Project Info System: Project Definition Overview List (ZFR1AM)

Via User Menu: Financials → Grant Manager Reporting (or Financial Master Data) → Project Info System: Project Definition Overview

Overview of transaction:

- Used to display 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 amounts for Award/Plan, expenses, revenue, or balances; this is just a list of all projects tied to certain master data.
- 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:** Only Projects with a status of REL (released) and for Company Code 0010 will be included. The ranges populated are 200000 to 399999, A000000 to A999999, and 300000000 to 399999999. If needed, adjust the range to end with 3899999 or 389999999 to include only federally sponsored projects.
To add extra fields to the selection so that you can narrow the results to your specific needs (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 to filter the results. The PROJECTLIST variant has defaulted some recommended selection fields for your convenience so that you can narrow the results. Refer to the Advanced Reporting Guide for more on using the Dynamic Selection function.
Project List (cont.)

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 \(\text{Drop Down}\) 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 \(\text{Restrict Values}\) button (if your personal list displays the first 500 PI names, 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 \(\text{Continue}\) 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 \(\text{Insert in personal list}\) 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.*
13. For a list of all Projects linked to a specific Parent, enter the Parent cost object (WBS Element) 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 for 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.