

# Detailed Transaction Report

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

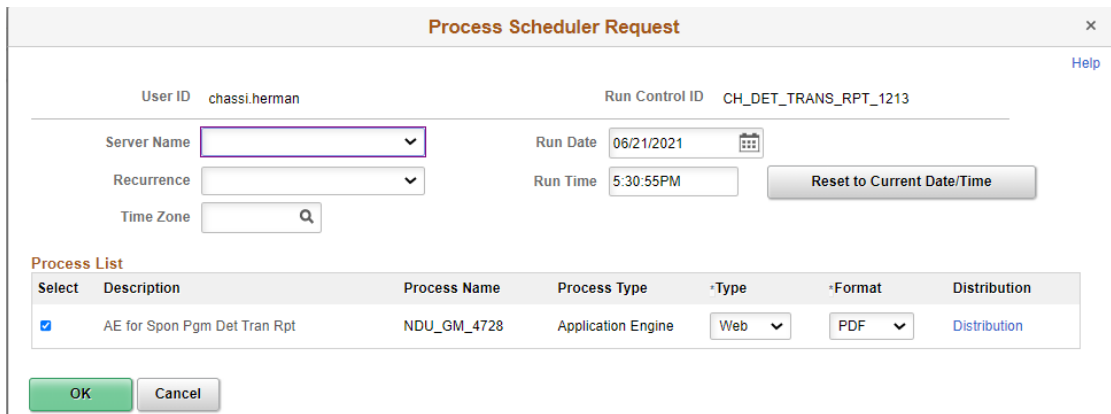
**Navigation: Main Menu > Grants > Interactive Reports > HE Detailed Transaction Report**

The screenshot shows the top navigation bar with the path: Favorites | Main Menu > Grants > Interactive Reports > HE Detailed Transaction Report. Below this is the title "HE Detailed Transaction Report" and a sub-header "HE Detailed Transaction Report". A message says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" dropdown is set to "Search by: Run Control ID begins with". There is a checkbox for "Case Sensitive" which is unchecked. There are "Search" and "Advanced Search" buttons. At the bottom of the form area, there are links for "Find an Existing Value" and "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:

The screenshot shows the configuration options for the report. It includes fields for: \*Business Unit: UND01; \*Accounting Date From: 05/01/2021; \*Through: 05/31/2021; \*Output Format: PDF; and \*Report Option: By Award (selected). Below these is a section titled "\*Select one of the options below:" containing six dropdown menus: 1. Awards (Y/N): N; 2. Departments (Y/N): N; 3. Sponsor (Y/N): N; 4. Projects (Y/N): N; 5. Project PIs (Y/N): N; 6. Award PIs (Y/N): N. A "Clear All Options" button is located to the right of these dropdowns. At the bottom of the form are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Add", and "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]
- Reset to Current Date/Time: [Button]
- Process List table:

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

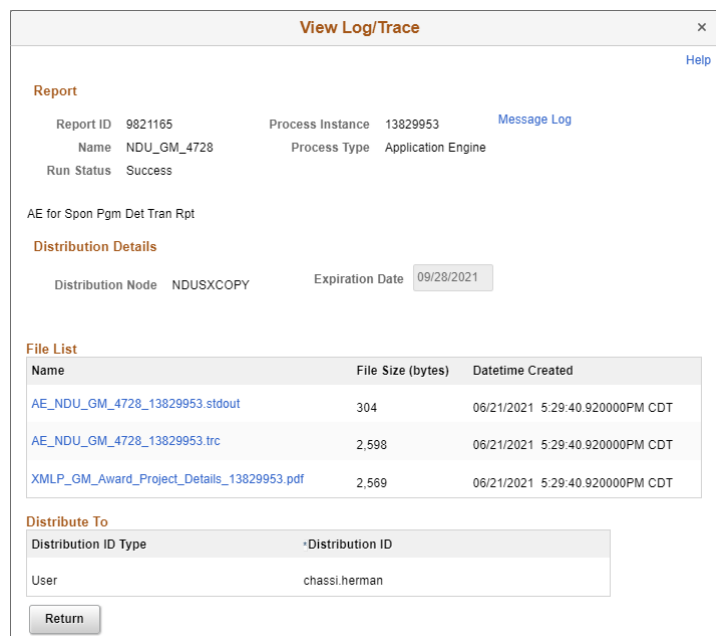
Buttons: OK, Cancel

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



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

- 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 table:

Name	File Size (bytes)	Datetime Created
<a href="#">AE_NDU_GM_4728_13829953.stdout</a>	304	06/21/2021 5:29:40.920000PM CDT
<a href="#">AE_NDU_GM_4728_13829953.trc</a>	2,598	06/21/2021 5:29:40.920000PM CDT
<a href="#">XMLP_GM_Award_Project_Details_13829953.pdf</a>	2,569	06/21/2021 5:29:40.920000PM CDT

Distribute To section:

Distribution ID Type	Distribution ID
User	chassi.herman

Return button