Open Encumbrances by Fund & Orgn

The Open Encumbrances by Fund & Orgn report represents all encumbrances that have a balance or zero balance and are not closed for a fund and orgn combination. Departments should periodically review open encumbrances against their funds to make sure the encumbrances are valid.

The location for the Open Encumbrance reports is: Cognos > HSC Finance > Encumbrances, Invoices and Checks. This folder contains several different Open Encumbrance reports. All of the reports contain the same basic information but provide different ways to sort or filter the information.

The Open Encumbrances by Fund and Orgn report has the option to select either All Encumbrance Types, E - Travel & General, L - Labor or P - Purchase Order Types and provides an option to run the report for open encumbrances by Vendor.

This report displays basic information about the vendor, original encumbrance date and amount, and the outstanding or open amount. It also provides a drill down on the encumbrance that details all related invoices and payments.

More information? Contact Finance Systems Management at fsm@ttuhsc.edu.