Project Obligations Report
To be used to identify cost distributions and encumbrances on projects. This report can also be drilled into from the Projects Approaching End Date Report.

1. Open a web browser (Internet Explorer 9 or below, Firefox) and to go to the Duke@WORK web site (https://work.duke.edu).

![Duke University NetID Services]

2. On the Duke University NetID Services screen, enter your NetID and Password.

3. Click on the Enter button to proceed to the Duke@WORK web site.

![Duke@WORK]

4. On the Duke@WORK screen, click on the Grants Management tab.
5. Click on the **Sponsored Research Reporting** link.

6. Click on the **Project Obligations Report** link.
**Project Obligations Screen:**

This report can be run by single WBSE, a range of WBSE, Parent WBSE or BFR selection. The purpose of the report is to identify project encumbrances, therefore it may be most useful to run the report by either a single project or parent code.
To run Project Obligations Report:

A. Required: Enter either the desired WBSE (project number) or Parent WBSE or the BFR.
   i. WBSE: Enter a single WBSE, a range of WBSE or use the Multiple Selection button to enter more than one WBSE. This will return values for only those WBSEs entered
   ii. Parent WBSE: Enter a single Parent WBSE or use the Multiple Selection button to enter more than one value. This will return all WBSE associated with the Parent WBSE(s) entered
   iii. BFR: Enter a single BFR value, you will then be required to check one of the two following values:
      i. 30 Days Prior to Project End - to filter results by WBSE that have project end dates within 30 days.
      ii. Only Projects Ended - to filter results to only show WBSE that are past project end date.
   iv. When using any of the selection criteria, you can use the Multiple Selection button to enter more than one WBSE, Parent WBSE, or BFR selection.

NOTE: There are no security limits or ownership rules currently set for this report. If you have access to the Grants Management tab, you can run this report for any open project or group of projects.

B. End Date checkboxes are used only when running the report by BFR. They are not to be used when selecting on WBSE or Parent WBSE. See A.iii for instructions.

C. Click Search.
Views for Project Obligations Report:

There are three different tables within the Project Obligation Report: Master Data, Project with Payroll Expenses and Project with Purchase Order Encumbrances (PO orders). The tables are shown below:

Master Data:

7. Master Data: Displays Master Data for the WBSE selected

NOTE: The end goal of a clean close is to have the image above appear, no data displaying for Payroll or Purchase Order Encumbrances. This view indicates that there are no encumbered payroll or purchase orders for the selected project.
8. Payroll: This table shows the list of personnel whose effort has not been removed from a WBSE. Personnel will remain on this report until iForms are approved. If an iForm is in workflow, the personnel will remain on the report. Once an iForm is approved, the personnel will disappear from this view. This view includes current and future dated cost distributions.

9. Purchase Order Encumbrances (PO orders): This table shows purchase orders that are still active. Purchase orders will remain on this list until the PO is closed or flagged as complete. The changes to PO’s are real-time – when the PO is updated, the report will be updated the next time it is executed.

i. Under the PO# column, the underlined text is a hyperlink. If you click on a hyperlink, it will drill down into SAP and show you the referenced purchase order.
**Accessing Project Obligations Report from Projects Approaching End Date Report:**

10. From an executed Projects Approaching End Date Report, you can click on either the Project # or Parent #. This will drill down to the Project Obligations Report. See the Projects Approaching End Date Step by Step for more information executing the Projects Approaching End Date Report.

11. When the Project Obligations Report is executed from the Projects Approaching End Date Report, the Project Obligations table is collapsed at the top of the report. To expand the tray to show the selection criteria, click on the small arrow next to Project Obligations.
12. To rerun the report with new selection criteria, click on the arrow next to Project Obligations (see step 11 above) and type in a new WBSE, Parent WBSE or BFR selection.

13. Click Search.

**NOTE:** Further details about modifications to selection criteria can be found on pg. 4 of this guide
Exporting the Results Screen:

14. After running the Project Obligations Report, the Results screen will appear. This data can be exported to Excel by clicking on the Export button and then clicking on Export to Microsoft Excel. This data can be exported to Excel in two ways:
   i. All data can be exported by clicking on the Export (All) to Excel button. This will create separate tabs for each section (Master Data, Payroll & Purchase Order Encumbrances).
   ii. Data can also be exported for one section at a time by clicking on the Export to Excel button under either the Master Data, Payroll or Purchase Order Encumbrances heading.

Depending on your browser, you will be prompted to Open, Save or Cancel the download— choose “Open.”

A. Download prompt in Internet Explorer
B. Download prompt in Firefox
Excel will open and will present the above prompt, click on Yes to open the file.

**REMINDER!** The end goal of a clean close is to have the image above appear, no data displaying for Payroll or Purchase Order Encumbrances. This view indicates that there are no encumbered payroll or purchase orders for the selected project.