PeopleSoft General Ledger Documentation

Reports and Query training is done in FSTST environment.

To proceed with the training, follow the steps below:

1. Click the **FSTST Training Logon** hyperlink located on the Training page.

The signon page for FSTST is displayed.

UNIVERSITY OF HOUSTON SYSTEM

User ID (User ID is your 7-digit ID Number)

[2a] [   ]

Password

[2b] [   ]

[3] Sign In

Reset Password | Request My User ID

List of supported browsers

State of Texas · Compact with Texans · Statewide Search · Report Copyright Infringement · Privacy and Policies

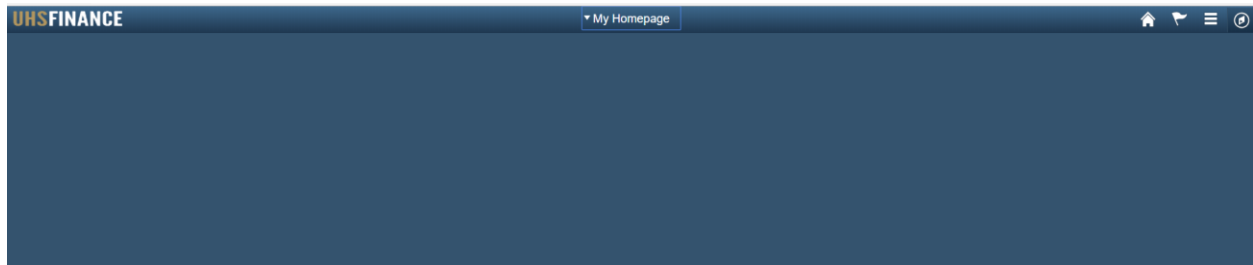© 2012 University of Houston System · 4800 Calhoun, Houston Texas 77004

2. Enter the following information provided by your training administrator:
   a. *User ID*
   b. *Password* (password is case sensitive)

3. Click the **Sign In** button.

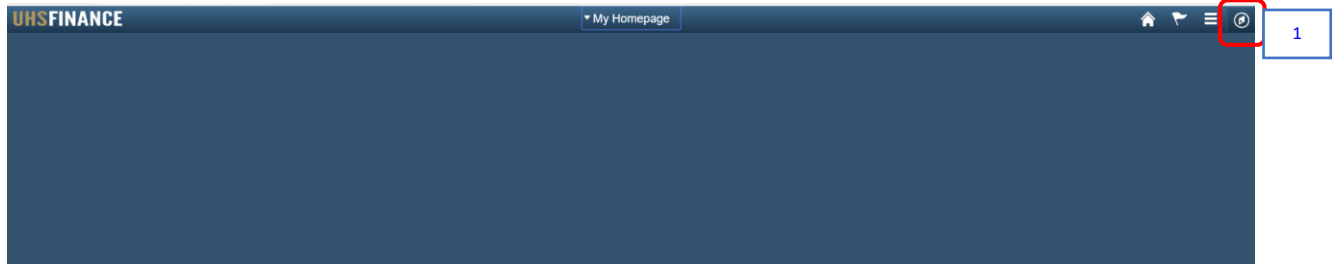The PeopleSoft Finance home page is displayed.

We will first discuss running a query in PeopleSoft.

HOW TO RUN A PUBLIC QUERY

A query is a method of quickly extracting data from PeopleSoft Finance that is not in report format. The data can be downloaded to excel for manipulation if needed. All public queries developed for use start with "UHS". There are some public queries developed for UH-Clear Lake. Those queries start with "UHCL". Query names do not have spaces but underscore (_). Queries for major areas begin with:

- ➤ UHS_AP   – Accounts Payable queries
- ➤ UHS_PO   – Purchase Order queries
- ➤ UHS_REQ   – Requisition queries
- ➤ UHS_OPEN   – Open Commitment queries
- ➤ UHS_CC   – Cost Center queries
- ➤ UHS_WF   – Workflow queries

In this example, we will run an Accounts Payable query that lists entered and posted vouchers within a specified date range.

1. From PeopleSoft Finance home page, click the **NavBar** icon on the upper right hand side of the home page.

    The NavBar menu is displayed.
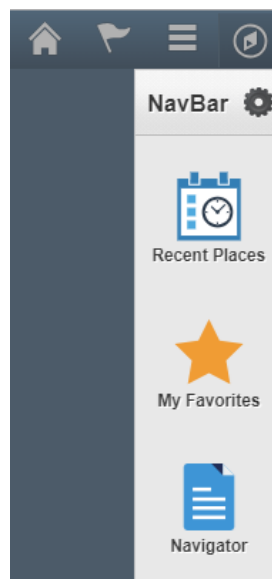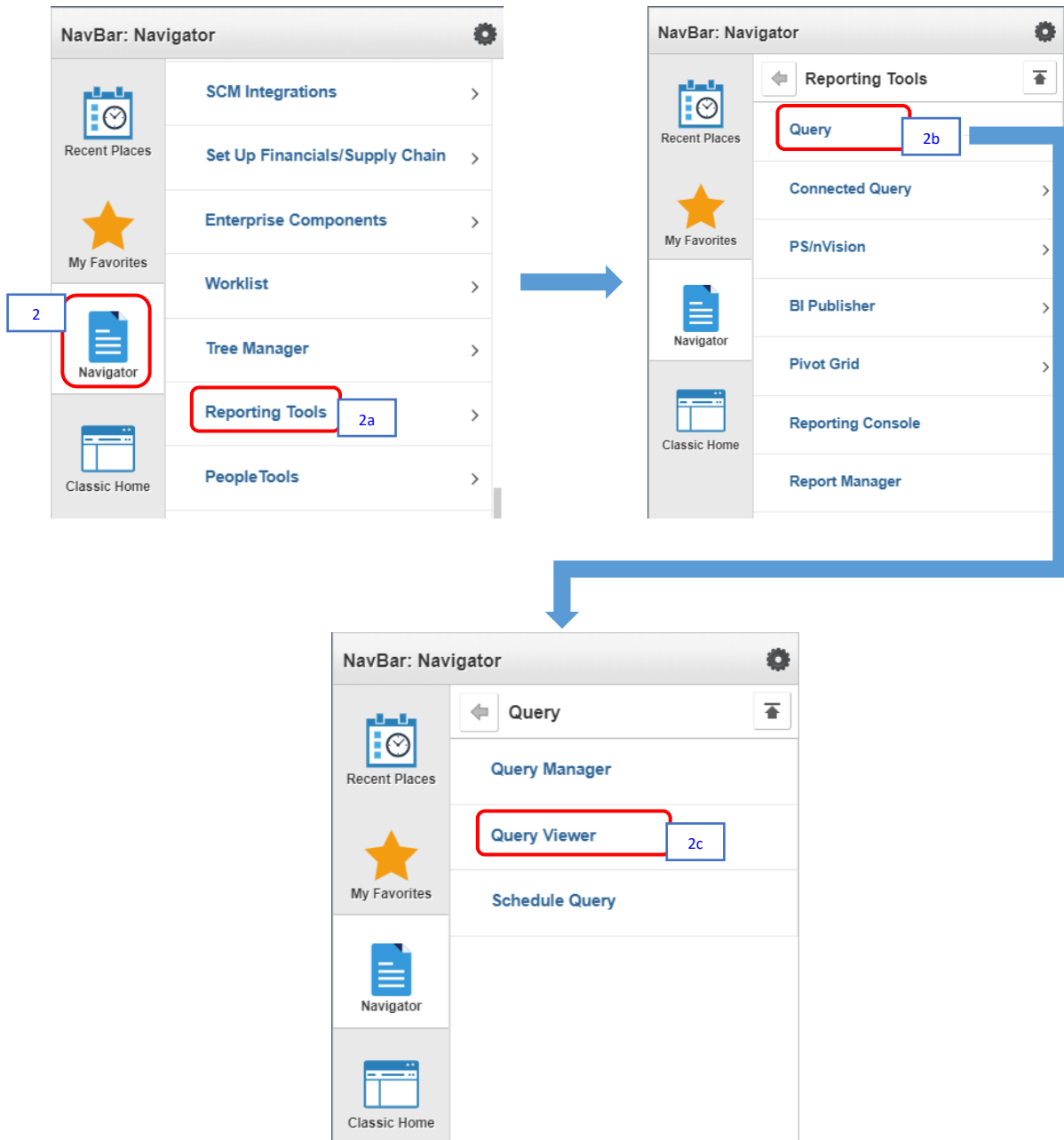
2. From the NavBar menu, click on **Navigator**. Then navigate to (2a) **Reporting Tools >** (2b) **Query >** (2c) **Query Viewer.**

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Clear Lake

The Query Viewer–Search page is displayed. The navigation is shown on top of the page.

3. Enter the query name or portion of the query name.

    For our example, enter **"UHS_AP"**

4. Click the **Search** button.

The Search Results are displayed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By [Query Name ▼] begins with [UHS_AP]

[Search]   Advanced Search

Search Results

*Folder View [-- All Folders -- ▼]

Query									

Personalize | Find | View 100 | 🔁 | 📊   First ◄ 1-30 of 118 ► Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UHS_AP_1099_LIST		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_20100_PROJECT_BALANCE	ACCT 20100 PROJ BAL -Dept node	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_20611_PYMNTS	AP 20611 Account Payments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_5XXX_VOUCHERS_TO_ACCRUE	Vouchers with prior yr receipt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACCRUAL_WITH_COMMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACCTG_LINE	Voucher Accounting Entries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACCTG_LINES_NOT_BCM	Vchr acctg lines not bud chk	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACCTG_LINE_BLD	Voucher Accounting Entries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACH_PAYMENTS	Vchr Pmts by Vchr Pmt Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACH_PYMNTS_BY_BUS_UNIT	Vchr Pmts by Business Unit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACH_VENDOR		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ACTIVE_CARDLIST		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ADVERTISING_PROMOTION	Vouchers with ad or prom accts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_BANK1_TRAVEL	Bank1 Travel Charges(45691)	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_BANK_TRANSACTIONS	AP BANK TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_BOA_TRAVEL	Identify BOA travel charges	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CHECK	Search for AP Checks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CHECK_WITH_VENDOR_ONHLD		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CITIVCHR_PCARD	PCARD CITI REBATE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CLOSED_VOUCHERS	AP closed vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CONCUR_JRNL	Concur Jrnl Info for Rebate	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CONSULTANT_PAYMENTS	Payments to 52114-52117	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_CON_PND_APPR	Pending Concur Vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_DELETED_VCHRS	Deleted Vchrs Needing Bdgt Chk	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_ENTERED_POSTED	Date vouchers entered & posted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
UHS_AP_EXPENDED_CC	AP expenditures by cost center	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

5. Click the **HTML** link of the corresponding query.

    For our example, click the **HTML** link of UHS_AP_ENTERED_POSTED query.

The query prompt window is displayed in a new window.

UHS_AP_ENTERED_POSTED - Date vouchers entered & posted

Business Unit: 00759
Department: C0129 🔍
Entered From: 08/01/2019 📅
Entered To: 08/31/2019 📅
View Results

6. Enter the criteria in the prompt boxes.

    To run the query for all UHCL departments, use a wildcard "%" in the Department field (ie. C%).

    For our example, enter the following:
    Business Unit: *00759*
    Department: *C0129*
    Entered From: *08/01/2019*
    Entered To: *08/31/2019*

7. Click **View Results** button

The search results are displayed. The results can be downloaded in different formats (ie. Excel Spreadsheet).

UHS_AP_ENTERED_POSTED - Date vouchers entered & posted

Business Unit: 00759
Department: C0129
Entered From: 08/01/2019
Entered To: 08/31/2019

View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-4 of 4 Last

|	Unit	Dept	Voucher	Entered Date	Posting Date
1	00759	C0129	00247326	08/07/2019	08/08/2019
2	00759	C0129	00247376	08/08/2019	08/09/2019
3	00759	C0129	00247749	08/19/2019	08/21/2019
4	00759	C0129	00247845	08/22/2019	08/23/2019

The following are some of the more commonly run queries along with a description of the kind of information provided.

Name	Description
UHCL_CC_LIST	Lists all active and inactive Cost Centers for UHCL
UHCL_CC_LIST_ACTIVE	Lists only the active cost centers for UHCL
UHCL_CC_LIST_GRANTS	Lists all active and inactive grant cost centers for UHCL
UHS_ACCOUNT_LISTING	Lists all accounts with short and long description.
UHS_ACCT_BUDACCT_XREF	Lists the budget account for each actual account
UHS_AP_DELETED_VCHRS	Lists all deleted vouchers that need budget checked to return funds to the Cost Center BBA
UHS_AP_SEARCH_FOR_VENDORS	Lists vendors meeting criteria entered by the user, including: name, DBA/Dept name, Federal ID / Social Security Number, or zip code. "DBA" stands for "Doing Business As". Use "%" for unknown fields or the query will not work.
UHS_AP_SEARCH_FOR_VOUCHERS	Lists vouchers entered for a particular department, vendor, PO, invoice, or range of dates. Use "%" for unknown fields or the query will not work.
UHS_AP_VOUCHERS_BY_OPERATOR	Lists vouchers entered by a particular operator within a specified date range.
UHS_AP_VOUCHER_DATES	Lists the four dates entered on the Voucher Calculate Basis Date page
UHS_BUD_JRNL_BY_DEPT_FY	Lists budget journals for a specified department and fiscal year.
UHS_JOURNAL_INQ	Lists journals for a specified source, business unit, and date range
UHS_PO_BY_DEPT_NODE	Lists all PO's for a department. Use "%" for unknown fields or the query will not work.
UHS_WF_AP_NOT_POSTED	Lists all Vouchers in workflow that are not posted. All the workflow steps are listed including where the voucher is currently. Note: When entering UHS_WF_AP in the query name, you will get all workflow queries related to vouchers.
UHS_WF_REQ_NOT_APPROVED	Lists all requisitions in workflow that are not approved. NOTE: When entering UHS_WF_REQ in the query name, you will get all the workflow queries related to requisitions.

Next, we will run one of the reports in PeopleSoft Finance – the Department Verification Report (UGLS1074).

HOW TO RUN THE DEPARTMENT VERIFICATION REPORT (UGLS1074)

The Department Verification Report (UGLS1074) is a report run monthly to reconcile cost centers. This report will list all activity that occurred in a cost center based on the criteria specified when the report was run. Data included in this report (based on the criteria entered) includes assets, liabilities, and fund equity, revenue and expenses, open commitments, and soft commitments.
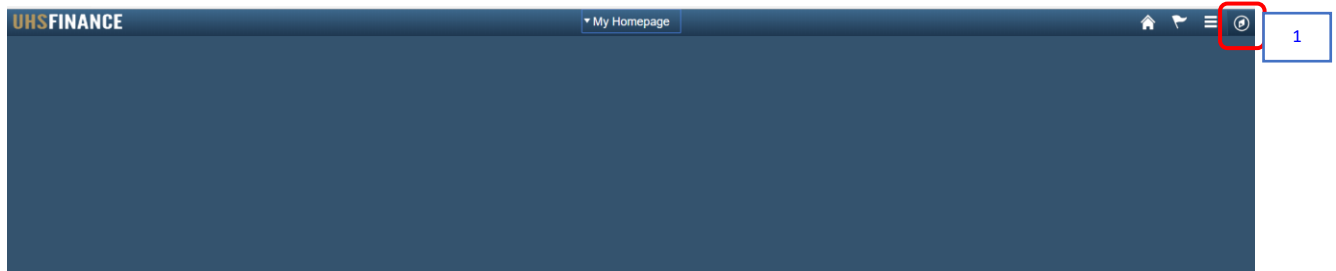
1. From PeopleSoft Finance home page, click the **NavBar** icon on the upper right hand side of the home page.

    The NavBar menu is displayed.
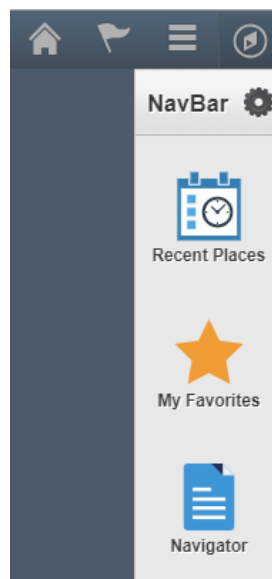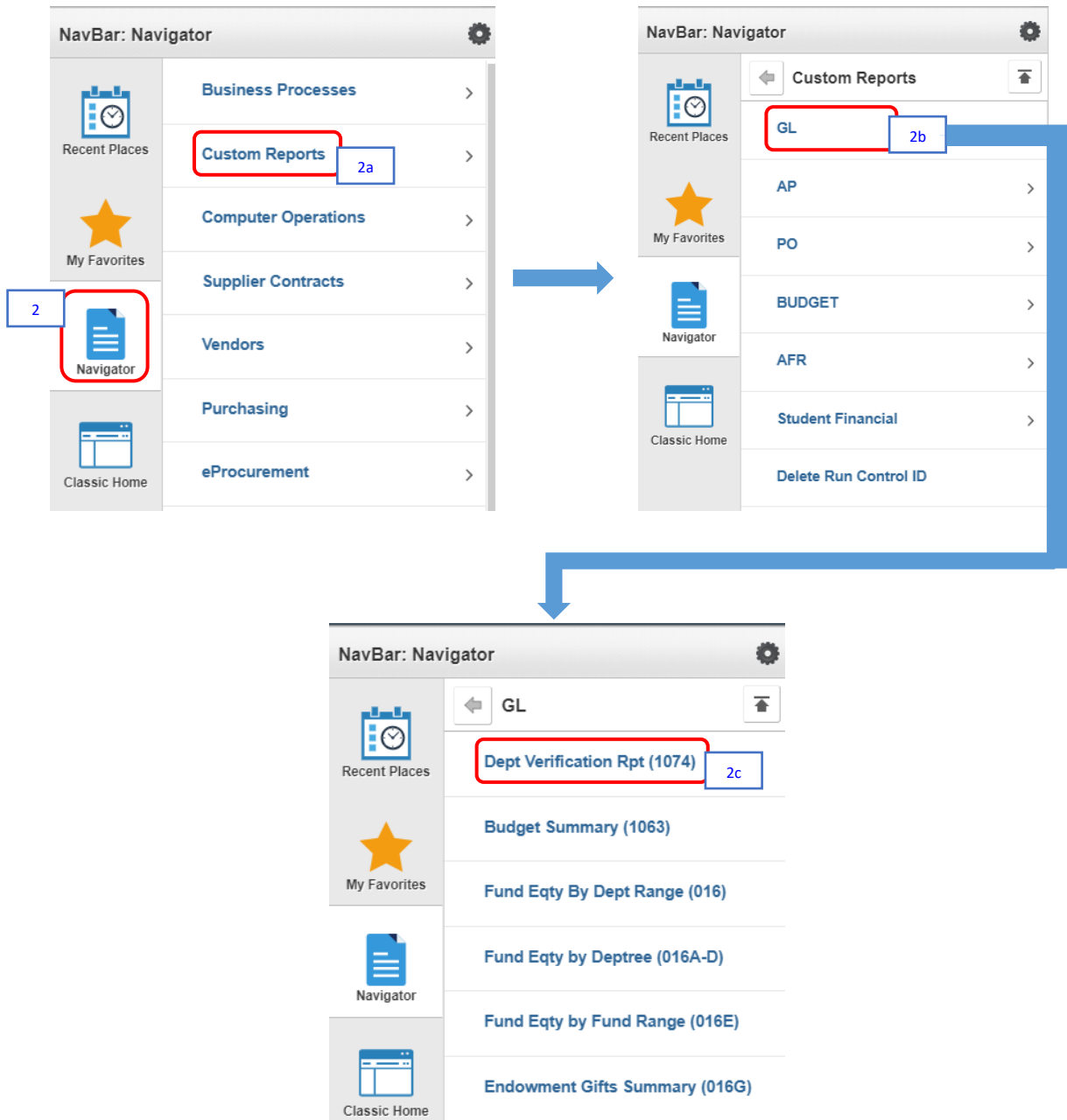
2. From the NavBar menu, click on **Navigator**. Then navigate to (2a) **Custom Reports >** (2b) **GL >** (2c) **Dept Verification Rpt (1074).**

The Dept Verification Rpt (1074) Search Page is displayed.

3. Click the **Add a New Value** tab.

    The Dept Verification Rpt (1074) Add Page is displayed.

4. Enter any descriptive name (no space) to create a run control. The run control can be based on the criteria definition when running the report. You can create different run control for each criteria definition; or you can just create one run control and update the criteria definition during each run.

    For our example, enter "**1074**" an underscore "**_**" and your initials.

5. Click the **Add** button.

The Report Parameter page is displayed.

Report Parameters

Run Control ID: 1074_CS   Report Manager   Process Monitor   Run

Cost Center Manager [   ] 🔍   ☐ Fund 1 ☐ Fund 3 ☐ Fund 5 ☐ Fund 7   Get CC
                                          ☐ Fund 2 ☐ Fund 4 ☐ Fund 6 ☐ Fund 9   Reset

*Business Unit: [00759] 🔍   ☑ Summary by Budget Node Only
From FY/Period: [   ] [   ]   ☑ Summary by Budget Node and Account
To FY/Period: [   ] [   ]   ☑ Transactions ☑ Asset/Liab/Fund Equity
                                          ☑ Rev/Exp ☑ Budget Jrnl

◉ Print All Cost Centers   ☑ Open Commitments   ☑ Verification Worksheet
○ Only Print Active Cost Centers ☑ Soft Commitments   ☑ Combine ☑ Separate
○ Only Print Inactive Cost Centers ☑ Balance Sheet

Scroll Area   Find   First ◀ 1 of 1 ▶ Last   ➕ ➖

Request No: [   ]   *Fund: [All ▾]

1   *Deptid: [Some ▾] From: [   ] 🔍   To: [   ] 🔍

SpeedType: [   ] 🔍   *Prog: [All ▾]

                          *Project: [All ▾]

💾 Save   ➕ Add   📝 Update/Display

6. Enter the **Fiscal Year** and **range of periods** for which the report is to be run. Our Fiscal Year has 12 periods. It starts in September, with September as Period 1, October as Period 2 and so on. Period 998 is a period for Financial Reporting adjustments.

    For our example, enter **Fiscal Year From/To** "*2019*"; **Period From** "*1*"; **Period To** "*1*".

7. To view only cost centers that were active during the range of periods entered, check the *Only Print Active Cost Centers* option. Otherwise, all cost centers that match the criteria will print.

    For our example, click the *Only Print Active Cost Centers radio* button.

8. Select the section(s) of the report to generate. The default setting includes all sections of the report. Uncheck the box to deselect a section. NOTE: Do not check the **Verification Worksheet**.

    For our example, select *all sections except the **Verification Worksheet***.

The sections of the 1074 are described as follows:

☑ Summary by Budget Node Only

Section	Title	Data Displayed
1074.1 (Section 1)	Budget Node Summary	Original and Adjusted budget, summary of Revenue and Expense activity for the current period and YTD, Open Commitments, Soft Commitments, revenue goal or expense budget remaining. All data summarized by budget node.

☑ Summary by Budget Node and Account

Section	Title	Data Displayed
1074.2 (Section 2)	Budget Node & Account Summary	Revenue and expense budget data at the budget node level. Summary of revenue and expense activity at the actual account level, including commitments. Remaining revenue goal or expense budget at the budget node level.

☑ Transactions
   ☑ Asset/Liab/Fund Equity
   ☑ Rev/Exp
   ☑ Budget Jrnl

Section	Title	Data Displayed
1074.3a (Section 3a)	Asset, Liability, Fund Equity Transactions	Transactions recorded during the reporting period for asset (1XXXX), liability (2XXXX) and fund equity (3XXXX) accounts.
1074.3b (Section 3b)	Revenue and Expense Transactions	Transactions recorded during the reporting period for revenue (4XXXX) and expense (5XXXX) accounts. This section includes encumbrance activity and identifying information for each transaction.
1074.3c (Section 3c)	Budget Journals	Journals that establish and/or update the cost center budget during the reporting period. Reported by budget account with identifying information for each entry.

☑ Open Commitments

Section	Title	Data Displayed
1074.4 (Section 4)	Open Commitments	Summary of outstanding encumbrances (regardless of fiscal year) with identifying information for each purchase order or encumbrance journal. The following information is reported for each remaining encumbrance: initial amount encumbered, liquidated (released) amount, and amount currently encumbered.

☑ Soft Commitments

Section	Title	Data Displayed
1074.5 (Section 5)	Soft Commitments	Transactions that are "in progress." Identifying information for requisitions that have been budget checked but not processed on a Purchase Order, journals and vouchers that have been budget checked but not posted, as well as the reason the transaction has not processed.

☑ Balance Sheet

Section	Title	Data Displayed
1074.6 (Section 6)	Balance Sheet Summary	A summary of balances and activity for asset, liability, and fund equity accounts. Includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.

9. Enter the Cost Center(s) or the Speed Type of the report to generate. Each chartfield has a drop down box listing criteria choices (from single chartfield to all chartfields) as described below:

Fund – All	Generates report for all funds
Fund – Group	Generates report by Fund Group
Fund – Some	Generates report for a single fund or a range of funds
Dept – All	Generates report for all departments
Dept – Tree Range	Generates report by departments in the DEPTID_ROLLUP tree node
Dept – Some	Generates report for a single department or a range of departments
Program – All	Generates report for all programs
Program – Group	Generates report by Program Groups based on the first character of the program chartfield, which represents expenditure function
Program – Some	Generates report for a single program or a range of programs
Project – All	Generates report for all projects
Project – Group	Generates report by Project Groups based on the first character of the project chartfield, which represents the type of project.
Project – Some	Generates report for a single project ID or a range of project ID's.

For our example, enter "**12593**" in the *Speed Type* field and tab. Once you have tabbed out of the field, the cost center will populate.

NOTE: To add another cost center, click the [+] icon.

Report Parameters

Run Control ID: 1074_CES   Report Manager   Process Monitor   [Run]

Cost Center Manager [   ] 🔍   ☐ Fund 1 ☐ Fund 3 ☐ Fund 5 ☐ Fund 7   [Get CC]
                                      ☐ Fund 2 ☐ Fund 4 ☐ Fund 6 ☐ Fund 9   [Reset]

*Business Unit: [00759] 🔍   ☑ Summary by Budget Node Only
From FY/Period: [2019] [1]   ☑ Summary by Budget Node and Account
To FY/Period: [2019] [1]   ☑ Transactions ☑ Asset/Liab/Fund Equity
                                            ☑ Rev/Exp ☑ Budget Jrnl

○ Print All Cost Centers   ☑ Open Commitments   ☐ Verification Worksheet
◉ Only Print Active Cost Centers ☑ Soft Commitments
○ Only Print Inactive Cost Centers ☑ Balance Sheet

Scroll Area   Find   First ◀ 1 of 1 ▶ Last

[Request No:] *Fund: [Some ▼] From: [3056] 🔍   To: [3056] 🔍   [+] [−]

1   *Deptid: [Some ▼] From: [C0019] 🔍   To: [C0019] 🔍

SpeedType: *Prog: [Some ▼]   From: [I0291] 🔍   To: [I0291] 🔍
[12593] 🔍
               *Project: [Some ▼] From: [NA] 🔍   To: [NA] 🔍

[Save]   [Add] [Update/Display]

10. Click the **Run** button at the top of the Report Parameters page to run the report. The page is automatically saved when the **Run** button is clicked.

    Since PeopleSoft is web-based, all report programs are processed on a central server.

The Process Scheduler Request page is displayed. The *Select* box is checked for the Department Verification Report defaulting to "**Web**" *Type* and "**PDF**" *Format*.

Process Scheduler Request

User ID 8006680	Run Control ID 1074_CES

Server Name	▼	Run Date 11/11/2019 📅
Recurrence	▼	Run Time 12:32:07PM Reset to Current Date/Time
Time Zone	🔍	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Department Verification Report	UGLS1074	SQR Report	Web ▼	PDF ▼	Distribution

OK   Cancel

11. Leave the *Server Name* field blank.

12. Click the **OK** button to submit the report for processing. PeopleSoft puts the process request in a scheduling queue, and is picked up and processed by the next available server.

    NOTE: Do not run another 1074 report of the same Run Control ID until the current run is completed (ie. Run Status of Success) as in Step 14.

The Report Parameter page is displayed again. Each time a report is run, a **Process Instance** is assigned.

13. Click the **Process Monitor** hyperlink to check the progress of the report.

The Process List page is displayed.

Process List	Server List

View Process Request For

User ID 8006680 🔍	Type ▾	Last ▾	1	Hours ▾	Refresh
Server ▾	Name 🔍	Instance From	Instance To		
Run Status ▾	Distribution Status ▾	☑ Save On Refresh			

Process List   Personalize | Find | View All | 🔁 | 🔲   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	12864507		SQR Report	UGLS1074	8006680	11/11/2019 12:32:07PM CST	Processing	N/A	Details

Go back to Dept Verification Rpt (1074)

💾 Save   📧 Notify

Process List | Server List

14. The Run Status indicates the status of the run. Click the **Refresh** button periodically until the *Run Status* displays "***Success"*** and the *Distribution Status* displays "***Posted*.**"

Process List	Server List

View Process Request For

User ID 8006680 🔍	Type ▾	Last ▾	1	Hours ▾	Refresh
Server ▾	Name 🔍	Instance From	Instance To		
Run Status ▾	Distribution Status ▾	☑ Save On Refresh			

Process List   Personalize | Find | View All | 🔁 | 🔲   First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	12864507		SQR Report	UGLS1074	8006680	11/11/2019 12:32:07PM CST	Success	Posted	Details

Go back to Dept Verification Rpt (1074)

💾 Save   📧 Notify

Process List | Server List

15. Click the **Details** hyperlink to drill down to the report.

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The Process Details page is displayed.

Process Detail

Process

Instance	12864507	Type	SQR Report
Name	UGLS1074	Description	Department Verification Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID 1074_CES
Location Server
Server PSUNX
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On 11/11/2019 12:32:29PM CST
Run Anytime After 11/11/2019 12:32:07PM CST
Began Process At 11/11/2019 12:32:37PM CST
Ended Process At 11/11/2019 12:37:52PM CST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

[OK]   [Cancel]

16. Click the **View Log/Trace** hyperlink to drill down further to the report.

The View Log/Trace page is displayed. Each section of the 1074 is listed as a .csv file. This type of file allows you to save the file as an excel file and utilize excel to manipulate the data.

View Log/Trace

Report

Report ID	7771654	Process Instance	12864507	Message Log
Name	UGLS1074	Process Type	SQR Report	
Run Status	Success			

Department Verification Report

Distribution Details

Distribution Node   Unix   Expiration Date   12/11/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_12864507.log	1,564	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_1_transactions.csv	1,512	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_2_transactions.csv	6,187	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Actual_ALF_transactions.csv	46,321	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Actual_RE_transactions.csv	37,965	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Budget_Jrnl_transactions.csv	10,320	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_4_transactions.csv	8,896	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_5_transactions.csv	2,539	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_6_transactions.csv	7,605	11/11/2019 12:37:52.063671PM CST
ugls1074_12864507.PDF	39,889	11/11/2019 12:37:52.063671PM CST
ugls1074_12864507.out	781	11/11/2019 12:37:52.063671PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	8006680

Return

17. Click the **.PDF document** to see the formatted report.

The report opens in a new window. Use Adobe Acrobat features such as page navigation, magnify or search to view the report.

HOW TO READ THE DEPARTMENT VERIFICATION REPORT (UGLS1074)

The Department Verification Report (UGLS1074) is used to review transactions recorded for a Cost Center during a particular accounting period or range of periods. This report is primarily used for monthly cost center reconciliations. The report has several sections which display budget summaries, general ledger transactions, pre-encumbrance and encumbrance activity and a balance sheet summary.

Section	Title	Data Displayed
1074.1	Budget Node Summary	➢ Original and adjusted budget, summary of revenue and expense activity for the current period and YTD, open commitments, soft commitments, revenue goal or expense budget remaining. ➢ All data summarized by budget node.
1074.2	Budget Node & Account Summary	➢ Revenue and expense budget data at the budget node level. ➢ Summary of revenue and expense activity at the actual account level, including commitments. ➢ Remaining revenue goal or expense budget at the budget node level.
1074.3a	Asset, Liability, Fund Equity Transactions	➢ Transactions recorded during the reporting period for asset (1XXXX), liability (2XXXX) and fund equity (3XXXX) accounts.
1074.3b	Revenue and Expense Transactions	➢ Transactions recorded during the reporting period for revenue (4XXXX) and expense (5XXXX) accounts. ➢ Encumbrance activity and identifying information for each transaction.
1074.3c	Budget Journals	➢ Journals that update the cost center budget during the reporting period. ➢ Reported by budget account with identifying information for each entry.
1074.4	Open Commitments	➢ Summary of outstanding encumbrances (regardless of fiscal year) with identifying information for each purchase order or encumbrance journal. ➢ Report for each remaining encumbrance: initial amount encumbered, liquidated (released) amount and amount currently encumbered.
1074.5	Soft Commitments	➢ Transactions that are "in progress." ➢ Information on requisitions that have been budget checked but not created with purchase order; journals and vouchers that have been budget checked but not posted. ➢ Reason why the transaction has not processed.
1074.6	Balance Sheet Summary	➢ Summary of balances and activity for asset, liability and fund equity accounts. ➢ Includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.

LOCATING INFORMATION ON THE 1074 REPORT

The data on Section 4 (Open Commitments) or Section 5 (Soft Commitments) is based on the following:

Soft Commitments (1074.5) vs. Open Commitments (1074.4)

Category	Transactions
Soft Commitment	➢ Budget checked voucher that are not posted ➢ Budget checked journal entries that are not posted ➢ Budget checked requisitions. Requisitions are displayed only on Section 5.
Open Commitment	➢ Budget checked encumbrance journal entries. Encumbrance journal entries are only displayed on Section 4. ➢ Budget checked Purchase Order's

The determination of which accounting period transactions will be reflected in is as follows:

Category	Transaction	Date Used for Report
Soft Commitments	Voucher	Accounting date
	Regular Journal Entry	Journal Date
	Encumbrance Journal Entry	N/A
	Requisition	Accounting Date
	Purchase Order	N/A
Open Commitment	Encumbrance Journal Entry	Journal Date
	Requisition	N/A
	Purchase Order	Accounting Date
	Encumbrance Release (PO Voucher)	Voucher Accounting Date
Asset, Liability, Fund Equity, Revenue, Expense	Regular Journal Entry	Journal Date
	Voucher	AP Journal Date

Note: The accounting dates on Vouchers and Requisitions must be within an open accounting period when they are budget checked. This helps to keep reports accurate and in sync. If a user tries to budget check a Voucher or Requisition within an accounting date in a closed period, the user will receive an error message. Change the accounting date to the current date and re-budget check the document.

UGLS1074.1 – REVENUE AND EXPENSE BUDGET NODE SUMMARY

UGLS1074.1 displays original and adjusted budget, a summary of revenue and expense activity for the current period and YTD, open commitments, soft commitments and the revenue goal or expense budget remaining. All the data is summarized by budget node.

```
Cost Center   : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                                    Page No.  : 1
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                      Report ID : UGLS1074.1
Fund          : 3056    AUX-SALES & SERVICES               Revenue & Expense - Budget Node Summary                         Database  : FS91TST
DeptID        : C0019   UNIVERSITY POLICE          Period Ended September 30, 2018 (Through Period 1)                       Run Date  : 11/11/2019
Program Code  : I0291   POLICE OPERATIONS              Report Limited to Active Cost Centers                                Run Time  : 12:32:37 PM
Project       : NA
CC Manager    : 0881939 Hill,Clarence

                                          Base            Current                                                              Soft            Budget
Description                               (Original)      (Orig + Adj)   Curr Rev/Exp    YTD Rev/Exp    PTD Rev/Exp    Open Commit     Commitment      Available       % Avail
-----------------------                   --------------  -------------- --------------  -------------- -------------- --------------  --------------  --------------  -------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~~
B4035 FUND BALANCE                        -155,844.00     -155,844.00          0.00           0.00           0.00           0.00            0.00       -155,844.00     100.0%
                                          ==============  ============== ==============  ============== ============== ==============  ==============  ==============  =======
       Total Revenue                      -155,844.00     -155,844.00          0.00           0.00           0.00           0.00            0.00       -155,844.00     100.0%

B5006 L3-SALARY AND WAGES                  326,917.00      326,917.00      14,036.24      14,036.24      14,036.24     210,259.45          0.00        102,621.31      31.4%
                                          ==============  ============== ==============  ============== ============== ==============  ==============  ==============  =======
       S&W Subtotal                        326,917.00      326,917.00      14,036.24      14,036.24      14,036.24     210,259.45          0.00        102,621.31      31.4%

B5007 L3 - FRINGE BENEFITS                  98,755.00       98,755.00       4,862.75       4,862.75       4,862.75      61,182.31          0.00         32,709.94      33.1%
B5009 L3-MAINTENANCE AND OPERATIONS        138,295.00      138,295.00       4,521.53       4,521.53       4,521.53      41,472.39       5,777.42         86,523.66      62.6%
                                          ==============  ============== ==============  ============== ============== ==============  ==============  ==============  =======
       Total Expense                       563,967.00      563,967.00      23,420.52      23,420.52      23,420.52     312,914.15       5,777.42        221,854.91      39.3%

Prior Budget References
~~~~~~~~~~~~~~~~~~~~~~~~~~
No Revenue Found.

B5009 L3-MAINTENANCE AND OPERATIONS              0.00       14,660.41       7,565.34       7,565.34       7,565.34       7,095.83          0.00             -0.76      -0.0%
                                          ==============  ============== ==============  ============== ============== ==============  ==============  ==============  =======
       Total Expense                             0.00       14,660.41       7,565.34       7,565.34       7,565.34       7,095.83          0.00             -0.76      -0.0%

                                          ==============  ============== ==============  ============== ============== ==============  ==============  ==============  =======
       Grand Total Revenue                -155,844.00     -155,844.00          0.00           0.00           0.00           0.00            0.00       -155,844.00     100.0%
       Grand Total Expense                 563,967.00      578,627.41      30,985.86      30,985.86      30,985.86     320,009.98       5,777.42        221,854.15      38.3%
```

Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.**1** for Section 1)
	RUN DATE/TIME – Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant id. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	DESCRIPTION – Each budget node (account) for which there is budget or actual activity during the reporting period will be listed along with its description. Budget nodes (accounts) are grouped by Revenue and Expense. Revenue budget nodes start with "B4xxx"; expense budget nodes start with "B5xxx".
5	BASE BUDGETED AMT – Total base (original) budget for the individual budget account. This is the permanent budget.
6	CURRENT BUDGETED AMT – Total current budget for the individual budget account. Calculated as (Original + Adjustments). This is the Original budget with current year adjustments.

```
Cost Center   : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                            Page No. : 1
Business Unit : 00759   Univ. of Houston - Clear Lake                                                              Report ID : UGLS1074.1
Fund          : 3056    AUX-SALES & SERVICES                  Revenue & Expense - Budget Node Summary              Database : FS91TST
DeptID        : C0019   UNIVERSITY POLICE               Period Ended September 30, 2018 (Through Period 1).         Run      11/11/2019
Program Code  : I0291   POLICE OPERATIONS                      Limited          ve Cost                             Run      12:32:37 PM
Project       : NA
CC Manager    : 0881939 Hill.Clarence
                                        Base            Current
                                        (Original)      (Orig + Adj)    Curr Rev/Exp    YTD Rev/Exp    PTD Rev/Exp    Open Commit    Soft          Budget         % Avail
              Description                                                                                                          Commitment     Available

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~~~
B4035 FUND BALANCE                      -155,844.00     -155,844.00     0.00            0.00           0.00           0.00           0.00          -155,844.00    100.0%

      Total Revenue                     -155,844.00     -155,844.00     0.00            0.00           0.00           0.00           0.00          -155,844.00    100.0%

B5006 L3-SALARY AND WAGES               326,917.00      326,917.00      14,036.24       14,036.24      14,036.24      210,259.45     0.00          102,621.31     31.4%

      S&W Subtotal                      326,917.00      326,917.00      14,036.24       14,036.24      14,036.24      210,259.45     0.00          102,621.31     31.4%

B5007 L3 - FRINGE BENEFITS              98,755.00       98,755.00       4,862.75        4,862.75       4,862.75       61,182.31      0.00          32,709.94      33.1%
B5009 L3-MAINTENANCE AND OPERATIONS     138,295.00      138,295.00      4,521.53        4,521.53       4,521.53       41,472.39      5,777.42      86,523.66      62.6%

      Total Expense                     563,967.00      563,967.00      23,420.52       23,420.52      23,420.52      312,914.15     5,777.42      221,854.91     39.3%

Prior Budget References
~~~~~~~~~~~~~~~~~~~~~~~~~
No Revenue Found.

B5009 L3-MAINTENANCE AND OPERATIONS     0.00            14,660.41       7,565.34        7,565.34       7,565.34       7,095.83       0.00          -0.76          -0.0%

      Total Expense                     0.00            14,660.41       7,565.34        7,565.34       7,565.34       7,095.83       0.00          -0.76          -0.0%

      Grand Total Revenue               -155,844.00     -155,844.00     0.00            0.00           0.00           0.00           0.00          -155,844.00    100.0%
      Grand Total Expense               563,967.00      578,627.41      30,985.86       30,985.86      30,985.86      320,009.98     5,777.42      221,854.15     38.3%
```

Key#	Description
7	PRIOR BUDGET REFERENCE – Budget to cover encumbrances for prior budget references as of Period 998.
8	CURRENT REV/EXP – Revenue and expense activity recorded for the budget account during the current period.
9	YTD REV/EXP – Year to date revenue and expense activity recorded for the budget account.
10	PTD REV/EXP – Project to date revenue and expense activity recorded for the budget account. If Project = NA, then PTD=YTD. A project/grant cost center can span multiple years.
11	OPEN COMMITMENT – Encumbrances that have not released as of the period ending date regardless of fiscal year (but listed by Budget Reference).
12	SOFT COMMITMENT – All vouchers and journals that have been budget checked but not posted to the Actual Ledger as of the period ending date regardless of fiscal year (listed by Budget Reference). All requisitions that have not released as of the period ending date.
13	BUDGET AVAILABLE – Remaining revenue goal or spending authority for the individual budget account. Calculated as: Current Budget – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA
14	% AVAILABLE – Percent of Current Budgeted Amt remaining. Calculated as (Budget Available / Current Budgeted Amount).
15	Activity is totaled for all revenue accounts and all expense accounts for Current and Prior Budget References.

UGLS1074.2 – REVENUE & EXPENSE BUDGET NODE/ACCOUNT SUMMARY

The UGLS1074.2 displays revenue and expense budget data at the budget node (account) level. A summary of revenue and expense activity at the actual account level including commitments as well as the remaining revenue goal or expense budget at the budget node (account) level are listed.

```
Cost Center   : 3056/C0019/I0291/NA (12593)                    UNIVERSITY OF HOUSTON - SYSTEM                                        Page No.  : 2
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                               Report ID : UGLS1074.2
Fund          : 3056    AUX-SALES & SERVICES                  Revenue & Expense - Budget Node & Account Summary                     Database  : FS91TST
DeptID        : C0019   UNIVERSITY POLICE                     Period Ended September 30, 2018 (Through Period 1)                     Run Date  : 11/11/2019
Program Code  : I0291   POLICE OPERATIONS                           Report Limited to Active Cost Centers                           Run Time  : 12:32:37 PM
Project       : NA
CC Manager    : 0881939 Hill.Clarence
                                      Base          Current                                                          Soft          Budget
              Description            (Original)    (Orig + Adj)   Curr Rev/Exp   YTD Rev/Exp   PTD Rev/Exp   Open Commit   Commitment    Available       % Avail
----- -----                         ------------   ------------   ------------   ------------  ------------  ------------  ------------  ------------      -------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~
B4035 FUND BALANCE                  -155,844.00    -155,844.00
                                    ------------   ------------   ------------   ------------  ------------  ------------  ------------  ------------      -------
      FUND BALANCE                  -155,844.00    -155,844.00          0.00           0.00          0.00          0.00          0.00  -155,844.00  100.0%
                                    ============   ============   ============   ============  ============  ============  ============  ============      =======
      Total Revenue                 -155,844.00    -155,844.00          0.00           0.00          0.00          0.00          0.00  -155,844.00  100.0%

B5006 L3-SALARY AND WAGES            326,917.00     326,917.00
                                    ------------   ------------
50104 P/A= 1.00 FTE                                               8,993.09       8,993.09      8,993.09      99,047.19         0.00
50106 CLERICAL&TEC=1.00FTE                                       4,788.34       4,788.34      4,788.34     111,212.26         0.00
50111 OVERTIME                                                      54.81          54.81         54.81           0.00         0.00
50112 LONGEVITY                                                    200.00         200.00        200.00           0.00         0.00
                                    ------------   ------------   ------------   ------------  ------------  ------------  ------------  ------------      -------
      L3-SALARY AND WAGES            326,917.00     326,917.00     14,036.24      14,036.24     14,036.24     210,259.45         0.00   102,621.31   31.4%
                                    ============   ============   ============   ============  ============  ============  ============  ============      =======
      S&W Subtotal                   326,917.00     326,917.00     14,036.24      14,036.24     14,036.24     210,259.45         0.00   102,621.31   31.4%

B5007 L3 - FRINGE BENEFITS            98,755.00      98,755.00

51104 INSUR-STATE SUBSIDY                                         2,852.82       2,852.82      2,852.82      32,032.82         0.00
51109 STATE MATCH FICA                                           1,055.48       1,055.48      1,055.48      16,085.97         0.00
51111 ST PD RET MATCH TRS                                          954.45         954.45        954.45      13,063.52         0.00
                                    ------------   ------------   ------------   ------------  ------------  ------------  ------------  ------------      -------
      L3 - FRINGE BENEFITS            98,755.00      98,755.00     4,862.75       4,862.75      4,862.75      61,182.31         0.00    32,709.94   33.1%
```

Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.**2** for Section 2) RUN DATE/TIME – Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant id. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	The activity for detailed accounts corresponding to each budget node (account) is reported beneath the respective budget account.
5	Detail account activity is subtotaled for each change in budget node (account).
6	Activity is totaled for all revenue accounts and all expense accounts for Current, as well as for Prior Budget References.

UGLS1074.3a – DETAILED TRANSACTIONS – ASSETS, LIABILITIES, FUND EQUITY

UGLS1074.3a lists transactions recorded during the reporting period for Asset (1xxxx), Liability (2xxxx) and Fund Equity (3xxxx) accounts. This section includes encumbrance activity and identifying information for each transaction.

```
#3  Cost Center  : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                     Page No.  : 4
    Business Unit : 00759  Univ. of Houston - Clear Lake                                                        Report ID : UGLS1074.3a   #2
    Fund         : 3056    AUX-SALES & SERVICES           Detailed Transactions - Asset/Liab/Fund Eq   #1      Database  : FS91TST
    DeptID       : C0019   UNIVERSITY POLICE         September 01, 2018 To September 30, 2018 (Through Period 1) Run Date  : 11/11/2019
    Program Code : I0291   POLICE OPERATIONS               Report Limited to Active Cost Centers                Run Time  : 12:32:37 PM
    Project      : NA
    CC Manager   : 0881939 Hill.Clarence
                                         /~~~~~~~~Journal~~~~~~~~\    Acct Actual   Budget    /~~~Document~~~\ /~~~Reference~~\ CF1
#4  Acct  Transaction Description        Jrnl ID   Line Date  FY  PD  Ledger      Ref  Source BU  Number    BU  Number    Info
    -----  ----------------------------- --------- ---- -----  ---- --  -----------  ---- ------ ----- --------- ----- --------- -------------------------------

    Current Budget Reference
    ~~~~~~~~~~~~~~~~~~~~~~~~~~
    10714 HR B090418Payroll Biwk OnCycleHRBIW HR03441042  489 09/04/18 2019  1      -685.02 BP2019 HRS                    HRBIWON
    10714 HR B091818Payroll Biwk OnCycleHRBIW HR03445494  539 09/18/18 2019  1     -2,984.00 BP2019 HRS                   HRBIWON
    10714 HR M093018Payroll Mnth OnCycleHRMON HR03445507  865 09/30/18 2019  1     -7,125.74 BP2019 HRS                   HRMONON
    10714 PAYROLL ALLOC TO 00783             PAY0000001   348 09/30/18 2019  1     10,794.76 BP2019 ALO                   
                                             ----- ----------------------- --------------
                                        #5   10714 UHS PAYROLL DD SETTLEMENT              0.00
                                             ======= =======================  =============
                                        #6   Total Assets              0.00
```

Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.**3a** for Section 3a) RUN DATE/TIME – Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant id. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	ACCT/TRANSACTION DESCRIPTION – Each account with asset, liability, or fund equity activity will be listed with the corresponding transaction description. Accounts are listed in numerical order: asset accounts (1XXXX), liability accounts (2XXXX) then fund equity accounts (3XXXX).
5	Transactions are subtotaled by account and the account description is provided.
6	Activity is totaled for all asset, liability and fund equity accounts for Current and Prior Budget References.

```
Cost Center  : 3056/C0019/I0291/NA (12593)           UNIVERSITY OF HOUSTON - SYSTEM                    Page No.  : 4
Business Unit : 00759   Univ. of Houston - Clear Lake                                                  Report ID : UGLS1074.3a
Fund         : 3056    AUX-SALES & SERVICES             Detailed Transactions - Asset/Liab/Fund Eq     Database  : FS91TST
DeptID       : C0019   UNIVERSITY POLICE            eptember 01, 2019 To September 30, 2018 (Through Peri Run Date : 11/11/2019
Program Code : I0291   POLICE OPERATIONS                                                                Run Time  : 12:32:37 PM
Project      : NA
CC Manager   : 0881939 Hill.Clarence
                                        /~~~~~~~Journal~~~~~~\      Acct  Actual            Budget          /~~~Document~~~\ /~~~Reference~~\ CF1
Acct   Transaction Description          Jrnl ID    Line  Date      FY   PD   Ledger         Ref   Source BU   Number         BU   Number     Info
-----  ------------------------------   ---------- ----- --------  ---- ---  --------------  ----  ------ ---  ----------    --- ----------   ----

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~
10714 HR B090418Payroll Biwk OnCycleHRBIW HR03441042  489 09/04/18 2019  1      -685.02 BP2019 HRS                         HRBIWON
10714 HR B091818Payroll Biwk OnCycleHRBIW HR03445494  539 09/18/18 2019  1     -2,984.00 BP2019 HRS                         HRBIWON
10714 HR M093018Payroll Mnth OnCycleHRMON HR03445507  865 09/30/18 2019  1     -7,125.74 BP2019 HRS                         HRMONON
10714 PAYROLL ALLOC TO 00783              PAY0000001   348 09/30/18 2019  1     10,794.76 BP2019 ALO
                                                            --------  ---------------
                                       10714 UHS PAYROLL DD SETTLEMENT              0.00
                                                            --------  ---------------
                                                      Total Assets                  0.00
```

Key#	Description
7	JOURNAL – The Journal ID, Journal Line, and Journal Date are listed for asset, liability, and fund equity journals. The journal ID prefix indicates the type of journal: ➢ No Prefix = Accounting ➢ ADM = Administrative Charges ➢ AP = Accounts Payable ➢ AV = University Advancement ➢ HR = Human Resources ➢ IDC = Indirect Cost ➢ INT = Interest ➢ REV = Revenue Recognition ➢ SF = Student Financials ➢ UCI = Unemployment Compensation ➢ WCI = Workers' Compensation
8	FY – The fiscal year in which the transaction was recorded.
9	ACCT PD – The accounting period (month) in which the transaction was recorded.
10	ACTUAL LEDGER – Transaction amount recorded in the Actuals Ledger.
11	BUDGET REF – The budget reference in which the transaction was recorded.
12	SOURCE – The source of the transaction.
13	DOCUMENT – Transaction support information, including Business Unit and document number. This is typically the Voucher Number.
14	REFERENCE – Transaction support information, including Business Unit and reference number. Data listed here includes the check number, PO number, and the payroll cycle identifier.
15	CF1 INFO – This is the value entered for Chartfield 1 if used. This field is very rarely used and is defined by the originating department.

UGLS1074.3b – DETAILED REVENUE/EXPENSE TRANSACTIONS

UGLS1074.3b lists transactions recorded during the reporting period for the revenue (4xxxx) and expense (5xxxx) accounts. This includes encumbrance activity and information for each transaction.

```
Cost Center  : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                                    Page No. : 12
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                     Report ID : UGLS1074.3b
Fund          : 3056    AUX-SALES & SERVICES             Detailed Transactions - Revenue/Expense                          Database  : FS91TST
DeptID        : C0019   UNIVERSITY POLICE         [#4]   ber 01, 2018 To September 30, 2018 (Through Period 1).           Run Date  : 11/11/2019
Program Code  : I0291   POLICE OPERATIONS                Report Limited to Active Cost Centers                            Run Time  : 12:32:37 PM
Project       : NA
CC Manager    : 0881939 Hill.Clarence
                                    /~~~~~~~~~Journal/PO~~~~~~~~~\    Acct  /~~~~~~~~~~~Amount~~~~~~~~~~~\  Budget    /~~~Document~~~\ /~~~Reference~~~\ CF1
[#1]  Acct  Transaction Description    Type  ID        Date/Line   FY  PD  Actual         Encumbrance    Ref   Source BU  Number     BU   Number    Info
      54470                            PO    0000041014 1-1-1       2019  1   0.00           -261.40     BP2018       00759 00236502
      54470 CFWD/GALLS LLC             JRNL  CFWD2019   09/01/18 660 2019  1   0.00          1,226.01     BP2018 ONL   00759 0000041014
      54470 CFWD/G T DISTRIBUTORS INC  JRNL  CFWD2019   09/01/18 664 2019  1   0.00            820.24     BP2018 ONL   00759 0000042170
      54470 GALLS LLC/As per Bid IB-17-008; Th JRNL AP03441598 09/17/18 92 2019 1  261.40      0.00      BP2018 AP    00759 00236502  00759 0000041014
                                             ----- -------------- --------------
                                       54470 UNIFORMS & SAFETY CLOTHING      261.40          1,784.85

      56402 CFWD/PIRTLE, KYLE D        JRNL  CFWD2019   09/01/18 658 2019  1   0.00            518.55     BP2018 ONL   TR759 T1806073
                                             ----- -------------- --------------
                                       56402 CDV-TX MILEAGE                   0.00            518.55

      56413 CFWD/HUX, CHRISTINA        JRNL  CFWD2019   09/01/18 659 2019  1   0.00            646.57     BP2018 ONL   TR759 T1808076
                                             ----- -------------- --------------
                               [#2]    56413 CDV-OUT OF STA-PER DIEM MEAL &   0.00            646.57
                                             ==============  ==============  ==============
                               [#3]          Total Expense       7,565.34     7,095.83
                                             ==============  ==============  ==============
                                             Grand Total Revenue     0.00         0.00

                                             Grand Total Expense  30,985.86   320,009.98
```

Key#	Description
1	ACCT/TRANSACTION DESCRIPTION – Each account with revenue, expense, or encumbrance activity will be listed with the corresponding transaction description. Accounts are listed in numerical order: revenue accounts (4XXXX with a few exceptions) then expense accounts (5XXXX).
2	Transactions are subtotaled by account and the account description is provided.
3	Activity is totaled for all revenue and for all expense accounts for Current and Prior Budget References.
4	JOURNAL/PO – The document type, JRNL for Journal Entry or PO for Purchase Order, is displayed. The Journal ID, Journal Date and Journal Line are listed for revenue, expense and encumbrance journals. The PO ID, Line, Schedule and Distribution numbers are listed for purchase orders. The journal ID prefix indicates the type of journal: ➢ No Prefix = Accounting ➢ ADM = Administrative Charges ➢ AP = Accounts Payable ➢ AV = University Advancement ➢ HR = Human Resources ➢ IDC = Indirect Cost ➢ INT = Interest ➢ REV = Revenue Recognition ➢ SF = Student Financials ➢ UCI = Unemployment Compensation ➢ WCI = Workers' Compensation

```
Cost Center  : 3056/C0019/I0291/NA (12593)                UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00759   Univ. of Houston - Clear Lake                                                  Page No.  : 12
Fund         : 3056   AUX-SALES & SERVICES              Detailed Transactions - Revenue/Expense         Report ID : UGLS1074.3b
DeptID       : C0019   UNIVERSITY POLICE          September 01, 2018 To September 30, 2018 (Through Period              TST
Program Code : I0291   POLICE OPERATIONS                   Report...   Active C......ers                       Da.......1/2019
Project      : NA                                                                                          T....  ....2:37 PM
CC Manager   : 0881939 Hill.Clarence
                                  /~~~~~~~~~~Journal/PO~~~~~~\    Acct /~~~~~~~~~~~Amount~~~~~~~~~~\  Budget        /~~~Document~~~\  /~~~Reference~~\  CF1
Acct  Transaction Description     Type ID       Date/Line    FY  PD  Actual      Encumbrance      Ref   Source  BU    Number    BU    Number       Info
----- ---------------------------- ---- ---------- --------  ---- --- ----------- ----------------  ----- ------ ----- ---------- ----- ----------- -----
54470                              PO   0000041014 1-1-1      2019  1     0.00        -261.40       BP2018        00759 00236502
54470 CFWD/GALLS LLC               JRNL CFWD2019   09/01/18  660  2019  1     0.00       1,226.01      BP2018 ONL    00759 0000041014
54470 CFWD/G T DISTRIBUTORS INC    JRNL CFWD2019   09/01/18  664  2019  1     0.00        820.24       BP2018 ONL    00759 0000042170
54470 GALLS LLC/As per Bid IB-17-008; Th JRNL AP03441598 09/17/18  92 2019  1   261.40        0.00     BP2018 AP     00759 00236502   00759 0000041014
                                   ----- ------------------------------   ---------------  ----------------
                                   54470 UNIFORMS & SAFETY CLOTHING           261.40         1,784.85

56402 CFWD/PIRTLE, KYLE D          JRNL CFWD2019   09/01/18  658  2019  1     0.00        518.55       BP2018 ONL    TR759 T1806073
                                   ----- ------------------------------   ---------------  ----------------
                                   56402 CDV-TX MILEAGE                       0.00           518.55

56413 CFWD/HUX, CHRISTINA          JRNL CFWD2019   09/01/18  659  2019  1     0.00        646.57       BP2018 ONL    TR759 T1808076
                                   ----- ------------------------------   ---------------  ----------------
                                   56413 CDV-OUT OF STA-PER DIEM MEAL &       0.00           646.57
                                   =========================================  ===============  ================
                                                   Total Expense          7,565.34        7,095.83

                                   =========================================  ===============  ================
                                   =========================================  ===============  ================
                                                   Grand Total Revenue        0.00            0.00

                                                   Grand Total Expense    30,985.86       320,009.98
```

Key#	Description
5	FY – The fiscal year in which the transaction was recorded.
6	ACCT PD – The accounting period (month) in which the transaction was recorded.
7	AMOUNT – Transaction amount for Revenue, Expense, or Encumbrance.
8	BUDGET REF – The budget reference in which the transaction was recorded.
9	SOURCE – The source of the transaction.
10	DOCUMENT – Transaction support information, including Business Unit and document number. Data listed here is usually the voucher number. The PO number is listed in this column for carryforward (CFWD) journal entries.
11	REFERENCE – On payroll journals, the reference will display ACTUAL, ENCUMB, or REALL. For PO Vouchers, the reference is the PO number. For SCR transactions, the reference is the billing date (on telephone and postage) or invoice/job number (on printing/copying and central stores items).
12	CF1 INFO – Value of Chartfield 1, if used, on the transaction. This value is defined by the department.

UGLS1074.3c – DETAILED TRANSACTIONS: BUDGET JOURNALS

The UGLS1074.3c lists budget journals that establish and/or update the cost center budget during the reporting period. The budget journals are reported by budget node (account) with identifying information for each entry.

```
Cost Center   : 3056/C0019/I0291/NA (12593)                    UNIVERSITY OF HOUSTON - SYSTEM                              Page No.  : 13
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                     Report ID : UGLS1074.3c
Fund          : 3056    AUX-SALES & SERVICES                       Detailed Transactions - Budget Jrnls                  Database  : FS91TST
DeptID        : C0019   UNIVERSITY POLICE           September 01, 2...    ...eptember 30, 2018 (Through Period 1).       Run Date  : 11/11/2019
Program Code  : I0291   POLICE OPERATIONS                          ...ive Cost Centers                                   Run Time  : 12:32:37 PM
Project       : NA
CC Manager    : 0881939 Hill.Clarence
                                          /~~~~~Budget Journal~~~~      Acct
Acct  Transaction Description             Jrnl ID     Line Date   FY   PD   Initial Budget      Original      Adjustment   Closing/Rll Fw   BRef   LGroup      Extra Information
-----  ---------------------             -------     ---- ----   ---  ---  --------------   --------------   ------------   --------------   ------   -------   --------------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~~
B4035 B00001                             BDX3416731   1 09/01/18 2019   1    -155,844.00                                                    BP2019 REVEST_STD PC Bud Load
B4035 B00001                             BDX3416731   1 09/01/18 2019   1                      -155,844.00                                  BP2019 REVEST     Original
                                                                             ================   ==============   ============   ==============
                                                     Total Revenue Budget    -155,844.00       -155,844.00          0.00           0.00

B5007 B00001                             BDX3415869   1 09/01/18 2019   1      98,755.00                                                    BP2019 ORG_STD    PC Bud Load
B5009 B00001                             BDX3415870   1 09/01/18 2019   1     138,295.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00020549                           BDX3417204   1 09/01/18 2019   1      54,135.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00020551                           BDX3417205   1 09/01/18 2019   1      40,508.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00020553                           BDX3417206   1 09/01/18 2019   1      44,705.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00020554                           BDX3417207   1 09/01/18 2019   1      53,784.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00020559                           BDX3417208   1 09/01/18 2019   1      32,134.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00200072                           BDX3417209   1 09/01/18 2019   1       7,564.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00200380                           BDX3417210   1 09/01/18 2019   1      40,508.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 00200588                           BDX3417211   1 09/01/18 2019   1      14,971.00                                                    BP2019 ORG_STD    PC Bud Load
B5006 01015687                           BDX3417212   1 09/01/18 2019   1      38,608.00                                                    BP2019 ORG_STD    PC Bud Load
B5007 B00001                             BDX3415869   1 09/01/18 2019   1                        98,755.00                                  BP2019 ORG        Original
B5009 B00001                             BDX3415870   1 09/01/18 2019   1                       138,295.00                                  BP2019 ORG        Original
B5006 00020549                           BDX3417204   1 09/01/18 2019   1                        54,135.00                                  BP2019 ORG        Original
B5006 00020551                           BDX3417205   1 09/01/18 2019   1                        40,508.00                                  BP2019 ORG        Original
B5006 00020553                           BDX3417206   1 09/01/18 2019   1                        44,705.00                                  BP2019 ORG        Original
B5006 00020554                           BDX3417207   1 09/01/18 2019   1                        53,784.00                                  BP2019 ORG        Original
B5006 00020559                           BDX3417208   1 09/01/18 2019   1                        32,134.00                                  BP2019 ORG        Original
B5006 00200072                           BDX3417209   1 09/01/18 2019   1                         7,564.00                                  BP2019 ORG        Original
B5006 00200380                           BDX3417210   1 09/01/18 2019   1                        40,508.00                                  BP2019 ORG        Original
B5006 00200588                           BDX3417211   1 09/01/18 2019   1                        14,971.00                                  BP2019 ORG        Original
B5006 01015687                           BDX3417212   1 09/01/18 2019   1                        38,608.00                                  BP2019 ORG        Original
                                                                             ================   ==============   ============   ==============
                                                     Total Expense Budget     563,967.00        563,967.00          0.00           0.00
```

Key#	Description
1	ACCT/TRANSACTION DESCRIPTION – Each budget node (account) with activity will be listed with the corresponding transaction description. Budget journals entered from Budget Adjustment Forms display the reference number assigned by the form's originator.
2	Budget activity is totaled for all revenue accounts and all expense accounts for Current, as well as for Prior Budget References.
3	BUDGET JOURNALS – The journal ID, journal line, and journal date are listed for each budget journal. Journals with a prefix of BDX were created in the budget load. Journals with a prefix of CFWD are carryforward budget journals where budget has been "carried forward" from the prior year to cover outstanding encumbrances at year end.
4	FY – The fiscal year in which the transaction was recorded.
5	ACCT PD – The accounting period (month) in which the transaction was recorded.
6	INITIAL BUDGET – Initial budget load from BDM (Budget Development Module).

```
Cost Center   : 3056/C0019/I0291/NA (12593)                    UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                    Page No.  : 13
Fund          : 3056    AUX-SALES & SERVICES                    Detailed Transactions - Budget Jrnls                     Report ID : UGLS1074.3c
DeptID        : C0019   UNIVERSITY POLICE              September 01, 2018 To September 30, 2018 (Through Period 1).       Database  : FS91TST
Program Code  : I0291   POLICE OPERATIONS                       Report Limited to Active Cost Centers                    Run Date  : 11/11/2019
Project       : NA                                                                                                       Run Time  : 2:37 PM
CC Manager    : 0881939 Hill.Clarence
                                          /~~~~~Budget Journal~~~~\    Acct
                                                                                      #7         #8        #9       #10       #11        #12
Acct  Transaction Description              Jrnl ID    Line Date   FY   PD  Initial Budget   Original    Adjustment  Closing/Rll Fw  BRef   LGroup      Extra Information
-----  --------------------------------    --------   ----- ------ ---- ---- ---------------  -----------  ------------  ---------------  ------  ----------   -----------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~~~
B4035  B0001                               BDX3416731  1 09/01/18 2019   1    -155,844.00                                              BP2019 REVEST_STD PC Bud Load
B4035  B0001                               BDX3416731  1 09/01/18 2019   1                   -155,844.00                              BP2019 REVEST     Original
                                                                        ================= =============== ================ ================
                                                    Total Revenue Budget    -155,844.00     -155,844.00         0.00             0.00


B5007  B00001                              BDX3415869  1 09/01/18 2019   1      98,755.00                                              BP2019 ORG_STD    PC Bud Load
B5009  B00001                              BDX3415870  1 09/01/18 2019   1     138,295.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00020549                            BDX3417204  1 09/01/18 2019   1      54,135.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00020551                            BDX3417205  1 09/01/18 2019   1      40,508.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00020553                            BDX3417206  1 09/01/18 2019   1      44,705.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00020554                            BDX3417207  1 09/01/18 2019   1      53,784.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00020559                            BDX3417208  1 09/01/18 2019   1      32,134.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00200072                            BDX3417209  1 09/01/18 2019   1       7,564.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00200380                            BDX3417210  1 09/01/18 2019   1      40,508.00                                              BP2019 ORG_STD    PC Bud Load
B5006  00200588                            BDX3417211  1 09/01/18 2019   1      14,971.00                                              BP2019 ORG_STD    PC Bud Load
B5006  01015687                            BDX3417212  1 09/01/18 2019   1      38,608.00                                              BP2019 ORG_STD    PC Bud Load
B5007  B00001                              BDX3415869  1 09/01/18 2019   1                     98,755.00                              BP2019 ORG        Original
B5009  B00001                              BDX3415870  1 09/01/18 2019   1                    138,295.00                              BP2019 ORG        Original
B5006  00020549                            BDX3417204  1 09/01/18 2019   1                     54,135.00                              BP2019 ORG        Original
B5006  00020551                            BDX3417205  1 09/01/18 2019   1                     40,508.00                              BP2019 ORG        Original
B5006  00020553                            BDX3417206  1 09/01/18 2019   1                     44,705.00                              BP2019 ORG        Original
B5006  00020554                            BDX3417207  1 09/01/18 2019   1                     53,784.00                              BP2019 ORG        Original
B5006  00020559                            BDX3417208  1 09/01/18 2019   1                     32,134.00                              BP2019 ORG        Original
B5006  00200072                            BDX3417209  1 09/01/18 2019   1                      7,564.00                              BP2019 ORG        Original
B5006  00200380                            BDX3417210  1 09/01/18 2019   1                     40,508.00                              BP2019 ORG        Original
B5006  00200588                            BDX3417211  1 09/01/18 2019   1                     14,971.00                              BP2019 ORG        Original
B5006  01015687                            BDX3417212  1 09/01/18 2019   1                     38,608.00                              BP2019 ORG        Original
                                                                        ================= =============== ================ ================
                                                    Total Expense Budget     563,967.00      563,967.00         0.00             0.00
```

Key#	Description
7	ORIGINAL – Amount posted as an Original budget entry.
8	ADJUSTMENT – Amount posted as an Adjustment budget entry.
9	CLOSING/RLL FW – Budget journals associated with the budget closing and/or roll forward process.
10	BREF - The budget reference in which the transaction was recorded.
11	LGROUP – Budget ledger group to which the budget journal was posted.
12	EXTRA INFORMATION – Budget entry type (original or adjustment) is displayed. PC Bud Load refers to the load from the Budget Development System.

UGLS1074.4 – OPEN COMMITMENTS

The UGLS1074.4 lists a summary of all outstanding encumbrances (**regardless of fiscal year**) with identifying information for each purchase order or encumbrance journal. The following information is reported for each remaining encumbrance: initial amount encumbered, liquidated (released) amount and amount currently encumbered.

```
#3  Cost Center   : 3056/C0019/I0291/NA (12593)          UNIVERSITY OF HOUSTON - SYSTEM                                   Page No.   : 14
    Business Unit : 00759    Univ. of Houston - Clear Lake                                                               Report ID  : UGLS1074.4   #2
    Fund          : 3056     AUX-SALES & SERVICES                  Open Commitments                          #1          Database   : FS91TST
    DeptID        : C0019    UNIVERSITY POLICE         As of September 30, 2018 (Through Period 1)                        Run Date   : 11/11/2019
    Program Code  : I0291    POLICE OPERATIONS            Report Limited to Active Cost Centers                           Run Time   : 12:32:37 PM
    Project       : NA
    CC Manager    : 0881939 Hill.Clarence
                    /~~~~~~~~~~Document~~~~~~~~~~\ /~~~~~~~~~~~~~~~Vendor~~~~~~~~~~~~~~~~~\    Encumbrance   Liquidated       Open Percent Budget
    Acct  Type BU   Number      Date    ID         Name                                        Amount      Amount         Amount Open    Ref     CF1
    ----  ---- ---- ----------  ------  ---------- ----------------------------------------- -----------  -----------   ----------- ------- ------ -----

    Current Budget Reference   #4
    ~~~~~~~~~~~~~~~~~~~~~~~~~
    54470 PO   00759 0000042373 04/19/19 0000122669 GALLS LLC                                    5,000.00         0.00     5,000.00  100.0% BP2019
    52803 PO   00759 0000042378 09/01/18 0000001969 VERIZON WIRELESS SERVICES LLC               3,647.04         0.00     3,647.04  100.0% BP2019
    54470 PO   00759 0000042392 09/24/18 0000007414 G T DISTRIBUTORS INC                        1,451.30         0.00     1,451.30  100.0% BP2019
    53702 PO   00759 0000042396 09/01/18 0000061662 COMPETITIVE EGDE SOFTWARE INC               4,900.00         0.00     4,900.00  100.0% BP2019
    53950 PO   00759 0000042412 05/22/19 0000121171 DS SERVICES OF AMERICA INC                    302.40         0.00       302.40  100.0% BP2019
    53503 PO   00759 0000042460 09/04/18 0000108254 MBM FINANCIAL HOLDINGS LLP                  2,088.00       174.00     1,914.00   91.7% BP2019
    53503 PO   00759 0000042471 09/07/18 0000108254 MBM FINANCIAL HOLDINGS LLP                    780.00        65.00       715.00   91.7% BP2019
    53909 PO   00759 0000042535 09/12/18 0000146059 ON-SITE STORAGE SOLUTIONS                   2,200.00         0.00     2,200.00  100.0% BP2019
    53702 PO   00759 C19013     09/10/18 0000111620 ROCKLEY INTERESTS INC                       7,272.44         0.00     7,272.44  100.0% BP2019
    52109 PO   00759 C19018     09/10/18 0000120679 HOUSTON MEDICAL TESTING SERVIC              2,000.00         0.00     2,000.00  100.0% BP2019
    56405 PO   TR759 T1901138   09/17/18 0000122899 KRUEGER III, EUGENE F                         952.75         0.00       952.75  100.0% BP2019
    56405 PO   TR759 T1901140   09/17/18 0000076201 HUX, CHRISTINA                                951.11         0.00       951.11  100.0% BP2019
    56405 PO   TR759 T1901270   09/24/18 0000080188 HILL, CLARENCE ALLEN                          638.59         0.00       638.59  100.0% BP2019
    50104 JRNL 00759                                                                          107,917.08     8,869.89    99,047.19   91.8% BP2019
    50106 JRNL 00759                                                                          112,285.20     1,072.94   111,212.26   99.0% BP2019
    51104 JRNL 00759                                                                           34,233.82     2,201.00    32,032.82   93.6% BP2019
    51109 JRNL 00759                                                                           16,846.61       760.64    16,085.97   95.5% BP2019
    51111 JRNL 00759                                                                           13,994.95       931.43    13,063.52   93.3% BP2019
    52803 JRNL 00759                                                                           10,393.92       866.16     9,527.76   91.7% BP2019
                                                                                            ============= =============
                                                                                                  Total Open Commitment   312,914.15

    Prior Budget References   #4
    ~~~~~~~~~~~~~~~~~~~~~~~~
    54470 PO   00759 0000041014 09/01/17 0000122669 GALLS LLC                                    5,000.00     4,035.39       964.61   19.3% BP2018
    53950 PO   00759 0000041454 11/08/17 0000121171 DS SERVICES OF AMERICA INC                    288.00       236.00        52.00   18.1% BP2018
    54470 PO   00759 0000042170 07/25/18 0000007414 G T DISTRIBUTORS INC                          820.24         0.00       820.24  100.0% BP2018
    52212 PO   00759 C18080     07/26/19 0000120679 HOUSTON MEDICAL TESTING SERVIC              2,000.00         0.00     2,000.00  100.0% BP2018
    54361 PO   00759 C18151     05/07/18 0000143674 3 DAY BLINDS LLC                            2,680.47     2,680.46         0.01    0.0% BP2018
    53706 PO   00759 C18166     06/04/18 0000111620 ROCKLEY INTERESTS INC                       2,093.85         0.00     2,093.85  100.0% BP2018
    56402 PO   TR759 T1806073   02/25/19 0000088908 PIRTLE, KYLE D                                518.55         0.00       518.55  100.0% BP2018
    56413 PO   TR759 T1808076   04/26/18 0000076201 HUX, CHRISTINA                             1,589.89       943.32       646.57   40.7% BP2018
                                                                                            ============= =============
                                                                                                  Total Open Commitment     7,095.83
                                                                                            ============= =============
                                                                                           Grand Total Open Commitment   320,009.98
```

Key#	Description
1	REPORT TITLE/TIMEFRAME – All fiscal years and all periods.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.**4** for Section 4) RUN DATE/TIME – Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant id. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	Transactions are first grouped by the Budget Reference of spending authority under which the transaction occurs. *Exception: Transactions are not grouped by Budget Reference for Project cost centers*.

```
Cost Center  : 3056/C0019/I0291/NA (12593)            UNIVERSITY OF HOUSTON - SYSTEM                          Page No.  : 14
Business Unit : 00759   Univ. of Houston - Clear Lake                                                         Report ID : UGLS1074.4
Fund         : 3056    AUX-SALES & SERVICES                    Open Commitments                               Database  : FS91TST
DeptID       : C0019   UNIVERSITY POLICE              As of September 30, 2019 (Through 11)                    Run Date  : 11/11/2019
Program Code :  [#7]   POLICE OPERATIONS     [#8]      Report Limited [#9] e Cost   [#10]                      Run Time  : 12:32:37 PM
Project      :                      Hill.Clarence        [#11]  [#12]  [#13]
CC Manager   :
       /~~~~~~~~Document~~~~~~~~\ /~~~~~~~~~~~~~~~~Vendor~~~~~~~~~~~~~\      Encumbrance     Liquidated      Open Percent Budget
 [#6]  Acct Type BU   Number     Date      ID        Name                     Amount         Amount     Amount Open   Ref    CF1  [#14]
       ---- ---- ----- ---------- -------- ---------- ---------------------  -----------    -----------  ---------- ----- ------
       Current Budget Reference
       ~~~~~~~~~~~~~~~~~~~~~~~~~
       54470 PO  00759 0000042373 04/19/19 0000122669 GALLS LLC                5,000.00        0.00       5,000.00 100.0% BP2019
       52803 PO  00759 0000042378 09/01/18 0000001969 VERIZON WIRELESS SERVICES LLC 3,647.04   0.00       3,647.04 100.0% BP2019
       54470 PO  00759 0000042392 09/24/18 0000007414 G T DISTRIBUTORS INC     1,451.30        0.00       1,451.30 100.0% BP2019
       53702 PO  00759 0000042396 09/01/18 0000061662 COMPETITIVE EGDE SOFTWARE INC 4,900.00   0.00       4,900.00 100.0% BP2019
       53950 PO  00759 0000042412 05/22/19 0000121171 DS SERVICES OF AMERICA INC  302.40       0.00         302.40 100.0% BP2019
       53503 PO  00759 0000042460 09/04/18 0000108254 MBM FINANCIAL HOLDINGS LLP 2,088.00    174.00       1,914.00  91.7% BP2019
       53503 PO  00759 0000042471 09/07/18 0000108254 MBM FINANCIAL HOLDINGS LLP   780.00     65.00         715.00  91.7% BP2019
       53909 PO  00759 0000042535 09/12/18 0000146059 ON-SITE STORAGE SOLUTIONS  2,200.00      0.00       2,200.00 100.0% BP2019
       53702 PO  00759 C19013     09/10/18 0000111620 ROCKLEY INTERESTS INC     7,272.44       0.00       7,272.44 100.0% BP2019
       52109 PO  00759 C19018     09/10/18 0000120679 HOUSTON MEDICAL TESTING SERVIC 2,000.00  0.00       2,000.00 100.0% BP2019
       56405 PO  TR759 T1901138   09/17/18 0000122899 KRUEGER III, EUGENE F       952.75       0.00         952.75 100.0% BP2019
       56405 PO  TR759 T1901140   09/17/18 0000076201 HUX, CHRISTINA              951.11       0.00         951.11 100.0% BP2019
       56405 PO  TR759 T1901270   09/24/18 0000080188 HILL, CLARENCE ALLEN        638.59       0.00         638.59 100.0% BP2019
       50104 JRNL 00759                                                       107,917.08   8,869.89      99,047.19  91.8% BP2019
       50106 JRNL 00759                                                       112,285.20   1,072.94     111,212.26  99.0% BP2019
       51104 JRNL 00759                                                        34,233.82   2,201.00      32,032.82  93.6% BP2019
       51109 JRNL 00759                                                        16,846.61     760.64      16,085.97  95.5% BP2019
       51111 JRNL 00759                                                        13,994.95     931.43      13,063.52  93.3% BP2019
       52803 JRNL 00759                                                        10,393.92     866.16       9,527.76  91.7% BP2019
                                                                            =============== ===============
                                                               [#5]  Total Open Commitment  312,914.15

       Prior Budget References
       ~~~~~~~~~~~~~~~~~~~~~~~~~
       54470 PO  00759 0000041014 09/01/17 0000122669 GALLS LLC                5,000.00    4,035.39         964.61  19.3% BP2018
       53950 PO  00759 0000041454 11/08/17 0000121171 DS SERVICES OF AMERICA INC  288.00     236.00          52.00  18.1% BP2018
       54470 PO  00759 0000042170 07/25/18 0000007414 G T DISTRIBUTORS INC       820.24       0.00         820.24 100.0% BP2018
       52212 PO  00759 C18080     07/26/19 0000120679 HOUSTON MEDICAL TESTING SERVIC 2,000.00 0.00       2,000.00 100.0% BP2018
       54361 PO  00759 C18151     05/07/18 0000143674 3 DAY BLINDS LLC          2,680.47   2,680.46           0.01   0.0% BP2018
       53706 PO  00759 C18166     06/04/18 0000111620 ROCKLEY INTERESTS INC     2,093.85       0.00       2,093.85 100.0% BP2018
       56402 PO  TR759 T1806073   02/25/19 0000088908 PIRTLE, KYLE D              518.55       0.00         518.55 100.0% BP2018
       56413 PO  TR759 T1808076   04/26/18 0000076201 HUX, CHRISTINA           1,589.89     943.32         646.57  40.7% BP2018
                                                                            =============== ===============
                                                               [#5]  Total Open Commitment    7,095.83
                                                                            =============== ===============
                                                                     Grand Total Open Commitment  320,009.98
```

Key#	Description
5	TOTAL OPEN COMMITMENT/GRAND TOTAL OPEN COMMITMENT - Totals are provided for all open commitments in each Budget Reference as well as total open commitments for all Budget References combined.
6	ACCT – The account on the encumbrance journal or PO.
7	DOCUMENT – The document type, whether PO or Journal, is displayed, along with the Business Unit and PO ID or Journal ID as well as the Date of the transaction.
8	VENDOR – The vendor ID and vendor name are displayed for each PO encumbrance.
9	ENCUMBRANCE AMOUNT – The original encumbrance is displayed.
10	LIQUIDATED AMOUNT – The amount by which the original encumbrance has been decreased.
11	OPEN AMOUNT – The remaining open commitment for each document.
12	PERCENT OPEN – Calculated as (Open Amount/Encumbrance Amount)
13	BUDGET REFERENCE – The budget reference in which the transaction was recorded.
14	CF1 – The value assigned by the department (if used) for Chartfield 1. Check with the Business Coordinator for these values.

SUBJECT: UHCL Reports & Queries Training   Page **39** of **43**

UGLS1074.5 – SOFT COMMITMENTS

The UGLS1074.5 displays Requisitions and all transactions that have been budget checked but not posted. Identifying information is listed for requisitions that have been budget checked but not processed into a Purchase Order, as well as journals and vouchers that have been budget checked but not posted. The reason the transaction has not posted is listed also. NOTE: If a transaction remains on this section for two months, there is a problem with it that needs further attention.

```
#3   Cost Center   : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                        Page No.   : 15
     Business Unit : 00759   Univ. of Houston - Clear Lake                                                          Report ID : UGLS1074.5   #2
     Fund          : 3056    AUX-SALES & SERVICES                        Soft Commitments             #1            Database  : FS91TST
     DeptID        : C0019   UNIVERSITY POLICE                 As of September 30, 2018 (Through Period 1)          Run Date  : 11/11/2019
     Program Code  : I0291   POLICE OPERATIONS                  Report Limited to Active Cost Centers               Run Time  : 12:32:37 PM
     Project       : NA
     CC Manager    : 0881939 Hill.Clarence
        /~~~~~~~~~~~~~Document~~~~~~~~~~~~~~\                                                 Budget
#5   Acct  Type BU   Number     Date/Line     Journal Information          Amount Budget Type Ref    CF1   Soft Commitment Reason       Vendor ID, Vendor Name, Acct Date
     ----  ---- ---  ---------  ---------  ---------------------------  ---------------- ----------- ------ ----  -------------------------  ------------------------------------

     Current Budget Reference
     ~~~~~~~~~~~~~~~~~~~~~~~~
     52109 VCHR 00759 00237105  1-1        JRNL=AP03452574 10/03/18        200.00 EXP        BP2019         Jrnl Posted in a Future Period 0000104585-SMOOTE, STANL-09/27/2018
                                           --------- ---------------- ----------------
                                52109 PHYSICIAN OR SURGEON-PROF SERV       200.00

     52812 VCHR 00759 00237109  1-1        JRNL=AP03452574 10/03/18         89.25 EXP        BP2019         Jrnl Posted in a Future Period 0000010249-HARRIS COUNTY-09/27/2018
     52812 VCHR 00759 00237110  1-1        JRNL=AP03452574 10/03/18         25.98 EXP        BP2019         Jrnl Posted in a Future Period 0000106357-INSPERITY EMP-09/27/2018
                                           --------- ---------------- ----------------
                                52812 ELECTRONIC COMMUNICATIONS SERV       115.23

     53705 REQ  00759 0000040968 09/26/18                                3,572.20 EXP        BP2019         Pre-Enc Amount                 L3-MAINTENANCE AND OPERATIONS
                                           --------- ---------------- ----------------
                                53705 R/M VEHICLES                       3,572.20

     53906 VCHR 00759 00237107  1-1        JRNL=AP03452574 10/03/18      1,800.00 EXP        BP2019         Jrnl Posted in a Future Period 0000112787-PRAETORIAN GR-09/27/2018
                                           --------- ---------------- ----------------
                                53906 SUBSCRIPTIONS & PUBLICATIONS S     1,800.00

     53909 VCHR 00759 00237106  1-1        JRNL=AP03452574 10/03/18         89.99 EXP        BP2019         Jrnl Posted in a Future Period 0000125892-PODS ENTERPRI-09/27/2018
                                           --------- ---------------- ----------------
                                53909 SHOP/FACILITY SUPPLIES               89.99
                                                                       ============== ================
                                                  Total Expense         5,777.42

#4   Prior Budget References
     ~~~~~~~~~~~~~~~~~~~~~~~~
     No Soft Commitment Found.
```

Key#	Description
1	REPORT TITLE/TIMEFRAME **–** All fiscal years and all periods.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.**5** for Section 5) RUN DATE/TIME - Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant ID. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	Transactions are first grouped by the Budget Reference of spending authority under which the transaction occurs. *Exception: Transactions are not grouped by Budget Reference for Project cost centers*.
5	ACCT – Transactions for the reporting period are grouped by account.

```
Cost Center   : 3056/C0019/I0291/NA (12593)           UNIVERSITY OF HOUSTON - SYSTEM                                    Page No.  : 15
Business Unit : 00759   Univ. of Houston - Clear Lake                                                                   Report ID : UGLS1074.5
Fund          : 3056    AUX-SALES & SERVICES                          Soft Commitments                                 Database  : FS91TST
DeptID        : C001○   UNIVERSITY POLICE              As of September 30, 2018 (Th       iod 1)                                   : 11/11/2019
Program Code  : I029○   [#6]  CE OPERATIONS        [#7]    Report I   /   to          [#10]                          [#13]         : 12:32:37 PM
Project       : NA                                                    [#8]  [#9]           [#11]  [#12]
CC Manager    : 0881        .Clarence                                                 Budget
              /~~~~~~~~~~~~Document~~~~~~~~~~~~\                                       ------
Acct   Type BU  Number     Date/Line      Journal Information       Amount Budget Type Ref    CF1   Soft Commitment Reason          Vendor ID, Vendor Name, Acct Date
-----  ---- --  ---------- ----------     -----------------        -------- -----------  ----  ---   ---------------------           ------------------------------

Current Budget Reference
~~~~~~~~~~~~~~~~~~~~~~~~
52109 VCHR 00759 00237105  1-1           JRNL=AP03452574 10/03/18     200.00 EXP         BP2019        Jrnl Posted in a Future Period 0000104585-SMOOTE, STANL-09/27/2018
                           ----- -------------------------------- ----------------
                           52109 PHYSICIAN OR SURGEON-PROF SERV     200.00

52812 VCHR 00759 00237109  1-1           JRNL=AP03452574 10/03/18      89.25 EXP         BP2019        Jrnl Posted in a Future Period 0000010249-HARRIS COUNTY-09/27/2018
52812 VCHR 00759 00237110  1-1           JRNL=AP03452574 10/03/18      25.98 EXP         BP2019        Jrnl Posted in a Future Period 0000106357-INSPERITY EMP-09/27/2018
                           ----- -------------------------------- ----------------
                           52812 ELECTRONIC COMMUNICATIONS SERV     115.23

53705 REQ  00759 0000040968 09/26/18                               3,572.20 EXP         BP2019        Pre-Enc Amount                L3-MAINTENANCE AND OPERATIONS
                           ----- -------------------------------- ----------------
                           53705 R/M VEHICLES                     3,572.20

53906 VCHR 00759 00237107  1-1           JRNL=AP03452574 10/03/18   1,800.00 EXP         BP2019        Jrnl Posted in a Future Period 0000112787-PRAETORIAN GR-09/27/2018
                           ----- -------------------------------- ----------------
                           53906 SUBSCRIPTIONS & PUBLICATIONS S   1,800.00

53909 VCHR 00759 00237106  1-1           JRNL=AP03452574 10/03/18      89.99 EXP         BP2019        Jrnl Posted in a Future Period 0000125892-PODS ENTERPRI-09/27/2018
                           ----- -------------------------------- ----------------
                           53909 SHOP/FACILITY SUPPLIES              89.99

                                         ============= ================
                                         Total Expense    5,777.42

Prior Budget References
~~~~~~~~~~~~~~~~~~~~~~~
No Soft Commitment Found.
```

Key#	Description
6	DOCUMENT – Transaction support information including document type, Business Unit, document number, document date, document line and distribution line.
7	JOURNAL INFORMATION - Journal ID, Journal Date. This information will only appear for a Voucher if the document has been journal generated.
8	AMOUNT – The amount of the soft commitment.
9	BUDGET TYPE – Type of transaction (e.g. revenue or expense).
10	BUDGET REFERENCE – The budget reference in which the transaction was recorded.
11	CF1 – Chartfield 1 is a field defined by the business coordinator for specific use. Contact your business coordinator for your values.
12	SOFT COMMITMENT REASON – The reason the transaction is listed as a soft commitment and possible instructions for resolving the outstanding issue. These items have been budget checked but not posted, or if purchase requisitions, have not been processed into purchase orders. If any transaction is listed here for more than two months, contact your business coordinator for resolution.
13	VENDOR ID, VENDOR NAME, ACCTG DATE – Lists vendor information and the date the transaction was created. The accounting date may be used to determine whether the transaction has been long outstanding.

UGLS1074.6 – BALANCE SHEET SUMMARY

The Balance Sheet Summary is a summary of balances and activity for asset, liability and fund equity accounts. It includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.

```
#3  Cost Center   : 3056/C0019/I0291/NA (12593)              UNIVERSITY OF HOUSTON - SYSTEM                              Page No.  : 16
    Business Unit : 00759   Univ. of Houston - Clear Lake                                                                Report ID : UGLS1074.6   #2
    Fund          : 3056    AUX-SALES & SERVICES                    Balance Sheet                                        Database  : FS91TST
    DeptID        : C0019   UNIVERSITY POLICE             Period Ended September 30, 2018 (Through Period 1).  #1         Run Date  : 11/11/2019
    Program Code  : I0291   POLICE OPERATIONS                 Report Limited to Active Cost Centers                       Run Time  : 12:32:37 PM
    Project       : NA
    CC Manager    : 0881939 Hill.Clarence
                                                2019 Beginning    Beginning Balance      September           Balance             Balance
#4  Acct  Description                          Year Balance (0)   Sep 01, 2018 (1)    Activity (1)       Sep 30, 2018 (1)    Sep 30, 2017 (1)
    ----- ----------------------------------   ----------------   ----------------   ----------------   ----------------    ----------------
    10100 CALCULATED CLAIM ON CASH                   381,216.18         381,216.18         356,102.23          737,318.41          640,161.99
    10100 CLAIM ON CASH                                    0.00               0.00               0.00                0.00                0.00
    10714 UHS PAYROLL DD SETTLEMENT                        0.00               0.00               0.00                0.00                0.00
    12100 ACCOUNTS RECEIVABLE                          3,120.00           3,120.00               0.00            3,120.00            3,120.00
    12502 A/R BAD DEBT RESERVE                          -312.00            -312.00               0.00             -312.00            4,109.92
    16120 PAYROLL ADUSTMENT                              230.50             230.50               0.00              230.50              230.50
    16121 EMPLOYEE OVERPMT RETRN TO UHS                 -580.58            -580.58               0.00             -580.58             -580.58
                                               ----------------   ----------------   ----------------   ----------------    ----------------
#5      ASSETS                                      383,674.10         383,674.10         356,102.23          739,776.33          647,041.83
                                               ================   ================   ================   ================    ================
```

Key#	Description
1	REPORT TITLE/PERIOD ENDED **–** Displays the time period for which the report was run.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report (UGLS1074.**6** for Section 6). RUN DATE/TIME - Reflects the day and time the report was generated.
3	COST CENTER – Cost center chartfields: fund, department, program and project/grant ID. Responsible person is the program manager for non-project cost centers and project manager for project cost centers.
4	ACCT – Each account for which there is activity during the reporting period will be listed with the account description.
5	ASSETS - Balance Sheet Asset account (1XXXX) activity is totaled. Normally all assets should have a positive balance. Assets should always equal Liabilities plus Fund Equity. (Assets = Liabilities + Fund Equity)

```
21168  AFLAC CONTRIBUTIONS           -12.62           -12.62            12.62            0.00            0.00
21170  TOBACCO PREMIUM DIFFERENTIAL   -5.25            -5.25             5.25            0.00            0.00
21171  ROTH 457B CONTRIBUTIONS        -3.90            -3.90             3.90            0.00            0.00
21177  PAYROLL DEDUCTION VISION PLAN  -0.59            -0.59             0.59            0.00            0.00
       ------------------   ------------------   ------------------   ------------------   ------------------
#6     LIABILITIES              -21,922.73       -21,922.73        21,034.91         -887.82         -838.75
       ==================   ==================   ==================   ==================   ==================

30100  CUR UNREST GEN'L FND     6,316,388.25     6,316,388.25          0.00     6,316,388.25     6,044,808.84
32304  NON-MAND TRFR FROM UH      -14,975.96       -14,975.96          0.00       -14,975.96       -14,975.96
33509  NMT FROM DESIG UNR        -735,882.00      -735,882.00          0.00      -735,882.00      -735,882.00
33517  NMT FROM AUX ENT UN     -6,677,293.82    -6,677,293.82    -563,967.00    -7,241,260.82    -6,677,293.82
33524  NMT FROM REN/REPL          -30,000.00       -30,000.00          0.00       -30,000.00       -30,000.00
36100  OTHER FUND DEDUCTS           3,094.00         3,094.00          0.00         3,094.00         3,094.00
37409  NMT TO DESIG UNR            26,494.58        26,494.58          0.00        26,494.58        26,494.58
37417  NMT TO AUX ENT UNR         750,423.58       750,423.58          0.00       750,423.58       722,030.38
37418  NMT TO CUR RES LOC               0.00             0.00    155,844.00       155,844.00            0.00
       EXPENSE SUMMARY                -.--             0.00     30,985.86        30,985.86        15,520.90
       REVENUE SUMMARY                -.--             0.00          0.00             0.00            0.00
       ------------------   ------------------   ------------------   ------------------   ------------------
#7     FUND EQUITY            -361,751.37      -361,751.37    -377,137.14      -738,888.51      -646,203.08
       ==================   ==================   ==================   ==================   ==================
#8     TOTAL LIABILITY & FUND EQUITY  -383,674.10  -383,674.10  -356,102.23   -739,776.33      -647,041.83
       ==================   ==================   ==================   ==================   ==================
```

Key#	Description
6	LIABILITIES - Balance Sheet Liability account (2XXXX) activity is totaled. The liability figure should always be negative.
7	FUND EQUITY - Balance Sheet Fund Equity account (3XXXX) activity is totaled. Negative fund equity indicates a surplus and a positive fund equity balance indicates a deficit.
8	TOTAL LIABILITY AND FUND EQUITY – Calculated as (Liabilities + Fund Equity).

```
Cost Center  : 3056/C0019/I0291/NA (12593)        UNIVERSITY OF HOUSTON - SYSTEM              Page No. : 17
Business Unit: 00759  Univ. of Houston - Clear Lake                                            Report ID : UGLS1074.6
Fund         : 3056    AUX-SALES & SERVICES              Balance Sheet                         Database : FS91TST
DeptID       : C0019   UNIVERSITY POLICE        Period End September      2019 (Through        Run Date : 11/11/2019
Program Code : I0291   POLICE OPERATIONS        [#10]  [#11]  t Limited [#12] Cost Cente [#13]  [#14]   Run Time : 12:32:37 PM
Project      : NA
CC Manager   : 0881939 Hill.Clarence
                              2019 Beginning   Beginning Balance   September    Balance        Balance
Acct  Description             Year Balance (0)  Sep 01, 2018 (1)  Activity (1)  Sep 30, 2018 (1)  Sep 30, 2017 (1)
-----  -----------            ---------------   ---------------   -----------   ---------------   ---------------

      FUND EQUITY             -361,751.37       -361,751.37      -377,137.14   -738,888.51       -646,203.08
      OPEN COMMITMENT           14,660.41              0.00       320,009.98    320,009.98         91,032.64
      -------------------   -------------------   -------------------   -------------------   -------------------
#9    AVAILABLE FUND EQUITY   -347,090.96       -361,751.37       -57,127.16   -418,878.53       -555,170.44
      (Adjusted for Commitments)
      ===================   ===================   ===================   ===================   ===================
```

Key#	Description
9	AVAILABLE FUND EQUITY – Fund equity adjusted for commitments. Calculated as (Fund Equity + Encumbrances). A negative number means you have funds. A positive number indicates a shortfall.
10	BEGINNING YEAR BALANCE – The beginning balance for the fiscal year being reported. See Period (0) under Additional Information below.
11	BEGINNING BALANCE – The beginning balance for the period being reported.
12	ACTIVITY – The activity for the period being reported.
13	BALANCE – The ending balance for the period being reported. Calculated as: Beginning Balance (11) + Monthly Activity (12) = Balance (13)
14	BALANCE (prior year) – The ending balance for the comparable period of the preceding fiscal year.

Additional Information:

➢ **COLUMN HEADERS –** Each column header contains the fiscal year and period for which data is presented. The fiscal year is displayed first followed by the period in parenthesis (i.e. Sep 01, 2018 (1)).
If the period is not complete, the report will reflect activity through the run date and time indicated in the upper portion of the right header.

➢ **PERIOD (0) –** Reflects the opening balance at the beginning of each fiscal year. Stated another way, it is the amount that is carried forward from the previous fiscal year once it is closed. The previous fiscal year includes period (0) through period (998).

➢ **PERIOD (998) –** Reflects correcting entries after the close of August but recorded as 08/31 activity.

➢ **BEGINNING YEAR BALANCE** – The beginning asset, liability, and fund equity balances for the current fiscal year should equal ending balances for the prior fiscal year. At the beginning of a new fiscal year, however, these balances may not be equal due to processes that must be run as part of the 12th month close and period 998 close. By the end of month 1 in the new fiscal year, there should be no further changes to asset, liability, or fund equity beginning balances, and these beginning balances should equal ending balances for the prior fiscal year.

➢ **UNBUDGETED FUND EQUITY** – To calculate Unbudgeted Fund Equity, take the Available Fund Equity (Adjusted for Commitments) plus Total Expenditure BBA for the current budget reference only (found on Section 1).