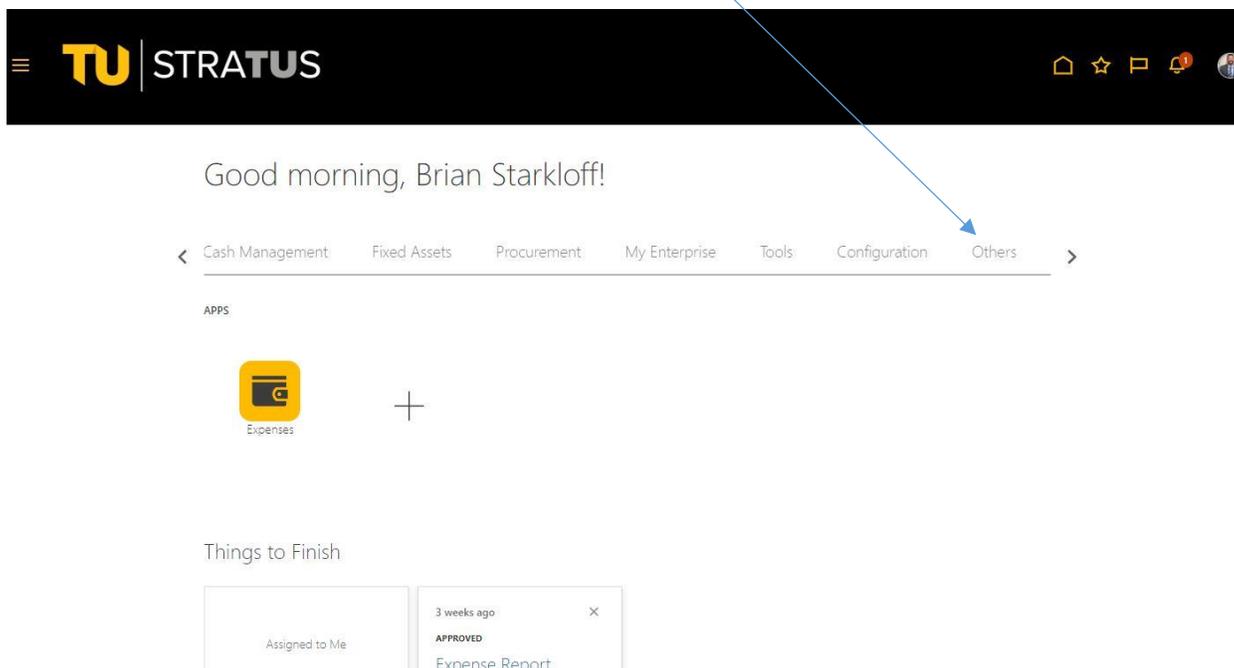


How to Run the Fund Balance Report for Self-Support Departments: TU_GL_Fund_Balance_F_Report

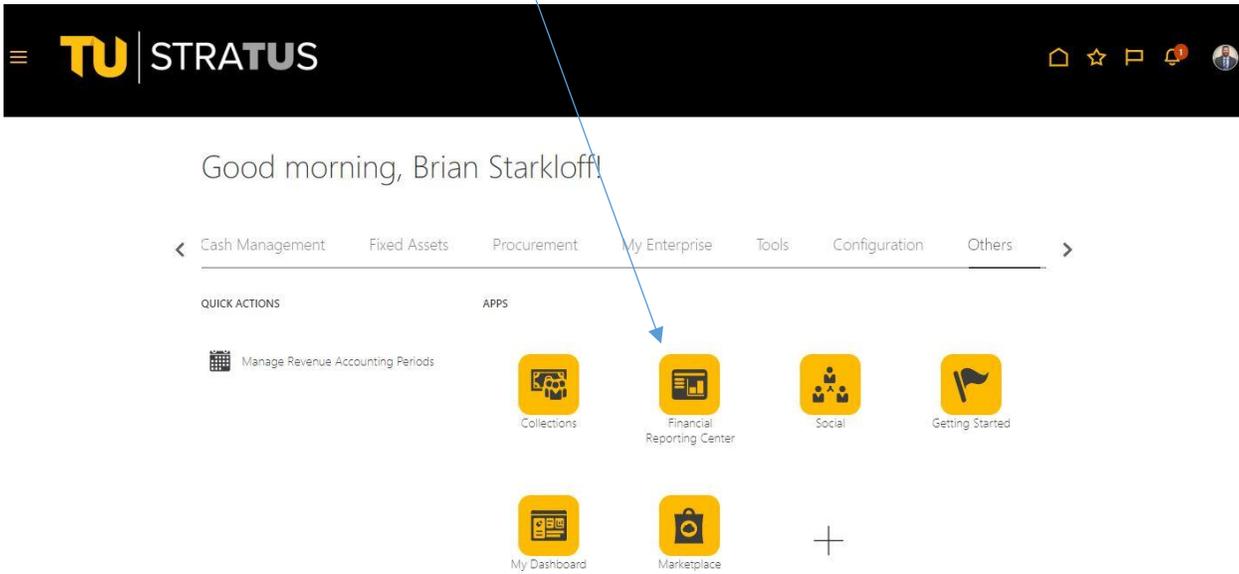
Here is an example of the Fund Report in PeopleSoft for self-support areas which will be replaced with the Stratus Fund Report:

ACCOUNT	DESCRIPTION	BEGINNING BAL	CURRENT PERIOD	Y-T-D ACTIVITY	ENDING BAL	PRIOR Y-T-D	CHANGE
TOWSON UNIVERSITY							
TRIAL BALANCE						RUN:06/29/2022 at 01:39 PM	
FUND 2710 - English Language Center							
PERIOD ENDING 2021-06-30							
101010	Cash - State Treasurer	54,547.54	152,061.55	28,048.51	82,596.05	253,481.98	
103030	Account Rec-Student	18,000.00	(2,550.00)	13,000.00	31,000.00	11,000.00	
105050	Deferred Charges	3,180.02	7,649.53	4,469.51	7,649.53	(15,152.78)	
TOTAL ASSETS		75,727.56	157,161.08	45,518.02	121,245.58	249,329.20	(128,083.62)
204550	Deferred Revenue-Oth	(6,300.00)	(49,845.00)	(43,545.00)	(49,845.00)	33,574.50	
250440	Other Accruals	-	-	-	-	10,000.00	
TOTAL LIABILITIES		(6,300.00)	(49,845.00)	(43,545.00)	(49,845.00)	43,574.50	(93,419.50)
TOTAL BALANCE		\$69,427.56	\$107,316.08	\$1,973.02	\$71,400.58		
401192	Application Fee	-	(50.00)	-	-	-	
410528	Sales/Services-Educ	-	(24,120.00)	67,116.00	67,116.00	304,314.90	
410532	Program Application	-	275.00	1,150.00	1,150.00	5,430.00	
410534	Program Registration	-	(6,950.00)	22,625.00	22,625.00	81,100.00	
421650	COV-19 Sales Services Educ Adj	-	-	-	-	(400.00)	
499908	Transfers	-	149,677.66	149,677.66	149,677.66	401,000.00	
499919	Fund Balance Contribution	-	308.45	(908.91)	(908.91)	(3,904.46)	
TOTAL REVENUE		-	119,141.11	239,659.75	239,659.75	787,540.44	(547,880.69)
501013	Staff Exempt	-	(10,344.24)	(108,868.83)	(108,868.83)	(228,026.79)	
501067	Final Leave Payout	-	-	(21,507.47)	(21,507.47)	(1,485.38)	
501113	Social Security Contribution	-	(757.18)	(9,535.70)	(9,535.70)	(16,695.87)	
501114	Unemployment Compensation	-	(10.07)	(10.07)	(10.07)	(587.38)	

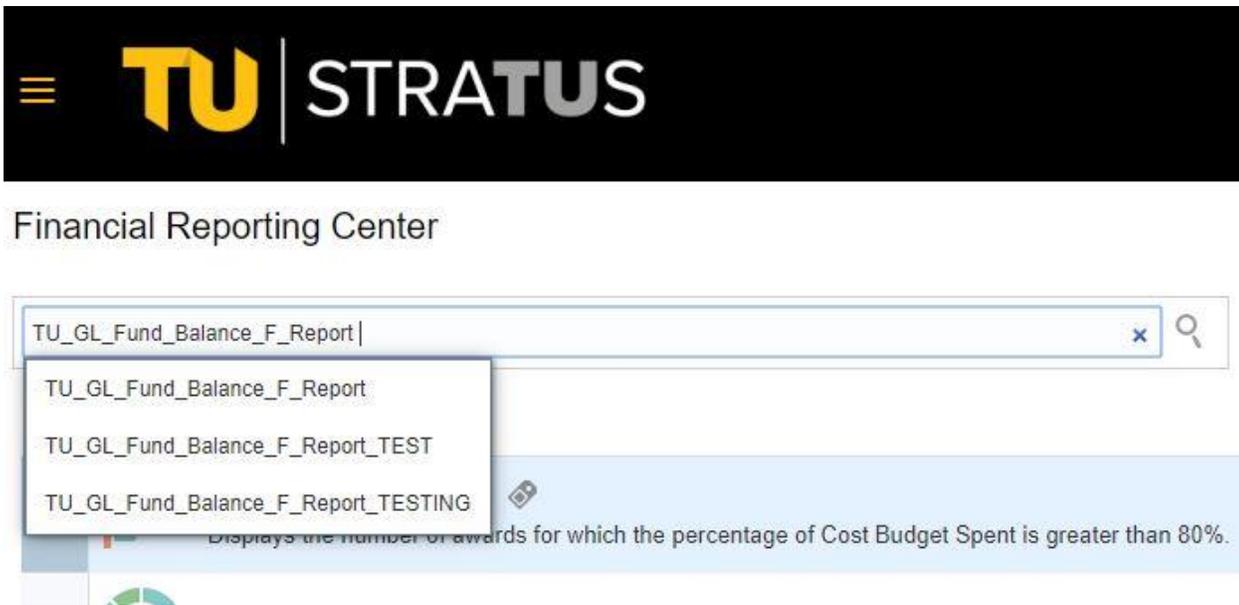
From the Stratus landing page, select others.



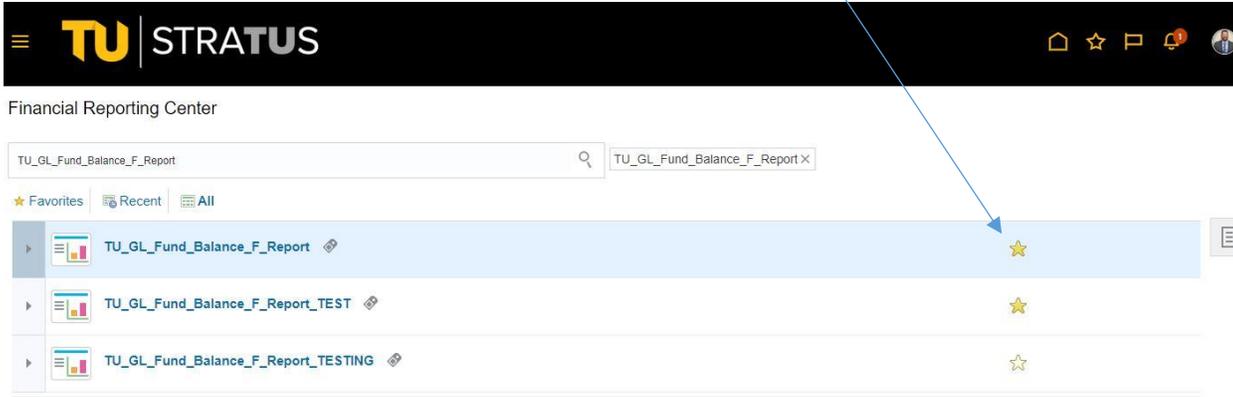
Select Financial Reporting Center.



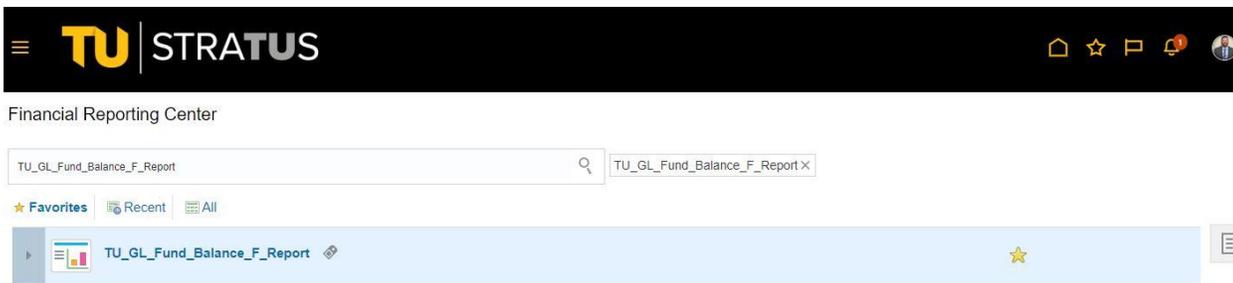
In the search bar, type: TU_GL_Fund_Balance_F_Report and click search.



At this point, click on the Star icon to the right of the Fund Report to make it your favorite. This will create a shortcut for you next time and save time.



You will now see the Fund Report listed under Favorites for next time. Click on the Report.



Enter the accounting period here: Accounting period is in a month-year format. For example if you are looking to run this report for June of fiscal year 2021, you would enter JUN-21 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.

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:	<input type="text"/>	Report	Report: TU_GL_Fund_Balance_F_Report Grid: All
Enter Source:	<input type="text"/>	Report	Report: TU_GL_Fund_Balance_F_Report Grid: Grid1

Edit Member Names

Help OK Cancel Reset

Enter Source: click on the Member Selection icon to the right of the enter source box.

Scroll down the list of Source Values. When you find the value you want to run, check the box to the left of the value.

The screenshot shows a software interface with a list of source values. The list is titled "Members" and has a search bar at the top. The list contains 20 rows of source values, each with a checkbox to its left. The value "3470-English Language Center" is selected, and its checkbox is checked. A blue arrow points to the checkbox. Another blue arrow points to the right-pointing arrow icon on the right side of the list. The interface also includes a "Find:" field, "Use Wildcards" and "Case-Sensitive" checkboxes, and a "Rows Per Page" dropdown menu.

Source Value	Name
[All Source Values],[3420]	3420-CHP PAST Program
[All Source Values],[3460]	3460-Direct Enroll Programs
[All Source Values],[3461]	3461-Study Abroad Administration
[All Source Values],[3462]	3462-Short Term Study Abroad
[All Source Values],[3464]	3464-TU London Intern Program
[All Source Values],[3465]	3465-International Partnerships
[All Source Values],[3467]	3467-Internat Sponsored Student Pgm
[All Source Values],[3468]	3468-International Student Serv Fee
<input checked="" type="checkbox"/> [All Source Values],[3470]	3470-English Language Center
[All Source Values],[3500]	3500-CGSR Indirect Cost Recovery
[All Source Values],[3501]	3501-CGSR Grad Application
[All Source Values],[3520]	3520-Institute Well Being Operation
[All Source Values],[3521]	3521-IWB H Ctr for Adults w/ Autism
[All Source Values],[3522]	3522-IWB Speech & Language Center
[All Source Values],[3523]	3523-IWB Occupational Therapy Ctr.
[All Source Values],[3524]	3524-IWB Hearing & Balance Center
[All Source Values],[3525]	3525-IWB Wellness Center
[All Source Values],[3535]	3535-Counseling Center Program
[All Source Values],[3540]	3540-National Student Exchange

Help

OK Cancel

Then select the > icon to move the value over to the right, then click OK

Select OK in the bottom right corner to run the report

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

Prompt
Enter AccountingPeriod: Selection

Enter Source: 3470-English Language Center

Edit Member Names

Type
Report

Report

Source
Report: TU_GL_Fund_Balance_F_Report
Grid: All

Report: TU_GL_Fund_Balance_F_Report
Grid: Grid1

Help

OK Cancel Reset

This is what the new report looks like:



Towson University
TU_GL_Fund_Balance_F Report
Run By: BSTARKLOFF

Page 1 of 1

For The Period Jun-21
As of Tuesday, June 28, 2022 AD time: 10:35:50 AM Eastern Daylight Time

	Beginning Balance	Current Period	Y-T-D Activity	Ending Balance	Prior YTD	Change
101010 Cash - State Treasurer	54,547.54	152,061.55	28,048.51	82,596.05	54,547.54	28,048.51
103030 Account Rec-Student	18,000.00	(2,550.00)	13,000.00	31,000.00	18,000.00	13,000.00
105050 Deferred Charges	3,180.02	7,649.53	4,469.51	7,649.53	3,180.02	4,469.51
Total Assets	75,727.56	157,161.08	45,518.02	121,245.58	75,727.56	45,518.02
204550 Deferred Revenue-Oth	(6,300.00)	(49,845.00)	(43,545.00)	(49,845.00)	(6,300.00)	(43,545.00)
Total Liabilities	(6,300.00)	(49,845.00)	(43,545.00)	(49,845.00)	(6,300.00)	(43,545.00)
Total Fund Balance	69,427.56	107,316.08	1,973.02	71,400.58	0.00	0.00
401192 Application Fee	0.00	50.00	0.00	0.00	0.00	0.00
410528 Sales/Services-Educational Activity	0.00	24,120.00	(67,116.00)	(67,116.00)	0.00	(67,116.00)
410532 Program Application	0.00	(275.00)	(1,150.00)	(1,150.00)	0.00	(1,150.00)
410534 Program Registration	0.00	6,950.00	(22,625.00)	(22,625.00)	0.00	(22,625.00)
499908 Transfers	0.00	(149,677.66)	(149,677.66)	(149,677.66)	0.00	(149,677.66)
499919 Fund Balance Contribution	0.00	(308.45)	908.91	908.91	0.00	908.91
Total Revenue	0.00	(119,141.11)	(239,659.75)	(239,659.75)	0.00	(239,659.75)
501013 Staff Exempt	0.00	10,344.24	108,868.83	108,868.83	0.00	108,868.83
501067 Final Leave Payout	0.00	0.00	21,507.47	21,507.47	0.00	21,507.47
501113 Social Security Contribution	0.00	757.18	9,535.70	9,535.70	0.00	9,535.70
501114 Unemployment Compensation	0.00	10.07	10.07	10.07	0.00	10.07
501117 Health Insurance	0.00	1,828.08	23,574.68	23,574.68	0.00	23,574.68
501121 Retirees Health Ins Surcharge	0.00	477.52	6,268.85	6,268.85	0.00	6,268.85

You can select from a variety of viewing/exporting options from the drop down here:

The screenshot displays the STRATUS web application interface. At the top left is the TU STRATUS logo. The page title is "TU_GL_Fund_Balance_F_Report". A dropdown menu is open, showing options: HTML Preview, PDF Preview, Export to Excel (highlighted), Export In Query-Ready Mode, Export to Word, Export to Powerpoint, Show Annotations, Refresh, Preview User Point of View, and Respond to Prompts. The main content area shows "Towson University FUND BALANCE Report (F Report) Run By: BSTARKLOFF" for the period of "Jun-21" as of "Wednesday, June 22, 2022 AD time: 9:57:34 AM Eastern Daylight Time". A table header is visible with columns: Beginning Balance, Current Period, Y-T-D Activity, Ending Balance, Prior YTD, and Change. The page number "Page 1 of 1" is displayed. A "Done" button is located in the top right corner of the report area.

To get back to the menu, select Done.