Important Notes to Using & Reviewing Your Results

- Notes

    o **Data Population**
       This report is populated with data from the PS_Ledger_KK.

    o **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.

    o **Actuals**
   Actuals are from approved and posted transactions.

Locate Report

1. From the Budget & Planning **Reporting Page**, locate "FIN004 - ePro Transaction Detail".

2. **Login** to Microsoft Power BI to run the report.

Report Setup- Prompt Pages

Report Setup - Prompt Pages

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.
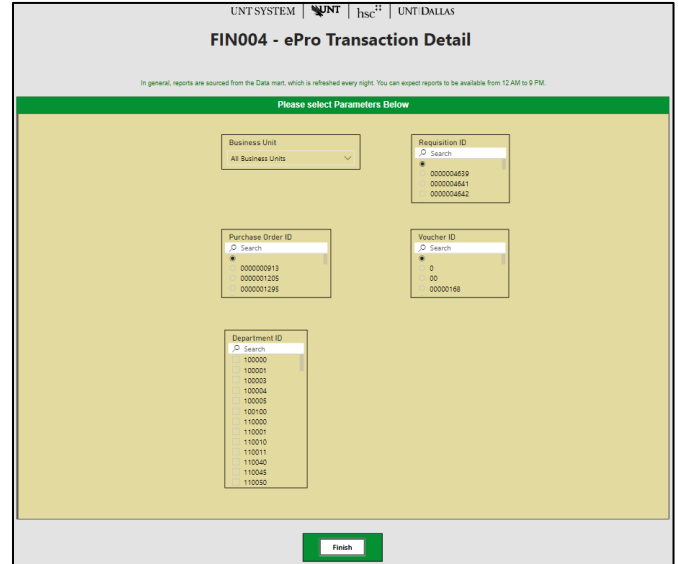
REPORT FOCUS FILTERS / PAGE 1

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

Business Unit	Default will pull "All Units" or you may use the **Dropdown** to select one particular unit by which to filter the report.
Requisition ID	If you have a Requisition ID you would like to filter by, please search here.
Purchase Order ID	If you have a Purchase Order ID you would like to filter by, please search here.
Voucher ID	If you have a Voucher ID you would like to filter by, please search here.
Department	You can **Search** by either the Dept ID, Description, or Manager Name. Your selections appear in the choices box. Hover over the top left corner within the filter to clear selections (eraser icon).

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.*
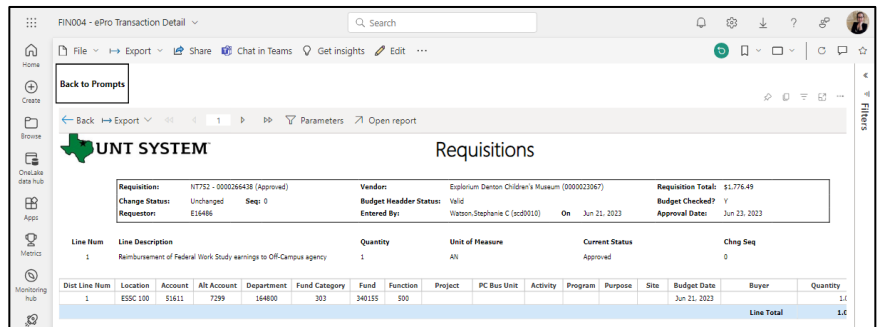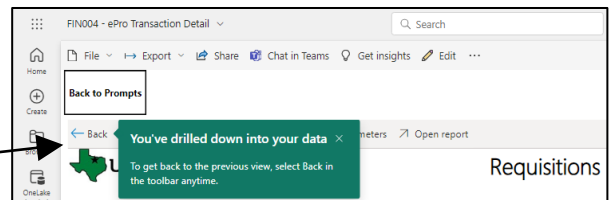
Report Results

Report Results

REPORT FEATURES

- Results are grouped by **Department**, indicated by the **Department Header**. *(includes Business Unit and Budget Year(s) where applicable.)*
- **Requisitions** appear first in the reporting structure grouping, followed by **Purchase Orders** associated, and **Vouchers** paid. Each table is then grouped by Line Number, Account, and Description.
- **Negative amounts** will be shown in red**.**
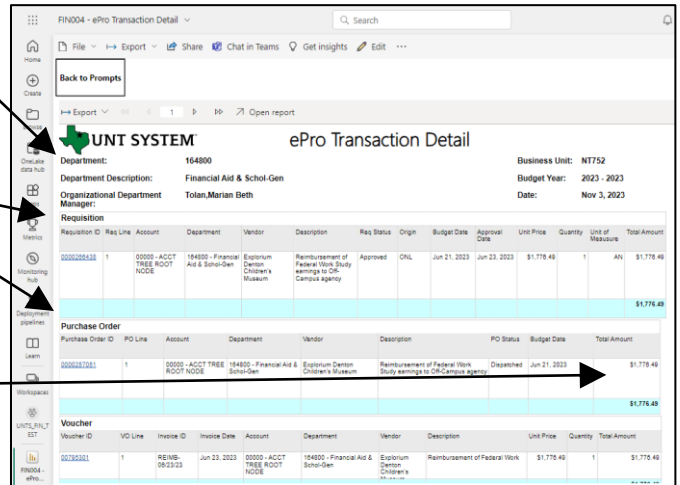
DRILL-THROUGH OPTIONS

- **Clicking** on any of the underlined ID's will drill-through to their respective detail reports. This is opened within the original report (FIN004), so click on **Back** to return to FIN004 – ePro Transaction Detail.
- Requisitions will drill-through to "FIN005 – Requisitions" report.
- Purchase Orders will drill-through to "FIN006 – Purchase Orders" report.
- Vouchers will drill-through to "FIN007 – Vouchers" report.

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.)*
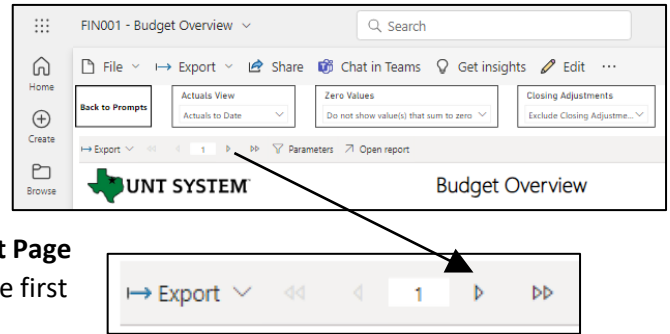
Exporting Your Report Results

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.
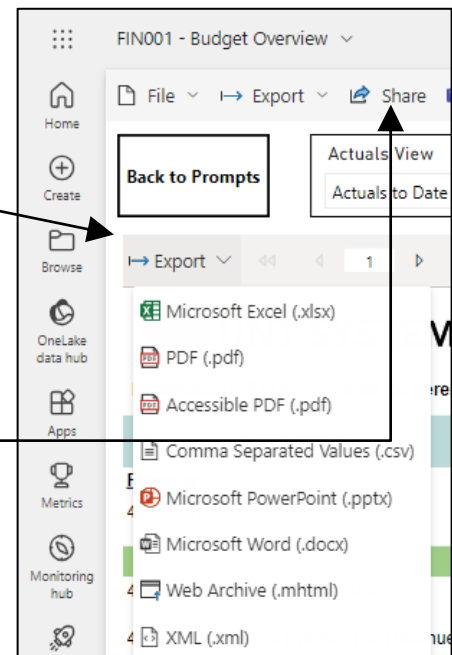
Error Results

RUN REPORT ERROR

When the requested filters result without a match for data, Power BI displays the following:
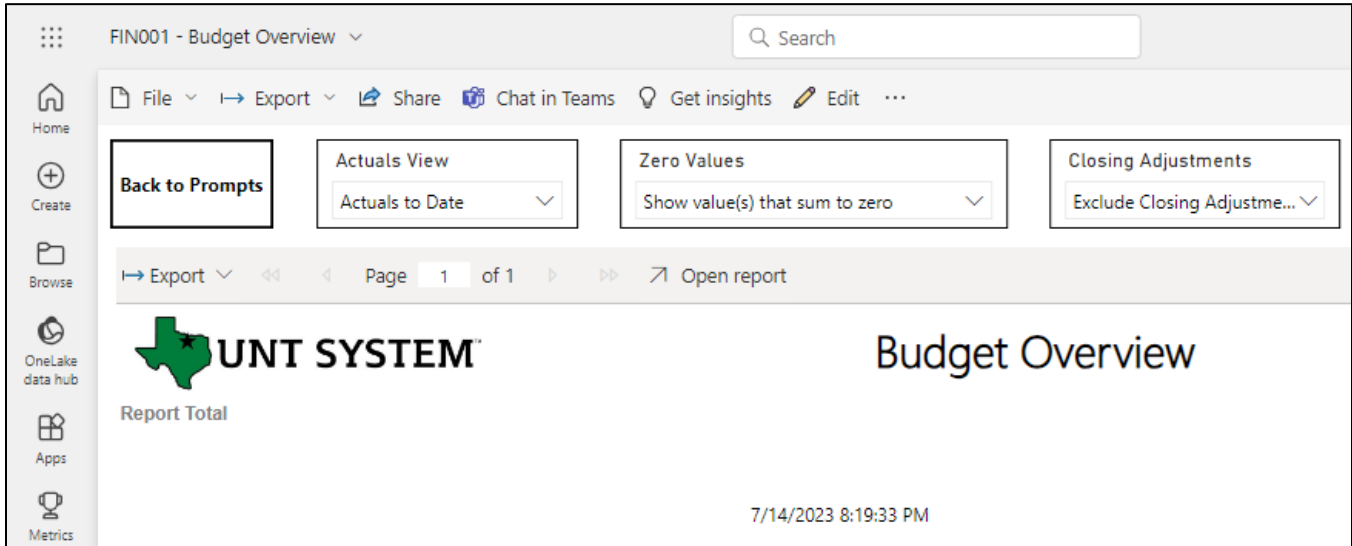
If you need to return to the prompts to adjust them, click the **Back to Prompts** button in the top left corner.

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: