### Management Reports Obscure Hyperlinks (just click it)

<table>
<thead>
<tr>
<th>Question</th>
<th>How do I find all transactions posted to an account in a project</th>
</tr>
</thead>
</table>
| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Project: Input a Project number  
Report: Summary of Revenue & Expense  
In the PTD Rev/Exp column click the hyperlink of the amount  
Click Run Report on the Transaction Detail Search (Journal) Page  
BONUS: Can you use this method to quickly find all transactions posted to a project regardless of account?  
HINT: Look at the criteria used on the Transaction Detail Search (Journal) Page |

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<th>Question</th>
<th>How do I see the attributes associated with a Project</th>
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| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Project: Input a Project number  
Report: Summary of Revenue & Expense  
Click the Project number hyperlink  
BONUS: You can also click the Responsible Person hyperlink or the Award Nbr hyperlink for a different view |

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<th>Question</th>
<th>How do I create a Payroll Earnings, Benefits, and Taxes report for any Date Range in a Project</th>
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| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Project: Input a Project number with Payroll Transactions  
Report: Payroll Earnings, Benefits, and Taxes (Monthly)  
Click the link that says "For Period MMM DD, YYYY Thru MMM DD, YYYY"  
Start Date: Enter the Start Date of the Report you want created  
End Date: Enter the End Date of the Report you want created  
BONUS: You can also use the Account and Emplid Optional Criteria to further refine the report created |

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<th>Question</th>
<th>How do I see the payroll detail of a Payroll Encumbrance</th>
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| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Project: Input a Project number with Payroll Encumbrance  
Report: Encumbrance Report  
In the Encumbrance Amounts Current column, click the hyperlink of the amount |

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<th>Question</th>
<th>How do I see the student financials detail behind an Income Accounting Journal</th>
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| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Activity: Input an Activity number with Income Accounting transactions  
Report: Journal Detail  
In the Transaction Amounts Actual column, click the hyperlink of the amount |

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<th>Question</th>
<th>How do I see the chartfield detail behind a Journal Entry</th>
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| Example Solution                                                         | **CIS > Administrative Financials Pagelet > Management Reports**  
Activity: Input an Activity number with Journal Entry transactions  
Report: Journal Detail  
In the Journal ID column, click the Journal ID hyperlink  
Click Run Report on the Transaction Detail Search (Journal) Page |

### Application Security