

Project Status Report



1. From the Reports page, under “Category” select “Management” and then under the “Reports” section Select “Project Status Report.”

The screenshot shows the 'Project Reporting' interface. It has three main columns: 'Category', 'Reports', and 'Description'. Under 'Category', 'Management' is selected. Under 'Reports', 'Project Status Report' is selected. The 'Description' column contains text about the report's function. Below these columns are 'Parameters' and 'Results' tabs. The 'Parameters' section includes fields for 'Available Status' (with a list of options and navigation arrows), 'Selected Status', 'PI', 'School / Department', 'Date By' (with radio buttons for 'Dates' and 'Employee Type'), and 'Dates' (with 'Start Date' and 'End Date' fields). A 'Run Report' button is at the bottom left.

2. In the parameters section, select the statuses to review and move them using the blue arrows between the “Available Status” and “Selected Status” boxes. All statuses may be selected by using the double arrow button.
3. This report must have either a PI selected or a School/Department. Enter that information in the appropriate field. To see all statements in your department in a particular status, enter your department in the School/Department parameter.
4. Using the radio buttons, select either “Dates” to run by a date range (to look at multiple quarters) or select “Employee Type” and then choose Kentucky for “Employee Type” and then select the quarter to view.

This screenshot shows the 'Parameters' section of the 'Project Reporting' interface with specific values entered. The 'Available Status' list includes 'Default, Incorrect', 'Auto Approved', 'No Confirmation Required', 'Manual Confirmation', 'No Confirmation Required, Payroll Pending', and 'Manual Confirmation, Payroll Pending'. The 'Selected Status' list includes 'Ready for Pre Review' and 'Pre Reviewed'. The 'PI' field contains 'Kelley Mike - 99887703'. The 'School / Department' field is empty. The 'Date By' section has 'Employee Type' selected. The 'Employee Type' dropdown is set to 'Kentucky'. The 'Period' dropdown is set to '6/28/2015 to 9/30/2015'. A 'Run Report' button is at the bottom left.

5. Once you have the parameters set, click “Run Report.”

Project Nickname	Project Number	Grant Department	Grant Manager	PI Certifier	PI Department	Nickname	Current Status
New Techniques in Taxidermy	3048990011	Huron Training Department	Jordan, Michael - mjordan1	Kelley, Mike - 99887703	Huron Testing Department	FY16 Quarter 1	 Ready for Pre Review
Training Program in Financial Management	3048990002	Huron Testing Department	Jordan, Michael - mjordan1	Kelley, Mike - 99097702	Huron Testing Department	FY16 Quarter 1	 Ready for Pre Review

Excel | XML | PDF | RTF

6. The report generates a list of statements in the statuses that you selected. You can click on the “Current Status” hyperlink for any statement on the report to be routed to the project statement page. This report can also be exported to Excel or PDF to save for later.