### SUBJECT: Budget Summary Report (UGLS1063)

University

of Houston Clear Lake

The UGLS1063 is a report listing data from Commitment Control. The navigation is:

CUSTOM REPORTS - GL - BUDGET SUMMARY (1063)

Report Parameters Additional Options	
Run Control ID: 1063	Report Manager Process Monitor Run
*Business Unit: 00759 (#2 To FY/Period: 2004 998	Budget Actual Budget Account Account Summary Summary Summary
Only Print Active Cost Centers	Revenue
Print multiple requests on same page	Expense
✓ Limit Results to Current Budget Ref	
)	

- 1. Enter Business Unit "00759".
- 2. Enter the To FY/Period value reflecting the time period the report is to be run through.

3. Check the various options available. They are:

Only Print Active Cost Centers

Print Multiple Requests on same page

Limit Results to Current Budget Ref

4. Check the report type to be run and when revenue and/or expenses are to be included. The definitions of the various report options are as follows:

Budget Summary Report – this report will list budget (original and adjustment), revenue, expense, and both soft and open commitments along with a BBA by cost center.

Budget Account Summary – this report will list budget (original and adjustment), revenue, expense, and both soft and open commitments along with a BBA by cost center by budget node.

Actual Account Summary – this report will list budget (original and adjustment), revenue, expense, and both soft and open commitments along with a BBA by cost center by budget node by account.

‡4



#### SUBJECT: Budget Summary Report (UGLS1063)

Page 2 of 9

Scroll Area	#6 <u>Find</u>   View All First 🗹 1 of 1 🕨 Las
Request No: *Fund: Some 🔺	From: 1051 Q To: 1051 Q 🛨 🖻
1 *Deptid: Some	#7 From: C0078 Q To: C0078 Q
SpeedType:	From: F0307 C To: F0307 C
#5 *Project: Some	From: NA 🔍 To: NA 🔍
<ul> <li>5. Enter the Speed Type for the</li> <li>6. Enter the fund. The choices a All:</li> </ul>	pecific cost center. (optional) re: All, Group, or Some.
All funds will be chosen.	
Group:	
*Fund: Group	Fund 1 🔄 Fund 3 📄 Fund 5 📄 Fund 7
Check the fund group to be ru	Fund 2 🗹 Fund 4 📄 Fund 6 📄 Fund 9 1.
Some:	
*Fund: Some 🗸 🗸	rom: 1051 🔍 To: 1051 🔍
Enter the specific From and T 7. Enter the Department. The cl All:	o Fund. bices are: All, Some, or Tree Range.
*Deptid: All	
All departments will be chose	1.
Some:	
'Deptid: Some 🗸 🗸	From: C0078 🔍 To: C0078 🔍
Enter the specific From and T	o department. Tree Range:
'Deptid: Tree Range 🔽	Node: C0119

Enter the specific tree node from the Department Tree.



#### SUBJECT: Budget Summary Report (UGLS1063)

Page 3 of 9

Scroll Area	Find   View All 💿 First 🖪 1 of 1 🕨 Last
Request No: *Fund: Some 💌 From: 1051 🔍	то: 1051 🔍 🛛 🛨 🖃
1 *Deptid: Some ✓ From: C0078 Q SpeedType: #8 ✓ *Prog: Some ✓ From: F0307 Q	To: C0078
*Project: Some From: NA	To: NA
8. Enter the Program. The choices are: All, Group, or Some. All:	
*Prog: All	
All Programs will be chosen.	
Group:	
<sup>∗</sup> Prog: Group ✓ A B C D F G H I	E
Check the appropriate box. These letters represent the first chan Expenditure Function).	racter of the Program (NACUBO
Some:	
*Prog: Some 👻 From: F0307 🔍 To	p: F0307 🔍
<ul><li>Enter the specific From and To Program value</li><li>9. Enter the Project ID. The choices are: All, Group, or Some. All:</li></ul>	
*Project: All	
All Projects will be chosen.	
Group:	
*Project: Group 🖌 🗌 NA 🗌 A 🔤 G	I DP
Charle the appropriate how. This indicates the first share star of	the Dusient ID mith the surroution of

Check the appropriate box. This indicates the first character of the Project ID with the exception of "NA".

### University of Houston Clear Lake

# **PeopleSoft General Ledger Documentation**

Some: Project: OTHE From: NA To: NA Enter the From and To Project ID. Report Parameters Additional Options $_{\#10}$ 10. Click on the "Additional Options" tab to select different options for sorting and subtotaling other than the default option. Run Control ID: 1063 Report Manager Process Montor Run Soft and Group Options First Sort: Second Sort: Third Sort: Furth Sort: Stath Sort: Second Sort: Third Sort: Fourth Sort: Subtotaling can only occur on the first two fields toosen for sort options and two subtotaling options. Subtotaling can only occur on the first two fields toosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID. 12. Check "Page Break" for page breaks on the first sort option. 13. Click Run The Process Scheduler Request page is displayed: Process Ist Process Ist Process Ist Process Ist Process Ist and click OK to return to the Criteria Page. Process Ist Process Ist and click OK to return to the Criteria Page.	SUBJECT:	Budget Summary R	eport (UGLS1063	)		Page 4 of 9
'Project:       Some       From: NA       To: NA         Enter the From and To Project ID.         Report Parameters       Additional Options       #10         10. Click on the "Additional Options" tab to select different options for sorting and subtotaling other than the default option.         Report Parameters       Additional Options         Run Control ID:       1063         Run Control ID:       1063         Section of Group Options       Fund Code         First Sort:       Second Sort:         Program Code       Project ID         Page Break       #12         11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option.         13. Click       Run         Process Scheduler Request page is displayed:         Process Scheduler Request page is displayed:         Process List       Process Ist         Run Time:       131:38PM         Reset to Current Date/Time         Time Zone:       Process Istin         Server N	Some:					
Enter the From and To Project ID.  Report Parameters Additional Options #10  10. Click on the "Additional Options" tab to select different options for sorting and subtotaling other thar the default option.  Report Parameters Additional Options Run Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Report Manager Process Monitor Run  Control ID: 1063  Run  Control I	*Projec	t: Some 🗸 🗸	From: NA	Q -	ro: NA	Q
Report Parameters         Additional Options*       tab to select different options for sorting and subtotaling other than the default option.         Report Parameters         Additional Options*       Report Manager       Process Monitor         Run Control ID: 1063         Fort and Group Options         First Sort:       Second Sort:       Third Sort:       Fourth Sort:       Fifth Sort:       Stath Sort:         Sub Total By       Sub Total By       Program Code       Program Code       Program Code       Program Code       Program Code       Forth Sort:       Subtotaling can only occur on the first two fields chosen for sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group. Fund Code, Program, and Project ID.       12.       Check "Page Break" for page breaks on the first sort option.         13. Click       Run       Run Control ID: 1063       Reset to Current Date/Time         Sever Name:       Run Date:       20/16/2005       Reset to Current Date/Time         Process Ust       Sever Name:       Run Time:       1:31:38PM       Reset to Current Date/Time         Process Ust       Sever Name:       Run Time:       1:31:38PM       Yout _ Yout _ Yout _ Distribution         Web with PDF with St	Enter the	From and To Proje	ct ID			
Report Parameters       Additional Options** tab to select different options for sorting and subtotaling other than the default option.         Report Parameters       Additional Options** tab to select different options for sorting and subtotaling other than the default option.         Run Control ID:       1063       Report Manager       Process Monitor       Run         Second Sort:       Third Sort:       Fourth Sort:       Fifth Sort:       Subtotaling         Second Sort:       Third Sort:       Fourth Sort:       Fifth Sort:       Subtotal Sort:       Subtotal Sort:         Vergan       Code       Program Code       Project ID       Image:       Subtotaling can only occur on the first two fields chosen for sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group. Fund Code, Program, and Project ID.       12.       Check "Page Break" for page breaks on the first sort option.         13.       Click       Run       Run Date:       Option Subtotaling       Reset to Current Date/Time         Vergans       Run Time:       Image:       Image:       Image:       Image:       Image:         ID:       EVECA       Run Control ID:       1063       Reset to Current Date/Time         Server Name:       Eveca       Run Time:       Image:       Image: <td>Denert Dener</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Denert Dener					
10. Click on the "Additional Options" tab to select different options for sorting and subtotaling other that the default option.         Record Parameters         Additional Options         Run Control ID: 1063         Cert and Group Options         First Sort:       Fecord Parameters         For and Group Options       Fourth Sort:       Fifth Sort:         Sub Total By       Sub Total By       Sub Total By         Page Break       #12         11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         12. Check "Page Break" of page breaks on the first sort option.         13. Click       Run         Process Scheduler Request         User ID:       PYECA         Run Date:       02/16/2005         Break       13:138PM         Recent Parameter       13:138PM         Yorcess Ist       Sort Report         Select Description       Process Name         Yorcess Ist       Sort Report         Select Description       Process Name         Yorcess Ist       Sort Report         Select Description       Process List and click	Report Parami	eters y Additional	Options 1	#10		
Report Parameters       Additional Options         Run Control ID:       1063         Sort and Group Options       First Sort:         First Sort:       Second Sort:         Third Sort:       Fourth Sort:         First Sort:       Second Sort:         Third Sort:       Fourth Sort:         Sort and Group Options         First Sort:       Second Sort:         Third Sort:       Fourth Sort:         Page Break       #12         11.       Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         12.       Check "Page Break" for page breaks on the first sort option.         13.       Click         Run       Run         Orcess Scheduler Request       Run Date:         20216/2005       Reset to Current Date/Time         Time Zone:       Process Name         Process List       Sected Description         Seteed Description       Pole © Distribution         Vise © PDF © Distribution       Vise © PDF © Distribution         Vise © PDF © Distribution       Note         Vise © PDF © Distribution       OK <td>10. Click on the defau</td> <td>the "Additional Opt Ilt option.</td> <td>ions" tab to select</td> <td>different options f</td> <td>or sorting and sub</td> <td>ototaling other than</td>	10. Click on the defau	the "Additional Opt Ilt option.	ions" tab to select	different options f	or sorting and sub	ototaling other than
Run Control ID:       103       Report Manager       Process Monitor       Run         Soft and Group Options       First Sort:       Second Sort:       Third Sort:       Furth Sort:       Fifth Sort:       Sixth Sort:         Department       Fund Code       Program Code       Project ID       Froject ID       Sixth Sort:         Very Page Break       #12       1.       Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         1.       Chock       "Page Break" for page breaks on the first sort option.         1.       Check "Page Break" for page breaks on the first sort option.         1.       Check Run         Citck       Run         Process Scheduler Request page is displayed:         Process Scheduler Request       Run Time:         Recurrence:       Run Time:         Run Time:       1:31:38PM         Recurrence:       Run Time:         Run Time:       1:31:38PM         Start Manager       UoLs1003         Start Report       Yes or PDF or Distribution         Mess or PDF or Distribution       OK         Image: Run Time:       Image: Run Time:	Report Parameters	Additional Options	<u>۱</u>			
Run Control D:       1063       Report Manager       Process Montor       Total         Sort and Group Options       First Sort:       Second Sort:       Third Sort:       Furth Sort:       Fifth Sort:       Sixth Sort:         Pepartment       Fund Code       Program Code       Project ID       Project ID       Fifth Sort:       Sixth Sort:         Page Break       #12       11.       Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.       12.       Check "Page Break" for page breaks on the first sort option.         13.       Click       Run       Run       Run Control ID: 1063         Server Name:       PYECA       Run Control ID: 1063         Server Name:       Run Time:       1:31:38PM       Reset to Current Date/Time         Time Zone:       Run Time:       1:31:38PM       Reset to Current Date/Time         Process List       BBA Summary       UGL81063       SQR Report       Ywe Yeb Yeb Yeb Yeb Yeb Yeb Yeb Yeb Yeb Ye			_		Run	
Soft and Group Options         First Sort:       Second Sort:       Third Sort:       Fourth Sort:       Fifth Sort:       Sixth Sort:         Department       Fund Code       Program Code       Project ID        Image: Sixth Sort:         Page Break       #12         11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         12. Check "Page Break" for page breaks on the first sort option.         13. Click         Run         Process Scheduler Request page is displayed:         Process Scheduler Request         User ID:       BYECA         Run Date:       02/16/2005         Run Time:       1:31:38PM         Reset to Current Date/Time         Time Zone:       Q         Process Name       Yone         Select Description       Yone         Yone       Yone         Yone       Point         Distribution       Yone         Yone       Yone         Yone       Yone         Yone       Yone         Yone       Yone         Yone       Yone	Run Control ID: 10	J63	Repo	ort Manager Process I	Monitor	
First Sort:       Second Sort:       Third Sort:       Fourth Sort:       Fifth Sort:       Sixth Sort:         Department       Fund Code       Program Code       Project ID       Project ID       Image: Sixth Sort:         Sub Total By       Sub Total By       Sub Total By       Program Code       Project ID       Image: Sixth Sort:       Sixth Sort:         Image: Sub Total By       Sub Total By       Image: Sub Total By       I	0	1				
Project ID       Find Soft:       Such Soft: </td <td>Sort and Group Op</td> <td>tions</td> <td>This I Gast</td> <td>Farmelli Carata</td> <td>5101- 0 t-</td> <td>01.41.0t.</td>	Sort and Group Op	tions	This I Gast	Farmelli Carata	5101- 0 t-	01.41.0t.
♥ Sub Total By       ♥ Sub Total By         ♥ Page Break       #12         11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         12. Check "Page Break" for page breaks on the first sort option.         13. Click         Run         Orcess Scheduler Request page is displayed:         Process Scheduler Request         User ID:       BYECA         Run Date:       12/16/2005         Imme Zone:       Run Time:         Process List         Select Description       Process Name         Process List         Select Description       Process List and click         OK       to return to the Criteria Page.	→ First Sort:	Fund Code	Program Code 🗸	Project ID	Project ID	Sixth Sort:
Page Break ↓ #12 11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID. 12. Check "Page Break" for page breaks on the first sort option. 13. Click Run 14. Check BBA Summary under the Process List and click OK to return to the Criteria Page.	Sub Total By	Sub Total By				
11. Choose up to six sort options and two subtotaling options. Subtotaling can only occur on the first two fields chosen for sort option. The default sort option that will occur if nothing is chosen is Department Fund Group, Fund Code, Program, and Project ID.         12. Check "Page Break" for page breaks on the first sort option.         13. Click         Run         14. Check BBA Summary under the Process List and click         OK         14. Check BBA Summary under the Process List and click	✓ Page Break	#12				
Che Process Scheduler Request page is displayed:     Process Scheduler Request   User ID: BYECA   BYECA Run Control ID: 1063   Server Name: Image: 02/16/2005   Recurrence: Image: 1:31:38PM   Run Time: Image: 1:31:38PM   Process List   Select Description   BBA Summary   UGLS1063   SQR Report   Web   PDF   Distribution   OK   to return to the Criteria Page.	<ol> <li>Choose u fields ch Fund Grund Grund</li> <li>Check "I</li> <li>Click</li> </ol>	up to six sort options osen for sort option. oup, Fund Code, Pro Page Break" for page Run	and two subtotali The default sort o ogram, and Project e breaks on the firs	ng options. Subtor option that will occ ID. st sort option.	aling can only oc ur if nothing is ch	cur on the first two losen is Department
Process Scheduler Request         User ID:       BYECA       Run Control ID: 1063         Server Name:       Image: 02/16/2005       Image: 02/16/2005         Recurrence:       Image: 02/16/2005       Image: 02/16/2005         Time Zone:       Image: 02/16/2005       Image: 02/16/2005         Process List       Image: 02/16/2005       Image: 02/16/2005         Vector Description       Image: 02/16/2005       Image: 02/16/2005         Image: 06       Image: 06       Image: 06         Image: 06       Image: 06       Image: 06         Image: 06       Image: 06       Image: 06         Image: 07       Image: 06       Image: 06         Image: 06       Image: 06       Image: 06	The Process Sche	duler Request page i	is displayed:			
User ID:       BYECA       Run Control ID: 1063         Server Name:       Image: 02/16/2005       Image: 02/16/2005         Recurrence:       Image: 02/16/2005       Image: 02/16/2005         Time Zone:       Image: 02/16/2005       Image: 02/16/2005         Process List       Image: 02/16/2005       Image: 02/16/2005         Process List       Image: 02/16/2005       Image: 02/16/2005         Process List       Image: 02/16/2005       Image: 02/16/2005         Image: 06       Image: 06       Image: 06         Image: 06       Image: 06       Image: 06         Image: 06       Image: 06       Image: 06         Image: 07       Image: 06       Image: 06         Image: 07       Image: 07       Image: 07         Image: 07	Process Schedu	ler Request				
Server Name:	User ID:	BYECA	Ru	in Control ID: 1063		
Recurrence:       Image: Name       Reset to Current Date/Time         Time Zone:       Image: Name       Process List         Select Description       Process Name       Process Type       'Type       'Format       Distribution         Image: Web       Image: Port of the P		~	Run Date: 02/16	6/2005 🛐		
Time Zone:       Q         Process List       Process Name       Process Type       'Type       'Format       Distribution         Select Description       Process Name       Process Type       'Type       'Format       Distribution         Image: Web       PDF       Distribution         14. Check BBA Summary under the Process List and click       OK       to return to the Criteria Page.	Server Name:					
Process List         Select Description       Process Name       Process Type       'Type       'Format       Distribution         ✓       BBA Summary       UGLS1063       SQR Report       Web       ♥ PDF       Distribution         14. Check BBA Summary under the Process List and click       OK       to return to the Criteria Page.	Server Name: Recurrence:	~	Run Time: 1:31:	38PM Re:	set to Current Date/Til	me
Select Description       Process Name       Process Type       Type       Format       Distribution         , ♥       BBA Summary       UGLS1063       SQR Report       Web ♥       PDF ♥       Distribution         14. Check BBA Summary under the Process List and click       OK       to return to the Criteria Page.	Server Name: Recurrence: Time Zone:	<u>ب</u>	Run Time: 1:31:	38PM Re:	set to Current Date/Ti	ne
14. Check BBA Summary under the Process List and click OK to return to the Criteria Page.	Server Name: Recurrence: Time Zone: Process List	Q	Run Time: 1:31:	38PM Re:	set to Current Date/Ti	ne Distribution
14. Check BBA Summary under the Process List and click OK to return to the Criteria Page.	Server Name: Recurrence: Time Zone: Process List Select Description		Run Time: 1:31: Process Name	38PM Re:	set to Current Date/Til <u>*Type *F(</u> Web <b>P</b>	ne ormat Distribution
14. Check BBA Summary under the Process List and click to return to the Criteria Page.	Server Name: Recurrence: Time Zone: Process List Select Description , 🕑 BBA Summ	L Lary	Run Time: 1:31: Process Name UGLS1063	38PM Re: Process Type SQR Report	set to Current Date/Ti <u>*Type</u> <u>*Fr</u> Web <mark>v</mark> P	ne <u>ormat</u> <u>Distribution</u> DF VDistribution
	Server Name: Recurrence: Time Zone: Process List Select Description BBA Summ	L Dary	Run Time: 1:31: Process Name UGLS1063	38PM Re: Process Type SQR Report	set to Current Date/Ti <u>*Type</u> <u>*Fr</u> Web V	ne ormat Distribution DF V Distribution

#14



#### SUBJECT: Budget Summary Report (UGLS1063)

The Process Monitor page is displayed:

Process I	List 🔨 <u>S</u> erver List								
View Proc	ess Request For								
User ID:	BYECA 🔍	Type:		<b>v</b>	_ast:	1 Days	Refresh		
Server:	~	Name:		QI	nstance:		to		
Run Status:	~	Distribution Status		*		🗹 Save On R	efresh		
Process L	ist					Customize   F	ind   View All   🗎	📕 🛛 First 🛃 1-4 of	4 🕑 Last
<u>Select</u> Inst	tance Seg. Proces	ss Type	<u>Process</u> Name	<u>User</u>	<u>Run Date</u>	e/Time	Run St	<u>tatus</u> <u>Distributio</u> <u>Status</u>	<u>n</u> <u>Details</u>
595	5773 SQR R	eport	UGLS1063	BYECA	02/16/20	05 1:31:38PN	1CST Succe	ss Posted	<u>Details</u>

- Click on Details to drill down to the report. Make sure the Run Status is "Success" and Distribution Status is "Posted" first.
- 17. Click on <u>View Log/Trace</u> under Process Details to further drill down to the report.
- 18. Click on uqls1063 595773.PDF under View Log/Trace to see the report.

#### UGLS1063.1 - Budget Summary:

Buginess Unit : 00759	Univ. of Houston	n - Clear Lake	•	UM Period Ended Results Are	Dudget Sums December 31, 200 Limited To Curr	ON - SYSTEM Bry 4 (Through Period ent Budget Refere	4). nce		Page M Report Databa Run Dat Run Dat	o. : 1 ID : UGL#1043.1 me : PSPRD te : 02/15/2005
Cost Center	Prog/Proj Deso:	ription	Асс Тур	Dage (Original)	Current (Orig + Adj)	Curr Nev/Exp	YTD/FTD Nev/Exp	Open Commitment	Goft Commitment	Budget Available
1051 C0079 P0307 NA	BUDGET OFFICE		RECP	251,019.00	251,019.00	20,999.99	93,602.94	166,995.15	0.00	429.91
		FORD 1051	EXP	251,018.00	251,018.00	20,898.98	83,602.94	165,965.15	0.00	429.91
	DEPTID COOT	5	EXP	251,018.00	251,018.00	20,898.98	53,602.94	165,985.15	0.00	429.91

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run and whether the report was limited to only the current budget reference.
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. (UGLS1063.1 for section 1)
Run Date/Time	Date and time the report was produced.
Cost Center	Cost center chartfields: fund, department, program and project/grant ID. Multiple Cost Centers may be listed depending upon the criteria chosen.



#### SUBJECT: Budget Summary Report (UGLS1063)

Page 6 of 9

Program/Project Description	For non-projects, the program description is displayed. For project/grant cost centers, the project description is displayed.
Account Type	Revenue and expense account summaries are listed separately.
Base Budgeted Amt	Total base (original) budget for the cost center and account type.
Current Budgeted Amt	Total current budget for the cost center and account type. Calculated as (Original + Adjustments)
Current Rev/Exp	Revenue and expense activity for the criteria chosen.
YTD/PTD Rev/Exp	Year to date or project to date revenue and expense activity for a cost center.
Open Commitment	Open commitments for the criteria chosen.
Soft Commitment	All vouchers and journals that have been budget checked but not posted to the Actual Ledger for the criteria chosen. All requisitions that have not released for the criteria chosen.
Budget Available	Remaining revenue/expense budget available. Calculated as:
	Current Budget – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA (Budget Available)
Dept Rev/Exp	Activity is totaled by department for all revenue accounts and all expense accounts.
Total Revenue/Expense	Activity is totaled by account type.
Net Totals	Net activity for all account types.

#### UGLS1063.2 - Budget Account Summary:

Business Unit : 00759	Univ. of Nouston	- Clear	Laks	Period B Regults	UNIVERSITY OF : Budget Acc ided December 21 Are Limited To	NOOSTON - SYSTE ount Summary , 2004 (Through Current Budget	Period 4). Reference			Page No. Report II Database Run Date	: 1 : OGL\$1063.2 : PSPRD : 02/15/2005
Cost Center	Program Descrip	tion	Ace Buck Typ Ace	Budg Acct Descr	Dare (Original)	Ourrent (Orig + Adj)	Curr Rev/Emp	YTD/PTD Rev/Exp	Open Conmitment	Soft Commitment	Pudget Available
1051 C0078 F0207 NA 1051 C0078 F0207 NA	SCOGET OFFICE SCOGET OFFICE		EXP DSO EXP DSO	6 L3 - 56W 9 L3 - N60	249,017.00 2,001.00	249,017.00 2,001.00	20,751.44 147.54	82,005.76 597.18	165,784.15 1,201.00	0.00 0.00	227.09 202.82
		C0078	1051 #0307	NA 830	251,018.00	251,018.00	20, 898.98	83,602.94	166,985.15	0.00	429.91
		c0078	1051 2030	3GA 3183	251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91
	270	BTD 1051		<b>E</b> 30	251,018.00	251,018.00	20, 898.98	83,602.94	166,985.15	0.00	429.91
	DEPTID	00078		E10	251,018.00	251,018.00	20,898.98	83,602.94	166,985.15		429.91

#### Label

#### Description

Report Title/ Period Ended Displays the time period for which the report was run and whether the report was limited to only the current budget reference.



SUBJECT: Budget Sum	nary Report (UGLS1063)	Page 7 of 9
Report ID	UGL indicates the report was designed by the Univer General Ledger as the source. The extension that follo the section of the report. (UGLS1063.2 for section 2)	rsity of Houston System, with ows the Report ID indicates
Run Date/Time	Date and time the report was produced.	
Cost Center	Cost center chartfields: fund, department, program ar Cost Centers may be listed depending upon the criter	nd project/grant ID. Multiple ia chosen.
Program/Project Description	For non-projects, the program description is displayed centers, the project description is displayed.	d. For project/grant cost
Account Type	Revenue and expense account summaries are listed se	eparately.
Budget Account	Activity is reported by budget account (node).	
Budget Account Description	The description is provided for each budget account (	(node).
Base Budgeted Amt	Total base (original) budget for the cost center and bu	udget account (node).
Current Budgeted Amt	Total current budget for the cost center and budget ac (Original + Adjustments)	ccount (node). Calculated as
Current Rev/Exp	Revenue and expense activity by budget account (not	de) for the criteria chosen.
YTD/PTD Rev/Exp	Year to date or project to date revenue and expense a (node) for a cost center.	ctivity by budget account
Open Commitment	Open commitments for the criteria chosen.	
Soft Commitment	All vouchers and journals that have been budget chec Actual Ledger for the criteria chosen. All requisition the criteria chosen.	cked but not posted to the s that have not released for
Budget Available	Remaining revenue/expense budget available for the Calculated as:	budget account (node).
	Current Budget – YTD Rev/Exp – Open Commitmer BBA (Budget Available)	nts – Soft Commitments =
Cost Center Rev/Exp	Total activity by cost center and account type (revenue	ue or expense).
Cost Center Net	Net revenue and expense activity by cost center.	
Dept Rev/Exp	Total activity by department and account type (reven	ue or expense).
Total Revenue/Expense	Total activity by account type (revenue or expense) for on the report.	or all departments included



#### SUBJECT: Budget Summary Report (UGLS1063)

Page 8 of 9

Net Totals

Net activity for all departments included on the report.

#### UGLS1063.3 - Actual Account Summary:

Business Unit : 00759 Uni	iv. of Houston - Clear Lake	Period Bn Results	UNIVERSITY OF M Actual Acco ded December 21, Are Limited To	OUSTON - SYSTEM unt Summary 2004 (Through Per Current Budget Ref	riod 4). ference			Page No. Report II Databame Run Date Eun Dires	: 1 : UGLS1063.1 : PEPRD : 02/15/2005 : 04.12:42 PM
Cost Center P:	rogram Description Ty	c Budg Actual p Acct Acct	Dare (Original)	Ourrent (Orig + Adj) Our	rr Rev/Emp Re	rd/PTD ev/Exp	Open Commitment	Soft Commitment	Budget Available
1051 C0076 F0307 NA EX 1051 C0076 F0307 NA EX	DGRT OFFICE EX DGRT OFFICE EX DGRT OFFICE EX DGRT OFFICE EX DGRT OFFICE EX DGRT OFFICE EX	P 25006 P 25009 P 25009 50104 P 25009 52803 P 25009 52807 P 25009 52700	249,017.00 2,001.00	249,017.00 2,001.00	20,751.44 147.00 0.54 0.00	82,005.76 585.00 9.18 0.00	165,784.15 1,176.00 0.00 25.00	0.00 0.00 0.00 0.00	
	C0078 1051	р0307 на вар	251,018.00	251,018.00	20, 898.98	83,602.94	166,985.15	0.00	429.91
	C0078 1051	р0307 на изт	251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91
	<b>PUND</b> 1051	ED	251,018.00	251,018.00	20, 898.98	83,602.94	166,985.15	0.00	429.91
	DEPTID c0078	E 3D	251,018.00	251,018.00	20, 898.98	83,602.94	166,985.15	0.00	429.91

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run and whether the report was limited to only the current budget reference.
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. (UGLS1063.3 for section 3)
Run Date/Time	Date and time the report was produced.
Cost Center	Cost center chartfields: fund, department, program and project/grant id. Multiple Cost Centers may be listed depending upon the criteria chosen.
Program/Project Description	For non-projects, the program description is displayed. For project/grant cost centers, the project description is displayed.
Account Type	Revenue and expense account summaries are listed separately.
Budget Account	Activity is reported by budget account (node).
Actual Account	Each account for which there is activity during the reporting period will be listed with the corresponding budget account (node).
Base Budgeted Amt	Total base (original) budget for the cost center and budget account (node).
Current Budgeted Amt	Total current budget for the cost center and budget account (node). Calculated as (Original + Adjustments)
Current Rev/Exp	Revenue and expense activity by account for the criteria chosen.



SUBJECT: Budget Summary Report (UGLS1063)		Page 9 of 9	
YTD/PTD Rev/Exp	Year to date or project to date revenue and expense activit center.	revenue and expense activity by account for a cost	
Open Commitment	Open commitments for the criteria chosen.		
Soft Commitment	All vouchers and journals that have been budget checked but not posted to the Actual Ledger for the criteria chosen. All requisitions that have not released for the criteria chosen.		
Budget Available	Remaining revenue/expense budget available. Calculated as:		
	Current Budget – YTD Rev/Exp – Open Commitments – S BBA (Budget Available)	Soft Commitments =	
Cost Center Rev/Exp	Total activity by cost center and account type (revenue or	expense).	
Cost Center Net	Net revenue and expense activity by cost center.		
Dept Rev/Exp	Total activity by department and account type (revenue or	account type (revenue or expense).	
Total Revenue/Expense	Total activity by account type (revenue or expense) for all on the report.	(revenue or expense) for all departments included	
Net Totals	Net activity for all departments included on the report.		