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

11.

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

CREDIT Sequence	DBIT sequence
 CREDIT 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. 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. 	DEBIT sequence
 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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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.

TIP: Description

Begin the Description line with **T**/**F** to indicate that you are preparing a transfer.

Be sure to also include an abbreviation of the invoice date.

Description: T/F 10123/55 Science 2013

If preparing a partial transfer, then begin the Description line with **T/FPT**.

OPTIONAL: Click on the **Save icon** (diskette). The sequence status field will display *Postable*.

Status: Postable

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*.

27. Click on the **Insert Record** icon or use the **Down arrow** key on your keyboard to proceed to the next sequence.

entered for the associated credit sequence.

- 38. Select **Debit** from the Debit/Credit dropdown list and **TAB** to the Description field.
- 39. Enter a short **Description** for this sequence it should include the invoice document number and the name of the supplier.

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.

TIP: Description

Begin the Description line with **T/F** to indicate that you are preparing a transfer. Be sure to also include an abbreviation of the invoice date.

Description: T/F I0123456 Science W 130 1415

If preparing a partial transfer, then begin the Description line with **T/ F PT**.

OPTIONAL: Click on the **Save icon** (diskette). The sequence status field will display *Postable*.

Status: Postable

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*.

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