

# Using FGROPNE to Determine Open Encumbrances

Presented by:

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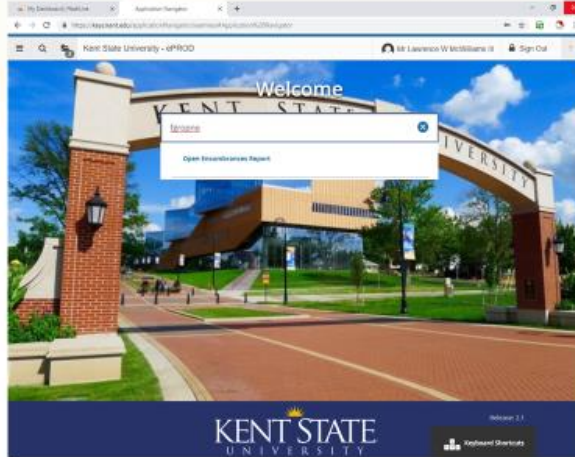


## Using FGROPNE to Determine Open Encumbrances

- 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...

## Using FGROPNE to Determine Open Encumbrances

- Step 1: Open Banner through FlashLine, and in the search bar type “FGROPNE” or begin typing “open encumbrances...”



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## Using FGROPNE to Determine Open Encumbrances

- Step 2: In the next screen, confirm that the FGROPNE process is noted, and click the “Go” button...



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## Using FGROPNE to Determine Open Encumbrances

### • 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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Process: FGROPNE Open Encumbrances Report Parameter Set

**PRINTER CONTROL**

Printer: DATABASE

Special Print: [ ]

Lines: 55

Submit Time: [ ]

MME Type: None

PDF Font: [ ]

PDF Font Size: [ ]

Delete After Days: [ ]

Delete After Date: [ ]

**PARAMETER VALUES**

Number	Parameters	Values
01	Report Layout	F
02	User ID	
03	From Fund Code	
04	To Fund Code	
05	From Organization Code	100396
06	To Organization Code	100396
07	From Account Code	
08	To Account Code	
09	From Program Code	
10	To Program Code	

Record 6 of 15

**SUBMISSION**

Save Parameter Set as

Hold / Submit  Hold  Submit

Name: [ ] Description: [ ]

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EDIT

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SUBMIT\_BLOCK\_DISPLAY\_SAVE\_DEFAULTS [1]

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save

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## Using FGROPNE to Determine Open Encumbrances

- Step 4: When you click “SAVE”, the following screen will appear:

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Mr Lawrence W McWilliams III Sign Out ?

Process Submission Controls GJAPCTL 9.3.10 (ePROD)

ADD RETRIEVE RELATED TOOLS 1

Process: FGROPNE Parameter Set: Log file: fgropne\_11257583.log List file: fgropne\_11257583.ls

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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

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Process Submission Controls GJAPCTL 9.3.10 (ePROD)

ADD RETRIEVE RELATED TOOLS 1

Process: FGROPNE Parameter Set: Search

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Review Output [GJREVO]
- Upload File [GJAUPLP]
- Upload file [GJAJFLU] Review Output [GJREVO]
- Review PDF/plain text output [GJAJLIS]

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## Using FGROPNE to Determine Open Encumbrances

- 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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Process Submission Controls GJAPCTL 9.3.10 (ePROD)

ADD RETRIEVE RELATED TOOLS 1

Process: FGROPNE File Name: Beginning Date: Ending Date: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Available Files

Output File Name	Record Count	Date Saved
fgropne_11257583.ls	49	05/19/2019 03:38:48 P
fgropne_11257583.log	0	05/19/2019 03:38:48 P

Cancel OK

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## Using FGROPNE to Determine Open Encumbrances

- 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.

Process: FGROPNE Open Encumbrance Report Number: 11257583 File Name: fgrpne\_11257583.txt Beginning Date Seed: Lines: 49

\* SAVED OUTPUT REVIEW

10-MAY-2019 09:39:47 PM

Best State University  
Open Encumbrance Report  
Page: 1

DOCUMENT TYPE: Purchase Order

FUND: 110116 Fd Bal-Res

COA#	FUND	OBJ#	ORGN	ACCT	PRGR	ACTY	LNCH		
0000	0000	110116	0000	100000	0000	77000	0000	6100	ACTY

F.O.	VENDOR/NAME	ISSUED	DATE	ORDER ID	CLASS#	TRANSACTION	ENCUMBRANCE	BALANCE
00000000	810314048	Treasurer State of Ohio	24-APR-2018	0ML2030			182.32	182.32

TOTALS FOR FUND: Fd Bal-Res  
Open Purchase Order Records: 1 Purchase Order Balance: 0 182.32

Total Open Purchase Order Records: 1 Total Purchase Order Balance: 0 182.32

10-MAY-2019 09:39:47 PM

Record 7 of 49

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## Using FGROPNE to Determine Open Encumbrances

- Step 7: By using the “TOOLS” drop-down menu, you can highlight “Show Document”...

Process: FGROPNE Open Encumbrance Report Number: 11257583 File Name: fgrpne\_11257583.txt Beginning Date Seed: Lines: 49

\* SAVED OUTPUT REVIEW

10-MAY-2019 09:39:47 PM

Best State University  
Open Encumbrance Report  
Page: 1

DOCUMENT TYPE: Purchase Order

FUND: 110116 Fd Bal-Res

COA#	FUND	OBJ#	ORGN	ACCT	PRGR	ACTY	LNCH		
0000	0000	110116	0000	100000	0000	77000	0000	6100	ACTY

F.O.	VENDOR/NAME	ISSUED	DATE	ORDER ID	CLASS#	TRANSACTION	ENCUMBRANCE	BAL
00000000	810314048	Treasurer State of Ohio	24-APR-2018	0ML2030			182.32	

TOTALS FOR FUND: Fd Bal-Res  
Open Purchase Order Records: 1 Purchase Order Balance: 0 182.32

Total Open Purchase Order Records: 1 Total Purchase Order Balance: 0 182.32

10-MAY-2019

Record 7 of 49

TOOLS

- Search
- Refresh F5
- Export Ctrl+F
- Print Screenshot Ctrl+P
- Clear Record Ctrl+R
- Clear Data Ctrl+D
- Item Properties
- Display ID Image
- Exit Quickflow
- About Banner
- OPTIONS
- Show Document (Save and Print File)
- Delete Only (Show Document Save and Print File)
- BANNER DOCUMENT MANAGEMENT
- Retrieve Documents Ctrl+R
- Count Matched Documents
- Add Documents
- PAGE LAYOUT
- Expanded

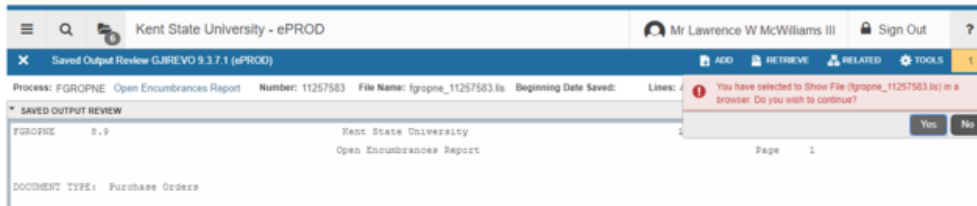
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## Using FGROPNE to Determine Open Encumbrances

- Step 7, cont.: ...click "yes" that you are sure you wish to continue...



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## Using FGROPNE to Determine Open Encumbrances

- Step 7, cont.: ...and your report shows up in a much cleaner appearance...

FGROPNE	8.9	Kent State University	10-MAY-2019 03:38:47 PM
		Open Encumbrances Report	Page 1
DOCUMENT TYPE: Purchase Orders			
FUND: 110118 Fd Bal-Kent			
COAS:	K	FUND: 110118	ORGN: 100396
		ACCT: 77033	PROG: 6100
		ACTV:	LOCN:
P.O. NUMBER	VENDOR/PAYEE NUMBER	NAME	USER ID
			BLANKET NUMBER
			TRANSACTION DATE
			ENCUMBRANCE AMOUNT
			REMAINING BALANCE
P0039063	810314068	Treasurer State of Ohio	CWILKINS
			24-APR-2019
			182.32
			182.32
TOTALS FOR FUND: Fd Bal-Kent			
Open Purchase Order Records: 1			
Purchase Order Balance:			\$ 182.32
Total Open Purchase Order Records: 1			
Total Purchase Order Balance:			\$ 182.32
FGROPNE	8.9	Kent State University	10-MAY-2019 03:38:47 PM
		Open Encumbrances Report	Page 2

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## Using FGROPNE to Determine Open Encumbrances

- Step 7, cont.: ...the contents of which can be highlighted and dropped into Excel for ease of sorting, etc.

11	P.O. NUMBER	VENDOR/PAYEE NAME	BLANKET TRANSACTION USER ID	TRANSACTION NUMBER	ENCUMBRANCE DATE	AMOUNT	REMAINING BALANCE
14	P0039063	810314068	Treasurer State of Ohio	CWILKINS	24-APR-2019	182.32	182.32
16	TOTALS FOR FUND: Fd Bal-Kent						
17	Open Purchase Order Records: 1 Purchase Order Balance:						\$ 182.32
19	Total Open Purchase Order Records: 1 Total Purchase Order Balance:						\$ 182.32

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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!**

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