



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**

#1

*Business Unit: 00759 #2

To FY/Period: 2004 998

Only Print Active Cost Centers

Print multiple requests on same page

Limit Results to Current Budget Ref #3

	Budget Summary	Budget Account Summary	Actual Account Summary
Revenue	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expense	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#4

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.



5. Enter the Speed Type for the specific cost center. (optional)
6. Enter the fund. The choices are: All, Group, or Some.

All:

*Fund:

All funds will be chosen.

Group:

*Fund: Fund 1 Fund 3 Fund 5 Fund 7
 Fund 2 Fund 4 Fund 6 Fund 9

Check the fund group to be run.

Some:

*Fund: From: To:

Enter the specific From and To Fund.

7. Enter the Department. The choices are: All, Some, or Tree Range.

All:

*Deptid:

All departments will be chosen.

Some:

*Deptid: From: To:

Enter the specific From and To department. Tree Range:

*Deptid: Node:

Enter the specific tree node from the Department Tree.



Scroll Area Find | View All First 1 of 1 Last

Request No: 1

*Fund: Some From: 1051 To: 1051

*Deptid: Some From: C0078 To: C0078

SpeedType: []

*Prog: Some From: F0307 To: F0307

*Project: Some From: NA To: NA

#8

#9

8. Enter the Program. The choices are: All, Group, or Some.
All:

*Prog: All

All Programs will be chosen.

Group:

*Prog: Group

A B C D E
 F G H I

Check the appropriate box. These letters represent the first character of the Program (NACUBO Expenditure Function).

Some:

*Prog: Some From: F0307 To: F0307

Enter the specific From and To Program value

9. Enter the Project ID. The choices are: All, Group, or Some.
All:

*Project: All

All Projects will be chosen.

Group:

*Project: Group

NA A G I P

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



Some:

*Project: From: To:

Enter the From and To Project ID.

Report Parameters **Additional Options**

- Click on the “Additional Options” tab to select different options for sorting and subtotalling other than the default option.

Report Parameters **Additional Options**

Run Control ID: 1063

[Report Manager](#) [Process Monitor](#)

Sort and Group Options

#11 { **First Sort:** **Second Sort:** **Third Sort:** **Fourth Sort:** **Fifth Sort:** **Sixth Sort:**

Sub Total By Sub Total By

Page Break

- Choose up to six sort options and two subtotalling options. Subtotalling 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.
- Check “Page Break” for page breaks on the first sort option.
- Click .

The Process Scheduler Request page is displayed:

Process Scheduler Request

User ID: BYECA Run Control ID: 1063

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	BBA Summary	UGLS1063	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

#14

- Check BBA Summary under the Process List and click to return to the Criteria Page.
- Click [Process Monitor](#) to monitor the status of the processing of the report.



The Process Monitor page is displayed:

View Process Request For

User ID:
 Type:
 Last: Days

Server:
 Name:
 Instance: to

Run Status:
 Distribution Status:
 Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	595773		SQR Report	UGLS1063	BYECA	02/16/2005 1:31:38PM CST	Success	Posted	Details

- Click on [Details](#) to drill down to the report. Make sure the Run Status is “Success” and Distribution Status is “Posted” first.
- Click on [View Log/Trace](#) under Process Details to further drill down to the report.
- Click on [uqls1063_595773.PDF](#) under View Log/Trace to see the report.

UGLS1063.1 - Budget Summary:

Cost Center	Prog/Proj Description	Acc Base Typ (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available
1051 00078 00007 NA	BUDGET OFFICE	EXP	251,018.00	251,018.00	20,898.99	83,602.94	166,985.15	0.00
	FUND 1051	EXP	251,018.00	251,018.00	20,898.99	83,602.94	166,985.15	0.00
	DEPTD 00078	EXP	251,018.00	251,018.00	20,898.99	83,602.94	166,985.15	0.00

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.



- 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 Houston - Clear Lake		UNIVERSITY OF HOUSTON - SYSTEM							Page No. : 1	
		Budget Account Summary							Report ID : UGLS1063.2	
		Period Ended December 31, 2004 (Through Period 4).							Database : PEPFD	
		Results Are Limited To Current Budget Reference							Run Date : 02/15/2005	
									Run Time : 02:52:19 PM	
Cost Center	Program Description	Acc Budy Typ Acct	Budy Acct Descr	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B2006 L3 - SWM	249,017.00	249,017.00	20,781.44	82,005.76	165,784.15	0.00	227.09
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B2009 L3 - MGO	2,001.00	2,001.00	187.54	527.18	1,201.00	0.00	202.82
c0078 1051 F0307 NA		EXP		251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91
c0078 1051 F0307 NA		INT		251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91
FUND 1051		EXP		251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91
DEPTID C0078		EXP		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. (UGLS1063.2 for section 2)
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).
Budget Account Description	The description is provided for each 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 budget account (node) for the criteria chosen.
YTD/PTD Rev/Exp	Year to date or project to date revenue and expense activity by budget account (node) 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 for the budget account (node). Calculated as: Current Budget – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA (Budget Available)
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 expense).
Total Revenue/Expense	Total activity by account type (revenue or expense) for all departments included on the report.



Net Totals Net activity for all departments included on the report.

UGLS1063.3 - Actual Account Summary:

UNIVERSITY OF HOUSTON - SYSTEM											
Actual Account Summary										Page No. : 1	
Period Ended December 31, 2004 (Through Period 4).										Report ID : UGLS1063.3	
Results Are Limited To Current Budget Reference										Database : PUPED	
										Run Date : 02/15/2005	
										Run Time : 04:12:42 PM	
Business Unit : 00759 Univ. of Houston - Clear Lake											
Cost Center	Program Description	Acc Type	Bdgt Acct	Actual Acct	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5006		249,017.00	249,017.00					
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5009		2,001.00	2,001.00					
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5006	50104			20,751.44	82,005.76	165,784.15	0.00	
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5009	52803			147.00	586.00	1,176.00	0.00	
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5009	52807			0.54	2.18	0.00	0.00	
1051 00078 F0307 NA	BUDGET OFFICE	EXP	B5009	52700			0.00	0.00	25.00	0.00	

00078 1051 F0307 NA	EXP				251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91

00078 1051 F0307 NA	NET				251,018.00	251,018.00	20,898.98	83,602.94	166,985.15	0.00	429.91

DEPTID 00078	EXP				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.



YTD/PTD Rev/Exp	Year to date or project to date revenue and expense activity by account 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)
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 expense).
Total Revenue/Expense	Total activity by account type (revenue or expense) for all departments included on the report.
Net Totals	Net activity for all departments included on the report.