



Texas Tech University Health Sciences Center

Finance & Administration

Budget Account Code Summary

Texas Tech University Health Sciences Center Budget Account Code Summary

*FY: 2011 *Period: 03
Fund: 101010 Orgn: All Fund Manager: All
Div: All Campus: All Department: All

| Orgn | Description | Fund | Description | Prog | Description | AT | BAC | BAC Description | Current Budget | MTD | YTD | Enc | Avail Bud Balance | | | | | | |
|--------|-------------------------|--------|-----------------|------|-----------------------|--------|------|----------------------------|----------------|-------------|-------------|------------|-------------------|--|----------|-------------|------------|------------|-----------|
| 201111 | Accounting Services Lbk | 101010 | Accounting Svcs | 60 | Institutional Support | 50 | 5006 | Legislative Appropriations | 346,154.38 | 0.00 | 346,154.38 | 0.00 | 0.00 | | | | | | |
| | | | | | | 50 | | | 346,154.38 | 0.00 | 346,154.38 | 0.00 | 0.00 | | | | | | |
| | | | | | | 60 | 6002 | Staff Salaries | 316,572.26 | 26,423.63 | 79,147.85 | 238,777.37 | (1,352.96) | | | | | | |
| | | | | | | | 6005 | Longevity | 3,182.00 | 240.00 | 720.00 | 0.00 | 2,462.00 | | | | | | |
| | | | | | | | 6007 | Payroll Related Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| | | | | | | 60 | | | (319,754.26) | (26,663.63) | (79,867.85) | 238,777.37 | 1,109.04 | | | | | | |
| | | | | | | 70 | 7010 | Maintenance and Operations | 20,333.51 | 1,647.89 | 5,142.06 | 0.00 | 15,191.45 | | | | | | |
| | | | | | | | 7015 | Professional Services | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | | | | | | |
| | | | | | | | 7019 | Subscriptions | 1,566.00 | 0.00 | 0.00 | 66.00 | 1,500.00 | | | | | | |
| | | | | | | | 7020 | In State Travel | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | | | | | | |
| | | | | | | | 7063 | Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| | | | | | | 70 | | | (27,199.51) | (1,647.89) | (5,142.06) | 66.00 | 21,991.45 | | | | | | |
| | | | | | | 80 | 8006 | Salary Reserve | 82.12 | 0.00 | 0.00 | 0.00 | 82.12 | | | | | | |
| | | | | | | 80 | | | (82.12) | 0.00 | 0.00 | 0.00 | 82.12 | | | | | | |
| | | | | | | | | | | | | | | | (881.51) | (28,311.52) | 261,144.47 | 238,843.37 | 23,182.61 |
| | | | | | | | | | | | | | | | (881.51) | (28,311.52) | 261,144.47 | 238,843.37 | 23,182.61 |
| | | | | | | 101010 | | | | | | | | | (881.51) | (28,311.52) | 261,144.47 | 238,843.37 | 23,182.61 |
| | | | | | | 201111 | | | | | | | | | (881.51) | (28,311.52) | 261,144.47 | 238,843.37 | 23,182.61 |
| Totals | | | | | | | | | (881.51) | (28,311.52) | 261,144.47 | 238,843.37 | 23,182.61 | | | | | | |

Business Purpose

The purpose of this report is to monitor your financial activity compared to your current budget. For each FOP combination, the following totals are displayed by the 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. This report will not tell you if a transaction will process because it does not consider pooled organization codes and budgets at the fund, orgn, and program code level (BAVL).



Texas Tech University Health Sciences Center

Finance & Administration

Report Path

This report can be located at HSC Finance > Finances Relative to Budget > Budget Account Code Summary.

Available Parameters

* **Fiscal Year**

* **Fiscal Period**

Fund Manager

Fund

Organization

Division

Campus

Department

Report Grouping and Sorting

The report is grouped and sorted by organization, fund, program, account type, and then budget account code.



Texas Tech University Health Sciences Center

Finance & Administration

Report Fields

Definitions for the report fields can be located at

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

Organization

Organization Description

Fund

Fund Description

Program

Program Description

Account Type

Budget Account Code

Budget Account Code Description

Current Budget

Month to Date

Year to Date

Encumbrance

Available Budget Balance



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

A Transaction Detail report will open if you select a hyperlinked amount in the Current Budget column.

Fiscal Year: 2011 Fiscal Period: 03 - Nov
Fund: 101010 Organization: 201111 Program: 60
BAC: 7010 Account Type: 70

[illegible]



Texas Tech University Health Sciences Center

Finance & Administration

If you select a hyperlinked amount in the MTD column, the Transaction Detail report will display the transactions of the selected month.

Texas Tech University Health Sciences Center Transaction Detail

Fiscal Year: **2011** Fiscal Period: **03 - Nov**
Fund: **101010** Organization: **201111** Program: **60**
BAC: **7010** Account Type: **70**

| Document | Doc Ref | Enc | Trans Description | Vendor | Trans Date | BAC | BAC Description | Acct | Amount |
|----------|----------|----------|-----------------------------------|----------------|------------|------|----------------------------|--------|----------|
| V9021532 | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 1.35 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 23.76 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 0.40 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 3.51 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 18.13 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 15.34 |
| | | P0077150 | Summus Staples | Summus Staples | 11-04-2010 | 7010 | Maintenance and Operations | 730050 | 12.00 |
| HA022171 | 1104798 | | V9015836R10215994 V9015836 P90 | | 11-10-2010 | 7010 | Maintenance and Operations | 730050 | (178.38) |
| KM000622 | HMS14022 | | FEDEX 460607181140 | | 11-11-2010 | 7010 | Maintenance and Operations | 728600 | 6.08 |
| CH000060 | CH110000 | | 1027EDMIST-LASER CARTRIDGE SYSTEM | | 11-19-2010 | 7010 | Maintenance and Operations | 730050 | 195.00 |
| | | | 1020EDMIST-LASER CARTRIDGE SYSTEM | | 11-19-2010 | 7010 | Maintenance and Operations | 730050 | 320.00 |
| KP008982 | 12347 | | AFR Book | | 11-22-2010 | 7010 | Maintenance and Operations | 727300 | 335.60 |
| KE000121 | NOVSCAN | | SCAN JOB 1026 | | 11-23-2010 | 7010 | Maintenance and Operations | 728400 | 317.82 |
| KM000628 | HMS12014 | | LSO Z6858496 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 9.14 |
| | | | LSO Z6858675 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 7.56 |
| | | | LSO Z6858657 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 7.56 |
| | | | LSO Z6858636 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 7.56 |
| | | | LSO Z6859229 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 7.56 |
| | | | LSO Z6858562 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 8.61 |
| | | | LSO Z6858618 | | 11-23-2010 | 7010 | Maintenance and Operations | 728600 | 7.56 |
| KM000641 | HMS19004 | | POSTAGE NOVEMBER | | 11-30-2010 | 7010 | Maintenance and Operations | 729100 | 6.84 |
| KS000227 | SW1106 | | SWIFT PRINT NOV 30,2010 | | 11-30-2010 | 7010 | Maintenance and Operations | 727300 | 140.00 |



Texas Tech University Health Sciences Center

Finance & Administration

The YTD hyperlinked amounts will open a Transaction Detail report and display the transactions from the first of the year through the selected period.

Texas Tech University Health Sciences Center Transaction Detail

Fiscal Year: **2011** Fiscal Period: **03 - Nov**
Fund: **101010** Organization: **201111** Program: **60**
BAC: **7010** Account Type: **70**

| Document | Doc Ref | Enc | Trans Description | Vendor | Trans Date | BAC | BAC Description | Acct | Amount |
|----------|----------|----------|------------------------------------|--------------------|------------|------|----------------------------|--------|----------|
| V9017062 | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 9.76 |
| | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 20.45 |
| | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 50.07 |
| | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 24.14 |
| | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 6.26 |
| | | P0069368 | Summus Staples | Summus Staples | 09-15-2010 | 7010 | Maintenance and Operations | 730050 | 54.16 |
| K5000214 | SW 1103 | | SWIFT PRINT SEPT 20,2010 | | 09-20-2010 | 7010 | Maintenance and Operations | 727300 | 140.00 |
| IJ110342 | | P0066707 | CDW Government Inc | CDW Government Inc | 09-27-2010 | 7010 | Maintenance and Operations | 737700 | 448.82 |
| IJ110499 | | P0066647 | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | 28.05 |
| | | P0066647 | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 733404 | 328.97 |
| IJ110521 | | P0066647 | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | 9.67 |
| | | P0066647 | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | 9.67 |
| | | P0066647 | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | (9.67) |
| KM000593 | HMS19002 | | POSTAGE SEPTEMBER | | 09-30-2010 | 7010 | Maintenance and Operations | 729100 | 8.36 |
| K5000215 | SPCC0910 | | SEPT 2010 Copier #221 | | 09-30-2010 | 7010 | Maintenance and Operations | 727300 | 472.17 |
| K5000216 | SPCC0910 | | SEPT 2010 Copier #221 | | 09-30-2010 | 7010 | Maintenance and Operations | 727300 | 472.17 |
| K5000217 | SPCC0910 | | SEPT 2010 Copier #221 | | 09-30-2010 | 7010 | Maintenance and Operations | 727300 | 472.17 |
| K5000218 | SPCC0910 | | Rev K5000215 SEPT 2010 Copier #221 | | 10-09-2010 | 7010 | Maintenance and Operations | 727300 | (472.17) |
| K5000219 | SPCC0910 | | Rev K5000216 SEPT 2010 Copier #221 | | 10-09-2010 | 7010 | Maintenance and Operations | 727300 | (472.17) |
| KE000116 | OCTSCAN | | SCAN JOB 1005 | | 10-12-2010 | 7010 | Maintenance and Operations | 728400 | 907.16 |
| KE000118 | OCTSCAN | | SCAN JOB 0341 | | 10-25-2010 | 7010 | Maintenance and Operations | 728400 | 333.30 |
| KE000119 | OCTSHRED | | SHRED JOB 1037 | | 10-25-2010 | 7010 | Maintenance and Operations | 728400 | 169.40 |



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Finance & Administration

The hyperlinked amounts in the Enc field will open a Transaction Detail report that will provide the document number as well as the related encumbrance number, item and sequence number for the encumbrance totals.

Texas Tech University Health Sciences Center Transaction Detail

Fiscal Year: **2011** Fiscal Period: **03 - Nov**
Fund: **101010** Organization: **201111** Program: **60**
BAC: **7010** Account Type: **70**

| COMMIT_TYPE | Document | Enc | Item | Seq | Doc Ref | Trans Description | Vendor | Trans Date | BAC | BAC Description | Acct | Amount |
|-------------|----------|----------|------|-----|--------------------|--------------------|--------------------|------------|----------------------------|----------------------------|--------|----------|
| C | ERH10001 | P0066647 | 1 | 1 | | ENCUMBRANCE ROLL | | 09-01-2010 | 7010 | Maintenance and Operations | 733404 | 328.97 |
| | | | 2 | 1 | | ENCUMBRANCE ROLL | | 09-01-2010 | 7010 | Maintenance and Operations | 730050 | 9.67 |
| | | | 3 | 1 | | ENCUMBRANCE ROLL | | 09-01-2010 | 7010 | Maintenance and Operations | 730050 | 28.05 |
| | | P0066707 | 1 | 1 | | ENCUMBRANCE ROLL | | 09-01-2010 | 7010 | Maintenance and Operations | 737700 | 448.82 |
| | ERH10001 | | | | | | | | | | | 815.51 |
| | I110342 | P0066707 | 1 | 1 | | CDW Government Inc | CDW Government Inc | 09-27-2010 | 7010 | Maintenance and Operations | 737700 | (448.82) |
| | I110342 | | | | | | | | | | | (448.82) |
| | I110499 | P0066647 | 1 | 1 | | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 733404 | (328.97) |
| | | | 3 | 1 | | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | (28.05) |
| | I110499 | | | | | | | | | | | (357.02) |
| I110521 | P0066647 | 2 | 1 | | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | (9.67) | |
| | | | | | CDW Government Inc | CDW Government Inc | 09-30-2010 | 7010 | Maintenance and Operations | 730050 | 9.67 | |