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.

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 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.