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.
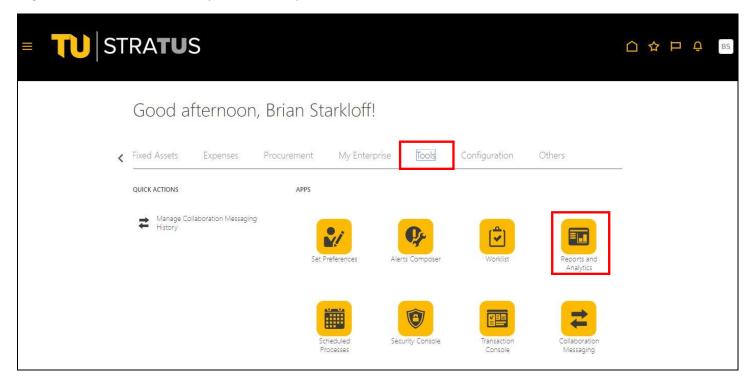*<u>Parent Account</u> = Sum of child accounts where budget checking is done. (Operating, Salary etc)*
<u>Child Account</u> = Detailed account under a parent (609003 Office Supplies etc)
These reports are for department cost centers only.
Grants and Project Cost center versions will be coming soon.

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.

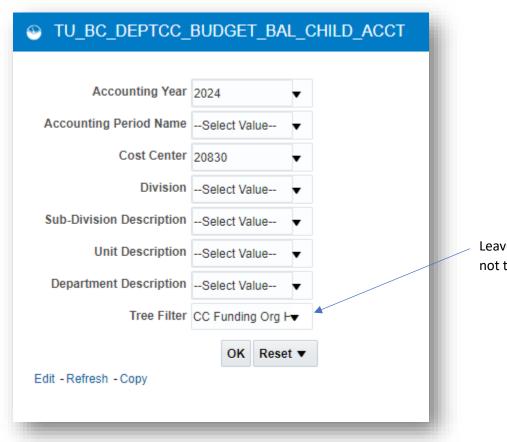Select Shared Folders > Custom > Campus Reporting > Budget Summary Reports

Select Open under the report name. Choose from the Child report or the Parent report.
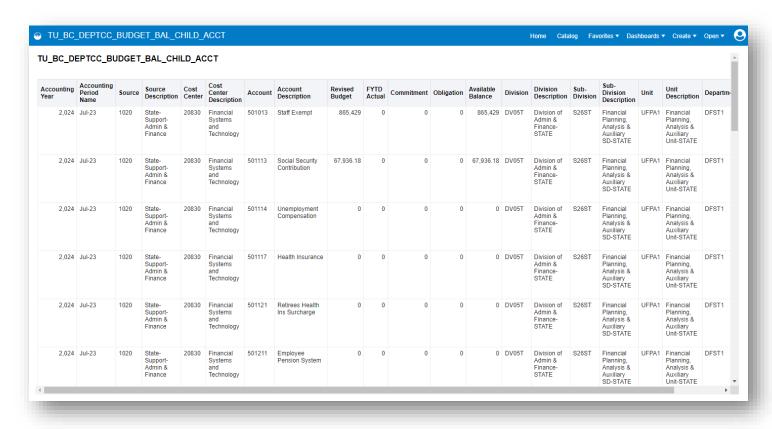
Here you will enter your parameters:

- 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)

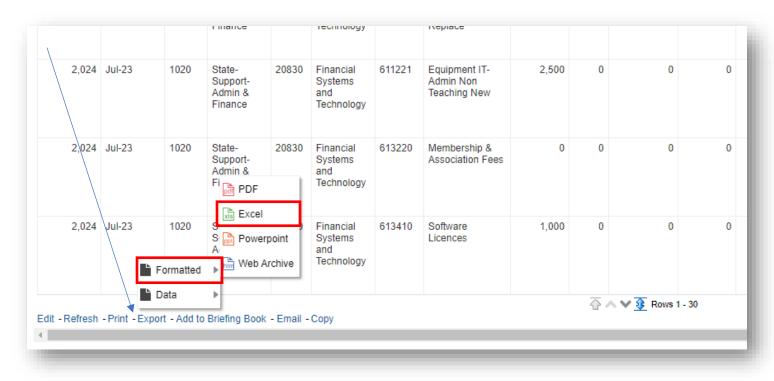When you are finished selecting your parameters, click OK

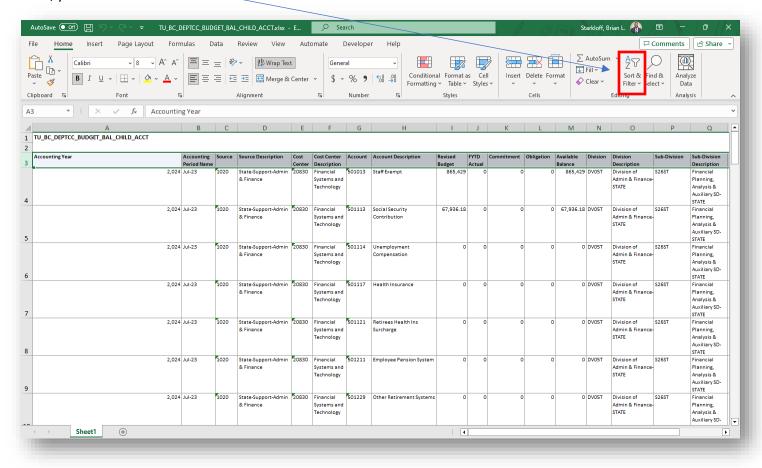Leave the Tree Filter default. Please do not try to change.

The report will generate:

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

In excel, you can turn filters here

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.