

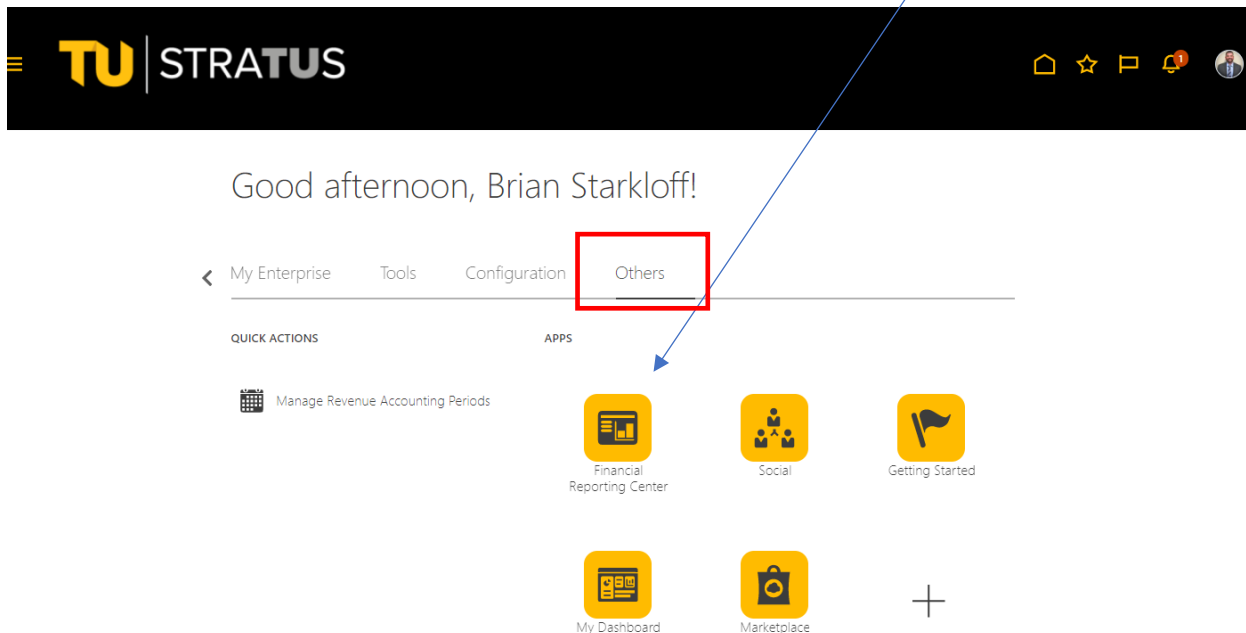
How to Run the Project Actuals Report: TU_BC_ProjectCC_Sum_P_Report

Note: This report replaces the PeopleSoft P Report for 8xxxxxx 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.

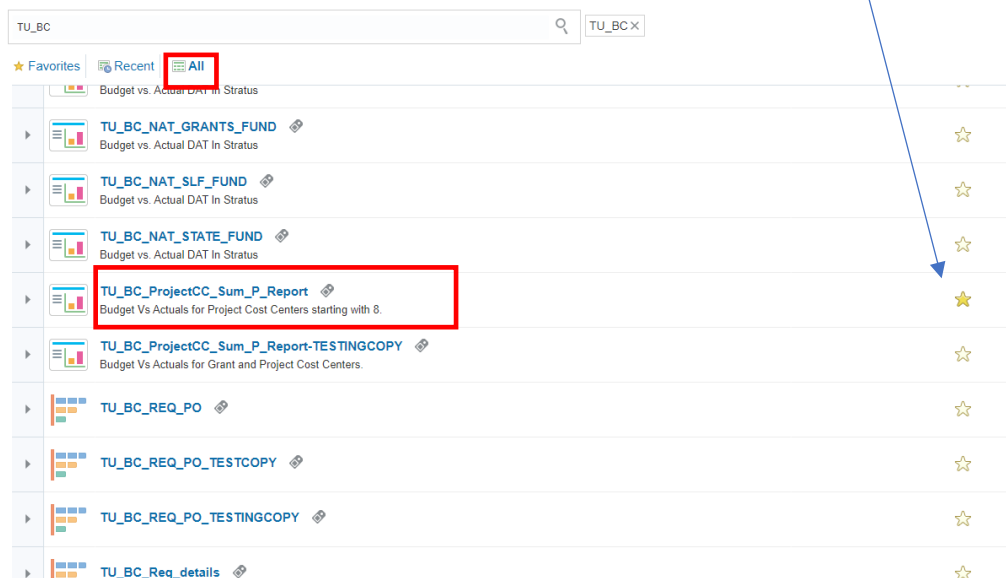
Navigate to Others, and select the tile for Financial Reporting Center (FRS)



Select "All" to search all reports, then enter TU_BC, then Search. There will be several reports. TU_BC_ProjectCC_Sum_P_Report is the report for Project 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). 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_ProjectCC_Sum_P_Report Grid: Grid1
Enter CostCenter:	80307	Report	Report: TU_BC_ProjectCC_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.

To drill-down into a dollar amount, click on the amount in blue and you can review additional information. 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 613110. A year to date (YTD) expense account.

Click on the dollar amount under the expenditures column

Account	Objective	CostCenter	Interfund	FutureUse	Initiative	Source	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	T Consump
613110	000	80307	0000	000000	00000	4800	Dec-21	0.00	0.00	0.00	0.00	143,221.50	143,22
Total								0.00	0.00	0.00	0.00	143,221.50	143,22

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.

The screenshot shows the 'Review Budgetary Control Transactions' page in the STRATUS system. At the top, there is a search bar and a 'Done' button. Below the search bar, there are filters for 'Control Budget' (Grants Budget), 'Budget Period' (Dec-21), and 'Budget Account' (4800-80307-613110-00000-000-000000-0000). On the right, there are filters for 'Balance Type' (Expenditure) and 'Budget Currency' (USD). The main table, titled 'Budget Transactions', has columns for 'Budget Date', 'Transaction', 'Related Transaction', 'Reserved Transaction Amount', 'Activity', 'Reserved', and 'Liquidated'. A single transaction is listed with a budget date of 12/31/21, a transaction ID of 'Conv-FY22DEC', a reserved amount of 143,221.50 USD, and an activity of 'Reservation'. The transaction ID 'Conv-FY22DEC' is highlighted with a red box. A 'Total' row at the bottom shows a reserved amount of 143,221.50 and a liquidated amount of 0.00.

Here you can view the journal information:

The screenshot shows the 'Edit Journal' page in the STRATUS system. At the top, there are 'Save', 'Post', and 'Cancel' buttons. Below the buttons, there is a 'Journal Batch' section with the following details: 'Conv-FY22DECProj-Activity Conversion A 1402367 N', 'Description: Conv-FY22DECProj-Activity', 'Balance Type: Actual', '* Accounting Period: Dec-21', and 'Attachments: None'. To the right, there are 'Batch Actions' and a dropdown menu for 'Conv-FY22DECProj-Activity ZNV'. Below this, there is a 'Journal' section with details: 'Conv-FY22DECProj-Activity ZNV', 'Description: Conv-FY22DECProj-Activity', '* Ledger: TOWSON US', 'Accounting Date: 12/31/21', and '* Category: ZNV'. To the right, there are 'Journal Actions' and a dropdown menu for 'Conv-FY22DECProj-Activity ZNV'. Below this, there is a 'Journal Lines' section with a table showing the following details: 'Line: 1', '* Account: 4800-00000-101010-00000-000-000000-0', 'Entered (USD) Debit: 526.50', 'Credit: 0', 'Description: 8000234', and 'Line Descriptive Flexfield Values: FY22 December...'. The table has columns for 'Line', '* Account', 'Entered (USD) Debit', 'Entered (USD) Credit', 'Description', and 'Line Descriptive Flexfield Values'.



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

