

Printing Individual Grants in a Department.

Navigate to the report page. Note the new tab "Run Selected Grants". Leave the check box next to the department blank and select the next tab. (checking the box next to the department name will print all grants for that department).

Menu

Search: [] []

- Brandeis Reports
 - Brandeis Reports
 - Web Distribution Reporting
 - Run Reports
 - PeopleTools
 - Tools - Hidden
 - My Personalizations
 - My System Profile

Run Selected Departments | **Run Selected Grants**

Run Control ID: T [Report Manager](#) [Process Monitor](#) **Run**

*Fiscal Year: [2009] []

*Accounting Period: [4] [] End Date will be: 31-OCT-08

Department	Description	Select
16200	Biology	<input type="checkbox"/>

Select All DeSelect All Save Selection

Save Return to Search Notify

Run Selected Departments | [Run Selected Grants](#)

Selecting a Department in tab 'Run Selected Departments' will run all grants, projects and departmental chart strings associated with this DeptID.
To run individual grants select them from the list in tab 'Run Selected Grants'

Select the grants you want to print and **Save Selection** then **Run**

Run Selected Departments | **Run Selected Grants**

Run Control ID: T [Report Manager](#) [Process Monitor](#) **Run**

*Fiscal Year: [2009] []

*Accounting Period: [4] [] End Date will be: 31-OCT-08

Project	Description	Department	Select
400382	Drosophila Cam Kinase II	16200	<input type="checkbox"/>
400398	NMDA Receptors Schizophrenia	16200	<input checked="" type="checkbox"/>
400399	Neurodegenerative Diseases	16200	<input checked="" type="checkbox"/>
400400	Model of Schizophrenia	16200	<input type="checkbox"/>

Select All DeSelect All Save Selection

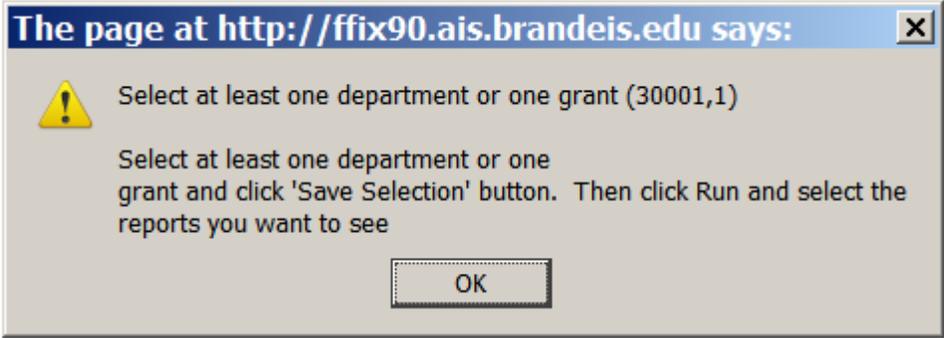
Save Return to Search Notify

[Run Selected Departments](#) | [Run Selected Grants](#)

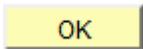
Selecting a Department in tab 'Run Selected Departments' will run all grants, projects and departmental chart strings associated with this DeptID.
To run individual grants select them from the list in tab 'Run Selected Grants'

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If you do not click on **Save Selection** before **Run** you will see this error message:



In the next screen select which reports you want to run (you can select more than one). And click



Process Scheduler Request

User ID: CUSANO Run Control ID: T

Server Name: PSUNX Run Date: 01/08/2009

Recurrence: Recurrence Run Time: 10:43:50AM **Reset to Current Date/Time**

Time Zone: Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	LDS - Grants	BRLDSC	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Open Commitments - Grants	BROPENCC	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Budg/Actuals Summ - Grants	BRSUMMC	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Budg/Actuals Detail - Grants	BRTRANSC	SQR Report	Web	PDF	Distribution

OK Cancel

Then click on the link to

[Process Monitor](#)

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After the report runs successfully and Distribution Status is 'Posted' click on the 'Details' link

Process List

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	536509		SQR Report	BRSUMMC	CUSANO	01/08/2009 10:48:55AM EST	Success	Posted	Details
<input type="checkbox"/>	536508		SQR Report	BRSUMMC	CUSANO	01/08/2009 10:43:50AM EST	Success	Posted	Details

[Go back to BR Rpt Dist](#)

And then [View Log/Trace](#)

Process Detail

Process

Instance: 536509 Type: SQR Report

Name: BRSUMMC Description: Budg/Actuals Summ - Grants

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: T Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time **Actions**

Request Created On: 01/08/2009 10:48:59AM EST [Parameters](#) Transfer

Run Anytime After: 01/08/2009 10:48:55AM EST [Message Log](#)

Began Process At: 01/08/2009 10:49:23AM EST Batch Timings

Ended Process At: 01/08/2009 10:49:38AM EST [View Log/Trace](#)

Printing Individual Grants in a Department.

Select the report you want to see. The link ending with .PDF will open the report in Adobe Acrobat Reader. The link ending with .csv will open the report in Excel. This is useful for the transaction report (BRTRANSC).

View Log/Trace

Report

Report ID: 276801 **Process Instance:** 536509 [Message Log](#)

Name: BRSUMMC **Process Type:** SQR Report

Run Status: Success

Budg/Actuals Summ - Grants

Distribution Details

Distribution Node: NTNODE **Expiration Date:** 02/22/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_BRSUMMC_536509.log	1,655	01/08/2009 10:49:38.000000AM EST
brsummc_536509.PDF	15,521	01/08/2009 10:49:38.000000AM EST
brsummc_536509.out	299	01/08/2009 10:49:38.000000AM EST
brsummc_T.csv	9,371	01/08/2009 10:49:38.000000AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	CUSANO