Add Reference Codes to a JV

If you need to enter a **Document Reference** code on a JE or ID charge - for example, if the JV is referencing an invoice (Accounts Receivable or Accounts Payable), purchase order, or budget adjustment - you must use the **Journal Voucher Entry** (FGAJVCD).

If you prefer to use the FGAJVQC - or, after beginning a JV in FGAJVQC, realize that you need to add a Document Reference code - once you finish entering the data, leave the JV In Progress. Then access it in FGAJVCD, where you can add your reference code and complete the document.

Key Block information and Document Header are shown below:

Data entry is done to all of the same fields as on the Quick Page (with additional notation in the **Document Reference** field):

Once the JV is posted in Banner, the Document Reference will appear in the **DocRefNum** field in **FAST** (see below):

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