

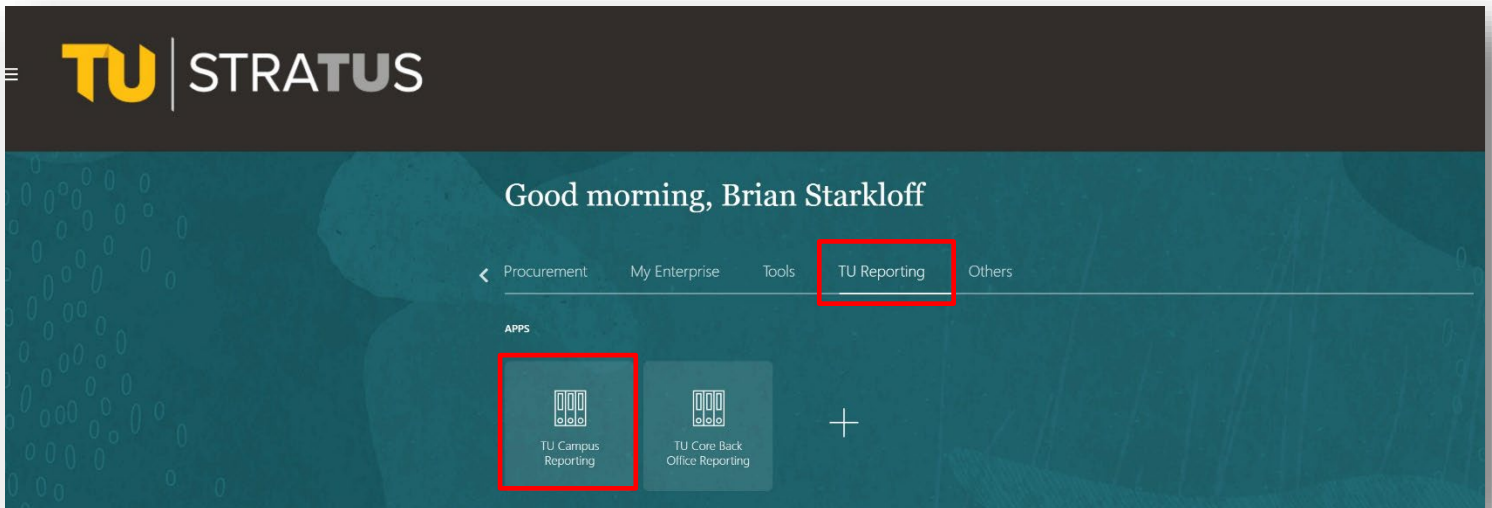
How to Run a Grant Report: TU_BC_GrantCC_Sum_P_Report

Note: This report replaces the PeopleSoft P Report for 5xxxxxx Grant ProjectID's.

**All transactional data for the life of the project through May-22 has been converted into Stratus via GL journal entry.
June-22 will be added after we close the FY22 fiscal year in early August.**

For transactions FY23 and forward invoice details etc. will be drillable to the AP or Expense details and doc images

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



Select the grand cost center budget summary by account report

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 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 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
 - 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 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
 - 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 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
- Fund Balance Reports**
 - Multiple Source code prompts separated with commas (,)
 - Fund Balance by Source Code
- Campus OSPR_Business & Public Engagement 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**
 - 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
- 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 Campus/Version Report
 - 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

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 2022, you would enter JUN-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). YOU MUST USE CAPITOL LETTERS FOR THE COST CENTER. 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.

Prompt	Selection	Type	Source
Enter AccountingPeriod:	JUN-22	Report	Report: TU_BC_GrantCC_Sum_P_Report Grid: Grid1
Enter CostCenter:	SM102	Report	Report: TU_BC_GrantCC_Sum_P_Report 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.

TU BC GrantCC Sum P Report

HTML Preview

Source: Source Initiative: Initiative Objective: Objective FutureUse: FutureUse Interfund: Interfund

Towson University
 TU BC GrantCC Sum P Report
 For The Period Jun-22
 As of Sunday, July 10, 2022 AD time: 9:45:59 AM Eastern Daylight Time
 Run By: BSTARKLOFF

Page: SM102-5040819-Northern Map Turtle 2021

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Project to Date	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
470426-Corporate	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Private gifts, grants, and contracts	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Total Revenue	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Expenses									

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

If you select amount in Orig or Rev budget columns you will get budget journals

If you select current month actuals, fiscal YTD, or project to date, you will get actuals (invoices, journals, deposits, expenses)

Clicking on requisitions and purchase orders will show you those details as well.

For this example, we will select 470426. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Review Budgetary Control Balances

Control Budget Grants Budget Objective Objective Initiative Initiative
 Currency USD CostCenter SM102 Source Source
 Budget Period Jul-21 - Jun-22 Interfund Interfund
 Account 470426 FutureUse FutureUse

Budget Balances

View Detach Wrap

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	T Consump
470426	000	SM102	0000	000000	000000	5300	Jan-22	0.00	0.00	0.00	0.00	5,534.11	5.53
470426	000	SM102	0000	000000	000000	5300	May-22	0.00	0.00	0.00	0.00	6,265.61	6.26
Total								0.00	0.00	0.00	0.00	11,800.72	11.80

Columns Hidden 10 Columns Frozen 8

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 Grants Budget Balance Type Expenditure
Budget Period May-22 Balance 6,266.61 USD
Budget Account 5300-SM102-470426-00000-000-000000-0000 Budget Currency USD

Budget Transactions

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
5/31/22	Receivables A 1...		5,534.11 USD	Reservation	5,534.11	0.00
5/31/22	Conv-FY22MAY...		732.50 USD	Reservation	732.50	0.00
Total					6,266.61	0.00

Here you can view the journal information:

Edit Journal

Journal Batch: Receivables A 1392471000001 1392490 N

Journal Batch Receivables A 1392471000001 1392490 N
Description Journal Import Receivables 1392490 //
Balance Type Actual Source Receivables
Approval Status Not required
Funds Status Reserved with warning
Batch Status Posted
Completion Status Complete

* Accounting Period May-22
Attachments None

Journal May-22 Sales Invoices
Description Journal Import 1392490 //
* Ledger TOWSON US
Accounting Date 5/31/22
* Category Sales Invoices

Currency USD US Dollar
Conversion Date 5/31/22
Conversion Rate Type User
Conversion Rate 1
Inverse Conversion Rate 1

Journal Lines

Line	* Account	Entered (USD)		Description	Line Descriptive Flexfield Values				
		Debit	Credit		Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Line_Re
1	4040-00000-201050-00000-000-000000-0		50.00	Journal Import ...					



When finished, simply click close out of that tab and you will be taken back to the report.

Here you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.

HTML Preview

Source: Source Initiative: Initiative Objective: Objective FutureUse: FutureUse Interfund: Interfund

Towson University Page 1 of 1

TU BC GrantCC Sum P Report
 For The Period Jun-22
 As of Monday, July 11, 2022 AD time: 12:29:27 PM Eastern Daylight Time
 Run By: BSTARKLOFF

Page: SM102-5040819-Northern Map Turtle 2021

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Project to Date	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
470426-Corporate	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Private gifts, grants, and contracts	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Total Revenue	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Expenses									