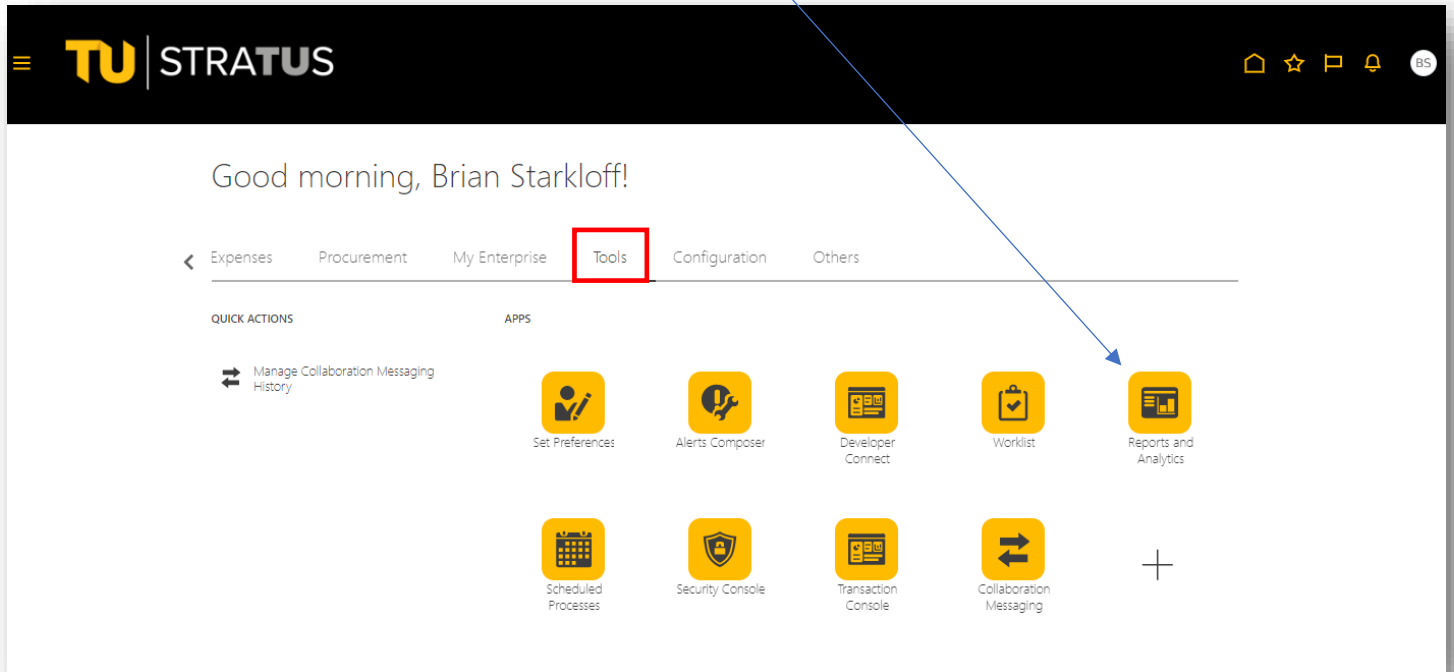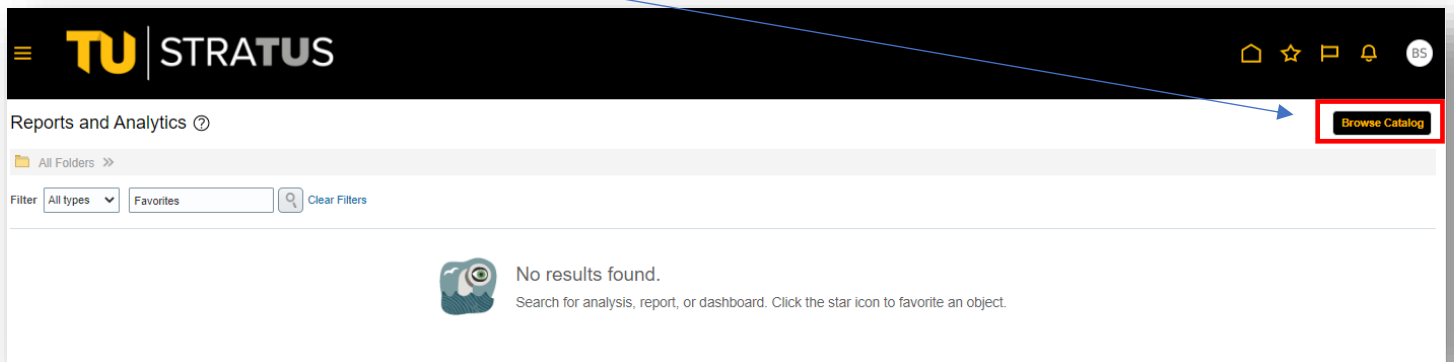# How to run the TU_BC_Parent_Budget_Overspent Report

This report will list cost centers where your any of the parent account level budgets are overspent. It can be run by Division, Sub-division, Unit, Department, or individual Cost Center to show only those parent accounts that are overspent.
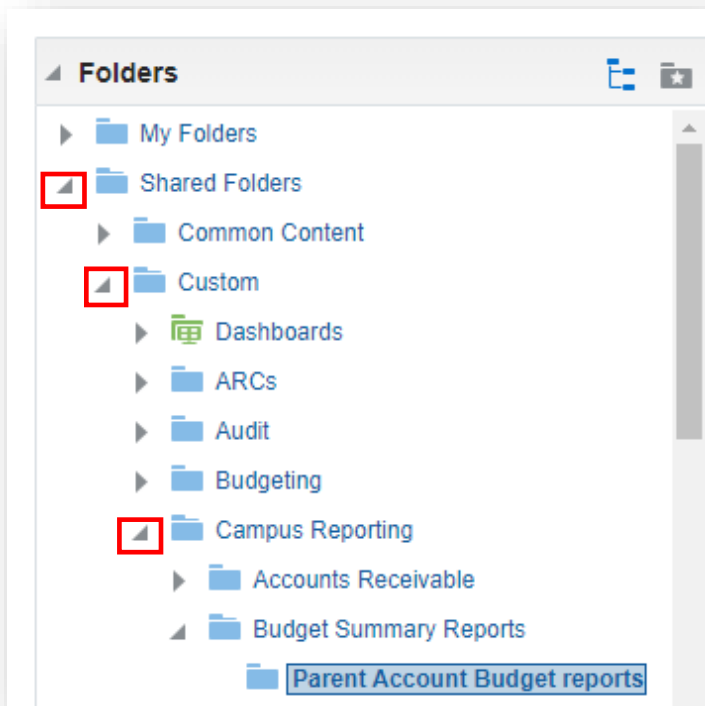
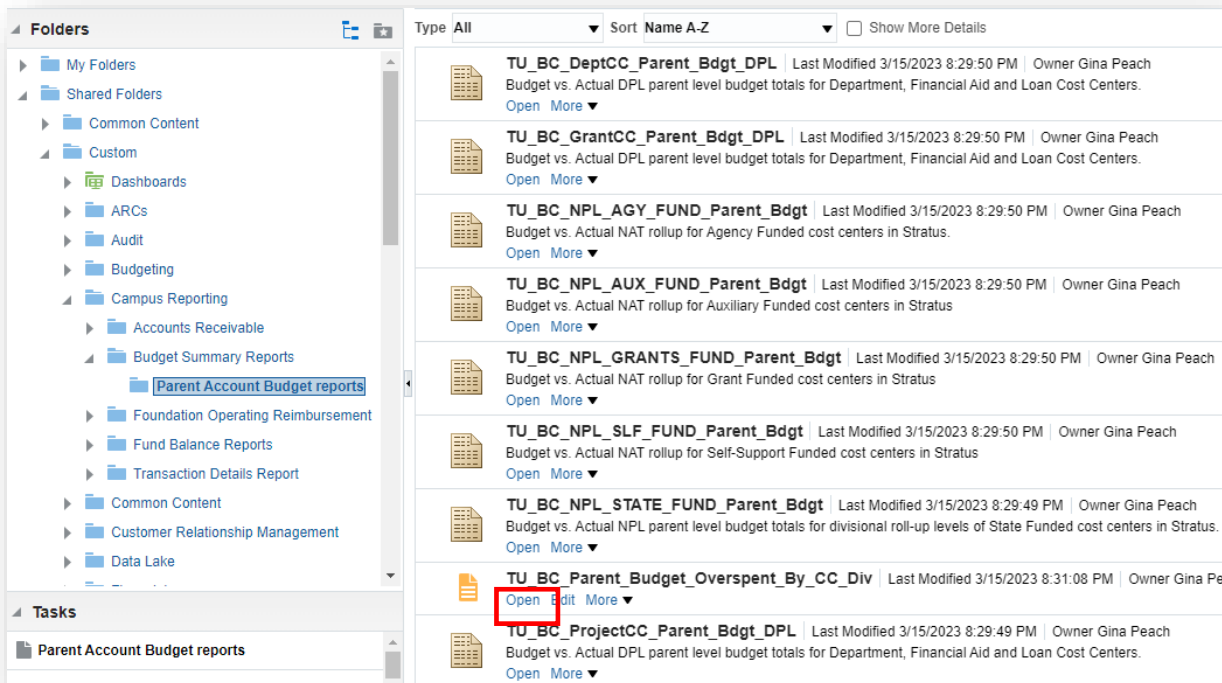Navigate to Tools, and select the tile for Reports and Analytics

Select Browse Catalog

Under Folders, select Shared Folders > Custom > Campus Reporting


Click on Parent Account Budget reports

Select Open on the report TU_BC_Parent_Budget_Overspent

Here you will select your fiscal year, as well as your other parameters based on your specific search needs. If you want to run the report for the entire Division, simply select your division from the drop-down here and click Apply.
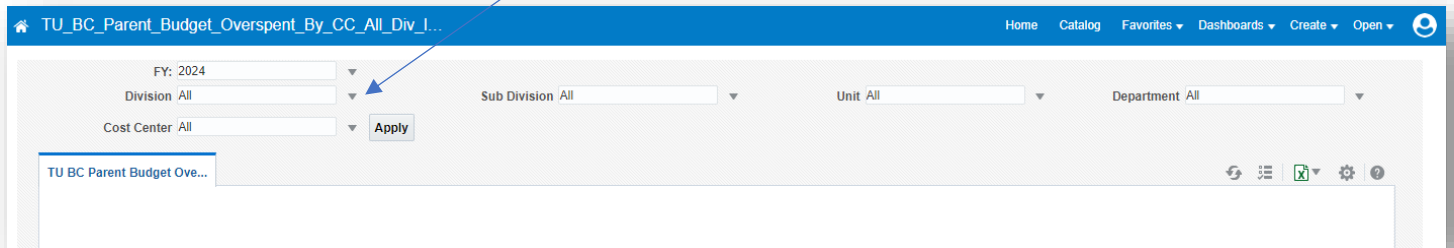
If you want to run the report based on Sub Division, you will first need to Select the Division, and then the Sub Division.

Click Apply.
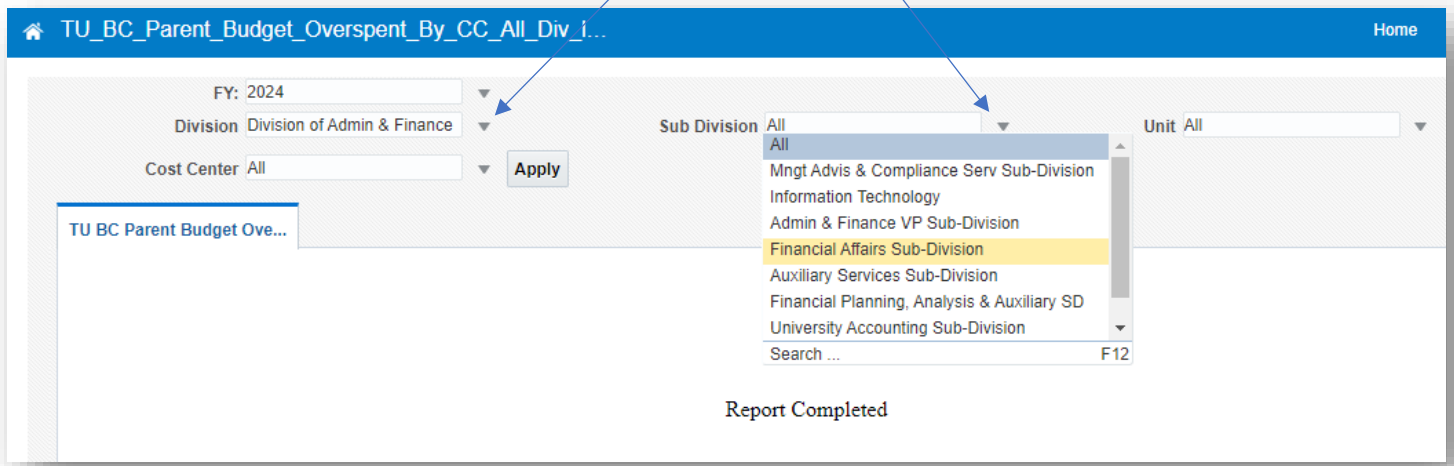
If you want to run the report based on the Unit, you will first need to select the Division, then the Sub Division, and then the Unit. Click Apply.
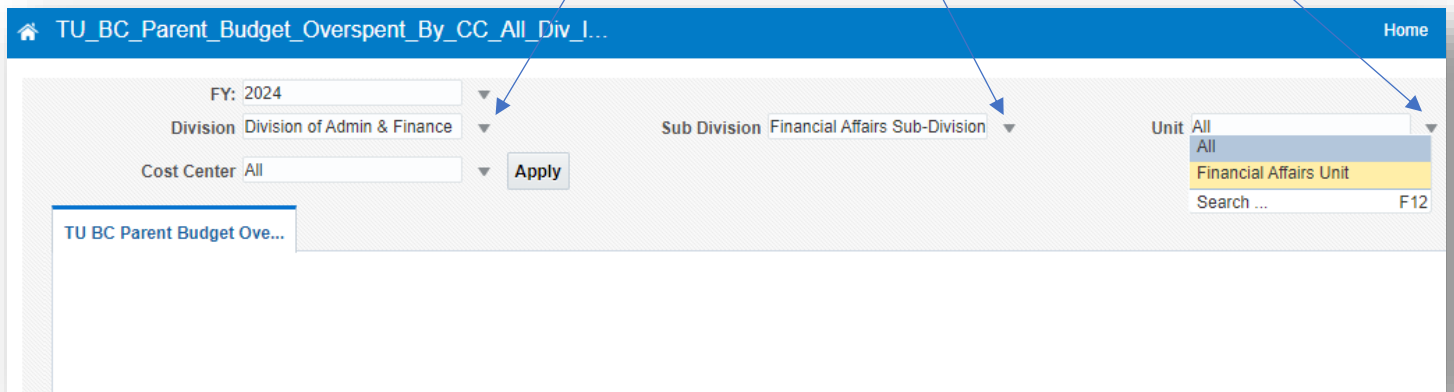
If you want to run the report for a specific cost center, leave Division, Sub Division, Unit, and Department on All, then use the drop down menu to search for one cost center. (You can only run one at a time)
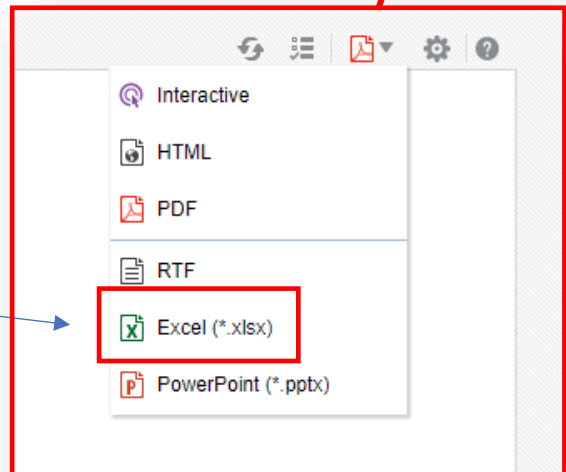

When prompted, type in the 5-digit cost center and click search. Then click on the cost center in the Value section, then OK at the bottom. Then click Apply.

If nothing is overspent in that cost center, then nothing will populate after clicking Apply.

Once your data populates, you can choose to export it to excel using this drop down menu.

Click Excel (*.xlsx)

Once in Excel, you can Filter the columns by clicking here