NOTE: The Fund may not be an Endowment Fund i.e. a Fund that starts with "8XXXXX".

19. Leave the Orgnization code as is and TAB to the next field.
20. Enter the Account code that best represents the nature of the internal sale i.e. "77XXXX".
21. Leave the Program code as is and TAB to the next field.
22. If different from 000000, enter the Activity code and TAB to the next field.
23. If different from 000000, enter the Location code and TAB until the cursor is in the Amount field.
24. Enter the Amount of the internal sale and TAB to the next field.
25. Select Credit from the Debit/Credit drop-down list and TAB until the cursor is in the Description field.
26. Enter a short Description for this sequence - include a brief description of the internal sale and hit TAB. (This description will appear on Financial Statements and when querying fund transactions in Banner and Minerva. There is a 30-character limit for this field.)

27. *OPTIONAL*: Click on the Save icon (diskette). The sequence status field will display *Postable* and the Bank code field populates with *RC*.

NOTE: If the status displays as Error, TAB through all the FOAPAL fields in the sequence screen and click on the Save icon again. The Status of the sequence should change from *Error to Postable.*
28. Click on the Insert Record icon or use the down-arrow key on your keyboard to proceed to the next sequence.

NOTE: The Fund may not be an Endowment Fund i.e. a Fund that starts with "8XXXXX".

32. Leave the Orgnization code as is and TAB to the next field.
33. Enter the Account code that best represents the nature of the internal purchase i.e. "78XXXX".
34. Leave the Program code as is and TAB to the next field.
35. If different from 000000, enter the Activity code that should be charged for the transaction and TAB to the next field.
36. If different from 000000, enter the Location code that should be charged for the transaction and TAB to the Amount field.
37. Enter the Amount of the expenditure charge and TAB to the next field.
38. Select Debit

	42. If needed, click on the Insert Record **icon** **or use the** Down arrow **key on your keyboard to create another sequence. Follow the steps to enter a credit or debit sequence.**

Completing the document

Once the Credit and Debit sequences are entered:

43. OPTIONAL: If you performed Step 40 above (saved the last sequence), and would like to see a listing of all entered sequences:
    - o Click the Options **menu and select** Access Transaction Summary Information [FGIJSUM].
    - o All entered sequences with their status (*Error or Postable*), along with the document number and document total will be displayed.
    - o Once reviewed, click on the Exit icon (black X) **to return to the form.**
44. Click the Options **menu and select** Access Completion **or click on the** Next Block **icon or use** Ctrl- Page Down **if you prefer using the keyboard.**
45. You have two options to choose from:
    - o Click on the Complete **icon to submit the document and move it to the approval and then the posting process. No changes may be made to the document once it is completed.**