UNT|SYSTEM

Important Notes to Using & Reviewing Your Results

- Notes

  o **Data Population**
  This report is populated with data from PS_Voucher and relating tables.

  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 "P2P003 - Vouchers Summary Report".

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.
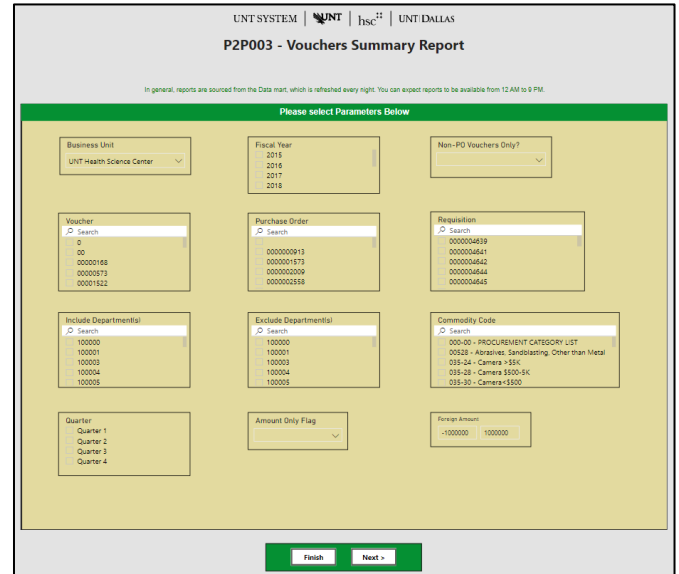
REPORT FOCUS FILTERS / PAGE 1

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.
Fiscal Year	Default will not narrow selections, unless selected here.
Non-PO Vouchers Only?	Default will not narrow selections, unless selected here.
Voucher	You can **Search** by Voucher ID(s) using checkbox filter.
Purchase Order	You can **Search** by Purchase Order ID(s) using checkbox filter.
Requisition	You can **Search** by Requisition ID(s) using checkbox filter.
Include Department(s)	You can narrow results by including Dept ID(s). Hover over the top left corner within the filter to clear selections (eraser icon).
Exclude Department(s)	You can narrow results by excluding Dept ID(s). Hover over the top left corner within the filter to clear selections (eraser icon).
Commodity Code	You can **Search** by Commodity Code. Hover over the top left corner within the filter to clear selections (eraser icon).
Quarter	Default will not narrow selections, unless selected here.

Amount Only Flag	Default will not narrow selections, unless selected here.
Foreign Amount	Default to each extremity, this prompt allows up to 7 characters in 1-digit increments if you are searching for a specific transaction.

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 – ADDITIONAL 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.

Vendor	You can **Search** by Vendor ID or Name using checkbox filter.
Requestor	You can **Search** by Requestor ID or Name using checkbox filter.
Budget Header Status (Include)	Default will not narrow selections, unless selected here.
Budget Header Status (Exclude)	Default will not narrow selections, unless selected here.

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.*

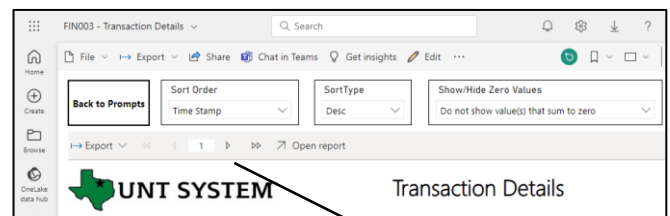# Report Results

Report Results

REPORT FEATURES

- Results are sorted by **Voucher**.
- **Distinct Voucher, Purchase Order, Requisition, and Invoice Counts** appear in the first subtotal row, despite the number of lines on a Voucher, Purchase Order, or Requisition.
- The Total Encumbrance, Liquidated, and Remaining Encumbrance totals appear in the second subtotal row.

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.
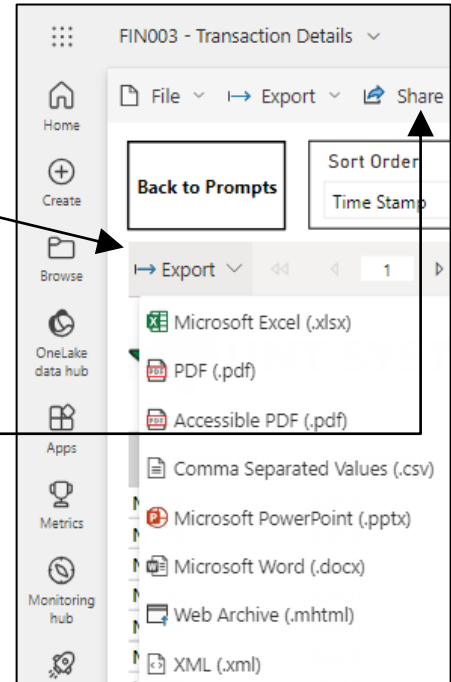
Error Results

RUN REPORT ERROR

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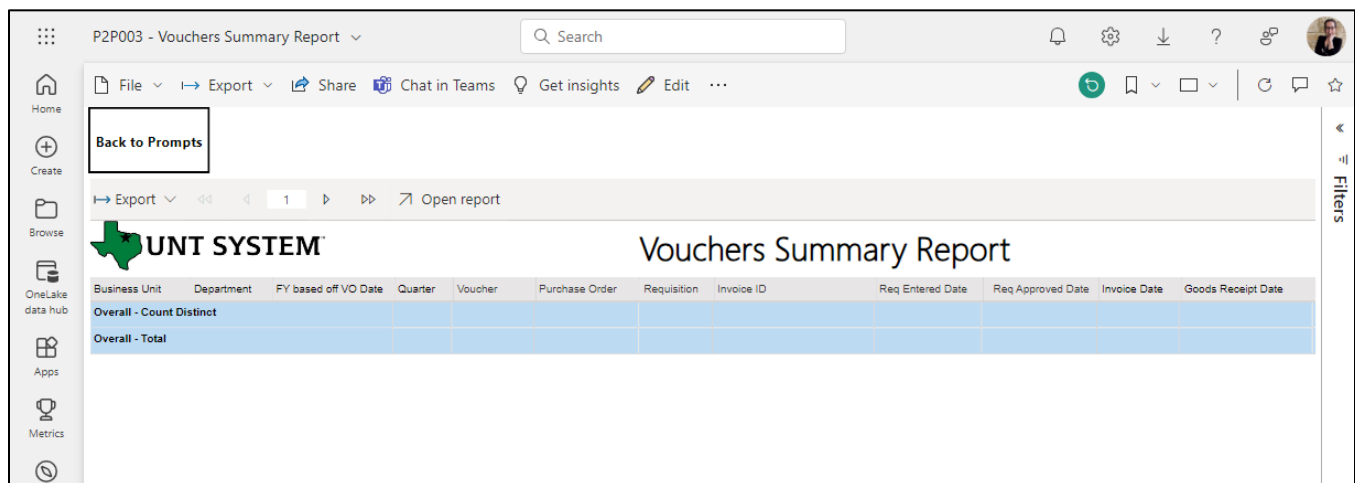
If you need to return to the prompts to adjust them, click the **Back to Prompts** button in the top left corner.