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| **16. Banner INB Reports** | Finance ModuleFGIOENCFGROPNE |

**Banner Finance Version 9.3.8.0.4**

**How to run the Organizational Encumbrance List** – (FGIOENC)

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| 1. In the Search field … type FGIOENC and hit enter |
| 2. Enter the Index number. |
| 3. Click on the go button in the upper right hand of the page or ALT & Page Down or the down arrow in the bottom left corner of the page. |

**How to run the Organizational Encumbrance List** – (FGIOENC) Cont’d

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| 4. All encumbrances associated with this Index will appear. |
| 5. You can click on the next page icon to see the next pages and you can change the amount of lines per page. |

**How to run the Open Encumbrance Report** – (FGROPNE)

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| In the Search field … type FGIOENC and hit enter Enter |
| 2. The Process information will be filled out. Click on the go button in the upper right hand of the page or ALT & Page Down or the down arrow in the bottom left corner of the page. |
| 3. The Printer should default to DATABASE. If not, find it on the drop down list and add.Click on Next Section or Alt/Page Down |

**How to run the Open Encumbrance Report** – (FGROPNE) **Cont’d**

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| 4. In the parameters, change the Report Layout from D (document) or F (FOAP). Enter your Organization Code in the From and To parameter. |
| 5. Click on Next Section or Alt/Page Down |
| 6. Then click on the Save icon in the bottom right of the form or F10 to submit the job.  |
| 7. You will get a message like this in the upper right hand corner of the form. |

**How to run the Open Encumbrance Report** – (FGROPNE) **Cont’d**

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| 8. Go to Related in the upper right hand corner of the form and select Review Output. |
| 9. Double click in File Name field. |
| 10. Double click on .lis file.Report generated. |

**How to run the Open Encumbrance Report** – (FGROPNE) **Cont’d**





