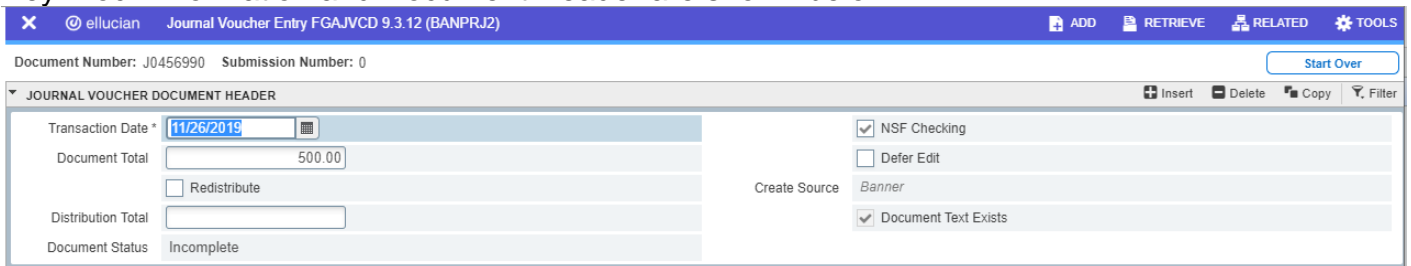


Add Reference Codes to a JV

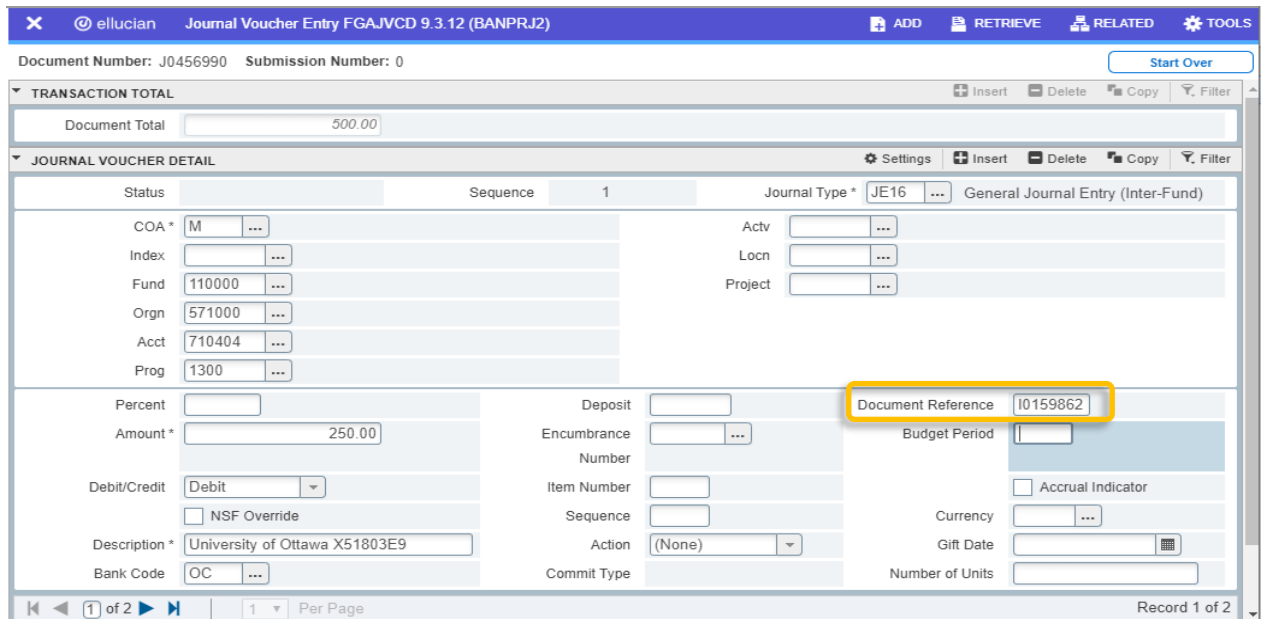
If you need to enter a **Document Reference** code on a JE or ID charge - for example, if the JV is referencing an invoice (Accounts Receivable or Accounts Payable), purchase order, or budget adjustment- you must use the **Journal Voucher Entry (FGAJVCD)**.

If you prefer to use the FGAJVCQ - or, after beginning a JV in FGAJVCQ, 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):

Row #	Document	FSYR	Period	Date	User ID	Description	Document Text	Type	Doc Ref Num	Encumbrance	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Outstanding Amount	Amount
1	J0401071	2019	06	07-09-2018	FINTRN02	Doe, John R.		JE15	10187223		M	110000	333200	713101	1100			0.00	-500.00
2	J0401071	2019	06	07-09-2018	FINTRN02	Doe, John R.		JE15	10187223		M	110000	333200	713102	1100			0.00	500.00