TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
Finance *and* Administration

Finance Reporting Terms

- **Account Code (Acct)** The account code represents the data-enterable balance sheet accounts (assets and liabilities) and operating ledger accounts (revenue, personnel costs, expenses, and transfers).
- **Account Type (AT)** The account type signifies assets (10), liabilities (20), controls (30), fund balance (40), revenues (50), personnel costs (60), expenses (70), and transfers (80).
- **Activity Date (Act Date)** The activity date represents the actual date the transaction posted to the ledgers and is system defined.
- **Available Fund Balance (Avail Balance)** The available fund balance is the portion of the fund's balance that reflects expendable and available financial resources.
- **Balance Sheet** A balance sheet lists the assets, liabilities, and fund balance adjustments as of a specific point in time.
- **Bank (Bk)** The bank is a two digit code that relates to a physical bank account.
- **Beginning Fund Balance (Beg Balance)** The beginning fund balance is the amount in a particular fund that you start with at the beginning of the fiscal year. It represents the previous fiscal year's unspent funds carried forward.
- **Budget Account Code (BAC)** The budget account code is the pooled account code used in the Budgeting (BAVL) checking process. Numerous data-enterable account codes roll up to a budget account code.

- **Budget Financial Reports** The budget financial reports summarize your financial activity relative to the fund's budget. These reports are intended to help you analyze your actual earnings and spending compared to the current year's budget. These reports will not tell you if a transaction will process because they do not consider pooled organization codes and budgets at the fund, orgn, and program code.
- **Campus** The campus is associated with the location of the department who owns the fund.
- **Check Cancel Date (Ck Cancel)** The check cancel date is the date a check cancellation document was entered into the Banner finance system.
- **Check Date (Ck Date)** The check date is the date the checks were processed and printed in the Banner finance system. It will correspond to the date on the face of the check.
- **Check Number (Check No)** The check number is an eight character number that prints on the check as the check number. The check number is also posted in the document field on the finance reports.
- **Cleared Date** The cleared date is the date the check cleared the bank.
- **Department (Dep)** The department is related to the TTUHSC organizational chart. Both the fund code and organization code relate to a specific department. The Banner HR system and the Banner Finance system recognize the 5th level of the organizational hierarchy as the department code.

- **Division (Div)** The division is related to the TTUHSC organizational chart. Both the fund code and organization code relates to a specific division. Division examples include School of Medicine, Finance and Administration, Rural Health, Graduate School of Biomedical Sciences, etc.
- **Document ID (Doc ID) (Document)** The document ID is a user or system assigned identifier for each transaction to the operating, general, or encumbrance ledger. The first two characters distinguish the origin of the transaction (Ex. HA000324 – HA signifies a cash receipt)
- **Document Reference (Doc Ref)** The document reference number is an optional 8 character field that provides additional information related to the transaction.
- **Encumbrance (Enc)** An encumbrance reserves funds for financial obligations due to the purchase of goods or services. There are three types of encumbrances: general encumbrance, purchase order or labor encumbrance.
- **Encumbrance Item (Item)** The encumbrance item is a sequential number assigned to each item / commodity on the order. General encumbrances only have one item per encumbrance, but purchase orders can have multiple items.
- **Encumbrance Ledger** The encumbrance ledger is a subsidiary ledger to the general ledger. It maintains the encumbrance totals by fund, organization, and program code to the point that the encumbrance reaches $0.00.

- **Encumbrance Sequence (Seq)** The sequence number is assigned based on the FOAP information provided per item. If an item in an order has multiple FOAPs, each FOAP will be distinguished by the sequence number. The sequence number is directly related to the item number.
- **Encumbrance Type (Type)** The encumbrance type distinguishes general encumbrances (E), purchase orders (P), and labor encumbrances (L).
- **Ending Fund Balance (End Balance)** The ending fund balance is a calculation of the beginning fund balance plus the net year-to-date activities (revenue – expense + net transfers). The ending fund balance amount does not represent a spendable dollar amount since it has not accounted for the encumbrance and reserve amounts.
- **Fiscal Period (FP)** The fiscal period is a term for the monthly accounting period within the finance system. The fiscal period is a two-digit number beginning with 01 for September and the fiscal year ends with period 12 for August. At the end of August, fiscal period 12 is closed and period 14 is opened. Period 14 is used by Accounting Services to record year-end adjusting entries and accruals into the prior year for the Annual Financial Reports.
- **Fiscal Year (FY)** The fiscal year is the twelve month period from September 1st to August 31st. This fiscal time frame is the basis for the annual financial reporting and budgeting cycle.

- **Fund Balance** The Fund Balance represents the cumulative net income or loss generated by the operation of the fund since its inception. It is also equal to the difference between the fund's assets and liabilities.
- **Fund Category (Fund Cat)** A grouping of funds representing the broad NACUBO fund groups. They include E&G, Designated, Auxiliary, Restricted, Loan, Endowment, Unexpended Plant, etc.
- **Fund Class** A further breakdown from the fund category. For example, the Designated fund category is broken down to the following fund classes: MPIP, NIP, AHIP, PIP, General Designated, Student Fees, Permanent Health Fund, Medical Practice Liability Fund, and Service Departments.
- **Fund Manager** The fund manager is generally responsible for the financial operation of the fund. This includes budget oversight, finance reporting and daily financial activities. The fund manager is also responsible for assigning financial roles to individuals.
- **Fund** The fund is a self-balancing set of accounts. It tells who owns the funds (assets and liabilities) and defines the fund class, division, campus, department, and sub-department.
- **General Ledger** The general ledger maintains the assets, liabilities, and fund balances for each fund.
- **Grant ID** A unique number that identifies a particular grant. It is associated with one or more funds.

- **Inception to Date (ITD)** The inception to date refers to the time frame between the beginning of the fund, grant or project to the current date.
- **Income Statement** An income statement shows the revenue, expenses, and transfers with a calculated net profit or loss for a specific period of time.
- **Invoice (Inv)** The Banner document entered by the Payment Services department or through the Direct Pay system. An invoice is the document that produces a check. It is not to be confused with the vendor invoice.
- **Invoice Cancel Date (Inv Cancel)** – The invoice cancel date is the date an invoice cancellation document was entered into the Banner finance system.
- **Location (Loc)** The location is an element of the chart of accounts used currently by the fixed asset system to track the location of items.
- **Month to Date (MTD)** The month to date calculation is defined as the activity for the month selected within the parameter set. If a fiscal period or month was not selected, it will reflect the current period's activity.
- **Net Income** Net income is the calculation revenue - expenses + net transfers. It provides the profit or loss for a specific period of time. A profit will increase the fund balance and a loss will decrease the fund balance.
- **Non- Operating** The non-operating expense is typically related to fixed assets.
- **Operating Ledger** The operating ledger is a subsidiary ledger to the general ledger. It maintains the revenue, expense, and transfer totals by fund, organization, and program code.

- **Organization Code (Orgn)** The organization code is the budgetary or departmental element of the chart of accounts. It signifies who earns or spends the funds and is based on the TTUHSC organizational structure. The organization code is only entered with operating ledger and encumbrance ledger transactions (revenue, labor, expense, and transfers).
- **Personnel Expenses** Labor expenses are defined as expenses associated with salary, wages, and fringes and are classified with an account type of 60.
- **Program (Prog)** The program code classifies the function of the revenue and expenditures (examples include academic support, instruction, public service, etc). The program code is only entered with operating ledger transactions (revenue, labor, expense, and transfers).
- **Purchase Order (PO)** A purchase order is a document issued to a supplier for the purchase of goods or services. A purchase order constitutes as a legal and binding contract.
- **Reserves (Res)** A reserve sets aside funds that are not spendable. The dollar value of a fund's reserve is subtracted from its ending fund balance to account for unspendable funds. Reserves are typically associated with inventory and petty cash.
- **Revenue (Rev)** Funds earned from activities associated with providing goods and services to entities separate from the university or funds received for endowments, gifts, or grants.

- **Statement of Changes (SOC)** The Statement of Changes is a report that provides summary information relating to the changes in a fund's balance up to a specific point in time.
- **Transaction Date (Trans Date)** The transaction date is a user-defined date that reflects the fiscal period for which the transaction posted to the ledger (example: period 01 will consist of documents with a transaction date between September 1st and September 30th).
- **Transaction Description (Trans Desc)** The transaction description is a 35 character field used by the user to provide a short description for the purpose or nature of the transaction.
- **Transfers** A transfer is the movement of money from one fund to another.
- **Trial Balance (TB)** A trial balance lists the beginning and ending balances for all data-enterable accounts with activity in the fund.
- **Vendor ID (Vend ID)** Each individual or company added to the Banner system is assigned a nine character ID number beginning with R.
- **Vendor Invoice No (Vend Inv)** The vendor invoice number is an alpha numeric value provided by the vendor when they invoice / bill the university.
- **Vendor** The vendor is the name of a third-party company or individual associated with an invoice, check or encumbrance.
- **Year to Date (YTD)** The year to date calculation is defined as the revenue, expense, and transfer activity for the current year up to the most current point in time.