S_ALN_01000079 - Run Master Data Index for Grant Report (Ordinance Number)

Purpose

Use this procedure to review a list of grants with the ability to drill down to the grant master data and search for them by user-specific criteria such as the ordinance number.

Trigger

Perform this procedure when you are looking for grant master data by ordinance number.

Prerequisites

Grant must be created and, to search by ordinance number, the ordinance number must be entered in the grant master data (GMGRANT).

Menu Path

N/A

Transaction Code

S_ALN_01000079

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Use the Dynamic Selections screen to set selection criteria using any field in the grant master data. This example shows a search by an ordinance number.

While reviewing the Master Data Index for Grant, drill down to a specific grant in the list, change the report layout, or download the report to MS Office files. Please follow the general SAP report guidelines for details on these general reporting processes and maneuvers.

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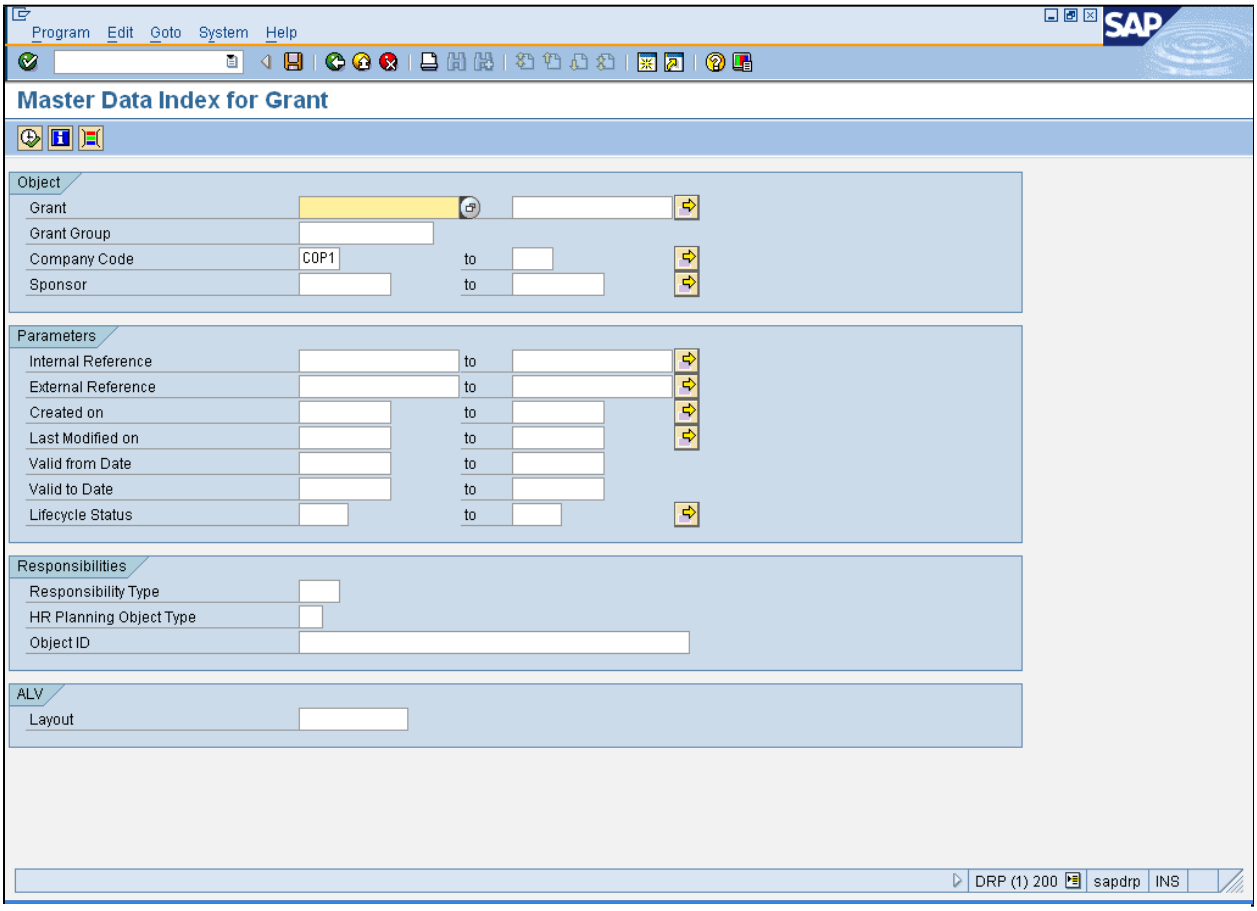
Procedure

1. Start the transaction using the menu path or transaction code. The *Master Data Index for Grant* screen displays.

Master Data Index for Grant



2. As required, complete/review the following fields:

Field	R/O/C	Description

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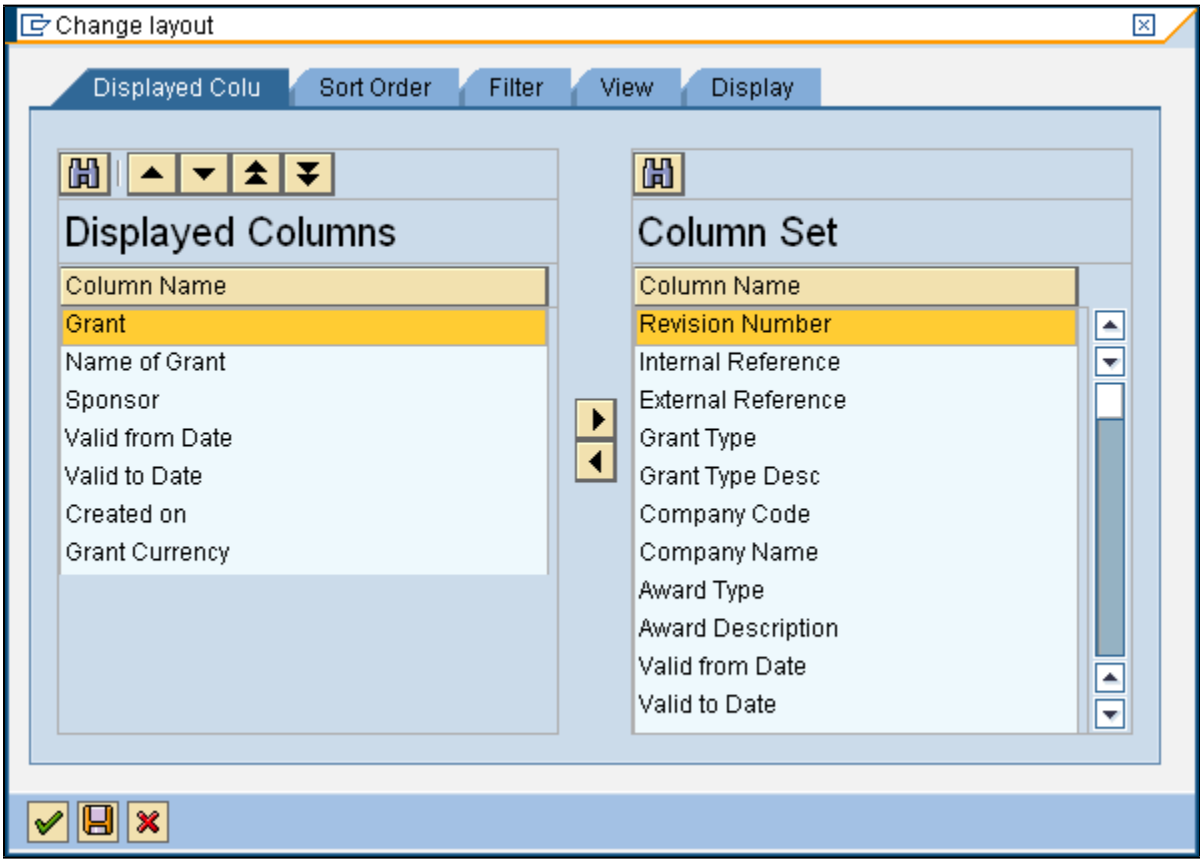
Field	R/O/C	Description
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers. **Example:** PL000005

3. Click **Execute** . The *Master Data Index for Grant* report displays.

4. Click **Change layout...** . The *Change layout* dialog box displays.

Change layout



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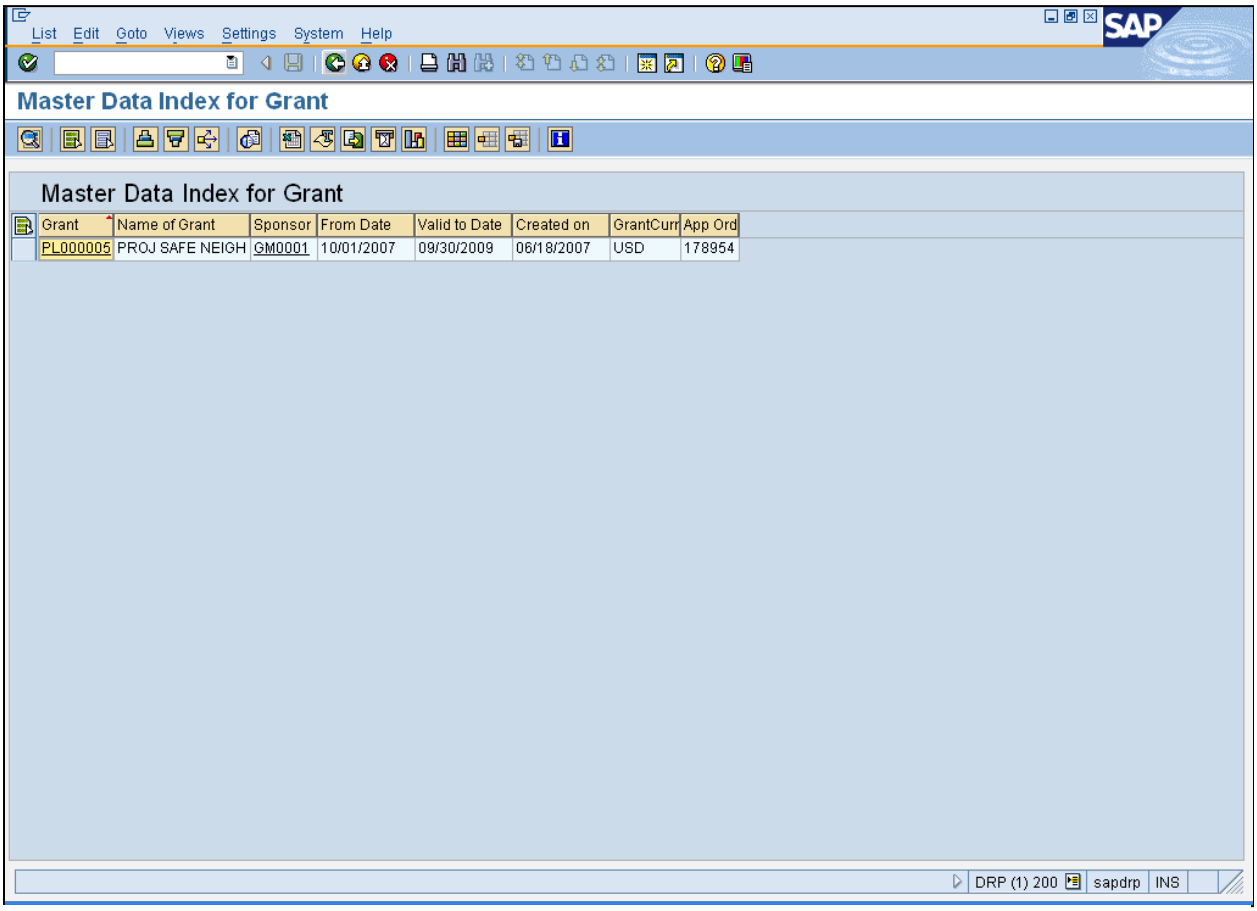
5. Click **Column Name** Column Name to sort the list alphabetically.
6. Click **Application Ordinance** Application Ordinance .
7. Click **Show selected fields** .
8. Click **Transfer** to display the column on the report.

Master Data Index for Grant



9. Click **Back** . The *Master Data Index for Grant* initial screen displays.
10. As required, complete/review the following fields:

Field	R/O/C	Description

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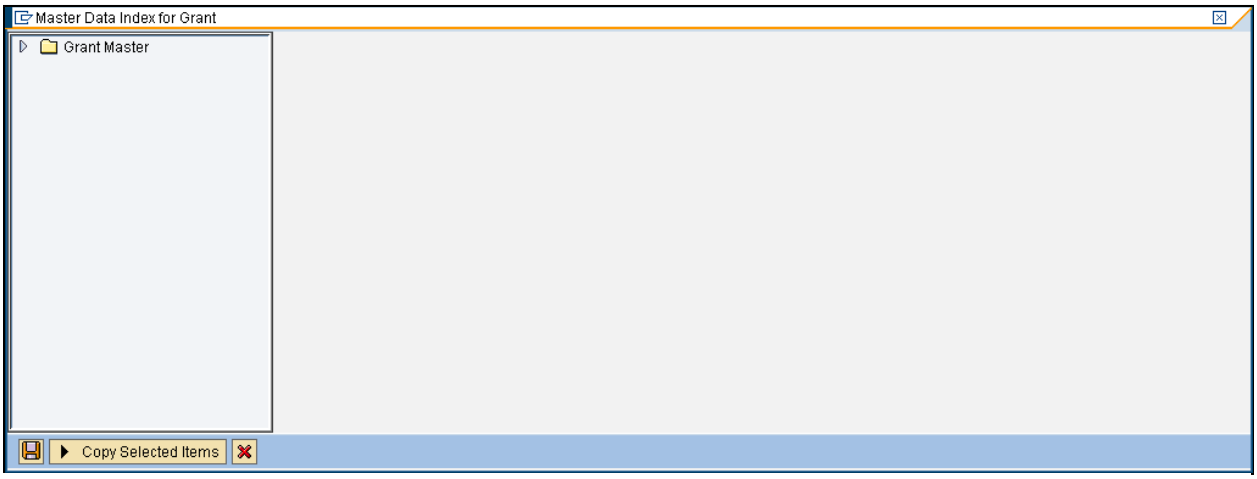
Field	R/O/C	Description
Grant	R	A grant contains terms and conditions for the control, use, reporting and reimbursement of sponsor funding. The grant number consists of eight characters to enable tracking at the bureau level. The first four digits are based on the business area, while the last four are sequential numbers. **Example:**

11. Click **Dynamic Selections** . A report selection dialog box displays.

Master Data Index for Grant



12. Click **Grant Master** Grant Master to expand the tree.

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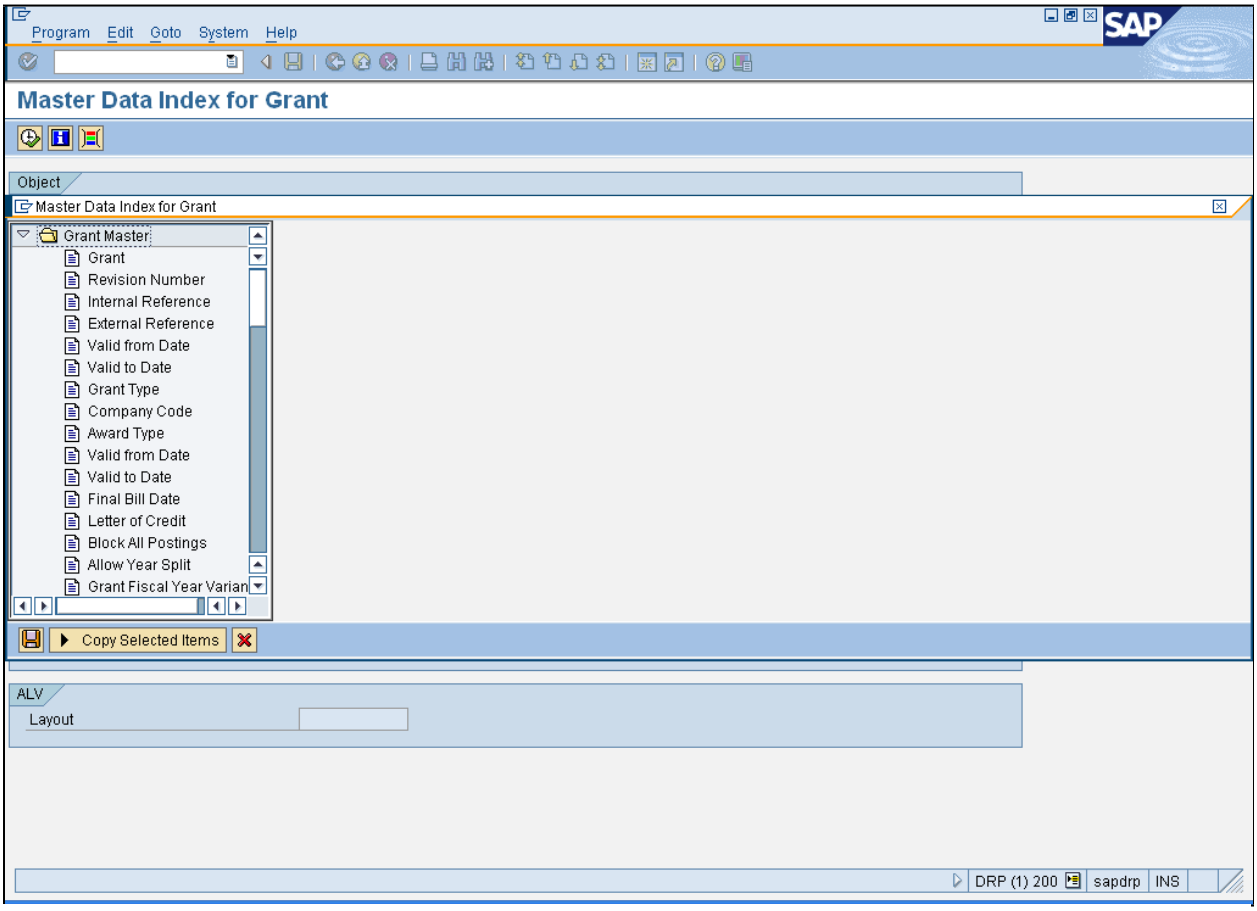
Master Data Index for Grant



13. Click the scroll bar to scroll down the list.

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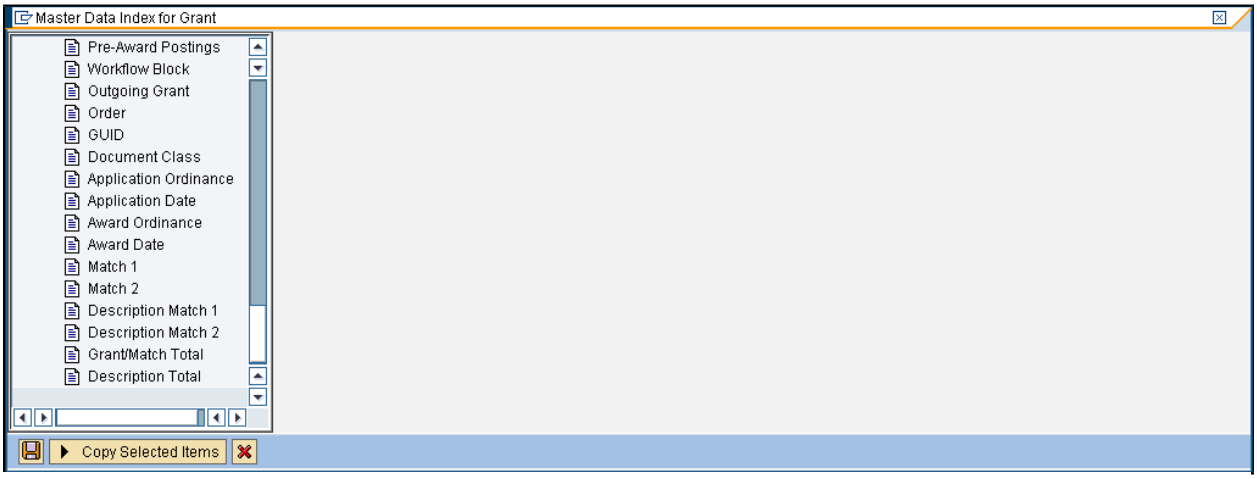
Master Data Index for Grant



14. Double-click **Application Ordinance** Application Ordinance .

15. As required, complete/review the following fields:

Field	R/O/C	Description
Application Ordinance	R	Document required by the City of Portland which provides a overview of the grant application to the City Council. The ordinance document is reviewed and voted on by Council which gives the Bureau the authorization to move forward and submit the grant application to the sponsor. **Example:** 178954

16. Click **Save** . The *Master Data Index for Grant* initial screen displays.

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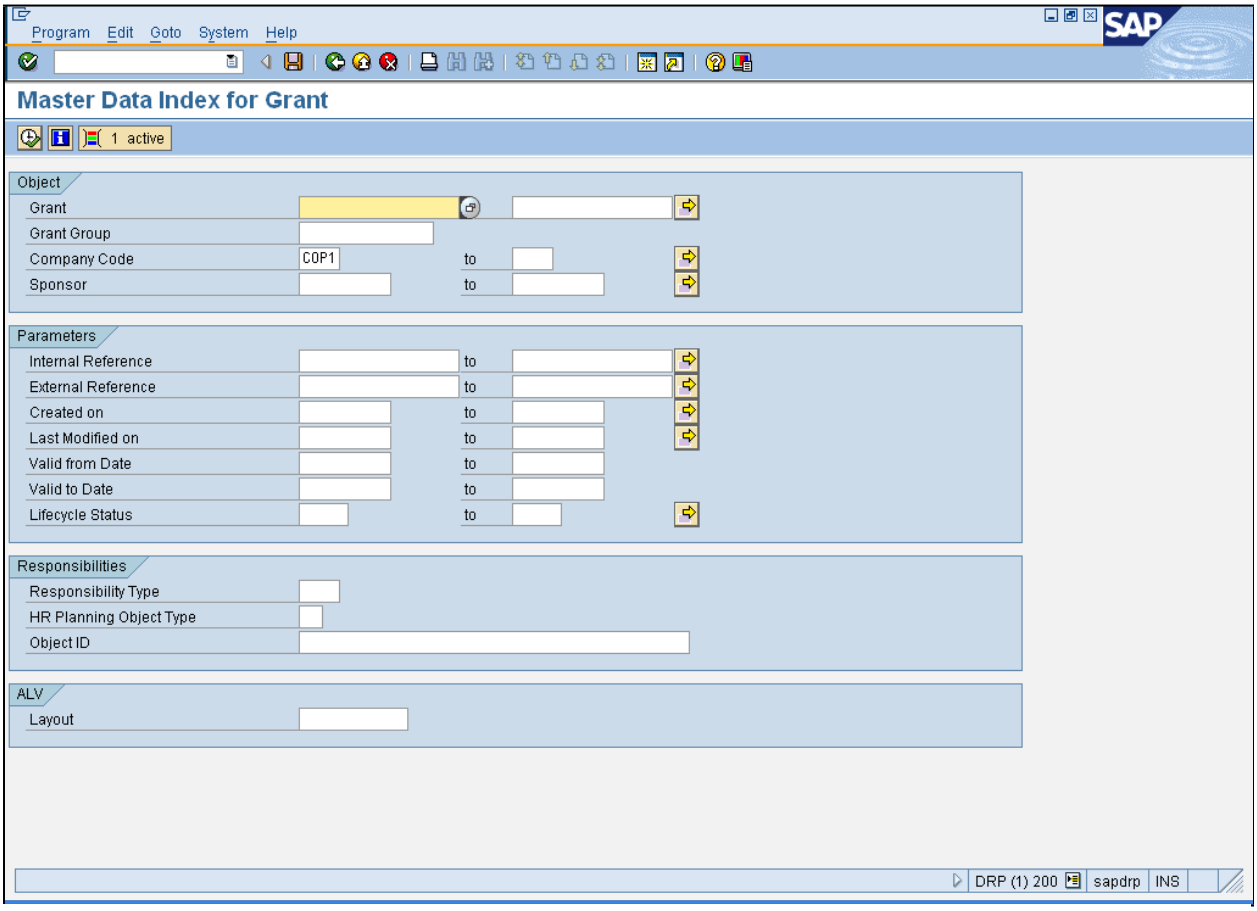
Master Data Index for Grant



17. Click **Execute** . The report displays grants with the specified Application Ordinance.

18. Click **Change layout...** . The *Change layout* dialog box displays.

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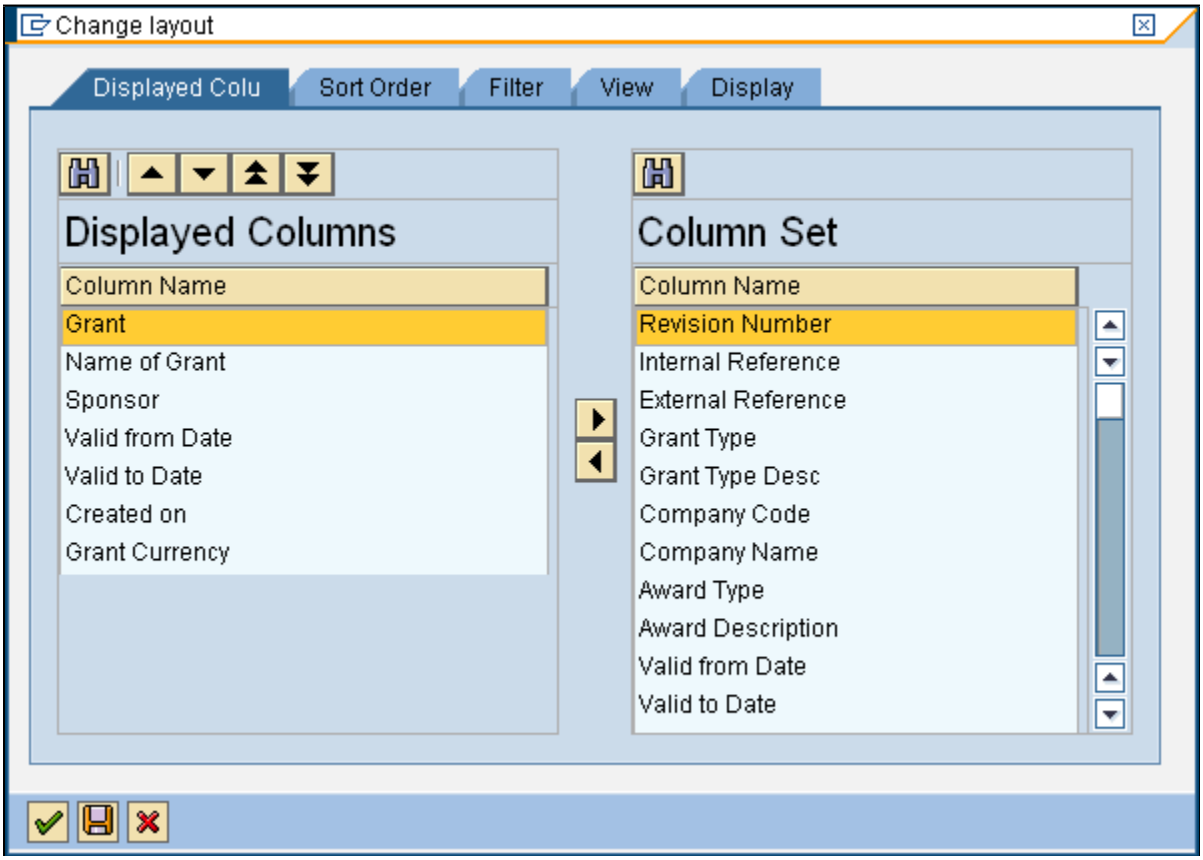
Change layout



19. Click **Column Name** Column Name to sort alphabetically.
20. Click **Application Ordinance** Application Ordinance .
21. Click **Show selected fields** .
22. Click **Transfer** . The report updates with the new column.

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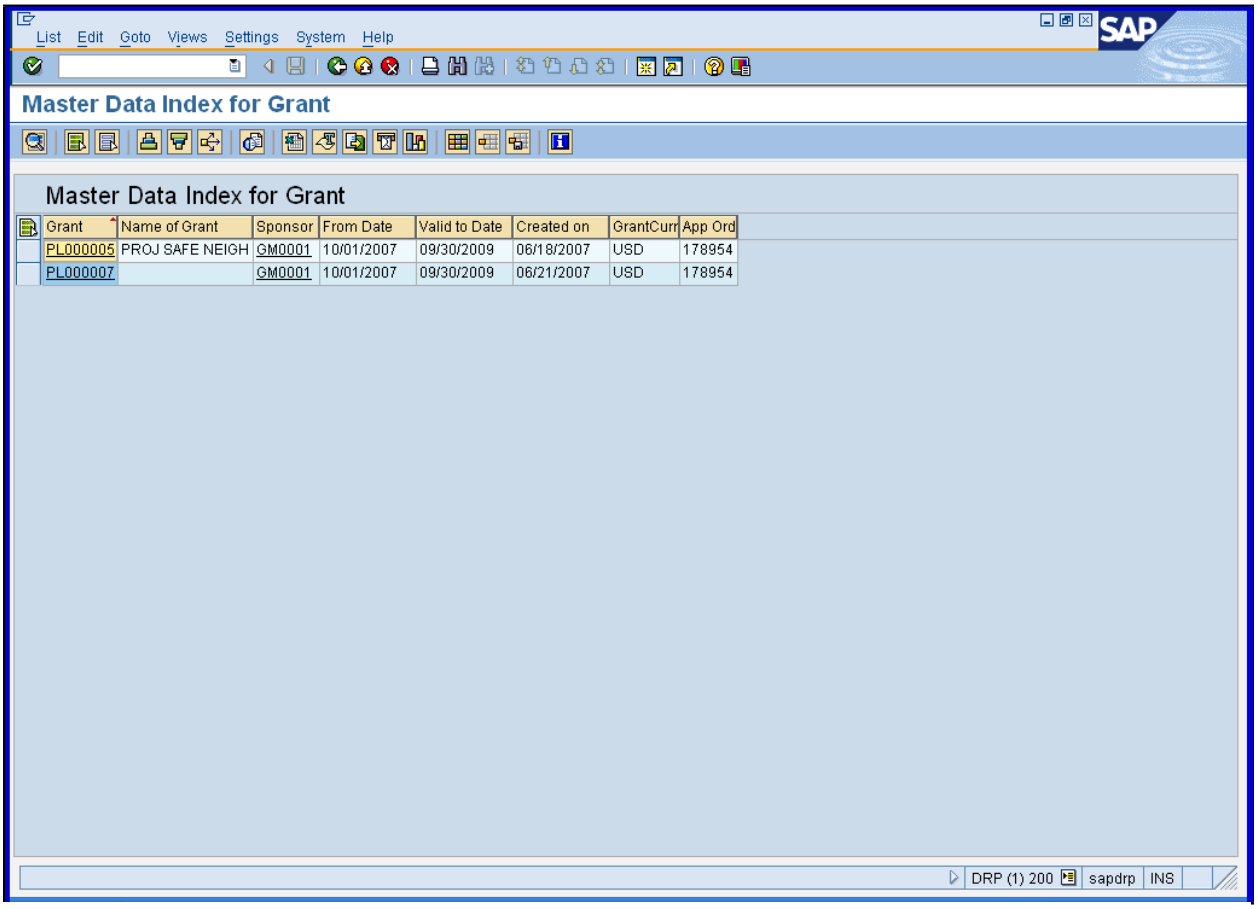
Master Data Index for Grant



23. Click **Exit** .

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Result

You have successfully run a grant master data report, searching by ordinance numbers.