



OGA Reports in IRA: PTA Overdraft Report

This report lists Project Task Award combinations where the Actuals Balance (budget minus actuals) is negative, or where the Available Balance (budget minus actuals minus encumbrances) is negative.

PTA OVERDRAFT REPORT

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. If a desired filter value is not available in the dropdown, then click "Search..." to view additional available values. Click Apply to run the query. A blank report indicates there are no negative balances for the selected filter values.

Filter Section

Award Manager: Clough, Aaron R | Dept. Grant Mgr: --Select Value-- | Organization: --Select Value-- | Award PI: --Select Value--

Apply | Reset

After the query has run, select a View from the dropdown for output options.

Select a View

- Report Information
- Report Information
- Report
- Downloadable Table
- Filters

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.

STEP 2. INTERPRETING YOUR RESULTS

There are four tabs within this report. These tabs allow you to view and group data in a variety of approaches such as by Award Number, Award PI, Org L4, or Department Grant Manager.

PTA Overdraft Tab: PTA combinations where the Actuals Balance on the Award is negative.

Award Number B01339

Project Number	Task Number	Award Number	Project Completion Date	Award PI Name	Sponsor Name	Budget Period To Date	Actual Period To Date	Actuals Balance
507422	5000	B01339	5/31/2014	McGovern, Mark P	VT Department of Health	159,958.00	153,324.27	6,633.73
508713	5000	B01339	5/31/2014	McGovern, Mark P	VT Department of Health	1.00	108,398.21	-108,397.21
5/31/2014 Total						159,959.00	261,722.48	-101,763.48
Grand Total						159,959.00	261,722.48	-101,763.48

Awards with Negative Project Balances Tab: Awards by Award Manager where the Actuals Balance is negative. An example of a report from this tab is not depicted herein.

OGA PTA Overdraft Report—Actuals Tab: PTA combinations where the Actuals Balance on the PTA is negative.

Award Number B01339

Project Number	Task Number	Award Number	Project Completion Date	Award PI Name	Sponsor Name	Budget Period To Date	Actual Period To Date	Actuals Balance
508713	5000	B01339	5/31/2014	McGovern, Mark P	VT Department of Health	1.00	108,398.21	-108,397.21
B01339 Total						1.00	108,398.21	-108,397.21
Grand Total						1.00	108,398.21	-108,397.21

OGA PTA Overdraft Report—Encumbrances Tab: PTA combinations where the Available Balance is negative.

Award Number B01339

Project Number	Task Number	Award Number	Project Completion Date	Award PI Name	Sponsor Name	Budget Period To Date	Actual Period To Date	Actuals Balance	Encumb Period To Date	Available Balance
508713	5000	B01339	5/31/2014	McGovern, Mark P	VT Department of Health	1.00	108,398.21	-108,397.21	182,957.87	-291,355.08
B01339 Total						1.00	108,398.21	-108,397.21	182,957.87	-291,355.08
Grand Total						1.00	108,398.21	-108,397.21	182,957.87	-291,355.08

Analyze Refresh Print Export

Use Analyze to modify a view.

The report can be printed as a PDF.

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

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.

