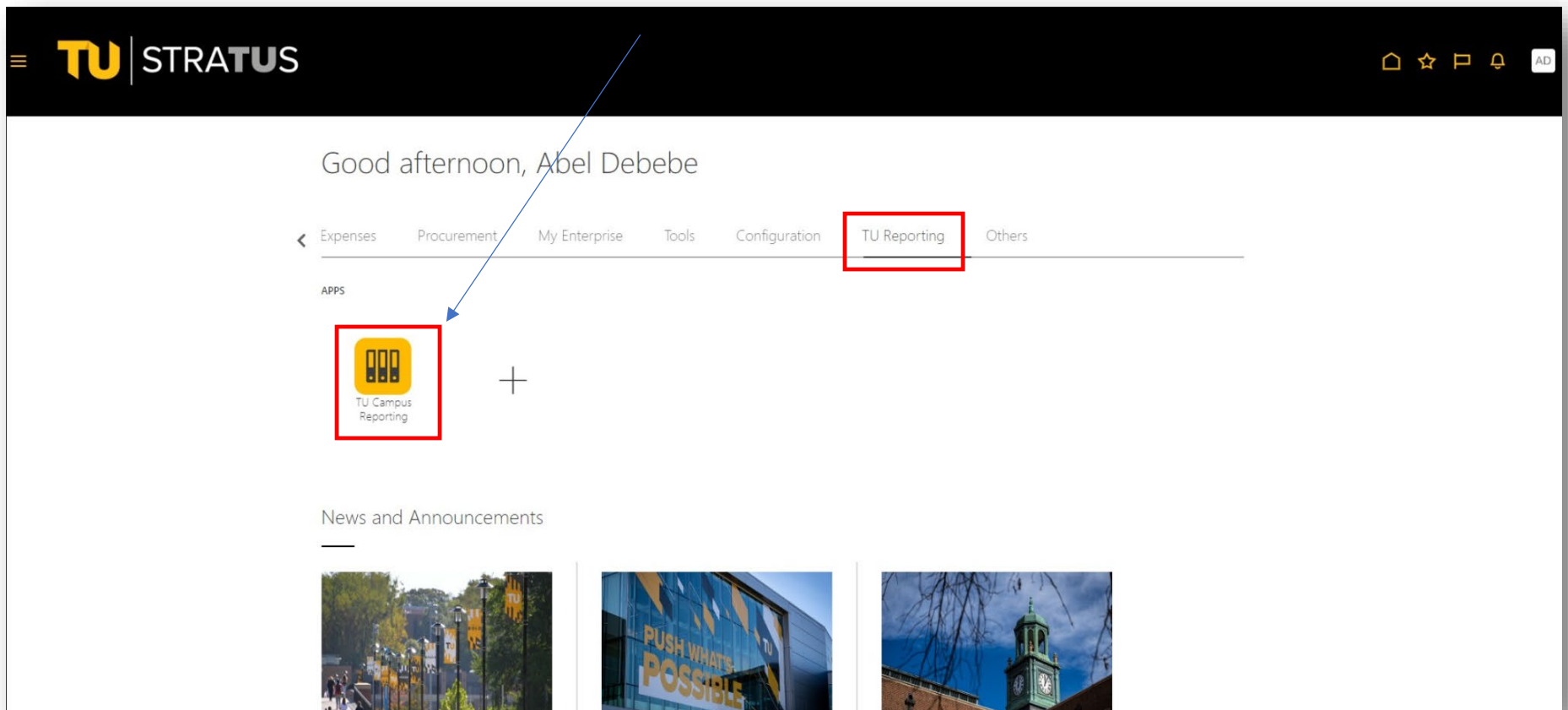


How To Navigate The TU Reporting Dashboard

The TU Reporting Dashboard is a place where you can come to easily run all of the reports offered in Stratus. Reports include: budget summary reports, divisional summary rollups, transaction details reports, fund balance reports, grant reporting, chart of accounts reports, accounts receivable reports, reports for DBOs, reports for inventory coordinators, and payroll reporting.

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



This is the Dashboard where you will find all of the reports available to you. The reports are sectioned by category. Depending on your access, you may not be able to view every report. To run a report, select the report you want to run. For this example, we will choose the Dept Cost Center Budget Summary by Account report.

Reporting Dashboard

<p>▲ Budget Summary Reports</p> <p><u>Cost Center Reports (Formatted Report)</u> Multiple Cost center prompts separated with commas (,)</p> <p>Dept Cost Center Budget Summary by Account</p> <p>Dept Cost Center Budget Summary by Parent Account</p> <p>Grant Cost Center Budget Summary by Account</p> <p>Grant Cost Center Budget Summary by Parent Account</p> <p>Project Cost Center Budget Summary by Account</p> <p>Project Cost Center Budget Summary by Parent Account</p> <p><u>Dept budget balance reports (Data Exports)</u> Multiple Cost center prompts separated with a semi colon (;)</p> <p>Department Budget Balance Child Account Report</p> <p>Department Budget Balance Parent Account Report</p>	<p>▲ Transaction Details Reports</p> <p><u>Pcard expense reports</u> Multiple Cost center prompts separated with a semi colon (;)</p> <p>Pcard Expense Report Completed</p> <p>Pcard Expense Report Pending</p> <p>Pcard not on Expense report</p> <p><u>Travel Expense reports</u> Multiple Cost center prompts separated with a semi colon (;)</p> <p>Travel Expense Report Completed</p> <p>Travel Expense Report Pending</p> <p>TU Travel Authorization Campus Version</p> <p><u>General transaction reports</u> Multiple Cost center prompts separated with a semi colon (;)</p> <p>Revenue Expenses All Transactional Details Report</p> <p>Revenue Expense Summary Transaction</p> <p>Invoices Pending Report</p> <p>Invoice Expense List Report</p> <p>Budget Adjustments Report</p> <p>Transactional Reports Dashboard</p> <p><u>Requisition/PO Reporting</u> Multiple Cost center prompts separated with a semi colon (;)</p> <p>PO Listing Report</p> <p>Requisition Purchase Order Listing</p> <p>Requisitions listing campus report</p> <p>Requisitions not on PO (All statuses campus)</p> <p>Requisitions not on PO Workflow</p> <p><u>Foundations Reimbursement</u></p> <p>Foundation Payroll Reimbursement Report</p> <p>Foundation Operation Reimbursement Report</p>	<p>▲ Campus OSPR_SPAR Grant reporting</p> <p>Multiple Cost center prompts separated with a semi colon (;) *Separated with comma</p> <p>Grant Balances for closing Grant</p> <p>Grant Budget Journal Listing</p> <p>Grant Cost Center FY BDGT Bal by Acct</p> <p>Grant Cost Center FY Expense BDGT Bal</p> <p>Grant Cost Center Listing</p> <p>Grant Cost Center PTD BDGT Bal by Acct</p> <p>Grant Cost Center PTD BDGT Bal by Parent Acct</p> <p>Grant Cost Center PTD BDGT Bal NoAcct</p> <p>Grant Rev & Exp Journal by Cost Center Range</p> <p>Grants Expense summary with budget revisions (Year)</p> <p>Grant Cost Center Summary P Report PriorYr *</p>	<p>▲ Accounts Receivable</p> <p>AR Transaction Detail</p> <p>TU Customer Details Report</p>
<p>▲ Divisional Summary Rollups</p> <p><u>Divisional Summary Rollups</u></p> <p>Divisional Self Support Fund Detailed Summary (NAT)</p> <p>Divisional Self Support Parent Budget Summary</p> <p>Divisional State Fund Detailed Summary (NAT)</p> <p>Divisional State Fund Parent Budget Summary</p> <p>Divisional Agency Fund Detailed Summary (NAT)</p> <p>Divisional Agency Fund Parent Budget Summary</p> <p>Divisional Auxiliary Fund Detailed Summary (NAT)</p> <p>Divisional Auxiliary Fund Parent Budget Summary</p> <p>Divisional Grants Fund Detailed Summary (NAT)</p> <p>Divisional Grants Fund Parent Budget Summary</p> <p><u>Account Summary by Div and Cost Center Rollups</u></p> <p>Account Summary by Div and Dept Cost Center</p> <p>Account Summary by Div and Grant Cost Center</p> <p>Account Summary by Div and Grant Cost Center LTD</p> <p>Account Summary by Div and Project Cost Center</p> <p>Account Summary by Div and Project Cost Center LTD</p>	<p>▲ Fund Balance Reports</p> <p>Multiple Source code prompts separated with commas (,)</p> <p>Fund Balance by Source Code</p>	<p>▲ COA Reports (Data Exports)</p> <p>Campus Cost Center Report</p> <p>Initiative Report</p> <p>Source Report Campus</p>	<p>▲ Campus Divisional Budget Officers</p> <p><u>Facilities Management</u> Multiple Cost centers separated with a comma (,)</p> <p>Project Cost Center Summary P Report PriorYr</p>
			<p>▲ Campus Inventory Coordinator</p> <p>FA Active Asset Detail Campus Version Report</p> <p>FA Retired Asset Detail CampusVersion Report</p>
			<p>▲ Payroll</p> <p>STRATUS DPR</p>

After selecting any of these reports, you will be prompted to enter parameters:

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level ▾

Prompt	Selection	Type	Source
Enter AccountingPeriod:	mar-24	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: All
Enter CostCenter:	20830	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: Grid1

Help OK Cancel Reset

After you enter parameters, click OK and your report will run.



Towson University

TU BC_DeptCC_Sum_DAT
For The Period Mar-24

As of Thursday, March 28, 2024 AD time: 2:35:12 PM Eastern Daylight Time

Run By: BSTARKLOFF

TOWSON US All Source Values All Initiative Values All Objective Values All FutureUse Values All Interfund Values USD Total									
Page: 20830-Financial Systems and Technology									
	Towson Original	Towson Revised	Current Month Actual	FYTD Actual	Prior YTD Actual	Commitment	Obligation	Funds Available(YTD)	% Remaining
Revenues									
Expenses									
501013 Staff Exempt	865,429.00	923,238.00	56,475.41	525,712.85	546,004.09	0.00	0.00	397,525.15	43%
501067 Final Leave Payout	0.00	31,200.00	0.00	0.00	0.00	0.00	0.00	31,200.00	100%
XP1000 Reg Salary, Wages Budget Checking	865,429.00	954,438.00	56,475.41	525,712.85	546,004.09	0.00	0.00	428,725.15	45%
501113 Social Security Contribution	67,936.18	59,281.69	4,101.63	38,423.89	40,139.01	0.00	0.00	20,857.80	35%
501114 Unemployment Compensation	0.00	0.00	150.12	1,406.34	1,469.12	0.00	0.00	-1,406.34	0%
501117 Health Insurance	0.00	0.00	7,350.68	61,785.08	54,931.46	0.00	0.00	-61,785.08	0%
501121 Retirees Health Ins Surcharge	0.00	0.00	4,209.18	35,558.13	28,057.60	0.00	0.00	-35,558.13	0%
501211 Employee Pension System	0.00	0.00	4,607.28	43,270.58	51,872.68	0.00	0.00	-43,270.58	0%
501229 Other Retirement Systems	0.00	0.00	3,324.79	24,715.64	24,501.63	0.00	0.00	-24,715.64	0%
501302 Supplemental Retirement Match	269,581.13	269,581.13	0.00	0.00	0.00	0.00	0.00	269,581.13	100%
XP1100 Reg Fringe Budget Checking	337,517.31	328,862.82	23,743.68	205,159.66	200,971.50	0.00	0.00	123,703.16	38%
501810 Tuition Waivers	0.00	1,911.00	0.00	1,911.00	3,033.34	0.00	0.00	0.00	0%
XP1800 Regular Tuition Waivers Budget Checking	0.00	1,911.00	0.00	1,911.00	3,033.34	0.00	0.00	0.00	0%
XP5001 Regular Salaries, Wages and Fringe	1,202,946.31	1,285,211.82	80,219.09	732,783.51	750,008.93	0.00	0.00	552,428.31	43%
XP5000 Salaries, Wages and Fringe	1,202,946.31	1,285,211.82	80,219.09	732,783.51	750,008.93	0.00	0.00	552,428.31	43%
603115 Telecom-TU Service Repair	0.00	300.00	0.00	210.00	0.00	0.00	0.00	90.00	30%
XR6031 Telephones	0.00	300.00	0.00	210.00	0.00	0.00	0.00	90.00	30%
XP6030 Budget Check Communications	0.00	300.00	0.00	210.00	0.00	0.00	0.00	90.00	30%
604002 Travel-In State	500.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	100%
604008 Training-In State	3,100.00	3,100.00	599.00	599.00	0.00	0.00	0.00	2,501.00	81%
XR6040 Travel Bdgt Parent1	3,600.00	3,600.00	599.00	599.00	0.00	0.00	0.00	3,001.00	83%

For detailed training documentation on each of these individual reports, please visit the [Stratus Reports Listing](#) page.