Cost Distributions Reports

There are two cost distribution reports available in the Effort and Payroll Tools and Reports tab and both have the same selection criteria and the same columns of data.

The two reports are:

- **Cost Distributions by Cost Object Org Unit** – provides cost distributions for all employees with positions **owned** by the selected Org Unit
- **Cost Distributions by Employee Org Unit** – provides cost distributions for all employees **funded** by the selected Org Unit (even if the position is not owned)

Since these reports have the same selection criteria and layouts, both reports are covered together in this section of the guide.

### Selecting Criteria

1. Enter the **8 digit Org. Unit** (HR/Payroll organizational unit beginning with a 5) if known in the **Org Unit** field, or use the drop-down to find your organizational unit.

2. Use the **Check** button to verify the Org Unit entered is correct, especially if the value was keyed into the field.

3. Use the **Save As**… button to save a selection screen variant if desired.
   
   **Note:** A selection screen variant saves the data entered on this screen for future use. If a variant is saved, the named variant displays in the drop-down of the Available Variants field and may be chosen to populate the screen.

4. Click on the **OK** button to generate the report.
5. Review the columns displayed for the Cost Distribution report as outlined below, regardless of which report view is chosen:

- **Employee** – the Duke Unique ID (DUID) and name of the employee in a position that is either owned or funded by the Org Unit (depending on the report chosen).

- **Position Description** – the description of the position associated with the employee.

Columns continued on next page.
Cost Distributions Reports (cont.)

- **Employee BFR** – The associated 10 digit financial Org. Unit (BFR Code) and description to identify the school or division that owns the position.

- **Duke Cost Object** – The 7 digit cost object used to fund the position based on the percent of effort in the last column.

- **Duke Cost Object BFR** – The associated 10 digit financial Org. Unit (BFR Code) and description to identify the school or division that funds the position.

- **Valid From** – The beginning date from which the current funding was valid.

- **Cost Distribution Percent** – The percentage funded from this Cost Object (Fund Code) for that employee.

6. Review the top of the report to see the number of rows currently displayed and the total number rows, and use buttons to scroll up or down as follows:

   - Next Line / Next Page / Last Entry (Page)
   - Previous Line / Previous Page / First Entry (Page)

   Note: To go to a specific line, enter the line item number in the white display field and press Enter on the keyboard.

7. Refer to the **Other MyResearch Report Functions** section (included under the **Sponsored Research Reporting** section of this guide) to see more functions available once in the report, such as swapping views, printing, and exporting.

   Note: Even though these Cost Distribution reports are not labeled as “MyResearch”, the reports have a similar layout and provide the same functions as the MyResearch reports.