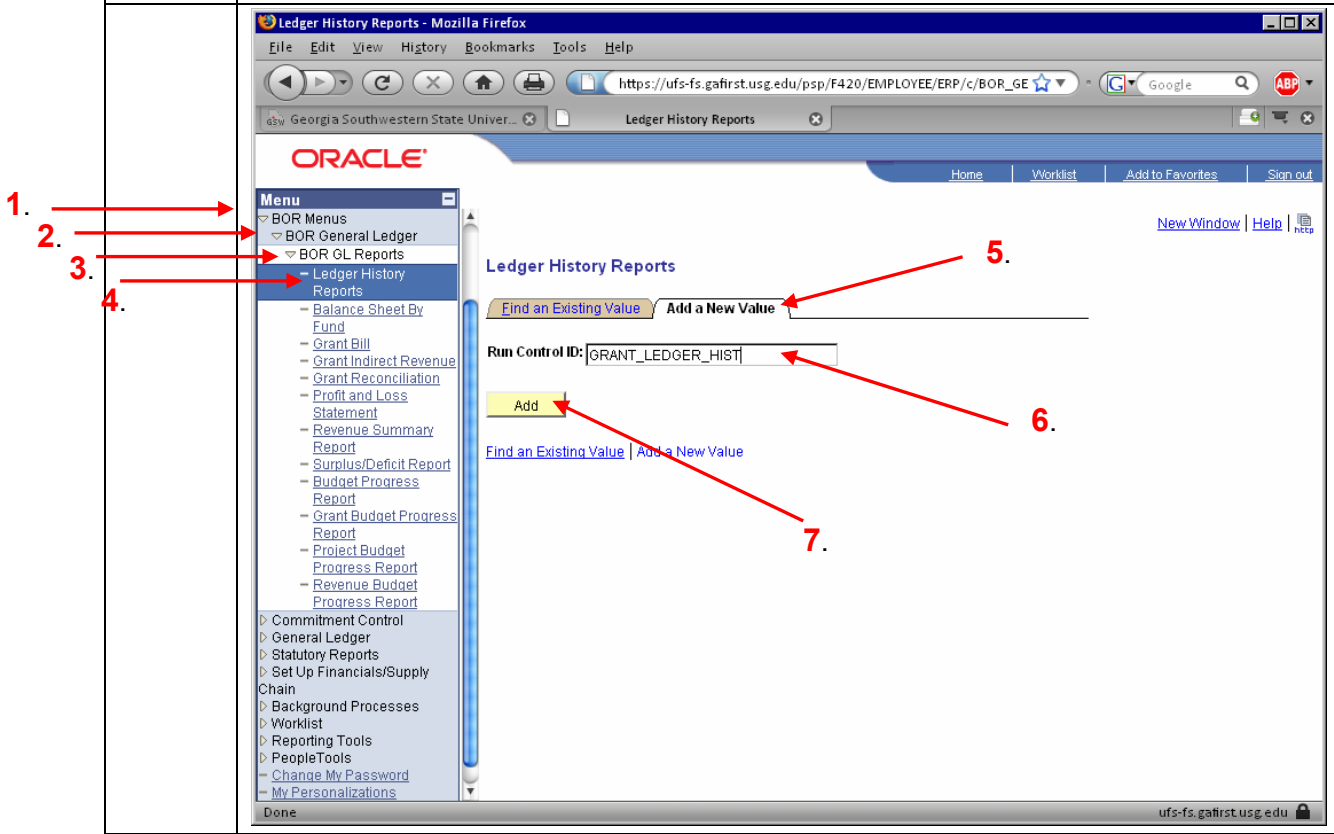
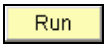
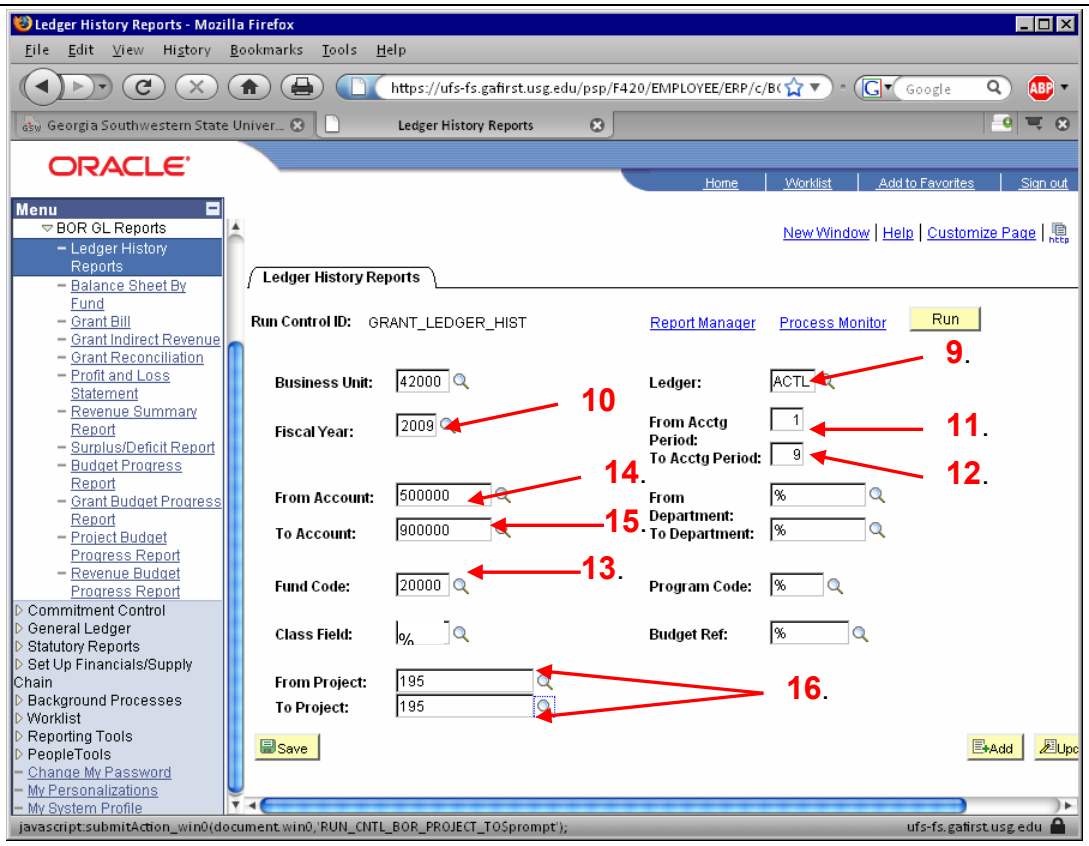
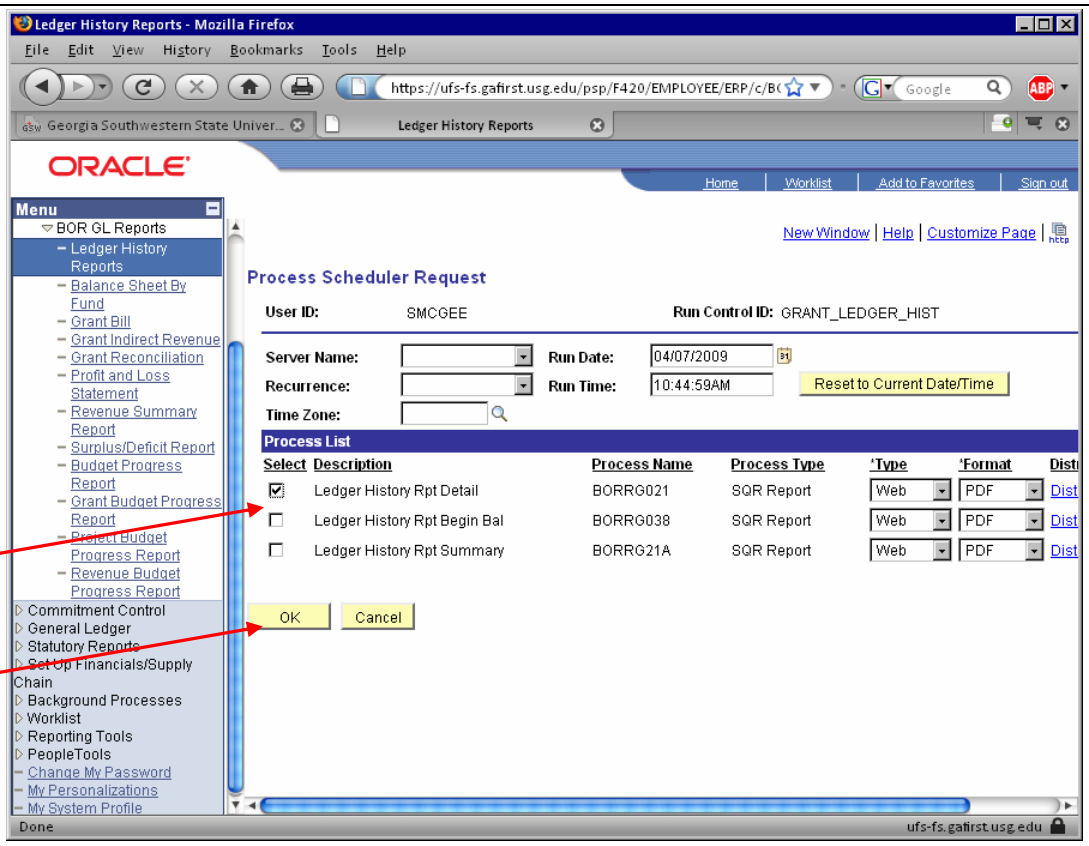
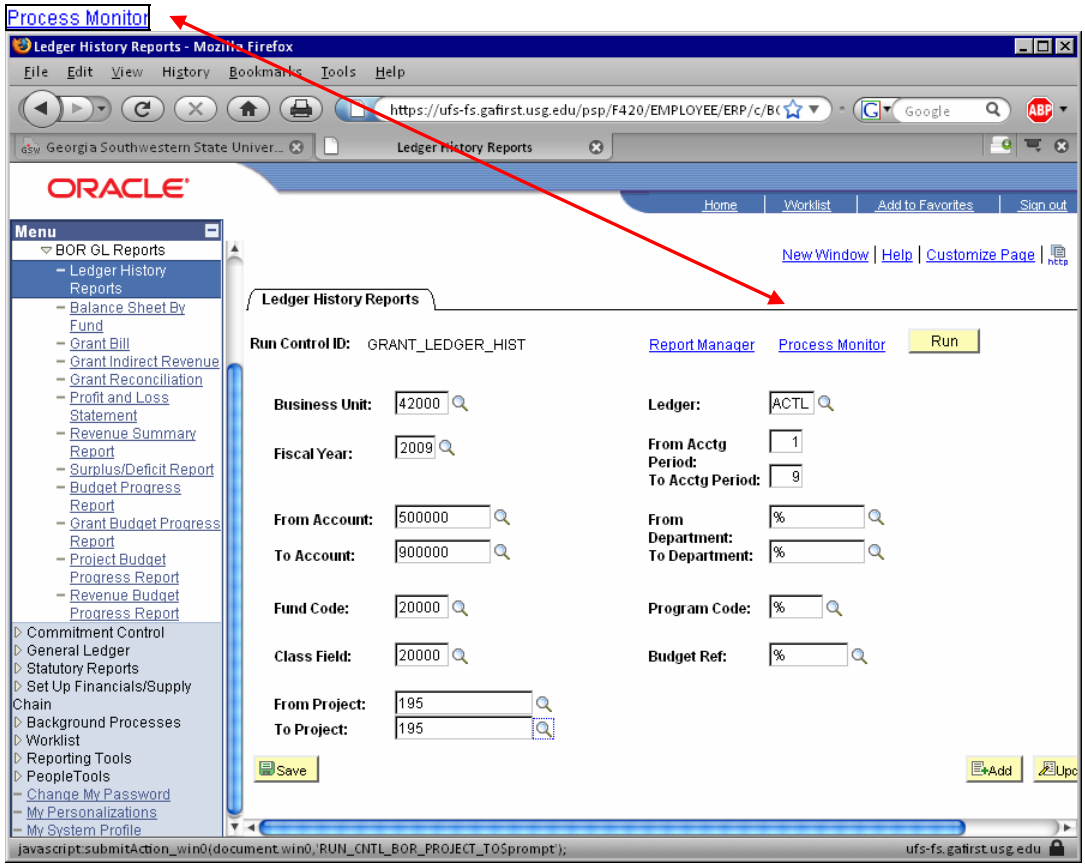
Procedure

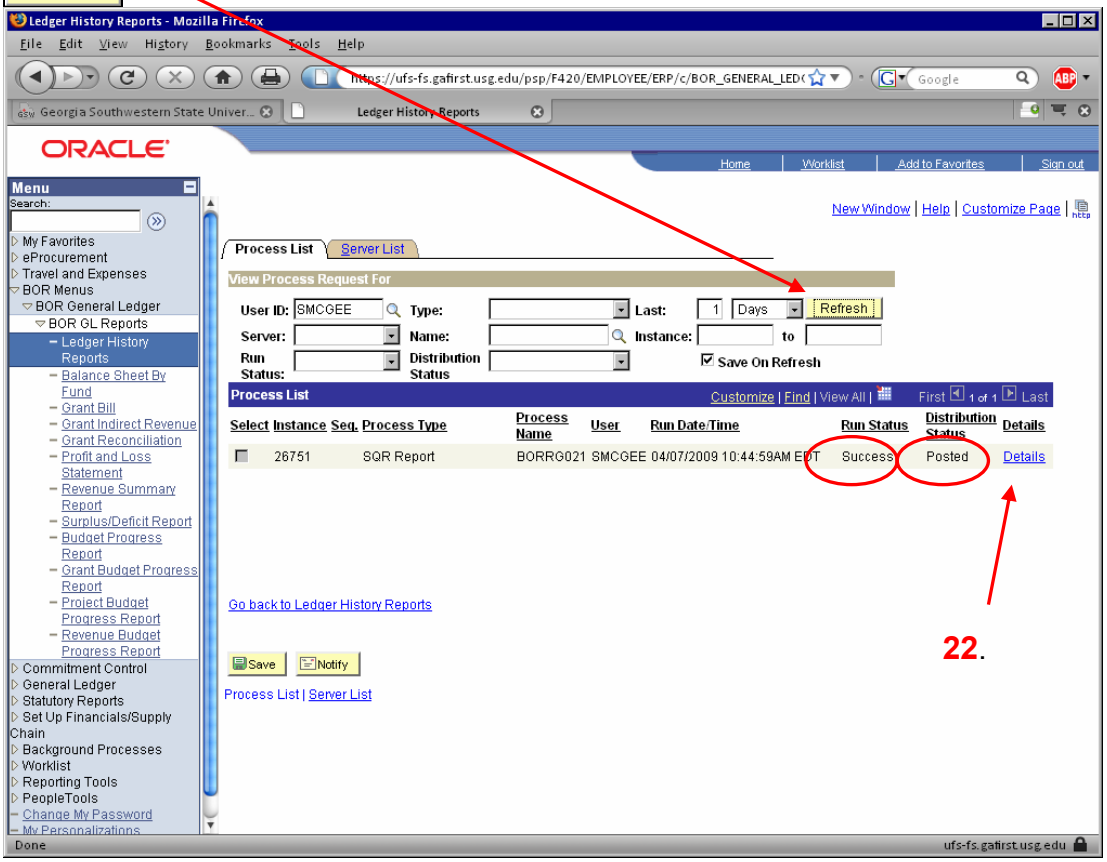
Run a detail of grant expenditures from the beginning of the fiscal year.

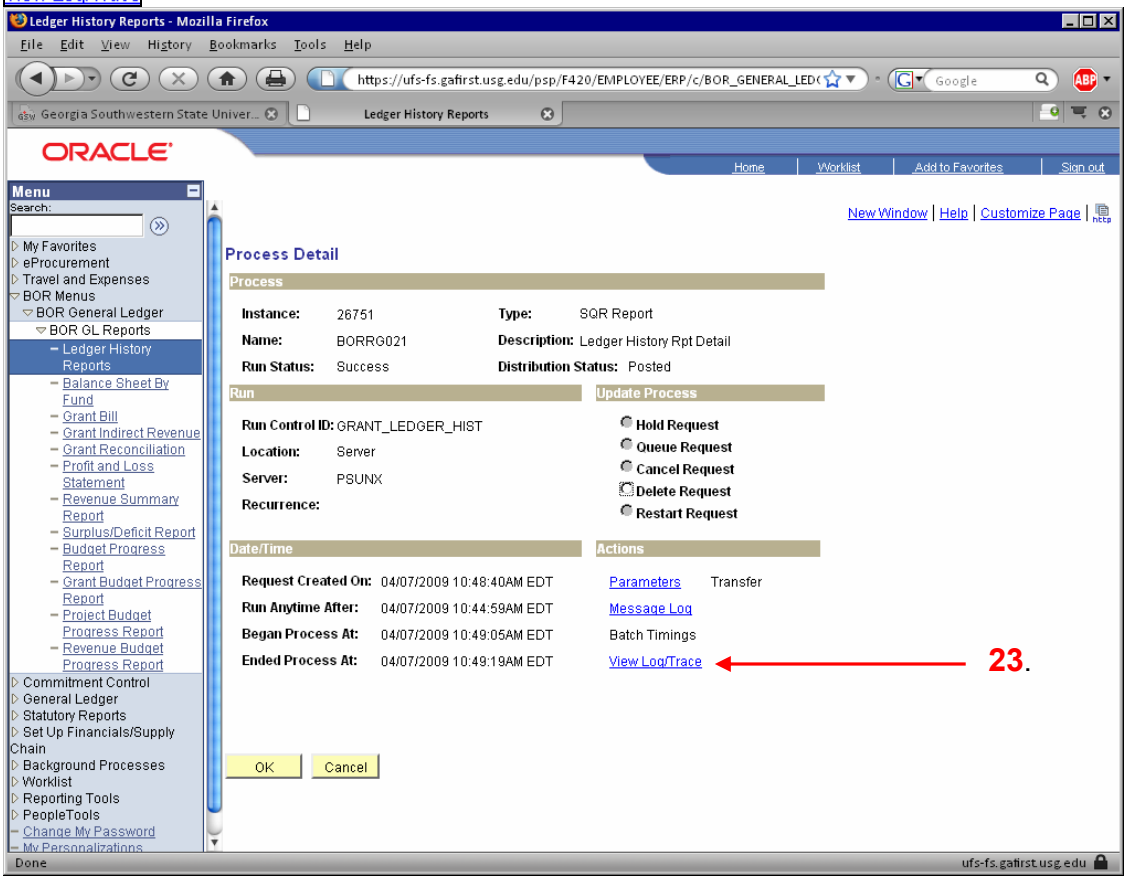
Step	Action
1.	Click the **BOR Menus** link.
2.	Click the **BOR General Ledger** link.
3.	Click the **BOR GL Reports** link.
4.	Click the **Ledger History Reports** link.
5.	Click the **Add a New Value** tab. ***(YOU ONLY HAVE TO*** **Add a New Value** ***THE FIRST TIME. AFTER YOU HAVE DONE THIS ONCE, CHOOSE*** **Find an Existing Value.***)*
6.	Enter "**GRANT_LEDGER_HIST**" in the **Run Control ID** field.
7.	Click the **Add** button.
	
8.	Click the **Look up Ledger (Alt+5)** button.

Step	Action
9.	Click the **ACTL** link.
10.	Enter "**2009**" in the **Fiscal Year** field.
11.	Enter "**1**" in the **From Acctg Period** field for July
12.	Enter "**9**" in the **To Acctg Period** field for March. *(For April you would enter "10", May 11, and so on)*
13.	Enter "**20000**" in the **Fund Code** field.
14.	Enter "**50000**" in the **From Account**
15.	Enter "**90000**" in the **To Account**
16.	Enter "**YOUR 3 DIGIT GRANT NUMBER**" in the **From & To Project** field. You may also search for it using the lookup button
17.	Click the **Run** button. 
	

Step	Action
18.	Click the **Ledger History Rpt Detail** checkbox. ☐ OR Click the **Ledger History Begin Bal** checkbox. ☐ OR Click the **Ledger History Rpt Summary** checkbox. ☐
19.	Click the **OK** button. OK
	

Step	Action
20.	Click the **Process Monitor** link. 

Step	Action
21.	Click the **Refresh** button periodically until the Run Status shows **Success** and the Distribution Status shows **Posted**. Refresh 
22.	Click an entry in the **Details** column. Details

Step	Action
23.	Click the **View Log/Trace** link. View Log/Trace 

Step	Action
24.	Click an entry in the **Name** column.

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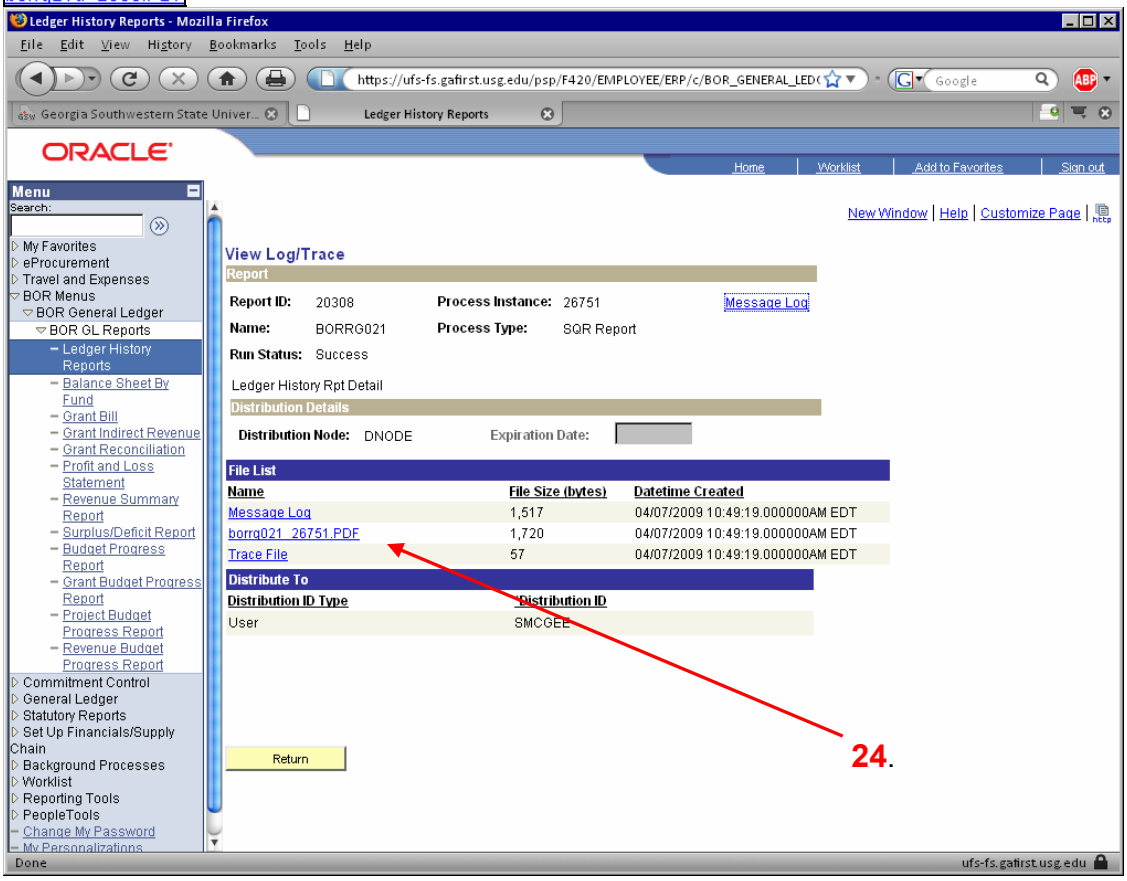
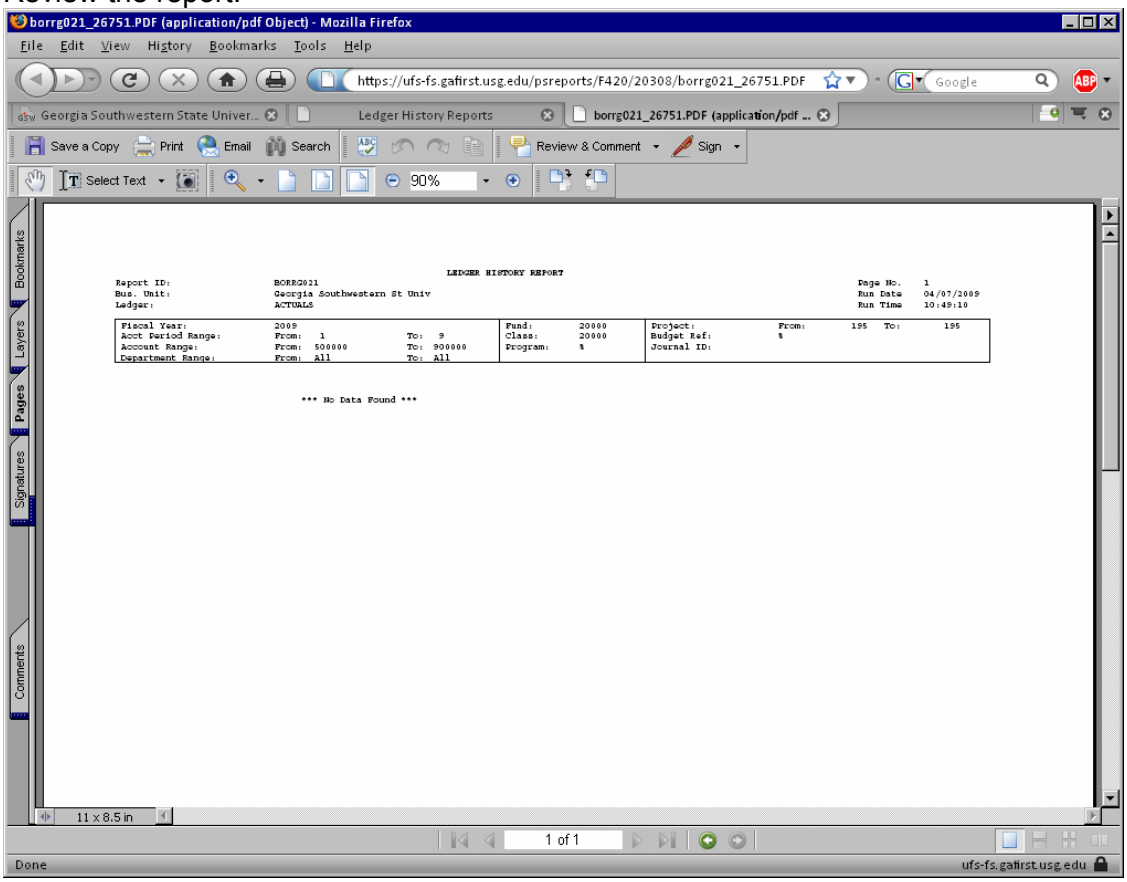


Step	Action
25.	Review the report. 
26.	Congratulations. You have just completed the **Running the Ledger History Report Summary** topic. **End of Procedure.**