



Office of the
Vice President for Research



Office of the
Vice President
for Finance

Research Administration Practices (RAP) Sessions

SAP Navigation & Sponsored Programs

June 16, 2022

Presented by:

Virginia Johnson – *Accounting Officer, Sponsored Accounting, Vice President for Finance*

Danforth Nicholas – *Senior Accounting Officer, Financial Accounting and Reporting, Vice President for Finance*

Prossy Najjuma – *Financial Coordinator, Department of Chemical Engineering*

Carole Trainor – *Senior Research Administration Education & Support Specialist*

Agenda

- Welcome and Introductions
- KC Award Set-up and Data flow to SAP
- Using SAP for Monitoring Funding & Expenditures
- SAP Summary Statement
- SAP Detailed Transaction Report
- Resources

Introductions

Virginia Johnson – *Accounting Officer, Sponsored Accounting, Vice President for Finance*

Danforth Nicholas – *Senior Accounting Officer, Financial Accounting and Reporting, Vice President for Finance*

Prossy Najjuma – *Financial Coordinator, Department of Chemical Engineering*

Recommended Learning Resources

Prior RAP Sessions:

Understanding the Notice of Award (NOA) [[PDF](#)] [[Video](#)] – *October 13, 2021*

Cost Sharing: Post-Award Management [[PDF](#)] [[Video](#)] – *February 10, 2021*

Financial Closeout of Sponsored Projects [[PDF](#)] [[Video](#)] — *June 24, 2020*

SAP Navigation for Research Programs [[PDF](#)] [[Video](#)] — *April 29, 2020*

Capital & Fabricated Equipment at Award [[PDF](#)] [[Video](#)] — *April 15, 2020*

SAP Navigation and Sponsored Programs [[PDF](#)] — *September 17, 2019*

Understanding the Information in SAP (Summary Statement) and KC [[PDF](#)] — *May 2018*

Atlas Learning Center:

[Kuali Coeus Award Navigation](#) (Self-paced eLearning)

[Fundamentals of Financial Management](#) (live virtual; register or sign up for waitlist)

[Fundamentals of Financial Management](#) (Self-paced eLearning)

For other Financial and Sponsored Projects offerings, see the [Atlas Learning Center Course Catalog](#)).

Kuali Coeus (KC)

Institute's system of record for sponsored programs

The screenshot displays the Kuali Coeus (KC) system interface for an award. The top navigation bar includes tabs for Award, Contacts, Commitments, Budget Versions, Payment, Reports & Terms, Compliance, Supplemental Info, Comments, Notes & Attachments, Award Actions, and Medusa. The main content area is titled "Document Overview" and contains several sections:

- Document Overview:** Includes fields for Description, Organization Document Number, and Explanation.
- Funding Proposals:** A section with a "show" button.
- Details & Dates:** A section with a "hide" button, containing:
 - Current Action:** Transaction Type (New), Notice Date, and Comments.
 - Institution:** Award ID, Lead Unit ID, Version (1), Account Type (Regular), Award Status (Active), Account ID, Activity Type (Organized Research), and Award Type (Cooperative Agreement).
 - Sponsor:** Sponsor ID (000221), Sponsor Award ID (DE-AR0001511), Modification ID, FAIN ID, Prime Sponsor, and NSF Science Code (Chemical - Engineering: B.03).
 - CFDA:** CFDA Number (1), CFDA program Title Name (Advanced Research Projects Agency - Energy), and Actions.
- Time & Money:** A section with a "show" button, containing:
 - Sponsor Funding Transferred:** CFDA Number (81.135).
 - Time & Money:** Award Effective Date (09/22/2021), Project End Date (03/31/2024), Federal Award Date, Execution Date (09/15/2021), Anticipated Amount (\$2,108,532.00), Obligation Start Date (09/22/2021), Obligation End Date (03/31/2024), Modification Date, and Obligated Amount (\$2,108,532.00).

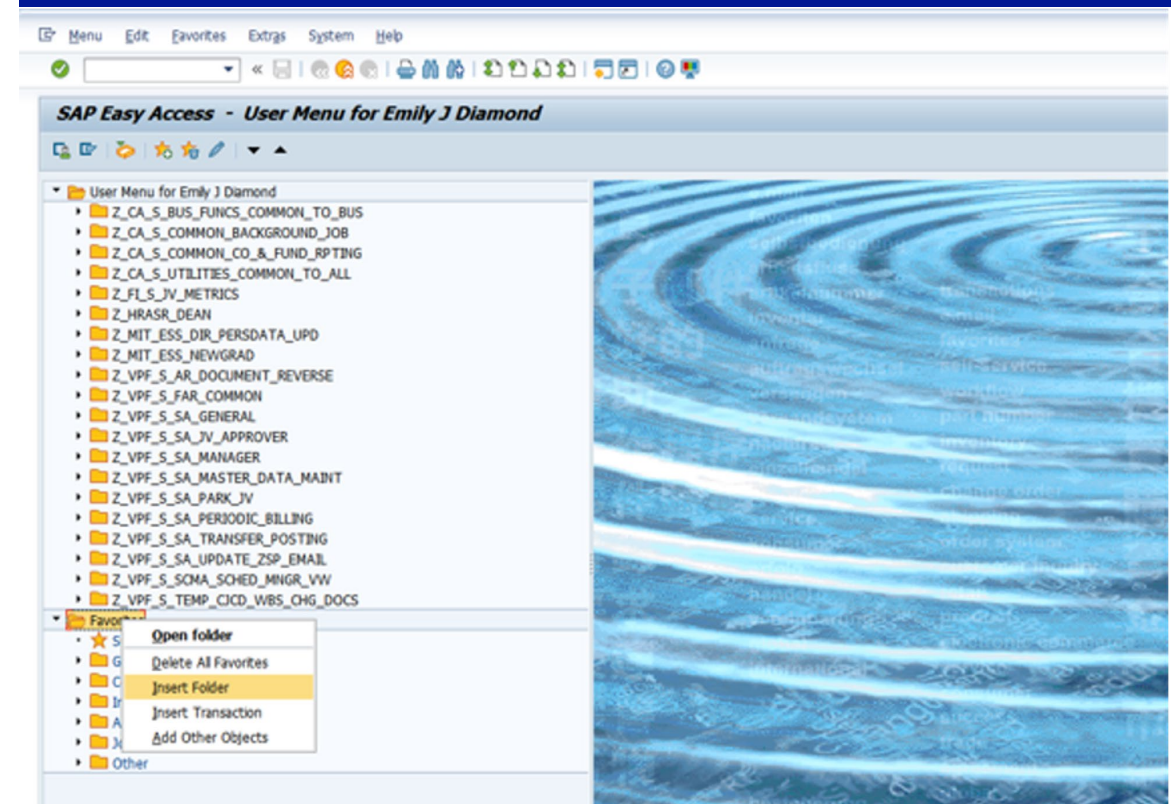
Award modifications from notice through closeout. Award details:

- Start and End date
- Funding levels – obligated (currently available) and anticipated (current & future)
- Payment Basis and Method
- Sponsor, Terms, and Prior approvals
- Award Hierarchy (Parent & Child accounts)
- F&A Rate and Cost Sharing (if applicable)
- Fabricated Equipment
- Subawards
- Compliance, reports and deadlines
- Reports and deadlines
- Agreement and other documents

- Key reports used for project monitoring: **Summary Statement** and **Detailed Transaction Report (DTR)**
- **Financial Review and Control (FRC)** are the Institute's procedures used to review project expenditures using the SAP Summary Statement as well as DTR and Data Warehouse Brio and/or Cognos Reports.

SAP

Institute's system of record for expenditures.



KC to SAP Data Flow

Kuali Coeus (KC)

Institute's system of record for sponsored awards



SAP

Institute's system of record for expenditures.

RAS creates a KC award in **Hold** status until compliance requirements are met. The award is created with a specified **Lead Unit (Profit Center)** that will manage the award.

When the KC Award is moved to **Active** or **Pending** status, information feeds to SAP in the afternoon and to MIT's Data Warehouse in a nightly feed. **Award modifications** also feed to SAP and the Data Warehouse.

KC Award - SAP Data Map

KC Award	SAP
Account ID	WBS Element
Lead Unit	Profit Center
PI/PD	Supervisor
Unit Administrator: ADMINISTRATIVE OFFICER or OTHER _INDIVIDUAL_TO_NOTIFY	Addressee* <i>*limit to one addressee; receives SAP 001s</i>
Unrecovered F&A Rate	Costing Sheet
On/Off Campus	OH Adjustments
Award ID	Award Number
Sponsor ID	Sponsor code
Prime Sponsor code	Primary Sponsor
Sponsor Award Number	Contract number
Award Type	Agreement Type
Effective Date	WBS Begin Date
Obligated Distributable Amount	Authorized Total
Obligated End Date	WBS expiration date

SAP 001 Cost Object Report

KC-SAP Daily feed generates the **SAP 001 Report**.

- Only two (2) recipients of the SAP 001 Report: Supervisor and Addressee
 - **Supervisor** is the PI on the KC Award
 - **Addressee** is the “Administrative Officer” assigned in KC Unit Admin **for the Unit/PC** receives the SAP 001 report (See the KC Award Contacts tab)
 - Note: if an “Other Individual to Notify” is identified in the KC Unit Admin for the Unit/PC, then the “Other Individual to Notify” is the Addressee and receives the SAP 001 report.

SAP 001 Settings

- **Atlas.mit.edu** (full menu) > **General** > **Tools** > **SAP GUI 001 Settings**

MIT

001 Settings

Please select and save your setting to activate 001 notification.

MIT User ID:	trainor
Email Address:	TRAINOR@MIT.EDU

Output Descriptions

Email Report	<input checked="" type="radio"/>
Redirect Email Report	<input type="radio"/>
No Output	<input type="radio"/>

Redirect Email to:

MIT User ID:	<input type="text"/>
Name:	<input type="text"/>
Email Address:	<input type="text"/>



Need business help or technical support?
Review our [contact information](#) for assistance.

SAP 001 Cost Object Report

From: SAP001-L-OWNER@MIT.EDU
Sent: Thursday, August 26, 2021 8:06:32 AM (UTC-05:00) Eastern Time (US & Canada)
To: Larry Mondello
Cc: ypf-history-report
Subject: Notice of New Cost Object(s) 6912345

Office of the Vice President for Finance
Notice of New Cost Object(s)

=====
Cost Object : 6912345 (W)
Cost Object Name : COCOA BIOACTIVES AND SHORT TERM MEMORY
Supervisor : Edward Haskell Room : 10-9876
Addressee : Larry Mondello Room : 4-123

Begin Date : 09/01/2021
End Date : 08/31/2023
Project/Parent : 6954321
Level : 1
Predecessor :
Profit Center : P066666
Profit Center Name : CENTER FOR KUALI COEUS
Fund Center : 221234
Fund Center Name : Haskell
Area :
Mail Code : 1
Mail Code Description : Supervisor gets statement & backup/Addressee gets state
Term Code :
Term Code Description :
Pool Code : O
Pool Code Description : Government Advance Payments
Pool Units :
Sponsor Code : 000500
Sponsor Name : NSF
Authorized Total : 699038.00

Review KC & SAP Project Set Up



Confirm the basic grant information e.g., rates on each award and grant periods:

- Review KC and attached sponsor agreement for terms & conditions
- Begin/Effective Date and funding (Authorized/Obligated)
- Costing Sheet/F&A Rates
- Fabricated Equipment, Cost Sharing, Subawards, or other items that will require specific monitoring

Pay Close Attention

When reviewing the Summary Statement, DTR and Cognos Reports, you will be applying the cost principles to your review.

- Are costs allowable per OMB Uniform Guidance, Subpart E Cost Principles?
- Is the expense reasonable?
- Is the expense allocable to the project?
- Does the expense meet the sponsor's criteria for allowability?

Also pay close attention to:

- Balance
- Commitments
- Reoccurring expenses
- Service Center expenses
- Personnel paid from project
- Projections

KC Award Search: Award Hierarchy

The KC Award Number in the Parent and Child awards have the same first six digits or root followed by a suffix (eg. #####-00001) that increments by one for each level is the hierarchy. Search by **Award ID** and use the 6-digit root followed by the **wild card *** to retrieve the Parent and all Child/Grandchild awards.

Award ID:

Sponsor Award ID:

Account ID:

Actions	Award ID	Sponsor Award ID	Lead Unit ID	Lead Unit	Account ID	Award Status	Award Title	Sponsor ID	Sponsor Name	Investigator	OSP Administrator
open copy medusa EDS	022773-00003	DE-AR0000433	062000	Chemical Engineering	6929166	Active	Subcontract: Tufts University	000221	DOE - Office of ARPA-E	Stephanopoulos, Gregory	Bensey, Courtney_L
open copy medusa EDS	022773-00002	DE-AR0000433	062000	Chemical Engineering	6929165	Active	Subcontract: Harvard University	000221	DOE - Office of ARPA-E	Stephanopoulos, Gregory	Bensey, Courtney_L
open copy medusa EDS	022773-00005	DE-AR0000433	062000	Chemical Engineering	6929168	Active	Cost Sharing project expenses	009906	MIT - Internal Cost Sharing	Stephanopoulos, Gregory	Bensey, Courtney_L
open copy medusa EDS	022773-00004	DE-AR0000433	062000	Chemical Engineering	6929167	Active	ARPA-E TT&O Expenses	000221	DOE - Office of ARPA-E	Stephanopoulos, Gregory	Bensey, Courtney_L
open copy medusa EDS	022773-00001	DE-AR0000433	062000	Chemical Engineering	6929107	Active	Engineering high yield pathways for methane activation and conversion ...	000221	DOE - Office of ARPA-E	Stephanopoulos, Gregory	Bensey, Courtney_L

Child awards may be created for Fabricated Equipment, funded Cost Sharing, accounts with different F&A rates or managed different DLCS.

KC Award Parent & Child

A KC Award may have a hierarchy with a Level 1 (-00001) parent and Level 2+ child/grandchild accounts (for example, **Cost Sharing**, **Fabricated Equipment** or activities with **different F&A rates**). This can be viewed on the **KC Award > Award Actions > Hierarchy Actions** screen.

The screenshot displays the 'Hierarchy Actions' screen in the KC Award system. The interface includes a navigation bar with 'HOME', 'DASHBOARD', and 'SYSTEM ADMIN PORTAL' links. Below the navigation bar, there are search and user options: 'User: trainor', 'Doc Search', 'Action List', and 'Get Help'. The main content area is titled 'Hierarchy Actions' and features a tree view of award accounts. The tree starts with a root node '034567-00001 : 6912345: Haskell, Edward: Center for Kualo Coeus Learning'. It branches into several child nodes, each with its own ID, name, and location. For example, one child is '034567-00002 : 6912346: Haskell, Edward: Center for Kualo Coeus Learning'. To the right of each node, there are 'open' and 'medusa' buttons. The screen also includes several tabs at the bottom: 'Data Validation', 'Award Hierarchy Sync', 'Print', 'Route Log', and 'Notifications', each with a 'show' button.

Account ID	Name	Location	Open	Medusa
034567-00001	6912345	Haskell, Edward: Center for Kualo Coeus Learning		
034567-00002	6912346	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00010	6912347	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00011	6912348	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00012	6912346	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00003	6912341	Cleaver, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00004	6912342	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00005	6912344	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00001	6912344	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa
034567-00006	6912351	Haskell, Edward: Center for Kualo Coeus Learning	open	medusa

Monthly Review of Project Expenditures

The SAP reports we will explore must be reviewed on a monthly basis by the PI and/or Research Administrator to ensure that cost object expenses and revenues are accurate, timely, complete, and properly documented.

Financial Review and Control (FRC) are the Institute's procedures used to review project expenditures using the SAP Summary Statement as well as DTR and Data Warehouse Brio and/or Cognos Reports. The internal controls inherent in these processes and procedures prevent improper transactions.


Adjustments, if necessary, can be made **no later than 90 days after the originating transaction posting date.**

You will need the appropriate authorizations assigned in the Roles Database to see reports in SAP. For more information on your authorizations, contact your **Primary Financial Authorizer**. Check your roles [here](#)

Monthly Review – DLC Tips



Funding has arrived, the cost object (WBS Element) has been set-up, and project materials and equipment are being purchased. It is time to use SAP to review a summary of the expense and revenue transactions on an account or multiple accounts at a glance.

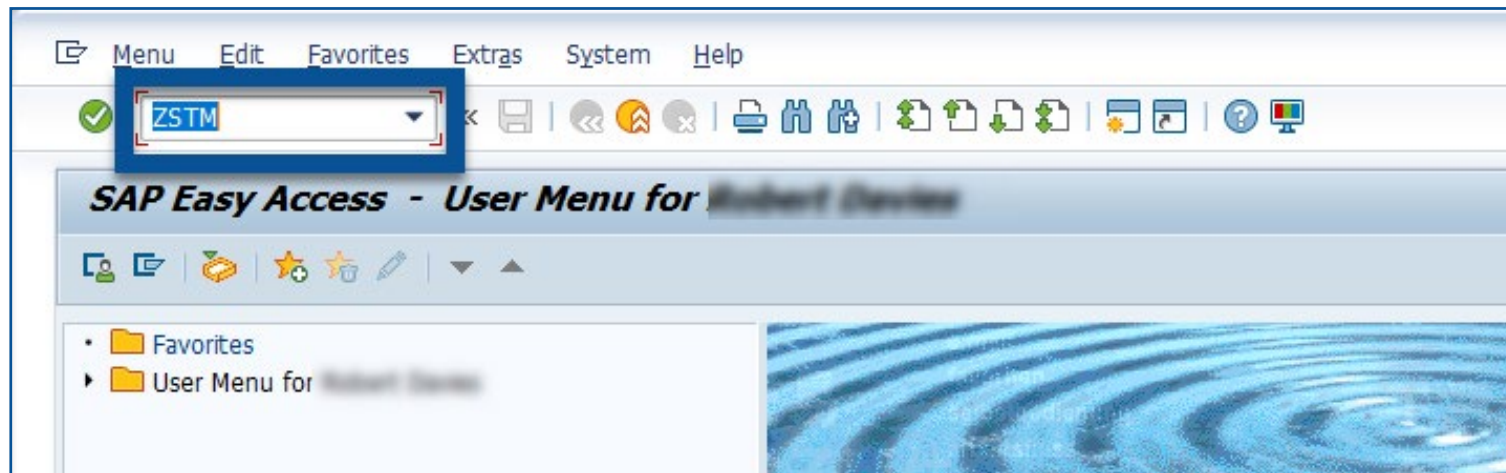
- Generate data for **sponsor reports** especially looking at the cumulative expenses for a particular reporting period
- Use the Print icon  to generate a pdf of the **monthly statements to be shared with PIs**

SAP: Summary Statement (ZSTM)

The SAP **Summary Statement** report (ZSTM) displays all expenditures by General Ledger (G/L) accounts for a cost object or a group of cost objects.

This report shows financial activity for the cost object(s), including budget, current month, fiscal year to date, cumulative total, and outstanding commitments.

The Summary Statement is the basis for cost reimbursements to MIT.



ZSTM Summary Statement

1 = Enter Cost Object (unknown Type) if you're unsure of the type.

2 = WBS Element means sponsored account beginning with "6" or "2", enter Cost Object will pull up information on this single account

3 = Report Type, when marked "Individual", pulls information for the single account. When marked "Project", pulls information for all accounts within a multi account structure

The screenshot shows the 'Summary Statement' configuration window. It includes tabs for 'Selection Criteria', 'Print Options', and 'Column Options'. The 'Selection Criteria' tab is active, showing various filters and options. The 'Fiscal period' is set to 10 2020, and the 'Month ending' is 04/30/2020. The 'Cost Element Group' is CEMIT-M, and the 'Company Code' is CUR. The 'WBS Element' is 6912345. The 'Report Type' is set to 'Individual'. The 'Other Options' section includes 'Exclude Blanket Orders' (unchecked), 'Budget Version' (0), and 'Report Type' (Individual selected).

Field	Value	Field	Value
Fiscal period	10 2020	Month ending	04/30/2020
Cost Element Group	CEMIT-M	Sponsored Billings	
Company Code	CUR		
Profit Center Group			
Profit Center		to	
Project		to	
WBS Element	6912345	to	
Include lower level WBS's	<input type="checkbox"/>		
WBS Level	0	to	0
	<input checked="" type="radio"/> All		<input type="radio"/> Include Cost Sharing Only
	<input type="radio"/> Exclude All Cost Sharing		
Internal Order		to	
Cost Center		to	
Cost Object (unknown type)		to	
Term Code	<input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3		
Supervisor MIT ID			
Other Options			
<input type="checkbox"/> Exclude Blanket Orders			
Budget Version	0		
Report Type:	<input checked="" type="radio"/> Individual <input type="radio"/> By Project <input type="radio"/> Consolidated		
Title for Consolidated Report			

Summary statement – see aggregate charges by g/l, total expenses, and total revenues

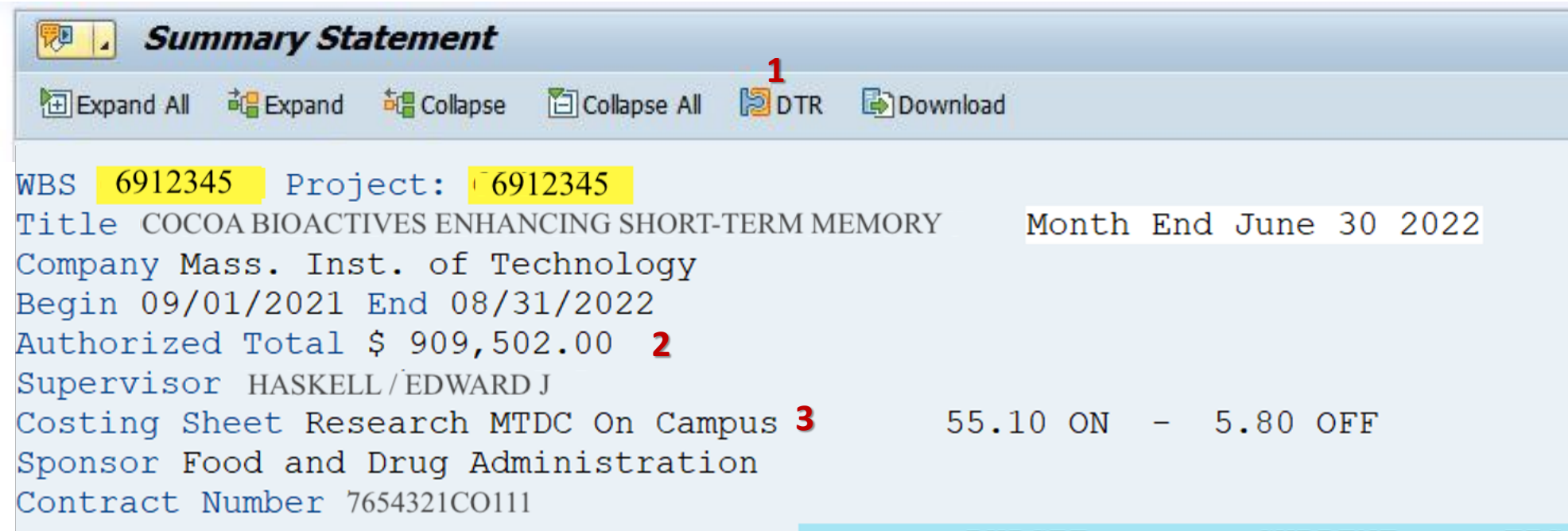
ZSTM – Summary Statement

From Summary Statement, navigating to other important information is possible:

1 = Detail Transaction Report

2 = Authorized Total, Displays information about distributed and distributable amounts in a multi account structure

3 = Costing Sheet (F&A Rates)



The screenshot shows a software interface for a Summary Statement. At the top, there is a header bar with the title "Summary Statement" and a small icon. Below the header, there is a navigation bar with several buttons: "Expand All", "Expand", "Collapse", "Collapse All", "DTR" (with a red "1" above it), and "Download". The main content area displays the following information:

WBS **6912345** Project: **6912345**
Title COCOA BIOACTIVES ENHANCING SHORT-TERM MEMORY Month End June 30 2022
Company Mass. Inst. of Technology
Begin 09/01/2021 End 08/31/2022
Authorized Total \$ 909,502.00 **2**
Supervisor HASKELL/EDWARD J
Costing Sheet Research MTDC On Campus **3** 55.10 ON - 5.80 OFF
Sponsor Food and Drug Administration
Contract Number 7654321CO111

ZSTM – Summary Statement (con't)

From Summary Statement, navigating to other important information is possible:

4 = Sponsored Billings. Display screen with sponsored billing information

Computation Expense							
421900 - Computer Supplies & Peri			99.99	99.99	99.99-		99.99-
421925 - Software			598.00	993.00	993.00-		993.00-
TOTAL Computation Expense			697.99	1,092.99	1,092.99-		1,092.99-
Other Charges							
422300 - Other Charges	22,000.00				22,000.00		22,000.00
TOTAL Other Charges	22,000.00				22,000.00		22,000.00
Tuition - No F&A							
422310 - Tuition-RA-not MTDC	169,588.00		22,628.49				
TOTAL Tuition - No F&A	169,588.00		22,628.49				
TOTAL Expenses	763,281.00	10,654.64	360,066.61	597,459.69	165,821.31	35,543.20	130,278.11
Sponsored Billing Revenue							
800600 - Sponsored Billings			135,612.33-	620,385.98-	620,385.98		620,385.98
TOTAL Sponsored Billing Revenue			135,612.33-	620,385.98-	620,385.98		620,385.98
TOTAL Expense Net of Revenue	763,281.00	10,654.64	224,454.28	22,926.29-	786,207.29	35,543.20	750,664.09

Double Click on Sponsored Billing to drill down

4

Detailed Transaction Report – DLC Tips

- Confirm transactions per GL/category for a particular period and determine actual spending
- Get a summary of the commitments per grant – the list highlights key data; PO #, ordered amount, invoiced amount and remaining commitment
- Can be used when completing FRCs
- Use the object links to look up any attachments available for a transaction. This is via double clicking the **Document Number > Environment > Additional assignments > object links**
- Generate an excel sheet that can easily be converted into a JV upload sheet that is used to submit a single JV for multiple expense transfers.
- Confirm the status of invoice payments

SAP: Detailed Transaction Report (ZDTR)

The **Detailed Transaction Report (ZDTR)** provides the details behind the G\L accounts on the summary statement. It is used by DLCs to monitor expenditures and manage MIT cost objects.




Detail Transaction Report							
Change Sort Order Change Layout Download							
WBS 6912345		COCOA BIOACTIVES ENHANCING SHORT-TERM MEMORY LOSS			June 2022		
Company Mass. Inst. of Technology							
Supervisor HASKELL/ EDWARD J							
Type	Document Number	Trans Date	Description	Amount	Check Number		
Cost Element 420214 - Laboratory Supplies							
CI	5105863266	05/31/2022	3265947-052022 742234 FISHER SCIENTIFIC CO LLC	166.75			
CI	5105865136	06/03/2022	79180772 745102 MCMASTER CARR	55.19			
TOTAL Cost Element 420214 - Laboratory Supplies				221.94			
Cost Element 800600 - Sponsored Billings							
RV	90366701	06/03/2022	75F40121C00111 237043758 Food and Drug Administration	66,217.09-			
TOTAL Cost Element 800600 - Sponsored Billings				66,217.09-			
TOTAL WBS 6912345				65,995.15-			
WBS 6912345		COCOA BIOACTIVES ENHANCING SHORT-TERM MEMORY LOSS			June 2022		
Company Mass. Inst. of Technology							
Supervisor HASKELL/ EDWARD J							
C O M M I T M E N T L I S T I N G							
Type	Document	Deliv.Date	GL Acc	Vendor Name/ Description	Ordered	Invoiced	Remaini
POrd	69	02/23/2022	420220		2,450.00	0.00	2,450.00
POrd	70	02/25/2022	420220		6,044.00	0.00	6,044.00
POrd	70	03/08/2022	420214		1,150.00	0.00	1,150.00
POrd	70	03/08/2022	421827		2,244.99	0.00	2,244.99
POrd	70	03/08/2022	421900		2,776.57	0.00	2,776.57

ZDTR – to see a breakdown of individual charges by g/l

Commitments

DTR: Invoices posted to account (may not be paid yet)

Detail Transaction Report

 Change Sort Order
  Change Layout
  Download

WBS 6912345 COCOA BIOACTIVES ENHANCING SHORT-TERM MEMORY LOSS

July 2021 - June 2022

Company Mass. Inst. of Technology

Supervisor]HASKELL/ EDWARD J

Type	Document Number	Trans Date	Description	Amount	Check Number
Cost Element 800600 - Sponsored Billings					
RV	90356662	11/04/2021	75F40121C00111 236499948	Food and Drug Administration	10,454.36-
RV	90358222	12/03/2021	75F40121C00111 236573490	Food and Drug Administration	4,638.11-
RV	90359789	01/05/2022	75F40121C00111 236643227	Food and Drug Administration	8,658.91-
RV	90361268	02/03/2022	75F40121C00111 236720663	Food and Drug Administration	58,135.66-
RV	90362629	03/03/2022	75F40121C00111 236788793	Food and Drug Administration	33,958.77-
RV	90364224	04/05/2022	75F40121C00111 236881386	Food and Drug Administration	29,133.30-
RV	90365237	05/04/2022	75F40121C00111 236960454	Food and Drug Administration	115,338.91-
RV	90366701	06/03/2022	75F40121C00111 237043758	Food and Drug Administration	66,217.09-
TOTAL Cost Element 800600 - Sponsored Billings					326,535.11-
TOTAL WBS					326,535.11-

Customer Number: Drill down for Invoice information

Drilling down into invoice number launches **Display Document**

Note, this transaction reverses a prior transaction

The screenshot shows the SAP 'Display Document: Overview' window. The main window displays document details for document number 90335479, company code CUR, and fiscal year 2021. A pop-up window titled 'Document Header: CUR Company Code' is overlaid on the main window. In this pop-up, the 'Document Type' is 'RV' (highlighted with a red box) and 'Billing document' is circled in blue. The 'Ref. Transactn' field shows 'VBRK' and 'Billing document'. The 'Reference' field shows 'EW-20' and the 'Document Date' is '09/01/2020'. The 'Posting Date' is '09/02/2020' and the 'Posting period' is '03 / 2021'. The 'Currency' is 'USD'. The 'Reference Key' is '0090335479' and the 'Log.System' is 'ZZPS103001'. The 'Entered by' is 'EDIAMOND' and the 'Entry Date' is '09/02/2020'. The 'Time of Entry' is '12:18:01'. The 'TCode' is 'VF11'. The 'Changed on' field is empty and the 'Last update' field is empty. The 'Reversal Doc. f' is '90335130' and the 'Reversal Reason' is empty. The 'Ref.key(head) 1' and 'Ref.key 2' fields are empty. The pop-up window has a green checkmark and a red X button at the bottom right.

Document Number	90335479	Company Code	CUR	Fiscal Year	2021
Document Date	09/01/2020	Posting Date	09/02/2020	Period	3
Reference	EW-20	Cross-CCode No.			
Currency	USD				

Document Type	RV		
Doc.Header Text			
Card type		Card no.	
Request Number			
Reference	EW-20	Document Date	09/01/2020
		Posting Date	09/02/2020
Currency	USD	Posting period	03 / 2021
Ref. Transactn	VBRK	Billing document	
Reference Key	0090335479	Log.System	ZZPS103001
Entered by	EDIAMOND		
Entry Date	09/02/2020	Time of Entry	12:18:01
TCode	VF11		
Changed on		Last update	
Reversal Doc. f	90335130	2021	
Reversal Reason			
Ref.key(head) 1		Ref.key 2	

Customer Number: Drill down for Invoice information

Display Document: Overview

Reversal Document

Document Number	99999999	Company Code	CUR	Fiscal Year	2021
Document Date	09/01/2020	Posting Date	09/02/2020	Period	3
Reference	EW-20	Cross-CCode No.			
Currency	USD	Texts exist	<input type="checkbox"/>		

Items in Document Currency

#	PK	GLacct	GLacct Desc	CCenter	Order	WBS	Line item text	Amount	in	USD
1	12	118622	Millennium				Cancel Inv # 0	157,529.00-		
2	40	800600	sponsored			6912345		157,529.00		

Item 1 / 2 Debit/Credit 157,529.00

Click on **GL Acct Desc**
(customer name) to view
Customer Number

Customer Number: Drill down for Invoice information

Display Document: Line Item 001

Additional Data

Customer: 8765432101 Millennium Falcon Transport G/L Acc: 101205
CoCode: CUR Complexe Administratif
Mass. Inst. of Technology Doc. No.: 90335479

Line Item 1 / Reverse invoice / 12

529.00 USD

Disc. Amount: 0.00 USD
Days/percent: 30 0.000 % 0 0.000 % 0

27/2020

Dunn. Block Dunning Key

Last Dunned

Clearing: 09/02/2020 / Note the Clearing Date

Assignment: /004008961

Text: Cancel Inv # 0090335130 Long text

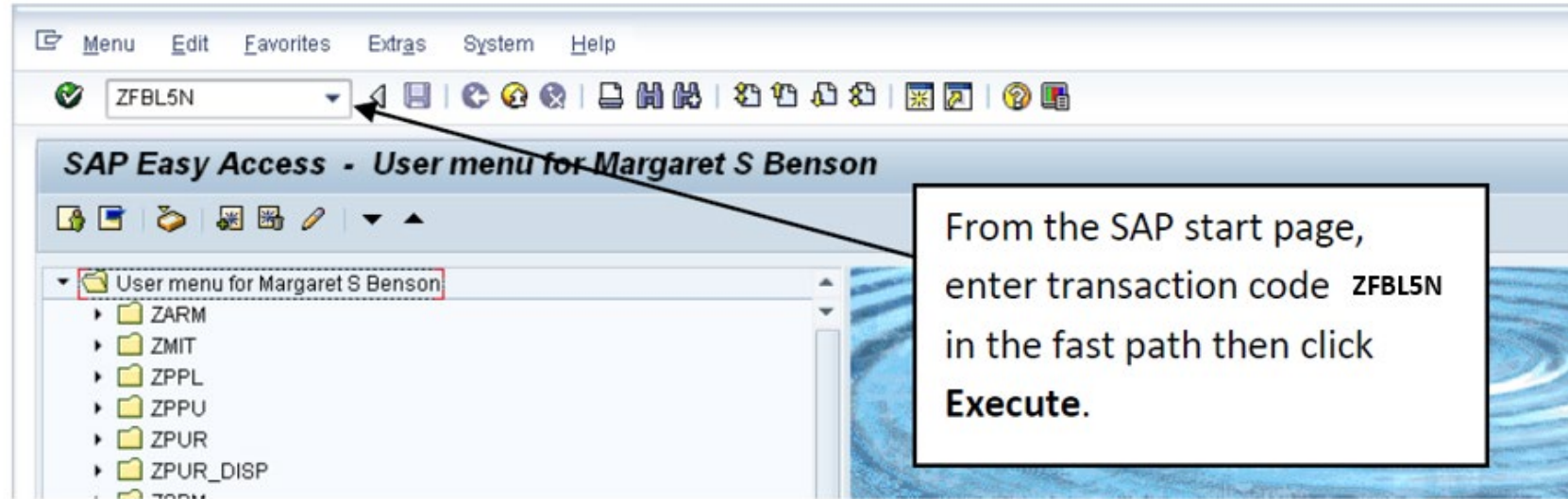
Customer Number appears in the upper right corner of **Display Document: Line Item 001**

Note the Clearing Date

Invoice questions, contact billing-issues@mit.edu

ZFBL5N Customer Number Display

Customer number info –
to see if an invoice has
been paid or cancelled



Customer Line Item Display

Data Sources

Customer selection

Customer account	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Company code	CUR	to	<input type="text"/>	<input type="button" value="↕"/>

Selection using search help

Search help ID	<input type="text"/>
Search string	<input type="text"/>
<input type="button" value="Search help"/>	

Line item selection

Status

Open items

Open at key date	<input type="text" value="01/31/2018"/>
------------------	---

Cleared items

Clearing date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Open at key date	<input type="text"/>			

All items

Posting date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
--------------	----------------------	----	----------------------	----------------------------------

Type

Helpful Contacts

Contact information (VPF)

Sponsored Accounting Directory: <https://vpf.mit.edu/staff/134>

For all billing issues email: billing-issues@mit.edu

For WBS Closeouts email: WBS-closeouts@mit.edu

For all under recovery email: ur-issues@mit.edu

VPF Online Training <https://vpf.mit.edu/calendar/training>

Research Administration Practices (RAP) Events: <https://ras.mit.edu/research-administration-practices-rap>

RA-Help@mit.edu (Research Administration Support team)

Questions – Help

- ask-sponsored@mit.edu
- [Sponsored Accounting directory](#)
- **Virtual Drop-In Session - Fundamentals of Financial Management** (contact [Rob Davies](#) to be put on mailing list)
- [RAS Contract Administrator](#)
- RA-Help@mit.edu
- [Virtual Drop-In RA Support](#) (via Zoom)

Resources

RAS/KC Award Resources

[Introduction to Awards - Training Guide for All About Awards](#)

[Viewing Award Hierarchy](#)

[Account Setup for Awards](#)

[Standard Contract Terms and Conditions](#)

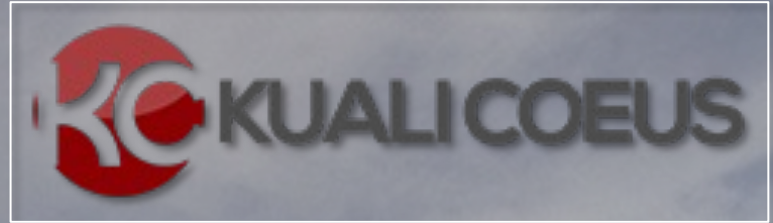
[Federal Terms and Conditions](#)

Feedback

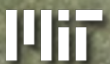
We are providing a **QR Code** for you to access a **RAP learning session feedback survey** via your phone or mobile device.



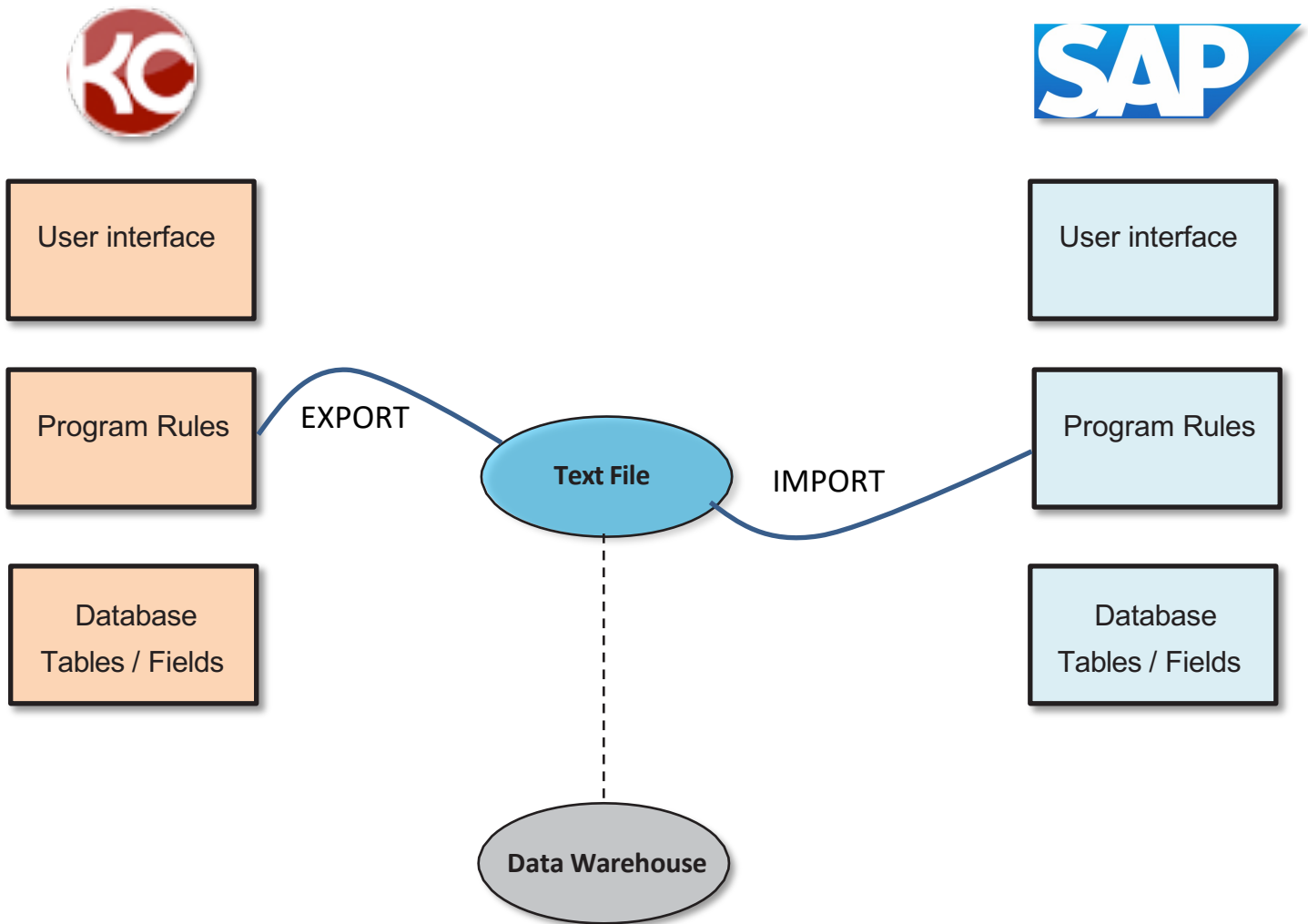
Use this link to access the form via the web
https://mit.co1.qualtrics.com/jfe/form/SV_559gEitVJq5p9gq



Relationship Mapping



Technical Landscape



Relationship status		Means
Single	#	Data point in KC translates directly to a similar data point in SAP
Similar	7	One data point in KC determines the value of the SAP data point but there is some ceremony involved
Complicated	#	Feed logic uses more than one data point in KC to determine SAP value

Relationships

	SAP	KC	Relationship	KC TABLE	SAP TABLE
1.	WBS Element	Account ID	Single		
2.	Name	Award Title	Single		
3.	Begin Date	Award Effective	Complicated	osp\$award.award _effective_date	
4.	Supervisor	PI	Single	N/A, SAP Program Rules	
5.	Addressee	Person	Complicated	N/A, KC Feed logic	
6.	Room	Office Location	Complicated		
7.	Profit Center	Lead Unit ID	Similar		
8.	Fund Center	n/a	Complicated		
9.	Costing Sheet	Underrecovered F &A rate	Complicated		
10.	Lab Allocation	Lead Unit ID	Complicated		
11.	OH Adjustments	On/Off Campus	Complicated		
12.	Pending Code	Award Status	Similar	Award.Status_Code	costcollector.termcode
13.	Term Code	Award Status	Similar	Award.Status_Code	costcollector.termcode
14.	Agreement Type	Award Type	Similar		
15.	Award Num	Award ID	Similar		
16.	Sponsor Code	Sponsor ID	Single		
17.	Primary Sponsor	Prime Sponsor	Single		
18.	DFAFS	Document Funding ID	Single		
19.	CFDANO	CFAD Number	Single		
20.	Contract #	Sponsor Award ID	Single		
21.	Subcontract Plan	Small Business Subcontracting Plan	Similar		

Display Cost Object vs. Award Details

Display Cost Object

Settlement Rule

Company Code CUR Massachusetts Institute of Technology Currency USD

1 WBS Element 6925791 Project Number 6925791 Level 1

Proj. Profile MIT001 Sponsored Projects

2 Name INTERCITY PASSENGER RAIL

Purpose

3 Begin Date 02/01/2012 End Date 01/31/2017

4 Supervisor 900019181 Sussman /Joseph M 6 Room 1-163

5 Addressee 900012857 Mahoney /Mary E Room E90-9148

7 Profit Center P069500 CTL

8 Fund Center 201138 SUSSMAN /JOSEPH M CTL P069500

9 Costing Sheet RESMN Research MTDC On Campus

10 Lab allocation 0008 CTR TRANSPORTATION&LOGIST[CT..

EB adjustments

11 OH adjustments 0077 60.50 ON - 5.00 OFF

Admin Flag FC Faculty administered

Comments

COEUS CHANGE IN: COST SHARING BILLING

Sect Trial Balance R20 O S P VOLUME ACCOUNTS

Predecessor Continued From Continued To

Pool Code D Pool Units 0.0000

Cost Share 1 Treasurer Report

FS Code 12 Pending Code Funding Class 616

Calc Code Mail Code 3 13 Term Code

Alt Currency

14 Agreement Type 01 WBS Type R

Customer 8600035087 15 Award Number 020728-001

16 Sponsor Code 007545 University of Illinois-Urbana Champaign

17 Primary Sponsor 000680 U.S. Department.of Transportation

Billing Type 01 Billing Form F1 18 DFAPS

Billing element checked 19 CFDANO 20.701

21 Subcontract Plan N

20 Contract # 2012-02061-03

Display Cost Object vs. Award Details cont'd

Details & Dates hide

Details and Dates

Transaction Type: Modification Notice Date: Comments:

Award ID: 020728-00001 Lead Unit ID: 069500 - Center for Transportation and Logistics

Version: 12 Account Type: Regular

Award Status: Active Activity Type: Organized Research

Account ID: 6925791 Award Type: Grant

Award Title: Intercity Passenger Rail

Sponsor ID: 007545 - University of Illinois-Urbana Champaign Prime Sponsor: 000680 - U.S. Department of Transportation

Sponsor Award ID: 2012-02061-03 CFDA Number: 20.701

Modification ID: 02 NSF Science Code: Civil - Engineering: B.04

FAIN ID: Federal Award Year:

Transferred

Award Effective Date: 02/01/2012 Obligation Start Date: 02/01/2012

Project End Date: 01/31/2017 Obligation End Date: 01/31/2017

Federal Award Date: Modification Date:

Execution Date: 05/11/2012

Anticipated Amount: \$512,393.00 Obligated Amount: \$512,393.00

Sponsor Funding Transferred

Time & Money

Award Effective Date: 02/01/2012 Obligation Start Date: 02/01/2012

Project End Date: 01/31/2017 Obligation End Date: 01/31/2017

Federal Award Date: Modification Date:

Execution Date: 05/11/2012

Anticipated Amount: \$512,393.00 Obligated Amount: \$512,393.00

Payment & Invoices hide

Payment & Invoice

Payment Basis: Cost reimbursement : 2

Document Funding ID:

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions Me

Document was successfully reloaded. time & money

Payment & Invoices show

Contract And Grants Billing show

Reports hide

Report Classes

- Financial (1) show
- Intellectual Property (0) show
- Procurement (0) show
- Property (0) show
- Proposals Due (0) show
- Technical/Management (1) show

Miscellaneous Procurement/Purchasing

Small Business Subcontracting Plan Unknown Procurement Priority Code

apply

Display Cost Object vs. Award Contacts

Display Cost Object

Settlement Rule

Company Code CUR Massachusetts Institute of Technology Currency USD

1 WBS Element 6925791 Project Number 6925791 Level 1

Proj. Profile MIT001 Sponsored Projects

2 Name INTERCITY PASSENGER RAIL

Purpose

3 Begin Date 02/01/2012 End Date 01/31/2017

4 Supervisor 900019181 Sussman /Joseph M 6 Room 1-163

5 Addressee 900012857 Mahoney /Mary E Room E90-9148

7 Profit Center P069500 CTL

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EB adjustments

11 OH adjustments 0077 60.50 ON - 5.00 OFF

Admin Flag EC Faculty administered

Comments

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Sect Trial Balance R20 O S P VOLUME ACCOUNTS

Predecessor Continued From Continued To

Pool Code D Pool Units 0.0000

Cost Share 1 Treasurer Report

FS Code 12 Pending Code Funding Class 616

Calc Code Mail Code 3 13 Term Code

Alt Currency

14 Agreement Type 01 WBS Type R

Customer 8600035087 15 Award Number 020728-001

16 Sponsor Code 007545 University of Illinois-Urbana Champaign

17 Primary Sponsor 000680 U.S. Department.of Transportation

Billing Type 01 Billing Form F1 18 DFAPS

Billing element 19 CFDANO 20.701

21 Subcontract Plan N

20 Contract # 2012-02061-03

Display Cost Object vs. Award Contacts cont'd

HOME DASHBOARD

User: cgoodwin Doc Search Action List Get Help

4 PI: Sussman, Joseph M Document ID/Status: 1685818:FINAL
 Lead Unit: Center for Transportation and Award ID/Account: 020728-00001:6925791
 Sponsor Name: University of Illinois-Urbana Last Update: 05/20/16 03:06 PM by jdrob

Award Contacts Commitments Budget Versions Payment, Reports & Terms Special Review Custom Data Comments, Notes & Attachments Award Actions Medusa

Document was successfully reloaded.

time & money Award Budget expand all collapse all

Key Personnel and Credit Split (1) show

Unit Contacts (0) show

Sponsor Contacts (4) show

Central Administration Contacts (4) hide

Central Administration Contacts					
	Person	Unit	Project Role	Office Phone	Email
1	Sheffi, Yosef	069500	UNIT_HEAD	617-253-5316	sheffi@mit.edu
2	Mahoney, Mary E	069500	ADMINISTRATIVE_OFFICER	617-253-0120	maryem@mit.edu
3	Waitz, Ian A	069500	DEAN_VP	617-253-0218	iaw@mit.edu
4	Rodriguez, Jenny M	069500	OSP_ADMINISTRATOR	617-715-4296	jennymr@mit.edu

KcPerson hide

KcPerson Id: 900012857

Social Security Number:

Last Name: Mahoney

First Name: Mary

Middle Name: E

Full Name: Mahoney, Mary E

Prior Name:

User Name: maryem

Email Address: maryem@mit.edu

Date of Birth:

Age:

Age by Fiscal Year:

Gender:

Race:

Education Level: Bachelor's Degree

Degree: BA/BS

Major:

Is Handicapped:

Handicap Type:

Veteran:

Veteran Type:

Visa Code:

Visa Type:

Visa Renewal Date:

Has Visa:

6 Office Location: E90-9148

Office Phone: 617-253-0120

Display Cost Object vs. Commitments

Display Cost Object

Settlement Rule

Company Code	CUR	Massachusetts Institute of Technology	Currency	USD
1 WBS Element	6925791	Project Number 6925791	Level	1
Proj. Profile	MIT001	Sponsored Projects		
2 Name	INTERCITY PASSENGER RAIL			
Purpose				
3 Begin Date	02/01/2012	End Date	01/31/2017	
4 Supervisor	900019181	Sussman /Joseph M	6 Room	1-163
5 Addressee	900012857	Mahoney /Mary E	Room	E90-9148
7 Profit Center	P069500	CTL		
8 Fund Center	201138	SUSSMAN /JOSEPH M CTL P069500		
9 Costing Sheet	RESMN	Research MTDC On Campus		
10 Lab allocation	0008	CTR TRANSPORTATION&LOGIST[CT...		
EB adjustments				
11 OH adjustments	0077	60.50 ON - 5.00 OFF		
Admin Flag	FC	Faculty administered		
Comments	COEUS CHANGE IN: COST SHARING BILLING			
Sect Trial Balance	R20	O S P VOLUME ACCOUNTS		
Predecessor		Continued From		Continued To
Pool Code	D	Pool Units	0.0000	
Cost Share	1	Treasurer Report		
FS Code		12 Pending Code		Funding Class 616
Calc Code		Mail Code 3		13 Term Code
Alt Currency				
14 Agreement Type	01	WBS Type	R	
Customer	8600035087	15 Award Number	020728-001	
16 Sponsor Code	007545	University of Illinois-Urbana Champaign		
17 Primary Sponsor	000680	U.S. Department.of Transportation		
Billing Type	01	Billing Form	F1	18 DFAFS
Billing element	<input checked="" type="checkbox"/>	19 CFDANO	20.701	
21 Subcontract Plan	N			
20 Contract #	2012-02061-03			

Display Cost Object vs. **Commitments** cont'd

Award Contacts **Commitments** Budget Versions Payment, Reports & Terms Special Review



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Cost Sharing

Rates

F&A Rates

F&A Rates

	Rate	Type	Fiscal Year	Start Date	End Date	C
1	5.00	RESMN	2018	01/16/2018		
2	 59.00	 RESMN	2018	01/16/2018		
Total						
Comments:	