

**University of Alaska
Statewide Financial Systems
User Documentation**

PROJECT ADMINISTRATION

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Project Admini

Project Administration Reporting

This report is run to display project information for the logged in ID.

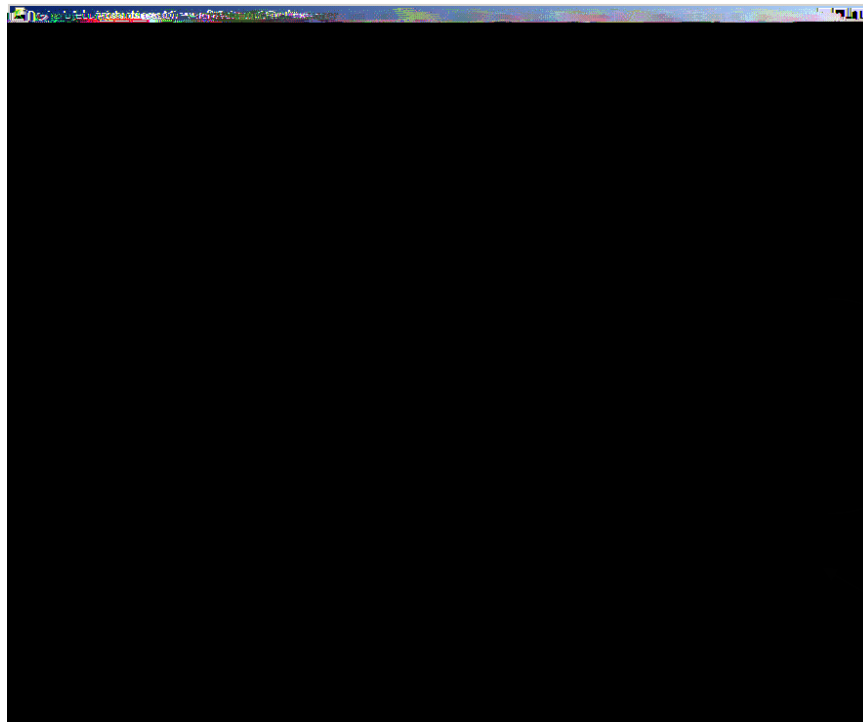
DSD Query Menu Login

A1. Initiate a web browser (i.e. Internet Explorer or Netscape)

A2. Navigate to

Report Details

C1. A separate window is displayed which details the grants associated with the logged-in ID.

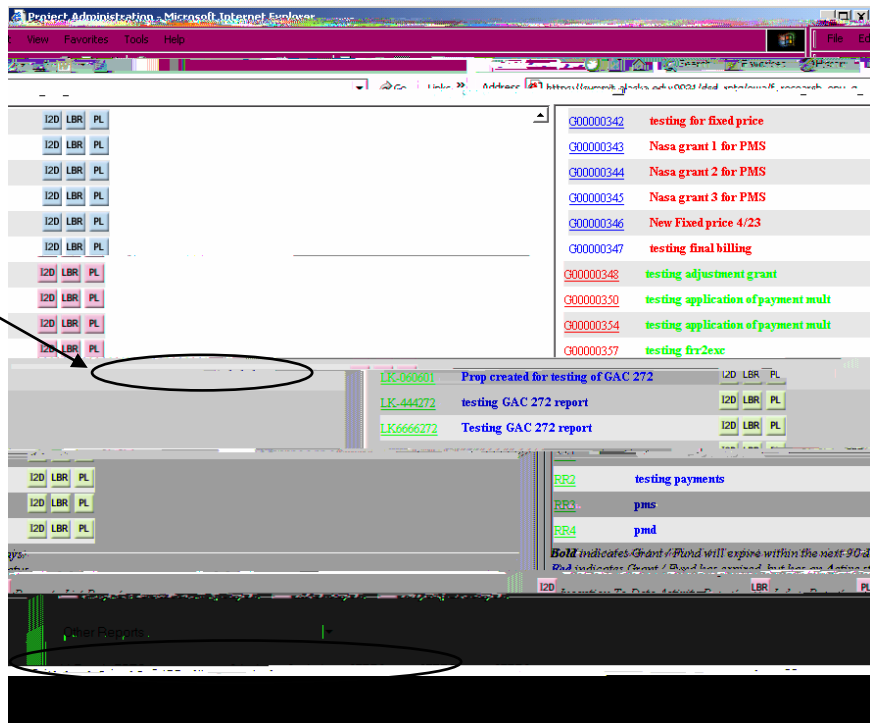


These funds are less than 90 days old.

The horizontal line separates funds less than 90 days old from those that are older than 90 days.

The same is true for the grant display.

Red text indicates that the grant has expired but is still active. This grant is also older than 90 days.



Refresh Date indicates how current the data is

C2. This report provides a wealth of information about the grants and funds for the requested ID as well as direct links to additional reports.

A grant or fund title displayed in **bold** indicates that the grant or fund will expire within the next 90 days.

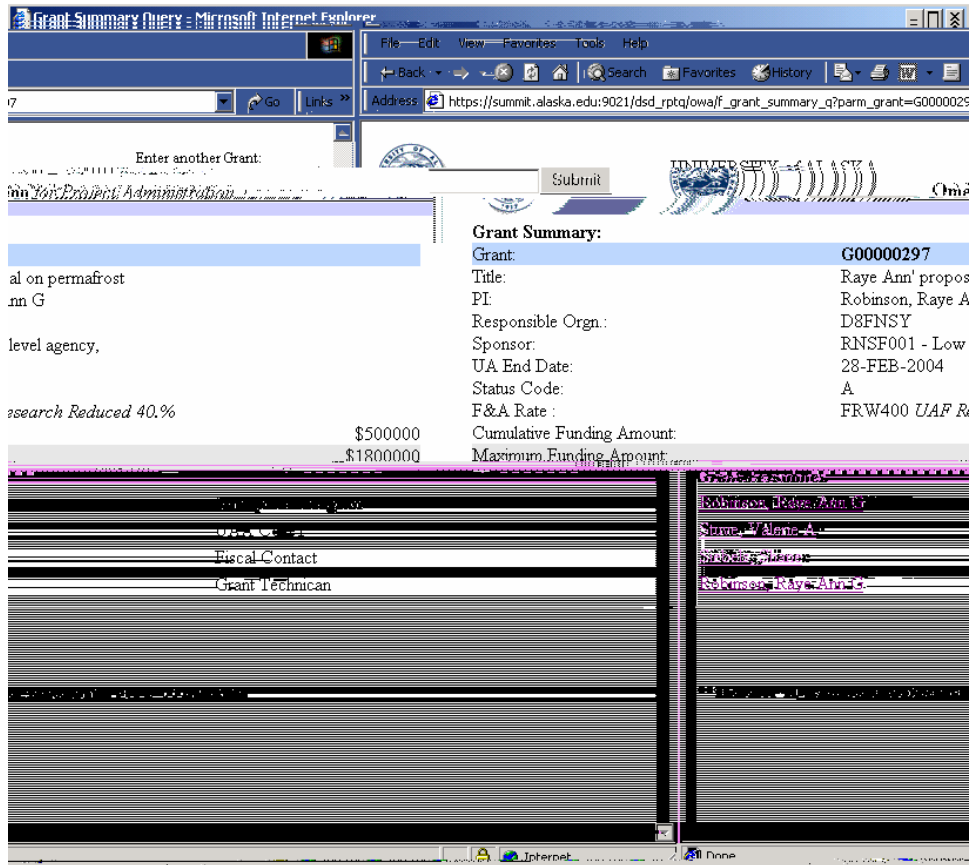
A grant or fund title displayed in **red** indicates that the grant or fund has expired but has an active *STATUS*.

A grant title displayed in **green** indicates that the grant does not have a *PROJECT END DATE* defined.

A fund title displayed in **green** indicates that the fund does not have a *PROJECT END DATE* defined.

Grant Summary

- D1. To review summary information about the grant, click the **grant number of interest**. A new web window is initiated and the Grant Summary Report is displayed.



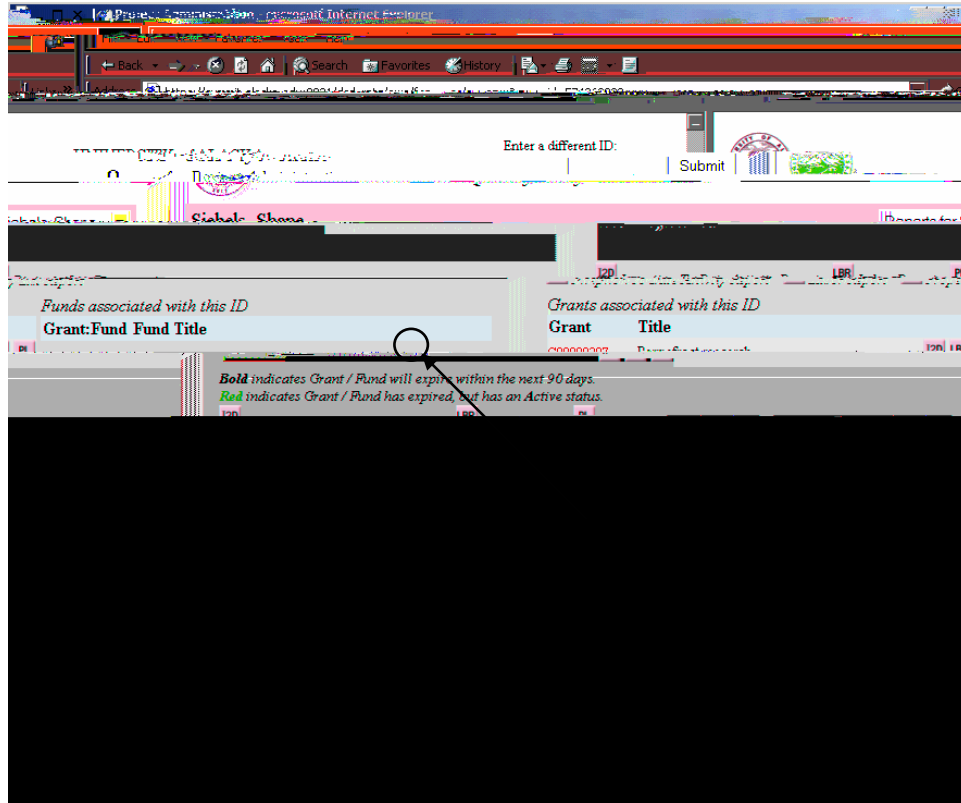
- D2. The name and title of the personnel assigned to the grant are listed at the bottom of the summary report. To view details of the grants associated with one of the Grant Personnel, click on the **Grant Personnel name of interest**.

The original web window detailing the grants for the logged-in ID is updated with the information about the grants for the selected Grant Personnel.

See the Report Details section of this documentation for information about the data displayed.

Inception to Date Reporting

- E1. Once the Grants and Funds detail is displayed, inception to date (I2D) reporting can be viewed for a specific grant or fund.



- E2. Click the <I2D> button for the grant of interest. The Grant Budget Inception to Date report is displayed. This report lists all funds attached to the requested grant as well as a grant total summary.

- ★ The Grant Budget Inception to Date report is part of the QMenu library and can be run independently of Project Administration, if desired.
- ★ The inception to date report can be run for a specific grant or a specific fund.

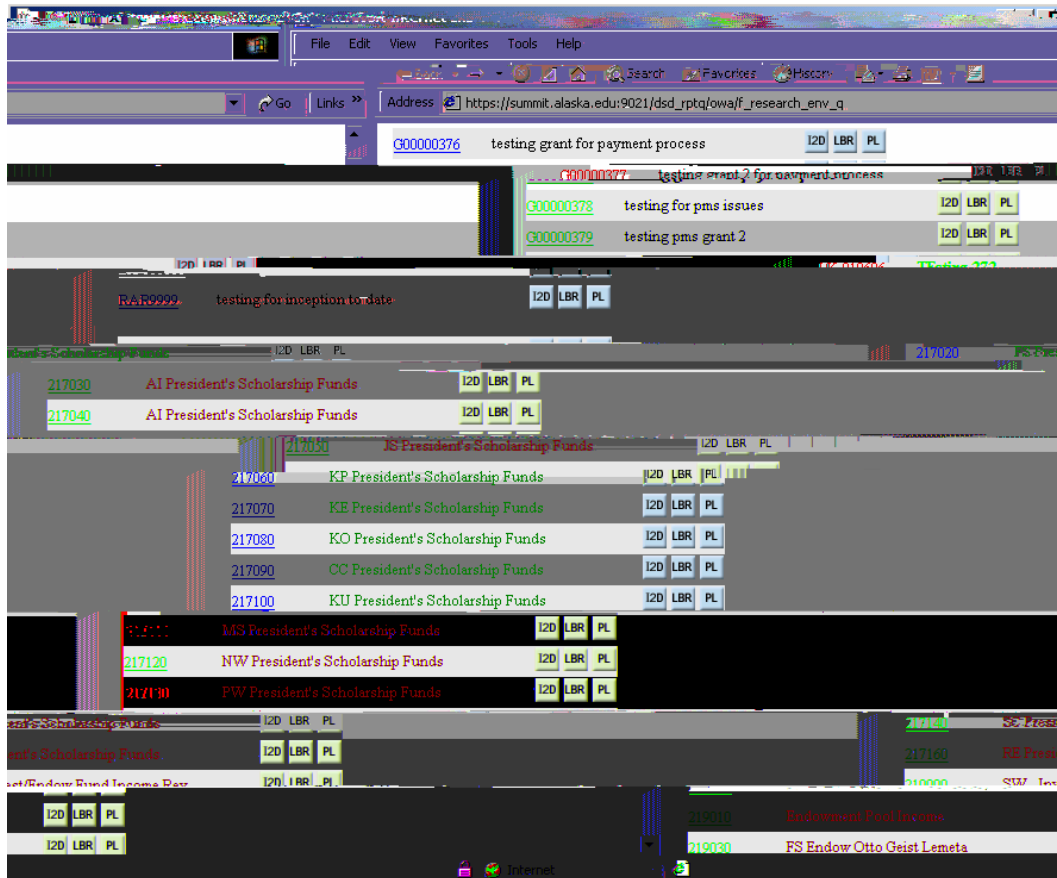
- E3. Click a displayed fund code or enter any of the parameters listed at the bottom of the report for more information. If the wildcard character, %, is entered in the *ENTER FUND* field, all funds for the grant will be displayed.
- E4. If the *ENTER ORGN* field is entered, information for the specified organization code(s) for a fund or the entire grant is displayed, depending on the requested fund parameter.
- E5. The *SORT BY ORGN CODE* defaults to **FALSE**. To sort output by organization code, update to TRUE.
- E6. To view the report without the heading information and the parameter information at the end of the report, update *PRINTER FRIENDLY* to **TRUE**.
- E7. Once all parameters of interest are entered, click the <Get Summaries for ALL Fund(s)> button.

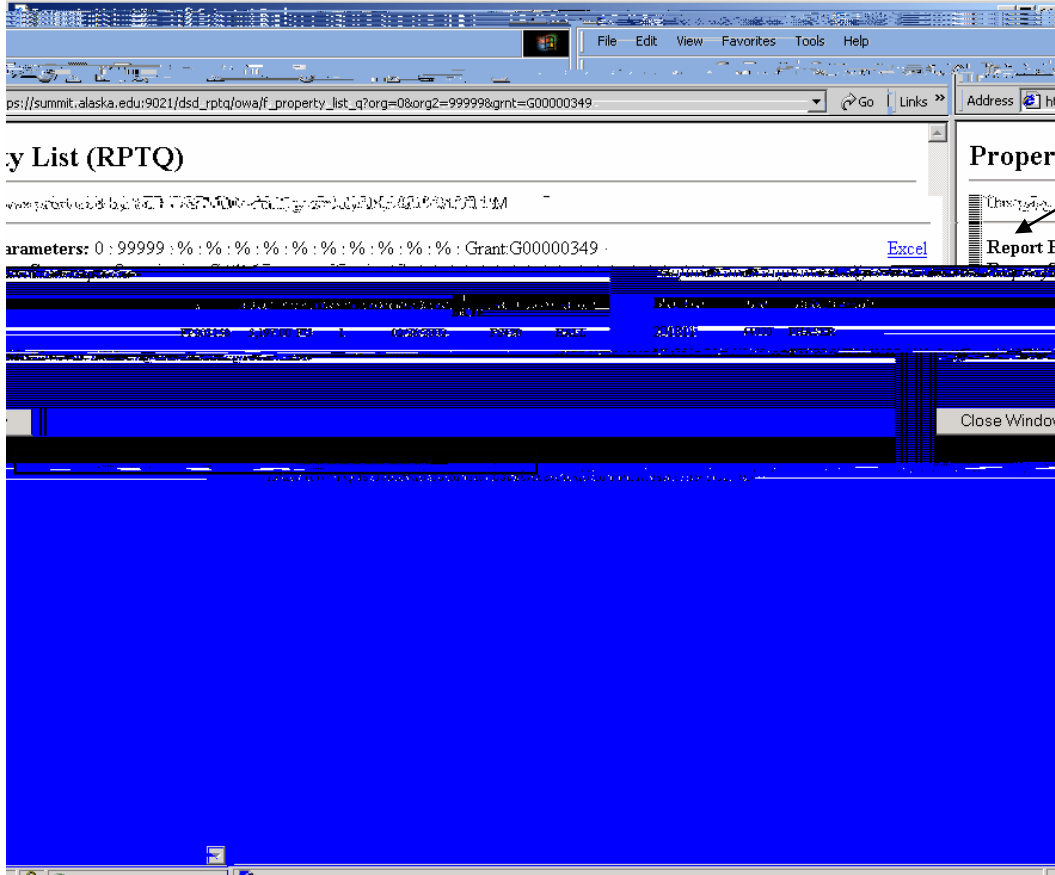


The last refresh date, which is displayed on every page, indicates how current the data is that is displayed.

Property List Reporting

F1. Once the Grants and Funds detail is displayed, property list (PL) reporting can be viewed for a specific grant.



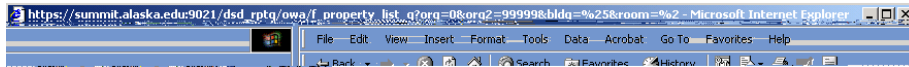


Click <Excel> to download the report into a Microsoft Excel spreadsheet.

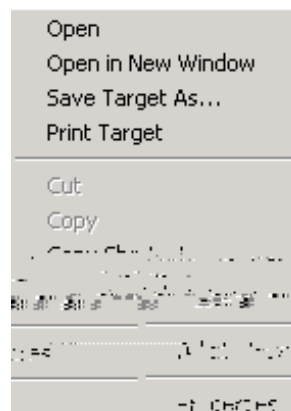
Download to Excel

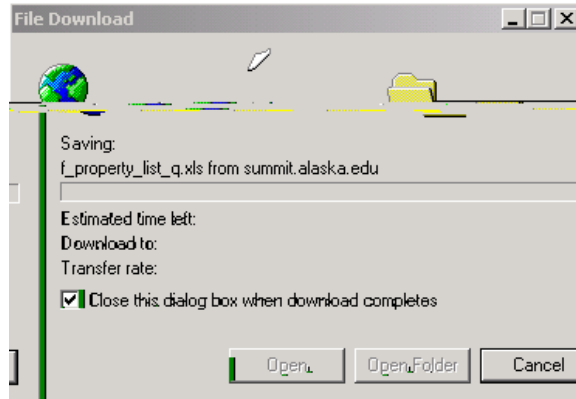
G1. The property list report can be downloaded to a Microsoft Excel spreadsheet.

To view the spreadsheet click the *<Excel>* link displayed at the top right of the report. The spreadsheet is displayed in the web window. Continue with step G2.

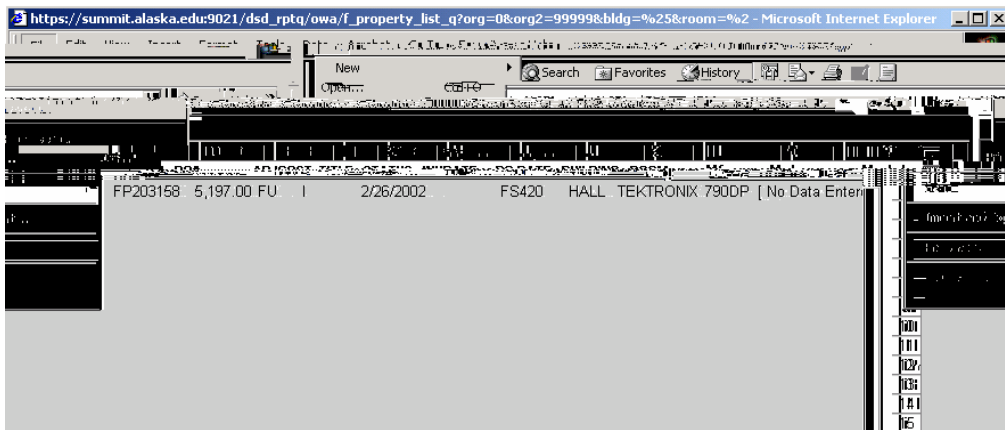


To download the file directly to Microsoft Excel, right-click on the *<Excel>* link displayed at the top right of the report. A popup menu is displayed.



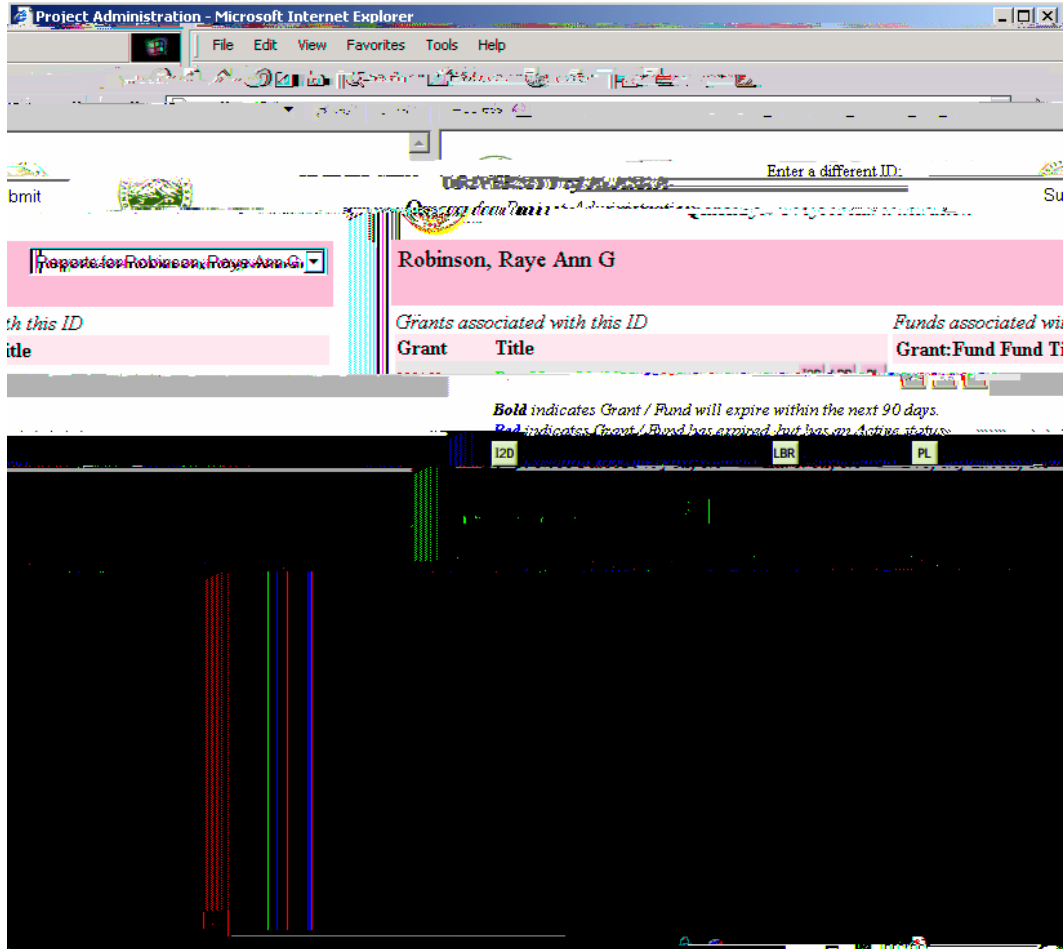


G2. Once displayed in the web window, the report can be saved in Excel format. Click <Save As> from under the <File> menu.



Labor Reporting

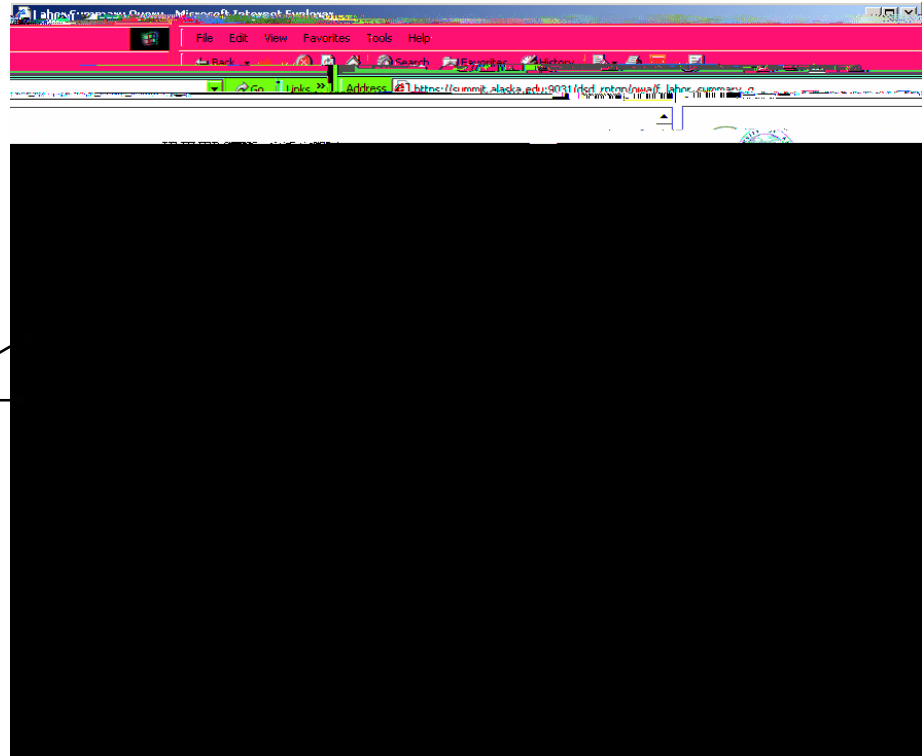
H1. Once the Grants and Funds detail is displayed, labor (LBR) reporting can be viewed for a specific grant or fund.



H2. Click the <LBR> button for the grant or fund of interest. The Labor Summary report is displayed in a separate web window.

Summary information is provided for each fund attached to the grant if the report was requested for a specific grant.

If the labor report is requested for a specific grant, the report is broken down by fund.



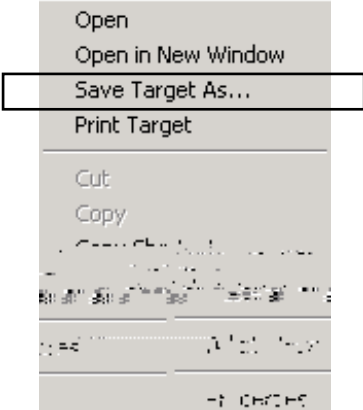
Labor Summary Query - Microsoft Internet Explorer						
80	881.54	Detail in: HTML Excel	Rose, Corlene M	1997-19-		
688	7,568.76	Total for	Rose, Corlene M			
43	473.83	Detail in: HTML Excel	Shannon, Elaine C	1997-19-		
Shannon, Elaine C	1997-19-2	46	506.89	Detail in: HTML Excel		
Shannon, Elaine C	1997-19-3	43	473.83	Detail in: HTML Excel		
Excel	Shannon, Elaine C	1997-19-4	-43	-473.83	Detail in: HTML	
Detail in: HTML Excel		Vandre, Wayne G	1997-7-1	-40	-2,056.20	
Detail in: HTML Excel		York, DeShana Dekerlegand	1997-13-0	24	464.98	Detail in: HTML Excel
36	677.99	Detail in: HTML Excel	York, DeShana Dekerlegand	1997-16-0		
37	696.80	Detail in: HTML Excel	York, DeShana Dekerlegand	1997-17-		
Detail in: HTML Excel		York, DeShana Dekerlegand	1997-17-1	-37	-696.80	Det
73.99	1,355.04	Total for	York, DeShana Dekerlegand			
4160.49	60,363.53	Fund Total				

Refresh date indicates how current the data is that is

If the labor report is requested for a specific grant, the report is broken down by fund and the total for the grant is displayed at the bottom of the report.

Download to Excel

I1. The labor report for the grant or the fund can be dow



Click <Save Target As...>. A dialog box is

Set the path in the

Expired Grants	Lists grants that are expiring this month, next month, or in two months. Also displays grants that have expired but have an active status.
Expiring Grants	Same as Expired Grants report but does not display grants that have expired but have an active status.
Expiring Funds	Lists funds that are expiring this month, next month, or in two months.
Current and Pending Support	Lists all committed support for the id of interest
Other Support	Lists all active, pending, and overlap support for the id of interest

★ With the exception of the Expired Grants report, the reports listed above are part of the QMenu library and can be run independently of Project Administration, if desired.