

## Instructions for Running the ECC Transaction History Report

Select the ECC Reports Menu option and then Reporting:

The screenshot shows the ECC Reporting interface. At the top, there is a navigation bar with tabs: Home, Certify, Manage, Reports, Administration, and Links. The 'Reports' tab is selected and highlighted. Below the navigation bar, there is a sub-menu with 'Reporting' selected. The main content area is titled 'Reporting' and contains three columns: 'Category', 'Reports', and 'Description'. The 'Category' column lists: Commitments, Management, Monitoring, Payroll/Cost Share, Pitt Custom Reports (highlighted with a red box), and Time Study. The 'Reports' column lists: Hourly CC/RCC report, List of PIs and associated Projects, and Transaction History (highlighted with a red box). The 'Description' column shows 'Transaction History'. Below the report selection area, there are tabs for 'Parameters', 'Results', and 'Customize'. The 'Parameters' tab is active, showing input fields for 'Employee:' and 'Start Date:'. A 'Run Report' button is located at the bottom right of the interface.

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.