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 "FIN003 - Transaction Details".

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.
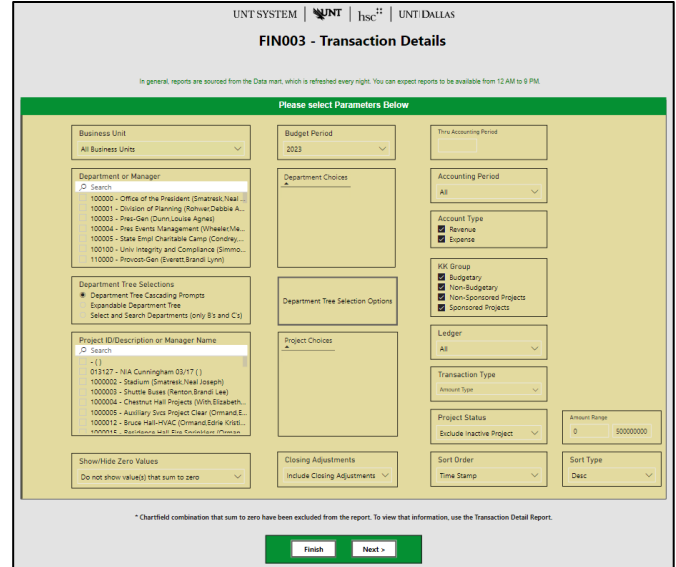
REPORT FOCUS FILTERS / PAGE 1

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.
Budget Period	The budget year defaults to the current operating year. You can use the dropdown to change the year.
Department ID/Descr or Manager	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).
Department Tree Selection Options	You can select a department tree option that meets your needs. Click the button to view the selection's prompt page.
Project ID/Descr or Manager	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).
Zero Values	Default will not show value(s) that sum to zero. You may use the **dropdown** to select the "Show value(s) that sum to zero" option.
Closing Adjustments	Default excludes closing adjustments. If viewing a previous year, use the **dropdown** to select the "Include Closing Adjustments" option to view data prior to year-end budget close actions.

Thru Accounting Period	This will allow data retrieval thru a particular period entered. Hover over the top left corner within the filter to clear selections (eraser icon).
Account Type	Default **checked** will allow for both. Otherwise, choose to **limit** the report results to Revenue or Expense by **checking** the appropriate boxes.
KK Group	Default to include Budgetary, Non-Budgetary, and Non-Sponsored Projects. Otherwise, choose to **limit** it to Budget Group type using the checkboxes.
Ledger	Default will not narrow selections, unless selected here.
Transaction Type	The dropdown allows for filtering by a single Amount Type.
Project Status	Default to "Exclude Inactive Projects" but you may use the **dropdown** to view all Active and Inactive Projects.
Sort Order/Type	Use the **dropdown** to choose a column to sort by. You can also choose between ascending sort order or descending sort order.
Amount Range	Default to each extremity, this prompt allows up to 9 characters in 10-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 – 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.

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

4. 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

5. 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.

Wildcard Prompts	The following prompts will return items "like" the text entered here. (Requisition/Purchase Order/Voucher/Invoice/Journal ID/Journal Line Reference/Journal Line Description). Partial values are accepted using the '?' character (i.e. CAPC??????)
Document Type	The dropdown allows for filtering by multiple Document Type(s).
Source	The dropdown allows for filtering by a single Source Type.
Vendor	You can **Search** by either the Vendor ID or Name. Hover over the top left corner within the filter to clear selections (eraser icon).
Budget Entry Type	The dropdown allows for filtering by a single Budget Entry Type.
Account Type L2	Further limit Account Type using the L2 filter.

GL Accounts	Include multiple GL Accounts using checkbox filter.
KK Rollup1 (Ex: C-Level)	If you'd like to filter for a range of account by its C-Level Account Rollup, **enter** here (Ex: C5251 – Travel)
KK Rollup2 (Ex: D-Level)	If you'd like to filter for a range of account by its D-Level Account Rollup, **enter** here (Ex: D5251 – Travel)
Fiscal Year	Include multiple Fiscal Years using checkbox filter.
Fiscal Year ≠ Budget Period	If you'd like to filter to rows that do/do not share the same Fiscal Year and Budget Period, use the dropdown to apply.

6. 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 only by **Business Unit**.
- In the **Detailed View** the Transaction Details will list out with the corresponding Chartstring Descriptions and Employee Email where applicable.
- The **Condensed View** drops the extra fields for a focused view of strings and pertinent information associated with the string.
- The prompt dropdowns at the top are applied to the report. If you alter these default values, click on **Apply Changes**.

DRILL-THROUGH OPTIONS

- Coming soon…

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.)*
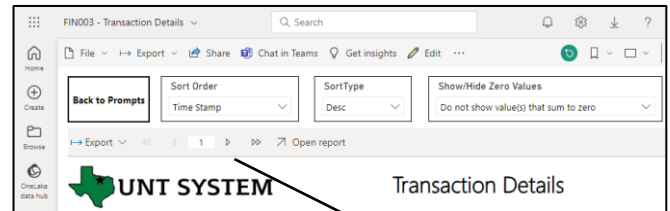
Exporting Your Report Results

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.
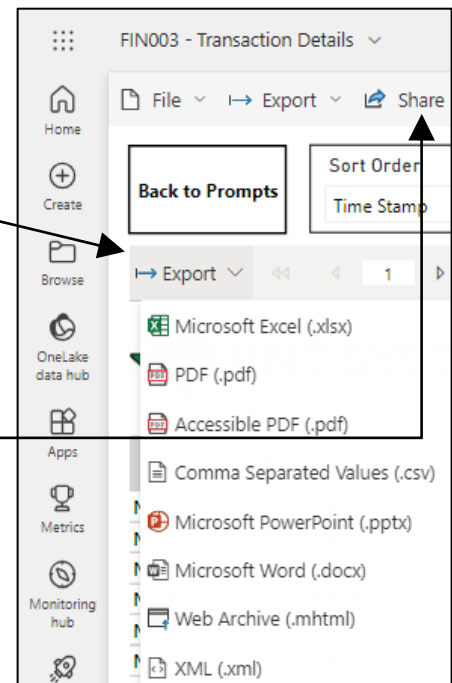
Error Results

RUN REPORT ERROR

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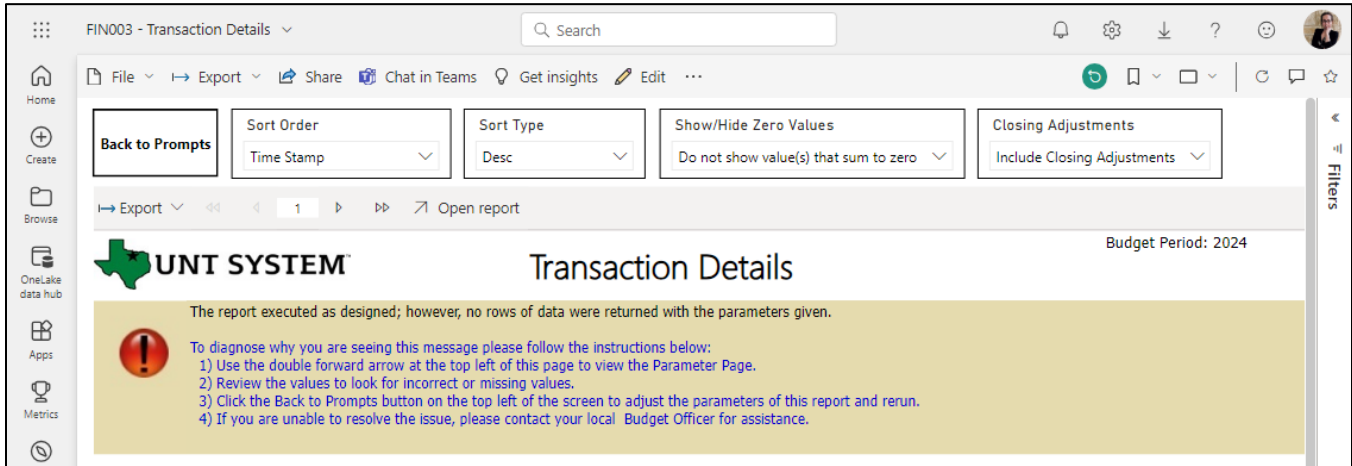
If you need to return to the prompts to adjust them, click the **Back to Prompts** button in the top left corner.

Error Results

DRILL-THROUGH MESSAGE OR ERROR

Coming soon…