Workflow Status Report by Cost Object

Overview of the Workflow Status Report by Cost Object

The Workflow Status Report by Cost Object is available to Grant Managers to easily select one cost object or a list of cost objects and monitor the status of workflow transactions tied to the selected cost object(s). This report excludes workflow for iForms and other transactions that do not contain an associated cost object, as outlined below. While similar to the Workflow Status Overview Report found under the Finance and Grants Management tabs, this version allows selection by cost object(s) versus by BFR Code. The results may be filtered to view one specific type of transaction per the list of included transactions below.

The workflow transactions that are tied to cost objects and included in this report are:

- Accounts Payable Check Requests (**APCR**)
- Accounts Receivable (**AR**)
- Online Expense Reports (denoted as **Travel** and includes all online travel, out-of-pocket, and corporate card non-travel reports)
- Electronic Research Administration (**ERA**)
- Journal entries / vouchers (**JVs**)
- Accounts Payable vendor invoices with problems (**APInv)**
- Buy@Duke transactions (**B@D**)

As a reminder, workflow transactions that do not contain an associated cost object are NOT included in this report. The workflow transactions <u>NOT included</u> in this report are:

- Security Administration requests (**SECURITY**)
- Any workflow transactions for iForms (iForms) or the Faculty System (dFac) – those transactions are included in the iForms Workflow Status reports.

In addition, this cost object based report will **not include workflow transactions created before the effective date of 10/14/2015**. This report is updated on a thirty minute cycle and should not be used to manage deadlines, such as those associated with the month-end closing process.

Please note that there are equivalent reports in other Duke@Work folders as outlined below:

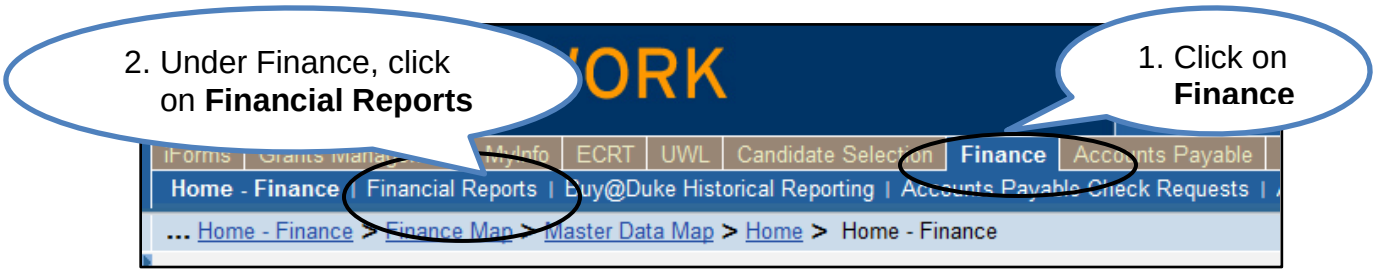
- **Workflow Status Report** – generated for selected BFR Code(s) and available under both the Finance tab and Grants Management tab in the Sponsored Research Reporting (includes MyResearch Reports) link. Since this report is selected by BFR Code, all workflow transactions except iForms are included.
- **iForms Workflow Status Report** – generated for the workflow status of transactions for iForms and dFac (Faculty system), as those transactions are restricted by Organizational Unit (OAM) access. This report is only available under the iForms page (Reporting tab).
- **Grant Manager iForms Workflow Status by Cost Object** – generated for selected cost object(s) and available under the Grants Management tab in the Effort and Payroll Tools and Reports link, and also under the iForms tab in the Reporting link (titled as iForms Workflow Status by Cost Object).

Workflow Status by Cost Object (cont.)

Accessing the Workflow Status Report by Cost Object

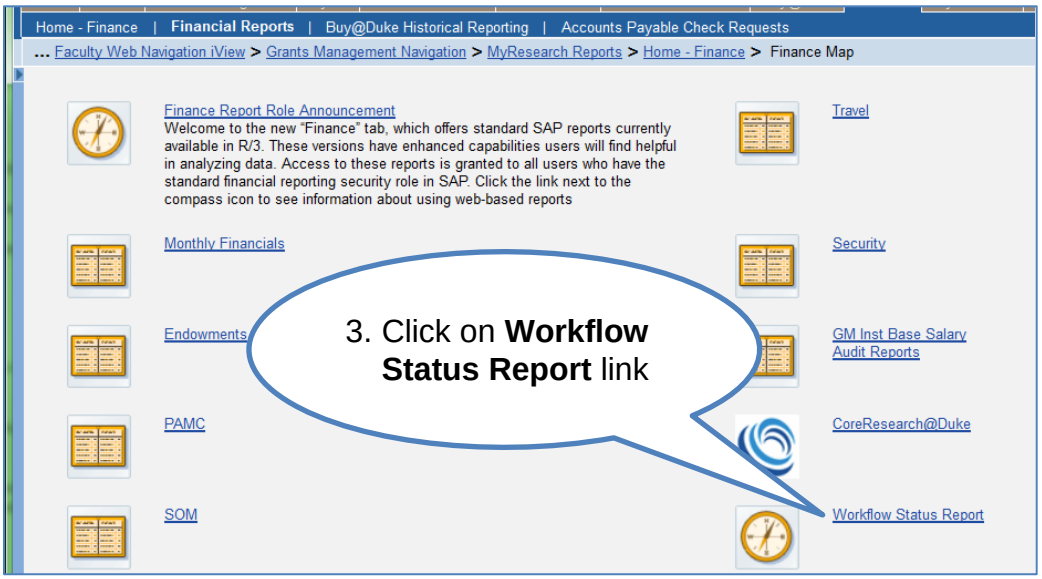
1. Open a supported web browser, go to the *Duke@WORK* web site (http://work.duke.edu), and log into the site with your net id and password.

   Note: If needed, review the list of supported web browsers on the Home tab of Duke@Work and contact your computer support person for help.



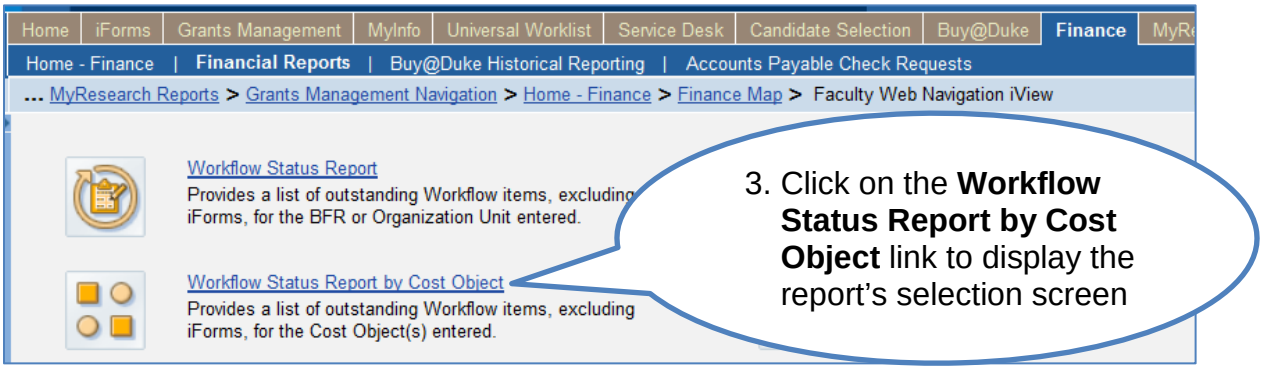
1. On the Duke@Work web page, click on the **Finance** tab.

2. Click on the **Financial Reports** tab (at top on blue bar under Finance).



3. Click on the **Workflow Status Report** hyperlink (directly on the underlined text) to display another page with reporting options.

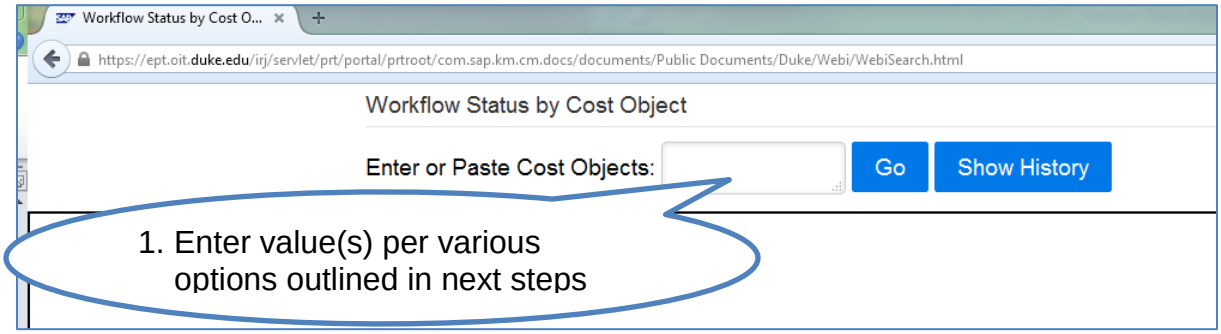
Workflow Status by Cost Object (cont.)



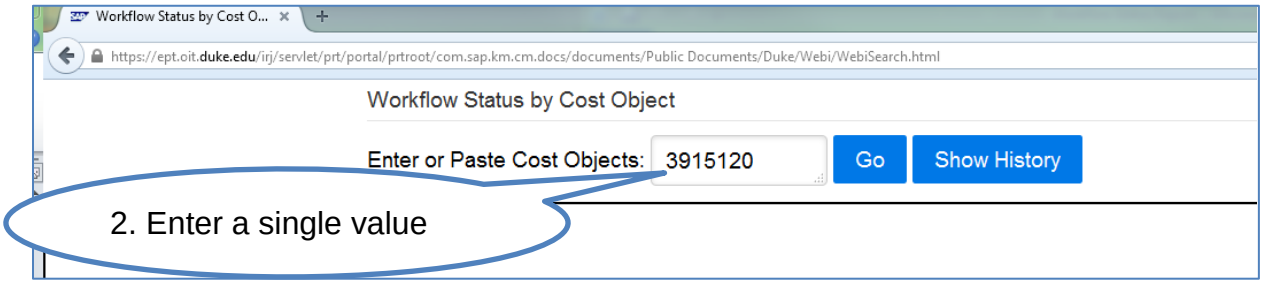
4. Click on the **Workflow Status Report by Cost Object** link (directly on the underlined text) to display the report's selection screen.

Selecting Criteria and Running the Workflow Status Report by Cost Object

On the *Workflow Status by Cost Object* page:

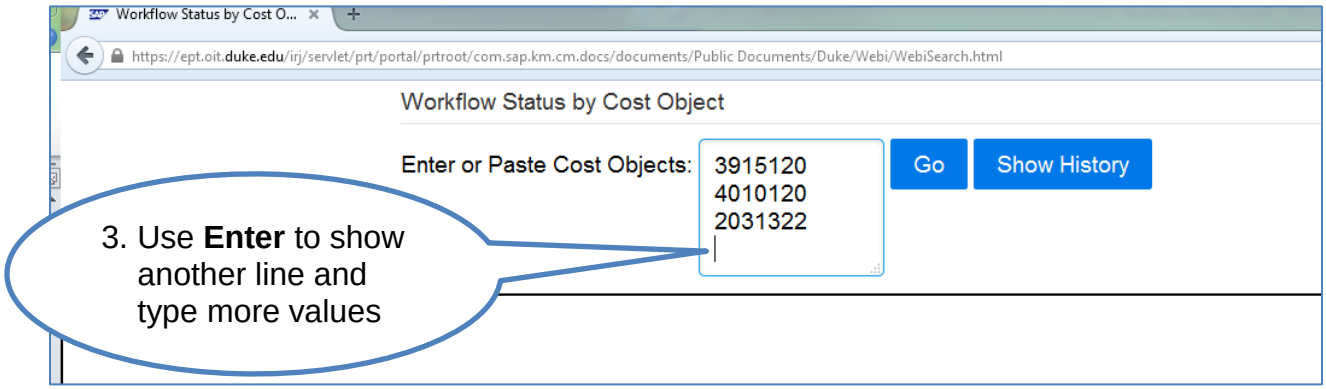


1. Enter one or more Cost Object values in the **Enter or Paste Cost Objects:** field per the various options and selection tips outlined in the next steps.

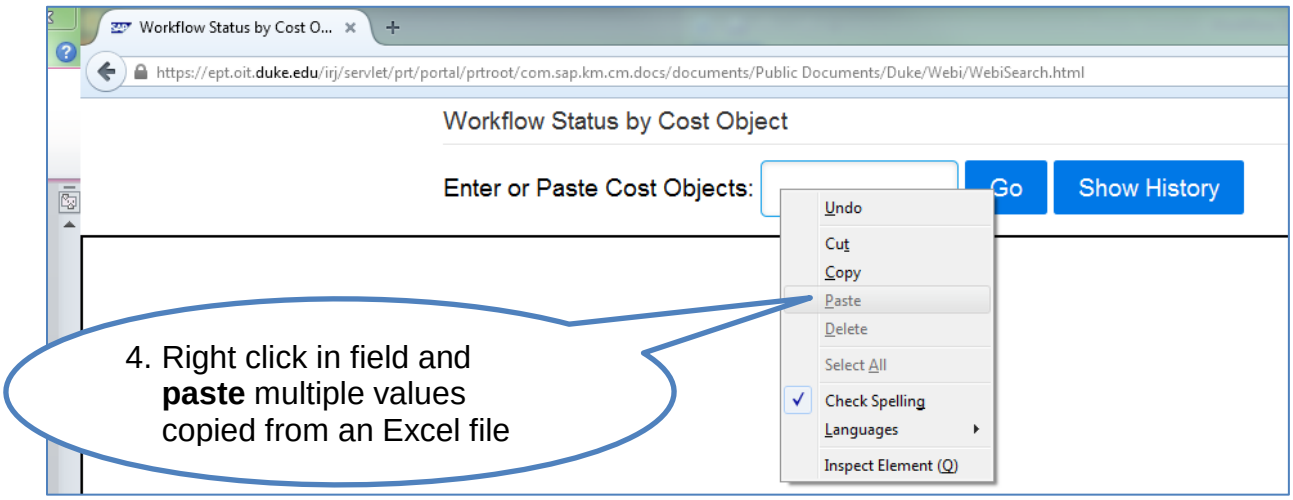


2. To enter a single value, type the single Cost Object in the field.

Workflow Status by Cost Object (cont.)



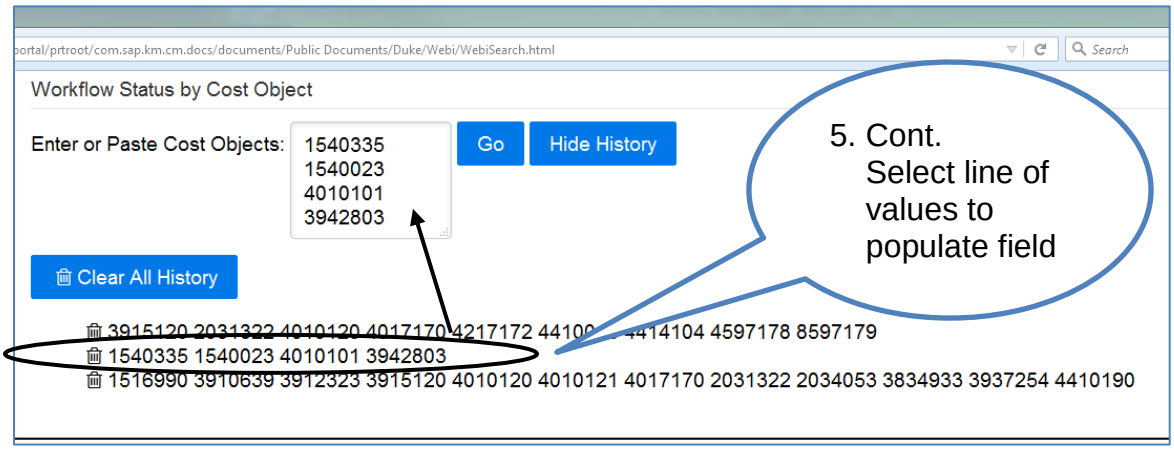
3. To manually enter multiple values, use the **Enter** button on the keyboard to show another line and enter multiple values (continue to press Enter to add more lines as needed).



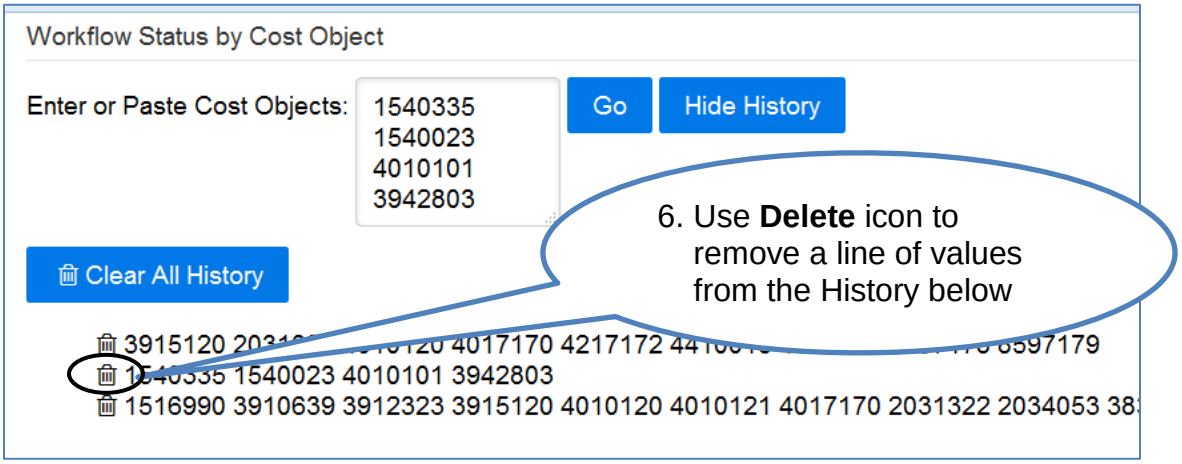
4. To paste a list of cost objects copied to your clipboard from an Excel file, use the <u>right mouse click</u> in the field and select **Paste** (or equivalent **Ctrl + V** buttons on keyboard).

Note: *To copy values into your clipboard from the Excel file, highlight the desired range of values and use the* ***<u>right mouse click</u>*** *and* ***Copy*** *(or equivalent* ***Ctrl + C*** *buttons on the keyboard).*

Workflow Status by Cost Object (cont.)

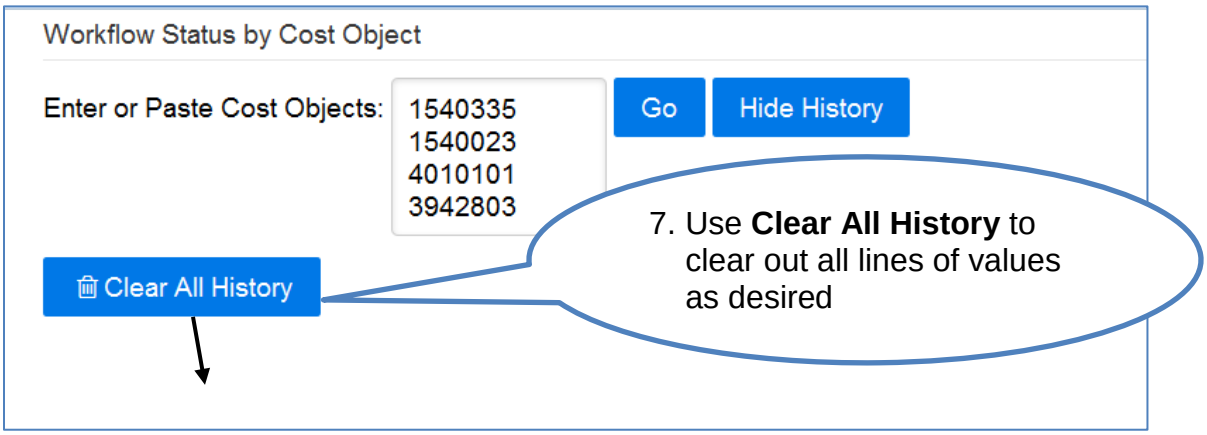


5. To select a value or certain list of values previously entered in the field, use the **Show History** button to display the history of Cost Object(s) used and click on the desired line of value(s) to populate the field and adjust as needed.

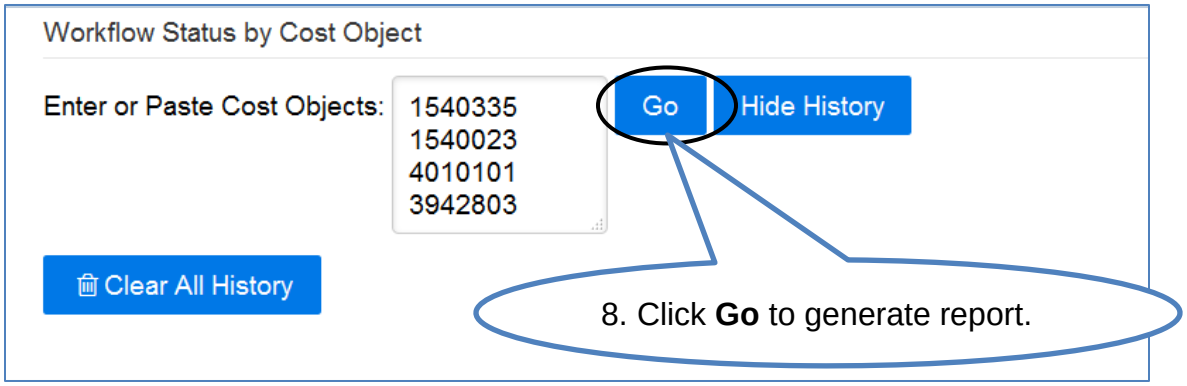


6. If a line of values is no longer needed in your history, use the **Delete** icon to the left of a line of values to delete that.

Workflow Status by Cost Object (cont.)



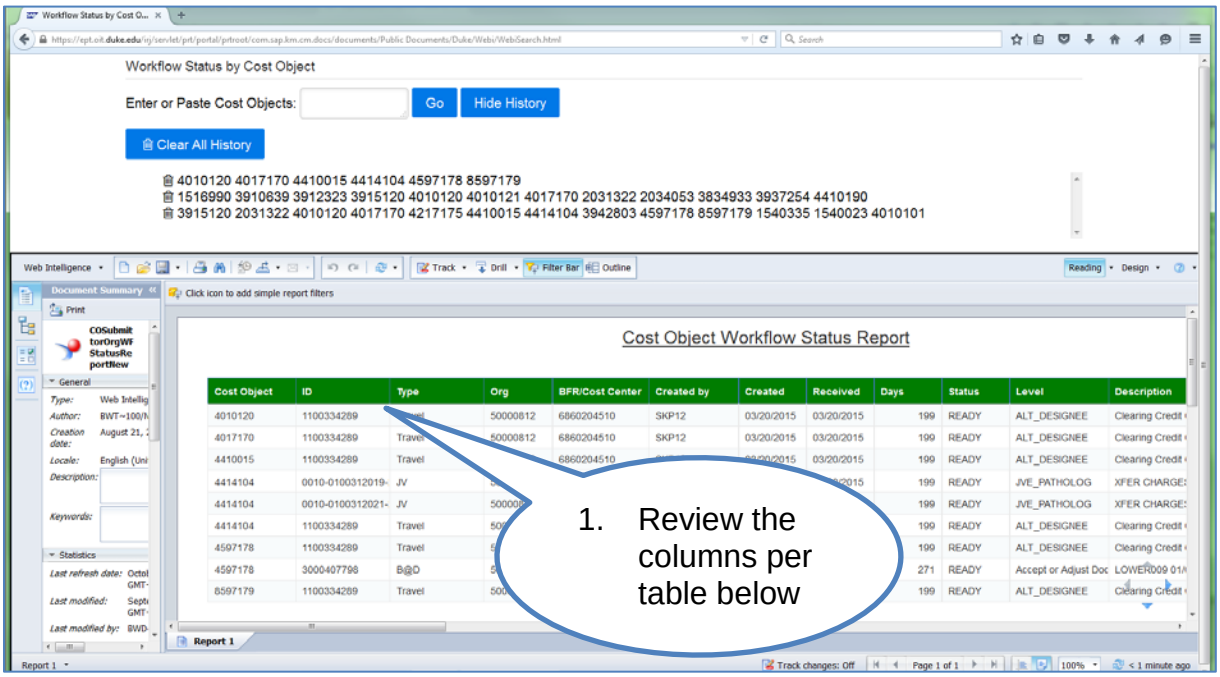
7. Use the **Clear All History** button to clear out ALL the lines of values stored in your history.



8. Once the input field is populated, click the **Go** button to generate the report (report will be displayed below the selection field).

Workflow Status by Cost Object (cont.)

Using the Workflow Status Report by Cost Object



1. Review the columns displayed, as outlined below:

Field/Column	Description
Cost Object	The seven (University) or nine (DUHS) digit cost object(s) selected if those cost objects contained any Workflow transactions. Cost objects include Cost Centers, Profit Centers, and WBS Elements.
ID	Document number identifier in SAP
Type	Type of Workflow transaction associated with the cost object(s) selected: • **JV** = Journal Entry / Journal Voucher • **AR** = Accounts Receivable • **Travel** = Online Expense Reports (including travel, out-of-pocket, and corporate card no-travel expense) • **ERA** = Electronic Research Administration • **APCR** = Online AP Check Request Form • **B&D =** Buy@Duke transactions • **APInv =** Accounts Payable vendor invoices with problems (See next step to filter by the type of transaction as needed)
Org	8 digit Organizational Unit (HR/PR org. unit) associated with the person who submitted the transaction
BFR Cost Center	10 digit BFR Code (University) or 9 digit Cost Center (Health System) associated with the organization unit in the previous column
Created by	Duke Net ID of the person who created the transaction

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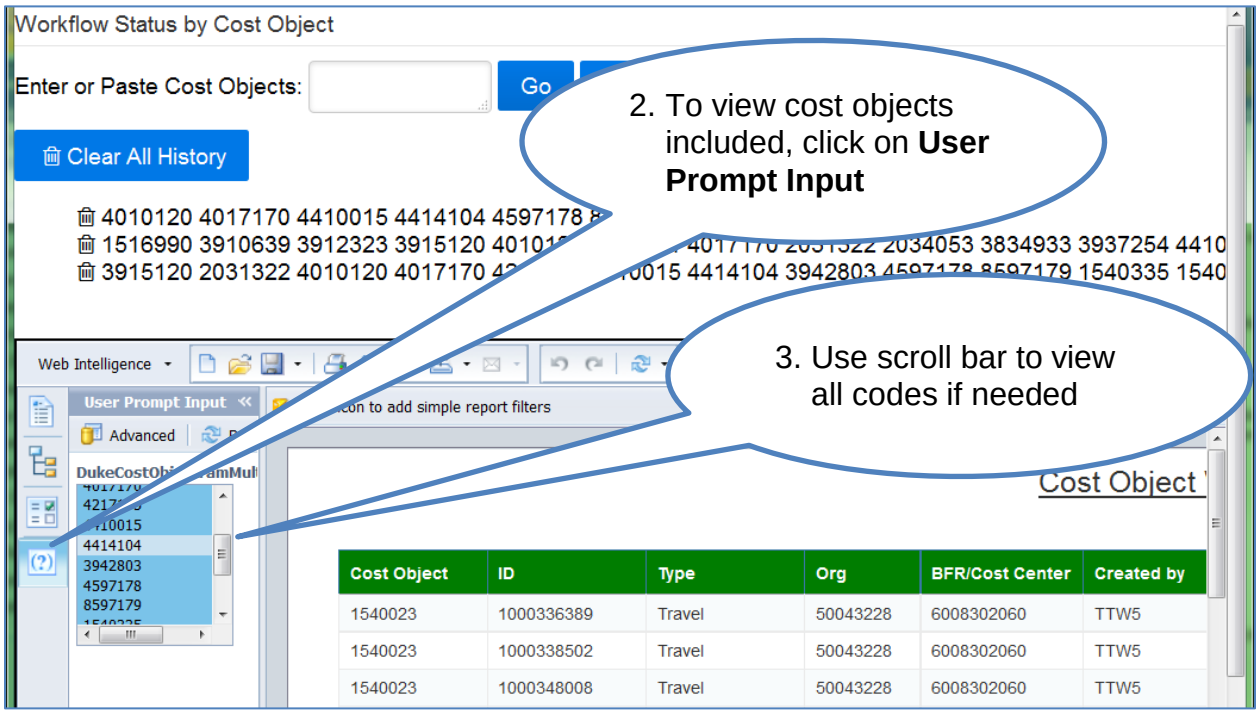
Workflow Status by Cost Object (cont.)

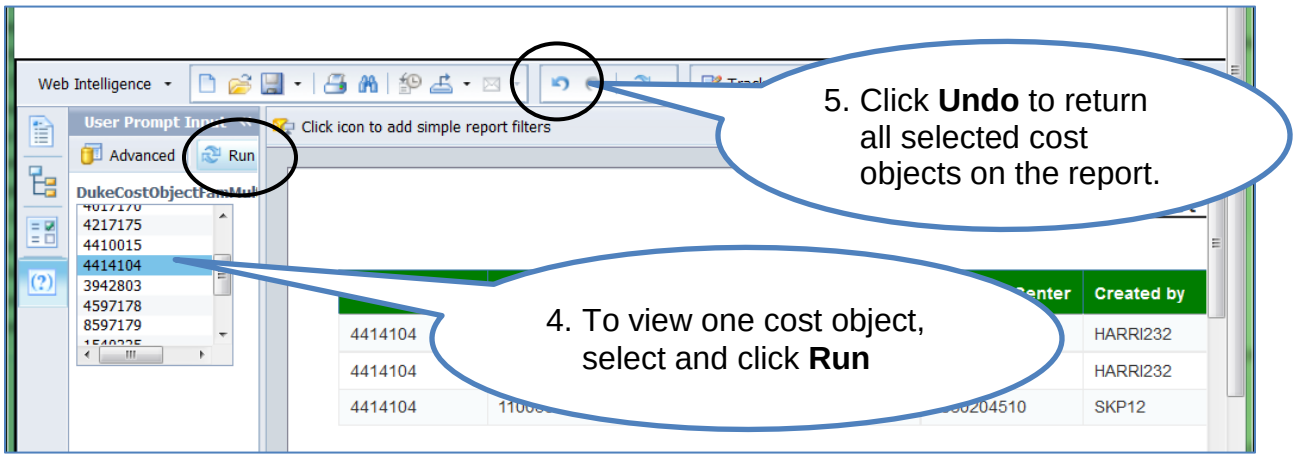
Field/Column	Description
Created	Date transaction was created
Received	Date the transaction was received in this step of the workflow
Days	Number of days between when the transaction was created and when it was received in this step (Created – Received = number of days in workflow process to this step)
Status	Current workflow status of the transaction work item per below: • Ready = item has been released for execution and appears in the work lists of all applicable recipients • Selected = item has been selected / received by ONE of the recipients and the item is no longer visible to the other recipients • Started =item is being processed at a level like the Processor level (central office / functional owner) • Committed = transaction work item is awaiting some type of confirmation of completion – not commonly seen
Level	Current workflow approval level of the transaction to provide an idea of where the workflow resides in the process such as Draft or Send Back, Employee Review, Processor (central office / functional owner) - examples may also be more specific workflow levels for a transaction, like JV-DEPT / SCHL to indicate a journal voucher is at the department or school level of approval
Description	Business description of the transaction, such as document header text for some documents, a trip description if travel related, or the business purpose on the APCR transaction
Ref ID	ID related to the transaction depending on the type of document
Reference Description	Reference information depending on the type of transaction, such as: • **JV** = Assigned JV Number • **AR** = Customer (the Sponsor or organization billed) • **Travel** = the Employee or student name who traveled or was reimbursed • **ERA** = reference information like the associated Project • **APCR** = the vendor paid or name of payee associated with the check request • **APInv** = name of the vendor for the problem invoice
Who	Duke Net ID of the person(s) currently able to approve the transaction with a link to generate an email if needed (see steps below for how to use this feature) - a blank in this column along with "Processor" in the Level column indicates there is no specified contact since the transaction is an area that processes the transaction, such as Accounts Payable or Employee Travel and Reimbursement

Note: The left navigation pane is displayed by default and the content in the pane may be changed as needed by simply using one of the four buttons on the left.

Workflow Status by Cost Object (cont.)



2. To view a list of all the cost objects included in the report, click on **User Prompt Input** (fourth button down on left).
3. In the resulting *User Prompt Input* pane (left of report), use the scroll arrows to move up and down the list.

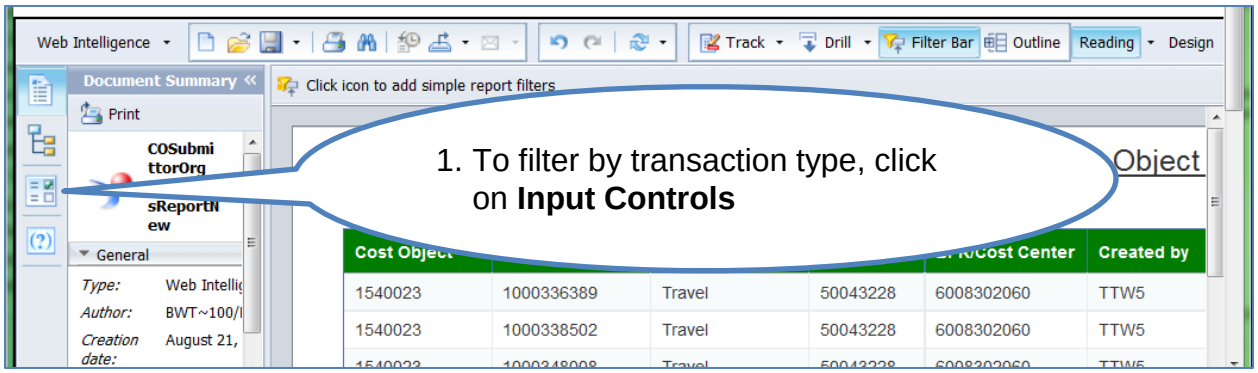


4. If desired, click to choose a Cost Object to use as the filter for the report and click **Run** to filter the report (located in User Prompt Input pane).
5. Use **Undo** button at top of screen to remove the filter and display all transactions for all Cost Objects again.

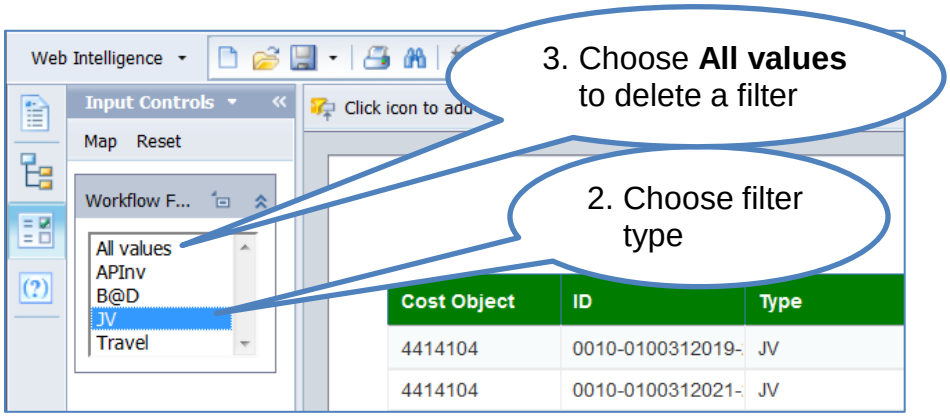
Workflow Status by Cost Object (cont.)

To Filter the Report by Type of Transaction:

Note: *The left navigation pane is displayed by default and the content in the pane may be changed as needed by simply using one of the four buttons on the left.*



1. Click on  **Input Controls** (third button down on left – recommended way to filter).



2. In the resulting Input Controls display (left pane), use the scroll arrows to move up and down the list and choose the type of transaction to use as the filter for the report (such as Travel, APCR, JV, etc.).

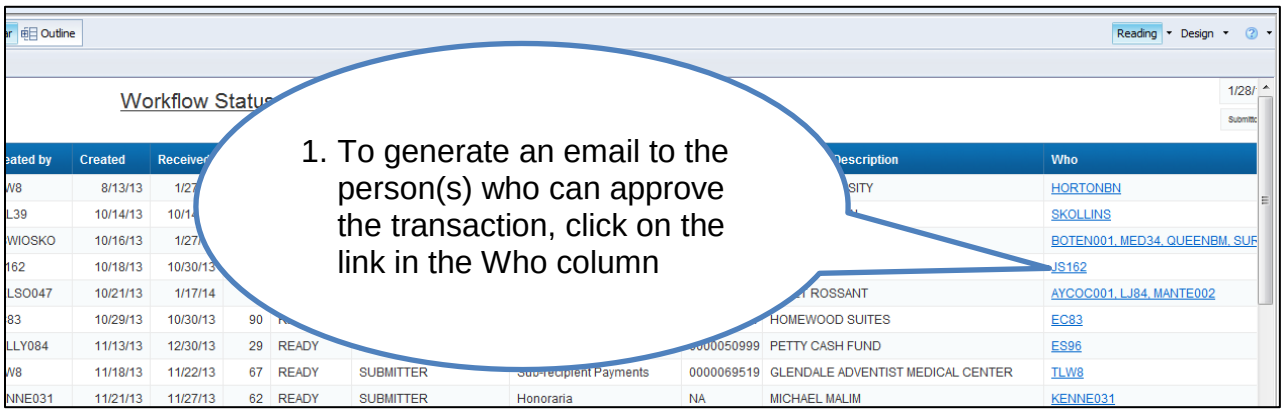
   Note: *Only the workflow types that are displayed in the report will be listed as options. For example, if you don't have any SECURITY transactions for the time frame selected, you won't see that option available as a filter.*

3. Once filtered, repeat steps to delete the filter by selecting **All Values** (or select a new filter by a different type of transaction).

   Note: *This is the recommended way to filter the report. The **Filter Bar** icon is also available as a way to filter and provides a drop-down field in the upper left corner of the report, if preferred.*

Workflow Status by Cost Object (cont.)

To Send an Email to the Person Who Is Currently Able to Approve the Transaction:

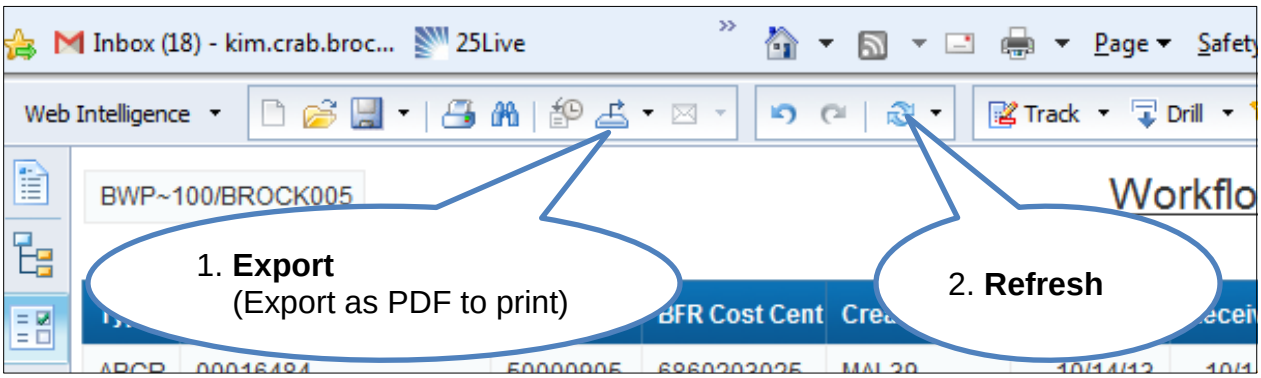


1. Click on the **net id link** displayed in the **Who** column for the transaction to open a window in your designated email program.

   Note: The email address will default to the alias email address based on the net id displayed in the column. The subject line will reference the workflow item.

2. Comprise the email and send as needed.

To Use Other Features of the Tool Bar



1. To export or print, use **Export** (recommended method for a printed copy is to **export as PDF file and then print)**.

2. To refresh the report (choose another organizational level), click on **Refresh**.