Instructions for looking up Travel Payments by Voucher Number, FOP and R# or Name

By Voucher Number:

- Run Cognos Finance Report FI026 – Operating Ledger Transaction Report
- Enter Chart and Fiscal Year
- Enter Voucher number in Document Reference Number field
- Click on Next
- Click on Finish

Report displays:

- Under Expense – Actual and Transfers Out:
  - JV document ID if payment has been processed
  - Activity Date will show date of payment
- Under Encumbrances:
  - EV Document ID displays travel encumbrance
  - EW Document ID displays if travel encumbrance has been released
By FOP:

- Run Cognos Finance Report FI133 – Travel Payment Report
- Enter Required Fields: Fiscal Year and Report Type (By FOP or Account Code)
- Enter any or all Optional Fields: Chart, Posting Period, Fund, Organization, Account and Program
- Click on Next

Report Displays:

- JV document ID if payment has been processed
- Activity Date will show date of payment

By R# or Name:

- Access Vendor Payments:
- Direct: https://www.fiscal.ttuhsce.edu/vendorpayments/ OR
- A&F Work Tools Tab >> Procurement >> Vendor Payments
- Click Vendor Payments from left menu
- Enter R# or Vendor Name (You may use % as a wild card)
- Click on the appropriate R# from the Search results
- Enter Date Range if needed
Report Displays:

- Scheduled Payments
- Payment History including Check Numbers (Checks that begin with ! are direct deposited), Address and Check Date, Net Amount
- Encumbrance Information

<table>
<thead>
<tr>
<th>Schedule Payments</th>
<th>Payment History</th>
<th>Encumbrance Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Vend Inv</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8002040</td>
<td>1262197R</td>
<td>LD1094 Lubbock, TX 79409</td>
</tr>
</tbody>
</table>

Encumbrance Information

<table>
<thead>
<tr>
<th>Enc</th>
<th>Trans Date</th>
<th>Type</th>
<th>Address</th>
<th>Cancel Date</th>
<th>Original Amt</th>
<th>Current Adj</th>
<th>Current Liqu'd</th>
<th>Outstanding Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>