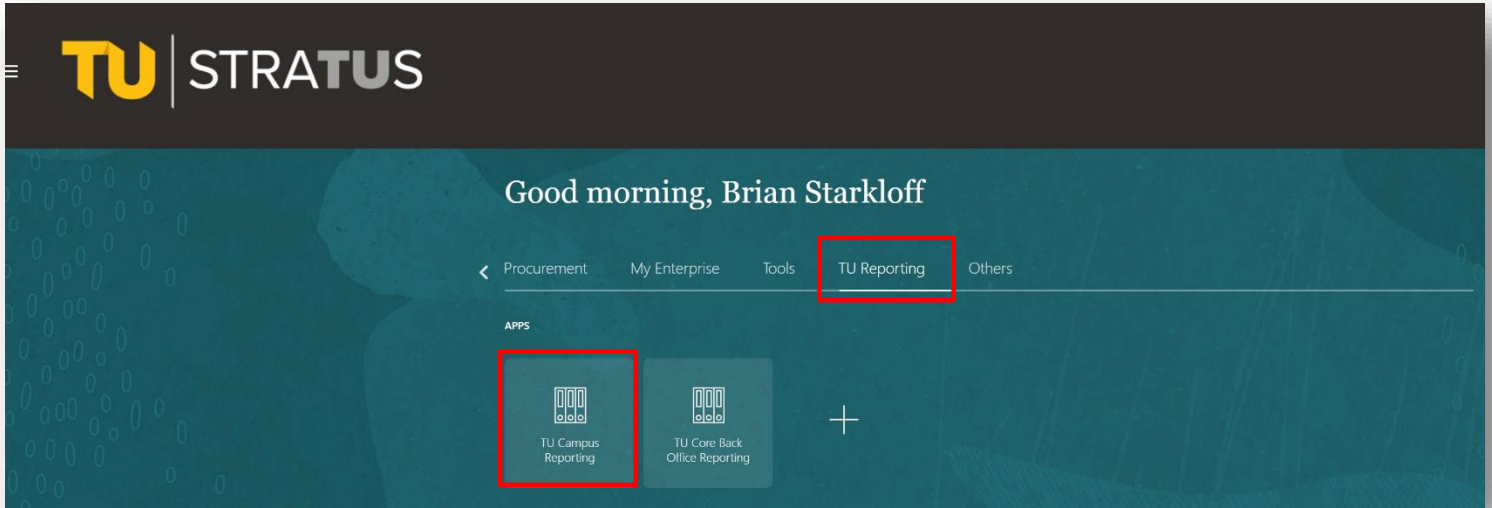


How to run the AP Completed Invoice & Expense Report

The TU_BC_Invoice_Expense_List report will show you AP invoices and Expense reports, Individual Completed/approved invoices, Supplier/employee and invoice number Details, RStars payment data when available. Note: Pcard expense reports only have the employee/card holder name and description, but no merchant or purchase information is available. Can be run by Cost Center and/or Invoice number and/or Supplier.

Navigate to TU Reporting, then select the TU Campus Reporting app.



Select Invoice Expense List Report

Reporting Dashboard

- Budget Summary Reports**
 - Cost Center Reports (Formatted Report)**
 - Multiple Cost center prompts separated with commas (,)
 - Dept Cost Center Budget Summary by Account
 - Dept Cost Center Budget Summary by Parent Account
 - Grant Cost Center Budget Summary by Account through FY26
 - Grant Cost Center Budget Summary by Account through FY25
 - Grant Cost Center Budget Summary by Account through FY24
 - Grant Cost Center Budget Summary by Account through FY26
 - Grant Cost Center Budget Summary by Parent Account through FY25
 - Grant Cost Center Budget Summary by Parent Account through FY24
 - Grant Cost Center Budget Summary by Parent Account through FY26
 - Project Cost Center Budget Summary by Account through FY26
 - Project Cost Center Budget Summary by Account through FY25
 - Project Cost Center Budget Summary by Account through FY24
 - Project Cost Center Budget Summary by Parent Account through FY26
 - Project Cost Center Budget Summary by Parent Account through FY25
 - Project Cost Center Budget Summary by Parent Account through FY24
 - Dept Budget Balance Reports (Data Exports)**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Department Budget Balance Child Account Report
 - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
 - Divisional Summary Rollups**
 - Divisional Self Support Fund Detailed Summary (NAT)
 - Divisional Self Support Parent Budget Summary
 - Divisional State Fund Detailed Summary (NAT)
 - Divisional State Fund Parent Budget Summary
 - Divisional Agency Fund Detailed Summary (NAT)
 - Divisional Agency Fund Parent Budget Summary
 - Divisional Auxiliary Fund Detailed Summary (NAT)
 - Divisional Auxiliary Fund Parent Budget Summary
 - Divisional Grants Fund Detailed Summary (NAT) through FY26
 - Divisional Grants Fund Detailed Summary (NAT) through FY25
 - Divisional Grants Fund Detailed Summary (NAT) through FY24
 - Divisional Grants Fund Parent Budget Summary through FY26
 - Divisional Grants Fund Parent Budget Summary through FY25
 - Divisional Grants Fund Parent Budget Summary through FY24
 - Divisional Grants Fund Parent Budget Summary through FY23
- Account Summary by Div and Cost Center Rollups**
 - Account Summary by Div and Dept Cost Center
 - Account Summary by Div and Grant Cost Center
 - Account Summary by Div and Grant Cost Center LTD
 - Account Summary by Div and Project Cost Center
 - Account Summary by Div and Project Cost Center LTD

- Transaction Details Reports**
- PCARD Expense Reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - PCARD Expense Report Completed
 - PCARD Expense Report Pending
 - PCARD not on Expense report
- Travel Expense Reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Travel Expense Report Completed
 - Travel Expense Report Pending
 - TU Travel Mileage Report
 - TU Travel Authorization Campus Version
- General Transaction Reports**
 - Multiple Cost center prompts separated with a semi colon (;)
 - Revenue Expenses All Transactional Details Report
 - Revenue Expense Summary Transaction
 - Business Pending Report
 - Invoice Expense List Report
 - Budget Adjustments Report
 - Transactional Reports Dashboard
 - AP Invoice Account Coding Approval Status Report
- Requisition/PO Reporting**
 - Multiple Cost center prompts separated with a semi colon (;)
 - PO Listing Report
 - Requisition Purchase Order Listing
 - Requisitions listing campus report
 - Requisitions not on PO (All statuses campus)
 - Requisitions not on PO Workflow
 - Preview Draft Requisitions
- Foundation Reimbursement**
 - Foundation Payroll Reimbursement Report
 - Foundation Operation Reimbursement Report
- Student Financials**
 - Student Financials Details by Cost Center
- Fund Balance Reports**
- Multiple Source code prompts separated with commas (,)
- Fund Balance by Source Code
- Campus OSPR_Business & Public Engagement Grant Reporting**
- Multiple Cost center prompts separated with a semi colon (;)
- *Separated with comma
- Grant Balances for closing Grant
- Grant Budget Journal Listing
- Grant Cost Center FY BDGT Bal by Acct
- Grant Cost Center FY Expense BDGT Bal
- Grant Cost Center Listing
- Grant Cost Center PTD BDGT Bal by Acct
- Grant Cost Center PTD BDGT Bal by Parent Acct
- Grant Cost Center PTD BDGT Bal NoAcct
- Grant Rev & Exp Journal by Cost Center Range
- Grants Expense summary with budget revisions (Year)
- Grant Cost Center Summary P Report PriorYr *
- COA Reports (Data Exports)**
- Cost Center Report-Campus
- Natural Account Report-Campus
- Initiative Report
- Source Report Campus
- Accounts Receivable**
- TU AR Memo Lines by Department
- TU Customer Details Report
- AR Transaction Detail**
- AR Find Unapplied Payments Report
- AR Transaction Balance with DD by Customer
- AR Transaction Balance with DD by Transaction Source
- AR Transaction Balance with DD BPE
- Payroll**
- STRATUS DPR
- Campus Divisional Budget Officers**
- Facilities Management**
 - Multiple Cost centers separated with a comma (,)
 - Project Cost Center Summary P Report PriorYr
- Fund Balance by Self/Aux Source Reports**
 - *Has additional Subdivision prompt
 - Fund Balance by Self/Aux Source Division 01
 - Fund Balance by Self/Aux Source Division 02*
 - Fund Balance by Self/Aux Source Division 03
 - Fund Balance by Self/Aux Source Division 04*
 - Fund Balance by Self/Aux Source Division 05*
 - Fund Balance by Self/Aux Source Division 06
 - Fund Balance by Self/Aux Source Division 08
 - Fund Balance by Self/Aux Source Division 09
 - Fund Balance by Self/Aux Source Division 10
 - Fund Balance by Self/Aux Source Division 13*
 - Fund Balance by Self/Aux Source Division 15
- Campus Inventory Coordinator**
 - FA Active Asset Detail Campus Version Report
 - FA Retired Asset Detail CampusVersion Report
- BPA Committee**
 - AP Invoice Account Coding Approval Status Report
 - Parent Budget vs Actual By Cost Center and Div
 - Accounts Payable Turnover Metric Summary report
 - Accounts Payable Turnover Metric detailed report
 - Expense report Turnover rate metric report

Enter your Accounting Date and Cost Center Code. You can also search by account code, invoice number, or supplier. Click OK.

TU_BC_DAT_Invoice_Expense_List

* Accounting Date Between -

* Cost Center Code

Account Code

Invoice Number

Supplier

Edit - Refresh - Copy

Here you can view a list of all the invoice and expense information including invoice amounts:

TU_BC_DAT_Invoice_Expense_List
Home Catalog Favorites

TU_BC_DAT_Invoice_Expense_List

Accounting Year	Accounting Period Number	Accounting Period Name	Accounting Date	Balancing Segment Code	Cost Center Code	Cost Center Description	Account Code	Account Description	Initiative Segment Value	Journal Sequence Number	Journal Name	Journal Line Number	Journal Total Accounted Debit	Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00	1.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	15.0	2.00	1.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000220	Jul-22 Purchase Invoices	16.0	2.00		1.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00	10.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	16.0	16.00	6.00		
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0	16.00		10.00	
2023	1	Jul-22	7/31/2022	1020	20830	Financial Systems and Technology	608224	Services-Other Non Auxiliary	00000	1000000243	Jul-22 Purchase Invoices	17.0	16.00		6.00	

Scroll out to the right to see the invoice number, description, supplier info and if applicable PO number etc. Also when we get the payment file on invoices back from the State of MD state check number and dates will also be displayed on this report.

Journal Total Accounted Credit	Inv/Exp DB Amt	Inv/Exp CR Amount	Journal Line Description	Invoice Number	Invoice Date	Invoice Description	Supplier or Party Name	Supplier Number	Identifying PO	Pay Group	Payment Method	Receipt Date	Receipt Number	Voucher Document Sequence	State Check Date	State Check Num	State Docume Num
2.00	1.00		Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00	1.00		Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
2.00	1.00		Journal Import Created	917424457	6/23/22		BSN Sports, LLC	0000035975		Standard	86			2			
2.00	1.00		Journal Import Created	AJ09733737	6/22/22		Apple Computer Inc	0000002143		Standard	86			1			
16.00	10.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			
16.00	6.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			4			
16.00	10.00		Journal Import Created	Smoke Test Rec'ing	7/6/22		Colossal Contractors Inc	0000001592	TOW0000001	Standard	00			3			

Below are definitions for the Column Headings:

Source – the four-digit funding source tied to the cost center.

Cost Center – the five-digit cost center number where the expenditure is to be charged.

Description – Cost Center Description

Account – the six-digit account number that classifies the type of expense.

Description – Account Description

Initiative Segment Value – the five-digit initiative number used to track expenses related to a specific activity within a department.

Inv/ Exp DB Amt – Invoice or Expense Debit amount.

Inv/EXP CR Amount- Invoice or Expense Credit amount.

Invoice Number – Invoice number on the invoice or expense.

Invoice Date – Date on the invoice or expense.

Invoice Description – Description on the invoice or expense, if applicable.

Supplier or Party Name – Payee name on the invoice or expense.

Supplier Number – Unique supplier number associated with the Payee.

Identifying PO- Purchase Order number on the invoice or expense, if applicable. Pay

Group – Name of a grouping of transactions for payment.

Payment Method- The method of payment used.

- Some common types of payment methods are:

- 00 – 1st class mail (paper check)
- 80 – ACH for employee expense accounts (Direct Deposit)
- 86 – Statewide ACH (EFT for vendors)
- 91 – Fed Wire (Foreign or Domestic)

Receipt Date- Date a receipt was created on a Purchase Order, if applicable.

Receipt Number – Unique number assigned to a Purchase Order receipt, if applicable.

Voucher Document Sequence – Unique document number assigned to each transaction.

State Check Date – Date the check, DD, or EFT was issued.

State Check Num – Unique payment number of the check, DD, or EFT.

State Document Num – Unique document number used to track payments.