



The UGL01074 is the departmental cost center report and is used to reconcile departmental fiscal activity. The navigation is:

CUSTOM REPORTS – GL – DEPT VERIFICATION RPT (1074)

Report Parameters

Run Control ID: po-req-xref

Report Manager

Process Monitor

Cost Center Manager

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

*Business

Unit:

From

FY/Period:

To FY/Period:

Summary by Budget Node Only

Summary by Budget Node and Account

Transactions Asset/Liab/Fund Equity

Rev/Exp Budget Jnl

Print All Cost Centers

Only Print Active Cost Centers

Only Print Inactive Cost Centers

Open Commitments

Soft Commitments

Balance Sheet

Verification Worksheet

1. Enter the Business Unit of "00759".
2. Enter the From FY/Period and To FY/Period information to select the timeframe for data to be displayed on the report.
3. Check the appropriate boxes to run the various sections of the report. The sections are as follows:
 - Summary by Budget Node Only – Section 1 (1074.1)
 - Summary by Budget Node and Account – Section 2 (1074.2)
 - Transactions – Asset/Liab/Fund Equity – Section 3a (1074.3a)
 - Transactions – Rev/Exp – Section 3b (1074.3b)
 - Transactions – Budget Jnl – Section 3c (1074.3c)
 - Open Commitments – Section 4 (1074.4)
 - Soft Commitments – Section 5 (1074.5)
 - Balance Sheet – Section 6 (1074.6)
4. Uncheck "Only Print Active Cost Centers", and check "Print All Cost Centers" if inactive cost centers are to be displayed as well.

1074 Report Definition.doc
9/19/2021



5. Enter the Speed Type for the specific cost center the 1074 is to be run for. (optional)
6. Enter the fund the 1074 is run for. 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 the 1074 is to be run for.

7. Enter the Department the 1074 is run for. 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 the 1074 is to be run for.

Tree Range:

*Deptid: Node:

Enter the specific tree node from the Department Tree the 1074 is to be run for.



Scroll Area Find | View All First 1 of 1 Last

Request No: 'Fund: Some From: 1051 To: 1051

1 'Deptid: Some From: C0078 To: C0078

SpeedType: 'Prog: Some From: F0307 To: F0307

#8 'Project: Some From: NA To: NA

#9

8. Enter the Program the 1074 is to be run for. 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 the 1074 is to be run for. 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 the 1074 is to be run for.

9. Enter the Project ID the 1074 is to be run for. 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 the 1074 is to be run for. 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 the 1074 is to be run for.

10. Click

The Process Scheduler Request page is displayed:

Process Scheduler Request

User ID: ----- Run Control ID: 1074

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Department Verification Report	UGLS1074	SQR Report	Web	PDF	Distribution

#11

11. Check the Department Verification Report and click to return to the Criteria Page.

12. 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: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	589454		SQR Report	UGLS1074	BYECA	02/14/2005 4:13:11PM CST	Success	Posted	Details

#13

13. Click on [Details](#) to drill down to the report. Make sure the Run Status is "Success" and Distribution Status is "Posted" first.

14. Click on [View Log/Trace](#) under Process Details to further drill down to the report.

15. Click on [ugls1074_589454.PDF](#) under View Log/Trace to see the report.



Section 1:

```

Cost Center : 1081/00079/0007/NA (22274)
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 1081 R & G ASSTG SUPPORT-PO 1-UNCL
DeptID : 00076 BUDGET OFFICE
Program Code : 00007 BUDGET OFFICE
Project : 99
Responsible : CARR,JEAN M

UNIVERSITY OF HOUSTON - SYSTEM
Revenue & Expense - Budget Node Summary
Period Ended January 31, 2008 (Through Period 5).

Page No. : 1
Report ID : UGLS1074.1
Database : PEPRD
Run Date : 02/14/2008
Run Time : 04:10:45 PM

-----
Description                Base      Current      Curr Rev/Exp  YTD Rev/Exp  YTD Rev/Exp  Open Commit  Soft  Budget  Budget
(Original)  (Orig + Adj)                                     Rev/Exp      Rev/Exp      Rev/Exp      Commitment  Avail  Avail
-----
Current Budget Reference
*****
No Revenue Found.

5006 LI-SALARY AND WAGES    249,017.00  249,017.00    20,751.44    103,757.20    103,757.20    144,634.72    0.00    625.09    0.28
5009 LI-MAINTENANCE AND OPERATIONS  2,002.00    2,002.00      249.97      747.15      747.15      1,054.00    0.00    199.55    10.04
-----
Total Expense                251,019.00  251,019.00    20,901.41    104,504.35    104,504.35    145,688.72    0.00    824.92    0.28

Prior Budget Reference
*****
No Revenue Found.
No Expense Found.

-----
Grand Total Revenue          0.00          0.00          0.00          0.00          0.00          0.00          0.00    0.00    0.04
Grand Total Expense        251,019.00  251,019.00    20,901.41    104,504.35    104,504.35    145,688.72    0.00    824.92    0.28

```

UGLS1074.1 – Revenue and Expense Budget Node Summary

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run.
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	Date and time the report was produced.
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.
Description	Each budget account (node) – and its description – for which there is budget or actual activity. Budget accounts (nodes) are grouped by Revenue and Expense.
Base Budgeted Amt	Total base (original) budget for the individual budget account (node).
Current Budgeted Amt	Total current (adjustment) budget for the individual budget account (node). Calculated as (Original + Adjustments).
	Budget to cover encumbrances for prior budget references as of Period 998.
Current Rev/Exp	Revenue and expense activity recorded for the budget account (node) for the criteria chosen.



- YTD Rev/Exp Year to date revenue and expense activity for the criteria chosen.

- PTD Rev/Exp Project to date revenue and expense activity recorded for the criteria chosen. If Project = NA, then PTD=YTD.

- Open Commitment Open Commitments (encumbrances that have not been released) based on the criteria chosen, listed by Budget Reference.

- 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 Revenue/expense budget available. Calculated as:
 Current Budget – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA (Budget Available)

- % Available Percent of Current Budgeted Amt remaining. Calculated as (Budget Available / Current Budgeted Amount).

- Total Revenue/
Total Expense Activity is totaled for all revenue and expense accounts for Current and Prior Budget References.

- Grand Total
Revenue/Expense Activity is totaled for all revenue and expense accounts across Budget References.

Section 2:

Cost Center : 1051/C0076/P0307/NA (12174)		UNIVERSITY OF HOUSTON - SYSTEM				Page No. : 2	
Business Unit : 00759 Univ. of Houston - Clear Lake		Revenue & Expense - Budget Node & Account Summary				Report ID : OULR1074.2	
Fund : 1051 R & G STATE SUPPORT-PD 1-UNCL		Period Ended January 31, 2005 (Through Period 5).				Database : PS2PS	
DeptID : C0076 BUDGET OFFICE						Run Date : 02/14/2005	
Program Code : P0307 BUDGET OFFICE						Run Time : 04:10:45 PM	
Project : NA							
Responsible : CARR,JEAN M							

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference									
No Revenue Found.									
25006 LI-SALARY AND WAGES	249,017.00	249,017.00							
30104 P/A 1.00 FTE			20,751.44	102,757.20	102,757.20	144,634.72	0.00		
LI-SALARY AND WAGES	249,017.00	249,017.00	20,751.44	102,757.20	102,757.20	144,634.72	0.00	625.08	0.28
25009 LI-MAINTENANCE AND OPERATIONS	2,001.00	2,001.00							
32602 TELEPHONE SERVICES			147.00	735.00	735.00	1,029.00	0.00		
32607 TELEPHONE - LONG DISTANCE			2.97	12.15	12.15	0.00	0.00		
32700 REPAIRS/MAINTENANCE - EQUIP/SEM			0.00	0.00	0.00	25.00	0.00		
LI-MAINTENANCE AND OPERATIONS	2,001.00	2,001.00	149.97	747.15	747.15	1,054.00	0.00	199.95	10.08
Total Expense	251,018.00	251,018.00	20,901.41	104,504.35	104,504.35	145,688.72	0.00	824.93	0.28
Prior Budget Reference									
No Revenue Found.									
No Expense Found.									
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total Expense	251,018.00	251,018.00	20,901.41	104,504.35	104,504.35	145,688.72	0.00	824.93	0.28

UGLS1074.2 – Revenue & Expense Budget Node/Account Summary

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run.
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	Date and time the report was produced.
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.
Description	Each budget account (node) – and its description – for which there is budget or actual activity. Budget accounts (nodes) are grouped by Revenue and Expense.
Actual Account	The activity for actual accounts is reported beneath the corresponding budget account (node).
Base Budgeted Amt	Total base (original) budget for the individual budget account (node).
Current Budgeted Amt	Total current (adjustment) budget for the individual budget account (node). Calculated as (Original + Adjustments).
Current Rev/Exp	Revenue and expense activity recorded for the account for the criteria chosen.
YTD Rev/Exp	Year to date revenue and expense activity for the account.
PTD Rev/Exp	Project to date revenue and expense activity for the account. If Project = NA, then PTD=YTD.
Open Commitment	Open Commitments (encumbrances that have not been released) based on the criteria chosen, listed by Budget Reference.
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 Budgeted Amt – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA (Budget Available)



% Available Percent of Current Budgeted Amt remaining. Calculated as (Budget Available / Current Budgeted Amount).

Actual account activity is subtotaled for each change in budget account (node).

Total Revenue/Total Expense Activity is totaled for all revenue and expense accounts for Current and Prior Budget References.

Grand Total Revenue/Expense Activity is totaled for all revenue and expense accounts across Budget References.

Section 3a:

Cost Center : 1051/00078/00007/NA (12174)		UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 3
Business Unit : 00700 Univ. of Houston - Clear Lake		Detailed Transactions - Asset/Liab/Fund Eq										Report ID : UGLS1074.3a
Fund : 1051 E & G STATE SUPPORT-FD 1-UNCL		January 01, 2005 To January 31, 2005 (Through Period 5).										Database : PSFRD
DeptID : 00078 BUDGET OFFICE												Run Date : 02/14/2005
Program Code : 00007 BUDGET OFFICE												Run Time : 04:10:45 PM
Project : NA												
Responsible : CANN,JEAN M												
Acct	Transaction Description	Journal ID	Line	Date	FY	FD	Ledger	Budget Ref	Source SU	Document Number	Reference SU Number	CFI Info
Current Budget Reference												
10714	HR 0021055 Payroll Month OnCycl	HR01000152	174	01/31/05	2005	5		-14,751.96	022005	HRM		HRM0000
10714	PAYROLL ALLOC TO 00783	PAY0000150	599	01/31/05	2005	5		14,751.96	022005	ALC		

	10714 UHM PAYROLL DD SETTLEMENT							0.00				

12118	UNIV OF HOUS/ADKINS, MELISSA DIANE	AP01000444	76	01/31/05	2005	5		2,871.09	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/ADKINS, MELISSA DIANE	AP01000444	76	01/31/05	2005	5		142.37	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/CANN, JEAN M	AP01000444	76	01/31/05	2005	5		447.23	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/CANN, JEAN M	AP01000444	76	01/31/05	2005	5		447.23	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SILVARELLI, ANGELA RENEE	AP01000444	76	01/31/05	2005	5		3,045.12	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SILVARELLI, ANGELA RENEE	AP01000444	76	01/31/05	2005	5		155.92	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SILVARELLI, ANGELA RENEE	AP01000444	76	01/31/05	2005	5		59.43	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SANCHEZ, S. IRMA	AP01000444	76	01/31/05	2005	5		245.99	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SANCHEZ, S. IRMA	AP01000444	76	01/31/05	2005	5		147.56	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SANCHEZ, S. IRMA	AP01000444	76	01/31/05	2005	5		198.74	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SANCHEZ, S. IRMA	AP01000444	76	01/31/05	2005	5		99.37	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SANCHEZ, S. IRMA	AP01000444	76	01/31/05	2005	5		3,574.15	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/RYN, CATHY A	AP01000444	76	01/31/05	2005	5		207.58	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/RYN, CATHY A	AP01000444	76	01/31/05	2005	5		164.67	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/RYN, CATHY A	AP01000444	76	01/31/05	2005	5		62.34	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/RYN, CATHY A	AP01000444	76	01/31/05	2005	5		3,053.27	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SILVARELLI, ANGELA RENEE	AP01000444	76	01/31/05	2005	5		39.96	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/SILVARELLI, ANGELA RENEE	AP01000444	76	01/31/05	2005	5		77.91	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/CANN, JEAN M	AP01000444	76	01/31/05	2005	5		196.25	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/CANN, JEAN M	AP01000444	76	01/31/05	2005	5		299.35	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/CANN, JEAN M	AP01000444	76	01/31/05	2005	5		5,379.19	022005	AP	HR759	0MS1V422
12118	UNIV OF HOUS/ADKINS, MELISSA DIANE	AP01000444	76	01/31/05	2005	5		71.19	022005	AP	HR759	0MS1V422
12118	USAS REALLOC TO 00783	USAS0000150	82	01/31/05	2005	5		-20,751.44	022005	ALC		

UGLS1074.3a – Detailed Transactions – Asset/Liab/Fund Equity

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run.
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	Date and time the report was produced.
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.



Acct/Transaction Description	Each account for which there is activity during the reporting period is listed with the corresponding transaction description. Accounts are listed in numerical order: Asset accounts (1XXXX) then Liability accounts (2XXXX), then Fund Equity accounts (3XXXX).
Journal	<p>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:</p> <ul style="list-style-type: none">• No Prefix = Accounting• ADM = Administrative Charges• AP = Accounts Payable• AV = University Advancement• CFWD = Carryforward• HR = Human Resources• IDC = Indirect Cost• INT = Interest• LOC = Letter of Credit• PAY = Payroll Allocation to UHS• REV = Revenue Recognition• SF = Student Financials• TEL = Telephone• UCI = Unemployment Compensation• WCI = Workers' Compensation
FY	The fiscal year in which the transaction was recorded.
Acct Pd	The accounting period (month) in which the transaction was recorded.
Actual Ledger	Transaction amount posted to the Actual Ledger.
Budget Ref	The budget reference in which the transaction was recorded.
Source	<p>The source of the transaction:</p> <ul style="list-style-type: none">• ACC = Accounting• ACS = Interest Income Allocation• ADV = University Advancement Entries

- ALC = Allocation w/ Claim on Cash Balance
- ALO = Allocations
- AP = Accounts Payable
- CCM = Application fees paid by credit card
- HRS = HR System
- IDC = Indirect Cost
- LOC = Letter of Credit
- ONL = Online Entry
- REV = Revenue Recognition
- SCR = Service Center interface
- STF = Student Financial System
- TEL = Telephone interface

Document	Transaction support information, including Business Unit and document number.
Reference	For Accounting journals entered from Journal Entry Forms, the reference is the document number assigned by the form's originator. For PO Vouchers, the reference is the PO number. For voucher payments, the check number is listed. For SCR transactions, the reference is the billing date (on telephone) or invoice/job number (on postage, printing/copying, central stores, and UCT items).
CF1 Info	Value of Chartfield 1, if used, on the transaction. Transactions are subtotaled by account, and the account description is provided. Activity is totaled by account type (asset, liability, fund equity) for Current and Prior Budget References.
Grand Total Assets/Liabilities/Fund Equity	Activity is totaled for each account type across Budget References.



Section 3b:

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Cost Center : 1051/0078/0007/NA (11174)                UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 1051 S & G STATE SUPPORT-PD 1-UHCL
DeptID : 00078 BUDGET OFFICE
Program Code : 0007 BUDGET OFFICE
Project : NA
Responsible : CARR,JEAN W

                                Detailed Transactions - Revenue/Expense
                                January 01, 2005 To January 31, 2005 (Through Period 5).
Page No. : 6
Report ID : UGLS1074.3b
Database : PS930
Run Date : 02/14/2005
Run Time : 04:16:45 PM

Acct Transaction Description /-----Journal/PO-----\ Acct /-----Amount-----\ Budget /--Document--\ /--Reference--\ CFI
Type ID Date/Line FY SD Actual Encumbrance Ref Source SU Number SU Number Info
-----
Current Budget Reference
*****
No Revenue Found.

50104 HR M01105 Payroll North EncumbrMNCM JNKL HRD1066142 01/31/05 274 2005 S 0.00 -21,149.43 HP2005 HRJ HRM06ENC
50104 HR M01105 Payroll North OnCycleMNCM JNKL HRD1066152 01/31/05 1936 2005 S 20,751.44 0.00 HP2005 HRJ HRM06ENC
*****
50104 P/A 1.00 PTE 20,751.44 -21,149.43

52803 ENC-REV/DEC 2004(SPTT12174)528TELE00 JNKL 0001056035 01/04/05 1 2005 S 0.00 -147.00 HP2005 GCR TEL00121
52803 UNIV OF HOUST/DEC 2004(SPTT12174)528 JNKL AP01056105 01/04/05 75 2005 S 147.00 0.00 HP2005 AP GCT59 00026550 DEC 2004(G
*****
52803 TELEPHONE SERVICES 147.00 -147.00
52807 UNIV OF HOUST/DEC 2004(SPTT12174)528 JNKL AP01056105 01/04/05 112 2005 S 2.97 0.00 HP2005 AP GCT59 00026551 DEC 2004(G
*****
52807 TELEPHONE - LONG DISTANCE 2.97 0.00
Total Expense 20,901.41 -21,296.43

Prior Budget Reference
*****
No Revenue Found.
No Expense Found.

*****
Grand Total Revenue 0.00 0.00
Grand Total Expense 20,901.41 -21,296.43

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UGLS1074.3b – Detailed Revenue/Expense Transactions

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run.
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. (UGLS1074.3b for section 3b)
Run Date/Time	Date and time the report was produced.
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.
Acct/Transaction Description	Each account for which there is revenue, expense, or encumbrance activity during the reporting period is listed with the corresponding transaction description. Accounts are listed in numerical order: Revenue accounts (4XXXXX with a few exceptions,) then Expense accounts (5XXXXX).
Journal/PO	The document type, journal or 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
- CFWD = Carryforward
- HR = Human Resources
- IDC = Indirect Cost
- INT = Interest
- REV = Revenue Recognition
- SF = Student Financials
- TEL = Telephone
- UCI = Unemployment Compensation
- WCI = Workers' Compensation

FY	The fiscal year in which the transaction was recorded.
Acct Pd	The accounting period (month) in which the transaction was recorded.
Amount	Transaction amount for Actual (revenue, expense) or Encumbrance.
Budget Ref	The budget reference in which the transaction was recorded.
Source	The source of the transaction: <ul style="list-style-type: none">• ACC = Accounting• ACS = Interest Income Allocation• ADV = University Advancement Entries• ALO = Allocations• AP = Accounts Payable• CCM = Application fees paid by credit card• HRS = HR System• IDC = Indirect Cost• ONL = Online Entry• REV = Revenue Recognition• SCR = Service Center interface• STF = Student Financial System



- TEL = Telephone interface

Document	Transaction support information, including Business Unit and document number.
Reference	On payroll journals, the reference will display ACTUAL, ENCUMB, or REALL. For Accounting journals entered from Journal Entry Forms, the reference is the document number assigned by the form's originator. 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, central stores, and UCT items).
CFI Info	Value of Chartfield 1, if used, on the transaction. Transactions are subtotaled by account, and the account description is provided. Activity is totaled for all revenue and expense accounts for Current and Prior Budget References.
Grand Total Revenue/Expense	Activity is totaled for all revenue and expense accounts across Budget References.

Section 3c:

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Cost Center : 1051/00078/00007/NA (12174)                UNIVERSITY OF HOUSTON - SYSTEM
Business Unit : 00789 Univ. of Houston - Clear Lake
Fund : 1051 E & G STATE SUPPORT-PD 1-UHCL                Detailed Transactions - Budget Jnlrs
DepctID : 00078 BUDGET OFFICE                            January 01, 2005 To January 31, 2005 (Through Period 5).
Program Code : F0307 BUDGET OFFICE
Project : NA
Responsible : CARR,JEAN M
Page No. : 7
Report ID : UGLS1074.3c
Database : P03PD
Run Date : 02/14/2005
Run Time : 04:16:45 PM

-----Budget Journal-----
Acct Transaction Description      Jnl ID Line Date      FY PD Initial Budget Original Adjustment Closing/Bl Pw SDef LGroup Extra Information
-----
Current Budget References
*****
No Revenue or Expense Budgets Found.

Prior Budget References
*****
No Revenue or Expense Budgets Found.

```

UGLS1074.3c – Detailed Transactions: Budget Journals

Label	Description
Report Title/Period Ended	Displays the time period for which the report was run.
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. (UGLS1074.3c for section 3c)
Run Date/Time	Date and time the report was produced.

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.
Acct/Transaction Description	Each budget account (node) and the corresponding transaction description will be listed for the criteria chosen. Budget journals entered from Budget Adjustment Forms display the reference or document number assigned by the form's originator. Budget journals affecting the salary and wage budget account (node B5006) display the position number rather than the document number.
Budget Journal	The journal ID, journal line, and journal date are listed for each budget journal. Journals with a prefix of BDX (found only in Period 1) were created in the budget load.
FY	The fiscal year in which the transaction was recorded.
Acct Pd	The accounting period (month) in which the transaction was recorded.
Initial Budget	Initial budget load from PC Bud.
Original	Amount posted as an Original budget entry.
Adjustment	Amount posted as an Adjustment budget entry.
Closing/Rll Fw	Not used.
BRef	The budget reference in which the transaction was recorded.
LGroup	Budget ledger group to which the budget journal was posted.
Extra Information	Budget entry type (PC Bud Load, original, adjustment) is displayed.
Total Revenue/Expense Budget	Budget activity is totaled for all revenue and expense accounts (nodes) for Current and Prior Budget References.
Grand Total Rev/Exp Budget	Activity is totaled for all revenue and expense accounts (nodes) across Budget References. Grand Total will only be displayed if there is activity for more than one Budget Reference.



Section 4:

```

Cost Center : 1051/00079/00007/NA (12174)
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 1051 E & G STATE SUPPORT-FD 1-UNCL
Dep-ID : 00079 BUDGET OFFICE
Program Code : 00007 BUDGET OFFICE
Project : NA
Responsible : CARR, JERAM M
/-----Document-----\ /-----Vendor-----\
Acct Type BU Number ID Name Encumbrance Liquidated Open Percent Budget
Amount Amount Amount Open Ref
-----
Current Budget Reference
*****
53700 PO 00759 0000010294 0000022653 WORN, JERRY C 25.00 0.00 25.00 100.0% SP2005
50104 JNKL 00759 249,017.33 104,382.61 144,634.72 58.1% SP2005
52603 JNKL 00759 1,764.00 725.00 1,039.00 58.9% SP2005
*****
Total Open Commitment 145,669.72

Prior Budget References
*****
No Open Commitments Found.
  
```

UGLS1074.4 – Open Commitments

Label	Description
Report Title/Timeframe	All fiscal years and all periods.
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	Date and time the report was produced.
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.
Acct	Transactions are grouped by the Budget Reference then by account. The account on the encumbrance journal or PO.
Document	The document type, whether PO or Journal, the Business Unit, and the PO ID or Journal ID.
Vendor	The vendor ID and vendor name are displayed for each PO encumbrance.
Encumbrance Amount	The original encumbrance is displayed.
Liquidated Amount	The amount by which the original encumbrance has been decreased.
Open Amount	The remaining open commitment for each document.



Percent Open Calculated (Open Amount/Encumbrance Amount)

Budget Reference The budget reference in which the transaction was recorded.

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. Grand Total will only be displayed if there is activity for more than one Budget Reference.

Section 5:

```

Cost Center : 1051/00078/00007/NA (12174)
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 1051 S & G STATE SUPPORT-PD 1-UNCL
DeptID : 00078 BUDGET OFFICE
Program Code : 00007 BUDGET OFFICE
Project : NA
Responsible : CNRP,DEAN N
/*****Document*****/
Acct Type SU Number Date/Line Journal Information Amount Budget Type Ref Soft Commitment Reason Vendor ID, Vendor Name, Acct Date

UNIVERSITY OF HOUSTON - SYSTEM
Soft Commitments
As of January 21, 2005 (Through Period 5)
Page No. : 9
Report ID : UGLS1074.5
Database : P2P3D
Run Date : 02/14/2005
Run Time : 04:16:45 PM

Current Budget Reference
*****
No Soft Commitment Found.

Prior Budget References
*****
No Soft Commitment Found.

```

UGLS1074.5 – Soft Commitments

Label	Description
Report Title/Timeframe	All fiscal years and all periods.
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	Date and time the report was produced.
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.
Acct	Transactions are grouped by Budget Reference then by account. Transactions for the reporting period are grouped by account.
Document	Transaction support information including document type, Business Unit, document number, document date, document line and distribution line.
Journal Information	Journal ID, Journal Date. This information will only appear for a Voucher if the document has been journal generated.

- Amount: The amount of the soft commitment.
- Budget Type: Type of transaction (e.g. revenue or expense).
- Budget Reference: The budget reference in which the transaction was recorded.
- Soft Commitment Reason: The reason the transaction is listed as a soft commitment and possible instructions for resolving the outstanding issue. These are outstanding purchase requisitions as well as documents that have been budget checked but not posted to the Actuals Ledger.
- 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.
- Total Revenue/Expense: Totals are provided for all soft commitments in each Budget Reference as well as total soft commitments for all Budget References combined. Grand Total will only be displayed if there is activity for more than one Budget Reference.

Section 6:

Acct Description	2005 Beginning Year Balance (\$)	Beginning Balance Jan 01, 2005 (\$)	January Activity (\$)	Balance Jan 31, 2005 (\$)	Balance Jan 31, 2004 (\$)
10100 CALCULATED CLAIM ON CASH	0.00	-22,602.94	-20,901.41	-104,504.35	6,322.22
10500 STATE BANK	0.00	0.00	0.00	0.00	-6,322.22
10714 USE PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
12115 PAYROLL RECEIVABLE FR STATE	0.00	0.00	0.00	0.00	0.00
-----	-----	-----	-----	-----	-----
ASSETS	0.00	-22,602.94	-20,901.41	-104,504.35	0.00
-----	-----	-----	-----	-----	-----
10100 ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
11100 PAYROLL CLEARING	0.00	0.00	0.00	0.00	0.00
11107 EMPLOYEE MEDICARE TAX DEDUCTIO	0.00	0.00	0.00	0.00	0.00
11112 PAYROLL DED FRD INC TX	0.00	0.00	0.00	0.00	0.00
11113 PAYROLL DEDUCT FICA	0.00	0.00	0.00	0.00	0.00
11114 OHP DEDUCT	0.00	0.00	0.00	0.00	0.00
11117 PAYROLL DED HOSP INS	0.00	0.00	0.00	0.00	0.00
11118 PAYROLL DED LTD INS	0.00	0.00	0.00	0.00	0.00
11119 PAYROLL DED LIFE INS	0.00	0.00	0.00	0.00	0.00
11121 TRS DEDUCT	0.00	0.00	0.00	0.00	0.00
11141 HEALTH CARE DEDUCTION	0.00	0.00	0.00	0.00	0.00
11144 CHARITABLE CONTRIBUTION DEDUCT	0.00	0.00	0.00	0.00	0.00
11146 PREPAID PARKING DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
-----	-----	-----	-----	-----	-----
LIABILITIES	0.00	0.00	0.00	0.00	0.00
-----	-----	-----	-----	-----	-----
10100 CUR CURRENT GEN'L FND	12,272.31	12,272.31	0.00	12,272.31	12,272.31
12500 NET FROM CUR CUR GR	-12,272.31	-12,272.31	0.00	-12,272.31	-12,272.31
EXPENSE SUMMARY	---	22,602.94	20,901.41	104,504.35	0.00
REVENUE SUMMARY	---	0.00	0.00	0.00	0.00
-----	-----	-----	-----	-----	-----
FUND EQUITY	0.00	22,602.94	20,901.41	104,504.35	0.00
-----	-----	-----	-----	-----	-----
TOTAL LIABILITY & FUND EQUITY	0.00	22,602.94	20,901.41	104,504.35	0.00
-----	-----	-----	-----	-----	-----

UGLS1074.6 – Balance Sheet Summary

- Label**: Description
- Report Title/Period Ended: Displays the time period for which the report was run.

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	Date and time the report was produced.
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.
Acct	Each account for which there is activity during the reporting period is listed with the account description.
Beginning Year Balance (Period 0)	The beginning balance for the fiscal year being reported. 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). 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.
Beginning Balance	The beginning balance for the period being reported.
Activity	The activity for the period being reported.
Balance	The ending balance for the period being reported.
Balance (Prior Year)	The ending balance for the comparable period of the preceding fiscal year.
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).
Liabilities	Balance Sheet Liability account (2XXXX) activity is totaled. The liability figure should always be negative
Fund Equity	Balance Sheet Fund Equity account (3XXXX) activity is totaled. Negative fund equity indicates an available fund equity and a positive fund equity indicates a deficit fund equity.
Total Liability and Fund Equity	Calculated as (Total Liabilities + Total Fund Equity).
Available Fund Equity	Fund equity adjusted for commitments. Calculated as (Total Fund Equity – Open Commitments).



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, 2004 (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)

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)

Period 998 reflects correcting entries after the close of August. Many times this activity is recorded with a 08/31 date but it isn't required to be.

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. However, at the beginning of a new fiscal year, these balances may not be equal due to processes that must be run as part of the 12th month and period 998 closes.