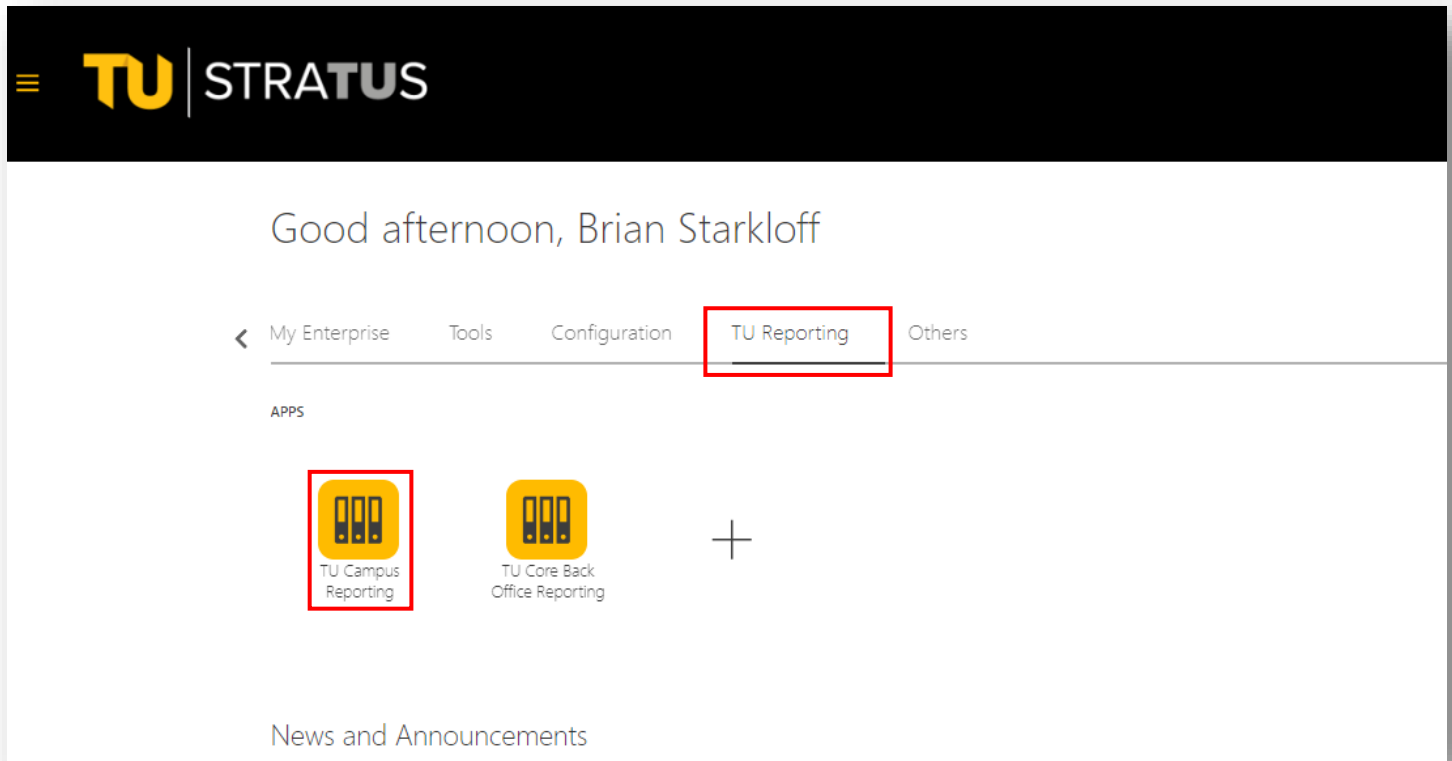


# How to Run the Stratus Foundation Reimbursement Report for Operating Expenses

**Purpose: This is a listing of operational expenses that can be submitted to the TU Foundation for reimbursement.**

Navigate to TU Reporting and select the tile for TU Campus Reporting.



# Select the Foundation Operating Reimbursement Report

The screenshot shows a 'Reporting Dashboard' with several report categories:

- Budget Summary Reports**
  - Cost Center Reports (Formatted Report)
  - Dept Cost Center Budget Summary by Account
  - Grant Cost Center Budget Summary by Account
  - Project Cost Center Budget Summary by Account
  - Dept budget balance reports (Data Exports)
  - Divisional Summary Rollups
- Transaction Details Reports**
  - PCard expense reports
  - Travel Expense reports
  - General transaction reports
  - Requisition/PO Reporting
  - Foundation Reimbursement
    - Foundation Payroll Reimbursement Report
    - Foundation Operation Reimbursement Report** (highlighted in red)
- Fund Balance Reports**
- Campus OSPR\_SPAR Grant reporting**
- Accounts Receivable**
- Campus Divisional Budget Officers**
- Facilities Management**
- Campus Inventory Coordinator**
- Payroll**
- COA Reports (Data Exports)**

Enter your parameters:

Select the current Fiscal Year. If you want to inquire about a previous fiscal year, please contact the Foundation.

Use the drop down for Cost Center and click on Search at the bottom.

The screenshot shows the 'TU General Ledger Foundation Report' form with the following parameters:

- \* Fiscal Year: 2023
- Cost Centre: All (dropdown menu is open, showing 'TU\_GL\_FOUNDATION\_RP' selected)
- Account From: 000
- Account To: All
- Period Name: All
- Search button: Search ... (highlighted in red)

**Search** [?] [X]

Name Starts with ▼ 20610

Search  Match Case

Value

20610

OK Cancel

Type in your cost center in the search box and click Search.

Click on your cost center in the value box

Then click OK at the bottom.

If you want the report to run only one account, you must select that single account in both the 'Account From' and 'Account To' dropdown menus. You can also choose a range of accounts or run all your accounts by selecting them from the drop down menu.

The screenshot shows a configuration window for a report. On the left, there are fields for '\* Fiscal Year' (2023), 'Cost Centre' (20610), and 'Account From' (All). The 'Account From' dropdown is open, showing a list of account numbers: All, 502123, 603003, 603006, 603009, 603012, 603015, and 603018. A search bar with 'Search ...' and 'F12' is at the bottom of the list. On the right, there are fields for 'Period Name' (All) and 'Account To' (All), with an 'Apply' button. Red boxes highlight the dropdown arrows for 'Account From' and 'Account To'.

For Period name, you can leave this as All and it will run all periods in the fiscal year. Or if you want to isolate a specific month, you can deselect All and select it from the drop down menu. When finished, click Apply.

Your computer will either open the report, or ask you to save it to a desired location.

The screenshot shows the same configuration window as above, but with the 'Period Name' dropdown menu open. The dropdown list shows 'All' (checked) and several months: Sep-22, Oct-22, Nov-22, May-23, and Mar-23 (all checked). A search bar with 'Search ...' and 'F12' is at the bottom of the list. The 'Account From' field now shows '613210'. A blue arrow points from the text above to the 'Period Name' dropdown arrow, which is highlighted with a red box. The 'Apply' button is visible on the right.

With your report open in excel, you will need to fill in the TU Fund Project Number, the TU Fund Expense Account Number, and the amount of a partial reimbursement if you do not wish you receive a full reimbursement. Do this for each line you want reimbursed.

	A	B	C	D	E	F	G	H	I	J	K	L
	TU FND Proj#	TU FND Exp ACCT#	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Description	Source
1				2023	2022-07-31	Jul-22	Conversion	613220	Membership & Associatio	20610	SPAR VP	1080
2				2023	2022-07-31	Jul-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
3				2023	2022-07-31	Jul-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
4				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
5				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
6				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
7				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
8				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
9				2023	2022-08-31	Aug-22	Payables	613220	Membership & Associatio	20610	SPAR VP	1080
10				2023	2022-08-31	Aug-22	Payables	613220	Membership & Associatio	20610	SPAR VP	1080
11				2023	2022-08-31	Aug-22	Payables	613220	Membership & Associatio	20610	SPAR VP	1080
12				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
13				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
14				2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080

Make sure not to change the original amount.

Interfund	Amount (DO NOT CHANGE)	Initiative
0000	-5000.00	00000
0000	289.00	00000
0000	15.96	00000
0000	15.96	00000
0000	289.00	00000
0000	-289.00	00000
0000	-15.96	00000
0000	5000.00	00000

Once you have your information filled out, delete the remaining lines that do not pertain to this reimbursement request.

A	B	C	D	E	F	G	H	I	J	K	L
TU FND Proj#	TU FND Exp ACCT#	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Description	Source
35850	5558		2023	2022-07-31	Jul-22	Conversion	613220	Membership & Associatio	20610	SPAR VP	1080
			2023	2022-07-31	Jul-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-07-31	Jul-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613220	Membership & Associatio	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613220	Membership & Associatio	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080
			2023	2022-08-31	Aug-22	Payables	613210	Subscriptions-Magazines,	20610	SPAR VP	1080

DELETE unwanted lines. Do not hide lines.

A	B	C	D	E	F	G	H	I	J	K	L
TU FND Proj#	TU FND Exp ACCT#	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Description	Source
35850	5558		2023	2022-07-31	Jul-22	Conversion	613220	Membership & Associatio	20610	SPAR VP	1080

Once you have deleted any unwanted lines, save this spreadsheet by naming it "Operating Foundation Reimbursement (date)"

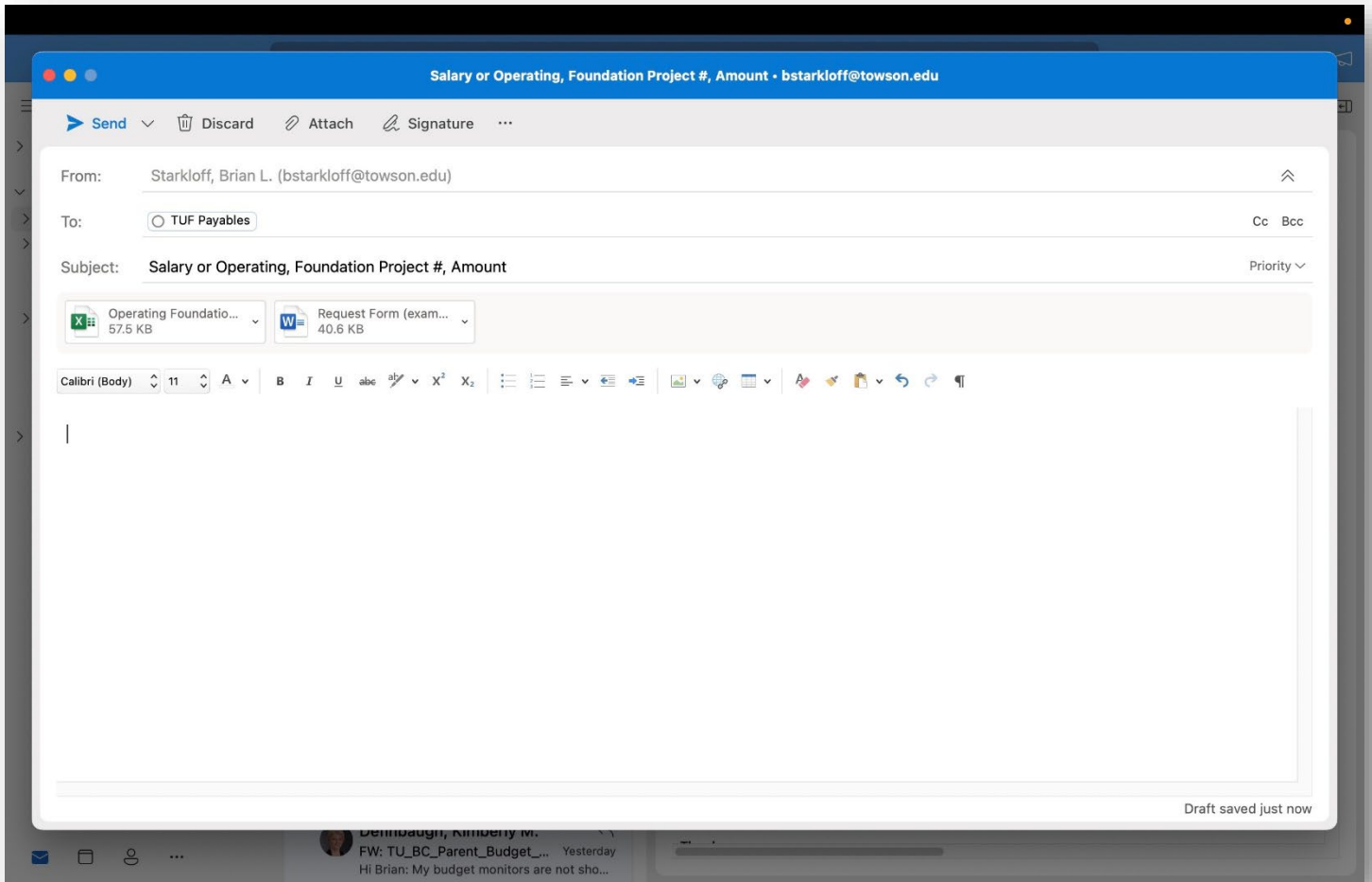
TIP: If you have multiple cost centers you can combine them onto one excel spreadsheet to submit if that's easier.

Next, you will need to complete the Reimbursement to TU Request Form:  
<https://www.towson.edu/advancement/foundation/resources.html>

You will then need to email both the excel document and the Request Form you've completed to the TU Foundation:  
[tufpayables@towson.edu](mailto:tufpayables@towson.edu)

Please do not CC anyone from the TU Foundation. Only send to the above email address and your program director who has signature authority.

In the Subject field, name it "Salary or Operating, Foundation Project #, Amount"



In approximately two weeks you will see all the transactions you've submitted posted as a credit to your budget. The lines will show FND as the Journal Category.