The purpose of this report is to provide detailed information relating to a specific encumbrance. For each item and sequence combination, this report will list all transactions that have increased or decreased the encumbered amount. These transactions could include the initial encumbrance, modifications, liquidations, invoices and checks. It is important to know that this report is based on the encumbrance ledger. The encumbrance ledger only tracks documents that affect the encumbrance amount to the point it reaches $0.00. This report will not document any transactions paid against an encumbrance with an outstanding amount of $0.00. If you need to know exactly how much has paid against an encumbrance, please review the Operating Ledger Transactions by Encumbrance report located in the Encumbrances, Invoices, and Checks folder.
Report Path

This report can be located at HSC Finance > Encumbrances, Invoices, and Checks > Encumbrance Detail.

Available Parameters

*Encumbrance Number

Report Grouping and Sorting

This report is grouped by encumbrance item and encumbrance sequence number.

Report Field Definitions

Definitions for the report fields can be located at

Encumbrance Item
Encumbrance Sequence
Document
Document Reference
Invoice Cancelled Date
Check Number
Vendor Invoice
Document Description
Transaction Date
Fund
Organization
Account
Program
Amount
Drill Thru Reports

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

The Invoice – Check Detail report will open if you select a hyperlinked invoice document number in the Document field.

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**Texas Tech University Health Sciences Center**

**Invoice - Check Detail**

*Invoice: IA100275*

**Invoice**

<table>
<thead>
<tr>
<th>Inv</th>
<th>Origin</th>
<th>Inv Date</th>
<th>Inv Cancel Date</th>
<th>Recur</th>
<th>Net Inv Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA100275</td>
<td>Banner</td>
<td>10/05/09</td>
<td>N/A</td>
<td>N</td>
<td>25.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Inv</th>
<th>Vendor ID</th>
<th>Vendor</th>
<th>Addr Type</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>22705</td>
<td>R10360104</td>
<td>iMedx Inc</td>
<td>AP</td>
<td>4 Corporate Dr Ste 380</td>
<td>Shelton</td>
<td>CT</td>
<td>06484-6266</td>
</tr>
</tbody>
</table>

**Invoice Checks**

<table>
<thead>
<tr>
<th>Check No</th>
<th>Bank</th>
<th>Ck Type</th>
<th>Ck Date</th>
<th>Ck Cancel Date</th>
<th>Inv Amount</th>
<th>Net Inv Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66046116</td>
<td>66</td>
<td>B</td>
<td>10/07/09</td>
<td>N/A</td>
<td>25.20</td>
<td>25.20</td>
</tr>
</tbody>
</table>

**Invoice: IA100275**

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25.20
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.

The two drill thru reports on the Check – Invoice Detail will take you back to the Invoice – Check Detail by selecting the Invoice field or to the Encumbrance Detail report by selecting the hyperlinked encumbrance number.