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11.

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| <ol style="list-style-type: none"> <li>16. The cursor appears in the                    field.<br/>Do not type in a number.            to the next field - a sequence number will automatically populate the field. Leave as is.</li> <li>17. Enter            in the                    field and<br/>until the cursor is the Fund field.</li> <li>18. Enter the            code in the Fund field and<br/>                  - the                    ,                    ,                    ,<br/>and                    codes will default in.</li> <li>19. Leave the                    code as is and            to<br/>the next field.</li> <li>20. Enter the                    code charged in the<br/>original transaction and            to the next<br/>field.</li> <li>21. Leave the                    code as is and            to<br/>the next field.</li> <li>22. If different from 000000, enter the<br/>code charged in the original transaction and<br/>                  to the next field.</li> <li>23. If different from 000000, enter the<br/>code charged in the original transaction and<br/>                  to the Amount field.</li> <li>24. Enter the                    of the expense<br/>incorrectly charged to the original FOAPAL<br/>and            to the next field. Be sure to<br/>subtract any sales tax rebates received for<br/>this transaction.</li> </ol> |  |
|---|--|
- Use the form FGITRND to determine the amount to enter after sales tax rebates.

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.

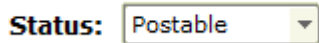
Begin the Description line with  to indicate that you are preparing a transfer.

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



If preparing a partial transfer, then begin the Description line with .

*OPTIONAL:* Click on the . The sequence status field will display *Postable*.



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  icon or use the  key on your keyboard to proceed to the next sequence.

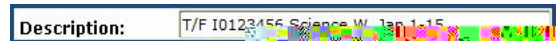
entered for the associated credit sequence.

38. Select  from the Debit/Credit drop-down list and  to the Description field.

39. Enter a short  for this sequence - it should include the invoice document number and the name of the supplier.

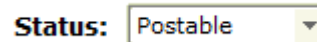
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40.

