

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

LOCATE REPORT2

REPORT SETUP - PROMPT PAGES.....2

 REPORT FOCUS FILTERS / PAGE 12

 DETAILED FILTERS – CHARTSTRING INCLUSIONS/EXCLUSIONS / PAGE 2.....3

REPORT RESULTS4

 REPORT FEATURES.....4

 DRILL-THROUGH OPTIONS5

 LAYOUT OVERVIEW.....5

EXPORTING YOUR REPORT RESULTS.....6

 EMAIL REPORT DIRECTLY6

 RUN REPORT ERROR6

ERROR RESULTS7

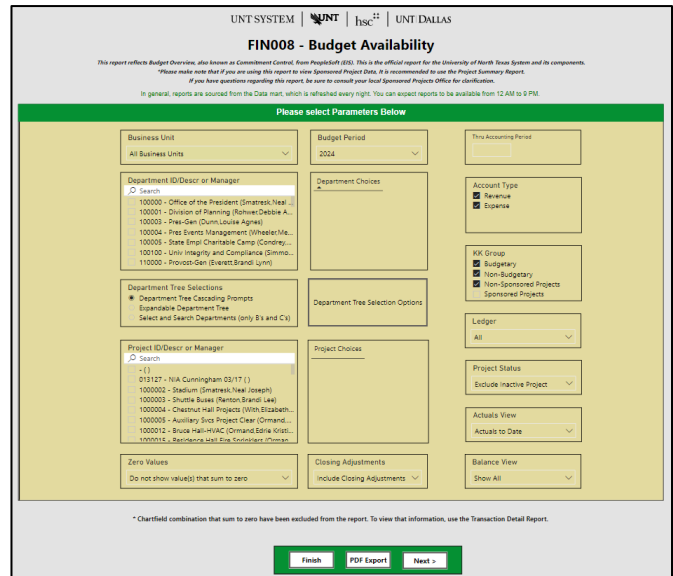
 DRILL-THROUGH MESSAGE OR ERROR.....7

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 “FIN008 - Budget Availability”.
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).

<i>Business Unit</i>	Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.
<i>Budget Period</i>	The budget year defaults to the current operating year. You can use the dropdown to change the year.
<i>Department ID/Descr or Manager</i>	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).
<i>Department Tree Selection Options</i>	You can select a department tree option that meets your needs. Click the button to view the selection’s prompt page.
<i>Project ID/Descr or Manager</i>	You can Search by either the Project ID, Description, or Project Manager. Your selections appear in the choices box. Hover over the top left corner within the filter to clear selections (eraser icon).
<i>Zero Values</i>	Default will not show value(s) that sum to zero. You may use the dropdown to select the “Show value(s) that sum to zero” option.
<i>Closing Adjustments</i>	Default excludes closing adjustments. If viewing a previous year, use the dropdown to select the “Include Closing Adjustments” option to view data prior to year-end budget close actions.

<i>Thru Accounting Period</i>	This will allow data retrieval thru a particular period entered. Hover over the top left corner within the filter to clear selections (eraser icon).
<i>Account Type</i>	Default checked will allow for both. Otherwise, choose to limit the report results to Revenue or Expense by checking the appropriate boxes.
<i>KK Group</i>	Default to include Budgetary, Non-Budgetary, and Non-Sponsored Projects. Otherwise, choose to limit it to Budget Group type using the checkboxes.
<i>Ledger</i>	Default will not narrow selections, unless selected here.
<i>Project Status</i>	Default to “Exclude Inactive Projects” but you may use the dropdown to view all Active and Inactive Projects.
<i>Actual View</i>	Default to “Actuals to Date” but you may use the dropdown to view “Actuals by Period” for a monthly breakdown.
<i>Balance View</i>	Default to “Show All” but you may use the dropdown to select the “Show Only Balance Deficits” option.

- If you are satisfied with your choices and do not need to engage Detailed Filters, click the **Finish Button**. Otherwise, to run by other FoaPs elements, click the **Next Button**.

DETAILED FILTERS – CHARTSTRING INCLUSIONS/EXCLUSIONS / PAGE 2

- Select your parameter choices.

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>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>	If you chose Department(s) on the first page, they will automatically appear in the choices box to the right of the prompt. You can add to your initial selection here.

Account	Include/Exclude multiple Accounts using checkbox filter.
Project	If you chose Project(s) on the first page, they will automatically appear in the choices box to the right of the prompt. You can add to your initial selection here.
PC Business Unit	Include PC Business Unit relating to projects here. If using a PCBU, only one may be filtered for at a time.
Activity	Include/Exclude multiple Activities using the checkbox filter.
Program	Include/Exclude multiple Programs using the checkbox filter.
Purpose	Include/Exclude multiple Purposes using the checkbox filter.
Site	Include/Exclude multiple Sites using the checkbox filter.

4. 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 **Project – Department – Fund Cat – Fund**, indicated by the **Underlined Title Bar**.
- **Fiscal Budget items** appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- **Negative amounts** will be shown in red.
- The prompt dropdowns at the top are applied to the report. If you alter these default values, click on **Apply Changes**.

UNT SYSTEM Budget Availability					
Department: 162000 - Auxiliary Services Gen (Armitage,David Deard) (N7782) Fund Category: 100 - Auxiliary Gen					
	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue					
C4200 - Food Service and Dining	218,000.00	17,351.98	0.00	0.00	(200,648.02)
C4220 - Rentals	750,000.00	85,131.00	0.00	0.00	(664,869.00)
C6000 - Internal Charge Income	480,000.00	0.00	0.00	0.00	(480,000.00)
Revenue - Total	1,448,000.00	102,482.98	0.00	0.00	(1,345,517.02)
Expense					
00000 - Non-Personnel Costs	508,000.00	95,412.87	205,512.29	0.00	207,074.84
00000 - Other Expenses	890,000.00	897,246.12	209,421.29	0.00	(296,667.39)
Expense - Total	1,408,000.00	1,792,658.99	414,933.58	0.00	(1,805,592.57)
Net Total	(4,000.00)	(790,176.01)	414,933.58	0.00	(1,002,092.43)

Exporting Your Report Results

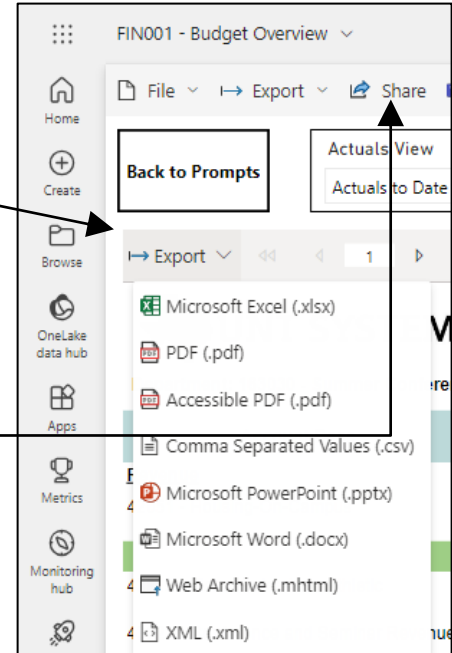
Exporting Your Report Results

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

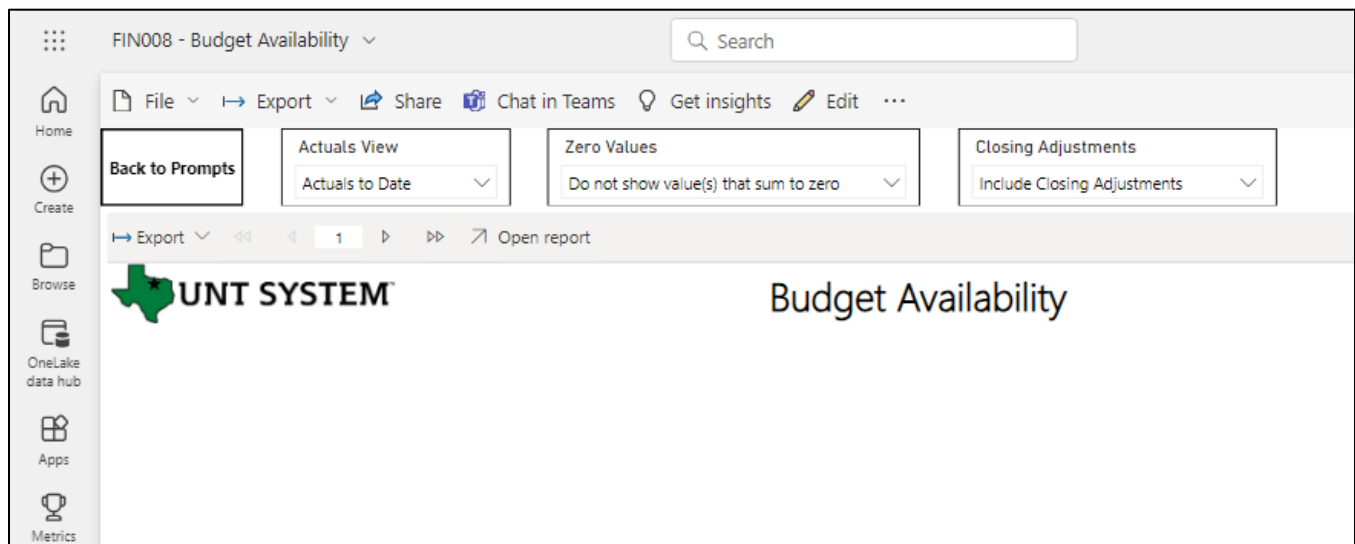
Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.



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:

