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.

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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.

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

Click on the report name.

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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

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	The following prompts have been defined in the report. You may use the default values shown, or select other members.											
₹e		Prompt Enter AccountingPeriod:	Selection JUN-22	Type Report	Source Report: TU_BC_ProjectCC_ Grid: Grid1	ctCC_Sum_P_Report						
		Enter CostCenter:	80307	Report	Report: TU_BC_ProjectCC_ Grid: Grid1	Sum_F	P_Report	:				
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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.

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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

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Total								0.00	0.00	0.00	0.00	143,221.50	143
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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.

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		Budget Period	Dec-21	Balance	143,221.50 USD	
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Here you can view the journal information:

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

Here you can either drill-down into other dollar amounts or select Done at the top right corner to run additional reports.

