



Business Process Document
PS FIN Grants Suite Inquiries and Reports: Review
Award Modifications Inquiry

Department	
Responsibility/Role	
File Name	Review Award Modifications Inquiry_BUSPROC.doc
Version	
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Last Changed by	
Status	

Review Award Modifications Inquiry

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

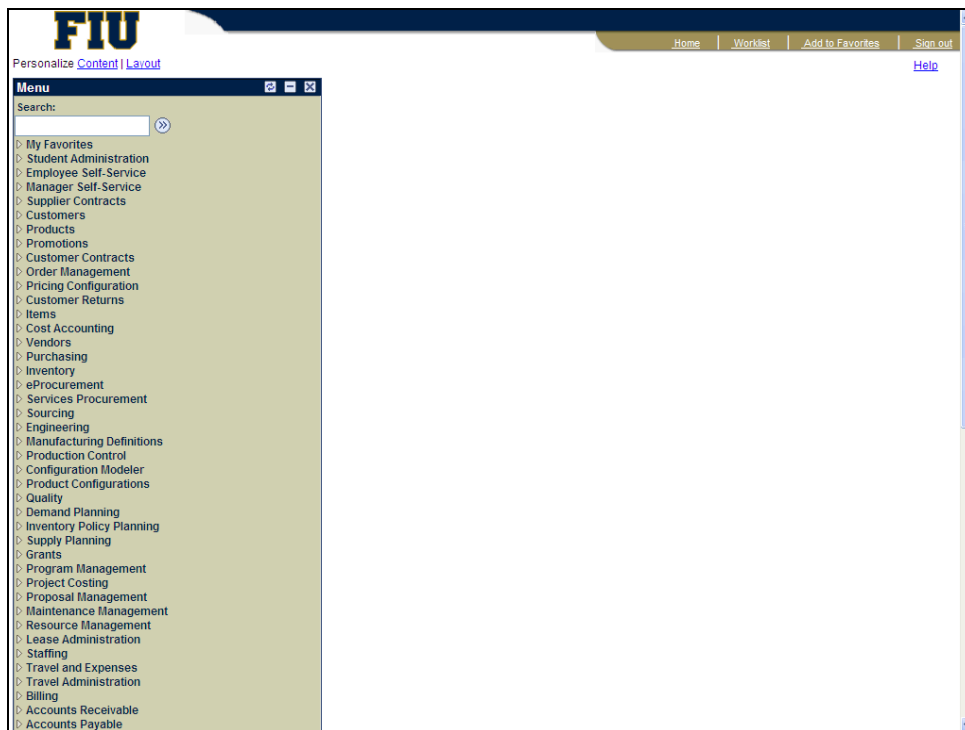
Business Process Document


PS FIN Grants Suite Inquiries and Reports: Review Award Modifications Inquiry



Procedure

The **Review Award Modification Inquiry** allows the user to view a history of the modifications made to an Award or Project within the Award.



Step	Action
1.	Click the Grants link. 



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Step	Action
2.	Click the Awards link. ▶ Awards
3.	Click the Review Award Modifications link. Review Award Modifications

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Step	Action
4.	Click in the Business Unit field. <input type="text"/>
5.	Enter the desired information into the Business Unit field. Enter " FSR01 ".
6.	Note: The Award Modification Inquiry can be run using one of several search criteria including: <ul style="list-style-type: none"> - Award ID - Project ID - Description of the Award - PI ID - Proposal ID
7.	Click in the Project field. <input type="text"/>
8.	Enter the Invoice number that you wish to work with into the Project field. For example, enter " 80000010 ".
9.	Click the Search button. <input type="button" value="Search"/>
10.	Note: The Award Modifications Inquiry tab displays information regarding the Award Modifications and the date that the modification was made.




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Business Unit: FSR01 Award: AWD000000000838 Panther Recreational Park (Test 5)
Reference Award Number: Test5 05-06-09 Currency: USD

Reference Award Number	Period	Issue Date	Begin Date	End Date	Amount	Short Desc	Comment
Test5 05-06-09	1		02/01/2009	01/31/2010	44,998.00		Comment
Test5 05-06-09	2		02/01/2010	02/01/2011			Comment

Total Award Amount: 44,998.00

Step	Action
11.	Click the Home link. 
12.	Congratulations. You successfully ran a Review Award Modifications Inquiry. End of Procedure.