

Welcome to the new Web-based online financial report for the NRC Research Associateship Program. This guide provides step-by-step procedures to view financial data for your programs.

You access the reports using the InfoRAP Web application. Your User Name (your email) and Password will allow you to access your Agency's monthly financial report. (If you have used the NRC RAP family of sites for other activity, your credentials are the same.) Your credentials are unique and provide access to your agency-specific program only. The financial data are secure.

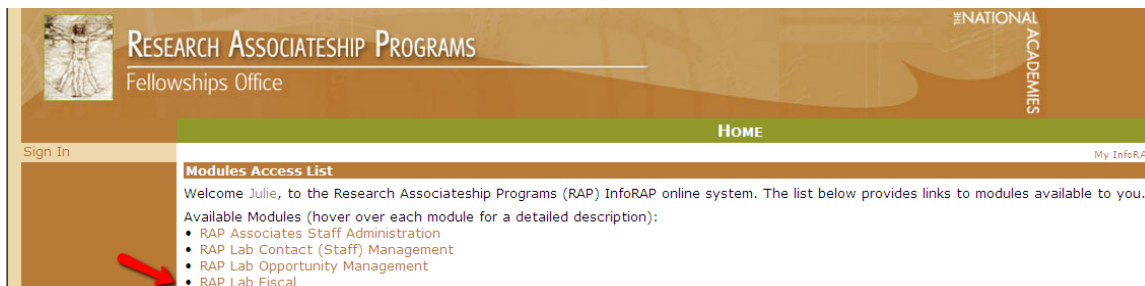
Accessing Financial Reports

Access the InfoRAP Web application located at <https://nrc58.nas.edu/InfoRAP20/Home/SignIn.aspx?c=RAPLab/AtAGlance> and sign on with your User Name and Password.



The screenshot shows the 'RESEARCH ASSOCIATESHIP PROGRAMS' website with a 'Fellowships Office' header. A green navigation bar contains 'HOME'. The main content area is titled 'InfoRAP 2.0 Web Systems' and 'Welcome to InfoRAP 2.0 Web Systems'. It includes a sign-in form with fields for 'User name:' and 'Password:', and a 'Sign In' button. A red box highlights the sign-in instructions and form. The footer contains copyright information for 2007 and a link to the 'Terms of Use and Privacy Statement'.

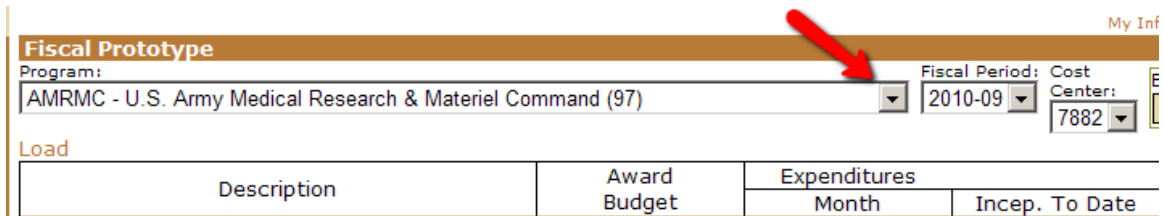
Under Module Access List, select the RAP Lab Fiscal module. Please note that access to modules vary per user.



The screenshot shows the 'RESEARCH ASSOCIATESHIP PROGRAMS' website with a 'Fellowships Office' header. A green navigation bar contains 'HOME'. The main content area is titled 'Modules Access List' and 'Welcome Julie, to the Research Associateship Programs (RAP) InfoRAP online system. The list below provides links to modules available to you.' It lists 'Available Modules (hover over each module for a detailed description):' with a bulleted list: 'RAP Associates Staff Administration', 'RAP Lab Contact (Staff) Management', 'RAP Lab Opportunity Management', and 'RAP Lab Fiscal'. A red arrow points to the 'RAP Lab Fiscal' link.

Running Financial Reports

You can select the program from the drop down box. Access will be limited to your program(s). In this case, the Army Medical Research & Materiel Command is displayed as well as the lab designation of 97 in parenthesis.



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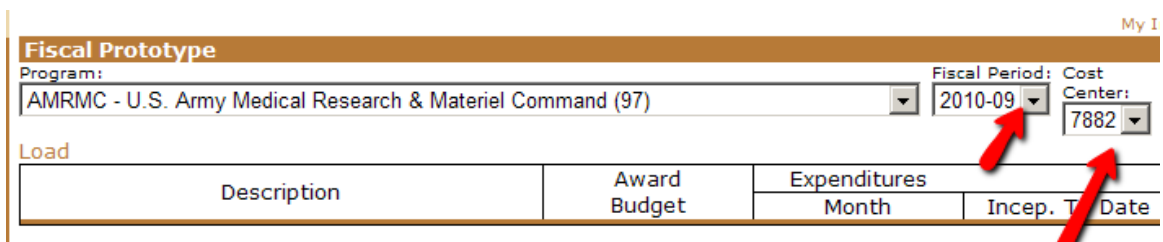
Fiscal Prototype

Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882

Load

Description	Award Budget	Expenditures	
		Month	Incep. To Date

Above, on the right, are two additional drop down boxes: Fiscal Period and Cost Center. Select the drop down box to find the month you want to review. The cost center drop down box is contract-specific and defaults to the most current contract.



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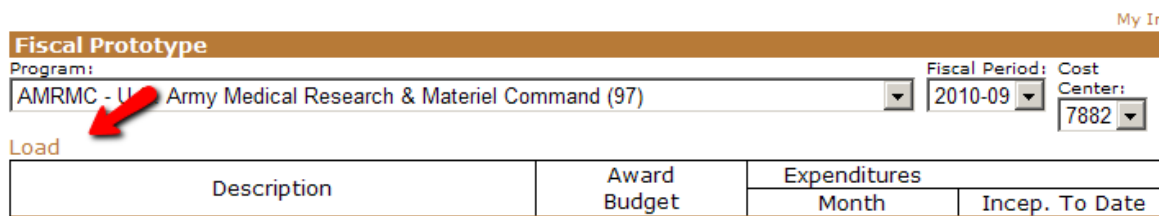
Fiscal Prototype

Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882

Load

Description	Award Budget	Expenditures	
		Month	Incep. To Date

Select "Load" to run the report.



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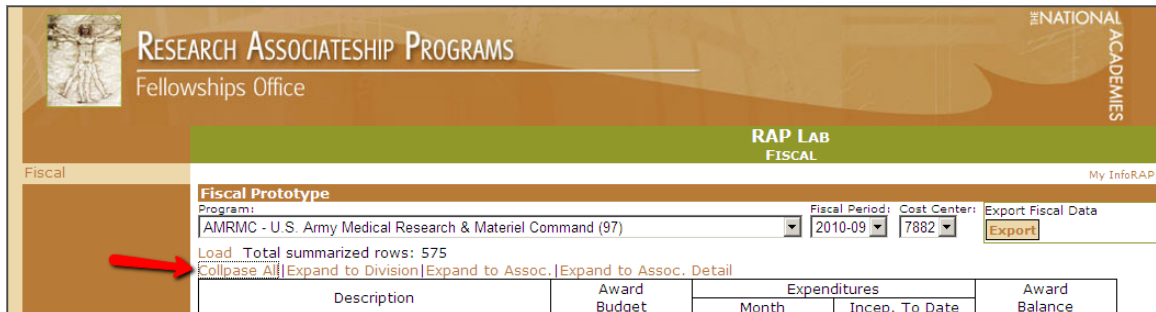
Fiscal Prototype

Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882

Load

Description	Award Budget	Expenditures	
		Month	Incep. To Date

You will now see the summary area of your Agency's financial report for the month chosen and the contract chosen. The report will default to a summary by program. You may drill down the detail from program, to division (lab), to associate, and associate detail by selecting the option from the toolbar as needed. The report will summarize award budget, monthly expenditures, inception to date expenditures, and award balance by program.



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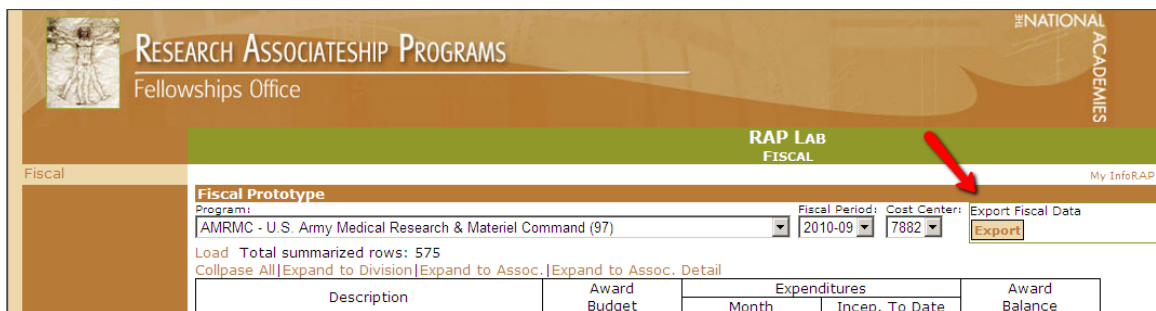
Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882 Export Fiscal Data
[Export](#)

Load Total summarized rows: 575
[Collapse All](#) | [Expand to Division](#) | [Expand to Assoc.](#) | [Expand to Assoc. Detail](#)

Description	Award Budget	Expenditures		Award Balance
		Month	Incep. To Date	

Exporting Financial Reports

You may export financial data by selecting the Export button on the top right corner of the report. Select Export



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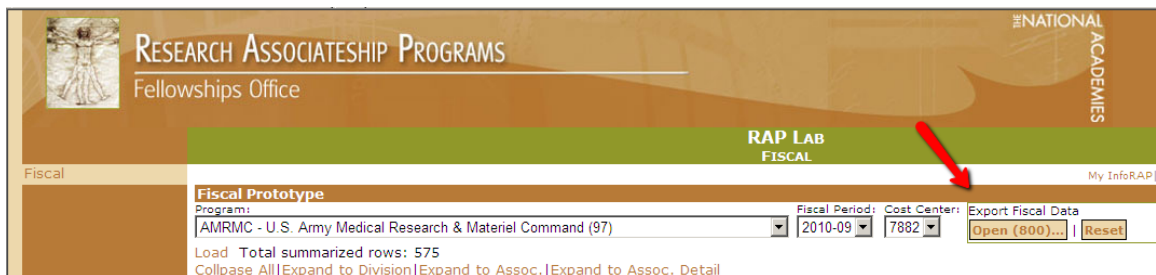
Fiscal Prototype My InfoRAP

Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882 Export Fiscal Data
[Export](#)

Load Total summarized rows: 575
[Collapse All](#) | [Expand to Division](#) | [Expand to Assoc.](#) | [Expand to Assoc. Detail](#)

Description	Award Budget	Expenditures		Award Balance
		Month	Incep. To Date	

After the export has been executed select Open.



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Program: AMRMC - U.S. Army Medical Research & Materiel Command (97) Fiscal Period: 2010-09 Cost Center: 7882 Export Fiscal Data
[Open \(800\)...](#) | [Reset](#)

Load Total summarized rows: 575
[Collapse All](#) | [Expand to Division](#) | [Expand to Assoc.](#) | [Expand to Assoc. Detail](#)

A new window containing the detailed export sorted by division (lab) will launch in Excel.