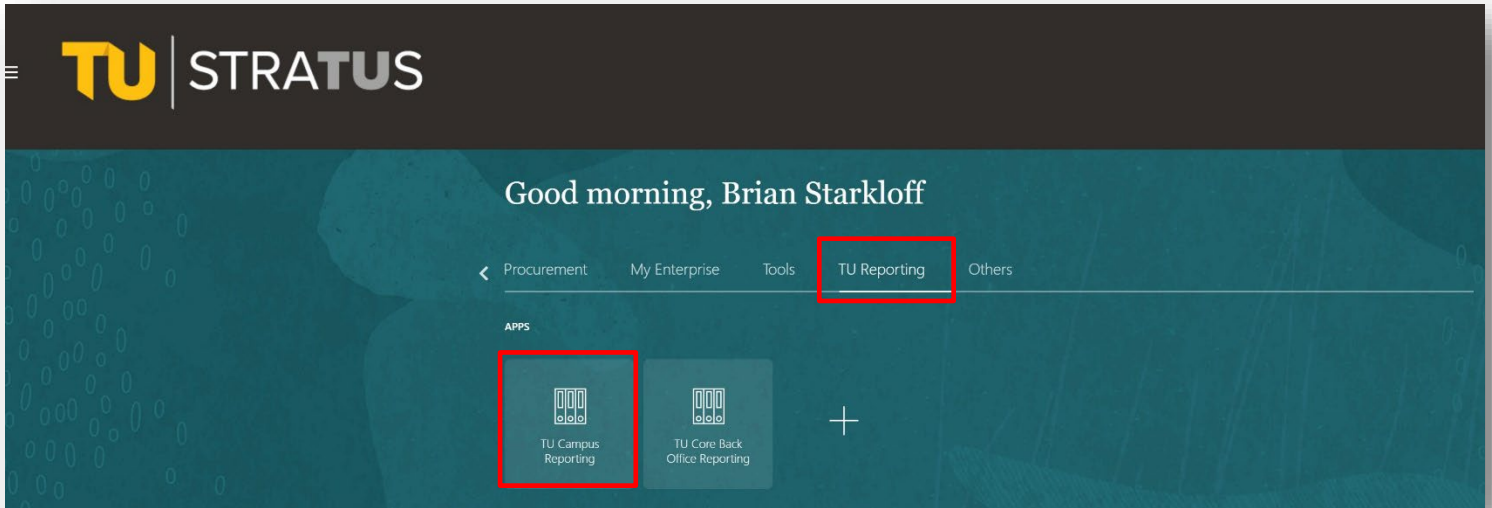


How to Run the Budget vs Actuals NAT roll-up report: TU_BC_NAT_STATE_FUND

Note: To run a self-support NAT report use TU_BC_NAT_SLF_FUND, for Auxiliary use TU_BC_NAT_AUX_FUND, for Grants use TU_BC_NAT_GRANTS_FUND, for Agency use TU_BC_NAT_AGENCY_FUND
Budget summary reports are available for FY21-22 with summarized transactional activity available via drill-down FY23 and forward with all transactional details are available via drill-down

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



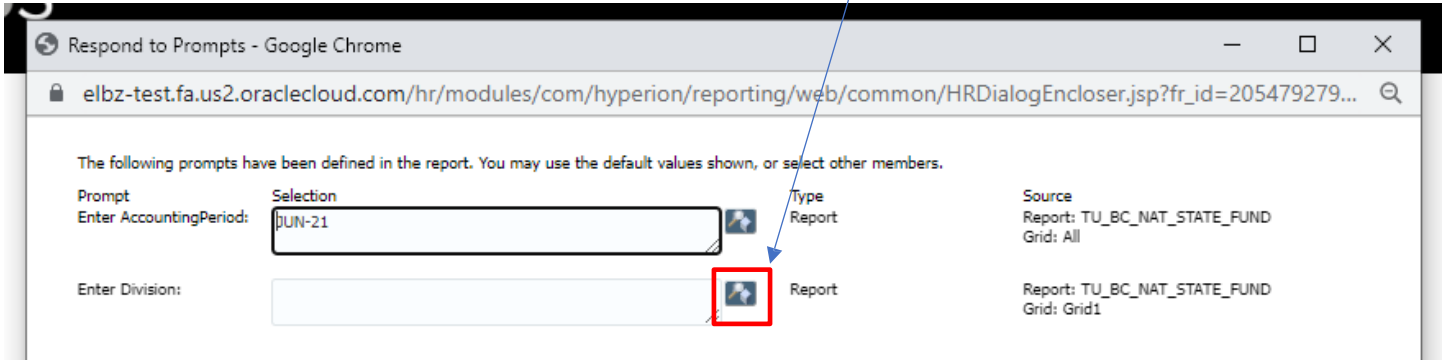
Select which of the divisional summary rollup reports you want to run here:

Reporting Dashboard

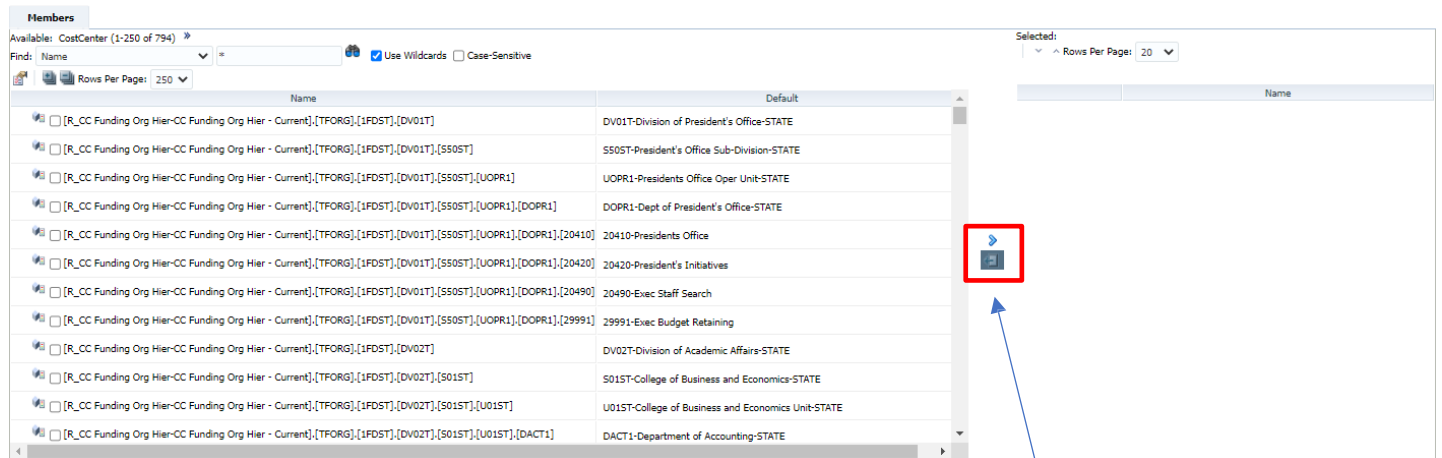
<p>Budget Summary Reports</p> <p>Cost Center Reports (Formatted Report) Multiple Cost center prompts separated with commas (,) Dept Cost Center Budget Summary by Account Dept Cost Center Budget Summary by Parent Account Grant Cost Center Budget Summary by Account through FY26 Grant Cost Center Budget 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 Parent 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 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</p> <p>Divisional Summary Rollups</p> <p>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</p> <p>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</p>	<p>Transaction Details Reports</p> <p>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 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</p> <p>Fund Balance Reports Multiple Source code prompts separated with commas (,) Fund Balance by Source Code</p>	<p>Campus OSPR_Business & Public Engagement Grant Reporting</p> <p>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 *</p> <p>COA Reports (Data Exports) Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p>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</p> <p>Payroll STRATUS DPR</p>	<p>Campus Divisional Budget Officers</p> <p>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</p> <p>Campus Inventory Coordinator FA Active Asset Detail Campus Version Report FA Retired Asset Detail CampusVersion Report</p> <p>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</p>
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When prompted, enter the accounting period. The accounting period is in a month-calendar year format. For example if you are looking to run this report for June of 2021, you would enter JUN-21 in this box.

Next select the Member Selection box to the right of the Division box.



Here you can search by scrolling down the list if you know your division.



Once you find the report you want to run, click on the blue arrow to move it over to the right column

If you want to search for a specific department, subdivision, or unit select Default from the Find: dropdown menu. Then in the search box type DV* if you want to search for your division and click enter. (Subdivision level starts with S, Unit level starts with U, and Department level starts with D)

Members

Available: CostCenter (1-250 of 794)

Find: Name Use Wildcards Case-Sensitive

Find dropdown options: Name, Description, Generation, Level, **Default**, HasHADesc, HierarchyType (Default), Data Storage, OriMember, Consolidation, IsTwoPass, US, ACCOUNTING_PER_START_ALIAS, ACCOUNTING_PER_END_ALIAS, COA_TREE_CODE_ALIAS, COA_TREE_VERSION_ALIAS, Id, UDA, Formula

Name
[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]
[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST]
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1]
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO
[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T].[S50ST].[UOPR1].[DO

Check the box to the left of the report you want to run. Then click OK at the bottom left.

Search Result

	Name	Location	Description
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV01T]	DV01T-Division of President's Office-STATE
<input checked="" type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV02T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV02T]	DV02T-Division of Academic Affairs-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV03T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV03T]	DV03T-Division of SPAR-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV04T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV04T]	DV04T-Division of Student Affairs-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV05T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV05T]	DV05T-Division of Admin & Finance-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV06T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV06T]	DV06T-Division of University Advancement-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV07T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV07T]	DV07T-Financial Aid-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV08T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV08T]	DV08T-Central University Wide-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV09T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV09T]	DV09T-Division of Marketing & Communication-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV10T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV10T]	DV10T-Year End-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV11T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV11T]	DV11T-Division of Ofc of Inclusion & Institutional Equity-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV12T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV12T]	DV12T-Division of Office of Human Resources-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV13T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV13T]	DV13T-Division of Office of Human Resources-STATE
<input type="checkbox"/>	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV15T]	[R_CC Funding Org Hier-CC Funding Org Hier - Current].[TFORG].[1FDST].[DV15T]	DV15T-Division of Athletics-STATE

Now that your report is in the right column, click OK again.

The screenshot shows the Oracle HR reporting interface. At the top, there is a 'Members' section with search filters and a 'Rows Per Page' dropdown set to 250. Below this is a list of members with columns for selection, name, and type. The list includes various organizational units such as 'Division of President's Office-STATE', 'President's Office Sub-Division-STATE', and 'College of Business and Economics-STATE'. At the bottom right of the interface, there are 'OK' and 'Cancel' buttons. A blue arrow points from the text above to the 'OK' button.

Click OK to run the report

The screenshot shows a dialog box titled 'Respond to Prompts - Google Chrome'. The URL in the address bar is 'elbz-test.fa.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr_id=2054792794&f...'. The dialog contains the following text: 'The following prompts have been defined in the report. You may use the default values shown, or select other members.' Below this, there are two prompts: 'Enter AccountingPeriod:' with a selection of 'Jun-21' and 'Enter Division:' with a selection of '[R_CC Funding Org Hier-CC Funding Org Hier - Current],[TFORG],[1FDST],[DV02T]'. The dialog also shows the 'Type' and 'Source' for each prompt. At the bottom right, there are 'OK', 'Cancel', and 'Reset' buttons. A blue arrow points from the text above to the 'OK' button.

The report will be generated. To export the report to Excel or PDF, select the drop down next to HTML Preview. If you have ran multiple reports, you can select them from the drop down.

TU_BC_NAT_STATE_FUND_updated

Open in new window Done

HTML Preview

Towson University
TU BC NAT STATE FUND
For The Period Jun-21
As of Monday, July 11, 2022 AD time: 3:02:57 PM Eastern Daylight Time
Run By: BSTARCKLOFF

Page 1 of 1

All Source Values All Initiative Values All Objective Values All FutureUse Values All Interfund Values
 Page: DV02T-Division of Academic Affairs-STATE

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Pre-Encumb	Encumbr	Avail Ba
Revenues								
401163-Lab/Lab Lecture Fee	614,030.00	353,295.00	(29,150.00)	562,665.00	0.00	0.00	0.00	(209,370.00)
College Lab Fees	614,030.00	353,295.00	(29,150.00)	562,665.00	0.00	0.00	0.00	(209,370.00)
410522-Misc sales/services	0.00	7,200.00	0.00	13,700.00	0.00	0.00	0.00	(6,500.00)
410524-Rental-Bldg/Grounds	0.00	0.00	(200.00)	(200.00)	0.00	0.00	0.00	200.00
421650-COV-19 Sales Services Educ	0.00	0.00	0.00	(210,345.00)	0.00	0.00	0.00	210,345.00
Adj								
Educational and General Revenues	0.00	7,200.00	(200.00)	(196,845.00)	0.00	0.00	0.00	204,045.00
470380-State Grants/Contracts Revenue	0.00	0.00	18.69	18.69	0.00	0.00	0.00	(18.69)

To drill-down into a dollar amount, click on the amount in blue and you can review additional information.

If you select an amount in the budget column, you can view budget journals.

If you select an amount in the current month actuals, fiscal YTD, or prior YTD, you will get actuals (invoices, journals, deposits, expenses)

Clicking on an amount in the requisitions and purchase orders column will show you those details as well.

For this example, we will select 608224 other services. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Review Budgetary Control Balances

Control Budget: Towson Revised Objective: All Objective Values Initiative: All Initiative Values
 Currency: USD CostCenter: DV02T Source: All Source Values
 Budget Period: Jul-20 - Jun-21 Interfund: All Interfund Values
 Account: 608224 FutureUse: All FutureUse Values

Budget Balances

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Requisitions	Obligations	Other Consumption	Expenditures	Total Consumption	Funds Available Amount
608224	000	12230	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	1,850.00
608224	000	12250	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	500.00	500.00	1,800.00
608224	000	12300	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	400.00
608224	000	12360	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	2,400.00
608224	000	12380	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	960.00
608224	000	12400	0000	000000	00000	1002	Jul-20	0.00	0.00	0.00	0.00	0.00	670.00
608224	000	12530	0000	000000	00000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	803.00
608224	000	12570	0000	000000	00000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	1.00
608224	000	12580	0000	000000	00000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	397.00
608224	000	12590	0000	000000	00000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	0.00
608224	000	12620	0000	000000	00000	1003	Jul-20	0.00	0.00	0.00	0.00	0.00	1,500.00
608224	000	12810	0000	000000	00000	1004	Jul-20	0.00	0.00	0.00	1,048.50	1,048.50	-1,048.50
Total								0.00	0.00	0.00	734,458.47	734,458.47	-234,509.47

Here is where you can see individual transactions that make up that dollar amount (invoices, expenses, journals, etc.)

To see journal information for a transaction, click on the transaction in blue.

Review Budgetary Control Transactions

Control Budget: Towson Revised
 Budget Period: Jul-20
 Budget Account: 1002-12250-608224-00000-000-000000-0000

Balance Type: Expenditure
 Balance: 500.00 USD
 Budget Currency: USD

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
7/31/20	CONV-FY21-JUL		500.00 USD	Reservation	500.00	0.00
Total					500.00	0.00

When finished, simply click close out of those tabs and you will be taken back to the reporting center tab where you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.

Towson University
 TU_BC_NAT_STATE_FUND_updated
 For The Period Jun-21
 As of Monday, July 11, 2022 AD time: 3:02:57 PM Eastern Daylight Time
 Run By: BSTARKLOFF

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Pre-Encumb	Encumb	Avail Bl
607206-Vehicle-Maint & Repair Car/Van	0.00	0.00	0.00	234.26	0.00	0.00	0.00	734.26
607209-Vehicle-Maint & Repair Light Truck	0.00	0.00	0.00	599.31	0.00	0.00	0.00	1599.31
607215-Vehicle-Maintenance & Repair Heavy Truck	2,183.00	83.00	791.66	1,108.34	0.00	0.00	0.00	1,025.34
607303-Vehicle-Insurance	470.00	470.00	0.00	840.00	0.00	0.00	0.00	470.00
OBU 07-Motor Vehicles	7,347.00	4,847.00	983.51	5,021.84	0.00	0.00	0.00	174.84
608003-Recruitment-Faculty/Staff Advertising	105,000.00	108,201.00	13,845.31	50,081.31	0.00	0.00	0.00	58,119.69
608006-Contractual Services-Print Reproduction	89,200.00	89,200.00	112.10	555.15	0.00	0.00	0.00	88,644.85
608009-Contractual Services-Bookbinding & Photographic Services	0.00	5.00	0.00	1,888.58	0.00	0.00	0.00	1,881.58
608103-Contractual Services-Laundry Services	0.00	395.00	113.70	508.70	0.00	0.00	0.00	113.70
608109-Contractual Services-Housekeeping	5,000.00	1,128.00	289.74	259.74	0.00	0.00	0.00	866.26
608115-Services-Trash & Waste Removal	0.00	0.00	0.00	595.98	0.00	0.00	0.00	1595.98
608118-Service-Shredding	0.00	572.00	540.00	2,792.73	0.00	0.00	0.00	12,130.73