University Organizational Reports

The SAP system provides many standard reports for different areas of the system. Additionally, Duke has been able to create simplified, custom reports for Duke University (0010) as outlined below:

**All Funds One Line Summary (ZF107)**
- Is easily accessed via the transaction code ZF107, via the User Menu, as well as via the Duke Favorites tree (ZFR1).
- Provides one basic report for all of a user's cost objects (cost centers, profit centers, and WBS elements/projects; however, the report is **NOT ideal for Projects with Award amounts**).
- Displays one summarized line for each cost object selected.
- Includes the beginning balance (balance forward) if applicable, YTD revenue and expense, ending balance and annual plan.
- Allows user to drill down into a cost element report for one cost object and to original or supporting documents.
- Provides alternative to Funds Management Fund Trial Balance report.

**Sponsored Programs Accounts Receivable One Line Summary (ZF109AR)**
- Is easily accessed via the transaction code ZF109AR and via the User Menu.
- Offers the same selection criteria as the older ZF109 Sponsored Programs One Line Summary plus allows selection by parent code to include all sub codes.
- Provides a one line summary designed for Sponsored Projects (WBS elements beginning with 2xx and 3xx) and includes Project to date (inception to date) data, with the same columns of data as the older ZF109 Sponsored Programs One Line Summary report.
- Contains two additional columns to display the parent code for all projects included on the report and the postings for Accounts Receivable (billed and uncollected invoices), if applicable.
- Allows user to drill down on the AR column into see the revenue postings and corresponding copies of the Invoice sent to the Sponsor (as well as the drill-down to original documents on other columns similar to ZF109).
Plan / Actual Cost Element (ZF147)

- Is easily accessed via the transaction code ZF147, via the User Menu, as well as via the Duke Favorites tree (ZFR1).
- Provides summary for budgeted Unrestricted (1xx) and Allocated (4xx) cost objects by Cost Element using the group of DUKE_CE.
- Provides month, YTD, and annual Plan (budget) comparisons.

Investments and Fund Balance (ZF125)

- Is easily accessed via the transaction code ZF125, via the User Menu as well as via the Duke Favorites tree (ZFR1).
- Is used to determine the maximum funds available for investments.
- Does NOT allow report drill-down functionality.
- Replaces reports distributed by School of Medicine management center in past.

Trial Balance for Endowment Investments (ZF143)

- Is easily accessed via the transaction code ZF143.
- Includes assets, liabilities, expenses, and revenues for a complete trial balance (balance sheet and profit & loss) for appropriate cost objects (2xx and higher).
- Allows report drill-down to a detailed Balance Sheet / Profit & Loss statement for one cost object.
- Provides alternative to the more complex Funds Management: Fund Balance report (Complete Trial Balance option).

Fund Trial Balance, (No Commitments)

- Use this report to display the fund balance or a complete Trial Balance report showing your assets and liabilities (with investments).
- This type of report allows a user to spin or rotate the report to view different variables or looks of the report.
- Like other reports, this report also provides the ability to drill down and view line items or documents supporting the totals.
Accounting View of Payroll Activity (ZH223)

- Is easily accessed via the transaction code ZH223, via the User Menu as well as via the Duke Favorites tree (ZFR1).
- Provides two choices of how to view payroll activity, either by cost center funding (all employees paid from a cost center or range of cost centers) or by employee funding (all funding sources for employees belonging to an organizational unit).
- Allows drill down to view details for employees paid, such as pay periods included and any adjustments.
- Replaces legacy report distributed by Payroll.
All Funds One Line Summary Report (ZF107)

Via User Menu: Financials → University Reporting → Organizational Reporting → All Funds One Line Summary

On the Selection Navigator Tool: One Line Summary screen:

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired **top or lower level BFR code (10 digits)** in the **first Org Code (Unit) Selection** field to obtain a report containing all the cost objects associated with that particular BFR code or grouping (**DO NOT ENTER A RANGE**).
   - **OR**
   - Enter one or more **Cost Objects (7 digit Cost Centers, Profit Centers, or WBS Elements)** in the **Cost Object Selection** field (use **Multiple Selection** button if needed).
2. **Optional**: If entering a BFR code or range of Cost Objects, enter a **Fund Group** from the list below to narrow the report to cost objects for a certain fund group.

<table>
<thead>
<tr>
<th>A</th>
<th>Allocated Funds (4xxxxxx)</th>
<th>L</th>
<th>Loan Funds (5xxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Endowment Funds (6xxxxxx)</td>
<td>P</td>
<td>Plant Funds (7xxxxxx)</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds (8xxxxxx)</td>
<td>R</td>
<td>Current Restricted Funds (2xxxxxx and 3xxxxxx)</td>
</tr>
<tr>
<td>I</td>
<td>Pooled Investments (9xxxxxx)</td>
<td>U</td>
<td>Current Unrestricted Funds (1xxxxxx)</td>
</tr>
</tbody>
</table>

3. **Option to Exclude All Restricted Funds**: Use the **Fund Group** field to exclude the **Current Restricted Funds group**, if applicable, per the steps below:

   *Note*: The balance for Restricted Funds that have an award amount do NOT include the Award amount on this report and so the balances are not accurate. Use the Sponsored Programs Accounts Receivable One Line Summary to get the accurate balance for all Current Restricted Funds.

   - Click on the **Multiple Selection** button in the Fund Group field.

   **STEP 3 CONTINUED ON NEXT PAGE**
• In the Multiple Selection window, click on the Exclude Single Values... tab.

• Enter the value of R (or choose from Drop-down) in the first Single value field under the Exclude Single Values tab.

• Click on the Copy button to temporarily save this selection and to close the Multiple Selection window.

• Back on the selection screen, review the red equal icon displaying beside the Fund Group Selection field, which indicates that the Restricted Funds are now excluded from the selection criteria for this report.

4. Optional: If entering a BFR code or range of Cost Objects, enter a Fund Class to narrow the report to cost objects for a certain fund classification (use Drop down if needed).
5. Enter the **Company Code** (example = 0010 for Duke University).

6. Enter the desired **Fiscal year**.

7. Enter the **Fiscal Period**.
   
   *Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period that you would like included is recommended versus a current open period. When running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12 -14) plus period 15 adjustments from outside auditors.*

8. Enter 0 (Current or Flex) in the **Plan version** field.

9. Click on the desired radio button in the **Sort Order**: section to select how the report should be sorted.
   
   *Note: If choosing a sort option by org. unit (first 3 options), click in the checkbox beside Org Unit Page Break if you want a page break for each org unit included on the report.*

10. **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.

11. Click the **Execute** button to display the **One Line Summary** report. *(SEE NEXT PAGE.)*
On the **Selection Navigator Tool: One Line Summary** screen:

![Selection Navigator Tool - One Line Summary](image)

**Note:** This report sorts per the radio button selected on the initial screen.

12. Use the **horizontal scroll bar** to view all columns (see below):

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Description</th>
<th>Org Unit</th>
<th>Fnd Grp</th>
<th>Fnd Cls</th>
<th>Tp</th>
<th>Beginning Balance (A)</th>
<th>YTD Activity Revenue (B)</th>
<th>YTD Activity Expense (C)</th>
<th>Ending Balance (A+B+C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1573070</td>
<td>ASST VP SAP-ADMIN SV 3324000901 U 064 CC</td>
<td>-</td>
<td>0.00</td>
<td>4,754,116.72</td>
<td>-</td>
<td>5,747,653</td>
<td>193,112.44</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
<tr>
<td>1573090</td>
<td>CDI-BRI    3324000901 U 064 CC</td>
<td>-</td>
<td>0.00</td>
<td>357,495.47</td>
<td>-</td>
<td>486,088</td>
<td>185,81</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
<tr>
<td>1573105</td>
<td>AF SCIENCE &amp; TECH 3324000901 U 064 CC</td>
<td>-</td>
<td>0.00</td>
<td>780,934.16</td>
<td>-</td>
<td>816,81</td>
<td>185,81</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
<tr>
<td>1573135</td>
<td>AF INSTITUTIONAL SV 3324000901 U 064 CC</td>
<td>-</td>
<td>0.00</td>
<td>655,489.15</td>
<td>-</td>
<td>531,46</td>
<td>185,81</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
<tr>
<td>1573140</td>
<td>CUSTOMER SUPPORT 3324000901 U 064 CC</td>
<td>-</td>
<td>0.00</td>
<td>24,903.06</td>
<td>-</td>
<td>531,46</td>
<td>185,81</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
<tr>
<td>40731   05</td>
<td>INTEGRATION INITIATIVE 3324000903 A 556 CC</td>
<td>24,903.06</td>
<td>0.00</td>
<td>586,088.83</td>
<td>-</td>
<td>531,46</td>
<td>185,81</td>
<td>35,470</td>
<td>24,903.06</td>
</tr>
</tbody>
</table>

The seven digit Cost Object number (i.e., fund code). Includes all Cost centers, Profit Centers, and WBS Elements / Projects that were selected, had activity, and valid in SAP as of the date report executed.

The description of the Cost Object.

The ten digit Organizational Unit number for the Cost Object (i.e., the BFR code – replaces Component).

A one digit identifier of the **Fund Group** for the cost object (e.g., R = Current Restricted Funds, A = Allocated, etc.).

A three digit identifier of the **Fund Class** for the cost object which further defines the type of fund (e.g., R24 = Sponsored Research).

A two digit identifier of the **Type** of cost object (i.e., CC = Cost Center, PC = Profit Center, WB = WBS Element or Project).

The beginning fund equity balance for each cost object selected. A positive number represents an overdraft.

YTD Revenue for each cost object as of the fiscal period and fiscal year selected (a credit (-) indicates an increase of revenue).

YTD Expense for each cost object as of the fiscal period and fiscal year selected (a debit / positive number indicates an increase of expense).

Total of Beginning Balance (A) + Revenue (B) + Expense (C), calculated for all cost objects **EXCEPT** those assigned to **Fund Group U**. For cost objects with a beginning balance, this is the fund balance for the life of the cost object. A positive number represents an overdraft.
13. 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.

**To drill down and view more details:**

14. Double click **anywhere on the line (row)** of the desired **Cost Object** to access a report specific to the chosen cost object.

**Note:** *This report is still summarized and provides totals for each cost element. The Cost Element report will reflect only current activity, not beginning or ending balances. The look of the report will vary based on the type of cost object chosen, i.e., cost center, profit center, or WBS element (project) report.*
All Funds One Line Summary (cont.)

From the Cost Object summary report, to view line item detail for a Cost Element (screens not shown):

15. Double click on the amount in the column (either Current Mo. Actual or YTD Actual) for the desired Cost Element.

16. Double click on the type of line item report, if prompted.
   
   Note: The Choose Report dialog box may appear with choices as to the type of line item report desired (e.g. Actual Line Items or Plan Line Items). The selections may vary. Once in the line item report, review the columns of information available (see Cost Centers: Display Actual Line Items report in this Guide).

From the Actual line item report, to view the document:

17. Double click anywhere on a line item (row) to see the originating and/or supporting document, if desired.

   Note: At this point, use the various options available for that Document Type to view other information. Refer to the SAP Reconciliation and Documents Guide if needed.

To return to previous screens from the drill-down, when ready:

18. 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.

To exit the report when ready:

19. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Sponsor Programs Accounts Receivable One Line Summary (ZF109AR)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Organizational Reporting → Sponsor Projects Accounts Receivable One Line Summary

1. Follow the menu path above or use the Transaction Code ZF109AR in the Command field to display the selection screen shown below.

On the Sponsor Programs Accounts Receivable One Line Summary report selection screen:

2. Choose one of the three 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 (project numbers) associated with that BFR code (DO NOT ENTER A RANGE).

Continued on next page.
OR enter one or more WBS Elements (Project numbers) in the (or) Project Selection: field (use the range field or the Multiple Selection button to enter multiple numbers if needed).

OR enter one Parent Level WBS Element (Project number) in the (or) Parent Selection: field to select all the Sub-level WBS Elements (project numbers) associated with that Parent Code (use the Multiple Selection button to enter multiple numbers for Parent Level WBS Elements if needed – DO NOT USE MULTIPLE SELECTION S TO ENTER A RANGE OF PARENT CODES).

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. Required: Enter the desired Fiscal year.

5. Required: Enter the Fiscal Period.

Note: This report is project to date and contains plan (budget) data, so the last closed fiscal period that you would like included is recommended versus a current open period. If running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12, 13, 14, and period 15 adjustments from outside auditors.

6. Enter a 0 (Current) in the Plan version field.
7. To view only released projects, do NOT click in the check box beside Closed Projects (if unchecked, only released projects will be displayed). Check this box only if you want to see closed projects.

8. 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. (see next page)

9. Click the Execute button (F8) to display the Sponsored Programs Accounts Receivable One Line Summary report.

To review the Sponsored Programs: Accounts Receivable One Line Summary:

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

<table>
<thead>
<tr>
<th>Project</th>
<th>The seven digit Project number (i.e., fund code).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent</td>
<td>The seven digit fund code of the Parent</td>
</tr>
<tr>
<td>Description</td>
<td>The description of the Project.</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>PI</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>
</tbody>
</table>

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

Continued on next page.
### Accts. Rec. One Line Summary (cont.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End Date</strong></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.</td>
</tr>
<tr>
<td><strong>Award Amount</strong> (applies to 30x – 38x codes and 20x – 28x, except for 36x and 26x codes)</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 at OSP does not equal Award Amount; If the Award Amount is 0.00 and the status is CLSD (closed) – a) code ended prior to 07/01/98 Award Amount and legacy data was not available to upload to SAP.</td>
</tr>
<tr>
<td><strong>ITD Revenue</strong></td>
<td>Inception to Date Revenue – Revenue received from the beginning of the project to Report Selection dates. For projects with no Award Amount and effective prior to 07/01/98: ITD Revenue is the fund balance as of 06/30/98 plus revenue received from 07/01/98.</td>
</tr>
<tr>
<td><strong>ITD Expenses</strong></td>
<td>Inception to Date Expenses – Expenses incurred from the beginning of the project to Report Selection dates. For projects with no Award Amount and effective prior to 07/01/98: ITD Expenses begins with expenses incurred as of 07/01/98.</td>
</tr>
<tr>
<td><strong>Award vs Expense</strong> (for Projects with Award Amounts (applies to 30x – 38x codes and 20x – 28x, except for 36x &amp; 26x codes)</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). <strong>A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.</strong></td>
</tr>
<tr>
<td><strong>Rev vs Expense</strong> (for Projects without Award Amounts– applies to 36x, 39x, 26x, and 29x)</td>
<td>ITD Revenue less ITD Expenses for the Project. <strong>For Projects without Award Amounts</strong>, this column indicates amount left to spend / remaining balance for the entire Project (equivalent to the amount in the ITD Actual column for the Cost Element Group total on the on the drill down report, i.e., the Project/WBS Inception to Date with Plan report). <strong>A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</strong></td>
</tr>
<tr>
<td><strong>Cur Month 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 in the Report Selections field.</td>
</tr>
<tr>
<td><strong>A/R</strong></td>
<td>Represents uncollected invoices. When an invoice is generated, revenue is recorded at the code level (i.e., Parent and Sub levels), and the receivable is recorded at the parent level. When a payment is received for a Sponsor invoice, the receivable is relieved. Receipt of the payment no longer impacts the recording of revenue.</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>
</tr>
</tbody>
</table>
11. To vertically scroll through this report, the vertical scroll bar (bottom of the screen and not shown in this example).

12. 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).

To freeze the columns for horizontal scrolling:

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

To sort and subtotal by the Parent column:

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

2. Click on the Subtotals… button on the tool bar.
3. Review the subtotals on the report which are now displayed for Parent and subs, if applicable.
To drill down and view more details for one WBS Element (Project):

1. Double click anywhere on the line (row) of the desired WBS Element (Project) to access a Cost Element report specific to the chosen WBS Element (the drill-down report is the same as the Project / WBS Inception to Date w/ Plan accessed via Transaction Code ZFR1E).

2. Continue to double click on desired line items to view more details and/or view the original or supporting documents (the drilldown report is the same as the Display Project Actual Cost Line Item accessed via Transaction Code CJI3).

3. Click on the 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.
To drill down and view more details specifically for A/R for one WBS Element (Project):

1. Double click anywhere on the line (row) of the desired WBS Element (Project) to access a Cost Element report specific to the chosen WBS Element.

2. In the ITD Project report (the drill-down report), continue to double click on the desired amount for one of the revenue G/L Accounts to display the line item transactions that comprise the balance for that G/L Account – use the ITD Actual column to see all invoices billed to the Sponsor OR use an amount in the Curr Mo Actual column to see invoices billed for just the current month.
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. For Accounts Receivable items, the revenue for the invoice billed to the Sponsor is posted with one of the two Document Types listed below:

- **Document Type YI** = cost reimbursement invoices to Sponsors (document numbers begin with 22).
- **Document Type DR** = manual invoices to Sponsors (document numbers begin with 18).

4. Double click on a line item for a document (like Document Type DR) to display the details of the original document or any supporting documents.

   **Note:** Click on the desired option on the Choose Report dialog box (e.g. Actual Line Items or Plan Line Items). Once in the line item report, review the columns of information available.
To view a copy of the invoice sent to the Sponsor from a Document Type YI or DR:

5. Click on the drop-down portion of the Services for Objects button located on the Title Bar of the screen.

6. Click on the Attachments list option in the resulting callout box.

7. In the resulting Services: Attachment List window, double click on the line for the Sponsored Research Invoice to display the invoice.

Note: If a SAPGUI Security window prompts to grant access to the file, use the Drop-down in the field to select Always Allow and click OK to view the invoice.
8. Review the attached invoice and print or download per your web browser options as desired and exit the document when done.

9. Exit the attachment and 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.

To exit the report when ready:

10. Click on the Exit button (Shift+F3) until the initial SAP screen is displayed.
Plan/Actual by Cost Element Group (ZF147)

Via User Menu: Financials → University Reporting → Organizational Reporting → Plan/Actual by Cost Element Group

On the Plan/Actual Cost Element Group Report selection screen:

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired top or lower level BFR code (10 digits) in the first BFR Selection field to select all the cost objects associated with that particular BFR code or grouping (DO NOT ENTER A RANGE).
   
   OR
   
   - Enter one or more Cost Objects (7 digit Cost Centers/Profit Centers; 1xxxxxxx or 4xxxxxx only) in the Cost Object Selection: field (use Multiple Selection button if needed).
Plan/Actual by Cost Element Group (cont.)

2. **Optional:** If entering a BFR code or range of Cost Objects, enter A (Allocated Funds, 4xxxxxx) AND/OR U (Current Unrestricted Funds, 1xxxxxx) in the **Fund Group** field.

3. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Class** to narrow the report to cost objects for a certain fund classification (click in the field and use the **Drop down** for the field if needed).

4. **Required:** Enter the desired **Fiscal year** (e.g., 2018 = Fiscal year of July 1, 2017 to June 30, 2018).

5. **Required:** Enter the **Fiscal Period**.
   
   **Note:** This report is **year-to-date** and contains plan (budget) data, so the **last closed fiscal period** that you would like included is recommended versus a current open period. When running reports for prior fiscal years, **Period 16** is recommended to obtain all postings for June periods 12 - 14, and period 15 adjustments from outside auditors.

6. Click on the radio button beside **Begin Screen List at** to select the desired choice.
   
   **Note:** The options are **Cost Element**, *Lowest Level* (low level subtotals) and **2nd Lowest Level** (higher level subtotals).

7. Click the **Execute** button (F8) to display the **Plan/Actual One Line Summary** report (see next page).
On the Plan/Actual Cost Element Group Report screen:

Note: The display of the report will vary depending on the radio button selected on the initial selection screen. The example below is more summarized and based on the option of **Second Lowest Level.**

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

<table>
<thead>
<tr>
<th>Cost Element Subgroup Description</th>
<th>This will vary depending on the radio button selected on the Begin Screen List at (step 6) and may show cost elements or just subtotals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period – Plan (A)</td>
<td>The total plan (budget) for revenue and/or expense for the fiscal period selected.</td>
</tr>
<tr>
<td>Current Period – Actual (B)</td>
<td>The total actual revenue and/or expense for the fiscal period selected.</td>
</tr>
<tr>
<td>Current Period – Variance (A-B)</td>
<td>The variance or difference between the current period plan and actual amounts for the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Plan (C)</td>
<td>The year to date plan (budget) for revenue and/or expense through the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Actual (D)</td>
<td>The year to date actual revenue and/or expense through the fiscal period selected.</td>
</tr>
<tr>
<td>Year to Date – Variance (C-D)</td>
<td>The year to date variance or difference between the plan and actual amounts through the fiscal period selected.</td>
</tr>
<tr>
<td>Annual Plan (G)</td>
<td>Annual Plan for fiscal year selected.</td>
</tr>
<tr>
<td>Plan vs. Actual (G-D)</td>
<td>The variance or difference between the annual plan and YTD actual amounts for the fiscal year selected.</td>
</tr>
<tr>
<td>Util. % (D/G)</td>
<td>The YTD Actual as a percentage (%) of annual Plan / budget (i.e., percent of how much has been utilized) for the fiscal year selected.</td>
</tr>
</tbody>
</table>
Plan/Actual by Cost Element Group (cont.)

9. To vertically scroll through this report, use the following buttons:
   - **First Page (Ctrl+Page up)** to scroll to the top cover page.
   - **Previous Page (Page up)** to scroll to the previous page.
   - **Next Page (Page down)** to scroll to the next page.
   - **Last Page (Ctrl+Page down)** to scroll to the last page.

To drill down and view more details for Cost Objects:

10. Double click anywhere on the line (row) of the desired **Cost Element Subgroup Description** to access a report showing the next lowest level.

   **Note:** If the two star level was selected initially, then the drill down will be to the one star level that comprises the two star level. You can continue to drill down to the cost object level, which will then allow drill down into line items.

11. 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.

To exit the report when ready:

12. Click on the **Exit** button or press **Shift+F3** until the initial R/3 screen is displayed.
Investments and Fund Balance Report (ZF125)

Via User Menu: Financials → University Reporting → Organizational Reporting → Investments and Fund Balance

Note: This report is used to determine the maximum funds available for investments. The commitment data is a static view at the end of the fiscal period selected for the report. The commitment data is only available for 180 days after the end of the fiscal period. This report is helpful for those areas with Foundations.

On the Investments and Fund Balance screen (shown below):

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired top or lower level BFR code (10 digits) in the first Org Code Selection field to select all the cost objects associated with that particular BFR code or grouping (DO NOT ENTER A RANGE).
   - OR
   - Enter one or more Cost Objects (7 digit Cost Centers, Profit Centers, or WBS Elements) in the Cost Object Selection field (use Multiple Selection button if needed).
2. Optional: If entering a BFR code or range of Cost Objects, enter a Fund Group from the list below to narrow the report to cost objects for a certain fund group.

<table>
<thead>
<tr>
<th>A</th>
<th>Allocated Funds (4xxxxxx)</th>
<th>L</th>
<th>Loan Funds (5xxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Endowment Funds (6xxxxxx)</td>
<td>P</td>
<td>Plant Funds (7xxxxxx)</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds (8xxxxxx)</td>
<td>R</td>
<td>Current Restricted Funds (2xxxxxx and 3xxxxxx)</td>
</tr>
<tr>
<td>I</td>
<td>Pooled Investments (9xxxxxx)</td>
<td>U</td>
<td>Current Unrestricted Funds (1xxxxxx)</td>
</tr>
</tbody>
</table>

3. Optional: If entering a BFR code or range of Cost Objects, enter a Fund Category to narrow the report to cost objects for a certain fund category (see Drop down for field if needed).

4. Enter the desired Fiscal year (required field).

5. Enter the Fiscal Period (required field).

   Note: This report is year-to-date and contains plan (budget) data, so the last closed fiscal period that you would like included is recommended versus a current open period. When running reports for prior fiscal years, Period 16 is recommended to obtain all postings for June periods 12 - 14, and period 15 adjustments from outside auditors. The commitment data is a static view at the end of the fiscal period selected for the report. The commitment data is only available for 180 days after the end of the fiscal period. The first period that the commitment data is available is Period 11 in Fiscal Year 2003.

6. Click the Execute button or press F8 to display the Investments and Fund Balance report (see next page).
### Cost Object
The seven digit Cost Object (i.e., fund code). Includes all Cost centers, Profit Centers, and WBS Elements / Projects that were entered on the selection screen and valid in SAP as of the date report executed.

### Cash Balance
The balance in G/L Account 100000.

### Short Term Investments
The balance in the IRA (G/L Account 132000)

### Intermediate Investments
The balance in the Intermediate Term Pool (G/L Account 131000)

### Long Term Investments
The balance in the Long Term Pool (G/L Account 160100)

### Total Investments
The sum of Short Term Investments, Intermediate Investments, and Long Term Investments.

### Maximum Investment
The amount in this column is based on the formula:

\[ \text{Maximum Investment} = \text{Adjusted Fund Balance} \times \text{Investment percentage} \]

The **Adjusted Fund Balance** = Fund Balance - Commitments - Other Assets – Liabilities

The **Investment percentage** used is based on the following Adjusted Fund Balance ranges:

- $0 to $99,999.99: 75%
- $100,000 to $499,999.99: 80%
- $500,000 to $999,999.99: 90%
- $1,000,000 or higher: 95%

### Increase / Decrease
Maximum Investment less Total Investments (rounded DOWN to the next $5000.00 increment) – i.e., what is left to invest.

---

**Continued on next page.**
Investments and Fund Balance (cont.)

| All Other Assets | The balance in all 1XXXXX G/L Accounts EXCEPT G/L Accounts 100000, 131000, 132000, and 160100 (detailed in columns above). |
| Liabilities | The balance in G/L Accounts 200000 through 289999. |
| Total Fund Balance | The balance in G/L Accounts 290000 through 299999. |
| Commitments | Total of commitments (i.e., encumbrances) pending for the cost object. The commitment data is a static view at the end of the fiscal period selected for the report. The commitment data is only available for 180 days after the end of the fiscal period. The first period that the commitment data is available is for Period 11 in Fiscal Year 2003. |

8. To vertically scroll through this report, use the following buttons:
   - First Page (Ctrl+Page up) to scroll to the top cover page.
   - Previous Page (Page up) to scroll to the previous page.
   - Next Page (Page down) to scroll to the next page.
   - Last Page (Ctrl+Page down) to scroll to the last page.

   *Note:* The report drill-down functionality is not available on this report. The print and export functionality is available (export via menu path: System → List → Save → Local File).

To exit the report when ready:

9. Click on the Exit button or press Shift+F3 until the initial SAP screen is displayed.
Trial Balance for Endowment Investments (ZF143)

Via User Menu: Financials → University Reporting → Organizational Reporting → Trial Balance for Endowments

On the Trial Balance for Endowment Investments selection screen (shown below):

1. Enter a value(s) in one of the two 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 cost objects associated with that particular BFR code or grouping (DO NOT ENTER A RANGE).
   
   OR

   - Enter one or more Cost Objects (7 digit Cost Centers, Profit Centers, or WBS Elements) in the Cost Object Selection field (use Multiple Selection button if needed).
2. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Group** from the list below to narrow the report to cost objects for a certain fund group.

<table>
<thead>
<tr>
<th>A</th>
<th>Allocated Funds (4xxxxxx)</th>
<th>L</th>
<th>Loan Funds (5xxxxxx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Endowment Funds (6xxxxxx)</td>
<td>P</td>
<td>Plant Funds (7xxxxxx)</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds (8xxxxxx)</td>
<td>R</td>
<td>Current Restricted Funds (2xxxxxx and 3xxxxxx)</td>
</tr>
<tr>
<td>I</td>
<td>Pooled Investments (9xxxxxx)</td>
<td>U</td>
<td>Current Unrestricted Funds (1xxxxxx)</td>
</tr>
</tbody>
</table>

3. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Category** to narrow the report to cost objects for a certain fund category (see **Drop down** for field if needed).

4. **Optional:** If entering a BFR code or range of Cost Objects, enter a **Fund Category** to narrow the report to cost objects for a certain fund classification (see **Drop down** for field if needed).

5. Enter the desired **Fiscal year** (required field).

6. Enter the **Fiscal Period** (required field).

7. Click on the desired radio button in the **Sort Order** section to select how the report should be sorted.

8. Click on the desired radio button in the **Report Options** section to select either the **View (Drilldown) Version** (allows drill-down to detailed Balance Sheet / Profit & Loss for one cost object) or the **Print Version Only** (same report with no drilldown functions; just for printing).

9. Click the **Execute** button or press **F8** to display the **Trial Balance for Endowment Investments** report (see next page).
On the **Trial Balance for Endowment Investments** report screen (shown below):

10. Use the horizontal scroll bar to view all columns as outlined below:

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Object</td>
<td>The seven digit Cost Object number (i.e., fund code). Includes all Cost centers, Profit Centers, and WBS Elements / Projects that were entered on the selection screen and valid in SAP as of the date report executed.</td>
</tr>
<tr>
<td>Cash</td>
<td>The balance in G/L Account 100000.</td>
</tr>
<tr>
<td>Investments</td>
<td>The sum of Short Term Investments (131000), Intermediate Investments (132000), and Long Term Investments (160100).</td>
</tr>
<tr>
<td>Other Assets</td>
<td>The balance in all 1XXXXX G/L Accounts EXCEPT G/L Accounts 100000, 131000, 132000, and 160100 (see columns outlined above for those assets).</td>
</tr>
<tr>
<td>Liabilities</td>
<td>The balance in G/L Accounts 200000 through 289999.</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>The balance in G/L Accounts 290000 through 299999, plus current year net revenue / expense. A positive number indicates an overdraft.</td>
</tr>
<tr>
<td>Revenue</td>
<td>YTD Revenue (3XXXXX G/L Accounts) for each cost object as of the fiscal period and fiscal year selected.</td>
</tr>
<tr>
<td>Expenses</td>
<td>YTD Expense (6XXXXX -7XXXXX and 9XXXXX G/L Accounts) for each cost object as of the fiscal period and fiscal year selected.</td>
</tr>
<tr>
<td>Transfers</td>
<td>The balance in the 8XXXXX G/L Accounts.</td>
</tr>
<tr>
<td>Net (Income)/Expense</td>
<td>The net of revenue, expenses, and transfers. A negative number indicates net income and a positive number indicates a loss.</td>
</tr>
</tbody>
</table>
11. To **vertically scroll** through this report, use the following:

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Next Page (Page down)** to scroll to the next page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.

**To drill down and view a detailed Balance Sheet / Profit & Loss for one Cost Object (available ONLY if the **View (Drilldown)** Version option was selected on the report’s selection screen):**

12. Double click anywhere on the line (row) of the desired **Cost Object** to access a report specific to the chosen cost object.

13. Click on the **Back** button to exit the drill down and return to the previous report screen (one line summary).

   **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.

**To exit the report when ready:**

14. Click on the **Exit** button or press **Shift+F3** until the initial SAP screen is displayed.
Fund Trial Balance No Commitments (ZFR1A)

Via User Menu: Financials → University Reporting → Organizational Reporting → Fund Trial Balance, No Commitments

**Note:** This report can be run for single Funds or for a BFR Code (Org. Unit) and provides similar information to the All Funds One Line Summary. For the Business Manager role, the steps below cover how to select by BFR Code.

In addition, this report can be run with various selection values for other fields to obtain different results. **Two examples of different results that are covered in these steps are:**

- Example 1: Fund Balance by Fund
- Example 2: Complete Trial Balance

To select this report by BFR Code (Org. Unit) on the Selection: Fund Trial Balance (No Commitments) screen:

1. Click on the **Classification** button.
2. In the resulting window Search using classification window, click on the **Fund** button.

3. Enter **Reporting** in the **Class** field.

4. Enter **042** in the **Class Type** field.

5. Click on the **Enter** button to display the **Find Objects in Classes** screen (see next page).
The following TWO steps cover some recommended ways of selecting cost objects on the *Find Objects in Classes* screen:

6. **Optional:** To select by **Fund Group**, enter one of the following values in the **Fund Group** field:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Allocated Funds, 4xxxxxx</td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds, 6xxxxxx</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds, 8xxxxxxx</td>
</tr>
<tr>
<td>L</td>
<td>Loan Funds, 5xxxxxxx</td>
</tr>
<tr>
<td>P</td>
<td>Plant Funds, 7xxxxxx</td>
</tr>
<tr>
<td>R</td>
<td>Restricted, 3xxxxxxx</td>
</tr>
<tr>
<td>U</td>
<td>Current Unrestricted Funds, 1xxxxxx</td>
</tr>
</tbody>
</table>

**Note:** To get **all groups**, leave the field **blank**. To select **more than one**, use the [ ] *Drop Down* button, select groups, and click on the [ ] *Enter* button.

**AND/OR – Continued on Next Page**
7. **Optional:** To select by BFR Code (Org. Unit), enter the BFR Code in the **Link to Fund Center** field (scroll down to find).
   
   Note: If you would like to use a *parent BFR*, enter the parent without the 00s and replace with an * (asterisk). Example: 68602015*

8. **REQUIRED** *(ONLY NEEDED IF THIS IS THE FIRST TIME YOU ARE USING THIS SCREEN TO SELECT OBJECTS)*
   
   To ensure you find and copy all cost objects:
   - Follow the menu path: **Extras->User Settings.**
   - Click on the **Find Object** tab.
   - Enter **99999** in the **Maximum hits** field.
   - Click on the **Save** button.
   
   Note: Once the user settings are updated and saved, these steps are not needed again.

9. To find all objects that match the selected criteria, click on the **Find in Initial Class** button (see resulting screen next page).
10. Ignore the standard message displayed at the bottom of the screen indicated with a green check icon.

11. Review the objects listed in the lower section of the split window (to enlarge the lower window and see more of the list click and drag the dividing middle border if desired).

12. To view the number of hits found, see the last button located on the toolbar in the lower window.
13. To select the objects to copy back to the initial report screen, use one of the suggested options below (selected objects are highlighted in gold):
   - To select all objects on the list, click on the Select all button (simply click on button again to deselect all if needed).
   - To select individual objects, click on CTRL (on keyboard) + click on the gray box to the left of each object (while keeping Ctrl key depressed).
   - Use a combination of the Select all button to select all objects and use the CTRL key + click on the gray box to the left of each object to deselect individual objects.

14. Use advanced function buttons on the tool bar in the lower window as needed, such as the Sort buttons, Filter button, Export button, or even the Change Layout button to customize the look of the list.

15. To copy the objects selected back to your Multiple Selection for Fund screen (see next page), click on the Copy button on the toolbar in the lower window.

16. In the resulting window (returns to Search window), click on the Enter button to return to the report’s selection screen.
On the report’s *Selection* screen, enter the rest of your criteria per the following guidelines:

17. Notice the value defaulted in the first **Fund field** and the green shading in the **Multiple selection** button, which indicates that multiple objects (i.e., funds) have been selected.

18. Enter a range as outlined below:
   - For a **fund balance**, enter **290000** to **999999** in the **Commitment Item** fields *(includes all commitment items, i.e., G/L accounts, for fund equity and higher)*.
   - OR
   - For a **complete trial balance** ensure the **Commitment Item** fields are **blank**.

19. Enter the desired fiscal year in the **Fiscal year** field.

20. Enter **1** to **16** *(or the last closed period if preferred)* in the **Period (from and to)** fields.

21. Ensure the **Classical drilldown report** radio button is selected (if not selected, then the report will navigate differently from what’s described in this Guide).
22. Click on the [Execute] button (F8) to display the [Execute Fund Trial Balance (No Commitments): Overview] screen.

23. If a message appears stating that all data is not displayed because authorizations are missing (see above), use the [Continue] button to close the window and continue.

*Note:* The report may yield results; however, data with missing security authorizations will not be included on your report. Contact Accounting Systems Administration at 684-2752 or email to acctgsysadmin@duke.edu if you need assistance.
24. Review the results and note the following depending on whether you selected the report as a Fund Trial Balance or a Complete Trial Balance:

- The example above is a fund trial balance by fund and contains balances through the current day’s postings.

- If you selected the report as a Complete Trial Balance, you may see balances of 0.00 due to the cash balancing on certain cost objects (generally those beginning with 2xx and higher).

- For a Complete Trial Balance, use the Last page button to review the Total line for the fund highlighted in yellow. Normally the Total amount in the Actual column should be 0.00, indicating the fund is in balance. If a non-zero balance appears, this indicates that current day transactions have been posted for which the hourly cash balancing job has not yet run. This job normally runs each hour to adjust cash within Funds and bring the Funds back into balance.

- The report may be displayed by Commitment Item (see first column and NEXT PAGE).
Navigating a Funds Management Report:

25. 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.
Rotating the Report to See Different Views:

Note: At this point, the view of the report can be rotated or “swapped”, which basically displays and sorts the report by another choice. At any point, the drill down option is also available by simply double clicking on the desired line item (either in the shaded column or on an amount based on your need).

Before rotating the report:

26. View the first column heading to determine how this report is displayed:

• Commitment Item – totals by commitment item. If multiple funds were selected, the totals are combined for all funds selected. This is a better view if just one fund was selected.

• Fund – fund balances for each fund through the current day’s postings. The fund line items appear in teal shading and the total line appears in yellow shading. This is a better view if multiple funds were selected.

27. Review the Navigation section (in the top left corner of the report screen).
28. Locate the display choice that you would prefer (e.g., Commitment item, Fund, or Period) in the Navigation section – use the scroll buttons in that section to scroll down for example, to find Commitment item.

29. Click once on your choice in the Navigation section which will highlight your choice as well as the first column heading.

Note: If the window titled Drill down: Callup for documentation on hotspots appears, click on the Never display again button to never be prompted for the message again.

30. Click once on the first column heading highlighted in the top left to change or swap the view of the entire report (the order in which you do these two steps works either way).
31. Review the first column heading now displayed on the screen and the swapped view of the report – the view of the report is now based on and sorted by that first column for the entire organizational unit / BFR code that was selected.

32. Click on the **Last Page** button to scroll down to the last page of the report, and note that the **Total** amount is the same and has not changed, even though the view is different (example not shown).

33. To expand the summary lines for the shaded first column, such as commitment items (i.e., cost elements or G/L Accounts) in this example, simply double click on the value in the shaded column.

   **Note:** In this example expanding the summary would show the areas that incurred the commitment item expense as part of the drill-down. A screen shot of the results is not shown here.

34. Use the **Back** button in the Navigation section to return to the prior view.
To drill down on an actual amount and display line items:

**Note:** FM reports have a different way of “drilling down” from other reports. **Double clicking on the teal description** of a line item offers more detailed views, but not the line items for an actual amount.

35. Click once on one of the dollar amounts in the report.

36. Follow the menu path: **Extras->Line Items.**

**Note:** A line item will report now show on your screen the detail in the dollar amount that you have chosen.

37. Once line items are displayed (not shown here), double click **anywhere on a line item** (row) to see the originating and/or supporting document, if desired.

**Note:** At this point, use the various options available for that **Document Type** to view other information. Refer to the **Understanding and Researching Documents Guide** if needed.
Fund Trial Balance (cont.)

To return to previous screens from the drill-down, when ready:

38. Click on the Back button (on tool bar) to exit the document and/or line item views.

   Note: In this report, the Back button may appear in gray. If so, use the same button located in the Navigation section if needed.

To exit the report:

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

   Note: If prompted, click Yes in the Exit dialog box to exit the report unless otherwise desired.
Accounting View of Payroll (ZH223)

Via User Menu: Financials → University Reporting → Organizational Reporting → Accounting View of Payroll

On the Accounting View of Payroll Activity selection screen:

1. Fiscal Period
2. Fiscal Year
3. Organization unit (Use Drop-down to view Org hierarchy selection window – shown here)

4. Cost Object (optional)

6. Execute

See Step 5 on the next page.

1. **REQUIRED:** Enter a Fiscal Period – (e.g., 02).
2. **REQUIRED:** Enter a Fiscal Year – (e.g., 2003).
Accounting View of Payroll (cont.)

3. **REQUIRED:** Enter an **Organization unit number** – (e.g., 50012345).
   
   Note: Click in the field and click on the **Down arrow** button to find an **Organizational unit number**. Select **Structure Search**. Open the hierarchy by clicking on the **plus (+) folders** next to the appropriate areas. The HR/Payroll hierarchy mirrors the Cost Center hierarchy. On-line users are limited to only those Organizational units to which they should have security access. If no Cost Center selections are entered, then all Cost Objects (Cost Centers or WBS Elements) in the selected organization will be reported.

4. **OPTIONAL:** Enter a **Cost Object** or a range of **Cost Objects**.
   
   Note: **Cost Objects must belong to selected Organizational unit.** Click on the **Multiple selection** button to add additional cost centers or ranges.
5. Select **one of the two radio buttons** – **Cost Center Funding View** OR **Employee Funding View** (per guidelines below):

- **Cost Object View**: to view all employees paid from a cost center or range of cost centers for a fiscal period, *regardless of the organizational unit for the position*. For purposes of this report, WBS Elements are included in the Cost Center selection.

**OR**

- **Employee Funding View**: to view all funding sources for all employees in your organizational unit(s). This view will show all funding sources for individuals in a particular fiscal period, *regardless of whether the funding source belongs to your organization or not*.

6. To run the report, click on the **Execute button (F8)** (See Screen Captures and Data Descriptions of Two Different Views of Report on Next Pages).
On the **Cost Center Funding (Accounting View of Payroll Activity)** report screen:

**NOTE:** See data elements outlined on next page.

Cost Center  
GL Account Total  
Organization to which the employee is assigned. In this example, all of the employees paid from this cost center belong to the same organization as the cost center.

Cost Center Total  
Total for all Cost Objects in the Organization.
7. For the **Cost Center Funding View**: review the list of employees and subtotals for each GL Account within a Cost Center.

**Data elements include:**
- **Cost Object** (Cost Center or WBS Element)
- **GL Account**
- **Employee ID** (Duke Unique ID) - *not displayed below.*
- **Employee Name**
- **Personnel Subarea** (Exempt, Nonexempt, Casual Labor, etc.)
- **Pay Point**
- **Owning Organization** (Organization to which the employee is assigned. The report reflects all employees paid by a Cost Object, whether the employee is assigned to another Organization or not).
- **Dollar Total**
- **Percentage of Employee Pay** for the period.

**Salary G/L Accounts for DUHS:**

*Note: With the new salary GL accounts for DUHS used with SAP HR/Payroll, users will be able to analyze the dollar amount of salary by different categories of pay within a Cost Center. The salary GL accounts for DUHS are:*

<table>
<thead>
<tr>
<th>Exempt (Monthly)</th>
<th>Nonexempt (Biweekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>Description</td>
</tr>
<tr>
<td>600010</td>
<td>Primary Salary</td>
</tr>
<tr>
<td>600020</td>
<td>Supplemental Pay</td>
</tr>
<tr>
<td>601710</td>
<td>House Staff-Base Pay</td>
</tr>
<tr>
<td>601720</td>
<td>House Staff-Suppl Pay</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Accounting View of Payroll (cont.)

On the Accounting View of Payroll Activity - Employee View report screen:

8. For the **Employee Funding View**: review the list of employees with funding sources.

**Data elements include:**
- **Org** - Organizational Unit number, eight digits beginning with 500.
- **Organization Description** – Title of the organization
- **Personnel Subarea** (Exempt, Nonexempt, Casual Labor, etc.)
- **Employee ID** (Duke Unique ID)
- **Employee Name**
- **Cost Center** (Cost Center or WBS Element)
- **Cost Center Description** (Cost Object description)
- **G/L Accounts**
- **Dollar Total** - for the fiscal period. Double click on name for pay period data.
- **Percentage** of Employee Pay for the fiscal period from the Cost Object-GL Account combination. The Total of each employee should equal 100%.
- **Hours for biweekly employees**, on both summary and drilldown screens. Exempt staff or faculty will display N/A.

To export either view of the report to Excel:

9. Follow the menu path: **List → Save → File**.

**Note:** Follow **Steps 2-7** per the Export section, **Page 50 of the Guide**, (where no Export button is available).
To drill down on one employee and view the payroll activity (from the Accounting View of Payroll Activity summary screen):

**Note:** The drill down provides the payroll activity that comprises an employee’s total payroll amount for a fiscal period. This is particularly useful for viewing non-exempt employees since the total for the fiscal month is the sum of two or three payroll periods (based on the month) OR in the case of off-cycle adjustments (e.g. manual checks or retroactive adjustments).

10. Double click on the desired employee or salary amount to be viewed in further detail (see below).

11. View the payroll activity for that employee (see below).

**Note:** The pay period dates and amounts are shown. If the amount is associated with normal payroll posting, the description will be Regular payroll run. For an off-cycle run (manual check, retroactive adjustment, etc.) the description is Correction accounting. The retroactive adjustments are reflected by the Pay Period dates of the retroactive period.

**To exit the report when ready:**

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