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)

	Menu 👻 Search In	Menu	Q	ል 4
Reporting Homepage				10
	CWRU Reports	Reporting Inquiries	Query Viewer	
	External Links	Process Monitor/Report Manager		

- Click into the "CWRU Reports" tile.
- You will then be brought to the below screen.

Reporting Homepage	CWRU Reports
📄 Income - Expense Report	Income - Expense Report
IncomerExpense-Funded Projects	Enter any information you have and click Search. Leave fields blank for a list of all values.
T Income-Expense Endowment Rpt	Find an Existing Value Add a New Value
CIP Expense Statement	Séarch by: Run Control ID begins with
CASE Income & Expense Report	
Budget Performance Report	Search Advanced Search
FMS Vendor Cross Reference	Find an Existing Value Add a New Value
E General Ledger Report	
📔 Income Ledger Report	
Tunused Endowment Income	
T Valid SpeedType Listing	
T Statement of Exp BGT Rpt	
Petty Cash Speedtype Summ Rpt	

• 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.

Income - Expense Report	Income/Expense-Funded Projects
Income/Expense-Funded	Enter any information you have and click Search. Leave fields blank for a list of all values.
Projects	ind an Existing Value Add a New Value
TIncome-Expense Endowment Rpt	Search Criteria
CIP Expense Statement	Search by: Run Control ID begins with
CASE Income & Expense Report	Search Advanced Search
Eudget Performance Report	
EMS Vendor Cross Reference	Find an Existing Value Add a New Value
🔚 General Ledger Report	
🛅 Income Ledger Report	
T Unused Endowment Income	
T Valid SpeedType Listing	
📄 Statement of Exp BGT Rpt	
🛅 Petty Cash Speedtype Summ Rpt	

• 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 Per *To Fiscal Year: *Accounting Per				
Personalize	e Find View All 🔄	First 🕢 1	of 1 🕟 Last	
From SpeedType	To SpeedType			
1		Q	+ -	
Save Save			📑 Add 🔰 U	pdate/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:	Q		
Personalize Fin	d View All 🔃 📑 💦 First 🕢	1 of 1 🕟 Last	
From SpeedType To Sp	eedType		
1	Q	+ -	
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 Requ	Jest	×
					Hel
	User ID sxk1930		Run Control ID	GRFP	
	Server Name	∽ Ru	n Date 11/30/2023	BI	
	Recurrence	✓ Ru	n Time 1:59:11PM	Reset to Current Date/Time]
	Time Zone				
Proce	ess List				
Select	Description	Process Name	Process Type	*Type *Format Distribution	
 Image: A second s	CWGL0030	CWGL0030	SQR Report	Web V PDF V 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

Run Control ID	GRFP		Report Manager	Process Monitor Process Instance:66	Run
Accounting Period In	nformation:				
	2023 *Accounting P 2024 *Accounting F		er		
	Personalize	e Find View All 💷 📑	First 🕢 1-	2 of 4 💿 Last	
From SpeedType		To SpeedType			
1 TRN515429	9	TRN515430	Q	+ -	
2 TRN516580	٩	TRN516585	Q	+ -	
Save Return to	Search 📰 Notify			Add 📃	Update/Display

• 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.

Pro	ocess List	Server List						New Wind		
10		. =								
	Process Req		_]		2		2-6	
U	Iser ID sxk193		Туре	Last	~		Days 🗸		Refresh	
	Server		Name	Q Instance		Instance To			Clear	
Ru	un Status	~	Distribution Status		Ŭ \$6	ave On Refresh	Report Manage	r 📃	Reset	
▼ Pro	ocess List								1-1 o	f 1 🗸
									Distribution	
Selec	t Instance	Seq.	Process Type	Process Name	User	Run Date/Time	F	Run Status	Status	Details
	6682889		SQR Report	CWGL0030	sxk1930	11/30/2023 1:59:11PM E	EST S	Success	Posted	Details
	• You n	Server List	until the "Run	Status" colu	ımn sho	ows as "Succes	s".	New Wind	ow Help Per	rsonalize Page
U	ser ID sxk193	30 Q	Туре	✓ Last	~					
						1	Days 🗸	F	Refresh	
5	Server	~	Name	Q Instance	e From	1 Instance To	Days v		Clear	
-	Server	~			e From		Days			
Ru			Name		e From	Instance To			Clear	
Ru	un Status		Name		e From	Instance To			Clear	f1 v 🕨
Ru	ocess List		Name		e From	Instance To	Report Manage		Clear	f1 V Details
Ru Pro	ocess List	`	Name Distribution Status	Q Instance	e From	Instance To	Report Manage	r	Clear Reset	

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

lew Pro	ocess Req	lest For								
User	r ID sxk193	0 Q	Туре	 ✓ Last 	~	1 D	ays 🗸	Refi	resh	
Ser	ver	~	Name	Q Instance	From	Instance To		Cle	ear	
					~					
	Status	~	Distribution Statu	15	🗹 Sa	ave On Refresh R	eport Manager	Re	eset	
Proce		~	Distribution Statu	15	V Si	ave On Refresh R	eport Manager	Ke		of 1 🗸
Proce	ess List	Seq.	Distribution Statu Process Type	Process Name	S≀	ave On Refresh R	eport Manager Run S	L I		of 1 V

 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.

		Process De	ail		3	×
					Help	^
Process						l
Instance	6682889	Ту	e SQR Report			l
Name	CWGL0030	Descriptio	n CWGL0030			L
Run Status	Success D	Distribution State	s Posted			
Run		Update	Process			l
Run Control IE	0 GRFP		ld Request			L
Location	n Server		eue Request			
Serve	r PSUNX		ncel Request lete Request			
Recurrence	9		-send Content	Restart Request		L
						l
Date/Time		Actio	IS			I
Request Crea	ated On 11/30/2023 2:03:28PM E	EST Pa	ameters	Transfer		l
Run Anytin	ne After 11/30/2023 1:59:11PM E	-ST	ssage Log			L
Began Pro	cess At 11/30/2023 2:03:57PM E	-OT -	ch Timings w Log/Trace			
Ended Pro	cess At 11/30/2023 2:04:09PM E		w Logi Habe			
						*

• 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.

View Log/Trace					×
Report ID	4889161	Process Instance	6682889	Message Log	
Name	CWGL0030	Process Type	SQR Report		
Run Status	Success				
CWGL0030	Details				
Distribution	n Node R92FCWR	Expiration	Date 03/08/20	24	
File List					
Name		File Size (t	oytes) Dat	etime Created	
APPSRV.LOG		146	11/3	30/2023 2:04:09.075424PM	M EST
SQR_CWGL003	80_6682889.log	0	11/3	30/2023 2:04:09.075424PM	M EST
cwgl0030_66828	889.out	793	11/3	30/2023 2:04:09.075424PM	I EST
cwgl0030_66828	889_3.PDF	58,593	11/3	30/2023 2:04:09.075424PM	I EST
Distribute To					
Distribution ID Type		Distributio	Distribution ID		
User		sxk1930			

• Download the PDF to begin your examination.