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).
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)</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.
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).
Line Items for Transfer Off (cont.)

1. 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.

2. 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:

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