Detailed Transaction Report

1. Grants Work Center > Reports/Queries Tab > Reports > Detailed Transaction Report

HE Detailed Transaction Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

Search Criteria

Search by: Run Control ID begins with _____

☐ Case Sensitive

[Search] Advanced Search

Find an Existing Value | Add a New Value

2. Enter run control ID or add a new value

3. Enter 'Accounting Date From:' (date range of expenditures)

Run Control ID _____   Report Manager   Process Monitor   [Run]

*Business Unit: NDSU1 🔍

*Accounting Date From: 01/01/2017 📅 *Through: 03/31/2017 📅

*Output Format: PDF ▾

*Report Option: ⦿ By Award   ○ By Project   ○ By Department

*Select one of the options below:

	Clear All Options
1. Award: _____ 🔍	
2. Department: _____ 🔍	
3. Sponsor: _____ 🔍	

4. Projects (Y/N): N ▾

🖫 Save   ⟳ Return to Search   ⬆ Previous in List   ⬇ Next in List   ➕ Add   🗐 Update/Display

4. Enter award number if wanting to run report for the full award (main award and any sub-projects)

5. You can also enter in the department or sponsor if you want a wide range of data

6. Select 'Y' for number 4 if you want to run a list of different projects at once

*Business Unit: NDSU1 🔍

*Accounting Date From: 01/01/2017 📅 *Through: 03/31/2017 📅

*Output Format: PDF ▾

*Report Option: ● By Award ○ By Project ○ By Department

*Select one of the options below:

Clear All Options

1. Award: [_____]

2. Department: [_____]

3. Sponsor: [_____]

4. Projects (Y/N): Y ▾   Refresh Grid - Remove all Project IDs

Personalize | Find | 🔗 | 📊   First ◀ 1 of 1 ▶ Last

Project

1 [_____] 🔍   ➕ ➖

7. Click Run and Process Monitor

Process Monitor   Run

8. When it states 'Success and Posted' click the details

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	10053486		Application Engine	NDU_GM_4728		04/07/2017 11:47:03AM CDT	Success	Posted	Details

Process List — Personalize | Find | View All | 🔳 | 📊   First ◄ 1-36 of 36 ► Last

9. Click View Log/Trace

Date/Time

Request Created On 04/07/2017 11:47:06AM CDT

Run Anytime After 04/07/2017 11:47:03AM CDT

Began Process At 04/07/2017 11:47:17AM CDT

Ended Process At 04/07/2017 11:47:32AM CDT

Actions

Parameters   Transfer

Message Log   View Locks

Batch Timings

View Log/Trace

OK   Cancel

10. Click the PDF file to open report

File List

Name	File Size (bytes)	Datetime Created
AE_NDU_GM_4728_10053486.stdout	304	04/07/2017 11:47:32.140000AM CDT
AE_NDU_GM_4728_10053486.trc	0	04/07/2017 11:47:32.140000AM CDT
XMLP_GM_Award_Project_Details_10053486.pdf	,852	04/07/2017 11:47:32.140000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	laura.lutkemeier

Return