

# Transaction Inquiries— Expenditure

## Main Menu > Grants > Grants Work Center > Expenditure Inquiry

Account	PC Business Unit	Project	Award ID	Budget Period	Budget Item	Accounting Date	Transaction Date	Amount	Currency	Journal ID
G6050	UTESP	226351239A	OR20120157		1 UNKNOWN	11/30/2013	11/30/2013	33.79	USD	CNV00019
G6170	UTESP	226351239A	OR20120157		1 UNKNOWN	12/31/2013	12/31/2013	1,525.88	USD	CNV00019

### 1. Navigation:

- Main Menu > Grants > Grants Work Center.
- Select **Expenditure Inquiry**.

### 2. Search Options:

- Enter **UTESP** under **Business Unit**
- Enter **UTESP** under **PC Business Unit**
- Enter a valid Project ID.
- Click **Search** button.

### 3. Sponsor Expenditure:

- Personalize** Allows the user to Hide or Freeze columns.
- Find** Allows the user to sift through information using expenditure data, i.e. **Account, PC Business Unit, Project**.
- View 100** Allows the user to view two or more transaction lines at a time.
- Reopens an Expense Expenditure Inquiry page for convenient accessibility.
- This options allows the user to export data to view information in excel.
- First** **Last** This option allows the user to easily navigate through the transactions lines.



### PeopleSoft Tips

- Award ID(s)** must be capitalized when entered.
- Export **Total Expended** transaction lines to excel by using the icon.
- Chartfields** provides definitions for the accounts on file.

# Transaction Inquiries—Invoice & Payments

## Main Menu > Grants > Grants Work Center > Invoice and Payment Inquiry

### 1. Navigation:

- A) **Main Menu > Grants > Grants Work Center.**
- B) Select **Invoice & Payment Inquiry.**

### 2. Search Options:


- A) Enter valid Award ID.
- B) Click **Search** button.

### 3. Sponsor Expenditure:

- A) **Personalize** Allows the user to Hide or Freeze columns.
- B) **Find** Allows the user to sift through information using invoice data, i.e. **Invoice ID, Date, & Payment Amount.**
- C) **View 100** Allows the user to view two or more invoices at a time.
- D) **Reopen** Reopens an Invoice Payment Inquiry page for convenient accessibility.
- E) **Export** This options allows the user to export data to view information in excel.
- F) **First** This option allows the user to easily navigate through paid and unpaid invoices.



### PeopleSoft Tips

- **Award ID(s)** must be capitalized when entered.
- Export unpaid invoices & payments received to excel by selecting  icon.
- View unpaid invoices & payments received by using navigation icons.

Personalize | Find | View All |  |  | First | 1-2 of 3 | Last