



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.

Funds Center ^Δ	Description ^Δ	Commitment item ^Δ	Posting date ^Δ	Grant ^{Δ*}	Grant Name ^{Δ*}	Doc number ^Δ	Amount ^{Δ*}
							\$

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.

Variable	Current Selection	Description
Grant	<input type="checkbox"/>	
Period/Fiscal Year (Interval Entry, Required)	<input type="checkbox"/>	
Funds Center Hierarchy	<input type="checkbox"/>	
Expense Commitment Items	+NK01EXP_TRFS(Text) No <input type="checkbox"/>	NK01EXP_TRFS Expenditures with Tr



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.