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**IMPORTANT NOTES TO USING & REVIEWING YOUR RESULTS** ..... 1

**LOCATE REPORT** ..... 2

**REPORT SETUP - PROMPT PAGE**..... 2

    REPORT FOCUS FILTERS AND CHARTSTRING INCLUSIONS/EXCLUSIONS ..... 2

**REPORT RESULTS** ..... 4

    REPORT FEATURES ..... 4

    DRILL-THROUGH OPTIONS ..... 4

    LAYOUT OVERVIEW..... 5

**EXPORTING YOUR REPORT RESULTS**..... 5

    EMAIL REPORT DIRECTLY ..... 5

**RUN REPORT ERROR** ..... 6

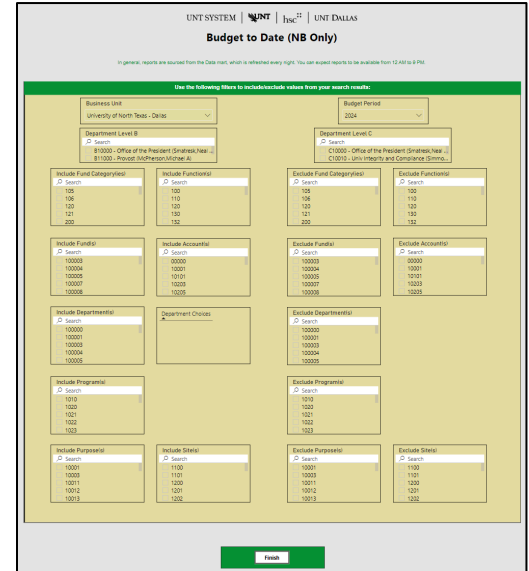
**DRILL-THROUGH MESSAGE OR ERROR** ..... 6

## Important Notes to Using & Reviewing Your Results

- **Notes**
  - **Data Population**  
This report is populated with data from the PS\_Ledger\_KK.
  - **Items without a Budgeted Amount**  
All Actuals will print to the report regardless of the corresponding Budget Account possessing a dollar amount or zero entry.
  - **Actuals**  
Actuals are from approved and posted transactions.

## Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “Budget to Date (NB Only)”.
2. **Login** to Microsoft Power BI to run the report.



## Report Setup- Prompt Pages

### Report Setup - Prompt Page

All initial **Landing Pages** for reports in Microsoft Power BI will appear similar in format. You will have a set of filtering choices based on the source’s available data.

### REPORT FOCUS FILTERS AND CHARTSTRING INCLUSIONS/EXCLUSIONS

1. Select your parameter choices. (No parameters within this report are required).

*Remember that prompts filter your data. By entering values into the prompts you narrow the result sets. Start off by casting a wide net by only using one prompt. You can always rerun the report with additional prompt to narrow the results as needed.*

<i>Business Unit</i>	Default will pull “All Units” or you may use the <b>Dropdown</b> to select one particular unit by which to filter the report. Hover over the top left corner within the filter to clear selections (eraser icon).
<i>Budget Period</i>	The budget year defaults to the current operating year. You can use the dropdown to change the year.
<i>Department Level B/ Department Level C</i>	You can <b>Search</b> by Department Level B or C.
<i>Fund Category</i>	Include/Exclude multiple Fund Cats using checkbox filter.
<i>Fund</i>	Include/Exclude multiple Funds using checkbox filter.
<i>Function</i>	Include/Exclude multiple Functions using checkbox filter.
<i>Department</i>	Include/Exclude multiple Department IDs using checkbox filter. Your selections appear in the choices box.
<i>Account</i>	Include/Exclude multiple Accounts using checkbox filter.

<i>Program</i>	Include/Exclude multiple Programs using the checkbox filter.
<i>Purpose</i>	Include/Exclude multiple Purposes using the checkbox filter.
<i>Site</i>	Include/Exclude multiple Sites using the checkbox filter.

2. When you are satisfied with your choices, **click the Finish Button** to run the report.

*\*If you need to make changes or want to check your filters, you can click the **Back to Prompts** Button at any time to review and click the Finish Button from any point without having to re-enter your information.*

# Report Results

## Report Results

### REPORT FEATURES

- Results are grouped by **Function – Program – Purpose – Site – Account**, indicated by the **Underlined Title Bar**.
- **Positive amounts** will be shown in blue.

Fund	Function	Program	Purpose	Site	Account	Current Budget	Actuals	Pre-Encumbrance	Encumbrance
<u>202 - 830035 - Unrestricted Gifts (Gen)</u>	500				00000 - Non-Budgetary	500.00	0.00	0.00	0.00
<b>202 - 830035 - Unrestricted Gifts (Gen) - Total</b>						<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>202 - 850000 - FAA Recovery Fund</u>					00000 - Non-Budgetary	520,578.19	593,153.40	0.00	0.00
202 - 850000 - FAA Recovery Fund	220				00000 - Non-Budgetary	(563,584.97)	(428,843.04)	0.00	0.00
202 - 850000 - FAA Recovery Fund	550				00000 - Non-Budgetary	1,371,859.55	212,366.46	0.00	0.00
<b>202 - 850000 - FAA Recovery Fund - Total</b>						<b>1,318,252.73</b>	<b>286,589.42</b>	<b>0.00</b>	<b>0.00</b>
<u>303 - 300179 - DepOp/Rest-GTE Foundation</u>					00000 - Non-Budgetary	10,219.60	0.00	0.00	0.00
<b>303 - 300179 - DepOp/Rest-GTE Foundation - Total</b>						<b>10,219.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>303 - 300180 - DepOp/Rest-Tech Upgrade 'B'</u>					00000 - Non-Budgetary	2,517.12	0.00	0.00	0.00
<b>303 - 300180 - DepOp/Rest-Tech Upgrade 'B' - Total</b>						<b>2,517.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>303 - 300181 - DepOp/Rest-SWBel Videocoll</u>					00000 - Non-Budgetary	200.85	0.00	0.00	0.00
<b>303 - 300181 - DepOp/Rest-SWBel Videocoll - Total</b>						<b>200.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>303 - 300181 - DepOp/Rest-SWBel Videocoll</u>					00000 - Non-Budgetary	3,788.13	0.00	0.00	0.00
<b>303 - 300181 - DepOp/Rest-SWBel Videocoll - Total</b>						<b>3,788.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>303 - 340868 - ScholRest-The Pinkerton Fund</u>					00000 - Non-Budgetary	286,147.81	0.00	0.00	0.00
<b>303 - 340868 - ScholRest-The Pinkerton Fund - Total</b>						<b>286,147.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 180000 - Capital Project Fund</u>					00000 - Non-Budgetary	4,500,000.00	0.00	0.00	0.00
<b>701 - 180000 - Capital Project Fund - Total</b>						<b>4,500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 185000 - Commercial Paper</u>					00000 - Non-Budgetary	0.00	58,828.45	0.00	0.00
<b>701 - 185000 - Commercial Paper - Total</b>						<b>0.00</b>	<b>58,828.45</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 185001 - Extendible Commercial Paper</u>					00000 - Non-Budgetary	8,634.84	0.00	0.00	0.00
<b>701 - 185001 - Extendible Commercial Paper - Total</b>						<b>8,634.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 187000 - RFS Bonds Ser '9A'</u>					00000 - Non-Budgetary	594,241.61	0.00	0.00	0.00
<b>701 - 187000 - RFS Bonds Ser '9A' - Total</b>						<b>594,241.61</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 187017 - RFS Bonds Ser '17A'</u>					00000 - Non-Budgetary	4,125,149.26	0.00	0.00	0.00
<b>701 - 187017 - RFS Bonds Ser '17A' - Total</b>						<b>4,125,149.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 188006 - RFS Bonds Ser '9A TRB'</u>					00000 - Non-Budgetary	876,625.00	0.00	0.00	0.00
<b>701 - 188006 - RFS Bonds Ser '9A TRB' - Total</b>						<b>876,625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 188007 - RFS Bonds Ser '99 TRB'</u>					00000 - Non-Budgetary	833,820.43	0.00	0.00	0.00
<b>701 - 188007 - RFS Bonds Ser '99 TRB' - Total</b>						<b>833,820.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<u>701 - 188010 - RFS Bonds Ser '15 TRB'</u>					00000 - Non-Budgetary	10,852,548.30	0.00	0.00	0.00
<b>701 - 188010 - RFS Bonds Ser '15 TRB' - Total</b>						<b>10,852,548.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### DRILL-THROUGH OPTIONS

- **Clicking** on any of the underlined dollar amounts will drill-through to the **"FIN003 – Transaction Detail"** report to view the detailed transactional line that makes up the chosen amount. This is opened within the original report (Budget to Date), so click on **Back** to return to Budget to Date.

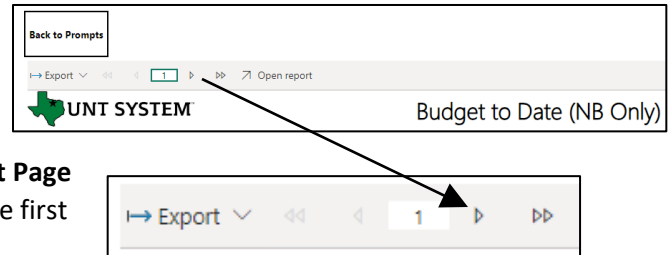
Business Unit	Department	Department Descr	Fund Category	Fund Category Descr	Fund
DL773	530000	Finance & Admin	202	Designated Operating-General	850000
DL773	530000	Finance & Admin	202	Designated Operating-General	850000
DL773	530000	Finance & Admin	202	Designated Operating-General	850000
DL773	530000	Finance & Admin	202	Designated Operating-General	850000

Business Unit	Department	Department Descr	Fund Category	Fund Category Descr	Fund	Fund Descr	Function	Function Descr
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	950	Institutional Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	300	Research Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	220	Research Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	300	Public Service
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	300	Institutional Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	200	Research Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	100	Institutional Support
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	300	Public Service
DL773	530000	Finance & Admin	202	Designated Operating-General	850000	FAA Recovery Fund	100	Institutional Support
<b>Overall Total</b>								

# Report Functionalities

## LAYOUT OVERVIEW

- Report results are typically displayed in an interactive HTML on screen style.
- Based on your selections, if any, the report will only display results that match your initial filtering choices.
- Use the **arrows** to navigate between pages (if any).
- Use the double forward arrow to skip to the last page of **Applied Parameters** where you can review what your filtering choices were on the initial **Prompt Page** selections. Use the double back arrow to return to the first report page.
- If there is an error in your request or no results can be produced, you get a return message showing the parameters you chose that produced these results. (See the [Error Results section](#) below for more information or to troubleshoot.)

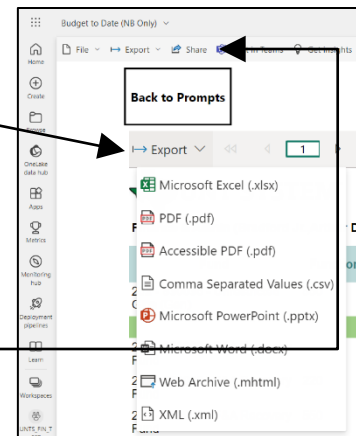


# Exporting Your Report Results

## Exporting Your Report Results

Below the Back to Prompts button on the report results page, you will see options to **Export** your results, as needed.

- XLS
- PDF
- CSV
- PPTX
- DOCX



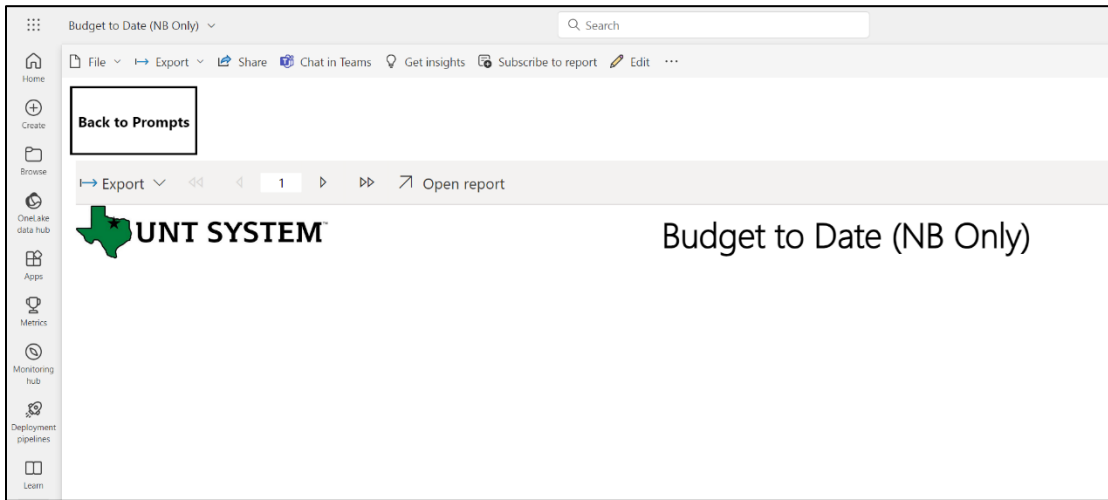
## EMAIL REPORT DIRECTLY

Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.

# Error Results

## Run Report Error

When the requested filters result without a match for data, Power BI displays the following:



If you need to return to the prompts to adjust them, click the **Back to Prompts** button in the top left corner.

# Error Results

## Drill-Through Message or Error

When the requested filters via drill through result without a match for data, Power BI displays the following:

