Texas Tech University Health Sciences Center
Finance & Administration

Encumbrances Closed

Texas Tech University Health Sciences Center
Encumbrances Closed

***FY:** 2011 **Type:** All **Fund:** All **Orgn:** All
Account: All **Prog:** All **Div:** All **Campus:** All **Department:** Anesthesiology Lbk
Category: All **Class:** All **Vendor:** All

Type	Enc	Item	Seq	Doc Ref	Vendor	Description	Trans Date	Fund	Orgn	Acct	Prog	Original Amount	O/S Amount
E	EH004820	0	13	TB031723	Staff Care Inc	Establishing Encumbrance	11-24-2009	131000	512001	724800	40	40,000.00	0.00
		Item 0										**40,000.00**	**0.00**
	EH004820											**40,000.00**	**0.00**
	EH005306	0	22	TB030742	University Medical Center - UMC Lubbock	Establishing Encumbrance	11-18-2010	131050	512011	729900	10	2,000.00	0.00
		Item 0										**2,000.00**	**0.00**
	EH005306											**2,000.00**	**0.00**
	EH006193	0	1	TB048809	Encircle Healthcare Management LLC	Establish Encumbrance	01-06-2010	131050	512011	727606	10	4,290.00	0.00
		Item 0										**4,290.00**	**0.00**
	EH006193											**4,290.00**	**0.00**
	EH006309	0	1	TB053860	Source Medical Solutions Inc	Establish Encumbrance	02-24-2010	131050	512011	726200	10	140.00	0.00
			2	TB053860	Source Medical Solutions Inc	Establish Encumbrance	02-24-2010	131050	512011	738001	10	250.00	0.00
		Item 0										**390.00**	**0.00**
	EH006309											**390.00**	**0.00**
	EH006546	0	44	TB069212	J A Majors	TYK205 ESTABLISH ENCUMBRANCE	09-01-2010	131000	512001	738200	40	4,000.00	0.00
		Item 0										**4,000.00**	**0.00**
	EH006546											**4,000.00**	**0.00**
	EH006839	0	6	TB072750	Airgas Southwest Inc	TYK205 ESTABLISH ENCUMBRANCE	09-01-2010	131050	512011	731000	10	1,500.00	0.00
		Item 0										**1,500.00**	**0.00**
	EH006839											**1,500.00**	**0.00**
	EH007213	0	8	TB079998	Stenocall	TYK205 ESTABLISH ENCUMBRANCE	09-03-2010	131050	512011	727600	40	740.80	0.00
		Item 0										**740.80**	**0.00**
	EH007213											**740.80**	**0.00**
	EO000125	0	1	11-1139		NCRRF#211010, W.O.#1-1139	09-27-2010	131000	512001	726600	10	260.00	0.00
		Item 0										**260.00**	**0.00**
	EO000125											**260.00**	**0.00**

Business Purpose

The purpose of this report is to provide information for all encumbrance items and sequences that have closed in the selected fiscal year. An encumbrance listed may still contain items and sequences that are open. In order to view if the entire encumbrance is closed, selected the hyperlinked encumbrance number to drill thru to the Encumbrance Detail report.

Texas Tech University Health Sciences Center
Finance & Administration

Report Path

The report can be located at HSC Finance > Encumbrances, Invoices, and Checks > Closed Encumbrances.

Available Parameters

***Fiscal Year**

Type

Fund

Organization

Account

Program

Division

Campus

Department

Category

Class

Vendor

Report Grouping and Sorting

The report is grouped by encumbrance type (General Encumbrance, Purchase Order, Labor), encumbrance number, encumbrance item and encumbrance sequence.

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Report Field Definitions

Definitions for the report fields can be located at

http://www.fiscal.ttuhsc.edu/financereporting/collateral/Finance_Reporting_Terms.pdf.

Type

Encumbrance

Encumbrance Item

Encumbrance Sequence

Document Reference

Vendor

Description

Transaction Date

Fund

Organization

Account

Program

Original Amount

Outstanding Amount

Texas Tech University Health Sciences Center
Finance & Administration

Drill Thru Reports

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

The Encumbrance Detail report will open when you select the hyperlinked encumbrance number on the report. This report will provide the overall status of the encumbrance along with all encumbrance ledger activity.

Texas Tech University Health Sciences Center
Encumbrance Detail

Encumbrance Number: EH004820

Enc Status: Closed **Vendor: R10000326 - Staff Care Inc** *If check no is shown as Recur select the hyperlink for associated checks.*

Item	Seq	Document	Doc Ref	Inv Cancel	Check No	Ck Cancel	Vendor Inv	Description	Trans Date	Fund	Orgn	Acct	Prog	Amount
0	13	EH004820	TB031723					Establishing Encumbrance	09-01-2009	131000	512001	724800	40	40,000.00
		IF100332			66045167		569350	Staff Care Inc	09-29-2009	131000	512001	724800	40	(10,320.00)
		IB103952			66045744		569351	Staff Care Inc	09-30-2009	131000	512001	724800	40	(335.00)
		IB103951			66045744		569352	Staff Care Inc	09-30-2009	131000	512001	724800	40	(200.00)
		IF100754			66047753		572469	Staff Care Inc	10-21-2009	131000	512001	724800	40	(7,740.00)
		IA100488			66048903		572470	Staff Care Inc	10-29-2009	131000	512001	724800	40	(236.72)
		IA100487			66048903		572473	Staff Care Inc	10-29-2009	131000	512001	724800	40	(231.83)
		IA100489			66048903		572472	Staff Care Inc	10-29-2009	131000	512001	724800	40	(150.00)
		IA100485			66048903		572471	Staff Care Inc	10-29-2009	131000	512001	724800	40	(779.70)
		IA100486			66048903		573103	Staff Care Inc	10-29-2009	131000	512001	724800	40	(231.83)
		IF100917			66049185		575260	Staff Care Inc	10-30-2009	131000	512001	724800	40	(10,320.00)
		IF101155			66050282		578446	Staff Care Inc	10-30-2009	131000	512001	724800	40	(6,100.00)
		IF100917			66049185		575260	Staff Care Inc	11-02-2009	131000	512001	724800	40	(10,320.00)
		IF100917			66049185		575260	Staff Care Inc	11-02-2009	131000	512001	724800	40	10,320.00
		IJ101172			66050753		575604	Staff Care Inc	11-13-2009	131000	512001	724800	40	(311.88)
		IJ101167			66050753		578448	Staff Care Inc	11-13-2009	131000	512001	724800	40	(311.88)
		IJ101168			66050753		578447	Staff Care Inc	11-13-2009	131000	512001	724800	40	(361.56)
		IJ101170			66050753		576492	Staff Care Inc	11-13-2009	131000	512001	724800	40	(311.88)
		IJ101169			66050753		576491	Staff Care Inc	11-13-2009	131000	512001	724800	40	(236.72)
		IJ101171			66050753		576490	Staff Care Inc	11-13-2009	131000	512001	724800	40	(311.88)
		IJ101320			66051237		575261	Staff Care Inc	11-18-2009	131000	512001	724800	40	(200.00)
		IA100772			66051431		578851	Staff Care Inc	11-19-2009	131000	512001	724800	40	(236.72)
		IA100773			66051431		578852	Staff Care Inc	11-19-2009	131000	512001	724800	40	(236.72)
		IA100776			66051431		570231	Staff Care Inc	11-19-2009	131000	512001	724800	40	(155.94)
		EMM00544	TB031723					increase	11-24-2009	131000	512001	724800	40	475,000.00
		IA100975			66053366		3 INVOICES	Staff Care Inc	11-30-2009	131000	512001	724800	40	(748.76)

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.