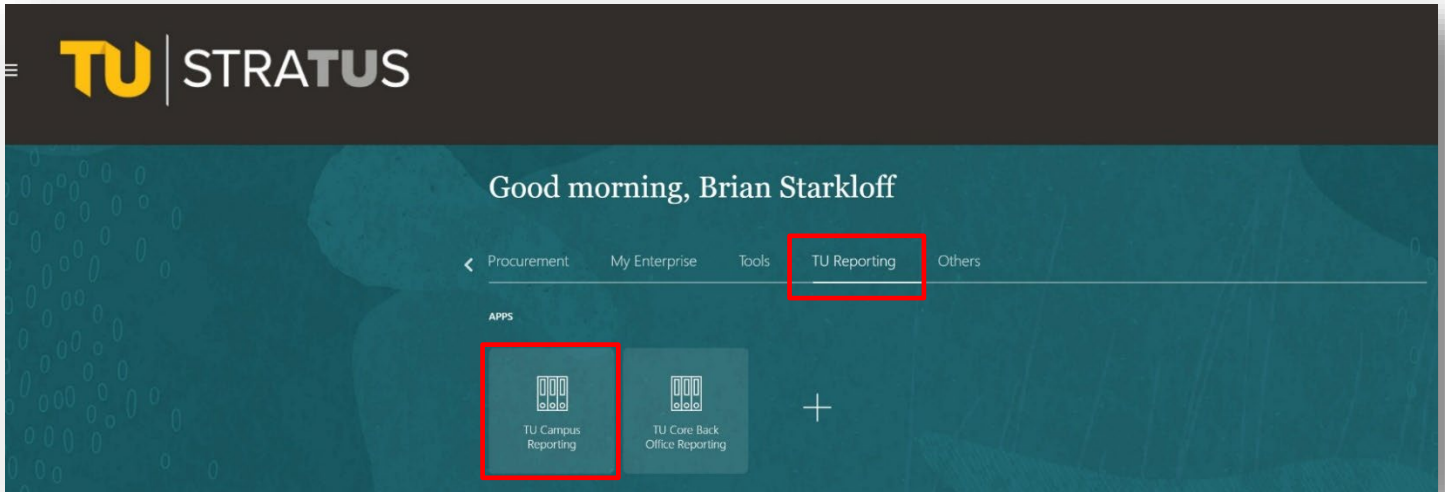


How to run the TU BC Parent Budget Overspent Report

This report will list cost centers where your any of the parent account level budgets are overspent. It can be run by Division, Sub-division, Unit, Department, or individual Cost Center to show only those parent accounts that are overspent.

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



Select Parent Budget Overspent By Cost Center and Division

▲ 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 Parent Account through FY26
- Grant Cost Center Budget Summary by Parent Account through FY25
- Grant Cost Center Budget Summary by Parent Account through FY24
- 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
- Parent Budget Overspent By Cost Center and Division**
- Dept Budget Balance Reports (Data Reports)
- 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

Card 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
- Invoices 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

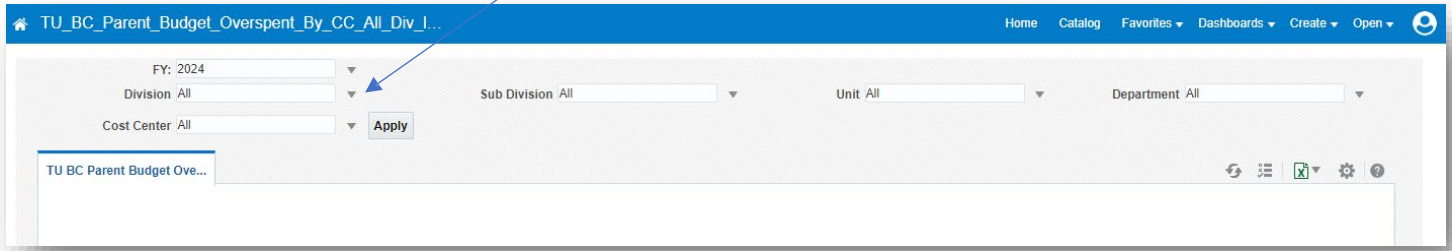
▲ Campus Inventory Coordinator

- FA Active Asset Detail Campus Version Report
- FA Retired Asset Detail CampusVersion Report

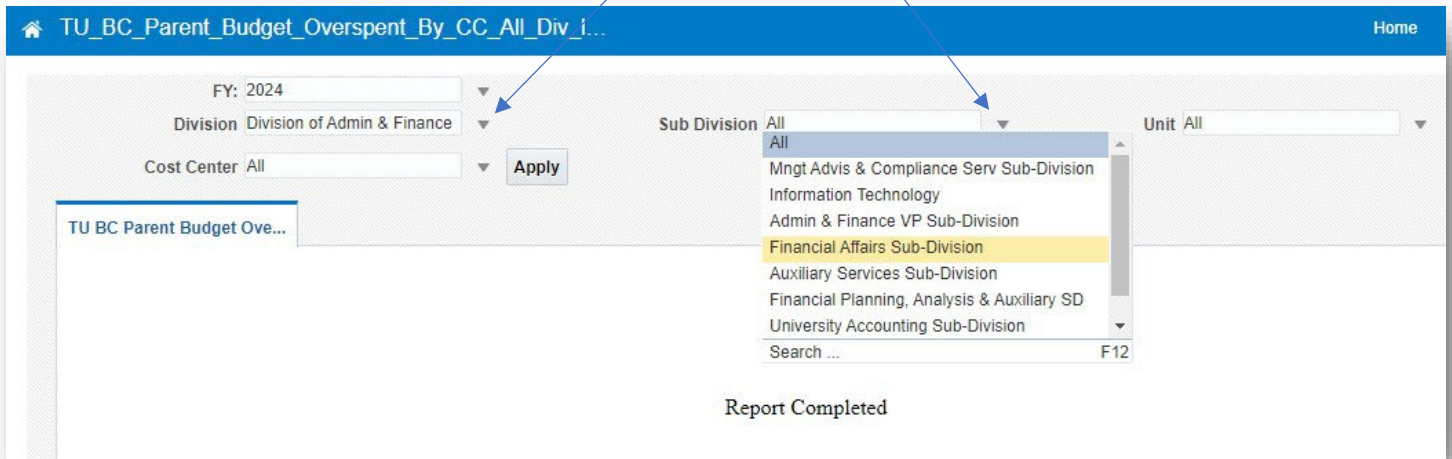
▲ BPA Committee

- 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

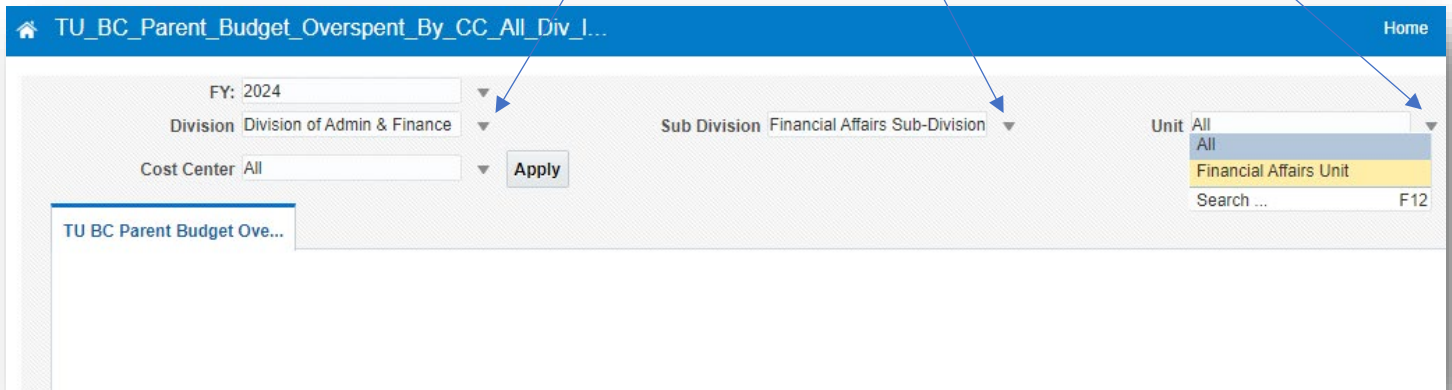
Here you will select your fiscal year, as well as your other parameters based on your specific search needs. If you want to run the report for the entire Division, simply select your division from the drop-down here and click Apply.



If you want to run the report based on Sub Division, you will first need to Select the Division, and then the Sub Division. Click Apply.



If you want to run the report based on the Unit, you will first need to select the Division, then the Sub Division, and then the Unit. Click Apply.



If you want to run the report for a specific cost center, leave Division, Sub Division, Unit, and Department on All, then use the drop down menu to search for one cost center. (You can only run one at a time)

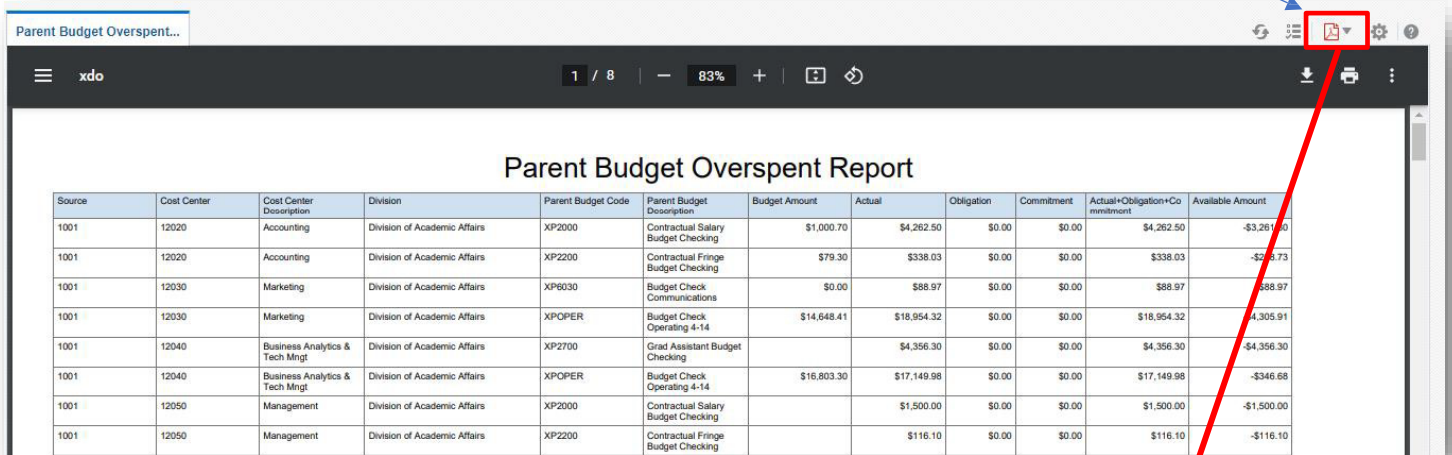
The screenshot shows a report configuration interface. At the top, the title is 'TU_BC_Parent_Budget_Overspent_By_CC_All_Div_I...'. Below the title, there are several dropdown menus: 'FY: 2024', 'Division: All', 'Sub Division: All', and 'Cost Center: All'. An 'Apply' button is located to the right of the 'Cost Center' dropdown. The 'Cost Center' dropdown is open, showing a list of cost centers: 'All', '00000', 'TU BC Parent Budget', '10010', '10030', '10032', '10034', '10038', '10042', and a search field. A blue arrow points from the 'Apply' button to the 'Cost Center' dropdown. At the bottom right, the text 'Report Completed' is displayed.

The screenshot shows a 'Search' dialog box. The 'Name' field is set to 'Starts with' and contains the text '20830'. A red box highlights the 'Search' button. Below the 'Name' field, there is a 'Value' section with a list of results, where '20830' is highlighted with a red box. At the bottom right, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box. A blue arrow points from the '20830' text in the 'Name' field to the '20830' text in the 'Value' list.

When prompted, type in the 5-digit cost center and click search. Then click on the cost center in the Value section, then OK at the bottom. Then click Apply.

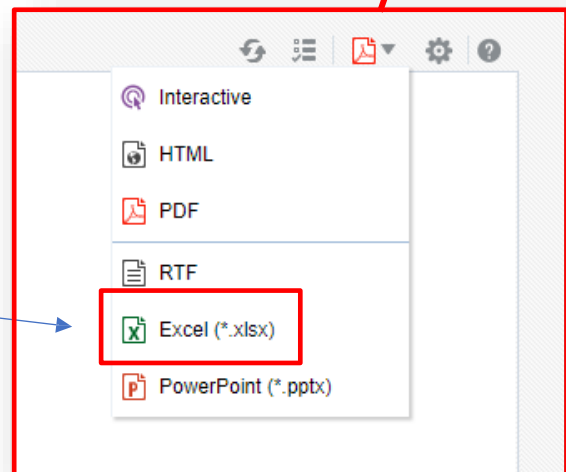
If nothing is overspent in that cost center, then nothing will populate after clicking Apply.

Once your data populates, you can choose to export it to excel using this drop down menu.

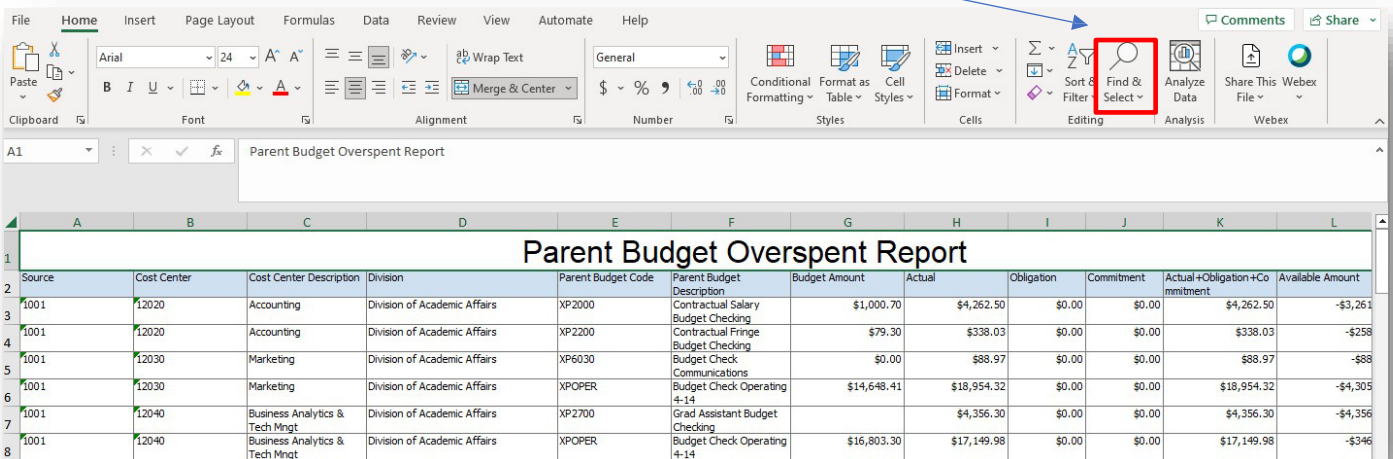


Source	Cost Center	Cost Center Description	Division	Parent Budget Code	Parent Budget Description	Budget Amount	Actual	Obligation	Commitment	Actual+Obligation+Commitment	Available Amount
1001	12020	Accounting	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking	\$1,000.70	\$4,262.50	\$0.00	\$0.00	\$4,262.50	-\$3,261.80
1001	12020	Accounting	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking	\$79.30	\$338.03	\$0.00	\$0.00	\$338.03	-\$258.73
1001	12030	Marketing	Division of Academic Affairs	XP6030	Budget Check Communications	\$0.00	\$88.97	\$0.00	\$0.00	\$88.97	-\$88.97
1001	12030	Marketing	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$14,648.41	\$18,954.32	\$0.00	\$0.00	\$18,954.32	-\$4,305.91
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XP2700	Grad Assistant Budget Checking		\$4,356.30	\$0.00	\$0.00	\$4,356.30	-\$4,356.30
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$16,803.30	\$17,149.98	\$0.00	\$0.00	\$17,149.98	-\$346.68
1001	12050	Management	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking		\$1,500.00	\$0.00	\$0.00	\$1,500.00	-\$1,500.00
1001	12050	Management	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking		\$116.10	\$0.00	\$0.00	\$116.10	-\$116.10

Click Excel (*.xlsx)



Once in Excel, you can Filter the columns by clicking here



Source	Cost Center	Cost Center Description	Division	Parent Budget Code	Parent Budget Description	Budget Amount	Actual	Obligation	Commitment	Actual+Obligation+Commitment	Available Amount
1001	12020	Accounting	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking	\$1,000.70	\$4,262.50	\$0.00	\$0.00	\$4,262.50	-\$3,261.80
1001	12020	Accounting	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking	\$79.30	\$338.03	\$0.00	\$0.00	\$338.03	-\$258.73
1001	12030	Marketing	Division of Academic Affairs	XP6030	Budget Check Communications	\$0.00	\$88.97	\$0.00	\$0.00	\$88.97	-\$88.97
1001	12030	Marketing	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$14,648.41	\$18,954.32	\$0.00	\$0.00	\$18,954.32	-\$4,305.91
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XP2700	Grad Assistant Budget Checking		\$4,356.30	\$0.00	\$0.00	\$4,356.30	-\$4,356.30
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$16,803.30	\$17,149.98	\$0.00	\$0.00	\$17,149.98	-\$346.68