How to Show Transactions for a Range of Dates
In Award Details Reports
Quarterly Reporting for Awards

Scenario*: There are times when users are required to report financial data on a quarterly basis. The Award Details report enables you to drill down on LTD (Life to Date) numbers, and from there set a "range of dates" (months that can cross fiscal years) to have the report display. Reporting like this is often required by Sponsors such as NIH, and for specific date ranges that may cross Fiscal Years.*

The Award Detail drill down offers date range options allowing you to view results for the period (month) or for multiple months

Selecting one of more Fiscal Year(s) will "filter" the Fiscal Period Beg and Fiscal Period End prompts to show only periods (months) within those Fiscal year(s).

Steps:
1) Run the Award Detail report and drill down on a LTD number (left click a number).
2) Select to drill down to the Transaction Detail and it will open the report result on another browser tab (window).

3) Select the option to "Show Transactions for a Range of Periods" option
4) Start with selecting one or more Fiscal Year(s) from the Fiscal Year prompt.
   Tab over to or click in the Fiscal Period Beg prompt and select a Fiscal Year Period.
5) Tab over to or click in the Fiscal Period End prompt and select an end period.
6) Click Apply.