Using the Disbursement Report

What is the Disbursement Report?

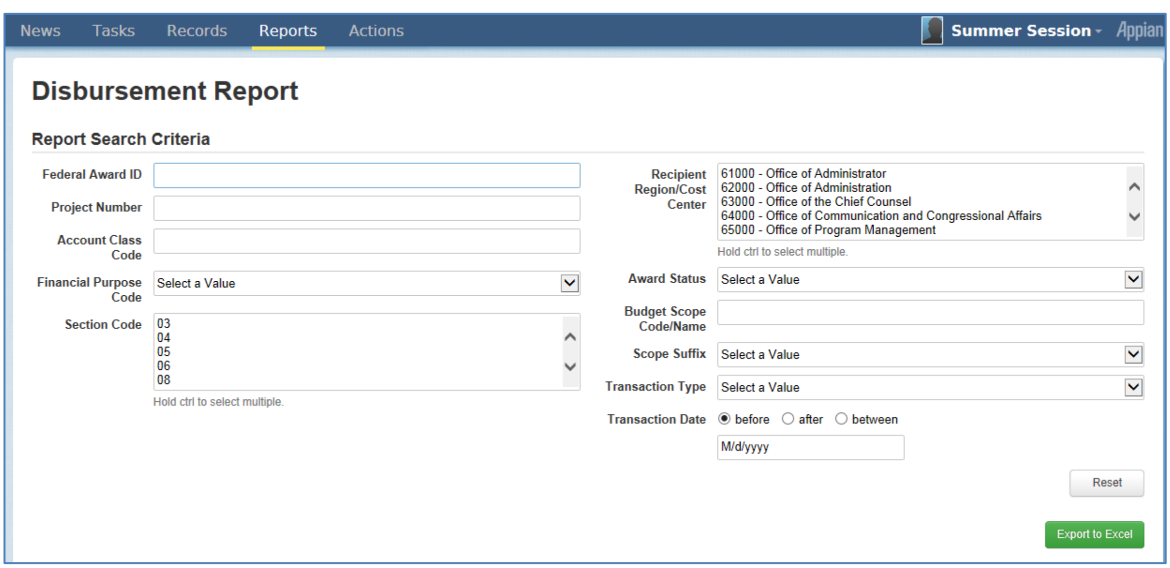
The “Disbursement Report” is designed to allow TrAMS users to identify and analyze individual disbursements or refunds to awards that are in active/executed status as well as awards that have been closed. Users can query individual disbursements for a specific grant or for multiple grants awarded to an individual recipient, among other searches. The transaction data in this report match the individual transactions displayed in the award funds status link for individual awards in TrAMS.

Where is the Disbursement Report in TrAMS?

You can find the “Disbursement Report” under the Reports Tab in TrAMS.

How do I use the Disbursement Report?

1. Select the menu option for the “Disbursement Report” under the Reports Tab.
   - You will want to use the filters to narrow down your information. If you do not use any of the filters and simply generate a report, you will retrieve all data for all open and closed awards. At a minimum it is recommended to select the Award Status of “Active.
   - The filters are explained on the next page.
2. Once you have selected the filters select the Green “Export to Excel” button.



Filters Explained

Field	**Description**
Federal Award ID:	If you use the FAIN, you must use the FULL award number including the hyphens and amendment extension.
Project Number	Applies primarily to new TrAMS awards. TEAM award, the project number is the same as the award number You must enter the complete number including the hyphens.
Account Class Code	This information can be found in your award fund status. Use this if you need more specific information to cross reference your financial information.
Financial Purpose Code (FPC)	You can select one value here. You can refer to your Award Fund Status to determine which FPCs apply to your awards.
Section Code	If you need more information about the section code description, refer to the fund source listing on the TrAMS Help and Guidance Page.
Recipient/Regional Cost Center	Recipients do not need to make this selection; you are limited to your own organizational information.
Award Status	Select from either Active or Closed. If you leave the filter with "Select a Value" it will return results for both.
Budget Scope Code/Name	You can enter either the complete number (e.g. 300-00) or Operating Assistance.
Scope Suffix	This only applies to new TrAMS grants. You can refer to the Award Fund status to determine the applicable suffix to the awards you are seeking. It will limit you to the ones available based on other filters.
Transaction Type	Select either Disbursement or Refund. Leaving the filter at Select a Value will provide results for both.
Transaction Date	You can narrow your information for selecting a date to find: • Information before a certain date. • Information after a certain date. • Information between certain dates…when this is selected the screen will provide you with two date fields. • Date fields – once you click in the field it will provide you with a calendar picker, or you can type in the date. (See screenshot below)

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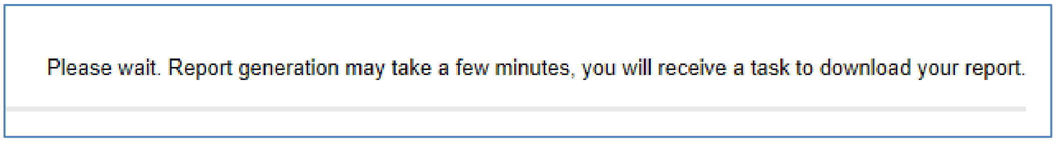
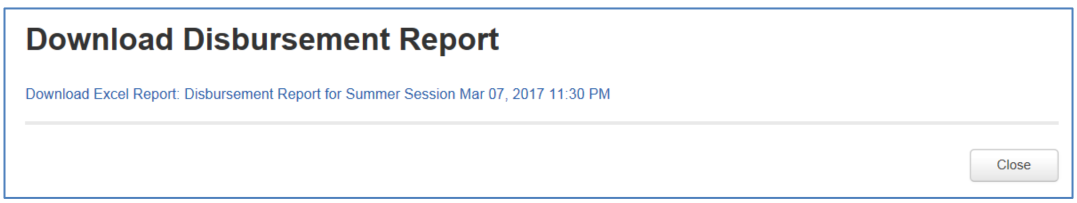
How do I find the generated report?

3. After you generate the report, the following message will display.



4. Give the system a few minutes to generate the task.
5. Go to the Task Tab and select the Task for your Disbursement Report.

6. The task will populate a hyperlink to your report. It is an Excel file.



7. Select the close button to remove the report from your Task Tab.

CAUTION: The report does not remain in your task list if you hit the close button, so if you need to refer to it later, please save a copy of your report.