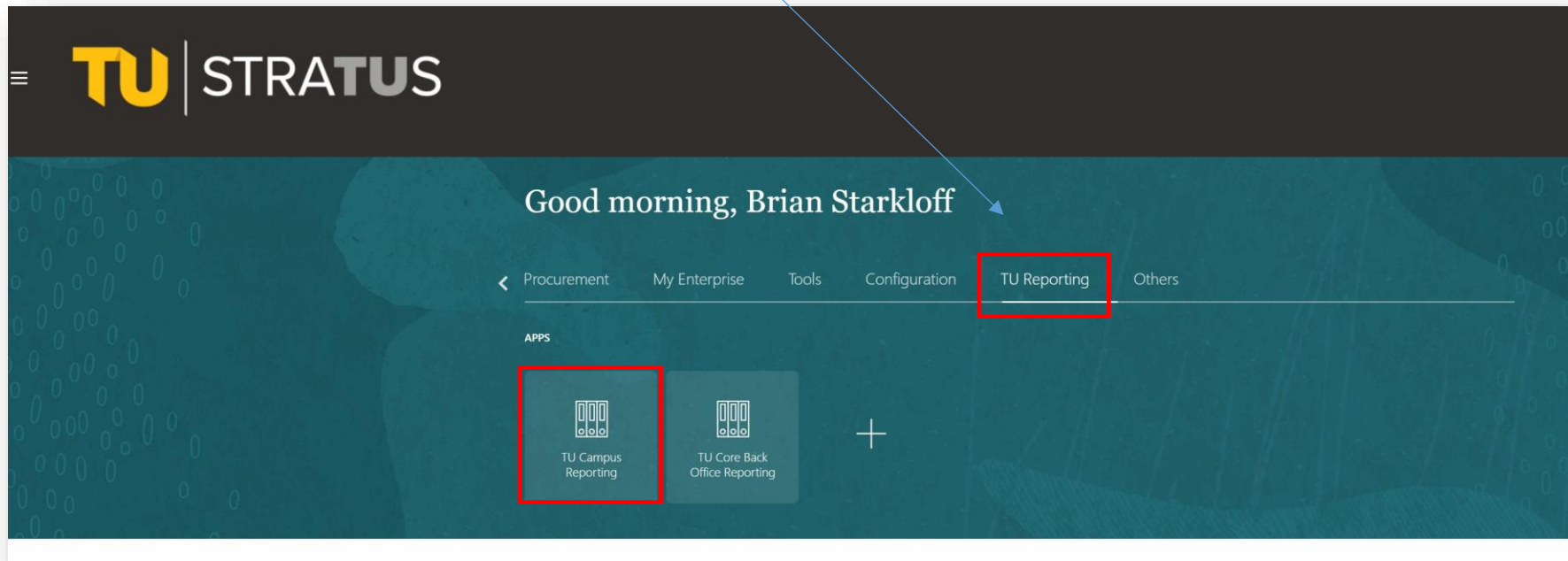


How to Run the Fund Balance Report for Self-Support Departments

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



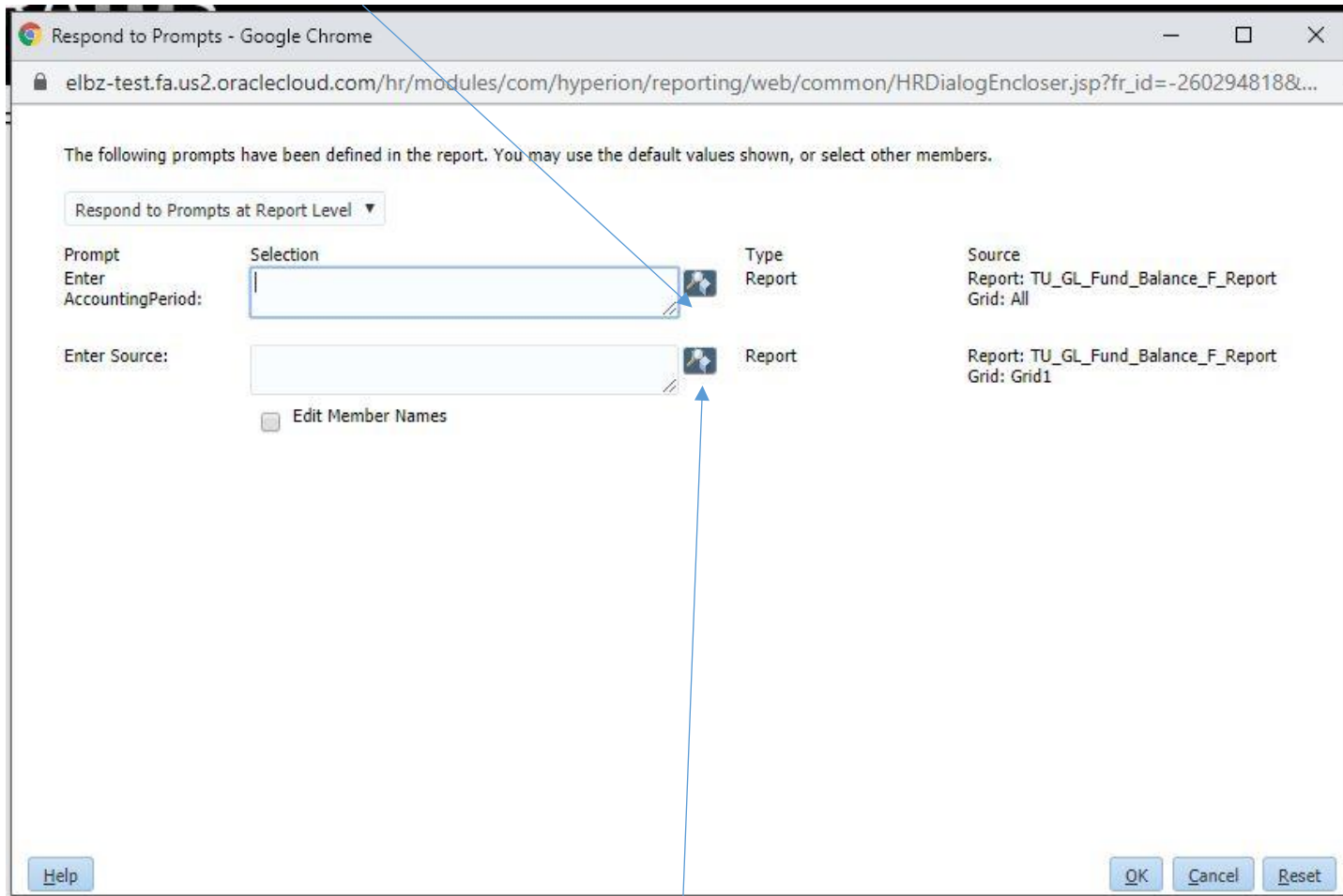
From the Reporting Dashboard, select Fund Balance by Source Code.

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 through FY25
 - Grant Cost Center Budget Summary by Account through FY24
 - 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 Account through FY25
 - Project Cost Center Budget Summary by Account through FY24
 - 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
- 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) through FY25
 - Divisional Grants Fund Detailed Summary (NAT) through FY24
 - Divisional Grants Fund Parent Budget Summary through FY25
 - Divisional Grants Fund Parent Budget Summary through FY24
 - 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
 - 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
- 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)**
 - Cost Center Report-Campus
 - Natural Account Report-Campus
 - Initiative Report
 - Source Report Campus
- Accounts Receivable**
 - AR Transaction Detail
 - TU Customer Details Report
- Payroll**
 - STRATUS DPR
- Campus Divisional Budget Officers**
 - 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
- Campus Inventory Coordinator**
 - FA Active Asset Detail Campus Version Report
 - FA Retired Asset Detail CampusVersion Report
- BPA Committee**
 - AP Invoice Account Coding Approval Status Report
 - Parent Budget vs Actual By Cost Center and Div

Enter the accounting period here: Accounting period is in a month-year format. For example if you are looking to run this report for June of fiscal year 2025, you would enter JUN-25 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.



Enter Source: click on the Member Selection icon to the right of the enter source box.

Scroll down the list of Source Values. When you find the value you want to run, check the box to the left of the value.

The screenshot shows a software interface with a list of source values. The list is titled 'Members' and has a search bar with 'Name' and an asterisk. The list contains 20 rows of source values, each with a checkbox on the left and a name on the right. The value '3470-English Language Center' is selected and checked. A blue arrow points to the checkmark. Another blue arrow points to the right-pointing arrow icon on the right side of the list.

Source Value	Name
[All Source Values],[3420]	3420-CHP PAST Program
[All Source Values],[3460]	3460-Direct Enroll Programs
[All Source Values],[3461]	3461-Study Abroad Administration
[All Source Values],[3462]	3462-Short Term Study Abroad
[All Source Values],[3464]	3464-TU London Intern Program
[All Source Values],[3465]	3465-International Partnerships
[All Source Values],[3467]	3467-Internat Sponsored Student Pgm
[All Source Values],[3468]	3468-International Student Serv Fee
<input checked="" type="checkbox"/> [All Source Values],[3470]	3470-English Language Center
[All Source Values],[3500]	3500-CGSR Indirect Cost Recovery
[All Source Values],[3501]	3501-CGSR Grad Application
[All Source Values],[3520]	3520-Institute Well Being Operation
[All Source Values],[3521]	3521-IWB H Ctr for Adults w/ Autism
[All Source Values],[3522]	3522-IWB Speech & Language Center
[All Source Values],[3523]	3523-IWB Occupational Therapy Ctr.
[All Source Values],[3524]	3524-IWB Hearing & Balance Center
[All Source Values],[3525]	3525-IWB Wellness Center
[All Source Values],[3535]	3535-Counseling Center Program
[All Source Values],[3540]	3540-National Student Exchange

Help

OK

Cancel

Then select the > icon to move the value over to the right, then click OK

Select OK in the bottom right corner to run the report

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

Prompt
Enter AccountingPeriod: Selection

Enter Source: Report

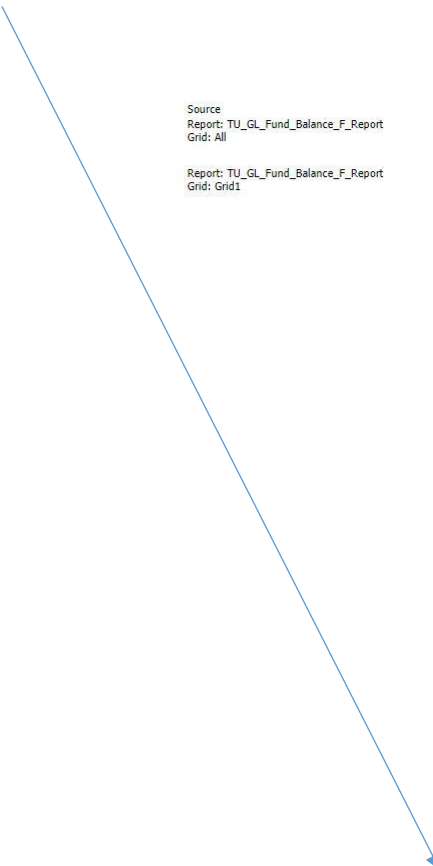
Edit Member Names

Type
Report

Report

Source
Report: TU_GL_Fund_Balance_F_Report
Grid: All

Report: TU_GL_Fund_Balance_F_Report
Grid: Grid1



Help

OK Cancel Reset



This is what the report looks like:



Towson University
TU_GL_Fund_Balance_F Report
Run By: BSTARKLOFF

For The Period Jun-25
As of Tuesday, July 22, 2025 AD time: 1:36:45 PM Eastern Daylight Time

TOWSON US All CostCenter Values All Initiative Values All Objective Values All FutureUse Values All Interfund Values Actual USD <u>Total</u>						
Page: 3470-English Language Center v						
	Beginning Balance	Current Period	Y-T-D Activity	Ending Balance	Prior YTD	Change
101010 Cash - State Treasurer	199,017.81	203.85	(37,236.72)	161,781.09	24,800.28	136,980.81
101011 Due to/Due from.	0.00	119,125.45	119,125.45	119,125.45	0.00	119,125.45
103030 Account Rec-Student	26,045.00	(22,200.00)	6,717.00	32,762.00	17,795.00	14,967.00
103035 Account Rec-Org	96,000.00	93,300.00	(2,700.00)	93,300.00	96,000.00	(2,700.00)
103170 Other Receivable	0.00	(4,600.00)	(4,600.00)	(4,600.00)	0.00	(4,600.00)
105050 Deferred Charges	21,863.06	10,224.53	(11,638.53)	10,224.53	5,198.86	5,025.67
Total Assets	342,925.87	196,053.83	69,667.20	412,593.07	143,794.14	268,798.93
201010 Accounts Payable	(211.03)	0.00	211.03	0.00	(211.03)	211.03
250440 Other Accruals	(6.60)	(259.49)	(252.89)	(259.49)	(5.42)	(254.07)
204550 Deferred Revenue-Oth	(100,600.00)	(88,700.00)	11,900.00	(88,700.00)	(60,163.00)	(28,537.00)
Total Liabilities	(100,817.63)	(88,959.49)	11,858.14	(88,959.49)	(60,379.45)	(28,580.04)
Total Fund Balance	242,108.24	107,094.34	81,525.34	323,633.58	0.00	0.00
401192 Application Fee	0.00	0.00	0.00	0.00	(100.00)	100.00
410528 Sales/Services-Educational Activity	0.00	(129,998.00)	(452,908.00)	(452,908.00)	(377,305.88)	(75,602.12)
410532 Program Application	0.00	(975.00)	(3,800.00)	(3,800.00)	(1,250.00)	(2,550.00)
410534 Program Registration	0.00	(4,600.00)	(93,017.00)	(93,017.00)	(62,200.00)	(30,817.00)
461787 Conference Assistance	0.00	0.00	0.00	0.00	425.00	(425.00)
499919 Fund Balance Contribution	0.00	0.00	4,141.51	4,141.51	4,404.30	(262.79)
Total Revenue	0.00	(135,573.00)	(545,583.49)	(545,583.49)	(436,026.58)	(109,556.91)
501011 Faculty NonTenure Not on Track	0.00	5,252.71	55,899.60	55,899.60	52,421.71	3,477.89
501013 Staff Exempt	0.00	6,938.33	74,485.03	74,485.03	62,719.76	11,765.27
501113 Social Security Contribution	0.00	872.22	9,625.36	9,625.36	8,552.46	1,072.90
501114 Unemployment Compensation	0.00	18.76	178.93	178.93	310.73	(131.80)
501117 Health Insurance	0.00	2,632.98	12,075.07	12,075.07	8,438.77	3,636.30
501121 Retirees Health Ins Surcharge	0.00	1,210.34	4,528.25	4,528.25	3,280.41	1,247.84
501211 Employee Pension System	0.00	1,523.29	16,357.69	16,357.69	15,140.16	1,217.53
501229 Other Retirement Systems	0.00	0.00	4,077.00	4,077.00	3,823.60	253.40
502003 Contg Staff Exempt Level I	0.00	711.80	130,366.85	130,366.85	107,601.63	22,765.22
502007 Contg Staff Non-Exmpt Lev I	0.00	3,677.60	9,051.89	9,051.89	5,911.71	3,140.18

You can select from a variety of viewing/exporting options from the drop down here:

- HTML Preview
- HTML Preview
- PDF Preview
- Export to Excel**
- Export In Query-Ready Mode
- Export to Word
- Export to Powerpoint
- Show Annotations
- Refresh
- Respond to Prompts



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As of Tuesday, July 2

TOWSON US All CostCenter Values All Initiative V
Pag

	Beginning Balance
101010 Cash - State Treasurer	199,017.81
101011 Due to/Due from.	0.00
103030 Account Rec-Student	26,045.00
103035 Account Rec-Org	96,000.00
103170 Other Receivable	0.00
105050 Deferred Charges	21,863.06
Total Assets	342,925.87