How to process inter-departmental charges

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Use the Journal Voucher Quick (FGAJVCQ) form to create inter-departmental charges (ICD) in the system, for goods and services rendered to another internal department.

Before you start

Before you proceed, you must have:

- The nominal total dollars related to the document, such as $100.00 credit plus $100.00 debit = $200.00 total
- An informative description to associate with your entry
- The FOAPALs to be charged and credited

Process

You will need to:

- Open the form FGAJVCQ and create a new document.
- Add the total of debits and credits related to the document.
- Add the description of the services and your contact information.
- Debit a FOAPAL, enter the amount of the debit and a description.
- Credit a FOAPAL, enter the amount of the credit and a description.
- Complete the document or save it for future modifications.

Creating a new document

1 To open the FGAJVCQ form and create a new document:

   a Select the FGAJVCQ form from the **Finance Fast Track Menu** or enter 'FGADCSR' in the **Go To…** field and press <Enter>.

Journal Voucher Quick FGAJVCQ 7.1 (BANUP7B)
Document Number: [ ] [▼]
Journal Voucher Document Header
Transaction Date: [ ] [🗓]   **Document Total:** [ ]
☐ NSF Checking   ☐ Deferred Edit   **Document Text Exists:** [ ]

   b In **Document Number**, enter 'NEXT'.

   c Next Block 🔲 (or Ctrl + Page Down) to the **Journal Voucher Document Header** block.

     The current date defaults into the **Transaction Date** field.

Add totals and description

2 To add the total of debits and credits related to the document, <Tab> to **Document Total** and enter the absolute total of the IDC (i.e., credits plus debits).

     For example: $10 credit + $10 debit = $20 in **Document Total**).

3 To add the description of the IDC and your contact information:

   d Select **Options** > **Document Text** to display the FOATEXT form.

   e Put your cursor in the first line of **Text** and enter the following information (use the down arrow key to change lines).

      – Your name, phone extension, and the purpose of the IDC.

General Text Entry FOATEXT 7.1.0.1 (BANUP7B)			
Type: JV [▼] **Code:** J0268456 [▼]			**Default Increme**
Text		**Print**	**Lir**
renee lesage, ICS, x8749		☐	[ ]
Chemical Analysis - 10hrs@$10/h		☐	[ ]
For Earth and Planetary Science		☐	[ ]

   f **Save** and **Exit** to return to FGAJVCQ.

Note   At this point, a number such as 'J0258456' will appear in **Document Number**. **Take note of this number!**

Debiting a FOAPAL

4 To debit a FOAPAL, enter the amount of the debit and a description:

a Next Block to this (untitled) block.

Transaction Detail FGAJVCQ 7.1 (BANUP7B)

Document Number: J0268456   Document Total: 200.00

Sequence: _____   Currency: _____ ▼   Status: ☐
Journal Type: _____ ▼ _____
Chart: __ ▼ _____
Index: _____ ▼ _____
Fund: _____ ▼ _____
Organization: _____ ▼ _____
Account: _____ ▼ _____
Program: _____ ▼ _____
Activity: _____ ▼ _____
Location: _____ ▼ _____
Project: _____ ▼ _____
Percent: _____   Amount: _____   D/C: ☐   ☐ NSF Override
Description: _____   Bank: _____ ▼
Budget Period: ____   Pool-->   COA: __ ▼   Fund: _____ ▼ _____
Gift Date: _____ ▦   Number of Units: _____

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b <Tab> to each of these fields and enter the following information.

> **Note** As you <Tab> through fields, values automatically default into **Sequence, Chart**, **Organization**, **Program**, **Activity** and **Location**. Leave these defaults unchanged.

– **Journal Type:** IDC (for Inter-Departmental Charg)e

– **Fund**: the Fund code to be debited

– **Account**: the Account code to be debited, normally provided by the department being charged for the services. Must begin with 7.

If you want to query for the Account code, click on ▼ beside **Account**, and enter a query on account codes beginning with 7% and Date Entry 'Y', like this:

Account Code Validation FTVACCT 7.0 (BANUP7B)

Chart of Accounts	Account Code	Title	Type	Data Entry	Accoun Class
☐	7%			Y	☐

- **Amount**: the amount to be debited
- **D/C**: D (for Debit)
- **Description**: up to 30 characters description of the transaction. This description appears on the ledger.

Here's what it might look like at this point:

Transaction Detail FGAJVCQ 7.1 (BANUP7B)

Document Number: J0268456   **Document Total:** 200.00

Sequence: 1   **Currency:** [ ] ▼   **Status:** [ ]

Journal Type: IDC ▼ Inter-departmental Charge

Chart: 1 ▼ McGill University

Index: [ ] ▼

Fund: 228265 ▼ Nserc Rgpin 7721-02

Organization: 00289 ▼ Earth And Planetary Sciences

Account: 700012 ▼ Miscellaneous Expenses

Program: 2000 ▼ Research Program

Activity: 000000 ▼ Unassigned Activity

Location: 000000 ▼ Unassigned Location

Project: [ ] ▼

Percent: [ ]   **Amount:** 100.00   **D/C:** D

Description: chemical analysis, October 2006   **Bank:** [ ] ▼

Budget Period: [ ]   Pool--> **COA:** [ ] ▼   **Fund:** [ ] ▼

Gift Date: [ ] 📅   **Number of Units:** [ ]

Crediting a FOAPAL

5 To credit a FOAPAL, and enter the amount of the credit and a description:

a Add a new record (down arrow key).

b Repeat step 4 b) above, with the following differences:

– **Fund:** the Fund code to be credited

– **Account**: the account code to be credited. Must begin with '77'. You can query for Account codes as described in 4 b), but this time querying on codes beginning with '77'.

– **D/C:** C (for Credit)

Here's what the form might look like at this point:

If you have multiple services to charge for, with multiple debits or credits, for each sequence on your IDC:

Tip

– Insert a new record each time.

– Repeat step 4 (for debits) or step 5 (for credits).

Completing the document

6 Next Block.

7 Click the **Complete** icon 🗹 or the **In Process** icon ⧗ (to leave the document in suspense).