Making the Most of Management Reports/IT Tools

I. Master Data - Do you know who your Departmental Admin (DA) is and whether you’re assigned as Grant Admin for a specific project? This is the basis for several of the tools found on the Grants Management Tab of Duke@Work.

   a. Project Master Data – Transaction CJ03

Enter Project/WBSE number in the Project field, click on Project Definition icon.

Follow menu path: Details > Project Definition Customer Fields
b. Master Data List for Projects - ZFR1AM – Do you maintain a manual list of fund codes that you’re responsible for? Try using the Master Data list in R/3.

Click on Dynamic Selection Icon

Enter desired selection criteria – you can run by BFR, PI, Grant Admin or for combinations of criteria.
Enter Project Ranges of 2000000 - 3999999 (use Multiple Selection to add additional ranges)

Click on Status icon and Enter “CURRENT” in the Project Definitions box, click on Green check mark to Continue

Click on Execute icon

To add additional columns, follow menu path: View > Choose Fields
Scroll through the fields listed on the right side of the pop-up box, any of these can be displayed on your report. To display an item, select the item by clicking on the button to the left of the Field name and then click on the Choose button pointing to the left to move it the Selected Fields box. You can select multiple fields to add. Recommended fields: Grant Administrator, BFR, Fund Code Long Description.

Click on the Green check mark icon to continue and add the new field(s)

(Suggestion: Change the Length of the Status field to 10 – defaults to 40 - so as not to take up more room than needed.)

Uses for this report include: Obtaining a list of all the codes assigned to a specific PI or Grant Administrator, looking for codes that are still open where the finish date is more than 90 days in the past.

This report can be printed or downloaded to Excel

II. Grants Management Tab on Duke@Work
   a. ARRA Reporting Tools (for Grants Management Role) – Not going to spend time on today
   b. MyResearch Reports – Cross walk with MyResearch to Grants Management

   MyResearch view
Grants Management view
1. Project Summary Report  
2. Financial Summary Report  
3. Personnel Report  

All of these reports are run by PI (their Unique ID)

c. **Personnel Report** – Display persons funded on PI’s grants (Looks where Faculty is PI or Co-PI)

![Image of Personnel Report]

Enter PI Unique ID, click Check button to bring up name to make sure it’s a valid ID, then click on OK
d. **MyResearch Reports – Accounting View of Payroll Report**

Report only displays information on those projects to which a Grant Administrator is specifically assigned

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**Enter Fiscal Period/Fiscal Year**, the Fiscal Period must be entered as a 3 digit number, so

Fiscal Period 1 = 001...
Enter in a specific Project Number in the **Cost Object Familiar** field if you want to focus on just one account (might be faster)

You can select a range of codes or a range of fiscal periods – click on drop-down icon to be able to enter a range of values in the Value range box that pops up.

Click **CHECK** button to verify your entry of dates

Click **OK** to execute the report

You can add additional detail by dragging in any of the 4 categories at the top of the report directly into the report – drag and drop. Below is an example showing where I've included Fiscal year/period breakdown.

You can also print this report or export it to Excel – see Export/Print Options at top left of screen.
e. Departmental Grants Master Data Maintenance
   i. Update Grants Manager on My Department’s Grants – Only Available to Departmental Administrators as noted in R/3
   ii. Update Departmental Name on my Grants – Only Available on codes to which a GA is assigned
The report comes up in numeric order; you can sort by PI by clicking on Settings in the upper right corner of the screen.

Enter your new Departmental Project Name, click on Check – if valid, Save button will become enabled to allow you to Save your changes.

### III. Running Reports in R/3 with Grant Administrator as selection criteria

If you are assigned as Grant Administrator, almost any Project Report can be run using selecting off your Unique ID.

**Example, Project Inception To-Date Report – ZFR1E**

Enter desired selection criteria – you can run by BFR, PI, Grant Admin or for combinations of criteria.

Enter Project Ranges of 2000000 - 3999999 (use Multiple Selection to add additional ranges)

(If you get projects that have been closed out recently, you can limit what you see by Clicking on Status icon and Enter “CURRENT” in the Project Definitions box, click on Green check mark to Continue)
Click on **Execute icon**

You can look through each of the projects individually, by clicking on the project number on the left of the screen.

### IV. Running Project Reports to Identify CAS Items

Execute the report ZFR1E as noted above, but change the Cost Element Group to SPCAS_NOPR
You can see that there are items that have actual expenses on CAS G/L Accounts, but no budgets, this means either a CAS form hasn’t been done or it’s been submitted, but is still in progress. Click through each project on the left to determine the individual codes with CAS issues.

V. Link to Step by Step Instructions on Duke@Work

VI. ZFR1 and new Sponsored Research Menu in R/3

VII. Things coming
   a. Manual Salary Cost Transfers via iForms
   b. Accounts Receivable in R/3 for Sponsored Research
   c. Projects/Grant Reporting
   d. Imaging of Sponsored Research Documents
   e. MyResearch view for Grant Administrators

VIII. Questions/Suggestions????