When using the FGAJVCM 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**

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

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

**Document Header**

**Transaction Date** – The date will default. If you need to change the date, enter the 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.
NSF Checking
Deferred Edit  } Leave these boxes blank or let them default.

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
(See page 5 of document for entering text.)

Type – If a journal type applies to all records, enter the appropriate journal type, e.g. JE15, JE16. This should not be used for the ID rule types.
Bank – Enter OC. This is required for JE16 and all ID charge journal types.
Description – If all records of the journal voucher are to have the same description, enter a description (maximum of 35 characters) that will apply. 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.

Deposit
Budget Period
Currency  } Leave these fields blank

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

Detail Block

To move throughout the Detail Block, you will need to tab between fields. You can also use the scrollbar to access fields not immediately visible on the screen.
Seq – The system generates and increases the sequence number field automatically
Type – Enter the appropriate journal type if a default was not entered in the Document Header
Status – The status will default once the sequence has been completed and you have progressed to the next sequence or saved the journal voucher. The status will be one of the following:
   P (Postable) indicates the sequence is ready to post
   N (Non sufficient funds) indicates the sequence has an NSF FOP
   E (Error) indicates there is an error within the sequence
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 sequence FOAPAL
Caution: Enter a value into either the Percent field OR the Amount field, but not both.
D/C – Values to enter are either D (debit) or C (credit).

Tab to reach the other fields in the sequence.

Description – If you did not enter a default description in the Document Header, enter a description (maximum of 35 characters) for this sequence of the journal entry or ID charge.
Bank – If you did not enter a bank code in the Document Header and you are entering a JE16 or ID charge journal type, enter OC.
Deposit  
Budget Period  
Currency  

Leaves these fields blank

Tab to reach the other fields in the sequence.

**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 to complete the journal voucher.

**In Process** – Click 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.
**Entering 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]**:

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.

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.