

RFA Grants Statement

1. Sign-on to your Reporting & Inquiry responsibility
2. Open “Reports” from your Navigator screen.
3. The Submit a New Request screen opens. Select the “Single Request” option and click the “OK” button.
4. The Submit Request screen will open. Click on the LOV field located to the right of the “Name” field.
 - a. The Report screen comes into view. Click on “Program-Run Financial Statement Generator”.
 - b. Click on the “OK” button. The Parameters screen will appear.
5. With your cursor blinking in the “Report” field, type “RFA G” and hit your Tab key.
 - a. The “RFA GRANTS STATEMENT” will fill in the “Report” field automatically.
6. The Parameters screen will reappear, with the “Period” field highlighted.
 - a. Making sure the “Period” field is highlighted, click on the LOV field to the right of the “Period” field.
 - b. A Period screen will appear. Scroll down to view the desired period. Click on your selection.
 - c. Click on the “OK” button to return to the Parameters screen.
7. If running the report for one project place your cursor in the “Segment Override” field and enter the project number in the Chart of Accounts screen that appears. Delete the content set in the “Content Set” field.
8. To request statements for a range of departments, skip the “Segment Override” field and do not delete the content set.
9. Click on the “OK” button. This returns you to the Parameters screen.
10. Click on the “OK” button.

Submit Request

Run this Request... Copy...

Name **Program - Run Financial Statement Generator**

Parameters

Parameters

Report **RFA GRANTS STATEMENT** Revenue & Expense

Period **SEP-01**

Currency **USD**

Rounding Option **Calculate Then Round**

Segment Override **01.67150...30282.00000**

Content Set

Row Order **RFA Grant Stmt**

Display Set

Output Option

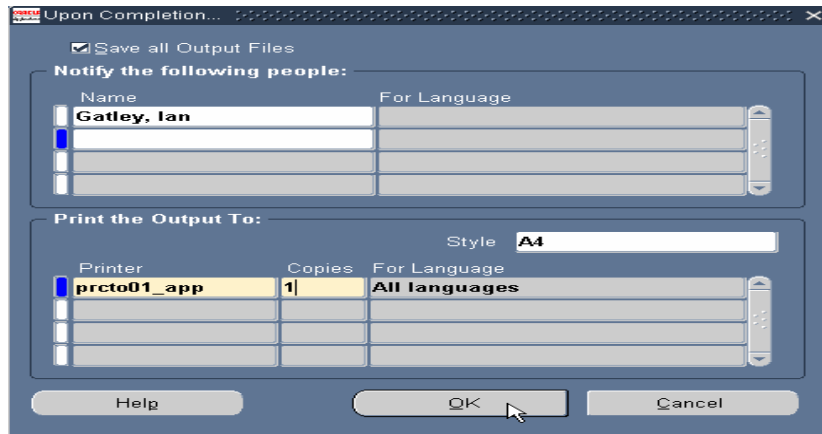
Exceptions

Level of Detail

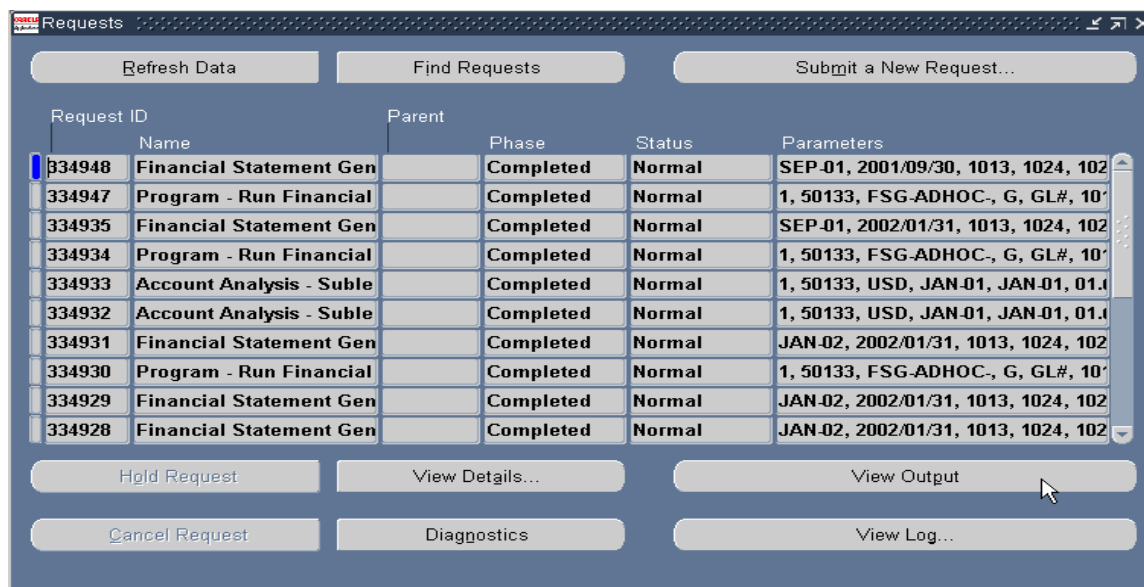
Date **30-SEP-2001**

OK Cancel Clear Help

1. In the “Submit Request” screen click on the “Options” button to print the report or e-mail it to someone.
 - a. To send an e-mail notification select the employee from the list of values in the “Name” field within the “Notify the following People:” section on the “Upon Completion” screen.
 - b. Repeat for as many employees that you want to e-mail.
 - c. To print select a printer from the list of values in the “Printer” field and the number of copies within the “Print the Output To:” section on the “Upon Completion” screen.
 - d. Repeat for as many printers as you need.
 - e. Click on the “OK” button. The Submit Requests screen reappears.
2. Click on the “Submit” button.



3. The “Requests” screen automatically opens with your request id highlighted in blue.
4. The “Financial Statement Generator” is a second request generated by the first. This is the request that will create your report. (Click on the “Refresh Data” button to update the Phase of your requests)
5. When the Phase and Status are “Completed” and “Normal” for the two jobs you can view the report online by clicking the “View Output” button. Your report will display on the screen for you to view.
6. Submit a new request from the “Requests” screen by clicking on the “Submit a New Request” button.



7. You can copy a previous request by clicking on the “Copy” button in the “Submit Request” screen..
8. When you copy a previous request you can change the parameters (period, segment override, etc.) by clicking in the “Parameters” field.