SAP

University Reporting - Sponsored Projects Guide

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Sponsored Project Master Data

Each Project in SAP contains information known as master data. Master data are fields of data that define the Project (known as project definition), such as who is responsible for the Project (Principal Investigator) at Duke or who is the applicant (Sponsor). Projects also have customer defined fields that Duke can use for additional information about the Project. Customer defined fields include fields that indicate if a project has an award or not as outlined below.

Projects with Award amounts that may begin with the numbering scheme of 20x – 28x, except for 26x AND 30x – 38x, except for 36x AND A0x – A8x except for A6x.

Projects without Award amounts (non-awards), which are dependent on revenue collected to date, may begin with the numbering scheme of 26x, 29x, 36x, 39x, A6x, and A9x (with some 24x, 28x, 34x, 38x, A4x and A8x may be exceptions). Some projects in the 29x, 39x, or A9x range are clinical trials and may have an award amount.

All of this information can be helpful in reporting. Reports are available for master data (no dollar amounts), such as a list of all projects by responsible person. The master data can also be used to select data for some financial reports and is included as data on most reports.

This section covers:

Project Definition – focusing on the master data in the customer defined fields for Sponsored Projects.

Cost Element Groups – displaying groupings of cost elements (G/L accounts) that can be used on financial reports. Cost element groups determine what revenue and expense amounts are included on a report and how the amounts are grouped and subtotaled on a report.

Project Info System: Project Definition Master Data Report - displaying a list of Projects by different selections like Responsible Person (Principal Investigator) or Organizational Unit (BFR code).

Project Master Data Information Sheet - displaying a more printer friendly report for the master data in the customer defined fields of the Project Definition.
Overview of the transaction:

- This transaction is used to display the master data in SAP for a Project / WBS Element, including the Customer Fields which are master data elements unique to Duke sponsored projects.
- Examples of master data associated with a project are the Duke Unique Id and name of the Principal Investigator, the Sponsor, the BFR Code associated with the project, the award amount if applicable, and who is involved in management of the project.
- Many of the master data fields may be used to select criteria and generate reports. In addition, the master data may be included as data in the reports.
- The fields are updated through Treasury Billing Services (TBS) in conjunction with Accounting Systems Administration (ASA) and the Office of Sponsored Programs (OSP). Some fields are updated by Department Administrators and Grant Managers in the owning department.
- For a quick reference on navigating and updating key fields, go to: https://finance.duke.edu/resources/training/research/MasterDataCustomerFields.pdf

On the Display Project: Initial Screen:

1. Enter a seven digit number for the desired project in the Project Def. (Definition) field.
Note: A number can be entered in the WBS element field (versus the Project def field) if the project is multi-leveled, to view information about one WBS element in a project and any levels below that WBS element. The matchcode search can also be performed for either field.

2. Click on the Proj. definition button (Shift+F1) to display the Display Project: Project Definition screen.

Note: While the WBS Element Overview button is also available and either button may be used at this point, the Project Definition button contains screens with Duke specific values that apply to the entire project. The WBS Element Overview button is good for multi-level projects.
3. Review the seven digit cost object number in the Project Def. field and the long text description beside that field – specific formats apply based on the type of award, sponsor, etc.

4. Review the general data about the project on the **Basic data** tab as outlined in the next steps.
5. **System status** – the status of the entire project (seven digit Cost Object) per the list of active values below:
   - **REL** = Project is fully released and active; open for revenue and expense postings.
   - **CLSD** = Project is closed; no longer open for postings in SAP.
   - If **CRTD** is displayed, there was an error when the project was set-up; please contact Treasury Billing Services to have this field corrected.

6. **User status** – the status of the award document (multiple values may be displayed) per the active values listed below:
   - **ACPT** = Accepted – the award document is fully accepted by the Sponsor.
   - **ADV** = Advance – the WBS Element was requested by the department in advance of a fully executed Award, whether the pre-award spending is allowed and/or approved or not.
   - **NCR** = Non-competitive Renewal - the WBS Element was created for Non-Competing Renewals typically 90 days prior to the new year of funding without communication from a pre-award office
   - **PEND** = Pending Acceptance - means that the pre-award office requested the WBS Element and has a fully executed agreement, but are missing information needed to award the project in the Sponsored Projects System, known as SPS. Some examples of missing information include a conflict of interest form, a detailed budget, or the Principal Investigator has not completed Research Costing Compliance training.

*Note: For WBS Elements created before 12/02/08, if the award document was accepted (ACPT), the User Status field will remain blank.*
7. **Person Respons.** – the Duke Unique ID (DUID) and name of the primary person responsible for the entire project (Principal Investigator / PI # 1).

8. **Applicant no.** – the number assigned to the Sponsor of the project and the corresponding name (includes branches of government sponsor), if applicable.

9. **Start and Finish dates** – either the actual begin and end dates for the Project/WBS Element OR the Budget Start and End dates which signify the start and end date of the current budget period (the budget period is the interval of time into which a project period is divided for budgetary and funding purposes, such as for R01 5 year grants that get a new code every year).

10. **Company code** – the company code to which the project belongs at Duke.

11. **Plant** – the plant code for purchases related to the project.

12. To view when the project was created or last changed, click on the **Administration** tab

    *Note:* *The other tabs do not contain data that is as important to most users.*
To display the customer specific fields from the Display Project: Project Definition screen:

13. Follow the menu path: Details → Project definition customer fields (only available from Display Project: Project Definition).
Display Project - Customer Fields (cont.)

On the resulting screen, review the fields as defined in each section of the screen and corresponding individual steps outlined below by those sections – maximize your screen and scroll down to view all fields.

1. **Project Definition** – the seven digit cost object for this Project. Specific formats apply based on the type of award, sponsor, etc. Please note this field is not editable.

2. **Parent** – when more than one WBS Element is issued for a single project, one WBSE is designated as the seven digit “parent” number. The owning Budget and Financial Responsibility (BFR) code for this parent cost object is responsible for overall financial oversight. If the parent WBSE is incorrect or if a WBSE needs to be linked or unlinked from a parent, a request should be sent to Treasury Billing Services (TBS).

3. **Project Period Dates (Begin and End)** – the actual begin and end dates for the competing segment of the Project/WBS Element (the life of the project which may be different than Start and Finish / Budget dates). The competitive segment may consist of multiple budget periods which can be found in the Total Budget Periods and Budget Period Dates section outlined in the next pages of this section. TBS is the contact for any changes to the dates.
4. **Issue Date** – the date that the award is issued to Duke and is populated only for direct federal awards and those with federal flow through funds.

5. **Dept. Administrator** – the Duke Unique ID and name of the departmental contact for the sponsored project and automatically assigned based on the departmental BFR Code/Org. Unit. The Department Administrator updates some master data like the Grant Manager fields, and is not involved in any workflow. This field is updated by Accounting Systems Administration (ASA) at the BFR Code level and is not associated with any approval workflow for transactions.

6. **SPS Number** – the Sponsored Projects System number assigned to proposals and awarded Sponsored Projects. This field is populated if the project is externally sponsored or funded.

7. **PreAward Office** – the Office responsible for a particular sponsored or restricted project as outlined below:

   (Use the Drop-down button in the field to see values and descriptions while on the screen.)

   - **ORA** – Office of Research Administration (SOM)
   - **ORS** – Office of Research Support (Campus)
   - **FRP-SOM** – Financial Resource Planning for SOM
   - **END** – Endowment Office
   - **DCR** – Duke Office of Clinical research and supports areas with Clinical Research
   - **CRC** - Office of Corporate Research Collaboration and supports School of Medicine and School of Nursing research and educational efforts regarding agreements with external industry, non-profit/foundation, and government entities for clinical and non-clinical research and educational programs
Display Project - Customer Fields (cont.)

8. **Grant Manager 1** – the Duke Unique ID and name of the responsible financial person in support of the Principal Investigator (PI) for all financial aspects of grant oversight. Oversight includes monitoring allowability, allocability, and reasonableness of all expenditures charged to a grant, effort management (commitments, overcommitments, etc.), and budget management (budget categories, overspending, projections, etc.). The Grant Manager 1 is associated with workflow of transactions and is updated by the Departmental Administrator.

9. **Contract ID** – an identifier specific to contracts; not used for grants. If displayed, the field links all awarded task orders that are issued separate parent WBS Elements and allows departments to use the Contract ID to search and run reports for all WBS Elements associated with a contract where they are not able to use the Parent code.

10. **Person Responsible (PI # 2)** – the Duke Unique ID and name of the person with scientific oversight of the project in addition to the Principal Investigator (PI). In some cases, the field contains the person serving as the Co-Principal Investigator per the award document. In other cases, it will identify the Project or Core PI for program projects. This field is updated through TBS.

11. **CC Backstop** – the seven digit Cost Center to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. If the field is blank, then refer to the WBS Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see next field). This field is maintained by the Grant Manager 1 or 2, or the Department Administrator for the WBS Element (WBSE).
Display Project - Customer Fields (cont.)

12. **WBS Backstop** - the seven digit WBS Element (WBSE) to be used as the funding source if the WBSE project has a cost overrun. Late activity that is transferred off of the WBSE will be moved to this cost object as well. There are restrictions on the type of WBSE allowed as the backstop – typically the 291xxxx and 391xxxx are the only WBSEs allowed. If the field is blank, then refer to the CC Backstop field (only one Cost Center or one WBS Element entry is allowed as a backstop – see previous field). This field is maintained by the Grant Manager 1 or 2, or the Department Administrator for the WBS Element (WBSE).

13. **Dept. Project Name** – an *optional* text input field for the department to assign a meaningful project name for the Principal Investigators and project staff (maintained by the Grant Managers or Departmental Administrator).

14. **OSP Liaison** – the Duke Unique ID and name of the person in the Office of Sponsored Programs serving as the liaison to the department for the WBS Element.

15. **PO Number** – the Sponsor’s Purchase Order number as a reference to be included on invoices sent to the Sponsor, if applicable (most Sponsors do not require a PO number).
### Required Reporting

<table>
<thead>
<tr>
<th>Required Reporting Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Fund Code - Long Text</td>
<td>the description of the project obtained from the award document (may contain the federal grant number).</td>
</tr>
<tr>
<td>17. Subrecipient Number</td>
<td>if applicable, the number and name of the organization to which Duke has awarded a subcontract – this information is linked to the Applicant Table.</td>
</tr>
<tr>
<td>18. CFDA Number</td>
<td>the Catalog of Federal Domestic Assistance number assigned by Federal Sponsors, if applicable.</td>
</tr>
<tr>
<td>19. DUNS#</td>
<td>the Data Universal Numbering System (DUNS) number is a unique numeric identifier assigned to each business entity, including higher education institutions, and a reporting value used by OSP.</td>
</tr>
<tr>
<td>20. Federal Prime Grant Number</td>
<td>the sponsor’s unique identifier for federally sponsored projects, including Federal flow through projects.</td>
</tr>
<tr>
<td>21. Federal Prime Sponsors Name</td>
<td>the Federal Sponsor’s name for federally sponsored projects, including Federal flow through projects.</td>
</tr>
</tbody>
</table>
22. **Letter of Credit Attribute** – an indicator to identify the ability to draw down revenue funds from the Sponsor's payment system as allowed by the Sponsor.

- Values starting with a **Y** indicate the WBSE is on letter of credit draw and may draw down funds from a Sponsor’s payment system.
  - **YG** means funds are drawn down into a “pooled account”
  - **YP** means the funds are drawn down into “sub-accounts”.
  - **YO** means LOC “other” and is used for NSF and other non-DHHS federal agency LOCs as provided in Notice of Award (NoA).

- Values starting with an **N** indicated the WBSE is not paid by letter of credit (NO), or has a letter of credit with limitations on the ability to draw down funds (N1 – N5).
  - **N0** means letter of credit and draw down of funds in not allowed
  - **N1** means the award will be paid via LOC, but is in Pre-Award stage for PEND, NCR, or ADV statuses per the User Status field on the previous screen.
  - **N2 – N5** concerns the Financial Conflict of Interest (FCOI) form.

- The values are helpful when completing the Closeout Tasklist. If the LOC attribute starts with a **Y** or an **N** value other than **N0**, then the revenue section can be marked with NA for not applicable.

- For more information on a specific code, contact your OSP Liaison.

23. **LOC Key** – a federally assigned number and used by central administration as a reporting value.
24. **Prev. Pooled** – a value updated by Era Document Management to indicate if the project was previously LOC – Pooled and has been transferred to LOC – Subaccount for reporting purposes within a competitive segment of the project per the Federal Sponsor (blank = No; Y = Yes). This is used for tracking purposes by central administration.

25. **BFR Code** – the 10 digit organizational code (also known in SAP as Org. Unit for financial reporting) which identifies the division or department responsible for financial oversight. Requests to update this field on externally sponsored awards require management center approval and are initiated through Treasury Billing Services. For non-award discretionary WBS Elements, requests to update this field are initiated through Accounting Systems Administration.

26. **Rebudget Class** – a CAS policy related code that allows users to differentiate between sponsor required and restricted sub-codes, including internal and external sub-codes. The Rebudget Class determines if we can aggregate dollars across certain sub-codes to meet the CAS $500 minimum requirement.

   - **I = Internal** – created for convenience and not as a requirement. **The $500 minimum can be met across all codes denoted as Internal codes (I).** When Grant Managers submit a rebudget form through Duke@Work, then the pre-award office at Duke can approve the rebudget.

   - **S = Sponsor required** – Indicates a Sponsor required budget with restricted sub-codes where no aggregate of dollars across sub-codes is allowed (e.g., Diversity supplement on a federal grant). Also rebudgets need to be approved by the Sponsor, rather than by Duke.

   - **R = Subcontract** - Identifies sub-recipient agreements and also sponsor required. Sponsor sub-codes and sub-recipient codes are created in order to maintain separate accounting based on sponsor requirements and monitoring.

27. **Billing Section** = the OSP billing section responsible for the Sponsored Project (if Expedited field = N).
Display Project - Customer Fields (cont.)

28. **Expedited** fields = an indicator of which central office is responsible for invoicing and financial reporting, per the guidelines below:

- The owning department is responsible for invoicing required on WBS Elements in the 29x and 39x range.
- Of the centrally billed awards, the majority will have a Y in the Expedited field, which indicates Treasury Billing Services is responsible for **routine non-final invoicing**.
- A value of N in this field indicates that the assigned billing section (see previous field) in the Office of Sponsored Programs is responsible for the invoicing.
- The Office of Sponsored Programs is responsible for the **final invoice and closeout**, as well as all financial reporting on all centrally billed awards, even those with a Y in the Expedited field.
29. **Plan** – (Y or N) a Yes or No indicator to identify if the Sponsored Project has a plan to be distributed to budget categories.

30. **Total Award** – the total amount awarded by the sponsor; includes both Direct and F&A (Indirect) costs.

31. **Funding Basis** – an indicator of the invoicing method for how the Sponsor payments are collected and whether a project is funded based on cost reimbursement or fixed price. Cost reimbursement means unspent funds are returned to the Sponsor. Fixed price means unspent funds may be retained by Duke. The values for this field are as follows:

**Cost Reimbursement Funding Basis**

- **CRE** – Cost Reimbursable as Expended: Invoices are issued as costs are incurred based on the frequency specified in the agreement.

- **CRS** – Cost Reimbursable as Scheduled: The agreement includes a payment schedule with specific dates and amounts due.

- **CRT** – Cost Reimbursable as Triggered: Payments are due and invoicing occurs when a milestone, deliverable, or capitation threshold has been met or completed. No specific dates are provided for when the items are due; therefore the submission of the deliverable, meeting of the milestone, or patient visit ‘triggers’ the payment. **Progress reports and financial reports are not considered a deliverable**; if these are the only things required for payment then it should be categorized as CRS.
Fixed Price Funding Basis

- **FP – Fixed Price:** The agreement includes a payment schedule with specific dates and amounts due. Payment is not dependent upon receipt of deliverables or enrollment of patients.

- **CAP – Capitation:** The agreement specifies an amount to be paid per patient enrolled or procedure performed.

- **DT – Deliverable/Tasks:** The agreement specifies an amount due per deliverable, milestone, or task, and invoices are issued as these are completed or met. **Progress reports and financial reports are not considered a deliverable;** if these are the only things required for payment then it should be categorized as FP.

32. **Capit / Deliv Max Amt** = an amount to indicate the maximum threshold for an award based on capitation or deliverables.

33. **Carryforward Allowed** – (Y or N) a **Yes** or **No** indicator to identify if yes, the sponsor allows carry forward of unexpended funds from one budget period to the next budget period without prior sponsor approval. An N value indicates that carryforward is not allowed unless prior written approval from the sponsor is obtained.

34. **Contract** – (Y or N) a **Yes** or **No** indicator that applies only to federally funded projects that reference FAR clauses, federally funded Purchase Orders, IPA Agreements, and nonfederal awards (Federal Prime) that reference FAR clauses.

35. **SBSP** – indicates if a Small Business Subcontracting Plan is involved with this award or not, and is applicable to contracts as required by the sponsor.

36. **Program Income** – (Y or N) a **Yes** or **No** indicator to identify if gross income is to be earned on the Sponsored Project. Program income is money earned by a grant recipient from activities which are supported by the direct costs of an award.
37. **Inv Req** = an indicator as to whether Duke is required to invest unspent funds during the life of the award.

38. **ARRA** – *(Y or N)* a **Yes** or **No** indicator to identify if the project is funded by stimulus money via the American Recovery and Reinvestment Act (ARRA) and requires special reporting.

39. **Foreign Currency** – an indicator to denote when a sponsor is invoiced and pays in a foreign currency.

40. **AR Email 1, 2, 3 fields** = email address for use in the Accounts Receivable process.
41. **Calculate F & A** – (Y or N) a **Yes** or **No** indicator to identify if F & A (Indirect) costs will be calculated for the Sponsored Project. Sometimes the value of N may be used for other purposes. OSP may update the field to N once the final report has been submitted when closing a WBS Element to prevent any additional F & A from posting as late activity. In addition, the F & A value may be Y but the allowable percentage is 0. So use the related F & A fields together to determine if F & A is calculated.

42. **Approp Code** – the appropriation code used in the F & A Appropriation and determined by the BFR assigned to the award and whether the sponsor is a Government or Non-Government agency.

43. **Dist Code** – the recovery distribution code used in the F&A Appropriation.

44. **Theoretical F & A Cost Percentage** – indicates the DHHS negotiated F & A percentage rate in effect when the award was received (current rate is 59 = 59% for newer projects; older projects may have a lower rate based on the project).
45. **Allowable F & A %** - the award specific F & A rate obtained from the award documents and/or the approved budget (e.g. 59% = 59, 57% = 57 as in this example, 8.5% = 8.5). If the Allowable F & A % does not equal the Theoretical F & A Cost Percentage, then cost sharing applies for the difference. Cost sharing means that Duke calculates the F&A expense at the higher theoretical rate, but the Sponsor will only reimburse that project at the allowable rate. So Duke must share the cost of the difference in the two percentage rates. The Office of Sponsored Programs manages the posting of F&A cost sharing and no involvement is needed by the Grant Manager in calculating the cost share amounts.

46. **Theoretical Cost Element Group** – Group of Cost Elements used for calculating the Theoretical F & A Costs and may be used to run reports for analysis.

47. **Allowable CE Group** – Group of Cost Elements used for calculating the Allowable F & A Costs and may be used to run reports for analysis.

48. **Departmental Discretionary Fund 1** – identifies the departmental code for F&A allocation (**ONLY** populated when Recovery Cost Distribution Codes of 9, 10, 22, or 23 are used in the field above).

49. **Fund 1 Percentage** – identifies the percentage to be distributed to the departmental code for F&A allocation (**ONLY** populated if Departmental Fund 1 contains data).

50. **Departmental Discretionary Fund 2** – identifies the departmental code for F&A allocation, if applicable

51. **Fund 2 Percentage**– identifies the percentage to be distributed to the departmental code for F&A allocation (**ONLY** populated if Departmental Fund 1 contains data).
52. Scroll down to view more fields.

   Note: The FCTR section contains fields pertaining more to central offices and are not outlined here.

53. Total Budget Periods – the number of budget periods in the competitive segment of the WBSE along with a breakdown of the individual budget periods (to and from dates) used for the Faculty Projections and Reporting Tool. The math will be different for projections on award based projects versus those that are non-award, cash based projects.

54. Payroll Reconciler – the Duke Unique ID and name of the person designated to view payroll detail at the cost object level in order to reconcile payroll activity.

55. Grant Manager 2 – the Duke Unique ID and name of the person designated as backup for the Grant Manager 1 assignment. The Grant Manager 2 is updated by Departmental Administrator and is associated with workflow of transactions.

56. Travel Alt. Approver 1 and 2 fields- the Duke Unique ID and name of the person designated as the approver or backup approver for workflow of any online expense forms. These fields are updated by the Departmental Administrator.
57. **SRM Alt. Approver** – the Duke Unique ID and name of the person designated as the alternate approver specifically for [Buy@Duke orders](#) (instead of or in addition to the Grant Manager 1 field for approval of Buy@Duke orders).

58. **AP Check Request Approver 1 and 2** fields – the Duke Unique ID and name of the person designated to be the approver or backup approver for any online AP Check Requests. This field is updated by the Departmental Administrator.
To view the WBS Element Overview (Display Project: WBS Element Overview screen):

1. Click on the WBS Element Overview button to display the Display Project: WBS Element Overview screen.

   Note: The WBS Element Overview button is available from the Display Project: Initial Screen or the other Project Definition screens:

2. Click on each tab to view the column field information available within that tab (good for multi-level projects like DCRI).
3. Click on the **Total** tab to display all column fields for all the tabs combined into one tab.

4. On the **Total** tab, use the **horizontal and vertical scroll bars** to view data, such as:
   - Scroll to the **User Status** column (now shown) which will be populated with a value like **FINL** on the first level WBS Element during the closeout process, after the Closeout Documents are submitted. Costs charged to the project should be stopped as of the project end date with very limited exceptions. The values for this field facilitate the management of late activity and closing of the WBS Element.
   - Scroll to the **Federal Funds** column (last column) and a check mark in this field indicates this Project / WBS Element is has federal funds, which means fringe supplements will not be calculated.

5. On the **Display Project: WBS Element Overview** screen, use the **Project Definition** button to navigate back to the **Display Project: Project Definition** screen as needed.

**To exit the screen when ready:**

6. 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 values below in Cost element group field (groups below are specifically for Sponsored Project reports):

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREVEXP</td>
<td>A group containing both revenue and expense cost elements for Projects:</td>
</tr>
<tr>
<td></td>
<td>- Recommended for Projects with Awards (generally for projects that may begin with 20x – 28x, except for 26x AND 30x – 38x, except for 36x AND A0x – A8x, except for A6x) to compare the Award (Plan) amount to the ITD Expenses and view the balance of a project / WBS Element, as well as to track the revenue posted when Sponsor invoices are generated against the ITD expenses being incurred.</td>
</tr>
<tr>
<td></td>
<td>- Recommended for Projects without Awards (generally for projects that may begin with 26x, 29x, 36x, 39x, A6x and A9x, with some 24x, 28x, 34x, 38x, A4x, or A8x as exceptions) to compare revenue to expense for the balance on a report.</td>
</tr>
<tr>
<td></td>
<td>- The group of SPAWEXP and SPREV are sub-groups within this group.</td>
</tr>
<tr>
<td>SPAWEXP</td>
<td>A group containing only expense cost elements for Projects – better for Projects with Awards to exclude revenue on reports when desired.</td>
</tr>
<tr>
<td>SP_SUBRPT</td>
<td>Recommended when selecting sub-codes established for subrecipients, this will align the report results (Plan &amp; Expenses) with the categorical format of a subaward budget.</td>
</tr>
<tr>
<td>SPREVVGL</td>
<td>A group containing expense cost elements for review that are considered reviewable according to the federal government and Office of Sponsored Programs. Examples are administrative salary, telephone, office supplies, etc.</td>
</tr>
</tbody>
</table>

GROUPS CONTINUED ON NEXT PAGE
Display Cost Element Group (cont.)

| SPCAS, SPCAS_PR, SPCAS_NOPR | Groups used on some reports to monitor which-G/L Accounts need the Cost Accounting Standard (CAS) Rebudget forms (G/L Accounts that have expenses and no Plan indicate there is no CAS form on file). SPCAS has two subgroups: SPCAS_PR (for Payroll G/Ls) and SPCAS_NOPR (for non-Payroll G/Ls). |

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.
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.
Project List (cont.)

To add extra fields to the selection (example, ensuring that the result includes only projects for a certain BFR Code, PI, or Parent Code):

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

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

8. Note the extra selection input fields that are already displayed on the right side of the screen (highlighted in green on left).

Note: There are many fields on the left that may also be selected. The PROJECTLIST variant has defaulted some recommended selection fields for your convenience. Refer to the Advanced Reporting Guide for more on using the Dynamic Selection function.
9. Note the 0010 value defaulted in the **Company Code** field – do not delete this value.

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

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

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

12. **For a list of all Projects linked to a specific Principal Investigator (PI) / Responsible Person**, enter the Duke Unique ID / DUID (last digits, not leading zeros) for the PI in the **Person Responsible** field OR if not known, use the steps below to search for the DUID for the field:
   - Click in the **Person Responsible** field (first, shorter field) and click on the **Drop Down** button for the field.
   - 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.

   **Note:** If the **Person Responsible field is not displayed**, find it under the **Master Data** folder on the left side.
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).
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 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).
Project List (cont.)

- 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.
Project Master Data Information Sheet – Sponsored Research (ZF403)

Via User Menu: Financials → Financial Master Data (or Grant Manager Reporting) → Project Master Data Information Sheet – Sponsored Research

Note: This transaction displays a printer friendly sheet of the master data for the customer defined fields that are displayed in the Project Definition for a project.

On the ZF403: Project Master Data Information Sheet – Sponsored Research screen, enter selection fields per below:

1. To select by project, enter one or more 7 digit WBS Elements (Project numbers) in the Project field.

2. To select all the projects associated with a parent code, enter one or more 7 digit WBS Elements (Project numbers) for the parent code in the Parent field.

Note: For any of the fields outlined below, use the single field, range of fields, or Multiple Selection button as needed.
Project Master Data Info. Sheet (cont.)

3. To select all projects associated with a primary Principal Investigator (PI), enter the Duke Unique ID (DUID) for the PI in the Person Responsible (PI#1) field.

   Note: If needed, use the Drop-down button for this field to search for the DUID for a PI per steps outlined in the previous sections.

4. To select all projects associated with a BFR Code (Org. Unit), enter the desired top or lower level BFR code (10 digits) in the first BFR Code field (DO NOT ENTER A RANGE).

5. To select all projects established on a certain date or within a range of dates by the Office of Sponsored Programs, enter the date or range of dates in the Created on date field.

6. To select all projects created by a certain User ID, enter the SAP User ID of the person in the Office of Sponsored Programs who created the projects in the Created by field.

7. To choose the look or view for the sheet(s), click on the radio button beside one of these options:
   - Summary Report = a more summarized report with less fields of information displayed.
   - Detailed Report = a more detailed report with more fields of information displayed.

   Note: Refer to the Display Project & Customer Fields section of this Guide for the description of all the fields shown on the Summary and Detailed Reports.

8. To execute the sheet(s) when ready, click on the Execute button.
9. Review the fields of information shown for the project or projects selected.

Note: The amount of data displayed on the sheet depends on whether you selected the Summary or Detailed view. Refer to the Display Project & Customer Fields section of this Guide for all the field descriptions shown on both views.

10. To scroll through the sheets if more than one project is selected, use these buttons on the toolbar at the top:

- **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.

11. To print the sheet(s) as needed, refer to the instructions in the Printing a Report section of this Guide.
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](image) 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](image) button to enter multiple numbers for Parent Level WBS Elements if needed – *DO NOT USE MULTIPLE SELECTIONS 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](image) 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.
Accts. Rec. One Line Summary (cont.)

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** 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.*
### 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 (applies to 20x – 28x, 30x – 38x, and A0x – A8x codes except for 26x, 36x, and A6x codes)</td>
<td>The amount obligated by the Sponsor per the award document. If the Award Amount indicates 0.00: and the status is REL (released) – a) project does not have an Award Amount, b) project was set up in advance and Award has not yet been received by OSP; c) budget at OSP does not equal Award Amount; If the Award Amount is 0.00 and the status is CLSD (closed) – a) code ended prior to 07/01/98 Award Amount and legacy data was not available to upload to SAP.</td>
</tr>
<tr>
<td>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 (for Projects with Award Amounts and mostly applies to 20x – 28x, 30x – 38x, and A0x – A8x codes except for 26x, 36x &amp; A6x 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>Rev vs Expense (for Projects without Award Amounts and mostly applies to 26x, 29x, 36x, 39x, A6x and A9x)</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>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 CJ13).

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

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).
Spon. Prog. One Line Summary (cont.)

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:

#### Project
The seven digit Project number (i.e., fund code).

#### Description
The description of the Project.

#### Org Unit
The ten digit Organizational Unit number for the Project (i.e., BFR code - replaces Component).

#### PI
The name of the Principal Investigator for the Project.

#### Begin Date
The beginning date of the Project.

#### End Date
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.

#### Award Amount (mostly applies to 20x – 28x, 30x – 38x, and A0x – A8x codes except for 26x, 36x and A6x codes)
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.

#### ITD Revenue
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.

#### ITD Expenses
Inception to Date Expenses – Expenses incurred from the beginning of the project to Report Selection dates.

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Continued on next page.
Spon. Prog. One Line Summary (cont.)

Award vs Expense
(for Projects with Award Amounts (mostly applies to 20x – 28x, 30x – 38x, and A0x – A8x codes except for 26x, 36x, & A6x codes)

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.

Rev vs Expense
(for Projects without Award Amounts– mostly applies to 26x, 29x, 36x, 39x, A6x, and A9x codes)

ITD Revenue less ITD Expenses for the Project. **For Projects with Awards**, this column provides an indicator of the amount for invoices that still need to be billed for expenses incurred. **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 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.

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.
Spon. Proj. One Line Summary (cont.)

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.
University Cost Object and Line Item Reports

The SAP system provides a variety of reports specifically for WBS Elements that are Sponsored Projects. These reports provide financial information at varying degrees of detail. The User Menu has been developed to include the most frequently used transactions for reporting.

Project/WBS: Inception To Date Project (with Plan)

- Provides summarized detail by cost element (i.e., G/L account).
- Includes the plan (budget or award amount) and all expenses and/or revenue since the inception of the project (project-to-date).
- Can also include multiple projects or a grouping of projects (i.e., by Organizational unit or BFR code). This type of report is good for the “big picture” view of cost element to plan detail.

Project/Work Breakdown Structure line item reports

- Provide detailed information about the line items that make up a summarized total on cost element reports and others.
- Displays either actual amounts or commitment amounts (i.e., encumbrances).
- Good for analyzing details and monthly reconciliations. The line item reports do not show plan to actual comparisons like the summarized reports.
- After a report is generated, report data can be extracted or exported to a variety of formats, e.g., Access, Excel, etc.
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.
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.
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.*
Project/WBS: Inception to Date (cont.)

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*
Project/WBS: Inception to Date (cont.)

- **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.

- **SPREVIEWGL** = 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.
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><strong>ITD Plan</strong></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><strong>Curr Mo Actual</strong></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><strong>YTD Actual</strong></td>
<td>YTD revenue and expense for each cost object as of the fiscal period and fiscal year selected.</td>
</tr>
<tr>
<td><strong>ITD Actual</strong></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. <strong>For Projects without Award amounts</strong>, the amount in this column on the Cost Element Group total row (bottom of report) is the remaining amount left to spend. <strong>A negative amount indicates a favorable balance; a positive amount indicates expenses have exceeded revenue.</strong></td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td><strong>For Projects with Awards</strong>, 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). <strong>A positive amount indicates a favorable balance; a negative amount indicates expenses have exceeded the Award amount.</strong> <strong>For Projects without Award amounts</strong>, 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><strong>Commitments</strong></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 irregardless 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.
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.**
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.
Project/WBS: Display Actual Line Items (CJI3)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Line Item Reporting → Project/WBS: Display Actual Line Item

**Purpose of report:**
- Used to analyze actual revenue or expense line items and perform monthly reconciliations.
- Also accessed via drill-down from summarized reports to provide details of G/L Account balances on those reports.
- May be run a variety of ways for specific purposes, like to see only transactions done via the Transfer Off Tool (next topic in Guide).

**On the Display Project Actual Cost Line Items screen:**

1. For reporting by individual project, enter the **seven digit WBS Element/Project number** in the **Project** field (or enter a range of numbers in the from and to fields or multiple numbers via the **Multiple Selections** button) – **PROCEED TO STEP 7**.
Project Actual Line Items (cont.)

**OPTIONAL:** For reporting by BFR Code/Org. Unit:

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

3. On the left side, scroll down to the bottom of the list and click on the triangle to the left of the folder called **Spon. Proj. Fields**.

4. Scroll down the list of fields in this folder to find and double click on **BFR Code** to move the field to the right side of your screen.

5. Enter the **ten-digit BFR Code** in the BFR Code field displayed (note if using a higher level parent BFR, you must replace ending zeros with one single * asterisk – example 6860509500 = 68605095*).

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

Once either a Project(s) or BFR Code/Org. Unit are selected, back on the **Display Project Actual Costs Line Item** screen:

7. Enter a value(s) in one of the two fields as outlined below:
   - Enter one or more **Cost elements (6 digits)** in the **Cost element** field (use **Multiple Selection** button if needed).
   **OR**
   - Enter **one of the five choices below** in the **Cost element group** field.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>To view revenue line items only</td>
</tr>
<tr>
<td>SPAWEXP</td>
<td>To view expense line items only</td>
</tr>
<tr>
<td>SPREVEXP</td>
<td>To view both revenue and expense line items only</td>
</tr>
<tr>
<td>SPREVWGL</td>
<td>To review line items charged to questionable GL Accounts</td>
</tr>
<tr>
<td>SPCAS</td>
<td>To review expense line items (all, Payroll related, or Non-</td>
</tr>
<tr>
<td>SPCAS_PR</td>
<td>Payroll related) that may need a Cost Accounting Standard</td>
</tr>
<tr>
<td>SPCAS_NOPR</td>
<td>(CAS form).</td>
</tr>
</tbody>
</table>

**Note:** **WARNING:** If both the Cost element and Cost element group fields are left blank, the report may run for an excessive amount of time.
Project Actual Line Items (cont.)

8. Enter the desired **beginning and ending dates for a fiscal month(s) or a fiscal year** (examples: 04/01/2016 to 04/30/2016 or 07/01/2015 to 06/30/2016) in the **Posting date** fields.

   **Note:** The **beginning and ending dates for the current open fiscal month will default.**

9. Leave **/DUKE** (defaults) in the **Layout** field or use **/DUKE PO NUM** layout (see notes below and use the 🔄 **Drop down** button to choose if desired).

   **Note:** A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. **/DUKE** is recommended and is the default display variant in the drill down from Duke customized reports. The Display variant can easily be changed once in the report if desired.

   To see Purchase Order information in extra columns, use the layout of **/DUKE PO NUM**. This layout is especially helpful to see the PO number and identify if an order was generated from Buy@Duke based on the sequence number.

10. **Optional:** Click on the **Further Settings** button and enter **9999999 (seven 9s)** to increase number of lines that can be displayed from 5000 to a larger number.

11. Click on the 🔄 **Execute** button (F8) to display the **Display Actual Cost Line Items for Projects** screen (see below).
Note: This report is based on the /DUKE layout and is sorted/subtotaled by the Period and G/L Account. **The columns outlined below are based on /DUKE layout.** Each line of this report represents one line item posted to the project(s) from an SAP document.

12. Use the **horizontal scroll bar** to view all columns outlined (per /DUKE layout):

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Row</td>
<td>The number of the corresponding line item on the source (or supporting) document as a reference in the drill down process.</td>
</tr>
<tr>
<td>Document Date</td>
<td>The document date that was keyed in the header when the document was created (e.g., invoice = invoice date).</td>
</tr>
<tr>
<td>Period</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The fiscal year in which the document was posted.</td>
</tr>
<tr>
<td>Project Definition</td>
<td>The seven digit cost object number (fund code) for the Project selected.</td>
</tr>
<tr>
<td>Cost Element</td>
<td>The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>Cost Element Name</td>
<td>The name or description of the cost element to which this line item of a document was posted.</td>
</tr>
<tr>
<td>Val CO Area Currency</td>
<td>The actual amount that was posted for one line item of a document to the project(s) selected.</td>
</tr>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document. For journal entries the text entered for the line item is displayed in this column.</td>
</tr>
<tr>
<td>Reference Document Number</td>
<td>The SAP document number assigned by the system as the reference number.</td>
</tr>
</tbody>
</table>

*Continued on next page.*
Project Actual Line Items (cont.)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>A two digit identifier of the type of document from which the line item was posted (Document Type List on web <a href="http://www.finsvc.duke.edu/finsvc/sapr3">www.finsvc.duke.edu/finsvc/sapr3</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Header Text</td>
<td>The text entered on a document header. This text is a general description that pertains to the entire document versus just a line item of a document.</td>
</tr>
<tr>
<td>Reference</td>
<td>Contains other reference information for this line item, such as the Assigned JV number for journal entries.</td>
</tr>
<tr>
<td>Name of Offsetting Account</td>
<td>The offsetting account name can contain a vendor name if applicable. For other line items it may contain other useful information.</td>
</tr>
</tbody>
</table>

13. To vertically scroll through the pages of the report, use the **vertical scroll bar**.

**To drilldown to the document level, if desired:**

14. Double click on the **desired line item** (anywhere in the row) to see the originating and/or supporting documents for more details as needed.

15. Use the various options available for that type of document to view other information.

*Note: Refer to the **SAP Reconciliation and Documents Guide** for more details about the various Document Types located at: http://finance.duke.edu/systems/training/steps.php#recdoc*

16. Click on the **Back** button to exit the document and return to the **Display Actual Cost Line Items for Projects** screen.

**To exit when ready:**

17. Click on the **Exit** button or press **Shift+F3** until the initial **SAP System** screen is displayed.
Project/WBS: Display Actual Line Items for Transfer Off Tool (CJI3)

Via User Menu: Financials → University Reporting (or Grant Manager Reporting) → Line Item Reporting → Project/WBS: Display Actual Line Item

Purpose of report:

- Allows you to customize the selection for the Project/WBS: Display Actual Line Item (CJI3) report using the variant “transfer off” and view the actual line items for Document Type YF (Sponsored Research Transfer Off Tool).
- Includes any late activity transactions that are transferred off a sponsored project.
- Does NOT include late activity transactions that are NOT transferred via the tool, so the report does not include all late activity transactions, just those transferred.
- Allows individuals other than the recipients of the Late Activity email notifications to monitor late activity that was transferred.

On the Display Project Actual Cost Line Items screen:

1. Click on the Get Variant button and follow the next steps to aid in the customized selection for Transfer Off line items (Document Type YF).
Actual Line Items for Transfer Off (cont.)

2. In the resulting window, ensure the **Created by** field is blank.

3. Enter **transfer off** in the **Variant** field.

4. Click on the **Execute** button.

   **Note:** As part of using the “transfer off” variant, use the next steps to choose a BFR Code to run for a Business Unit. In addition, the report will only select line items with Document Type **YF** for postings from the Transfer Off Tool.

5. Use the two “selection” buttons shown in the example above to see the selection values that are now populated from the variant and **follow the next steps** to update as needed.
6. Click on the Dynamic Selections button (has 1 active listed in the button name now) to see the BFR field is active with an * (asterisk) already populated in that field.

7. To run for a business unit, replace the * with a 10 digit BFR Code (if using a higher level parent BFR, you must replace ending zeros with one single * asterisk – example 6860509500 = 68605095*).

8. Click on the Further Selection Criteria to open another screen for additional selection fields.
9. Verify that Document Type field is active with the value of **YF** already populated as part of the “transfer off” variant (Document Type YF is selected to include only transaction line items from the Sponsored Research Transfer Off Tool).

10. OPTIONAL: Double click on fields listed on the left to move the field to the right and enter any other selection values desired.

11. If any additional values were entered, be sure to click on the **Save** button before returning to the initial selection screen) and use the **Back** button to return to the initial selection screen.
12. In the Project field(s):

- To select by an individual project, enter the **seven digit WBS Element/ Project number** in the **Project** field.
- To select by a range of WBS Elements, enter a WBSE in the from and to fields
- To select by multiple WBS Elements, use the **Multiple Selections** button to the side of the field and enter WBSEs).
- **IMPORTANT:** If a 10 digit BFR Code was selected via Dynamic Selections, you must enter an * (asterisk) in the first Project field a wildcard value or the report will not run properly.
13. **OPTIONAL:** To select by a Cost Element or Cost Element group, enter a value(s) in one of the two fields as outlined below:

- Enter one or more *Cost elements (6 digits)* in the *Cost element* field (use ![Multiple Selection button if needed].
  
  *OR*

- Enter one of the five choices below in the *Cost element group* field.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>To view revenue line items only</td>
</tr>
<tr>
<td>SPAWEXP</td>
<td>To view expense line items only</td>
</tr>
<tr>
<td>SPREVEXP</td>
<td>To view both revenue and expense line items only</td>
</tr>
<tr>
<td>SPREVWGL</td>
<td>To review line items charged to questionable GL Accounts</td>
</tr>
<tr>
<td>SPCAS</td>
<td>To review expense line items (all, Payroll related, or Non-Payroll related) that may need a Cost Accounting Standard (CAS) form.</td>
</tr>
<tr>
<td>SPCAS_PR</td>
<td></td>
</tr>
<tr>
<td>SPCAS_NOPR</td>
<td></td>
</tr>
</tbody>
</table>

*Note: **WARNING:** If both the Cost element and Cost element group fields are left blank, the report may run for an excessive amount of time.*

14. **Delete any dates** that default in the *Posting date* fields and leave these from and to fields blank to ensure all transactions transferring late activity are captured in the report.

*Note: As a reminder, not all late activity transactions are transferred off the WBS Element and the late activity that is not transferred will NOT be included in this customized report.*
Line Items for Transfer Off (cont.)

15. Leave /DUKE (defaults) in the Layout field or use /DUKE PO NUM layout (see notes below and use the Drop down button to choose if desired).

   Note: A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. /DUKE is recommended and is the default display variant in the drill down from Duke customized reports. The Display variant can easily be changed once in the report if desired.

   To see Purchase Order information in extra columns, use the layout of /DUKE PO NUM. This layout is especially helpful to see the PO number for orders generated from Buy@Duke based on the sequence number beginning with 455 or other types of orders (framework, recurring / lease, etc.)

16. Optional: Click on the Further Settings button and enter 9999999 (seven 9s) to increase number of lines that can be displayed from 5000 to a larger number.

17. Click on the Execute button (F8) to display the Display Actual Cost Line Items for Projects screen (see below).
18. Review the results of the report which help you monitor late activity and refer to the following for more details regarding late activity see the Late Activity related quick references and guide at this link: https://finance.duke.edu/raci/closeout/resources/index.php.

Note: If late activity occurs, email notifications will be sent to the responsible parties of the cost objects impacted. SAP generates a single email nightly to each Grant Manager 1 and 2 of WBS Elements with late activity. This email combines multiple WBS Elements and is used to manage this late activity.

If postings are included in the transfer off process, a separate email is sent to the Financial Responsible Person 1 or 2 or Grant Manager 1 or 2 for the backstop code, informing them of transfer off transactions that have posted to the cost objects for which they have responsibility.

19. For column descriptions and other details, refer to the previous section of this guide for Project / WBS: Display Actual Line Items (CJI3).

To exit when ready:

20. Click on the Exit button or press Shift+F3 until the initial SAP System screen is displayed.
Project/WBS: Display Commitment Line Items (CJI5)

Via User Menu: Financials → University Reporting → Line Item Reporting → Project/WBS: Display Commitment Line Items

**Note:** If prompted, enter **00000000001** in the Database profile field and click **OK**.

**On the Display Project Commitment Line Items screen:**

1. Enter the **seven digit project number** in the **Project** field.
   **Note:** If needed, use the **matchcode search** to find the project number if the number is unknown. **Ensure the WBS element field is blank** (only used for projects with levels).
Project Commitment Line Items (cont.)

2. Enter a value(s) in one of the two fields as outlined below:
   - Enter one or more **Cost elements (6 digits)** in the **Cost element** field (use **Multiple Selection** button if needed).
   - **OR**
   - Enter **one of the three choices outlined below** in the **Cost element group** field.

<table>
<thead>
<tr>
<th>Cost element group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPREV</td>
<td>To view revenue line items only</td>
</tr>
<tr>
<td>SPAWEXP</td>
<td>To view expense line items only (projects w/ awards)</td>
</tr>
<tr>
<td>SPREVEXP</td>
<td>To view revenue and expense line items (projects w/out awards)</td>
</tr>
</tbody>
</table>

   **Note:** **WARNING:** If both the **Cost element** and **Cost element group** fields are left blank, the report will run for an excessive amount of time.

3. Enter the desired **beginning and ending dates (see note below)** for a fiscal month(s) in the **Posting date** fields.
   - To view older commitments, use a past fiscal date in the beginning date field, such as 07/01/2011 (older stagnant commitments are cleaned up at each year end so only the last 3 fiscal years will have outstanding commitments).
   - To view future commitment, use a **future fiscal month end date** (such as 06/30/2014).

   **Note:** The **beginning and ending dates for the current open fiscal month will default. Commitments will appear on this report in the fiscal period per the delivery date on the purchase order. In other words, this report includes only commitments with delivery dates through the fiscal month selected, NOT those to be delivered in future periods OR older outstanding commitments.**

4. Click in the checkbox beside **Open Items Only** to select this option and avoid extra $0.00 line items (cleared commitments).
5. Leave /DUKE (defaults) in the Layout field (use the Drop down button if desired).

   Note: A display variant determines what columns of data are included on a report and how the data is sorted/subtotaled. /DUKE is recommended and is the default display variant in the drill down from Duke customized reports. The Display variant can easily be changed once in the report if desired.

6. Optional: Click on the Further Settings button and enter 99999999 (seven 9s) to increase number of lines that can be displayed from 5000 to a larger number.

7. Click on the Execute button (F8) to display the Display Commitment Line Items for Projects screen (see below).
8. Use the **horizontal scroll bar** to view all columns outlined (per /DUKE layout):

<table>
<thead>
<tr>
<th>Doc Category</th>
<th>The reference document category of the source (or supporting) document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per</td>
<td>The fiscal period in which the document was posted.</td>
</tr>
<tr>
<td>F. Yr</td>
<td>The fiscal year in which the document was posted.</td>
</tr>
<tr>
<td>Project Definition</td>
<td>The seven digit cost object number (fund code) for the Project selected.</td>
</tr>
<tr>
<td>Debit Date</td>
<td>The date the Project was charged.</td>
</tr>
<tr>
<td>Cost Element</td>
<td>The six digit cost element (identifies what type of amount is posted, i.e., old 4 digit object code plus 2 digits).</td>
</tr>
<tr>
<td>Cost Element Name</td>
<td>The name or description of the cost element to which this line item of a document was posted.</td>
</tr>
<tr>
<td>Val COCurr (commitments)</td>
<td>The actual commitment amount that was posted for one line item of a purchase order or purchase requisition to the project(s) selected. The commitments displayed are based on the delivery date on the purchase order and the fiscal period end date selected.</td>
</tr>
<tr>
<td>Name</td>
<td>A text description specific to the line item posted from a document. For journal entries the text entered for the line item is displayed in this column.</td>
</tr>
<tr>
<td>RefDocNo</td>
<td>The SAP document number assigned by the system as the reference number. Only purchase orders or purchase requisitions are displayed on a commitment line item report.</td>
</tr>
<tr>
<td>Vendor</td>
<td>Numerical identifier of the vendor involved in the purchase.</td>
</tr>
</tbody>
</table>

9. To vertically scroll through the pages of the report, use the **vertical scroll bar**.
To drilldown to the document level, if desired:
10. Double click on the desired line item (anywhere in the row) to see the originating and/or supporting documents.
11. Use the various options available for that type of document to view other information.
12. Click on the Back button to exit the document and return to the Display Actual Cost Line Items for Projects screen.

To exit when ready:
13. Click on the Exit button or press 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.
On the **Print Screen List** dialog box (shown above):

8. **Required**: Ensure the **Output device** field contains a value to tell SAP where to print the report.

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 the **Settings** button to set defaults via the **Copy** button).

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...)

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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.)

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

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 (or MS Office Button) -> Save as.
   - Remove the quotation marks (“xxx”) from the File name.
   - Choose Microsoft Excel Workbook as the File type (Excel Workbook .xlsx in newer version).

   *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).