

Project Status Report

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

Category	Reports	Description
Management	Department Account Report Certification Status Report Project Certification Status Summary Report Project Status Report	The Project Status Report displays a list of all project statements that have a specified status at the time the report is run. You must choose the status(es) to be included, employee type or date range, Department or certifier.

Parameters | Results

Available Status
[Available Options]
Default, Incorrect
Auto Approved
No Confirmation Required
Manual Confirmation
No Confirmation Required, Payroll Pending
Manual Confirmation, Payroll Pending

Selected Status
[Available Options]

PI: _____

School / Department: _____

Expand Search

Date By: Dates Employee Type

Dates: Start Date: [mm/dd/yyyy] End Date: [mm/dd/yyyy]

Run Report

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.
 - RFS recommends including the following status details: *Ready for Pre Review*; *Ready for Confirmation*; *Revision Requested*; *Revision Pending*
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

Parameters | Results

Available Status
[Available Options]
Default, Incorrect
Auto Approved
No Confirmation Required
Manual Confirmation
No Confirmation Required, Payroll Pending
Manual Confirmation, Payroll Pending

Selected Status
[Selected Statuses]
Ready for Pre Review
Pre Reviewed

PI: Kelley Mike - 99887703

School / Department: _____

Expand Search



Date By: Dates Employee Type

Employee Type: Kentucky

Period: 6/28/2015 to 9/30/2015

Run Report

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 - 99887703	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.