



The data reflected on this report is extracted from the Actuals Ledger and Commitment Control. The navigation to run this report is CUSTOM REPORTS – GL – FUND EQUITY BY DEPT RANGE (016).

Fund Equity by Deptid Range

Run Control ID: 016 [Report Manager](#) [Process Monitor](#)

Report Request Parameters

Business Unit: Univ. of Houston - Clear Lake

Fiscal Year:

Period To:

Department Range

From Department:

To Department:

1. Enter 00759 for the Business Unit.
2. Enter the Fiscal Year and Period To data should be reported for.
3. Enter the From Department and To Department data should be reported for.
4. Click the **Run** button.

The Process Scheduler is displayed:

Process Scheduler Request

User ID: _____ Run Control ID: 016

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Fund Eqty by Deptid Range	UGLC016	Crystal	Web	PDF	Distribution

5. Make sure the Fund Eqty by Deptid Range is checked. Click **OK** to return to the Criteria Page.
6. Click [Process Monitor](#) to monitor the status of the processing of the report.



The Process Monitor page is displayed:

Process List **Server List**

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	588611		Crystal	UGLC016 BYECA	02/14/2005	2:14:01PM CST	Success	Posted	Details

7. Click on [Details](#) to drill down to the report. Make sure the Run Status is "Success" and Distribution Status is "Posted" first.
8. Click on [View Log/Trace](#) under Process Details to further drill down to the report.
9. Click on [UGLC016_588611.PDF](#) under View Log/Trace to see the report.



	Report ID:	UGLC016	University of Houston System	Page No.:	1
	Business Unit:	00759	Fund Equity Report By Department	Run Date:	02/14/2005
	Fiscal Year:	2005	For Month Ending: 12/31/2004	Run Time:	2:16:00 PM
	Acct Period To:	4			
	Department Range:	C0075 - C0078			

Fund	Program	Program / Project Description	Project	Rev Fund Equip.	Revenues	Fund Adjustments	Expenses	Ending Balance	Commitments
Department: C0078 - BUDGET OFFICE									
1051	F0307	BUDGET OFFICE	NA				\$3,602.94	\$3,602.94	166,985.15
Total for Fund:1051				0.00	0.00	0.00	\$3,602.94	\$3,602.94	166,985.15
2063	F0909	UNIV OPER FUND SF OTHER	NA	(11,374.00)				(11,374.00)	
Total for Fund:2063				(11,374.00)	0.00	0.00	0.00	(11,374.00)	0.00
2064	F0533	DEF COMP PLAN	NA	(1,087.87)		(75,411.00)	19,290.12	(57,208.75)	
2064	F0539	UNIVERSITY OPERATIONAL FUND	NA	(799,339.35)		(51,355.36)		(850,694.71)	
2064	F0595	BUDGET OFFICE	NA	(488.90)		(20,916.00)	5,180.42	(16,224.48)	8,704.95
Total for Fund:2064				(800,916.12)	0.00	(147,682.36)	24,470.54	(924,127.94)	8,704.95
2075	F0901	UNIVERSITY PRINTING BUDGET	NA	(489.60)		(1,688.00)	2,177.56	(0.04)	
Total for Fund:2075				(489.60)	0.00	(1,688.00)	2,177.56	(0.04)	0.00

BEG FUND EQUITY

Fund Balance at the beginning of the fiscal year for criteria chosen. A negative value in this column indicates available fund equity. A positive value indicates negative fund equity.

Revenues

Year to date revenue collected for the criteria chosen. This figure does not include revenue soft commitments.

Fund Adjustments

Year to date increases/decrease resulting from fund transfers.

Expenses

Year to date expenditures for the criteria chosen.

Ending Balance

Ending fund equity adjusted for revenues, expenses, and fund adjustments. A negative number in this column indicates available fund equity. A positive value indicates negative fund equity. Note Commitments are not part of the Ending Balance calculation.

Commitments

Open Commitments inception to date. Note: Soft Commitments are not included in this number.



SUBJECT: Fund Equity Report by Department Tree Node (UGLC016)

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Total for Fund:3056	(128,854.58)	0.00	(5,000.00)	0.00	(133,854.58)	0.00
Total for Department:C0078	(4,087,825.87)	(106,981.54)	431,816.28	110,341.44	(3,652,649.71)	175,780.10

TOTAL FOR FUND

A total is provided for each fund included on the report.

TOTAL FOR DEPARTMENT

A total is provided for each department being reported.

Grand Total:	(4,087,825.87)	(106,981.54)	431,816.28	110,341.44	(3,652,649.71)	175,780.10
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GRAND TOTAL

An overall total is provided, including all departments being reported.