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

# Operating Transactions –

# Multiple Selections and Grouped by Account Type

Texas Tech University Health Sciences Center
Operating Transactions

*FY: 2011 *Begin Period: 06 - Feb *End FP: 06 - Feb Activity Begin Date: Activity End Date:

| AT | Fund | Orgn | BAC | Acct | Prog | Document | Doc Ref | Act Date | Trans Date | Trans Desc | Enc | Item | Seq | Vendor | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 50 | 132000 | 522426 | 5018 | 530200 | 40 | HA028458 | 1111252 | 02-22-2011 | 02-17-2011 | 02/17 Medical Records TRC | | | | | 36.00 |
| | 132000 | 522426 | 5018 | 530200 | 40 | HA028720 | 1111515 | 02-24-2011 | 02-22-2011 | 02/22 Medical Records TRC | | | | | 36.00 |
| | 132000 | 522426 | 5018 | 530200 | 40 | JA003904 | ACSL11 | 02-25-2011 | 02-22-2011 | Med Rec Rev fr Acct Code 532200 | | | | | 1,350.50 |
| | 132000 | 522426 | 5018 | 530200 | 40 | HA028811 | 1111636 | 02-25-2011 | 02-23-2011 | 02/23 Medical Records TRC | | | | | 18.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA027267 | 1110039 | 02-03-2011 | 02-01-2011 | 2/1 Medical Records TRC Wire | | | | | 18.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA027346 | 1110121 | 02-04-2011 | 02-02-2011 | 2/02 Medical Records TRC Wire | | | | | 36.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA027445 | 1110204 | 02-07-2011 | 02-03-2011 | 02/03 Medical Records TRC | | | | | 72.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA027937 | 1110560 | 02-14-2011 | 02-09-2011 | 02/09 Medical Records TRC | | | | | 54.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA028153 | 1110946 | 02-16-2011 | 02-14-2011 | 02/14 Medical Records TRC | | | | | 72.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA028279 | 1111050 | 02-17-2011 | 02-15-2011 | 02/15 Med Rec TRC Wire | | | | | 36.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA028701 | 1111108 | 02-24-2011 | 02-22-2011 | Records Copying - Ladd, Richard | | | | | 25.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA028701 | 1111108 | 02-24-2011 | 02-22-2011 | Records Copying - Morrison,Mema | | | | | 25.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | HA028701 | 1111108 | 02-24-2011 | 02-22-2011 | Records Copying - Smith, Blake | | | | | 25.00 |
| | 132000 | 522426 | 5018 | 532200 | 40 | JA003904 | ACSL11 | 02-25-2011 | 02-22-2011 | Med Rec Rev to Acct Code 530200 | | | | | (1,350.50) |
| 50 | | | | | | | | | | | | | | | 453.00 |
| 60 | 132000 | 522416 | 6002 | 612506 | 35 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (72.00) |
| | 132000 | 522416 | 6002 | 612506 | 35 | F0023031 | | 02-22-2011 | 02-25-2011 | HR Payroll 2011 SM 4 1 | | | | | (153.00) |
| | 132000 | 522416 | 6002 | 612508 | 35 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (768.22) |
| | 132000 | 522416 | 6002 | 612509 | 40 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (523.77) |
| | 132000 | 522416 | 6003 | 614403 | 40 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (58.00) |
| | 132000 | 522416 | 6007 | 654901 | 35 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (63.95) |
| | 132000 | 522416 | 6007 | 654901 | 35 | F0023031 | | 02-22-2011 | 02-25-2011 | HR Payroll 2011 SM 4 1 | | | | | (11.70) |
| | 132000 | 522416 | 6007 | 654901 | 40 | F0022974 | | 02-21-2011 | 02-15-2011 | HR Payroll 2011 SM 4 0 | | | | | (44.52) |

## Business Purpose

The purpose of this report is to list all transactions that have hit the operating ledger based on your specified parameters. The parameter page allows you to select multiple funds, organizations, and accounts. This report groups the information by account type. The operating ledger activity consists of all revenues (AT 50), personnel costs (AT 60), expenses (AT 70), and transfers (AT 80). Any expenses related to an encumbrance will list the encumbrance document with its related encumbrance item and encumbrance sequence numbers. The report is best viewed in PDF.

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## Report Path

HSC Finance > Transaction Detail > ----- Operating Transactions – Multiple Selections and Grouped by Account Type.

## Available Parameters

***Fiscal Year**

***Begin Fiscal Period**

***End Fiscal Period**

Activity Start Date

Activity End Date

Fund (multiple)

Organization (multiple)

Account (multiple)

Program

Account Type

Budget Account Code

Division

Campus

Department

Fund Category

Fund Class

## Report Groupings and Sorting

The report groups the transactions by account type and fund and is further grouped by organization, budget account code, account code, and program code.

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## Report Fields

Definitions for the report fields can be located at

http://www.fiscal.ttuhsc.edu/financereporting/collateral/Finance_Reporting_Terms.pdf.

Account Type

Fund

Organization

Budget Account Code

Account

Program

Document

Document Reference

Activity Date

Transaction Date

Transaction Description

Encumbrance

Encumbrance Item

Encumbrance Sequence

Vendor

Amount

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## Drill Thru Reports

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

Select a hyperlinked encumbrance number to drill into the Encumbrance Detail report. This report will provide detailed encumbrance modification and liquidation information by item and sequence.

**Texas Tech University Health Sciences Center**
**Encumbrance Detail**

**Encumbrance Number: P0088067**

**Enc Status: Closed** **Vendor: R10215994 - Summus Staples** *If check no is shown as Recur select the hyperlink for associated checks.*

| Item | Seq | Document | Doc Ref | Inv Cancel | Check No | Ck Cancel | Vendor Inv | Description | Trans Date | Fund | Orgn | Acct | Prog | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | P0088067 | | | | | | Summus Staples | 01-25-2011 | 132000 | 522411 | 730050 | 40 | 27.48 |
| | | V9028322 | | | I0097023 | | 3149481238 | Summus Staples | 02-04-2011 | 132000 | 522411 | 730050 | 40 | (27.48) |
| | | *0008096 | | | | | | Batch Close PO P0088067 | 02-08-2011 | 132000 | 522411 | 730050 | 40 | 0.00 |
| | **Sequence: 1** | | | | | | | | | | | | | 0.00 |
| **Item: 1** | | | | | | | | | | | | | | 0.00 |
| 2 | 1 | P0088067 | | | | | | Summus Staples | 01-25-2011 | 132000 | 522411 | 730050 | 40 | 20.09 |
| | | V9027859 | | | I0096326 | | 3148840442 | Summus Staples | 01-28-2011 | 132000 | 522411 | 730050 | 40 | (20.09) |
| | | *0008096 | | | | | | Batch Close PO P0088067 | 02-08-2011 | 132000 | 522411 | 730050 | 40 | 0.00 |
| | **Sequence: 1** | | | | | | | | | | | | | 0.00 |
| **Item: 2** | | | | | | | | | | | | | | 0.00 |
| 3 | 1 | P0088067 | | | | | | Summus Staples | 01-25-2011 | 132000 | 522411 | 730050 | 40 | 11.16 |
| | | V9027860 | | | I0096326 | | 3148840443 | Summus Staples | 01-28-2011 | 132000 | 522411 | 730050 | 40 | (11.16) |
| | | *0008096 | | | | | | Batch Close PO P0088067 | 02-08-2011 | 132000 | 522411 | 730050 | 40 | 0.00 |
| | **Sequence: 1** | | | | | | | | | | | | | 0.00 |
| **Item: 3** | | | | | | | | | | | | | | 0.00 |
| **Encumbrance: P0088067** | | | | | | | | | | | | | | 0.00 |