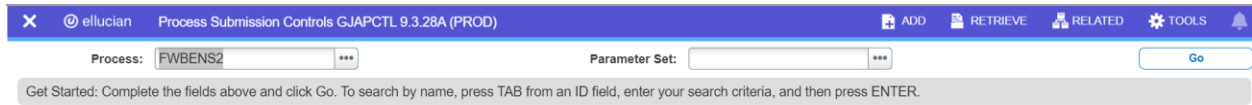
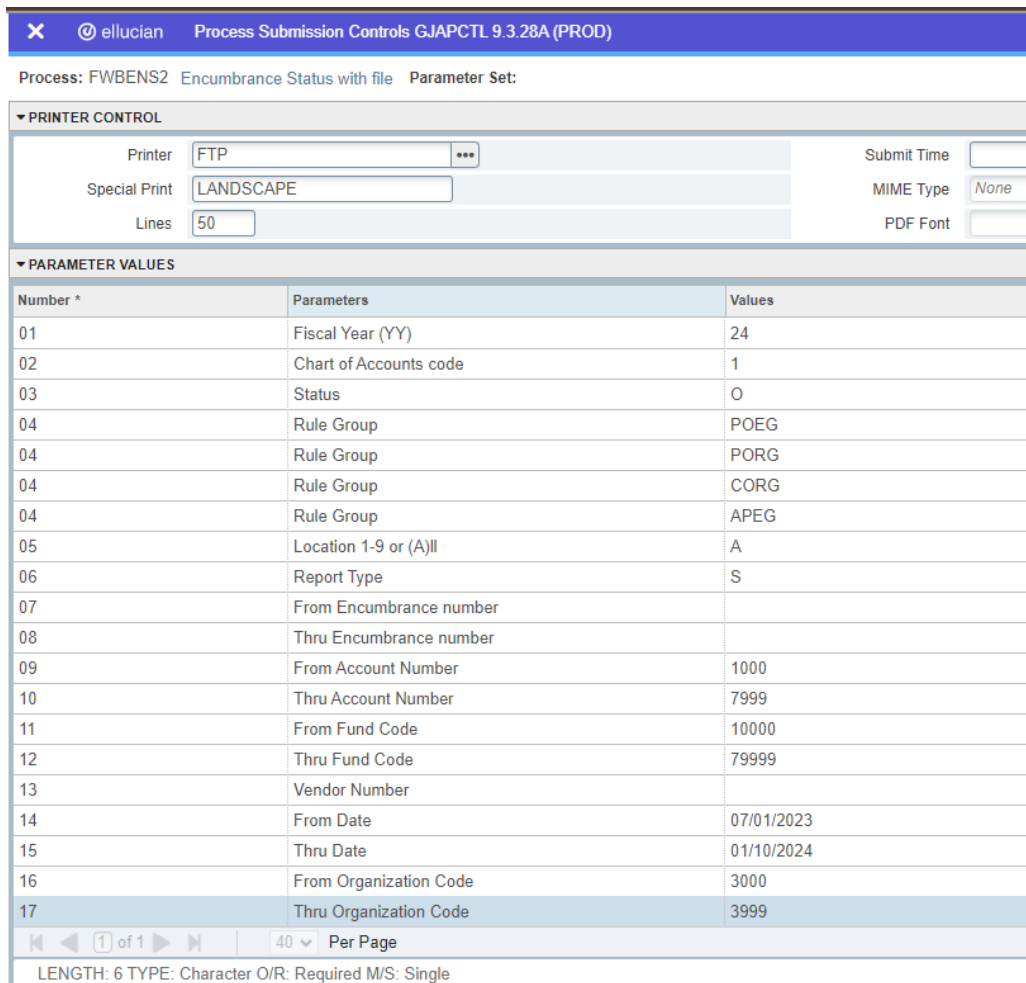


FWBENS2: Encumbrance Status (Open Encumbrance Status Report)

This screen provides up-to-the-minute information regarding Encumbrance Status. Encumbrances are commitments related to unperformed contracts for goods and services, also referred to as monies set aside.



Open the FWBENS2 Banner Report, then select “Go”.



Printer: Enter FTP. FTP stands for “File Transfer Protocol.” This is a standard network protocol used for the transfer of computer files from a server to a client using the Client-server model on a computer network.

Parameter Values:

- **01-Fiscal Year-** default to the current 2-digit fiscal year code (“24” refers to the fiscal year which runs from July 1, 2023 through June 30, 2024)
- **02-Chart of Accounts code-** enter “1” (Chart of Accounts is always “1”)
- **03-Status-** has three choices
 - O-Open
 - C-Closed
 - A-All
- **04-Rule Group-** refers to the types of Encumbrances. Since we have more than one type, 04-Rule Group needs to be entered four times. We use the following types of encumbrances in Banner.
 - PORG-Purchase Order (PO)
 - APEG- Independent Contract (IC) (E#)
 - CORG-Change Orders, changes to existing POs
 - POEG- Direct Encumbrance

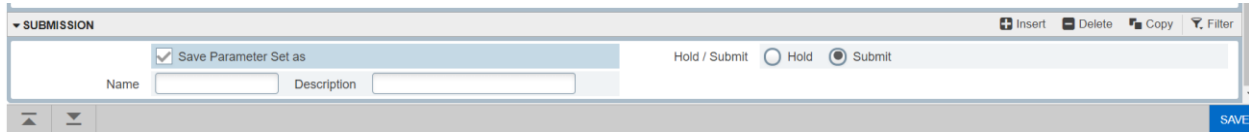
PARAMETER VALUES		
Number *	Parameters	Values
01	Fiscal Year (YY)	24
02	Chart of Accounts code	1
03	Status	O

04	Rule Group	POEG

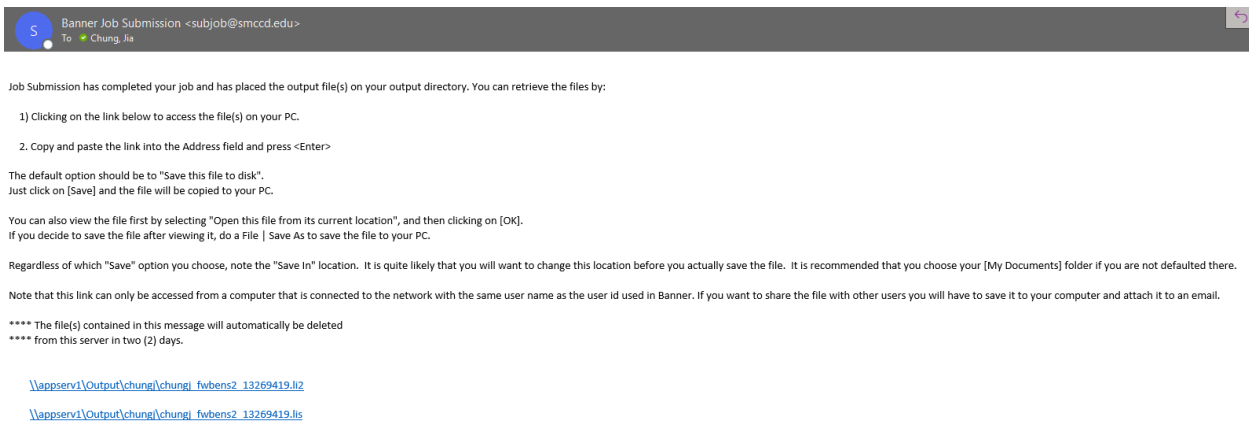
Note: To add an additional 04-Rule Group under the Parameters Values, click “**Insert**” at the top right corner of the screen. A new line will appear under the Parameters Values window. Type 04 under the Number Column. The Parameters description will auto populate to “Rule Group.” Type the additional type under Values. To delete the parameter, select the line you would like to delete, then click “**Delete**”.

- **05-Location 1-9 or (A)II-** enter A
- **06-Report Type-** has 3 choices
 - S-Summary
 - D-Detail
 - E-Encumbrance number range--enter PO, REQ or Enc number
- **07-From Encumbrance Number-** leave blank
- **08-To Encumbrance Number-** leave blank
- **09-From Account Number-** enter 1000
- **10-Thru Account Number-** enter 7000
- **11-From Fund Code-** enter 10000
- **12-Thru Fund Code-** enter 79000
- **13-Vendor Number-** leave blank
- **14-From Date-** enter first date of the fiscal year, 07/01/2023
- **15-Thru Date-** enter today’s date, 01/10/2024
- **16-From Organization Code** enter your Department’s/ Division Organization number (ex: Language Arts 3413)

- **17-Thru Organization Code** enter your Department's/ Division Organization number (ex: Language Arts 3413)

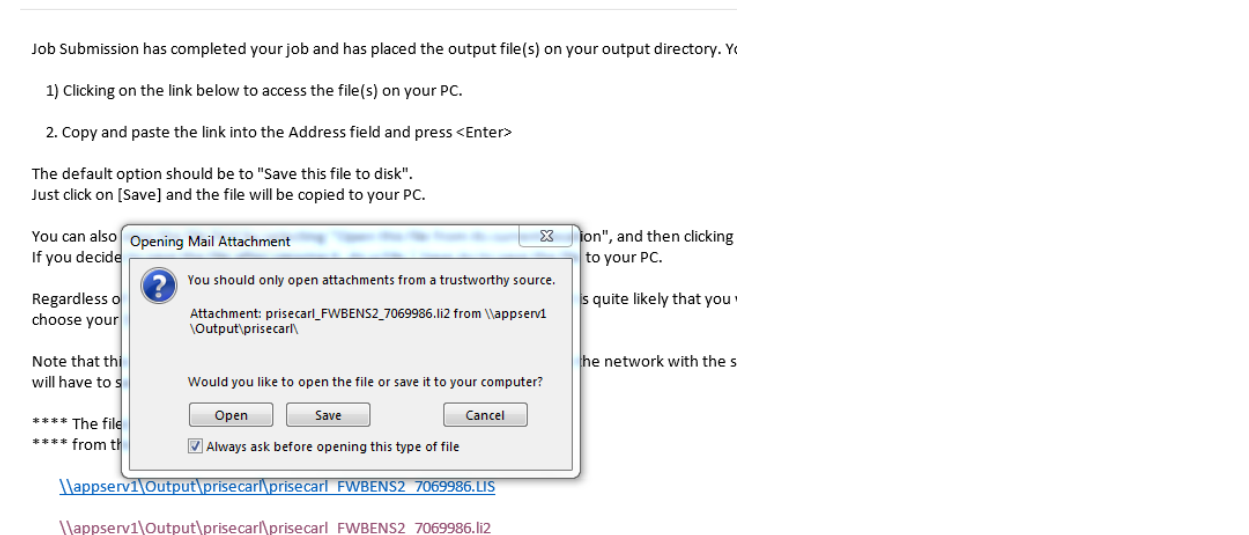


After all the parameters have been entered, check **“Save Parameter Set as”** and then click **“Save”** at the lower left corner of the screen.

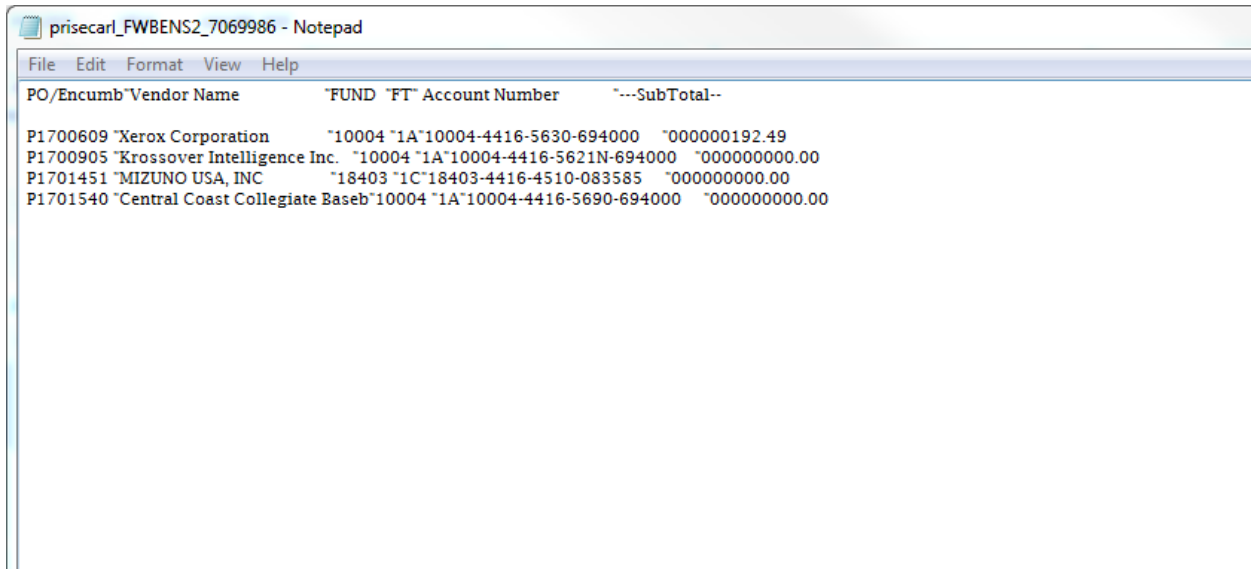


You will receive an email from subjobs@smccd.edu with the link to the report.

Click on the link with “.li2” at the end of the file name. A message will pop out asking if you want to Open or Save the file to your computer. Select Open.

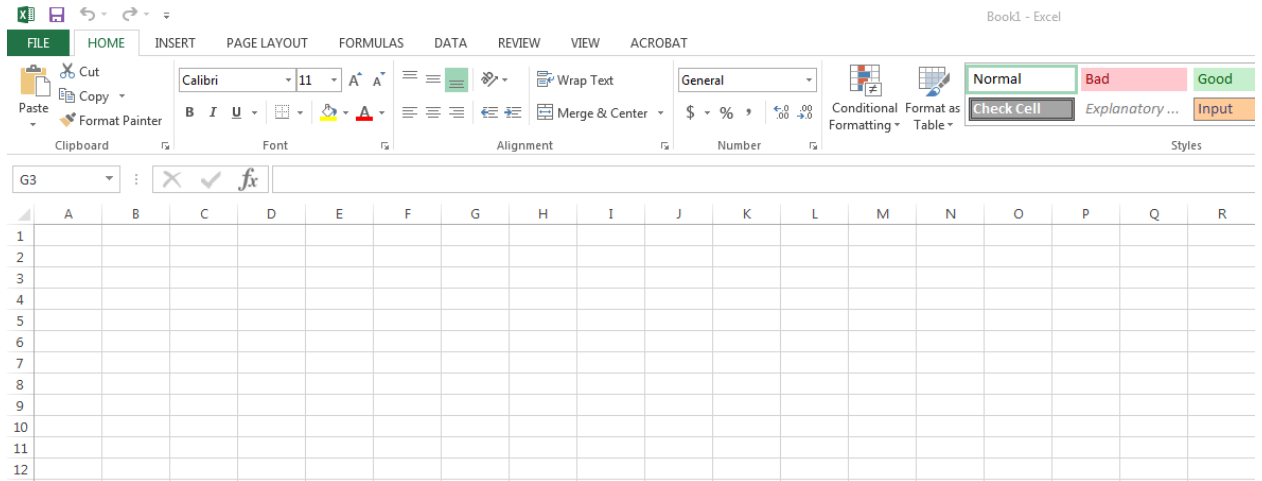


The file will open in the Notepad view.

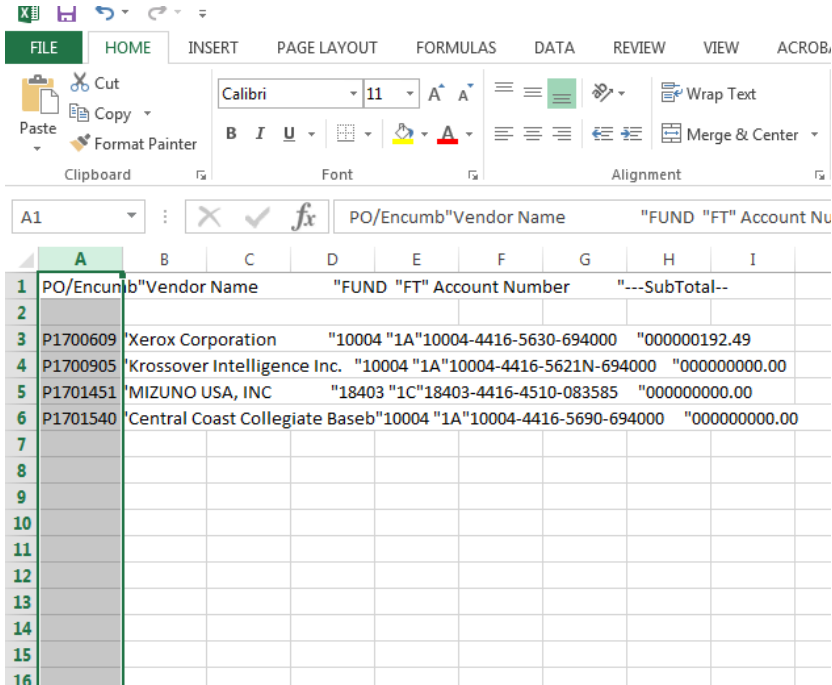


Data Extraction

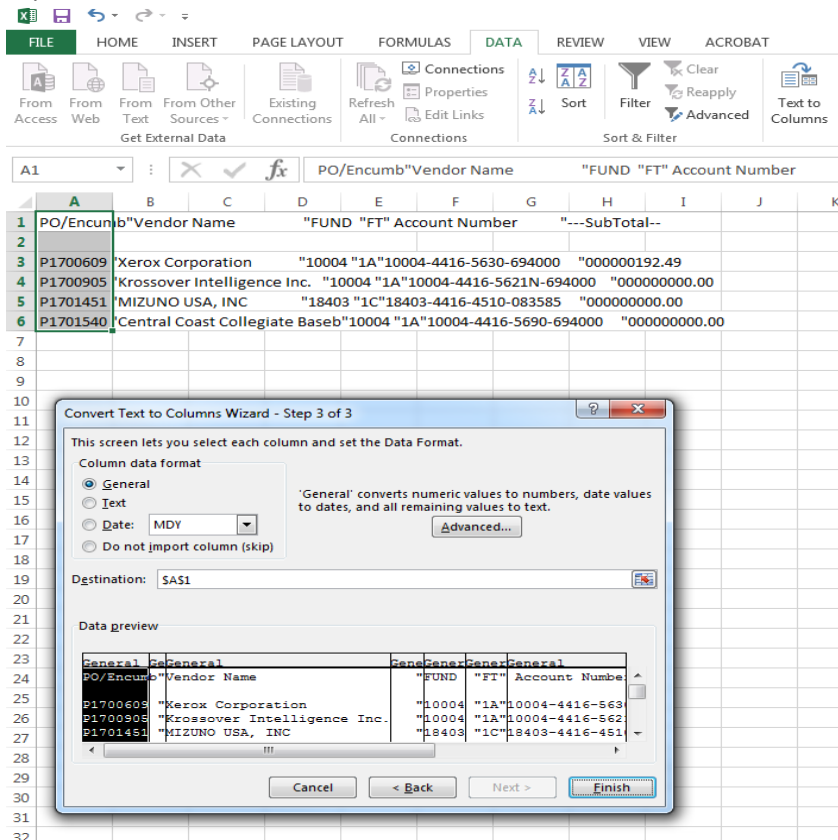
- To export data from the Notepad into Excel, Click Edit> Select All, then click Edit> Copy.
- Open a new Excel Book.



- Place your cursor in Cell A1 and then Paste your data (CTRL+V) or Home>Paste.



- All data will paste to column A. Use Text to Column, File -> Data -> Text to Column, to separate the data.



- Each line indicates a column. To place a line double click on the box where you would like to place a column. To remove a line double click on the line. Click Next, then Finish.

- The final Excel report will look similar to the one pictured below. Delete any columns that are not needed.

The screenshot shows the Microsoft Excel interface with the DATA tab selected. The ribbon includes options for From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Connections, Sort, Filter, and Text to Columns. Below the ribbon, the formula bar shows 'C15' and the formula icon. The table below has columns A through I. Column C is highlighted.

	A	B	C	D	E	F	G	H	I
1	PO/Encum	b"	Vendor Name	"FUND	"FT"	Account Number	"	---SubTotal--	
2									
3	P1700609	"	Xerox Corporation	"10004	"1A"	10004-4416-5630-694000	"	192.49	
4	P1700905	"	Krossover Intelligence Inc.	"10004	"1A"	10004-4416-5621N-694000	"	0	
5	P1701451	"	MIZUNO USA, INC	"18403	"1C"	18403-4416-4510-083585	"	0	
6	P1701540	"	Central Coast Collegiate Ba	seb"10004	"1A"	10004-4416-5690-694000	"	0	
7									
8									