

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

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## How to process an IDC (Inter-Departmental Charge):

Before you begin, make sure you have the following information on-hand:

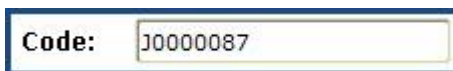
- The **Service Center's FOAPAL** (for the credit sequence) including the appropriate account code that best represents the nature of the internal sale i.e. "77XXXX".
- The **FOAPAL to the McGill Unit who received the goods and/or services** (for the debit sequence) including the appropriate account code that best represents the nature of the internal purchase i.e. "78XXXX".
- The **amount** of the internal sale = the amount of the expenditure charge
- The **service dates** of when the goods and/or services were rendered in full.
- A **specific and informative description of the IDC**.

### Steps:

1. Login to **Banner**.
2. Enter **FGAJVCQ** in the **Go To** field and hit Enter or select **FGAJVCQ (Journal Voucher Quick Form)** from the Finance Fast Track menu.
3. Type **NEXT** in the **Document Number** field.
4. Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using the keyboard to continue to the Document Header.
5. The **Transaction Date** will populate with today's date. *Leave as is*.
6. **TAB** to the **Document Total** field and enter the absolute value of the journal (IDC) entry = sum of the Credit and Debit sequences. For example, if the journal (IDC) document has only two sequences, and the amount of the credit and debit sequences are each \$220.25, enter 440.50.

### Entering Document Text:

7. Click the **Options** menu and select **Document Text [FOATEXT]**.
8. The journal (IDC) now has a unique Document Number (**JXXXXXXXX**) which appears in the **Code** field.



The image shows a screenshot of a software interface. On the left, the label 'Code:' is displayed. To its right is a rectangular input field with a thin border, containing the alphanumeric string 'J0000087'. The entire 'Code:' label and input field are enclosed within a blue rectangular border.

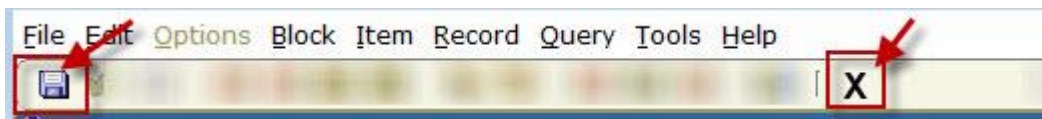
9. Click on the **Next Block** icon or use **CTRL-Page Down** if you prefer using the keyboard to go to the Text lines.
10. Enter the document text for this journal (IDC) - describe the purpose:  
Line 1: Name, service center unit, and contact number of the service center  
Line 2 (3,4,etc): Explain why this IDC is being processed - avoid acronyms. Include the service dates and ensure that the period being referenced is not future dated - charges for services rendered must represent actual incurred expenses.

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There is a maximum limit of 50-characters per line with no text-wrapping.  
Use the down-arrow key on your keyboard to move to the next line or use your mouse to move the cursor.

Text
Al Green, Financial Services, local 3463
Charge for supplying materials and supplies
from work order #30234.
Services rendered on January 13, 2015.
To Financial Services, room #303.
Contact: Prof. John Zayno, local 1234.

- Click on the **Save icon (diskette)**.



- Click on the **Exit icon (black X)** to return to the Document Header.
- A check box now appears in the **Document text exists** field.

**Document Text Exists**

## Entering Credit and Debit sequences:

- Click on the **Next Block** icon or use **CTRL-Page Down** if you prefer using the keyboard to go to the FOAPAL sequence block.
- Follow the steps below to enter a credit sequence followed by a debit sequence.

CREDIT Sequence	DEBIT sequence
<ol style="list-style-type: none"> <li>The cursor appears in the <b>Sequence</b> field. Do not type in a number. <b>TAB</b> to the next field - a sequence number will automatically populate the field. Leave as is.</li> <li>Enter <b>IDC</b> in the <b>Journal Type</b> field and <b>TAB</b> until the cursor is the Fund field.</li> <li>Enter the <b>Service Center's</b> Fund code in the <b>Fund</b> field and <b>TAB</b> - the <b>Organization, Program, Activity, and Location</b> codes will default in.</li> </ol>	<ol style="list-style-type: none"> <li>The cursor appears in the <b>Sequence</b> field. Do not type in a number. <b>TAB</b> to the next field - a sequence number will automatically populate the field. Leave as is.</li> <li>Enter <b>IDC</b> in the <b>Journal Type</b> field and <b>TAB</b> until the cursor is the Fund field.</li> <li>Enter the Fund code for the <b>McGill Unit who received the services</b> in the <b>Fund</b> field and <b>TAB</b> - the <b>Organization, Program, Activity, and Location</b> codes will default in.</li> </ol>

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**NOTE:** The Fund may not be an Endowment Fund i.e. a Fund that starts with "8XXXXX".

19. Leave the **Orgnization** code as is and **TAB** to the next field.
20. Enter the **Account** code that best represents the nature of the internal sale i.e. "77XXXX".
21. Leave the **Program** code as is and **TAB** to the next field.
22. If different from 000000, enter the **Activity** code and **TAB** to the next field.
23. If different from 000000, enter the **Location** code and **TAB** until the cursor is in the Amount field.
24. Enter the **Amount** of the internal sale and **TAB** to the next field.
25. Select **Credit** from the **Debit/Credit drop-down list** and **TAB** until the cursor is in the Description field.
26. Enter a short **Description** for this sequence - include a brief description of the internal sale and hit **TAB**. (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.)
27. **OPTIONAL:** Click on the **Save icon (diskette)**. The sequence status field will display *Postable* and the Bank code field populates with *RC*.

**Status:**

**NOTE:** 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*.

28. Click on the **Insert Record** icon or use the **down-arrow** key on your keyboard to proceed to the next sequence.

**NOTE:** The Fund may not be an Endowment Fund i.e. a Fund that starts with "8XXXXX".

32. Leave the **Orgnization** code as is and **TAB** to the next field.
33. Enter the **Account** code that best represents the nature of the internal purchase i.e. "78XXXX".
34. Leave the **Program** code as is and **TAB** to the next field.
35. If different from 000000, enter the **Activity** code that should be charged for the transaction and **TAB** to the next field.
36. If different from 000000, enter the **Location** code that should be charged for the transaction and **TAB** to the Amount field.
37. Enter the **Amount** of the expenditure charge and **TAB** to the next field.
38. Select **Debit** from the **Debit/Credit drop-down list** and **TAB** to the Description field.
39. Enter a short **Description** for this sequence - include a brief description of the expenditure charge and hit **TAB**. (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.)

40. **OPTIONAL:** Click on the **Save icon (diskette)**. The sequence status field will display *Postable* and the Bank code field populates with *RC*.

**Status:**

41. **NOTE:** 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*.

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	42. If needed, click on the <b>Insert Record</b> icon or use the <b>Down arrow</b> key on your keyboard to create another sequence. Follow the steps to enter a credit or debit sequence.
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### Completing the document

#### Once the Credit and Debit sequences are entered:

43. OPTIONAL: If you performed Step 40 above (saved the last sequence), and would like to see a listing of all entered sequences:
  - Click the **Options** menu and select **Access Transaction Summary Information [FGIJSUM]**.
  - All entered sequences with their status (*Error or Postable*), along with the document number and document total will be displayed.
  - Once reviewed, click on the **Exit icon (black X)** to return to the form.
44. Click the **Options** menu and select **Access Completion** or click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard.
45. You have two options to choose from:
  - Click on the **Complete** icon to submit the document and move it to the approval and then the posting process. No changes may be made to the document once it is completed.
  - Click on the **In Process** icon to save changes and to complete this document at a later date. If you select this option, be sure to make note of the document number – you will need it to access this journal again.