## How to Find and Utilize Grant Expense Reports:

- Begin my typing "uservices.case.edu" into your Web Browser (Google Chrome is best)

PeopleSoft ERP

- Financials 9.2
- **Financials Reporting 9.2**
- Financials Monthly Reports
- Human Capital Management 9.2
- Employment Opportunities (Internal)
- Employment Opportunities (Public)
- Student Information System 9.2
- Schedule of Classes

- Choose Financial Reporting 9.2
- You will be brought to the Home Page Below (which will look different depending on one's access)
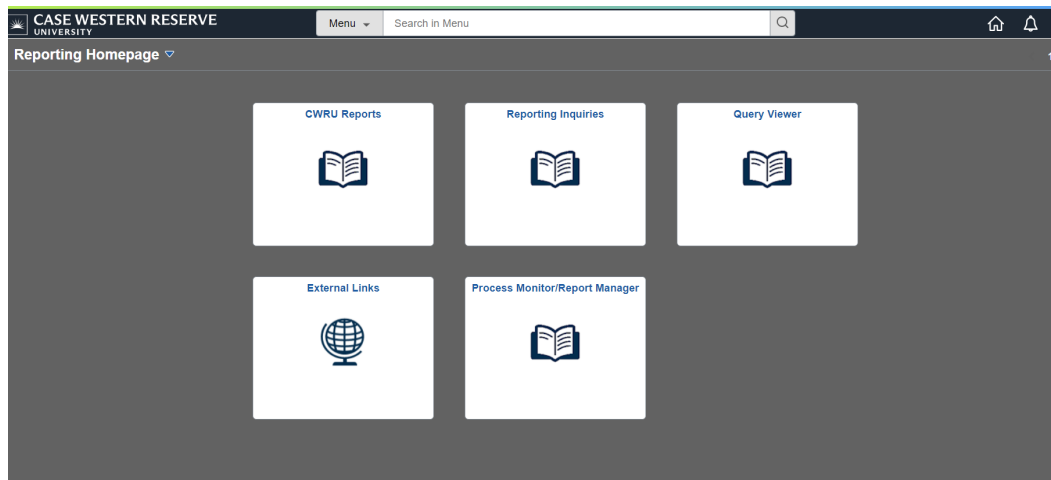
- Click into the "CWRU Reports" tile.
- You will then be brought to the below screen.
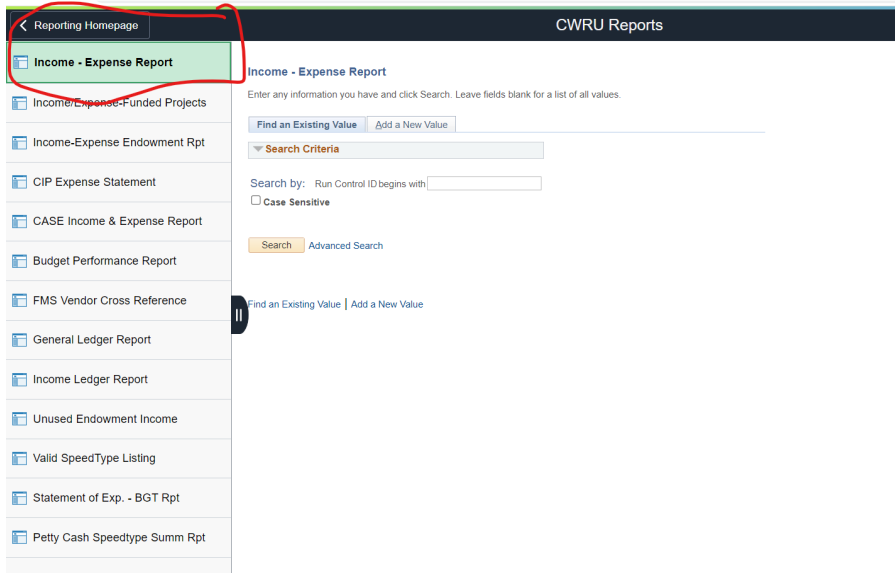
● You will automatically be placed into the "Income – Expense Report" tab, so it is <u>IMPORTANT</u> that you click on the "Income/Expense-Funded Projects" to find Expense Reports for Federally funded Research, Training, and other special projects.
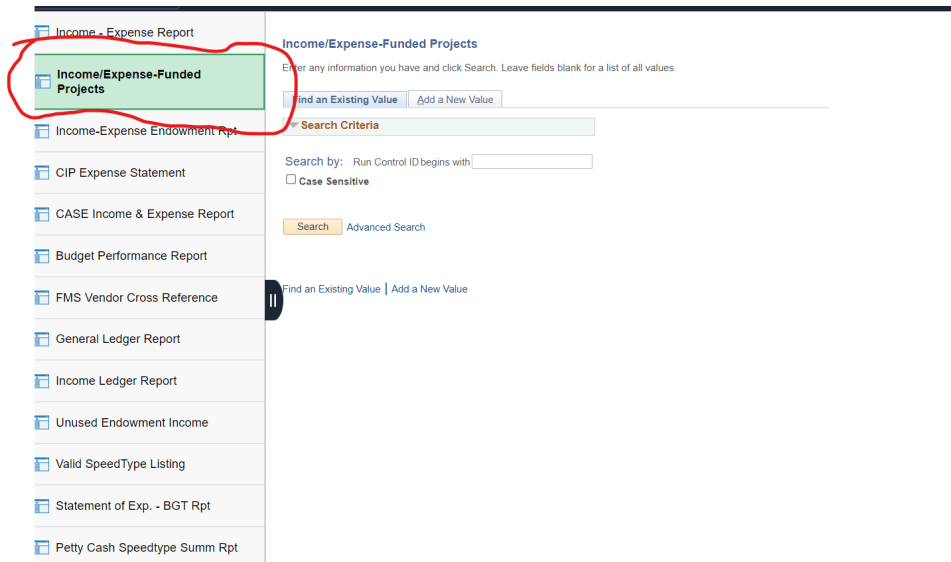
- You will more than likely have to establish a report template for your project unless you have already done so, in which case please disregard the next few steps and move forward with submitting your request.

Income/Expense-Funded Projects

Find an Existing Value | **Add a New Value**

*Run Control ID [   ]

Add

Find an Existing Value | Add a New Value

- Click on the "Add Value" tab on the main page.
- Choose a "Control ID", which can be thought of as a label or category you would like your report to represent.
  - For instance, for NSF would be a simple heuristic that indicates this report is for the Fellowship program.
- After assigning the report a "Control ID" the ledger details need to be selected.
- You will have to select the fiscal year, the fiscal periods, and the speed type(s) that are to be examined.
  - One can add several speed types they wish to examine either by using a range method (ex. TRN515429 to TRN515445 would include every speed type between those within the report.) or they can simply add another line by clicking the "+" icon within the speed type information box.

Income/Expense-Funded Projects

Run Control ID   NSF   Report Manager   Process Monitor   Run

Accounting Period Information:

*From Fiscal Year: [   ]   *Accounting Period: [   ]
*To Fiscal Year: [   ]   *Accounting Period: [   ]

Personalize | Find | View All | | First   1 of 1   Last

From SpeedType	To SpeedType		
1 [ ]	[ ]	+	−

Save   Notify   Add   Update/Display

- Be sure to "Save" the report before running.
- After saving the report click "Run" in the top right-hand corner.

Income/Expense-Funded Projects

Run Control ID   nsf   Report Manager   Process Monitor   Run

Accounting Period Information:

*From Fiscal Year: [____]   *Accounting Period: [____] 🔍
*To Fiscal Year: [____]   *Accounting Period: [____] 🔍

Personalize | Find | View All | 🔳 | 🔳   First ◀ 1 of 1 ▶ Last

	From SpeedType	To SpeedType		
1	[____] 🔍	[____] 🔍	➕	➖

💾 Save   📧 Notify   📋 Add   📄 Update/Display

- Once clicked a pop-up window will appear asking you to verify the details and format you wish. Unless otherwise specified it will default to PDF, which is generally the most used and accessible.

Process Scheduler Request   ✕

                                                                           Help

User ID sxk1930   Run Control ID GRFP

Server Name [_____ ▾]   Run Date 11/30/2023 📅
Recurrence [_____ ▾]   Run Time 1:59:11PM   [Reset to Current Date/Time]
Time Zone [_____] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	CWGL0030	CWGL0030	SQR Report	[Web ▾]	[PDF ▾]	Distribution

[OK]   [Cancel]

- Click "OK" once you have confirmed your details.

- After clicking "OK" you will be brought back to the "Accounting Period Information" homepage

- To check on the status of your report click on the "Process Monitor" button to be directed to your process list page as seen below. This page will show any reports that you have processed recently.

Process List | Server List

View Process Request For

User ID sxk1930
Type [ ] Last [ ] 1 Days [ ] Refresh

Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear

Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset

▼ Process List

1-1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6682889		SQR Report	CWGL0030	sxk1930	11/30/2023 1:59:11PM EST	Success	Posted	Details

Go back to Income/Expense-Funded Projects

Save | Notify

Process List | Server List

- You must wait until the "Run Status" column shows as "Success".

Process List | Server List

View Process Request For

User ID sxk1930
Type [ ] Last [ ] 1 Days [ ] Refresh

Server [ ] Name [ ] Instance From [ ] Instance To [ ] Clear

Run Status [ ] Distribution Status [ ] ☑ Save On Refresh Report Manager Reset

▼ Process List

1-1 of 1

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6682889		SQR Report	CWGL0030	sxk1930	11/30/2023 1:59:11PM EST	Success	Posted	Details

Go back to Income/Expense-Funded Projects

Save | Notify

Process List | Server List

- To access the report once in "Success" status you must click on the "details" hyperlink.

Process List   Server List

View Process Request For

User ID sxk1930   Type [▾] [Last ▾]   1 [Days ▾]   Refresh

Server [▾]   Name [🔍]   Instance From   Instance To   Clear

Run Status [▾]   Distribution Status [▾]   ☑ Save On Refresh   Report Manager   Reset

▼ Process List

|◀ ◀   [1-1 of 1 ▾] ▶

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	6682889		SQR Report	CWGL0030	sxk1930	11/30/2023 1:59:11PM EST	Success	Posted	Details

Go back to Income/Expense-Funded Projects

Save   Notify

Process List | Server List

- It will prompt a "Process Details" pop-up window to appear, and under the "Actions" Header you will want to click on the "View Log/Trace" hyperlink in order to get a PDF version of the report you ran.

- After clicking on the "View Log/Trace" hyperlink a more detailed window will appear. In this window you will find a PDF version of your report.

- Download the PDF to begin your examination.