



Business Process Document
PS FIN Grants Suite Inquiries and Reports: Award
Activity- Detail

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Award Activity- Detail

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

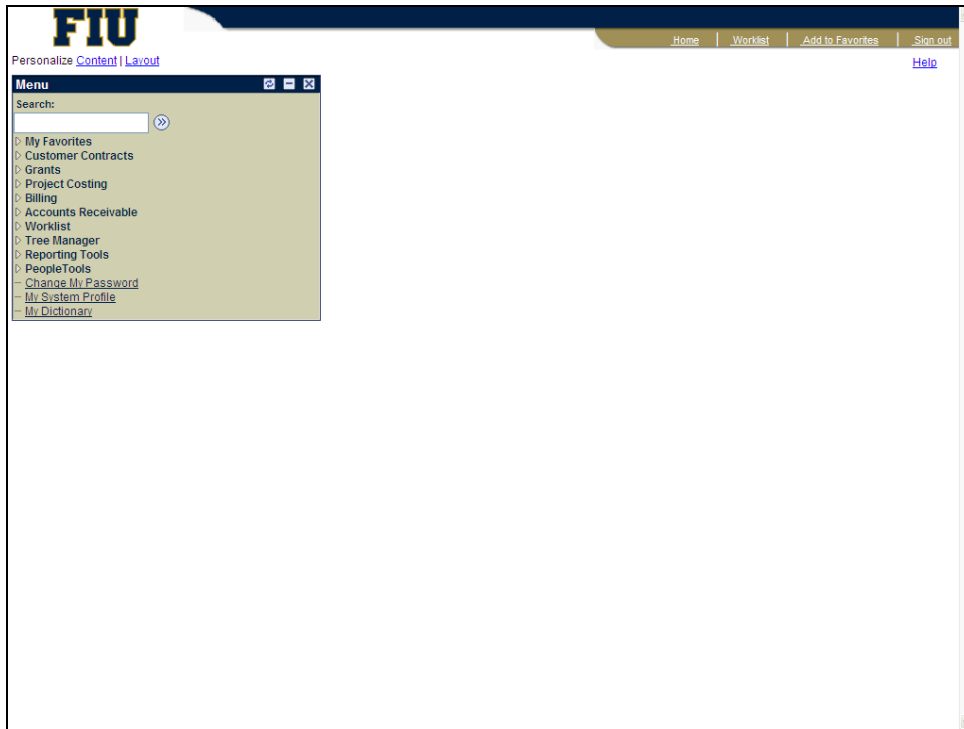
Business Process Document


PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail



Procedure

Run the **Award Activity Detail** report to review award financial activity at the budget detail level by Award #, Organizational Department #, Sponsor, or PI.

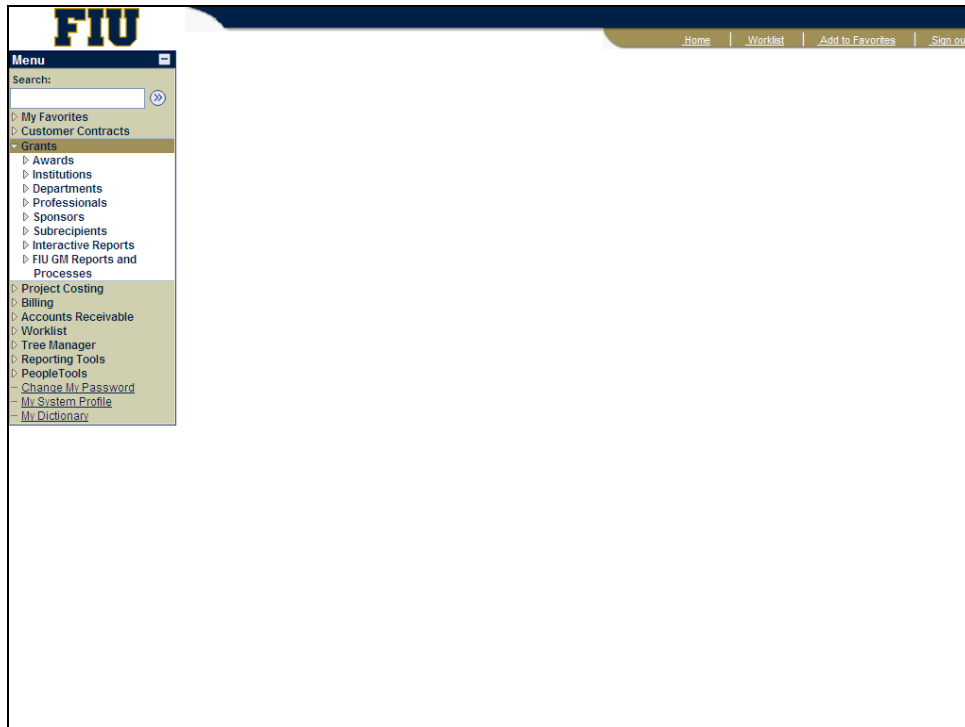




Step	Action
1.	Click the Grants link. 



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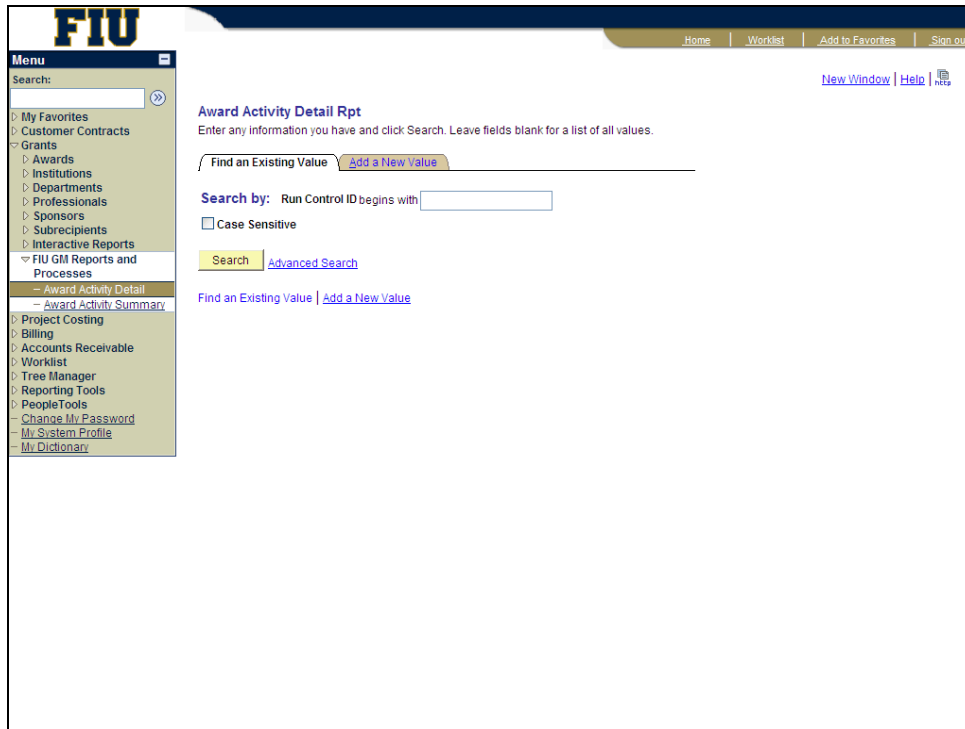
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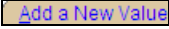

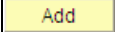


Step	Action
2.	Click the FIU GM Reports and Processes link. 
3.	Click the Award Activity Detail link. 
4.	Note: If this is the first time you are running the Award Activity Detail Report, click on the "Add a New Value" tab. If you have previously created a Run Control stay on the "Find an Existing Value" tab and type in the name of your Run Control ID from the previous time

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Step	Action
5.	Click the Add a New Value tab. 
6.	Click in the Run Control ID field. 
7.	Enter a Run Control ID into the Run Control ID field. For example, enter " AWARD_ACTIVITY_DETAIL ".
8.	Note: The Run Control name cannot have any spaces, the "_" is used instead.
9.	Click the Add button. 



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The screenshot shows the 'Award Activity Detail Report' page in the FIU Grants Suite. The left-hand menu is expanded to 'Award Activity Detail'. The main area contains a 'Report Request Parameters' form with the following fields:

- *Business Unit:
- Award ID:
- Department:
- Contract Admin:
- PI ID:
- Sponsor ID:
- *From Date:
- *Through Date:


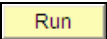
Buttons for 'Save', 'Add', and 'Update/Display' are located at the bottom of the form area.

Step	Action
10.	Click in the Business Unit field. <input type="text"/>
11.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
12.	Note: The Award Activity Detail Report can be run using one of several search criteria including: <ul style="list-style-type: none"> - Award ID - Department ID - Contract Admin - PI ID - Sponsor ID - From Date - Through Date
13.	Click in the Award ID field. <input type="text"/>
14.	Enter the Award Number that you wish to work with into the Award ID field. For example, enter " AWD000000002838 ".
15.	Click in the From Date field. <input type="text"/>
16.	Enter the desired information into the From Date field. Enter " 02/01/2009 ".
17.	Click in the Through Date field. <input type="text"/>

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Step	Action
18.	Enter the desired information into the Through Date field. Enter " 06/08/2009 ".
19.	Click the Save button. 
20.	Click the Run button. 

FIU

Home | Worklist | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) |

Process Scheduler Request


User ID: TEST_GM_INQUIRY Run Control ID: AM_AWARD_ACTIVITYDETAIL

Server Name: Run Date: 06/09/2009

Recurrence: Run Time: 11:47:54AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Award Activity Detail Report	FIGRR007	SQR Report	Web	PDF	Distribution

Step	Action
21.	Click the Server Name list. 



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PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail

FIU

Home | Worklist | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) |

Process Scheduler Request

User ID: TEST_GM_INQUIRY Run Control ID: AM_AWARD_ACTIVITYDETAIL

Server Name: Run Date: 06/09/2009

Recurrence: PSCDB Run Time: 11:47:54AM

Time Zone: PSNT

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Award Activity Detail Report	FIGRR007	SQR Report	Web	PDF	Distribution

Step	Action
22.	Click the PSUNX list item. <input type="text" value="PSUNX"/>
23.	Note: Verify the Award Activity Detail Report checkbox is checked.

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PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail



FIU Home | Worklist | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) |

Process Scheduler Request

User ID: TEST_GM_INQUIRY Run Control ID: AM_AWARD_ACTIVITYDETAIL

Server Name: Run Date:

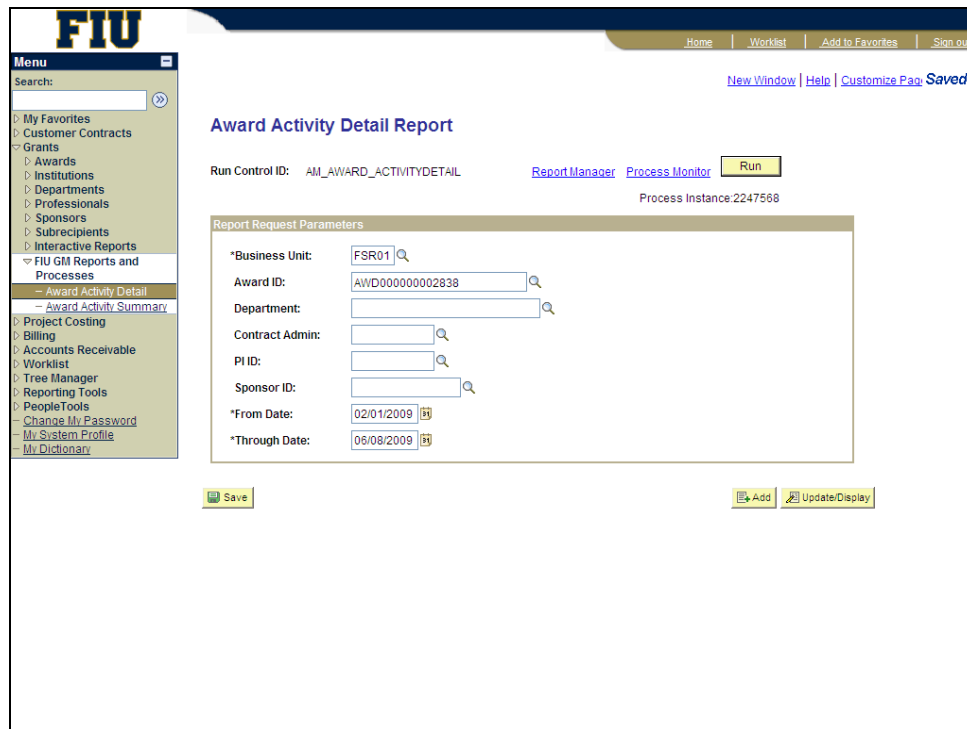
Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Award Activity Detail Report	FIGRR007	SQR Report	Web	PDF	Distribution

Step	Action
24.	Click the OK button.



FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Saved

Award Activity Detail Report

Run Control ID: AM_AWARD_ACTIVITYDETAIL [Report Manager](#) [Process Monitor](#)

Process Instance: 2247568

Report Request Parameters

*Business Unit:

Award ID:

Department:

Contract Admin:

PI ID:

Sponsor ID:

*From Date:

*Through Date:

Step	Action
25.	Click the Process Monitor link. Process Monitor

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PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail



The screenshot shows the FIU PantherSoft system interface. On the left is a navigation menu with categories like 'My Favorites', 'Customer Contracts', 'Grants', 'Awards', 'Institutions', 'Departments', 'Professionals', 'Sponsors', 'Subrecipients', 'Interactive Reports', 'FIU GM Reports and Processes', 'Award Activity Detail', 'Award Activity Summary', 'Project Costing', 'Billing', 'Accounts Receivable', 'Worklist', 'Tree Manager', 'Reporting Tools', 'People Tools', 'Change My Password', 'My System Profile', and 'My Dictionary'. The main content area is titled 'Process List' and 'Server List'. It features a search bar and a 'View Process Request For' section with fields for User ID (TEST_GM_INQ), Type, Last (1 Days), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below this is a table with the following data:

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2247568		SQR Report	FIGRR007 TEST_GM_INQUIRY		06/09/2009 11:47:54AM EDT	Queued	N/A	Details

Below the table are buttons for 'Save' and 'Notify', and a link 'Go back to Award Activity Detail Rpt'. At the bottom, there are links for 'Process List' and 'Server List'.

Step	Action
26.	Click the Refresh button. 
27.	Note: You may need to click the Refresh button multiple times until the Run Status runs to "Success" and the Distribution Status is "Posted".
28.	Note: Verify the Run Status runs to " Success ".
29.	Note: Verify the Distribution Status is set to " Posted ".
30.	Click an entry in the Details column. Details

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PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail



FIU Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Menu

Search:

- My Favorites
- Customer Contracts
- Grants
 - Awards
 - Institutions
 - Departments
 - Professionals
 - Sponsors
 - Subrecipients
 - Interactive Reports
 - FIU GM Reports and Processes
 - Award Activity Detail
 - Award Activity Summary
- Project Costing
- Billing
- Accounts Receivable
- Worklist
- Tree Manager
- Reporting Tools
- People Tools
 - Change My Password
 - My System Profile
 - My Dictionary

View Log/Trace

Report

Report ID: 2157145 Process Instance: 2247568 [Message Log](#)

Name: FIGRR007 Process Type: SQR Report

Run Status: Success

Award Activity Detail Report

Distribution Details

Distribution Node: unixnode Expiration Date: 08/08/2009

File List

Name	File Size (bytes)	Datetime Created
SQR FIGRR007_2247568.log	1,746	06/09/2009 11:48:57.000000AM EDT
figrr007_2247568.PDF	5,751	06/09/2009 11:48:57.000000AM EDT
figrr007_2247568.out	971	06/09/2009 11:48:57.000000AM EDT

Distribute To

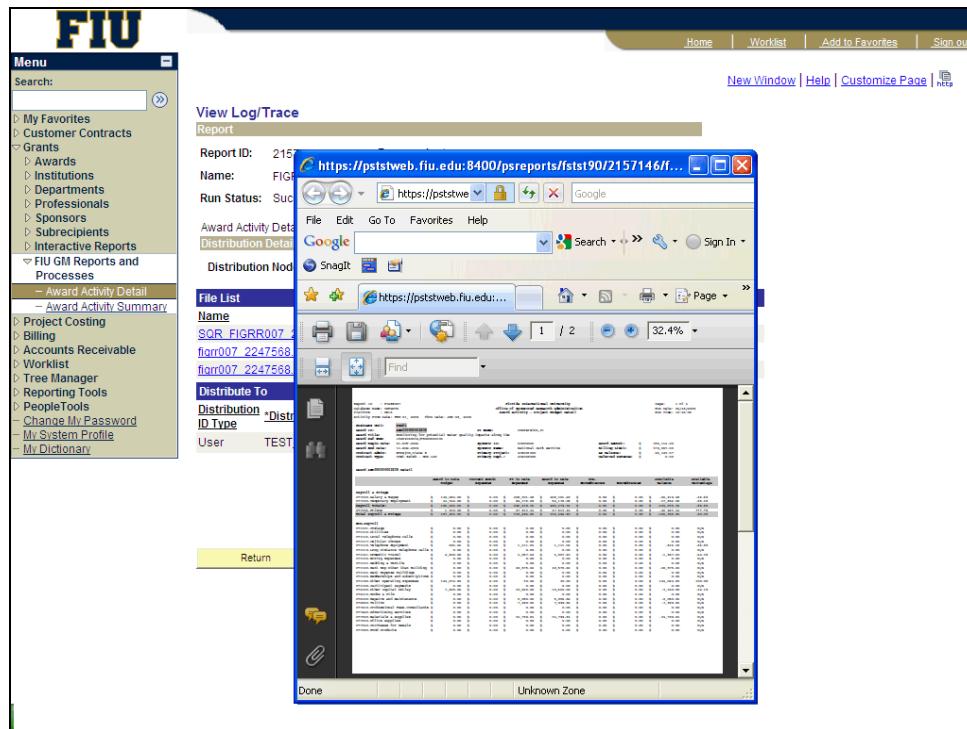
Distribution ID *Distribution ID




ID Type

User: TEST_GM_INQUIRY

[Return](#)

Step	Action
32.	Click the PDF link. figrr007_2247568.PDF




Step	Action
33.	Click the Maximize/Restore button. 
34.	Click the Maximize Page View object. 
35.	Note: The header of the report displays the demographic information related to the Award.
36.	Note: The financial information for the award and its related Project IDs is displayed by budget category.
37.	Note: 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 Close button. 

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The screenshot shows the 'Award Activity Detail Report' page in the PantherSoft system. The page has a blue header with the FIU logo and navigation links like Home, Worklist, Add to Favorites, and Sign out. A left-hand menu contains various system categories. The main content area displays report information: Report ID: 2157145, Process Instance: 2247568, Name: FIGRR007, Process Type: SQR Report, and Run Status: Success. Below this, it shows 'Award Activity Detail Report' and 'Distribution Details' with a Distribution Node of 'unixnode' and an Expiration Date of '08/08/2009'. A 'File List' table shows three files: 'SQR FIGRR007 2247568.log' (1,746 bytes), 'figrr007_2247568.PDF' (5,751 bytes), and 'figrr007_2247568.out' (971 bytes). A 'Distribute To' section shows a Distribution ID and User: TEST_GM_INQUIRY. A 'Return' button is at the bottom.

Step	Action
39.	Click the Home link. 
40.	Congratulations. You successfully ran an Award Activity- Detail Inquiry. End of Procedure.