Overview of the iForms Workflow Status Report by Cost Object

The iForm Workflow Status Report by Cost Object report is available for those involved in the approval and workflow process for **dFac** (Duke Faculty Hiring, Promotion, and Tenure system) and **iForms** (HR / Payroll related forms) at Duke. The report allows you to easily select one cost object or a list of cost objects for which you have access, and monitor the status of iForms workflow transactions tied to the selected cost object(s). The report allows you to view the status of certain transactions that are in the workflow process at a given point in time and may be filtered to view one type of transaction.

This report is updated on a thirty minute cycle and should not be used to manage deadlines, like ensuring all forms are submitted to meet Corporate Payroll deadlines.

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

- **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 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 financial related workflow transactions except iForms are included.
- **Workflow Status Report by Cost Object** – generated for selected Cost Objects 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 Cost Object, only financial related workflow transactions associated with a cost object are included, so SECURITY and iForms are excluded.
iForms Workflow by Cost Object (cont.)

Accessing the iForms 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.

2. On the Duke@WORK screen, click on the iForms page link.

3. Click on the Reporting tab under the iForms page.

4. Click on the iForms Workflow Status Reporting link: iForms Workflow Status Reporting

4. Click on the iForms Workflow Status Reporting hyperlink (directly on underlined text).
5. Click on the iForms Workflow Status Report by Cost Object link (directly on the underlined text) to open the selection prompts for the report.

Selecting Criteria and Running the iForms Workflow Status Report

Note: Once the report link has been selected, the following occurs:

- The report will open in a new window or tab depending on your individual browser settings (make sure popup blockers are off).
- A dialog box will appear to indicate “refreshing data” and will transition to the “Prompts” window shown in the example below.

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.

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 **right mouse click** 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 **right mouse click** and **Copy** (or equivalent **Ctrl + C** buttons on the keyboard).
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.
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).
Using the iForms Workflow Status Report by Cost Object

1. Review the columns displayed, as outlined below:

<table>
<thead>
<tr>
<th>Field/Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Object</td>
<td>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.</td>
</tr>
<tr>
<td>ID</td>
<td>Document number identifier in SAP</td>
</tr>
<tr>
<td>Type</td>
<td>Type of Workflow transaction associated with the cost object(s) selected:</td>
</tr>
<tr>
<td></td>
<td>• dFac = Faculty System</td>
</tr>
<tr>
<td></td>
<td>• iForm = iForms (See next step to filter by the type of transaction as needed)</td>
</tr>
<tr>
<td>Org</td>
<td>8 digit Organizational Unit (HR/PR org. unit) associated with the person who submitted the transaction</td>
</tr>
<tr>
<td>BFR Cost Center</td>
<td>10 digit BFR Code (University) or 9 digit Cost Center (Health System) associated with the organization unit in the previous column</td>
</tr>
<tr>
<td>Created by</td>
<td>Duke Net ID of the person who created the transaction</td>
</tr>
<tr>
<td>Created</td>
<td>Date transaction was created</td>
</tr>
<tr>
<td>Received</td>
<td>Date the transaction was received in this step of the workflow</td>
</tr>
<tr>
<td>Days</td>
<td>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)</td>
</tr>
</tbody>
</table>
### iForms Workflow by Cost Object (cont.)

<table>
<thead>
<tr>
<th>Field/Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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:  
  • iForm = position or employee name associated with the form being processed  
  • dFac = employee name associated with transaction |
| 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.
To Filter the Report by Type of Transaction

*Note:* The left navigation pane is displayed by default and may be closed and opened 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. Choose filter type

3. Click **OK**

2. In the resulting Input Controls display (left pane), choose the type of transaction to use as the filter for the report (such as *iForms* or *dFac*).

3. Click **OK** to filter the report (repeat steps to delete filter by selecting **All Values** or to set a new filter).
iForms Workflow by Cost Object (cont.)

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

4. 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.

5. Comprise the email and send as needed.

To Use Other Features of the Tool Bar

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

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