



Grant Transaction List by Month

Query Technical Name: ZZFIFMMP05_Q002

[Accessing BW Reports](#)

Location: External Grant PI Departmental Reports

Purpose: This report is designed to provide a list of all transactions that have posted for a grant in the selected period.

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

Funds Center	Grant	Grant Name	Commitment Item	Posting date	Doc number	Description	Vendor	Amount
--------------	-------	------------	-----------------	--------------	------------	-------------	--------	--------

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"/>	
Expense Commitment Items	+NK01EXP_TRFS(Text\ No <input type="checkbox"/>	NK01EXP_TRFS Expenditures with Tr
Funds Center Hierarchy	<input type="checkbox"/>	
Vendor Number (Selection Option, Optional)	<input type="checkbox"/>	



Types of questions this report can answer beyond the standard view:

1. What if there is a charge listed that should not have been charged to this grant? What if there is a charge missing?
 - a. Please email [Tommy Barnett](#) in the Office of the Comptroller – Grants Office. Include the grant number, document number, description or vendor name, amount & date of the expense to be researched.