

# STANDARD MONTHLY REPORTS – DOCUMENTATION OF FIELDS

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## A. GLU007OS-90 “REVENUE AND EXPENSE - BUDGET VERSUS ACTUAL” REPORT

The GLU007OS-90 report is a summary report, for the Income Statement. It provides one line of summary information for each account the ChartField combination has used during the fiscal year. The report shows summaries and balances; it does not show transactions - these are shown on the 91 reports.

### 1. The GLU007OS-90 Report provides the following information:

- **Budget projections** (*Note:* General Funds are an exception. If the 90 report is for General Funds, “Budget” represents an allocation of funding.)
- **Revenue and/or Expense activity for the accounting period.** (*Note:* General Funds are an exception. If the 90 report is for General Funds, only expenditure accounts are used.)
- **Revenue and/or Expense activity for the year to date**
- **Encumbrance Balances**
- **Budget Variances** (*Note:* General Funds are an exception. For General Funds, Budget Balance represents unspent, unencumbered funding.)
- **Net Income**, as budgeted, for the accounting period, and year-to-date (*Note:* General Funds are an exception. No Net Income figure is provided for General Funds.)

### 2. Debits and Credits

The GLU007OS-90 report is a *management style* report. It does not express information in terms of debits and credits. When a “minus” sign is used, it indicates a minus amount, not a credit.

### 3. Report Fields

<b>Business Unit</b>	The central University (UNIV), the Medical Center, including Hospitals (OSUMC), or the Ohio State University Research Foundation (OSURF).
<b>Fiscal Year</b>	The University’s Fiscal year runs from July 1 to June 30.
<b>Accounting period</b>	July is accounting period 1; August is 2, and so on.

<b>Month Ending</b>	Month being accounted for in the report.
<b>Page No.</b>	Number of the page within the series of reports. <i>Note:</i> Within eReports the term “91 report” (or other report) can refer to either the individual report for the ChartField combination or the series of 91 reports for all the ChartField combinations that fall under the organization, department, or college.
<b>Run date</b>	The date the report was created in the system.
<b>Run time</b>	The time the report was run, using the 24-hour clock.
<b>Report ID</b>	Each report has a unique identifier. For example, “GLU004OS-90” refers to the Standard Monthly Budget versus Actuals report.
<b>Org</b>	The Organization for which the report has been created. Organization is a five-digit segment of the ChartField.
<b>Fund</b>	The fund for which the report has been created. Fund is a six-digit segment of the ChartField. The fund number indicates the fund group and thus the restrictions placed on expenditures. Ensuring that expenditures have been made from the correct fund group should be part of each department’s ongoing fiscal procedures.
<b>Project, Program</b>	Other ChartField segments that can be used to further subdivide data into reports.
<b>Account</b>	The data on the report is presented in account order. The Revenue accounts are in the 4xxxx range; the Expenditure accounts are in the 6xxxx range.
<b>Description</b>	The account description, as provided by the system.
<b>Budget Columns</b>	The report has four budget columns. They have the same appearance in each fund group. However, their usage varies based on the fund group.
<b>Original Budget</b>	In General Funds this is the budget as provided to the General Funds ChartField combination. For any fund other than General Funds it is the plan as input into PeopleSoft. If no budget is input, the arithmetic underlying the report creates an apparent negative budget balance.

<b>Carry Fwd (Carryforward)</b>	Carryforwards are funds (or deficits) carried over, in the form of budget, from the previous fiscal year. <b>There are no carryforwards of this type in Earnings, Restricted, Plant or Agency Funds. Carryforwards apply only to General Funds.</b>
<b>Net Changes</b>	The net of any increases or decreases made in the budget for the year.
<b>Total Budget</b>	Total budget is calculated as follows:  <b><i>Original +/- Carry Fwd +/- Net Changes = Total Budget</i></b>
<b>ACTUAL</b>	The “Actual” columns represent real accounting activity as opposed to the planned (budgeted) activity.
<b>Period</b>	Revenue earned or expense incurred for the accounting period in question.
<b>Year to Date</b>	Revenue earned or expense incurred for the year to date, including the current accounting period.
<b>Pre- Encum/Encumbrance</b>	The amount of pre-encumbrances and/or encumbrances outstanding at the end of the accounting period. <i>Note:</i> These are encumbrance balances. Changes to salary encumbrances are shown on the HR/GL Reconciliation Reports. Changes to Benefits encumbrances are calculated based on salary encumbrances. Consequently no separate report is provided. Changes to Purchase Orders are shown on the Purchase Order Reports.  Since one line on the GLU007OS-90 report might account for several encumbrances, the individual encumbrances are itemized at the end of the report in a section called “Pre-encumbrance/ Encumbrance Status.”
<b>Budget Balance Available</b>	The Budget Balance Available or Budget Variance is calculated as shown below:  <b>Total Budget +/- Actual YTD - Pre-E/Enc = BBA</b>  <i>Note:</i> If no budget is provided in the budget columns, the budget balance or variance is calculated as a negative figure.

**TOTAL REVENUE  
OVER EXPENSE**

Total revenue over expense is the net income for the ChartField combination.

- Net Income as budgeted (planned)
- Net income for the accounting period
- Net Income for the year to date

*Note:* Net Income is not provided for General Funds.

**PRE-ENCUMBRANCE/  
ENCUMBRANCE  
STATUS**

This section of the report itemizes the encumbrances that currently exist at the ChartField combination in question.

**Account**

The five-digit account at which the encumbrance resides.

**Reference**

Purchase Order number or journal ID identifying the encumbrance or pre-encumbrance.

**Source**

The source system from which the encumbrance originated.

**Encumbered date**

The date the encumbrance or pre-encumbrance was entered into the GL.

**Vendor Name/Descr**

The name of the vendor to whom a Purchase Order was written, or the description provided for the payroll or benefits entry.

**Original Pre/Enc  
amount**

Original amount of the encumbrance or pre-encumbrance.

**Current Amt.  
Pre-encumbrance**

Current amount of the individual pre-encumbrance.

**Current Amt.  
Encumbrance**

Current amount of the individual encumbrance.

**Last GL Transaction  
Date**

Last date there was activity in the GL regarding this encumbrance.

## **B. GLU004OS-91 - “REVENUE AND EXPENSE TRANSACTION DETAIL” REPORT**

The GLU004OS-91 shows the changes to the ChartField combination (the transactions) that have taken place during the month. It does not show balances, such as budget balance, encumbrance balance or net income. These items are shown on the “90” and “45” reports.

### **1. Reconciliation**

The GLU004OS-91 report is provided for reconciliation purposes. Reconciliation should be done promptly each month for each ChartField combination.

Some items can be reconciled directly to department records. For other items, reports showing more detail are needed. For example, for Purchasing Card expenditures, the GLU004OS-91 report shows consolidated amounts for each card and account. The detail, showing each individual purchase at each account, is available on the monthly Purchasing and Travel Card Reconciliation Report.

Other examples of reports that show detail supplementing the GLU004OS-91 are the following:

- HR/GL Reconciliation Reports
- Inventory Report (shows Stores Purchases)
- Purchase Order Report
- Stores Gas Cylinder Demurrage Report (hidden on eReports under “Inventory Reports”)
- Telephone Services Report

### **2. Debits and Credits**

The GLU004OS-91 expresses information in terms of debits and credits. It is an *accounting style* report.

### 3. Report Fields

<b>Business Unit</b>	The central University (UNIV), the Medical Center, including Hospitals (OSUMC), or the Ohio State University Research Foundation (OSURF).
<b>Fiscal Year</b>	The university's Fiscal year runs from July 1 to June 30.
<b>Accounting period</b>	July is accounting period 1; August is 2, and so on.
<b>Month Ending</b>	Month being accounted for in the report.
<b>Page No.</b>	Number of the page within the series of reports. <i>Note:</i> Within eReports the term "91 report" (or other report) can refer to either the individual report for the ChartField combination or the series of 91 reports for all the ChartField combinations that fall under the organization, department, or college.
<b>Run date</b>	The date the report was created in the system.
<b>Run time</b>	The time the report was run, using the 24-hour clock.
<b>Report ID</b>	Each report has a unique identifier. For example, "GLU004OS-91" refers to the Standard Monthly Revenue and Expense Transaction Detail report.
<b>Org</b>	The Organization for which the report has been created. Organization is a five-digit segment of the ChartField.
<b>Fund</b>	The fund for which the report has been created. Fund is a six-digit segment of the ChartField. The fund number indicates the fund group and thus the restrictions placed on expenditures. Ensuring that expenditures have been made from the correct fund group should be part of the reconciliation process.
<b>Project, Program</b>	Other ChartField segments that can be used to further subdivide data into reports.
<b>Account</b>	The data on the report is presented in account order. The Revenue accounts are in the 4xxxx range; the Expenditure accounts are in the 6xxxx range.
<b>Journal ID</b>	Within each "Account" section, the ten-character Journal ID for each transaction is provided.
<b>Class</b>	The "Class" column shows the classification of the transaction. Examples are "DPST" (deposit) and "JRNL" (regular journal entry - the most common).

<b>Src</b>	Source of the transaction. The source could be an online Journal Entry performed in the department (ONL) or a subsystem. Examples of subsystems are “AP” (Accounts Payable), HR (Human Resources) and “INV” (Stores Inventory).
<b>Journal Line Description</b>	The description provided on the Journal Entry that created the transaction. When using the online journal entry panels, this description is created in the Journal Lines Panel.
<b>Posted Date</b>	The date the transaction was posted to the General Ledger (not the date it was posted to a subsystem, such as the HR system).
<b>Reference</b>	Field created in the Journal Lines Panel. Some subsystem entries (for example, some entries into the HR system) make use of the reference field.
<b>User Defined</b>	One to six-digit field. This Value can be used to further divide data into reports.
<b>Budget Entries</b>	If the Earnings Fund has a budget plan, this is shown in the Budget column in the first month of the year. Changes to Earnings Budgets made during the year are not reflected on the GLU004OS-91 report.
<b>Current Rev/Exp</b>	This column shows the changes to revenue or expense (the revenue or expense transactions) that have taken place during the month.
<b>BALANCE FORWARD - REVENUE</b>	Represents the total amount of revenue plus any transfers into the ChartField combination that have accumulated from the beginning of the Fiscal year through the end of the last accounting period. Since Income Statement records close out at the end each Fiscal year, this field shows a zero balance at the beginning of the fiscal year.
<b>ENDING BALANCE - TRANSFERS IN</b>	If the ChartField combination has shown any Transfers In (inflows of money not derived from the earnings process) the year-to-date total of the transfers is shown in this field.
<b>TOTAL REVENUE WITH TRANSFERS IN</b>	Total earned revenue plus Transfers In, for the accounting period.

<b>ENDING BALANCE - REVENUE WITHOUT TRANSFERS IN</b>	Total earned revenue, not including Transfers In, for the year to date.
<b>ENDING BALANCE - REVENUE WITH TRANSFERS IN</b>	Total earned revenue plus Transfers In, for the year to date.
<b>BALANCE FORWARD - EXPENSE</b>	Represents the total amount of expense plus any Transfers Out accumulated by the ChartField combination through the end of the last accounting period. Since Income Statement records close out at the end each Fiscal year, this field shows a zero balance at the beginning of the fiscal year.
<b>ENDING BALANCE - TRANSFERS OUT</b>	If the ChartField combination has shown any Transfers Out (outflows of money not reflecting payment for salaries, benefits, goods or services) the year-to-date total of the transfers is shown in this field.
<b>TOTAL EXPENSE WITH TRANSFERS OUT</b>	Total expenses plus Transfers Out, for the accounting period.
<b>ENDING BALANCE - EXPENSE</b>	Total expenses, not including Transfers Out, for the year to date.
<b>ENDING BALANCE - EXPENSE WITH TRANSFERS OUT</b>	Total expense plus Transfers Out, for the year to date.
<i>Subheadings in the Expense Range</i>	<i>Many accounts within the expense range show procurement activity. This activity includes Accounts Payable and Stores (Inventory). To permit full reporting on these transactions, subheadings are provided, as described below.</i>
<i>Accounts Payable Transactions</i>	
<b>INVOICE ID</b>	Denotes the invoice number as provided by the vendor.
<b>INV DATE</b>	Denotes the date of the invoice, as provided by the vendor.
<b>VENDOR NAME</b>	Name of the vendor as shown on the invoice.

<b>VCHR ID</b>	The 8-character identifier for the voucher, as provided by Accounts Payable or other processing entity such as the Travel Office.
<b>VHCR T#/PR#</b>	The travel number related to travel vouchers or the eRequest number used for a purchase.
<b>PO ID</b>	The 10-character identifier of the Purchase Order associated with the invoice.
<b>REQ ID</b>	The requisition number assigned before the purchase order was created.
<b>VCHR AMOUNT</b>	The dollar amount of the voucher as expensed to the ChartField combination. <i>Note:</i> The expense amount as shown in the “Current Rev/Exp” column is not necessarily the same as the voucher amount. The expense amount represents the total posting from the AP system for the week. It can represent one voucher or several.

*Stores Transactions*

<b>ORDER NO.</b>	Identifier of the individual order as provided by Stores. One order might consist of several individual items. These should be verified using the Stores Organizational Billing.
<b>ORDER AMOUNT</b>	Total dollar amount of the order; the Stores Organizational Billing provides the detail of each item on the order.

The end of the GLU004OS-91 report shows the following lines:

<b>ENDING BALANCE - TRANSFERS OUT</b>	If the ChartField combination has shown any Transfers Out (outflows of money not reflecting payment for salaries, benefits, goods or services) the year-to-date total of the transfers is shown in this field.
<b>TOTAL EXPENSE WITH TRANSFERS OUT</b>	Total expenses plus Transfers Out, for the accounting period.
<b>ENDING BALANCE - EXPENSE</b>	Total expenses, not including Transfers Out, for the year to date.

**ENDING BALANCE - EXPENSE WITH TRANSFERS OUT**      Total expense plus Transfers Out, for the year to date.

*Note:* Net Income is not provided on the GLU004OS-91 report.

## **C.    GLU009OS-45 - “REVENUE AND EXPENSE - BUDGET VERSUS ACTUAL SUMMARY” REPORT**

### **1.    Information Provided on the Report**

The GLU009OS-45 Report shows similar information to the GLU007OS-90 report, but at a higher level of summarization. It is an *Income Statement* report.

The GLU009OS-45 groups all the ChartField combinations (Income Statements) that fall under Department or other node designated at the top right of the report. They are presented in Fund Group order (from 01xxxx to 9xxxx).

### **2.    Debits and Credits**

The GLU009OS-45 report is a *management style* report. It does not present information in terms of debits and credits.

### **3.    Report Fields**

<b>Business Unit</b>	The central University (UNIV), the Medical Center, including Hospitals (OSUMC), or the Ohio State University Research Foundation (OSURF).
<b>Fiscal Year</b>	The University’s Fiscal year runs from July 1 to June 30.
<b>Accounting period</b>	July is accounting period 1; August is 2, and so on.
<b>Month Ending</b>	Month being accounted for in the report.
<b>Page No.</b>	Number of the page within the series of reports.
<b>Run date</b>	Date the report was created in the system.
<b>Run time</b>	The time the report was run, using the 24-hour clock.

<b>Report ID</b>	Each report has a unique identifier. For example, “GLU004OS-91” refers to the Standard Monthly Revenue and Expense Transaction Detail report.
<b>Department</b>	The Department for which the report has been created. Dxxxx is the format for the department designation. This code or value is a node on the Organization tree.
<b>Major Account Description</b>	The data on the report is presented in account order. Only the major headings are presented, e.g., for expenses: Personnel, Benefits, Supplies and Services, Equipment and Transfers Out.
<b>Budget Columns</b>	<i>The report has four budget columns. They have the same appearance in each fund group. However, their usage varies based on the fund group.</i>
<b>Original</b>	In General Funds this is the budget as provided to the General Funds ChartField combination. For any fund other than General Funds it is the plan as input into PeopleSoft. If no budget is input, the arithmetic underlying the report creates an apparent negative budget balance.
<b>Carry Fwd (Carryforward)</b>	Carryforwards are funds (or deficits) carried over, in the form of budget, from the previous fiscal year. <b>There are no carryforwards of this type in Earnings, Restricted, Plant or Agency Funds. Carryforwards occur only in General Funds.</b>
<b>Net Changes</b>	The net of any increases or decreases made in the budget for the year.
<b>Total Budget</b>	<b>Total budget is calculated as follows:</b>  <i>Original +/- Carry Fwd +/- Net Changes = Total Budget</i>
<b>ACTUAL</b>	The “Actual” columns represent real accounting activity as opposed to the planned (budgeted) activity.
<b>Period</b>	Revenue earned or expense incurred for the accounting period in question.
<b>Year to Date</b>	Revenue earned or expense incurred for the year to date, including the current accounting period.

**Pre-Encum/Encumbrance** The amount of pre-encumbrances and/or encumbrances outstanding at the end of the accounting period. Note that these are encumbrance balances.

Since one line on the GLU007OS-90 report might account for several encumbrances, the individual encumbrances are itemized at the end of the report in a section called “Pre-encumbrance/Encumbrance Status.”

**Budget Balance Available** Budget Balance Available is calculated as shown below:

Total Budget +/- Actual YTD - Pre-E/Enc = BBA

*Note:* The word “available” can be misleading when working in funds other than General Funds. In these situations “Budget Balance Available” is simply a budget variance.

*Note:* If no budget is provided in the budget columns, Budget Balance Available is calculated as a negative figure.

**NET REVENUE OVER EXPENSE** Net revenue over expense is the net income for the ChartField combination.

1. Net Income as budgeted (planned)
2. Net income for the accounting period
3. Net Income for the year to date
4. Net Income under “Budget Balance Available.” This figure is derived by subtracting the budget variance for expenses from the budget variance for revenue.

**FUND GROUP TOTAL REVENUE** For each fund group a total revenue amount is provided.

**FUND GROUP TOTAL EXPENSE** For each fund group a total expense amount is provided.

**FUND GROUP NET REVENUE OVER EXPENSE** For each fund group a net income amount is provided.

**TOTALS BY MAJOR ACCOUNT** At the end of the report a summarization of all the ChartField combinations is provided, by major account.

*Note:* When working with this section of the report, be aware of the following:

1. Two concepts of budget (“allocation of funds” and “plan”) might be combined. In this case, care is needed in interpreting the summary of “Budget Balance Available.”
2. A net income line is provided. Since calculation of this line combines General Funds (which receive budget for expenditures) and other funds (which receive revenue) care should be taken in interpreting the meaning of this part of the report.

## **D. GLU003OS-61 “FUND GROUP SUMMARY OF ASSETS, LIABILITIES AND EQUITY” REPORT**

### **1. Information Provided**

The GLU003OS-61 report provides a summary of the Balance Sheets (Funds) owned by a college, department or organization.

### **2. Debits and Credits**

The GLU003OS-61 report expresses information in terms of debits and credits. It is an *accounting style* report.

### **3. Using the GLU003OS-61 Report**

Use the report to review each Fund’s cash, Equity, or Equity less encumbrances.

### **4. Report Fields**

<b>Business Unit</b>	The central University (UNIV), the Medical Center, including Hospitals (OSUMC), or the Ohio State University Research Foundation (OSURF).
<b>Fiscal Year</b>	The University’s Fiscal year runs from July 1 to June 30.
<b>Accounting period</b>	July is accounting period 1; August is 2, and so on.
<b>Month Ending</b>	Month being accounted for in the report.
<b>Page No.</b>	Number of the page within the series of reports.
<b>Run date</b>	The date the report was created in the system.

<b>Run time</b>	The time the report was run, using the 24-hour clock.
<b>Report ID</b>	Each report has a unique identifier. For example, “GLU004OS-91” refers to the Standard Monthly Revenue and Expense Transaction Detail report.
<b>Department</b>	The department whose funds are summarized on the report.
<b>Org</b>	The Organization for which the report has been created. Organization is a five-digit segment of the ChartField.
<b>Fund Group/Code</b>	Each type of fund is grouped separately on the report and thus has its own heading. Fund Group/Code refers to the heading of each section.
<b>Fund Code</b>	Refers to the individual fund number.
<b>Fund Description</b>	The official description of each fund, as it appears in the University's Fund Tree.
<b>Fund Equity 07/01/xxxx 3xxxx</b>	Fund Equity at the beginning of the fiscal year.
<b>Year-to-Date Additions 4xxxx</b>	Net amount of Revenues and Transfers in, for the year to date, including the current accounting period.
<b>Year-to-Date Deductions 6xxxx</b>	Net amount of Expenses and Transfers out in, for the year to date, including the period being accounted for.
<b>Current Fund Equity 3xxxx</b>	The Fund’s Equity as of the end of the period being accounted for.
<b>Liabilities 2xxxx</b>	Amounts the Fund owes to other parties, e.g., State Sales Tax payable or year-end Salaries payable.
<b>Non Cash Assets 1xxxx (Except 11010)</b>	Any assets other than cash owned by the Fund, such as Receivables, Inventory or Prepaid Expenses.

**Cash Balance  
11010**                      The cash owned by the fund.

*Note:* This cash figure is **not** net of encumbrances.

**Pre-  
Encum/Encumbrances**                      Total amount of encumbrances for the Fund (encumbered Salaries, Benefits and/or Purchase Orders plus any pre-encumbrances the Fund has).

**Equity with Pre-  
Encum/Encumbrances**                      Equity with Encumbrances and Pre-encumbrances subtracted.

## **E.    GLU006OS-91 “BALANCE SHEET TRANSACTION DETAIL” REPORT**

### **1.    Information Provided**

The GLU006OS-91 Report provides the following information:

- Detail of Balance Sheet transactions for the fund, for the month
- Asset, Liability, and Equity balances at the end of the previous month
- Asset Liability and Equity Balances for the current month
- Equity with Encumbrances (i.e., equity with encumbrances subtracted) for the previous month and the current month

### **2.    How to Use the GLU006OS-91 Report**

Use this report as follows:

- to see the cash balance in your fund
- if you have non-cash assets or liabilities, to review the fund’s equity
- if you have encumbrances, to review equity less encumbrances

### **3.    Reconciliation**

If you have Balance Sheet transactions, such as Receivables activity or collection and payment of State Sales Tax, you should use this report every month to reconcile to your department records.

### **4.    Debits and Credits**

The GLU006OS-91 report uses the Debits and Credits convention. It is an *accounting style* report.

## 5. Report Fields

<b>Business Unit</b>	The central University (UNIV), the Medical Center, including Hospitals (OSUMC), or the Ohio State University Research Foundation (OSURF).
<b>Fiscal Year</b>	The University's Fiscal year runs from July 1 to June 30.
<b>Accounting period</b>	July is accounting period 1; August is 2, and so on.
<b>Month Ending</b>	Month being accounted for in the report.
<b>Page No.</b>	Number of the page within the series of reports. <i>Note:</i> Within eReports the term "91 report" (or other report) can refer to either the individual report for the ChartField combination or the series of 91 reports for all the ChartField combinations that fall under the organization, department, or college.
<b>Run date</b>	The date the report was created in the system.
<b>Run time</b>	The time the report was run, using the 24-hour clock.
<b>Report ID</b>	Each report has a unique identifier. For example, "GLU004OS-91" refers to the Standard Monthly Revenue and Expense Transaction Detail report.
<b>Org</b>	The Organization for which the report has been created. Organization is a five-digit segment of the ChartField.
<b>Fund</b>	The fund for which the report has been created. Fund is a six-digit segment of the ChartField. The fund number indicates the fund group and thus the restrictions placed on expenditures.
<b>Account</b>	The data on the report is presented in account order as follows: <ul style="list-style-type: none"><li>▪ Assets        1xxxx</li><li>▪ Liabilities    2xxxx</li><li>▪ Equity        3xxxx</li></ul>
<b>Journal ID</b>	Within each "Account" section, the ten-character Journal ID for each transaction is provided.

<b>Class</b>	The “Class” column shows the classification of the transaction. Examples are “DPST” (deposit) and “JRNL” (regular journal entry - the most common).
<b>Src</b>	Source of the transaction. The source could be an online Journal Entry performed in the department (ONL) or it could be a subsystem. Examples of subsystems are “AP” (Accounts Payable) and “INV” (Stores Inventory).
<b>Journal Line Description</b>	The description provided on the Journal Entry that created the transaction. When using the online journal entry panels, this description is created in the Journal Lines Panel.
<b>Posted Date</b>	The date the transaction was posted to the General Ledger (not the date it was posted to a subsystem, such as the HR system).
<b>Reference</b>	Field created in the Journal Lines Panel. Some subsystem entries (for example, some entries into the HR system) make use of the reference field.
<b>Org User</b>	The organization associated with the Balance Sheet transaction. Under the University Cash Control Account, allocations (system calculated entries) are recorded showing the cash effect of other postings to the fund. These show a central Org User, 85898.
<b>Previous Balance</b>	The Previous Balance column shows Asset, Liability and Equity balances, as of the end of the previous accounting period.
<b>CURRENT MONTH Debits/ Credits</b>	These two columns show the Debits and Credits to the Balance Sheet that took place during the month. Both individual transactions and totals are provided.
<b>Current Balance</b>	The Current Balance column shows Asset, Liability and Equity balances as of the end of the accounting period.
<b>Account 11010 - University Cash Control</b>	This account shows the changes to cash and the status of the Fund’s cash at the beginning and end of the accounting period.  Each individual Deposit Journal or other “Other Bank Activity” journal is recorded separately. The other entries to the Fund that affect cash are presented as a net amount for each day there is activity. These entries are calculated by the system and are a type of “Allocation” (mechanical entry). <i>Note:</i> If there is more than one Income Statement for the fund, the amounts shown at account 11010 reflect the activity of all the Income Statements.

**3xxxx Equity**

The first Equity line on the report shows Equity at the beginning of the Fiscal Year.

**TOTAL REVENUE &  
TOTAL EXPENSE**

The Total Revenue and Total Expense lines in the Previous Balance column represent total Revenue and Expense for the Fund until the end of the previous accounting period. Note that for the first accounting period of the year these fields are blank.

The Total Revenue and Total Expense Lines in the Current Balance column represent net year-to-date revenue and net year-to-date expense for the Fund.

**TOTAL EQUITY**

“Total Equity” represents Equity at the end of the previous accounting period.

The debits column shows total reductions in Equity; the Revenue column shows total increases.

**TOTAL EQUITY  
WITH PRE-ENCUM/  
ENCUMBRANCE**

Equity is calculated by subtracting Liabilities from Assets (Assets – Liabilities = Equity). However, on the Balance Sheet, the asset Cash does not include any calculations of encumbrances. Consequently, encumbrances are subtracted once Equity has been calculated giving the figure “Equity with [less] Encumbrances.”

*Note:* The Debits column shows the sum of expenses and increases to encumbrance. The Credits column shows the sum of the revenues and the **decreases** to encumbrance.

The Current Balance Column shows Equity less encumbrances at the end of the accounting period.

When positive, “Equity with Encumbrances” is expressed on the 91 and 61 reports with a credit (a “minus” sign precedes the dollar amount).