New SAP Tool – Sponsored Research Tracker of Past Due Closeouts (Transaction Code ZF600)

Overview:

A new report, Sponsored Research Tracker of Past Due Closeouts, is available to Grants Mangers and others involved with the administration of research projects using SAP reports. The report is currently accessible by using the Transaction Code ZF600 in the Command field on the main SAP User Menu screen.

The report was developed to help reduce late closeouts, and provides information to help you determine if a project may need to be closed out. The report uses data from the Transaction Code ZG53, Display Status of Closeout Documents as a reference on the status of the closeout.

Please refer to the steps in the next pages for information about how to use and interpret this new tool available in the administration of research projects at Duke.

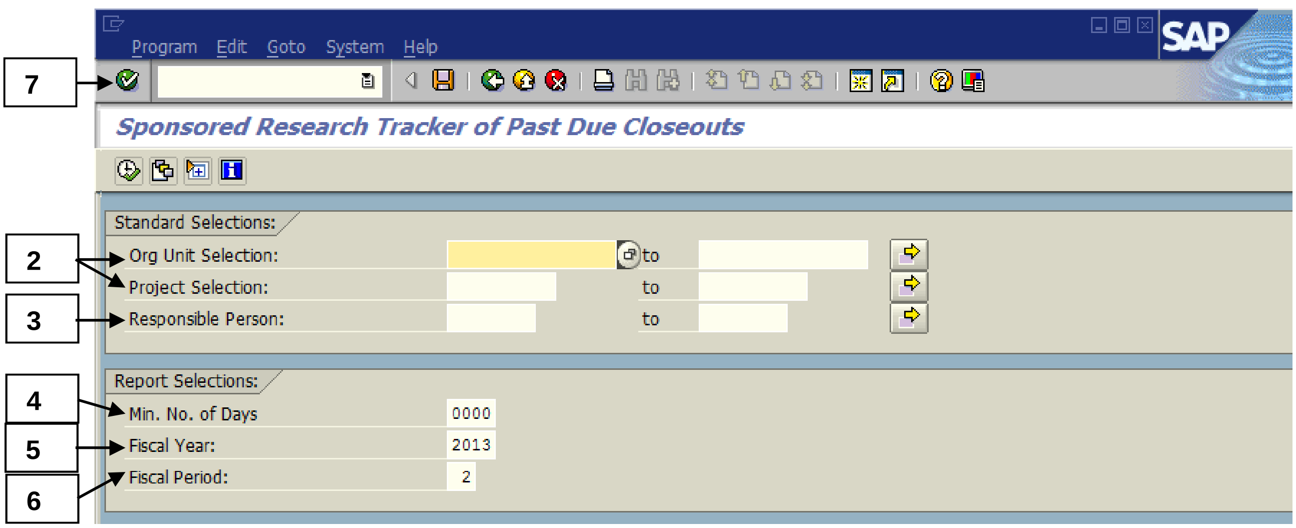
Sponsored Research Tracker of Past Due Closeouts Report (ZF600)

Available via the Transaction Code ZF600 (not currently available on a menu path)

1. Use the Transaction Code **ZF600** in the Command field to display the selection screen shown below.

   Note: *Use the menu path Favorites > Insert Transaction Code to save the transaction code ZF600 to your Favorites folder on the User Menu, if desired.*

<u>On the *Sponsored Research Tracker of Past Due Closeouts* report selection screen:</u>



2. **Choose one of the two field options** below, and enter a value(s) in **ONE** of the these fields as outlined below:

   - Enter the desired **top or lower level BFR code (10 digits)** in the <u>first</u> **Org Unit Selection** field to select all the WBS Elements / Projects associated with that BFR code (use the second "to" field to enter a range or **Multiple Selections** to choose more than one BFR or groups of BFR codes).
   - OR enter one or more **WBS Elements (Project numbers)** in the **Project Selection:** field (use the second "to" field to enter a range or the **Multiple Selection** button to enter multiple numbers if needed).

Sponsored Research Tracker of Past Due Closeouts (cont.)

3. *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.*

4. Enter a positive numeric value in the **Min. No. of Days** (Minimum Number of Days) field to indicate which projects to choose based on how many days the project has been open past the project end date (example: use 91 to include projects that are greater than 90 days past the project end date).

5. *Required:* Enter the desired **Fiscal year**.

6. *Required:* Enter the **Fiscal Period**.

7. Click the **Execute** button (**F8)** to display the *Sponsored Research Tracker of Past Due Closeouts* report.

Sponsored Research Tracker of Past Due Closeouts (cont.)

<u>On the *Sponsored Research Tracker of Past Due Closeouts* report screen:</u>

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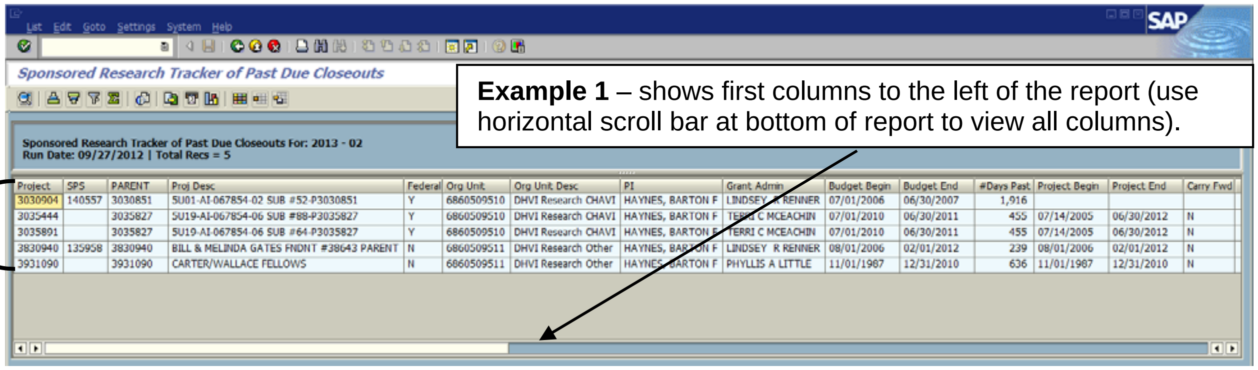

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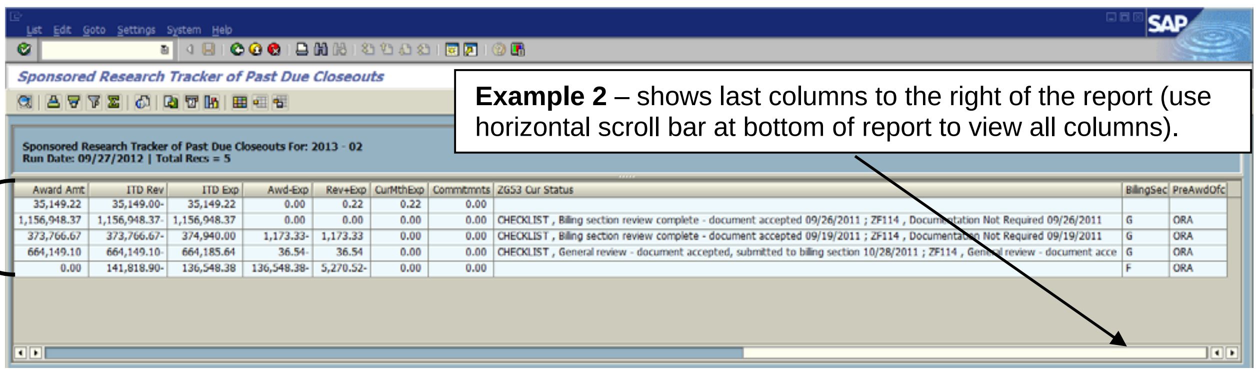

Note: To freeze a column and aid in scrolling to view all columns, right mouse click on a column heading (like Proj Desc) and choose the ***Freeze to column*** *option.*

8. Use the **horizontal scroll bar** to view all columns outlined:

Project	The seven digit WBS Element / Project number (i.e., fund code).
SPS	The associated SPS (Sponsored Project Systems) number if applicable
Parent	The seven digit fund code of the Parent, if applicable
Proj Desc	The description of the Project.
Federal	An indicator of whether the project is a federal project or not (Y = yes or N= no).
Org Unit	The ten digit Organizational Unit number for the Project (i.e., BFR code).
Org Unit Desc	The corresponding description of the Org unit number listed in the previous column.
PI	The name of the Principal Investigator for the Project.
Grant Admin	The name of the Grant Manager associated with the Project.

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Sponsored Research Tracker of Past Due Closeouts (cont.)

Budget Begin	The beginning date of the last budget period, or project begin date depending on the type of project.
Budget End	The ending date of the last budget period.
# Days Past	Number of days the open project is past the budget period end date. If the project has not ended and sponsor approval is not required for carryforward, then the number of days is calculated based on the project end date.
Project Begin	The beginning date of the Project (life of the project).
Project End	The ending date of the Project (life of project). If end date indicates year 2024 and has status REL (released) – Project has no true end date.
Carry Fwd	An indicator (Y = yes or N= no) to identify if the Sponsor of the project allows carry forward of unexpended funds from one budget period to the next budget period without Sponsor's prior approval.
Award Amount (applies to 20x – 28x & 30x – 38x codes, except for 36x & 26x codes)	The amount obligated by the Sponsor per the award document. If the Award Amount indicates 0.00 and the status is 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 has not been keyed yet by OSP.
ITD Revenue	Inception to Date Revenue – **For Projects with Award Amounts:** As of July 1, 2012, a Sponsored Research Accounts Receivable (A/R) process was implemented, and this column now contains revenue posted when Sponsor invoices are generated by OSP. The beginning balance for all A/R outstanding invoices to be collected was loaded 07/01/2012. Prior to July 1, 2012, this column contained revenue received (cash collected) from the Sponsor for Award based project / WBS Elements. **For Projects without Awards**, the column represents the ITD revenue received and available to spend for the project / WBS Element.
ITD Expenses	Inception to Date Expenses – Expenses incurred from the beginning of the project through the fiscal period selected.
Award-Exp (available balance for **Projects with Award Amounts** (30x – 38x codes and 20x – 28x, except for 36x & 26x codes)	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). This column is not applicable for Projects without Award Amounts. **For Projects with Awards, a positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.**

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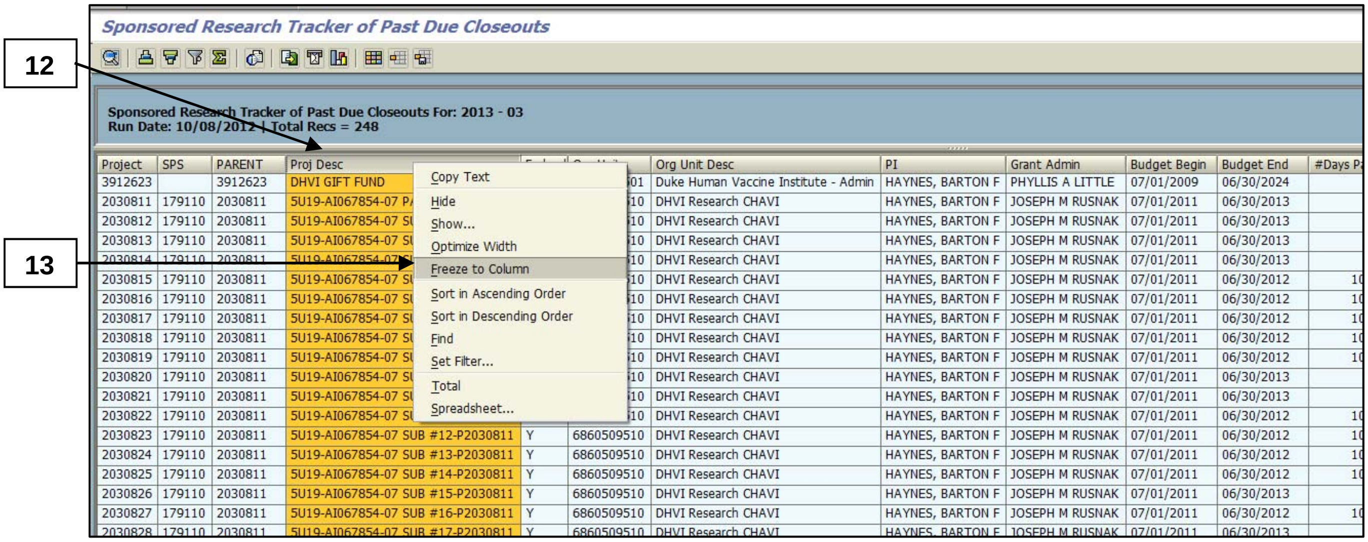
Sponsored Research Tracker of Past Due Closeouts (cont.)

Rev +Exp (available balance for **Projects without Award Amounts**–36x, 39x, 26x, and 29x)	The net of ITD Revenue and ITD Expenses for the Project. **For Projects with Awards**, this column indicates the amount of expenses incurred that still need to have an invoice generated by OSP. **For Projects without Award Amounts**, this column may indicate the amount left to invoice the sponsor, the amount left to spend / remaining balance for the entire Project, or the amount that needs to be written off (equivalent to the amount in the ITD Actual column for the Cost Element Group total on the drill down report, i.e., the Project/WBS Inception to Date with Plan report). **A negative amount indicates a favorable balance, i.e., revenue exceeds expenses; a positive amount indicates expenses have exceeded revenue**.
Cur Mth 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 all 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.
ZG53 Curr Status	The current status of the closeout documents per the ZG53 transaction code as updated by OSP.
Billing Section	The OSP billing section responsible for the Sponsored Project.
PreAwdOfc	The Pre-Award Office that supports this type of project as follows: • ORA – Office of Research Administration (SOM) • ORS – Office of Research Support (Campus) • FRP-SOM – Financial Resource Planning for SOM • END – Endowment Office

9. Note the following tip when analyzing columns of information:
   - If the Budget End Date is past, the Project End Date is past, and the Carry forward indicator is an "N" indicating no carry forward is allowed without the Sponsor's prior approval; then the project probably needs to be closed out.
10. To vertically scroll through this report, use the following buttons on the top tool bar:
    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.
11. Use other report functions via menu path or button, such as **Print, Sort Ascending or Descending**, **Export**, etc., as you would on any other SAP report (see next pages for other recommendations).

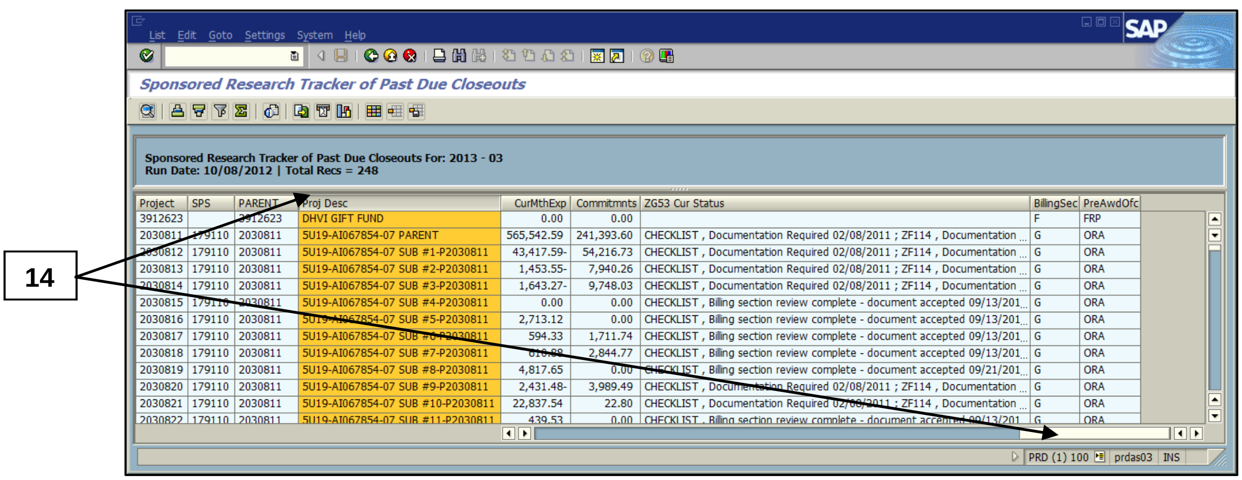
Sponsored Research Tracker of Past Due Closeouts (cont.)

To freeze the columns for horizontal scrolling:



12. Click on a column heading to choose and highlight the entire column (one suggestion is the Proj Desc column heading).

13. **Right mouse click** and click on **Freeze to Column**.

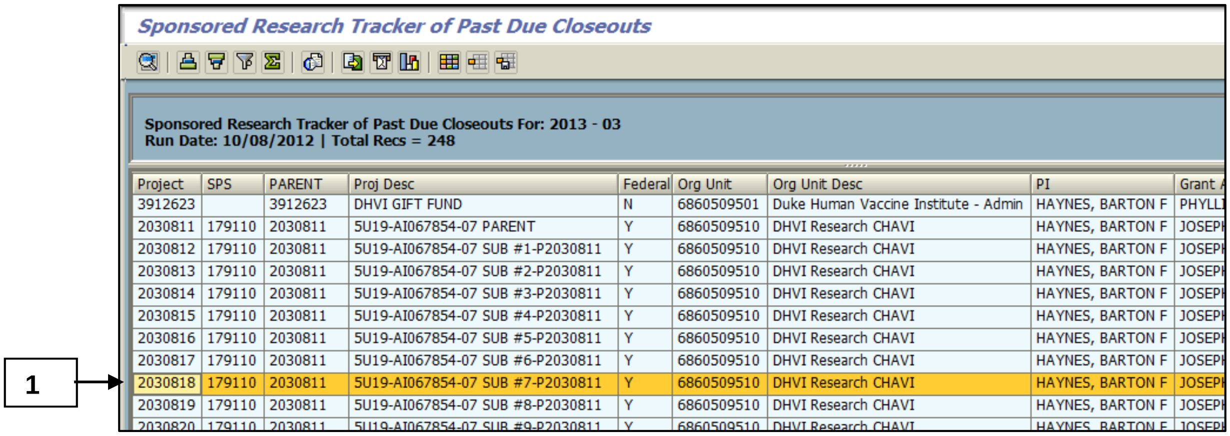


14. Scroll to the right side of the report using the horizontal scroll bar to see that the column chosen along with all columns to the left of this column are staying visible on the report.

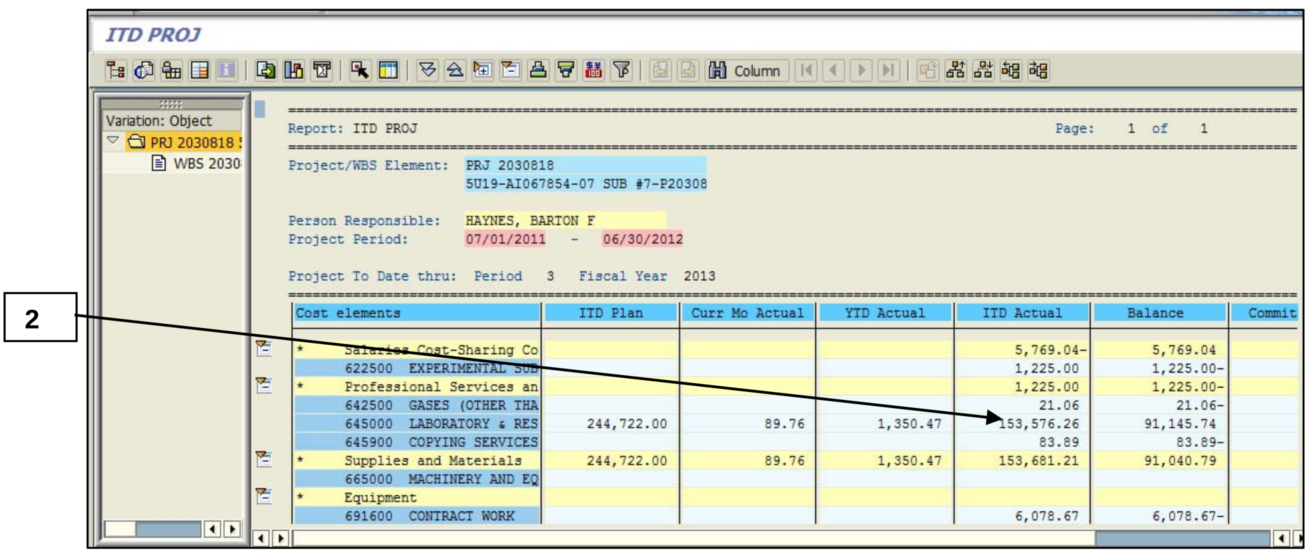
15. To unfreeze the column, repeat the above steps and choose **Unfreeze Columns**.

Sponsored Research Tracker of Past Due Closeouts (cont.)

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



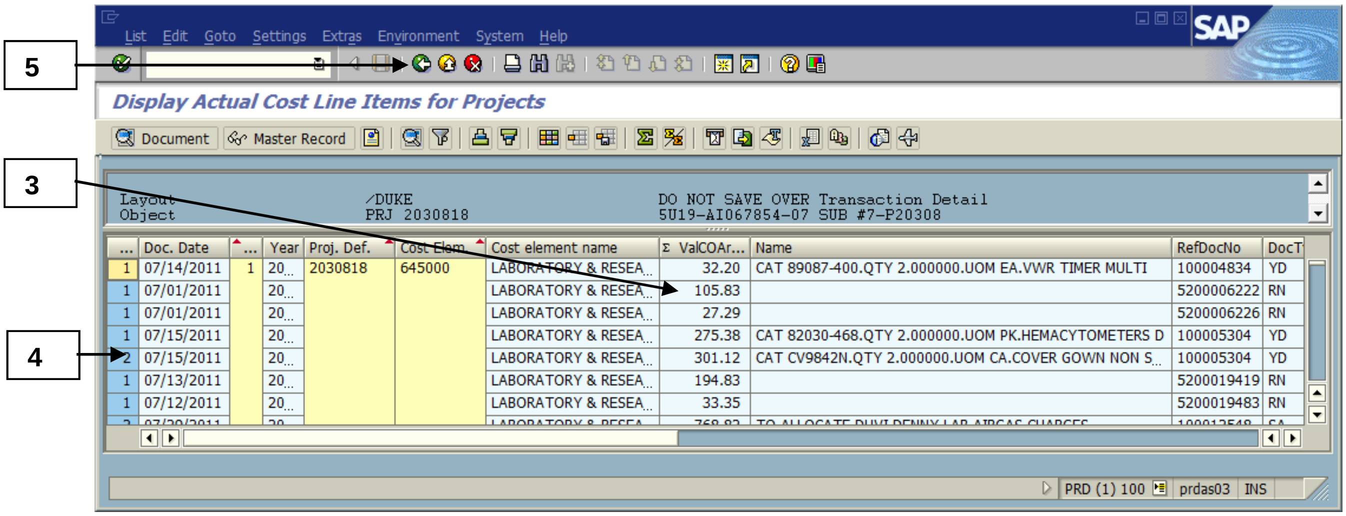
1. Double click on the desired **Project (WBS Element) number** to access a Cost Element report specific to the chosen Project (WBS Element).



2. In the ITD Project report (the drill-down report), continue to double click on desired line items, like a revenue G/L Account to display the line item transactions that comprise the balance for that G/L Account.

   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.*

Sponsored Research Tracker of Past Due Closeouts (cont.)



3. In the *Display Actual Cost Line Items for Projects* report (the drill-down from the ITD Project report), review the line item transactions of detailed amounts that were posted to the G/L Account.

4. Double click on a line item to display the details of the original document or any supporting documents.

5. 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.*