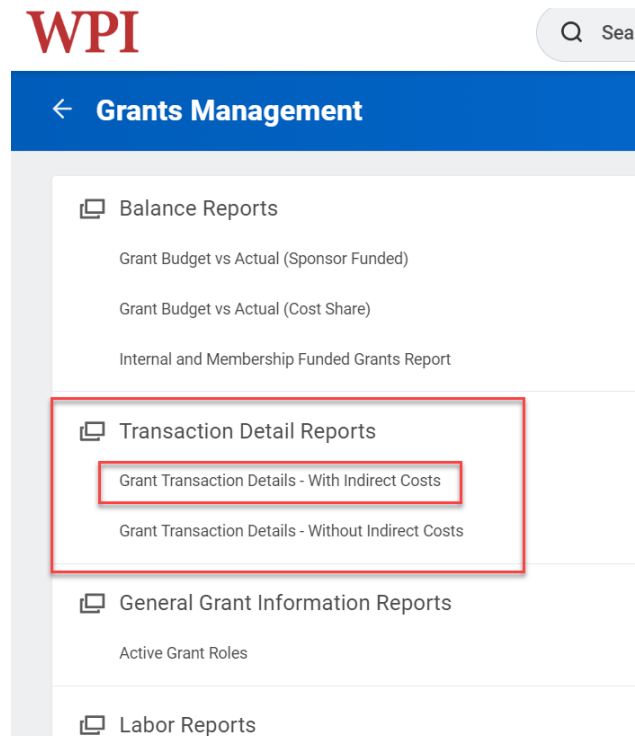


Grant Transaction Details Report

Step 1: Click on the “Grants Management” icon



Step 2: Click on one of the Transaction Detail Reports



The screenshot shows the WPI Grants Management interface. At the top left is the WPI logo, and at the top right is a search bar with a magnifying glass icon and the text "Sea". Below the logo is a blue header bar with a back arrow and the text "Grants Management". The main content area is a list of report categories, each with a folder icon:

- Balance Reports
 - Grant Budget vs Actual (Sponsor Funded)
 - Grant Budget vs Actual (Cost Share)
 - Internal and Membership Funded Grants Report
- Transaction Detail Reports
 - Grant Transaction Details - With Indirect Costs
 - Grant Transaction Details - Without Indirect Costs
- General Grant Information Reports
 - Active Grant Roles
- Labor Reports

The "Transaction Detail Reports" section and its two sub-items are highlighted with a red rectangular border.

Step 3: Select time frame of transactions or leave blank for ALL. You can cross multiple years if you want.

Grant Transaction Details - With Indirect Costs

Instructions Specify dates or leave blank to include all transactions (inception to date). Accounting Date is the invoice or travel/expense date. This typically backdates in Workday. Journal Posted Date is the actual transaction date the journal posted in Workday.

Includes Indirect Cost transactions.

Grant(s) *enter grant #*

Period *

Starting Accounting Date *enter dates to specify time frame*

Ending Accounting Date

Worktags

Journal Posted Start Date

Grant Transaction Details - With Indirect Costs

Grant(s) Grant: 1 Worktags Fund: 210-FD Sponsored Programs

Period Fiscal Year 2023 - July

65 items

print to PDF or export to excel

Ledger Account	Accounting Date	Posted Date	Transaction Amount	Operational Transaction for Journal	Spend Category	Expense Item	Memo	Line Memo	Employee
61600:Salary - Student	08/22/2020	08/25/2020	1,193.40		Student - Research Assistants				
61600:Salary - Student	09/05/2020	09/08/2020	1,193.40		Student - Research Assistants				
61600:Salary - Student	09/19/2020	09/22/2020	1,193.40		Student - Research Assistants				