Proposal Detail Report

User Guide

- To Locate the Proposal Detail Report in Advance click on the beach ball icon at the top of the page on the Advance platform.

- Choose the CSUF_PM_Proposal Detail Report icon from the report list.
Step One:

- Type in the start date, the start date must be the first day of the fiscal year you would like to pull the proposal report for.
  - i.e. 7/01/2015 is the start date for my search.
- Type in the end date, the start date must be the last day of the fiscal year you would like to pull the contact report for.
  - i.e. 06/30/2016 is the end date for my search.

Step Two:

- Hit Run Report to get the Contact Report Summary Report.
  - The report will open up in a new tab on your internet browser.