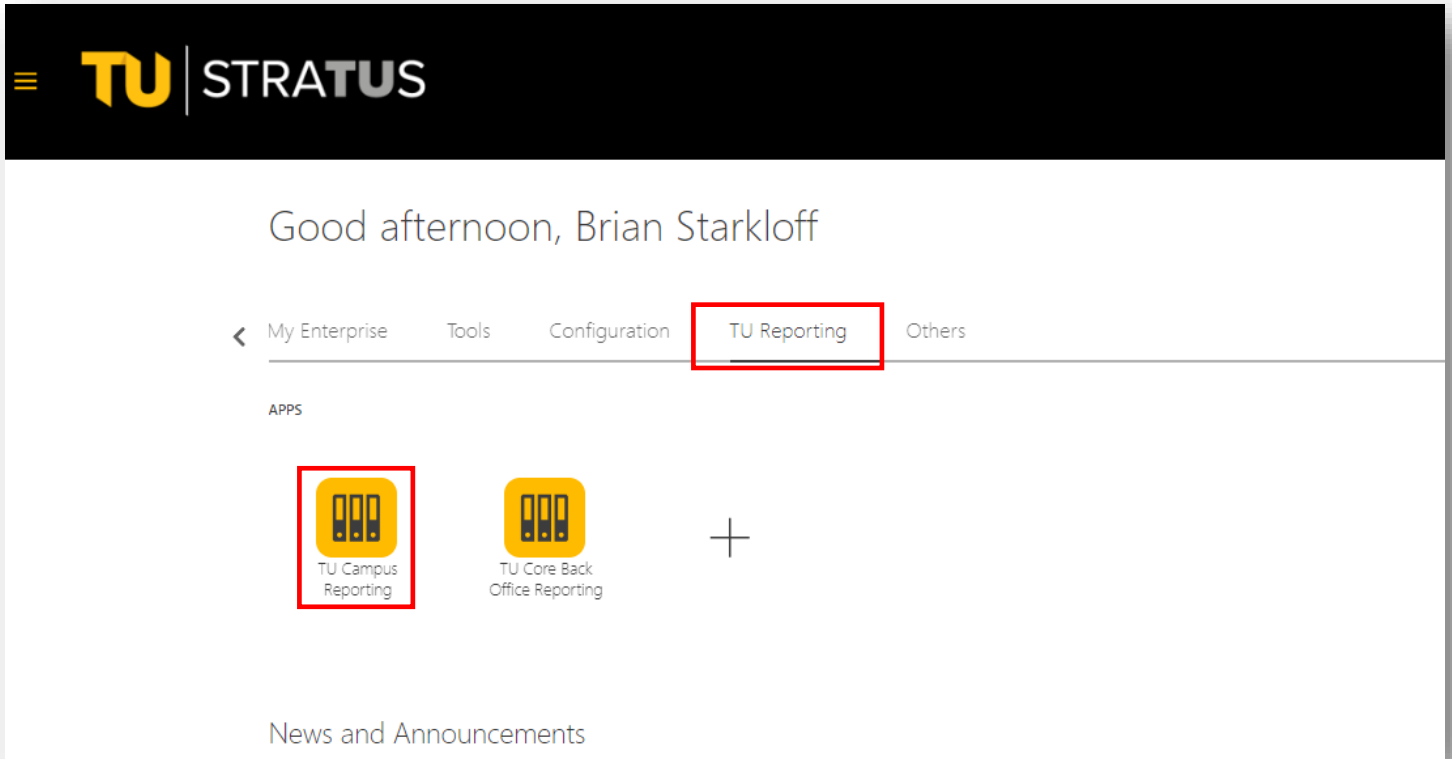


# How to Run the Stratus Foundation Reimbursement Report for Payroll Expenses

**Purpose: This is a listing of payroll expenses that can be submitted to the TU Foundation for reimbursement.**

Navigate to TU Reporting and select the tile for TU Campus Reporting.



## Select the Foundation Payroll Reimbursement Report

The screenshot shows a 'Reporting Dashboard' with several report categories:

- Budget Summary Reports**
  - Cost Center Reports (Formatted Report)
  - Dept Cost Center Budget Summary by Account
  - Grant Cost Center Budget Summary by Account
  - Project Cost Center Budget Summary by Account
  - Dept budget balance reports (Data Exports)
  - Department Budget Balance Child Account Report
  - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
  - Divisional Self Support Fund Detailed Summary (NAT)
  - Divisional State Fund Detailed Summary (NAT)
  - Divisional Agency Fund Detailed Summary (NAT)
  - Divisional Auxiliary Fund Detailed Summary (NAT)
  - Divisional Grants Fund Detailed Summary (NAT)
  - Account Summary by Div and Cost Center Rollups
  - 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
  - Travel Expense reports
  - General transaction reports
  - Foundation Reimbursement
    - Foundation Payroll Reimbursement Report** (highlighted in red)
    - Foundation Operation Reimbursement Report
- Fund Balance Reports**
  - Fund Balance by Source Code
- Campus OSPR\_SPAR Grant reporting**
  - 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
- Campus Divisional Budget Officers**
  - Facilities Management
  - Project Cost Center Summary P Report PriorYr
- Campus Inventory Coordinator**
  - FA Active Asset Detail Campus Version Report
  - FA Retired Asset Detail CampusVersion Report
- Payroll**
  - STRATUS DPR

Type in the fiscal year

Select your account period start and end range from the drop down.

*If you're running multiple years, set the accounting period from July (1) – June (12)*

Use the dropdown menu to select your cost center(s)

*Tip: If you want to utilize any of the boxes with NULL, you must first uncheck the NULL box before typing in the value*

You can choose to select other parameters such as account and source or just click View Report.

The screenshot shows the reporting interface with the following fields:

- Current User:** TOWSONU\bstarkloff
- Fiscal Year:** 2023
- Accounting Period (Start):** 1 - July
- Cost Center (Start):** 20830
- Account:** [ ]  NULL
- Fiscal Year (Range):** [ ]  NULL
- Accounting Period (End):** 12 - June
- Cost Center (End):** 20830
- Account (Range):** [ ]  NULL
- Source:** [ ]  NULL
- Employee ID:** [ ]  NULL
- View Report** button

Your report will populate. Scroll to the right to see all the employee details. Export to excel by selecting the dropdown on the save icon here and select Excel (No Header)

The screenshot shows the 'Stratus DPR' report in the Towson University BI & Analytics (QA DEMO) system. The interface includes a navigation bar with 'Home > Campus Payroll Reporting (DPR) > Stratus DPR > STRATUS\_Foundation...'. The report parameters are set for Fiscal Year 2023, Accounting Period (Start) 1 - July, and Accounting Period (End) 12 - June. The 'Export' dropdown menu is open, showing options like Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), and XML file with report data. The 'Excel (No Header)' option is highlighted with a red box. The report table below shows columns for TUF Project #, TUF Expense Account #, Partial Reimb. Amt, Year, Date, Period, Account Descr, Cost Center, Cost Center Descr, Source, Objective, Future Use, and Interfun.

TUF Project #	TUF Expense Account #	Partial Reimb. Amt	Year	Date	Period	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use	Interfun
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000
7104			2023	3/7/2023		Staff Exempt	20830	Financial Systems and Technology	1020	000	000000	0000

With your report open in excel, you will need to fill in the TUF Project Number, and the amount of a partial reimbursement if you do not wish you receive a full reimbursement. Do this for each line you want reimbursed.

The screenshot shows the Excel spreadsheet with the report data. The 'TUF Project #' and 'Partial Reimb. Amt' columns are highlighted in red for the first row, indicating where to enter data for reimbursement. The spreadsheet has columns A through N, corresponding to the report headers: TUF Project #, TUF Expense Account #, Partial Reimb. Amt, Year, Date, Period, Journal Source, Account, Account Descr, Cost Center, Cost Center Descr, Source, Objective, and Future Use.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	TUF Project #	TUF Expense Account #	Partial Reimb. Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use
1		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
2		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
3		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
4		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
5		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
6		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
7		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
8		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
9		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
10		7104		2023	3/7/2023		9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000

Make sure not to change the original amount.

Interfund	Amount (DO NOT CHANGE)	Initiative
0000	42.12	00000
0000	192.55	00000
0000	370.65	00000
0000	1,411.17	00000
0000	5.27	00000
0000	1,353.10	00000

Once you have your information filled out, delete the remaining lines that do not pertain to this reimbursement request.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
TUF Project #	TUF Expense Account #	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use
1	35850	7104		2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
2		7104		2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
3				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
4				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
5				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
6				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
7				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
8				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
9				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
10				2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000

DELETE unwanted lines. Do not hide lines.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
TUF Project #	TUF Expense Account #	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use
1	35850	7104		2023	3/7/2023	9 Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

Once you have deleted any unwanted lines, save this spreadsheet by naming it “Payroll Foundation Reimbursement (date)”

TIP: If you have multiple cost centers you can combine them onto one excel spreadsheet to submit if that’s easier.

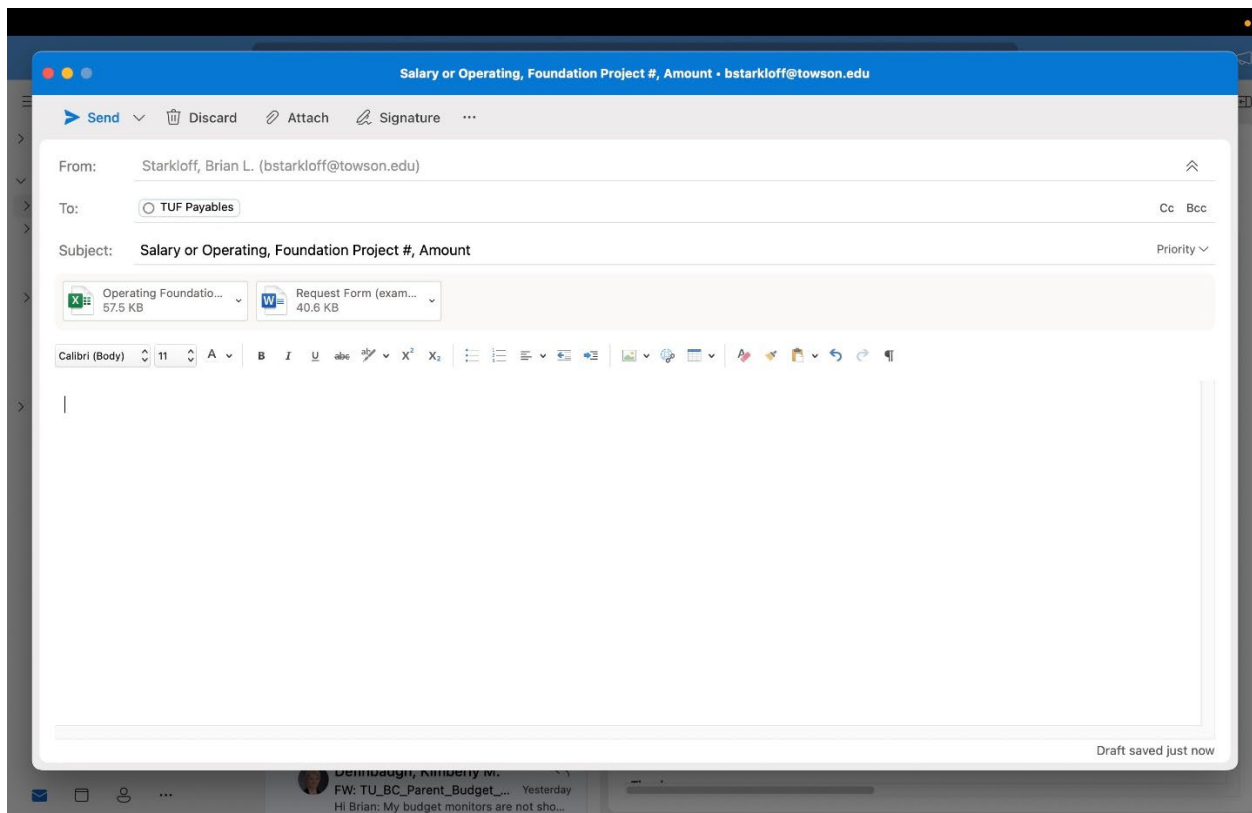
Next, you will need to complete the Reimbursement to TU Request Form:

<https://www.towson.edu/advancement/foundation/documents/forms/final-foundation-reimbursement-form-to-tu-3-3-2023.docx>

You will then need to email both the excel document and the Request Form you’ve completed to the TU Foundation: [tufpayables@towson.edu](mailto:tufpayables@towson.edu)

Please do not CC anyone from the TU Foundation. Only send to the above email address and your program director who has signature authority.

In the Subject field, name it *“Salary or Operating, Foundation Project #, and Amount”*



In approximately two weeks you will see all the transactions you’ve submitted posted as a credit to your budget. The lines will show FND as the Journal Category.