The Budget Account Code Summary report is the most popular report. For FY 16, the report was run 26,949 times making it the most utilized report. The purpose of this report is to monitor your financial activity compared to your current budget. The report is grouped and sub-totaled by Orgn.

But what if you wanted to view the activity in your department by the fund rather than the orgn - fund first? A new report, Budget Account Code Summary - Grouped by Fund, was created to give users the capability to run a report for a given fund or for an entire department. This provides a summation of the activity of every fund selected (up to five funds) and eliminates the need to run the Budget Account Code Summary report multiple times.

The report location is: Cognos > HSC Finance > Finances Relative to Budget.

The report consolidates all financial activity for all Funds/Orgns by Account Type. For each Fund-Orgn-AT (Account Type), the following totals are displayed by the BAC (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 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.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.