## How to Run the Budget vs Actuals Summary – TU\_BC\_DeptCC\_Sum\_DAT

Note: This report replaces the PeopleSoft DAT budget summary tab.

Budget summary reports are available for FY21-22 with summarized transactional activity available via drill-down FY23 and forward with all transactional details are available via drill-down

Navigate to Others, and select the tile for Financial Reporting Center (FRS)

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	Good afternoon, Bri	an Starkloff!						
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	QUICK ACTIONS	APPS						
	Manage Revenue Accounting Periods	Financial Reporting Center	Social	Getting Started				
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Select "All" to search all reports, then enter TU\_BC, then Search. There will be several reports.

TU\_BC\_DeptCC\_Sum\_DAT is the Budget Control Report for cost centers.

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

Click on the report name.

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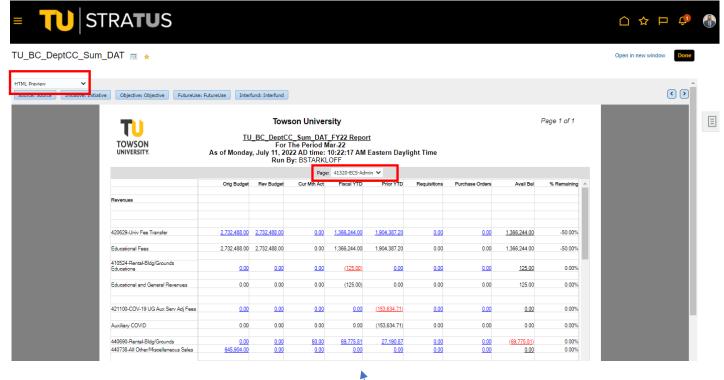
When prompted, enter the accounting period. The accounting period is in a month-calendar year format. For example if you are looking to run this report for March of 2022, you would enter MAR-22 in this box.

You can either enter the accounting period manually or select the icon to the right of the box and select it from a list. Next enter the cost center(s). If entering multiple cost centers, separate them with a comma.

## Click OK at the bottom right

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The	following prompt	s have been defined in the report. You	u may use the default values shown, or select of	her members.	
Re	espond to Prompts	at Report Level 🐱			
Pro	mpt	Selection	Туре	Source	
Ente Acc	er ountingPerio <mark>d</mark> :	MAR-22	Report	Report: TU_BC_DeptCC_Sum_DAT Grid: All	
Ente	er CostCenter:	41320	Report	Report: TU_BC_DeptCC_Sum_DAT	
				Grid: Grid1	

The report will be generated. To export the report to Excel or PDF, select the drop down next to HTML Preview. If you have ran multiple reports, you can select them from the drop down.



To drill-down into a dollar amount, click on the amount in blue and you can review additional information. If you select an amount in the budget column, you can view budget journals.

If you select an amount in the current month actuals, fiscal YTD, or prior YTD, you will get actuals (invoices, journals, deposits, expenses)

Clicking on an amount in the requisitions and purchase orders column will show you those details as well.

For this example, we will select 608224 other services. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

eview Buc	getary Control	Balances											Do
	Control Bu	dget FY2022 Revis	ed			Objective	Objective				Initiative Initiativ	re	
	Curre	ency USD				CostCenter	41320				Source Source	•	
	Budget Pe	riod Jul-21 - Mar-22	2			Interfund	Interfund						
	Acc	ount 608224				FutureUse	FutureUse						
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Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Consur
Account 608224	Objective 000	CostCenter 41320	Interfund 0000	FutureUse	Initiative 00000	<b>Source</b> 4242	Budget Period Jul-21	Total Budget	Commitments	Obligations	Other Consumption 0.00	Expenditures	Consur
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608224	000	41320	0000	000000	00000	4242	Jul-21	28,000.00	0.00	0.00	Consumption	-535.00	
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608224           608224           608224           608224           608224           608224           608224	000 000 000 000 000 000	41320 41320 41320 41320 41320	0000 0000 0000 0000 0000	000000 000000 000000 000000 000000	00000 00001 00000 00000 00000	4242 4242 4242 4242 4242 4242	Jul-21 Jul-21 Aug-21 Sep-21 Sep-21	28,000.00 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	Consumption 0.00 0.00 0.00 0.00 0.00	-535.00 2,560.00 200.00 -200.00 200.00	:

Here is where you can see individual transactions that make up that dollar amount (invoices, expenses, journals, etc.)

To see an invoice information for a transaction, click on the transaction in blue.

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Rev	iew Budgeta	ary Control Ti	ransactions											1	Done
⊿ s	earch														
			Control Budget	FY2022 Revis	ed				1	Balance Type	Expenditure				
			Budget Period	Mar-22						Balance	5,066.21 USD				
	Control Budget Period       FV2022 Revised         Budget Period       Mar-22         Budget Account       4242-41320-606224-00000-000-         et Transaction       ####################################				Bud	lget Currency	USD								
Budg	et Transaction	s													
View	🔹 Format 👻	理 🖙 🚽 Wr	ap Transaction Number	er											
<u>_</u>	m/d/yyy														
	Budget Date	Transaction		Transaction	Activity							Res	erved	Liqu	uidated
	3/23/22	05427204 022822		2,385.00 USD	Reservation							2,	385.00		0.00
	3/23/22	34101		809.00 USD	Reservation								809.00		0.00
	3/23/22	0689379		1,494.90 USD	Reservation							1,	494.90		0.00
	3/23/22	237538-N		160.38 USD	Reservation								160.38		0.00
	3/23/22	428225		195.62 USD	Reservation								195.62		0.00
	3/23/22	2720173		21.31 USD	Reservation								21.31		0.00
	Total											5,	066.21		0.00
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The invoice information will populate and you can view an the image of the invoice here:  $\setminus$ 

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Invoid	ce: 42	8225																Done		
Business Unit Towson University Legal Entity Name Towson University Supplier or Party Red Coats Inc Supplier Site 7000 Address 21279 Baltimore City					Invoice Amount 195.62 USD Unpaid Amount 0.00 USD Payment Currency USD							Inte	· · · · ·	e Type Standard noice No Automated extraction co	uld not be					
	VEET DO Roy 70570 Pollimore MD			MD	Tax Control Amount								Desci	ription performed for the invoice OFR650	. Reason Code:					
Legal Entity Name Towson University Supplier or Party Red Coats Inc Supplier Site F000 Address //EFT/P.D. Box 79579, Baltimore, MD 21279, Baltimore City Invoice Date 3/21/22							Conversion Rate Type Conversion Rate									Funds Statut				
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Lir	ne	Amount	Description		Budget	ary Control	Quantity	Unit Price	UOM Name	F	urchase	Order	Rec	eipt	Consu Ad	mption vice	Tax Determinan	ts		
					Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location			
1		195.62	Automated ex	traction could	3/23/22	Reserved														
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# # • • • • • •	
	Red Coats, Inc.         INVOICE           4520 East West IWV # 200         INVOICE DATE         INVOICE NUMBER           (301) 286-427 Fax (301) 654-5947         3/21/2022         428225           ARBjerkoulis.com         Service Period: SPECIAL BILLING         Service Locator: 10XWPICP LACE / IBB
	CUSTOMER BILL TO CONTRACT PURCHASE ORDER WORK ORDER CONTRACT NUMBER JOB NUMBER
	18523         0002         0001         111029170           DESCRIPTION OF SERVICE PERFORMED         QTY         RATE         TAX
	DESCRIPTION OF SERVICE PERFONMED         OTY         FATE         TAX         AMOUNT           FFEB. FEBILLE DPAFER - J95908522         1.00         177.84         N         \$177.84           FEB - HANDLING CHARGES - J95908522         1.00         177.78         N         \$17.78
	SUB TOTAL \$195.62
	Terms - Due Upon Receipt PLEASE PAY Terms - Due Upon Receipt \$195.62
	AP@TOWSON.EDU RETURN THIS PAYMENT STUB ALONG WITH YOUR REMITTANCE TO INSURE PROPER CREDIT TO YOUR ACCOUNT
	INVOICE NUMBER         INVOICE DATE         AMOUNT DUE           428225         3/21/2022         \$195.62
• Financial Reporting	Center - Oracle WebCenter Content: Ima X

When finished, simply click close out of those tabs and you will be taken back to the reporting center tab where you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.

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		<u>TU</u> As of Monday	<u>BC_DeptC</u> For July 11, 20	son Univers C_Sum_DAT The Period M 22 AD time: 1 3y: BSTARKL0	<u>FY22 Report</u> ar-22 10:22:17 AM I	-	ght Time			Page 1 of 1		Ξ
				Page:	41320-ECS-Adm	in 🗸						
		Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Prior YTD	Requisitions	Purchase Orders	Avail Bal	% Remaining		
	608119-Closed Captioning	0.00	0.00	0.00	(5,100.15)	0.00	0.00	5,130.00	(29.85)	0.00%		
	608127-Medical Care Services	11,000.00	11,000.00	0.00	1,002.27	0.00	0.00	0.00	9,997.73	-90.89%		
	608128-Laboratory Service	100.00	100.00	0.00	0.00	94.77	0.00	0.00	100.00	-100.00%		
	608133-Equipment Rental	52,000.00	52,000.00	514.50	42,116.98	44,612.50	0.00	12,966.48	(3,083.46)	-19.01%		
	608139-Facilities Rental	35,000.00	35,000.00	0.00	<u>13,275.00</u>	<u>0.00</u>	0.00	<u>0.00</u>	21,725.00	-62.07%		
	608142-Photocopy	4,000.00	4,000.00	211.92	<u>1,325.73</u>	712.84	0.00	<u>0.00</u>	2,674.27	-66.86%		
	608145-TU Printing Services	<u>0.00</u>	<u>0.00</u>	0.00	1,989.00	<u>58.00</u>	0.00	<u>0.00</u>	( <u>1,989.00</u> )	0.00%		
	608148-Equipment Repair and Maint	2,000.00	2,000.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	-100.00%		
	608160-Building Repair Maintenance	602,025.00	<u>0.00</u>	0.00	0.00	<u>0.00</u>	0.00	<u>0.00</u>	0.00	0.00%		
	608166-Food Services Catering	130,000.00	130,000.00	0.00	7,853.30	402.46	0.00	<u>0.00</u>	<u>122,146.70</u>	-93.96%		
	608206-FBI Criminal Check	<u>1,020.00</u>	<u>1,020.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,020.00</u>	-100.00%		
	608212-Security Services	<u>282,100.00</u>	<u>282,100.00</u>	<u>0.00</u>	<u>63,859.49</u>	<u>0.00</u>	<u>0.00</u>	312,087.60	<u>(93,847.09)</u>	-77.36%		
	608215-Traffic Control Service	110,000.00	<u>110,000.00</u>	0.00	2,814.00	0.00	0.00	<u>0.00</u>	107,186.00	-97.44%		
	608221-Key Replacement	<u>1,190.00</u>	<u>1,190.00</u>	<u>0.00</u>	<u>50.74</u>	0.00	0.00	<u>0.00</u>	<u>1,139.26</u>	-95.74%		
	608223-Outside Services Auxiliary	55,000.00	<u>55,000.00</u>	<u>1,346.00</u>	<u>13,486.00</u>	<u>165.00</u>	0.00	50,060.00	<u>(8,546.00)</u>	-75.48%		
	608224-Other Services	28,000.00	<u>28,000.00</u>	<u>5,066.21</u>	<u>8,417.21</u>	(850.00)	0.00	<u>0.00</u>	<u>19,582.79</u>	-69.94%		
	608233-Contracts Administrative IT	20,700.00	20,700.00	<u>0.00</u>	<u>12,018.50</u>	12,018.50	<u>0.00</u>	<u>0.00</u>	8,681.50	-41.94%		
	608234-Credit Card Fee	<u>750.00</u>	<u>750.00</u>	0.00	( <u>1,554.58)</u>	0.00	0.00	0.00	2,304.58	-307.28%		
	608306-Print Marketing	2,000.00	2,000.00	0.00	232.30	0.00	0.00	0.00	1,767.70	-88.39%		
	608920-ChBk Art Services Print Market	0.00	<u>0.00</u>	<u>0.00</u>	<u>394.57</u>	<u>1,984.66</u>	<u>0.00</u>	0.00	(394.57)	0.00%		
	OB I 08-Contractual Services	1,495,695.00	893,670.00	7,256.63	183, 198.44	60,932.66	0.00	540,444.37	170,027.19	-1,855.10%		