



Process - Run and Review the Award Summary Inquiry (RFASI)

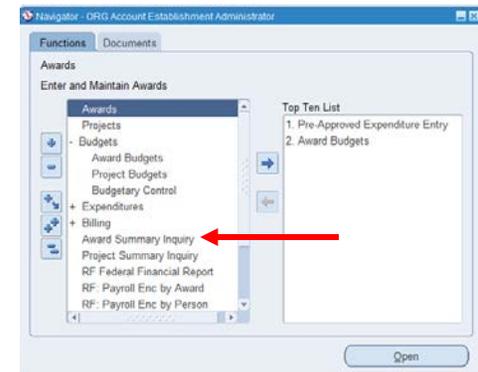
Use these instructions to run and review the Award Summary Inquiry (RFASI).

Prerequisites

- You must have one of the following responsibilities or the Navigator Path for the RFASI to run and review the Award Summary Inquiry (RFASI):
 - You must be a KEY Member
 - Anyone who can access the Navigator Path via their responsibility
- Be sure the following information is already entered in the system:
 - The award must exist in the Oracle application.
 - The Oracle-generated award number must be known.
 - A project and task must have been created in the Oracle application.

To run and review the Award Summary Inquiry (RFASI):

1. Navigate to the **Award Summary Inquiry**, click **Open** to display to the **Find Awards** window.
2. Enter the **Award Number**.
3. Press the **Tab** key. The **Status**, **Last Run On**, and **Last Run By** fields automatically populate.



- If the Status displays **Completed Normal** and the **Last Run On** field displays a current date, click **View**.

Award Summary Inquiry - ORG Account Establishment Administrator @ TRAINX - 27-MAR-2019

Award: 72160 Start: 01-JUL-2015 End: 30-JUN-2020 Shortages: Current as of: 03/27/2019 10:23:17

Amount: 438,974.00
Funded: 438,974.00

Exit Form

Award Specifics

Award Specifics

Award Title: Cost sharing for Award 72159
Status: CLOSED
Funding Source: SUNY Cost Share
Sponsor Award No: A-72159
Principal Investigator: Crump-Owens, Ms. Shanna I
Organization: 030 Center for Academic Development Services
Budgetary Control: Absolute (Award level)
Burden Structure: MTDC Base Burden Rate: 08

Award Inquiry

Find Awards

Status: Completed-Normal

Award Number: 72160 Last Run On: 03/27/2019 10:44:36
Last Run By: 130022

Submit Refresh View

Re-process ALL encumbrances and expenditures for the life of the award

- If the Status displays **Never Run**, you must run the inquiry before you can view the information.
- Click **Submit**, click **OK**. Click **Refresh** until status displays **Completed-Normal**.
- Click **View**.

Find Awards

Status: Never Run

Award Number: 83705 Last Run On: Never Run
Last Run By: Never Run

Submit Refresh View

Re-process ALL encumbrances and expenditures for the life of the award

Note: Certain awards with many transactions and/or many projects may take an extended period of time to run. While the RFAI is being created or updated, you may select **File > Close Form** to return to the **Navigator** window and go on with other Oracle work.

- The **Award Summary Inquiry (Award Specifics)** window displays.

Review the **Award Specifics**, a summary of information including the award's title, the status, the sponsor (that is, funding source), the sponsor award number, the name of the Principal Investigator, the organization responsible for the award, the budgetary control at the award level, the burden structure, and the burden rate.

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Award Inquiry

Note: Click the down arrow to open a drop-down menu that allows you access to the alternate regions other than **Award Specifics**. Other alternate regions providing information are **Installments**, **Cash Position**, **Projects**, and **Compliances**.

- If you need to view installments on an Award, from the drop-down menu, select the **Installments** to go to the **Award Summary Inquiry (Installments)** window.



Installments

Installments						
Start	End	Type	Amount	Active?	Billable?	
01-JUL-2015	30-JUN-2016	AWARD	109,978.00	Y	Y	
01-JUL-2018	30-JUN-2019	AWARD	111,909.00	Y	Y	
01-JUL-2016	30-JUN-2018	AWARD	109,155.00	Y	Y	
01-JUL-2016	30-JUN-2017	AWARD	107,932.00	Y	Y	

6. If you need to view cash position information about the Award, from the drop-down menu, select **Cash Position, Budget**.
7. Select **Cash Position, Expenditures**.

Cash Position

Cash Position

Expenditures

Expenditures

Cash Receipts: .00

Misc Receipts: .00

Total Cash Received: .00

Total Expenditures: 361,104.05

Surplus/Deficit: -361,104.05

Cash Position

Cash Position

Budget

Budget

Total Budget: 438,974.00

Cash Receipts: .00

Misc Receipts: .00

Total Cash Received: .00

Balance Due: 438,974.00

8. To view details on the award's **projects and tasks** (that is, budget information and transactions), select **Projects**, click **Select a Project** to display all projects associated with this award.
9. Click **OK**.

Projects for this Award

Find %

Project Number	Name
All	All projects for this award
1128563	15093700
1133743	15093700A
1140257	15093700B
1148520	15093700C

Find OK Cancel

- 10. View the **Project Details** form.
- 11. Click **Back to Project List**, then choose a **Project**, then select **Tasks**.

NOTE: A Print button is available. Your print request has gone to the Oracle concurrent manager. You can print your requests now or wait until you exit the RFASI.

Expenditure Category	BC Level	Budget	Actual	Encumbered	Available
Cost Share Sal and FB	None	238,701.00	123,648.94	.00	115,052.06
Cost Share Sal and FB	MIX	238,701.00	31,747.49	10,074.67	196,878.84
Cost Share OTPS	None	188,054.00	190,841.79	.00	-2,787.79
Cost Share OTPS	MIX	188,054.00	14,865.83	.00	173,188.17
-Total Other--		853,510.00	361,104.05	10,074.67	482,331.28
-TOTAL Direct Costs--		853,510.00	361,104.05	10,074.67	482,331.28
F and A Costs	None	12,219.00	.00	.00	12,219.00
-Total F and A Costs--		12,219.00	.00	.00	12,219.00
-TOTAL Indirect Costs--		12,219.00	.00	.00	12,219.00
-TOTAL--		865,729.00	361,104.05	10,074.67	494,550.28
-- GMS BALANCES --					67,795.32
-- PAYROLL ENC SHORT --				.00	
-- PAYROLL FB SHORT --				.00	

12. Click **Select a Task**, then choose the appropriate **Task**. Choose **Task Details**.

Tasks Task Details

Task:

[Select a task](#)

Award Budgetary Control Level:

Project Start End [Print](#) [Exit Form](#) [Back to Project List](#)

Expenditure Category	BC Level	Budget	Actual	Encumbered	Available
Cost Share Sal and FB	None	53,620.00	39,728.08	.00	13,891.92
Cost Share OTPS	None	49,983.00	68,255.50	.00	-18,272.50
--Total Other--		103,603.00	107,983.58	.00	-4,380.58
--TOTAL Direct Costs--		103,603.00	107,983.58	.00	-4,380.58
F and A Costs	None	6,375.00	.00	.00	6,375.00
--Total F and A Costs--		6,375.00	.00	.00	6,375.00
--TOTAL Indirect Costs--		6,375.00	.00	.00	6,375.00
--TOTAL--		109,978.00	107,983.58	.00	1,994.42
-- GMS BALANCES --					1,994.43

13. Click on the **blue box** next to any Expenditure Category to drill down.

Expenditure Category: [Back](#)

Project	Task	BC Level	Expenditure Type	Budget	Actuals	Encumbrances
1126563	CS	None	CSS Cost Share Sal Regular	.00	25,867.97	
1126563	CS	None	CSS Cost Share Fringe Benefits	.00	13,860.11	

Expenditure Type: [Back](#)

Project	Task	Date	Expenditure Org	Person	Cost	Benefits
1126563	CS	30-JUN-2016	030 Center for Academic Dev		727.54	389.82
1126563	CS	30-JUN-2016	030 Office of Academic Affair		329.57	176.58
1126563	CS	30-JUN-2016	030 Office of Academic Affair		-329.57	-176.58
1126563	CS	30-JUN-2016	030 Undergraduate Education		-8,398.94	-4,500.15
1126563	CS	30-JUN-2016	030 Undergraduate Education		9,168.28	4,912.36
1126563	CS	31-MAY-2016	030 Center for Academic Dev		727.54	389.82
1126563	CS	31-MAY-2016	030 Office of Academic Affair		-329.57	-176.58

14. If you need to view the IDC rate, billing terms, NACUBO classification, CFDA number, or other information entered in the descriptive flexfields on the **Award Management** screen, select **Compliances**.

Compliances	
Indirect Cost Rate	MTDCZRC
Allowed Cost Schedule	CS Expenditure Types
Indirect Cost Rate Fixed Date	
Billing Distribution Rule	EVENT
Revenue Distribution Rule	EVENT
Terms	IMMEDIATE
Billing Cycle	Daily
Billing Offset Days	0

Descriptive Flexfields	
Nacubo	Public Services
Invoice Certification	
On/Off Campus	On
IDC Override Rate	8.00
Property Title	No Property Purchased
IDC Calc Period	Start Date to Date
Closure Date	20-MAR-2019 09:20:03
Disencumber IDC	
CFDA Number	
Interest Income	No Requirement to Report or Pay Interest
Prime Funding Source	