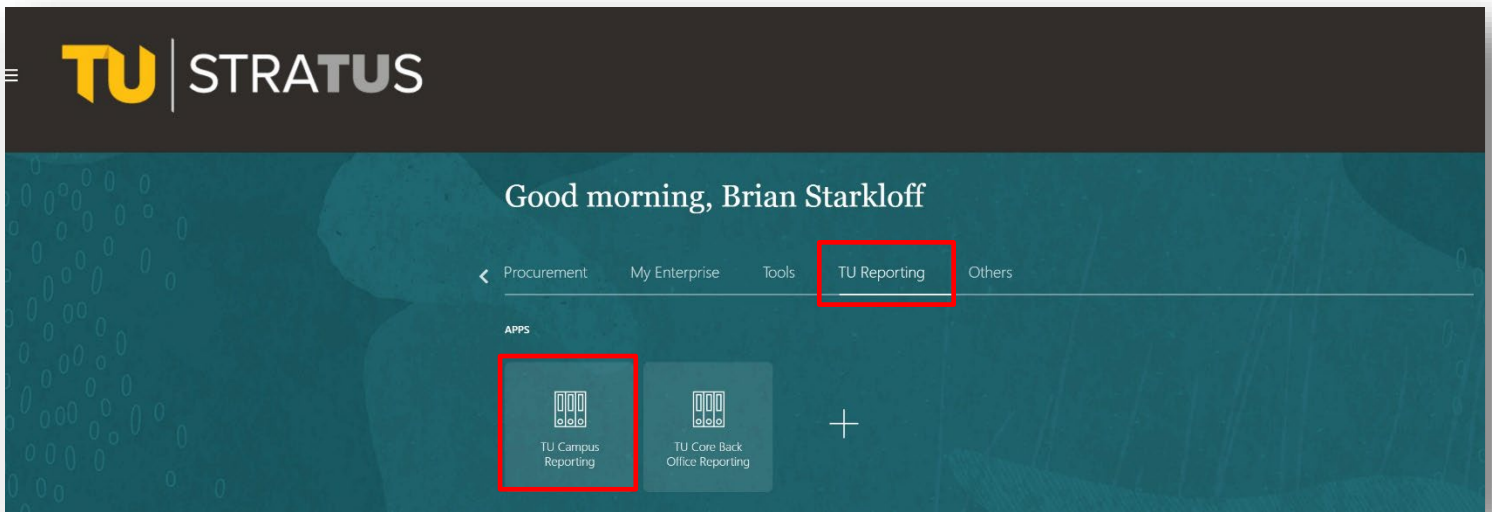


How to Run the DPR Report for a Project or Grant

Note: This report replaces the Payroll detail tab on the PeopleSoft Grant P Report.

Take note: If the grant or project started prior to 2023 and you need to see the full payroll history, you will need to run the Stratus DPR report and the PeopleSoft DPR report and combine the information. Also, when running the PeopleSoft DPR, you will need to enter the 7-digit PeopleSoft project ID. Whereas on the Stratus DPR report, you will need to use your 5-digit cost center.

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



Select STRATUS DPR

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 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>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</p> <p>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)</p> <p>Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p>Accounts Receivable</p> <p>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</p> <p>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</p> <p>FA Active Asset Detail Campus Version Report FA Retired Asset Detail CampusVersion 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 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>BPA Committee</p> <p>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> | | |

Select Campus Payroll Reporting (DPR)

The screenshot shows the 'Towson University BI & Analytics' dashboard. The breadcrumb trail is 'Home'. A search bar is located in the top right corner. Under the 'Favorites' section, the 'Browse' link is highlighted. The 'Folders (2)' section contains two items: 'Campus Financial Reporting' and 'Campus Payroll Reporting (DPR)'. A blue arrow points from the text 'Select Campus Payroll Reporting (DPR)' to the 'Campus Payroll Reporting (DPR)' folder. Below the folders, the 'Power BI Reports (1)' section contains one item: 'Project Analysis Public Dashboard'.

If you want to run a report for fiscal year 2022 or prior, select the PS DPR History block.

The screenshot shows the 'Towson University BI & Analytics' dashboard with the breadcrumb trail 'Home > Campus Payroll Reporting (DPR)'. A search bar is located in the top right corner. Under the 'Favorites' section, the 'Browse' link is highlighted. The 'Folders (2)' section contains two items: 'PS DPR History' and 'Stratus DPR'. A blue arrow points from the text 'If you want to run a report for fiscal year 2022 or prior, select the PS DPR History block.' to the 'PS DPR History' folder.

Select PS_DPR_History

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History

Search

Favorites **Browse**

Paginated Reports (1)

PS_DPR_History

Type in the fiscal year or fiscal year range.

Select your account period start and end range from the drop down.

If you're running multiple years, set the accounting period from July (1) – June (12)

For Grant/Project ID, deselect NULL and Enter your old Grant/Project ID number.

You can choose to select other parameters such as account or just click View Report.

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History > PS_DPR_History

Search

Starkoff, Brian L.

Favorites Browse

Comments

Fiscal Year: 2022

Accounting Period (Start): 1 - July

Accounting Period (End): 12 - June

Dept ID: [] NULL

Account: [] NULL

Fiscal Year Range: [] NULL

Dept ID (Range): [] NULL

Account (Range): [] NULL

Fund: [] NULL

Grant / Project ID: 5040761 NULL

View Report

Your report will populate. Here you can view the information using the four tabs at the top of the report.

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History > PS_DPR_History

Search: [] Starkloff, Brian L.

Accounting Period (Start): 1 - July
Accounting Period (End): 12 - June
Grant / Project ID: 5040761

PS DPR History Report
As of: Run 12/5/2022 at 1:19 PM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

| Year | Dept | Fund | Grnt/Proj | Initiative | Account | Period | Ref | Unit | Amount | Name | Empl ID | Empl Rcd# | Position | Line Descr | Journal ID | Date | Template |
|------|-------|------|-----------|------------|---------|--------|-------------|-------|--------|--------------------------|---------|-----------|----------|-------------------------------|------------|------------|----------|
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | Gluck, Mathew | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | Kumchev, Angel Vassilev | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | McNew, Nathaniel Gregory | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | Gluck, Mathew | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | Kumchev, Angel Vassilev | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | McNew, Nathaniel Gregory | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502119 | | 12 | TOWSN | | | | | | Accounts Payable | AP00210674 | 2022-06-22 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 11 KMSMITH | TOWSN | | | | | | CR Salary Spring Lauderdale M | 0000209454 | 2022-05-31 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 10 KMSMITH | TOWSN | | | | | | CR Sal Correct Lauderdale Apr | 0000207778 | 2022-04-27 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 10 KMSMITH | TOWSN | | | | | | CR Salary Spring Lauderdale A | 0000207629 | 2022-04-25 | |

Recommended: Export to excel: select the dropdown on the save icon here and select Excel (No Header)

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History > PS_DPR_History

Search: [] Starkloff, Brian L.

Accounting Period (Start): 1 - July
Accounting Period (End): 12 - June
Grant / Project ID: 5040761

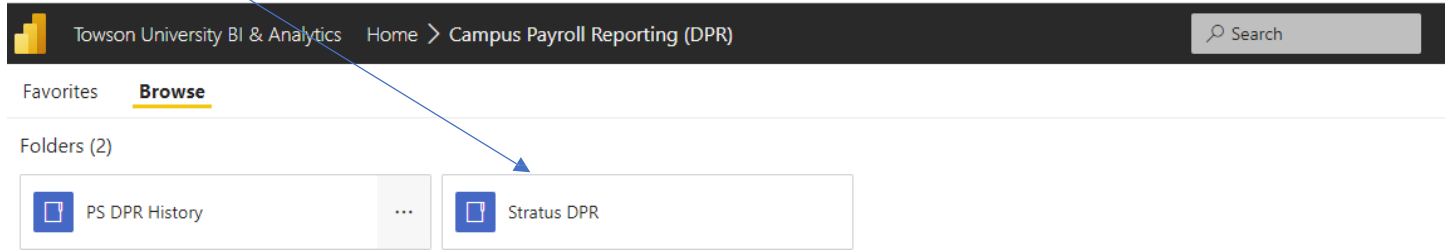
PS DPR History Report
As of: Run 12/5/2022 at 1:19 PM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

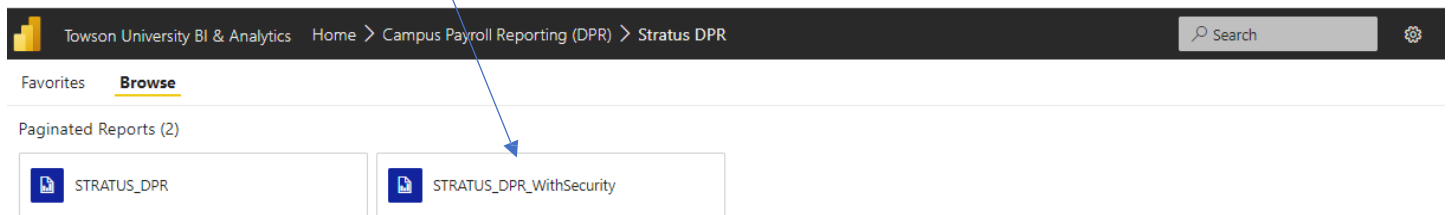
Word
Excel
Excel (No Header) [highlighted]
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

| Year | Dept | Fund | Grnt/Proj | Initiative | Account | Period | Ref | Unit | Amount | Name | Empl ID | Empl Rcd# | Position | Line Descr | Journal ID | Date | Template |
|------|-------|------|-----------|------------|---------|--------|-------------|-------|--------|--------------------------|---------|-----------|----------|-------------------------------|------------|------------|----------|
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | Gluck, Mathew | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | Kumchev, Angel Vassilev | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR062822 | RGFAC | | McNew, Nathaniel Gregory | | | | HR062822 Payroll Journals | PR00211617 | 2022-06-28 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | Gluck, Mathew | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | Kumchev, Angel Vassilev | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502015 | | 12 HR061422 | RGFAC | | McNew, Nathaniel Gregory | | | | HR061422 Payroll Journals | PR00210649 | 2022-06-14 | PAYROLL |
| 2022 | 51632 | 5000 | 5040761 | | 502119 | | 12 | TOWSN | | | | | | Accounts Payable | AP00210674 | 2022-06-22 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 11 KMSMITH | TOWSN | | | | | | CR Salary Spring Lauderdale M | 0000209454 | 2022-05-31 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 10 KMSMITH | TOWSN | | | | | | CR Sal Correct Lauderdale Apr | 0000207778 | 2022-04-27 | |
| 2022 | 51632 | 5000 | 5040761 | | 502127 | | 10 KMSMITH | TOWSN | | | | | | CR Salary Spring Lauderdale A | 0000207629 | 2022-04-25 | |

If you want to run a report for fiscal year 2023 or later, select the Stratus DPR. For this example, we will select the Stratus DPR.



Select STRATUS_DPR_WithSecurity



Type in the fiscal year or fiscal year range.

Select your account period start and end range from the drop down.

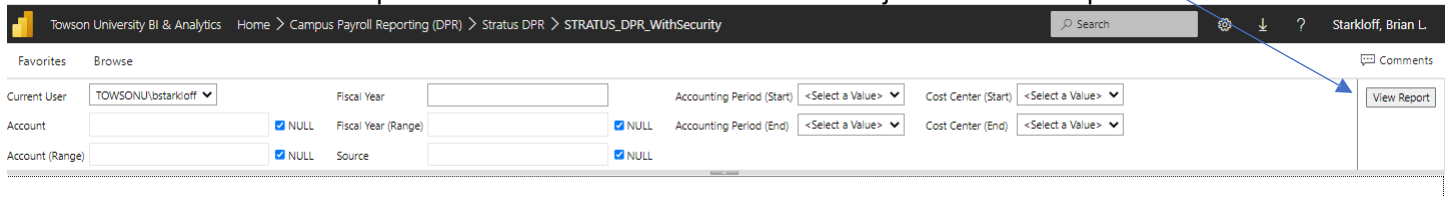
If you're running multiple years, set the accounting period from July (1) – June (12)

Use the dropdown menu to select your cost center(s)

This may be different than your current cost center.

Tip: If you want to utilize any of the boxes with NULL, you must first uncheck the NULL box before typing in the value

You can choose to select other parameters such as account and source or just click View Report.



Your report will populate. Here you can view the information using the four tabs at the top of the report.

STRATUS DPR Report
As of: Run 12/15/2022 at 11:12 AM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

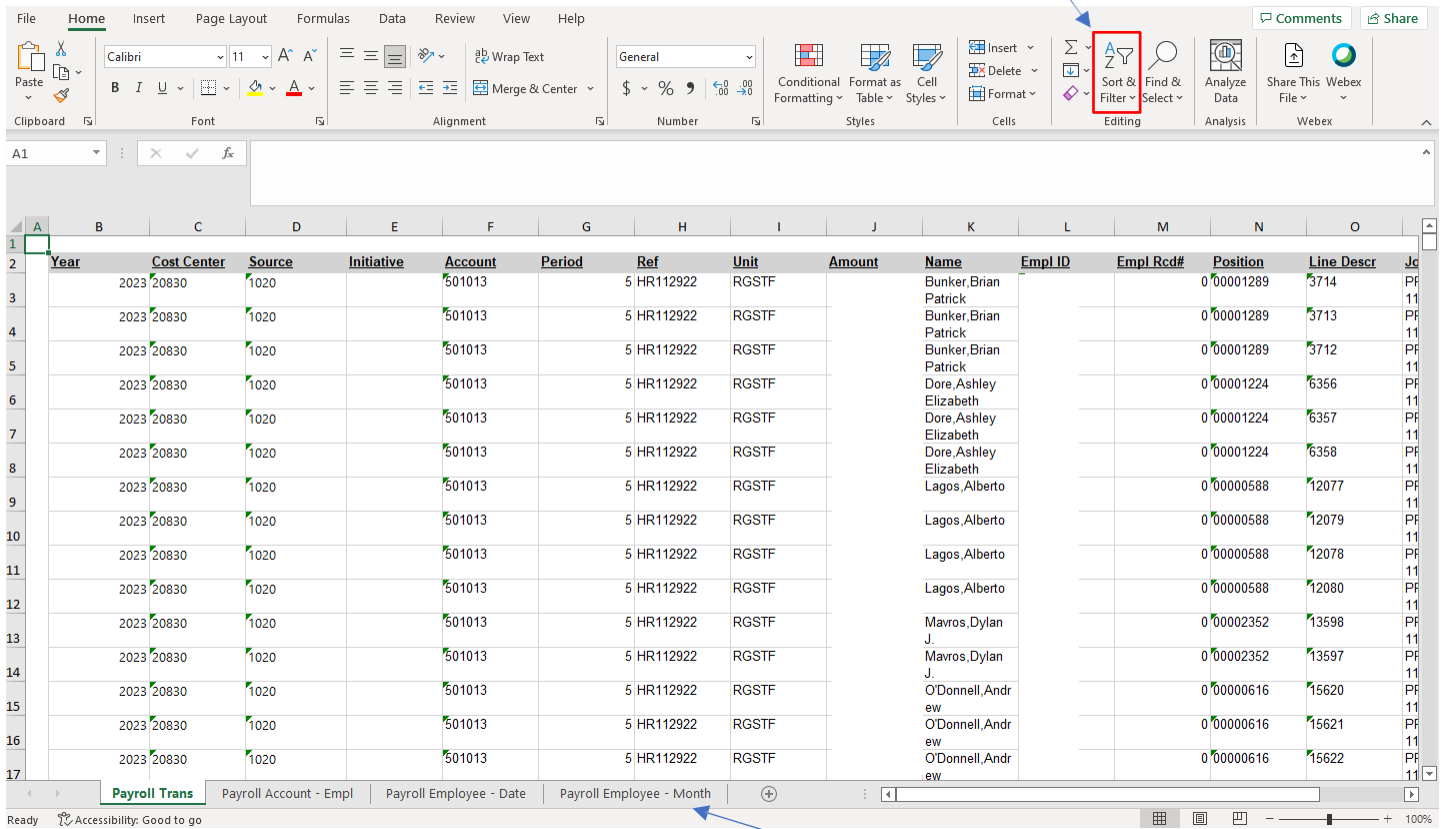
| Year | Cost Center | Source | Initiative | Account | Period | Ref | Unit | Amount | Name | Empl ID | Empl Rcd# | Position | Line Descr | Journal ID | Date | Template |
|------|-------------|--------|------------|---------|--------|------------|-------|--------|-----------------------|---------|------------|----------|-------------------------|------------|---------|----------|
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Bunker,Brian Patrick | | 0 00001289 | 3714 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Bunker,Brian Patrick | | 0 00001289 | 3713 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Bunker,Brian Patrick | | 0 00001289 | 3712 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Dore,Ashley Elizabeth | | 0 00001224 | 6356 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Dore,Ashley Elizabeth | | 0 00001224 | 6357 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Dore,Ashley Elizabeth | | 0 00001224 | 6358 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12077 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12079 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12078 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12080 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Mavros,Dvian | | 0 00002352 | 13598 | PR Batch- | 2022-11-29 | PAYROLL | |

Recommended: Export to excel, select the dropdown on the save icon here and select Excel (No Header)

Word
Excel
Excel (No Header)
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

| Year | Cost Center | Source | Initiative | Account | Period | Ref | Unit | Amount | Name | Empl ID | Empl Rcd# | Position | Line Descr | Journal ID | Date | Template |
|------|-------------|--------|------------|---------|--------|------------|-------|--------|-----------------------|---------|------------|----------|-------------------------|------------|---------|----------|
| 2023 | 20830 | 1020 | | 501013 | | | | | Bunker,Brian Patrick | | 0 00001289 | 3714 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Bunker,Brian Patrick | | 0 00001289 | 3713 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Bunker,Brian Patrick | | 0 00001289 | 3712 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Dore,Ashley Elizabeth | | 0 00001224 | 6356 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Dore,Ashley Elizabeth | | 0 00001224 | 6357 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Dore,Ashley Elizabeth | | 0 00001224 | 6358 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | | | | Lagos,Alberto | | 0 00000588 | 12077 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12079 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12078 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Lagos,Alberto | | 0 00000588 | 12080 | PR Batch-2023-11/29/022 | 2022-11-29 | PAYROLL | |
| 2023 | 20830 | 1020 | | 501013 | | 5 HR112922 | RGSTF | | Mavros,Dvian | | 0 00002352 | 13598 | PR Batch- | 2022-11-29 | PAYROLL | |

Once your report has been exported to excel, you can filter and sort it by clicking here:



Tabs for employee, date, and month will also be available at the bottom

If you want to run another report, minimize excel, navigate back to the Stratus DPR report and enter new parameters.

