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## Important Notes to Using & Reviewing Your Results

- **Notes**
  - **Data Population**  
This report is populated with Pre 9.2 (PS\_ Ledger\_KK) data and PS\_KK\_Activity\_Log transactions.
  - **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.

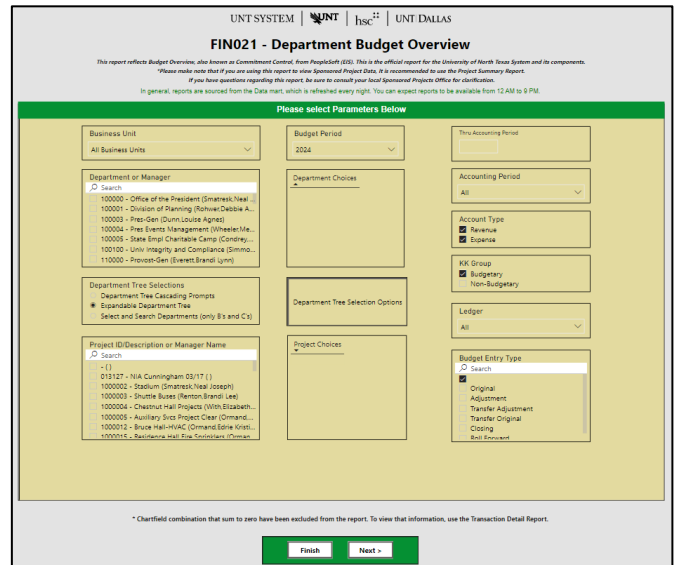
## Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “FIN021 - Department Budget Overview”.
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 <b>Dropdown</b> 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 <b>Search</b> 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 <b>Search</b> 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>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 <b>checked</b> will allow for both. Otherwise, choose to <b>limit</b> the report results to Revenue or Expense by <b>checking</b> the appropriate boxes.

<i>KK Group</i>	Default to include Budgetary, Non-Budgetary, and Non-Sponsored Projects. Otherwise, choose to <b>limit</b> it to Budget Group type using the checkboxes.
<i>Ledger</i>	Default will not narrow selections, unless selected here.
<i>Budget Entry Type</i>	Default to “All”, otherwise choose to <b>limit</b> the report results to Budget Entry Type(s) by <b>checking</b> the appropriate boxes.

- 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.
<i>Account</i>	Include/Exclude multiple Accounts using checkbox filter.
<i>Project</i>	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.
<i>PC Business Unit</i>	Include PC Business Unit relating to projects here. If using a PCBU, <b>only one</b> may be filtered for at a time.
<i>Activity</i>	Include/Exclude multiple Activities using the checkbox filter.
<i>Program</i>	Include/Exclude multiple Programs using the checkbox filter.
<i>Purpose</i>	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

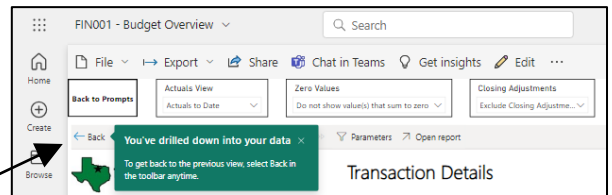
### REPORT FEATURES

- Results are grouped by **Department – Account Type – Account**, 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.

Account	Account Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
40009	Tut-U/G-Board Des-Res	2,594,696	1,240,069	0	0	(1,354,627)
40011	Tut-U/G-Board Des-Non Res	241,344	55,082	0	0	(186,262)
40029	Tut-U/G-Save and Soar	273,673	149,817	0	0	(123,856)
40601	Instr Fee-U/G	4,353,750	2,193,916	0	0	(2,159,834)
40605	Instr Fee-Grad	181,402	73,827	0	0	(107,575)
40604	Waiver-Contra	0	(630)	0	0	(630)
	Revenue - Total	7,743,870	3,858,081	0	0	(3,885,789)
<b>Expense</b>						
D5010	Salaries-Faculty/Academic	269,669	0	0	0	269,669
D5012	Salaries-Faculty/Acad-PartTime	3,463,305	0	0	0	3,463,305
D5014	Salaries -Staff	0	238	5,501	0	(5,263)

### 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 (FIN021), so click on **Back** to return to FIN021 – Department Budget Overview.

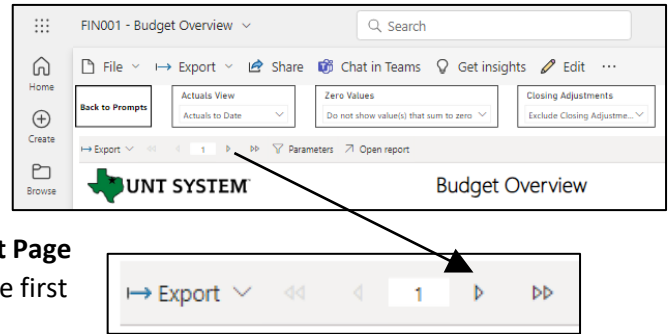


Business Unit	Department	Department Desc	Fund Category	Fund Category Desc	Fund	Fund Desc	Function	Function Desc
NT752	124000	College of Science - Gen	200	Designated Operating-Managed	830001	Designated Tuition	400	Academic Support
NT752	124000	College of Science - Gen	200	Designated Operating-Managed	830001	Designated Tuition	400	Academic Support
NT752	124000	College of Science - Gen	200	Designated Operating-Managed	830001	Designated Tuition	400	Academic Support
NT752	124000	College of Science - Gen	200	Designated Operating-Managed	830001	Designated Tuition	400	Academic Support
NT752	124000	College of Science - Gen	200	Designated Operating-Managed	830001	Designated Tuition	400	Academic Support
Overall Total								

# 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

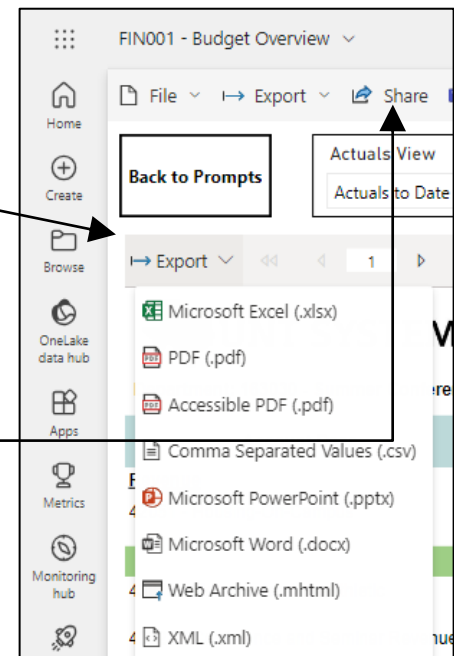
## Exporting Your Report Results

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

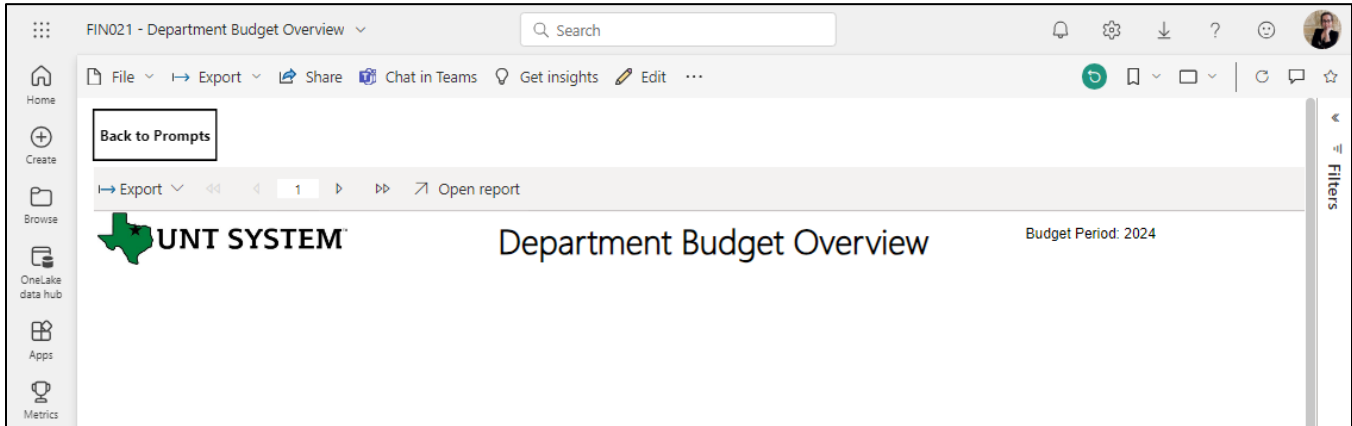
Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.



# 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:

