



OGA Reports in IRA: PTA Balance Summary

This report summarizes budget, actual and encumbrance amounts by award, project and task.

PTA BALANCE SUMMARY

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.

Filter Section

Award Manager Clough, Aarron R **Dept. Grant Mgr** --Select Value-- **Organization** --Select Value-- **Award PI** --Select Value-- **Apply** **Reset**

Award Manager

--Select Value--

- NULL
- Archibald, Nancy W.D.
- Berube, Todd J
- Clough, Aarron R
- Howe, Darlene J
- Patten, Jody A
- Paulsen, Jacqueline S
- Rozyla, Eugene C

Search...

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

Select a View

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

Results can be grouped in one of three approaches.

Group By

- Award Number
- Award Number
- Award PI Name
- Org L4 Description

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 = 393

STEP 2. INTERPRETING YOUR RESULTS

Report

Award Number RL0093

The annual budget period end date.

The overall end date of the award.

The Actual Balance is Budget minus Actual Expenses.

The Available Balance is Actual Balance minus Encumbrances.

Award Number	Project Number	Task Number	Project Completion Date	Award End Date Active	Award PI Name	Budget Period To Date	Actual Period To Date	Actual Balance	Encumb Period To Date	Available Balance
RL0093	505021	5000	9/30/2013	9/30/2013	Colacchio, Thomas A	9,302,291.00	9,302,291.00	0.00	0.00	0.00
RL0093 Total						9,302,291.00	9,302,291.00	0.00	0.00	0.00
Grand Total						9,302,291.00	9,302,291.00	0.00	0.00	0.00

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.

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

Pivot

Select a View Pivot

Award Manager Name	Dept Grant Manager Name	Org L4 Description	Award PI Name	Award Number	Budget Period To Date	Actual Period To Date	Actual Balance	Encumb Period To Date	Available Balance
Clough, Aarron R	Ayres, Donna D	CECS	Zubkoff, Michael	C00122	39,070.00	24,814.05	14,255.95	0.00	14,255.95
	Beaupre, Angela M	Bio Epi	Andrew, Angeline S	L00108	714,026.00	713,996.40	29.60	0.00	29.60

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

PTABS Clough