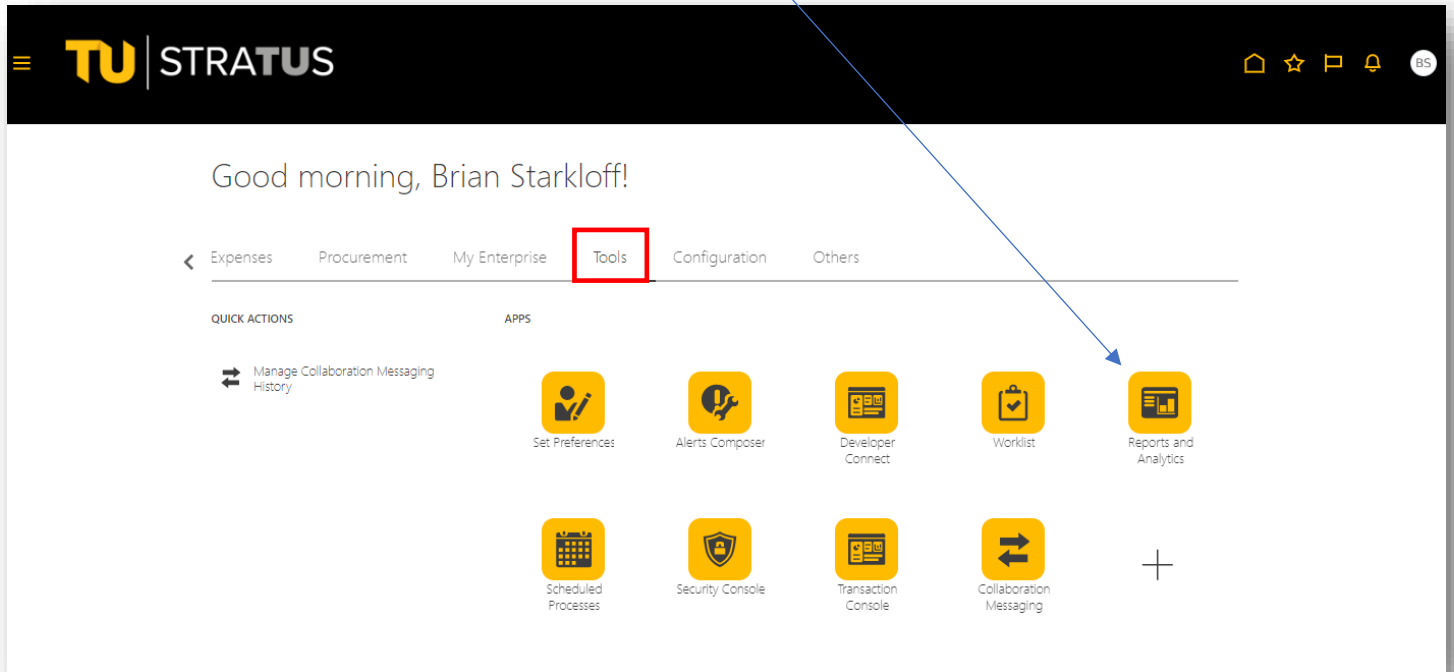


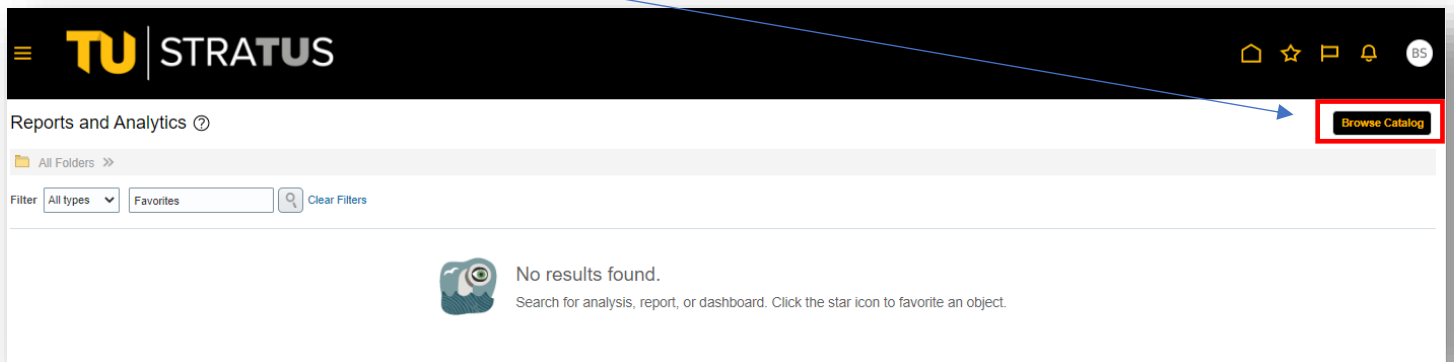
How to run the TU BC Parent Budget Overspent Report

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.

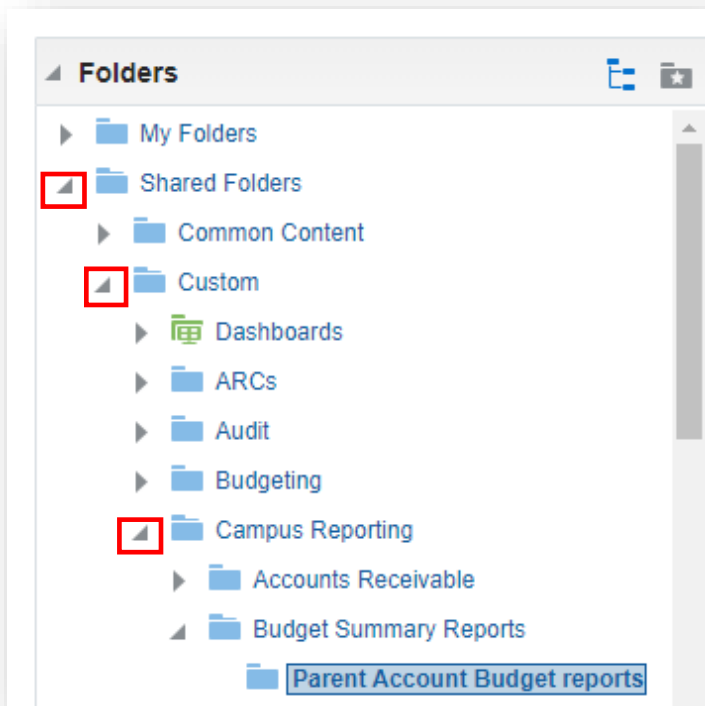
Navigate to Tools, and select the tile for Reports and Analytics



Select Browse Catalog

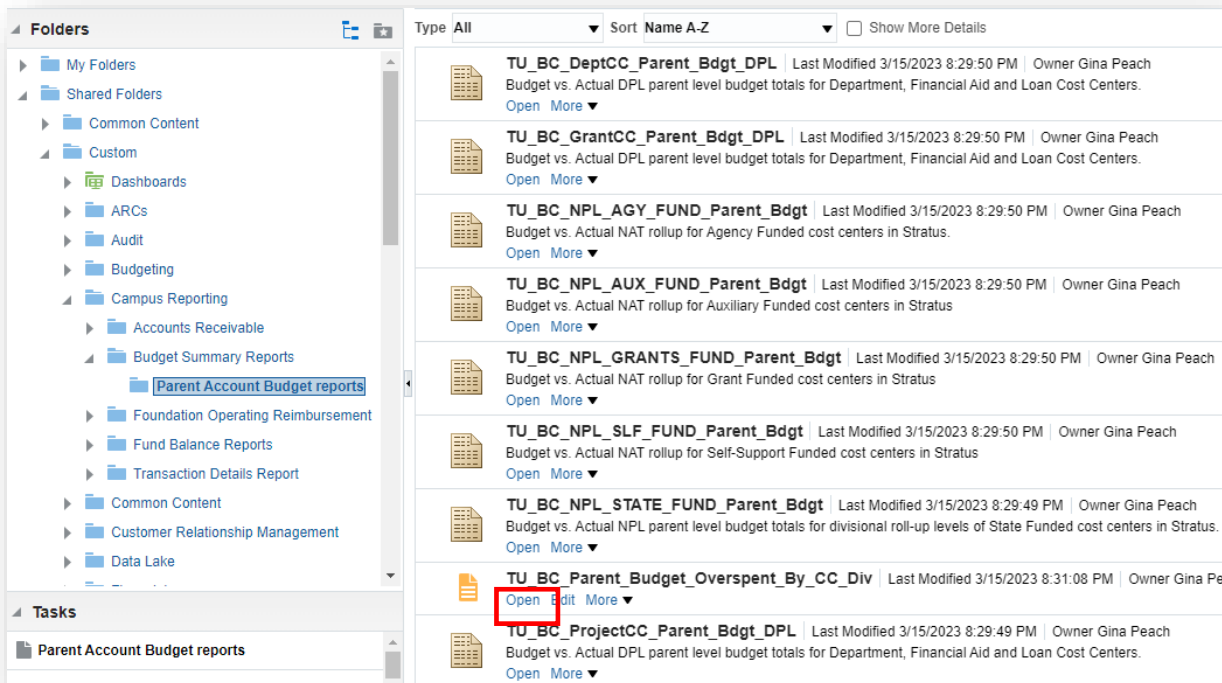


Under Folders, select Shared Folders > Custom > Campus Reporting

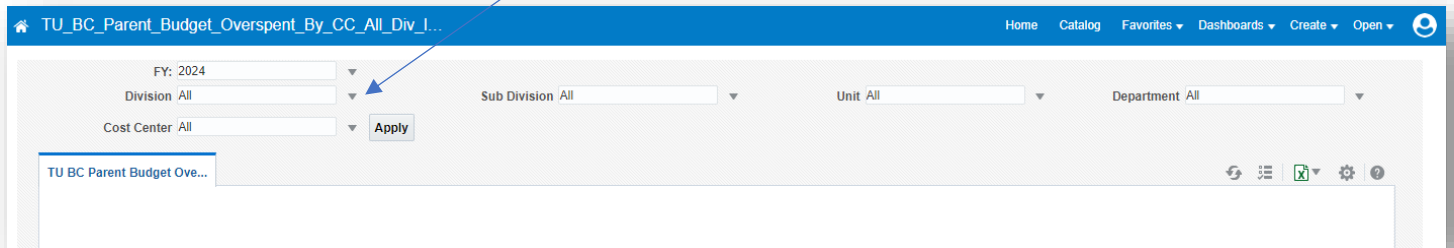


Click on Parent Account Budget reports

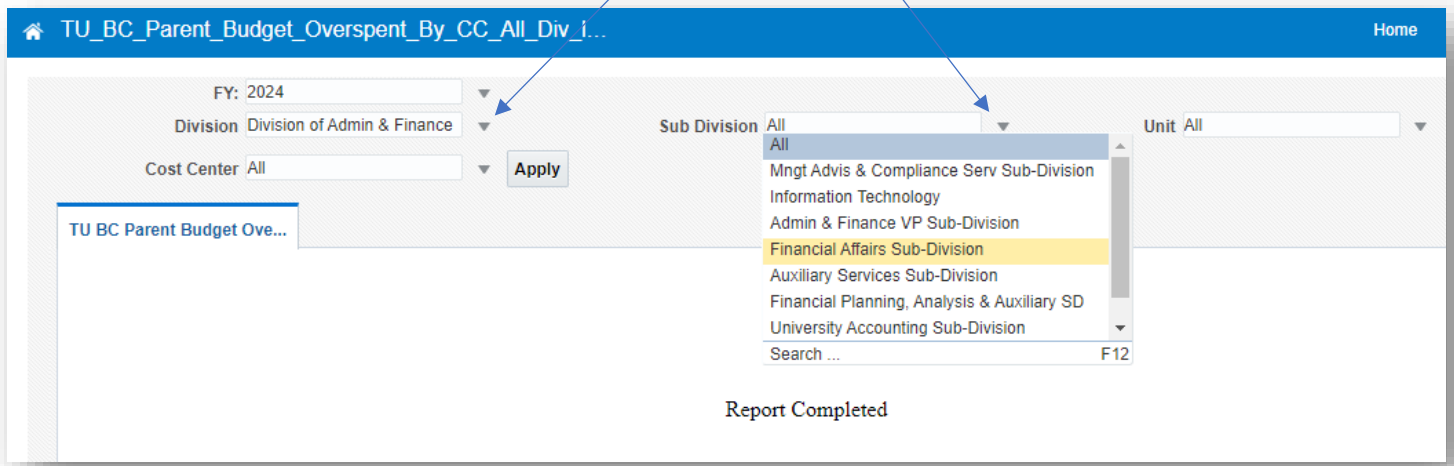
Select [Open](#) on the report TU_BC_Parent_Budget_Overspent



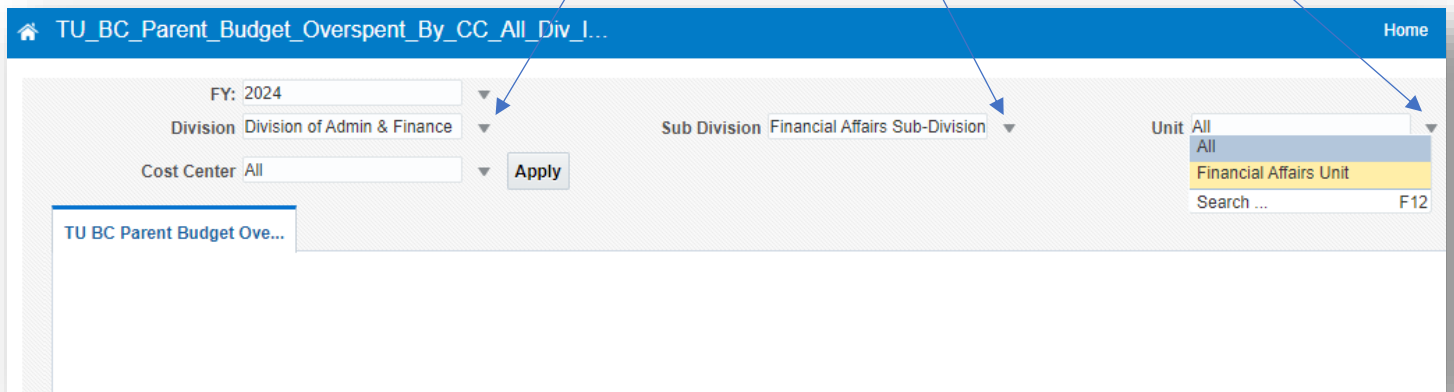
Here you will select your fiscal year, as well as your other parameters based on your specific search needs. If you want to run the report for the entire Division, simply select your division from the drop-down here and click Apply.



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)

FY: 2024
Division: All
Sub Division: All
Cost Center: All
TU BC Parent Budget
00000
10010
10030
10032
10034
10038
10042
Search ... F12
Apply
Report Completed

Search
Name: Starts with 20830
Search
Match Case
Value: 20830
OK Cancel

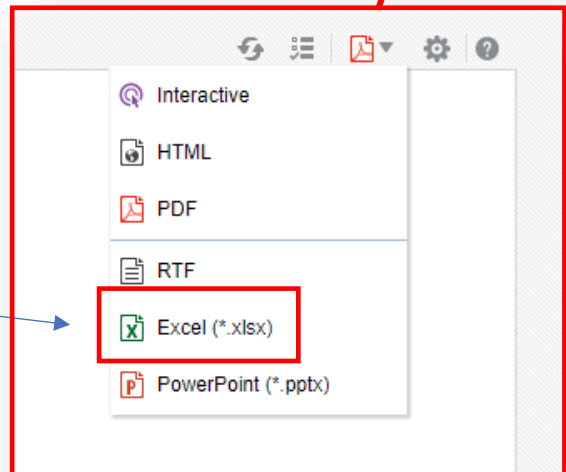
When prompted, type in the 5-digit cost center and click search. Then click on the cost center in the Value section, then OK at the bottom. Then click Apply.

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.

Source	Cost Center	Cost Center Description	Division	Parent Budget Code	Parent Budget Description	Budget Amount	Actual	Obligation	Commitment	Actual+Obligation+Commitment	Available Amount
1001	12020	Accounting	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking	\$1,000.70	\$4,262.50	\$0.00	\$0.00	\$4,262.50	-\$3,261.80
1001	12020	Accounting	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking	\$79.30	\$338.03	\$0.00	\$0.00	\$338.03	-\$258.73
1001	12030	Marketing	Division of Academic Affairs	XP6030	Budget Check Communications	\$0.00	\$88.97	\$0.00	\$0.00	\$88.97	-\$88.97
1001	12030	Marketing	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$14,648.41	\$18,954.32	\$0.00	\$0.00	\$18,954.32	-\$4,305.91
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XP2700	Grad Assistant Budget Checking		\$4,356.30	\$0.00	\$0.00	\$4,356.30	-\$4,356.30
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$16,803.30	\$17,149.98	\$0.00	\$0.00	\$17,149.98	-\$346.68
1001	12050	Management	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking		\$1,500.00	\$0.00	\$0.00	\$1,500.00	-\$1,500.00
1001	12050	Management	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking		\$116.10	\$0.00	\$0.00	\$116.10	-\$116.10

Click Excel (*.xlsx)



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

Source	Cost Center	Cost Center Description	Division	Parent Budget Code	Parent Budget Description	Budget Amount	Actual	Obligation	Commitment	Actual+Obligation+Commitment	Available Amount
1001	12020	Accounting	Division of Academic Affairs	XP2000	Contractual Salary Budget Checking	\$1,000.70	\$4,262.50	\$0.00	\$0.00	\$4,262.50	-\$3,261.80
1001	12020	Accounting	Division of Academic Affairs	XP2200	Contractual Fringe Budget Checking	\$79.30	\$338.03	\$0.00	\$0.00	\$338.03	-\$258.73
1001	12030	Marketing	Division of Academic Affairs	XP6030	Budget Check Communications	\$0.00	\$88.97	\$0.00	\$0.00	\$88.97	-\$88.97
1001	12030	Marketing	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$14,648.41	\$18,954.32	\$0.00	\$0.00	\$18,954.32	-\$4,305.91
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XP2700	Grad Assistant Budget Checking		\$4,356.30	\$0.00	\$0.00	\$4,356.30	-\$4,356.30
1001	12040	Business Analytics & Tech Mngt	Division of Academic Affairs	XPOPER	Budget Check Operating 4-14	\$16,803.30	\$17,149.98	\$0.00	\$0.00	\$17,149.98	-\$346.68