


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

Run Control ID DETAILED_TRANSACTION_REPORT

[Report Manager](#)

[Process Monitor](#)

[Run](#)

*Business Unit:

*Accounting Date From:  *Through: 

*Output Format:

*Report Option: By Award By Project By 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

*Select one of the options below:

Clear All Options

1. Awards (Y/N):

2. Departments (Y/N):

3. Sponsor (Y/N):

4. Projects (Y/N):

5. Project PIs (Y/N):

6. Award PIs (Y/N):

2. Click **Save**.

3. Click **Run**.

Run Control ID DETAILED_TRANSACTION_REPORT

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

Process Scheduler Request x

[Help](#)

User ID jackie.pic Run Control ID DETAILED_TRANSACTION_REPORT

Server Name Run Date 11/30/2023

Recurrence Run Time 7:38:24PM

Time Zone

Process List

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	TXT	Distribution

5. Click **Process Monitor**.

Run Control ID DETAILED_TRANSACTION_REPORT

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

Process List | Server List

View Process Request For

User ID: jackie.pic | Type: [] | Last: [] | 1 Days | **Refresh** | Clear | Reset

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh | Report Manager

▼ **Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	15712633		Application Engine	NDU_GM_4728	jackie.pic	11/30/2023 7:38:24PM CST	Success	Posted	Details	Actions

Go back to HE Detailed Transaction Report

Save | Notify

Process List | Server List

7. Click **Report Manager**.

Process List | Server List

View Process Request For

User ID: jackie.pic | Type: [] | Last: [] | 1 Days | Refresh | Clear | Reset

Server: [] | Name: [] | Instance From: [] | Instance To: []

Run Status: [] | Distribution Status: [] | Save On Refresh | **Report Manager**

8. Click the hyperlink of the desired report.

List | Explorer | Administration | Archives

View Reports For

Folder: [] | Instance: [] to [] | Refresh

Name: [] | Created On: [] | Last: [] | 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
NDU_GM_4728	AE FOR SPON PGM DET TRAN RPT	General	11/30/23 7:50PM	11098285	15712633