University of Pittsburgh Research/Cost Accounting Sponsored Projects Account Activation Report (RPAR105) Instructions

The following are the steps necessary to view, print and save PDF versions of Sponsored Projects Account Activation Reports (RPAR105) using the RPA Account Activation Inquiry responsibility in PRISM.

Getting Access

- 1. Complete a PRISM Access Form and submit it to FIS at the campus address provided on the form.
- The RPA Account Activation Inquiry responsibility is found on page 6 of the form under Special Access Responsibility Request. Departments who centralize or otherwise require access to multiple department's Account Activation Reports can request the necessary access by listing the department numbers in the Additional Comments section of the PRISM access form.

Utilizing the Screen

1. Once access is granted, login to PRISM. Then from the Main Menu of the PRISM Home Page, select the RPA Account Activation Inquiry responsibility to view its functions.

This responsibility has the following naming convention: "RPA <u>RC Dept</u> Actv Inquiry", which includes abbreviations of your responsibility center and department name. For example, the responsibility for a person in the Department of Medicine's Division of Pulmonary, Allergy and Critical Care Medicine would be "RPA MED Pul Actv Inquiry".

Main Menu	
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2. Click on "Account Activation Inquiry" to open the screen.

The screen has two main sections: the search criteria at the top and the account activation data below that. The search criteria section contains four searchable fields and three action buttons.

Search Criteria				
RPA Account Activation Inquiry December 2018				333333333333333333333333333333333333
Activation Date from 01-0CT-2014	to 01-OCT-2014	Eind	Clear	Note: These reports display data entered on the date of activation only. Subsequent corrections/
Proposal ID			Print All	changes are not reflected.
PI Last Name	Department No			

Project ID	Designet Title			
Billing ID	Abbrev Title			
Acent Pichn			Emp No	
Department		Activation Date	Res Acct	
Agency		Proposal ID		
Agency Type		Master Proposal ID		
Award ID	Prop	osai Supmission Form ID		
Document No		Agency Class		
Prev Project ID	CFDA No	Source Code		
Prime Agency		Payment Method		
Prime Award ID		Contract Type		
Continue Award		Gen Purp Code		
FFR Days Due	SNAP Expd Auth	Proj Spec Code		
Award Begin / End		Function Code		
Project Begin / End		Indirect Cost Type	Rate Part	Calc Meth
Sub Code MTDC Subcode Description		Budget		
	Tot	al Direct Costs		
		Total Budget		

3. The Account Activation Inquiry screen opens with a default date of the previous day in the *Activation Date "from*" and *"to*" fields, which are <u>required</u> search fields.

RPA Account Activation Inquiry				
Activation Date from 01-00	.T-2014 ···	to	01-OCT-2014	

• To select a prior date or range of dates, click on the list of values indicator in to view the pop-up calendar. Use the up and down arrows on the left to select a month, use the ones on the right to select a year, select a day, and then click OK.

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Uctober 2014								
		М		W				
	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
	01-OCT-2014							
OK Cancel								

• Another option is to enter the dates directly using the DD-MMM-YYYY date format.

- Searchable activation dates are limited to the last 5 years. For example, on 11/01/2014, the earliest date that would yield search results is 11/01/2009.
- Searches using the current date or future dates will cause no records to be retrieved and an error message will appear.
- 4. You can further limit your search by using one or more of the following search fields in addition to the *Activation Date*, which is required by the system:
 - Proposal ID
 - PI Last Name
 - Department Number
- 5. Click the *Find* button to execute the query.
 - The screen displays one account activation at a time.
 - When a search returns multiple records, use the up and down arrow keys on your keyboard to scroll between records (activations).
 - Search results are sorted by Department Number then Proposal ID.
- 6. Click the *Clear* button to begin a new query.

Printing Activation Reports

- 1. Once the desired search results are achieved, click the *Print All* button to print all of the account activation reports contained in the search results. This generates a single PDF file that is retrieved from the Requests screen.
 - To print an account activation report for a single proposal ID, limit the query to the specific proposal ID and its corresponding activation date.
- 2. A message box will appear with your Concurrent Request ID. Make a note of it and click *OK*.
- 3. To view the PDF file, click on *View* on the Menu Bar at the top of the screen, then select *Requests*.
- 4. In the Find Requests window, leave the default selection of <u>A</u>II My Requests and click the *Find* button.
- 5. Select the Request ID from step 2 above and click the *View Output* button.
- A PDF will open in your internet browser than you can print to your printer and/or save to your computer. The PDF will contain a Sponsored Projects Account Activation Report (RPAR105) for each activation included in your search results in step 1 above.
- 7. The order of the activation reports is the same as the activation inquiry screen: Department Number then Research Proposal ID.