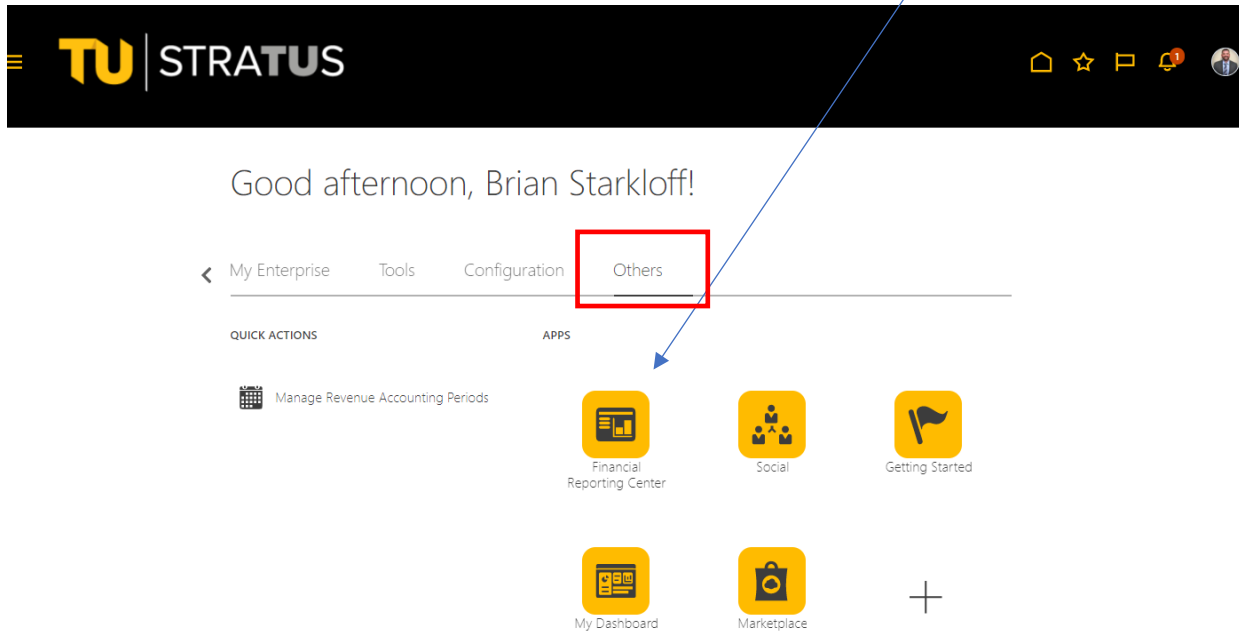


How to Run the Budget vs Actuals Summary – TU_BC_DeptCC_Sum_DAT

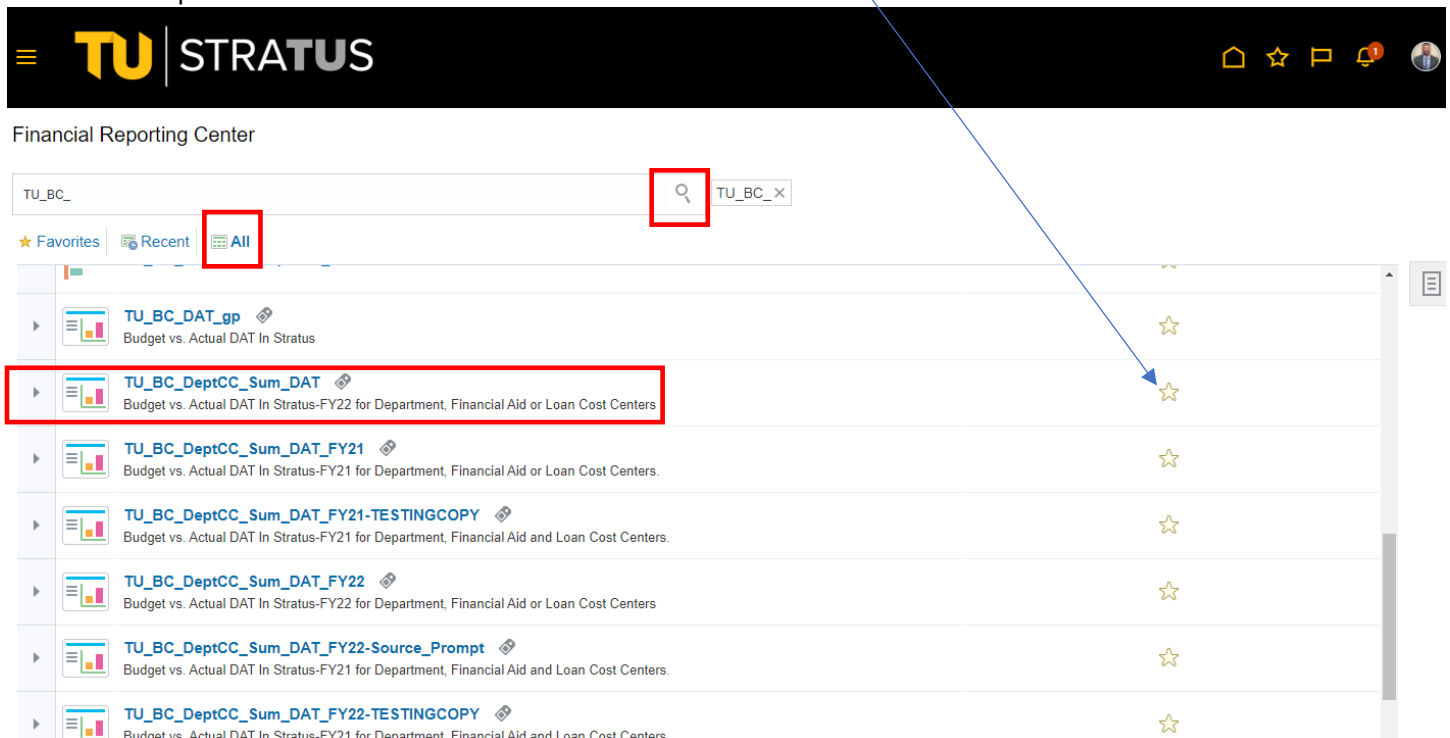
Note: This report replaces the PeopleSoft DAT budget summary tab.

**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 Others, and select the tile for Financial Reporting Center (FRS)



Select "All" to search all reports, then enter TU_BC, then Search. There will be several reports. TU_BC_DeptCC_Sum_DAT is the Budget Control Report for cost centers. Click on the star icon to the right to save it as a favorite for next time. Click on the report name.



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 March of 2022, you would enter MAR-22 in this box.

You can either enter the accounting period manually or select the icon to the right of the box and select it from a list. Next enter the cost center(s). If entering multiple cost centers, separate them with a comma.

Click OK at the bottom right

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-22	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: All
Enter CostCenter:	41320	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: Grid1

Buttons: Help, OK, Cancel, Reset

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.

Towson University
TU BC_DeptCC_Sum_DAT FY22 Report
 For The Period Mar-22
 As of Monday, July 11, 2022 AD time: 10:22:17 AM Eastern Daylight Time
 Run By: BSTARKLOFF

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
420629-Univ Fee Transfer	2,732,488.00	2,732,488.00	0.00	1,366,244.00	1,904,387.20	0.00	0.00	1,366,244.00	-50.00%
Educational Fees	2,732,488.00	2,732,488.00	0.00	1,366,244.00	1,904,387.20	0.00	0.00	1,366,244.00	-50.00%
410524-Rental-Bldg/Grounds Educationa	0.00	0.00	0.00	(125.00)	0.00	0.00	0.00	125.00	0.00%
Educational and General Revenues	0.00	0.00	0.00	(125.00)	0.00	0.00	0.00	125.00	0.00%
421100-COV-19 UG Aux. Serv. Adj. Fees	0.00	0.00	0.00	0.00	(153,634.71)	0.00	0.00	0.00	0.00%
Auxiliary COVID	0.00	0.00	0.00	0.00	(153,634.71)	0.00	0.00	0.00	0.00%
440690-Rental-Bldg/Grounds	0.00	0.00	60.00	69,775.81	27,190.87	0.00	0.00	(69,775.81)	0.00%
440738-All Other/Miscellaneous Sales	845,904.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

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 FY2022 Revised
 Currency USD
 Budget Period Jul-21 - Mar-22
 Account 608224

Objective Objective
 CostCenter 41320
 Interfund Interfund
 FutureUse FutureUse

Initiative Initiative
 Source Source

Budget Balances

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	T Consump
608224	000	41320	0000	000000	00000	4242	Jul-21	28,000.00	0.00	0.00	0.00	-535.00	-53
608224	000	41320	0000	000000	00001	4242	Jul-21	0.00	0.00	0.00	0.00	2,560.00	2.56
608224	000	41320	0000	000000	00000	4242	Aug-21	0.00	0.00	0.00	0.00	200.00	20
608224	000	41320	0000	000000	00000	4242	Sep-21	0.00	0.00	0.00	0.00	-200.00	-20
608224	000	41320	0000	000000	00001	4242	Sep-21	0.00	0.00	0.00	0.00	200.00	20
608224	000	41320	0000	000000	00001	4242	Nov-21	0.00	0.00	0.00	0.00	1,126.00	1.12
608224	000	41320	0000	000000	00000	4242	Mar-22	0.00	0.00	0.00	0.00	5,066.21	5.06
Total								28,000.00	0.00	0.00	0.00	8,417.21	8.41

Columns Hidden 10 Columns Frozen 8

Here is the invoice Image:

Red Coats, Inc.
 4520 East West HWY # 200
 Bethesda, Maryland 20814
 (301) 260-4276 Fax: (301) 654-5947
 A@redcoats.com
 Federal ID: 53-0257871

INVOICE
 INVOICE DATE: 3/21/2022
 INVOICE NUMBER: 428225
 Service Period: SPECIAL BILLING
 Service Location: 1 OLYMPIC PLACE / BB

CUSTOMER	BILL TO	CONTRACT	PURCHASE ORDER	WORK ORDER	CONTRACT NUMBER	JOB NUMBER
18523	0002	0001				111029170

DESCRIPTION OF SERVICE PERFORMED	QTY	RATE	TAX	AMOUNT
FEB - REBILLED PAPER - :959085.22	1.00	177.84	N	\$177.84
FEB - HANDLING CHARGES -:959085.22	1.00	17.78	N	\$17.78
SUB TOTAL				\$195.62
TAX				
AMOUNT DUE				\$195.62

Terms - Due Upon Receipt **PLEASE PAY THIS AMOUNT**

AP@TOWSON.EDU
 RETURN THIS PAYMENT STUB ALONG WITH YOUR REMITTANCE TO INSURE PROPER CREDIT TO YOUR ACCOUNT

INVOICE NUMBER	INVOICE DATE	AMOUNT DUE
428225	3/21/2022	\$195.62

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_DeptCC_Sum_DAT_FY22 Report
 For The Period Mar-22
 As of Monday, July 11, 2022 AD time: 10:22:17 AM Eastern Daylight Time
 Run By: BSTARKLOFF

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Requisitions	Purchase Orders	Avail Bal	% Remaining
608119-Closed Captioning	0.00	0.00	0.00	(5,100.15)	0.00	0.00	5,130.00	(28.85)	0.00%
608127-Medical Care Services	11,000.00	11,000.00	0.00	1,092.27	0.00	0.00	9,867.73	9,867.73	-90.89%
608128-Laboratory Service	100.00	100.00	0.00	0.00	94.77	0.00	0.00	100.00	-100.00%
608133-Equipment Rental	52,000.00	52,000.00	514.50	42,116.58	44,812.50	0.00	12,966.48	(3,083.48)	-19.01%
608139-Facilities Rental	35,000.00	35,000.00	0.00	13,275.00	0.00	0.00	0.00	21,725.00	-62.07%
608142-Photocopy	4,000.00	4,000.00	211.92	1,325.73	712.84	0.00	0.00	2,674.27	-66.86%
608145-TU Printing Services	0.00	0.00	0.00	1,989.00	58.00	0.00	0.00	(1,989.00)	0.00%
608146-Equipment Repair and Maint	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-100.00%
608160-Building Repair Maintenance	602,025.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
608166-Food Services Catering	130,000.00	130,000.00	0.00	7,853.30	402.46	0.00	0.00	122,146.70	-93.96%
608206-FBI Criminal Check	1,020.00	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00	-100.00%
608212-Security Services	262,100.00	262,100.00	0.00	63,859.49	0.00	0.00	312,087.60	(93,947.09)	-77.36%
608215-Traffic Control Service	110,000.00	110,000.00	0.00	2,914.00	0.00	0.00	0.00	107,086.00	-97.44%
608221-Key Replacement	1,180.00	1,180.00	0.00	50.74	0.00	0.00	0.00	1,139.26	-95.74%
608223-Outside Services Auxiliary	55,000.00	55,000.00	1,345.00	13,458.00	165.00	0.00	50,069.00	(6,545.00)	-75.49%
608234-Other Services	28,000.00	28,000.00	5,069.21	8,417.21	(650.00)	0.00	0.00	19,582.79	-69.94%
608233-Contracts Administrative IT	20,700.00	20,700.00	0.00	12,018.50	12,018.50	0.00	0.00	8,681.50	-41.94%
608234-Credit Card Fee	750.00	750.00	0.00	(1,554.58)	0.00	0.00	0.00	2,304.58	-307.28%
608306-Print Marketing	2,000.00	2,000.00	0.00	232.30	0.00	0.00	0.00	1,767.70	-86.39%
608920-ChBk Art Services Print Market	0.00	0.00	0.00	394.57	1,984.68	0.00	0.00	(394.57)	0.00%
TOTAL	1,495,695.00	893,670.00	7,256.63	183,198.44	60,932.66	0.00	540,444.37	170,027.19	-1,855.10%