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**: Settings to ELIMINATE DUPLICATES OF PRINTING (for multiple projects or by BFR Code).

4. To report by individual project(s)

3. 5-9 **Optional**: To report by BFR Code (Org. Unit), Responsible Person, Parent, and/or Grant Administrator

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` 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 the 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).
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:

<table>
<thead>
<tr>
<th>Cost Element Group Name</th>
<th>Cost Element Group Details</th>
</tr>
</thead>
</table>
| 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) - 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 and 39x, with some 24x, 28x, 34x or 38x 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. |
| SPREVVWGL               | 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.
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. **IMPORTANT:** 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.
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 / 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.
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. **IMPORTANT:** 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.

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.
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**.
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. **IMPORTANT:** 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 **Current Period**).

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](http://finance.duke.edu/research/documents/CAS_GLGroups.pdf)).

12. Click on the **Execute** button to display and review the ITD PROJ result screen.
14. Review the result, which display all Federal Grant projects containing non-payroll 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.
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.
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.
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. **IMPORTANT:** 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 **Current Period**).

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](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 payroll 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.
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.
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.
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. **IMPORTANT:** 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 **Current Period**).
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 non-payroll 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.