



OGA Reports in IRA: Actuals by Month

This report summarizes OGA expenditures by expenditure type and month.

ACTUALS BY MONTH

STEP 1. SETTING UP YOUR QUERY

Utilize the dropdown arrow on one or more filters to specify how you want the data to be filtered. The Award filter is preset to "B00000" to avoid running an unlimited query. If a desired filter value is not available in the dropdown, then click "More/Search..." to view additional available values. Click Apply to run the query.

IMPORTANT: Take note of the total number of rows in your results set. System response times for certain report options may be unacceptable for results sets greater than 4000 rows.

Rows Returned = 52

After the query has run, select a view from the dropdown for output options. The report with 'full headers' is a standard view with a typical 16 column header (e.g. Award, Project, Task, Sponsor). The report with 'min headers' displays 3 columns in the header (Project, Task, Award). A view with 'show sorting columns' displays a standard view PLUS any columns that exist to properly sort data, but are purposefully hidden in a standard view. The report with 'show sorting columns min headers' displays sorting columns and 1 column in the header (Award). Sorting columns are helpful to customers that use standard views to create uniquely sorted customized reports.

STEP 2. INTERPRETING YOUR RESULTS

Report by Award Status

CS Category	Expenditure Type	OCT-12	NOV-12	DEC-12	JAN-13	FEB-13	MAR-13	APR-13	MAY-13	JUN-13	JUL-13	AUG-13	SEP-13	OCT-13	Total
Sponsor Paid	6161A NONEXMPT STFF REG 1.5 OT	6.95													6.95
	6163A NONEXMPT STFF REG Non Lin	576.61	775.07	775.10	1,162.52	755.41	735.80	735.88	735.89	1,103.79	377.10	1,131.45	754.15	226.26	9,845.03
	6511A FB NonExmpt FullBenft	210.12	278.98	278.98	418.47	271.98	264.98	264.98	264.98	397.47	130.11	390.33	260.22	78.06	3,509.66
	7123A EQUIP 5000to24999 Tech									799.00					799.00
	8145A TRVL DOMES Mileage Reimb	199.80	-66.60	338.55		158.20	67.80	88.71	50.85	129.95	67.80	180.80	135.60		1,351.46
	DIRECT Total	993.48	987.45	1,392.63	1,580.99	1,185.59	1,068.58	1,089.57	1,051.72	2,430.21	575.01	1,702.58	1,149.97	304.32	15,512.10
	8511A FAC ADMIN On Campus	99.35	98.75	139.27	158.10	118.56	106.86	108.96	105.18	163.13	57.50	170.26	114.99	110.30	1,551.21
	INDIRECT Total	99.35	98.75	139.27	158.10	118.56	106.86	108.96	105.18	163.13	57.50	170.26	114.99	110.30	1,551.21
	Sponsor Paid Total	1,092.83	1,086.20	1,531.90	1,739.09	1,304.15	1,175.44	1,198.53	1,156.90	2,593.34	632.51	1,872.84	1,264.96	414.62	17,063.31
	Grand Total	1,092.83	1,086.20	1,531.90	1,739.09	1,304.15	1,175.44	1,198.53	1,156.90	2,593.34	632.51	1,872.84	1,264.96	414.62	17,063.31

Direct and Indirect expenditures are reported separately.

Use Analyze to modify a view. For example, change sorting options, add filters or re-order columns.

The report can be printed as a PDF.

Export options include PDF, Excel spreadsheet, Powerpoint slide or .csv data file.

Pivot

Pivot tables offer the ability to swap rows, columns and section headings to obtain different perspectives of the same data. Any data that repeats from one field to the next (e.g. PI name) is combined into a single field to simplify the layout. A pivot table can be customized for a variety of reporting needs.

STEP 3. SAVING YOUR QUERY

To save your customized query, click Page Options then Save Current Customization. Next, name the report.

To retrieve your saved query, click Page Options then Apply Saved Customization. Next, select the appropriate report.