CREATE ONLINE BUDGET or JOURNAL ENTRY

1. Go to: FGAJVCQ
2. Leave DOCUMENT NUMBER field blank, do NEXT BLOCK
3. TRANSACTION DATE defaults to current date
   - Leave if transfer is to be processed in that month
   - Change to last day of processing month if within the 1st through the 5th working day
4. Enter DOCUMENT TOTAL (sum of items, + or -)
5. Click on OPTIONS from toolbar, then click on DOCUMENT TEXT
6. Enter the following:
   Preparer's Name, Phone, UMC and Department
   Explanation of Transfer (use as many lines as necessary)
   Explanation about Documentation (either no documentation, attached or being forwarded)
7. SAVE, EXIT and do NEXT BLOCK
8. Enter information for each item of transfer
   - Use tab key to go to next field
   - Use down arrow key to go to next item of transfer or up arrow key to go to previous item
     SEQUENCE: tab through to populate
     JOURNAL TYPE: Budget Entry: JBUD Journal Entry: JV01
     D/C: + for "TO", - for "FROM"
     BUDGET PERIOD (if Budget Entry): fiscal month to be posted, should correspond with fiscal month of TRANSACTION DATE
   - F4 repeats all of the fields from prior item
   - F3 repeats information from prior item for just the field that you are on
9. SAVE, click on OPTIONS from toolbar, then click ACCESS TRANSACTIONS SUMMARY INFO
   - Verify that all the lines equal the DOCUMENT TOTAL
10. EXIT, click on OPTIONS from toolbar, then click ACCESS COMPLETION
11. Write down DOCUMENT NUMBER, then click COMPLETE

TO APPROVE ONLINE BUDGET AND JOURNAL ENTRIES

1. Go to: FOAUAPP
2. Do NEXT BLOCK
3. Click on the DETAIL button to see the full transaction
4. Click on the APPROVE button to approve it or the DISAPPROVE button to disapprove it

OTHER USEFUL ONLINE ENTRY FORMS

1. To see the approval status of a document: FOAAINP
2. To see who approved a document: FOIAPPH
3. To see a posted document: FGIDOCR
4. To see the summary of pending document: FGIJSUM