

Liquidating Remaining Funds on Travel Encumbrance Removal

Travel Encumbrance Removal Doc Nbr: 99000264 Status: INITIATED
Initiator: jrobinz Created: 11:01 AM 03/18/2016

[expand all](#) [collapse all](#)
* required field

Document Overview [hide](#)

Document Overview

* Description: Explanation:

Organization Document Number:

Financial Document Detail Total Amount:

Accounting Lines [hide](#)

Accounting Lines [hide detail](#) [import lines](#)

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Bank Code	* Amount	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
	* Trip Number (TAR)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		add

General Ledger Pending Entries [show](#)

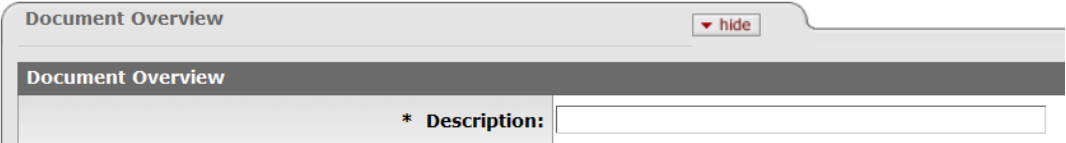






Notes and Attachments (0) [show](#)



Ad Hoc Recipients [show](#)

Route Log [show](#)

[submit](#) [save](#) [close](#) [cancel](#) [copy](#)

Step	Action
1.	<p>Under the Financial Processing Section, click the Travel Encumbrance Removal link.</p> <p>Financial Processing</p> <ul style="list-style-type: none"> • Advance Deposit • Auxiliary Voucher • Budget Adjustment • Credit Card Receipt • Disbursement Voucher • Distribution of Income and Expense • General Error Correction • Indirect Cost Adjustment • Internal Billing • Transfer of Funds • Travel Encumbrance Removal
2.	<p>Click the collapse all button.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p style="text-align: right;">collapse all</p> <p>Travel Encumbrance Removal Doc Nbr: 99000264 Status: INITIATED Initiator: jrobinz Created: 03:32 PM 03/17/2016</p> <p style="text-align: right;">expand all collapse all</p> </div>
3.	<p>To open the Document Overview tab, click the show button.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Document Overview show</p> </div>

Step	Action
4.	<p>Enter an appropriate description of the transaction in the Description: field, such as the traveler's name, etc. This description will appear in document searches.</p>  <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>
5.	<p>Although it is not a system required field, UMD is requiring the Explanation field to be entered as a further explanation of why the Travel Encumbrance Removal is being entered.</p>  <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>
6.	<p>To close the Document Overview tab, click the hide button.</p> 
7.	<p>To open the Accounting Lines tab, click the show button.</p> 
8.	<p>Add Accounting Lines</p> 
9.	<p>Select the appropriate Chart Code.</p> <p>Select 01 from the drop-down menu.</p> 
10.	<p>Enter an appropriate Account Number. The KFS account number that is entered must be the same account number that was used to encumber the travel funds. You can either enter the KFS account number or you may click on the magnifying glass for account lookup and Return Value directly into the document.</p>  <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>

Step	Action
11.	<p>Enter the appropriate Object Code. The KFS object code that is entered must be the same object code that was used to encumber the travel funds.</p> <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>
12.	<p>Enter the transaction amount.</p> <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>
13.	<p>Enter the Trip Number.</p> <p>Press the [Tab] key on your keyboard to advance to the next field or use your mouse to navigate.</p>
14.	<p>Click the add button.</p> 
15.	<p>To close the Accounting Lines tab, click the hide button.</p> 
16.	<p>Click the submit button once you have completed all the required fields on this eDoc.</p> <p>Note: Be sure you receive a "Document was successfully submitted" message at the top of the page.</p>
17.	<p>You have successfully completed the Travel Encumbrance Removal form.</p> <p>End of Procedure.</p>
18.	<p>The Travel Encumbrance Removal document will route to the Fiscal Officer for approval based on the account number used. The document status becomes FINAL after the fiscal officer's approval is obtained and the transaction will post in KFS during to the next batch process.</p> 