



Reports and Query training is done in FSTST environment.

To proceed with the training, follow the steps below:

[Home](#) / [About UHCL](#) / [Administrative Offices](#) / [Business Operations](#) / [PeopleSoft Finance Access](#)

PeopleSoft Finance Access

Accounting Handbook	<h3>Get started with UHCL PeopleSoft Finance training!</h3> <p>Instructions:</p> <ul style="list-style-type: none">Step-by-Step instructions to access to PeopleSoft Finance <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; padding: 5px; text-align: center;">UHCL PeopleSoft Finance Access Request Form</div><div style="border: 1px solid black; padding: 5px; text-align: center;">PeopleSoft Access for New Hire Diagram</div></div> <p>Questions about PeopleSoft Finance? Contact BusOpsAnalyst@uhcl.edu</p> <hr/> <h3>PeopleSoft Finance Training</h3> <div style="border: 2px solid red; padding: 5px; display: inline-block;">FSTST Training Login</div>
Exceptions	
Forms	
Innovation Suggestions and General Feedback	
Official Tax Documents	
PeopleSoft Finance Access	
Student Financial Appeals	
Tools	

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1. Click the **FSTST Training Logon** hyperlink located on the Training page.



The sign on page for FSTST is displayed.

UNIVERSITY of **HOUSTON** SYSTEM

Sign in with Microsoft (School Account) ▼

or

User ID

2a

Password

2b

Forgot Password? | Forgot User ID?

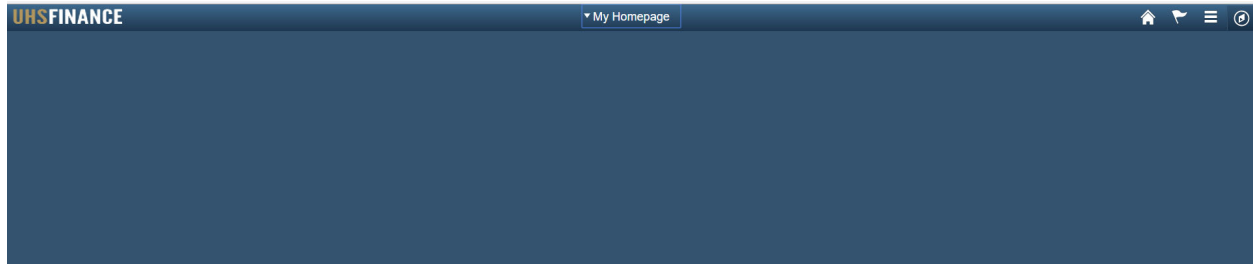
3 Sign In

Enable Screen Reader Mode

2. Enter the following information provided by your training administrator:
 - a. **User ID**
 - b. **Password** (password is case sensitive)
3. Click the **Sign In** button.



The PeopleSoft Finance home page is displayed.



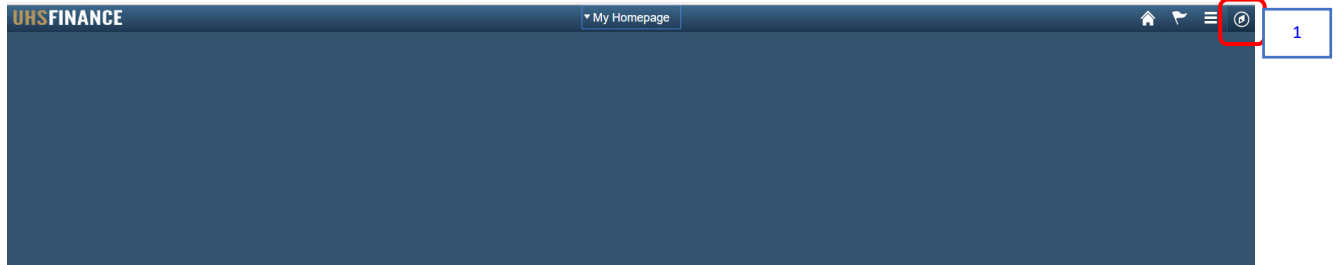
We will first discuss running a query in PeopleSoft.


HOW TO RUN A PUBLIC QUERY

A query is a method of quickly extracting data from PeopleSoft Finance that is not in report format. The data can be downloaded to excel for manipulation if needed. All public queries developed for use start with "UHS". There are some public queries developed for UH-Clear Lake. Those queries start with "UHCL". Query names do not have spaces but underscore (_). Queries for major areas begin with:

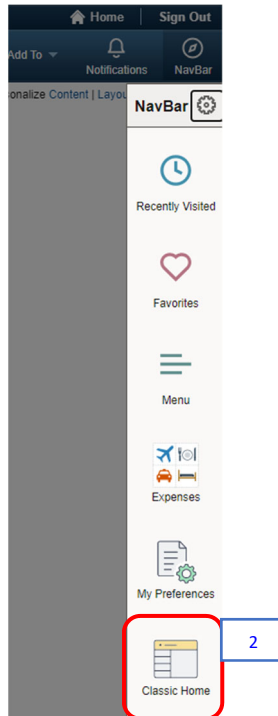
- UHS_AP – Accounts Payable queries
- UHS_PO – Purchase Order queries
- UHS_REQ – Requisition queries
- UHS_OPEN – Open Commitment queries
- UHS_CC – Cost Center queries
- UHS_WF – Workflow queries

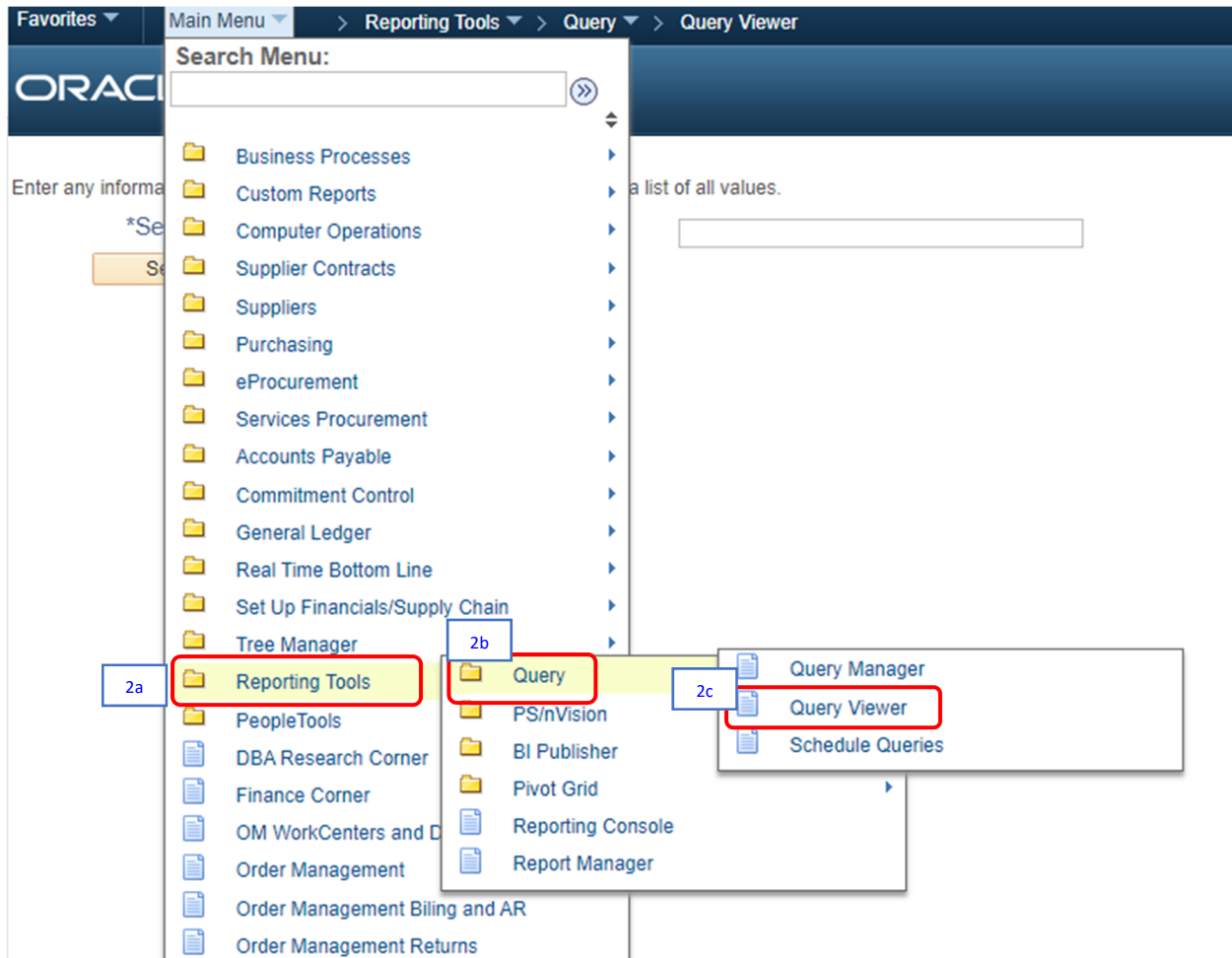
In this example, we will run an Accounts Payable query that lists entered and posted vouchers within a specified date range.



1. From PeopleSoft Finance home page, click the **NavBar**  icon on the upper right hand side of the home page.

The NavBar menu is displayed.





2. From the NavBar menu, click on **Navigator > Classic Home**. Then navigate to **(2a) Reporting Tools > (2b) Query > (2c) Query Viewer**.

The Query Viewer–Search page is displayed. The navigation is shown on top of the page.

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

UHS FINANCE

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name ▾ begins with UHS_AP

Search Advanced Search

4 3

3. Enter the query name or portion of the query name.

For our example, enter ***“UHS_AP”***

4. Click the **Search** button.



The Search Results are displayed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query	Personalize							Find	View 100	First	1-30 of 118	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites			
UHS_AP_1099_LIST		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_20100_PROJECT_BALANCE	ACCT 20100 PROJ BAL -Dept node	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_20611_PYMNTS	AP 20611 Account Payments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_5XXX_VOUCHERS_TO_ACCRUE	Vouchers with prior yr receipt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACCRUAL_WITH_COMMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACCTG_LINE	Voucher Accounting Entries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACCTG_LINES_NOT_BCM	Vchr acctg lines not bud chk	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACCTG_LINE_BLD	Voucher Accounting Entries	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACH_PAYMENTS	Vchr Pmts by Vchr Pmt Date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACH_PYMNTS_BY_BUS_UNIT	Vchr Pmts by Business Unit	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACH_VENDOR		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ACTIVE_CARDLIST		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ADVERTISING_PROMOTION	Vouchers with ad or prom accts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_BANK1_TRAVEL	Bank1 Travel Charges(45691)	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_BANK_TRANSACTIONS	AP BANK TRANSACTIONS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_BOA_TRAVEL	Identify BOA travel charges	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CHECK	Search for AP Checks	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CHECK_WITH_VENDOR_ONHLD		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CITIVCHR_PCARD	PCARD CITI REBATE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CLOSED_VOUCHERS	AP closed vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CONCUR_JRNL	Concur Jrnl Info for Rebate	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CONSULTANT_PAYMENTS	Payments to 52114-52117	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_CON_PND_APPR	Pending Concur Vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_DELETED_VCHRS	Deleted Vchrs Needing Bdgt Chk	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_ENTERED_POSTED	Date vouchers entered & posted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			
UHS_AP_EXPENDED_CC	AP expenditures by cost center	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite			

5. Click the **HTML** link of the corresponding query.

For our example, click the **HTML** link of UHS_AP_ENTERED_POSTED query.



The query prompt window is displayed in a new window.

UHS_AP_ENTERED_POSTED - Date vouchers entered & posted

Business Unit:

Department:

Entered From:

Entered To:

6. Enter the criteria in the prompt boxes.

To run the query for all UHCL departments, use a wildcard “%” in the Department field (ie. C%).

For our example, enter the following:

Business Unit: **00759**
Department: **C0129**
Entered From: **08/01/2019**
Entered To: **08/31/2019**

7. Click **View Results** button



The search results are displayed. The results can be downloaded in different formats (ie. Excel Spreadsheet).

UHS_AP_ENTERED_POSTED - Date vouchers entered & posted

Business Unit:

Department:

Entered From:

Entered To:

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

[View All](#)

First 1-4 of 4 Last

	Unit	Dept	Voucher	Entered Date	Posting Date
1	00759	C0129	00247326	08/07/2019	08/08/2019
2	00759	C0129	00247376	08/08/2019	08/09/2019
3	00759	C0129	00247749	08/19/2019	08/21/2019
4	00759	C0129	00247845	08/22/2019	08/23/2019



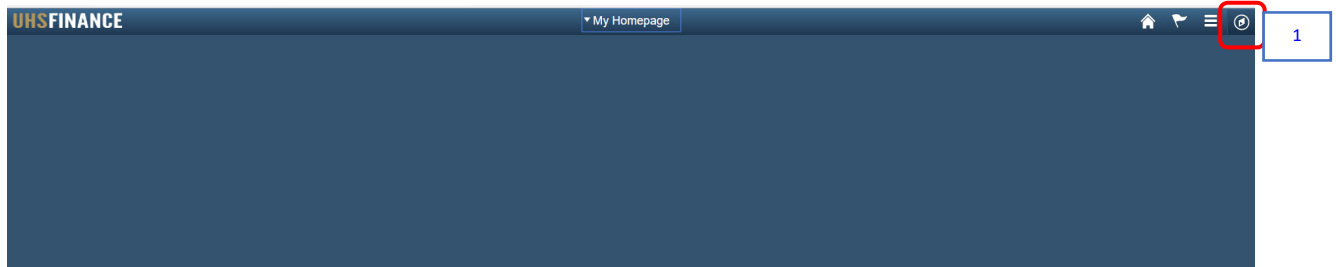
The following are some of the more commonly run queries along with a description of the kind of information provided.


Name	Description
UHCL_CC_LIST	Lists all active and inactive Cost Centers for UHCL
UHCL_CC_LIST_ACTIVE	Lists only the active cost centers for UHCL
UHCL_CC_LIST_GRANTS	Lists all active and inactive grant cost centers for UHCL
UHS_ACCOUNT_LISTING	Lists all accounts with short and long description.
UHS_ACCT_BUDACCT_XREF	Lists the budget account for each actual account
UHS_AP_DELETED_VCHRS	Lists all deleted vouchers that need budget checked to return funds to the Cost Center BBA
UHS_AP_SEARCH_FOR_VENDORS	Lists vendors meeting criteria entered by the user, including: name, DBA/Dept name, Federal ID / Social Security Number, or zip code. "DBA" stands for "Doing Business As". Use "%" for unknown fields or the query will not work.
UHS_AP_SEARCH_FOR_VOUCHERS	Lists vouchers entered for a particular department, vendor, PO, invoice, or range of dates. Use "%" for unknown fields or the query will not work.
UHS_AP_VOUCHERS_BY_OPERATOR	Lists vouchers entered by a particular operator within a specified date range.
UHS_AP_VOUCHER_DATES	Lists the four dates entered on the Voucher Calculate Basis Date page
UHS_BUD_JRNL_BY_DEPT_FY	Lists budget journals for a specified department and fiscal year.
UHS_JOURNAL_INQ	Lists journals for a specified source, business unit, and date range
UHS_PO_BY_DEPT_NODE	Lists all PO's for a department. Use "%" for unknown fields or the query will not work.
UHS_WF_AP_NOT_POSTED	Lists all Vouchers in workflow that are not posted. All the workflow steps are listed including where the voucher is currently. Note: When entering UHS_WF_AP in the query name, you will get all workflow queries related to vouchers.
UHS_WF_REQ_NOT_APPROVED	Lists all requisitions in workflow that are not approved. NOTE: When entering UHS_WF_REQ in the query name, you will get all the workflow queries related to requisitions.

Next, we will run one of the reports in PeopleSoft Finance – the Department Verification Report (UGLS1074).

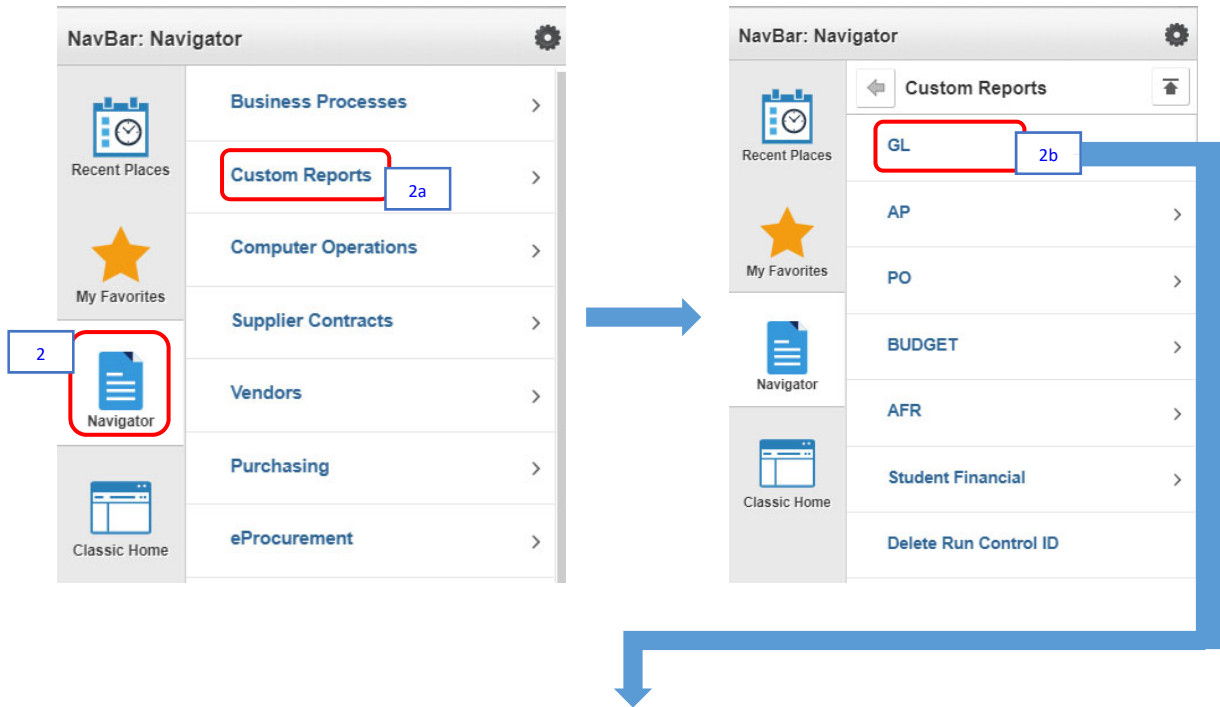
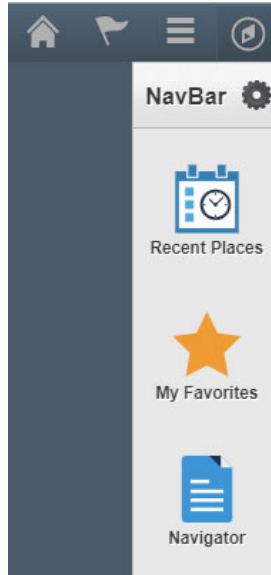
HOW TO RUN THE DEPARTMENT VERIFICATION REPORT (UGLS1074)

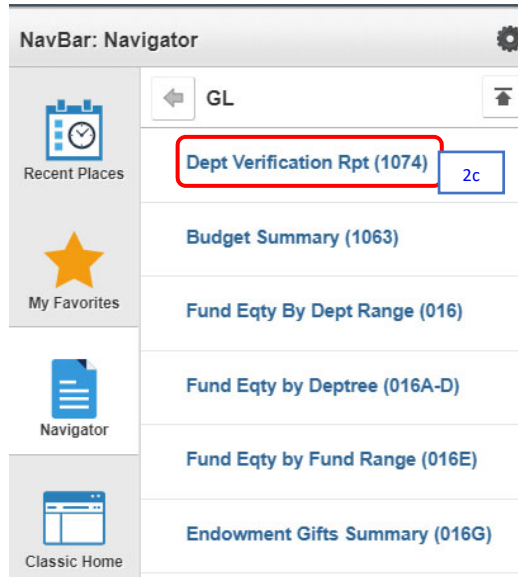
The Department Verification Report (UGLS1074) is a report run monthly to reconcile cost centers. This report will list all activity that occurred in a cost center based on the criteria specified when the report was run. Data included in this report (based on the criteria entered) includes assets, liabilities, and fund equity, revenue and expenses, open commitments, and soft commitments.



1. From PeopleSoft Finance home page, click the **NavBar**  icon on the upper right hand side of the home page.

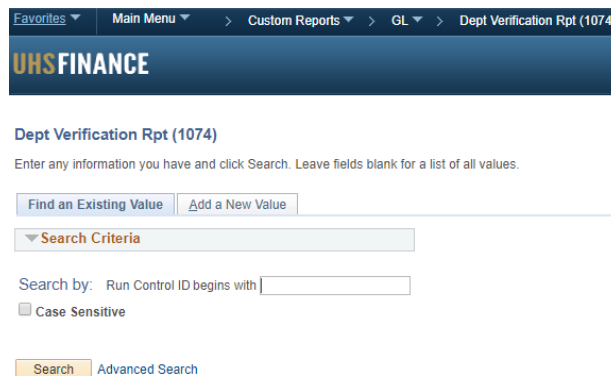
The NavBar menu is displayed.





- From the NavBar menu, click on **Navigator**. Then navigate to (2a) **Custom Reports** > (2b) **GL** > (2c) **Dept Verification Rpt (1074)**.

The Dept Verification Rpt (1074) Search Page is displayed.



- Click the **Add a New Value** tab.

The Dept Verification Rpt (1074) Add Page is displayed.



Dept Verification Rpt (1074)

Run Control ID:

4. Enter any descriptive name (no space) to create a run control. The run control can be based on the criteria definition when running the report. You can create different run control for each criteria definition; or you can just create one run control and update the criteria definition during each run.

For our example, enter “**1074**” an underscore “_” and your initials.

5. Click the **Add** button.

The Report Parameter page is displayed.



Report Parameters

Run Control ID: 1074_CS

[Report Manager](#)

[Process Monitor](#)

[Run](#)

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 Jrnal

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

Open Commitments
 Soft Commitments
 Balance Sheet

Verification Worksheet
 Combine Separate

Scroll Area Find First 1 of 1 Last

*Fund:

1 *Deptid: From: To:

SpeedType: *Prog:

*Project:



*Business	<input type="text" value="00759"/>	<input type="button" value="Q"/>
Unit:	<input type="text" value="2019"/>	<input type="text" value="1"/>
From	<input type="text" value="2019"/>	<input type="text" value="1"/>
FY/Period:	<input type="text" value="2019"/>	<input type="text" value="1"/>
To FY/Period:	<input type="text" value="2019"/>	<input type="text" value="1"/>

- Enter the **Fiscal Year** and **range of periods** for which the report is to be run. Our Fiscal Year has 12 periods. It starts in September, with September as Period 1, October as Period 2 and so on. Period 998 is a period for Financial Reporting adjustments.

For our example, enter **Fiscal Year From/To "2019"; Period From "1"; Period To "1"**.

<input type="radio"/>	Print All Cost Centers
<input checked="" type="radio"/>	Only Print Active Cost Centers
<input type="radio"/>	Only Print Inactive Cost Centers

- To view only cost centers that were active during the range of periods entered, check the *Only Print Active Cost Centers* option. Otherwise, all cost centers that match the criteria will print.

For our example, click the *Only Print Active Cost Centers radio* button.

<input checked="" type="checkbox"/>	Summary by Budget Node Only			
<input checked="" type="checkbox"/>	Summary by Budget Node and Account			
<input checked="" type="checkbox"/>	Transactions	<input checked="" type="checkbox"/>	Asset/Liab/Fund Equity	
	<input checked="" type="checkbox"/>	Rev/Exp	<input checked="" type="checkbox"/>	Budget Jnl

<input checked="" type="checkbox"/>	Open Commitments	<input type="checkbox"/>	Verification Worksheet
<input checked="" type="checkbox"/>	Soft Commitments		
<input checked="" type="checkbox"/>	Balance Sheet		

- Select the section(s) of the report to generate. The default setting includes all sections of the report. Uncheck the box to deselect a section. NOTE: Do not check the **Verification Worksheet**.

For our example, select *all sections except the Verification Worksheet*.



The sections of the 1074 are described as follows:

<input checked="" type="checkbox"/> Summary by Budget Node Only <input checked="" type="checkbox"/> Summary by Budget Node and Account <input checked="" type="checkbox"/> Transactions <input checked="" type="checkbox"/> Asset/Liab/Fund Equity <input checked="" type="checkbox"/> Rev/Exp <input checked="" type="checkbox"/> Budget Jnl	<input checked="" type="checkbox"/> Open Commitments <input checked="" type="checkbox"/> Soft Commitments <input checked="" type="checkbox"/> Balance Sheet	<input checked="" type="checkbox"/> Verification Worksheet <input checked="" type="checkbox"/> Combine <input checked="" type="checkbox"/> Separate
--	---	--

Summary by Budget Node Only

Section	Title	Data Displayed
1074.1 (Section 1)	Budget Node Summary	Original and Adjusted budget, summary of Revenue and Expense activity for the current period and YTD, Open Commitments, Soft Commitments, revenue goal or expense budget remaining. All data summarized by budget node.

Summary by Budget Node and Account

Section	Title	Data Displayed
1074.2 (Section 2)	Budget Node & Account Summary	Revenue and expense budget data at the budget node level. Summary of revenue and expense activity at the actual account level, including commitments. Remaining revenue goal or expense budget at the budget node level.



SUBJECT:

UHCL Reports & Queries Training

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Transactions

Asset/Liab/Fund Equity

Rev/Exp

Budget Jnl

Section	Title	Data Displayed
1074.3a (Section 3a)	Asset, Liability, Fund Equity Transactions	Transactions recorded during the reporting period for asset (1XXXX), liability (2XXXX) and fund equity (3XXXX) accounts.
1074.3b (Section 3b)	Revenue and Expense Transactions	Transactions recorded during the reporting period for revenue (4XXXX) and expense (5XXXX) accounts. This section includes encumbrance activity and identifying information for each transaction.
1074.3c (Section 3c)	Budget Journals	Journals that establish and/or update the cost center budget during the reporting period. Reported by budget account with identifying information for each entry.

Open Commitments

Section	Title	Data Displayed
1074.4 (Section 4)	Open Commitments	Summary of outstanding encumbrances (regardless of fiscal year) with identifying information for each purchase order or encumbrance journal. The following information is reported for each remaining encumbrance: initial amount encumbered, liquidated (released) amount, and amount currently encumbered.

Soft Commitments

Section	Title	Data Displayed
1074.5 (Section 5)	Soft Commitments	Transactions that are "in progress." Identifying information for requisitions that have been budget checked but not processed on a Purchase Order, journals and vouchers that have been budget checked but not posted, as well as the reason the transaction has not processed.

Balance Sheet

Section	Title	Data Displayed
1074.6 (Section 6)	Balance Sheet Summary	A summary of balances and activity for asset, liability, and fund equity accounts. Includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.



Scroll Area
Find First 1 of 1 Last

Request No:	*Fund: <input type="text" value="Some"/>	From: <input type="text" value="3056"/>	To: <input type="text" value="3056"/>	<input type="button" value="+"/> <input type="button" value="-"/>
1	*Deptid: <input type="text" value="Some"/>	From: <input type="text" value="C0019"/>	To: <input type="text" value="C0019"/>	
SpeedType:	*Prog: <input type="text" value="Some"/>	From: <input type="text" value="I0291"/>	To: <input type="text" value="I0291"/>	
<input type="text" value="12593"/>				
	*Project: <input type="text" value="Some"/>	From: <input type="text" value="NA"/>	To: <input type="text" value="NA"/>	

9. Enter the Cost Center(s) or the Speed Type of the report to generate. Each chartfield has a drop down box listing criteria choices (from single chartfield to all chartfields) as described below:

Fund – All	Generates report for all funds
Fund – Group	Generates report by Fund Group
Fund – Some	Generates report for a single fund or a range of funds
Dept – All	Generates report for all departments
Dept – Tree Range	Generates report by departments in the DEPTID_ROLLUP tree node
Dept – Some	Generates report for a single department or a range of departments
Program – All	Generates report for all programs
Program – Group	Generates report by Program Groups based on the first character of the program chartfield, which represents expenditure function
Program – Some	Generates report for a single program or a range of programs
Project – All	Generates report for all projects
Project – Group	Generates report by Project Groups based on the first character of the project chartfield, which represents the type of project.
Project – Some	Generates report for a single project ID or a range of project ID's.

For our example, enter **"12593"** in the *Speed Type* field and tab. Once you have tabbed out of the field, the cost center will populate.

NOTE: To add another cost center, click the icon.



Report Parameters

Run Control ID: 1074_CES

Report Manager

Process Monitor

Run

Cost Center Manager <input type="text"/>	<input type="checkbox"/> Fund 1 <input type="checkbox"/> Fund 3 <input type="checkbox"/> Fund 5 <input type="checkbox"/> Fund 7 <input type="checkbox"/> Fund 2 <input type="checkbox"/> Fund 4 <input type="checkbox"/> Fund 6 <input type="checkbox"/> Fund 9	<input type="button" value="Get CC"/> <input type="button" value="Reset"/>																				
*Business: <input type="text" value="00759"/> Unit: From: <input type="text" value="2019"/> <input type="text" value="1"/> FY/Period: To FY/Period: <input type="text" value="2019"/> <input type="text" value="1"/>	<input checked="" type="checkbox"/> Summary by Budget Node Only <input checked="" type="checkbox"/> Summary by Budget Node and Account <input checked="" type="checkbox"/> Transactions <input checked="" type="checkbox"/> Asset/Liab/Fund Equity <input checked="" type="checkbox"/> Rev/Exp <input checked="" type="checkbox"/> Budget Jml																					
<input type="radio"/> Print All Cost Centers <input checked="" type="radio"/> Only Print Active Cost Centers <input type="radio"/> Only Print Inactive Cost Centers	<input checked="" type="checkbox"/> Open Commitments <input checked="" type="checkbox"/> Soft Commitments <input checked="" type="checkbox"/> Balance Sheet	<input type="checkbox"/> Verification Worksheet																				
Scroll Area <div style="float: right;">Find First 1 of 1 Last</div> <table border="1"> <tr> <td>Request No:</td> <td>*Fund: <input type="text" value="Some"/></td> <td>From: <input type="text" value="3056"/></td> <td>To: <input type="text" value="3056"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>1</td> <td>*Deptid: <input type="text" value="Some"/></td> <td>From: <input type="text" value="C0019"/></td> <td>To: <input type="text" value="C0019"/></td> <td></td> </tr> <tr> <td>SpeedType: <input type="text" value="12593"/></td> <td>*Prog: <input type="text" value="Some"/></td> <td>From: <input type="text" value="I0291"/></td> <td>To: <input type="text" value="I0291"/></td> <td></td> </tr> <tr> <td></td> <td>*Project: <input type="text" value="Some"/></td> <td>From: <input type="text" value="NA"/></td> <td>To: <input type="text" value="NA"/></td> <td></td> </tr> </table>			Request No:	*Fund: <input type="text" value="Some"/>	From: <input type="text" value="3056"/>	To: <input type="text" value="3056"/>	<input type="button" value="+"/> <input type="button" value="-"/>	1	*Deptid: <input type="text" value="Some"/>	From: <input type="text" value="C0019"/>	To: <input type="text" value="C0019"/>		SpeedType: <input type="text" value="12593"/>	*Prog: <input type="text" value="Some"/>	From: <input type="text" value="I0291"/>	To: <input type="text" value="I0291"/>			*Project: <input type="text" value="Some"/>	From: <input type="text" value="NA"/>	To: <input type="text" value="NA"/>	
Request No:	*Fund: <input type="text" value="Some"/>	From: <input type="text" value="3056"/>	To: <input type="text" value="3056"/>	<input type="button" value="+"/> <input type="button" value="-"/>																		
1	*Deptid: <input type="text" value="Some"/>	From: <input type="text" value="C0019"/>	To: <input type="text" value="C0019"/>																			
SpeedType: <input type="text" value="12593"/>	*Prog: <input type="text" value="Some"/>	From: <input type="text" value="I0291"/>	To: <input type="text" value="I0291"/>																			
	*Project: <input type="text" value="Some"/>	From: <input type="text" value="NA"/>	To: <input type="text" value="NA"/>																			

10. Click the **Run** button at the top of the Report Parameters page to run the report. The page is automatically saved when the **Run** button is clicked.

Since PeopleSoft is web-based, all report programs are processed on a central server.

The Report Parameter page is displayed again. Each time a report is run, a **Process Instance** is assigned.

Run Control ID: 1074_CES
Report Manager
Process Monitor
Run

Process Instance: 12864507

Cost Center Manager

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

Get CC

Reset

*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 Jrnl

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

Open Commitments
 Soft Commitments
 Balance Sheet

Verification Worksheet

Scroll Area Find First 1 of 1 Last

Request No:	*Fund: <input type="text" value="Some"/>	From: <input type="text" value="3056"/>	To: <input type="text" value="3056"/>	+ -
1	*Deptid: <input type="text" value="Some"/>	From: <input type="text" value="C0019"/>	To: <input type="text" value="C0019"/>	
SpeedType:	*Prog: <input type="text" value="Some"/>	From: <input type="text" value="I0291"/>	To: <input type="text" value="I0291"/>	
<input type="text" value="12593"/>	*Project: <input type="text" value="Some"/>	From: <input type="text" value="NA"/>	To: <input type="text" value="NA"/>	

Save

Add

Update/Display

13. Click the **Process Monitor** hyperlink to check the progress of the report.

The Process List page is displayed.

Process List | Server List

View Process Request For

User ID Type Last 1 Hours

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	First	1 of 1	Last	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details									
<input type="checkbox"/>	12864507		SQR Report	UGLS1074	8006680	11/11/2019 12:32:07PM CST	Processing	N/A	Details									

Go back to Dept Verification Rpt (1074)

Process List | Server List

14. The Run Status indicates the status of the run. Click the **Refresh** button periodically until the *Run Status* displays "**Success**" and the *Distribution Status* displays "**Posted**."

Process List | Server List

View Process Request For

User ID Type Last 1 Hours

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List										Personalize	Find	View All	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	First	1 of 1	Last	
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details									
<input type="checkbox"/>	12864507		SQR Report	UGLS1074	8006680	11/11/2019 12:32:07PM CST	Success	Posted	Details									

Go back to Dept Verification Rpt (1074)

Process List | Server List

15. Click the **Details** hyperlink to drill down to the report.

The Process Details page is displayed.

Process Detail

Process	
Instance 12864507	Type SQR Report
Name UGLS1074	Description Department Verification Report
Run Status Success	Distribution Status Posted
Run	Update Process
Run Control ID 1074_CES	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On 11/11/2019 12:32:29PM CST	Parameters Transfer
Run Anytime After 11/11/2019 12:32:07PM CST	Message Log
Began Process At 11/11/2019 12:32:37PM CST	Batch Timings
Ended Process At 11/11/2019 12:37:52PM CST	View Log/Trace
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

16. Click the **View Log/Trace** hyperlink to drill down further to the report.

The View Log/Trace page is displayed. Each section of the 1074 is listed as a .csv file. This type of file allows you to save the file as an excel file and utilize excel to manipulate the data.

View Log/Trace

Report

Report ID	7771654	Process Instance	12864507	Message Log
Name	UGLS1074	Process Type	SQR Report	
Run Status	Success			

Department Verification Report

Distribution Details

Distribution Node	Unix	Expiration Date	12/11/2019
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File List

Name	File Size (bytes)	Datetime Created
SQR_UGLS1074_12864507.log	1,564	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_1_transactions.csv	1,512	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_2_transactions.csv	6,187	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Actual_ALF_transactions.csv	46,321	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Actual_RE_transactions.csv	37,965	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_3_Budget_Jrnl_transactions.csv	10,320	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_4_transactions.csv	8,896	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_5_transactions.csv	2,539	11/11/2019 12:37:52.063671PM CST
UGLS1074_Section_6_transactions.csv	7,605	11/11/2019 12:37:52.063671PM CST
ugls1074_12864507.PDF	39,889	11/11/2019 12:37:52.063671PM CST
ugls1074_12864507.out	781	11/11/2019 12:37:52.063671PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	8006680

[Return](#)

17. Click the **.PDF document** to see the formatted report.



The report opens in a new window. Use Adobe Acrobat features such as page navigation, magnify or search to view the report.

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									
B4035 FUND BALANCE	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
Total Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
B5006 L3-SALARY AND WAGES	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
S&W Subtotal	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
B5007 L3 - FRINGE BENEFITS	98,755.00	98,755.00	4,862.75	4,862.75	4,862.75	61,182.31	0.00	32,709.94	33.1%
B5009 L3-MAINTENANCE AND OPERATIONS	138,295.00	138,295.00	4,521.53	4,521.53	4,521.53	41,472.39	5,777.42	86,523.66	62.6%
Total Expense	563,967.00	563,967.00	23,420.52	23,420.52	23,420.52	312,914.15	5,777.42	221,854.91	39.3%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.76	-0.0%
Total Expense	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.76	-0.0%
Grand Total Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
Grand Total Expense	563,967.00	578,627.41	30,985.86	30,985.86	30,985.86	320,009.98	5,777.42	221,854.15	38.3%



HOW TO READ THE DEPARTMENT VERIFICATION REPORT (UGLS1074)

The Department Verification Report (UGLS1074) is used to review transactions recorded for a Cost Center during a particular accounting period or range of periods. This report is primarily used for monthly cost center reconciliations. The report has several sections which display budget summaries, general ledger transactions, pre-encumbrance and encumbrance activity and a balance sheet summary.

Section	Title	Data Displayed
1074.1	Budget Node Summary	<ul style="list-style-type: none"> ➤ Original and adjusted budget, summary of revenue and expense activity for the current period and YTD, open commitments, soft commitments, revenue goal or expense budget remaining. ➤ All data summarized by budget node.
1074.2	Budget Node & Account Summary	<ul style="list-style-type: none"> ➤ Revenue and expense budget data at the budget node level. ➤ Summary of revenue and expense activity at the actual account level, including commitments. ➤ Remaining revenue goal or expense budget at the budget node level.
1074.3a	Asset, Liability, Fund Equity Transactions	<ul style="list-style-type: none"> ➤ Transactions recorded during the reporting period for asset (1XXXX), liability (2XXXX) and fund equity (3XXXX) accounts.
1074.3b	Revenue and Expense Transactions	<ul style="list-style-type: none"> ➤ Transactions recorded during the reporting period for revenue (4XXXX) and expense (5XXXX) accounts. ➤ Encumbrance activity and identifying information for each transaction.
1074.3c	Budget Journals	<ul style="list-style-type: none"> ➤ Journals that update the cost center budget during the reporting period. ➤ Reported by budget account with identifying information for each entry.
1074.4	Open Commitments	<ul style="list-style-type: none"> ➤ Summary of outstanding encumbrances (regardless of fiscal year) with identifying information for each purchase order or encumbrance journal. ➤ Report for each remaining encumbrance: initial amount encumbered, liquidated (released) amount and amount currently encumbered.
1074.5	Soft Commitments	<ul style="list-style-type: none"> ➤ Transactions that are “in progress.” ➤ Information on requisitions that have been budget checked but not created with purchase order; journals and vouchers that have been budget checked but not posted. ➤ Reason why the transaction has not processed.
1074.6	Balance Sheet Summary	<ul style="list-style-type: none"> ➤ Summary of balances and activity for asset, liability and fund equity accounts. ➤ Includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.



LOCATING INFORMATION ON THE 1074 REPORT

The data on Section 4 (Open Commitments) or Section 5 (Soft Commitments) is based on the following:

Soft Commitments (1074.5) vs. Open Commitments (1074.4)

Category	Transactions
Soft Commitment	<ul style="list-style-type: none"> ➤ Budget checked voucher that are not posted ➤ Budget checked journal entries that are not posted ➤ Budget checked requisitions. Requisitions are displayed only on Section 5.
Open Commitment	<ul style="list-style-type: none"> ➤ Budget checked encumbrance journal entries. Encumbrance journal entries are only displayed on Section 4. ➤ Budget checked Purchase Order's

The determination of which accounting period transactions will be reflected in is as follows:

Category	Transaction	Date Used for Report
Soft Commitments	Voucher	Accounting date
	Regular Journal Entry	Journal Date
	Encumbrance Journal Entry	N/A
	Requisition	Accounting Date
	Purchase Order	N/A
Open Commitment	Encumbrance Journal Entry	Journal Date
	Requisition	N/A
	Purchase Order	Accounting Date
	Encumbrance Release (PO Voucher)	Voucher Accounting Date
Asset, Liability, Fund Equity, Revenue, Expense	Regular Journal Entry	Journal Date
	Voucher	AP Journal Date

Note: The accounting dates on Vouchers and Requisitions must be within an open accounting period when they are budget checked. This helps to keep reports accurate and in sync. If a user tries to budget check a Voucher or Requisition within an accounting date in a closed period, the user will receive an error message. Change the accounting date to the current date and re-budget check the document.



UGLS1074.1 – REVENUE AND EXPENSE BUDGET NODE SUMMARY

UGLS1074.1 displays original and adjusted budget, a summary of revenue and expense activity for the current period and YTD, open commitments, soft commitments and the revenue goal or expense budget remaining. All the data is summarized by budget node.

#4	Description	#5	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Budget Available	% Avail
Current Budget Reference ===== B4035 FUND BALANCE -155,844.00 -155,844.00 0.00 0.00 0.00 0.00 0.00 0.00 -155,844.00 100.0% Total Revenue -155,844.00 -155,844.00 0.00 0.00 0.00 0.00 0.00 -155,844.00 100.0% B5006 L3-SALARY AND WAGES 326,917.00 326,917.00 14,036.24 14,036.24 14,036.24 210,259.45 0.00 102,621.31 31.4% S&W Subtotal 326,917.00 326,917.00 14,036.24 14,036.24 14,036.24 210,259.45 0.00 102,621.31 31.4% B5007 L3 - FRINGE BENEFITS 98,755.00 98,755.00 4,862.75 4,862.75 4,862.75 61,182.31 0.00 32,709.94 33.1% B5009 L3-MAINTENANCE AND OPERATIONS 138,295.00 138,295.00 4,521.53 4,521.53 4,521.53 41,472.39 5,777.42 86,523.66 62.6% Total Expense 563,967.00 563,967.00 23,420.52 23,420.52 23,420.52 312,914.15 5,777.42 221,854.91 39.3% ===== Prior Budget References ===== No Revenue Found. B5009 L3-MAINTENANCE AND OPERATIONS 0.00 14,660.41 7,565.34 7,565.34 7,565.34 7,095.83 0.00 -0.76 -0.0% Total Expense 0.00 14,660.41 7,565.34 7,565.34 7,565.34 7,095.83 0.00 -0.76 -0.0% ===== Grand Total Revenue -155,844.00 -155,844.00 0.00 0.00 0.00 0.00 0.00 -155,844.00 100.0% Grand Total Expense 563,967.00 578,627.41 30,985.86 30,985.86 30,985.86 320,009.98 5,777.42 221,854.15 38.3% =====											

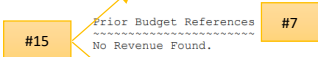
Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	REPORT ID – UGL indicates the report was designed by the University of Houston System, with General Ledger as the source. The extension that follows the Report ID indicates the section of the report. (UGLS1074.1 for Section 1) RUN DATE/TIME – Reflects the day and time the report was generated.
3	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.
4	DESCRIPTION – Each budget node (account) for which there is budget or actual activity during the reporting period will be listed along with its description. Budget nodes (accounts) are grouped by Revenue and Expense. Revenue budget nodes start with “B4xxx”; expense budget nodes start with “B5xxx”.
5	BASE BUDGETED AMT – Total base (original) budget for the individual budget account. This is the permanent budget.
6	CURRENT BUDGETED AMT – Total current budget for the individual budget account. Calculated as (Original + Adjustments). This is the Original budget with current year adjustments.



SUBJECT: UHCL Reports & Queries Training

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UNIVERSITY OF HOUSTON - SYSTEM									
Revenue & Expense - Budget Node Summary									
Period Ended September 30, 2018 (Through Period 1).									
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									
B4035 FUND BALANCE	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
Total Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
B5006 L3-SALARY AND WAGES	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
S&W Subtotal	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
B5007 L3 - FRINGE BENEFITS	98,755.00	98,755.00	4,862.75	4,862.75	4,862.75	61,182.31	0.00	32,709.94	33.1%
B5009 L3-MAINTENANCE AND OPERATIONS	138,295.00	138,295.00	4,521.53	4,521.53	4,521.53	41,472.39	5,777.42	86,523.66	62.6%
Total Expense	563,967.00	563,967.00	23,420.52	23,420.52	23,420.52	312,914.15	5,777.42	221,854.91	39.3%
Prior Budget References									
No Revenue Found.									
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.76	-0.0%
Total Expense	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.76	-0.0%
Grand Total Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
Grand Total Expense	563,967.00	578,627.41	30,985.86	30,985.86	30,985.86	320,009.98	5,777.42	221,854.15	38.3%



Key#	Description
7	PRIOR BUDGET REFERENCE – Budget to cover encumbrances for prior budget references as of Period 998.
8	CURRENT REV/EXP – Revenue and expense activity recorded for the budget account during the current period.
9	YTD REV/EXP – Year to date revenue and expense activity recorded for the budget account.
10	PTD REV/EXP – Project to date revenue and expense activity recorded for the budget account. If Project = NA, then PTD=YTD. A project/grant cost center can span multiple years.
11	OPEN COMMITMENT – Encumbrances that have not released as of the period ending date regardless of fiscal year (but listed by Budget Reference).
12	SOFT COMMITMENT – All vouchers and journals that have been budget checked but not posted to the Actual Ledger as of the period ending date regardless of fiscal year (listed by Budget Reference). All requisitions that have not released as of the period ending date.
13	BUDGET AVAILABLE – Remaining revenue goal or spending authority for the individual budget account. Calculated as: Current Budget – YTD Rev/Exp – Open Commitments – Soft Commitments = BBA
14	% AVAILABLE – Percent of Current Budgeted Amt remaining. Calculated as (Budget Available / Current Budgeted Amount).
15	Activity is totaled for all revenue accounts and all expense accounts for Current and Prior Budget References.



UGLS1074.2 – REVENUE & EXPENSE BUDGET NODE/ACCOUNT SUMMARY

The UGLS1074.2 displays revenue and expense budget data at the budget node (account) level. A summary of revenue and expense activity at the actual account level including commitments as well as the remaining revenue goal or expense budget at the budget node (account) level are listed.

Cost Center : 3056/C0019/10291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 3056 AUX-SALES & SERVICES DeptID : C0019 UNIVERSITY POLICE Program Code : 10291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill.Clarence		UNIVERSITY OF HOUSTON - SYSTEM Revenue & Expense - Budget Node & Account Summary Period Ended September 30, 2018 (Through Period 1) Report Limited to Active Cost Centers						Page No. : 2 Report ID : UGLS1074.2 Database : FS91TST Run Date : 11/11/2019 Run Time : 12:32:37 PM	
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									
B4035 FUND BALANCE	-155,844.00	-155,844.00							
FUND BALANCE	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
#6 → Total Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,844.00	100.0%
B5006 L3-SALARY AND WAGES	326,917.00	326,917.00							
50104 P/A= 1.00 FTE			8,993.09	8,993.09	8,993.09	99,047.19	0.00		
50106 CLERICAL&TEC=1.00FTE			4,788.34	4,788.34	4,788.34	111,212.26	0.00		
50111 OVERTIME			54.81	54.81	54.81	0.00	0.00		
50112 LONGEVITY			200.00	200.00	200.00	0.00	0.00		
#5 → L3-SALARY AND WAGES	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
S&W Subtotal	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.31	31.4%
B5007 L3 - FRINGE BENEFITS	98,755.00	98,755.00							
51104 INSUR-STATE SUBSIDY			2,852.82	2,852.82	2,852.82	32,032.82	0.00		
51109 STATE MATCH FICA			1,055.48	1,055.48	1,055.48	16,085.97	0.00		
51111 ST PD RET MATCH TRS			954.45	954.45	954.45	13,063.52	0.00		
L3 - FRINGE BENEFITS	98,755.00	98,755.00	4,862.75	4,862.75	4,862.75	61,182.31	0.00	32,709.94	33.1%

Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	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 – Reflects the day and time the report was generated.
3	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.
4	The activity for detailed accounts corresponding to each budget node (account) is reported beneath the respective budget account.
5	Detail account activity is subtotaled for each change in budget node (account).
6	Activity is totaled for all revenue accounts and all expense accounts for Current, as well as for Prior Budget References.



UGLS1074.3a – DETAILED TRANSACTIONS – ASSETS, LIABILITIES, FUND EQUITY

UGLS1074.3a lists transactions recorded during the reporting period for Asset (1xxxx), Liability (2xxxx) and Fund Equity (3xxxx) accounts. This section includes encumbrance activity and identifying information for each transaction.

#3	Cost Center : 3056/C0019/I0291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 3056 AUX-SALES & SERVICES DeptID : C0019 UNIVERSITY POLICE Program Code : I0291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill.Clarence	UNIVERSITY OF HOUSTON - SYSTEM Detailed Transactions - Asset/Liab/Fund Eq September 01, 2018 To September 30, 2018 (Through Period 1) Report Limited to Active Cost Centers	#1	Page No. : 4 Report ID : UGLS1074.3a Database : F991TST Run Date : 11/11/2019 Run Time : 12:32:37 PM	#2
#4	<pre> -----Journal----- Acct Transaction Description Jnl ID Line Date FY Acct Actual Budget /---Document---\ /---Reference---\ CF1 PD Ledger Ref Source BU Number BU Number Info ----- Current Budget Reference ----- 10714 HR B090418Payroll Biwk OnCycleHRBIW HR03441042 489 09/04/18 2019 1 -685.02 BP2019 HRS HRBIWON 10714 HR B091818Payroll Biwk OnCycleHRBIW HR03445494 539 09/18/18 2019 1 -2,984.00 BP2019 HRS HRBIWON 10714 HR M093018Payroll Mnth OnCycleHRMON HR03445507 865 09/30/18 2019 1 -7,125.74 BP2019 HRS HRMONON 10714 PAYROLL ALLOC TO 00783 PAY0000001 348 09/30/18 2019 1 10,794.76 BP2019 ALO ----- 10714 UHS PAYROLL DD SETTLEMENT 0.00 ----- Total Assets 0.00 </pre>				
#5	#6				

Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	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 – Reflects the day and time the report was generated.
3	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.
4	ACCT/TRANSACTION DESCRIPTION – Each account with asset, liability, or fund equity activity will be listed with the corresponding transaction description. Accounts are listed in numerical order: asset accounts (1XXXX), liability accounts (2XXXX) then fund equity accounts (3XXXX).
5	Transactions are subtotaled by account and the account description is provided.
6	Activity is totaled for all asset, liability and fund equity accounts for Current and Prior Budget References.



UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 4
Detailed Transactions - Asset/Liab/Fund Eq										Report ID : UGLS1074.3a
September 01, 2019 - 30 - Days Through Perio										Database : F331TST
										Run Date : 11/11/2019
										Run Time : 12:32:37 PM
Cost Center : 3056/C0019/I0291/NA (12593)										
Business Unit : 00759 Univ. of Houston - Clear Lake										
Fund : 3056 AUX-SALES & SERVICES										
DeptID : C0019 UNIVERSITY POLICE										
Program Code : I0291 POLICE OPERATIONS										
Project : NA										
CC Manager : 0881939 Hill.Clarence										

Journal	Journal	Journal	Journal	Journal	Journal	Journal	Journal	Journal	Journal					
#7	#8	#9	#10	#11	#12	#13	#14	#15						
Acct	Transaction	Description	Jrnl ID	Line	Date	FY	PD	Ledger	Budget Ref	Source BU	Document Number	Reference BU Number	CF1 Info	

Current Budget Reference														
10714	HR	B090418Payroll	Blwk	OnCycle	HRBIW	HR03441042	489	09/04/18	2019	1	-685.02	BP2019	HRS	HRBIWON
10714	HR	B091818Payroll	Blwk	OnCycle	HRBIW	HR03445494	539	09/18/18	2019	1	-2,984.00	BP2019	HRS	HRBIWON
10714	HR	M091018Payroll	Meth	OnCycle	HRWON	HR03445507	865	09/30/18	2019	1	-7,125.74	BP2019	HRS	HRWONON
10714	PAYROLL	ALLOC TO 00783			PAY0000001	348	09/30/18	2019	1	10,794.76	BP2019	ALO		

10714 UHS PAYROLL DD SETTLEMENT												0.00		
Total Assets												0.00		

Key#	Description
7	JOURNAL – 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: <ul style="list-style-type: none"> ➤ No Prefix = Accounting ➤ ADM = Administrative Charges ➤ AP = Accounts Payable ➤ AV = University Advancement ➤ HR = Human Resources ➤ IDC = Indirect Cost ➤ INT = Interest ➤ REV = Revenue Recognition ➤ SF = Student Financials ➤ UCI = Unemployment Compensation ➤ WCI = Workers’ Compensation
8	FY – The fiscal year in which the transaction was recorded.
9	ACCT PD – The accounting period (month) in which the transaction was recorded.
10	ACTUAL LEDGER – Transaction amount recorded in the Actuals Ledger.
11	BUDGET REF – The budget reference in which the transaction was recorded.
12	SOURCE – The source of the transaction.
13	DOCUMENT – Transaction support information, including Business Unit and document number. This is typically the Voucher Number.
14	REFERENCE – Transaction support information, including Business Unit and reference number. Data listed here includes the check number, PO number, and the payroll cycle identifier.
15	CF1 INFO – This is the value entered for Chartfield 1 if used. This field is very rarely used and is defined by the originating department.



UGLS1074.3b – DETAILED REVENUE/EXPENSE TRANSACTIONS

UGLS1074.3b lists transactions recorded during the reporting period for the revenue (4xxxx) and expense (5xxxx) accounts. This includes encumbrance activity and information for each transaction.

Cost Center : 3056/CO019/I0291/NA (12593)		UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 12		
Business Unit : 00759 Univ. of Houston - Clear Lake		Detailed Transactions - Revenue/Expense										Report ID : UGLS1074.3b		
Fund : 3056 AUX-SALES & SERVICES		ber 01, 2018 To September 30, 2018 (Through Period 1).										Database : F991RST		
DeptID : C0019 UNIVERSITY POLICE		Report Limited to Active Cost Centers										Run Date : 11/11/2019		
Program Code : I0291 POLICE OPERATIONS												Run Time : 12:32:37 PM		
Project : NA														
CC Manager : 0881939 Hill,Clarence														
#1	Acct	Transaction Description	Type ID	Journal/PO	Date/Line	FY	PD	Actual	Amount- Encumbrance	Budget Ref	Source	Document BU Number	Reference BU Number	CFI Info
	54470	CFWD/GALLS LLC	JRNL	CFWD2019	09/01/18 660	2019	1	0.00	1,226.01	BP2018	ONL	00759 0000041014		
	54470	CFWD/G T DISTRIBUTORS INC	JRNL	CFWD2019	09/01/18 664	2019	1	0.00	820.24	BP2018	ONL	00759 0000042170		
	54470	GALLS LLC/As per Bid IB-17-008;	Th	JRNL	AP03441598 09/17/18 92	2019	1	261.40	0.00	BP2018	AP	00759 00236502	00759 0000041014	
		54470 UNIFORMS & SAFETY CLOTHING						261.40	1,784.85					
	56402	CFWD/PIRTLE, KYLE D	JRNL	CFWD2019	09/01/18 658	2019	1	0.00	518.55	BP2018	ONL	TR759 T1806073		
		56402 CDV-TX MILEAGE						0.00	518.55					
	56413	CFWD/HUX, CHRISTINA	JRNL	CFWD2019	09/01/18 659	2019	1	0.00	646.57	BP2018	ONL	TR759 T1808076		
		56413 CDV-OUT OF STA-PER DIEM MEAL &						0.00	646.57					
		#3 Total Expense						7,565.34	7,095.83					
		Grand Total Revenue						0.00	0.00					
		Grand Total Expense						30,985.86	320,009.98					

Key#	Description
1	ACCT/TRANSACTION DESCRIPTION – Each account with revenue, expense, or encumbrance activity will be listed with the corresponding transaction description. Accounts are listed in numerical order: revenue accounts (4XXXX with a few exceptions) then expense accounts (5XXXX).
2	Transactions are subtotaled by account and the account description is provided.
3	Activity is totaled for all revenue and for all expense accounts for Current and Prior Budget References.
4	JOURNAL/PO – The document type, JRNL for Journal Entry or PO for 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: <ul style="list-style-type: none"> ➤ No Prefix = Accounting ➤ ADM = Administrative Charges ➤ AP = Accounts Payable ➤ AV = University Advancement ➤ HR = Human Resources ➤ IDC = Indirect Cost ➤ INT = Interest ➤ REV = Revenue Recognition ➤ SF = Student Financials ➤ UCI = Unemployment Compensation ➤ WCI = Workers' Compensation



Cost Center : 3056/0019/I0291/NA (12593)		UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 12					
Business Unit : 00759 Univ. of Houston - Clear Lake		Detailed Transactions - Revenue/Expense										Report ID : UGLS1074.3b					
Fund : 3056 AUX-SALES & SERVICES		September 01, 2018 to September 30, 2019										Print					
DeptID : C0019 UNIVERSITY POLICE		Active C										Date : 11/2/2019					
Program Code : I0291 POLICE OPERATIONS												Time : 11:22:37 PM					
Project : NA																	
CC Manager : 0881939 Hill.Clarence																	
Acct	Transaction Description	Type	ID	Journal/PO	Date/Line	FY	Acct PD	Actual	Amount	Encumbrance	Budget Ref	Source	BU	Document Number	Reference	CF1	Info
54470	CFWD/GALLS LLC	PO	0000041014	1-1-1	2019	1		0.00	-261.40		BP2018		00759	00236502			
54470	CFWD/G T DISTRIBUTORS INC	JRNL	CFWD2019	09/01/18	660	2019	1	0.00	1,226.01		BP2018	ONL	00759	0000041014			
54470	GALLS LLC/As per Bid IB-17-008;	TH	JRNL	AP03441598	09/17/18	92	2019	1	261.40	0.00	BP2018	AP	00759	00236502	00759	0000041014	
	54470 UNIFORMS & SAFETY CLOTHING							261.40		1,784.85							
56402	CFWD/PIRTLE, KYLE D	JRNL	CFWD2019	09/01/18	658	2019	1	0.00	518.55		BP2018	ONL	TR759	T1806073			
	56402 CDV-TX MILEAGE							0.00		518.55							
56413	CFWD/HUX, CHRISTINA	JRNL	CFWD2019	09/01/18	659	2019	1	0.00	646.57		BP2018	ONL	TR759	T1808076			
	56413 CDV-OUT OF STA-PER DIEM MEAL &							0.00		646.57							
	Total Expense							7,565.34		7,095.83							
	Grand Total Revenue							0.00		0.00							
	Grand Total Expense							30,985.86		320,009.98							

Key#	Description
5	FY – The fiscal year in which the transaction was recorded.
6	ACCT PD – The accounting period (month) in which the transaction was recorded.
7	AMOUNT – Transaction amount for Revenue, Expense, or Encumbrance.
8	BUDGET REF – The budget reference in which the transaction was recorded.
9	SOURCE – The source of the transaction.
10	DOCUMENT – Transaction support information, including Business Unit and document number. Data listed here is usually the voucher number. The PO number is listed in this column for carryforward (CFWD) journal entries.
11	REFERENCE – On payroll journals, the reference will display ACTUAL, ENCUMB, or REALL. 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 and central stores items).
12	CF1 INFO – Value of Chartfield 1, if used, on the transaction. This value is defined by the department.



SUBJECT:

UHCL Reports & Queries Training

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Cost Center : 3056/C0019/I0291/NA (12593)		UNIVERSITY OF HOUSTON - SYSTEM		Page No. : 13									
Business Unit : 00759 Univ. of Houston - Clear Lake		Detailed Transactions - Budget Jnl's		Report ID : UGLS1074.3c									
Fund : 3056 ADX-SALES & SERVICES		September 01, 2018 To September 30, 2018 (Through Period 1).		Database : FS91TST									
DeptID : C0019 UNIVERSITY POLICE		Report Limited to Active Cost		Run Date : 11/11/2019									
Program Code : I0291 POLICE OPERATIONS				Run Time : 2:37 PM									
Project : NA													
CC Manager : 0881939 Hill.Clarence													
/-----Budget Journal-----\		Acct		#7	#8	#9	#10	#11	#12				
Acct	Transaction Description	Jrnl ID	Line	Date	FY	PD	Initial Budget	Original	Adjustment	Closing/Rll Fw	BRef	LGroup	Extra Information
Current Budget Reference													
B4035 B00001		BDX3416731	1	09/01/18 2019	1		-155,844.00					BP2019 REVEST STD	PC Bud Load
B4035 B00001		BDX3416731	1	09/01/18 2019	1			-155,844.00				BP2019 REVEST	Original
							=====	=====	=====	=====	=====	=====	=====
Total Revenue Budget							-155,844.00	-155,844.00	0.00	0.00			
B5007 B00001		BDX3415869	1	09/01/18 2019	1		98,755.00					BP2019 ORG STD	PC Bud Load
B5009 B00001		BDX3415870	1	09/01/18 2019	1		138,295.00					BP2019 ORG STD	PC Bud Load
B5006 00020549		BDX3417204	1	09/01/18 2019	1		54,135.00					BP2019 ORG STD	PC Bud Load
B5006 00020551		BDX3417205	1	09/01/18 2019	1		40,508.00					BP2019 ORG STD	PC Bud Load
B5006 00020553		BDX3417206	1	09/01/18 2019	1		44,705.00					BP2019 ORG STD	PC Bud Load
B5006 00020554		BDX3417207	1	09/01/18 2019	1		53,784.00					BP2019 ORG STD	PC Bud Load
B5006 00020559		BDX3417208	1	09/01/18 2019	1		32,134.00					BP2019 ORG STD	PC Bud Load
B5006 00200072		BDX3417209	1	09/01/18 2019	1		7,564.00					BP2019 ORG STD	PC Bud Load
B5006 00200380		BDX3417210	1	09/01/18 2019	1		40,508.00					BP2019 ORG STD	PC Bud Load
B5006 00200588		BDX3417211	1	09/01/18 2019	1		14,971.00					BP2019 ORG STD	PC Bud Load
B5006 01015687		BDX3417212	1	09/01/18 2019	1		38,608.00					BP2019 ORG STD	PC Bud Load
B5007 B00001		BDX3415869	1	09/01/18 2019	1			98,755.00				BP2019 ORG	Original
B5009 B00001		BDX3415870	1	09/01/18 2019	1			138,295.00				BP2019 ORG	Original
B5006 00020549		BDX3417204	1	09/01/18 2019	1			54,135.00				BP2019 ORG	Original
B5006 00020551		BDX3417205	1	09/01/18 2019	1			40,508.00				BP2019 ORG	Original
B5006 00020553		BDX3417206	1	09/01/18 2019	1			44,705.00				BP2019 ORG	Original
B5006 00020554		BDX3417207	1	09/01/18 2019	1			53,784.00				BP2019 ORG	Original
B5006 00020559		BDX3417208	1	09/01/18 2019	1			32,134.00				BP2019 ORG	Original
B5006 00200072		BDX3417209	1	09/01/18 2019	1			7,564.00				BP2019 ORG	Original
B5006 00200380		BDX3417210	1	09/01/18 2019	1			40,508.00				BP2019 ORG	Original
B5006 00200588		BDX3417211	1	09/01/18 2019	1			14,971.00				BP2019 ORG	Original
B5006 01015687		BDX3417212	1	09/01/18 2019	1			38,608.00				BP2019 ORG	Original
Total Expense Budget							563,967.00	563,967.00	0.00	0.00			

Key#	Description
7	ORIGINAL – Amount posted as an Original budget entry.
8	ADJUSTMENT – Amount posted as an Adjustment budget entry.
9	CLOSING/RLL FW – Budget journals associated with the budget closing and/or roll forward process.
10	BREF - The budget reference in which the transaction was recorded.
11	LGROUP – Budget ledger group to which the budget journal was posted.
12	EXTRA INFORMATION – Budget entry type (original or adjustment) is displayed. PC Bud Load refers to the load from the Budget Development System.

UGLS1074.4 – OPEN COMMITMENTS

The UGLS1074.4 lists a summary of all outstanding encumbrances (**regardless of fiscal year**) with identifying information for each purchase order or encumbrance journal. The following information is reported for each remaining encumbrance: initial amount encumbered, liquidated (released) amount and amount currently encumbered.

#3	Cost Center : 3056/C0019/I0291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 3056 ADJ-SALES & SERVICES DeptID : C0019 UNIVERSITY POLICE Program Code : I0291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill, Clarence	UNIVERSITY OF HOUSTON - SYSTEM Open Commitments As of September 30, 2018 (Through Period 1) Report Limited to Active Cost Centers	#1	#2	Page No. : 14 Report ID : UGLS1074.4 Database : F991TRST Run Date : 11/11/2019 Run Time : 12:32:37 EM
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Acct	Type	BU	Number	Date	ID	Name	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CF1
-----Current Budget Reference-----												
					#4							
54470	PO	00759	0000042373	04/19/18	0000122669	GALLS LLC	5,000.00	0.00	5,000.00	100.0%	BP2019	
52803	PO	00759	0000042378	09/01/18	0000001969	VERIZON WIRELESS SERVICES LLC	3,647.04	0.00	3,647.04	100.0%	BP2019	
54470	PO	00759	0000042392	09/24/18	0000007414	G T DISTRIBUTORS INC	1,451.30	0.00	1,451.30	100.0%	BP2019	
53702	PO	00759	0000042396	09/01/18	0000061662	COMPETITIVE EGDE SOFTWARE INC	4,900.00	0.00	4,900.00	100.0%	BP2019	
53950	PO	00759	0000042412	05/22/19	0000121171	DS SERVICES OF AMERICA INC	302.40	0.00	302.40	100.0%	BP2019	
53503	PO	00759	0000042460	09/04/18	0000108254	MEM FINANCIAL HOLDINGS LLP	2,088.00	174.00	1,914.00	91.7%	BP2019	
53503	PO	00759	0000042471	09/07/18	0000108254	MEM FINANCIAL HOLDINGS LLP	780.00	65.00	715.00	91.7%	BP2019	
53909	PO	00759	0000042535	09/12/18	0000146059	ON-SITE STORAGE SOLUTIONS	2,200.00	0.00	2,200.00	100.0%	BP2019	
53702	PO	00759	CI9013	09/10/18	0000111620	ROCKLEY INTERESTS INC	7,272.44	0.00	7,272.44	100.0%	BP2019	
52109	PO	00759	CI9018	09/10/18	0000120679	HOUSTON MEDICAL TESTING SERVIC	2,000.00	0.00	2,000.00	100.0%	BP2019	
56405	PO	TR759	TI901138	09/17/18	0000122899	KRUEGER III, EUGENE F	952.75	0.00	952.75	100.0%	BP2019	
56405	PO	TR759	TI901140	09/17/18	0000076201	HUX, CHRISTINA	951.11	0.00	951.11	100.0%	BP2019	
56405	PO	TR759	TI901270	09/24/18	0000080188	HILL, CLARENCE ALLEN	638.59	0.00	638.59	100.0%	BP2019	
50104	JRNL	00759					107,917.08	8,869.89	99,047.19	91.8%	BP2019	
50106	JRNL	00759					112,285.20	1,072.94	111,212.26	99.0%	BP2019	
51104	JRNL	00759					34,233.82	2,201.00	32,032.82	93.6%	BP2019	
51109	JRNL	00759					16,846.61	760.64	16,085.97	95.5%	BP2019	
51111	JRNL	00759					13,994.95	931.43	13,063.52	93.3%	BP2019	
52803	JRNL	00759					10,393.92	866.16	9,527.76	91.7%	BP2019	
-----							Total Open Commitment		312,914.15			
-----Prior Budget References-----												
54470	PO	00759	0000041014	09/01/17	0000122669	GALLS LLC	5,000.00	4,035.39	964.61	19.3%	BP2018	
53950	PO	00759	0000041454	11/08/17	0000121171	DS SERVICES OF AMERICA INC	288.00	236.00	52.00	18.1%	BP2018	
54470	PO	00759	0000042170	07/25/18	0000007414	G T DISTRIBUTORS INC	820.24	0.00	820.24	100.0%	BP2018	
52212	PO	00759	CI8080	07/26/19	0000120679	HOUSTON MEDICAL TESTING SERVIC	2,000.00	0.00	2,000.00	100.0%	BP2018	
54361	PO	00759	CI8151	05/07/18	0000143674	3 DAY BLINDS LLC	2,680.47	2,680.46	0.01	0.0%	BP2018	
53706	PO	00759	CI8166	06/04/18	0000111620	ROCKLEY INTERESTS INC	2,093.85	0.00	2,093.85	100.0%	BP2018	
56402	PO	TR759	TI806073	02/25/19	0000088908	PERTLE, KYLE D	518.55	0.00	518.55	100.0%	BP2018	
56413	PO	TR759	TI808076	04/26/18	0000076201	HUX, CHRISTINA	1,589.89	943.32	646.57	40.7%	BP2018	
-----							Total Open Commitment		7,095.83			
-----									Grand Total Open Commitment		320,009.98	

Key#	Description
1	REPORT TITLE/TIMEFRAME – All fiscal years and all periods.
2	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 – Reflects the day and time the report was generated.
3	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.
4	Transactions are first grouped by the Budget Reference of spending authority under which the transaction occurs. <i>Exception: Transactions are not grouped by Budget Reference for Project cost centers.</i>

UNIVERSITY OF HOUSTON - SYSTEM										Page No. : 14					
Cost Center : 3056/C0019/I0291/NA (12593)										Report ID : UGLS1074.4					
Business Unit : 00759 Univ. of Houston - Clear Lake										Database : F991TRST					
Fund : 3056 AUX-SALES & SERVICES										Run Date : 11/11/2019					
DeptID : 0000 UNIVERSITY POLICE										Run Time : 12:32:37 PM					
Program Code : #7 POLICE OPERATIONS #8															
Project : #9															
CC Manager : Hill, Clarence															
#6	Acct	Type	BU	Number	Date	ID	Name	Vendor	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CF1	#14
Current Budget Reference															
	54470	PO	00759	0000042373	04/19/19	0000122669	GALLS LLC		5,000.00	0.00	5,000.00	100.0%	BP2019		
	52803	PO	00759	0000042378	09/01/18	0000001969	VERIZON WIRELESS SERVICES LLC		3,647.04	0.00	3,647.04	100.0%	BP2019		
	54470	PO	00759	0000042392	09/24/18	0000007414	G T DISTRIBUTORS INC		1,451.30	0.00	1,451.30	100.0%	BP2019		
	53702	PO	00759	0000042396	09/01/18	0000061662	COMPETITIVE EGDE SOFTWARE INC		4,900.00	0.00	4,900.00	100.0%	BP2019		
	53950	PO	00759	0000042412	05/22/19	0000121171	DS SERVICES OF AMERICA INC		302.40	0.00	302.40	100.0%	BP2019		
	53503	PO	00759	0000042460	09/04/18	0000108254	MEM FINANCIAL HOLDINGS LLP		2,088.00	174.00	1,914.00	91.7%	BP2019		
	53503	PO	00759	0000042471	09/07/18	0000108254	MEM FINANCIAL HOLDINGS LLP		780.00	65.00	715.00	91.7%	BP2019		
	53909	PO	00759	0000042535	09/12/18	0000146059	ON-SITE STORAGE SOLUTIONS		2,200.00	0.00	2,200.00	100.0%	BP2019		
	53702	PO	00759	CI9013	09/10/18	0000111620	ROCKLEY INTERESTS INC		7,272.44	0.00	7,272.44	100.0%	BP2019		
	52109	PO	00759	CI9018	09/10/18	0000120679	HOUSTON MEDICAL TESTING SERVIC		2,000.00	0.00	2,000.00	100.0%	BP2019		
	56405	PO	TR759	TI901138	09/17/18	0000122899	KRUEGER III, EUGENE F		952.75	0.00	952.75	100.0%	BP2019		
	56405	PO	TR759	TI901140	09/17/18	0000076201	HUX, CHRISTINA		951.11	0.00	951.11	100.0%	BP2019		
	56405	PO	TR759	TI901270	09/24/18	0000080188	HILL, CLARENCE ALLEN		638.59	0.00	638.59	100.0%	BP2019		
	50104	JRNL	00759						107,917.08	8,869.89	99,047.19	91.8%	BP2019		
	50106	JRNL	00759						112,285.20	1,072.94	111,212.26	99.0%	BP2019		
	51104	JRNL	00759						34,233.82	2,201.00	32,032.82	93.6%	BP2019		
	51109	JRNL	00759						16,946.61	760.64	16,085.97	95.5%	BP2019		
	51111	JRNL	00759						13,994.95	931.43	13,063.52	93.3%	BP2019		
	52803	JRNL	00759						10,393.92	866.16	9,527.76	91.7%	BP2019		
	#5 Total Open Commitment										312,914.15				
Prior Budget References															
	54470	PO	00759	0000041014	09/01/17	0000122669	GALLS LLC		5,000.00	4,035.39	964.61	19.3%	BP2018		
	53950	PO	00759	0000041454	11/08/17	0000121171	DS SERVICES OF AMERICA INC		288.00	236.00	52.00	18.1%	BP2018		
	54470	PO	00759	0000042170	07/25/18	0000007414	G T DISTRIBUTORS INC		820.24	0.00	820.24	100.0%	BP2018		
	52212	PO	00759	CI8080	07/26/19	0000120679	HOUSTON MEDICAL TESTING SERVIC		2,000.00	0.00	2,000.00	100.0%	BP2018		
	54361	PO	00759	CI8151	05/07/18	0000143674	3 DAY BLINDS LLC		2,680.47	2,680.46	0.01	0.0%	BP2018		
	53706	PO	00759	CI8166	06/04/18	0000111620	ROCKLEY INTERESTS INC		2,093.85	0.00	2,093.85	100.0%	BP2018		
	56402	PO	TR759	TI806073	02/25/19	0000088908	PERTLE, KYLE D		518.55	0.00	518.55	100.0%	BP2018		
	56413	PO	TR759	TI808076	04/26/18	0000076201	HUX, CHRISTINA		1,589.89	943.32	646.57	40.7%	BP2018		
	#5 Total Open Commitment										7,095.83				
	Grand Total Open Commitment										320,009.98				

Key#	Description
5	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.
6	ACCT – The account on the encumbrance journal or PO.
7	DOCUMENT – The document type, whether PO or Journal, is displayed, along with the Business Unit and PO ID or Journal ID as well as the Date of the transaction.
8	VENDOR – The vendor ID and vendor name are displayed for each PO encumbrance.
9	ENCUMBRANCE AMOUNT – The original encumbrance is displayed.
10	LIQUIDATED AMOUNT – The amount by which the original encumbrance has been decreased.
11	OPEN AMOUNT – The remaining open commitment for each document.
12	PERCENT OPEN – Calculated as (Open Amount/Encumbrance Amount)
13	BUDGET REFERENCE – The budget reference in which the transaction was recorded.
14	CF1 – The value assigned by the department (if used) for Chartfield 1. Check with the Business Coordinator for these values.



UGLS1074.5 – SOFT COMMITMENTS

The UGLS1074.5 displays Requisitions and all transactions that have been budget checked but not posted. Identifying information is listed for requisitions that have been budget checked but not processed into a Purchase Order, as well as journals and vouchers that have been budget checked but not posted. The reason the transaction has not posted is listed also. NOTE: If a transaction remains on this section for two months, there is a problem with it that needs further attention.

#3	Cost Center : 3056/C0019/I0291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 3056 AUX-SALES & SERVICES DeptID : C0019 UNIVERSITY POLICE Program Code : I0291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill.Clarence	UNIVERSITY OF HOUSTON - SYSTEM Soft Commitments As of September 30, 2018 (Through Period 1) Report Limited to Active Cost Centers	#1	Page No. : 15 Report ID : UGLS1074.5 Database : FS91TST Run Date : 11/11/2019 Run Time : 12:32:37 PM	#2																																																																																																																																																																																						
#5	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Acct</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">BU</th> <th style="text-align: left;">Number</th> <th style="text-align: left;">Date/Line</th> <th style="text-align: left;">Journal Information</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Budget</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Ref</th> <th style="text-align: left;">CF1</th> <th style="text-align: left;">Soft Commitment Reason</th> <th style="text-align: left;">Vendor ID, Vendor Name, Acct Date</th> </tr> </thead> <tbody> <tr> <td colspan="13">Current Budget Reference</td> </tr> <tr> <td>52109</td> <td>VCHR</td> <td>00759</td> <td>00237105</td> <td>1-1</td> <td>JRNL=AP03452574 10/03/18</td> <td>200.00</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Jrnl Posted in a Future Period 0000104585-SMOOTE, STANL-09/27/2018</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>52109 PHYSICIAN OR SURGEON-PROF SERV</td> <td>200.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>52812</td> <td>VCHR</td> <td>00759</td> <td>00237109</td> <td>1-1</td> <td>JRNL=AP03452574 10/03/18</td> <td>89.25</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Jrnl Posted in a Future Period 0000010249-HARRIS COUNTY-09/27/2018</td> <td></td> </tr> <tr> <td>52812</td> <td>VCHR</td> <td>00759</td> <td>00237110</td> <td>1-1</td> <td>JRNL=AP03452574 10/03/18</td> <td>25.98</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Jrnl Posted in a Future Period 0000106357-INSPERITY EMP-09/27/2018</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>52812 ELECTRONIC COMMUNICATIONS SERV</td> <td>115.23</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>53705</td> <td>REQ</td> <td>00759</td> <td>0000040968</td> <td>09/26/18</td> <td></td> <td>3,572.20</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Pre-Enc Amount</td> <td>L3-MAINTENANCE AND OPERATIONS</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>53705 R/M VEHICLES</td> <td>3,572.20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>53906</td> <td>VCHR</td> <td>00759</td> <td>00237107</td> <td>1-1</td> <td>JRNL=AP03452574 10/03/18</td> <td>1,800.00</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Jrnl Posted in a Future Period 0000112787-PRAETORIAN GR-09/27/2018</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>53906 SUBSCRIPTIONS & PUBLICATIONS S</td> <td>1,800.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>53909</td> <td>VCHR</td> <td>00759</td> <td>00237106</td> <td>1-1</td> <td>JRNL=AP03452574 10/03/18</td> <td>89.99</td> <td>EXP</td> <td></td> <td>BP2019</td> <td></td> <td>Jrnl Posted in a Future Period 0000125892-PODS ENTERPRI-09/27/2018</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>53909 SHOP/FACILITY SUPPLIES</td> <td>89.99</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total Expense</td> <td>5,777.42</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					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													52109	VCHR	00759	00237105	1-1	JRNL=AP03452574 10/03/18	200.00	EXP		BP2019		Jrnl Posted in a Future Period 0000104585-SMOOTE, STANL-09/27/2018							52109 PHYSICIAN OR SURGEON-PROF SERV	200.00							52812	VCHR	00759	00237109	1-1	JRNL=AP03452574 10/03/18	89.25	EXP		BP2019		Jrnl Posted in a Future Period 0000010249-HARRIS COUNTY-09/27/2018		52812	VCHR	00759	00237110	1-1	JRNL=AP03452574 10/03/18	25.98	EXP		BP2019		Jrnl Posted in a Future Period 0000106357-INSPERITY EMP-09/27/2018							52812 ELECTRONIC COMMUNICATIONS SERV	115.23							53705	REQ	00759	0000040968	09/26/18		3,572.20	EXP		BP2019		Pre-Enc Amount	L3-MAINTENANCE AND OPERATIONS						53705 R/M VEHICLES	3,572.20							53906	VCHR	00759	00237107	1-1	JRNL=AP03452574 10/03/18	1,800.00	EXP		BP2019		Jrnl Posted in a Future Period 0000112787-PRAETORIAN GR-09/27/2018							53906 SUBSCRIPTIONS & PUBLICATIONS S	1,800.00							53909	VCHR	00759	00237106	1-1	JRNL=AP03452574 10/03/18	89.99	EXP		BP2019		Jrnl Posted in a Future Period 0000125892-PODS ENTERPRI-09/27/2018							53909 SHOP/FACILITY SUPPLIES	89.99												Total Expense	5,777.42						
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#4	Prior Budget References No Soft Commitment Found.																																																																																																																																																																																										

Key#	Description
1	REPORT TITLE/TIMEFRAME – All fiscal years and all periods.
2	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 - Reflects the day and time the report was generated.
3	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.
4	Transactions are first grouped by the Budget Reference of spending authority under which the transaction occurs. <i>Exception: Transactions are not grouped by Budget Reference for Project cost centers.</i>
5	ACCT – Transactions for the reporting period are grouped by account.



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Acct	Type	BU	Number	Date/Line	Journal Information	Amount	Budget	Type	Ref	CF1	Soft	Commitment	Reason	Vendor ID, Vendor Name, Acct Date
Cost Center : 3056/C0019/I0291/NA (12593) UNIVERSITY OF HOUSTON - SYSTEM Business Unit : 00759 Univ. of Houston - Clear Lake Soft Commitments Fund : 3056 AUX-SALES & SERVICES As of September 30, 2018 (Total Budget 1) DeptID : C001 UNIVERSITY POLICE Report to Program Code : I029 CE OPERATIONS Budget Project : NA #6 #7 #8 #9 #10 #11 #12 #13 CC Manager : 0881 Clarence Page No. : 15 Report ID : UGLS1074.5 Database : F991TST : 11/11/2019 : 12:32:37 PM														
Current Budget Reference														
52109	VCHR	00759	00237105	1-1	JRNL=AP03452574 10/03/18	200.00	EXP		BP2019		Jrnl	Posted in a Future Period	0000104585-SMOOTE, STANL-09/27/2018	
					52109 PHYSICIAN OR SURGEON-PROF SERV	200.00								
52812	VCHR	00759	00237109	1-1	JRNL=AP03452574 10/03/18	89.25	EXP		BP2019		Jrnl	Posted in a Future Period	000010249-HARRIS COUNTY-09/27/2018	
52812	VCHR	00759	00237110	1-1	JRNL=AP03452574 10/03/18	25.98	EXP		BP2019		Jrnl	Posted in a Future Period	0000106357-INSPERITY EMP-09/27/2018	
					52812 ELECTRONIC COMMUNICATIONS SERV	115.23								
53705	REQ	00759	0000040968	09/26/18		3,572.20	EXP		BP2019		Pre-Enc	Amount	L3-MAINTENANCE AND OPERATIONS	
					53705 R/M VEHICLES	3,572.20								
53906	VCHR	00759	00237107	1-1	JRNL=AP03452574 10/03/18	1,800.00	EXP		BP2019		Jrnl	Posted in a Future Period	0000112787-PRAETORIAN GR-09/27/2018	
					53906 SUBSCRIPTIONS & PUBLICATIONS S	1,800.00								
53909	VCHR	00759	00237106	1-1	JRNL=AP03452574 10/03/18	89.99	EXP		BP2019		Jrnl	Posted in a Future Period	0000125892-PODS ENTERPRI-09/27/2018	
					53909 SHOP/FACILITY SUPPLIES	89.99								
						Total Expense	5,777.42							
Prior Budget References														
No Soft Commitment Found.														

Key#	Description
6	DOCUMENT – Transaction support information including document type, Business Unit, document number, document date, document line and distribution line.
7	JOURNAL INFORMATION - Journal ID, Journal Date. This information will only appear for a Voucher if the document has been journal generated.
8	AMOUNT – The amount of the soft commitment.
9	BUDGET TYPE – Type of transaction (e.g. revenue or expense).
10	BUDGET REFERENCE – The budget reference in which the transaction was recorded.
11	CF1 – Chartfield 1 is a field defined by the business coordinator for specific use. Contact your business coordinator for your values.
12	SOFT COMMITMENT REASON – The reason the transaction is listed as a soft commitment and possible instructions for resolving the outstanding issue. These items have been budget checked but not posted, or if purchase requisitions, have not been processed into purchase orders. If any transaction is listed here for more than two months, contact your business coordinator for resolution.
13	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.



UGLS1074.6 – BALANCE SHEET SUMMARY

The Balance Sheet Summary is a summary of balances and activity for asset, liability and fund equity accounts. It includes available fund equity adjusted for open commitments as of the end of the reporting period, as well as a comparison of the current data versus data reported for the same period of the prior year.

#3	Cost Center : 3056/C0019/I0291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lake Fund : 3056 AUX-SALES & SERVICES DeptID : C0019 UNIVERSITY POLICE Program Code : I0291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill.Clarence	UNIVERSITY OF HOUSTON - SYSTEM	#1	Page No. : 16 Report ID : UGLS1074.6 Database : F991TST Run Date : 11/11/2019 Run Time : 12:32:37 PM	#2																																																						
#4	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Acct Description</th> <th style="text-align: right;">2019 Beginning Year Balance (0)</th> <th style="text-align: right;">Beginning Balance Sep 01, 2018 (1)</th> <th style="text-align: right;">September Activity (1)</th> <th style="text-align: right;">Balance Sep 30, 2018 (1)</th> <th style="text-align: right;">Balance Sep 30, 2017 (1)</th> </tr> </thead> <tbody> <tr> <td>10100 CALCULATED CLAIM ON CASH</td> <td style="text-align: right;">381,216.18</td> <td style="text-align: right;">381,216.18</td> <td style="text-align: right;">356,102.23</td> <td style="text-align: right;">737,318.41</td> <td style="text-align: right;">640,161.99</td> </tr> <tr> <td>10100 CLAIM ON CASH</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>10714 UHS PAYROLL DD SETTLEMENT</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>12100 ACCOUNTS RECEIVABLE</td> <td style="text-align: right;">3,120.00</td> <td style="text-align: right;">3,120.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">3,120.00</td> <td style="text-align: right;">3,120.00</td> </tr> <tr> <td>12502 A/R BAD DEBT RESERVE</td> <td style="text-align: right;">-312.00</td> <td style="text-align: right;">-312.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">-312.00</td> <td style="text-align: right;">4,109.92</td> </tr> <tr> <td>16120 PAYROLL ADJUSTMENT</td> <td style="text-align: right;">230.50</td> <td style="text-align: right;">230.50</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">230.50</td> <td style="text-align: right;">230.50</td> </tr> <tr> <td>16121 EMPLOYEE OVERTIME RETRN TO UHS</td> <td style="text-align: right;">-580.58</td> <td style="text-align: right;">-580.58</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">-580.58</td> <td style="text-align: right;">-580.58</td> </tr> <tr> <td>ASSETS</td> <td style="text-align: right;">383,674.10</td> <td style="text-align: right;">383,674.10</td> <td style="text-align: right;">356,102.23</td> <td style="text-align: right;">739,776.33</td> <td style="text-align: right;">647,041.83</td> </tr> </tbody> </table>				Acct Description	2019 Beginning Year Balance (0)	Beginning Balance Sep 01, 2018 (1)	September Activity (1)	Balance Sep 30, 2018 (1)	Balance Sep 30, 2017 (1)	10100 CALCULATED CLAIM ON CASH	381,216.18	381,216.18	356,102.23	737,318.41	640,161.99	10100 CLAIM ON CASH	0.00	0.00	0.00	0.00	0.00	10714 UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00	12100 ACCOUNTS RECEIVABLE	3,120.00	3,120.00	0.00	3,120.00	3,120.00	12502 A/R BAD DEBT RESERVE	-312.00	-312.00	0.00	-312.00	4,109.92	16120 PAYROLL ADJUSTMENT	230.50	230.50	0.00	230.50	230.50	16121 EMPLOYEE OVERTIME RETRN TO UHS	-580.58	-580.58	0.00	-580.58	-580.58	ASSETS	383,674.10	383,674.10	356,102.23	739,776.33	647,041.83	#5
Acct Description	2019 Beginning Year Balance (0)	Beginning Balance Sep 01, 2018 (1)	September Activity (1)	Balance Sep 30, 2018 (1)	Balance Sep 30, 2017 (1)																																																						
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Key#	Description
1	REPORT TITLE/PERIOD ENDED – Displays the time period for which the report was run.
2	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 - Reflects the day and time the report was generated.
3	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.
4	ACCT – Each account for which there is activity during the reporting period will be listed with the account description.
5	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)



PeopleSoft General Ledger Documentation

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21168	AFLAC CONTRIBUTIONS	-12.62	-12.62	12.62	0.00	0.00
21170	TOBACCO PREMIUM DIFFERENTIAL	-5.25	-5.25	5.25	0.00	0.00
21171	ROTH 457B CONTRIBUTIONS	-3.90	-3.90	3.90	0.00	0.00
21177	PAYROLL DEDUCTION VISION PLAN	-0.59	-0.59	0.59	0.00	0.00
#6	LIABILITIES	-21,922.73	-21,922.73	21,034.91	-887.82	-838.75
30100	CUR UNREST GEN'L FND	6,316,388.25	6,316,388.25	0.00	6,316,388.25	6,044,808.84
32304	NON-MAND TRFR FROM UH	-14,975.96	-14,975.96	0.00	-14,975.96	-14,975.96
33509	NMT FROM DESIG UNR	-735,882.00	-735,882.00	0.00	-735,882.00	-735,882.00
33517	NMT FROM AUX ENT UN	-6,677,293.82	-6,677,293.82	-563,967.00	-7,241,260.82	-6,677,293.82
33524	NMT FROM REN/REPL	-30,000.00	-30,000.00	0.00	-30,000.00	-30,000.00
36100	OTHER FUND DEDUCTS	3,094.00	3,094.00	0.00	3,094.00	3,094.00
37409	NMT TO DESIG UNR	26,494.58	26,494.58	0.00	26,494.58	26,494.58
37417	NMT TO AUX ENT UNR	750,423.58	750,423.58	0.00	750,423.58	722,030.38
37418	NMT TO CUR RES LOC	0.00	0.00	155,844.00	155,844.00	0.00
	EXPENSE SUMMARY	---	0.00	30,985.86	30,985.86	15,520.90
	REVENUE SUMMARY	---	0.00	0.00	0.00	0.00
#7	FUND EQUITY	-361,751.37	-361,751.37	-377,137.14	-738,888.51	-646,203.08
#8	TOTAL LIABILITY & FUND EQUITY	-383,674.10	-383,674.10	-356,102.23	-739,776.33	-647,041.83

Key#	Description
6	LIABILITIES - Balance Sheet Liability account (2XXXX) activity is totaled. The liability figure should always be negative.
7	FUND EQUITY - Balance Sheet Fund Equity account (3XXXX) activity is totaled. Negative fund equity indicates a surplus and a positive fund equity balance indicates a deficit.
8	TOTAL LIABILITY AND FUND EQUITY – Calculated as (Liabilities + Fund Equity).

Acct Description	2019 Beginning Year Balance (0)	Beginning Balance Sep 01, 2018 (1)	September Activity (1)	Balance Sep 30, 2018 (1)	Balance Sep 30, 2017 (1)
FUND EQUITY	-361,751.37	-361,751.37	-377,137.14	-738,888.51	-646,203.08
OPEN COMMITMENT	14,660.41	0.00	320,009.98	320,009.98	91,032.64
#9 AVAILABLE FUND EQUITY (Adjusted for Commitments)	-347,090.96	-361,751.37	-57,127.16	-418,878.53	-555,170.44

Key#	Description
9	AVAILABLE FUND EQUITY – Fund equity adjusted for commitments. Calculated as (Fund Equity + Encumbrances). A negative number means you have funds. A positive number indicates a shortfall.
10	BEGINNING YEAR BALANCE – The beginning balance for the fiscal year being reported. See Period (0) under Additional Information below.
11	BEGINNING BALANCE – The beginning balance for the period being reported.
12	ACTIVITY – The activity for the period being reported.
13	BALANCE – The ending balance for the period being reported. Calculated as: Beginning Balance (11) + Monthly Activity (12) = Balance (13)
14	BALANCE (prior year) – The ending balance for the comparable period of the preceding fiscal year.



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, 2018 (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)** – 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)** – Reflects correcting entries after the close of August but recorded as 08/31 activity.
- **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. 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. By the end of month 1 in the new fiscal year, there should be no further changes to asset, liability, or fund equity beginning balances, and these beginning balances should equal ending balances for the prior fiscal year.
- **UNBUDGETED FUND EQUITY** – To calculate Unbudgeted Fund Equity, take the Available Fund Equity (Adjusted for Commitments) plus Total Expenditure BBA for the current budget reference only (found on Section 1).