How to Run the RAVEN Inquiry for Account 4862

1. Log into MyUMB
2. Select RAVEN from the Enterprise Menu
3. Select RAVEN from the eUMB Menu
4. Select Financials Inquiry
5. Click Search
6. Select ADHOC from the Search Results
7. Click the small arrow next to the tabs to expand the tabs (see screenshot at the bottom of this page)
8. Select the Transaction Detail tab.
9. Select Grants – Summary in the View ID Field
10. Enter the Date Range. Note: The Date Range must include at least 12 months activity prior to the current date.
11. Enter Project ID
12. Enter account 4862
13. Click Fetch
14. Wait for the system to process
15. Print screen

Disbursements of funds for the purpose of purchasing gift cards or distributing cash will be charged to the sponsored project ID using account 4862- Study Participant Pay- Imprest. Amounts charged to this account will not be billed to the sponsor or generate F&A. On a monthly basis, a journal entry must be created to credit (reduce) this account and debit (charge) account 3125- Study Participant Pay- Group for the amount of cash or gift cards that have been distributed that month. The log will be the backup and basis for the journal entry. FS-WF will not fulfill additional Study Participant payment requests for the specified project until this journal entry has been completed. For studies that require multiple requests, a reasonable balance in 4862 will be acceptable, to allow for continuity.