Texas Tech University Health Sciences Center
Finance & Administration

General Encumbrance Crosswalk

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.
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

Encumbrance
Encumbrance Description
Encumbrance Status
Document Reference
Transaction Date
Vendor ID
Vendor Name
Amount
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.

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.