

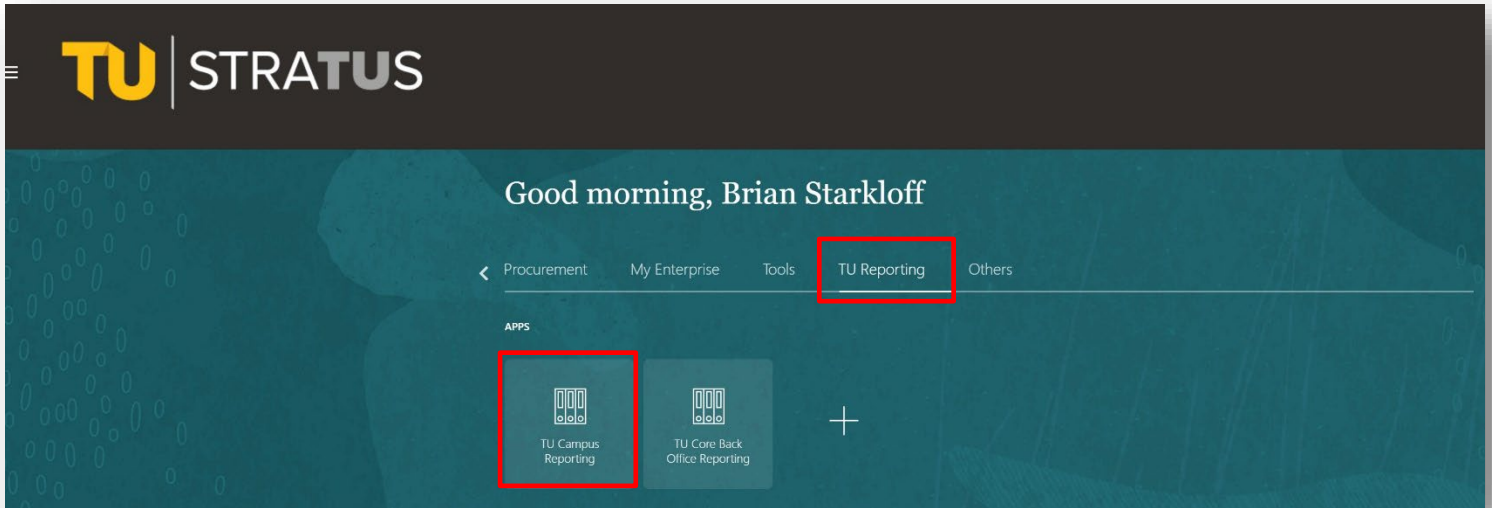
How to Run the Project Actuals Report: TU_BC_ProjectCC_Sum_P_Report

Note: This report replaces the PeopleSoft P Report for 8xxxxxx 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 Project Cost Center Budget Summary by Account report

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</p> <p>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</p> <p>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</p> <p>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>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</p> <p>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>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Foundation Reimbursement Foundation Payroll Reimbursement Report Foundation Operation Reimbursement Report</p> <p>Student Financials Student Financials Details by Cost Center</p> <p>Fund Balance Reports 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) Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p>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</p> <p>Payroll 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 FA Active Asset Detail Campus Version Report FA Retired Asset Detail CampusVersion Report</p> <p>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</p>
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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). 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_ProjectCC_Sum_P_Report Grid: Grid1
Enter CostCenter:	80307	Report	Report: TU_BC_ProjectCC_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.

Towson University
 TU_BC_ProjectCC_Sum_P_Report
 For The Period Jun-22
 As of Sunday, July 10, 2022 AD time: 10:57:03 AM Eastern Daylight Time
 Run By: BSTARKLOFF

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Project to Date	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
Expenses									
501605-Overtime	0.00	0.00	0.00	262.90	262.90	0.00	0.00	(262.90)	0.00%
Obj 01 - Regular Salary and Wages	0.00	0.00	0.00	262.90	262.90	0.00	0.00	(262.90)	0.00%

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

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 613110. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Review Budgetary Control Balances

Control Budget: Grants Budget
 Currency: USD
 Budget Period: Jul-21 - Jun-22
 Account: 613110

Objective: Objective
 CostCenter: 80307
 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
613110	000	80307	0000	000000	00000	4800	Dec-21	0.00	0.00	0.00	0.00	143,221.50	143.22
Total								0.00	0.00	0.00	0.00	143,221.50	143.22

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
 Budget Period: Dec-21
 Budget Account: 4800-80307-613110-00000-000-000000-0000

Balance Type: Expenditure
 Balance: 143,221.50 USD
 Budget Currency: USD

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
12/31/21	Conv-FY22DEC		143,221.50 USD	Reservation	143,221.50	0.00
Total					143,221.50	0.00

Here you can view the journal information:

Edit Journal

Journal Batch: Conv-FY22DECProj-Activity Conversion A 1402367 N

Journal Batch: Conv-FY22DECProj-Activity Conversion A 1402367 N
 Description: Conv-FY22DECProj-Activity
 Balance Type: Actual
 * Accounting Period: Dec-21
 Attachments: None

Source: Conversion
 Approval Status: Not required
 Funds Status: Reserved with warning
 Batch Status: Posted
 Completion Status: Complete

Journal: Conv-FY22DECProj-Activity ZNV
 Description: Conv-FY22DECProj-Activity
 * Ledger: TOWSON US
 Accounting Date: 12/31/21
 * Category: ZNV

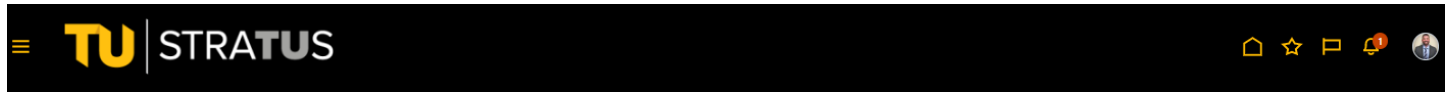
Currency: USD US Dollar
 Conversion Date: 12/31/21
 Conversion Rate Type: User
 Conversion Rate: 1
 Inverse Conversion Rate: 1

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	4800-00000-101010-00000-000-000000-0	526.50		8000234 FY22 December...					



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.



TU_BC_ProjectCC_Sum_P_Report

Open in new window



HTML Preview

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

TU TOWSON UNIVERSITY

Towson University Page 1 of 1

TU_BC_ProjectCC_Sum_P_Report
 For The Period Jun-22
 As of Monday, July 11, 2022 AD time: 11:37:40 AM Eastern Daylight Time
 Run By: BSTARKLOFF

Page: 80307-401 Washington Avenue

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Project to Date	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
Expenses									
501605-Overtime	0.00	0.00	0.00	262.90	262.90	0.00	0.00	(262.90)	0.00%
Obj 01 - Regular Salary and Wages	0.00	0.00	0.00	262.90	262.90	0.00	0.00	(262.90)	0.00%