Quick Reference Guide:
Navigation of Award and Project Information for Sponsored Grants

Purpose:

Projects are the Chart of Accounts segment that tracks separate accounts for a university activity. These projects can be for a GL (General Ledger), Non-Sponsored or Sponsored Activity. This will walk users through the steps to see the financial information for Sponsored Activity.

Step-by-Step:

Navigate Sponsored Project Activity by Award

Once in WaveWorks, navigate to the Grants Management tab.



Click on Manage Awards.



This is under the Quick Actions

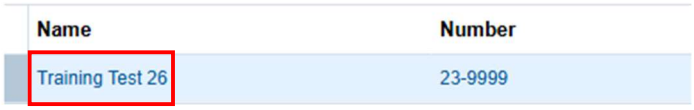
Search for the Award.



Search can be for the award or project

TIP Click on Show Filters for more search functions

Click on the Award Name.



The blue project name is the hyperlink

Highlight the Project Card that is needed



All Projects under the award will appear

Review Budget Details.



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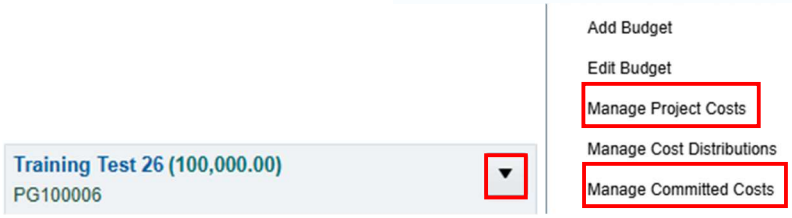
Click the down Arrow.

Choose Manage Project Costs to see project transactions

Choose Manage Committed Costs to see committed funds.



Find the Transaction to review.

Click on it for more information.

1267889

TIP Hover over the transaction for some information

Expenditure Item Date

Expenditure Type

On the left side of the screen

Expenditure Type is natural account

Quantity 285.36

On the right side of the screen

Quantity is the cost of the expense

Click Done to close.



Navigate Sponsored Project Activity by Project

Once in WaveWorks, navigate to the Projects tab.



Click Costs.



Click on the Task Menu.



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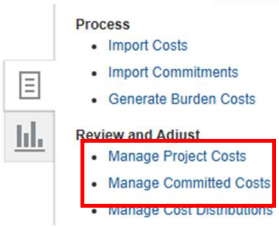
Choose Manage Project Costs to see project transactions

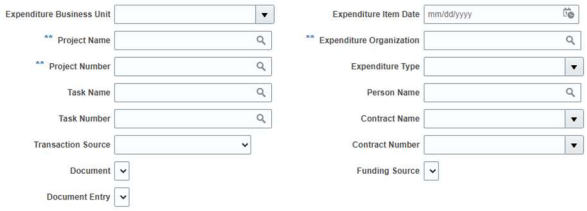
Choose Manage Committed Costs to see committed funds.



Click Advanced for all search criteria options.



Enter search criteria for the Project.



Only one field with an astricks needs to be completed to search

Click Search.



Find the Transaction to review.

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