


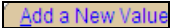

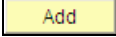







Award Activity- Detail

1.	Click the Grants link. 
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
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 a valid value e.g. " AWARD_ACTIVITY_DETAIL ".
8.	Note: The Run Control name cannot have any spaces, the "_" is used instead.
9.	Click the Add button. 
10.	Click in the Business Unit field. 
11.	Enter the desired information into the Business Unit field. Enter a valid value e.g. " 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. 
14.	Enter the Award Number that you wish to work with into the Award ID field. For example, enter a valid value e.g. " AWD000000002838 ".
15.	Click in the From Date field. 

16.	Enter the desired information into the From Date field. Enter a valid value e.g. "02/01/2009" .
17.	Click in the Through Date field. 
18.	Enter the desired information into the Through Date field. Enter a valid value e.g. "06/08/2009" .
19.	Click the Save button. 
20.	Click the Run button. 
21.	Click the Server Name list. 
22.	Click the PSUNX list item. 
23.	Note: Verify the Award Activity Detail Report checkbox is checked.
24.	Click the OK button. 
25.	Click the Process Monitor link. 
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. 
31.	Click the View Log/Trace link. 
32.	Click the PDF link. 
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. 
39.	Click the Home link. 
40.	Congratulations. You successfully ran an Award Activity- Detail Inquiry. End of Procedure.