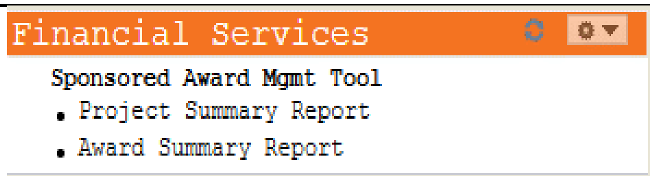
AWARD SUMMARY REPORT

NOTE: CLICK THE CANCEL BUTTON AT THE BOTTOM LEFT OF ANY PAGE TO GO BACK ONE PAGE

From MySlice select Award Summary Report hyperlink in the Financial Services pagelet.



All of your active awards (status is Accepted) are listed in the Sponsored Award Summary section. You may have to click View All to expand the page. **Note:** if you have department level access to program 00013 you will see all awards for which the primary project resides in your department and any awards for which you have FAST Award Level access.

Click Search. Total Project Expenses by Budget Category for all the Awards in the Sponsored Award Summary will display in the Expense Detail grid. **Note**: the download icon on any grid exports the data in that grid to Excel.

Click the Cost Share tab in the Expense Detail grid. Total Cost Share by Budget Category for all the Awards in the Sponsored Award Summary will display in the Expense Detail grid.

Change Award Status to Closed, click Search. All of your closed awards are listed in the Sponsored Award Summary section and the Expense Detail totals update.

Change Award Status to {blank}, click Search. All of your active (accepted), closed and Forward Funded awards are listed in the Sponsored Award Summary section and the Expense Detail totals update. **Note**: An indicator of 'FF' displays to the right of the Contract Number when Forward Funded. Clicking on the FF hyperlink will display Forward Funded Detail.

Click the Expand All icon in the Sponsored Award Summary. Scroll to the right to see additional detail for each award. This detail can also be displayed by clicking the Details tab.

If available, click an Award Brief hyperlink (on the Details tab). A listing of pdf OSP award documents will display. Click any link to

Click an Award Notes hyperlink (on the Details tab). Pre-audit notes that have been entered by OSA display. Click View All to see all Notes.

Select a filter (PI, Sponsor, Dept,etc.) then click Search. The Sponsored Award Summary and Expense Detail grids re-populate with filtered data.

DRILLING THROUGH CONTRACT, PROJECT, ACTIVITY

Click Sponsored Award Summary on the Menu at the top of the page, then click Search.

The number in parenthesis next to the Contract Number indicates the number of projects associated with the Award. Click on a Contract Number hyperlink. The Sponsored Project Summary will display associated projects and the Expense Detail grid relects total Project Expense or Cost Share by Budget Category for all projects displayed.

Review Burn Rate calculations and Indicator. Click the selection box next to Burn Rate Includes Commitments to recalculate the burn rates to include commitments.

The number in parenthesis next to the Project ID indicates the number of activities associated with the Project. Click on a Project ID hyperlink. The Project Activity Summary will display associated activities and the Expense Detail grid relects total Project Expense or Cost Share by Budget Category for all projects displayed.

Click on an Activity ID hyperlink. The Activity Summary will display that Activity and the Expense Detail grid relects total Project Expense or Cost Share by Budget Category for that Activity displayed.

DRILLING THROUGH BUDGET CATEGORY, ACCOUNT CODE, NAME

Click Sponsored Award Summary on the Menu at the top of the page, then click Search.

PAYROLL CATEGORY

If available, click Senior Personnel hyperlink or Other Personnel hyperlink (prefer one with Commits). A list of Budget Categories will display expenditures and related fringe and F&A. **Note**: If not available, skip the following (*) noted tasks.

*Click the Committed tab. A list of Budget Categories will display commits and related fringe and F&A.

*Click an Budget Category hyperlink to display list of account codes. **Note**: The tab reverts to Expended. To view Committed click the Committed tab or the Expand All icon.

*Click an Account Code hyperlink to display list of Names charged to that account code (if available -based on your payroll level security).

*Click a Name hyperlink (if available) to display transaction detail.

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*Click Cancel until returned to Selected Budget Category Summary - Expenses page displaying Expenditure and related Fringe and F & A.
*Click Go To Budget Category by Month Summary hyperlink to view summary of project expenses by month.
*Click CS Sum by Month tab (at top of page) to view summary of cost share by month.
*Click Cancel
*Click Go To Budget Category by Month with Account Summary hyperlink to view summary of project expenses by month with account code.
*Click Cancel
*Click Go To Budget Category by Employee Summary hyperlink to display list of Names charged to that budget category (if available -based on your payroll level security).
*Click an Emplid hyperlink, then Search. Select Job Record to view Appointment. **Note**: Access is based on HR security.
Click Sponsored Award Summary on the Menu at the top of the page, then click Search.
PARTICIPANT COSTS CATEGORY If available, Participant Costs hyperlink (prefer one with Commits). A list of Budget Categories will display expenditures and related fringe and F&A. **Note**: If not available, skip the following (**) noted tasks.
**Click an Expended Budget Category hyperlink to display list of account codes.
**Click an Account Code hyperlink to display list of Names charged to that account code.
**Click a Name hyperlink to display transaction detail.
Click Cancel until returned to ***Selected Budget Category Summary* page displaying Expended Budget Category and related F & A.
**Click Go To Budget Category by Month Summary hyperlink to view summary of project expenses by month.
**Click Go To Budget Category by Month with Account Summary hyperlink to view summary of project expenses by month with account code.
**Click Cancel. Click Cancel again.
**Click Go To Participant Costs by Name Summary hyperlink
**After reading the instructions provided on the page, Search for a participant
**Click an Expended Name hyperlink
**If transaction detail contains more than one Activity ID, populate Search by Activity ID box and Search
Click Sponsored Award Summary on the Menu at the top of the page, then click Search.
Click any non-payroll or non-participant costs Budget Category hyperlink.
Click an Expended Budget Category hyperlink to display list of account codes.
Click an Account Code hyperlink to display list of Names charged to that account code.
Click a Name hyperlink to display transaction detail.
If available, click PO Number hyperlink to view PO Inquiry.
Click Cancel until returned to ***Selected Budget Category Summary*** page displaying Expenditure and related F & A.
Click Go To Budget Category by Month Summary hyperlink to view summary of project expenses by month.
Click Go To Budget Category by Month with Account Summary hyperlink to view summary of project expenses by month with account code.
AWARD SUMMARY FOR SELECTED DATE RANGE
Click Sponsored Award Summary on the Menu at the top of the page, then click Search.
Choose an active award with expenditures and enter the Contract Number CON#####) in the Contract filter box. Click Search.
Click Award Summary-Date Search hyperlink.
Enter '2015' in the **Calendar Year** filter box, Click Search to display summary totals for January-December 2015.
Click Clear.
Enter 'FY15' in the **Fiscal Year** filter box, Click Search to display summary totals for July 2014-June 2015.
In **Calendar** section, enter From Month/Year '01 2015' and To Month/Year '8 2015' and click Search to display summary totals for January-August 2015.
Click Clear.

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In **Fiscal** section, enter From Month/Year '01 FY15' and To Month/Year '6 FY15' and click Search to display summary totals for January-June 2015.