# Advanced Sponsored Projects Reporting Guide

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Options - Project Definition Overview List (ZFR1AM)</td>
<td>3</td>
</tr>
<tr>
<td>Overview of the Project Definition Overview List</td>
<td>3</td>
</tr>
<tr>
<td>Review: Accessing the List and Selecting the Basic Criteria</td>
<td>3</td>
</tr>
<tr>
<td>Using the Projectlist Variant to Select the List by Other Available Spon. Proj. Fields</td>
<td>7</td>
</tr>
<tr>
<td>Saving and Using Your Own Selection Screen Variant for Future Use</td>
<td>11</td>
</tr>
<tr>
<td>Changing the Layout of the Project List Once Displayed</td>
<td>15</td>
</tr>
<tr>
<td>Sorting the List by Project End Date to Identify Projects to be Closed</td>
<td>19</td>
</tr>
<tr>
<td>Exporting the Project List to Excel</td>
<td>21</td>
</tr>
<tr>
<td>Exiting the Project List Reminder</td>
<td>22</td>
</tr>
<tr>
<td>Advanced Options - Project/WBS: Inception to Date w/Plan (ZFR1E)</td>
<td>23</td>
</tr>
<tr>
<td>Overview of the Project Inception to Date (ITD) Report</td>
<td>23</td>
</tr>
<tr>
<td>Review: Accessing the Project ITD Report and Selecting the Basic Criteria</td>
<td>24</td>
</tr>
<tr>
<td>Selecting the Report by Project Begin and End Dates</td>
<td>27</td>
</tr>
<tr>
<td>Selecting the Report by SPS Number to Help Find Newly Created Projects</td>
<td>30</td>
</tr>
<tr>
<td>Selecting the Report for Projects Needing CAS Non-Payroll Forms</td>
<td>33</td>
</tr>
<tr>
<td>Selecting the Report for Projects Needing CAS Payroll Forms</td>
<td>37</td>
</tr>
<tr>
<td>Selecting the Report To Review Expenses on Reviewable G/L Accounts</td>
<td>41</td>
</tr>
<tr>
<td>Departmental Summary Indirect Cost Recovery (ZF111)</td>
<td>45</td>
</tr>
<tr>
<td>Overview of the Departmental Summary of Indirect Cost Recovery</td>
<td>45</td>
</tr>
<tr>
<td>Accessing the Report and Selecting the Basic Criteria</td>
<td>46</td>
</tr>
<tr>
<td>Analyzing the Data in the Report</td>
<td>48</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer Detail Report (ZF420)</td>
<td>50</td>
</tr>
<tr>
<td>Overview of the NSCT (Non-Salary Cost Transfer) Detail Report</td>
<td>50</td>
</tr>
<tr>
<td>Accessing the Report and Selecting the Basic Criteria</td>
<td>51</td>
</tr>
<tr>
<td>Analyzing the Data in the Report</td>
<td>54</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer Trend Report (ZF421)</td>
<td>57</td>
</tr>
<tr>
<td>Overview of the Non-Salary Cost Transfer (NSCT) Trend Report</td>
<td>57</td>
</tr>
<tr>
<td>Accessing the Report and Selecting the Basic Criteria</td>
<td>58</td>
</tr>
<tr>
<td>Analyzing the Data for a Higher Level BFR Code</td>
<td>59</td>
</tr>
<tr>
<td>Analyzing the Data for the Lowest Level BFR Code</td>
<td>61</td>
</tr>
<tr>
<td>Analyzing the Data for the Cost Object / Document Level</td>
<td>62</td>
</tr>
</tbody>
</table>
Table of Contents (cont.)

**WBSE Master Data & One Line Summary (ZF600)** .................................................63  
Overview of the WBSE Master Data & One Line Summary Report .................63  
Accessing the Report and Selecting the Basic Criteria ..................................64  
Reviewing the Report ......................................................................................66  
Freezing the Columns for Horizontal Scrolling ..............................................73  
Using Drill Down to View More Details for One WBS Element (Project) ....74

**A/R – Aged Debt Report (ZFAR003)** .................................................................76  
Overview of the A/R – Aged Debt Report.........................................................76  
Accessing the Report and Selecting the Basic Criteria ..................................77  
Reviewing the A/R – Aged Debt Report ..........................................................80  
Freezing the Columns for Horizontal Scrolling ..............................................83

**Customer Line Item Display (FBL5N)** .............................................................85  
Overview of the Customer Line Item Display Transaction ............................85  
Accessing the Report and Selecting the Basic Criteria ..................................86  
Adding Extra Fields to the Selection (Like WBS Element/ Project) ...............88  
Reviewing the Results .....................................................................................89  
Viewing Extra Text Notes Added For Invoices with Collection Codes ..........92  
Viewing How Payments Were Applied to Invoices .......................................94  
Viewing Additional Data from the Drill-down to a Document .......................95  
Exporting the List of Customer Line Items ..................................................96  
Using Other Functions in the Report ............................................................97
Advanced Options - Project Definition Overview List (ZFR1AM)

Overview of the Project Definition Overview List

The Project Info System: Project Overview (List of Projects) is a transaction used to display a list of Projects by different selection criteria. This report has a selection screen variant named Projectlist that has already been created to help you select your list of projects. This variant displays additional recommended selection fields such as BFR Code / Org. Unit, Parent, Responsible Person (Primary Principal Investigator's Duke Unique ID), and Grant Administrator (Duke Unique ID of the person designated by Department Administrator to be the Grant Administrator in the department). In addition the list can be used to select by any of the master data fields associated with the project, such as SPS number, Project Begin or End Date, etc.

The list includes all released projects (with a status of REL) for the selection criteria chosen. In addition, the list can be run for all closed projects and sorted by date as covered in this advanced guide.

Review: Accessing the List 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 → Financial Master Data → Project Info System: Project Definition Overview

Note: If preferred, use Transaction code ZFR1AM (versus the actual transaction code listed on the User Menu).

2. If prompted, enter 1 in the PS Info Profile field and click OK to close the Information dialog box).
Advanced Options - Project List (cont.)

To get the standard selection screen variant:

Note: A selection screen variant saves keystrokes by adding dynamic selections and/or populating fields with values. Variants may be created by central areas for use by all or by individual users for personal use or for use by the department, division, etc. Never save over/overwrite a standard layout used by all.

3. Click on the Get Variant button (Shift+F5) to display the Find Variant dialog box (shown below).

4. Delete your User ID (the default) from the Created by field (or leave your User ID if you have created your own variant).

5. Enter the value of PROJECTLIST in the Variant field or choose your own variants you may have created as follow.

Note: To see all variants available, leave the Variant field blank and click on the Execute button. Double click on a variant name to select.

6. Click on the Execute button to return to the Project Info System: Project Definitions Initial Screen (shown below).
7. Once the PROJECTLIST variant is selected, note that the **Dynamic Selections** button includes “1 active” and the **Project** fields contain a range of **Project numbers** (2000000 – 3999999 and additional range of A000000 – A999999).

   *Note*: This variant only includes Projects with a status of REL (released) and for Company Code 0010. **If needed, adjust the ranges to include only federally sponsored projects.**

8. Click on the **1 active (Dynamic selections)** button to display more selection options at the top of the screen (see next page).
9. Note the **0010** value already entered in the *Company Code* field – **do not delete this value**.

10. Use the fields now displayed on the right to enter values and select the list of projects by Person Responsible (DUID), BFR Code (Org. Unit), Parent, and/or Grant Administrator ID (DUID).

   *Note:* The PROJECTLIST variant displays recommended selection fields on the right side for your convenience. There are many fields on the left that may also be selected and used on the right side to select criteria per the next steps of this advanced guide.

11. Note that when entering a higher level BFR Code / Org. Unit in the field, use an * (asterisk) at the end of the code to replace any zeros (can’t use the full code if higher level ends in zeros).

12. Use the steps on the next pages to find other available Sponsored Project fields for selection in folders on the upper left and add those fields to the upper right side as additional selection criteria BEFORE executing the report.
Using the Projectlist Variant to Select the List by Other Available Spon. Proj. Fields

1. Use the steps in the Review section to get the Projectlist variant and click on the Dynamic Selections button.

2. On the left side, scroll down to the Spon. Proj. Fields folder (next to last folder listed that contains most of the selection fields you might like to use).

3. Click on the Twistee button to open the desired folders and find master data folder (may also find some master data values in the Master Data Definition folder as well, like Description field for WBS Element/Projects and Applicant number to select a list of projects for a specific Sponsor).

4. Scroll through all the available input fields listed in the Spon. Proj. Fields folder (or other folders) on the left side that may be used as selection criteria to generate a list of projects.
   - The fields displayed in the folders are master data for the project found in the Project / Work Breakdown Structure (Transaction Code CJ03) including Customer Fields.
   - The fields highlighted in green have already been selected and displayed as input fields on the right side of the screen (some were selected when the PROJECTLIST variant was used earlier).
5. To choose a selection field in the Spons.Proj. Fields folder or other folders and display it on the right side, locate the field and simply **double click on the field name**—see chart below for suggestions and entry tips, and remember to **use these fields along with BFR Code or Grant Manager ID for optimal results**:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPS Number</strong></td>
<td>Use this field to select a list of projects for a specific SPS Number (number assigned to proposals and awarded grants in the Sponsored Projects System), for example to find newer projects by using a newer SPS numbers with a wildcard selection. The value in the field must be right justified and the easiest way to enter the value is outlined below:</td>
</tr>
<tr>
<td></td>
<td>• Enter a six digit value for new SPS numbers in the SPS No field, e.g. 230000 or 240000 (newer SPS number range in 2018).</td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Enter</strong> button to right justify the value in the field.</td>
</tr>
<tr>
<td></td>
<td>• Ensure the <strong>OVR</strong> (Overwrite) option is displayed in the lower right on the bottom bar of SAP (click on the value or use the <strong>Insert</strong> key to toggle between Insert and Overwrite as needed).</td>
</tr>
<tr>
<td></td>
<td>• Enter a wildcard * (asterisk) to replace the 0 digits, example 23* or 24*.</td>
</tr>
<tr>
<td></td>
<td>• Continue selecting other fields as needed and generate the report.</td>
</tr>
<tr>
<td><strong>Project End Date</strong></td>
<td>Use to select a list of projects that end on a certain date (use the field's <strong>Multiple Selections</strong> button to choose multiple dates or ranges).</td>
</tr>
<tr>
<td><strong>PI #2Number</strong></td>
<td>Use to select a list of projects by the Co-Principal Investigator’s Duke Unique ID (use <strong>Drop Down</strong> button to search and find if needed).</td>
</tr>
<tr>
<td><strong>Dept. Project Name</strong></td>
<td>Use to select a list of project by the project name that is assigned by the department for reference</td>
</tr>
</tbody>
</table>
Advanced Options - Project List (cont.)

<table>
<thead>
<tr>
<th>CC Backstop or WBS Backstop</th>
<th>Use to enter a CC Backstop cost object (7 digit cost center) or a WBS Backstop cost object (7 digit WBS element) to select a list of all the projects tied to that funding source for cost overruns or any late activity that is transferred during closeout.</th>
</tr>
</thead>
</table>
| Description                | Available in the Master Data Definition folder – use to select a list of projects based on some part of the description text along with or enclosed in wildcards * (asterisks). A couple of examples are outlined below:  
  - To select a list all projects related to an agency (good to find all 7 digit WBS Elements associated with one grant that roll over across years to new cost objects as required by a Sponsor), enter the 6 digit agency code enclosed in asterisks, example *100645*. This 6 digit agency code is found within the Federal Prime Grant Number, as in this example of 5UM1-AI100645-04.  
  - To select all the WBS Elements designated as a Parent Code or Composite Code within a BFR or for a Grant Manager ID, enter the value of *PAR* or *COMP* in the Description field. |
| Applicant name or Applicant (number) | Available in the Master Data Definition folder, use to select a list of projects for a Sponsor (use the Drop Down button to search if needed). |

6. Once additional fields are selected and displayed on the right side, use vertical scroll bar on right side to see newly added fields

7. Enter the desired values in any of the input fields including the use of wildcards * (asterisks) as needed – see chart above for suggestions and tips on entering values and use of wildcards.

![Image of Project Info System: Project Definitions Initial Screen](image)
Advanced Options - Project List (cont.)

8. OPTIONAL: Use the **Save as Variant** button to save this selection screen as a new variant, if desired - **DO NOT SAVE OVER PROJECTLIST – SEE NEXT PAGES**.

9. Once all criteria is selected (including the range 2000000 – 3999999 populated in the Project fields by the Projectlist variant), click the **Execute** button to generate the list.
Advanced Options - Project List (cont.)

Saving and Using Your Own Selection Screen Variant for Future Use

Note: A selection screen variant saves keystrokes by adding dynamic selections and / or populating fields with values. Variants may be created by central areas for use by all or by individual users for personal use or for use by the department, division, etc. Never save over / overwrite a standard layout like Projectlist that used by all.

1. Use the steps previously outlined to get the Projectlist variant, add more selection criteria fields to the right side, and enter any values that you would like to save as part of a variant (may populate some fields and leave others blank as needed).

2. Before executing the report, click on the Save as Variant button.

3. Click on the Yes button to save both the parameters and the settings.
4. In the Variant Name field, **delete the value Projectlist** and **ENTER A NEW NAME (DO NOT SAVE OVER THE PROJECTLIST VARIANT)**.

5. Enter a new description in the Meaning field to help you identify the selection screen variant.

6. Click the **Save** button at the top of the screen to save the new variant and exit the Variant Attributes screen.
Advanced Options - Project List (cont.)

To get the selection screen variant and use it later:

7. Access the *Project Info System: Project Definition Overview* selection screen (do not get the Projectlist variant if you are using your own variant that you created in earlier steps).

8. Click on the **Get Variant** button.

9. In the resulting *Find Variant* box, to find your own variant or variants, ensure your Net ID is displayed in the **Created by** field (if not, enter your Net ID).
10. Once the Created by field contains your Net ID, click on the **Execute** button and note the results as outlined below:

- **If you have only one variant** created for this selection screen, the values saved in that variant will automatically populate the fields.

- **If you have more than one variant** for this selection screen (as shown in example above), in the resulting list, **double click** on the variant name to populate the fields with the values saved in that variant.

11. Once all criteria is entered or updated, ensure the project range is listed in the Project fields and click the **Execute** button to generate the list.
Changing the Layout of the Project List Once Displayed

1. Once the Project List results are displayed (report is executed), change the layout (the look) of the report per the next steps.

2. Click on the **Choose fields**… button or follow the menu path: **View** → **Choose fields**…

3. In the **Select fields** window:
   - Note that the columns already displayed in the project list are shown under **Selected Fields** on the left side in the order that they currently appear on the project list report.
   - Use the fields listed on the right side to find and add columns to the report (listed alphabetically by column name or use search) per the next steps.
4. Using the right side of the screen, locate a column to be added to the report (sorted alphabetically; use the **Find** button to locate the field as needed, e.g., enter Proje* in the search field to easily find for Project End date).

5. To select the column to be added, **click once on the box to the left of the column field name on the right side** (multiple columns may be selected by using the **Ctrl** key).

6. Optional: To select where the column(s) should be added/inserted, click on the desired column name under the *Selected Fields* section (left side) to indicate that you want the new column to be **inserted above** this column.

7. Click on the **Choose** button to add the selected column(s) on the right side into the *Selected Fields* section on the left side (note that if the optional step above is not done, the columns will be **added to the end of the list by default**).
8. Review the columns now added to the left side under *Selected Fields* (in this example, PI # 2 Name and Parent).

9. To move the order of any columns listed on the left side under Selected Fields section:
   - First, click on box to the left of the **column to be moved**.
   - To move the column up the list, click on the box for the **column** that the moved column should fall **AFTER** in the list.
   - To move the column down the list, click on the box for the **column** that the moved column should fall **BEFORE** in the list.
   - Click on the **Move** button,
   - Review the results and adjust as needed.
10. To remove columns that are already displayed under *Selected Fields* (thus removing the column from the Project List):
   - Click on the box to the left of the column
   - Use the *Do not choose* button.

11. When all columns are selected and in the desired order on the left side under the *Selected Fields* section, click on the *Continue* button to complete the process.

12. Review the new columns now displayed for your list and the order of the columns, and adjust as needed.

   **Note:** The *layout cannot be saved for future use like in other SAP financial reports. Repeat the steps above each time you access the report to add the columns you’d like. Do NOT save an Overview when exiting as this feature does not allow you to easily change selection criteria in the future.*
Advanced Options - Project List (cont.)

Sorting the List by Project End Date to Identify Projects to be Closed

1. Once the Project List results are displayed (report is executed), follow the steps below to sort the list by the Project End Date and review for any projects that should be closed (end date is in the past).

2. Use the previous steps to change the layout (View → Choose fields) to add the Project End Date column (place column beside the Finish Date column to help with the review).

3. Click once on the newly added Project End Date column heading to select that column.

4. Click on the Sort Ascending button to sort the column so that the oldest dates sort to the top of the report.
5. Review any end dates that are in the past and take appropriate action to resolve the issues so that the project will close.

6. To reset the report, exit the report completely (choose NO to saving the Overview) and select criteria and execute again.
Advanced Sponsored Projects Reporting Guide

Advanced Options - Project List (cont.)

Exporting the Project List to Excel

1. Click on the Export button.

2. In the Export box, click on the Spreadsheet XXL button.

3. In the Export List Object to XXL box, click on the Table radio button; click on the Continue button to proceed.

4. In the next Export List Object to XXL box, ensure the Microsoft Excel radio button is selected; click on the Continue button.
Exiting the Project List Reminder

1. Click on the Back button to exit the report and display the Exit Information System dialog box.

2. Click on the No button (Do NOT save Overview) to exit the line item view and return to the Project Info System: Project Definitions Initial Screen.

3. Click on the Exit button (Shift+F3) until the initial R/3 screen is displayed.
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** 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).
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>
<tbody>
<tr>
<td>Sprevexp</td>
<td>Recommended to use for all Projects as follows:</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Sprevwgl</td>
<td>Use to select cost elements that are considered reviewable according to the federal government and the Office of Sponsored Programs.</td>
</tr>
<tr>
<td>SPCAS, SPCAS_PR, or SPCAS_NOPR</td>
<td>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).</td>
</tr>
<tr>
<td>SPIDC##</td>
<td>Use to select cost elements that are included in Indirect Cost calculations.</td>
</tr>
<tr>
<td>SP_SUBRPT</td>
<td>Recommended to select sub-codes established for sub-recipients to align results of report with the categorical format of sub-award budgets.</td>
</tr>
</tbody>
</table>

14. Click on the Execute button to display and review the ITD PROJ result screen.
Advanced Sponsored Projects Reporting Guide

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 the 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).
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.
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.
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.
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.
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**).
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 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.
Departmental Summary Indirect Cost Recovery (ZF111)

Overview of the Departmental Summary of Indirect Cost Recovery

The Departmental Summary of Indirect Cost Recovery report (Transaction Code ZF111) has the following features:

- Includes Year to Date and Current Month Expense totals on Sponsored Projects, along with Year to Date and Current Month Indirect Costs for the Projects.

- Provides a summary to analyze the Indirect Costs charges relative to the Total Expense (does not provide drill-down capability).

- Displays other project master data information, like the description, principal investigator, project end date, and the Allowable Indirect Cost Percentage.

- May be helpful to see if Allowable Indirect Cost Percentage is correct and to project budget information.
Dept. Summary of Indirect Cost (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → University Reporting (or Grant Manager Reporting) → Organizational Reporting → Departmental Summary of indirect Cost Recovery

   Note: If preferred, use the transaction code ZF111.

On the Departmental Summary of Indirect Cost Recovery screen:

1. Required: Enter a value(s) in ONE of the two fields as outlined:
   - Enter the desired top or lower level BFR code (10 digits) in the first Org Unit 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).
Summary of Indirect Cost (cont.)

2. **Optional:** If entering a BFR code, use the **Responsible Person** field to enter a Principal Investigator (PI) or Co-Principal Investigator (CO-PI) as follows:
   - If known, enter the **Duke Unique ID (DUID)** of a Principal Investigator (or Co-PI) in the **Responsible Person** field,
   - If not known, click on the Drop-down button in the **Responsible Person** field and search per the next steps.
   - The list shows only the first 500 PI names, so click on the **Restrict Values** button.
   - In the longer Person responsible (second) field, enter the last name in upper case and enclosed in asterisks (e.g. *HAYNES*) and click on the Continue button.
   - The DUID number is listed in the first column (any PI with the same last name may appear on the list).
   - **Double click on the desired name** to choose and populate a DUID number in the field.

   **Note:** The **Responsible Person field must be used in conjunction with the Org. Unit Selection field** or a range of Projects. Do not use the field without those other selection fields as the report will not execute properly.

3. **Required:** Enter the desired **Fiscal Year**.

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

5. **Optional:** To automatically download the report into a software like Excel at the time the report is executed:
   - Click in the box beside **Download Checkbox** to select.
   - Enter a location (directory) and file name in the **PC File name** field.

6. **Optional:** Click in the check box to the right of **Checkbox – Org Unit Page Break** to provide a sort and a page break between each organizational unit selected on this screen.

7. Click the **Execute** button to display the **Departmental Summary of Indirect Cost Recovery** report.
### Analyzing the Data in the Report

On the **Departmental Summary of Indirect Cost Recovery** report screen:

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

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>The seven digit Project number (i.e., fund code)</td>
</tr>
<tr>
<td>Description</td>
<td>The description of the Project</td>
</tr>
<tr>
<td>Grp</td>
<td>The Fund Group of the project (e.g., R for Restricted)</td>
</tr>
<tr>
<td>Org Unit</td>
<td>The ten digit Organizational Unit number for the Project (i.e., BFR code – replaces Component)</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>The name of the Principal Investigator for the Project</td>
</tr>
<tr>
<td>Begin Date</td>
<td>The beginning date of the Project</td>
</tr>
<tr>
<td>End Date</td>
<td>The ending date of the Project. If end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used. True end date must be obtained from legacy data.</td>
</tr>
<tr>
<td>Allow%</td>
<td>The percentage of Indirect Cost Recovery allowed for the Project (actual percentage for this project)</td>
</tr>
<tr>
<td>Year To Date Total Expense</td>
<td>Total Expenses through the Fiscal Period entered on the selection screen (Total Direct and Total Indirect included)</td>
</tr>
<tr>
<td>Year To Date Indirect Cost</td>
<td>Total Indirect Costs (G/L Accounts: 694600, 752800, 752900, 753100, 753200) through the Fiscal Period entered on the selection screen</td>
</tr>
<tr>
<td>Current Month Total Expense</td>
<td>Total Expenses for the Fiscal Period entered on the selection screen</td>
</tr>
<tr>
<td>Current Month Indirect Cost</td>
<td>Total Indirect Costs for the Fiscal Period entered on the selection screen (same G/L Accounts included in the YTD Column)</td>
</tr>
</tbody>
</table>
Dept. Summary of Indirect Cost (cont.)

9. 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.

10. Note that this report **does not provide the drill-down functionality**.

11. Click on the **Back** button to exit the report when done.
Non-Salary Cost Transfer Detail Report (ZF420)

Overview of the NSCT (Non-Salary Cost Transfer) Detail Report

The NSCT (Non-Salary Cost Transfer) Detail Report (Transaction Code ZF420) has the following features:

- Provides details for the non-salary cost transfers processed for federally sponsored projects (Document Type ZJ journal entries generated from the NSCT Transaction ZF418).

- Helps a department or division to analyze and monitor the volume of non-salary cost transfers (Document Type ZJ) and the timeliness and various reasons for the cost transfers.
NSCT Detail Report (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → Grant Manager Reporting → NSCT Detail Report

   Note: If preferred, use the transaction code ZF420.

On the Non-Salary Cost Transfers initial screen:

For General Selections:

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

   - Enter the desired higher or lower level BFR code (10 digits) in the Org Unit field to select all documents associated with a BFR code.

   OR

   - Enter one or more Cost Objects (WBS Elements / Cost Centers) in the (or) Cost Object Selection field (use the Multiple Selection button if needed).
NSCT Detail Report (cont.)

3. Enter the Fiscal Year associated with the NSCT document(s).

4. Enter the Fiscal Period associated with the NSCT document(s) (use the range fields or multiple selection if needed).

5. Leave the default of ZJ in the Document Type field.

6. Optional: Enter the Assigned JV number assigned by Accounting Services in the Reference (JV) Number field (must enter in the eight digit format JVMMxxxx, where MM=fiscal month, xxxx=assigned number).

7. Optional: Enter values in the single value field, ranges, or use the Multiple Selection button to further restrict the report to documents containing certain six-digit G/L account(s).

8. Optional: Enter value(s) in the Error Code fields to further restrict the report by the code entered when processing the Cost Transfer to identify the type of error (refer to the column’s Drop-down list in the Non-Salary Cost Transfer ZF418 tool if needed).

9. Optional: Enter value(s) in the Untimely Code fields to further restrict the report by the code entered when processing the Cost Transfer if the Cost Transfer was not done in a timely manner (refer to the column’s Drop-down list in the Non-Salary Cost Transfer ZF418 tool if needed).

10. Optional: Enter value(s) in the Untimely Months field to further restrict the report by the calculation of the number of months if a Cost Transfer is done on the line item (refer to the column’s Drop-down list in the Non-Salary Cost Transfer ZF418 tool if needed).

11. Optional: Enter net id value(s) in the Parked By fields to further restrict the report by the user(s) that initiated the Cost Transfer.
NSCT Detail Report (cont.)

For Master Data Selections:

12. Optional: Enter value(s) in the WBS Responsible Person fields to further restrict the report by the Duke Unique ID (DUID) and name of the primary person responsible for the entire project (Principal Investigator / PI # 1).

13. Optional: Enter value(s) in the CFDA# fields to further restrict the report by the Catalog of Federal Domestic Assistance number assigned by Federal Sponsors.

14. Optional: Enter Duke Unique ID value(s) of Grant Manager(s) in the Grant Administrator fields to further restrict the report by the those responsible for the reconciliation and administration of the sponsored project (this field is maintained by the department).

15. Optional: Click in the check box beside Federal Only to select this option and restrict the report to only those entries that at least one side of the entry affects a federally sponsored project.

For Output Selections:

16. Leave the standard default value of /DUKE in the Line Layout field, or enter your own customized layout of the report if you have created one.

Note: Once in the report, to create your own layout, please refer to the steps for Layouts in the Advanced Reporting Guide, which can be found and viewed or downloaded at: http://www.r3.duke.edu/stepbystep/index.html #AdvReporting.

To execute once all selections have been made:

17. Click on the Execute button to generate the report.
NSCT Detail Report (cont.)

Analyzing the Data in the Report

On the resulting Non-Salary Cost Transfers detail report screen:

<table>
<thead>
<tr>
<th>Non-Salary Cost Transfers</th>
<th>First Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Name</td>
<td>Column Description</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Fiscal year for the original document for the line</td>
</tr>
<tr>
<td>Company Code</td>
<td>Four digit company code where the document was originated (i.e., posted) for the line</td>
</tr>
<tr>
<td>Document Number</td>
<td>The original SAP document number for the line</td>
</tr>
</tbody>
</table>

18. Use the horizontal scroll bar to review all the columns of data for each document line displayed, as follows:

Note: The examples above and columns outlined below are based on the /DUKE layout for this report. If you have chosen your own customized layout, your columns may vary. Also, depending on the size of your window, the column headings may be abbreviated.
### NSCT Detail Report (cont.)

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Fiscal period for the original document for the line.</td>
</tr>
<tr>
<td>Posting Key</td>
<td>Indicator as follows: 40 (debit entry) or 50 (credit entry)</td>
</tr>
<tr>
<td>Fund</td>
<td>Cost object (WBS Element or Cost Center) charged on the cost transfer for that line item</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the WBS Element or Cost Center.</td>
</tr>
<tr>
<td>CFDA Number</td>
<td>The Catalog of Federal Domestic Assistance number assigned by Federal Sponsors, if applicable</td>
</tr>
<tr>
<td>GL Account</td>
<td>Six digit General Ledger Account charged on the cost transfer for that line (identifies the type of expense).</td>
</tr>
<tr>
<td>Short Text</td>
<td>Description of the GL Account</td>
</tr>
<tr>
<td>Amount in LC</td>
<td>The dollar amount (in local currency) charged on the cost transfer for that line (positive = debit; negative = credit).</td>
</tr>
<tr>
<td>Fund Center</td>
<td>The 10 digit organizational unit (org. unit) for financial reporting which identifies the division or department for reporting purposes</td>
</tr>
<tr>
<td>Object Name</td>
<td>Description of the Fund Center</td>
</tr>
<tr>
<td>Type</td>
<td>Identifies document type (ZJ – Non-Salary Cost Transfer)</td>
</tr>
<tr>
<td>Parked By</td>
<td>The user id of the user originating the cost transfer</td>
</tr>
<tr>
<td>Employee/appl Name</td>
<td>The name of the user originating the cost transfer</td>
</tr>
<tr>
<td>Abbr.</td>
<td>The 10 digit BFR Code / organizational unit (org. unit) for the employee which identifies the division or department they are in</td>
</tr>
<tr>
<td>Object Name</td>
<td>Description associated with BFR Code in the Abbr. column.</td>
</tr>
<tr>
<td>Error Code</td>
<td>A code that is entered when processing the Cost Transfer to identify the type of error.</td>
</tr>
<tr>
<td>Error Code Text</td>
<td>Description of the Error Code.</td>
</tr>
<tr>
<td>Untimely</td>
<td>The number of months untimely the Cost Transfer is (a blank field means the item is being corrected in a timely manner)</td>
</tr>
<tr>
<td>Untimely Code</td>
<td>A code that identifies why the Cost Transfer was not done in a timely manner.</td>
</tr>
<tr>
<td>Untimely Description</td>
<td>Description of the Untimely Code.</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>The Duke Unique ID (DUID) of the primary person responsible for the entire project (Principal Investigator / PI # 1).</td>
</tr>
<tr>
<td>Name of Responsible Person</td>
<td>Name of the person responsible for the entire project (Principal Investigator / PI # 1)</td>
</tr>
<tr>
<td>Grant Administrator</td>
<td>Duke Unique id of the person responsible for the reconciliation and administration of the sponsored project.</td>
</tr>
<tr>
<td>Grant Administrator Name</td>
<td>The name of the person responsible for the reconciliation and administration of the sponsored project.</td>
</tr>
</tbody>
</table>
NSCT Detail Report (cont.)

19. Focus on the volume of transfers done, the error codes (reasons) the transfers were needed and those were untimely per the column details.

20. Follow-up with the Grant Administrators or Principal Investigators (Responsible Person column) as needed.

21. Click on the Back button to exit the report when done.
Non-Salary Cost Transfer Trend Report (ZF421)

Overview of the Non-Salary Cost Transfer (NSCT) Trend Report

The Non-Salary Cost Transfer (NSCT) Trend Report (Transaction Code ZF421) has the following features:

- Provides trend data for the Non-Salary Cost Transfers processed for federally sponsored projects (Document Type ZJ journal entries generated from the NSCT Transaction ZF418).
- Includes statistics for NSCT documents, like total number of dollars, line items, and the percentage transferred, plus transfers that were untimely done between 4 – 6 months and untimely transfers done greater than 6 months.
- Serves as a supplement to the NSCT Detail Report (ZF420) and displays a more summarized view.
NSCT Trend Report (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → Grant Manager Reporting → NSCT Trend Report

   Note: If preferred, use the transaction code ZF421.

On the Non-Salary Cost Transfers Trend initial screen:

1. Enter the desired higher or lower level BFR code (10 digits) in the Org Unit field to select all documents associated with a BFR code (view of report will vary by level of BFR code selected).

2. Enter the Fiscal Year associated with the NSCT document(s) (use the range fields or multiple selection if needed).

3. Enter the Fiscal Period associated with the NSCT document(s) (use the range fields or multiple selection if needed).

4. Click on the Execute button to generate the report.

   Note: If a higher level BFR code/Org. Unit is selected, then the next screen (shown next page) will display by BFR Code. If a lowest level BFR code is selected, then the next screen will display by Cost Object for the BFR selected (see next few pages).
NSCT Trend Report (cont.)

Analyzing the Data for a Higher Level BFR Code

On the resulting Non-Salary Cost Transfers Trend screen (higher level BFR Code view):

![Non-Salary Cost Transfers Trend](image)

- **Org Unit**
- **Org Unit Desc**
- **NonSalExp**
- **NonSalExp**
- **NSCT-%**
- **NSCT-%**
- **NSCT-%**
- **NSCT-%**
- **NSCT-%**
- **NSCT-%**

<table>
<thead>
<tr>
<th>Org Unit</th>
<th>Org Unit Desc</th>
<th>NonSalExp</th>
<th>NonSalExp</th>
<th>NSCT-%</th>
<th>NSCT-%</th>
<th>NSCT-%</th>
<th>NSCT-%</th>
</tr>
</thead>
<tbody>
<tr>
<td>0868201515</td>
<td>Medicine - Cardiology</td>
<td>451</td>
<td>185,451.70</td>
<td>2.00 %</td>
<td>6,251.24</td>
<td>3.08 %</td>
<td></td>
</tr>
<tr>
<td>0868201517</td>
<td>Medicine/Cardiology Data Bank</td>
<td>3</td>
<td>578.00</td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>8.08 %</td>
<td></td>
</tr>
<tr>
<td>0868201518</td>
<td>Medicine - Cellular Therapy Division</td>
<td>31</td>
<td>4,592.00</td>
<td>1.00 %</td>
<td>1,002.60</td>
<td>21.08 %</td>
<td></td>
</tr>
<tr>
<td>0868201528</td>
<td>Medicine - Dermatology</td>
<td>47</td>
<td>973.52</td>
<td>0.00 %</td>
<td>0.00 %</td>
<td>8.08 %</td>
<td></td>
</tr>
<tr>
<td>0868201522</td>
<td>Med - Endocrinology &amp; Metab</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If the higher level BFR Code/Org. Unit is selected, then the view of this report is by BFR Code. The drill-down function from the higher level BFR code to the Project level is available and outlined in later steps.

The examples above and columns outlined below are based on the /DUKE layout for this report. If you have chosen your own customized layout, your columns may vary. Also, depending on the size of your window, the column headings may be abbreviated.
5. Use the horizontal scroll bar to review all the columns of data for each line of the documents displayed, as follows:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Unit</td>
<td>The 10 digit organizational unit (BFR) for financial reporting which identifies the division or department for reporting purposes.</td>
</tr>
<tr>
<td>Org Unit Desc</td>
<td>Description of the Organization Unit.</td>
</tr>
<tr>
<td>Non-Salary Expenses (count)</td>
<td>The total line items count of all non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Non-Salary Expenses (dollars)</td>
<td>The net dollar total of all non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer - #</td>
<td>The total line items count of all non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer - # %</td>
<td>The total line items percentage of all non-salary cost transfers of total non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer - $</td>
<td>The total dollar amount of all non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Non-Salary Cost Transfer - $ %</td>
<td>The total dollar amount percentage of all non-salary cost transfers of total non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely 4-6 - #</td>
<td>The Untimely 4-6 accounting periods line items count of all non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely 4-6 - # %</td>
<td>The Untimely 4-6 accounting periods line items percentage of all non-salary cost transfers of total non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely 4-6 - $</td>
<td>The Untimely 4-6 accounting periods total dollar amount of untimely 4-6 months non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely 4-6 - $ %</td>
<td>The Untimely 4-6 accounting periods dollar amount percentage of all untimely 4-6 months non-salary cost transfers of total non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely Greater than 6 - #</td>
<td>The Untimely greater than 6 accounting periods line items count of all non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely Greater than 6 - $</td>
<td>The Untimely greater than 6 accounting periods dollar amount of untimely greater than 6 months non-salary cost transfers posted for the specified period on federally sponsored projects.</td>
</tr>
<tr>
<td>Untimely Greater than 6 - $ %</td>
<td>The Untimely greater than 6 accounting periods dollar amount percentage of all untimely greater than 6 months non-salary cost transfers of total non-salary expenses posted for the specified period on federally sponsored projects.</td>
</tr>
</tbody>
</table>
6. To drill-down to a selected/lower level Org Unit and view the Cost Object detail for that BFR Code, double click in the Org Unit field for the selected line item (see next steps below).

Note: If a lowest level BFR code was selected, then the drill-down screen containing Cost Object is already displayed by default.

Analyzing the Data for the Lowest Level BFR Code

On the resulting Non-Salary Cost Transfers Trend screen (Cost Object view at lowest level BFR Code):

7. Review the columns of data, which are the same as the previous page for the Trend report, except for the additional columns as outlined in table below:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Object</td>
<td>The 7 digit cost object.</td>
</tr>
<tr>
<td>Cost Object Description</td>
<td>The associated text description of the Cost Object listed.</td>
</tr>
</tbody>
</table>

8. To drill-down to a selected Cost Object and view the Document level detail, double click in the Cost Object field for the selected line item.
Analyzing the Data for the Cost Object / Document Level

On the resulting Non-Salary Cost Transfers Trend screen (Document level view for selected Cost Object):

Note: Line items highlighted in green represent charges from Non-Salary Cost Transfer documents. Those not highlighted represent direct expenses posted for the month that are not Non-Salary Cost Transfers.

9. Review the columns of data, which are the same as the previous columns outlined for the Trend report, except for the additional columns as outlined in table below:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>The SAP Document number for the line item.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The fiscal year associated with the Document number / line item.</td>
</tr>
<tr>
<td>Fiscal Period</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>G/L Account</td>
<td>The G/L account charged for that line item.</td>
</tr>
</tbody>
</table>

10. Click on the Back button to exit the report when done.
Overview of the WBSE Master Data & One Line Summary Report

The WBSE Master Data and One Line Summary report is available to Grants Managers and others involved with the administration of research projects using SAP reports.

The report provides information to help you view some key pieces of information about Sponsored Projects, including master data as well as a summary of the award, revenue, expenses, and balances for WBS Elements. The report also aids in the closing process for Sponsored Research projects by providing key deadlines and some attributes to help with the Closeout Tasklist. 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 details about how to use and interpret information in this tool to facilitate the administration of research projects at Duke.
WBSE Master Data & One Line Summary (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → Grant Manager Reporting → WBSE Master Data & One Line Summary
   
   Note: If preferred, use the transaction code ZF600.

On the WBSE Master Data & One Line Summary report selection screen:

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 first Org Unit Selection field to select all the WBS Elements / Projects associated with that BFR code.
   - OR enter the 7 digit WBS Element (project number) in the Parent: field to use the designated Parent WSBE to select the Parent and all children / sub-recipients belonging to that Parent.
   - 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).
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 per some examples below:
   - Recommended: Use the default value of 0000 for all Projects to see where you stand at a point in time (report provides balances plus other closeout information and status).
   - Use 46 for Projects that are greater than 45 days past the project end date,
   - 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 **WBSE Master Data & One Line Summary** report.
**Reviewing the Report**

Notes:
- Right mouse click on a column heading (like Project) and choose the **Freeze to column** option to aid in scrolling across columns as needed.

---

### Example 1
- Shows first columns to the left of the report (use horizontal scroll bar at bottom of report to view all columns).

<table>
<thead>
<tr>
<th>Project</th>
<th>%S</th>
<th>SDT</th>
<th>Project/Inst</th>
<th>Inst Type</th>
<th><strong>Period Start</strong></th>
<th><strong>Period End</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>J03284</td>
<td>39</td>
<td>03</td>
<td>Molecular Science and Mathematics</td>
<td>6060</td>
<td>01/01/2019</td>
<td>12/31/2019</td>
</tr>
</tbody>
</table>

### Example 2
- Shows the middle columns as you scroll right (use horizontal scroll bar at bottom of report to view all columns).

| Budget Begin Date | Budget End Date | Project Begin Date | Project End Date | Carry Over Amount | **Term** | **Project** | **Cost Center** | **Cost Category** | **Cost Type** | **Encumbrance** | **Budget** | **Actual** | **On Hand** | **On Order** | **Forecast** | **Status** | **Flag** | **Budget Status** |
|-------------------|-----------------|--------------------|------------------|-------------------|----------|-------------|----------------|------------------|---------------|----------------|-----------|-----------|-------------|-------------|-------------|-----------|---------|--------|----------------|
| 04/01/2019        | 12/31/2019      | 04/01/2019         | 12/31/2019       | 0                 | 00000    |             |                |                 |               |                |           |           |             |             |             |           |         |       |                |

### Example 3
- Shows last columns to the right of the report (use horizontal scroll bar at bottom of report to view all columns).

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>The seven digit WBS Element / Project number (i.e., fund code).</td>
</tr>
<tr>
<td>SPS</td>
<td>The associated SPS (Sponsored Project Systems) number if applicable</td>
</tr>
<tr>
<td>Parent</td>
<td>The seven digit fund code of the Parent, if applicable</td>
</tr>
<tr>
<td>Proj Desc</td>
<td>The description of the Project.</td>
</tr>
<tr>
<td>Federal</td>
<td>An indicator of whether the project is a federal project or not (Y = yes or N= no). The Yes designation includes sub awards with a federal prime award.</td>
</tr>
<tr>
<td>Org Unit</td>
<td>The ten digit Organizational Unit number for the Project (i.e., BFR code).</td>
</tr>
<tr>
<td>Org Unit Desc</td>
<td>The corresponding description of the Org unit number listed in the previous column.</td>
</tr>
<tr>
<td>PI</td>
<td>The name of the Principal Investigator for the Project.</td>
</tr>
<tr>
<td>GM 1</td>
<td>The name of the primary Grant Manager associated with the Project.</td>
</tr>
<tr>
<td>GM 2</td>
<td>The name of the secondary or back-up Grant Manager associated with the Project.</td>
</tr>
<tr>
<td>Budget Begin</td>
<td>The beginning date of the current budget period, or project begin date depending on the type of project.</td>
</tr>
<tr>
<td>Budget End</td>
<td>The ending date of the current budget period.</td>
</tr>
<tr>
<td># Days Past</td>
<td>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. <strong>(tip: Use sort descending function on this column heading to see oldest / highest # days past at top of list)</strong>.</td>
</tr>
<tr>
<td>Project Begin</td>
<td>The beginning date of the Project (life of the project) of which support for a project has been programmatically approved.</td>
</tr>
<tr>
<td>Project End</td>
<td>The ending date of the Project (life of project) of which support for a project has been programmatically approved. If end date indicates year 2024 and has status REL (released) – Project has no true end date.</td>
</tr>
<tr>
<td>Carry Fwd</td>
<td>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.</td>
</tr>
<tr>
<td>WBSE End</td>
<td>A date that is populated based on whether Carryforward Allowed = Y (allowed) or N (not allowed). If Carryforward = Y, then the Project End Date is the WBSE End date. If Carryforward = N, then the Budget End Date is the WBSE End date.</td>
</tr>
</tbody>
</table>
## WBSE Master Data & One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Column Description</th>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Amount</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>ITD Revenue</strong></td>
<td>Inception to Date Revenue – <strong>For Projects with Award Amounts</strong>: 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 TBS. 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. <strong>For Projects without Awards</strong>, the column represents the ITD revenue received and available to spend for the project / WBSE</td>
<td></td>
</tr>
<tr>
<td><strong>ITD Expenses</strong></td>
<td>Inception to Date Expenses – Expenses incurred from the beginning of the project through the fiscal period selected.</td>
<td></td>
</tr>
<tr>
<td><strong>Award-Exp</strong></td>
<td>Award Amount less ITD Expenses for the Project. <strong>For Projects with Award Amounts</strong>, 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. <strong>For Projects with Awards</strong>, a positive amount indicates a favorable balance where the Award Amount exceeds expenses; a negative amount indicates expenses have exceeded the Award Amount.</td>
<td></td>
</tr>
<tr>
<td><strong>Rev +Exp</strong></td>
<td>The net of ITD Revenue and ITD Expenses for the Project. <strong>For Projects with Awards</strong>, this column indicates the amount of expenses incurred that still need to have an invoice generated by TBS. <strong>For Projects without Award Amounts</strong>, 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Cur Mth Exp</strong></td>
<td>Total of the current month’s expenses (direct and indirect) for the Project for the Fiscal Year and Fiscal Month selected for the report.</td>
<td></td>
</tr>
<tr>
<td><strong>Commitments</strong></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
## WBSE Master Data & One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automated Resp Unit</td>
<td>Responsible Unit field that indicates the status of closeout submission for closeouts submitted on or after May 8, 2017. (DEPT = Department, Center, or Institute; CENTRAL = Central Office; FINAL = Final Report Submitted. If N/A is listed, refer to the value under Manual Resp. Unit column.)</td>
</tr>
<tr>
<td>Hold Status</td>
<td>An indicator of whether the closeout process has been placed on hold.</td>
</tr>
<tr>
<td>Pend End Date</td>
<td>An indicator if the end date is pending a change due to a No Cost Extension (NCE) or Incoming Sub-award.</td>
</tr>
<tr>
<td>OSP Liaison</td>
<td>The name of the person in the Office of Sponsored Programs serving as the liaison to the department for the WBS Element.</td>
</tr>
<tr>
<td>PreAwdOfc</td>
<td>The Pre-Award Office that supports this type of project as follows:</td>
</tr>
<tr>
<td></td>
<td>- ORA – Office of Research Administration (SOM)</td>
</tr>
<tr>
<td></td>
<td>- ORS – Office of Research Support (Campus)</td>
</tr>
<tr>
<td></td>
<td>- FRP-SOM – Financial Resource Planning for SOM</td>
</tr>
<tr>
<td></td>
<td>- END – Endowment Office</td>
</tr>
<tr>
<td>Spon DueDt</td>
<td>The date final reports are due to the sponsor.</td>
</tr>
<tr>
<td>Closeout Docs Due</td>
<td>The departmental due date for all closeout documents to be submitted via Duke@Work (work.duke.edu).</td>
</tr>
<tr>
<td>FinlProgRpt</td>
<td>The Programmatic Progress Report Due Date which is populated by TBS for federal projects only. The column field is populated at the Parent WBSE level and not displayed on any child WBSEs. The field was initially populated retroactively for Department of Defense (DOD) Sponsored Projects and is loaded for all other federal projects as the award is received.</td>
</tr>
<tr>
<td>Prgm Attr</td>
<td>The Programmatic Class which designates the mission of a code (Educational, Clinical Service, Sponsored Research, Department Research Administration, Other) in order to determine the human subject category. This attribute is used to determine which subsection of the Closeout Tasklist needs to be completed for human subjects – refer to Tasklist Section 6 Overview for the most current table of attributes. Some examples are:</td>
</tr>
<tr>
<td></td>
<td>- SNC - Sponsored Non-Clinical Research</td>
</tr>
<tr>
<td></td>
<td>- SRF – Sponsored Research Federal</td>
</tr>
<tr>
<td></td>
<td>- SRN – Sponsored research Non-Government</td>
</tr>
<tr>
<td></td>
<td>- SDC – Coordinating Center Clinical Research</td>
</tr>
<tr>
<td></td>
<td>- SCI – Sponsored Clinical Research IRB (DAAS Ext Fund HS Rsch – IRB)</td>
</tr>
<tr>
<td></td>
<td>- SCE –Sponsored Clinical Research w/ Exempt (DAAS Ext Fund HS Rsch – IRB Exmt)</td>
</tr>
<tr>
<td>User St</td>
<td>The User Status identifies the status of the award document as follows:</td>
</tr>
<tr>
<td></td>
<td>- ACPT = Accepted</td>
</tr>
<tr>
<td></td>
<td>- ADV = Advance</td>
</tr>
<tr>
<td></td>
<td>- NCR = Non-Competitive Renewal</td>
</tr>
<tr>
<td></td>
<td>- PEND = Pending Acceptance</td>
</tr>
</tbody>
</table>
### WBSE Master Data & One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rebud</strong></td>
<td>The Rebudget Class is a CAS policy related code that allows users to differentiate between sponsor required and restricted sub-codes, including internal and external sub-codes. The rebudget class determines if we can aggregate dollars across certain sub-codes to meet the CAS $500 minimum requirement.</td>
</tr>
<tr>
<td><em>I = Internal</em> – created for convenience and not as a requirement. The $500 minimum can be met across all codes denoted as Internal codes (I). The pre-award office at Duke can approve the rebudget form submitted by Grant Managers through Duke@Work.</td>
<td></td>
</tr>
<tr>
<td><em>S = Sponsor required</em> – Indicates a Sponsor required budget with restricted sub-codes where no aggregate of dollars across sub-codes is allowed (e.g., Diversity supplement on a federal grant). Rebudgets are approved by the Sponsor, rather than by Duke.</td>
<td></td>
</tr>
<tr>
<td><em>R = Subcontract</em> - Identifies sub-recipient agreements and also sponsor required. Sponsor sub-codes and sub-recipient codes are created in order to maintain separate accounting based on sponsor requirements and monitoring.</td>
<td></td>
</tr>
<tr>
<td><strong>FundBas</strong></td>
<td>The Funding basis which is an indicator of the invoicing method for how the Sponsor payments are collected and whether a project is funded based on cost reimbursement or fixed price. Cost reimbursement means unspent funds are returned to the Sponsor. Fixed price means unspent funds may be retained by Duke. The values for this field are summarized below.</td>
</tr>
<tr>
<td><strong>Cost Reimbursement Funding Basis</strong></td>
<td></td>
</tr>
<tr>
<td><em>CRE</em> – Cost Reimbursable as Expended: Invoices are issued as costs are incurred based on the frequency specified in the agreement.</td>
<td></td>
</tr>
<tr>
<td><em>CRS</em> – Cost Reimbursable as Scheduled: The agreement includes a payment schedule with specific dates and amounts due.</td>
<td></td>
</tr>
<tr>
<td><em>CRT</em> – Cost Reimbursable as Triggered: Payments are due and invoicing occurs when a milestone, deliverable, or capitation threshold has been met or completed. No specific dates are provided for when the items are due; therefore the submission of the deliverable, meeting of the milestone, or patient visit ‘triggers’ the payment. Progress reports and financial reports are not considered a deliverable; if these are the only things required for payment then it should be categorized as CRS.</td>
<td></td>
</tr>
<tr>
<td><strong>Fixed Price Funding Basis</strong></td>
<td></td>
</tr>
<tr>
<td><em>FP</em> – Fixed Price: The agreement includes a payment schedule with specific dates and amounts due. Payment is not dependent upon receipt of deliverables or enrollment of patients.</td>
<td></td>
</tr>
<tr>
<td><em>CAP</em> – Capitation: The agreement specifies an amount to be paid per patient enrolled or procedure performed.</td>
<td></td>
</tr>
<tr>
<td><em>DT</em> – Deliverable/Tasks: The agreement specifies an amount due per deliverable, milestone, or task, and invoices are issued as these are completed or met. Progress reports and financial reports are not considered a deliverable; if these are the only things required for payment then it should be categorized as FP.</td>
<td></td>
</tr>
</tbody>
</table>
## WBSE Master Data & One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cntract</td>
<td>A value of Y or N (Yes or No) indicator that identifies if the WBSE has a contract and applies only to federally funded projects that reference FAR clauses, federally funded Purchase Orders, IPA Agreements, and nonfederal awards (Federal Prime) that reference FAR clauses.</td>
</tr>
<tr>
<td>Allow F&amp;A</td>
<td>The award specific allowable F &amp; A rate obtained from the award documents and/or the approved budget (e.g. 59% = 59, 57% = 57, 8.5% = 8.5, etc.).</td>
</tr>
<tr>
<td>Bckstp-CC</td>
<td>The Cost Center to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. If the field is blank, then refer to the WBS Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see next column).</td>
</tr>
<tr>
<td>Bckstp-WBS</td>
<td>The WBS Element (WBSE) to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. If the field is blank, then refer to the CC Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see pervious column).</td>
</tr>
<tr>
<td>TrsfrOFF</td>
<td>An indicator that the late activity and transfer off tool is enabled for the WBS Element (WBSE). A value of FINL populates automatically when the Closeout Tasklist is submitted and indicates that late activity applies and all transactions that post to the ledger are subject to the transfer off tool. Values beginning with PE indicate the actual project end date has happened.</td>
</tr>
</tbody>
</table>

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. Refer to the Spon DueDt and Closetout Docs Due column fields to confirm sponsor and departmental due dates for each project.
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).
Freezing the Columns for Horizontal Scrolling

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

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

3. 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.

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

5. Repeat above steps to perform other functions, like hiding a column from the display or optimizing column width (buttons are also available for filtering, sorting, etc.)
Using Drill Down to 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.

2. In the ITD Project report (the drill-down report), continue to double click on desired line items, like a revenue or expense G/L Account total or other subtotals 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).
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.
A/R – Aged Debt Report (ZFAR003)

Overview of the A/R – Aged Debt Report

The A/R – Aged Debt Report is available to Grants Managers and others involved with the administration of research projects using SAP reports. The report is currently accessible by menu path or by using the Transaction Code ZFAR003 in the Command field on the main SAP User Menu screen.

The report provides a view of the Accounts Receivable data for invoices sent to Sponsors by Treasury Billing Services (TBS) or other areas responsible for billing Sponsors. This report includes the payments made against those invoices by the Sponsors and posted by Corporate Accounts Receivable. Any outstanding balances for invoices are displayed. If Corporate Accounts Receivable has contacted the Sponsor regarding a past due invoice, they add reason codes to the line item text for the invoice to indicate details about what action has been taken and why the invoice may still be outstanding. In addition, an indicator of how long the invoice is past due is also provided, if applicable.

Please refer to the steps in the next pages for information about how to use and interpret this tool available in the administration of research projects at Duke.
A/R Aged Debt Report (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Access via menu path: Financials → University Reporting (or Grant Manager Reporting) → Organizational Reporting → A/R – Aged Debt Report

   Note: If preferred, use the transaction code ZFAR003.

On the A/R - Aged Debt Report selection screen:

2. Choose one of the two field options below, and enter a value(s) in ONE of these fields as outlined below:
   - Enter one or more WBS Elements (Project numbers) in the WBSE (Fund) field (use the range field or the Multiple Selection button to enter multiple numbers if needed).
   - OR enter the desired top or lower level BFR code (10 digits) in the BFR (Funds Center) field to select all the WBS Elements (project numbers) associated with that BFR code (DO NOT USE MULTIPLE SELECTION – SELECT ONLY ONE).
A/R Aged Debt Report (cont.)

Note: The next steps involve entering master data values that are associated with a project/WBS Element in SAP, and the values for a project can be found using the Project Work Breakdown Structure (Transaction Code CJ03), and then the menu path of Details → Project Definition Customer Fields.

3. Optional: If entering a BFR code or range of WBS Elements, enter a Duke Unique ID number of a Principal Investigator (PI) or Co-PI in the No. of 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. Optional: If entering a BFR code or range of WBS Elements, enter a number that identifies a particular Sponsor in the Applicant No. field to narrow the report to WBS Elements (Projects) for a particular Sponsor of the grant.

Note: To find the Applicant number for a project, use Project Work Breakdown Structure (Transaction Code CJ03), and look on the Details tab for that field.

Under the Optional Parameters section – use fields for additional selection choices as outlined below:

Note: These fields are more likely to be used by central administrative areas, but are available to departmental users if needed.

5. Optional: If known, enter a number that identifies a particular Customer (i.e. Sponsor) in the Customer field to narrow the report to WBS Elements (Projects) for a particular Customer (a Sponsor may have multiple billing addresses and there is one customer number per each address).
A/R Aged Debt Report (cont.)

6. **Optional**: Enter a desired **Project End Date** field to narrow the report to WBS Elements (Projects) for that end on a particular date, range or dates, or multiple selection of end dates.

   **Note**: To find the Project End Date for a project, use *Project Work Breakdown Structure* (Transaction Code CJ03), and follow the menu path **Details** → **Project Definition Customer Fields** to find values for that field.

7. **Optional**: Enter a desired value in the Billing Section field to narrow the report to WBS Elements (Projects) that belong to a particular billing section in TBS (most likely used by central administration).

   **Note**: To find the Billing Section value for a project, use *Project Work Breakdown Structure* (Transaction Code CJ03), and follow the menu path **Details** → **Project Definition Customer Fields** to find values.

8. **Optional**: If known, enter a desired value for **Dunning level** in the **Dunning level** field to narrow the report to WBS Elements (Projects) for that selection value (most likely used by central administration).

9. **Optional**: If known, enter a desired amount for **a Letter of Credit value in the Amount in LC field** to narrow the report to WBS Elements (Projects) for that selection value (most likely used by central administration).

10. Click the **Execute** button (F8) to display the *A/R - Aged Debt* report screen.
### Reviewing the A/R – Aged Debt Report

<table>
<thead>
<tr>
<th>A/R Aged Debt Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer/Contact Name</td>
</tr>
<tr>
<td>&quot;ABC Corporation&quot;</td>
</tr>
<tr>
<td>&quot;XYZ Company&quot;</td>
</tr>
<tr>
<td>&quot;Def Co.&quot;</td>
</tr>
</tbody>
</table>

#### Example 1
- Shows first columns to the left of the report (use horizontal scroll bar at bottom of report to view all columns).

#### Example 2
- Shows last columns to the right of the report (use horizontal scroll bar at bottom of report to view all columns).
A/R Aged Debt Report (cont.)

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

   *Note: The Accounts Receivable amount for an invoice billed to a Sponsor is posted at the Parent level of a project / WBS Element. Therefore, this report displays only Parent level projects. No Sub level projects associated with the parent are displayed.*

| Customer # | The Customer number field is assigned in SAP to identify the Sponsor. Each unique billing address for a Sponsor is a separate customer number (7 digits) as follows:
| TBS (Treasury Billing Services) numbers begin with 7xxxxxx
| DCRI numbers begin with 6xxxxxx |
| Customer Name | The name of the Sponsor associated with a customer number. |
| Fund | The seven digit Fund code (i.e., WBS Element) of the Parent level code where the Accounts Receivable was posted. |
| Fund Center | The ten digit Organizational Unit / BFR Code number for the Parent level Project / WBS Element. |
| PI ID | The Duke Unique ID of the Principal Investigator for the Project. |
| PI Name | The name of the Principal Investigator for the Project. |
| Invoice # | The document number for the invoice that was billed or sent to the Sponsor (numbers beginning with 18 and 22 are invoices, 14 are incoming payments, and 16 are Credit Memos). |
| Invoice Date | The date that appears on the invoice sent to the Sponsor (i.e., the date the invoice was created in SAP). |
| Original Invoice Amt. | The original amount of the invoice sent to the Sponsor and the amount of the original Accounts Receivable posted to the Parent code. |
| Payments | The total amount of cash payments received and posted against the invoice by the Corporate A/R Department. |
| Balance Outstanding | The difference between the Original Invoice Amount and the Payments that have been received. This outstanding balance indicates what remains to be collected on the invoice sent to the Sponsor. |
| Customer Line Item Text | Text that provides information about the invoice as follows:
| Line items that have Opening Balance in the text represent the posting for invoices already billed to Sponsors as of July 1, 2012.
| For invoices generated through SAP (invoices created after July 1, 2012), the text contains the billing period of the invoice.
| Once a sponsor has been contacted about a past due invoice, Corporate A/R will add a reason code to the line item text. For reason codes see this web address: [http://finance.duke.edu/systems/training/steps.php#arprocess](http://finance.duke.edu/systems/training/steps.php#arprocess) |
| Project End Date | The ending date of the Project for reference. Note: if end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used. |
| Days Past Due | Indicates the number of days the payment is past due for the Sponsor’s invoice (a negative number means the Sponsor’s invoice is not past due). |
12. 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.

13. To view the details of a line item on the report in a window versus scrolling across the report:

   - Click on the box to the far left of the line to select the line and highlight in a gold color.
   - Click on the [Details] button.
   - Review the data listed in the window displayed.

14. Use other report functions via menu path or button, such as **Print**, **Sort Ascending or Descending** (click on Column heading), **Export**, etc., as you would on any other SAP report. **See next pages for recommendations.**
Freezing the Columns for Horizontal Scrolling

15. Click on a column heading to choose and highlight the entire column (one suggestion is the Fund column heading).

16. **Right mouse click** to show options and click on **Freeze to Column**.
17. 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.

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

**To exit the report when ready:**

19. Click on the Exit button (**Shift+F3**) until the initial SAP R/3 screen is displayed.
Overview of the Customer Line Item Display Transaction

This transaction displays the status of Sponsor invoices - both billed invoices and payments posted. The transaction allows users to select by WBS Element and provides data by the Customer number. The customer number identifies each Sponsor with a unique billing address (for Sponsors with more than one billing address, there is a corresponding customer number for each address). Treasury Billing Services (TBS) is responsible for sending the billing invoices to most of the Sponsors, although some departments such as Duke Clinical Research Institute (DCRI) do their own billing. Corporate Accounts Receivable is responsible for collecting payments from Sponsors for those invoices.
Customer Line Item Display (cont.)

Accessing the Report and Selecting the Basic Criteria

1. Use the Transaction Code **FBL5N** 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 **FBL5N** to your Favorites folder on the User Menu, if desired.

On the **Customer Line Item Display** selection screen:

7 To select by other criteria like WBS Element, use the Dynamic Selections button.
Customer Line Item Display (cont.)

Note: To display a list of open items requires a Company Code and a Status selection. It is preferable to use additional criteria to isolate just the invoices that need to be reviewed, as outlined in the next steps.

2. Leave the Customer account field blank OR enter a value or range of values as follows:
   - TBS Customer Number Range: 7000000 – 7999999
   - DCRI Customer Number Range: 6000000 - 6999999

3. Ensure the value of 0010 is displayed in the Company Code field (default).

4. Under the Status section:
   - Select the radio button for either Open Items, Cleared Items or All Items (RECOMMENDED: to see only outstanding invoices, select Open Items).
   - If Open Items is chosen, ensure the current date (the default setting) is and displayed in the Open at key date field.

5. Under the Type section:
   - Select the check box for Normal Items or Parked Items or both options (parked documents do not update the customer account balance and therefore are not automatically included on a standard report).

6. Use the value /OPENBYFUND in the Layout field to choose this custom layout that has been designed to support Sponsored Programs (enter the value or use the Drop-down function to choose the value).

Note: A Layout determines the display of the results, in other words, which columns are displayed, the order of columns, etc. Users may create layouts for their own use by following the steps in the SAP Advanced Reporting Guide – see Layouts.
Customer Line Item Display (cont.)

Adding Extra Fields to the Selection (Like WBS Element/ Project)

7. Click on the **Dynamic selections** button to display more selection options at the top of the screen and follow the steps below:

- Note the extra selection input fields that are already displayed on the right side of the screen (highlighted in green on left).

  **Note:** There are many fields on the left that may also be selected. The Dynamic Selections has by default displayed some recommended selection fields for your convenience. Refer to the *SAP Advanced Reporting Guide* for more on using the Dynamic Selection function.

- Scroll down to find the Fund field (may need to maximize screen to use scroll bar on right in the top portion of the screen).

- If desired, enter a seven digit WBS Element/ Project number in the Fund field (recommended for departments).

  **Note:** Once Dynamic Selection criteria has been added, you may wish to use the **Save Variant** and **Get Variant** buttons in the future to capture these additional fields and values. This would save keystrokes. Refer to the *SAP Advanced Reporting Guide* for more on saving and using Selection Screen Variants.

8. Once extra selection is complete, click the **Execute** button (F8) to display the *Customer Line Item* report.
Reviewing the Results

On the Customer Line Item Display results screen:

Review the line items and note the following:

Note: Depending on the layout chosen in the previous steps, the columns displayed and order of the columns may vary. The layout of /OPENBYFUND is the recommended layout.

1. A click in the box will select a record for review and multiple records may be selected, if needed.

2. Selecting the will display details of the line item.
3. Review the Document No. and Type columns which together tell you more about the line item as follows:

<table>
<thead>
<tr>
<th>Document No Begins With</th>
<th>Document Type</th>
<th>The Type of Document:</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>DR</td>
<td>TBS, OSP, or DCRI Invoice (manually created)</td>
</tr>
<tr>
<td>22</td>
<td>YI</td>
<td>TBS or OSP Invoice (automated)</td>
</tr>
<tr>
<td>14</td>
<td>DZ</td>
<td>Incoming Payment</td>
</tr>
<tr>
<td>16</td>
<td>DG</td>
<td>Credit Memo</td>
</tr>
</tbody>
</table>

4. Note the symbols and the corresponding meaning as outlined below:
   - icon = the line item has NOT been cleared yet.
   - icon = the line item has ALREADY been cleared.

5. Note that in the example above, the invoice (document # 1800067352) and the Incoming Payment (document # 1400011476) have the same Clearing Document number (1400011476).

6. Review the Arrears column (displayed in /OPENBYFUND layout) to see the number of days an invoice is Past Due and note:
   - Since most vendors have a Net 30 day payment term, most invoices will have a negative number or a zero in this field when the invoices are less than or equal to 30 days old.
7. Review the Text column for the applicable rows and note the following:
   - When the invoices are created, the Text field for a row is populated with the **billing period**.
   - Once the Corporate A/R department has contacted the sponsor to inquire about payment, a **3 character alphanumeric “Collection Code” is added** to the beginning of the text.
   - Note in the example above that the Collection Code of C02 has been added to two invoices.
   - The **legend for the Collection Codes** is available on-line at (under the **Appendix** link): [http://finance.duke.edu/systems/training/steps.php#arprocess](http://finance.duke.edu/systems/training/steps.php#arprocess)

8. If a Collection Code is displayed for an invoice line, double click on the invoice line to drill down into the invoice document and view any notes that may be added per the next steps in this Guide.
Customer Line Item Display (cont.)

Viewing Extra Text Notes Added For Invoices with Collection Codes

**Note:** In general, if there is a Collection Code on the invoice, there are more detailed notes regarding the collection activity or A/R correspondence with the Sponsor stored in the Extra Text field of the invoice. Use the next steps to view this information.

9. Once in the document, follow the menu path (via menu bar at top of the screen) **Extras > Texts** to view the Texts in Accounting Document window.

**Note:** To access any collection notes in the Extra Text field, double click on the line for the invoice in question to drill-down into the document (from the Display Document: Line Item # screen).
10. To view the detailed notes, **double click on the text field under the 1st line column for the Correspondence row.**

11. In the resulting *Display Correspondence*... window, review any email exchanges or notes on communications with the sponsor that are displayed.

12. When done, close the windows and return to the Customer Line Item report.
Customer Line Item Display (cont.)

Viewing How Payments Were Applied to Invoices

1. On the Customer Line Item report, use the Menu path: 
   Environment → Clearing Transactions.

2. Review the information provided on the Customer Line Items: 
   Clearing Procedures screen.

3. Click on the Back button to return to previous screen.
1. On the Customer Line Item report, double-click on a line to drill-down into the document, then on the Display Document screen for the line item, click on the **Additional Data** button.

2. Review the information and close the window when done.
Exporting the List of Customer Line Items

1. To export the list of Customer Line Items, use the menu path: \textbf{List} \rightarrow \textbf{Export} \rightarrow \textbf{Local File}, select a format, and select a destination (the default is the user’s SapWorkDir).

2. When prompted, select a format (Spreadsheet is recommended).

3. When prompted, select a destination (the default is the user’s SapWorkDir) – use Drop-down to choose a different path if desired.
Customer Line Item Display (cont.)

Using Other Functions in the Report

1. Within the line item display, use any of the following buttons as needed:

   - Click if you want to filter specific document out of the report.
   - Click if you want to sort in ascending order.
   - Click if you want to sort in descending order.
   - Click if you want to change the layout of the report (columns, etc.).
   - Click if you want to select a saved report line layout.
   - Click if you want to save a new report layout.
   - Click if you want to sum a specific column.
   - Click if you want to sub-total by specific column.