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 Post & Pending**
    Actuals are shown both from approved and posted stated as well as a separated amount for those that are pending against the same account.
  - **Budgetary & Non-Budgetary Default**
    By Default, this report only displays standard budget items. Both types of Projects are therefore filtered out of this report if left to the default selection.
Locate Report

1. From the Budget & Planning Reporting Page, locate “FIN015 - Department Summary”.

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

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).

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Default will pull “All Units” or you may use the Dropdown to select one particular unit by which to filter the report.</td>
</tr>
<tr>
<td>Budget Period</td>
<td>The budget year defaults to the current operating year. You can use the dropdown to change the year.</td>
</tr>
<tr>
<td>Department ID/Descr or Manager</td>
<td>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).</td>
</tr>
<tr>
<td>Project ID/Descr or Manager</td>
<td>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).</td>
</tr>
<tr>
<td>Account Type</td>
<td>Default checked will allow for both. Otherwise, choose to limit the report results to Revenue or Expense by checking the appropriate boxes.</td>
</tr>
<tr>
<td>KK Group</td>
<td>Default to include Budgetary, Non-Budgetary, and Non-Sponsored Projects. Otherwise, choose to limit it to Budget Group type using the checkboxes.</td>
</tr>
<tr>
<td>Ledger</td>
<td>Default will not narrow selections, unless selected here.</td>
</tr>
</tbody>
</table>
2. 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**

3. 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.*

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Category</td>
<td>Include/Exclude multiple Fund Cats using checkbox filter.</td>
</tr>
<tr>
<td>Fund</td>
<td>Include/Exclude multiple Funds using checkbox filter.</td>
</tr>
<tr>
<td>Function</td>
<td>Include/Exclude multiple Functions using checkbox filter.</td>
</tr>
<tr>
<td>Department</td>
<td>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.</td>
</tr>
<tr>
<td>Account</td>
<td>Include/Exclude multiple Accounts using checkbox filter.</td>
</tr>
<tr>
<td>Project</td>
<td>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.</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>Include PC Business Unit relating to projects here. If using a PCBU, only one may be filtered for at a time.</td>
</tr>
<tr>
<td>Activity</td>
<td>Include/Exclude multiple Activities using the checkbox filter.</td>
</tr>
<tr>
<td>Program</td>
<td>Include/Exclude multiple Programs using the checkbox filter.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Include/Exclude multiple Purposes using the checkbox filter.</td>
</tr>
<tr>
<td>Site</td>
<td>Include/Exclude multiple Sites using the checkbox filter.</td>
</tr>
</tbody>
</table>

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

• If running the report with multiple departments, consolidated summary pages are shown, indicated by title All Departments from Report, prior to individual department breakdowns.

• Results are grouped by Department – Account, indicated by the Underlined Title Bar.

• Fiscal Budget items appear first in the reporting structure groupings.

• Budget Accounts will duplicate IF the budget for that account is spread across more than one Function and/or Account combination.

• Negative amounts will be shown in red.

• Individual department breakdowns include grouping by KK Account Rollups I and II.

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 (FIN015), so click on Back to return to FIN015 – Department Summary.
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: