



Sponsored Project End Dates

CNS41 Report Instructions

November 18, 2003



Important step

- The most important step is ensuring that ALL of your sponsored projects are included in the number range used for the report's selection screen
- To accomplish this, run the report S_ALR_87012612 to obtain a list of all WBS Elements attached to your funds center

S_ALR_87012612 Selection

- On the selection screen, fill in your funds center number
- Specify WBS Elements beginning with R*
- Press the "Execute" icon

The screenshot shows the SAP selection screen titled "Assigning WBS Elements to Funds Center and Fund". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into two sections: "WBS element" and "FM acct asst".


WBS element section:

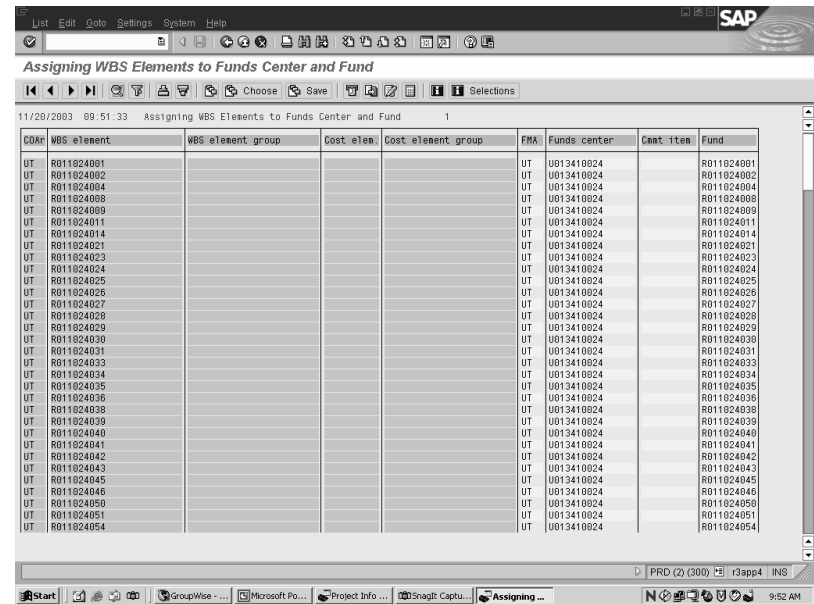
Controlling area	UT		
WBS element group			
WBS element	R*	to	
Fiscal year (assignment)		to	
WBS element with FM acct assgm	<input checked="" type="checkbox"/>		
WBS element w/o FM acct assgmt	<input type="checkbox"/>		

FM acct asst section:

FM area	UT		
Funds center	U013410024	to	
Funds center w/o WBS element	<input type="checkbox"/>		

S_ALR_87012612 Display

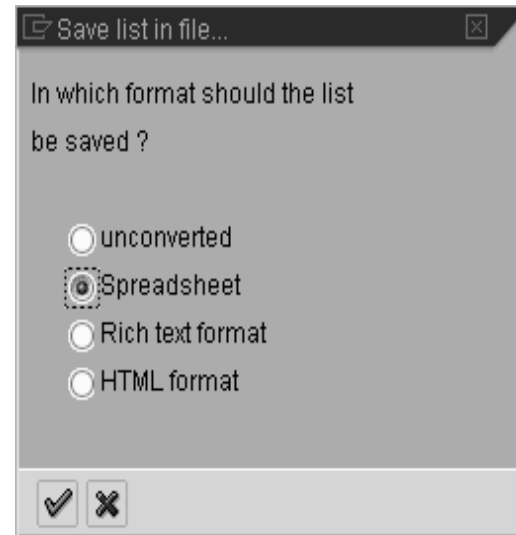
- Download this report to Excel by pressing the "Local file" icon 



CDAR	WBS element	WBS element group	Cost elem.	Cost element group	PMA	Funds center	Gmt. item	Fund
UT	R011024001				UT	UB13410024		R011024001
UT	R011024002				UT	UB13410024		R011024002
UT	R011024004				UT	UB13410024		R011024004
UT	R011024008				UT	UB13410024		R011024008
UT	R011024009				UT	UB13410024		R011024009
UT	R011024011				UT	UB13410024		R011024011
UT	R011024014				UT	UB13410024		R011024014
UT	R011024021				UT	UB13410024		R011024021
UT	R011024023				UT	UB13410024		R011024023
UT	R011024024				UT	UB13410024		R011024024
UT	R011024025				UT	UB13410024		R011024025
UT	R011024026				UT	UB13410024		R011024026
UT	R011024027				UT	UB13410024		R011024027
UT	R011024028				UT	UB13410024		R011024028
UT	R011024029				UT	UB13410024		R011024029
UT	R011024030				UT	UB13410024		R011024030
UT	R011024031				UT	UB13410024		R011024031
UT	R011024033				UT	UB13410024		R011024033
UT	R011024034				UT	UB13410024		R011024034
UT	R011024035				UT	UB13410024		R011024035
UT	R011024036				UT	UB13410024		R011024036
UT	R011024038				UT	UB13410024		R011024038
UT	R011024039				UT	UB13410024		R011024039
UT	R011024040				UT	UB13410024		R011024040
UT	R011024041				UT	UB13410024		R011024041
UT	R011024042				UT	UB13410024		R011024042
UT	R011024043				UT	UB13410024		R011024043
UT	R011024045				UT	UB13410024		R011024045
UT	R011024046				UT	UB13410024		R011024046
UT	R011024050				UT	UB13410024		R011024050
UT	R011024051				UT	UB13410024		R011024051
UT	R011024054				UT	UB13410024		R011024054

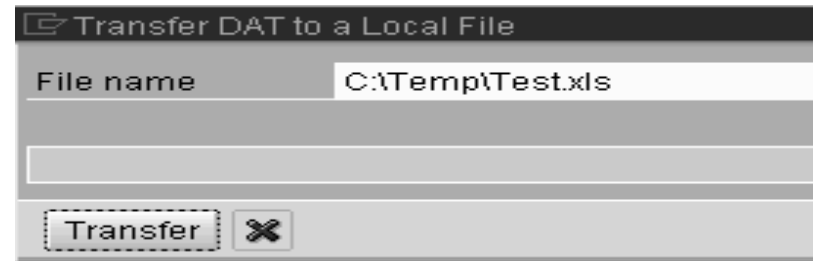
S_ALR_87012612 Download

- Select Spreadsheet
- Press enter or the green check mark icon



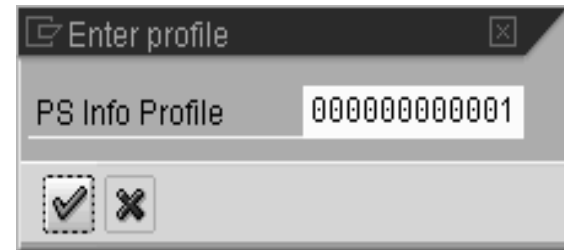
S_ALR_87012612 Download

- Specify the file name and location
- Specify the file type by adding the filename extension “.xls” for Excel
- In this example, the file name & type is “Test.xls”
- Press the “Transfer” icon



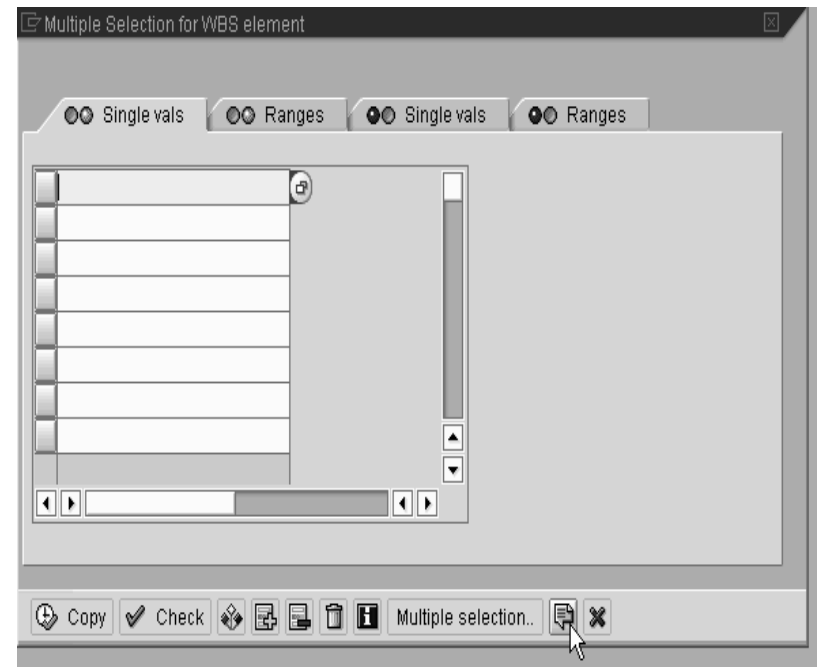
CNS41

- Go to transaction CNS41
- The profile number is always 00000000000001
- Press enter or the green check mark icon



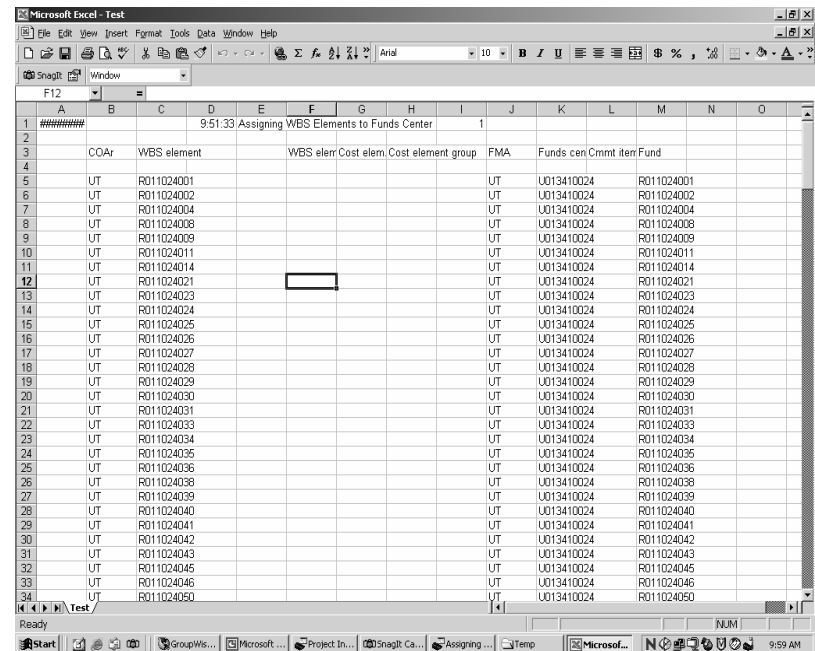
CNS41 Selection screen

- Press the “Multiple Selections” icon beside WBS Element
- Once you are in the “Multiple Selections” screen, press the “Import from text file” icon



Excel Spreadsheet

- Go to your Excel spreadsheet of WBS Elements
- Using the “My Computer” icon on your desktop, locate and double-click on your spreadsheet to open it



The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Test". The spreadsheet contains a table with columns labeled A through O. The data is organized into rows, with a header row (row 3) defining the columns: A (COAr), B (WBS element), C (WBS elemr), D (Cost elemr), E (Cost element group), F (FMA), G (Funds cen), H (Cmmt item), and I (Fund). The rows contain numerical IDs (e.g., R011024001) and codes (e.g., UT). The spreadsheet is displayed in a window titled "Microsoft Excel - Test" with a standard menu bar and toolbar. The status bar at the bottom shows "Ready" and the system tray with the time "9:59 AM".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	#####			9:51:33	Assigning WBS Elements to Funds Center				1						
3		COAr	WBS element			WBS elemr	Cost elemr	Cost element group	FMA		Funds cen	Cmmt item	Fund		
5		UT	R011024001						UT	U013410024				R011024001	
6		UT	R011024002						UT	U013410024				R011024002	
7		UT	R011024004						UT	U013410024				R011024004	
8		UT	R011024008						UT	U013410024				R011024008	
9		UT	R011024009						UT	U013410024				R011024009	
10		UT	R011024011						UT	U013410024				R011024011	
11		UT	R011024014						UT	U013410024				R011024014	
12		UT	R011024021						UT	U013410024				R011024021	
13		UT	R011024023						UT	U013410024				R011024023	
14		UT	R011024024						UT	U013410024				R011024024	
15		UT	R011024025						UT	U013410024				R011024025	
16		UT	R011024026						UT	U013410024				R011024026	
17		UT	R011024027						UT	U013410024				R011024027	
18		UT	R011024028						UT	U013410024				R011024028	
19		UT	R011024029						UT	U013410024				R011024029	
20		UT	R011024030						UT	U013410024				R011024030	
21		UT	R011024031						UT	U013410024				R011024031	
22		UT	R011024033						UT	U013410024				R011024033	
23		UT	R011024034						UT	U013410024				R011024034	
24		UT	R011024035						UT	U013410024				R011024035	
25		UT	R011024036						UT	U013410024				R011024036	
26		UT	R011024038						UT	U013410024				R011024038	
27		UT	R011024039						UT	U013410024				R011024039	
28		UT	R011024040						UT	U013410024				R011024040	
29		UT	R011024041						UT	U013410024				R011024041	
30		UT	R011024042						UT	U013410024				R011024042	
31		UT	R011024043						UT	U013410024				R011024043	
32		UT	R011024045						UT	U013410024				R011024045	
33		UT	R011024046						UT	U013410024				R011024046	
34		UT	R011024050						UT	U013410024				R011024050	

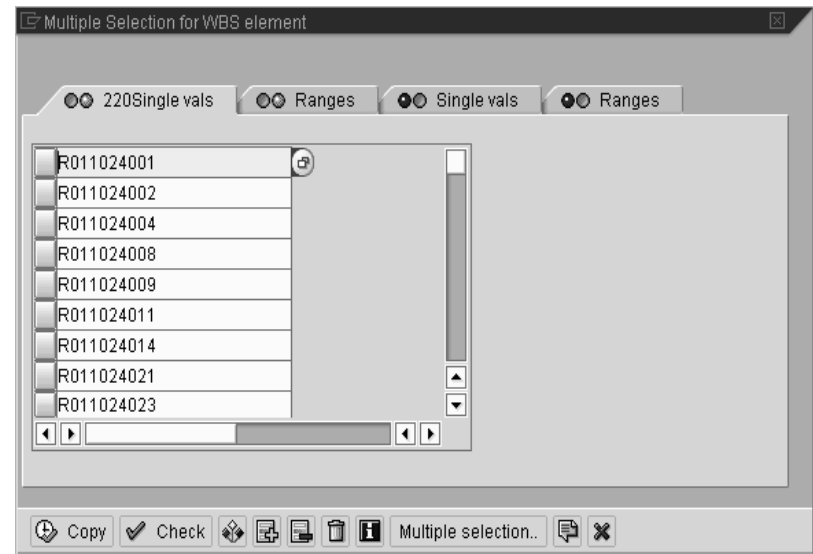
Excel Spreadsheet

- Clean up the spreadsheet if you want and get rid of unnecessary columns
- Highlight the WBS Element numbers and press Control and C to copy


	A	B
1	WBS Element	
2	R011024001	
3	R011024002	
4	R011024004	
5	R011024008	
6	R011024009	
7	R011024011	
8	R011024014	
9	R011024021	
10	R011024023	
11	R011024024	
12	R011024025	
13	R011024026	
14	R011024027	
15	R011024028	
16	R011024029	
17	R011024030	
18	R011024031	
19	R011024033	
20	R011024034	
21	R011024035	
22	R011024036	
23	R011024038	

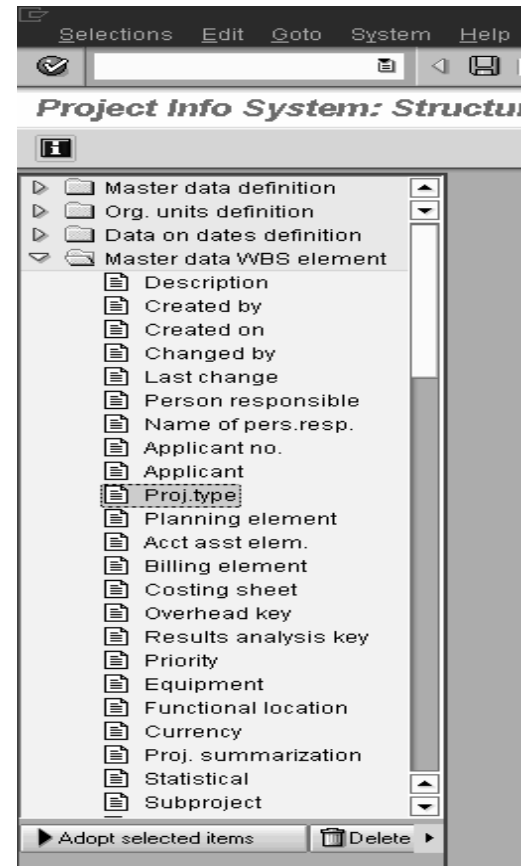
CNS41

- Press the “Upload from clipboard” icon which automatically pastes your list of WBS Elements into the selection screen
- Then press enter or the “Copy” icon



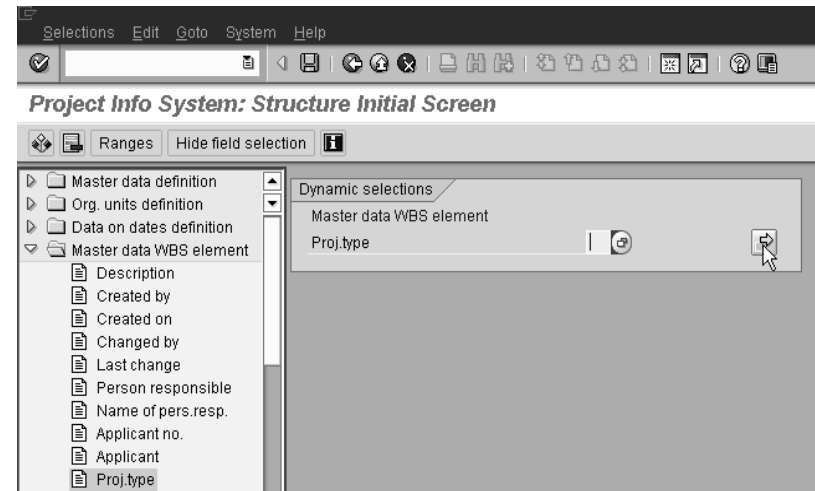
Selection screen (continued)

- To limit your selection to sponsored projects, press the “Dynamic Selections” icon 
- Expand the folder called “Master data WBS element” and select “Proj type”



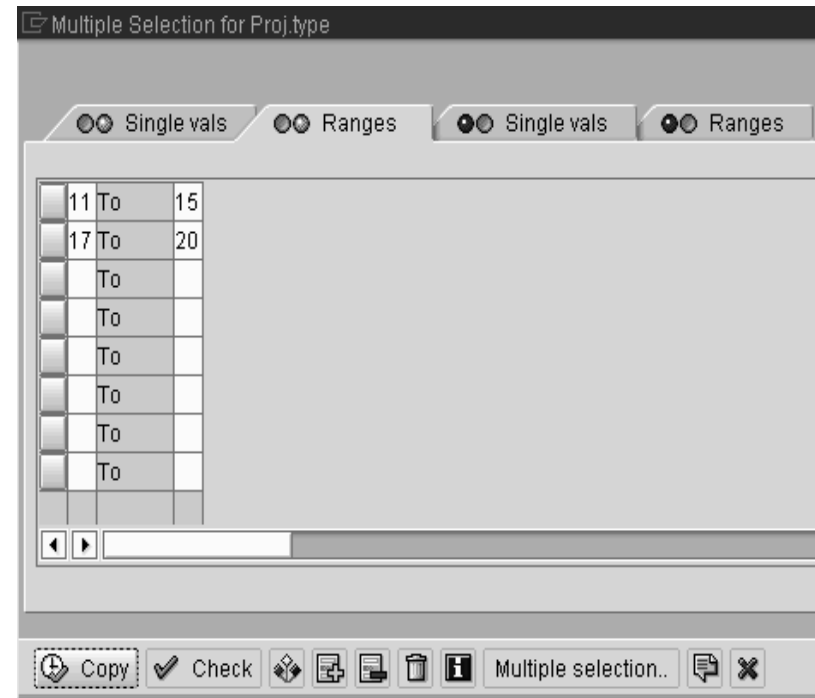
Selection screen (continued)

- Press the “Adopt selected items” icon
- “Proj type” will move to the right side of the screen as shown
- Press the “Multiple Selections” icon



Selection screen (continued)

- Select the range 11 – 15 and 17 - 20 as the value
- Press the “Copy” icon
- Then press the “Save” icon



Selection screen (continued)

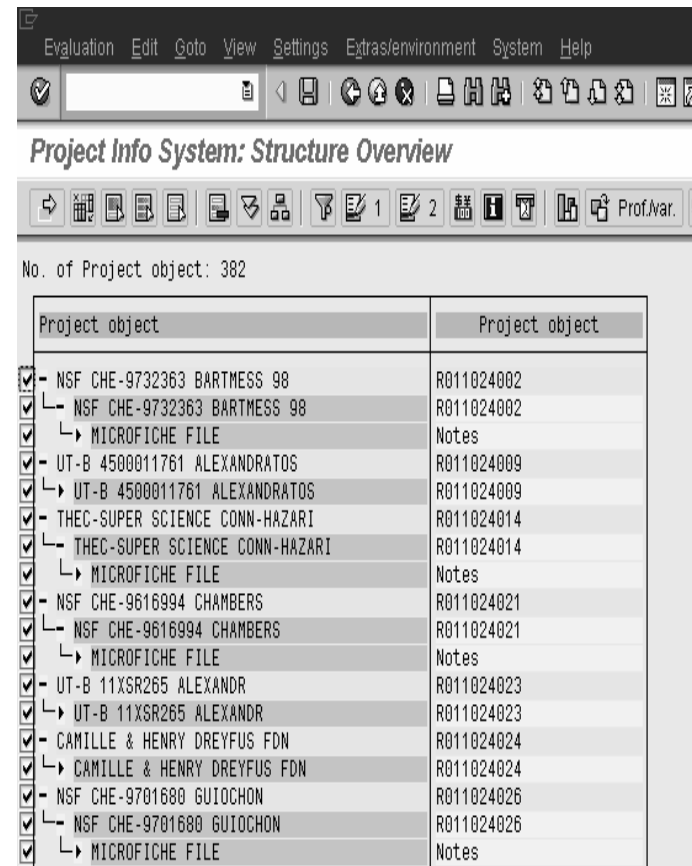
- Press the “Execute” icon to generate the report

The screenshot shows the 'Project Info System: Structure Initial Screen' window. The title bar includes 'Evaluation Edit Goto View Settings Extras/environment System Help'. Below the title bar is a toolbar with various icons. The main area contains the following fields:

Project information system (PS Info profile: 000000000001)			
Project		to	
WBS element	R011024001	to	
Network/order		to	
Activity/operation		to	
Materials in network		to	
Additional WBS element criteria			
Level	1	to	99

Initial report


- The initial report display shows Project Definitions in yellow
- WBS Elements and PS Text are shown in blue

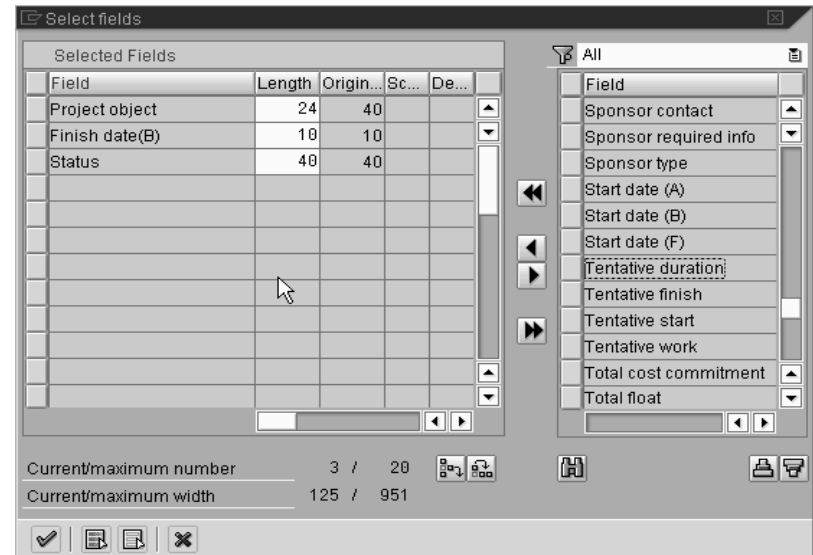


The screenshot shows the 'Project Info System: Structure Overview' window. It features a menu bar with 'Evaluation', 'Edit', 'Goto', 'View', 'Settings', 'Extras/environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a tree structure of project objects. The text in the tree is color-coded: project definitions are yellow, and WBS elements and PS text are blue. The tree shows a hierarchy of project objects, including NSF CHE-9732363 BARTMESS 98, UT-B 4500011761 ALEXANDRATOS, THEC-SUPER SCIENCE CONN-HAZARI, NSF CHE-9616994 CHAMBERS, UT-B 11XSR265 ALEXANDR, CAMILLE & HENRY DREYFUS FDN, and NSF CHE-9701680 GUIOCHON. Each project object is expanded to show its sub-objects, such as 'MICROFICHE FILE' and 'Notes'. The right column of the table shows the corresponding project object ID for each entry.

Project object	Project object
- NSF CHE-9732363 BARTMESS 98	R011024002
- NSF CHE-9732363 BARTMESS 98	R011024002
↳ MICROFICHE FILE	Notes
- UT-B 4500011761 ALEXANDRATOS	R011024009
↳ UT-B 4500011761 ALEXANDRATOS	R011024009
- THEC-SUPER SCIENCE CONN-HAZARI	R011024014
↳ THEC-SUPER SCIENCE CONN-HAZARI	R011024014
↳ MICROFICHE FILE	Notes
- NSF CHE-9616994 CHAMBERS	R011024021
↳ NSF CHE-9616994 CHAMBERS	R011024021
↳ MICROFICHE FILE	Notes
- UT-B 11XSR265 ALEXANDR	R011024023
↳ UT-B 11XSR265 ALEXANDR	R011024023
- CAMILLE & HENRY DREYFUS FDN	R011024024
↳ CAMILLE & HENRY DREYFUS FDN	R011024024
- NSF CHE-9701680 GUIOCHON	R011024026
↳ NSF CHE-9701680 GUIOCHON	R011024026
↳ MICROFICHE FILE	Notes

Change display attributes

- Press the “Choose fields” icon 
- Move the attributes “Finish date (B)” and “Status” from the right side to the left side
- Press enter or the green check mark icon




Report display

- This report can now be downloaded to Excel and sorted by end date and status
- The IRIS filter function can also be used to accomplish this

No. of Project object: 382


Project object	Project object	Finish (B)	Status
- NSF CHE-9732363 BARTMESS 98	R011024002	03/31/2001	PREL
↳ NSF CHE-9732363 BARTMESS 98	R011024002	03/31/2001	REL LKD SETC // CIP
↳ MICROFICHE FILE	Notes		
- UT-B 4500011761 ALEXANDRATOS	R011024009	08/26/2001	PREL
↳ UT-B 4500011761 ALEXANDRATOS	R011024009	08/26/2001	REL ACPT SETC // CAN
- THEC-SUPER SCIENCE CONN-HAZARI	R011024014	09/30/2000	PREL
↳ THEC-SUPER SCIENCE CONN-HAZARI	R011024014	09/30/2000	REL LKD SETC // CIP
↳ MICROFICHE FILE	Notes		
- NSF CHE-9616994 CHAMBERS	R011024021	12/31/2000	PREL
↳ NSF CHE-9616994 CHAMBERS	R011024021	12/31/2000	REL LKD // CIP
↳ MICROFICHE FILE	Notes		
- UT-B 11XSR265 ALEXANDR	R011024023	02/02/2000	PREL
↳ UT-B 11XSR265 ALEXANDR	R011024023	02/02/2000	REL LKD // CIP
- CAMILLE & HENRY DREYFUS FDN	R011024024	12/31/2005	PREL
↳ CAMILLE & HENRY DREYFUS FDN	R011024024	12/31/2005	REL SETC // CANT
- NSF CHE-9701680 GUIOCHON	R011024026	04/30/2000	PREL
↳ NSF CHE-9701680 GUIOCHON	R011024026	04/30/2000	REL LKD // CIP
↳ MICROFICHE FILE	Notes		
- NSF DMR-9703692 WUNDERLICH	R011024027	04/30/2003	PREL
↳ NSF DMR-9703692 WUNDERLICH	R011024027	04/30/2003	REL // CANT
↳ MISCELLANEOUS INFORM	Notes		
- NSF CHE-9610442 COOK-SEPAKIAK	R011024028	03/31/2000	PREL
↳ NSF CHE-9610442 COOK-SEPAKIAK	R011024028	03/31/2000	REL LKD SETC // CIP
↳ MICROFICHE FILE	Notes		

Filter

- Press the “Set filter” icon 
- Select “User-defined”



Final report

- This report can be downloaded to Excel by using the “Export” icon 

No. of Project object: 21(382)
 Finish (B)

Project object	Project object	Finish (B)	Status
- UNIVERSITY OF MASS 00-528918 B 00 MAYS	R011024119	11/30/2003	PREL
↳ UNIVERSITY OF MASS 00-528918 B 00 MAYS	R011024119	11/30/2003	REL // CAN
- AF F49620-01-1-0068 HINDE	R011025034	11/30/2003	PREL
↳ AF F49620-01-1-0068 HINDE	R011025034	11/30/2003	REL ACPT // CANT
- UT-B 4000005231 SEPANIAK	R011025035	11/30/2003	PREL
↳ UT-B 4000005231 SEPANIAK	R011025035	11/30/2003	REL // CANT
- UT-B 4000006464 SEPANIAK	R011025039	12/31/2003	PREL
↳ UT-B 4000006464 SEPANIAK	R011025039	12/31/2003	REL // CANT
- NATO PST.CL6.977404 MUSFELDT	R011025043	12/18/2003	PREL
↳ NATO PST.CL6.977404 MUSFELDT	R011025043	12/18/2003	REL SETC // CANT
- NSF INT-0296144 MUSFELDT	R011025046	12/31/2003	PREL
↳ NSF INT-0296144 MUSFELDT	R011025046	12/31/2003	REL SETC // CAN
- NSF INT-0296144 MUSFELDT (TFSC)	R011025047	12/31/2003	REL SETC // CAN
- UNIV OF MASS 01-528156 C 00 MAYS	R011025094	12/31/2003	PREL
↳ UNIV OF MASS 01-528156 C 00 MAYS	R011025094	12/31/2003	REL ACPT // CAN
- UNIV OF MASSACHUSETTS 5-28283 MAYS	R011025099	12/31/2003	PREL
↳ UNIV OF MASSACHUSETTS 5-28283 MAYS	R011025099	12/31/2003	REL // CAN
- UNIVERSITY OF DELAWARE - LARESE	R011025101	12/31/2003	PREL
↳ UNIVERSITY OF DELAWARE - LARESE	R011025101	12/31/2003	REL SETC // CAN
- NSF CHE-0094815 PAGNI	R011027038	12/31/2003	PREL
↳ NSF CHE-0094815 PAGNI	R011027038	12/31/2003	REL // CANT