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.

2. 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.

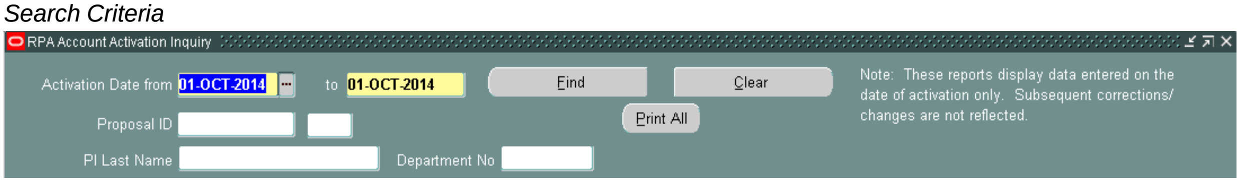
   This responsibility has the following naming convention: "RPA <u>*RC*</u> <u>*Dept*</u> Actv Inquiry", which includes abbreviations of your responsibility center and department name. For example, the responsibility for a person in the Department of Medicine's Division of Pulmonary, Allergy and Critical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

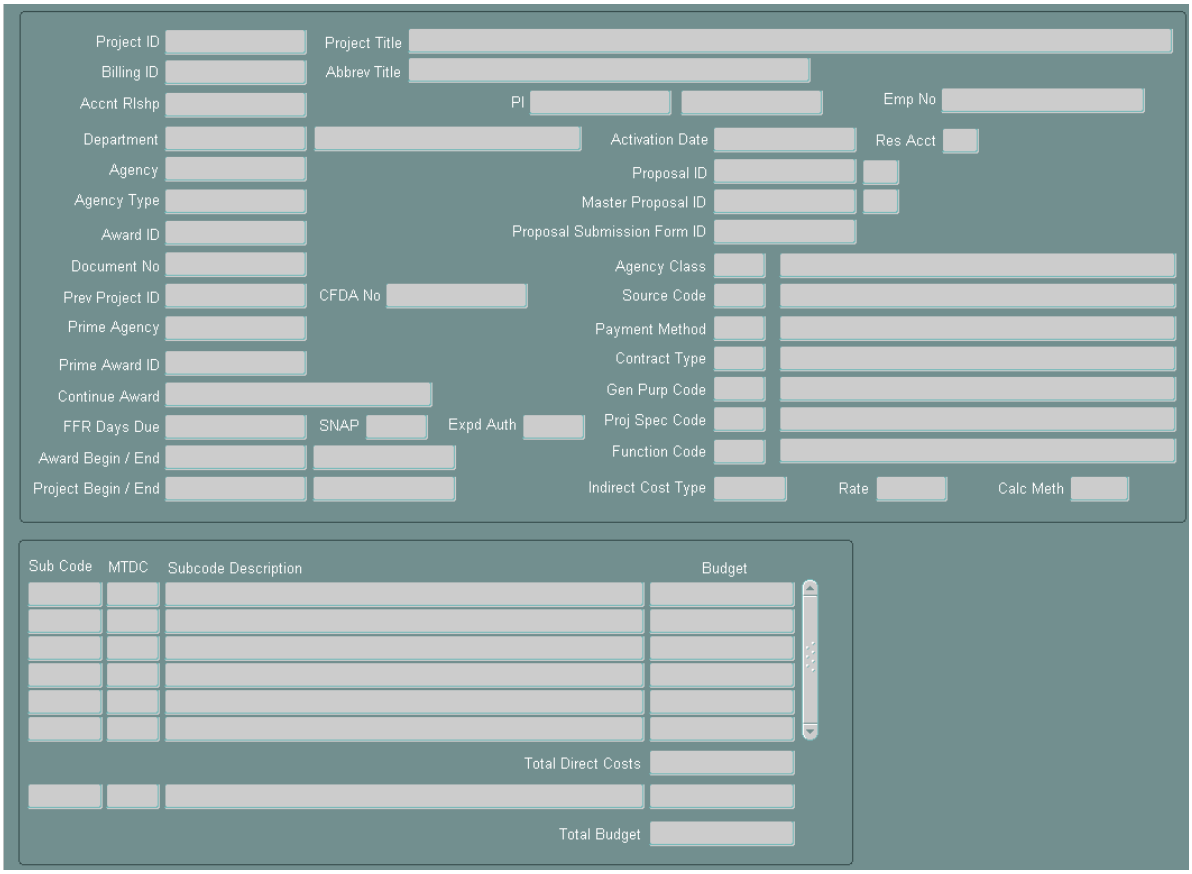
2. Click on "Account Activation Inquiry" to open the screen.

   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

Account Activation Data



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.

- To select a prior date or range of dates, click on the list of values indicator  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.

- 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.

<u>Printing Activation Reports</u>

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>ll My Requests and click the *Find* button.

5. Select the Request ID from step 2 above and click the *View Output* button.

6. 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.