
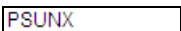
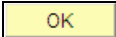
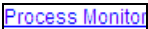
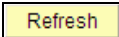

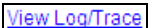







Award Activity- Summary

1.	Click the Grants link. 
2.	Click the FIU GM Reports and Processes link. 
3.	Click the Award Activity Summary link. 
4.	Note: If this is the first time you are running the Award Activity Summary 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 name into the Run Control ID field. For example, enter a valid value e.g. " AWARD_ACTIVITY_SUMMARY ".
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.	Click in the Award ID field to run the Award Summary Report by Award ID. 
13.	Enter the desired information into the Award ID field. For example, enter a valid value e.g. " AWD000000003034 ".
14.	Note: Today's date will be displayed in the As of Date field. Click on this field and change the date if you wish to run this report for a date that is prior to today's date.
15.	Click in the As Of Date field. 
16.	Enter the desired information into the As Of Date field. For example, enter a valid value e.g. " 06122009 ".
17.	Click the Save button. 
18.	Click the Run button. 

19.	Click the Server Name list. 
20.	Click the PSUNX list item. 
21.	Note: Verify the Award Activity Detail Report checkbox is checked.
22.	Click the OK button. 
23.	Click the Process Monitor link. 
24.	Click the Refresh button. 
25.	Note: You may need to click the Refresh button multiple times until the Run Status runs to 'Success' and the Distribution is posted.
26.	Note: Verify the Run Status runs to " Success ".
27.	Note: Verify the Distribution Status is set to " Posted ".
28.	Click an entry in the Details column. 
29.	Click the View Log/Trace link. 
30.	Click the PDF link. 
31.	Click the Maximize/Restore button. 
32.	Click the Maximize Page View object. 
33.	Note: The heading section of the report contains the demographic information for the Award.
34.	Note: The Award Summary Report displays a row for each Project ID related to the Award.
35.	Note: The Award Summary reports contains the following columns: <ul style="list-style-type: none"> - Award to Date Budget - Award to Date Expenses - Pre- Encumbrance - Encumbrance - Available Balance - Available Percentage - Billed - Unbilled - Revenue
36.	Click the Close button. 

37.	Click the Home link. 
38.	Congratulations. You successfully ran an Award Activity- Summary Inquiry. End of Procedure.