
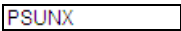
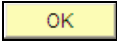



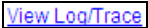







Award Activity- Summary

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| 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.  |

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| 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.  |

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