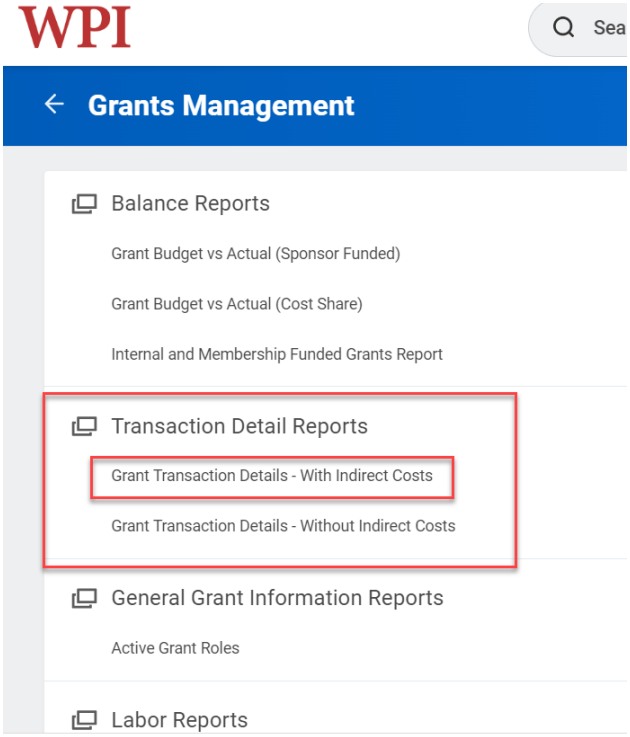
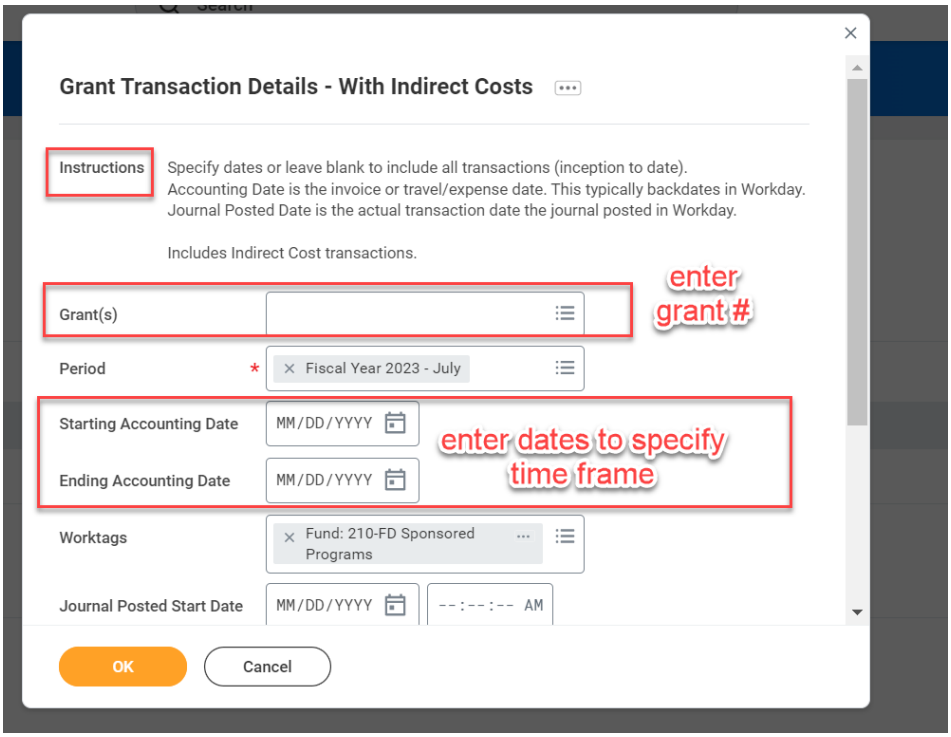
Grant Transaction Details Report

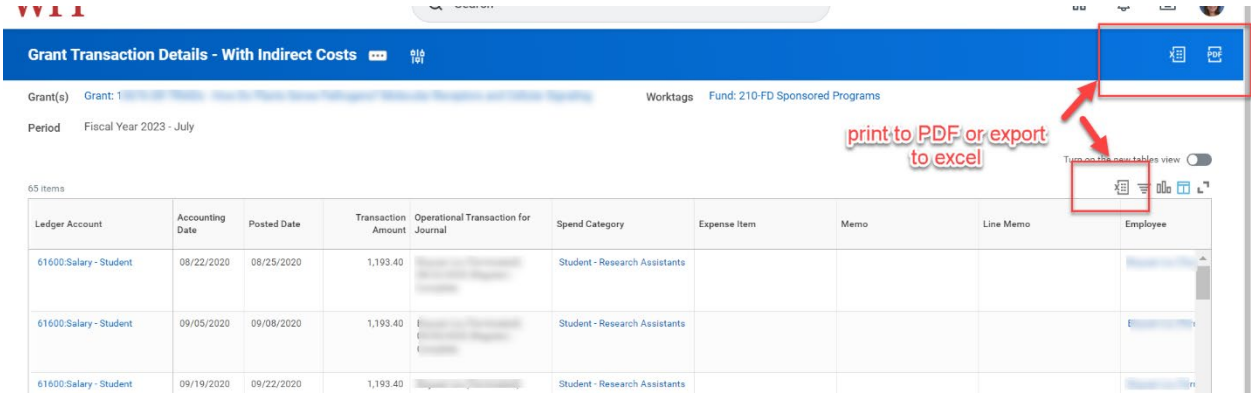
Step 1: Click on the "Grants Management" icon

Step 2: Click on one of the Transaction Detail Reports



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
Fiscal Year 2023 - July
Starting Accounting Date
MM/DD/YYYY
Ending Accounting Date
MM/DD/YYYY
enter dates to specify time frame
Worktags
Fund: 210-FD Sponsored Programs
Journal Posted Start Date
MM/DD/YYYY
--:--:-- AM
OK
Cancel


Grant Transaction Details - With Indirect Costs
Grant(s)
Worktags
Fund: 210-FD Sponsored Programs
Period
Fiscal Year 2023 - July
print to PDF or export to excel
65 items
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