

REPORTS

from Business Affairs



Fiscal Year End Reports

The Open Encumbrances by Fund & Orgn report represents all encumbrances that have a balance or zero balance and are not closed for a fund and orgn combination. Departments should review open encumbrances against their funds to make sure the encumbrances are valid.

The location for the Open Encumbrance reports is: **Cognos > HSC Finance > Encumbrances, Invoices and Checks**. This folder contains several different Open Encumbrance reports. All of the reports contain the same basic information but provide different ways to sort or filter the information.

The Open Encumbrances by Fund and Orgn report has the option to select either All Encumbrance Types, E - Travel & General, L - Labor or P - Purchase Order Types and provides an option to run the report for open encumbrances by Vendor.

A Statement of Changes in Fund Balance represents the cumulative effect of all operations of a fund from its inception to the current date, or the effective date of the report. In general terms, the fund balance is the difference between a fund's assets and its liabilities.

The HSC Finance folder in Cognos contains several different Statement of Changes reports. All of the reports contain the same basic information but provide different ways to sort or filter the information. The two primary ways to look at the data are by Accounting Structure (Fund Category and Fund Class) or by Organizational Structure (Division, Campus and Department). The location for these reports is: **Cognos > HSC Finance > Fund Balance**.

Beginning Balance is the cumulative balance for all operating transactions for the fund from the inception of the fund to the end of the prior fiscal year. Revenue, Net Expenses and Transfers represent operating activity for the fund for the current fiscal year. The Ending Balance is the net of the beginning balance and the operating activity for the current year, and represents the current cumulative balance in the fund. Encumbrances and Reserves are amounts that are already committed against the resources of the fund and are deducted from the Ending Balance to arrive at the Available Balance of the fund.

The Budget Account Code Summary report will help you monitor financial activity compared to current budget.

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

Fund and Institution descriptions display in the report heading. Program, Fund and Orgn descriptions display in the report detail. Revenue totals in **red** mean that the FOP has not received all of the current year budget account pool revenue. Expense totals in **red** mean that the FOP has overspent the current year expense budget account pool. 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 each FOP (Fund, Orgn, and Program codes). Amounts that are **blue** and underlined have a hyperlink to the detail transactions that make up the summary amount.

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

