

SUBJECT:	UHCL Reports & Queries Training Page 1			
Reports and Query training	is done in FSTST environment.			
To proceed with the trainin	g, follow the steps below:			
Home / About UHCL / Administrative Offices / B	usiness Operations / PeopleSoft Finance Access			
PeopleSoft Finance Ac	CCESS			
Accounting Handbook	Get started with UHCL PeopleSoft Financ	e training!		
Exceptions	Instructions:			
Forms	 <u>Step-by-Step instructions to access to Peopl</u> 	ions to access to PeopleSoft Finance		
Innovation Suggestions and General Feedback	UHCL PeopleSoft Finance Access Request Form	PeopleSoft Access for New Hire Diagram		
Official Tax Documents				
PeopleSoft Finance Access	Questions about PeopleSoft Finance? Contact BusOpsAnalyst@uhcl.edu			
Student Financial Appeals				
Tools	PeopleSoft Finance Training			
1	FSTST Training Login			

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





The sign on page for FSTST is displayed.

UNIVERSITY of HOUSTON SYSTEM	1
Sign in with Microsoft (School Account)	
User ID	
Password 2b	
Forgot Password? Forgot User ID?	
3 Sign In	

- 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.



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The PeopleSoft Finance home page is displayed.

UHSFINANCE	▼ My Homepage	Â	۲	۲

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.



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UHSFINANCE	▼ My Homepage	â 🕈 = 🙆

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.





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



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

Favorites 🔻	Main Menu 🔻	> Reporting Tool	s 🔻 > Query 🔻	> Query Viewer	
UHSFIN	ANCE				
Query View	er				
Enter any inform	nation you have and	click Search. Leave	fields blank for a	list of all values.	
*0	Search By Quer	y Name 🔻	begins with	UHS_AP	
4	Search Advan	ced Search	2		3

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

For our example, enter "UHS_AP"

4. Click the **Search** button.



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UHS_AP

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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 Query Name

begins with Search Advanced Search

Search Results

*Folder View -- All Folders --۳

Query				Personalize	Find	View 10	0 🗷 🔣	First 🕢 1-30 of 11	18 🕑 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	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.



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The query prompt window is displayed in a new window.

UHS_AP_ENTERED_POSTED - Date vouchers entered & posted
Business Unit: 00759
Department: C0129
Entered From: 08/01/2019
Entered To: 08/31/2019
View Results

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



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

	1S_AP_I		POSIED-	Date vouchers e	
Bu	isiness Un	it: 00759			
De	partment:	C0129	Q		
En	tered Fror	m: 08/01/20	19 🛐		
En	tered To:	08/31/20	19 🛐		
_					
V	iew Result	ts			
D	iew Resul	ts esults in :	Excel SpreadSh	eet CSV Text File	XML File (1 kb)
D Vie	iew Resul Iownload r ew All	ts esults in :	Excel SpreadSh	eet CSV Text File	XML File (1 kb) First 1-4 of 4 Last
V D Vie	iew Result Iownload r ew All Unit	esults in : Dept	Excel SpreadSh Voucher	eet CSV Text File Entered Date	XML File (1 kb) First 1-4 of 4 Last Posting Date
V D Vie	vownload r ownload r ew All Unit 00759	esults in : Dept C0129	Excel SpreadSh Voucher 00247326	eet CSV Text File Entered Date 08/07/2019	XML File (1 kb) First 1-4 of 4 Last Posting Date 08/08/2019
V D Vie 1 2	iew Result Iownload r ew All Unit 00759 00759	ts esults in : Dept C0129 C0129	Excel SpreadSh Voucher 00247326 00247376	eet CSV Text File Entered Date 08/07/2019 08/08/2019	XML File (1 kb) First 1-4 of 4 Last Posting Date 08/08/2019 08/09/2019
V D Vie 1 2 3	iew Result ownload r ew All 00759 00759 00759	ts esults in : C0129 C0129 C0129 C0129	Excel SpreadSho Voucher 00247326 00247376 00247749	eet CSV Text File Entered Date 08/07/2019 08/08/2019 08/19/2019	XML File (1 kb) First 1-4 of 4 Last Posting Date 08/08/2019 08/09/2019 08/21/2019



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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).



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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

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.



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			NavBar Control			
NavBar: Navig	gator	0		NavBar: Nav	igator	0
	Business Processes	>		\odot	Custom Reports	•
Recent Places	Custom Reports 2a	>		Recent Places	AP 2b	>
★	Computer Operations	>		My Favorites	PO	>
2	Supplier Contracts	>			BUDGET	>
Navigator	Vendors	>		Navigator	AFR	>
	Purchasing	>		Classic Home	Student Financial	>
Classic Home	eProcurement	>			Delete Run Control ID	1



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	NavBar: Navigator	0
	Recent Places GL Dept Verification Rpt (1074)	₹
	Budget Summary (1063)	
	My Favorites Fund Eqty By Dept Range (016)	
	Fund Eqty by Deptree (016A-D)	
	Navigator Fund Eqty by Fund Range (016E)	
	Endowment Gifts Summary (016G))

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.

Eavorites Value Main Menu Action Reports Action Rep
UHS FINANCE
Dept Verification Rpt (1074)
Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value
Search Criteria
Search by: Run Control ID begins with
Search Advanced Search

3. Click the Add a New Value tab.

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



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	Dept Verification Rpt (1074)	
	Find an Existing Value Add a New Value	
	Run Control ID: 1074_CES	
	Add	

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.



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Report Parameters		
Run Control ID: 1074_CS	Report Manager Process Monitor	Run
Cost Center Manager	Image: Second state sta	
*Business 00759 Q Unit: From	 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 Combine Separate 	
Scroll Area	Find First ④ 1 of 1 🕢 Last	
Request No: *Fund: All 1 *Deptid: Some SpeedType: *Prog: All Q *Project: All	v + - v From: Q v To: Q v To: Q]
Save	📑 Add 🖉	Update/Display



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	*Business 00759 Q Unit: From 2019 1 FY/Period: To FY/Period: 2019 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".



7. 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.

 Summary by Budget Node Only Summary by Budget Node and Account Transactions Asset/Liab/Fund Equity Rev/Exp Budget Jrnl 		
 Open Commitments Soft Commitments Balance Sheet 	Verification Worksheet	

8. 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.





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The sections of the 1074 are described as follows:

 Summary by Budget Node Only Summary by Budget Node and Account Transactions Asset/Liab/Fund Equity Rev/Exp Budget Jrnl 		
 Open Commitments Soft Commitments Balance Sheet 	 Verification Worksheet Combine Separate 	

Summary by Budget Node Only

Section	Title	Data Displayed
1074.1	Budget Node Summary	Original and Adjusted budget, summary of Revenue and Expense activity
(Section 1)		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	Budget Node &	Revenue and expense budget data at the budget node level. Summary of
(Section 2)	Account Summary	revenue and expense activity at the actual account level, including commitments. Remaining revenue goal or expense budget at the budget node level.



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Transactions

Asset/Liab/Fund Equity

Rev/Exp

🖉 Budget Jrnl

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

Open Commitments

Section	Title	Data Displayed
1074.4	Open Commitments	Summary of outstanding encumbrances (regardless of fiscal year) with
(Section 4)		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	Soft Commitments	Transactions that are "in progress." Identifying information for
(Section 5)		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	Balance Sheet	A summary of balances and activity for asset, liability, and fund equity
(Section 6)	Summary	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.



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Scroll Area		Find First 🕢 1 of 1 🕟 Last
Request No: *Fund: Some	▼ From: 3056 Q	то: 3056 🔍 🕂 🗖
1 *Deptid: Some	• From: C0019	To: C0019
SpeedType: *Prog: Some	▼ From: 10291 Q	То: 10291 🔍
*Project: Some	▼ From: NA Q	To: 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.



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Report Parameters		
Run Control ID: 1074_CES	Report Manager Process Monitor	Run
Cost Center Manager	Image: Second state of the second s	
*Business 00759 Q Unit: From 2019 1 FY/Period: To FY/Period: 2019 1	 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 	
Scroll Area	Find First 🕢 1 of 1 🕟 Last	Ê.
Request No: *Fund: Some	▼ From: 3056 Q To: 3056 Q + -	
1 *Deptid: Some SpeedType: *Prog: Some 12593 Q	▼ From: C0019 Q To: C0019 Q ▼ From: I0291 Q To: I0291 Q	
*Project: Some	▼ From: NA Q To: NA Q	
Save	Add 🎾	Update/Display

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.



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The Process Scheduler Request page is displayed. The *Select* box is checked for the Department Verification Report defaulting to "*Web*" *Type* and "*PDF*" *Format*.

Process Scheduler Request

	User ID	8006680			Run Control ID	1074_CI	ES		
9	Server Name		•	Run Date	11/11/2019	31			
	Recurrence		•	Run Time	12:32:07PM		Reset	to Current [Date/Time
	Time Zone	0							
Proce	ss List								
Select	Description		Process Na	ame	Process Type	*Type		*Format	Distribution
•	Department	Verification Report	UGLS107	4	SQR Report	Web	•	PDF	Distribution



- 11. Leave the *Server Name* field blank.
- 12. Click the **OK** button to submit the report for processing. PeopleSoft puts the process request in a scheduling queue, and is picked up and processed by the next available server.

NOTE: Do not run another 1074 report of the same Run Control ID until the current run is completed (ie. Run Status of Success) as in Step 14.



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

Report Parameters				
Run Control ID: 1074_CES		Report Manager	Process Monitor	Run
		F	Process Instance:12864	4507
Cost Center Manager	Fund 1 Fund 3 Fund 3 Fund 2 Fund 4 Fund 4	nd 5 🔲 Fund 7 nd 6 🔲 Fund 9	Get CC Reset	
*Business 00759 Q Unit: From 2019 1 FY/Period: 2019 1	 Summary by Budget Node Summary by Budget Node Transactions Asset/Lia Rev/Exp 	Only and Account b/Fund Equity Ø Budget Jrnl		
 Print All Cost Centers Only Print Active Cost Centers Only Print Inactive Cost Centers 	 Open Commitments Soft Commitments Balance Sheet 	Uerification V	Vorksheet	
Scroll Area		Find First	🕚 1 of 1 🕟 Last	
Request No: *Fund: Some	• From: 3056 Q	To: 3056 Q	+ -	
1 *Deptid: Some	▼ From: C0019 Q	To: C0019	Q	
SpeedType: *Prog: Some	• From: 10291 Q	То: 10291 🔍		
*Project: Some	▼ From: NA C	To: NA	Q	
🖪 Save			📑 Add 🔰	Update/Displ

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





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	The F	Proc	cess List page is disp	olayed.					
Proce	ess List	<u>S</u> erve	er List						
View	Process R	eque	est For						
U	ser ID 8006	680	🔍 Туре		Last	▼ 1 Ho	JIS 🔻	Refresh	1
	Server		Name	Q	Instance F	rom Instance To			
Run	Status		Distribution St	atus		▼ Save On Refresh			
Proc	ess List					Personalize Find View All	2 🔣	First 🕢 1 of 1	l 🕟 Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	12864507		SQR Report	UGLS1074	8006680	11/11/2019 12:32:07PM CST	Processing	N/A	Details
Go bao	ck to Dept Ve we 🖭 No s List I Serve	erifica otify er List	tion Rpt (1074)						

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."

/iew F	Process R	eque	st For								
U: S	ser ID 8006 Server	680		Type Name	.	Last Instance F	• From	1 Instance To	Hours v	Refres	h
Run S	Status		٣	Distributi	on Status		▼ Save	On Refresh			
Run S	Status		¥	Distributi	on Status		▼ Save	On Refresh onalize Find Vie	w All 🔄 📑	First ④ 1 of	1 🕑 La
Run S Proce	Status ess List Instance	Seq.	▼ Process Ty	Distributi	on Status Process Name	User	Save Save Run Date/Time	On Refresh onalize Find Vie	w Ali 🔄 📑	First (1) 1 of Distribution Status	1 🕑 La Details



Process List | Server List

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



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The Process Details page is displayed.

Process Detail

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

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

OK Cancel



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		0

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 Insta	nce 12864507	,	Message Log
Name	UGLS1074	Process T	ype SQR Rep	ort	
Run Status	Success				
Department Ve	erification Report				
Distribution	Details				
Distribution N	Node Unix	Expir	ation Date	12/11/2019	
Filo List					
Name			File Size (bytes) Datetime Crea	ted
SQR_UGLS10)74_12864507.log		1,564	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_1_transaction	ons.csv	1,512	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_2_transaction	ons.csv	6,187	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_3_Actual_A	LF_transactions.csv	46,321	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_3_Actual_R	E_transactions.csv	37,965	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_3_Budget_	Jrnl_transactions.cs	/ 10,320	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_4_transaction	ons.csv	8,896	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_5_transaction	ons.csv	2,539	11/11/2019 12	2:37:52.063671PM CST
UGLS1074_S	ection_6_transaction	ons.csv	7,605	11/11/2019 12	2:37:52.063671PM CST
ugls1074_128	64507.PDF		39,889	11/11/2019 12	2:37:52.063671PM CST
ugls1074_128	64507.out		781	11/11/2019 12	2:37:52.063671PM CST
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User		80	06680		

Return

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



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

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← → C iii dev.my.uh.edu/3139/psreports/fs91tst/7771654/ugls1074_12864507.PDF											
/logs/path/s/h91st/log_output/SQR_U6LS1074_12864507.Visgls1074_12864507.PDF 1/17											
0	(10500)				01/0001/						
Business Unit : 00759 Univ. of Hou	(12593) iston - Clear La	(e	UNIVERSIT	I OF HOUSTON -	SISTEM			Pa	ge No. :	1	
Fund : 3056 AUX-SALES & DeptID : C0019 UNIVERSITY F	SERVICES POLICE	Perio	Revenue & Exp od Ended Septem	ense - Budget N ber 30, 2018 (T	ode Summary hrough Period 1).		Re Da	port ID : tabase :	UGLS FS91	1074.1 TST
Program Code : I0291 POLICE OPERA Project : NA	TIONS		Report Limite	d to Active Cos	t Centers			Ru Ru	n Date : n Time :	11/1	.1/2019 32:37 F
CC Manager : 0881939 Hill.Clarenc	Base	Current					Soft	Budget			
Description	(Original)	(Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Commitment	Available	% Avail	-	
Current Budget Reference											
PA035 FIND BALANCE	-155 844 00	-155 844 00	0.00	0.00	0.00	0.00	0.00	-155 844 0	0 100 08		
BAUSS FUND BALANCE	155,844.00	155,844.00	0.00	0.00	0.00	0.00	0.00	155,844.0	100.01		
IOCAI Revenue	-155,844.00	-155,844.00	0.00	0.00	0.00	0.00	0.00	-155,644.0			
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	102,621.3	1 31.44		
S&W Subtotal	326,917.00	326,917.00	14,036.24	14,036.24	14,036.24	210,259.45	0.00	102,621.3	1 31.49	(
B5007 L3 - FRINGE BENEFITS B5009 L3-MAINTENANCE AND OPERATIONS	98,755.00 138,295.00	98,755.00	4,862.75	4,862.75	4,862.75	61,182.31 41,472.39	0.00	32,709.9 86,523.6	4 33.19 6 62.69	i k	
Total Evnense	563,967,00	563,967,00	23,420,52	23,420,52	23,420,52	312,914,15	5,777 42	221.854 9	1 39 39		
Total Expense	000,007.00	000,000.00	20,420.02	20,420.02	20,420.02	512,514.15	5,777.42	221,00410	2 00.01		
Prior Budget References											
No Revenue Found.											11
B5009 L3-MAINTENANCE AND OPERATIONS	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.7	6 -0.08	;	
Total Expense	0.00	14,660.41	7,565.34	7,565.34	7,565.34	7,095.83	0.00	-0.7	6 -0.09	5	+
-											
Grand Total Revenue	-155.844.00	-155.844.00	0.00	0_00	0_00		0_00	-155.844 0	100.08	.	$\overline{}$
Grand Total Expense	563,967.00	578,627.41	30,985.86	30,985.86	30,985.86	320,009.98	5,777.42	221,854.1	5 38.34	;	



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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	\checkmark	Original and adjusted budget, summary of revenue and expense activity
	Summary		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 &	٨	Revenue and expense budget data at the budget node level.
	Account Summary	≻	Summary of revenue and expense activity at the actual account level,
			including commitments.
		\succ	Remaining revenue goal or expense budget at the budget node level.
1074.3a	Asset, Liability, Fund	A	Transactions recorded during the reporting period for asset (1XXXX),
	Equity Transactions		liability (2XXXX) and fund equity (3XXXX) accounts.
1074.3b	Revenue and	A	Transactions recorded during the reporting period for revenue (4XXXX)
	Expense		and expense (5XXXX) accounts.
	Transactions	\triangleright	Encumbrance activity and identifying information for each transaction.
1074.3c	Budget Journals	A	Journals that update the cost center budget during the reporting period.
		\triangleright	Reported by budget account with identifying information for each entry.
1074.4	Open Commitments	\triangleright	Summary of outstanding encumbrances (regardless of fiscal year) with
			identifying information for each purchase order or encumbrance journal.
		\succ	Report for each remaining encumbrance: initial amount encumbered,
			liquidated (released) amount and amount currently encumbered.
1074.5	Soft Commitments	\triangleright	Transactions that are "in progress."
		\triangleright	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.
		\succ	Reason why the transaction has not processed.
1074.6	Balance Sheet	\triangleright	Summary of balances and activity for asset, liability and fund equity
	Summary		accounts.
		\succ	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.



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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	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	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.



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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.

#3	#3 Cost Center : 3056/C0019/I0291/NA (12593) Business Unit : 00759 Univ. of Houston - Clear Lak Fund : 3056 AUX-SALES & SERVICES - CO010 UNIVERSET POLICE			UNIVERSITY OF HOUSTON - SYSTEM Revenue 6 Superse - Budget Node Summary #1 Partied Stated Contacted 20 2012 (Theorem the David 1)					Pag Rep	e No. : ort ID :	1 UGLS1074.1	#2
	Program Code : IO291 POLICE OPERA Project : NA CC Manager : 0881939 Hill.Clarenc	e Base	#6	Report Limited	d to Active Cost	Centers	h	Soft	Run Run Budget	Date : Time :	11/11/2019 12:32:37 PM	
	#4 Description #5	(Original)	(Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Commitment	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 B5009 L3-MAINTENANCE AND OPERATIONS	98,755.00 138,295.00	98,755.00 138,295.00	4,862.75 4,521.53	4,862.75 4,521.53	4,862.75 4,521.53	61,182.31 41,472.39	0.00 5,777.42	32,709.94 86,523.66	33.1% 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 Grand Total Expense	-155,844.00 563,967.00	-155,844.00 578,627.41	0.00 30,985.86	0.00 30,985.86	0.00 30,985.86	0.00 320,009.98	0.00 5,777.42	-155,844.00 221,854.15	100.0% 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.



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Cost Busi Fund Dept Prog Proj CC M	Center : 3056/C0019/10291/NA ness Unit: 00759 Univ. of Hou : 3056 AUX-SALES & CD : C0019 UNIVERSITY P am Code : 10291 FOLICE OPERA ect : NA anager : 0881939 Hill.Clarenc Description	ke Perio Current (Orig + Adj)	UNIVERSIT Revenue & Exp od Ended Septem #8 Curr Rev/Exp	Y OF HOUSTON - ense - Budget N per 30, 2018 (T 4 #9 YTD Rev/Exp	SYSTEM ode Summary hrough Period 1 t #10 PTD Rev/Exp). #11 Open Commit	#12 Soft Commitment	#13 Budget Available	e No. : ort ID : abase : #14 % Avail	1 UGLS1074.1 FS91TST 1/11/2019 12:32:37 PM	
Curr 8403 8500	ent Budget Reference 5 FUND BALANCE Total Revenue 6 L3-SALARY AND WAGES	-155,844.00 -155,844.00 326,917.00	-155,844.00 -155,844.00 326,917.00	0.00	0.00	0.00	0.00	0.00	-155,844.00 -155,844.00 102,621.31	100.0% 100.0% 31.4%	
8500 8500	S&W Subtotal 7 L3 - FRINGE BENEFITS 9 L3-MAINTENANCE AND OPERATIONS Total Expense	326,917.00 98,755.00 138,295.00 563,967.00	326,917.00 98,755.00 138,295.00 563,967.00	14,036.24 4,862.75 4,521.53 23,420.52	14,036.24 4,862.75 4,521.53 23,420.52	14,036.24 4,862.75 4,521.53 23,420.52	210,259.45 61,182.31 41,472.39 312,914.15	0.00 0.00 5,777.42 5,777.42	102,621.31 32,709.94 86,523.66 221,854.91	31.4% 33.1% 62.6% 39.3%	
Prio No R B500	r Budget References #7 evenue Found. 9 L3-MAINTENANCE AND OPERATIONS 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 Grand Total Expense	-155,844.00 563,967.00	-155,844.00 578,627.41	0.00	0.00 30,985.86	0.00 30,985.86	0.00	0.00 5,777.42	-155,844.00 221,854.15	100.0% 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.



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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/C00	19/10291/NA	(12593)	h	UNIVERSIT	Y OF HOUSTON -	SYSTEM			D	- N	2	
#3	Fund DeptI Progr	ud : 3056 AUX-SAL btID : C0019 UNIVERS gram Code : 10291 POLICE (SERVICES OLICE TIONS	Revenue & Expense - Budget Node & Account Summary Period Ended September 30, 2018 (Through Period 1) #1 Report Limited to Active Cost Centers						Rep Dat Run	ort ID : abase : Date :	2 UGLS1074.2 FS91TST 11/11/2019	#2
	Proje CC Ma	ct : NA nager : 0881939 Description	Hill.Clarenc	e Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	PTD Rev/Exp	Open Commit	Soft Commitment	Run Time : 12:32 ft Budget mmitment Available % Avail	12:32:37 PM		
	Curre 64035	nt Budget Reference 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 WAGE	S	326,917.00	326,917.00									
#4	50104 50106 50111 50112	P/A= 1.00 FTE CLERICAL&TEC=1.00F OVERTIME LONGEVITY	TE			8,993.09 4,788.34 54.81 200.00	8,993.09 4,788.34 54.81 200.00	8,993.09 4,788.34 54.81 200.00	99,047.19 111,212.26 0.00 0.00	0.00 0.00 0.00 0.00				
#5	-	L3-SALARY AND WAGE	s	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 BENEFI	TS	98,755.00	98,755.00									
	51104 51109 51111	INSUR-STATE SUBSID STATE MATCH FICA ST PD RET MATCH TR	y s			2,852.82 1,055.48 954.45	2,852.82 1,055.48 954.45	2,852.82 1,055.48 954.45	32,032.82 16,085.97 13,063.52	0.00 0.00 0.00				
		L3 - FRINGE BENEFI	TS	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. <mark>2</mark> 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.



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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.



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. <mark>3a</mark> 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.



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Cost Center : 3056/C0019/10231/NA (1259 Business Unit: 00759 Unix of Hostory 100759 Unix of Hostory PeptID : C0019 UNIVERSITY POLICE Program Code : 10291 POLICE OPERATIONS Project : NA CC Manager : 0881339 Hill.Clarence Acct Transaction Description	3) - Clear Lake - Clear Lake - Clear Lake - Detailed Transactions - Asset/Lisb/Fund Eq - Transactions - Asset/Lisb/Fu	Page No. : 4 Report ID : UGLS1074.3a Database : FS917ST Run Date : 11/11/2019 Run Time : 12:32:37 PM			
Current Budget Reference 10714 HR B090418Payroll Biwk OnCycleHRBIW 10714 HR B091818Payroll Biwk OnCycleHRBIW 10714 HR M093018Payroll Mnth OnCycleHRMON 10714 PAYROLL ALLOC TO 00783	HR03441042 489 09/04/18 2019 1 -685.02 BP2019 HRS HRBIWON HR03445494 539 09/18/18 2019 1 -2,984.00 BP2019 HRS HRBIWON HR03445507 685 09/30/18 2019 1 -7,125.74 BP2019 HRS HRBIWON 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:									
	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.									



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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.



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:										
	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										



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Cost Center Business Uni Fund DeptID Program Code Project CC Manager	: 3056/C00 t : 00759 : 3056 : C0019 : I0291 : NA : 0881939	019/10291/NA (1259) Univ. of Houston - AUX-SALES & SERVIC UNIVERSITY POLICE POLICE OPERATIONS Hill.Clarence	3) - Clea CES	ar Lake	September	Detai 01, 20 R	JNIVER	sity (ransao #6	DF HOUSTON - SY stions - Revenu ber 30, 2019 Active C	STEM (Theopugh Period 7	#8	#9		#10		Page No. Report I #11 Da Ti	: 12 D : UG #12	LS1074.3b 1TST 11/2019 32:37 PM
Jack Wrones	ation Deceni	and an	/~~~~	-~~~Jour	nal/PO~~~~	~~	EV	Acct	/~~~~~Am	ount~~~~~~~~	Budget	Courses	/~~~Do	ocument~~~\	/~~~R	aference~~\	CF1	
ACCU IIalisa	CCION Descri	rperon	Type	10	Date/ Line		F 1	PD	Actual	Encomprance	Rei	source	BU	Number	BU	Number	1010	
54470 54470 CFWD/G 54470 CFWD/G 54470 GALLS	ALLS LLC T DISTRIBUT LLC/As per B	FORS INC Bid IB-17-008; Th	PO JRNL JRNL JRNL	0000041014 CFWD2019 CFWD2019 AP03441598	1-1-1 09/01/18 09/01/18 09/17/18	660 664 92	2019 2019 2019 2019 2019	1 1 1	0.00 0.00 0.00 261.40	-261.40 1,226.01 820.24 0.00	BP2018 BP2018 BP2018 BP2018	ONL ONL AP	00759 00759 00759 00759	00236502 0000041014 0000042170 00236502	00759	0000041014		
				54470 UNIF	ORMS & SAF	ETY CI	OTHIN	G	261.40	1,784.85								
56402 CFWD/P	IRTLE, 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/H	UX, CHRISTIN	A	JRNL	CFWD2019	09/01/18	659	2019	1	0.00	646.57	BP2018	ONL	TR759	T1808076				
				56413 CDV-	OUT OF STA	-PER I	DIEM M	EAL &	0.00	646.57								
						Tot	al Ex	pense	7,565.34	7,095.83								
					Gra	nd Tot	al Re	venue	0.00	0.00								
					Gra	nd Tot	al Ex	pense	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.



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UGLS1074.3c - DETAILED TRANSACTIONS: BUDGET JOURNALS

The UGLS1074.3c lists budget journals that establish and/or update the cost center budget during the reporting period. The budget journals are reported by budget node (account) with identifying information for each entry.

#1	Cost Center : 3056/C0019/10291/NA (1255 Business Uni: 00759 Univ. of Houston Fund : 3056 AUX-SALES 4 SERVI Program Code : 10291 POLICE OPERATIONS Froject : NA CC Manager : 0881939 Hill.clarence Arct Transaction Description	3) - Clear Lake CES #3 /~~~~~Budget J	D September 01, 44 Yournal~~~	UNIVE etailed #5 Acct	RSITY OF HOUSTO Transactions - eptember 30, #6 Initial Budget	N - SYSTEM Budget Jrnls 2018 (Through H Cost Centers Original	Period 1). Adjustment	Closing/Bll Fw	BRef	Pa Re Da Rt Rt	age No. : 13 apport ID : UGLS1074.3c stabase : FS91TST in Date : 11/11/2019 in Time : 12:32:37 PM
#1											
	Current Budget Reference 84035 B00001 B4035 B00001	BDX3416731 BDX3416731	1 09/01/18 20 1 09/01/18 20	19 1 19 1	-155,844.00	-155,844.00			BP2019 BP2019	9 REVEST_S 9 REVEST	TD PC Bud Load Original
			Total Revenue	Budget	-155,844.00	-155,844.00	0.00	0.00			
	BS007 B00001 B5009 B00001 B5006 00020549 B5006 00020553 B5006 00020553 B5006 00020553 B5006 00020549 B5006 00020549 B5006 00020549 B5006 00020549 B5007 B00001 B5009 B00001 B5009 B00001 B5006 00020549 B5006 00020549 B5006 00020553 B5006 000000000 B5006 0000000000000000000000000000000000	BDX3415869 BDX341204 BDX3417204 BDX3417205 BDX3417205 BDX3417205 BDX3417206 BDX3417208 BDX3417208 BDX3417218 BDX3417211 BDX3415869 BDX3417204 BDX3417206 BDX3417206 BDX3417206 BDX3417208 BDX3417208 BDX3417208 BDX3417208 BDX3417208 BDX3417208 BDX3417208 BDX3417208 BDX3417211 BDX3417212	$\begin{array}{c} 1 & 99/01/18 & 20 \\ 1 & 99/01/18 & 20 \\ 1 & 09/01/18 & 20 \\ \end{array}$	19 1 19 1	98,755.00 138,295.00 40,508.00 40,508.00 32,784.00 32,544.00 40,508.00 34,545.00 38,608.00	98,755.00 138,295.00 40,508.00 44,705.00 37,744.00 7,564.00 7,564.00 14,971.00 38,608.00			BP2012 BP20 BP20 BP20 BP20 BP20 BP20 BP20 BP2	0 ORG STD 0 ORG ORG 0 ORG ORG	PC Bud Load PC Bud Load Original Original Original Original Original Original Original Original Original Original Original
		#2	Total Expense	Budget	563,967.00	563,967.00	0.00	0.00			

Key#	Description
1	ACCT/TRANSACTION DESCRIPTION - Each budget node (account) with activity will be listed with the
	corresponding transaction description. Budget journals entered from Budget Adjustment
	Forms display the reference number assigned by the form's originator.
2	Budget activity is totaled for all revenue accounts and all expense accounts for Current, as well as for
	Prior Budget References.
3	BUDGET JOURNALS – The journal ID, journal line, and journal date are listed for each budget journal.
	Journals with a prefix of BDX were created in the budget load. Journals with a prefix of CFWD
	are carryforward budget journals where budget has been "carried forward" from the prior year
	to cover outstanding encumbrances at year end.
4	FY – The fiscal year in which the transaction was recorded.
5	ACCT PD – The accounting period (month) in which the transaction was recorded.
6	INITIAL BUDGET – Initial budget load from BDM (Budget Development Module).



SUBJECT:

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Cost Center : 3056/C0019/I0291/NA (1255 Business Unit : 00759 Univ. of Houston Fund : 3056 AUX-SALES & SERV] DeptID : CO019 UNIVERSITY FOLICE Program Code : 1021 FOLICE OFERATIONS CO Manager : 0881939 Hill.Clarence Acct Transaction Description	33) - Clear Lake CES /~~~~Budget 3 Jrnl ID Lir	UNI Detail September 01, 2018 Report Journal~~~~\ Ac ne Date FY PI	VERSITY OF HOUSTO ed Transactions - To September 30, Limited to Active ct Initial Budget	N - SYSTEM - Budget Jrnls 2018 (Through Cost #7 Original	Period 1). #8 Adjustment	#9 Closing/Rll Fw	#10 #1 BRef LGrou	Page No. : 13 Report ID : UGL\$1074.3c Database : F\$91TST 1
Current Budget Reference B4035 B00001 B4035 B00001	BDX3416731 BDX3416731	1 09/01/18 2019 1 09/01/18 2019 ====================================	1 -155,844.00 1	-155,844.00	0 .00	0.00	BP2019 REVES BP2019 REVES	ST_STD PC Bud Load STOriginal
B5007 B00001 B5009 B00001 B5006 00020549 B5006 00020533 B5006 00020533 B5006 00020533 B5006 0020072 B5006 0020072 B5006 00200588 B5006 00200588 B5006 01015687 B5006 00020531 B5006 00020531 B5006 00020531 B5006 00020534 B5006 00020534 B5006 00020534 B5006 00020534 B5006 00020534 B5006 0020072 B5006 0020072 B5006 0020072	BDX3415869 BDX341205 BDX341202 BDX3417205 BDX3417205 BDX3417206 BDX3417206 BDX3417206 BDX3417209 BDX3417209 BDX3417211 BDX3417211 BDX3417215 BDX3417205 BDX3417205 BDX3417207 BDX3417209 BDX3417209 BDX3417211 BDX3417211 BDX3417212	$\begin{array}{c} 1 & 99/01/18 & 2019 \\ 1 & 99/01/18 & $	1 98,755.00 1 138,295.00 1 54,135.00 1 40,508.00 1 40,508.00 1 40,508.00 1 40,508.00 1 40,508.00 1 40,508.00 1 40,508.00 1 38,608.00 1 1 1 1 1 1 1 1 1 1 1 1 1	98, 755.00 138, 295.00 54, 136.00 44, 705.00 53, 784.00 32, 134.00 7, 564.00 44, 508.00 14, 971.00 35, 668.00 563, 967.00		0.00	BP2019 ORG <u>5</u> BP2019 ORG <u>5</u> DP2019 ORG 5 DP2019	STD PC Bud Load Original Original Original Original Original Original Original Original Original Original Original Original Original Original

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.





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age No. : 14 eport ID : UGLS1074.4 atabase : FS91TST un Date : 11/11/2019 un Time : 12:32:37 PM

#2

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.

Cost Center Business Uni Fund DeptID Program Code Project	: 3056/ t : 00759 : 3056 : C0019 : 10291 : NA	/C0019/1 9 Univ AUX- 9 UNIV 1 POL1	10291/NA V. of Hous -SALES & S VERSITY PO ICE OPERAS	(12593) ston - Clear SERVICES DLICE FIONS	r Lake	UNIVERS As of Septemb Report Limi	ITY OF HOUSTON - Open Commitments ar 30, 2018 (Thro ted to Active Cos	SYSTEM bugh Period 1) st Centers	#1			
CC Manager /~~~~~ Acct Type B	: 08819 ~~~~~Docu U Numb	939 Hill ument~~~ ber	l.Clarence Date	/~~~~~~~~~ ID	Name	~~~~~	Encumbrance Amount	Liquidated Amount	Open Amount	Percent Open	Budget Ref	CF1
Current Budg	et Refere	ence	#4									
S4470 PO 0 S2803 PO 0 S2470 PO 0 S3702 PO 0 S35503 PO 0 S3503 PO 0 S5104 PO 0 S5105 PO 0 S5106 PO 0 S5107 PO 0 S5108 PO 0 S5109 PO 0 S5100 GRM10 0 S1010 GRM10 0 S1104 GRM10 0 S1111 GRM10 0 S1111 GRM10 0 S1111 GRM10 0 S1111 GRM10 0	0759 0000 0759 0000 0759 0000 0759 0000 0759 0000 0759 0000 0759 0000 0759 C190 0759 C190 0759 T190 8759 T190 0759 0759 0759 0759 0759	0042373 0042378 0042392 0042396 0042412 0042412 0042460 0042471 00422535 013 013 013 013 013 013 013 013 01270	04/19/19 09/01/18 09/24/18 09/24/18 09/01/18 09/07/18 09/12/18 09/10/18 09/10/18 09/10/18 09/17/18 09/17/18	0000122669 000001969 0000007414 0000012171 0000108254 0000146059 0000146059 0000146059 0000122899 0000122899 0000122899	GALLS LLC VYERIGN WIRELSS G T DISTRIBUTORS COMPETITIVE EGDE DS SERVICES OF AM MBM FINANCIAL HOL MBM FINANCIAL HOL MSTM STORAGE S ROCKLEY INTERESTS ROCKLEY INTERESTS HOUSTON HEDICAL T KEUGEON CHRISTING HILL, CLARENCE AL	SERVICES LLC INC SOFWARE INC BRICA INC DINGS LLP DINGS LLP OLUTIONS INC ESTING SERVIC NE F	$\begin{array}{c} 5,000.00\\ 3,647.04\\ 1,451.30\\ 4,900.00\\ 302.40\\ 780.00\\ 7,272.48\\ 905.11\\ 638.59\\ 107,917.08\\ 112,285.20\\ 34,233.82\\ 16,846.61\\ 13,994.95\\ 10,393.92 \end{array}$	$\begin{array}{c} 0.00\\$	$\begin{array}{c} 5,000.00\\ 3,647.04\\ 1,451.30\\ 4,900.00\\ 302.40\\ 7,272.44\\ 2,200.00\\ 7,272.44\\ 2,000.00\\ 952.75\\ 951.15\\ 99.637.59\\ 91.12.22.26\\ 32.038.85\\ 111.212.26\\ 32.038.85\\ 97.13,063.52\\ 9,527.76\end{array}$	100.0% 100.0% 100.0% 100.0% 91.7% 100.0% 100.0% 100.0% 100.0% 100.0% 100.0% 91.8% 93.6% 95.5% 93.3% 91.7%	BP2019 BP2019	
Prior Budget	Referenc	ces	#4			-	Total Ope	en Commitment	312,914.15			
54470 PO 0 53950 PO 0 52470 PO 0 52212 PO 0 54361 PO 0 53706 PO 0 56402 PO T 56413 PO T	0759 0000 0759 0000 0759 0000 0759 C180 0759 C181 0759 C181 0759 T180 R759 T180	0041014 0041454 0042170 080 151 166 06073 08076	09/01/17 11/08/17 07/25/18 07/26/19 05/07/18 06/04/18 02/25/19 04/26/18	0000122669 0000121171 000007414 0000120679 0000143674 0000111620 0000088908 0000076201	GALLS LLC DS SERVICES OF AM G T DISTRIBUTORS HOUSTON MEDICAL T 3 DAY BLINDS LLC ROCKLEY INTERESTS FIRTLE, KYLE D HUX, CHRISTINA	HERICA INC INC ESTING SERVIC : INC	5,000.00 288.00 820.24 2,000.00 2,680.47 2,093.85 518.55 1,589.89 Total Ope Grand Total Ope	4,035.39 236.00 0.00 2,680.46 0.00 943.32 en Commitment	964.61 52.00 820.24 2,000.00 2,093.85 518.55 646.57 7,095.83 	19.3% 18.1% 100.0% 0.0% 100.0% 100.0% 40.7%	BP2018 BP2018 BP2018 BP2018 BP2018 BP2018 BP2018 BP2018	
	Cost Center Busi Center Pund Program Code Project CC Manager //project CC Manager //project CC Manager //project CC Manager //project Sad70 PO 0 Sad70 PO 0 Sad71 PO 0 Sad70 PO	Cost Center : 3065 Desk mess Unit : 9055 DeptID : 0015 Project : NA CC Manager : 0881 ACC Manager : 0	Cost Center : 3056/CO10/ Pund : 3055 (CO10/ Pund : 3055 (CO10/ Pund : 2055 (CO10/ Pund : 2055 (CO10/ Pund : 2055 (CO10/ Pund : 2056 (CO10/ Project : CO19 (CO10/ Project : NA CC Manager : 081939 H1. //	Cost Center : 3056/C0013/U231/MS Bainess Dnit : 00759 Eund : 2075 MiX-SALES et PeptID : C0019 MiX-SALES et Project : 0081939 Hill.Clarence //	Cost Center : 3056/C0019/C029/VMA (1253) Bund : 3056/C0019/C029/VMA (1253) Pund : 3056/C0019/C029/VMA (1253) Pund : 3056/C0019/C029/VMA (1253) Program Code : 10291 POLICE OPERATIONS Project : NA CC Manager : 0881939 Hill.Clarence //	Cost Center : 3056/C0019/ID23/KA (1229) Bund : 00756 UNX-GLES (SERVICE) Event : 00756 UNX-GLES (SERVICE) Event : 00159 UNIVERSITY POLICE Project : NA CC Manager : 081939 Hill.Clarence //	Cost Cantar : 3056/C0019/T0021/MA (1252) UNIVERS: Bashess Unit : 00759 UNIV of Nurson - Clear Lake Pund : 3056 AUX-SALES 4 SERVICES Program Code : 10291 POLICE OFERATIONS Report Limit Project : NA CC Manager : 0881939 Hill.Clarence // Decument - Document - Date ID Name CC Manager : 0881939 Hill.Clarence // Decument - Document - Date ID Name Current Budget Reference #4 Current Budget Reference // Name Current Budget Reference // Name Current Budget Reference // Document - Date ID Services Cost AUX - Statistics Services LLC Safo1 DP 00759 000004238 09/01/18 000001469 VERIZON WIRELESS SERVICES LLC Safo3 DP 00759 0000042421 05/2/19 000012111 DI SERVICES OF AMERICA INC Safo3 DP 00759 0000042421 05/2/19 000012111 DI SERVICES OF AMERICA INC Safo3 DP 00759 0000042421 05/2/19 000012111 DI SERVICES OF AMERICA INC Safo3 DP 00759 0000042421 05/2/19 000012110 DI SERVICES CLAI INC Safo3 DP 00759 0000042421 05/2/19 000012110 DI SERVICES CLAI INC Safo3 DP 00759 010013 000000421 05/2/1/18 000012639 MEM FINANCIAL HOLDINGS LLP Safo3 DP 00759 010013 0000000000000000000000000000000	Cost Caster : 3056/C0019/1023/MA (1559) Basiness Unit : 00759 Unit of Houston - Clear Lake Pund : 3056 AUX-SALES & SERVICES Den Commitments DeptID : C0019 UNIVERSITY OF HOUSTON Project : NA CC Manager : 0081939 Hill.Clarence / Arct Type BU Number Date ID Name Commitments December 30, 2018 (Thrc Act Type BU Number Date ID Name Commitments Date Act Type BU Number Date ID Name Commitments SERVICES SERVICES LLC 5,000.00 3470 PD 00759 0000042378 09/01/18 0000012669 CALLS LLC 53501 PD 00759 0000042378 09/01/18 000001669 VERIZON WIRELESS SERVICES LLC 3,647.04 53502 PD 00759 0000042378 09/01/18 000001669 VERIZON WIRELESS SERVICES LLC 4,900.00 53503 PD 00759 0000042471 09/01/18 000001669 VERIZON WIRELESS OF AVERICA INC 4,900.00 53503 PD 00759 0000042471 09/01/18 000001624 MAM FINANCIAL HOLDINGS LLP 2,088.00 53503 PD 00759 0000042471 09/01/18 000010824 MAM FINANCIAL HOLDINGS LLP 2,088.00 53503 PD 00759 0000042471 09/01/18 000010824 MAM FINANCIAL HOLDINGS LLP 2,088.00 53503 PD 00759 0000042471 09/01/18 000010824 MAM FINANCIAL HOLDINGS LLP 2,088.00 53503 PD 00759 0000042471 09/01/18 000010824 MAM FINANCIAL HOLDINGS LLP 2,088.00 53503 PD 00759 0000042471 09/01/18 000010824 MAM FINANCIAL HOLDINGS LLP 7,00.00 5405 PD TR759 T1901138 09/17/18 000011262 MAM FINANCIAL HOLDINGS LLP 7,00.00 5405 PD TR759 T1901138 09/17/18 0000122699 KNUEGER III, SUGMER F 952.75 5407 PD 00759 0000042471 09/17/17 0000122699 KNUEGER III, SUGMER F 952.75 5407 PD 00759 0000042170 07/25/18 00000182 MILL, CLARENCE ALLEN 663.53 5100 4, NNL 00759 51014 4, NNL 00759 51015 4, NNL 00759 51015 4, NNL 00759 51016 4, NNL 007	Cost Center : 3056/C0019/10/391/HA (1259) Basiness Unit : 00759 Unit of Houston - Clear Lake Pund : 3056 AUX-SALES & SERVICES Project : 02019 UNIVERSITY POLICE AS COMPARISON OF Period 1) Project : NA CC Manager : 0881393 Hill.clarence / Append : 10291 POLICE OFERATIONS CC Manager : 0881393 Hill.clarence / Append : 10291 POLICE OFERATIONS CC Manager : 0881393 Hill.clarence / Append : 10291 POLICE OFERATIONS CC Manager : 0881393 Hill.clarence / Append : 10000042378 09/01/18 0000012659 CALLS LLC S4470 PO 00758 0000042378 09/01/18 000001666 COMPETITIVE EGDE SERVICES LLC 5,000.00 0.00 53502 PO 00759 0000042392 09/01/18 000001666 COMPETITIVE EGDE SOFTWARE INC 4,900.00 0.00 53503 PO 00759 0000042392 09/01/18 000001666 COMPETITIVE EGDE SOFTWARE INC 4,900.00 0.00 53503 PO 00759 0000042439 09/01/18 000001666 COMPETITIVE EGDE SOFTWARE INC 4,900.00 0.00 53503 PO 00759 000004240 09/01/18 000001666 MEMITIANCIAL HOLDINGS LLP 2,088.00 174.00 53503 PO 00759 000004240 09/01/18 000010254 MEM FINANCIAL HOLDINGS LLP 2,088.00 174.00 53503 PO 00759 000004240 09/01/18 000010254 MEM FINANCIAL HOLDINGS LLP 2,008.00 174.00 53503 PO 00759 010004240 09/01/18 000010254 MEM FINANCIAL HOLDINGS LLP 2,008.00 174.00 53503 PO 00759 010004240 09/01/18 000010254 MEM FINANCIAL HOLDINGS LLP 2,008.00 174.00 53503 PO 00759 010013455 09/11/18 000012269 PAUSION MEDICAL TESTING SERVIC 2,000.00 0.00 5405 PO TR759 T1901138 09/17/18 000012269 HULSCH MEDICAL TESTING SERVIC 2,000.00 0.00 5405 PO TR759 T1901138 09/17/18 000012269 HULSCH MEDICAL TESTING SERVIC 2,000.00 0.00 5407 PO 00759 000004441 09/01/17 000012269 PAUSION MEDICAL TESTING SERVIC 2,000.00 0.00 5407 PO 00759 000004441 19/01/17 000012269 PAUSION MEDICAL TESTING SERVIC 2,000.00 0.00 5407 PO 00759 0000044441 11/8/01/18 000010269 PAUSION MEDICAL TESTING SERVIC 2,000.00 0.00 5407 PO 00759 0000044444 11/8/01/18 000010269 PAUSION MEDICAL TESTING SERVIC 2,000.00 0.00 5407 PO 00759 0000044444 11/8/01/18 00001269 PAUSION MEDICAL TESTING SERVIC 2,000.00 4,035.39 3506 PO 00759 0	Cost Center : 3056/C0019/L021/NA (1253) UNIVERSITY OF HOUSTON - SISTEM DeptID : 2005 DURY of Houston Clear Lake DeptID : 2005 De	Cost Center : 3056/0019/1029/104 (12592) UNIVERSITY OF HOUSTON - SYSTEM Bundars Unit: 00759 Divis of Houston Clair Lake Open Commitments DeptID : 001012 COUS1 FOLICE OFERATIONS The construction of the construc	Cost Center: 3565/C0019/IO23/IA (1253) UNIVERSITY OF HOUSTON - SYSTEM Bundars Unit: 00000 Figure A for the contract of the cost of

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. Exception: Transactions are not grouped by Budget Reference for Project cost
	centers.



SUBJECT: **UHCL Reports & Queries Training** Page 39 of 44 UNIVERSITY OF HOUSTON - SYSTEM Page No. : 14 Report ID : UGLS1074.4 Database : FS91TST Run Date : 11/11/2019 Run Time : 12:32:37 PM Open Commitments s of September 3 Report Limited #0 Co #9 Cost #8 #10 #11 #12 #13 ill.Clarence Acct Type BU Number Date ID Name ~Vendor Encumbrance Liquidated Amount Open Percent Budget Amount Open Ref CF1 #6 #14 Amount Status Status 54470 PD 00759 0000042373 09/11/18 00000122669 CALLS LLC 52403 PD 00759 0000042378 09/01/18 000001416 G T DISTRIBUTORS INC 54470 PD 00759 0000042396 09/01/18 000001416 G T DISTRIBUTORS INC 53402 PD 00759 0000042396 09/01/18 0000016416 G COMPETITIVE ECDE SOFTWARE INC 53403 PD 00759 0000042416 05/22/19 0000121171 DS BERVICES OF AMERICA INC 53503 PD 00759 0000042412 05/22/19 0000126171 DS BERVICES OF AMERICA INC 53503 PD 00759 0000042412 05/22/19 0000126159 CMNERICES INC 53503 PD 00759 0000042312 09/12/18 0000126050 CMNERICAL HEDITING SLIP 53503 PD 00759 0000042313 09/10/18 000011260 PCCKLEY INTERESTS INC 53504 PD 00759 000042313 09/12/18 0000126079 HOUSTON MEDICAL TESTING SERVICE 5405 PD TR759 T1901140 09/17/18 0000126079 HOUSTON MEDICAL TESTING SERVICE 5406 PD TR759 T1901140 09/17/18 0000126079 HOUSTON MEDICAL TESTING SERVICE 5406 SPD TR759 T1901140 09/17/18 0000126039 HUX, CLRESTINA 50106 JRNL 00759 000759 51104 JRNL 00759 000759 51104 JRNL 00759 000759 5111 JRNL 00759 000759 52023 JRNL 00759 00000759 </tabl Current Budget Reference 100.08 p2019 100.08 p2019 100.08 p2019 100.08 p2019 100.08 p2019 91.78 p2019 91.78 p2019 91.78 p2019 100.08 p2019 100.08 p2019 100.08 p2019 100.08 p2019 91.08 p2019 93.68 p2019 95.58 p2019 95.38 p2019 91.78 p2019 5,000.00 3,647.04 1,451.30 3,02.40 1,914.00 7,202.00 2,200.00 7,272.44 2,000.00 9,52.75 99,047.19 111,212.26 32,032.82 16,085.97 13,063.52 9,527.76 5,000.00 3,647.04 1,451.30 4,900.00 2,088.00 7,200.00 7,222.44 2,000.00 952.75 951.11 638.59 107,917.08 112,225.20 34,233.82 16,846.61 13,994.95 $\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 174.00\\ 0.0$ Total Open Commitment 312,914.15 #5 Prior Budget References 00759 0000041014 09/01/17 0000122669 GALLS LLC 00759 0000041014 01/01/17 0000121171 D8 SERVICES OF AMERICA INC 00759 0000042170 07/25/18 0000012414 G T DISTRIBUTORS INC 00759 C18080 07/26/18 000012679 HOUSTON MEDICAL TESTING SERVIC 00759 C18151 05/07/18 000013674 3 DAY BINDS LLC 00759 C18166 06/04/18 000011620 ROCKLEY INTERESTS INC TR759 T1808076 04/26/18 0000076201 HUX, CHRISTINA 54470 PO 53950 PO 54470 PO 52212 PO 54361 PO 53706 PO 56402 PO 56413 PO 5,000.00 288.00 820.24 2,000.00 2,680.47 2,093.85 518.55 1,589.89 4,035.39 236.00 0.00 2,680.46 0.00 943.32 964.61 19.3% BP2018 52.00 18.1% BP2018 820.24 100.0% BP2018 2,000.00 100.0% BP2018 2,003.85 100.0% BP2018 518.55 100.0% BP2018 646.57 40.7% BP2018 #5 Total Open Commitment Grand Total Open Commitment 7,095.83 320,009.98

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.



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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/C Business Unit : 00759 Fund : 3056 DeptID : C0019 Program Code : I0291 Project : NA	Univ. o AUX-SAI UNIVERS POLICE	01/NA (12593) of Houston - Clear Lak LES & SERVICES SITY POLICE OPERATIONS	e As of Repo	UNIVERSITY OF Soft (September 30, ort Limited to	F HOUSTON - Commitments , 2018 (Thro o Active Cos	SYSTEM bugh Period 1) st Centers	#1			Pag Rep Dat Run Run	Ye No. : 15 Fort ID : UGLS10 abase : FS91TS Date : 11/11/ Time : 12:32:	74.5 T 2019 37 PM
#5	CC Manager : 088193 /~~~~~Do Acct Type BU Numbe	9 Hill.Cl cument~~~ r Dat	arence ce/Line Journal	Information	Amount	Budget Type	Budget Ref CF1	Soft Co	mmitment Reason		Vendor ID, Vend	lor Name, Acct D	ate
	Current Budget Referen 52109 VCHR 00759 00237	ice 105 1-1	JRNL=AP0	3452574 10/03/18	200.00	EXP	BP2019	Jrnl Po	sted in a Future	e Period (0000104585-SMOC	TE, STANL-09/27	/2018
	52812 VCHR 00759 00237 52812 VCHR 00759 00237	109 1-1 110 1-1	JRNL=AP0	3452574 10/03/18 3452574 10/03/18	89.25 25.98	EXP EXP	BP2019 BP2019	Jrnl Po Jrnl Po	sted in a Future sted in a Future	e Period (e Period (0000010249-HARF 0000106357-INSF	IS COUNTY-09/27 ERITY EMP-09/27	/2018 /2018
	53705 REQ 00759 00000	40968 09/	26/18	MUNICATIONS SERV	3,572.20	EXP	BP2019	Pre-Enc	Amount	1	L3-MAINTENANCE	AND OPERATIONS	
	53906 VCHR 00759 00237	107 1-1	53705 R/M VEHICLES	3452574 10/03/18	1,800.00	EXP	BP2019	Jrnl Po	sted in a Future	e Period (0000112787-PRAE	TORIAN GR-09/27	/2018
	53909 VCHR 00759 00237	106 1-1	JRNL=AP0	& POBLICATIONS S 3452574 10/03/18	89.99	EXP	BP2019	Jrnl Po	sted in a Future	Period (0000125892-PODS	ENTERPRI-09/27	/2018
				Total Expense	5,777.42								

Prior Budget References No Soft Commitment Found.

#4

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. <mark>5</mark> 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. Exception: Transactions are not grouped by Budget Reference for Project cost
	centers.
5	ACCT – Transactions for the reporting period are grouped by account.



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Cost Center : 3056/C0019/1 Business Unit: 00759 Unit Fund : 3056 AUX DeptDm Code : C001 Froject : 102 Froject : 10881 // Comager : 0881 // Comager : 0881 // Comager : 0881	I029: SALI ERS: CE (.Cla t~~~	/NA (12593) Houston - Clear Lake S & SERVICES A FRANTIONS #7 Irence //Line Journal Information	UNIVERSITY O Soft of September 30 Report #8 Amount	F HOUSTON - Commitments , 2018 (Tr #9 Budget Typ	SYSTEM #10 Budget e Ref	iod 1) #11 CF1 Soft	#12 Commitment	Reason	Page : Repor Datab #1 Vendor ID, Vendor	No. : 15 t ID : UGLS1074.5 ase : FS91TST : 11/11/2019 : 12:32:37 PM Name, Acct Date
Current Budget Reference										
current Budget Kererence										
52109 VCHR 00759 00237105	1-1	JRNL=AP03452574 10/03/1	3 200.00	EXP	BP2019	Jrnl	Posted in	a Future Period	0000104585-SMOOTE	, STANL-09/27/2018
		52109 PHYSICIAN OR SURGEON-PROF SER	7 200.00							
52812 VCHR 00759 00237109	1-1	JRNL=AP03452574 10/03/1	89.25	EXP	BP2019	Jrnl	Posted in	a Future Period	0000010249-HARRIS	COUNTY-09/27/2018
52812 VCHR 00759 00237110	1-1	JRNL=AP03452574 10/03/1	25.98	EXP	BP2019	Jrnl	Posted in	a Future Period	0000106357-INSPER	ITY EMP-09/27/2018
		52812 ELECTRONIC COMMUNICATIONS SER	/ 115.23							
53705 REQ 00759 0000040968	09/3	6/18	3,572.20	EXP	BP2019	Pre-	Enc Amount		L3-MAINTENANCE AN	D OPERATIONS
		53705 R/M VEHICLES	3,572.20							
53906 VCHR 00759 00237107	1-1	JRNL=AP03452574 10/03/1	1,800.00	EXP	BP2019	Jrnl	Posted in	a Future Period	0000112787-PRAETO	RIAN GR-09/27/2018
		53906 SUBSCRIPTIONS & PUBLICATIONS	1,800.00							
53909 VCHR 00759 00237106	1-1	JRNL=AP03452574 10/03/1	89.99	EXP	BP2019	Jrnl	Posted in	a Future Period	0000125892-PODS E	NTERPRI-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.





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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	Čost Busir Fund	Center : 3056/C0019/I0291/NA (hess Unit : 00759 Univ. of Hous : 3056 AUX-SALES & S	12593) ton - Clear Lake ERVICES	UNIVERS	ITY OF HOUSTON - SYS Balance Sheet	TEM		Page No. : 16 Report ID : UGLS1074.6
	Dept1 Progr Proje CC Ma	ID : COO19 UNIVERSITY PO ram Code : IO291 POLICE OPERAT ect : NA anager : 0881939 Hill.Clarence	LICE IONS	Period Ended Sept Report Limi	ember 30, 2018 (Thro ted to Active Cost C	ugh Period 1). #1 enters		Database : FS91TST #2 Run Date : 11/11/2019 Run Time : 12:32:37 PM
#4	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 10100 10714 12100 12502 16120 16121) CALCULATED CLAIM ON CASH) CLAIM ON CASH 4 UHS PAYROLL DD SETTLEMENT) ACCOUNTS RECEIVABLE A/R BAD DEBT RESERVE PAYROLL ADUSTMENT EMPLOYEE OVERPHT RETRN TO UHS	381,216.18 0.00 0.00 3,120.00 -312.00 230.50 -580.58	381,216.18 0.00 0.00 3,120.00 -312.00 230.50 -580.58	356,102.23 0.00 0.00 0.00 0.00 0.00 0.00	737,318.41 0.00 0.00 3,120.00 -312.00 -312.00 -580.58	640,161.99 0.00 3,120.00 4,109.92 230.50 -580.58	
	#5	ASSETS	383,674.10	383,674.10	356,102.23	739,776.33	647,041.83	

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. <mark>6</mark> 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)						



SUBJECT: **UHCL Reports & Queries Training** Page 43 of 44 21168 AFLAC CONTRIBUTIONS 21170 TOBACCO PREMIUM DIFFERENTIAL 21171 ROTH 457B CONTRIBUTIONS 21177 PAYROLL DEDUCTION VISION PLAN -12.62 -5.25 -3.90 -0.59 12.62 5.25 3.90 0.59 0.00 0.00 0.00 0.00 -12.62 -5.25 -3.90 -0.59 0.00 0.00 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 32304 NON-MAND TRER FROM UH 33509 NMT FROM DESIG UNR 33517 NMT FROM AUX ENT UN 33524 NMT FROM AUX ENT UN 3400 OTHER FUND DEDUCTS 37409 NMT TO DESIG UNR 37417 NMT TO AUX ENT UNR 37418 NMT TO AUX ENT UNR 37418 NMT TO AUX ENT UNR 37418 NMT TO AUX ENT UNR AUX ENT OF AUX AUX AUX AUX EXPENSE SUMMARY 6,044,808.84 -14,975.96 -735,882.00 -6,677,293.82 -30,000.00 3,094.00 26,494.58 722,030.38 0.00 15,520.90 0.00 6,316,388.25 -14,975.96 -735,882.00 -6,677,293.82 -30,000.00 3,094.00 26,494.58 6,316,388.25 -14,975.96 -735,882.00 -6,677,293.82 -30,000.00 3,094.00 6,316,388.25 -14,975.96 -735,882.00 -7,241,260.82 -30,000.00 3,094.00 26 494.58 0.00 -563,967.00 0.00 0.00 3,094.00 26,494.58 750,423.58 155,844.00 30,985.86 0.00 3,094.00 26,494.58 750,423.58 0.00 ----26,494.58 750,423.58 0.00 0.00 155,844.00 30,985.86 0.00 FUND EQUITY #7 -361,751.37 -361,751.37 -377,137.14 -738,888.51 -646,203.08 _____ _____ -739,776.33 -647,041.83 TOTAL LIABILITY & FUND EQUITY -383,674.10 -383,674.10 -356,102.23 #8

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).

Cost Busin Fund DeptI Progr Proje CC Ma Acct	Center : 3056/C0019/10291/NA esa Uni: 00159 Univ, of Hour : 3056 AUX-5ALES 6 D : C0019 UNIVERSITY P Am Code : 10291 FOLICE OPERAT tt : NA nager : 0881939 Hill.Clarence Description	(12593) ston - Clear Lake SERVICES DLICE #10 2019 Beginning Year Balance (0)	UNIVERS F #11 d Sept L Limi Beginning Balance Sep 01, 2018 (1)	ITY OF HOUSTON - SYS Balance Sheet (Thro ted #12 September Activity (1)	ugh ente #13 Balance Sep 30, 2018 (1)	#14 Balance Sep 30, 2017 (1)	Page No. : 17 Report ID : UGLS1074.6 Database : FS91757 Run Date : 11/11/2019 Run Time : 12:32:37 P
	FUND EQUITY OPEN COMMITMENT	-361,751.37 14,660.41	-361,751.37 0.00	-377,137.14 320,009.98	-738,888.51 320,009.98	-646,203.08 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.



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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).