



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

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### Award Activity- Detail

Trigger:

<b>Required Field(s)</b>	<b>Comments</b>

<b>Output - Results</b>	<b>Comments</b>

### Additional Information

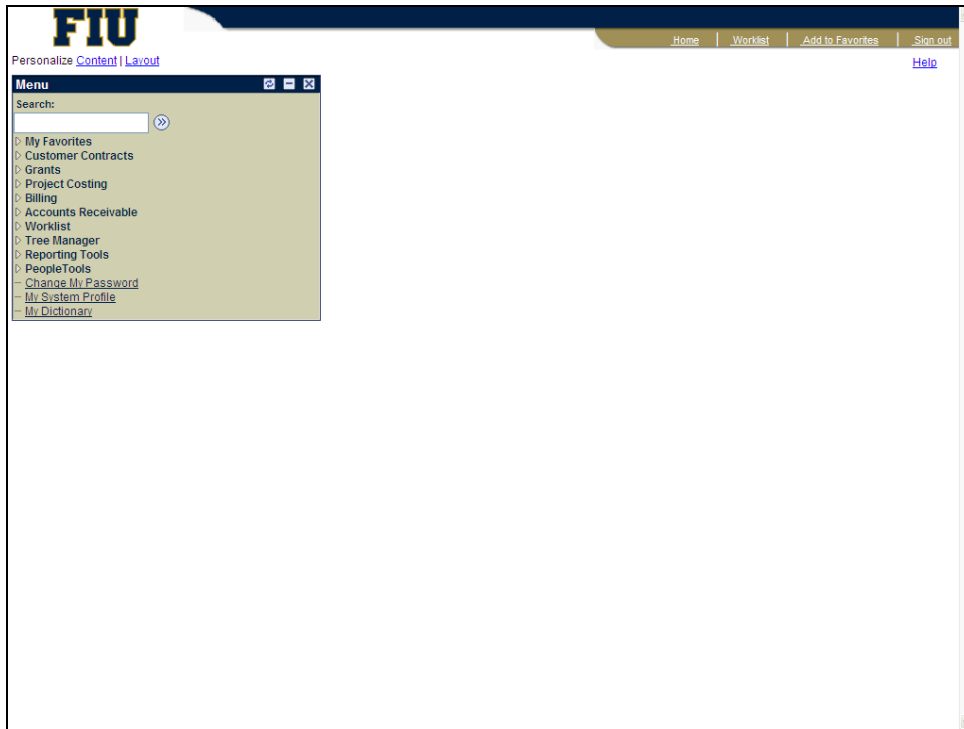
# Business Process Document


## 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.

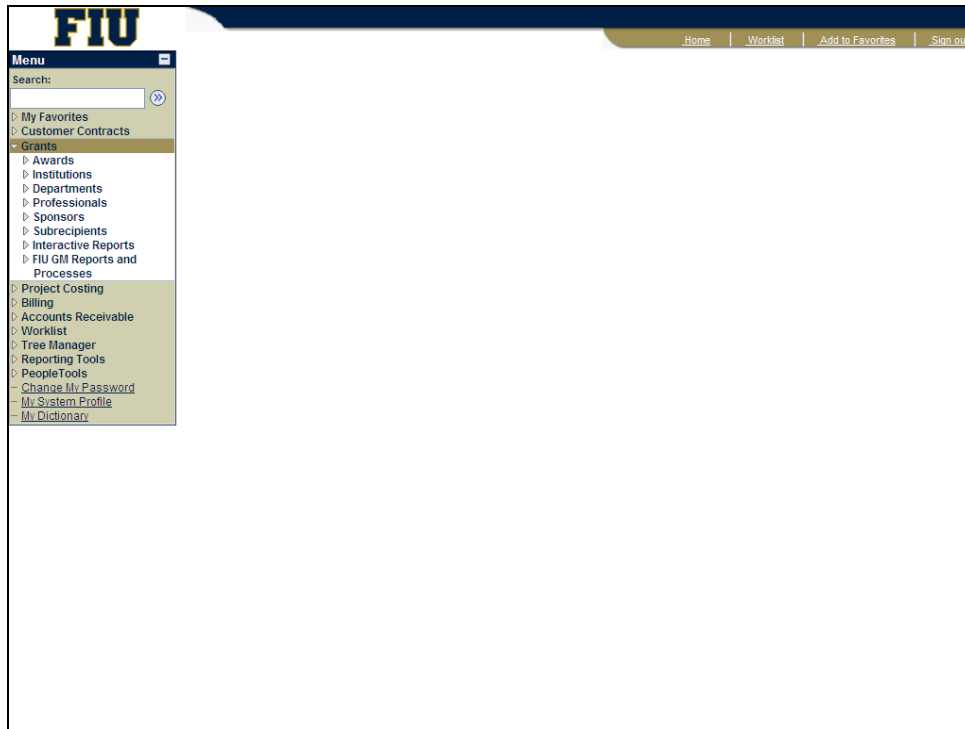




Step	Action
1.	Click the <b>Grants</b> link. 



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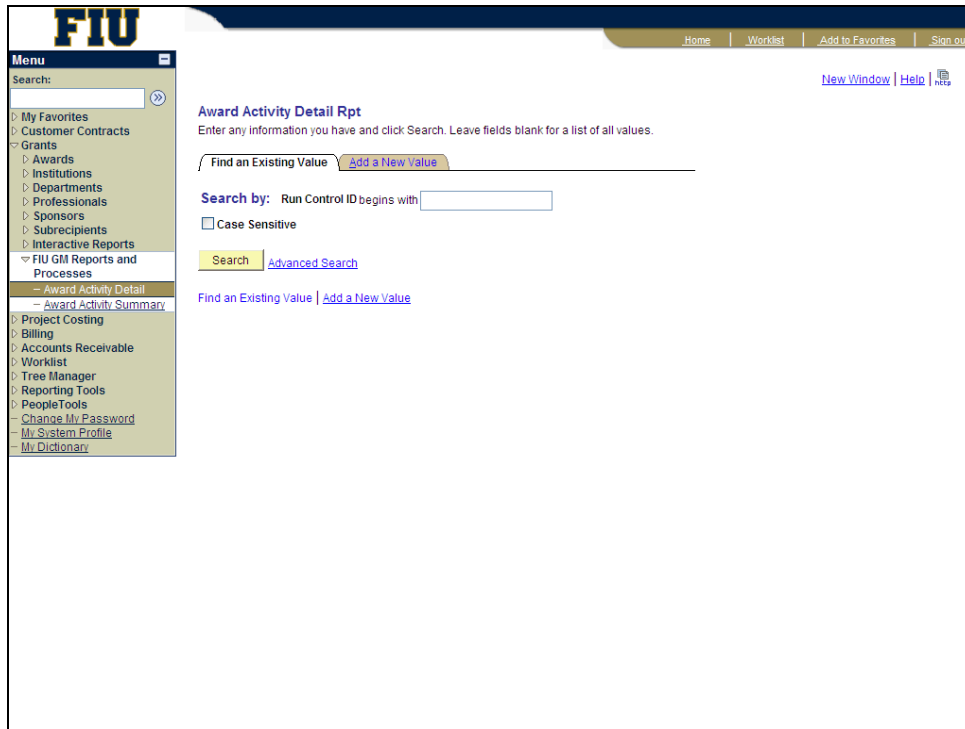
## PS FIN Grants Suite Inquiries and Reports: Award Activity- Detail

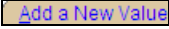

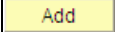


Step	Action
2.	Click the <b>FIU GM Reports and Processes</b> link. 
3.	Click the <b>Award Activity Detail</b> link. 
4.	<b>Note:</b> If this is the first time you are running the Award Activity Detail Report, click on the "Add a New Value" tab. If you have previously created a Run Control stay on the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

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



Step	Action
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 " <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. 



# Business Process Document

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


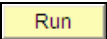
The screenshot shows the 'Award Activity Detail Report' page in the FIU Grants Suite. On the left is a navigation menu with categories like 'My Favorites', 'Customer Contracts', 'Grants', 'Awards', 'Institutions', 'Departments', 'Professionals', 'Sponsors', 'Subrecipients', 'Interactive Reports', 'FIU Grant Reports and Processes', 'Project Costing', 'Billing', 'Accounts Receivable', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. The main content area is titled 'Award Activity Detail Report' and includes a 'Run Control ID: AWARD\_ACTIVITY\_DETAIL' and a 'Run' button. Below this is a 'Report Request Parameters' section with several search criteria: \*Business Unit, Award ID, Department, Contract Admin, PI ID, Sponsor ID, \*From Date, and \*Through Date. Each field has a search icon. At the bottom of the form are 'Save', 'Add', and 'Update/Display' buttons.

Step	Action
10.	Click in the <b>Business Unit</b> field. <input type="text"/>
11.	Enter the desired information into the <b>Business Unit</b> field. Enter " <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. <input type="text"/>
14.	Enter the Award Number that you wish to work with into the <b>Award ID</b> field. For example, enter " <b>AWD000000002838</b> ".
15.	Click in the <b>From Date</b> field. <input type="text"/>
16.	Enter the desired information into the <b>From Date</b> field. Enter " <b>02/01/2009</b> ".
17.	Click in the <b>Through Date</b> field. <input type="text"/>

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



Step	Action
18.	Enter the desired information into the <b>Through Date</b> field. Enter " <b>06/08/2009</b> ".
19.	Click the <b>Save</b> button. 
20.	Click the <b>Run</b> 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 <b>Server Name</b> 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 <b>PSUNX</b> list item. <input type="text" value="PSUNX"/>
23.	<b>Note:</b> 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	<a href="#">Distribution</a>

Step	Action
24.	Click the <b>OK</b> button. <input type="button" value="OK"/>



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

The screenshot displays the 'Award Activity Detail Report' interface. On the left is a navigation menu with 'Award Activity Detail' selected. The main area shows the report title, a search bar, and a 'Run' button. Below this is a 'Report Request Parameters' section with fields for Business Unit (FSR01), Award ID (AWD000000002838), Department, Contract Admin, PI ID, Sponsor ID, From Date (02/01/2009), and Through Date (06/08/2009). Buttons for 'Save', 'Add', and 'Update/Display' are visible at the bottom.

Step	Action
25.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

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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		09/09/2009 11:47:54AM EDT	Queued	N/A	<a href="#">Details</a>

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

Step	Action
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>



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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](#) |

**Menu**

- 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
<a href="#">SQR FIGRR007_2247568.log</a>	1,746	06/09/2009 11:48:57.000000AM EDT
<a href="#">figrr007_2247568.PDF</a>	5,751	06/09/2009 11:48:57.000000AM EDT
<a href="#">figrr007_2247568.out</a>	971	06/09/2009 11:48:57.000000AM EDT

**Distribute To**

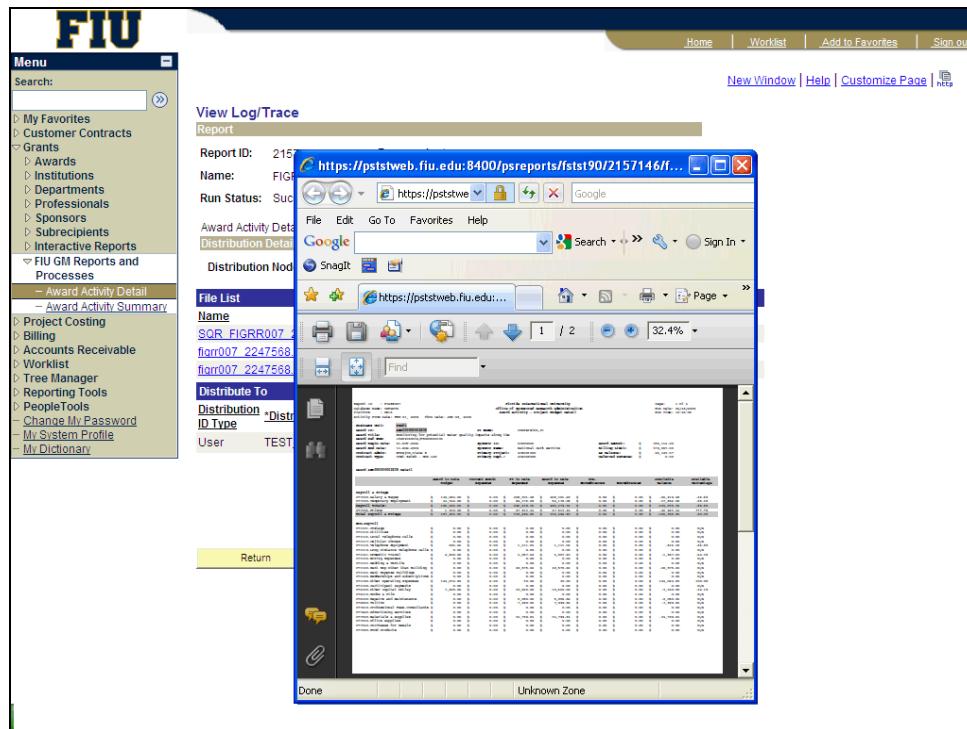
**Distribution ID** \*Distribution ID




**ID Type**

User: TEST\_GM\_INQUIRY

[Return](#)

Step	Action
32.	Click the <b>PDF</b> link. <a href="#">figrr007_2247568.PDF</a>




Step	Action
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.
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. 

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



The screenshot shows the FIU PS FIN Grants Suite interface. The left-hand menu includes options like 'My Favorites', 'Customer Contracts', 'Grants', 'Awards', 'Institutions', 'Departments', 'Professionals', 'Sponsors', 'Subrecipients', 'Interactive Reports', and 'FIU GM Reports and Processes'. The main content area displays the 'Award Activity Detail Report' for Report ID 2157145, Process Instance 2247568, and Name FIGRR007. It shows a 'File List' with 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 the user 'TEST\_GM\_INQUIRY'.

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