How to Run the Division with Cost Center Rollup Reports

This report will give you a parent account view of your budgets, collapsed at the organizational level with ability to expand and display the cost centers underneath the divisional roll-up structure. This is the replacement for the various Divisional State, self-support, grant etc custom roll-ups (i.e. AASTACTU, SASTACTU) used in PeopleSoft.   The report allows you to change the amount type from Actuals to budget balance available, or total budget(revised)

For Departmental Cost centers use TU_BC_DeptCC_Divisional_Rollup
For Grants use TU_BC_GrantCC_Divisional_Rollup
For Projects use TU_BC_ProjectCC_Divisional_Rollup

Navigate to Others, and select the tile for Financial Reporting Center (FRS)
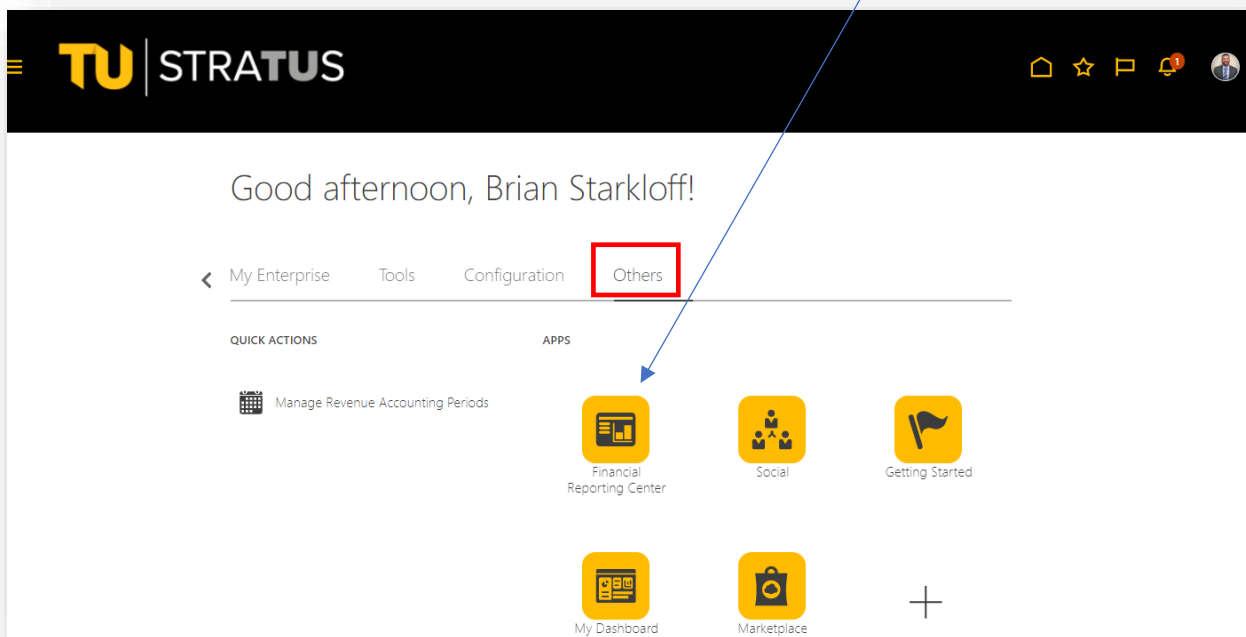
Select "All" to search all reports, then enter one of the following depending on what rollup report you want to run:

- For Departments use TU_BC_DeptCC_Divisional_Rollup
- For Grants use TU_BC_GrantCC_Divisional_Rollup
- For Projects use TU_BC_ProjectCC_Divisional_Rollup

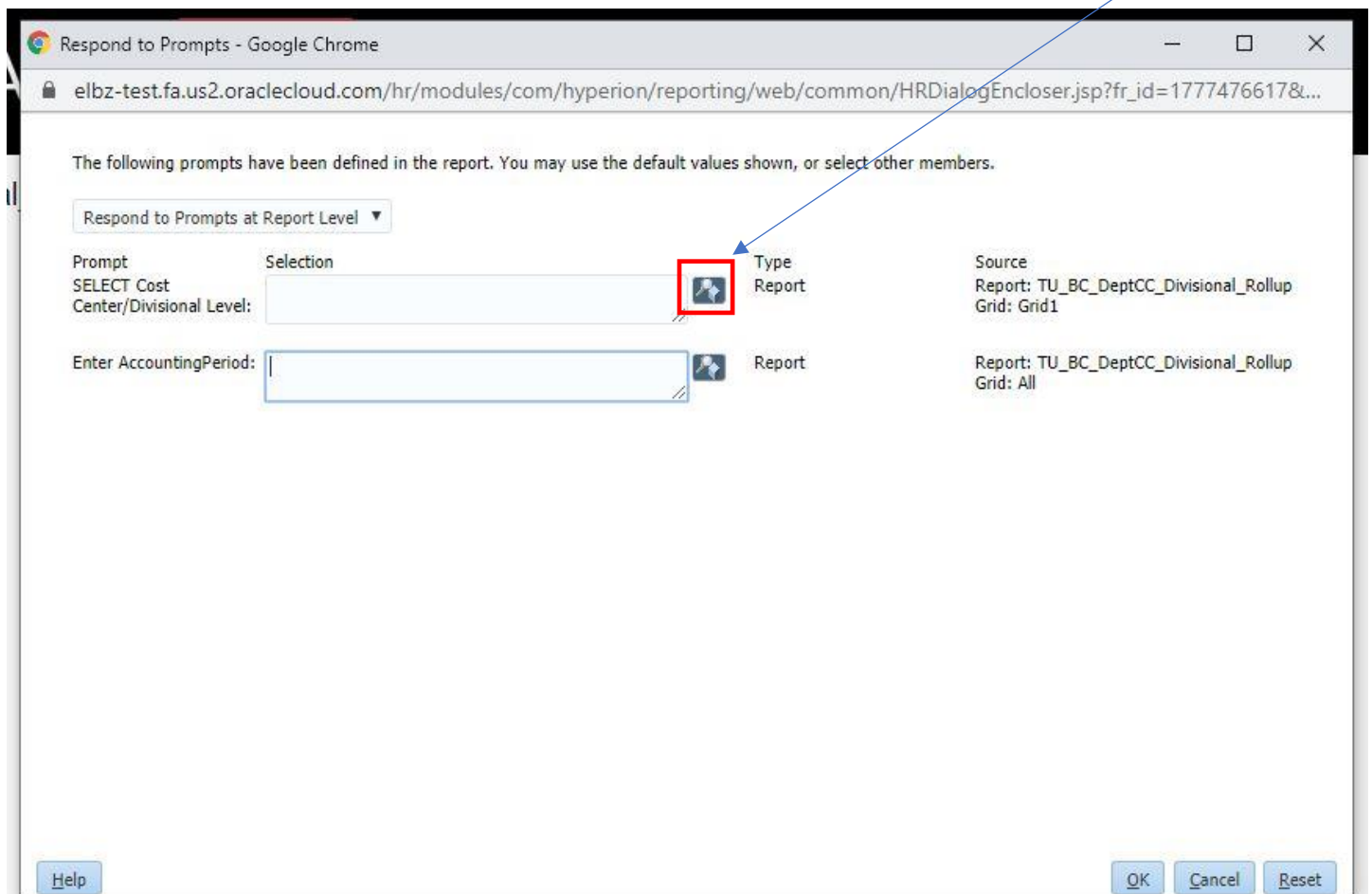In this example we will be using the department rollup report.

Type in TU_BC_DeptCC_Divisional_Rollup in the search box and click on the magnifying glass to the right.

Click on the star icon to the right to save it as a favorite for next time.

Click on the report name.
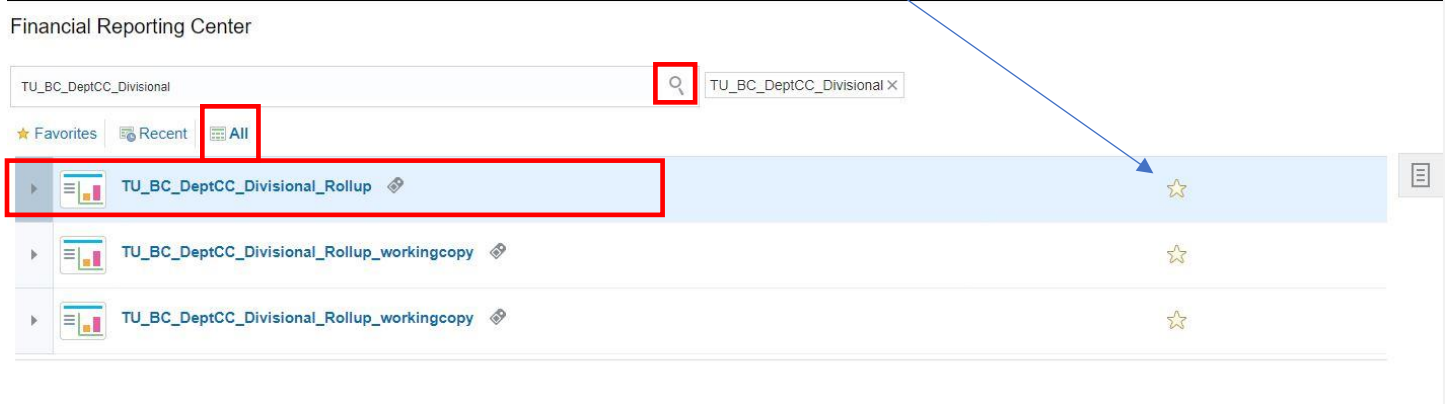
Next select the Member Selection box to the right of the SELECT Cost Center/Divisional Level box.

If this is your first time here, click the dropdown for rows per page and change it to 500

Now, you can search by scrolling down the list if you know your division and funding type you want (State, Self, Grant) Once you find the report you want to run, click on the blue arrow to move it over to the right column.

If you want to search for a specific Division, subdivision, unit or Department group select Default from the Find dropdown menu. Then in the search box type DV* if you want to search for your division and click binocular find icon. (Subdivision level starts with S, Unit level starts with U, and Department level starts with D)

Here you will see your search results.

Check the box to the left of the divisional level you want to select. Then click OK.

You will be taken to the page below where you just click OK at the bottom.

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 June of 2023, you would enter JUN-23 in this box. Click OK at the bottom to run the report.

The report will be generated as seen below.

TU_BC_DeptCC_Divisional_Rollup

You can change the report to reflect different time periods such as Period to Date(Current Month) by clicking on YTD and changing it here.

You can click on Expenditures(includes revenues too) to change it to total budget(revised budget column), initial budget(original), Budget adjustments(transfers), Committment(Requisitions), Obligations (PO's) Expenditures (actuals including revenues), or funds available(Budget Balance Available).

You can expand upon individual lines of the hierarchy by clicking the arrow to the left of the line. Or simply click Expand All to see the full expansion of the report. Note you can do the same expansion one by one on the accounts across the top as well.

Here is a view after Expanding All.

TU_BC_DeptCC_Divisional_Rollup_workingcopy

HTML Preview

Collapse All

	▶R40000-Revenues	▶RTF001-Tuition and Fees Bdgt Parent3	▶R2F001-All Fees	▶R2F020-College Lab Fees	401163-Lab/Lab Lecture Fee	401228-Lab Fee	▶R2F040-Other Fees	40128 Transc Fee
▼DV02T-Division of Academic Affairs-STATE	1,050,031.42	469,720.36	469,720.36	469,865.86	469,845.00	20.86	-145.50	-1
▼S01ST-College of Business and Economics-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼U01ST-College of Business and Economics Unit-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DACT1-Department of Accounting-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12020-Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DBAT1-Department of Business Analytics & Technology Mngt-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12040-Business Analytics & Tech Mngt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DCBE1-Department of College of Business and Economics-Deans Ofc-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	
14510-Council on Economic Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15110-Business Economics	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	
15112-TU/UB MBA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15120-CBE Student Acad Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DECO1-Department of Economics-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

You can also now click on Collapse All to return it to the original view.

TU_BC_DeptCC_Divisional_Rollup

Open in new window   Done

Collapse All

	▶R40000-Revenues	▶RTF001-Tuition and Fees Bdgt Parent3	▶R2F001-All Fees	▶R2F020-College Lab Fees	401163-Lab/Lab Lecture Fee	401228-Lab Fee	▶R2F040-Other Fees	401280-Transcript Fee	▶RVS001-Revenue Non Tuition and Fee	▶RVS010-Sales/Services of Educ activities Bdgt Parent2	▶RVS100-Education and General Revenue	410514-Gate Receipts/Ticket	410522-Misc sales/services	410524-Rental-Bldg/Grounds Educationa	▶RVS020-Extern Revenue/Appr
▼DV02T-Division of Academic Affairs-STATE	1,050,391.42	470,080.36	470,080.36	470,225.86	470,205.00	20.86	-145.50	-145.50	108,972.45	15,544.95	15,544.95	550.00	13,693.95	1,301.00	
▼S01ST-College of Business and Economics-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼U01ST-College of Business and Economics Unit-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DACT1-Department of Accounting-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12020-Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DBAT1-Department of Business Analytics & Technology Mngt-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12040-Business Analytics & Tech Mngt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DCBE1-Department of College of Business and Economics-Deans Ofc-STATE	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
14510-Council on Economic Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15110-Business Economics	26,105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15112-TU/UB MBA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15120-CBE Student Acad Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DECO1-Department of Economics-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12070-Economics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DFIN1-Department of Finance-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12060-Finance Department	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DMAN1-Department of Management-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12050-Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼DMAR1-Department of Marketing-STATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12030-Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
▼S02ST-College of Fine Art and Communications-STATE	169,342.85	158,935.00	158,935.00	158,935.00	158,935.00	0.00	0.00	0.00	239.85	239.85	239.85	0.00	239.85	0.00	
▼U02ST-College of Fine Art and Communications Unit-STATE	169,342.85	158,935.00	158,935.00	158,935.00	158,935.00	0.00	0.00	0.00	239.85	239.85	239.85	0.00	239.85	0.00	
▼DAC07-Department of Music	17,200.00	17,200.00	17,200.00	17,200.00	17,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12355-MUSC Lab/Class Fee	17,200.00	17,200.00	17,200.00	17,200.00	17,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

You can also drill down to any of the transactional details by clicking on the amount like you can on other reports.

Expand All		▲R40000- Revenues	▲XP1000- Reg Salary, Wages Budget Checking	▲XP1100- Reg Fringe Budget Checking	▲XP1600- Overtime Budget Checking	▲XP1700- Shift Differential Budget Checking	▲XP1800- Regular Tuition Waivers Budget Checking	▲XP5002- OBJ 2 Salary and Benefits	▲XP6030- Budget Check Communications	▲XPOPER- Budget Check Operating 4-14
▶DV02T-Division of Academic Affairs-STATE		1,050,391.42	92,648,118.06	37,669,012.70	11,990.87	8.00	791,475.25	20,567,118	111,521	11,048,415
▶S01ST-College of Business and Economics-STATE		26,105.00	11,373,312.94	3,952,726.23	358.00	0.00	99,884.75	1,027,295	-941	660,197
▶U01ST-College of Business and Economics Unit-STATE		26,105.00	11,373,312.94	3,952,726.23	358.00	0.00	99,884.75	1,027,295	-941	660,197
▶DACT1-Department of Accounting-STATE		0.00	1,923,157.58	634,932.10	0.00	0.00	6,719.00	120,291	27	16,465
▶12020-Accounting		0.00	1,923,157.58	634,932.10	0.00	0.00	6,719.00	120,291	27	16,465
▶DBAT1-Department of Business Analytics & Technology Mngt-STATE		0.00	1,683,588.62	569,125.70	0.00	0.00	27,133.25	82,292	227	22,756
▶12040-Business Analytics & Tech Mngt		0.00	1,683,588.62	569,125.70	0.00	0.00	27,133.25	82,292	227	22,756
▶DCBE1-Department of College of Business and Economics-Deans Ofc-STATE		26,105.00	1,202,969.82	503,172.70	358.00	0.00	38,050.00	84,926	-1,409	575,229
▶14510-Council on Economic Education		0.00	140,964.20	80,991.90	0.00	0.00	0.00	0	-3,520	-2,324
▶15110-Business Economics		26,105.00	763,830.74	281,627.53	358.00	0.00	16,336.00	84,028	2,110	574,651
▶15112-TU/UB MBA		0.00	0.00	0.00	0.00	0.00	0.00	0	0	71
▶15120-CBE Student Acad Services		0.00	298,174.88	140,553.27	0.00	0.00	21,714.00	899	0	2,830
▶DECO1-Department of Economics-STATE		0.00	1,680,809.57	653,933.23	0.00	0.00	0.00	106,945	120	14,292
▶12070-Economics		0.00	1,680,809.57	653,933.23	0.00	0.00	0.00	106,945	120	14,292

Under the Expenditures column, select an amount to drill to that expense.

Review Budgetary Control Balances

Control Budget Towson Revised		Objective All Objective Values		Initiative All Initiative Values
Currency USD		CostCenter S01ST		Source All Source Values
Budget Period Jul-22 - Jun-23		Interfund All Interfund Values		
Account XP1600		FutureUse All FutureUse Values		

Budget Balances

View ▼ Detach Wrap

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Commitments	Obligations	Other Consumption	Expenditures
501605	000	15110	0000	000000	00000	1001	Nov-22	0.00	0.00	0.00	146.25
501605	000	15110	0000	000000	00000	1001	Feb-23	0.00	0.00	0.00	0.00
501605	000	15110	0000	000000	00000	1001	Mar-23	0.00	0.00	0.00	211.75
Total								0.00	0.00	0.00	358.00

Columns Hidden 10   Columns Frozen 8

Here you can see information on that transaction:

Review Budgetary Control Transactions   [Done]

◢ Search

Control Budget Towson Revised		Balance Type Expenditure	
Budget Period Nov-22		Balance 146.25 USD	
Budget Account 1001-15110-501605-00000-000-000000-0000		Budget Currency USD	

Budget Transactions

View ▼ Format ▼ Wrap Transaction Number [_____]

	Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity		Reserved	Liquidated
	11/29/22	PR Batch-2023-...		146.25 USD	Reservation		146.25	0.00
	Total						146.25	0.00

Columns Hidden 17

To exit out, you can click on the X on the tab

EXPORTING REPORT

Note that you can export the report at anytime. The report will export whatever view of data is displayed at the time whether fully expanded or fully collapsed.

If you want to run another report, just select Done at the top right and you will be directed back to the Financial Reporting Center.