

How To Run Student Financials by Cost Center Report

This report provides details of Student Financials interface entries by Cost Center.

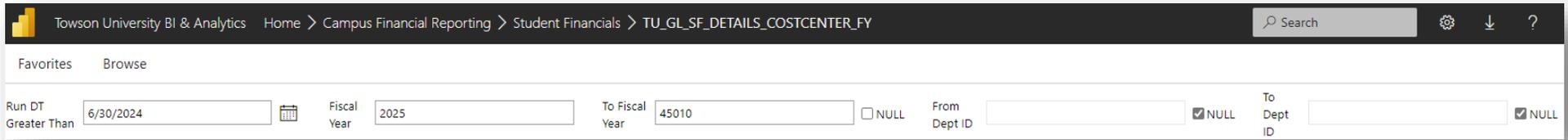
Navigate to the TU Campus Reporting dashboard and select Student Financials Details by Cost Center.

The screenshot displays the 'Reporting Dashboard' with several report categories:

- 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
 - Grant Cost Center Budget Summary by Parent Account
 - Project Cost Center Budget Summary by Account
 - Project Cost Center Budget Summary by Parent Account
 - 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)
 - Divisional Grants Fund Parent Budget Summary
 - 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 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
 - 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
 - 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_SPAR 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**
- AR Transaction Detail
- TU Customer Details Report
- 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

Here is where you will enter your parameters:



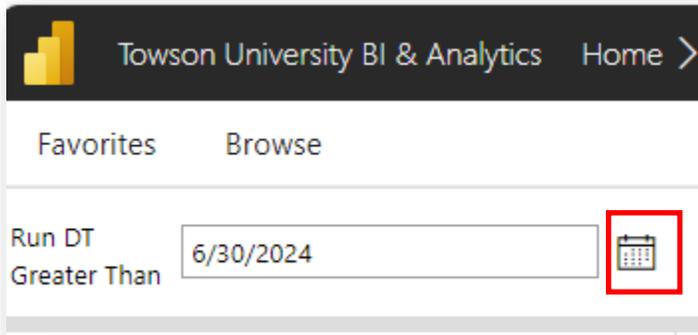
Towson University BI & Analytics Home > Campus Financial Reporting > Student Financials > TU_GL_SF_DETAILS_COSTCENTER_FY

Search

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Run DT Greater Than  Fiscal Year To Fiscal Year NULL From Dept ID NULL To Dept ID NULL

For Run DT Greater Than, select a date from the calendar icon. This is the start date for the report. So anything beyond this date will be in scope. I will use the date of 6/30/2024, which will show me everything from 7/1/2024 to today's date.

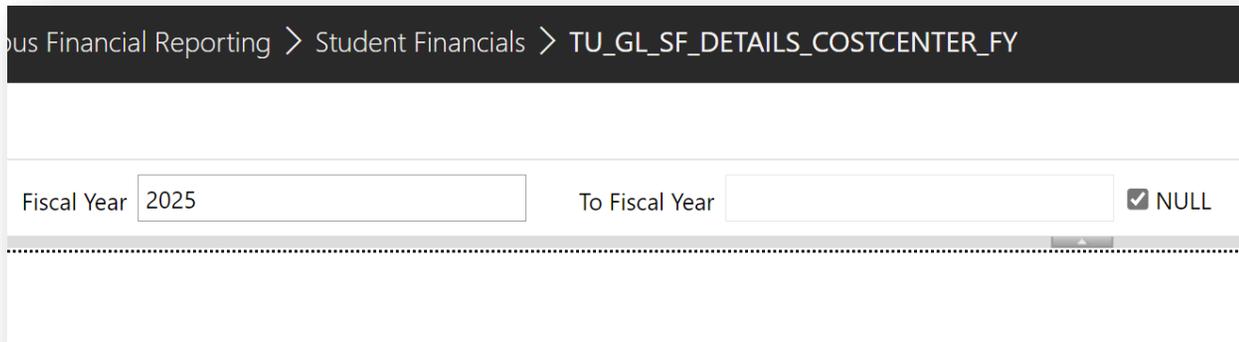


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Run DT Greater Than 

Next, select the fiscal year(s):



Campus Financial Reporting > Student Financials > TU_GL_SF_DETAILS_COSTCENTER_FY

Fiscal Year To Fiscal Year NULL

Next, type the Department ID. You must first uncheck the NULL box to the right. You can run a range of departments here if you want. Click View Report.

From Dept ID NULL To Dept ID NULL [View Report](#)

Your report will generate. If you want to export to Excel, select the Save icon here

Towson University BI & Analytics Home > Campus Financial Reporting > Student Financials > TU_GL_SF_DETAILS_COSTCENTER_FY

Run DT: 6/30/2024 Fiscal Year: 2025 To Fiscal Year: 45010 From Dept ID: To Dept ID: View Report

1 of 2 ? 100% Save Print

Run Date	Fund	Descr	Dept ID	Descr2	Acct	Descr3	Class	Period	Acctg Date	Date	Amount	Reference	Item Type
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	744		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	248		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	992		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	992		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	1240		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	189		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	1488		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	1240		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	992		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	1736		201000000012
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	100		201000000010
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	39		201000000010
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	261		201000000010
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	150		201000000020
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	227.5		201000000106
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	1000		201000000106
2024-07-06	1000	Balance Sheet Clearing Activit	00000	Default Cost Center for Balanc	101015	Cash Clearing	00000	1	2024-07-06	2024-07-06	966		201000000070

Select Excel (No Header) and the report will download.

The screenshot shows a report interface with a dropdown menu open. The menu lists various file formats: Word, Excel, Excel (No Header), PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, Data Feed, and Accessible PDF. The 'Excel (No Header)' option is highlighted with a red box. The background shows a table with columns: t ID, Descr2, Acct, and Descr3. The table contains multiple rows of data for 'Athletics General' with account number '420630' and description 'Fee Ath'.

t ID	Descr2	Acct	Descr3
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
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0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath
0	Athletics General	420630	Fee Ath