

# REPORTS

## from Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

### Invoice Check Query Report

One of the most frequently asked questions to Payment Services is: What items did this invoice pay?

The Invoice Check Query report provides the answer to this question. The report also provides payment information relating to a check, encumbrance, vendor invoice or vendor.

The report location is: **Cognos Connection > HSC Finance > Encumbrances, Invoices, and Checks.**

Although Fiscal Year is a required parameter, “All Fiscal Years” is the default and the report does not force you to enter a specific Fiscal Year. You may enter any one or a combination of parameter values. For “Vendor”, you can search using one or more keywords. From the “Results” you can select and “Insert” the Result as a “Choice”.

The report lists all Banner invoice documents and their associated checks. It also provides the invoice date, check date, check cleared or cancelled date, the document reference associated with the invoice, any related encumbrances, the vendor invoice number, and the amount of the invoice.

To see detail and amounts click on any blue hyperlinked value. You can drill thru to the Check - Invoice Detail by selecting the “Check Nbr” hyperlink. To see the actual items paid by this invoice, click on the “Invoice” hyperlink to open the Invoice - Item Detail report.

Texas Tech University Health Sciences Center  
Invoice Check Query

\*FY: All Doc Ref: All PO: All Invoice: **IB140787** Check: All  
Vendor Invoice: All Vendor: All

Invoice	Check Nbr	FY	Inv Trans Dt	Check Dt	Check Clear Dt	Check Cancel Dt	Doc Ref Nbr	Encumbrance	Vendor Inv Nbr	Vendor Name	Amount
<a href="#">IB140787</a>	<a href="#">66168H16</a>	2014	08-19-2014	08-22-2014	09-02-2014				0803-6810	Citibank South Dakota N A	1,111.71
<b>Total</b>											<b>1,111.71</b>

The items paid for on this invoice are located under “Invoice Items” in the “Commodity Desc” column.

Texas Tech University Health Sciences Center  
Invoice - Item Detail

\*Invoice: **IB140787**

Inv	Origin	Inv Date	Inv Cancel Date	Recur	Net Inv Amount
IB140787	Banner	08/19/14	N/A	N	<b>1,111.71</b>

Vendor Inv	Vendor ID	Vendor	Addr Type	Street	City	State	Zip
0803-6810	R10381655	Citibank South Dakota N A	AP	PO Box 183173	Columbus	OH	43218-3173

Invoice	Item	Purchase Order	Purchase Order Item	Commodity Desc	Unit	Qty	Unit Price	Item Amount
<b>IB140787</b>	1			Pediatrics Candidate		1	477.00	477.00
	2			Pediatrics Candidate		1	41.70	41.70
	3			IM Faculty Candidate		1	398.00	398.00
	4			IM Faculty Candidate		1	27.86	27.86
	5			FM Guest Speaker		1	139.00	139.00
	6			FM Guest Speaker		1	28.15	28.15
<b>IB140787</b>								<b>1,111.71</b>

Texas Tech University Health Sciences Center  
Invoice Check Query

Fiscal Year: All Fiscal Years

Doc Ref Nbr:

Purchase Order:

Invoice:

Check:

Vendor Invoice:

Keywords:  
Type one or more keywords separated by spaces.  
Vendor:

Options

Results:  
Fisher Auto Glass and Auto Trim I  
Fisher Enterprises Ltd  
**Fisher Scientific Company LLC**  
Fisher, Jessica

Choice:  
Fisher Scientific Company LLC

For more information, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).