Advanced Options - Project/WBS: Inception to Date w/Plan (ZFR1E)

Overview of the Project Inception to Date (ITD) Report

The **Project/WBS: Inception to Date w/ Plan** report (Transaction Code ZFR1E) has the following features:

- Provides summarized detail by cost element (i.e., G/L account).
- Includes the plan (budget or award amount) and all expenses and/or revenue since the inception of the project (project-to-date).
- Can also provide this detail for multiple projects or a grouping of projects (i.e., by Organizational unit or BFR code) based on selection criteria.
- Allows many selection options based on the Sponsored Projects master data fields (like by Parent, by Grant Administrator, by Project End Dates, and SPS number), and the Cost Element Groups (like SPCAS groups or SPREVWGL group).
- Provides the function to print all the reports at once if needed.

This type of report is good for a “big picture” view of cost element to plan detail and provides various ways to analyze the data by the assortment of selection criteria options.

Advanced Options - Project ITD (cont.)

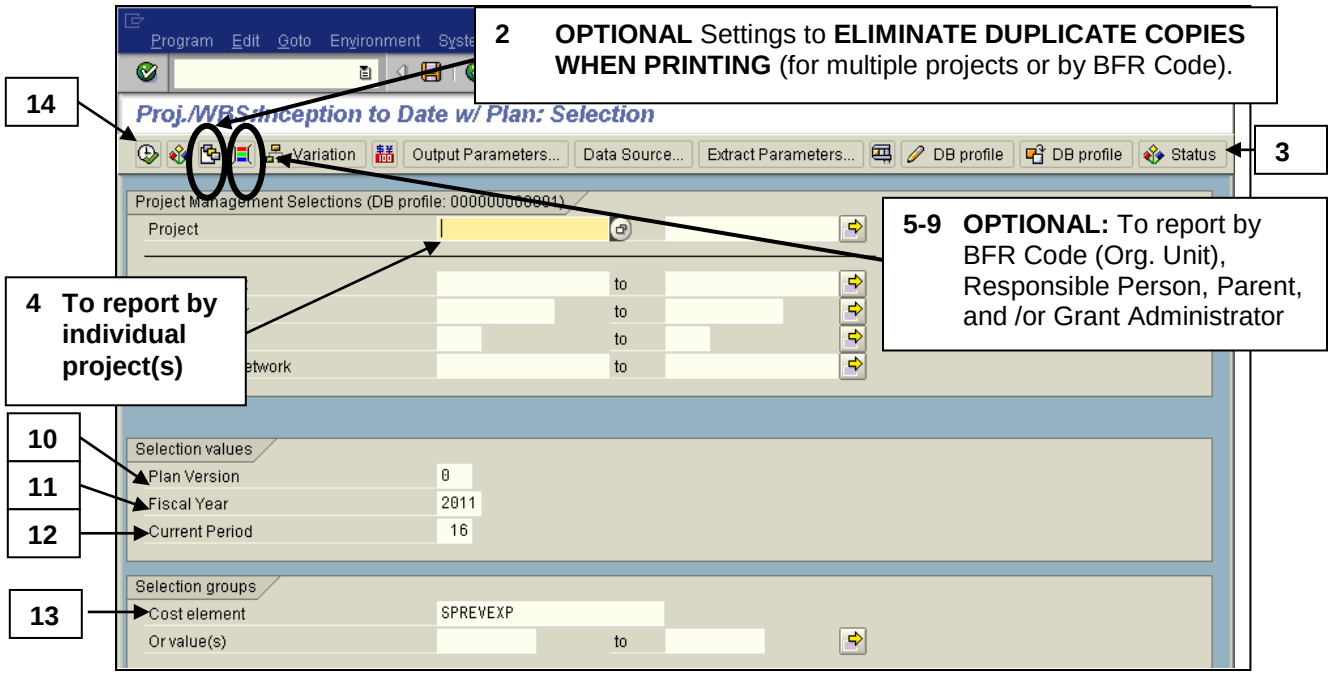
Review: Accessing the Project ITD Report and Selecting the Basic Criteria

*Note: For more details, refer to the **University Reporting: Sponsored Projects Guide** at the following URL: http://www.r3.duke.edu/training/stepbystep/index.php#usp*

1. Access via menu path: **Financials → University Reporting (or Grant Manager Reporting) → Cost Object Reporting → Project/WBS: Inception to Date w/ Plan**

   *Note: If preferred, use the transaction code **ZFR1E**.*

On the *PROJ./WBS:Inception to Date W/ Plan: Selection* screen:



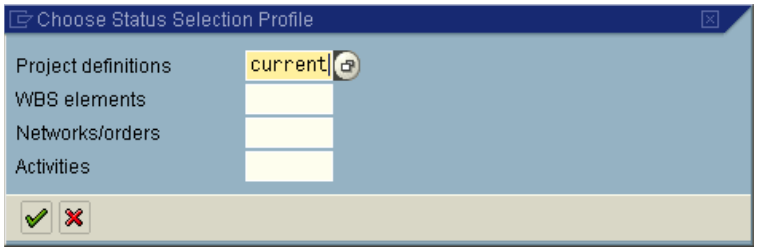
2. ***Optional:*** If **you intend to print** a report for each project selected (versus duplicate copies of each report):
   - Click on the **Get Variant** button.
   - Ensure the **Created by** field is blank.
   - Enter **PRINT** in the **Variant** field.
   - Click on the **Execute** button.

   *Note: The PRINT variant also sets a status of **"current" to excludes any closed projects** from the report.*

Advanced Options - Project ITD (cont.)

3. ***Optional:*** (Note that this step included and done automatically when your use the PRINT variant in the previous step.)
   To include **only current projects** in the report (to exclude any closed projects):

   - Click on the Status **Status** button (listed as **Active Status** if already populated by the PRINT variant).



   - Enter **current** in the **Project definitions** field (or verify that the value is already populated).
   - Click the **Continue** button.

4. If not using a BFR Code/Org. Unit, enter one or more **WBS Elements (Project numbers)** in the **Project** field (use **Multiple Selection** button if needed).

OPTIONAL: For reporting by BFR Code/Org. Unit, Person Responsible, Parent, or Grant Administrator ID:

5. Click on the **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.

6. Scroll down to the bottom of the list and click on the triangle to the left of the folder called **Spon. Proj. Fields**.

7. Scroll down to the bottom and double click on **BFR Code**, **Parent, and/or Grant Administrator ID** to move the field(s) to the right of your screen.

8. Enter the **ten-digit BFR Code** in the BFR Code field displayed and/or values for **Parent** or **Grant Administrator ID** (Net ID).

9. **IMPORTANT:** Enter an **asterisk (*)** as a wildcard in the **Project** field (or WBS Element field for Projects with levels).

Advanced Options - Project ITD (cont.)

Back on the *PROJ./WBS:Inception to Date W/ Plan: Selection* screen, continue entering the selection fields:

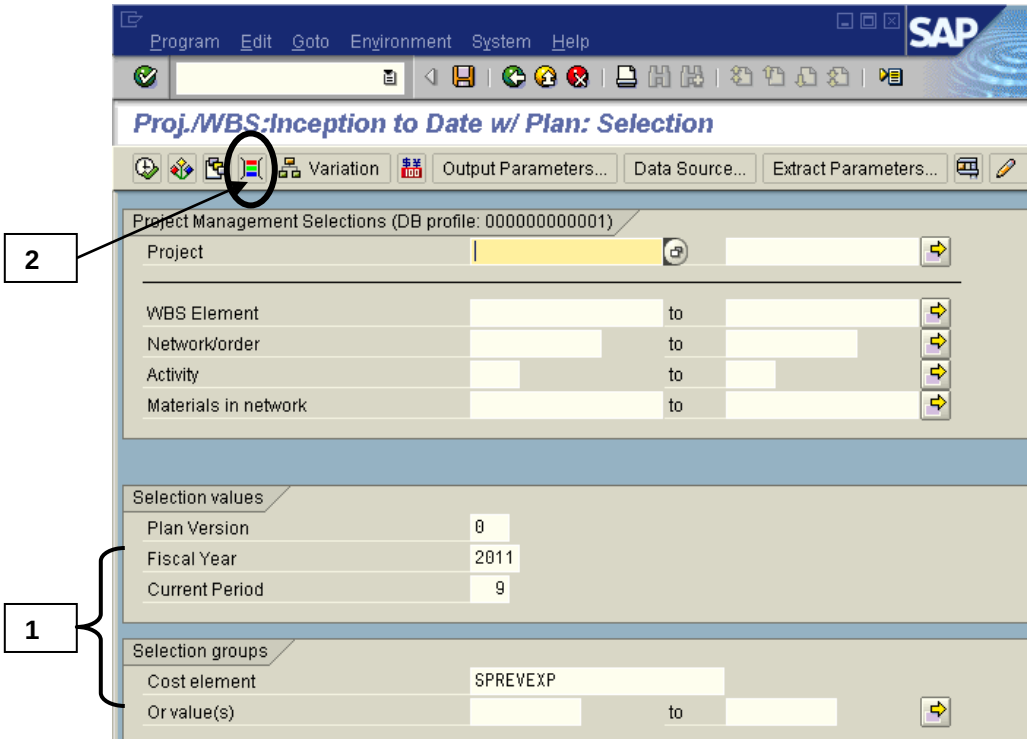
10. Leave a **0** in the **Plan version** field (**defaults**).
11. Enter the current fiscal year in the **Fiscal year** field.
12. Enter either the **current fiscal period or last closed fiscal period** in the **Current period** field, as desired.
13. Enter **one of the following** in **Cost element group** field as recommended below:

Cost Element Group Name	Cost Element Group Details
SPREVEXP	Recommended to use for all Projects as follows: • **Projects with Awards** (generally for projects beginning with **20x – 28x, except for 26x** AND **30x – 38x**, **except for 36x** AND **A0x – A8x, except for A6x**) - to include revenue invoiced in order to track revenue invoiced toward the Award Amount, as well as to provide the balance for **Award versus ITD Expenses**. • **Projects *without Awards*** (generally for projects beginning with **26x, 29x, 36x 39x**, A6x, and A9x **with some 24x, 28x, 34x, 38x, A4x and A8x as exceptions**) - to provide the balance for **Revenue versus ITD Expenses**. • **Mix of Award and Non-Award Projects** – to **provide appropriate balances for both types** of projects, especially when running by BFR Codes / Org. Units containing a mix of projects.
SPREVWGL	Use to select cost elements that are considered reviewable according to the federal government and the Office of Sponsored Programs.
SPCAS, SPCAS_PR, or SPCAS_NOPR	Use to include cost elements that may need a Cost Accounting Standard form based on all G/L Accounts, Payroll related G/L Accounts, or Non-Payroll related G/L Accounts respectively (in this guide, see the section labeled Selecting the Report by Projects Needing CAS Non-Payroll Forms or Needing CAS Payroll forms).
SPIDC##	Use to select cost elements that are included in Indirect Cost calculations.
SP_SUBRPT	Recommended to select sub-codes established for sub-recipients to align results of report with the categorical format of sub-award budgets.

14. Click on the  **Execute** button to display and review the ITD PROJ result screen.

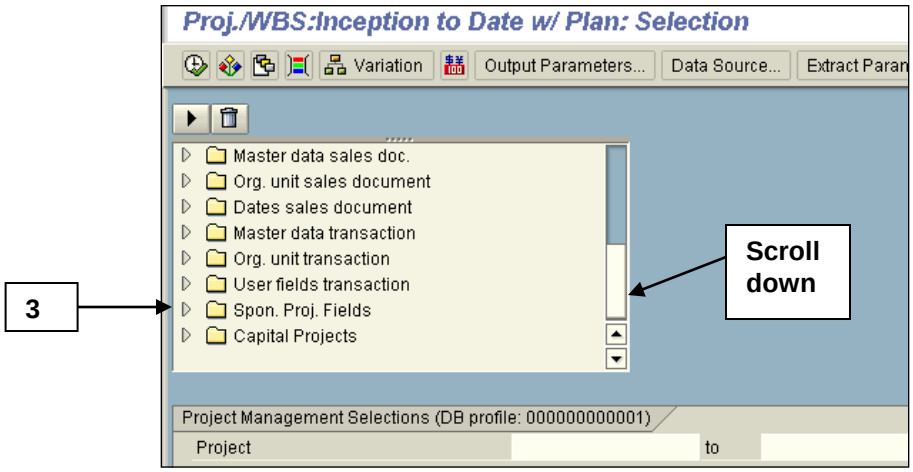
Advanced Options - Project ITD (cont.)

Selecting the Report by Project Begin and End Dates



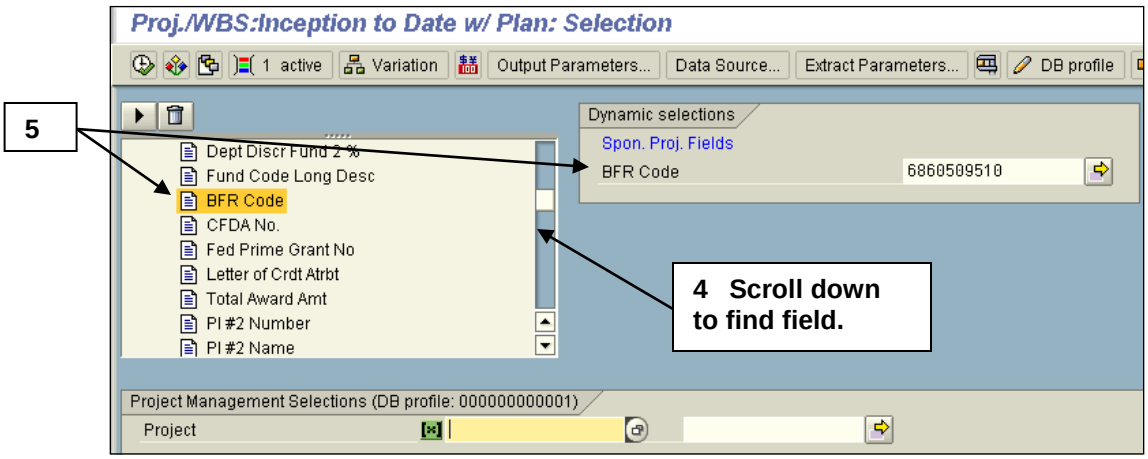
1. Use the steps previously outlined to complete the basic fields under Selection values and Selection groups.

2. Click on the **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.

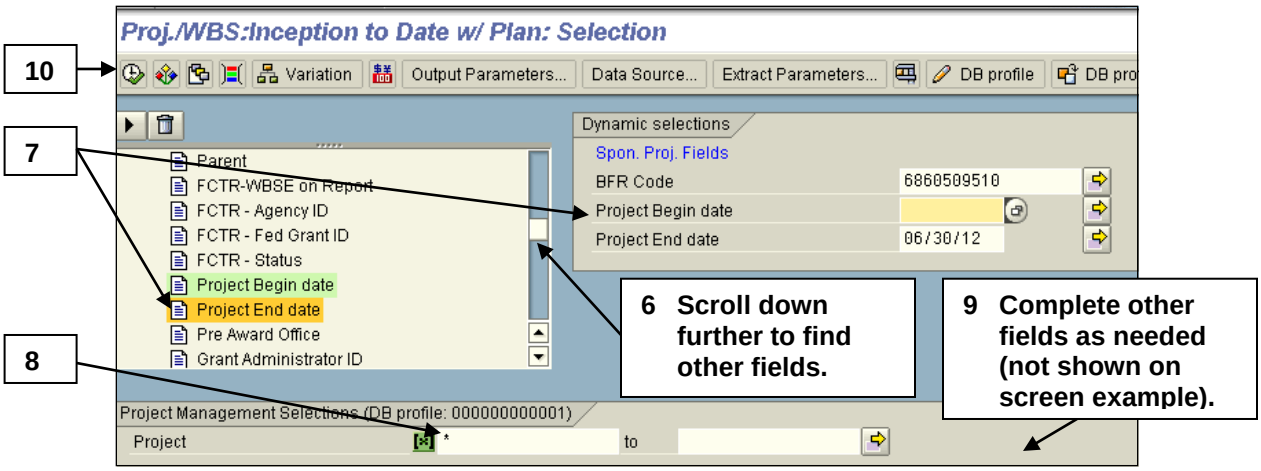


3. Scroll down and locate the **Spon. Proj. Fields** folder and **click on the triangle to the left of the folder** to open the folder.

Advanced Options - Project ITD (cont.)

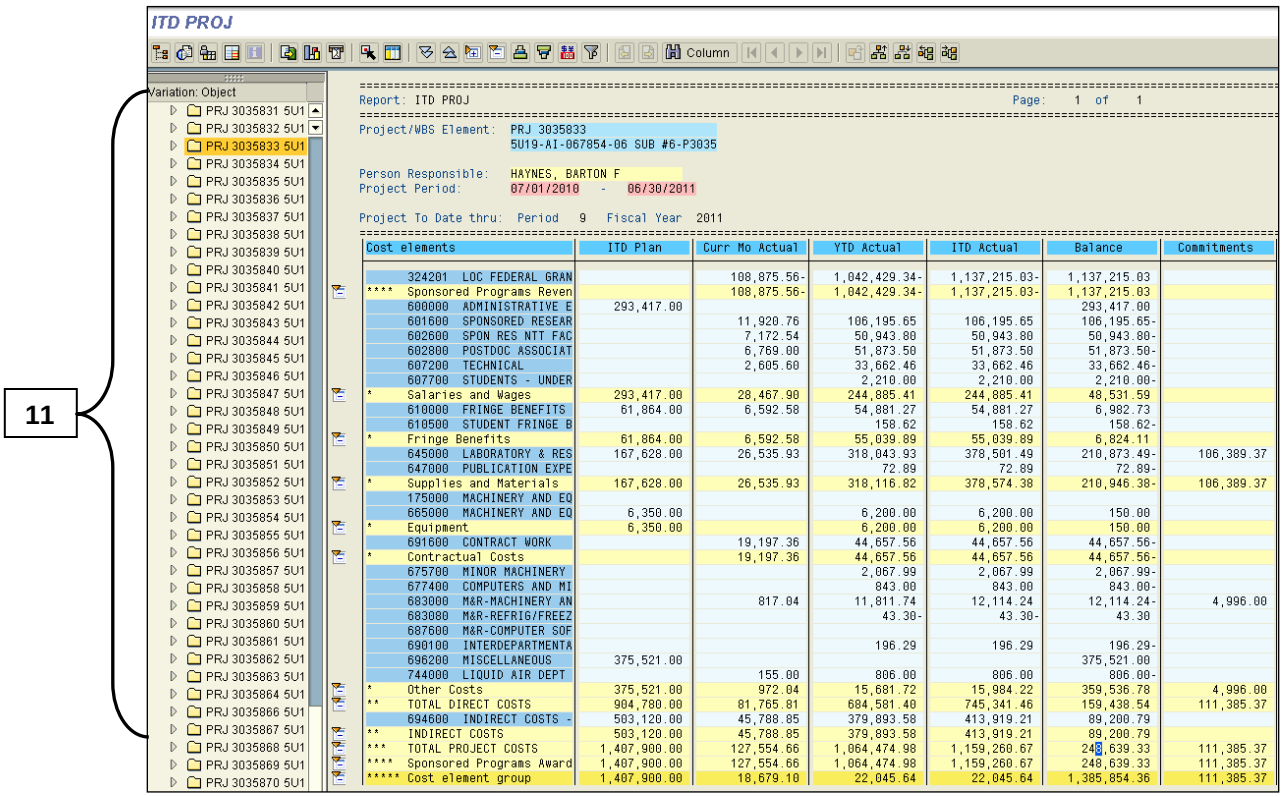


4. Scroll down in the folder and locate the basic selection fields to be used (**BFR Code, Parent, and/or Grant Administrator ID**).
5. **Double click** on these fields to move the field(s) to the right of your screen and **enter the appropriate values** in the fields.



6. Scroll down in the folder and locate the **Project Begin Date** and / or **Project End Date** fields.
7. Double click to move the field(s) to the right of your screen and enter the **desired dates (type MM/DD/YY or use Drop-down)** in the **Project Begin Date** and / or **Project End Date** fields.
8. **<u>IMPORTANT:</u>** Enter an **asterisk (*)** as a wildcard in the **Project** field down below.
9. Ensure all the other selection fields are entered (see Step 1).
10. Click on the  **Execute** button to display and review the ITD PROJ result screen.

Advanced Options - Project ITD (cont.)



Cost elements	ITD Plan	Curr Mo Actual	YTD Actual	ITD Actual	Balance	Commitments
324201 LOC FEDERAL GRAN		108,875.56-	1,042,429.34-	1,137,215.03-	1,137,215.03	
**** Sponsored Programs Reven		108,875.56-	1,042,429.34-	1,137,215.03-	1,137,215.03	
600000 ADMINISTRATIVE E	293,417.00				293,417.00	
601600 SPONSORED RESEAR		11,920.76	106,195.65	106,195.65	106,195.65-	
602600 SPON RES NTT FAC		7,172.54	50,943.80	50,943.80	50,943.80-	
602800 POSTDOC ASSOCIAT		6,769.00	51,873.50	51,873.50	51,873.50-	
607200 TECHNICAL		2,605.60	33,662.46	33,662.46	33,662.46-	
607700 STUDENTS - UNDER			2,210.00	2,210.00	2,210.00-	
* Salaries and Wages	293,417.00	28,467.90	244,885.41	244,885.41	48,531.59	
610000 FRINGE BENEFITS	61,864.00	6,592.58	54,881.27	54,881.27	6,982.73	
610500 STUDENT FRINGE B			158.62	158.62	158.62-	
* Fringe Benefits	61,864.00	6,592.58	55,039.89	55,039.89	6,824.11	
645000 LABORATORY & RES	167,628.00	26,535.93	318,043.93	378,501.49	210,873.49-	106,389.37
647000 PUBLICATION EXPE			72.89	72.89	72.89-	
* Supplies and Materials	167,628.00	26,535.93	318,116.82	378,574.38	210,946.38-	106,389.37
175000 MACHINERY AND EQ						
665000 MACHINERY AND EQ	6,350.00		6,200.00	6,200.00	150.00	
* Equipment	6,350.00		6,200.00	6,200.00	150.00	
691600 CONTRACT WORK		19,197.36	44,657.56	44,657.56	44,657.56-	
* Contractual Costs		19,197.36	44,657.56	44,657.56	44,657.56-	
675700 MINOR MACHINERY			2,067.99	2,067.99	2,067.99-	
677400 COMPUTERS AND MI			843.00	843.00	843.00-	
683000 M&R-MACHINERY AN		817.04	11,811.74	12,114.24	12,114.24-	4,996.00
683080 M&R-REFRIG/FREEZ			43.30-	43.30-	43.30	
687600 M&R-COMPUTER SOF						
690100 INTERDEPARTMENTA			196.29	196.29	196.29-	
696200 MISCELLANEOUS	375,521.00				375,521.00	
744000 LIQUID AIR DEPT		155.00	806.00	806.00	806.00-	
* Other Costs	375,521.00	972.04	15,681.72	15,984.22	359,536.78	4,996.00
** TOTAL DIRECT COSTS	904,780.00	81,765.81	684,581.40	745,341.46	159,438.54	111,385.37
694600 INDIRECT COSTS -	503,120.00	45,788.85	379,893.58	413,919.21	89,200.79	
** INDIRECT COSTS	503,120.00	45,788.85	379,893.58	413,919.21	89,200.79	
*** TOTAL PROJECT COSTS	1,407,900.00	127,554.66	1,064,474.98	1,159,260.67	248,639.33	111,385.37
**** Sponsored Programs Award	1,407,900.00	127,554.66	1,064,474.98	1,159,260.67	248,639.33	111,385.37
***** Cost element group	1,407,900.00	18,679.10	22,045.64	22,045.64	1,385,854.36	111,385.37

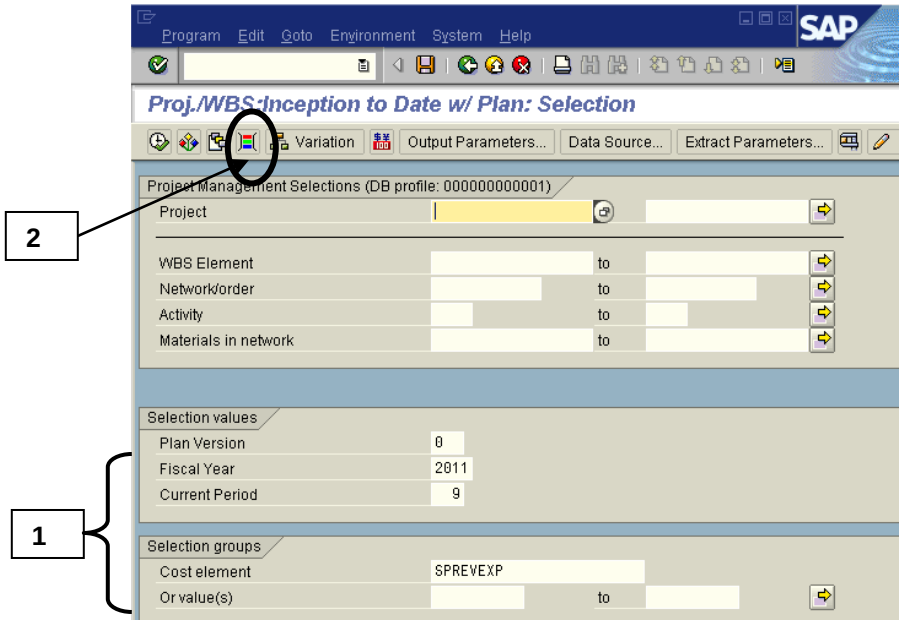
11. Review the results which display all projects for the selection criteria chosen, **including by the specified Project Begin Date or Project End Date** and note the following:

    - Use the **Navigation (Variation Object) section** on the left to **see all the projects listed** on the report and **to choose the project to view on the right.**
    - The **balance** (if **SPREVEXP** used) is located in the **Balance** column on the **TOTAL PROJECT COSTS** row.
    - **If the project is near the end date**, use the **amount in the ITD Actual column on the Cost element group grand total row** to determine if the project can be closed (**must be equal to 0 which displays as a blank in the column row**; i.e., **revenue invoiced must equal ITD Expenses** to close the project).

12. Click on the **Back** button to exit the report when done.

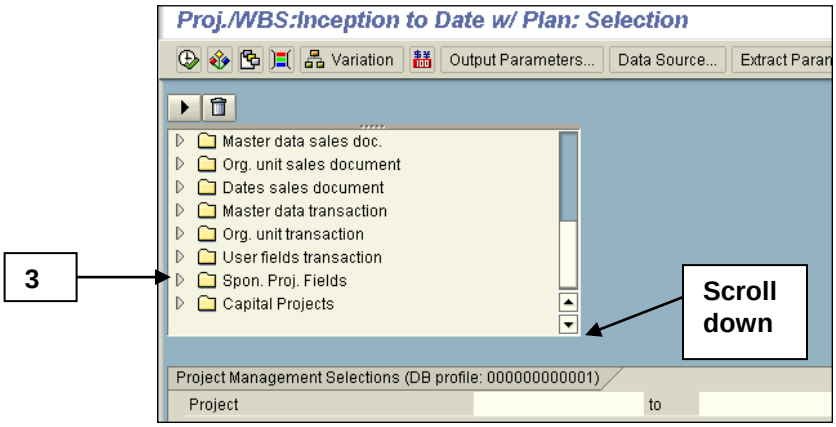
Advanced Options - Project ITD (cont.)

Selecting the Report by SPS Number to Help Find Newly Created Projects



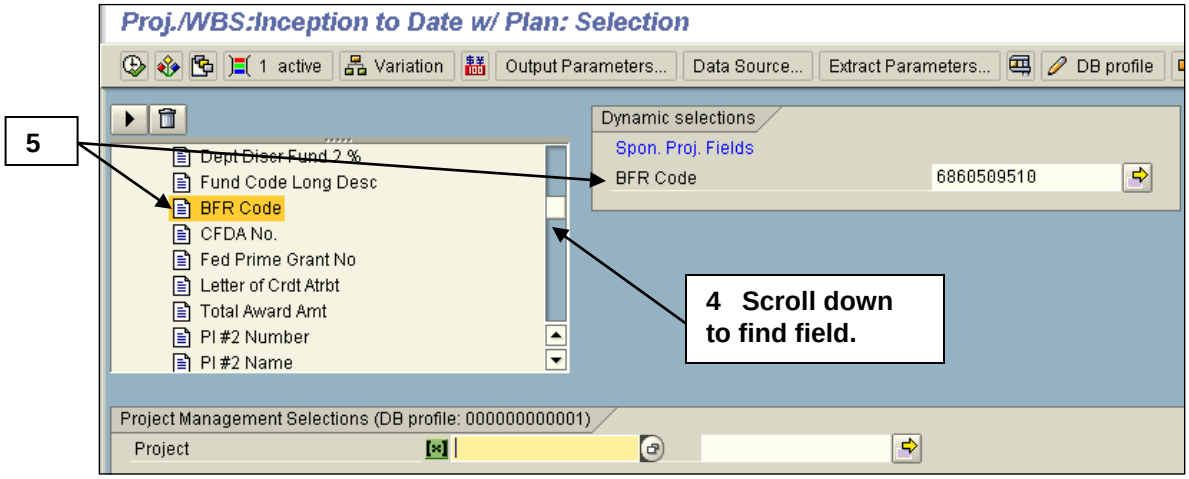
1. Use the steps previously outlined to complete the basic fields under Selection values and Selection groups (ensure Status **Status / Active Status** button is used to enter **Current** in the Project Definitions field if not defaulted already – see Page 24, Step 3).

2. Click on the **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.

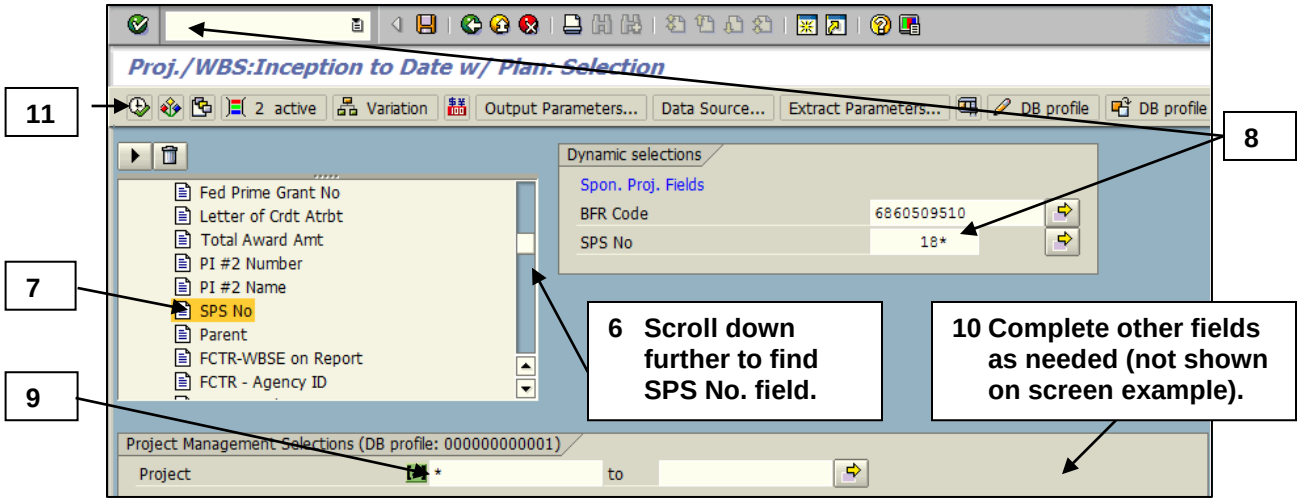


3. Scroll down and locate the **Spon. Proj. Fields** folder and **click on the triangle to the left of the folder** to open the folder.

Advanced Options - Project ITD (cont.)



4. Scroll down in the folder and locate the basic selection fields to be used (**BFR Code, Parent, and/or Grant Administrator ID**).
5. **Double click** on these fields to move the field(s) to the right of your screen and **enter the appropriate values** in the fields.



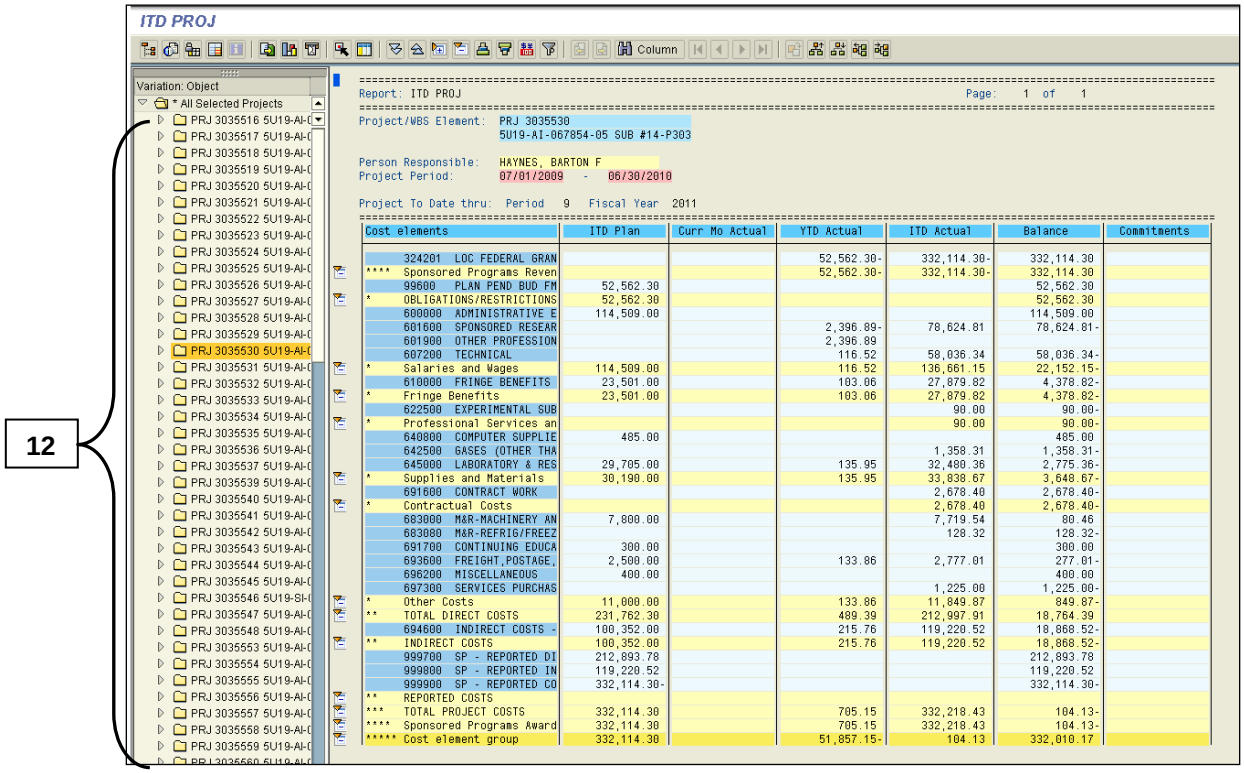
6. Scroll down in the folder and locate the **SPS No** field.
7. Double click to move the field(s) to the right of your screen
8. Enter the **appropriate value** in the **SPS No** field per the guidelines below:
   - Enter a value for the range that is currently being used for new SPS numbers (e.g. use 190000 as of summer 2013).
   - Click on the **Enter** button to right justify the field.
   - Use the back space to remove the zeros and enter an asterisk (*) as a wildcard (e.g., 18* where the value 1 in the 18* is right justified 6 spaces out from the end of the field).

Advanced Options - Project ITD (cont.)

9. **<u>IMPORTANT:</u>** Enter an **asterisk (*)** as a wildcard in the **Project** field down below.

10. Ensure all the other selection fields are entered (see Step 1 - such as the **Fiscal Year** and **Current Period**).

11. Click on the **Execute** button to display and review ITD PROJ result screen.



Cost elements	ITD Plan	Curr Mo Actual	YTD Actual	ITD Actual	Balance	Commitments
324201 LOC FEDERAL GRAN			52,562.30-	332,114.30-	332,114.30	
**** Sponsored Programs Reven			52,562.30-	332,114.30-	332,114.30	
99600 PLAN PEND BUD FM	52,562.30				52,562.30	
* OBLIGATIONS/RESTRICTIONS	52,562.30				52,562.30	
600000 ADMINISTRATIVE E	114,509.00				114,509.00	
601600 SPONSORED RESEAR			2,396.89-	78,624.81	78,624.81-	
601900 OTHER PROFESSION			2,396.89			
607200 TECHNICAL			116.52	58,036.34	58,036.34-	
* Salaries and Wages	114,509.00		116.52	136,661.15	22,152.15-	
610000 FRINGE BENEFITS	23,501.00		103.06	27,879.82	4,378.82-	
* Fringe Benefits	23,501.00		103.06	27,879.82	4,378.82-	
622500 EXPERIMENTAL SUB				90.00	90.00-	
* Professional Services an				90.00	90.00-	
640800 COMPUTER SUPPLIE	485.00				485.00	
642500 GASES (OTHER THA				1,358.31	1,358.31-	
645000 LABORATORY & RES	29,705.00		135.95	32,480.36	2,775.36-	
* Supplies and Materials	30,190.00		135.95	33,838.67	3,648.67-	
691600 CONTRACT WORK				2,678.40	2,678.40-	
* Contractual Costs				2,678.40	2,678.40-	
683000 M&R-MACHINERY AN	7,800.00			7,719.54	80.46	
683080 M&R-REFRIG/FREEZ				128.32	128.32-	
691700 CONTINUING EDUCA	300.00				300.00	
693600 FREIGHT,POSTAGE,	2,500.00		133.86	2,777.01	277.01-	
696200 MISCELLANEOUS	400.00				400.00	
697300 SERVICES PURCHAS				1,225.00	1,225.00-	
* Other Costs	11,000.00		133.86	11,849.87	849.87-	
** TOTAL DIRECT COSTS	231,762.30		489.39	212,997.91	18,764.39	
694600 INDIRECT COSTS -	100,352.00		215.76	119,220.52	18,868.52-	
** INDIRECT COSTS	100,352.00		215.76	119,220.52	18,868.52-	
999700 SP - REPORTED DI	212,893.78				212,893.78	
999800 SP - REPORTED IN	119,220.52				119,220.52	
999900 SP - REPORTED CO	332,114.30-				332,114.30-	
** REPORTED COSTS						
*** TOTAL PROJECT COSTS	332,114.30		705.15	332,218.43	104.13-	
**** Sponsored Programs Award	332,114.30		705.15	332,218.43	104.13-	
***** Cost element group	332,114.30		51,857.15-	104.13	332,010.17	

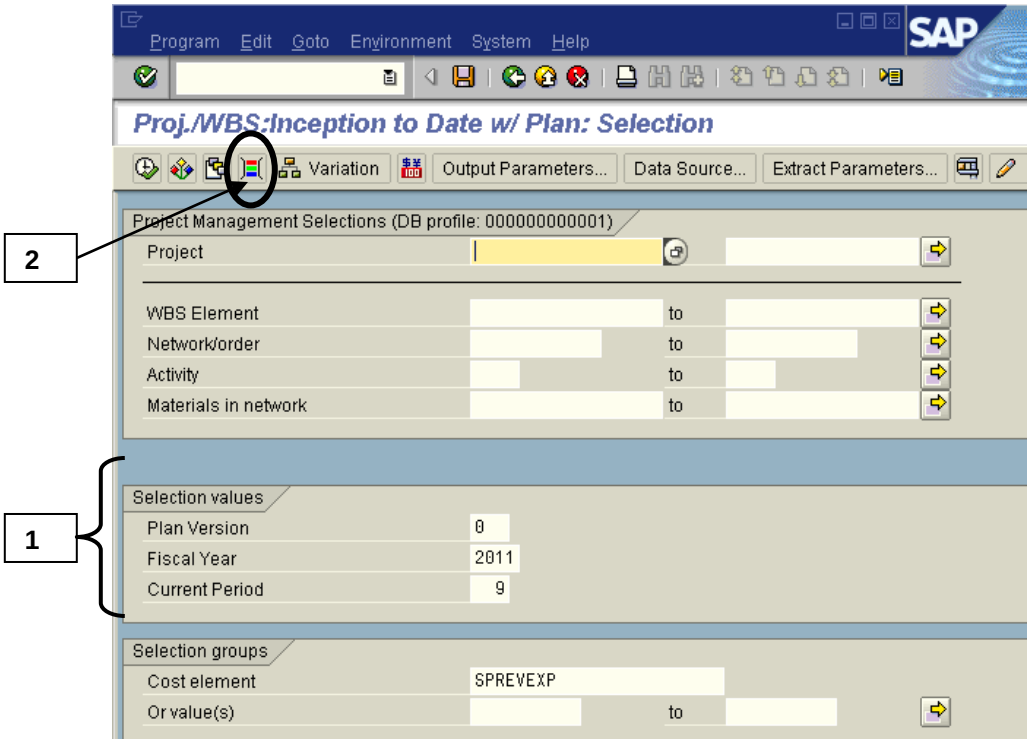
12. Review the results which display all projects for the selection criteria chosen, including by the **SPS Number** and note the following:

    - Use the **Navigation (Variation Object) section** on the left to **see all the projects listed** on the report and **to choose the project to view on the right.**
    - The **balance** (if **SPREVEXP** used) is located in the **Balance** column on the **TOTAL PROJECT COSTS** row.

13. Click on the **Back** button to exit the report when done.

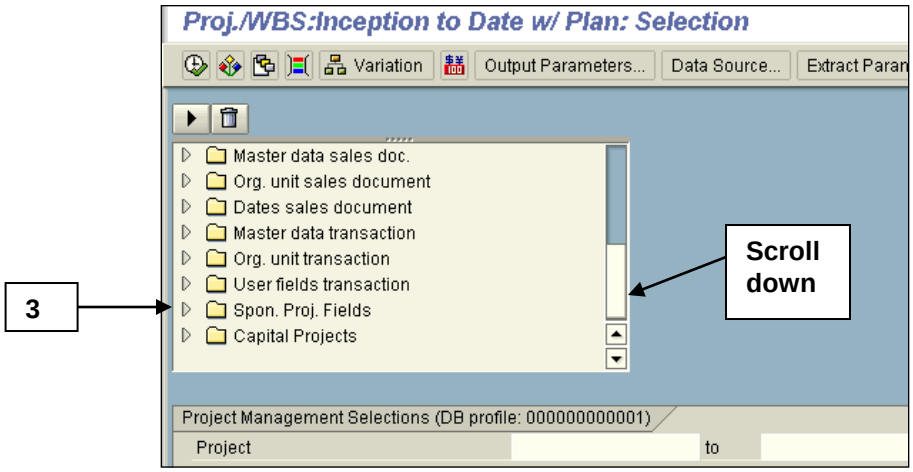
Advanced Options - Project ITD (cont.)

Selecting the Report for Projects Needing CAS Non-Payroll Forms



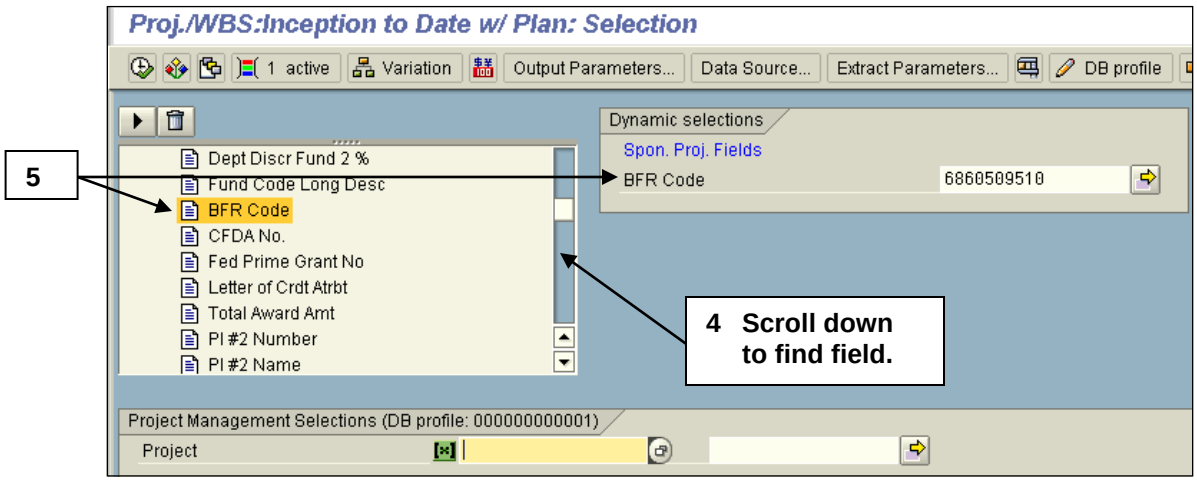
1. Use the steps previously outlined to complete the basic fields under Selection values (**using different Cost Element Group**).

2. Click on the  **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.



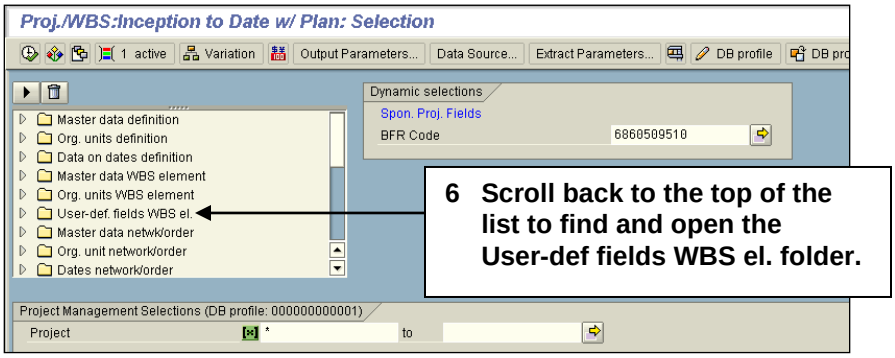
3. Scroll down and locate the **Spon. Proj. Fields** folder, and **click on the triangle to the left of the folder** to open the folder.

Advanced Options - Project ITD (cont.)



4. In the **Spons Proj Fields** folder, scroll down and locate the basic selection fields to be used (**BFR Code, Parent, and/or Grant Administrator ID**).

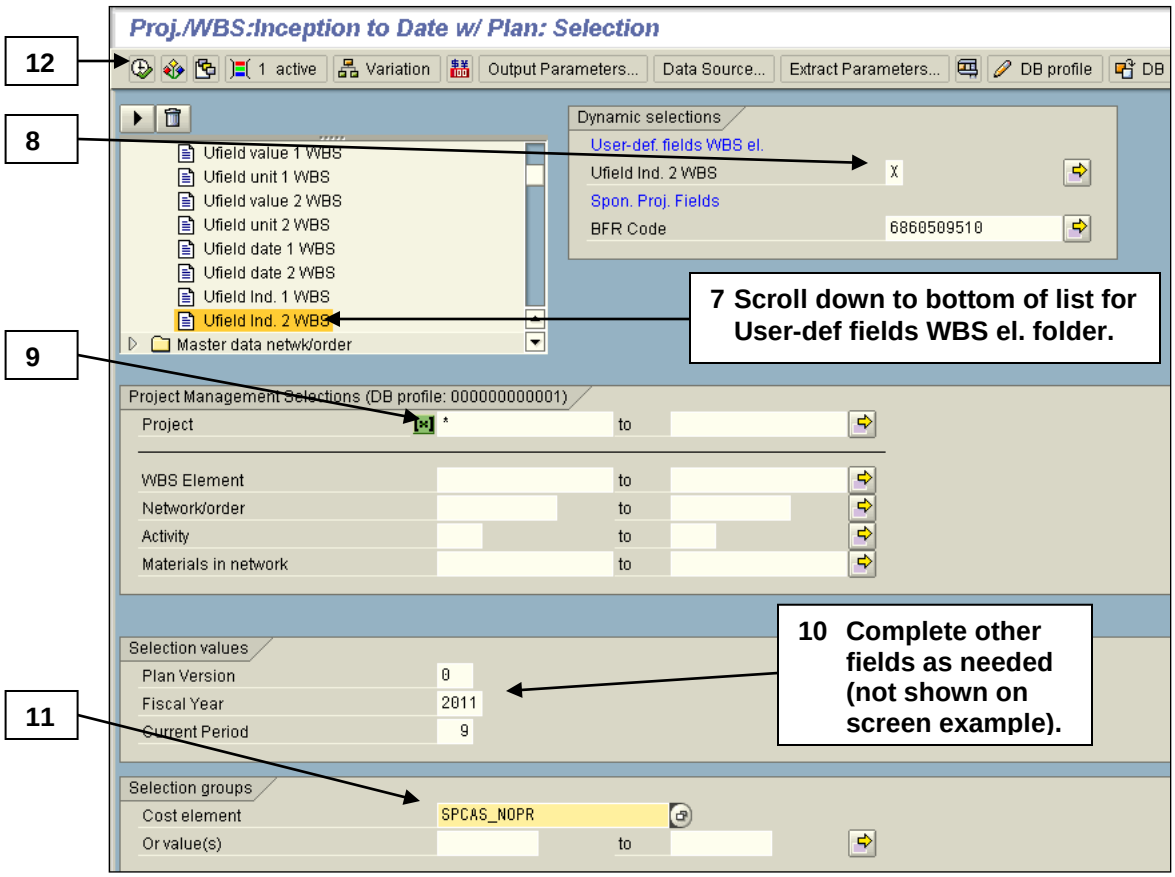
5. **Double click** on these fields to move the field(s) to the right of your screen and **enter the appropriate values** in the fields.



6. To find a field to select **only Federal Grants:**

   - Scroll up and locate a different folder labeled **User-def fields WBS el.** (sixth folder from the top of the list)**.**
   - **Click on the triangle to the left of this folder** to open the **User-def fields WBS el.** folder.

Advanced Options - Project ITD (cont.)



7. In the **User-def fields WBS el.** folder, scroll down to the bottom of the folder list, and locate the **Federal Funds** field (field to select only Federal Grants).

8. Double click on this field to move it to the right of your screen and enter an **X** in the **Federal Funds** field.

9. **<u>IMPORTANT:</u>** Enter an **asterisk (*)** as a wildcard in the **Project** field down below.

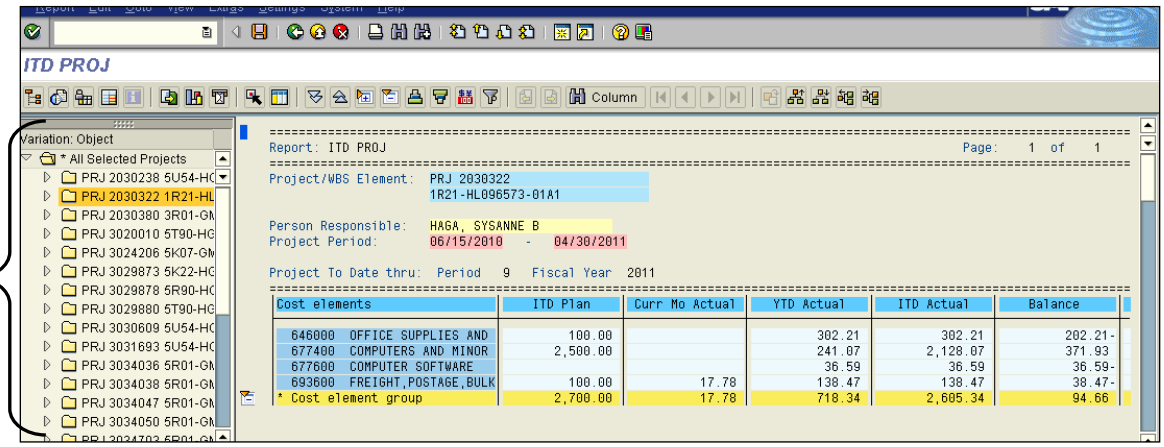
10. Ensure all the fields under Selection values are entered (see Step 1 - such as the **Fiscal Year** and **<u>Current Period</u>**).

11. Enter **SPCAS_NOPR** in the **Cost Element Group** field to select only **non-payroll Cost Elements (G/L accounts) that require a CAS form** (to see groupings refer to this web page: http://finance.duke.edu/research/documents/CAS_GLGroups.pdf).

12. Click on the **Execute** button to display and review the ITD PROJ result screen.

Advanced Options - Project ITD (cont.)

13



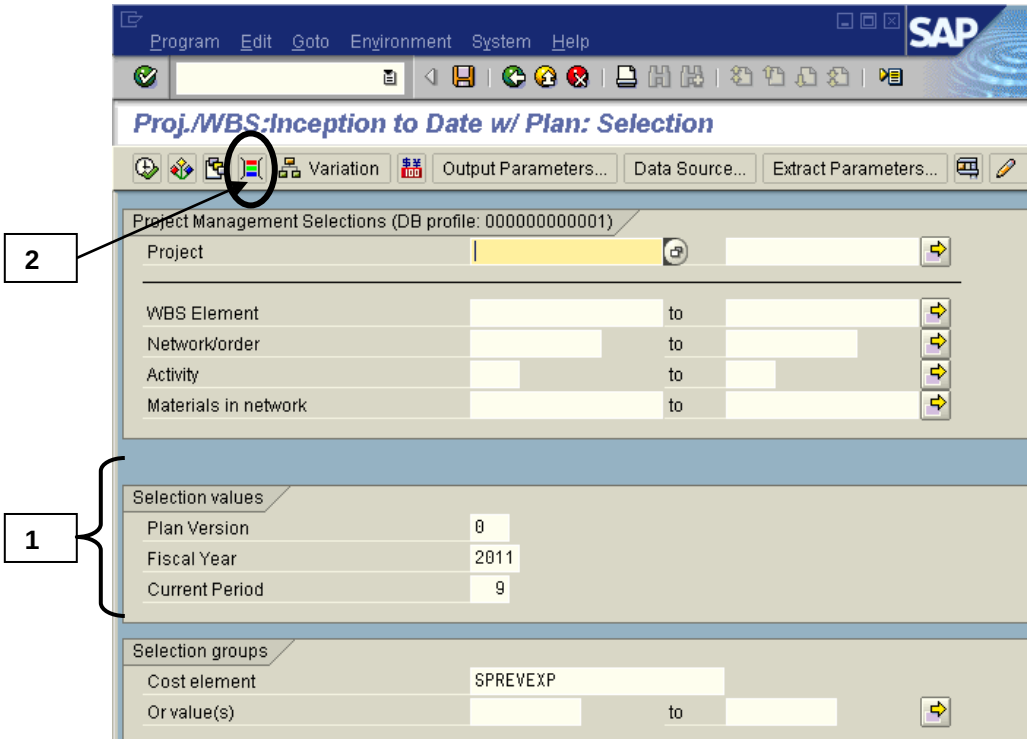
14. Review the result, which display all Federal Grant projects containing <u>non-payroll</u> G/L accounts that require a CAS form and note the following:

    - Use the **Navigation (Variation Object) section** on the left to **see all the projects listed** on the report and **to choose the project to view on the right.**
    - A **negative amount** in the **Balance** column **indicates that the G/L Account MAY need a CAS form submitted**, especially if there **no ITD Plan and actual expenses have been incurred** (for example, if there is a plan in the Cost Element Group level, then a CAS form may not be needed, such as Computer Supplies in the 677xxx G/L Accounts).

15. Click on the **Back** button to exit the report when done.

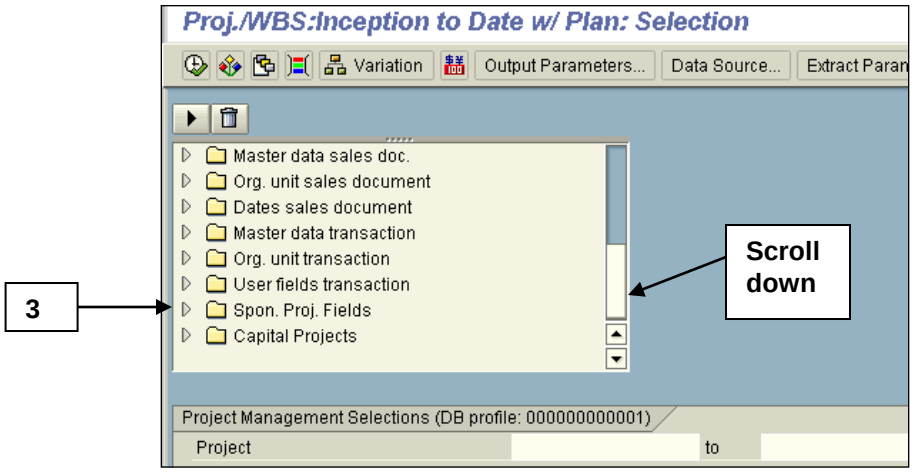
Advanced Options - Project ITD (cont.)

Selecting the Report for Projects Needing CAS Payroll Forms



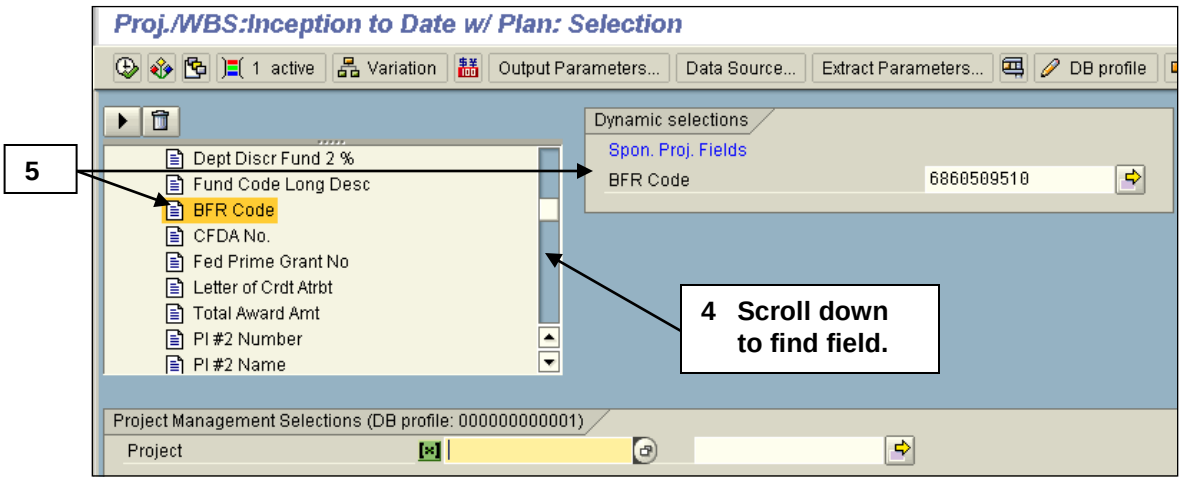
1. Use the steps previously outlined to complete the basic fields under Selection values (**using different Cost Element Group**).

2. Click on the **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.



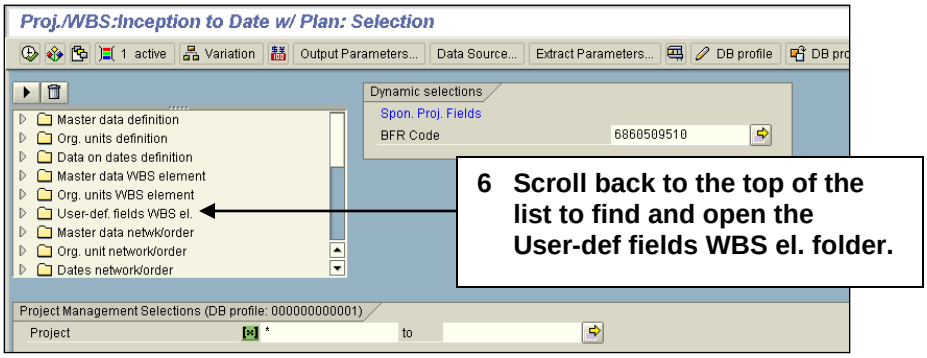
3. Scroll down and locate the **Spon. Proj. Fields** folder, and **click on the triangle to the left of the folder** to open the folder.

Advanced Options - Project ITD (cont.)



4. In the **Spons Proj Fields** folder, scroll down and locate the basic selection fields to be used (**BFR Code, Parent, and/or Grant Administrator ID**).

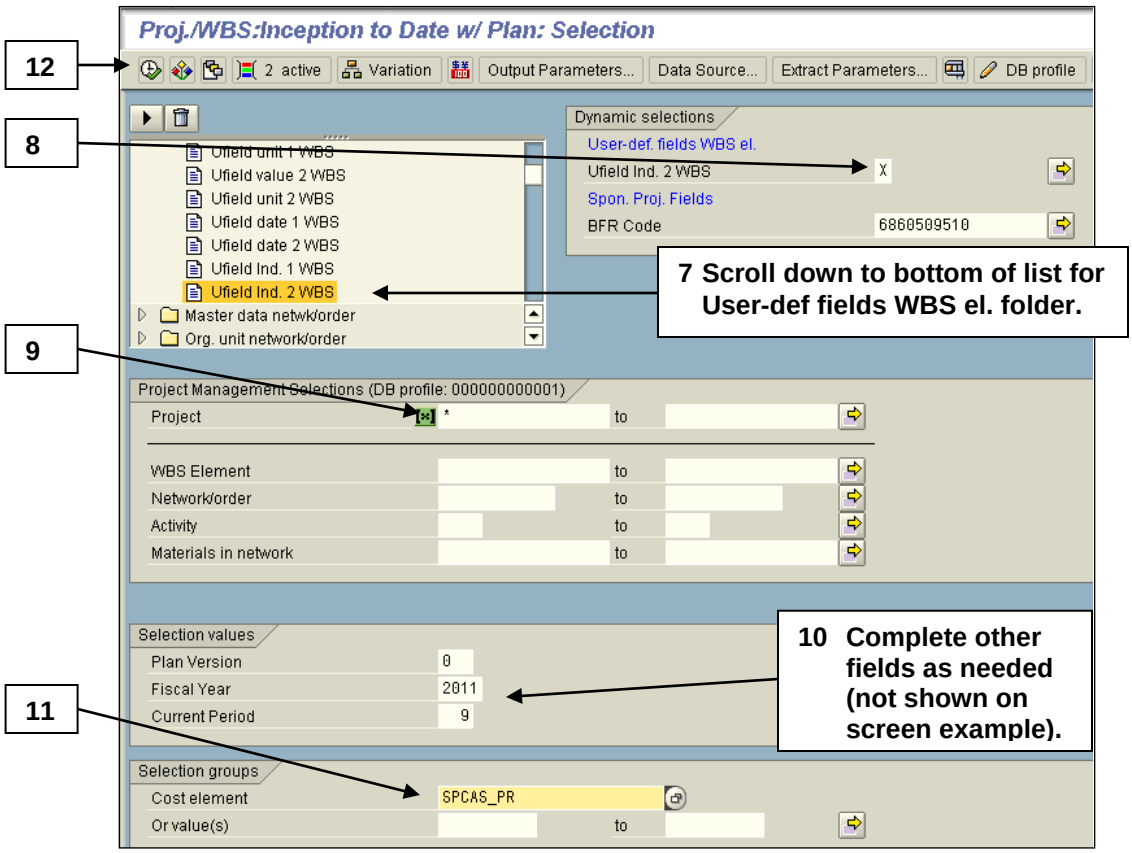
5. **Double click** on these fields to move the field(s) to the right of your screen and **enter the appropriate values** in the fields.



6. To find a field to select **only Federal Grants:**

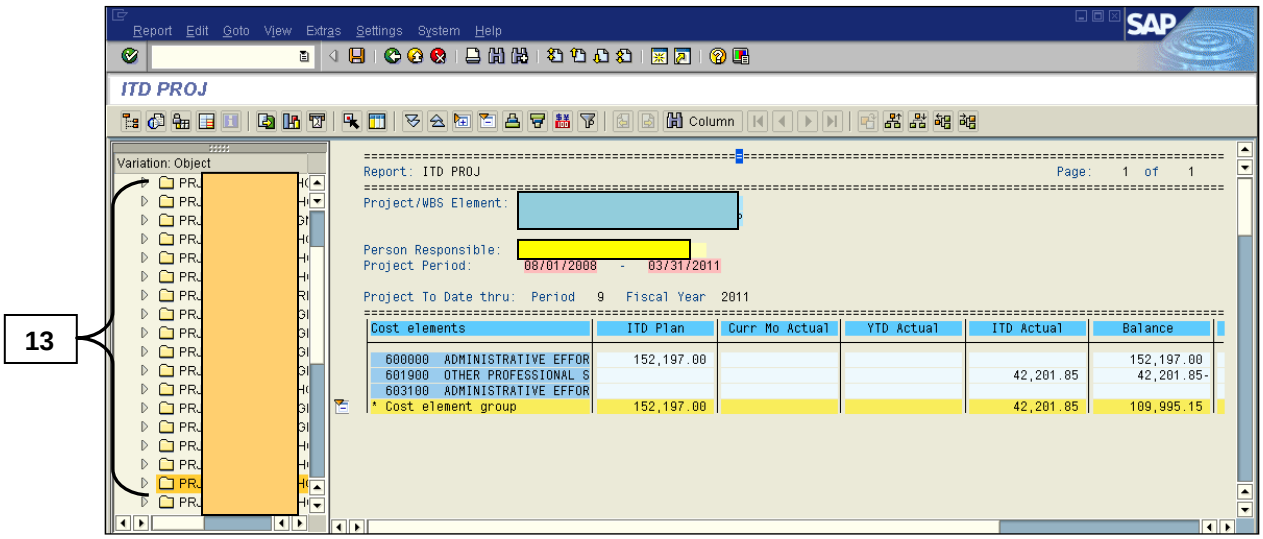
   - Scroll up and locate a different folder labeled **User-def fields WBS el.** (sixth folder from the top of the list)**.**
   - **Click on the triangle to the left of this folder** to open the **User-def fields WBS el.** folder.

Advanced Options - Project ITD (cont.)



7. In the **User-def fields WBS el.** folder, scroll down to the bottom of the folder list, and locate the **Federal Funds** field (field to select only Federal Grants).
8. Double click on this field to move it to the right of your screen and enter an **X** in the **Federal Funds** field.
9. **<u>IMPORTANT:</u>** Enter an **asterisk (*)** as a wildcard in the **Project** field down below.
10. Ensure all the fields under Selection values are entered (see Step 1 - such as the **Fiscal Year** and **<u>Current Period</u>**).
11. Enter **SPCAS_PR** in the **Cost Element Group** field to select only **payroll Cost Elements (G/L accounts) that require a CAS form** (to see groupings refer to this web page: http://finance.duke.edu/research/documents/CAS_GLGroups.pdf).
12. Click on the **Execute** button to display and review the ITD PROJ result screen.

Advanced Options - Project ITD (cont.)



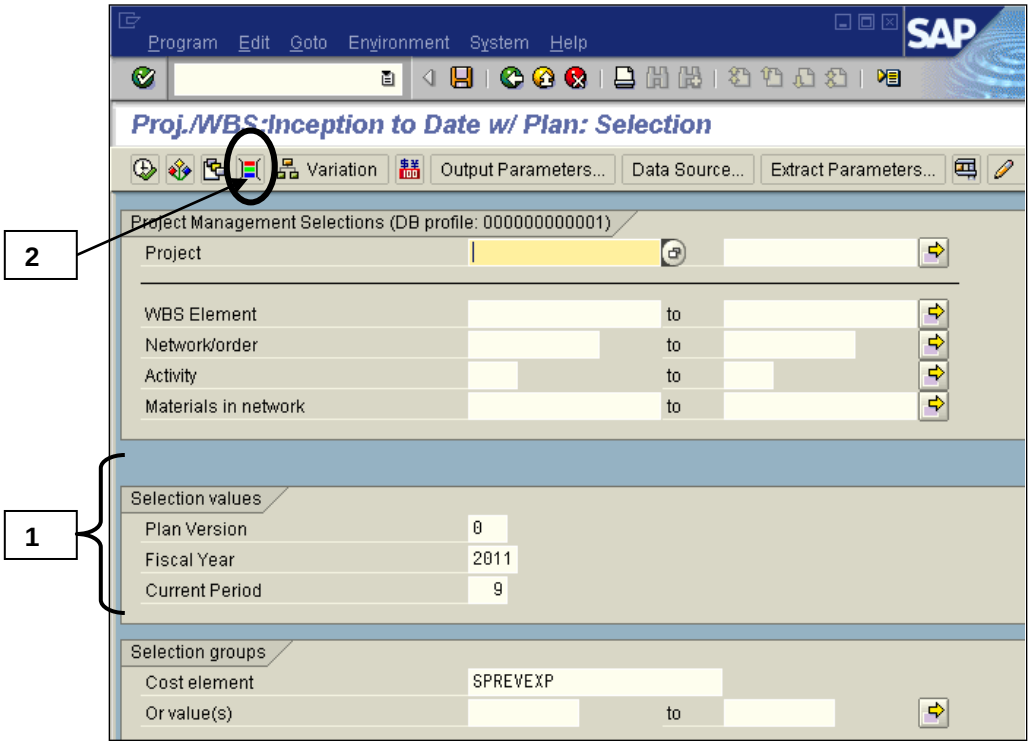
13. Review the result, which display all Federal Grant projects containing <u>payroll</u> G/L accounts that require a CAS form and note the following:

    - Use the **Navigation (Variation Object) section** on the left to **see all the projects listed** on the report and **to choose the project to view on the right.**
    - A **negative amount** in the **Balance** column **indicates that the G/L Account MAY need a CAS form submitted**, especially if there **no ITD Plan and actual expenses have been incurred**.

14. Click on the **Back** button to exit the report when done.

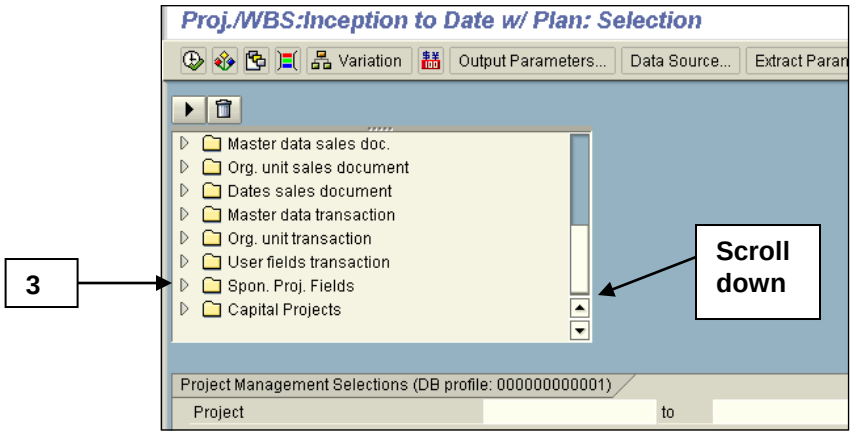
Advanced Options - Project ITD (cont.)

Selecting the Report To Review Expenses on Reviewable G/L Accounts



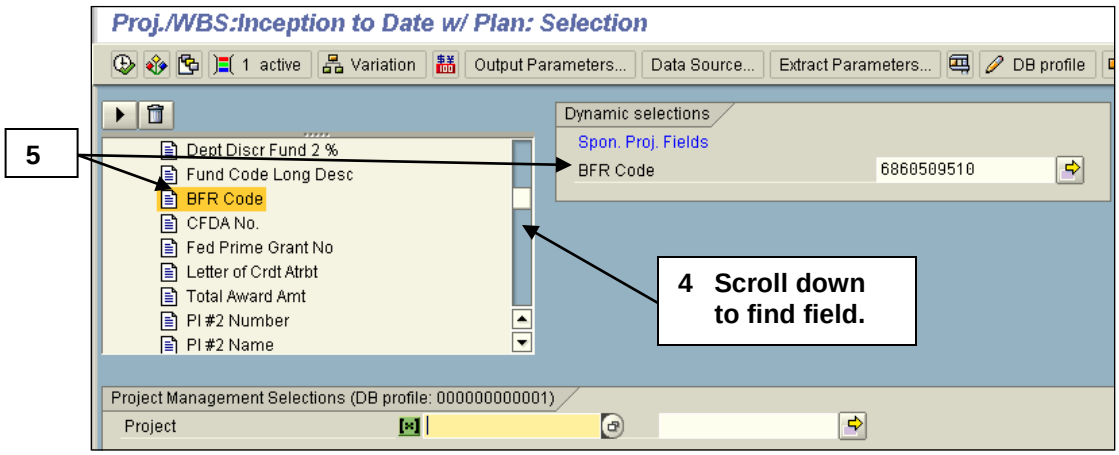
1. Use the steps previously outlined to complete the basic fields under Selection values (**using different Cost Element Group**).

2. Click on the **Dynamic Selections** button to display the *Field Choice for Dynamic Selections* screen.



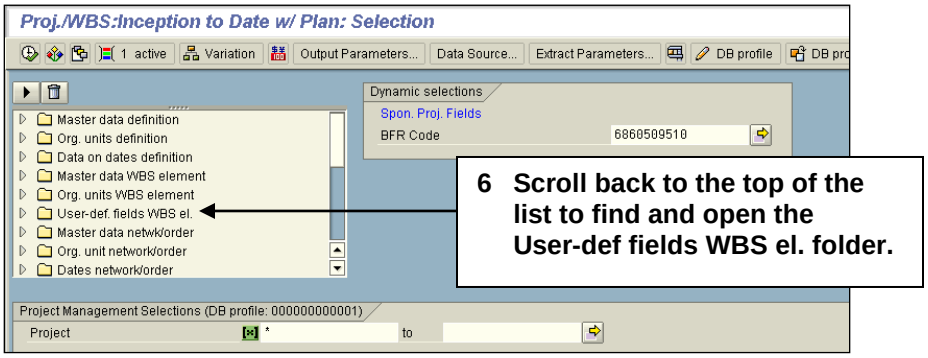
3. Scroll down and locate the **Spon. Proj. Fields** folder, and **click on the triangle to the left of the folder** to open the folder.

Advanced Options - Project ITD (cont.)



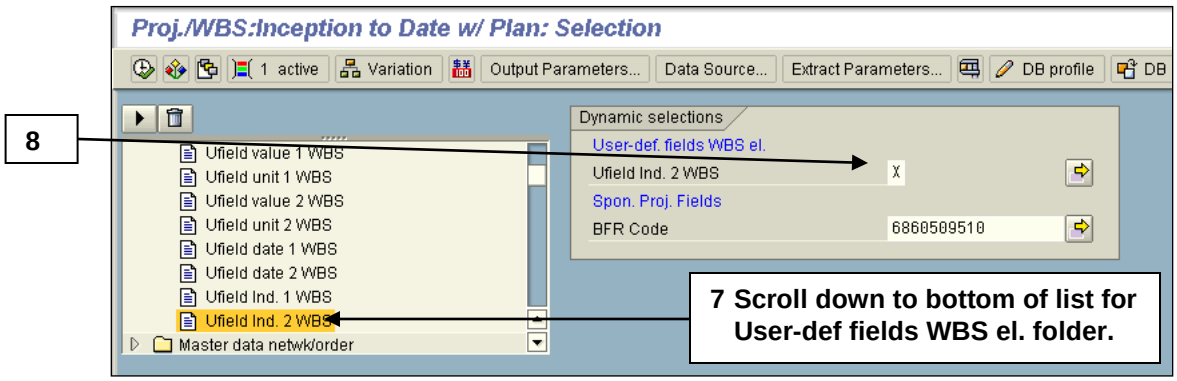
4. In the **Spons Proj Fields** folder, scroll down and locate the basic selection fields to be used (**BFR Code, Parent, and/or Grant Administrator ID**).

5. **Double click** on these fields to move the field(s) to the right of your screen and **enter the appropriate values** in the fields.



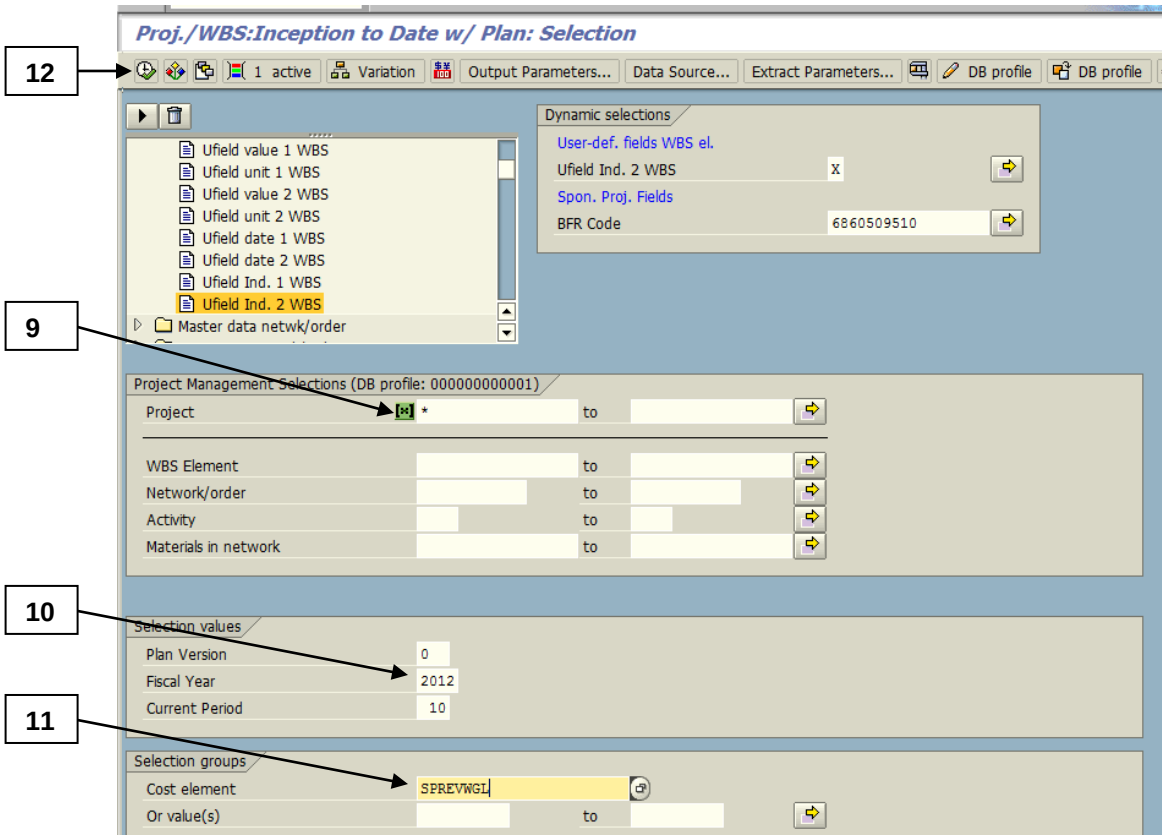
6. OPTIONAL: To find a field to select **only Federal Grants:**
   - Scroll up and locate a different folder labeled **User-def fields WBS el.** (sixth folder from the top of the list)**.**
   - **Click on the triangle to the left of this folder** to open the **User-def fields WBS el.** folder.

Advanced Options - Project ITD (cont.)



7. In the **User-def fields WBS el.** folder, scroll down to the bottom of the folder list, and locate the **Federal Funds** field (field to select only Federal Grants).

8. Double click on this field to move it to the right of your screen and enter an **X** in the **Federal Funds** field.



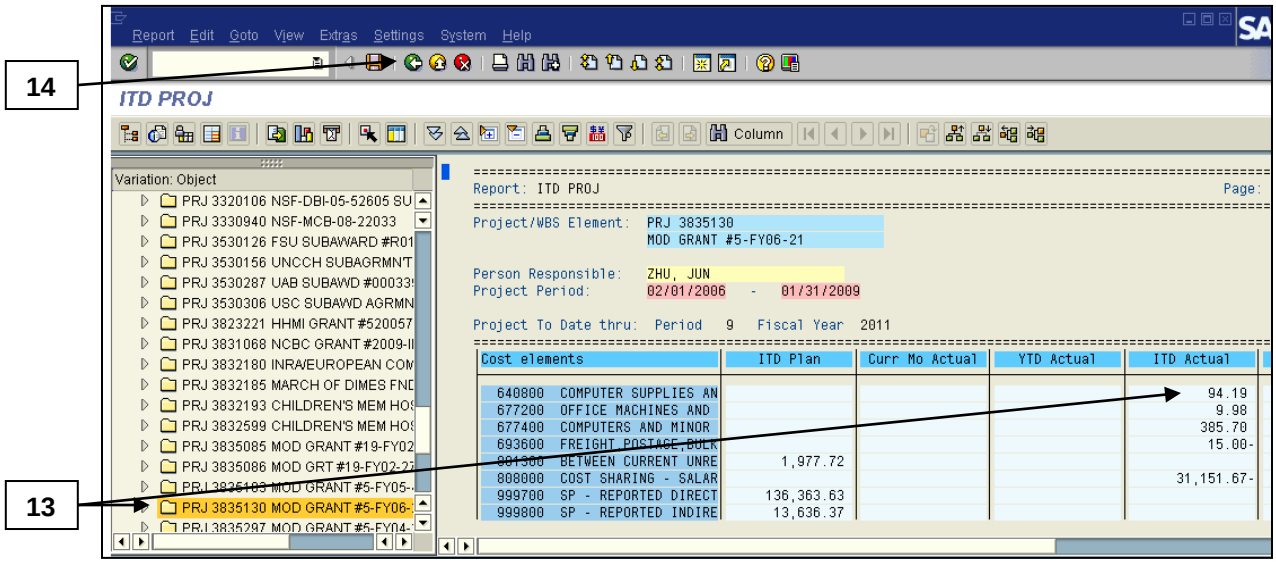
9. **<u>IMPORTANT:</u>** Enter an **asterisk (*)** as a wildcard in the **Project** field down below.

10. Ensure all the fields under Selection values are entered (see Step 1 - such as the **Fiscal Year** and **<u>Current Period</u>**).

Advanced Options - Project ITD (cont.)

11. Enter **SPREVWGL** in the **Cost Element Group** field to select only **Cost Elements (G/L accounts)** that may be considered **questionable expenses** for a project per Duke's policy.

12. Click on the **Execute** button to display and review the ITD PROJ result screen.



13. Review the result, which display all Federal Grant projects containing <u>non-payroll</u> G/L accounts that require a CAS form and note the following:

    - Use the **Navigation (Variation Object) section** on the left to **see all the projects listed** on the report and **to choose the project to view on the right.**
    - Review the Actual columns for any amounts charged to the Project that may be questionable per Sponsor regulations and Duke's policy.
    - Take action to correct or remove the charges as needed.

14. Click on the **Back** button to exit the report when done.