

Tips

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

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New Cognos Report: Months Reserves Available

Is your Department or Division maintaining sufficient reserve balances? TTUHSC's institutional goal is to maintain a four month expenditure reserve.

Go to Cognos: <https://cognos.texastech.edu> Team Content > HSC Finance > Fund Balance > Months Reserves Available. The report summarizes the data by Department with a drill-through report providing detail by fund. Information about the data, including report and column definitions are within a text box that you will see when prompted to run the report.

This Cognos report should be run for complete years only.

Average Monthly Expenditures column is the sum of the two years selected divided by 24 months.

Reserves Available Amount is the current Available Fund Balances for the scope of funds.

Reserves Available # Months column is Reserves Available Amount divided by Average Monthly Expenditures.

The **scope of funds** includes only Fiscal Year (FY). No multi-year (MY) funds. Included are Educational & General, Designated, Restricted, and Auxiliary Enterprises fund groups. Excluded are Service Departments, Scholarships, TPEG, Student Service Fee funds, and Medical Services Fee funds.

Please send any questions or comments about the report to fundmanager@ttuhsc.edu.

Travel Guidance During the COVID-19 Pandemic

Travel increases your chance of contracting and spreading COVID-19. If you choose to travel, we want to help make your trip a safe one. All TTUHSC team members need to adhere to the Travel Guidelines relating to COVID-19 if you choose to travel.

Under guidance from Texas Tech University System, we have updated our travel guidelines relating to COVID-19 for the HSC. You can review the guidelines at the following link: <https://www.ttuhsc.edu/safe/teammember/travel.aspx>.



For questions, contact the Travel Office at travel@ttuhsc.edu.

