

Monitoring Purchase Orders and Manual Encumbrances

FGROPNE - Open Encumbrance Report

The parameters can be set to provide open PO/Enc's by user (enter ONID usernames, separated by "~") for the default "Document" or by Org when "FOAPAL" is selected.

FPPPOBC - PO Batch Close Process

This is a Banner process that automatically runs twice a week to close PO's at a \$0 amount. At Fiscal Year End, an additional process is run to close PO's that have had no activity for over 90 days and a balance of \$299.99 or less. (This process does not close Manual Encumbrances at \$0)

FGIENCD - Detail Encumbrance Activity

This form shows the status, fiscal year, date established, invoices paid against it, balance remaining, the partial or total liquidation and how many times it has rolled. The rule code for a roll is E090 and the Document Code starts with ER.

FGIOENC - Organizational Encumbrance List

Query on open PO/Enc by index, organization or fund.

FOIDOCH – Document History

Query by invoice, purchase order, or check. Shows all invoices paid against a purchase order.

FAIVNDH - Vendor Detail History

This form can be helpful in researching a vendor who may have been paid using a direct pay invoice in error and not linking the invoice to the PO.

FPAPDEL – Purchase/Blanket Order Cancel

This form will cancel a PO that has had no activity recorded on it. This cancel form will work for PO's that qualify for up to two years. If there has been any activity the form will not cancel the PO and a liquidating JV will have to be done.

FPACDEL – Change Order Cancel

This form will cancel a PO that has had a change order posted to it when no invoices are attached.

FGIBDST – Organization Budget Status

Query on an Index to see if payment has been made by direct pay invoice or wire transfer.

FPIPURR – Purchase Order/Change Order Query

Query a PO to view details (i.e. contact name, accounting detail, etc.).

FTMACCI – Index Code Maintenance, or **FTVACCI** – Index Code Validation

Use to verify that an index is valid and has not been terminated.

FGAJVCD - Journal Voucher Entry

Using rule code 2LIB will do a total liquidation.

Using rule code 2LQB will perform a partial liquidation.