

**University of Alaska
Statewide Financial Systems
User Documentation**

PROJECT ADMINISTRATION

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Project Administration

Project Administration Reporting allows Principal Investigators and Administrators to view details on their projects. This tool is a web interface to the Decision Support Database (commonly referred to as DSD, RPTS, or data warehouse).

A web browser that supports HTML frames and JavaScript is required to access Project Administration. In addition, Project Administration uses the internet network connection when submitting query requests and thus must be internet-connected.

Security access requires that Project Administration users have a valid University of Alaska RPTS database account (user id) and a QMenu web code (password).

★ This documentation was written using the Microsoft Internet Explorer web browser. If another web browser is used, the described steps may vary slightly due to browser-specific steps.

Project Administration Reporting

This report is run to display project information for the logged in ID.

DSD Query Menu Login

- A1. Initiate a web browser (i.e. Internet Explorer or Netscape)
- A2. Navigate to **qmenu.alaska.edu**
- A3. The cursor defaults on the *USERID* field. Enter the **user id**. *<Next Field>*
- A4. The cursor moves to the *WEBCODE* field. Enter the user **password** and click *<Login>* or depress the *<Enter>* key.

DSD Query Menu Login (WWW_RPTQ)

Userid:

Webcode:

Login

Welcome! to the University of Alaska Decision Support Database. The [DSD-L Listserve](#) is the primary medium of communication between the Decision Support Database user community and its support staff. If you have not already subscribed to the DSD-L listserv, we strongly recommend that you do.

EFFECTIVE IMMEDIATELY:
qmenu.alaska.edu is now the official link for accessing QMenu/QAdhoc/QArchive. This new, shorter link not only loads the familiar QMenu login page, but it also connects you to an SSL secured port to help insure the privacy of the information you retrieve. The original, longer link and associated port 8888 are being phased out. [Update your bookmarks today!](#)

Recent Changes:

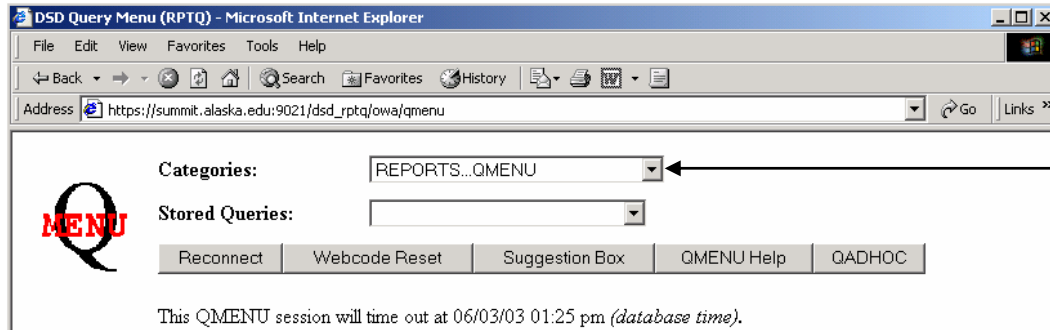
January 8th, 2002
2002 version of QMenu/QAdhoc with Expert Query (see REPORTS... QMENU)

Last Maintenance Upgrade: January 8th, 2002 - QMenu/QAdhoc framework updated (QMENU_OWA_UTIL, QUTIL, QJAVA, QADHOC_PKG, QMENU_PKG).

Enter user id
and
password

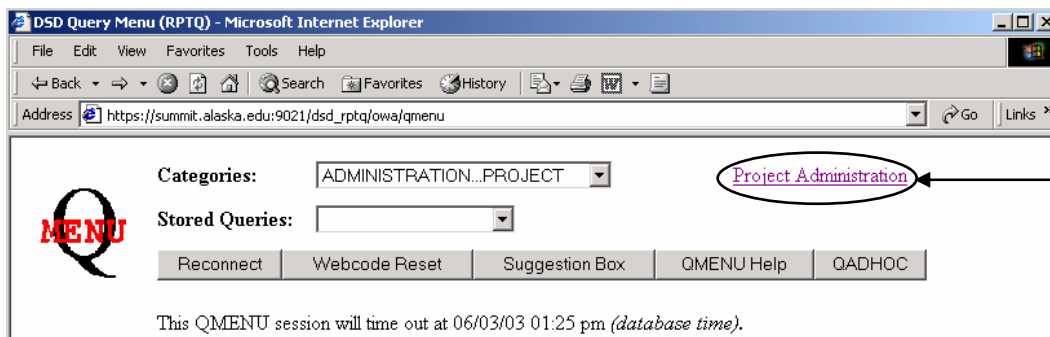
Category / Stored Query Selection

B1. The QMenu Report Selection fields are displayed at the top of the page.



Click the down-arrow to select from the drop-down box

B2. Under the *CATEGORIES* drop-down selection, choose **Administration...Project**. The *<Project Administration>* link is displayed to the right.



Click the *<Project Administration>* link

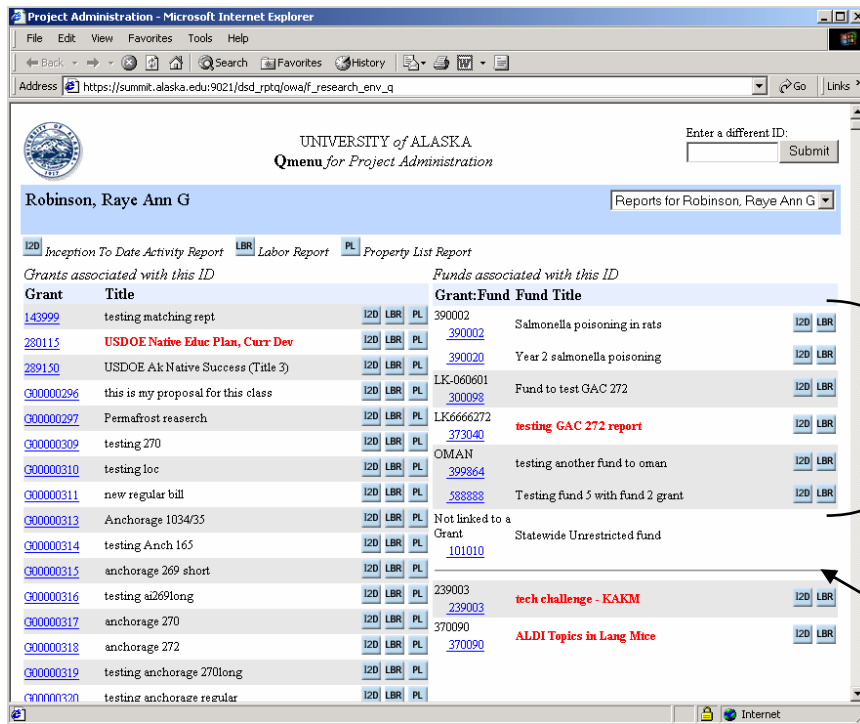
B3. Click *<Project Administration>*.



Do not choose **Project Administration** from the *STORED QUERIES* drop down selection. If so, an ACCESS DENIED error message will be displayed.

Report Details

C1. A separate window is displayed which details the grants associated with the logged-in ID.



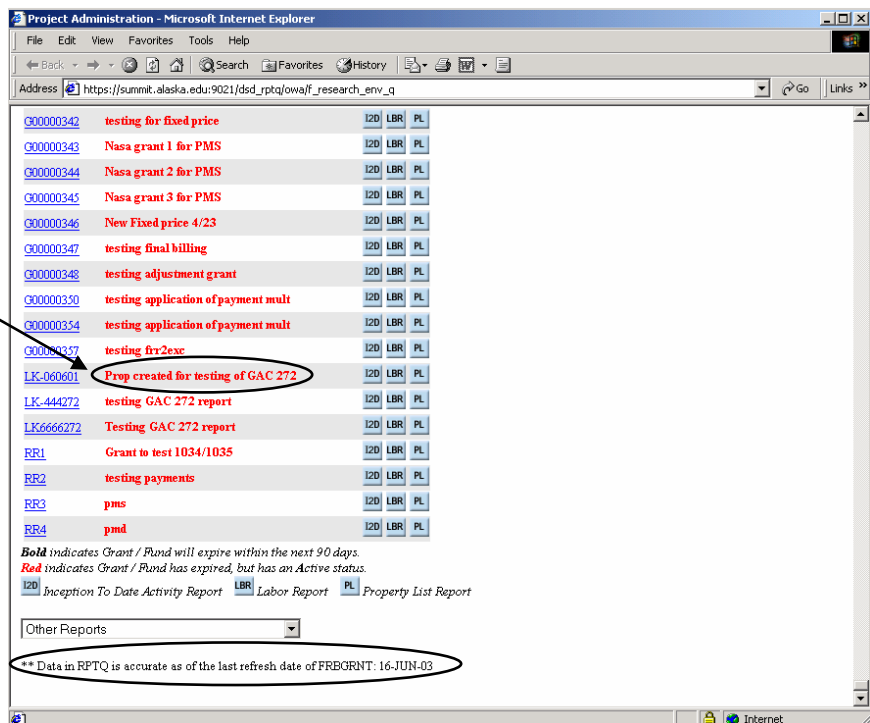
These funds are less than 90 days old.

The horizontal line separates funds less than 90 days old from those that are older than 90 days.

The same is true for the grant display.

Red text indicates that the grant has expired but is still active. This grant is also older than 90 days.

Refresh Date indicates how current the data is



C2. This report provides a wealth of information about the grants and funds for the requested ID as well as direct links to additional reports.

A grant or fund title displayed in **bold** indicates that the grant or fund will expire within the next 90 days.

A grant or fund title displayed in **red** indicates that the grant or fund has expired but has an active *STATUS*.

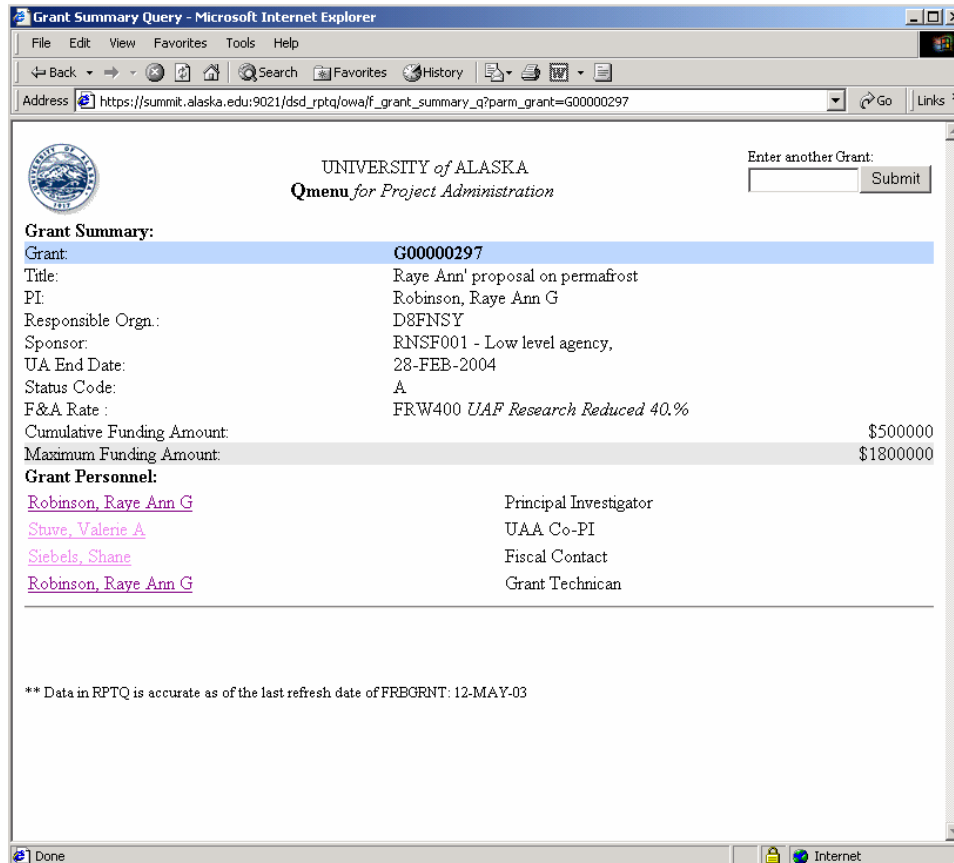
A grant title displayed in **green** indicates that the grant does not have a *PROJECT END DATE* defined.

A fund title displayed in **green** indicates that the fund does not have a *TERM DATE* defined.

- ★ A horizontal line may be displayed separating the grants (and funds) that are less than 90 days old.
- ★ The last refresh date is indicated at the bottom of the page.

Grant Summary

- D1. To review summary information about the grant, click the **grant number of interest**. A new web window is initiated and the Grant Summary Report is displayed.



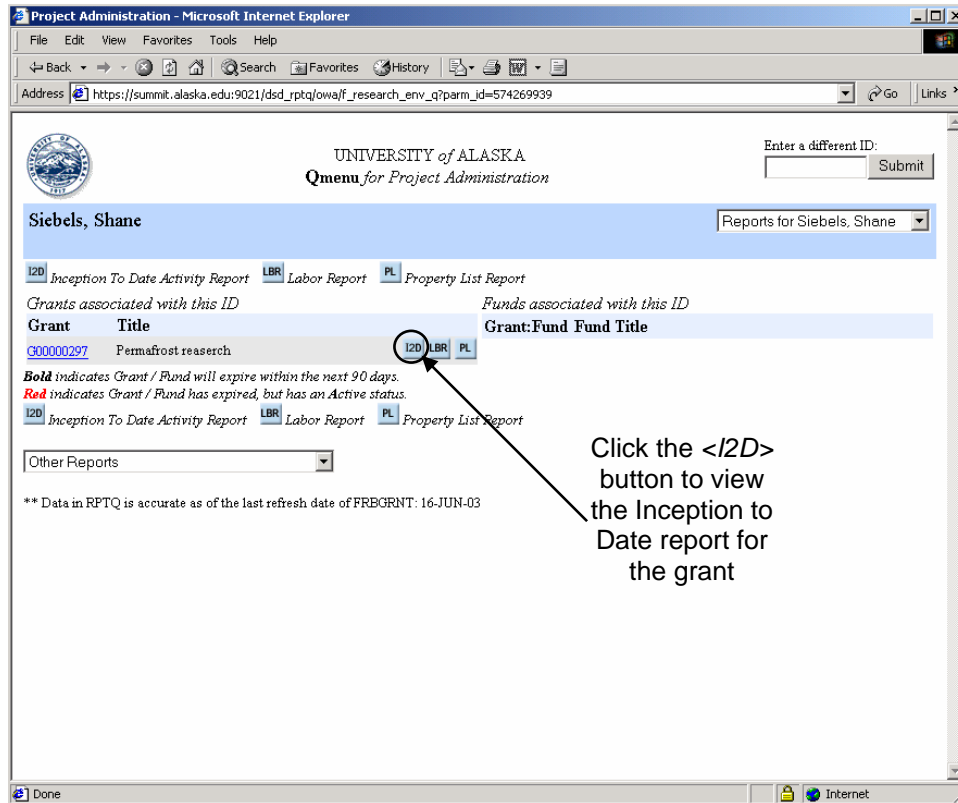
- D2. The name and title of the personnel assigned to the grant are listed at the bottom of the summary report. To view details of the grants associated with one of the Grant Personnel, click on the **Grant Personnel name of interest**.

The original web window detailing the grants for the logged-in ID is updated with the information about the grants for the selected Grant Personnel.

See the Report Details section of this documentation for information about the data displayed.

Inception to Date Reporting

- E1. Once the Grants and Funds detail is displayed, inception to date (I2D) reporting can be viewed for a specific grant or fund.



- E2. Click the <I2D> button for the grant of interest. The Grant Budget Inception to Date report is displayed. This report lists all funds attached to the requested grant as well as a grant total summary.

- ★ The Grant Budget Inception to Date report is part of the QMenu library and can be run independently of Project Administration, if desired.
- ★ The inception to date report can be run for a specific grant or a specific fund.

Grant: **G00000297** **Permafrost research**
 Grant End Date: 05-020-04
 From / As of Dates: 03-00 03-00

Account Category	Budget	Expenses to Date Activity	Commitments	Available Balance
Personal Services	1,411,000.00	36,000.00	.00	1,374,000.00
Staff Services	270,000.00	24,000.00	.00	246,000.00
Taxes	2,280,000.00	22,000.00	.00	2,252,000.00
Contractual/Service	.00	17,000.00	.00	-17,000.00
Commodities	.00	75,000.00	.00	-75,000.00
Equipment	-11,000.00	70,000.00	.00	-20,000.00
Student Aid	.00	10,000.00	.00	-10,000.00
F & A cost	1,144,000.00	86,000.00	.00	1,058,000.00
Grant Total	5,194,000.00	326,000.00	.00	4,868,000.00

Click a fund to view information for a specific fund code

Student Aid	.00	10,000.00	.00	-10,000.00
F & A cost	1,144,000.00	86,000.00	.00	1,058,000.00
Grant Total	5,194,000.00	326,000.00	.00	4,868,000.00

Click a link for totals by fund.

Fund Code	Fund Title
379998	raye ann fund
399997	Second fund to g297

* Commitment dollars do not include F & A
 ** Data in RPTQ is accurate as of the last refresh date of FRRGRML: 16-JUN-03

Parameters	Values
Grant:	G00000297: Permafrost reaserch
From / As of Dates	01-MAR-00 / 03-JUL-03
Fund Code:	%
Orgn Code:	%
Sort By Orgn:	FALSE

Enter Fund: [%] Enter Orgn: [%] Sort by Orgn Code: [FALSE] Printer Friendly: [FALSE]

Get Summaries For ALL Fund(s)

Please Note: Choosing summary for all funds may take a few minutes.

Close Window

Refresh date indicates how current the data is that is

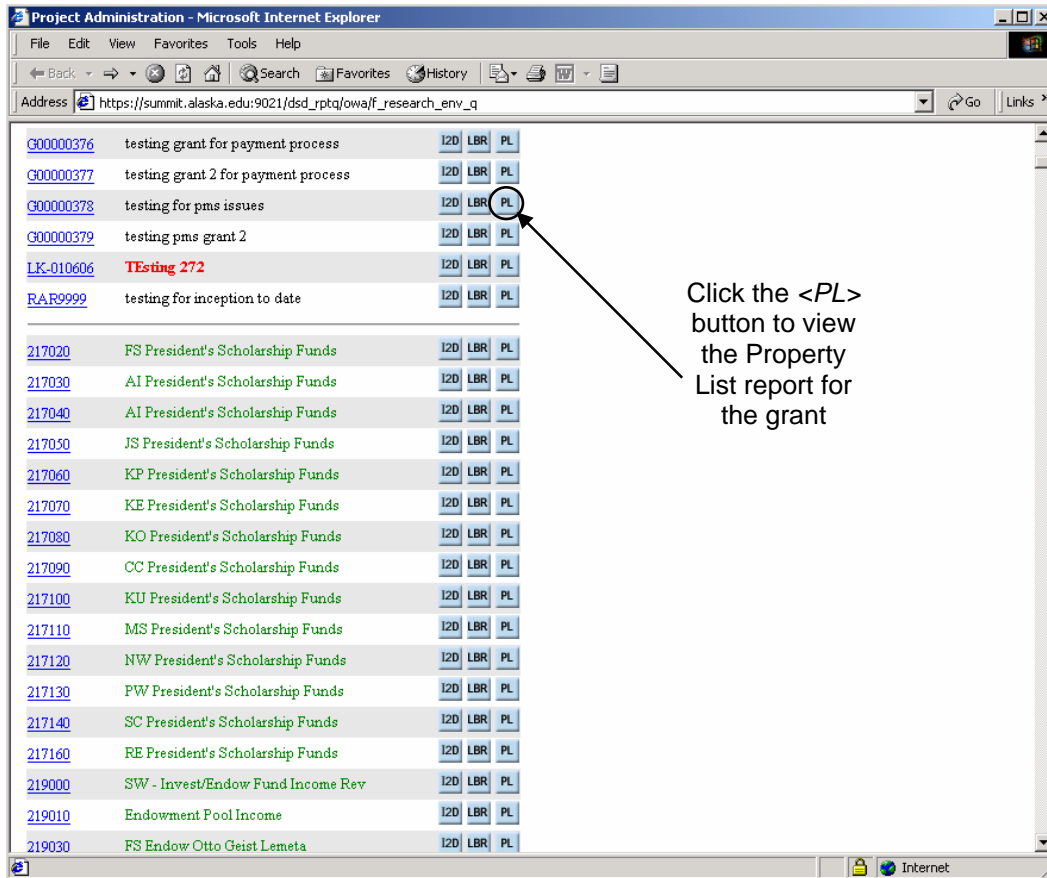
Enter parameters of interest, if desired. The wildcard character (%) can be used

- E3. Click a displayed fund code or enter any of the parameters listed at the bottom of the report for more information. If the wildcard character, %, is entered in the *ENTER FUND* field, all funds for the grant will be displayed.
- E4. If the *ENTER ORGN* field is entered, information for the specified organization code(s) for a fund or the entire grant is displayed, depending on the requested fund parameter.
- E5. The *SORT BY ORGN CODE* defaults to **FALSE**. To sort output by organization code, update to TRUE.
- E6. To view the report without the heading information and the parameter information at the end of the report, update *PRINTER FRIENDLY* to **TRUE**.
- E7. Once all parameters of interest are entered, click the <Get Summaries for ALL Fund(s)> button.

★ The last refresh date, which is displayed on every page, indicates how current the data is that is displayed.

Property List Reporting

- F1. Once the Grants and Funds detail is displayed, property list (PL) reporting can be viewed for a specific grant.



- F2. Click the <PL> button for the grant of interest. The Property List report is displayed. This report lists all property associated with the selected grant.



The Property List report is part of the QMenu library and can be run independently of Project Administration, if desired.

Property List (RPTQ)

This page was produced by the PL/SQL Cartridge on July 08, 2003 01:50 PM

Report Parameters: 0 : 99999 : % : % : % : % : % : % : % : % : % : % : Grant:G00000349 [Excel](#)

Report Sort Sequence: Organization Code / Property Number Sequence

PROP#	ORG	DESCRIPTION	PO#	ADJCOST	TITLE	STATUS	INVDAT	PO DATE	BUILDING	ROOM
201811	44000	PHASER	FP203158	5,197.00	FU	I	02/26/2002	FS420	HALL	

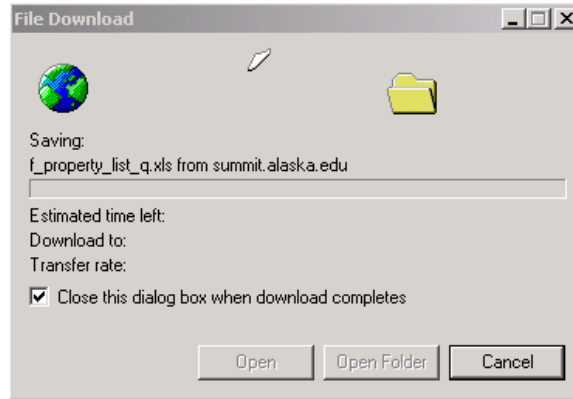
Mfg/Make/Model/SerNum: TEKTRONIX / 790DP / [No Data Entered] / VFC004025

Close Window

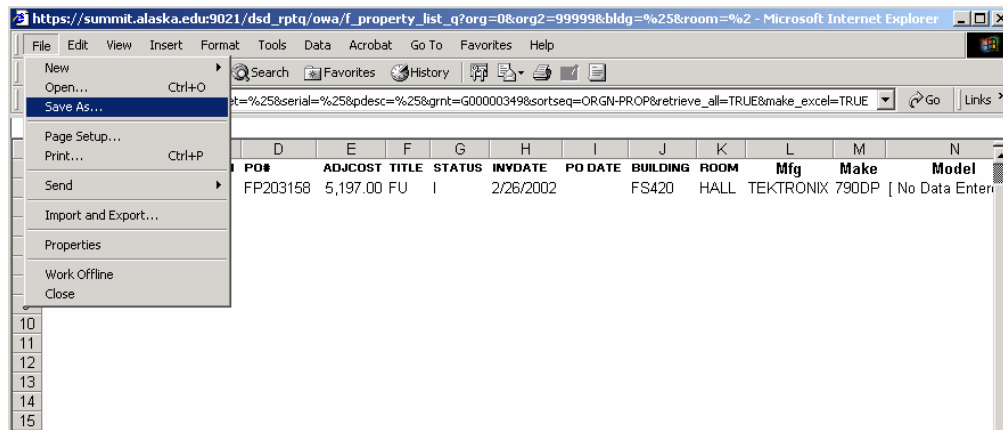
** Data in RPTQ is accurate as of the last refresh date of FFBMAST: 19-JUN-03

The refresh date indicates how current the data is that is displayed

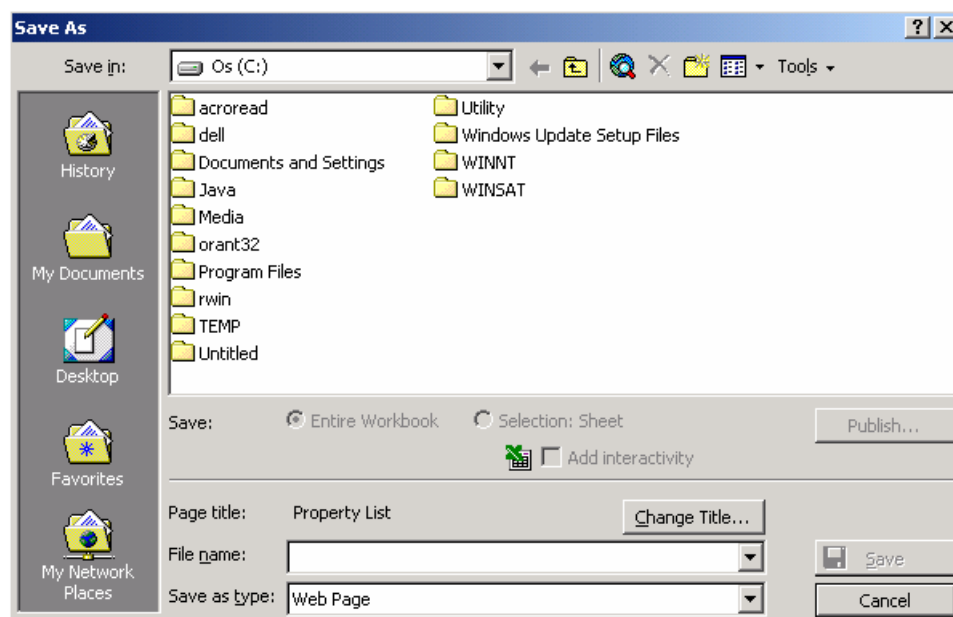
Click <Excel> to download the report into a Microsoft Excel spreadsheet.



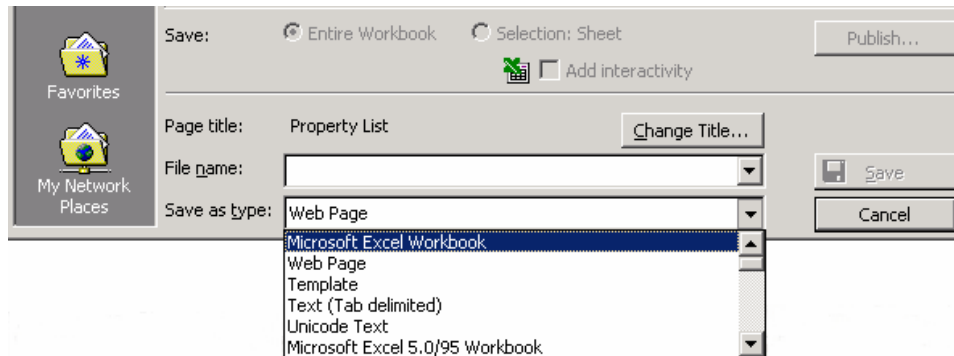
G2. Once displayed in the web window, the report can be saved in Excel format. Click <Save As> from under the <File> menu.



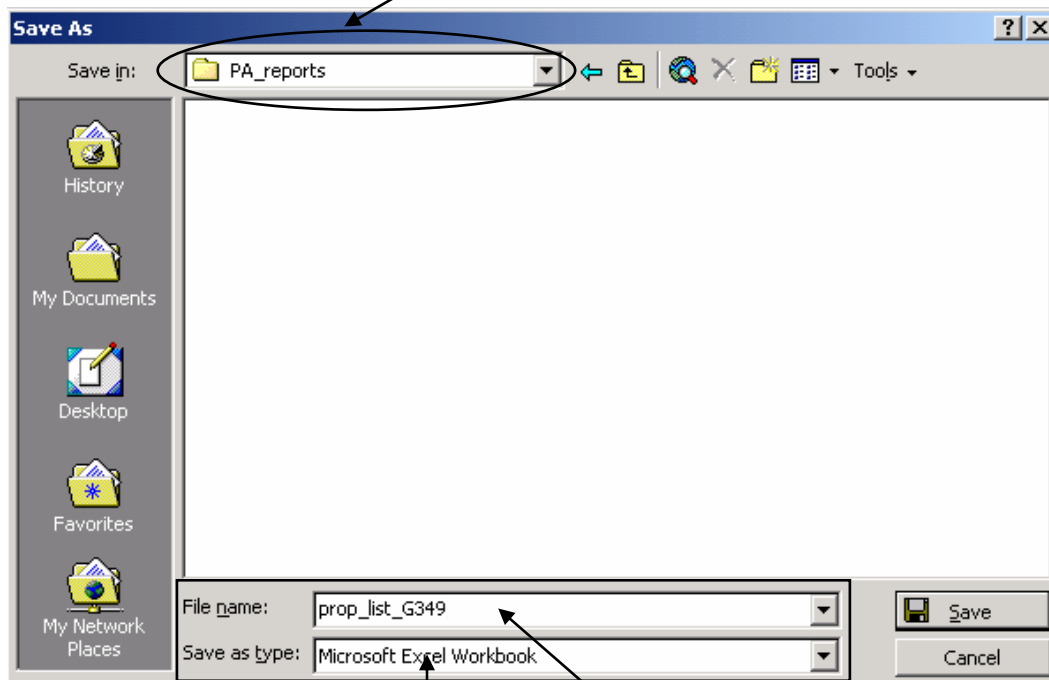
G3. The Save As dialog box is displayed.



- G4. First, choose where the file will be saved (i.e. path). Navigate to the directory of interest by double-clicking on a displayed folder or use the drop-down *SAVE IN* box to navigate.
- G5. If the spreadsheet was viewed in the web window, choose **Microsoft Excel Workbook** from the *SAVE AS TYPE* drop down selection. Otherwise, the *SAVE AS TYPE* defaults to **Microsoft Excel Workbook**.



Set the path in the *SAVE IN* field.

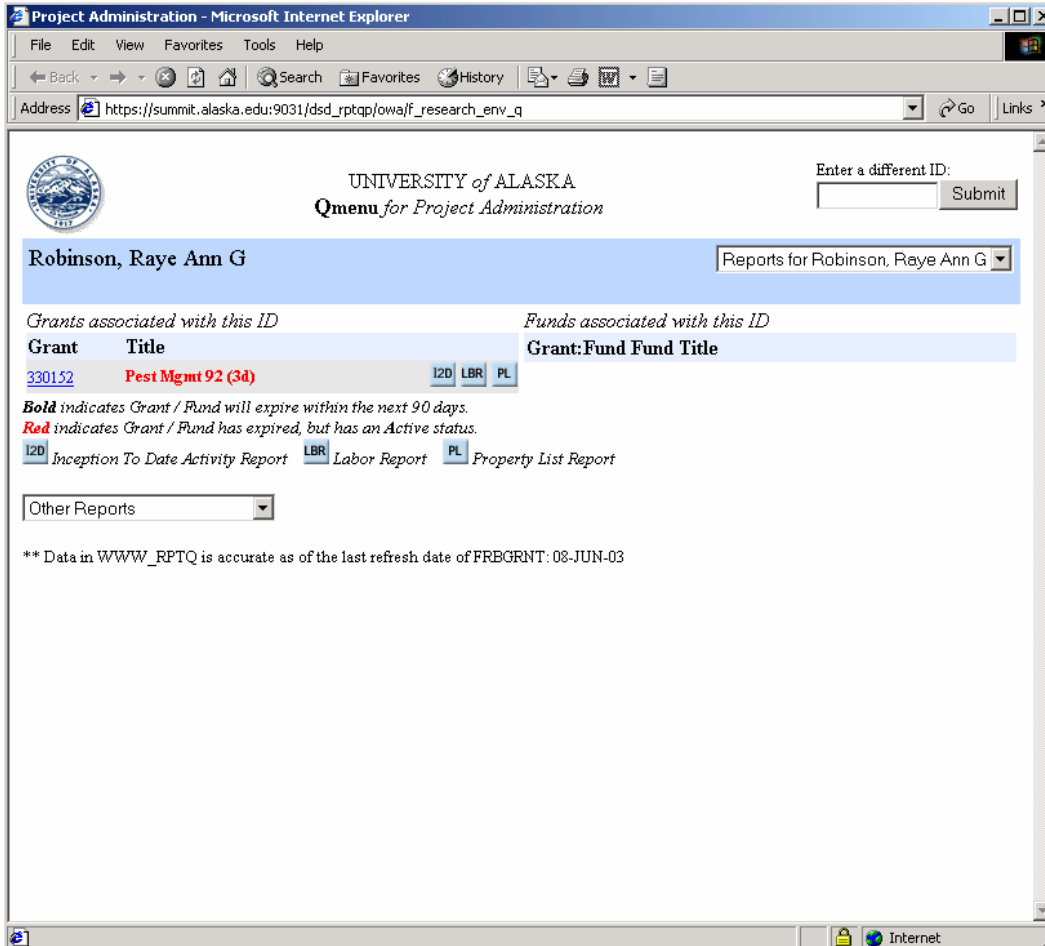


Update the *SAVE AS TYPE* to save as an excel spreadsheet.
Also name the file in the *FILE NAME* field.

- G6. Type the name of the file in the *FILE NAME* field and click <Save>.

Labor Reporting

H1. Once the Grants and Funds detail is displayed, labor (LBR) reporting can be viewed for a specific grant or fund.



H2. Click the <LBR> button for the grant or fund of interest. The Labor Summary report is displayed in a separate web window.

Summary information is provided for each fund attached to the grant if the report was requested for a specific grant.

UNIVERSITY of ALASKA
Menu for Project Administration

Enter a different FROM date: Enter a different TO date: Summarize by Payroll

Labor Summary Report:
Grant: 330152 [Detail in Excel](#)

Fund: 330153 - Int Pest Management 93	Payroll	Hours	Amount
Fund Total		0	.00

Fund: 330156 - Int Pest Management (IPM)	Payroll	Hours	Amount
Total for Bettini, Lois A		546	12,055.12
Total for Comeau, Mary J		305.5	6,449.85
Total for Fastabend, Michael J		208	3,008.17
Total for Hanzlik, Mark W		656	7,259.32
Total for Kirby, Gabriel Charles		388	4,292.17
Total for Moschetti, Rocco A		558	10,223.21
Total for Omtzigt, Catharina Maria		648	7,171.17
Total for Rose, Corlene M		688	7,568.76
Total for Shannon, Elaine C		89	980.72
Total for Vandre, Wayne G		0	.00
Total for York, DeShana Dekerlegand		73.99	1,355.04
Fund Total		4160.49	60,363.53

Grant Total for 330152 4160.49 hours \$ 60,363.53

★ The social security numbers are also included on the labor summary and labor detail reports. They have been removed from this documentation for security purposes.

H3. For more labor details and drill down capability, accept the *SUMMARIZE BY PAYROLL* default of **Yes** and click the *<Submit>* button.

The web window is updated with detail information about the requested grant or fund. Detail information is provided for each fund attached to the grant if the report was requested for a specific grant.

If the labor report is requested for a specific grant, the report is broken down by fund.

UNIVERSITY of ALASKA
Qmenu for Project Administration

Enter a different FROM date: 01-JAN-1970 Enter a different TO date: 08-JUL-03 Summarize by Payroll: Yes

Labor Summary Report:
Grant: 330152 [Detail in Excel](#)

Fund: 330153 - Int Pest Management 93	Payroll	Hours	Amount
Fund Total		0	.00
Fund: 330156 - Int Pest Management (IPM)			
Detail in: HTML Excel Bettini, Lois A 1997-4-0		40	821.55
Detail in: HTML Excel Bettini, Lois A 1997-11-0		56	1,256.76
Detail in: HTML Excel Bettini, Lois A 1997-12-0		80	1,795.37
Detail in: HTML Excel Bettini, Lois A 1997-13-0		72	1,615.82
Detail in: HTML Excel Bettini, Lois A 1997-14-0		64	1,436.29
Detail in: HTML Excel Bettini, Lois A 1997-15-0		32	701.44
Detail in: HTML Excel Bettini, Lois A 1997-15-0		16	350.72
Detail in: HTML Excel Bettini, Lois A 1997-16-0		64	1,402.90
Detail in: HTML Excel Bettini, Lois A 1997-17-0		72	1,578.26
Detail in: HTML Excel Bettini, Lois A 1997-18-0		52	1,139.86
Detail in: HTML Excel Bettini, Lois A 1997-19-0		64	1,402.90
Detail in: HTML Excel Bettini, Lois A 1997-20-0		10	219.21
Detail in: HTML Excel Bettini, Lois A 1997-18-1		-52	-1,139.86
Detail in: HTML Excel Bettini, Lois A 1997-19-1		-64	-1,402.90

Refresh date indicates how current the data is that is

Detail in: HTML Excel Rose, Corlene M 1997-17-0		80	881.54
Detail in: HTML Excel Rose, Corlene M 1997-18-0		80	881.54
Detail in: HTML Excel Rose, Corlene M 1997-19-1		80	881.54
Total for Rose, Corlene M		688	7,568.76
Detail in: HTML Excel Shannon, Elaine C 1997-19-1		43	473.83
Detail in: HTML Excel Shannon, Elaine C 1997-19-2		46	506.89
Detail in: HTML Excel Shannon, Elaine C 1997-19-3		43	473.83
Detail in: HTML Excel Shannon, Elaine C 1997-19-4		-43	-473.83
Total for Shannon, Elaine C		89	980.72
Detail in: HTML Excel Vandre, Wayne G 1997-7-0		40	2,056.20
Detail in: HTML Excel Vandre, Wayne G 1997-7-1		-40	-2,056.20
Total for Vandre, Wayne G		0	.00
Detail in: HTML Excel York, DeShana Dekerlegand 1997-3-0		32	551.16
Detail in: HTML Excel York, DeShana Dekerlegand 1997-13-0		24	464.98
Detail in: HTML Excel York, DeShana Dekerlegand 1997-16-0		36	677.99
Detail in: HTML Excel York, DeShana Dekerlegand 1997-17-0		37	696.80
Detail in: HTML Excel York, DeShana Dekerlegand 1997-16-1		-36	-677.99
Detail in: HTML Excel York, DeShana Dekerlegand 1997-17-1		-37	-696.80
Detail in: HTML Excel York, DeShana Dekerlegand 1997-17-2		17.99	338.90
Total for York, DeShana Dekerlegand		73.99	1,355.04
Fund Total		4160.49	60,363.53
Grant Total for 330152		4160.49 hours	\$ 60,363.53

** Data in WWW_RPTQ is accurate as of the last refresh date of NHRDIST: 08-JUL-03

If the labor report is requested for a specific grant, the report is broken down by fund and the total for the grant is displayed at the bottom of the report.

- H4. The *ENTER A DIFFERENT FROM DATE* field defaults to **01-JAN-1970** and the *ENTER A DIFFERENT TO DATE* defaults to the **current date**.

To view the report for a different date range, update the *ENTER A DIFFERENT FROM DATE* and *ENTER A DIFFERENT TO DATE* fields to the **date range of interest** and click the *<Submit>* button.

★ Dates must be entered in the DD-MON-YYYY format (i.e. 31-MAY-2003) otherwise an error will be displayed.

- H5. The *SUMMARIZE BY PAYROLL* defaults to **Yes** and will display report details with drill down capability whenever the *<Submit>* button is clicked. To display the report in summary format, update *SUMMARIZE BY PAYROLL* to **No** and click *<Submit>*.

Download to Excel

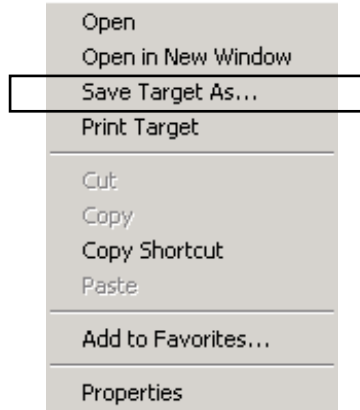
11. The labor report for the grant or the fund can be downloaded to a Microsoft Excel spreadsheet.

To view the spreadsheet click the *<Excel>* link displayed on the report. The spreadsheet is displayed in the web window. Continue with step 12.

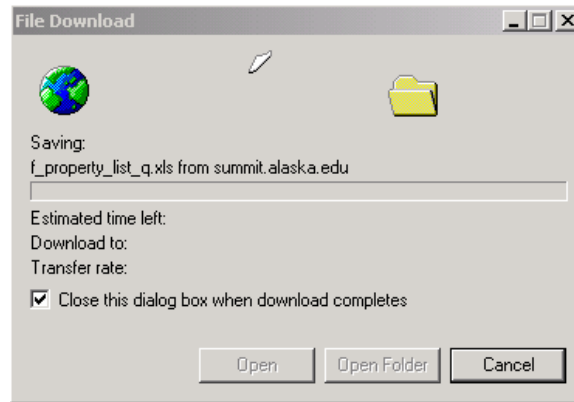
Grant	Fund	ID	Employee	Payroll	Orgn Code	Account	Program	Transaction Date	Fisc Code	Position
330152	330156		Bettini, Lois A	1997 4 0	64014	1251	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1811	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1841	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1970	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1831	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1970	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1970	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 4 0	64014	1970	3330PS	1-Feb-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1251	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1811	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1970	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1970	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1970	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1831	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 11 0	64014	1841	3330PS	10-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1251	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1970	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1970	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1811	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1841	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 12 0	64014	1831	3330PS	24-May-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1251	3330PS	7-Jun-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1811	3330PS	7-Jun-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1970	3330PS	7-Jun-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1970	3330PS	7-Jun-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1841	3330PS	7-Jun-97	1997	925074-0
330152	330156		Bettini, Lois A	1997 13 0	64014	1831	3330PS	7-Jun-97	1997	925074-0

★ The social security numbers (*ID*) are also included on the labor summary and labor detail Excel spreadsheet. They have been removed from this documentation for security purposes.

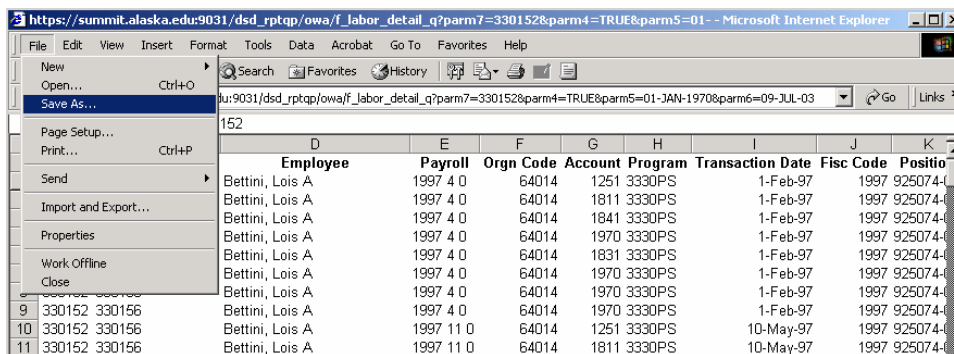
To download the file directly to Microsoft Excel, right-click on the *<Excel>* link displayed at the top right of the report. A popup menu is displayed.



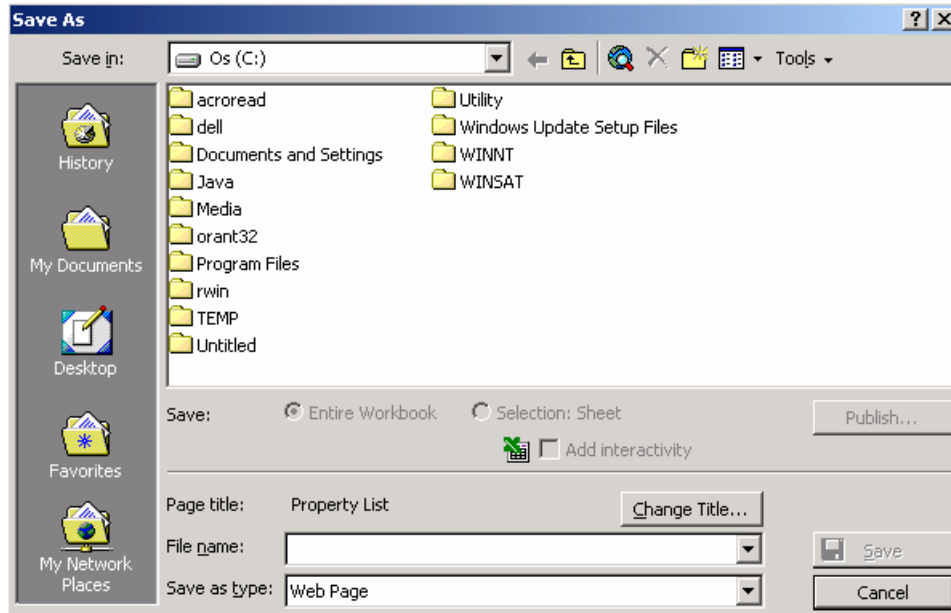
Click <Save Target As...>. A dialog box is displayed while the file is downloaded. Continue with step I3.



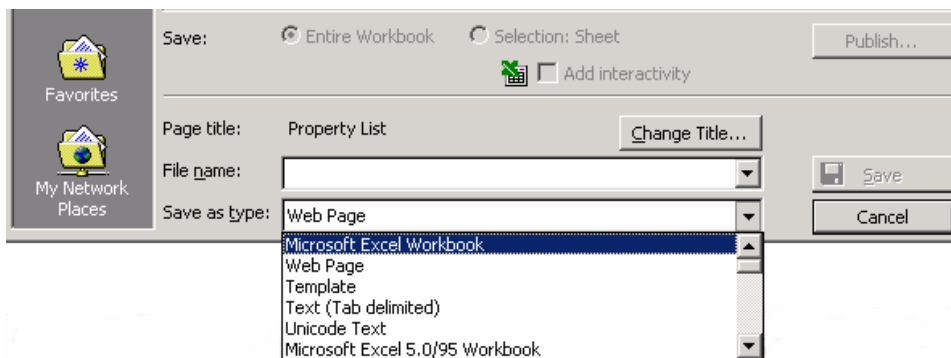
I2. Once displayed in the web window, the report can be saved in Excel format. Click <Save As> from under the <File> menu.

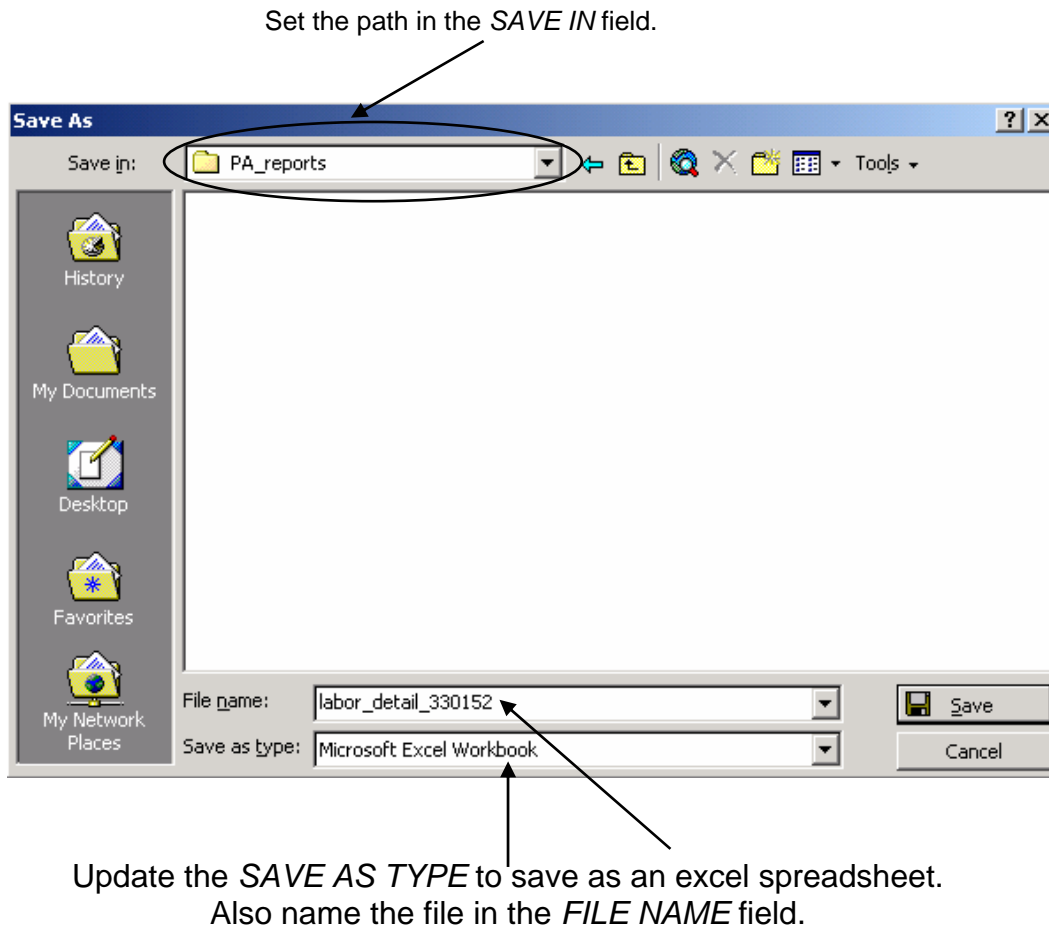


13. The Save As dialog box is displayed.



14. First, choose where the file will be saved (i.e. path). Navigate to the directory of interest by double-clicking on a displayed folder or use the drop-down *SAVE IN* box to navigate.
15. If the spreadsheet was viewed in the web window, choose **Microsoft Excel Workbook** from the *SAVE AS TYPE* drop down selection. Otherwise, the *SAVE AS TYPE* defaults to **Microsoft Excel Workbook**.



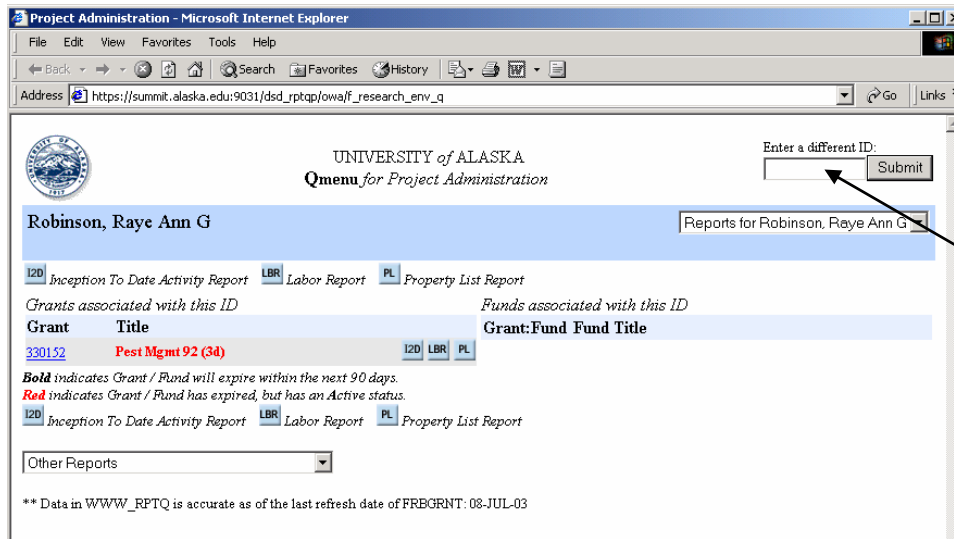


16. Type the **name of the file** in the *FILE NAME* field and click <Save>.
17. The web window which contains the spreadsheet can be closed by choosing <Close> under the <File> menu or by clicking the **x** in the top right corner of the window.

Other Report Features

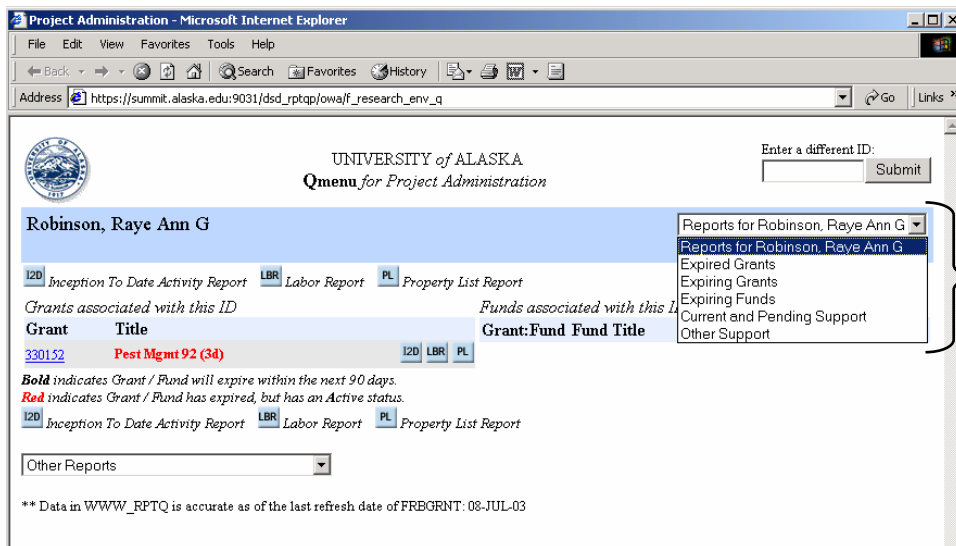
J1. When Project Administration Reporting is selected, grant and fund information is displayed for the logged-in ID.

To view project administration reporting for another id, enter the **ID of interest** in the *ENTER A DIFFERENT ID* field and click the <Submit> button.



Enter the ID of interest to view project administration data for another person

J2. To view other reports from the grant and fund information window, click on the down arrow next to the *REPORTS FOR XXX* drop down box, where **XXX** is the name of the person whose ID is currently displayed (Robinson, Raye Ann G in this example).



Click on the down arrow to view list of available reports

Expired Grants	Lists grants that are expiring this month, next month, or in two months. Also displays grants that have expired but have an active status.
Expiring Grants	Same as Expired Grants report but does not display grants that have expired but have an active status.
Expiring Funds	Lists funds that are expiring this month, next month, or in two months.
Current and Pending Support	Lists all committed support for the id of interest
Other Support	Lists all active, pending, and overlap support for the id of interest



With the exception of the Expired Grants report, the reports listed above are part of the QMenu library and can be run independently of Project Administration, if desired.

J3. Once selected, the requested report will display in a separate web window.