

# REPORTS

## from Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

### 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.

Texas Tech University Health Sciences Center Open Encumbrances by Fund & Orgn												
*FY: 2015 Fund: 131014 Orgn: 512361 Account: All												
Inst: All Div: All Campus: All Dept: All Category: All Class: All												
Enc: All Enc Type: All Vendor: All Include Zero Salary Encumbrances: Yes												
Fund	Orgn	Acct	Prog	Enc	Item	Sequence Number	Doc Ref	Vendor	Description	Tran Date	Original	O/S Amount
131014	512361	724800	40	<a href="#">P0312942</a>	1	1		Precision Lab Services	Precision Lab Services	09-01-2014	135.00	135.00
		727700	40	<a href="#">P0310973</a>	3	1		Ameripride Linen and Apparel Services	Ameripride Linen and Apparel Servic	09-01-2014	2,000.00	1,616.67
		737450	40	<a href="#">P0314294</a>	1	1		Designs In Thread	Designs In Thread	09-01-2014	328.50	0.50
		737450	40	<a href="#">P0314294</a>	2	1		Designs In Thread	Designs In Thread	09-01-2014	41.75	41.75
		738200	40	<a href="#">P0371958</a>	1	1		American College of Physicians Inc	American College of Physicians Inc	05-12-2015	4,221.35	0.00
		738200	40	<a href="#">P0371958</a>	1	8		American College of Physicians Inc	American College of Physicians Inc	05-12-2015	5.45	5.45
		751600	40	<a href="#">EA002020</a>	0		177	C0100118		TELEPHONE SERVICE ENCUM	10-08-2014	429.00
											<b>1,877.37</b>	
<b>Total</b>											<b>1,877.37</b>	<b>1,877.37</b>

More information? Contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).

