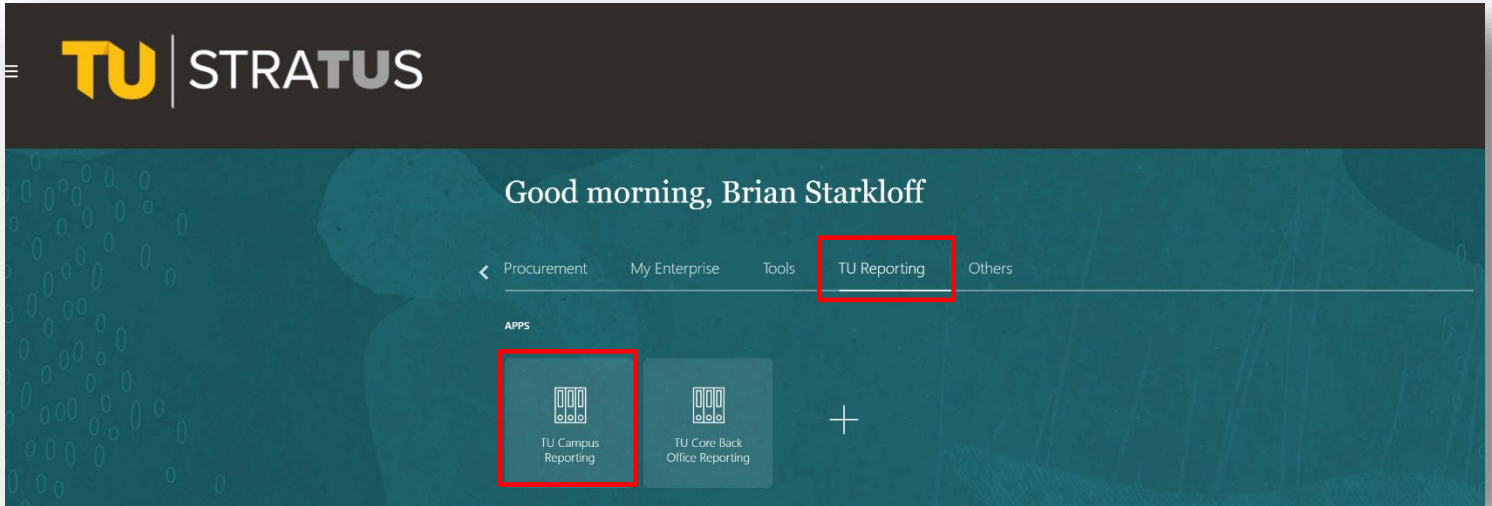


# How to run the Budget Adjustments report

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




# Select Budget Adjustments

Reporting Dashboard

<p><b>Budget Summary Reports</b></p> <p><b>Cost Center Reports (Formatted Report)</b> 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 <b>Dept Budget Balance Reports (Data Exports)</b> Multiple Cost center prompts separated with a semi colon (;) Department Budget Balance Child Account Report Department Budget Balance Parent Account Report</p> <p><b>Divisional Summary Rollups</b></p> <p><b>Divisional Summary Rollups</b> 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 <b>Account Summary by Div and Cost Center Rollups</b> 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><b>Transaction Details Reports</b></p> <p><b>Pcard Expense Reports</b> Multiple Cost center prompts separated with a semi colon (;) Pcard Expense Report Completed Pcard Expense Report Pending Pcard not on Expense report <b>Travel Expense Reports</b> 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 <b>General Transaction Reports</b> 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 <b>Budget Adjustments Report</b> Transactional Reports Dashboard AP Invoice Account Coding Approval Status Report <b>Requisition/PO Reporting</b> 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 <b>Foundation Reimbursement</b> Foundation Payroll Reimbursement Report Foundation Operation Reimbursement Report <b>Student Financials</b> Student Financials Details by Cost Center</p> <p><b>Fund Balance Reports</b> Multiple Source code prompts separated with commas (,) Fund Balance by Source Code</p>	<p><b>Campus OSPR_Business &amp; Public Engagement Grant Reporting</b></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 &amp; Exp Journal by Cost Center Range Grants Expense summary with budget revisions (Year) Grant Cost Center Summary P Report PriorYr *</p> <p><b>COA Reports (Data Exports)</b> Cost Center Report-Campus Natural Account Report-Campus Initiative Report Source Report Campus</p> <p><b>Accounts Receivable</b> TU AR Memo Lines by Department TU Customer Details Report <b>AR Transaction Detail</b> 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><b>Payroll</b> STRATUS DPR</p>	<p><b>Campus Divisional Budget Officers</b></p> <p><b>Facilities Management</b> Multiple Cost centers separated with a comma (,) Project Cost Center Summary P Report PriorYr <b>Fund Balance by Self/Aux Source Reports</b> *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><b>Campus Inventory Coordinator</b> FA Active Asset Detail Campus Version Report FA Retired Asset Detail CampusVersion Report</p> <p><b>BPA Committee</b> 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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Select the Budget Year and Cost Center, then click OK.

 TU\_BC\_Budget\_Adjustments

\* Budget Year


\* Cost Center

OK
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**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	

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**Excel**

Powerpoint

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Data

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Budget revision	Towson_Integration
Budget revision	Towson_Integration
Budget revision	Towson_Integration