

From: Hawn, Sherry B.
Sent: Monday, March 27, 2023 4:43 PM
Subject: COST CENTER VERIFICATION - TRAINING PACKET
Importance: High

Dear Colleagues,

DeAngel requested a training on Cost Center Verification.

In response, we prepared the attached job aid that maps cost center verification steps and sample documents. Yes, there are many pages, but only select data points are needed.

A live training session will be scheduled shortly.

I am grateful to Alicia Gookin who was instrumental in preparing the packet. She will be available during the training since she has years of experience with this process, and can share her tips.

I know that each of you may have developed your own way of doing this, so this is a recommendation, not a mandate. Also, this is not an account reconciliation in an accounting sense; it is a verification.

We do this verification not only because it is required by UHS, but to ensure that UHCL financial statements, compiled from Peoplesoft data, are accurate and reflect current expenses.

You should be keeping track of your department's expenses; think of a running total like a check register. Hopefully, you have a spreadsheet with recurring cost categories and formulas built-in to quasi-automate the month-end totals.

You are comparing what you know you have spent [your spreadsheet] against PS [various PS reports]– they SHOULD match unless there is a timing issue that prevents it. But if that is the case then the figures should tie out the following month.

More on the training date soon.

Thank you for collaborating. Let's make a difference.

Go Hawks!

Dr. Sherry B. Hawn
Associate Vice President Business Operations
Accounting | Payables | Purchasing | Student Billing & Collections | Travel | Contracts | Auxiliary
| General Services | Strategic Business Process Improvement | Functional Training
North Office Annex II (NOA II) N1500.03

University of Houston-Clear Lake

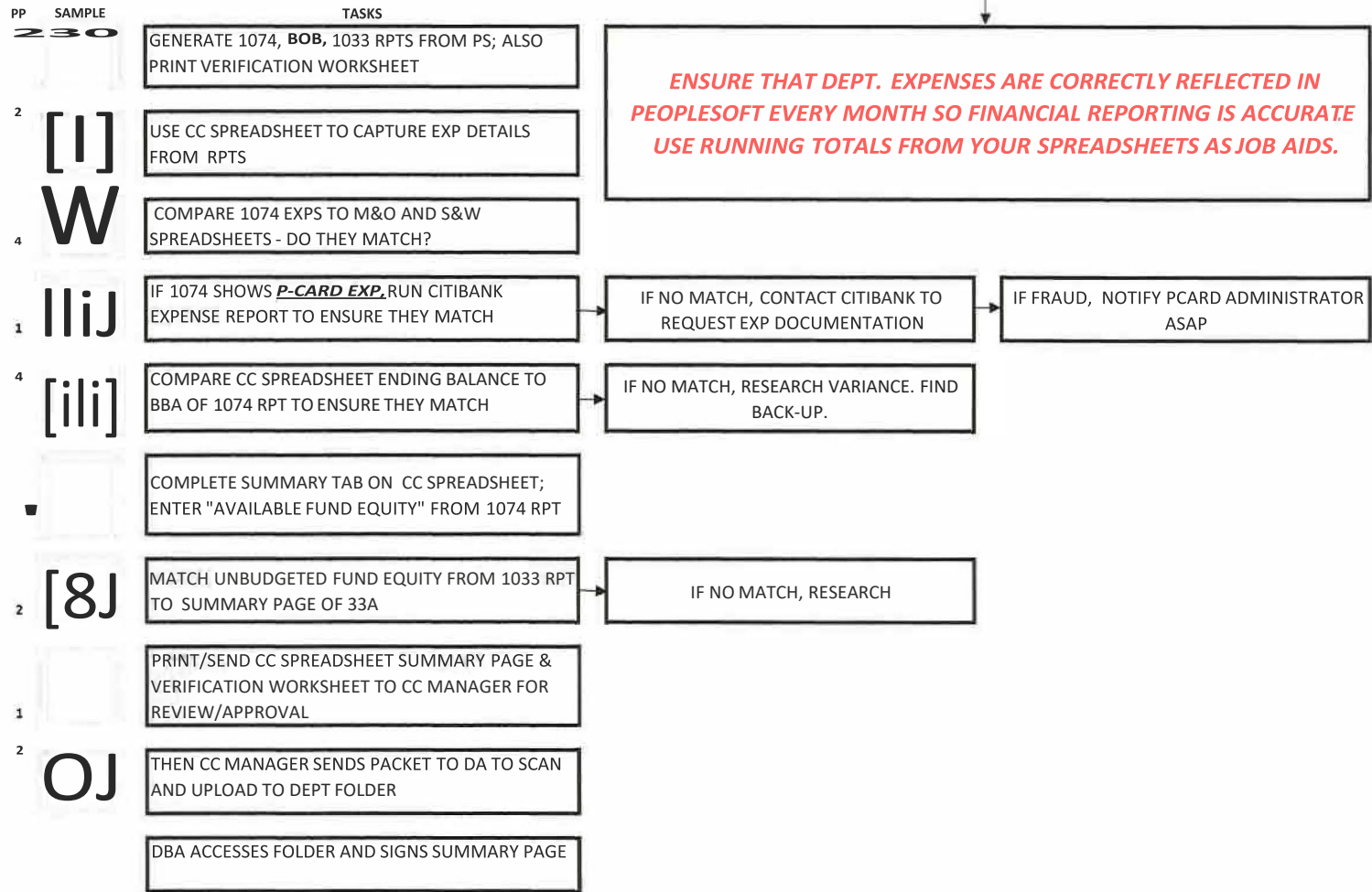
2700 Bay Area Blvd. | Houston, TX 7058

o: 281.283.2135 | eF: 281.226.7171 | c: 623-980-9666 | e: Hawn@UHCL.edu

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this message or its attachments is strictly prohibited.

Cost Center Monthly Verification

GOAL



COMMITMENT CONTROL

O/C = OPEN COMMITMENT/ENCUMBRANCE

S/C = SOFT COMMITMENT/ WARNING ONLY ON BUDGET CHECK

1074

S&W

1074
A

Cost Center : 1051/C0140/F0984/NA (16808)
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL
DeptID : C0140 PROCUREMENT
Program Code : F0984 PROCUREMENT - EX DIR
Project : NA
CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM
Revenue & Expense - Budget Node Summary
Period Ended November 30, 2022 (Through Period 3)
Report Limited to Active Cost Centers

Page No. : 1
Report ID : UGLS1074.1
Database : FSPRD
Run Date : 01/27/2023
Run Time : 11:52:48 AM

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.									
B5038 L3-S&W, EXEMPT STAFF	202,696.00	202,696.00	12,912.30	34,356.90	34,356.90	116,316.83	0.00	52,022.27	25.7%
B5039 L3-S&W, NON EXEMPT STAFF	124,283.00	124,283.00	7,692.53	22,675.13	22,675.13	77,273.25	0.00	24,334.62	19.6%
S&W Subtotal	326,979.00	326,979.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	76,356.89	23.4%
B5009 L3-MAINTENANCE AND OPERATIONS	1,503.00	1,503.00	0.00	0.00	0.00	0.00	0.00	1,503.00	100.0%
Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%
Prior Budget References									
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	0.0%
Grand Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%

Salaries + Wages

7 pages

Cost Center : 1051/C0140/F0984/NA (16808)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Revenue & Expense - Budget Node & Account Summary
 Period Ended November 30, 2022 (Through Period 3).
 Report Limited to Active Cost Centers

Page No. : 2
 Report ID : UGLS1074.2
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
<u>Current Budget Reference</u>									
No Revenue Found.									
B5038 L3-S&W, EXEMPT STAFF	202,696.00	202,696.00							
50180 P&A STAFF SALARIES, EXEMPT			12,912.30	34,356.90	34,356.90	116,316.83	0.00		
L3-S&W, EXEMPT STAFF	202,696.00	202,696.00	12,912.30	34,356.90	34,356.90	116,316.83	0.00	52,022.27	25.7%
B5039 L3-S&W, NON EXEMPT STAFF	124,283.00	124,283.00							
50190 P&A STAFF SALARIES, NON EXEMPT			7,692.53	22,675.13	22,675.13	77,273.25	0.00		
L3-S&W, NON EXEMPT STAFF	124,283.00	124,283.00	7,692.53	22,675.13	22,675.13	77,273.25	0.00	24,334.62	19.6%
S&W Subtotal	326,979.00	326,979.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	76,356.89	23.4%
B5009 L3-MAINTENANCE AND OPERATIONS	1,503.00	1,503.00							
L3-MAINTENANCE AND OPERATIONS	1,503.00	1,503.00	0.00	0.00	0.00	0.00	0.00	1,503.00	100.0%
Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%

Prior Budget References

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	0.0%
Grand Total Expense	328,482.00	328,482.00	20,604.83	57,032.03	57,032.03	193,590.08	0.00	77,859.89	23.7%

Cost Center : 1051/C0140/F0984/NA (16808)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Detailed Transactions - Budget Jrnls
 November 01, 2022 To November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 4
 Report ID : UGLS1074.3c
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Transaction Description	Jrnl ID	Line	Date	FY	Acct PD	Initial Budget	Original	Adjustment	Closing/Rll Fw	BRef	LGroup	Extra Information
------	-------------------------	---------	------	------	----	---------	----------------	----------	------------	----------------	------	--------	-------------------

Current Budget Reference

No Revenue or Expense Budgets Found.

Prior Budget References

No Revenue or Expense Budgets Found.

Cost Center : 1051/C0140/F0984/NA (16808)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Open Commitments
 As of November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 5
 Report ID : UGLS1074.4
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Type	BU	Document Number	Date	ID	Vendor Name	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CF1
Current Budget Reference												
50180	JRNL	00759					127,244.75	10,927.92	116,316.83	91.4%	BP2023	
50190	JRNL	00759					100,016.80	22,743.55	77,273.25	77.3%	BP2023	
							Total Open Commitment		193,590.08			

Prior Budget References
 No Open Commitments Found.

Cost Center : 1051/C0140/F0984/NA (16808)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 1051 E & G STATE SUPPORT-FD 1-UHCL
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Soft Commitments
 As of November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 6
 Report ID : UGLS1074.5
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

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

 No Soft Commitment Found.

Prior Budget References

 No Soft Commitment Found.

Cost Center : 1051/C0140/F0984/NA (16808)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 1051 E & G STATE SUPPORT-PD 1-UHCL
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Balance Sheet
 Period Ended November 30, 2022 (Through Period 3).
 Report Limited to Active Cost Centers

Page No. : 7
 Report ID : UGLS1074.6
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Description	2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)
10100	CALCULATED CLAIM ON CASH	10,903.90	-36,427.20	-6,035.73	-42,462.93	-49,028.42
10714	UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
12118	PAYROLL RECEIVABLE FR STATE	14,228.13	0.00	0.00	0.00	0.00
ASSETS		25,132.03	-36,427.20	-6,035.73	-42,462.93	-49,028.42
21100	PAYROLL CLEARING	-20,588.70	0.00	-14,569.10	-14,569.10	-18,819.40
21107	EMPLOYEE MEDICARE TAX DEDUCTIO	-204.39	0.00	0.00	0.00	0.00
21112	PAYRL DED FED INC TX	-1,256.67	0.00	0.00	0.00	0.00
21113	PAYROLL DEDUCT FICA	-873.90	0.00	0.00	0.00	0.00
21115	PAYRL DED TX DEF ANN	-410.91	0.00	0.00	0.00	0.00
21117	PAYRL DED HOSP INS	-407.89	0.00	0.00	0.00	0.00
21118	PAYROLL DED LTD INS	-69.34	0.00	0.00	0.00	0.00
21119	PAYROLL DED LIFE INS	-15.80	0.00	0.00	0.00	0.00
21121	TRS DEDUCT	-1,171.35	0.00	0.00	0.00	0.00
21141	HEALTH CARE DEDUCTION	-123.27	0.00	0.00	0.00	0.00
21159	PARKING DED 2018 TAX REG CHNGE	0.00	0.00	0.00	0.00	0.00
21170	TOBACCO PREMIUM DIFFERENTIAL	0.00	0.00	0.00	0.00	0.00
21177	PAYROLL DEDUCTION VISION PLAN	-9.81	0.00	0.00	0.00	0.00
LIABILITIES		-25,132.03	0.00	-14,569.10	-14,569.10	-18,819.40
30100	CUR UNREST GEN'L FND	477,860.35	477,860.35	0.00	477,860.35	206,216.37
33500	NMT FROM CUR UNR GE	-499,987.01	-499,987.01	0.00	-499,987.01	-206,216.37
37400	NMT TO CUR UNR GEN	22,126.66	22,126.66	0.00	22,126.66	0.00
	EXPENSE SUMMARY	-	36,427.20	20,604.83	57,032.03	67,847.82
	REVENUE SUMMARY	-	0.00	0.00	0.00	0.00
FUND EQUITY		0.00	36,427.20	20,604.83	57,032.03	67,847.82
TOTAL LIABILITY & FUND EQUITY		-25,132.03	36,427.20	6,035.73	42,462.93	49,028.42
FUND EQUITY		0.00	36,427.20	20,604.83	57,032.03	67,847.82
OPEN COMMITMENT		0.00	192,110.02	1,480.06	193,590.08	193,516.63
AVAILABLE FUND EQUITY (Adjusted for Commitments)		0.00	228,537.22	22,084.89	250,622.11	261,364.45

1074

A 1074
MJO

Cost Center : 2064/C0140/F0984/NA (14955)
Business Unit : 00759 Univ. of Houston - Clear Lake
Fund : 2064 DESIG-TUITION
DeptID : C0140 PROCUREMENT
Program Code : F0984 PROCUREMENT - EX DIR
Project : NA
CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Revenue & Expense - Budget Node Summary
Period Ended November 30, 2022 (Through Period 3)
Report Limited to Active Cost Centers

Page No. : 8
Report ID : UGLS1074.1
Database : FSPRD
Run Date : 01/27/2023
Run Time : 11:52:48 AM

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.									
B5009 L3-MAINTENANCE AND OPERATIONS	10,880.00	8,880.00	731.16	2,180.61	2,180.61	70.40	50.00	6,578.99	74.1%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	500.00	2,500.00	0.00	0.00	0.00	2,275.00	0.00	225.00	9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.99	59.8%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	93.20	0.00	0.00	0.00	93.20	0.00	0.00	0.0%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	0.00	221.99	0.00	0.00	0.00	221.99	0.00	0.00	0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00	0.00	0.0%
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	11,380.00	11,695.19	731.16	2,180.61	2,180.61	2,660.59	50.00	6,803.99	58.2%

Maintenance & operations

7 pages

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Revenue & Expense - Budget Node & Account Summary
 Period Ended November 30, 2022 (Through Period 3).
 Report Limited to Active Cost Centers

Page No. : 9
 Report ID : UGLS1074.2
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
<u>Current Budget Reference</u>									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	10,880.00	8,880.00							
52800 POSTAGE & POSTAL SERVICES			0.57	0.57	0.57	0.00	0.00		
52803 TELEPHONE SERVICES			270.00	810.00	810.00	0.00	0.00		
52807 TELEPHONE - LONG DISTANCE			1.89	5.13	5.13	0.00	0.00		
52809 TELEPHONE - TEX-AN			2.70	7.02	7.02	0.00	0.00		
53503 LEASE-EQUIPMENT			50.40	75.60	75.60	70.40	0.00		
53900 OFFICE SUPPLIES			0.00	21.69	21.69	0.00	0.00		
53911 COMPUTING SUPPLIES			405.60	405.60	405.60	0.00	0.00		
54716 LICENSES/PROFESSIONAL FEES			0.00	0.00	0.00	0.00	50.00		
54901 REGISTRATION FEES			0.00	855.00	855.00	0.00	0.00		
L3-MAINTENANCE AND OPERATIONS	10,880.00	8,880.00	731.16	2,180.61	2,180.61	70.40	50.00	6,578.99	74.1%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	500.00	2,500.00							
56102 HCS-TX MILEAGE			0.00	0.00	0.00	400.00	0.00		
56104 HCS-TX-INCIDENTALS			0.00	0.00	0.00	75.00	0.00		
56113 HCS-OUT OF STATE MEAL & LODGIN			0.00	0.00	0.00	1,800.00	0.00		
L3-TRAVEL AND BUSINESS EXPENSE	500.00	2,500.00	0.00	0.00	0.00	2,275.00	0.00	225.00	9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.99	59.8%
<u>Prior Budget References</u>									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	93.20							
53503 LEASE-EQUIPMENT			0.00	0.00	0.00	93.20	0.00		
L3-MAINTENANCE AND OPERATIONS	0.00	93.20	0.00	0.00	0.00	93.20	0.00	0.00	0.0%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	0.00	221.99							
56102 HCS-TX MILEAGE			0.00	0.00	0.00	164.99	0.00		
56104 HCS-TX-INCIDENTALS			0.00	0.00	0.00	57.00	0.00		
L3-TRAVEL AND BUSINESS EXPENSE	0.00	221.99	0.00	0.00	0.00	221.99	0.00	0.00	0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00	0.00	0.0%
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	11,380.00	11,695.19	731.16	2,180.61	2,180.61	2,660.59	50.00	6,803.99	58.2%

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Detailed Transactions - Revenue/Expense
 November 01, 2022 To November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 10
 Report ID : UGLS1074.3b
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Transaction Description	Type ID	Journal/PO	Date/Line	FY	PD	Actual	Amount	Encumbrance	Budget Ref	Source	Document	Reference	CF1 Info
<u>Current Budget Reference</u>														
No Revenue Found.														
52800	PS2001 10262022	10262	JRNL	0004069461 11/21/22	1	2023	3	0.57	0.00	BP2023	SCR		10262022	
	52800 POSTAGE & POSTAL SERVICES							0.57	0.00					
52803	OCT 2022(SPTY14955)52803 - EQUTEL00	JRNL	0004064186 11/02/22	1	2023	3	270.00	0.00	BP2023	SCR			TEL00065	
	52803 TELEPHONE SERVICES						270.00	0.00						
52807	OCT 2022(SPTY14955)52807 - TELTEL00	JRNL	0004064187 11/02/22	1	2023	3	1.89	0.00	BP2023	SCR			TEL00066	
	52807 TELEPHONE - LONG DISTANCE						1.89	0.00						
52809	OCT 2022(SPTY14955)52809 - TELTEL00	JRNL	0004064188 11/02/22	1	2023	3	2.70	0.00	BP2023	SCR			TEL00067	
	52809 TELEPHONE - TEX-AN						2.70	0.00						
53503		PO	0000045949 1-1-1		2023	3	0.00	-25.20	BP2023			00759 00278597		
53503		PO	0000045949 2-1-1		2023	3	0.00	0.00	BP2023			00759 00279358		
53503		PO	0000045949 2-1-1		2023	3	0.00	0.00	BP2023			00759 00278597		
53503		PO	0000045949 1-1-1		2023	3	0.00	-25.20	BP2023			00759 00279358		
53503	CANON FINANC/As per DIR TSO-3101 Co	JRNL	AP04064352 11/02/22	50	2023	3	25.20	0.00	BP2023	AP		00759 00278597	00759 0000045949	
53503	CANON FINANC/As per DIR TSO-3101 Co	JRNL	AP04071466 11/30/22	69	2023	3	25.20	0.00	BP2023	AP		00759 00279358	00759 0000045949	
	53503 LEASE-EQUIPMENT						50.40	-50.40						
53911	CITIBANK (SO/3377GOOKIN,ALI100422CO	JRNL	AP04069477 11/21/22	108	2023	3	405.60	0.00	BP2023	AP		00759 00279057		
	53911 COMPUTING SUPPLIES						405.60	0.00						
	Total Expense						731.16	-50.40						

Prior Budget References

No Revenue Found.

No Expense Found.

Grand Total Revenue	0.00	0.00
Grand Total Expense	731.16	-50.40

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Detailed Transactions - Budget Jrnls
 November 01, 2022 To November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 11
 Report ID : UGLS1074.3c
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Transaction Description	Jrnl ID	Line	Date	FY	PD	Initial Budget	Original	Adjustment	Closing/Rll Fw	BRef	LGroup	Extra Information
------	-------------------------	---------	------	------	----	----	----------------	----------	------------	----------------	------	--------	-------------------

Current Budget Reference

No Revenue or Expense Budgets Found.

Prior Budget References

No Revenue or Expense Budgets Found.

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Open Commitments
 As of November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 12
 Report ID : UGLS1074.4
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Type	BU	Document Number	Date	ID	Vendor Name	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CF1
Current Budget Reference												
56113	PO	TR759	0000001979	09/14/22	0000024150	CARPENTER, DEBRA	1,800.00	0.00	1,800.00	100.0%	BP2023	
56102	PO	TR759	0000001993	09/16/22	0000024150	CARPENTER, DEBRA	400.00	0.00	400.00	100.0%	BP2023	
56104	PO	TR759	0000001993	09/16/22	0000024150	CARPENTER, DEBRA	75.00	0.00	75.00	100.0%	BP2023	
53503	PO	00759	0000045949	09/22/22	0000048340	CANON FINANCIAL SERVICES INC	146.00	75.60	70.40	48.2%	BP2023	
							=====					
							Total Open Commitment		2,345.40			
Prior Budget References												
56102	PO	TR759	0000001244	09/27/21	0000024150	CARPENTER, DEBRA	250.00	85.01	164.99	66.0%	BP2022	
56104	PO	TR759	0000001244	09/27/21	0000024150	CARPENTER, DEBRA	75.00	18.00	57.00	76.0%	BP2022	
53503	PO	00759	0000045213	09/23/21	0000048340	CANON FINANCIAL SERVICES INC	350.40	257.20	93.20	26.6%	BP2022	
56404	PO	TR759	T1701028	08/08/17	0000024150	CARPENTER, DEBRA	85.00	46.00	39.00	45.9%	BP2017	
							=====					
							Total Open Commitment		354.19			
							=====					
							Grand Total Open Commitment		2,699.59			

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Soft Commitments
 As of November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 13
 Report ID : UGLS1074.5
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Type	BU	Number	Date/Line	Journal Information	Amount	Budget	Type	Budget Ref	CF1	Soft Commitment Reason	Vendor ID, Vendor Name, Acct Date
<u>Current Budget Reference</u>												
54716	VCHR	00759	00279320	1-1	JRNL=AP04075996 12/13/22	50.00	EXP		BP2023		Jrnl Posted in a Future Period	0000024150-CARPENTER, DE-11/28/2022
					54716 LICENSES/PROFESSIONAL FEES	50.00						
					=====							
					Total Expense	50.00						

Prior Budget References
 No Soft Commitment Found.

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Balance Sheet
 Period Ended November 30, 2022 (Through Period 3).
 Report Limited to Active Cost Centers

Page No. : 14
 Report ID : UGLS1074.6
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Description	2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)
10100	CALCULATED CLAIM ON CASH	943.46	-1,134.26	-731.16	-1,865.42	-1,758.66
10714	UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
	ASSETS	943.46	-1,134.26	-731.16	-1,865.42	-1,758.66
20100	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
20104	A/P ACCRUAL EOY	-628.27	0.00	0.00	0.00	0.00
20109	PROCUREMENT CARD LIABILITY	0.00	0.00	0.00	0.00	0.00
21100	PAYROLL CLEARING	0.00	0.00	0.00	0.00	0.00
21107	EMPLOYEE MEDICARE TAX DEDUCTIO	0.00	0.00	0.00	0.00	0.00
21112	PAYRL DED FED INC TX	0.00	0.00	0.00	0.00	0.00
21113	PAYROLL DEDUCT FICA	0.00	0.00	0.00	0.00	0.00
21117	PAYRL DED HOSP INS	0.00	0.00	0.00	0.00	0.00
21118	PAYROLL DED LTD INS	0.00	0.00	0.00	0.00	0.00
21119	PAYROLL DED LIFE INS	0.00	0.00	0.00	0.00	0.00
21121	TRS DEDUCT	0.00	0.00	0.00	0.00	0.00
21125	EMP FICA MATCHING	0.00	0.00	0.00	0.00	0.00
21127	HOSPITAL BENEFIT	0.00	0.00	0.00	0.00	0.00
21129	LIFE INS BENEFIT	0.00	0.00	0.00	0.00	0.00
21131	EMPLOYER MEDICARE TAX LIABILIT	0.00	0.00	0.00	0.00	0.00
21132	RET BENEFIT TRS	0.00	0.00	0.00	0.00	0.00
21141	HEALTH CARE DEDUCTION	0.00	0.00	0.00	0.00	0.00
21177	PAYROLL DEDUCTION VISION PLAN	0.00	0.00	0.00	0.00	0.00
	LIABILITIES	-628.27	0.00	0.00	0.00	0.00
30100	CUR UNREST GEN'L FND	978,676.57	978,676.57	0.00	978,676.57	968,771.42
33509	NMT FROM DESIG UNR	-1,339,350.98	-1,339,350.98	0.00	-1,339,350.98	-1,329,308.64
37409	NMT TO DESIG UNR	360,359.22	360,359.22	0.00	360,359.22	360,359.22
	EXPENSE SUMMARY	-	1,449.45	731.16	2,180.61	1,936.66
	REVENUE SUMMARY	-	0.00	0.00	0.00	0.00
	FUND EQUITY	-315.19	1,134.26	731.16	1,865.42	1,758.66
	TOTAL LIABILITY & FUND EQUITY	-943.46	1,134.26	731.16	1,865.42	1,758.66
	FUND EQUITY	-315.19	1,134.26	731.16	1,865.42	1,758.66
	OPEN COMMITMENT	443.46	2,710.99	-50.40	2,660.59	998.00
	AVAILABLE FUND EQUITY (Adjusted for Commitments)	128.27	3,845.25	680.76	→ 4,526.01 G	2,756.66

1033

1033

A

Report ID : UGLS033A
Business Unit: 00759
Department : C0140 PROCUREMENT
Responsible : Carpenter,Debra A
Acct Period : 3
Fiscal Year : 2023

University of Houston - System
Unbudgeted Fund Equity With Expense And Revenue Budgets
Period Ended November 30, 2022

Page No.:1
Run Date:03/02/2023
Run Time:12:16:50 PM

Cost Center	Program Description	Fund Equity Less All Commitments	Current FY/ Bud Ref BBA	Unbudgeted Fund Equity	Unrealized Revenue	Difference
1051 C0140 F0984 NA	PROCUREMENT - EX DIR	250,622.11	77,859.89	328,482.00	0.00	328,482.00
	Sub Total:	250,622.11	77,859.89	328,482.00	0.00	328,482.00
2064 C0140 F0984 NA	PROCUREMENT - EX DIR	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Sub Total:	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Total:	255,198.12	84,663.88	339,862.00	0.00	339,862.00

1 page

BOB

BOB

A

Report ID: UBUD022
Business Unit: 00759 - UH-Clear Lake

University Of Houston System
POSITION BUDGET STATUS REPORT BY DEPARTMENT
Balances as of 11/30/2022
Report is for Department C0140 - Procurement

Page No. 1
Run Date 03/07/2023
Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
1051	C0140	F0984	NA								
			PROCUREMENT - EX DIR								
		00020457	ExDir, Auxiliary & Procurement	0.00	0.00					0.00	0.00
		0078194	Carpenter, Debra A			Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE: 1.00	OFFICER CD: N	
		50180	P&A STAFF SALARIES, EXEMPT								
Total Position: 00020457				0.00	0.00				-80,206.50	0.00	0.00
		00020458	Assoc Dir, Procure/ContractAdm	0.00	0.00					0.00	0.00
		8006861	Quiroga, Lidia			Start: 11/01/2022	End: 08/31/2023	Pay Rate:	FTE: 1.00	OFFICER CD: N	
		50180	P&A STAFF SALARIES, EXEMPT								
Total Position: 00020458				0.00	0.00				-62,381.23	0.00	0.00
		00020459	Department Assistant III	0.00	0.00					0.00	0.00
		0103519	Gookin, Alicia A.			Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE: 1.00	OFFICER CD: N	
		50190	P&A STAFF SALARIES, NON EXEMPT								
Total Position: 00020459				0.00	0.00				-21,902.09	0.00	0.00
		00020461	Procurement Assistant	0.00	0.00					0.00	0.00
		1151587	Das, Tripti			Start: 09/01/2022	End: 08/31/2023	Pay Rate:	FTE: 1.00	OFFICER CD: N	
		50190	P&A STAFF SALARIES, NON EXEMPT								
Total Position: 00020461				0.00	0.00				-33,763.18	0.00	0.00
		00201158	Contract Admin Specialist	0.00	0.00					0.00	0.00
		8006861	Quiroga, Lidia			Start: 09/01/2022	End: 08/31/2023	Pay Rate:	0.00	FTE: 0.00	OFFICER CD:
		50180	P&A STAFF SALARIES, EXEMPT					0.00	0.00		
Total Position: 00201158				0.00	0.00	0.00			0.00	-8,086.00	0.00

6 pages

A-16

Report ID: UBUD022
 Business Unit: 00759 - UH-Clear Lake

University Of Houston System
 POSITION BUDGET STATUS REPORT BY DEPARTMENT
 Balances as of 11/30/2022
 Report is for Department C0140 - Procurement

Page No. 2
 Run Date 03/07/2023
 Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
01019635			Procurement Spec II	0.00	0.00					0.00	0.00
1051	C0140	F0984 NA		PROCUREMENT - EX DIR							
0929250		August, Kimberly L									
50190		P&A STAFF SALARIES, NON EXEMPT									
Total Position: 01019635				0.00	0.00				-44,283.11	0.00	0.00
B00001		Blank Position		326,979.00	326,979.00					6.35	6.35
Total Position: B00001				326,979.00	326,979.00	0.00	0.00	0.00	326,979.00	6.35	6.35
Totals for Cost Center Accounts: 16808											
50180		P&A STAFF SALARIES, EXEMPT		0.00	0.00	12,912.30	34,356.90	116,316.83	-150,673.73	0.00	0.00
50190		P&A STAFF SALARIES, NON EXEMPT		0.00	0.00	7,692.53	22,675.13	77,273.25	-99,948.38	0.00	0.00
		UNKNOWN		326,979.00	326,979.00	0.00	0.00	0.00	326,979.00	6.35	6.35
Total Cost Center: 16808				326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35

Report ID: UBUD022
Business Unit: 00759 - UH-Clear Lake

University Of Houston System
POSITION BUDGET STATUS REPORT BY DEPARTMENT
Balances as of 11/30/2022
Report is for Department C0140 - Procurement

Page No. 3
Run Date 03/07/2023
Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
Total Department: C0140 Procurement				326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35

Report ID: UBUD022
Business Unit: 00759 - UH-Clear Lake

University Of Houston System
POSITION BUDGET STATUS REPORT BY DEPARTMENT
Balances as of 11/30/2022
Report is for Department C0140 - Procurement

Page No. 4
Run Date 03/07/2023
Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
-----				-----							
Total College: C0105 Business Operations				326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35

(Report is by Department - this total includes only the selected Department)

Report ID: UBUD022
 Business Unit: 00759 - UH-Clear Lake

University Of Houston System
 POSITION BUDGET STATUS REPORT BY DEPARTMENT
 Balances as of 11/30/2022
 Report is for Department C0140 - Procurement

Page No. 5
 Run Date 03/07/2023
 Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
Total Division: C0101 VP, Admin & Finance				326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35

(Report is by Department - this total includes only the selected Department)

Report ID: UBUD022
Business Unit: 00759 - UH-Clear Lake

University Of Houston System
POSITION BUDGET STATUS REPORT BY DEPARTMENT
Balances as of 11/30/2022
Report is for Department C0140 - Procurement

Page No. 6
Run Date 03/07/2023
Run Time 17:06:31

Fund Code	Department	Prgm Code	Project Id	Base Budget	Current Budget	Current Month Actual	FYTD Actual	Encumbrance Amount	BBA	Base FTE	Final FTE
Total Business Unit: 00759				326,979.00	326,979.00	20,604.83	57,032.03	193,590.08	76,356.89	6.35	6.35

(Report is by Department - this total includes only the selected Department)

**University of Houston System
Department Verification Worksheet
As of November 30, 2022 (Through Period 3)**

Cost Center: 1051-C0140-F0984-NA (16808) - Active
Business Unit: 00759 Univ. of Houston - Clear Lake
Fund: 1051 E & G STATE SUPPORT-FD 1-UHCL
Department: C0140 PROCUREMENT
Program: F0984 PROCUREMENT - EX DIR
Project: NA
CC Manager: Carpenter, Debra A

Page No.: Page 1 of 1
Report ID: UGLS1074
Database: FSPRD
Run Date: January 27, 2023
Run Time: 11:52:48 AM

CURRENT BUDGET REFERENCE			
REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD	Adjustments	Per Department
	Per PSGL	as Detailed	
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURE SUMMARY	YTD	Adjustments	Per Department
	Per PSGL	as Detailed	
Expenditure Budget	328,482.00	0.00	328,482.00
Actual Expenditures	57,032.03	0.00	57,032.03
Open Commitments	193,590.08	0.00	193,590.08
Expense Soft Commitments	0.00	0.00	0.00
Available Expenditure Budget	<u>77,859.89</u>	<u>0.00</u>	<u>77,859.89</u>

CURRENT FISCAL YEAR				
FUND EQUITY SUMMARY	FY23 Pd 3	YTD	Adjustments	Per Department
	Per PSGL	Per PSGL	as Detailed	
Beginning Fund Equity	36,427.20	0.00	0.00	0.00
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	20,604.83	57,032.03	0.00	57,032.03
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	<u>57,032.03</u>	<u>57,032.03</u>	<u>0.00</u>	<u>57,032.03</u>
Open Commitments (Current BRef)		193,590.08	0.00	193,590.08
Open Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less Open Commitments		<u>250,622.11</u>	<u>0.00</u>	<u>250,622.11</u>
Soft Commitments (Current BRef)		0.00	0.00	0.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments		<u>250,622.11</u>	<u>0.00</u>	<u>250,622.11</u>

UNBUDGETED FUND EQUITY	YTD	Adjustments	Per Department
	Per PSGL	as Detailed	
	328,482.00	0.00	328,482.00

Prepared By _____ Date _____
 Reviewed By _____ Date _____

FROM P.S. - 2 pages

A-22

University of Houston System
Department Verification Worksheet
As of November 30, 2022 (Through Period 3)

Cost Center: 2064-C0140-F0984-NA (14955) - Active
Business Unit: 00759 Univ. of Houston - Clear Lake
Fund: 2064 DESIG-TUITION
Department: C0140 PROCUREMENT
Program: F0984 PROCUREMENT - EX DIR
Project: NA
CC Manager: Carpenter, Debra A

Page No.: Page 1 of 1
Report ID: UGLS1074
Database: FSPRD
Run Date: January 27, 2023
Run Time: 11:52:48 AM

CURRENT BUDGET REFERENCE			
REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	11,380.00	0.00	11,380.00
Actual Expenditures	2,180.61	0.00	2,180.61
Open Commitments	2,345.40	0.00	2,345.40
Expense Soft Commitments	50.00	0.00	50.00
Available Expenditure Budget	<u>6,803.99</u>	<u>0.00</u>	<u>6,803.99</u>

CURRENT FISCAL YEAR				
FUND EQUITY SUMMARY	FY23 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	1,134.26	-315.19	0.00	-315.19
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	731.16	2,180.61	0.00	2,180.61
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	<u>1,865.42</u>	<u>1,865.42</u>	<u>0.00</u>	<u>1,865.42</u>
Open Commitments (Current BRef)		2,345.40	0.00	2,345.40
Open Commitments (Prior BRef)		315.19	0.00	315.19
Fund Equity Less Open Commitments		<u>4,526.01</u>	<u>0.00</u>	<u>4,526.01</u>
Soft Commitments (Current BRef)		50.00	0.00	50.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments		<u>4,576.01</u>	<u>0.00</u>	<u>4,576.01</u>

UNBUDGETED FUND EQUITY	YTD Per PSGL	Adjustments as Detailed	Per Department
	11,380.00	0.00	11,380.00

Prepared By _____
Reviewed By _____

Date _____
Date _____

A-23

Spreadsheet Personal Tracker (you create yours)

2064 C0140 F0984 NA (14955) PROCUREMENT - EXEC. DIR		BEGINNING BALANCE					BALANCE	
85004: SALARY & WAGE								
Start Date	Position #'s	DESCRIPTION	Pay rate	Yearly Multiplier	Annual Pay Rate	Salary Base Budget	\$	
	00020459	Sr. Staff Assistant - Alicia Gookin				\$0.00		
	01017410	Sr Contract Admin - Vacant						
	00020158	Contract Admin Specialist - Vacant			\$0.00			
	00020458	Assoc Dir Procure/Cont Admin - Catina Chapman			\$0.00			
							S&W Balance	\$0.00
85009: Maintenance & Operations								
Date	Report	DESCRIPTION	Document #	Accl Code	Enc Payment	Encum (PO)	Expense	\$
		Phone Equipment Charge		52803				10,880.00
9/15/2022	August						\$270.00	\$10,880.00
10/7/2022	Sept						\$270.00	\$10,340.00
11/2/22	Oct						\$270.00	\$10,070.00
	Nov							\$10,070.00
	Dec							\$10,070.00
	Jan							\$10,070.00
	Feb							\$10,070.00
	Mar							\$10,070.00
	Apr							\$10,070.00
	May							\$10,070.00
	Jun							\$10,070.00
	Jul							\$10,070.00
		Phone Calls (Long Distance)						\$10,070.00
9/15/2022	August LD			52807, 9			\$2.16	\$10,067.84
10/7/2022	Sept LD						\$5.40	\$10,062.44
11/2/2022	Oct LD						\$4.59	\$10,057.85
	Nov LD							\$10,057.85
	Dec LD							\$10,057.85
	Jan LD							\$10,057.85
	Feb LD							\$10,057.85
	Mar LD							\$10,057.85
	Apr LD							\$10,057.85
	May LD							\$10,057.85
	Jun LD							\$10,057.85
	Jul LD							\$10,057.85
		Postage		52800				\$10,057.85
	Sept							\$10,057.85
	Oct							\$10,057.85
11/21/2022	Nov						\$0.57	\$10,057.28
	Dec							\$10,057.28
	Jan							\$10,057.28
	Feb							\$10,057.28
	Mar							\$10,057.28
	Apr							\$10,057.28
	May							\$10,057.28
	Jun							\$10,057.28
	Jul							\$10,057.28
	Aug							\$10,057.28
9/22/2022	O/C	Canon	PO 45949	53503		\$146.00	\$146.00	\$9,911.28
9/28/2022		Sept			\$25.20			\$9,911.28
		Oct						\$9,911.28
11/30/2022		Nov			\$50.40			\$9,911.28
		Dec						\$9,911.28
		Jan						\$9,911.28
		Feb						\$9,911.28
		Mar						\$9,911.28
		Apr						\$9,911.28
		May						\$9,911.28
		Jun						\$9,911.28
		Jul						\$9,911.28

2 pages



Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM
 Detailed Transactions - Revenue/Expense
 November 01, 2022 To November 30, 2022 (Through Period 3),
 Report Limited to Active Cost Centers

Page No. : 10
 Report ID : UGLS1074.3b
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Transaction Description	Type ID	Journal/PO	Date/Line	FY	Acct PD	Actual	Amount Encumbrance	Budget Ref	Source	Document BU Number	Reference BU Number	CF1 Info
Current Budget Reference													
No Revenue Found.													
52800	PS2001 10262022	10262	JRNL	0004069461	11/21/22	1 2023 3	0.57	0.00	BP2023	SCR		10262022	
	52800 POSTAGE & POSTAL SERVICES						0.57	0.00					
52803	OCT 2022 (SPTY14955) 52803 - EQUATEL00	JRNL	0004064186	11/02/22	1 2023 3		270.00	0.00	BP2023	SCR		TEL00065	
	52803 TELEPHONE SERVICES						270.00	0.00					
52807	OCT 2022 (SPTY14955) 52807 - TELTEL00	JRNL	0004064187	11/02/22	1 2023 3		1.89	0.00	BP2023	SCR		TEL00066	
	52807 TELEPHONE - LONG DISTANCE						1.89	0.00					
52809	OCT 2022 (SPTY14955) 52809 - TELTEL00	JRNL	0004064188	11/02/22	1 2023 3		2.70	0.00	BP2023	SCR		TEL00067	
	52809 TELEPHONE - TEX-AN						2.70	0.00					
53503		PO	0000045949	1-1-1		2023 3	0.00	-25.20	BP2023		00759 00278597		
53503		PO	0000045949	2-1-1		2023 3	0.00	0.00	BP2023		00759 00279358		
53503		PO	0000045949	2-1-1		2023 3	0.00	0.00	BP2023		00759 00278597		
53503		PO	0000045949	1-1-1		2023 3	0.00	-25.20	BP2023		00759 00279358		
53503	CANON FINANC/As per DIR TSO-3101 Co	JRNL	AP04064352	11/02/22	50	2023 3	25.20	0.00	BP2023	AP		00759 00278597	00759 0000045949
53503	CANON FINANC/As per DIR TSO-3101 Co	JRNL	AP04071466	11/30/22	69	2023 3	25.20	0.00	BP2023	AP		00759 00279358	00759 0000045949
	53503 LEASE-EQUIPMENT						50.40	-50.40					
53911	CITIBANK (SO/3377GOOKIN,ALI100422CO	JRNL	AP04069477	11/21/22	108	2023 3	405.60	0.00	BP2023	AP	00759 00279057		
	53911 COMPUTING SUPPLIES						405.60	0.00					
	Total Expense						731.16	-50.40					

Prior Budget References

No Revenue Found.

No Expense Found.

Grand Total Revenue	0.00	0.00
Grand Total Expense	731.16	-50.40

Spreadsheet (Compare to M+O)

2064 C0140 F0984 NA (14955)
PROCUREMENT - EXEC. DIR

Spreadsheet
for mso cc

C

BEGINNING BALANCE

B5006: SALARY & WAGE

Start Date	Position #'s	DESCRIPTION	Pay rate	Yearly Multiplier	Annual Pay Rate	Salary Base Budget	BALANCE
	00020459	Sr. Staff Assistant - Alicia Gookin			\$0.00		
	01017410	Sr Contract Admin - Vacant					
	00201158	Contract Admin Specialist - Vacant			\$0.00		
	00020458	Assoc Dir Procur/Cont Admin - Catina Chapman			\$0.00		

S&W Balance \$0.00

B5009: Maintenance & Operations

Date	Report	DESCRIPTION	Document #	Acct Code	Enc Payment	Encum (PO)	Expense	\$
		Phone Equipment Charge		52803				10,880.00
9/15/2022		August					\$270.00	\$10,880.00
10/7/2022		Sept					\$270.00	\$10,610.00
11/2/22		Oct					\$270.00	\$10,340.00
		Nov						\$10,070.00
		Dec						\$10,070.00
		Jan						\$10,070.00
		Feb						\$10,070.00
		Mar						\$10,070.00
		Apr						\$10,070.00
		May						\$10,070.00
		Jun						\$10,070.00
		Jul						\$10,070.00
		Phone Calls (Long Distance)						\$10,070.00
9/15/2022		August LD		52807, 9			\$2.16	\$10,070.00
10/7/2022		Sept LD					\$5.40	\$10,067.84
11/2/2022		Oct LD					\$4.59	\$10,062.44
		Nov LD						\$10,057.85
		Dec LD						\$10,057.85
		Jan LD						\$10,057.85
		Feb LD						\$10,057.85
		Mar LD						\$10,057.85
		Apr LD						\$10,057.85
		May LD						\$10,057.85
		Jun LD						\$10,057.85
		Jul LD						\$10,057.85
		Postage		52800				\$10,057.85

C-2

\$6,578.99
\$6,578.99
\$6,578.99
\$6,578.99

M&O Balance

Travel

\$500.00

9/14/2022	O/C	Debbie Carpenter -Las Vegas trip	TR 1979	56113	\$1,800.00	\$1,800.00	-\$1,300.00
							-\$1,300.00
							-\$1,300.00
9/16/2022	Cleared	Budget journal - from M&O				(\$2,000.00)	\$700.00
9/16/2022	O/C	Debbie Carpenter - Blanket incidentals	TR 1993	56104	\$75.00	\$75.00	\$625.00
							\$625.00
							\$625.00
							\$625.00
9/16/2022	O/C	Debbie Carpenter - Blanket Mileage	TR 1993	56102	\$400.00	\$400.00	\$225.00

✓ E/F

O/C

Travel Balance

\$975.00



Expense Report

Run Date: 11/11/2022
Report ID: sd10017

Posting Date: 10/04/2022 - 11/03/2022

D

P-CARD DETAIL

FROM CITIBANK

ALICIA GOOKIN, 759 UHCL
XX -173377
2700 BAY AREA BLVD
HOUSTON, TX 77058100200 USA

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
10/05/2022	10/04/2022	COMPUTER WHOLESALE PRO-2812519814,TX,77379	325.40 USD	325.40 USD	325.40 USD		
Expense Description: Toner cartridges for Accounts Payable; Benefit: To allow personnel to perform job-related tasks			<i>Rosie Pineda</i>			<u>11-11-22</u>	
Accounting Codes			<i>Rosie Pineda</i>	Account:	53911	Date	
BU:	00759	Speed Type:	14659	Program:	F0956		
Fund:	2064	Dept ID:	C0130	Chartfield1:			
Project/Grant:	NA	BR:	BP2023				
10/05/2022	10/04/2022	COMPUTER WHOLESALE PRO-2812519814,TX,77379	405.60 USD	405.60 USD	405.60 USD		
Expense Description: Toner cartridges for Procurement; Benefit: To allow personnel to perform job-related tasks			<i>Debra Carpenter</i>			<u>11-11-22</u>	
Accounting Codes			<i>Debra Carpenter</i>	Account:	53911	Date	
BU:	00759	Speed Type:	14955	Program:	F0984		
Fund:	2064	Dept ID:	C0140	Chartfield1:			
Project/Grant:	NA	BR:	BP2023				
10/06/2022	10/05/2022	AMAZON.COM 148S90YS1 A-AMZN.COM/BILL,WA,98109	64.99 USD	64.99 USD	64.99 USD		
Expense Description: Wireless keyboard and mouse combo for D. Valenzuela; Benefit: To allow personnel to perform job-related tasks							
Accounting Codes							SH
BU:	00759	Speed Type:	15809	Account:	53911		
Fund:	2064	Dept ID:	C0154	Program:	F1077		
Project/Grant:	NA	BR:	BP2023	Chartfield1:			
10/06/2022	10/06/2022	AMZN MKTP US 1K8NN1O31-AMZN.COM/BILL,WA,98109	9.98 USD	9.98 USD	9.98 USD		
Expense Description: Mouse pad for D. Valenzuela: Benefit: To allow personnel to perform job-related tasks comfortably							
Accounting Codes							SH
BU:	00759	Speed Type:	15809	Account:	53900		
Fund:	2064	Dept ID:	C0154	Program:	F1077		
Project/Grant:	NA	BR:	BP2023	Chartfield1:			

E&F

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM

Revenue & Expense - Budget Node Summary
 Period Ended November 30, 2022 (Through Period 3)
 Report Limited to Active Cost Centers

Page No. : 8
 Report ID : UGLS1074.1
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

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.									
B5009 L3-MAINTENANCE AND OPERATIONS	10,880.00	8,880.00	731.16	2,180.61	2,180.61	70.40	50.00	6,578.99	74.1%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	500.00	2,500.00	0.00	0.00	0.00	2,275.00	0.00	225.00	9.0%
Total Expense	11,380.00	11,380.00	731.16	2,180.61	2,180.61	2,345.40	50.00	6,803.99	59.8%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	93.20	0.00	0.00	0.00	93.20	0.00	0.00	0.0%
B5066 L3-TRAVEL AND BUSINESS EXPENSE	0.00	221.99	0.00	0.00	0.00	221.99	0.00	0.00	0.0%
Total Expense	0.00	315.19	0.00	0.00	0.00	315.19	0.00	0.00	0.0%
Grand Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Grand Total Expense	11,380.00	11,695.19	731.16	2,180.61	2,180.61	2,660.59	50.00	6,803.99	58.2%

E&F-1

Spreadsheet (Tracker)

E+F

2064 C0140 F0984 NA (14955)
PROCUREMENT - EXEC. DIR

BEGINNING BALANCE

B5006: SALARY & WAGE							BALANCE
Start Date	Position #'s	DESCRIPTION	Pay rate	Yearly Multiplier	Annual Pay Rate	Salary Base Budget	\$ -
	00020459	Sr. Staff Assistant - Alicia Gookin			\$0.00		
	01017410	Sr Contract Admin - Vacant					
	00201158	Contract Admin Specialist - Vacant			\$0.00		
	00020458	Assoc Dir Procur/Cont Admin - Catina Chapman			\$0.00		
							S&W Balance \$0.00

B5009: Maintenance & Operations							Expense	\$ 10,880.00
Date	Report	DESCRIPTION	Document #	Acct Code	Enc Payment	Encum (PO)		10,880.00
		Phone Equipment Charge		52803				\$10,880.00
9/15/2022		August					\$270.00	\$10,610.00
10/7/2022		Sept					\$270.00	\$10,340.00
11/2/22		Oct					\$270.00	\$10,070.00
		Nov						\$10,070.00
		Dec						\$10,070.00
		Jan						\$10,070.00
		Feb						\$10,070.00
		Mar						\$10,070.00
		Apr						\$10,070.00
		May						\$10,070.00
		Jun						\$10,070.00
		Jul						\$10,070.00
		Phone Calls (Long Distance)						\$10,070.00
9/15/2022		August LD		52807, 9			\$2.16	\$10,067.84
10/7/2022		Sept LD					\$5.40	\$10,062.44
11/2/2022		Oct LD					\$4.59	\$10,057.85
		Nov LD						\$10,057.85
		Dec LD						\$10,057.85
		Jan LD						\$10,057.85
		Feb LD						\$10,057.85
		Mar LD						\$10,057.85
		Apr LD						\$10,057.85
		May LD						\$10,057.85
		Jun LD						\$10,057.85
		Jul LD						\$10,057.85
		Postage		52800				\$10,057.85

\$6,578.99
 \$6,578.99
 \$6,578.99
\$6,578.99

M&O Balance

Travel

\$500.00

9/14/2022	O/C	Debbie Carpenter -Las Vegas trip	TR 1979	56113	\$1,800.00	\$1,800.00	-\$1,300.00
							-\$1,300.00
9/16/2022	Cleared	Budget journal - from M&O					-\$1,300.00
9/16/2022	O/C	Debbie Carpenter - Blanket incidentals	TR 1993	56104	\$75.00	\$75.00	\$700.00
							\$625.00
							\$625.00
9/16/2022	O/C	Debbie Carpenter - Blanket Mileage	TR 1993	56102	\$400.00	\$400.00	\$625.00
							\$225.00
	O/C	<input type="text" value="Catina Chapman - Blanket Incidentals"/>					
		<input type="text"/>					
		<input type="text"/>					

Travel Balance

\$975.00

PERSONAL SPREADSHEET

SUMMARY

G

Fund	Dept ID	Program	Proj/Grt	Spd Typ	Description	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgeted Fund Equity
1051	C0140	F0985	NA	16808	PROCURE - EX DIR. S+W	\$77,859.89	77,859.89	\$ 250,622.11	\$ 328,482.00
2064	C0140	F0984	NA	14955	PROCURE - EX DIR. M+O	\$6,803.99	6,803.99 +	\$4,526.01 ✓ =	\$11,330.00 >

Business Administrator Signature _____



Date _____



Cost Center Mgr Signature _____



Date _____



Debra Carpenter

off by \$50 late post.

FOR THE MONTH OF November 2022

Alicia Gookin

2/9/2023

Cost Center : 2064/C0140/F0984/NA (14955)
 Business Unit : 00759 Univ. of Houston - Clear Lake
 Fund : 2064 DESIG-TUITION
 DeptID : C0140 PROCUREMENT
 Program Code : F0984 PROCUREMENT - EX DIR
 Project : NA
 CC Manager : 0078194 Carpenter,Debra A

UNIVERSITY OF HOUSTON - SYSTEM
 Balance Sheet
 Period Ended November 30, 2022 (Through Period 3),
 Report Limited to Active Cost Centers

Page No. : 14
 Report ID : UGLS1074.6
 Database : FSPRD
 Run Date : 01/27/2023
 Run Time : 11:52:48 AM

Acct	Description	2023 Beginning Year Balance (0)	Beginning Balance Nov 01, 2022 (3)	November Activity (3)	Balance Nov 30, 2022 (3)	Balance Nov 30, 2021 (3)
10100	CALCULATED CLAIM ON CASH	943.46	-1,134.26	-731.16	-1,865.42	-1,758.66
10714	UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
	ASSETS	943.46	-1,134.26	-731.16	-1,865.42	-1,758.66
20100	ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
20104	A/P ACCRUAL EOY	-628.27	0.00	0.00	0.00	0.00
20109	PROCUREMENT CARD LIABILITY	0.00	0.00	0.00	0.00	0.00
21100	PAYROLL CLEARING	0.00	0.00	0.00	0.00	0.00
21107	EMPLOYEE MEDICARE TAX DEDUCTIO	0.00	0.00	0.00	0.00	0.00
21112	PAYRL DED FED INC TX	0.00	0.00	0.00	0.00	0.00
21113	PAYROLL DEDUCT FICA	0.00	0.00	0.00	0.00	0.00
21117	PAYRL DED HOSP INS	0.00	0.00	0.00	0.00	0.00
21118	PAYROLL DED LTD INS	0.00	0.00	0.00	0.00	0.00
21119	PAYROLL DED LIFE INS	0.00	0.00	0.00	0.00	0.00
21121	TRS DEDUCT	0.00	0.00	0.00	0.00	0.00
21125	EMP FICA MATCHING	0.00	0.00	0.00	0.00	0.00
21127	HOSPITAL BENEFIT	0.00	0.00	0.00	0.00	0.00
21129	LIFE INS BENEFIT	0.00	0.00	0.00	0.00	0.00
21131	EMPLOYER MEDICARE TAX LIABILIT	0.00	0.00	0.00	0.00	0.00
21132	RET BENEFIT TRS	0.00	0.00	0.00	0.00	0.00
21141	HEALTH CARE DEDUCTION	0.00	0.00	0.00	0.00	0.00
21177	PAYROLL DEDUCTION VISION PLAN	0.00	0.00	0.00	0.00	0.00
	LIABILITIES	-628.27	0.00	0.00	0.00	0.00
30100	CUR UNREST GEN'L FND	978,676.57	978,676.57	0.00	978,676.57	968,771.42
33509	NMT FROM DESIG UNR	-1,339,350.98	-1,339,350.98	0.00	-1,339,350.98	-1,329,308.64
37409	NMT TO DESIG UNR	360,359.22	360,359.22	0.00	360,359.22	360,359.22
	EXPENSE SUMMARY	-	1,449.45	731.16	2,180.61	1,936.66
	REVENUE SUMMARY	-	0.00	0.00	0.00	0.00
	FUND EQUITY	-315.19	1,134.26	731.16	1,865.42	1,758.66
	TOTAL LIABILITY & FUND EQUITY	-943.46	1,134.26	731.16	1,865.42	1,758.66
	FUND EQUITY	-315.19	1,134.26	731.16	1,865.42	1,758.66
	OPEN COMMITMENT	443.46	2,710.99	-50.40	2,660.59	998.00
	AVAILABLE FUND EQUITY (Adjusted for Commitments)	128.27	3,845.25	680.76	4,526.01	2,756.66

H

Report ID : UGLS033A
Business Unit: 00759
Department : C0140 PROCUREMENT
Responsible : Carpenter, Debra A
Acct Period : 3
Fiscal Year : 2023

University of Houston - System
Unbudgeted Fund Equity With Expense And Revenue Budgets
Period Ended November 30, 2022

Page No.: 1
Run Date: 03/02/2023
Run Time: 12:16:50 PM

Cost Center	Program Description	Fund Equity Less All Commitments	Current FY/ Bud Ref BBA	Unbudgeted Fund Equity	Unrealized Revenue	Difference
1051 C0140 F0984 NA	PROCUREMENT - EX DIR	250,622.11	77,859.89	328,482.00	0.00	328,482.00
	Sub Total:	250,622.11	77,859.89	328,482.00	0.00	328,482.00
2064 C0140 F0984 NA	PROCUREMENT - EX DIR	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Sub Total:	4,576.01	6,803.99	11,380.00	0.00	11,380.00
	Total:	255,198.12	84,663.88	339,862.00	0.00	339,862.00

H-1

H I J K G H

Row 4

Fund	Dept ID	Program	Proj/Grt	Spd Typ	Description	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgeted Fund Equity
1051	C0140	F0985	NA	16808	PROCURE - EX DIR.	\$77,859.89	77,859.89	\$ 250,622.11	\$ 328,482.00
2064	C0140	F0984	NA	14955	PROCURE - EX DIR.	\$6,803.99	6,803.99	\$4,526.01	\$11,330.00

Business Administrator Signature _____

Date _____

Cost Center Mgr Signature _____

Date _____

Debra Carpenter

FOR THE MONTH OF November 2022

Alicia Gookin

2/9/2023

↑
J4 + H4

Fund	Dept ID	Program	Proj/Grt	Spd Typ	Description	1074 BBA	1074 Adjusted BBA	1074 Available Fund Equity	33A Unbudgeted Fund Equity
1051	C0140	F0985	NA	16808	PROCURE - EX DIR.	\$77,859.89	77,859.89	\$ 250,622.11	\$ 328,482.00
2064	C0140	F0984	NA	14955	PROCURE - EX DIR.	\$6,803.99	6,803.99	\$4,526.01	\$11,330.00

Business Administrator Signature _____

Date _____

Cost Center Mgr Signature Debra Carpenter
Debra Carpenter

Date 2-9-23

FOR THE MONTH OF November 2022

Alicia Gookin AG

2/9/2023



**University of Houston System
Department Verification Worksheet
As of November 30, 2022 (Through Period 3)**

Cost Center: 2064-C0140-F0984-NA (14955) - Active
Business Unit: 00759 Univ. of Houston - Clear Lake
Fund: 2064 DESIG-TUITION
Department: C0140 PROCUREMENT
Program: F0984 PROCUREMENT - EX DIR
Project: NA
CC Manager: Carpenter, Debra A

Page No.: Page 1 of 1
Report ID: UGLS1074
Database: FSPRD
Run Date: January 27, 2023
Run Time: 11:52:48 AM

CURRENT BUDGET REFERENCE			
REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	0.00	0.00	0.00
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	11,380.00	0.00	11,380.00
Actual Expenditures	2,180.61	0.00	2,180.61
Open Commitments	2,345.40	0.00	2,345.40
Expense Soft Commitments	50.00	0.00	50.00
Available Expenditure Budget	<u>6,803.99</u>	<u>0.00</u>	<u>6,803.99</u>

CURRENT FISCAL YEAR				
FUND EQUITY SUMMARY	FY23 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	1,134.26	-315.19	0.00	-315.19
Revenue	0.00	0.00	0.00	0.00
Fund Adjustments	0.00	0.00	0.00	0.00
Expenses (Current BRef)	731.16	2,180.61	0.00	2,180.61
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	<u>1,865.42</u>	<u>1,865.42</u>	<u>0.00</u>	<u>1,865.42</u>
Open Commitments (Current BRef)		2,345.40	0.00	2,345.40
Open Commitments (Prior BRef)		315.19	0.00	315.19
Fund Equity Less Open Commitments		<u>4,526.01</u>	<u>0.00</u>	<u>4,526.01</u>
Soft Commitments (Current BRef)		50.00	0.00	50.00
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments		<u>4,576.01</u>	<u>0.00</u>	<u>4,576.01</u>

UNBUDGETED FUND EQUITY	YTD Per PSGL	Adjustments as Detailed	Per Department
	11,380.00	0.00	11,380.00

Prepared By AG

Date 3-16-23

Reviewed By _____

Date _____

1-1

