University Reporting – Sponsored Projects 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, 3xx, and Axx) 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.