1. Click on the **Add a New Value** tab.
2. Enter an **Inquiry Name**, this could be any name.
3. Click on **Add** button.
4. Select **UTEP1** under **Business Unit**.
5. Select **Ledger Group** under **Ledger Group/Set**.
6. Enter **GRT_CHILD1** under **Ledger Group**.
7. Under **ChartField Criteria** enter **Project number**.
8. Click **Save** button.
9. Click **Search** button at the top of the screen.

**PeopleSoft Tips**
- You can access saved inquiries by clicking on **Find an Existing Value** and entering the **Inquiry Name**.
- **DO NOT** include any blank spaces in the **Inquiry Name**.
- Under the **Type of Calendar** dropdown, select **Detail Accounting Period** to search for transactions by monthly periods.
10. Click any hyperlink to drill down to budget account transaction lines.

- **Budget** hyperlink drills down to **Budget Transaction Lines**.
- **Expense** hyperlink drills down to **Expense Transaction Lines**.
- **Encumbrance** hyperlink drills down **Encumbrance Transaction Lines**.
  
  *(i.e. Purchase Orders & Travel Authorizations)*

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**PeopleSoft Tips**

- Enter **9999** under **Max Rows** to retrieve the maximum number of transaction line items in the Activity Log.
- Use Grants table to identify Budget Account descriptions.
- Click on arrow icon to view in **Full Screen** or table icon to export to **Excel**.
- See available budget balances under **Available Budget** column.
11. Click the icon to drill down.
12. Click the icon to drill down to the source document.
13. Click Go to Source Entry to open document.
14. Search for your Line Number to view transaction details. (See PeopleSoft Tip)

PeopleSoft Tips
- Journal ID documents may contain additional transaction lines and other funding sources. Please note the line number you are viewing.
- Please use the arrows to navigate through the journal lines.
- The Reference and Journal Line Description columns provide additional information about the transaction lines.