Closing Encumbrances

It is each department's responsibility to close their encumbrances since department staff is familiar with the purpose and circumstances of the encumbrance. In order to ensure that encumbrances are closed in a timely manner, each department should run and review the Open Encumbrance Report monthly, note those that need to be closed, and then follow the steg   end close.

The following steps are necessary in order to perform a monthly r
close out those that have a zero balance or are past the award prc

1. Run the Open Encumbrances Report (FGROPNE) in Banne
   a. In the Parameter Values section enter 'F' in numb
   b. Go down to fields 05 and 06, From Organization C
      enter an appropriate organization code for your d
   c. Scroll down to number 15, Sort Order, and enter '
   d. Leave all other fields blank and submit the report
2. On the printed FGROPNE report, review each encumbranc
   remaining balance of zero.
3. Also check the fund of each encumbrance in FRAGRNT to
   date has been exceeded.
4. Look up each encumbrance that needs to be closed in FGI
   screen for each item/sequence number for that encumbra