**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 FNS.

**STEP #1**

a) Open form FGAENC8.

b) In the Encumbrance Number box, type the TAER number.

c) Go to the next block.

d) In the Encumbrance Title box, type: Vendor, Goods/Services (your unit may prefer something else).

e) In the Document Total box, type the TAER grand total.

f) In the Transaction Date box, type the date you want the TAER to become effective. No back-dating!

g) At Encumbrance Type, you'll see that FNS has already clicked Encumbrance for you.

h) Tab to Date Established and make sure date is today's.

**STEP #2**

a) From the Options menu, click Document Text.

b) Skip the top part. Under Text, click into the first line and type a description. Use the down-arrow key to move to the next line.

c) Press F10.

d) Click the Exit button.

**STEP #3**

a) From the Options menu, click Transaction Detail Info.

b) In the Journal Type box, type 8010, the code for post Original Encumbrance.

c) In the COA box, type M1.

d) In the Index box, type the Index Code. (It's the old FAS account number.)

e) In the Accnt box, type the Account Code.

f) In the Percent box, type 100. This tells FNS to post 100% of this TAER to the FOAPAL you just entered.

**STEP #4**

a) From the Options menu, click Access Completion.

b) If, for any reason, you want to put the TAER on hold and come back to finish it later, click the In Process button.

c) Click the Complete button.

**STEP #5**

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