Cognos Procurement Reporting Training
Table of Contents

FI030 – Encumbrance Ledger Transaction Report (Page 2)
This report shows all activity for encumbrances for both Travel and Purchases Orders (except Blanket PO). The report also has vendor payment information for purchase orders only at the bottom of the report.

FI137 – Open Encumbrance Report (Page 8)
This report displays only those encumbrances that are open, and can be executed at various levels of the FOP. Essential information provided includes creation date of encumbrance, vendor name, original amount, liquidations and remaining balance. The FOAP details are provided.

FI133 – Travel Payment Report (Page 10)
This report provides a summary of travel expenses that have been paid to the traveler, with a Journal Voucher or Purchase Order.

FI142 – Total Spend by Vendor (Page 13)
This report gives Total Spend amount by Vendor. View all purchases from one or many vendors for the time frame selected. In addition to seeing total amount spent with each vendor, the report also provides payment details.

FI320 – Total Spent by Vendor (Page 15)
For the period selected, view the total amount spent by Vendor. This report provides the option to drill down to see the transaction level details. Purchase orders only.

FI077 – HUB Expenditures Report (Page 19)
This report helps to monitor performance related to achieving HUB purchasing goals. The report can be executed at the Area, Section or FOP level.

Operating Expense Dashboard (Page 22)
View 5 sections of data for FY and FOP entered: Open Encumbrances, Blanket PO Activity, Pcard Payments, PO Payments, and Travel Payments.

Practice (Page 29)
This report provides information about that activity that has occurred within the Encumbrance Ledger. Use it to track the activity on encumbrances from established date to closing date. In addition to the activity by encumbrance, check information for payment of the encumbrance is also provided. The report displays in two sections. The top section provides encumbrance details while the bottom section of the report provides check information. Use this to verify payment, to identify open P0’s, to track payment activity and to verify that requests for closing a P0 have been completed. The activity in the Encumbrance Section of the report should not be used to identify “actual expenses” but rather is used to view the activity on an encumbrance.

An encumbrance created in a prior that remains open is displayed in this report when executed for the current fiscal year, it is identified with an ERT prefix.

This report does not provide details for Blanket Purchase Orders, Pcard transactions or Direct Pay transactions as funds are not encumbered for these events.

**Parameter Page:**

Required Parameter:
- Fiscal Year – must use current fiscal year to view open transactions. Prior year may be used to search for information regarding prior year activity.

Optional Parameters:
- Chart
- Encumbrance Number – supports purchase order number from TechBuy
- Encumbrance Status – select open, closed or both
- Document Reference Number – this is the trip number from the online Travel System
- Fund, Organization, Program – can enter entire FOP or any combination of FOP.
- Vendor ID – enter in vendor R#
- Vendor – search on vendor name
Fiscal Year parameter supports previous fiscal years, all encumbrances will have a status of closed for these years.

Encumbrance Number supports Purchase Orders, to view only one P0, enter the number in this field.

If data is needed for only open Encumbrances, select status of “Open”.

Document Reference Number supports Travel Encumbrances. This is the trip number from the Travel System.

To view data for a specific vendor, enter the Vendor ID (R#) or utilize Vendor Search.
The screen shot above shows Travel Encumbrances:

- Travel Encumbrance will be identified with prefix EV in the Encumbrance Number column.
- Status indicates whether open or closed. The first encumbrance is Closed, the second is Open.
- Posting Period indicates the Fiscal Year Period the transaction took place.
- Rule Class with Description describes the type of Encumbrance event.
- Transaction Date indicates the date the transaction took place.
- Document Reference Number applies only to Travel Encumbrances and is the trip number from the travel system.
- Transaction Amount column displays the dollar amount of the transaction.
- Transaction Description column provides details about the event.
  - Code T0502_Dallas_Linda Crawford: T indicates TTU, 0502 is the date trip started, Dallas is location traveled to, the name of the traveler is provided last.
- FOAP funding the travel event is provided.
- Vendor ID is the R# of the traveler.
- Vendor Name is the traveler.
- Bank if populated means reimbursement / payment has taken place.
The Screen Shot above shows Purchase Orders that rolled forward from the previous year.

**P0349813:**
- Encumbrance Number column displays the PO Number
- Encumbrance Item Number identifies the item within the Encumbrance. The first PO is Encumbrance Item number 2 indicating there were two items being purchased, and the details in the report apply to the second item in the Purchase Order
  - Requisition Line Item Number refers to the funding of the PO, the first PO is split funded:
    - The first PO shown has Requisition Line Item Number 1 - Funding for this is 16A420 – B59000 – 7A0110 – 400
    - Requisition Line Item Number 2 – Funding is with 16A050 – B59000 – 7C0181 – 100
  - The PO Status is Closed
  - Vendor Invoice Number provides the invoice submitted by the vendor for payment
  - Rule Class with Description details the activity on the Encumbrance
  - Transaction Date is the date of the transaction event

---

<table>
<thead>
<tr>
<th>ENCUMBRANCE NUMBER</th>
<th>ENCUMBRANCE ITEM NUMBER</th>
<th>VENDOR INVOICE NUMBER</th>
<th>STATUS</th>
<th>FISCAL YEAR</th>
<th>POSTING PERIOD</th>
<th>RULE CLASS</th>
<th>RULE CLASS DESCRIPTION</th>
<th>TRANSACTION DATE</th>
<th>DOC REFERENCE NUMBER</th>
<th>TRANSACTION AMOUNT</th>
<th>TRANSACTION DESCRIPTION</th>
<th>DOCUMENT ID</th>
<th>ACCOUNT</th>
<th>ORGANIZATION CODE</th>
<th>FUND</th>
<th>PROGRAM</th>
<th>VENDOR NAME</th>
<th>VENDOR ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>P0349813</td>
<td>2</td>
<td>1</td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15010</td>
<td>3,000.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A420</td>
<td>B59000</td>
<td>7A0110</td>
<td>400</td>
<td>26</td>
<td>Noel Levitz Inc</td>
<td>R0933747</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15010</td>
<td>2,050.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A420</td>
<td>B59000</td>
<td>7A0110</td>
<td>400</td>
<td>26</td>
<td>Noel Levitz Inc</td>
<td>R0933747</td>
</tr>
<tr>
<td>D-4329</td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>01</td>
<td>IN01</td>
<td>Invoice with Encumbrance</td>
<td>09/18/15</td>
<td>I1600105</td>
<td>950.00</td>
<td></td>
<td>16A420</td>
<td>B59000</td>
<td>7A0110</td>
<td>400</td>
<td>26</td>
<td>Noel Levitz Inc</td>
<td>R0933747</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance for Reg. Line Item #1:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15010</td>
<td>3,000.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A367</td>
<td>B59000</td>
<td>7A0110</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15010</td>
<td>2,050.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A367</td>
<td>B59000</td>
<td>7A0110</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-4329</td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>01</td>
<td>IN01</td>
<td>Invoice with Encumbrance</td>
<td>09/18/15</td>
<td>I1600105</td>
<td>950.00</td>
<td></td>
<td>16A367</td>
<td>B59000</td>
<td>7A0110</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance for Reg. Line Item #2:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance for Encumbrance #P0349813:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P0305589</td>
<td>1</td>
<td>1</td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15025</td>
<td>157.47</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A050</td>
<td>B59000</td>
<td>7C0181</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15025</td>
<td>0.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A050</td>
<td>B59000</td>
<td>7C0181</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>00</td>
<td>EO00</td>
<td>Year End Encumbrance Roll</td>
<td>09/01/15</td>
<td>ERT15025</td>
<td>0.00</td>
<td>ENCUMBRANCE ROLL</td>
<td>16A050</td>
<td>B59000</td>
<td>7C0181</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>2016</td>
<td>10</td>
<td>PO00</td>
<td>Purchase Order Close (FPACCO)</td>
<td>06/23/16</td>
<td>*0093530</td>
<td>157.47</td>
<td>Close PO P0355589</td>
<td>16A050</td>
<td>B59000</td>
<td>7C0181</td>
<td>100</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance for Reg. Line Item #1:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Balance for Encumbrance #P0305589:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Document ID is an identifier of the Document in Banner tied to the event
- Transaction Amount shows the dollar amount of the event
- Transaction Description gives information about the event
  - Notice that the line being invoiced for the first P0 has vendor name in this column
    - FOAP – displays the funding supporting payment of requisition.
    - Vendor ID and Vendor Name populate in an ERT item when encumbered funds are released to pay vendor
    - Bank indicates the Bank that the funds came from
  - P0365589
    - Encumbrance rolled forward from the previous year
    - Encumbrance had no activity during Fiscal Year 2016
      - Request to close was send to Purchasing on 06/23/2016
        - Department must request closing of encumbrances over $10
    - Details regarding vendor are not provided
  - Can search within TechBuy using P0 number to find details regarding the P0.

- Notice that both P0’s above show a $0 balance while the top P0 has a status of closed while the bottom P0 has a status of open
  - The top P0 was closed with the batch process which is an automated process to close the P0 when the balance is $10 or less
  - The bottom P0 will be closed with this process, it has not ran yet in August
This section of the report applies to payments toward Purchase Orders only.

- Check Number column identifies document used for payment, ! indicates a direct deposit while a number indicates a check was cut.
- Encumbrance Number identifies the P0 being paid.
  - Encumbrance Item Number identifies the item within the P0, first line of 7 above indicates the 7th item listed in the P0.
    - Each item in the P0 has a separate line item for payment rather than one line item for entire P0.
- Banner Invoice Number is helpful internally within TTU, but does not mean anything to the vendor.
- Transaction Date is the date the check is issued.
- Transaction Amount shows amount paid for Encumbrance Item Number and then shows the summary total for the Check.
- FOAP supporting the transaction is provided.
- Vendor R# and Name for Check are shown.
- Overall Summary Total of all checks issued is shown on the bottom line.
FI137 – Open Encumbrance Report

This report is designed to assist organizations in the management of Encumbrances. The report displays those encumbrances that remain open. Open Encumbrances need to be reviewed on a monthly basis to determine whether or not the department needs to request that an Encumbrance be closed, which will release the encumbered funds into the operating account. Reasons that the encumbrance would be closed would be due to cancellation of a back order, a speaker not fulfilling all of their sessions, a scheduled trip being cancelled, as well as other reasons.

- Top left box contains required Chart of Account and Fiscal Year Parameters. Enter Vendor ID, Document Reference Number, Encumbrance (P0) Number and/or Termination date of FOP Codes
- Select from Fund Classes and Program Codes as desired in select boxes
- Select one or more Fund, Organization and Account Codes based upon desired data
The details provided include:

- **Encumbrance Number** – alpha numeric code assigned to encumbrance for identification purposes
- **Established Date** – the date the Encumbrance was created. Review encumbrances created several months in the past.
- **Chart of Accounts** – Indicates the institution the transaction is tied to
- **Fiscal Year** – Fiscal Year of Encumbrance
- **Vendor Name** – Vendor involved in the event
- **Original Encumbrance** – Dollar amount of original event
- **Adj and Liquidations** – Includes releases for payment and closings and increase if a change order was submitted
- **Remaining Balance** – Amount left owing on the encumbrance
- **Fund – Organization – Account – Program** encumbered for the purchase

The total for each encumbrance is provided as well as a summary total for all encumbrances.
FI133 – Travel Payment Report

This report provides details regarding payments for travel. These payments can be made to the traveler, with a Journal Voucher drawing funds from the FOP, or through a Purchase Order.

Required Parameters are Fiscal Year and Report Type with the options of Summarize by FOP, Summarize by Account Code or a Non-Grouped list.

Optional Parameters include:
- Enter Document Reference Number – Enter the trip number to view details by trip
- Fund – Enter one or more Funds or bypass to see all Funds for Orgn entered
- Organization – Enter one or more Funds or bypass to see all Orgns for Fund entered
- Account – Enter one or more Account Codes to see only payment for particular expense types (i.e. 7B0020 –for IS Personal Mileage)
- Program – Select one or more Program Codes
The 1st 3 columns provide the FOP supporting the expenses.

Account with Description indicates what the expense was for.

Transaction date indicates the date the transaction occurred while Activity Date indicates the date the event was entered into Banner.

Doc ID identifies the document used to record the transaction.

Document Reference Number is the trip number from the online travel system.

Encumbrance Number is the P0 used to create the travel event if secured using TechBuy.

Amount is the amount of expense for the item.

Vendor Name and R Number populate if travel created using a P0. Description gives detail about the trip, the location and the traveler.
Below is a screen shot of FI133 Travel Payment Report when display option Summarize by Account Code is selected. Notice that the Account Code displays in the first column, and the FOP tied to the particular Travel Expense follows. This allows an Organization to view and analyze the data in a different way.

FI133 – Summarized by Account Code

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Chart</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Doc ID</th>
<th>Doc Reference Number</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Encumbrance Number</th>
<th>Amount</th>
<th>Vendor Name</th>
<th>R Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV OS Incidental Parking Fees</td>
<td>T</td>
<td>16A007</td>
<td>B59000</td>
<td>400</td>
<td>05/05/16</td>
<td>05/05/16</td>
<td>JV169866</td>
<td>1614136</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>36.00</td>
<td>T0312_San Francisco Mitzi Kay Laud</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>16A007</td>
<td>B59000</td>
<td>400</td>
<td>05/13/16</td>
<td>05/13/16</td>
<td>JV190707</td>
<td>1613528</td>
<td>27.00</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>27.00</td>
<td>T0423_Nashville_Charles Robert</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>16D077</td>
<td>B59000</td>
<td>100</td>
<td>01/07/16</td>
<td>01/07/16</td>
<td>JV169868</td>
<td>1601956</td>
<td>27.00</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>27.00</td>
<td>T1116_Indianapolis_Velma Lynn Huf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>16D077</td>
<td>B59000</td>
<td>100</td>
<td>05/11/16</td>
<td>05/11/16</td>
<td>JV190403</td>
<td>1615647</td>
<td>36.00</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>36.00</td>
<td>T0417_Kansas City_Velma Lynn Huf</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>24D935</td>
<td>B59000</td>
<td>400</td>
<td>04/18/16</td>
<td>04/18/16</td>
<td>JV168228</td>
<td>1610834</td>
<td>27.00</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>27.00</td>
<td>T0330_Knoxville_Don W Collier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>24D531</td>
<td>B59000</td>
<td>400</td>
<td>12/01/15</td>
<td>12/01/15</td>
<td>JV178323</td>
<td>1695246</td>
<td>42.50</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>42.50</td>
<td>T1106_Vancouver_Casey E Carson</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total for Account 7B1077 - TV OS Incidental Parking Fees** 243.50

Below is a screen shot of FI133 when display option Non-Grouped List Report is selected. This format is best suited to pull into excel format in order to further manipulate the data. The data is sorted by Fund Code.

FI133 – Non-Grouped List Report

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Chart</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Doc ID</th>
<th>Doc Reference Number</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Encumbrance Number</th>
<th>Amount</th>
<th>Vendor Name</th>
<th>R Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV IS Public Transport Comm Airfare</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0001</td>
<td>100</td>
<td>04/26/16</td>
<td>04/26/16</td>
<td>JV193049</td>
<td>1611600</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>325.00</td>
<td>T0496_Dallas_Jodi Elizabeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV IS Incidental Other Auth Travel</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0004</td>
<td>100</td>
<td>04/26/16</td>
<td>04/26/16</td>
<td>JV193049</td>
<td>1611600</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>19.00</td>
<td>T0406_Dallas_Jodi Elizabeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV IS Incidental Parking Fees</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0004</td>
<td>100</td>
<td>04/26/16</td>
<td>04/26/16</td>
<td>JV193049</td>
<td>1611600</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>18.00</td>
<td>T0406_Dallas_Jodi Elizabeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV IS Meals</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0050</td>
<td>100</td>
<td>04/26/16</td>
<td>04/26/16</td>
<td>JV193049</td>
<td>1611600</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>76.50</td>
<td>T0406_Dallas_Jodi Elizabeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV IS Lodging</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0051</td>
<td>100</td>
<td>04/26/16</td>
<td>04/26/16</td>
<td>JV193049</td>
<td>1611600</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>219.99</td>
<td>T0406_Dallas_Jodi Elizabeth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV IS Public Transport Comm Airfare</td>
<td>T</td>
<td>16A050</td>
<td>B59000</td>
<td>7B0001</td>
<td>400</td>
<td>02/03/16</td>
<td>02/03/16</td>
<td>JV162364</td>
<td>1607399</td>
<td>V15</td>
<td>Travel General JV Intrafund</td>
<td>216.96</td>
<td>T0131_Austin_Denise Michell</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FI142 – Total Spend by Vendor

As the report title indicates this report gives Total Spend amount by Vendor. This allows a quick view of all purchases from one or many vendors for the time frame indicated with parameter choices. In addition to seeing total amount spent with each vendor, the report also provides payment details. It is possible to enter a Vendor Invoice Number and receive the payment information for the invoice. This report is very useful to departments.

Required Parameters: Chart of Account and Option to Include P0 Number in report or not

Optional Parameters: Fund(s), Organization(s), Fiscal Year, Program, Vendor Invoice Number, Vendor ID, Vendor Name, Date Range for payments

Please Note: This report does not include any Pead spend for vendors.
Payment Details are grouped by Vendor, the following information is provided:

- Vendor ID is the R# of the vendor
- Document and Document Type refer to the Banner Document; this is not useful to the vendor
- P0 Number – Useful to include in report because then you can tie Vendor Invoice Number to P0 Number
- FY – Fiscal Year for Transaction
- Chart of Account for FOP
- Fund – Organization – Account – Program supporting payment
- Transaction Amount – Amount of payment
- Vendor Invoice Number – Invoice submitted to TTU by the vendor
- Check Number – Check issued by TTU, ! indicates Direct Deposit
- Check Date – Date the check was issued
- Check Amount – Amount of the check
  - If the Check Number, Date and Amount box is visible but not populated, this indicates funds have been released but check has not been cut
- This report does not include any Pcard expenditures
This report allows to view the Total Amount Spent by Vendor. The data is defaulted to show for the last 5 Fiscal Years unless a Fiscal Year is selected in the provided parameter box. If selecting one Fiscal Year, the Ending Fiscal Period within the year can be selected. If an Ending Fiscal Period is not selected, then all Fiscal Periods will display. This report has the option to view only amounts above or between a particular Dollar Amount Threshold and also has a Date Range Parameter that can be used to enter a more specific date range than by Fiscal Year.

Shown below is the top section of the parameter page. All parameters are optional: Chart of Accounts, Fiscal Year, Ending Fiscal Period, Dollar Threshold and Date Range:

The remainder of the parameter page is shown on the following page.
This portion of the parameter page contains all optional parameters

- Search and Select option is provided for both Fund and Organization. This enables the selection of one or more funds or more than one organization.
- Program Code parameter allows for one or more Program Codes
- Search and Select for Vendor allow to search either by Vendor ID(s) (R#) or by Vendor Name
- Vendor Invoice Number parameter allows to enter more than one Vendor Invoice
The transaction level drill down report is provided on the following page.

The report output is an alphabetical listing of the Vendors with the Invoiced Amounts.

The Amount is an active link that allows user to drill to data for the transaction selected.

The amount outlined with a red box is the selection for the transaction level drill down report shown on the following page.
The transaction level report is displayed below. There were two transactions, both invoices, from posting period 03. One was for $6016.24 and one was for $336.21. The Purchase Order and Vendor Invoice Number are provided as well.

The Funding FOP is displayed along with the Transaction Date and Amount.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor ID</th>
<th>Vendor UID</th>
<th>Document</th>
<th>Item</th>
<th>Document Type</th>
<th>Document Type Description</th>
<th>Document Reference Number</th>
<th>Chart of Accounts</th>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>Fund</th>
<th>Organization</th>
<th>Program</th>
<th>Transaction Date</th>
<th>Transaction Amount</th>
<th>Encumbrance Number</th>
<th>Invoice</th>
<th>Purchase Order</th>
<th>Vendor Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong Moving and</td>
<td>R009333994</td>
<td>93489</td>
<td>IW161796</td>
<td>1</td>
<td>3 Invoice</td>
<td>T</td>
<td>2016 03 164424 B54000</td>
<td>400</td>
<td>11/03/15</td>
<td>6016.24</td>
<td>P0388395</td>
<td>IW161796</td>
<td>014400432501</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storage Inc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Armstrong Moving and</td>
<td>R009333994</td>
<td>93489</td>
<td>IW161796</td>
<td>2</td>
<td>3 Invoice</td>
<td>T</td>
<td>2016 03 164424 B54000</td>
<td>400</td>
<td>11/03/15</td>
<td>336.21</td>
<td>P0388395</td>
<td>IW161796</td>
<td>014400432501</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall – Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6352.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fi077 – HUB Expenditures**

This report is designed to display HUB Expenditures by Organization Areas. The screen shot below provides details regarding the parameters that are to be entered.

Parameter Page 1:

- Chart of Accounts (required)
- Fiscal Year (required)
- Fiscal Periods to begin and end the report (required)
- Area – Campus unit data is needed for (optional)

Selecting Next will advance user to second parameter page, where section can be selected or any element(s) of Fund – Organization – Program can be entered.
Parameter Page 2:

- Section – choose one or many
- Fund, Organization or Program – enter entire FOP or any element or combination of FOP
The report output provides the following:

- **Document** – this is the Accounts Payable Invoice Number
- **Vendor Name** – Name of business involved in the transaction
- **State Vendor ID** – the states vendor identification number
- **Transaction Date** – in this report this is identifying the date of the Document (Banner Invoice), this is not the date that the check was issued
- **Vendor ID** – The TTU R number for the vendor
- **Account Code** – identifies what type of good or service was purchased
- **FOP** – the account paying for the transaction.
- **Transaction** - the total amount of the invoice.
- **HUB Amount** - the dollar amount of the purchase qualifying as a HUB purchase
- **HUB percent** - percent of transaction qualifying as a HUB purchase

A summary row provides a total dollar figure for all transactions, the total dollar figure for HUB transactions and then gives the percentage of all purchases that were made with HUB vendors.

**Texas Tech's HUB Goals**

11.2% for heavy construction other than building contracts
21.1 % for all building construction, including general contractors and operative builders contracts
32.7% for all special trade construction contracts
23.6% for professional services contracts
24.6% for all other services contracts
21% for commodities contracts

*The University is required to make good faith effort to comply with the States HUB goals. Failure to do so can result in a loss of appropriated funds*
Operating Expense Dashboard

The Operating Expense Dashboard provides very similar information that is found on a standard report, but does so for a smaller period of time rather than for a full year more that you can find on other financial reports. The dashboard is designed to complement and complete the reports available in Cognos.

The Operating Expense Dashboard is Found in Public Folders > TTU Finance > Financial Dashboards as shown below.

To execute, open the link found within the Financial Dashboards folder:

Parameter options are found at the top of the dashboard. You must select Chart, Fiscal Year and Fiscal Period. The Fiscal Period Parameter is set to display for current Fiscal Period, once the 10th of the month has passed. You may choose earlier Fiscal Periods, if desired. Please note that the current Fiscal Period will display in the drop down once the report executes, even if an earlier period is chosen. The Report is designed to execute at the FOP level, so enter in the Fund, Organization and Program Code. It is possible to enter just the Organization Code and get all FOPs for the Organization, though this is not suggested. When you exit the dashboard the last parameters used will be saved so that when you access it again, they will auto-populate the parameter fields. You do have the option to change these.
The dashboard is comprised of 5 sections of data: Encumbrance, Blanket PO's, Pcard, P0 Payments and Travel Payments. The column titles reflect the same information as found in Cognos reports. The dashboard allows viewing of all at one time. Each Section can be expanded to see all of the data.

Open Encumbrance Section

For Open Encumbrances, displays Encumbrance Number, Vendor, Original Amount, Adjustments and Liquidations and Remaining Balance

1. For further details, refer to the FI030 Report or the Encumbrance Section of the FI026A Report
Blanket PO Section

View details regarding the Original Blanket Order as well as payments made against it. The Remaining Blanket Amount displays within the top section. Remember that Blanket Orders are not encumbered.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Order Date</th>
<th>Termination Date</th>
<th>Original Blanket Amount</th>
<th>Remaining Blanket Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navajo Office Products LLC</td>
<td>09/01/15</td>
<td></td>
<td>30,000.00</td>
<td>23,695.49</td>
</tr>
</tbody>
</table>

Payments for PO Number: PB009011

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Vendor Invoice Number</th>
<th>Type</th>
<th>Payments</th>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/14/16</td>
<td>16962-0</td>
<td>R</td>
<td>65.99</td>
<td>Navajo Office Products LLC</td>
</tr>
<tr>
<td>01/15/16</td>
<td>17110-0</td>
<td>R</td>
<td>240.07</td>
<td>Navajo Office Products LLC</td>
</tr>
<tr>
<td>05/12/16</td>
<td>17232-0</td>
<td>R</td>
<td>70.03</td>
<td>Navajo Office Products LLC</td>
</tr>
<tr>
<td>05/12/16</td>
<td>18033-0</td>
<td>R</td>
<td>65.99</td>
<td>Navajo Office Products LLC</td>
</tr>
</tbody>
</table>

P-Card Section

This section provides Pcard payment details. The Document ID along with Transaction Date, Description and Amounts are displayed.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Document ID</th>
<th>Transaction Description</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/29/16</td>
<td>CT002130</td>
<td>0623SUCHY -AMAZON.COM AMZN.COM/BI</td>
<td>312.60</td>
</tr>
</tbody>
</table>
**P0 Payments Section**

This Section provides by Vendor, payments made against Purchase Orders. Notice that both the Vendor Invoice as well as the Check Number are provided for each PO Payment. This is helpful when a vendor asks about payment. If an exclamation mark precedes the check number, this indicates that the payment is made electronically. If it does not exist, an actual check is cut for the vendor.

![PO Payments Table]

**Travel Payments Section**

This section details by Document Reference (Travel System) or Encumbrance Number (TechBuy) payments made for travel reimbursement. The expenses are displayed within each Account Type.

![Travel Payments Table]

The report area may need to be expanded. To do this, right click on the white area on the right side of the report. In the box that opens, select “Widget Actions”. Then in the box that populates to the left, select “Maximize this Widget”
Right click mouse in report area, select Widget
For Practice

FI030 Report – Answer the following questions:

1) Where will the traveler be going with funds encumbered on Trip Number 1700181? _______________________________
   a. When were these funds encumbered? ______________________________
   b. Will more than 1 FOP be used to support the trip? ______________________________
   c. List the FOP(s) that have funds encumbered for this trip __________________________
   d. What is the R# of the Traveler (Vendor)? ______________________________

2) Were any travel encumbrances rolled forward from FY2016 to FY2017 on Orgn B54007? ______________________________
   a. If so, what amount rolled forward? __________

---

<table>
<thead>
<tr>
<th>ENCUMBRANCE NUMBER</th>
<th>ENCUMBRANCE ITEM NUMBER</th>
<th>REQUEST LINE ITEM NUMBER</th>
<th>VENDOR INVOICE NUMBER</th>
<th>STATUS</th>
<th>FISCAL YEAR</th>
<th>POSTING PERIOD</th>
<th>RULE CLASS</th>
<th>RULE CLASS DESCRIPTION</th>
<th>TRANSACTION DATE</th>
<th>DOC REFERENCE NUMBER</th>
<th>TRANSACTION AMOUNT</th>
<th>FUND</th>
<th>ORGANIZATION CODE</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>VENDOR ID</th>
<th>VENDOR NAME</th>
<th>BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>EV201827</td>
<td>0</td>
<td>0</td>
<td>Open T</td>
<td>2017</td>
<td>01</td>
<td>EV1</td>
<td>Travel Original Encumbrance</td>
<td>09/01/16</td>
<td>1700181</td>
<td>EV201827</td>
<td>766.00</td>
<td>70523_Orlando_Stephanie Powe</td>
<td>54004</td>
<td>B54007</td>
<td>R11327659</td>
<td>Thomas, Stephanie P.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Remaining Balance for Req. Line Item #0: 766.00

   Remaining Balance for Encumbrance #EV201827: 1,246.00

| EV201875            | 0                       | 0                        | Open T                | 2017   | 01          | EV1             | Travel Original Encumbrance | 09/01/16         | 1700171             | EV201875          | 1,963.20 | 70523_Orlando_Rodney W Thoma | 54004 | B54007 | R11327662 | Thomas, Rodney W. |      |

   Remaining Balance for Req. Line Item #0: 1,963.20

   Remaining Balance for Encumbrance #EV201875: 2,483.20

| EV202227            | 0                       | 0                        | Open T                | 2017   | 00          | E090            | Year End Encumbrance Roll | 09/01/16         | 912.00               | ENCUMBRANCE ROLL | 16A50 | 54007 | 7B1999 | 26            |      |

   Remaining Balance for Req. Line Item #0: 912.00

   Remaining Balance for Encumbrance #EV202227: 912.00
FI142 – Total Spend by Vendor

1) Has vendor invoice 3308866629 been paid from 16C043 – B54007 - 100? __________________________
   a. If so, what was the check amount? ______________________
   b. What is the PO number tied to this payment? ______________________
   c. What is the check date? __________________________
   d. What vendor is being paid with this check? ______________________
   e. What is the Banner Invoice for this transaction? ______________________

Texas Tech University
Total Spend by Vendor
Transaction Date Range: From Earliest to Latest

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Document</th>
<th>Document Type</th>
<th>PO Number</th>
<th>FY</th>
<th>Chart</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Transaction Amount</th>
<th>Vendor Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>R10215994</td>
<td>V9411736</td>
<td>Invoice</td>
<td>P0475529</td>
<td>2016</td>
<td>T</td>
<td>16C043</td>
<td>B54007</td>
<td>7C0010</td>
<td>100</td>
<td>53.56</td>
<td>3308866629</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total for Summus Staples: 53.56
Summary: 53.56
FI137 – Answer the following questions:

1) What is amount Encumbered for Organization B54007? ____________________________

2) Have any payments been made against P0482776 in 2017? ____________________________
   a. Who is the vendor for this Purchase Order? ____________________________
   b. How much is encumbered on this Purchase Order? ____________________________
   c. What FOAP is encumbered? ____________________________

3) What is the total of the Adjustments and Liquidations for this Organization? _______________________

4) What amount remains encumbered for P0488494? ____________________________

5) Are there encumbrances from the previous Fiscal Year? ____________________________

<table>
<thead>
<tr>
<th>Encumbrance Number</th>
<th>Established Date</th>
<th>Document Reference Number</th>
<th>Chart</th>
<th>Fiscal Year</th>
<th>Vendor Name</th>
<th>Original Encumbrance</th>
<th>Adj and Liquidations</th>
<th>Remaining Balance</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
</tr>
</thead>
<tbody>
<tr>
<td>EV201827</td>
<td>9/1/16</td>
<td>1700181</td>
<td>T</td>
<td>2017</td>
<td>Thomas, Stephanie P.</td>
<td>766.00</td>
<td>0.00</td>
<td>766.00</td>
<td>16K004</td>
<td>B54007</td>
<td>7B1999</td>
<td>100</td>
</tr>
<tr>
<td>EV201875</td>
<td>9/1/16</td>
<td>1700171</td>
<td>T</td>
<td>2017</td>
<td>Thomas, Rodney W.</td>
<td>1,963.20</td>
<td>0.00</td>
<td>1,963.20</td>
<td>16K004</td>
<td>B54007</td>
<td>7B1999</td>
<td>100</td>
</tr>
<tr>
<td>EV202227</td>
<td>8/18/16</td>
<td></td>
<td>T</td>
<td>2017</td>
<td>Thomas, Rodney W.</td>
<td>912.00</td>
<td>0.00</td>
<td>912.00</td>
<td>16A050</td>
<td>B54007</td>
<td>7B1999</td>
<td>100</td>
</tr>
<tr>
<td>P0391578</td>
<td>8/3/15</td>
<td>T</td>
<td>2017</td>
<td>Thomas, Rodney W.</td>
<td>576.12</td>
<td>0.00</td>
<td>576.12</td>
<td>240499</td>
<td>B54007</td>
<td>7C0132</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>P0392104</td>
<td>8/5/15</td>
<td>T</td>
<td>2017</td>
<td></td>
<td>5,075.00</td>
<td>(5,075.00)</td>
<td>0.00</td>
<td>240515</td>
<td>B54007</td>
<td>7A0120</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>P0482838</td>
<td>5/23/18</td>
<td></td>
<td>T</td>
<td>2017</td>
<td></td>
<td>363.80</td>
<td>0.00</td>
<td>363.80</td>
<td>16A050</td>
<td>B54007</td>
<td>7B7006</td>
<td>100</td>
</tr>
<tr>
<td>P0482776</td>
<td>8/13/16</td>
<td></td>
<td>T</td>
<td>2017</td>
<td>Xerox Corporation</td>
<td>4,151.40</td>
<td>0.00</td>
<td>4,151.40</td>
<td>16K004</td>
<td>B54007</td>
<td>7G0011</td>
<td>100</td>
</tr>
<tr>
<td>P0483006</td>
<td>8/13/16</td>
<td></td>
<td>T</td>
<td>2017</td>
<td>Arbor Inn and Suites Ltd</td>
<td>234.44</td>
<td>0.00</td>
<td>234.44</td>
<td>16K004</td>
<td>B54007</td>
<td>7B7006</td>
<td>100</td>
</tr>
<tr>
<td>P04833006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>234.44</td>
<td>0.00</td>
<td>234.44</td>
<td>16K004</td>
<td>B54007</td>
<td>7C0100</td>
<td>100</td>
</tr>
<tr>
<td>P0485046</td>
<td>8/17/16</td>
<td>T</td>
<td>2017</td>
<td></td>
<td>53.12</td>
<td>(53.12)</td>
<td>0.00</td>
<td>16C043</td>
<td>B54007</td>
<td>7C0120</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>P0486099</td>
<td>8/22/16</td>
<td>T</td>
<td>2017</td>
<td></td>
<td>750.00</td>
<td>(750.00)</td>
<td>0.00</td>
<td>16C043</td>
<td>B54007</td>
<td>7C0120</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>P0488494</td>
<td>8/29/16</td>
<td>T</td>
<td>2017</td>
<td></td>
<td>107.18</td>
<td>(107.18)</td>
<td>0.00</td>
<td>84A066</td>
<td>B54007</td>
<td>7C0131</td>
<td>G10</td>
<td></td>
</tr>
<tr>
<td>P0488494</td>
<td>8/29/16</td>
<td>T</td>
<td>2017</td>
<td></td>
<td>4.98</td>
<td>(4.98)</td>
<td>0.00</td>
<td>84A066</td>
<td>B54007</td>
<td>7C0100</td>
<td>G10</td>
<td></td>
</tr>
<tr>
<td>Total for P0488494</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>112.16</td>
<td>(112.16)</td>
<td>0.00</td>
<td>84A066</td>
<td>B54007</td>
<td>7C0131</td>
<td>G10</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,957.24</td>
<td>(15,240.28)</td>
<td>10,716.96</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FI133 Report – Answer the Following Questions:

1) What was the amount expended for Meals for San Diego Trip 1600212? __________________________
2) What was the total amount expended on Trip 1600212? ________________________________________
3) What was the transaction date of the payment for this trip? _____________________________________
4) With what document was the payment made? ___________________________________________________
5) What is the account code for Travel Out of State Lodging? _____________________________________

<table>
<thead>
<tr>
<th>Account</th>
<th>Chart</th>
<th>Fund</th>
<th>Org</th>
<th>Program</th>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Doc ID</th>
<th>Doc Reference Number</th>
<th>Rule Class</th>
<th>Rule Class Description</th>
<th>Encumbrance Number</th>
<th>Amount</th>
<th>Vendor Name</th>
<th>R Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7B1001</td>
<td>TV OS Public Transport Comm Airfare</td>
<td>T</td>
<td>16A050</td>
<td>B54007</td>
<td>10/15/15</td>
<td>10/15/15</td>
<td>JV174280</td>
<td>1600212</td>
<td>V15</td>
<td>Travel General Jv Intrafund</td>
<td></td>
<td>423.20</td>
<td>T0926_San Diego_Rodney W Thoma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B1075</td>
<td>TV OS Incidental Other Auth Travel</td>
<td>T</td>
<td>16A050</td>
<td>B54007</td>
<td>10/15/15</td>
<td>10/15/15</td>
<td>JV174280</td>
<td>1600212</td>
<td>V15</td>
<td>Travel General Jv Intrafund</td>
<td></td>
<td>31.64</td>
<td>T0926_San Diego_Rodney W Thoma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B1101</td>
<td>TV OS Meals</td>
<td>T</td>
<td>16A050</td>
<td>B54007</td>
<td>10/15/15</td>
<td>10/15/15</td>
<td>JV174280</td>
<td>1600212</td>
<td>V15</td>
<td>Travel General Jv Intrafund</td>
<td></td>
<td>163.30</td>
<td>T0926_San Diego_Rodney W Thoma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B1102</td>
<td>TV OS Lodging</td>
<td>T</td>
<td>16A050</td>
<td>B54007</td>
<td>10/15/15</td>
<td>10/15/15</td>
<td>JV174280</td>
<td>1600212</td>
<td>V15</td>
<td>Travel General Jv Intrafund</td>
<td></td>
<td>249.00</td>
<td>T0926_San Diego_Rodney W Thoma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total for Account 7B1001 - TV OS Public Transport Comm Airfare | 423.20
Total for Account 7B1075 - TV OS Incidental Other Auth Travel | 31.64
Total for Account 7B1101 - TV OS Meals | 163.30
Total for Account 7B1102 - TV OS Lodging | 249.00
Summary | 867.14