

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

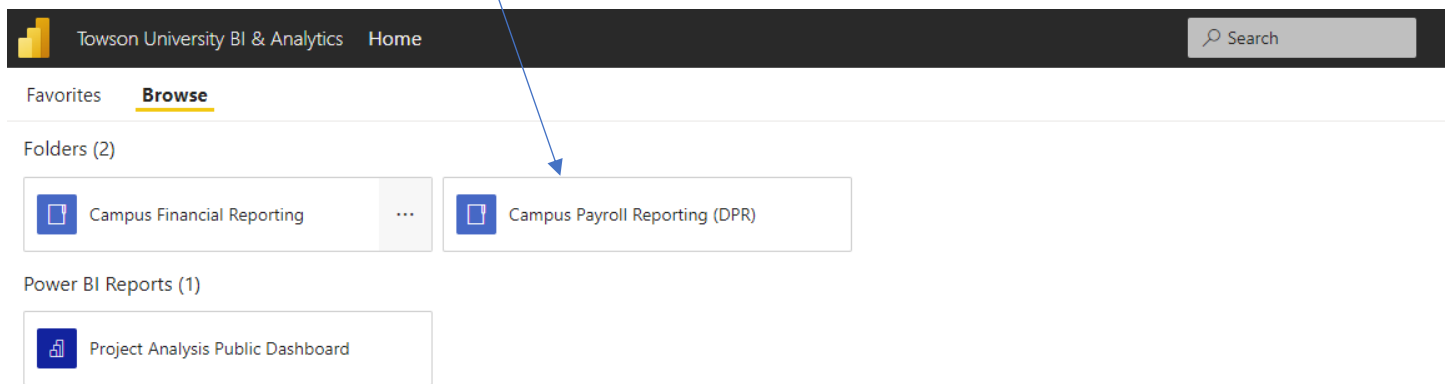
Note: This report replaces the PeopleSoft DPR Report.

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

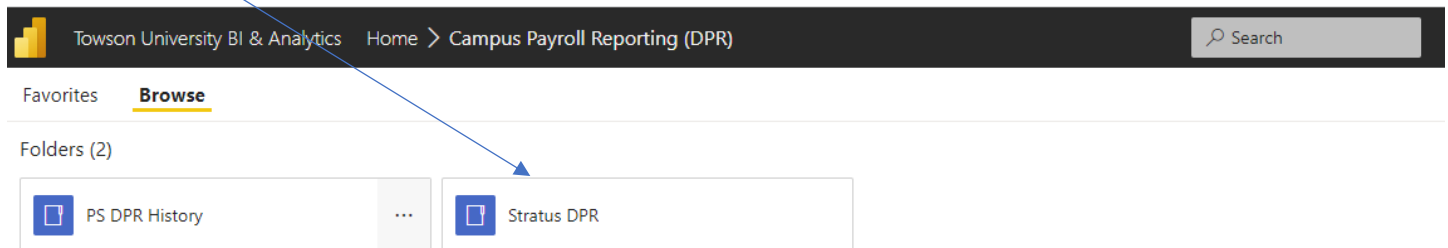
If you are off campus, you must first connect through either Virtual Workspace, the Towson VPN, or Remote Desktop. Then navigate to bi.towson.edu

Select Campus Payroll Reporting (DPR)



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

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

Favorites **Browse**

Paginated Reports (2)

STRATUS_DPR 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.

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

Search Starkloff, Brian L.

Favorites Browse

Current User: TOWSONU\bstarkloff

Fiscal Year: [Text Box]

Accounting Period (Start): <Select a Value>

Cost Center (Start): <Select a Value>

Account: [Text Box] NULL

Fiscal Year (Range): [Text Box] NULL

Accounting Period (End): <Select a Value>

Cost Center (End): <Select a Value>

Account (Range): [Text Box] NULL

Source: [Text Box] NULL

View Report

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

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

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

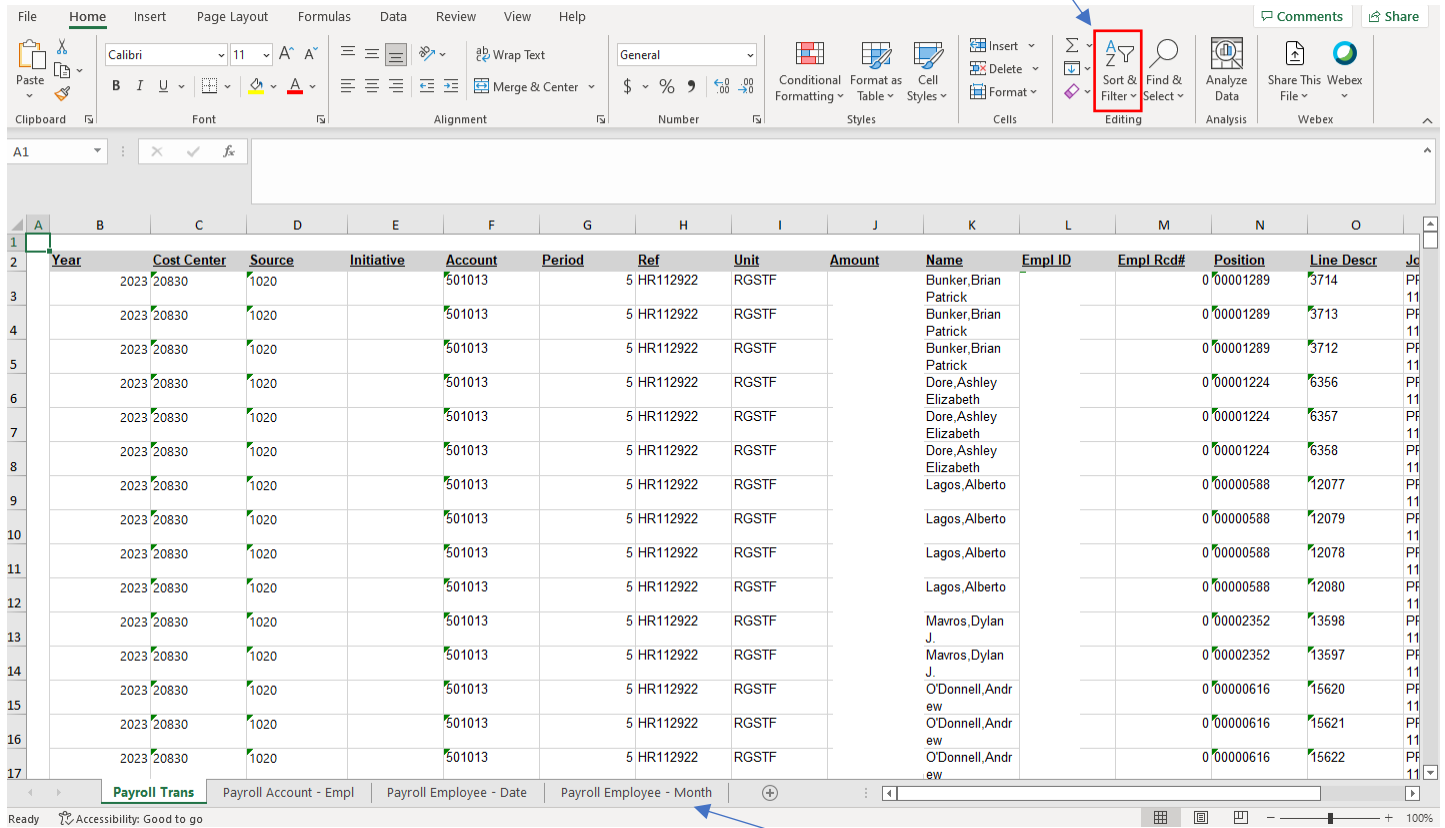
| Year | Cost Center | Source | Initiative | Account | Period | Ref | Unit | Amount | Name | Empl ID | Empl Rcd# | Position | Line Descr | Journal ID | Date | Template |
|------|-------------|--------|------------|---------|--------|------------|-------|--------|-----------------------|---------|------------|----------|-------------------------|------------|---------|----------|
| 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)

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.

