How to Open Previous Month Report

Related - Project Management

Drawdowns & Disbursements

Ø Objectives

Budgeting

2. Assessment

Agreements

Grant Close-Out

Communication

Mage Reports



Grant Details Budget Period Grant Users Sub-Projects Reports Related

Project

Actual

Grant: 22-DEMO-GV

Transaction Status

22-DEMO-GV - Saved

Reports Report Management

Expand All (6 Transactions) Sources (0)

100 - Personal Services (1)

1 200 - Travel (1)

1 300 - Facilities (1)

1 400 - Supplies (1)

Grant

Select Report

5 Selected

Transaction Report

Revenue Source(s)

In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

Right-click on a Project you want to open and select **Open in New Window.**

In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.

23-DE	EMO-GV	- Saved						
Grant								
Grant Details Budget Period Grant Users Sub-Projects Repo								ted
Reports								
Select Report				Project			Projec	ct Year(s)
Transaction Report 🗸				Grant: 23-DEMO-GV			✓ Year	1 (7/1/2
Direct Source(s)				Transaction Status				
3 Selected 🗸 🗸				Actual			× 🔄	×Ш
Expand All (9 Transactions)					Direct	Cash Match	In-Kind Mat 120,000.00	tch
100 - Personal Services (3)							80,000.00	
	Date	Posted DateCheck	No.Vendo	or	Memo	GL Code	Direct	Cash I
	7/31/2022	8/30/2022		23-DEMO-GV		6,700.00		
	8/31/2022	9/30/2022		23-DEMO-GV AUG		5,000.00		
	9/30/2022	10/30/2022		23-DEMO-GV SEPT		5,000.00		
			100 - Personal Services - Difference			63,300.00		
			100 - Personal Services - Actual			16,700.00		
					100 - Personal Services - Difference			

On the left of the Reports page, click on **Expand All** to view previous months report under each budget category.

Point your mouse toward the monthly report you wish to open and **doubleclick**. This action will open the transaction window for your July report.