



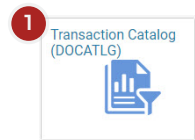
General Accounting Encumbrance (GAE) FINET quick reference guide

Introduction

A General Accounting Encumbrance (**GAE**) transaction is an optional/easy purchase order transaction used for procurement encumbrances less than \$10,000, where commodity details are not needed or desired, and the items being purchased are not on State or Department contract (**MA**).

Creating a GAE

1. From the home page, click on the **Transaction Catalog**.



2. Click the **Create** button in the upper-right corner



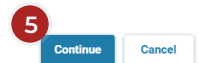
3. Enter the following:

- **Transaction Code** field: GAE
- **Transaction Department**: enter the department for which the GAE is created.
- **Transaction Unit**: optional, but used for routing purposes.
- **Transaction ID** field: (Prefix or last two digits of the Fiscal Year)

4. Check **Auto Numbering**.

5. Click **Continue** in upper-right corner to create the GAE.

Create Transaction



3

* Required fields

* Transaction Code GAE	* Transaction Dept 150	Transaction Unit
* Transaction ID 25	<input checked="" type="checkbox"/> Auto Numbering	

Show More

Header tab

Scroll to **Procurement and Other details** section.

1. Enter the following:

- **Shipping Location** field: enter Shipping code, or select from the pick-list.
- **Billing Location** field: enter Billing code, or select from the pick-list.

Note: The GAE is a simple transaction so there is only one shipping and billing location. If you need to send to different locations, you'll need to do different transactions.

2. Enter **Delivery Date** field: select when it's to be delivered from the calendar or manually enter a date.
3. Enter the **Extended Description** - fully explain the purchase, so there's no confusion. Also there's no section for Requestor ID, so if it is for someone other than the one completing the GAE, you can add the information here.

General Accounting Encumb (GAE) ☆ | Draft | [Grid Icon]

Department: 150 | Unit: - | Transaction ID: 2500000002 | Version: 1

Validate Submit Save Save & Close

Procurement and Other Details

1 Billing Location Shipping Location 2 Delivery Date

Cited Authority

Show More

3 Extended Description

Extended Description

0/1500

Vendor tab

1. Create the line by clicking the insert + button.
2. Enter **Vendor Customer** or select from the picklist. [Picklist Icon]

General Accounting Encumb (GAE) ☆ | Draft | [Grid Icon]

Department: 150 | Unit: - | Transaction ID: 2500000003 | Version: 1

Validate Submit Save Save & Close

Header Vendor (1) Accounting Summary

Legal Name Line Amount

1 +

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

2 Vendor Line Vendor Customer Legal Name Line Amount Attachments

Accounting tab

1. Create the line by clicking the insert + button.
2. Enter the following.
 - Line Amount
 - Fund
 - Department
 - Unit
 - Appropriation Unit
 - Object
3. Expand the line ▶ to view additional options.
4. Under the **General Information** subtab, enter content in the **Line Description**.

Department: 150 | Unit: - | Transaction ID: 2500000003 | Version: 1

Header	Vendor (1)	Accounting (1)	Summary
	Legal Name	Line Amount \$0.00	

Vendor (1)	+ [Icons]						
1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1							
Accounting Line	Line Amount	Fund	Department	Unit	Appr Unit	Object	A
0	\$0.00						
General Information Open/Closed Details Reference COA							
Event Type	Accounting Template		Line Description				

5. Click **Validate**. Fix any errors that are noted in the top left of the page.



6. If there are no errors, click **Submit** to complete the GAE transaction.