



Expenditure Inquiry Dashboard Page

The Expenditure Inquiry (Transaction Export) dashboard page provides multiple prompts for transactions detail.

- No required prompts
- Will return every transaction that meets the selected criteria
- Designed for export (no drilldown)

Use Expenditure Inquiry:

- To export transaction details

The screenshot shows a web interface titled 'Grants General' with a sub-tab 'Expenditure Inquiry'. It features a 'Prompts' section with various dropdown menus and date pickers for filtering transactions. The prompts include: Period, PTA Concatenated, Exp Item Date Between, Exp PA Date Between, Proj #, Proj Status, Proj Type, Proj Org #, Task #, Task Org #, Task ORG Parent Level, Task ORG Parent #/Desc, Awd #, Awd Status, Awd Type, Awd Org #, Awd Purpose, Agency Name, Exp Source, Exp Batch, Exp Category, and Exp Type. There are 'Apply' and 'Reset' buttons at the bottom right of the prompts area.

Prompts	Definition
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.
Proj #	Five-digit value that represents a person or scope of work.
Proj Status	The status of the Project (Pending, Approved, Closed)
Proj Type	The type of Project (Sponsored, Internal, or Capital)
Proj Org #	The organization responsible for the Project.
Task #	Up to five-character value, that represents the work breakdown structure for a Project.
Task Org #	The organization responsible for the Task.
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
Awd #	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, On Hold, or Closed)
Awd Type	The source of funding for that award. Summarizes to the Source segment in the General Ledger.
Awd Org #	The organization responsible for the Award.
Awd Purpose	The function for that award. Summarizes to the Function segment in the General Ledger.
Agency Name	Customer list of values from Accounts Receivable.
Exp Source	The type of Expenditure. Examples: BURDEN, INVOICE, MISC, USAGE
Exp Batch	The journal name of the batch.
Exp Category	Category the Expenditure Type maps. Example: 712410 LABORATORY SUPPLIES maps to SUPPLIES



Exp Type | Combination of Object Code and Name. Example: 712410 LABORATORY SUPPLIES

Dashboard Page Columns (on screen)

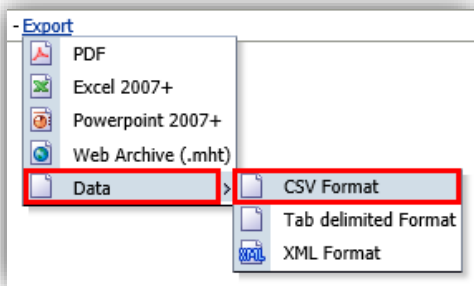
Period, Exp Item Date, Exp PA Date, Proj #, Proj Short Name, Task #, Task Name, Awd #, Awd Short Name, Exp Type, Exp Comment, Exp Cost, Exp Source, Exp Batch, Supplier #, Supplier Name, PO #, INV #, INV Date, INV Desc, INV Comment, Trans ID

Additional Fields Included in Export to CSV

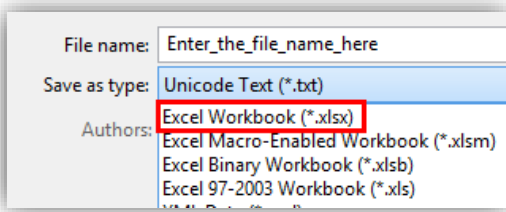
PTA, Proj Org #, Task Org #, Awd Org #, Proj Status, Awd Status, PTA Chargeable, Billable Flag, Billed Flag, Rev Dist Flag, Awd Purpose, Proj Cat - Proj Classification, CIP Master Record # DFF, Awd Cat - Awd Sub Cat, Task Serv Type, INV Line #, Object

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**.
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, spend time formatting the data, 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)**.



WARNING: BY DEFAULT, A CSV FILE IS SAVED AS TEXT ONLY. AS A RESULT, TO SAVE YOUR FORMATTING, YOU MUST RE-SAVE THE CSV FILE WITH A MICROSOFT EXCEL EXTENSION (.XLS*).
