

# University of Houston System Department Verification Worksheet As of November 30, 2004 (Through Period 3)

**Cost Center:** 2064-V0016-A0369-NA (11392)  
**Business Unit:** 00765  
**Fund:** 2064  
**Department:** V0016  
**Program:** A0369  
**Project:** NA  
**Manager:** FERGUSON,JOE

Univ. of Houston - Victoria  
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 INFORMATION TECHNOLOGY  
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**Report ID:** UGLS1074  
**Database:** FSPRD  
**Run Date:** July 13, 2005  
**Run Time:** 03:17:22 PM

CURRENT BUDGET REFERENCE REVENUE & BUDGETED FUND BALANCE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Revenue Budget	0.00	0.00	0.00
Actual Revenue	-659.55	0.00	② -659.55
Revenue Soft Commitments	0.00	0.00	0.00
Revenue to be Earned	659.55	0.00	① 659.55
Budgeted Fund Balance	0.00	0.00	0.00
Total Revenue Budget	0.00	0.00	0.00

  

EXPENDITURE SUMMARY	YTD Per PSGL	Adjustments as Detailed	Per Department
Expenditure Budget	115,142.00	0.00	115,142.00
Actual Expenditures	46,855.65	0.00	③ 46,855.65
Open Commitments	6,037.93	0.00	6,037.93 ⑤
Expense Soft Commitments	2,086.37	0.00	④ 2,086.37
Available Expenditure Budget	60,162.05	0.00	60,162.05

CURRENT FISCAL YEAR FUND EQUITY SUMMARY	FY05 Pd 3 Per PSGL	YTD Per PSGL	Adjustments as Detailed	Per Department
Beginning Fund Equity	10,965.96	⑥ -99.25	0.00	-99.25
Revenue	0.00	-659.55	0.00	② -659.55
Fund Adjustments	-114,115.00	-115,142.00	0.00	-115,142.00
Expenses (Current BRef)	29,937.09	46,855.65	0.00	③ 46,855.65
Expenses (Prior BRef)	0.00	0.00	0.00	0.00
Ending Fund Equity	-73,211.95	-69,045.15	0.00	-69,045.15
Open Commitments (Current BRef)		6,037.93	0.00	6,037.93 ⑤
Open Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less Open Commitments		-63,007.22	0.00	-63,007.22
Soft Commitments (Current BRef)		2,086.37	0.00	④ 2,086.37
Soft Commitments (Prior BRef)		0.00	0.00	0.00
Fund Equity Less All Commitments		-60,920.85	0.00	-60,920.85

COMPARE these two; should be equal  
 Difference is

	YTD Per PSGL	Adjustments as Detailed	Per Department
UNBUDGETED FUND EQUITY	-758.80	0.00	-758.80

**Prepared By** \_\_\_\_\_  
**Reviewed By** \_\_\_\_\_

**If an imbalance:  
ALWAYS INSERT  
COMMENTS**

TURLEYL:	-758.80
1) Rev Rec'd but not budgeted-----> +659.55 = -99.25	
-will complete budget jnl when \$ needed;	
2) Carry-Fwd from Last physical yr not applied yet-> 99.25 = .00	
-Houston to process entry;	

PLEASE MAKE SURE THAT YOU HAVE VERIFIED ALL TRANSACTIONS ON THE INDIVIDUAL TABS BEFORE WORKING ON ANY IMBALANCE IN FUND EQUITY

Remember for multiple items-work one issue at a time: when you find one amount, start again with Ques 1.

**Ques 1: Does the figure match an imbalance from last month?**

- No, go to Ques 2.
- Yes:
  - Prior month's imbalance not resolved.
  - copy the comments from last month into this month.
  - work on resolving issue(s)

**Ques 2: Does the figure match any number in the Budgeted Sections, either Revenue or Expenses?**

- No, go to Ques 3.
- Yes:
  - match anything in the Revenue section?
    - Yes, go to 1
    - No, continue with next question
  - match anything in the Expense section?
    - Yes, go to 3

**Ques 3: Does the figure match any number in the Fund Equity Section?**

- No, it may be a combination of issues; start working with Ques 4 below.
  - **Remember to work one issue at a time: when you find one amount, start again with Ques 1.**
- Yes:
  - match *Beginning Fund Equity* 6 ?
    - Yes:
      - Then the entry has not been made to carry forward the balance from the end of last (physical) yr to the current yr.
        - please insert the comment "**carry-fwd from last physical yr has not been applied; Houston to process entry.**"
    - No, continue with next question
  - match any other figure in the *Fund Equity* Section?
    - Yes:
      - Either work as needed, or call Finance for an appointment to discuss

**Ques 4: Revenue Budgets, any?**

If none, go to Ques 5.

- 1 if any amount here, this WILL be part of the imbalance:
  - if positive ==> this is money you rec'd that you had not planned on getting--not budgeted for [see 1] in comment
    - you will need to do two Budget Journals to put the \$ in your plan for Revenue & Expense; see job aid: *84 Journal Budget for Making Revenue Spendable.doc*
    - please insert a comment that this is "**revenue rec'd but not yet budgeted; will do a Budget Jnl**"
  - if negative ==> this is money not rec'd yet according to your plan--Budgeted to receive more than you have actually got in, so far; a figure will continue to appear here until you receive the amount you planned (*Revenue Budget, YTD figure*)
    - nothing to do with this until close to the end of the year, or if you know you will not receive the \$
      - then when you know you will not receive the money, you will need to do two Budget Journals to clear up the difference; see job aid: *84 Journal Budget for Negative Revenue.doc*
    - please insert a comment that this is "**amt of revenue yet to be rec'd**"
- 2 compare the \$ actually rec'd [*Budget's Actual Revenue*] with deposits [*Fund Equity's Revenue*]; **MUST BE EQUAL**
  - if not, check that all deposits were entered correctly.

**Ques 5: Expenses, any?**

If none, go to Ques 6.

- 3 compare the expenses (*posted items - \$ actually spent*): [*Budget's Actual Expenditures*] with [*Fund Equity's Expenses (Current BRef)*]; **MUST BE EQUAL**
  - if not, check:
    - that any corrections from last month were entered correctly.
    - were there any discrepancies on the Rev/Exp tab?
    - any discrepancies from last month still outstanding?
- 4 compare the Soft Commitments (*budget-checked-but-not-posted items*): [*Budget's Expense Soft Commitments*] with [*Fund Equity's Soft Commitments (Current BRef)*]; **MUST BE EQUAL**
  - if not, check:
    - that any corrections from last month were entered correctly.
    - were there any discrepancies on the Soft Commitments tab?
    - any discrepancies from last month still outstanding?
- 5 compare the Open Commitments (*remaining PO's and/or Payroll [Encumbrances]*): [*Budget's Open Commitments*] with [*Fund Equity's Open Commitments (Current BRef)*]; **MUST BE EQUAL**
  - if not, check:
    - that any corrections from last month were entered correctly.
    - were there any discrepancies on the Open Commitments tab?
    - any discrepancies from last month still outstanding?

**Ques 6: Still cannot find amount(s)?**

Please call Finance for an appointment.