Table of Contents

Accounts Payable Reports .................................................................................................................. 3
  AP Transactions Report .................................................................................................................. 3
  AP Aging Report .......................................................................................................................... 5

Budget Reports .................................................................................................................................. 7
  Funds Available Report ................................................................................................................ 7
  Budget Variance Report ................................................................................................................ 9
  Funds Available – Grants .............................................................................................................. 11
  Recognized Revenue – Running Sum ........................................................................................... 13
  Recognized Revenue by Period .................................................................................................... 14
  Funds Available – Budget Dept Tree ............................................................................................ 15
  Open Encumbrances Report ......................................................................................................... 17

General Ledger Reports ................................................................................................................... 19
  Monthly Balance Sheet ................................................................................................................ 19
  GL Account Balances Tree Report, and GL Account Balances Report ..................................... 20
  Trial Balance Report, and Trial Balance (Tree) ......................................................................... 22
Finance Reports

General Overview
The main menu displays and lists the options under Finance and Human Resources.

Finance has three categories of reports:

- **Accounts Payable** offers AP Transactions and AP Aging Reports.
- **Budgets** offers a Funds Available, Budget Variance, Funds Available – Grants, Recognized Revenue (Sum), Recognized Revenue by Period, Funds Available – Budget Dept Tree, and Open Encumbrances reports.
- **General Ledger** has a Monthly Balance Sheet, GL Account Balances (Tree), Trial Balance, Trial Balance (Tree), and GL Account Balances report.

Click on the desired category and report from the Home page **OR** Click **Dashboards** from the top menu bar to navigate to the desired report.

From any page clicking the **Home** from the top menu bar takes you back to this page.
Accounts Payable Reports

AP Transactions Report
This report lists AP transactions for selected suppliers for the specified fiscal year(s) and period(s). The dashboard filters are listed below: (the black dots):

1. **Payables Invoicing Business Unit Name**: UTARL defaults. Select the drop down to choose other options.
2. **Supplier Name**: The suppliers are listed in alphabetical order in the drop-down list. Multiple suppliers can be chosen, use the more/search option to list additional suppliers in the list, or search select suppliers.
3. **Fiscal Year**: Can choose one or many fiscal year options. This is the UTA fiscal year (Sept 1 – August 31) and is the calendar year in which the year ends.
4. **Fiscal Period**: The fiscal period options in the drop down vary depending on the fiscal year selection. The fiscal periods are the month and calendar year within the UTA fiscal year. Example: 2018-09-01 = Period 1 for fiscal year 2019.

**Note**: If you choose multiple fiscal years you may see the same period but referencing a different calendar year.

5. **Source AP Transaction Status**: Select the status of the transaction to be viewed; i.e. Open, Cleared, or All.
6. **AP Transaction Type Name**: Select the general classification of the transaction. Example: Original, Manual.
7. **AP Transaction Subtype Name**: All AP transactions require an invoice type to coincide with the entry. Select the type or types from the drop-down list; i.e. invoice, credit memo to see in the results list.
8. **AP Transaction Posted Status**: Select to see Posted, Unposted, or All transactions.
9. **Invoice Cleared Fiscal Date**: Enter the “between dates”. These fields work in conjunction with the fiscal year and fiscal period and can narrow down the transaction dates that are displayed in the results. Click on the calendar icon to choose dates.

Following are the report column descriptions (the red dots).

### AP Transactions Report Column Descriptions

1. **Fiscal Date**: This is the date that the transaction was entered and is based on values entered in the fiscal date field prompt.
2. **Voucher ID**: This is the 8-digit number associated with the UT Share payment voucher. A payment voucher is used to process payment for purchase orders and non-purchase orders.
<table>
<thead>
<tr>
<th></th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Invoice Number</strong>: The supplier’s billing document number.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Purchase Order Number</strong>: The purchase order number is the number assigned to the purchase order document sent to the supplier. The purchase order authorizes the purchase transaction.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Supplier Name</strong>: The name the Supplier does business under.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Legal Entity Name</strong>: The 3-digit business unit number associated with UTARL (UT Arlington).</td>
</tr>
<tr>
<td>7</td>
<td><strong>AP Transaction Status</strong>: Shows the status of payment, whether it’s cleared, or still open for example.</td>
</tr>
<tr>
<td>8</td>
<td><strong>AP Approval Status</strong>: Shows the Accounts Payable payment status.</td>
</tr>
<tr>
<td>9</td>
<td><strong>AP Transaction Type Name</strong>: This lists the transaction entry classification/description. Example: Original, Error, Manual.</td>
</tr>
<tr>
<td>10</td>
<td><strong>AP Transaction Subtype Name</strong>: This is the invoice document type that coincides with the transaction entry.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Payment Terms Name</strong>: Represents the period-of-time allowed to pay off an amount due to a supplier.</td>
</tr>
<tr>
<td>12</td>
<td><strong>Invoiced Fiscal Date</strong>: The date on the actual supplier’s invoice document.</td>
</tr>
<tr>
<td>13</td>
<td><strong>Invoice Cleared Fiscal Date</strong>: The actual date the supplier invoice was paid.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Payment Due Fiscal Date</strong>: The calculation between the Invoiced fiscal date and the payment terms.</td>
</tr>
<tr>
<td>15</td>
<td><strong>AP Amount</strong>: They amount paid to the vendor.</td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
AP Aging Report

The AP Aging report lists a summary of supplier invoice aging amounts as a percent of the total overdue, by the aging bucket name (current, 30, 60, 90+ days). The combination bar and line chart display a graphical presentation of the data. The dashboard filters are listed below: (the black dots):

1. Payables Invoicing Business Unit Name: UTARL defaults. Select the drop down to choose other options.
2. Supplier Name: The suppliers are listed in alphabetical order in the drop-down list. Multiple suppliers can be chosen, use the more/search option to list additional suppliers in the list, or search select suppliers.
3. Fiscal Year: Can choose one or many fiscal year options. This is the UTA fiscal year (Sept 1 – August 31) and is the calendar year in which the year ends.
4. Fiscal Period: The fiscal period options in the drop down vary depending on the fiscal year selection. The fiscal periods are the month and calendar year within the UTA fiscal year. Example: 2018-09-01 = Period 1 for fiscal year 2019.

Note: If you choose multiple fiscal years you may see the same period but referencing a different calendar year.

5. Source AP Transaction Status: Select the status of the transaction to be viewed; i.e. Open, Cleared, or All.
6. AP Transaction Type Name: Select the general classification of the transaction. Example: Original, Manual.
7. AP Transaction Subtype Name: All AP transactions require an invoice type to coincide with the entry. Select the type or types from the drop-down list; i.e. invoice, credit memo to see in the results list.
8. AP Transaction Posted Status: Select to see Posted, Unposted, or All transactions.
9. Invoice Cleared Fiscal Date: Enter the “between dates”. These fields work in conjunction with the fiscal year and fiscal period and can narrow down the transaction dates that are displayed in the results. Click on the calendar icon to choose dates.

Click the desired blue hyperlinks under the Aging Amount columns to drill-down into the report and get the Payments Overdue Invoice Aging Report (see page 5) to see which vendors are listed under each Aging Bucket.
The Payments Overdue Invoice Details Aging Report below displays the vendor result list from the hyperlink clicked above.

This report displays a list of suppliers in ascending order with aging amounts based on the previous option selected. Drill down to see the supplier details using the blue hyperlink, OR view the supplier details in the second report displayed at the bottom of the screen.

See the transaction details that makes up the total aging amount.
Budget Reports

Funds Available Report

This provides a view to department funds information.

The dashboard filters for this report are listed below: (the black dots):

1. **Budget Year**: Coincides with the fiscal year calendar (Sept 1 – Aug 31) and is designated by the calendar year in which it ends. Can select multiple budget years if necessary.
2. **Accounting Period**: The accounting periods are numbered 1-12 and correspond to the UTA fiscal year calendar months. Example: September = Accounting Period 1. Can select multiple accounting periods.
3. **Department**: Select the 6-digit number used to identify a campus organization. Can select multiple options.
4. **Cost Center**: The cost center values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific cost centers if desired.
5. **Account #**: The Account# values will automatically populate based on the department selected. The account # identifies the nature of the transaction. The default selection checked is All Column Values. Uncheck the default and select specific Account #s if desired.
6. **Fund**: The Fund values represent the source of the money. This field will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Funds if desired.
7. **Function**: The NACUBO (National Association of College and University Business Officers) 3-digit code is used to track expenditures based on federal requirements. The Function values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Functions if desired.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

<table>
<thead>
<tr>
<th>Funds Available Column Report Descriptions</th>
</tr>
</thead>
</table>
| **1. Budget Period**: The budget year usually
  coincides with the fiscal year calendar (Sept 1
  through Aug 31). It is designated by the calendar
  year in which it ends. For example, the Budget Year
  that begins Sep 1, 2018 and ends Aug 31, 2019 is
  posted to budget period 2019. |
| **2. Department**: The 6-digit number used to
  identify a campus organization. |
## Funds Available Column Report Descriptions

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Cost Center</strong>: A 6-digit number used to track financial activity for non-projects. Cost share cost center numbers will also show in this report if they fall into that scenario. Cost Share is used when the project sponsor funding does not cover all of the project costs. In this scenario a cost share cost center is created.</td>
<td>4</td>
<td><strong>Roll forward</strong>: The systematic establishment of a new accounting periods balances by using (rolling forward) prior accounting period data.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Original Budget Amount</strong>: The amount originally budgeted for the Cost Center.</td>
<td>6</td>
<td><strong>Budget Adjustments</strong>: The amount that was changed or updated in the budget.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Total Budget Amount</strong>: The total amount of available budget (Roll Forward + Original Budget Amount + Budget Adjustments).</td>
<td>8</td>
<td><strong>Associated Revenue</strong>: Cost centers that generate revenue which typically funds the departments own budget. The revenue is associated with the A4000 account line and is available to be spent up to the amount shown on the budget overview.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Pre-Encumbrance</strong>: A Pre-Encumbrance is a process that holds funds for an anticipated expense (e.g. Requisitions).</td>
<td>10</td>
<td><strong>Encumbrance</strong>: An Encumbrance is a process that reserves funds for an anticipated expenditure. Examples of an Encumbrance include Purchase Orders, Travel Authorizations and Salary.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Expenditures</strong>: The total expenses charged against the budget. Examples of an Expenditure include Accounts Payable Vouchers, Expense Reports, and Journals.</td>
<td>12</td>
<td><strong>Funds Available</strong>: The total dollar amount remaining.</td>
</tr>
</tbody>
</table>
| 13 | **Funds Available %**: The percentage of the budget that remains. | 14 | The Flags beside the Funds Available % values are alert indicators:  
  - = Indicates a percentage of funds remaining below 10%.  
  - = Indicates that greater than 20% of the budget amount is still available.  
  - = Indicates a percentage of funds remaining between 10% and 20%, serving as a warning. |
| 15 | **Estimated Revenue**: Is established during the fiscal year budget process by the department. This is an estimated amount of funds to be collected for the budgeted period. | 16 | **Recognized Revenue**: Revenue/Income that has been earned within the accounting period (not deferred revenue/income). |
Budget Variance Report

This report lists a summary of department cost center funds.

The dashboard filters for this report are listed below: (the black dots):

1. **Budget Year**: Coincides with the fiscal year calendar (Sept 1 – Aug 31) and is designated by the calendar year in which it ends. Can select multiple budget years if necessary.
2. **Accounting Period**: The accounting periods are numbered 1-12 and correspond to the UTA fiscal year calendar months. Example: September = Accounting Period 1. Can select multiple accounting periods.
3. **Department**: Select the 6-digit number used to identify a campus organization. Can select multiple options.
4. **Cost Center**: The cost center values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific cost centers if desired.
5. **Account #**: The Account# values will automatically populate based on the department selected. The account # identifies the nature of the transaction. The default selection checked is All Column Values. Uncheck the default and select specific Account #s if desired.
6. **Fund**: The Fund values represent the source of the money. This field will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Funds if desired.
7. **Function**: The NACUBO (National Association of College and University Business Officers) 3-digit code is used to track expenditures based on federal requirements. The Function values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Functions if desired.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Budget Variance Report Column Descriptions**

1. **Department**: The 6-digit number used to identify a campus organization.
2. **Cost Ctr Display Name**: A 6-digit number and description used to track financial activity for non-projects.
3. **Total Budget Authority**: This is your actual budget for the fiscal year. The Original Budget, Adjusted Budget and Associate Revenue (if applicable) is included in this total.
4. **Expenditures**: The total expenses charged against the budget. Examples of an Expenditure include Accounts Payable Vouchers, Expense Reports, and Journals.
5. **Variance**: The total expenses charged against the budget. Examples of an Expenditure include
6. **Encumbrances**: The total Encumbrances and Pre-Encumbrance charged against the budget.
## Budget Variance Report Column Descriptions

| Accounts Payable Vouchers, Expense Reports, and Journals. | • An Encumbrance is a process that reserves funds for an anticipated expenditure. Examples of an Encumbrance include Purchase Orders, Travel Authorizations and Salary.  
• A Pre-Encumbrance is a process that holds funds for an anticipated expense (e.g. Requisitions). |
| 7. Total Spending: The total amount spent. | 8. % Spending to Total Authority: The percentage of your total budget spent. |
| 9. Available Balance: The total dollar amount remaining. | 10. Total Budget Current Period: This is the Total Budget Authority divided by 12. |
Funds Available – Grants

This report displays funding information about department grants.

Note: If your department does not have Grants, the results will be blank.

The dashboard filters for this report are listed below: (the black dots):
1. **Department**: Select the 6-digit number used to identify the campus organization.
2. **Project Display Name**: These are listed by project number and project name. Can select multiple projects.
3. **Account #**: These values will automatically populate based on the department selected. This reflects the budgeted account. The default selection checked is All Column Values. Uncheck the default and select the specific Account #(s) if desired.
4. **Project Manager ID**: Select the project manager employee ID responsible for the project. This drop-down list is by Employee ID#, not by name.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Funds Available - Grants Report Column Descriptions**

1. **Project**: The numeric identifier, and the project name. This is used to track the Financial Activity for projects.
2. **Project Manager ID**: This is the employee ID# associated with the project manager responsible for the grant funding overall.
3. **Project Manager Name**: The name associated with the employee ID.
4. **Cost Center**: The cost center will be blank unless it is a part of a cost share scenario. Cost Share is used when the project sponsor funding does not cover all of the project costs. In this scenario a cost share cost center is created.
5. **Original Budget Amount**: The amount originally budgeted for the project.
6. **Budget Adjustments**: This displays the financial adjustments made (if any) to the original budget amount.
7. **Total Budget Amount**: The total amount of available budget. (Original Budget Amount + Budget Adjustments).
8. **Pre-encumbrance**: A Pre-Encumbrance is a process that holds funds for an anticipated expense (e.g. Requisitions).
9. **Encumbrance**: An Encumbrance is a process that reserves funds for an anticipated expenditure.
10. **Expenditures**: The total expenses charged against the budget. Example AP Vouchers, or Expense Reports.
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td><strong>Funds Available</strong>: The total dollar amount remaining.</td>
</tr>
<tr>
<td>12</td>
<td><strong>Funds Available %</strong>: The percentage of the budget that remains.</td>
</tr>
</tbody>
</table>
| 13 | The Flags beside the Funds Available % values are alert indicators:  
  - ⬤ = Indicates a percentage of funds remaining below 10%.  
  - ⬤ = Indicates that greater than 20% of the budget amount is still available.  
  - ⬤ = Indicates a percentage of funds remaining between 10% and 20%, serving as a warning. |
Recognized Revenue – Running Sum

This displays a running sum of revenue received during an accounting period in a table and line chart view.

**Note:** To determine the amount of revenue earned during an accounting period you’ll need to calculate it or refer to the Recognized Revenue by Period report. Example: Period 2 – Period 1 = the amount earned during period 2.

The dashboard filters for this report are listed below: (the black dots):

1. **Cost Center:** Select a cost center from the drop-down list or use the Search to find the one you need. These are listed in cost center ID order. Only one cost center can be selected.
2. **Budget Period:** Is equivalent to fiscal year. Select the year or years to display in the report and chart.
3. **Accounting Period:** Click the accounting period to see the data “as of” the accounting period selected.

![Recognized Revenue - Running Sum Report](image)

The line chart displays the recognized revenue by accounting period for the budget period selected.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Recognized Revenue – Running Sum Report Column Descriptions**

1. **Cost Ctr Display Name:** The 6-digit cost center number and the cost center description used to track financial activity for non-projects.
2. **Accounting Period:** The accounting periods are numbered 1-12 and correspond to the UTA fiscal year calendar months. Example: Sept = Accounting Period 1.
3. **Recognized Revenue:** This column displays the cost center’s running sum for the income/revenue earned during the accounting period.
Recognized Revenue by Period

The recognized revenue by period report presents the revenue received during an accounting period, and the running sum. The data is presented as a report, and in two different chart views.

- A Recognized Revenue by Accounting Period bar chart for the budget periods selected.
- A Recognized Revenue by Accounting Period bar chart combined with the Recognized Revenue Running Sum line graph added.

The dashboard filters for this report are listed below: (the black dots):

1. **Cost Center**: Select a cost center from the drop-down list or use the Search to find the one you need. These are listed in cost center ID order. Only one cost center can be selected.

2. **Budget Period**: Is equivalent to fiscal year. Select the year or years to display in the report and chart.

3. **Accounting Period**: Click the accounting period to see the data “as of” the accounting period selected.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Recognized Revenue by Period Report Column Descriptions**

1. **Cost Ctr Display Name**: The 6-digit cost center number and the cost center description used to track financial activity for non-projects.

2. **Accounting Period**: The accounting periods are numbered 1-12 and correspond to the UTA fiscal year calendar months. Example: Sept = Accounting Period 1.

3. **Recognized Revenue**: This column displays the cost center’s income/revenue earned during the accounting period.

4. **Recognized Revenue Running Sum**: This column displays the cost center’s running sum for the income/revenue earned.
Funds Available – Budget Dept Tree

The funds available – budget dept tree report is a hierarchical listing (tree) of departments and the department budget information within the fiscal year and accounting period selected. This tree enables the report to show budget dollars rolled up to a higher-level department such as at the college for example.

The dashboard filters for this report are listed below: (the black dots):

1. **Budget Year**: Coincides with the fiscal year calendar (Sept 1 – Aug 31) and is designated by the calendar year in which it ends. You can select multiple budget years if necessary.
2. **Accounting Period**: Click the accounting period to see the data “as of” the accounting period selected.
3. **Department**: Select the name used to identify the campus organization. You can select multiple departments.
4. **Cost Center**: All cost centers associated with the department are selected as the default. Uncheck the default and select the specific cost center(s) from the drop-down list or use the Search to find the one you need. These are listed in cost center ID order.
5. **Account #**: These values will automatically populate based on the department selected. This reflects the budgeted account. The default selection checked is All Column Values. Uncheck the default and select the specific Account # if desired.
6. **Fund**: The Fund values represent the source of the money. This field will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Funds if desired.
7. **Function**: The NACUBO (National Association of College and University Business Officers) 3-digit code is used to track expenditures based on federal requirements. The Function values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Functions if desired.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Funds Available – Budget Dept Tree Report Column Descriptions**

1. **Department**: Represents the department hierarchical structure. Click on the beside the department name or number to expand and collapse the list.  
2. **Department Description**: Provides a brief description of the department if available.
<table>
<thead>
<tr>
<th>Funds Available – Budget Dept Tree Report Column Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>Budget Period</strong>: This is the budget year which usually coincides with the fiscal year calendar (Sept 1st through Aug 31st). It is designated by the calendar year in which it ends. For example, the Budget Year that begins Sep 1, 2018 and ends Aug 31, 2019 is posted to budget period 2019.</td>
</tr>
<tr>
<td>4. <strong>Roll forward</strong>: The systematic establishment of a new accounting periods balances by using (rolling forward) prior accounting period data.</td>
</tr>
<tr>
<td>5. <strong>Original Budget Amount</strong>: The original amount budgeted for the cost center.</td>
</tr>
<tr>
<td>6. <strong>Budget Adjustments</strong>: The amount that was changed or updated in the budget.</td>
</tr>
<tr>
<td>7. <strong>Total Budget Amount</strong>: The total amount of available budget. (Roll Forward + Original Budget Amount + Budget Adjustments).</td>
</tr>
<tr>
<td>8. <strong>Associated Revenue</strong>: Cost centers that generate revenue which typically funds the departments own budget. The revenue is associated with the A4000 account line and is available to be spent up to the amount shown on the budget overview.</td>
</tr>
<tr>
<td>9. <strong>Pre-Encumbrance</strong>: A Pre-Encumbrance is a process that holds funds for an anticipated expense (e.g. Requisitions).</td>
</tr>
<tr>
<td>10. <strong>Encumbrance</strong>: The funds that are reserved for an anticipated expenditure.</td>
</tr>
<tr>
<td>11. <strong>Expenditures</strong>: The total expenses charged against the budget. Examples of an Expenditure include Accounts Payable Vouchers, Expense Reports, and Journals.</td>
</tr>
<tr>
<td>12. <strong>Funds Available</strong>: The total dollar amount remaining.</td>
</tr>
</tbody>
</table>
| 13. **Funds Available %**: The percentage of the budget that remains. The Flags beside the Funds Available % values are alert indicators:  
  - 🔴 = Indicates a percentage of funds remaining below 10%.  
  - 🔴 = Indicates that greater than 20% of the budget amount is still available.  
  - 🔴 = Indicates a percentage of funds remaining between 10% and 20%, serving as a warning. |
| 14. **Estimated Revenue**: Is established during the fiscal year budget process by the department. This is an estimated amount of funds to be collected for the budgeted period. |
| 15. **Recognized Revenue**: Revenue/Income that has been earned within the accounting period (not deferred revenue/income). |
Open Encumbrances Report

An open Encumbrance is reserved funds for an anticipated expenditure. Examples of an Encumbrance include Purchase Orders, Travel Authorizations and Salary.

The dashboard filters for this report are listed below: (the black dots):

1. **Budget Year**: Coincides with the fiscal year calendar (Sept 1 – Aug 31) and is designated by the calendar year in which it ends. Can select multiple budget years if necessary.
2. **Accounting Period**: The accounting periods are numbered 1-12 and correspond to the UTA fiscal year calendar months. Example: Sept = Accounting Period 1.
3. **Department**: Select the 6-digit number and name used to identify the campus organization.
4. **Cost Center**: The cost center values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific cost centers if desired.
5. **Account #**: These values will automatically populate based on the department selected. This reflects the budgeted account. The default selection checked is All Column Values. Uncheck the default and select the specific Account #s if desired.
6. **Fund**: The Fund values represent the source of the money. This field will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Funds if desired.
7. **Function**: The NACUBO (National Association of College and University Business Officers) 3-digit code is used to track expenditures based on federal requirements. The Function values will automatically populate based on the department selected. The default selection checked is All Column Values. Uncheck the default and select specific Functions if desired.

Click the desired blue hyperlinks under the **Encumbrance** column to drill-down into the report and get the encumbrance details by cost center, fund, and function.

![Dashboard filters](image)

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Open Encumbrances Report Column Descriptions**

1. **Ledger Group**: A ledger group is used to track various types of transactions posted in Commitment Control for a specific Business Unit.
2. **Ledger**: The Ledger organizes data by the different funding sources (operating, sponsored or capital) and account structure (parent or child). Examples are: OPE - The Operations Expense ledger is used to view budget activity for a Cost Center.
3. **Account**: Displays the general ledger account numbers with the account description.
## Open Encumbrances Report Column Descriptions

<table>
<thead>
<tr>
<th>No.</th>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Department</td>
<td>The 6-digit number and name associated with the campus organization.</td>
</tr>
<tr>
<td>5</td>
<td>Fund</td>
<td>The Fund values represent the source of the money.</td>
</tr>
<tr>
<td>6</td>
<td>Function</td>
<td>The NACUBO (National Association of College and University Business Officers) 3-digit code is used to track expenditures based on federal requirements.</td>
</tr>
<tr>
<td>7</td>
<td>Cost Center</td>
<td>A 6-digit number used to track financial activity for non-projects. Cost share cost center numbers will also show in this report if they fall into that scenario.</td>
</tr>
<tr>
<td>8</td>
<td>Project</td>
<td>The numeric identifier, and the project name. This is used to track the Financial Activity for projects.</td>
</tr>
<tr>
<td>9</td>
<td>Budget Period</td>
<td>This is the budget year which usually coincides with the fiscal year calendar (Sept 1st through Aug 31st). It is designated by the calendar year in which it ends. For example, the Budget Year that begins Sep 1, 2018 and ends Aug 31, 2019 is posted to budget period 2019.</td>
</tr>
<tr>
<td>10</td>
<td>Encumbrance</td>
<td>The funds that are reserved for an anticipated expenditure.</td>
</tr>
</tbody>
</table>
General Ledger Reports

Monthly Balance Sheet

The Monthly Balance Sheet reports the assets, and liabilities for each accounting period within the fiscal year selected. The dashboard filters for this report are listed below: (the black dots):

Note: The dashboard filters are the same for all of the General Ledger reports.

1. **Fiscal Year**: Can choose only one fiscal year option from the drop-down list.
2. **Fiscal Period**: The fiscal period options in the drop-down list are driven by the fiscal year selection. The fiscal periods are the month and calendar year within the UTA fiscal year. Example: 2018-09-01 = Period 1 for fiscal year 2019.
3. **Department Display Name**: Select the department number, these are in department order and also show the department description. Can choose multiple departments.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

### Monthly Balance Sheet Report Column Descriptions

1. **Natural Account**: Represent the annual fiscal reporting tree (AFR) account category structure. It is a hierarchical structure and identifies the nature of the transactions. Click on the arrow beside the account to expand and collapse the account number list.

2. **Account Description**: Displays the account name associated with the numeric account ID.

3. **Closing Amount by Fiscal Period**: Is the actual debit or credit amount by account.

Note: The adjustment period is another fiscal period referred to as 998, that represents the adjustments done between the end of one fiscal year and the beginning of the next fiscal year.
GL Account Balances Tree Report, and GL Account Balances Report

The GL Account Balances Tree report on the left is a hierarchical listing of the natural account categories in the AFR financial tree and closing amounts within the fiscal year selected. The GL Account Balances report on the right displays a list of the GL Account balances.

The GL Account Balance Tree report and the GL Account Balance reports are listed side by side below, so you can see the relationship between the two.

The dashboard filters for this report are listed below: (the black dots):

1. **Fiscal Year:** Can choose only one fiscal year option from the drop-down list.
2. **Fiscal Period:** The fiscal period options in the drop-down list are driven by the fiscal year selection.
   The fiscal periods are the month and calendar year within the UTA fiscal year. Example: 2018-09-01 = Period 1 for fiscal year 2019.
3. **Department Display Name:** Select the department number, these are in department order and also show the department description. Can choose multiple departments.

Click on the closing amounts to get the cost center detail.
Report column descriptions are below and are used throughout the budget reports: (the red dots).

### GL Account Balances Tree Report Column Descriptions (Left report above).

1. **Natural Account**: Represent the annual fiscal reporting tree (AFR) account category structure. It is a hierarchical structure and identifies the nature of the transactions. Click on the + beside the account to expand and collapse the hierarchy and display the account numbers.

2. **Account Description**: Displays the account name associated with the numeric account#.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>10050</th>
<th>10130</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH_CASH_EQUIVAL</td>
<td>Petty Cash</td>
<td>CID - Merchant Services</td>
</tr>
</tbody>
</table>

3. **Closing Amount**: The actual debit or credit amount by account.

### GL Account Balances Report Column Descriptions (Right report above).

1. **Account**: Displays the GL account numbers with the account description.

2. **Closing Amount**: The actual debit or credit amount by account.
Trial Balance Report, and Trial Balance (Tree)

The Trial Balance Tree report on the left is a hierarchical listing of the natural account categories in the AFR financial tree including the debit and credit summary balance within the fiscal year selected. The trial balance on the right displays a list of the general ledger account balances.

The Trial Balance Tree report and the Trial Balance reports are listed side by side below, so you can see the relationship between the two.
Click on the closing amounts to get the cost center detail.

Report column descriptions are below and are used throughout the budget reports: (the red dots).

**Trial Balance Sheet Tree Report Column Descriptions (Left report).**

1. **Natural Account:** Represent the annual fiscal reporting tree (AFR) account category structure. It is a hierarchical structure and identifies the nature of the transactions. Click on the beside the account to expand or collapse the list and display the account numbers.

2. **Account Description:** Displays the account name associated with the numeric account#.

3. **Opening Amount:** The starting balance for the associated account based on the dashboard filters.

4. **Debit Amount:** Summarizes the left-hand side journal entry balance for the specified account.
### Trial Balance Sheet Tree Report Column Descriptions (Left report).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>Credit Amount:</strong> Summarizes the right-hand side journal entry balance for the specified account.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Closing Amount:</strong> The Opening amount + Debit amount + Credit amount = the final balance of the account.</td>
</tr>
</tbody>
</table>

### Trial Balance Sheet Report Column Descriptions (Right report).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Account:</strong> Displays the GL account numbers with the account description.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Opening Amount:</strong> The starting balance for the associated account based on the dashboard filters.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Debit Amount:</strong> Summarizes the left-hand side journal entry balance for the specified account.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Credit Amount:</strong> Summarizes the right-hand side journal entry balance for the specified account.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Closing Amount:</strong> The Opening amount + Debit amount + Credit amount = the final balance of the account.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td></td>
</tr>
</tbody>
</table>