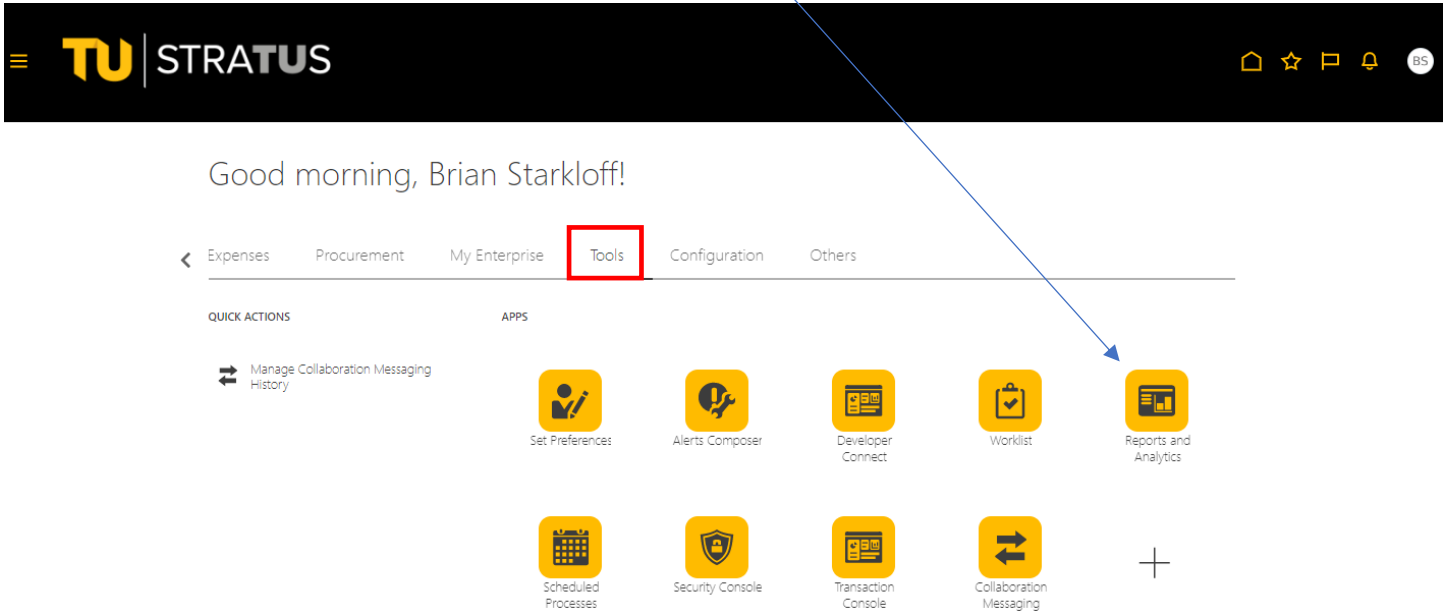


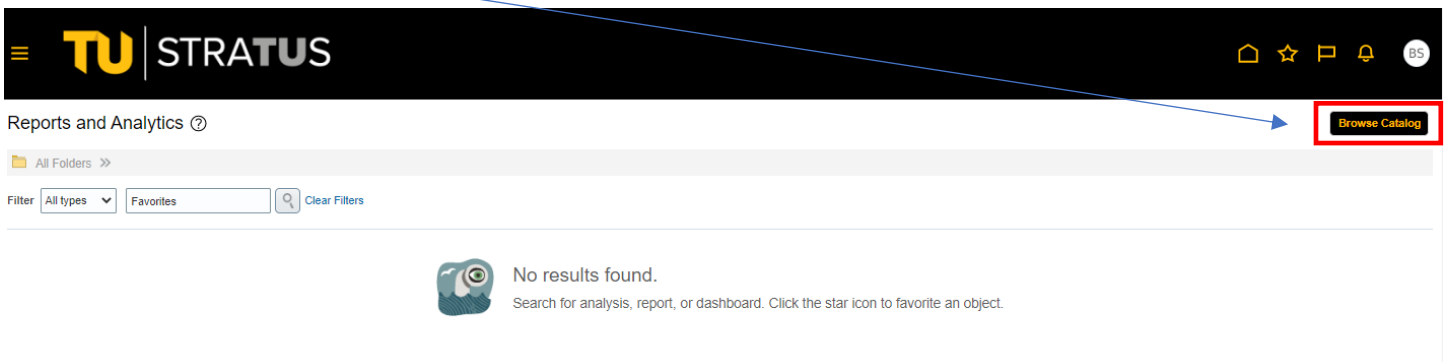
How to run the Budget Adjustments report

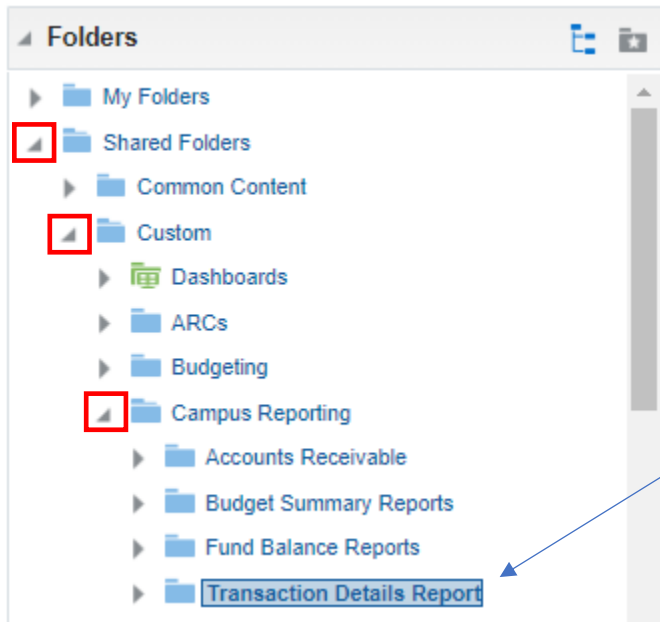
This report replaces the Budget Transactions tab on the PeopleSoft DAT report.

Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog





Under Folders, select Shared Folders > Custom > Campus Reporting

Click on Transaction Details Report

Select [Open](#) on the report TU_BC_Budget_Adjustments

Type	Name	Last Modified	Owner
Folder	PCard expense reports	7/20/2022 5:16:15 PM	Gina Peach
Folder	Travel Expense reports	7/20/2022 9:11:51 PM	Gina Peach
Report	TU_BC_Budget_Adjustments	9/14/2022 8:46:45 PM	Gina F
Report	TU_BC_DAT_Invoice_Expense_List	9/15/2022 12:38:31 PM	Own
Report	TU_BC_DAT_Rev_Expense	9/15/2022 12:38:03 PM	Gina Pe
Report	TU_BC_REQ_PO_Listing	9/15/2022 12:36:56 PM	Gina Peac

Select the Budget Year and Cost Center, then click OK.

TU_BC_Budget_Adjustments

* Budget Year

* Cost Center

OK
Reset ▼

Edit - Refresh - Copy

The report will populate:

TU_BC_Budget_Adjustments
Home Catalog Favorites ▼ Dashboards ▼ Create ▼ Open ▼

TU_BC_Budget_Adjustments

Budget Year	Budget Transaction Date	Cost Center	Cost Center Description	Amount	Account	Budget Period Name	Transaction Type	Journal Name	UserID
2023	6/23/22	20830	Financial Systems and Technology	2,880.00	603103	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	50.00	603109	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	90.00	603121	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	216.00	604002	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	1,000.00	604008	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	100.00	608118	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	500.00	608142	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	500.00	608145	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	3,000.00	609003	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	21,600.00	609605	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	1,597.00	610101	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	500.00	610221	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	2,500.00	611221	Jul-22	Budget revision		Towson_Integration
2023	6/23/22	20830	Financial Systems and Technology	1,000.00	613410	Jul-22	Budget revision		Towson_Integration
2023	7/20/22	20830	Financial Systems and Technology	-2,880.00	603103	Jul-22	Budget revision	Conversion Correction Revised	jdowney1
2023	7/20/22	20830	Financial Systems and Technology	-50.00	603109	Jul-22	Budget revision	Conversion Correction Revised	jdowney1
2023	7/20/22	20830	Financial Systems and Technology	-90.00	603121	Jul-22	Budget revision	Conversion Correction Revised	jdowney1

2023	7/20/22	20830	Financial Systems and Technology	-2,500.00	611221	Jul-22
2023	7/20/22	20830	Financial Systems and Technology	-1,000.00	613410	Jul-22
2023	7/20/22	20830	Financial Systems and Technology	2,880.00	603103	Jul-22
2023	7/20/22	20830	Financial Systems and Technology	50.00	603109	Jul-22

Rows 1 - 30

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At the bottom left of the page you have the option to Export. If you want to export to Excel, select Export, Formatted, Excel.

TOWSON US	2023	1.0	Jul-22	7/31/2022	1020
TOWSON US	2023	1.0	0/2022	1020	

- PDF
- Excel
- Powerpoint
- Web Archive

- Formatted
- Data

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Budget revision	Towson_Integration
Budget revision	Towson_Integration
Budget revision	Towson_Integration