HOW TO process an Intra (JE15) Fund Journal Voucher (FGAJVCQ)

How to process a JE15 journal (intra-fund transfer):

11.

CREDIT Sequence	DEBIT sequence
16. The cursor appears in the **Sequence** field. Do not type in a number. **TAB** to the next field - a sequence number will automatically populate the field. Leave as is.	

16. The cursor appears in the **Sequence** field. Do not type in a number. **TAB** to the next field - a sequence number will automatically populate the field. Leave as is.
17. Enter **JE15** in the **Journal Type** field and **TAB** until the cursor is the Fund field.
18. Enter the **Fund** code in the Fund field and **TAB** - the **Organization**, **Program**, **Activity**, and **Location** codes will default in.
19. Leave the **Orgnization** code as is and **TAB** to the next field.
20. Enter the **Account** code charged in the original transaction and **TAB** to the next field.
21. Leave the **Program** code as is and **TAB** to the next field.
22. If different from 000000, enter the **Activity** code charged in the original transaction and **TAB** to the next field.
23. If different from 000000, enter the **Location** code charged in the original transaction and **TAB** to the Amount field.
24. Enter the **Amount** of the expense incorrectly charged to the original FOAPAL and **TAB** to the next field. Be sure to subtract any sales tax rebates received for this transaction.

TIP: Amount
Use the form FGITRND to determine the amount to enter after sales tax rebates.

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