Using FGROPNE to Determine Open Encumbrances

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Procurement

Using FGROPNE to Determine Open Encumbrances

- Use to see what open POs exist by Org code.
- Decide which orders should be kept open for carry-over to next fiscal year, or which orders should be closed.
- Start by opening Banner...
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- Step 1: Open Banner through FlashLine, and in the search bar type “FGROPNE” or begin typing “open encumbrances...”

![Screen shot of the FGROPNE process]

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- Step 2: In the next screen, confirm that the FGROPNE process is noted, and click the “Go” button...
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• **Step 3:** In the next screen, set up the following:
  • Ensure that the Printer field shows “DATABASE” (it should by default.)
  • Change the Report Layout Value to “F”
  • Enter the Org code in both the “From Organization Code” and “To Organization Code” fields
  • Next Block and click “SAVE”

(See example on next slide using Org code 100396.)
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- Step 4: When you click “SAVE”, the following screen will appear:

![Screen showing the search and review options.

Then use the “RELATED” drop-down menu to select “Review Output”…

- Step 5: In the screen that appears, click the ellipses (“…”) next to the “File Name” field, and the list of available files for your query will appear. Highlight the file name ending in “.lis” and click “OK”…
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- Step 6: Your report will appear, and you can scroll through the pages using the arrows at the bottom of the screen to review your POs.

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- Step 7: By using the “TOOLS” drop-down menu, you can highlight “Show Document”...
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- Step 7, cont.: …click “yes” that you are sure you wish to continue…

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- Step 7, cont.: …and your report shows up in a much cleaner appearance…
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• Step 7, cont.: ...the contents of which can be highlighted and dropped into Excel for ease of sorting, etc.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<th>I</th>
<th>J</th>
<th>K</th>
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<tbody>
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<td>10-MAY-2019 03:39:47 PM</td>
<td>Open Encumbrances Report</td>
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Coming Soon to FlashLine...

• Will be able to run open encumbrances by Index(s)
  • Look for the new link under FLASHLINE – EMPLOYEE – FINANCE REPORTS
  • Enter in Index – select insert – finish
  • Ability to run by multiple indexes into Excel

REMINDER: We won’t close anything over $100 unless requested!