Grants Master Data Maintenance Guide for Departmental Administrators

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Departmental Administrators: Grants Master Data Maintenance

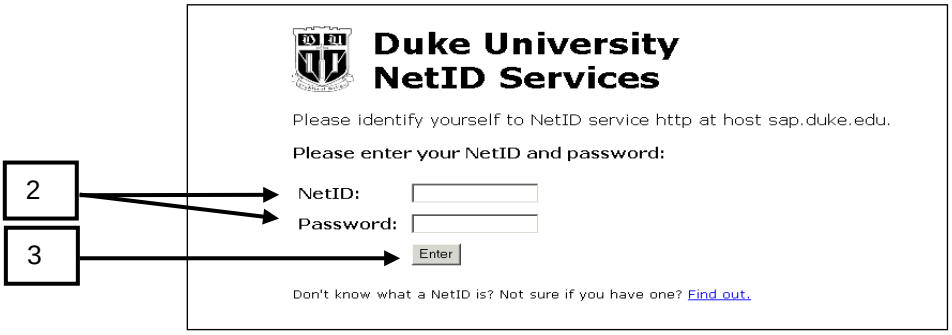
Overview of the Tool

Certain master data fields associated with Projects are allowed to be changed by the department, specifically by the Departmental Administrator assigned to the Project. Use this tool to maintain those master data fields for Projects where you are the assigned as the Departmental Administrator. The fields available to be maintained are Departmental Project Name or any of the Duke Unique IDs (DUIDs) assigned to the master data fields like Grants Manager 1 & 2, SRM Alternate Approver, Payroll Reconciler, Travel Alternate Approvers 1 &2, or Check Request Approvers 1 & 2. In addition, either the CC Backstop OR WBSE Backstop field must be maintained and are used for the Transfer Off Tool (expenses that post after the Tasklist submission) and at closeout if the awarded amount is overspent.

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.

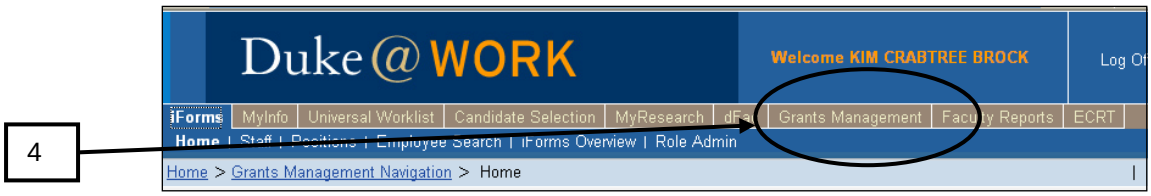
Accessing the Tool

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



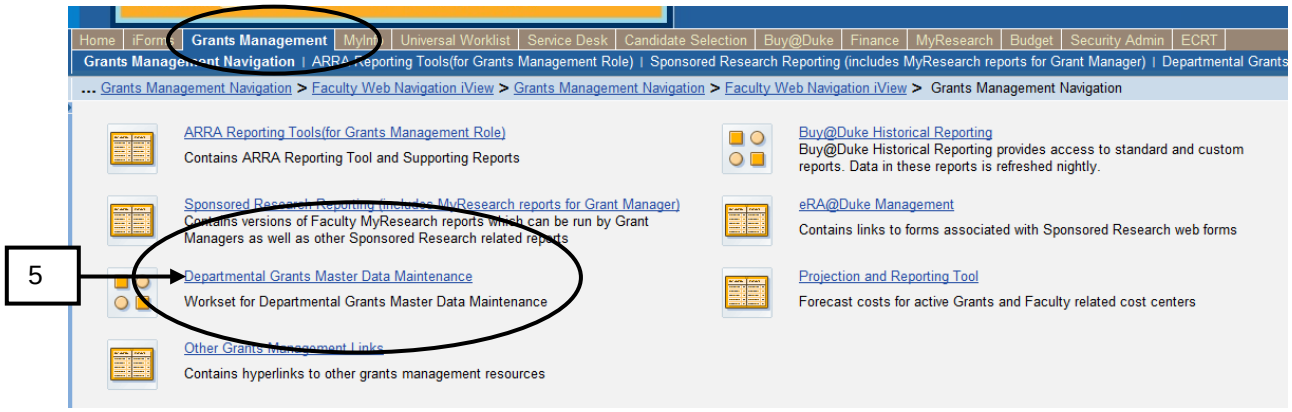
2. On the *Duke University NetID Services* screen, enter your **NetID** and **Password**.

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



4. On the *Duke@WORK* screen, click on the **Grants Management** tab (*this same link can also be found on the Finance tab under Financial Reports > Master Data).*

Grants Master Data Maintenance (cont.)

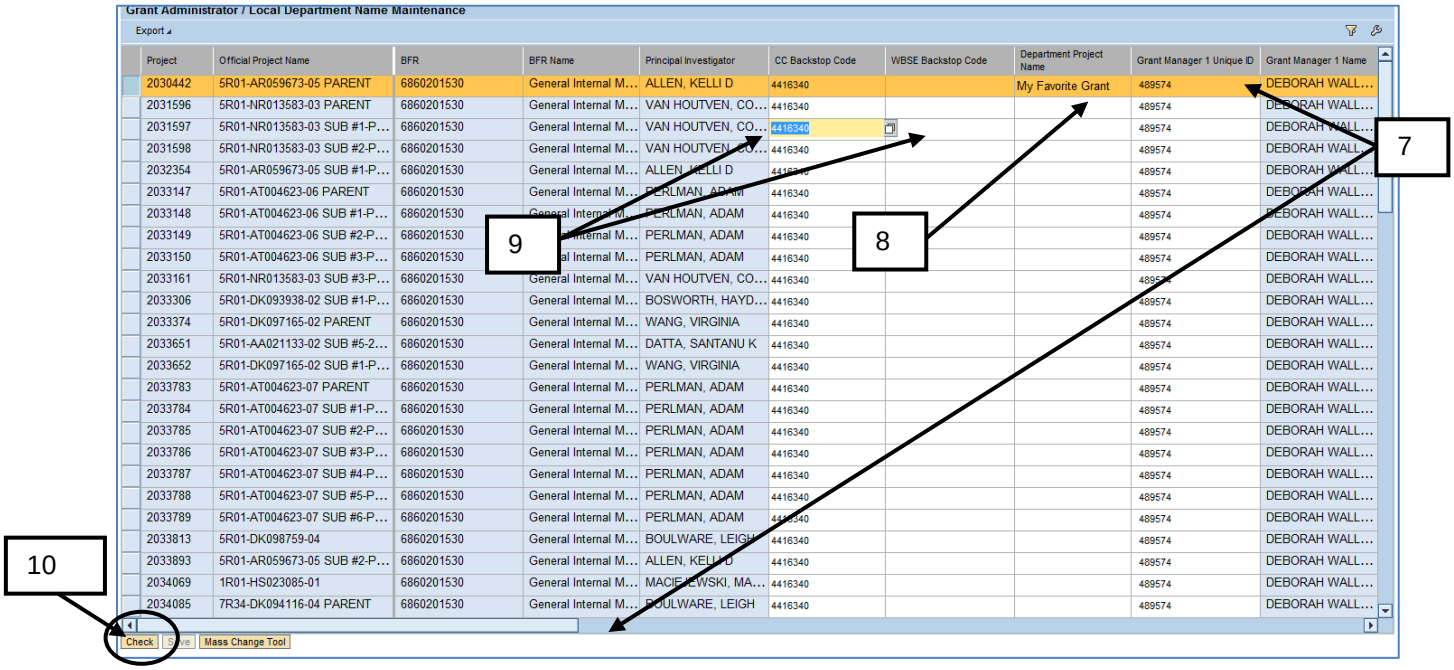


5. Click on the **Departmental Grants Master Data Maintenance** link.

6. Click on the **Update Master Data Assignments on My Department's Grants** link to open the **Name Maintenance** screen

Grants Master Data Maintenance (cont.)

Using the Tool



Project	Official Project Name	BFR	BFR Name	Principal Investigator	CC Backstop Code	WBSE Backstop Code	Department Project Name	Grant Manager 1 Unique ID	Grant Manager 1 Name
2030442	5R01-AR059673-05 PARENT	6860201530	General Internal M...	ALLEN, KELLI D	4416340		My Favorite Grant	489574	DEBORAH WALL...
2031596	5R01-NR013583-03 PARENT	6860201530	General Internal M...	VAN HOUTVEN, CO...	4416340			489574	DEBORAH WALL...
2031597	5R01-NR013583-03 SUB #1-P...	6860201530	General Internal M...	VAN HOUTVEN, CO...	4416340			489574	DEBORAH WALL...
2031598	5R01-NR013583-03 SUB #2-P...	6860201530	General Internal M...	VAN HOUTVEN, CO...	4416340			489574	DEBORAH WALL...
2032354	5R01-AR059673-05 SUB #1-P...	6860201530	General Internal M...	ALLEN, KELLI D	4416340			489574	DEBORAH WALL...
2033147	5R01-AT004623-06 PARENT	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033148	5R01-AT004623-06 SUB #1-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033149	5R01-AT004623-06 SUB #2-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033150	5R01-AT004623-06 SUB #3-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033161	5R01-NR013583-03 SUB #3-P...	6860201530	General Internal M...	VAN HOUTVEN, CO...	4416340			489574	DEBORAH WALL...
2033306	5R01-DK093938-02 SUB #1-P...	6860201530	General Internal M...	BOSWORTH, HAYD...	4416340			489574	DEBORAH WALL...
2033374	5R01-DK097165-02 PARENT	6860201530	General Internal M...	WANG, VIRGINIA	4416340			489574	DEBORAH WALL...
2033651	5R01-AA021133-02 SUB #5-2...	6860201530	General Internal M...	DATTA, SANTANU K	4416340			489574	DEBORAH WALL...
2033652	5R01-DK097165-02 SUB #1-P...	6860201530	General Internal M...	WANG, VIRGINIA	4416340			489574	DEBORAH WALL...
2033783	5R01-AT004623-07 PARENT	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033784	5R01-AT004623-07 SUB #1-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033785	5R01-AT004623-07 SUB #2-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033786	5R01-AT004623-07 SUB #3-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033787	5R01-AT004623-07 SUB #4-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033788	5R01-AT004623-07 SUB #5-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033789	5R01-AT004623-07 SUB #6-P...	6860201530	General Internal M...	PERLMAN, ADAM	4416340			489574	DEBORAH WALL...
2033813	5R01-DK098759-04	6860201530	General Internal M...	BOULWARE, LEIGH	4416340			489574	DEBORAH WALL...
2033893	5R01-AR059673-05 SUB #2-P...	6860201530	General Internal M...	ALLEN, KELLI D	4416340			489574	DEBORAH WALL...
2034069	1R01-HS023085-01	6860201530	General Internal M...	MACIEJEWSKI, MA...	4416340			489574	DEBORAH WALL...
2034085	7R34-DK094116-04 PARENT	6860201530	General Internal M...	BOULWARE, LEIGH	4416340			489574	DEBORAH WALL...

7. Use the **horizontal scroll bar** (thicker column line indicates the first two columns are frozen and will remain on the screen as you scroll to the right) to review all the columns of fields that may be maintained through this tool as outlined below and follow the next steps to update the fields as needed:
   - **CC Backstop Code** - a seven digit Cost Center to be used by the Transfer Off Tool (expenses that post after the Tasklist submission) and at closeout if the awarded amount is overspent
   - **WBSE Backstop Code** - a seven digit WBS Element (WBSE) code to be used by the Transfer Off Tool (expenses that post after the Tasklist submission) and at closeout if the awarded amount is overspent.
   - **Departmental Project Name** - a departmental specific name for a project (something more identifiable than the Federal Grant ID description for example).
   - **Grant Manager 1** – the Duke Unique ID and name for the person responsible for the financial aspects of the Project; may be designated as an approver in the workflow of various online forms and systems.
   - **Grant Manager 2** – the Duke Unique ID and name for the secondary person involved in finances of the Project; 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.

Grants Master Data Maintenance (cont.)

- **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 Project 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 Grant Manager 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)
- **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 Grant Manager assignments)
- **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)

8. To enter a project name for departmental use, type the name in the **Department Project Name** field on the line of the corresponding sponsored project and press the **Enter** key on the keyboard.

   *NOTE: New names may be typed in multiple fields/rows for corresponding grants before pressing the **Enter** key.*

9. Click into the field for either CC Backstop Code (Cost Center) or WBSE Backstop Code (WBS Element /Project) on the line of the corresponding sponsored project and enter the seven digit value per these guidelines:

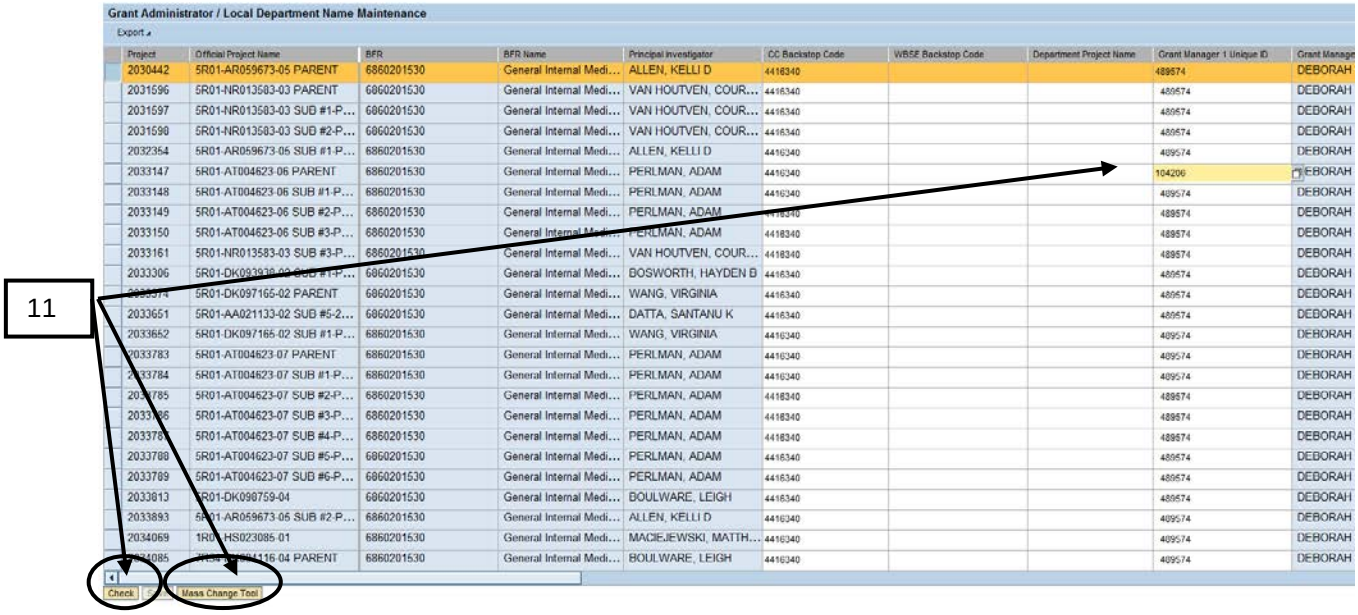
   - Enter a seven digit Cost Center code to be used by the Transfer Off Tool (expenses that post after the Tasklist submission) and at closeout if the awarded amount is overspent (**only one Cost Center or a WBS Element entry is allowed –** see next bullet).
   - Enter a seven digit WBS Element (WBSE) code to be used as the backup at closeout if the awarded amount is overspent **– there are restrictions on the type of WBSE allowed – typically the 291xxxx and 391xxxx are the only WBSEs allowed (only one Cost Center or a WBSE entry is allowed –** see previous bullet).

10. After entering or changing any fields, click on the **Check** button to edit fields and confirm the values entered (this only needs to be done once if entering many adjustments – the **Save button is not available until entered data is checked**).

Grants Master Data Maintenance (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.*

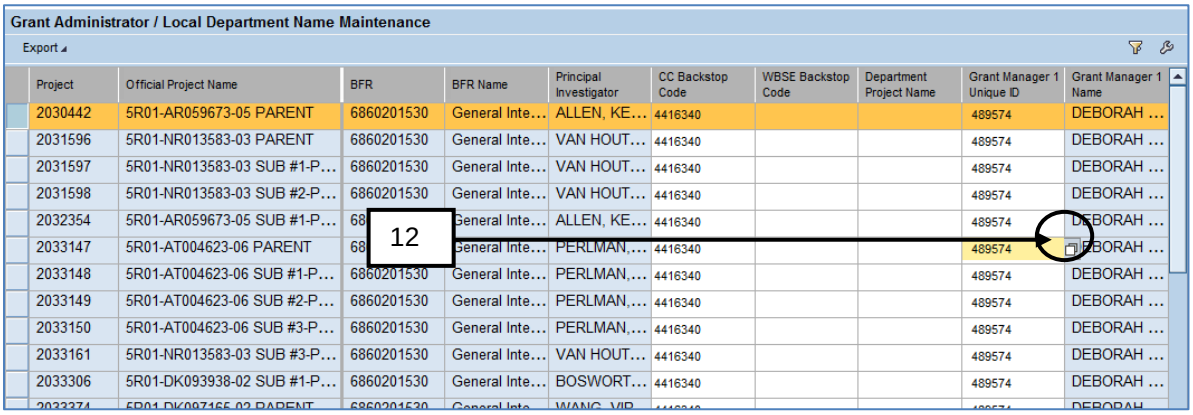


11. If the DUID of the person to be assigned to the field is known (Grant Manager 1 or 2, SRM Alternate Approver, Payroll Reconciler, Alternate Travel Approver 1 or 2, or Check Request Approver 1 or 2), use one of these options:

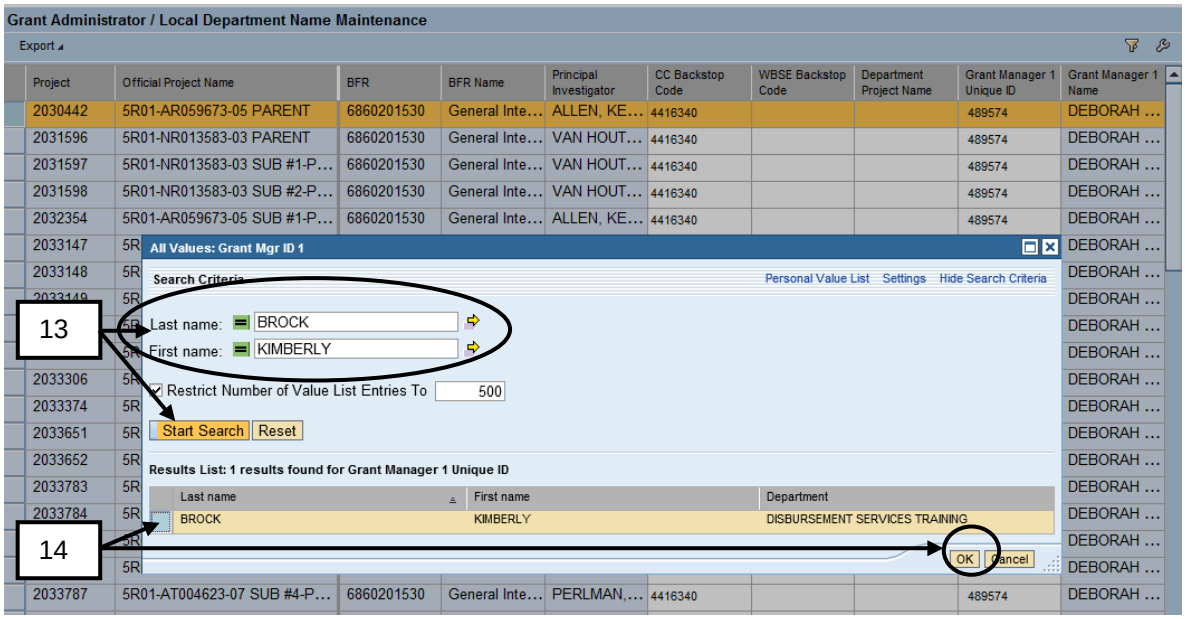
- Simply type the number into the **appropriate ID field on the line of the corresponding Project** and press the **Enter** key on the keyboard to see the name displayed.
- If replacing one person's DUID with another person's DUID across many fields, use the **Mass Change Tool** button per instructions 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.

Grants Master Data Maintenance (cont.)



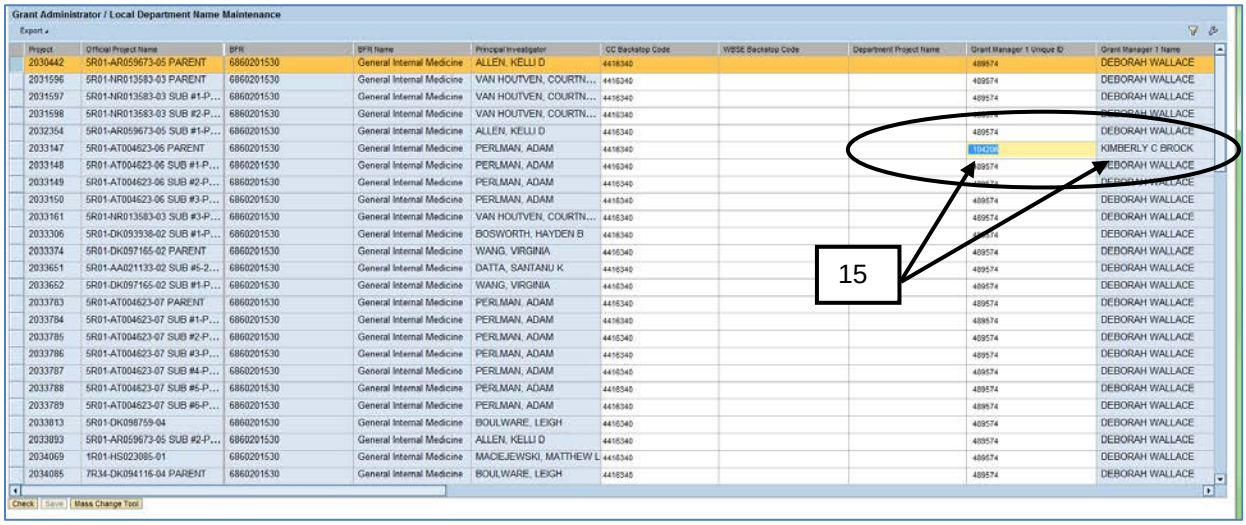
12. If the DUID of the person to be assigned to the field is not known, click in the field (example **Grant Manager 1 Unique ID** field) and use the  **Drop-down** button to search by last name and find the associated DUID.



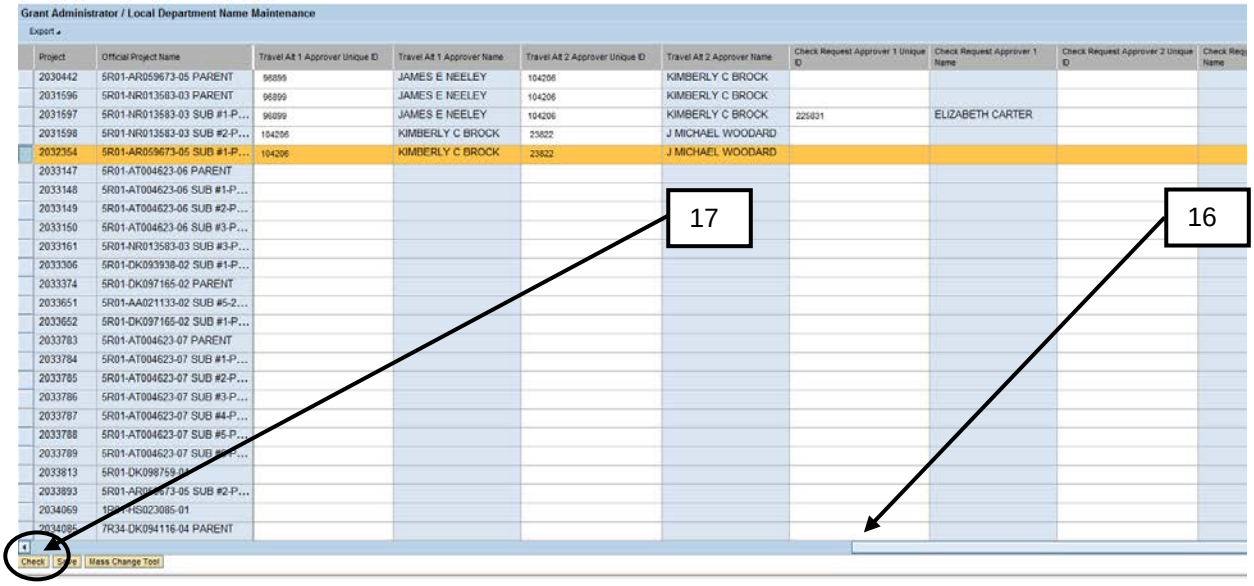
13. In the **Grant Administrator ID: General Value List** box, enter the last name and/or first name of the person and click on the **Start Search** button.

14. In the resulting list, click on the box beside the desired name desired and click **OK** to populate the DUID on the **Name Maintenance** screen.

Grants Master Data Maintenance (cont.)



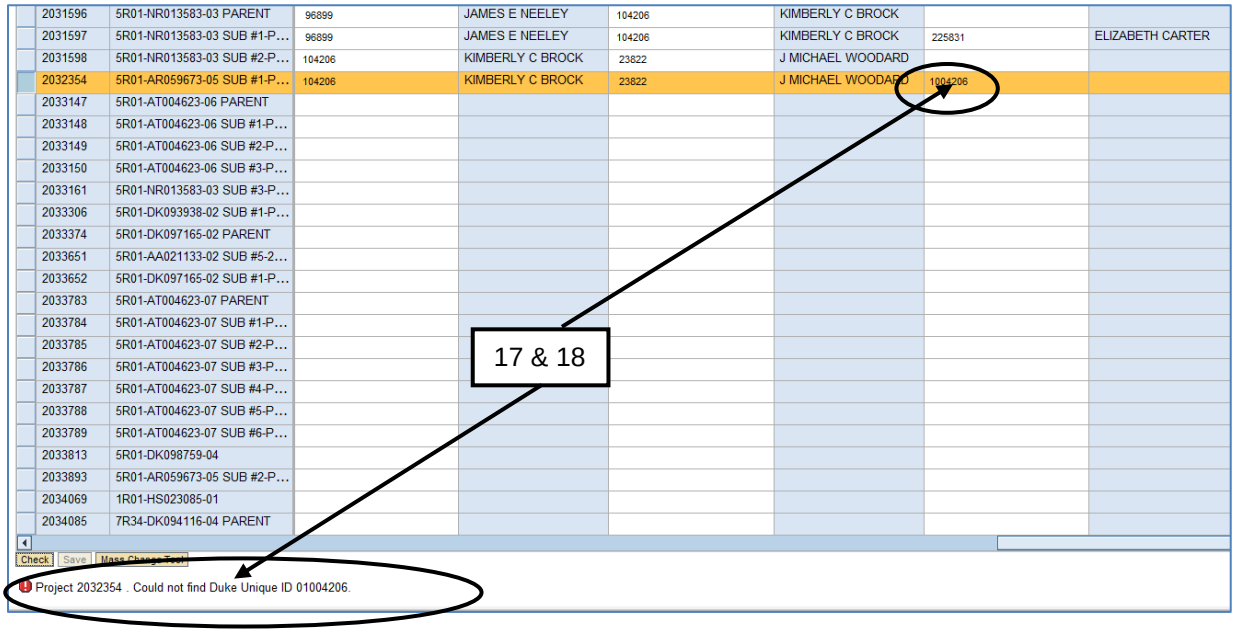
15. Review the DUID now populated in the field and click on the Enter button or Check button to populate the corresponding name associated with the DUID chosen.



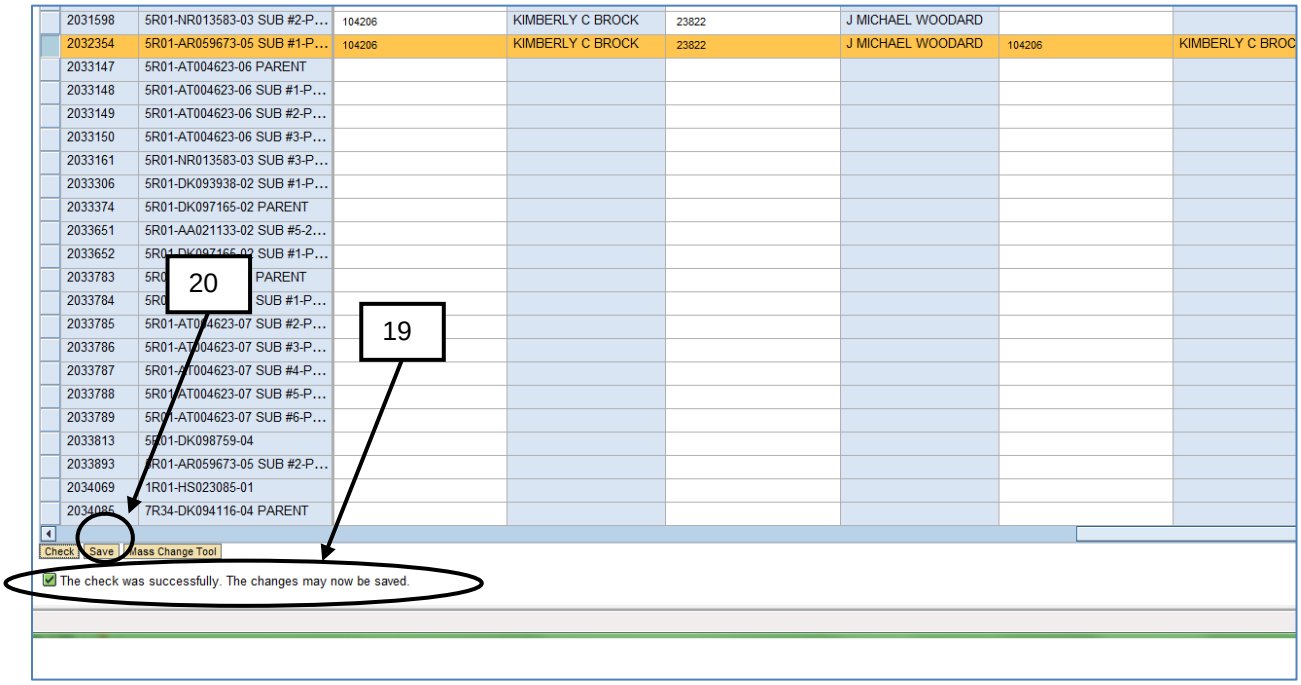
16. Use the horizontal scroll bar at the bottom of the window to display the additional fields that can be maintained, as needed.

17. 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).

Grants Master Data Maintenance (cont.)



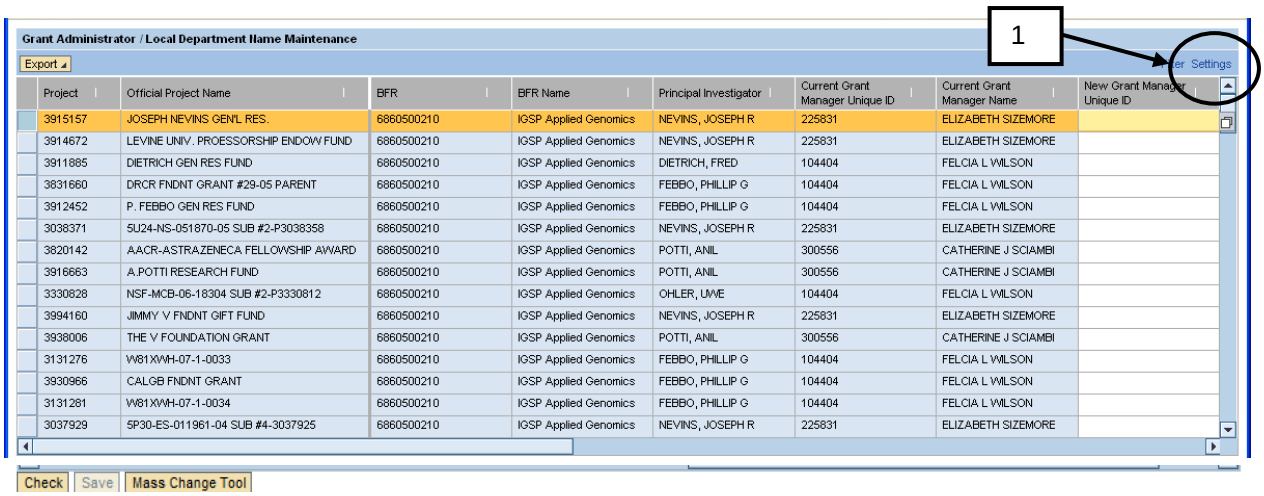
18. If any of the entered DUIDs are incorrect, an error message will display and the changes cannot be saved; to continue, make the corrections to DUIDs and click on the **Check** button.



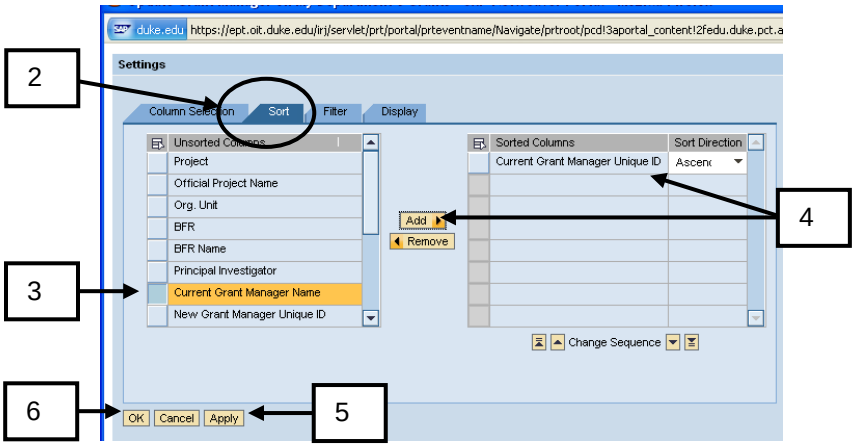
19. If the DUIDs are correct, the screen will display a confirmation message, and the changes can be saved.

20. Click the **Save** button periodically to save the entered values.

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.

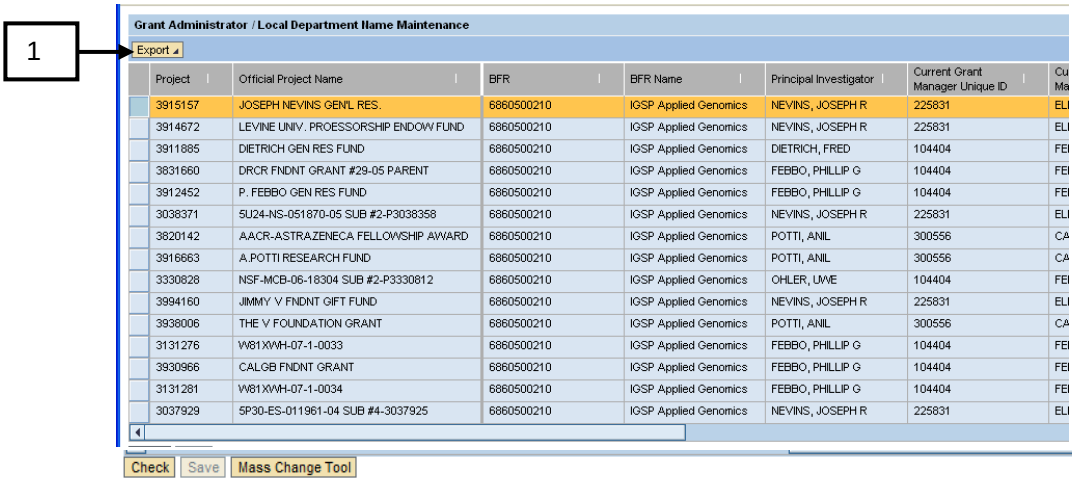


2. Click on **Sort** tab.
3. To select the column to be sorted, click on the button to the left of the Column name.
4. Click on the **Add** button to move that column to the right section which indicates that column will be the one sorted.

   Note: The example above shows how it would look if the Current Grant Manager Unique ID column was chosen to be sorted. Sorting this column would allow all of the rows where the Grant Manager is blank to appear at the top.

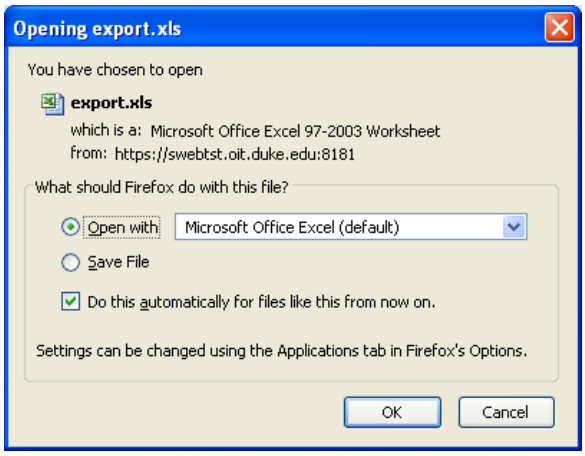
5. Click on **Apply** button to effect the sort.
6. Click **OK** to close the Settings box

Exporting to Excel

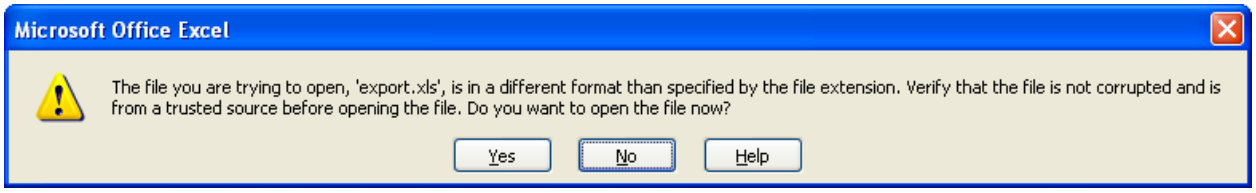


Project	Official Project Name	BFR	BFR Name	Principal Investigator	Current Grant Manager Unique ID	Cu Ma
3915157	JOSEPH NEVINS GEN'L RES.	6860500210	IGSP Applied Genomics	NEVINS, JOSEPH R	225831	EL
3914672	LEVINE UNIV. PROESSORSHIP ENDOW FUND	6860500210	IGSP Applied Genomics	NEVINS, JOSEPH R	225831	EL
3911885	DIETRICH GEN RES FUND	6860500210	IGSP Applied Genomics	DIETRICH, FRED	104404	FE
3831660	DRCR FNDNT GRANT #29-05 PARENT	6860500210	IGSP Applied Genomics	FEBBO, PHILLIP G	104404	FE
3912452	P. FEBBO GEN RES FUND	6860500210	IGSP Applied Genomics	FEBBO, PHILLIP G	104404	FE
3038371	5U24-NS-051870-05 SUB #2-P3038358	6860500210	IGSP Applied Genomics	NEVINS, JOSEPH R	225831	EL
3820142	AACR-ASTRAZENECA FELLOWSHIP AWARD	6860500210	IGSP Applied Genomics	POTTI, ANIL	300556	CA
3916663	A.POTTI RESEARCH FUND	6860500210	IGSP Applied Genomics	POTTI, ANIL	300556	CA
3330828	NSF-MCB-06-18304 SUB #2-P3330812	6860500210	IGSP Applied Genomics	OHLER, UWE	104404	FE
3994160	JIMMY V FNDNT GIFT FUND	6860500210	IGSP Applied Genomics	NEVINS, JOSEPH R	225831	EL
3938006	THE V FOUNDATION GRANT	6860500210	IGSP Applied Genomics	POTTI, ANIL	300556	CA
3131276	W81XWH-07-1-0033	6860500210	IGSP Applied Genomics	FEBBO, PHILLIP G	104404	FE
3930966	CALGB FNDNT GRANT	6860500210	IGSP Applied Genomics	FEBBO, PHILLIP G	104404	FE
3131281	W81XWH-07-1-0034	6860500210	IGSP Applied Genomics	FEBBO, PHILLIP G	104404	FE
3037929	5P30-ES-011961-04 SUB #4-3037925	6860500210	IGSP Applied Genomics	NEVINS, JOSEPH R	225831	EL

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

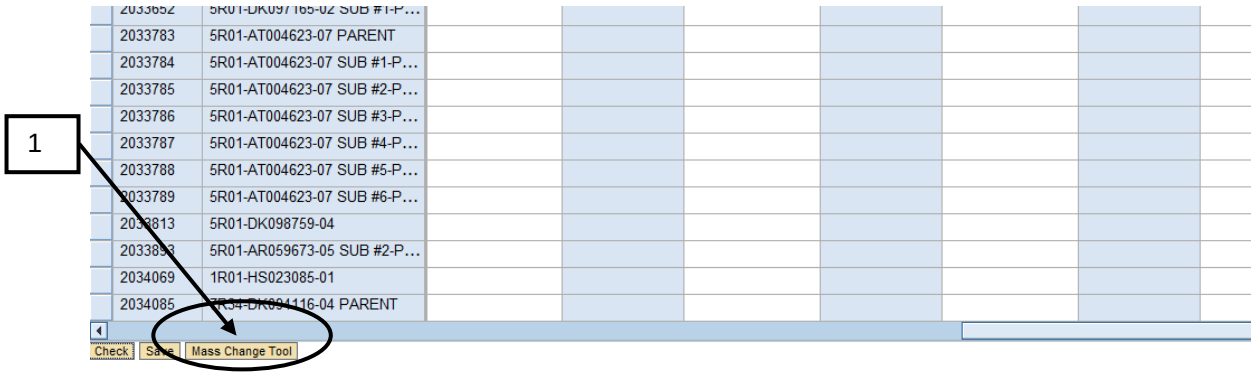


2. Click on the **OK** button.



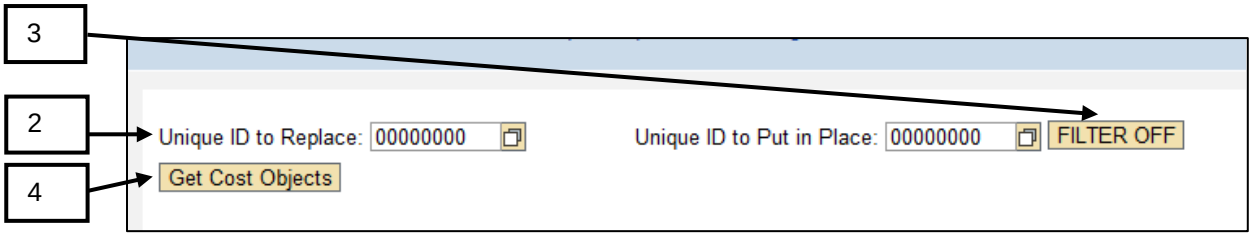
3. If you get the above pop-up in Excel, click on **Yes** to accept**.**

Using the Mass Change Tool function:



1. To populate or 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****.*

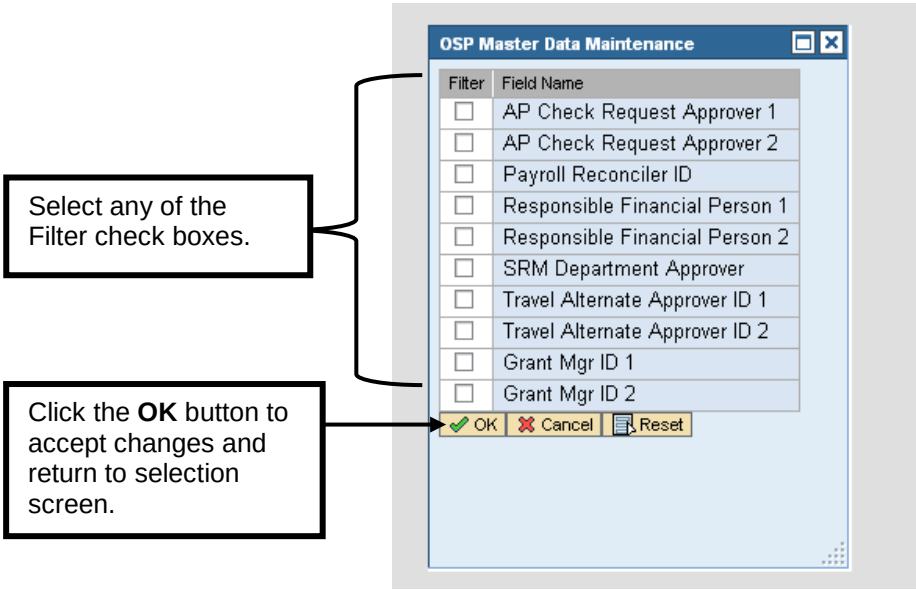


2. On the selection screen, enter the following two fields:
   - In the **Unique ID to Replace** field, enter the Duke Unique ID of the person you want to have replaced in any of the financial master data assignments to which that ID is assigned.
   - In the **Unique ID to Put in Place** field, enter 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).

Grants Master Data Maintenance (cont.)

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.***



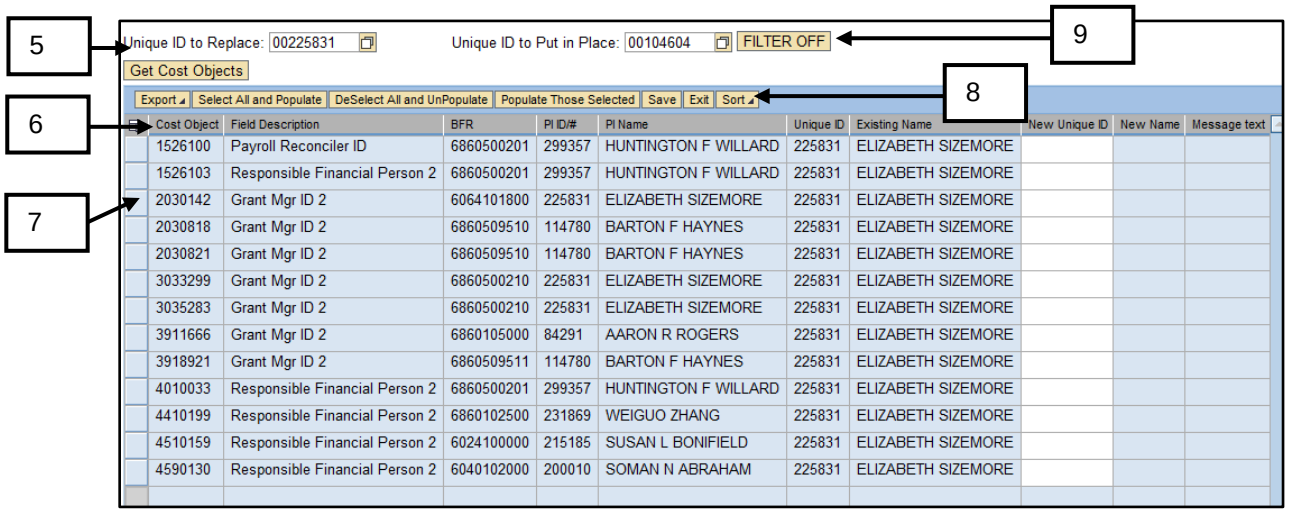
- In the *OSP Master Data Maintenance* window, click in the filter **check boxes** to select those fields/financial master data assignments that need to be maintained.

- 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.

Grants Master Data Maintenance (cont.)



Cost Object	Field Description	BFR	PI ID/#	PI Name	Unique ID	Existing Name	New Unique ID	New Name	Message text
1526100	Payroll Reconciler ID	6860500201	299357	HUNTINGTON F WILLARD	225831	ELIZABETH SIZEMORE			
1526103	Responsible Financial Person 2	6860500201	299357	HUNTINGTON F WILLARD	225831	ELIZABETH SIZEMORE			
2030142	Grant Mgr ID 2	6064101800	225831	ELIZABETH SIZEMORE	225831	ELIZABETH SIZEMORE			
2030818	Grant Mgr ID 2	6860509510	114780	BARTON F HAYNES	225831	ELIZABETH SIZEMORE			
2030821	Grant Mgr ID 2	6860509510	114780	BARTON F HAYNES	225831	ELIZABETH SIZEMORE			
3033299	Grant Mgr ID 2	6860500210	225831	ELIZABETH SIZEMORE	225831	ELIZABETH SIZEMORE			
3035283	Grant Mgr ID 2	6860500210	225831	ELIZABETH SIZEMORE	225831	ELIZABETH SIZEMORE			
3911666	Grant Mgr ID 2	6860105000	84291	AARON R ROGERS	225831	ELIZABETH SIZEMORE			
3918921	Grant Mgr ID 2	6860509511	114780	BARTON F HAYNES	225831	ELIZABETH SIZEMORE			
4010033	Responsible Financial Person 2	6860500201	299357	HUNTINGTON F WILLARD	225831	ELIZABETH SIZEMORE			
4410199	Responsible Financial Person 2	6860102500	231869	WEIGUO ZHANG	225831	ELIZABETH SIZEMORE			
4510159	Responsible Financial Person 2	6024100000	215185	SUSAN L BONIFIELD	225831	ELIZABETH SIZEMORE			
4590130	Responsible Financial Person 2	6040102000	200010	SOMAN N ABRAHAM	225831	ELIZABETH SIZEMORE			

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:

Field/Column	Description
Cost Object	The seven digit Cost Center or WBS Element / Project number
Field Description	The type of field that the person selected is currently assigned to in SAP per the options outlined below: • Grant Mgr ID 1 • Grant Mgr ID 2 • Responsible Financial Person 1 • Responsible Financial Person 2 • Payroll Reconciler ID • SRM Department Approver • Travel Alternate Approver ID 1 • Travel Alternate Approver ID 2 • AP Check Request Approver 1 • AP Check Request Approver 2
BFR	The ten digit BFR Code associated with the cost object
PI ID#	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
PI Name	For Cost Centers this is the name of the Person Responsible For Projects this is the name of the Principal Investigator
Unique ID	The Duke Unique ID of the person currently assigned to the field listed
Existing Name	The name associated with the Duke Unique ID of the person currently assigned to the field listed
New Unique ID	The Duke Unique ID of the new person to be assigned to the field listed.
New Name	The name associated with the new Duke Unique ID to be assigned to the field listed
Message text	Any messages that display as changes are saved

Grants Master Data Maintenance (cont.)

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.*