2015
Symposium for
Research Administrators

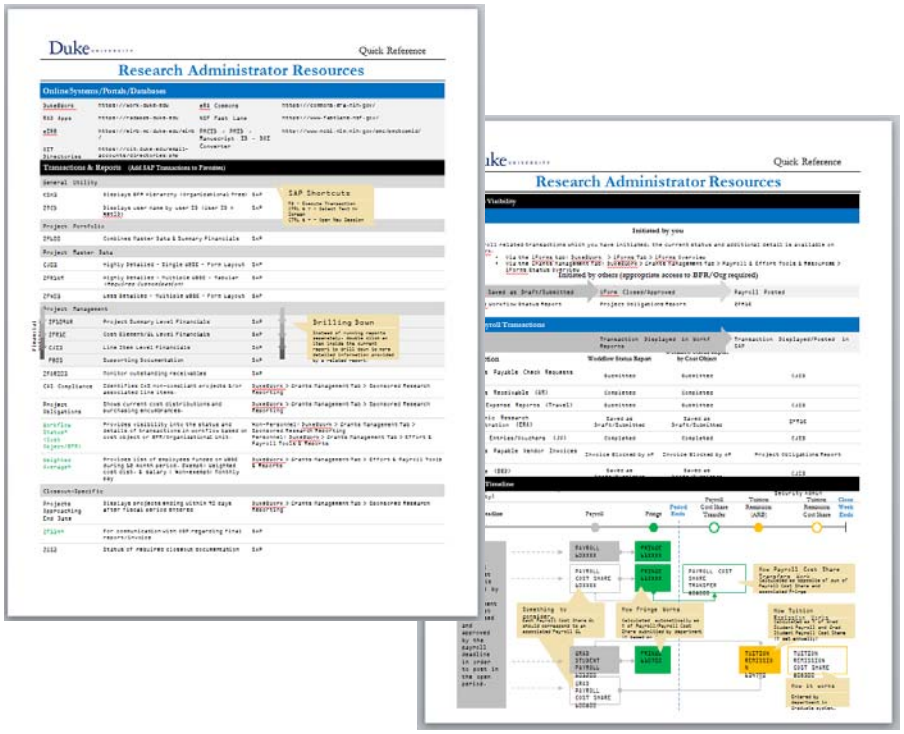
INSIDE OUT

What You Don't Know Is Wasting Your Time

Presented by

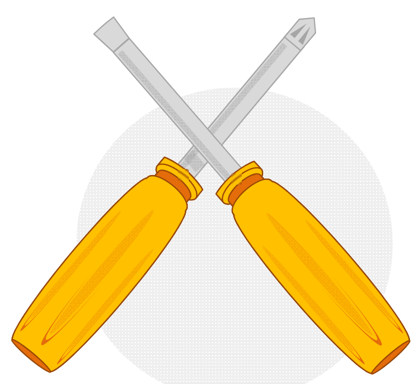
Campus Implementation Team
School of Medicine Implementation

- 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



Getting Started

Ongoing Management

Closeout

Getting Started

New Project Established

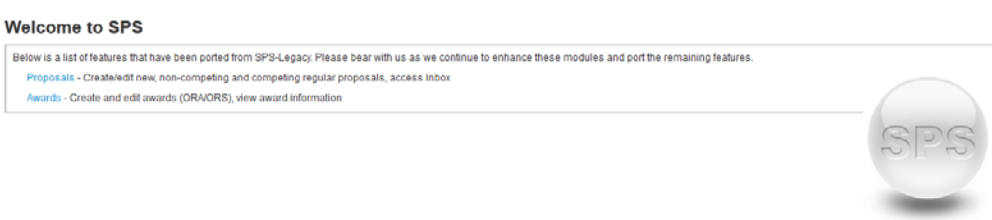
- A newly awarded project is established
- Notice of award received
- Start Verifying!

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!

Getting Started

Confirming Budget

- radapps.duke.edu
- SPS Proposals/Awards


Welcome to SPS

Below is a list of features that have been ported from SPS-Legacy. Please bear with us as we continue to enhance these modules and port the remaining features.

Proposals - Create/edit new, non-competing and competing regular proposals, access Inbox

Awards - Create and edit awards (ORA/ORS), view award information

Getting Started

Confirming and Reviewing Master Data

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

Getting Started

CJ03 vs ZF403 vs ZFR1AM

Master Data Transactions

	CJ03	ZF403	ZFR1AM
Layout	Form	Form	Tabular
Readability	★★★	★★☆	★☆☆
Check multiple WBSE	★☆☆	★★☆	★★★
View details	★★★	★★☆	★★★
Customize	★☆☆	★☆☆	★★★
Export	☆☆☆	★★☆	★★★

Getting Started

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!

Getting Started

Verifying Effort

Effort Verification Approaches

	The Old and Familiar Method	Using Projects Obligations Report
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?		

Birth

Ongoing Management

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

Ongoing Management

Month End Reporting

- 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.

Ongoing Management

Month End Reporting

One Line Summary Reports

	ZF109	ZF109AR
ITD totals for Award, Revenue, Expense, and Balances at a glance	✓	✓
Drill down to get GL and Line item breakdowns	✓	✓
Outstanding A/R		✓
Run By Parent		✓
Export	✓	✓

Ongoing Management

Month End Reporting

ZF109AR: One Line Summary

Drills Down to

ZFR1E: Inception to Date w/ Plan

Drills Down to

CJI3: Display Project Line Items

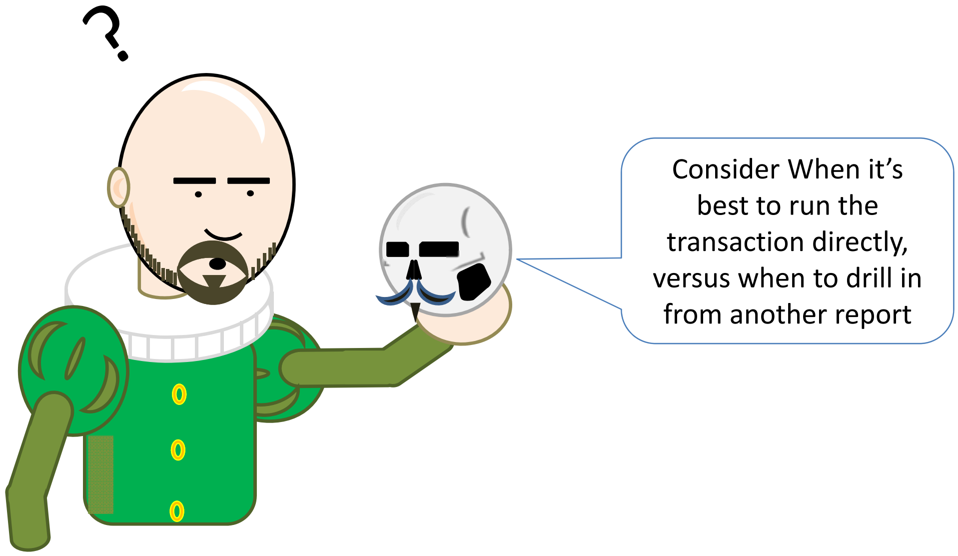
Drills Down to

FB03: Display Document

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

Ongoing Management

To Drill or Not To Drill?



Ongoing Management

To Drill or Not to Drill

Drill vs Run Direct

	Drill	Run Direct
Quick navigation between reports	✓	
Flexibility over report parameters		✓
Quickly return results without setting or resetting parameters	✓	
Access the level of detail you want directly, without extra clicks		✓

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

Ongoing Management

Does not drill down

	Master Data	WBSE Balance	Budget/ Award	G/L Subtotal	Line Item Details	Supporting Docs	Export
ZF600	✓	✓	✓				✓

Drills down for more detail

	Master Data	WBSE Balance	Budget/ Award	G/L Subtotal	Line Item Details	Supporting Docs	Export
ZF109AR		✓	✓	↪	↪	↪	✓
ZFR1E		✓	✓	✓	↪	↪	✓
CJI3				✓	✓	↪	
FB03						✓	

Ongoing Management

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!

Ongoing Management

Month End Reporting

- Workflow Status Report (work.duke.edu)
  - Provides visibility on the following transactions

Non-Payroll

	Transaction Displayed in Workflow Reports		Transaction Displayed/Posted in SAP
Transaction	Workflow Status Report	Workflow Status Report by Cost Object	
Accounts Payable Check Requests (APCR)	Submitted	Submitted	CJI3
Accounts Receivable (AR)	Completed	Completed	ZFAR003
Online Expense Reports (Travel)	Submitted	Submitted	CJI3
Electronic Research Administration (ERA)	Saved as Draft/Submitted	Saved as Draft/Submitted	ZFRIE (Drill into plan)
Journal Entries/Vouchers (JV)	Completed	Completed	CJI3
Accounts Payable Vendor Invoices (APInv)	Invoice Blocked by AP	Invoice Blocked by AP	CJI3
Buy@Duke (B@D)	Saved as Draft/Submitted	Saved as Draft/Submitted	CJI3
Security Administration Requests (Security)	Submitted		Security Admin Tab (Duke@Work)

Ongoing Management

Month End Reporting

- Workflow Status Report (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.

Ongoing Management

Month End Reporting

Workflow Status Reports

	Workflow Status Report	Workflow Status Report by Cost Object	iForms Workflow Status Report	iForms Workflow Status by Cost Object
Transaction Type & Availability (Transaction becomes visible on designated report at point indicated below)				
Accounts Payable Check Requests (APCR)	Submitted	Submitted		
Accounts Receivable (AR)	Completed*	Completed*		
Online Expense Reports (Travel)	Submitted	Submitted		
Electronic Research Administration (ERA)	Saved as Draft/Submitted	Saved as Draft/Submitted		
Journal Entries/Vouchers (JV)	Completed*	Completed*		
Accounts Payable Vendor Invoices (APInv)	Invoice Blocked by AP	Invoice Blocked by AP		
Buy@Duke (B@D)	Saved as Draft/Submitted	Saved as Draft/Submitted		
Security Administration Requests (Security)	Submitted			
Faculty System (dFAC)			Saved as Draft/Submitted	Saved as Draft/Submitted
iForms			Saved as Draft/Submitted	Saved as Draft/Submitted

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

Ongoing Management

Month End Reporting

- CAS Compliance Report

CAS Discovery Methods	Runs by Cost Element Group	Displays Payroll and Non Payroll CAS Automatically	Flags CAS items Requiring Remediation	Provides Reason Remediation Required
ZFR1E	✔			
CAS Compliance Report		✔	✔	✔

Ongoing Management

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

Ongoing Management

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.

Ongoing Management

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

Ongoing Management

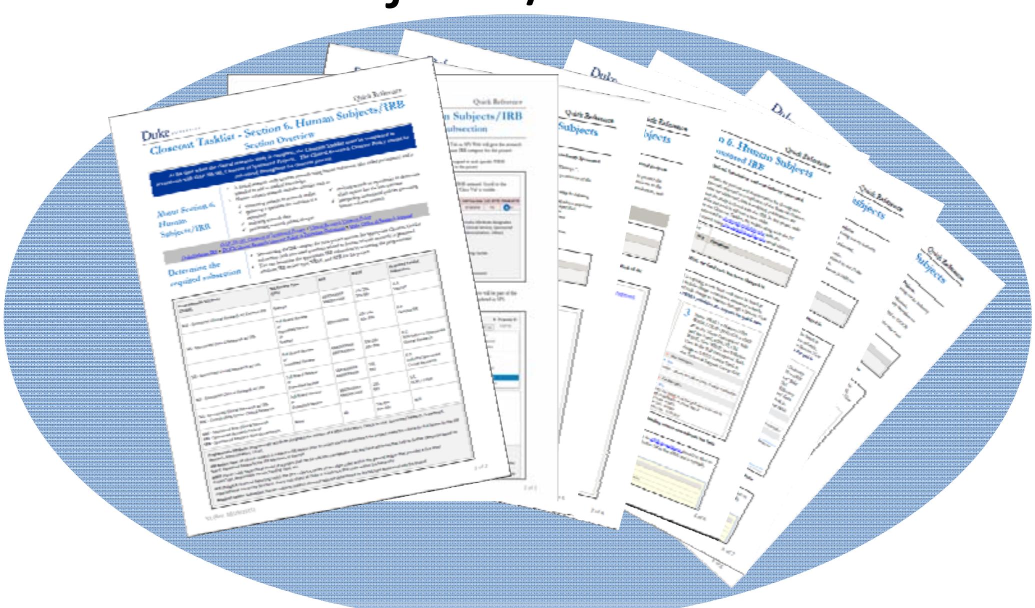
Ad Hoc Reporting

A/R Reporting

	"Revenue vs Expense"	Cumulative A/R	Individual A/R Invoice Display	A/R Invoice Paid, Partially Paid or Outstanding	Age of Outstanding A/R Invoice
ZFR1E	★★☆	★★★	★★★	☆☆☆	☆☆☆
ZF109AR	★★★	★★☆	★★☆	☆☆☆	☆☆☆
ZFAR003	☆☆☆	☆☆☆	☆☆☆	★★★	★★★

Ongoing Management

Human Subjects/IRB Guidance



Ongoing Management

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

Ongoing Management

Closeout

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

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

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

Closeout

Closeout

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 Duke@Work.
- Via the iForms tab: Duke@Work › iForms Tab › iForms Overview
- Via the Grants Management Tab: Duke@Work › Grants Management Tab › Payroll & Effort Tools & Resources › iForms Status Overview

Initiated by others (appropriate access to BFR/Org required)

iForm Saved as Draft/Submitted	iForm Closed/Approved	Payroll Posted
iForms Workflow Status Report	Project Obligations Report	ZFRIE

*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!

Closeout

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!

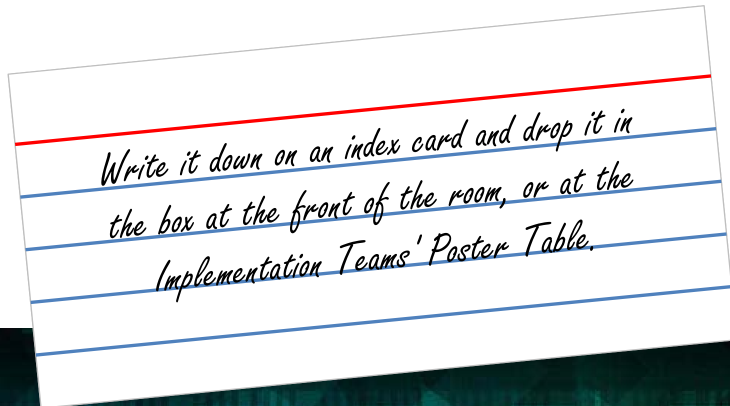
Closeout

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?



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