

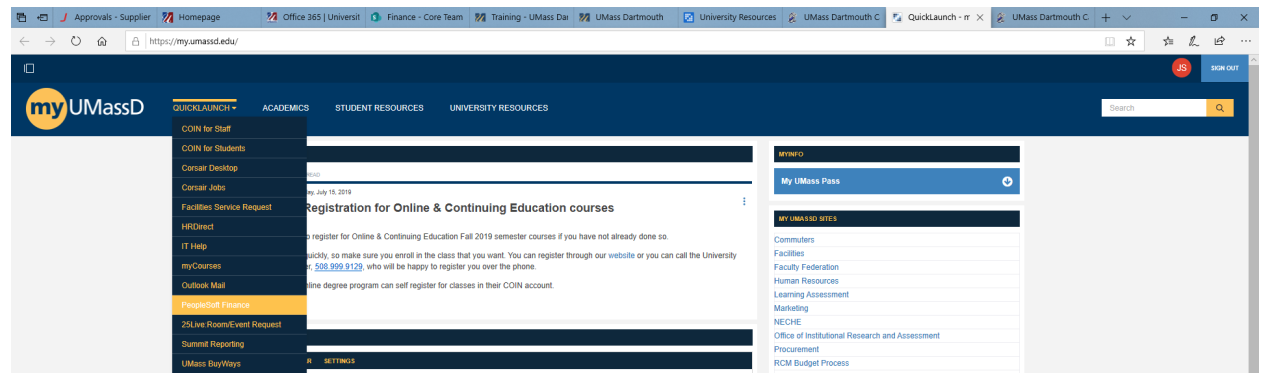
# Running Grant Reports in PeopleSoft Finance

There are Several Grant Reports in PeopleSoft finance that show grant activity and balances.

<b>Project/Grant Activity Report - UMGM7047</b> Shows Project budget, expense, and encumbrance and available balance.
<b>Grants Detail Transaction Report - UMGM7062</b> Detail listing of all Revenue, Expense and Budget Activity for a given time period.
<b>Grants Open Encumbrance Report - UMGM7079</b> Listing of all Open Encumbrances for a given time period
<b>Overhead Summary Report UMGM7050</b> Excel Research trust fund activity by project including expenses, encumbrances, and balance.

## Login to PeopleSoft

**Step 1. Log in to PeopleSoft Finance in MY UMass D > Quick Launch using your single sign on user ID and Password.**



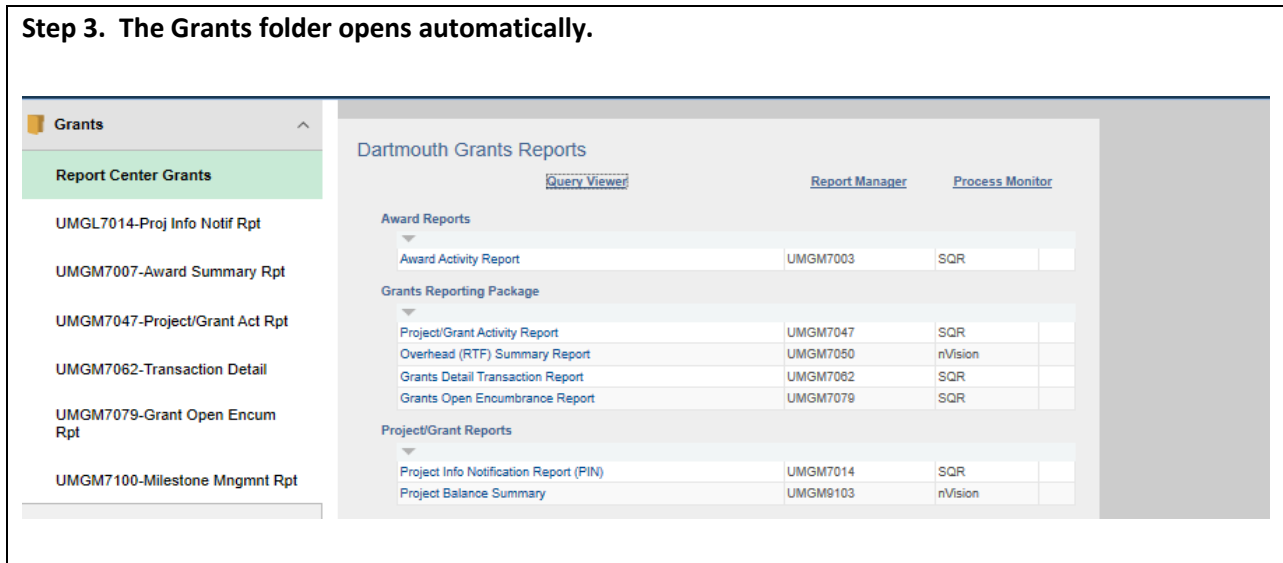
**Note: PeopleSoft requires Duo Authentication. If you need help setting that up, contact the help desk at x8790. <https://www.umassd.edu/cits/security/sso/> The app is also on the apple Appstore called Duo mobile.**

**Step 2. Click on the reporting Tile. This will open a left-hand navigation page.**



**Note: The Left-hand navigation is organized into folders that have different reports. Reports specific to Grants are under the Grants folder. Reports specific to the General Ledger are under the General Ledger folder.**

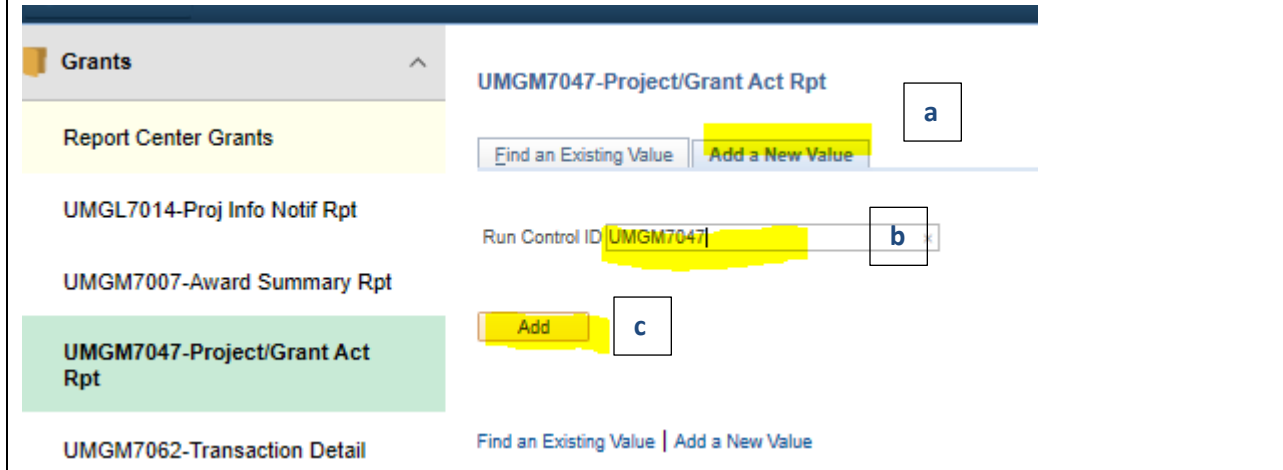
**Step 3. The Grants folder opens automatically.**



**RUN UMGM7047 Project Grant Activity Report**

**Step 4. Click on UMGM7047 and the Run Control Page appears.** A run control defines the criteria for which you will run your report. Once you set it up, it can be used again.

- a. Click on **Add a new Value Tab** to add a new Run Control. (Find an existing would be used for run controls that are already defined. )
- b. In the Run Control ID, enter a name – It can be whatever you want to call it. (There should be No spaces)
- c. Click **Add**



**Step 5. Enter the Run Control Criteria**

**Business Unit:** UMDAR      **Ledger:** Act&Adj

**From Period to Period:** 1, 12 (to run for the entire year)    **Period 1 = July, Period 12 = June**


**From Year to Year:** 2020, 2020 – (Fiscal year for which you want to run the report)

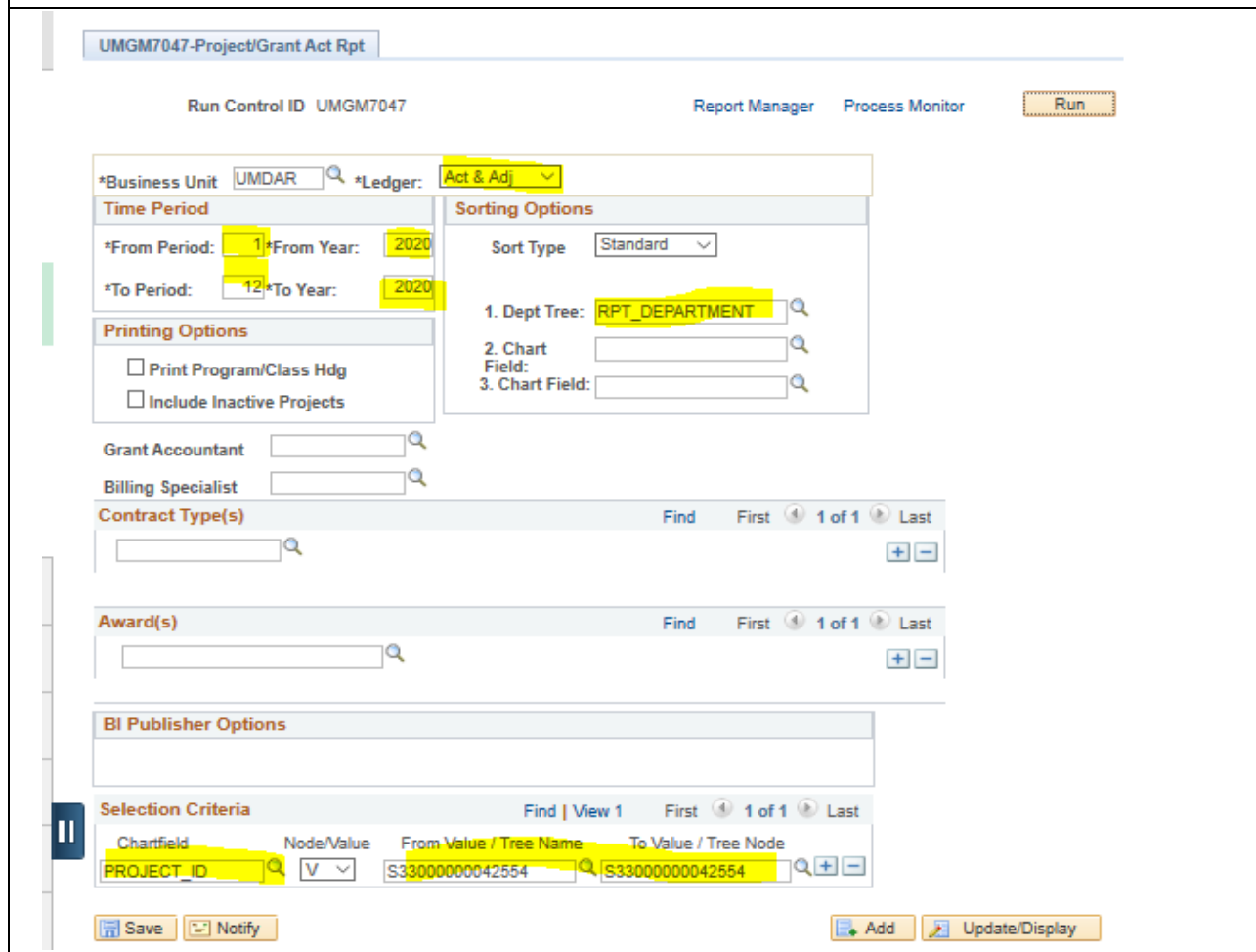
**Sort Type:** Standard    **Dept Tree:** RPT\_DEPARTMENT (don't change this)

**Selection Criteria:**

**Chartfield:** PROJECT\_ID (Enter or click the Magnifying Glass)

**Node:** V      **From to Value:** Your Project ID

**Note:** To add another selection criteria, click on the Plus sign next to Project ID Value 



The screenshot shows the 'Run Control ID UMG7047' interface. At the top, there are tabs for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main form is divided into several sections:

- \*Business Unit:** UMDAR
- \*Ledger:** Act & Adj
- Time Period:** \*From Period: 1, \*From Year: 2020; \*To Period: 12, \*To Year: 2020
- Sorting Options:** Sort Type: Standard; 1. Dept Tree: RPT\_DEPARTMENT; 2. Chart Field: ; 3. Chart Field:
- Printing Options:**  Print Program/Class Hdg;  Include Inactive Projects
- Grant Accountant:** [Searchable field]
- Billing Specialist:** [Searchable field]
- Contract Type(s):** [Searchable field]
- Award(s):** [Searchable field]
- BI Publisher Options:** [Empty field]
- Selection Criteria:** A table with columns: Chartfield, Node/Value, From Value / Tree Name, To Value / Tree Node. The first row contains: PROJECT\_ID, V, S33000000042554, S33000000042554.

At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

**Step 6. Click Save, then click Run**



OK

**Step 7. In the Process Schedule Request Page, accept the defaults and click OK**

**Process Scheduler Request**

User ID **DJSCHLES** Run Control ID **UMGM7047**

Server Name  Run Date

Recurrence  Run Time

Time Zone

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UMGM7047 Proj/Grant Activity	UMGM7047	SQR Report	Web	PDF	Distribution

**Step 8. You can pick up the report from the Process Monitor or the Report Manager Links.**

UMGM7047-Project/Grant Act Rpt

Run Control ID **UMGM7047**

\*Business Unit  \*Ledger:

Time Period		Sorting Options	
*From Period: <input type="text" value="1"/>	*From Year: <input type="text" value="2020"/>	Sort Type	<input type="text" value="Standard"/>

To pick up from the Process Monitor Link, go to Step 9. The process monitor shows you the status of the process that runs the report and allows you to retrieve the report.

To pick up the report from the Report Manager click on the Report Manager Link and go to Step 11

It's fewer clicks to pick the report from the report manager.

**Step 9. In the Process Monitor, you can view the status of the report.**

**To retrieve the report, Click on the Details link**

Process List | Server List

View Process Request For

User ID:  Type:  7 Days

Server:  Name:  Instance From:  Instance To:

Run Status:  Distribution Status:   Save On Refresh

**Process List** Personalize | Find | View All |  First 1-10 of 10 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9078647		SQR Report	UMGL7079	DJSCHLES	07/23/2019 1:03:30PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9078631		SQR Report	UMGL7062	DJSCHLES	07/23/2019 1:00:31PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9078628		SQR Report	UMGL7045	DJSCHLES	07/23/2019 12:59:32PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9078623		SQR Report	UMGL7079	DJSCHLES	07/23/2019 12:57:22PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9078621		SQR Report	UMGL7062	DJSCHLES	07/23/2019 12:56:32PM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9078237		SQR Report	UMGM7047	DJSCHLES	07/23/2019 11:36:47AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9075019		Application Engine	FS_BP	DJSCHLES	07/22/2019 10:24:27AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9074985		Application Engine	FS_BP	DJSCHLES	07/22/2019 10:15:01AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9072144		Application Engine	TREEMAIN	DJSCHLES	07/19/2019 11:09:58AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	9070346		nVision Report	NVSRUN	DJSCHLES	07/18/2019 3:36:15PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to UMGM7047-Project/Grant Act Rpt](#)

**Step 10. Next click on View Trace Log**

Recurrence  Re-send Content  Restart Req

**ate/Time** **Actions**

Request Created On 07/23/2019 11:44:25AM EDT [Parameters](#) Transfer

Run Anytime After 07/23/2019 11:36:47AM EDT [Message Log](#)

Began Process At 07/23/2019 11:44:46AM EDT [Batch Timings](#)

Ended Process At 07/23/2019 11:45:13AM EDT [View Log/Trace](#)

**View Log/Trace**

**Report**

Report ID 8305099 Process Instance 9078237 [Message Log](#)

Name UMGM7047 Process Type SQR Report

Run Status Success

UMGM7047 Proj/Grant Activity

**Distribution Details**

Distribution Node RPTDIST Expiration Date 08/22/2019

**File List**

Name	File Size (bytes)	Datetime Created
SQR_UMGM7047_9078237.log	1,911	07/23/2019 11:45:13.413657AM EDT
<b>umgm7047_9078237.PDF</b>	6,666	07/23/2019 11:45:13.413657AM EDT
umgm7047_9078237.out	10,208	07/23/2019 11:45:13.413657AM EDT
umgm7047_9078237.xls	4,030	07/23/2019 11:45:13.413657AM EDT

**Click on the UMGM7047 PDF file to open the report. Make sure popup blockers are turned off.**

**Step 11. From the Report Manager, click on the Administration Tab**

**Next, click on the UMGM7047 Description Link to open the report. It will open a window with a PDF version of the report. Make sure your popup blockers are off or the report won't open.**

The screenshot shows the 'Administration' tab in a Report Manager interface. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration' (highlighted), and 'Archives'. Below this is a 'View Reports For' section with filters for 'User ID' (DJSCHLES), 'Type', 'Last' (1), 'Days', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is on the right. The main area is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains 8 rows of reports. The 7th row, 'UMGM7047 Proj/Grant Activity', is highlighted in yellow. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a text instruction: 'Click the delete button to delete the selected report(s)'. At the bottom, there is a yellow link: 'Go back to UMGM7047-Project/Grant Act Rpt'.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	8305435	9078647	UMGL7079 Open Encumbrance Rpt	07/23/2019 1:03:32PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8305422	9078631	UMGL7062 Transaction Detail	07/23/2019 1:00:36PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8305419	9078628	UMGL7045 Rev and Exp Activity	07/23/2019 12:59:35PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8305414	9078623	UMGL7079 Open Encumbrance Rpt	07/23/2019 12:57:25PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8305412	9078621	UMGL7062 Transaction Detail	07/23/2019 12:56:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8305099	9078237	UMGM7047 Proj/Grant Activity	07/23/2019 11:44:25AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	8304471	9074701	GL_DAILY_2019-07-23	07/23/2019 6:07:43AM	Microsoft Excel Files (*.xls)	Posted	Details

**You can go back to the run control page by clicking the link: Go back to UMGM7047 on the bottom of the page.**

**Note: The next time you run the report, you can use the same run control. Use the "Find an Existing Value" tab on the run control page.**

**End of Procedure**

## UMGM7062

The UMGM 7062 Report is run similarly to the UMGM7047.

**Step 1.** Log in to PeopleSoft Financials from MyUMassD QuickLaunch. Or if you are already in



PeopleSoft click on the Home Icon.

**Step 2.** Click on the reporting Tile. This will open a left-hand navigation page.



**Note:** The Left-hand navigation is organized into folders that have different reports. Reports specific to Grants are under the Grants folder. Reports specific to the General Ledger are under the General Ledger folder.

**Step 3.** The Grants folder opens automatically.

The screenshot shows the "Grants" folder selected in the left-hand navigation pane. The main content area displays "Dartmouth Grants Reports" with three tabs: "Query Viewer" (selected), "Report Manager", and "Process Monitor". Below the tabs, there are three sections of reports, each with a dropdown arrow and a table of report details.

Award Reports			
Award Activity Report	UMGM7003	SQR	

Grants Reporting Package			
Project/Grant Activity Report	UMGM7047	SQR	
Overhead (RTF) Summary Report	UMGM7050	nVision	
Grants Detail Transaction Report	UMGM7062	SQR	
Grants Open Encumbrance Report	UMGM7079	SQR	

Project/Grant Reports			
Project Info Notification Report (PIN)	UMGM7014	SQR	
Project Balance Summary	UMGM9103	nVision	

**Step 4. Click on UMGM7062 and the Run Control Page appears.** A run control defines the criteria for which you will run your report. Once you set it up, it can be used again.

a. Click on **Add a new Value Tab** to add a new Run Control. (Find an existing would be used for run controls that are already defined. )

b. In the Run Control ID, enter a name – It can be whatever you want to call it. (There should be No spaces)

The screenshot shows a web interface for financial reporting. At the top, there is a dark blue navigation bar with a back arrow and the text 'Financials'. Below this is a light grey sidebar with a 'Grants' header and a list of report titles: 'Report Center Grants', 'UMGL7014-Proj Info Notif Rpt', 'UMGM7007-Award Summary Rpt', 'UMGM7047-Project/Grant Act Rpt', and 'UMGM7062-Transaction Detail' (which is highlighted in green). The main content area has a white background with a blue header 'UMGM7062-Transaction Detail'. Below the header are two buttons: 'Find an Existing Value' and 'Add a New Value'. Underneath is a text input field labeled 'Run Control ID' containing the text 'UMGM7062'. Below the input field is a yellow 'Add' button. At the bottom of the main content area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

c. Click **Add**



**Step 5. Enter the Run Control Criteria**



**Business Unit:** UMDAR      **Ledger:** Act&Adj  
**From Period to Period:** 1, 12    **Period 1 = July, Period 12 = June**  
**From Year to Year:** 2020, 2020 – (Fiscal year for which you want to run the report)  
**Sort Type:** Standard    **Dept Tree:** RPT\_DEPARTMENT (don't change this)  
**Selection Criteria:**

**Chartfield:** PROJECT\_ID (Enter or click the Magnifying Glass to select)

**Node:** V                      **From to Value:** Your Project ID

Summarize HR Data= Checked (to get detail, turn it off)

Include Inactive projects = Checked (okay to be off if the project is active)

Note: To add another selection criteria like Fund, click on the Plus sign next to Project ID Value  

The more selection criteria that is entered, the narrower the results.

UMGM7062-Transaction Detail

Run Control ID UMG7062      Report Manager    Process Monitor    **Run**

\*Business Unit UMDAR    \*Ledger Act & Adj

**Time Period**      **Sorting Options**

\*From Period: 1 \*From Year: 2020      Sort Type Standard

\*To Period: 12 \*To Year: 2020

**Printing Options**      \*1. Dept Tree: RPT\_DEPARTMENT

Summarize HR Data      2. Chart

Suppress \$0 Detail      Field:

Include Inactive Projects      3. Chart Field:

**Reports Printing**

Payroll     Non Payroll     Budget     Transfers

GA

**Award(s)**      Find    First    1 of 1    Last

**Selection Criteria**      Find | View All    First    1 of 1    Last

Chartfield	Node/Value	From Value / Tree Name	To Value / Tree Node
PROJECT_ID	V	S33000000042554	S33000000042554

Save    Notify      Add    Update/Display

**Step 6. Click Save, then click Run**  

Step 7. In the Process Schedule Request Page, accept the defaults and click OK

OK

### Process Scheduler Request

User ID DJSCHLES

Run Control ID UMGM7062

Server Name:

Run Date: 07/23/2019

Recurrence:

Run Time: 2:20:24PM

Reset to Current Date/Time

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UMGM7062 Transaction Detail	UMGM7062	SQR Report	Web	PDF	Distribution

OK

Cancel

Step 8. You can pick up the report from the Process Monitor or the Report Manager Links.

UMGM7062-Transaction Detail

Run Control ID UMGM7062

Report Manager

Process Monitor

Run

To pick up from the Process Monitor Link, go to Step 9. The process monitor shows you the status of the process that runs the report and allows you to retrieve the report.

To pick up the report from the Report Manager click on the Report Manager Link and go to Step 11. It's fewer clicks to pick the report from the report manager.

Step 9. In the Process Monitor, you can view the status of the job that runs the report and retrieve the report. To retrieve the report, Click on the Details link

Process List

Server List

#### View Process Request For

User ID DJSCHLES

Type:  Last

7 Days

Refresh

Server:

Name:

Instance From:

Instance To:

Run Status:

Distribution Status:

Save On Refresh

#### Process List

Personalize | Find | View All | First 1-11 of 11 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9078834		SQR Report	UMGM7062	DJSCHLES	07/23/2019 2:20:24PM EDT	Success	Posted	Details



**Step 10. Next click on View Trace Log**

Request Created On 07/23/2019 2:21:47PM EDT	<a href="#">Parameters</a>	Transfer
Run Anytime After 07/23/2019 2:20:24PM EDT	<a href="#">Message Log</a>	
Began Process At 07/23/2019 2:22:05PM EDT	<a href="#">Batch Timings</a>	
Ended Process At 07/23/2019 2:22:32PM EDT	<a href="#">View Log/Trace</a>	

Click on the UMGM7062 PDF file to open the report. There is also an excel version of the report. UMGM7062.xls. (Make sure popup blockers are turned off. )

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UMGM7062_9078834.log</a>	1,911	07/23/2019 2:22:32.737953PM ED
<a href="#">umgm7062_9078834.PDF</a>	5,511	07/23/2019 2:22:32.737953PM ED
<a href="#">umgm7062_9078834.out</a>	13,193	07/23/2019 2:22:32.737953PM ED
<a href="#">umgm7062_9078834.xls</a>	3,210	07/23/2019 2:22:32.737953PM ED

**Step 11. From the Report Manager, click on the Administration Tab**

Next, click on the UMGM7062 Description Link to open the report. It will open a window with a PDF version of the report. Make sure your popup blockers are off or the report won't open.

You can go back to the run control page by clicking the link: Go back to UMGM7062 on the bottom of the page.

**Note:** The next time you run the report, you can use the same run control. Use "Find an Existing Value" tab on the run control page.

**End of Procedure**

Note: There are other Grant Reports and they are run similarly. Follow the above instructions for each report. Give each report it's own run control name.