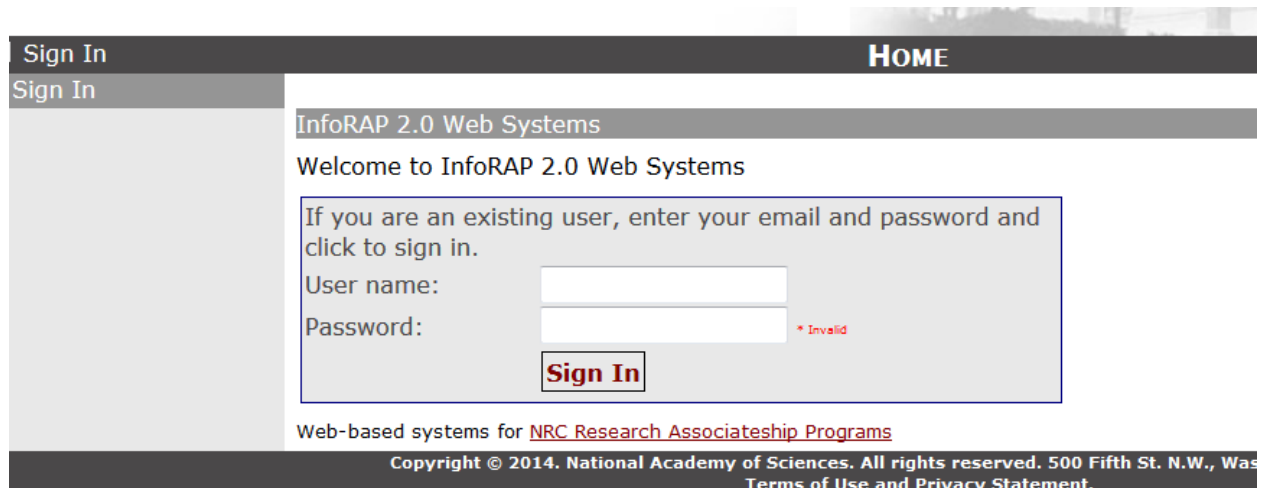


Welcome to the new Web-based online financial report for the NRC Research Associateship Program. This guide provides step-by-step procedures to view financial data for your programs.

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.



Sign In HOME

Sign In

InfoRAP 2.0 Web Systems

Welcome to InfoRAP 2.0 Web Systems

If you are an existing user, enter your email and password and click to sign in.

User name:

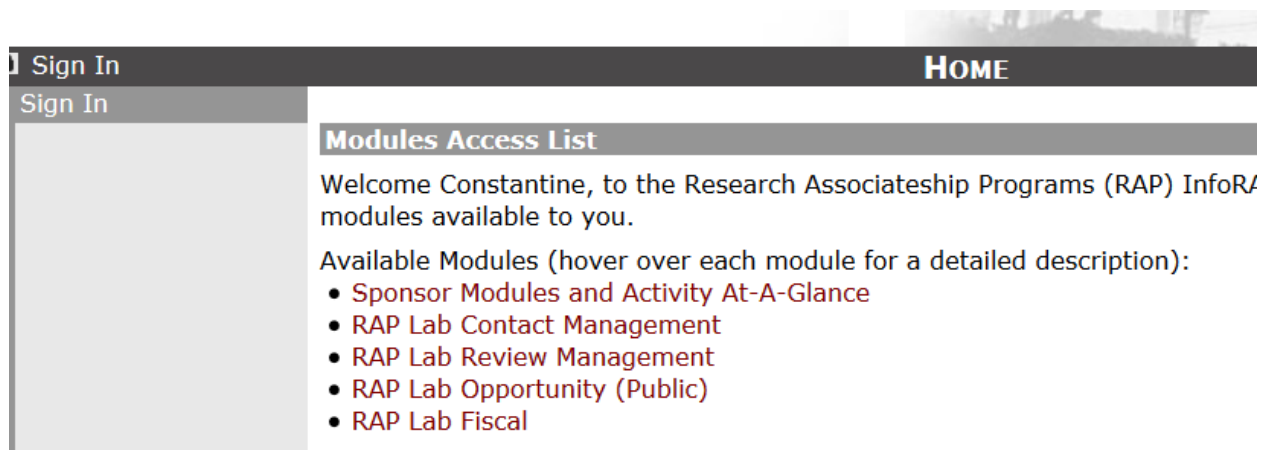
Password: * Invalid

Sign In

Web-based systems for [NRC Research Associateship Programs](#)

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



Sign In HOME

Sign In

Modules Access List

Welcome Constantine, to the Research Associateship Programs (RAP) InfoRA modules available to you.

Available Modules (hover over each module for a detailed description):

- [Sponsor Modules and Activity At-A-Glance](#)
- [RAP Lab Contact Management](#)
- [RAP Lab Review Management](#)
- [RAP Lab Opportunity \(Public\)](#)
- [RAP Lab Fiscal](#)

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.

RAP LAB FISCAL			
Fiscal Reports			
Program:		Fiscal Period:	Cost Center:
AMRMC - U.S. Army Medical Research & Materiel Command (97)		2015-01	101359
Load			
Description	Award Budget	Expenditures	
		Month	Incep. To Date

Above, on the right, are two additional dropdown 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.

Fiscal Reports			
Program:		Fiscal Period:	Cost Center:
AMRMC - U.S. Army Medical Research & Materiel Command (97)		2015-01	101359
Load			
Description	Award Budget	Expenditures	
		Month	Incep. To Date

Select "Load" to run the report.

Fiscal Reports			
Program:		Fiscal Period:	Cost Center:
AMRMC - U.S. Army Medical Research & Materiel Command (97)		2015-01	101359
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.

Fiscal Reports			
Program: EPA - U.S. Environmental Protection Agency (22)		Fiscal Period: 2015-01	Cost Center: 102205
Reload Total summarized rows: 250 Collapse All Expand to Division Expand to Assoc. Expand to Assoc. Detail			
Description	Award Budget	Expenditures	
		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

Fiscal Reports				
Program: EPA - U.S. Environmental Protection Agency (22)		Fiscal Period: 2015-01	Cost Center: 102205	
Reload Total summarized rows: 250 Collapse All Expand to Division Expand to Assoc. Expand to Assoc. Detail			Export Fiscal Data Export	
Description	Award Budget	Expenditures		Award Balance
		Month	Incep. To Date	

After the export has been executed select Open.

Fiscal Reports				
Program: EPA - U.S. Environmental Protection Agency (22)		Fiscal Period: 2015-01	Cost Center: 102205	
Reload Total summarized rows: 250 Collapse All Expand to Division Expand to Assoc. Expand to Assoc. Detail			Export Fiscal Data Open (7384)...	
Description	Award Budget	Expenditures		Award Balance
		Month	Incep. To Date	

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