How to Open Previous Month Report
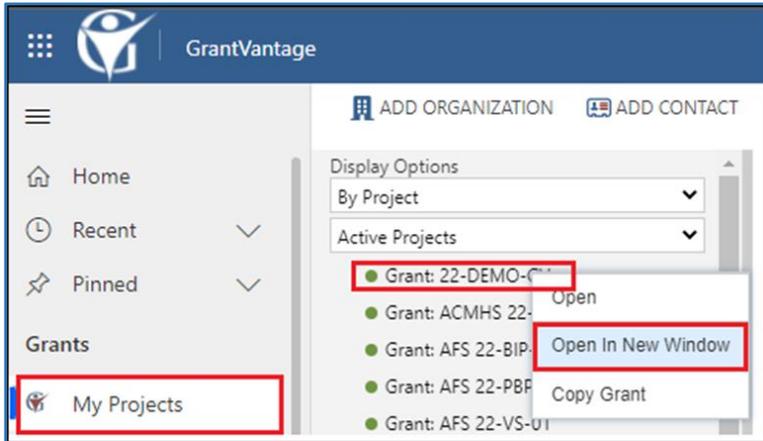
In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award).

Right-click on a Project you want to open and select **Open in New Window.**
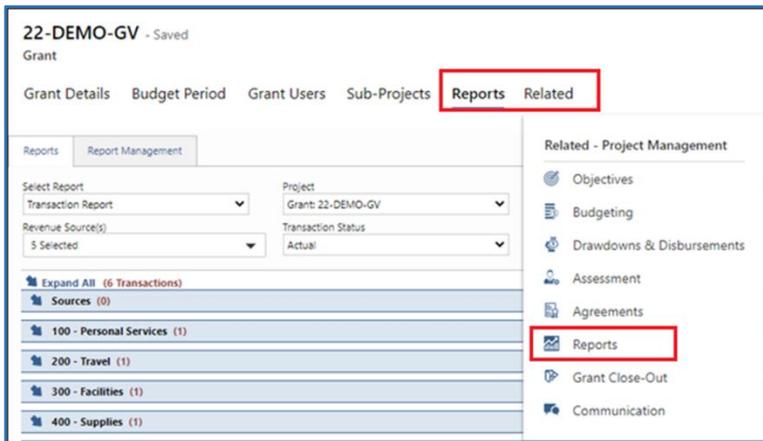
In the new window, the Project/Grant Award detail page, single click on the **Related** tab and select **Reports** from the drop-down menu.
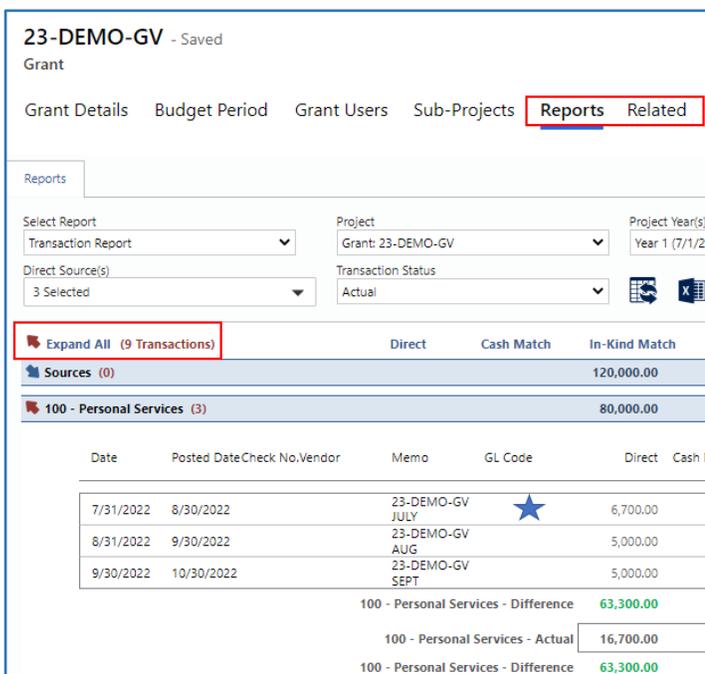
On the left of the Reports page, click on **Expand All** to view previous months report under each budget category.

Point your mouse toward the monthly report you wish to open and **double-click**. This action will open the transaction window for your July report.