Texas Tech University Health Sciences Center
Finance & Administration

Invoice Check Query

Texas Tech University Health Sciences Center
Invoice Check Query

***FY: All Doc Ref: All PO: EH005696 Invoice: All 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
IA100275	66046116	2010	09-30-2009	10-07-2009	10-14-2009		TB039463	EH005696	22705	iMedx Inc	25.20
IA101135	66054151	2010	12-15-2009	12-15-2009	12-22-2009		TB039463	EH005696	23268	iMedx Inc	62.50
IE101901	66060459	2010	02-16-2010	02-16-2010	02-22-2010		TB039463	EH005696	23771	iMedx Inc	139.30
IE102222	66063481	2010	03-09-2010	03-09-2010	03-19-2010		TB039463	EH005696	24087	iMedx Inc	152.10
IE103008	66068879	2010	04-28-2010	04-28-2010	05-04-2010		TB039463	EH005696	24355	iMedx Inc	26.00
IE110020	I0063922	2011	09-17-2010	09-17-2010	09-20-2010		TB039463	EH005696	25627	iMedx Inc	240.90
IF101298	66050987	2010	11-17-2009	11-17-2009	11-24-2009		TB039463	EH005696	22998	iMedx Inc	194.10
IF107267	66080358	2010	08-25-2010	08-25-2010	08-31-2010		TB039463	EH005696	25363	iMedx Inc	236.90
IH102550	66067281	2010	04-13-2010	04-13-2010	04-19-2010		TB039463	EH005696	24344	iMedx Inc	113.10
IH103427	66073113	2010	06-14-2010	06-14-2010	06-18-2010		TB039463	EH005696	24839	iMedx Inc	118.80
IJ102624	66057816	2010	01-20-2010	01-20-2010	01-26-2010		TB039463	EH005696	23547	iMedx Inc	28.70
IJ105325	66069500	2010	04-30-2010	05-05-2010	05-11-2010		TB039463	EH005696	24597	iMedx Inc	236.70
IJ106832	66076813	2010	07-21-2010	07-21-2010	07-27-2010		TB039463	EH005696	25090	iMedx Inc	100.40
Total											**1,674.70**

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.

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Finance & Administration

Report Field Definitions

Definitions for the report fields can be located at

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

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.

Texas Tech University Health Sciences Center
Invoice - Item Detail

***Invoice: IA100275**

Invoice

Inv	Origin	Inv Date	Inv Cancel Date	Recur	Net Inv Amount
IA100275	Banner	10/05/09	N/A	N	25.20

Vendor Inv	Vendor ID	Vendor	Addr Type	Street	City	State	Zip
22705	R10360104	iMedx Inc	AP	4 Corporate Dr Ste 380	Shelton	CT	06484-6266

Invoice Items

Invoice	Item	Purchase Order	Purchase Order Item	Commodity Desc	Unit	Qty	Unit Price	Item Amount
IA100275	1	EH005696	0	TB039463 INVOICE22705		1	25.20	25.20
IA100275								**25.20**

You can drill thru to the Check – Invoice Detail by selecting the hyperlinked check number.

Texas Tech University Health Sciences Center
Check - Invoice Detail

***Check: 66046116**

Check

Check No	Ck Date	Ck Cancel Date	Bank	Ck Amount
66046116	10/07/09	N/A	66	25.20

Check Invoices

Inv	Enc	Origin	Inv Date	Inv Cancel	Inv Cancel Date	Mult Inv	Recur	Net Inv Amt
IA100275	EH005696	Banner	10/05/09	N	N/A	N	N	25.20
Check: 66046116								**25.20**

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.