OGA Reports in IRA: Actuals by Month

This report summarizes OGA expenditures by expenditure type and month.

CSP
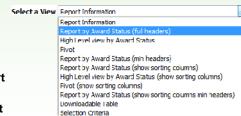Training Aids

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.

Select a View: Report Information
- Report Information
- Report by Award Status (full headers)
- High Level view by Award Status
- Pivot
- Report by Award Status (min headers)
- Report by Award Status (show sorting columns)
- High Level view by Award Status (show sorting columns)
- Pivot (show sorting columns)
- Report by Award Status (show sorting columns min headers)
- Downloadable Table
- Selection Criteria

STEP 2. INTERPRETING YOUR RESULTS

Report by Award Status

| 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.

"Page Options"