




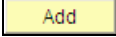







## Award Activity- Detail

1.	Click the <b>Grants</b> link. 
2.	Click the <b>FIU GM Reports and Processes</b> link. 
3.	Click the <b>Award Activity Detail</b> link. 
4.	<b>Note:</b> If this is the first time you are running the Award Activity Detail Report, click on the "Add a New Value" tab. If you have previously created a Run Control stay on the "Find an Existing Value" tab and type in the name of your Run Control ID from the previous time
5.	Click the <b>Add a New Value</b> tab. 
6.	Click in the <b>Run Control ID</b> field. 
7.	Enter a Run Control ID into the <b>Run Control ID</b> field. For example, enter a valid value e.g. " <b>AWARD_ACTIVITY_DETAIL</b> ".
8.	<b>Note:</b> The Run Control name cannot have any spaces, the "_" is used instead.
9.	Click the <b>Add</b> button. 
10.	Click in the <b>Business Unit</b> field. 
11.	Enter the desired information into the <b>Business Unit</b> field. Enter a valid value e.g. " <b>FSR01</b> ".
12.	<b>Note:</b> The Award Activity Detail Report can be run using one of several search criteria including: <ul style="list-style-type: none"> <li>- Award ID</li> <li>- Department ID</li> <li>- Contract Admin</li> <li>- PI ID</li> <li>- Sponsor ID</li> <li>- From Date</li> <li>- Through Date</li> </ul>
13.	Click in the <b>Award ID</b> field. 
14.	Enter the Award Number that you wish to work with into the <b>Award ID</b> field. For example, enter a valid value e.g. " <b>AWD000000002838</b> ".
15.	Click in the <b>From Date</b> field. 

16.	Enter the desired information into the <b>From Date</b> field. Enter a valid value e.g. <b>"02/01/2009"</b> .
17.	Click in the <b>Through Date</b> field. 
18.	Enter the desired information into the <b>Through Date</b> field. Enter a valid value e.g. <b>"06/08/2009"</b> .
19.	Click the <b>Save</b> button. 
20.	Click the <b>Run</b> button. 
21.	Click the <b>Server Name</b> list. 
22.	Click the <b>PSUNX</b> list item. 
23.	<b>Note:</b> Verify the Award Activity Detail Report checkbox is checked.
24.	Click the <b>OK</b> button. 
25.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>
26.	Click the <b>Refresh</b> button. 
27.	<b>Note:</b> You may need to click the <b>Refresh</b> button multiple times until the Run Status runs to "Success" and the Distribution Status is "Posted".
28.	<b>Note:</b> Verify the Run Status runs to " <b>Success</b> ".
29.	<b>Note:</b> Verify the Distribution Status is set to " <b>Posted</b> ".
30.	Click an entry in the <b>Details</b> column. <a href="#">Details</a>
31.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>
32.	Click the <b>PDF</b> link. <a href="#">figrr007_2247568.PDF</a>
33.	Click the <b>Maximize/Restore</b> button. 
34.	Click the <b>Maximize Page View</b> object. 
35.	<b>Note:</b> The header of the report displays the demographic information related to the Award.
36.	<b>Note:</b> The financial information for the award and its related Project IDs is displayed by budget category.

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37.	<b>Note:</b> The following columns are displayed containing financial information: Award to Date Budget, Current Month Expenses, FY to Date Expenses, Award to Date Expenses, Pre- Encumbrances, Encumbrances, Available Balance, and Available %
38.	Click the <b>Close</b> button. 
39.	Click the <b>Home</b> link. 
40.	Congratulations. You successfully ran an Award Activity- Detail Inquiry. <b>End of Procedure.</b>