Aggregate Summary Parent Rollup Report for Grant Managers

Note: This report provides a summary of the Parent Codes and the Sub-codes that roll to the parent and is sorted by the Parent Code with all subs listed and subtotaled for the Parent Code. This report does not have the action buttons to finalize the projections like the Aggregate Summary Report, but does contain similar columns of data.

In order to access a cost object / fund code, you must be assigned on the master data as the Grants Manager for the project/WBS Element. The following types of cost objects / fund codes are not included in this report: Cost Centers and WBS Elements that have no Sub-codes.

1. Follow the path via the Portal: Grants Management  Projection and Reporting Tool  Aggregate Summary Parent Rollup Report (see Access the Projection and Reporting Tool section of the Guide).

To execute and review the report:

Note: This report requires a selection by one of the two options outlined below. The report may be selected by a seven digit Parent Duke Cost Object (i.e. fund) or may be selected by a Principal Investigator (PI) or Co-PI to see all the parent codes associated with a PI or Co-PI. If no Parent fund or no Duke Unique ID (DUID) is entered for a PI on this selection screen, the report will not run properly.

2. Option 1:
   To view a single parent fund and the sub codes that rollup to the Parent, enter the seven digit Duke Cost Object for a Parent code in the Select Parent field.
3. Option 2:
To get all Parent funds and Sub-codes related to a Principal Investigator (PI) or Co-PI, enter the Duke Unique ID (DUID) of the Principal Investigator (PI) or Co-PI in the Select PI field if known or use the following steps to search and find the DUID:

- To search and find the DUID for a PI, click on the Drop-down button to the right of the field (see resulting screen below).

- In the Personnel number: General Value List box, enter the last name of the PI in ALL UPPER CASE in the Last name field (may use First name field as well).
- Click on Start Search to generate a list of values matching the search criteria.

- Click on the box to the left of the Principal Investigator to be selected.
- Click on OK button at the bottom right of the window to populate the DUID in the Principal Investigator field.
4. Click on the **Execute** to generate the report.

On the resulting **Aggregate Summary Report: Parent Rollup** screen:

5. Review the data of the resulting Aggregate Summary: Parent Rollup report and note the following about the Parent Rollup view:

   - Contains Parent and Sub-Codes per selection criteria and subtotals all the Sub Codes for each Parent code included.
   - Contains similar columns of data as the Aggregate Summary Report (previous section of this guide).
   - Does not have the Funds without Plan section, since Parent and Sub-Codes pertain only to Funds with Plan – Direct Costs Only.
   - Does not allow you to select rows and perform actions, such as the **Save** and **Finalize** buttons to indicate the status of the projections.
   - Does not have the drill-down functionality to the Single Fund Detail Report.
   - Does not contain any Cost Centers or WBS Elements that have no Sub-Codes.

6. Note that the amounts **shaded in red are unfavorable to budget (award)**, and the amounts displayed **in black are favorable to budget (award)**.
7. Review the columns of data (**Funds with Plan – DIRECT COSTS ONLY** section) per the outline and notes below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| Current Status          | Indicates the current status of projections for the Fund Code:  
  - **Initial** = displays initially until the Fund is reviewed, changes are made, or the project is submitted  
  - **Saved** = indicates that changes have been made and saved, but not officially submitted to Faculty.  
  - **Final** = indicates that projections have been finalized and submitted to Faculty, and changes cannot be made to the projection (must Unsubmit to reopen for changes if needed). |
| Parent                  | The Parent Code associated with the Parent and Sub Codes (Project / WBS Elements) included in the report |
| Fund                    | Project / WBS Element (WBSE) of the Sub Codes included in the report.                                                                       |
| Fund Name               | Project / WBSE name (uses the department specific name populated in the Proj. Department Name field in SAP, if applicable)                  |
| Fund Start              | Project / WBSE: Project Start Date                                                                                                             |
| Fund End                | Project / WBSE: Project End Date                                                                                                               |
| Projection to Date      | Date through which any projections were executed by the Projection Tool (39x = 12 months; others = up to 12 months)                        |
| Principal Investigator  | Principal Investigator linked to Cost Center or Project/WBSE                                                                                 |
| Grant Manager           | The name of the Grant Manager associated with the Project / WBSE included in the report                                                      |
| Plan ITD                | Inception to Date Direct Cost Plan through end of most recent fiscal period. The tool allows you to add or adjust the plan:  
  - To add a plan if an Award amount has not been received and no Plan is displayed.  
  - To adjust the Plan to a yearly amount if the plan has been loaded up front for the life of the project (example 5 years).  
  - To add a contract or start-up award as the Plan for funds where a plan does not exist (39x and 4xx start-up funds), (those funds will be displayed in the Funds with Plan section). |
| Actual ITD              | Inception to Date Actual Direct Cost through end of most recent fiscal period                                                                |
| Current Available Balance| Plan (Award) ITD less Actual ITD                                                                                                               |
| Projected Expenses      | Direct Cost expense projections, both Salary calculated by tool and additional changes submitted by Grant Manager                            |
| Projected Available Balance| Current Available Balance less Projected Expenses                                                                                           |
| Monthly Available Spend After Projected Salary | Prorated monthly amount available to spend on non-Salary direct expenses after salary is projected (negative amount indicates nothing left to spend). |
8. To export or print the report, use the respective buttons and follow the steps outlined in the Reporting Functions section of this guide.

   Note: Currently, the only web browser that fully supports the printing of this report is Internet Explorer. Other web browsers will not print all columns and rows of this report.

9. To adjust the display options for the report, right mouse click anywhere in the body of the report, follow the menu path User Settings → More; and follow the steps outlined in the Reporting Functions section of this guide.

10. As adjustments are made on the Aggregate Summary or Single Fund Code Detail Projection Report, the Aggregate Summary Parent Rollup report will need to be closed and generated again in order to update the report with the latest projections on this more summarized report (there is no “recalculate button” like in the Detail report and Adjustment worksheets).