



**Expenditure Inquiry Dashboard Page**

The Expenditure Inquiry dashboard page provides multiple prompts for transactions detail.

- \*(Asterisk) indicates this is a required field
- Will return every transaction that meets the selected prompts
- Designed to export expenditure (no drilldown)

Use Expenditure Inquiry:

- To export transaction details

Lookups | General Ledger | **Grants** | Purchasing | Equipment Inventory

Grants Funds Available | **Expenditure Inquiry** | Summary Reports | Grants Installment Status | IDC Account Setup | IDC Award Setup | IDC Distribution Amounts | Effort Reporting | AR Invoicing

Prompts

Fiscal Year <input type="text"/>	Project Number <input type="text"/>	Task Number <input type="text"/>	Awd Number <input type="text"/>	Exp Type <input type="text"/>
Period <input type="text"/>	Proj Status <input type="text"/>	Task Org # <input type="text"/>	Awd Status <input type="text"/>	Exp Category <input type="text"/>
PTA Concatenated <input type="text"/>	Proj Type <input type="text"/>	Task ORG Parent Level <input type="text"/>	Awd Type <input type="text"/>	Exp Source <input type="text"/>
Exp Item Date Between <input type="text"/>	Proj Org # <input type="text"/>	Task ORG Parent #/Desc <input type="text"/>	Awd Org # <input type="text"/>	Txn Source <input type="text"/>
Exp PA Date Between <input type="text"/>			Awd Purpose <input type="text"/>	Exp Batch Desc contains any <input type="text"/>
JET Preparer Name <input type="text"/>			Agency Name <input type="text"/>	Exp Batch Desc contains any <input type="text"/>
JET Processor Name <input type="text"/>			Award Category <input type="text"/>	* Include Exception Txns Exceptions Only <input type="text"/>

Apply Reset

**Expenditure Inquiry Dashboard Prompts**

Term	Definition
Fiscal Year	The fiscal year is from July 1 to June 30.
Period	The accounting period.
PTA Concatenated	Project Task Award concatenated.
Exp Item Date Between	Start and end date of query based on Expenditure Item Date.
Exp PA Date Between	Start and end date of query based on Project Accounting Date.
JET Preparer Name	Name of the employee who prepared the JET entry (Last, First).
JET Processor Name	Name of the employee who processed the JET entry (Last, First).
Project Number	Five-digit value that represents a person or scope of work.
Project Status	The status of the Project (Approved or Closed).
Proj Type	The type of Project (Capital, Internal, or Sponsored).
Proj Org #	Six-digit value that represents the organization responsible for the Project.
Task Number	Two or five characters, represents the work breakdown structure for a Project.
Task Org #	Six-digit value that represents the organization responsible for the Task. Summarizes to the organization segment in the General Ledger.
Task ORG Parent Level	The parent level of the Task Organization (A, B, C, D, E, or F).
Task ORG Parent#/Desc	The parent number and description of the Task Organization. Example: C10000 ARTS AND SCIENCES

## Document Title: Document Title/Subject

Term	Definition
Awd Number	Seven-digit value that represents the source of funding that supports one or more Projects/Tasks.
Awd Status	The status of the Award (Active, At Risk, Closed, or On Hold).
Awd Type	Six-digit value led by a description that represents the source of funding for that award. Summarizes to the Source segment in the General Ledger.
Awd Org #	Six-digit value that represents the organization responsible for the Award.
Awd Purpose	Two-digit value led by a description that represents the function for that award. Summarizes to the Function segment in the General Ledger.
Agency Name	Customer list of values from Accounts Receivable.
Award Category	The category of Award (Capital, Cost Share, Internal Award, Sponsored, Unrestricted).
Exp Type	Six-digit number with description that represents the expenditure and is equivalent to the General Ledger (GL) Object code. Summarizes to the Object segment in the GL.
Exp Category	The category for the Expenditure (SALARIES AND WAGES, BENEFITS, SUPPLIES, etc). The expenditure type maps to an expenditure category. Example: 712410 LABORATORY SUPPLIES maps to SUPPLIES.
Exp Source	The source of the Expenditure. Examples: BURDEN, INVOICE, MISC, USAGE
Txn Source	AP (Accounts Payable) or GMSA (Grants) Interface (JET, MAIL, PAYROLL, PEOPLESOFT, WEBADI-prior to JET)
Exp Batch contains any	The short description of the batch.
Exp Batch Desc contains any	The long description of the batch.
*Include Exception Txns	<p>*(Asterisk) indicates this is a required field. Defaults to ALL transactions.</p> <p>All Transactions – displays all transactions that match prompt criteria.</p> <p>Exceptions Only – displays only JET transactions that have a 60 Day Correction Reason</p> <p>Without Exceptions –displays only transactions that do not have 60 Day Correction Reasons</p>

### Dashboard Page Columns (on screen)

Period, Exp Item Date, Trans ID, CDL #, Proj #, Proj Short Name, Task #, Task Name, Awd #, Awd Short Name, Exp Type, Exp Comment, Exp PA Date, Exp Cost, Exp Source, Exp Batch, Exp Batch Desc, Supplier #, Supplier Name, PO #, INV #, INV OU Ref, Full Invoice Desc, INV Date, INV Desc, INV Comment

### Additional Fields Included in Export to CSV

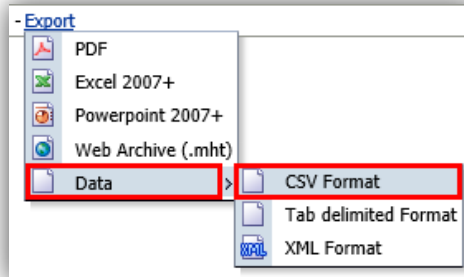
FY, PA Date, PTA, Exp Category, Proj Org #, Task Org #, Awd Org #, Proj Status, Awd Status, PTA Chargeable, Billable Flag, Billed Flag, Rev Dist Flag, Awd Type, Awd Purpose, Proj Cat - Proj Classification, CIP Master

## Document Title: Document Title/Subject

Record # DFF, Awd Cat - Awd Sub Cat, Task Serv Type, Txn Source, INV Line #, INV Dist #, Entity, Source, Organization, Activity, Function, Object, Correction Reason, JET Preparer Name, JET Processor Name

### Export to CSV

1. You may view the data directly within OBI, or you may export the data for further manipulation, formatting, and analysis. To export the data, click **Export** at bottom of page.
2. If you export to CSV, the cell/text format shown in OBI will not be exported to your file. The file will contain the raw data only. For example, cells will not be shaded and merged cells will be unmerged with values shown in each row. As a result, you can format the data as desired. To export the data to CSV Format, click **Export**, trace to **Data**, and click **CSV Format**. Upon confirmation, click **Open** to open the CSV file.



3. If you export data to CSV and wish to save your work, you must re-save the CSV file to Microsoft Excel to retain formatting. To retain formatting, from the **File** menu, click **Save As**. **Specify where you would like to save the file** and **enter a File name** that you will recognize. Under *Save as type*, click **Excel Workbook (\*.xlsx)**.

