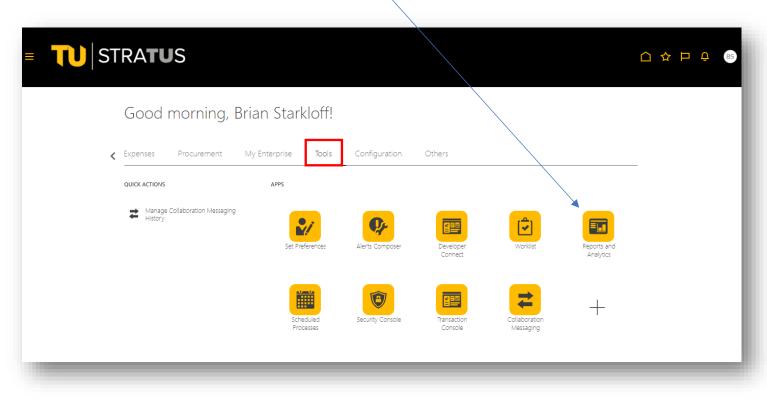
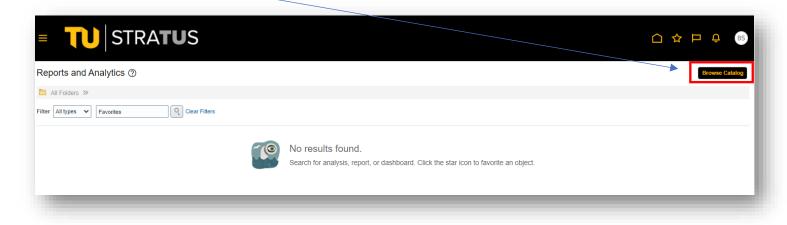
How to run the TU_BC_Parent_Budget_Overspent Report

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.

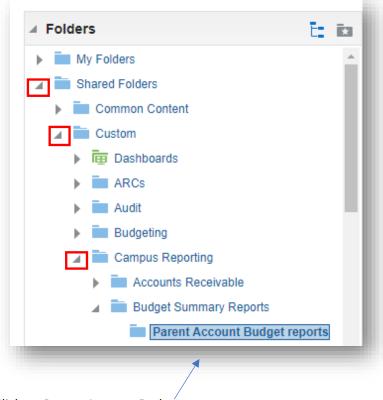


Navigate to Tools, and select the tile for Reports and Analytics

Select Browse Catalog



Under Folders, select Shared Folders > Custom > Campus Reporting



Click on Parent Account Budget reports

Select Open on the report TU_BC_Parent_Budget_Overspent

Folders	t.	*	Type All	▼ Sort Name A-Z ▼ Show More Details
My Folders		*		TU_BC_DeptCC_Parent_Bdgt_DPL Last Modified 3/15/2023 8:29:50 PM Owner Gina Peach Budget vs. Actual DPL parent level budget totals for Department, Financial Aid and Loan Cost Centers. Open More ▼
 Common Content Custom Top Dashboards 		l		TU_BC_GrantCC_Parent_Bdgt_DPL Last Modified 3/15/2023 8:29:50 PM Owner Gina Peach Budget vs. Actual DPL parent level budget totals for Department, Financial Aid and Loan Cost Centers. Open More ▼
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Foundation Operating Relimburse Fund Balance Reports Transaction Details Report	emeni			TU_BC_NPL_SLF_FUND_Parent_Bdgt Last Modified 3/15/2023 8:29:50 PM Owner Gina Peach Budget vs. Actual NAT rollup for Self-Support Funded cost centers in Stratus Open More ▼
Common Content Eustomer Relationship Management Data Lake	t			TU_BC_NPL_STATE_FUND_Parent_Bdgt Last Modified 3/15/2023 8:29:49 PM Owner Gina Peach Budget vs. Actual NPL parent level budget totals for divisional roll-up levels of State Funded cost centers in Stratus. Open More ▼
		•		TU_BC_Parent_Budget_Overspent_By_CC_Div Last Modified 3/15/2023 8:31:08 PM Owner Gina Pe
Tasks				
Parent Account Budget reports		-		TU_BC_ProjectCC_Parent_Bdgt_DPL Last Modified 3/15/2023 8:29:49 PM Owner Gina Peach Budget vs. Actual DPL parent level budget totals for Department, Financial Aid and Loan Cost Centers. Open More ▼

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.

•								
*	Sub Division All	•	Unit All	v	Department /	All		•
 Apply 								
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	, 🖌	Sub Division All V Unit All Department /	Sub Division All Unit All Department All Apply	Sub Division All Unit All Department All				

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.

FY: 2024	•					
Division Division of Admin & Finance	•	Sub Division	All 🔹		Unit All	
Cost Center All TU BC Parent Budget Ove	* Aj	ly	Mngt Advis & Compliance Serv Sub-Divis Information Technology Admin & Finance VP Sub-Division Financial Affairs Sub-Division Auxiliary Services Sub-Division Financial Planning, Analysis & Auxiliary S University Accounting Sub-Division	-		
			Search	F12	2	
		Rep	ort Completed			

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.

TU_BC_Parent_Budget_Overspent_By_	CC_All_Div_I				Н
FY: 2024 Division Division of Admin & Finance Cost Center All	• Apply	Sub Division Financial Affairs Sub-Division	Unit	All All Financial Affairs Unit Search	
TU BC Parent Budget Ove				Search	

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)

FY:	2024	•		
Division	All	•	Sub Division All	
Cost Center	All	Apply		
	00000			
TU BC Parent Budget	10010			
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	Search	F12	Report Completed	

Search			@ ×	li
Name	Starts with ▼ Search	20830		t
Value				U
20830				
			OK Cancel	

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.

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Source	Cost Center	Cost Center Description	Division	Parent Budget Code	Description	a.			mn	nitmont	o Available Amoun	
1001	12020	Accounting	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking	\$1,000.70	\$4,262.50	\$0.00	\$0.00	\$4,262.5	-\$3,2	61.60
1001	12020	Accounting	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking	\$79.30	\$338.03	\$0.00	\$0.00	\$338.0	03 -\$2	8.73
1001	12030	Marketing	Division of Academic Affairs	XP6030	Budget Check Communications	\$0.00	\$88.97	\$0.00	\$0.00	\$88.9	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	\$18,954.3	32 4,3	05.91
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XP2700	Grad Assistant Budget Checking		\$4,356.30	\$0.00	\$0.00	\$4,356.3	30 -\$4,3	56.30
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	\$17,149.9	98 -\$3	46.68
1001	12050	Management	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking		\$1,500.00	\$0.00	\$0.00	\$1,500.0	00 -\$1,5	00.00
1001	12050	Management	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking		\$116.10	\$0.00	\$0.00	\$116.1	10 -\$1	16.10
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