What You Don’t Know Is Wasting Your Time

Presented by
Campus Implementation Team
School of Medicine Implementation

- Reports, transactions, and tools available to Grants Administrators
- How to best utilize those resources for your particular needs
- It’s all about gained efficiency!
- Shortcuts, tips and tricks
- Quick reference guides
Knowing the Right Tool for the Job

- SPS Web
- SAP
- Grants Management Tab
- Excel
New Project Established

• A newly awarded project is established
• Notice of award received
• Start Verifying!

If it isn’t all set up correctly in the beginning, you’ll only run into issues later on. Data set up incorrectly that is identified at the onset is easier to fix and will not cause additional issues throughout the life of the project!

Confirming Budget

• radapps.duke.edu

• SPS Proposals/Awards
Confirming and Reviewing Master Data

- CJ03- Display Project
- ZF403- Project Master Data Information Sheet
- ZFR1AM- Project Info System: Project Definition Initial Screen

## CJ03 vs ZF403 vs ZFR1AM

<table>
<thead>
<tr>
<th>Master Data Transactions</th>
<th>CJ03</th>
<th>ZF403</th>
<th>ZFR1AM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Layout</strong></td>
<td>Form</td>
<td>Form</td>
<td>Tabular</td>
</tr>
<tr>
<td><strong>Readability</strong></td>
<td>★★★★</td>
<td>★★★</td>
<td>★★★★</td>
</tr>
<tr>
<td><strong>Check multiple WBSE</strong></td>
<td>★★★</td>
<td>★★★</td>
<td>★★★★</td>
</tr>
<tr>
<td><strong>View details</strong></td>
<td>★★★★</td>
<td>★★★</td>
<td>★★★★</td>
</tr>
<tr>
<td><strong>Customize</strong></td>
<td>★★★</td>
<td>★★★</td>
<td>★★★★</td>
</tr>
<tr>
<td><strong>Export</strong></td>
<td>★★★</td>
<td>★★★</td>
<td>★★★★</td>
</tr>
</tbody>
</table>
Verifying Effort

• Past
  1. Wait for payroll to Post and run ZH233 or ZH333
  2. Look at the Employee Funding Tab
  3. Look at iForms by Individual

• Now
  1. Run the Projects Obligations Report by Parent and see all the effort that has been allocated across the project as whole!

Effort Verification Approaches

<table>
<thead>
<tr>
<th>Effort Information available as soon as iForm is approved</th>
<th>Using Projects Obligations Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort Information available in single report</td>
<td>![Green Checkmark]</td>
</tr>
<tr>
<td>Effort information available to GM’s without iForms access.</td>
<td>![Green Checkmark]</td>
</tr>
<tr>
<td>State of mind?</td>
<td>![Orange Face]</td>
</tr>
</tbody>
</table>

Effort Information available as soon as iForm is approved.
Effort Information available in single report.
Effort information available to GM’s without iForms access.
State of mind?
Ongoing Management

• Streamlining Month End Processes
  – Using one report where you might have been using three
  – Choosing the report that works best, not just the one that will work

• Working through the issues
  – Tools and resources for problem resolution
  – Where to get answers and guidance
Month End Reporting

• ZF600 – Past Due Closeout Tracker
  – Set to “0” days to use the report for more than tracking closeouts
  – Run for an entire BFR or by PI as a tool for Portfolio Management

• ZF600 – Past Due Closeout Tracker
  – Pulls together master data information from multiple sources in SAP and financial data into a single report.
  – Quickly determine Sub Account vs Pooled, overdraft issues, due dates, and function of the project in a single transaction with no drilling.
### Month End Reporting

#### One Line Summary Reports

<table>
<thead>
<tr>
<th></th>
<th>ZF109</th>
<th>ZF109AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITD totals for Award, Revenue, Expense, and Balances at a glance</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Drill down to get GL and Line item breakdowns</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Outstanding A/R</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>Run By Parent</td>
<td></td>
<td>✅</td>
</tr>
<tr>
<td>Export</td>
<td>✅</td>
<td>✅</td>
</tr>
</tbody>
</table>

#### Ongoing Management

**2015 Symposium for Research Administrators**

### Month End Reporting

ZF109AR: One Line Summary

ZFR1E: Inception to Date w/ Plan

CJI3: Display Project Line Items

FB03: Display Document

Drills Down to

Drills Down to

Drills Down to

Instead of running reports separately, double click an item inside the current report to drill down to more detailed information provided by a related report.
To Drill or Not To Drill?

Consider When it’s best to run the transaction directly, versus when to drill in from another report.

Ongoing Management

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To Drill or Not to Drill

<table>
<thead>
<tr>
<th>Drill vs Run Direct</th>
<th>Drill</th>
<th>Run Direct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick navigation between reports</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Flexibility over report parameters</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Quickly return results without setting or resetting parameters</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Access the level of detail you want directly, without extra clicks</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

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Ongoing Management
To Drill or Not To Drill?

- Example 1 – Run the CJI3 line item detail report to look at a specific month, rather than Inception to Date from drilling down.
- Example 2 – Use ZFR1E to see aggregate data on a Parent WBSE and its children.
- Example 3 – Use the drill to get the details on the expenses that make up a GL balance

<table>
<thead>
<tr>
<th>Does not drill down</th>
<th>Master Data</th>
<th>WBSE Balance</th>
<th>Budget/Award</th>
<th>G/L Subtotal</th>
<th>Line Item Details</th>
<th>Supporting Docs</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZF600</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drills down for more detail</th>
<th>Master Data</th>
<th>WBSE Balance</th>
<th>Budget/Award</th>
<th>G/L Subtotal</th>
<th>Line Item Details</th>
<th>Supporting Docs</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZF109AR</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>ZFR1E</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>CJI3</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>FB03</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
Month End Reporting

- Workflow Status Report (work.duke.edu)
  - Don’t let the interface scare you, these reports are too valuable to not use!
  - Valuable for not just the Research community!

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Transaction Displayed in Workflow Reports</th>
<th>Transaction Displayed/Posted in SAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Check Requests (APCD)</td>
<td>Submitted Submitted</td>
<td>C.II3</td>
</tr>
<tr>
<td>Accounts Receivable (AR)</td>
<td>Completed Completed</td>
<td>ZFAR003</td>
</tr>
<tr>
<td>Online Expense Reports (Travel)</td>
<td>Submitted Submitted</td>
<td>C.II3</td>
</tr>
<tr>
<td>Electronic Research Administration (ERA)</td>
<td>Saved as Draft/Submitted Saved as Draft/Submitted</td>
<td>ZFRIE (Drill into plan)</td>
</tr>
<tr>
<td>Journal Entries/Vouchers (JAV)</td>
<td>Completed Completed</td>
<td>C.II3</td>
</tr>
<tr>
<td>Accounts Payable Vendor Invoices (APIv)</td>
<td>Invoice Blocked by AP Invoice Blocked by AP</td>
<td>C.II3</td>
</tr>
<tr>
<td>Buy/Done (B/D)</td>
<td>Saved as Draft/Submitted Saved as Draft/Submitted</td>
<td>C.II3</td>
</tr>
<tr>
<td>Security Administration Requests (Security)</td>
<td>Submitted</td>
<td>Security Admin Tab (Duke/Work)</td>
</tr>
</tbody>
</table>
Month End Reporting

- **Workflow Status Report** ([work.duke.edu](http://work.duke.edu))
  - Allows you to see pending transactions before they post
  - Address a problem transaction before it posts, and prevent having to do a correcting entry
  - The reports can now be ran by Cost Object (fund code), as well as BFR.

## Workflow Status Reports

<table>
<thead>
<tr>
<th>Transaction Type &amp; Availability</th>
<th>Workflow Status Report</th>
<th>Workflow Status Report by Cost Object</th>
<th>iForms Workflow Status Report</th>
<th>iForms Workflow Status Report by Cost Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Check Requests (APCR)</td>
<td>Submitted</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable (AR)</td>
<td>Completed*</td>
<td>Completed*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Expense Reports (Travel)</td>
<td>Submitted</td>
<td>Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Research Administration (ERA)</td>
<td>Saved as Draft/Submitted</td>
<td>Saved as Draft/Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Entries/Vouchers (JVs)</td>
<td>Completed*</td>
<td>Completed*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable Vendor Invoices (AP Vns)</td>
<td>Invoice Blocked by AP</td>
<td>Invoice Blocked by AP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buy@Duke (B@D)</td>
<td>Saved as Draft/Submitted</td>
<td>Saved as Draft/Submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Administration Requests (Security)</td>
<td>Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty System (jFAC)</td>
<td></td>
<td>Saved as Draft/Submitted</td>
<td>Saved as Draft/Submitted</td>
<td></td>
</tr>
<tr>
<td>iForms</td>
<td></td>
<td>Saved as Draft/Submitted</td>
<td>Saved as Draft/Submitted</td>
<td></td>
</tr>
</tbody>
</table>

* 'Completed' does not indicate final approval of the transaction. 'Completed' indicates that the transaction has entered workflow.
Month End Reporting

• CAS Compliance Report

<table>
<thead>
<tr>
<th>CAS Discovery Methods</th>
<th>Runs by Cost Element Group</th>
<th>Displays Payroll and Non Payroll CAS Automatically</th>
<th>Flags CAS items Requiring Remediation</th>
<th>Provides Reason Remediation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZFR1E</td>
<td>![Green Checkmark]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS Compliance Report</td>
<td>![Green Checkmark]</td>
<td>![Green Checkmark]</td>
<td>![Green Checkmark]</td>
<td>![Green Checkmark]</td>
</tr>
</tbody>
</table>

Month End Reporting

• CAS Compliance Report (Grants Management Tab)
  – Run by BFR and select “Project” Layout to see all the codes in your business unit that have CAS items to be reviewed at a glance – perfect for management (delegating workload)
  – Run by a single WBSE and select “ITD Line Item” layout to look at the CAS items in detail and determine what actions necessary
Ad Hoc Reporting

• Weighted Average Report
  – In the past/currently people might use a mix of ZH223, iForms and ECRT
    • Data from ECRT is for Exempt only
    • Requires comparison of the two reports.
    • ZH223 required additional “desktop analysis”
  – The Weighted Average Report gives you effort for exempt and non exempt employees for an identified budget period.

Ad Hoc Reporting

• ZFAR003 – A/R Aged Debt Report
  – Provides an aging schedule of outstanding receivables.
  – This report displays the payments still outstanding at the Parent level, where the cash is posted
Ad Hoc Reporting

<table>
<thead>
<tr>
<th>A/R Reporting</th>
<th>“Revenue vs Expense”</th>
<th>Cumulative A/R</th>
<th>Individual A/R Invoice Display</th>
<th>A/R Invoice Paid, Partially Paid or Outstanding</th>
<th>Age of Outstanding A/R Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZFR1E</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
</tr>
<tr>
<td>ZF109AR</td>
<td>★ ★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
</tr>
<tr>
<td>ZFAR003</td>
<td>★ ★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
<td>★ ★ ★</td>
</tr>
</tbody>
</table>

Human Subjects/IRB Guidance
Human Subjects/IRB Guidance

New Quick Reference Guides to help navigate the closeout process and Maestro for those with agreements that include human subjects or an IRB protocol.

- **Closeout**
  - Human Subjects/IRB Section (#6) guidance (Exempt, Campus IRB, Industry, Non-Industry)

- **Maestro Quick Reference Guide includes:**
  - Overview of Clinical Research resources
  - Maestro administrative processes to manage research projects
  - Issue escalation processes
  - Summary of Maestro reporting for research administrators
Closeout

• The project is approaching it’s end date
  – Looking at the right reports and resources can prevent a prolonged closeout
  – Things to look for to prevent having your closed codes come back from the dead!

Closeout

• ZF600 as a place to identify codes ready to close
• Use the Projects Approaching End Date report as another alternative
• Drill Down from the Projects Approaching End Date Report to get to.....
Closeout

• Project Obligations Report
  – See not only current but future dated cost distributions across the entire project (parent and children), preventing future cleanup!
  – Identify outstanding PO encumbrances across an entire project (parent and children)
  – Drill in to get to the PO, rather than leaving the web, opening SAP and pulling up transaction ME23

Without the Workflow Status Report

1. Confirm with PI/Lab Manager/Study Manager that all reimbursements, purchases, etc., are completed and submitted
2. Hold vigil to confirm activity posted to fund code
3. Clean up unexpected transactions, transactions posted after project completed, and unallowable expenses.
4. Email to Procurement – Close PO (Process)

With the Workflow Status Report

1. Run Workflow Status Report by WBSE/Cost Object
2. Email to Procurement – Close PO (Process)
Closeout

• Effort and Associated Salary
  – A crucial and complex part of closeout
  – New tools streamline and provide greater visibility into this process

Payroll

Initiated by you
For payroll related transactions which you have initiated, the current status and additional detail is available on DukeIPRWork.
• Via the Forms tab: DukeIPRWork \> IFORMS Tab \> IFORMS Overview
• Via the Grants Management Tab: DukeIPRWork \> Payroll & Effort Tools & Resources \> IFORMS Status Overview

Initiated by others (appropriate access to EFR/Org required)
IFORMS Saved as Draft/Submitted \> IFORMS Closed/Approved \> Payroll Posted
IFORMS Work/View Status Report \> Project Obligations Report \> ZFRIC

*Payroll will post in accordance with Monthly and Biweekly schedule

Closeout

Effort/Salary Management

View more than one individual’s effort simultaneously | View future dated Cost Distributions | View Cost Distributions for Parent and Children (regardless of owning org) | Export
---|---|---|---
Employee Funding Method
Project Obligations Report | ✔ | ✔ | ✔ | ✔
Closeout

- **CAS Compliance Report** (Grants Management Tab)
  - Make sure to prevent surprises during the closeout document review process, and check your CAS items one last time!

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Closeout

- **Exporting the Perfect ZF114**
  - Two approaches, choose which fits your style!
    - Open the file while in Excel to launch the wizard
    - Open the file from the directory and use the “Text to Columns” function
  - Utilize Excel’s functionality: cut and paste, and formulas to ensure the accuracy and legibility of your ZF114
  - It will be the only acceptable format moving forward!
There is just so much to keep up with, but these Quick Reference guides help!

Quick Reference Guides Available Today!

- Closeout Tasklist (updated version 4 - Dec. 2015)
- Section 6 Human Subjects/IRB
  – Separate guides for each subsection
- Workflow Status Reports
- Research Administrator Effort & Payroll Resources
- Enhanced ZF114
- AP Check Request Approval for Late Subrecipient Final Invoices
- Sponsored Projects Closeout Timeline
- Research Administrator Resources
We Want to Hear From You!

• Is there a process that you would like to see covered with a quick reference guide?
• Have you found a favorite transaction or technique that has increased your efficiency?

Write it down on an index card and drop it in the box at the front of the room, or at the Implementation Teams’ Poster Table.

If you still have a question or we missed your favorite tips and tricks, don’t be sad! It’s Q&A time......