Instructions for Inter-Account Form

1. ***Fiscal Year***
   Enter fiscal year as yyyy.
   Tab thru the form or use the mouse. DO NOT PRESS "**ENTER**".
2. ***Date***
   Current Date will default automatically**.**
3. ***Detailed Description***
   Provide description of transactions. Multiple lines of description may be entered; however, only visible lines will print.
   <u>If moving expense charges</u> - print screen in banner showing the document number and date and attach with form.
4. ***Credit Index***
   Typically, the credit department will initiate the form. The department who initiates the form is responsible for entering the correct account code, index and amounts for credit *and* charge.
5. ***Account Codes and Amounts*****.**
   Enter Account Code(s) and Amount(s). Enter for Credit **and** Charge(s).
6. ***Validate Button***
   After all appropriate data has been entered; click the Validate button located on bottom of form. The Validate button displays the financial manager, index title and totals. If any fields are highlighted in red, make the required additions or corrections and <u>*revalidate.*</u> Verify that this information is correct. If corrections/changes were made, <u>*revalidate.*</u>
7. ***Print Button*****:**
   After all data has been entered correctly and validated, the Print button will be visible at the bottom of form. Click Print to print form.
8. ***Signatures***
   Sign the original inter-account and send to Department(s) Charged for proper signatures. Keep copies for your files and mark them as **COPIES** so transactions will not be duplicated. Department Charged should forward Inter-Account to the proper Accounting Office for processing.
9. ***Return Copy To***
   If you require copies to be returned after data entry, type Name & Address in the "Return Copy To" box and make an extra copy to send with the original so that it can be returned to you.   Then <u>*revalidate and print*</u>.
10. ***Reset Button***
    To clear form to start over, press Reset Button at the bottom of form.

*Note: **Hash Total** is for Accounting use only! It totals all entries and will be double the credit total. The form will automatically provide all totals; just make sure you enter all account codes and amounts for each code.*

If you have a situation this form will not accommodate (ex: more than 1 credit dept. or more than 2 charge depts.) or need additional information/help contact:

Unrestricted accounts – Stacey Calvert - 270-745-6913
Restricted accounts – Alicia Haley - 270-745-5882