HOW TO ACCESS YOUR GRANT REPORTS:

1. KSU Intranet - http://campus.kennesaw.edu/
2. Data, Information & Analytics Resources (Right Hand Side…Toward the Bottom)
3. Enterprise Information Management
4. Enterprise Reports: **Log On To Enterprise Reports**
5. Enter User name and Password
6. Financial
   - Grants Principal Investigator Portlet
   - Grants Principal Investigator CFR Reports link
7. Go to box on left hand side "Table of Contents" and "Options"
8. In the drop down box click on the down arrow

   You will have three reports to choose from:
   - **Cost Element Summary by Grant**
   - **Grants Spend Activity Detail**
   - **Payroll Detail**

   Report Descriptions/purposes -
   - **COST ELEMENT SUMMERY BY GRANT**

     This report will give you a cumulative overview of your grant spending and your available balance. You can drill down and see more detail by clicking on any underlined number on your report.

   - **GRANT SPENDING ACTIVITY DETAIL**

     This report will give you a detailed view of your grant expenditures starting with the current fiscal year and current accounting month.

   - **PAYROLL DETAIL**

     This report will give you detailed payroll expenditures. See separate page for detailed instructions for this report.

9. Select which report you would like to view.
10. Select your grant. (You can only view one grant a time.)
11. Click on the drop down box to select another report.

PAYROLL DETAIL REPORT INSTRUCATIONS:

1. Select Payroll Detail Report from the drop down box
2. Under "Fiscal Year Prompt" highlight the fiscal year you would like to view under the "Available" box. Then select the arrow with a " + " sign to move your selection to the "Selected" box. The click on the "Apply" box to the right of the "Selected" box. Once SAS accepted the selection the "Apply" box will be greyed out. You may select all the fiscal years of your grant by selecting "all possible values" in the "Available" box.
3. Under the "Project ID Prompt" highlight the grant that you would like to view under the "Available" box. Then select the arrow with a " + " sign to move your selection to the "Selected" box. The click on the "Apply" box to the right of the "Selected" box. Once SAS accepted the selection the "Apply" box will be greyed out.
4. Click "View Report" in the upper right hand side and/or the bottom right hand side of your screen.
5. Your report will pop up on your screen.
6. You will see a summary report and a detail report.

EXPORTING REPORTS TO EXCEL

You can export your SAS reports to excel.

1. Right click in a blank cell of your report. The top left had corner of the report works best. This will bring up a pop up menu.
2. Select "export table"
3. You will get an Export – Windows Internet Explorer box. Select Export to: Excel. This should already be selected for you. Select "Ok".
4. In the File Download box select "Open".
5. You will get a Microsoft Excel box. Select "Yes"
6. Your exported SAS report will pop up. You can rename and save to your computer for future reference.