

# 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

Travel Encumbrance Removal import lines

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Bank Code	* Amount	Actions
add:		\$	\$	\$	\$	\$		0.00	
	* Trip Number (TAR)								<a href="#">add</a>

General Ledger Pending Entries [show](#)

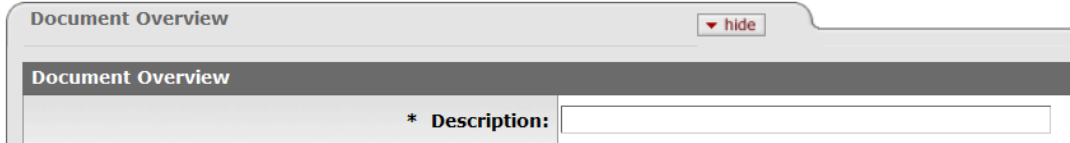






Notes and Attachments (0) [show](#)



Ad Hoc Recipients [show](#)

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

Step	Action
4.	<p>Enter an appropriate description of the transaction in the <b>Description:</b> 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 <b>Explanation</b> field to be entered as a further explanation of why the <b>Travel Encumbrance Removal</b> 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 <b>close</b> the <b>Document Overview</b> tab, click the <b>hide</b> button.</p> 
7.	<p>To open the <b>Accounting Lines</b> tab, click the <b>show</b> button.</p> 
8.	<p><b>Add Accounting Lines</b></p> 
9.	<p>Select the appropriate <b>Chart Code</b>.</p> <p>Select <b>01</b> 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 <b>magnifying glass</b> for account lookup and <b>Return Value</b> 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 <b>add</b> button.</p> 
15.	<p>To close the <b>Accounting Lines</b> tab, click the <b>hide</b> button.</p> 
16.	<p>Click the <b>submit</b> button once you have completed all the required fields on this eDoc.</p> <p><b>Note:</b> Be sure you receive a "<b>Document was successfully submitted</b>" message at the top of the page.</p>
17.	<p>You have successfully completed the Travel Encumbrance Removal form.</p> <p><b>End of Procedure.</b></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> 