Department Contact Step-by-Step Guide — *Project Verification Statement*

(Updated 12/10/2019)

This document is a step-by-step guide to assist users in completing all necessary tasks in the interface. More detailed documentation is also available.

Note: If you plan to access the PVS system off campus or via a wireless device on campus, you will need to use VPN to access.

The main task a department contact must perform in this interface is to release PVS's for verification.

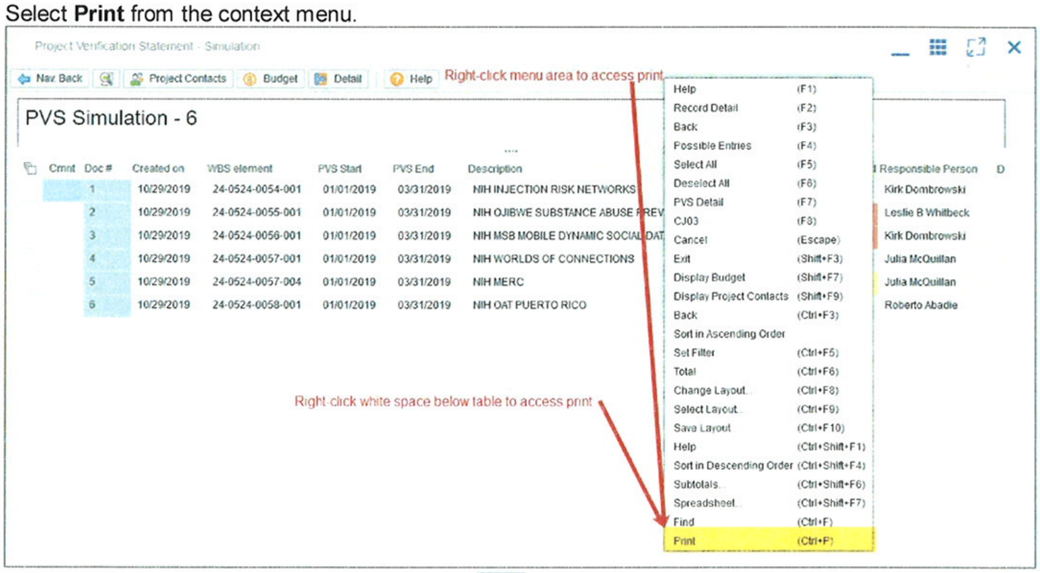
RELEASE PVS's FOR VERIFICATION (Required)	
Release	1. **Select PVS(s)** & click Release. A *Comment* pop-up will open. (Comments are not required.) 2. Click Enter. • (Optional) To add a comment, enter text in the *Comment* field and click Enter. **Note:** Comments cannot be deleted. • If you wish to cancel the release altogether, click ✖. An informational message will open stating that the PVS has not been released. The PVS is now released and no further action is required. An email will be sent to the PI notifying them that the PVS has been released and is ready for verification. Released PVS(s) will automatically move to the *Released* section of the screen.
REVIEW PVS's (Recommended)	
Detail	1. **Select PVS(s)** & click Detail. The payroll detail screen opens. • Select row(s) **without a PJ/ND** in the *Type* column & click Payroll. Payroll displays for all funding sources for the date range listed in the header. • Click Next Item, if multiple records were selected. 2. Select row(s) **with a PJ/ND** in the *Type* column & click PJ/ND. • Click Next Item, if multiple records were selected. • Click the hyperlinked document number to drill down to the SAP financial document. The *Itm* column will indicate which corresponding line item in the FI document to go to. 3. Click Nav. Back to return to previous screen or click Next Item to display next record. **Note:** Click the hyperlinked personnel number for employee detail.
OTHER FUNCTIONALITY	
Minimize screen button	1. Click — ▦ ⛶ ✕ button. • To restore the minimized screen, click ☰ in the upper right of the Firefly screen, next to the *Logout* button.
Maximize screen button	1. Click — ▦ ⛶ ✕ button. • Click the button again close full screen mode.
Close screen button	1. Click — ▦ ⛶ ✕ button.
Refresh	1. Click to refresh the interface.
Record Detail	1. Select one PVS & click. A list/vertical view of the columns and rows is displayed.
History	1. Select PVS(s) & click History. The status of selected PVS(s) is displayed. 2. Click Nav. Back to return to previous screen or click Next Item to display next record.
Project Contacts	1. Select PVS(s) & click Project Contacts. Project contact information for selected PVS(s) is displayed. • Email Click to send an email to selected contacts. Email sender will be SAP WorkflowUNP@nebraska.edu with subject line "Note from <sender name>." 2. Click Nav. Back to return to previous screen or click Next Item to display next record.
Budget	1. Select PVS(s) & click Budget. Budget detail for selected PVS(s) is displayed. 2. Click Nav. Back to return to previous screen or click Next Item to display next record.

Responsible Person (PI) Interface

OTHER FUNCTIONALITY (con't)	
Comment	1. **Select row** and click Comment. A text field will open. 2. **Enter comments** in the text field. • Click ✖ to cancel the comment. An informational message will display in the lower left-hand corner of the screen stating that not all records were updated.
Nav. Back Next Item	(Default) Returns to previous screen Displays next item when multiple records/items have been selected; when viewing the last item, the button text will change to the default (Nav. Back) and return to the previous screen
Help	Links to interface-specific documentation

HELPFUL HINTS

1. To select multiple, consecutive records hold the *Shift* key on the keyboard while selecting; to select multiple, non-consecutive records, hold the *Ctrl* key on the keyboard while selecting.
2. Display comments by clicking in a *Cmnt* column.
3. To open a minimized screen, click in the upper right of the Firefly screen, next to the *Logout* button.
4. When multiple records are selected, clicking Next Item will display the next record. You must click this button until each records has been displayed. When the last record is displayed, the *Next Item* button will change to a Nav. Back button. Clicking Nav. Back will return to the previous screen.
5. Any screen in the interface can be printed.
   - **Press Ctrl + P** on the keyboard or **right-click** either the menu area or any white space below the list of PVS's.
   - Select **Print** from the context menu.



   - A *Print ALV List* pop-up window will open. Click ✔. A screen will open instructing you to wait until the PDF loads. You may need to wait several moments. The PDF opens and can then be printed and/or saved.
5. To export data to Excel:
   - **Right-click** in any cell.
   - Select **Spreadsheet** from the context menu. A *Select Spreadsheet* pop-up window will open.
   - Make sure the format is: **Excel (in Office 2007 XLSX Format)**.
   - (Optional) Select the **Always Use Selected Format** if desired.
   - Click ✔. A *Choose a file to save* pop-up window opens. Leave all defaults as is.
   - Click **Choose**.
   - If you've exported before, a pop-up window will open asking if you want to replace the file. Click **OK**.
   - An information dialog pop-up opens. Click **OK**.
   - You will have the option to Open, Save, or Cancel the export.