Updating Project Status Inquiry

With Project Status Inquiry (PSI), a user can review the current status of his/her projects and then drill down for a more detailed review of the project and its tasks.

Project Status Inquiry is updated on a weekly basis during system processing every weekend. Users may initiate updates for individual projects on an as need basis by following the process.

Oracle Grants Accounting

N → Other B → Open N → Requests B → Open N → Run B → Open

N → Submit a New Request B → OK

Submit Requests

1. In the Navigator window select Other → Requests → Run.
   - Select Open
This opens the Submit a New Request form.

![Submit a New Request Form]

2. Check the Single Request radio button.
   - Select **OK**

   This opens the Submit Requests form.

   ![Submit Requests Form]

3. In the Name field, enter the process to be run.
   - Locate and highlight **PRC: Update Project Summary Amounts for a Single Project** by using the List of Values - ![LOV Icon]

   Since this is the only report/process most campus users can access, it will automatically populate the field when the LOV icon is selected.
• Select **OK**.

This will open the Parameters form.

4. Enter the project number in the Project Number field.

![Parameters form]

• Select **OK**.

This returns the user to the Submit Request form.

![Submit Request form]

• Select **Submit**.

This will open the Requests form. This is where users can monitor his/her submitted reports or processes.
NOTE: The Requests form is now accessed from the window menu under View > Requests.

Users can use the Refresh Data button located at the top right portion of the form to update the Phase in the Request form. The process is finished when the Phase has changed to Completed.

5. Once the request is Completed, the user can view the updated information in Project Status Inquiry (PSI).

NOTE: If the user wants to submit an additional request, select Submit a New Request to return to the Submit Requests form.

End of activity.
Start

- In Navigator window select Other / Requests / Run. (1)
- Check Single Request radio button. (2)
- In Name field, enter process to be run. (3)
- Enter project number in Project Number field. (4)
- Once request is completed, user can view updated info in Project Status Inquiry (PSI). (5)

End