1. Run the **Award Budget to Actuals by Grant** report and putting in the Award or the Grant Worktag:

   ![Report Interface]

   If you find you are running the same report repeatedly, you can setup Filters using this example:

   ![Filter Example]

   The next time you want to run you will see the following and select your saved filter:
2. Once you run the report you will see the following (below). Click on the LTD amount, highlighted in blue and NOT using any filter options:

3. You will see the following (below) and click on the Excel icon:

4. This will return ALL transactions for that GRANT and you can have the option to print as well.

5. You can also use the additional filter criteria on the header of this option (above) to sort by more options to narrow the return of results.