Business Purpose

The purpose of this report is to provide payment information relating to an invoice, check, encumbrance, vendor invoice or vendor. The report will list all Banner invoice documents and their associated checks. It will also provide the invoice date, check date, check cleared or cancelled day, the document reference associated with the invoice, any related encumbrances, the vendor invoice number, and the amount of the invoice.

Report Path

The report can be located at HSC Finance > Encumbrances, Invoices, and Checks > Invoice Check Query.
Available Parameters

*Fiscal Year
Document Reference Number
Purchase Order
Invoice
Check
Vendor Invoice
Vendor

Report Grouping and Sorting

The report is grouped and sorted by invoice.
Report Field Definitions

Definitions for the report fields can be located at

Invoice
Check Number
Fiscal Year
Invoice Transaction Date
Check Date
Check Clear Date
Check Cancel Date
Document Reference Number
Purchase Order
Encumbrance
Vendor Invoice Number
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.

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

![Invoice - Item Detail](image)
You can drill thru to the Check – Invoice Detail by selecting the hyperlinked check number.

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.