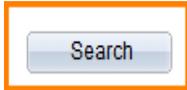


1. Why can't I see the links to Sponsored Award Management tool on my MySlice page?

Ask your Information Coordinator to confirm that you have the proper FAST access to the financial system. Access is achieved by having the PI, Project Manager, Grant Account Clerk role assigned with named awards or projects, or by having Department level/Program 00013 assigned on the PROD PS9.1 FAB-Campus USE template. Please see documentation for further details on security.

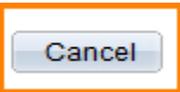
2. Why does my Expense Detail Grid only show zeroes?

When you first enter the Summary Page you must click the Search Button to refresh your financial information.



3. Where is the Back button?

The cancel button acts as the back button as part of PeopleSoft standard functionality and is located at the bottom left of each page.

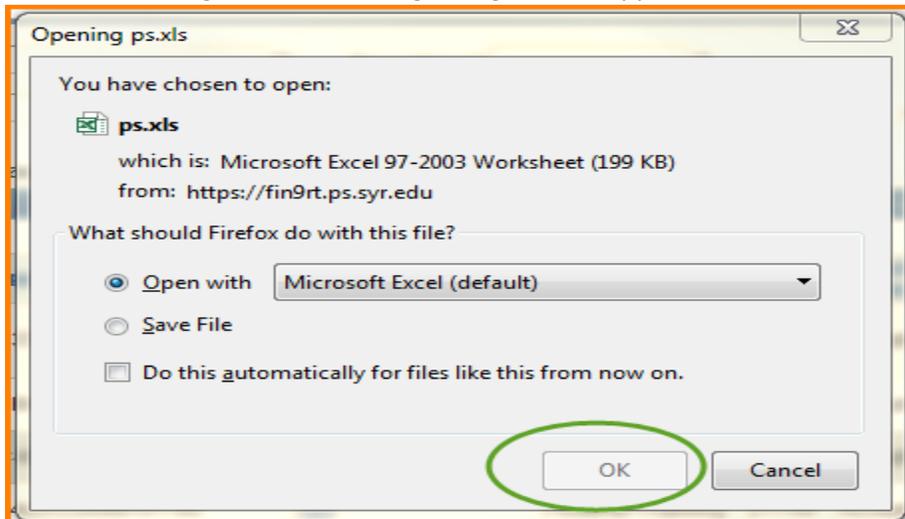


4. How do I download the data from a grid to Excel?



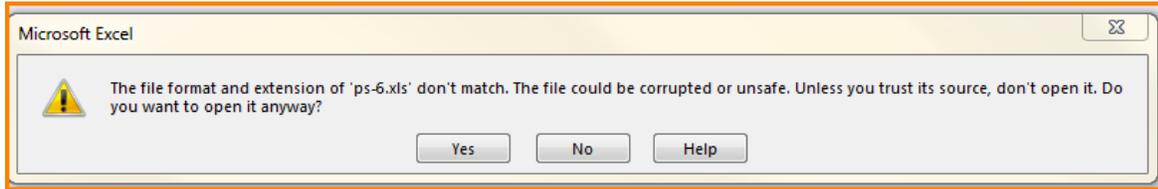
Click on the Download icon.

You may encounter pop-up blockers depending on your browser settings, allow the pop-up and click the download icon again. The following dialog box will appear:



You can select "Open with Microsoft Excel" or "Save File" and then click OK.

If you click Open with Microsoft Excel you will receive the following message:



Click Yes.

If you click Save File, the file will go to your download directory.

5. How do I know if my burn rate calculations contain commitments?

The “Burn Rate Includes Commitments” box will be checked.

Example:

Commitments are *not* included:



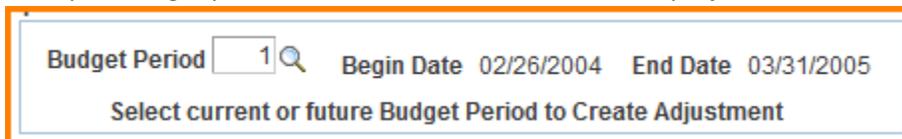
Commitments are included:



6. Why can't I create a new budget scenario?

Look at the budget periods available for selection. If the current date exceeds the budget period end date you will not be allowed to create a new budget period scenario.

Example: Budget period ends on 3/31/2005 – “What-if” projections are no longer available for use.



7. Why do awards/projects that are past the end date still have Accepted/Active status?

The award/project status will remain Accepted/Active until the award is closed in PeopleSoft by OSA. Awards cannot be closed until all the terms of the agreement have been met.

8. Why can't I see my older closed awards?

Closed awards are displayed until the record retention date set by the sponsor.