USING THE SUSPENSE TOOL IN THE PI DASHBOARD
ACCESSING THE PI DASHBOARD ON-CAMPUS

- To Access the P.I. Dashboard through the University on-campus network, go to:
  http://research.gwu.edu/pi-dashboard
- Click the Interactive Visualizations link
- Sign into the Dashboard using your GWNetID (id and password used for email)

ACCESSING THE PI DASHBOARD OFF-CAMPUS

- To Access the P.I. Dashboard when outside of the on-campus network
- First, Log into the VPN network using your Net-ID: https://vpn.gwu.edu/
- Then go to: http://research.gwu.edu/pi-dashboard
- Click the Interactive Visualizations link
- Sign into the Dashboard using your GWNetID (id and password used for email)
Once you are logged into the PI Dashboard, you will see the screen below.

From this screen, choose the “More Tools” tab.
Once the “More Tools” tab is chosen, you will be brought to the screen below.

From here, click the “Expenditures in Suspense” button.
You will now be prompted to enter your GWNetID again (the PI Dashboard uses two different tools that currently require separate authentication).
You will now have access to the Expenditures in Suspense prompt page.

- From this page you will be able to run suspense reports using various criteria: Suspense PTA number, by Principal Investigator name, RSC name, or Organization. In this example, a Principal Investigator’s name is selected.
- Once you have chosen your criteria, simply press the “Finish” button at the bottom left corner of the page.

**SAMPLE REPORT OUTPUT:**

```
<table>
<thead>
<tr>
<th>Item ID</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Expenditure Type</th>
<th>Expenditure Date</th>
<th>Description</th>
<th>Account Code</th>
<th>Project Code</th>
<th>Award Code</th>
<th>SubAward Code</th>
<th>Award Title</th>
<th>Sponsor</th>
<th>Grant Type</th>
<th>NAICS Code</th>
<th>Contract</th>
<th>Location</th>
<th>Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>100490</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100491</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100492</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100493</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100494</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100495</td>
<td>05/01/2015</td>
<td>06/30/2015</td>
<td>PAYROLL</td>
<td>06/30/2015</td>
<td>TEST</td>
<td>12345</td>
<td>67890</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**Suspense Amount**
To export the report into Excel, click on the “View” button on the upper right. Select “View in Excel”, then select “View in Excel 2007 Format”. 

<table>
<thead>
<tr>
<th>Suspense Amount</th>
<th>Exp EAS Or</th>
<th>View in Excel 2007 Data</th>
<th>View in Excel Options</th>
<th>Expense Number</th>
<th>Award Number</th>
<th>Award Short Name</th>
</tr>
</thead>
</table>