

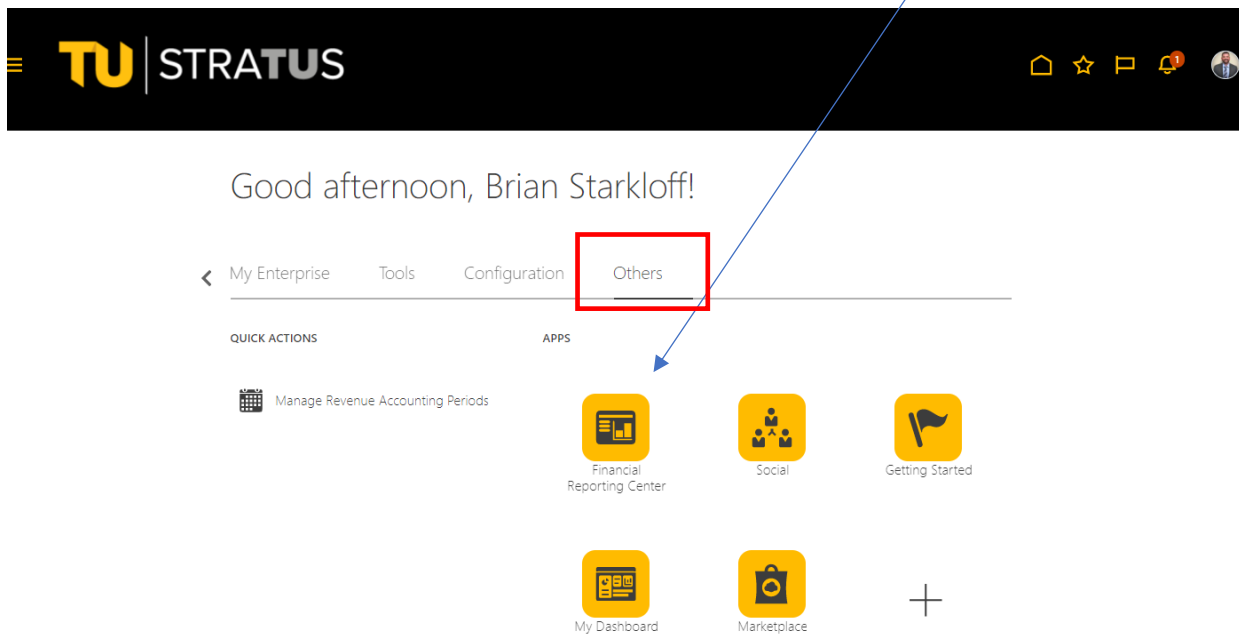
How to Run a Grant Report: TU_BC_GrantCC_Sum_P_Report

Note: This report replaces the PeopleSoft P Report for 5xxxxxx Grant ProjectID's.

All transactional data for the life of the project through May-22 has been converted into Stratus via GL journal entry. June-22 will be added after we close the FY22 fiscal year in early August.

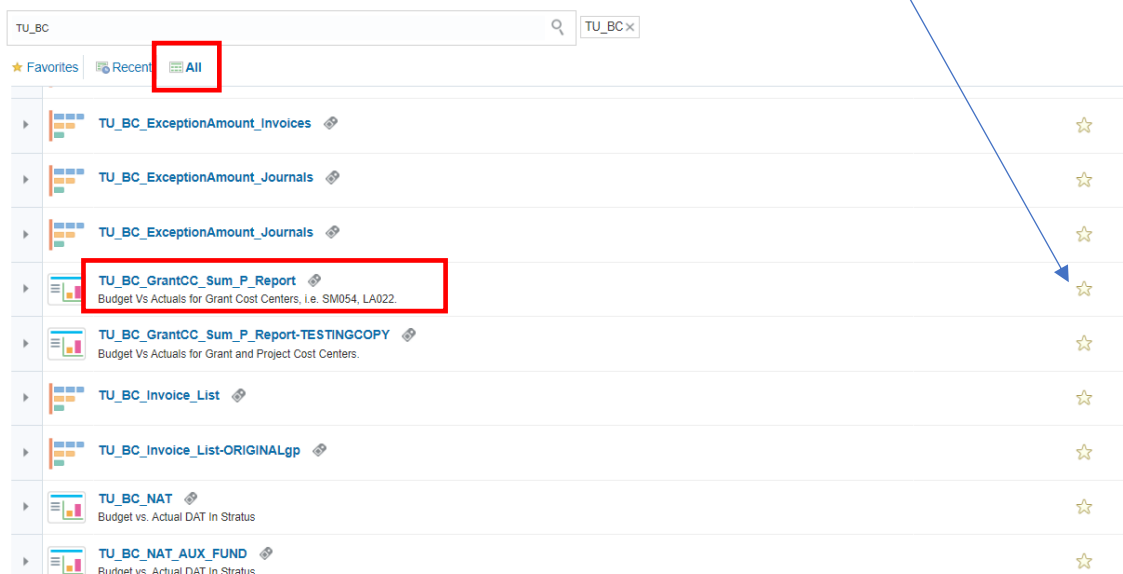
For transactions FY23 and forward invoice details etc. will be drillable to the AP or Expense details and doc images

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



Select "All" to search all reports, then enter TU_BC, then Search. There will be several reports. TU_BC_GrantCC_Sum_P_Report is the report for Grant cost centers. Click on the star icon to the right to save it as a favorite for next time. Click on the report name.

Financial Reporting Center



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 June of 2022, you would enter JUN-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). YOU MUST USE CAPITOL LETTERS FOR THE COST CENTER. If entering multiple cost centers, separate them with a comma.

Click OK at the bottom right

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter AccountingPeriod:	JUN-22	Report	Report: TU_BC_GrantCC_Sum_P_Report Grid: Grid1
Enter CostCenter:	SM102	Report	Report: TU_BC_GrantCC_Sum_P_Report Grid: Grid1

Buttons: Help, OK, Cancel, Reset

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.

TU | STRATUS

TU_BC_GrantCC_Sum_P_Report

HTML Preview

Source: Source Initiative: Initiative Objective: Objective FutureUse: FutureUse Interfund: Interfund

Towson University

TU BC GrantCC Sum P Report
For The Period Jun-22
As of Sunday, July 10, 2022 AD time: 9:45:59 AM Eastern Daylight Time
Run By: BSTARKLOFF

Page: SM102-5040819-Northern Map Turtle 2021

	Orig Budget	Rev Budget	Cur Mth Act	Fiscal YTD	Project to Date	Requisitions	Purchase Orders	Avail Bal	% Remaining
Revenues									
470426-Corporate	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Private gifts, grants, and contracts	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Total Revenue	0.00	0.00	0.00	11,800.72	11,800.72	0.00	0.00	(11,800.72)	0.00%
Expenses									

To drill-down into a dollar amount, click on the amount in blue and you can review additional information.

If you select amount in Orig or Rev budget columns you will get budget journals

If you select current month actuals, fiscal YTD, or project to date, you will get actuals (invoices, journals, deposits, expenses)

Clicking on requisitions and purchase orders will show you those details as well.

For this example, we will select 470426. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

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Review Budgetary Control Balances

Control Budget Grants Budget Objective Objective Initiative Initiative
Currency USD CostCenter SM102 Source Source
Budget Period Jul-21 - Jun-22 Interfund Interfund
Account 470426 FutureUse FutureUse

Budget Balances

View [Icons] Detach [Icon] Wrap [Icon]

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	T Consump
470426	000	SM102	0000	000000	000000	5300	Jan-22	0.00	0.00	0.00	0.00	5,534.11	5.53
470426	000	SM102	0000	000000	000000	5300	May-22	0.00	0.00	0.00	0.00	6,268.61	6.26
Total								0.00	0.00	0.00	0.00	11,800.72	11.80

Columns Hidden 10 Columns Frozen 8

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

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

Review Budgetary Control Transactions

Control Budget: Grants Budget
Budget Period: May-22
Budget Account: 5300-SM102-470426-00000-000-000000-0000

Balance Type: Expenditure
Balance: 6,266.61 USD
Budget Currency: USD

Budget Transactions

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
5/31/22	Receivables A 1...		5,534.11 USD	Reservation	5,534.11	0.00
5/31/22	Conv-FY22MAY...		732.50 USD	Reservation	732.50	0.00
Total					6,266.61	0.00

Here you can view the journal information:

Edit Journal

Journal Batch: Receivables A 1392471000001 1392490 N

Description: Journal Import Receivables 1392490
Balance Type: Actual
Accounting Period: May-22
Attachments: None

Source: Receivables
Approval Status: Not required
Funds Status: Reserved with warning
Batch Status: Posted
Completion Status: Complete

Journal: May-22 Sales Invoices
Description: Journal Import 1392490
Ledger: TOWSON US
Accounting Date: 5/31/22
Category: Sales Invoices

Currency: USD US Dollar
Conversion Date: 5/31/22
Conversion Rate Type: User
Conversion Rate: 1
Inverse Conversion Rate: 1

Journal Lines

Line	Account	Entered (USD)	Description	Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Line_Re	Journal_Line_Re
		Debit	Credit					
1	4040-00000-201050-00000-000-000000-0		50.00	Journal Import ...				



When finished, simply click close out of that tab and you will be taken back to the report.

