

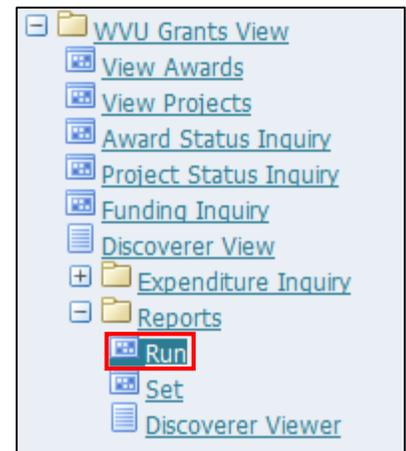
# Running Reports in WVU Grants View

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: <ul style="list-style-type: none"><li><a href="http://it.wvu.edu/support/service-desk/selfservice">http://it.wvu.edu/support/service-desk/selfservice</a></li></ul>

## PROCEDURE

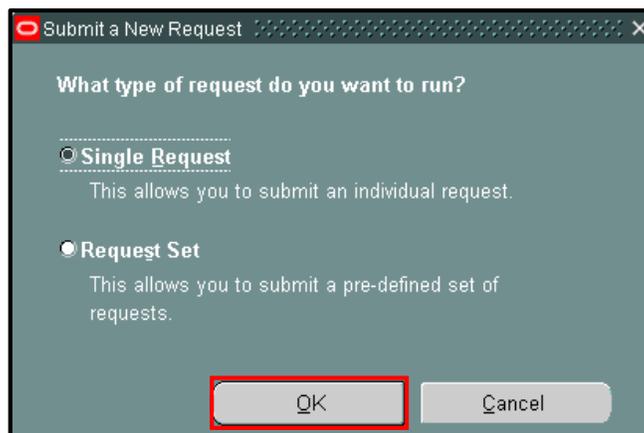
### Navigator – WVU Grants View

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

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

Submit Request

Run this Request...

Copy...

Name

Operating Unit

Parameters

Language

Language Settings...

Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

Save all Output Files

Layout

Notify

Print to

Options...

Delivery Opte

Help (C) Submit Cancel

- 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.

Reports

Find WVU Expenditure %

Name	Application
WVU Expenditure Budget Summary	WVU Financial Application
WVU Expenditure Detail Report	WVU Financial Application

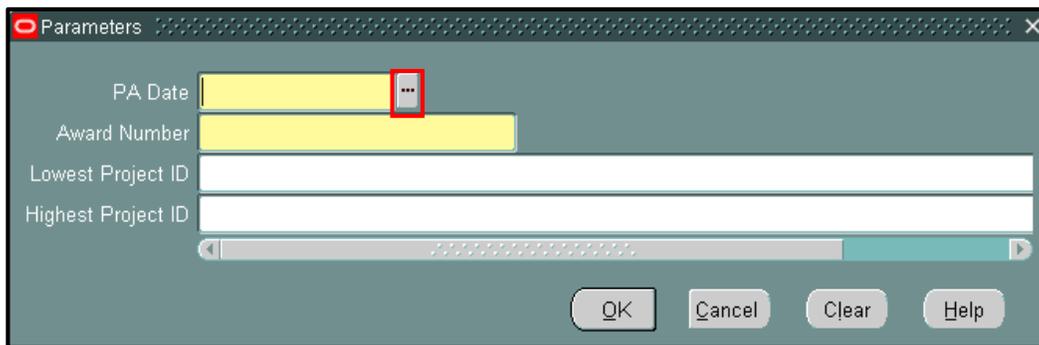
Find OK Cancel

## Parameters

7. Complete the following fields in the Parameters screen:

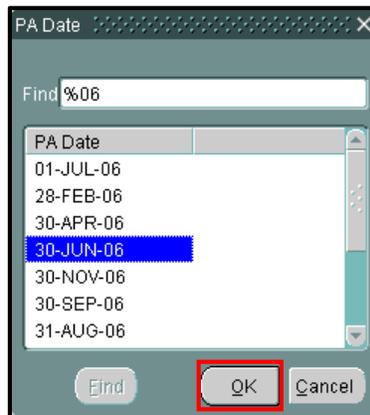
Field Name	Description
PA Date	Select a date from the list of values.  <b>Example:</b> 30-JUN-06
Award Number	Select an award number from the list of values.  <b>Example:</b> 1001659R

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**.

Parameters dialog box with the following fields:

- PA Date: 30-JUN-06
- Award Number: 1001659R
- Lowest Project ID: 10004189
- Highest Project ID: 10004189

Buttons: OK (highlighted), Cancel, Clear, Help

### Submit Request

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

Submit Request dialog box configuration:

- Run this Request...: Copy...
- Name: WVU Expenditure Budget Summary
- Operating Unit: Morgantown Procurement
- Parameters: 30-JUN-06:1001659R:10004189:10004189 (highlighted)
- Language: American English
- Language Settings... | Debug Options
- At these Times...: Run the Job: As Soon as Possible | Schedule...
- Upon Completion...:
  - Save all Output Files
  - Layout: | Options...
  - Notify: | Delivery Opts
  - Print to: noprint
- Buttons: Help (C), Submit, Cancel

15. Perform one of the following:

If	Go To
You want to print the report now	Step <a href="#">16</a>
You do not want to print the report now	Step <a href="#">23</a>

16. Click **Options**.

Upon Completion...

Save all Output Files

Layout

Notify

Print to **noprint**

**Options...**

Delivery Opts

17. Complete the following fields:

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

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

Print the Output To:

Style **WVU\_LANDSCAPE**

Printer	Copies	For Language
<b>noprint</b>	<b>0</b>	<b>All languages</b>

Help OK Cancel

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.

Printers

Find **afs-%**

Printer	Type	Description
afs-prt5	HPLJ4SI	10.198.1.9
afs-prt6	HPLJ4SI	10.198.1.9
afs-prt7	HPLJ4SI	10.198.1.9
<b>afs-prt8</b>	<b>HPLJ4SI</b>	<b>10.198.1.9</b>
afs-prt9	HPLJ4SI	10.198.1.9

Find OK Cancel

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

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

Print the Output To:

Style **WVU\_LANDSCAPE**

Printer	Copies	For Language
afs-prt8	1	All languages

Buttons: Help, **OK**, Cancel

22. Click **OK**.

Upon Completion...

Save all Output Files

Layout: \_\_\_\_\_ Options...

Notify: \_\_\_\_\_ Delivery Opts

Print to: afs-prt8

Buttons: Help (C), **Submit**, Cancel

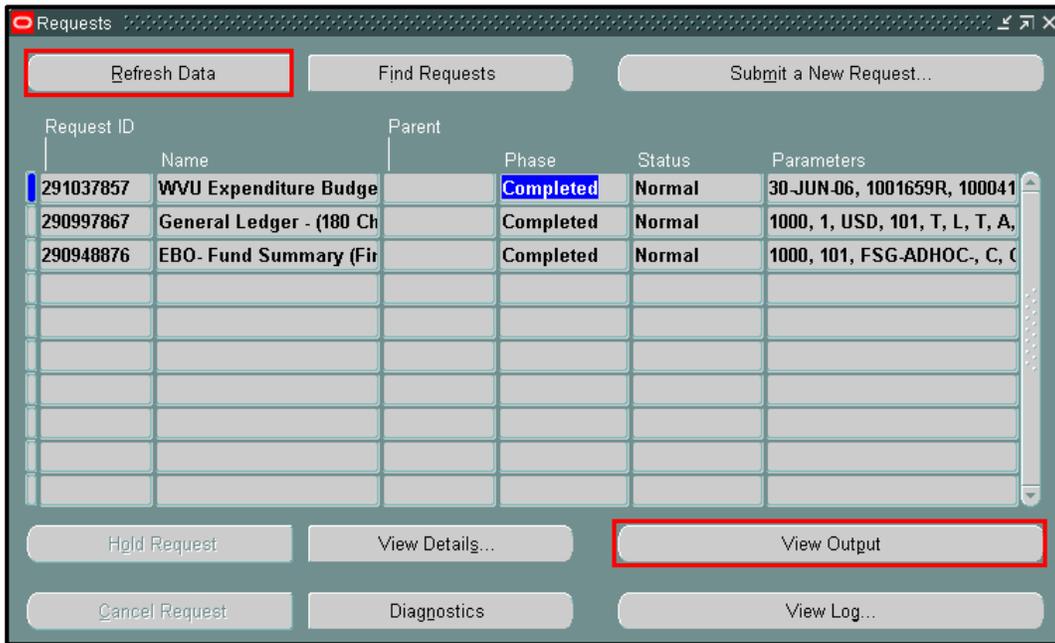
23. Click **Submit** to run the report.

### Requests

24. Perform one of the following:

If		Go To
The <b>Phase</b> column shows <i>Running</i> or <i>Pending</i>	Phase <b>Pending</b>	Step <a href="#">25</a>
The <b>Phase</b> column shows <i>Completed</i>	Phase <b>Completed</b>	Step <a href="#">26</a>

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 <i>do not</i> wish to reprint the report	You have completed this task.
If you <i>do</i> 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 **Reprint and Republish Request** screen.



## Republish and Reprint Request

**MAP** Concurrent Processing  
Mountaintop Administrative Processes

Program Name **WVU Expenditure Budget Summary** Request Name **WVU Expenditure Budget Summary**  
Request ID **291037857** Completion Date **16-Jun-2014 10:47:33**

**Republish**

**Printer**

Printer: afs-prt8  
Print Style: WVU\_LANDSCAPE  
Copies: 0

Buttons: Apply, Cancel

Footer: About this Page Privacy Statement Diagnostics Preferences Help Close Window Copyright (c) 2008, Oracle. All rights reserved.

29. Complete the following fields:

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

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**.

**Republish**

**Printer**

Printer: afs-prt8  
Print Style: WVU\_LANDSCAPE  
Copies: 1

Buttons: Apply, Cancel

33. You will receive a confirmation:



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.