Which Report Should I Run?

Budget Information (Fiscal Period Based)

- Public Folder > HSC Business Affairs > Department Reports > Budget
  - Department Budget Summary
  - Department Budget Summary with Department Page Break
  - Budget Account Pool Summary
  - Budget Account Pool Summary with Fund & Orgn Page Break

Revenue, Expense, Transfers Transactions (Operating Ledger Transactions)

- Public Folder > HSC Business Affairs > Department Reports > Transaction Queries
  - Operating Transactions
  - Operating Transactions for Excel
  - Operating Transactions Multiple Selections

- Public Folder > HSC Business Affairs > Department Reports > Trial Balance Info
  - Net Income Detail MTD
  - Net Income Detail YTD

Revenue, Expense, Transfers Summarized

- Public Folder > HSC Business Affairs > Department Reports > Trial Balance Info
  - Monthly Comparison Income Statement – Department Layout
  - Monthly Comparison Income Statement – Fund Layout
  - Net Income Summary MTD YTD
  - Net Income Summary MTD YTD No Page Break
  - Statement of Net Income
Fund Balance Information

- Public Folder > HSC Business Affairs > Department Reports > Trial Balance Info
  - Stmt of Changes in Fund Bal – Category/Class Format
  - Stmt of Changes in Fund Bal – Div/Campus/Dept Format
  - Stmt of Changes in Fund Bal – No Format Breaks

Balance Sheet (General Ledger)

- Public Folder > HSC Business Affairs > Department Reports > Transaction Queries
  - Balance Sheet Transactions

- Public Folder > HSC Business Affairs > Department Reports > Trial Balance Info
  - Balance Sheet by Fiscal Period
  - Trial Balance By Fund

Encumbrance Balance (Open Encumbrances)

- Public Folder > HSC Business Affairs > Department Reports > Encumbrances
  - Encumbrances Open
  - Open Encumbrance Dept-Fund
  - Open Encumbrance Enc-Item
  - Open Encumbrance Fund-Org
  - Travel Encumbrances Open

Closed Encumbrances

- Public Folder > HSC Business Affairs > Department Reports > Encumbrances
  - Encumbrances Closed
Texas Tech University Health Sciences Center
Finance & Administration

Payment Information

- Public Folder > HSC Business Affairs > Department Reports > Transaction Queries
  - Invoice Encumbrance Check Query
  - Invoice PO Check Query

Invoice Information

- Public Folder > HSC Business Affairs > Department Reports > Transaction Queries
  - Invoice Commodity Description
  - Invoice Commodity Description by FOAP

Information from TechBuy

- Public Folder > HSC Business Affairs > Department Reports > Purchasing Payables
  - Purchase Order Report by Fund and Org

Miscellaneous Information

- Gift Transactions
  - Public Folder > HSC Business Affairs > Department Reports > Transaction Queries > Gift Transactions

- Scholarship Activity
  - Public Folder > HSC Business Affairs > Department Reports > Trial Balance Info > Scholarships