**Viewing Award Status Inquiry**

**PURPOSE**
Use this procedure to view an award’s available balance and expenditures.

**TRIGGER**
Perform this procedure when you need to see the balance of an award.

**ASSISTANCE**
If you need assistance, please report your issue to the Self Service Help Desk:
- [http://it.wvu.edu/support/service-desk/selfservice](http://it.wvu.edu/support/service-desk/selfservice)

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**PROCEDURE**

**Navigator – WVU Grants View**

1. Under the **Main Menu**, click on the **WVU Grants View** folder.

2. Click on **Awards Status Inquiry**. The **Find Award Status** screen will open in a new window.

   If you receive a message that states “The application’s digital signature cannot be verified,” click **Run**.

**Find Award Status**

![Find Award Status Screen](image)

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Use this procedure to view an award’s available balance and expenditures.

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*Assistance*
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3. With the cursor in the **Number** field, click the list of values (LOV) icon.

![Operating Unit: Morgantown Procurement](image)

**Award Number**

4. To search for a specific award, type the full **award number**, or a portion of the award number and the % symbol, in the **Find** field. To see all available awards, you can type % in the **Find** field.

- For this example, type **10033%** in the **Find** field.

![Find 10033% button](image)

5. Click the **Find** button.

6. Select the appropriate award, and then click **OK**. For this example, select **1003001R (Aging and Estrogen)**.
Find Award Status

7. Click **Find**.

![Find Award Status](image)

Award Status

8. Scroll to the right to see all fields, including the **Available Balance**.

![Award Status](image)
9. Click **Resource Status** to see the amounts budgeted to spending categories.

### Resource Status

10. Review the amount budgeted to a given category in the **Budget Amount** column.

11. Click the X in the upper right corner to exit the **Resource Status** screen.

12. From the **Award Status** screen, click the **Commitments** button to see a list of all commitments charged to this award.
Find Commitments

13. Click **Find** to view all encumbrances.

You can also restrict the commitments that will be shown. For example, to see commitments from either purchase orders or requisitions, choose a type in the **Commitment Types** field.

Commitments

14. Scroll to the right to view the **Commitment Number** field. The purchase order (PO) or requisition number appears in the **Commitment Number** field.

15. Click the **X** in the upper right corner to exit the **Commitments** screen.
Award Status

16. Click the **Actuals** button to see a list of expenditures for all projects funded by this award.

![Award Status Inquiry](image)

Find Expenditure Items

17. To retrieve all expenditures, click the **Find** button.

![Find Expenditure Items](image)

You can limit the expenditures retrieved in your search by entering limiting criteria in the **Find Expenditure Items** screen, such as dates or expenditure types.
Expenditure Item Details: Actuals

18. Scroll to the right to view the Raw Cost and Burdened Cost fields.

19. Click the Totals button at the bottom of the screen to see the total of the Raw Cost and Burdened Cost columns.
The Raw Cost column shows the amount of only the direct charges. The Burdened Cost column shows the amount for both the direct charges and indirect charges, such as the Facilities and Administrative charges and Fringe Benefits.

20. Click the X in the upper right corner to exit the Actuals screen.

**Project Status**

21. Click the Project Status button.

The Project Status screen shows budgetary data for all projects funded by the award.
22. Review the *Budget*, *Actual Cost*, or *Revenue* for each project funded by the award.

23. Click the **Task Status** button to review budgetary data for all tasks associated with the chosen project.

**Task Status**

24. You have completed this task.