Navigate to the JV Forms

A Journal Voucher form is used to enter journal entries (i.e. correcting/adjusting entries) as well as interdepartmental (ID) charges. In Banner, there are two different forms available for entering Journal Vouchers:

- the **Journal Voucher Quick Form (FGAJVCQ)**
- the **Journal Voucher Entry Form (FGAJVCD)**

The **Quick Form (FGAJVCQ)** contains fewer fields than the **Journal Voucher Entry Form**, and will be used for most journal entries and ID Charges.

Navigating to the Journal Voucher Form (FGAJVCQ)

**a) Direct Access**

After you’ve logged into Banner, the cursor will be blinking in the **Direct Access** field (see below):

![Direct Access Field](image)

Type **FGAJVCQ** and press the **Enter** key.
b) Using the Menu

Banner → Financial → General Ledger → General Accounting Transaction Forms

Double-click on Journal Voucher Quick [FGAJVCQ] to select it.