



Texas Tech University Health Sciences Center
Finance & Administration

General Encumbrance Crosswalk

**Texas Tech University Health Sciences Center
General Encumbrance Crosswalk**

Enc: All Doc Ref: **TB000329**

Enc	Enc Desc	Enc Status	Doc Ref	Trans Date	Vendor ID	Vendor Name	Amount
EH002364	Lease BOOKMARK COPIER DIGBKA	Closed	TB000329	09-18-2008	R10000954	Xerox Corporation	2,055.60
EH000223	Lease BOOKMARK COPIER DIGBKA	Closed	TB000329	09-18-2008	R10000954	Xerox Corporation	2,055.60
Total							4,111.20

Business Purpose

The purpose of this report is to provide basic general encumbrance information. The parameter page allows you to run the report by entering the TechBuy TB number in the Document Reference field or by entering the Banner encumbrance number in the Encumbrance field.

Report Path

The report can be located at HSC Finance > Encumbrances, Invoices, and Checks > General Encumbrance Crosswalk.



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Available Parameters

Encumbrance

Document Reference

Report Grouping and Sorting

This report is grouped by the encumbrance number.

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 Description

Encumbrance Status

Document Reference

Transaction Date

Vendor ID

Vendor Name

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.

Select a hyperlinked encumbrance number to drill thru to the Encumbrance Detail report.

Texas Tech University Health Sciences Center

Encumbrance Detail

Encumbrance Number: EH002364

Enc Status: Closed
 Vendor: R10000954 - Xerox Corporation
 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
0	30	EH002364	TB000329					Lease BOOKMARK COPIER DIGBKA	09-18-2008	191034	251301	736700	40	2,055.60
		EL000033	TB000329					Close Duplicate Gen Enc	09-22-2008	191034	251301	736700	40	-2,055.60
	Sequence: 30													
	31	EH002364	TB000329					Lease BOOKMARK COPIER DIGBKA	09-18-2008	191034	251301	740653	40	0.00
		EL000033	TB000329					Close Duplicate Gen Enc	09-22-2008	191034	251301	740653	40	0.00
Sequence: 31													0.00	
Item: 0													0.00	
Encumbrance: EH002364													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.