**Analytics Grant Expense Summary Report**

1. Log into **MyOleMiss**
2. Go to the **Employee Section**
3. Go to the **Analytics** section box
4. Select the **GM Departmental** tab
5. Select the gray square next to the desired report to highlight the row and open by selecting the **Launch Report** icon



1. After selecting the Launch Report icon, a new window will open (be sure your browser allows pop-ups)
2. Enter selection criteria in the Input Screen (Grant for entire award or Internal Order for selected portion of award) and select **Submit**.



1. For detailed information, click to highlight a selected row and select the respective details icon (Expense, Commitment, Current Budget) which will open an additional screen at the bottom showing line item details.







NOTES:

* You may choose to copy Analytic reports via the clipboard or download via excel
* MyOleMiss reports are updated nightly and will not reflect the current day’s activity until the following day
* You may sort and subtotal the Grants Summary for Department report by using the drop-down menu in the Input Screen
* The Payroll Details Report is displayed at the individual employee level