# Faculty Projection and Reporting Tool Guide

## For Grants Managers and Business Managers

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To access the Projection and Reporting Tool:

1. Open the web browser (all common web browsers are supported) and enter the URL of http://work.duke.edu to go to the Duke@WORK web site.

2. In the resulting Duke University NetID Services screen, enter your NetID and password.

3. Click on the Enter button to proceed to the Duke@WORK web site (see below).

   Note: Be sure to allow pop-up windows from this website (work.duke.edu) in your web browser. Check with your LAN Administrator / computer support person for steps on how to allow pop-up windows on your internet browser as we use many different browsers across Duke. For example, in Internet Explorer, use the path Tools > Pop-up Blocker > Pop-up Blocker Settings.

4. On the Duke@WORK screen, click on and select the Grants Management tab.
Accessing the Projection Tool (cont.)

Under the Grants Management tab:

5. Click on the **Projection and Reporting Tool** link.
Accessing the Projection Tool (cont.)

Under the Projections and Reporting Tool link:

6. Review the options available, as briefly outlined below:

- **Modify Project Tool Dates** – allows you to modify the Grant Year and Project End Dates for Projection purposes only – dates may be modified to project out up to twelve additional months.

- **Non-Salary Projection Calculation** – allows you to populate the Non-Salary projection data for selected cost categories.

- **Aggregate Summary Report** – provides a summary projection based on the selections, and may be selected by the Duke Unique ID (DUID) for a Principal Investigator (PI).

- **Aggregate Summary Parent Rollup Report** – provides a summary projection based on the selections, and may be selected by the Parent Code or Duke Unique ID (DUID) for a Principal Investigator (PI) to see all Parent Codes.

- **Single Fund Code Detail Projection Report** – provides a detailed projection report based on the single fund (cost object) selected.

- **Effort Gap – Individual Effort Report** – provides a report of employee effort by fund (cost object) based on the individual employee selected.

- **Effort Gap – PI Projects Report** – provides a report of employee effort by fund (cost object) based on the Principal Investigator selected.

- **Effort Gap – BFR Report** – provides a report of employee effort by fund (cost object) based on the BFR Code selected.
Accessing the Projection Tool (cont.)

- **Business Manager - Aggregate Summary** – provides a summary projection based on the selections, and may be selected by the BFR Code (Org. Unit) and further limited by the Duke Unique ID (DUID) for a Principal Investigator (PI).

- **Business Manager – Detail Report** – provides a detailed projection report based on the single fund (cost object) selected.

7. To select a report, simply **click once on the underlined report title**.

8. Notice that the path taken to reach the report is listed at the top of the screen below the tabs and the links may be used to navigate to previous screens.

   *Note: Each report is outlined in this Guide, including the selections available, data displayed, drill-down options, and other advanced functions available.*
Modify Project Tool Dates

Note: The Faculty Projection and Reporting Tool is based on calculations that project out to the end of the current Grant Year (Budget Period in the master data). The Modify Project Tool Dates function allows the Grant Manager to select a fund (i.e. Project / WBS Element) or all funds tied to the Grant Manager’s Duke Unique ID, and modify or extend the Grant Year out for up to twelve additional months, as desired. The tool also allows you to modify the Project End Date (for example, to adjust the Grant Year you may need to adjust the Project End Date since you cannot enter a Grant End Date past the Project End Date). Both adjustments are for projection purposes only.

1. Follow the path via the Portal: Grants Management → Projection and Reporting Tool → Modify Project Tool Dates (see Access the Projection and Reporting Tool section of the Guide).

2. Enter one of the following options to select a single fund or all funds, as follows:
   - Enter a single seven digit Project / WBS Element in the Fund field (shown above).
   - OR
   - OR leave the Fund field blank to select all seven digit Project / WBS Elements tied to your Duke Unique ID as Grant Manager 1 or 2.

3. Click on the Execute button.
Modify Project Tool Dates (cont.)

On the Modify Project Tool Dates screen:

4. To modify the Grant Year End date or Project End Date for a single Project:
   - Enter the modified dates as desired in the white fields for Grant Year End Override and Project End Date Override – use the Drop-down option in the field for a calendar selection if preferred (can only extend out 12 months or less).
   - Click on the Save button as needed and before exiting the Modify Project Tool Dates screen.

5. To select multiple Projects and modify the Grant Year End date:
   - Select the check boxes to the left of the Projects to select the ones that need to be modified.
   - Click on the Change Grant Year End Date on Selected Projects button.
     - In the resulting window, enter the modified End Date in the New Date field – use the field’s Drop-down option for a calendar selection if preferred (can only extend out 12 months or less).
     - Click the OK button to apply to display the modified date in the Grant Year End Override field for the Project rows selected.
     - Click on the Save button as needed and before exiting the Modify Project Tool Dates screen.
6. To select multiple Projects and modify the Project End date:

- Select the check boxes to the left of the Projects to select the ones that need to be modified.

- Click on the Change Project End Date on Selected Projects button.

- In the resulting window, enter the modified End Date desired New Date field – use the Drop-down option in the field for a calendar selection if preferred (can only extend out 12 months or less).

- Click the OK button to apply to display the modified date in the Grant Year End Override field for the Project rows selected.
7. Click on the **Save** button to save any modifications made to the date fields.

*Note: If date modifications are saved, the Single Fund Code Detailed Report will indicate that the date has an override. This override indicator only shows if a date has been modified with the Modify Project Tool Dates.*
Non-Salary Projection Calculation

Note: The Non-Salary Projection Calculation applies a projection of up to a 12 month average to the funds selected in the tool. If a fund has less than 12 months remaining, then the monthly average matches the remaining months (e.g. fund is only around for 3 months, then a 3 month average is used for projections).

1. Follow the path via the Portal: Grants Management → Projection and Reporting Tool → Non-Salary Projection Calculation (see Access the Projection and Reporting Tool section of the Guide).

2. Use one of the following fields to enter the selection (may choose by and use Principal Investigator or Fund Code):
   - Enter the Duke Unique ID (DUID) of the Principal Investigator (PI) or Co-PI in the Principal Investigator field or use the Advanced Options button to populate several PI values as needed.
   - Enter a seven digit cost object in the Fund Code field in place of the Principal Investigator or use the Advanced Options button to populate several cost object / fund code values as needed.
3. Select the Non-Salary expenses that need to be projected as follows:
   - Click in the check box to select the types of Non-Salary expenses that should be projected (select as many as needed)
   OR
   - Use the Select All button (probably won’t use this button as selecting equipment and some other categories may not make sense for projections).

4. Use the Check button to verify the data entered and the Reset button to clear fields as needed.

5. Click on the Execute to calculate the projections.

6. Review the resulting Non-Salary Projection Calculation window which displays a message for each fund code selected to indicate that projections were set (based on the selection of the projections by Principal Investigator or by Single Fund Code).

   Note: The projections calculated for non-salary expense do NOT carry over each month (this calculation needs to be done each month). The adjustments made to the projections will remain (do carry over) each month until manually changed.

7. Click on the Back to Selection button to return to the previous screen.

8. Repeat the steps as needed to process the projections.
Aggregate Summary Report for Grant Managers

Note: 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 Responsible Financial Person for the Cost Center.

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

To execute and review the report:

Note: If no Duke Unique ID (DUID) is entered for a PI on this selection screen, then the resulting report will contain ALL codes to which the Grants Manager is assigned.

2. Enter the Duke Unique ID (DUID) of the Principal Investigator (PI) or Co-PI in the Principal Investigator field if known or use the following steps to 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.
Aggregate Summary Grants Manager (cont.)

- 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.

3. Click on the **Execute** to generate the report.
4. Review the sections of the resulting Aggregate Summary report, which include:

- **Funds with Plan – Direct Costs Only** = Provides projection data for the funds listed that have an associated plan (i.e. award amount) and allows you to review, make changes, and submit the projections to your Faculty per the columns outlined in the next steps.

- **Funds without Plan** = Provides projection data for the funds listed that do not have a plan (non-award) and allows you to review, make changes, and submit the projections to your Faculty per the columns outlined in the next steps.

- **Legend** = Provides definitions and explanations for the data displayed on the report.

  **Note:** *Each report section contains a separate horizontal scroll bar to view any columns to the right of the screen.*

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

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select</strong></td>
<td>Use the <strong>check box</strong> to select a fund code in order to <strong>Submit</strong> or <strong>Unsubmit</strong> the projections. Submitting a fund sets the status (see next column) for the PI so they can see in the MyResearch Aggregate Summary report that the Grants Manager has completed any manual projections.</td>
</tr>
</tbody>
</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). |
| **Fund**                | Cost Center or Project / WBSE Element (WBSE)                                                                                                                                                                                                                                                                                               |
| **Fund Name**           | Cost Object or 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; Cost Center: Valid From                                                                                                                                                                                                                                                                                 |
| **Fund End**            | Project / WBSE: Project End Date; Cost Center: Valid To                                                                                                                                                                                                                                                                                     |
| **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                                                                                                                                                                                                                                                                       |
| **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). |
7. Review the columns of data in **Funds without Plan** section per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Use the check box to select a fund code in order to Submit or Unsubmit the projections. Submitting a fund sets the status (see next column) for the PI so they can see in the MyResearch Aggregate Summary report that the Grants Manager has completed any manual projections.</td>
</tr>
</tbody>
</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). |
| Fund                          | Cost Center or Project / WBS Element (WBSE)                                                                                                   |
| Fund Name                     | Cost Object or 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; Cost Center: Valid From                                                                                   |
| Fund End                      | Project / WBSE: Project End Date; Cost Center: Valid To                                                                                       |
| Projection to Date            | Date through which any projections were executed by the Projection Tool                                                                        |
| Principal Investigator        | Principal Investigator linked to Cost Center or Project/WBSE                                                                               |
| Beginning Balance             | Beginning of Fiscal Year Cash Balance                                                                                                          |
| Actual Revenue / Transfers YTD| Actual Revenue/Transfers Fiscal Year to Date                                                                                                |
| Actual Expense YTD            | Actual Expenses Fiscal Year to Date                                                                                                           |
| Current Available Balance     | Beginning Balance plus Actual Revenue YTD less Actual Expenses YTD                                                                           |
| Projected Revenue/Transfers   | Revenue/Transfers projections added by Grants Manager                                                                                         |
| Projected Expenses            | Direct Cost expense projections, both Salary calculated by tool and additional changes submitted by Grant Manager                             |
| Projected Available Balance   | Current Available Balance plus Projected Revenue less Projected Expenses                                                                        |
To use the basic functions on this report:

Note: The *Detail Projection Report* contains buttons that allow *adjustments to be made to the projections* which will be displayed on this report.

8. To select a fund or multiple funds for an action (like unsubmit or submit), click in the checkbox for the line item(s).

9. Use the **Select All** and **Deselect All** buttons to easily place or remove checks in all the check boxes, as needed.

10. Once items are selected, click on the **Submit** button to change the status value from **Initial** to **Final**, which indicates to the Principal Investigator that the projections have been processed.

11. Once items are selected, click on the **Unsubmit** button to change the status value from **Final** to **Saved**, which will allow you to process changes and submit the projections again at some point.

---

**Legend**

- **IDE**: Incision to Date
- **YTD**: Fiscal Year to Date (Fiscal Year is July 1 through June 30)

Overexpanded balances are shown in **IDE**.
12. 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.

13. 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.

14. To drill-down and view more details for a fund or make additional adjustments to the projections already done, click on the **Fund Name** link for the desired account to access the Single Fund Code Detail Projection Report.

*Note:* The Single Fund Code Detail Projection Report is available as a drill-down function from the Aggregate Summary report, and also may be accessed directly from the Projection and Reporting Tool web page. This detailed report provides Grants Managers with the ability to view more details on projections and make adjustments for both Salary and Non-Salary expenses as needed, including effort. See the next chapter of this guide for more on using the Detailed Report.

15. If the Aggregate Summary Report is still open and projection adjustments were made via the Single Fund Detail Report per the step above, use the **Recalculate** button to reflect any updates to the Aggregate Summary without having to close the report and generate the report again.
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 amount).
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>
<tbody>
<tr>
<td>Current Status</td>
<td>Indicates the current status of projections for the Fund Code:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Initial</strong> = displays initially until the Fund is reviewed, changes are made, or the project is submitted</td>
</tr>
<tr>
<td></td>
<td>• <strong>Saved</strong> = indicates that changes have been made and saved, but not officially submitted to Faculty.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Final</strong> = 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).</td>
</tr>
<tr>
<td>Parent</td>
<td>The Parent Code associated with the Parent and Sub Codes (Project / WBS Elements) included in the report</td>
</tr>
<tr>
<td>Fund</td>
<td>Project / WBS Element (WBSE) of the Sub Codes included in the report.</td>
</tr>
<tr>
<td>Fund Name</td>
<td>Project / WBSE name (uses the department specific name populated in the Proj. Department Name field in SAP, if applicable)</td>
</tr>
<tr>
<td>Fund Start</td>
<td>Project / WBSE: Project Start Date</td>
</tr>
<tr>
<td>Fund End</td>
<td>Project / WBSE: Project End Date</td>
</tr>
<tr>
<td>Projection to Date</td>
<td>Date through which any projections were executed by the Projection Tool (39x = 12 months; others = up to 12 months)</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Principal Investigator linked to Cost Center or Project/WBSE</td>
</tr>
<tr>
<td>Grant Manager</td>
<td>The name of the Grant Manager associated with the Project / WBSE included in the report</td>
</tr>
<tr>
<td>Plan ITD</td>
<td>Inception to Date Direct Cost Plan through end of most recent fiscal period. The tool allows you to add or adjust the plan:</td>
</tr>
<tr>
<td></td>
<td>• To add a plan if an Award amount has not been received and no Plan is displayed.</td>
</tr>
<tr>
<td></td>
<td>• 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).</td>
</tr>
<tr>
<td></td>
<td>• 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).</td>
</tr>
<tr>
<td>Actual ITD</td>
<td>Inception to Date Actual Direct Cost through end of most recent fiscal period</td>
</tr>
<tr>
<td>Current Available Balance</td>
<td>Plan (Award) ITD less Actual ITD</td>
</tr>
<tr>
<td>Projected Expenses</td>
<td>Direct Cost expense projections, both Salary calculated by tool and additional changes submitted by Grant Manager</td>
</tr>
<tr>
<td>Projected Available Balance</td>
<td>Current Available Balance less Projected Expenses</td>
</tr>
<tr>
<td>Monthly Available Spend After Projected Salary</td>
<td>Prorated monthly amount available to spend on non-Salary direct expenses after salary is projected (negative amount indicates nothing left to spend).</td>
</tr>
</tbody>
</table>
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).
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](image)

---

### Single Fund Code Detail Projection Report

<table>
<thead>
<tr>
<th>Group</th>
<th>Plan ID</th>
<th>Plan Adjustments</th>
<th>Total Actual ID</th>
<th>Total Projected Expenses</th>
<th>Projected Aroll Balance</th>
<th>Commitments</th>
<th>Jan-13</th>
<th>Feb-13</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Cost Share Transfers</td>
<td>0.00</td>
<td>0.00</td>
<td>332,262.67</td>
<td>332,262.67</td>
<td>332,262.67</td>
<td>0.00</td>
<td>11,370.37</td>
<td>24,197.30</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>0.00</td>
<td>0.00</td>
<td>332,262.67</td>
<td>332,262.67</td>
<td>332,262.67</td>
<td>0.00</td>
<td>11,370.37</td>
<td>24,197.30</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>124,001.00</td>
<td>0.00</td>
<td>72,401.95</td>
<td>93,401.95</td>
<td>103,501.95</td>
<td>0.00</td>
<td>3,551.28</td>
<td>3,551.28</td>
</tr>
<tr>
<td>Salaries Cost-Shared</td>
<td>27.05</td>
<td>0.00</td>
<td>27.05</td>
<td>27.05</td>
<td>27.05</td>
<td>0.00</td>
<td>27.05</td>
<td>27.05</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>60,040.00</td>
<td>0.00</td>
<td>14,681.04</td>
<td>21,712.04</td>
<td>30,501.95</td>
<td>0.00</td>
<td>686.51</td>
<td>686.51</td>
</tr>
<tr>
<td>Salaries Cost-Sharing Contribution</td>
<td>33.47</td>
<td>0.00</td>
<td>33.47</td>
<td>33.47</td>
<td>33.47</td>
<td>0.00</td>
<td>33.47</td>
<td>33.47</td>
</tr>
<tr>
<td>Other Personnel Expenses</td>
<td>348.40</td>
<td>0.00</td>
<td>1,119.87</td>
<td>1,119.87</td>
<td>1,119.87</td>
<td>0.00</td>
<td>1,119.87</td>
<td>1,119.87</td>
</tr>
<tr>
<td><strong>Total Direct Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>120,468.73</td>
<td>57,000.00</td>
<td>127,621.92</td>
<td>148,605.35</td>
<td>28,035.38</td>
<td>0.00</td>
<td>9,705.77</td>
<td>8,766.04</td>
</tr>
<tr>
<td>Total Costs</td>
<td>332,262.67</td>
<td>157,000.00</td>
<td>353,262.63</td>
<td>433,574.01</td>
<td>55,768.06</td>
<td>0.00</td>
<td>25,957.38</td>
<td>24,117.51</td>
</tr>
<tr>
<td>Cash Balance</td>
<td>9,705.77</td>
<td>8,766.04</td>
<td>9,705.77</td>
<td>8,766.04</td>
<td>8,766.04</td>
<td>0.00</td>
<td>8,766.04</td>
<td>8,766.04</td>
</tr>
</tbody>
</table>

### Salaries and Fringe Benefits by Employee (Cost Shared salaries are not included)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Cost Share</th>
<th>Type</th>
<th>Current Eff.</th>
<th>Fringe Rate</th>
<th>Jan-13</th>
<th>Feb-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIZABETH SHERWOOD</td>
<td></td>
<td>ASSIST DIR. IT</td>
<td>20.00</td>
<td>20.00</td>
<td>4,417.79</td>
<td>4,417.79</td>
</tr>
<tr>
<td>FRED FLINTSTONE</td>
<td></td>
<td>ASSIST RESEARCH PROFESSOR</td>
<td>20.00</td>
<td>20.00</td>
<td>4,417.79</td>
<td>4,417.79</td>
</tr>
<tr>
<td>BARNEY RUBBLE</td>
<td></td>
<td>ASSOC PROFESSOR (TEMP)</td>
<td>20.00</td>
<td>20.00</td>
<td>4,417.79</td>
<td>4,417.79</td>
</tr>
<tr>
<td>TOM JERRY</td>
<td></td>
<td>ASSIST RESEARCH PROFESSOR</td>
<td>20.00</td>
<td>20.00</td>
<td>4,417.79</td>
<td>4,417.79</td>
</tr>
<tr>
<td><strong>Total Salaries</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,417.79</td>
<td>4,417.79</td>
</tr>
</tbody>
</table>

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: Plan ITD column plus Plan Adjustments if applicable less Total Projected Expense column</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 After Projected 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:

  \[
  \text{Available Direct Cost Balance After Salary Projection} = \text{Actual Direct Cost Balance as of last closed period LESS Salary/Fringe Projections LESS Total Commitments (Encumbrances)}.
  \]

  **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.
Single Fund Code Detail Projection (cont.)

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.
Business Managers - Aggregate Summary Report

Note: In order to view the cost objects / fund codes, you must have security access for the Grants Management tab AND Accounting View of Payroll for the BFR Code / Org. Unit.

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

To execute and review the report:

Note: If no Duke Unique ID (DUID) is entered for a PI on this selection screen, then the resulting report will contain ALL codes to which the Business Manager has access to on the Accounting View of Payroll report.

2. Required: enter the ten digit BFR Code in the Select BFR: field.

3. Optional: enter the Duke Unique ID (DUID) of the Principal Investigator (PI) or Co-PI in the Principal Investigator field if known, or follow the steps to 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.
5. Review the sections of the resulting Aggregate Summary report, which include:

**Note:** The report is a display only view of the fund codes (cost objects) within the BFR to which the Business Manager has the Accounting View of Payroll access.

- **Funds with Plan (Direct Costs Only)** = Provides projection data for the funds listed that have an associated plan (i.e., award amount) and allows you to review, make changes, and submit the projections to your Faculty per the columns outlined in the next steps.

- **Funds without Plan** = Provides projection data for the funds listed that do not have a plan (non-award) and allows you to review, make changes, and submit the projections to your Faculty per the columns outlined in the next steps.
Legend = Provides definitions and explanations for the data displayed on the report.

Note: Each report section contains a separate horizontal scroll bar to view any columns to the right of the screen.

6. Note that the amounts shaded in red are unfavorable balances, and the amounts displayed in black are favorable to budget (award amount)

7. Review the columns of data in Funds with Plan (DIRECT COSTS ONLY) section per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
<td>Indicates the current status of projections for the Fund Code:</td>
</tr>
<tr>
<td></td>
<td>• Initial = displays initially until the Fund is reviewed, changes are made,</td>
</tr>
<tr>
<td></td>
<td>or the project is submitted</td>
</tr>
<tr>
<td></td>
<td>• Saved = indicates that changes have been made and saved, but not officially</td>
</tr>
<tr>
<td></td>
<td>submitted to Faculty.</td>
</tr>
<tr>
<td></td>
<td>• Final = indicates that projections have been finalized and submitted to</td>
</tr>
<tr>
<td></td>
<td>Faculty, and changes cannot be made to the projection</td>
</tr>
<tr>
<td>Fund</td>
<td>Cost Center or Project / WBS Element (WBSE)</td>
</tr>
<tr>
<td>Fund Name</td>
<td>Cost Object Name, will pull Project Department specific name if populated</td>
</tr>
<tr>
<td>Fund Start</td>
<td>For Projects: Project Start Date; Cost Center: Valid From (start date</td>
</tr>
<tr>
<td></td>
<td>associated with the code)</td>
</tr>
<tr>
<td>Fund End</td>
<td>For Projects: Project End Date; Cost Center: Valid To (end date associated</td>
</tr>
<tr>
<td></td>
<td>with the code)</td>
</tr>
<tr>
<td>Projection to Date</td>
<td>Date through which any projections were executed by the Projection Tool</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Principal Investigator linked to Cost Center or Project</td>
</tr>
<tr>
<td>Grant Manager</td>
<td>Grant Manager associated with the specific code.</td>
</tr>
<tr>
<td>Plan ITD</td>
<td>Inception to Date Direct Cost Plan through end of most recent fiscal period</td>
</tr>
<tr>
<td>Actual ITD</td>
<td>Inception to Date Actual Direct Cost through end of most recent fiscal</td>
</tr>
<tr>
<td></td>
<td>period</td>
</tr>
<tr>
<td>Current Available Balance</td>
<td>Plan (Award) ITD less Actual ITD</td>
</tr>
<tr>
<td>Projected Expenses</td>
<td>Direct Cost expense projections, both Salary calculated by tool and</td>
</tr>
<tr>
<td></td>
<td>additional changes submitted by Grant Manager</td>
</tr>
<tr>
<td>Projected Available Balance</td>
<td>Current Available Balance less Projected Expenses</td>
</tr>
<tr>
<td>Available to Spend per Month</td>
<td>Prorated monthly amount available to spend on non-Salary direct expenses</td>
</tr>
<tr>
<td>on Non-Salary</td>
<td></td>
</tr>
</tbody>
</table>
8. Review the columns of data in **Funds without Plan** section per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
<td>Indicates the current status of projections for the Fund Code:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Initial</strong> = displays initially until the Fund is reviewed, changes</td>
</tr>
<tr>
<td></td>
<td>made, or the project is submitted</td>
</tr>
<tr>
<td></td>
<td>• <strong>Saved</strong> = indicates that changes have been made and saved, but not</td>
</tr>
<tr>
<td></td>
<td>officially submitted to Faculty.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Final</strong> = indicates that projections have been finalized and</td>
</tr>
<tr>
<td></td>
<td>submitted to Faculty, and changes cannot be made to the projection</td>
</tr>
<tr>
<td>Fund</td>
<td>Cost Center or Project / WBS Element (WBSE)</td>
</tr>
<tr>
<td>Fund Name</td>
<td>Cost Object Name, will pull Project Department specific name if populated</td>
</tr>
<tr>
<td>Fund Start</td>
<td>For Projects: Project Start Date; Cost Center: Valid From (start date</td>
</tr>
<tr>
<td></td>
<td>associated with the code)</td>
</tr>
<tr>
<td>Fund End</td>
<td>For Projects: Project End Date; Cost Center: Valid To (end date associated</td>
</tr>
<tr>
<td></td>
<td>with the code)</td>
</tr>
<tr>
<td>Projection to Date</td>
<td>Date through which any projections were executed by the Projection Tool</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Principal Investigator linked to Cost Center or Project</td>
</tr>
<tr>
<td>Grant Manager</td>
<td>Grant Manager associated with the specific code</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>Beginning of Fiscal Year Cash Balance</td>
</tr>
<tr>
<td>Actual Revenue/Transfers</td>
<td>Actual Revenue/Transfers Fiscal Year to Date (Fiscal Year is June through</td>
</tr>
<tr>
<td>YTD</td>
<td>July)</td>
</tr>
<tr>
<td>Actual Expense YTD</td>
<td>Actual Expenses Fiscal Year to Date (Fiscal Year is June through July)</td>
</tr>
<tr>
<td>Current Available Balance</td>
<td>Beginning Balance plus Actual Revenue YTD less Actual Expenses YTD</td>
</tr>
<tr>
<td>Projected Revenue/Transfers</td>
<td>Revenue/Transfers projections added by Grant Manager</td>
</tr>
<tr>
<td>Projected Expenses</td>
<td>Direct Cost expense projections, both Salary calculated by tool and</td>
</tr>
<tr>
<td></td>
<td>additional changes submitted by Grant Manager</td>
</tr>
<tr>
<td>Projected Available</td>
<td>Current Available Balance plus Projected Revenue less Projected Expenses</td>
</tr>
<tr>
<td>Balance</td>
<td></td>
</tr>
</tbody>
</table>

9. 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.*
10. 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.

11. To drill-down to the Detailed Report and see more details, click on the Fund Name link for the desired account, and follow the steps outlined in the next section of this guide.
Business Manager - Detail Report

Note: In order to view the cost objects / fund codes, you must have security access for the Grants Management tab AND Accounting View of Payroll for the BFR Code / Org. Unit.

1. Follow the path via the Portal: Grants Management → Projection and Reporting Tool → Business Manager – Detail Report (see Access the Projection and Reporting Tool section of the Guide).

To execute and review the report:

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

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

SEE NEXT PAGE FOR SCREEN EXAMPLE OF LAST SEVERAL COLUMNS.
3. 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):

4. 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 Project / WBS Element or Cost Center.
   - **Sponsor** – contains the name of the Sponsor for Projects / WBS Elements.
   - **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.
   - **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.

5. Note the buttons 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).
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.

6. Review the columns of data (may vary per note above) per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>Actuals</td>
<td>Contains columns of actual amounts for the past 6 months</td>
</tr>
<tr>
<td>ITD Actuals</td>
<td>The total of the inception-to-date actual amounts for this cost object</td>
</tr>
<tr>
<td>Monthly Projections/Adjustments</td>
<td>Projects by month to the end of the current Budget Year or Current Fiscal Year depending on the selected cost object (fund code)</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>Total Projected Adjustments</td>
<td>The total of Projections/Adjustments for the months shown</td>
</tr>
<tr>
<td>Projected Available Balance</td>
<td>Displays the balance based on the following calculation: Plan ITD column less ITD Actuals columns less Projections /Adjustments column</td>
</tr>
</tbody>
</table>

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

7. Review the **Actual Direct Cost Balance** as of last closed period, less projected salaries, less encumbrances.

- Available for **Non-Salary Expenses** and 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 Encumbrances.
8. Review the summary of the employees paid off the cost object being viewed that shows the actual salary incurred along with projected salaries.

9. Review the columns of data in **Salaries by Employee** section per the outline below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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 expense incurred by the employee.</td>
</tr>
<tr>
<td>Projections</td>
<td>Projected salary expense.</td>
</tr>
</tbody>
</table>

To display the Salary Adjustments:

*Note:* The **Salary Adjustments** button opens a new window and allows you to view adjustments to the salary component of the projection. In addition, effort percentages used in the standard projection calculation may also be viewed on this screen.

1. From the **Single Fund Code Detail Projection Report**, click on the **Salary Adjustments** button to open a new window.
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. 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**.
4. Use the **Salary Adjustments (by User)** section to view adjustments to effort of existing staff, as well as for new staff funding - done by Grants Manager per one of the following methods:

- **Modify the future effort of an employee** – entered a percentage of effort for an employee in this section to override the existing cost distribution. Used the Comments field to add notes as needed.

- **Add Employee (ID Known)** – clicked on the **Add Employee (ID Known)** button to add a new employee to the grant in one of the projection periods. A new line appeared in the Salary Adjustments section where the Grants Manager entered the employee’s Duke Unique ID (DUID), Salary, Cost Element & % Effort as appropriate in the Projection period input fields. Used the Comments field to add notes as needed.

- **Add Employee (ID Unknown)** – clicked on the **Add Employee (ID Unknown)** button to add an employee that is not known to the grant, for example, if the Grants Manager anticipated hiring someone, but did not yet know who that would be, like a post doc would be hired. A new line will appeared in the Salary Adjustments section where the Grants Manager added a descriptor in the Employee Name field, Salary Type (drop down for options – each represents a different fringe category), Monthly Salary, Cost Element & % Effort as appropriate in the Projection period input fields.

  *Note:* *These changes **DID** carry over to subsequent months until either the projection period is now in the past, or a change is made by the Grant Manager.*

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

6. Use the **Fringe Benefits** to view a summary of the fringe benefits that will be used on the Detail Report.
To display the Non-Salary Adjustments:

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 Non-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.

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.

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. Review the data in **Projections** section, which reflects mass non-salary projections made based on the spend rate and can be used by the Grants Manager to make changes to any values that do not look correct - see the columns outlined below:

   *Note:* **Changes made to the Projections section DO 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 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 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>Displays any comments entered as applicable.</td>
</tr>
</tbody>
</table>

4. Scroll down to review the data in **Adjustments** section, which displays any adjustments the Grants Manager may have made by Revenue/Expense category - see the columns outlined below:

   *Note:* **Changes made to the Adjustments section DO 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>
<tr>
<td>Plan Adjustment</td>
<td>Provides adjustments made to plan coming from SAP R/3 by Grants Manager. Allows either positive or negative values to be entered. The values will stay in place until removed by the Grants Manager.</td>
</tr>
<tr>
<td>Projection Months</td>
<td>Displays dollar value adjustments made by the Grants Manager 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>Displays any comments entered as applicable.</td>
</tr>
</tbody>
</table>
5. Scroll down to review the data in **Summary** section, which **summarizes the data entered in the Projections and Adjustments sections** and reflects what has carried back to the Detail Report.
To do other report functions:

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.
Effort Gap Reports

1. Note the following about the Effort Gap Reports

   - The Effort Gap Report shows the effort utilization and identifies any gaps in effort.

   - There are **3 formats available for this report** – see next bullets - you may choose to run by any of the formats outlined below:
     - **Individual Effort** - outcome is funding for the individual for the current plus two fiscal years.
     - **Principal Investigator’s Projects** - outcome is a list of all the codes associated with the PI along with the individuals funded on each code. The bottom of the report contains a summary of all the individuals funded on the PI’s cost objects (WBS Elements and Cost Centers).
     - **BFR code** – outcome is a list of all employees associated with the BFR and the funding for each employee.

   - **Based on the selection** of the format above, the **system determines the utilization based on the current effort in SAP and the end dates of the various sources of funding** (for Projects, the end date is the Project End Date, for Cost Centers, there is no end date). The report also **incorporates any changes made in the Projection Tool**.
Effort Gap Report (cont.)

To execute and review the report:

2. Follow one of the paths via the Portal based on which version is to be executed (see Access the Projection and Reporting Tool section of the Guide):

- Grants Management → Projection and Reporting Tool → Effort Gap – Individual Effort Report
  (outcome is funding for the individual for the current plus two fiscal years).

- Grants Management → Projection and Reporting Tool → Effort Gap – PI Projects Report
  (outcome is a list of all the codes associated with the PI along with the individuals funded on each code. The bottom of the report contains a summary of all the individuals funded on the PI’s cost objects (WBS Elements and Cost Centers).

- Grants Management → Projection and Reporting Tool → Effort Gap – BFR Report
  (outcome is a list of all employees associated with the BFR and the funding for each employee).

3. If the Effort Gap – Individual Effort Report is selected, enter the Principal Investigator’s or employee’s Duke Unique ID (DUID) in the Select Employee field.

4. If the Effort Gap – PI Projects Report is selected, enter the Principal Investigator’s Duke Unique ID (DUID) in the Select PI field.
5. If the Effort – BFR Report is selected, enter the 10 digit BFR Code in the BFR Code field.

6. After a selection is made from the steps above, click on the Execute to generate the report.
7. Review the data for the format chosen (by Individual Effort, by PI projects, or by BFR Code).

8. Review the Effort Percentages columns which display the projected effort levels out for the current fiscal year plus 2 fiscal years and note the following:
   - The Total line will be highlighted in red when effort total drops below 100%.
   - Cost centers go out without end and WBS Element/Projects are based on the Project End Date in project master data.
   - The data also takes into account changes made in the Projection tool.

9. Use the Export to Excel button to export the contents of the report to Excel (follow export options outlined the Report Functions section of this guide).
Reporting Functions

To export the report to Excel:

1. Click on the Export to Excel button (location of button varies by report type, either at the top and / or bottom of report sections).

2. In the resulting File Download window, choose one of the options:
   - Click on Open button to open and work in the file (be sure to save the file later).
   - Click on the Save button to save the file (see next step).
3. If the Save option was selected, in the Save as window, follow these steps:
   - In the top field, choose the **file location (directory path)**.
   - Enter a name in the **File name** field.
   - Click on the drop-down button for the **Save as type** field and choose an option as appropriate.
   - Click on the **Save** button.
To set the web browser security options in order to export reports if needed:

1. In the Internet Explorer web browser, follow the menu path: **Tools > Internet Options** (this will return the screen shown below).

   *Note:* If using web browsers other than Internet Explorer, then contact your LAN Administrator (computer support person).

   ![Internet Options window](image)

   2. On the **Internet Options** window, click the **Security** tab.
3. Click on the Trusted sites icon to select, then click on the Sites button.

4. In the Trusted sites window, click in the box to uncheck and deselect the option Require server verification… for all sites in this zone.
5. Enter each of the following URL web addresses (see bullets below) in the Add this website to the zone input field as follows
   
   - Enter each of the URLs listed here, one at the time and add per next bullet below (ensure Step 4 was completed before trying to enter sites):
     - http://*.duke.edu
     - https://*.duke.edu
   
   - Click the **Add** button after each URL is entered (button becomes “active” once you start typing in the field)
   
   - Click **OK** (repeat to add each address).

6. Ensure that all the websites are displayed now under the **Websites** section.

7. Click the **Close** button when done.

8. Back on the **Internet Options** window, under the **Security** tab, click the **Custom Level** button.
9. Scroll down to locate the **Activex Controls and plug ins** option and click in the **radio button** to select the **Enable** option.

10. **Scroll down** further to locate the **Downloads** option.

11. Under the Downloads option, click the **radio button** to select **Enable** for both the **Automatic Prompting for file downloads** and the **File download** option (click Enable for each one).
12. Scroll down and click in the **OK** button at the bottom of the window when done.
To print the report:

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.

1. Click on the Print Version button (varies by report type, either at the top and / or bottom of report sections) to display a print version of the report.
2. In the Print Version displayed, access the browser print/page set up options; for Internet Explorer, click on the drop-down options for the Print button (varies by browser, example above is Internet Explorer) and select the Page Setup option.

3. In the Page Setup window, for optimal print results, enter the recommended settings listed in the next steps.

4. For the Single Fund Detail Projection and Business Manager Detail Reports ONLY, select Legal as the Page size in order to print everything on two pages (not applicable for other types of reports).

5. Select the Landscape radio button.

6. Click in the checkbox to select Print Background Colors and Images to print with shading, as the values highlighted in red will stand out on the black and white printed version (for a color printer, the red will display on the print version).

7. Click in the checkbox to select Enable Shrink to Fit to ensure that the columns on a single page (unless more rows are needed for additional pages).
8. Adjust the margins as shown above to get optimal results for both the Aggregate Summary and Detail Report (Left = 0.75, Right = 0.75, Top = 0.5, Bottom = 0.5).

9. In the **Headers and Footers** section, select the options as desired (you may have to turn off the URL from displaying in the footer).

10. Click on the **OK** button once all values are selected.

11. Back on the print version of the report, click on the browser’s **Print** button to print the report per the options selected in previous steps.
Reporting Functions (cont.)

To adjust the display options for the report:

1. **Right mouse click** anywhere in the body of a report to display a menu.
2. Click on the options: **User Settings** → **More**.

**Note:** This function pertains to the Aggregate Summary and Single Fund Detail Projection reports for both Grant Managers and Business Managers. This is not available on the Effort Gap reports.

| 1 & 2 | Use the click and drag feature to change column widths. | 8 |
3. In the resulting Options window, change the value in the Number of Visible Rows field as desired (the system defaults to 50 rows displayed before invoking the vertical scroll bar, so increase/decrease the rows to add/eliminate the vertical scroll bar as needed).

4. To hide a column from the report display, use the Sort Grouped Columns section as follows:
   • Note that the column descriptions that are currently displayed on the report are listed in the section on the right side.
   • Locate the column description to be hidden on the right side of the screen and click on the selection box to select that column description.
   • Click on the Remove button to move the column from the right to the left side, which will remove the column from the report display.
   • To display a column previously hidden on the left side, click on the selection box to select the column to now display and click on the Add button to move it back to the displayed columns on the right side.
5. To change the order of columns displayed, use the right side of the Sort Grouped Columns as follows:

- Note that the column descriptions are currently displayed on the right side of the screen and in the order that the columns appear on the report.
- Locate the column description to be moved on the right side of the screen and click on the selection box to select that column description.
- Use the **Up** and **Down** buttons at the bottom of the right section to move that column up or down in the order displayed, as desired.
- Note that the column descriptions that are currently displayed on the report are listed in the section on the right side.

6. To reset all settings to the report defaults, click on the **Discard Settings for Entire Application** button:

7. When all adjustments are made, click the **OK** button to exit the window and return to the report and view the changes.

8. Use the **click and drag feature to expand or narrow column width** on specific columns as desired.