When using the FGAJVCD form, all the regular Banner navigation features work as usual. To move between fields, you can either:

- Use the Tab key, and Shift+Tab to go backwards, or
- Use the mouse to select the desired field

**Key Block Information**

**Document Number** – Leave this field **blank** to have the system automatically generate a new document number.

**Important Note:** If you enter any character or just press the space bar, then that entry becomes your journal voucher number. Only be leaving the field blank will the appropriate sequential “Jxxxxxxx” journal voucher number be assigned.

**Tip:** The Document number will be visible once you access the Transaction Detail block or the Text Entry form.

**Note regarding ID Charges:**

When entering an ID charge, keep in mind that the document will be mailed to the organization being charged. To accommodate this process, **please enter only one ID charge per JV document.** If an ID charge has several sequences that use Journal Type ID1D, each sequence has to reference the same Org code. If you need to charge multiple Org codes, you will need to create a separate ID charge for each Org code.

E.g. You need to charge both the department of Psychology and the department of Philosophy. They both fall under the Faculty of Arts, but have different Org codes in their FOP. You must do the following:

- enter one ID charge for Psychology
- enter another ID charge for Philosophy

Select the Next Block icon (or press Ctrl + PageDown) to continue.
**Document Header**

**Transaction Date** – Defaults to the current date, and indicates the date the transaction will be posted. You can override to backdate for month-end or year-end purposes, as long as the period is still open.

*Posting is only permitted to open periods.*

Enter the transaction date in **YYMMDD** format, e.g. **080415** for **15-Apr-2008**

**Document Total** – Enter the absolute value of the total debits plus credits. To calculate this figure, add all of your debits and multiply by 2. The document total should always equal an even amount, e.g. **105.24** but never **105.25**

Redistribute
NSF Checking
Defer Edit
Distribution Total
Document Status
Create Source

Leaves these boxes blank or let them default.

**Document Text Exists** – This box will initially be blank; only system generated entries appear in this box.  
Y (Yes) indicates text exists for the JV  
N (No) indicates there is no text associated with the JV  

Select the Next Block icon (or press Ctrl + PageDown) to continue.

**Entering Document Text**

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, select Options→**Document Text [FOATEXT]**:

![Document Text Form](image)

The **General Text** form opens (see below).

Enter text (maximum of 50 characters per line). Click to see the next line or use the ↓ key to move to the next line.

The number in the **Line** column is automatically generated; the default increment is 10.

Click 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 the **Save** icon (or press the **F10** key) to save your text entries.

Select the **Exit** icon (or **Ctrl+Q**) to close the form. You will be brought back to the Document Header.
**Transaction Detail Block**

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 (see Aurora Finance Online Help web page for instructions and restrictions on JV use).

COA – Defaults to the current Chart of Accounts, chart M. Leave as is.

Index – Leave blank.

Fund – Enter a valid Fund code.

Orgn – Enter a valid Organization code.

Acct – Enter a valid Account code.

Prog – Enter a valid Program code.

Actv – Enter a valid Activity code, if applicable.

Locn – Enter a valid Location code, if applicable.

Project – Leave blank.

Percent – Optional field. This is the 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.

Amount – Dollar amount for the FOAPAL listed above.

**Caution:** Enter a value into either the Percent field OR the Amount field, but not both.

Debit/Credit – Values to enter are either D (debit) or C (credit).

NSF Override – Leave blank.

Description – Enter a description (maximum of 35 characters) for this record (sequence) of the journal entry or ID charge. Try to be as specific and as detailed as possible as this information will display in FAST. If correcting an entry in FAST, duplicate the description as seen in FAST.

Bank Code – Enter OC. This is required for JE16 and all ID charge journal types.

Document Reference – Enter a maximum of 8 alpha-numeric characters to refer to a journal entry, ID charge, invoice or PO you wish to refer to in the journal voucher. This reference number will display in FAST once the journal voucher has been posted (see sample below).
Once you have completed a record, select the Next Record icon. The system will bring you to a new record, with the cursor in the sequence field. Press the Tab key; the next Sequence number will be assigned. Enter the remainder of the transaction information (repeat steps on previous page).

**Completing the JV**

Once data entry for the journal voucher is finished, or to exit from the journal voucher and leave In Progress:

- Click the Next Block icon (or press Ctrl + PageDown)
- OR
- Select Options from the menu and select Access Completion.

The Completion block will open with two options available:

- **Complete** – Click this icon to complete the journal voucher. Keep in mind that once this icon is selected, the balanced document is immediately sent to the posting process.

  **Note:** It is not possible for anyone to edit a completed journal voucher. Therefore, if you need to make corrections to a JV or add anything new to it, you must process a new JV.

- **In Process** – Click this icon to save the data without posting the record. You can add, delete, or modify transaction records as needed on In Progress journal vouchers.

If there are any errors with your JV, the Banner Error and Warning Message window will open and inform you what they are.