

## REPORTS LEGEND:

<b>Report Number</b>	<b>Report Name</b>	<b>Description</b>	<b>Can be run by:</b>
1063.1	Budget Summary	Total Revenue & Expense activity per cost center <i>(one-liner)</i>	As of selected period
1063.2	Budget Account Summary	Revenue & Expense activity per cost center, with further breakdown of budget node (total) within cost center <i>(same as 1074.1)</i>	As of selected period
1063.3	Actual Account Summary	Revenue & Expense activity per cost center, with further breakdown of account (total) within budget node (total) within cost center <i>(same as 1074.2)</i>	As of selected period

Business Unit : 00765 Univ. of Houston - Victoria

UNIVERSITY OF HOUSTON - SYSTEM

Page No. : 25  
Report ID : UGLS1063.1  
Database : FSPRD  
Run Date : 02/28/2005  
Run Time : 02:08:34 PM

Budget Summary  
Period Ended February 28, 2005 (Through Period 6).  
Results Are Limited To Current Budget Reference

1	2	3	4	5	6	7	8	9	10
Cost Center	Prog/Proj Description	Acc Base Type (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available	
1061 V0014 F0263 NA	BUD OFF SALARIES	EXP	59,770.00	59,770.00	4,405.36	29,246.98	30,864.55	0.00	-341.53
2064 V0014 F0365 NA	BUD OFF M&O	REV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00
2064 V0014 F0365 NA	BUD OFF M&O	EXP	5,100.00	12,100.00	1.41	1,529.91	0.00	0.00	10,570.09
2077 V0014 F0411 NA	BUD OFF DISC	EXP	250.00	822.53	0.00	285.00	0.00	0.00	537.53
DEPTID V0014		REV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00
DEPTID V0014		EXP	65,120.00	72,692.53	4,406.77	31,061.89	30,864.55	0.00	10,766.09

**BUDGET SUMMARY REPORT (1063.1) – Cost Center’s total REVENUE and EXPENSE (One Liner):**

If Rev & Exp:  
Add together  
to get a  
“bottom line”  
for each cost  
center

- 1 = **Cost Center** - Cost Center chartfields: fund, department, program, and project/grant.
  - 2 = **Prog/Proj Description** – Program/Project chartfield name.
  - 3 = **Acc Typ** – type of account, i.e., *revenue or expense*.
  - 4 = **Base (Original)** - total base budget (ORG) for account node (*beginning at start of fiscal year*); **REV = negative(-) = est. to be rec'd;**  
**EXP = positive(+) = plan to spend.**
  - 5 = **Current (Orig + Adj)** – total final scenario (ORG) budget for account node (*base +/- all adjustments to-date*); **REV = negative(-) = est. to be rec'd;**  
**EXP = positive(+) = plan to spend**
  - 6 = **Current Rev/Exp** – revenue & expense activity (*posted only*) for budget account for the reporting period listed in heading; **REV = negative(-) = rec'd;**  
**EXP = negative(-) = credited/returned; positive(+) = spent.**
  - 7 = **YTD/PTD Rev/Exp** – if non-proj => fiscal Year-To-Date Revenue & expense activity (*posted only*) for budget account (*including current month*);  
**REV = negative(-) = rec'd; EXP = negative(-) = credited/returned; positive(+) = spent.**  
– if proj or grant => Project-To-Date revenue & expense activity (*posted only*) for the budget account (*including current month*);  
**REV = negative(-) = rec'd; EXP = negative(-) = credited/returned; positive(+) = spent.**
  - 8 = **Open Commitments** – open commitments (*POs*) and encumbrances (*Payroll*) as of the period ending date;  
**EXP = negative(-) = to be credited/returned; positive(+) = to be spent.**
  - 9 = **Soft Commitments** – Total 'budget-checked-but-not-posted' activity as of reporting period in heading;  
**REV = negative(-) = rec'd; EXP = negative(-) = credited/returned; positive(+) = spent.**
  - 10 = **Budget Available** – **REV:** Remaining revenue goal; difference between final budgeted & total revenue rec'd to date;  
**neg.(-)=short/needs to be rec'd yet; pos.(+)= rec'd over budgeted amt/amt available to spend.**  
**EXP:** Remaining spending authority; diff. between final budgeted & total spent to date;  
**neg.(-)=short/over-spent; pos.(+)=amt left to spend;**
- Both calculated as: Final Budget Amt less YTD Rev/Exp less Open Commitments less Soft Commitments
- (10) = (5) - [ (7) + (8) + (9) ]**

Business Unit : 00765 Univ. of Houston - Victoria		UNIVERSITY OF HOUSTON - SYSTEM									
		Budget Account Summary									
		Period Ended February 28, 2005 (Through Period 6).									
		Results Are Limited To Current Budget Reference									
		Page No. : 3									
		Report ID : UCLS1063.2									
		Database : PSDB									
		Run Date : 04/12/2005									
		Run Time : 10:15:08 PM									
Cost Center	Prog/Proj Description	Acc Budg Type	Budg Acct Descr	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available	
1061 V0014 F0263 NA	BUD OFF SALARIES	EXP	B5006 L3 - SGW	59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	-342.89	
		V0014 1061 F0263 NA	EXP	59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	-342.89	
		V0014 1061 F0263 NA	NET	59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	-342.89	
2064 V0014 F0365 NA	BUD OFF MGO	REV	B4019 IDC RECOV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MGO	EXP	B5006 L3 - SGW	0.00	158.65	0.00	158.65	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MGO	EXP	B5007 L3 - FRING	0.00	22.48	0.00	22.48	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MGO	EXP	B5009 L3 - MGO	5,100.00	11,918.87	1.41	1,348.78	0.00	0.00	10,570.09	
		V0014 2064 F0365 NA	REV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	
		V0014 2064 F0365 NA	EXP	5,100.00	12,100.00	1.41	1,529.91	0.00	0.00	10,570.09	
		V0014 2064 F0365 NA	NET	1,361.00	8,361.00	1.41	-2,209.09	0.00	0.00	10,570.09	
2077 V0014 F0411 NA	BUD OFF DISC	EXP	B5009 L3 - MGO	250.00	822.53	0.00	285.00	0.00	0.00	537.53	
		V0014 2077 F0411 NA	EXP	250.00	822.53	0.00	285.00	0.00	0.00	537.53	
		V0014 2077 F0411 NA	NET	250.00	822.53	0.00	285.00	0.00	0.00	537.53	
		DEPTID V0014	REV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	
		DEPTID V0014	EXP	65,120.00	72,692.53	4,903.71	31,558.83	30,368.97	0.00	10,764.73	

**BUDGET ACCOUNT SUMMARY REPORT (1063.2) – Cost Center’s total REVENUE and EXPENSE drilled down by budget node**

same columns and calculations as previous Budget Summary Report, with added breakdown by budget node:

11 = Budg Acct/Budg Acct Descr –Budget account node and corresponding description for transaction totals.

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Actual Account Summary  
 Period Ended February 28, 2005 (Through Period 6).  
 Results Are Limited To Current Budget Reference

Cost Center	Prog/Proj Description	Acc Budg Typ Acct	Actual Acct	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Commitment	Soft Commitment	Budget Available
1061 V0014 P0263 NA	BUD OFF SALARIES	EXP B5006		59,770.00	59,770.00					
1061 V0014 P0263 NA	BUD OFF SALARIES	EXP B5006	50104			3,908.42	23,450.52	23,643.26	0.00	
1061 V0014 P0263 NA	BUD OFF SALARIES	EXP B5006	50107			993.88	6,293.40	6,725.71	0.00	
V0014 1061 P0263 NA	EXP			59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	-342.89
V0014 1061 P0263 NA	NET			59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	-342.89
2064 V0014 P0365 NA	BUD OFF M&O	REV B4019		-3,739.00	-3,739.00					
2064 V0014 P0365 NA	BUD OFF M&O	REV B4019	42600			0.00	-3,739.00	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5006		0.00	158.65					
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007		0.00	22.48					
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009		5,100.00	11,918.87					
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5006	50107			0.00	158.65	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007	51102			0.00	0.79	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007	51103			0.00	0.03	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007	51108			0.00	2.30	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007	51109			0.00	9.84	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5007	51111			0.00	9.52	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009	52503			0.00	1,120.00	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009	52807			1.41	10.91	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009	53900			0.00	138.87	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009	54901			0.00	49.00	0.00	0.00	
2064 V0014 P0365 NA	BUD OFF M&O	EXP B5009	55101			0.00	30.00	0.00	0.00	
V0014 2064 P0365 NA	REV			-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00
V0014 2064 P0365 NA	EXP			5,100.00	12,100.00	1.41	1,529.91	0.00	0.00	10,570.09
V0014 2064 P0365 NA	NET			1,361.00	8,361.00	1.41	-2,209.09	0.00	0.00	10,570.09
2077 V0014 P0411 NA	BUD OFF DISC	EXP B5009		250.00	822.53					
2077 V0014 P0411 NA	BUD OFF DISC	EXP B5009	54907			0.00	25.00	0.00	0.00	
2077 V0014 P0411 NA	BUD OFF DISC	EXP B5009	55101			0.00	50.00	0.00	0.00	
2077 V0014 P0411 NA	BUD OFF DISC	EXP B5009	55108			0.00	210.00	0.00	0.00	
V0014 2077 P0411 NA	EXP			250.00	822.53	0.00	285.00	0.00	0.00	537.53
V0014 2077 P0411 NA	NET			250.00	822.53	0.00	285.00	0.00	0.00	537.53
DEPTID V0014	REV			-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00
DEPTID V0014	EXP			65,120.00	72,692.53	4,903.71	31,558.83	30,368.97	0.00	10,764.73

**ACTUAL ACCOUNT SUMMARY REPORT (1063.3) – Cost Center’s total REVENUE and EXPENSE drilled down by budget node, then by account:**

same columns and calculations as previous Budget Account Summary Report, with added breakdown by account within budget node:

12 = Actual Acct –account number for transaction totals.