

Summary Statement Quick Reference

Navigating to the Summary Statement entry screen

From the "SAP Easy Access" screen, follow the navigation path:
User Menu → **Role ZMIT** → **Reports** → **Summary Statement**
 Or use the transaction code: **/nzstm**.

I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter fiscal period and year.
2. Enter cost element group; CEMIT-0 is the standard Summary report.
3. Select company code.
4. Enter profit center group, profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.
5. Enter department budget or keep 0 (Institute budget).
6. Select either **Individual** (lists each cost object separately), **by project** (rolls up info for all WBS elements within the project) or **consolidated** (combines all cost objects).


OPTIONAL FIELDS

7. Check to see all lower WBS's under the WBS you entered.
8. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
9. Enter the unknown cost object and press the Enter/Return key.
10. Click to include cost objects by term code; deselect to omit them.
 - open = open for charges
 - 1 = active, but in the closing period
 - 2 = no longer in use
 - 3 = closed; no charges allowed
11. Enter MIT ID of cost object's supervisor. All cost objects for the supervisor for which you have authorization will be reported on.
12. Check to exclude blanket orders from the Commitment column.
13. Enter title for report if you checked consolidated report.
14. Click the **Print Options** tab.

II. Complete the Print Options Screen:

1. Check this field only if you want your report printed immediately but not displayed on the screen first. Enter the printer name on the right.
2. Print only the Summary Statement or the Summary Statement and the DTR at the same time.
3. Summary Printing Options
 - a) **Landscape** prints the report horizontally (11 x 8 1/2). **Portrait** prints the report vertically (8 1/2 x 11).
 - b) **Simplex** prints the report single-sided. **Duplex** prints the report double-sided (only on duplex printers). **Printer Default** prints the report single or double-sided according to what the default is.
4. DTR Printing Options
Same as for the Summary Statement (3a & b).
5. Click the **Column Options** tab.

III. Complete the Column Options Screen:

1. Enter the number in the order you want the columns to appear on the report.
*For **Portrait**, if you select fewer than five columns, all the columns will be printed on one page.*
If you select five or more columns, the columns will be spread across on two pages.
2. Click the Execute button  to run the report.

Reading the Summary Statement

The screenshot shows a software window titled 'PS1 (1) (030)' with a menu bar (Summary, Edit, Goto, System, Help) and a toolbar. The main area is titled 'Summary Statement' and contains the following information:

- Cost Object:** Cost Center 1670800
- Costing Sheet:** Title Training Cost Ctr 01, Company Mass. Inst. of Technology, Begin 07/01/1987 End 12/31/9999, Supervisor, Costing Sheet General (No F&A)
- Buttons:** Expand All, Expand, Collapse, Collapse All, DTR, Download
- Month End:** May 31 2001
- Table Headers:** BUDGET (Version 0), CURRENT, FISCAL YTD, CUMULATIVE, UNEXPENDED, *COMMITMENT, UNCOMMITTED
- Table Rows:**
 - NET EXPENSES
 - Expenses
 - Direct Expenses
 - Operating Expenses
 - Materials and Services
 - 420106 - Audio Visual Expense
 - 420114 - Carryforwards - Budget
 - 420220 - Maint & Repairs
 - 420226 - Materials and Services
 - 420242 - Microfilm
 - 420254 - Non-Reimbursable Expen
 - 420258 - Office Supplies
- Drill downs:** Indicated by arrows pointing to the 'CURRENT', 'FISCAL YTD', and 'CUMULATIVE' columns.

Columns

- List of cost elements for the cost object activity.
Principal: for endowment internal orders
Expenses: for all cost objects
Revenue: for internal orders, WBS elements, and some cost centers
Settlement: usually for internal orders and WBS elements (*this section is not displayed for the CEMIT-0 cost element group*)
- Default budget values (or departmental plan):
Cost centers: Office of Budget and Financial Planning for the current year
Internal orders: No budget, except for Dept. of Facilities
WBS elements: Authorized total specified by the sponsor, appears in cost element 400000
- Current month's actual expenses.
- All activity on a cost object by cost element for the fiscal year-to-date.*
- Sum of cumulative expenses to date by cost element.
Cost centers: matches the fiscal year activity
Internal orders and WBS elements: from inception of cost object
- Difference between the Budget and Cumulative columns.
- All open commitments (as of the run date of the report) against the cost object. Current commitments are shown regardless of the month and year selected.
- Difference between the Unexpended and Commitment columns.

* The Fiscal YTD column shows amounts up to the current fiscal period vs. the Commitment column which shows amounts as of the run date of the report.

Header Fields and Drill Downs

- Cost object** Click to display Master Data about the cost object.
- Costing sheet** Used to calculate F&A (formerly overhead) and employee benefits.
- Drill downs** Click on amounts under Current, Fiscal YTD, Cumulative, and Commitment columns to see individual transactions that make up the total.

Buttons

- Expand All** Displays the most detailed view of the cost element group, showing a breakdown of transaction by cost elements.
- Expand** Shows incrementally the more detailed levels of the cost element hierarchy.
- Collapse** Shows incrementally the less detailed view of the cost element hierarchy.
- Collapse All** Shows the most compressed view of the report with the least amount of detail.
- DTR** Displays the Detail Transaction Report.
- Download** Allows you to download the report to a spreadsheet.