Research Administration Practices (RAP) Sessions

SAP Navigation for Sponsored Programs

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Agenda

- Welcome and Introductions
- Review information flow KC to SAP
- SAP Navigation Demo
- Resources
MIT’s Kuali Coeus (KC) system is the official institute record of Sponsored Programs

- Research Administration Services (RAS) enters the sponsored program information in KC. A Notice of Award (NOA) to Departmental Administrator (AO, FO, etc.)
- When the award is in “Active” or “Pending” status in KC, information feeds to SAP (MIT’s financial system of record) through an afternoon daily feed. Further, information in KC feeds to MIT’s Data Warehouse in an overnight feed.
- When the award is in “Hold” status in KC, the “hold(s)” must be cleared before they will feed to SAP (or Data Warehouse). Hold(s) may occur when:
  - COI Disclosures not complete, or not yet reviewed by COI Officer
  - COI Training not complete, or Training has expired
  - Human Subjects pending
  - Animal Use pending

KC also pulls information from other systems:

- Human Resources (HR) – MIT appointment information is kept in HR, and pulled into KC when person added to proposal
- CITI Training records – The training record information from CITI (for COI, Human Subjects, RCR, etc) is fed to MIT’s KC system overnight
KC to SAP Data Flow, con’t

- The feed from KC to SAP is one way
  - Some transactions may require VPF Sponsored Accounting team to alter SAP and not KC, such as extend an expiration date to process final invoice(s) or complete a journal voucher for closeout purposes. Once the transaction is complete, VPF Sponsored Accounting should change the SAP information to match KC
    - If information is different between the award in KC and SAP, contact your Contract Administrator for further review
- The MIT Community relies on the information in KC to:
  - Manage
  - Invoice
  - Report
  - Closeout

Refer to the handout on the detailed KC to SAP Relationship mapping guide to understand the field names in each system.
SAP Demo – Favorites menu

- How to establish a Favorites menu
  - Log on to SAP
  - Right click “Favorites”
  - “Insert Transaction” allows you to type “Transaction” (described in the following slides) and saves direct link under “Favorites”
Common menu items include:
- ZSTM – Summary Statement
- ZDTR – Detail Transaction Report
- FB03 – Display Cost Object
- CJ03 – Display Work Breakdown Structure

The above information may also be accessed via the Summary Statement, and clicking on certain fields.
1 = Enter Cost Object, will pull up all accounts if there is a multi account structure award

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

Click Execute (     ) and Summary Statement appears
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 = Sponsored Billings. Display screen with sponsored billing information
SAP Demo

1
Detailed Transaction Report (DTR)
The image displays a SAP Demo interface titled "Customer Line Item Display." The interface includes fields for customer account, company code, search help ID, search string, status (open items, cleared items, all items), and type (normal items, special G/L transactions). The interface is used for navigating sponsored programs through the SAP system.
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**Account 9600113798**

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### Display Project: WBS Element Overview

**Proj. def.**: 6927163

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