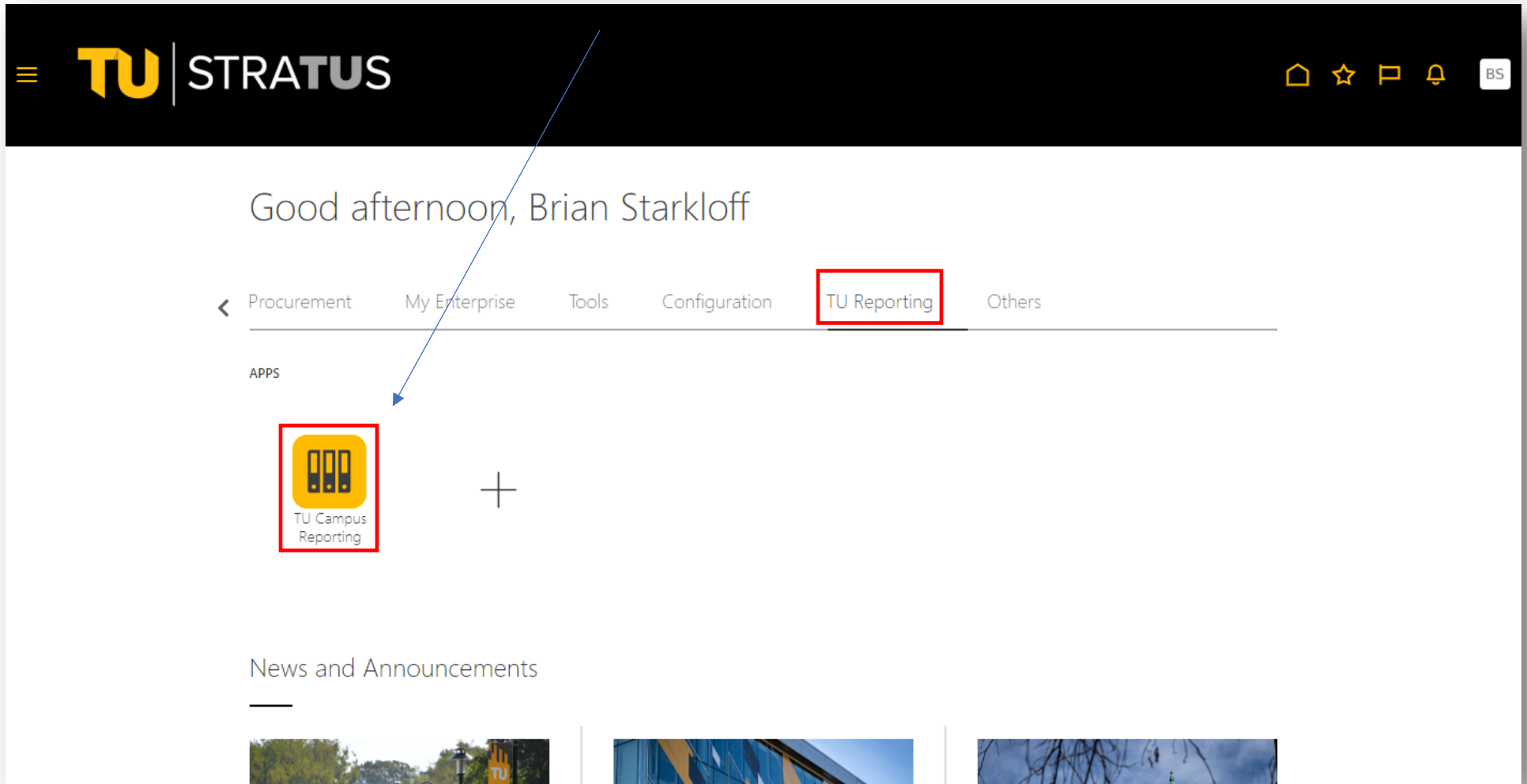


# How To Run the Chart of Accounts Reports

*The Chart of Accounts Reports include the Campus Cost Center Report, the Natural Account Report, the Initiative Report, and the Source Report for Campus.*

Log into Stratus. Navigate to TU Reporting and select the TU Campus Reporting tile.



Here is the location of the reports.

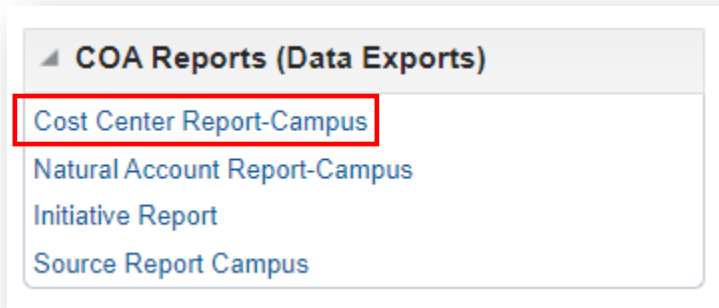
The screenshot shows a 'Reporting Dashboard' with a blue header bar containing navigation links: Home, Catalog, Favorites, Dashboards, Create, and Open. A user profile icon is in the top right. The dashboard is organized into several columns of report categories:

- Budget Summary Reports**
  - Cost Center Reports (Formatted Report)
    - Multiple Cost center prompts separated with commas (,)
    - Dept Cost Center Budget Summary by Account
    - Dept Cost Center Budget Summary by Parent Account
    - Grant Cost Center Budget Summary by Account
    - Grant Cost Center Budget Summary by Parent Account
    - Project Cost Center Budget Summary by Account
    - Project Cost Center Budget Summary by Parent Account
  - Dept budget balance reports (Data Exports)
    - Multiple Cost center prompts separated with a semi colon (;)
    - Department Budget Balance Child Account Report
    - Department Budget Balance Parent Account Report
- Divisional Summary Rollups**
  - Divisional Summary Rollups
    - Divisional Self Support Fund Detailed Summary (NAT)
    - Divisional Self Support Parent Budget Summary
    - Divisional State Fund Detailed Summary (NAT)
    - Divisional State Fund Parent Budget Summary
    - Divisional Agency Fund Detailed Summary (NAT)
    - Divisional Agency Fund Parent Budget Summary
    - Divisional Auxiliary Fund Detailed Summary (NAT)
    - Divisional Auxiliary Fund Parent Budget Summary
    - Divisional Grants Fund Detailed Summary (NAT)
    - Divisional Grants Fund Parent Budget Summary
- Transaction Details Reports**
  - Pcard expense reports
    - Multiple Cost center prompts separated with a semi colon (;)
    - Pcard Expense Report Completed
    - Pcard Expense Report Pending
    - Pcard not on Expense report
  - Travel Expense reports
    - Multiple Cost center prompts separated with a semi colon (;)
    - Travel Expense Report Completed
    - Travel Expense Report Pending
    - TU Travel Authorization Campus Version
  - General transaction reports
    - Multiple Cost center prompts separated with a semi colon (;)
    - Revenue Expenses All Transactional Details Report
    - Revenue Expense Summary Transaction
    - Invoices Pending Report
    - Invoice Expense List Report
    - Budget Adjustments Report
    - Transactional Reports Dashboard
  - Requisition/PO Reporting
    - Multiple Cost center prompts separated with a semi colon (;)
    - PO Listing Report
    - Requisition Purchase Order Listing
    - Requisitions listing campus report
    - Requisitions not on PO (All statuses campus)
    - Requisitions not on PO Workflow
- Campus OSPR\_SPAR Grant reporting**
  - Multiple Cost center prompts separated with a semi colon (;)
  - \*Separated with comma
  - 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)** (highlighted with a red box)
  - 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
    - Multiple Cost centers separated with a comma (,)
    - 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

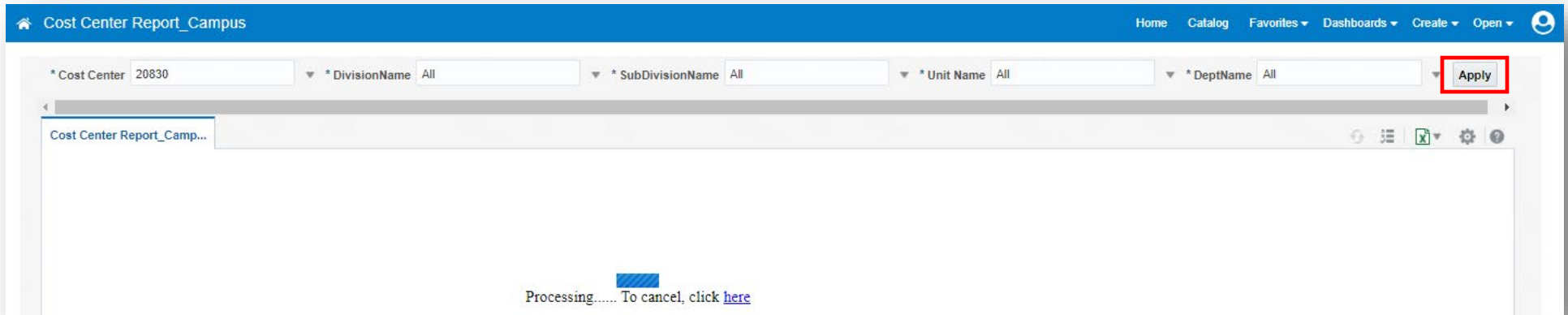
The Cost Center Report provides information such as Financial Steward and Cost Center Manager assignments, Division, Sub Division, Unit, Department, RSTARS Program, or RSTARS Sub Program. You can run the report by Cost Center, Division Name, Sub Division Name, Unit Name and/or Department Name.

(Enabled Column – “Y” means the cost center is Active, “N” means it’s Inactive)

Select the report name.



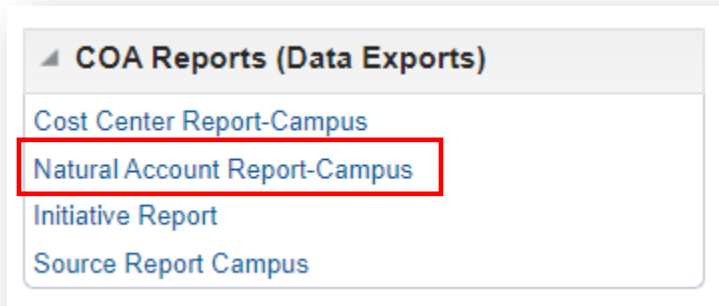
Enter your parameters, then click Apply.



The report will open in Excel.

Cost Center	Description	Enabled	STRATUS Financial Steward	STRATUS Cost Center Manager	Reason	Source	Stratus Division Code	Stratus Division	Stratus SubDivision Code	Stratus Sub Division	Stratus Unit Code	Stratus Unit	Stratus Department Code	Stratus Department	Rstars Program Code	Rstars Program	Rstars SubProgram Code	Rstars Sub Program	Project Number	Contract Start Date	Contract End Date	Purpose	Sponsor ID/Name	Sponsor Type	FAIN#	TU
20830	Financial Systems and Technology	Y	Peach, Gina	Starkloff, Brian		1020	DV005	Division of Admin & Finance	S0521	Financial Affairs Sub-Division	U0521	Financial Affairs Unit	DFP03	Dept of Financial Systems and Technology	PG006	Institutional Support	SP061	Institutional Support Administration								

The Natural Account Report-Campus will show you information related to Natural Accounts and their Account Types.



Here you can select to run All account types, or select which account type(s) you want to run, such as All Revenues or All Assets. Click Apply.

The screenshot shows a software interface for generating a report. At the top, a blue header bar contains a home icon and the text "Natural\_Account\_Campus\_Report". Below this, a light gray panel contains a section titled "Account Type". To the left of this section is a sidebar with a blue header "Natural\_Account\_Report". The "Account Type" section features a dropdown menu currently set to "All". The dropdown menu is open, showing a list of options: "All" (checked with a blue checkmark), "All Owners Equity", "All Revenues", "All Assets", "All Expenses", and "All Liabilities". At the bottom of the dropdown is a search field labeled "Search ..." and the text "F12". To the right of the dropdown menu is a button labeled "Apply", which is highlighted with a red rectangular box.

The report will run to Excel as shown here:

Natural Account Report Campus													
VALUE	DESCRIPTION	ENABLED_FLAG	START_DATE_ACTIVE	END_DATE_ACTIVE	SUMMARY_FLAG	POSTING_ALLOWED	BUDGETING_ALLOWED	ACCOUNT_TYPE	RStar Object	RStar State Object	Account Budget Parent 3	Account Budget Parent 2	Account Budget Parent 1
201170	UG Enrollment Deposits	Y			N	Y	Y	L				TBUD	2LIABI
401270	UG Enrollment Deposit Forfeiture Fee	Y			N	Y	Y	R	R8343	ST8343	RTF001	R2F001	R2F040
179600	Subscription Asset	Y			N	Y	Y	A				TBUD	1ASSET
179650	Acc Dep-Subscription Asset	Y			N	Y	Y	A				TBUD	1ASSET
270500	Subscription-Current	Y			N	Y	Y	L				TBUD	2LIABI
271500	Subscription-Noncurrent	Y			N	Y	Y	L				TBUD	2LIABI
502124	Alston Award Stipend	Y			N	Y	Y	E	OBJ02	ST0299	XP5002	XP2000	XR2100
499528	Other Gains and Losses	Y			N	Y	Y	R	R8733	ST8733	RVY001	RVY010	RVY100
421080	COV-19 Enrollment Refunds	Y			N	Y	Y	R	R8343	ST8343	RTF001	R2F001	R2F040
421099	COV-19 Federal CARES Grant REV	Y			N	Y	Y	R	R8484	ST8484	RVS001	RVS020	RVS200
299970	Deferred inflow Leases	Y			N	Y	Y	L				TBUD	2LIABI
271200	Capital Lease Oblig-Current	Y			N	Y	Y	L				TBUD	2LIABI
204550	Deferred	Y			N	Y	Y	L				TBUD	2LIABI

The Initiative Report runs upon opening. It shows you a listing of initiatives.

**COA Reports (Data Exports)**

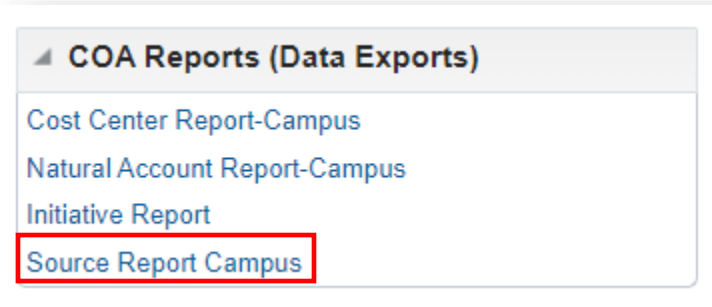
- Cost Center Report-Campus
- Natural Account Report-Campus
- Initiative Report
- Source Report Campus

# Initiative\_Report

Value	Description	Summary	Allow Posting	Allow Budgeting	Reason
00000	Default Initiative	N	Y	Y	
00001	Initiative 00001	N	Y	Y	
00002	Initiative 00002	N	Y	Y	
00003	Initiative 00003	N	Y	Y	
00004	Initiative 00004	N	Y	Y	
00005	Initiative 00005	N	Y	Y	
00006	Initiative 00006	N	Y	Y	
00007	Initiative 00007	N	Y	Y	
00008	Initiative 00008	N	Y	Y	
00009	Initiative 00009	N	Y	Y	
00010	Initiative 00010	N	Y	Y	
00011	Initiative 00011	N	Y	Y	
00012	Initiative 00012	N	Y	Y	
00013	Initiative 00013	N	Y	Y	
00014	Initiative 00014	N	Y	Y	
00015	Initiative 00015	N	Y	Y	
00016	Initiative 00016	N	Y	Y	
00017	Initiative 00017	N	Y	Y	
00018	Initiative 00018	N	Y	Y	
00019	Initiative 00019	N	Y	Y	
00020	Initiative 00020	N	Y	Y	
00021	Initiative 00021	N	Y	Y	
00022	Initiative 00022	N	Y	Y	
00023	Initiative 00023	N	Y	Y	
00024	Initiative 00024	N	Y	Y	
00025	Initiative 00025	N	Y	Y	

The Source Report also runs upon opening. It provides RSTARS fund, fund group, fund type, and fund class details by source.

(Enabled Column – “Y” means the source is active, “N” means it’s inactive)



Source_Report_Campus													
Value	Description	Enabled	Start Date	End Date	Sort Order	R Star Fund	R Star Fund Name	Fund Group	Fund Group Name	Fund Type	Fund Type Name	Fund Class	Fund Class Name
1000	Balance Sheet Clearing Activities	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1001	State-Support-CBE	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1002	State-Support-COFAC.	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1003	State-Support-CLA	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1004	State-Support-COSAM	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1005	State-Support-COE	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1006	State-Support-CHP	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1008	State-Support-OSPR	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1
1009	State-Support-Acad Student	Y				40UR	Unrestricted Funds	EDGN	Education and General	STFD	State Funded	STF1	State Funded Parent1