

How to Run the Budget Balance Parent & Child Account data reports.

TU_BC_DEPTCC_BUDGET_BAL_CHILD_ACCT

TU_BC_DEPTCC_BUDGET_BAL_PARENT_ACCT

These two reports are used to pull budget balance data into downloadable and filterable data files for Parent or Child level accounts for a cost center(s) or for division/organizational level.

Parent Account = Sum of child accounts where budget checking is done. (Operating, Salary etc)

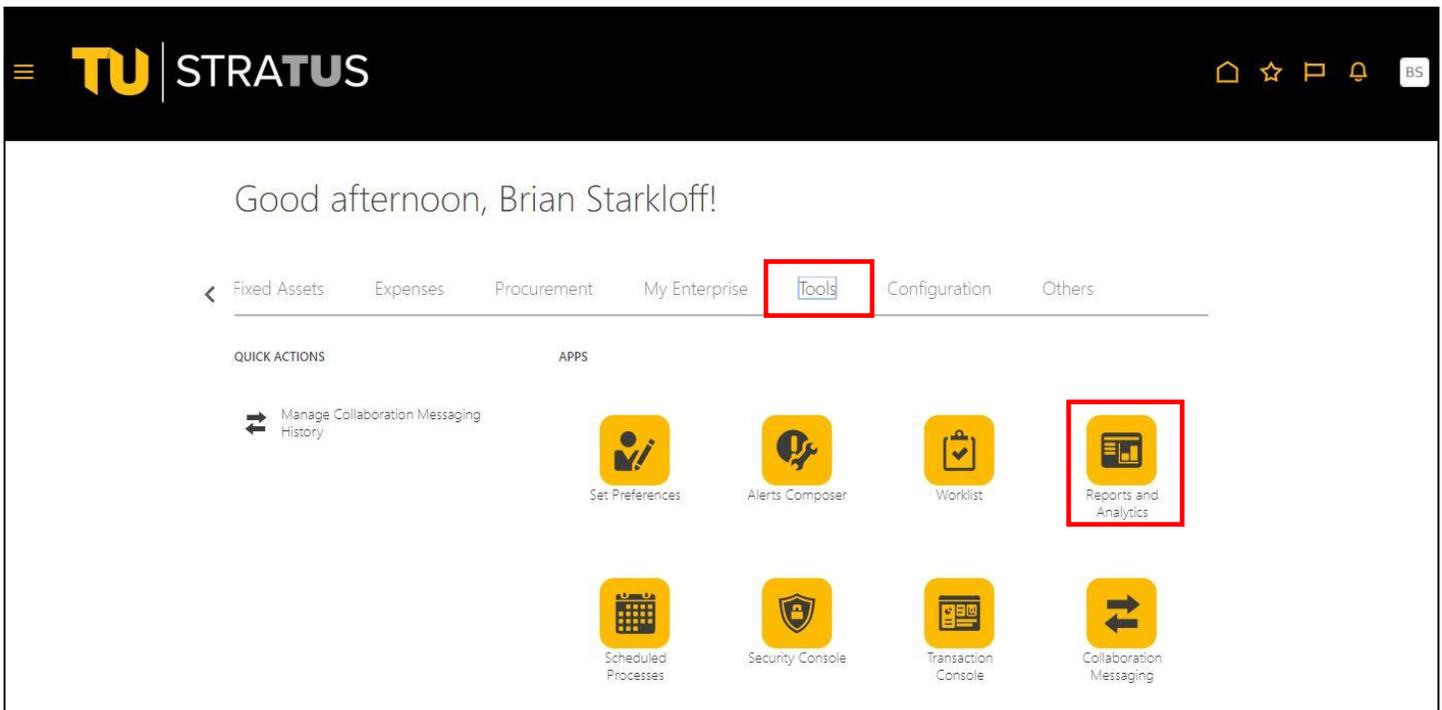
Child Account = Detailed account under a parent (609003 Office Supplies etc)

These reports are for department cost centers only.

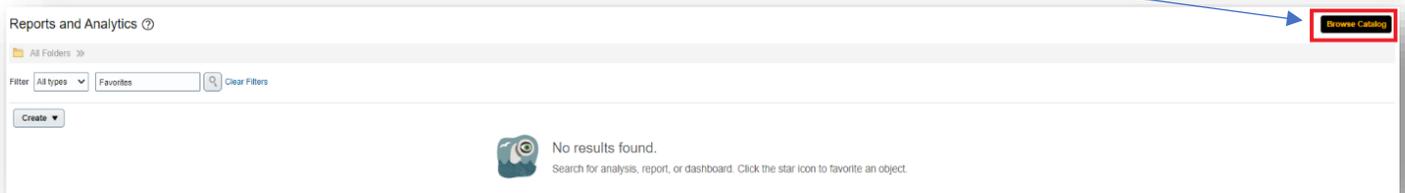
Grants and Project Cost center versions will be coming soon.

Note: They replace the PS queries DEPT_BUDGET_BALANCE_PARENT & DEPT_BUDGET_BALANCE_CHILD

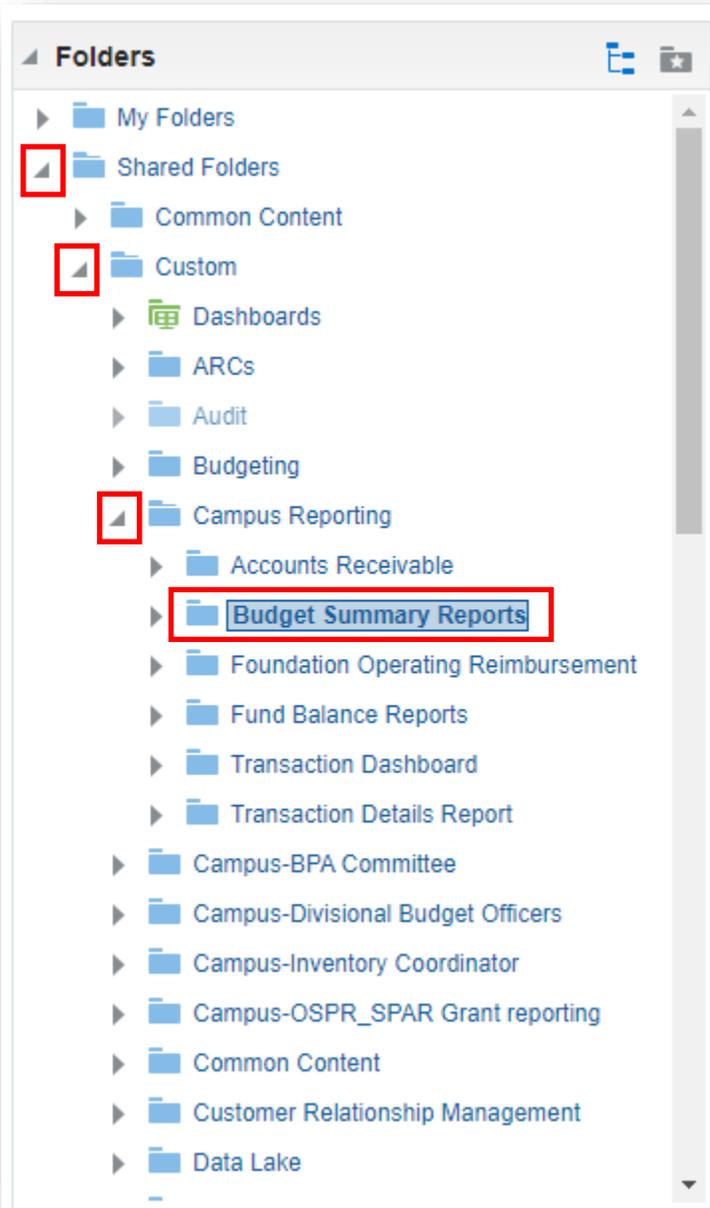
Log into Stratus. Go to Tools>Reports and Analytics.



Select Browse Catalog.



Select Shared Folders > Custom > Campus Reporting > Budget Summary Reports



Select [Open](#) under the report name. Choose from the Child report or the Parent report.



Here you will enter your parameters:

- The default accounting year(Fiscal Year) will be selected. You can choose to run a previous year from the drop-down menu.
- You can type in your cost center or select from drop down. You can enter multiple Cost centers by separating them by a ; (i.e. 20830;18930)
- If you want to run the report by Division, Sub-division, Unit, and/or Department, **leave cost center blank** and choose from the drop down menu(s)

When you are finished selecting your parameters, click OK

The screenshot shows a web form titled "TU_BC_DEPTCC_BUDGET_BAL_CHILD_ACCT". It contains several dropdown menus for parameter selection:

- Accounting Year: 2024
- Accounting Period Name: --Select Value--
- Cost Center: 20830
- Division: --Select Value--
- Sub-Division Description: --Select Value--
- Unit Description: --Select Value--
- Department Description: --Select Value--
- Tree Filter: CC Funding Org

At the bottom of the form, there are two buttons: "OK" and "Reset". Below the buttons, there are links for "Edit - Refresh - Copy".

Leave the Tree Filter default. Please do not try to change.

The report will generate:

Accounting Year	Accounting Period Name	Source	Source Description	Cost Center	Cost Center Description	Account	Account Description	Revised Budget	FYTD Actual	Commitment	Obligation	Available Balance	Division	Division Description	Sub-Division	Sub-Division Description	Unit	Unit Description	Department
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501013	Staff Exempt	865,429	0	0	0	865,429	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501113	Social Security Contribution	67,936.18	0	0	0	67,936.18	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501114	Unemployment Compensation	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501117	Health Insurance	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501211	Employee Pension System	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE	UFPA1	Financial Planning, Analysis & Auxiliary Unit-STATE	DFST1

To download to Excel, scroll down to the bottom of the page and select Export, Formatted, Excel.

2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	611221	Equipment IT-Admin Non Teaching New	2,500	0	0	0
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	613220	Membership & Association Fees	0	0	0	0
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	613410	Software Licences	1,000	0	0	0

- PDF
- Excel
- Powerpoint
- Web Archive

- Formatted
- Data

Rows 1 - 30

Edit - Refresh - Print - Export - Add to Briefing Book - Email - Copy

In excel, you can turn filters here

The screenshot shows the Microsoft Excel interface with a data table. The ribbon is set to 'Home', and the 'Sort & Filter' button is highlighted with a red box. An arrow points from the text 'In excel, you can turn filters here' to this button. The data table has the following columns: Accounting Year, Accounting Period Name, Source, Source Description, Cost Center, Cost Center Description, Account, Account Description, Revised Budget, FYTD Actual, Commitment, Obligation, Available Balance, Division, Division Description, Sub-Division, and Sub-Division Description. The data rows show various financial entries for the year 2024, starting from July 23.

Accounting Year	Accounting Period Name	Source	Source Description	Cost Center	Cost Center Description	Account	Account Description	Revised Budget	FYTD Actual	Commitment	Obligation	Available Balance	Division	Division Description	Sub-Division	Sub-Division Description
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501013	Staff Exempt	865,429	0	0	0	865,429	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501113	Social Security Contribution	67,936.18	0	0	0	67,936.18	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501114	Unemployment Compensation	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501117	Health Insurance	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501121	Retirees Health Ins Surcharge	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501211	Employee Pension System	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE
2,024	Jul-23	1020	State-Support-Admin & Finance	20830	Financial Systems and Technology	501229	Other Retirement Systems	0	0	0	0	0	DV05T	Division of Admin & Finance-STATE	S26ST	Financial Planning, Analysis & Auxiliary SD-STATE

NOTE: The Child account data that is downloaded should match to the same data on your DAT summary reports and the Parent Account data should match to the same columns on your DPL parent summary reports if using cost center parameter. If utilizing the Divisional options, it should tie to the corresponding NAT or NPL reports.