Transaction Inquiries— Expenditure
Main Menu > Grants > Grants Work Center > Expenditure Inquiry

1. Navigation:
   A) Main Menu> Grants> Grants Work Center.
   B) Select Expenditure Inquiry.

2. Search Options:
   A) Enter UTESP under Business Unit
   B) Enter UTESP under PC Business Unit
   C) Enter a valid Project ID.
   D) 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 expenditure data, i.e. Account, PC Business Unit, Project.
   C) View 100 Allows the user to view two or more transaction lines at a time.
   D) Reopens an Expense Expenditure Inquiry page for convenient accessibility.
   E) This option allows the user to export data to view information in excel.
   F) 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) Reopens an Invoice Payment Inquiry page for convenient accessibility.
   E) This option allows the user to export data to view information in excel.
   F) 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.