

This series of Fund Equity Reports list Beginning Fund Equity, Revenues, Fund Adjustments, Expenses, Open Commitments, and Ending Balance for the criteria defined. This series of reports can be run many different ways for a specific time period defined. In addition, these reports produce a .csv file in addition to the .pdf formatted report. The .csv file allows manipulation of the data using excel.

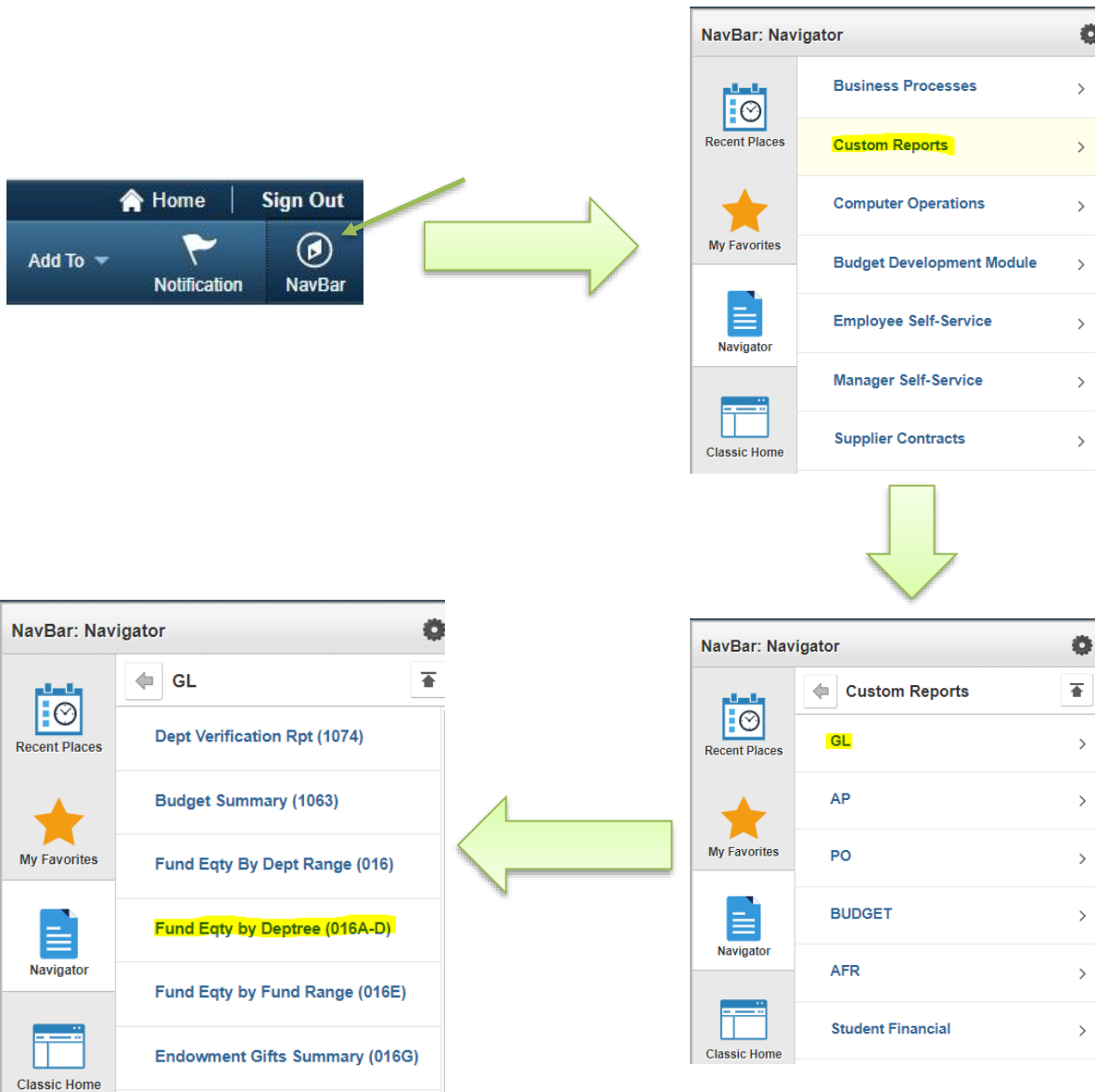
The many report options include:

- Fund Equity Report by Department (UGLC016) – This report lists data by department or a range of departments for the time period specified. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPT RANGE (016).
- Fund Equity by Department Node (UGLC016A) – This report lists data for the department in fund order. Each fund is then totaled, a total for the department is listed and then a grand total is provided. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPTREE (016A-D).
- Fund Equity by Dept/Fund Group (UGLC016B) – This report lists data for the department in fund order. The data is subtotaled by fund group and then totaled by department. A grand total is provided for the department. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPTREE (016A-D).
- Fund Equity by Fund Group/Cost Center (UGLC016C) – This report lists data for the department in fund order with a subtotal for each fund, then a subtotal for the fund group. Finally, a grand total is provided for the department. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPTREE (016A-D).
- Fund Equity Summary by Fund (UGLC016D) – This report lists data for the department in summary form by fund code. A subtotal is provided for the fund group and a grand total is provided for the department. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPTREE (016A-D).
- Fund Equity by Fund Range Report (UGLC016E) – This report is run by a fund range for the time period specified. The data is listed by fund code and totaled by department within that fund code. A total for the fund code is listed as well as a grand total. NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY FUND RANGE (016E).

Following is an example of completing the criteria page and submitting the report to run. In this example, the UGLC016A report is run.



NAVIGATION: CUSTOM REPORTS – GL – FUND EQTY BY DEPTREE (016A-D)





Fund Equity (016A-D)

Run Control ID: 016

Report Manager

Process Monitor

Run

Report Request Parameters


Business Unit: 00759 Univ. of Houston - Clear Lake

Fiscal Year: 2021

Period To: 12

Dept Tree Node: C0025 HUMAN SCIENCES

From Fund Code: 2060 To Fund Code: 2164

1. Enter the Business Unit "00759".
2. Enter the Fiscal Year and Period To value the report is to be run for. To get a complete fiscal year report, run the report through period 998.
3. Enter the Department Tree Node the report is being run for. To get data for a specific grouping of departments (ie. all the departments in HSH), enter the rollup Department Tree Node. See the DEPTID\_ROLLUP report for department values.
4. Enter the From and To Fund Codes the report is to be run for.
5. Click  .

The Process Scheduler Page is displayed:

### Process Scheduler Request

User ID 8006680      Run Control ID 016

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Server Name       Run Date

Recurrence       Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Fund Equity by Dept Node SQR	UGLS016A	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Fund Equity by Dept/Fund SQR	UGLS016B	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Fund Eqty by Fund Grp/CC SQR	UGLS016C	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Fund Eqty Summary by Fund SQR	UGLS016D	SQR Report	Web	PDF	Distribution

6. Check the box to select the report to be run and click  .

The report criteria page is displayed.

**Fund Equity (016A-D)**

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Run Control ID: 016      [Report Manager](#)    [Process Monitor](#)   

Process Instance:14144491

7. Click the [Process Monitor](#) hyperlink.



The Process List page is displayed:

[Process List](#) | [Server List](#)

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**View Process Request For**

User ID:  
 Type: 
 Last: 
 Days

Server: 
 Name:  
 Instance From: 
 Instance To: 
Report Manager

Run Status: 
 Distribution Status: 
 Save On Refresh

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Process List										Personalize   Find   View All   <input type="button" value="Print"/>   <input type="button" value="Refresh"/>
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	First <input type="button" value="Up"/> 1 of 1 <input type="button" value="Down"/> Last
<input type="checkbox"/>	14144491		SQR Report	UGLS016A	8006680	08/13/2021 11:22:20AM CDT	Success	Posted	<a href="#">Details</a>	

- Click the [Details](#) hyperlink to drill down to the Process Detail page.

The Process Detail page is displayed:

Date/Time	Actions
Request Created On 08/13/2021 11:23:51AM CDT	<a href="#">Parameters</a> Transfer
Run Anytime After 08/13/2021 11:22:20AM CDT	<a href="#">Message Log</a>
Began Process At 08/13/2021 11:23:57AM CDT	<a href="#">Batch Timings</a>
Ended Process At 08/13/2021 11:24:12AM CDT	<a href="#">View Log/Trace</a>

- Click the [View Log/Trace](#) hyperlink to drill down to the report.

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_UGLS016A_14144491.log</a>	1,734	08/13/2021 11:24:12.507174AM CDT
<a href="#">UGLS016A.CSV</a>	2,453	08/13/2021 11:24:12.507174AM CDT
<a href="#">ugls016a_14144491.PDF</a>	6,617	08/13/2021 11:24:12.507174AM CDT
<a href="#">ugls016a_14144491.out</a>	116	08/13/2021 11:24:12.507174AM CDT

10. Notice the .CSV file. This is the file that can be manipulated using excel. Click the .pdf hyperlink to bring up the formatted report in a new window:

fsprd.my.uh.edu/psreports/fsprd/8987842/ugls016a\_14144491.PDF

/logs/psffts/fsprd/prcs/output/SQR\_UGLS016A\_14144491/ugls016a\_14144491.PDF

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Report ID: UGLS016A	University of Houston System	Page No: 1
Business Unit: 00759	Fund Equity Report By Dept Tree Node and Fund Range	Run Date: 08/13/2021
Fiscal Year: 2021	Sorted by Department and Fund, Subsorted by Fund and Department	Run Time: 11:23:57
Acct Period In: 12	For Month Ending: 8/31/2021	
Department Name: C0825		
Fund Range: 2060 - 2164		

Fund	Program	Program/Project Description	Project	Reg Fund Equity	Revenues	Fund Adjustments	Expenses	Ending Balance	Open Commit
Department: C0825 - HUMAN SCIENCES									
2063	A0401	HSH - PRACTICUM	NA	(15,744.42)	(32,857.00)	(3,100.00)	40,889.24	(10,012.18)	1,538.64
2063	A0407	HSH - HSI, INCIDENTAL	NA	(33,397.33)	(102,070.00)	3,100.00	95,068.02	(37,299.31)	4,058.82
2063	D1332	PSYCHOLOGY APPLICATION FEES	NA	(2,117.04)	(12,080.00)		902.10	(13,294.94)	
<b>Total for Fund: 2063</b>				<b>(51,258.79)</b>	<b>(146,927.00)</b>	<b>0.00</b>	<b>136,859.36</b>	<b>(60,606.43)</b>	<b>5,897.26</b>
Department: 2064									
2064	A1018	PSYD PROGRAM	NA			(265,061.45)	265,061.45		3,406.53
2064	D1303	HEALTH/HUMAN PERFORMANCE INS	NA			(134,707.79)	134,707.79		12,750.21
<b>Total for Fund: 2064</b>				<b>0.00</b>	<b>0.00</b>	<b>(399,769.24)</b>	<b>399,769.24</b>	<b>0.00</b>	<b>16,156.74</b>
Department: 2072									
2072	D1048	LERMAN/D PI SUPPORT	NA	(7,835.68)	(4,861.38)				(11,897.06)
2072	D1171	WARD, CHRIS PI SUPPORT	NA	(3,497.08)	(94.32)				(3,591.40)
2072	D1180	PI SUPPORT MAERZ/D	NA	(2,873.87)	(94.32)				(2,968.19)
2072	D1285	PI SUPPORT SUTHERLAND	NA	(2,504.47)	(15.53)				(2,520.00)
<b>Total for Fund: 2072</b>				<b>(16,711.10)</b>	<b>(4,265.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(26,976.75)</b>	<b>0.00</b>
Department: 2078									
2078	A0383	PSYCHOLOGICAL SERVICES CLINI	NA	(12,924.14)	(8,124.00)		32,277.82		11,229.68
2078	D1059	EDUCATION ABROAD	NA	(1,400.00)	(1,800.00)				(3,200.00)
2078	D1173	VERBAL BEHAVIOR CLINIC	NA	(22,960.39)			1,373.10		(21,587.29)
2078	D1202	SEVERE DISORDER RESEARCH CLIN	NA	(44,439.89)	(4,926.09)		12,864.09		(37,301.89)
2078	D1303	HEALTH/HUMAN PERFORMANCE INS	NA	(15,643.81)	(15,229.88)		4,251.98		(62,621.69)
<b>Total for Fund: 2078</b>				<b>(133,368.23)</b>	<b>(30,079.95)</b>	<b>0.00</b>	<b>49,966.99</b>	<b>(113,481.19)</b>	<b>0.00</b>
<b>Total for Department: C0825</b>				<b>(201,338.22)</b>	<b>(180,852.50)</b>	<b>(399,769.24)</b>	<b>586,595.59</b>	<b>(195,064.37)</b>	<b>21,754.00</b>
<b>Grand Total:</b>				<b>(201,338.22)</b>	<b>(180,852.50)</b>	<b>(399,769.24)</b>	<b>586,595.59</b>	<b>(195,064.37)</b>	<b>21,754.00</b>

## HOW TO READ THE REPORT(S)

### Beginning Fund Equity

The Fund Equity at the beginning of the fiscal year being reported. A negative value (credit balance) in this column indicates an available fund equity. A positive value (debit balance) indicates a deficit fund equity.

### Revenues

The year-to-date revenue collected. This number is also on the Balance Sheet (UGLS1074.6) in the Revenue Summary field.

### Fund Adjustments

The year-to-date increases/decreases resulting from fund transfers between cost centers. These entries are made with journal entries. This is the net of all adjustments, not including revenue and expense. This amount is also on the Balance Sheet (UGLS1074.6) and is the net of Non-Mandatory Transfers and Mandatory Transfers.

### Expenses

The year-to-date expenditures made. This number is also on the Balance Sheet (UGLS1074.6) in the Expenditure Summary field.

### Ending Balance

This is the net of Beginning Fund Equity + Revenue + Fund Adjustments + Expenses. This amount does not include Open or Soft Commitments. This number is listed on the Balance Sheet (UGLS1074.6) in the Fund Equity field.

### Commitments

The Open Commitments recorded inception-to-date. This number is listed on the Balance Sheet (UGLS1074.6) in the Open Commitment field. This number does not include Soft Commitments.