

Finding Grant Dates

There are two ways to verify Grant dates. You can find the dates within Budget Details or by running the UF_GM_PROJ_END_DATE_BY_DEPT_X Query.

Via Budget Details

1. Navigate through **Nav Bar > Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Details**.
2. Choose the **KKGMCHD** Ledger Group.
3. Click the **Search** button.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail								
Business Unit	Ledger Group	Account	Fund Code	Department	PC Business Unit	Project	Activity	Budget Period
UFLOR	KKGMCHD	<input type="text"/>						

[Search](#)

4. Enter desired **Project Number** in **Project** field.
5. Click the **Search** button.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail								
Business Unit	Ledger Group	Account	Fund Code	Department	PC Business Unit	Project	Activity	Budget Period
UFLOR	KKGMCHD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00101497	<input type="text"/>	<input type="text"/>

[Search](#)

Budget Details									Personalize	Find	View All	First	1 of 1
Business Unit	Ledger Group	Account	Fund Code	Department	PC Business Unit	Project	Activity	Budget Period	View Details				
1 UFLOR	KKGMCHD	DIRECT	209	28090000	GRANT	00101497	1	CUM	View Details				

[Return to Search](#) [Notify](#)

6. Click the **View Details link**.
7. Click the **Attributes** link.

Ledger Amounts				
Budget:	2,000.00 USD			Max Rows <input type="text" value="100"/>
Expense:	0.00 USD			Attributes Parent / Children
Encumbrance:	0.00 USD			Associated Budgets
Pre-Encumbrance:	0.00 USD			

8. View the **Begin Date** and **End Date** of Project.

Budget Detail Attributes

Control Budget Attributes

Commitment Control Option Control

Tolerance Percent 0.00000000

Budget Status Open

Begin Date 05/01/2014

End Date 04/30/2018

OK

Via UF_GM_PROJ_END_DATE_BY_DEPT_X Query

NOTE: You must have the UF_FI_QUERY_VIEWER security role to run this query.

1. Navigate through **Nav Bar > Main Menu > Financials > Reporting Tools > Query > Query Viewer**.
2. Click in the **begins with** field and enter the query name:
"UF_GM_PROJ_END_DATE_BY_DEPT_X"
3. Click the **Search** button.
4. Click the **Excel** link.
5. Enter all or part of the **Dept ID** (e.g. 2809%. This means, give me everything that begins with "2809").
6. Click the **View Results** button.
7. Click the **Open** button.

NOTE: Begin and End Dates are the last two columns in the spreadsheet.

Begin Da	End Date
3/1/2018	3/1/2019
5/1/2018	4/30/2019
6/1/2018	5/31/2019
1/1/2018	3/31/2019
4/1/2018	3/31/2019
3/3/2018	5/31/2023
3/3/2018	5/31/2019
3/18/2018	3/1/2020
8/1/2018	7/1/2019
8/24/2018	8/23/2019
9/1/2018	8/31/2019

- Review the Excel file and Save if needed.