## 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.

Log into Stratus. Go to Tools>Reports and Analytics.

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Sel	elect Browse Catalog.	
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	All Folders >>	
	Filter All types v Favorites Q Clear Filters	
	Create •	No results found. Search for analysis, report, or dashboard. Click the star icon to favorite an object.

Select Shared Folders > Custom > Campus Reporting > Transactional Details Report



## Select Open under the report name.



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	0			
Account From		0,	Account To		0,
Division Name	All	Ŧ	Sub Division	All	
Unit	All	v	Department Group	All	v

## The report will download to Excel. Turn on filters here

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Ledger Name	Accounting Accounting	Accounting	Period	Source	Cost Center	Cost Center Description	Account	Account Descr	Initiative	Objective	Journal Source
TOWSON US	Year Period Number	1 2023 07 25	Jul 23	1020	20830	Einancial Systems and Technology	501013	Staff Evennt	00000	000	Payroll
TOWSON US	2024	1 2023-07-23	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	Pavroll
TOWSON US	2024	2 2023-08-22	Aug-23	1020	20830	Financial Systems and Technoloov	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
Charts							1. [1]				

**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.

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ame V	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.



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.

		*	•	•		
Р	Q	R	S	т	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 Invoice:	2,875.77	59	48865	Linen Services of Maryland, LLC		TOW0001191
Aug-23 Purchase Invoice:	516.59	41	48921	Linen Services of Maryland, LLC		TOW0001191
Aug-23 Purchase Invoice:	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.

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Descr	More Information	Ventifying PO	Invoice Date	Invoice Description	Supplier Or Party Name
Jeanne M Deckelbaum	\$30 x 8 months - \$240		2023-11-08	Cell Phone Reimbursemer	nt
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



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
  - o 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
  - o STFINTMP(Student Financials Interface): Item Type Number
- Description:
  - DMS: DMS Revenue Description
  - CashRegister(SUBO): Description given with Deposit
  - Payables (invoices): Vendor name
  - o Payables travel expense reports: traveler's name
  - o Payables Pcard expense reports: merchant name
  - PrintShop/CopiesPlus: Type of order combined with who placed the order
  - Receivables: Customer's name
  - o 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
  - o 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.
  - o 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.