SAP Financial Master Data

Each Cost Object (the “who”, e.g., Cost Center, Profit Center, or WBS Element /Project) in SAP contains information known as master data. Master data are fields of data that define the Cost Object, such as who is responsible for the Cost Object at Duke. WBS Elements / Projects also have customer defined fields that Duke can use for additional information about the Project. Each G/L Account (the “what” also known in reporting as Cost Element or Commitment Item) is contains master data.

All of this master data information can be helpful in reporting. Reports are available for master data (containing no dollar amounts). The master data can also be used to select data for financial reports.

This section covers:

Cost Center Groups – displaying groupings of Cost Centers for an Organizational Unit (i.e., BFR Code) for Duke University. Cost Center Groups can be used on the selection screen of a report to include all the cost centers for an organizational unit on a report versus manually inputting all the values.

Project Info System: Project Definition Master Data Report - displaying a list of Projects by Responsible Person (Principal Investigator), or Organizational Unit (BFR code), or Applicant (Sponsor) etc.

Cost Element Groups – displaying a few groupings of cost elements (i.e. G/L accounts) that can be used on financial reports to group like expenses and revenue. Cost element groups determine what amounts are included on a report and how the amounts are grouped and subtotalled on a report.
Display a Cost Center Group (KSH3)

Via User Menu: Financials → Financial Master Data → Cost Center Group

1. Enter 10 in the Cost center group field to view all the groups for Duke University only (delete the value DUKE_CCA).
   
   Note: A ten digit Cost Center Group, i.e. Org Unit or BFR Code, may also be used in this field.

2. Click on the Hierarchy button or press F6 to display the Display Cost center group: Structure screen.
   
   Note: If you receive the Master Data Information box, click yes to continue.

3. Click on the + folder icons to the left of higher level cost center groups until individual cost centers are displayed.

To drill down and view more details about a single cost center:

4. Double-click on a cost center to display the Display Cost Center: Basic Screen.

5. View general data about the cost center on the Basic data tab:
   
   - Description = name of the cost center (department or area).
   - Person Responsible of the cost center.
   - Cost Center Category = a one digit code that indicates the category for the cost center (use the matchcode search to view the various categories).
   - Hierarchy area = the Cost center group (8 digits for DUHS) which is where the cost center rolls up in the report hierarchy.
6. Click on the **Control** tab to display the *Display Cost Center: Indicators* screen.

   **Note:** The **Lock section** shows if the cost center is blocked for postings of expenses (revenue is blocked). If all the boxes are checked, then the cost center cannot be used for posting of expenses.

7. Click on the **Back** button or press **F3** to return to the *Display Cost center group: Structure* screen.

**To exit the transaction:**

8. Click on the **Exit** button or press **Shift+F3** until the initial SAP screen is displayed.
Project Info System: Project Definition Overview List (ZFR1AM)

Via User Menu: Financials → Financial Master Data → Project Info System: Project Definition Overview

Overview of transaction:

- Used to displaying a list of Projects by selected criteria, such as by Responsible Person (Principal Investigator), Organizational Unit (BFR code), Parent (to see subs), Grant Manager, etc.
- Contains no Award amounts, expenses, revenue, or balances; this is just a list of all projects tied to certain master data fields.
- The transaction code listed on the User Menu is S_ALR_87013437 and DOES NOT WORK in the command field. The ZFR1AM code listed above also works and is easier to use.

If prompted:

1. If prompted, enter a 1 in the PS Info Profile field and click Continue button to close the Information dialog box).

To choose a selection screen variant that will automatically select all projects and include Principal Investigator (PI):

2. Click on the Get Variant button (Shift+F5) to display the Find Variant dialog box (shown below).
Project List (cont.)

3. **Delete your User ID** (the default) from the **Created by** field.

4. Enter the value of **PROJECTLIST** in the Variant field.
   
   *Note: To choose a different variant, leave the Variant field blank and click on the **Execute** button to see all variants. Double click on a variant name to select.*

5. Click on the **Execute** button to return to the **Project Info System: Project Definitions Initial Screen** (shown below).

6. Once the PROJECTLIST variant is selected, note the following:
   
   - Note that the **Dynamic selections** button now has “1 active” listed in the button to indicate that one field is already defaulted with a value from the variant selected.
   
   - A **range of Project numbers** has defaulted in the **Project** fields (200000 – 3999999).

   *Note: Only Projects with a status of REL (released) and for Company Code 0010 will be included. The range for Sponsored Projects falls between 200000 and 3999999 as of February, 2010. **If needed, adjust the range to end with 3899999 to include only federally sponsored projects.**
To add extra fields to the selection (example, ensuring that the result includes only projects for a certain BFR Code, PI, or Parent Code):

Note: The list generated by using the variant PROJECTLIST will include a column containing the name and Duke Unique ID (DUID) for the Principal Investigator / Responsible Person, regardless of which selection field is used as outlined in this section.

7. Click on the (Dynamic selections) button to display more selection options at the top of the screen.

8. 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 PROJECTLIST variant has defaulted some recommended selection fields for your convenience. Refer to the Advanced Reporting Guide for more on using the Dynamic Selection function.
9. Note the **0010** value defaulted in the **Company Code** field – **do not delete this value**.

10. Enter the appropriate values in the **extra fields** based on your needs (**choose one or more of the next 4 steps/options**).

11. **For a list of all Projects linked to a specific BFR code**, enter one of the following in the **BFR Code** field:
   - A specific 10 digit **BFR number** (at the lowest BFR level)
   - **OR** a **BFR with a wild card** for a **higher level / parent BFR code** (e.g. 68605*) in the **BFR Code** field

   *Note:* If the **BFR Code field is not displayed**, find the field under the **Spon. Proj. Fields** folder on the left side.

12. **For a list of all Projects linked to a specific Principal Investigator (PI) / Responsible Person**, enter the Duke Unique ID / DUID (last digits, not leading zeros) for the PI in the **Person Responsible** field **OR** if not known, use the steps below to search for the DUID for the field:
   - Click in the **Person Responsible** field (**first, shorter field**) and click on the **Drop Down** button for the field (if field not shown, get the variant **Projectlist** per previous steps).
   - Unless you have already saved this person to your personal list for this drop-down, the list initially shows the first 500 PI names, so click on the **Restrict Values** button (if your personal list displays, simply click on the desired DUID / name row or click on the Restrict Values button to search).
   - In the **longer Person responsible** field, enter the **last name in upper case and enclosed in asterisks** (e.g. *HAYNES*) and click on the **Continue** button.
   - The assigned number is listed in the first column (any PI with the same last name may appear on the list).
   - To save to your own personal list, click once on the row of the person and use the **Insert in personal list** button.
   - **Double click on the desired name** to choose and populate a number in the field.
13. **For a list of all Projects linked to a specific Parent**, enter the seven digit Parent cost object in the Parent field.

14. **For a list of all Projects linked to a specific Grant Manager 1**, enter the Duke Unique ID (DUID) of the person assigned as the Grant Manager 1 in that field.

   *Note:* The Department Administrator of the WBSE assigns the Grant Managers in SAP via Duke@Work. The **Grant Manager 2** field is also available under the Spon. Proj. Fields folder on the left – double click on the field on the left to add the field as an input field on the right.

15. Use other input field options as desired (for more, refer to Further Selection Criteria in the Advanced Reporting Guide):

   - The ✉ Multiple Selection button is available in all fields to choose more than one BFR Code, Responsible Person, Parent code, etc.
   - To generate a list of projects with a certain Sponsor, the Applicant name or Applicant (number) can be used (located under the Master Data folder). The ✉ Drop Down button is available to search and find a number or name if needed (similar to steps in Note on previous page).
   - If other selection fields are needed, click on the arrow to the left of the folders on the left side until you locate the desired field. Once you find the selection you are looking for, double click on it to display that input field to the right as well.

**To execute the report:**

16. Click on the ✉ Execute button (F8) to display the Project Info Systems: Project Definitions Overview screen.
17. Review the results which list the projects per the selection criteria, including the total number of projects listed.

18. Drill-down on one WBS Element as needed to view the master data and customer fields contained in the Display Project Work Breakdown Structure (Transaction CJ03) – see first topic in this guide for more on how to navigate the master data.

   Note: Use the Back button to exit the drill-down and return to the report.

19. 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.

20. To print the report, use the Print button and follow the steps covered later in the Guide (for the extra dialog box, leave the default radio button selected (With selection log) unless otherwise desired).
To export this list to Excel (steps vary slightly from reports):

21. Click on the Export button.

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

23. In the resulting Information dialog box, click on the Continue button to proceed.

24. In the Export List Object to XXL dialog box, click on the Table radio button and click on the Continue button to proceed.

25. In the next Export List Object to XXL dialog box, ensure the Microsoft Excel radio button is selected and click on the Continue button.

Note: The Excel Display option exports the data and automatically opens the file in Excel. The file will need to be saved in Excel before exiting Excel or returning to SAP. An alternative menu path is: Evaluation → Export → Save to file... and then follow steps 3 -17 in the Export section for of this Guide.
**Project List (cont.)**

**OPTIONAL:** To add column fields to the layout of the report, such as the Parent column:

26. Click on the **Choose fields**... button.

27. In the **Select fields** window:
   - Note that the columns already displayed in the list are shown under **Selected Fields** on the left side of the screen.
   - Use the fields listed on the right side to find the column to be added to the report (listed alphabetically by column name).
   - Click once on the box to the left of each column field name to be selected (multiple columns may be selected).
• On the right side of the screen, click once on the box to the left of each column field name to be selected (multiple columns may be selected).

• Click the Choose button to add the selected columns to the end of the list.

• Review the columns now added to the left side under Selected Fields.

• To move the columns, click on the column field where the column should be inserted after, click on the column to be moved, and click on the Move button.

• To remove columns that are already displayed, click on the box to the left of the column (under Selected Fields) and use the Do not choose button.

28. When all columns are selected on the left side, click on the Continue button to complete the process.

29. Review the new columns now displayed for your list and adjust as needed.

To exit the report when ready:

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

31. Click on the No button to exit the line item view and return to the Project Info System: Project Definitions Initial Screen.

32. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Display a Cost Element Group (KAH3)

Via User Menu: Financials → Financial Master Data → Cost Element Group

Overview of transaction:

- Cost Element is another name for the six-digit G/L Account used to identify the types of amounts on the General Ledger and financial statements, such as revenue and expense.
- Cost element groups determine which G/L Account postings are included and how the amounts are grouped and subtotalled on reports. Examples include Undergraduate Tuition revenue or Supplies & Materials expense.

From the Display Cost Element Group screen:

1. Enter one of the four values below in Cost element group field (groups used for Cost Center, Profit Center and WBS Element reports):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>Sponsored Projects: To view revenue line items only</td>
</tr>
<tr>
<td>SPAWEXP</td>
<td>Sponsored Projects: To view expense line items only for Projects with Awards (generally for projects beginning with 20x – 28x, except for 26x and 30x - 38x, except for 36x).</td>
</tr>
<tr>
<td>SPREVEXP</td>
<td>Sponsored Projects: To view both revenue and expense line items for Projects without Awards (generally for projects beginning with 26x, 36x, 29x and 39x, with some 24x, 34x, 28x or 38x as exceptions)</td>
</tr>
<tr>
<td>DUKE_CE</td>
<td>All other types of Cost Objects. (1xx, 4xx, 5xx, 6xx, 7xx, 8xx, and 9xx)</td>
</tr>
</tbody>
</table>

Note: If needed, use the Drop down button to view and select from a list of all cost element groups. TIP: If the option all nodes is chosen, only the first 500 groups will be displayed. Click on the Restrict Values button, delete 500 from the Restrict display to field and check the No Restriction box to see all values.
Display Cost Element Groups (cont.)

2. Click on the Hierarchy button (F6) to display the Display Cost element group: Structure screen.

From the Display Cost Element Group: Structure screen:

3. Click on the + folder icons to the left of the different cost element groups until individual cost elements are displayed.

   Note: Once you’ve expanded the hierarchy to see cost elements, you can double click on a cost element to display the Display Cost Element: Basic screen. There is no additional useful information on this screen, so just use the Back button to return to the hierarchy.

   To exit the transaction:

4. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.