Project Obligations Report

Note: The report is used to identify project encumbrances (i.e., obligations), therefore it may be most useful to run the report by either a single project or a parent code. This report is also accessed from the drill-down function in the Projects Approaching End Date report (see that section of the guide for more details).

1. From the Sponsored Research Reports page, click on the Project Obligations Report (underlined link) to display the report’s selection screen.

On the Project Obligations page (note that the results will be blank and not contain data until criteria is selected):

2. Required: Enter a value(s) in ONE of the three fields (if this report was accessed via the drill-down from the Projects Approaching End Date report, use Twistee icon to open the Project Obligations tray and display the search fields):
   - Enter one or more WBS Elements (project numbers) in the WBSE Selection field (use Multiple Selection button to enter more than one WBS Element).
   - OR
   - Enter one parent WBS Element in the Parent WBSE field.
   - OR
   - Enter the desired BFR code (10 digits) in the first BFR Selection field to select all WBS Elements (project numbers) associated with that particular BFR code – IF BFR IS USED, YOU MUST CHECK A BOX PER THE NEXT STEP.

3 Use ONLY if BFR Selection entered.

4 Until data is selected and the Search button is used, the results are blank or a message appears indicating that no data found in the tables under the Results section.

2 3 4
Project Obligations (cont.)

Note: There are no security limits or ownership rules currently set for this report. If you have access to the Grants Management tab, you can run this report for any open project or group of projects.

3. **Required ONLY if BFR Code is entered**: Check one of the End Date check boxes as outlined:
   - **30 Days Prior to Project End** - to filter results by WBSE that have project end dates within 30 days.
   - **Only Projects Ended** - to filter results to only show WBSE that are past project end date.

   Note: **End Date checkboxes are used only when running the report by BFR.** They are not to be used when selecting on a WBSE or Parent WBSE. See above for instructions.

4. Click on the **Search** button to display the selected results in the section below.

   Note: **The Results section will be blank or state that no records are found until selection criteria is entered and the Search button is used.**
In the Project Obligations Results sections:

5. Review the three different tables within the results of Project Obligation Report (use Twistee icon to open table if closed; by default the trays should be open):
   - Master Data
   - Project with Payroll Expense
   - Project with Purchase Order Encumbrances (PO orders)

6. Review the columns of data displayed in each table as outlined in the next steps organized by each table – remember that the table results will vary and may or may not contain data based on how you selected to run this report.

   Note: The end goal of a clean close is to have no data displaying for Payroll or Purchase Order Encumbrances for the WBSE / Projects selected. This view indicates there are encumbered payroll or purchase orders for the selected project(s). Other examples in this guide will show no encumbered payroll or purchase orders.
7. FIRST SECTION: Master Data – lists master data as reference for WBSE(s) selected, as follows:

- **WBSE #** = 7 digit number associated with the WBSE / Project.
- **Parent WBSE #** - 7 digit number for the Parent code that is associated with the WBSE / Project if applicable
- **WBSE Description** = the description listed in the master data for the WBSE / Project.
- **BFR # and Description** - 10 digit organizational unit / BFR code and associated description for the WBSE / Project to identify where the WBSE / Project belongs in the organizational hierarchy.
- **GM1 Name** – name of the Grant Manager 1 for WBSE / Project.
- **PI Name** – name of primary Principal Investigator for WBSE/Project.
- **Carryforward** – Y = yes; N = No – to indicate if carryforward is allowed on the WBSE/Project.
- **Project End** - the end date of the WBSE / Project.
- **Sponsor Due Date** – the date the Final Report is due to the Sponsor.
- **Closeout Docs Due Date** – the departmental due date for all closeout documents to be submitted to closeoutdocs@duke.edu.

**NOTE:** The end goal of a clean close is to have the image above appear, no data displaying for Payroll or Purchase Order Encumbrances. This view indicates that there are no encumbered payroll or purchase orders for the selected project.
8. SECOND SECTION: Payroll – lists information about personnel whose effort has not been removed from a WBSE / Project per these key points:

- Personnel will remain on this report until iForms are approved.
- If an iForm is in workflow, the personnel will remain on the report
- Once an iForm is approved, the personnel will disappear from this view. This view includes current and future dated cost distributions.
- The end goal of a clean close is to have no data displaying for Payroll on the WBSE(s) selected.
- Personnel whose effort has not been removed from the selected WBSE(s) are identified by Duke Unique ID # and Name. This includes personnel at a zero rate of pay whose effort has not been removed from the selected WBSE(s).
- Other data provided includes the HR/PR Org. Unit and Description, the Org.Key, the G/L # of the G/L Account associated with the effort, the % Effort of the employee and the Effective From and Effective To dates for the effort.
9. SECTION 3: Purchase Order Encumbrances (PO orders) - displays purchase orders that are still active per the following points

- Purchase orders will remain on this list until the PO is closed or flagged as complete.
- The changes to PO's are real-time – when the PO is updated, the report will be updated the next time it is executed.
- Under the PO# column, use the underlined link for the Purchase Order number to drill-down into SAP and display the referenced purchase order document for more details as needed.
1. Choose one of these Export options for the Project Obligations report

- To export ALL the results of the report (all trays of data), click on the **Export (ALL) to Excel** button located above the Master Data tray in the report – this option will create separate tabs for each section (Master Data, Payroll & Purchase Order Encumbrances).

- To export the results of each individual tray heading (Master Data, Payroll, Purchase Order Encumbrances) to Excel, click on the **Export to Excel** button for that results tray.
Project Obligations (cont.)

2. Depending on your browser, you will be prompted to Open, Save or Cancel the download—choose the “Open” option unless another option is desired.
   - Example 1 above = Download prompt in Internet Explorer.
   - Example 2 above = Download prompt in Firefox.

3. Excel will open and the data will be exported (the above prompt may appear and if so, click Yes button to open the file).