Cost Center Master Data Maintenance Guide for Departmental Administrators

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Update Master Data Assignments on My Cost Centers

Overview of the Tool

Certain master data fields associated with Cost Centers are allowed to be changed by the department. Use this tool to maintain those master data fields for Cost Centers assigned to your department. The fields available to be maintained are any of the Duke Unique IDs (DUIDs) assigned to the master data fields like Financial Responsible Person 1 & 2, SRM Alternate Approver, Payroll Reconciler, Travel Alternate Approvers 1 & 2, or AP Check Request Approvers 1 & 2.

This tool also links to another tool available to help maintain master data fields, known as the Mass Change tool. Those steps are also included in this guide.

Accessing the Tool

1. Open a web browser and to go to the Duke@WORK web site (http://work.duke.edu).

2. On the Duke University NetID Services screen, enter your NetID and Password.

3. Click on the Enter button to proceed to the Duke@WORK web site.

4. On the Duke@WORK screen, click on the Finance tab.
5. Click on the **Financial Reports** link.

6. Click on the **Master Data** link.

7. Click on the **Update Finance Master Data Assignments on My Cost Centers** link to open the **Name Maintenance** screen.
Update Master Data Assignments on Cost Centers (cont.)

Using the Tool

8. Use the horizontal scroll bar to review the fields listed below that may be maintained through this tool and follow the next steps to update the fields as needed:

- **Responsible Financial Person 1** – the Duke Unique ID and name for the person responsible for the financial aspects of the Cost Center; may be designated as an approver in the workflow of various online forms and systems.

- **Responsible Financial Person 2** – the Duke Unique ID and name for the secondary person involved in finances of the Cost Center; may also be designated as an approver in the workflow of various online forms and systems.

- **SRM Alternate Approver** – the Duke Unique ID and name for the person designated as an approver in the workflow for Buy@Duke electronic carts.

- **Payroll Reconciler** – the Duke Unique ID and name for the person designated to have access in Duke@Work to the Accounting View of Payroll Report for the Cost Center assigned.

- **Travel Alternate Approver 1** – the Duke Unique ID and name for the person designated as an approver in the workflow for electronic Travel and Reimbursement Forms (if not done by the Financial Responsible Person assignments).

- **Travel Alternate Approver 2** – the Duke Unique ID and name for the secondary person designated as an approver in the workflow for electronic Travel and Reimbursement forms (as needed).

- **AP Check Request Approver 1** – the Duke Unique ID and name for the person designated as an approver in the workflow for electronic AP Check Request forms (if not done by the Financial Responsible Person assignments).

- **AP Check Request Approver 2** – the Duke Unique ID and name for the secondary person designated as an approver in the workflow for electronic AP Check Request forms (as needed).
Update Master Data Assignments on Cost Centers (cont.)

To maintain fields that require a Duke Unique ID (DUID) to assign a person responsible for the type of action, follow these steps:

**NOTE:** The *Mass Change Tool* function is also available in this tool to change the DUID from one person to another for one or all assignments. Please refer to the instructions later in this guide.

9. If the DUID of the person to be assigned to the field is known (Responsible Financial Responsible Person 1 or 2, SRM Alternate Approver, Payroll Reconciler, Alternate Travel Approver 1 or 2, or AP Check Request Approver 1 or 2), use one of these options:

- Simply type the number into the **appropriate ID field on the line of the corresponding Project** and press the **Enter** key on the keyboard to see the name displayed.

- If replacing one person’s DUID with another person’s DUID across many fields, use the **Mass Change Tool** button per instructions later in this guide.

- Once entered, use the **Check** button to verify the DUID is valid and populate the associated name (multiple DUIDs may be entered on multiple lines before using the **Check** button).

**NOTE:** You must enter the DUID of a current Duke employee, this applies to all fields.
10. If the DUID of the person to be assigned to the field is not known, click in the field (example Responsible Financial Person 1 Unique ID field) and use the Drop-down button to search by last name and find the associated DUID.

11. In the Grant Administrator ID: General Value List box, enter the last name and/or first name of the person and click on the Start Search button.

12. In the resulting list, click on the name desired to populate the DUID on the Name Maintenance screen.
Update Master Data Assignments on Cost Centers (cont.)

13. Use the horizontal scroll bar at the bottom of the window to display the additional fields that can be maintained, as needed.

14. Use the **Check** button to verify the DUIDs entered into the fields are valid and to display the associated names (DUIDs may be entered on multiple lines and multiple columns before verifying the data).

15. If any of the DUIDs are incorrect, the screen will display an error message and the changes cannot be saved; to continue, make the corrections to DUIDs and click on the **Check** button.

16. If the DUIDs are correct, the screen will display a confirmation message, and the changes can be saved.

17. Click the **Save** button.
Update Master Data Assignments on Cost Centers (cont.)

Sorting Data Within a Column

1. To sort values within a specific column, click on the **Settings** link in the upper right corner of your screen to display the Settings window at the top of the screen.

2. Click on **Sort** tab.

3. To select the column to be sorted, click on the button to the left of the Column name.

4. Click on the **Add** button to move that column to the right section which indicates that column will be the one sorted.

   **Note:** The example above shows how it would look if the Resp. Fin. Person 1 Unique ID column was chosen to be sorted. Sorting this column would allow all of the rows where the Responsible Financial Person 1 is blank to appear at the top.

5. Click on **Apply** button to effect the sort.

6. Click **OK** to close the Settings box.
Update Master Data Assignments on Cost Centers (cont.)

Exporting to Excel

1. Click on **Export** button in upper left section of report, then click on the drop down that pops up, **Export to Microsoft Excel**

2. Click on the **OK** button.

3. If you get the above pop-up in Excel, click on **Yes** to accept.
Update Master Data Assignments on Cost Centers (cont.)

Using the Mass Change Tool function:

1. To change the Duke Unique ID (DUID) assigned on many Cost Objects from one Duke DUID to another DUID, click on the Mass Change Tool button to open the Mass Change execution screen.

   NOTE: The Mass Change Tool is also available in the Finance page on the Duke@Work website. This tool displays all Duke Cost Objects (funds) that are tied to the DUID to be replaced, so it does not just pertain to Projects/WBS Elements.

2. On the selection screen, enter the following two fields:
   - In the Unique ID to Replace field, enter the Duke Unique ID of the person you want to have replaced in any of the financial master data assignments to which that ID is assigned.
   - In the Unique ID to Put in Place field, enter the Duke Unique ID of the person you want to substitute (be the replacement) for the current person assigned.
   - If needed, use the Drop-down button for each field to find the Duke Unique ID using the search option (enter last name and/or first name – no asterisk needed and click on Search, then select desired person from list and click OK).
3. Optional: To select and maintain only a specific financial master data assignment(s), click on the FILTER OFF button to turn on a filter option that allows you to select the fields to maintain as follows.

   NOTE: The button will display as FILTER OFF when no filters have been selected and will display as FILTER ON once filters have been chosen. If this button is not used, then ALL financial master data assignments where the Unique ID to Replace is found will be displayed.

   In the OSP Master Data Maintenance window, click in the filter check boxes to select those fields/financial master data assignments that need to be maintained.

   Click on OK to accept the changes and return to the selection screen (if filters were selected, the button now displays as FILTER ON).

   NOTE: Use the Cancel button to escape and not accept your selections or the Reset button to delete any checkboxes selected. Clicking on the Cancel button will return you to the report execution screen.

4. After selecting the two Unique Id fields and any financial master data assignment filters, if applicable, click on the Get Cost Objects button to generate the report listing that displays all cost objects associated with the selected criteria.
Update Master Data Assignments on Cost Centers (cont.)

5. Note the selected **Unique ID to Replace** and **Unique ID to Put in Place** fields displayed at the top of the screen (if the **Unique ID to Replace** field is changed, the Get Cost Objects button must be used to update the list as needed).

6. On the resulting list that displays cost objects (Cost Centers and WBS Elements /Projects) where the **Unique ID to Replace** is assigned to the financial master data selected, review the columns as follows:

<table>
<thead>
<tr>
<th>Field/Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Object</td>
<td>The seven digit Cost Center or WBS Element / Project number</td>
</tr>
<tr>
<td>Field Description</td>
<td>The type of field that the person selected is currently assigned to in SAP per the options outlined below:</td>
</tr>
<tr>
<td></td>
<td>- Grant Mgr ID 1</td>
</tr>
<tr>
<td></td>
<td>- Grant Mgr ID 2</td>
</tr>
<tr>
<td></td>
<td>- Responsible Financial Person 1</td>
</tr>
<tr>
<td></td>
<td>- Responsible Financial Person 2</td>
</tr>
<tr>
<td></td>
<td>- Payroll Reconciler ID</td>
</tr>
<tr>
<td></td>
<td>- SRM Department Approver</td>
</tr>
<tr>
<td></td>
<td>- Travel Alternate Approver ID 1</td>
</tr>
<tr>
<td></td>
<td>- Travel Alternate Approver ID 2</td>
</tr>
<tr>
<td></td>
<td>- AP Check Request Approver 1</td>
</tr>
<tr>
<td></td>
<td>- AP Check Request Approver 2</td>
</tr>
<tr>
<td>BFR</td>
<td>The ten digit BFR Code associated with the cost object</td>
</tr>
<tr>
<td>PI ID#</td>
<td>For Cost Centers this is the Duke Unique ID of the Person Responsible For Projects this is the Duke Unique ID of the Principal Investigator</td>
</tr>
<tr>
<td>PI Name</td>
<td>For Cost Centers this is the name of the Person Responsible For Projects this is the name of the Principal Investigator</td>
</tr>
<tr>
<td>Unique ID</td>
<td>The Duke Unique ID of the person currently assigned to the field listed</td>
</tr>
<tr>
<td>Existing Name</td>
<td>The name associated with the Duke Unique ID of the person currently assigned to the field listed</td>
</tr>
<tr>
<td>New Unique ID</td>
<td>The Duke Unique ID of the new person to be assigned to the field listed</td>
</tr>
<tr>
<td>New Name</td>
<td>The name associated with the new Duke Unique ID to be assigned to the field listed</td>
</tr>
<tr>
<td>Message text</td>
<td>Any messages that display as changes are saved</td>
</tr>
</tbody>
</table>
7. To select a specific row / line item or multiple rows / line items and perform an action, click on the box to the immediate left of the Cost Object to be selected (also note that there is a Select All action button outlined in the next step).

8. Use the buttons to take action on the items selected, select all items and perform an action, and other actions as outlined below:

- **Export** – Click on this to export the list displayed to Excel as desired.
- **Select All and Populate** – Click on this button to select all the rows displayed and populate the New Unique ID and New Name fields associated with the Duke Unique ID displayed in the Unique ID to Put in Place (top of screen).
- **Deselect All and Unpopulate** – Click on this button to cancel the assignment of a new unique ID; this only works prior to saving your changes. After changes have been saved, you will have to re-execute the tool using the Unique ID now assigned and change the assignments as needed.
- **Populate Those Selected** – For those rows that have been individually selected per the previous step, click on this button to populate the New Unique ID and New Name field(s) associated with the Duke Unique ID entered in the Unique ID to Put in Place field (top of screen).
- **Save** – Click on this button to save the changes you have made in assignments.
- **Exit** – Click on this button to exit the tool.
- **Sort** – Click on this button to choose a column to sort the rows displayed – you can sort on any of the columns listed in this option.

9. **Optional:** To change the financial master data assignment filter selections if selected on the initial screen or to filter the list of cost objects if no financial master data assignment selections were made on the initial screen:

- Refer to Step 9 for specific details on using the filter option.
- If selections were made on the initial screen before running the report, click on the FILTER ON button to change the financial master data assignments previously selected.
- If no selections were made on the initial screen before running the report, click on the FILTER OFF button to turn on the filter option and select the financial master data assignments desired.
- Once you edit or select new Filter values, you MUST click on the GET COST OBJECTS button to effect the changes.

**NOTE** The button will display as FILTER OFF when no filters have been selected and will display as FILTER ON once filters have been chosen.