

Grantor Agreements Report - Business Analytics

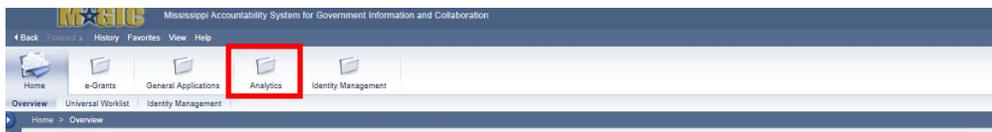


Use these steps to find, run, and filter the Grantor Agreements by agency report in MAGIC's Business Analytics system. To learn more how to use the Business Analytics system, please refer to the [BAN800 Business Analytics eLearning course](#).

Available fields for this report are:

- Grantor Program
- Grantor Program ID
- Employee Responsible
- Application ID
- Agreement ID
- Status
- Number of Agreements
- Billing Request Amt
- Authorized Amount
- Total Authorized Amount

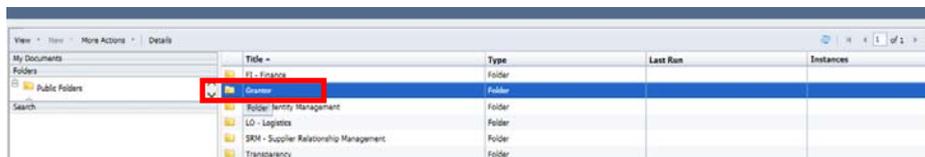
1. Double click on the **Analytics** folder.



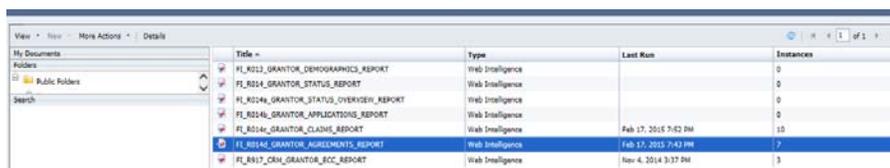
2. Double click the **State of Mississippi** folder.



3. Double click on the **Grantor** folder.



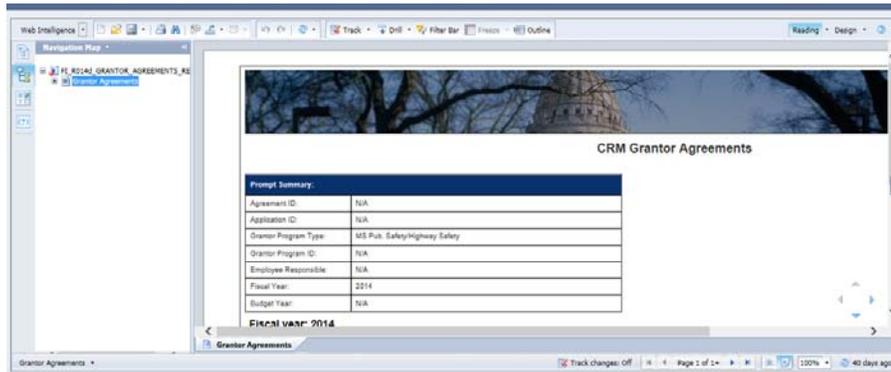
4. Choose from the available list of reports by double clicking. To see Grantor Agreements by agency choose that report.



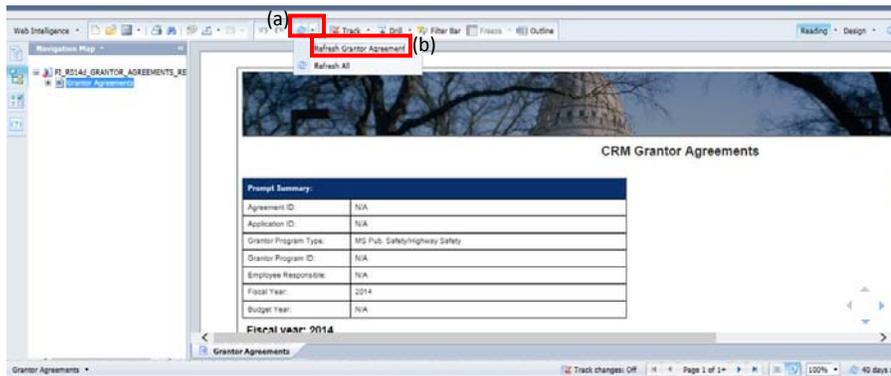
Grantor Agreements Report - Business Analytics



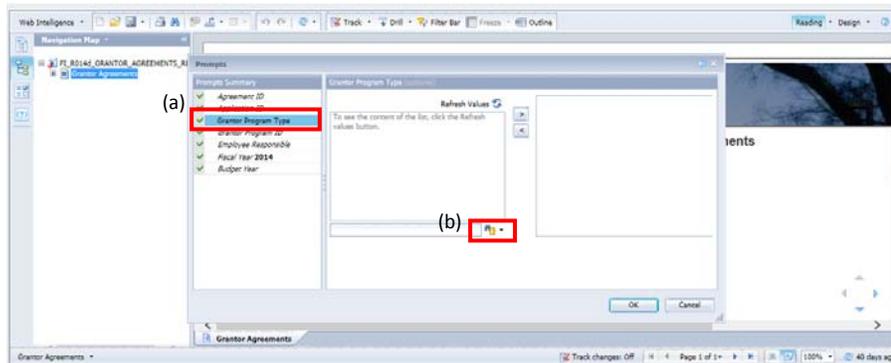
5. The report will be displayed.



6. To filter on the report, choose (a) click the **refresh** button then (b) click **Refresh All**.



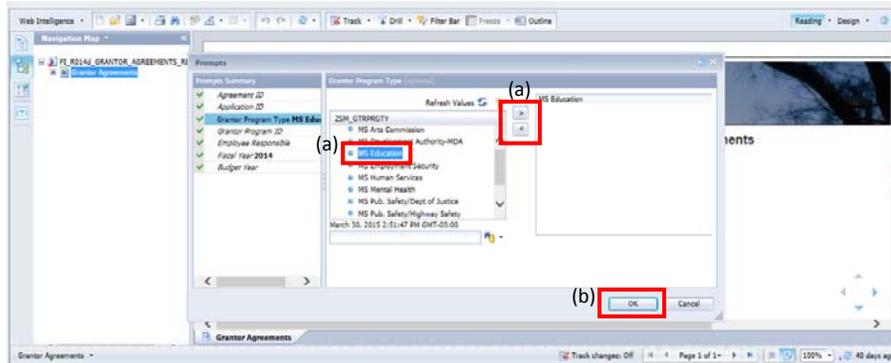
7. A list of available filtering options will be displayed. Then, (a) highlight the desired option and click the (b) search button.



Grantor Agreements Report - Business Analytics



- Once you click on the search button, you will see a list of agencies. To select your agency, (a) double click or use the arrows to move it to the box on the right then (b) click **OK**.



The Grantor Report will be displayed.

Web Intelligence

CRM Grantor Agreements Page 1 of 2

| Prompt Summary: | |
|-----------------------|--------------|
| Agreement ID: | N/A |
| Application ID: | N/A |
| Grantor Program Type: | MS Education |
| Grantor Program ID: | N/A |
| Employee Responsible: | N/A |
| Fiscal Year: | 2014 |
| Budget Year: | N/A |

Fiscal year: 2014

Grantor Program Type: MS Education

| Grantor Program | Grantor Program ID | Employee Responsible | Application ID | Agreement ID | Status | Number of Agreements | Billing Request Amt | Authorized Amount | Total Authorized Amt |
|-----------------|--------------------|----------------------|----------------|--------------|--------|----------------------|---------------------|-------------------|----------------------|
|-----------------|--------------------|----------------------|----------------|--------------|--------|----------------------|---------------------|-------------------|----------------------|