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## 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.

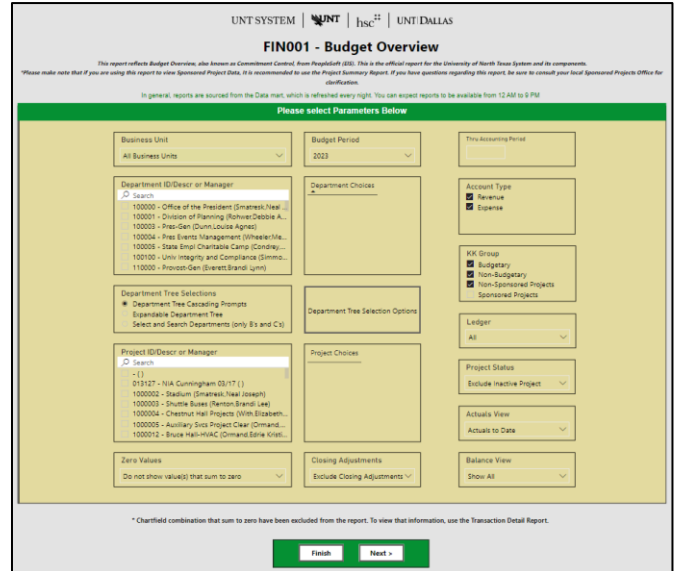
## Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “FIN001 - 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>Zero Values</i>	Default will not show value(s) that sum to zero. You may use the <b>dropdown</b> 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 <b>dropdown</b> 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 <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>Project Status</i>	Default to “Exclude Inactive Projects” but you may use the <b>dropdown</b> to view all Active and Inactive Projects.
<i>Actual View</i>	Default to “Actuals to Date” but you may use the <b>dropdown</b> to view “Actuals by Period” for a monthly breakdown.
<i>Balance View</i>	Default to “Show All” but you may use the <b>dropdown</b> 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.

<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.
<i>Site</i>	Include/Exclude multiple Sites using the checkbox filter.
<i>KK Rollup1 (Ex: C-Level)</i>	If you'd like to filter for a range of account by its C-Level Account Rollup, <b>enter</b> here (Ex: C5251 – Travel)

- If you are satisfied with your choices and do not need to additional Filters, click the **Finish Button**. Otherwise, to view additional filters, click the **Next Button**.

DETAILED FILTERS – ADDITIONAL INCLUSIONS/EXCLUSIONS / PAGE 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.*

<i>Include Fund Level A/B</i>	Include/Exclude multiple Fund Levels using the checkbox filter.
<i>Account Type L2</i>	Further limit Account Type using the L2 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

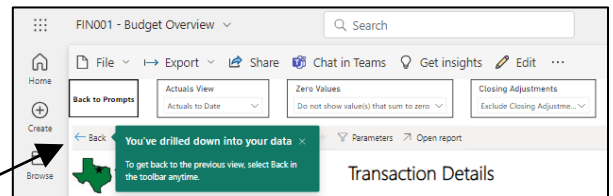
### REPORT FEATURES

- Results are grouped by **Project – Department – Fund Cat – Fund**, indicated by the **Underlined Title Bar**. (When applicable, Program, Purpose and/or Site as well.)
- **Fiscal Budget items** appear first in the reporting structure groupings. Departmental contributions to particular **Projects** appear next.
- **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.
- The prompt dropdowns at the top are applied to the report. If you alter these default values, click on **Apply Changes**.

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
45051 - Housing On-Campus	700 - Auxiliary Enterprises	0.00	28,736.00	0.00	0.00	28,736.00
		<b>C4205 - Housing</b>	<b>0.00</b>	<b>28,736.00</b>	<b>0.00</b>	<b>28,736.00</b>
43823 - Conference and Seminar Revenue	700 - Auxiliary Enterprises	25,000.00	0.00	0.00	0.00	(25,000.00)
		<b>C4205 - Other Sale of Goods and Svcs</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(25,000.00)</b>
45011 - Commission Revenue	700 - Auxiliary Enterprises	0.00	582.65	0.00	0.00	582.65
		<b>C4650 - Other Operating Revenue</b>	<b>0.00</b>	<b>582.65</b>	<b>0.00</b>	<b>582.65</b>
60145 - VC Rentals Space Inc	700 - Auxiliary Enterprises	200.00	0.00	0.00	0.00	(200.00)
60148 - VC Housing Room Charges Inc	700 - Auxiliary Enterprises	3,000.00	0.00	0.00	0.00	(3,000.00)
60157 - VC Conference Inc	700 - Auxiliary Enterprises	643,200.00	0.00	0.00	0.00	(643,200.00)
		<b>C6000 - Internal Charge Income</b>	<b>643,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(643,200.00)</b>
<b>Revenue - Total</b>		<b>672,440.00</b>	<b>27,638.65</b>	<b>0.00</b>	<b>0.00</b>	<b>(644,801.35)</b>
<b>Expenses</b>						
05014 - Salaries - Staff	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
05031 - Wages	700 - Auxiliary Enterprises	190,000.00	593.00	0.00	0.00	189,407.00
05050 - Payroll Related Costs	700 - Auxiliary Enterprises	15,600.00	0.00	0.00	0.00	15,600.00
		<b>B5001 - Personnel Costs</b>	<b>213,600.00</b>	<b>593.00</b>	<b>0.00</b>	<b>(214,193.00)</b>
05051 - Professional Fees & Svcs	700 - Auxiliary Enterprises	4,000.00	0.00	0.00	0.00	4,000.00
05031 - Materials & Supplies Exp	700 - Auxiliary Enterprises	5,000.00	0.00	0.00	0.00	5,000.00
05031 - Communication & Utilities	700 - Auxiliary Enterprises	1,000.00	0.00	0.00	0.00	1,000.00
05300 - Repairs and Maintenance	700 - Auxiliary Enterprises	20,000.00	11.85	0.00	0.00	19,988.15
05300 - Rental Exp-Non Cap	700 - Auxiliary Enterprises	50,000.00	0.00	0.00	0.00	50,000.00
05371 - Printing/Reproduction	700 - Auxiliary Enterprises	18,000.00	0.00	0.00	0.00	18,000.00
05001 - Other Operating Exp	700 - Auxiliary Enterprises	38,000.00	0.00	0.00	0.00	38,000.00
		<b>B5002 - Non-Personnel Costs</b>	<b>118,310.85</b>	<b>11.85</b>	<b>0.00</b>	<b>(118,322.70)</b>
07001 - Transfer Expense	700 - Auxiliary Enterprises	43,750.00	23,330.00	0.00	0.00	20,420.00
		<b>B7001 - Transfer Expense</b>	<b>23,330.00</b>	<b>23,330.00</b>	<b>0.00</b>	<b>(0.00)</b>
<b>Expense - Total</b>		<b>454,660.85</b>	<b>24,361.85</b>	<b>0.00</b>	<b>0.00</b>	<b>(430,300.00)</b>
<b>Net Total</b>		<b>(122,220.85)</b>	<b>3,335.81</b>	<b>0.00</b>	<b>0.00</b>	<b>(125,556.04)</b>
Report Total		(127,225.81)	3,335.81	0.00	0.00	(130,889.52)

### DRILL-THROUGH OPTIONS

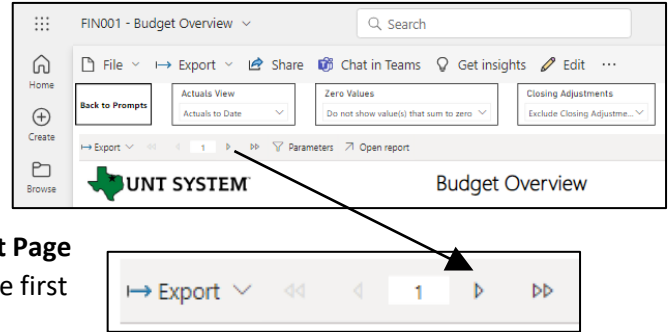
- **Clicking** on any of the underlined dollar amounts will drill-through to the “**FIN003 – Transaction Detail**” report to view the detailed transactional line that makes up the chosen amount. This is opened within the original report (FIN001), so click on **Back** to return to FIN001 – Budget Overview.



# 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

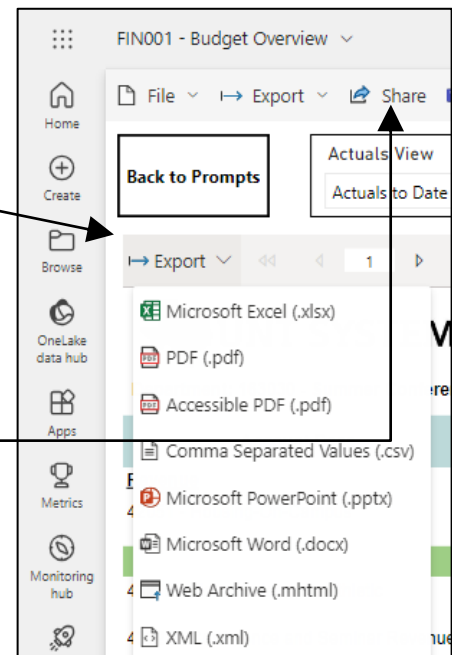
## Exporting Your Report Results

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

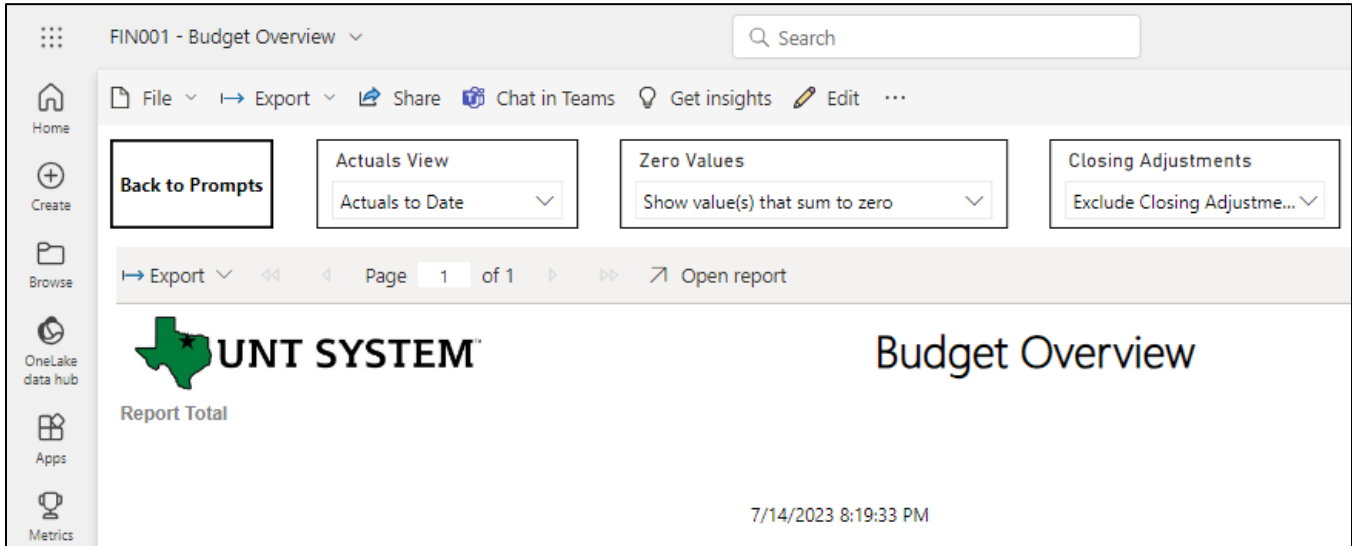
Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.



# 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:

