

HOW TO process an Inter-Departmental Charge/IDC (FGAJVCQ)

NOTE:

Orgnization TAB
Account
77XXXX
Program TAB
Activity TAB
Location TAB
Amount
TAB
Credit Debit/Credit drop-
down list TAB
Description
TAB

OPTIONAL Save icon
(diskette)
Postable
RC

NOTE:

Error to Postable.
Insert Record
down-arrow

NOTE:

Orgnization TAB
Account
78XXXX
Program TAB
Activity
TAB
Location
TAB
Amount
TAB
38. Debit

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	Insert Record Down arrow
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Completing the document

Once the Credit and Debit sequences are entered:

- Options []
- Access Transaction Summary Information
Error or Postable
- Options
Ctrl- Page Down
- Complete
- Exit icon (black X)
Access Completion
- Next Block