REPORTS

from Business Affairs



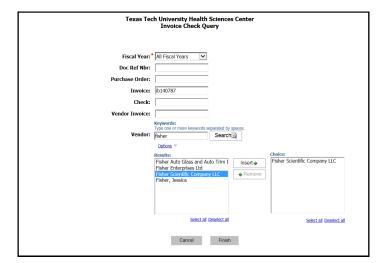
Invoice Check Query Report

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.

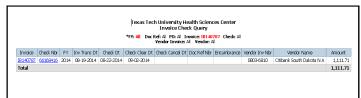
The report location is: Cognos Connection > HSC Finance > Encumbrances, Invoices, and Checks.

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".

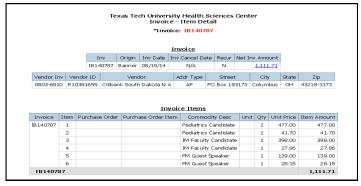


The report lists all Banner invoice documents and their associated checks. It also provides the invoice date, check date, check cleared or cancelled date, the document reference associated with the invoice, any related encumbrances, the vendor invoice number, and the amount of the invoice.

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.



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



For more information, contact Finance Systems Management at fsm@ttuhsc.edu.