



# **HOW TO RUN DAT & DPR REPORTS**

## **PBO BUDGET RECONCILIATION TEMPLATE**

**March 18, 2015**

Division of Academic Affairs  
Academic Resources and Planning  
Administration Building, 3<sup>rd</sup> Floor  
410-704-4480

**Introduction:****DAT Report: “Department All Transactions”**

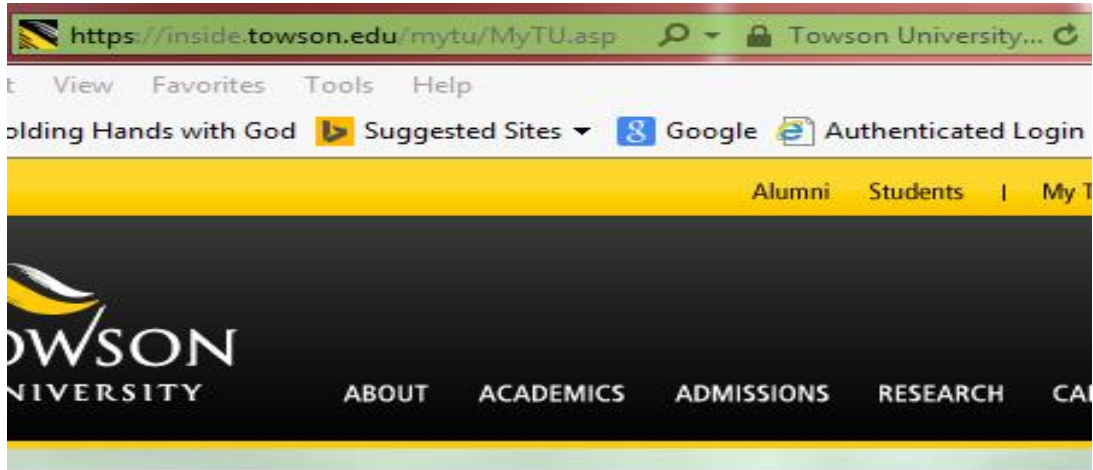
The DAT is a reporting tool within PeopleSoft financials that allows departments to track and monitor all budget transactions. Departments with more than one budget will have a DAT report for each budget. For training purposes, we will be using budget 12220 (Mass Communication) as our example.

**DPR Report: “Department Payroll Detail”**

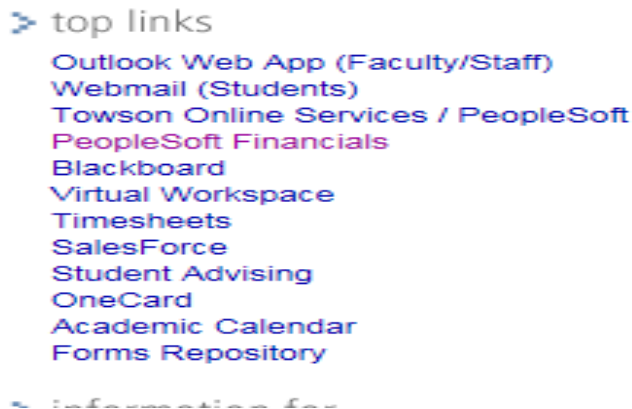
The DPR is a reporting tool within PeopleSoft Financials that allows departments to track and monitor regular and contingent faculty/student payments in detail (names of payees, exact payment amount each month, and total payment to date).

Provided below are the steps to guide users on how to access PeopleSoft Financials and run DAT and DPR reports.

Step1. Go to: [My TU - Towson University](https://inside.towson.edu/mytu/MyTU.asp) *see image below*



Step2. Select "PeopleSoft Financials" *see image below*



Step3. Enter your username and password *see image below*

<b>Login</b> Username: <input type="text" value="jlscott"/> Password: <input type="password" value="••••••••"/> <input type="button" value="Login"/> <a href="#">Manage My NetID</a>	<b>Help:</b> You will find guides on Towson Online Services features within the <a href="#">OTS Self Help Resources Directory</a> . If you still need assistance after consulting these references, contact the <a href="#">OTS Help Center</a> at 410.704.5151 or <a href="mailto:HelpCenter@towson.edu">HelpCenter@towson.edu</a> . <b>Note:</b> Scheduled backups are performed every Sunday morning from 4:15 to 5:15 AM. During this time, Towson Online Services will be unavailable. <b>Important information regarding recent Financials tools upgrade.</b>
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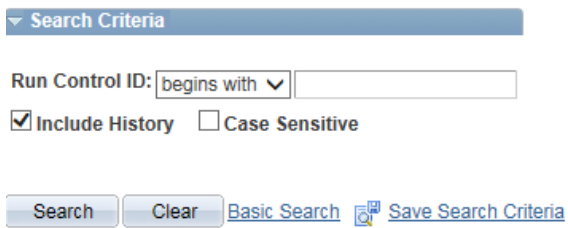
**Step4.** Select "TU Report Distribution" *see image below*



**Step5.** Select "Run nVision Report Book" *see image below*



**Step6.** Click "search" to view your report list *see image below*



[Find an Existing Value](#) | [Add a New Value](#)

**Step7.** Select the DAT & DPR report you wish to run by checking the corresponding box *see image below*

**Ex. DAT**

Report Requests				
Seg	Business Unit	Report ID	Description	Run
1	TOWSN	DAT12220	Mass Comm Comm Study Op Exp	<input checked="" type="checkbox"/>
2	TOWSN	DAT12545	GRUB Street Literary Op Exp	<input type="checkbox"/>
3	TOWSN	DAT13032	PDS Reimbursements, Ac Op Exp	<input type="checkbox"/>
4	TOWSN	DAT13410	Grad Assistantship Sti Op Exp	<input type="checkbox"/>
5	TOWSN	DAT13510	Contingency Reserve AA Op Exp	<input type="checkbox"/>
6	TOWSN	DAT13520	Lecturer Benefits Op Exp	<input type="checkbox"/>
7	TOWSN	DAT13530	Multicultural Institut Op Exp	<input type="checkbox"/>
8	TOWSN	DAT13550	On-Line Programs Tuiti Op Exp	<input type="checkbox"/>

**Ex. (DPR)**

139	TOWSN	DPR12220	Mass Comm Comm Study Payroll	<input checked="" type="checkbox"/>
140	TOWSN	DPR12545	GRUB Street Literary Payroll	<input type="checkbox"/>
141	TOWSN	DPR13032	PDS Reimbursements, Ac Payroll	<input type="checkbox"/>
142	TOWSN	DPR13410	Grad Assistantship Sti Payroll	<input type="checkbox"/>
143	TOWSN	DPR13510	Contingency Reserve AA Payroll	<input type="checkbox"/>
144	TOWSN	DPR13520	Lecturer Benefits Payroll	<input type="checkbox"/>
145	TOWSN	DPR13530	Multicultural Institut Payroll	<input type="checkbox"/>
146	TOWSN	DPR13550	On-Line Programs Tuiti Payroll	<input type="checkbox"/>
147	TOWSN	DPR13590	Off Campus Contract Pg Payroll	<input type="checkbox"/>

**Step8.**

Use the drop down to change the date from "today's date" to "specify" and change the date to the last day of the month that you are reconciling i.e. (July 31, 2014) *see image below*

Run Control ID: NVS\_DIST1\_JLSCOTT [Report Manager](#) [Process Monitor](#)

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**Run Parameters**

As Of Date:

Tree Effective Date: Use As Of Reporting Date

Seq	Business Unit	Report ID	Description
101	TOWSN	DPL31210	Summer Inst on Campus P&L Rpt
102	TOWSN	DPL31215	TLN_UB CBE P&L Rpt
103	TOWSN	DPL31220	TLN CBE P&L Rpt
104	TOWSN	DPL31230	TLN COE Extended Pgm P&L Rpt
105	TOWSN	DPL31240	TLN CLA P&L Rpt

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Step9.** Click the "Run" button *see image below*

**Report Book**

Run Control ID: NVS\_DIST1\_JLSCOTT [Report Manager](#) [Process Monitor](#)

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**Run Parameters**

As Of Date:

Tree Effective Date: Use As Of Reporting Date  Ignore Runtime Errors

Seq	Business Unit	Report ID	Description	Run
101	TOWSN	DPL31210	Summer Inst on Campus P&L Rpt	<input type="checkbox"/>
102	TOWSN	DPL31215	TLN_UB CBE P&L Rpt	<input type="checkbox"/>
103	TOWSN	DPL31220	TLN CBE P&L Rpt	<input type="checkbox"/>
104	TOWSN	DPL31230	TLN COE Extended Pgm P&L Rpt	<input type="checkbox"/>

**Step10.** Change the server name to "PSNT" and click "OK" *see image below*

**Process Scheduler Request**

User ID: JLSCOTT Run Control ID: NVS\_DIST1\_JLSCOTT

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TU nVision Report Book	TURPBOOK	nVision-ReportBook	Web	XLS	Distribution

**Step11.** Select "Report Manager" to access your report list (may take a few minutes to appear in your report list *see image below*)

## Report Book



Run Control ID: NVS\_DIST1\_JLSCOTT [Report Manager](#)

### Run Parameters

**Step12.** Select the report and open *see images below*

Ex. (DAT)

View Reports For

User ID: JLSCOTT Type: [ ] Last [ ] 1 Days [ ] Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Report List Personalize | Find | View All | [ ] | [ ] First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	1530793	518041	<a href="#">DAT12220 Mass Comm Comm Study Op Exp - 2014-07-31</a>	03/17/2015 4:37:22PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>

Ex. (DPR)

View Reports For

User ID: JLSCOTT Type: [ ] Last [ ] 1 Days [ ] Refresh

Status: [ ] Folder: [ ] Instance: [ ] to: [ ]

Report List Personalize | Find | View All | [ ] | [ ] First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	1530794	518041	<a href="#">DPR12220 Mass Comm Comm Study Payroll - 2014-07-31</a>	03/17/2015 4:37:35PM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>