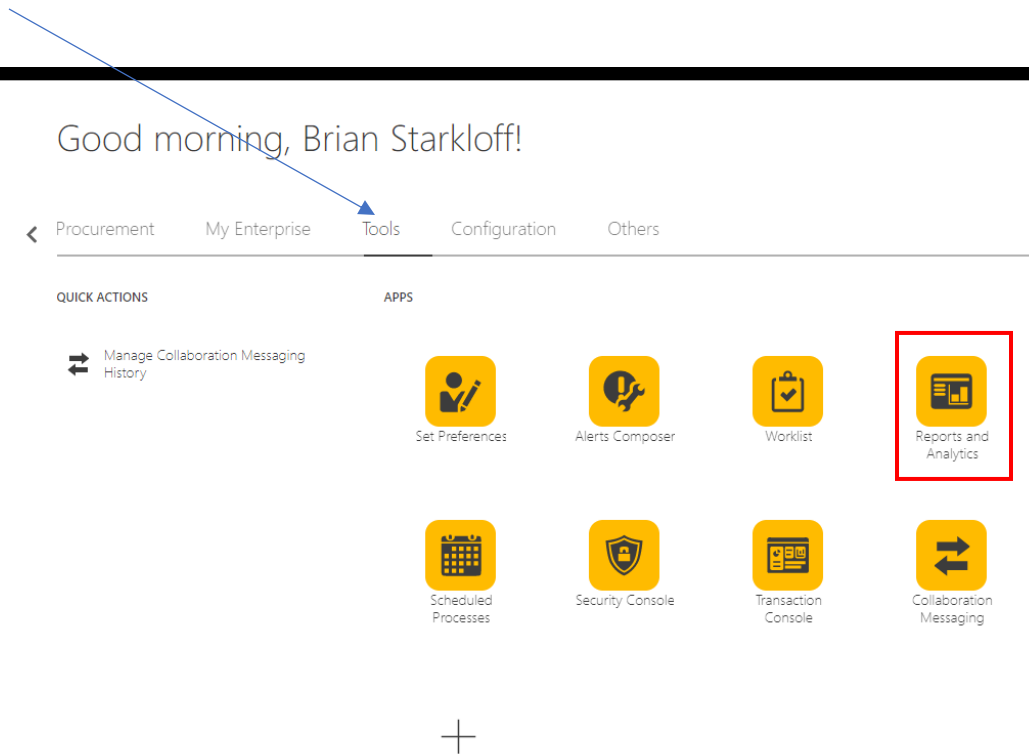# How to Run the Stratus Foundation Reimbursement Report for Operating Expenses
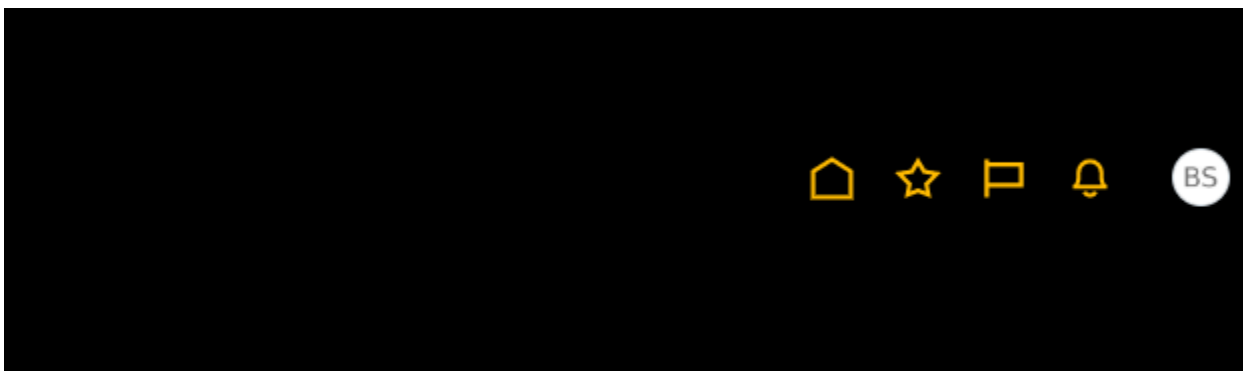
*Purpose: This is a listing of operational expenses that can be submitted to the TU Foundation for reimbursement.*
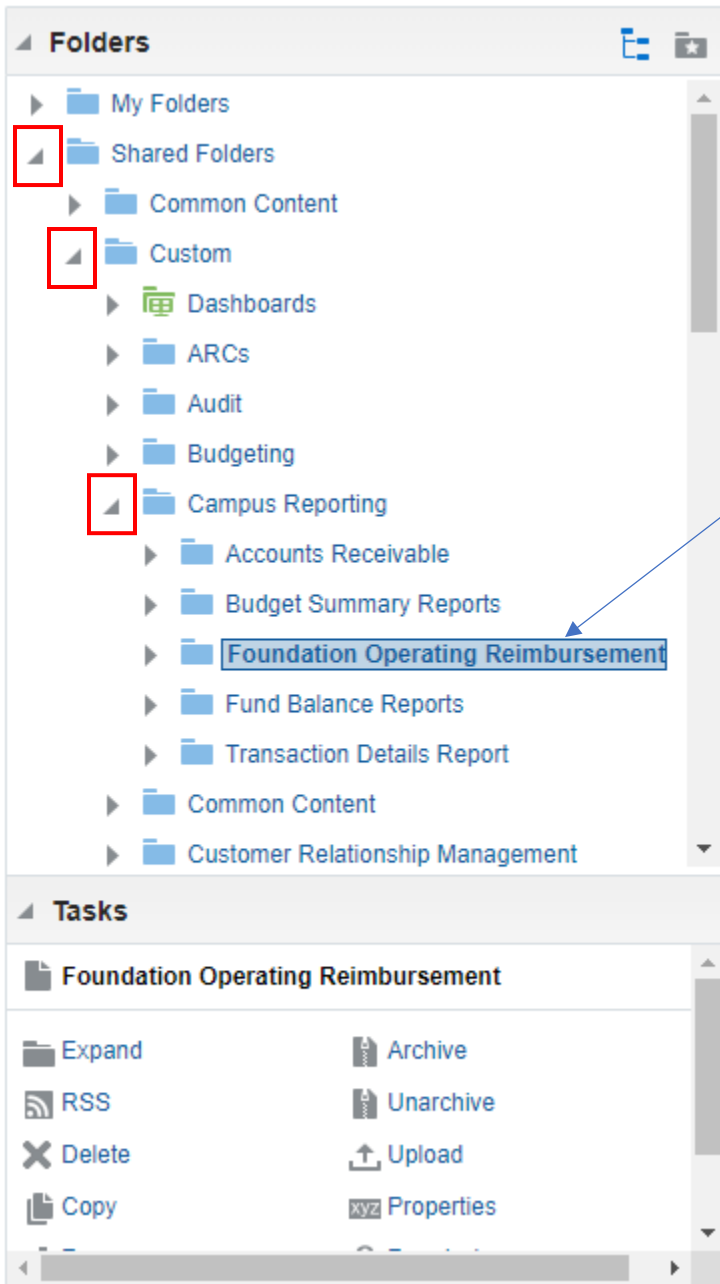
Login to Stratus.

Navigate to Tools and select Reports and Analytics.



In the upper right corner, select Browse Catalog.

**Folders**

- ▶ 📁 My Folders
- ▲ 📁 Shared Folders
  - ▶ 📁 Common Content
  - ▲ 📁 Custom
    - ▶ 📊 Dashboards
    - ▶ 📁 ARCs
    - ▶ 📁 Audit
    - ▶ 📁 Budgeting
    - ▲ 📁 Campus Reporting
      - ▶ 📁 Accounts Receivable
      - ▶ 📁 Budget Summary Reports
      - ▶ 📁 Foundation Operating Reimbursement
      - ▶ 📁 Fund Balance Reports
      - ▶ 📁 Transaction Details Report
    - ▶ 📁 Common Content
    - ▶ 📁 Customer Relationship Management

**Tasks**

📄 **Foundation Operating Reimbursement**

| | |
|---|---|
| 📁 Expand | 🗜 Archive |
| 📶 RSS | 🗜 Unarchive |
| ✖ Delete | ⬆ Upload |
| 📋 Copy | xyz Properties |

Under folders, select Shared Folders> Custom>Campus Reporting:

Click on Foundation Operating Reimbursement.

Under TU GL_Foundation_Oper_Reimb_Report, click Open.



Enter your parameters:

The current Fiscal Year will populate. If you want to inquire about a previous fiscal year, please contact the Foundation.

Use the drop down for Cost Center and click on Search at the bottom.

**Search**                                                    ? ✕

Name   Starts with ▼   | 20610 |

   **Search**        ☐ Match Case

Value

| 20610 |

OK  Cancel

Type in your cost center in the search box and click Search.

Click on your cost center in the value box

Then click OK at the bottom.

---

If you want the report to run only one account, you must select that single account in both the 'Account From' and 'Account To' dropdown menus. You can also choose a range of accounts or run all your accounts by selecting them from the drop down menu.



| * Fiscal Year | 2023 | ▼ | Period Name | All | ▼ |
| Cost Centre | 20610 | ▼ | | | |
| Account From | All | ▼ | Account To | All | ▼  Apply |

All
502123
603003
603006
603009
603012
603015
603018
Search ...                    F12

TU_GL_FOUNDATION_RP

For Period name, you can leave this as All and it will run all periods in the fiscal year. Or if you want to isolate a specific month, you can deselect All and select it from the drop down menu. When finished, click Apply.

Your computer will either open the report, or ask you to save it to a desired location.



With your report open in excel, you will need to fill in the TU Fund Project Number, the TU Fund Expense Account 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.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | TU FND Proj# | TU FND Exp ACCT# | Partial Reimb Amt | Year | Date | Period | Journal Source | Account | Account Descr | Cost Center | Cost Center Description | Source |
| 2 | | | | 2023 | 2022-07-31 | Jul-22 | Conversion | 613220 | Membership & Associatio | 20610 | SPAR VP | 1080 |
| 3 | | | | 2023 | 2022-07-31 | Jul-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 4 | | | | 2023 | 2022-07-31 | Jul-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 5 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 6 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 7 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 8 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 9 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613220 | Membership & Associatio | 20610 | SPAR VP | 1080 |
| 10 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613220 | Membership & Associatio | 20610 | SPAR VP | 1080 |
| 11 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613220 | Membership & Associatio | 20610 | SPAR VP | 1080 |
| 12 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 13 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |
| 14 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | 613210 | Subscriptions-Magazines, | 20610 | SPAR VP | 1080 |

Make sure not to change the original amount.

| Interfund | Amount (DO NOT CHANGE) | Initiative |
|---|---|---|
| 0000 | -5000.00 | 00000 |
| 0000 | 289.00 | 00000 |
| 0000 | 15.96 | 00000 |
| 0000 | 15.96 | 00000 |
| 0000 | 289.00 | 00000 |
| 0000 | -289.00 | 00000 |
| 0000 | -15.96 | 00000 |
| 0000 | 5000.00 | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | TU FND Proj# | TU FND Exp ACCT# | Partial Reimb Amt | Year | Date | Period | Journal Source | Account | Account Descr | Cost Center | Cost Center Description | Source |
| 2 | 35850 | 5558 | | 2023 | 2022-07-31 | Jul-22 | Conversion | | 613220 Membership & Associatio | | 20610 SPAR VP | 1080 |
| 3 | | | | 2023 | 2022-07-31 | Jul-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 4 | | | | 2023 | 2022-07-31 | Jul-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 5 | | DELETE unwanted lines. Do not hide lines. | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 6 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 7 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 8 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 9 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613220 Membership & Associatio | | 20610 SPAR VP | 1080 |
| 10 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613220 Membership & Associatio | | 20610 SPAR VP | 1080 |
| 11 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613220 Membership & Associatio | | 20610 SPAR VP | 1080 |
| 12 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 13 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |
| 14 | | | | 2023 | 2022-08-31 | Aug-22 | Payables | | 613210 Subscriptions-Magazines, | | 20610 SPAR VP | 1080 |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | TU FND Proj# | TU FND Exp ACCT# | Partial Reimb Amt | Year | Date | Period | Journal Source | Account | Account Descr | Cost Center | Cost Center Description | Source |
| 2 | 35850 | 5558 | | 2023 | 2022-07-31 | Jul-22 | Conversion | | 613220 Membership & Associatio | | 20610 SPAR VP | 1080 |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |

Once you have deleted any unwanted lines, save this spreadsheet by naming it "Operating 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/resources.html

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 #, Amount"*
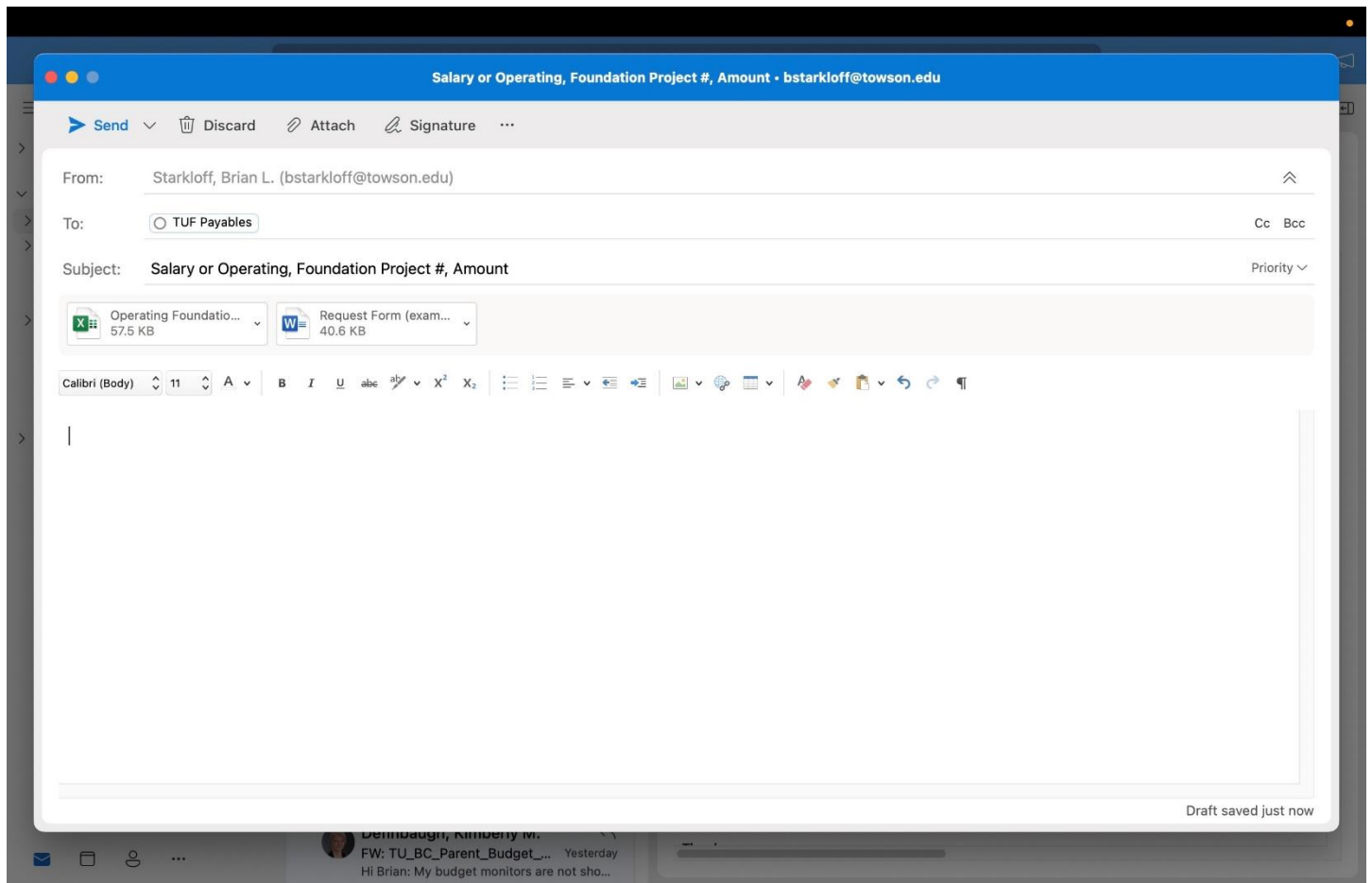


In approximately two weeks you will see all the transactions you've submitted posted as a credit to your budget. The lines will show FND as the Journal Category.