

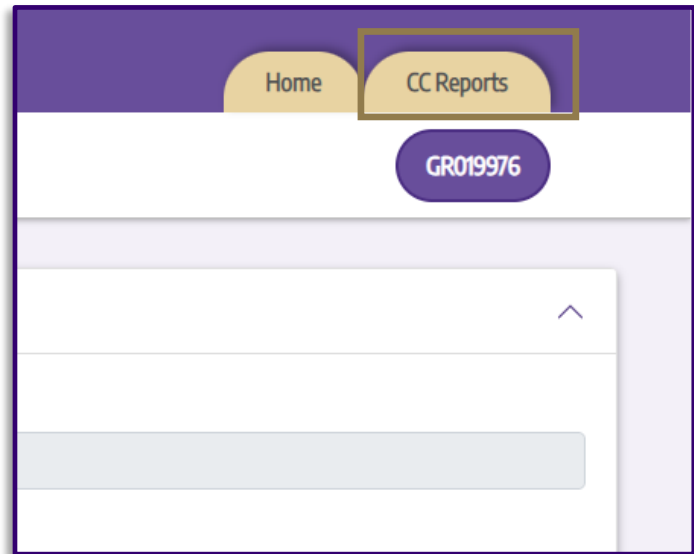
# AWARD PORTAL – JOB AID

## (Campus)

### View Reports by Cost Center

This job aid provides general instruction on how to view reports by Cost Center (CC). Cost Center Reports are the equivalent of Org Code Reports in Grant Tracker.

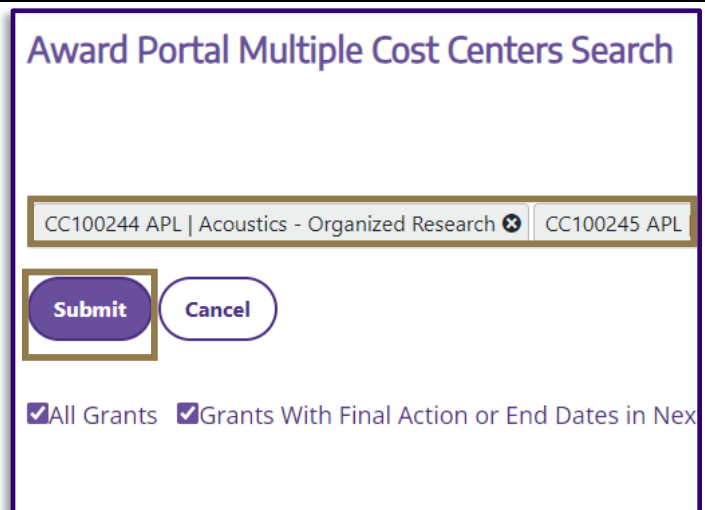
1. From the Award Portal homepage, click the **CC Reports** tab to view reports by Cost Centers.



2. Enter the appropriate Cost Center(s)
3. Click **Submit**

**Notes:**

- You may enter one or multiple cost centers
- Depending on what you wish to see, you have the option of selecting and deselecting the following reports:
  - **All Grants**
  - **Grants With Final Action or End Dates in Next 90 Days**
  - **Open Invoices**
  - **Open Tickets**



## View Reports by Cost Center

The report is broken into sections for each of the options selected and may be viewed on the screen or exported to Excel for sharing or further analysis.

4. Scroll down to view the report results for each section

**Note:** Key columns in each report are:

- Award Number
- Grant ID
- Award Lifecycle Status
- Award Line End Date
- Days Until End Date
- Final Action Date
- Sponsor Name
- PI Name
- Cost Center Name
- Cost Center Reference ID

All Grants:		
<input checked="" type="checkbox"/> Export to Excel		
Drag a column header and drop it here to group by that column		
Grant ID	Award Nu...	Grant Name
<a href="#">GR026629</a>	<a href="#">AWD-004019</a>	GR026629 CMU PHASE - 2021
		GR026855

**Note:** You may drag, move, and reposition any column to a desired location on the report. Clicking the 3 dots on a column header provides additional filter options to provide specific information in your report

Grants With Final Action or End Dates In Next 90 days:		
<input checked="" type="checkbox"/> Export to Excel		
Drag a column header and drop it here to group by that column		
Grant ID	Award Nu...	Grant Name
<a href="#">GR026629</a>	<a href="#">AWD-004019</a>	GR026629 CMU PHASE - 2021
<a href="#">GR026855</a>	<a href="#">AWD-005498</a>	GR026855 APV+P

## View Reports by Cost Center

### Open Invoices:

 Export to Excel


Drag a column header and drop it here to group by that column

Invoice Number	:	Grant ID	:	Award Nu..
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<a href="#">CI-10001584</a>		<a href="#">GR026629</a>		<a href="#">AWD-0040</a>
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<a href="#">CI-00027463</a>		<a href="#">GR026629</a>		<a href="#">AWD-0040</a>
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### Open Tickets:

 Export to Excel

Drag a column header and drop it here to group by that column

Ticket ID	:	Grant ID	:	Award Nu
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<a href="#">212629</a>		<a href="#">GR013469</a>		<a href="#">AWD-005</a>
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End of Job Aid