



## Quick Reference Guide (QRG) Summary of Changes

**Creation Date: 01-27-2026**

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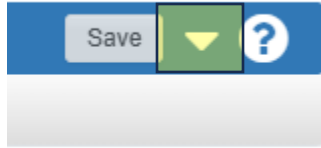
**Revised Date:**

**Revised By:**

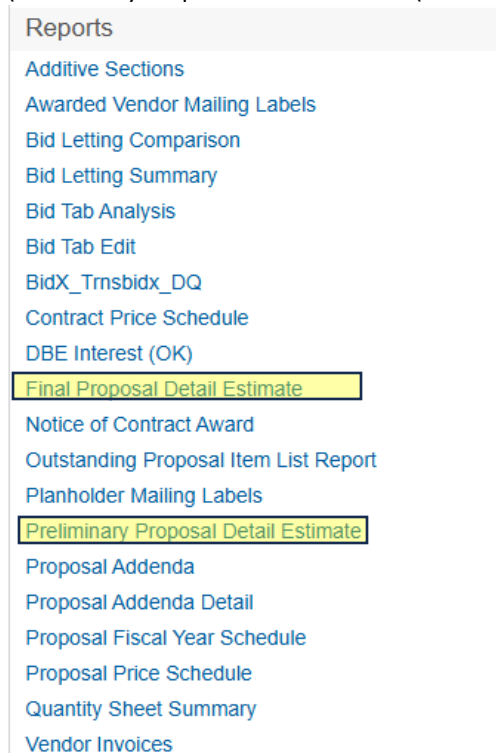
**Changes Made:**

# Creating a Detailed Estimate Report

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

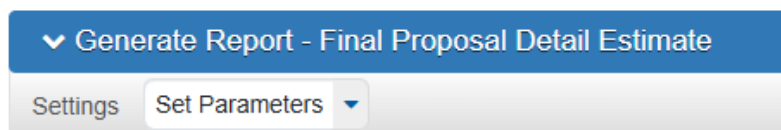


**Step 2:** From the *Component Drop Down Menu*, select your needed/desired **Estimate Report** (Preliminary Proposal Detail Estimate (Before Awarded), Final Proposal Detail Estimate (After Awarded), ETC.).



**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.

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Show Proposal Final Detail Cost Estimate \*

Generate the item level funding report for proposal.

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Show Proposal Final Detail Estimate Funding Summary \*

Generate the funding allocation report for proposal.

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Show Proposal Final Detail Estimate Funding Summary By Fund \*

Generate funding allocation by fund report.

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Show Proposal Final Detail Estimate Funding Summary By Unit \*

Generate funding allocation by unit report.

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**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.