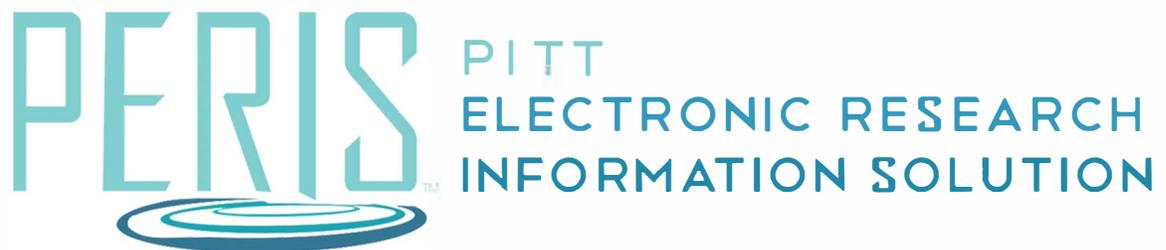




University of Pittsburgh



# Quick Reference

GENERATING A SUBACCOUNT REPORT.....2

# Generating a Subaccount Report

**1**

**My Inbox**

Create Funding Proposal

Filter <sup>?</sup> ID  Enter text

ID	Name	Date Created
FP00000068	mtr test	11/17/2017

1 items

My Inbox

Help Center

**2**

Reports

## Where to start?

1. Department Administrators can generate a report to view subaccounts associated with proposals. To start, navigate to the *My Inbox* tab.

**Department Administrators**

▲ Name

**3**

Subaccount Report for Department Administrators

## How do I run the Subaccount report?

2. Click on the *Reports* link
3. Click on the *Subaccount Report for Department Administrators* link to generate the report
4. If desired, click on *Export* to export the results to Excel.

Subaccounts for Department DA's

**4**

Change Parameters Export

ID	Principal Investigator	Submitting Department	Primary Sponsor	Project Title	Project State	Budget ID	Subaccount Budget?	Subaccount Department	Subaccount Reviewer
FP00000068	Eric Larson	Office of Research	ABB Inc.	mtr test	Specialist Review: Pending Changes by PI	BU00000085	yes	Office of Research	Michael Ranieri

1 items

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10 / page

## What's Next?

5. Click *Close* to exit.

**5**

Close