

REPORTS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Operating Transactions For Excel

As the name implies, the Operating Transactions For Excel report is used to gain information about accounting transactions that post to the Operating Ledger. This report will be helpful in reviewing revenue, personnel costs, expense and transfer transactions and opens in an Excel spreadsheet.

Note: In order for Cognos to successfully deliver your Excel report, you must add the Cognos website to your Internet Explorer list of trusted sites and ensure that trusted sites are allowed to handle Excel content. Click [here](#) for more information.

The report location is: **Cognos > HSC Finance > Transaction Detail**

Fiscal Year, Begin Fiscal Period and End Fiscal Period are required fields and are defaulted to the current period. Select the appropriate begin and end period to include the transactions desired. You can select one or a combination of parameters and click "Finish" to run. You should select parameters to limit the number of transactions that are returned in this report to keep the run times at a minimum.

The report contains FOAP and budget account code information, document reference number, transaction or vendor description, related encumbrance number and amount. It does not contain purchase order or invoice commodity detail information. The report is sorted by account type and fund.

Texas Tech University Health Sciences Center
Operating Transactions For Excel

Fiscal Year: * 2015
Begin Fiscal Period: * 05 - Jan
End Fiscal Period: * 05 - Jan
Activity Start Date:
Activity End Date:

*Please pick no more than 5 funds. Use Ctrl+click to select or deselect your choices.

Fund:
101000 - SOAH Admin
101001 - SOAHS Graduate Tuition
101002 - CSSM Education
101003 - CPM Education
101004 - SOAH Clinic Admin
101005 - SON Traditional Undergrad Prg
101006 - SON Nontraditional Undergrad
101007 - Anesthesiology
101008 - Finance Systems Management
101009 - Accounting Svcs Support
101010 - Accounting Svcs

Organization: All Organizations
Account: All Accounts
Program: All Programs
Account Type: All Account Types
BAC: All BACs
Institution: All Institutions
Division: All Divisions
Campus: All Campuses
Department: All Departments
Fund Category: All Fund Categories
Fund Class: All Fund Classes

Cancel Finish

More information? Contact Finance Systems Management at fsm@ttuhsc.edu.

