

## ● Encumbering a TAER

Prepare a TAER according to University policy APPM Section 7, Travel.

- Travel must be pre-approved prior to incurring any expense.
- Use approved TAER to encumber funds.
- All the information you need can be found on the approved TAER or within FMS.

There are 3 primary rule codes associated with encumbrances:  
 ED10 - Post Original Encumbrance (posting)  
 ED27 - Encumbrance Adjustment  
 ED47 - Encumbrance Liquidation / Allow Adjust

### STEP #1

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| <p>a) Open form <b>FGAENCB</b>.</p>   | <p>Use Direct Access from file menu.</p>                               |
| <p>b) In the <b>Encumbrance Number</b> box, type the TAER number.</p>   | <p>It's the pre-printed number at the top of the typewritten form.</p> |
| <p>c) Go to the <b>next block</b>.</p>  | <p>Back, Next or Ctrl+PageDown.</p>                                    |
| <p>d) In the <b>Encumbrance Title</b> box, type: Vendor, Goods/Services (<i>your unit may prefer something else</i>).</p> | <p>Later, you can search by this field.</p>                            |
| <p>e) In the <b>Document Total</b> box, type the TAER grand total.</p>  | <p>Don't forget a decimal point!</p>                                   |
| <p>f) In the <b>Transaction Date</b> box, type the date you want the TAER to become effective. <i>No back-dating!</i></p> | <p>FMS has today's date in it for you, but you can type over it.</p>   |
| <p>g) At <b>Encumbrance Type</b>, you'll see that FMS has already picked <i>Encumbrance</i> for you.</p>                  | <p>Labor is for HRMS only, and we don't use Memo at WSU.</p>           |
| <p>h) Tab to <b>Date Established</b> and make sure date is today's.</p>   | <p>If not, put in today's date, please.</p>                            |

### STEP #2

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| <p>a) From the <b>Options</b> menu, click <b>Document Text</b>.</p>  | <p>TAER details are very important!</p>  |
| <p>b) Skip the top part. Under <b>Text</b>, click into the first line and type a description. Use the down-arrow key to move to the next line.</p> | <p>Each line can only fit 50 spaces, and the words won't wrap automatically.</p> |
| <p>c) Press <b>F10</b>.</p>  | <p>Saves the changes.</p>  |
| <p>d) Click the <b>Exit</b> button.</p>  | <p>The little red door or Ctrl+Q.</p>  |

### STEP #3

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| <p>a) From the <b>Options</b> menu, click <b>Transaction Detail Info</b>.</p>  | <p>FMS has thoughtfully filled in some of the boxes for you already.</p>                              |
| <p>b) In the <b>Journal Type</b> box, type <b>ED10</b>, the code for post Original Encumbrance.</p>                            | <p>This is the WSU Chart of Accounts.</p>   |
| <p>c) In the <b>COA</b> box, type <b>M</b>.</p>  | <p>Clicking on the handy flashlight icon will list of the codes for you.</p>                          |
| <p>d) In the <b>Index</b> box, type the Index Code. (It's the old FAS account number.)</p>                                     | <p>Account Codes are in the Appendix at Tab O of the job aid collection, or see Tips section.</p>     |
| <p>e) In the <b>Acct</b> box, type the Account Code.</p>   | <p>Oh, you can type the TAER total in the Amount box. You only need to fill in Percent OR Amount.</p> |
| <p>f) In the <b>Percent</b> box, type <b>100</b>. This tells FMS to post 100% of this TAER to the FOAPAL you just entered.</p> | <p></p>   |

### STEP #4

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| <p>a) From the <b>Options</b> menu, click <b>Access Completion</b>.</p>   | <p></p>   |
| <p>b) <b>If</b>, for any reason, you want to put the TAER on hold and come back to finish it later, click the <b>In Process</b> button.</p> | <p>If you clicked In Process, your TAER is all set for now.</p>             |
| <p>c) Click the <b>Complete</b> button.</p>   | <p>Check the Auto Hint bar to be sure your TAER's been sent to posting.</p> |

### STEP #5

- **Forward** to traveler to hold until the trip is completed.

**FGAENCB**  
Encumbrance/Reservations  
Maintenance Form

**FOATEXT**  
General Text Entry Form

**FGAENCD**  
Transaction Detail

**FGAENCO**  
Completion