



OPEN ENCUMBRANCE REPORT: FGROPNE

- Log in to Banner through the PCC website:
<https://pasadena.edu/business-administrative-services/its/banner-links.php>

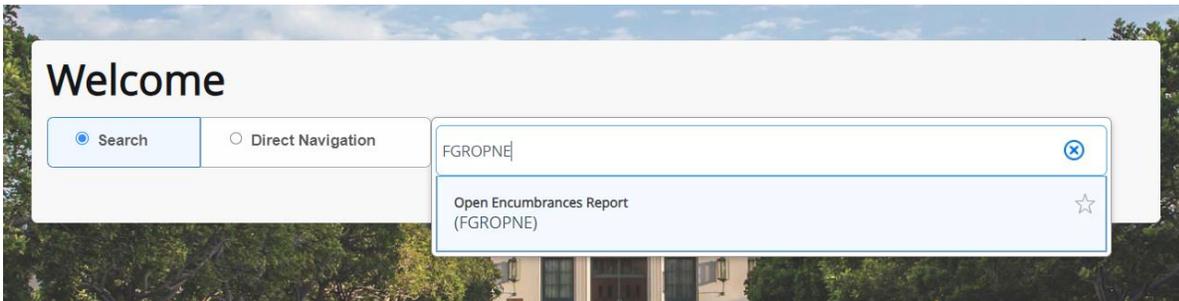
INFORMATION TECHNOLOGY SERVICES

LancerPoint / Banner Menu

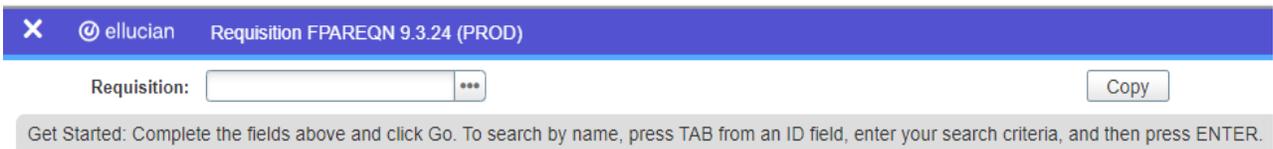
Banner PROD

Banner PROD

- Main Dashboard → Type in code: **FGROPNE**



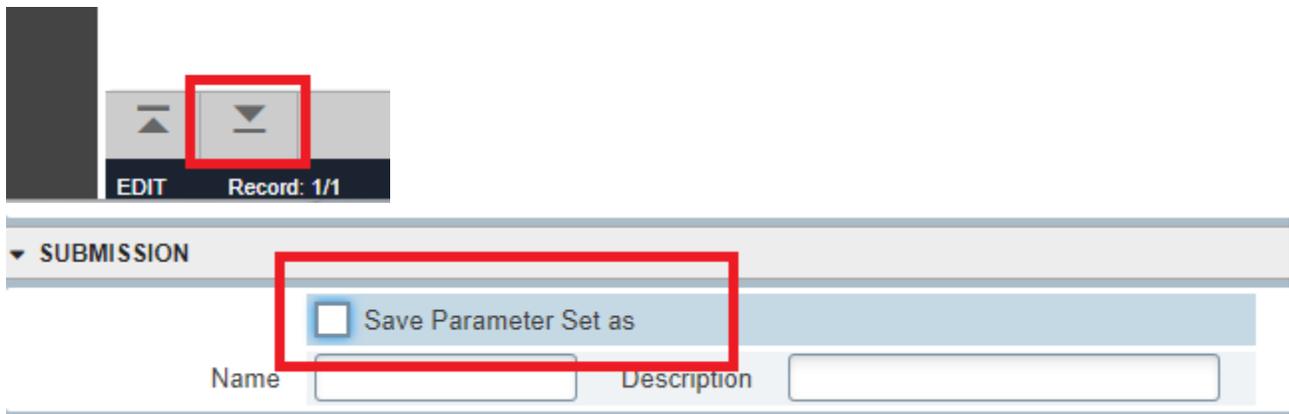
- Press **Enter** on the keyboard and it will bring you to the following page:



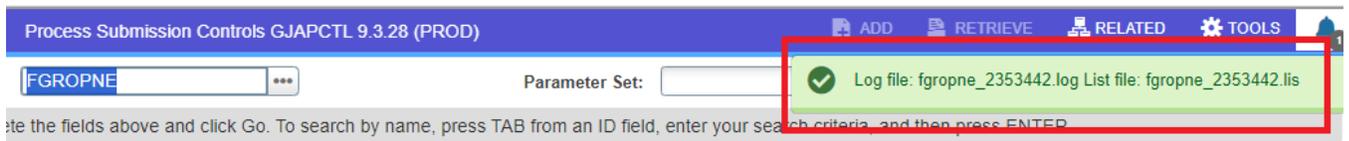
- Click **Go** and it will direct you to the following page. Fill in your **User ID**.

PARAMETER VALUES		
Number *	Parameters	Values
01	Report Layout	D
02	User ID	ELUO
03	From Fund Code	
04	To Fund Code	

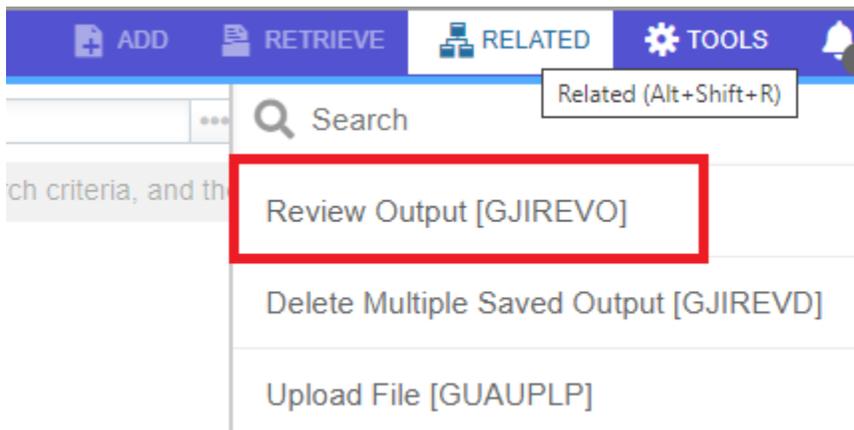
- Click the **Down** arrow at the lower left corner of the page until **Save Parameter Set as** is highlighted.



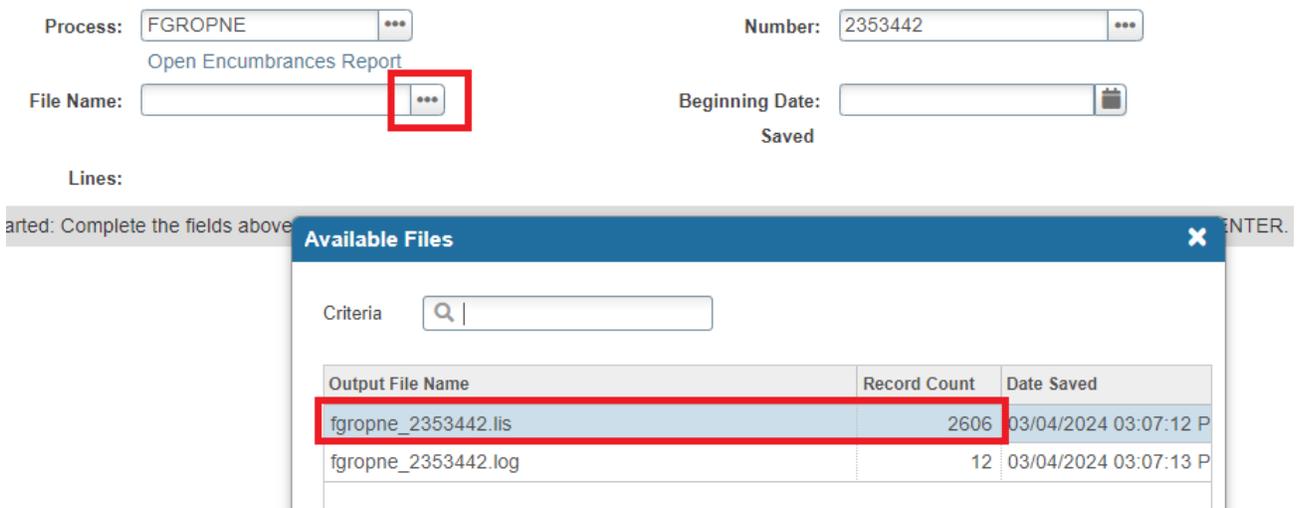
- Click **Save** at the lower right corner of the page and files will be generated.



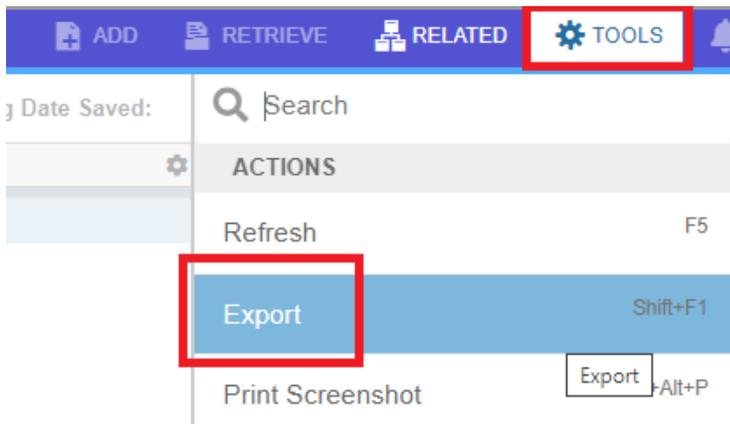
- Go to Related and select Review Output



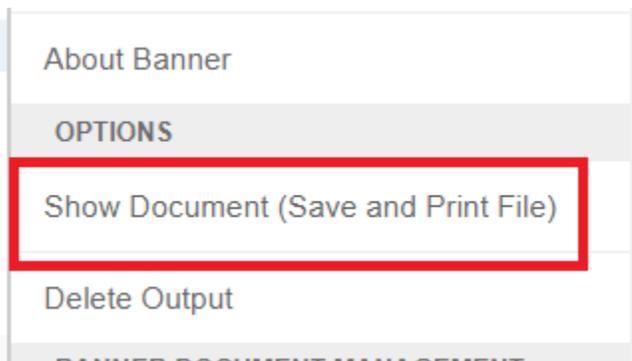
- Click on the **File Name ellipsis** and double click the file name with a **larger Record Count**.



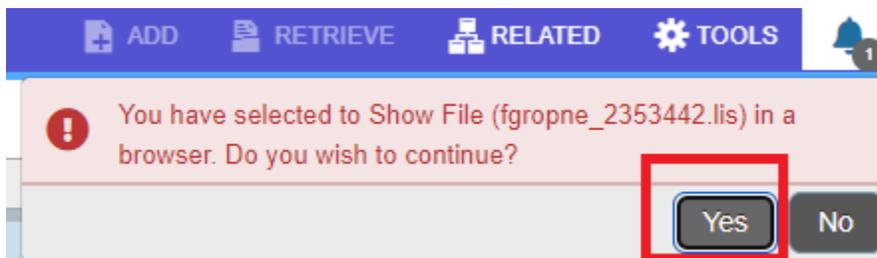
- Go to **Tools** at the upper right corner of the page and click **Export**.



- An **Excel** file will be automatically downloaded.
- To view and save as a PDF file, go to **Tools** at the upper right corner of the page and click **Show Document (Save and Print File)**.



- Click **Yes**.



- Right click Print and Print as Save as PDF.

