

REPORT UGLS1063 – BUDGET SUMMARY

- Used for:**
- ◆ can print one-line cost center remaining balances (*budget less expenditures less encumbrances*)
 - ◆ Same format as 1074
 - ◆ current or as of a date you specify
 - ◆ totals include budget checked and posted
- NOTE:** Multiple sort options

Access the Financial Production database: <https://my.uh.edu/fs>

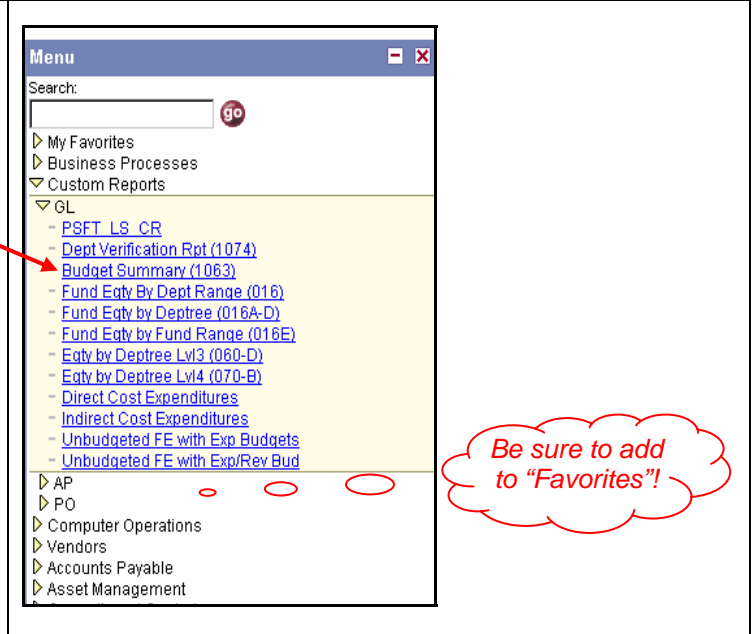
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION


From the Menu select:

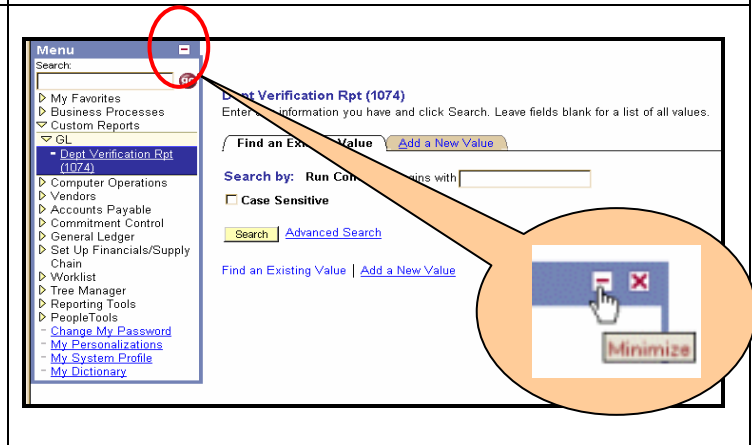
- ▶ Custom Reports
- ▶ GL
- ▶ Budget Summary (1063)



Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an Expand button  if needed again.



INSTRUCTIONS

1 Budget Summary (1063) panel:

Default tab is **Add a New Value** tab.
For first time only: fill in a meaningful and specific name.

➤ Click on **Add**

➤ Now proceed to Step 3.

BBA Summary (1063)

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

Or to Look for a Run Control:

➤ Click on the **Find an Existing Value** to look for a run control that you have already set up.

➤ Click on **Search** to view a listing of your established **Run Control IDs**.

➤ Proceed to Step 2

BBA Summary (1063)

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 by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

BBA Summary (1063)

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All First 1-12 of 12 Last

Run Control ID	Language Code
1064	English
1074-KMC	English
BAL_REV_RPT_KC	English
Budget_Summary_1063_G000145	English
PROJ_GRT_BUDGET_STATUS_KC	English
P_G_BUDGET_STATS	English
Posted_Vouchers	English
Print_Voucher	English

2 Click once on the **Run Control ID** name from the search results and it will open the **Report Parameters** page for that **Run Control ID**.

BBA Summary (1063)

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All First 1-12 of 12 Last

Run Control ID	Language Code
1064	English
1074-KMC	English
BAL_REV_RPT_KC	English
Budget_Summary_1063_G000145	English
PROJ_GRT_BUDGET_STATUS_KC	English
P_G_BUDGET_STATS	English

RUN PROCESS

3 The Report Parameters panel will appear;

Fill in, check, or change the following information:

- **Business Unit = 00765**
(defaults to your business unit)
- **To FY/Period field = desired Fiscal Year / desired month**

Period=fiscal month#:	
Sept = 1	Mar = 7
Oct = 2	Apr = 8
Nov = 3	May = 9
Dec = 4	Jun = 10
Jan = 5	July = 11
Feb = 6	Aug = 12
13 th month = 998	

4 **NEW in 8.4:** default is none selected; click to select/deselect as desired.

If you want to request an entire department's cost center, this will not print those that are "inactive".

Used to put multiple requests on same page; otherwise, puts them on separate pages.

Prior year balances are included when not checked.

NOTE:

This is only for cost center status, not for whether there is "activity" or not.

5 **Report Selection:** default is none selected; click to select/deselect any report desired.

(Section #)

- (.1) **Budget Summary** = shows rev & exp totals (one liners)
- (.2) **Budget Account Summary** = more detail; shows rev & exp budget node totals within cost centers (same as 1074.1)
- (.3) **Actual Account Summary** = still more detail; shows rev & exp individual actual account totals within cost centers. (same as 1074.2)

REPORT UGLS1063 – BUDGET SUMMARY

6 Scroll Area Section:

SpeedType

- Enter the speedtype/code/chart for a specific cost center to fill in all the chartfields automatically.
- Press **tab** key and cost center will populate.

OR

Enter desired chartfield information as needed:

Fund = All, Group, or Some.

All = will select all funds

Some = to specify one or a range; must indicate by entering a **To** and **From** range in the text boxes that will appear once 'Some' is selected.

Deptid = All, Group, or Some. Same applies as above.

Prog = All, Group, or Some. Same applies as above.

Project = All, Group, or Some. Same applies as above.

If no other requests needed, skip to **Step 8**.

NOTE: Ability to run multiple depts./cost centers/programs at one time

- 1XXX State
- 2XXX Designated
- 3XXX Auxiliary
- 4XXX Restricted
- 5XXX Grants
- 6XXX Endow. & Loans
- 7XXX Plant
- 9XXX Agency

7 If more than one request is desired:

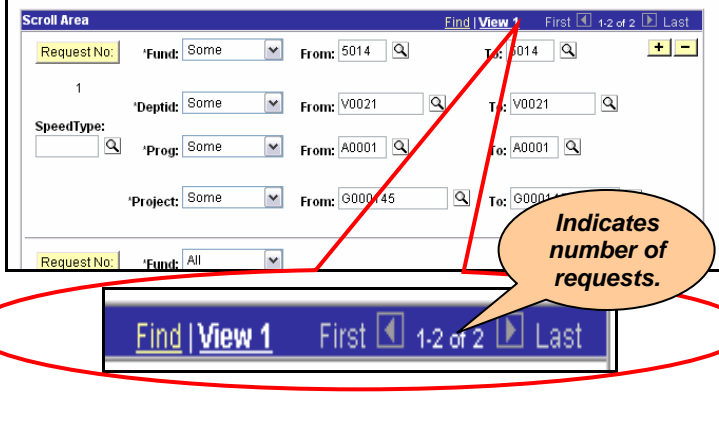
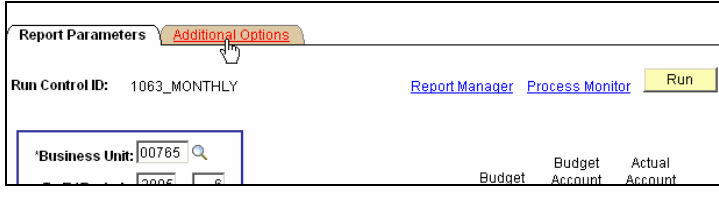
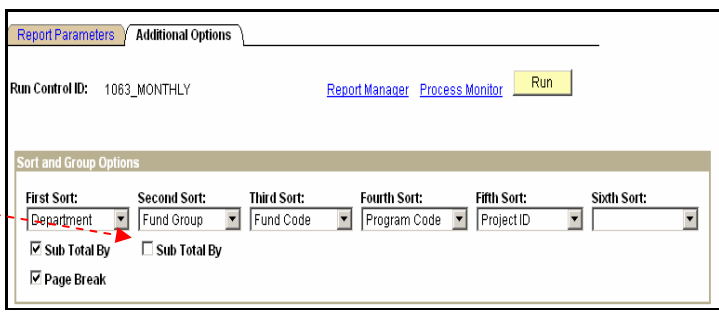
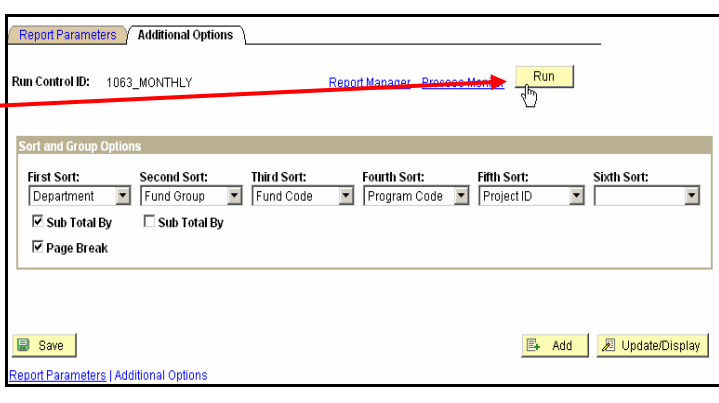
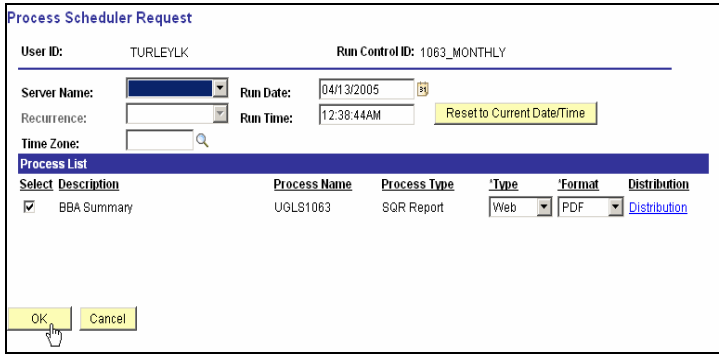
- Click on the **+...** in the right hand corner of the Scroll Area to insert 1 additional request at a time.

- Fill in speedtype/chartfields with information for desired cost center(s), same as **Step 6**.

- **NOTE:** The Request No. will change.

NOTE: To delete a Request, click on the **-** to the right of the **+...** in the Scroll Area. (Note: Your cursor has to be in the field of the request that you wish to delete before clicking on the minus button.)

REPORT UGLS1063 – BUDGET SUMMARY

<p>NOTE:</p> <p>Can use the directional arrows or the View All link in the Scroll Area header to view multiple Run Control requests, if any.</p>															
<p>8 Click on <i>Additional Options</i> tab:</p>															
<p>9 Choose any different subtotal groups: <i>default is none selected; click to select/deselect desired group.</i></p> <p>NOTE: To eliminate the fund totals, deselect Sub Total By under Second Sort.</p>															
<p>10 “Run” report:</p> <p>➤ Then click Run in the right hand corner of window.</p>															
<p>11 <i>Process Scheduler Request</i> panel appears. <u>All the necessary information defaults in.</u> ONLY:</p> <p>➤ Click OK.</p> <p>You will be returned to the <i>Report Parameters</i> panel.</p>	 <table border="1" data-bbox="803 1711 1502 1774"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>Type</th> <th>Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BBA Summary</td> <td>UGLS1063</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	BBA Summary	UGLS1063	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	BBA Summary	UGLS1063	SQR Report	Web	PDF	Distribution									

REPORT UGLS1063 – BUDGET SUMMARY

12 Check the status of reports being processed.

➤ Click on the [Process Monitor](#) link (top right) to view the progress of the report being run.

➤ Click on the [Refresh](#) to update status on screen, as necessary, until **Run Status** = Success & **Distribution Status** = Posted.

To view the report in PDF, go to Step 14.

Report Parameters Additional Options

Run Control ID: 1063_MONTHLY [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 732269

Sort and Group Options

First Sort: Department Second Sort: Fund Group Third Sort: Fund Code Fourth Sort: Program Code Fifth Sort: ProjectID Sixth Sort:

Sub Total By Sub Total By Page Break

Process List [Server List](#)

View Process Request For

User ID: TURLEYLK Type: Last: 5 Days Refresh

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 checked="" type="checkbox"/>	732269		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/13/2005 12:38:18AM CDT	Success	Posted	Details
<input type="checkbox"/>	732253		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/12/2005 10:14:43PM CDT	Success	Posted	Details
<input type="checkbox"/>	727600		SQR Report	UGLS1074 TURLEYLK	TURLEYLK	04/11/2005 1:58:20PM CDT	Success	Posted	Details

13 To Run another report:

➤ Click on the [Go back to BBA Summary \(1063\)](#) to return to **Report Parameters** panel.

➤ To change parameters: Repeat Steps 3 thru 11, or

➤ To search for another report: Go to Step 1.

Process List [Server List](#)

View Process Request For

User ID: TURLEYLK Type: Last: 5 Days Refresh

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"/>	732269		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/13/2005 12:38:18AM CDT	Success	Posted	
<input type="checkbox"/>	732253		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/12/2005 10:14:43PM CDT	Success	Posted	
<input type="checkbox"/>	727600		SQR Report	UGLS1074 TURLEYLK	TURLEYLK	04/11/2005 1:58:20PM CDT	Success	Posted	
<input type="checkbox"/>	722573		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/08/2005 10:08:53AM CDT	Success	Posted	

[Go back to BBA Summary \(1063\)](#)

[Save](#) [Notify](#)

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

14 To View Report:

➤ Click on the [Details](#) link of desired report.

Process List [Server List](#)

View Process Request For

User ID: TURLEYLK Type: Last: 5 Days Refresh

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 checked="" type="checkbox"/>	732269		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/13/2005 12:38:18AM CDT	Success	Posted	Details
<input type="checkbox"/>	732253		SQR Report	UGLS1063 TURLEYLK	TURLEYLK	04/12/2005 10:14:43PM CDT	Success	Posted	Details
<input type="checkbox"/>	727600		SQR Report	UGLS1074 TURLEYLK	TURLEYLK	04/11/2005 1:58:20PM CDT	Success	Posted	Details

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NOTES:

HINT: Since version 8.4 is web-based, report programs are run on a central server which means that you will not see the various report icons (SQR, Crystal) on the Taskbar of your desktop (computer's monitor screen). Instead, when you click on the Run button, the task of running the report is turned over to the Process Monitor [server in Houston] and report output is accessed through details either the Report Manager or Process Monitor links when the report is shown as successful.

Sample of UGL1063.1 report:

UNIVERSITY OF HOUSTON - SYSTEM										
Business Unit : 00765 Univ. of Houston - Victoria		Budget Summary							Page No. : 1	
Period Ended February 28, 2005 (Through Period 6).										
Results Are Limited To Current Budget Reference										
Cost Center	Prog/Proj Description	Acc Base Typ (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 - SLW	59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	0.00	-342.89
2064 V0014 F0365 NA	BUD OFF MLO	REV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	0.00
2064 V0014 F0365 NA	BUD OFF MLO	EXP	5,100.00	12,100.00	1.41	1,529.91	0.00	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	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

Sample of UGL1063.2 report:

UNIVERSITY OF HOUSTON - SYSTEM										
Business Unit : 00765 Univ. of Houston - Victoria		Budget Account Summary							Page No. : 3	
Period Ended February 28, 2005 (Through Period 6).										
Results Are Limited To Current Budget Reference										
Cost Center	Prog/Proj Description	Acc Budg Typ Acct	Budg Acct 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 - SLW	59,770.00	59,770.00	4,902.30	29,743.92	30,368.97	0.00	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 MLO	REV B4019 IDC RECOV	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	0.00
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5006 L3 - SLW	0.00	158.65	0.00	158.65	0.00	0.00	0.00	0.00
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 L3 - FRING	0.00	22.48	0.00	22.48	0.00	0.00	0.00	0.00
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 L3 - MLO	5,100.00	11,918.87	1.41	1,348.78	0.00	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 - MLO	250.00	822.53	0.00	285.00	0.00	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

Sample of UGL1063.3 report:

UNIVERSITY OF HOUSTON - SYSTEM										
Business Unit : 00765 Univ. of Houston - Victoria		Actual Account Summary							Page No. : 5	
Period Ended February 28, 2005 (Through Period 6).										
Results Are Limited To Current Budget Reference										
Cost Center	Prog/Proj Description	Acc Budg Actual Typ Acct	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	59,770.00	59,770.00	3,908.42	23,450.52	23,643.26	0.00	0.00	
1061 V0014 F0263 NA	BUD OFF SALARIES	EXP B5006 50104			993.88	6,293.40	6,725.71	0.00	0.00	
1061 V0014 F0263 NA	BUD OFF SALARIES	EXP B5006 50107						0.00	0.00	
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 MLO	REV B4019	-3,739.00	-3,739.00	0.00	-3,739.00	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	REV B4019 42600						0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5006	0.00	158.65	0.00	158.65	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007	0.00	22.48	0.00	22.48	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009	5,100.00	11,918.87	0.00	1,348.78	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5006 50107			0.00	158.65	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 51102			0.00	0.79	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 51103			0.00	0.03	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 51108			0.00	2.30	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 51109			0.00	9.84	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5007 51111			0.00	9.52	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 52503			0.00	1,120.00	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 52807			1.41	10.91	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 53900			0.00	138.87	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 54901			0.00	49.00	0.00	0.00	0.00	
2064 V0014 F0365 NA	BUD OFF MLO	EXP B5009 55101			0.00	30.00	0.00	0.00	0.00	
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	250.00	822.53	0.00	285.00	0.00	0.00	0.00	537.53
2077 V0014 F0411 NA	BUD OFF DISC	EXP B5009 54907			0.00	25.00	0.00	0.00	0.00	
2077 V0014 F0411 NA	BUD OFF DISC	EXP B5009 55101			0.00	50.00	0.00	0.00	0.00	
2077 V0014 F0411 NA	BUD OFF DISC	EXP B5009 55108			0.00	210.00	0.00	0.00	0.00	
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