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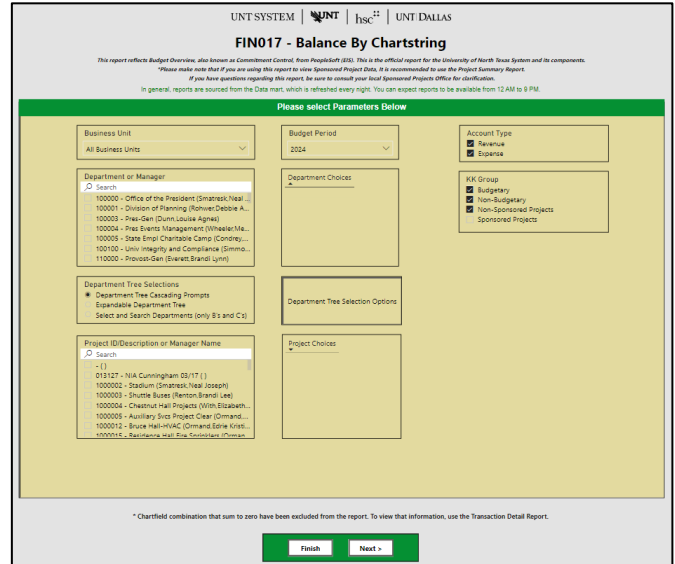
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Important Notes to Using & Reviewing Your Results

- **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 “FIN017 - Balance by Chartstring”.
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>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.

- 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, only one 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.
<i>Site</i>	Include/Exclude multiple Sites using the checkbox filter.

- 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

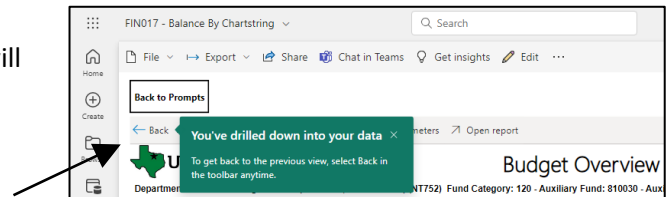
REPORT FEATURES

- Results are grouped by **Department – Project – Fund Cat – Fund**.
- **Fiscal Budget** items appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- **Negative amounts** will be shown in red.

Business Unit	Dept Level	Department	Department Desc	Fund Category	Fund Category Desc	Fund	Fund Desc
NT752	C16370	163700	Dining Services	120	Auxiliary	810030	Auxiliary-Dining
NT752	C16370	163700	Dining Services	120	Auxiliary	810030	Auxiliary-Dining
NT752	C16370	163700	Dining Services	120	Auxiliary	810030	Auxiliary-Dining
NT752	C16370	163700	Dining Services	120	Auxiliary	810030	Auxiliary-Dining
NT752	C16370	163700	Dining Services	120	Auxiliary	810030	Auxiliary-Dining
NT752	C16370	163700	Dining Services	202	Designated Operating-General	830025	Unrestricted Gifts (Gen)
NT752	C16370	163700	Dining Services	303	Restr Expensible	300003	DepCap/Restr-General Gifts
NT752	C16370	163700	Dining Services	202	Designated Operating-General	830025	Unrestricted Gifts (Gen)

DRILL-THROUGH OPTIONS

- **Clicking** on any of the underlined dollar amounts will drill-through to the “**FIN001 – Budget Overview**” report. This is opened within the original report (FIN017), so click on **Back** to return to FIN017 – Balance by Chartstring.

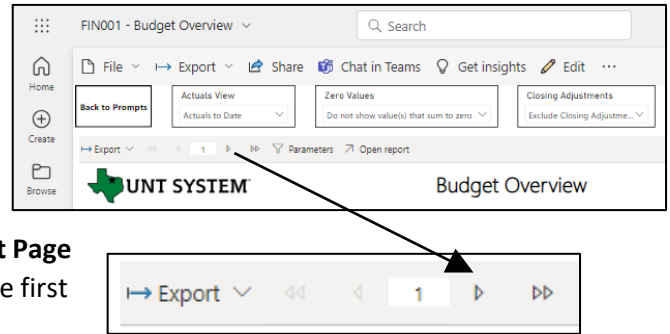


Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
42002 - Food Svc-Retail	700 - Auxiliary Enterprises	3,500.00	28,074.35	0.00	0.00	22,574.35
42003 - Food Svc-Cafeteria	700 - Auxiliary Enterprises	300,000.00	0.00	0.00	0.00	(300,000.00)
C4200 - Food Service and Dining		303,500.00	28,074.35	0.00	0.00	(277,425.65)
60049 - I/C Food Svc-Meal Plan-Inc	700 - Auxiliary Enterprises	362,000.00	0.00	0.00	0.00	(362,000.00)
C6000 - Internal Charge Income		362,000.00	0.00	0.00	0.00	(362,000.00)
Revenue - Total		665,500.00	28,074.35	0.00	0.00	(638,425.65)
Expense						
D5014 - Salaries-Staff	700 - Auxiliary Enterprises	1,084,032.34	82,385.96	940,783.63	88,129.69	(7,266.94)
D5031 - Wages	700 - Auxiliary Enterprises	171,776.24	12,992.83	0.00	0.00	158,783.41
D5040 - Supplemental Pay	700 - Auxiliary Enterprises	11,400.00	6,962.14	11,110.00	0.00	(6,672.14)
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	279,470.15	21,363.73	242,590.24	0.00	15,516.18
B5001 - Personnel Costs		1,546,678.73	123,704.66	1,194,483.87	88,129.69	160,360.51

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

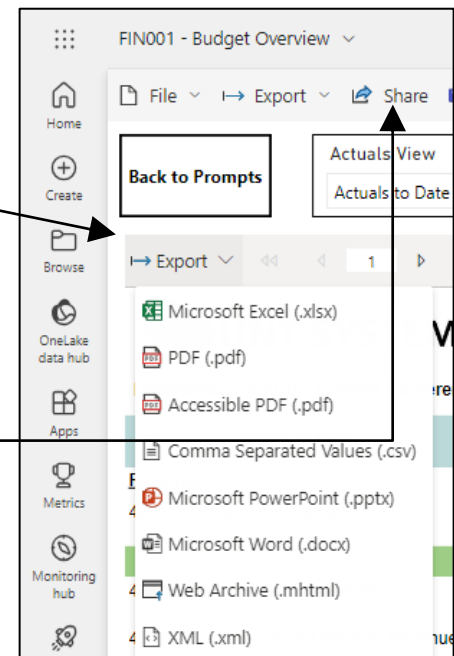
Exporting Your Report Results

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

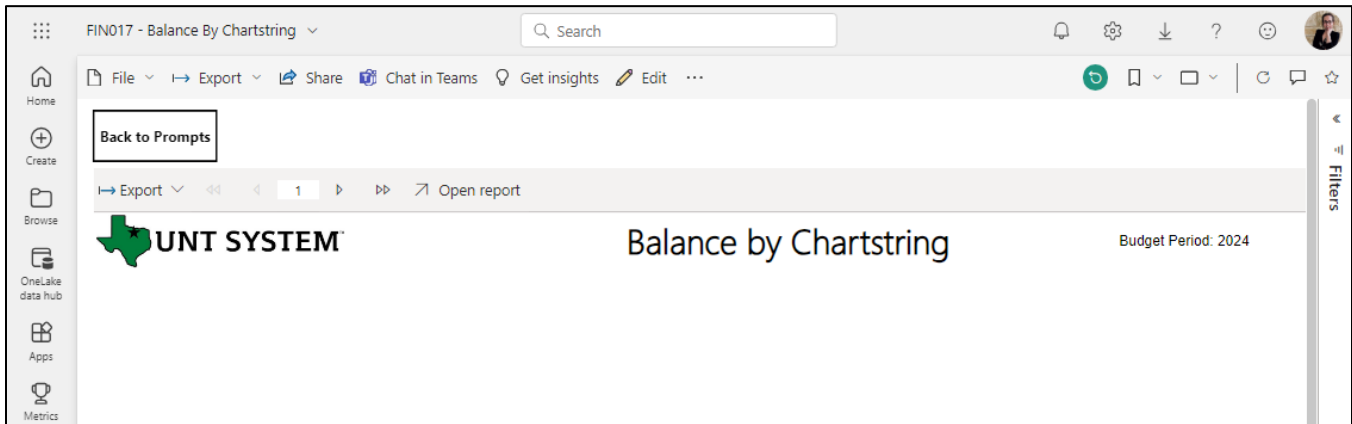
Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.



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:

