Project/WBS: Inception to Date w/ Plan (ZFR1E)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Cost Object Reporting → Project/WBS: Inception to Date w/ Plan

Note: This report can be used to include many projects and easily print the reports for all those projects at one time. There are optional steps outlined in this section that must be done in order to properly print all reports.

Note: If prompted, enter 1 in the Database profile field and click OK.

On the PROJ./WBS: Inception to Date W/ Plan: Selection screen:

1. OPTIONAL SETTINGS FOR PRINTING (for multiple projects or by BFR Code).

2. 4-8 OPTIONAL: To report by BFR Code (Org. Unit).

3. To report by individual project(s)

For reporting by individual Project(s) FOLLOW THE NEXT THREE STEPS, THEN CONTINUE TO STEP 9.
Project/WBS: Inception to Date (cont.)

1. **Optional:** If you intend to print a report for each project selected, the following steps must be used before executing the report in order to print one report per each project (vs. two copies per project):

   - Click on the Get Variant button.
   - Ensure the Created by field is blank.
   - Enter PRINT in the Variant field.
   - Click on the Execute button.

   *Note:* Once in the report and ready to print, be sure to select the All reports button option. See the Printing section of this Guide for more details. **If Step 1 above is not followed, then each project included will produce two duplicate printed reports per project.** Also this variant populates the Status field, so you may skip the next step.

2. If Step 1 is not done, to include only current projects in the report (to exclude any closed projects):

   - Click on the Status button.

   - Ensure that the value current is already displayed in the Project definitions field OR enter the value if needed (defaults as part of PRINT variant if used).

   - Click the Continue button.
Project/WBS: Inception to Date (cont.)

3. Enter one or more WBS Elements (Project numbers) in the Project field (use Multiple Selection button if needed).

Note: If using a BFR Code, DO NOT enter a project in the Project field, but follow the next steps. Ensure the WBS element field is blank (only used for projects with levels).

OPTIONAL: For reporting by BFR Code/Org. Unit (or Parent or Grant Administrator ID):

4. Click on the Dynamic Selections button to display the Field Choice for Dynamic Selections screen.

On the Field Choice for Dynamic Selections screen:

5. Scroll down to the bottom of the list and click on the triangle to the left of the folder called Spon. Proj. Fields.

6. Scroll down to the bottom and double click on BFR Code (or Parent or Grant Administrator ID) to display the field to the right of your screen.

7. Enter the ten-digit BFR Code in the BFR Code field displayed (replace ending 0’s with an * when entering a higher level BFR) OR use values for Parent or Grant Administrator ID fields.

8. IMPORTANT: Enter an asterisk (*) as a wildcard in the Project field (or WBS Element field for Projects with levels).

Note: Once all fields are chosen and values for the fields are entered, if you wish to save a selection screen variant using the Save As Variant button, be sure to CHANGE the name that defaults from PRINT to a name that you designate for your own variant. DO NOT SAVE OVER THE VARIANT PRINT AS OTHERS USE THAT VARIANT AT DUKE.
Once the Project(s) or BFR Code/Org. Unit are selected:

9. Leave a 0 in the Plan version field (defaults).

10. Enter the current fiscal year in the Fiscal year field.

11. Enter either the current fiscal period or last closed fiscal period in the Current period field, as desired.

12. Enter one of the following in Cost element group field as outlined below:

   - SPAWEXP = When selecting Projects with Awards (generally projects beginning with 20x – 28x, except for 26x AND 30x – 38x, except for 36x AND A0x – A8x, except for A6x) to exclude Revenue for easier viewing of the balance for a project (Award Amount/Plan less Inception to Date Expenses).

   - SPREVEXP = RECOMMENDED when selecting Projects with Awards (generally projects beginning with 20x – 28x, except for 26x AND 30x – 38x, except for 36x AND A0x – A8x, except for A6x) to view both the balance for the project (Award Amount/Plan less Inception to Date Expense) AND to view revenue posted when Sponsor invoices are generated by OSP or TBS for expenses incurred on the award project.

   - SPREVEXP = RECOMMENDED when selecting Projects without Awards (generally for projects beginning with 26x, 29x, 36x, 39x, A6x and A9x codes with some 24x, 28x, 34x, 38x, A4x, and A8x as exceptions) to compare Revenue to Inception to Date Expense for the balance of a non-award project.

   - SPREVEXP = RECOMMENDED when selecting a mix of projects with and without Awards.

MORE GROUPS CONTINUED ON THE NEXT PAGE
• **SP_SUBRPT** = **RECOMMENDED** when selecting sub-codes established for subrecipients, this will align the report results (Plan & Expenses) with the categorical format of a subaward budget.

• **SPREVIEWG** = to review cost elements that are considered questionable according to the federal government and the Office of Sponsored Programs.

• **SPCAS, SPCAS_PR, or SPCAS_NOPR** = to view G/L accounts that may need a Cost Accounting Standard (CAS) form based on all G/L Accounts, Payroll related G/L Accounts, or Non-Payroll related G/L Accounts.

  **Note:** An alternate option to entering a Cost Element Group is to enter a single (six digit) cost element or range in **Or values field(s)** or use the **Multiple selections** button to enter multiple six digit values.

13. Click on the **Execute** button (F8) to display the ITD Project: Result screen (click **OK** button if an Information box appears).
On the ITD PROJ report screen:

Note: If more than one project was selected, the report’s initial display will be a consolidated view of all projects. Use the far left navigation pane to navigate to individual projects as outlined in the next steps.

The yellow highlighted lines are subtotals and the levels of subtotals are indicated with asterisks. For Projects with Award amounts, the Balance column for the Total Project Costs row contains the remaining amount left to spend. For Projects without Award amounts, the ITD Actual column for the Cost Element Group total row contains the remaining amount left to spend.
Project/WBS: Inception to Date (cont.)

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

<table>
<thead>
<tr>
<th>Cost Elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Elements</td>
<td>The six digit cost element and description (identifies what type of revenue or expense is posted, i.e., G/L account).</td>
</tr>
<tr>
<td>ITD Plan</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 TBS; c) budget at TBS 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>Curr Mo Actual</td>
<td>Total of the current month’s expenses (direct and indirect) and revenue for the Project for the Fiscal Year and Fiscal Month selected for the report.</td>
</tr>
<tr>
<td>YTD Actual</td>
<td>YTD revenue and expense for each cost object as of the fiscal period and fiscal year selected.</td>
</tr>
<tr>
<td>ITD Actual</td>
<td>Inception to Date revenue and expense amounts incurred from the beginning of the project to Report Selection dates. This column is useful for Projects with and without Award amounts. For Projects without Award amounts, the amount in this column on the Cost Element Group total row (bottom of report) is the remaining amount left to spend. A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</td>
</tr>
<tr>
<td>Balance</td>
<td>For Projects with Awards, this column compares ITD Plan (Award amount) and ITD Actual (Expenses) and the remaining amount left to spend is located in this column on the Total Project Costs row (toward bottom of report). A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount. For Projects without Award amounts, the amounts in this column equal those in the ITD Actual column with the signs reversed (revenue is a debit, expense is a credit). Therefore, on the Cost Element Group total row, a positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded revenue.</td>
</tr>
<tr>
<td>Commitments</td>
<td>Total of 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>

15. 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.
Project/WBS: Inception to Date w/ Plan (cont.)

To view which Projects are included on this summary report and navigate to a variation of the report for just one project:

Note: This function is only available on summary reports and only displayed and useful if more than one Project is included on the report.

16. If not already displayed on the left side of the report, click on the  Navigation on/ off button to display the Variation: Object pane in the left side of the split screen.

17. Click on the button to expand the folder groups if applicable (if more than one project is included on the report, then the *All Selected Projects folder contains all the individual projects and if selected on the left, then the report view is the consolidated one totaling all projects).

18. Locate the desired Project by navigating through the graphical hierarchy (open folders if needed).

19. Click once on the line for the desired Project to display the individual report for that selected project in the right pane.

20. To return to the original report setting (the consolidated view) if desired, click once anywhere on the * All Selected Projects (text beside the top folder of the display tree).

To collapse or expand line items above subtotal and total lines:

21. To collapse or hide lines above a subtotal (highlighted in color), click on the  Collapse button to the left of a subtotal.

22. To expand or show the lines again, click on the  Expand button to the left of a subtotal that is collapsed.

Note: To quickly collapse or expand all subtotals / totals, use the menu path View → Expand report fully or View → Collapse report fully.
To drill down to more details for a specific cost element:

23. **Double click** on the **amount** in any of the **actual columns or the commitment (encumbrance) column** for the desired single Cost Element or Cost Element Group (subtotals).

   *Note: If you double click on the cost element (blue shading), a dialog box will prompt you to choose a report. Double click on your choice (like actual cost or commitment line items).*

24. Once in the drill-down line item report, **double click on a line item** (anywhere in the row) to see the originating document and then use the Back button to exit the document and return to the line item report.

25. When ready to exit the line item report and return to the original Project ITD report, click on the Back button and click on the resulting Yes button to exit the line item report.

**To exit the report when ready:**

26. Click on the Exit button or press **Shift+F3** until the initial SAP screen is displayed.