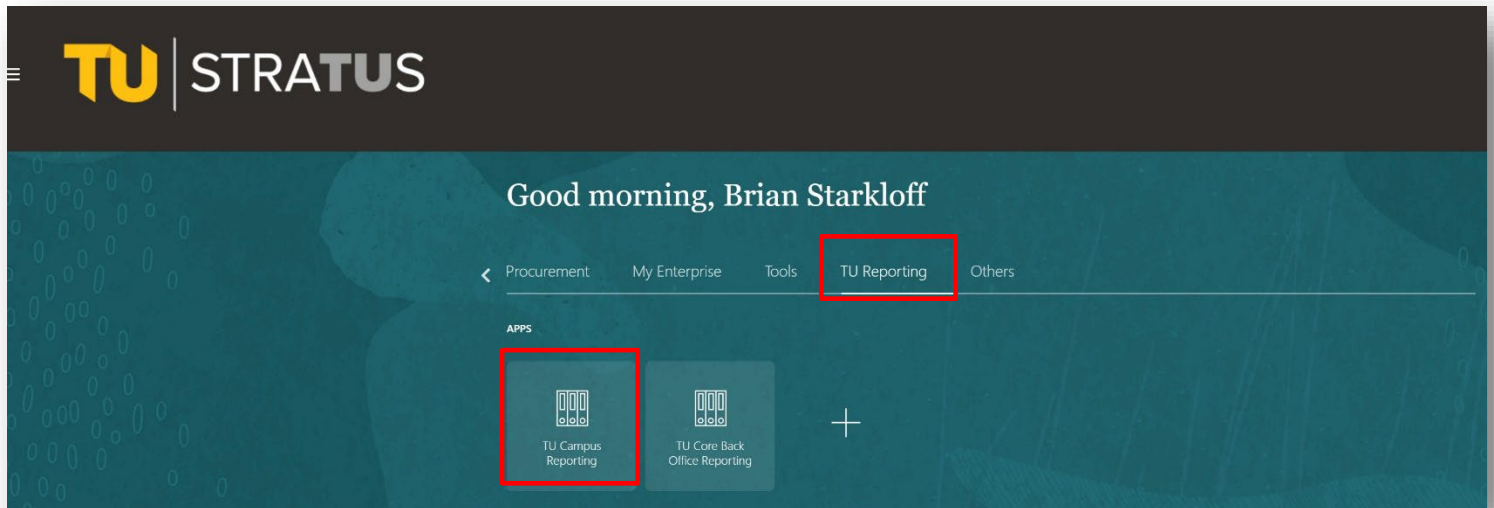


How to Run the TU_GL_DAT_Rev_Expenses_Transaction_Details

Report used to get an all-inclusive listing of revenue and expense transactions including details for GL journals, AP, AR, PCard and Travel. You can select by FY, period, cost center, account range selection, as well as selection by divisional level. This report combines data from the TU_BC_DAT_Rev_Expense, TU_BC_Invoice_Expense_List as well as select details from the Pcard and Travel completed reports.

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



Select Revenue Expenses All Transactional Details Report

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 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
- Divisional Summary Rollups**
 - 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

Here you will enter your parameters:

- **Fiscal Year** defaults to current year, but you can select a prior one using the drop down.
- **Period Name** values list changes depending on the Fiscal Year selected and defaults to all. To select a specific period, use the drop down.
- You can type in your **cost center** (only one at a time) or use the search icon next to it to search/select. *(NOTE: A separate report is being created to allow for entering cost center ranges which will be helpful for grants.)*
- You can choose to run by **account** range or leave this blank to run all. If you want to look up 609003 for instance you must enter it in both the Account From and Account to.
 - *Tip: if you just want operating expenses you could enter Account From 600000, Account To 699999.*
- You can choose to run by **division, sub division, unit, or department group**. It is ok to only select one of these. If you do this, leave Cost Center blank.

When you are finished selecting your parameters, click Apply.

* Fiscal Year 2024
Period Name All
Cost Center 41320
Account From
Account To
Division Name All
Sub Division All
Unit All
Department Group All
Apply

TU_GL_DAT_REV_EXP_TRANS...

The report will download to Excel. Turn on filters here

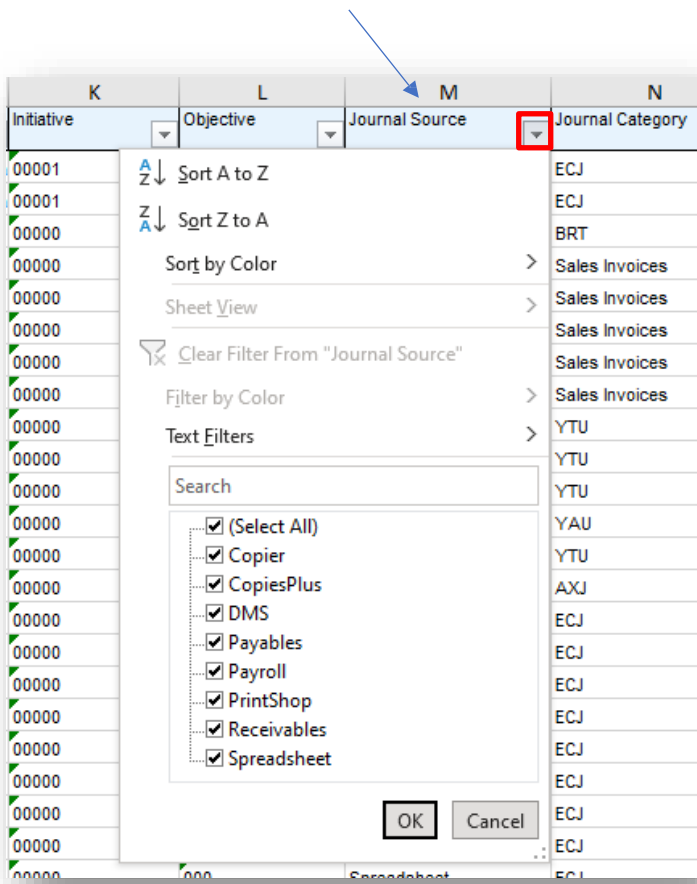
File Home Insert Page Layout Formulas Data Review View Automate Developer Help

Clipboard Font Alignment Number Styles Cells Editing Analysis

AG2 Division of Admin & Finance

Ledger Name	Accounting Year	Accounting Period Number	Accounting Date	Period	Source	Cost Center	Cost Center Description	Account	Account Descr	Initiative	Objective	Journal Source
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501013	Staff Exempt	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501013	Staff Exempt	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501013	Staff Exempt	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501013	Staff Exempt	00000	000	Payroll
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501113	Social Security Contribution	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501113	Social Security Contribution	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501113	Social Security Contribution	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501113	Social Security Contribution	00000	000	Payroll
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501114	Unemployment Compensation	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501114	Unemployment Compensation	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501114	Unemployment Compensation	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501114	Unemployment Compensation	00000	000	Payroll
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501117	Health Insurance	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501117	Health Insurance	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501117	Health Insurance	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501117	Health Insurance	00000	000	Payroll
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	00000	000	Payroll
TOWSON US	2024	1	2023-07-25	Jul-23	1020	20830	Financial Systems and Technology	501211	Employee Pension System	00000	000	Payroll
TOWSON US	2024	1	2023-07-11	Jul-23	1020	20830	Financial Systems and Technology	501211	Employee Pension System	00000	000	Payroll
TOWSON US	2024	2	2023-08-22	Aug-23	1020	20830	Financial Systems and Technology	501211	Employee Pension System	00000	000	Payroll
TOWSON US	2024	2	2023-08-08	Aug-23	1020	20830	Financial Systems and Technology	501211	Employee Pension System	00000	000	Payroll
TOWSON US	2024	2	2023-08-31	Aug-23	1020	20830	Financial Systems and Technology	603115	Telecom-TU Service Repair	00000	000	Spreadsheet
TOWSON US	2024	1	2023-07-31	Jul-23	1020	20830	Financial Systems and Technology	608142	Copier charges	00000	000	Copier
TOWSON US	2024	2	2023-08-30	Aug-23	1020	20830	Financial Systems and Technology	608142	Copier charges	00000	000	Copier
TOWSON US	2024	1	2023-07-31	Jul-23	1020	20830	Financial Systems and Technology	608157	Maintenance & Repair-Building R	00000	000	Spreadsheet

Note Journal Source. This is where you will see more information about which system these transactions are coming from.

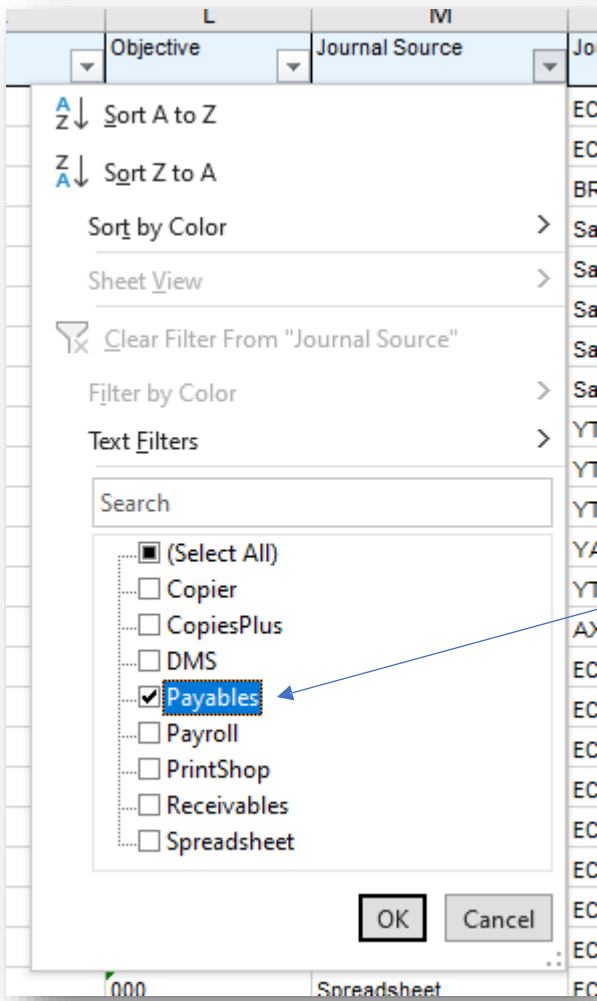


For receivables, the report will bring in the actual journal lines from Stratus AR, including billing invoice numbers and the customer that they billed. Instead of being one lump sum, this report will break out each line item.

These totals should tie out to the numbers on any of the related previous reports you have been utilizing.

Journal Accounting Sequence	Stat
1000016790	
1000018076	
1000020275	
1000018817	
1000019103	
1000019473	
1000019473	
1000018817	
1000019966	
1000019964	
1000019945	
1000020165	
1000020018	
1000019526	
1000019370	

You will also notice, Journal Accounting Sequence numbers. Instead of using a journal name, this sequence number is an easy way to validate/lookup a transaction.



For payables, the report will list out each invoice individually.

You can view the invoice number, the journal line, and name of the vendor in the Description column.

When it is a Pcard expense report (EXP...) it will list the name of the Merchant in the Description column.

P	Q	R	S	T	U	V
Journal Name	Net Amount	Journal Line Num	Ref / Invoice #	Descr	More Information	Identifying PO
Nov-23 Purchase Invoices	240.00	64	EXP000073345528	Jeanne M Deckelbaum	\$30 x 8 months - \$240	
Jul-23 Purchase Invoices	1,022.17	13	48655	Linen Services of Maryland, LLC		TOW0001191
Jul-23 Purchase Invoices	2,922.90	86	EXP000070390139	LINEN SERVICES OF MARYLAN	Linen Cleaning	
Jul-23 Purchase Invoices	490.85	13	48602	Linen Services of Maryland, LLC		TOW0001191
Aug-23 Purchase Invoices	2,875.77	59	48865	Linen Services of Maryland, LLC		TOW0001191
Aug-23 Purchase Invoices	516.59	41	48921	Linen Services of Maryland, LLC		TOW0001191
Aug-23 Purchase Invoices	96.00	65	EXP000070642892	WWW.GLBCLEANERS.COM	Cleaning of ECS items Skirting	

If there is a PO related to the invoice, that will be in the Identifying PO column.

If you scroll farther to the right, you will see Supplier or Party Name. This column will be a duplicate of the Description column, unless it is a Pcard purchase. It will then show the card holder's name.

T	U	V	W	X	Y
Descr	More Information	Identifying PO	Invoice Date	Invoice Description	Supplier Or Party Name
Jeanne M Deckelbaum	\$30 x 8 months - \$240		2023-11-08	Cell Phone Reimbursement	
Linen Services of Maryland, LLC		TOW0001191	2023-07-19		Linen Services of Maryland, LLC
LINEN SERVICES OF MARYLAN	Linen Cleaning		2023-07-10	Event Supplies	Yvonne A. Stevenson
Linen Services of Maryland, LLC		TOW0001191	2023-07-12		Linen Services of Maryland, LLC
Linen Services of Maryland, LLC		TOW0001191	2023-08-16		Linen Services of Maryland, LLC
Linen Services of Maryland, LLC		TOW0001191	2023-08-23		Linen Services of Maryland, LLC
WWW.GLBCLEANERS.COM	Cleaning of ECS items Skirting		2023-07-12	July Expenses	Scott R. Beyer

Objective Journal Source

Sort A to Z

Sort Z to A

Sort by Color >

Sheet View >

Clear Filter From "Journal Source"

Filter by Color >

Text Filters >

Search

- (Select All)
- Copier
- CopiesPlus
- DMS
- Payables
- Payroll
- PrintShop
- Receivables
- Spreadsheet

OK Cancel

Spreadsheet, Copier, CopiesPlus, DMS, Payroll, Printshop and others can be selected as the journal source if you want to view all the Journals originating from the GL. If someone created a journal manually, it would say Manual. You will see the same descriptive fields as before, but they have been combined together.

Further explanations of what descriptive data can be found on each transaction source is in the index below.

- **Ref / Invoice #:**
 - DMS: CD number-Deposit Date
 - CashRegister(SUBO): CD number
 - Copier: Number of Copies
 - Payables (invoices): Invoice number
 - Payables (Travel and Pcard expense reports): Expense report number
 - Payroll: Type of Payroll combined with Pay Period End Date
 - PrintShop/Copies Plus: Description of Order
 - Receivables: Billing invoice number (including credit invoices)
 - Spreadsheet/Manual Journals: Journal Line Ref 2 and 3
 - STFINTMP(Student Financials Interface): Item Type Number
- **Description:**
 - DMS: DMS Revenue Description
 - CashRegister(SUBO): Description given with Deposit
 - Payables (invoices): Vendor name
 - Payables travel expense reports: traveler's name
 - Payables Pcard expense reports: merchant name
 - PrintShop/CopiesPlus: Type of order combined with who placed the order
 - Receivables: Customer's name
 - Spreadsheet/Manual Journals: Combination of Journal Line Description and Journal Line Ref 1
 - For STFINTMP(Student Financials Interface): Item Type Description
- **More Information:**
 - CashRegister(SUBO): Receipt Number
 - Payables (Travel and Pcard expense reports): Line Description on expense report
 - PrintShop/CopiesPlus: Order Number
 - Spreadsheet Journals: Journal Line Ref 4 and 5
- **Invoice Description:**
 - Payables (Travel and Pcard expense reports): Purpose field
- **Supplier or Party Name:**
 - Payables (invoices): Vendor name
 - Payables travel expense reports: traveler's name
 - Payables Pcard expense reports: Card Holder's Name
- **State Check date/number:** If it was paid by the State, you would see info listed in these fields.
 - Only listed for Invoice Payments, Travel Expense report Payments and Interagency Payments
- **Posting Date:** When this journal was actually posted to GL.
- **Created by:** Username of who created the journal entry
- **Division Code, Division Name, Sub-Division Name, Unit Code, Unit Name, Dept Group Code, Dept Group Name:** Where the cost center falls within the organization.