



## Budget Account Code Summary – Fund and Orgn Page Break

**Texas Tech University Health Sciences Center  
 Budget Account Code Summary**

\*FY: **2011** \*Period: **03**  
 Fund: **101010** Orgn: All Fund Manager: All  
 Div: All Campus: All Department: All

**Accounting Services Lbk**

**Accounting Svcs**

Orgn	Fund	Prog	Description	AT	BAC	BAC Description	Current Budget	MTD	YTD	Enc	Avail Bud Balance		
201111	101010	60	Institutional Support	50	5006	Legislative Appropriations	346,154.38	0.00	346,154.38	0.00	0.00		
				50			346,154.38	0.00	346,154.38	0.00	0.00		
				60	6002	Staff Salaries		316,572.26	26,423.63	79,147.85	238,777.37	(1,352.96)	
					6005	Longevity		3,182.00	240.00	720.00	0.00	2,462.00	
					6007	Payroll Related Costs		0.00	0.00	0.00	0.00	0.00	
				60			(319,754.26)	(26,663.63)	(79,867.85)	238,777.37	1,109.04		
				70	7010	Maintenance and Operations		20,333.51	1,647.89	5,142.06	0.00	15,191.45	
					7015	Professional Services		300.00	0.00	0.00	0.00	300.00	
					7019	Subscriptions		1,566.00	0.00	0.00	66.00	1,500.00	
					7020	In State Travel		5,000.00	0.00	0.00	0.00	5,000.00	
					7063	Interest		0.00	0.00	0.00	0.00	0.00	
				70			(27,199.51)	(1,647.89)	(5,142.06)	66.00	21,991.45		
				80	8006	Salary Reserve		82.12	0.00	0.00	0.00	82.12	
				80			(82.12)	0.00	0.00	0.00	82.12		
					60			(881.51)	(28,311.52)	261,144.47	238,843.37	23,182.61	
					101010			(881.51)	(28,311.52)	261,144.47	238,843.37	23,182.61	
				201111					(881.51)	(28,311.52)	261,144.47	238,843.37	23,182.61
					<b>Totals</b>				(881.51)	(28,311.52)	261,144.47	238,843.37	23,182.61

### Business Purpose

The purpose of this report is to monitor your financial activity compared to your current budget. For each FOP combination, the following totals are displayed by the budget account code: the current budget, the net revenue and expenses for both the selected period (MTD) and for the entire year up to the selected period (YTD), and the current



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balance of all open encumbrances. The final column, Available Budget Balance compares the total of the actual earnings, actual spending, and encumbrance balance to the current year's budget. This report will not tell you if a transaction will process because it does not consider pooled organization codes and budgets at the fund, orgn, and program code level (BAVL).

This report provides a page break for each fund and organization combination.

### **Report Path**

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This report can be located at HSC Finance > Finances Relative to Budget > ----- Budget Account Code Summary – Fund and Orgn Page Break.

### **Available Parameters**

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\* **Fiscal Year**

\* **Fiscal Period**

Fund Manager

Fund

Organization

Division

Campus

Department

### **Report Grouping and Sorting**

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The report has a page break for each fund and orgn combination and is grouped and sorted by organization, fund, program, account type, and then budget account code.



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## Report Fields

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Definitions for the report fields can be located at

[http://www.fiscal.ttuhscc.edu/financereporting/collateral/Finance\\_Reporting\\_Terms.pdf](http://www.fiscal.ttuhscc.edu/financereporting/collateral/Finance_Reporting_Terms.pdf).

Organization

Organization Description

Fund

Fund Description

Program

Program Description

Account Type

Budget Account Code

Budget Account Code Description

Current Budget

Month to Date

Year to Date

Encumbrance

Available Budget Balance



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### Drill Thru Reports

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A drill thru is a link within a document that opens a new report with similar or more detailed information.

A Transaction Detail report will open if you select a hyperlinked amount in the Current Budget column.

#### Texas Tech University Health Sciences Center Transaction Detail

Fiscal Year: **2011** Fiscal Period: **03 - Nov**  
Fund: **101010** Organization: **201111** Program: **60**  
BAC: **7010** Account Type: **70**

Document	Doc Ref	Trans Description	Trans Date	BAC	BAC Description	Acct	Amount
ERH10001		ENCUMBRANCE ROLL	09-01-2010	7010	Maintenance and Operations	730050	28.05
		ENCUMBRANCE ROLL	09-01-2010	7010	Maintenance and Operations	730050	9.67
		ENCUMBRANCE ROLL	09-01-2010	7010	Maintenance and Operations	733404	328.97
		ENCUMBRANCE ROLL	09-01-2010	7010	Maintenance and Operations	737700	448.82
L0000006		FY 2011 Original Budget	09-01-2010	7010	Maintenance and Operations	7010	19,518.00
<b>Total</b>							<b>20,333.51</b>



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If you select a hyperlinked amount in the MTD column, the Transaction Detail report will display the transactions of the selected month.

Texas Tech University Health Sciences Center  
 Transaction Detail

Fiscal Year: 2011 Fiscal Period: 03 - Nov  
 Fund: 101010 Organization: 201111 Program: 60  
 BAC: 7010 Account Type: 70

Document	Doc Ref	Enc	Trans Description	Vendor	Trans Date	BAC	BAC Description	Acct	Amount
V9021532		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	1.35
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	23.76
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	0.40
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	3.51
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	18.13
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	15.34
		P0077150	Summus Staples	Summus Staples	11-04-2010	7010	Maintenance and Operations	730050	12.00
HA022171	1104798		V9015836R.10215994 V9015836 P90		11-10-2010	7010	Maintenance and Operations	730050	(178.38)
KM000622	HMS14022		FEDEX 460607181140		11-11-2010	7010	Maintenance and Operations	728600	6.08
CH000060	CH110000		1027EDMIST-LASER CARTRIDGE SYSTEM		11-19-2010	7010	Maintenance and Operations	730050	195.00
			1020EDMIST-LASER CARTRIDGE SYSTEM		11-19-2010	7010	Maintenance and Operations	730050	320.00
KP008982	12347		AFR Book		11-22-2010	7010	Maintenance and Operations	727300	335.60
KE000121	NOVSCAN		SCAN JOB 1026		11-23-2010	7010	Maintenance and Operations	728400	317.82
KM000628	HMS12014		LSO 26858496		11-23-2010	7010	Maintenance and Operations	728600	9.14
			LSO 26858675		11-23-2010	7010	Maintenance and Operations	728600	7.56
			LSO 26858657		11-23-2010	7010	Maintenance and Operations	728600	7.56
			LSO 26858636		11-23-2010	7010	Maintenance and Operations	728600	7.56
			LSO 26859229		11-23-2010	7010	Maintenance and Operations	728600	7.56
			LSO 26858562		11-23-2010	7010	Maintenance and Operations	728600	8.61
			LSO 26858618		11-23-2010	7010	Maintenance and Operations	728600	7.56
KM000641	HMS19004		POSTAGE NOVEMBER		11-30-2010	7010	Maintenance and Operations	729100	6.84
KS000227	SW1106		SWIFT PRINT NOV 30,2010		11-30-2010	7010	Maintenance and Operations	727300	140.00



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The YTD hyperlinked amounts will open a Transaction Detail report and display the transactions from the first of the year through the selected period.

Texas Tech University Health Sciences Center  
 Transaction Detail

Fiscal Year: 2011 Fiscal Period: 03 - Nov  
 Fund: 101010 Organization: 201111 Program: 60  
 BAC: 7010 Account Type: 70

Document	Doc Ref	Enc	Trans Description	Vendor	Trans Date	BAC	BAC Description	Acct	Amount
V9017062		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	9.76
		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	20.45
		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	50.07
		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	24.14
		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	6.26
		P0069368	Summus Staples	Summus Staples	09-15-2010	7010	Maintenance and Operations	730050	54.16
K5000214	SW 1103		SWIFT PRINT SEPT 20,2010		09-20-2010	7010	Maintenance and Operations	727300	140.00
IJ110342		P0066707	CDW Government Inc	CDW Government Inc	09-27-2010	7010	Maintenance and Operations	737700	448.82
IJ110499		P0066647	CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	28.05
		P0066647	CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	733404	328.97
IJ110521		P0066647	CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	9.67
		P0066647	CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	9.67
		P0066647	CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	(9.67)
KM000593	HMS19002		POSTAGE SEPTEMBER		09-30-2010	7010	Maintenance and Operations	729100	8.36
K5000215	SPCC0910		SEPT 2010 Copier #221		09-30-2010	7010	Maintenance and Operations	727300	472.17
K5000216	SPCC0910		SEPT 2010 Copier #221		09-30-2010	7010	Maintenance and Operations	727300	472.17
K5000217	SPCC0910		SEPT 2010 Copier #221		09-30-2010	7010	Maintenance and Operations	727300	472.17
K5000218	SPCC0910		Rev K5000215 SEPT 2010 Copier #221		10-09-2010	7010	Maintenance and Operations	727300	(472.17)
K5000219	SPCC0910		Rev K5000216 SEPT 2010 Copier #221		10-09-2010	7010	Maintenance and Operations	727300	(472.17)
KE000116	OCTSCAN		SCAN JOB 1005		10-12-2010	7010	Maintenance and Operations	728400	907.16
KE000118	OCTSCAN		SCAN JOB 0341		10-25-2010	7010	Maintenance and Operations	728400	333.30
KE000119	OCTSHRED		SHRED JOB 1037		10-25-2010	7010	Maintenance and Operations	728400	169.40



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The hyperlinked amounts in the Enc field will open a Transaction Detail report that will provide the document number as well as the related encumbrance number, item and sequence number for the encumbrance totals.

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 Transaction Detail

Fiscal Year: 2011 Fiscal Period: 03 - Nov  
 Fund: 101010 Organization: 201111 Program: 60  
 BAC: 7010 Account Type: 70

COMMIT_TYPE	Document	Enc	Item	Seq	Doc Ref	Trans Description	Vendor	Trans Date	BAC	BAC Description	Acct	Amount	
C	ERH10001	P0066647	1	1		ENCUMBRANCE ROLL		09-01-2010	7010	Maintenance and Operations	733404	328.97	
			2	1		ENCUMBRANCE ROLL		09-01-2010	7010	Maintenance and Operations	730050	9.67	
			3	1		ENCUMBRANCE ROLL		09-01-2010	7010	Maintenance and Operations	730050	28.05	
		P0066707	1	1		ENCUMBRANCE ROLL		09-01-2010	7010	Maintenance and Operations	737700	448.82	
	<b>ERH10001</b>											<b>815.51</b>	
	IJ110342	P0066707	1	1		CDW Government Inc	CDW Government Inc	09-27-2010	7010	Maintenance and Operations	737700	(448.82)	
	<b>IJ110342</b>											<b>(448.82)</b>	
	IJ110499	P0066647		1	1		CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	733404	(328.97)
				3	1		CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	(28.05)
	<b>IJ110499</b>											<b>(357.02)</b>	
IJ110521	P0066647		2	1		CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	(9.67)	
						CDW Government Inc	CDW Government Inc	09-30-2010	7010	Maintenance and Operations	730050	9.67	