

## Workday Grant Functions Quick Reference Guide

### How do I see the expenditure transactions for each budget line item?

The **Award Expenditures on Journal Lines** report is used to view transaction level details about the grant.

#### Search Parameters:

- **Grant:** Look for a particular grant to narrow results.
- **Company:** You may use "All Companies" here, though remember that grants functionality is housed in Workday under "The Ohio State University".
- **Period:** Recommend using current period (current month).
- **Time Period:** Recommend using "Award Life to Date (Award)", though note that if a prior period is selected in the **Period** field above, this life to date field will return results up to the previous period selected- not the current period.

#### Search Results:

- What you view in the report depends on what you are looking for.
- View **Ledger Account, Period, Ledger Type, Debit** and **Credit** amounts for the transaction, lead **Cost Center, Fund, and Journal Source**.
- Note: In the future, this report may be built out further to provide more information, based on feedback provided.
- One option is to export this report into Excel and create a pivot table based on periods and their ledger accounts to view trends over time.

**Award Expenditures on Journal Lines**

Grant

Company \*

Period \*

Time Period \*

Filter Name

Manage Filters

0 Saved Filters

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**Search Results Exported into Excel:**



Ledger Account	Year	Period	Ledger Type	Award	Grant	Debit Amount	Debit minus Credit	Accounting Date	Cost Center	Object Class	Fund	Journal Source
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	342.09	342.09	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 3600 Travel - Domestic	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	261.69	261.69	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 3600 Travel - Domestic	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	40,496.00	40,496.00	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 3300 Equipment	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	63,900.00	63,900.00	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 1000 Salaries and Wages	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	11,689.19	11,689.19	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 1000 Salaries and Wages	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	14,941.93	14,941.93	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 3100 Materials and Supplies	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	1,815.76	1,815.76	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 1000 Salaries and Wages	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants
66291:Grants LTD Direct Costs Conversion	FY2021	06-Dec	Actuals	AWD-104657: Ecological design rules for roadway lighting 12/10/2018 (version 2)	GR113335 Ecological design rules for roadway lighting   60066165	12,913.96	12,913.96	12/31/2020	CC12040 FAES   School of Environment and Natural Resources	Office of Sponsored Programs: 1000 Salaries and Wages	FD520 Grants and Contracts Sponsored Programs Fund	Conversion Billing - Grants