

# How do I obtain a list of one month's transactions for my research grant?


From the summary list of grants or Budget Overview Results, you can drill to details using the Show Budget Details icon circled below.

Budget Overview Results										Customize   Find   View All   First   4 of 1   Last			
	Ledger Group	Fund	Dept	Dept Descr	PIG	Project Descr	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	
	GRANTS	375	10900	Electrical & Computer Eng	32572	Speaker Recog System	ALL	98,047.000	71,407.380	0.000	0.000	26,639.620	









This will take you to a summary page for the grant you have selected.

## Commitment Control Budget Details

Business Unit	Ledger Group	Fund	Dept	P/G	Budget Period
CLKSN	GRANTS	375	10900	32572	ALL





Display Chart 

### Ledger Amounts

Budget:	98,047.00 USD			<b>Max Rows:</b>
Expense:	71,407.38 USD			<a href="#">Attributes</a>
Encumbrance:	0.00 USD			<a href="#">Parent / Child</a>
Pre-Encumbrance:	0.00 USD			Associated E


Associate Revenue: 0.00 USD

### Available Budget

Without Tolerance:	26,639.62 	USD	Percent:	(27.17%) 	<a href="#">Forecasts</a>
With Tolerance:	26,639.62 	USD	Percent:	(27.17%) 	

### Budget Exceptions

Exception Errors: 0    Exception Warnings: 0    Budget Exceptions


The  Drill to ledger icon will provide ledger totals for each month that has activity.









The page that is returned shows on line for each month with the chartfield only.

**Ledger**

Business Unit: CLKSN      Ledger: GRANT\_EXP

Budget Details Customize | Find | First 1-8 of 8 Last

Budget Chartfields    Amounts    


	Fund	Dept	P/G	Budget Period
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL
	375	10900	32572	ALL









Click on the Show All Columns icon to display the chartfields, periods, and totals in a single screen.


**Ledger**

Business Unit: CLKSN      Ledger: GRANT\_EXP

Budget Details Customize | Find | First 1-8 of 8 Last



Fund	Dept	P/G	Budget Period	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Ins	
	375	10900	32572	ALL	2011	6	854.85	USD	854.85	USD	06/30/2011 12:47:52PM	
	375	10900	32572	ALL	2011	7	8353.09	USD	8353.09	USD	06/30/2011 5:49:40PM	
	375	10900	32572	ALL	2011	8	4714.80	USD	4714.80	USD	06/30/2011 9:07:31PM	
	375	10900	32572	ALL	2011	9	4508.43	USD	4508.43	USD	07/01/2011 10:23:14AM	
	375	10900	32572	ALL	2011	10	6067.28	USD	6067.28	USD	07/01/2011 2:35:33PM	
	375	10900	32572	ALL	2011	11	9538.04	USD	9538.04	USD	07/01/2011 6:08:01PM	
	375	10900	32572	ALL	2011	12	26242.99	USD	26242.99	USD	07/11/2011 11:06:38AM	
	375	10900	32572	ALL	2012	1	11127.90	USD	11127.90	USD	08/14/2011 12:26:35PM	

Click on the  Drill Down icon to get the list of transactions for the fiscal period in question. Note that fiscal periods are display by fiscal year (note 2012 refers to 2011-12) and the month accounting period, where 1 is the first month, or July, and 2 refers to the second month, or August, etc.

The Activity Log which is returned provides a list of all transactions for the fiscal period selected.

**Activity Log**

Ledger: GRANT\_EXP

Activity Log													Customize	Find	View All	Print	Grid	First	1-5 of 5	Last
	Tran Line	Document Label	Document ID	Document Description	Ref Bdgt?	Fund	Dept	P/G	Budget Period	Year	Period	Foreign Amount	Foi Cu							
		176	Journal ID: PR00300654	Payroll Pay Period 7/23/2011	N	375	10900	32572	ALL	2012	1	3,496.15	US							
		13	Journal ID: 0000300540	INIDRECT COST	N	375	10900	32572	ALL	2012	1	2,036.79	US							
		12	Journal ID: 0000300782	INIDRECT COST	N	375	10900	32572	ALL	2012	1	1,957.84	US							
		174	Journal ID: PR00300271	Payroll pay period 7/09/2011	N	375	10900	32572	ALL	2012	1	3,496.15	US							
		606	Journal ID: 0000300403	MC 06-30-11 CRUCIAL.COM	N	375	10900	32572	ALL	2012	1	140.97	US							

OK

As with any other “grid” in PeopleSoft Budget Inquiry, you may download the information to Excel by clicking on the grid-like download icon. If you wish to save this as an Excel file, you will need to select Excel as the “Save As” file type to avoid saving as an html file.