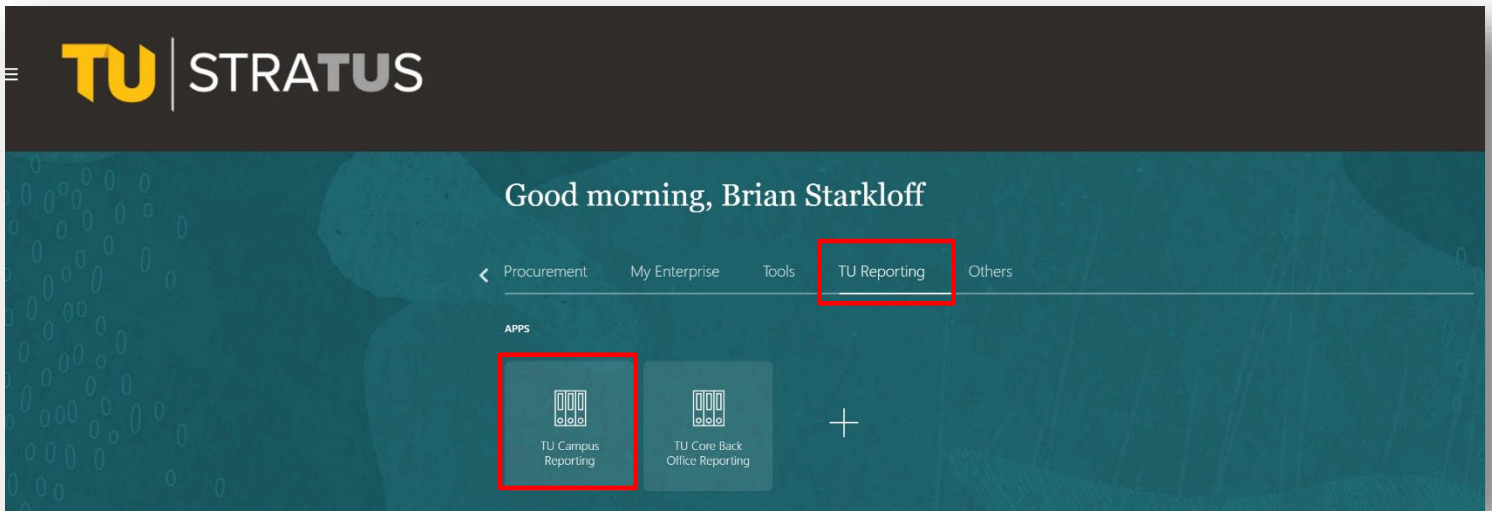


# How to Run the Stratus Payroll Detail Report for Department Cost Center (DPR)

**Note: This report replaces the PeopleSoft DPR Report.**

**Purpose: This is a listing of payroll details by employee in addition to any other journals posting to payroll accounts.**

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



Select STRATUS DPR

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 Parent Account through FY26
    - Project Cost Center Budget Summary by Parent Account through FY25
    - Project 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
  - 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 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 CampusVersion 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

Select Campus Payroll Reporting (DPR)

Towson University BI & Analytics Home Search

Favorites **Browse**

Folders (2)

- Campus Financial Reporting
- Campus Payroll Reporting (DPR)

Power BI Reports (1)

- Project Analysis Public Dashboard

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

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.

The screenshot shows a web interface for 'Towson University BI & Analytics'. The breadcrumb navigation is 'Home > Campus Payroll Reporting (DPR)'. There is a search bar on the right. Below the navigation, there are tabs for 'Favorites' and 'Browse'. Under 'Folders (2)', there are two folder cards: 'PS DPR History' and 'Stratus DPR'. A blue arrow points from the text above to the 'Stratus DPR' folder.

Select STRATUS\_DPR\_WithSecurity

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

Favorites Browse

Paginated Reports (2)

STRATUS\_DPR 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)

*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.

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > Stratus DPR > STRATUS\_DPR\_WithSecurity

Search [ ] Starkloff, Brian L.

Favorites Browse Comments

Current User: TOWSONU\bstarkloff

Fiscal Year: [ ] Accounting Period (Start): <Select a Value> Cost Center (Start): <Select a Value>

Account: [ ]  NULL Fiscal Year (Range): [ ]  NULL Accounting Period (End): <Select a Value> Cost Center (End): <Select a Value>

Account (Range): [ ]  NULL Source: [ ]  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) > Stratus DPR > STRATUS\_DPR\_WithSecurity

Current User: TOWSONU\bstarkloff Fiscal Year: 2023 Accounting Period (Start): 1 - July Cost Center (Start): 20830

Account: NULL Fiscal Year (Range): NULL Accounting Period (End): 12 - June Cost Center (End): 20830

Account (Range): NULL Source: NULL

**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,Dylan		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)

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > Stratus DPR > STRATUS\_DPR\_WithSecurity

Current User: TOWSONU\bstarkloff Fiscal Year: 2023 Accounting Period (Start): 1 - July Cost Center (Start): 20830

Account: NULL Fiscal Year (Range): NULL Accounting Period (End): 12 - June Cost Center (End): 20830

Account (Range): NULL Source: NULL

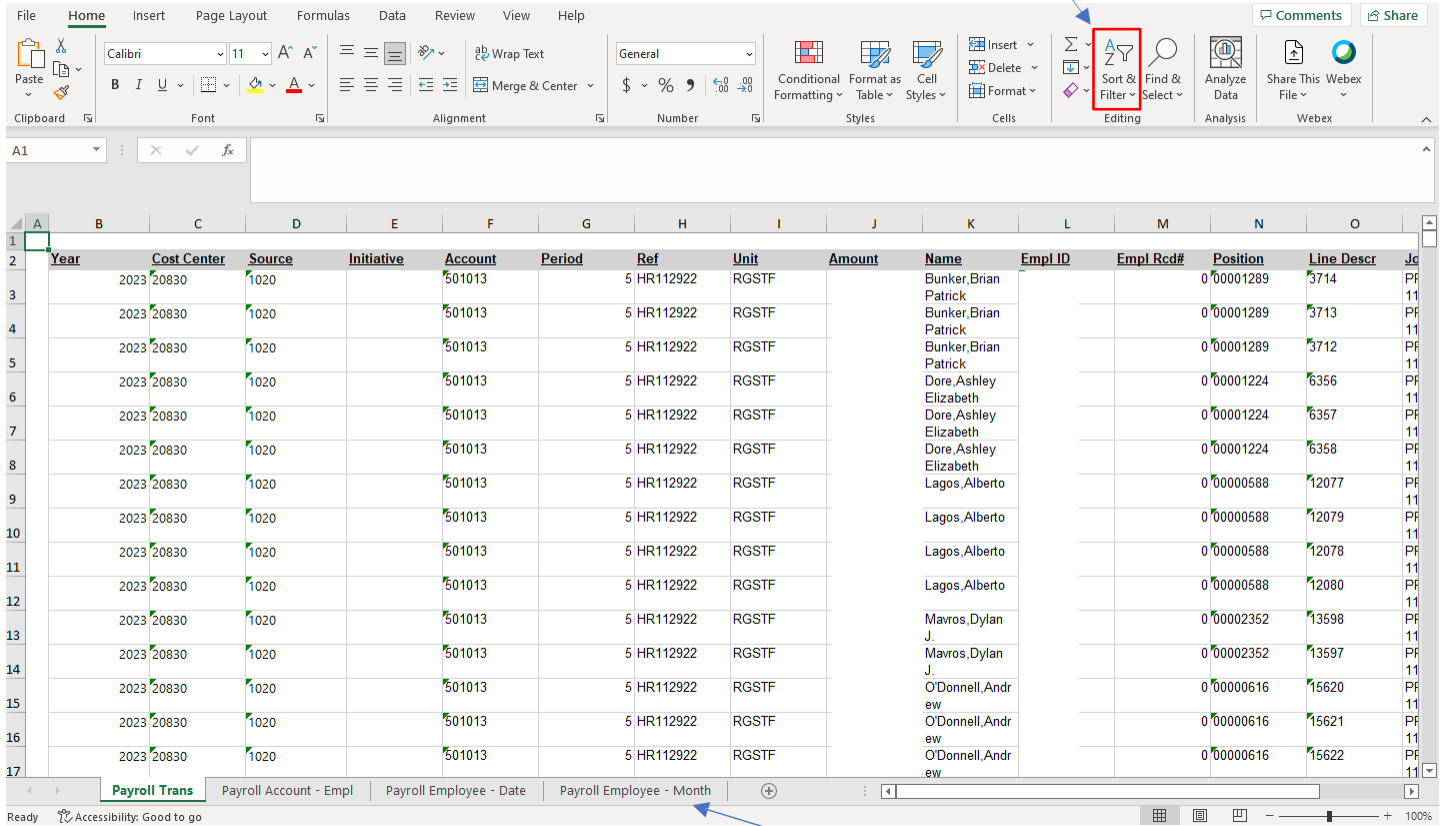
**STRATUS DPR Report**  
As of: Run 12/15/2022 at 11:12 AM

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

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		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,Dylan		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.

