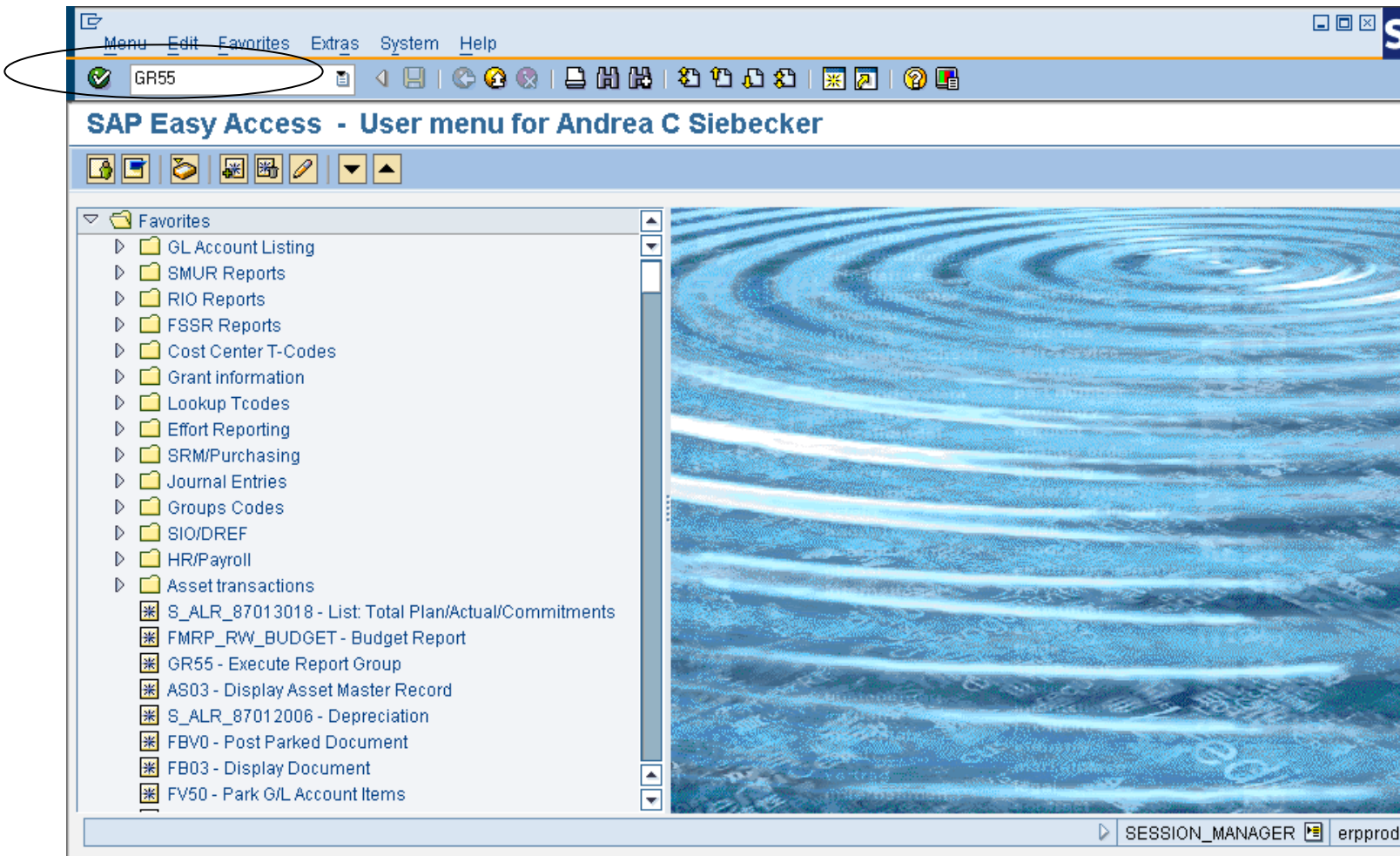
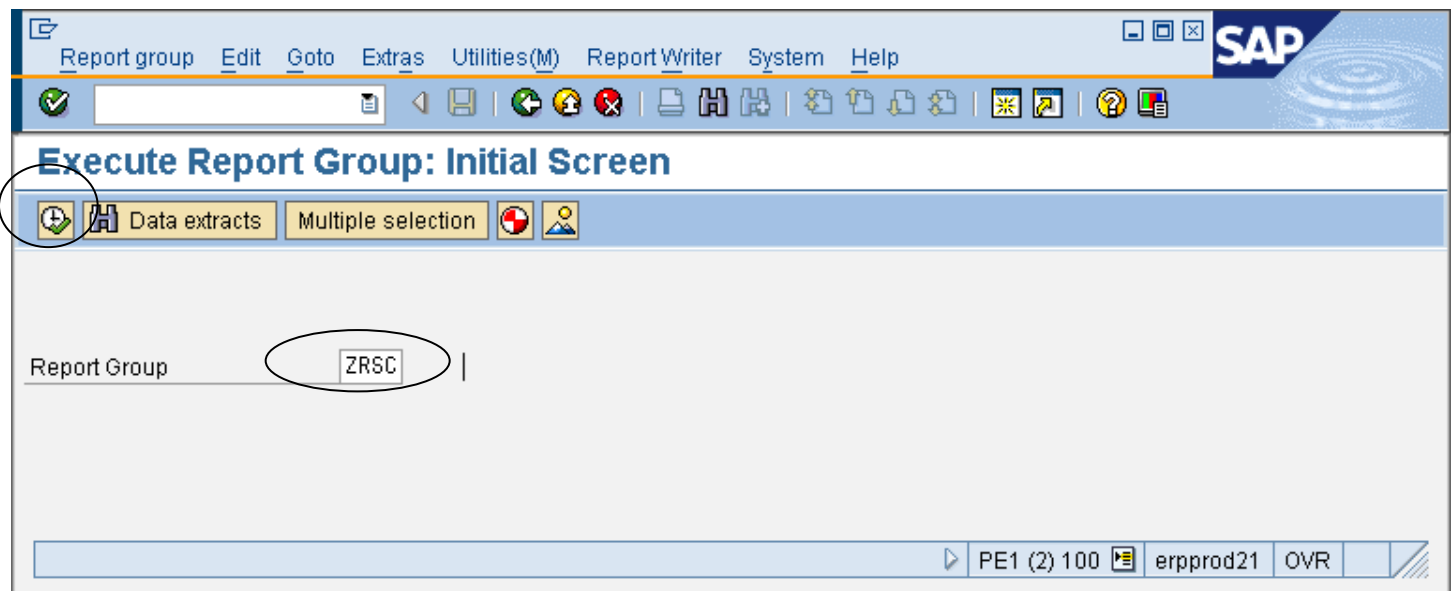


In SAP, enter the transaction code GR55.



Then enter Report Group ZRSC and select Execute.



The following screen will appear. Enter the Fiscal Year for which you need data and the applicable funds for your general service center. Please make sure that you are running the report with a from period of 0 (the report is defaulted to run from Period 1). **Only the operating fund will be used in calculating the fund balance of the general service**

center, which is equivalent to the working capital balance of the general service center. Depreciation Recovery funds should be excluded when calculating fund balance. After you have entered your fund(s), select execute to run the report.

**Selection**

Data Source...

Selection values

Fiscal Year: 2010  
 From Period: 0  
 To Period: 12

Selection groups

Fund: 22040048  
 Or value(s): to

Make sure you run the report with a **From Period of 0** to ensure proper calculation of fund balance.

Use Operating Funds ONLY! Depreciation Recovery accounts should be excluded.

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This is what you will see when the report has run:

**Recharge Activity**

Fund: 22040048  
 Fiscal Year: 2010  
 From period to period

Recharge Fund Balance report should only be run using OPERATING FUNDS only. Depreciation recovery funds should be excluded.  
 Please use scroll left and right arrows at top to view the entire report.

Lead column	Cash (A)	CurrAsst(B)	Liab (C)	Fund Bal	TFB-Lower	TFB-Upper	Annual Inc	Annual Exp
22040048	142,463-	201,690	4,379-	54,847	51,684	63,169	844,523	346,519
* Fund Activity	142,463-	201,690	4,379-	54,847	51,684	63,169	844,523	346,519

Quick Reference for Calculation of Fund Balance:  
 Cash (A): all 101xxx G/L Commitment Items  
 CurrAsset (B) = Other Current Assets: Current assets other than cash (includes, Accounts Receivable, Inventory, etc).  
 \*\*\*NOTE\*\*\* Capital Assets and Accumulated Depreciation are NOT Current Assets  
 Liab (C) = Liabilities: all 2-type G/L Commitment Items  
 A+B+C = Fund Balance: Calculation of Fund Balance (Cash + Other Current Assets + Liabilities)

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Let's talk about what each column signifies:

Cash (A) = Cash and Cash Equivalents: all 101xxx type G/L accounts

CurrAsset(B) = Other Current Assets: this would include all current assets other than cash, which would include Accounts Receivable, Inventory, etc. Capital Assets (all 155xxx G/L accounts) and Accumulated Depreciation (all 156xxx G/L accounts) will not be included in this column, as these items are noncurrent assets.

Liab (C) = Liability: This is the sum of all 2-type G/L accounts (e.g. Accounts Payable)

A+B+C = Fund Bal (Fund Balance): Fund balance is equivalent to working capital (current assets), or cash balance taking into account inventory, receivables and payables. It eliminates the possibility of a falsely inflated fund balance due to fixed assets being included in the calculation of fund balance. Fund balance is calculated using the previous fields as follows:

$$\begin{aligned} \text{Cash (A)} + \text{Other Current Assets (B)} + \text{Liab (C)} &= \text{Fund Balance} \\ (-\$142,463) + \$201,690 + (-4,379) &= \$54,847 \end{aligned}$$

TFB-Lower = Lower Limit for Tolerable Fund Balance based on two months of Cash Expenses: Two months of cash expenses is the target fund balance for a general service center. Therefore, this field calculates two months of cash expenses for the target fund balance as follows:  $(-1) * (\text{Annual Expenses} - \text{Depreciation Expense} - \text{Plant Assets Retired}) * (2 \text{ months} / 12 \text{ months per year})$ . The field is multiplied by (-1) because expenses are shown as negative numbers on this report, but the two months expenses is only allowable as a **positive** fund balance. The calculation of the lower limit of the tolerable fund balance zone then takes the target cash balance and multiplies it by 90% (10% below the target fund balance).

TFB-Upper = Upper Limit for Tolerable Fund Balance based on two months of Cash Expenses: Two months of cash expenses is the target fund balance for a general service center. Therefore, this field calculates two months of cash expenses for the target fund balance as follows:  $(-1) * (\text{Annual Expenses} - \text{Depreciation Expense} - \text{Plant Assets Retired}) * (2 \text{ months} / 12 \text{ months per year})$ . The field is multiplied by (-1) because expenses are shown as negative numbers on this report, but the two months expenses is only allowable as a **positive** fund balance. The calculation of the upper limit of the tolerable fund balance zone then takes the target cash balance and multiplies it by 110% (10% above the target fund balance).

**TARGET FUND BALANCE ZONE:**

Depreciation expense and Plant Assets Retired shown on page 2 of the report (illustrated below).

Calculation of the target fund balance for this general service center is as follows:

$$\begin{aligned} &(-1) * (\text{Annual Expenses} - \text{Depreciation Expense} - \text{Plant Assets Retired}) / (2 \text{ months} / 12 \text{ months per year}) \\ &(-1) * \{ (-\$346,519) - (-\$1,958) \} \quad \underline{\quad \quad \quad \$0 \quad \quad \quad} / 6 = \underline{\$57,427} \end{aligned}$$

Then we take the target fund balance, and multiply it by 90% and 110% to get the lower and upper limits for the fund balance tolerance zone of the general service center.

$$\$57,427 * 90\% = \$51,684 - \text{this is the lower limit of the tolerable fund balance zone.}$$

$$\$57,427 * 110\% = \$63,169 - \text{this is the upper limit of the tolerable fund balance zone.}$$

Therefore, the fund balance tolerance zone for this general service center is from \$51,684 to \$63,169. Because the fund balance calculated on this report of \$54,847 is within this fund balance tolerance zone, the general service center is within tolerance.

Annual Inc (Annual Income): This is the total income YEAR-TO-DATE, or the sum of all 4-type G/L accounts less transfer-in G/L accounts (49-type G/L accounts). These G/L accounts are shown as positive in this report since Income signifies bringing money into the general service center.

Annual Exp = Annual Expenses: This signifies the total expenses YEAR-TO-DATE, or the sum of all 5-type G/L accounts less transfer-out G/L accounts (59-type G/L accounts). These G/L accounts are shown as negative since expenses signify money leaving the general service center.

Use the page right button to see the remainder of the report, and we'll discuss what these columns signify:

Fund: 22040048  
Fiscal Year: 2010  
From period to period

Recharge Fund Balance report should only be run using OPERATING FUNDS only. Depreciation recovery funds should be excluded.

Please use scroll left and right arrows at top to view the entire report.

Lead column	Target FB	Tran In	Tran Out	CptlAssts	AccumDepr	Depr Exp	PLA	Rchg Subsidy
22040048 Prime Lab Rech	57,427		168-	16,010	6,735-	1,958-		25,000
* Fund Activity	57,427		168-	16,010	6,735-	1,958-		25,000

Quick Reference for Calculation of Fund Balance:  
 Cash (A): all 101xxx G/L accounts  
 CurrAsset (B) = Other Current Assets: Current assets other than cash (includes, Accounts Receivable, Inventory, etc).  
 \*\*\*NOTE\*\*\* Capital Assets and Accumulated Depreciation are NOT Current Assets  
 Liab (C) = Liabilities: all 2-type G/L accounts  
 A+B+C = Fund Balance: Calculation of Fund Balance (Cash + Other Current Assets + Liabilities)

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Target FB = Target Fund Balance: Two months of cash expenses is the target fund balance for a general service center. Therefore, this field calculates two months of cash expenses for the target cash balance as follows:  $(-1) * (\text{Annual Expenses} - \text{Depreciation Expense} - \text{Plant Assets Retired}) * (2 \text{ months} / 12 \text{ months per year})$ . The field is multiplied by (-1) because expenses are shown as negative numbers on this report, but the two months expenses is only allowable as a **positive** fund balance. [Example of calculation of target fund balance is shown in the target fund balance zone section.] This field is used in calculation of lower and upper limits of tolerance zone for the general service center.

Tran In = Transfers In: Transfers In are all 49-type G/L accounts. Transfers in should be approximately equal to cash transferred in to the operating fund from the depreciation recovery fund (or other nonrestricted funds) for capital purchases.

Tran Out = Transfers Out: Transfers Out are all 59-type G/L accounts. Transfers out of your operating account should be used in order to transfer funds equal to depreciation expense in your operating fund into your depreciation recovery fund.

CptlAssts = Capital Assets: This is the amount in your capital asset G/L accounts (155XXX G/L accounts).

AccumDepr (C) = Accumulated Depreciation: This is the amount in your Accumulated Depreciation G/L accounts (156XXX G/L accounts).

Depr Exp = Depreciation Expense: This is the sum of all 557xxx G/L accounts. This amount should be used in order to determine how much is an allowable amount to transfer out of the general service center operating fund into the depreciation recovery fund on a monthly/quarterly/annual basis. If you are transferring depreciation to your recovery account on a monthly basis, you can determine your monthly depreciation amount by running the report for one month.

For example, if you were trying to determine July's depreciation amount, run the ZRSC Report from Period 1 to Period 1. (557xxx G/Ls will also be picked up in the annual expenses column. The 'Depr Exp' column is just meant to distinguish depreciation expense from the other expenses.)

PLA = Plant Assets Retired: This is the amount in G/L account 568020. (The 568020 G/L is already included in the 'Annual Exp' column. The 'PLA' column is used to distinguish plant assets retired from the other expenses.)

Rchg Subsidy = Recharge Subsidy: This is the amount in G/L account 433080. This should signify the amount that the fund is subsidized in order to bring the general service center into a tolerable fund balance. **DO NOT TRANSFER A SUBSIDY INTO THE GENERAL SERVICE CENTER USING TRANSFER G/L ACCOUNTS (49xxxx and 59xxxx G/Ls).**

Please note: The fields 'TFB-Lower' and 'TFB-Upper' will only work for calculating fund balance if you have a full year of Income and Expenses to base the values on (making them useful for the Annual Fund Balance Review). If you would like to estimate what the general service center's in-tolerance fund balance will be, it is recommended that you run the report for the previous fiscal year, as the previous year's values are usually a reasonable estimate.

When determining if fund balance is within tolerance, look at the 'TFB-Lower' and 'TFB-Upper' columns. This is the range of tolerable fund balance for the general service center. If the fund balance is within this range, the fund balance of the general service center is within tolerance.

Additional Quick Reference Info on ZRSC report (to assist with reading the report output):

Report Edit Goto View Extras Settings System Help

**Recharge Activity**

Fund: 22040048  
 Fiscal Year: 2010  
 From period to period

Recharge Fund Balance report should only be run using OPERATING FUNDS only. Depreciation recovery funds should be excluded.

Please use scroll left and right arrows at top to view the entire report.

Lead column	CurrAsst(B)	Cash (A)	Liab (C)	Fund Bal	TFB-Lower	TFB-Upper	Annual Inc	Annual Exp
22040048 Prime Lab Rech	217,856	206,089-	9,761-	2,006	75,909	92,778	953,184	508,456-
* Fund Activity	217,856	206,089-	9,761-	2,006	75,909	92,778	953,184	508,456-

Quick Reference for Calculation of Fund Balance:  
 Cash (A): all 101xxx G/L accounts  
 CurrAsset (B) = Other Current Assets: Current assets other than cash (includes, Accounts Receivable, Inventory, etc).  
 \*\*\*NOTE\*\*\* Capital Assets and Accumulated Depreciation are NOT Current Assets  
 Liab (C) = Liabilities: all 2-type G/L accounts  
 A+B+C = Fund Balance: Calculation of Fund Balance (Cash + Other Current Assets + Liabilities)

Notes regarding Tolerable Fund Balance columns:  
 Columns 'TFB-Lower' and 'TFB-Upper' signify the range of Tolerable Fund Balance for the recharge.  
 Columns 'TFB-Lower' and 'TFB-Upper' will only be valid if report is run through a full fiscal year.  
 The tolerable fund balance columns are calculated using Annual Expense less Depreciation Expense multiplied by two out of twelve months. The lower limit is determined by multiplying by 90% of this amount, and the upper limit is determined by multiplying by 110% of this amount.  
 When determining if fund balance is within tolerance, look at the lower and upper limit for tolerable fund balance. If the amount in the fund balance column is within this range, the General Service Center is within tolerance. If not, the General Service Center is not considered to be within tolerance.

Additional Notes:  
 Annual Inc = Annual Income: all 4-type G/L accounts less 49xxxx G/L accounts  
 Annual Exp = Annual Expense: all 5-type G/L accounts less 59xxxx G/L accounts  
 Tran In = Transfers In: all 49xxxx G/L accounts  
 Tran Out = Transfers Out: all 59xxxx G/L accounts  
 CptlAssts = Capital Assets: all 155xxx G/L accounts  
 AccumDepr = Accumulated Depreciation: all 156xxx G/L accounts  
 Depr Exp = Depreciation Expense: all 557xxx G/L accounts (amount already included in Annual Expenses column)  
 PLA = Plant Assets Retired: G/L account 568020 (amount already included in Annual Expenses column)  
 Rchg Subsidy = Recharge Subsidy: G/L account 433080 (amount already included in Annual Income column)

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Let's compare the values found on the GR55 (Report Group ZRSC) to a GR55 (Report Group Z100). Limit this report to Fiscal Year applicable; From Period 0; To Period 12; and enter fund selection. This way we can get a better idea of where the numbers are coming from:

GL Account	Debit	Credit	Total	
101400 Interfund Transfers Of Cash	973,141.07	-2,812,835.74	1,839,694.67	Cash
101425 Pscd Clearing Account	1,710,194.50		1,710,194.50	
* Cash & Cash Equivalents	2,683,335.57	-2,812,835.74	-129,500.17	Other Current Assets = Non Cash Assets - Capital Equip - Accum Depr
102500 Pscd - Reconciliation Account	1,013,215.00	-827,720.00	185,495.00	
155080 Other Equipment	16,009.87		16,009.87	
156080 Accum. Depr - Equip		-6,734.53	-6,734.53	
* Non Cash Assets	1,029,224.87	-834,454.53	194,770.34	
** Assets	3,712,560.44	-3,647,290.27	65,270.17	
201010 Vendor Payable - Recon	380,806.83	-383,943.27	-3,136.44	
201015 Vendor Payable - Gr/lr	430,258.89	-433,098.30	-2,839.41	
201055 Balancing Acct	40,978.31	-16,994.68	23,983.63	
202010 Accrued Salaries & Wages	4,358.19	-24,876.71	-20,518.52	
202020 S&W Pay - Benefits	734.78	-4,199.90	-3,465.12	
** Liabilities	857,137.00	-863,112.86	-5,975.86	Liability
300001 Year End Closing To Reclassify	1,586,989.64	-1,146,866.45	440,123.19	
330010 Unallocated		-6,409.08	-6,409.08	
380030 Pscd Conversion Account	114,987.50	-114,987.50		
** Equity	1,701,977.14	-1,268,263.03	433,714.11	Recharge Subsidy
428900 Other Sales And Services	300,980.44	-1,120,962.10	-819,981.66	
433080 Recharge Subsidy Income		-25,000.00	-25,000.00	
** Revenue	300,980.44	-1,145,962.10	-844,981.66	Annual Income (user will have to manually subtract any 49-type GLs in order to arrive at the Annual Income number on the ZRCH report)
506010 Administrative S & W	52,632.83	-45,696.65	6,936.18	
506020 Tenu/Ten Trk Faculty	8,310.62	-7,492.94	817.68	
506120 Salary And Wages Service Staff	152,306.52	-58,897.99	93,408.53	
506150 Service Temporary	55,928.78	-20,731.28	35,197.50	
506170 Service Student	20,490.39	-8,623.12	11,867.27	
508120 Service Overtime	238.13		238.13	
512010 Liability & Fidelity Ins.	351.34	-85.06	266.28	
512015 AD&D	10.95	-0.80	10.15	
512035 Health Insurance	9,754.36	-2,733.75	7,020.61	
512045 Health Insurance	20,523.49	-6,819.68	13,703.81	
512050 Health Insurance	92.65	-592.92	-500.27	
535170 Domestic Airfare	532.40		532.40	
536000 Minor Equipment - Non Capital	652.00		652.00	
536005 Minor Equipment - Furniture	177.55		177.55	
536010 Minor Equipment - Scientific	17,027.69	-2,811.66	14,216.03	
536015 Minor Equipment - Tools & Shop	2,046.86		2,046.86	
536030 Minor Equipment - Computer	2,682.25		2,682.25	
536035 Minor Equipment - Software	746.94		746.94	
536100 Minor Equipment - Work Station	413.68		413.68	
536900 Minor Equipment - Other	868.16		868.16	Depr Expense (user will have to manually subtract any 49-type GLs in order to arrive at the Annual Income number on the ZRCH report)
543020 Credit Card Fees	666.06		666.06	
546460 Discounts Earned	0.36	-197.60	-197.24	
557160 Depreciation Expense - Equipment	1,957.72		1,957.72	
699999 Co Module Reconciliation - Labor	254.88		254.88	
** Expense	546,421.93	-194,448.69	351,973.24	
*** Balance	7,119,076.95	-7,119,076.95		
428900 Other Sales And Services		-67,620.10	-67,620.10	Transfer In

491010 From Current Unrestricted Funds		-35,502.03	-35,502.03	
** Revenue		-103,122.13	-103,122.13	
542010 Premium Charges - Self Insurance	7,964.50		7,964.50	
546950 Reimbursement Of Expenses		-420.64	-420.64	
557160 Depreciation Expense - Equipment	34,609.39	-981.64	33,627.75	
591010 To Current Unrestricted Funds	30,090.00		30,090.00	Transfer Out
** Expense	119,512.99	-2,540.77	116,972.22	

Please note that some of the signs on the ZRSC report are opposite from those on the Z100 report. This is to make the ZRSC more clear to the end user of the report. For example, because Revenues (4-type G/Ls) have a credit balance, they show up as negative on the Z100 report. However, they are positive on the ZRSC report since they signify Revenue coming IN to the general service center, and are therefore positive to the general service center. The same goes for Expenses. Because Expenses have a debit balance, they are shown as positive on the Z100 report. However, they are income going OUT of the general service center, and are therefore shown as negative numbers on the ZRSC report. The same type of idea applies to Transfers In (will be negative on Z100 and positive on ZRSC), Transfers Out (will be positive on Z100 and negative on ZRSC), Depreciation Expense (will be positive on Z100 and negative on ZRSC) and Recharge Subsidy (will be negative on Z100 and positive on ZRSC).