

eUMB Financials: Access to Sponsored Projects Reports

As of **May 1, 2010** the **Dept Grant Viewer** role was required to gain access to the following sponsored projects reports and views in eUMB Financials:

- **UMB Grant Project View**
(Grants > Awards > UMB Grant Project View)
- **UMB AR Aging Report**
(Accounts Receivable > Receivables Analysis > Aging > UMB AR Aging Report)
- **AR Item Activity**
(Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details)
- **UMB Restricted Funds Payment Report**
(Accounts Receivable > Payments > Reports > UMB Restricted Funds Paymt Rpt)

To request the **Dept Grant Viewer** role, complete the eUMB Financials User Authorization form (<http://www.umaryland.edu/cits/forms/>) as follows:

1. At top of page: mark NEW or CHANGE as appropriate.
2. In **Department Roles**: mark ASSIGN Dept Grant Viewer.
3. In **Comments**: Please ADD Dept Grant Viewer role.
4. Forward completed and signed form to the CITS Help Desk. **Choose ONE**:
 - a. Send original through Campus Mail ...**OR**...
 - b. Email scanned form to help@umaryland.edu ...**OR**...
 - c. Fax form to Campus IT Help Desk at 410-706-4191