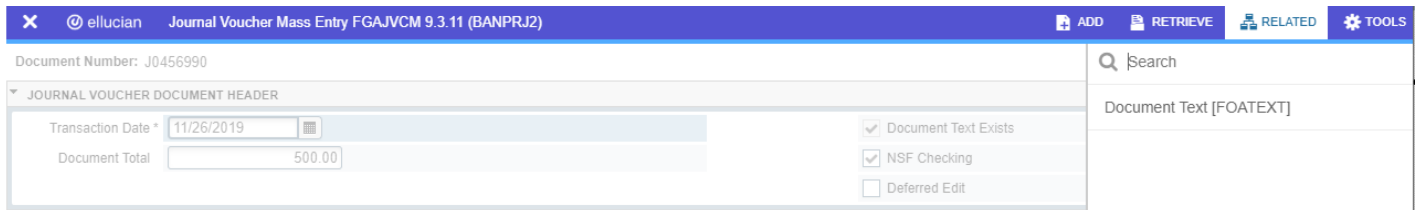
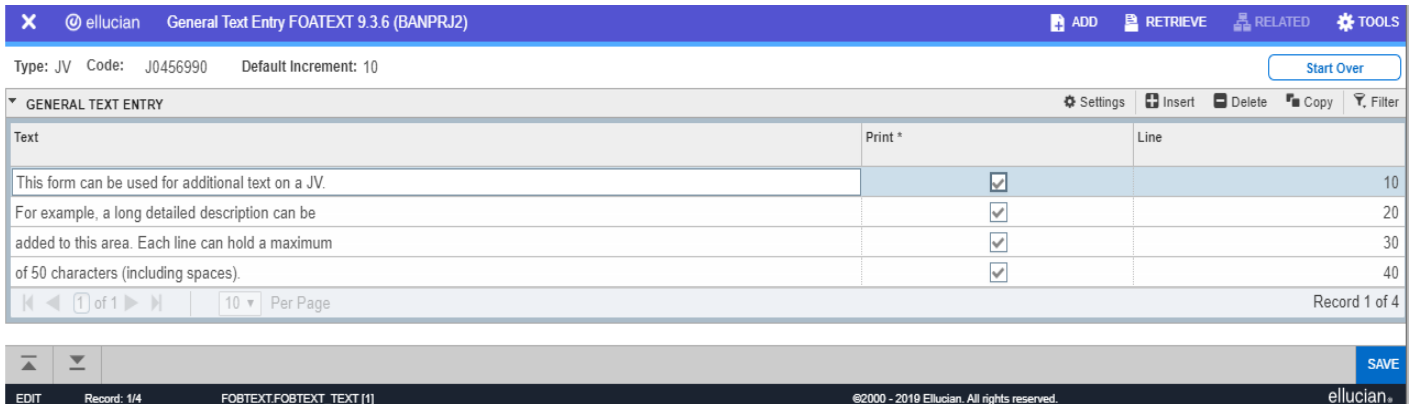


For all JEs and ID charges, this step is **mandatory**. The information provided must be sufficient for the primary signing authority responsible for the Fund being debited to determine the exact nature of the transfer or charge. **Be as descriptive as possible.**

From the menu bar, select **Related** → **Document Text [FOATEXT]**:



The **General Text Entry** screen opens (see below).




Text	Print *	Line
This form can be used for additional text on a JV.	<input checked="" type="checkbox"/>	10
For example, a long detailed description can be	<input checked="" type="checkbox"/>	20
added to this area. Each line can hold a maximum	<input checked="" type="checkbox"/>	30
of 50 characters (including spaces).	<input checked="" type="checkbox"/>	40

Enter text (maximum 50 characters per line). Click **Insert** to add the next line or use the downward arrow key to move to the next line.

The number in the **Line** column is automatically generated; the default increment is 10. Click the box to check the **Print** indicator if you would like to have each line of text printed on the Posted JV Report.

**Note:** All text will print on the Unposted JV Report (whether or not the print indicator is checked).

Review data entry carefully and if everything looks correct, click **Save** (or press the **F10** key) to save your text entries.

Click the **Exit** icon  (or **Ctrl + Q**) to close the form.

You are returned to the Document Header.