater'l&Ser Oth	0.00	0.00	4,698.76-	0.00	4,698.76	0	
452121 Sale Mat/Serv-Sales	0.00	1,184.36-	4,924.31-	0.00	4,924.31	0	
* Sales & Services	917,534.00-	33,104.75-	90,684.82-	0.00	826,849.18-	90	
** Total Revenue & Other Additio	917,534.00-	33,104.75-	90,684.82-	0.00	826,849.18-	90	

1. The report header lists the SAP name of the report, the name of the User who initiated the report, the Mail Code used in distribution, the Cost Center number and name, and the Plan Version.
2. Centered on the report header under the University of Nebraska is the title of the report and the time span being reported. In this example the report was run for September 2003. The report, therefore, includes cumulative data for Periods 1 through 3 for the Fiscal Year 2003.

3. Displayed in the upper right hand corner is the Page number, the Date and Time the report was executed, the System Client it was run on, and the Person Responsible field.
4. The first section of the Cost Center Revenue and Expense Summary report displays Revenue. Revenue is broken down by Revenue Elements with a subtotal given for each type of Revenue and a grand total for all Revenue. Revenues are reported with their natural sign as a negative, which indicates a credit.
5. The Plan Version value indicates the current Revenue budget. In this example, the Revenue Plan includes \$917,534.00- to be generated through Sales and Services.
6. The next column summarizes revenue that was collected during the current period being reported; in this case Period 3. \$33,104.75- was collected on revenue element 452100 Sale Mater'l and Ser (\$31,920.39-) and revenue element 452121 Sale Mat/Serv-Sales (\$1,184.36-) during September 2003 (Period 3).
7. The Cumulative Activity summarizes all Revenue received to date. In the example, a total of \$90,684.82- was received during July, August, and September (Periods 1-3).
8. Typically the Revenue Commitments column will be blank. Values in this column should be further explored for relevance.
9. The \$ Variance shows the difference between the Plan values and the Cumulative Activity plus Commitments. However, when subtotaling for the category of revenue, in this case Sales & Services, the dollar difference between the plan and cumulative values can be ascertained.
10. The % Uncollected calculates the percent of planned revenue that remains to be collected. In this example 90% of the total planned revenue remains uncollected (90% of \$917,534.00 equals \$826,849.18).



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  2. The second section of the Cost Center Revenue and Expense Summary report displays **Expenses** (this will be the first section of the report if the cost object does not have revenue). Expenses are broken down by **Cost Elements** with a subtotal given for each category of Expense and a grand total for all Expenses.
  3. The **Plan Version** values indicate the current budget. In this example, the budget includes \$27,352.00 for Total Personal Services; \$875,182.00 for Operating Expenses/Services and \$15,000.00 for Capital Outlay expenses for a Total Non-Personal Services portion of the budget of \$890,182.00. Adding the Total Personal Services & Non-Personal Services for a Total Expense budget of \$917,534.00.
  4. The next column summarizes the expenses incurred during the current period being reported; in this case **Period 03 or September**.
  5. The **Cumulative Activity** summarizes all Expenses incurred to date. In the example, the total expenses incurred for July, August, September (Periods 1-3) were \$47,447.26 in Operating Expenses/Services; \$17,737.96 in Operating Supplies; \$790.00 in Travel Expenses; \$35,024.00 in Capital Outlay and \$73,544.96 in Cost of Goods Sold for a Total Non-Personal Services of \$174,595.20. With a grand total of expenses is \$193,276.30.
  6. The **Commitments** column lists the total values of all open commitments (purchase requisitions, purchase orders, and manual funds commitments) for the fiscal year by cost element as of the date the report was generated. In this example there is \$0.00 in commitments for the fiscal year 2003.
  7. The **\$ Variance** indicates the amount of the Plan remaining after the Cumulative Activity and Commitments have been subtracted. For Expenses a positive amount would indicate the balance of funds available for spending. A negative amount would indicate the plan has been over spent. To ascertain the dollar difference between the plan and the cumulative plus commitments, check the subtotals for each major expense category (9-13) and the total expenses (14).
  8. In the **% Remaining** column a positive % indicates the percent of the plan still available to spend. A negative percentage would indicate the percent the plan has been overspent. If no plan exists on the cost element, the result will be 0% remaining.
- 9-12 The subtotals for each major expense category begin with an asterisk \* and are printed in bold. These are key lines to interpreting the status of the cost object reported on.
13. As you read the reports you will notice the hierarchy of asterisks on the left. All totals and subtotals are printed in bold with a varying number of asterisks next to them. If you add the lines with \*\* (two asterisks) you will notice that they total the line that has \*\*\* (three asterisks). Example: Total Planned Operating & Supplies (\$875,182.00) + Total Planned Utilities (\$0.00) + Total Planned Travel Expenses (\$0.00) + Total Planned Capital Outlay (\$15,000.00) + Total Planned Cost of Goods Sold (\$0.00), gives you the Total Non-Personal Serves amount of \$890,182.00.
  14. **Total Expenditures and Other Deductions** of \$917.534.00.

## Revenue (over)/under Expense Section

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USER: CHEDRICK		Cost Center: Revenue and Expense Summary			DATE: 07/22/2003	
MAIL CODE: 3490		For Periods: 1 - 03 / 2003			TIME: 13:48:02	
COST CENTER: 2329070002 Info Services Student Telephone Service					SYS/CL: UNQ 005	
PLAN VERSION: 0					Paul Brannen	
Current Yr Rev (over)/under Exp	Plan	Period 03	Cumulative Act.	Commitments	\$ Variance	% Var.
Current Yr Rev (over)/under Exp	0.00	30,036.72	102,591.48	6,369.57	108,961.05-	0

- Header information remains the same, if applicable.
- The third section of the Cost Center Revenue and Expense Summary report displays the difference of Revenue (over)/under expenses. Note that a negative number would indicate a credit balance – more revenue than expense.
- In the above example, the Planned Revenue was \$917,534.00- and the Planned Expenses totaled \$917,534.00. Thus the difference equals zero under Plan.
- During the current period (Period 3 for September) Revenue totaled \$33,104.75- and Expenses totaled \$63,141.47. The net result shows \$30,036.72. Expenditures exceeded revenue during the month of September 2003.
- The Cumulative Activity shows that expenditures exceeded revenue by \$102,591.48 (cumulative expenses of \$193,276.30 less cumulative revenue of \$90,684.82-).
- Commitments totaled \$6,369.57
- In the example of a revolving cost center, the \$ Variance shows the difference of the Revenue \$ Variance (\$826,849.18-) and the Expenses \$ Variance (\$717,888.13) for a net \$ Variance of \$108,961.05-.
- The % Variance indicates the percentage of the \$ Variance to the Plan. In this example, the Plan value was 0 so the percent equals 0.

**Prior Year Balance Forward & Total Balance Sections – state fund cost objects do not have prior year balance forward.**

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PLAN VERSION: 0					Paul Brannen

  

Prior Yr Bal Forward			Cumulative Act.	Commitments	Surpl/(Deficit)	
310000 Prior Yr Bal Forward			3 191,134.38-	0.00	191,134.38	

  

Total Balance			Cumulative Act.	Commitments	Surpl/(Deficit)	
Total Balance			88,542.90-	6,369.57	82,173.33	4

\*\*\*\*\*COMMITMENTS REFLECT ALL OPEN ITEMS AS OF 07/22/2003

1. The Prior Year Balance Forward section of the Cost Center Revenue and Expense Summary report displays the Prior Year Balance Forward of Revenue expenses.
2. Because this is an auxiliary cost center we must look at the Prior Year Balance Forward. As noted in the last section, the Cumulative Activity shows that expenditures exceeded revenue by \$102,591.48 (cumulative expenses of \$193,276.30 less cumulative revenue of \$90,684.82-).
3. By looking at Prior Yr Bal Forward we see that we have a carried-forward surplus of \$191,134.38 from the last fiscal year.
4. Taking the carry-forward amount (\$191,134.38) and added it to the exceeded revenue (\$102,591.48) less the commitments (\$6,369.57) we are left with a surplus of \$82,173.33.