## **RF** Report Center

## Quick Start Guide

## RF Activity Interface Reporting (RF AIR) Dashboard

The **RF Report Center** is accessed through the RF website. (See the *Access the Report* Center Quick Start Guide for both InCommon and "Click-Through" instructions).

- 2 From the **RF Report Center** menu, under Dashboards, click RF Activity Interface Investigator.
  - The RF Activity Interface Reporting has pages, known as tabs, each displaying key financial data on awards, receivables, payables, people, and others.



SUNY (RF)





Cracle BI Interactive Dash	
← → C 🗋 srfoapp06.rfsuny.org:9704/analyt	ics/saw.dll?dashboard&PortalPath=
SUNY (RF)	
RF Activity Interface Reporting	
Alerts Administrative Inquiry APT Inquiry Accounts Paya	ble Inquiry Purchase Order Inquiry Requistio
Employees Terminating on a Grant in the next 45 days	
New Person Assigned on a Grant in the last 30 days	
Hew Awards Created in the last 30 days	
+ Reports Past Due	
Award Terming	
Projects Terming	



Once expanded, enter the **search criteria** to filter or restrict your results. Click **OK**.

RF Activity Interface Reporting          Alerts       Administrative Inquiry       APT Inquiry       Accounts Payable Inquiry         Award Inquiry       Award Inquiry			sorted in ascending/descending order; and drilled down to a more granular level of detail when a hyperlink exists.				
Award Number Award Principal Investigator Award Organization Award Location Code	65431		<b>Select View</b> Direct & Indir	: rect 🔽 🗲	Vi	ew	
Sponsor Name Award Purpose Code Award Type Award Classification	Sponsored Program	Award Name	Award Status	Award Start	Award End	Current Budget Sort	Expense
Award Status	<ul> <li>☐ (All Column Values)</li> <li>☑ ACTIVE</li> <li>☑ AT_RISK</li> <li>☐ CLOSED</li> <li>☑ ON, HOLD</li> </ul>	PCA Healthy Families New Jersey	ACTIVE Drill Dow	01-Jul- 2013 /n	30-Jun- 2014	88,968.00	18,771.49
* Include Cost Sharing	<ul> <li>ON_HOLD</li> <li>(All Column Values)</li> <li>No</li> <li>Yes-Only Cost Sharing</li> </ul>	Ē	ack to Previo	ous Page		88,968.00	18,771.49
APT Award Level	OK F	Reset					

The results can be further

filtered by view; column data

7

At the footer of each report, you have the options to Refresh, Print, or Export.

## **REFRESH - PRINT - EXPORT**

**Refresh:** Rerun the report.

Print: Click Print to select either PDF or HTML.

Export: Click Export and either

- download the data as it appears on the page. Click PDF, Excel, PowerPoint, or Web Archive, or
- download the full data set. Click CSV, XML, or Tab Delimited file format.

For more information, go to the Self Paced Navigation Course located on the **Overview** tab.

