

Detailed Transaction Report

The HE Detailed Transaction Report provides detail of operating and facilities & administration expenses.

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HE Detailed Transaction Report

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

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

1. Enter run control ID or add a new value. If you are creating a new run control, enter a name for this run control ID and click "Add."
2. Select Business Unit: UND01
3. Enter the From and Through Accounting Dates.
4. Enter the Output Format – most commonly PDF or XLS.
5. Select the Report Option.
6. Select one of the six options below:

*Business Unit:

*Accounting Date From: *Through:

*Output Format:

*Report Option: By Award By Project By Department

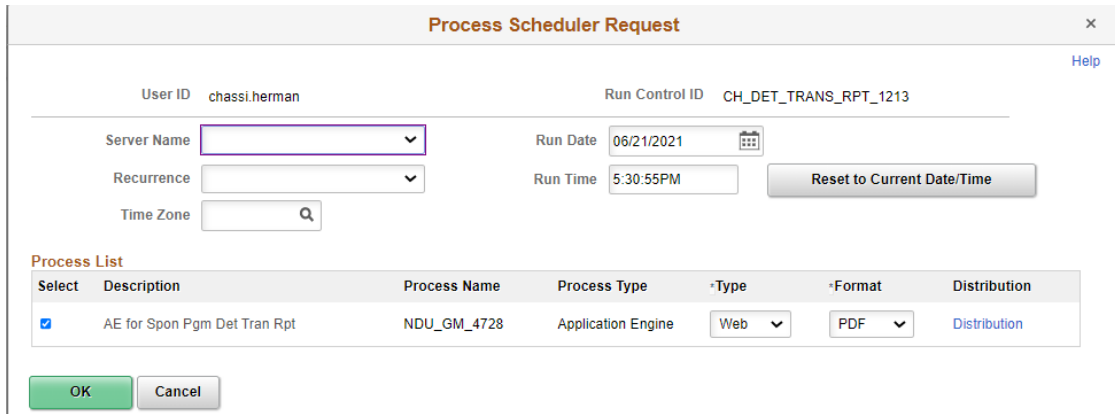
*Select one of the options below:

| | |
|-----------------------|--------------------------------|
| 1. Awards (Y/N): | <input type="text" value="N"/> |
| 2. Departments (Y/N): | <input type="text" value="N"/> |
| 3. Sponsor (Y/N): | <input type="text" value="N"/> |
| 4. Projects (Y/N): | <input type="text" value="N"/> |
| 5. Project PIs (Y/N): | <input type="text" value="N"/> |
| 6. Award PIs (Y/N): | <input type="text" value="N"/> |

Clear All Options

Save | Return to Search | Previous in List | Next in List | Add | Update/Display

7. Click Run then OK.



The dialog box is titled "Process Scheduler Request" and contains the following fields and controls:

- User ID: chassi.herman
- Run Control ID: CH_DET_TRANS_RPT_1213
- Server Name: [Dropdown menu]
- Run Date: 06/21/2021 [Calendar icon]
- Recurrence: [Dropdown menu]
- Run Time: 5:30:55PM [Text field]
- Time Zone: [Text field with search icon]
- Buttons: "Reset to Current Date/Time", "OK", "Cancel"

Process List

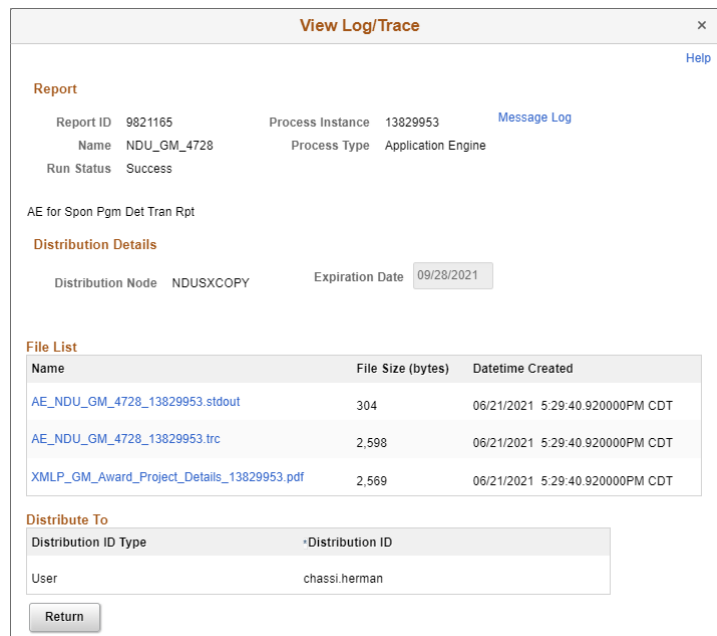
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|------------------------------|--------------|--------------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | AE for Spon Pgm Det Tran Rpt | NDU_GM_4728 | Application Engine | Web | PDF | Distribution |

8. Click [Process Monitor](#).

9. When it states "Success" and "Posted" click the [Details](#) hyperlink.

10. Click on the [View Log/Trace](#) hyperlink under Process Detail.

11. Click File: XMLP_GM_Award_Project_Details_pdf



The dialog box is titled "View Log/Trace" and contains the following information:

Report

Report ID 9821165 Process Instance 13829953 [Message Log](#)
Name NDU_GM_4728 Process Type Application Engine
Run Status Success

AE for Spon Pgm Det Tran Rpt

Distribution Details

Distribution Node NDUSXCOPY Expiration Date 09/28/2021

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| AE_NDU_GM_4728_13829953.stdout | 304 | 06/21/2021 5:29:40.920000PM CDT |
| AE_NDU_GM_4728_13829953.trc | 2,598 | 06/21/2021 5:29:40.920000PM CDT |
| XMLP_GM_Award_Project_Details_13829953.pdf | 2,569 | 06/21/2021 5:29:40.920000PM CDT |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | chassi.herman |

Return