About the Projection and Reporting Tool

The Projection and Reporting Tool link is available under the Grants Management tab in Duke@Work. This link allows Grant Managers to use the reports and tools in order to support their Faculty who are Principal Investigators (PIs) with projections of revenue and expense. The link also provides Business Managers who have the proper security access to view those projection reports. Principal Investigators (PIs) are able to view some projections reports in their myRESEARCHhome page as well.

Key Features and Benefits of the Tool:

- Available through Duke@Work portal to ensure portability.
- Provides a user-friendly interface containing projection tools and reports for Sponsored Project related funds:
  - Sponsored Research with and without plans (Axx, 2xx, 3xx).
  - Gifts and Discretionary Funds (A9x, 29x, and 39x).
  - Start Up Funds / Faculty Cost Centers (40x – 45x).
- Provides an automatically calculated initial projection to include Salaries and Fringes.
- Eliminates or minimizes the rekeying of SAP data by extracting actuals and Plan from SAP.
- Allows Grant managers to make other projections and adjustments:
  - Modify or extend the grant year and/or project end date for up to 18 additional months for projection purposes ONLY.
  - Project non-salary expenses each month based on PI preferences.
  - Add manual adjustments (salary & non-salary) with the ability to add comments and save adjustments from month-to-month.
- Provides summary reports for analysis by the GM, PI, BFR:
  - Automatically provides all Faculty with a common set of reports that include projection of salary related expense
  - Offers ability to display Cost Element level of expenses
- Exports to Excel.
About the Projection Tool (cont.)

Overview of the Tool:

- **Month End** – As part of the monthly closing process, the Actual and Plan data are extracted from SAP into the tool.

- **Base Level Projections** – Based on the SAP data extracted, base level projections are executed at the university level for Salary related expense, including Fringes.

- **Non-Salary Projections** – Allows Grant Managers to execute the automatic projection calculation of selected categories of non-salary expense for all of a PI’s funds or selected funds.

- **Grant Manager Adjustments** – Allows Grant Managers to make adjustments to both salary (employee, effort %, summer supplements, etc.) and non-salary (increase/ decrease projections, manual adjustments, etc.). Adjustments saved carry forward to subsequent months.

- **PI and Business Manager Review** – Allows Faculty who are Principal Investigators to see a set of projection reports in their myRESEARCHhome page and Business Managers to see reports in the tool and drill down to lower level detail.
About the Projection Tool (cont.)

Basis for Projections:

- **Salaries** - based on employees assigned, their wage types and percentage effort, salaries increase 3% July 1st of each fiscal year for everyone but Grad Students, whose salaries increase 2% September 1st of each fiscal year.

- **Fringes** – based on current fringe rates available in SAP.

- **Non-Salaries** – if automated tool used, monthly average based on past 12 month spend (or ITD if less than 12 months old).

- **Indirect Costs** – based on F&A percentage and Allowable Cost Element Groups from project master data. The Cost Element Group determines which G/L accounts will be included in the F&A calculation, for example Cost Element Group SPIDC02 excludes things like equipment and patient care.

Security Access for the Projection and Reporting Tool:

- **Grant Managers:**
  - Must have the Grants Management tab on Duke@Work (see your department’s SAP Security Administrator)
  - Need to be assigned as Grant Manager 1 or Grant Manager 2 for WBS Elements (see Department Administrator for WBSE)
  - Need to be assigned as Responsible Financial Person 1 or Responsible Financial Person 2 for Cost Centers (see Department Administrator for Cost Center or Business Manager)

- **Business Managers** need Accounting View of Payroll access for their BFR’s (see your department’s SAP Security Admin.)

- **PI’s** just need to be assigned as the Person Responsible 1 or 2 (PI or co-PI) on WBSEs or as the Responsible Person on Cost Centers

*Note:* Instructions on maintaining Financial role assignments for WBSEs and Cost Centers can be found on at: https://finance.duke.edu/systems/training/steps