# University Reporting - Business Manager Guide

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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 subtotaled 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).
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 \((\text{Dynamic selections})\) 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.
Project List (cont.)

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).
Project List (cont.)

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.
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 subtotaled 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>Cost element group</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.
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.
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).
Organizational Reports (cont.)

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.
Organizational Reports (cont.)

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).

9 (See Note)
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></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:

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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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):

- **Cost Object:** 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.
- **Description:** The description of the Cost Object.
- **Org Unit:** The ten digit Organizational Unit number for the Cost Object (i.e., the BFR code – replaces Component).
- **Fnd Grp:** A one digit identifier of the Fund Group for the cost object (e.g., R = Current Restricted Funds, A = Allocated, etc.).
- **Fnd Cls:** A three digit identifier of the Fund Class for the cost object which further defines the type of fund (e.g., R24 = Sponsored Research).
- **Tp:** A two digit identifier of the Type of cost object (i.e., CC = Cost Center, PC = Profit Center, WB = WBS Element or Project).
- **Beginning Balance (A):** The beginning fund equity balance for each cost object selected. A positive number represents an overdraft.
- **YTD Activity Revenue (B):** YTD Revenue for each cost object as of the fiscal period and fiscal year selected (a credit (-) indicates an increase of revenue).
- **YTD Activity Expense (C):** YTD Expense for each cost object as of the fiscal period and fiscal year selected (a debit / positive number indicates an increase of expense).
- **Ending Balance (A+B+C):** 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.
**All Funds One Line Summary (cont.)**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Plan (D)</td>
<td>Annual Plan for fiscal year selected. (Only includes Plans for cost objects in Fund Groups U and A)</td>
</tr>
<tr>
<td>Remaining Plan (E)</td>
<td>Annual Plan (D) less YTD Revenue (B) and Expense (C). For cost objects with an annual plan (budget) this is what is left of the plan for the year.</td>
</tr>
<tr>
<td>Federal Funds Indicator</td>
<td>If the Restricted Fund group is included in this report, an X flag shown in this column will indicate that the WBS Element has federal funds and subject to federal fringes, etc.</td>
</tr>
</tbody>
</table>

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.
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.
Accts. Rec. One Line Summary (cont.)

- 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:**

![Sponsored Programs Accounts Receivable One Line Summary](image)

**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**.

10. Use the [horizontal scroll bar](image) 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>

*Continued on next page.*
<table>
<thead>
<tr>
<th><strong>End Date</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Award Amount</strong>&lt;br&gt;(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: 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>&lt;br&gt;(for Projects with Award Amounts)&lt;br&gt;(applies to 30x – 38x codes and 20x – 28x, except for 36x &amp; 26x codes)</td>
<td>Award Amount less ITD Expenses for the Project. For Projects with Award Amounts, 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). A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.</td>
</tr>
<tr>
<td><strong>Rev vs Expense</strong>&lt;br&gt;(for Projects without Award Amounts – applies to 36x, 39x, 26x, and 29x)</td>
<td>ITD Revenue less ITD Expenses for the Project. For Projects without Award Amounts, 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). A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</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**.
Accts. Rec. One Line Summary (cont.)

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 **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 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; 1xxxxxx 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>
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).
Investments and Fund Balance (cont.)

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).
7. Use the **horizontal scroll bar** to view all columns as outlined below:

<table>
<thead>
<tr>
<th>Cost Object</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td>The balance in <strong>G/L Account 100000.</strong></td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>The balance in the IRA (<strong>G/L Account 132000</strong>)</td>
</tr>
<tr>
<td>Intermediate Investments</td>
<td>The balance in the Intermediate Term Pool (<strong>G/L Account 131000</strong>)</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>The balance in the Long Term Pool (<strong>G/L Account 160100</strong>)</td>
</tr>
<tr>
<td>Total Investments</td>
<td>The sum of Short Term Investments, Intermediate Investments, and Long Term Investments.</td>
</tr>
<tr>
<td>Maximum Investment</td>
<td>The amount in this column is based on the formula: The <strong>Adjusted Fund Balance</strong> * (multiplied by) the <strong>Investment percentage</strong> (as outlined below):</td>
</tr>
<tr>
<td></td>
<td><strong>Adjusted Fund Balance</strong> = Fund Balance - Commitments - Other Assets – Liabilities</td>
</tr>
<tr>
<td></td>
<td>The <strong>Investment percentage</strong> used is based on the following Adjusted Fund Balance ranges: $0 to $99,999.99 75%</td>
</tr>
<tr>
<td></td>
<td>$100,000 to $499,999.99 80%</td>
</tr>
<tr>
<td></td>
<td>$500,000 to $999,999.99 90%</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 or higher 95%</td>
</tr>
<tr>
<td>Increase / Decrease</td>
<td>Maximum Investment less Total Investments (rounded DOWN to the next $5000.00 increment) – i.e., what is left to invest.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>All Other Assets</th>
<th>The balance in all 1XXXXX G/L Accounts EXCEPT G/L Accounts 100000, 131000, 132000, and 160100 (detailed in columns above).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities</td>
<td>The balance in G/L Accounts 200000 through 289999.</td>
</tr>
<tr>
<td>Total Fund</td>
<td>The balance in G/L Accounts 290000 through 299999.</td>
</tr>
<tr>
<td>Balance</td>
<td></td>
</tr>
<tr>
<td>Commitments</td>
<td>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.</td>
</tr>
</tbody>
</table>

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.
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 (7xxxxx)</td>
</tr>
<tr>
<td>G</td>
<td>Agency Funds (8xxxxx)</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)/</td>
<td>The net of revenue, expenses, and transfers. A negative number indicates net income and a positive number indicates a loss.</td>
</tr>
<tr>
<td>Expense</td>
<td></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, 4xxxxxxx</td>
</tr>
<tr>
<td>E</td>
<td>Endowment Funds, 6xxxxxxx</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, 3xxxxxx</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.
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)
5. See Step 5 on the next page.
6. Execute

1. **REQUIRED:** Enter a Fiscal Period – (e.g., 02).
2. **REQUIRED:** Enter a Fiscal Year – (e.g., 2003).
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.

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.

Scroll to the bottom to see Total for all Cost Objects in the Organization.
Accounting View of Payroll (cont.)

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>GL Account</th>
<th>Description</th>
<th>GL Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>600010</td>
<td>Primary Salary</td>
<td>608210</td>
<td>Base Pay</td>
</tr>
<tr>
<td>600020</td>
<td>Supplemental Pay</td>
<td>608220</td>
<td>Overtime Pay</td>
</tr>
<tr>
<td>601710</td>
<td>House Staff-Base Pay</td>
<td>608230</td>
<td>Shift Premium</td>
</tr>
<tr>
<td>601720</td>
<td>House Staff-Suppl Pay</td>
<td>608240</td>
<td>Weekend Premium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>608250</td>
<td>Other Premiums</td>
</tr>
<tr>
<td></td>
<td></td>
<td>608260</td>
<td>Paid Time Off</td>
</tr>
</tbody>
</table>
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.
Additional Reporting

In addition to the numerous custom and standard financial reports for organizational and detailed reporting, SAP provides numerous reports for other areas/modules of the system. A Materials Management report that may be helpful for financial analysis is the Purchase Orders by Account Assignment, which is outlined below.

**Purchase Orders by Account Assignment**

- Provides a list of Purchase Orders by the Account Assignment (term used in SAP to indicate who will be charged for the purchase, i.e. the cost object - Cost Centers or WBS Elements/Projects).

- Allows a user to enter a Cost Center(s) or WBS Element(s) and view all the Purchase Orders that were charged to that cost object.

- Details on individual Purchase Orders can be displayed by drilling down on a line of this list.

- Good for tracking Purchase Orders by department or project.
Purchase Orders: by Account Assignment (ME2K)

Via User Menu: Purchasing → Purchasing Documents → List Display → Purch. Orders: by Account Assignment

On the Purchasing Documents per Account Assignment screen:

Note: There are numerous selection fields available. The suggested fields are outlined below (in order to run this report in a timely manner).

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter a one or more Cost Center value(s) in the Cost center field(s) (can use Multiple Selection button).
   - OR
   - Enter a one or more WBS Element value(s) in the WBS Element field(s) (can use Multiple Selection button).
2. Enter or leave BEST-ALV in the Scope of list field.

3. Click on the **Execute** button (F8) to display the *Purchasing Documents For cost center (or WBS Element)* screen.

**On the Purchasing Documents For cost center (or project) screen:**

4. Use the vertical scroll bar to review the resulting list of purchase orders that match the selection criteria entered in the previous steps.

**To drill down and view the details of one Purchase Order:**

5. Double click on the **PO (purchase order) number** in the first column to display the *Display Purchase Order: Item Overview* screen for that Purchase Order.
Once in the individual Purchase Order:

To view the cost object charged or the name of Goods recipient:

6. Click in the **gray box** adjacent to a line item to select that item (use Item number on list screen to help identify desired item).

7. Click on the **Account. Assignments** button to display the **Display Purchase Order: Account Assignment for Item** screen (contains the cost object charged as well as a name of who should receive the goods).

8. Click on the **Overview** button or **Next** button to return to the **Item Overview** screen (buttons not shown here).
To view the PO history (invoice payments and/or goods receipt):

9. Select the row and click on the **PO history** button to display the *Order History for Purchase Order NNNNNNNNNNN Item* screen.

10. Click on the **Next** button to return to the *Item Overview* screen.
To view the on-line Purchase requisition (for those who do not use Buy@Duke and enter requisitions directly into SAP):

11. Select the row and follow the menu path: Environment > Purchase Requisition.
12. Click on the Next item button to display or return to the Item Overview screen (step not shown).

To view another PO from the list if desired:

13. Click on the Back button to display the list on Purchasing Documents For cost center screen.
14. Repeat steps 6-13 above to select and view data on another Purchase order, if desired.

To exit when ready:

15. Click on the Exit button (Shift+F3) until the initial SAP System screen is displayed.
Printing A Report

1. Click on the Print button (menu path: Report → Print).

2. If prompted by the Print Variation reports dialog box, choose to print either the Current report OR All variation reports (in one spool request) as follows:
   - Choose Current report to print the report displayed (best option if only one Cost Object is on the report). This option only prints column headings on the first page of the report.
   - IMPORTANT: Do not choose the option for separate spool request, since this option will print excess pages.
   - Choose All variation reports (in one spool request) to print the consolidated report plus an individual report for each Cost Object. This option prints column headings on every page of every report.

3. Click on the Continue button.
4. **If prompted** by the **Print Report** dialog box, click on the **Print all pages** (default) radio button or option desired.

5. Click on the ✅ Continue button.

6. **If prompted** by the **Print Current Report** dialog box, click on the **Print formatted report (page length 65)** radio button (the default).

7. Click on the ✅ Continue button.
9. Required: Enter Print out immediately in the Time of Print field (via drop-down), if not defaulted.

10. Optional: Enter the number of copies.

11. Optional: In the SAP Cover Sheet field, drop-down and choose No Cover Sheet if preferred (if left at System Administrator: Default Setting, then a cover sheet will print).

12. Optional: To change other options and set defaults for printing a document, click on the Properties button (on resulting Spool Request Attributes screen, use Settings button to set defaults).

13. When all fields are chosen on the screen above, click on the Continue button to complete the print request.

14. Click the OK button to clear the Information dialog box if needed.
Exporting a Report to Excel

Note: Once in a report, there are several ways to export a report to Excel depending on the report. Two basic ways are outlined in this section and depend on whether an Export button is available or not.

To export a report to Excel where the Export button is not available:

1. Follow the menu path: System → List → Save → Local File.

OR

To export a report to Excel for reports which have the Export button (example: any line item report):

2. Click the Export button (menu path: List → Export → Local File...).
Exporting a Report to Excel (cont.)

Once one of the two methods on the previous page is used, the rest of the steps are the same, as follows:

In the **Save list in file...** dialog box:

3. Click on **Text with Tabs** button.
4. Click on the **Continue** (Enter) button.

In the dialog box (**name varies by report**):

5. Click on the **Drop-down** button in the **Directory** field.

*Note: If the directory path is known, enter the **path** in the **Directory** field, enter the **file name with an extension of .xls** in the **File Name** field, and click on **Generate** button (**skip next steps**). If message prompts that **file already exists**, then click on the **Replace** button.*
Exporting a Report to Excel (cont.)

In the Save As dialog box:

6. Use the Drop Down button or side options to locate a directory path (where to save the file on your computer) in the Save in field.

7. Drop-down in the Save as type field and choose EXCEL Files (*.xls) – file is actually saved as a text file and converted to Excel later, but this extension will help.

8. Enter the file name with extension of .xls for Excel (or .xlsx, etc., depending on your version of Microsoft Excel).

9. Click on the Save button.

IF PROMPTED, in the Save As (warning message) dialog box:

10. If prompted to replace, choose Yes.

10. **If prompted** to replace the file, click on the Yes button.
Exporting a Report to Excel (cont.)

11. Ensure the **Directory** and **File Name** fields are correct.
12. Click on either the **Generate** or **Replace** button as appropriate.

If prompted by the SAP GUI Security window:

13. Click the **Allow** button (and check the box for Remember My Decision to avoid this window again if desired).

At the bottom right side of the report screen:

14. Review the message stating that bytes were transferred (indicating that the export was successful).
Exporting a Report to Excel (cont.)

Once the file is exported to Excel:

15. Manually open Excel and retrieve the exported file (or open from desktop if applicable).

16. **IMPORTANT**: Once changes or formatting have been done, save the Excel file per specific instructions below:
   - Use the menu path: File->Save as
   - Remove the quotation marks ("xxx") from the File name.
   - Choose Microsoft Excel Workbook as the File type.

   *Note: If the above steps are not done, the changes will not be saved.*

17. Exit Excel when ready (the SAP window is still active and you will return to that window when Excel is closed).