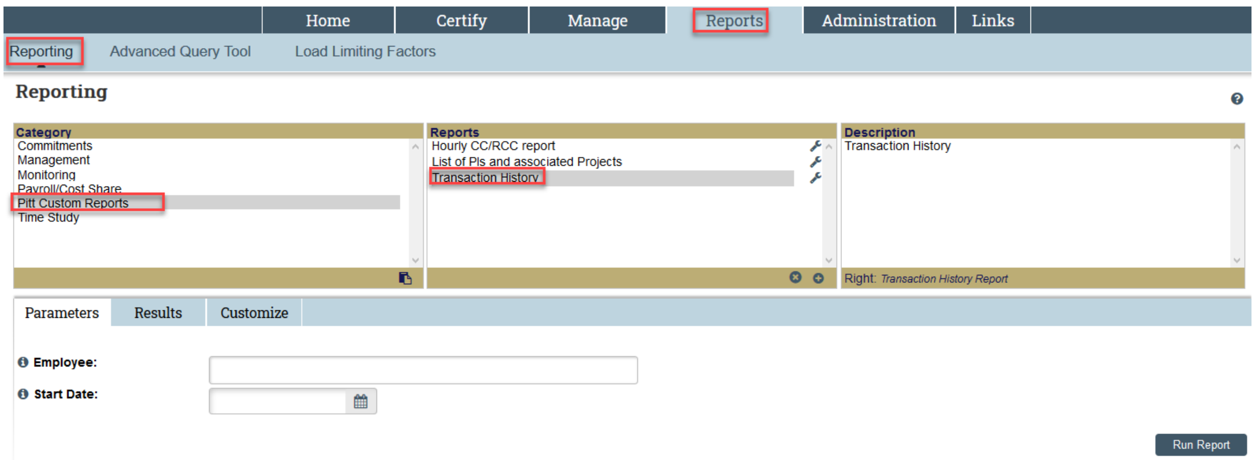
Instructions for Running the ECC Transaction History Report

Select the ECC Reports Menu option and then Reporting:



Select the Pitt Custom Reports category and then the Transaction History report.

Enter the parameters:

- Employee ID number or name
- Start date of the Period of Performance specified in the effort statement heading

Click ‘Run Report’

Scroll to the bottom right corner of the results and select the Excel option for downloading.

The Transaction History will include all downloaded transactions and processing activity that has occurred on the selected statement. You may sort the results to get all payroll and cost share activity separated from the ECC processing activity for analysis of the transactions comprising the effort allocations.