

NH FIRST User Desktop Quick Reference Guide - GL Transfers

Journal Header		
1	GL 40	Enter in Search Box
2 Field	New JE	click and GL40.2 appears
3 Field	Company	Fund
4 Field	Year	Fiscal Year
5 Field	Period	Month of the FY
6 Field	Type	N=Normal, I=Intercompany
7 Field	Description	Purpose of transfer
This is the blank field on the right		
8 Field	Source code	TR=Trans of expenditures JE = Transfer of revenues
9 Button	ADD	Click

Journal Detail		GL 40.1
10 Field	FC A	Function Code
11 Field	Company	Fund
12 Field	Accounting Unit	Orgn code
13 Field	Account	Object code or Revenue Source
14 Field	Sub account	Sub obj or Rev Source
15 Field	Activity	Used for grants and projects
16 Field	Account Category	Grants and projects object codes
17 Field	Amount	Debit or Credit
18 Field	Description	Purpose
19 Field	FC A	Function Code
20 Field	Company	Fund
21 Field	Accounting Unit	Orgn code
22 Field	Account	Object code or Revenue Source
23 Field	Sub account	Sub obj or Rev Source
24 Field	Activity	Used for grants and projects
25 Field	Account Category	Grants and projects object codes
26 Field	Amount	Debit or Credit
27 Field	Description	Purpose
28 Button	CHANGE	click
29 Button	>> Release	click

*Addition lines required
place cursor in FC Field
Control Shift K*

*Increase Revenue is Minus sign
Decrease Revenue is a Plus
Increase Expenditure is a Plus
Decrease Expenditure is a Minus sign*