



Quick Reference Guide (QRG) Summary of Changes

Creation Date: 01-27-2026

Revised Date:

Revised By:

Changes Made:

Creating a Detailed Estimate Report

Step 1: From the *Proposal Summary* page, click the **Components Action Arrow**.



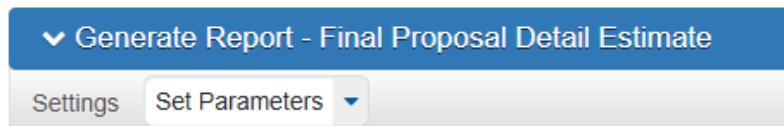
Step 2: From the **Component Drop Down Menu**, select your needed/desired **Estimate Report**

(Preliminary Proposal Detail Estimate (Before Awarded), Final Proposal Detail Estimate (After Awarded), ETC.).



Step 3: Once you have selected the needed **Detailed Report**, the **Generate Report** screen will open up.

Generate Report



Step 4: On the **Generate Report** screen, de-select which of the 6 parameters you don't need included on the report. (The checkmark in the box under the parameters indicate they are selected).

Generate Report

▼ Generate Report - Final Proposal Detail Estimate

Settings Set Parameters 3 of 5

Show Cover Page*
Generate cover page of report.

Show Proposal Final Detail Estimate Cost Summary *
Generate the cost summary for proposal.

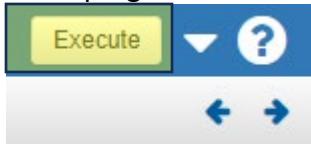
Show Proposal Final Detail Cost Estimate*
Generate the item level funding report for proposal.

Show Proposal Final Detail Estimate Funding Summary*
Generate the funding allocation report for proposal.

Show Proposal Final Detail Estimate Funding Summary By Fund*
Generate funding allocation by fund report.

Show Proposal Final Detail Estimate Funding Summary By Unit*
Generate funding allocation by unit report.

Step 5: once you have the Parameters you don't need deselected, click the **Execute** button on the top right corner of the screen (Where the save button is normally located).



Step 6: You have successfully created a Report. The report will open on a new Webpage. From here you can **download, save or print** the report.