Account Code – The element of the Chart of Accounts that represents the balance sheet, revenue, expense or transfer code. The six character/digit code is used to identify what the funds have been spent for or what kind of revenue was earned.

Activity Code – An optional, nonhierarchical element of the Chart of Accounts that can track inter-fund or cross institutional activities. It is a field that is not currently used for TTUHSC but can track special events or departmental functions.

Activity Date – This date represents the actual date the transaction posted to the ledgers.

Balance Sheet – A financial statement that lists the assets, liabilities and fund balance on a specific date.

Balance Sheet Account – An account code representing an asset, liability or fund balance.

Bank Code – A two character/digit code used to identify which bank the transaction affects.

Banner – The software used by functional users for Finance, Financial Aid, Student and HR administrative tasks.

Bread Crumbs – The report path displayed on a report or within Cognos. Provides a visual path that allows users the ability to retrace their steps if necessary.

Budget Account Pools – Banner account codes that define separate pools of budget set up for groups of expenses.

Budget Revision System – A system used for submitting a change or addition to the operating budget.

Cash Receipts System – A system used to record deposits of cash, checks, credit cards, wire transfers, credit card payments or other funds received.

Chart – The data element that defines the entity in the transaction. We currently have four charts: "E" = TTUHSC El Paso, "H" = TTUHSC, "S" = TTUS, and "T" = TTU.

Chart of Accounts – A systematic classification of accounts to organize financial transactions into meaningful and reportable information. The elements of the Chart of Accounts are Fund, Organization, Account, Program, Activity, and Location (FOAPAL).

Cognos – A reporting tool used to access financial and budget information.

Cost Share – The portion of total costs of a project that is contributed by TTUHSC.

Document Prefix – A two-character code in a Banner document that identifies the department responsible for the transaction and provides a brief description.

Document Reference Number – An optional 8-character field that allows the user to enter additional information relating to the transaction.

Drill Down – A term used to describe accessing additional or detailed information for an item within the same report.

Drill Through – A term used when you select a link within a Cognos report to open a new report with similar information.

Encumbrance – An obligation to a third party to provide payment for services or commodities. An encumbrance will reserve the funds from the current budget.

Effort Certification and Reporting Technology (ecrt) – System used to ensure the salary and wages of employees charged to a sponsored project are allocable, allowable, consistently treated, and reasonable, and to ensure the effort put forth on a sponsored project warrants the financial compensation provided by the sponsor.

ePrint – The ePrint report repository is used primarily by departments to review Financial Transaction System (FiTS) transactions.

F & A Work Tools – WebRaider tab that displays useful links to various areas, including Human Resources, Budget, Finance, and Procurement Services.

Financial Manager – The person whose responsibility includes the overall financial operation of a department. These duties include budget oversight, financial reporting, and directing financial activities.

Finance Systems Management (FSM) – The department that oversees a variety of financial processes, including maintenance of the Banner fund hierarchy and structure, setup of interdepartmental billing using FiTS, training functional and department accounting system users, and administration of systems security.

Financial Transaction System (FiTS) – The system consists of three modules: (a) The Cost Transfer (CT) module allows movement of current fiscal year expenditures between FOAPs; (b) the Journal Voucher module allows movement of current fiscal year revenues (RTs) between FOAPs and allows the transfers of funds between FOAPs for internal professional services, continuing professional education, and other internal purchases of goods and services (PTs); (c) the IVs module allows service departments to bill departmental FOAPs for expenses related to goods and services provided.

Fiscal Year – The twelve-month period beginning on September 1st and ending on August 31st.

Fund Code – The self-balancing set of accounts that show ownership of assets, liabilities, and fund balance, and defines the fund class, division, campus, department and sub-department.

Fund Balance – The fund balance represents the cumulative net income or loss generated by the operation of the fund since its date of inception.

Fund Manager – The next level of authority under Financial Manager. The Fund Manager is generally the person that works directly with the Accounts. This person is also responsible for assigning financial roles to individuals for their funds.

Fund Maintenance System – This system is used to request new funds in Banner and to make changes to the current fund names.

General Encumbrance Document – A document that reserves budget to fulfill an obligation to a third party.

General Ledger – The General Ledger maintains the assets, liabilities, and fund balances for each fund.

Hierarchy – Refers to the Banner hierarchy which reflects the relationships among FOAP levels and supports roll-up reports.

Income Statement – A detailed statement that shows the revenue, expenses, and transfers, which results in a net profit or loss for a specific period of time.

Indirect Costs – Those costs incurred for common or joint objectives, and can't be identified with a particular sponsored project, instructional activity, etc.

Invoice – The Banner document entered by the Accounts Payables department to produce a check. It is not to be confused with the Vendor Invoice number.

Location – The element of the Chart of Accounts used exclusively by the Property Inventory system to track the location of Fixed Assets. An optional code that identifies physical locations.

NACUBO – National Association of College and University Business Officers

Net Income – The calculation (revenue – expenses + net transfers) that provides the profit or loss for a specific period of time. This amount eventually increases or decreases the fund balance.

Glossary of Terms

New FOP System – The system is used to submit Financial Manager change requests for fund manager or orgn manager changes, as well as requests to create a new organization, change an organization name, or deactivate an organization.

Operating Ledger – The Operating Ledger maintains the revenue, expense, and transfer transactions by Fund, Organization, Account, and Program codes.

Organization Code – The budgetary or departmental unit of the Chart of Accounts. It tells who earns or spends the funds and is based on organizational structures.

Program Code – The element of the Chart of Accounts that classifies the function of the revenues and expenditures. It defines NACUBO function (Instruction, Research, Institutional Support, Public Service, etc.).

Property Custodian – The person whose responsibility includes managing, controlling and accounting for all assets within his or her department.

Property Management – The area of FSM responsible for providing tag numbers for all fixed asset purchases in the financial system. Other functions include processing deletions of property, administering the annual property certification process, and ongoing assistance to clarify property procedures to departments.

Purchase Order (PO) – A document issued to a supplier to constitute a legal and binding offer to purchase goods or services. This document also reserves budget to fulfill the obligation.

Statement of Changes – A report that provides summary and detailed information relating to the changes in fund balance up to a specific point in time.

Statement of Net Income – A report that provides summary and detailed information relating to the revenue, expense and transfers during a specific time period.

TEAM Application – The electronic registration/security system used for financial processes that allows Fund Managers to register those in their departments who they determine necessary to use online financial applications.

TechBuy – The online eProcurement system.

Transaction Date – A date that reflects the period for which the transaction posted. For example, period 01 will consist of all transactions with a transaction date between 01-Sep and 30-Sep.

Travel Application – A document used to encumber expenses and request approval for travel in advance of the trip.

Glossary of Terms

Travel Voucher – A document used to request reimbursement for travel expenses incurred on official state business.

Trial Balance – The trial balance lists the beginning and ending balances for all General Ledger accounts with activity in the fund. The Trial Balance confirms that debits equal credits and should have a zero-net total.

Vendor Invoice – The vendor invoice is a number or alpha numeric value the vendor provides when they invoice TTUHSC for tracking purposes. This should not be confused with an Invoice document created in Accounts Payable to create a check.

WebRaider Portal – The one-stop shop for access to Texas Tech University Health Sciences Center information and systems. Each student, faculty and staff member will have access to the WebRaider Portal but will only see the content that they have permission to view.

If you have additional questions, please contact Finance Systems Management at **fsm@ttuhsc.edu**.