



Training Aids

# OGA Reports in IRA: Budget vs. Actual by Month

For a given month, this report summarizes current budget versus expenditures through month selected and current encumbrances by award, project, task and expenditure type.

BUDGET VS. ACTUAL 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. Period Name is required. If a desired filter value is not available in the dropdown, then click "More/Search..." to view additional available values. There is no "Apply" button to run the report. Any change to a filter will initiate the report once a Period Name is selected. Always reset Period Name first when updating 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.

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).

## STEP 2. INTERPRETING YOUR RESULTS

**Report** (depicted at right)

Ordered by Award, Project and Task for the selected Period.

**Pivot** (not depicted)

Pivot tables offer the ability to swap rows, columns and section headings to obtain different perspectives of the same data. A pivot table can be customized for a variety of reporting needs.

|                                | Budget as of Run Date | Actual Expenses as of Period selected | Actual Balance  | Encumbrances as of Run Date | Available Balance |
|--------------------------------|-----------------------|---------------------------------------|-----------------|-----------------------------|-------------------|
| Expenditure Type Description   |                       |                                       |                 |                             |                   |
| 6000A FACULTY Budget Only      | 10,224.00             | 0.00                                  | 10,224.00       | 0.00                        | 10,224.00         |
| 6161A NONEXMPT STFF REG 1.5 OT | 0.00                  | 6.95                                  | -6.95           | 0.00                        | -6.95             |
| 6163A NONEXMPT STFF REG Non Un | 0.00                  | 9,845.03                              | -9,845.03       | 0.00                        | -9,845.03         |
| 6500A FB DEPT CHRGR FB Budget  | 3,680.00              | 0.00                                  | 3,680.00        | 0.00                        | 3,680.00          |
| 6511A FB NonExmpt FullBenft    | 0.00                  | 3,509.66                              | -3,509.66       | 0.00                        | -3,509.66         |
| 7123A EQUIP 5000to24999 Tech   | 0.00                  | 799.00                                | -799.00         | 0.00                        | -799.00           |
| 8140A TRAVEL DOMESTIC Budget   | 2,276.00              | 0.00                                  | 2,276.00        | 0.00                        | 2,276.00          |
| 8145A TRVL DOMES Mileage Reimb | 0.00                  | 1,351.46                              | -1,351.46       | 0.00                        | -1,351.46         |
| 8400A OTHER OPER EXP Budget    | 1,849.00              | 0.00                                  | 1,849.00        | 0.00                        | 1,849.00          |
| <b>DIRECT Total</b>            | <b>18,029.00</b>      | <b>15,512.10</b>                      | <b>2,516.90</b> | <b>0.00</b>                 | <b>2,516.90</b>   |
| 8511A FAC ADMIN On Campus      | 1,802.00              | 1,551.21                              | 250.79          | 0.00                        | 250.79            |
| <b>INDIRECT Total</b>          | <b>1,802.00</b>       | <b>1,551.21</b>                       | <b>250.79</b>   | <b>0.00</b>                 | <b>250.79</b>     |
| <b>Grand Total</b>             | <b>19,831.00</b>      | <b>17,063.31</b>                      | <b>2,767.69</b> | <b>0.00</b>                 | <b>2,767.69</b>   |

Analyze Refresh Print Export Copy

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.

Do not use Export—Data with this report. It can be exported as an Excel spreadsheet, Powerpoint slide or PDF.

## 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.