How to Run the Stratus Payroll Detail Report for Department Cost Center (DPR)

Note: This report replaces the PeopleSoft DPR Report.

Purpose: This is a listing of payroll details by employee in addition to any other journals posting to payroll accounts.

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)

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Campus Financial Reporting	Campus Payroll Reporting (DPR)	
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If you want to run a report for fiscal year 2022 or prior, select the PS DPR History block.

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)

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.

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

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

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Once your report l	nas been exported	to excel, you can f	filter and sort it by	<pre>/ clicking here:</pre>
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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.

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