Use template [None ▼]
[Retrieve]

Transaction Date [31 ▼] [MAR ▼] [2009 ▼]
Journal Type

Enter the **Journal Type** and the **Document Amount.**

ex	Fund	Organization	Account	Program	Activity	Location	Amount	D/C		#	Chart	Ind
								- ▼		1		
								+ ▼		2		
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Budget Period [01 ▼]

te [   ]

The **Chart** field is always 1. Enter the appropriate **Index** (Shortcut Key) and **Amount** fields and click **Complete.**

Description

Save as Templa
☐ Shared
[Complete]

The **Fund**, **Orgn**, **Program** and **Location** are automatically populated once the **Index** (Shortcut Key) is entered.

Code Lookup
Chart of Accoun
Type

ts Code [1 ▼]

Enter the Account in the **Account** field, enter in a description in the **Description** field, and select the appropriate period from the **Budget Period** drop down menu. Click **Complete** to see results**.**
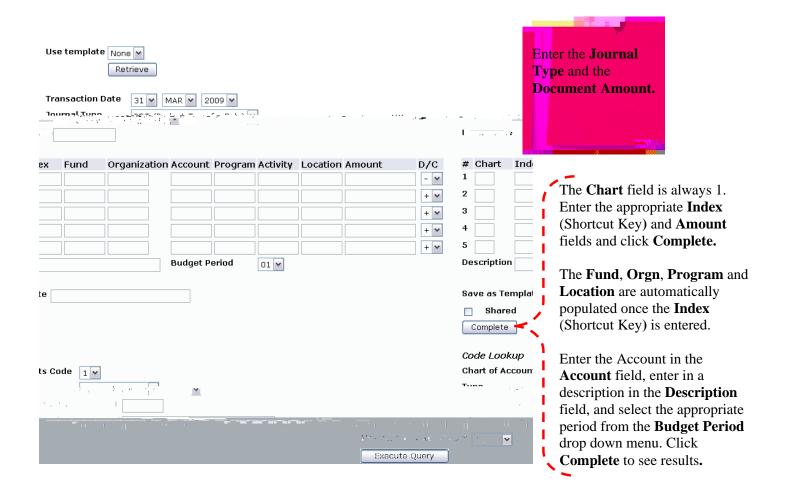
[Execute Query]

Note: Once the document is completed it is forward to the Budget Office (Approval process) for final approval