



OGA Reports in IRA: Transaction Detail—Expenditures

This report lists transactions grouped by award and by project

TRANSACTION DETAIL—EXPENDITURES

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.

Filter Section

Award Name: B00000 - Time Dc | Project Name: --Select Value-- | Award PI Name: --Select Value-- | Project PI Name: --Select Value-- | Dept Grant Mngr: --Select Value-- | Period Name: --Select Value--

Expenditure Type Description: --Select Value-- | Task Number: --Select Value-- | Transaction Source: --Select Value-- | Award Status Code: --Select Value--

Buttons: Apply, Reset

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 = 10

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).

Select a View: Report Information

- Report Information
- Report (full headers)
- Pivot
- Report (min headers)
- Report (show sorting columns)
- Pivot (show sorting columns)
- Report (show sorting columns min headers)
- Downloadable Table
- Selection Criteria

STEP 2. INTERPRETING YOUR RESULTS

Report

Period Name	Expenditure Type Description	Expenditure Item Date	Transaction Source	GL Transferred Date	Expenditure Item Comment	Invoice Number	PO Number	Req Number	Vendor/Employee Name	Actuals
OCT-13	6163A NONEXMPT STFF REG Non Un	10/04/2013	GOLD	10/10/2013	NDC:21 2013 Bi-Week:LD8_10OCT13_095229				LaPointe, Cynthia J	24.12
		10/18/2013	GOLD	10/24/2013	NDC:22 2013 Bi-Week:LD8_24OCT13_092043				Esdon, James E	126.72
		10/18/2013	GOLD	10/24/2013	NDC:21 2013 Bi-Week:LD8_24OCT13_092043				LaPointe, Cynthia J	60.30
	6511A FB NonExmpt FullBenef	10/04/2013	GOLD	10/10/2013	NDC:21 2013 Bi-Week:LD8_10OCT13_095229				Esdon, James E	316.80
		10/18/2013	GOLD	10/24/2013	NDC:21 2013 Bi-Week:LD8_10OCT13_095229				LaPointe, Cynthia J	8.32
		10/18/2013	GOLD	10/24/2013	NDC:22 2013 Bi-Week:LD8_24OCT13_092043				Esdon, James E	43.73
DIRECT Total										710.10
8511A FAC ADMIN On Campus										20.28
INDIRECT Total										71.00
OCT-13 Total										781.10
Grand Total										781.10

Actuals (i.e. expenses) includes both direct and indirect costs.

Pivot

Select a View: Pivot

Direct Indirect	Expenditure Type Description	Actuals OCT-13	Actuals Total
DIRECT	6163A NONEXMPT STFF REG Non Un	527.94	527.94
	6511A FB NonExmpt FullBenef	182.16	182.16
DIRECT Total		710.10	710.10
INDIRECT	8511A FAC ADMIN On Campus	71.00	71.00
INDIRECT Total		71.00	71.00
Grand Total		781.10	781.10

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.

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.

Page Options

- Print
- Refresh
- Create Bookmark Link
- Create Prompted Link
- Apply Saved Customization
- Save Current Customization...
- Edit Saved Customizations

TD Project 1