

**UNIVERSITY OF HOUSTON**

**BUDGET OPERATIONS**



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# Adjustment Budget Journal

## Adjustment Budget Entry Type

A new temporary faculty position will be funded for current year only. Fund the position with current year operating M&O budget.

- Commitment Control
- Budget Journals
- Add new value tab
- Select Add
- Ledger Group - ORG
- Budget Entry Type – Adjustment
- Long Description – Budget new faculty position
- Click on Budget Lines
- Key in Speed-type or cost center combo
- Account B5009 Debit - \$50,000
- Click on plus sign
- Account B5XXX Credit \$50,000
- Select “Budget Pre-Check” and click Process
- Click Save
- Click Approval 2 Tab
- Select Appropriate path
- Approval Action – Approve
- Click Apply
- Click OK to workflow notification prompt
- Click Documents to print
- Print Journal Entry Details (for your files)

The screenshot displays the UHS Finance system interface. At the top, it shows the database name 'FS91SBX' and the last refresh date 'Fri, Jan 10, 2014'. The main menu is open, showing a search bar and a list of options. The 'Budget Journals' option is selected, and a sub-menu is visible with options like 'Define Control Budgets', 'Define Budget Security', 'Maintain Budgets', 'Budget Journals', 'Post Control Budget Journ', 'Review Budget Activities', 'Enter Budget Journals', 'Enter Budget Transfer', 'Mass Delete Budget Journals', and 'Review Budget Check Exceptions'. The 'Enter Budget Journals' option is highlighted. Below the menu, a table of budget entries is displayed with columns for 'Journal Action', 'Ledger Group', 'Budget Entry Type', 'Long Desc', 'Business Unit', 'Journal ID', 'Journal Date', and 'View Item'. The table contains several rows of data, including entries for 'Request to', 'Request to', 'Budget new', 'Budget new', 'Budgeting', 'ST 17659 -', 'ST 17659 -', 'revenu', 'budget', 'budget', 'revenu', 'TCT 1/9/14', 'Transfer f', and 'Agreement'.

Journal Action	Ledger Group	Budget Entry Type	Long Desc	Business Unit	Journal ID	Journal Date	View Item
Approval Required	REVEST	Adjustment	Request to	00730	0002557127	12/09/2013	<a href="#">View Item</a>
Approval Required	ORG	Adjustment	Request to	00730	0002557127	12/10/2013	<a href="#">View Item</a>
Approval Required	REVEST	Adjustment	Budget new	00730	0002559489	12/18/2013	<a href="#">View Item</a>
Approval Required	ORG	Adjustment	Budget new	00730	0002559489	12/17/2013	<a href="#">View Item</a>
		Adjustment	Budgeting	00730	0002560723	12/19/2013	<a href="#">View Item</a>
		Adjustment	ST 17659 -	00730	0002560357	12/19/2013	<a href="#">View Item</a>
		Adjustment	ST 17659 -	00730	0002560357	01/06/2014	<a href="#">View Item</a>
			revenu	00730	0002561686	01/03/2014	<a href="#">View Item</a>
			budget	00730	0002561674	01/03/2014	<a href="#">View Item</a>
			budget	00730	0002561699	01/03/2014	<a href="#">View Item</a>
			revenu	00730	0002561701	01/03/2014	<a href="#">View Item</a>
Approval Required	ORG	Adjustment	TCT 1/9/14	00730	0002564692	01/09/2014	<a href="#">View Item</a>
Approval Required	ORG	Adjustment	Transfer f	00730	0002564805	01/09/2014	<a href="#">View Item</a>
Approval Required	ORG	Adjustment	Agreement	00730	0002552293	12/03/2013	<a href="#">View Item</a>

**Enter Budget Journals**

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit:    
 Journal ID:   
 Journal Date:  

[Find an Existing Value](#) | [Add a New Value](#)

**Select Add**


**UHS Finance**
Database: FS91SBX Last Refreshed on : Fri, Jan 10, 2014

[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

**Unit:** 00730      **Journal ID:** NEXT      **Date:** 01/13/2014

**\*Ledger Group:**        **Fiscal Year:** 2014      **Period:** 5

**Control ChartField:** Project

**Budget Header Status:** None

**\*Budget Entry Type:**   

**Parent Budget Options**

**Generate Parent Budget(s)**  
 **Use Default Entry Event**  
**Parent Budget Entry Type:**  

**Budget Type:** Expense

**Long Description:**  
 

|  | 

 |

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

Note: Budget Entry Type should be Adjustment

UHS Finance Database: FS91SBX Last Refreshed on : Fri, Jan 10, 2014

Home | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

Unit: 00730 Journal ID: NEXT Date: 01/13/2014 Budget Header Status: None

\*Process: **Budget Pre-Check** Process

Budget Pre-Check  
 Copy Journal  
 Delete Journal  
 Edit Chartfields  
 Post Journal  
 Refresh Journal

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Proj Ref	Amount
<input type="checkbox"/>	1	ORG_BD		B5036	4042	H0070	A1862	BP2014	50,000.00
<input type="checkbox"/>	2	ORG_BD		B5009	4042	H0070	A1862	BP2014	-50,000.00

Lines to add:    [Journal Line Copy Down](#)

Totals			
Total Lines:	2	Total Debits:	50,000.00
		Total Credits:	50,000.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

1. Enter cost center information. And the amount
2. From the dropdown select “Budget Pre-Check” and click Process
3. After Processing is complete status will change to Checked only or Error.
  - a) If status is checked only proceed to the next step.
  - b) If status is error please click on error to see the description.


UHS Finance
Database: FS91SBX Last Refreshed on : Fri, Jan 10, 2014

Home | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals
New Window | Help | Personalize Page | http

Budget Header | Budget Lines | Budget Errors | **Approval 2** | Approval History | Documents

Unit: 00730    Journal ID: 0002564851    Date: 01/13/2014    Budget Header Status: C Department H0181

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**Route to:**

\* Please select the appropriate approval path:

- Dept - Bdgt
- Dept - Coll/Div - Bdgt
- Dept - Coll/Div - Prov - Bdgt
- Dept - Coll/Div - Plant - Bdgt

**Source**

Jml Source: AAF-Administration and Finance

**Workflow Fields**

BU: 00730	Journal ID: 0002564851
Date: 01/13/2014	
OperID: 0824688	
Source: PS/GL Journal Entry Page	

**Approval**

Approval Instance:

Approval Status: Pending

Approval Action: Approve  
Deny  
Recycle

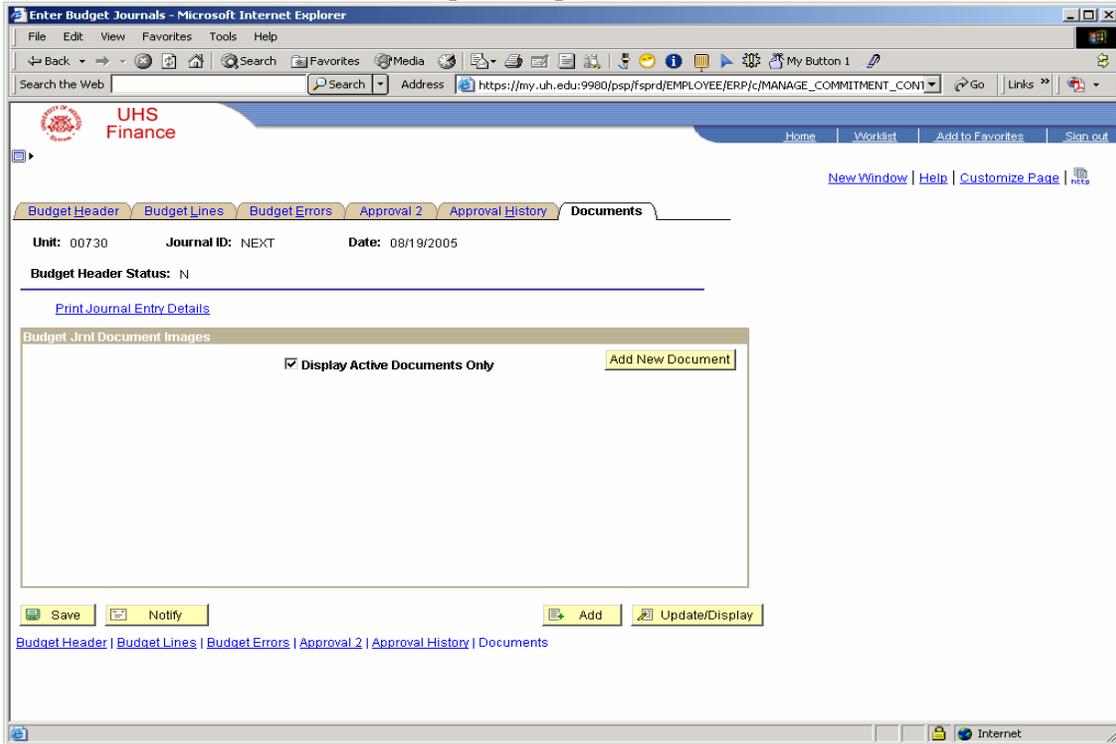
**Long Description:**

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

Save document to get journal ID. Click approval 2 tab.  
 ROUTE TO: Select appropriate path. To submit the Budget journal through workflow, use drop down key under the Approval box, select Approve and click Apply.

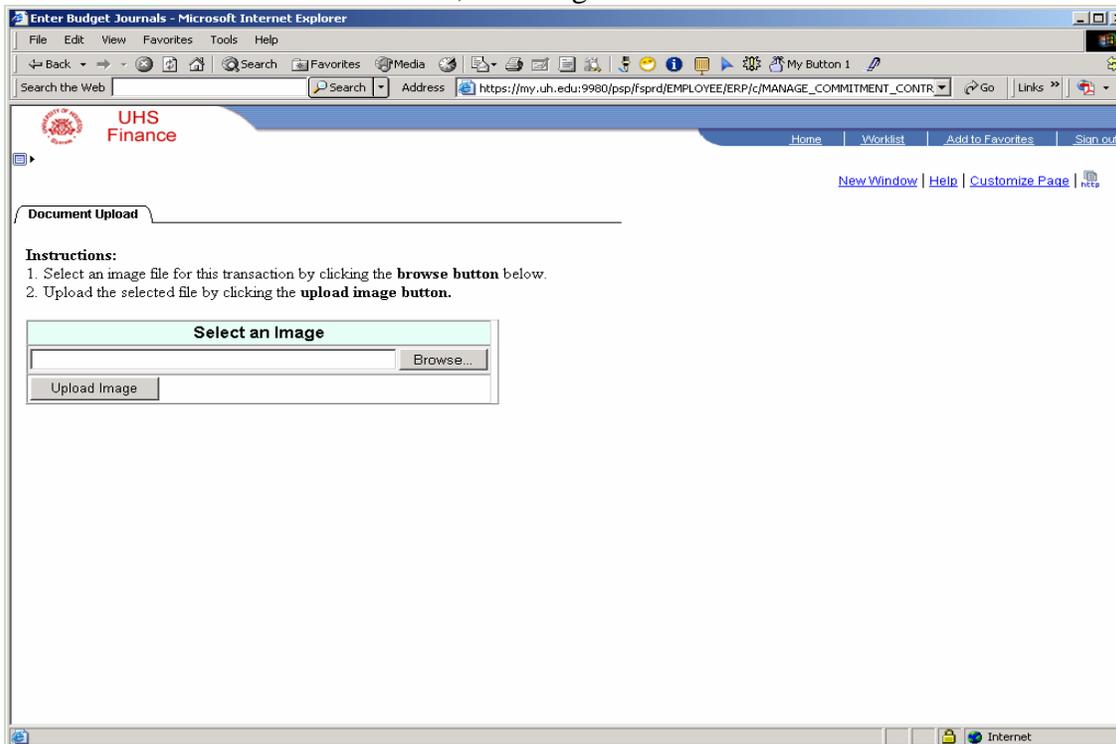
## Attach a Document

The "Documents" tab allows the option to print a Journal and/or to attach a document.

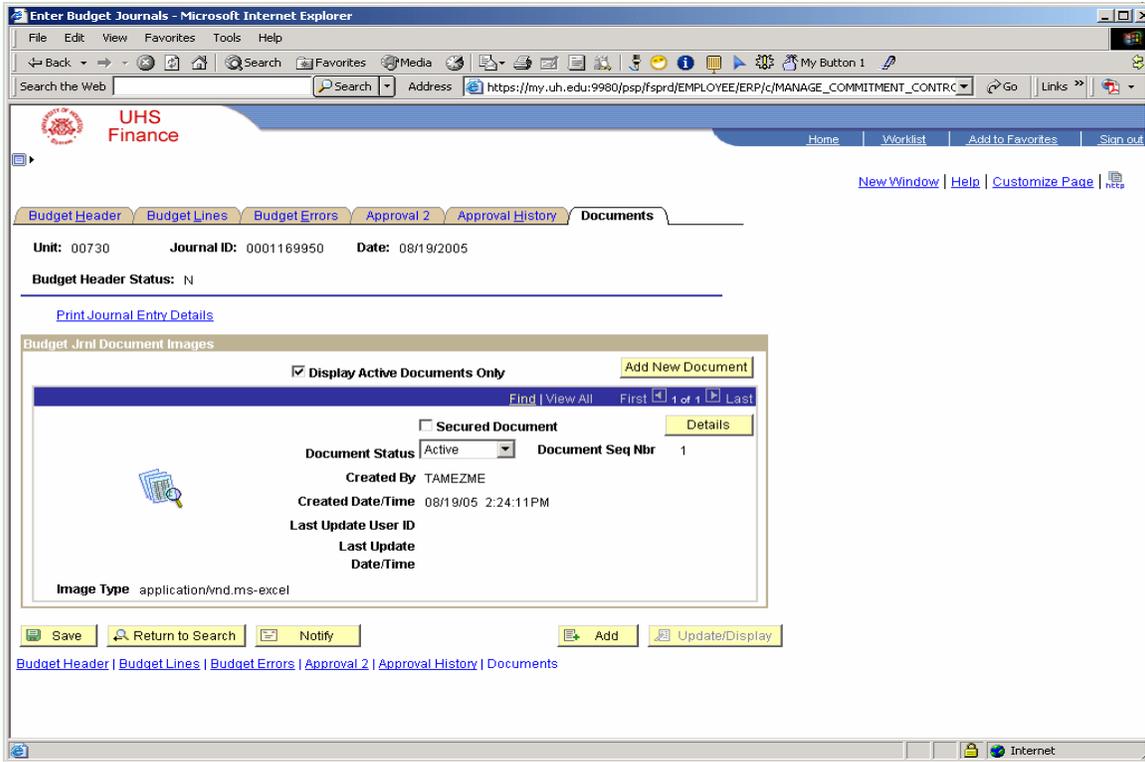


To attach a document, click Add New Document.

Note: In order to attach a document, the Budget Journal needs to be saved.



Select file by clicking Browse, then select upload image.



Once a document has been added, it cannot be deleted. However, if a document was uploaded by mistake, change the Document Status to Inactive.

## Delete budget Journal

If a budget journal needs to be deleted, go to “Budget Lines Tab” and under Budget Header Status, PROCESS select the drop down to select Delete.

The screenshot shows the UHS Finance system interface. At the top, it displays "Database: FS91SBX Last Refreshed on : Fri, Jan 10, 2014". The navigation bar includes "Home", "Add to Favorites", and "Sign out". The breadcrumb trail is "Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals". The "Budget Lines" tab is active. The "Budget Header" section shows "Unit: 00730", "Journal ID: 0002564853", and "Date: 01/14/2014". The "Budget Header Status" is "Checked Only". The "\*Process:" dropdown menu is open, showing options: "Budget Pre-Check", "Copy Journal", "Delete Journal", "Edit Chartfields", "Post Journal", and "Refresh Journal". The "Process" button is visible. Below this, the "Lines" section contains a table with columns: "Delete", "Line", "Ledger", "Speed Type", "Account", "Fund", "Dept", "Program", "Bud Ref", "Project", "Set Options", and "Amount". The table has one row with "Line" 1, "Ledger" ORG\_BD, "Account" B5066, "Fund" 4046, "Dept" H0107, "Program" B2775, "Bud Ref" BP2014, and "Project" NA. Below the table, there are "Lines to add:" and "Totals" sections. The "Totals" section shows "Total Lines: 1", "Total Debits: 0.00", and "Total Credits: 0.00". At the bottom, there are buttons for "Save", "Return to Search", "Notify", and "Refresh".

Click Process

The screenshot shows the UHS Finance system interface after clicking the "Process" button. The "Budget Header Status" is now "Checked Only". The "\*Process:" dropdown menu is set to "Delete Journal". A "Message" dialog box is displayed in the center of the screen, asking "Are you sure that you want to delete this journal? (5010,30)". The dialog box has "Yes" and "No" buttons. The background interface is dimmed, showing the same "Lines" table and "Totals" section as in the previous screenshot.

Click “Yes” and journal will be deleted.

## **Fund Balance Budget Journals**

### **Budget Fund Balance**

Your manager has asked you to fund the expenses associated with opening a new computer lab (furniture, computers). Since this is a one-time expense, you are going to budget your prior year equity to cover these expenses rather than tapping into your operating budget. For this exercise, we are going to budget fund equity.

#### **Step I**

- Commitment Control
- Budget Journals
- Enter Budget Journals
- Add
- Ledger Group – REVEST
- Budget Entry Type – Adjustment
- Long Description – Budget fund equity for new computer training lab.
- Click Budget Lines
- Type in speed type or cost center combo
- Account B4035
- Amount – Positive \$616.00
- Click Save
- Select “Budget Pre-Check” and click Process
- Route to appropriate Path(approval 2 tab)
- Approval Action – Approve
- Click Approve
- Click Documents
- Print Journal Entry Details
- Print

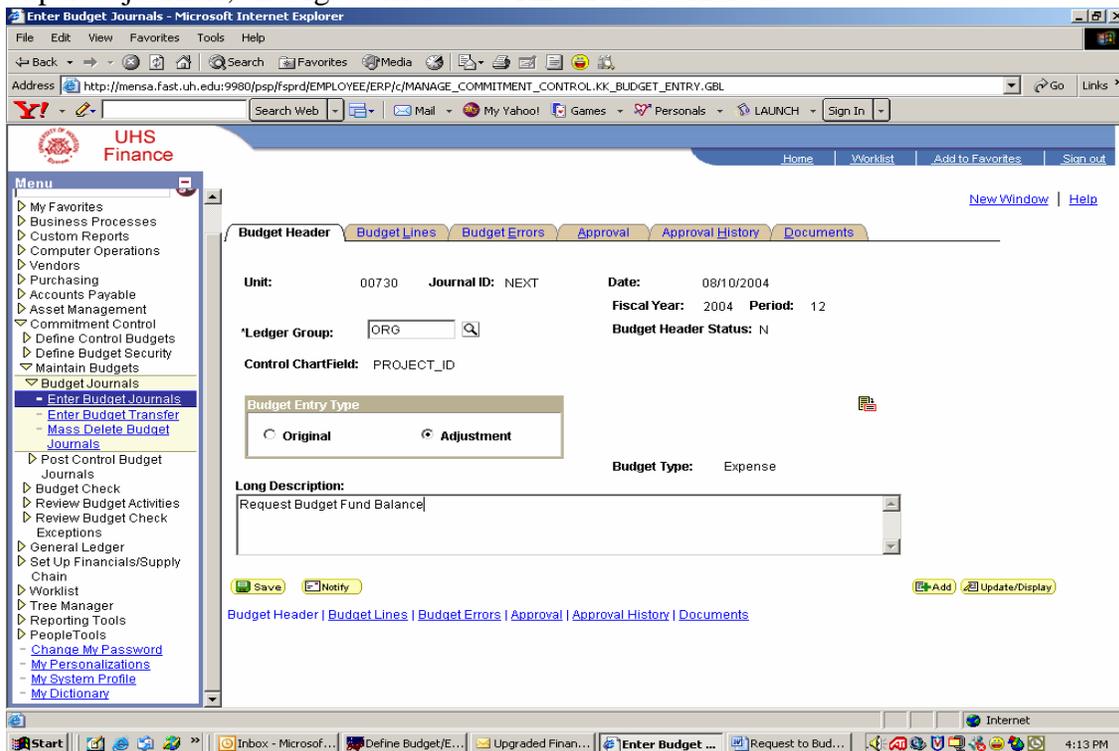
## Step II

- Add ( **Enter same Journal ID with the next day's date from the previous Journal for references purposes**)
- Ledger Group – ORG
- Budget Entry Type – Adjustment
- Long Description – Budget fund equity for new computer training lab.
- Click Budget Lines
- Type in speed type or cost center combo
- Account – B5009 ( assuming the equip wouldn't be capital B5008)
- Amount – Positive \$616.00
- Click Save
- Select “Budget Pre-Check” and click Process
- Route to appropriate path (approval 2 tab)
- Approval Action - Approve
- Click Documents
- Print Journal Entry Details
- Print

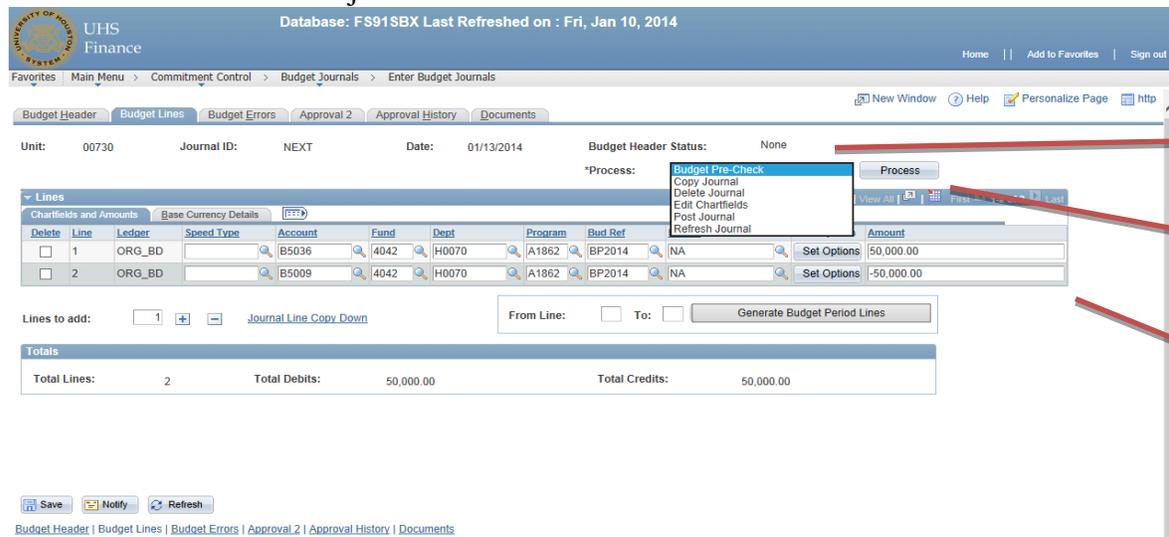
\* You will enter positive amounts for both journals, but when you print them out, you will see a negative amount on the REVEST journal. **This is not an error!**

Whenever the budget needs to be increased, be it revenue or expense, enter the amount in the budget journal as a positive number. On the reports however, "good" revenue will always be displayed with a minus sign and "good" expense will always be displayed with a positive figure.

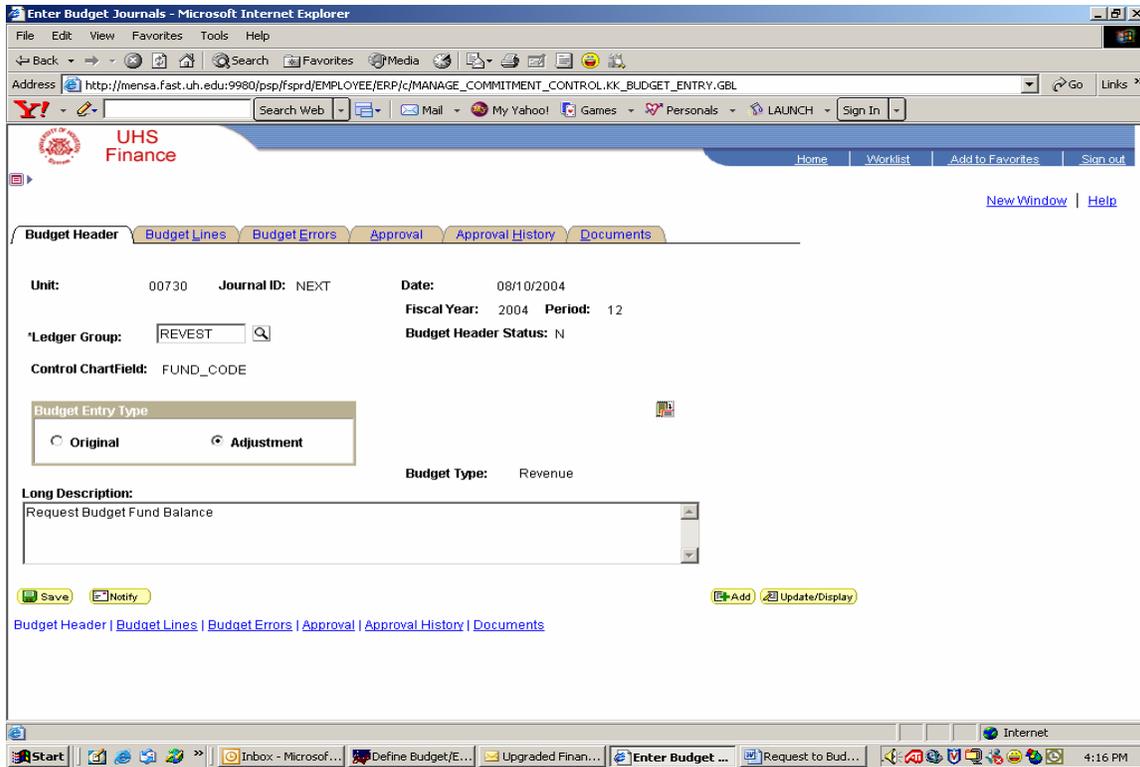
When requesting to budget Fund Balance or New Revenue, you need to process two Separate journals, an Org Journal and a REVEST Journal.



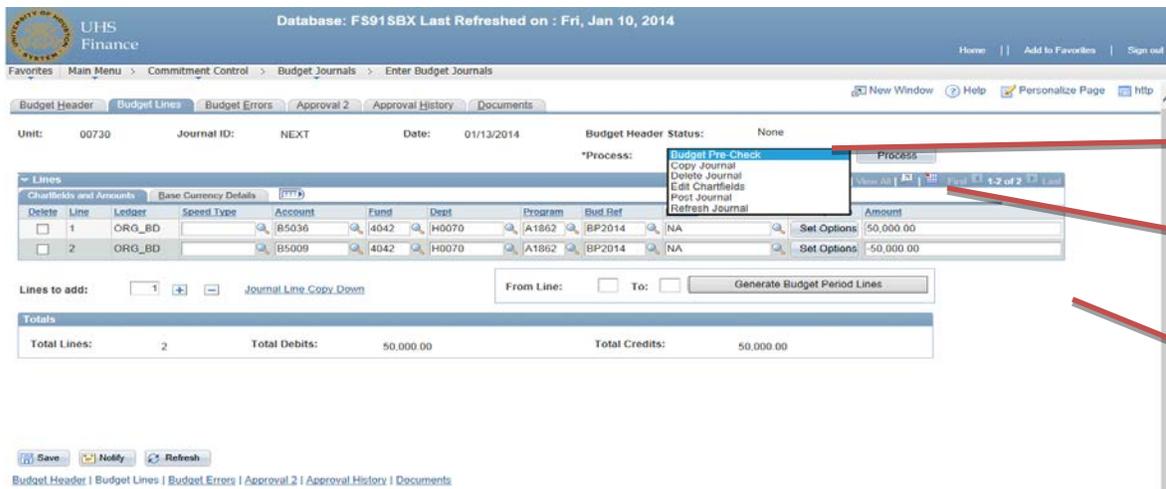
Enter all info for the ORG journal.



- 1 Enter cost center information. And the amount
- 2 From the dropdown select “Budget Pre-Check” and click Process
- 3 After Processing is complete status will change to Checked only or Error.
  - a. If status is checked only proceed to the next step. (c)
  - b. If status is error please click on error to see the description.
  - c. Go to approval 2 tab to select a path, “approve and apply”



Enter all info for REVEST journal.



- 1 Enter cost center information. And the amount
- 2 From the dropdown select “Budget Pre-Check” and click Process
- 3 After Processing is complete status will change to Checked only or Error.
  - a. If status is checked only proceed to the next step. (c)
  - b. If status is error please click on error to see the description.
  - c. Go to approval 2 tab to select a path, “approve and apply”

Be sure to enter the REVEST number as a positive. (The amount on the report will print as a negative.)

REQUEST TO BUDGET  
FUND BALANCE

Division \_\_\_\_\_ Department \_\_\_\_\_

Cost Center Title \_\_\_\_\_ Cost Center \_\_\_\_\_

Budgeted During Budget Cycle:

Estimated Fund Balance \_\_\_\_\_

Estimated Revenue \_\_\_\_\_

Endowment Earnings \_\_\_\_\_

Total Income \_\_\_\_\_

Estimated Carry forward \_\_\_\_\_

Personnel \_\_\_\_\_

M&O \_\_\_\_\_

Total Expenditures \_\_\_\_\_

Additional Fund Balance to be budgeted      Date Received \_\_\_\_\_

Amount of Fund Balance remaining as unbudgeted

Why was the additional fund balance being requested not budgeted during the budget cycle?

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How will the additional fund balance expended in FY 2005?

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APPROVALS:

\_\_\_\_\_  
Department Chair      Date

\_\_\_\_\_  
Business Administrator      Date

\_\_\_\_\_  
Dean      Date

\_\_\_\_\_  
Vice President      Date

REQUEST TO BUDGET  
NEW REVENUE

Division \_\_\_\_\_

Department \_\_\_\_\_

Cost Center Title \_\_\_\_\_

Cost Center \_\_\_\_\_

Budgeted During Budget Cycle:

Estimated Fund Balance \_\_\_\_\_

Estimated Revenue \_\_\_\_\_

Endowment Earnings \_\_\_\_\_

Total Income \_\_\_\_\_

Estimated Carryforward \_\_\_\_\_

Personnel \_\_\_\_\_

M&O \_\_\_\_\_

Total Expenditures \_\_\_\_\_

NEW REVENUE RECEIVED \_\_\_\_\_

Date Received \_\_\_\_\_

AMOUNT REQUESTING TO BE BUDGETED \_\_\_\_\_

Why was this new revenue unforeseen?

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How will this new revenue be expended in FY 2005?

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APPROVALS:

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Business Administrator                      Date

\_\_\_\_\_  
Dean    Date

\_\_\_\_\_  
Vice President                                      Date

cost center 1026/H0181/F0426/NA. (19014)  
 Bus:Incas unit 00730 un:1v9rsity of Houston  
 FUnd 1026 E % G STATE SUPPORT-FD  
 Deptio H0181 BUDGET  
 Program Cod.Q P04 26 BUDGET  
 Proj gct NA NA  
 R9.s:pono.ib1Q EHARDT ,THOMAS

UNIVERSITY OF HOUSTON - SYSTEM  
 Revenue L Expense - Budget Noda summary  
 PGriod EndGd August 31, 2004 (ThroUQ'h P9r1.od E).

Page No. 399  
 Report ID UGLS1074.1  
 Q.alabat9Q RSPRD  
 Run DatQ 02/28/2005  
 Run Time 03:32:42 PM

D9sCript1.on	Base (Or1.q1.n.oil)	current (Or1.g + Adj )	Curr Rev/Exp	YTD Rev/Exp	PTO Rev/Exp	Open ComJn.it	Soft ComJnitmant	Budget Av.-11.0ible	t Ave1.:11
currnt Budget RQference									
No Revenue Found.									
85006 L3-SALARY AND WAGES	255,795.00	260,944 .00	23,797.02	260,783.98	260,783.98	0.00	0.00	160.02	0.1t
85009 L3-MAINTBNANCE AND OPERATIONS	57,902.00	so'228.00	1,995.96	28,968.14	2 8,968 .14	580.23	614.00	20,065.63	39.9t
<b>Total Expense</b>	<b>313,700.00</b>	<b>311,172.00</b>	<b>25,792.98</b>	<b>289,752.12</b>	<b>289,752.12</b>	<b>580.23</b>		<b>20,225.65</b>	<b>6.5t</b>
Prior Budget RQfrence.&s									
No R&venue Found.									
85009 L3-MAINTENANCE AND OPERATIONS	000	280.23	0.00	282.53	282.53	0.00	0.00	-2.30	-0.St
Total HXpense		280.23	0.00			0.00	0.00		-0.St
Grand Toidl RQVOnUoe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0t
Gre1.nd Totel.l Expense	313,700.00	311,452.23	25,792.98	290,034 .65	290,034.65	580.23	614.00	20,223.35	6.St-

Cost Center : 1026/H0181/F0426/NA (19014)  
 Business Unit : 00730 University of Houston  
 Fund : 1026 E & G STATE SUPPORT-FD 1-UH  
 DeptID : H0181 BUDGET  
 Program Code : F0426 BUDGET OFFICE  
 Project : NA  
 Responsible : EHARDT,THOMAS

UNIVERSITY OF HOUSTON - SYSTEM  
 Balance Sheet  
 Period Ended August 31, 2004 (Through Period 12).

Page No. : 2  
 Report ID : UGLS1074.6  
 Database : FSPRD  
 Run Date : 02/28/2005  
 Run Time : 03:32:42 PM

Acct Description	2004 Beginning Year Balance (0)	Beginning Balance Aug 01, 2004 (12)	August Activity (12)	Balance Aug 31, 2004 (12)	Balance Aug 31, 2003 (12)
10100 CALCULATED CLAIM ON CASH	222,689.65	246,296.17	-23,448.53	222,847.64	351,287.58
10500 STATE BANK	-220,272.90	-220,272.90	0.00	-220,272.90	-220,272.90
10711 UHS PAYROLL	0.00	0.00	0.00	0.00	0.00
10714 UHS PAYROLL DD SETTLEMENT	0.00	0.00	0.00	0.00	0.00
12118 PAYROLL RECEIVABLE FR STATE	25,588.83	0.00	19,512.51	19,512.51	25,588.83
ASSETS	28,005.58	26,023.27	-3,936.02	22,087.25	156,603.51
20100 ACCOUNTS PAYABLE	-810.94	-1,853.27	778.70	-1,074.57	-810.94
21100 PAYROLL CLEARING	-18,680.69	23,708.03	-16,934.62	6,773.41	-20,741.73
21107 EMPLOYEE MEDICARE TAX DEDUCTIO	-344.04	0.00	-303.59	-303.59	-382.97
21112 PAYRL DED FED INC TX	-2,263.50	0.00	-2,146.21	-2,146.21	-2,509.78
21113 PAYROLL DEDUCT FICA	-1,471.06	0.00	-1,298.17	-1,298.17	-1,637.50
21114 ORP DEDUCT	-530.31	0.00	0.00	0.00	-530.31
21115 PAYRL DED TX DEF ANN	-1,075.72	0.00	0.00	0.00	-1,075.72
21117 PAYRL DED HOSP INS	-651.49	0.00	-395.21	-395.21	-651.49
21118 PAYROLL DED LTD INS	-110.63	0.00	-48.90	-48.90	-110.63
21119 PAYROLL DED LIFE INS	-91.95	0.00	-116.15	-116.15	-91.95
21121 TRS DEDUCT	-1,052.35	0.00	-1,369.40	-1,369.40	-1,224.16
21144 CHARITABLE CONTRIBUTION DEDUCT	-1.99	0.00	-23.41	-23.41	-1.99
21146 PRETAX PARKING DEDUCTIONS	0.00	0.00	0.00	0.00	0.00
21152 CAMPUS RECREATION CTR DEDUCT	-24.45	0.00	0.00	0.00	-24.45
LIABILITIES	-27,109.12	21,854.76	-21,856.96	-2.20	-29,793.62
30100 CUR UNREST GEN'L FND	1,364,974.63	1,364,974.63	0.00	1,364,974.63	992,620.27
32100 OTHER FUND ADDITIONS	0.00	-51.24	0.00	-51.24	0.00
33500 NMT FROM CUR UNR GE	-1,655,242.00	-1,966,414.00	0.00	-1,966,414.00	-1,655,242.00
37400 NMT TO CUR UNR GEN	289,370.91	289,370.91	0.00	289,370.91	160,772.98
EXPENSE SUMMARY	---	264,241.67	25,792.98	290,034.65	375,038.86
REVENUE SUMMARY	---	0.00	0.00	0.00	0.00
FUND EQUITY	-896.46	-47,878.03	25,792.98	-22,085.05	-126,809.89
TOTAL LIABILITY & FUND EQUITY	-28,005.58	-26,023.27	3,936.02	-22,087.25	-156,603.51
FUND EQUITY	-896.46	-47,878.03	25,792.98	-22,085.05	-126,809.89
OPEN COMMITMENT	280.23	26,269.32	-25,689.09	580.23	280.23
AVAILABLE FUND EQUITY (Adjusted for Commitments)	-616.23	-21,608.71	103.89	-21,504.82	-126,529.66

## Original Budget Journals

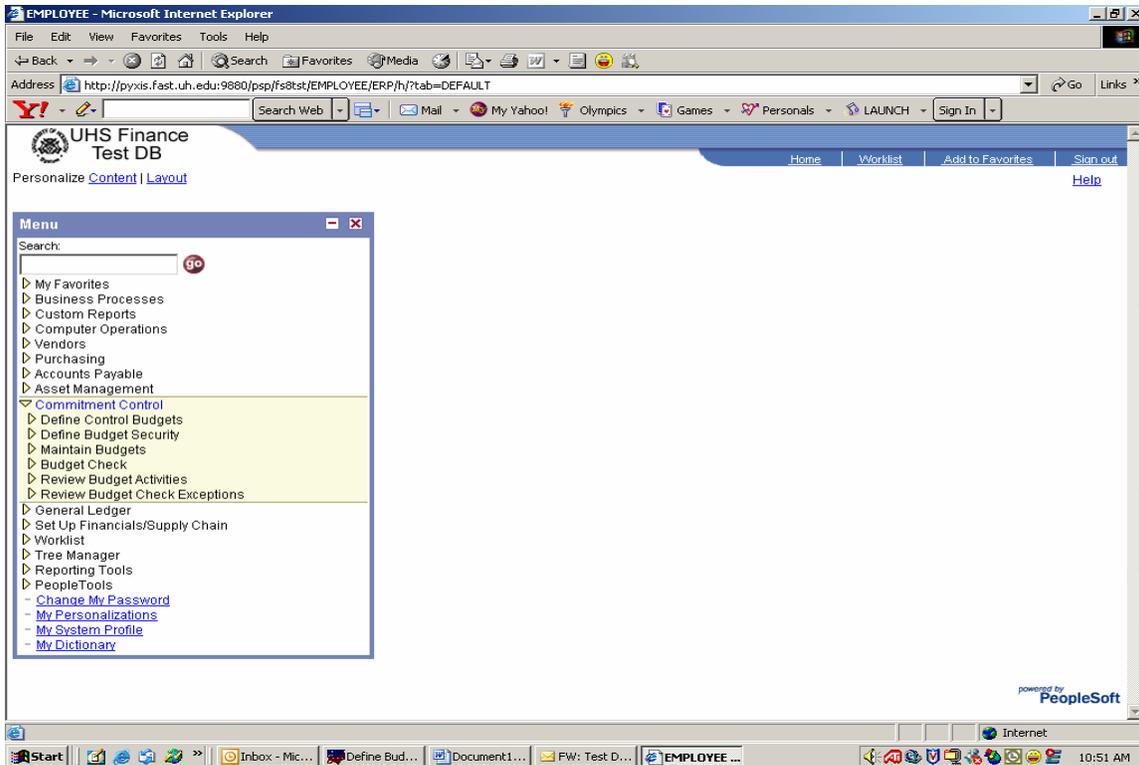
### Original Budget Entry Type

This is an example of funding a permanent, new Director's position that will start in the middle of the fiscal year; this is an on-going commitment. To fund this position, we are going to move M&O. We only need \$50,000 for this FY – need \$60,000 going forward. Because of the nature of this entry, you will use two different budget entry types, which will require two different journals.

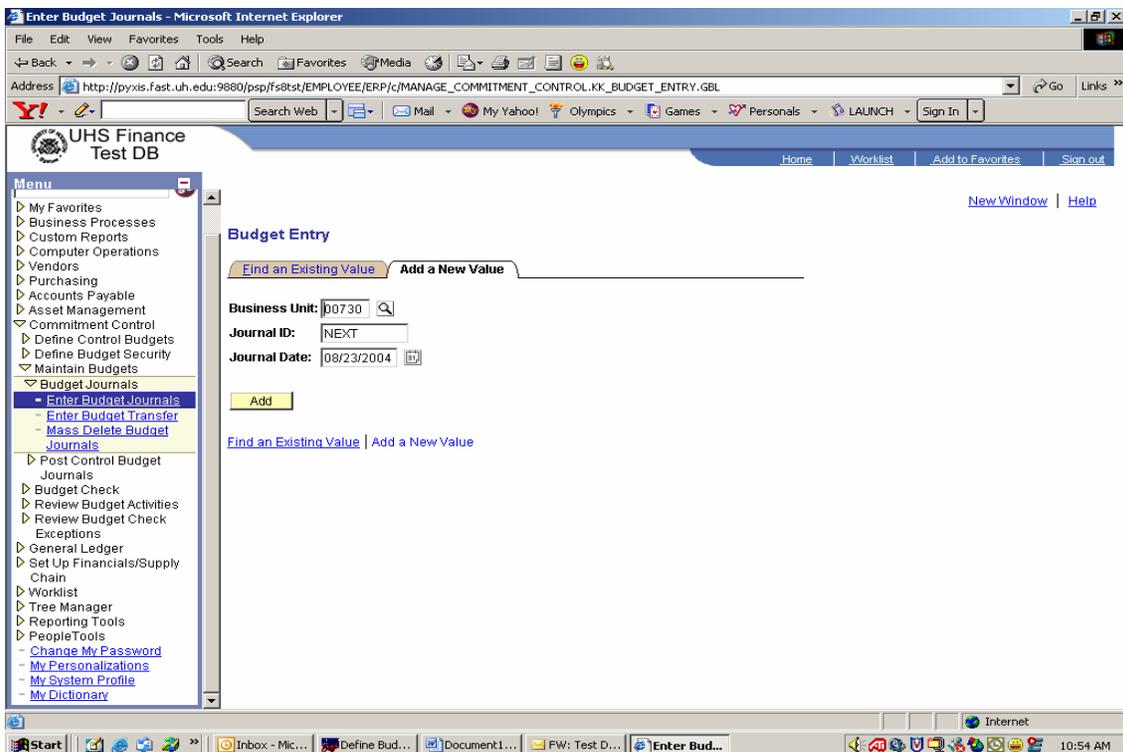
- Commitment Control
- Budget Journals
- Enter Budget Journals
- Add
- Ledger Group – ORG
- Budget Entry Type – **Original**
- Long Description – Fund new position
- Budget Lines
- Key in Speed type or cost center combo
- Account B5009
- Amount Debit -\$60,000
- Click plus sign located under journal line
- Account B5XXX
- Amount Credit \$60,000
- Click Save
- Select “Budget Pre-Check” and click Process
- Click Approval2 tab
- Select Appropriate path
- Approval Action – Approve
- Click Apply
- Click OK to workflow notification prompt
- Click Documents tab
- Print Journal Entry Details

## **New Journal – Enter Budget Journals**

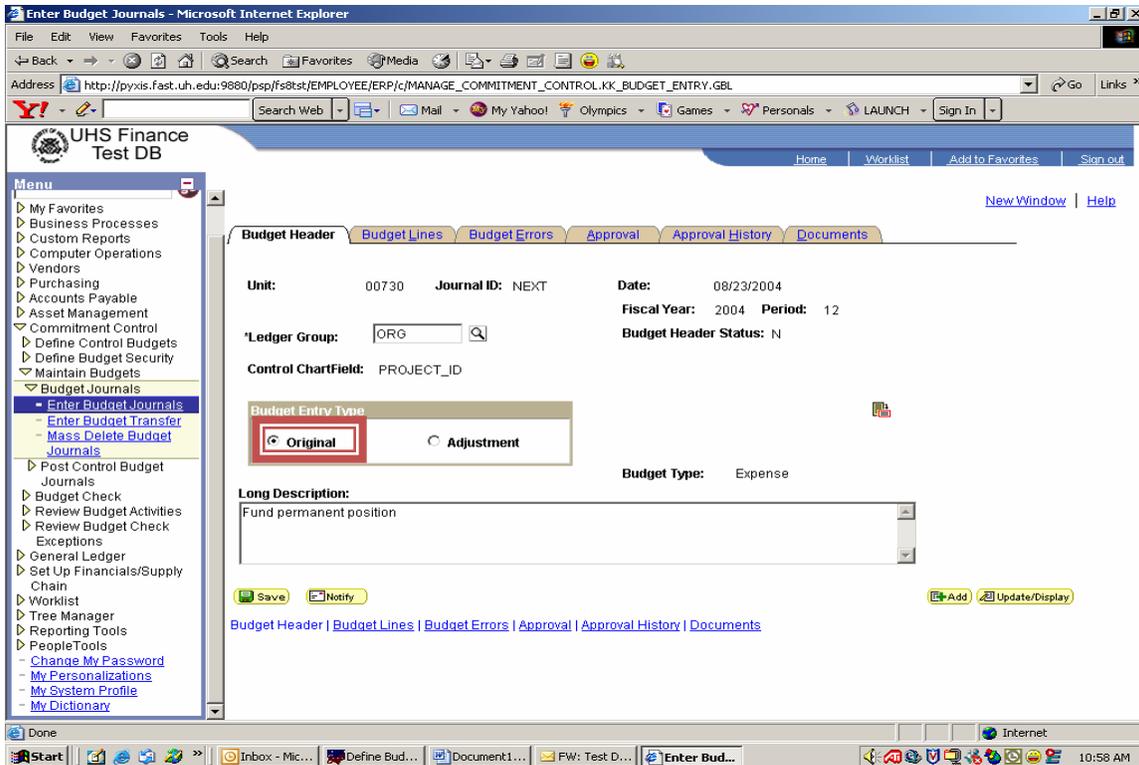
- Add
- Ledger Group – ORG
- Budget Entry Type – **Adjustment**
- Long Description – Fund New Position FY06
- Click Budget Lines
- Key in Speed type or cost center combo
- Account B5XXX
- Amount Debit \$-10,000
- Click plus sign located under journal line
- Account B5009
- Amount Credit \$10,000
- Click Save
- Select “Budget Pre-Check” and click Process
- Click Approval 2 tab
- Select Appropriate Path
- Click Apply
- Click OK to workflow notification prompt
- Click Document tab to print
- Print Journal Entry Details (for your files)



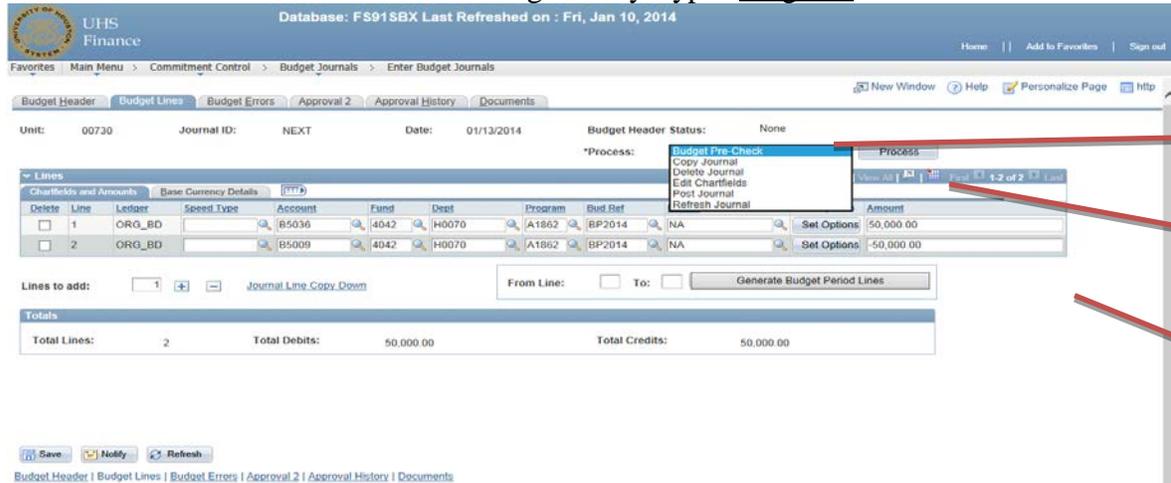
Select “Commitment Control”; “Maintain Budgets”; “Budget Journals”; ‘Enter Budget Journals”



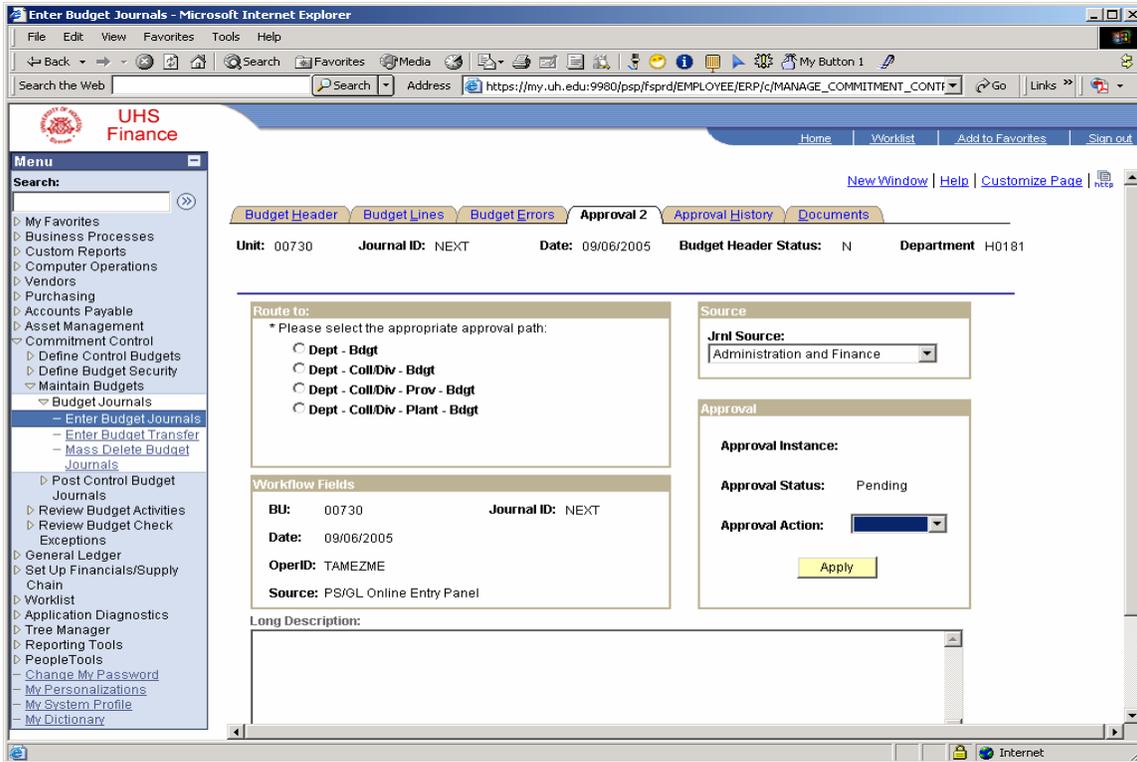
Select “Add”



Fill in all fields. Make sure that the “Budget Entry Type” Original is selected

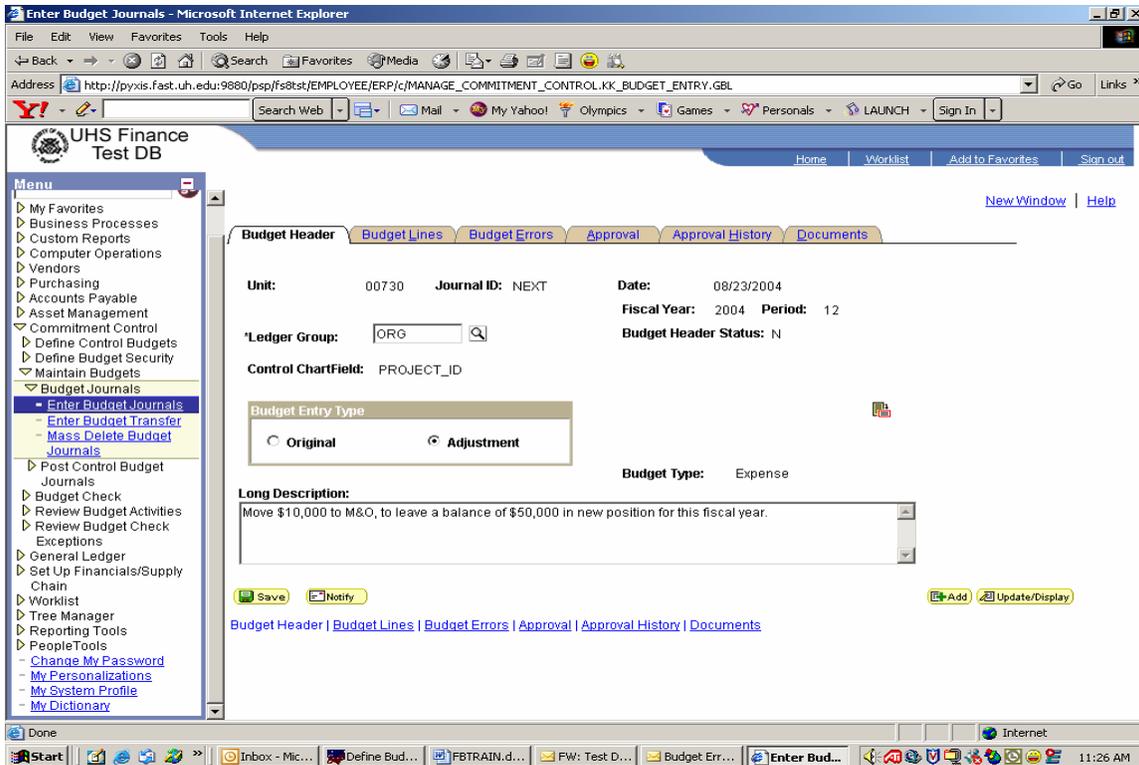


- 1 Enter cost center information. And the amount
- 2 From the dropdown select “Budget Pre-Check” and click Process
- 3 After Processing is complete status will change to Checked only or Error.
  - a. If status is checked only proceed to the next step. (c)
  - b. If status is error please click on error to see the description.
  - c. Go to approval 2 tab to select a path, “approve and apply”

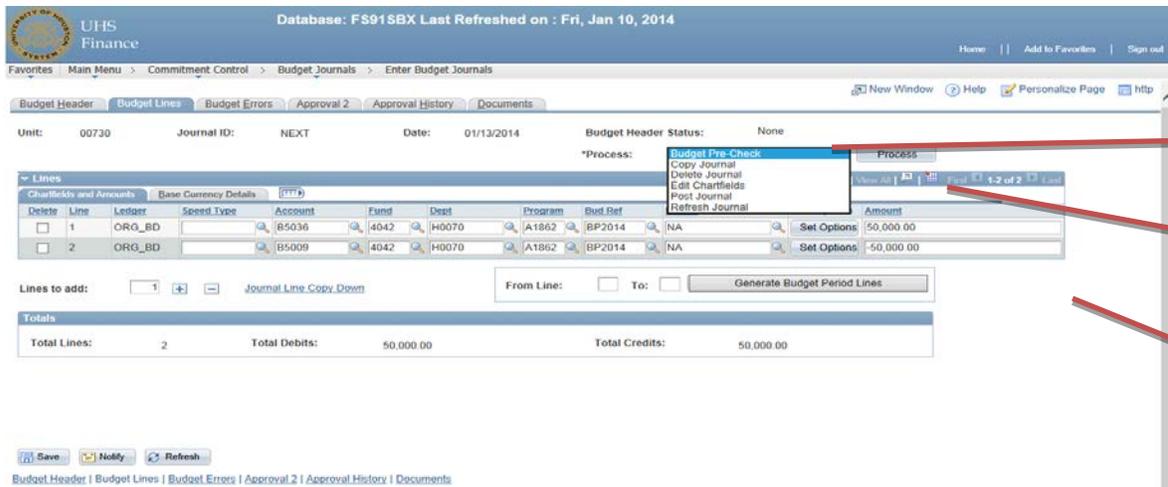


Select Appropriate path: Approve and click Apply.

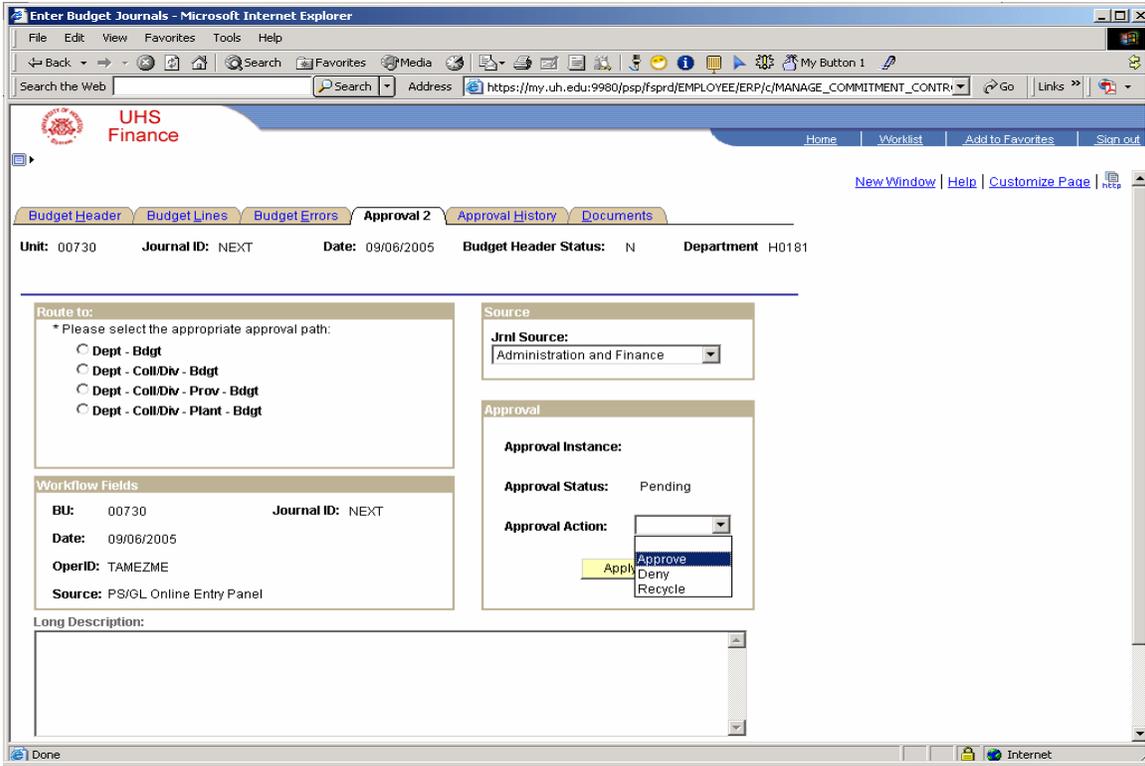
To fund the remainder of the year, all of the \$60,000 will not be expended. Therefore, Another budget journal is required to adjust the position funding.



Fill in all fields. Be sure to select “Adjustment” as the Budget Entry Type.



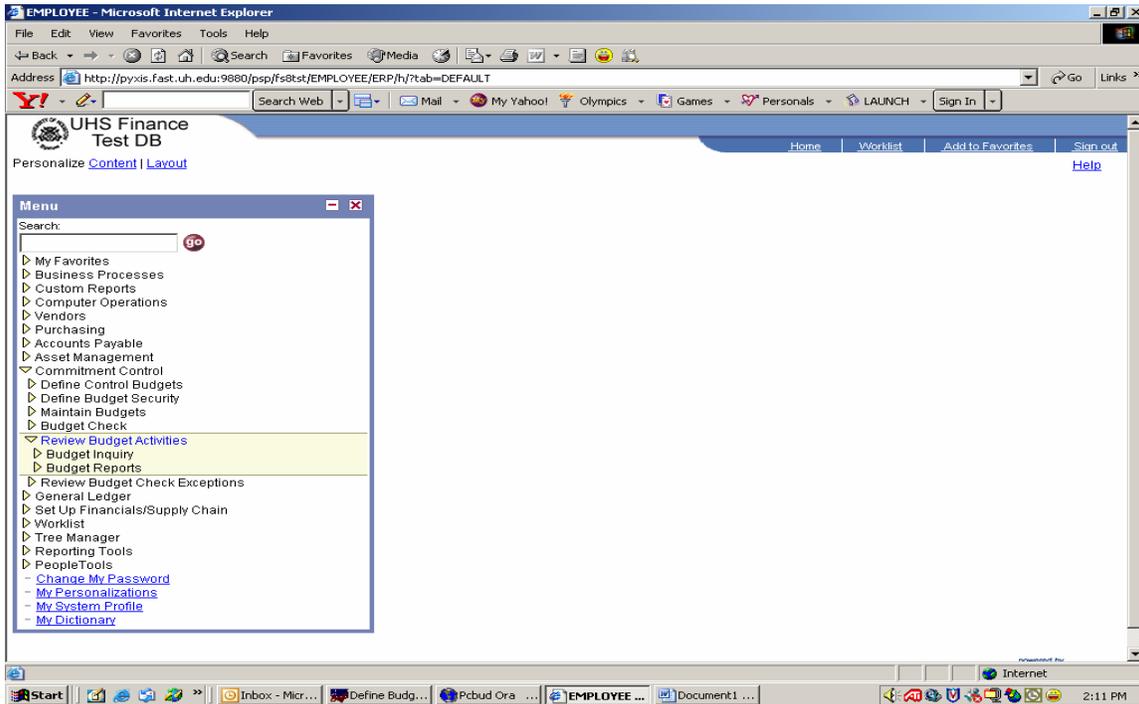
- 1 Enter cost center information. And the amount
- 2 From the dropdown select “Budget Pre-Check” and click Process
- 3 After Processing is complete status will change to Checked only or Error.
  - a. If status is checked only proceed to the next step. (c)
  - b. If status is error please click on error to see the description.
  - c. Go to approval 2 tab to select a path, “approve and apply”



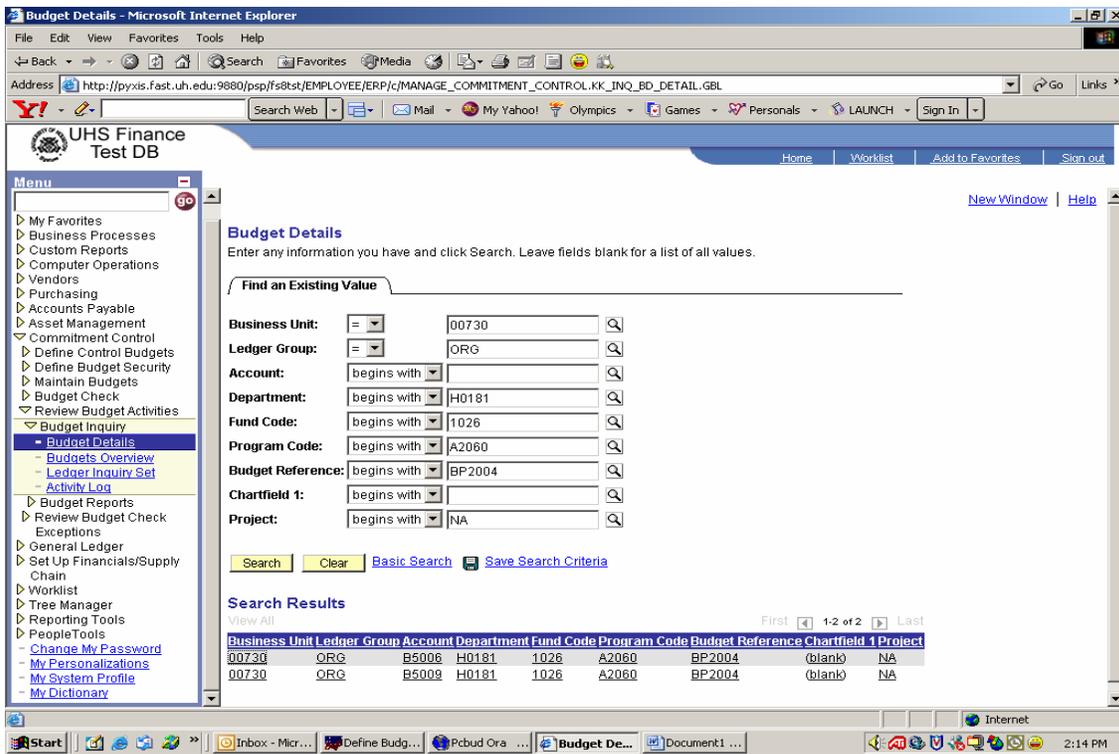
Select Path: then select approve and **apply** to submit. Click “OK” at prompt.  
Click Document tab to print journal for your files.

# Budget Reports

## Budget Available By Budget Node

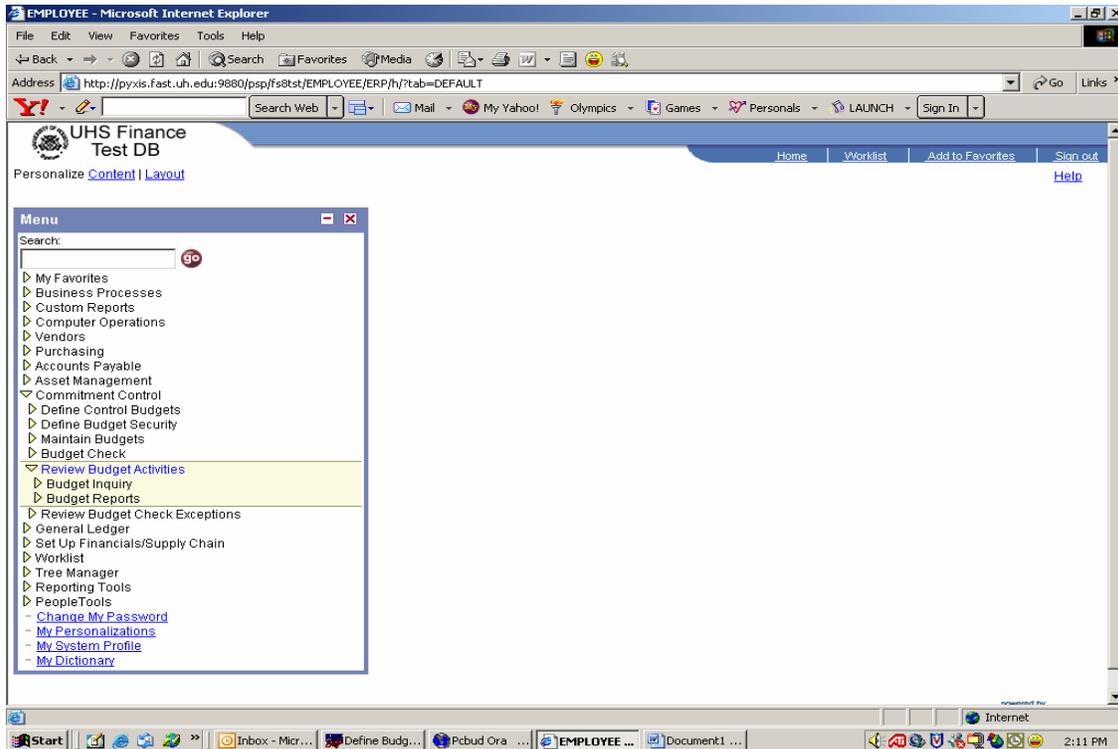


Select "Commitment Control"; "Review Budget Activities"; "Budget Inquiry"

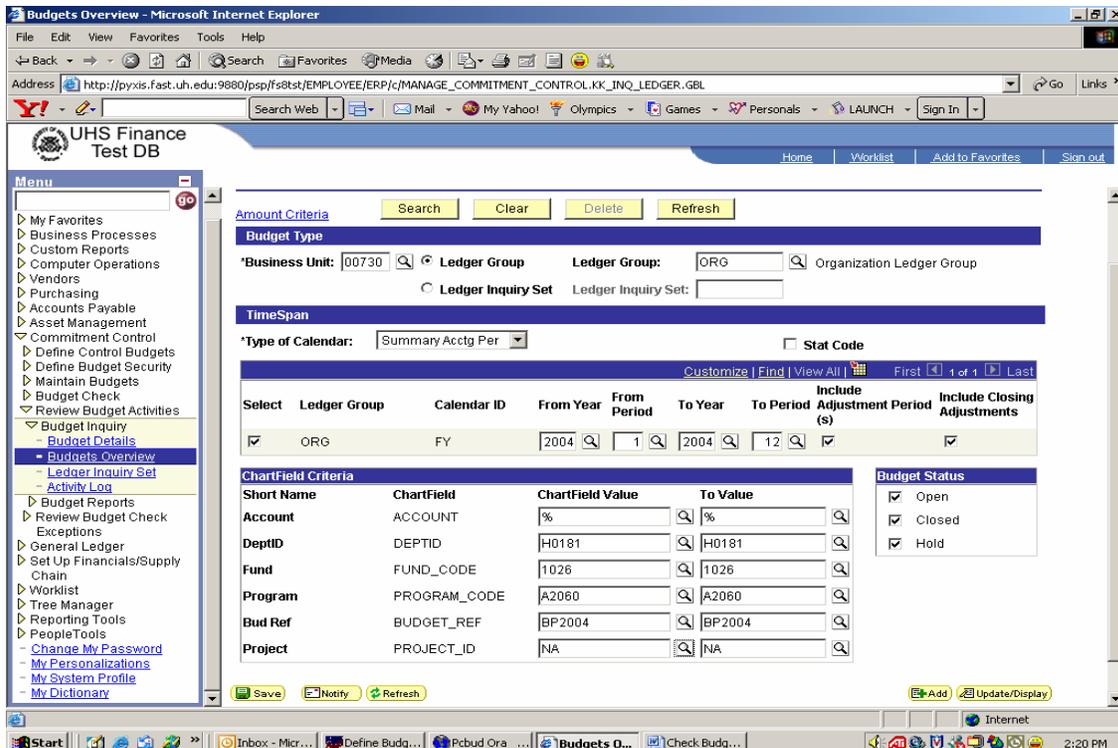


Select "Budget Details". Enter all fields and click "Search"

## Overall Budget Available

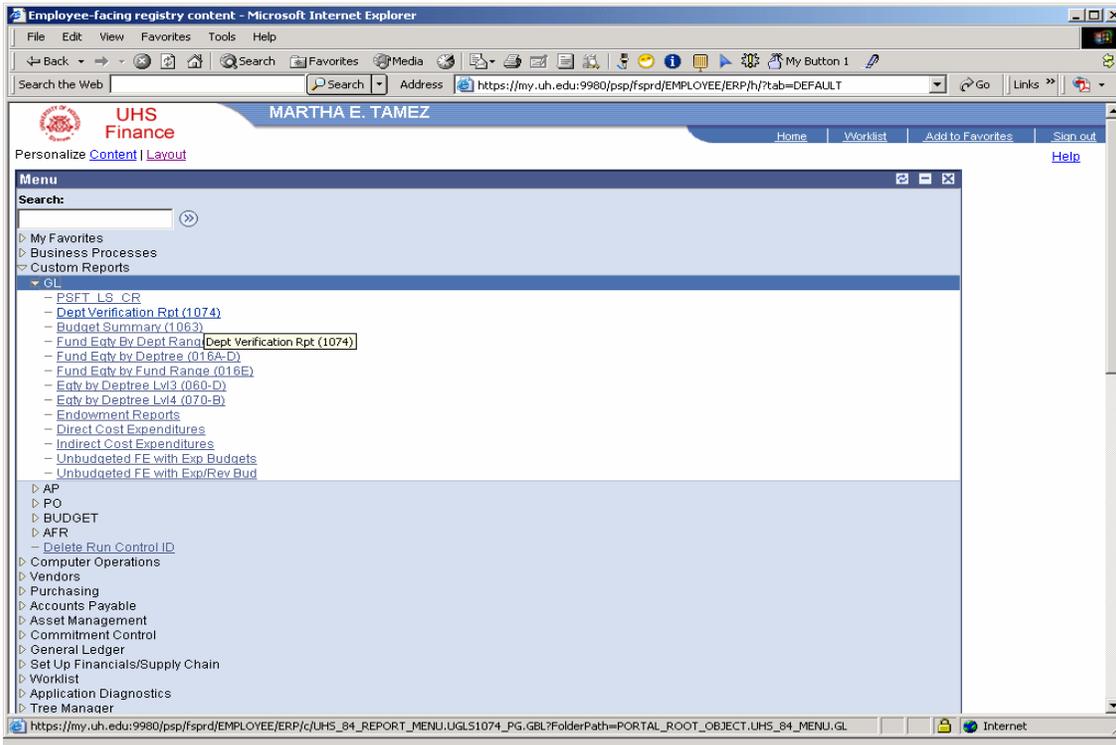


Select “Commitment Control”, “Review Budget Activities”, “Budget Inquiry”

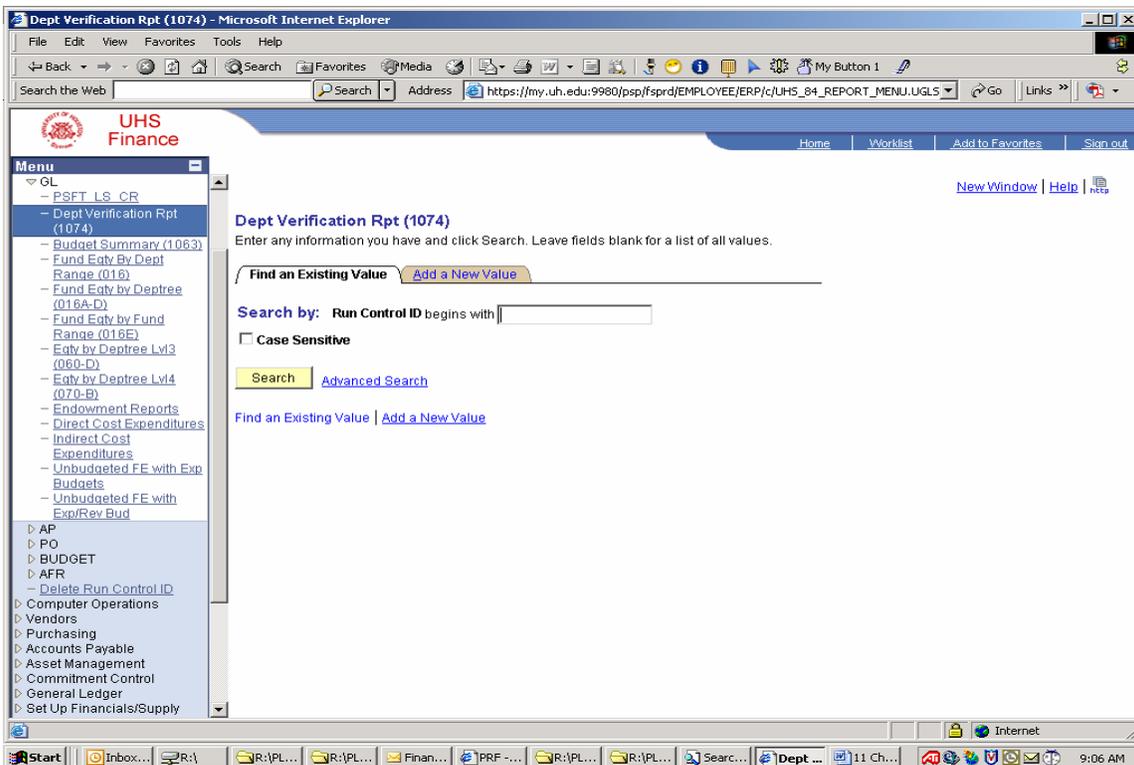


Select “Budget Overview”, enter in cost center information. If the wildcard is selected on the overview panel, the system will generate information for more than one account.

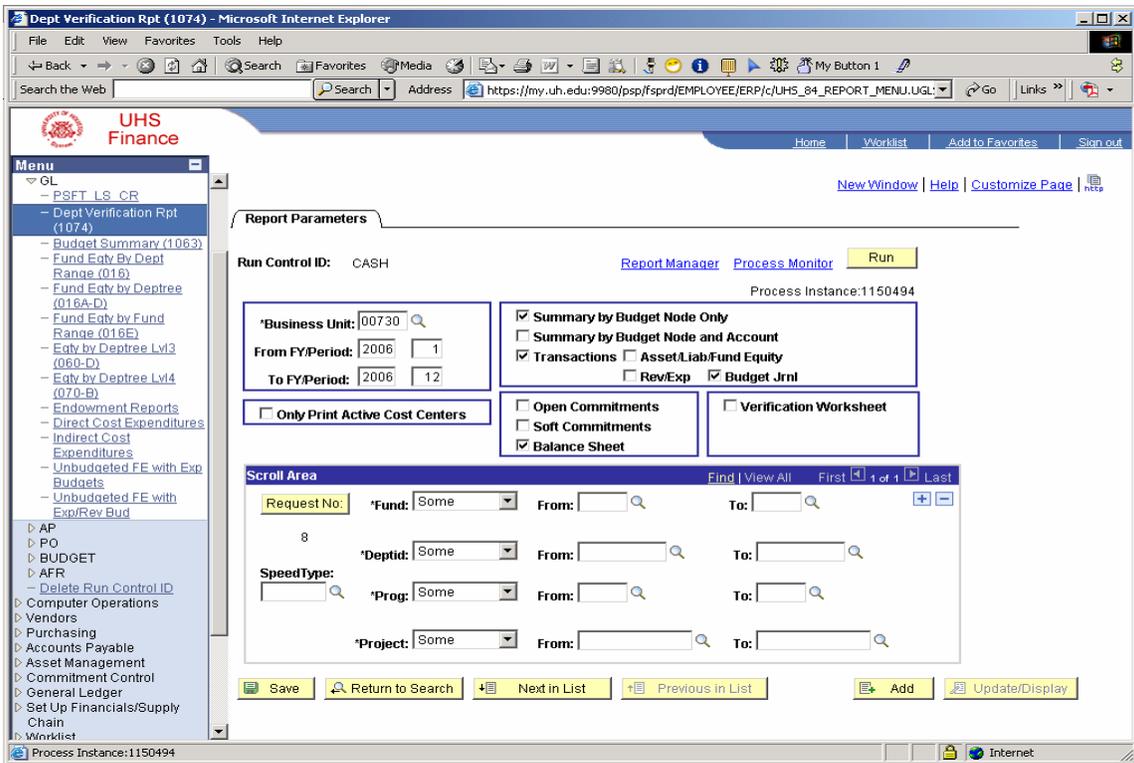
# 1074 Report



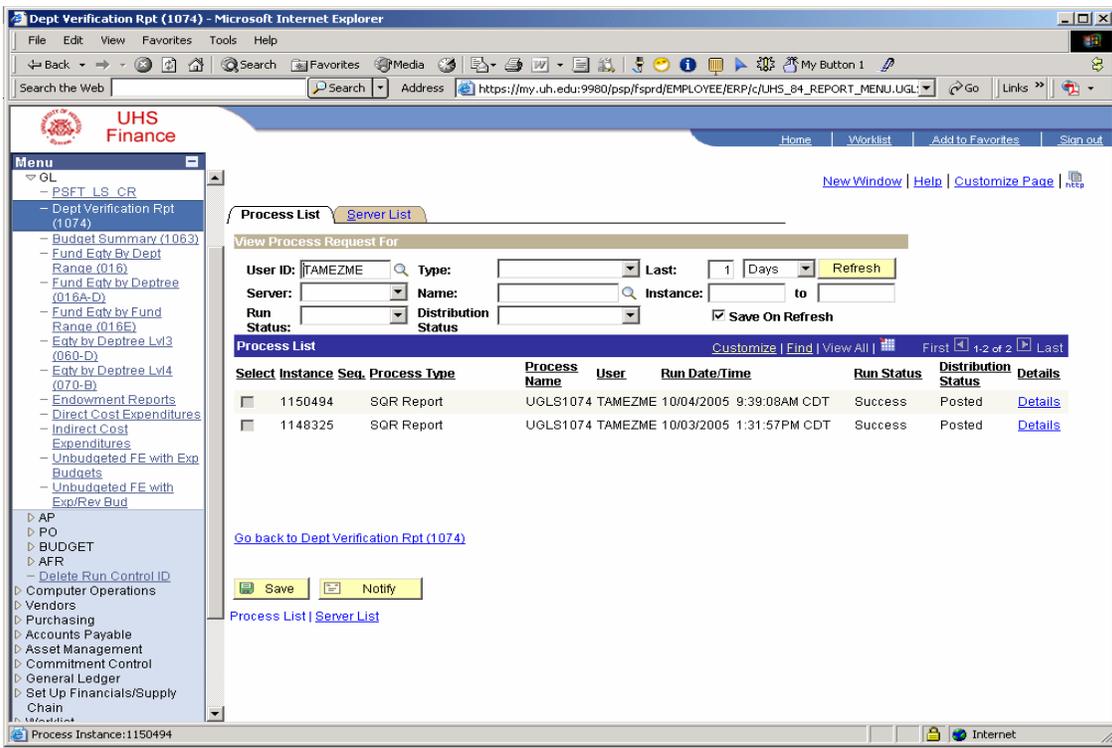
## Custom Reports, GL, Dept Verification RPT 1074



Add Run Control ID by selecting “Add a New Value tab” if one is not created. Once created, click search.



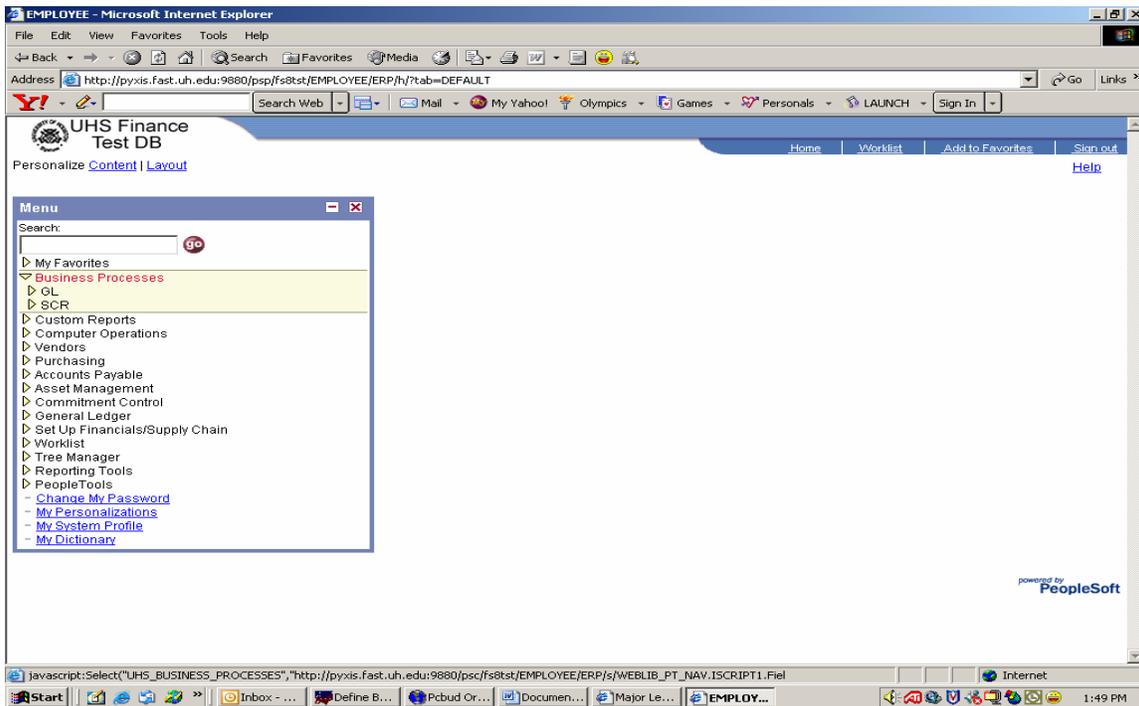
Enter values, click Run. Click Ok and select Process Monitor to retrieve SQR report.



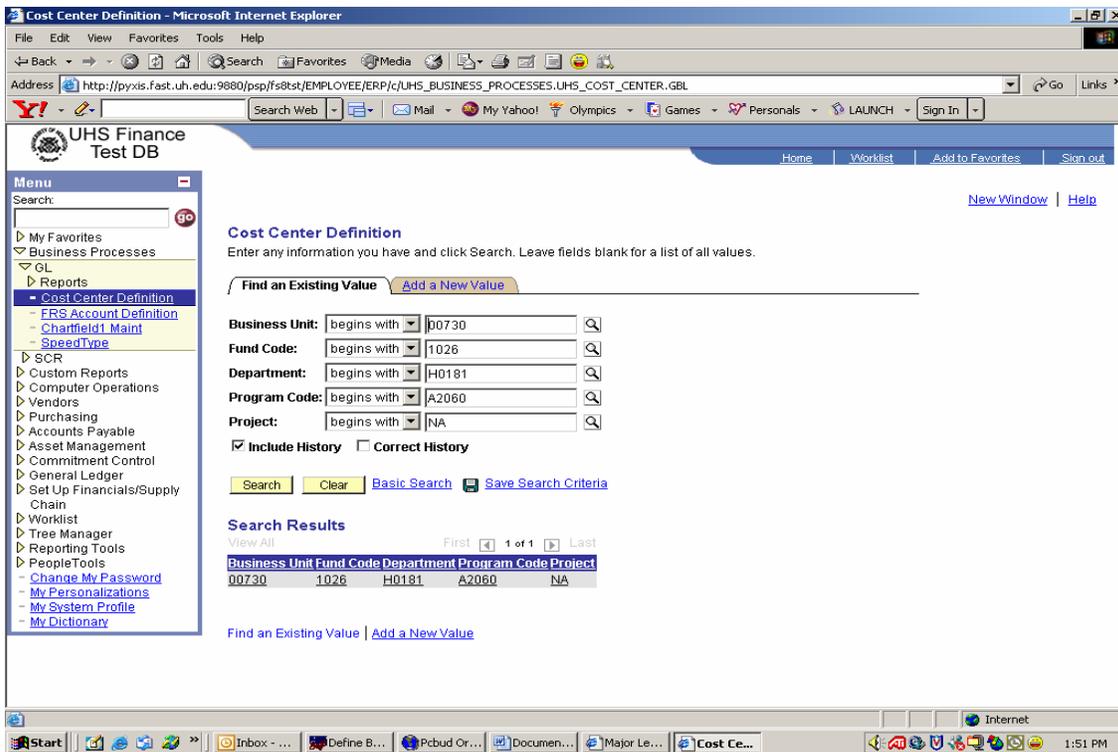
Once Report has posted, click DETAILS  
 Click View Log/Trace  
 Click ugls1074\_1150494.PDF to print 1074.

# Lookup Cost Centers

## Lookup Speed Type By Cost Center

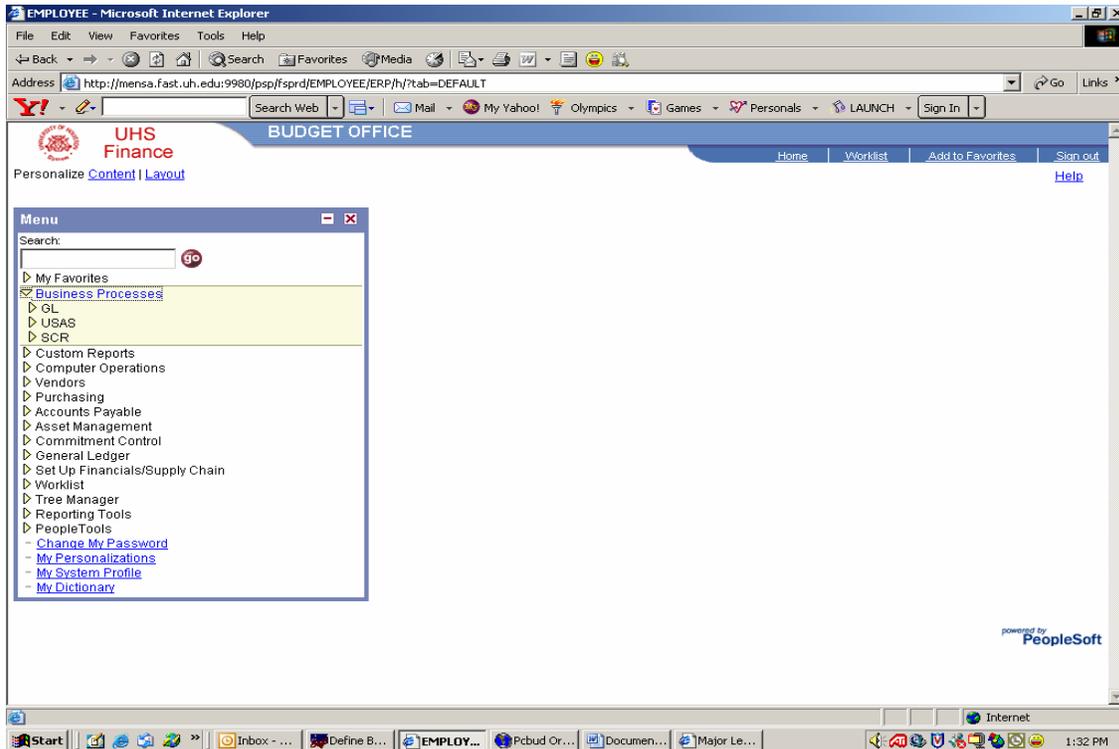


Select “Business Processes” then “GL”

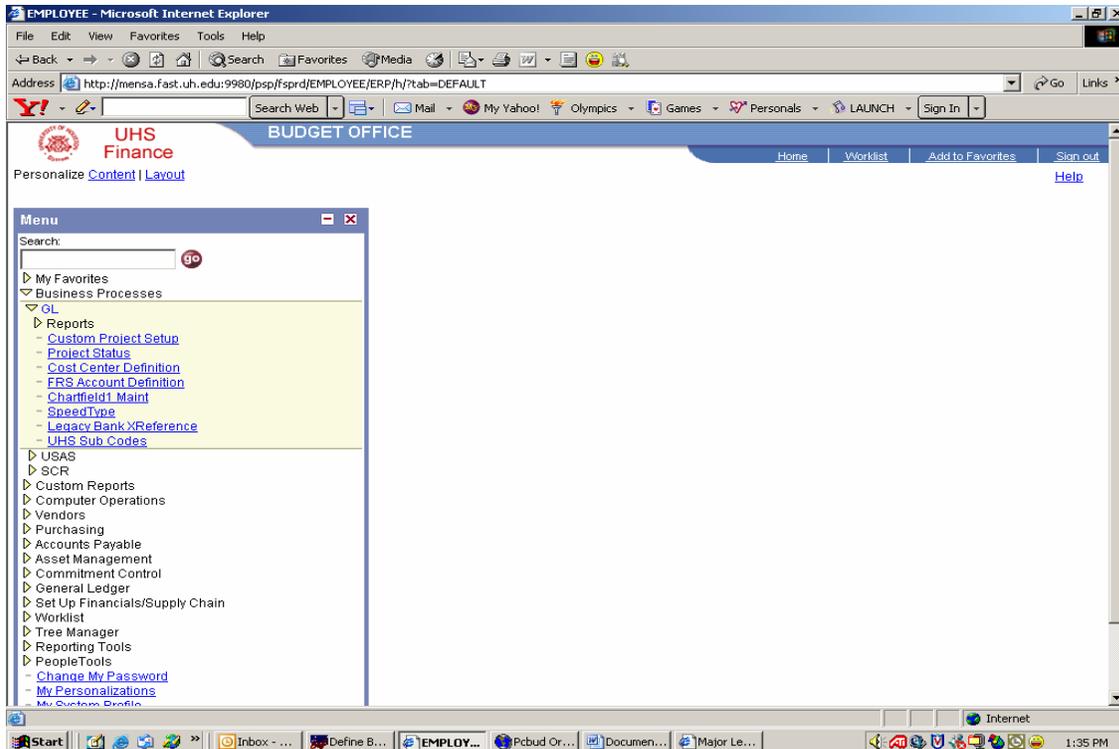


Select “Cost Center Definition”. Enter all fields and select “Search”

## Lookup Cost Center By Speed Type



Select "Business Processes" then "GL"



Select "Speed Type"

SpeedType - Microsoft Internet Explorer

Address: http://pyxis.fast.uh.edu:9880/psp/fstst/EMPLOYEE/PSFT\_EP/c/UHS\_BUSINESS\_PROCESSES.SPEEDTYPE.GBL

UHS Finance Test DB

Home Worklist Add to Favorites Sign out

**Menu**

Search:

- My Favorites
- Business Processes
  - GL
    - Reports
      - Cost Center Definition
      - FRS Account Definition
      - Chartfield1 Maint
      - SpeedType**
    - SCR
    - Custom Reports
    - Computer Operations
    - Vendors
    - Purchasing
    - Accounts Payable
    - Asset Management
    - Commitment Control
    - General Ledger
    - Set Up Financials/Supply Chain
    - Worklist
    - Tree Manager
    - Reporting Tools
    - PeopleTools
      - Change My Password
      - My Personalizations
      - My System Profile
      - My Dictionary

**Speedtype**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

SetID:

User ID:

Primary Permission List:

SpeedType Key:

Type of SpeedType:

Case Sensitive

[Basic Search](#)

**Search Results**

View All First 1 of 1 Last

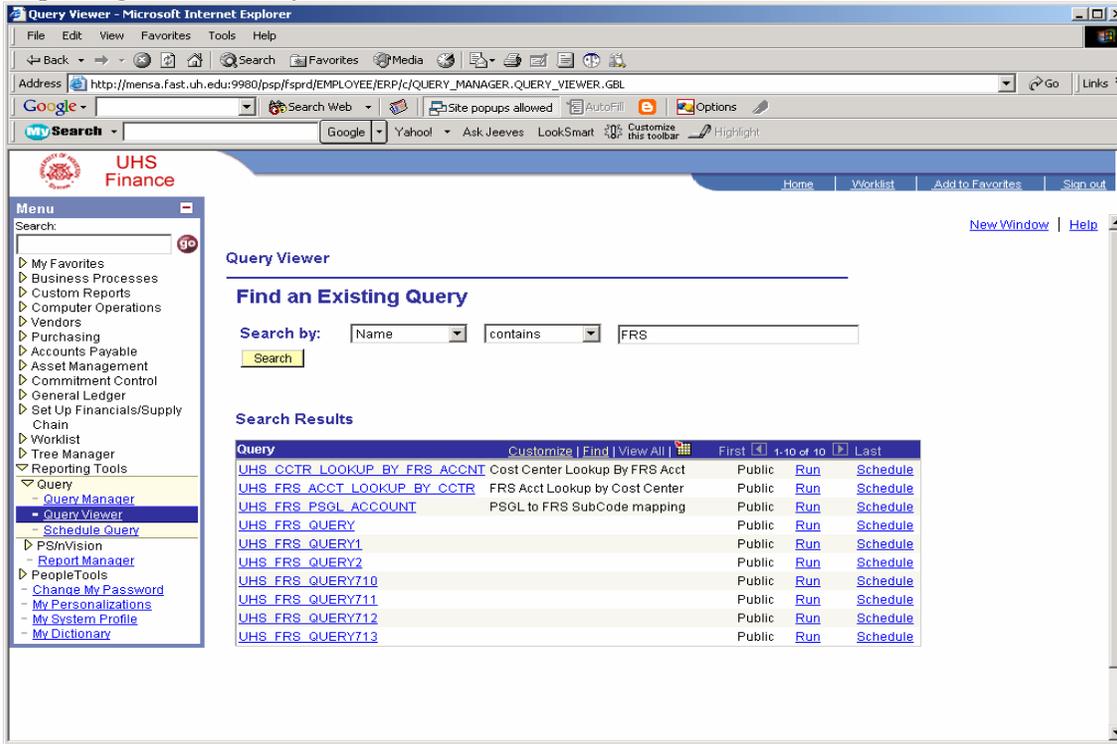
SetID	User ID	Primary Permission List	SpeedType Key	Description	Type of SpeedType
00730	(blank)	(blank)	33385	1026-H0181-A2060-NA	Universal

Windows taskbar: Start, Inbox, Define B..., Pcbud Or..., Documen..., Major Le..., FW: Test..., SpeedT..., 1:43 PM

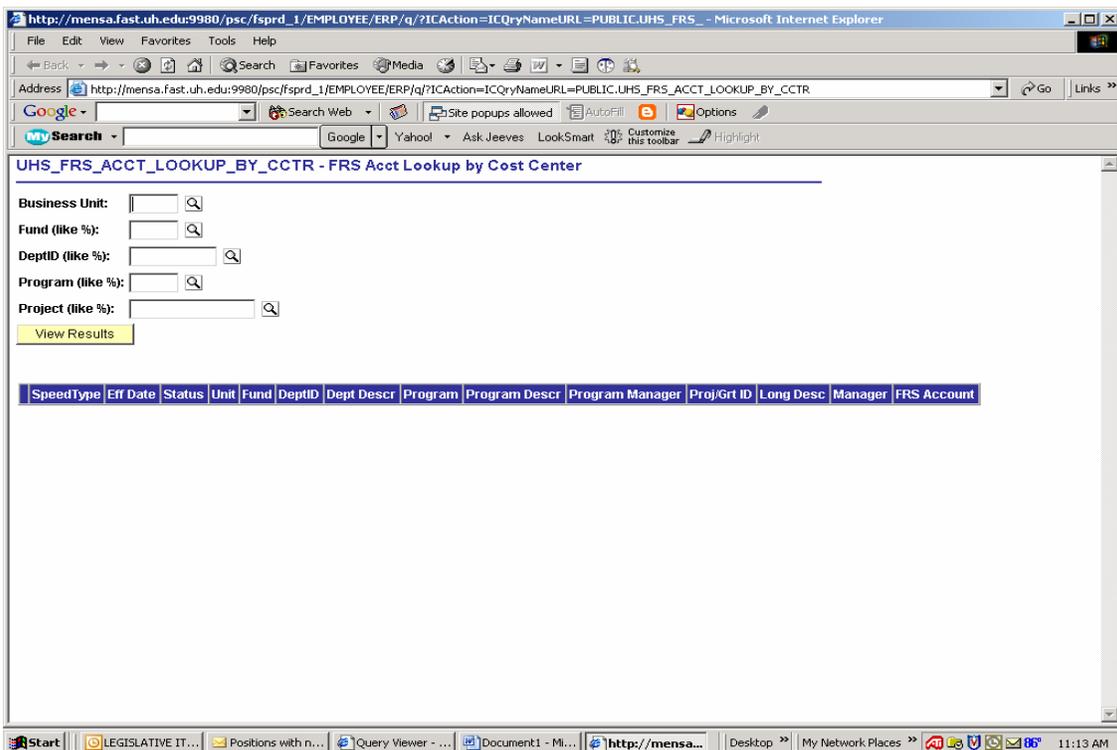
Enter information as shown above, then select "Search".

# Lookup FRS by Cost Center

## Reporting Tools, Query Viewer.



Select query, click run.



Enter all cost center attributes.

## **Create Cost Center**

### **Cost Center Request Information**

The following should be completely filled in when submitting a Request for Chartfield Action- **Program** form:

- The **Effective Date** is the day the action will become active.
- **Action Requested** indicates appropriate action.
- **Business Unit** (00730 Houston) (00783 System).
- **Program** should be left blank.
- **Short Description** should describe cost center.
- **Program Manager** is the authority over the cost center.
- **Long Description** explains the use of the cost center.
- **NACUBO Function** will determine what the program will start with (A, B, C...).
- **Signatures** must be original and dated.

The following should be completely filled in when submitting a Request for **Cost Center** Action form:

- The **Effective Date** is the day the action will become active.
- **Action Requested** indicates appropriate action.
- **Source of funds** explains where the funds come from.
- **Use of funds** the use of the funds.
- **Business Unit** (00730 Houston) (00783 System).
- **Fund** is a four digit number with the leading number designating the fund group and followed by three characters that are unique to a source of funds.
- **Program** should be left blank, unless it already exists.
- **Project ID** in most cases will be NA.
- **Signatures** must be original and dated.

Once submitted to the Budget Office, an email will be sent to the initiator with the cost center information.

**Classification of Expenditures.** In their general purpose financial statements, public institutions are required to classify expenditures by function. The following functional classifications are used:

<u><b>FUNCTION</b></u>	<u><b>UH PS Program Code</b></u>
• Educational and General	
• Instruction	<b>AXXXX</b>
• Research	<b>BXXXX</b>
• Public Service	<b>CXXXX</b>
• Academic Support	<b>DXXXX</b>
• Student Services	<b>EXXXX</b>
• Institutional Support	<b>FXXXX</b>
• Operation and Maintenance of Plant	<b>GXXXX</b>
• Scholarships and Fellowships	<b>HXXXX</b>
• Auxiliary Enterprises	<b>IXXXX</b>
• <b>Depreciation (UH)</b>	<b>LXXXX</b>

FUNCTION	INCLUDES	EXCLUDES
<b>Education &amp; General</b>	<ul style="list-style-type: none"> <li>• Instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowships.</li> </ul>	<ul style="list-style-type: none"> <li>• Auxiliary enterprises, hospitals, or independent operations.</li> </ul>
<b>Instruction (Axxx)</b>	<ul style="list-style-type: none"> <li>• Credit and noncredit courses; academic vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions</li> <li>• Departmental research and public service that are not separately budgeted</li> <li>• Department chairpersons and administrators for whom instruction is an important role</li> <li>• Open university, short courses, and home study activities falling within this classification and offered for credit.</li> <li>• Formally organized and/or separately budgeted instructional activities (offered either for credit or not for credit) that are carried out during a summer session, interim session, or other period not common with the institution's regular term.</li> <li>• Formally organized and/or separately budgeted instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate.</li> <li>• Noncredit instructional offerings carried out by the institution's extension division as well as noncredit offerings that are part of the adult education or continuing education program.</li> <li>• Activities associated with programs leading toward a degree or certificate at a level below the higher education level, such as adult basic education</li> <li>• Formally organized and/or separately budgeted instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a postsecondary degree or certificate. (Generally are termed preparatory, remedial, developmental, or special educational services.)</li> </ul>	<ul style="list-style-type: none"> <li>• Academic instruction when the primary assignment is administration – for example, academic deans.</li> </ul>

FUNCTION	INCLUDES	EXCLUDES
<b>Research (BXXXX)</b>	<ul style="list-style-type: none"> <li>• Activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution.</li> <li>• Individual and/or project research as well as that of institutes and research centers.</li> <li>• Departmental research that is separately budgeted for research is included in this category.</li> <li>• Research activities that are part of a formal research organization created to manage a number of research efforts.</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental research that is not separately budgeted. Such expenditures are included in the instructional category.</li> <li>• Federally funded research and development centers, which, for public institutions, should continue to be classified as independent operations.</li> </ul>
<b>Public Service (CXXXX)</b>	<ul style="list-style-type: none"> <li>• Activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.</li> <li>• Community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.</li> <li>• Public broadcasting services operated outside the context of the institution's instruction, research, and academic support programs.</li> </ul>	
<b>Academic Support (DXXXX)</b>	<ul style="list-style-type: none"> <li>• Support services for the institution's primary missions: instruction, research, and public service.</li> <li>• Libraries, museums, and galleries.</li> <li>• Demonstration schools associated with a department, school, or college of education.</li> <li>• Audio-visual services</li> <li>• Computing support</li> <li>• Academic administration (including academic deans but not department chairpersons)</li> <li>• Personnel development providing administration support and management direction to the three primary missions (instruction, research, public service).</li> <li>• Academic deans (including deans of research, deans of graduate schools, and college deans)</li> <li>• Formally organized and/or separately budgeted academic advising.</li> <li>• Sabbaticals, faculty awards, and organized faculty development programs.</li> </ul>	<ul style="list-style-type: none"> <li>• For institutions that currently charge some of the expenses – for example, computing support — directly to the various operating units of the institution, this category does not reflect such expenses.</li> <li>• Administrative data processing, which is classified as institutional support</li> <li>• Department chairpersons (which are included in the appropriate primary function categories).</li> <li>• Office of the chief academic officer of the institution (but should be classified as institutional support).</li> </ul>

FUNCTION	INCLUDES	EXCLUDES
<b>Student Services (EXXXX)</b>	<ul style="list-style-type: none"> <li>• Student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an essentially self-supporting activity).</li> <li>• Offices of admissions and the registrar.</li> <li>• Office of enrollment management.</li> <li>• Counseling and Career Guidance</li> <li>• Financial Aid Administration</li> <li>• Student Admissions</li> <li>• Student Records</li> <li>• Student Health Services (that are not self-supporting; health services that are self-supporting are reported as auxiliary enterprises)</li> </ul>	<ul style="list-style-type: none"> <li>• Chief administrative officer for student affairs, whose activities are institution-wide and therefore should be classified as institutional support.</li> <li>• Formal academic counseling activities (academic support) and informal academic counseling services (instruction) provided by the faculty in relation to course assignments.</li> <li>• Grants to students, which should be classified as either revenue reductions, agency transactions, or expenses, as discussed elsewhere in this manual.</li> </ul>
<b>Institutional Support (FXXXX)</b>	<ul style="list-style-type: none"> <li>• Central executive-level activities concerned with management and long-range planning for the entire institution.</li> <li>• Governing board, president, chief academic officer, chief business officer, chief student affairs officer, and chief development officer.</li> <li>• planning and programming, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising.</li> <li>• Accounting office, bursars office, and internal and external audits.</li> <li>• Personnel administration, space management, purchase and maintenance of supplies and materials, campus-wide communication and transportation services, general stores, and printing shops.</li> <li>• Alumni, institution-wide development and fund raising.</li> <li>• Unallocated interest expense</li> </ul>	<ul style="list-style-type: none"> <li>• Allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not reported under the educational and general heading of expenses.</li> </ul>

FUNCTION	INCLUDES	EXCLUDES
<b>Operations&amp; Maintenance of Plant (GXXXX)</b>	<ul style="list-style-type: none"> <li>• Operation and maintenance of the physical plant, in all cases net of the amount charged to auxiliary enterprises, hospitals, and independent operations. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, safety, security, safety services, and similar items.</li> <li>• Physical Plant Administration</li> <li>• Building Maintenance</li> <li>• Custodial Services</li> <li>• Utilities</li> <li>• Landscape and Grounds Maintenance</li> <li>• Major Repairs and Renovations</li> <li>• Security and Safety</li> <li>• Logistical Services</li> <li>• Operations and Maintenance Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional plant fund accounts.</li> <li>• Depreciation.</li> </ul>
<b>Scholarships &amp; Fellowships (HXXXX)</b>	<ul style="list-style-type: none"> <li>• Scholarships and fellowships – from restricted or unrestricted current funds-in the form of grants to students, resulting from selection by the institution or from an entitlement program.</li> <li>• Trainee stipends, prizes, and awards.</li> <li>• Aid to students in the form of tuition or fee remissions also should be included in this category.</li> <li>• Grants-in-aid, trainee stipends, tuition and fee waivers, and prizes.</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.</li> <li>• When services are required in exchange for financial assistance, as in the College Work-Study program, charges should be classified as expenditures of the department or organizational unit to which the service is rendered.</li> <li>• Remission of tuition or fees granted because of faculty or staff status, or family relationship of students to faculty or staff, should be recorded as staff benefit expenditures in the appropriate functional expenditure category.</li> </ul>
<b>Auxiliary Enterprises (IXXXX)</b>	<ul style="list-style-type: none"> <li>• Residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, faculty and staff parking, and faculty housing.</li> <li>• Student health services, when operated as an auxiliary enterprise, also are included.</li> <li>• Intercollegiate sports program when the program is operated in accordance with the definition of an auxiliary enterprise, which means that it is essentially self- supporting.</li> </ul>	

FUNCTION	INCLUDES	EXCLUDES
<b>Depreciation (LXXXX)</b>	<ul style="list-style-type: none"> <li>• Depreciation expense on capital assets including Land, Buildings &amp; Building Improvements, Infrastructure, Facilities &amp; Improvements, Equipment, etc.</li> </ul>	





### Cost Center Action Form

Effective date of action:

**Action requested (check appropriate boxes):**

- Inactivate cost center
- Create cost center (use existing chartfield values)    **AND**     Replaces existing cost center
- Create cost center (new chartfield value(s) required)    **AND**     Replaces existing cost center
- Create/change Cost Center Manager as follows:    Empl ID:     Manager Name:

Source of funds for new cost centers:

Use of funds for new cost centers:

Comments (optional):

	Create/inactivate	Chartfield description (optional)	Cost center to be replaced (If replacing existing cost center)
Business Unit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept ID	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project ID	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Attachments (check all that apply):**

- Request(s) for creating chartfield, if applicable (new fund, dept, program, or project)
- To inactivate attach current period reports 1074-1 and 1074-6.  
 Verify the following on the attached reports:
  - Original budget (base budget) is zero
  - All commitments are zero
  - Asset and liability account balances are zero
  - Total of all fund equity accounts are zero
- Other supporting documents. Describe:

**College/Division Approval:**

	Name	Phone	Date Form is Completed
Initiator:	<input type="text"/>	<input type="text"/>	<input type="text"/>

College/Division Admin:	<input type="text"/>	<input type="text"/>
-------------------------	----------------------	----------------------

Note: Completed form and attachments must be emailed to the Budget Office by the College/Division Administrator.

**Budget Office Action:**

	Name	Date Action is Completed
Budget Office Employee:	<input type="text"/>	<input type="text"/>

SpeedType for New Cost Center:     FRS Account for New Cost Center (UHD Only):

PCA Code     USAS Program Code

UNIVERSITY OF HOUSTON SYSTEM  
FRS to PS Program Code Conversion Guide

Kauaiar PS Program				
Purpose code/ NACUBO Function	Description	Program COO	Project ID	comment
0011	Research	AXXX	NA	...
2000	Research	5XXX	NA	...
3000	PUNcseMce	CXXX	NA	...
4000	.....oallC"Oort	OXXX	NA	...
5000	Sloent sav...ces	EXXX	NA	...
6000	ns.bbilton.aal SU::Dort	noocX	NA	...
7000	C>1M<S1ca1 Part	GXXX	NA	...
8000	Sti'1013fStinl> & FilaA-ul"S	HXXX	NA	...
9011	..llb;rv Entercc&es	IXXX	NA	...

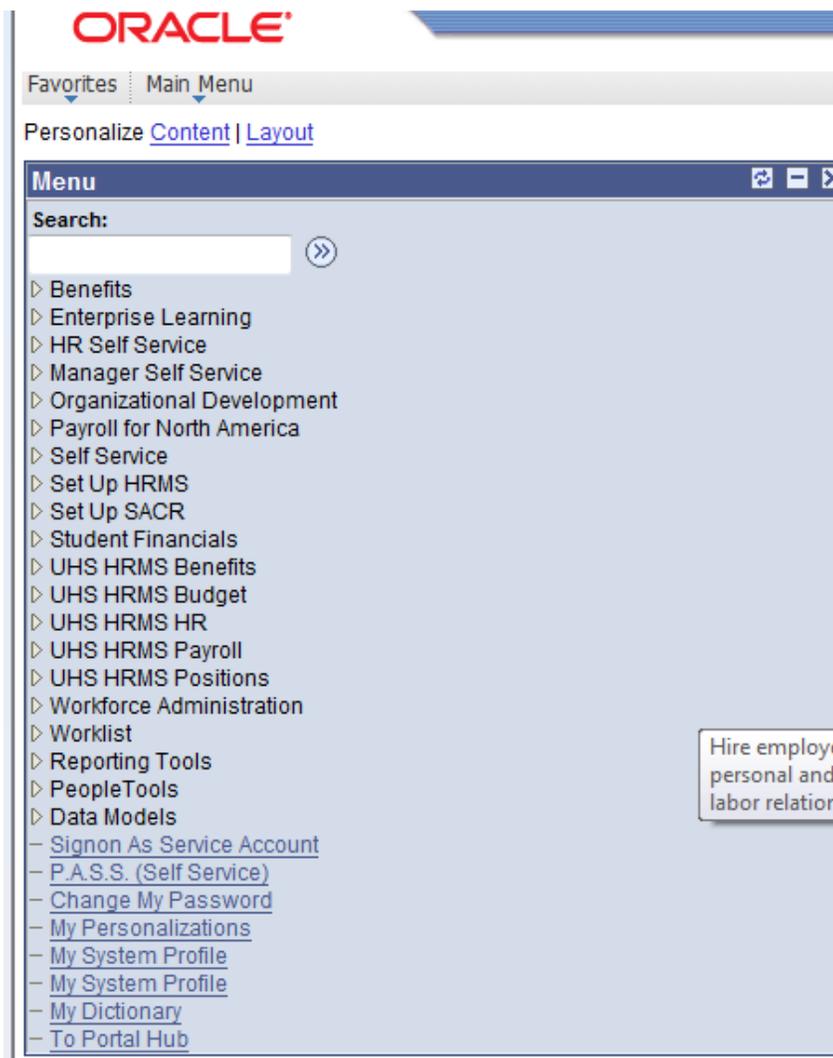
  

Genenc PS Program				
Element or Coat	Description	Program COO	Project ID	comment
nOO-...eu Granta/PROJ Rts:				TM ea for genE!!IC programi ooo=s arose rtom oe nature or ?S proJ:ec& PS pro cis. are.Dy o=trnl:IOO.. non-nscalyear actJVnHs. TMse lnc/Uct= grants ams procis. tnat areton;ertnan. s!lOfkNma.. «otMNfs:no.ilnconormij)*to s!a: n&calywr tiegirlt'rlg ana :no1ogaaes Wt FRS. me\$e type accourtsna'e a Year- Ena Prooes& oago.; ?" onSL'anciY onGLb. Project ID'Scony at m.e oeau o; 1 i \$...pfUSocri mor .Tilererora*nen aProfe-c. 10'Al i oeas!1J110>e'A111 use a nMc Program coa wJtn m. V. est'n to u&e11::!lap11acr...trac...ro enaofe i=porar: gny NACU50 oocro!l. 'e'ea1so sr.a=: moeapro as & grant.s tonavea.n creuteaprogram"o enab..le-plZtOeoentIntne EOC&stra:egytrees ano9ener01ror.ict PCA coctes FOI!USAS il:llf\$3CtD115.
NA	...;1 Resb1cte4 Granis & C001r"...ct5	XOCQ1	GXXXXXX	
NA	A:l R. & R localR31'11 Funa Proeca.	XOC.02	?XXXXXX	
NA	...;1 Uneaia> LOC31Pram R.no Cfn"cts	XDCI24	?XXXXXX	
State FuncLed Grmts:				
011	Res arcn-n-.rizeoR.e&earc:ri	BOCQ7	GXXXXXX	
026	Res arcn-ATP92193	BOCQ9	GXXXXXX	
029	Res arcn-AA.?92193	BOCQ5	GXXXXXX	
033	Research-AAP 9&37	B0012	GXXXXXX	
034	Res arcnATP96197	B0013	GXXXXXX	
05.2	Research-AAP94195	B0010	GXXXXXX	
05.3	Res arcnATP94J95	B0011	GXXXXXX	
11*	Research-AAP 95199	B0014	GXXXXXX	
117	Res arcnATP96199	B001.S	GXXXXXX	
1.37	Research-AAP OO.J1	B0016	GXXXXXX	
11*	Res arcnATP!IQ.-'01	B0017	GXXXXXX	

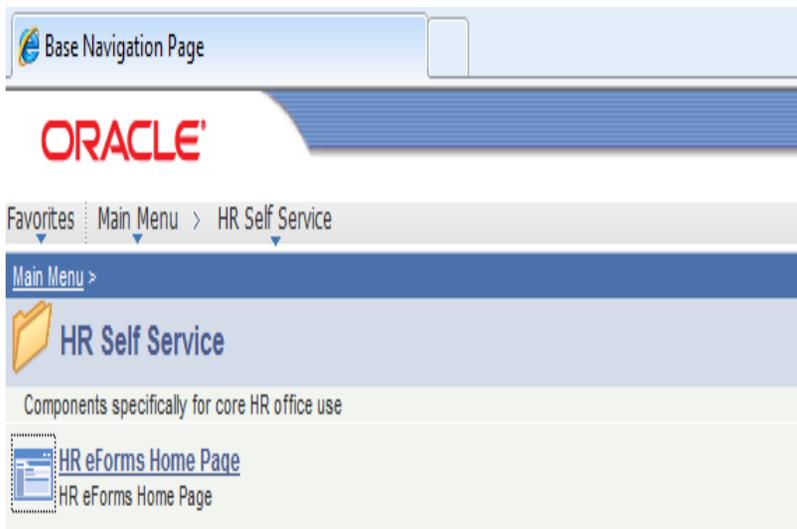
UNIVERSITY OF HOUSTON SYSTEM  
FRS to PS Program Code Conversion Guide

Gen PSPTCC rama				
Element of Code	Description	Program Code	Project ID	Comments
state Funded Project:				
0J1	Genetic Programs - Center for Environmental and Estuarine Science	F0006	XXXXXXXX	Genetic programs - Center for Environmental and Estuarine Science
002	Genetic Programs - Center for Environmental and Estuarine Science	G0013	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
0J2	Genetic Programs - Center for Environmental and Estuarine Science	G0016	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
0B3	Genetic Programs - Center for Environmental and Estuarine Science	G0016	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
0J6	Genetic Programs - Center for Environmental and Estuarine Science	G0016	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
0J7	Genetic Programs - Center for Environmental and Estuarine Science	G0013	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
010	Genetic Programs - Center for Environmental and Estuarine Science	G0010	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
016	Genetic Programs - Center for Environmental and Estuarine Science	G0019	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
021	Genetic Programs - Center for Environmental and Estuarine Science	AD003	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
021	Genetic Programs - Center for Environmental and Estuarine Science	E0008	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
021	Genetic Programs - Center for Environmental and Estuarine Science	D11003	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
021	Genetic Programs - Center for Environmental and Estuarine Science	FO103	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
023	Genetic Programs - Center for Environmental and Estuarine Science	FO104	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
023	Genetic Programs - Center for Environmental and Estuarine Science	G000	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
024	Genetic Programs - Center for Environmental and Estuarine Science	Q000	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
024	Genetic Programs - Center for Environmental and Estuarine Science	FO105	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
024	Genetic Programs - Center for Environmental and Estuarine Science	G0014	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
027	Genetic Programs - Center for Environmental and Estuarine Science	G0005	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
045	Genetic Programs - Center for Environmental and Estuarine Science	G0011	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
047	Genetic Programs - Center for Environmental and Estuarine Science	0004	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
047	Genetic Programs - Center for Environmental and Estuarine Science	011013	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
056	Genetic Programs - Center for Environmental and Estuarine Science	E0005	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
074	Genetic Programs - Center for Environmental and Estuarine Science	G0012	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
079	Genetic Programs - Center for Environmental and Estuarine Science	G001	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science
079	Genetic Programs - Center for Environmental and Estuarine Science	G0015	XXXXXXXX	Genetic Programs - Center for Environmental and Estuarine Science

## POSITION REQUEST NAVIGATION



Select HR Self Service



Select HR eForms Home Page



## Electronic Forms (eForms) Home Page

### [My Worklist](#)

Work the items that have been routed to you.

### [Start a New eForm](#)

Start a new eForm, which will then be routed to the appropriate approvers.

### [Resubmit, Change, or Withdraw an eForm](#)

Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

### [View an eForm](#)

View a recently submitted eForm, including workflow history and form status. eForms submitted in the last month are listed here. This is a read-only view.

### [Look Up an Archived eForm](#)

Review an archived eForm. eForms submitted more than a month ago will be listed here. This is a read-only view.

Select Start a New eForm



## Start a New electronic Form (eForm)



### Personnel Action Request (ePAR)

Use this form to submit a request to hire, edit existing job data, change employment status or add additional pay for an employee.

[Personnel Action Request \(ePAR\)](#)



### Position Request (ePRF)

Use this form to submit a request to create a new position; reclassify an existing position; change department, FTE, or funding on a position; or inactivate a position.

[Position Request \(ePRF\)](#)



### Person of Interest (ePOI)

Use this form to request a PeopleSoft ID for a non-employee, non-student. PS IDs are needed for access to many campus services, including parking, email and Cougar1Card.

Select Position Request (ePRF)

ORACLE

Favorites Main Menu > Department Self Service > eForms Home Page

## Add Position Request (PRF)

### Position Search

Choose a checkbox below for the position action you wish to request: Create a New Position, Update an Existing Position or Inactivate an Existing Position.

To create a new position, click the appropriate checkbox and the Add button will display. Click Add to request a new position.

To update or inactivate an existing position, click the appropriate checkbox and a position search table will appear. If you know the position number, enter it, and click Search. Otherwise, enter the information you have and click Search.

**Search Fields**

Create a New Position

Update an Existing Position

Inactivate an Existing Position

Select: Create a New Position or Update an Existing Position

ORACLE

Favorites Main Menu > Department Self Service > eForms Home Page Home

## Add Position Request (PRF)

### Position Search

Choose a checkbox below for the position action you wish to request: Create a New Position, Update an Existing Position or Inactivate an Existing Position.

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**Search Fields**

Create a New Position

Update an Existing Position

Inactivate an Existing Position

**Existing Position Search**

Position Number:

Department:

Job Code:

Job Title:

**Position Result**

Position Number	Department	Job Code	Job Title	Incumbents
xxxxxxx	H0210	D9E3	Customer Service Rep 2	<vacant>

Customize | Find | View All | First 1 of 1 Last

Select: Update an Existing Position

Populate all of the appropriate cells

### Add Position Request (PRF)

#### Step 1 of 3: Position Information

Complete the fields below with the appropriate position information that is being requested.

Review for accuracy

#### Position Information

Requested Action: Update Existing Position eForm ID: 284368

\*Effective Date: 09/01/2012 [Position Data](#)

Position Number: xxxxxxxx

Present Job Code/Title: D9E3 Customer Service Rep 2

Incumbent(s): <Vacant>

#### Department Information

\*Department: H0210 Admissions

Business Unit: HR730 U of H Main

\*Location Code: H2023 Admissions

Reports To Position: xxxxxxxx Asst Dir, Admissions

#### Job Classification Information

Reg/Temp: Regular

\*Empl Class: Support Staff

- Use Existing Job Code       Update Existing Job Code  
 Create New Job Code         No Change

#### Current:

Job Code/Title: D9E3 Customer Service Rep 2 Salary Plan: UHN Salary Grade: 105 Annual Salary:

#### Standard Hours/FTE

\*Standard Hours: 40.00 FTE: 1.00

### Add Position Request (PRF)

#### Step 2 of 3: Budget Information

Complete the fields below with the appropriate budget information that is being requested.

#### Position Information

Requested Action: Update Existing Position eForm ID: 284368

Position Number: xxxxxxxx

Proposed Job Code/Title: xxxxxxxx

Incumbent(s): <Vacant>

#### Budget Information

*Speedtype(s)	Combination Code(s)	*Distrb.%(s)	Funding End Date
00730-36924	2064-H0210-E0241-NA	100.000	

xxxxxxx  
Distribution % total: 100.000

Enter funding source.

Percentage of distribution should total 100%.

### Add Position Request (PRF)

#### Step 3 of 3: Finalize Form

Enter any relevant information requested where indicated and/or comments in the "Your Comment" field to be included in this form.

#### Position Information

Requested Action: Update Existing Position

Position Number:

Proposed Job Code/Title:

Incumbent(s): <Vacant>

Verify document for completeness and appropriate approval.

#### Action(s) & Reason(s)

Action	Reason
1	

#### Attachments

Description

View	Description	File size	Author	Created Date/Time
1 <input type="button" value="View"/>				08/30/12 7:49:54AM <input type="button" value="-"/>

#### Comments

Your Comment:

If necessary, apply comments.

Comment History:

Submit to the Budget Office.

# ~ NOVEMBER 2013 Payroll Schedule ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Pay Day for B102213, BF & MF102213, M103113 Run Leave Accrual  Run Reallocation Process	2
3	4	5 B110513 - BW Period ends.  B110513 – Pay lines are created. Off Cycle for BF110513 & MF110513	6 Absences are finalized at 12:00 for B110513 week 2 B110513-BW Timesheets are due in Payroll by 12:00 Noon Run Final Reports for BF/MF110513 B110513 - BW Trial is available.	7 B110513 – Approvals & corrections must be completed by 3:00 today  ePARs Due in HR for M113013	8 Run Reallocation Process	9
10	11 B110513 - BW Final at 9:00 a. m.	12 M113013 – Paylines are created.	13 Absences are finalized at 12:00 for B111913 week 1  ePARs Due in HR for B111913  M113013 - Mthly Trial is available.	14 B120313 Timesheets are printed  M113013 - Mthly Trial corrections are due by 12:00  Absences are finalized at 12:00 for M113013	15 Pay Day for B110513, MF / BF 110513  M113013 - Mthly Final at 9:00 a. m.  Run Reallocation Process	16
17	18	19 B111913 – BW Period ends  Off Cycle for BF111913 & MF111913  B111913 – Pay lines are created.	20 Absences are finalized at 12:00 for B111913 week 2 B111913-BW Timesheets are due in Payroll at 8:00 a.m. Run Final Reports for BF/MF111913 B111913 - BW Trial is available.	21 B111913 – Approvals & corrections must be completed by 3:00 today	22 B111913 - BW Final at 9:00 a.m.  Run Reallocation Process	23
24	25	26	27 Run Reallocation Process Absences are finalized at 12:00 for B120313 week 1 ePARs Due in HR for B120313 B121713 Timesheets are printed	28 HOLIDAY	29 HOLIDAY  Pay Day for B111913	30

# REVENUE & EXPENDITURE BUDGET NODES

<b>Revenue Budget Account Values (B4XXX)</b>			
<b>Budget</b>			<b>Actual</b>
<b>Account</b>	<b>Description</b>		<b>Account Range</b>
B4001	TUITION		40100-40299
B4002	DESIGNATED TUITION		40300-40499
B4003	STUDENT SERVICE FEES		40500-40699
B4004	OTHER FEES		40700-40999
B4005	REMISSIONS AND EXEMPTIONS		41000-41099
			55500-55999
B4006	GENERAL REVENUE APPROPRIATION		41100-41103
			41106-41111
			41113-41299
B4007	OTHER GENERAL REVENUE		41400-41499
B4008	STAFF BENEFITS		41300-41399
B4009	HIGHER EDUCATION ASSISTANCE		41105-41105
			41500-41599
B4010	FEDERAL GRANTS AND CONTRACTS		41600-41799
B4011	INDIRECT COST RECOVERED - FED		41800-41899
B4012	FED PASS THRU FROM STATE AGENC		41900-41999
B4013	IDC RECOVERED - FED PASS THRU		42000-42099
B4014	STATE GRANTS AND CONTRACTS		42201-42299
B4015	INDIRECT COST RECOVERED - STAT		42100-42199
B4016	STATE PASS THRU FROM STATE AGN		42401-42403
			42406-42408
			42410-42499
B4017	IDC RECOVERED - STATE PASS THR		42300-42399
B4018	LOCAL GRANTS AND CONTRACTS		42500-42599
B4019	IDC RECOVERED - LOCAL		42600-42699
B4020	PRIVATE GIFTS		42900-43099
			44400-44428
			44440-44440
B4021	PRIVATE GRANTS AND CONTRACTS		43100-43100
			43102-43199
B4022	IDC RECOVERED - PRIVATE GRANT		42800-42899
B4023	IDC RECOVERED-PRIVATE CONTRACT		42700-42799
B4024	INC/DEC IN FAIR VALUE OF INV		43200-43299
B4025	OTHER INVESTMENT INCOME		43300-43499
B4026	ENDOWMENT INCOME DISTRIBUTION		43500-43599
B4027	SALES AND SERVICES - E&G		43600-43630
			43635-43636
			43639-43999
B4028	SALES AND SERVICES - AUXILIARY		43631-43634
			43637-43638
			44000-44399
B4029	OTHER SOURCES		44429-44439
			44441-44799
			49504-49504
B4030	AMONG FUNDS-MANDATORY		44801-44899
B4031	AMONG FUNDS-NON-MANDATORY		44900-44999

	Budget		Actual
	Account	Description	Account Range
	B4032	AMONG COMPONENTS-MANDATORY	44800-44800
			45000-45099
	B4033	AMONG COMPONENTS-NON-MANDATORY	45100-45199
	B4034	ENCUMBRANCES	45200-45299
	B4035	FUND BALANCE	45300-45399
	B4036	RECOVERED COSTS	50050-50053
			50055-50099
	B4037	SHARED APPROPRIATIONS	41104-41104
	B4038	GEN'L REV - SALARY INCREASE	41112-41112
	B4039	LICENSE PLATE SCHOLARSHIP	42200-42200
	B4040	TEXAS GRANT PROGRAM	42400-42400
	B4041	TCWS (TX COLLEGE WORK STUDY)	42404-42404
	B4042	TASP (DEVELOPMENTAL EDUC)	42405-42405
	B4043	TEXAS EXCELLENCE FUND	42409-42409
	B4044	ENDOWMENT TRANSFER	43101-43101
<b>Expense Budget Account Values by Level (B5XXX)</b>			
<b>Level 1</b>	<b>Budget</b>		<b>Actual</b>
	<b>Account</b>	<b>Description</b>	<b>Account Range</b>
	B5000	TOTAL EXPENSES BUDGET	50000-50049
			50054-50054
			50100-55499
			56000-59999
<b>Level 2</b>	<b>Budget</b>		<b>Actual</b>
	<b>Account</b>	<b>Description</b>	<b>Account Range</b>
	B5001	L2 - DEFINED EXPENSES	50000-50049
	B5002	L2 - SALARY AND WAGES	50100-51999
	B5003	L2 - FRINGE BENEFITS	58000-58999
	B5004	L2 - MAINTENANCE AND OPERATIONS	50054-50054
			52000-55499
			56000-57999
			59000-59998
	B5062	L2 - RESEARCH RESERVE	59999-59999
<b>** SYSTEMWIDE DEFAULT LEVEL FOR ALL NON-PROJECT/GRANT COST CENTERS</b>			
<b>Level 3</b>	<b>Budget</b>		<b>Actual</b>
	<b>Account</b>	<b>Description</b>	<b>Account Range</b>
	B5005	L3 - COST OF GOODS SOLD	50000-50024
	B5006	L3-SALARY AND WAGES	50100-50120
			50122-50139
			50220-50999
			51400-51999
	B5034	S&W TENURE TRACK FACULTY	50140-50149

Budget			Actual
Account	Description		Account Range
B5035	S&W NON TENURE TRACK FACULTY		50150-50159
B5036	S&W ADJUNCT FACULTY		50160-50169
B5037	S&W GRADUATE ASSISTANTS		50170-50179
B5038	S&W EXEMPT STAFF		50121-50121
			50180-50189
B5039	S&W NON EXEMPT STAFF		50190-50199
B5040	S&W STUDENT EMPLOYEES		50200-50209
B5055	L3-S&W, SUMMER INSTR SALARIES		50210-50219
B5007	L3 - FRINGE BENEFITS		51000-51399
B5008	L3 - CAPITAL OUTLAY		58000-58999
B5009	L3 - MAINTENANCE AND OPERATIONS		50054-50054
			52000-52107
			52108-52108
			52109-52204
			52206-52213
			52216-52299
			52300-52302
			52303-52599
			52606-52816
			52817-52817
			52818-53106
			53108-53109
			53114-53299
			53300-53304
			53305-53525
			53526-53526
			53527-53799
			53800-53820
			53821-53823
			53824-53824
			53825-53849
			53850-53899
			53900-53900
			53902-53949
			53950-53950
			53951-54705
			54710-54736
			54738-54738
			54740-54801
			54803-54813
			54814-54814
			54815-54818
			54822-54822
			54823-54900
			54901-54901
			54903-54903
			54906-54909
			54911-54949

	Budget		Actual
	Account	Description	Account Range
			54950-54952
			54953-54999
			55000-55000
			55001-55107
			55109-55299
			55319-55404
			55405-55405
			55406-55499
			56001-56099
			56120-56123
			56129-56136
			56139-56499
			56500-56502
			56503-56520
			56521-56599
			56600-56699
			56700-57999
			59000-59998
	B5066	L3 - TRAVEL AND BUSINESS EXPENSE	54910-54910
			56000-56000
			56100-56119
			56124-56128
			56137-56138
			52205-52205
			52214-52215
			53107-53107
			53110-53113
			53901-53901
			54802-54802
			54902-54902
			54904-54905
			55108-55108
	B5067	L3 - SCHOLARSHIPS AND FELLOWSHIP	54819-54821
			55300-55318
	B5063	L3 - RESEARCH RESERVE	59999-59999
	B5027	L3 - BAD DEBT EXPENSE	50025-50049
	B5073	L3 - PURCHASED UTILITY	52600-52605
	B5076	L3 - DEPT SERVICE	54706-54709
			54737-54737
			54739-54739
<b>Level 4</b>	<b>Budget</b>		<b>Actual</b>
	<b>Account</b>	<b>Description</b>	<b>Account Range</b>
	B5011	L4 - SALARY AND WAGES	50100-50120
			50122-50139
			50220-50999
			51400-51999
	B5041	L4 - S&W, TENURE TRACK FACULTY	50140-50149
	B5043	L4 - S&W, NON TENURE TRACK FAC	50150-50159

Budget			Actual
Account	Description		Account Range
B5045	L4 - S&W, ADJUNCT FACULTY		50160-50169
B5047	L4 - S&W, GRADUATE ASSISTANTS		50170-50179
B5049	L4 - S&W, EXEMPT STAFF		50121-50121
			50180-50189
B5051	L4 - S&W, NON EXEMPT STAFF		50190-50199
B5053	L4 - S&W, STUDENT EMPLOYEES		50200-50209
B5056	L4 - S&W, SUMMER INSTR SALARIES		50210-50219
B5012	L4 - FRINGE BENEFITS		51000-51399
B5013	L4 - CAPITAL OUTLAY		58000-58999
B5014	L4 - TRAVEL		52300-52302
			53300-53304
			53950-53950
			54822-54822
			54950-54952
			55000-55000
			56001-56099
			56120-56123
			56129-56136
			56139-56499
B5015	L4 - MAINTENANCE AND OPERATIONS		50054-50054
			52000-52107
			52108-52108
			52109-52204
			52206-52213
			52216-52299
			52303-52816
			52817-52817
			52818-53106
			53108-53109
			53114-53299
			53305-53525
			53526-53526
			53527-53799
			53800-53820
			53821-53823
			53824-53824
			53825-53849
			53850-53899
			53900-53900
			53902-53949
			53951-54801
			54803-54813
			54814-54814
			54815-54818
			54823-54900
			54901-54901
			54903-54903
			54906-54909

	Budget		Actual
	Account	Description	Account Range
			54911-54949
			54953-54999
			55001-55107
			55109-55299
			55319-55404
			55405-55405
			55406-55499
			56500-56502
			56503-56520
			56521-56599
			56600-56699
			56700-57999
			59000-59998
	B5070	L4 - TRAVEL AND BUSINESS EXP	52205-52205
			52214-52215
			53107-53107
			53110-53113
			53901-53901
			54802-54802
			54902-54902
			54904-54905
			54910-54910
			55108-55108
			56000-56000
			56100-56119
			56124-56128
			56137-56138
	B5068	L4 - SCHOLARSHIP AND FELLOWSHIP	54819-54821
			55300-55318
	B5064	L4 - RESEARCH RESERVE	59999-59999
	B5028	L4 - COST OF GOODS SOLD	50000-50024
	B5032	L4 - BAD DEBT EXPENSE	50025-50049
<b>Level 5</b>	<b>Budget</b>		<b>Actual</b>
	<b>Account</b>	<b>Description</b>	<b>Account Range</b>
	B5017	L5 - SALARY AND WAGES	50100-50120
			50122-50139
			50220-50999
			51400-51999
	B5042	L5 - S&W, TENURE TRACK FACULTY	50140-50149
	B5044	L5 - S&W, NON TENURE TRACK FAC	50150-50159
	B5046	L5 - S&W, ADJUNCT FACULTY	50160-50169
	B5048	L5 - S&W, GRADUATE ASSISTANTS	50170-50179
	B5050	L5 - S&W, EXEMPT STAFF	50121-50121
			50180-50189
	B5052	L5 - S&W, NON EXEMPT STAFF	50190-50199
	B5054	L5 - S&W, STUDENT EMPLOYEES	50200-50209
	B5057	L5 - S&W, SUMMER INSTR SALARIES	50210-50219

Budget			Actual
Account	Description		Account Range
B5018	L5 - FRINGE BENEFITS		51000-51399
B5019	L5 - CAPITAL OUTLAY		58000-58999
B5020	L5 - TRAVEL		52300-52302
			53300-53304
			53950-53950
			54822-54822
			54950-54952
			55000-55000
			56001-56099
			56120-56123
			56129-56136
			56139-56499
B5021	L5 - INDIRECT COST		56503-56520
			56600-56699
B5022	L5 - TUITION AND FEES GRANT		55405-55405
			56700-57999
B5023	L5 - CONTRACTING OF SERVICES		52108-52108
			53824-53824
			53850-53899
B5024	L5 - PASS THROUGH		53800-53820
			53825-53849
B5025	L5 - MAINTENANCE & OPERATIONS		50054-50054
			52000-52107
			52109-52204
			52206-52213
			52216-52299
			52303-52816
			52818-53106
			53108-53109
			53114-53299
			53305-53525
			53527-53799
			53821-53823
			53900-53900
			53902-53949
			53951-54801
			54803-54813
			54815-54818
			54823-54900
			54901-54901
			54903-54903
			54906-54909
			54911-54949
			54953-54999
			55001-55107
			55109-55299
			55319-55404
			55406-55499

	Budget		Actual
	Account	Description	Account Range
			56500-56502
			56521-56599
			59000-59998
	B5061	L5 - TAXABLE WAGE BENEFITS	52817-52817
			53526-53526
			54814-54814
	B5071	L5 - TRAVEL EXPENSE	54910-54910
			56000-56000
			56100-56119
			56124-56128
			56137-56138
	B5072	L5 - BUSINESS EXPENSE	52205-52205
			52214-52215
			53107-53107
			53110-53113
			53901-53901
			54802-54802
			54902-54902
			54904-54905
			55108-55108
	B5069	L5 - SCHOLARSHIPS & FELLOWSHIPS	54819-54821
			55300-55318
	B5065	L5 - RESEARCH RESERVE	59999-59999
	B5029	L5 - COST OF GOODS SOLD	50000-50024
	B5033	L5 - BAD DEBT EXPENSE	50025-50049

## Salary and Wage Budget Nodes and Accounts

<b><u>Budget Node</u></b>	<b><u>Account</u></b>
<b>B5034</b>	<b>S&amp;W TENURE TRACK FACULTY</b> 50140 RANKED FACULTY SALARIES 50141 ADMINISTRATIVE STIPENDS, FACULTY 50142 CHAIR/PROFESSOR STIPENDS, FACULTY
<b>B5035</b>	<b>S&amp;W NON TENURE TRACK FACULTY</b> 50150 VISITING FACULTY SALARIES 50151 CLINICAL FACULTY SALARIES 50152 INSTRUCTIONAL FACULTY SALARIES 50153 RESEARCH FACULTY SALARIES
<b>B5036</b>	<b>S&amp;W ADJUNCT FACULTY</b> 50160 LECTURER SALARIES 50161 CONTINUING EDUCATION INSTRUCTOR SALARIES 50162 SUMMER SALARIES
<b>B5037</b>	<b>S&amp;W GRADUATE ASSISTANTS</b> 50170 INSTRUCTIONAL ASSISTANTS SALARIES 50171 TEACHING ASSISTANTS SALARIES 50172 TEACHING FELLOWS SALARIES 50173 RESEARCH ASSISTANTS SALARIES 50174 GRADUATE ASSISTANTS
<b>B5038</b>	<b>S&amp;W EXEMPT STAFF</b> 50180 PROF & ADMIN STAFF SALARIES, EXEMPT 50181 OTHER SUPPORT STAFF SALARIES, EXEMPT 50182 RESEARCH STAFF SALARIES, EXEMPT 50183 STIPENDS & OVERLOAD
<b>B5039</b>	<b>S&amp;W NON EXEMPT STAFF</b> 50190 ADMINISTRATIVE STAFF SALARIES, NON EXEMPT 50191 OTHER SUPPORT STAFF SALARIES, NON EXEMPT 50192 RESEARCH STAFF SALARIES, NON EXEMPT
<b>B5040</b>	<b>S&amp;W STUDENT EMPLOYEES</b> 50200 COLLEGE WORK STUDY WAGES, FEDERAL 50201 NON COLLEGE WORK STUDY WAGES 50202 COLLEGE WORK STUDY WAGES, TEXAS
<b>B5055</b>	<b>S&amp;W SUMMER INSTRUCTION</b> 50210 SUMMER INSTRUCTION, TENURE TRACK 50211 SUMMER INSTRUCTION, NON-TENURE TRACK 50212 SUMMER INSTRUCTION, ADJUNCT FACULTY 50213 SUMMER INSTRUCTION, GRADUATE ASSISTANTS
<b>B5058</b>	<b>S&amp;W CONTRACT PROFESSIONAL ATHLETICS</b> 50121 ATHLETICS COACHES SALARIES

# Revenue and Expenditure Budget Nodes

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Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

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Select: Tree Manager > Tree Viewer

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**Tree Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Search by: Tree Name begins with

**Search** [Advanced Search](#)

**Search Results**

View All First 1-18 of 18 Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2010	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2009	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2007	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2006	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2005	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2004	Budget Rollup for Expenses	DEFAULT	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	09/01/2003	Budget Rollup for Expenses	BUDGET	Valid Tree
<a href="#">BUD_EXPENSE</a>	00797	(blank)	08/31/1998	Budget Rollup for Expenses	BUDGET	Valid Tree
<a href="#">BUD_PERIOD</a>	00759	(blank)	08/31/1998	Budget Period Tree	BUDGET	Valid Tree
<a href="#">BUD_PERIOD</a>	00765	(blank)	08/31/1998	Budget Period Tree	BUDGET	Valid Tree
<a href="#">BUD_PERIOD</a>	00783	(blank)	08/31/1998	Budget Period Tree	BUDGET	Valid Tree
<a href="#">BUD_PERIOD</a>	00784	(blank)	08/31/1998	Budget Period Tree	BUDGET	Valid Tree
<a href="#">BUD_PERIOD</a>	00797	(blank)	08/31/1998	Budget Period	BUDGET	Valid Tree
<a href="#">BUD_REVENUE</a>	00797	(blank)	09/01/2010	Budget Rollup - Revenue	DEFAULT	Valid Tree
<a href="#">BUD_REVENUE</a>	00797	(blank)	09/01/2005	Budget Rollup - Revenue	DEFAULT	Valid Tree
<a href="#">BUD_REVENUE</a>	00797	(blank)	09/01/2004	Budget Rollup - Revenue	DEFAULT	Valid Tree
<a href="#">BUD_REVENUE</a>	00797	(blank)	09/01/2002	Budget Rollup - Revenue	BUDGET	Valid Tree
<a href="#">BUD_REVENUE</a>	00797	(blank)	08/31/1998	Budget Rollup - Revenue	BUDGET	Valid Tree

Enter BUD for BUD EXPENSE or BUD REVENUE

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  - Tree Auditor
  - Tree Structure
- Reporting Tools
- PeopleTools
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
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### Tree Viewer

SetID: 00797    Last Audit: Valid Tree

Effective Date: 09/01/2010    Status: Active

Tree Name: BUD\_EXPENSE    Budget Rollup for Expenses

[Close](#)    [Display Options](#)    [Print Format](#)

[Collapse All](#) | [Expand All](#) | [Find](#)    First Page | 6 of 168 | Last Page

- B5000 - TOTAL EXPENSES BUDGET
  - B5001 - L2 - DEFINED EXPENSES
  - B5002 - L2-SALARY AND WAGES
  - B5003 - L2-FRINGE BENEFITS
  - B5004 - L2-MAINTENANCE AND OPERATIONS
  - B5062 - L2-RESEARCH RESERVE

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Select Print Format

Tree Viewer

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### Tree Viewer

SetID: 00797    Last Audit: Valid Tree

Effective Date: 09/01/2010    Status: Active

Tree Name: BUD\_EXPENSE    Budget Rollup for Expenses

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[Collapse All](#) | [Expand All](#) | [Find](#)    First Page | 60 of 168 | Last Page

- B5000 - TOTAL EXPENSES BUDGET
  - B5001 - L2 - DEFINED EXPENSES
    - B5005 - L3 - COST OF GOODS SOLD
      - B5028 - L4 - COST OF GOODS SOLD
        - B5029 - L5 - COST OF GOODS SOLD
          - [50000 - 50024]
    - B5027 - L3 - BAD DEBT EXPENSE
      - B5032 - L4 - BAD DEBT EXPENSE
        - B5033 - L5 - BAD DEBT EXPENSE
          - [50025 - 50049]
  - B5002 - L2-SALARY AND WAGES
    - B5058 - L3-S&W CONTRACT PROF ATHLETICS
      - [50121] - ATHLETICS COACHES SAL-1.00 FTE
    - B5006 - L3-SALARY AND WAGES
      - B5011 - L4 - SALARY AND WAGES
        - B5017 - L5 - SALARY AND WAGES
          - [50100 - 50120]
          - [50122 - 50139]
          - [50220 - 50999]
          - [51400 - 51999]
      - B5034 - L3-S&W, TENURE TRACK FACULTY
        - B5041 - L4-S&W TENURE TRACK FACULTY
          - B5042 - L5-S&W TENURE TRACK FACULTY
            - [50140 - 50149]
        - B5035 - L3-S&W, NON TENURE TRACK FAC
          - B5043 - L4-S&W NON TENURE TRACK FAC
            - B5044 - L5-S&W NON TENURE TRACK FAC
              - [50150 - 50159]
          - B5036 - L3-S&W, ADJUNCT FACULTY
            - B5045 - L4-S&W ADJUNCT FACULTY
              - B5046 - L5-S&W ADJUNCT FACULTY
                - [50160 - 50169]
            - B5037 - L3-S&W, GRADUATE ASSISTANTS

Refer to budget node level 3 to process budget journals

# DEPARTMENT ID TREE

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Search:

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Maximum number of rows to return (up to 300): 300

Search by: Tree Name begins with DEPT

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Go to Tree Manager.  
Search by: Tree Name & Dept

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Search:

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Maximum number of rows to return (up to 300): 300

Search by: Tree Name begins with DEPT

Search | Advanced Search

Search Results

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Tree Name	SetID	Set Control Value	Effective Date	Tree Branch	Description	Category	Valid Tree
DEPTID_BDM	00730	(blank)	08/31/2007	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Draft Tree	
DEPTID_BDM	00759	(blank)	08/31/2013	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2012	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2011	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2010	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2009	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2008	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00759	(blank)	08/31/2007	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2013	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2012	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2011	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2010	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2009	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2008	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00765	(blank)	08/31/2007	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00783	(blank)	08/31/2007	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Draft Tree	
DEPTID_BDM	00784	(blank)	08/31/2013	ADMINISTRATION	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2013	USES	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2012	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2011	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2010	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2009	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Draft Tree	
DEPTID_BDM	00784	(blank)	08/31/2008	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM	00784	(blank)	08/31/2007	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2008	00765	(blank)	08/31/2008	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2009	00765	(blank)	08/31/2009	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2010	00765	(blank)	08/31/2010	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2011	00765	(blank)	08/31/2011	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2011	00784	(blank)	08/31/2011	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2012	00765	(blank)	08/31/2012	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2012	00784	(blank)	08/31/2012	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	
DEPTID_BDM_2013	00765	(blank)	08/31/2013	(blank)	DptID Rptg Tree for BDM Tbl A DEFAULT	Valid Tree	

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Tree Manager

SetID: 00730 Last Audit: Valid Tree

Effective Date: 08/31/2013 Status: Active

Tree Name: DEPTID\_ROLLUP DEPTID\_DETAIL

Save As Close Tree Definition Display Options Print Format

Collapse All Expand All Find First Page 9 of 502 Last Page

- H0000 - ALL UH DEPARTMENTS
  - H0395 - CHANCELLOR/PRESIDENT PH
  - H0399 - UNIVERSITY ADVANCEMENT PH
  - H0396 - ACADEMIC AFFAIRS PH
  - H0397 - ADMINISTRATION & FINANCE PH
  - H0401 - STUDENT AFFAIRS PH
  - H0400 - RESEARCH (PH)
  - H0402 - ATHLETICS PH
  - H0459 - INSTITUTIONAL PH

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Select: Print Format

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Tree Manager

SetID: 00730 Last Audit: Valid Tree

Effective Date: 08/31/2013 Status: Active

Tree Name: DEPTID\_ROLLUP DEPTID\_DETAIL

Save As Close Tree Definition Display Options Print Format

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- H0000 - ALL UH DEPARTMENTS
  - H0395 - CHANCELLOR/PRESIDENT PH
    - H0001 - PRESIDENT
    - H0379 - OFFICE OF SPECIAL EVENTS
    - H0431 - STAFF COUNCIL
    - H0019 - GENERAL COUNSEL
    - H0020 - OFFICE EQUAL OPPORTUNITY SRVS
    - H0176 - CONTRACT ADMINISTRATION
    - H0660 - COMMUNITY RELATI & INST ACCESS
      - H0216 - CENTER FOR STUDENTS WDISABILI
      - H0677 - LGBT RESOURCE CENTER
      - H0678 - WOMEN'S RESOURCE CENTER
  - H0399 - UNIVERSITY ADVANCEMENT PH
    - H0026 - UNIVERSITY ADVANCEMENT
      - H0027 - DEVELOPMENT
        - H0028 - PLANNED GIVING
        - H0029 - ANNUAL GIVING
        - H0030 - UNIVERSITY ADVANCEMENT SUPPORT
        - H0031 - UA TECHNICAL SUPPORT
        - H0032 - DONOR & ALUMNI RECORDS
        - H0033 - PROSPECT MANAGEMENT & RESEARCH
        - H0034 - ADVANCEMENT INFORMATION SVCS
        - H0035 - ADVANCEMENT EVENTS
        - H0153 - (INACTIVE) DEVELOPMENT OFFICE
      - H0039 - UNIVERSITY RELATIONS
        - H0040 - UNIV COMMUNICATION
        - H0036 - MARKETING
        - H0037 - MULTIMEDIA MARKETING
        - H0038 - INTERNAL COMMUNICATIONS
        - H0151 - (INACTIVE) VP FOR EXTER RELATN
        - H0152 - (INACTIVE) UNIVERSITY RELATION
    - H0396 - ACADEMIC AFFAIRS PH

University of Houston			
Budget Office Staff Assignments - Division/College			
<u>Division / College</u>	<u>Budget Staff</u>	<u>Administrator</u>	<u>Administrator Phone Ext</u>
Academic Affairs	Anika Chowdhury	Sabrina Hassumani	38454
Engineering	Anika Chowdhury	Steve Bangerter	38132
Pharmacy	Anika Chowdhury	Cecillia Rodriguez	31254
Social Work	Anika Chowdhury	Marsha Wright	38133
Library	Anika Chowdhury	Mark Cooper	39806
CLASS	Anika Chowdhury	David McMullan	32988
College of Business	Anika Chowdhury	Sara Brown	34613
Hobby	Anika Chowdhury	Betsy Roguer	34253
Law	Anika Chowdhury	Jessica Claiborne	32112
Technology	Anika Chowdhury	Maria Martinez	35950
Education	Anika Chowdhury	Paul Roch	30709
College of Nursing	Anika Chowdhury	Shammas, Samer	30694
Architecture	Anika Chowdhury	Avani Dave	32365
Optometry	Anika Chowdhury	LaSaundra Cotright	32055
College of Arts	Anika Chowdhury	Ornela Santee	36889
University Advancement	Grecia Cobos	Steve Mueller/Susan Johnston	38190/38903
Research	Grecia Cobos	Elyse Davis/Cris Milligan	33515/39201
NSM	Grecia Cobos	Fred McGhee	38631
HRM	Grecia Cobos	Deepu Kurian	32453
Honors	Grecia Cobos	Lorena Lopez	39008
A&F	Mayra Rodriguez	Pam Muscerello / Linda Garza	38761
Student Affairs	Mayra Rodriguez	Georgeann Smith	38761
President	Mayra Rodriguez	TaShawna Wilson	28831
Institutional	Mayra Rodriguez	Barbara Duarte	34397
University Mktg & Media	Mayra Rodriguez	Jason Gregory	38903
Athletics	Sameer Iftikharuddin	Brandon Maddox	28831/39516
College of Medicine	Sameer Iftikharuddin	Lewis, Paule Anne/ Amos Jeremekia	32643
<b><u>Budget Office Staff</u></b>	<b><u>Phone Extension</u></b>	<b><u>email address</u></b>	
Barbara Daurte, Asst VP, Budget & Analysis	3-4397	<a href="mailto:BLDuarte@central.uh.edu">BLDuarte@central.uh.edu</a>	
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Shabana Mohiuddin, Director Bud Oper	3-0656	<a href="mailto:srmohiuddin@central.uh.edu">srmohiuddin@central.uh.edu</a>	
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Anika Chowdhury	3.6509	<a href="mailto:aachowd3@Central.UH.EDU">aachowd3@Central.UH.EDU</a>	
Grecia Cobos	3.6639	<a href="mailto:gcobos2@Central.UH.EDU">gcobos2@Central.UH.EDU</a>	