Qmenu Cheat Sheet:
Go to qmenu.alaska.edu
Log in

For Project Administration:
Select “Administration….Project” in Categories drop down box, leave Stored Queries blank
Click on the “Project Administration” Link----enter UA ID number in the box to the right
Here you can view your inception to date, and labor summary and grant/fund information

For Transaction Detail:
Select “Reports…Finance“ in Categories box
Select “Transaction Detail Report” in Stored Queries box
Click on “Get Query Form”
Enter Fund number, enter Acct From: 2001 To: 6999, change dates if you prefer to narrow your search
Click on “Get Summary”

Items to review:
Review end date of grant, do you need projections or need to request a no cost extension?
Is labor correct? Do you know all individuals who have charged?
Are all transactions correctly charged, are all charges familiar to you?
Do you have negative line items, if so you need to rebudget your categories?
Any issues/concerns you see with item to review, please contact your Fiscal Officer immediately to correct.

Fund One Subledger Report:
Select “Reports…Finance“ in Categories box
Select “Subledger Balance” in Stored Queries box
Click on “Get Query Form”
Enter Fund number and Organization number, let all other areas default, unclick salaries box, Click on “submit Request”
Click on “Drill” button to see more detail for expenditures. Reminder: 2000 is travel, 3000 is services, 4000 is commodities, 5000 capital equipment, 6000 student aid