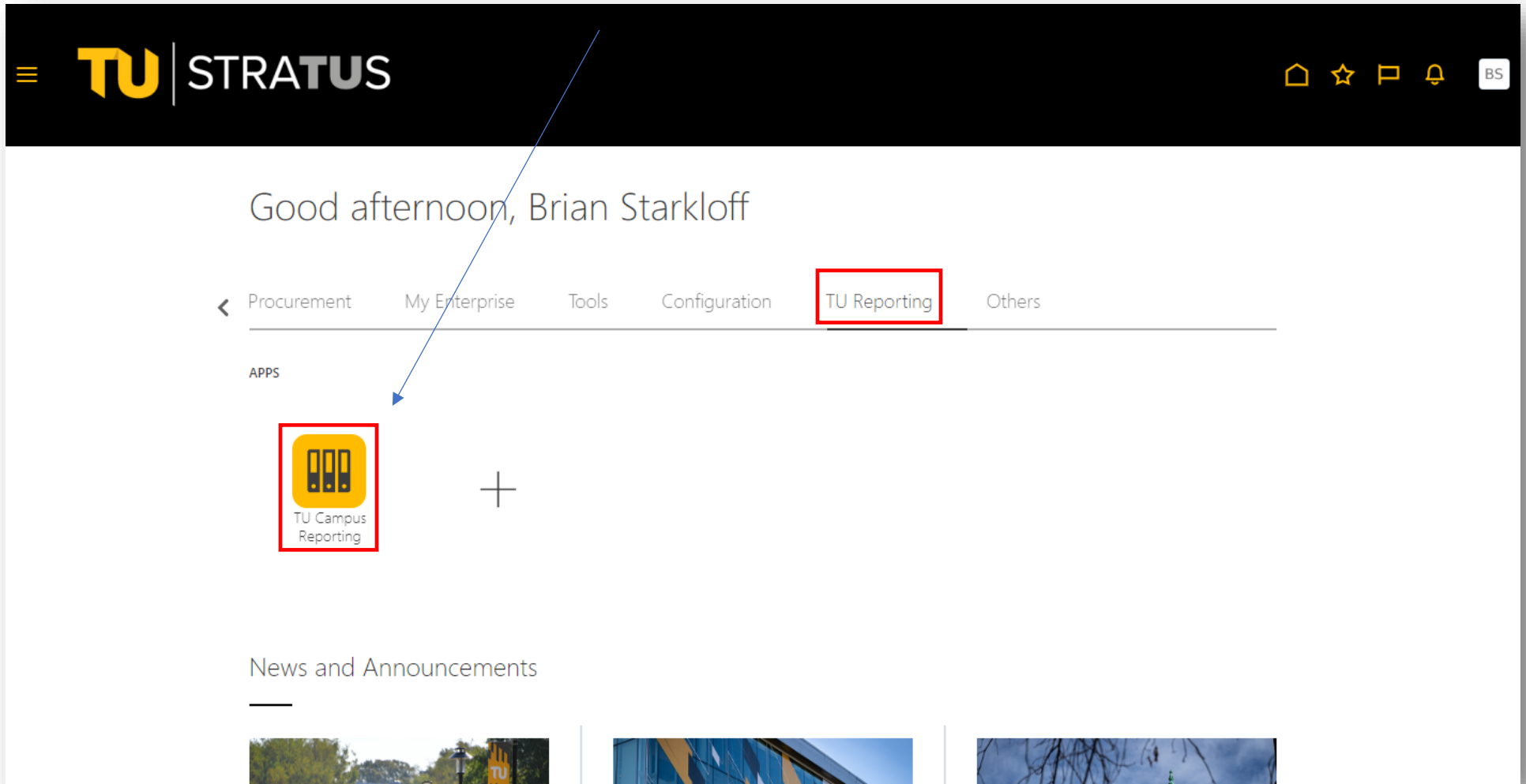


# How To Run the Chart of Accounts Reports

*The Chart of Accounts Reports include the Campus Cost Center Report, the Initiative Report, and the Source Report for Campus*

Log into Stratus. Navigate to TU Reporting and select the TU Campus Reporting tile.



Here is the location of the reports.

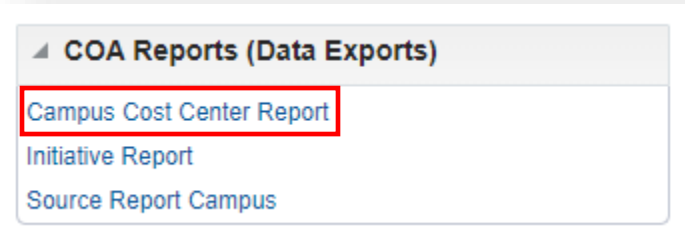
**Reporting Dashboard**

- 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  
Grant Cost Center Budget Summary by Parent Account  
Project Cost Center Budget Summary by Account  
Project Cost Center Budget Summary by Parent Account
  - 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)  
Divisional Grants Fund Parent Budget Summary
  - 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 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
  - 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
  - Foundations Reimbursement  
Foundation Payroll Reimbursement Report  
Foundation Operation Reimbursement Report
- Fund Balance Reports**
  - Multiple Source code prompts separated with commas (,)  
Fund Balance by Source Code
- Campus OSPR\_SPAR 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)**
  - Campus Cost Center Report  
Initiative Report  
Source Report Campus
- Accounts Receivable**
  - AR Transaction Detail  
TU Customer Details Report
- Campus Divisional Budget Officers**
  - Facilities Management  
Multiple Cost centers separated with a comma (,)  
Project Cost Center Summary P Report PriorYr
- Campus Inventory Coordinator**
  - FA Active Asset Detail Campus Version Report  
FA Retired Asset Detail CampusVersion Report
- Payroll**
  - STRATUS DPR

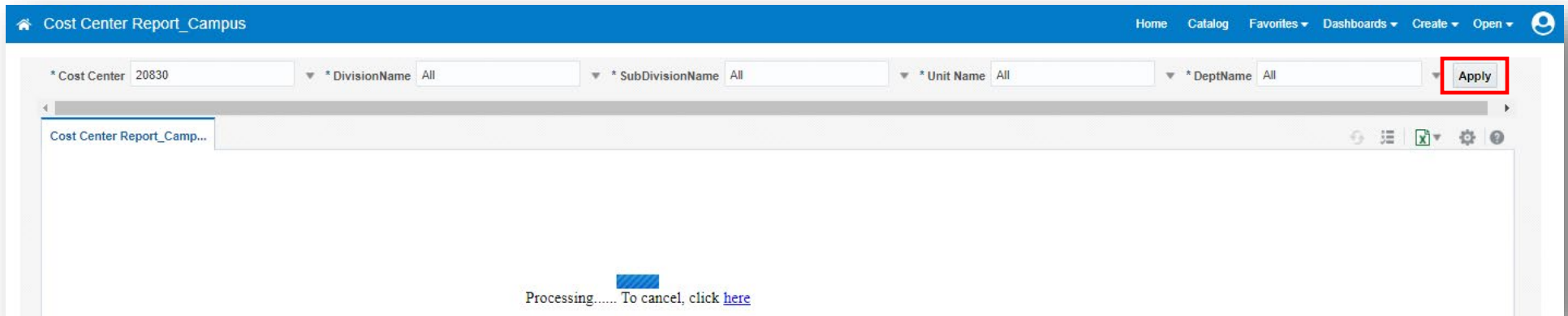
The Campus Cost Center Report provides information such as Financial Steward and Cost Center Manager assignments, Division, Sub Division, Unit, Department, RSTARS Program, or RSTARS Sub Program. You can run the report by Cost Center, Division Name, Sub Division Name, Unit Name and/or Department Name.

(Enabled Column – “Y” means the cost center is Active, “N” means it’s Inactive)

Select the report name.



Enter your parameters, then click Apply.



The report will open in Excel.

Cost Center	Description	Enabled	STRATUS Financial Steward	STRATUS Cost Center Manager	Reason	Source	Stratus Division Code	Stratus Division	Stratus SubDivision Code	Stratus Sub Division	Stratus Unit Code	Stratus Unit	Stratus Department Code	Stratus Department	Rstars Program Code	Rstars Program	Rstars SubProgram Code	Rstars Sub Program	Project Number	Contract Start Date	Contract End Date	Purpose	Sponsor ID/Name	Sponsor Type	FAIN#	TU
20830	Financial Systems and Technology	Y	Peach, Gina	Starkloff, Brian		1020	DV005	Division of Admin & Finance	S0521	Financial Affairs Sub-Division	U0521	Financial Affairs Unit	DFP03	Dept of Financial Systems and Technology	PG006	Institutional Support	SP061	Institutional Support Administration								

The Initiative Report runs upon opening. It shows you a listing of initiatives.



# Initiative\_Report

Value	Description	Summary	Allow Posting	Allow Budgeting	Reason
00000	Default Initiative	N	Y	Y	
00001	Initiative 00001	N	Y	Y	
00002	Initiative 00002	N	Y	Y	
00003	Initiative 00003	N	Y	Y	
00004	Initiative 00004	N	Y	Y	
00005	Initiative 00005	N	Y	Y	
00006	Initiative 00006	N	Y	Y	
00007	Initiative 00007	N	Y	Y	
00008	Initiative 00008	N	Y	Y	
00009	Initiative 00009	N	Y	Y	
00010	Initiative 00010	N	Y	Y	
00011	Initiative 00011	N	Y	Y	
00012	Initiative 00012	N	Y	Y	
00013	Initiative 00013	N	Y	Y	
00014	Initiative 00014	N	Y	Y	
00015	Initiative 00015	N	Y	Y	
00016	Initiative 00016	N	Y	Y	
00017	Initiative 00017	N	Y	Y	
00018	Initiative 00018	N	Y	Y	
00019	Initiative 00019	N	Y	Y	
00020	Initiative 00020	N	Y	Y	
00021	Initiative 00021	N	Y	Y	
00022	Initiative 00022	N	Y	Y	
00023	Initiative 00023	N	Y	Y	
00024	Initiative 00024	N	Y	Y	
00025	Initiative 00025	N	Y	Y	

The Source Report also runs upon opening. It provides RSTARS fund, fund group, fund type, and fund class details by source.

(Enabled Column – “Y” means the source is active, “N” means it’s inactive)



Source_Report_Campus													
Value	Description	Enabled	Start Date	End Date	Sort Order	R Star Fund	R Star Fund Name	Fund Group	Fund Group Name	Fund Type	Fund Type Name	Fund Class	Fund Class Name
1000	Balance Sheet Clearing Activities	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1001	State-Support-CBE	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1002	State-Support-COFAC.	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1003	State-Support-CLA	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1004	State-Support-COSAM	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1005	State-Support-COE	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1006	State-Support-CHP	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1008	State-Support-OSPR	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1009	State-Support-Acad Student	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1