

How to Run the DPR Report for a Project or Grant

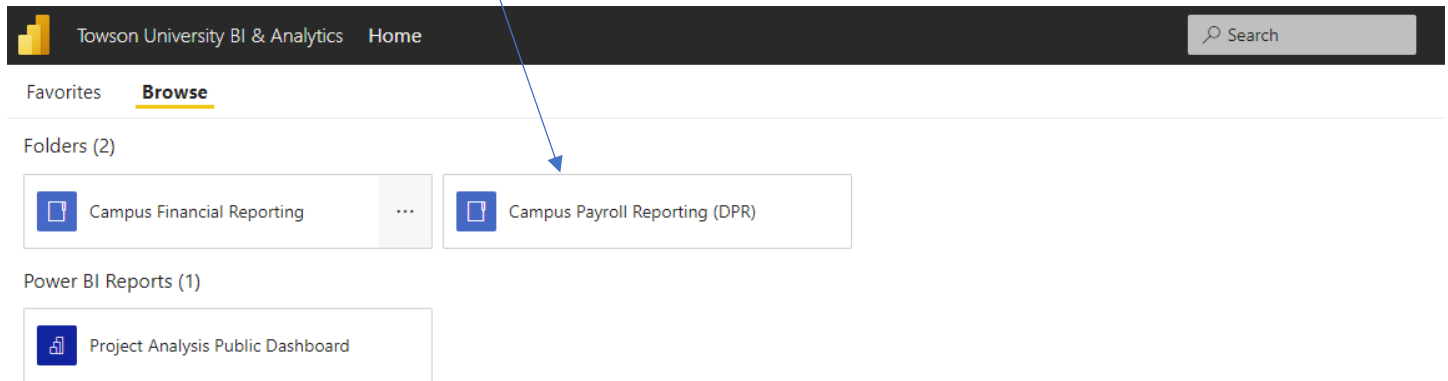
Note: This report replaces the Payroll detail tab on the PeopleSoft Grant P Report.

Take note: If the grant or project started prior to 2023 and you need to see the full payroll history, you will need to run the Stratus DPR report and the PeopleSoft DPR report and combine the information. Also, when running the PeopleSoft DPR, you will need to enter the 7-digit PeopleSoft project ID. Whereas on the Stratus DPR report, you will need to use your 5-digit cost center.

If you are on campus, navigate to bi.towson.edu

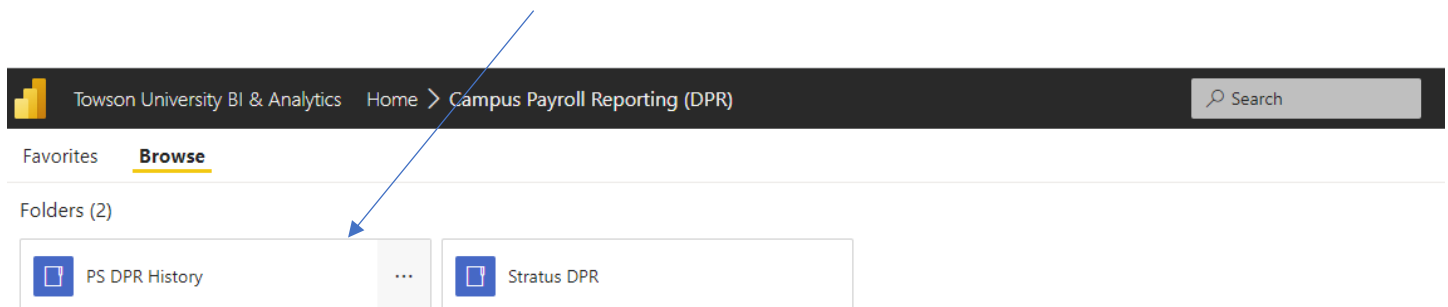
If you are off campus, you must first connect through either Virtual Workspace, the Towson VPN, or Remote Desktop. Then navigate to bi.towson.edu

Select Campus Payroll Reporting (DPR)



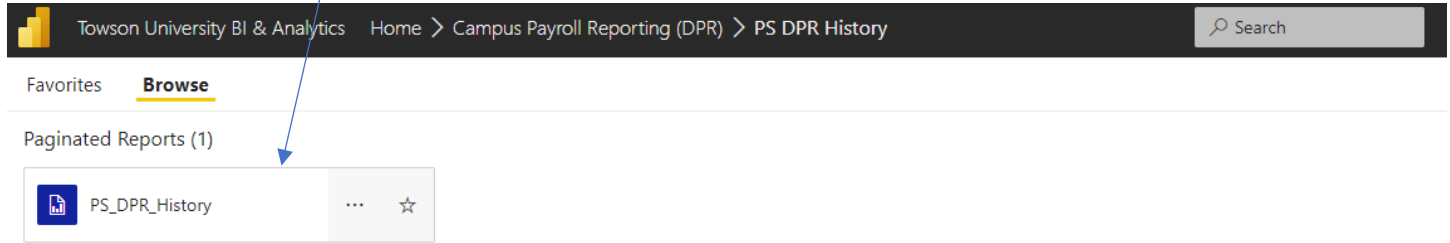
The screenshot shows the 'Towson University BI & Analytics' dashboard. The breadcrumb trail is 'Home'. Under the 'Browse' tab, there are two sections: 'Folders (2)' and 'Power BI Reports (1)'. In the 'Folders (2)' section, the 'Campus Payroll Reporting (DPR)' folder is highlighted with a blue arrow pointing to it from the text above. The other folder is 'Campus Financial Reporting'. In the 'Power BI Reports (1)' section, there is one report titled 'Project Analysis Public Dashboard'.

If you want to run a report for fiscal year 2022 or prior, select the PS DPR History block.



The screenshot shows the 'Towson University BI & Analytics' dashboard with the breadcrumb trail 'Home > Campus Payroll Reporting (DPR)'. Under the 'Browse' tab, there are two sections: 'Folders (2)' and 'Power BI Reports (1)'. In the 'Folders (2)' section, the 'PS DPR History' folder is highlighted with a blue arrow pointing to it from the text above. The other folder is 'Stratus DPR'.

Select PS_DPR_History



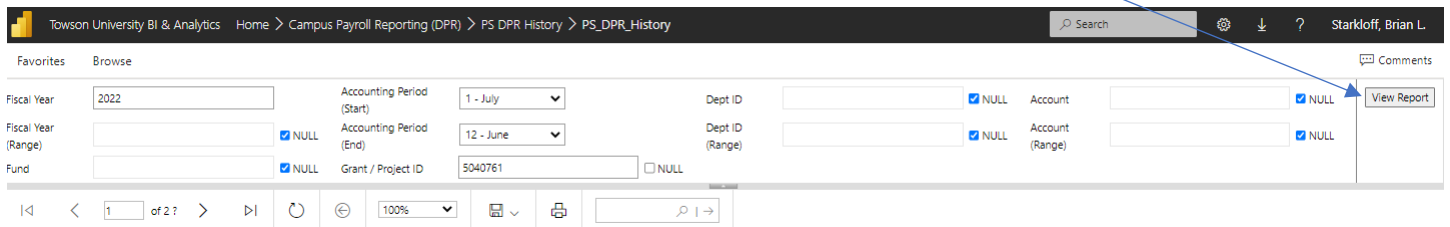
Type in the fiscal year or fiscal year range.

Select your account period start and end range from the drop down.

If you're running multiple years, set the accounting period from July (1) – June (12)

For Grant/Project ID, deselect NULL and Enter your old Grant/Project ID number.

You can choose to select other parameters such as account or just click View Report.



Your report will populate. Here you can view the information using the four tabs at the top of the report.

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History > PS DPR History

Fiscal Year: 2022 Accounting Period (Start): 1 - July Dept ID: [] Account: [] View Report

Fiscal Year (Range): [] Accounting Period (End): 12 - June Dept ID (Range): [] Account (Range): []

Fund: [] Grant / Project ID: 5040761

TOWSON UNIVERSITY PS DPR History Report
As of: Run 12/15/2022 at 1:19 PM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

Year	Dept	Fund	Grnt/Proj	Initiative	Account	Period	Ref	Unit	Amount	Name	Empl ID	Empl Rcd#	Position	Line Descr	Journal ID	Date	Template
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		Gluck, Mathew				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		Kumchev, Angel Vassilev				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		McNew, Nathaniel Gregory				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR061422	RGFAC		Gluck, Mathew				HR061422 Payroll Journals	PR00210649	2022-06-14	PAYROLL
2022	51632	5000	5040761		502015		12 HR061422	RGFAC		Kumchev, Angel Vassilev				HR061422 Payroll Journals	PR00210649	2022-06-14	PAYROLL
2022	51632	5000	5040761		502015		12 HR061422	RGFAC		McNew, Nathaniel Gregory				HR061422 Payroll Journals	PR00210649	2022-06-14	PAYROLL
2022	51632	5000	5040761		502119		12	TOWSN						Accounts Payable	AP00210674	2022-06-22	
2022	51632	5000	5040761		502127		11 KMSMITH	TOWSN						CR Salary Spring Lauderdale M	0000209454	2022-05-31	
2022	51632	5000	5040761		502127		10 KMSMITH	TOWSN						CR Sal Correct Lauderdale Apr	0000207778	2022-04-27	
2022	51632	5000	5040761		502127		10 KMSMITH	TOWSN						CR Salary Spring Lauderdale A	0000207629	2022-04-25	

Recommended: Export to excel: select the dropdown on the save icon here and select Excel (No Header)

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > PS DPR History > PS DPR History

Fiscal Year: 2022 Accounting Period (Start): 1 - July Dept ID: [] Account: [] View Report

Fiscal Year (Range): [] Accounting Period (End): 12 - June Dept ID (Range): [] Account (Range): []

Fund: [] Grant / Project ID: 5040761

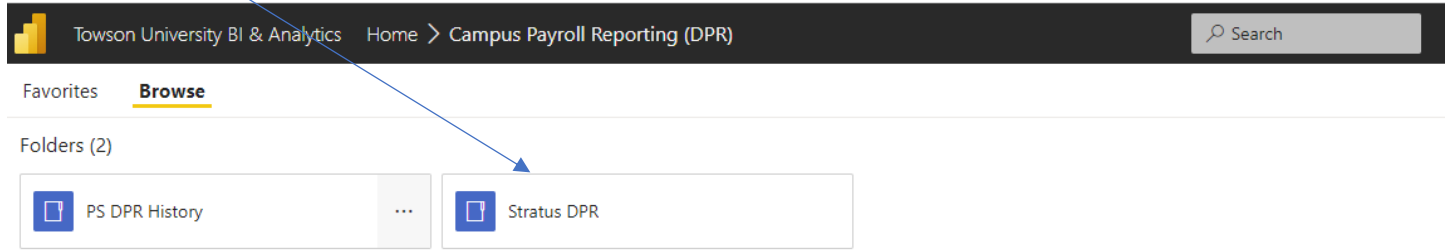
TOWSON UNIVERSITY PS DPR History Report
As of: Run 12/15/2022 at 1:19 PM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

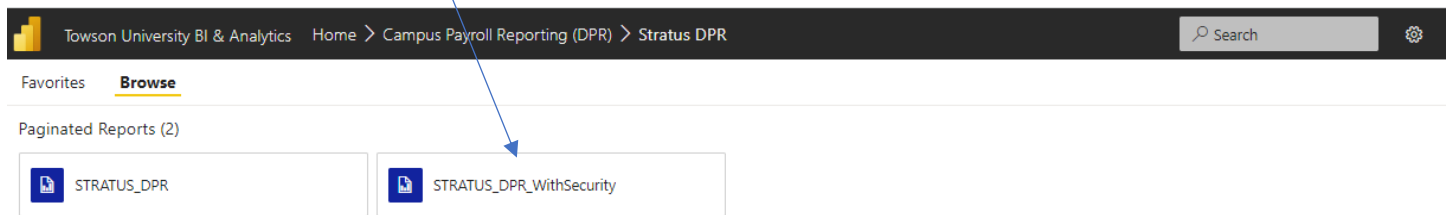
Word | Excel (No Header) | PDF | TIFF file | MHTML (web archive) | CSV (comma delimited) | XML file with report data | Data Feed

Year	Dept	Fund	Grnt/Proj	Initiative	Account	Period	Ref	Unit	Amount	Name	Empl ID	Empl Rcd#	Position	Line Descr	Journal ID	Date	Template
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		Gluck, Mathew				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		Kumchev, Angel Vassilev				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR062822	RGFAC		McNew, Nathaniel Gregory				HR062822 Payroll Journals	PR00211617	2022-06-28	PAYROLL
2022	51632	5000	5040761		502015		12 HR061422	RGFAC		Gluck, Mathew				HR061422 Payroll Journals	PR00210649	2022-06-14	PAYROLL
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2022	51632	5000	5040761		502015		12 HR061422	RGFAC		McNew, Nathaniel Gregory				HR061422 Payroll Journals	PR00210649	2022-06-14	PAYROLL
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2022	51632	5000	5040761		502127		11 KMSMITH	TOWSN						CR Salary Spring Lauderdale M	0000209454	2022-05-31	
2022	51632	5000	5040761		502127		10 KMSMITH	TOWSN						CR Sal Correct Lauderdale Apr	0000207778	2022-04-27	
2022	51632	5000	5040761		502127		10 KMSMITH	TOWSN						CR Salary Spring Lauderdale A	0000207629	2022-04-25	

If you want to run a report for fiscal year 2023 or later, select the Stratus DPR. For this example, we will select the Stratus DPR.



Select STRATUS_DPR_WithSecurity



Type in the fiscal year or fiscal year range.

Select your account period start and end range from the drop down.

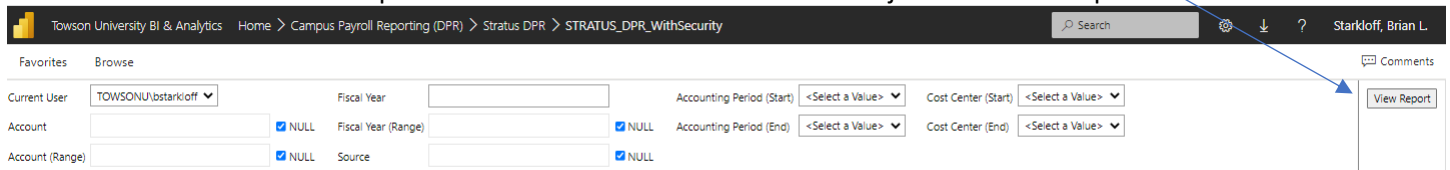
If you're running multiple years, set the accounting period from July (1) – June (12)

Use the dropdown menu to select your cost center(s)

This may be different than your current cost center.

Tip: If you want to utilize any of the boxes with NULL, you must first uncheck the NULL box before typing in the value

You can choose to select other parameters such as account and source or just click View Report.



Your report will populate. Here you can view the information using the four tabs at the top of the report.

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > Stratus DPR > STRATUS_DPR_WithSecurity

Current User: TOWSONU\bstarkloff Fiscal Year: 2023 Accounting Period (Start): 1 - July Cost Center (Start): 20830

Account: [] NULL Fiscal Year (Range): [] NULL Accounting Period (End): 12 - June Cost Center (End): 20830

Account (Range): [] NULL Source: [] NULL

STRATUS DPR Report
As of: Run 12/15/2022 at 11:12 AM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

Year	Cost Center	Source	Initiative	Account	Period	Ref	Unit	Amount	Name	Empl ID	Empl Rcd#	Position	Line Descr	Journal ID	Date	Template
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3714	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3713	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3712	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6356	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6357	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6358	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12077	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12079	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12078	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12080	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Mavros,Dvian		0 00002352	13598	PR Batch-	2022-11-29	PAYROLL	

Recommended: Export to excel, select the dropdown on the save icon here and select Excel (No Header)

Towson University BI & Analytics Home > Campus Payroll Reporting (DPR) > Stratus DPR > STRATUS_DPR_WithSecurity

Current User: TOWSONU\bstarkloff Fiscal Year: 2023 Accounting Period (Start): 1 - July Cost Center (Start): 20830

Account: [] NULL Fiscal Year (Range): [] NULL Accounting Period (End): 12 - June Cost Center (End): 20830

Account (Range): [] NULL Source: [] NULL

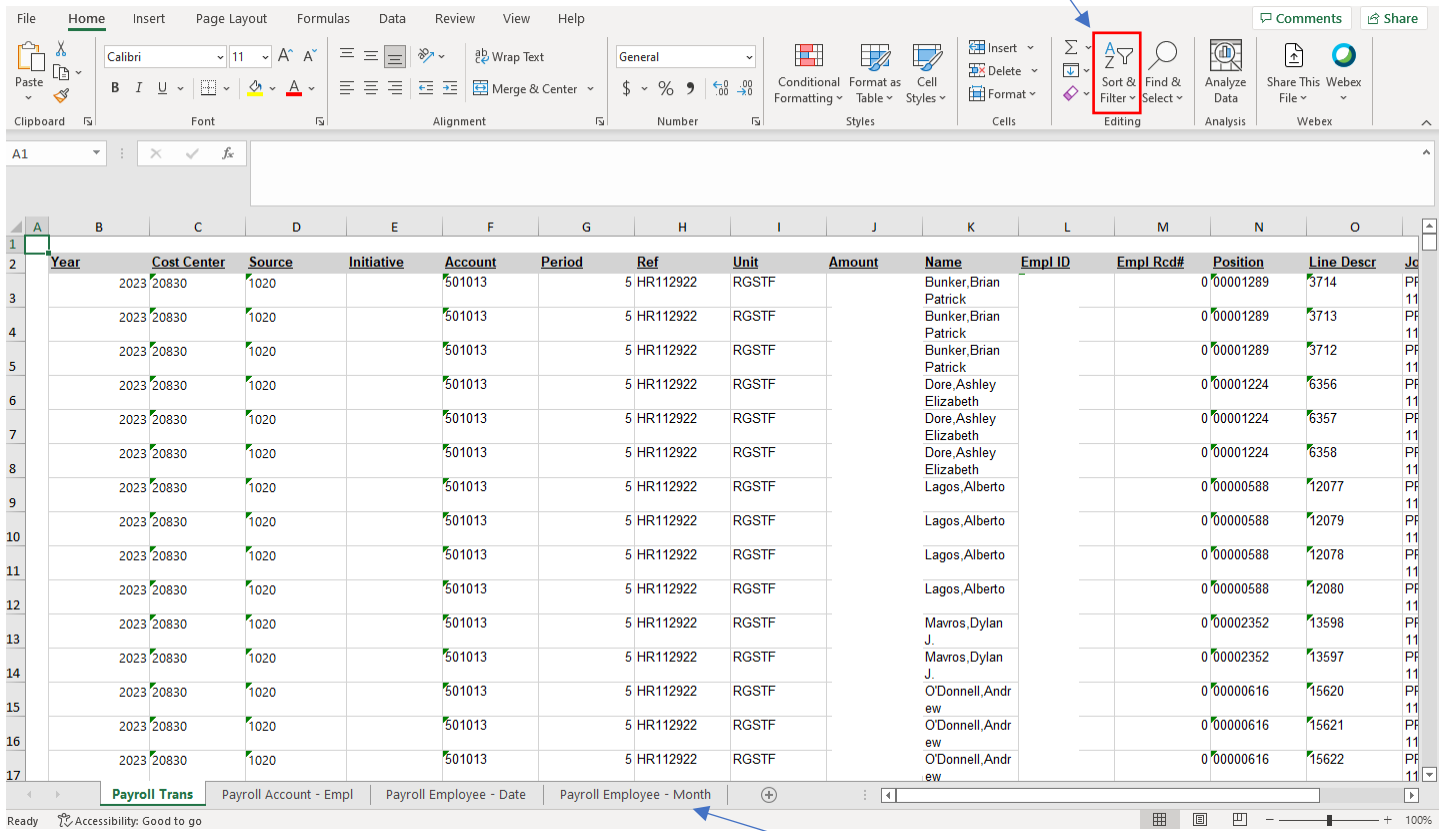
STRATUS DPR Report
As of: Run 12/15/2022 at 11:12 AM

Payroll Trans | Payroll Account - Empl | Payroll Employee - Date | Payroll Employee - Month

Word
Excel
Excel (No Header)
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

Year	Cost Center	Source	Initiative	Account	Period	Ref	Unit	Amount	Name	Empl ID	Empl Rcd#	Position	Line Descr	Journal ID	Date	Template
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3714	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3713	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Bunker,Brian Patrick		0 00001289	3712	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6356	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6357	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Dore,Ashley Elizabeth		0 00001224	6358	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12077	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12079	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12078	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Lagos,Alberto		0 00000588	12080	PR Batch-2023-11/29/022	2022-11-29	PAYROLL	
2023	20830	1020		501013		5 HR112922	RGSTF		Mavros,Dvian		0 00002352	13598	PR Batch-	2022-11-29	PAYROLL	

Once your report has been exported to excel, you can filter and sort it by clicking here:



Tabs for employee, date, and month will also be available at the bottom

IF you want to run another report, minimize excel, navigate back to the Stratus DPR report and enter new parameters.

