Single Fund Code Detail Projection Report

Note: This report is used to view details of projection calculations and adjustments for an individual fund code. It is accessed via the drill-down option from the Aggregate Summary Report or via the portal menu path (see below).

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 or as the Financial Responsible Person for the Cost Center.


To execute and review the report:

2. Enter the seven digit cost object (i.e., Fund Code, Cost Center, or Project ./WBS Element) in the Code field.

3. Click on the Execute to generate the report.
On the resulting *Single Fund Code Detail Projection Report* screen:

- **Screen Example of First Several Columns**

SEE NEXT PAGE FOR SCREEN EXAMPLE OF LAST SEVERAL COLUMNS.
4. Use the **vertical and horizontal scroll bars** to review all the details included in the various sections of this report, as outlined in the next several steps of this guide.
In the Header section (top of the screen):

5. Review the general information in the Header section about the Fund Code selected, as follows:

- **Fund Code** – contains the seven digit fund and the name of the Cost Center or Project / WBS Element.
- **Sponsor** – contains the name of the Sponsor if code is a Project/WBS Element.
- **PI Name** – contains the name of the Principal Investigator (Responsible Person).
- **GM Name** – contains the name of the Grants Manager (you).
- **Grant Periods** – contains the beginning and ending periods for the grant.
- **Message to indicate dates overridden** – displays only if the Modify Project Tool Dates option was used to change the Projection dates.
- **Current Budget Period** – contains the current budget period (Year 1, 2, etc.).
- **Total Grant Life** – contains the total number of years that the grant will be active.
- **Plan** – contains a Y to indicate “yes” if the fund contains a Plan / Award amount (will contain an N to indicate “no” if fund is non-award or the line will not show).
- **Projection Last Updated** – contains the date that the last projection was processed and updated.
- **SPS Number** – contains the Sponsored Project System (SPS) number assigned to the project as another reference of information.
6. Note the buttons and Comments box that are available for performing actions and functions within this report as outlined below (details of how to use each button to follow in next steps):

- **Salary Adjustments** – click on this button to open a new window and use the Salary Adjustments screen to adjust / project for salary.

- **Non-Salary Adjustments** – click on this button to open a new window and use the Non-Salary Adjustments screen.

- **Recalculate** – after changes are made on the Salary or Non-Salary Adjustment screens, click on the Recalculate button to update the detail report.

- **Export to Excel** – click on this button to export the Detail report (all 3 sections) to Excel.

- **Print Version** – click on this button to display a print version of the report in a browser and allow the report with all the columns to be printed (see detailed steps for ideal browser settings to follow when printing the report).

- **Comments** – a text box to enter free form text as comments about projections or adjustments – this window refreshes every month. The Comments section may be populated and edited by the Grant Manager, Principal Investigator (PI), and Business Manager.

- **Save Comments** – click on this button to save any comments entered in the Comments text box.
In the Detailed Financial Summary (next section under Header):

*Note: The columns will vary by the type of cost object and whether a Plan (Award) is involved or not.*

7. Review the columns of data *(may vary per note above)* per the outline below (use vertical and horizontal scroll bars under this section as needed):

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Displays the cost element groupings based on the Cost Element Group value of “Projection” in SAP (if desired, use Transaction Code KAH3 in SAP to display the cost elements associated with the Projection cost element group or use the Projection value in the Cost Element Group field on the Project Inception to Date with Plan report – Transaction Code ZFR1E)</td>
</tr>
<tr>
<td>Plan ITD</td>
<td>The inception-to-date Plan amount (Award amount)</td>
</tr>
<tr>
<td>Plan Adjustments</td>
<td>Includes any adjustments to the Plan / Award amount that have been manually entered in the Projection tool</td>
</tr>
<tr>
<td>Total Actual ITD</td>
<td>The total of the inception-to-date actual amounts for this cost object</td>
</tr>
<tr>
<td>Total Projected Expense</td>
<td>The Total Actual ITD amount in the previous column plus the total of the monthly projections/adjustment columns for that row (the total of ITD Actual plus all other projections and adjustments)</td>
</tr>
<tr>
<td>Projected Available Balance</td>
<td>Displays the balance available after projections based on the following calculation: <strong>Plan ITD column plus Plan Adjustments if applicable less Total Projected Expense column</strong></td>
</tr>
<tr>
<td>Commitments</td>
<td>Includes the commitments (encumbrances) and is informational only except for use in the Available Spend calculation</td>
</tr>
<tr>
<td>Actuals</td>
<td>Contains columns of actual amounts for up to the past 6 months of the project</td>
</tr>
<tr>
<td>Monthly Projections/Adjustments</td>
<td>Projects by month to the end of the current Budget Year or, Modified Budget Year if applicable, or Current Fiscal Year depending on the selected cost object (fund code)</td>
</tr>
</tbody>
</table>

8. Use the ▶ Expand Node and ▼ Collapse Node buttons to open and close the Subtotal rows and view the details for G/L Account line items.
9. Review the subtotal line for **Available Direct Cost Award Balance** (shaded in orange), which displays the following:

- Under the ITD Actual Column for this row = the **Actual Direct Cost Award Balance** as of the last closed period. This number shown = Total Plan ITD plus Plan Adjustments less the Total Actual ITD expenses (on the Total Direct Costs row).

- Across this row in the **monthly Projections/Adjustments columns**, the amount shown = the Actual Direct Cost Award Balance less each month’s projections to show where the balance will go negative (displayed in red) if applicable.

10. For **Funds without a plan (non-award funds)**, the **Cash Balance subtotal** (highlighted in a light orange row) may also be helpful to view how much cash is left after projections.

**In the Available Spend section (next section under Detailed Financial Summary):**

11. In the **Available Spend** section and note the following:

- The **Available Direct Cost Balance AfterProjected Salary** row includes the total amount **Available for Non-Salary**, along with the **Average Available Spend Per Month** which averages the monthly non-salary amount available to spend for the rest of the projection / budget period.

- The **Available for Non-Salary** expenses in the first column is calculated as follows:

  **Available Direct Cost Balance After Salary Projection = Actual Direct Cost Balance as of last closed period LESS Salary/Fringe Projections LESS Total Commitments (Encumbrances).**

  **Note:** There is no total of Salary / Fringe Projections & Adjustments, this number can easily be derived as follows Total Projected Expense less Total Actual ITD (or adding the monthly Projections for Salary / Fringes)

- A balance shaded in red indicates the balance is negative and nothing is left to spend for that month.
In the Salary and Fringe Benefits by Employees summary section (last section at bottom):

12. Review the columns of data in Salaries by Employee section which provides a summary of the employees paid off the cost object being viewed along with the actual salary incurred (six months) and projected salaries per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Name of employee</td>
</tr>
<tr>
<td>Cost Share</td>
<td>A flag to indicate if cost sharing is applicable for this employee</td>
</tr>
<tr>
<td>Type</td>
<td>The employee type</td>
</tr>
<tr>
<td>Current Effort %</td>
<td>Effort per SAP as of the close of the recently closed period.</td>
</tr>
<tr>
<td>Fringe Rate</td>
<td>Fringe rate used for projections.</td>
</tr>
<tr>
<td>Actuals</td>
<td>Salary and fringe expense incurred by the employee.</td>
</tr>
<tr>
<td>Projections</td>
<td>Projected salary and fringe expense.</td>
</tr>
</tbody>
</table>

Note: The Salaries by Employee section does show fringes, even though they are calculated as part of the projection tool. The fringe rates in this section are listed as information and are updated as soon as the new fringe rates are published.

The Salaries by Employee section also does not include any future dated iForms. Therefore, make adjustments as needed. If making an adjustment for a future dated iForm, remember that adjustments carry over month to month, so be sure to remove the adjustment once an iForm is processed.
To use the Salary Adjustments function:

Note: The Salary Adjustments button opens a new window and allows you to make adjustments to the salary component of the projection, and to easily move between the Detail Report and the Salary Adjustment window to see the impact of the changes immediately. In addition, effort percentages used in the standard projection calculation may also be viewed on this screen.

In the resulting Salary Adjustments window:

2. Review the general information in the **Header** section about the Fund Code selected (same as the Header for the Single Fund Code Detail Projection Report):

3. Note the buttons in the Header section that are available for performing actions and functions within this report as outlined below:

   - **Save** – use to save the salary adjustments that have been made.
   - **Clear** – use to clear all adjustments made during this session and reset to the original screen.
   - **Non-Salary Adjustments** – use to move to the Non-Salary Adjustments window for the cost object selected (will automatically close Salary Adjustments window).
   - **Recalculate** – click on this button to recalculate the summary sections and update for the changes made.

4. Review the **Staffing as of (prior Month)** section that shows everyone funded on the cost object per the cost distribution in the SAP R/3 system **at the close of the previous fiscal period.**
5. Use the **Salary Adjustments (by User)** section to make adjustments to effort of existing staff, as well as add new staff funding per any of the options in the next steps.

6. To **modify the future effort** of an employee:
   - Simply enter a percentage of effort for an employee in the projection period field in this section to override the existing cost distribution and change the effort percentage listed for the employee in the *Staffing as of (prior Month)* section.
   - Use 0 in the projection period fields for an employee to reflect that the employee’s effort is ending for the projection periods.
   - Leave a blank field in the Salary Adjustments section to indicate there is no change for the effort for a projection period; a blank field indicates the effort will default to and not change from what is listed in the *Staffing as of (Prior Month)* section.
   - Use the **Comments** field to add notes as needed.
   - Click on the **Recalculate** button and **Save** button as needed.
7. To add a new employee’s effort to the grant in one of the projection periods and the Duke Unique ID (DUID) is known:
   • Click on the Add Employee (ID Known)
   • On the new line that appears in the Salary Adjustments section, enter the employee’s Duke Unique ID (DUID) or search, and find using the employee’s last name in the drop-down for the field
   • On the new line, continue and enter the Salary, Cost Element (G/L Account) and Current % Effort as appropriate in the projection period input fields.
   • Use the Comments field to add notes as needed.
   • To use this button specifically for out of cycle, enter 0s (zeros) in the appropriate projection period fields to change the previous effort and add a line for the employee with the new salary for the out of cycle – you must use a different Cost Element (G/L Account) than the original one listed in the section above and it doesn’t matter which salary G/L account is used as the only time it matters is for cost sharing.
   • To use this button specifically for summer supplements, enter the fields on the new line for the employee with the cost distribution/effort percentage of the supplement in the projection period fields as applicable. Payroll supplements are not included in the Projection tool and must be added as a Salary adjustment.
   • Note that Payroll changes done through iForms do not show up in the tool until the following month.
   • Note that Non-Compensatory Payroll (G/L Account 635200 – 635300 shows up in the actual payroll expenses; however, Non-Compensatory Projected Expenses must be added as a salary adjustment to the Trainee Expense line.
   • Click on the Recalculate button and Save button as needed.

8. To add a new employee’s effort to the grant in one of the projection periods and the Duke Unique ID (DUID) is not known:
   • Click on the Add Employee (ID Unknown) button to add an employee that is not known to the grant, for example, if you anticipate hiring someone, but do not yet know who that would be, like a post doc will be hired.
   • On the new line that appears in the Salary Adjustments section, enter a descriptor in the Employee Name field (e.g., new hire, post doc, grad student or TBD – to be determined),
   • On the new line, continue to enter the Salary Type (drop down for options – each represents a different fringe category), Monthly Salary, Cost Element (G/L Account) and Current % Effort as needed in the Projection period input fields.
Note: These changes WILL carry over to subsequent months until either the projection period is now in the past, or a change is made by the Grant Manager.

9. Please note that if you enter someone with cost shared salaries, be sure to enter effort for each applicable cost element, as the cost share salary amount will not carry into the financial projections (cancels out with offset to G/L Account 808000, but the % effort will carry to the Salary Gap report.

10. Use the Salary Adjustments (Summary) to view the effort that will be picked up for the Projection periods on the Detail Report.

11. Use the Fringe Benefits to view a summary of the fringe benefits that will be used on the Detail Report

To use the Non-Salary Adjustments function:

Note: The Non-Salary Adjustments button opens a new window and allows you to make adjustments to the non-salary component of the projection, and to easily move between the Detail Report and the Salary Adjustment window to see the impact of the changes immediately. The Salary Adjustments window MUST BE CLOSED in order to open the Non-Salary Adjustments window from the Detail Report or a lock message will display.

1. From the Single Fund Code Detail Projection Report, click on the Non-Salary Adjustments button to open a new window.

Note: The Salary Adjustments window MUST BE CLOSED in order to open the Non-Salary Adjustments window from the Detail Report or a lock message will display. If the Non-Salary Adjustments window is opened / navigated to from the Salary Adjustments window via the button, the Salary Adjustments window will automatically close and the lock message will not display.
In the resulting Non-Salary Adjustments window:

2. Review the general information in the **Header** section about the Fund Code selected (same as the Header for the Single Fund Code Detail Projection Report):

3. Note the buttons in the Header section that are available for performing actions and functions within this report as outlined below:
   - **Save** – use to save the salary adjustments that have been made.
   - **Clear Projections** – use to clear all adjustments in the Projections sections of the window.
   - **Clear Adjustments** – use to clear all adjustments in the Adjustment section of this window.
   - **Salary Adjustments** – use to move to the Salary Adjustments window for the cost object selected (will automatically close Non-Salary Adjustments window).
   - **Recalculate** – click on this button to recalculate the summary sections and update for the changes made.
4. Review the data in Projections section, which reflects mass non-salary projections made based on the spend rate and use the input columns to change any of the values that do not seem correct per the columns outlined below:

*Note:* Changes made to the Projections section WILL NOT carry over to the subsequent months.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Month Spending History</td>
<td>Provides the history of the last 12 months of actual amounts spent (or less number of months if the code has not been in existence for 12 months).</td>
</tr>
<tr>
<td>Projection Calculation</td>
<td>Provides a Y or N indicator (Yes or No) as to whether a non-salary projection calculation was done with the Non-Salary Projection tool.</td>
</tr>
<tr>
<td>Base projection/month</td>
<td>Provides the monthly spend calculated by the Non-Salary Projection tool if applicable.</td>
</tr>
<tr>
<td>Projection Months</td>
<td>Displays input fields to enter adjustments for the months remaining until the end of the current budget year or fiscal year depending on the type of cost object (Cost Center, Projects/ WBS Elements with Plan, Projects/ WBS Elements without Plan).</td>
</tr>
<tr>
<td>Comments</td>
<td>Provides an input field to enter comments as needed.</td>
</tr>
</tbody>
</table>
5. Scroll down to review the data in Adjustments section, which 
allows adjustments to be made by Revenue/Expense category using the input columns to change any of the values per the columns outlined below:

*Note: Changes made to the Adjustments section WILL carry over to the subsequent months.*

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Month Spending History</td>
<td>Provides the history of the last 12 months of actual amounts spent (or less number of months if the code has not been in existence for 12 months).</td>
</tr>
<tr>
<td>Plan ITD</td>
<td>Inception-to-date Plan (Award) amount for the cost object.</td>
</tr>
</tbody>
</table>
Plan Adjustment | Provides input fields to make adjustments to plan coming from SAP R/3. Allows either positive or negative values to be entered. The values will stay in place until removed by the Grants Manager.

Projection Months | Displays input fields to enter adjustments for the months remaining until the end of the current budget year or fiscal year depending on the type of cost object (Cost Center, Projects/ WBS Elements with Plan, Projects/ WBS Elements without Plan).

Comments | Provides an input field to enter comments as needed.

6. Scroll down to review the data in Summary section, which summarizes the data entered in the Projections and Adjustments sections and reflects what will carry back to the Detail Report.
To add and save Comments for the Detail Report

1. Click in the Comments text box and enter any free form text comments as needed.

2. To save the Comments, click on the Save Comments button.

To do other report functions for the Detail Report:

1. 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.

2. 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.