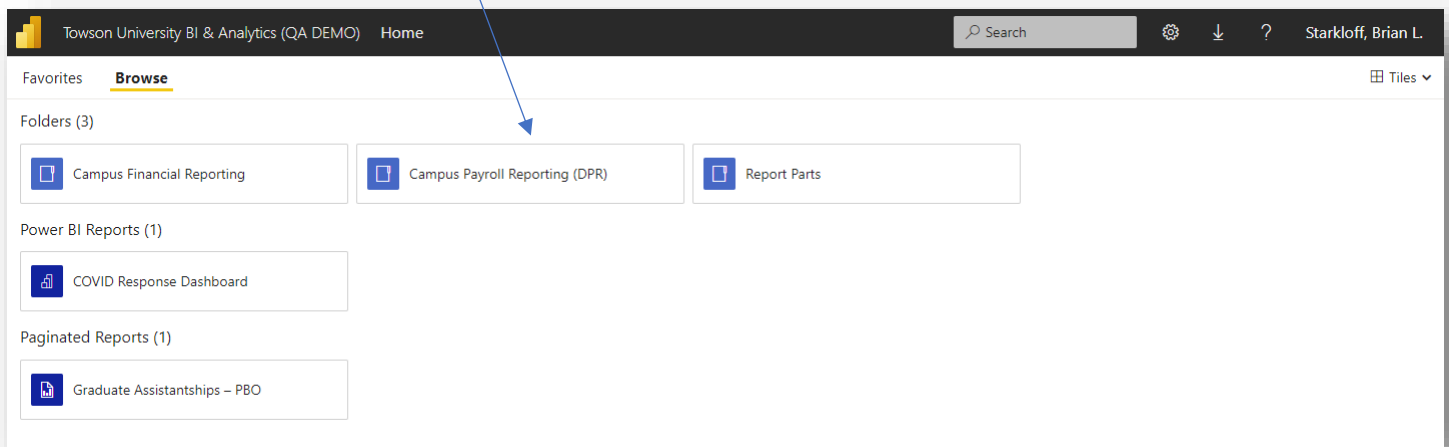# How to Run the Stratus Foundation Reimbursement Report for Payroll Expenses

Purpose: This is a listing of payroll expenses that can be submitted to the TU Foundation for reimbursement.
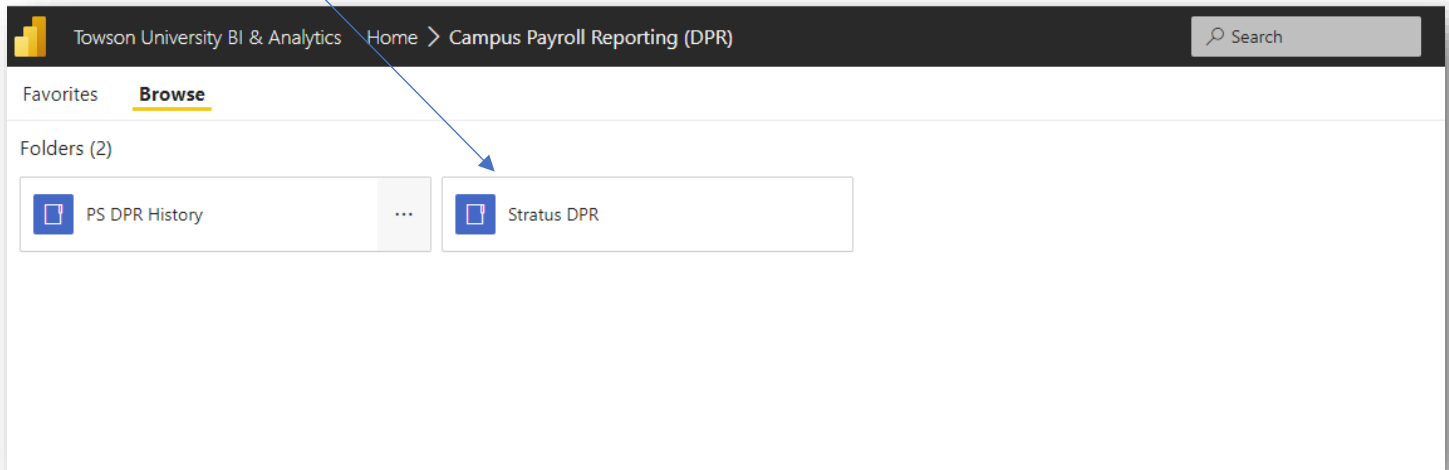
If you are **on campus**, navigate **https://bi.towson.edu/reports/browse/**

If you are **off campus**, you must first connect through either Virtual Workspace, the Towson VPN, or Remote Desktop. Then navigate to **https://bi.towson.edu/reports/browse/**
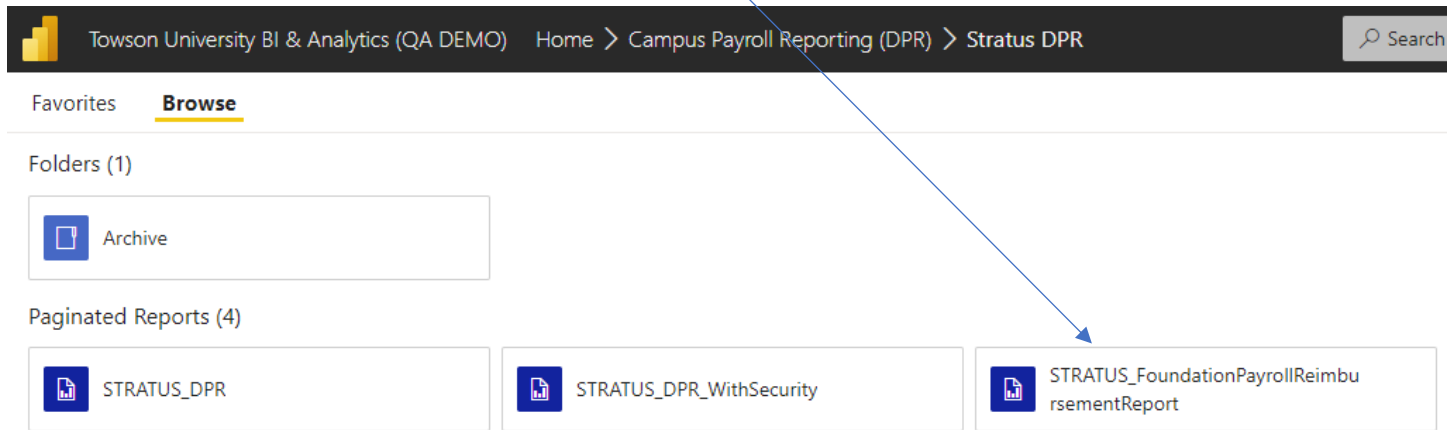
Select Campus Payroll Reporting (DPR)

Select the Stratus DPR.

Select STRATUS_FoundationPayrollReimbursementReport


Type in the fiscal year

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.
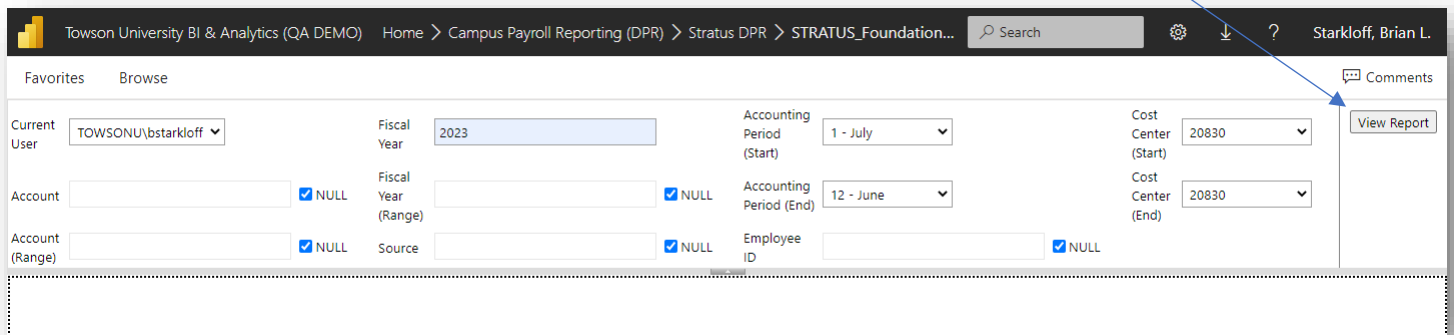
Your report will populate. Scroll to the right to see all the employee details. Export to excel by selecting the dropdown on the save icon here and select Excel (No Header)

With your report open in excel, you will need to fill in the TUF Project Number, and the amount of a partial reimbursement if you do not wish you receive a full reimbursement. Do this for each line you want reimbursed.

Make sure not to change the original amount.

Interfund	Amount (DO NOT CHANGE)	Initiative
0000	42.12	00000
0000	192.55	00000
0000	370.65	00000
0000	1,411.17	00000
0000	5.27	00000
0000	1,353.10	00000

Once you have your information filled out, delete the remaining lines that do not pertain to this reimbursement request.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	TUF Project #	TUF Expense Account #	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use
2	35850	7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
3		7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
4	DELETE unwanted lines. Do not hide lines.			2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
5				2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
6				2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
7		7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
8		7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
9		7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
10		7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	TUF Project #	TUF Expense Account #	Partial Reimb Amt	Year	Date	Period	Journal Source	Account	Account Descr	Cost Center	Cost Center Descr	Source	Objective	Future Use
1														
2	35850	7104		2023	3/7/2023	9	Payroll	501013	Staff Exempt	20830	Financial Systems and Technology	1020	000	000000
3														
4														
5														
6														
7														
8														
9														
10														
11														

Once you have deleted any unwanted lines, save this spreadsheet by naming it "Payroll Foundation Reimbursement (date)"

TIP: If you have multiple cost centers you can combine them onto one excel spreadsheet to submit if that's easier.

Next, you will need to complete the Reimbursement to TU Request Form:

https://www.towson.edu/advancement/foundation/documents/forms/final-foundation-reimbursement-form-to-tu-3-3-2023.docx

You will then need to email both the excel document and the Request Form you've completed to the TU Foundation: tufpayables@towson.edu

Please do not CC anyone from the TU Foundation. Only send to the above email address and your program director who has signature authority.

In the Subject field, name it "*Salary or Operating, Foundation Project #, and Amount*"
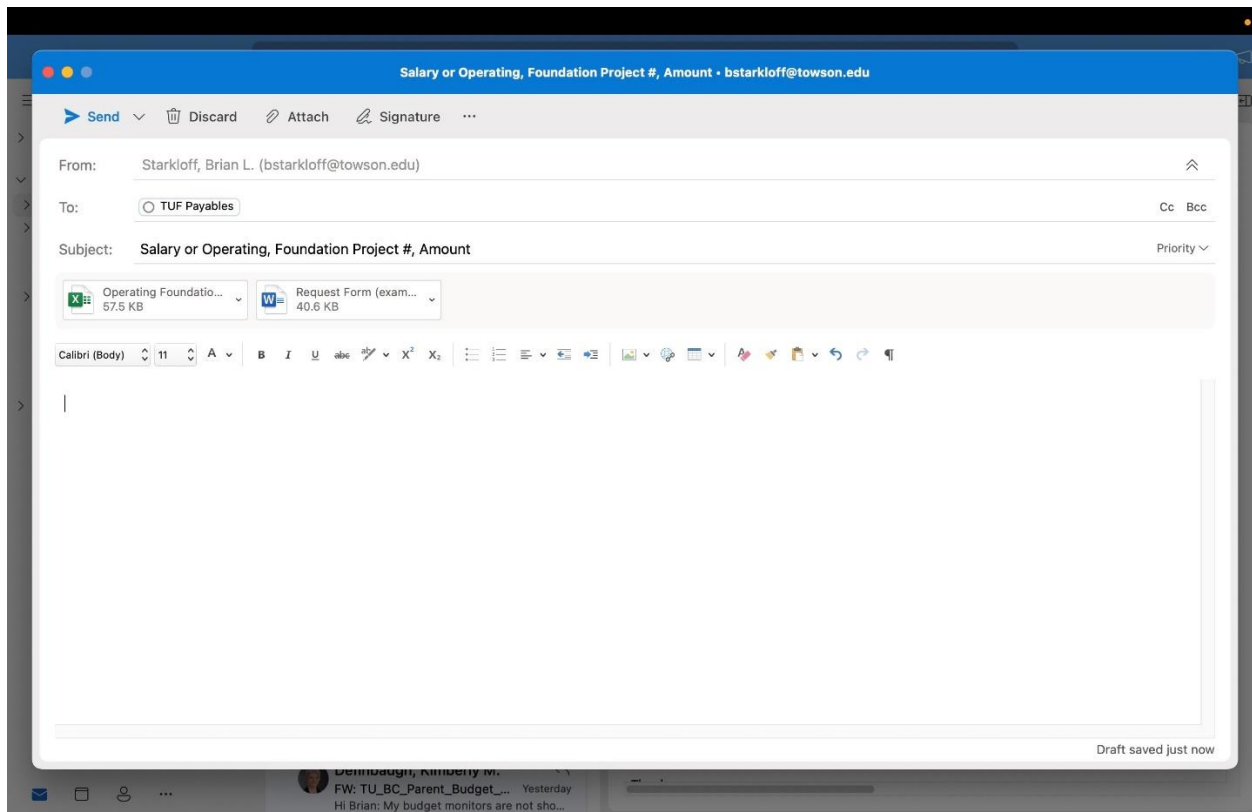
In approximately two weeks you will see all the transactions you've submitted posted as a credit to your budget. The lines will show FND as the Journal Category.