



Texas Tech University Health Sciences Center Encumbrances Rolled Forward by Fund

[illegible]



Texas Tech University Health Sciences Center

Finance & Administration

Business Purpose

The purpose of this report is to help you locate the encumbrance associated with a roll document. It requires both the fund and the roll document. This report lists the encumbrance number, encumbrance item and encumbrance sequence that rolled and the amount of the encumbrance.

All uncommitted encumbrances that are open at the end of the fiscal year will roll into the new fiscal year. The amount of the remaining encumbrance will encumber in the new year and a budget adjustment will also increase the budget in the new year.

Report Path

The report can be located at HSC Finance > Encumbrances, Invoices, and Checks > Encumbrances Rolled Forward by Fund.

Available Parameters

***Fiscal Year**

***Fund**

Organization

Account

Program

Report Grouping and Sorting

The report is grouped and sorted encumbrance, encumbrance item and encumbrance sequence.



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Report Field Definitions

Definitions for the report fields can be located at

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

Encumbrance

Encumbrance Item

Encumbrance Sequence

Transaction Date

Transaction Description

Fiscal Year

Fund

Organization

Account

Program

Amount



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Drill Thru Reports

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

The Encumbrance Detail report will open when you select the hyperlinked encumbrance number on the report. This report will provide the overall status of the encumbrance along with all encumbrance ledger activity since the encumbrance was established.

Texas Tech University Health Sciences Center

Encumbrance Detail

Encumbrance Number: P0065829

Enc Status: Closed
 Vendor: R10426321 - Cam Audio Inc
 If check no is shown as [Recur](#) select the hyperlink for associated checks.

Item	Seq	Document	Doc Ref	Inv Cancel	Check No	Ck Cancel	Vendor Inv	Description	Trans Date	Fund	Orgn	Acct	Prog	Amount
1	1	P0065829						Cam Audio Inc	08-25-2010	101000	301001	737700	40	780.00
		IJ110599			P8000213		606523-1	Cam Audio Inc	09-30-2010	101000	301001	737700	40	(780.00)
	Sequence: 1													0.00
	Item: 1													0.00
2	1	P0065829						Cam Audio Inc	08-25-2010	101000	301001	728600	40	35.00
		IJ110599			P8000213		606523-1	Cam Audio Inc	09-30-2010	101000	301001	728600	40	(35.00)
	Sequence: 1													0.00
	Item: 2													0.00
Encumbrance: P0065829													0.00	

The Encumbrance Detail report also contains two drill thrus. The Invoice - Check Detail report will open if you select a hyperlinked invoice document number in the Document field. You can drill thru to the Check - Invoice Detail by selecting either the check number from the Encumbrance Detail's Check No field or from the Check No field on the Invoice – Check Detail report. For more information, please review the Encumbrance Detail report documentation under Encumbrances, Invoices, and Checks.