Grant Transaction List by Month - Manual Payroll Entries

Query Technical Name: ZZFIFMMP05_Q004

Location: External Grant PI Departmental Reports

Purpose: This report is designed to provide a list of all payroll documents that have posted for a grant in the selected period. The report is restricted to Document Types ZG (Year-end Payroll) & ZF (Payroll Correction). These filters may not be removed from the report; to view a comprehensive list of transactions relevant to the grant accounts please see the Grant Transaction List by Month query.

Standard View: By default this report provides columns detailing the following: Funds Center, Description, Commitment Item, Posting date, Grant, Grant Name, Doc number & Amount.

<table>
<thead>
<tr>
<th>Funds Center</th>
<th>Description</th>
<th>Commitment Item</th>
<th>Posting date</th>
<th>Grant</th>
<th>Grant Name</th>
<th>Doc number</th>
<th>Amount</th>
</tr>
</thead>
</table>

Variable Entry screen: Grant must be populated with the corresponding grant number; these seven-digit numbers lead with 400XXXX. Period/Fiscal Year refers to the NKU budget period and year for which users are seeking data; values must be input in MO/YEAR format- i.e. 07/2011. The report may be generated for a single month, or for a range of months. Expense Commitment Items defaults to “Expenses with Transfers” to limit the number of commitment items displayed. Fund/Cost Center Hierarchy variable defaults to the funds center associated with a user's security access; the field will remain empty for those with access to all funds centers.

NOTE: Variables marked with an asterisk (*) are required entries; they must be populated to proceed. Refer to the reporting manual for step-by-step instructions in populating these fields.
Types of questions this report can answer beyond the standard view:

1. What if there is a payroll charge listed that should not have been charged to this grant? What if there is a charge missing?

   a. Please email Tonya Smiley in the Office of the Comptroller – Grants Office. Include the grant number, document number, description, amount & date of the expense to be researched.