

Finance Reporting Grant Reports

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How Grant Accounts Differ from Non-Grant Accounts

- FOP budget may not start at the beginning of the Fiscal Year and may not end on the last day of the Fiscal Year.
- Budgets are often for more than 1 year so activities may cross fiscal years.
- Budget amounts are not replenished each Fiscal Year. The original budget is the full amount provided by the sponsor and is intended to cover expenditures through the life of the project. When an incremental amount is received yearly, it may be assigned to different FOPs
- Grant end dates must be monitored closely to ensure that operating expenses and personnel appointments do not continue past the Grant End Date.
- Revenues may be a one-time award or recognized on a periodic basis
- Grant reports provide information from grant begin date to current date (incept to date), even if those dates cross Fiscal Years
- Match FOPs end on 08/31 unless externally funded (11A and 18B), SPAR re-budgets these each year.

Subscribe to the Research Administration tab in Raiderlink for direct access to Grants Reports, Sponsored Project Administration Policies, Link to Office of Research Services and other information related to Research Administration

FI033 – Grant Information Worksheet

Use this report to find details about the grant, such as the award amount, the project end date, associated FOPs. It is helpful to provide this to the Principal Investigator (PI) of the grant. The PI is responsible for a sponsored project award as specified in the award documents. The worksheet does not provide financial data but does give details pertinent to the grant itself.

Parameter Options – Grant ID, Fund Code, or College/ Division

- Utilize search option if needed

FI033 Grant Information Worksheet:

Texas Tech University
Grant Information Worksheet

→ Enter Grant ID:

Or enter first character of Grant ID, then click "Search"

Keywords:
Type one or more keywords separated by spaces.

Search

[Options](#) ▾

Choice:

[Deselect](#)

→ Enter a Fund Code:

Or enter the first character of Fund Code, then click "Search"

Keywords:
Type one or more keywords separated by spaces.

Search

[Options](#) ▾

Choice:

[Deselect](#)

→ Enter a College/Division Code:

Or enter the first character of College/Division Code, then click "Search"

Keywords:
Type one or more keywords separated by spaces.

Search

[Options](#) ▾

Choice:

[Deselect](#)


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This report is used to identify the specifics regarding the grant as were specified in the award documents. It is essential to establishing effective grant management. The PI for the grant is identified along with the Award Amount, the Status of the Grant, the Project Start and End Dates. Awareness of the end date is essential so that all effort and expenditures will be completed by then as well as having ePAFs completed in a timely manner so as to have payroll removed from the grant prior to the end date. This also provides the Direct or Indirect Cost rates associated with the Grant, the Organization Code given to the Grant. Any sub or matching FOPs tied to the Grant will display within this report as well. A Sub is a FOP that is utilized to identify the “sub-contractor” of the Grant so to speak. When this occurs the Sub will have a FOP of it’s own, but will have the same Organization Code as the Master Grant. A match to the Master Grant is established when the agreement calls for the University to “match” some of the costs. These costs are usually tied to payroll costs.

FI033 Grant Information Worksheet:

Report: FI033	Texas Tech University - All Campuses										10/27/16		
Grant Information Worksheet													
Grant # <u>211699</u>													
Understanding the Ecology of Lesser Prairie-chickens in Conservation Reserve Program Dominated Landscapes with Implications Toward Lesser Prairie-chicken Management in Texas													
 Key facts about the Grant		Chart of Accounts: Texas Tech University Grant Type Description: Federal Pass-thru State of Tx Principal Investigator: Grisham, Blake A. Sponsor Number: 462653 Agency Name: Texas Parks and Wildlife 802 Agency R#: R00935477 Award Amount: 127,812.00 Status Description: Active Category Description: Contract Subcategory Description: Other - Dept of Interior (15.XXX) CFDA Number: 15.611 Project Start Date: November 1, 2014 ORS Log Number: 107581 Project End Date: December 31, 2017 Indirect Cost Rate: T1500 Indirect Cost Rate Description: 15 percent F&A rate Responsible Organization Code: B51407 Responsible OrganizationDescription: PI Blake Grisham											
Chart	Fund	Fund Description	Default Orgn	Default Orgn Description	Default Prog	Default Program Description	Fund Type Description	Fund Financial Manager Name	Fund Indirect Cost Base	Fund Indirect Cost Base Description	Fund Indirect Cost Rate	Fund Indirect Cost Rate Description	Grant Attribute
T	22J086	Sub of 211699 Understanding the Eco	B51407	PI Blake Grisham	200	Research Expense	State Restricted	Grisham, Blake A.	T120	TTU MTDC Rate	T1500	15 percent F&A rate	Cost Reimbursable
T	211699	Understanding the Ecology of Lesser	B51407	PI Blake Grisham	200	Research Expense	Federal Restricted	Grisham, Blake A.	T120	TTU MTDC Rate	T1500	15 percent F&A rate	Cost Reimbursable

Definitions

Chart of Account – Identifies the Institution to which the sponsored project is awarded

Grant Type Description – Identifies the type of grant (i.e. federal, state, local, scholarship)

<ul style="list-style-type: none">☐ 20 – Restricted☐ 21 - Federal<ul style="list-style-type: none">211 - Pass Through Agencies212 - Federal Other21A - Dept. of Agriculture21B - Dept. of Commerce21C - Dept. of Defense21D - Dept. of Education21E - Dept. of Energy21F - Dept. of Health Human Service21G - Dept. of Housing, Urban Development21H - Dept. of Interior21I - Reserved21J - Dept Environmental Protection Agency21K - Dept State21L - Dept Transportation21M - National Aeronautics and Space Administration21N - National Foundation Arts Humanities21O - Reserved21P - National Science Foundation21Q - Small Business Administration21R - Veterans Administration	<ul style="list-style-type: none">☐ 22 - State<ul style="list-style-type: none">22A - Other State Government22B - TX Higher Education Agencies22C - TX Other22D - TX Dept. Agriculture22E - TX Dept. of Human Service22F - TX Dept. of Transportation22G - TX Education Agency22H - TX Higher Education Board22I - Reserved22J - TX Parks and Wildlife22K - TX Dept. Protect Reg Services22L - TX Dept. General Land Office22M - TX Comm Environ Quality22N - TX Adjutant General Office22O - Reserved22P - TX Water Dev Board22Q - TX Enterprise Fund22R - TX Emerging Technology Fund	<ul style="list-style-type: none">☐ 23 - Local<ul style="list-style-type: none">23A - Non-Profit Other23B - Non-Profit Agencies23C - Profit Other23D - Profit Agencies23E - TX Local Governments
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**Note* -All financial aid funds are in 25B – Federal funds;

Principal Investigator – (PI) Individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. Each PI is responsible and accountable to the applicant organization, or as appropriate, to a collaborating organization for the proper conduct of the project or program.

Sponsor Number – identifies the award number, provided by the funding agency

Agency Name – identifies the funding agency

Agency R# - code used within Banner to identify the grant

Award Amount – the total amount of the award may not be the amount that is actually funded and budgeted.

Status Description – identifies whether the sponsored project and related funds are active or inactive in Banner

Category Description – identifies whether the sponsored project is a grant, contract, or cooperative agreement

Subcategory Description – identifies the type of project within the category

CFDA Number-the number assigned to a federal program in the Catalog of Federal Domestic Assistance; used by SPAR for Federal reporting purposes

Project Start Date – the beginning date of the performance period for the sponsored project

ORS Log Number – coding used by Office of Research Services to identify the grant. Use this code when speaking with them about the grant

Project End Date – the ending date of the performance period for the sponsored project; as extensions are granted, the date is extended in Banner

*The entire award budget can end at a date other than the project end date

Indirect Cost Rate- a code assigned by the accounting office for the purposes of calculating the facilities and administrative (i.e., indirect charges) on the sponsored project. The F&A rate is provided by Office of Research Services and SPAR enters it into the system. Some Sub FOPs can have different F&A rates. F&A rates will not display in match FOPs if they are internally funded.

Indirect Cost Rate Description – detailed description of the award’s indirect cost rate

Responsible Organization Code - an alpha numeric code used to indicate who is responsible for monitoring the fund. Also used for reporting purposes

Responsible Organization Description – name of the Banner ORGN code assigned to the Project

FI071 – Multi-Year Funds Budget & Actual by Account Pool

Referred to on campus as “the go to report for grants”, this report provides “inception to date” information regarding both revenue and expense budgets for the grant. This is from the time the grant was established until the current time. However, the prompts provide the opportunity to enter the Fiscal Year and the Fiscal Period for the data to end. The report is created so that the available amounts in the Fringe Benefit, Longevity and F&A Pool appear as if encumbered in this report. This is useful because it reflects a more realistic available balance, considering these expenses are not actually encumbered but must be considered when spending grants down. Doing this prevents over-spending of the Grant.

The report displays each FOP tied to the Fund / Grant entered. The revenue section displays first, providing a snapshot of revenues by budget pool and any amount of revenue that is still to be received. The expense section displays for each budget pool the current amount budgeted for expenditure and shows the amount available to spend. The dollar amount encumbered for commitments is also displayed.

Parameter Page

The parameter options in the top section of the report are required. These parameter are defaulted to reflect the Current Fiscal Year and Fiscal Period

14. Modify using the drop down if desired.

- Chart of Accounts
- Fiscal Year
- Fiscal Period
- Select Fund Status

Texas Tech University
Multi Year Funds Budget & Actual by Account Pool

Select Chart of Accounts: * Texas Tech University

Select Fiscal Year: * 2015

And

Select Fiscal Period: * 10 - June

Select Fund Status:
(Both active and inactive funds)
Both Active and Inactive Funds

The other parameter selections are optional.

- For fund code (1), enter all or part of code and select search. Highlight choices and select Insert to move to Choices box.
- For parameter (2), cut and paste from spreadsheet the funds desired. ****must have upper case alpha characters**
- Enter the entire Grant ID (3)
- Enter multiple Grand ID's (4) ****must have upper case alpha characters**

1 Enter whole or partial fund code; then click "Search:"	OR	2 This prompt allows you to enter or paste in multiple Funds at once Enter fund code(s); then click 'Insert.' *Funds entered on this prompt must be in UPPERCASE.*
Keywords: Type one or more keywords separated by spaces. <input type="text" value="21P092"/> Search		Choices: <input type="text"/> Insert Remove Select all Deselect all
Options Results: <input type="text"/> Insert Remove Select all Deselect all		Choices: <input type="text"/> Insert Remove Select all Deselect all
3 Select Grant ID: *Grant IDs entered on this prompt must be in UPPERCASE.*	OR	4 This prompt allows you to enter or paste in multiple Grant IDs at once Enter Grant ID(s); then click 'Insert.' *Grant IDs entered on this prompt must be in UPPERCASE.*
<input type="text"/>		Choices: <input type="text"/> Insert Remove

****Note:** Using the "Options" below the keyword entry, if "Contains any of these keywords" is selected, all subs and matches tied to the Fund entered will display:

Enter whole or partial fund code; then click "Search:"

Keywords:
Type one or more keywords separated by spaces.
 Search

Options

Starts with any of these keywords
 Starts with the first keyword and contains all of the remaining keywords
 Contains any of these keywords
 Contains all of these keywords

Case insensitive

Results:

Insert
Remove
[Select all](#) [Deselect all](#)

****Available amounts in the Fringe Benefit (6B4), Longevity (6A5), and F&A Pools (7N5 & 7U0) have been programmed to appear as if encumbered within this report.**

The Report Header:

FI071 – Multi-Year Funds Budget & Actual by Account Pool:

Report: FI071	Texas Tech University Multi Year Funds Budget & Actual by Account Pool for Fund 211699	Link to Grant Information Worksheet ↓
Return to Prompt		
Grant Start Date: 11/01/14	Grant End Date: 12/31/17	Grant ID: 211699
Fund: 211699 Understanding the Ecology of Lesser	Orgn: B51407 <u>PI Blake Grisham</u>	Prog: 200 Research Expense <u>Orgn Manager: Grisham, Blake A.</u>

- Grant Start and Grant End Dates are provided, highlighted in yellow above. It is a good practice to set a calendar reminder 4-6 weeks from grant end date so that Personnel Actions can be in place so as not to have salaries funded on a grant that has ended. (The date displayed in the title area does not show grant end date, this displays the parameter selected for running the report. For this example, we selected Fiscal Year to End Report as 2015 and Fiscal Period to End Report as 10)
- The Fund Code, Organization Code and Program code tied to the grant are provided, underlined in red above. If more than one FOP exists for the grant, they will be displayed in this report each having a section header like above to identify them.
- Descriptions for Fund, Orgn and Program are provided, below the code for each.
- Grant ID with active link to the Grant Information Worksheet is provided, as pointed out with red arrow above.
- The Orgn Manager is identified, below the Grant ID. The Orgn Manager is the Principle Investigator

Additions (Revenues) Section

FI071 – Multi-Year Funds Budget & Actual by Account Pool:

		Additions			
Budget Pool	Budget Pool Desc	Budget Current	Rev Actual	Rev Total	Fav/Unfav
5J0	GC Grants and Contracts Budget Pool	127,812.00	15,522.98	15,522.98	(112,289.02)
Subtotal Revenues		127,812.00	15,522.98	15,522.98	(112,289.02)
Additions		127,812.00	15,522.98	15,522.98	(112,289.02)

Budget Current – The dollar amount of funds budgeted or planned to be received as revenue. This may differ from the total award amount.

Rev Actual – The amount of revenue which has been recognized. Revenue is recognized on an accrual basis when earned and may or may not be equal to cash funds actually received. Revenue is scheduled to occur at different times based upon the award document. The grant used in this Cost Reimbursable which means that Revenue will not be received until costs have been incurred. Accounting Services is responsible for billing the sponsor for monies due.

Rev Total – This is the total of all revenue that has been recognized.

Fav / (Unfav) – This is a calculated column, Budget Current Amount less Revenue Total. Generally speaking, revenue should approximate expenditures for the majority of projects.

The additions section is sub-totaled by revenue type followed by a summary total of all additions.

Reductions (Expenses) Section

***Available amounts in the Fringe Benefit (6B4), Longevity (6A5) and F&A (7N5, 7U0) have been programmed to appear in this report as encumbered (at budgeted amount rather than ePAF amount).*

Reductions						
Budget Pool	Budget Pool Desc	Budget Current	Exp Actual	Exp Encumbrance	Exp Total	Fav/Unfav
6B4	FB Payroll Related Cost Budget Pool	54.00	0.00	54.00	54.00	0.00
6Z0	Budget Code Unallocated Salary 06	5,440.00	0.00	0.00	0.00	5,440.00
Subtotal Personnel		5,494.00	0.00	54.00	54.00	5,440.00
7B0	TV In State Travel Budget Pool	4,234.73	2,431.00	0.00	2,431.00	1,803.73
7B1	TV Out of State Travel Budget Pool	2,300.00	349.65	0.00	349.65	1,950.35
7C0	MS Materials/Supplies Budget Pool	5,623.52	3,190.51	0.00	3,190.51	2,433.01
7D0	CU Comm and Utilities Budget Pool	86,000.00	3,312.00	5,593.91	8,905.91	77,094.09
7F0	RM Repairs/Maintenance Budget Pool	2,106.12	2,106.12	0.00	2,106.12	0.00
7H0	PR Print/Reproduction Budget Pool	2,000.00	107.00	0.00	107.00	1,893.00
7N0	OE Other Expenses Budget Pool	382.50	257.50	0.00	257.50	125.00
7N3	OE Services Other Budget Pool	3,000.00	0.00	0.00	0.00	3,000.00
Subtotal Operating		105,646.87	11,753.78	5,593.91	17,347.69	88,299.18
7U0	AC Facilities and Admin Budget Pool	16,671.13	1,656.82	15,014.31	16,671.13	0.00
Subtotal Facilities & Administration		16,671.13	1,656.82	15,014.31	16,671.13	0.00
Reductions		127,812.00	13,410.60	20,662.22	34,072.82	93,739.18

Note 1: Available amounts in the Fringe Benefit (6B4), Longevity (6A5), and F&A Pools (7N5 & 7U0) have been programmed to appear in this report as encumbered.
 Note 2: Tuition and fees prior to fiscal year 2010 were budgeted and accounted for in the 7P0 Scholarship pool. For consistency purposes, these amounts are presented in the 7P1 budget pool for purposes of this report.

Budget Pool – A code which defines the type /category of expenditure

Budget Current – Amount which is budgeted or designated for spending within the identified budget pool

Exp Actual – Dollar amount which has been actually been spent in the particular budget pool.

Expense Encumbrance – These are funds set aside to meet commitments. I.e. salaries, purchase orders, travel applications, etc.

Exp Total – A calculated column which is the sum of Expense Actual + Expense Encumbrance

Fav / (Unfav) –The difference between the current budget less expense total. Displays the current status of each budget pool and the overall expense budget. Large deficit balances should be resolved with the Office of Research Services (ORS), with exception of 6B4 and 7U0 budget pools.

- Cost reimbursable accounts – expenses usually exceed revenue
- If expenses exceed budgeted revenue contact Accounting Services;
 - For Grant Accounts, budget revisions are handled through ORS (Office of Research Services).

FI120 – Budget Status Report

This report provides summary data for inception to date budgeted and actual expenditures for all funds associated with a particular grant. The report also includes detailed payroll expenditures sorted by fiscal year with drill-down capabilities for more details about travel expenditures. This report provides a very useful snapshot of Grant information for the PI.

The report can be executed at the Organization level, for a specific Grant ID, for a specific Fund code, or a combination of these. It can also be executed for a Grant Fund PI or a Grant Fund Orgn Mgr. The report will not generate if a parameter is not provided.

FI120 – Budget Status Report

Report: FI120 03/15/12

Texas Tech University
Budget Status Report

At least one parameter must be supplied to generate a report.

Enter an Organization Code:
(The Default is to include all Organization Codes)

Search for a Grant Fund Principal Investigator
or a Grant Fund Organizational Manager:
(Search for Last Name)
(Click on desired name in Choice box, even if just one displays prior to executing report)

Keywords:
Type one or more keywords
separated by spaces.

Enter a Grant ID:
(The Default is to include All Grant IDs)

Options

Choice:

[Deselect](#)

****All parameters are optional, however one parameter must be entered in order for the report to generate.**

Report Header

FI120 – Multi-Year Funds Budget & Actual by Account Pool:

Report: FI120	Texas Tech University Budget Status Report	
Fund Selected:	21E061 - Dual-Readout Calorimetry (The Super	
Grant ID:	21E061 - Dual-Readout Calorimetry...(The Sup	Grant
PI:	Wigmans, Marius E.	} ← Grant Details
PI/Co-PI Orgn:	B53361	
Sponsor:	US Department of Energy	
Sponsor ID:	R00935499	
Award Number:	DE-SC0007865	
Start/End Date:	05/01/12 - 04/30/17	
FOP:	21E061 - B53361 - 200	
Matching FOP's and Sub-FOP's		
<u>21E061 - B53361 - 200</u>	All associated FOPs will display here. There is only one FOP for this Grant.	
Orgn Financial Manager:	Wigmans, Marius E.	
F/A Basis Code:	TTU MTDC exc Travel) ← F&A Details
F/A Rate Code:	T2600	
F/A Dist from Code:	Federal F&A (IDC) Recovery	

Grant Details such as Stat and End Date, PI, Organization, Grant ID are provided in the title area of the report.

Match and Sub FOPs will display if applicable. If only one FOP appears, there are no Match or Sub FOPs

- A Cost Sharing FOP (Match) is a companion FOP to the primary award which is used to track progress on a cost share commitment.
- A Sub-FOP is a secondary tier FOP established under the primary Grant ID. The sub FOP can be set up for various reasons, including sponsored projects which include different “tasks”, awards with multiple PI’s, or awards that have certain expense/budgeting requirements to name a few.

The F/A details are also provided

- F/A Basis Code – Identifies the type of indirect cost rate. This will ultimately determine what accounts codes are excluded from the indirect cost base
- F/A Rate Code – Alpha and numeric code used to identify what the indirect cost rate is (i.e. T2600 = 26% indirect cost rate)
- F/A Dist. from Code – Identifies what revenue code the indirect costs are credited to (i.e. federal, state, local)

Expense Summary Section

FI120 – Multi-Year Funds Budget & Actual by Account Pool:

Expense Summary	Incept to Date Adjusted Budget	Incept to Date Expenditures	Incept to Date Encumbrances	Budget Balance Available
Salaries	76,217.00	56,111.12	0.00	20,105.88
Fringe Benefits	13,620.00	7,649.80	0.00	5,970.20
Travel ← Link to view transactions	164,374.58	151,948.89	4,390.00	8,035.69
Professional Services	9,500.00	6,934.33	0.00	2,565.67
Operating Expenses	6,080.00	3,657.52	0.00	2,422.48
Scholarships	0.00	0.00	0.00	0.00
Graduate Tuition and Fee Waivers	0.00	0.00	0.00	0.00
Subcontract F/A	25,000.00	25,000.00	0.00	0.00
Subcontract Non-F/A	230,000.00	216,197.72	13,802.28	0.00
Capital Outlay	181,500.00	121,600.54	6,086.00	53,813.46
Unallocated Funds	0.00	0.00	0.00	0.00
Total Direct Cost Expenditures	706,291.58	589,099.92	24,278.28	92,913.38
Finance and Administration	28,708.42	25,813.75	0.00	2,894.67
Total Indirect Cost Expenditures	28,708.42	25,813.75	0.00	2,894.67
Total	735,000.00	614,913.67	24,278.28	95,808.05

This is a summary of the expenses incurred since the Inception (beginning) of the grant.

Incept to Date Adjusted Budget –Original Budget + or – any adjustments since FOP was established

Incept to Date Expenditures – actual amount of inception to date expenditures for the selected FOP (excludes encumbrances)

Incept to Date Encumbrances – Open encumbrances

Budget Balance Available – Adjusted Budget minus Expenditures minus Encumbrances – amount available to spend.

- This does not include future fringe benefits, longevity, student salaries, scholarships, Pcard expenses F&A expenses, as these are not encumbered

Payroll Expenses:

If Payroll expenditures are incurred against the grant, a payroll expenses section will populate with data.

-- Expense Summary --		Incept to Date Adjusted Budget	Incept to Date Expenditures	Incept to Date Encumbrances	Budget Balance Available			
Salaries	Top section of report	76,217.00	56,111.12	0.00	20,105.88			
Fringe Benefits		13,620.00	7,649.80	0.00	5,970.20			
<u>Employee Name</u>	Fund	Organization	Payroll Detail	Program	Remaining Encumbrance	Fringe Earnings	Salary Earnings	
Fiscal Year 2013								
Doe, Jane Ann	21E061	B53361	Link to view pay type details	200	0.00	3,199.76	26,230.04	
Subtotal for Fiscal Year 2013					0.00	3,199.76	26,230.04	
Fiscal Year 2016								
Doe, Jane Ann	21E061	B53361		200	0.00	4,450.04	29,881.08	
Subtotal for Fiscal Year 2016					0.00	4,450.04	29,881.08	
Total					0.00	7,649.80	56,111.12	

Note that Payroll Details are sectioned by Fiscal Year. For each Fiscal Year the details provided include:

- FOP supporting the Payroll
- Remaining Encumbrance (if any) on the FOP
- Fringe Earning that have been charged to the FOP
- Salary Earnings that have been charged to the FOP
- Total Expenses by Fiscal Year
- Total Incept to Date Expenses
- A link titled “Payroll Detail

The payroll information is sectioned by Fiscal Year and displays all employees who were paid on the grant. The employee name is displayed along with the FOP supporting their salary with incept to date data for salary expenses as well as the remaining encumbrance if any. These expenses are totaled by Fiscal Year and then have Incept to date total line as well. Within this section is an active link to access “Payroll Detail”, which provides the expense data by Account Code.

Payroll Detail:

View payroll data at the Account Code level by Fiscal Year for each employee.

Report: FI120B		Texas Tech University					
		Payroll History Summary Report					
		Fund: 21E061 Organization: B53361 Program: 200					
Employee Name	Fund	Organization	Account	Program	Remaining Encumbrance	Fringe Earnings	Salary Earnings
<u>Fiscal Year: 2013</u>							
Doe, Jane Ann	21E061	B53361	6A1802 - SW Faculty Tenure Track	200	0.00	0.00	26,230.04
	21E061	B53361	6B4901 - FB OASI MEDH Matching	200	0.00	380.04	0.00
	21E061	B53361	6B4902 - FB Workers Compensation Insurance	200	0.00	131.14	0.00
	21E061	B53361	6B4914 - FB ORP Matching	200	0.00	2,229.56	0.00
	21E061	B53361	6B4931 - FB Retiree Insurance Pool	200	0.00	459.02	0.00
Subtotal for Fiscal Year: 2013					→ 0.00	3,199.76	26,230.04
<u>Fiscal Year: 2016</u>							
Doe, Jane Ann	21E061	B53361	6A1802 - SW Faculty Tenure Track	200	0.00	0.00	29,881.08
	21E061	B53361	6B4901 - FB OASI MEDH Matching	200	0.00	1,237.84	0.00
	21E061	B53361	6B4902 - FB Workers Compensation Insurance	200	0.00	74.70	0.00
	21E061	B53361	6B4914 - FB ORP Matching	200	0.00	2,539.88	0.00
	21E061	B53361	6B4931 - FB Retiree Insurance Pool	200	0.00	597.62	0.00
Subtotal for Fiscal Year: 2016					→ 0.00	4,450.04	29,881.08
Total					0.00	7,649.80	56,111.12

This report view allows to see Payroll History sectioned by Fiscal Year within the Fiscal Year, see:

- Account type details for both salaries and fringes
- Fiscal Year summary Total
- Incept to Date Summary Total

Travel Expenses:

Link from the Expense Summary section of the report to view the transactions that have incurred for Travel Expenses.

-- Expense Summary --	Incept to Date Adjusted Budget	Incept to Date Expenditures	Incept to Date Encumbrances	Budget Balance Available
Salaries	76,217.00	56,111.12	0.00	20,105.88
Fringe Benefits	13,620.00	7,649.80	0.00	5,970.20
Travel ← - - -	164,374.58	151,948.89	4,390.00	8,035.69
Professional Services	9,500.00	6,934.33	0.00	2,565.67

Adjusted Budget section provides line item detail for all transactions for the Travel Budget; and displays Current Adjusted Budget:

<u>Adjusted Budget</u>									
Fiscal Year	Transaction Date	Document	Fund	Organization	Program	Account	Account Description	Description	Amount
2016	05/11/16	BT055649	21E061	B53361	200	7B4	TV Apt/House Rental Budget Pool	Between Expense Codes	3,327.74
Adjusted Budget									---▶ 164,374.58

Expenses section provides line item detail for each expense related to Travel and displays Total Expenses for Travel

<u>Expenses</u>									
Fiscal Year	Transaction Date	Document	Fund	Organization	Program	Account	Account Description	Description	Amount
2016	05/11/16	JV190429	21E061	B53361	200	7B2001	TV Foreign Commercial Airfare	T0303_Milan_Marius Evert J	1,338.86
2016	05/11/16	JV190429	21E061	B53361	200	7B2005	TV Foreign Auto Rental	T0303_Milan_Marius Evert J	1,152.33
2016	08/19/16	JV198159	21E061	B53361	200	7B2008	TV Foreign Other Authorized Travel	T0504_Milan_Marius Evert J	707.49
Expenses									---▶ 151,948.89

Encumbrances provides all encumbrance related activity for Travel with Total Encumbrances; displays Available Balance

<u>Encumbrances</u>									
Fiscal Year	Transaction Date	Document	Fund	Organization	Program	Account	Account Description	Description	Amount
2015	07/24/15	EW170782	21E061	B53361	200	7B2999	TV Encumbrance Foreign Travel	T0514_Geneva_Marius Evert J	(13,103.30)
2016	09/16/15	EW170782	21E061	B53361	200	7B2999	TV Encumbrance Foreign Travel	T1018_Geneva_Alex F Sill	3,000.00
2017	09/21/16	EV204536	21E061	B53361	200	7B2999	TV Encumbrance Foreign Travel	T1008_Geneva_Marius Evert J	4,390.00
Encumbrances									---▶ 4,390.00
Total Budget Available Balance - - - - -									▶ 8,035.69

FI120FP

This report has the same output as the FI120 shown in the previous report details. The difference in the two reports is that the parameter page of the FI120FP allows a Fiscal Year and Fiscal Period for the data or simply the selection of a Fiscal Year.

Fiscal Year can be independent from Fiscal Period, but Fiscal Period requires that a Fiscal Year be supplied.

Select a Fiscal Period:
Select a Fiscal Period ▼

Select a Fiscal Year:
Select a Fiscal Year ▼

FI144 – Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds

This report is used to track the “Indirect Costs” on a Grant or Project. These costs are those that are related to Facilities and Administrative Costs, which are necessary costs but are not tied to activities in the execution of the work related to research. These costs include Office Supplies, Postage, Utilities, Communication and Utilities, etc. The report parameter page is shown on the following page.

Required parameters include:

- Chart of Accounts, Beginning and Ending Fiscal Year, Beginning and Ending Fiscal Period

Optional parameters include:

- Fund, Grant ID, Fund Class
- Grant Specialist

FI144 – Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds

Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds

Select the Chart of Accounts:
 * Texas Tech University

Select the Beginning Fiscal Year:
 * 2016

Select the Ending Fiscal Year:
 * 2016

Select the Beginning Fiscal Period:
 * 01 - September

Select the Ending Fiscal Period:
 * 01 - September

Enter a Fund (Optional):

Enter a Grant ID (Optional):

Select the Grant Specialist (Optional):
 (For Best results, enter the last name of the Accountant)

Select the Fund Class (Optional):

Keywords:
 Type one or more keywords separated by spaces.
 Search

Options

Results:

Choice:

Insert

Remove

11A - EG Appropriations
 11B - EG Appropriations Special Items
 11C - EG Institutional Administration
 11D - EG Pass Thru Benefits Paid State
 11E - EG Pass Thru Other
 11F - EG ARRA Appropriations Special Item
 11G - EG ARRA Appropriations
 11H - EG ARRA Pass Thru Other
 11M - EG Appropriations Matching
 12A - EG Dedicated MY
 12B - EG Dedicated Benefits MY

Select all Deselect all

Select all Deselect all

FI144 – Monitoring Indirect Costs (Excluding Salaries) on Sponsored Projects

Year	Grant ID	Fund - Organization - Program	MS Furn - Equip Noncap Office	OE Mem Dues	MS Postage	Total
			7C0131	7N1	7C0001	
2013	21E061	21E061 - B53361 - 200			83.38	83.38
2014	21E061	21E061 - B53361 - 200	1,027.65		18.29	1,045.94
2016	21E061	21E061 - B53361 - 200		153.00	56.67	209.67
2017	21E061	21E061 - B53361 - 200			0.52	0.52
Total			1,027.65	153.00	158.86	1,339.51

The report output is shown on the previous page. In this example, the report was executed for four Fiscal Years, note the Year Column. The Expense Types with corresponding Account Code or Budget Pool make up the columns in the cross tab report. Each dollar amount is an active link to a transaction level report that provides the details about the expenditures. A summary amount is provided for all expense type columns by FOP and then an overall total for the Grant. A summary total of all expenses is given. The links within the report provide access to transaction details. When an active link is selected to access the transaction level details that report will open in a new tab. This allows more than one tab with transaction details to be open at one time. The details regarding the expenses for Postage (7C0001) are shown below:

- Transaction Date – the date the charge hit the FOP
- Document – the document that the charges were entered into Banner with
 - CT is a Pcard expense
 - XM is a service center charge
- Transaction Amount – the dollar amount of the expense
- Transaction Description – description of the transaction that occurred

FI144 – Monitoring Indirect Costs (Excluding Salaries) on Sponsored Projects

Account: 7C0001																			
Fiscal Year	Rule Class	Rule Class Description	Trans Date	Activity Date	Document	Trans Amount	Trans Description	Doc Ref Number	Fund	Fund Description	Organization	Organization Description	Account Description	Program	Program Description	Vendor ID	Vendor Name	Bank	
2013	TX6	TTU Service Center Journal	12/10/12	12/10/12	XM050150	83.38	Charge Dept Postage	168	21E061	Dual-Readout Calorimetry (The Super	B53361	PI Richard Wigmans	MS Postage	200	Research Expense			4Z	
2014	TX6	TTU Service Center Journal	11/25/13	11/25/13	XM060026	18.29	Charge Dept Postage	178	21E061	Dual-Readout Calorimetry (The Super	B53361	PI Richard Wigmans	MS Postage	200	Research Expense			4Z	
2016	TX6	TTU Service Center Journal	09/28/15	09/28/15	XM077727	56.67	Charge Dept Postage	117	21E061	Dual-Readout Calorimetry (The Super	B53361	PI Richard Wigmans	MS Postage	200	Research Expense			4Z	
2017	TX6	TTU Service Center Journal	09/27/16	09/27/16	XM083036	0.52	Charge Dept Postage	1	21E061	Dual-Readout Calorimetry (The Super	B53361	PI Richard Wigmans	MS Postage	200	Research Expense			4Z	
7C0001 - Total						158.86													
Overall - Total						158.86													

Notice that the Overall Total (\$158.86) ties to the amount paid for postage shown on the FI144 report. Details can be provided for all of the expenses that have occurred.

FI026A – Advanced Op Ledger Transaction Report

This is an enhanced version of the FI026 report provides support for Grant Reporting. It has parameters for both Beginning and Ending Fiscal Year and Posting Periods, which allows a focus on specific time frames or to view inception to date information. Specific expense or revenue types can be reviewed by using the parameters for account type, account code, program code and transaction types. There are two parameter pages to this report.

Parameter Page (1)

Top section of first parameter page:

FI126A – Advanced Op Ledger Transaction Report:

Report: FI026A	Texas Tech University Advanced Op Ledger Transaction Report		10/31/16
<input type="button" value="Cancel"/>	<input type="button" value="Next >"/>		
Chart (Required): * Texas Tech University <input type="button" value="v"/>	Fiscal Year (Required): Beginning: * <input type="text"/> Ending: * <input type="text"/> <small>Enter the 4 digit Fiscal Year (i.e. YYYY)</small>	Posting Period: Beginning: * <input type="text"/> Ending: * <input type="text"/> <small>(i.e. 01 = September, 02 = October, etc.)</small>	Document ID (Optional): <input type="text"/> Document Reference Number (Optional): <input type="text"/>

Required parameters – Chart, Beginning Fiscal Year and Ending Fiscal Year

Optional Parameters

- Grant ID
- Posting Period: Beginning or Ending or both
- Document ID – to look at a specific document (Purchase Order, Cost Transfer, Pcard)
- Document Reference Number – identifier provided to enable looking up transaction by reference number (Travel)

Middle section of first parameter page:

FI026A – Advanced Op Ledger Transaction Report:

Fund Category (Optional): 11 - Educational and General 12 - Educational and General Dedicated 13 - Educational and General HEAF 14 - EG NRUF 15 - Designated Scholarship Select all Deselect all	Fund Class (Optional): 11A - EG Appropriations 11B - EG Appropriations Special Items 11C - EG Institutional Administration 11D - EG Pass Thru Benefits Paid State 11E - EG Pass Thru Other Select all Deselect all	Organization Department (Optional): A0000 - President's Office A0001 - Institutional Diversity A0002 - Communications and Marketing A0003 - Alumni Association A0004 - Staff Senate Select all Deselect all	Organization Section (Optional): A00AA - President's Office A00AB - Institutional Diversity A00AC - Communications and Marketing A00AD - Alumni Association A00AE - Staff Senate Select all Deselect all
Fund (Optional): Fund: <input type="text"/> Text Prompt for single Fund <i>Type in a Fund above (Upper Case), or use the search below...</i> Keywords: Type one or more keywords separated by spaces. <input type="text"/> <input type="button" value="Search"/> Search prompt for multiple Funds Options		Organization (Optional): Organization: <input type="text"/> Text Prompt for single Organization <i>Type in a Organization above (Upper Case), or use the search below...</i> Keywords: Type one or more keywords separated by spaces. <input type="text"/> <input type="button" value="Search"/> Search prompt for multiple Organizations Options	
Results: <input type="text"/> Select all Deselect all		Results: <input type="text"/> Select all Deselect all	
Choice: <input type="text"/> Select all Deselect all		Choice: <input type="text"/> Select all Deselect all	

To select Division or Area Org, go to the next prompt page.

The parameter choices for Fund Category, Fund Class, and Organization Department and Organization Section populate based upon “Chart” selected.

Bottom section of first parameter page:

All parameters are optional

FI026A – Advanced Op Ledger Transaction Report:

Account (Optional): 5A0001 - TF Tuition State 5A0002 - TF Tuition State Resident 5A0003 - TF Tuition State Nonresident 5A0004 - TF Tuition State Nonresident Waiver 5A0005 - TF Non Formula Distance Education Select all Deselect all	Account Type (Optional): 50 - Revenues 60 - Personnel Expenses 70 - Operating Expenses 80 - Transfers Select all Deselect all	Program (Optional): 100 - Instruction Expense 200 - Research Expense 300 - Public Service Expense 400 - Academic Support Expense 500 - Student Services Expense Select all Deselect all	Type of Transaction (Optional): Budget Revenues Budget Expenses Budget Transfers In Budget Transfers Out Actual Revenues Select all Deselect all
---	---	--	---

The options for Account, Account Type and Program will populate based upon the “Chart” selected. These parameters allow the user to focus closely on specific data, and support multiple parameter selection

Expense is desired, then select program 200 within the Program select box.

Once all selections have been made, at top of the parameter page and select “Next”

to advance to the second parameter page

Parameter Page (2)

Top section of parameter page

FI026A – Advanced Op Ledger Transaction Report:

Organization Division (Optional):	Organization Area (Optional):
A - President's Office	A00 - President's Office
B - Provost and Academic Affairs	A01 - Senior Associate VP Enrollment Mgmt
C - Administration and Finance	A02 - Texas Tech Public Broadcasting
D - Enrollment Mgmt and Student Affairs	B00 - Provost and SVP Academic Affairs
E - Research	B12 - Academic Affairs
F - Athletics	B13 - International Affairs
G - Office of Institutional Diversity	B14 - Information Technology and CIO
H - Human Resources	B15 - Museum and Heritage
J - Legal Council	B18 - Financial Planning and Analysis
N - TTUS Board of Regents	B51 - College Ag Sci and Natural Resource
P - TTUS Chancellor	B52 - College of Architecture

[Select all](#) [Deselect all](#) [Select all](#) [Deselect all](#)

The parameter choices populate based upon the “Chart” selected on the first parameter page. Like the other prompts, these support multiple selections within the box.

Bottom section of parameter page

FI026A – Advanced Op Ledger Transaction Report:

Choose the fields that you want to sort in the report:	Select display option for these columns:		
<input checked="" type="checkbox"/> Chart	Display Chart of Account	No	▼
<input type="checkbox"/> Posting Period	Display Fiscal Year	No	▼
<input type="checkbox"/> Rule Class	Display Fund Description	No	▼
<input type="checkbox"/> Trans Date	Display Organization Department	No	▼
<input type="checkbox"/> Doc ID	Display Organization Section	No	▼
<input type="checkbox"/> Fund	Display Organization Description	No	▼
<input type="checkbox"/> Organization	Display Organization Division	No	▼
<input type="checkbox"/> Account	Display Organization Area	No	▼
<input type="checkbox"/> Program	Display Commodity Description	Yes	▼
<input type="checkbox"/> Bank			
<input type="checkbox"/> Vendor			
<input type="checkbox"/> Department			
<input type="checkbox"/> Organization Division			

[Select all](#) [Deselect all](#)

Choose desired sort order, if more than one are selected display will be in order from top to bottom of select box.

Choose the fields you want to display in the report by using drop down to change No to Yes

Select “Finish” at the top of the page once all parameters are provided.

Actual Expenses

FI026A – Advanced Op Ledger Transaction Report:

Actual Expense																						
Posting Period	Rule Class	Rule Class Description	Activity Date	Transaction Date	Document ID	PO Number	Commodity Name	Transaction Description	Transaction Amount	Document Reference Number	Fund	Organization	Account	Account Desc	Program	Program Desc	Vendor ID	Vendor Name	Bank	Grant ID	Grant ID Description	
01	GRIC	Grant - Indirect Cost Charge	10/10/16	09/30/16	G0000652			Grant - Indirect Cost Charge	(886.67)	DEFGRANT	211699	B51407	7U0002	AC Facilities and Administration	200	Research Expense			26	211699	Understanding the Ecology of Lesser	
01	TU6	TTU AP Interfund Journal Entry	09/27/16	09/27/16	TL004678			08/16 Voyager Charges	247.32	1	211699	B51407	7C0050	MS Fuels and Lubricants	200	Research Expense			4Z	211699	Understanding the Ecology of Lesser	
02	TU6	TTU AP Interfund Journal Entry	10/11/16	10/11/16	TL004732			Natural Resources 9606 Split	257.50	1	211699	B51407	7N0025	OE Insurance Premiums/Deductibles	200	Research Expense			4Z	211699	Understanding the Ecology of Lesser	
02	TU6	TTU AP Interfund Journal Entry	10/25/16	10/25/16	TL004765			09/16 Voyager Charges	42.84	1	211699	B51407	7C0050	MS Fuels and Lubricants	200	Research Expense			4Z	211699	Understanding the Ecology of Lesser	
02	TU6	TTU AP Interfund Journal Entry	10/25/16	10/25/16	TL004765			09/16 Voyager Charges	93.52	1	211699	B51407	7C0050	MS Fuels and Lubricants	200	Research Expense			4Z	211699	Understanding the Ecology of Lesser	
02	INEI	Invoice with Encumbrance	10/05/16	10/05/16	V9437666	P0494377	-Estimate for Argos location and collection of dat	CLS America Inc	217.19		211699	B51407	7D0001	CU Communication Services Nonphone	200	Research Expense	R11371229	CLS America Inc	26	211699	Understanding the Ecology of Lesser	
02	INEI	Invoice with Encumbrance	10/05/16	10/05/16	V9437666	P0494377	-Estimated platform fee for Argos satellite collec	CLS America Inc	97.30		211699	B51407	7D0001	CU Communication Services Nonphone	200	Research Expense	R11371229	CLS America Inc	26	211699	Understanding the Ecology of Lesser	
Actual Expense									69.00													

- **Posting Period** – the accounting period the transaction occurred in. 01= Sept., 02= Oct, 03=Nov, etc.
- **Rule Class** – a code used to identify the type of transaction
- **Rule Class Description** – definition of the rule class code
- **Activity Date** – the date the transaction is entered into the Banner System
- **Transaction Date** – the effective date of the transaction
- **Document ID** – a code used to identify the specific transaction. Can search on Doc ID to see only transactions tied to the document
- **PO Number** – Shows the Purchase Order tied to the transaction
- **Commodity Name** – Provides details regarding the commodity that was purchased
- **Transaction Description** – brief summary of the event
- **Transaction Amount** – dollar amount of the event
- **Document Reference Number** – a code or description of the document involved in creating the transaction
- **Fund, Orgn, Account, Program** – Accounting string for the transaction – may have descriptions of each within the report output if selected on parameter page 2
- **Vendor ID** – an R number that is given to only one vendor this is this ID within the system

- **Vendor Name** – the name of the vendor that the Vendor ID belongs to
- **Bank** – the bank the transaction hit
- **Grant ID** – a alpha-numeric identifier assigned to a grant
- **Description** – name of the grant to which the Grant ID is given

The data within the report is displayed in the following order. Only those sections that have had activity display in the report:

Revenue – Budgets > Actual Revenues > Transfers In > Expense Budgets > Actual Expenses > Encumbrances

FI045 – Monthly Ledger Report

This is 4 reports in one. A parameter selection allows viewing one or all – Revenue and Expense Budget Summary, Detail Transaction Report – Monthly, Total Actual Revenues and Expenses by Budget Pool and Account and the Open Items Report. This report was designed to use in reconciliation of accounts.

All parameter are required for the execution of this report. Notice that the Select Desired Reports allows option of executing one or more reports. Use Control + Click action or “Select All” for indicating which report(s) to execute. The “Select Run Options” parameter is where it is indicated if the report is to be executed at the Fund Manager, Organization Manager or FOP level. Once the option is selected in this choice box, additional parameter page(s) display, based upon the Run Option selected.

Texas Tech University
Monthly Ledger Report

Select the Chart of Accounts: * Texas Tech University

Select the Fiscal Year to End the Report: * 2013

Select the Fiscal Period to End the Report: * 14 - End of Year

Select Desired Reports:

- * Revenue and Expense Budget Summary
- Detail Transaction Report – Monthly
- Total Actual Revenues and Expenses By Budget Pool and Account
- Open Items Report

[Select all](#) [Deselect all](#)

NEW
Select Data Option →

Select Run Options:

- Run By Fund Manager
- Run By Orgn Manager
- Run By FOP

The additional parameter pages are introduced on the following pages.

Fund Manager Option (2nd Parameter Page):

- Search on last name of Fund Manager, click on desired person in Choice box
- Select Back to return to previous parameter page
- Select Next to choose Fund(s) and add Organization(s) and Program(s), if desired

Search for a Fund Manager (Search by Last Name):
Keywords:
Type one or more keywords separated by spaces.
Search [🔍]

Options ▾
Choice:
[]

NEW

Deselect

Cancel < Back Next >

Fund Manager Option (3rd Parameter Page):

- Select the funds for the report from the box at the top of the page
- Enter one or more Organization Codes, if desired
- Enter one or more Program Codes, if desired

NEW →

Select desired Funds by clicking inside box to left of Fund. Or, select all.

Select Desired Fund(s):

- 11A000 - All Other General Purposes
- 11A001 - Shared Services
- 11A002 - General Admin and Student Services
- 11A003 - Student Services
- 11A004 - Faculty Salaries
- 11A005 - Departmental Operating Exp Research
- 11A006 - Departmental Operating Expense
- 11A007 - Instructional Administration
- 11A008 - Scholarships
- 11A009 - Remedial Education

Select all Deselect all

When entering the Organization and Program Codes below they must be entered in UPPERCASE.

Enter one or more Organization Code(s) (Optional):
Choices:
[]

Insert →
Remove ←

Select all Deselect all

Enter one or more Program Code(s) (Optional):
Choices:
200

Type Code in Box

Select Insert

Click to Select

Select all Deselect all

Cancel < Back Finish

Organization Manager Option (2nd Parameter Page):

- Search on last name of Orgn Manager, click on desired person in Choice box
- Select Back to return to previous parameter page
- Select Next to choose Organization(s) and add Fund (s) and Program(s), if desired

Search for an Organization Manager (Search by Last Name):
Keywords:
Type one or more keywords separated by spaces.
Botros Search
Options
Choice:
Botros, Jonathan R.
Cancel < Back Deselect Next >

Organization Manager Option (continued):

- Select the Organization(s) for the report from the box at the top of the page
- Enter one or more Organization Codes, if desired
- Enter one or more Program Codes, if desired

NEW → Select desired Organization by clicking inside box to left of Org. Or, select all.
Select all Deselect all
When entering the Fund and Program Codes below they must be entered in UPPERCASE.
Enter one or more Fund Code(s) (Optional):
Choices:
Insert Remove
Select all Deselect all
Enter one or more Program Code(s) (Optional):
Choices:
Insert Remove
Select all Deselect all

Fund, Organization and / or Program Option (2nd Parameter Page):

- Enter desired code(s) in box on the left and click insert to move to the Choice box on the right
- Control + Click to choose desired code(s) or use the “Select all” link to choose all.

When entering a Fund, Organization or Program below they must be entered in UPPERCASE.

Enter one or more Funds below: (Optional)

Choices:
16A085
11A004
18D039

[Select all](#) [Deselect all](#)

Enter one or more Organizations below: (Optional)

C11000

Choices:

[Select all](#) [Deselect all](#)

Enter one or more Programs below: (Optional)

Choices:

[Select all](#) [Deselect all](#)

As a reminder, not all fields above have to have entries.

- Enter a Fund code, all FOPs tied to it will display
- Enter an Organization code, then all FOPs tied to it will display
- If a Fund – Org combination is entered, all FOPs tied to it will display

FI045 - Revenue and Expense Budget Summary

Report: FI045		Texas Tech University		Revenue and Expense Budget Summary			
		For Period Beginning September 1, 2016 and Ending August 31, 2017					
Fund	21E061	Dual-Readout Calorimetry (The Super	Manager: Wigmans, Marius E.				
Organization	B53361	PI Richard Wigmans	Manager: Wigmans, Marius E.				
Program	200	Research Expense					
Grant Code	21E061	Start Date: 05/01/12	End Date: 04/30/17				
Revenue Budget Summary							
Revenue Budget Pool	Budget Original	Budget Current	Revenue This Month	Revenue Year to Date	Grant Revenue Incept to Date		Over/(Under) Recognized Amount
5J0 - GC Grants and Contracts Budget Pool	(31,007.07)	703,992.93	0.00	92,778.73	614,844.58		(89,148.35)
Revenue Budget Summary	(31,007.07)	703,992.93	0.00	92,778.73	614,844.58		(89,148.35)
Expense Budget Summary							
Expense Budget Pool	Budget Original	Budget Current	Expense This Month	Expense Year to Date	Grant Expense Incept to Date	Open Encumbrances	Uncommitted Budget Amount
6A1 - SW Faculty Salaries Budget Pool	0.00	56,111.12	0.00	0.00	56,111.12	0.00	0.00
6B4 - FB Payroll Related Cost Budget Pool	0.00	13,620.00	0.00	0.00	7,649.80	0.00	5,970.20
6Z0 - Budget Code Unallocated Salary 06	0.00	20,105.88	0.00	0.00	0.00	0.00	20,105.88
7A0 - PF Prof Fees and Svs Budget Pool	0.00	9,500.00	0.00	69.09	6,934.33	0.00	2,565.67
7B0 - TV In State Travel Budget Pool	0.00	1,349.00	0.00	0.00	1,311.79	0.00	37.21
7B1 - TV Out of State Travel Budget Pool	0.00	9,751.00	0.00	0.00	2,929.62	0.00	6,821.38
7B2 - TV Foreign Travel Budget Pool	0.00	148,946.84	0.00	4,154.13	148,069.27	0.00	877.57
7B4 - TV Apt/House Rental Budget Pool	0.00	3,327.74	0.00	0.00	3,327.74	0.00	0.00
7B7 - TV Participant Local Budget Pool	0.00	1,000.00	0.00	0.00	464.60	0.00	535.40
7C0 - MS Materials/Supplies Budget Pool	0.00	5,427.00	0.00	0.52	3,504.52	0.00	1,922.48
7D0 - CU Comm and Utilities Budget Pool	0.00	500.00	0.00	0.00	0.00	0.00	500.00
7J0 - CO Capital Outlay Budget Pool	0.00	181,500.00	0.00	51,021.00	121,600.54	6,086.00	53,813.46
7N1 - OE Membership Dues Budget Pool	0.00	153.00	0.00	0.00	153.00	0.00	0.00
7N7 - OE PT NonTX Agcy No IDC Budget Pool	0.00	230,000.00	0.00	41,757.07	216,197.72	13,802.28	0.00
7N8 - OE PT Non TX Agency IDC Budget Pool	0.00	25,000.00	0.00	0.00	25,000.00	0.00	0.00
7U0 - AC Facilities and Admin Budget Pool	0.00	28,708.42	0.00	0.14	25,813.75	0.00	2,894.67
Expense Budget Summary	0.00	735,000.00	0.00	97,001.95	619,067.80	19,888.28	96,043.92

A summary of activity that affects both revenue and expense budgets is provided by FOP. Note that data is provided for both revenue and expenses for the time frames of This Month, Year to Date and Incept to date.

Match FOPs end on 08/31 unless externally funded (11A and 18B), SPAR re-budgets these each year.

FI045 – Detail Transaction Report – Monthly

The report displays budget pool activity by FOP. If there was no activity within the FOP for the time period entered, the Beginning Expense Budget will be displayed and will be the ending budget as well.

When activity has occurred, the document ID for that activity, the transaction date, Vendor name, Account Code, Description of Transaction, Document Reference number and amount are shown. The first row within the budget pool details provides the Beginning Expense Budget or Beginning Expenses Actual while the last row provides Expense Budget, Actual or Encumbrance.

FI045 – Detail Transaction Report - Monthly


7B2 - TV Foreign Travel Budget Pool							
Document ID	Transaction Date	Vendor Name	Account	Description	Encumbrance Number	Document Reference	Balance/ Amount
Expense Budget						Beginning Expense Budget	148,946.84
Expense Budget							148,946.84
7B2 - TV Foreign Travel Budget Pool							
Document ID	Transaction Date	Vendor Name	Account	Description	Encumbrance Number	Document Reference	Balance/ Amount
Expense Actual						Beginning Expense Actual	118,209.57
JV198157	08/19/16		7B2006	T0801_Geneva_Marius Evert J		1619918	125.88
JV198157	08/19/16		7B2007	T0801_Geneva_Marius Evert J		1619918	1,440.00
JV198159	08/19/16		7B2008	T0504_Milan_Marius Evert J		1619914	453.44
JV198159	08/19/16		7B2001	T0504_Milan_Marius Evert J		1619914	1,201.16
JV198159	08/19/16		7B2005	T0504_Milan_Marius Evert J		1619914	1,622.27
JV198159	08/19/16		7B2006	T0504_Milan_Marius Evert J		1619914	4,540.77
JV198159	08/19/16		7B2007	T0504_Milan_Marius Evert J		1619914	16,068.00
JV198159	08/19/16		7B2008	T0504_Milan_Marius Evert J		1619914	254.05
Expense Actual							143,915.14
7B2 - TV Foreign Travel Budget Pool							
Document ID	Transaction Date	Vendor Name	Account	Description	Encumbrance Number	Document Reference	Balance/ Amount
Expense Encumbrance						Beginning Expense Encumbrance	24,383.36
EW200289	08/19/16		7B2999	T0504_Milan_Marius Evert J	EV193417	1619914	(22,979.36)
EW200287	08/19/16		7B2999	T0801_Geneva_Marius Evert J	EV193420	1619918	(1,404.00)
Expense Encumbrance							0.00

FI045 - Total Actual Revenues and Expenses by Budget Pool and Account

As shown below, the report is sectioned by Revenue / Expense and grouped by Budget Pool. The total revenue / expense for each Account within the budget pool is displayed.

FI045 – Total Actual Revenues and Expenses by Budget Pool and Account

Revenue					
Budget Pool	Account	Account Description	Amount	Subtotal Budget Pool	Total Revenue
5J0	5J0001	GC Federal Grants and Contracts	614,844.58		
				614,844.58	
Total Revenue					614,844.58
Expense					
Budget Pool	Account	Account Description	Amount	Subtotal Budget Pool	Total Expense
6A1	6A1802	SW Faculty Tenure Track	56,111.12		
				56,111.12	
6B4	6B4901	FB OASI MEDH Matching	1,617.88		
	6B4902	FB Workers Compensation Insurance	205.84		
	6B4914	FB ORP Matching	4,769.44		
	6B4931	FB Retiree Insurance Pool	1,056.64		
				7,649.80	
7A0	7A0080	PF Other Professional Services	6,934.33		
				6,934.33	
7B0	7B0020	TV IS Mileage Personal Auto	378.36		
	7B0040	TV IS Incidental Other Auth Travel	39.43		
	7B0050	TV IS Meals	228.00		
	7B0051	TV IS Lodging	417.00		
	7B0901	TV IS Travel Other GRANT LOCAL	249.00		
				1,311.79	
7B1	7B1001	TV OS Public Transport Comm Airfare	951.50		
	7B1005	TV OS Public Transport Auto Rental	225.53		
	7B1025	TV OS Mileage Personal Auto	361.10		
	7B1075	TV OS Incidental Other Auth Travel	209.53		
	7B1077	TV OS Incidental Parking Fees	125.16		
	7B1101	TV OS Meals	693.50		
	7B1102	TV OS Lodging	363.30		
				2,929.62	
7B2	7B2001	TV Foreign Commercial Airfare	20,301.07		

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FI045 – Open Items Report

In managing a FOP it is helpful to know where money is encumbered and the encumbrance still open. As the report is reviewed, there may be encumbrances open that can be closed, freeing funds up for other purposes.

The report shows the status of encumbrances for a FOP, with a page break on each FOP. Within the FOP, the information is grouped by Budget Pool. Details about the encumbrance are provided for recognition, with the outstanding amount displayed in the final column. The final row of the report shows that Total Dollar Amount of Encumbrances outstanding for the FOP. If an encumbrance has been closed, it will display with a -0-balance.

In the event that there are no open items, the report will display as shown in the below screen shot.

FI045 – Open Items Report

Report: FI045	Texas Tech University		04/19/12
	Open Items		
	For Period Beginning September 1, 2011 and Ending August 31, 2012		
Fund	18B013	Match for 21P092 Cash	Manager: Eighmy, Thomas T.
Organization	B53337	PI William L Hase	Manager: Hase, William L.
Program	200	Research Expense	
Grant Code	21P092	Start Date: 09/15/07	End Date: 08/31/12
There were <u>no Open Items found</u> for the above Fund - Organization - Program (FOP) combination.			

The report output below is taken from a FOP that has open items to display. The original amount of the encumbrance, any payment made against it and the balance remaining are displayed for each encumbrance. A summary total of open amounts by the budget pool are provided as well. At the end of the report is the balance of all encumbrances for the FOP.

FI045 – Open Items Report

7B1 - TV Out of State Travel Budget Pool						
Original Encumbrance	Original Encumbrance Date	Account	Vendor Name	Order Amount	Amount Closed	Outstanding Amount
EV073592	09/01/11	7B1999	Byron Manning Anderson	1,101.65	1,101.65	0.00
EV082238	01/12/12	7B1999	Byron Manning Anderson	1,189.05	0.00	1,189.05
7B1 - TV Out of State Travel Budget Pool				2,290.70	1,101.65	1,189.05

FI045 – Open Items Report

7N1 - OE Membership Dues Budget Pool						
Original Encumbrance	Original Encumbrance Date	Account	Vendor Name	Order Amount	Amount Closed	Outstanding Amount
P0145054	02/15/12	7N1002	West Texas Chapter of ASTD	50.00	50.00	0.00
7N1 - OE Membership Dues Budget Pool				50.00	50.00	0.00
7N4 - OE Food/Entertainment Budget Pool						
Original Encumbrance	Original Encumbrance Date	Account	Vendor Name	Order Amount	Amount Closed	Outstanding Amount
P0064596	09/01/11	7N4006	Aquaone Inc	300.00	300.00	0.00
P0119003	09/01/11	7N4006	Aquaone Inc	466.70	466.70	0.00
7N4 - OE Food/Entertainment Budget Pool ←				766.70	766.70	0.00
Total Encumbrance ←				290,907.37	199,853.22	91,054.15

FI106 – Valid FOP Report

This report provides a list of the FOP(s) based upon the parameters selected. It displays the Fund and Organization Manager for each as well as the date the FOP became active and the termination date if applicable. The parameter options allow to run this for both Grant and Non-Grant Funds.

Report: FI106		Texas Tech University Valid FOP Report		06/30/15	
Note: Bypass all Optional parameters to select All.					
Select Chart (Optional): * Texas Tech University		Report Type: * Use Both Grant and Non Grant Funds		As of Date: * Jun 30, 2015	
Fund Category (Optional): 11 - Educational and General 12 - Educational and General Dedicated 13 - Educational and General HEAF 14 - EG NRUF 15 - Designated Scholarship		Fund Class (Optional): 11A - EG Appropriations 11B - EG Appropriations Special Items 11C - EG Institutional Administration 11D - EG Pass Thru Benefits Paid State 11E - EG Pass Thru Other		Organization Area (Optional): A00 - President's Office A01 - Senior Associate VP Enrollment Mgmt A02 - Texas Tech Public Broadcasting B00 - Provost and SVP Academic Affairs B12 - Academic Affairs	
Select all Deselect all		Select all Deselect all		Select all Deselect all	
Fund (Optional): Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search			Organization (Optional): Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search		
Options			Options		
Results:		Choice:		Results:	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Insert		Remove		Insert	
Remove		Remove		Remove	
Select all Deselect all		Select all Deselect all		Select all Deselect all	
Fund Mgr (Optional): Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search		Org Mgr (Optional): Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search		Program (Optional): - 100 - Instruction Expense 200 - Research Expense 300 - Public Service Expense 400 - Academic Support Expense	
Options		Options		Select all Deselect all	
Choice:		Choice:			
<input type="text"/>		<input type="text"/>			

The Valid FOP Report is displayed below. This example was executed by Orgn Manager (highlighted in yellow). The report shows each FOP this person is the Organization Manager for. The report include the following:

- **Fund** - Listing of all Funds tied to the Organizations managed by the selected person
- **Organization(s)** – Listing of Organization(s) managed by selected person
- **Program** – Program tied to the Fund – Organization managed by the person selected
- The **Fund Manager** is identified within the report
- The **Effective Date** of the FOP is provided. For grants, this will be the Grant Start Date.
- The **Termination Date** of the FOP is provided. For grants, this will be the Grant End Date.

FI106 – Valid FOP Report

Report: FI106											
Texas Tech University											
Valid FOP Report											
06/30/15											
<u>Fund</u>	Fund Title	<u>Orgn</u>	Orgn Title	<u>Prog</u>	Prog Title	Fund Manager ID	Fund Manager Name	Orgn Manager ID	Orgn Manager Name	Effective Date	Termination Date
11A188	Match for 21E062 Experimental	B53361	PI Richard Wigmans	200	Research Expense	R00514114	Sloan, Noel A.	R00512676	Wigmans, Marius E.	03/05/15	03/31/16
11B121	Match for 21E062 Experimental	B53361	PI Richard Wigmans	200	Research Expense	R11349402	Duncan, Robert V.	R00512676	Wigmans, Marius E.	03/09/15	08/31/15
11B139	Match2 for 21E062 Experimental Phys	B53361	PI Richard Wigmans	200	Research Expense	R11349402	Duncan, Robert V.	R00512676	Wigmans, Marius E.	03/06/15	08/31/15
18M029	Match for 21E062 - Experimental Par	B53361	PI Richard Wigmans	200	Research Expense	R11349402	Duncan, Robert V.	R00512676	Wigmans, Marius E.	03/09/15	06/30/16
21E061	Dual-Readout Calorimetry (The Super	B53361	PI Richard Wigmans	200	Research Expense	R00512676	Wigmans, Marius E.	R00512676	Wigmans, Marius E.	02/03/15	07/30/16
21E062	Experimental Particle Physics Resea	B53361	PI Richard Wigmans	200	Research Expense	R00512676	Wigmans, Marius E.	R00512676	Wigmans, Marius E.	03/09/15	06/30/16
21E063	Sub of 21E062/Experimental Particle	B53361	PI Richard Wigmans	200	Research Expense	R00512676	Wigmans, Marius E.	R00512676	Wigmans, Marius E.	03/09/15	06/30/16