



This series of Fund Equity Reports lists 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 reports 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 a swell 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.

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: 2010

Period To: 2

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 **Run**.

The Process Scheduler Page is displayed:

Process Scheduler Request

User ID: 0077875 Run Control ID: 016

Server Name: Run Date: 10/21/2011

Recurrence: Run Time: 8:36:26AM

Time Zone:

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

OK

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



SUBJECT: Fund Equity Reports (UGLC016, UGLC016A-D, and UGLC016E)

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The report criteria page is displayed.

Fund Equity (016A-D)

Run Control ID: 016

[Report Manager](#)
[Process Monitor](#)

Process Instance: 6411715

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

The Process List page is displayed:

Process List | [Server List](#)

View Process Request For

User ID: 0077875 | Type: [] | Last [] | [1] Days |

Server: [] | Name: [] | Instance: [] to []

Run Status: [] | Distribution Status: [] | Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6411715		SQR Report	UGLS016A	0077875	10/21/2011 8:36:26AM CDT	Success	Posted	Details

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

The Process Detail page is displayed:

Date/Time	Actions
Request Created On: 10/21/2011 8:38:34AM CDT	Parameters Transfer
Run Anytime After: 10/21/2011 8:36:26AM CDT	Message Log
Began Process At: 10/21/2011 8:38:57AM CDT	Batch Timings
Ended Process At: 10/21/2011 8:39:11AM CDT	View Log/Trace

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



File List		
Name	File Size (bytes)	Datetime Created
SQR UGLS016A 6411715.log	1,499	10/21/2011 8:39:11.992422AM CDT
UGLS016A.CSV ←	1,467	10/21/2011 8:39:11.992422AM CDT
uqls016a 6411715.PDF ←	5,902	10/21/2011 8:39:11.992422AM CDT
uqls016a 6411715.out	115	10/21/2011 8:39:11.992422AM 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:

The screenshot shows a web browser window displaying a PDF report. The browser's address bar shows the URL: https://fsprd.my.uh.edu/psreports/fsprd/2242478/uqls016a_6411715.PDF. The report content is as follows:

Report ID:		UGLS016A		University of Houston System		Page No.:		1	
Business Unit:		0678		Fund Equity Report By Dept Tree Node and Fund Range		Run Date:		10/21/2011	
Fund Year:		2010		Sorted by Department and Fund, Subsorted by Fund and Department		Run Time:		06.26.07	
Acct Period No.:		3		For Month Ending: 10/31/2009					
Department Node:		CM05							
Fund Range:		200 - 2164							
Fund	Program	Program/Project Description	Project	Reg Fund Equity	Revenue	Fund Adjustments	Expenses	Ending Balance	Open Commit
Departments: CM05 HUMAN SCIENCES									
2003	A0001	RES - PRACTICUM	NA	(4,668.15)	(4,375.00)		3,980.12	(1,063.81)	12,786.59
2003	A0007	RES - RESIDENTIAL	NA	(12,700.45)	(23,390.70)		11,873.68	(24,203.15)	15,986.52
Total for Fund: 2003				(17,368.60)	(27,765.70)	0.00	15,853.80	(25,266.96)	28,773.11
2072	D1065	PI SUPPORT DEEPA NEDDY	NA	(144.07)			144.07		
2072	D1048	LERMANZ PI SUPPORT	NA	(2,031.30)	(405.42)			(3,673.12)	
2072	D1051	PI SUPPORT PEREL, C	NA	(2,869.41)	(198.02)			(3,058.43)	
Total for Fund: 2072				(4,044.78)	(603.44)	0.00	144.07	(4,695.75)	0.00
2075	A0399	FAMILY THERAPY PROG	NA	(4,007.40)	(50.00)			(4,117.40)	
Total for Fund: 2075				(4,007.40)	(50.00)	0.00	0.00	(4,117.40)	0.00
2078	A0343	HHH EXTERNAL CLINIC	NA	(34,315.38)	(2,479.00)		4,273.87	(32,520.51)	15,818.70
2078	D1059	OVERSEAS ROYFF COURSE	NA	(4,546.68)				(4,546.68)	
2078	D1180	TURKEY STUDY ABROAD COURSE	NA	165.00				165.00	
Total for Fund: 2078				(38,697.06)	(2,479.00)	0.00	4,273.87	(36,902.89)	15,818.70
Total for Department: CM05				(49,109.84)	(34,907.10)	0.00	20,215.11	(62,865.91)	44,605.80
Grand Total:				(49,109.84)	(34,907.10)	0.00	20,215.11	(62,865.91)	44,605.80



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.