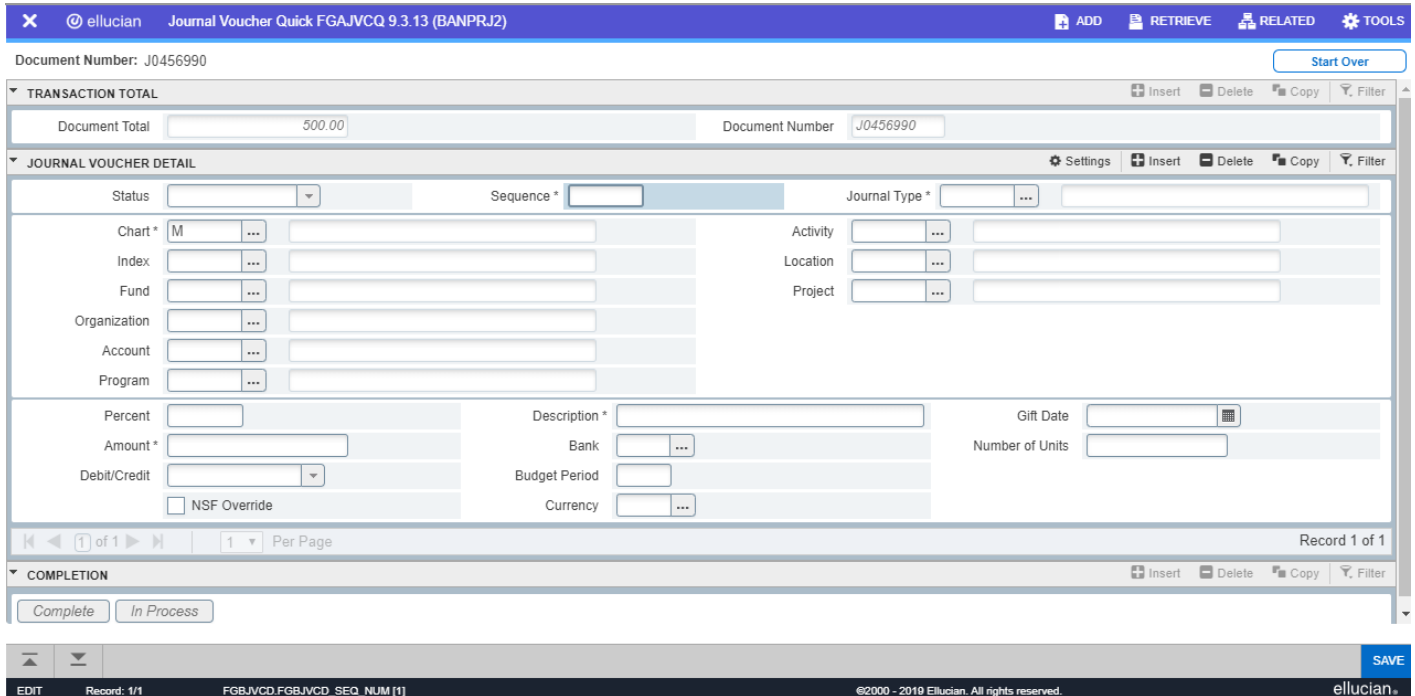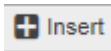To access the **Transaction Detail** block from the Document Header, click the **Next Section** icon

, or press **Alt+Page Down**.

Status - The system updates this field after each transaction record is saved. You can save a record by:

• clicking **Save** [SAVE] (or pressing the **F10** key)
OR

• moving to the next record, either by clicking the **Insert button** [Insert] or pressing the arrow down key.

Each record in the JV can have a value of:
Postable - the transaction can be posted
Error - an error condition caused an edit failure
NSF - an insufficient funds condition exists for the record

Sequence - The system generates and increases the sequence number field automatically. Press the **Tab** key to generate the first sequence number (**1**).

Journal Type - Enter the appropriate journal type - e.g. **JE15**, **JE16**, **ID1D**, etc.
Chart - Defaults to the current Chart of Accounts - chart **M**. Leave as is.

Lookup icon [...] **-** Click this icon to open a form where you can search for information related to the field - e.g. clicking the Search icon in the **Fund** field will open the Fund Code Validation table (listing of all Funds), allowing you to search for the desired Fund.

Index - Leave blank.
Fund - Enter a valid Fund code.
Organization - Enter a valid Org code.
Account - Enter a valid Account code.
Program - Enter a valid Program code.
Activity - Enter a valid Activity code, if applicable.
Location - Enter a valid Location code, if applicable (only required for capital equipment and building transactions).
Project - Leave blank.

Percent - Optional field. This is a percentage of the Document total for this record. If you enter an amount in this field, the **Amount** field will automatically be calculated and the appropriate figure will be shown.
> *Caution:* Enter a value into *either* the **Percent** field OR the **Amount** field, but not both.

Amount - Dollar amount of the accounting distribution.

Debit/Credit - Values are **Debit** or **Credit**.

NSF Override - Leave blank.

Description - Enter a description (maximum 35 characters) for this record (line) of the journal entry or ID charge. Try to be as specific and detailed as possible, as this information will display in **FAST**.

Bank - Enter **OC**. This is required for **JE16** and all ID charge journal types.

Budget Period - Leave blank.

Currency - All transactions are in Canadian (base) currency; leave this field blank.

Gift Date – Leave blank

Number of Units – Leave blank.