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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.

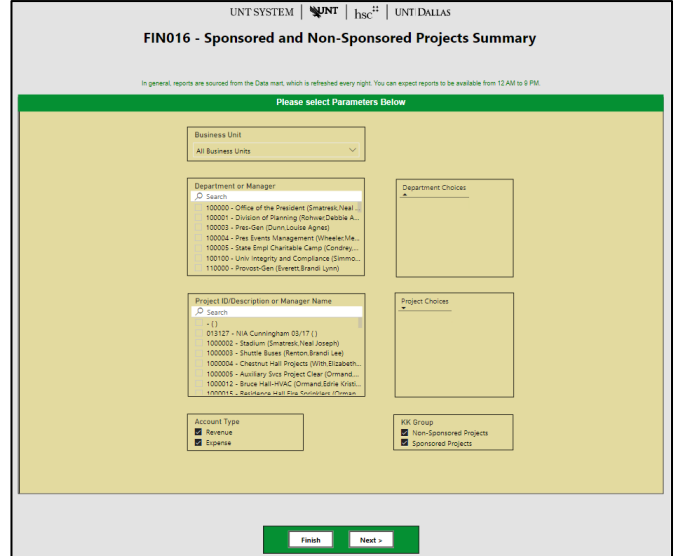
## Locate Report

1. From the Budget & Planning [Reporting Page](#), locate “FIN016 - Sponsored and Non-Sponsored Projects Summary”.
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>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>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>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.

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.*

<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.

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 grouped by **Project – Account Type**, indicated by the **Underlined Title Bar**.
- **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.
- Sponsored Projects that include **F&A Expenses** will show an additional table at the bottom of the report listing these charges separately.

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
CS110 - Medical and Veterinary	200 - Research-Sponsored	0.00	232.16	0.00	0.00	232.16
CS110 - Medical and Veterinary	CS110 - Medical and Veterinary	0.00	232.16	0.00	0.00	232.16
RC100 - Professional Fees and Services	0.00	232.16	0.00	0.00	0.00	232.16
CS300 - General Supplies Exp	200 - Research-Sponsored	7,200.00	0.00	0.00	0.00	7,200.00
CS300 - General Supplies Exp	CS300 - General Supplies Exp	7,200.00	0.00	0.00	0.00	7,200.00
CS537 - Animals	200 - Research-Sponsored	10,500.00	0.00	0.00	0.00	10,500.00
CS537 - Animals	CS537 - Animals	10,500.00	0.00	0.00	0.00	10,500.00
B5000 - Other Operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00
B5000 - Other Operating Expenses	B5000 - Other Operating Expenses	10,500.00	0.00	0.00	0.00	10,500.00
Expense - Total		18,180.00	232.16	0.00	0.00	17,947.84
Net Total		(18,180.00)	(232.16)	0.00	0.00	17,947.84

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
CS600 - F&A Expense	200 - Research-Sponsored	1,818.00	23.22	0.00	0.00	1,794.78
CS600 - F&A Expense	CS600 - F&A Expense	1,818.00	23.22	0.00	0.00	1,794.78

### 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 (FIN016), so click on **Back** to return to FIN016 – Sponsored and Non-Sponsored Projects Summary.

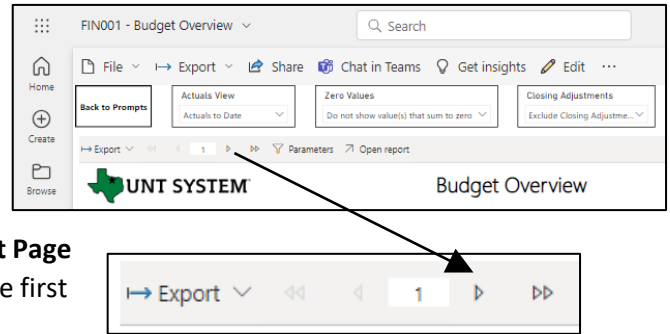
Business Unit	Department	Department Desc	Fund Category	Fund Category Desc	Fund	Fund Desc	Function	Function Desc
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit		
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit		
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
Overall Total								

Business Unit	Department	Department Desc	Fund Category	Fund Category Desc	Fund	Fund Desc	Function	Function Desc
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit		
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit		
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
HS763	301400	Pharmaceutical Sciences	400	Sponsored Restricted-Projects	195004	Private-Not-For-Profit	200	Research-Sponsor
Overall Total								

# 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

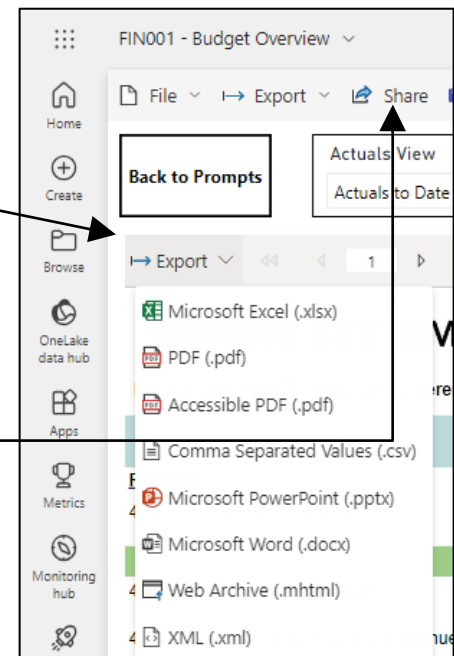
## Exporting Your Report Results

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

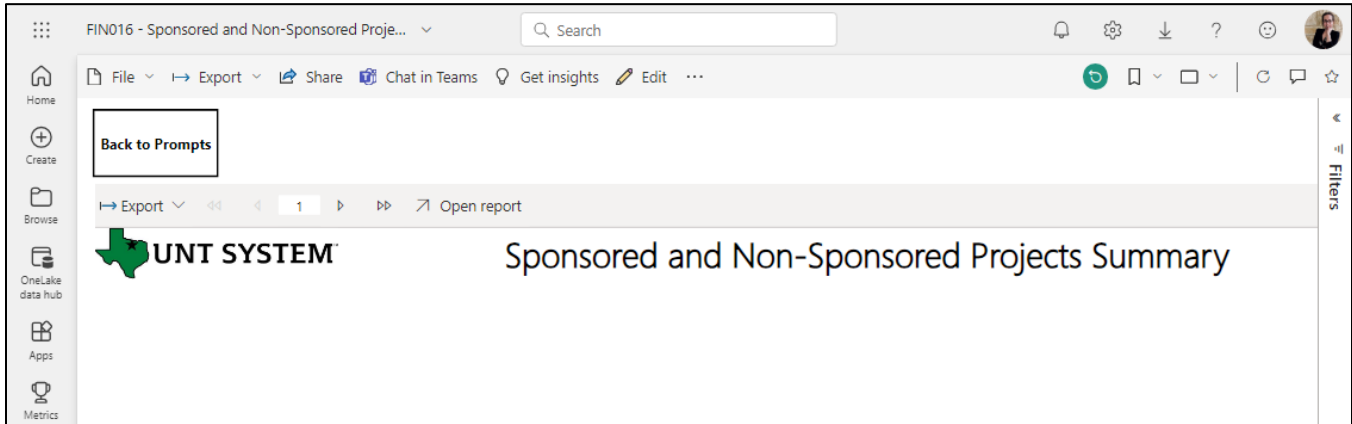
Click the **“Share”** symbol in the top toolbar to share the report link via Microsoft Outlook, Teams, or PowerPoint. Alternatively, you can copy the link to your clipboard. If you choose to **Include your Changes**, your filters will be saved within the link you send to others.



# 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:

