

Quick Reference Guide:

How to Run the Award Project Summary and Detail Report



Purpose:

The Award Project Summary and Detail Report will give Project Managers and Project Participants access to Sponsored Project Award data including detailed balance information.

REQUIREMENT: Users must either be a Project Manager or Project Participant to view data. To obtain the project participant role, please submit a WaveWorks Service Now Projects Help request including the project numbers.

Step-by-Step:

Once Signed into WaveWorks, navigate to the Tulane Reporting tab.

Tulane Reporting

Click on the Award Project Summary and Detail Report.



Award Project
summary and
detail Report

The **Summary** tab will give high level Expenditure Category account information

The **Detail** tab will give specific Natural Account/Expenditure Type level information

When toggling between the Summary and Detail tabs, users will need to run the report parameters again

Update the Accounting period.

* Accounting period Jul-05

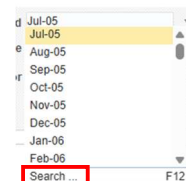


Click on the down arrow.

The period will default to Jul-05

Searching by accounting period will return all data for a user's access level

Click on Search.



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Enter the first three letters of the period.
Click Search.

Search

Name Starts with ☐ Match Case

Highlight the correct period.

Jun-25
Jun-26
Jun-27

Click Ok.

The following search parameters are optional, leaving each field as All will return an open search

Enter an Award Number, if applicable.

* Award Number All

Use the Search field to find the specific Award

Enter a Cost Center, if applicable.

Cost Center Name All

This search is by name, not number

Use the Search field to find the specific Cost Center

Enter a Principal Investigator, if applicable.

Principal Investigator All

Use the Search field to find the specific Principal Investigator

Starts with
Starts with
Contains
Ends with

Toggle the search to contains to search by last name

Enter a Sponsor, if applicable.

Sponsor All

Use the Search field to find the specific Sponsor

Click Apply when all wanted parameters are chosen.

The report may take several minutes to return depending on the search criteria and amount of data

Click on the plus signs for more detailed information.

☐ Total Direct
☐ 26Cost Share
☐ 25F & A Costs
Total



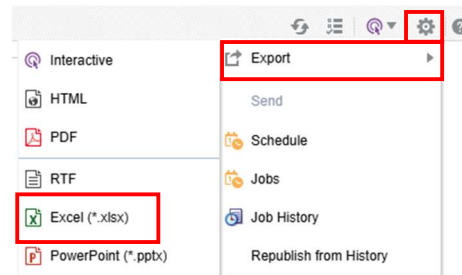
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Toggle between Projects using the Split box.

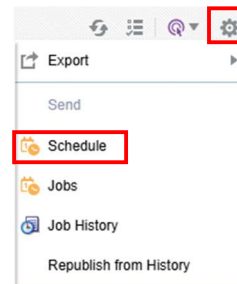
SPLIT 123456A1-AA123456-Jun-26 ▾

Export using the actions gear wheel, if applicable.



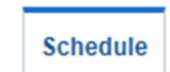
This will export all projects

Schedule this report to run using the actions gear wheel, if applicable.

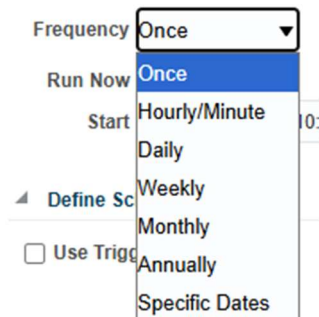


Scheduled reports will run and the report will be emailed to the user based on the scheduled frequency

Toggle to Schedule.



Choose the Frequency.



The options will differ based on the frequency chosen

Enter the Start and End Dates.

Start Aug 11, 2026 10:08:39 AM (UTC-06:00) Chicago - Central Time (CT)
End Aug 11, 2027 9:08:39 AM (UTC-06:00) Chicago - Central Time (CT)

Click Return.



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This report will return the following data:

- Award Number
- Award Name
- Principal Investigator
- Business Manager
- Project Number
- Project Name
- Accounting Period
- Award Start Date
- Award End Date
- Project Start Date
- Project End
- Project Cost Center- this is the department where the Project Lives
- Project Manager
- Budgeted information for the requested accounting period
- Month to Date Actuals
- Year to Date Actuals
- Inception to Date Actuals (ITD Actual)
- Commitments
- Balance
- Sum totals

