# University Sponsored Projects One Line Summary Report - Quick Reference
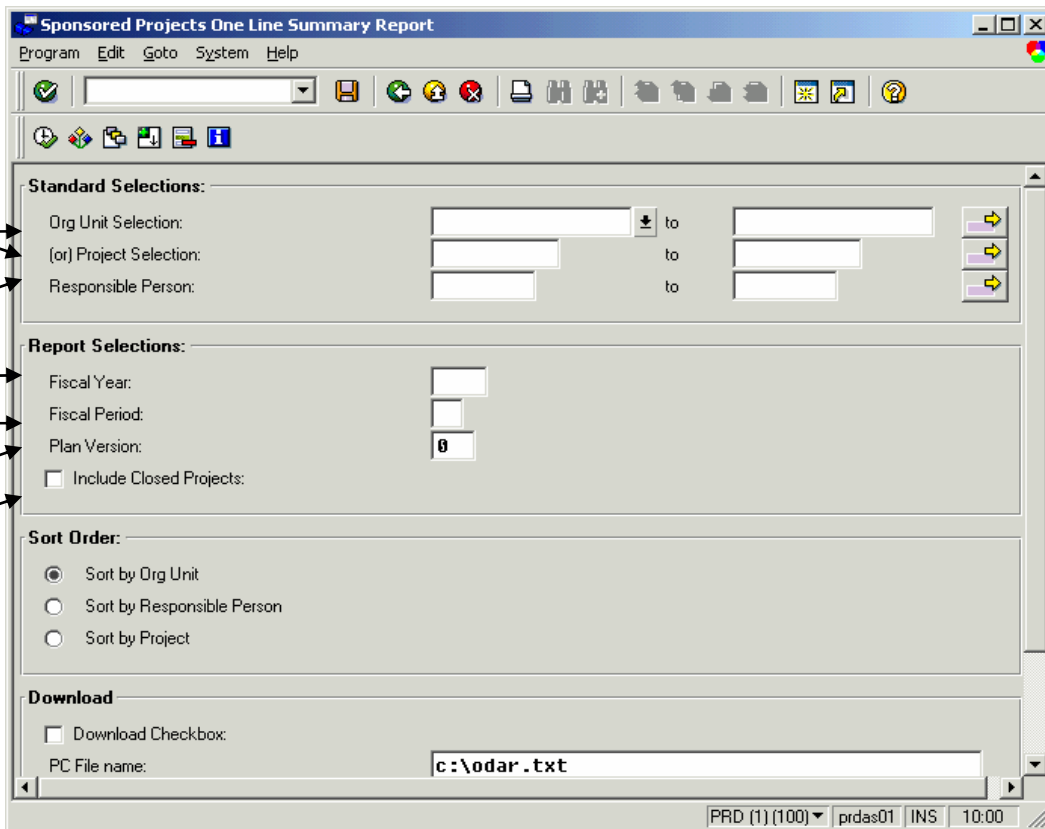
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| To navigate to the Sponsored Project OLS selection screen: | From the SAP R/3 System screen, enter transaction code **ZF109** in the Command field; click on the ☑ **Enter** button. You can also get to the report through Reporting Tree **ZFR1 – Univ. Organizational Reporting > Sponsored Projects One Line Summary** |



1.    Enter a value(s) in ONE of the two fields as outlined below:

- Enter the desired **top or lower level BFR code (10 digits)** in the <u>first</u> **Org Code Selection** field to select all the WBS Elements (project numbers) associated with that particular BFR code or grouping (*DO NOT ENTER A RANGE*).
*OR*

- Enter one or more **WBS Elements (project numbers)** in the **Project Selection:** field (use ⤷ **Multiple Selection** button if needed).

2.    *Optional*: If entering a BFR code or range of WBS Elements, enter a **number** in the **Responsible Person** field to narrow the report to WBS Elements (projects) for that person.

*Note:*        *If the number of the Responsible Person is unknown, use the* ⬇ *Drop down for that field to perform a search based on the name of the Responsible Person and select the corresponding number from the resulting list.*

3.    Enter the desired **Fiscal year** (required field).

4.    Enter the **Fiscal Period** (required field).

*Note:*        *This report is **project to date** and contains plan (budget) data, so the **last closed fiscal period** that you would like included is recommended vs. a current open period.  If running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12-14 and period 15 adjustments from outside auditors.*

5.    Enter a **0** (Current) in the **Plan version** field.

6.    To view both closed and released projects, click in the check box beside **Closed Projects** (if unchecked only released projects will be displayed).

7.    Click on the desired radio button in the **Sort Order:** section to select how the report should be sorted.

8.    *Optional:* To automatically download the report into a software like Excel as the report is executed, click in the box beside **Download Checkbox** to select, then enter a location (directory) and file name in the **PC File name** field.

9.    Click the 🖳 **Execute** button (**F8)** to display the *Sponsored Projects One Line Summary* report **(see back for more).**

10. Use the **horizontal scroll bar** to view all columns as outlined below:

| | |
|---|---|
| Project | The seven digit Project number (i.e., fund code). Indicates all projects in R3 as of **date report executed**. |
| Org Unit | The ten digit Organizational Unit number for the Project (i.e., BFR code – replaces Component). |
| Description | The description of the Project |
| PI | The name of the Principal Investigator for the Project |
| Begin Date | The beginning date of the Project |
| End Date | The ending date of the Project. If end date indicates year 2024: REL (released) – Project has no end date; CLSD (closed) – generic End Date was used when the data was uploaded from legacy to R3. True end date must be obtained from legacy data. |
| Award Amount | The amount obligated by the Sponsor, as indicated in the award document. If the Award Amount indicates 0.00: REL (released) – a) project does not have an Award Amount, b) project was set up in advance and Award has not yet been received by OSP; c) budget at OSP does not equal Award Amount; CLSD (closed) – If code ended prior to 07/01/98 Award Amount in legacy data was not available to upload to R3. |
| ITD Revenue | Inception to Date Revenue – Revenue received from the beginning of project to Report Selection dates. For projects with no Award Amount and effective prior to 07/01/98: ITD Revenue is the fund balance as of 06/30/98 plus revenue received from 07/01/98 |
| ITD Expenses | Inception to Date Expenses – Expenses incurred from the beginning of the project to Report Selection dates. For projects with no Award Amount and effective prior to 07/01/98: ITD Expenses begins with expenses incurred as of 07/01/98. |
| Award vs Expense | Award Amount less ITD Expenses for the Project. **For Projects with Award Amounts**, this column indicates the balance remaining for the entire Project (equivalent to the amount in the Balance column for the Total Project Costs on the drill down report, i.e., the Project/WBS Inception to Date with Plan report). **A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.** |
| Rev vs Expense | ITD Revenue less ITD Expenses for the Project. **For Projects without Award Amounts**, this column indicates amount left to spend / remaining balance for the entire Project (equivalent to the amount in the ITD Actual column for the Cost Element Group total on the on the drill down report, i.e., the Project/WBS Inception to Date with Plan report). **A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue** |
| Cur Month Exp | Total of the current month's expenses (direct and indirect) for the Project for the Fiscal Year and Fiscal Month selected in the Report Selections field. |
| Commitments | Total of commitments (i.e., encumbrances) pending for the Project. This data is a "moving target" as it indicates commitments as of the date the report is executed regardless of the Fiscal Year and Fiscal Month selected in the Report Selections field. |

11. To **vertically scroll through this report**, use the following buttons:

  🔼 **First Page (Ctrl+Page up)** to scroll to the top cover page.   🔽 **Next Page (Page down)** to scroll to the next page.
  🔼 **Previous Page (Page up)** to scroll to the previous page.   🔽 **Last Page** (**Ctrl+Page down)** to scroll to the last page.

**To drill down and view more details for one WBS Element (Project):**

12. Double click anywhere on the line (row) of the desired **WBS Element** (**Project)** to access a Cost Element report specific to the chosen Project.

13. Continue to double click on desired line items to view more details and/or view the original or supporting documents.

  *Note:*      *Click on the desired option on the **Choose Report** dialog box (e.g. Actual Line Items or Plan Line Items). Once in the line item report, review the columns of information available and refer to the **Reconciliation and Documents Guide** if needed.*

14. Click on the 🔙 **Back** button as many times as needed to exit the drill down and return to previous report screens.

  *Note:*      *If a dialog box prompts to exit the line item report, click the **Yes** button, unless otherwise preferred. If a dialog box prompts to save an extract, click the **No** button.*

**To exit the report when ready:**

15. Click on the 🔼 **Exit** button or press **Shift+F3** until the initial R/3 screen is displayed.