

Process for distributing monthly financial reports:

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1. Several reports have been developed that will be available for distribution using an SAP feature called the Universal Work List (UWL). All reports are delivered to the end-user's SAP inbox which can be opened in a PDF file. The end-user will be notified by email which contains a link that will take them directly to their private UWL. This distribution method requires the business areas to populate specific information into a spreadsheet and submit to the Master Data Team for upload. This document outlines the process for accomplishing this task.

The reports are:

SMUR1	SMUR Operating Statement
SMUR2	SMUR Monthly Transaction Listing
SMUR3	SMUR Monthly Budget Changes
SMUR4	SMUR Income Statement
SMUR5	SMUR Balance Sheet
SMUR6	Account Balance Listing
RIO1	RIO Monthly Budget Changes
RIO2	RIO Monthly Transactions
RIO3	RIO Income & Expense
RIO4	RIO Monthly Operating Statement
FSSR1	FSSR Monthly Transactions
FSSR2	FSSR Project Financial Report
FSSR3	FSSR Monthly Budget Changes

2. All sponsored Project Financial Reports for distribution to PI's, Co-PI's and responsible persons who need to receive these reports will be set up by SPS at the time an award is established. No further action is required. This report distribution follows the same logic as GM Aims.
3. Monthly financial report distribution will be entered into the standard upload template (attached) by a departmental business office staff member following the established variant naming convention and process outlined below. After the variants have been set up and the table is completed, the responsible fiscal administrator for the department will approve the spreadsheet before forwarding to the Master Data Team for uploading. The fiscal administrator will review to ensure that 1) the individuals listed should be receiving the reports listed; 2) the variant is correct and 3) the standard naming convention is being followed.
4. The Master Data Team will upload the spreadsheets upon receipt in their normal workload processes. If there is an error on a record, it will not stop the rest of the records from uploading. They will go ahead and process. The error records will be brought up on another screen so that they can be identified and corrected. A member of the Master

Data Team will contact the fiscal administrator via email who will need to research and correct the error before resubmitting.

Note regarding “Alias”:

It is important to ensure that the Alias of the individual is correct. Staff who change their alias’ for any reason, i.e. marriage, will need to be manually updated in the system on Infotype 105. This infotype must contain the correct alias or the reports will not be delivered. Notify the Shared Service Center team of any Alias changes. If you check the staff directory to find a staff member’s alias, you must also look up infotype 105 in PA 20 to ensure they are the same.

Continuing Maintenance:

The department fiscal administrator is responsible for monitoring the report listing to ensure staff who have terminated are deleted from the list. Use FM800_000 to view the master table. The same table will be used to identify those reports which should be deleted. However, there is no upload process for the deletion of lines in the spreadsheet. The Master Data Team will receive the information via the same spreadsheet, but will need to select the rows in the table and then hit the delete function.

Annually, the Master Data Team will send out a reminder to the Accounting list serve to remind departments to validate reports that are no longer needed are deleted.

Backup documentation (the template spreadsheet) should be maintained in the departments for one year after report set up or report deletions.

Variant Naming Convention:

Variants for report distribution should use the following naming convention:

- There are 14 characters available
- For characters 1-7, enter the first 7 numbers of the cost center.
- The next 7 characters may be alpha or numeric and are available to the department to use to meet their needs.
- Each area is responsible for ensuring that variants are not overwritten.
- A variant must be set up for each report being sent.

Role Assignments:

Members of the master data team will need the new role of “g1150_000” to access the Z table “zfi_maint” for change and display.

Fiscal Administrators will have a t-code added to FM800_000 for display-only capability of this table.

Resources: QRC link:

Variant Tips

Groups training materials

Process Checklist:

1. Business Office needs to determine who should receive which monthly reports via this method.
2. Look up the “alias” for each staff member and ensure it is in PA 20, Infotype 105.
3. Use T-code listed on the report grid to set up the variant for each report. Follow the standard naming convention. Review already established variants to avoid duplication. Note: when setting up a variant, you must enter the period and year on the criteria screen. However, these fields are over-written by the report distribution program monthly to provide the current period and year.
4. Complete report distribution template.
5. Print hardcopy of spreadsheet and secure appropriate fiscal approval.
6. Forward signed copy to Master Data Team. File copy for retention purposes.
7. Forward electronic spreadsheet to Master Data Team
8. Master Data Team will match electronic and hard copies and upload using “zfi_maint”. Master Data Team will follow their desktop procedures.

After month end reports are generated, check with several staff members to ensure they are receiving the appropriate reports.

UWL Report Delivery Process:

- These reports are static month end reports and will be run centrally.
- Reports are automatically generated after month end. Note: Due to the volume of reports delivered via this mechanism, they will be run over multiple evenings in the following priority...1) Project Financial Reports -Grants, 2) Project Financial Reports – Sponsored Programs 3) the various Standard Monthly User Reports..
- Standard Monthly User Reports, Real Internal Orders and Account Balance Listing are generated via Table information.
- Project Financial Reports are automatically generated using GM Aims logic.

Running T-Codes reports in SAP GUI

These reports can be run in R3 at any time. Data can be reproduced as of month end or up to date – depending on the selection criteria you enter.