

## JOB AID: [Running the UMGM7007 Award Summary Report in PeopleSoft 8.9](#)



The following Job Aid provides instructions on executing the **UMGM7007 Award Summary Report** in PeopleSoft Finance. This report is only available in the Production environment.

- Step 1.** Log into PeopleSoft Finance v8.9 (Production environment) with your Finance Username and Password.

Access Page: <https://inside.umassadmin.net/finance/applaunchContentFIN.asp>



Navigate to: > **UMass Custom**

> **Grants**

> **UMGM7007-Award Summary Rpt**



**Note:** Additional finance security must be added to a user profile to be able to execute the UMGM7007 report. If you are unable to navigate to this panel, please contact the Campus Finance Data Custodian in the Controller's Office.

### UMGM7007-Award Summary Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

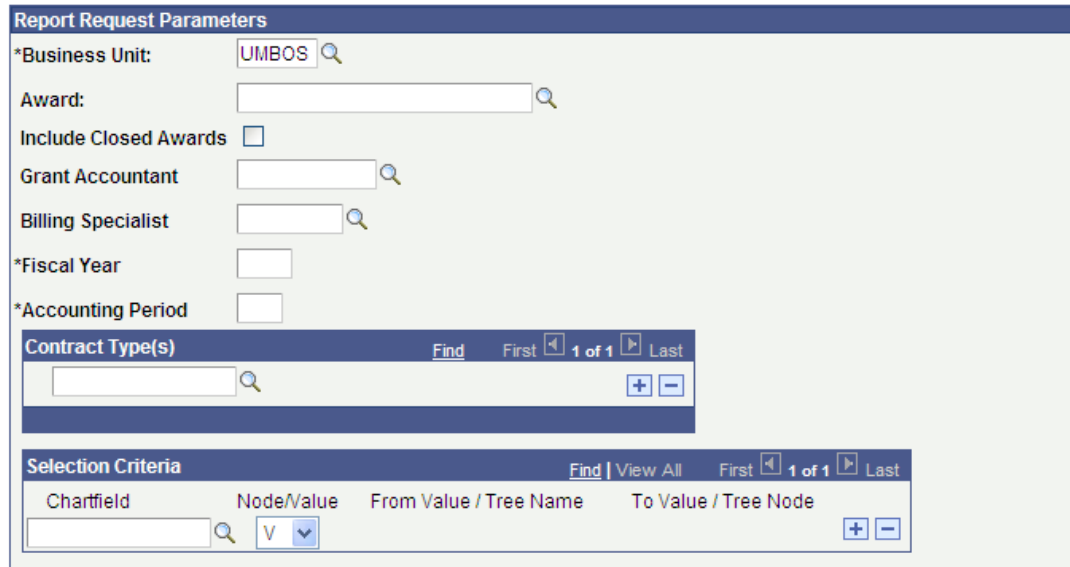
[Find an Existing Value](#) | [Add a New Value](#)

- Step 2.** Click 'Add a New Value' tab

- Step 3.** Enter a Control ID. ( eg. GM7007\_RPT ) and click 'Add'



**Note:** Adding a Control ID value only needs to be completed the initial time the report is executed. Subsequently, Click '[Search](#)' and select the **GM7007\_RPT** Run Control ID.



The screenshot shows a web-based form titled "Report Request Parameters". It contains several input fields and sections:

- \*Business Unit:** A text box containing "UMBOS" with a search icon.
- Award:** An empty text box with a search icon.
- Include Closed Awards:** A checkbox that is currently unchecked.
- Grant Accountant:** An empty text box with a search icon.
- Billing Specialist:** An empty text box with a search icon.
- \*Fiscal Year:** An empty text box.
- \*Accounting Period:** An empty text box.
- Contract Type(s):** A section with a search icon, a "Find" button, and navigation controls (First, 1 of 1, Last). Below it is an empty text box with a search icon and expand/collapse buttons (+, -).
- Selection Criteria:** A section with a search icon, a "Find" button, and navigation controls (View All, First, 1 of 1, Last). Below it is a table with columns: "Charfield", "Node/Value", "From Value / Tree Name", and "To Value / Tree Node". The "Node/Value" column has a dropdown menu showing "V". There are expand/collapse buttons (+, -) at the bottom right.

**Step 4.** \*Business Unit = UMBOS

**Step 5.** *Optional:* Enter Award # and filter by entering the Grant Accountant and/or Billing Specialist

Enter Fiscal Year and Accounting Period




**Note:**  
Fiscal Year and Accounting Period are **mandatory** fields (\*)  
Period refers to the month of the fiscal year (eg. July = 1, December = 6, etc)

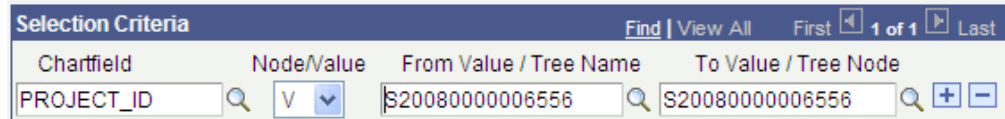


**Tip:** Alternatively, the UMGM7007 report may be run for a specific project, a range of projects or all projects within a department

**Step 6. Option #1: To report on a specific project**


Under 'Selection Criteria' (last selection box on bottom of screen)

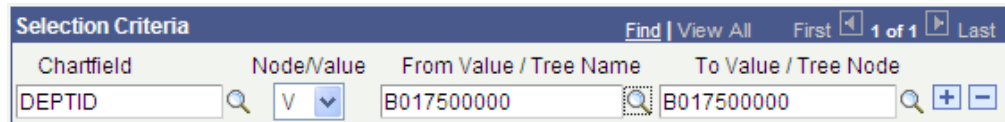
- Click on  next to the Chartfield text box and select 'PROJECT\_ID'
- Enter 'From Value' and 'To Value' (Project IDs)



The screenshot shows the 'Selection Criteria' dialog box. The 'Chartfield' is set to 'PROJECT\_ID'. The 'Node/Value' dropdown is set to 'V'. The 'From Value / Tree Name' is 'S20080000006556' and the 'To Value / Tree Node' is 'S20080000006556'. There are search icons and navigation buttons (+, -) on the right.

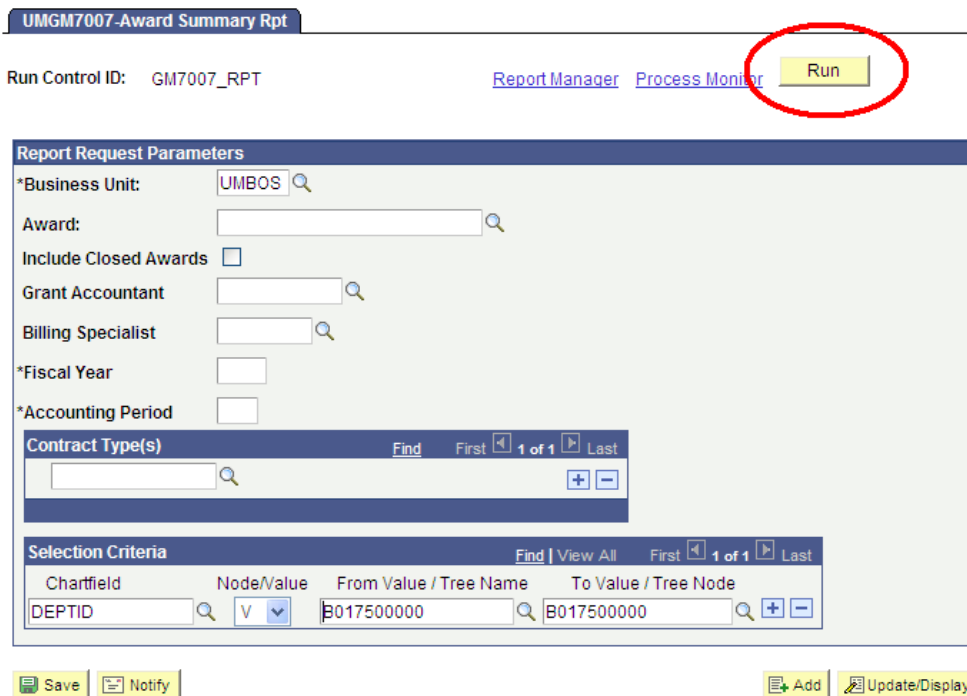
**Options #2: To report on all grants awarded with your department area**

- Click on  next to the Chartfield text box and select 'DEPTID'
- Enter 'From Value' and 'To Value' (Department ID - BXXXXXXXXX)



The screenshot shows the 'Selection Criteria' dialog box. The 'Chartfield' is set to 'DEPTID'. The 'Node/Value' dropdown is set to 'V'. The 'From Value / Tree Name' is 'B017500000' and the 'To Value / Tree Node' is 'B017500000'. There are search icons and navigation buttons (+, -) on the right.

**Step 7. Click 'Run' (top right hand corner of screen)**



The screenshot shows the 'UMGM7007-Award Summary Rpt' report screen. At the top right, a yellow 'Run' button is circled in red. Below it, the 'Run Control ID' is 'GM7007\_RPT'. There are links for 'Report Manager' and 'Process Monitor'. The main area contains 'Report Request Parameters' with fields for Business Unit (UMBOS), Award, Include Closed Awards, Grant Accountant, Billing Specialist, Fiscal Year, and Accounting Period. Below this is a 'Contract Type(s)' section and a 'Selection Criteria' section, which is identical to the one shown in Step 6. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

**Step 8.** Process Scheduler Request screen  
Click **'Ok'**

**Step 9.** Click on **'Process Monitor'**

UMGM7007-Award Summary Rpt

Run Control ID: GM7007\_RPT Report Manager **Process Monitor** Run  
Process Instance: 2861979

**Report Request Parameters**

\*Business Unit: UMBOS

Award:

Include Closed Awards

Grant Accountant:

Billing Specialist:

\*Fiscal Year: 2009

\*Accounting Period: 12

Contract Type(s):

Selection Criteria

Charfield	Node/Value	From Value / Tree Name	To Value / Tree Node
DEPTID	V	B017500000	B017500000

Save Notify Add Update/Display

**Step 10.** Click **'Refresh'** button until Run Status states – “Success”

Process List Server List

View Process Request For

User ID: Bfstest1 Type:  Last: 1 Days **Refresh**

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   UM Flag  Save On Refresh

Select	Instance	Seg.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2861979		SQR Report	UMGM7007	Bfstest1	09/17/2009 5:15:37PM EDT	Success	Posted	<b>Details</b>

**Step 11.** Click **'Details'**

**Step 12.** Click '[View Log/Trace](#)'

### Process Detail

Process	
Instance:	2861979
Name:	UMGM7007
Run Status:	Success
Type:	SQR Report
Description:	Award Summary Report
Distribution Status:	Posted

Run	Update Process
Run Control ID: GM7007_RPT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/17/2009 5:17:09PM EDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 09/17/2009 5:15:37PM EDT	<a href="#">Message Log</a>
Began Process At: 09/17/2009 5:17:23PM EDT	Batch Timings
Ended Process At: 09/17/2009 5:19:28PM EDT	<a href="#">View Log/Trace</a>

**Step 13.** PDF & Microsoft Excel file will be generated - Click on link to view.

### View Log/Trace

Report		
Report ID: 1352035	Process Instance: 2861979	<a href="#">Message Log</a>
Name: UMGM7007	Process Type: SQR Report	
Run Status: Success		

Award Summary Report

Distribution Details	
Distribution Node: RPTDIST	Expiration Date: 10/02/2009

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	2,159	09/17/2009 5:19:28.000000PM EDT
<a href="#">umqm7007_2861979.PDF</a>	91,007	09/17/2009 5:19:28.000000PM EDT
<a href="#">Trace File</a>	1,580	09/17/2009 5:19:28.000000PM EDT
<a href="#">umqm7007_2861979.xls</a>	26,578	09/17/2009 5:19:28.000000PM EDT



**Note:** An example to understand the UMGM7007 report is attached.

Please contact [Maria Sidoti](#) in the ORSP Office for further assistance.

Creation Date	9/17/2009
Last Edited By	Nancy Mendonca

Report ID: UMGM7007

Sponsor Name: MA DEPT. OF HOUSING & COMMUNITY DEVELOP  
Sponsor Type: STNA  
Award Reference: CTCC061108802008515  
Award Number: 000000000001410  
Award Title: Housing Appeals Committee Mediation Program  
Award PI: [REDACTED]  
Primary Department: H01500000 MA Ofc of Dispute Resolution  
Contract Account: [REDACTED]  
Contract Type: BUREAUK.10Y  
Billing Specialist: Derrick, Marshall

Award Start Dt: 07/01/2007  
Award End Dt: 06/10/2008  
Billing Start Amount: 0.00  
Billing End Amount: 0.00  
Purchase Amount: 11,000.00  
Deferred Revenue: -1,644.02  
Converted Receipts: 0.00  
Non Conv Receipts: 0.00  
Refunds & Offsets: 0.00  
Total Receipts: 11,000.00  
AK Balance: 0.00

Project ID	Stat	Total Budget Amt	( To date Expenditures ) Award To Dt Exp	Encumbrance	Balance Remaining
S2008000006556	A	30,000.00	13,425.98	0.00	16,574.02
<b>Total</b>	<b>5</b>	<b>30,000.00</b>	<b>13,425.98</b>	<b>0.00</b>	<b>16,574.02</b>

Cumulative Billed	Unbilled	Utilized	Revenue	Cost Share Expense
11,000.00	4,070.00	9,355.98	13,425.98	0.00
<b>11,000.00</b>	<b>4,070.00</b>	<b>9,355.98</b>	<b>13,425.98</b>	<b>0.00</b>

\* — Total Receipts: 11,000.00  
AK Balance: 0.00

Functionality not Implemented in PeopleSoft

Pertinent Information for ORSP & Accounting

P.I. Information

- UMGM7007 Award Summary Report criteria is based on a specific 'period' in a fiscal year
- General Award Information
- Award Start & End Date and amount awarded by Sponsor
- Total cash receipts received on award to date

\* Note: During PeopleSoft conversion (7.5 to 8.9) all grants were converted as net A/R. All receipts reported prior to January 2007 are not included in the receipt value.

- PeopleSoft Project/Grant ID
- Project information pertinent to Principal Investigators and Business Managers