HOW TO process an Inter (JE16) Fund Journal Voucher (FGAJVCQ)

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Save icon (diskette)

Exit icon (black X)

Document text exists

☑ **Document Text Exists**
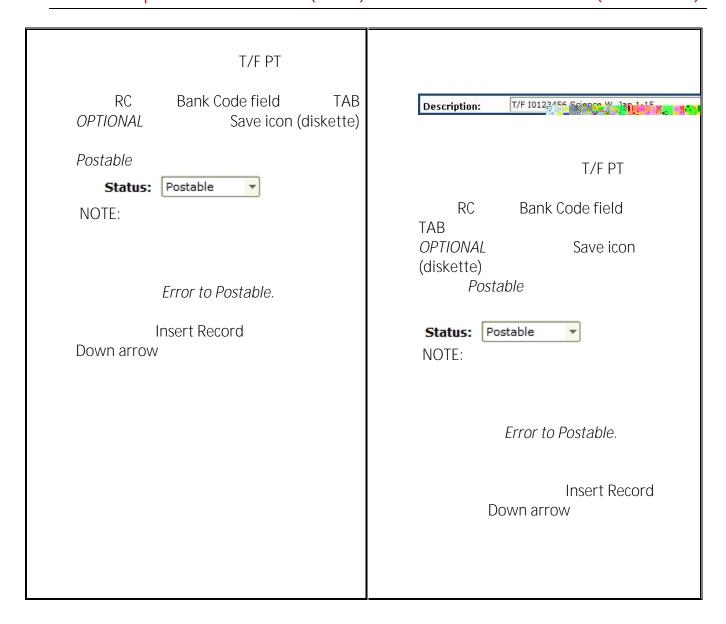
Entering Credit and Debit Sequences

Next Block   Ctrl- Page Down

TIP: Always enter the Credit sequence first

CREDIT Sequence	DEBIT sequence
Sequence TAB JE16 Journal Type TAB Fund TAB Organization Program Activity Location Orgnization TAB Account TAB	Sequence TAB JE16 Journal Type TAB Fund TAB Organization Program Activity Location Orgnization TAB Account TAB

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Program   TAB   Program   TAB

Activity   Activity

TAB   TAB

Location

Location

TAB   TAB

Amount

Amount

TAB

TAB

TIP: Amount

Credit

TAB

Description

TIP: Description

T/F

<table>
<tr>
<td>

T/F PT

   RC   Bank Code field   TAB
OPTIONAL   Save icon (diskette)

Postable

Status: Postable ▼

NOTE:

Error to Postable.

       Insert Record
Down arrow

</td>
<td>

Description: | T/F I0123456 Science W. Jan 1-15

T/F PT

   RC   Bank Code field
TAB
OPTIONAL   Save icon
(diskette)
     Postable

Status: Postable ▼
NOTE:

Error to Postable.

      Insert Record
Down arrow

</td>
</tr>
</table>

Completing the document

Once the Credit and Debit sequences are entered:

-     Options   Access Transaction Summary Information
[   ].
-                    *Error or Postable*
-                Exit icon (black X)

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Options	Access Completion	Next Block

Ctrl- Page Down

o   Complete

o   In Process

Auto hint line