

OGA Reports in IRA: Transaction Detail—Expenditures

This report lists transactions grouped by award and by project

STEP 1. SETTING UP YOUR QUERY

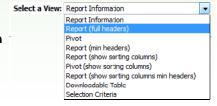
Utilize the dropdown arrow on one or more filters to specify how you want the data to be filtered. The Award filter is preset to "B00000" to avoid running an unlimited query. If a desired filter value is not available in the dropdown, then click "More/Search..." to view additional available values. Click Apply to run the query.



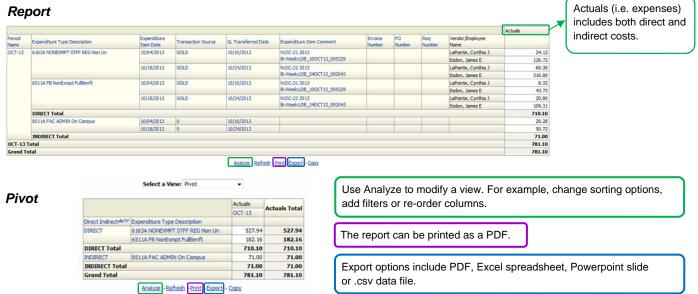
IMPORTANT: Take note of the total number of rows in your results set. System response times for certain report options may be unacceptable for results sets greater than 4000 rows.

Rows Returned = 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



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.

