Running Reports in WVU Grants View

| **PURPOSE**	**TRIGGER**	**ASSISTANCE**
Use this procedure to run reports in the WVU Grants View module.	Perform this procedure when you need to see the balance for an award or see expenditures.	If you need assistance, please report your issue to the Self Service Help Desk: • http://it.wvu.edu/support/service-desk/selfservice

PROCEDURE

Navigator – WVU Grants View

1. Select **WVU Grants View** from the *Main Menu*.

2. Click on **Reports** to expand the options.

3. Click on **Run**, to open the *Submit a New Request* window.
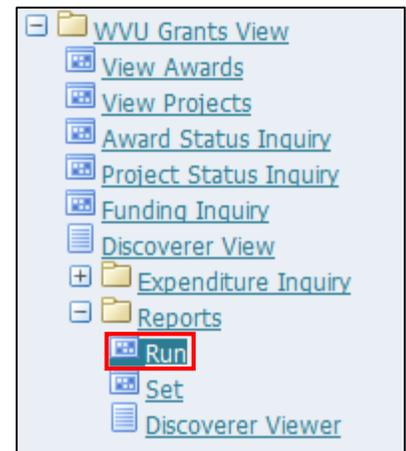
Submit a New Request

4. Click **OK** to accept the default of a *Single Request*.
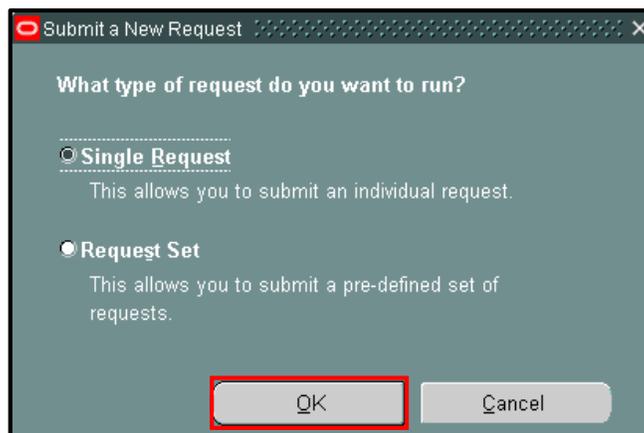
Submit Request

5. Click in the *Name* field to access the list of values (LOV).

6. Select one of the following reports, and then click *OK*. The following example uses the *WVU Expenditure Budget Summary*.

Report Name	Description
WVU Expenditure Budget Summary	Shows the budget and balance for an award.
WVU Expenditure Detail Report	Shows details of expenditures for a specific month.

Parameters

7. Complete the following fields in the Parameters screen:
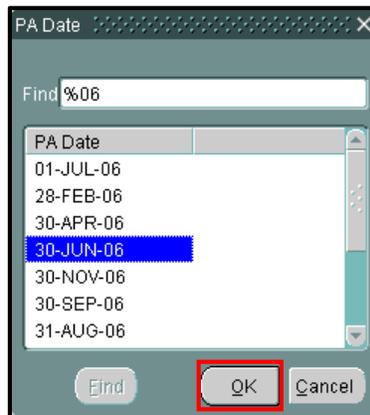
Field Name	Description
PA Date	Select a date from the list of values. **Example:** 30-JUN-06
Award Number	Select an award number from the list of values. **Example:** 1001659R

8. Click the LOV button in the *PA Date* field.
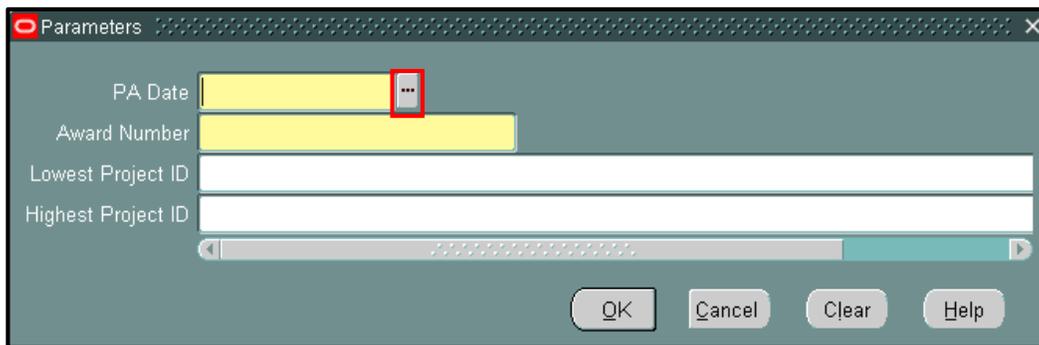
9. Enter a part of the date with % as a wildcard in the *Find* box (for example, search *%14* to see all *PA Dates* from 2014).

10. Click the *Find* button.

11. Select the desired *PA Date*, and then click *OK*.

12. Enter the full award number in the *Award Number* field, or click the LOV button in the *Award Number* field to search for the award number using the scroll bar or the wildcard symbol (%).

It is not necessary to enter the *Lowest* and *Highest Project ID* fields. Entering these fields will be most useful when the award is a cost share or is funding multiple projects.

13. Click **OK**.

Submit Request

14. The parameters you entered in steps 10 and 11 will show in the **Parameters** field.

15. Perform one of the following:

If	Go To
You want to print the report now	Step 16
You do not want to print the report now	Step 23

16. Click **Options**.

17. Complete the following fields:

Field Name	Description
Printer	Select a networked printer from the list of values. **Example:** afs-prt8
Copies	Enter the number of copies to print. **Example:** 1

18. Click in the *Printer* field to access the LOV.

19. Use the scroll bar to find the desired printer, or enter part of the printer name in the *Find* box with *%* as a wildcard and click the *Find* button.

20. Select the desired printer, and then click *OK*.

21. In the ***Copies*** field, enter the number of copies you wish to print.

22. Click ***OK***.

23. Click ***Submit*** to run the report.

Requests

24. Perform one of the following:

If		Go To
The ***Phase*** column shows *Running* or *Pending*	Phase Pending	Step 25
The ***Phase*** column shows *Completed*	Phase Completed	Step 26

25. Click ***Refresh Data*** until the *Phase* column shows *Completed*.
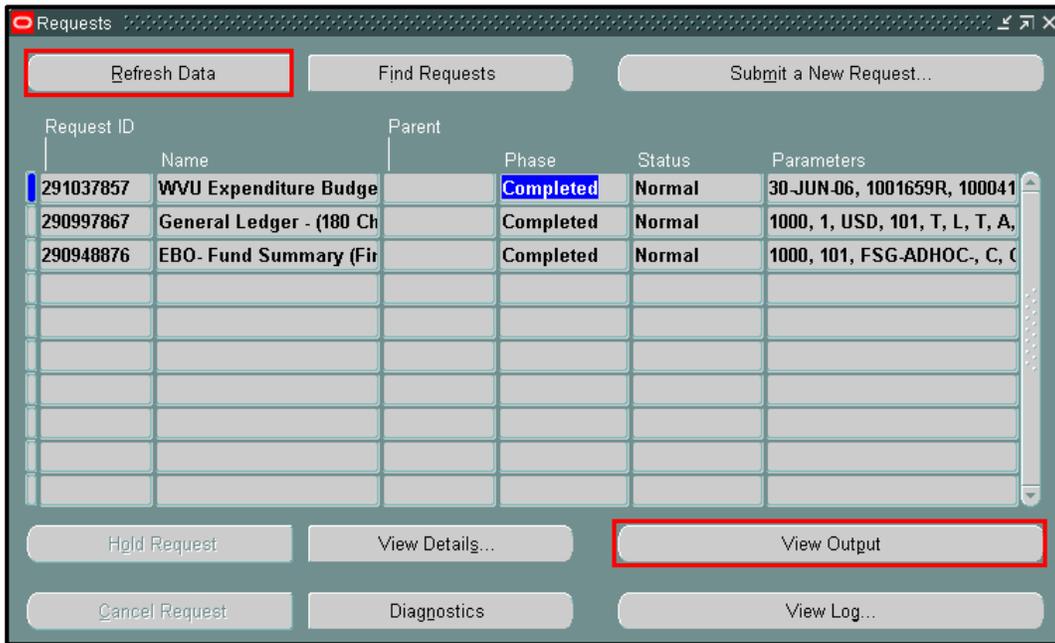
26. The completed report will begin printing if you chose to do so. The report can be viewed by clicking **View Output**.

27. Perform one of the following:

If	Then
If you *do not* wish to reprint the report	You have completed this task.
If you *do* wish to reprint the report	Continue with step 28.

28. Exit the report to return to the **Requests** screen. From the menu bar, click **Tools** and **Reprint** to view the **Republish and Reprint Request** screen.

Republish and Reprint Request

29. Complete the following fields:

Field Name	Description
Copies	Enter the number of copies to print. **Example:** 1
Printer	Select a MAP-networked printer from the list of values. **Example:** afs-prt8

30. In the **Copies** field, enter the *number of copies* you wish to print.

31. If you wish to select a different printer, click the magnifying glass image to the right of the **Printer** field to search from the LOV.

32. Click **Apply**.

33. You will receive a confirmation:

> **Confirmation**
> Your request for Reprint existing output has been scheduled. The Request ID is 291039854

34. Your report will print to the selected printer.

35. You have completed this task.

Note: Additional Grants reports are located in Data Miner, a reporting tool located within MyAccess. Data Miner retrieves information stored in MAP, but requires an access request separate from the MAP access request. View the Data Miner web page for more information.