University Organizational Reports

Duke has created simple and custom reports for Sponsored Projects in SAP that help with an organizational summarized view for project reporting. A summary of the organizational type reports that are covered in this section of the guide is listed below as a quick reference.

**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 summarized below 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.
- Contains two additional columns not included in the ZF109 - the parent code for all projects included on the report and the Accounts Receivable indicating 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.

**Sponsored Programs One Line Summary (ZF109)**
- Is easily accessed via the transaction code ZF109, via the User Menu, as well as via the Duke Favorites tree (ZFR1).
- Provides one line summary designed for Sponsored Projects (cost objects that are WBS elements beginning with 2xx and 3xx).
- Includes Project to date (inception to date) reporting for Sponsored Projects.
- Allows user to drill down into a cost element report for a specific project (WBS element) and to original or supporting documents.
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:

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>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td>The ending date of the Project. If end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used.</td>
</tr>
<tr>
<td>Award Amount</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>ITD Revenue</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>ITD Expenses</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>Award vs Expense</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>Rev vs Expense</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>Cur Month Exp</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>A/R</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>Commitments</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 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.
**Sponsored Programs One Line Summary (ZF109)**

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Organizational Reporting → Sponsored Programs One Line Summary

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**On the Sponsored Projects: One Line Summary Report screen:**

4. 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 WBS Elements (project numbers) associated with that particular BFR code or grouping (DO NOT ENTER A RANGE).
   
   **OR**
   - Enter one or more **WBS Elements (Project numbers)** in the **Project Selection:** field (use the **Multiple Selection** button if needed).
5. **Optional:** If entering a BFR code or range of WBS Elements, enter the Duke Unique ID / DUID (last digits, not leading zeros) or a Principal Investigator (PI) or Co-PI in the Responsible Person field to narrow the report to WBS Elements (Projects) for that person **OR** use the steps below to search for the DUID if unknown:

- Click in the **Person Responsible** field and click on the **Drop Down** button.
- The list shows only the first 500 PI names, so click on the **Restrict Values** button.
- 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).
- **Double click on the desired name** to choose and populate a number in the field.

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

7. **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.

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

9. To view only released projects, do not click in the check box beside **Closed Projects** (if unchecked, only released projects will be displayed).

   **Note:** If you need to see closed projects as well as released, click on the check box.
10. Click on the desired radio button in the Sort Order: section to select how the report should be sorted.

11. 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)

12. Click the Execute button (F8) to display the Sponsored Projects One Line Summary Report.
On the Sponsored Projects: One Line Summary Report screen:

13. 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>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>
<tr>
<td>End Date</td>
<td>The ending date of the Project. If end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used.</td>
</tr>
<tr>
<td>Award Amount (applies to 30x – 38x codes and 20x – 28x, except for 36x and 26x codes)</td>
<td>The amount obligated by the Sponsor, as indicated in 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.</td>
</tr>
<tr>
<td>ITD Revenue</td>
<td>Inception to Date Revenue – For Projects with Award Amounts: Prior to July, 2012, this column contained revenue received (cash collected) from the Sponsor for Award based project / WBS Elements. After July 2012, when a Sponsored Research Accounts Receivable (A/R) process was implemented, this column now contains revenue posted when Sponsor invoices are generated by OSP. The beginning balance for all A/R outstanding invoices to be collected was loaded 07/01/2012. For Projects without Awards, the column represents the ITD revenue received and available to spend for the project / WBS Element.</td>
</tr>
<tr>
<td>ITD Expenses</td>
<td>Inception to Date Expenses – Expenses incurred from the beginning of the project to Report Selection dates.</td>
</tr>
</tbody>
</table>

Continued on next page.
### Award vs Expense

(For Projects with Award Amounts, applies to 30x – 38x codes and 20x – 28x, except for 36x & 26x codes)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<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). A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.</td>
<td></td>
</tr>
</tbody>
</table>

### Rev vs Expense

(For Projects without Award Amounts– applies to 36x, 39x, 26x, and 29x)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD Revenue less ITD Expenses for the Project. <strong>For Projects with Awards,</strong> this column provides an indicator of the amount for invoices that still need to be billed for expenses incurred. <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). A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</td>
<td></td>
</tr>
</tbody>
</table>

### Cur Month Exp

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.

### Commitments

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, irregardless of the Fiscal Year and Fiscal Month selected in the Report Selections field.

14. 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 for one WBS Element (Project):**

15. 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.

16. Continue to double click on desired line items to view more details and/or view the original or 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.*
17. 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:**

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