Detailed Transaction Report

The HE Detailed Transaction Report provides detail of operating and facilities & administration expenses.
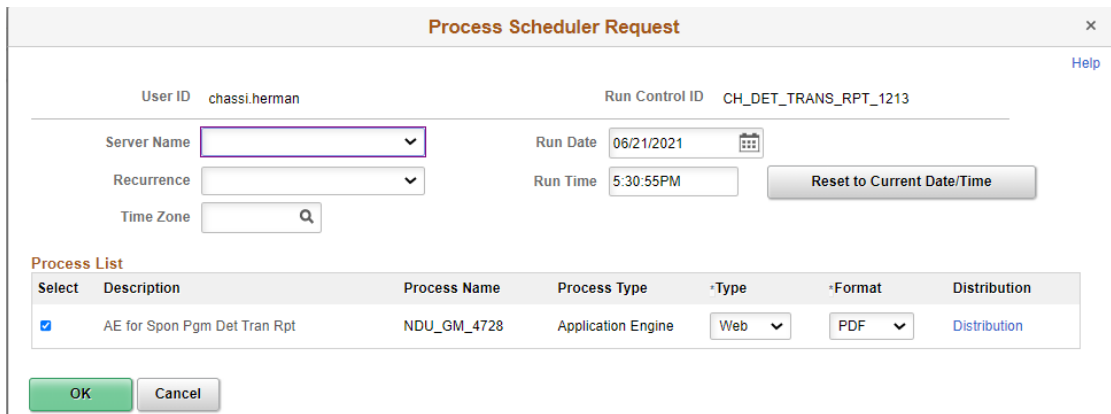
Navigation: Main Menu > Grants > Interactive Reports > HE Detailed Transaction Report

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:

7. Click Run then OK.

Process Scheduler Request

User ID	chassi.herman	Run Control ID	CH_DET_TRANS_RPT_1213

Server Name		Run Date	06/21/2021
Recurrence		Run Time	5:30:55PM
Time Zone			

Reset to Current Date/Time

Process List

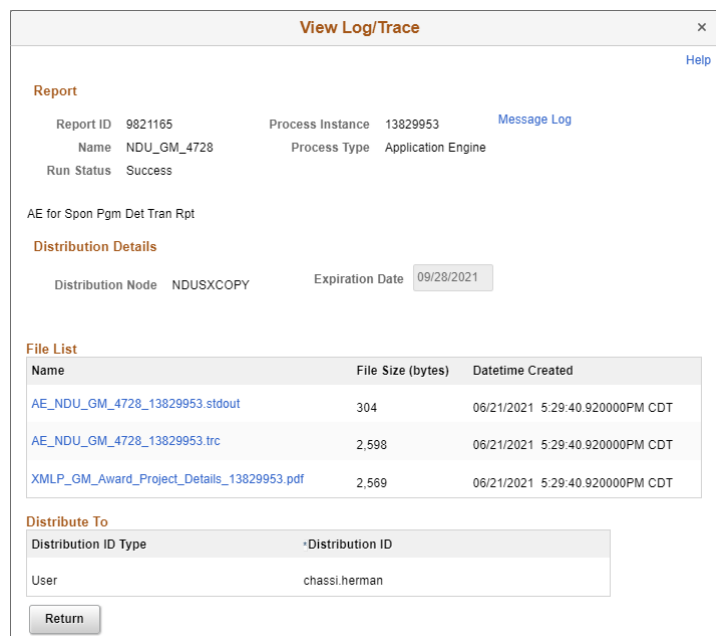| Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	AE for Spon Pgm Det Tran Rpt	NDU_GM_4728	Application Engine	Web	PDF	Distribution

OK   Cancel

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

View Log/Trace

Help

Report

Report ID	9821165	Process Instance	13829953
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