Detailed Transaction Report

The HE Detailed Transaction Report provides a list of the operating and indirect cost expenses for a specified period of time.

To access the HE Detailed Transaction Report in [PeopleSoft Finance](#), log in and click on the NavBar icon ⊘ located in the upper right corner. From there, select Menu and scroll down to Grants. Click on Interactive Reports to find the HE Detailed Transaction Report.

If you do not have access to PeopleSoft Finance, please click on the following link to learn how to obtain access: https://campus.und.edu/finance/finance-access-request.html.

1. Complete the following fields. All fields with an asterisk (*) are required.

*Business Unit:	UND01
*Accounting Date From:	Enter the accounting date to begin from
*Through:	Enter the accounting date to end through
*Output Format:	PDF or XLS
*Report Option:	Search by Award, Project or Department

*Select one of the options below:	Search by Awards, Departments, Sponsor, Projects, Project PIs, or Award PIs by selecting "Y" in the dropdown menu

2. Click **Save**.

3. Click **Run.**

4. Click **OK** under **Process Scheduler Request**.

5. Click **Process Monitor**.

6. Click **Refresh** until the Run Status reads **Success,** and the Distribution Status reads **Posted**.

7. Click **Report Manager**.

8. Click the hyperlink of the desired report.