


## Award or Project Summary Report

The HE Award or Project Summary Report provides an overview of existing projects by department, college, or award PI. The report includes information such as the title, award number, PI name, project dates, and limited budget detail.


To access the HE Award or Project Summary Report in [PeopleSoft Finance](#), log in and click on the NavBar icon  located in the upper right corner. From there, select Menu and scroll down to Grants. Click on Interactive Reports to find the HE Award or Prj Summary Report.

If you do not have access to PeopleSoft Finance, please click on the following link to learn how to obtain access: <https://campus.und.edu/finance/finance-access-request.html>.

1. Complete the following fields. All fields with an asterisk (\*) are required.


<b>*Business Unit:</b>	UND01
<b>*Run by:</b>	Select Award or Project
<b>*Subtotal by Departments:</b>	Select Yes or No
<b>*As of Date:</b>	Enter As of Date
<b>*Award Deficit Balances Only:</b>	Select Yes or No
<b>*Active Award Statuses Only:</b>	Select Yes or No
<b>*Exclude F&amp;A:</b>	Select Yes or No
<b>*Output Format:</b>	PDF or XLS


Run Control ID    HE\_AWARD\_PRJ\_SUMMARY\_REPORT    Report Manager    Process Monitor    Run


\*Business Unit:  


\*Run by (Check one option):     Award     Project


\*Subtotal by Departments:     Yes     No

\*As of Date:  

\*Award Deficit Balances Only (Y/N):  

\*Active Award Statuses Only (Y/N):  

\*Exclude F & A (Y/N):  

\*Output Format:  

**\*Select one or more of the options below:**

Select Award PI or Project GCA, Sponsor, College, or Departments

\*Select one or more options below:

Award PI:   or Project GCA:

Sponsor:

College:

or

\*Departments (Y/N):

2. Click **Save**.

3. Click **Run**.

Run Control ID HE\_AWARD\_PRJ\_SUMMARY\_REPORT Report Manager Process Monitor

4. Click **OK** under **Process Scheduler Request**.

**Process Scheduler Request**

User ID jackie.pic Run Control ID HE\_AWARD\_PRJ\_SUMMARY\_REPORT

Server Name   Run Date 12/01/2023

Recurrence   Run Time 11:23:26AM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AE for Award or Prj Sum Report	NDU_GM_4747	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

5. Click **Process Monitor**.

Run Control ID HE\_AWARD\_PRJ\_SUMMARY\_REPORT Report Manager

6. Click **Refresh** until the Run Status reads **Success**, and the Distribution Status reads **Posted**.

Process List | Server List

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**View Process Request For**

User ID: jackie.pic | Type: [ ] | Last: [ ] | 1 Days | **Refresh** | Clear | Reset

Server: [ ] | Name: [ ] | Instance From: [ ] | Instance To: [ ] | Save On Refresh [x] | Report Manager

Run Status: [ ] | Distribution Status: [ ]

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	15714534		Application Engine	NDU_GM_4747	jackie.pic	12/01/2023 11:23:26AM CST	Success	Posted	Details	▼ Actions

Go back to HE Award or Prj Summary Report

Save | Notify

Process List | Server List

7. Click **Report Manager**.

Process List | Server List

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**View Process Request For**

User ID: jackie.pic | Type: [ ] | Last: [ ] | 1 Days | Refresh | Clear | Reset

Server: [ ] | Name: [ ] | Instance From: [ ] | Instance To: [ ] | Save On Refresh [x] | **Report Manager**

Run Status: [ ] | Distribution Status: [ ]

8. Click the hyperlink of the desired report.

List | Explorer | Administration | Archives

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**View Reports For**

Folder: [ ] | Instance: [ ] to [ ] | Refresh

Name: [ ] | Created On: [ ] | Last: [ ] | 1 Days

**Reports**

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
<b>NDU_GM_4747</b>	AE FOR AWARD OR PRJ SUM REPORT	General	12/01/23 11:28AM	11100018	15714534