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:

1. 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.)

2. 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.

3. Required: Enter the desired Fiscal year.

4. 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.

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

6. 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.
Spon. Prog. One Line Summary (cont.)

7. Click on the desired radio button in the Sort Order: section to select how the report should be sorted.

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

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

<table>
<thead>
<tr>
<th>Project number</th>
<th>The WBS Element / Project number (i.e., fund code).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The description of the Project.</td>
</tr>
<tr>
<td>Org Unit</td>
<td>The ten-digit Organizational Unit number for the Project (i.e., BFR code - replaces Component).</td>
</tr>
<tr>
<td>PI</td>
<td>The name of the Principal Investigator for the Project.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>The beginning date of the Project.</td>
</tr>
<tr>
<td>End Date</td>
<td>The ending date of the Project. If end date indicates year 2024 and has status REL (released) – Project has no true end date; CLSD (closed) – generic End Date was used.</td>
</tr>
<tr>
<td>Award Amount</td>
<td>The amount obligated by the Sponsor, as indicated in the award, contract, or other document. If the Award Amount indicates 0.00: and the status is REL (released) – a) project does not have an Award Amount, b) project was set up in advance and Award has not yet been received by OSP; c) budget at OSP does not equal Award Amount.</td>
</tr>
<tr>
<td>ITD Revenue</td>
<td>Inception to Date Revenue – For Projects with Award Amounts (Plan loaded): 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 (no Plan loaded), the column represents the ITD revenue received and available to spend for the project / WBS Element.</td>
</tr>
<tr>
<td>ITD Expenses</td>
<td>Inception to Date Expenses – Expenses incurred from the beginning of the project to Report Selection dates.</td>
</tr>
</tbody>
</table>

*Continued on next page.*
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 (Plan loaded)**, 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 (Plan loaded)**, this column provides an indicator of the amount for invoices that still need to be billed for expenses incurred. **For Projects without Award Amounts (no Plan loaded)**, 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.** |
| 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. |

11. 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):**

12. 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.

13. 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.**
14. 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:

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