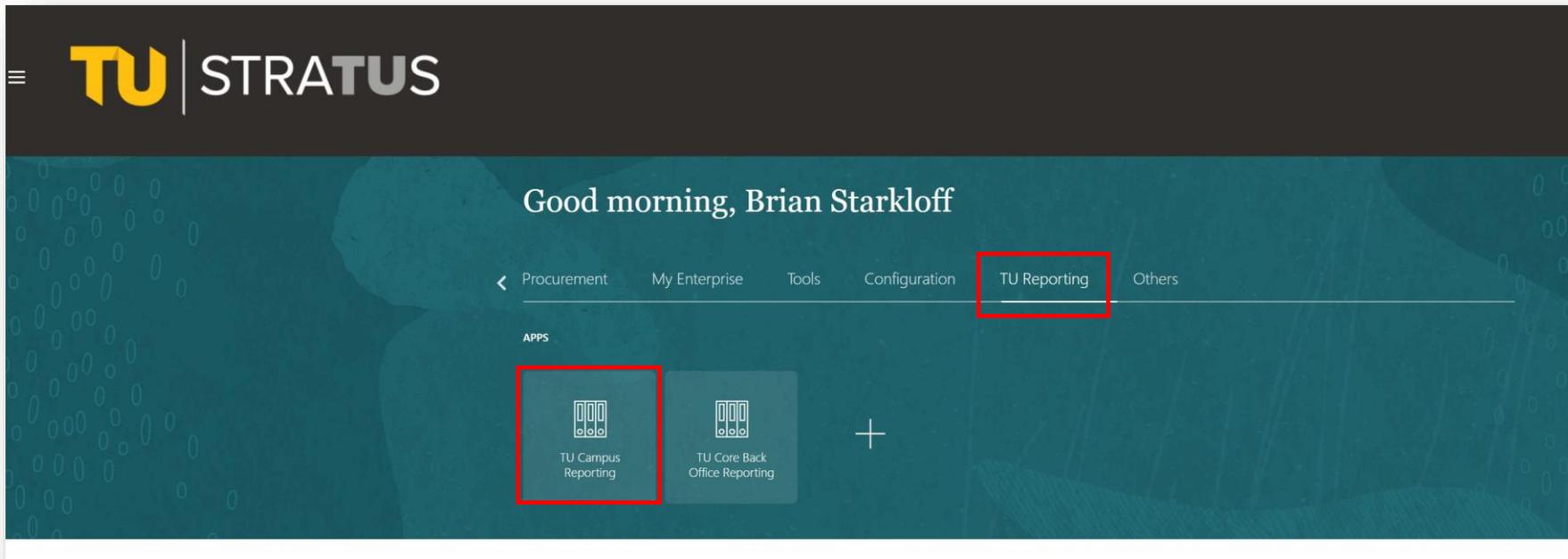


How to Run the Dept Cost Center Budget Summary by Account Report

This report gives you a summary of your cost center budget.

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



From the Reporting Dashboard, select Dept Cost Center Budget Summary by Account.

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 FY25

Grant Cost Center Budget Summary by Account through FY24

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 FY25

Project Cost Center Budget Summary by Account through FY24

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 FY25

Divisional Grants Fund Detailed Summary (NAT) through FY24

Divisional Grants Fund Parent Budget Summary through FY25

Divisional Grants Fund Parent Budget Summary through FY24

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

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_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

BPA Committee

AP Invoice Account Coding Approval Status Report

Parent Budget vs Actual By Cost Center and Div

When prompted, enter the accounting period. The accounting period is in a month-calendar year format. For example if you are looking to run this report for March of 2025, you would enter MAR-25 in this box.

You can either enter the accounting period manually or select the icon to the right of the box and select it from a list. Next enter the cost center(s). If entering multiple cost centers, separate them with a comma.

Click OK at the bottom right

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level ▾

Prompt	Selection	Type	Source
Enter AccountingPeriod:	MAR-25	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: All
Enter CostCenter:	20830	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: Grid1

Buttons: Help, **OK**, Cancel, Reset

The report will be generated. To export the report to Excel or PDF, select the drop down next to HTML Preview. If you have ran multiple reports, you can select them from the drop down.

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
420629-Univ Fee Transfer	2,732,488.00	2,732,488.00	0.00	1,366,244.00	1,904,387.20	0.00	0.00	1,366,244.00	-50.00%
Educational Fees	2,732,488.00	2,732,488.00	0.00	1,366,244.00	1,904,387.20	0.00	0.00	1,366,244.00	-50.00%
410524-Rental-Bldg/Grounds Educationa	0.00	0.00	0.00	(125.00)	0.00	0.00	0.00	125.00	0.00%
Educational and General Revenues	0.00	0.00	0.00	(125.00)	0.00	0.00	0.00	125.00	0.00%
421100-COV-19 UG Aux. Serv Adj Fees	0.00	0.00	0.00	0.00	(153,634.71)	0.00	0.00	0.00	0.00%
Auxiliary COVID	0.00	0.00	0.00	0.00	(153,634.71)	0.00	0.00	0.00	0.00%
440690-Rental-Bldg/Grounds	0.00	0.00	60.00	69,775.61	27,190.67	0.00	0.00	(69,775.61)	0.00%
440738-All Other/Miscellaneous Sales	645,804.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

To drill-down into a dollar amount, click on the amount in blue and you can review additional information.

If you select an amount in the budget column, you can view budget journals.

If you select an amount in the current month actuals, fiscal YTD, or prior YTD, you will get actuals (invoices, journals, deposits, expenses)

Clicking on an amount in the requisitions and purchase orders column will show you those details as well.

For this example, we will select 608224 other services. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Review Budgetary Control Balances Done

Control Budget FY2022 Revised
Currency USD
Budget Period Jul-21 - Mar-22
Account 608224

Objective Objective
CostCenter 41320
Interfund Interfund
FutureUse FutureUse

Initiative Initiative
Source Source

Budget Balances

View Print Detach Wrap

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consump
608224	000	41320	0000	000000	00000	4242	Jul-21	28,000.00	0.00	0.00	0.00	-535.00	-53
608224	000	41320	0000	000000	00001	4242	Jul-21	0.00	0.00	0.00	0.00	2,560.00	2.56
608224	000	41320	0000	000000	00000	4242	Aug-21	0.00	0.00	0.00	0.00	200.00	20
608224	000	41320	0000	000000	00000	4242	Sep-21	0.00	0.00	0.00	0.00	-200.00	-20
608224	000	41320	0000	000000	00001	4242	Sep-21	0.00	0.00	0.00	0.00	200.00	20
608224	000	41320	0000	000000	00001	4242	Nov-21	0.00	0.00	0.00	0.00	1,126.00	1.12
608224	000	41320	0000	000000	00000	4242	Mar-22	0.00	0.00	0.00	0.00	5,066.21	5.06
Total								28,000.00	0.00	0.00	0.00	8,417.21	8.41

Here is where you can see individual transactions that make up that dollar amount (invoices, expenses, journals, etc.)

To see an invoice information for a transaction, click on the transaction in blue.

Home, Favorites, Flags, Notifications, Profile

Review Budgetary Control Transactions Done

Search

Control Budget: FY2022 Revised Balance Type: Expenditure
Budget Period: Mar-22 Balance: 5,066.21 USD
Budget Account: 4242-41320-608224-00000-000-000000-0000 Budget Currency: USD

Budget Transactions

View Format [Icons] Wrap Transaction Number

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
3/23/22	05427204 022822		2,385.00 USD	Reservation	2,385.00	0.00
3/23/22	34101		809.00 USD	Reservation	809.00	0.00
3/23/22	0689379		1,494.90 USD	Reservation	1,494.90	0.00
3/23/22	237538-N		160.38 USD	Reservation	160.38	0.00
3/23/22	428225		195.62 USD	Reservation	195.62	0.00
3/23/22	2720173		21.31 USD	Reservation	21.31	0.00
Total					5,066.21	0.00

Columns Hidden: 17

The invoice information will populate and you can view an the image of the invoice here:



Invoice: 428225

Business Unit: Towson University
Legal Entity Name: Towson University
Supplier or Party: Red Coats Inc
Supplier Site: 000
Address: (EFT) P.O. Box 79579, Baltimore, MD 21279, Baltimore City
Invoice Date: 3/21/22

Invoice Amount: 195.62 USD
Unpaid Amount: 0.00 USD
Payment Currency: USD
Tax Control Amount
Conversion Rate Type
Conversion Rate
Conversion Date

Invoice Type: Standard
Intercompany invoice: No
Description: Automated extraction could not be performed for the invoice. Reason Code: OFR650
Funds Status: Reserved
Attachment: [Invoice Image](#)

Lines Payments

Items

Actions View View Distributions View Results Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	195.62	Automated extraction could...	3/23/22	<input checked="" type="checkbox"/> Reserved											

Summary Tax Lines

Shipping and Handling

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amou	Line	Type	Amou
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Here is the invoice Image:

Red Coats, Inc.
4520 East West Hwy # 200
Bethesda, Maryland 20814
(301) 280-4276 Fax (301) 654-5947
Arl@redcoats.com
Federal ID: 53-0257871

INVOICE

INVOICE DATE	INVOICE NUMBER
3/21/2022	428225

Service Period: SPECIAL BILLING
Service Location: 1 OLYMPIC PLACE / BB

CUSTOMER	BILL TO	CONTRACT	PURCHASE ORDER	WORK ORDER	CONTRACT NUMBER	JOB NUMBER
18523	0002	0001				111029170

DESCRIPTION OF SERVICE PERFORMED	QTY	RATE	TAX	AMOUNT
FEB - REBILLED PAPER - :959085.22	1.00	177.84	N	\$177.84
FEB - HANDLING CHARGES - :959085.22	1.00	17.78	N	\$17.78

SUB TOTAL \$195.62
TAX

Terms - Due Upon Receipt **PLEASE PAY THIS AMOUNT** AMOUNT DUE \$195.62

AP@TOWSON.EDU
RETURN THIS PAYMENT STUB ALONG WITH YOUR REMITTANCE TO INSURE PROPER CREDIT TO YOUR ACCOUNT

INVOICE NUMBER	INVOICE DATE	AMOUNT DUE
428225	3/21/2022	\$195.62

When finished, simply click close out of those tabs and you will be taken back to the reporting center tab where you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.

HTML Preview
 Source: Source Initiative: Initiative Objective: Objective FutureUse: FutureUse Interfund: Interfund



Towson University
 TU_BC_DeptCC_Sum_DAT FY22 Report
 For The Period Mar-22
 As of Monday, July 11, 2022 AD time: 10:22:17 AM Eastern Daylight Time
 Run By: BSTARKLOFF

Page 1 of 1

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Requisitions	Purchase Orders	Avail Bal	% Remaining
608119-Closed Captioning	0.00	0.00	0.00	(5,100.15)	0.00	0.00	5,130.00	(29.85)	0.00%
608127-Medical Care Services	11,000.00	11,000.00	0.00	1,092.27	0.00	0.00	9,997.73	9,997.73	-90.89%
608128-Laboratory Service	100.00	100.00	0.00	0.00	94.77	0.00	0.00	100.00	-100.00%
608133-Equipment Rental	52,000.00	52,000.00	514.50	42,116.88	44,612.50	0.00	12,866.48	(3,083.46)	-19.01%
608139-Facilities Rental	35,000.00	35,000.00	0.00	13,275.00	0.00	0.00	0.00	21,725.00	-62.07%
608142-Photocopy	4,000.00	4,000.00	211.92	1,325.73	712.84	0.00	0.00	2,674.27	-66.86%
608145-TU Printing Services	0.00	0.00	0.00	1,969.00	58.00	0.00	0.00	(1,989.00)	0.00%
608148-Equipment Repair and Maint	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-100.00%
608160-Building Repair Maintenance	602,025.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
608166-Food Services Catering	130,000.00	130,000.00	0.00	7,853.30	402.46	0.00	0.00	122,146.70	-93.96%
608206-FBI Criminal Check	1,020.00	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00	-100.00%
608212-Security Services	282,100.00	282,100.00	0.00	63,859.49	0.00	0.00	312,087.60	(93,847.09)	-77.36%
608215-Traffic Control Service	110,000.00	110,000.00	0.00	2,814.00	0.00	0.00	0.00	107,186.00	-97.44%
608221-Key Replacement	1,180.00	1,180.00	0.00	50.74	0.00	0.00	0.00	1,139.26	-95.74%
608223-Outside Services Auxiliary	55,000.00	55,000.00	1,346.00	13,486.00	165.00	0.00	50,060.00	(6,546.00)	-75.48%
608224-Other Services	28,000.00	28,000.00	5,066.21	8,417.21	(650.00)	0.00	0.00	19,582.79	-69.94%
608234-Contracts Administrative IT	20,700.00	20,700.00	0.00	12,018.50	12,018.50	0.00	0.00	8,681.50	-41.94%
608234-Credit Card Fee	750.00	750.00	0.00	(1,554.58)	0.00	0.00	0.00	2,304.58	-307.28%
608306-Print Marketing	2,000.00	2,000.00	0.00	232.30	0.00	0.00	0.00	1,767.70	-88.38%
608920-ChBk Art Services Print Market	0.00	0.00	0.00	394.57	1,984.66	0.00	0.00	(394.57)	0.00%
TOTAL	1,495,695.00	893,670.00	7,256.63	183,198.44	60,932.66	0.00	540,444.37	170,027.19	-1,855.10%