

How can I get a list of all transactions for a period of time from a grant or project?

Use the following path from the Main Menu: *Reporting Tools > Query > Query Viewer*. Note that this may be added to your Favorite menu items.

Search for the query *CU_GRANT_JRNL_DTL* by typing the beginning or the query name and clicking on Search, as indicated below. Note that you may add this to your favorite queries.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
CU_GRANT_JRNL_DTL	Journals by project/grant	Public		HTML	Excel	XML	Schedule	Favorite

Click either HTML, Excel, etc. to run to your preferred output.

You will be prompted for the grant or project number and date range. Once you have filled in these criteria, click on View Results to get a list of transactions for the specified time period.

CU_GRANT_JRNL_DTL - Journals by project/grant

PIG:

Journal From Date:

Journal To Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (14 kb)

View All First Last

	Journal ID	Date	Account	Dept	Fund	PIG	Amount	Line Descr	Line #	Year	Period
1	0000228902	06/03/2011	2604	41700	378	41452	0.440	PARAGON MTR 05/31/11-06/03/11	64	2011	12
2	0000229108	06/10/2011	2430	41700	378	41452	383.400	SUPPLY RM 070301-001 QTY 3000	51	2011	12
3	APV0228849	06/01/2011	2654	41700	378	41452	504.180	JHARATNESH-001/	27	2011	12
4	0000229115	06/10/2011	2604	41700	378	41452	0.880	PARAGON MTR 06/06/11-06/10/11	74	2011	12
5	APV0228969	06/07/2011	2440	41700	378	41452	207.830	XEROXCORPO-001/0000069869	80	2011	12
6	0000229826	06/30/2011	2576	41700	378	41452	3750.000	Fr 06252	2	2011	12
7	0000229826	06/30/2011	2576	41700	378	41452	6486.370	Fr 06750	4	2011	12