

# How to get Grant Detail Transactions

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

**Award Budget to Actuals by Grant - FIN - CR (NSHE)** Actions

Company \*  ⋮

Period \*  ⋮

Award  ⋮

Award Groups  ⋮

Worktags  ⋮

Filter Name

Manage Filters 0 Saved Filters Save

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

Manage Filters 0 Saved Filters Save

The next time you want to run you will see the following and select your saved filter:

Filter Name

Manage Filters 1 Saved Filters ⋮

- 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:

← Award Budget to Actuals by Grant - FIN - CR (NSHE) Actions

Company University of Nevada, Las Vegas      Award AWD-02-00000100: Surface Resistivity for Concrete Quality Assurance 09/30/2013 (version 1)

Period FY 2018 - 11 May

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11 Items

Award	Unit on Grant	Cost Center on Grant	Grant	Award End Date	Award Line To Date (Grant)	Budget	Current Period	FYTD	LTD
AWD-02-00000100: Surface Resistivity for Concrete Quality Assurance 09/30/2013 (version 1)	UNLV03 College of Engineering	CC1791 Civil and Environmental Engineering and Construction	GR00446 Unr:Led System Ped Safety	09/30/2018	12/29/2018	\$59,700.00	0.00	0.00	\$52,301.52
AWD-02-00000100: Surface Resistivity for Concrete Quality Assurance 09/30/2013 (version 1)	UNLV03 College of Engineering	CC1791 Civil and Environmental Engineering and Construction	GR00465 Unr:Freeway Incidents	09/30/2018	12/29/2018	\$46,200.00	0.00	0.00	\$41,372.03

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

Criteria View by:  and then by:  Refresh

15 Items Print Excel Wireless Bar

Journal	Journal Source	Operational Transaction	Line Memo	Supplier	Spend Category as Worktag	Worker for Billable Transaction	Accounting Date	Budget Date	Ledger Account	Budget Ledger Account Summary	Debit	Credit	Grant
Q	Conversion ITD Grant		Accounting Journal Conversion  2331-254-912E-1105		SC9166 - Employee Compensation - Conversion		06/30/2017	06/30/2017	5100C:Letter of Appointment Salaries - Conversion	Parent Account Set: Professional Salary	4,800.00	0.00	GR00446 System P Safety
Q	Conversion ITD Grant		Accounting Journal Conversion  2331-254-912E-1108		SC9166 - Employee Compensation - Conversion		06/30/2017	06/30/2017	5100C:Letter of Appointment Salaries - Conversion	Parent Account Set: Professional Salary	3,129.00	0.00	GR00446 System P Safety

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