

Managing the Project Resource Query for Grants

Purpose: Use this document as a reference for how to filter, explore and narrow results of a specific Project# using the Project Resource Query.

Audience: Finance/Grant Fiscal Staff.

❗ You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

💡 Note: **Project ID BLANK** will pull all Project IDs available and note the query results for the following queries;

- QFS_PC_PROJ_RESOURCE
- QFS_PC_PROJ_RESOURCE_PYMNT

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit 🔍

Project ID (Optional) 🔍

Beginning Acctg Dt 📅

Ending Acctg Dt 📅

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr	Dept	Oper Unit	Fund	Subsid	State Purpose	Approp	Class	Program	From Unit	Currency	Fund Affil	Stat	Ledger Grp	An Type
Trans Date	Acctg Date	User	Date/Time	Currency	Amount	Instance	PC Status	Status	Status	Descr	Sys Source	ID	Supplier	Voucher	Line	Template	Payments	Type	PO Distrib	Req ID	PO No.	Line	Sched Num	AM Dist	Contract	Line		
BI Distrib	BI Unit	Bill Dt	Invoice	Rev Distrib	AR Unit	Customer	ID	Doc Type	BU Amount	Budget Status	User	DateTime	Budget Status	Budg Dt	Ledger	BD Distr Status	F&A Status	Cost Dist Stat	Fund Dist Status	User 5	Supplier Name							

QFS_PC_PROJ_RESOURCE_PYMNT - Project Resource w/Paymt Info

Unit: wa030

Project ID (Optional):

Beginning Acctg Dt: 01/01/2022

Ending Acctg Dt: 01/31/2022

[View Results](#)

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr	Dept	Oper Unit	Fund	Subsid	State Purpose	Approp	Class	Program	From Unit	Currency	Fund Affil	Stat	Ledger Grp	An Type	Trans Date	Acctg Date	User	Date/Time	Currency

Managing the Project Resource Query

Navigation: Reporting Tools > Query > Query Viewer

1. The Query Viewer page displays.
2. Select Search By **Query Name** criteria.
 - a. Enter Query Name begins with **QFS_PC_PROJ**.
 - b. Select **Search**.
 - c. The Search Results will display.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with QFS_PC_PROJ

[Search](#) [Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QFS_PC_PROJ_RESOURCE	Query from Project Resource	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite
QFS_PC_PROJ_RESOURCE_PYMNT	Project Resource w/Paymt Info	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite

💡 Select the **Favorite** hyperlink to Add to Favorites. The Query Name(s) will be saved for quick reference under your **My Favorite Queries**.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QFS_PC_PROJ_RESOURCE	Query from Project Resource	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite
QFS_PC_PROJ_RESOURCE_PYMNT	Project Resource w/Paymt Info	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite

3. Select the **HTML** or **Excel** hyperlink.

💡 By selecting **HTML** hyperlink, the option to **Run to HTML** allows you to view results as a preview below the search criteria prior to downloading into Excel. By selecting the **Excel** hyperlink, the option to **Run to Excel** will export your results directly into an Excel spreadsheet.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Search](#) [Advanced Search](#)

Search Results


*Folder View


Query


Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QFS_PC_PROJ_RESOURCE	Query from Project Resource	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite
QFS_PC_PROJ_RESOURCE_PYMNT	Project Resource w/Paymt Info	Public	PROJECTS	HTML	Excel	XML	Schedule	Lookup References	Favorite


- The Query from Project Resource page displays.
- Enter the **Business Unit**.
- Optional to enter or look up the **Project ID**. If left Blank, the system will pull all Project IDs transactions available within the specific time frame.
- Enter the **Beginning Accounting Date** and **Ending Accounting Date**.

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit 

Project ID (Optional) 


Beginning Acctg Dt 


Ending Acctg Dt 


Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr	Dept	Oper Unit
-----	------	---------	----------	----------	---------------	---------	------------	------	--------	--------------------	------	--------	---------	------------	------	-----------


8. Enter or select the lookup tool to search for the Project#.
9. The Query criteria window opens.

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit 

Project ID (Optional) 

Beginning Acctg Dt 



Ending Acctg Dt 

Query

Search by: Project ▼ begins with

[Advanced Lookup](#)

Search Results

View 100 First  1-90 of 90  Last

Project	Description
0000005703	21-22 BEDA Special Projects Gr
0000005592	20-21 Perkins Grant Childcare
0000004743	21-22 WF Student Support Funds
0000004742	20-21 Perkins Special Projects
0000004738	21-22 BEDA Special Projects Gr

10. The Search Results will display.
11. Since the selection **Run to HTML** was selected, a preview of the results is displayed.
12. After reviewing the results, select **Download results in: Excel Spreadsheet** or **CSV Text File format**.

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit

Project ID (Optional)

Beginning Acctg Dt

Ending Acctg Dt

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (42 kb)

[View All](#)

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr
1	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504175	GWA030PAY01588242022-01-1504175	WA030	PAY0158824	01/15/2022	4175	HR Payroll Journal Line	2022	7	5000050	Exempt Temporary
2	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504555	GWA030PAY01588242022-01-1504555	WA030	PAY0158824	01/15/2022	4555	HR Payroll Journal Line	2022	7	5010010	Old Age and Survivors Insur
3	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504731	GWA030PAY01588242022-01-1504731	WA030	PAY0158824	01/15/2022	4731	HR Payroll Journal Line	2022	7	5010020	Medicare

13. The Downloaded results will appear at the bottom left of your screen.

14. Select the **QFS_PC_PROJ_REC....xlsx** to open the Excel spreadsheet results in a new window.

QFS_PC_PROJ_RESOURCE - Query from Project Resource

Unit

Project ID (Optional)

Beginning Acctg Dt

Ending Acctg Dt

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (42 kb)


[View All](#)

Row	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Journal Line Descr	Year	Period	Account	Acct Descr
1	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504175	GWA030PAY01588242022-01-1504175	WA030	PAY0158824	01/15/2022	4175	HR Payroll Journal Line	2022	7	5000050	Exempt
2	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504555	GWA030PAY01588242022-01-1504555	WA030	PAY0158824	01/15/2022	4555	HR Payroll Journal Line	2022	7	5010010	Old Age Insur
3	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1504731	GWA030PAY01588242022-01-1504731	WA030	PAY0158824	01/15/2022	4731	HR Payroll Journal Line	2022	7	5010020	Medicare
4	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1505079	GWA030PAY01588242022-01-1505079	WA030	PAY0158824	01/15/2022	5079	HR Payroll Journal Line	2022	7	5010040	Medical
5	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1505262	GWA030PAY01588242022-01-1505262	WA030	PAY0158824	01/15/2022	5262	HR Payroll Journal Line	2022	7	5010050	Labor &
6	WA030	0000004387	ADMIN	GWA030PAY01588242022-01-1505752	GWA030PAY01588242022-01-1505752	WA030	PAY0158824	01/15/2022	5752	HR Payroll Journal Line	2022	7	5010160	Paid Me
7	WA030	0000004387	RQFMA	GWA030PAY01588242022-01-1504100	GWA030PAY01588242022-01-1504100	WA030	PAY0158824	01/15/2022	4100	HR Payroll Journal Line	2022	7	5000030	Exempt Profess

[QFS_PC_PROJ_REC....xlsx](#)

15. The Project Resource Query results will be displayed in Excel.

16. Select **Enable Editing**.

-  The following example looks at the Billable lines for the Early Head Start Grant (**Project 0000002498**) for a specific time period (**January 2020**). When the Grant Billing process is initiated, this data will be cost collected and pushed from Contracts to Billing. The Project Resource Query can be useful as backup documentation and also provides line detail of analysis types. You are able to view both Billable (BIL) and already Billed (BLD) lines.

CTC_PC_PROJ_RESOURCE_411190602 [Protected View] - Excel


File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

A1 Query from Project Resource

	A	B	C	D	E	F	G	H
1	Query	185						
2	Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date
3	WA22C	0000002498	EHSP	10573938	GWA22000000742002020-01-0108	WA220		
4	WA22C	0000002498	EHSP	10572824	GWA22000000737932020-01-0106	WA220		
5	WA22C	0000002498	EHSP	10572870	VWA220000106491 0 1 198890ACCR	WA220		
6	WA22C	0000002498	EHSP	10573933	GWA22000000742002020-01-01011	WA220		
7	WA22C	0000002498	EHSP	10573934	GWA22000000742002020-01-01014	WA220		
8	WA22C	0000002498	EHSP	10573935	GWA22000000742002020-01-01017	WA220		
9	WA22C	0000002498	EHSP	10573936	GWA22000000742002020-01-0102	WA220		
10	WA22C	0000002498	EHSP	10573937	GWA22000000742002020-01-0105	WA220		
11	WA22C	0000002498	EHSP	10573944	GWA220PAY00740162020-01-1505165	WA220		
12	WA22C	0000002498	EHSP	10573939	GWA220PAY00740162020-01-1504462	WA220		
13	WA22C	0000002498	EHSP	10573943	GWA220PAY00740162020-01-1504946	WA220		
14	WA22C	0000002498	EHSP	10573940	GWA220PAY00740162020-01-1504507	WA220		
15	WA22C	0000002498	EHSP	10573941	GWA220PAY00740162020-01-1504725	WA220		
16	WA22C	0000002498	EHSP	10573942	GWA220PAY00740162020-01-1504808	WA220		
17	WA22C	0000002498	EHSP	10573945	GWA220PAY00740162020-01-1505371	WA220		
18	WA22C	0000002498	EHSP	10573946	GWA220PAY00740162020-01-1505573	WA220		
19	WA22C	0000002498	EHSP	10573947	GWA220PAY00740162020-01-1505800	WA220		
20	WA22C	0000002498	EHSP	10573948	GWA220PAY00740162020-01-1506013	WA220		

17. The entire results of the Project Resource Query displays.

-  The Project Resource Query displays everything for that specific Project# in the system. This query can be useful when troubleshooting an integration issues from other Finance Modules, you can search by Transaction ID description or Transaction Date to view the details.

18. Use the **Hide** or **Delete** Excel options to remove/hide unnecessary columns to provide the desired query results and fit onto your screen.
- Select the columns **F, G, H, I** and **J**.
 - Left click** mouse to show options.
 - Select **Hide** or **Delete** columns.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Query from Project Resource	185															
Unit	Project	Activity	Trans ID	Trans ID From	GL Unit	Journal ID	Date	Line #	Year	Period	Account	Dept	Oper Unit	Fund	Sub Acct	State Purpose
WA220	0000002498	EHSP	10573938	GWA22000000742002020-01-0108	WA220						5010020	30414	7220	145		N
WA220	0000002498	EHSP	10572824	GWA22000000737932020-01-0106	WA220						1000199	30414	7220	145		N
WA220	0000002498	EHSP	10572870	VWA220000106491 0 1 198890ACCR	WA220						5050040	30414	7220	145		N
WA220	0000002498	EHSP	10573933	GWA22000000742002020-01-01011	WA220						5010040	30414	7220	145		N
WA220	0000002498	EHSP	10573934	GWA22000000742002020-01-01014	WA220						5010050	30414	7220	145		N
WA220	0000002498	EHSP	10573935	GWA22000000742002020-01-01017	WA220						5010150	30414	7220	145		N
WA220	0000002498	EHSP	10573936	GWA22000000742002020-01-0102	WA220						5000050	30414	7220	145		N
WA220	0000002498	EHSP	10573937	GWA22000000742002020-01-0105	WA220						5010010	30414	7220	145		N
WA220	0000002498	EHSP	10573944	GWA220PAY00740162020-01-1505165	WA220						5010020	30414	7220	145		N
WA220	0000002498	EHSP	10573939	GWA220PAY00740162020-01-1504462	WA220						5000020	30414	7220	145		N
WA220	0000002498	EHSP	10573943	GWA220PAY00740162020-01-1504946	WA220						5010010	30414	7220	145		N
WA220	0000002498	EHSP	10573940	GWA220PAY00740162020-01-1504507	WA220						5000030	30414	7220	145		N
WA220	0000002498	EHSP	10573941	GWA220PAY00740162020-01-1504725	WA220						5000100	30414	7220	145		N
WA220	0000002498	EHSP	10573942	GWA220PAY00740162020-01-1504808	WA220						5000170	30414	7220	145		N
WA220	0000002498	EHSP	10573945	GWA220PAY00740162020-01-1505371	WA220						5010030	30414	7220	145		N
WA220	0000002498	EHSP	10573946	GWA220PAY00740162020-01-1505573	WA220						5010040	30414	7220	145		N
WA220	0000002498	EHSP	10573947	GWA220PAY00740162020-01-1505800	WA220						5010050	30414	7220	145		N
WA220	0000002498	EHSP	10573948	GWA220PAY00740162020-01-1506013	WA220						5010060	30414	7220	145		N
WA220	0000002498	EHSP	10573949	GWA220PAY00740162020-01-1506190	WA220						5010090	30414	7220	145		N
WA220	0000002498	EHSP	10573950	GWA220PAY00740162020-01-1506351	WA220						5010150	30414	7220	145		N
WA220	0000002498	EHSP	10575204	GWA220PAY00749882020-01-3104806	WA220						5010010	30414	7220	145		N
WA220	0000002498	EHSP	10575199	GWA220PAY00749882020-01-3104315	WA220						5000020	30414	7220	145		N
WA220	0000002498	EHSP	10575200	GWA220PAY00749882020-01-3104360	WA220						5000030	30414	7220	145		N
WA220	0000002498	EHSP	10575201	GWA220PAY00749882020-01-3104417	WA220						5000050	30414	7220	145		N
WA220	0000002498	EHSP	10575202	GWA220PAY00749882020-01-3104581	WA220						5000100	30414	7220	145		N
WA220	0000002498	EHSP	10575203	GWA220PAY00749882020-01-3104661	WA220						5000170	30414	7220	145		N

19. Select the **Data** tab on the excel spreadsheet.
20. Select the **Acctg Date** column drop-down arrow and filter the Accounting Date results as needed.
21. Select **OK**.

 For the following example, the Accounting Date selected is for January 2020.

CTC_PC_PROJ_RESOURCE_411190602 - Excel

File Home Insert Draw Page Layout Formulas **Data** Review View Help Tell me what you want to do

Get Data From Text/CSV Recent Sources From Web Existing Connections From Table/Range

Refresh All Queries & Connections Properties Edit Links

Sort & Filter Filter Clear Reapply Advanced

Flash Fill Remove Duplicates Consolidate Relationships Data Validation Manage Data Model What-If Analysis Forecast Sheet Group

U188

1	Unit	Project	Activity	Trans ID	Trans ID From	Period	Accou	Dep	Fund	Class	Ledger	GL	An Ty	Trans Da	Acctg Da	Amount	Instan	Descr
2	WA220	0000002498	EHSP	10573938	GWA22000000742002020-01-0108	0	5010020	30414	145	161	ACT					17.04	726531	Benefits
3	WA220	0000002498	EHSP	10572824	GWA22000000737932020-01-0106	0	1000199	30414	145	161	ACT					0.92	718713	CORRECT I
4	WA220	0000002498	EHSP	10572870	VWA220000106491 0 1 198890ACCR	0	5050040	30414	145	161	ACT					975.00	719889	Contracte
5	WA220	0000002498	EHSP	10573933	GWA22000000742002020-01-01011	0	5010040	30414	145	161	ACT					8.57	726531	Benefits
6	WA220	0000002498	EHSP	10573934	GWA22000000742002020-01-01014	0	5010050	30414	145	161	ACT					11.42	726531	Benefits
7	WA220	0000002498	EHSP	10573935	GWA22000000742002020-01-01017	0	5010150	30414	145	161	ACT					1.73	726531	Benefits
8	WA220	0000002498	EHSP	10573936	GWA22000000742002020-01-0102	0	5000050	30414	145	161	ACT					1,063.37	726531	Salaries an
9	WA220	0000002498	EHSP	10573937	GWA22000000742002020-01-0105	0	5010010	30414	145	161	ACT					72.85	726531	Benefits
10	WA220	0000002498	EHSP	10573944	GWA220PAY00740162020-01-1505165	0	5010020	30414	145	161	ACT					40.19	726531	Benefits
11	WA220	0000002498	EHSP	10573939	GWA220PAY00740162020-01-1504462	0	5000020	30414	145	161	ACT					282.37	726531	Salaries an
12	WA220	0000002498	EHSP	10573943	GWA220PAY00740162020-01-1504946	0	5010010	30414	145	161	ACT					171.82	726531	Benefits
13	WA220	0000002498	EHSP	10573940	GWA220PAY00740162020-01-1504507	0	5000030	30414	145	161	ACT					605.10	726531	Salaries an
14	WA220	0000002498	EHSP	10573941	GWA220PAY00740162020-01-1504725	0	5000100	30414	145	161	ACT					1,948.91	726531	Salaries an
15	WA220	0000002498	EHSP	10573942	GWA220PAY00740162020-01-1504808	0	5000170	30414	145	161	ACT					39.72	726531	Salaries an
16	WA220	0000002498	EHSP	10573945	GWA220PAY00740162020-01-1505371	0	5010030	30414	145	161	ACT					322.27	726531	Benefits
17	WA220	0000002498	EHSP	10573946	GWA220PAY00740162020-01-1505573	0	5010040	30414	145	161	ACT					13.63	726531	Benefits
18	WA220	0000002498	EHSP	10573947	GWA220PAY00740162020-01-1505800	0	5010050	30414	145	161	ACT					19.01	726531	Benefits
19	WA220	0000002498	EHSP	10573948	GWA220PAY00740162020-01-1506013	0	5010060	30414	145	161	ACT					1,587.64	726531	Benefits
20	WA220	0000002498	EHSP	10573949	GWA220PAY00740162020-01-1506190	0	5010090	30414	145	161	ACT					4.43	726531	Benefits
21	WA220	0000002498	EHSP	10573950	GWA220PAY00740162020-01-1506351	0	5010150	30414	145	161	ACT					4.22	726531	Benefits
22	WA220	0000002498	EHSP	10575204	GWA220PAY00749882020-01-3104806	0	5010010	30414	145	161	ACT					35.59	736871	Benefits
23	WA220	0000002498	EHSP	10575199	GWA220PAY00749882020-01-3104315	0	5000020	30414	145	161	ACTUALS	BIL	1/31/2020	1/31/2020		282.37	736871	Salaries an
24	WA220	0000002498	EHSP	10575200	GWA220PAY00749882020-01-3104360	0	5000030	30414	145	161	ACTUALS	BIL	1/31/2020	1/31/2020		519.85	736871	Salaries an

Sort Oldest to Newest
Sort Newest to Oldest
Sort by Color
Clear Filter From "Acctg Date"
Filter by Color
Date Filters
Search (All)
(Select All)
2020
January
February

OK Cancel

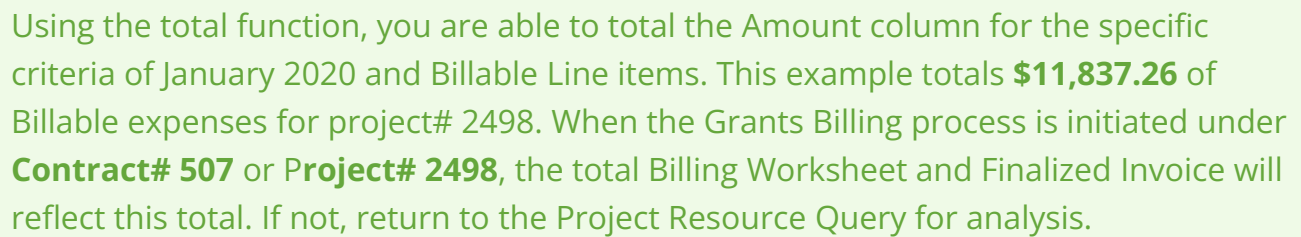
22. The transaction results for that period will be displayed.
23. Select the **An Type** or Analysis Type column.
24. Select only the **BIL** or Billable Analysis type to view the Billable lines.
25. Select **OK**.

! Billable lines are created from actual expenses that have been incurred. **Only lines with the BIL analysis type will appear on the invoice.** The Cost Collection process will create billable rows from actual expenses. If you are missing Billable lines remember that the Cost Collection process runs nightly.

If you have **DEF** or Deferred Billable lines from a prior period that fall within the selected desired date criteria, the DEF lines will show up as Billable lines when cost collected. DEF lines are billable expenses that are not ready to be invoiced yet. During the Grant Billing process when reviewing the Billing Worksheet, you can manually change a BIL line to DEF and select date to be captured during the next billing cycle.

Unit	Project	Activi	Trans ID	Trans ID From	Peri	Accou	Dep	Fut	Cla	Ledger G	An Ty	Trans Da	Acctg Da	Amount	Instan	Descr
WA220	0000002498	EHSP	10573938	GWA22000000742002020-01-0108	0	5010020						1/1/2020	1/1/2020	17.04	726531	Benefits
WA220	0000002498	EHSP	10572824	GWA22000000737932020-01-0106	0	1000199						1/1/2020	1/1/2020	0.92	718713	CORRECT MISC GRANT
WA220	0000002498	EHSP	10572870	VWA220000106491 0 1 198890ACCR	0	5050040						11/25/2019	1/14/2020	975.00	719889	Contracted Services
WA220	0000002498	EHSP	10573933	GWA22000000742002020-01-01011	0	5010040						1/1/2020	1/1/2020	8.57	726531	Benefits
WA220	0000002498	EHSP	10573934	GWA22000000742002020-01-01014	0	5010050						1/1/2020	1/1/2020	11.42	726531	Benefits
WA220	0000002498	EHSP	10573935	GWA22000000742002020-01-01017	0	5010150						1/1/2020	1/1/2020	1.73	726531	Benefits
WA220	0000002498	EHSP	10573936	GWA22000000742002020-01-0102	0	5000050						1/1/2020	1/1/2020	1,063.37	726531	Salaries and Wages
WA220	0000002498	EHSP	10573937	GWA22000000742002020-01-0105	0	5010010						1/1/2020	1/1/2020	72.85	726531	Benefits
WA220	0000002498	EHSP	10573944	GWA220PAY00740162020-01-1505165	0	5010020						1/15/2020	1/15/2020	40.19	726531	Benefits
WA220	0000002498	EHSP	10573939	GWA220PAY00740162020-01-1504462	0	5000020						1/15/2020	1/15/2020	282.37	726531	Salaries and Wages
WA220	0000002498	EHSP	10573943	GWA220PAY00740162020-01-1504946	0	5010010						1/15/2020	1/15/2020	171.82	726531	Benefits
WA220	0000002498	EHSP	10573940	GWA220PAY00740162020-01-1504507	0	5000030						1/15/2020	1/15/2020	605.10	726531	Salaries and Wages
WA220	0000002498	EHSP	10573941	GWA220PAY00740162020-01-1504725	0	5000100						1/15/2020	1/15/2020	1,948.91	726531	Salaries and Wages
WA220	0000002498	EHSP	10573942	GWA220PAY00740162020-01-1504808	0	5000170						1/15/2020	1/15/2020	39.72	726531	Salaries and Wages
WA220	0000002498	EHSP	10573945	GWA220PAY00740162020-01-1505371	0	5010030						1/15/2020	1/15/2020	322.27	726531	Benefits
WA220	0000002498	EHSP	10573946	GWA220PAY00740162020-01-1505573	0	5010040						1/15/2020	1/15/2020	13.63	726531	Benefits
WA220	0000002498	EHSP	10573947	GWA220PAY00740162020-01-1505800	0	5010050						1/15/2020	1/15/2020	19.01	726531	Benefits
WA220	0000002498	EHSP	10573948	GWA220PAY00740162020-01-1506013	0	5010060						1/15/2020	1/15/2020	1,587.64	726531	Benefits
WA220	0000002498	EHSP	10573949	GWA220PAY00740162020-01-1506190	0	5010090						1/15/2020	1/15/2020	4.43	726531	Benefits
WA220	0000002498	EHSP	10573950	GWA220PAY00740162020-01-1506351	0	5010150						1/15/2020	1/15/2020	4.22	726531	Benefits
WA220	0000002498	EHSP	10575204	GWA220PAY00749882020-01-3104806	0	5010010						1/31/2020	1/31/2020	35.59	736871	Benefits
WA220	0000002498	EHSP	10575199	GWA220PAY00749882020-01-3104315	0	5000020	30414	145	161	ACTUALS	BIL	1/31/2020	1/31/2020	282.37	736871	Salaries and Wages
WA220	0000002498	EHSP	10575200	GWA220PAY00749882020-01-3104360	0	5000030	30414	145	161	ACTUALS	BIL	1/31/2020	1/31/2020	519.85	736871	Salaries and Wages
WA220	0000002498	EHSP	10575201	GWA220PAY00749882020-01-3104417	0	5000050	30414	145	161	ACTUALS	BIL	1/31/2020	1/31/2020	573.92	736871	Salaries and Wages

26. The BIL or Billable line results will display.
27. Total the **Amount** column.
28. This total will be reflected on the Billing Worksheet and Finalized Invoice during the Grant Billing process.

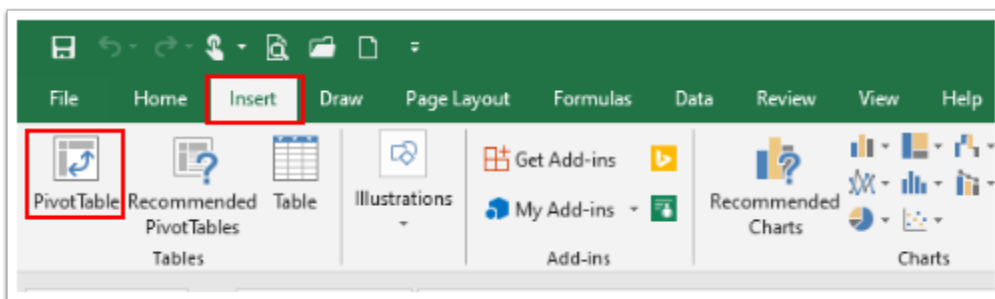
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- **BIL - Billable** (Item marked to be invoiced)
- **BLD - Billed** (Line items already invoiced in system)
- **BUD - Budget** (Line items that are a part of the Award Detail Budget)
- **BAJ - Billing Adjustment** (A billing adjustment for Grant Award Invoice)
- **DNC - Do Not Collect** (Item that is usually for Cash Balancing or liabilities)
- **DEF - Billing Deferred Amount** (Deferred Item that remains Billable)
- **GLE - General Ledger Expense** (Item marked in General Ledger)
- **GLR - General Ledger Revenue** (Item marked in General Ledger)
- **OTL - Over the Limit** (Line items that are over Budget in the Grants Module. These line items will not be cost collected into Billing until the limit is adjusted and lines are re-priced)
- **WTO - Write Off** (Line items that is marked to be written off)
- **ACT - Actual Cost**

Please see QRG section on [Grant Award & Cost Sharing Common Analysis Types](#) for additional information.

Using Pivot Tables

- 💡 The following provides an advanced analysis option using PivotTables within Excel. You can use the Pivot Table Fields to select, drag and drop fields on the right side of the data to customize to your desired results on the left.

A screenshot of an Excel spreadsheet with a PivotTable and the 'PivotTable Fields' task pane. The PivotTable is titled 'FY2019-20 Early Head Start Grant January 1 - 31, 2020 Billing'. The task pane on the right shows the 'PivotTable Fields' list with 'Acctg Date' and 'Amount' checked. A red arrow points from 'Acctg Date' in the list to its position in the 'Columns' area. The 'Filters' area contains 'Fund', 'Class', 'Dept', and 'Contract'. The 'Rows' area contains 'Descr' and 'Account'. The 'Values' area contains 'Sum of Amount'.

Row Labels	Jan	Grand Total
Sum of Amount		
Benefits	3,065.69	3,065.69
Contracted Services	975.00	975.00
CORRECT MISC GRANTS ANALYSIS T	0.92	0.92
Salaries and Wages	7,795.65	7,795.65
Grand Total	11,837.26	11,837.26

💡 Outside of the Pivot Table data area, you can add information such as Grant title and billing period. Within the Pivot Table data area, you can expand the Row Label data, the example below views the totals of salary GL Account types.

Pivot tables can be useful when reporting to an external sponsors, analyzing granulated data, and assisting in year end reconciliations.

Fund	145		FY2019-20 Early Head Start Grant
Class	161		January 1 - 31, 2020 Billing
Dept	30414		
Contract	00000000000000000503		
An Type	BIL		
Sum of Amount	Column Labels		
	Jan		Grand Total
Row Labels			
⊕ Benefits	3,065.69		3,065.69
⊕ Contracted Services	975.00		975.00
⊕ CORRECT MISC GRANTS ANALYSIS T	0.92		0.92
⊖ Salaries and Wages	7,795.65		7,795.65
5000020	564.74		564.74
5000030	1,124.95		1,124.95
5000050	1,637.29		1,637.29
5000100	4,406.87		4,406.87
5000170	61.80		61.80
Grand Total	11,837.26		11,837.26

29. For more information on Queries, please see the QRG [Running Reports Job Queries](#).
30. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. This video includes audio and closed captioning. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Managing the Project Resource Query for Grants](#) work session.
This link will open in a new tab/window